

SHARP®

DIGITAL FULL COLOR MULTIFUNCTIONAL SYSTEM

MODEL: MX-7090N
MX-8090N

User's Manual

Click to jump to the table of contents of the desired chapter.



BEFORE USING THE MACHINE

Functions of the machine and procedures for placing originals and loading paper



COPIER

Using the copy function



PRINTER

Using the printer function



SCANNER

Using the scan function



DOCUMENT FILING

Storing jobs as files on the hard drive



MANUAL FINISHING

Using the manual finishing function



SYSTEM SETTINGS

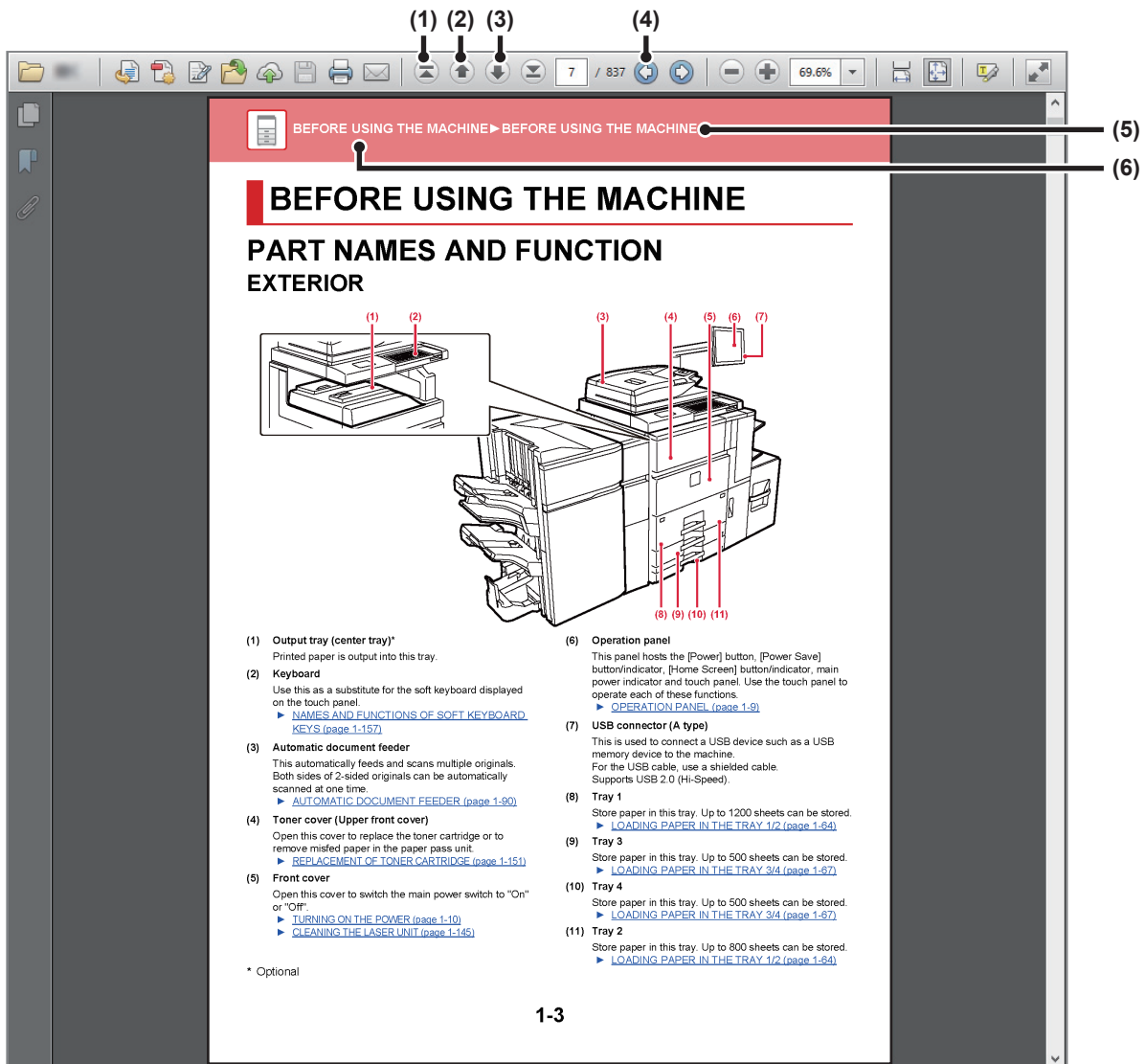
Configuring settings to make the machine easier to use



HOW TO USE THIS MANUAL

Click a button below to move to the page that you wish to view.

The following explanation assumes that Adobe Reader XI is being used (Some buttons do not appear in the default state.).



(1) Return to top page button

If an operation does not proceed as expected, click this button to start over again.

(2) Back one page button

Displays the previous page.

(3) Forward one page button

Displays the next page.

(4) Return to previously displayed page button

Displays the page that was displayed before the current page.

(5) Title button

Displays the page of the title indicated by the button.

(6) Contents button

Displays the contents of each chapter.

For example, if the current page is part of the printer chapter, the table of contents of the printer chapter appears.



If a button does not appear, refer to Adobe Reader Help to display the button.

ABOUT OPERATION MANUAL

This manual explains how to use the MX-7090N/MX-8090N digital full color multifunctional system.

Please note

- For information on installing the drivers and software cited in this manual, please refer to the Software Setup Guide.
- For information on your operating system, please refer to your operating system manual or the online Help function.
- The explanations of screens and procedures in a Windows environment are primarily for Windows® 8.1. The screens may be different depending on the version of the operating system or the software application.
- The explanations of screens and procedures in a Macintosh environment are based on Mac OS X v10.10 in the case of Mac OS X. The screens may be different depending on the version of the operating system or the software application.
- Wherever "MX-xxxx" appears in this manual, please substitute your model name for "xxxx".
- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest SHARP Service Department.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest SHARP Service Department.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

Warning

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this manual is subject to change without notice.

Illustrations and the operation panel and touch panel shown in this manual






The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment. The explanations in this manual assume that a multi bypass tray, large capacity tray, saddle stitch finisher, punch module, and curl correction unit is installed on the MX-8090N.

For some functions and procedures, the explanations assume that devices other than the above are installed.

The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

Icons used in the manuals

The icons in the manuals indicate the following types of information:

	This alerts you to a situation that could result in death or serious personal injury. This alerts you to a situation that could result in personal injury or damage to properties.		This explains how to stop or correct an operation.
	This alerts you to a situation where there is a risk of machine damage or failure.		This describes a routine work relevant to setting mode.
	This supplements function or operation procedure.		



BEFORE USING THE MACHINE

BEFORE USING THE MACHINE

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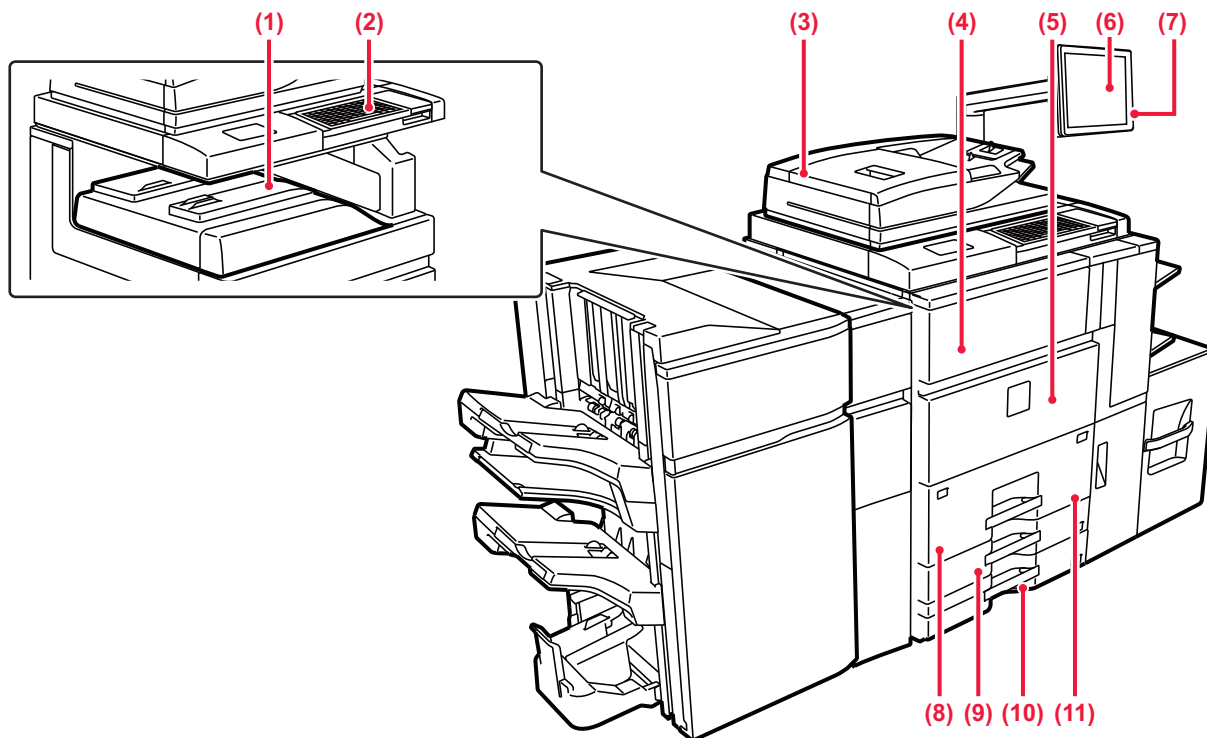
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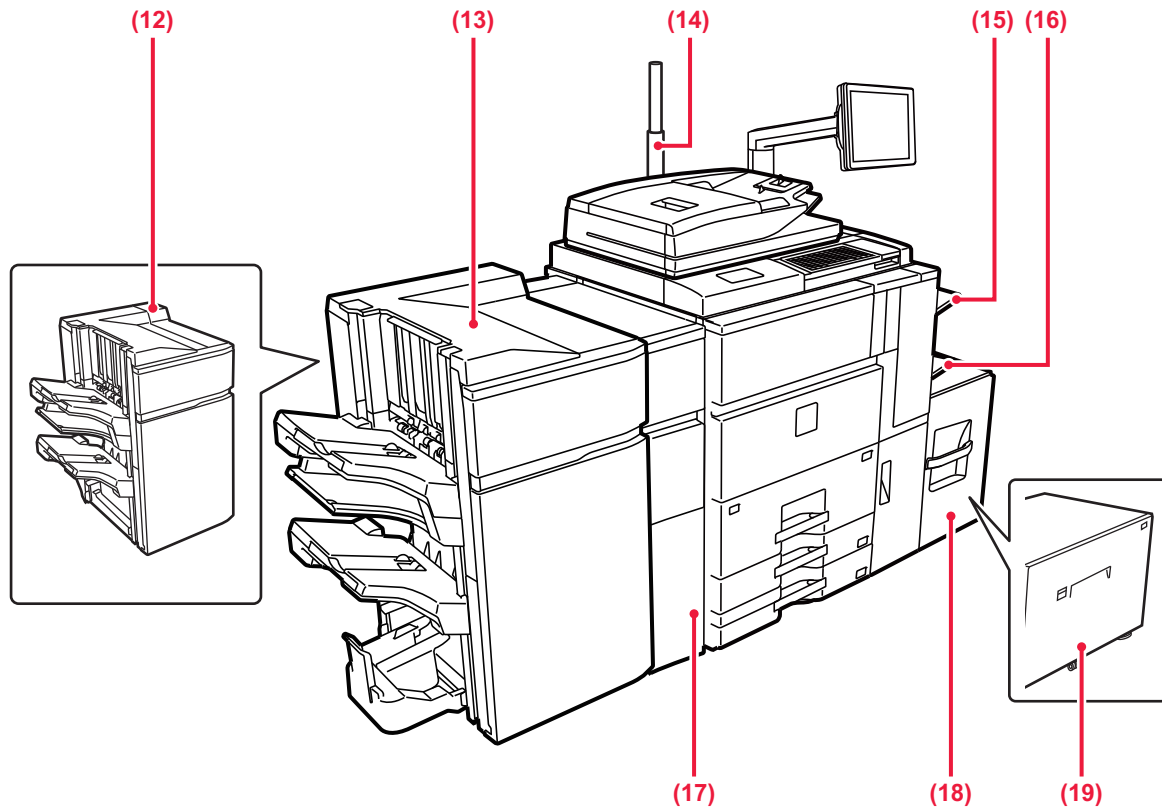
BEFORE USING THE MACHINE

PART NAMES AND FUNCTION EXTERIOR



- (1) **Output tray (center tray)***
Printed paper is output into this tray.
- (2) **Keyboard**
Use this as a substitute for the soft keyboard displayed on the touch panel.
► [NAMES AND FUNCTIONS OF SOFT KEYBOARD KEYS \(page 1-157\)](#)
- (3) **Automatic document feeder**
This automatically feeds and scans multiple originals. Both sides of 2-sided originals can be automatically scanned at one time.
► [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- (4) **Toner cover (Upper front cover)**
Open this cover to replace the toner cartridge or to remove misfed paper in the paper pass unit.
► [REPLACEMENT OF TONER CARTRIDGE \(page 1-151\)](#)
- (5) **Front cover**
Open this cover to switch the main power switch to "On" or "Off".
► [TURNING ON THE POWER \(page 1-10\)](#)
► [CLEANING THE LASER UNIT \(page 1-145\)](#)
- (6) **Operation panel**
This panel hosts the [Power] button, [Power Save] button/indicator, [Home Screen] button/indicator, main power indicator and touch panel. Use the touch panel to operate each of these functions.
► [OPERATION PANEL \(page 1-9\)](#)
- (7) **USB connector (A type)**
This is used to connect a USB device such as a USB memory device to the machine. For the USB cable, use a shielded cable. Supports USB 2.0 (Hi-Speed).
- (8) **Tray 1**
Store paper in this tray. Up to 1200 sheets can be stored.
► [LOADING PAPER IN THE TRAY 1/2 \(page 1-64\)](#)
- (9) **Tray 3**
Store paper in this tray. Up to 500 sheets can be stored.
► [LOADING PAPER IN THE TRAY 3/4 \(page 1-67\)](#)
- (10) **Tray 4**
Store paper in this tray. Up to 500 sheets can be stored.
► [LOADING PAPER IN THE TRAY 3/4 \(page 1-67\)](#)
- (11) **Tray 2**
Store paper in this tray. Up to 800 sheets can be stored.
► [LOADING PAPER IN THE TRAY 1/2 \(page 1-64\)](#)

* Optional



(12) Finisher (100-sheet stapling)*

This staples and outputs paper.

► [FINISHER \(100-SHEET STAPLING\) \(page 1-119\)](#)

(13) Saddle stitch finisher (100-sheet stapling)*

This staples and folds paper.

► [SADDLE STITCH FINISHER \(100-SHEET STAPLING\) \(page 1-124\)](#)

(14) Status indicator*

The status of the machine is indicated.

► [STATUS INDICATORS \(page 1-137\)](#)

(15) Right tray*

As required, paper can be output into the right tray.

(16) Bypass tray*

Use this tray to feed paper manually.

When loading paper larger than 8-1/2" × 11"R or A4R, pull out the extension guide.

► [LOADING PAPER INTO THE BYPASS TRAY \(page 1-81\)](#)

(17) Curl correction unit*

This punches and outputs paper.

(18) Tray 5 (MX-LC12)*

Store paper in this tray. Up to 3500 sheets can be stored.

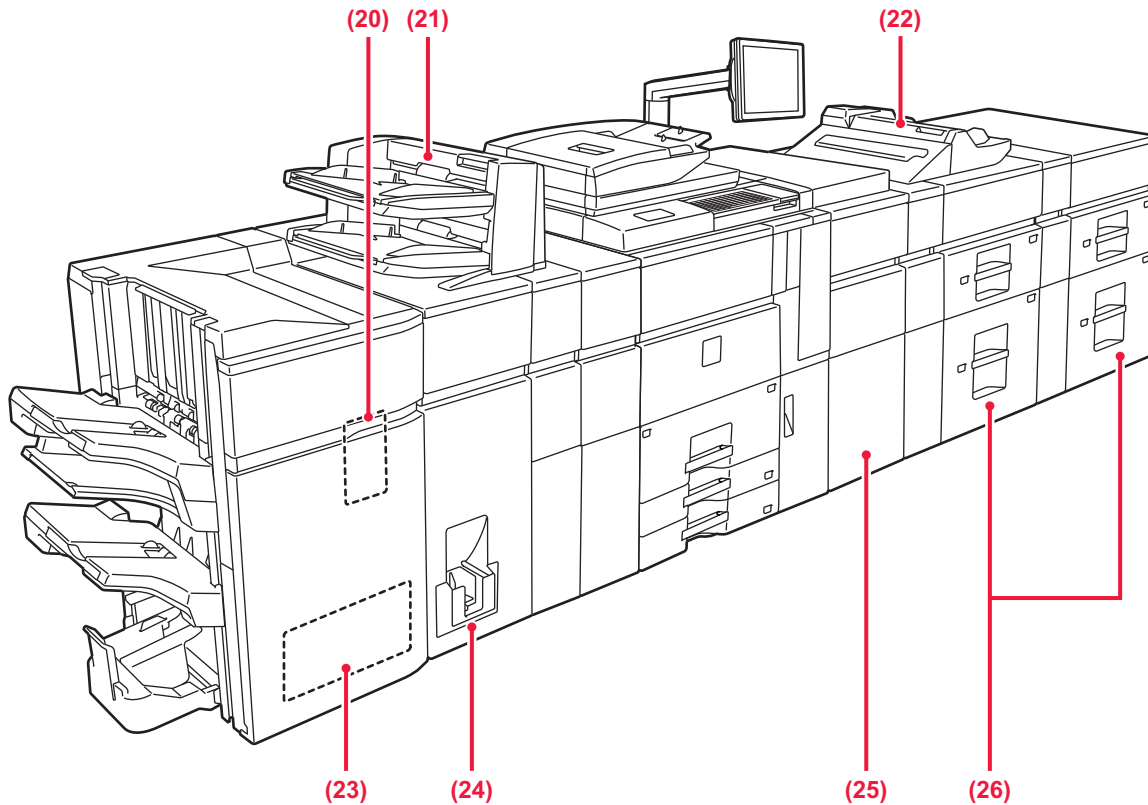
► [LOADING PAPER IN THE LARGE CAPACITY TRAY \(page 1-71\)](#)

(19) Tray 5 (MX-LCX3 N)*

Store paper in this tray. Up to 3000 sheets can be stored.

► [LOADING PAPER IN THE LARGE CAPACITY TRAY \(page 1-71\)](#)

* Optional



(20) Punch module*

This punches and outputs paper.

(21) Inserter*

Covers and insertion sheets to be inserted into printed sheets can be loaded. Using the manual finishing function, you can directly feed paper into the finisher or saddle stitch finisher to staple, punch or fold the paper.

(22) Bypass tray*

Use this tray to feed paper manually. When loading paper larger than 8-1/2" × 11"R or A4R, pull out the extension guide.
► [LOADING PAPER INTO THE BYPASS TRAY \(page 1-81\)](#)

(23) Trimming module*

This trims the excess of saddle-stitched output.

(24) Folding unit*

This folds and outputs paper.

(25) Paper pass unit*

This feeds paper to the machine.

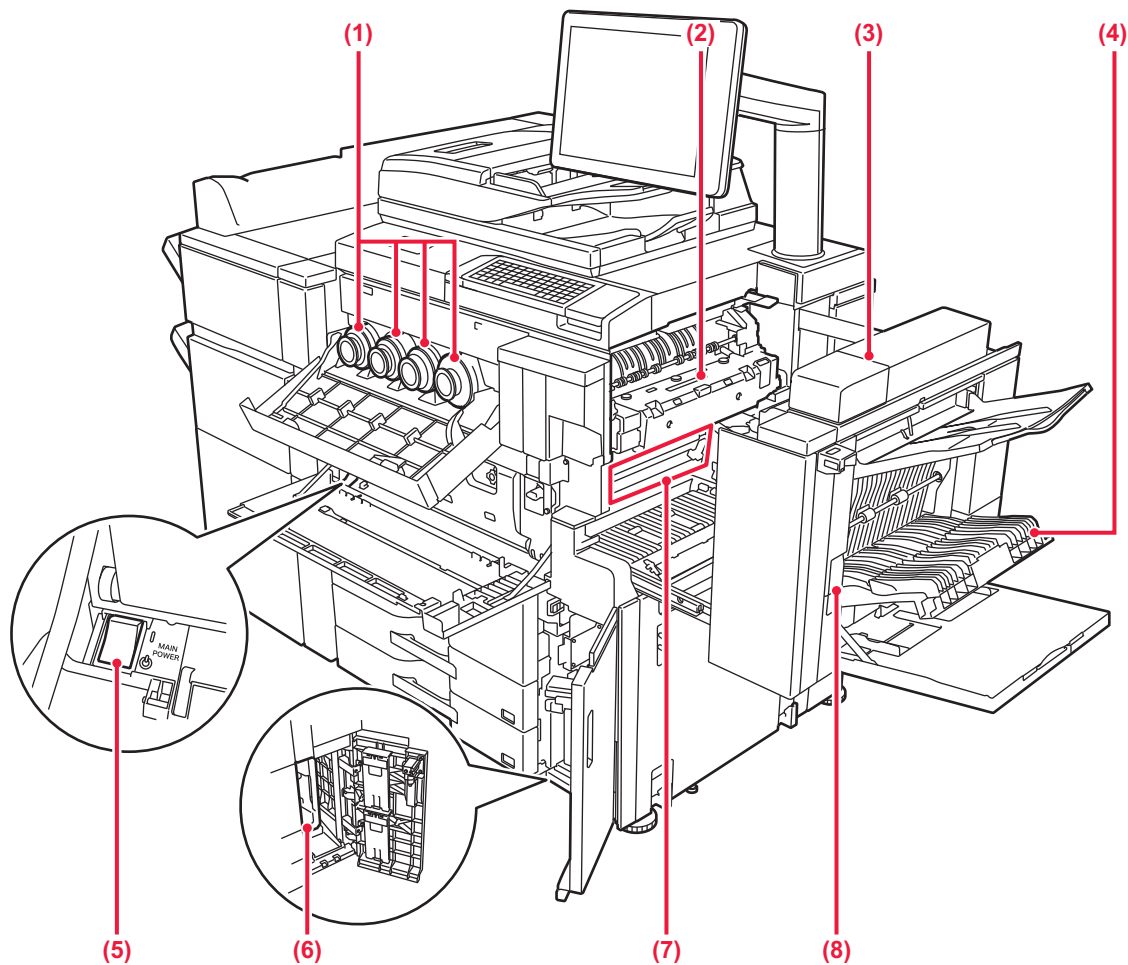
(26) Large capacity trays*

Store paper in this tray. Up to 2500 sheets can be stored in each tray.
► [LOADING PAPER IN THE LARGE CAPACITY TRAYS \(page 1-76\)](#)

* Optional



INTERIOR


**(1) Toner cartridge**

This cartridge contains toner. When the toner in a cartridge runs out, the cartridge of the color that ran out must be replaced.

► [REPLACEMENT OF TONER CARTRIDGE \(page 1-151\)](#)

(2) Fusing unit

Heat is applied here to fuse the transferred image onto the paper.

 The fusing unit is hot. Take care not to burn yourself when removing a misfeed.

(3) Right side cover

Open this cover to remove a misfeed.

(4) Paper reversing section cover

This unit is used for reversing paper when 2-sided printing is performed. Open this cover to remove a paper misfeed.

(5) The main power switch

Use this switch to turn on the power for the machine.

► [TURNING ON THE POWER \(page 1-10\)](#)

(6) Waste toner bottle

This bottle collects excess toner that is produced during printing.

► [REPLACING THE WASTE TONER BOTTLE \(page 1-154\)](#)



A service technician collects replaced waste toner bottles.

(7) Transfer belt

This belt takes the image formed with toner off the photoconductive unit and transfers the image onto paper.



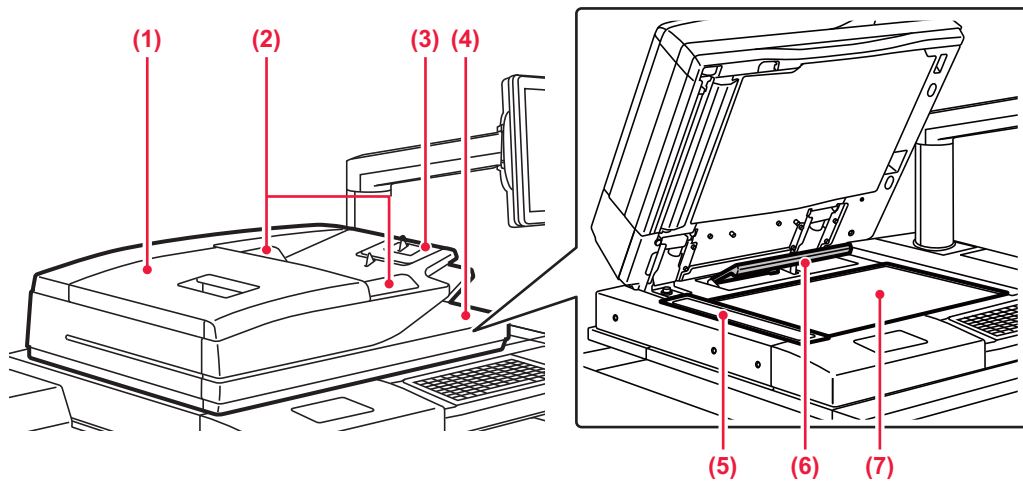
Do not touch or damage the transfer belt. This may cause a defective image.

(8) Right side cover release lever

To remove a paper misfeed, pull and hold this lever up to open the right side cover.



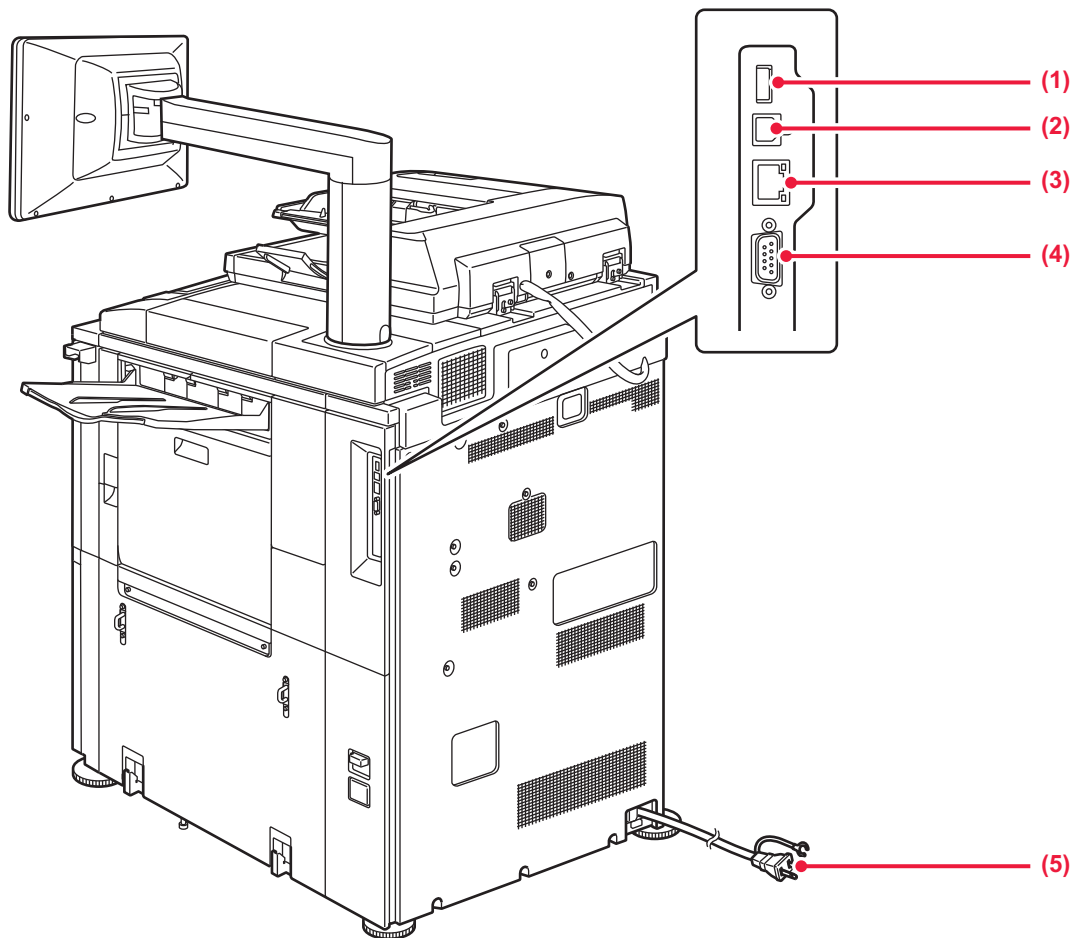
AUTOMATIC DOCUMENT FEEDER AND DOCUMENT GLASS



- (1) **Document feeding cover**
Open this cover to remove an original misfeed.
- (2) **Original guides**
These guides help ensure that the original is scanned correctly.
Adjust the guides to the width of the original.
- (3) **Document feeder tray**
Place the original.
Place the original with the print side facing up.
► [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- (4) **Original exit tray**
The original is discharged to this tray after scanning.
- (5) **Scanning area**
Originals placed in the automatic document feeder tray are scanned here.
► [SCANNING AREA \(page 1-143\)](#)
- (6) **Original size detector**
This unit detects the size of an original placed on the document glass.
► [DOCUMENT GLASS \(page 1-92\)](#)
- (7) **Document glass**
If you want to scan books or other thick originals that cannot be fed through the automatic document feeder, place them on this glass.
► [DOCUMENT GLASS \(page 1-92\)](#)



SIDE AND BACK



(1) USB connector (A type)

This is used to connect a USB device such as a USB memory device to the machine.
Supports USB 2.0 (Hi-Speed).

(2) USB connector (B type)

Cannot be used.

(3) LAN connector

Connect the LAN cable to this connector when the machine is used on a network.
Use a shielded LAN cable.

(4) Service-only connector



This connector is for use only by service technicians.

Connecting a cable to this connector may cause the machine to malfunction.

Important note for service technicians:

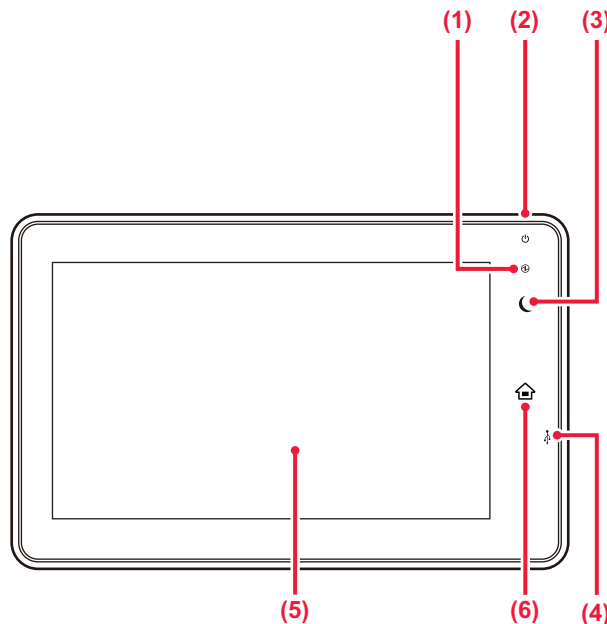
The cable connected to the service connector must be less than 118" (3 m) in length.

(5) Power plug



OPERATION PANEL

This section describes the names and functions of the respective parts of the operation panel.



(1) Main power indicator

This lamp lights up when the machine's main power switch is in the "I" position.

▶ [TURNING ON THE POWER \(page 1-10\)](#)

(2) [Power] button

Use this button to turn the machine's power on and off.

▶ [TURNING ON THE POWER \(page 1-10\)](#)

(3) [Power Save] button/indicator

Use this button to set the machine to Sleep mode for energy saving.

[Power Save] button blinks when the machine is in Sleep Mode.

▶ [AUTO POWER SHUT-OFF MODE \(page 1-27\)](#)

(4) USB connector (A type)

This is used to connect a USB device such as a USB memory device to the machine. For the USB cable, use a shielded cable. Supports USB 2.0 (Hi-Speed).

(5) Touch panel

Messages and keys appear on the touch panel display. Operate the machine by directly tapping the displayed keys.

▶ [TOUCH TYPES \(page 1-11\)](#)

(6) [Home Screen] key

Use this button to display the home screen.

▶ [HOME SCREEN \(page 1-14\)](#)



[Home Screen] key

Use your finger to touch the [Home Screen] key.

If you use a pen or other tool to touch the key, it may not operate properly.

Risk of malfunctioning if you use with jewelry or other accessories.



You can change the angle of the touch panel.





TURNING ON THE POWER

This section describes how to turn on/off the machine's power and how to restart the machine.

Operate two power switches: the main power switch inside the front cover, located in the lower left corner, and the [Power] button on the operation panel.

Turning on the power

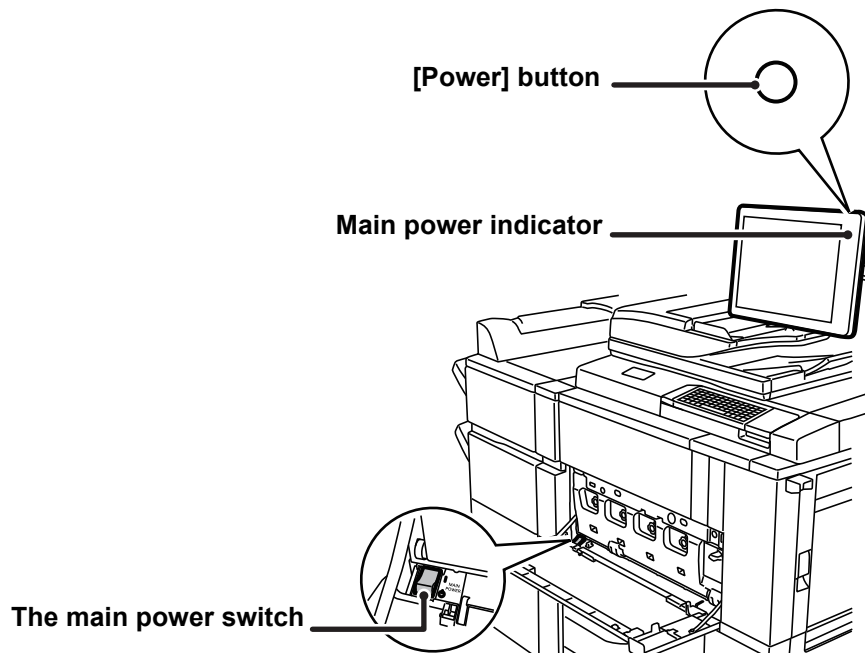
- Turn the main power switch to the " | " position.
- When the main power indicator lights in green, press the [Power] button.

Turning off the power

Turn off the power by pressing the [Power] button, then turn the main power switch to the "⏻" position.

Restart the machine

Turn off the power by pressing the [Power] button and then press it again to turn on the power.



- When turning off the main power switch, press the [Power] button on the operation panel and then turn the main power switch to the "⏻" position.
In a sudden case of main power outage, turn the power for the machine back on and then turn it off in the correct order. If the machine is left for a long time with the main power having been turned off prior to the [Power] button being turned off, abnormal noises, degraded image quality or other problems may result.
- Turn off both the [Power] button and the main power switch and unplug the power cord if you suspect a machine failure, if there is a bad thunderstorm nearby, or when you are moving the machine.



In order for some settings to take effect, the machine must be restarted. In some states of the machine, restarting with the [Power] button may not make the settings take effect. In this case, turn off the main power switch and then turn it on again.

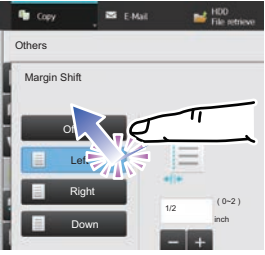

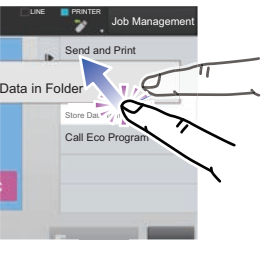
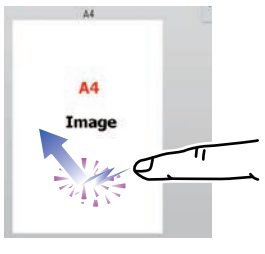
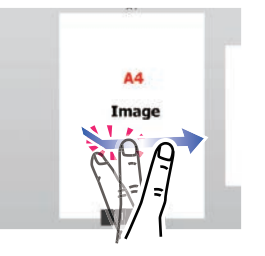
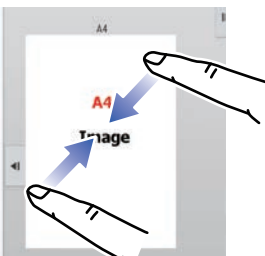
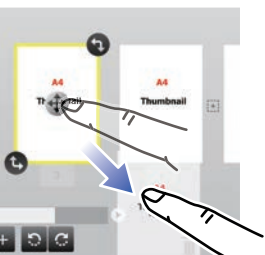
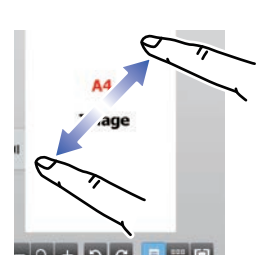


TOUCH PANEL

TOUCH TYPES

In addition to tapping, equivalent to conventional touching, the touch panel of the machine can be operated by long touching, flicking and sliding.

Operation types

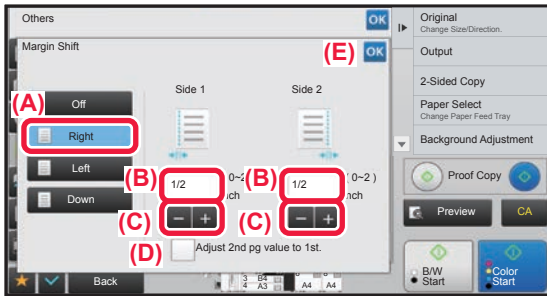
	<p>Tapping Touch the panel with your finger and then lift it quickly. Use this method to select a key, tab or check box.</p>		<p>Sliding Slide the scroll bar (with your finger touching the panel) to scroll up and down a list with a large number of items.</p>
	<p>Long touching Touch the panel with your finger and hold it for a while. Keep holding (long touching) it on the action panel or characters in the text box to display characters in a balloon.</p>		<p>Double tapping Touch the screen twice. Use this operation to enlarge the image in the preview.</p>
	<p>Flicking Flick the panel to scroll a preview image quickly.</p>		<p>Pinch Touch the screen with two fingers and move them toward each other. This is used to reduce the browser and preview display.</p>
	<p>Dragging Drag (slide your finger touching the panel in a random direction) to replace a page in the original during preview.</p>		<p>Spread Touch the screen with two fingers and move them away from each other. This is used to enlarge the browser and preview display.</p>



Operation on respective screens

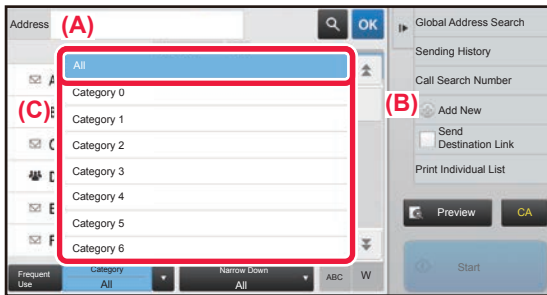
Key (tapping)

- A. Tap to select an item. The selected key turns into a different color.
- B. Tap numeric keys to enter numbers.
- C. Tap to increase or decrease the value. Long touching causes the value to be increased or decreased until you stop touching.
- D. Tap to enter a checkmark and enable the setting.
- E. Tap here to close the screen.



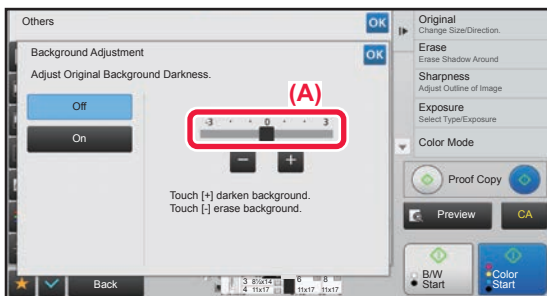
List (tapping, sliding and flicking)

- A. Tap to select an item. The selected item turns into a different color.
- B. Slide the bar up and down. It appears when the item does not fit in the screen.
- C. Flick the key upwards or downwards. The item scrolls up or down.



Slider (sliding)

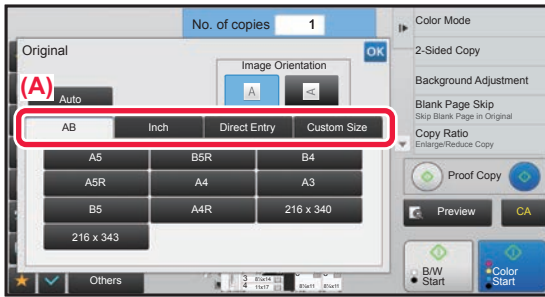
- A. Slide the knob from side to side.





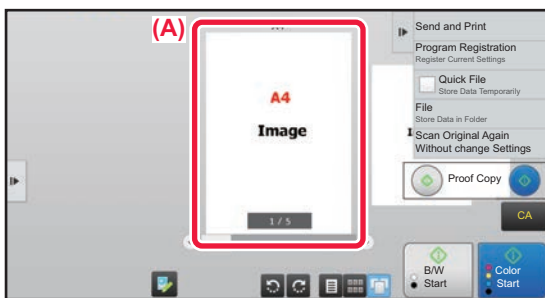
Tab (tapping)

A. Tap a tab to switch what is displayed.



Preview screen (Double tapping/ Pinch/ Spread)

A. When a preview screen is "pinched", the screen image is reduced. When "spread", the image is enlarged. When "Double tapping", the image is also enlarged.





HOME SCREEN

Pressing the [Home Screen] key on the operation panel displays the home screen on the touch panel. The home screen displays the keys for selecting modes or functions.

Displays the machine's status other than the job using icons.
▶ [Icon indicating the status of the machine \(page 1-15\)](#)

Displays the time.

Displays the job in progress or waiting with text or icon.

Tap a mode to change to that mode.
▶ [Changing mode from the mode display \(page 1-16\)](#)

Select shortcut keys for modes or functions.
▶ [Changing mode from the Home screen \(page 1-16\)](#)

Use these keys to select functions that make the machine easier to use.

Select functions that can be utilized in respective modes.
Tap the tab, and the list of function keys is displayed.
▶ [ACTION PANEL \(page 1-24\)](#)

Switch the pages for displaying shortcut keys.

For procedures for adding and deleting shortcut keys, see "U/I Customize Guide".



- **To set the home screen for each "Favorite Operation Group List":**

In "Settings (Web version)", select [User Control] → [Favorite Operation Group List] → [Home Screen List]. Perform this setting when user authentication is used.

- **To display the External Service Connect shortcut keys:**

You can add shortcut keys for the External Service Connect functions (Google Drive, OneDrive, SharePoint Online, Gmail, Exchange (E-Mail)) to the home screen.

These functions can be enabled in the system settings. When a function is enabled in the system settings, you can add a shortcut key for that function to the home screen.

External Service Connect settings are configured in "Settings (administrator)" - [System Settings] → [Network Settings] → [External Print Services Settings].



Icon indicating the status of the machine

Icon	Machine status	Icon	Machine status
	Printer data is being processed.		A USB device is installed.
	Printer data is being printed.		The field support system is enabled.
	Send data exists.		Single-byte alphanumeric character entry
	Forward error data exists.		A data security kit is installed.
	Received data exists.		Eco mode is enabled.
	OSA communication is in progress.		A maintenance notification is issued.
	Enlarge display mode is enabled.		A LAN cable is not connected.
	Remote operation is in progress.		

* Contact your dealer or nearest SHARP Service Department.



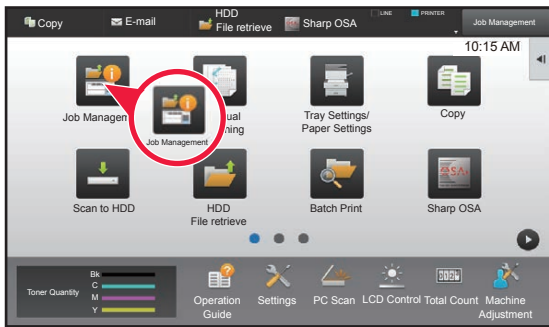
CHANGING MODES

Changing mode from the Home screen

Press the [Home Screen] key.

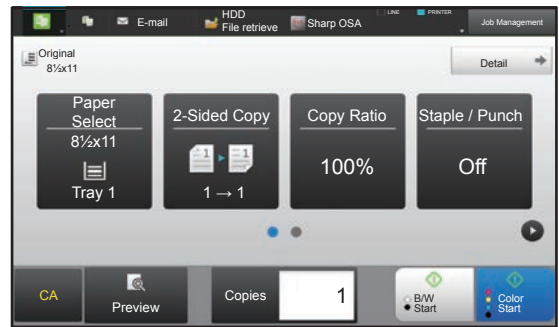


Tap the mode icon.

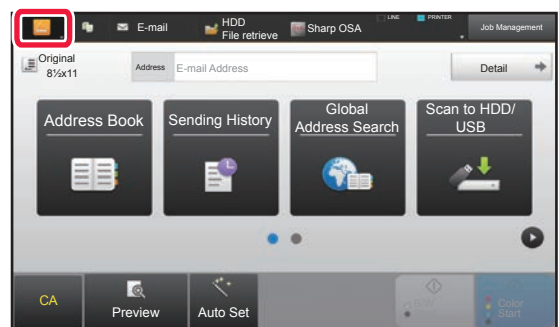


Changing mode from the mode display

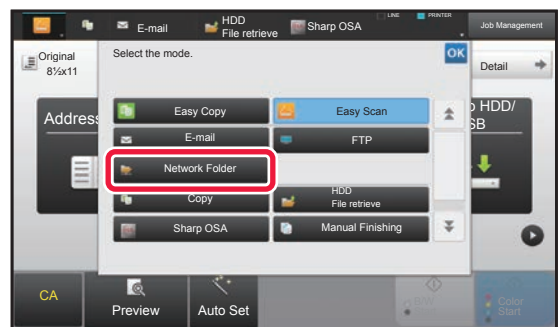
Tap on the mode display.



Tap the key that shows ▼.



Tap for any mode desired.



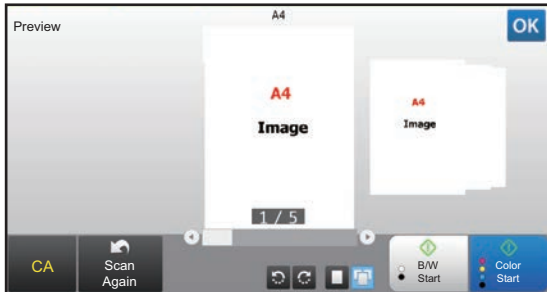
For procedures for editing the home screen, see "U/I Customize Guide".



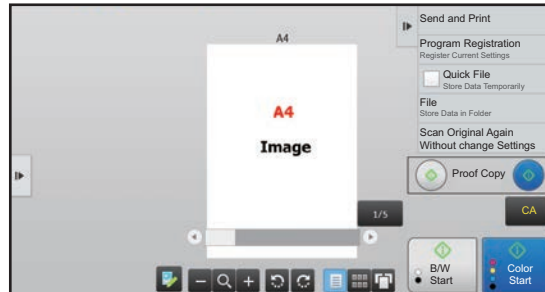
PREVIEW SCREEN

In the preview screen, you can view output images or images stored in the machine using the touch panel.

In Easy mode



In Normal mode




Keys used in the preview screen

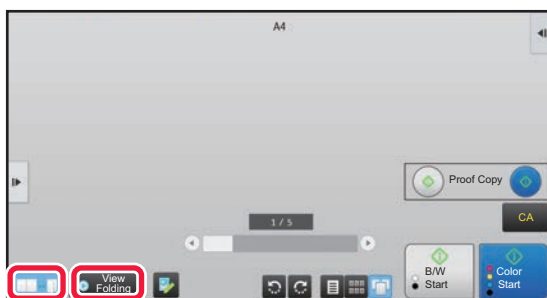
	This changes the mode to edit mode. Pages of the original can be changed, rotated, or deleted.		This rotates the preview image of whole page in the arrow's direction. The printing result is not rotated.
	This reduces the image.		This displays preview images of respective pages.
	This displays the scroll bar for enlargement/reduction operations. Moving the slider to the left reduces the image, and moving the slider to the right enlarges the image.		This displays thumbnails of preview images.
	This enlarges the image.		This displays pages in a 3D view.

* Can also be used in Easy mode.

Preview when folding is used

If you tapped the [Output] key of copy mode to configure folding settings, you can view a preview with the folding settings applied. This can be performed when you tap  to display the pages in a 3D layout.

▶ [FOLDING OUTPUT PAPER \(page 2-55\)](#)



A preview after folding is shown immediately.

The set folding flush is reproduced.



- The display position of an image can be moved by dragging it while it is enlarged.
- To enlarge an image, double-tap it when the preview image is displayed by page.

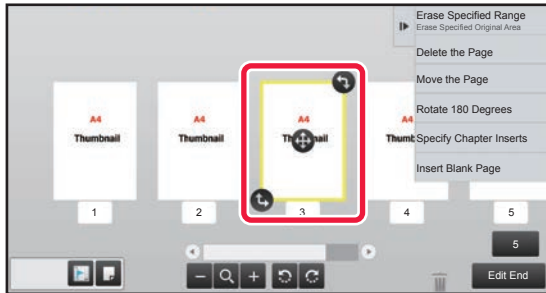



Deleting a page

1


In the preview screen, tap  to switch to edit mode.

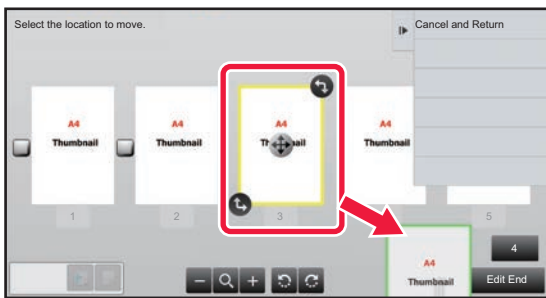
2



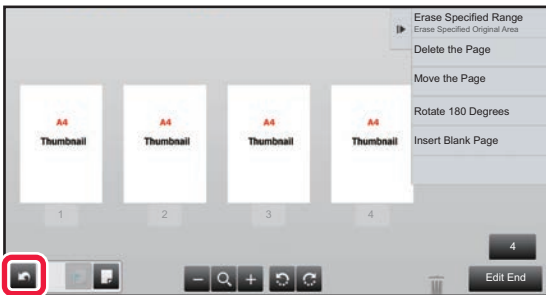
Tap the page you want to delete, and tap .



- You can also delete the page by tapping [Delete the Page] on the action panel.
- You can also delete the page by dragging a page to .



- To undo the deletion, tap . To redo the deletion, tap .



3

Tap the [Edit End] key.

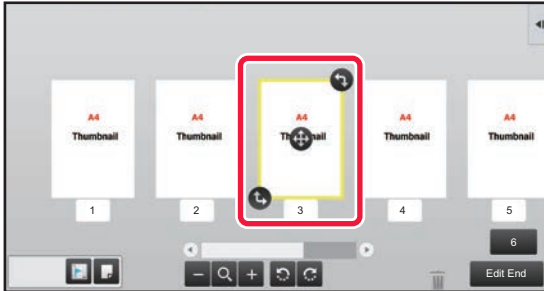



Moving a page

1

In the preview screen, tap  to switch to edit mode.

2



Tap the page you want to move, and drag  to move the page.



You can also move the page by tapping [Move the Page] on the action panel and then tap  of the destination.

3

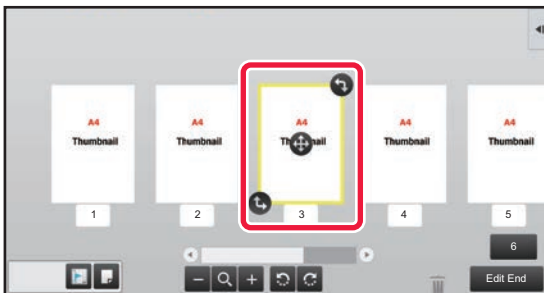
Tap the [Edit End] key.



Rotating a page

1

In the preview screen, tap  to switch to edit mode.

2



Tap the page you want to rotate, and drag  or  to rotate the page.




You can also rotate the page by tapping [Rotate 180 Degrees] (Copy mode only) or [Rotate 90 Degrees] (Scanner mode only) on the action panel.

3

Tap the [Edit End] key.



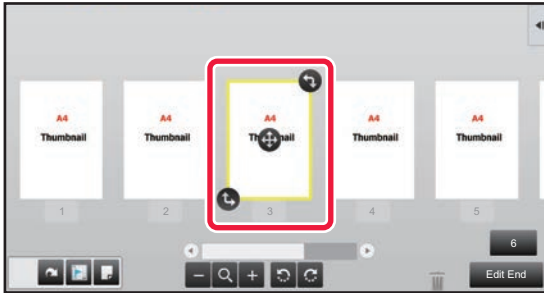
Setting chapter inserts

When N-Up or 2-Sided is specified, you can move a page marked with  to the first page.

1

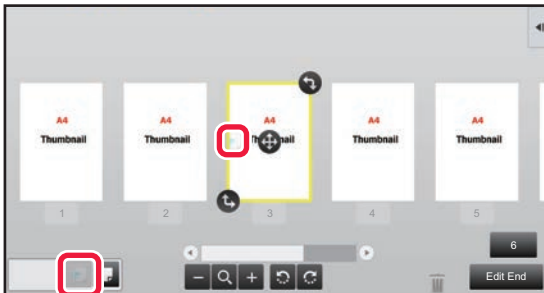
In the preview screen, tap  to switch to edit mode.

2




Tap the page you want to set chapter inserts.

3




Tap .

 is displayed on the page.



• You can also set chapter inserts by tapping [Specify Chapter Inserts] on the action panel.

• **To cancel the Chapter Inserts setting:**

Tap  displayed on the page, or select the page and tap [Cancel Chapter Inserts of Selected Page.] on the action panel.

4

Tap the [Edit End] key.

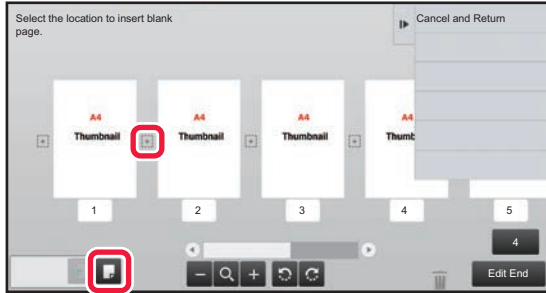


Inserting a blank page

1

In the preview screen, tap  to switch to edit mode.

2



Tap , and tap  for the location into which you want to insert a blank page.



You can also insert a blank page by tapping [Insert Blank Page] on the action panel.

3

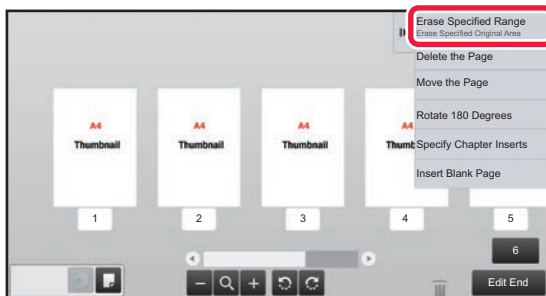
Tap the [Edit End] key.

Deleting part of the original image

1

In the preview screen, tap  to switch to edit mode.

2



Tap [Erase Specified Range] on the action panel.



3



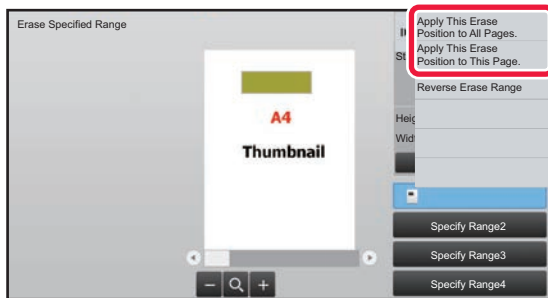
Follow the on-screen instructions to specify the erase range.

Specify the erase range and then tap the [Execute] key.



To delete the image outside the selected range, tap [Reverse Erase Range] on the action panel.

4



On the action panel, select [Apply This Erase Position to All Pages.] or [Apply This Erase Position to This Page.].

5

As necessary, repeat the steps to specify the erase range and the pages to which it is applied.

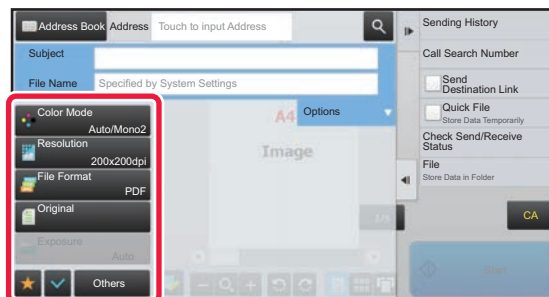
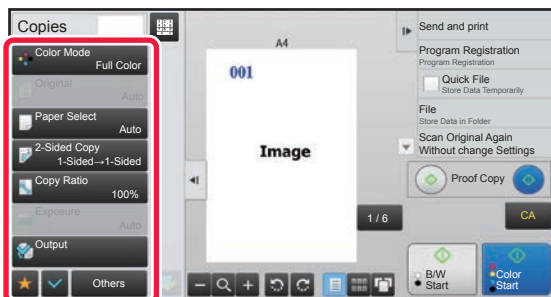
6



Tap the [Exit] key.

Changing the settings

Tapping the tab on the left of the screen allows you to change the color mode and other settings. You cannot tap the keys for functions whose settings cannot be changed.



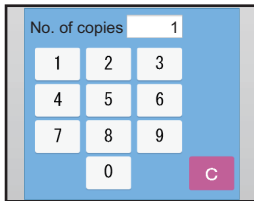


OPERATION OF FREQUENTLY USED KEYS

Numeric keys

Tap a number to enter it.

To clear the entered number, tap the [C] key.



On the address screen, you can enter characters other than numbers, and a different key layout is provided. You can also move the cursor by using the [←] and [→] keys. Tap the [C] key to delete one character to the left of the cursor.

[Start] key ([B/W Start] key and [Color Start] key)

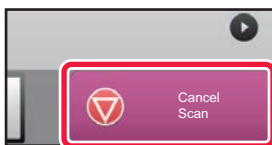
Tap to perform a print or send job.



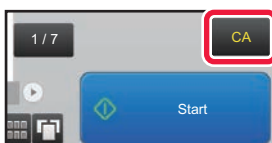
In copy mode, [B/W Start] and [Color Start] keys are displayed.

[Cancel Copy] key, [Storing Canceled] key, [Cancel Scan] key, [Sending Canceled] key

Tap to stop copying, printing, or transmission.



[CA] key



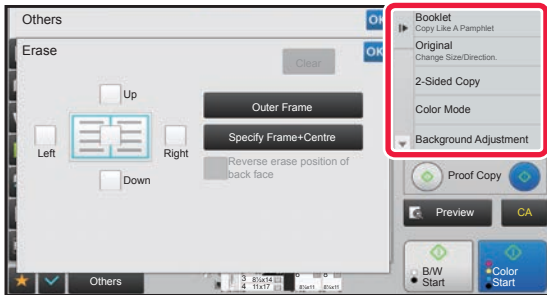
Tap to cancel all settings and restore the initial status in each mode.





ACTION PANEL

Recommended functions are displayed on the action panel when you configure functions in each mode. From the action panel, you can configure functions or combine the configured function with a function displayed on the action panel.

If the action panel does not appear, tap the action panel tab.



- The functions displayed on the action panel vary depending on the mode or the functions that have been configured.
- If too many functions have been configured to be displayed on the action panel, you can slide the panel vertically or tap  and  to view all.
- In enlarge display mode, part of the text on the action panel may not be displayed. To display the whole text, long-touch the partially hidden key or slide the tab of the action panel to the left.



To always display the action panel

In "Settings (administrator)", select [System Settings] → [Common Settings] → [Operation Settings] → [Condition Settings] → [Display Action Panel as default].

CONFIRMATION SCREEN FOR FAVORITE MENUS AND SETTINGS

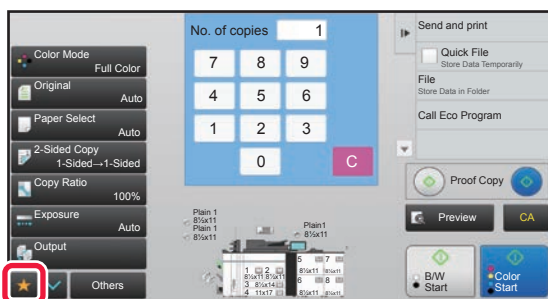
When you register frequently used functions you have configured for copying or image sending in favorite, you can quickly call them.



Favorite can be used in normal mode.

Registering a function in Favorite

1



Tap .

2

Tap [Edit Favorite] on the action panel.



3

Tap the [Register Key] key.

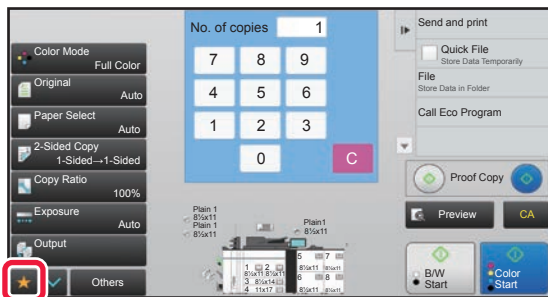
Administrator rights are required.

4

Tap the key for the function you want to register.

Calling a function from Favorite

1




Tap .

2



Tap the key for the function you want to call.

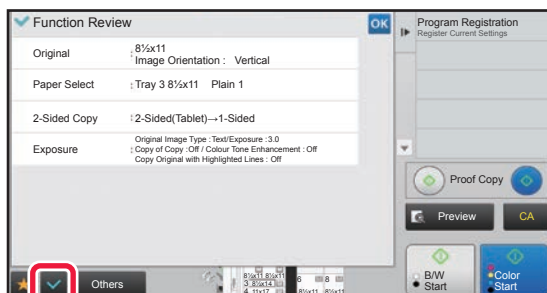


- Favorites can be registered or edited only by authenticated users and administrators.
- Unauthenticated users can call and use the favorites registered by administrators. Settings for calling Favorites and permitting/prohibiting editing can be configured in [User Control] → [Authority Group List] in "Settings (administrator)".
- To edit favorites, tap  and then tap [Edit Favorite] on the action panel.

Confirmation Screen for Settings

You can display a list of configured functions and check them.

On the initial screen of each mode, tapping  displays the setting confirmation screen.





Eco

ECO FUNCTIONS OF THE MACHINE

These functions help save power consumption by managing operations of sections prone to high power consumption. The machine provides two power-saving modes.

Function	Description	Page
AUTO POWER SHUT-OFF MODE	If no operations take place, this mode will turn off the power to the operation panel and the fusing unit, and makes the machine wait in the lowest power consumption state. Although the power-saving rate is higher, the wakeup time is longer.	1-27
PREHEAT MODE	This mode lowers the temperature of the fusing unit and makes the machine wait in low power consumption state. Compared to Auto Power Shut-Off Timer, the power-saving rate is lower, but the wakeup time is shorter.	1-28

In addition to these two modes, using the following functions in conjunction helps reduce even more power consumption.

Function	Description	Page
ECO RECOMMENDATION FUNCTION DISPLAY	Shows recommended copy/print settings for copy, document filing reprint, and direct print.	1-28
AS SOON AS THE REMOTE JOB IS FINISHED, ENTER AUTO POWER SHUT OFF MODE	The machine returns from Auto Power Shut-Off and enters Auto Power Shut-Off mode as soon as printing is completed.	1-29
ECO SCAN	The machine is operated with the fusing unit turned off for non-printing operations (that do not use the fusing unit) such image transmission.	1-29
POWER ON/OFF SCHEDULE SETTING	Use this function to set the times for turning the power on and off to reduce power consumption.	1-30
SPECIFIC DATE OPERATION SETTINGS	When you must have the machine perform exceptionally many print jobs or other special operation on a certain day, you can specify the day as a "Specific Date" and define an energy saving pattern only for that day.	1-30
Toner Save Mode	This mode is used to reduce toner consumption.	7-154
Sleep Mode Power Level	Select whether priority is given to power saving or wakeup time.	7-151

Mode Settings

The eco function settings are set in a batch. "Custom" and "Eco" are available. Setting values applied by each mode is as follows.

Function	Custom	Eco
Preheat Mode Setting	1min.	1min.
Turn off Panel Display during pre-heat mode	On	On
Auto Power Shut-Off Timer	Fix transition time.: 15min.	Fix transition time.: 1min.
As soon as the remote job is finished, enter Auto power shut off mode.	On	On
Sleep Mode Power Level	Low Power	Low Power
Eco Scan	On (Sending Modes Only)	On (All Modes Except Copy)



Each Energy Save settings in System Setting is not applied when Eco mode is used.



To set mode settings

"Settings (administrator)" → select [System Settings] → [Energy Save] → [Eco Setting] → [Mode Setting].

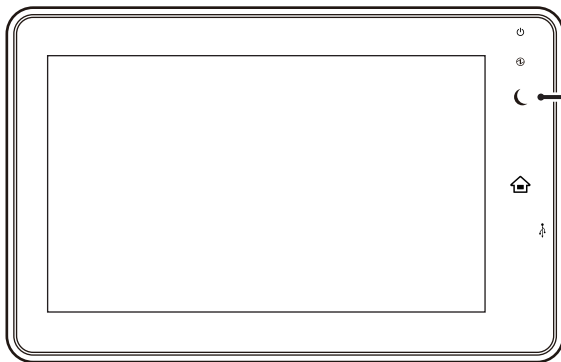
AUTO POWER SHUT-OFF MODE

This mode turns off the power to the operation panel and the fusing unit, and makes the machine wait in the lowest power consumption state.

Auto Power Shut-Off Timer will activate when the set duration of time elapses in waiting status without executing a job. Compared to preheat mode, the power-saving rate is considerably higher but the wakeup time is longer.

The [Power Save] button blinks when the machine is in Auto Power Shut-Off Timer.

Auto Power Shut-Off Timer is also activated by pressing the [Power Save] button while the [Power Save] button is not lit. This mode is cleared when print data is being received or when the [Power Save] button is pressed while it is blinking.



To set Auto Power Shut-Off Timer:

In "Settings (administrator)", select [System Settings] → [Energy Save] → [Eco Setting] → [Auto Power Shut-Off].

A message appears 15 seconds before Auto Power Shut-Off Mode is entered.

To close the message and continue normal operation, tap the [Continue] button.

The message appears again 15 seconds before the end of the extension of normal operation time.

If no action is taken within 15 seconds after the message appears, the machine enters auto power shutoff mode.



To set display of the message:

In "Settings (administrator)", select [System Settings] → [Energy Save] → [Eco Setting] → [Display Message When Extending Transition Time to Preheat/Auto Power Shut-Off Mode].



PREHEAT MODE

This mode lowers the temperature of the fusing unit and makes the machine wait in low power consumption state. Preheat mode will activate when the set duration of time elapses in waiting status without executing a job. Compared to Auto Power Shut-Off Mode, the amount of energy saved is less and the wakeup time is shorter. In the preheat mode, the [Home Screen] key is lit and the light goes off for the touch panel and the [Power Save] button. The touch panel is cleared when it is tapped or the [Home Screen] button is pressed.



To set preheat mode:

"Settings (administrator)" → select [System Settings] → [Energy Save] → [Eco Setting] → [Preheat Mode Setting].

A message appears 15 seconds before Preheat Mode is entered.

To close the message and continue normal operation, tap the [Continue] button.

If no action is taken within 15 seconds after the message appears, the machine enters preheat mode.



To set display of the message:

In "Settings (administrator)", select [System Settings] → [Energy Save] → [Eco Setting] → [Display Message When Extending Transition Time to Preheat/Auto Power Shut-Off Mode].

ECO RECOMMENDATION FUNCTION DISPLAY

Shows recommended copy/print settings for copy, document filing reprint, and direct print.

Copying

When you change to copy mode (normal mode), the settings recommended for copy mode appear.

Recommended settings: 2-Sided Copy, N-Up, B/W Copy and Image Orientation

Document filing print

When you tap the [Choose Print Settings] in the action panel on the file list screen of document filing, the settings recommended for this mode appear.

Recommended settings: 2-Sided Print, N-Up, and Print B/W

Direct print

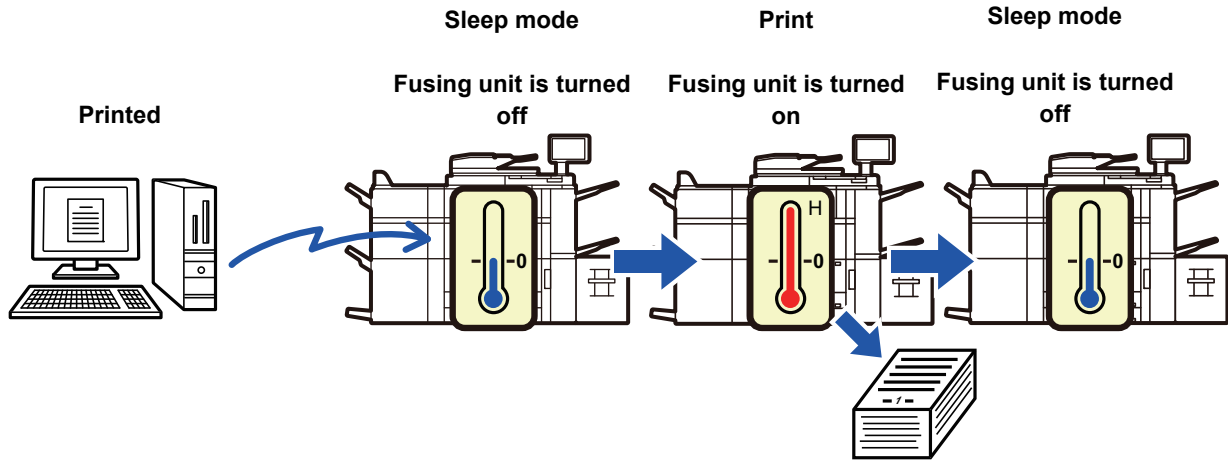
When you tap the [Choose Print Settings] in the action panel on the file list screen of direct print, the settings recommended for this mode appear.

Recommended settings: 2-Sided Print, N-Up and Print B/W



AS SOON AS THE REMOTE JOB IS FINISHED, ENTER AUTO POWER SHUT OFF MODE

Printing in Auto Power Shut-Off Timer turns on the power, and then the machine returns to Auto Power Shut-Off Mode immediately after completing the print job.

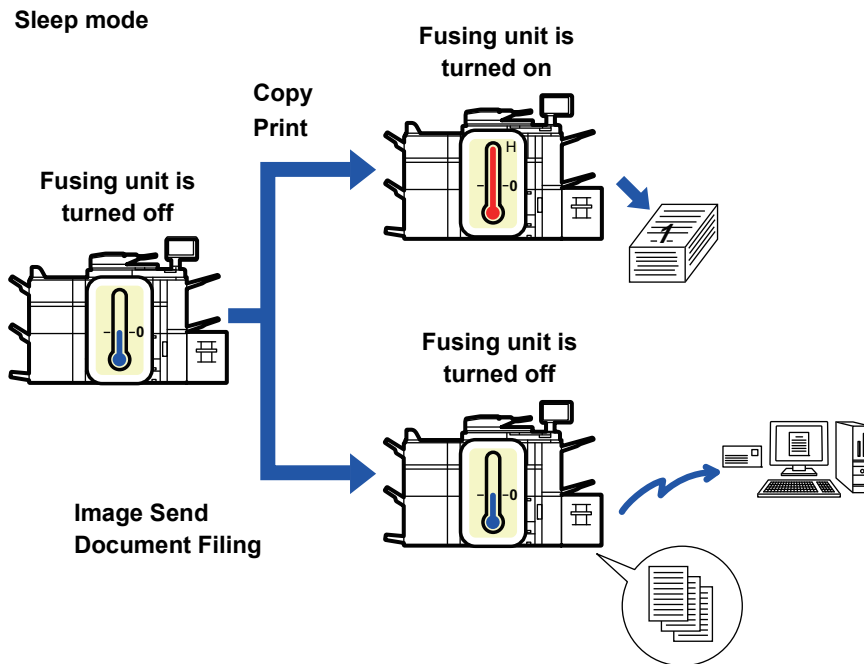


To set "As soon as the remote job is finished, enter Auto power shut off mode.":

In "Settings (administrator)", select [System Settings] → [Energy Save] → [Eco Setting] → [As soon as the remote job is finished, enter Auto power shut off mode.].

ECO SCAN

Non-print jobs such as sending a scanned original are performed with the fusing unit turned off.



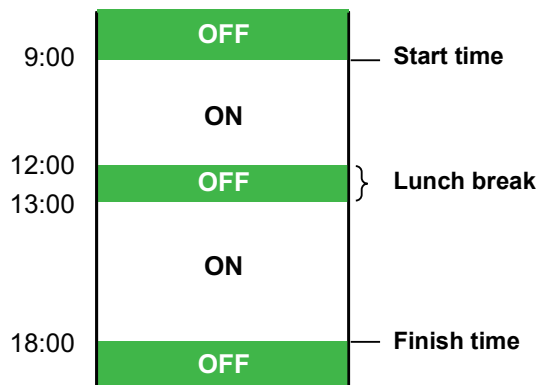
To set Eco scan:

"Settings (administrator)" → select [System Settings] → [Energy Save] → [Eco Setting] → [Eco Scan Setting].



POWER ON/OFF SCHEDULE SETTING

Use this function to set the times for turning the power on and off for the machine to reduce power consumption.



Setting Power ON/OFF Scheduling Function

In "Settings", select [System Settings] → [Energy Save] → [Power ON/OFF Schedule Setting].

SPECIFIC DATE OPERATION SETTINGS

When you must have the machine perform exceptionally many print jobs or other special operation on a certain day, you can specify the day as a "Specific Date" and define an energy saving pattern only for that day.



To specify operation for the specific date:

"Settings (administrator)" select [System Settings] → [Energy Save] → [Specific Date Operation Settings].



USER AUTHENTICATION

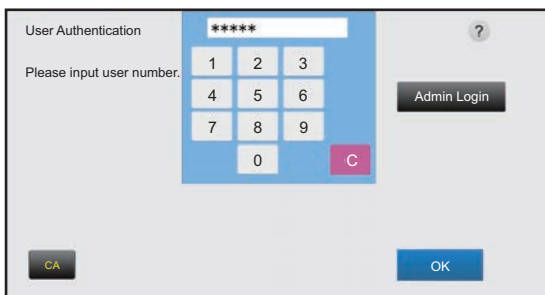
User authentication restricts the use of the machine to users that have been registered. The functions that each user is allowed to use can be specified, allowing the machine to be customized to meet the needs of your workplace. When the administrator of the machine has enabled user authentication, each user must log in to use the machine. There are different types of user authentication, and each type has a different login method.

For more information, see the explanations of the login methods.

- ▶ [AUTHENTICATION BY USER NUMBER \(page 1-31\)](#)
- ▶ [AUTHENTICATION BY LOGIN NAME/PASSWORD \(page 1-33\)](#)

AUTHENTICATION BY USER NUMBER

The following procedure is used to log in using a user number received from the administrator of the machine. When starting the machine, the login screen appears.



When controlled by user number



If "A Warning when Login Fails" is enabled in the system settings, the operation panel will be locked for five minutes if an incorrect user number is entered three times in a row. Contact the machine administrator to check the user number assigned for you.

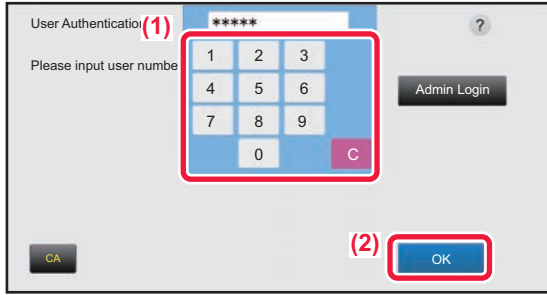
1

Enter your user number (5 to 8 digits) using the numeric keys.

Each entered digit will be displayed as " * ".



2



Tap the [OK] key.

If the entered user number is authenticated, the number of remaining pages that the user can copy or scan is displayed. When a limitation is set for the number of pages that a user can use, the use count for the user that has logged in is displayed.



To limit the number of pages that a user can use:

In "Settings (administrator)", select [User Control] → [Pages Limit Group].

To hide the number of pages that can be used after login:

In "Settings (administrator)", disable [User Control] → [Default Settings] → [Display Usage Status after Login].

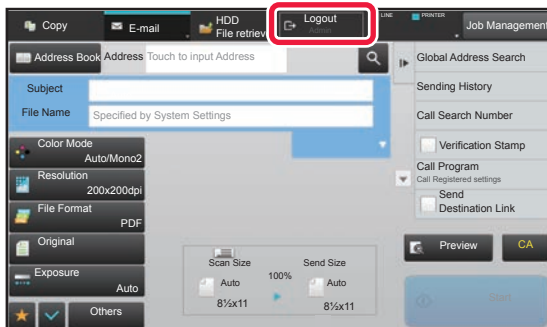
To change the message display time:

In "Settings" (administrator)", select [System Settings] → [Common Settings] → [Operation Settings] → [Condition Settings] → [Message Time Setting].



When the user number is an 8-digit number, this step is not necessary. Login takes place automatically after the user number is entered.

3



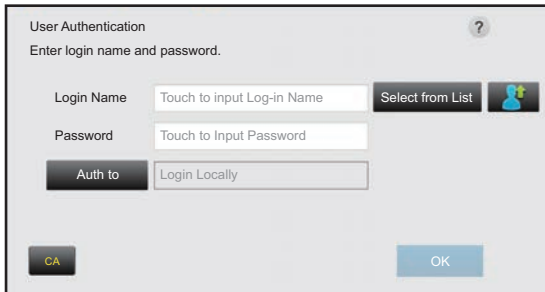
When you have finished using the machine and are ready to log out, tap [Logout].



AUTHENTICATION BY LOGIN NAME/PASSWORD

This method enables users to log in using a login name and password received from the administrator of the machine or the administrator of the LDAP server.

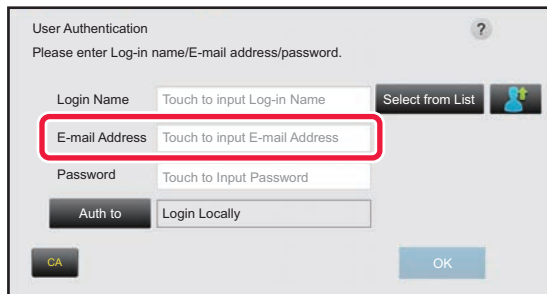
When starting the machine, the login screen appears.



When controlled by login name and password



- Different items may appear in the screen when LDAP authentication is used.
- When LDAP authentication is used, the [E-mail Address] key may appear, depending on the authentication method. Tap the [E-mail Address] text box and enter your e-mail address.



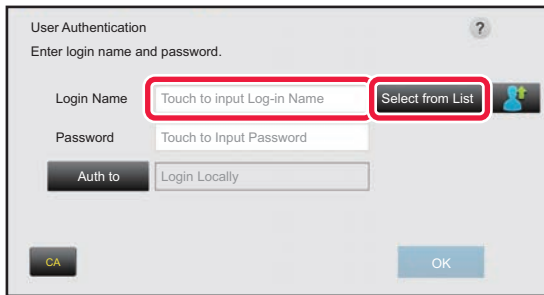
If "A Warning when Login Fails" is enabled in the system settings, the operation panel will be locked for five minutes if an incorrect login name or password is entered three times in a row.
Contact the machine administrator to check the login name/password assigned to you.



- **To release the operation panel lock:**
In "Settings (Web version)", select [User Control] → [Default Settings] to release the lock.
- **To set [A Warning when Login Fails]:**
In "Settings (administrator)", select [User Control] → [Default Settings] → [A Warning when Login Fails].
- **To store a user name:**
In "Settings (administrator)", select [User Control] → [User List].
Also register detailed information such as the login name, user number, and password. Ask the administrator of the machine for the information that you need to use the machine.



1



Enter the login name.

Entering using the soft keyboard

If user name registration has not been performed in setting mode, a user only using LDAP authentication should tap the [Login Name] text box and enter the login name using the soft keyboard.

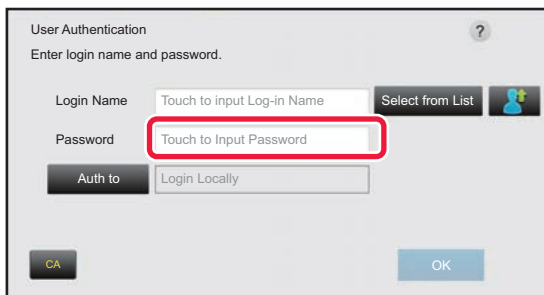
Selecting from a list

Tap the [Select from List] key and select a user name from the User List screen.



LDAP authentication can be used when the administrator of the server provides LDAP service on the LAN (local area network).

2



Enter the password.

Enter the password from the soft keyboard.

If you are logging in to an LDAP server, enter the password that is stored with your LDAP server login name.

Each entered character will be displayed as "*". After entering the password, tap the [OK] key.

When authentication is by LDAP server and you have different passwords stored in "User List" and in the LDAP server, use the password stored in the LDAP server.



To have the user name and password registered:

In "Settings (administrator)", select [User Control] → [User List].



When registering the LDAP server, change the information for [Auth to] as required.

- **When selecting from the User List screen:**

The LDAP server you are connecting to has been registered upon user registration, and so the target server to which authentication should be directed appears when the login name is selected.

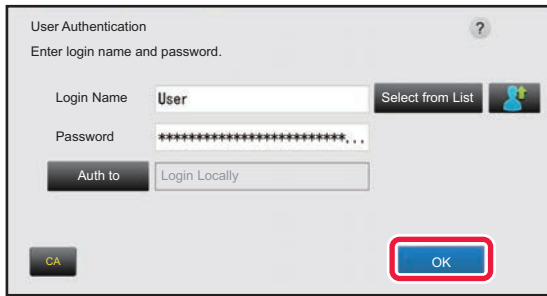
Go to step 3.

- **When entering from the soft keyboard:**

Tap [Auth to] and select the LDAP server to log in.

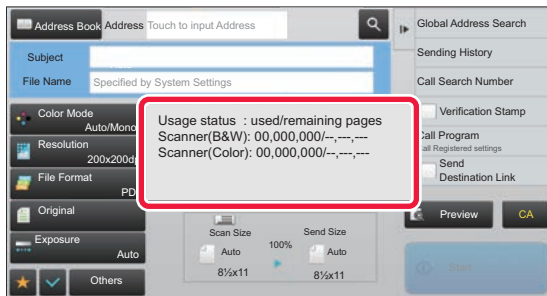


3



Tap the [OK] key.

If the entered login name and password are authenticated, the number of remaining pages that the user can copy or scan is displayed.

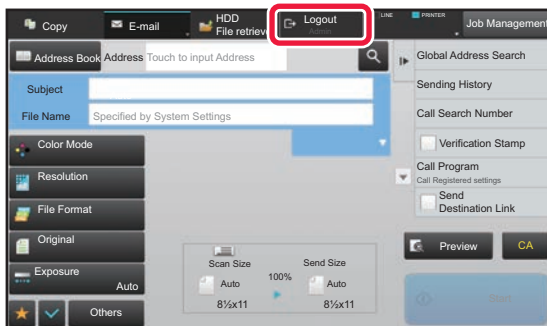


When a limitation is set for the number of pages that a user can use, the use count for the user that has logged in is displayed.



- **To limit the number of pages that a user can use:**
In "Settings (administrator)", select [User Control] → [Pages Limit Group].
- **To hide the number of pages that can be used after login:**
In "Settings (administrator)", disable [User Control] → [Default Settings] → [Display Usage Status after Login].
- **To change the message display time:**
In "Settings" (administrator)", select [System Settings] → [Common Settings] → [Operation Settings] → [Condition Settings] → [Message Time Setting].

4



When you have finished using the machine and are ready to log out, tap [Logout].



ACTIVE DIRECTORY LINKING FUNCTION

You can join the Active Directory domain (AD domain) of the machine, and easily perform user management on the network.

On a network that does not have Active Directory enabled, you must perform network device authentication for each device.

For this reason, one user must have multiple domain names and passwords.

When you join an AD domain, you only need to be authenticated once. After you are authenticated, the Active Directory server automatically authenticates network devices. You can log in to multiple devices on the network with a single domain name and password.

Joining an AD domain

To have the machine join an AD domain, set the authentication destination to [Active Directory] in "Settings (administrator)" - [User Control]→[Default Settings]→[Authentication Server Settings].



When the authentication destination is set to Active Directory, the Kerberos setting cannot be used.

Registering the machine in an AD domain

When you join an AD domain, the machine is registered as a printer in the AD domain. Enter the machine information in setting mode.

Device name of the machine

In "Settings (administrator)", select [System Settings] → [Network Settings] → [Network Name Setting] → [Device Name].

Domain name of the machine

In "Settings (administrator)", select [System Settings] → [Network Settings] → [Active Directory Settings] → [Domain Name].

Machine user name and password

In "Settings (administrator)", select [System Settings] → [Network Settings] → [Active Directory Settings] → [Device Registration Account].

DNS domain name

In "Settings (administrator)", select [System Settings] → [Network Settings] → [Services Settings] → [DNS] → [Domain Name].



User authentication in the AD domain

The following methods can be used for user authentication in the AD domain.

1. Authentication by manual entry on the machine

Perform authentication using the touch panel of the machine. For the authentication method, refer to "[AUTHENTICATION BY LOGIN NAME/PASSWORD \(page 1-33\)](#)".

Configure the following setting in "Settings (administrator)".

Disable "Settings (administrator)"→[User Control]→[Default Settings]→[Use IC Card for Authentication].

2. Login by IC card (Quick Mode)

Use the card ID registered in an IC card to perform AD domain authentication.

When you first perform authentication, you must enter your password. After that you can perform authentication with just your IC card.



If you change your password on the Active Directory server, your initially entered password information will be reset and you will need to enter your password again.

Configure the following settings in "Settings (administrator)".

Enable "Settings (administrator)"→[User Control]→[Default Settings]→[Use IC Card for Authentication].

Enable "Settings (administrator)"→[User Control]→[Default Settings]→[Cache Password for Authentication].

3. Login by IC card (security card)

Use the card ID registered in an IC card to perform AD domain authentication.

You must always enter your password when you perform authentication using an IC card.

Enable "Settings (administrator)"→[User Control]→[Default Settings]→[Use IC Card for Authentication].

Disable "Settings (administrator)"→[User Control]→[Default Settings]→[Cache Password for Authentication].



- You can use both AD domain authentication users and users set on the machine. In this case, the authentication destination is set when logging in.
- When an AD domain authentication user reserves a job and logs out before the job is executed, the user information is temporarily stored in the machine and the reserved job is executed.



Functions that can be used by linking with Active Directory

User accessible network folders

When a user who has logged in to the AD domain accesses a network folder from the machine, the user can only access a folder for which he has permission.

Shared folder

When a logged in user taps the [Browse] key for a shared folder address, only folders for which the user has permission are displayed.

Document filing

When a logged in user taps [Select File from Network Folder to Print] on the action panel in document filing and then taps [Refer to Folders on Network], only folders for which the user has permission are displayed.

Home Directory

Scan to Home Directory

When scanning, a logged in user can use his Home Directory property that is set in the AD domain to send the scanned file to that folder.

To use this function, enable "Settings (administrator)" → [System Settings] → [Image Send Settings] → [Scan Settings] → [Default Address] → [Apply Home Directory of The User for Login].

Shared folder

In the shared folder address, the path of the logged in user's Home Directory is automatically entered in [Path Input to Folder]. The folder that appears after the [Browse] key is tapped is the user's Home Directory.



If the Active Directory server cannot be accessed, the [Path Input to Folder] field will be blank, and when the [Browse] key is tapped, the search results of the entire network will appear.

Print from Home Directory

The logged in user's Home Directory property that is set in the AD domain can be used to set the print folder for printing to the Home Directory.

Shared folder

When the user taps [Select File from Network Folder to Print] on the action panel in document filing and then taps [Refer to Folders on Network], the folder that appears is the user's Home Directory.



- When authentication information is stored in the address book and the user sends a file by specifying an address in the address book, the file is sent according to the user's permissions in the address book. If authentication information is not stored in the address book, the file is sent according to the logged in user's authentication permissions.
- In AD domain authentication mode, a file can be sent to a shared folder using the logged in user's authentication permissions. In this case, a user name and password cannot be entered manually.

E-Mail

Scan to E-Mail

A logged in user can use his mail property set in the AD domain to send a scanned image to himself by e-mail.

To apply the e-mail address of the logged-in user set in the AD domain, tap [Find My Address] which appears on the action panel when e-mail is sent, or enable [Apply E-mail address of the user for login.] in "Settings (administrator)" → [System Settings] → [Image Send Settings] → [Scan Settings] → [Default Address].



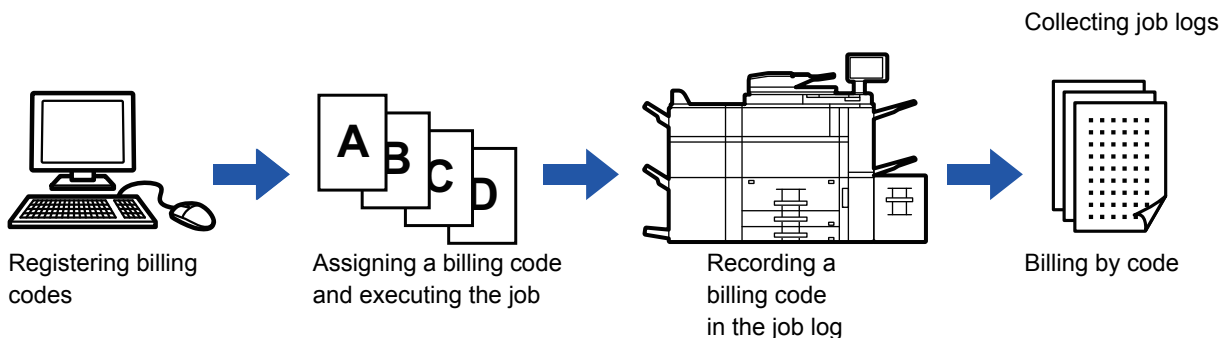
BILLING CODE

BILLING CODE

A billing code, which is added to a recorded job log when a printing or sending job has been executed, is used to perform billing processing.

Billing codes are classified into two types: main code and sub code. A billing code is recorded in the job log when it is entered and a print or send job is executed.

Summing up the amounts by Billing Code based on the job logs will facilitate the subsequent operations, for instance, when making combined billings.



Types of billing codes

Type	Description
Main Code	Used to categorize the results of the executed print and send jobs to enable efficient management. For example, you can assign a code by customer and collect cost information by customer from job logs. Code example: Issue of company A
Sub Code	Available when the main code alone is not sufficient to enable management of billing codes. For example, you can assign monthly cost information to a sub code and collect the total monthly cost information of all customers when the customer name is assigned to the main code. Code example: Issue of December, 2016
Default Code	Automatically assigned when the main code or sub code has not been specified.

Enable use of billing code

To enable use of the billing code, select "Settings (administrator)" → [User Control] → [Billing Code] → [Administration Settings], then set [Use Billing Code] to [Enable].

Collecting billing codes

In "Settings (Web version)", select [System Settings] → [System Control] → [Job Log] → [Job Log Operation], and click [Save] button to download the job logs. Then sum up the data by classifying and arranging the stored job logs.



USE BILLING CODE

If the use of billing code is enabled in "Settings (administrator)", the billing code entry window is displayed at the time of mode transition (at the time of printing/sending in document filing mode).

Enter the main code or sub code as required.



- **To enable use of the billing code**

Select "Settings (administrator)" → [User Control] → [Billing Code] → [Administration Settings], then set [Use Billing Code] to [Enable].

- **To retain the specified billing code at the time of mode transition**

Select "Settings (administrator)" → [User Control] → [Billing Code] → [Administration Settings], then set the [Remember Billing Code Between Modes] check box to . This eliminates the need to enter billing codes at each mode transition.



You can assign billing codes to reprinting/resending of target files and sending of print jobs from "Settings (Web version)" → [Document Operations].

Specifying a billing code again

To change the specified billing code to another one, tap [Switch Billing Code.] on the action panel.

When the billing code entry window is displayed, select a new billing code.

Select a billing code from the list

Select the desired billing code from the list of registered billing codes.

You need to register billing codes in advance.

▶ [REGISTERING A NEW BILLING CODE \(page 1-43\)](#)

1

When the billing code entry window is displayed, tap the [Select from List] key of the main code.



- **When not specifying a billing code**

Tap the [Bypass Billing Code] key.

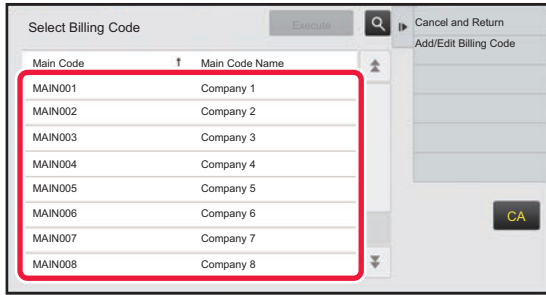


- **To select the previously used billing code (at the time of user authentication)**

Tap [Use Previously-Used Billing Code] on the action panel at the time of user authentication; this displays the main code and sub code the authenticated user has entered previously.



2



Tap and select the main code from the list.



To search for the main code or main code name

Tap . When the search window is displayed, enter the main code and main code name, then tap the [Search Start] key. The search result list is displayed.

3

Tap the [Execute] key.

Returns the screen to the billing code entry window.



To cancel the selection from the list

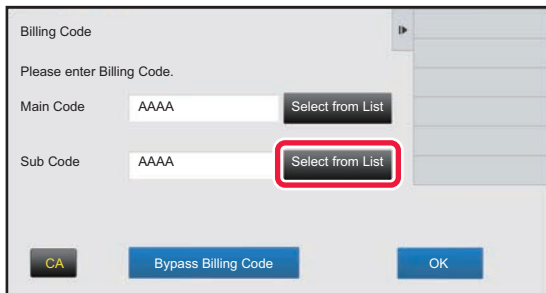
Tap [Cancel and Return] on the action panel. This cancels the selected main code and returns the screen to the billing code entry window.



To check the details of the main code

Tap [Display Details] on the action panel. The detail window is displayed. Check the details, then tap .

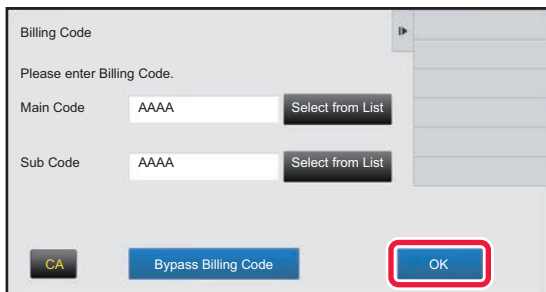
4



Tap the [Select from List] key of the sub code.

The sub code list is displayed. Perform the procedure shown in steps 2 and 3, then specify the sub code.

5



Tap the [OK] key.



To clear the value of the specified billing code

Tap the [CA] key. Enter the billing code again.



Directly entering a billing code

1

Billing Code

Please enter Billing Code.

Main Code Select from List

Sub Code Select from List

CA Bypass Billing Code OK

When the billing code entry window is displayed, tap the box in [Main Code], then enter the main code.

Specify the code using up to 32 single-byte characters.



When not specifying a billing code

Tap the [Bypass Billing Code] key. The use code is set to the main code.

2

Billing Code

Please enter Billing Code.

Main Code Select from List

Sub Code Select from List

CA Bypass Billing Code OK

Tap the box of [Sub Code], then enter the sub code.

Specify the code using up to 32 single-byte characters.

3

Billing Code

Please enter Billing Code.

Main Code Select from List

Sub Code Select from List

CA Bypass Billing Code OK

Tap the [OK] key.



To clear the value of the specified billing code

Tap the [CA] key. Enter the billing code again.



REGISTERING A NEW BILLING CODE

Register a new billing code.

A billing code can be registered not only from the billing code entry window but also from "Settings".



To register a billing code from Setting Mode

Select "Settings" → [User Control] → [Billing Code] → [Main Code List] or [Sub Code List]. Register a main code in [Main Code List], and a sub code in [Sub Code List].



A total of up to 2000 main and sub codes can be registered.

Shared range of billing code

The registered billing codes can only be shared in the specified group at the time of user authentication.

If the shared range is not specified, the registered billing codes are shared by all users.



To register a user group

In "Settings (administrator)", select [User Control] → [Organization /Group List].

1

Billing Code

Please enter Billing Code.

Main Code: AAAA [Select from List]

Sub Code: AAAA [Select from List]

[CA] [Bypass Billing Code] [OK]

When the billing code entry window is displayed, tap [Select from List] of the main code.

To register a new sub code, tap the [Select from List] key of the sub code.

The subsequent steps are the same as the main code.

2

Select Billing Code

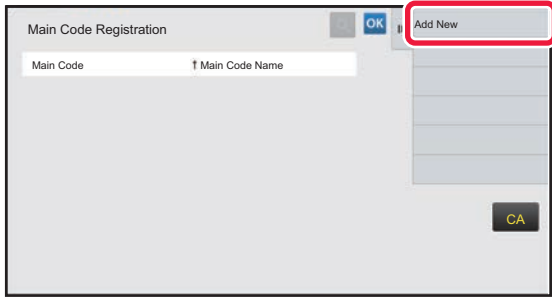
Main Code	Main Code Name
MAIN001	Company 1
MAIN002	Company 2
MAIN003	Company 3
MAIN004	Company 4
MAIN005	Company 5
MAIN006	Company 6
MAIN007	Company 7
MAIN008	Company 8

[Add/Edit Billing Code] [CA]

Tap [Add/Edit Billing Code] on the action panel



3

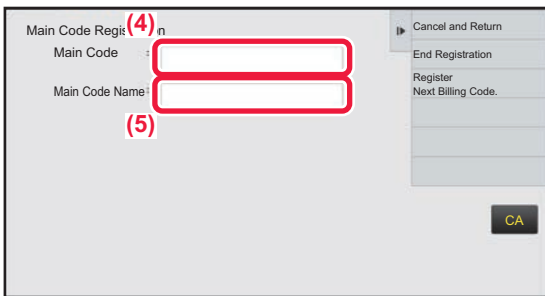


Tap [Add New] on the action panel.



To return to the billing code selection window
Tap **OK**.

4



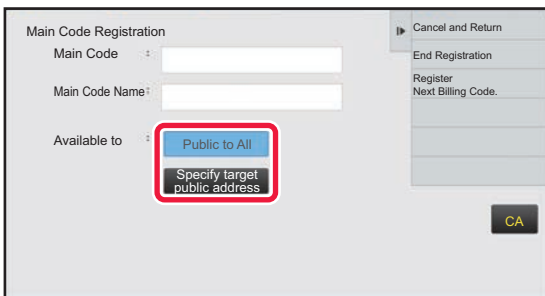
Tap the box of [Main Code], then type in the main code.

Specify the code using up to 32 single-byte characters.

5

Tap the box of [Main Code Name], then type in the main code name.
Specify the code name using up to 32 double- or single-byte characters.

6



If necessary, select the share range of billing code.

Public to All: Registers the billing code as a public code for all users who use the machine.
Specify target public address: Limits the share range of billing code to be registered only to the specified group. Up to eight groups can be specified as a public destination.

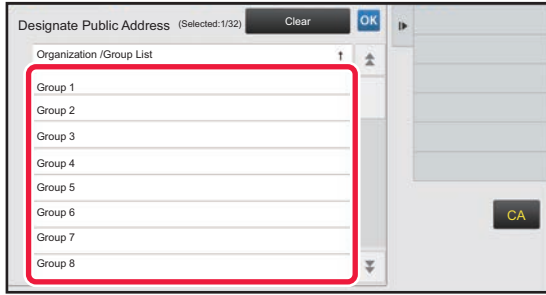
For details on how to specify a public destination, refer to "[Shared range of billing code \(page 1-43\)](#)".



The public destination of a billing code is not displayed if user authentication is not performed. The mode is automatically set to [Public to All].



7



Tap and select a group as a public destination

Up to eight groups can be specified. After the settings are completed, tap **OK**.



To cancel the setting

Tap [Clear] on the action panel. This cancels the registered public destination and returns the screen to the previous window.

8

To continuously register other billing codes, tap [Register Next Billing Code].

Execute steps 4 to 7 to register the main code.



To cancel the registration

Tap [Cancel and Return] on the action panel. This cancels all the registered billing codes and returns the screen to the previous window.

9

Tap [End Registration] on the action panel.

This finalizes the registration and returns the screen to the previous window. Tap **OK** to finish the registration procedure.



To return to the billing code entry window

Tap the [CA] key.



EDITING OR DELETING THE REGISTERED BILLING CODE

You can change or delete the registered billing code.
The billing code can also be edited or deleted from "Settings".



To edit or register a billing code from Setting mode

Select "Settings" → [User Control] → [Billing Code] → [Main Code List] or [Sub Code List]. Edit or register a main code in [Main Code List], and a sub code in [Sub Code List].

Editing a billing code

1

When the billing code entry window is displayed, tap the [Select from List] key of the main code.

To register a new sub code, tap the [Select from List] key of the sub code.
The subsequent steps are the same as the main code.

2

Tap [Add/Edit Billing Code] on the action panel.

3

Tap and select the main code to be edited, then tap [Edit] on the action panel.



To return to the billing code selection window

Tap **OK**.



4

Edit the main code as required.

For information on how to correct the code, refer to steps 4 to 7 in "[REGISTERING A NEW BILLING CODE \(page 1-43\)](#)".

5

Tap [End Registration] on the action panel.

This finalizes the registration and returns the screen to the previous window. Tap **OK** to finish the registration procedure.



To return to the billing code entry window

Tap the [CA] key.



Deleting a billing code

1

Billing Code

Please enter Billing Code.

Main Code: AAAA [Select from List]

Sub Code: AAAA [Select from List]

[CA] [Bypass Billing Code] [OK]

When the billing code entry window is displayed, tap the [Select from List] key of the main code.

To delete a sub code, tap the [Select from List] key of the sub code.

The subsequent steps are the same as the main code.

2

Select Billing Code

Main Code	Main Code Name
MAIN001	Company 1
MAIN002	Company 2
MAIN003	Company 3
MAIN004	Company 4
MAIN005	Company 5
MAIN006	Company 6
MAIN007	Company 7
MAIN008	Company 8

[Add/Edit Billing Code] [CA] [Cancel and Return]

Tap [Add/Edit Billing Code] on the action panel.

3

Main Code Registration

Main Code	Main Code Name
MAIN001	Company 1
MAIN002	Company 2
MAIN003	Company 3
MAIN004	Company 4
MAIN005	Company 5
MAIN006	Company 6
MAIN007	Company 7
MAIN008	Company 8

[Delete] [Add New] [Edit] [CA]

Tap and select the main code to be deleted, then tap [Delete] on the action panel.



To return to the billing code selection window

Tap [OK].

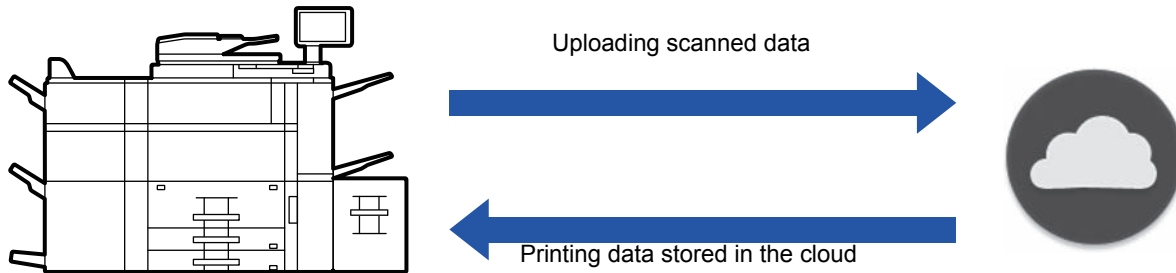
4

When the confirmation message appears, tap the [Delete] key.



CLOUD LINK

The Cloud Link function is used to connect the machine to a cloud service on the Internet, enabling you to upload scanned data and print data stored in the cloud.



The machine can connect to the following cloud services:

- Microsoft OneDrive for Business
- Microsoft SharePoint Online
- Google Drive

BEFORE USING THE CLOUD LINK FUNCTION

This section explains settings that must be configured before you can use the Cloud Link function.

Settings required on the machine

Configuring system settings

Configure settings for connection of the machine to the Internet (proxy settings, etc.) as required for your network environment.

In addition, you must configure the following settings on the machine in order to use the "OneDrive for Business Link" and "SharePoint Online Link" functions.

Configure these settings in "Settings (administrator)" → [System Settings] → [Network Settings] → [External Service Connect] → [Cloud Connect Settings].

Set the cloud link icon in the home screen.

1

Tap [Edit Home] on the action panel.

2

In home edit mode, tap an unused shortcut key.

3

Tap [Google Drive], [OneDrive], or [SharePoint Online].

4

Tap [Exit Home Edit Mode] on the action panel.

Exit home edit mode and return to the home screen.



To edit the home screen, refer to the "UI Customize Guide".



UPLOADING SCANNED DATA TO A CLOUD SERVICE

This section explains how to upload data scanned on the machine to a cloud service.

1

Tap [Google Drive], [OneDrive], or [SharePoint Online] in the home screen.

- The login screen of the selected cloud service appears.
- When user authentication is enabled on the machine, the login screen will not appear after the first time you successfully log in to the cloud service.



When using OneDrive or SharePoint Online, you can only login using your standard Office 365 user account for ID/password authentication.

2

Enter your user account information for the cloud service.

A screen for selecting tasks appears.

3

Tap the [Scan a document] key.

- The scan settings screen appears.
- Specify a "File Name", "Address", and "Upload Data Scan Settings".



When using SharePoint Online, you can upload to "Shared Documents".

4

Execute Scan or Preview.

PRINTING DATA IN A CLOUD SERVICE

This section explains how to use the machine to print data in a cloud service.

1

Tap [Google Drive], [OneDrive], or [SharePoint Online] in the home screen.

- The login screen of the selected cloud service appears.
- When user authentication is enabled on the machine, the login screen will not appear after the first time you successfully log in to the cloud service.



When using OneDrive or SharePoint Online, you can only login using your standard Office 365 user account for ID/password authentication.

2

Enter your user account information for the cloud service.

A screen for selecting tasks appears.



3

Tap the [Print a document] key.

- The file selection screen appears.
- Select the file and tap the [Choose Print Settings] key to display the print settings screen.



- When using SharePoint Online, you can print data in "Shared Documents".
- File formats that can be printed are DOCX, PPTX, XLSX, PDF, PS, PRN, PCL, TIFF, TIF, JFIF, JPE, JPEG, JPG, and PNG.

4

Execute printing.

Cautions when using the Cloud Link function

- Print results using the Cloud Link function may not have the same quality as print results using other print methods (printer driver, etc.).
The contents of some files may cause incorrect printing or prevent printing.
- It may not be possible to use some or all Cloud Link functions in some countries or regions where the machine is used.
- It may not be possible to use the Cloud Link function in some network environments. Even when the Cloud Link function can be used, processing may require a longer time or may be interrupted.
- We do not extend any guarantees regarding the continuity or connection stability of the Cloud Link function.
With the exception of instances provided for by law, we bear absolutely no responsibility for any damages or loss suffered by the customer due to the above.

DirectOffice™ is a product of CSR Imaging US, LP.

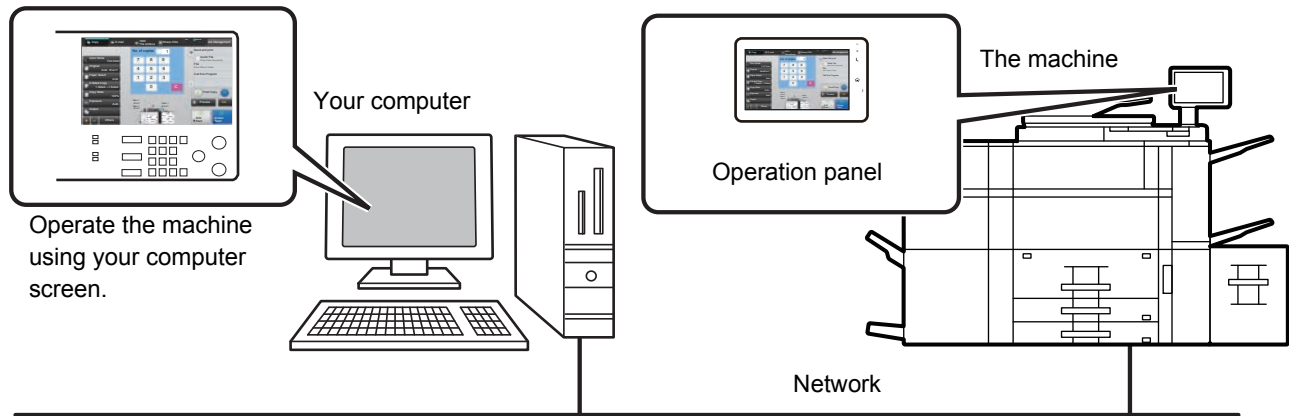
DirectOffice™ is a trademark of CSR Imaging US, LP, registered in the United States and other countries, used with permission.



REMOTE OPERATION OF THE MACHINE

Remotely operate the machine on your computer.

You can operate the machine from the same panel as the machine's operation panel that is displayed on your PC, with the same feel as operating in front of the machine.



The remote operation function can only be used on one computer at a time.

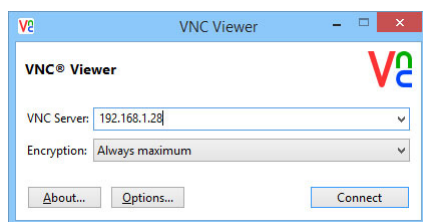
Before you can use the remote operation function, the following preparation is required.

- In "Settings (administrator)", select [System Settings] → [Common Settings] → [Operation Settings] → [Condition Settings] → [Remote Operation Settings] → [Remote Software Operation] and select [Allow] for [Operational Authority].
- Connect the machine to the network.
- Install a VNC application software (recommended VNC software: RealVNC) in your computer.

After the preparation is completed, follow the operation described below to set up the function.

Example: RealVNC

1





Start the VNC viewer, enter the IP address of the machine in the "VNC Server" entry box, and click the [Connect] button.



Check with the administrator of the machine for its IP address.

2

Follow the message on the operation panel of the machine to permit the connection.

When the machine is connected to a VNC application software,  appears on the system bar of the machine's touch panel. If you wish to disconnect, exit the VNC application software or tap .



Use the operation panel in the same way as you would on the machine. However, you cannot enter values in series by continuously clicking the key.



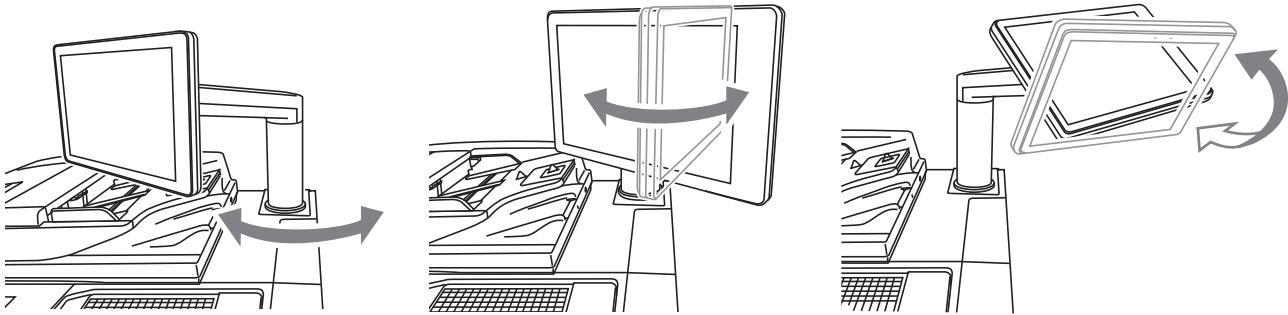
UNIVERSAL DESIGN IN THE MACHINE

The structure of the machine and the software are designed to allow all people to use the machine with ease.

UNIVERSAL DESIGN RELATED TO OPERATION

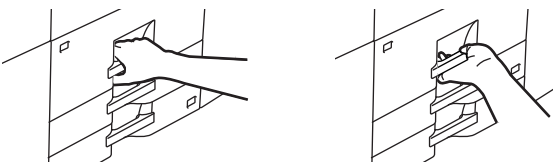
Adjustment of operation panel angle

The angle of the entire operation panel can be adjusted to enable use even when seated.



Grip handle on paper trays

The grip-type handles allow easy use from above or below. By simply placing your hand on a handle and gently pulling forward, the lock releases. The trays can be manipulated in a natural manner.



Changing of key response time

The response time of the keys can be changed as needed.

In "Settings" (administrator), select [System Settings] → [Common Settings] → [Operation Settings] → [Condition Settings] → [Key Operation Setting].

- **Time for Accepting Key Entry**

This setting determines how long a key in the touch panel must be tapped until the key input is registered. The time can be set from 0 to 2 seconds in increments of 0.5 seconds.

By lengthening the time setting, key input can be prevented when a key is tapped accidentally. Keep in mind, however, that when a longer setting is selected more care is required when tapping keys to ensure that key input is registered.

- **Disable Auto Key Repeat**

This is used to disable key repeat.

Key repeat causes a setting to change continuously not only each time the key is tapped but while a key is tapped.

- **Long-touch Detection Time**

Select a time when a long key touch is detected.

- **Double Tap Speed Interval**

Select an interval when a double tap is detected.



UNIVERSAL DESIGN RELATED TO VISION

Changing of text size

The size of the text on the touch panel can be changed. When the text on the touch panel is small and difficult to read, the text can be enlarged.

In "Settings" (administrator), select [System Settings] → [Common Settings] → [Operation Settings] → [Condition Settings] → [Enlarge Display Mode].

- **Enlarge Display Mode**

Displays large characters on the screen.

 appears in the system area when Enlarge Display Mode is enabled.

UNIVERSAL DESIGN RELATED TO HEARING

Audible alert sounds when changing settings

When moving through copy ratio or exposure settings, the user is alerted by an audible sound at the default setting (copy ratio 100%, exposure 3).

In "Settings (administrator)", select [System Settings] → [Common Settings] → [Operation Settings] → [Condition Settings] → [Keys Touch Sound] and [Make Key Touch Sound at Default Setting].

- **Keys Touch Sound**

Controls the key touch sound level, or turns the sound off. You can also have three peeps sound at initial values when setting the ratio in copy mode or when adjusting the exposure in any mode.

Screen in which setting is effective	Initial value
Ratio setting screen in base screen of copy mode	Ratio 100%
Exposure setting screen in base screen of copy mode	Exposure level: 3 (medium)
Exposure adjustment screen in base screen of network scanner modes	
Exposure adjustment screen for Scan to HDD in document filing mode	

- **Make Key Touch Sound at Default Setting**

When you specify the exposure in the exposure adjustment screen of each mode, a bleep sounds three times when the reference value is reached.



UNIVERSAL DESIGN FEATURES

The machine has design features and settings that are compatible with universal design.

Easy-to-use user interface

- **Easy mode**

This mode shows only frequently used items. Buttons and text are enlarged to increase ease of operation. Almost all regular operations can be completed using the easy mode screen.

- ▶ [COPY MODE \(page 2-3\)](#)

- ▶ [NETWORK SCANNER MODE \(page 4-6\)](#)

- **Customizing the home screen and adding icons**

You can add icons to the home screen. You can also change an icon image to a custom image.

Add an icon image in "Settings (administrator)" - [System Settings] → [Home Screen Settings] → [Icon].

To add an icon to the home screen, add a key in "Settings (administrator)" - [System Settings] → [Home Screen Settings] → [Condition Settings] → [Home Button]/[Fix Key].

- ▶ [Home Screen Settings \(page 7-75\)](#)

- **Customizing the home screen - changing the display order**

You can change the order of the items in the home screen so that the items you use most frequently appear first.

To change the order of the items in the home screen, change in "Settings (administrator)" - [System Settings] → [Home Screen Settings] → [Condition Settings] → [Home Button].

- ▶ [Home Screen Settings \(page 7-75\)](#)

- **Customizing the home screen - intuitive and easy-to-use design**

A flat icon design is used to make the screen intuitive and easy to view. The toner level is always shown, eliminating the need to perform an action to check the toner level.



For the procedures for editing the home screen, see "U/I Customize Guide".

- **High-contrast display (UD pattern)**

The touch panel image can be set to high contrast.

Select [Pattern 5] in "Settings (administrator)" - [System Settings] → [Common Settings] → [Operation Settings] → [Condition Settings] → [MFP Display Pattern Setting].

- ▶ [Operation Settings \(page 7-114\)](#)

- **Multi-language display**

The language used in the touch panel can be changed to another language such as English or French.

Select the desired language in "Settings (administrator)" - [System Settings] → [Common Settings] → [Operation Settings] → [Condition Settings] → [Display Language Setting].

- ▶ [Operation Settings \(page 7-114\)](#)



Intuitive operation

- **Quick-view operation guide**

Touch the [Operation Guide] key in the home screen on the touch panel to display the operation guide. The operation guide provides simple explanations of how to use the machine.

- **Easy operation by storing programs**

The program function lets you store groups of settings for copying and other functions. By storing groups of settings that you frequently use, you can easily select those settings.

- ▶ [PROGRAMS \(page 2-149\)](#)

- ▶ [STORING SCAN OPERATIONS \(PROGRAM\) \(page 4-59\)](#)

- **Remote operation**

You can display the machine's touch panel on a computer on the same network to operate the machine from the computer. You can show how to use the machine on a computer, and people who have difficulty using the touch panel can operate the machine from a computer.

- ▶ [REMOTE OPERATION OF THE MACHINE \(page 1-52\)](#)

Easier operation at the machine

- **Darkened output tray color**

Output tray colors are darkened to make it easy to distinguish the tray to which a job has been output.

- **On right side of operation panel**

Located on the right side of the operation panel, this allows smooth removal of paper without interfering with the output tray.

Worry-free support

- **Sharp Power Net System**

This system regularly monitors and diagnoses the condition of the machine via the Internet. This enables toner and other supplies to be provided in a timely fashion. If a problem occurs, the system helps you to identify and quickly fix the problem, reducing down time.



ITEMS RECORDED IN THE JOB LOG

The machine records the performed jobs in the job log.
The main information recorded in the job log is described below.



- To make it easy to total the usage counts of differently configured machines, the items recorded in the job log are fixed, regardless of what peripheral devices are installed or the objective of the recording.
- In some cases, job information may not be correctly recorded, such as when a power failure occurs during a job.

No.		Item name	Description
1	Main items	Job ID	The job ID is recorded. Job IDs appear in the log as consecutive numbers up to a maximum of 999999, after which the count resets to 1.
2		Account Job ID	The job ID used in the Sharp OSA is recorded.
3		Job Mode	The job mode type, such as copy or print is recorded.
4		Computer Name	The name of the computer that sent a print job is recorded.*
5		User Name	The user name when the user authentication function is used is recorded.
6		Login Name	The login name when the user authentication function is used is recorded.
7		Card ID	The card ID when it is used for an authentication process is recorded.
8		Number of Card Issuance	The number of times the card has been issued is written in an SSFC IC card is recorded.
9		Main Code	Main Code is recorded.
10		Sub Code	Sub Code is recorded.
11		Starting Date & Time	The date and time the job was started are recorded.
12		Completing Date & Time	The date and time the job was completed are recorded.
13		Black & White Total Count	For a print job, the total count is recorded. For a send job, the number of transmitted black & white pages is recorded. When a broadcast transmission is summarized, the total number of pages is recorded. For a scan to HDD job, the number of stored black & white pages is recorded.
14		Full Color Total Count	The total number of pages in a send job that have been printed using a full color is recorded.
15		3-Color Total Count	The total count of trio-color pages is recorded.
16		2-Color Total Count	For a print job, the total count of two color pages is recorded. For a save job, the number of saved two-color pages is recorded.
17		Single Color Total Count	The total number of pages in a print job that have been printed using a single color is recorded.
18		Count according to size	Counts by original/paper size in color mode and black & white mode are recorded.
19		Invalid Paper Count(Black & White)	The black & white invalid sheet count is recorded.
20		Invalid Paper Count(Color)	The color invalid sheet count is recorded.



No.		Item name	Description
21	Main items	Number of Reserved Sets	Number of specified sets or reserved destinations is recorded.
22		Number of Completed Sets	Number of completed sets or number of destinations to which transmission was successfully completed is recorded.
23		Number of Reserved Pages	Number of reserved original pages of a copy, print, scan job, or other job is recorded.
24		Number of Completed Pages	Number of completed pages of a set is recorded.
25		Result	The result of a job is recorded.
26		Error Cause	When an error occurs during a job, the cause of the error is recorded.
27	Print Job Related Item	Output	The output mode of a printed job is recorded.
28		Staple	The status of stapling is recorded.
29		Staple Count	The staple count is recorded.
30		Punch	The status of punching is recorded.
31		Punch Count	The punch count is recorded.
32		Fold	A job that uses the fold function is recorded.
33		Fold Count	Number of folded pages is recorded.
34		Saddle Fold	A job that uses the saddle fold function is recorded.
35		Saddle Fold Count	Number of saddle folded pages is recorded.
36		Printer Tone	The tone used for a print job is recorded.
37	Image Send Related Item	Address	Address of an image send job is recorded.
38		Sender Name	Sender name of an image send job is recorded.
39		Sender Address	Sender address of an image send job is recorded.
40		Transmission Type	Transmission type of an image send job is recorded.
41		Administrative Serial Number	Administrative serial number of an image send job is recorded.
42		Broadcast number	Broadcast number of an image send job is recorded.
43		Entry Order	Reservation order for broadcast transmission of an image send job is recorded. This is used to link communication and printing when recording multi polling jobs.
44		File Format	File format of an image send job or scan to HDD job is recorded.
45		Sign	Records whether or not an electronic signature is used in e-mail transmission.
46		Encry.	Records whether or not encryption is used for e-mail transmission.
47		Compression Mode/Compression Ratio	Compression mode and compression ratio of the file of an image send job or scan to HDD job is recorded.
48		Communication Time	The communication time of image send jobs is recorded.



No.		Item name	Description	
50	Document Filing Related Item	Document Filing	Status of document filing is recorded.	
51		Storing Mode	Document filing storing mode is recorded.	
52	Common Functionality	Color Setting	Color mode selected by user is recorded.	
53		Special Modes	Special modes selected when the job was executed is recorded.	
54		File Name	The stored file name is recorded.*	
55		Data Size [KB]	The size of a file is recorded.	
56	Detailed Items	Original Size	Size of scanned original is recorded. For a document filing print job, the paper size of the file is recorded.	
57		Original Type	Original type (text, printed photo, etc.) set in the exposure settings screen is recorded.	
58		Original Count	Number of scanned original sheets is recorded.	
59		Paper Size	For a print job, the paper size is recorded. For a send job, the transmitted paper size is recorded. For a Scan to HDD job, the paper size of the stored file is recorded.	
60		Paper Type	The paper type used for printing is recorded.	
61		Paper Property	The paper property specified in "Paper Type" is recorded.	
62		Duplex Setup	The duplex setting is recorded.	
63		Resolution	The scanning resolution is recorded.	
64		Machine Item	Model Name	The model name of the machine is recorded.
65			Unit Serial Number	The serial number of the machine is recorded.
66	Name		The name of the machine that is set in the Web pages is recorded.	
67	Machine Location		The installation location of the machine that is set in the Web pages is recorded.	
68	Machine ID		Record the Machine ID entered by the service technician.	

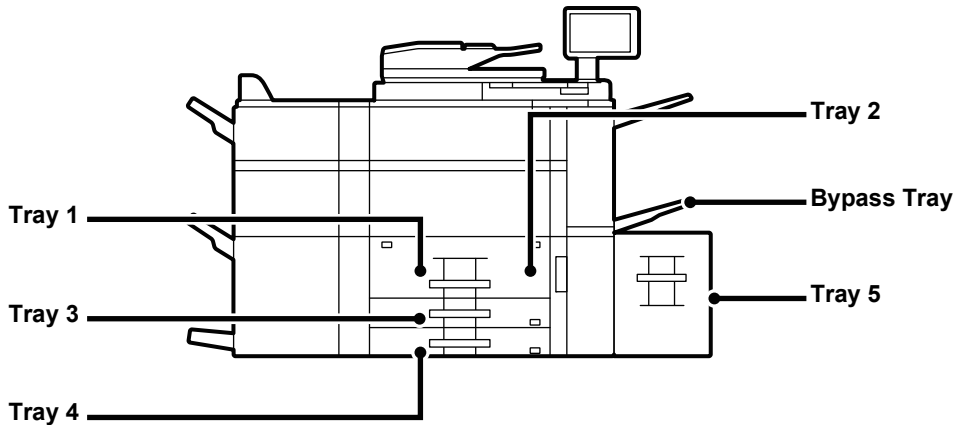
* In some environments this is not recorded.



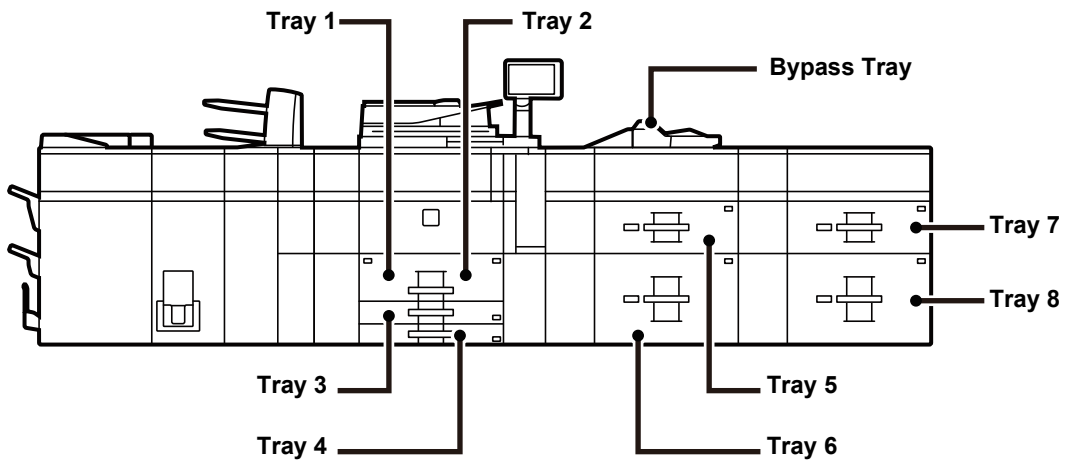
LOADING PAPER

IMPORTANT POINTS ABOUT PAPER NAMES AND LOCATIONS OF TRAYS

When a large capacity tray is installed

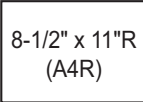
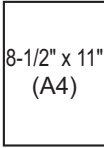
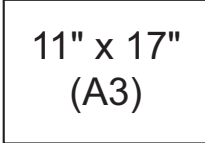


When two large capacity trays are installed



THE DEFINITION OF "R" IN PAPER SIZE

To indicate the landscape setting, "R" is added to the end of the name of a paper size enabled for both landscape and portrait settings.

Paper that can be set either in the portrait or landscape orientation		Paper that can only be set in the landscape orientation
8-1/2" x 11", A4, B5		12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 13", SRA3, A3W, A3, SRA4, B4
Paper set in the landscape orientation	Paper set in the portrait orientation	Can be placed only in the landscape orientation
		



APPLICABLE PAPER TYPES

This section describes paper types that can be used and those that cannot be used. All types of paper other than plain paper are referred to as special media.



- Various types of paper are commercially available, some of which cannot be used on the machine. Before using any paper, consult the dealer or nearest SHARP Service Department.
- The image quality and toner fusibility of paper may change due to ambient conditions, operating conditions, and paper characteristics, resulting in image quality inferior to that of Sharp standard paper. Before using any paper, consult the dealer or nearest SHARP Service Department.
- The use of non-recommended or non-usable paper may result in skewed feeding, misfeeds, poor toner fusing (the toner does not adhere to the paper well and can be rubbed off), or machine failure.
- The use of non-recommended paper may result in misfeeds or poor image quality. Before using non-recommended paper, check whether printing can be performed properly.

Useable paper

Specifications of plain paper, heavy paper and thin paper

Plain Paper*	Plain Paper 1	16 lbs. bond to 24 lbs. bond (60 g/m ² to 89 g/m ²)
	Plain Paper 2	24 lbs. bond to 28 lbs. bond (90 g/m ² to 105 g/m ²)
Heavy paper	Heavy paper 1	28 lbs. bond to 65 lbs. cover (106 g/m ² to 176 g/m ²)
	Heavy paper 2	65 lbs. cover to 80 lbs. cover (177 g/m ² to 220 g/m ²)
	Heavy paper 3	80 lbs. cover to 140 lbs. index (221 g/m ² to 256 g/m ²)
	Heavy paper 4	140 lbs. index to 110 lbs. cover (257 g/m ² to 300 g/m ²)
Thin paper		13 lbs to 16 lbs (55 g/m ² to 59 g/m ²)

* Set a suitable paper weight in "Settings (administrator)" → [System Settings] → [Common Settings] → [Device Control] → [Plain Paper Compatibility Settings]. This can only be set on the machine's operation panel.



- For paper specifications, see the specifications in the "Start Guide".
- Recycled paper, colored paper and pre-punched paper must meet the same specifications as plain paper. Before using any paper, consult the dealer or nearest SHARP Service Department.
- If the paper that was output is significantly curled, remove the paper from the cassette, turn the paper over so it is face down, and resume use.

Specifications of paper that can be used for two-sided printing

Paper Type	Plain, Recycled, Color, Letter Head, Pre-Printed, Punched, Glossy Paper, Heavy Paper (28 lbs. bond (106 g/m ²) to 80 lbs. cover (220 g/m ²))
Paper Size	12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 13-1/2", 8-1/2" x 13-2/5", 8-1/2" x 13", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"R, 7-1/4" x 10-1/2", 9" x 12", SRA3, A3W, A3, B4, SRA4, A4, A4W, A4R, B5, B5R, A5R



Types of paper that can be set in each tray

	Tray 1/2	Tray 3	Tray 4	Bypass tray	Tray 5 Large capacity tray (MX-LC12/ MX-LCX3 N)	Large capacity trays		Bypass tray (for large capacity trays)	Inserter (Upper / Lower)
						Tray 5/7	Tray 6/8		
Thin paper	-	-	-	Yes	-	Yes	Yes	Yes	-
Plain paper 1 (16 to 24 lbs bond (60 to 89 g/m ²))	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Plain paper 2 (24 to 28 lbs bond (90 to 105 g/m ²))	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Recycled paper	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Color	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Letter head	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Pre-printed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Pre-punched	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Heavy paper 1: 28 lbs bond to 65 lbs index (106 g/m ² to 176 g/m ²)	-	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Heavy paper 2: 65 lbs index to 80 lbs Cover (177 g/m ² to 220 g/m ²)	-	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Heavy paper 3: 80 lbs bond to 140 lbs index (221 g/m ² to 256 g/m ²)	-	-	-	Yes	-	Yes	Yes	-	-
Heavy paper 4: 140 lbs index to 110 lbs Cover (257 g/m ² to 300 g/m ²)	-	-	-	Yes	-	Yes	Yes	-	-
Embossed	-	-	Yes	Yes	-	Yes	Yes	-	-
Envelope	-	-	-	Yes	-	-	-	-	-
Tab paper	-	-	Yes	Yes	-	Yes	Yes	Yes	-
Transparency film	-	-	Yes	Yes	-	Yes	Yes	Yes	-
Labels	-	-	Yes	Yes	-	Yes	Yes	-	-
Glossy paper	-	-	-	Yes	-	Yes	Yes	-	-

Yes: Can be used

-: Cannot be used



- For detailed information on the sizes and types of paper that can be loaded into each tray of the machine, see "SPECIFICATIONS" in the "Start Guide" and "[Paper Tray Settings \(page 7-103\)](#)" in "Settings".
- Recycled paper, colored paper and pre-punched paper must meet the same specifications as plain paper.
- Before using any paper, consult the dealer or "SHARP Service Department".

Setting orientation of the print side

The setting orientation varies for the print side of paper, depending on the tray used.

Tray	In normal status	With letter head or pre-printed paper set
Trays 1 - 4	Facing up	Facing down
Bypass tray, Tray 5, Tray 6, Tray 7, Tray 8	Facing down	Facing up



When [Disabling of Duplex] is set for "Letter Head" or "Pre-Printed", set the print side in the same orientation as for the ordinary operation.



To set [Disabling of Duplex]:

In "Settings (administrator)", select [System Settings] → [Common Settings] → [Device Control] → [Disabling of Duplex].

Paper that cannot be used

- Special media for an ink jet printer (fine paper, glossy paper, glossy film, etc.)
- Carbon paper or thermal paper
- Pasted paper
- Paper with clips
- Paper with fold marks
- Torn paper
- Oil feed transparency film
- Thin paper less than 13lbs bond (52 g/m²)
- Heavy paper as thick as 110 lbs Cover (301 g/m²) or more
- Irregularly shaped paper
- Stapled paper
- Damp paper
- Curled paper
- Paper whose print side or reverse side has been already printed on by another printer or multifunction device
- Paper with a wave-like pattern due to moisture absorption
- Paper with creases
- Paper with dust

Non-recommended paper

- Iron-on transfer paper
- Japanese paper
- Perforated paper



LOADING PAPER IN THE TRAY 1/2

A maximum of 1200 sheets of 8-1/2" × 11" (A4) paper can be loaded into tray 1.

A maximum of 800 sheets of 8-1/2" × 11" (A4) paper can be loaded into tray 2.



If you loaded paper of a different type or size from the paper previously loaded, be sure to check the settings in "Settings (administrator)". An incorrect setting may cause print failure, printing on paper of an incorrect size, or type or paper misfeeds.



Do not place heavy objects on the tray or press down on the tray.



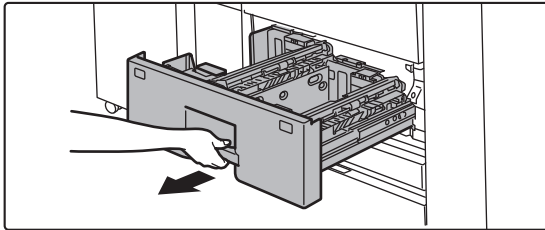
To check the type and size of paper:

[Tray Settings] in the home screen or in "Settings", select [Status] → [Machine Identification] → [Paper Input Tray Status].

To set the type and size of paper:

Set this in [Tray Settings] in the home screen or in "Settings", select [System Settings] → [Common Settings] → [Paper Settings] → [Paper Tray Settings].

1



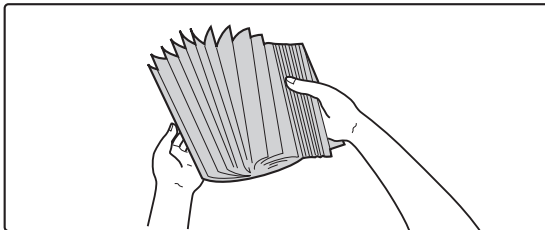
Pull out the paper tray.

Gently pull the tray out until it stops.



Keep holding the handle until the lock is released.

2

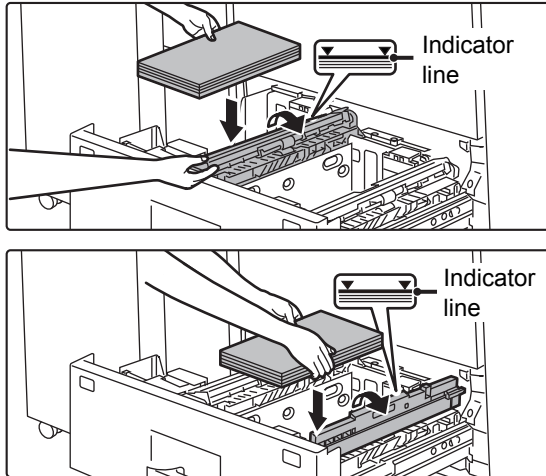


Fan the paper.

Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.



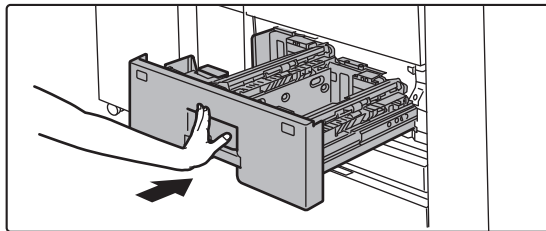
3



Lift the feed roller, and place paper into the tray.

Load the paper with the print side facing up. The stack must not be higher than the indicator line (maximum of 1200 sheets for tray 1, or maximum of 800 sheets for tray 2).

4

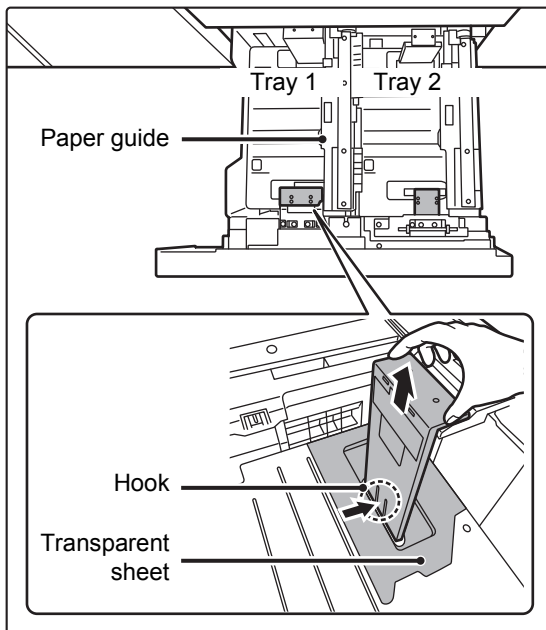


Lower the feed roller, and gently push the paper tray into the machine.

Push the tray firmly all the way into the machine slowly. Forcefully inserting the paper may cause skewed feeding and paper misfeeds.

Changing the paper size

1



Remove the paper size guide.

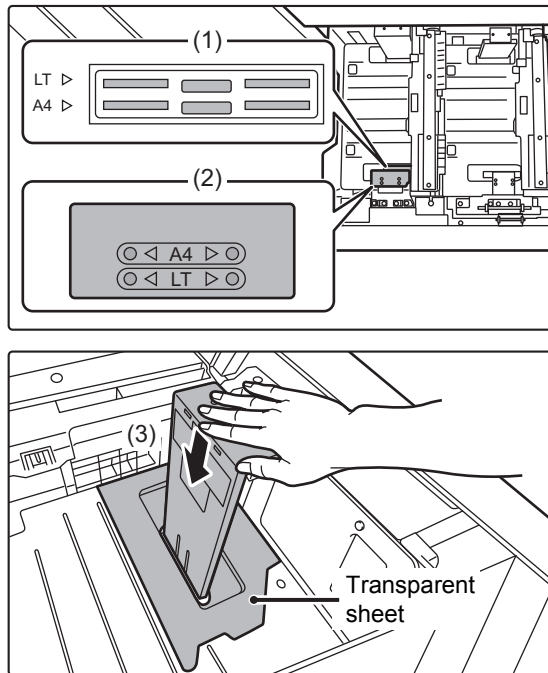
With the base of the tray pressed all the way down, hold down the hook at the bottom on the paper size guide and pull the paper size guide up slightly.



Before changing the paper size of tray 2, raise the paper guide.



2



Attach the paper size guide and transparent sheet appropriately for the size of paper to be used.

(1) Align the bottom of the paper size guide with the appropriate slot on the base of the tray.

Align the paper size guide with the slot for the paper size to be used (indicated by the paper size mark).

(2) Align the holes at the top of the paper size guide with the protrusions that secure the paper size guide.

Align with the holes for the paper size to be used (indicated by the paper size mark).

(3) Push in the paper guide so that it locks into place.

Push the paper size guide in until the hook at the bottom locks into place. (You will hear a "click" when the hook locks.) Move the paper size guide slightly to verify that it has locked into place.

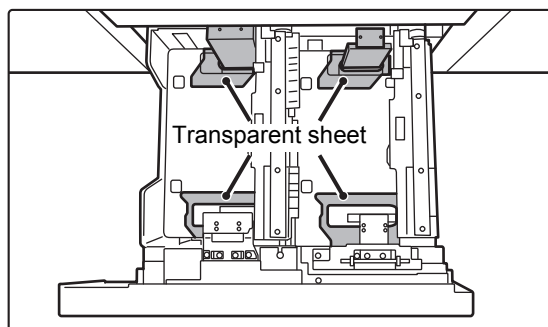


- When attaching the paper size guide, place the transparent sheet in direct contact with the base of the tray in the correct orientation as shown.
- The slot or hole with the "LT" mark is for 8-1/2" x 11" size.



When attaching the paper size guide, make sure that the top and bottom of the guide are aligned to the same paper size. If the top and bottom of the paper size guide are not aligned to the same paper size, skewed feeding and misfeeds will result.

3



Repeat steps 1 and 2 to adjust the far paper guide to the paper size to be used.

Be sure to adjust the far paper guide to the same size as the near paper guide.

When removing and attaching the far paper size guide, take care not to hit the front cover of the machine.



Adjusting only one paper guide may result in skewed feeding or misfeeds.

4

Set the paper size and paper type.

Be sure to set the paper size and paper type by selecting [Tray Settings] in the home screen or in "Settings", select [System Settings] → [Common Settings] → [Paper Settings] → [Paper Tray Settings].

If the paper size setting is not configured correctly, automatic paper selection will not operate correctly and printing may take place on the wrong size or type of paper or a misfeed may occur.



LOADING PAPER IN THE TRAY 3/4

A maximum of 500 sheets of paper from 12" × 18" to 7-1/4" × 10-1/2"R (A3W to B5R) can be loaded into tray 3.

A maximum of 500 sheets of paper from 12" × 18" to 5-1/2" × 8-1/2"R (A3W wide to A5R) can be loaded into tray 4.



- Other than plain paper, special media such as transparency film and tab paper can be loaded into tray 4. To load tab paper, the dedicated guide must be installed.
- If you loaded paper of a different type or size from the paper previously loaded, be sure to check the settings in "Settings (administrator)". An incorrect setting may cause print failure, printing on paper of an incorrect size, or type or paper misfeeds.



Do not place heavy objects on the tray or press down on the tray.



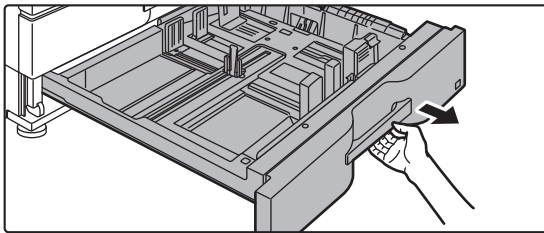
To check the type and size of paper:

[Tray Settings] in the home screen or in "Settings", select [Status] → [Machine Identification] → [Paper Input Tray Status].

To set the type and size of paper:

Set this in [Tray Settings] in the home screen or in "Settings", select [System Settings] → [Common Settings] → [Paper Settings] → [Paper Tray Settings].

1



Pull out the paper tray.

Gently pull the tray out until it stops.

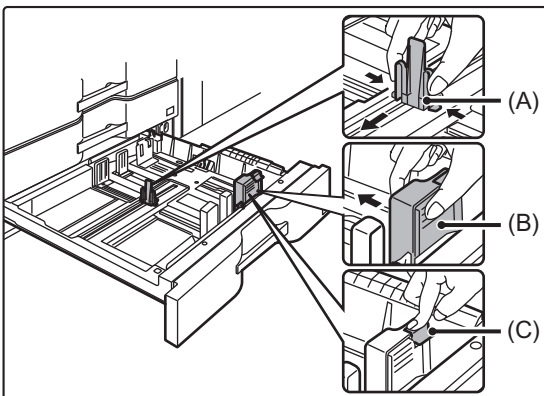
To load paper, go to step 3.

To load a different size of paper, go to the next step.



Keep holding the handle until the lock is released.

2



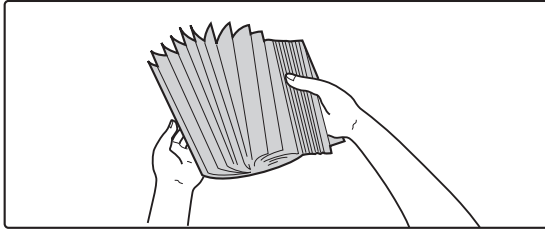
Adjust guide plates A and B by squeezing their lock levers and sliding them to match the longitudinal and transversal dimensions of the paper to be loaded.

- (1) Squeeze the lock knob on guide plate A and slide to the desired paper size.
- (2) Squeeze the lock knob on guide plate B and slide to the desired paper size. If slid to a standard paper size, guide plate B will lock automatically.
- (3) For a non-standard paper size, after sliding guide plate B to the desired size, press the lock button (C).



A non-standard size of paper can only be loaded in tray 4. A non-standard size of paper cannot be loaded in tray 3.

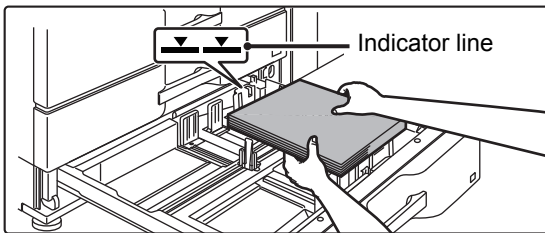
3



Fan the paper.

Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.

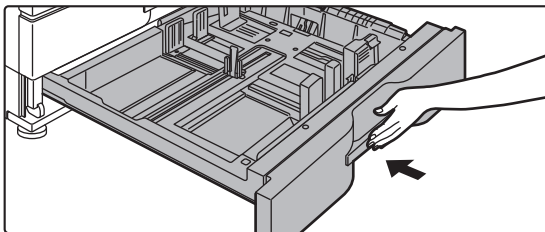
4



Insert the paper into the tray.

Load the paper with the print side facing up. The stack must not be higher than the indicator line (maximum of 500 sheets).

5



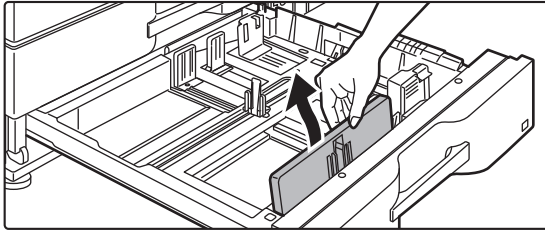
Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine slowly. Forcefully inserting the paper may cause skewed feeding and paper misfeeds.



Loading tab paper into tray 4

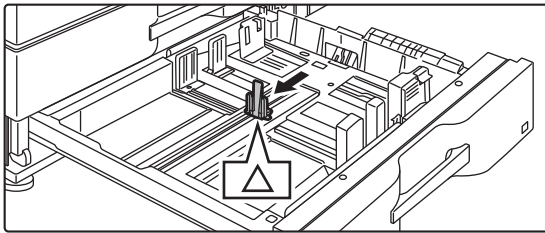
1



Remove the tab paper guide.

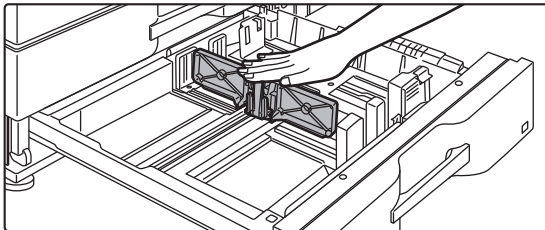
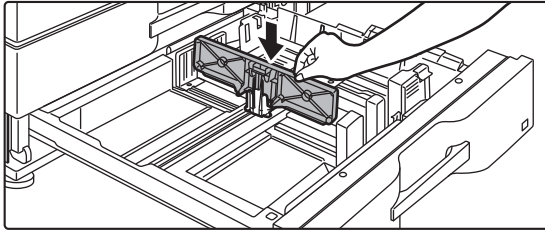
The guide is stored inside tray 4.

2

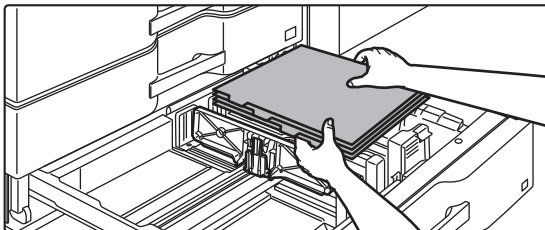


Pull out the tray and install the guide.

Adjust the guide plates to the triangle mark position. Install the guide so that it may cover the guide plates. Adjust the guide plates in the tray to match the longitudinal and transversal dimensions of the paper to be loaded.



3



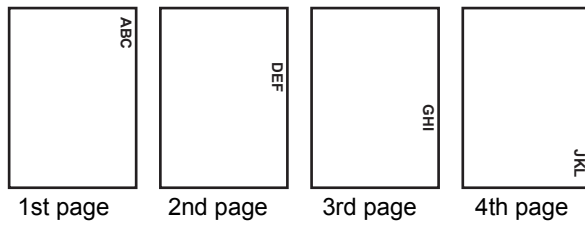
Insert the tab paper into the tray.

Place the tab paper with the print side facing up so that the tab is to the left.

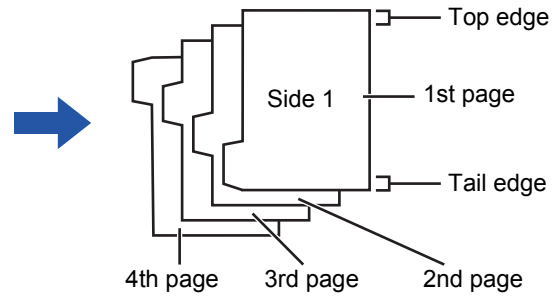


See the following figure and adjust the tab position of the tab paper.

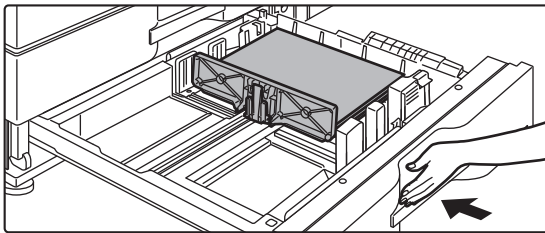
Originals



Tab paper



4



Gently push the tray into the machine, and set the paper type to tab paper.

Using "Paper Tray Settings" in the system settings, set the paper type to tab paper.



To set the paper type to tab paper:

Set this in [Tray Settings] in the home screen or in "Settings", select [System Settings] → [Common Settings] → [Paper Settings] → [Paper Tray Settings].



LOADING PAPER IN THE LARGE CAPACITY TRAY

Use the large capacity tray for outputting massive prints that cannot be processed using the regular tray.

- Large capacity tray (MX-LC12) stores a maximum of 3500 sheets of 8-1/2" × 11", A4 and B5 paper.
- Large capacity tray (MX-LCX3 N) stores a maximum of 3000 sheets of paper from 12" × 18" (A3W) to 8-1/2" × 11"R (B5).

When changing the paper size, consult the dealer or nearest SHARP Service Department.



Do not place heavy objects on the tray or press down on the tray.



To check the type and size of paper:

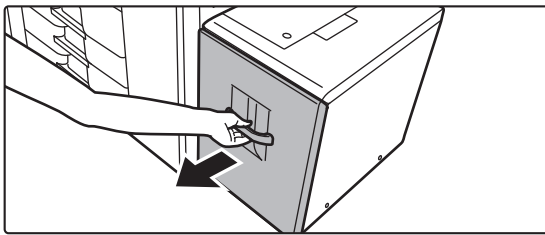
[Tray Settings] in the home screen or in "Settings", select [Status] → [Machine Identification] → [Paper Input Tray Status].

To set the type and size of paper:

Set this in [Tray Settings] in the home screen or in "Settings", select [System Settings] → [Common Settings] → [Paper Settings] → [Paper Tray Settings].

Large capacity tray (MX-LC12)

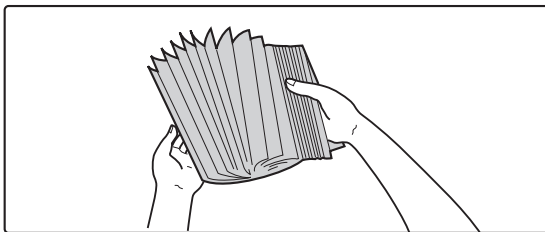
1



Pull out the paper tray.

Gently pull the tray out until it stops.

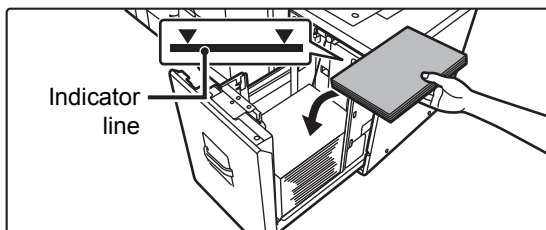
2



Fan the paper.

Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.

3

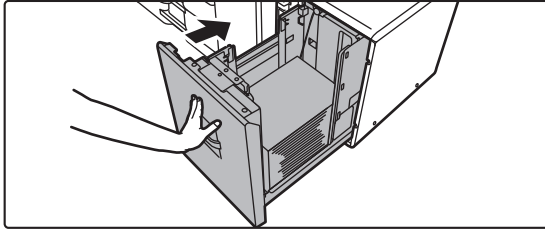


Place the paper in the center of the paper table.

Load the paper with the print side facing down. The stack must not be higher than the indicator line (maximum of 3500 sheets).



4

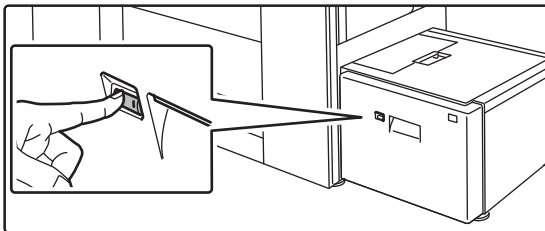


Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine slowly. Forcefully inserting the paper may cause skewed feeding and paper misfeeds.

Large capacity tray (MX-LCX3 N)

1



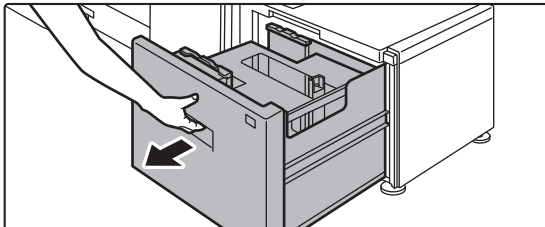
Press the operation button.

The operation button blinks, and the tray paper table goes down to the paper loading position. Wait until the operation button light goes off.



Do not pull out the tray until the light goes off. If you pull out the tray forcibly while the button lights up or blinks, a machine failure may be resulted.

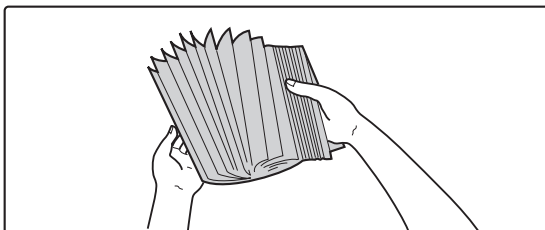
2



Pull out the paper tray.

Gently pull the tray out until it stops.

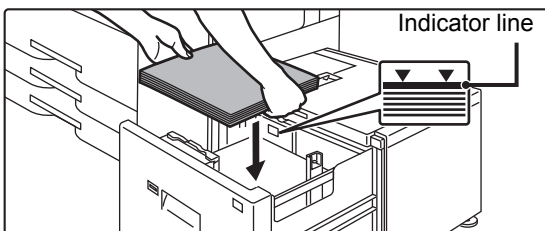
3



Fan the paper.

Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.

4



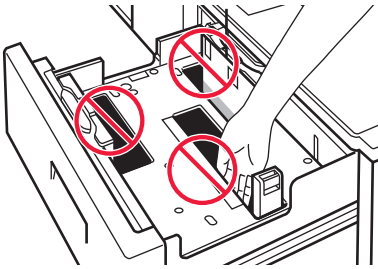
Place the paper in the center of the paper table.

Load the paper with the print side facing down. The stack must not be higher than the indicator line (maximum of 3000 sheets).

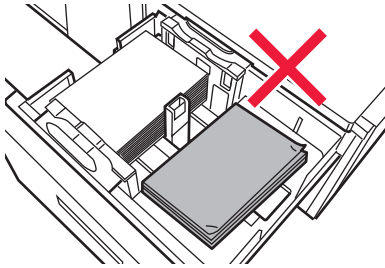
When a certain volume of paper is loaded, the paper table automatically goes down slightly and stops. Repeat this operation in the same way to load paper.



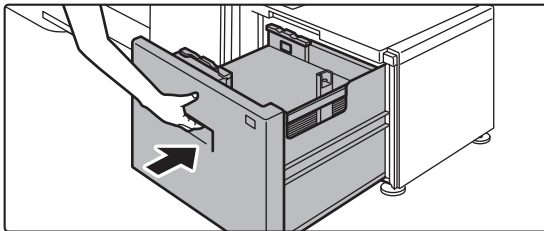
- Do not insert your hand into the space inside the paper table when you load paper.



- Do not insert spare paper or objects into the space inside the tray.



5



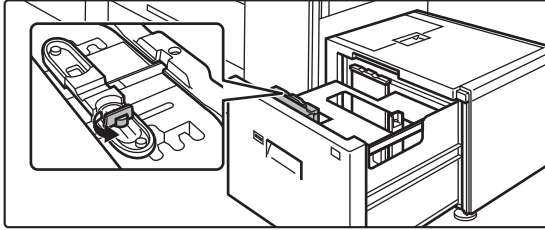
Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine slowly. Forcefully inserting the paper may cause skewed feeding and paper misfeeds. The paper table goes up after the tray is pushed in. The operation button blinks while the paper table goes up. The button lights up when the paper table has gone up.



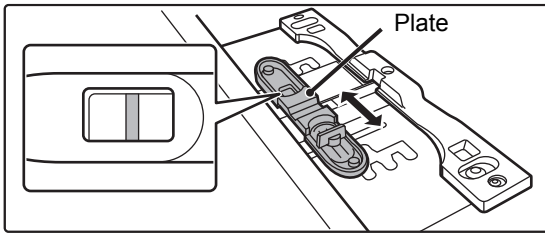
Changing the paper size for the large capacity tray (MX-LCX3 N)

1



Loosen the paper guide screw.

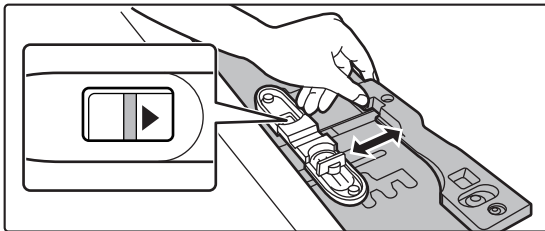
2



Slide the plate of the paper guide.

Slide the plate until the red line appears at the center of the size window of the plate.

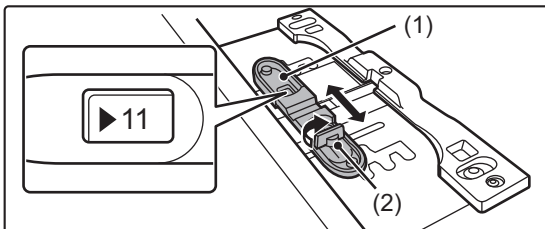
3



Adjust the paper guide to the paper size that will be used.

Slide the paper guide forward or backward until the size mark of the paper to be used (◀ or ▶) appears in the size window of the plate.

4



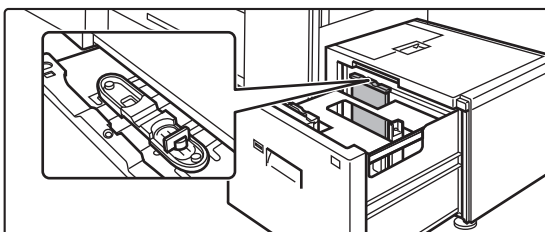
Secure the paper guide.

(1) Slide the plate of the paper guide.

Slide the plate until the paper size to be used appears in the size window of the plate.

(2) Tighten the paper guide screw.

5



Repeat steps 1 through 4 to adjust the far paper guide to the paper size to be used.

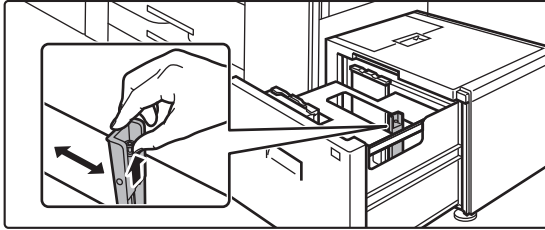
Be sure to adjust the far paper guide to the same paper size as the near paper guide.



Adjusting only one paper guide may result in skewed feeding or misfeeds.



6



Change the right paper guide to the paper size to be used.

- (1) **While holding up the paper guide lock, slide the paper guide to the paper size to be used.**
- (2) **Release the paper guide lock.**
- (3) **Move the paper guide slightly to the right and left so that it locks into place.**

You will hear a "click" when the paper guide locks.

7

Set the paper size and paper type.

Be sure to set the paper size and paper type by selecting [Tray Settings] in the home screen or in "Settings", select [System Settings] → [Common Settings] → [Paper Settings] → [Paper Tray Settings].

If the paper size setting is not configured correctly, automatic paper selection will not operate correctly and printing may take place on the wrong size or type of paper or a misfeed may occur.



LOADING PAPER IN THE LARGE CAPACITY TRAYS

Use the large capacity trays for outputting massive prints that cannot be processed using the regular tray. The large capacity trays store a maximum of 5000 sheets of paper (2500 sheets for tray 5 and 2500 sheets for tray 6) from 12" × 18" (A3W) to 7-1/4" × 10-1/2"R (B5R).



Other than plain paper, special media such as tab paper and transparency film can be loaded into the large capacity trays. To load tab paper, the dedicated guide must be installed.



Do not place heavy objects on the tray or press down on the tray.



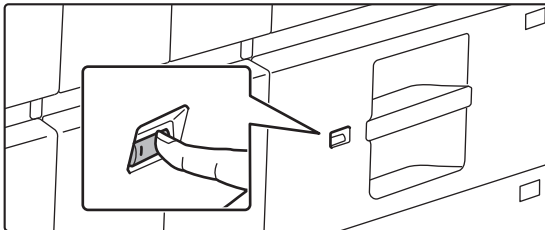
To check the type and size of paper:

[Tray Settings] in the home screen or in "Settings", select [Status] → [Machine Identification] → [Paper Input Tray Status].

To set the type and size of paper:

Set this in [Tray Settings] in the home screen or in "Settings", select [System Settings] → [Common Settings] → [Paper Settings] → [Paper Tray Settings].

1



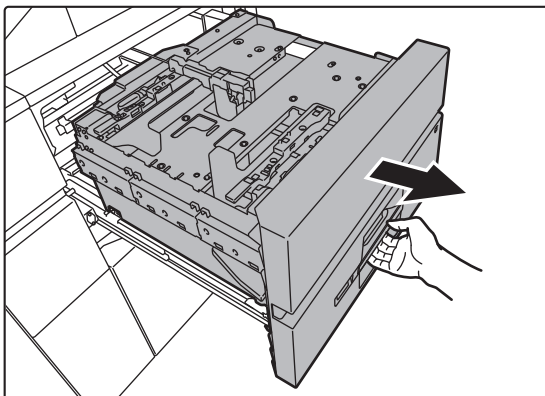
Press the operation button.

The operation button blinks, and the tray paper table goes down to the paper loading position. Wait until the operation button light goes off.



Do not pull out the tray until the light goes off. If you pull out the tray forcibly while the button lights up or blinks, a machine failure may be resulted.

2

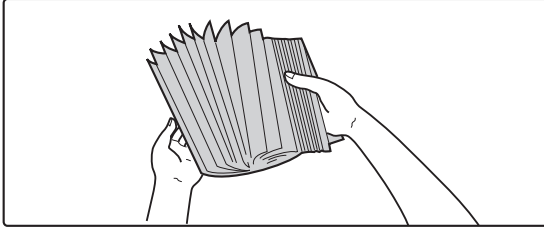


Pull out the paper tray.

Gently pull the tray out until it stops.



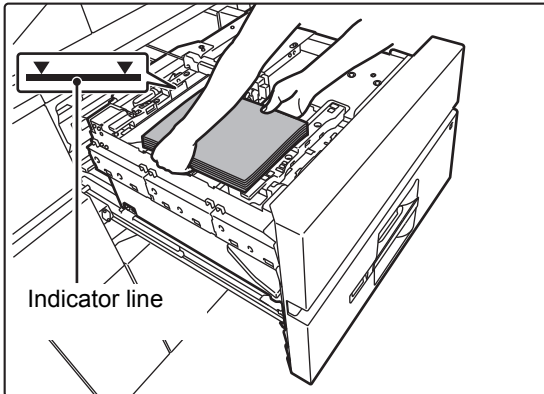
3



Fan the paper.

Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.

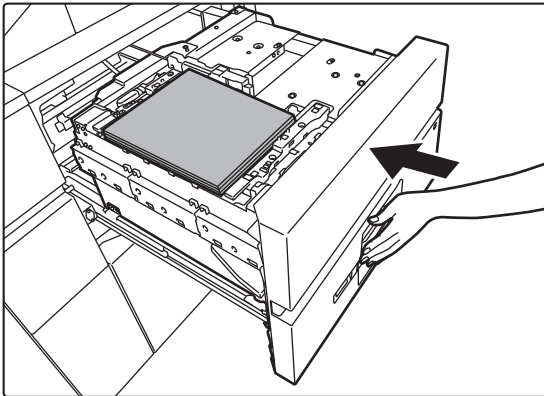
4



Load the paper.

Load the paper with the print side facing down. The stack must not be higher than the indicator line (maximum of 2500 sheets).

5



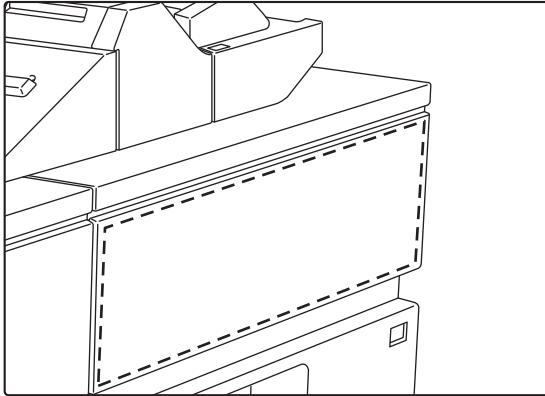
Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine slowly. Forcefully inserting the paper may cause skewed feeding and paper misfeeds. The paper table goes up after the tray is pushed in. The operation button blinks while the paper table goes up. The button lights up when the paper table has gone up.



Loading the tab paper

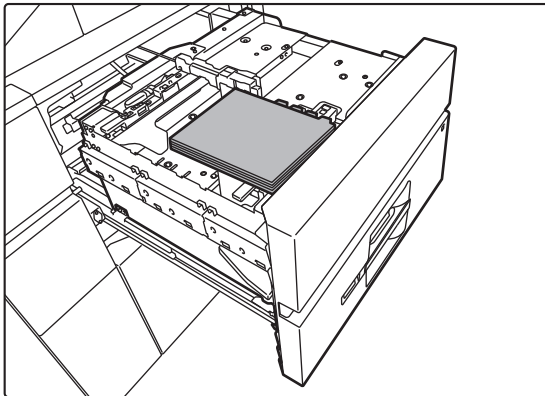
1



Remove the tab paper guide.

The guide is stored in the upper tray.

2



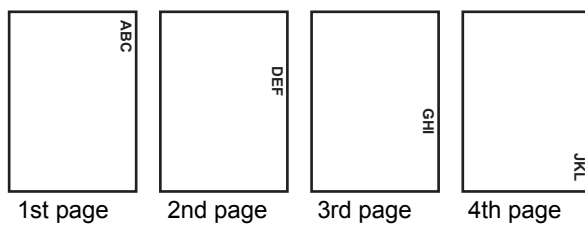
Insert the tab paper into the tray.

Place the tab paper with the print side facing up so that the tab is to the right.

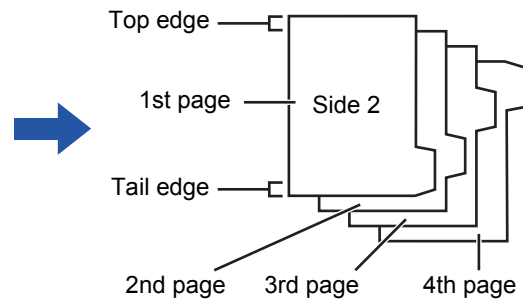


See the following figure and adjust the tab position of the tab paper.

Originals

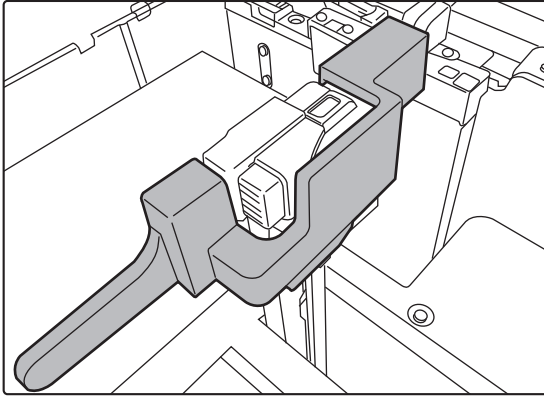


Tab paper





3



Place the tab paper guide.

Place the guide on the top of the tab paper.

4

Gently push the tray into the machine, and set the paper type to tab paper.

Using "Paper Tray Settings" in the system settings, set the paper type to tab paper.

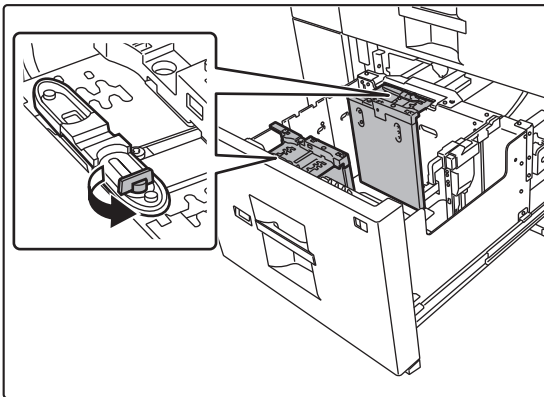


To set the paper type to tab paper:

Set this in [Tray Settings] in the home screen or in "Settings", select [System Settings] → [Common Settings] → [Paper Settings] → [Paper Tray Settings].

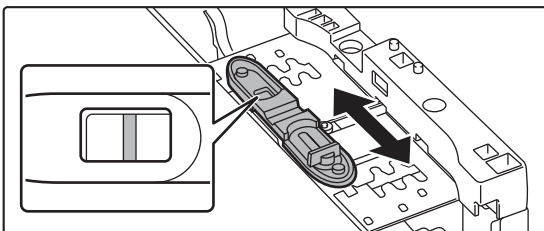
Changing the paper size

1



Loosen the paper guide screw.

2

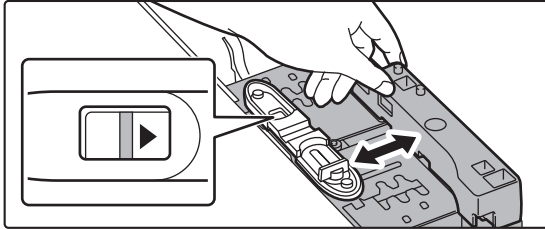


Slide the plate of the paper guide.

Slide the plate until the red line appears at the center of the size window of the plate.
Both near and far plates slides when you slide one of those.



3

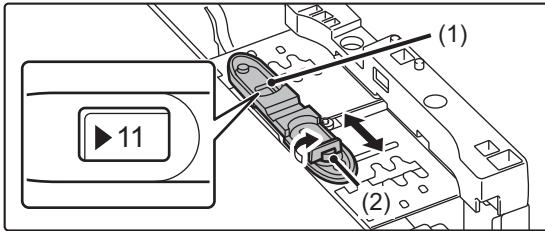


Adjust the paper guide to the paper size that will be used.

Slide the paper guide forward or backward until the size mark of the paper to be used (◀ or ▶) appears in the size window of the plate.

Both near and far plates slides when you slide one of those.

4



Secure the paper guide.

(1) Slide the plate of the paper guide.

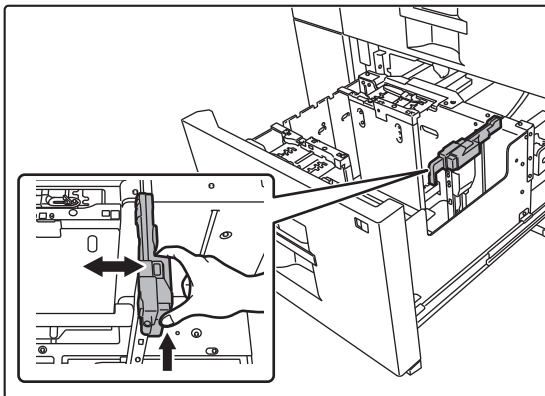
Slide the plate until the paper size to be used appears in the size window of the plate.

Both near and far plates slides when you slide one of those.

(2) Tighten the paper guide screw.

Tighten both far and near paper guide screws.

5



Change the right paper guide to the paper size to be used.

(1) While holding the paper guide lock, slide the paper guide to the paper size to be used.

(2) Release the paper guide lock.

(3) Move the paper guide slightly to the right and left so that it locks into place.

You will hear a "click" when the paper guide locks.

6

Set the paper size and paper type.

Be sure to set the paper size and paper type by selecting [Tray Settings] in the home screen or in "Settings", select [System Settings] → [Common Settings] → [Paper Settings] → [Paper Tray Settings].

If the paper size setting is not configured correctly, automatic paper selection will not operate correctly and printing may take place on the wrong size or type of paper or a misfeed may occur.



LOADING PAPER INTO THE BYPASS TRAY

Use the bypass tray for printing on plain paper, label sheets, tab paper, and other special media.

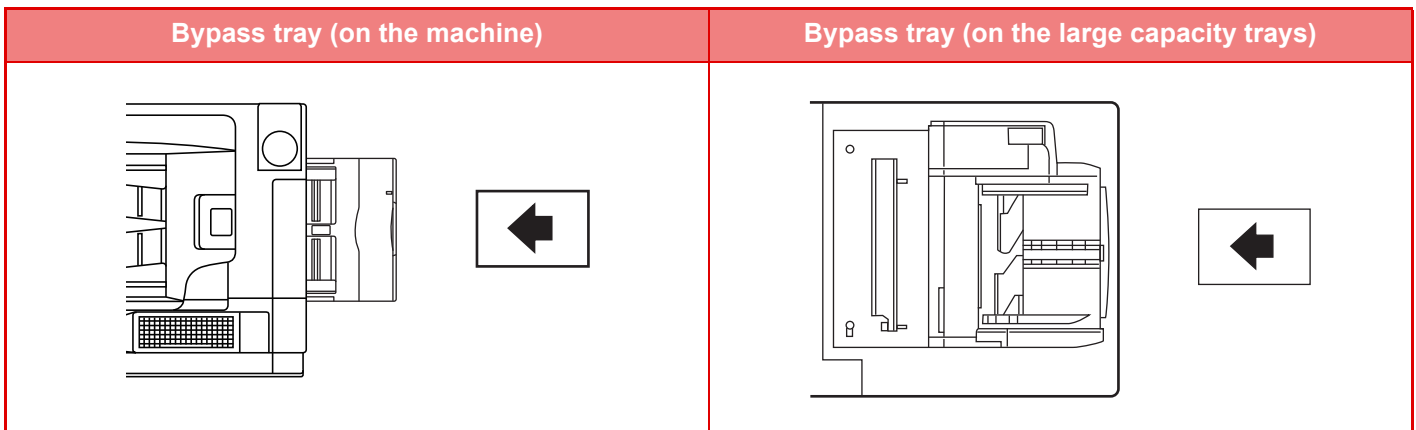
A maximum of 100 sheets of paper can be loaded into the bypass tray (on the machine), or a maximum of 500 sheets can be loaded in the bypass tray (on the large capacity trays), and continuous printing is possible as is the case with other trays. For detailed information on the sizes and types of paper that can be loaded into the bypass tray, see "SPECIFICATIONS" in the "Start Guide" and "[Paper Tray Settings \(page 7-103\)](#)".



- When using plain paper other than Sharp standard paper or special media other than SHARP-recommended transparency film, or when printing on the reverse side of paper that has been printed on one side, load paper one sheet at a time. Loading more than one sheet at a time will cause misfeeds.
- Before loading paper, straighten any curling in the paper.
- When adding paper, remove any paper remaining in the bypass tray, combine it with the paper to be added, and reload as a single stack. If paper is added without removing the remaining paper, a misfeed may result.

How to place the original

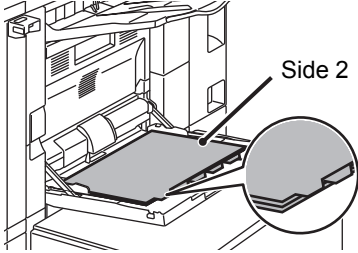
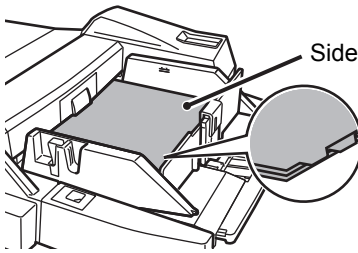
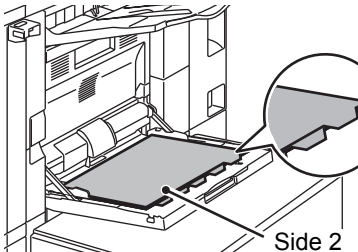
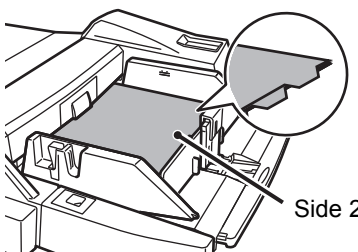
Load paper up to 7-1/4" × 10-1/2" (A5) size in landscape orientation.





Loading tab paper

When printing on tab paper, be sure to place the paper with the print side facing down. For the bypass tray (on the large capacity trays), the dedicated guide must be installed in the bypass tray guides at the rear end. The dedicated guide is in the upper side of the large capacity trays.

	Bypass tray (on the machine)	Bypass tray (on the large capacity trays)
Left	 <p>Place the first sheet of tab paper so that the tab faces toward you.</p>	 <p>Place the first sheet of tab paper so that the tab faces toward you.</p>
Right	 <p>Place the first sheet of tab paper so that the tab faces away from you.</p>	 <p>Place the first sheet of tab paper so that the tab faces away from you.</p>



- Use only tab paper that is made of paper. Tab paper made of a material other than paper (film, etc.) cannot be used.
- To copy onto the tabs of tab paper, [Tab Copy] in "Others" is useful.

Inserting transparency film



- Use SHARP-recommended transparency film.
- When loading multiple sheets of transparency film into the bypass tray, fan the sheets several times before loading.
- When printing on transparency film, remove each sheet as it is printed and output from the machine. Allowing sheets to stack in the output tray may result in curling.

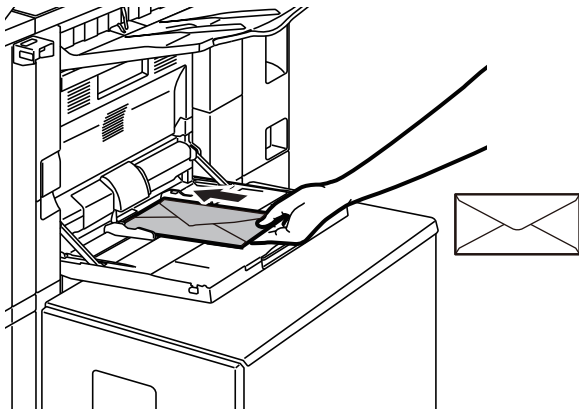


Loading envelopes

When loading envelopes into the bypass tray, place them in the orientation as shown in the figure.

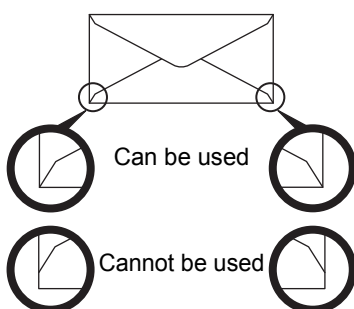
Placing envelopes

Only the front side of envelopes can be printed on or copied to. Place the front side facing down.



Important points when using envelopes

- Do not print on both sides of an envelope. This may result in misfeeds or poor print quality.
- Restrictions apply to some types of envelopes. For more information, consult a qualified service technician.
- Some operating environments may cause creasing, smudging, misfeeds, poor toner fusing, or machine failure.
- Fold the flap of the envelope and make a sharp crease at the fold. A misfeed may occur if the flap is up.
- Do not use the following envelopes:
 - Those with a metal piece, a plastic hook or a ribbon hook
 - Those with a string for closing
 - Those with a window
 - Those with a lining
 - Those with an uneven surface, finished with titling or emboss
 - Duplex envelopes or those with adhesive or other synthetic material for sealing
 - Hand-made envelopes
 - Those containing air inside
 - Those damaged with a crease, fold mark or tear



- Envelopes with the corner gluing position on the back not aligned with the corner edge should not be used as it may cause creasing.
- Print quality is not guaranteed in the area 13/32" (10 mm) around the edges of the envelope.
- Print quality is not guaranteed on parts of envelopes where there is a large step-like change of thickness, such as on four-layer parts or parts less than three layers.
- Print quality is not guaranteed on envelopes having peel off flaps for sealing the envelopes.



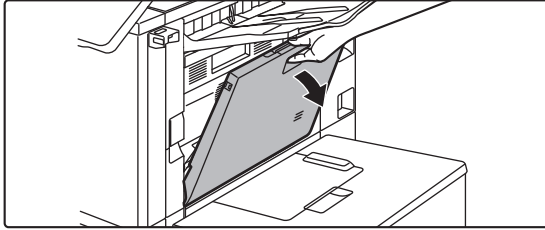
Important points when using embossed paper/label sheets

- The effect of asperity surfaces of embossed paper may affect the print quality depending on the type of embossed paper.
For more information, consult the dealer or nearest SHARP Service Department.
- Some labels may have to be loaded into the bypass tray in the specified orientation. Follow such instructions.
If a form is already printed on the labels, and the print images and the preprinted form do not line up, adjust the application or printer driver settings to rotate the print images.
- Do not use the following types of label sheets.
 - Label sheets without an adhesive copy or label copy
 - Label sheets with adhesive exposed
 - Label sheets with a specified feeding direction that is not supported by the machine
 - A label sheet that has already been fed or has some labels removed
 - Label sheets consisting of multiple sheets
 - Label sheets that do not support laser printing
 - Label sheets that cannot withstand heat
 - Label sheets that have perforations in the backing paper
 - Label sheets with slits in the backing paper
 - Non-standard label sheets
 - Label sheets with adhesive that has deteriorated due to prolonged storage or otherwise
 - Label sheets with cutouts that expose the backing paper
 - Curled or otherwise deformed label sheets
 - Torn or creased label sheets



Loading paper into the bypass tray (on the machine)

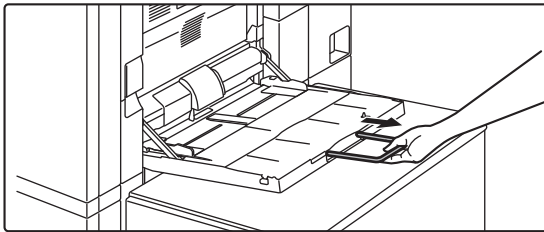
1



Open the bypass tray.

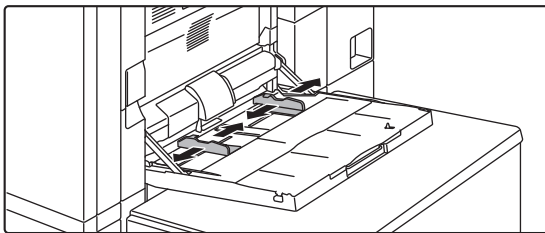


When loading paper larger than 8-1/2" × 11"R or A4R, pull out the extension guide. Pull the bypass tray extension all the way out.



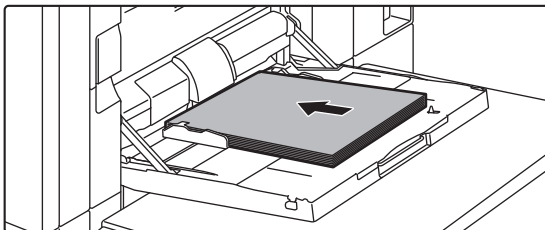
Do not place heavy objects on the bypass tray or press down on the tray.

2



Adjust the bypass tray guides to the size of paper to be loaded.

3



Insert the paper along the bypass tray guides all the way into the bypass tray until it stops.

Load paper with the print side facing down.

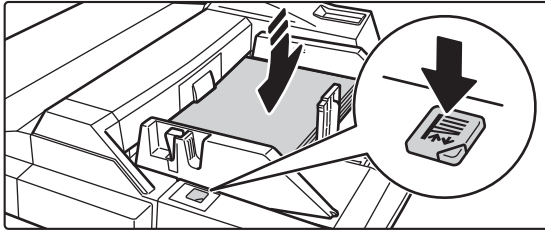


- Do not force the paper in.
- If the bypass tray guides are set wider than the paper, move the bypass tray guides in until they correctly fit the width of the paper. If the bypass guides are set too wide, the paper may skew or be creased.



Loading paper into the bypass tray (on the large capacity trays)

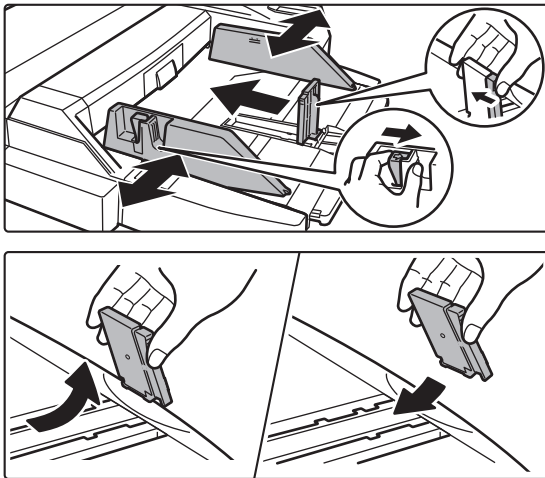
1



To replace the paper in the bypass tray, press the operation button and remove the paper.

The paper table goes down. The operation button blinks while the paper table goes down. The button lights up when the paper table has gone down. Do not remove the paper until the button ceases blinking.

2



Adjust the bypass tray guides to the size of paper to be loaded.

Grasp the guide lock lever to adjust the bypass tray guides to the paper size. Be sure to adjust the bypass tray guides at the rear end.

When loading paper larger than 8-1/2" × 11"R or A4R, be sure to pull out the bypass tray extension. Remove the bypass tray guide at the rear end and attach them to the inserter tray.

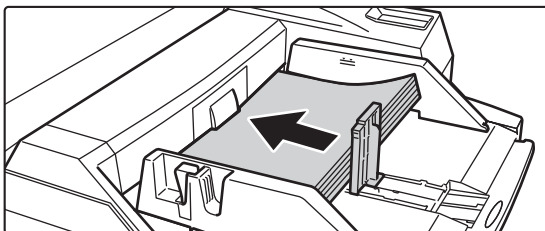


- Pull the bypass tray extension all the way out.
- When loading paper larger than 8-1/2" × 14", or A3W, remove the bypass tray guides at the rear end.



Do not place heavy objects on the bypass tray or press down on the tray.

3



Insert the paper along the bypass tray guides all the way into the bypass tray until it stops and adjust the right-side guide.

Load paper with the print side facing down.

The stack must not be higher than the indicator line.

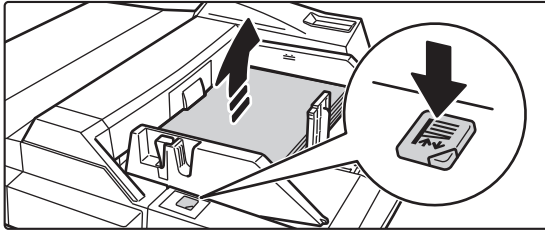
A maximum of 500 sheets of paper can be loaded into the tray.



- Do not force the paper in.
- If the bypass tray guides are set wider than the paper, move the bypass tray guides in until they correctly fit the width of the paper. If the bypass guides are set too wide, the paper may skew or be creased.



4



Press the operation button.

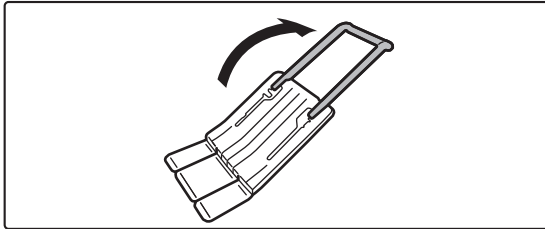
The paper table goes up. The operation button blinks while the paper table goes up. The button lights up when the paper table has gone up.



HOW TO PLACE THE LONG PAPER GUIDE

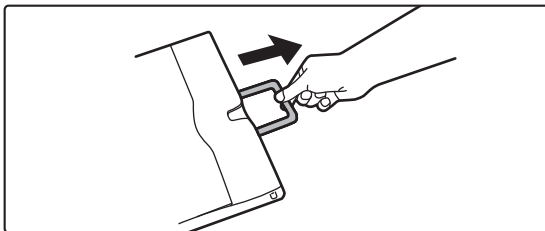
The steps for attaching the optional long paper feeding tray to the bypass tray are explained below.

1



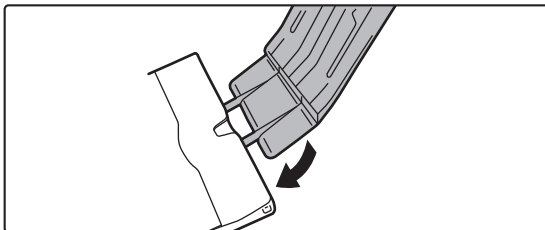
Extend the auxiliary guide of the long paper feeding tray.

2



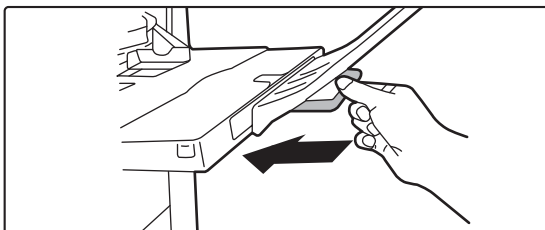
Pull out the extension guide of the bypass tray.

3



Attach the long paper feeding tray onto the extension guide of the bypass tray.

4



Replace the extension guide of the bypass tray.



HOW TO PLACE THE ORIGINAL

SELECTING A PROCEDURE FOR PLACING THE ORIGINAL DEPENDING ON THE TYPE AND STATUS OF THE ORIGINAL

Place the original in the automatic document feeder. Depending the type and status of the original, use the document glass. Follow the instructions to select the method for placing the original.

To place it in the automatic document feeder, see "[AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)".

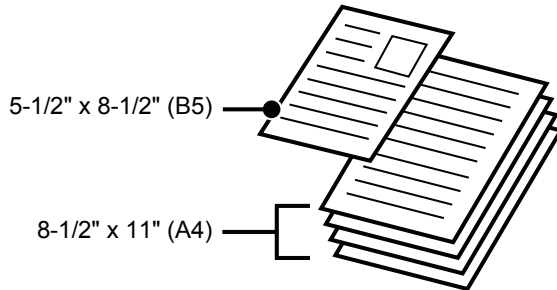


AUTOMATIC DOCUMENT FEEDER

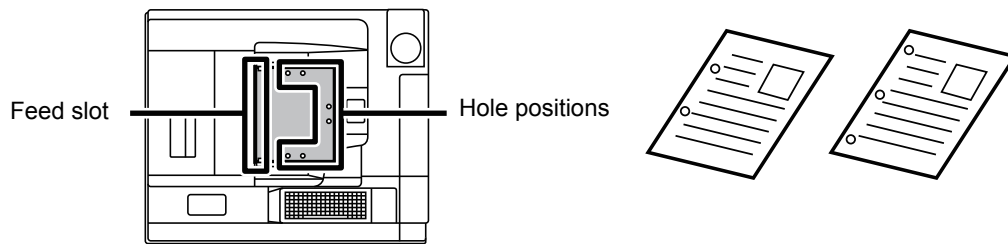
This section explains how to place originals in the automatic document feeder.



- Place originals of different sizes together, if needed, in the automatic document feeder. In that case, use the "Others" function in each mode to set [Mixed Size Original]. An original cannot be detected if all pages are of the same size but some of them are set in a different orientation.



- Before inserting originals into the document feeder tray, be sure to remove any staples or paper clips.
- If originals have damp spots due to correction fluid, ink or paste up glue, wait until the originals are dry before making copies. Otherwise the interior of the machine or the document glass may be soiled.
- Do not use the following originals. Incorrect original size detection, original misfeeds, and smudges may result. Transparency film or other transparent material for backup copy, tracing paper, carbon paper, thermal paper or originals printed with thermal transfer ink ribbon should not be fed through the document feeder. Originals to be fed through the feeder should not be damaged, crumpled, folded, loosely pasted together, or have cut-out holes. Originals with multiple punched holes other than two-hole or three-hole punched paper may not feed correctly.
- When using originals with two or three holes, place them so that the punched edge is at a position away from the feed slot of the document feeder tray. Specify the orientation of the original using [Original].



- For a thin original (9 lbs. to 14 lbs. (35 g/m² - 49 g/m²)), use [Slow Scan Mode] in the "Others". For this type, 2-sided scanning is disabled.





Allowed original sizes

Minimum original size	Maximum original size
<p>Standard size (Minimum size that can be automatically detected) 5-1/2" (longitudinal) × 8-1/2" (transversal) 148 mm (longitudinal) × 210 mm, or A5</p> <p>Non-standard size (Minimum size that can be specified manually) 5-1/8" (longitudinal) × 5-1/2" (transversal) 131 mm (longitudinal) × 140 mm (transversal)</p>	<p>Standard size (Maximum size that can be automatically detected) 11" (longitudinal) × 17" (transversal) 297 mm (longitudinal) × 420 mm (transversal) or A3 12" × 18" (A3W) cannot be used.</p> <p>Non-standard size (Maximum size that can be specified manually) Copy mode: 11-5/8" (longitudinal) × 17" (transversal) 297 mm (longitudinal) × 432 mm (transversal) Image send mode: 11" (longitudinal) × 39-3/8" (transversal) 297 mm (longitudinal) × 1000 mm (transversal)</p>

When the original is a non-standard size, see the appropriate explanation below for the mode you are using.

- COPIER: "[SELECTING THE ORIENTATION AND SIZE OF THE ORIGINAL \(page 2-33\)](#)"
- IMAGE SEND: "[SPECIFYING THE ORIGINAL SCAN SIZE USING NUMERIC VALUES \(page 4-42\)](#)"

Allowed original weights

1-Sided scanning: 9 lbs. to 32 lbs. (35 g/m² to 128 g/m²)

2-Sided scanning: 13 lbs. to 32 lbs. (50 g/m² to 128 g/m²)

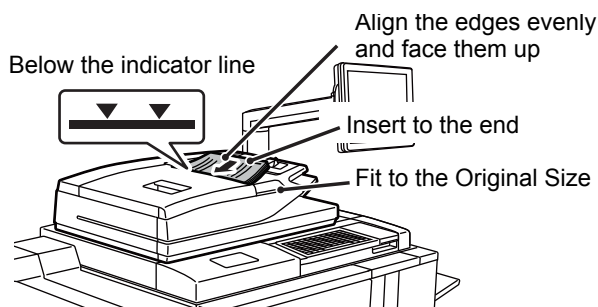
To scan originals from 9 to 13 lbs Bond (35 to 49g/m²), use "Slow Scan Mode" in the "Others" function. Scanning without using "Slow Scan Mode" may result in original misfeeds.

When "Slow Scan Mode" is selected, automatic 2-sided scanning is not possible.

1

Make sure that there is no original on the document glass.

2



Place the original.

Up to 150 sheets can be inserted.

After scanning is finished on the automatic document feeder, remove originals from the original exit tray.



DOCUMENT GLASS

This section describes the steps for setting the original on the document glass.



- Close the automatic document feeder slowly. Abruptly closing the automatic document feeder may damage it.
- Take care that your fingers are not pinched when closing the automatic document feeder.

Allowed original sizes

Maximum original size

Standard size

11" (longitudinal) x 17" (transversal)
 297 mm (longitudinal) x 420 mm (transversal) or A3

Non-standard size

11-5/8" (longitudinal) x 17" (transversal)
 297 mm (longitudinal) x 432 mm (transversal)

When the original is a non-standard size, see the appropriate explanation below for the mode you are using.

- ▶ COPIER: "[SELECTING THE ORIENTATION AND SIZE OF THE ORIGINAL \(page 2-33\)](#)"
- ▶ IMAGE SEND: "[SPECIFYING THE ORIGINAL SCAN SIZE USING NUMERIC VALUES \(page 4-42\)](#)"

1


Open the automatic document feeder.

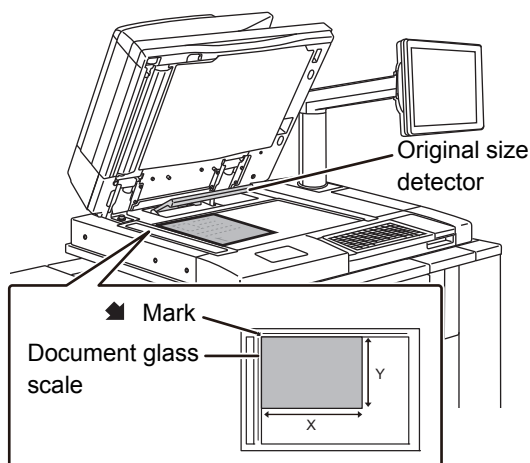


When opening the automatic document feeder, make sure the extension tray is closed.

2

Load the paper with the print side facing down.

Place the original face down and align the top left corner of the original with back left (at the tip of the mark ) of the document glass.



Do not place any objects under the original size detector.
 Closing the automatic document feeder with an object underneath may damage the original size detector or disable correct detection of the original size.



When placing a non-standard size original on the document glass, the size can be detected easily if a blank sheet of 8-1/2" x 11" (A4), 5-1/2" x 8-1/2" (B5), or other standard size paper is placed on top of the original.



3

Close the automatic document feeder.

After placing the original, close the automatic document feeder. If the unit is left open, parts outside of the original will be copied in black, causing excessive use of toner.



- When closing, open the automatic document feeder all the way and then close it.
- If originals have damp spots due to correction fluid, ink or paste up glue, wait until the originals are dry before making copies. Otherwise the interior of the machine or the document glass may be soiled.



STOPPING/DELETING A JOB, PRIORITY PROCESSING AND CHECKING THE STATUS

TYPES OF JOB MANAGEMENT SCREENS

When you tap the job management display, the job management screen appears. Tap it again to return to the previous mode.

The job management screen is divided into the following four tabs, enabling you to select a job list by tapping a desired tab.



- **Print**
Lists print jobs such as copying, printing from a PC, USB direct print, and printing for other received data.
- **Scan**
Lists send jobs of converted images for e-mail messages and FTP send jobs.



The background of the job management display changes as follows:

- Green: Job in progress
- Yellow: Warming up/waiting
- Red: Waiting for error clearing

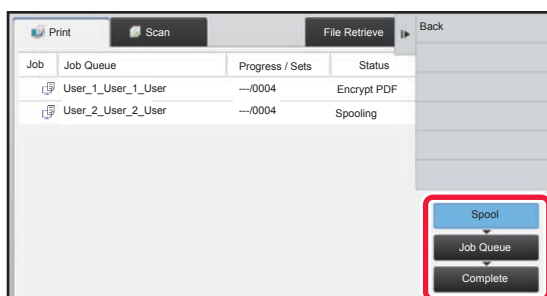


To prohibit the display and changing of job information of other users when user authentication is enabled

Select "Settings (administrator)" → [User Control] → [Default Settings] → [Include Job Management in user authentication] → [Disable display/change of other users' information in the job management] check box to .

On each tab, jobs are classified into three groups.

Jobs move among the lists according to the processing status, from [Spool], [Job Queue] and [Complete], in that order. To switch the job list display to the display by processing status, tap the [Spool], [Job Queue] or [Complete] key as desired.





- Spool list (Only displayed when a print-from computer job is received)
Lists print jobs up to the transfer to the machine from a computer. The jobs move to the Job Queue list after the transfer is completed.
If you printed an encrypted PDF file by direct print, enter the password from here to print the file.
► [PRINTING AN ENCRYPTED PDF FILE \(page 3-100\)](#)
- Job Queue list
Lists jobs in progress and in the queue for copying, printing from a computer. This list also displays jobs in progress and in the queue for sending image data converted on the machine. The jobs move to the Complete list after printing or sending is completed.
- Complete list
Lists jobs through with copying, printing or sending.



In the "Job Queue" for printing, the estimated start time for jobs waiting to be printed is shown.
The estimated job start time is only a guideline. The actual start time will vary depending on the state of the machine.



"Start time" can be hidden using the system settings.

Select "Settings (administrator)" → [User Control] → [Default Settings] → [Include Job Management in user authentication] → [Disable display/change of other users' information in the job management] check box to .

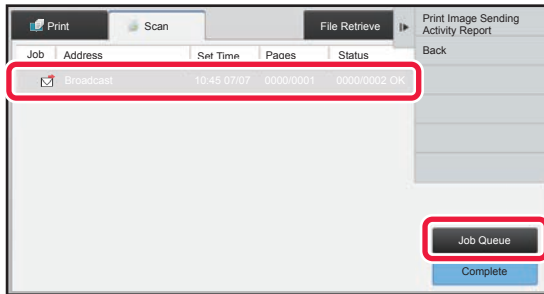


STOPPING/DELETING A JOB IN PROGRESS OR RESERVED

1

Tap the job management display and tap the tab for the job that you wish to stop or delete.

2



Tap the [Job Queue] key.



When you wish to stop a print job being sent from the computer, tap the [Spool] key.

3

Tap the job that you wish to stop or delete, and then tap [Stop/Delete] on the action panel.

When a screen appears that allows you to confirm that you do want to stop the job, tap the [Cancel] key.



If the machine runs out of paper during a copy or print job, you can cancel the job from the job management screen. To delete more than one job, operate the check box for [Enter Multi Selection Mode] on the action panel so that it looks like .



PRIORITY PROCESSING OF A RESERVED JOB

This function gives priority to processing of copied, or image send jobs arising later to jobs already in a queue for printing or sending.



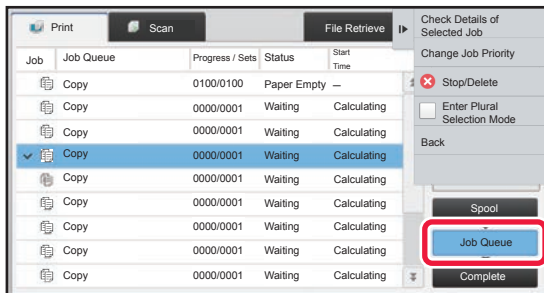
Priority processing operation varies, as follows, depending on the job type.

- Job on the print tab
The job currently in progress is suspended to let the priority job make interruption.
- Job on the scanner tab
The priority job is moved directly under the job currently in progress.

1

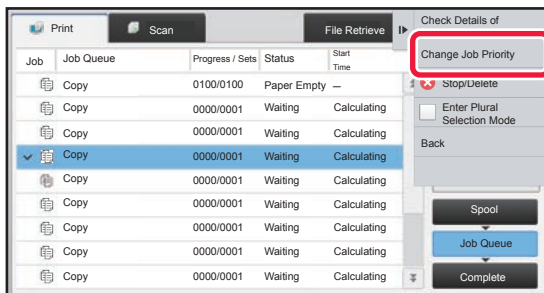
Tap the job management display and tap the job for priority processing.

2



Tap the [Job Queue] key.

3

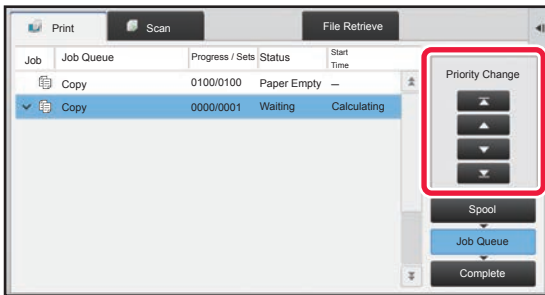






Tap the job for priority processing and then tap [Change Job Priority] on the action panel.



Changing the job order





If there is a job in progress, an interrupt job can be performed, or a job can be moved down in the queue to change the job order. Tap the key of the job you want to move, and tap the "Priority Change" key.



-  key
Moves the selected job to the top of the queue. The current job will be interrupted and the selected job starts.
-  key
Moves the selected job up one position. When the second job from the top is selected, tapping this key interrupts the current job and starts the selected job.
-  key
Moves the selected job down one position.
-  key
Moves the selected job to the bottom of the queue.

Scanner job with a timer setting

When a scanner job with a timer setting is selected, tapping the order change keys moves the job as follows.

-  key
The timer setting is canceled and the job moves to the position after the job in progress (second from top).
-  key
The timer setting is canceled and the job moves to the lowest position in the queue (if there are 3 jobs, the 4th position)
-  ,  key
These keys cannot be used.

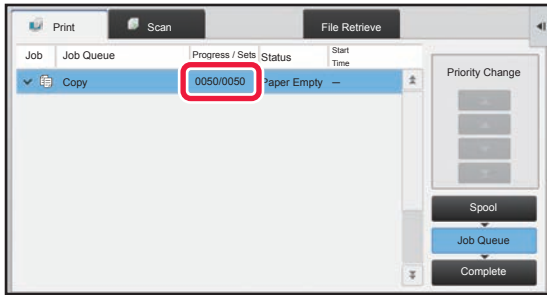


The jobs below cannot be moved.

Job currently in progress, interrupt copy jobs, list print jobs, and jobs when Passing Prohibited is set in the system settings.



In print tab, you can switch the display in the "Job Queue" screen between the number of printed copies and remaining copies to be printed for each job.

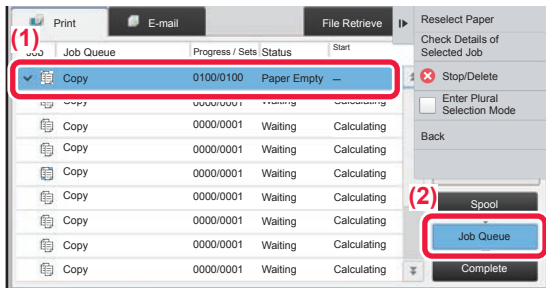


To switch the display between the numbers of printed copies and remaining copies to be printed for each job:
In "Settings (administrator)", select [System Settings] → [Common Settings] → [Operation Settings] → [Condition Settings] → [Switch the Number of Sets to be Displayed for Job Management].

CHECKING A RESERVED JOB OR THE JOB IN PROGRESS

1 Tap the job management display and tap the tab for the job whose contents you wish to check.

2



Tap the [Job Queue] key.

3 Tap the job whose contents you wish to check and then tap [Check Details of Selected Job] on the action panel.



- Different job contents appear in different modes.
- For information on the icons displayed on the job keys or the messages displayed in "Status", see "[READING THE JOB LIST \(page 1-100\)](#)".

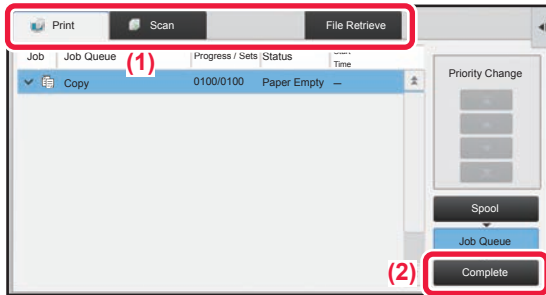


CHECKING COMPLETED JOBS

1

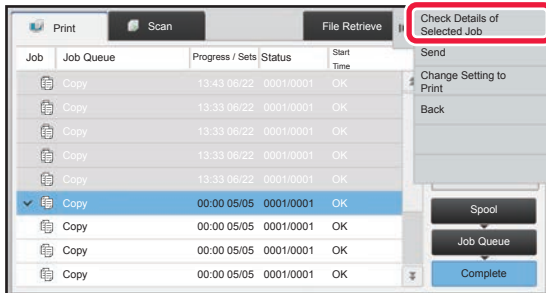
Tap the job management display and tap the tab for the job whose contents you wish to check.

2



Tap the [Complete] key.

3



Tap the job whose contents you wish to check and then tap [Check Details of Selected Job] on the action panel.

Jobs you can check are displayed as keys so that you can tap them.

- Different job contents appear in different modes.
- For information on the icons displayed on the job keys or the messages displayed in "Status", see "[READING THE JOB LIST \(page 1-100\)](#)".

READING THE JOB LIST

The meaning of each job icon and message displayed in "Status" is as follows:

Icons indicating the job type

	Print job (RGB/CMYK)		Copy job
	Scan to E-mail job		Scan to FTP job
	Scan to Network Folder job		Scan to HDD file print job
	Tandem copy/print job		OSA Scan Job

* This appears in a multi-mode broadcast job.



Messages displayed in "Status"

Job in progress

Display	Status
"Printing"	Print job in progress
"Copying"	Copy job in progress
"Connecting"	Connecting
"Sending"	Sending
"Receiving"	Receiving
"Processing"	Processing
"Tel"	Speaking with the other party using an extension telephone
"Stopped"	The job has been stopped
"Toner Empty"	Toner Empty
"Paper Empty"	Paper Empty
"Paper Jam"	Paper jam
"Waiting"	Waiting
"Warming up"	Warming up
"Limit"	Having reached the account limit
"Error"	An error occurred while the job was being executed
"Report Wait"	When a timeout occurs for reception of transmission confirmation

Reserved job

Display	Status
"Waiting"	The job is waiting to be executed
"Retry Mode"	The job is being retried due to a communication error or other problem
A day and time is displayed	Timer transmission job (the specified time is displayed)

**Completed job**

Display	Status
"OK"	Normal termination
"Send OK"	Transmission was completed.
"Forward OK"	The received data/received data (each file) has been forwarded.
"Stopped"	The job was stopped.
"Delete"	Deleted received data in the image check screen.
"Number of successful transmission destinations/Total destinations OK"	Completion of a broadcast transmission, serial polling, or inbound routing operation.
	If transmission to 3 destinations was successful out of a total of 5, "003/005 OK" will appear.
"NGxxxxxx"	Transmission/reception was not successful because a communication error occurred (a 6-digit error code appears in xxxxxx.)
"Error"	An error occurred while the job was being executed.



In the "Job Queue" for printing, the estimated start time for jobs waiting to be printed is shown. The estimated job start time is only a guideline. The actual start time will vary depending on the state of the machine.

**"Start time" can be hidden using the system settings.**

Select "Settings (administrator)" → [User Control] → [Default Settings] → [Include Job Management in user authentication] → [Disable display/change of other users' information in the job management] check box to .



ADDRESS BOOK

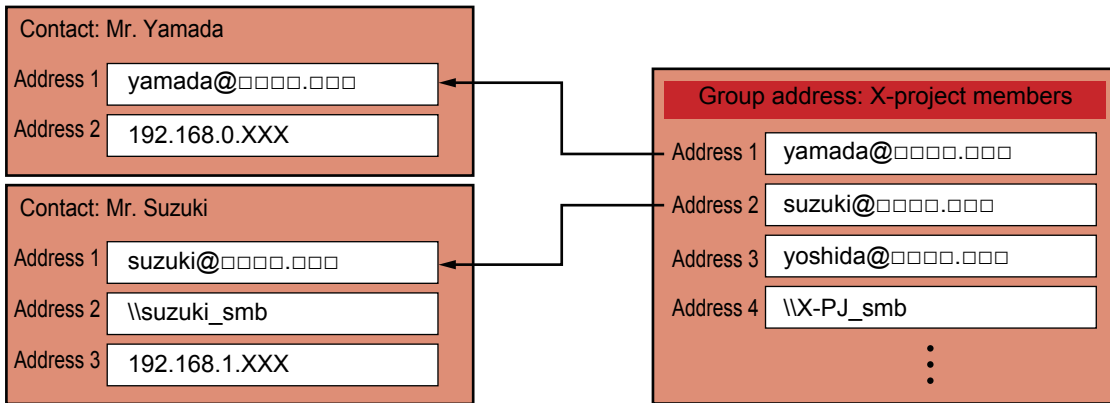
ADDRESS BOOK

"Contacts" and "Group" can be stored in the address book.

For a contact, more than one address can be stored, including e-mail and addresses.

Registering addresses stored as "Contacts" as well as directly entered addresses as "Group" enables you to easily send messages to multiple destinations simply by specifying a group.

Address Book



- Up to 2000 entries in all can be stored for "Contacts" and "Group".
- The address book can store up to 6000 addresses.
- One "Contacts" can store up to 500 addresses.
- One "Group" can store up to 500 addresses.

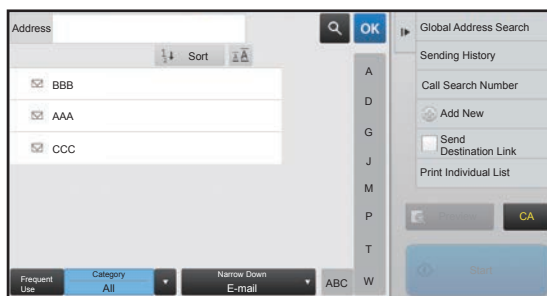


ADDRESS BOOK SCREEN

To display the address book, tap the [Address Book] key on the base screen in image send mode such as e-mail. You can also display it by tapping the [Address Book] icon in the home screen. "Contacts" and "Group" registered are enabled for alphabetical search and selected condition-based advanced search.



- When the [Address Book] key is tapped on the e-mail base screen, groups and contacts having e-mail addresses are displayed.
- If user authentication is enabled, registered contacts can be shared within a specified group or stored as personal contacts that only you are allowed to access.
 - [SETTING THE SCOPE FOR PUBLICIZING CONTACTS AND GROUPS \(page 1-115\)](#)
- You can tap the [Find My Address] key while logging in and select your e-mail address from the user list. This is convenient when you want to send an e-mail to yourself.
 - [Disabling of Find My Address \(page 7-90\)](#)

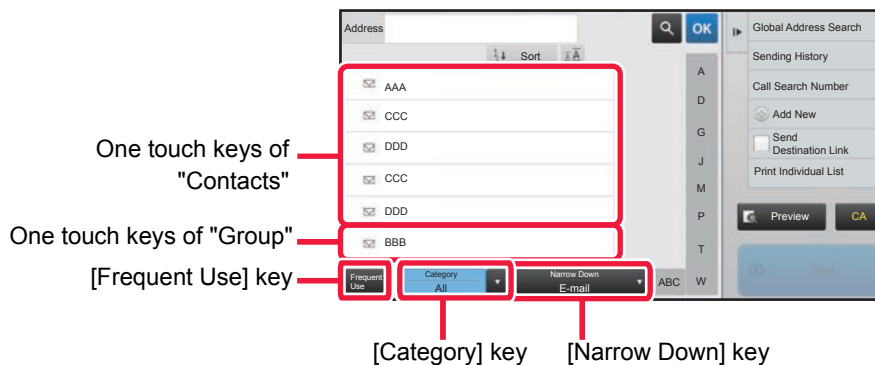


Selecting "Contacts" or "Group"

Tap a "Contacts" or "Group", and the tapped "Contacts" or "Group" is selected. After selection, tap **OK**.

To add "Contacts" and "Group", refer to the following.

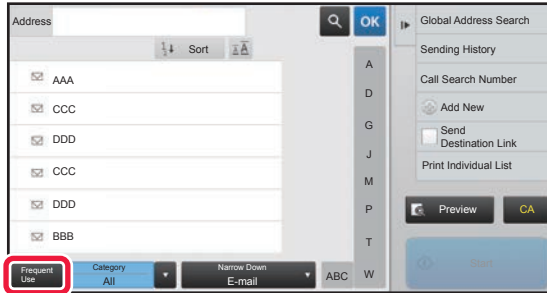
- [STORING ADDRESSES THROUGH DIRECT ENTRY \(page 1-107\)](#)
- [STORING ADDRESSES THROUGH GLOBAL ADDRESS SEARCH \(page 1-108\)](#)
- [STORING ADDRESSES FROM IMAGE SEND LOGS \(page 1-110\)](#)
- [STORING GROUPS \(page 1-111\)](#)





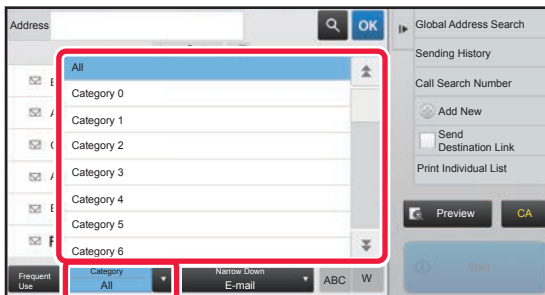
Narrowing by frequent Use

Tap the [Frequent Use] key and select an address in the screen that appears. Addresses registered as "Frequent Use" addresses are shown.



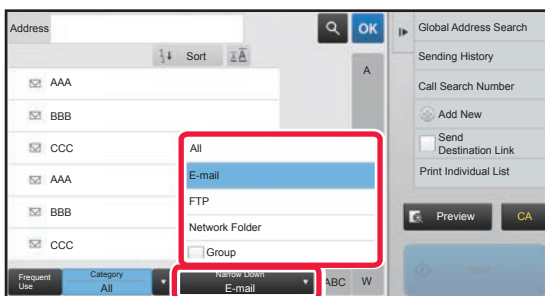
Narrowing by category

Tap the [Category] key to select a category on the screen that appears. The "Contacts" and "Group" in the selected category appear on a list. The narrowed-down condition is displayed under the [Category] key.



Narrowing by job type

Tap the [Narrow Down] key to select a job on the screen that appears. To narrow by "Group", tap the [Group] key. The "Contacts" and "Group" for the selected job appear on a list. The narrowed-down condition is displayed under the [Narrow Down] key.

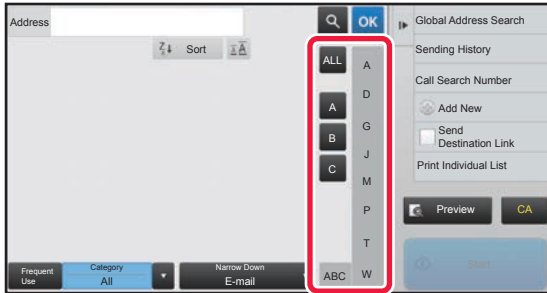





Narrowing by index

Search by alphabet to narrow down addresses.

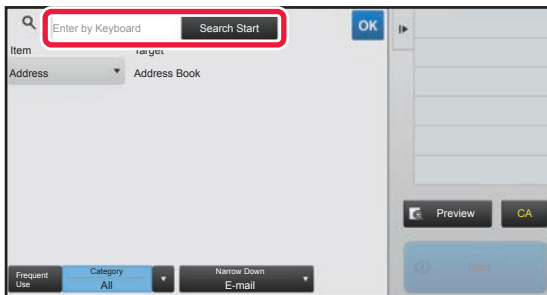
For example, tap "A" on the index bar to display "Contacts" stored with search text starting with "A".



Narrowing by keyword

Tap  to display a search screen. Select a target for search, enter a keyword and then tap the [Search Start] key. The search results are listed.

For example, if [Item] is [Name], search with a keyword "SH" lists contacts and groups starting with "SH".



Displaying in the order of search numbers

Tapping the [Sort] key displays a list in ascending order, descending order, or in the order of search numbers.

The display is switched in the order of [Sort] (▲) (Up) → [Sort] (▼) (Down) → Search Number Order.





STORING ADDRESSES THROUGH DIRECT ENTRY

Store new names or addresses in the address book by directly entering them.

1

In the address book screen, tap **[Add New]** on the action panel, or tap the **[Address Control]** icon in the home screen.

2

Enter basic information.

Be sure to enter **[Name]** and **[Initial]**.

To specify a category, select one from a category list that appears when the entry box is tapped.

To register for frequent use, select the **[Also Register for Frequent Use]** checkbox .



To register a category name:

In "Settings (Web version)", select **[Address Book]** → **[Category Setting]**.



If user authentication is enabled, the tab for address publication setting appears. Setting address publication enables stored "Contacts" and "Group" to be shared within a specified group or stored as personal contacts that only you are allowed to access.

► [SETTING THE SCOPE FOR PUBLICIZING CONTACTS AND GROUPS \(page 1-115\)](#)

3

Tap **[E-mail Address]** to enter the address, and tap **OK**.



- Select the checkbox to set that address as the preferred over the others if two or more addresses are stored for "Contacts".

- FTP and Network Folder addresses can be registered from **[Address Book]** in "Settings (Web version)".

4

Tap the **[Register]** key.

The first address of each address type is set as the default address. If no address has the checkbox next to it selected, a confirmation screen will appear asking you if you want to select a default address.



STORING ADDRESSES THROUGH GLOBAL ADDRESS SEARCH

Store the results of searching the global address book as new addresses in the address book.



Global address search requires an LDAP server.

1

In the address book screen, tap [Add New] on the action panel, or tap the [Address Control] icon in the home screen.

2

Enter basic information.

Be sure to enter [Name] and [Initial].

To specify a category, select one from a category list that appears when the entry box is tapped.

To register for frequent use, select the [Also Register for Frequent Use] checkbox .



To register a category name:

In "Settings (Web version)", select [Address Book] → [Category Setting].



If user authentication is enabled, the tab for address publication setting appears. Setting address publication enables stored "Contacts" and "Group" to be shared within a specified group or stored as personal contacts that only you are allowed to access.

► [SETTING THE SCOPE FOR PUBLICIZING CONTACTS AND GROUPS \(page 1-115\)](#)

3

Tap the [Global Search] key.

4

Select the server from the list of servers.

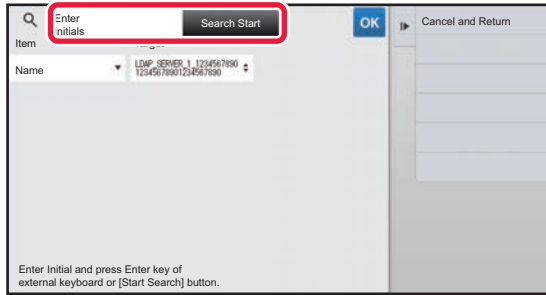
If an authentication screen appears, enter your user name and password, and tap the [OK] key.

► [AUTHENTICATION BY LOGIN NAME/PASSWORD \(page 1-33\)](#)

After selecting a server, tap .



5



Tap the entry field to enter the search condition and then tap the [Search Start] key.

To change the search target, tap for [Item]. You can select [Name] or [Address].

6

Select one address from the search result list, and tap the key.



To check address information, select the address and tap the [Confirm Registered Information] key.

7

Tap the [Register] key.

The first address of each address type is set as the default address. If no address has the checkbox next to it selected, a confirmation screen will appear asking you if you want to select a default address.



STORING ADDRESSES FROM IMAGE SEND LOGS

As a new registration, add an address you have entered via image send operations to the address book.

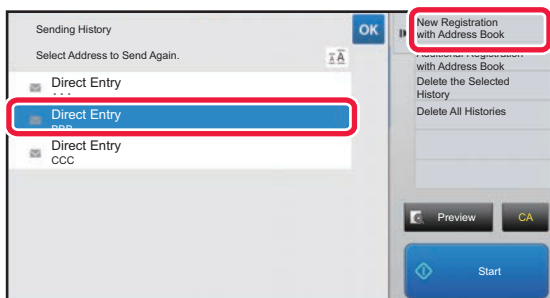


FTP addresses cannot be stored in the address book from transmission logs.

1

In image send mode, tap [Sending History] on the action panel.

2

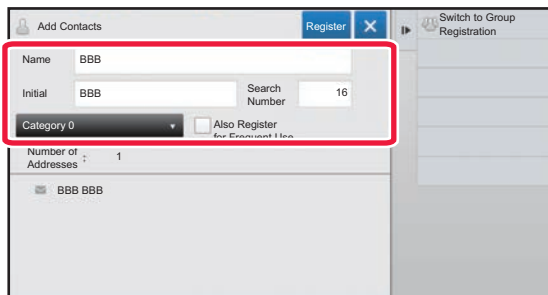


Select one address you want to register in the address book from the send logs, and then tap [New Registration with Address Book] on the action panel.



When you tap [Additional Registration with Address Book] on the action panel, you can add the address to a contact stored in the address book.

3



Enter basic information.

Be sure to enter [Name] and [Initial].
To specify a category, select one from a category list that appears when the entry box is tapped.
To register for frequent use, select the [Also Register for Frequent Use] checkbox .



If user authentication is enabled, the tab for address publication setting appears. Setting address publication enables stored "Contacts" and "Group" to be shared within a specified group or stored as personal contacts that only you are allowed to access.

► [SETTING THE SCOPE FOR PUBLICIZING CONTACTS AND GROUPS \(page 1-115\)](#)



To register a category name:

In "Settings (Web version)", select [Address Book] → [Category Setting].

4

Tap the [Register] key.

The address is registered in the address book and the transmission log screen is restored.

The first address of each address type is set as the default address. If no address has the checkbox next to it selected, a confirmation screen will appear asking you if you want to select a default address.



5

Tap the [OK] key.

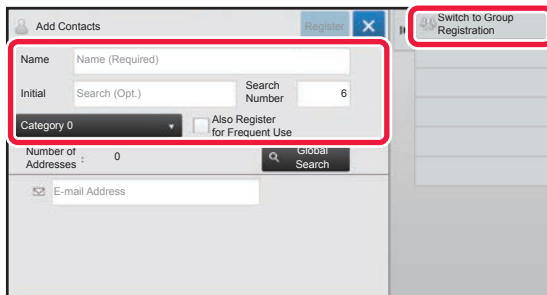
STORING GROUPS

Register "Group" by selecting addresses from those already stored as "Contacts". In this case of registration, only reference to addresses already stored takes place, and so, the total number of registered addresses (maximum 6000) in the address book does not increase. You can also directly enter a new address for a "Group".

1

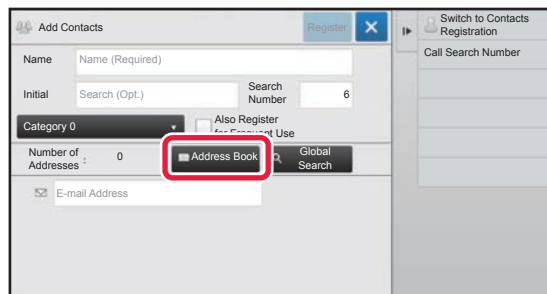
In the address book screen, tap [Add New] on the action panel, or tap the [Address Control] icon in the home screen.

2



Enter the basic information, and tap [Switch to Group Registration] on the action panel.

3

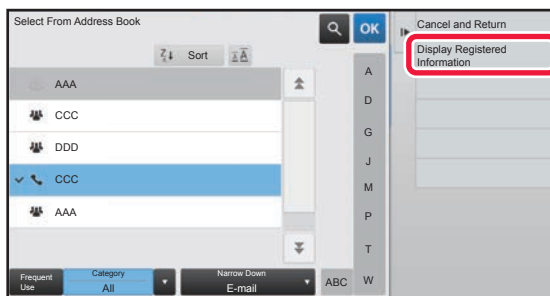


Tap the [Address Book] key.



To directly enter a new address for a "Group", tap [E-mail Address].

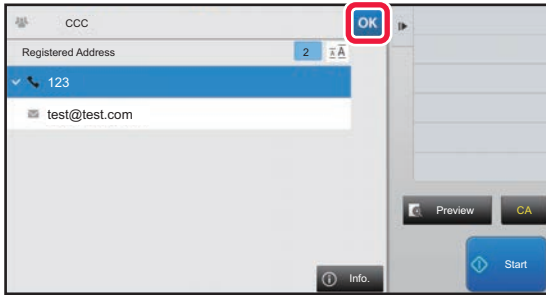
4



In the contact list, tap the "Contacts" that includes the address you want to add to the "Group", and tap [Display Registered Information] on the action panel.



5



Tap the address to be registered in the "Group", and then tap the **OK** key.

You can select more than one address.

6

Repeat steps 3 through 5 to register addresses. After address registration is completed, tap **OK** key.

7

Tap the [Register] key.



EDITING/DELETING ADDRESSES IN ADDRESS BOOK

You can edit or delete "Contacts" or "Group" information stored in the address book as well as addresses listed under "Contacts" and "Group".

Editing/deleting contacts and groups

1

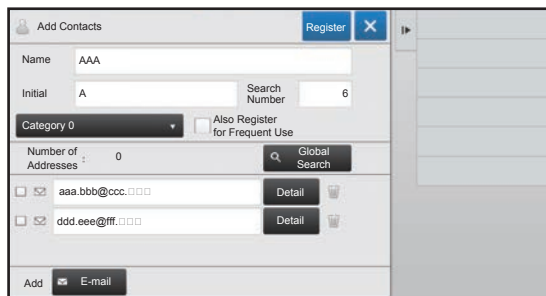
In the address book screen, select a contact or group you wish to edit, and tap [Edit] on the action panel.

To delete a "Contacts" or "Group", tap [Delete] on the action panel.



- For editing, you can only select one "Contacts" or "Group" at a time.
- For deleting, you can select more than one "Contacts" or "Group" at a time.
- If you have logged in as the administrator, you can delete all addresses stored in the address book by using the [Delete All] that appears on the action panel.

2



Editing a "Contacts" or "Group"

- You can change basic information such as names and categories and also you can add addresses.
 - ▶ [STORING ADDRESSES THROUGH DIRECT ENTRY \(page 1-107\)](#)
 - ▶ [STORING ADDRESSES THROUGH GLOBAL ADDRESS SEARCH \(page 1-108\)](#)
 - ▶ [STORING ADDRESSES FROM IMAGE SEND LOGS \(page 1-110\)](#)
 - ▶ [STORING GROUPS \(page 1-111\)](#)
- You can change the publicity scope.
 - ▶ [SETTING THE SCOPE FOR PUBLICIZING CONTACTS AND GROUPS \(page 1-115\)](#)

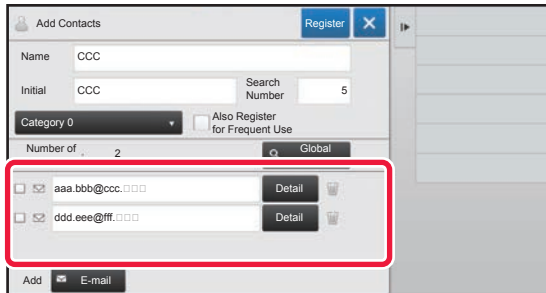


Editing/deleting addresses


- 1** Select a contact or group you wish to edit, and tap [Edit] on the action panel. In the address book screen, select the contact or group that has the address you want to edit, and tap [Edit] on the action panel.

Only one contact or group can be selected. If more than one is selected, the [Edit] key does not appear.

2



Tap the address display in the list of addresses.

To delete an address, tap the  key.

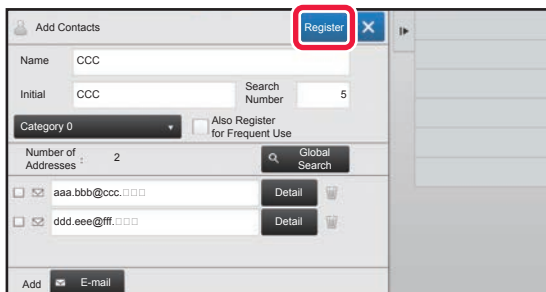


- To edit or delete, you can only select one address at a time.
- To check address information, tap the [Detail] key.



You cannot edit or delete an address for a job in a job queue.

3



Edit an address.

After editing, tap the [Register] key.



You can only edit addresses in the network folder on the edit screen. (The Add New screen cannot be displayed.)



SETTING THE SCOPE FOR PUBLICIZING CONTACTS AND GROUPS

"Contacts" and "Group" stored in the address book can be shared within a specified group or stored as personal contacts that only you are allowed to access.

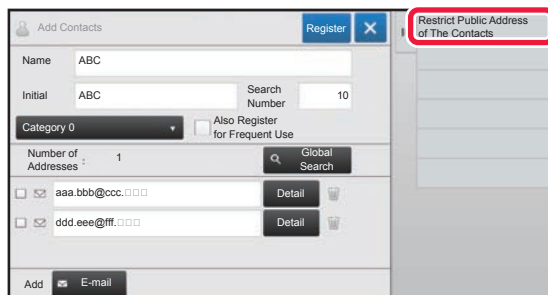
If no publicity scope is specified, stored "Contacts" and "Group" are publicized to all users.



User authentication is required to set the scope for publicizing "Contacts" and "Group".

Scope for publicizing addresses	Description
Publicized to all	"Contacts" and "Group" are published to all users of the machine.
User	"Contacts" and "Group" are published only to the user. Registered addresses are preferentially displayed as "Personal Contacts" in the user's address book.
User Group	Publication of "Contacts" and "Group" is limited to the specified group. Up to eight groups per "Contacts" or "Group" can be set as the publicity scope.

1



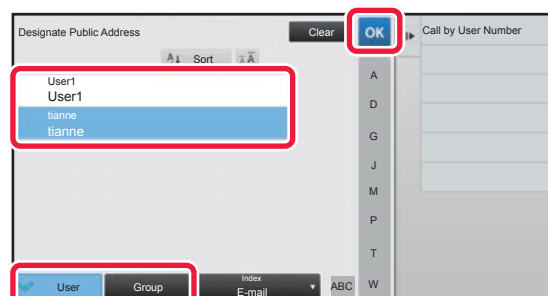
In the address registration screen, tap **[Restrict Public Address of The Contacts]** on the action panel.

2



Tap the **[Designate Public Address]** key.

3



Tap **[User]** or **[Group]** and specify who the address is made public to.

After the settings are completed, tap **OK**.



If you have logged in as the administrator, select any user name desired from the user list.



To register a user:

In "Settings (administrator)", select [User Control] → [User Control] → [User List] → [User Registration].

DELETING THE TRANSMISSION HISTORY

You can delete the image send transmission history.



The transmission history is deleted in normal mode.

Deleting a selected history

1

Tap the history you want to delete.

2

In the transmission log screen, tap [Delete the Selected History] on the action panel.

3

The message "Delete the selected history?" will appear, tap the [Delete] key.

The selected transmission log is deleted.

Deleting all transmission histories

1

In the transmission log screen, tap [Delete All Histories] on the action panel.

2

The message "Delete all histories?" will appear, tap the [Delete All] key.

All transmission logs are to be deleted.



PERIPHERAL DEVICES

PERIPHERAL DEVICES

Peripheral devices can be installed on the machine to increase its range of functionality.

The peripheral devices are generally optional. However, some models include certain peripheral devices as standard equipment.

(As of July, 2017)

Product name	Product number	Description
Large capacity tray	MX-LC12	Additional tray. A maximum of 3500 sheets of paper can be placed.
	MX-LCX3 N	Additional tray. A maximum of 3000 sheets of paper can be placed.
Large capacity trays	MX-LC13 N	Additional tray. A maximum of 5000 sheets of paper can be placed.
Paper pass unit	MX-RB12 N	This unit is required for installing a finisher or saddle stitch finisher.
	MX-RB14	This unit is required to facilitate connection of large capacity trays.
Connection module	MX-RB17	This unit is required to facilitate connection of two large capacity trays.
Multi bypass tray	MX-MF11	Additional tray. A maximum of 500 sheets of paper can be placed. Install this tray on the large capacity trays.
Exit tray unit	MX-TR14	Output tray to be installed in the right of the machine.
Exit tray cabinet	MX-TU14	Output tray to be installed in the center of the machine. This unit is required when a finisher or saddle stitch finisher is not installed.
Long paper feeding tray	MX-LT10	When using long paper, the long paper is loaded in the bypass tray.
Finisher (100-sheet stapling)	MX-FN21	Output device that enables the use of the staple function and offset function. A maximum of 100 sheets of paper can be stapled.
Saddle stitch finisher (100-sheet stapling)	MX-FN22	Output device that enables use of the staple function, offset function and pamphlet copy function. A maximum of 100 sheets of paper can be stapled.
Punch module	MX-PN13B	This unit punches holes in copies and other output. A finisher (100-sheet stapling) or saddle stitch finisher (100-sheet stapling) is required.
Trimming module	MX-TM10	This unit trims the excess portions of saddle-stitched sheets. A saddle stitch finisher (100-sheet stapling) is required.
Folding unit	MX-FD10	This unit folds and outputs paper. A finisher (100-sheet stapling) or saddle stitch finisher (100-sheet stapling) is required.
Insertor	MX-CF11	This unit inserts covers and insertion sheets. This unit can also feed paper to a finisher (100-sheet stapling) or saddle stitch finisher (100-sheet stapling) for finishing.



Product name	Product number	Description
Curl correction unit	MX-RB15	This unit corrects curls in printed paper. This unit is required for installing a finisher (100-sheet stapling), saddle stitch finisher (100-sheet stapling), folding unit or inserter.
Relay unit	MX-RB13	This unit is required for directly installing a finisher (100-sheet stapling) or saddle stitch finisher (100-sheet stapling) and inserter.
Barcode Font Kit	MX-PF10	Adds barcode fonts to the machine.
Application Integration Module	MX-AMX1	The application integration module can be combined with the network scanner function to append a metadata file to a scanned image file.
Stamp unit	AR-SU1	This stamps each original page after it is scanned in image send mode.
Stamp cartridge	AR-SV1	Two Verification Stamp cartridges are included.
Staple cartridge	MX-SCX2	Staples paper. A finisher (100-sheet stapling) or saddle stitch finisher (100-sheet stapling) is required.
	MX-SCX1	Saddle stitches paper. A saddle stitch finisher (100-sheet stapling) is required.
Status indicator	MX-SL10 N	The status of the machine is indicated.

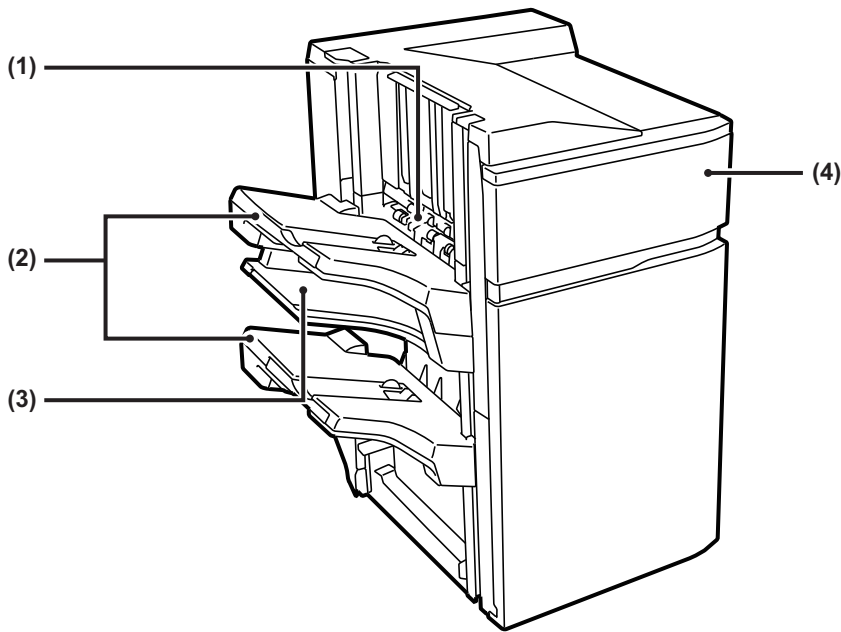


FINISHER (100-SHEET STAPLING)

This includes the offset function that outputs sorted paper while staggering each set of paper and the staple sort function that staples each set of prints.

Installing an optional hole punch module allows you to punch holes in printed paper.

PART NAMES



(1) Staple compiler

This temporarily stacks paper to be stapled.

(2) Output tray

Stapled and offset output is delivered to this tray. The tray is slidable. Extend the tray for printing on large-size paper (larger than 8-1/2" × 11" (A4)).

(3) Middle output tray

Output paper that will not be offset in this tray. The tray is slidable. Extend the tray for printing on large-size paper (larger than 8-1/2" × 11" (A4)).

(4) Front cover

Open this cover to replace the staple cartridge or remove a staple jam.

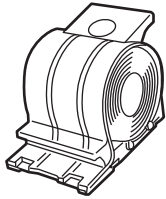


- Do not place heavy objects on the finisher or press down on the finisher (100-sheet stapling).
- Exercise caution when you turn on the power and when printing is taking place, as the tray may move up and down.
- A finisher (100-sheet stapling) cannot be installed simultaneously with a saddle stitch finisher.



SUPPLIES

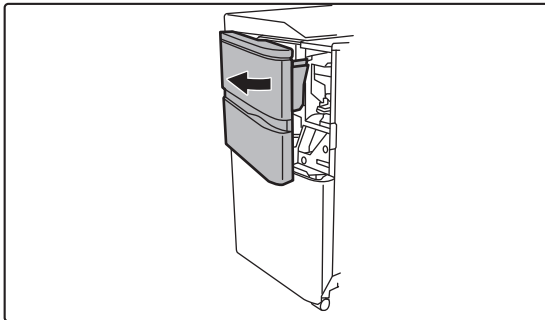
The finisher (100-sheet stapling) requires the following staple cartridge:
Staple cartridge (approx. 5000 staples per cartridge × three cartridges)
MX-SCX2



REPLACING THE CARTRIDGE

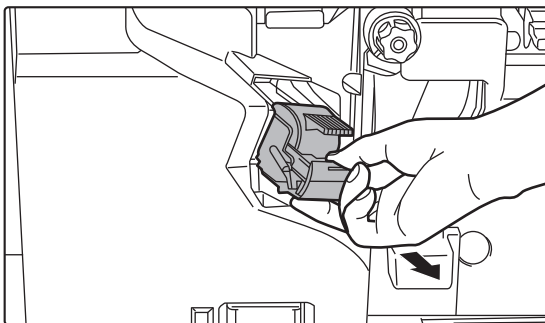
When the staple cartridge runs out of staples, a message will appear in the operation panel. Follow the operation procedure to replace the staple cartridge.

1



Open the front cover.

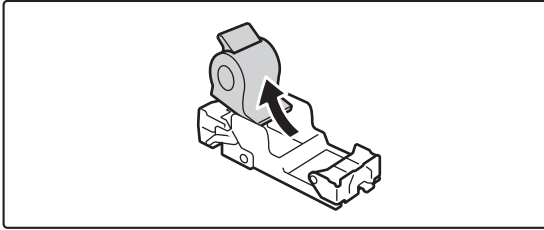
2



Squeeze the green parts of the staple case and pull the case up and then out.



3

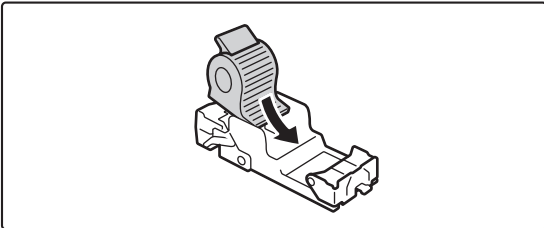


Remove the empty staple cartridge.



When staples remain, the staple cartridge cannot be removed.

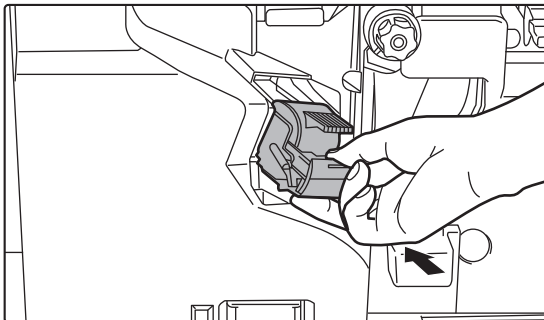
4



Insert a new staple cartridge into the staple case.

Push the staple case in until it clicks into place.

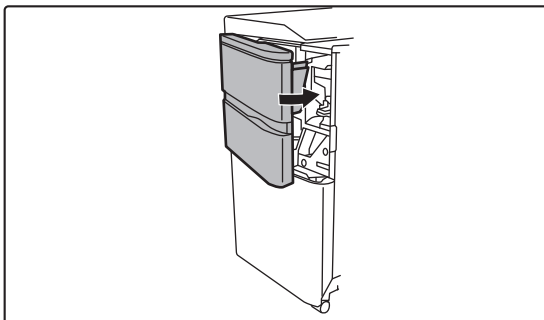
5



Install a staple case.

Push the staple case in until it clicks into place.

6



Close the front cover.



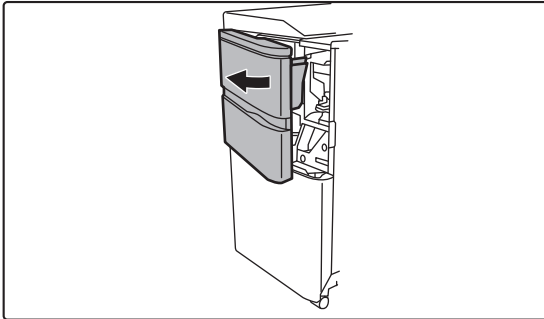
Make a proof copy in staple sort function to verify that stapling takes place correctly.



DISCARDING STAPLE WASTE

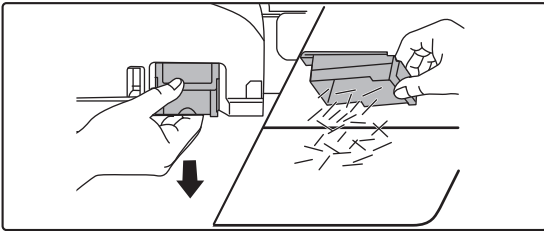
When a finisher is used for stapling, staple waste is produced. The staple waste is collected in the staple waste box. Follow the steps below to discard staple waste.

1



Open the front cover.

2

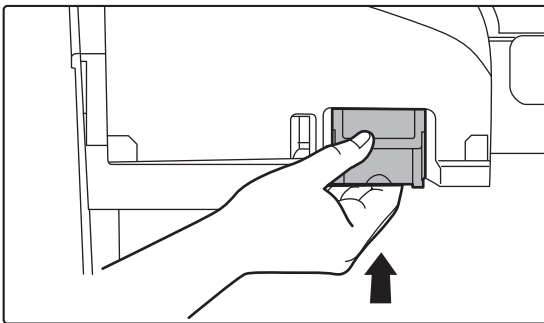


Grasp the tab of the staple waste box, gently pull out the box, and discard the staple waste.



- Do not put your fingers into the staple waste box. The staples may prick and injure your fingers.
- Do not discard the staple waste in a plastic bag. The staples may create holes in the bag.

3

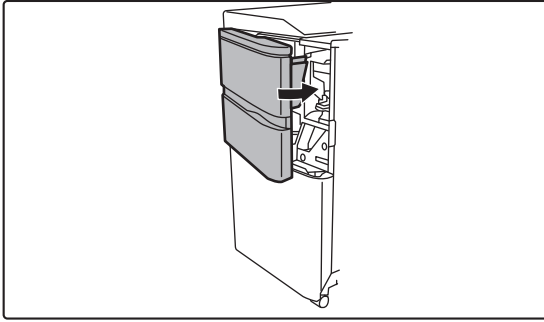


Replace the staple waste box.

Make sure that the staple waste box is replaced correctly.



4



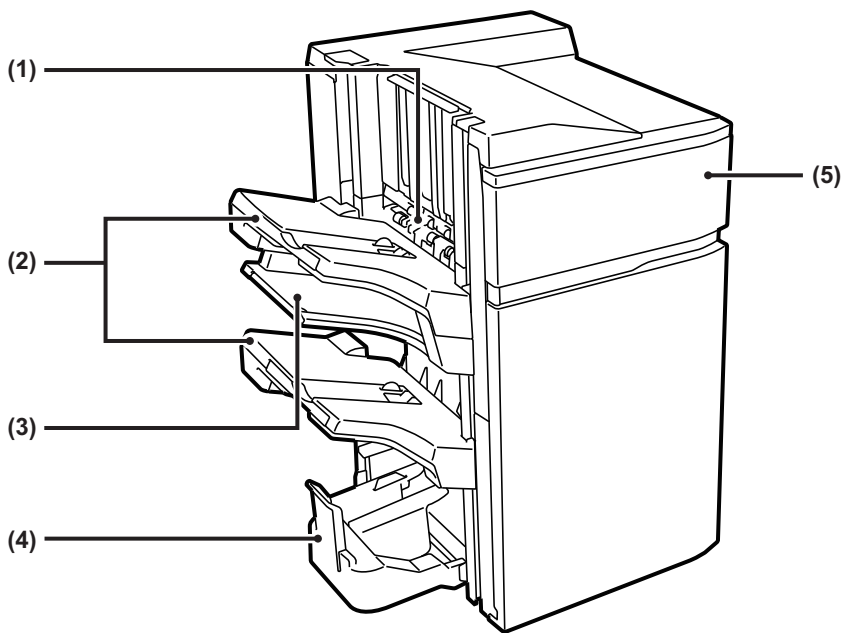
Close the front cover.



SADDLE STITCH FINISHER (100-SHEET STAPLING)

This includes the offset function that outputs sorted sheets of paper while staggering each set of paper, the staple sort function that staples each set of prints, the saddle stitch function that staples the center of the sheets and folds the sheets in half, and the paper folding function that folds paper in half. Installing an optional hole punch module allows you to punch holes in printed paper.

PART NAMES



(1) Staple compiler

This temporarily stacks paper to be stapled.

(2) Output tray

Stapled and offset output is delivered to this tray. The tray is slidable. Extend the tray for printing on large-size paper (larger than 8-1/2" × 11" (A4)).

(3) Middle output tray

Output paper that will not be offset in this tray. The tray is slidable. Extend the tray for printing on large-size paper (larger than 8-1/2" × 11" (A4)).

(4) Saddle stitch tray

Saddle-stitched output is delivered to this tray.

(5) Front cover

Open this cover to replace the staple cartridge or remove a staple jam.



- Do not place heavy objects on the finisher or press down on the finisher (100-sheet stapling).
- Exercise caution when you turn on the power and when printing is taking place, as the tray may move up and down.
- A saddle stitch finisher (100-sheet stapling) cannot be installed simultaneously with a finisher.

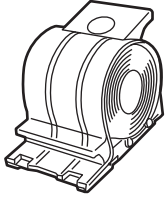


SUPPLIES

The saddle stitch finisher (100-sheet stapling) requires the following staple cartridge:

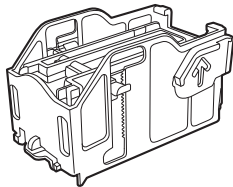
Finisher unit

Staple cartridge (approx. 5000 staples per cartridge × three cartridges)
MX-SCX2



Saddle stitch unit

Staple cartridge (approx. 5000 staples per cartridge × four cartridges)
MX-SCX1

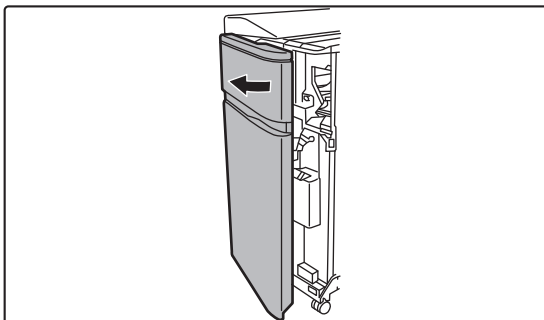


REPLACING THE CARTRIDGE

Finisher unit

When the staple cartridge runs out of staples, a message will appear in the operation panel. Follow the operation procedure to replace the staple cartridge.

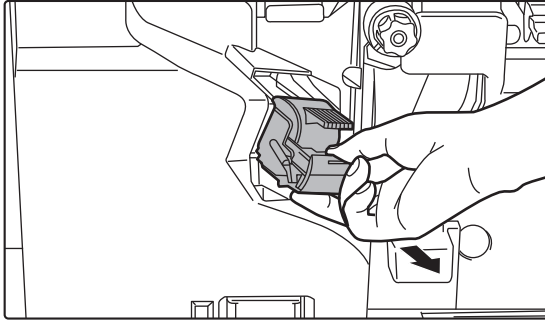
1



Open the front cover.

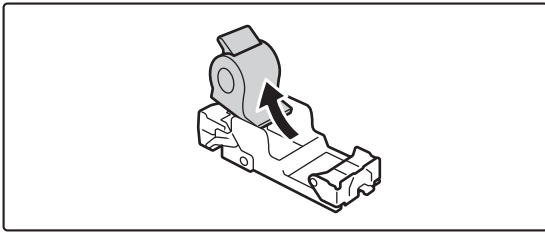


2



Squeeze the green parts of the staple case and pull the case up and then out.

3

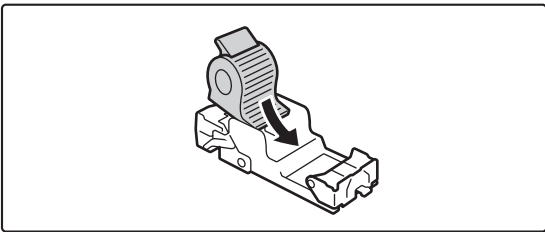


Remove the empty staple cartridge.



When staples remain, the staple cartridge cannot be removed.

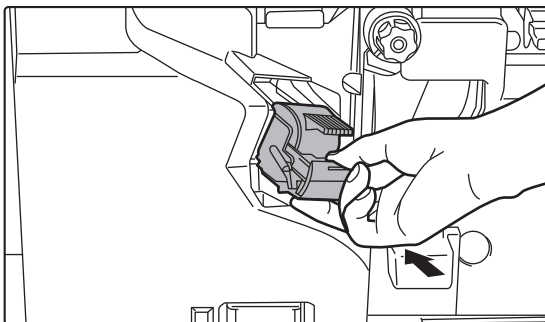
4



Insert a new staple cartridge into the staple case.

Push the staple case in until it clicks into place.

5

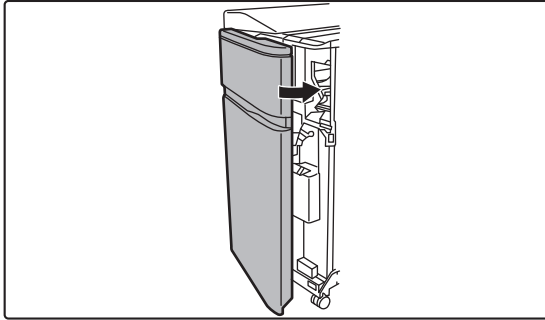


Install a staple case.

Push the staple case in until it clicks into place.



6



Close the front cover.



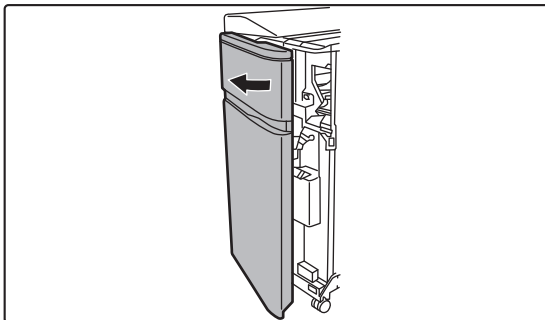
Make a proof copy in staple sort function to verify that stapling takes place correctly.

Saddle stitch unit

When the staple cartridge runs out of staples, a message will appear in the operation panel. Follow the operation procedure to replace the staple cartridge.

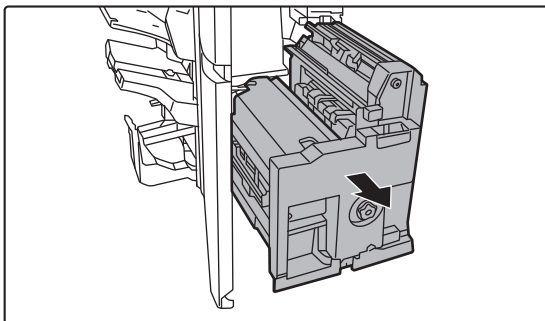
Before starting this procedure, remove all output from the output tray of the saddle stitch finisher (100-sheet stapling). Do not replace removed output back in the output tray.

1



Open the front cover.

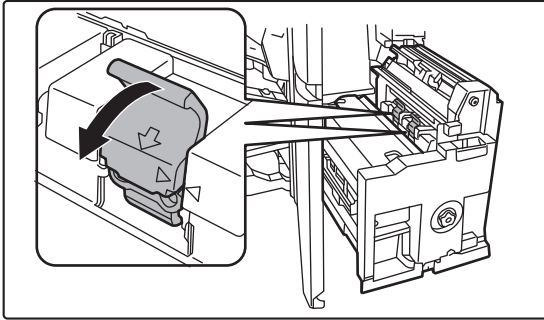
2



Grasp the handle on the saddle stitch unit and pull it slowly out until it stops.



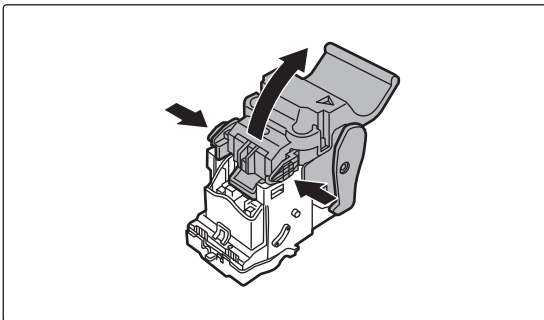
3



Lower the staple case release lever and remove the staple case.

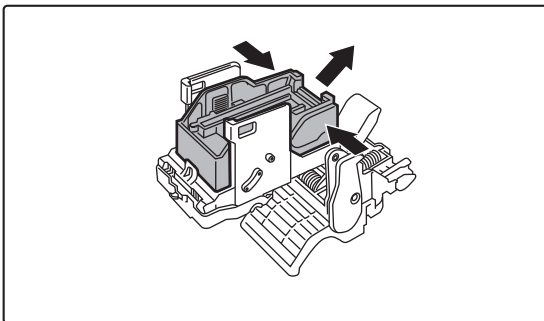
Pull the staple case out to the left.
Replace both staple cartridges.

4



Press the lock button to open the release lever.

5

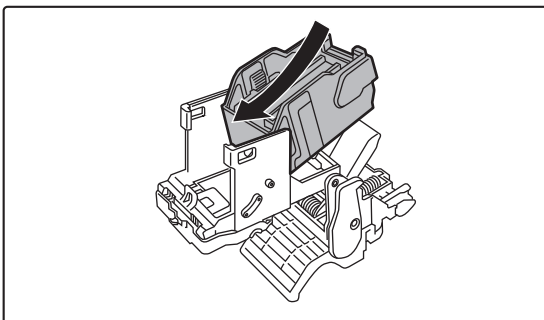


Remove the empty staple cartridge.



Press the lock button to open the release lever.

6

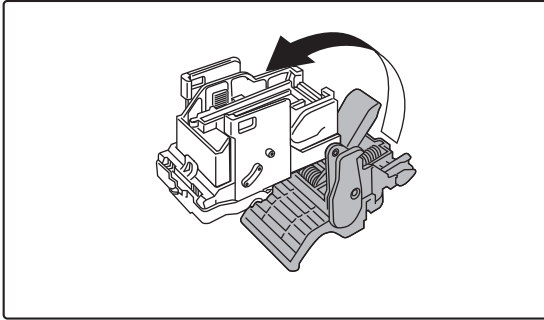


Install a new staple cartridge.

Push the staple case in until it clicks into place.

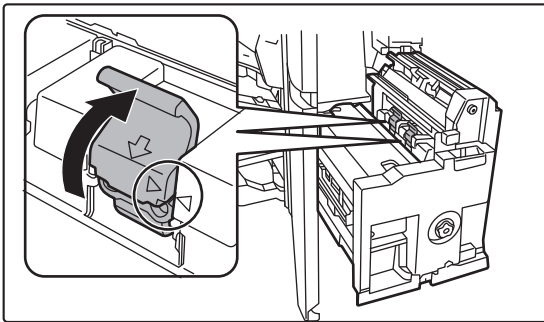


7



Press the lock button to open the release lever.

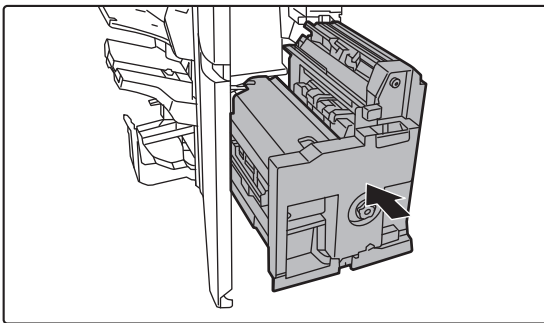
8



Push the staple case firmly back in.

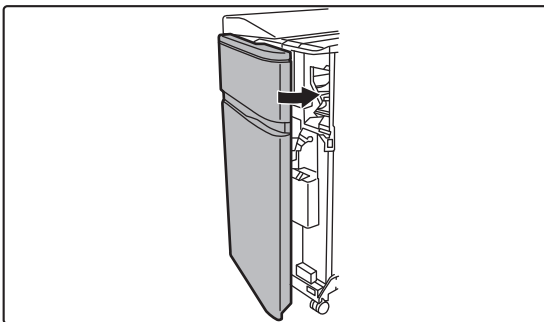
Align ► of the staple case with ◀ of the unit.
Push the staple case in until it clicks into place.

9



Push the saddle stitch unit in.

10



Close the front cover.



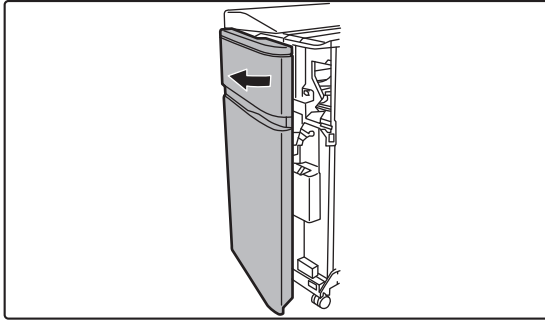
Make a test print or copy using the saddle stitch function to verify that stapling takes place correctly.



DISCARDING STAPLE WASTE

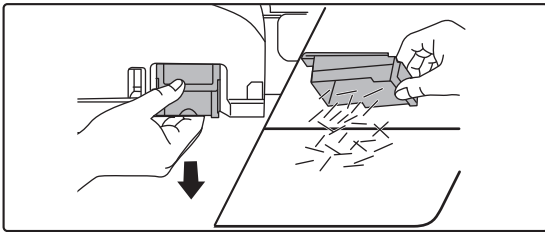
When a finisher is used for stapling, staple waste is produced. The staple waste is collected in the staple waste box. Follow the steps below to discard staple waste.

1



Open the front cover.

2

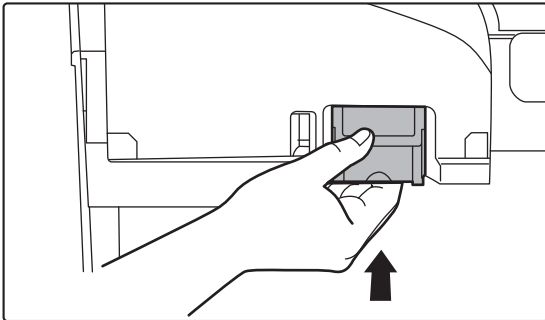


Grasp the tab of the staple waste box, gently pull out the box, and discard the staple waste.



- Do not put your fingers into the staple waste box. The staples may prick and injure your fingers.
- Do not discard the staple waste in a plastic bag. The staples may create holes in the bag.

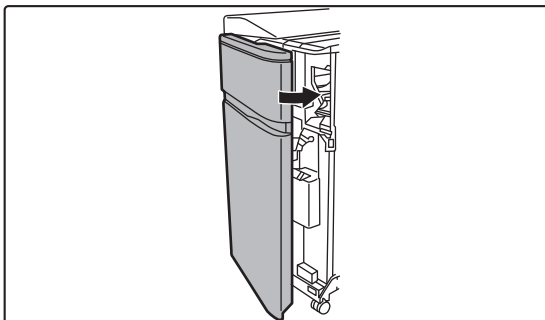
3



Replace the staple waste box.

Make sure that the staple waste box is replaced correctly.

4



Close the front cover.



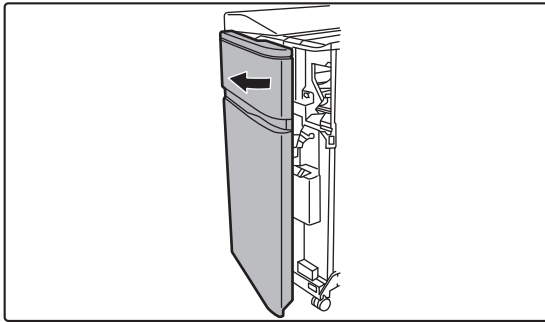
DISCARDING PAPER WASTE

When folded paper is trimmed in trimmer settings, paper waste is generated.
Paper waste is collected in the paper waste box.
Follow the operation procedure to remove paper waste.



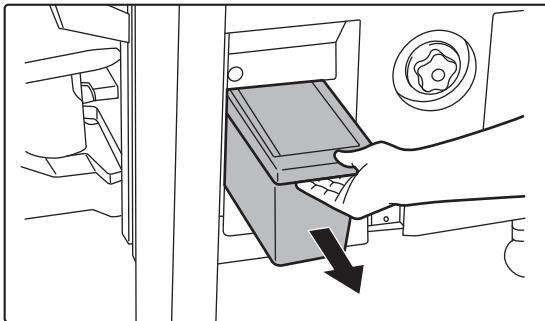
Using the trimmer function trims a side drop at the time of folding, creating a neat finish.

1



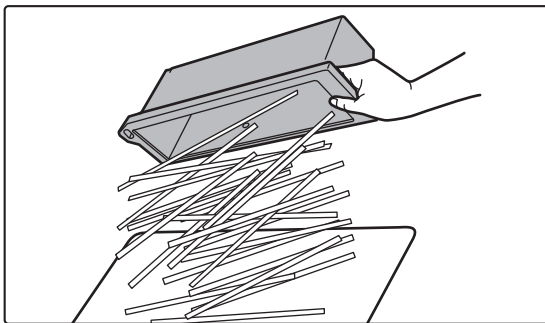
Open the front cover.

2



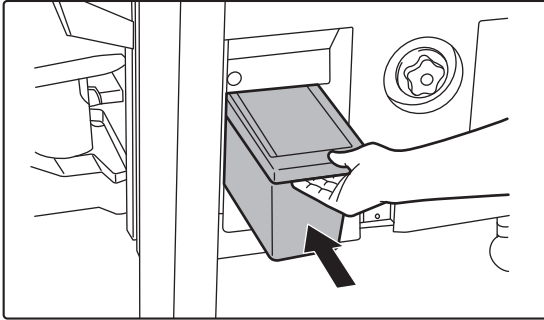
Grasp the paper waste box handle, gently pull out the box, and discard the paper waste.

Discard the paper waste into a plastic bag or other container, being careful not to let any waste scatter.



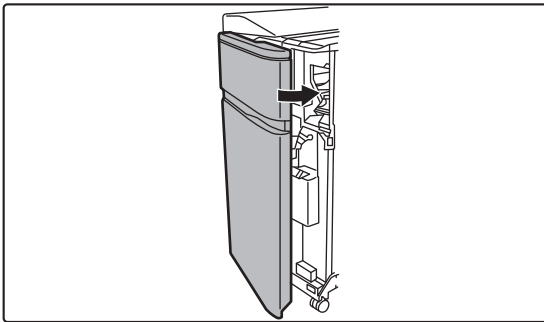


3



Gently push the box back in.

4



Close the front cover.



PUNCH MODULE (MX-PN13B)

The punch module can be installed on a finisher (100-sheet stapling) or saddle stitch finisher (100-sheet stapling) to punch holes in paper to be output.

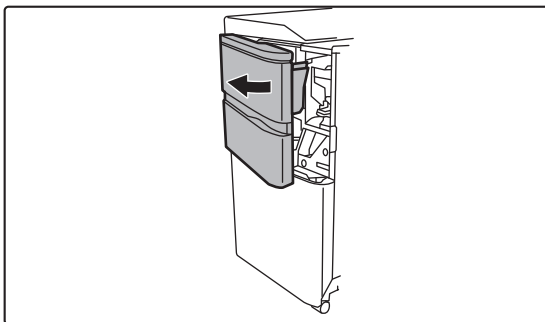


A saddle stitch finisher or finisher (100-sheet stapling) is required to install the punch module (100-sheet punching).

DISCARDING PUNCH WASTE

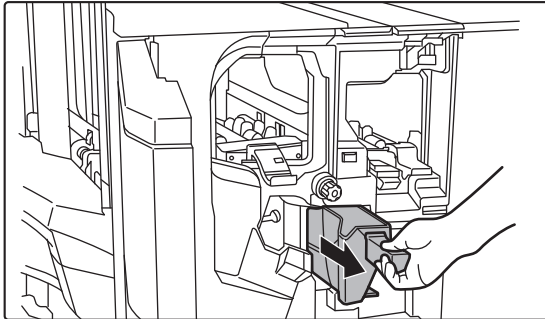
Punch waste from punched holes is collected in the punch waste box. Follow the operation procedure to replace punch waste.

1



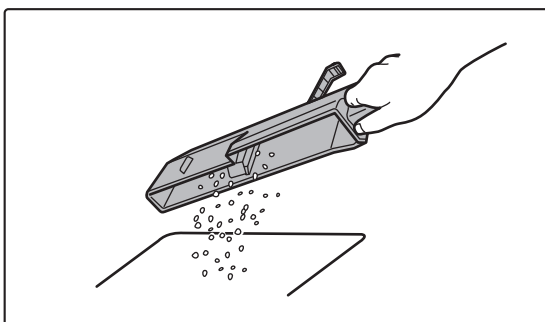
Open the front cover.

2



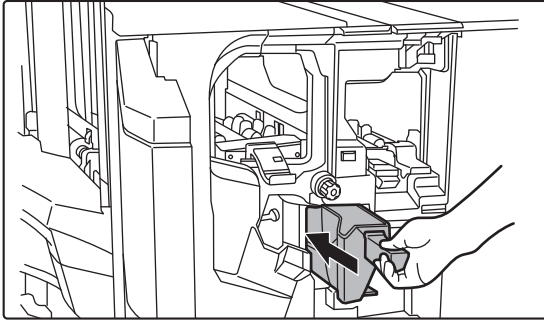
Grasp the punch waste box handle, gently pull out the box, and discard the punch waste.

Discard the punch waste in a plastic bag or other container, taking care not to let the waste scatter.



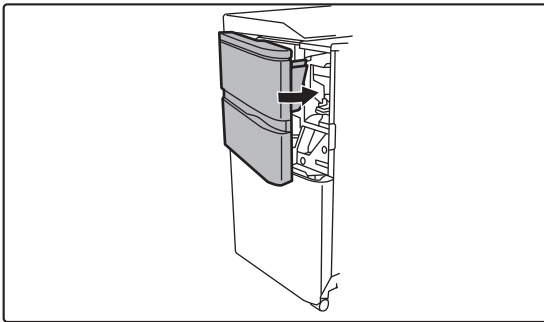


3



Gently push the box back in.

4



Close the front cover.



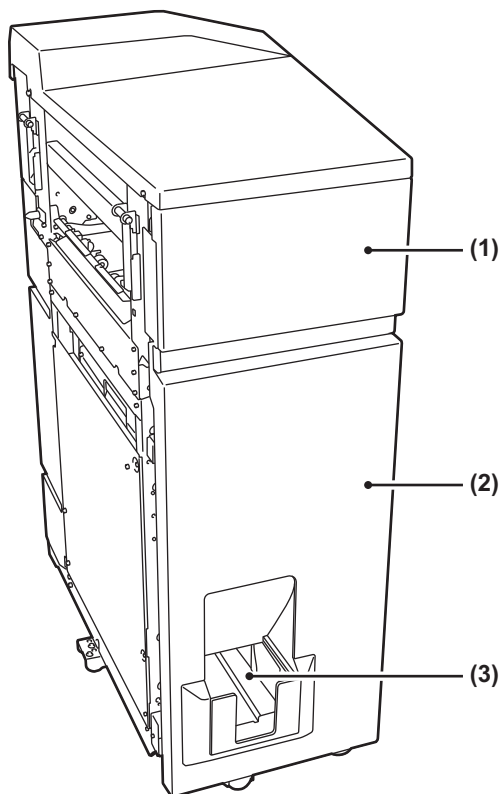
FOLDING UNIT

A folding unit can be used for Z-Fold, C-Fold, Accordion Fold, Double Fold, and Half Fold.



A finisher (100-sheet stapling) or saddle stitch finisher (100-sheet stapling) is required to install the folding unit.

PART NAMES



(1) Top cover

Open this cover to remove a paper misfeed.

(2) Bottom cover

Open this cover to remove a paper misfeed.

(3) Output tray of folding unit

Folded output is delivered to this tray.



Do not place heavy objects on the folding unit or press down on the folding unit.



INSERTER

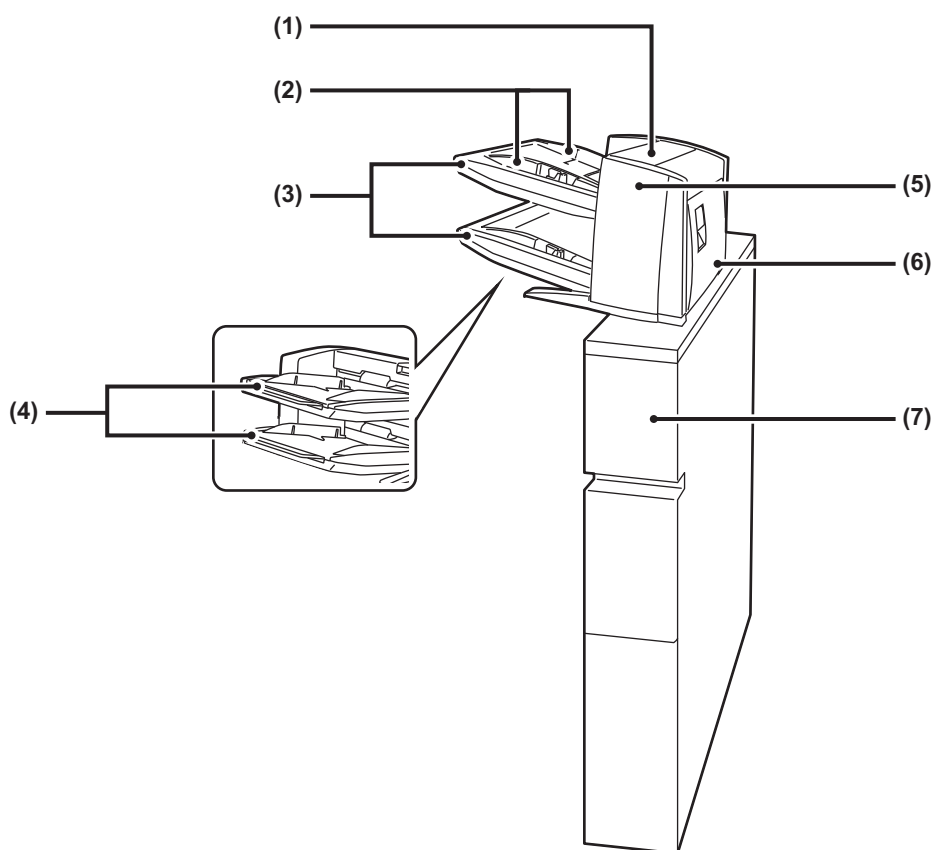
Covers and insertion sheets to be inserted into printed sheets can be loaded.

Using the manual finishing function, you can directly feed paper into the finisher (100-sheet stapling) or saddle stitch finisher (100-sheet stapling) to staple, punch or fold the paper.



For detailed information on paper that can be loaded into the inserter, see the "SPECIFICATIONS" in the "Start Guide".

PART NAMES



(1) Paper insertion unit cover

Open this cover to remove a paper misfeed.

(2) Paper guide

Push the lock lever to adjust to the paper size.

(3) Paper tray (upper/lower)

Insert paper or printed paper. A maximum of 200 sheets of paper can be loaded into each tray.

(4) Bypass tray extension

Extend this when loading paper larger than 8-1/2" × 11"R or A4R.

(5) Paper transfer unit front cover

Open this cover to remove a paper misfeed.

(6) Paper transfer unit rear cover

Open this cover to remove a paper misfeed.

(7) Cover

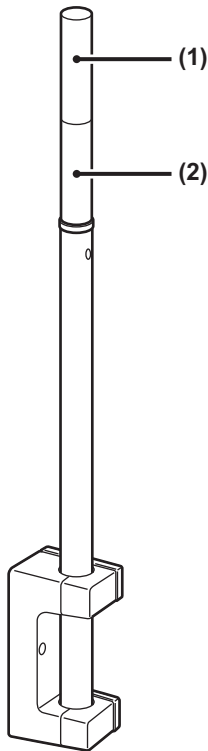
Open this cover to remove a paper misfeed.



STATUS INDICATORS

These indicators show the status of the machine. The green indicator lights up or blinks according to the job management of the machine. The red indicator lights up or blinks when an error occurs. It lights up when an error occurs but the machine is still able to be used, and blinks when the machine is not able to be used due to an error. In setting mode, you can change the operation settings for the status indicators.

PART NAMES



(1) Indicator (Red)

The red indicator lights up or blinks when an error occurs.

(2) Indicator (Green)

The green indicator lights up or blinks according to the job management of the machine.



In Auto Power Shut-Off mode, the status indicators go off.



To change the conditions for the status indicators to light up or blink:

In "Settings (administrator)", select [System Settings] → [Common Settings] → [Device Control] → [Status Indicator Setting].



Sharp OSA

Sharp OSA (Open Systems Architecture) is an architecture that directly links the machine to software applications for work (external applications) over a network.

When you use a machine that supports Sharp OSA, you can link controls on the operation panel and device functions such as scan send to external applications.

APPLICATION COMMUNICATION

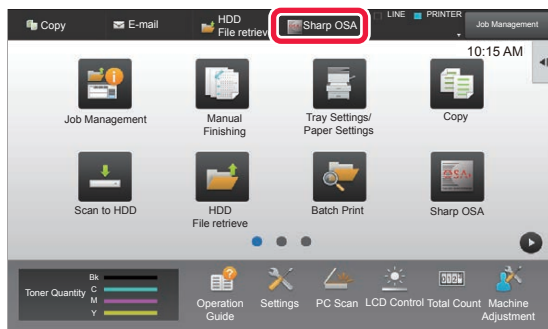
This module enables you to link the machine with a scanner application and other standard applications. Set a standard application in "Settings (administrator)" and "Sharp OSA".



To set a standard application in "Settings (administrator)":

In "Settings (administrator)", select [System Settings] → [Sharp OSA Settings] → [Standard Application Settings].

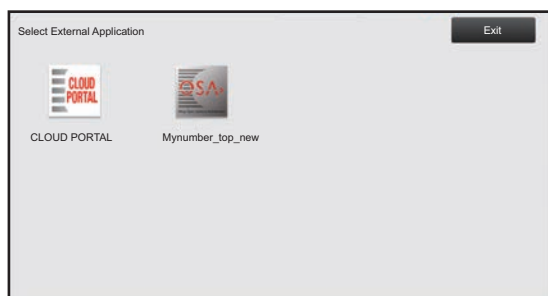
1



Tap the [Sharp OSA] key in the Home screen.

If no standard applications have been stored, the key cannot be tapped.

2



Select a standard application.

If two or more standard applications have been stored, the screen for selecting a standard application will appear. Tap the standard application that you wish to use.

If only one standard application has been stored, connection to the standard application will begin.

3

Connect the machine to the standard application.

The message "Connecting to the external application." appears while the machine communicates with the standard application.



EXTERNAL ACCOUNT APPLICATION

The external account module enables you to use an "external account application" for centralized account management of an MFP on a network.

An "external account application" can be used in "external authentication mode" or "external count mode". When "external authentication mode" is used, the login screen is retrieved from the application when the machine is started. When a job ends, a job notification screen is sent to the application for counts by authenticated user. When "external count mode" is used, the login screen is not displayed when the machine is started. Only a job result notification is sent to the application. User authentication by the external account application cannot be used. However, the external account application can be used in combination with the internal account function.

External account application setup

After setting an external application in "Settings (administrator)", restart the machine to enable the setting. To restart the machine, see "[TURNING ON THE POWER \(page 1-10\)](#)".



To set up the external account application:

In "Settings (administrator)", select [System Settings] → [Sharp OSA Settings] → [External Accounting Application Settings].

Operation in external account mode

The following describes operation in the two modes for using an external account application.

External authentication mode

When the machine is powered on in external authentication mode, the machine accesses the external account application and displays the login screen. The login screen also appears when the [Call] key is tapped to run a job in the job management complete screen. (The login screen does not appear if the user has already logged in by the normal method.)

Tap the job management display while the login screen is displayed, and the Job Management screen appears. To return to the previous screen, tap a mode select key.



To enable the external authentication mode:

In "Settings (administrator)", select [System Settings] → [Sharp OSA Settings] → [External Accounting Application Settings] and enable the [External Account Control] setting.



- The user control function of the machine cannot be used in external authentication mode. However, "User Registration", "User Count Display", "User Count Reset", "User Information Print", and "The Number of User Name Displayed Setting" can be used.
- The mode select key cannot be used while the login screen appears.

If login fails:

If the login screen fails to appear or the application does not operate correctly, the machine may also stop operating correctly. In that case, terminate external account mode forcibly.



To forcibly terminate the external account mode:

In "Settings (Web version)", select [System Settings] → [Sharp OSA Settings] → [External Accounting Application Settings]. If termination in Setting mode (Web version) fails, terminate it forcibly on the operation panel of the machine.

In "Settings", select [System Settings] → [Sharp OSA Settings] and change the setting for [External Accounting Application Settings] and then restart the machine. To restart the machine, see "[TURNING ON THE POWER \(page 1-10\)](#)".



External count mode

Unlike in external authentication mode, when the machine is started in "external count mode", the login screen of the external account application is not displayed after the machine has started up. Only the job result is sent to the external account application.

External count mode can be used together with the user control function of the machine. (External count mode can also be used when the user control function is disabled.)



To enable the external count mode:

In "Settings (administrator)", select [System Settings] → [Sharp OSA Settings] → [External Accounting Application Settings] and enable the [External Account Control] setting alone.



REMOVING MISFEEDS

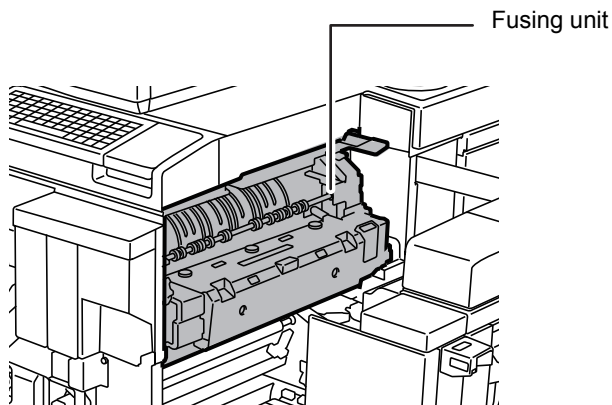
REMOVING MISFEEDS

If a paper misfeed occurs, the "Paper Jam" message will appear in the touch panel and printing and scanning will stop. In this event, tap the [Check how to remove misfeeds] key in the touch panel.

When the key is tapped, instructions for removing the misfeed will appear. Follow the instructions. When the misfeed is cleared, the message will automatically disappear.



- The fusing unit and paper output area are hot.
- When removing a misfeed, do not touch the fusing unit. You may burn yourself.





MAINTENANCE

This section explains how to clean the machine, replace the toner cartridge, the waste toner bottle and the stamp cartridge.

REGULAR MAINTENANCE

To ensure that the machine continues to provide top quality performance, periodically clean the machine.



Do not use a flammable spray to clean the machine. If gas from the spray comes in contact with hot electrical components or the fusing unit inside the machine, fire or electrical shock may result.



- Do not use thinner, benzene, or similar volatile cleaning agents to clean the machine. These may degrade or discolor the housing.
- Use a soft cloth to gently wipe off dirt from the area on the operation panel. If you use a stiff cloth or rub hard, the surface may be damaged.



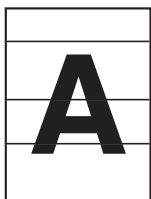
CLEANING THE DOCUMENT GLASS AND AUTOMATIC DOCUMENT FEEDER

If the document glass or document backplate sheet becomes dirty, the dirt will appear as dirty spots or white lines in the scanned image. Keep these parts clean at all times.

Wipe the parts with a clean, soft cloth.

If necessary, moisten the cloth with water or a small amount of neutral detergent. After that, wipe with a clean dry cloth.

Examples of lines in the image

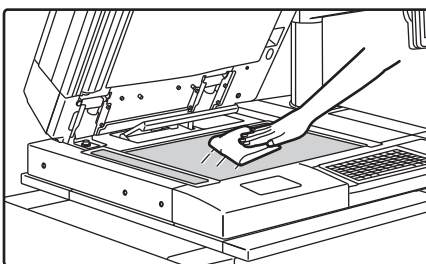


Black lines

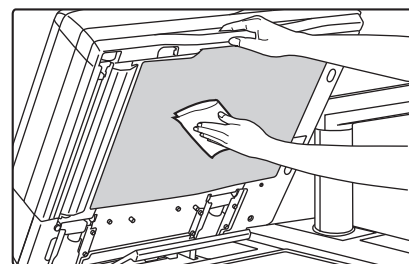


White lines

Document glass



Document backplate sheet



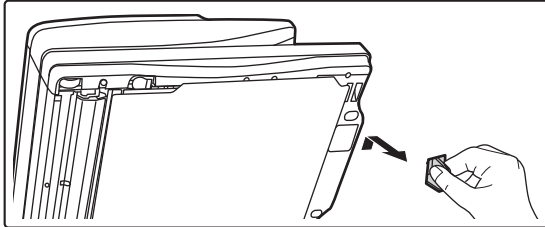


SCANNING AREA

If black lines or white lines appear in images scanned using the automatic document feeder, clean the scanning area (the thin long glass next to the document glass).

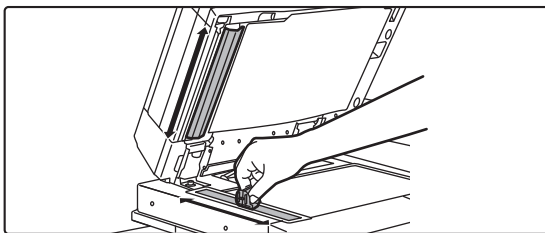
To clean this part, use the glass cleaner that is stored in the automatic document feeder. After using the glass cleaner, be sure to return it to its storage position.

1



Open the automatic document feeder and remove the glass cleaner.

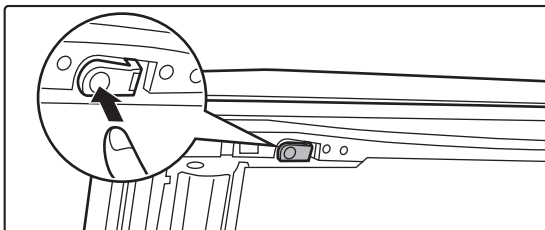
2



Clean the document scanning area on the document glass with the glass cleaner.

One scanning area is on the document glass and the other is inside the automatic document feeder.

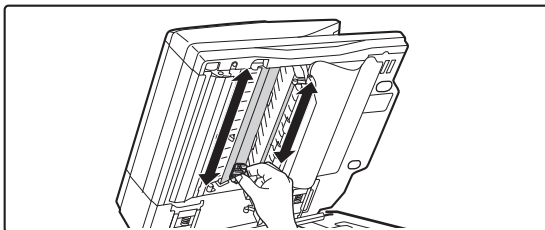
3



Open the scanning area cover on the automatic document feeder.

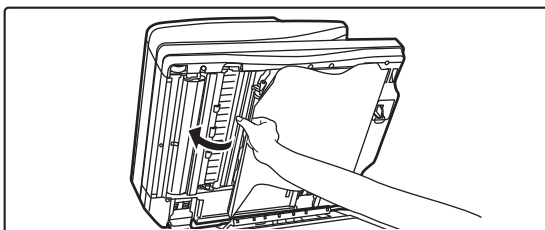
Push in the release switch to release the cover.

4



Clean the scanning area in the automatic document feeder.

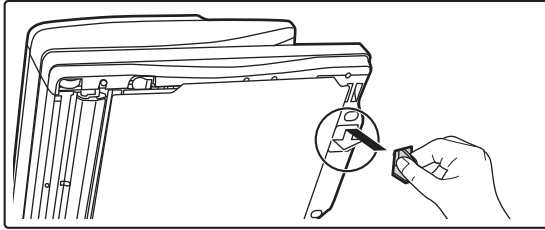
5



Close the cover.



6



Replace the glass cleaner.



CLEANING THE LASER UNIT

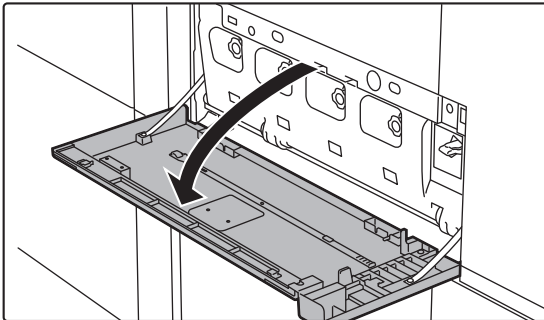
When the laser unit inside the machine becomes dirty, line patterns (colored lines) may form in the printed image.

Identifying lines (colored lines) caused by a dirty laser unit

- Colored lines always appear in the same place. (The lines are never black.)
- Colored lines appear in parallel with the direction of paper feeding.
- Colored lines appear not only on output from a copier but also on prints from a computer. (The same lines appear on both copies and print jobs.)

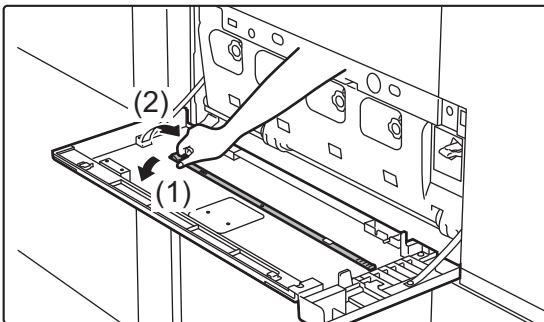
If conditions similar to the above occur, clean the laser unit as explained below.

1



Open the front cover.

2



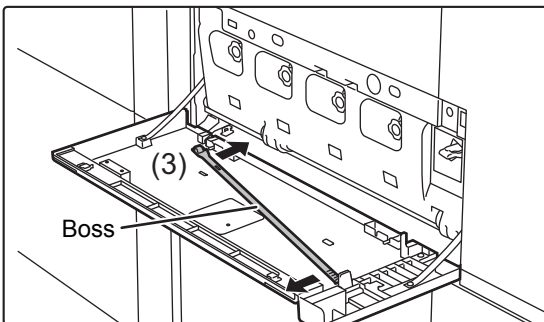
Take out the cleaning tool for the laser unit.

The cleaning tool is attached to the front cover of the machine.

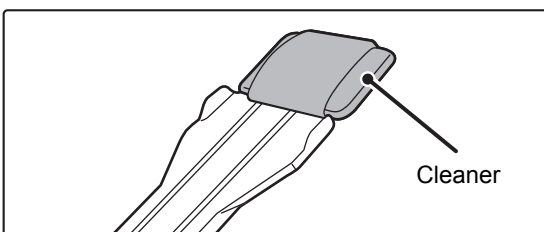
(1) Push the left-hand side of the cleaning tool to detach it from the hook.

(2) Put it over the hook to place in on the back side.

(3) Turn the cleaning tool around the boss to detach it from the right-hand hook.



3

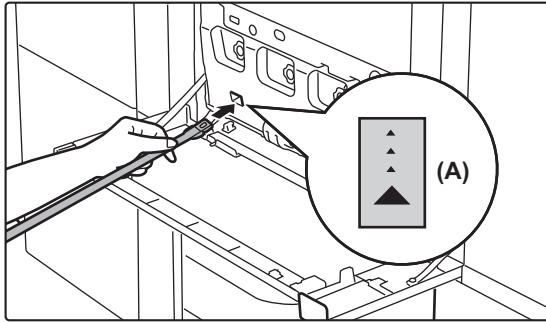


Make sure that the cleaner at the tip of the cleaning tool is not dirty.

If the cleaner is dirty, remove the cleaner from the cleaning tool and replace it with a clean one. For more information on replacing the cleaner, see "[REPLACING THE CLEANER](#) (page 1-147)".



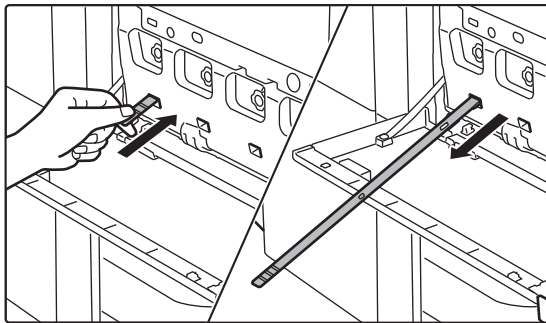
4



Point the cleaner down and slowly insert the tool into the hole to be cleaned in the laser unit.

Be sure to point the cleaner down. Labels similar to (A) are attached to areas that require cleaning.

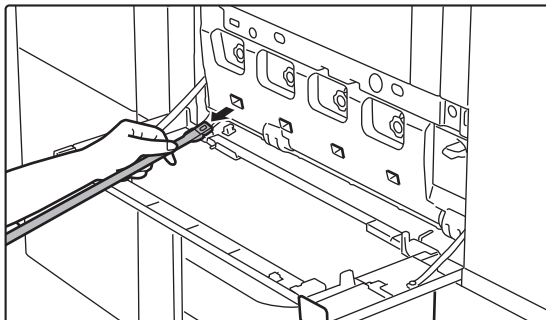
5



Insert the cleaning tool all the way into the hole and then pull it back out.

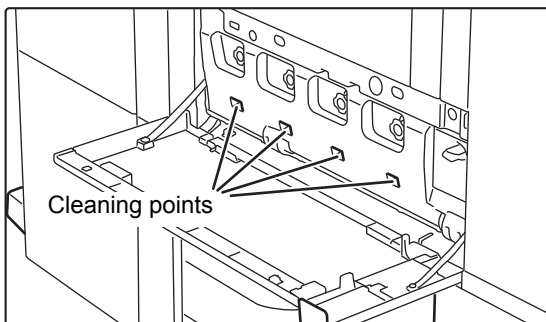
Pull the cleaning tool out until you feel the tip of the tool leave the cleaning surface of the laser unit.

6



Repeat steps 4 to 5 two or three times and then remove the cleaning tool.

7

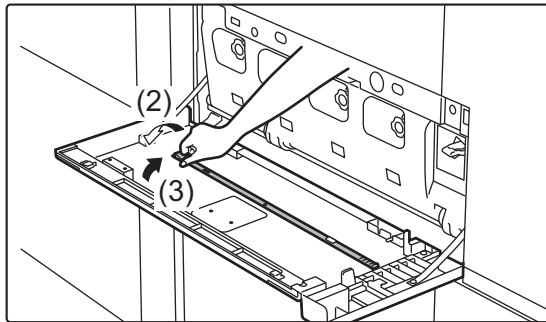
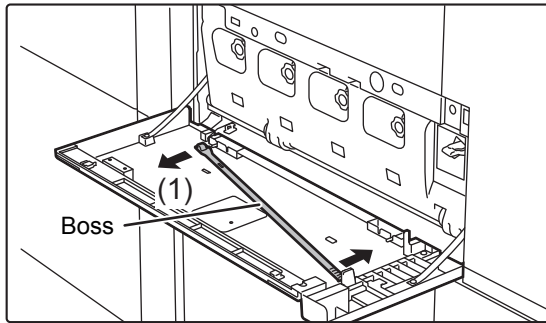


Repeat steps 4 to 6 to clean all holes (4 holes) in the laser unit.

There are a total of four holes to be cleaned in the laser unit. Clean all holes.



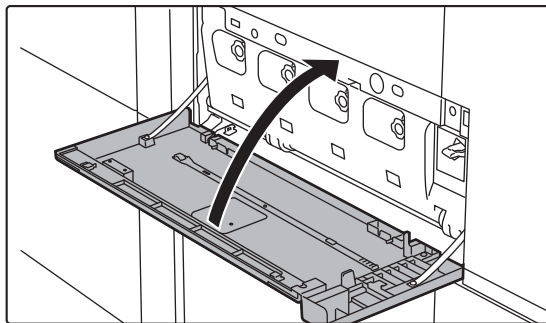
8



Replace the cleaning tool.

- (1) Engage the cleaning tool onto the boss and turn it around it, and then put the edge (non-cleaner side) on the right-hand hook.
- (2) Put the left-hand side of the cleaning tool over the hook to place it on the near side.
- (3) Turn the cleaning tool onto hook.

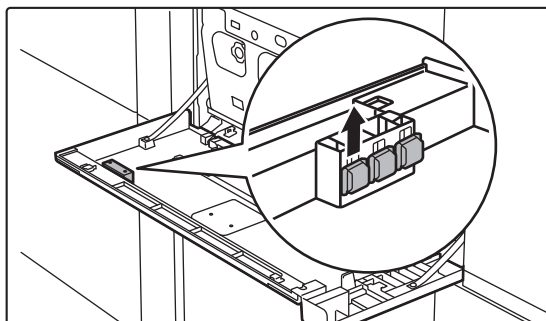
9



Close the front cover.

REPLACING THE CLEANER

1

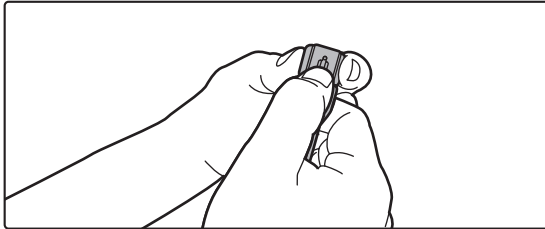
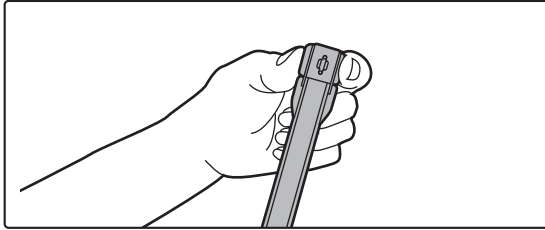


Open the front cover and take out a replacement cleaner.

Replacement cleaners are stored in the front cover. Grasp the end of the cleaner and pull it out of the cover.



2



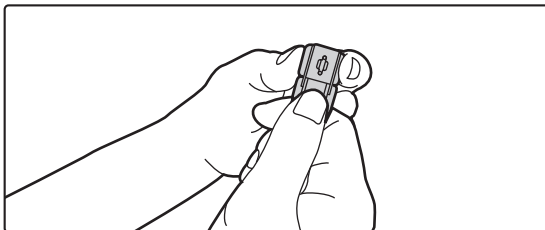
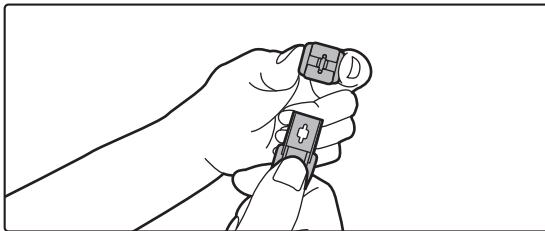
Remove the dirty cleaner from the tip of the cleaning tool.

While firmly grasping the tool where the cleaner is attached, use your other hand to press down on the hook that secures the cleaner, and remove the cleaner.



Put the removed cleaner back on the inner cover. After replacing the cleaner, be sure to close the inner cover.

3



Attach the new cleaner to the cleaning tool.

Align the cleaner hook with the attachment hole in the cleaning tool. Hold the cleaner firmly and push the cleaning tool in.

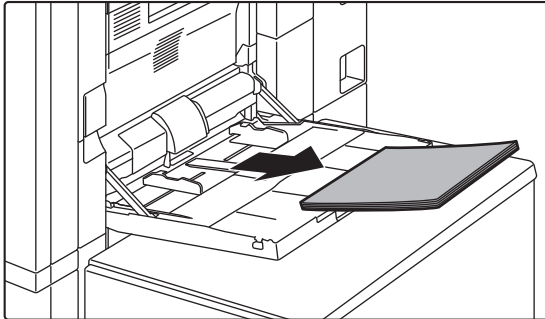


CLEANING THE BYPASS FEED ROLLER

If paper misfeed frequently occur in the bypass tray, clean the bypass feed roller. Wipe the surface of the feed roller with a clean soft cloth moistened with water or a neutral detergent.

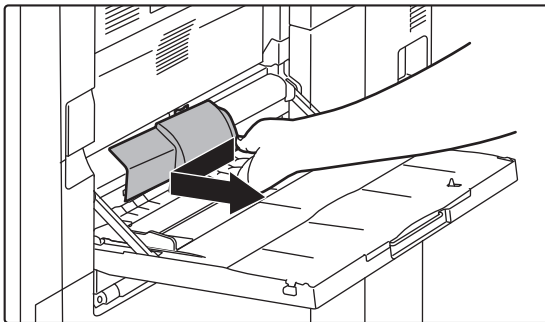
Bypass tray (on the machine)

1



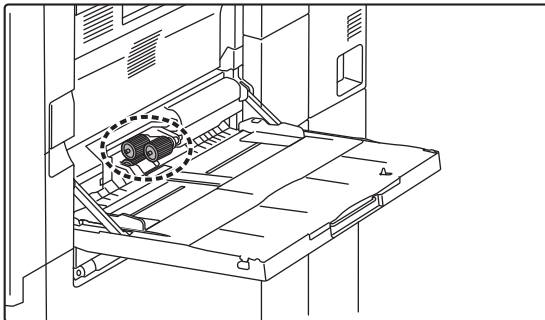
Remove paper.

2



Remove the maintenance cover.

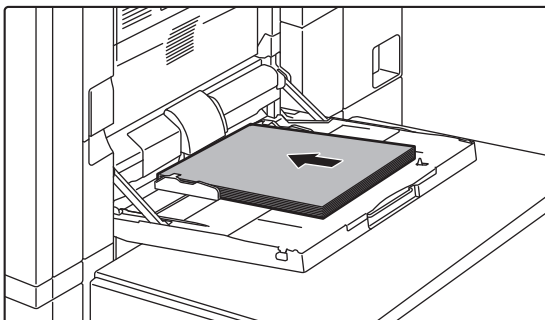
3



Clean the bypass feed roller.

Install the maintenance cover after the cleaning is completed.

4

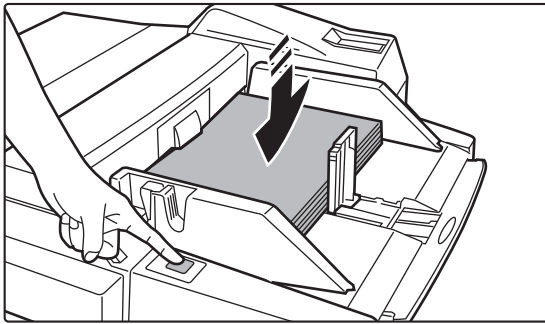


Load the paper.



Bypass tray (large capacity trays)

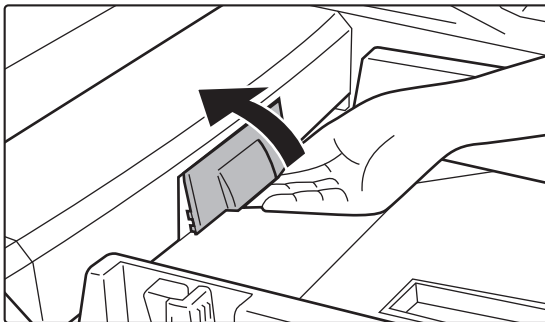
1



Press the operation button and remove paper.

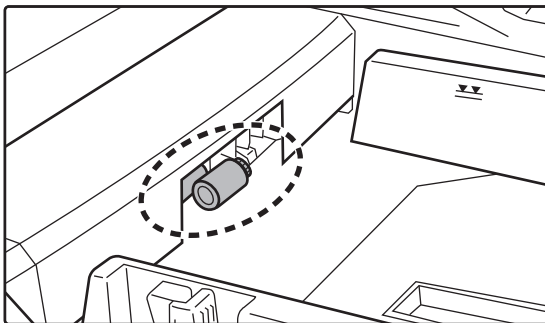
The paper table goes down. The operation button blinks while the paper table goes down. The button lights up when the paper table has gone down. Do not remove the paper until the button ceases blinking.

2



Remove the maintenance cover.

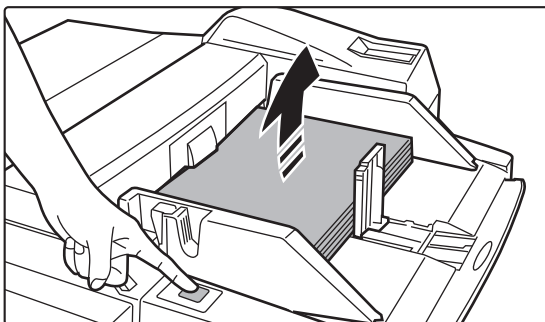
3



Clean the bypass feed roller.

Install the maintenance cover after the cleaning is completed.

4



Load the paper and press the operation button.

The paper table goes up when the operation button is pressed.



REPLACEMENT OF TONER CARTRIDGE

As a rule, toner cartridges should be replaced after the message "Change the toner cartridge." appears. You should keep one set of replacement toner cartridge on hand so that you can preplace a toner cartridge immediately when toner runs out.



Empty toner cartridge can be replaced without interrupting a copy/print job.

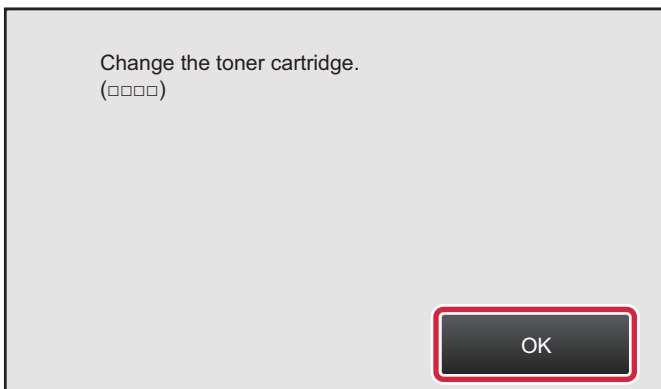
Replacement message



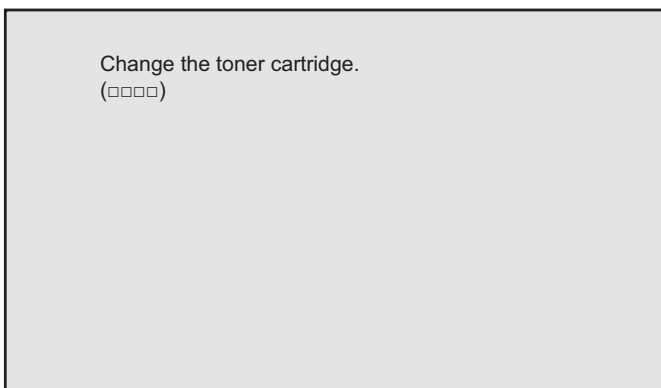
When this message appears, prepare a toner cartridge for replacement. "(□□□□)" indicates the color of toner cartridge that must be readed. Y:Yellow toner, M:Magenta toner, C:Cyan toner, and Bk:Black toner



If you continue printing, the following message appears. Colors that have run out of toner are indicated in (□□□□). When this message appears, replace a toner cartridge for replacement. In this state, printing is possible.

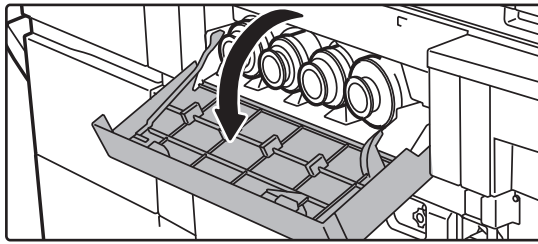


If you continue to use the machine, the following message will appear when the toner runs out. Colors that have run out of toner are indicated in (□□□□). Replace the toner cartridge with a one of the relevant color.

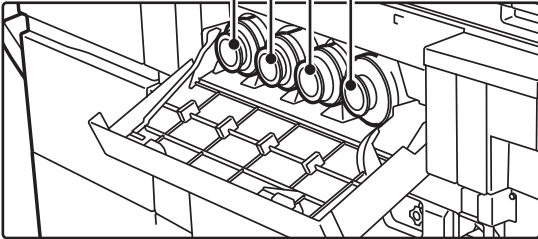




1

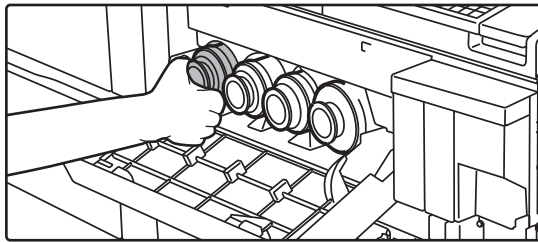


Magenta — Cyan
Yellow — Black



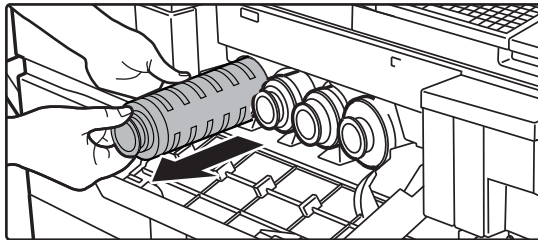
Open the toner cover.

2



Pull the toner cartridge toward you.

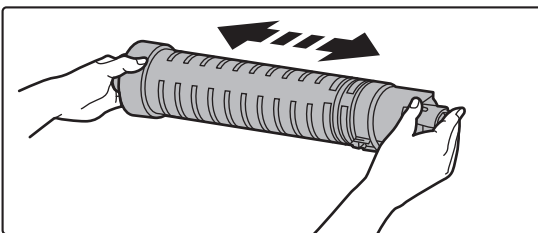
Gently pull out the toner cartridge horizontally.
If the cartridge is pulled out abruptly, toner may spill out.



(Example) Replacing the yellow toner cartridge.

Hold the toner cartridge with both hands as shown and slowly pull it out of the machine.

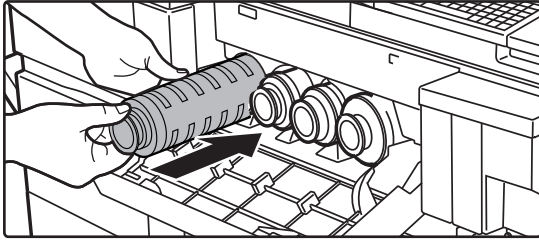
3



Take a new toner cartridge out of its package and shake it horizontally five or six times.



4

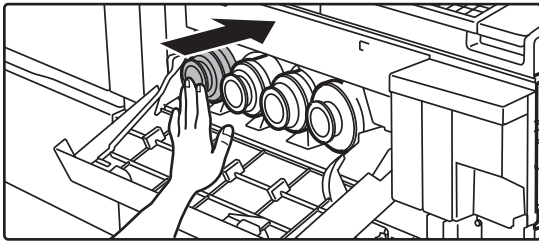


Slowly insert the new toner cartridge on the level.



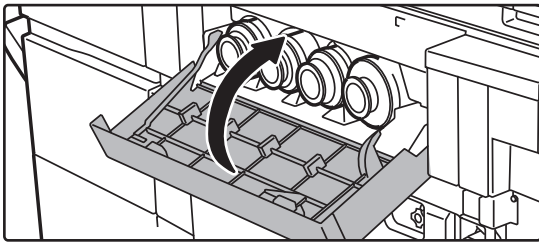
A toner cartridge of a different color cannot be installed. Be sure to install a toner cartridge of the same color.

5



Push the cartridge in until it locks securely in place.

6



Close the toner cover.

After the toner cartridge is replaced, the machine automatically enters image adjustment mode. Do not open the front cover while this is taking place.



- Do not throw a toner cartridge into a fire. Toner may fly and cause burns.
- Store toner cartridges out of reach of small children.
- If a toner cartridge is stored upright, the toner may harden and become unusable. Always store toner cartridges on their side.
- If a toner cartridge other than a SHARP-recommended toner cartridge is used, the machine may not attain full quality and performance and there is a risk of damage to the machine. Be sure to use a SHARP-recommended toner cartridge.



- Be sure to install four toner cartridges (Y/M/C/Bk).
- If any one of the toner colors runs out, color printing will no longer be possible. If the Y, M, or C toners run out but a quantity of Bk toner still remains, printing is performed in black and white.
- Depending on your conditions of use, the color may become light or the image blurred.
- Your service technician will collect used toner cartridges.
- To view the approximate amount of toner remaining (indicated in %), hold down the [Home Screen] key during printing or in standby mode. When the percentage falls to "25-0%", keep a toner cartridge for replacement purposes before toner runs out.
- When toner runs out while the home screen is displayed, the "Toner Empty" message appears in the upper right corner of the screen.



REPLACING THE WASTE TONER BOTTLE

The waste toner bottle collects excess toner that is produced during printing. When the waste toner bottle becomes full, the message "Replace waste toner bottle." will appear.

When this message appears, tap the guidance key that appears on the touch panel to view the procedure for replacing the waste toner bottle.

When the key is tapped, instructions for replacing the waste toner bottle will appear. Follow the instructions. When the waste toner bottle is replaced, the message will automatically disappear.



- Do not throw the waste toner bottle into a fire. Toner may fly and cause burns.
 - Store the waste toner bottle out of the reach of small children.
-



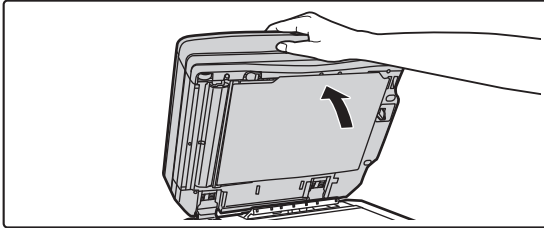
REPLACING THE STAMP CARTRIDGE

If a stamp unit (AR-SU1) is installed on the automatic document feeder and the stamp has become light, replace the stamp cartridge (AR-SV1).

Supplies

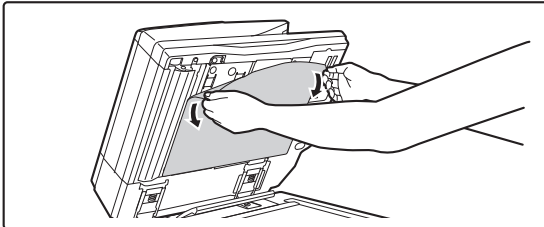
Stamp cartridge (2 in package) AR-SV1

1



Open the automatic document feeder.

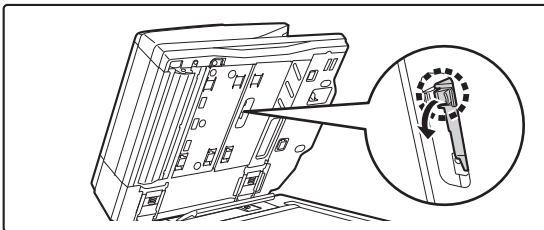
2



Remove the document backplate sheet from the automatic document feeder.

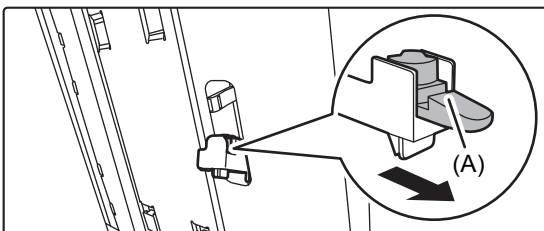
Remove the sheet slowly. Place the removed sheet with the side that was attached face up on the document glass.

3



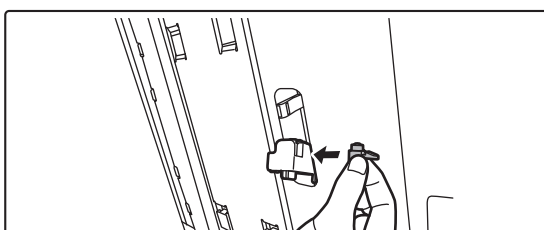
Grasp the tab on the stamp unit and pull the unit out.

4



Remove the stamp cartridge (A).

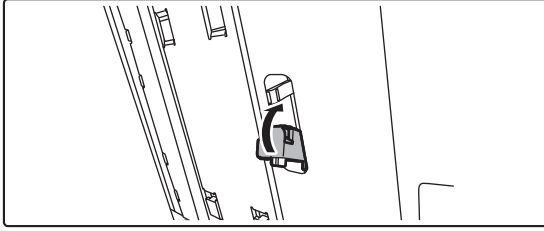
5



Install a new stamp cartridge.



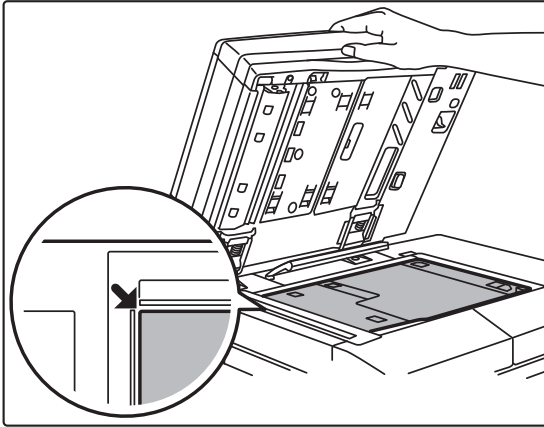
6



Push the stamp unit back in.

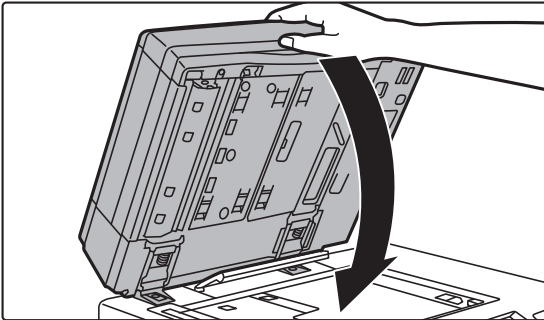
Push the stamp unit in until it clicks into place.

7



Align the top left corner of the document backplate sheet with back left (at the tip of the mark) of the document glass.

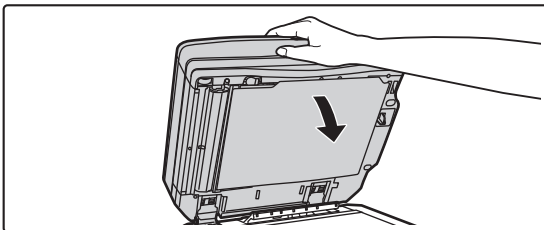
8



Close the automatic document feeder.

The document backplate sheet on the document glass is fixed to the automatic document feeder.

9



Make sure that the document backplate sheet is correctly attached to the automatic document feeder and then close the automatic document feeder.

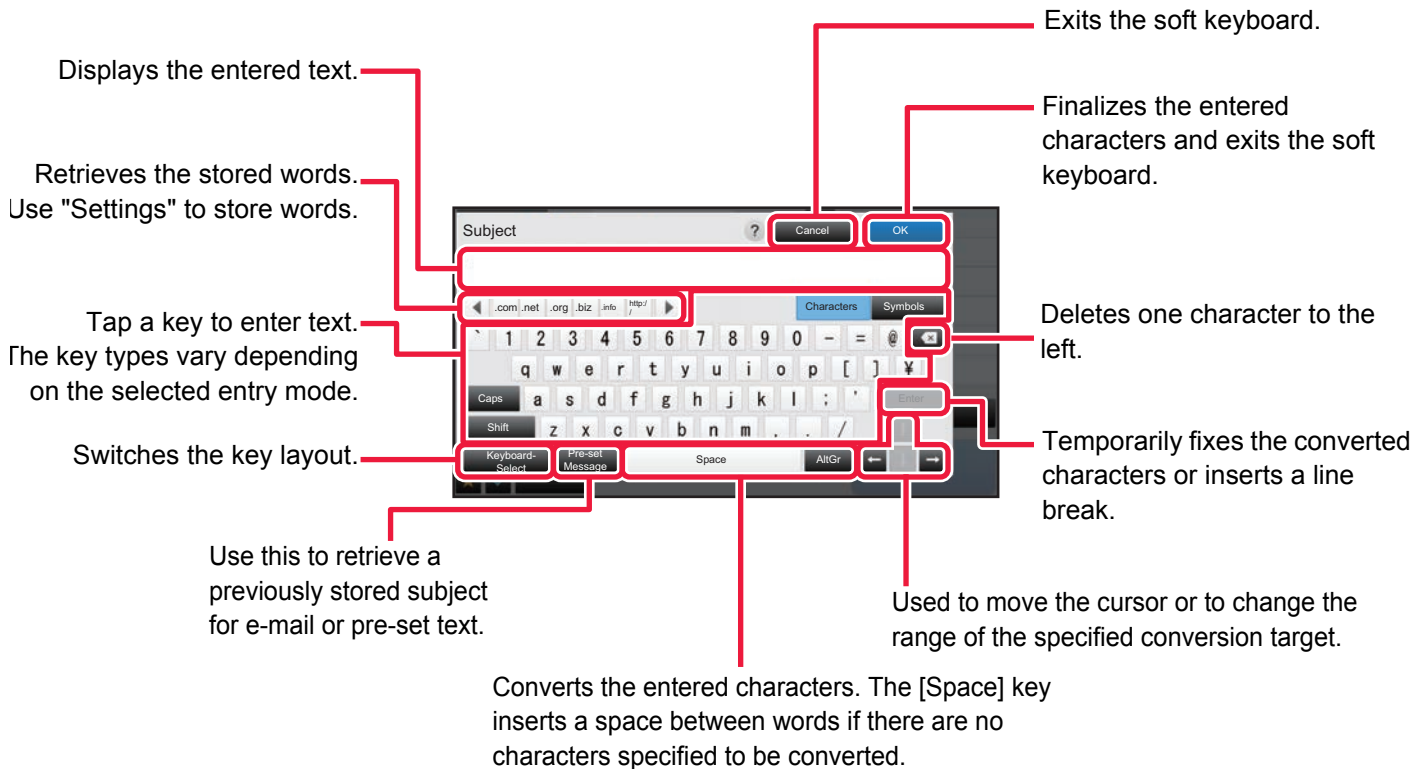
If the document backplate sheet is not correctly attached, remove the document backplate sheet and then attach it correctly again.



CHARACTER ENTRY

NAMES AND FUNCTIONS OF SOFT KEYBOARD KEYS

Display the soft keyboard to register the name of a file, program, folder or user.



The soft keyboard shown here is an image for your reference. Different keys may be enabled depending on the actual situation and condition under which you enter characters.



If "External Keyboard" is selected in "Settings" → [System Settings] → [Common Settings] → [Keyboard Settings] → [Default Keyboard Setting] → [Set Keyboard Priority], the soft keyboard will not appear.






To register words:

In "Settings (administrator)", select [System Settings] → [Common Settings] → [Keyboard Settings] → [Soft Keyboard Template Setting].



COPIER

Icons

-  Functions you can use in Easy Copy mode
-  Eco-friendly functions
-  Functions for copying on special media

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BEFORE USING THE MACHINE AS A COPIER

COPY MODE

There are two modes for copying: easy mode and normal mode.

Easy mode is limited to frequently used functions that allow you to smoothly perform most copy jobs.

If you need to select detailed settings or special functions, use normal mode. All functions can be used in normal mode.

EASY MODE

Easy mode makes it easy to select basic settings for copying.

1st screen

Show the size of the placed original.

Change to normal mode. ► [NORMAL MODE \(page 2-4\)](#)

Select function to be set up.

Change the function display.

Reset all settings.

Starts black and white or color copying.

Scans the original and shows a preview image.

Enter the number of copies.

► [PREVIEW SCREEN \(page 1-17\)](#)

2nd screen

Select function to be set up.

You can select these functions in easy mode.

- Paper Select ► [page 2-13](#)
- 2-Sided Copy ► [page 2-17](#)
- Copy Ratio ► [page 2-26](#)
- Staple / Punch ► [page 2-48](#), ► [page 2-53](#)
- Color Mode ► [page 2-20](#)
- Original ► [page 2-33](#)
- Exposure ► [page 2-23](#)
- N-Up ► [page 2-61](#)
- Card Shot ► [page 2-65](#)



To select a function in easy mode

In "Settings (administrator)", select [System Settings] → [Common Settings] → [Operation Settings] → [Easy Mode Settings] → [Easy Copy]



NORMAL MODE

Normal mode lets you select any function setting that can be used for copying.

Enter the number of copies.

Setting keys used for copying.
Displays the list of function keys. Frequently used [Others], programs, and other settings can be registered.

Check the current settings.

Display keys other than the function keys indicated above.

Indicates the presence or absence of an original and the size of paper loaded in each tray. Tap to open the paper select screen.

Displays the functions that can be utilized in copy mode.

Starts black and white or color proof copying.

Reset all settings.

Starts black and white or color copying.

Scans the original and shows a preview image.
► [PREVIEW SCREEN \(page 1-17\)](#)



The displayed contents of the above screen will vary depending on the devices installed.

SELECTING COPY MODE

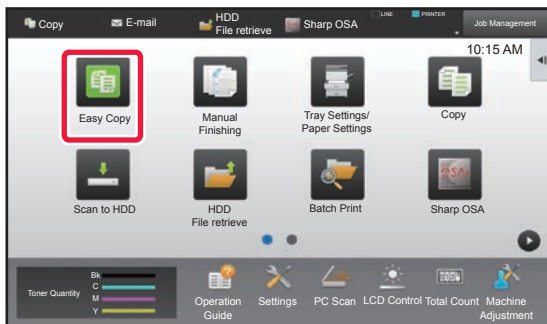
Follow the steps below to change from the Home Screen or each mode to copy mode.

Changing modes from the Home Screen

Tap a mode icon to switch from the home screen to that mode.

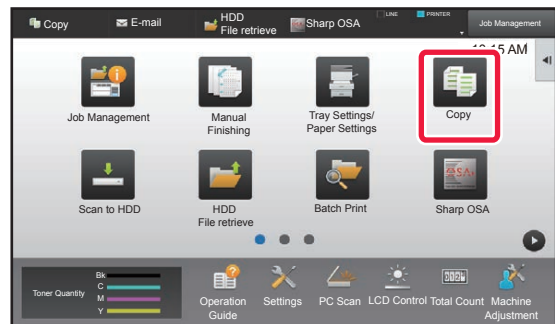
Shift to Easy Mode

Tap the [Easy Copy] mode icon.



Shift to Normal Mode

Tap the [Copy] mode icon.



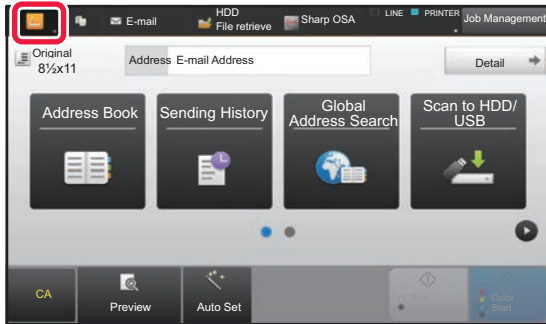


Changing mode from each mode

To switch from any of the modes, tap the mode display.

Shift to Easy Mode

1

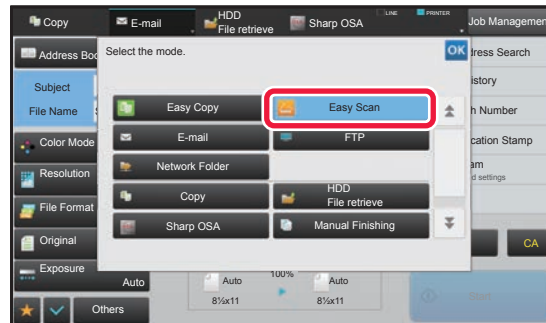


Tap [Easy Copy].

The initial screen of easy copy is displayed.



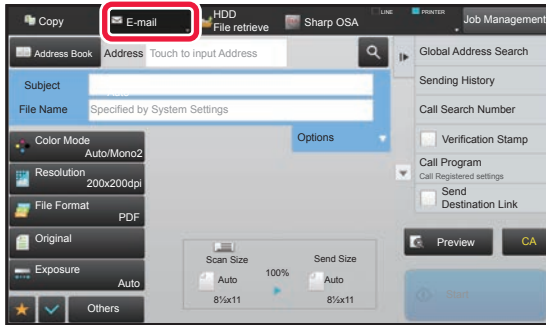
If the easy mode icon appears, tap the icon.





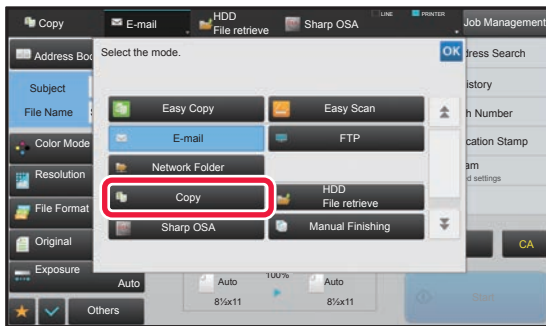
Shift to Normal Mode

1



Tap on the mode display.

2

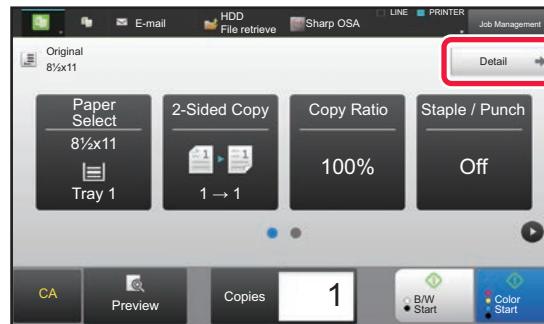


Tap the [Copy] key.

The initial copy mode screen is displayed.



To switch from the base screen of easy mode, tap the [Detail] key and then tap the [Yes] key in the confirmation screen.





COPYING SEQUENCE

This section explains the basic procedure for copying. Select settings in the order shown below to ensure that the copy operation takes place smoothly.

For detailed procedures for selecting the settings, see the explanation of each setting in this chapter.

1

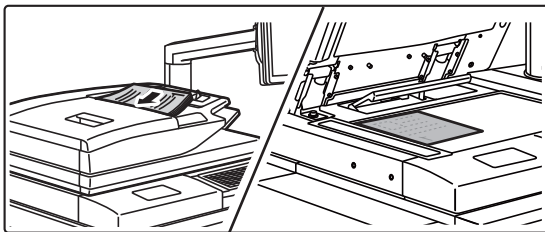
Switch to copy mode.

► [SELECTING COPY MODE \(page 2-4\)](#)



Maximum print area: 12-9/16" x 50-7/8" (319 mm x 1292 mm)

2



Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

► [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)

► [DOCUMENT GLASS \(page 1-92\)](#)

3

Select functions.

Specify the original scan size, exposure, resolution, etc.

Tap the [Original] key and specify the orientation of the original to have the orientation be correctly recognized.

► [Specifying the orientation of the original \(page 2-33\)](#)

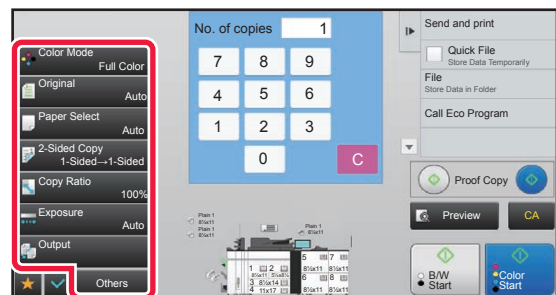
If necessary, you can refer to the following functions for the setting.

In Easy mode



- Paper Select ► [page 2-13](#)
- 2-Sided Copy ► [page 2-17](#)
- Copy Ratio ► [page 2-26](#)
- Staple / Punch ► [page 2-48](#), ► [page 2-53](#)
- Color Mode ► [page 2-20](#)
- Original ► [page 2-33](#)
- Exposure ► [page 2-23](#)
- N-Up ► [page 2-61](#)
- Card Shot ► [page 2-65](#)

In Normal mode



- Color Mode ► [page 2-20](#)
- Original ► [page 2-33](#)
- Paper Select ► [page 2-13](#)
- 2-Sided Copy ► [page 2-17](#)
- Copy Ratio ► [page 2-26](#)
- Exposure ► [page 2-23](#)
- Output ► [page 2-41](#)
- Others ► [page 2-72](#)

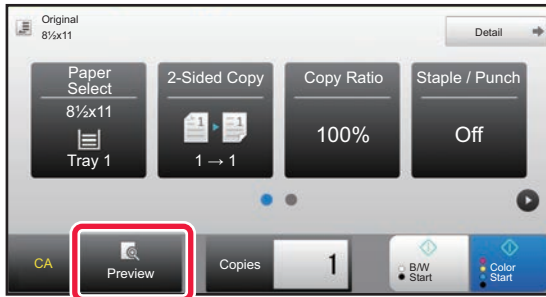


4

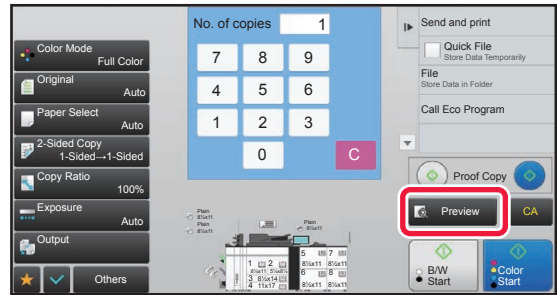
Scan the original.

Tap the [Preview] key to scan the original.

In Easy mode



In Normal mode



- To make 2-sided copies, configure the 2-sided copy settings before scanning the original.
 - ▶ [AUTOMATIC 2-SIDED COPYING \(page 2-17\)](#)
- When not checking the preview image, tap the [Color Start] or [B/W Start] key to start copying.

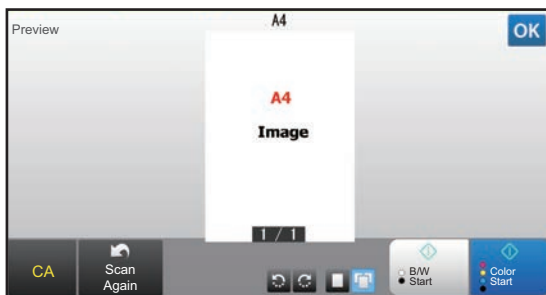
5

Check the preview image.

Display the preview image of the scanned original.
In the preview screen, check the settings.

- ▶ [COPY PREVIEW \(page 2-9\)](#)

In Easy mode



In Normal mode





6

Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.

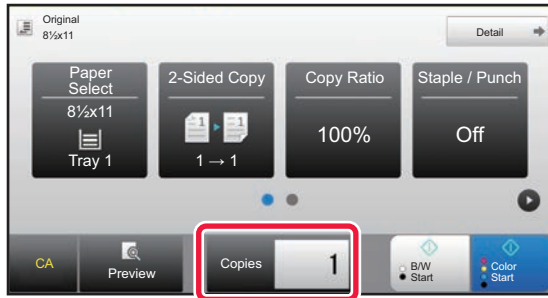


- To cancel all settings, tap the [CA] key.
When the [CA] key is tapped, all settings selected to that point are cleared and you will return to the base screen.
- To cancel copying, tap the [Cancel Copy] key.

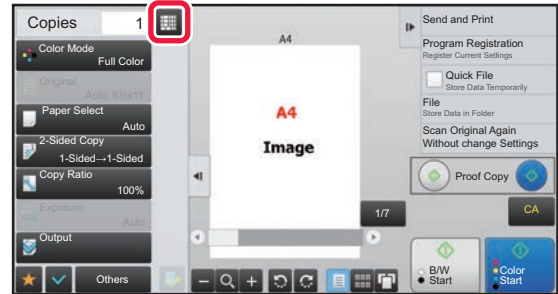


- **To make two or more sets of copies:**
Tap the copies display key to specify the number of copies.

In Easy mode



In Normal mode



- In normal mode, you can tap [File] or [Quick File] on the action panel before starting the copy job to save the scanned original as a file.
 - ▶ [QUICK FILE \(page 5-9\)](#)
 - ▶ [FILE \(page 5-10\)](#)

COPY PREVIEW

You can tap the [Preview] key before scanning the original to check a preview of the scanned image. If you configure the preview, you can check the status of the configured preview such as the staple position or page layout.

- ▶ [PREVIEW SCREEN \(page 1-17\)](#)

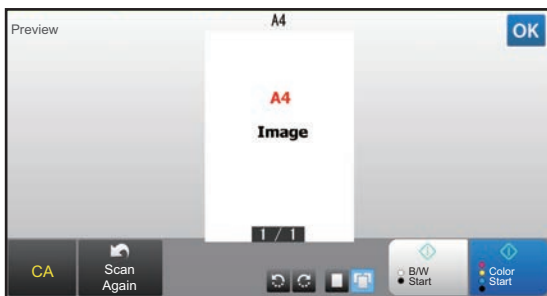


In normal mode

While viewing the preview screen, you can adjust the settings, and configure the preview in your image. You can also drag the preview image to edit it, for example, changing, rotating, or deleting an original page.

- ▶ [COPY COLOR MODES \(page 2-20\)](#)
- ▶ [MANUAL ADJUSTMENT OF EXPOSURE AND ORIGINAL TYPE \(page 2-23\)](#)

In Easy mode



In Normal mode





CHECKING THE ORIGINAL SIZE

Easy mode

The size of the placed original is displayed in the upper left corner of the screen.

When you place the original in the automatic document feeder, the original icon appears next to the original size.

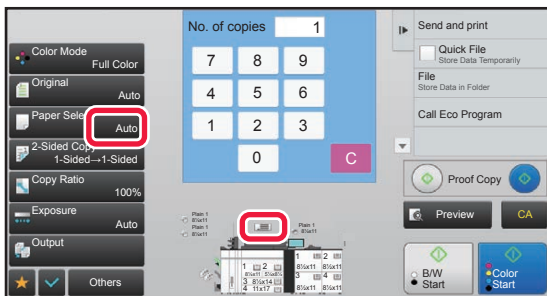


Normal mode

Check the size of the placed original on the display of the [Original] key.

If the original size is set to [Auto], the automatically detected size (standard size) is displayed. If the original size is specified manually, the specified original size is displayed.

When you place the original in the automatic document feeder, the original icon appears above the automatic document feeder.



**Standard sizes**

Standard sizes are sizes that the machine can automatically detect.

To specify the standard size, select [System Settings] in "Settings (administrator)" → [Common Settings] → [Device Control] → [Original Size Detector Setting].

List of original size detector settings

Selections	Standard sizes (detected original sizes)	
	Document glass	Document feeder tray (automatic document feeder)
Inch-1	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A3, A4
Inch-2	11" x 17", 8-1/2" x 13" (216 mm x 330 mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 13" (216 mm x 330 mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A3, A4
Inch-3	11" x 17", 8-1/2" x 13-2/5" (216 mm x 340 mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 13-2/5" (216 mm x 340 mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A3, A4
AB-1	A3, A4, A4R, A5, B4, B5, B5R	A3, A4, A4R, A5, B4, B5, B5R, 11" x 17", 8-1/2" x 14", 8-1/2" x 11"
AB-2	A3, A4, A4R, A5, B5, B5R, 216 mm x 330 mm (8-1/2" x 13")	A3, A4, A4R, A5, B4, B5, B5R, 216 mm x 330 mm (8-1/2" x 13"), 11" x 17", 8-1/2" x 11"
AB-3	A4, A4R, A5, B4, 8K, 16K, 16KR	A3, A4, A4R, A5, B4, 8K, 16K, 16KR, 11" x 17", 216 mm x 330 mm (8-1/2" x 13"), 8-1/2" x 11"
AB-4	A3, A4, A4R, A5, B5, B5R, 216 mm x 340 mm (8-1/2" x 13-2/5")	A3, A4, A4R, A5, B4, B5, B5R, 11" x 17", 216 mm x 340 mm (8-1/2" x 13-2/5"), 8-1/2" x 11"
AB-5	A3, A4, A4R, A5, B5, B5R, 216 mm x 343 mm (8-1/2" x 13-1/2")	A3, A4, A4R, A5, B4, B5, B5R, 11" x 17", 216 mm x 343 mm (8-1/2" x 13-1/2"), 8-1/2" x 11"

* In the size notation above, when the size is suffixed by "R" like "A4R", it indicates a case where a sheet available in both the vertical and horizontal orientations are set horizontally.



- Even when [Original] is set to [Auto], some original sizes may be detected as other one that is near the standard size. In this case, manually set the original size.
 - [SELECTING THE ORIENTATION AND SIZE OF THE ORIGINAL \(page 2-33\)](#)
- When placing a non-standard size original on the document glass, you can make it easier for the size to be detected by placing a blank sheet of 8-1/2" x 11" (A4), 5-1/2" x 8-1/2" (B5), or other standard size of paper on top of the original.

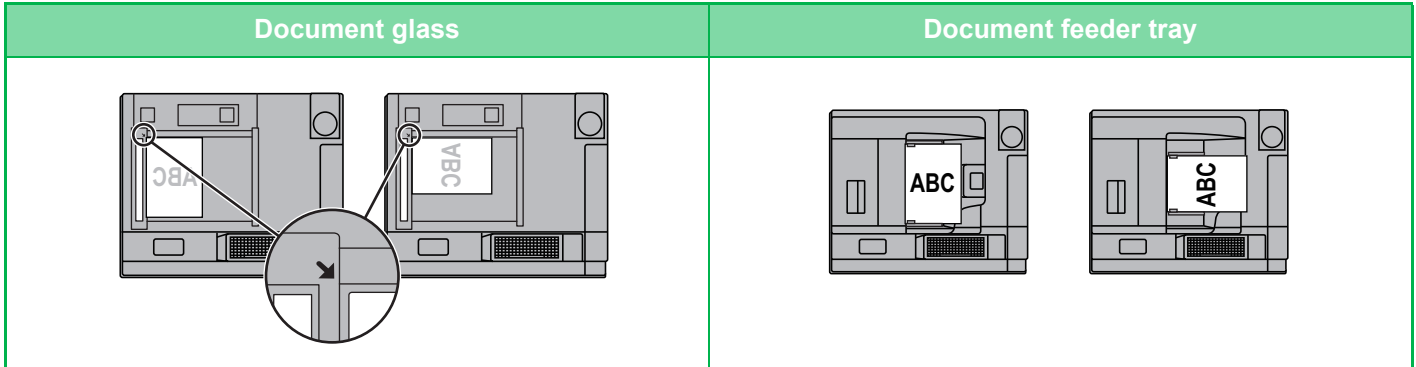


Orientation of placed original

Place the original as shown below.

If you place the original in an incorrect orientation, it may result in punching at an unexpected position or stapling. On "Preview Screen", view the image orientation or preview image.

► [COPY PREVIEW \(page 2-9\)](#)



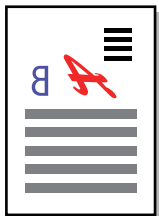
Set the orientation of the image to ensure that the orientation of the placed original is correctly recognized.

For information on the orientation of the original, see "[Specifying the orientation of the original \(page 2-33\)](#)".

Automatic copy image rotation (Rotation Copy)

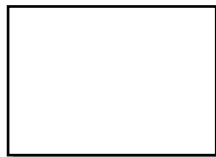
If the orientation is different between the original and paper, the original image will be automatically rotated 90 degrees to match the paper.

Orientation of placed original



The original seen from behind

Orientation of paper



The image is rotated 90 degrees



The paper seen from behind



To set Rotation Copy:

In "Settings (administrator)", select [System Settings] → [Copy Settings] → [Condition Settings] → [Rotation Copy Setting].

When [Rotation Copy] is selected, Rotation Copy operates when Auto Paper Select or Auto Ratio Select is in effect, or when the original and paper are the same size but the orientation is different.

When [Rotation Copy is done only at Auto Paper Select or Auto Ratio Select] is selected, Rotation Copy only operates when Auto Paper Select or Auto Ratio Select is in effect.



SELECTING THE PAPER TRAY FOR COPYING

The machine is set to automatically select a tray that has the same size of paper as the size of the placed original (Auto Paper Select).

If the original size cannot be detected correctly because it is a non-standard size or when you want to change the paper size for copying, you can select the paper tray manually.



If the selected tray runs out of paper during a copy job and there is another tray that has the same size and type of paper, that tray will be automatically selected and the copy job will continue.



To change the initially selected tray:

In "Settings (administrator)", select [System Settings] → [Copy Settings] → [Initial Status Settings] → [Paper Tray].

1

Tap the [Paper Select] key.

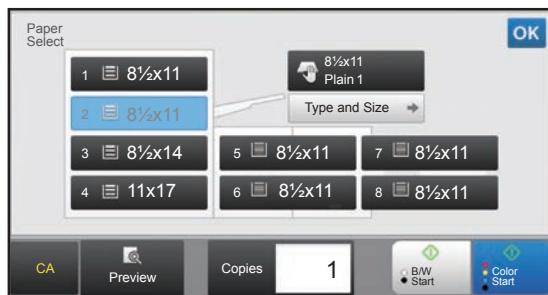
► [COPYING SEQUENCE \(page 2-7\)](#)

2

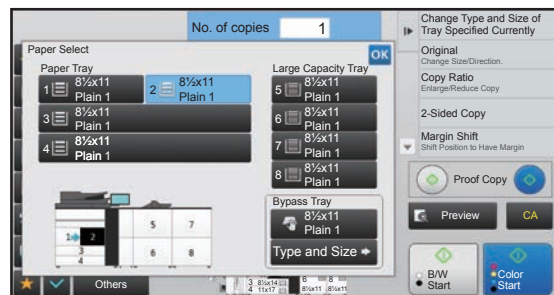
Tap the required tray key.

After the settings are completed, tap **OK**.

In Easy mode



In Normal mode



- When the bypass tray is selected, specify the paper type and size based on the paper loaded into the bypass tray.
► [SPECIFYING A TYPE AND SIZE OF PAPER LOADED ON BYPASS TRAY \(page 2-40\)](#)
- In normal mode, you can also open the [Paper Select] screen by tapping the machine image on the base screen.



To automatically select the tray, tap the [CA] key. When the [CA] key is tapped, all settings selected to that point are cleared and you will return to the base screen.



BASIC PROCEDURE FOR MAKING COPIES

This section explains how to select settings from the base screen of easy mode.

► [SELECTING COPY MODE \(page 2-4\)](#)

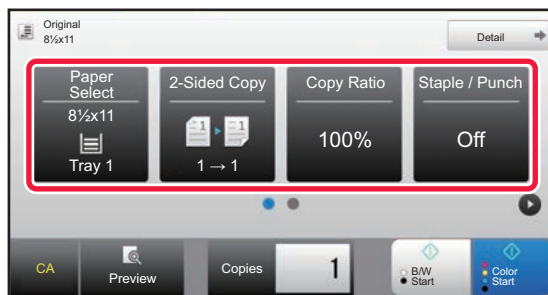
COPYING

USING THE AUTOMATIC DOCUMENT FEEDER FOR COPYING

1

Place the original in the document feeder tray of the automatic document feeder.

► [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)

2

Check the paper (tray) and color mode you want to use for copying, and tap the keys for any other settings you want to select.

- Paper Select ► [page 2-13](#)
- 2-Sided Copy ► [page 2-17](#)
- Copy Ratio ► [page 2-26](#)
- Staple / Punch ► [page 2-48](#), ► [page 2-53](#)
- Color Mode ► [page 2-20](#)
- Original ► [page 2-33](#)
- Exposure ► [page 2-23](#)
- N-Up ► [page 2-61](#)
- Card Shot ► [page 2-65](#)



Depending on the size of the placed original, there may be cases where the same size of paper as the original is not selected automatically. In this event, change the paper tray manually.

3

Tap the [Preview] key.

► [PREVIEW SCREEN \(page 1-17\)](#)



4

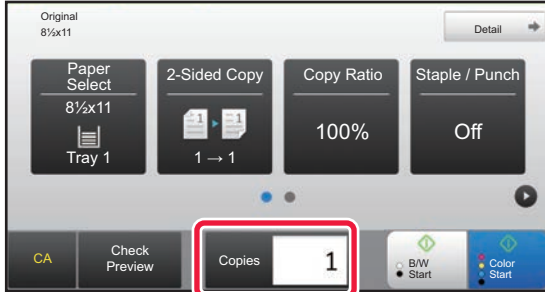
Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:

Tap the number of copies key to specify the number of copies.



USING THE DOCUMENT GLASS FOR COPYING

1

Place the original on the document glass.

► [DOCUMENT GLASS \(page 1-92\)](#)

2



Check the paper (tray) and color mode you want to use for copying, and tap the keys for any other settings you want to select.

- Paper Select ► [page 2-13](#)
- 2-Sided Copy ► [page 2-17](#)
- Copy Ratio ► [page 2-26](#)
- Staple / Punch ► [page 2-48](#), ► [page 2-53](#)
- Color Mode ► [page 2-20](#)
- Original ► [page 2-33](#)
- Exposure ► [page 2-23](#)
- N-Up ► [page 2-61](#)
- Card Shot ► [page 2-65](#)

3

Tap the [Preview] key.

► [PREVIEW SCREEN \(page 1-17\)](#)



4

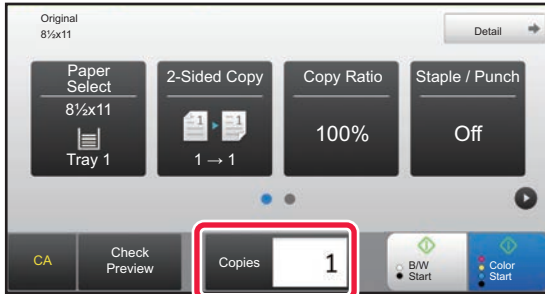
Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:

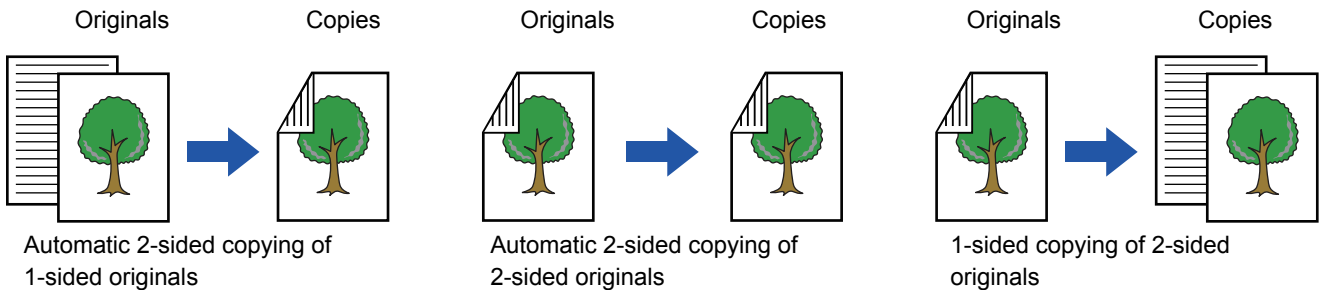
Tap the number of copies key to specify the number of copies.





AUTOMATIC 2-SIDED COPYING

USING THE AUTOMATIC DOCUMENT FEEDER FOR 2-SIDED COPYING



- To make 2-sided copies, configure the 2-sided copy settings before scanning the original.
- Dual-side copy helps to save paper.

1

Place the original in the document feeder tray of the automatic document feeder.

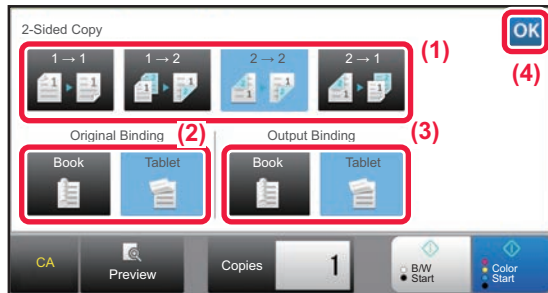
▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)

2

Tap the [2-Sided Copy] key.

▶ [COPYING SEQUENCE \(page 2-7\)](#)

3



Select 2-sided copy mode.

- (1) Select the 2-sided copy type.
- (2) When the original is set to "2-Sided", select "Tablet" or "Book" in "Original Binding".
- (3) When the output is set to "2-Sided", select "Tablet" or "Book" in "Output Binding".
- (4) After the settings are completed, tap **OK**.

4

Check the paper (tray) and color mode you want to use for copying, and tap the keys for any other settings you want to select.

Tap the [Original] key and specify the orientation of the original to have the orientation be correctly recognized.

▶ [Specifying the orientation of the original \(page 2-33\)](#)

- Paper Select ▶ [page 2-13](#)
- Copy Ratio ▶ [page 2-26](#)
- Staple / Punch ▶ [page 2-48](#), ▶ [page 2-53](#)
- Color Mode ▶ [page 2-20](#)
- Original ▶ [page 2-33](#)
- Exposure ▶ [page 2-23](#)
- N-Up ▶ [page 2-61](#)
- Card Shot ▶ [page 2-65](#)



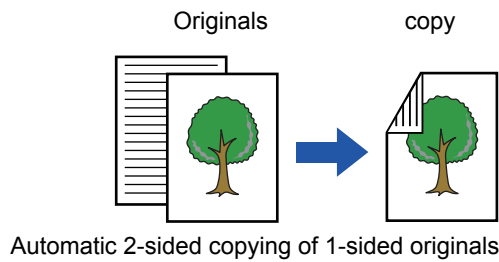
5

Tap the [Preview] key.

6

Tap the [Color Start] or [B/W Start] key to start copying.

USING THE DOCUMENT GLASS FOR 2-SIDED COPYING



Dual-side copy helps to save paper.



To change the default 2-sided copy mode:

In "Settings (administrator)", select [System Settings] → [Copy Settings] → [Initial Status Settings] → [2-Sided Copy].

1

Place the original on the document glass.

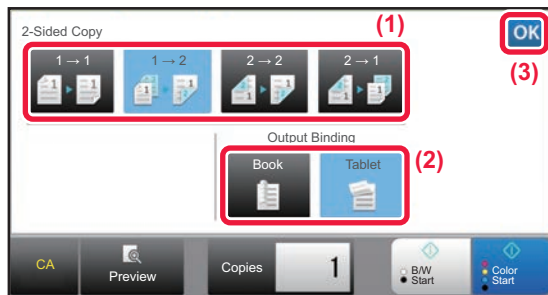
▶ [DOCUMENT GLASS \(page 1-92\)](#)

2

Tap the [2-Sided Copy] key.

▶ [COPYING SEQUENCE \(page 2-7\)](#)

3



Select the 2-sided copy mode.

- (1) Tap the [1 → 2] key.
- (2) When the output is set to "2-Sided", select "Tablet" or "Book" in "Output Binding".
- (3) After the settings are completed, tap **OK**.



The [2 → 2] key and [1 → 2] key cannot be used when copying from the document glass.



4



Check the paper (tray) and color mode you want to use for copying, and tap the keys for any other settings you want to select.

Tap the [Original] key and specify the orientation of the original to have the orientation be correctly recognized.

▶ [Specifying the orientation of the original \(page 2-33\)](#)

- Paper Select ▶ [page 2-13](#)
- Copy Ratio ▶ [page 2-26](#)
- Staple / Punch ▶ [page 2-48](#), ▶ [page 2-53](#)
- Color Mode ▶ [page 2-20](#)
- Original ▶ [page 2-33](#)
- Exposure ▶ [page 2-23](#)
- N-Up ▶ [page 2-61](#)
- Card Shot ▶ [page 2-65](#)



Depending on the size of the placed original, there may be cases where the same size of paper as the original is not selected automatically. In this event, change the paper tray manually.

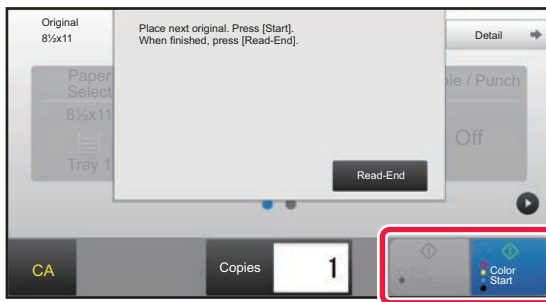
5

Tap the [Preview] key.

6

Tap the [Color Start] or [B/W Start] key.

7



Set the next original, and tap the [Color Start] or [B/W Start] key to scan the original.

Tap the same key you tapped in step 6.
Repeat this step until all originals have been scanned.

8

Tap the [Read-End] key to start copying.



COPY COLOR MODES

Select the color mode from Auto, Full Color, B/W, 2 Color, and Single Color.

Auto	The machine automatically detects whether each original is color or black & white and switches the mode appropriately (full color for a color original or black & white for a black & white original).
Full Color	The original is copied in full color.
B/W	The original is copied in black and white.
2 Color	The original is copied in two colors by changing a specific color used in the original to another color. If red is set to a specific color, reddish parts in an original are extracted, and changed to the specified color to make a copy.
Single Color*	The original is copied in any one color regardless of the colors used in the original.

* Can be set in normal mode.



If any color mode is selected, copying takes place in black and white when you tap the [B/W Start] key.



• **To change the default color mode:**

In "Settings (administrator)", select [System Settings] → [Copy Settings] → [Initial Status Settings] → [Color Mode].

• **To change the standard to detect Black & White and Color:**

In "Settings (administrator)", select [System Settings] → [Common Settings] → [Device Control] → [Detect Standard in Auto Color Mode].

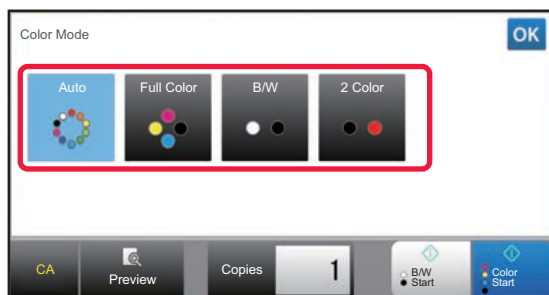
When the color mode is set to auto in copy mode, the discrimination point for detecting whether originals are color or black and white can be set to one of 5 levels. When set to [Closer to B/W], the originals are easier to recognize as black and white. When set to [Closer color], the originals are easier to recognize as color.

1



Tap the [Color Mode] key.

2



Select the color mode.

After the settings are completed, tap **OK**.
Check that the specified color mode is selected.



- When auto mode is used, there may be some originals for which switching between color and black & white does not take place correctly. If so, tap the [Color Start] or [B/W Start] key to manually switch between color and black & white.
- When [B/W Start] is selected, the [Color Start] key cannot be tapped.



Copying in two colors

The original is copied in two colors by changing a specific color to another color.

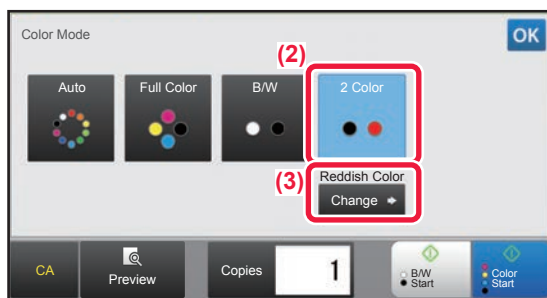
1

Tap the [Color Mode] key.

2

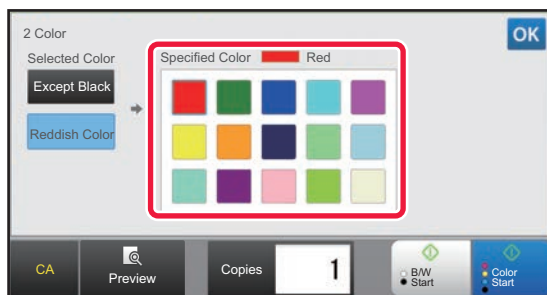
Tap the [2 Color] key.

3



Tap the [Change] key.

4



Tap the key of the color to be extracted to specify the extract color.

- **[Except Black]:**
Extracts black parts in an original, and changes non-black parts to the specified color.
- **[Reddish Color]:**
Extracts reddish parts in an original, and changes them to the specified color.

5

Specify the color to change the extracted color to.

After the settings are completed, tap the **OK** key on the [2 Color] screen, and check that the changed setting is displayed at the side of [2 Color] key on the color mode screen.

After you have checked it, tap **OK**.

Check that the specified color mode is selected.



Copying in single color

The original is copied in any one color.

1

Tap the [Detail] key to change to normal mode.

► [Changing mode from each mode \(page 2-5\)](#)

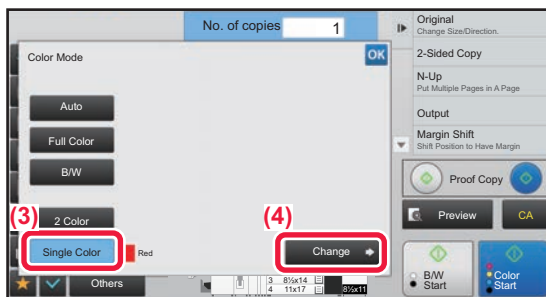
2

Tap the [Color Mode] key.

3

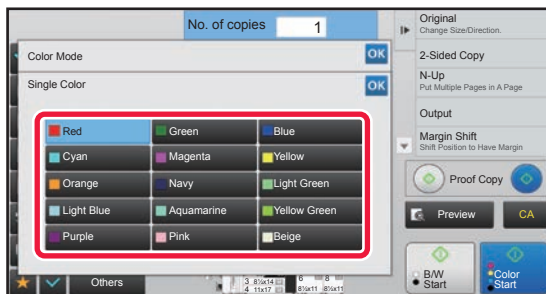
Tap the [Single Color] key.

4



Tap the [Change] key.

5



Tap a color you wish to use.

After the settings are completed, tap **OK** on the [Single Color] screen, and check that the changed setting is displayed at the side of [Single Color] key on the color mode screen.

After you have checked it, tap **OK** on the [Color Mode] screen.

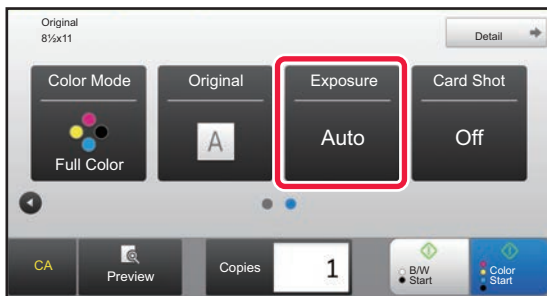


CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE

AUTOMATIC ADJUSTMENT OF EXPOSURE AND ORIGINAL TYPE

Automatic exposure adjustment operates by default to automatically adjust the exposure level and original type as appropriate for the original being copied. ([Auto] is displayed.)

This function automatically adjusts the image during black & white copying and full color copying to obtain the most suitable copy.



- **To change the default exposure:**

In "Settings (administrator)", select [System Settings] → [Copy Settings] → [Initial Status Settings] → [Exposure Type].

- **To adjust the exposure level when [Auto] is used for the copy exposure:**

In "Settings (administrator)", select [System Settings] → [Image Quality Adjustment] → [Copy Image Quality] → [Density Adjustment when [Auto] is selected for Exposure].

MANUAL ADJUSTMENT OF EXPOSURE AND ORIGINAL TYPE

This section explains how to select the original type depending on the original to be copied or manually adjust the exposure.



- **To change the default exposure:**

In "Settings (administrator)", select [System Settings] → [Copy Settings] → [Initial Status Settings] → [Exposure Type].

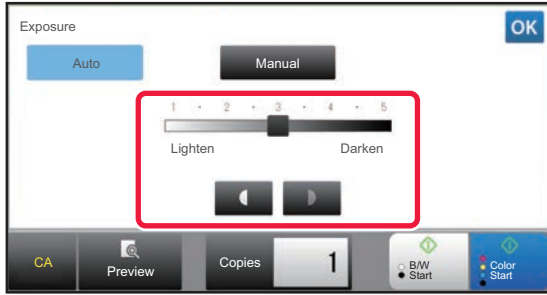
1

Tap the [Exposure] key.

► [COPY MODE \(page 2-3\)](#)



2



Tap or slide the slider to adjust the copy exposure.

After the adjustment, tap .

This completes the procedure in easy mode.

3

To select more detailed settings, tap the [Detail] key to switch to normal mode.

▶ [Changing mode from each mode \(page 2-5\)](#)

4

Tap the [Exposure] key.

5



Tap the required original image type key to specify the original type.

Tap the key matching the original.

Original image type select keys

- Text Use this mode for regular text documents.
- Text/Printed Photo This mode provides the best balance for copying an original which contains both text and printed photographs, such as a magazine or catalogue.
- Text/Photo This mode provides the best balance for copying an original which contains both text and photographs, such as a text document with a photo pasted on.
- Printed Photo This mode is best for copying printed photographs, such as photos in a magazine or catalogue.
- Photo Use this mode to copy photos.
- Map This mode is best for copying the light color shading and fine text found on most maps.
- Light Original Use this mode for originals with light pencil writing.

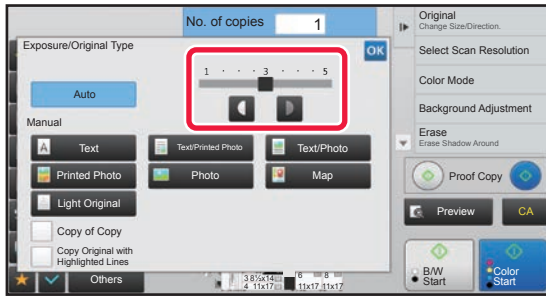




- When using a copy or printed page from the machine as an original:
When using a copy or printed page from the machine as an original, tap the [Copy of Copy] checkbox so that appears.
[Copy of Copy] is available when [Auto], [Text], [Printed Photo], or [Text/Printed Photo] is selected as the original image type.
- To enhance the color of a color copy:
Tap the [Color Tone Enhancement] checkbox so that appears.
Set the [Color Tone Enhancement] when you select an original type.
- When copying originals marked with a highlighter pen in black and white, it is useful to use "Copy Original with Highlighted Lines". This function can improve the hue difficult to express with normal copy.




- [Copy of Copy] and [Color Tone Enhancement] cannot be specified together.
- [Copy of Copy] and [Color Tone Enhancement] cannot be combined with [Intensity] in "Others".

6



Tap   or slide the slider to adjust the copy exposure.

If you adjust the exposure with the original type selected to [Auto], the original image type is automatically selected to [Text/Printed Photo].

After the adjustment, tap .



Guidelines for the exposure level when [Text] is selected for "Exposure/Original Type"

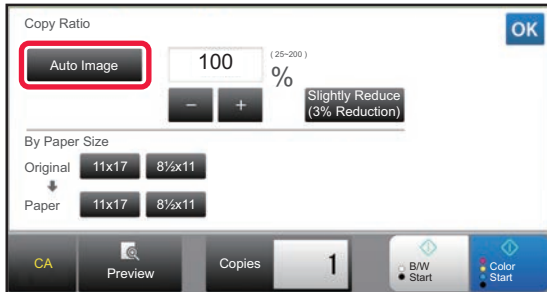
- 1 to 2: Dark originals such as a newspaper
- 3: Normal density originals
- 4 to 5: Originals written in pencil or light colored text



ENLARGE/REDUCE

AUTO RATIO SELECT

This section explains how to automatically select the appropriate ratio to meet the paper size when manually changing the paper tray to make a copy on paper that has a size different from the original.



For a non-standard size original, the size must be entered in order to use Auto Image.



To change the default ratio:

In "Settings (administrator)", select [System Settings] → [Copy Settings] → [Initial Status Settings] → [Copy Ratio].

1

Manually select the paper tray, and place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

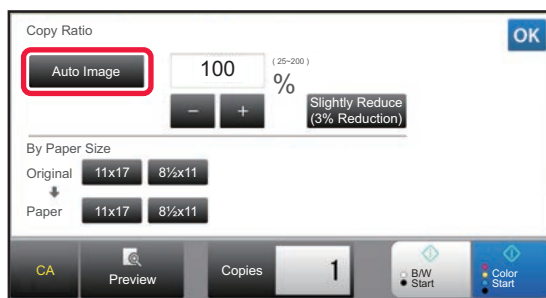
- ▶ [SELECTING THE PAPER TRAY FOR COPYING \(page 2-13\)](#)
- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

2

Tap the [Copy Ratio] key.

- ▶ [COPY MODE \(page 2-3\)](#)

3



Tap the [Auto Image] key.

The reduction or enlargement ratio is automatically selected based on the original size and the selected paper size. The automatically selected ratio will appear in the ratio display.



- **To cancel the Auto Ratio Selection setting:**
Tap [Auto Image] to deselect it.
- **To return the ratio to 100%:**
Tap the [100%] key.



MANUAL RATIO SELECTION

This section explains how to specify any ratio when making a copy on paper that has a size different from the original or changing the image size for copying.

The following three methods can be used to specify the ratio.

Using the preset ratio key

Specify any ratio by combination of preset ratio key, for which the enlargement and reduction ratio values are pre-registered between the frequently used standard sizes, with the zoom key, which allows you to adjust the ratio in 1% units like .

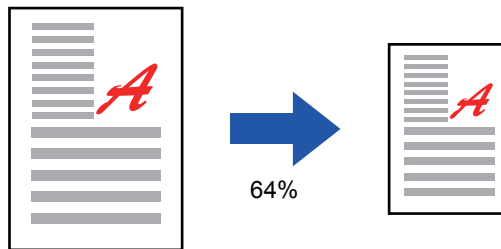
Up to two ratio values can be added to preset ratio keys, respectively for enlargement and reduction.

Specifying the paper size

Specify the paper sizes of the original and output to automatically obtain the appropriate ratio.

Original size: 11" x 17"

Copy size: 8-1/2" x 11"



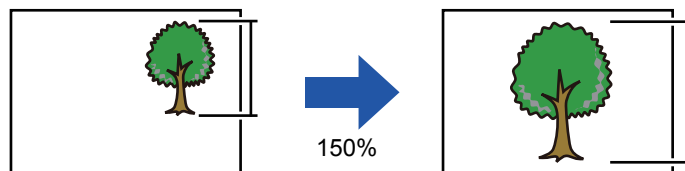
Specifying the image dimensions

Specify the image sizes of the original and output to automatically obtain the appropriate ratio.

To make a copy with the same ratio between the vertical and horizontal sizes, enter either one of the vertical and horizontal sizes.

Image size: 90mm

Output size: 135mm



When the automatic document feeder is used, the vertical and horizontal ratio selection ranges are both between 25% to 200%.



To return the ratio to 100%:

Tap the [100%] key.



To add any ratio as a preset ratio:

In "Settings (administrator)", select [System Settings] → [Copy Settings] → [Condition Settings] → [Add or Change Extra Preset Ratios]. To select the added preset ratio, tap the [Other Ratio] key.



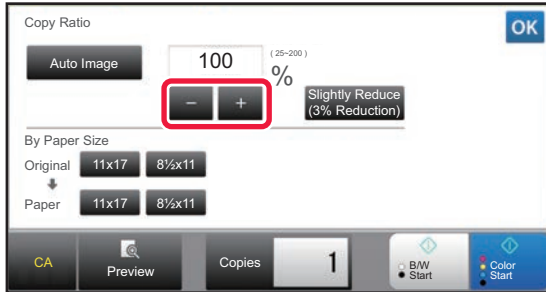
Using the preset ratio key

1

Tap the [Copy Ratio] key.

▶ [COPY MODE \(page 2-3\)](#)

2



Tap **-** **+** to set the ratio.

After the settings are completed, tap **OK**.

Check that a paper size suitable for the ratio is selected.



- If you tap the [Slightly Reduce (3% Reduction)] key, the ratio will be set lower than the specified one by 3%.

In normal mode

- There are two setting screens. Use the [Other Ratio] key to switch between the screens.
- To quickly set the area, first specify a value close to the desired value by the numeric keys, then adjust it with **-** **+**.
- Up to two frequently used ratio values can be added to the preset ratio key, respectively for enlargement and reduction.

▶ [Copy Settings \(page 7-77\)](#)



To cancel all settings:

Tap the [CA] key.

Specifying the paper size

1

Tap the [Copy Ratio] key.

▶ [COPY MODE \(page 2-3\)](#)

2



Specify the original size (paper size of the loaded original) and the copy size (paper size of the copy output).

After the settings are completed, tap **OK**.



To cancel all settings:

Tap the [CA] key.



Specifying the image dimensions

1

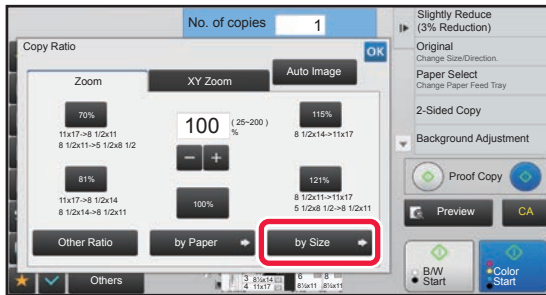
Tap the [Detail] key to change to normal mode.

▶ [Changing mode from each mode \(page 2-5\)](#)

2

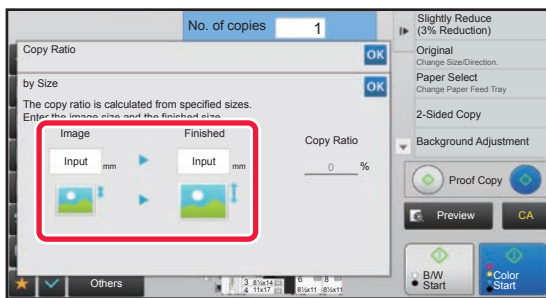
Tap the [Copy Ratio] key.

3



Tap the [by Size] key of the [Zoom] tab.

4



Specify the image size (dimensions of the image to be enlarged or reduced) and the output size (dimensions of the enlarged and reduced images).

Tap the area of image size and output size, and enter the sizes using the numeric keys.

After the settings are completed, tap **OK**.



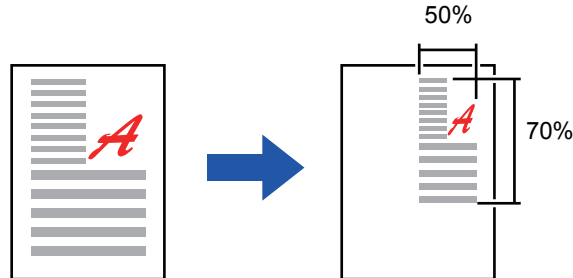
- **If you have entered an incorrect size:**
Tap the [C] key, and then enter the correct size.
- **To cancel all settings:**
Tap the [CA] key.



ENLARGING/REDUCING THE LENGTH AND WIDTH SEPARATELY

This section explains how to individually specify the horizontal and vertical copy ratios.

When 50% is selected for the horizontal ratio and 70% is selected for the vertical ratio



The following two methods can be used to specify the ratio.

Using the preset ratio key

Specify any ratio by combination of preset ratio key, which is pre-registered, with the **- +** key, which allows you to adjust the ratio in 1% units.

Specifying the image dimensions

Specify the image sizes of the original and output to automatically obtain the appropriate ratio.

Enter the vertical and horizontal sizes.



When the automatic document feeder is used, the vertical and horizontal ratio selection ranges are both between 25% to 200%.



To cancel the XY zoom setting:
Tap the [Zoom] tab or the [CA] key.

Using the preset ratio key

1

Tap the [Detail] key to change to normal mode.

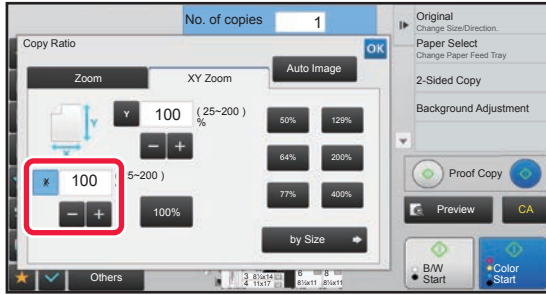
► [Changing mode from each mode \(page 2-5\)](#)

2

Tap the [Copy Ratio] key, and then tap the [XY Zoom] tab.



3



Tap the [X] key, and set the X (horizontal) ratio.



- To quickly set the ratio, first specify a value close to the desired one, then adjust it with **-** **+**.
- Tap each area of the X (horizontal) and Y (vertical) directions, and enter the sizes using the numeric keys.

4

Tap the [Y] key, and set the Y (vertical) ratio in the same way as the [X] key.

After the settings are completed, tap **OK**.

Check that a paper size suitable for the ratio is selected.

Specifying the image dimensions

1

Tap the [Detail] key to change to normal mode.

▶ [Changing mode from each mode \(page 2-5\)](#)

2

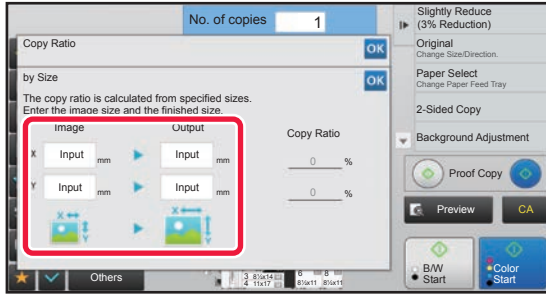
Tap the [Copy Ratio] key, and then tap the [XY Zoom] tab.

3

Tap the [by Size] key.



4



Specify the X and Y dimensions of the image size and those of the output size.

Check that a paper size suitable for the ratio is selected. After the settings are completed, tap **OK**.



Tap the image size and output size areas, and enter the sizes using the numeric keys.



- **If you have entered an incorrect size:**
Tap the [C] key on the numeric keys that appears when you tap the entry area, and set to the correct size.
- **To cancel all settings:**
Tap the [CA] key.



SELECTING THE ORIENTATION AND SIZE OF THE ORIGINAL

When the original size is a non-standard size or is not detected correctly, manually specify the original size. Set the orientation of the image to ensure that the orientation of the placed original is correctly recognized.



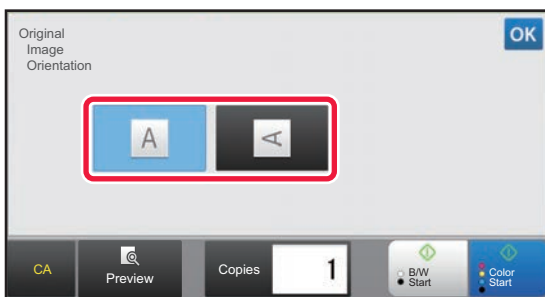
- Set the orientation and size of the original before scanning the original.
- The original size is set in normal mode.

Specifying the orientation of the original

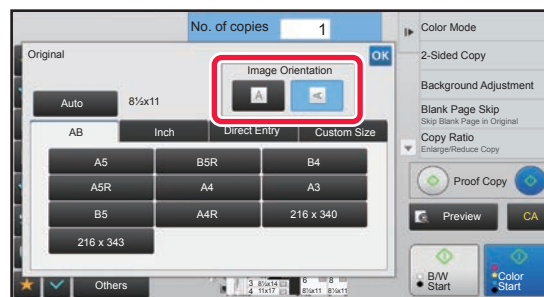
By specifying the starting side (top or left side) of the placed original, the orientation of the original will be correctly recognized.

Finishing position settings and N-Up layout settings are specified using the recognized orientation.

In Easy mode



In Normal mode



Specifying the orientation and size of an inch-size original

1

Tap the [Original] key to set the orientation of the original.

► [COPY MODE \(page 2-3\)](#)

2

Tap the [Detail] key to change to normal mode.

► [Changing mode from each mode \(page 2-5\)](#)

3

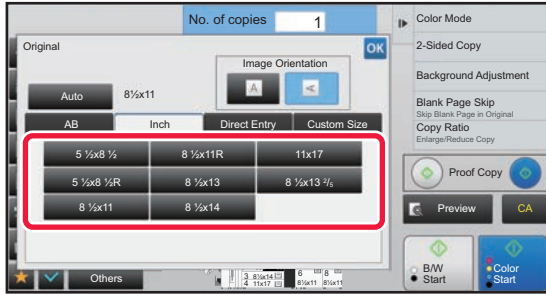
Tap the [Original] key.

4

Tap the [Inch] tab.



5



Tap the appropriate original size key.

After the settings are completed, tap **OK**.

Specifying the orientation and size of an AB-size original

1

Tap the [Original] key to set the orientation of the original.

▶ [COPY MODE \(page 2-3\)](#)

2

Tap the [Detail] key to change to normal mode.

▶ [Changing mode from each mode \(page 2-5\)](#)

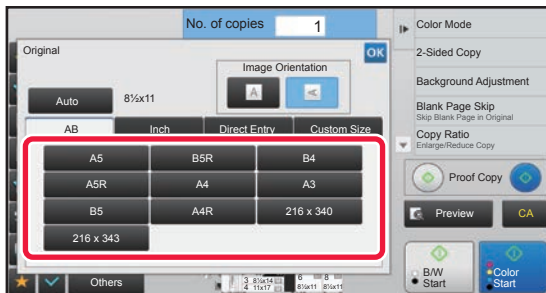
3

Tap the [Original] key.

4

Tap the [AB] tab.

5



Tap the appropriate original size key.

After the settings are completed, tap **OK**.



Specifying the orientation and size of a non-standard size originals

1

Tap the [Original] key to set the orientation of the original.

► [COPY MODE \(page 2-3\)](#)

2

Tap the [Detail] key to change to normal mode.

► [Changing mode from each mode \(page 2-5\)](#)

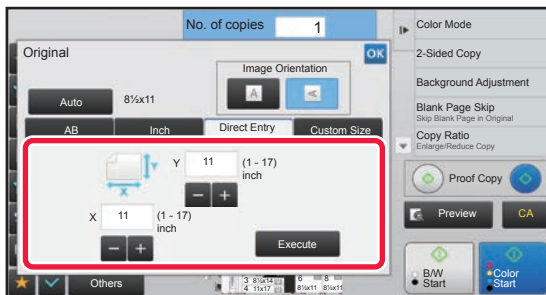
3

Tap the [Original] key.

4

Tap the [Direct Entry] tab.

5



Specify the original size.



- Tap the areas displaying width and height sizes respectively, and enter the sizes using the numeric keys.
- It is convenient to use **- +** to finely adjust the entered size.

6

Tap the [Execute] key.

On the base screen, check that the specified size is displayed on the [Original] key.
After the settings are completed, tap **OK**.



STORING FREQUENTLY USED ORIGINAL SIZES

Store the frequently used non-standard original sizes. This section explains how to store, retrieve, modify, and delete non-standard original sizes.



- The stored original size will be retained even if the main power is turned off.
- A total of up to 12 non-standard original sizes can be registered for copying and image sending.
- The added original sizes will also appear in other modes.

Storing original sizes (Modify/Delete)

1

Tap the [Detail] key to change to normal mode.

▶ [Changing mode from each mode \(page 2-5\)](#)

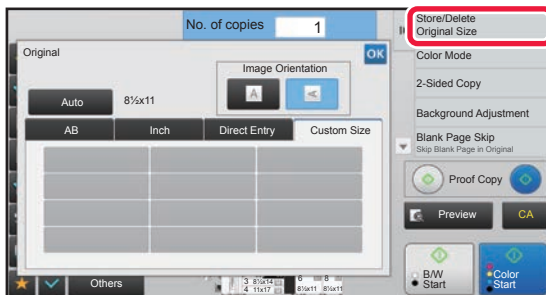
2

Tap the [Original] key.

3

Tap the [Custom Size] tab.

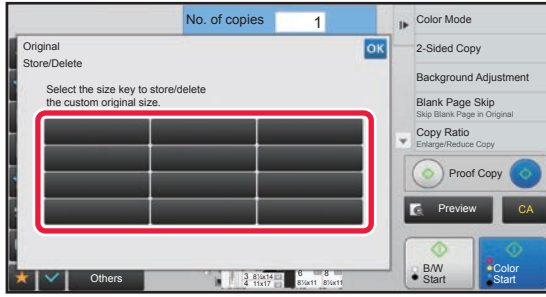
4



Tap [Store/Delete Original Size] on the action panel.



5



Tap a key () for storing a custom original size.

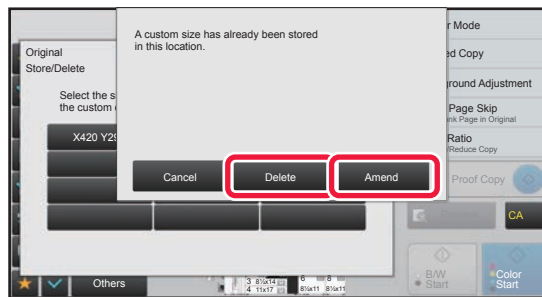
Tap a key that does not show a size.



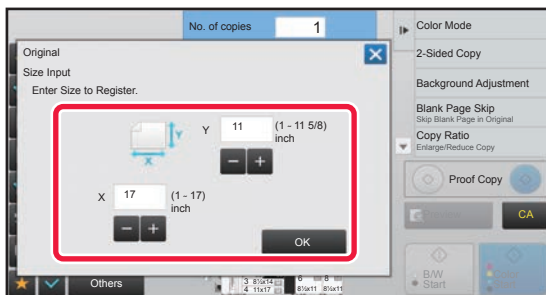
To modify or delete a previously stored key:

Tap the key that you want to modify or delete. The following screen will appear.

- To modify the key, tap the [Modify] key and go to the next step.
- To delete the key, tap the [Delete] key. Make sure that the original size has been cleared and tap the **OK** key.



6



Specify the original size.

Tap the areas displaying width and height sizes respectively, and enter the sizes using the numeric keys.



It is convenient to use **- +** to finely adjust the entered size.

7

Tap the [Execute] key

After the settings are completed, tap the **X** key, and check that the key of the size stored on the original screen is added properly. After you have checked it, tap **OK**.



To cancel the operation:

Tap the [CA] key.



Retrieving a stored original size

1

Tap the [Detail] key to change to normal mode.

► [Changing mode from each mode \(page 2-5\)](#)

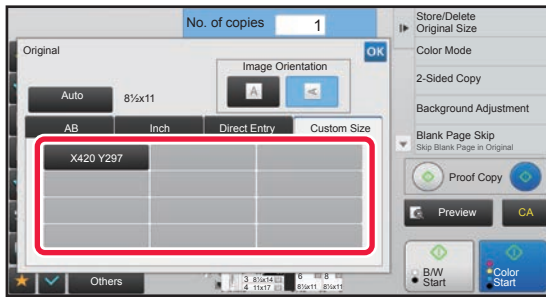
2

Tap the [Original] key.

3

Tap the [Custom Size] tab.

4



Tap the key of the original size that you wish to retrieve.

After selecting the key of the original size, tap the **OK** key. On the base screen, check that the specified size is displayed on the [Original] key.



To cancel the operation

Tap the [CA] key.



MAKING COPIES USING THE BYPASS TRAY

MAKING COPIES USING THE BYPASS TRAY

In addition to plain paper, the bypass tray allows you to make copies on transparency film, envelopes, tab paper, and other special media.



For detailed information on paper that can be loaded into the bypass tray, see "[APPLICABLE PAPER TYPES \(page 1-61\)](#)".
For precautions on loading paper into the bypass tray, see "[LOADING PAPER INTO THE BYPASS TRAY \(page 1-81\)](#)".

1

Load paper into the bypass tray.

► [LOADING PAPER INTO THE BYPASS TRAY \(page 1-81\)](#)

2

Tap the [Paper Select] key, and tap the bypass tray key.

Each tray key displays the size and type of the loaded paper.

► [SELECTING THE PAPER TRAY FOR COPYING \(page 2-13\)](#)

3

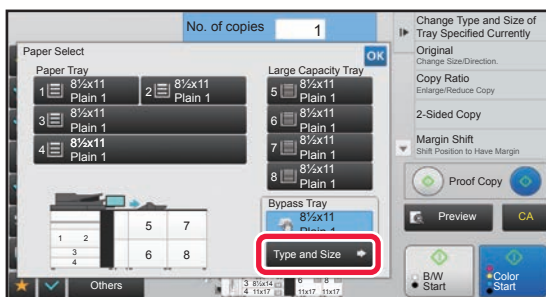
To select more detailed settings, tap the [Detail] key to switch to normal mode.

► [Changing mode from each mode \(page 2-5\)](#)

4

Tap the [Paper Select] key.

5



Tap the [Type and Size] key, and select the size and type of the paper.

► [SPECIFYING A TYPE AND SIZE OF PAPER LOADED ON BYPASS TRAY \(page 2-40\)](#)

6

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

► [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)

► [DOCUMENT GLASS \(page 1-92\)](#)

7

Tap the [Color Start] or [B/W Start] key to start copying.



SPECIFYING A TYPE AND SIZE OF PAPER LOADED ON BYPASS TRAY

1

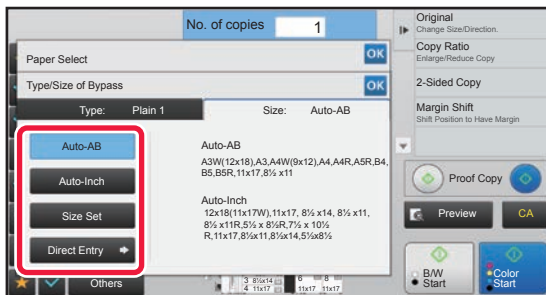
Tap the [Paper Select] key, and tap the bypass tray key.

▶ [SELECTING THE PAPER TRAY FOR COPYING \(page 2-13\)](#)

2

Tap the [Type and Size] key, and tap the key that meets the type of the loaded paper.

3



Tap the [Size] tab, and tap the key that meets the size of the loaded paper.

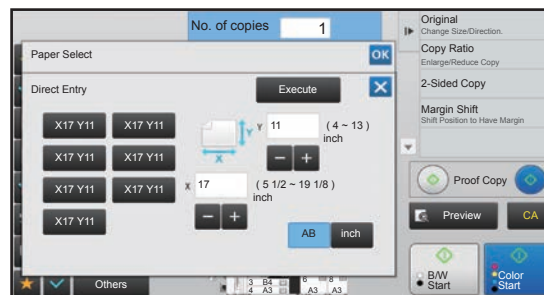
- **[Auto-AB] key:**
Automatically detects the appropriate AB paper size when loading paper such as A4 or B5.
- **[Auto-Inch] key:**
Automatically detects the appropriate inch paper size when loading paper such as 8-1/2"x11".
- **[Size Set] key:**
Tap this key to manually specify the paper size that is not detected automatically.
- **[Direct Entry] key:**
Tap this key to enter a numeric value for the size of the loaded paper.

After the settings are completed, tap **OK**.



To directly enter a paper size

Tap the [inch] key to set a paper size in inches, or tap the [AB] key to set it in millimeters.
After you have entered the paper size using the **- +** key, tap the [Execute] key.



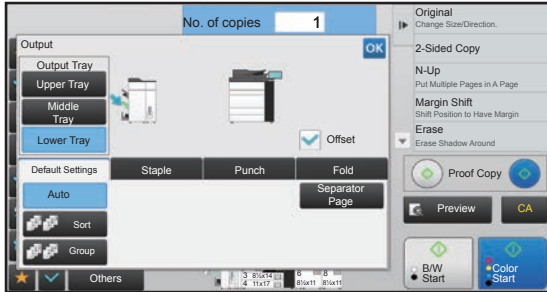


OUTPUT

Configure the output settings for copies using Sort, Group, Offset, Separator Page, Staple, Punch, or Fold. Also specify the output destination of copies.

You can tap the [Output] key in normal mode to configure settings for all output functions.

Settings for the staple and punch functions can also be configured from simple mode.



[Output] screen of normal mode

Output Tray

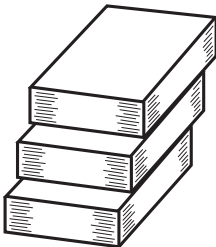
Specify the destination to output copies.

If a finisher (100-sheet stapling) or saddle stitch finisher (100-sheet stapling) is installed, you can select [Upper Tray], [Middle Tray], or [Lower Tray].

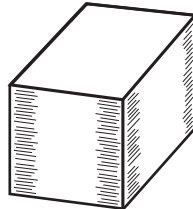
▶ [CHANGING OUTPUT DESTINATION \(page 2-43\)](#)

Offset

This function outputs copies while shifting them set by set. Setting the checkbox to enables the offset function, and setting it to disables the function.



Offset enabled



Offset disabled



- This function is available when a finisher or saddle stitch finisher is installed and [Upper Tray] or [Lower Tray] is selected as the output tray.
- The offset can be used with a custom size paper.



Selecting the staple function clears the Offset checkmark automatically.



Separator Page

This function inserts separator pages for every specified number of copies or for every job before they are output.

- ▶ [INSERTING SEPARATOR PAGES BETWEEN COPIES OR JOBS \(page 2-44\)](#)

Sort/Group

Select the sorting method when copying the scanned original.

"Sort" sorts the scanned original on a set basis, and outputs them. "Group" sorts the scanned original on a page basis, and outputs them.

- ▶ [SORT/GROUP SETTING \(page 2-46\)](#)

Staple

Each set of copies can be stapled, or the sheets can be folded at the center and stapled.

- ▶ [Stapling each set of sorted copies \(page 2-50\)](#)
- ▶ [Saddle stitching for sorted copies \(page 2-51\)](#)



- The staple function is available only when the finisher or saddle stitch finisher is installed.
- The saddle stitch function is available only when the saddle stitch finisher is installed.

Punch

This function punches copies and outputs them.

- ▶ [PUNCH SETTINGS \(page 2-53\)](#)



The punch function is available only when the punch module is installed.

Fold

Copies can be folded and output.

- ▶ [FOLDING OUTPUT PAPER \(page 2-55\)](#)



The fold function is available only when the saddle stitch finisher or folding unit is installed.



CHANGING OUTPUT DESTINATION

Specify the destination to output copies.

1

Tap the [Detail] key to change to normal mode.

▶ [Changing mode from each mode \(page 2-5\)](#)



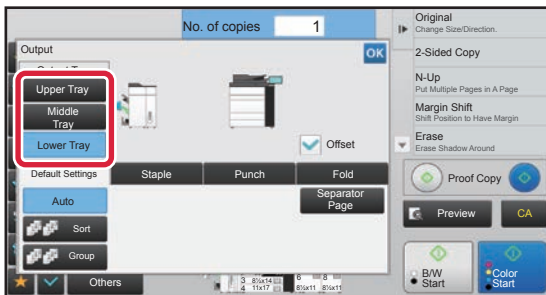
Tap the [Original] key and specify the orientation of the original to have the orientation be correctly recognized.

▶ [Specifying the orientation of the original \(page 2-33\)](#)

2

Tap the [Output] key.

3



Select the output tray from "Output Tray".

After the settings are completed, tap **OK**.



If a finisher (100-sheet stapling) or saddle stitch finisher (100-sheet stapling) is installed, select the [Upper Tray], [Middle Tray] or [Lower Tray] key.



INSERTING SEPARATOR PAGES BETWEEN COPIES OR JOBS

This function inserts separator pages between each set of copies or between each job.

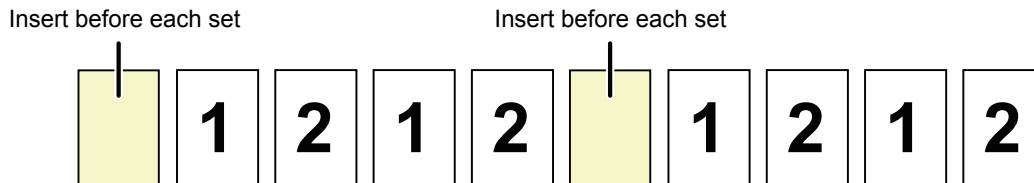
When you insert separator pages between sets of copies, you can specify whether to insert the separator page before or after each set. You can also specify the number of copies that makes one set.

When you insert separator pages between jobs, you can specify whether to insert a separator page before or after each job.

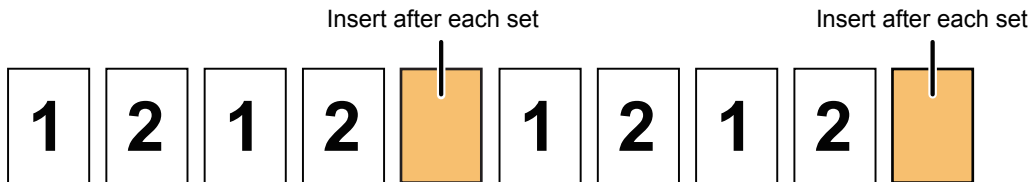
Separator page insertion examples

In the following examples, four copies of a two-page original are output.

Inserting a separator page before each set of two copies



Inserting a separator page after each set of two copies



Inserting separator pages before and after a job



- Even when this function is enabled, the Sort/Group, Staple, Punch, Z-Fold, and Half Fold functions are not applied to separator pages.
- Combinations of Saddle Stitch, Saddle Fold, C-Fold, Accordion Fold, Double Fold, and Trimmer cannot be used.
- The Offset function, if enabled, is also applied to separator pages.

1

Tap the [Detail] key to change to normal mode.

▶ [Changing mode from each mode \(page 2-5\)](#)



Tap the [Original] key and specify the orientation of the original to have the orientation be correctly recognized.

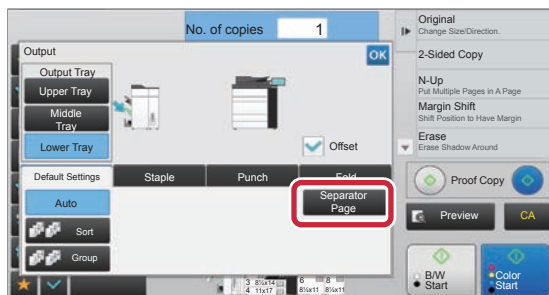
▶ [Specifying the orientation of the original \(page 2-33\)](#)



2

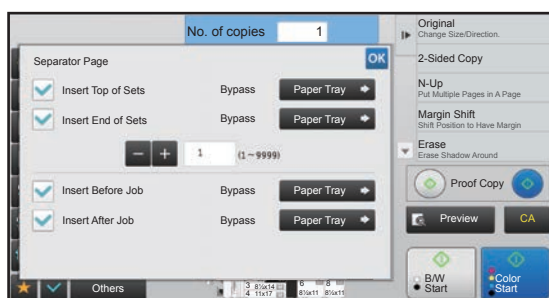
Tap the [Output] key.

3



Tap the [Separator Page] key.

4



Specify the separator page insertion mode.

- To insert separator pages between sets of copies, set the [Insert Top of Sets] or [Insert End of Sets] checkbox to . Next, tap **- +** to specify the number of copies in each set.
- To insert separator pages between jobs, set the [Insert Before Job] or [Insert After Job] checkbox to .
- After the settings are completed, tap **OK**.



To change the separator page tray:

Tap the [Paper Tray] key to display the tray selection screen. Tap the separator page tray in the tray selection screen. For more information, see "[SELECTING THE PAPER TRAY FOR COPYING \(page 2-13\)](#)" and "[SPECIFYING A TYPE AND SIZE OF PAPER LOADED ON BYPASS TRAY \(page 2-40\)](#)".



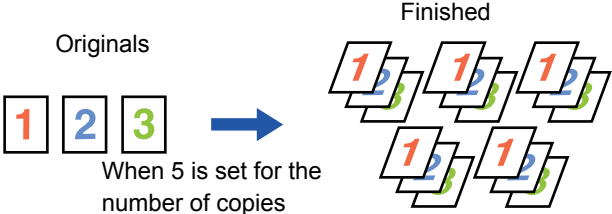
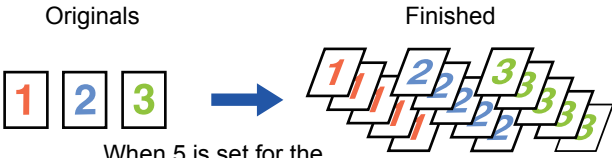
To cancel the separator page insertion setting:

Clear the checkmark for separator page insertion mode.



SORT/GROUP SETTING

This section explains how to select the sorting method when outputting the scanned original.

Auto	Enables the sort mode when the original is placed in the automatic document feeder, and enables the group mode when the original is placed on the document glass.	
Sort	Sorts the scanned original on a set basis, and outputs them.	<p>Originals</p>  <p>When 5 is set for the number of copies</p>
Group	Groups the scanned original on a page basis, and outputs them.	<p>Originals</p>  <p>When 5 is set for the number of copies</p>

1 Tap the [Detail] key to change to normal mode.

► [Changing mode from each mode \(page 2-5\)](#)



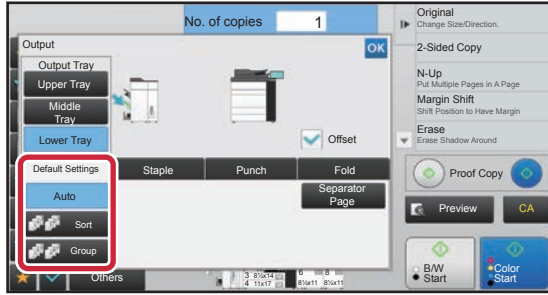
Tap the [Original] key and specify the orientation of the original to have the orientation be correctly recognized.

► [Specifying the orientation of the original \(page 2-33\)](#)

2 Tap the [Output] key.



3



Tap the [Sort/Group] tab, and tap the [Auto], [Sort] or [Group] key.

After the settings are completed, tap **OK**.







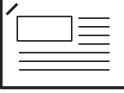
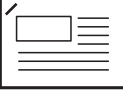
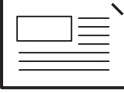





To change the output tray, tap the output tray key, and select the output destination.



STAPLE SETTINGS

Specify whether or not the set of output will be stapled.

Image Orientation	Staple	Staple Position		
		Left	Top	Right
-	Off	Does not staple.		
Portrait orientation	1 Staple			
	2 Staples			
Landscape orientation	1 Staple			
	2 Staple			



- You can view staple positions on the "[PREVIEW SCREEN \(page 1-17\)](#)". Text will be printed at the preset size regardless of the copy ratio or paper size setting.
- To change the default staple position:
In "Settings (administrator)", select [System Settings] → [Copy Settings] → [Initial Status Settings] → [Staple Position].



- A finisher or saddle stitch finisher is required to use the staple function.
- A saddle stitch finisher is required to use the saddle stitch function.



Staple ON (excluding booklet)

1

Tap the [Staple / Punch] key.

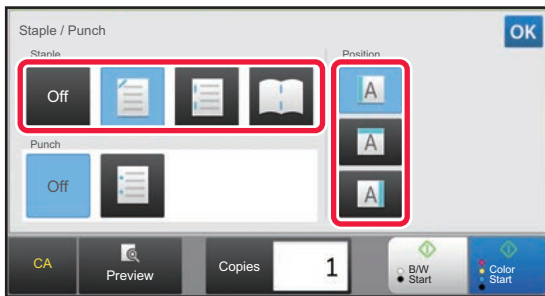
► [COPY MODE \(page 2-3\)](#)



Tap the [Original] key and specify the orientation of the original to have the orientation be correctly recognized.

► [Specifying the orientation of the original \(page 2-33\)](#)

2



Select the number of staples and staple position.

After the settings are completed, tap **OK**.

Saddle Stitch

1

Tap the [Staple / Punch] key.

► [COPY MODE \(page 2-3\)](#)



Tap the [Original] key and specify the orientation of the original to have the orientation be correctly recognized.

► [Specifying the orientation of the original \(page 2-33\)](#)

2

Select .

After the settings are completed, tap **OK**.

3

Select binding edge and original settings.

► [MAKING COPIES IN PAMPHLET FORMAT \(BOOKLET\) \(page 2-72\)](#)

After the settings are completed, tap **OK**.



Stapling each set of sorted copies

The setting procedure in normal mode is explained.

1

Tap the [Detail] key to change to normal mode.

▶ [Changing mode from each mode \(page 2-5\)](#)



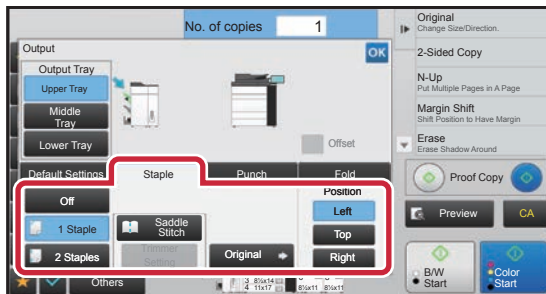
Tap the [Original] key and specify the orientation of the original to have the orientation be correctly recognized.

▶ [Specifying the orientation of the original \(page 2-33\)](#)

2

Tap the [Output] key.

3



Tap the [Staple] tab, and tap the staple position key.

Tap the [Original] key to change the original settings. Staple position can be selected from "Position" when selecting keys other than [Off], and [Saddle Stitch]. After the settings are completed, tap **OK**.



If the number of scanned originals exceeds the staple sheet limit, a message is displayed. Tap the [Continue] or [Cancel] key.

[Continue]: Continues sorting without stapling.

[Cancel]: Cancels the staple sort setting.



To cancel the staple function:

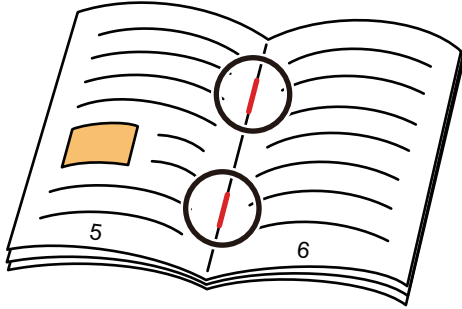
Tap the [Off] key.



Saddle stitching for sorted copies

This function staples each set of copies at two positions in the center of paper, folds them in half, and outputs them. For saddle folding, it trims a side drop, offering a good-looking output image.

The setting procedure in normal mode is explained.



- You can view staple positions in "[PREVIEW SCREEN \(page 1-17\)](#)".
- A saddle stitch finisher is required to use the saddle stitch function.
- The trimmer function is available when a trimmer unit is installed on the machine.

Saddle stitch

1

Tap the [Detail] key to change to normal mode.

▶ [Changing mode from each mode \(page 2-5\)](#)



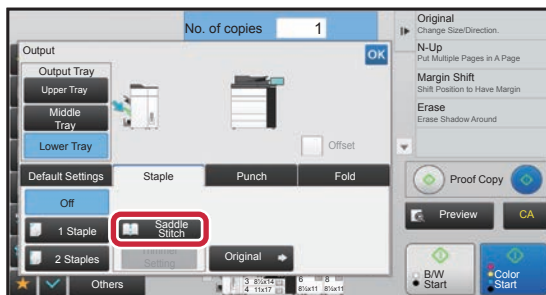
Tap the [Original] key and specify the orientation of the original to have the orientation be correctly recognized.

▶ [Specifying the orientation of the original \(page 2-33\)](#)

2

Tap the [Output] key.

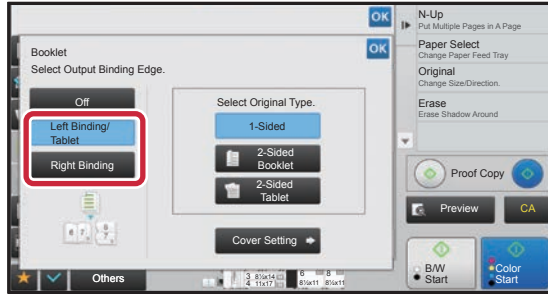
3



Tap the [Staple] tab, and tap the [Saddle Stitch] key.



4



Tap the [Left Binding/Tablet] or [Right Binding] key to select an original and configure the cover sheet setting.

After the settings are completed, tap **OK**.



- The original will be scanned from the innermost side when folded.
- If the number of scanned originals exceeds the staple sheet limit, a message is displayed. Tap the [Divide], [Continue], or [Cancel] key.
 - [Divide]: Divides the pages into sets that can be stapled and sorts them. You cannot use this function if the cover settings are selected.
 - [Continue]: Continues sorting without stapling.
 - [Cancel]: Cancels the staple sort setting.

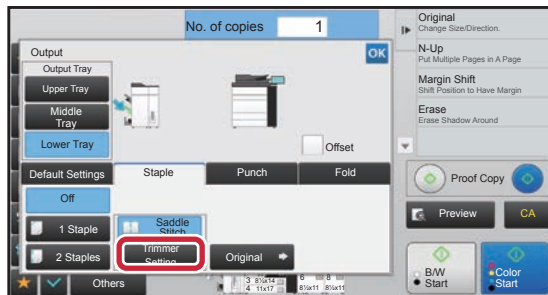


To cancel the Saddle Stitch:

Tap the [Off] key.

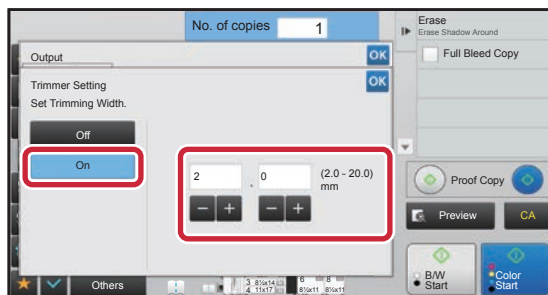
Trimmer Setting

1



When Saddle Stitch is selected, tap the [Trimmer Setting] key.

2



Tap the [On] key, and specify the trimming width.

Tap the numeric value display field of the trimming width, and enter the allowable range using the numeric keys. Otherwise, tap **-** **+**. After the settings are completed, tap **OK**.



To cancel the Trimmer Setting:

Tap the [Off] key.



PUNCH SETTINGS

This function punches copies and outputs them to the tray.

Image Orientation	Punch Position		
	Left	Top	Right
Off	Does not punch.		
Portrait orientation			
Landscape orientation			



- To change the default punch settings:
In "Settings (administrator)", select [System Settings] → [Copy Settings] → [Initial Status Settings] → [Punch].
- Punch positions are linked to staple positions.



- You can view punch positions on the "[PREVIEW SCREEN \(page 1-17\)](#)".
- A punch module is required for paper punch.
- You cannot use 12" x 18" (A3W) size paper or special media such as transparency film and tab paper.
- The punch function cannot be used in combination with Saddle Stitch or folding functions. The punch function can be used in combination with the Z-Fold function when 11"x17", A3, or B4 is used.

1

Tap the [Staple / Punch] key.

- [COPY MODE \(page 2-3\)](#)



- Tap the [Original] key and specify the orientation of the original to have the orientation be correctly recognized.
► [Specifying the orientation of the original \(page 2-33\)](#)

2

Select punching and set the position.

- After the settings are completed, tap .



The setting procedure in normal mode is explained.

1

Tap the [Detail] key to change to normal mode.

▶ [Changing mode from each mode \(page 2-5\)](#)



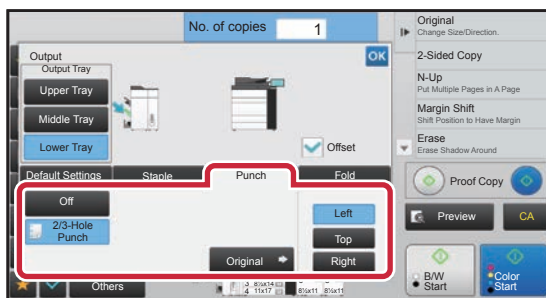
Tap the [Original] key and specify the orientation of the original to have the orientation be correctly recognized.

▶ [Specifying the orientation of the original \(page 2-33\)](#)

2

Tap the [Output] key.

3



Tap the [Punch] tab, and tap the punch you want to use.

Tap the [Original] key to change the original settings. Punch position can be selected from "Position".

After the settings are completed, tap **OK**.



To cancel the punch function:

Tap the [Off] key.



FOLDING OUTPUT PAPER

Copies can be folded and output.

Folding types	Usable paper	Print Side	Fold Orientation	Folding image
Saddle Fold	Saddle stitch finisher (100-sheet stapling): 13" × 19", 12" × 18", 11" × 17", 8-1/2" × 14", 8-1/2" × 13-1/2", 8-1/2" × 13-2/5", 8-1/2" × 13", 8-1/2" × 11"R, A3W, A3, B4, A4R, SRA3, 8K	Inside	-	
		Outside	-	
Half Fold	8-1/2" × 11"R, A4R	Inside	-	
		Outside	-	



Folding types	Usable paper	Print Side	Fold Orientation	Folding image
C-Fold	8-1/2" × 11"R, A4R	Inside	Open Right	
			Open Left	
		Outside	Open Right	
			Open Left	
Accordion Fold	8-1/2" × 11"R, A4R	-	Open Right	
		-	Open Left	



Folding types	Usable paper	Print Side	Fold Orientation	Folding image
Double Fold	8-1/2" × 11"R, A4R	Inside	Open Right	
			Open Left	
		Outside	Open Right	
			Open Left	
Z-Fold	11" × 17", 8-1/2" × 14", 8-1/2" × 11"R, A3, B4, A4R	-	Open Right	
		-	Open Left	



- You can view the specified folding type in "[PREVIEW SCREEN \(page 1-17\)](#)".
- A saddle stitch finisher is required to use Saddle Fold.
- A folding unit is required to use Half Fold, C-Fold, Accordion Fold, Double Fold, and Z-Fold.
- Special media such as transparency film and tab paper cannot be used.
- The paper folding function cannot be used with the staple and hole punch function. However, it can be used with them if the paper size for Z-folding is set to 11" × 17", A3 or B4.

1

Tap the [Detail] key to change to normal mode.

▶ [Changing mode from each mode \(page 2-5\)](#)



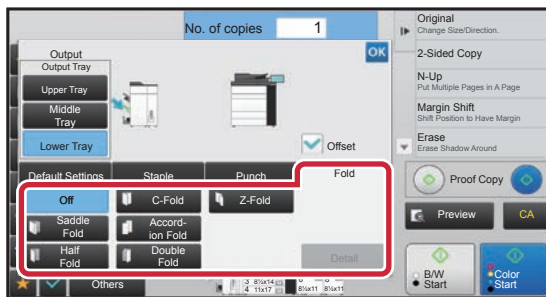
Tap the [Original] key and specify the orientation of the original to have the orientation be correctly recognized.

▶ [Specifying the orientation of the original \(page 2-33\)](#)

2

Tap the [Output] key.

3



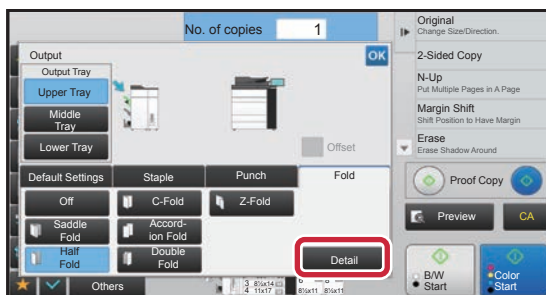
Tap the [Fold] tab, and tap the folding type key.



To cancel the paper folding function:

Tap the [Off] key.

4



Tap the [Detail] key.

For the setting method, see "[Detail Type for each Folding Type \(page 2-59\)](#)".

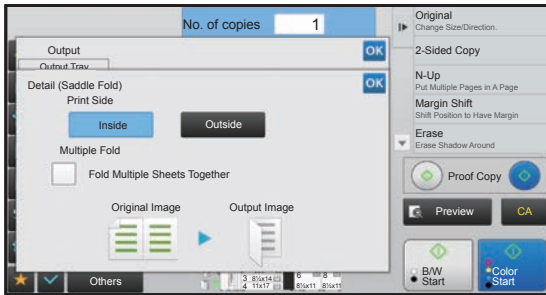
After the settings are completed, tap **OK**.



Detail Type for each Folding Type

Saddle Fold

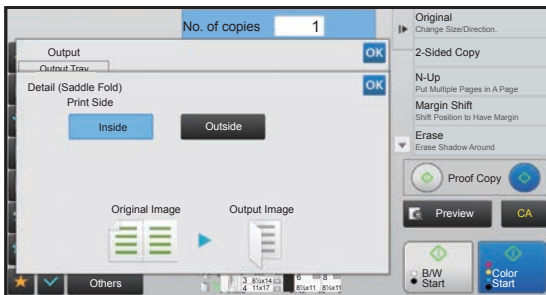
Specify "Print Side" and "Multiple Fold".



The Multiple Fold function folds five sheets at a time. For example, if an original has 12 A4 size plain sheets, they are folded three times in total: 5 sheets + 5 sheets + 2 sheets. However, some types of paper reduces the number of sheets that are folded every set. For example, heavy paper is folded on a three-sheet basis.

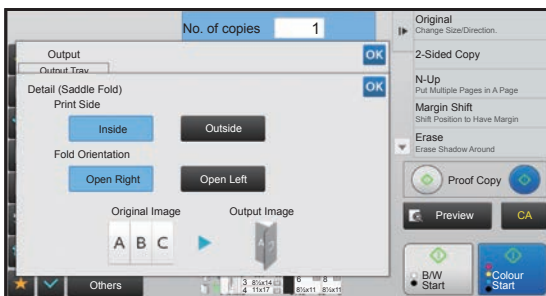
Half Fold

Specify "Print Side".



C-Fold

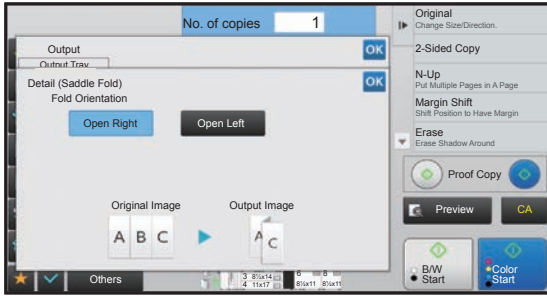
Specify "Print Side" and "Fold Orientation".





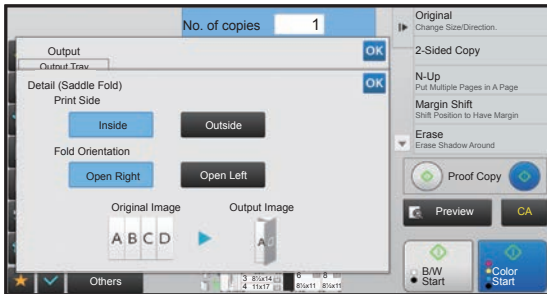
Accordion Fold

Specify "Fold Orientation".



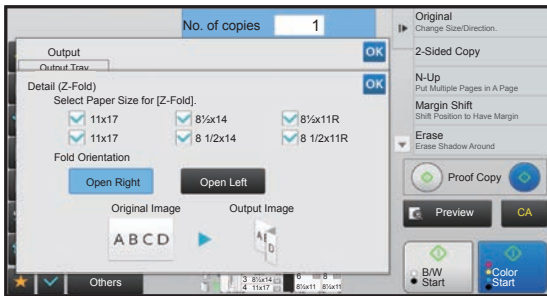
Double Fold

Specify "Print Side" and "Fold Orientation".



Z-Fold

Specify the paper size and "Fold Orientation" for Z-folding.





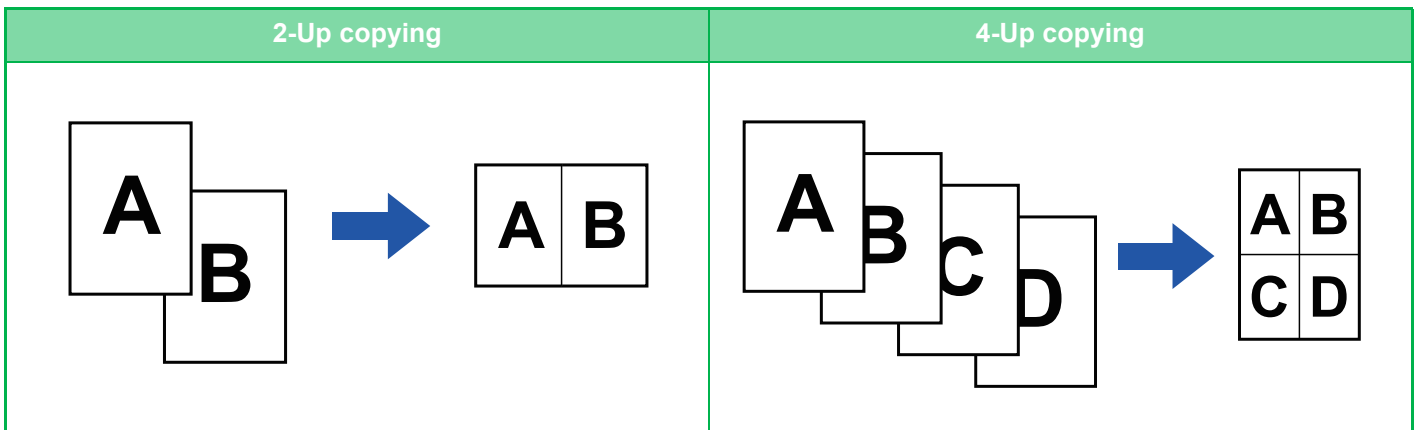
BATCH COPY FUNCTIONS

COPYING MULTIPLE ORIGINALS AS A SINGLE PAGE (N-Up)

This function copies multiple original pages onto a single sheet of paper in a uniform layout.

Select 2-Up to copy two original pages onto one sheet, 4-Up to copy four original pages onto one sheet, or 8-Up to copy eight original pages onto one sheet.

This function is convenient when you wish to present multiple pages in a compact format, or show a view of all pages in a document.



When inserting a cover sheet, select Cover Setting to copy only a front sheet to one page and collectively copy the second and subsequent pages.

1

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)



When using the document glass to scan multiple original pages, change the original and tap the [B/W Start] or [Color Start] key.

2

Tap the [N-Up] key.

- ▶ [COPY MODE \(page 2-3\)](#)

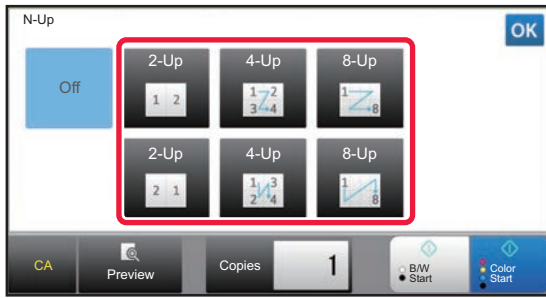


Tap the [Original] key and specify the orientation of the original to have the orientation be correctly recognized.

- ▶ [Specifying the orientation of the original \(page 2-33\)](#)



3



Tap the number of originals you want to copy collectively, and select the layout key.

If needed, the images will be rotated.
If you have finished selecting settings, go to step 7.

4

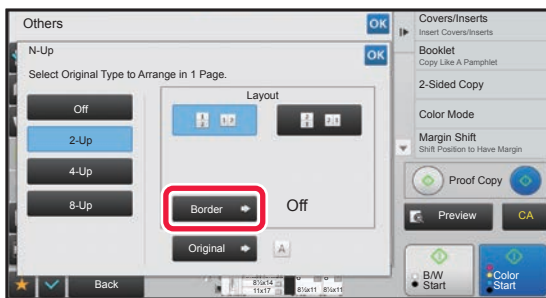
To select more detailed settings, tap the [Detail] key to switch to normal mode.

▶ [Changing mode from each mode \(page 2-5\)](#)

5

Tap the [Others] key, and tap the [N-Up] key.

6



Tap [Border], and select the border.

A line can be inserted between pages arranged on a sheet.
After the settings are completed, tap **OK** three times.



- **To cancel the N-Up setting:**
Tap the [Off] key.
- **To cancel all settings:**
Tap the [CA] key.

7

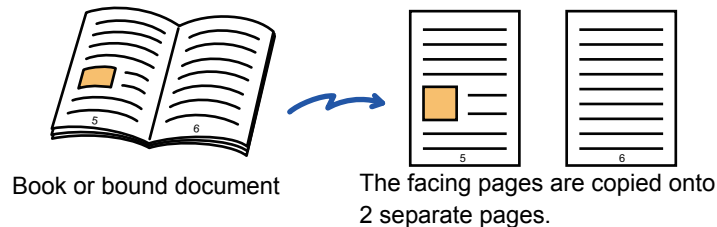
Tap the [Color Start] or [B/W Start] key to start copying.



COPYING EACH FACING PAGE OF A BOUND DOCUMENT (DUAL PAGE COPY)

This function copies the left and right half of an original successively. This function is useful when making copies of the facing pages of a book or other bound document.

Copying the facing pages of a book or bound document



- Specify dual page copy before scanning the original.
- To erase shadows caused by the binding of a book or other bound document, use the erase function. This function cannot be used in combination with Center Erase.
- This function cannot be used in combination with Image Orientation.

1

Tap the [Detail] key to change to normal mode.

- ▶ [Changing mode from each mode \(page 2-5\)](#)

2

Tap the [Others] key, and tap the [Dual Page Copy] key.

A checkmark appears on the icon.
After the settings are completed, tap **OK**.



When dual page copy is selected, 8-1/2" x 11" size paper is automatically selected.
If you want to use paper in another tray, tap the [Paper Select] key and select the tray containing the desired paper from the paper tray selection screen that appears.

- ▶ [SELECTING THE PAPER TRAY FOR COPYING \(page 2-13\)](#)

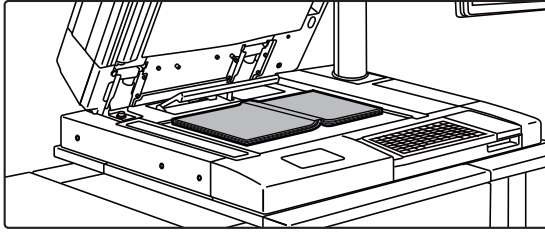


To cancel the dual page copy setting:

Tap the [Dual Page Copy] key to uncheck it.



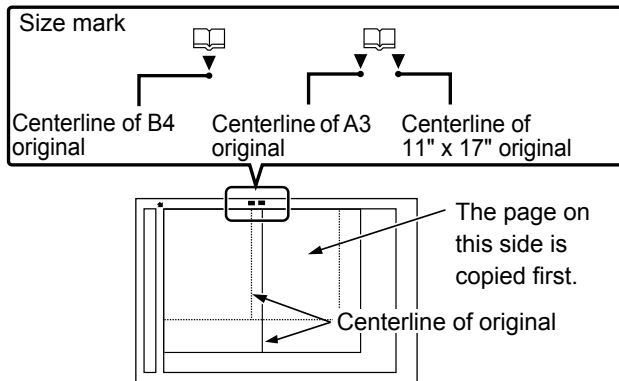
3



Place the original on the document glass.

► [DOCUMENT GLASS \(page 1-92\)](#)

Align the center of the original with the appropriate size mark



To cancel all settings:
Tap the [CA] key.

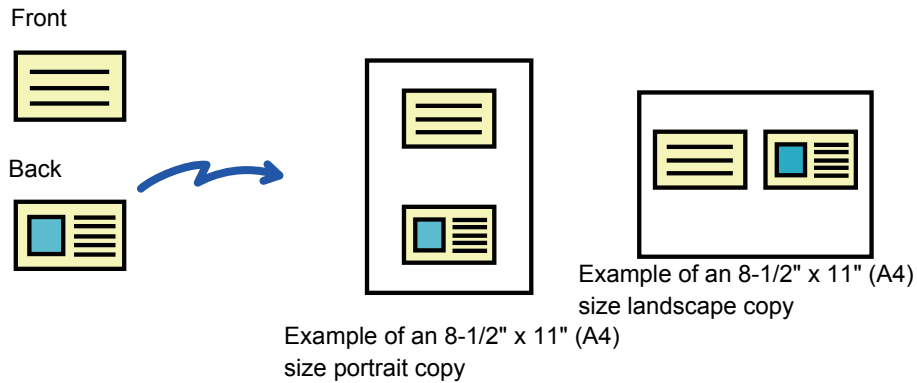
4

Tap the [Color Start] or [B/W Start] key to start copying.



COPYING BOTH SIDES OF A CARD AS A SINGLE PAGE (CARD SHOT)

This function copies the front and reverse sides of a card on one sheet, not on separate sheets. This function is convenient for making copies for identification purposes and helps save paper.



To change the default original size during Card Shot:

In "Settings (administrator)", select [System Settings] → [Copy Settings] → [Condition Settings] → [Card Shot Settings].

1

Tap the [Card Shot] key.

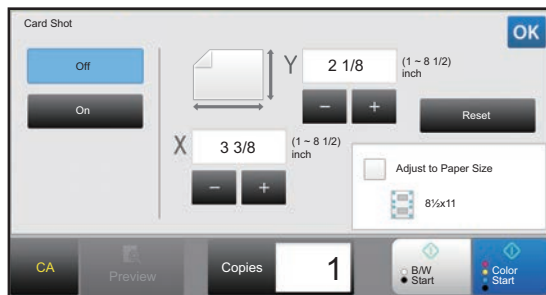
► [COPY MODE \(page 2-3\)](#)

2

Select the paper to be used for card shot.

Set a paper by referring to the "[SELECTING THE PAPER TRAY FOR COPYING \(page 2-13\)](#)".

3



Tap the [On] key, and specify the original size as required.



- Tap the areas displaying width and height sizes respectively, and enter the sizes using the numeric keys.
- To quickly set the size, first specify a value close to the desired ratio value by the numeric keys, then adjust it by tapping **-** **+**.
- When you set the [Adjust to Paper Size] checkbox to , the original is enlarged or reduced with the ratio appropriate to the original size.

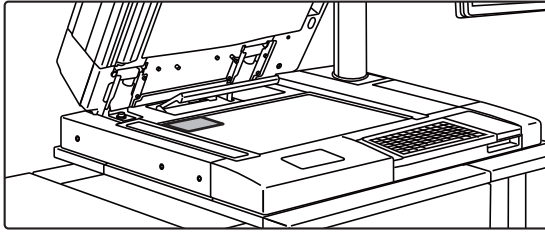


To cancel the Card Shot settings:

Tap the [Off] key.



4



Place a card face down on the document glass, and tap the [Color Start] or [B/W Start] key.

► [DOCUMENT GLASS \(page 1-92\)](#)



You can tap the [Preview] key before scanning the original to check a preview of the scanned image.

► [COPY PREVIEW \(page 2-9\)](#)

5

Place a card face up on the document glass, and tap the [Color Start] or [B/W Start] key to scan the reverse side.



• Copy settings cannot be changed when scanning additional pages.

• **To cancel all settings:**

Tap the [CA] key.

6

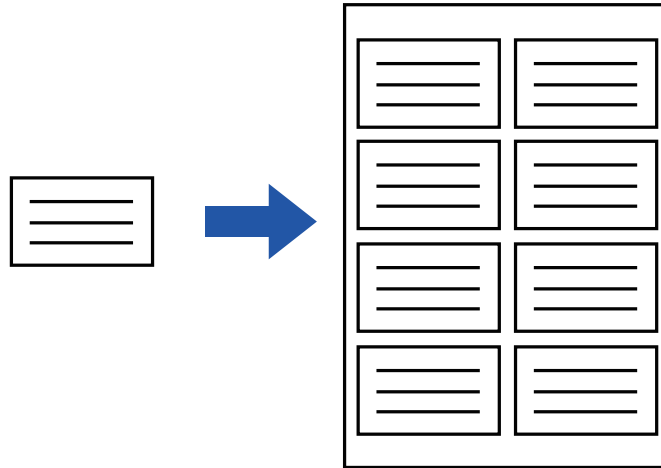
Tap the [Read-End] key to start copying.

If you tapped the [Preview] key in step 4, a preview will appear. Tap the [Start] key to start copying.



REPEATING THE SAME IMAGE ON ONE SHEET (REPEAT LAYOUT)

This function copies multiple same original images on one sheet.
You can set any of the following three types of repeat copy.



Repeat method	Description
Auto Repeat	The maximum repeat count to copy images on a sheet is calculated automatically according to the original size, paper size, and copy ratio being selected from the base screen.
Fixed Repeat	When you select a repeat count, original size, and paper size to copy images on a sheet, the copy ratio is calculated automatically and the original is copied.
Photo Repeat	This function repeatedly copies on 8-1/2" x 11" (A4) or 11" x 17" (A3) papers without changing the copy ratio of the photo size original. You can select any of the following five types of original size: <ul style="list-style-type: none"> • E/L Size, Postcard (Up to 3" x 5" (130 mm x 90 mm)) • Up to 5" x 7" (100 mm x 150 mm) • Card (Up to 2-1/2" x 4" (70 mm x 100 mm)) <ul style="list-style-type: none"> * The reduction ratio will be 95%. • ID Photo (Up to 2-1/2" x 2-1/2" (65 mm x 70 mm)) • Card (Up to 2-1/8" x 2-5/8" (57 mm x 100 mm))



- Repeat Layout must be specified before scanning the original.
- If the copy ratio automatically obtained in [Fixed Repeat] exceeds 25 to 400% (using document glass) or 25 to 200% (using automatic document feeder), it will result in an error. Select the number of faces to repeat again.
- Always place an original on the document glass for photo repeating.
- Repeat Layout can be combined with Staple / Punch or Saddle Stitch.



- This function cannot be combined with Mixed Size Original or 2-Sided Copy.
- Photo Repeat cannot be combined with Image Orientation.



Copy by automatically calculating the repeat count (Auto Repeat)

1

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

2

Tap the [Detail] key to change to normal mode.

- ▶ [Changing mode from each mode \(page 2-5\)](#)

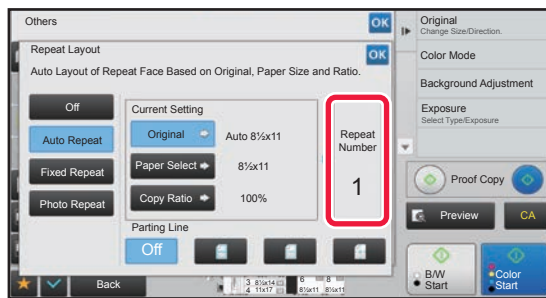
3

Tap the [Others] key, and then tap the [Repeat Layout] key.

4

Tap the [Auto Repeat] key.

5



Check the repeat faces which have been calculated automatically.

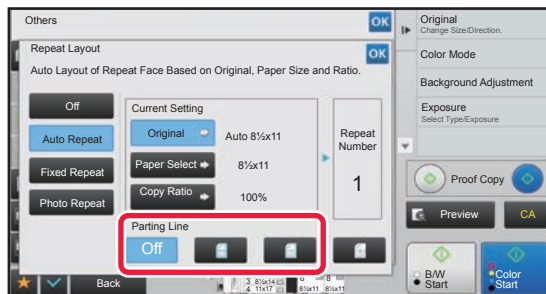
Change the original size, paper size, or copy ratio by tapping the respective [Original], [Paper Select], or [Copy Ratio] key when necessary.

- ▶ [SELECTING THE ORIENTATION AND SIZE OF THE ORIGINAL \(page 2-33\)](#)
- ▶ [MANUAL RATIO SELECTION \(page 2-27\)](#)
- ▶ [SELECTING THE PAPER TRAY FOR COPYING \(page 2-13\)](#)



Set so that there are one or more repeat faces.

6



Specify the repeat partition line.

After the settings are completed, tap **OK** twice.



- To cancel the Auto Repeat setting:
Tap the [Off] key.
- To cancel all settings:
Tap the [CA] key.



7 Tap the [Color Start] or [B/W Start] key to start copying.

Copy by specifying a repeat count (Fixed Repeat)

1 **Place the original.**
Place the original in the document feeder tray of the automatic document feeder, or on the document glass.
▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
▶ [DOCUMENT GLASS \(page 1-92\)](#)

2 **Tap the [Detail] key to change to normal mode.**
▶ [Changing mode from each mode \(page 2-5\)](#)

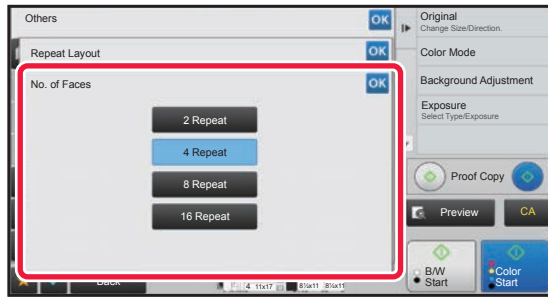
3 **Tap the [Others] key, and then tap the [Repeat Layout] key.**

4 **Tap the [Fixed Repeat] key.**

5 **Tap the [Original] and [Paper Select] keys to select an original size and a paper size, respectively.**
▶ [SELECTING THE ORIENTATION AND SIZE OF THE ORIGINAL \(page 2-33\)](#)
▶ [SELECTING THE PAPER TRAY FOR COPYING \(page 2-13\)](#)



6



Tap [No. of Faces] to set a repeat count.

After the settings are completed, tap **OK**.
The automatic calculation result is shown as the copy ratio.



If the calculated copy ratio exceeds the range from 25% to 400% (using document glass) or 25 to 200% (using automatic document feeder), an error occurs.

7

Specify the repeat partition line.

After the settings are completed, tap **OK** twice.



- **To cancel the fixed repeat setting:**
Tap the [Off] key.
- **To cancel all settings:**
Tap the [CA] key.

8

Tap the [Color Start] or [B/W Start] key to start copying.

Repeat a photo size original in actual size (Photo Repeat)

1

Tap the [Detail] key to change to normal mode.

▶ [Changing mode from each mode \(page 2-5\)](#)

2

Tap the [Others] key, and then tap the [Repeat Layout] key.

3

Tap the [Photo Repeat] key.

4

Place the original on the document glass.



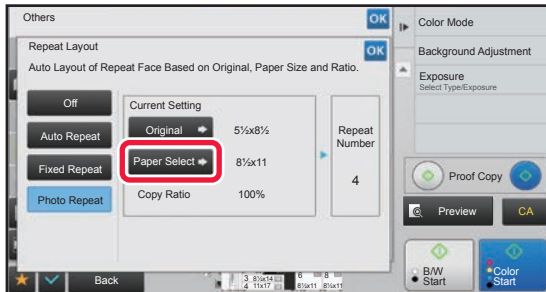
5

Tap the [Original] key and select an original size.

When you tap the original size key, the original direction is indicated in the "How To Set". Place the original to meet the displayed orientation.

After the settings are completed, tap **OK**.

6



Tap the [Paper Select] key and select a paper size.

After the settings are completed, tap **OK** twice.

The automatic calculation result is shown as the copy ratio.



When you tap the [*Up to 57x100mm(Card) *~ 2 1/8 x 2 5/8"] key on the [Original] screen, you can select the 8-1/2" x 11" or A4 paper size only.



• To cancel the photo repeat setting:

Tap the [Off] key.

• To cancel all settings:

Tap the [CA] key.

7

Tap the [Color Start] or [B/W Start] key to start copying.



OTHER FUNCTIONS

Other functions are set from the base screen of normal mode.

▶ [SELECTING COPY MODE \(page 2-4\)](#)



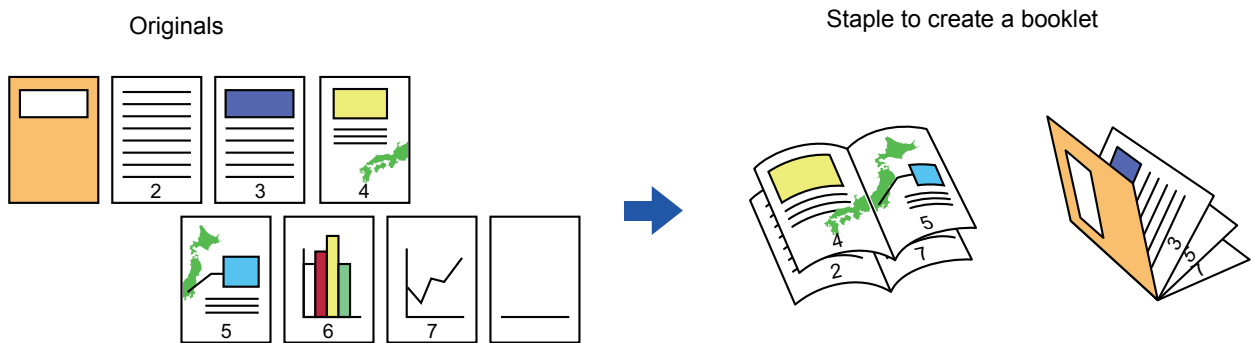
Other functions cannot be selected in easy mode.

OUTPUT AND LAYOUT EDITING FUNCTIONS

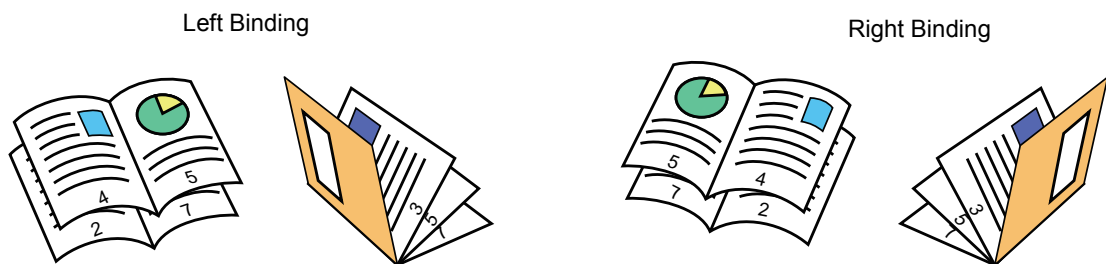
MAKING COPIES IN PAMPHLET FORMAT (BOOKLET)

Copies made by "Booklet" can be folded at the center to create a booklet. This function is convenient for arranging copies into an attractive booklet or pamphlet.

Booklet copy using 8 original pages



Binding side





- To make Booklet copies of a book or other bound original, use the book copy function.
 - ▶ [COPYING A PAMPHLET \(BOOK COPY\) \(page 2-78\)](#)
- When Booklet is selected, 2-sided copying mode is automatically selected. When settings are selected that prevent 2-sided copying, the booklet function cannot be used.
- Scan the originals in order from the first page to the last page. The order of copying will be automatically adjusted by the machine. Four original pages will be copied onto each sheet of paper. Blank pages will be automatically produced at the end of pamphlet copies if the number of original pages is not a multiple of four.
- When a saddle stitch finisher is installed, you can select [Saddle Stitch] (Staple each set of copies at two positions in the center of paper).
 - ▶ [STAPLE SETTINGS \(page 2-48\)](#)



To staple copies automatically when Booklet is enabled:

From the "Settings (administrator)", select [System Settings] → [Common Settings] → [Device Control] → [Automatic Saddle Stitch].

This is used to activate Saddle Stitch automatically when Booklet is enabled when a saddle stitch finisher is installed. To make pamphlet copies without stapling when the [Automatic Saddle Stitch] option is ON, tap the [Booklet] key. Then, tap the [Off] key on the saddle stitch screen.

1

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)



If the originals are 2-sided, place them in the document feeder tray.

2

Tap the [Others] key and then the [Booklet] key, or tap the [Output] key and then [Staple] tab and [Saddle Stitch] key.

3

Select the binding edge.



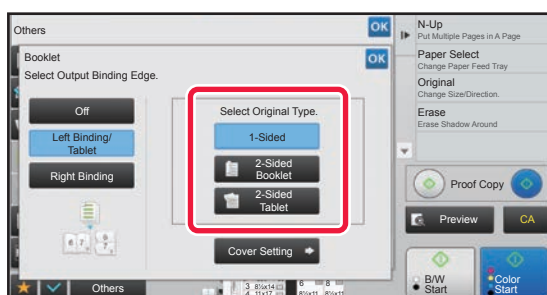
When [Automatic Saddle Stitch] is set to off in "Settings (administrator)", tap [Output] key → [Staple] tab → [Saddle Stitch] key and then set with the [On] or [Off] key.



To cancel the booklet setting:

Tap the [Off] key.

4



Tap the [1-Sided], [2-Sided Booklet] or [2-Sided Tablet] key as appropriate for the original.

When not inserting a cover, go to step 6.



5

When inserting a cover, tap the [Cover Setting] key, and tap the [On] key.

After the settings are completed, tap **OK** twice.



To change the cover input tray:

Tap the [Paper Tray] key to display the tray selection screen.

Tap the cover input tray on the tray selection screen.

For more information, see "[SELECTING THE PAPER TRAY FOR COPYING \(page 2-13\)](#)".



- If the cover will be copied on, label sheets, transparency film, and tab paper cannot be used.

To cancel all settings:

Tap the [CA] key.

6

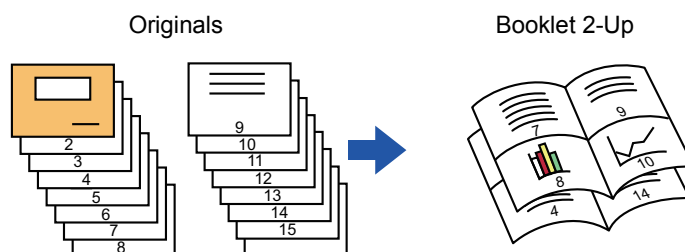
Tap the [Color Start] or [B/W Start] key to start copying.



COPYING MULTIPLE ORIGINALS ON EACH BOOKLET PAGE (BOOKLET 2-Up/4-Up)

This function copies two or four original pages equally on one page of pamphlet copy paper.

This function is convenient for arranging minimum number of copies into an attractive booklet or pamphlet format.



- The following paper sizes and number of sheets are available for booklet 2-Up or 4-Up.

Paper size: 12"x 18", 11"x 17", 8-1/2"x 14", 8-1/2"x 11"R, A3W, A3, B4, A4R, B5R

Number of stapled sheets: Max. 15 sheets

- Scan the originals in order from the first page to the last page. The order of copying will be automatically adjusted by the machine.

Eight or 16 original pages will be copied onto each sheet of paper. Blank pages will be automatically produced at the end if the number of original pages is not a multiple of eight.

1

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)



If the originals are 2-sided, place them in the document feeder tray.

2

Tap the [Others] key, and then the [Booklet] key.

3

Select the binding edge.

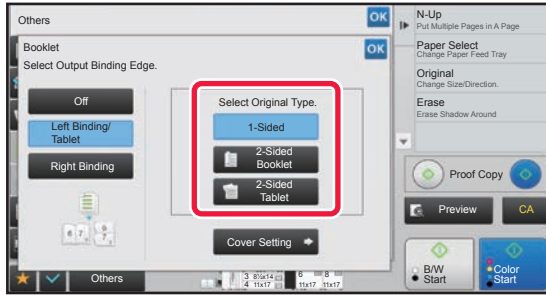


To cancel the booklet setting:

Tap the [Off] key.



4



Tap the [1-Sided], [2-Sided Booklet] or [2-Sided Tablet] key as appropriate for the original.

When not inserting a cover, go to step 6.

5

When inserting a cover, tap the [Cover Setting] key, and tap the [On] key.



- To change the cover input tray:
Tap the [Paper Tray] key to display the tray selection screen.
Tap the cover input tray on the tray selection screen.
For more information, see "[SELECTING THE PAPER TRAY FOR COPYING \(page 2-13\)](#)".
- To make a copy on a cover sheet, check the [Make Copy on Cover (Duplex)] box so that appears.



- If the cover will be copied on, label sheets, transparency film, and tab paper cannot be used.
- To cancel all settings:
Tap the [CA] key.

6

Tap [N-Up] on the action panel.

7

Tap the key of the N-Up sheets you wish to use.

If needed, the images will be rotated.



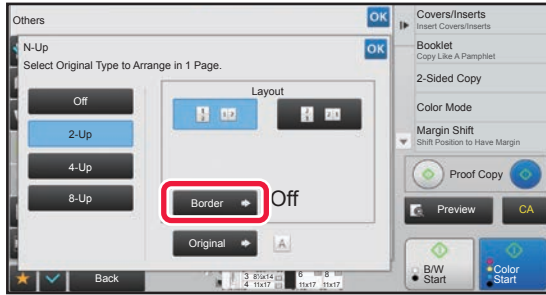
- To cancel the N-Up setting
Tap the [Off] key.

8

Select the layout.



9



Tap [Border], and select the border.

A line can be inserted between pages arranged on a sheet.
After the settings are completed, tap **OK** three times.



To cancel all settings:
Tap the [CA] key.

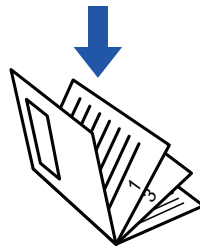
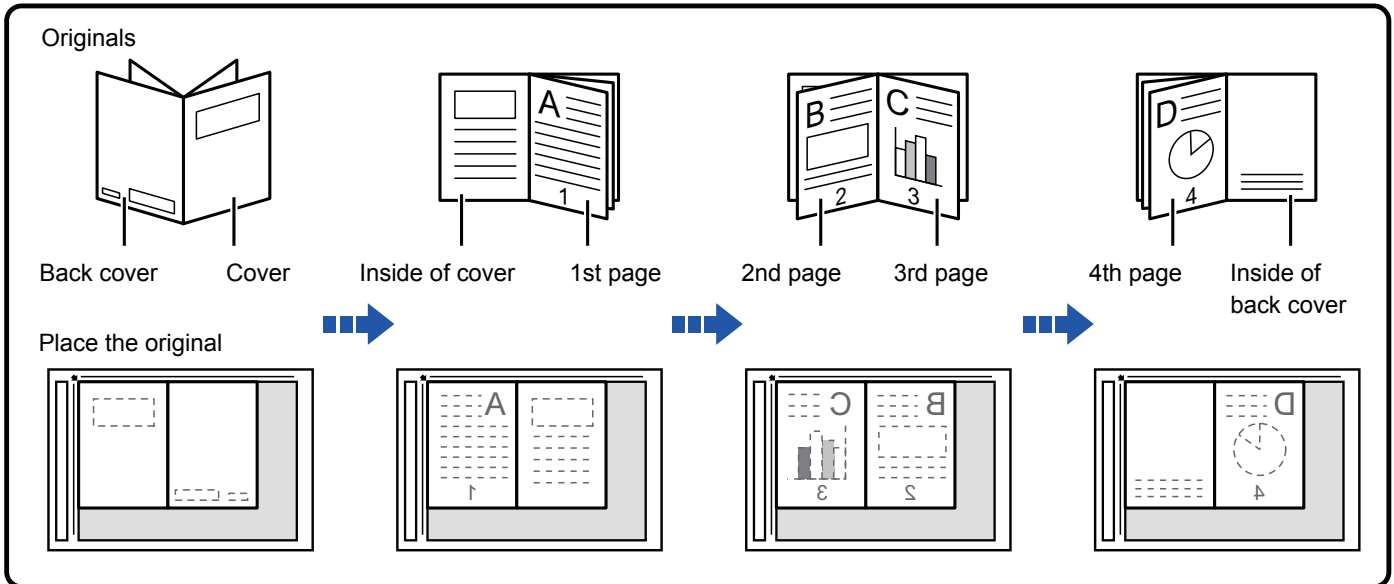
10

Tap the [Color Start] or [B/W Start] key to start copying.



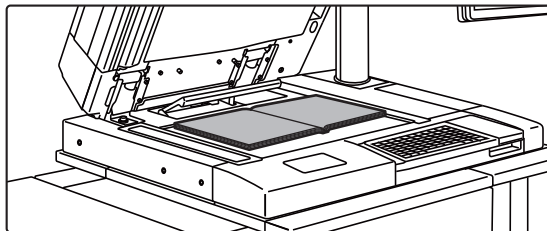
COPYING A PAMPHLET (BOOK COPY)

This function makes a copy of the two facing pages of an open book or other bound document. Copies made with this function can be folded at the center to create a booklet. This function is convenient for arranging copies into an attractive booklet or pamphlet.



- Book Copy must be specified before scanning the original.
- Four original pages will be copied onto each sheet of paper. Blank pages will be automatically added at the end if the total number of original pages is not a multiple of four.
- This function can be combined with saddle stitch or fold if a saddle stitch finisher is installed.
- When the book copy function is selected, 2-sided copying mode is automatically selected. When settings are selected that prevent 2-sided copying, the book copy function cannot be used.

1



Place the original on the document glass.

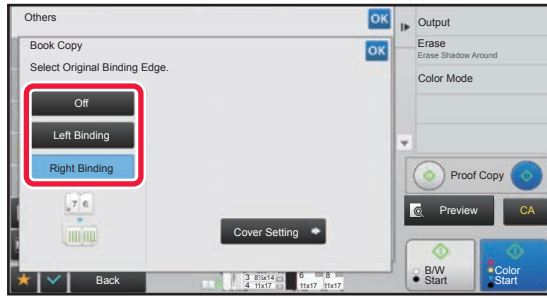
Place the opened pages of the "front and last sheets".
▶ [DOCUMENT GLASS \(page 1-92\)](#)

2

Tap the [Others] key, and tap the [Book Copy] key.



3



Select a binding position.

When not inserting a cover, tap **OK** twice. Then, go to step 5.



To cancel the book copy setting:
Tap the [Off] key.

4

When inserting a cover, tap the [Cover Setting] key, and tap the [On] key.

To make a copy on the inserted cover sheet, check the [Make Copy on Cover (Duplex)] box so that appears. After the settings are completed, tap **OK** twice.



To change the cover input tray:

Tap the [Paper Tray] key to display the tray selection screen. Tap the cover input tray on the tray selection screen. For more information, see "[SELECTING THE PAPER TRAY FOR COPYING \(page 2-13\)](#)".



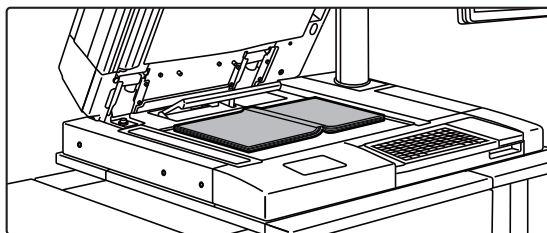
- If the cover will be copied on, label sheets, transparency film, and tab paper cannot be used.
- This setting is not available when the covers/inserts function is disabled in the setting mode.

5

Tap the [Color Start] or [B/W Start] key to scan the first original page.

Scanning of the original starts.

6



Place the next opened original pages, and tap the [Color Start] or [B/W Start] key.

Tap the same key you tapped in step 5.
Repeat this step until all original pages have been scanned.
Scan the remaining original pages in the following order:
Inside of the front cover and the 1st page (facing pages)
The 2nd and 3rd pages (facing pages)
⋮
The last page and inside of back cover (facing pages)



- Copy settings cannot be changed when scanning additional pages.
- **To cancel all settings:**
Tap the [CA] key.

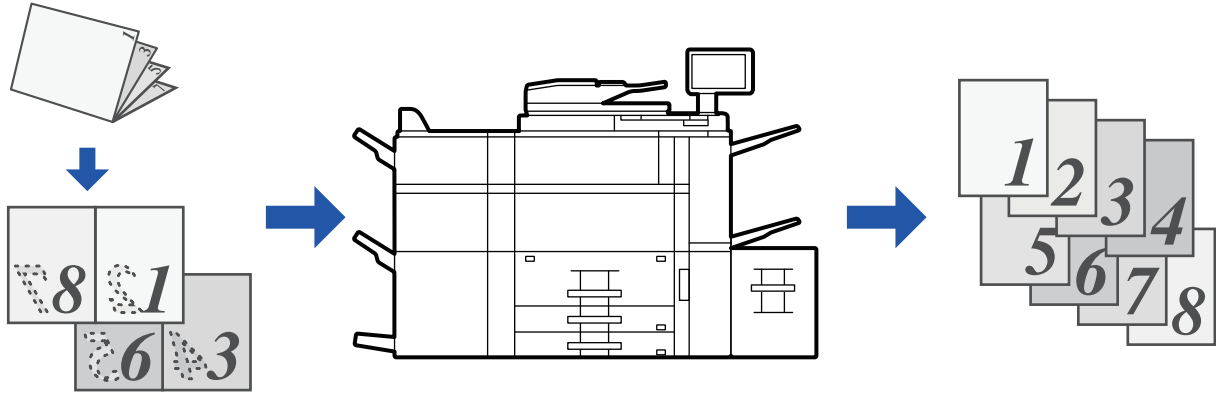
7

Tap the [Read-End] key to start copying.



SPLITTING A PAMPHLET ORIGINAL BY PAGE (BOOK DIVIDE)

This function splits a saddle-stitch original such as a catalogue or a pamphlet page by page, and copies in sequence.



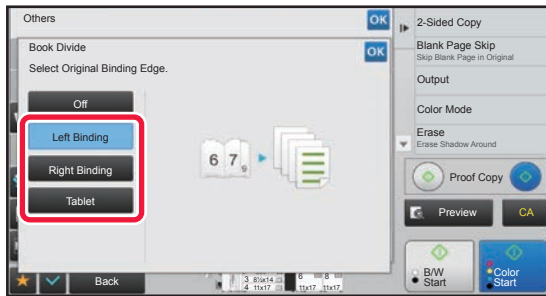
- Book Divide must be specified before scanning the original.
- This function supports three original binding edges: left binding, right binding, and top open.
- The scanned original is split in the center.



The document glass is not available for this function.

1 Tap the [Others] key, and tap the [Book Divide] key.

2



Select the binding edge of the pamphlet original.



Check the output image displayed in the screen, and make sure that the binding edge is correct.



- **To cancel the Book Divide setting:**
Tap the [Off] key.
- **To cancel all settings:**
Tap the [CA] key.

3

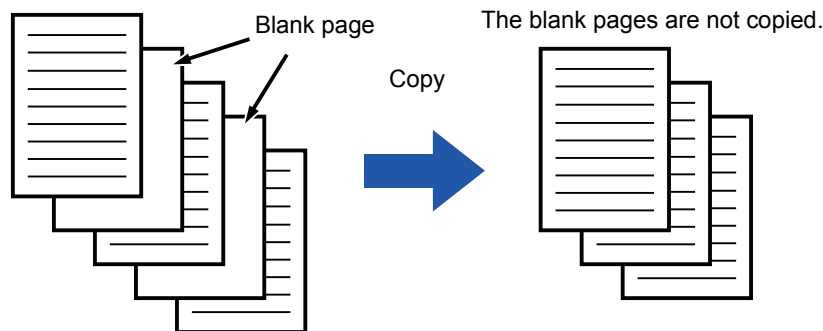
Tap the [Color Start] or [B/W Start] key to start copying.



PAPER, AND TIME SAVING FUNCTIONS

SKIPPING BLANK PAGES IN AN ORIGINAL (BLANK PAGE SKIP)

If the scanned original contains blank pages, this function skips them to copy only non-blank pages. The machine detects blank pages, enabling you to skip useless copies without checking an original.



- If an original of which one side is blank is scanned, blank pages are skipped for 2-sided copying.
- Depending on the original, some pages that are not blank may be detected as blank pages and thus not being copied, and some pages that are blank may not be detected as blank and thus copied.

1

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

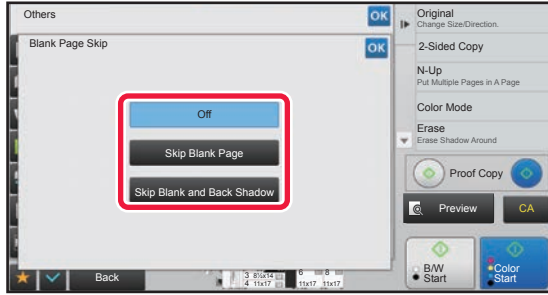
- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

2

Tap the [Others] key, and tap the [Blank Page Skip] key.



3



Tap the **[Skip Blank Page]** or **[Skip Blank and Back Shadow]** key.

After the settings are completed, tap **OK** twice.



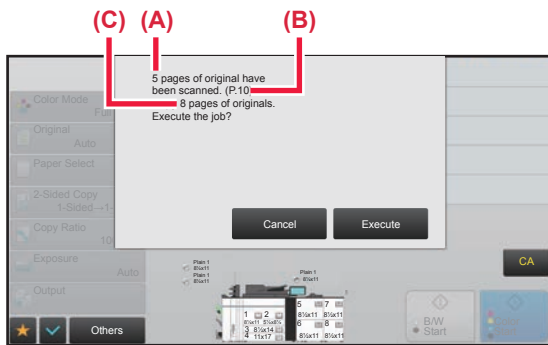
To cancel all settings:

Tap the **[CA]** key.

4

Tap the **[Color Start]** or **[B/W Start]** key.

5



Check the confirmation message, and tap the **[Execute]** key to start copying.

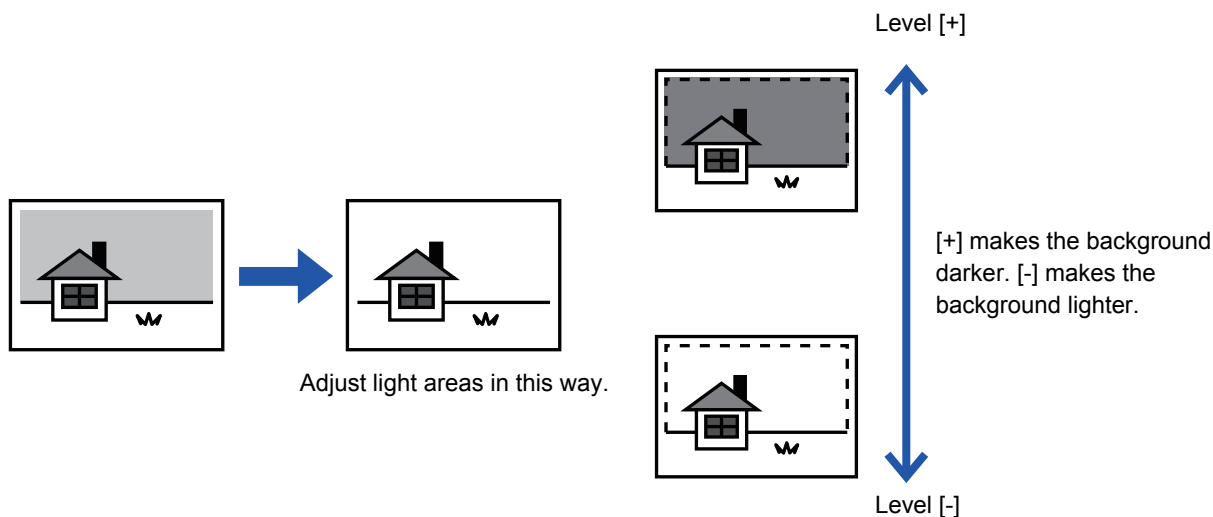
On the confirmation screen, the number of scanned original sheets appears in (A), the number of scanned sides in (B), and the number of copies excluding blank pages in (C).

For example, if five original sheets that include two blank pages are scanned by duplex scanning, (A) will show "5", (B) will show "10", and (C) will show "8".



ADJUSTING THE BACKGROUND BY MAKING LIGHT AREAS OF THE ORIGINAL DARKER OR LIGHTER (BACKGROUND ADJUSTMENT)

You can adjust the background by making light areas of the original darker or lighter.

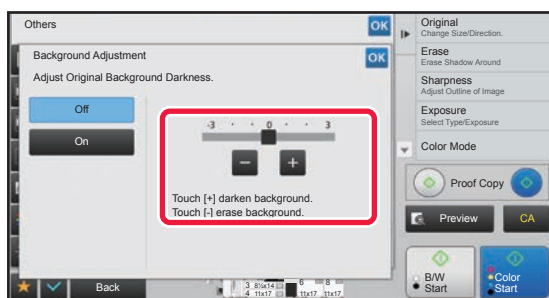


You must select Background Adjustment before scanning the original.

1

Tap the [Others] key, and tap the [Background Adjustment] key.

2



Tap **- +** or move the slider to set the value.

After the settings are completed, tap **OK** twice.



To cancel the Background Adjustment setting:
Tap the [Off] key.



3

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

**To cancel all settings:**

Tap the [CA] key.

4

Tap the [Color Start] or [B/W Start] key to start copying.

CHECKING THE NUMBER OF SCANNED ORIGINAL SHEETS (ORIGINAL COUNT)

This function counts the number of scanned original sheets, and displays the result before making a copy. By allowing you to check the number of original sheets that were scanned, this helps reduce the occurrence of copy mistakes.



- The count result is displayed with the number of scanned original sheets, not the number of scanned original pages. For example, when 2-sided copying is performed using one original, the number "1" will appear to indicate that one original sheet was scanned, not "2" to indicate the front-side page and the reverse side page.
- Original Count must be specified before scanning the original.

1

Tap the [Others] key, and tap the [Original Count] key.

A checkmark appears on the icon.

After the settings are completed, tap **OK**.

**To cancel the Original Count setting:**

Tap the [Original Count] key to uncheck it.

2

Place the original in the document feeder tray of the automatic document feeder.

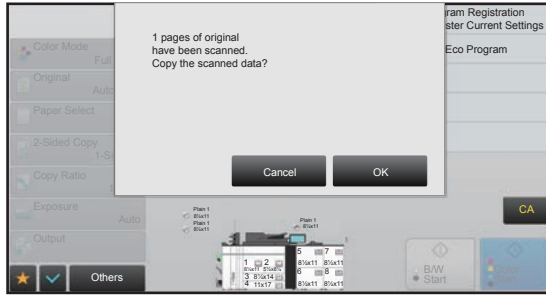
- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)

3

Tap the [Color Start] or [B/W Start] key.



4



Check the number of original sheets.

The number that is displayed is the number of scanned original sheets, not the number of scanned original pages. For example, when 2-sided copying is performed using one original, the number "1" will appear to indicate that one original sheet was scanned, not "2" to indicate the front-side page and the reverse side page.



If the displayed number of original sheets is different from the actual number of sheets
Tap the [Cancel] key to stop the job.

5

Tap the [OK] key to start copying.



If this function is combined with [Job Build], the count result is displayed after the [Read-End] key has been tapped.

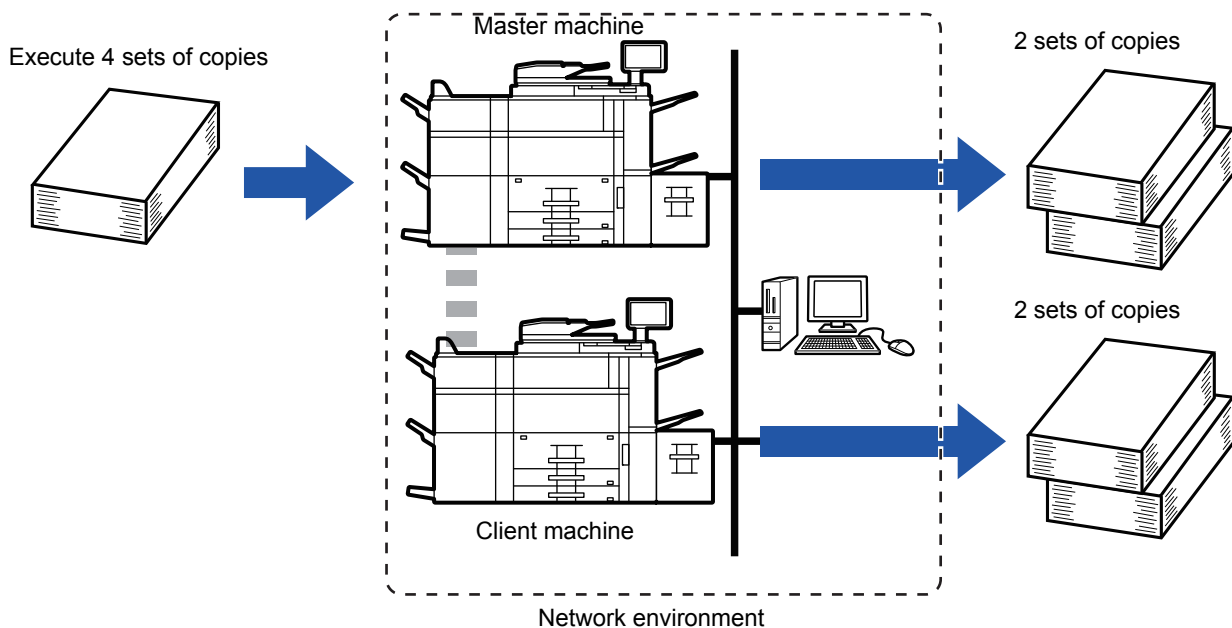


USING TWO MACHINES TO REDUCE THE COPY TIME (TANDEM COPY)

This function shares a copy job half-and-half between two machines connected to the network, enabling the reduction of the copy time.

Master machine and client machine

The master machine performs only scanning, and a client machine registered in the master machine performs only printing without scanning the original.



- To use this function, two machines must be connected to your network.
- Even if more machines are connected to the network, this function can only be used to have one other machine share a job.
- To configure the tandem connection setting, register IP address information of the client machine in the master machine. For the port number, it is best to use the initial setting (50001). Unless you experience difficulty with this setting, do not change the port number. The tandem setting should be configured by your network administrator. If the master machine and client machine will switch roles, configure the IP address of the master machine in the client machine. The same port number can be used for both machines.
- In this situation:
 - A saddle stitch finisher is installed in the master machine while not installed in a client machine.
 - Tandem Copy is enabled when specifying copies without stapling.
 - Tandem Copy is disabled when specifying copies with stapling.
 - As shown here, if Tandem Copy is enabled using a function provided in the master machine and not provided in a client machine, a message will appear.
- If a machine runs out of paper
 - If either the master machine or the client machine run out of paper, the machine that ran out of paper will hold the job while the machine that still has paper continues the job. When paper is added to the machine that ran out, the job resumes.
- If user authentication is specified
 - Tandem Copy is enabled when user authentication is specified in the master machine.
 - Tandem Copy is disabled when user authentication is specified in the client machine while it is not specified in the master machine.
- If an odd number of sets is being made, one more set is output to the master machine.



To use Tandem Copy:

In "Settings (administrator)", select [System Settings] → [Common Settings] → [Device Control] → [Tandem Connection Setting].

1

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass. When using the document glass to scan multiple original pages, change the original and tap the [B/W Start] or [Color Start] key.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

2

Tap the [Others] key, and tap the [Tandem Copy] key.

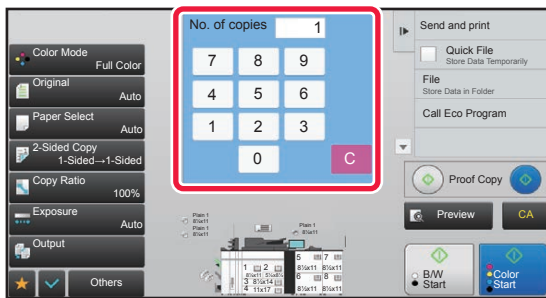
A checkmark appears on the icon. After the settings are completed, tap **OK**.



To cancel the Tandem Copy setting:

Tap the [Tandem Copy] key to uncheck it.

3



Tap the number of copies key to specify the number of copies.

Up to 9999 copies (sets) can be set. The specified number of copies are shared between the master and client machines. If the number of copies is odd, the master machine makes more copies than the client machine.



- **If an incorrect number of copies is set:**
Tap the [C] key and then enter the correct number.
- **To cancel all settings:**
Tap the [CA] key.

4

Tap the [Color Start] or [B/W Start] key to start copying.



- **To cancel Tandem Copy:**
Tap the [Cancel Copy] keys on both the master and client machines.



DISPLAYING ECO RECOMMENDATION SETTINGS (ECO RECOMMENDATION FUNCTION DISPLAY)

When the base screen of normal mode is displayed, eco recommendation settings appear.



This function does not operate in easy mode.



To use the eco recommendation function display:

"Settings (administrator)" → [System Settings] → [Energy Save] → [Eco Setting] → [Eco Recommendation Function Display].

The displayed functions are as follows.

- 2-Sided Copy ► [page 2-17](#)
- N-Up ► [page 2-61](#)
- B/W Copy ► [page 2-20](#)
- Image Orientation ► [page 2-33](#)

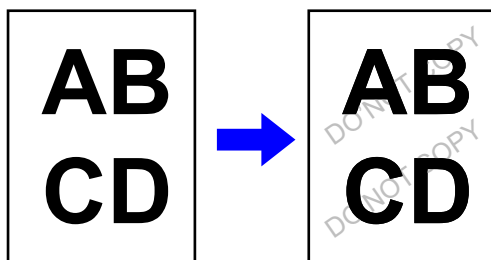


SECURITY REINFORCEMENT FUNCTIONS

PADDING UNAUTHORIZED COPY PREVENTION DATA (HIDDEN PATTERN PRINT)

Characters to prevent unauthorized copying such as pre-set or customized text are placed as invisible characters in a background pattern.

When an output sheet with a pattern print is copied, the hidden characters will appear.



- "Hidden Pattern Print" is a function provided for the purpose of deterring unauthorized copying. It does not guarantee the prevention of information leakage.
- Text may not be completely hidden on an output sheet with a hidden pattern print under certain machine conditions. In such a case, adjust the contrast by selecting the [Hidden Pattern Print Setting] from the "Settings (administrator)".
- When copying an output sheet with a hidden pattern print, the hidden pattern may not emerge depending on settings other than "Hidden Pattern Print".
- The hidden pattern may not emerge on copies with certain types of devices or under certain setting conditions used to copy an output sheet with a hidden pattern print.



To set a Hidden Pattern Print:

In "Settings (administrator)", select [System Settings] → [Security Settings] → [Hidden Pattern Print Setting].

1

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

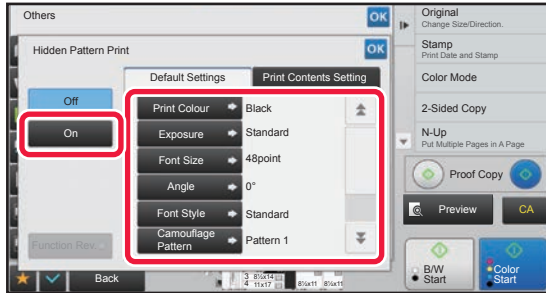
- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

2

Tap the [Others] key, and tap the [Hidden Pattern Print] key.



3

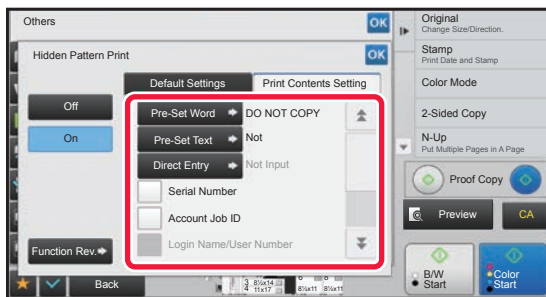


Tap the [On] key, and specify each item in the [Default Settings] tab as required.



- We recommend you to select the [Positive] option for the "Method".
- The black background pattern is printed in the following cases even when you set the [Print Color] to "Magenta" or "Cyan":
If the color mode is set to "B/W"
If the black and white mode is determined automatically

4



Specify each item in the [Print Contents Setting] tab as required.

To specify print settings, you can select the required one from pre-set text or use the soft keyboard. You can also print serial number and account job ID. After the settings are completed, tap **OK** twice.



- **To cancel the Hidden Pattern Print setting:**
Tap the [Off] key.
- Tapping the [Function Rev.] key displays the settings of the [Print Contents Setting] tab.
- The hidden pattern print preview may slightly differ from the actual pattern and exposure as the preview is used for simple pattern color checking.
- **To cancel all settings:**
Tap the [CA] key.

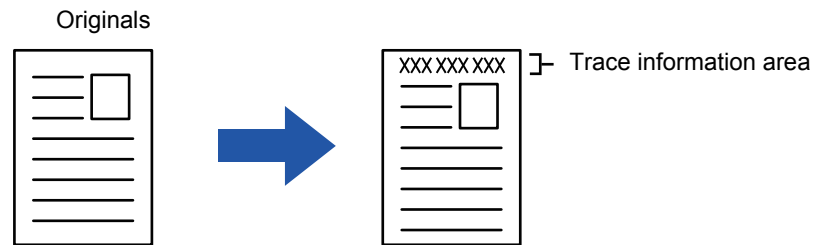
5

Tap the [Color Start] or [B/W Start] key to start copying.



FORCIBLY PRINTING TRACEABLE INFORMATION (TRACKING INFORMATION PRINT)

This function forcibly prints the pre-specified traceable information to prevent an unauthorized copy.



- If this function is specified together with another image compositing function, trace information is printed at the top.
- Trace information is printed at the top or bottom outside an image frame.
- The information added at printing or the preview image of the account job ID and date/time are displayed as shown below.
Account job ID: 00000
Date/time: MM/DD/YYYY hh:mm



To configure print settings:

In "Settings (administrator)", select [System Settings] → [Security Settings] → [Tracking Information Print] → [Tracking Information Print Setting].



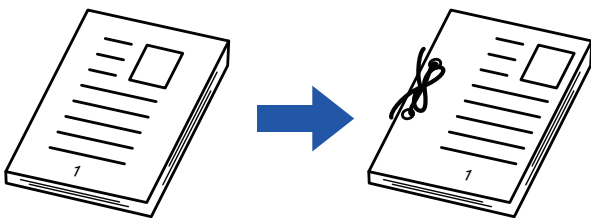
OUTPUT POSITION AND MARGIN ADJUSTMENT FUNCTIONS

ADDING MARGINS (MARGIN SHIFT)

This function shifts the copy image right, left or down to adjust the margin.

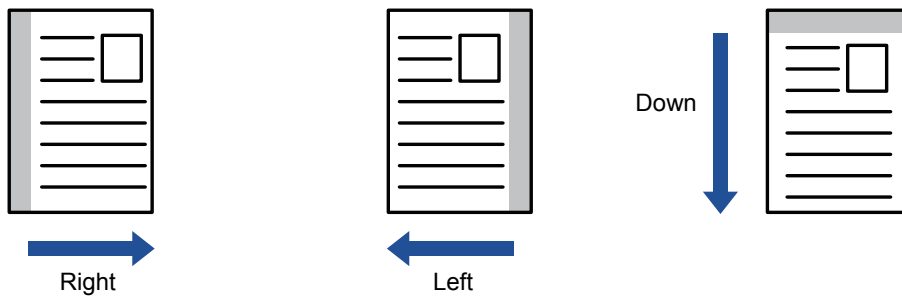
This is convenient when you wish to bind the copies with a string or in a binder.

Shifting the image to the right so the copies can be bound at the left edge



Not using the Margin Shift	Using the Margin Shift
The punch holes cut off part of the image	The image is moved to allow space for the holes so the image is not cut off.

Margin Shift



Rotation copy cannot be used in combination with the margin shift function.



To change the default margin shift setting:

In "Settings (administrator)", select [System Settings] → [Copy Settings] → [Condition Settings] → [Initial Margin Shift Setting].

1

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

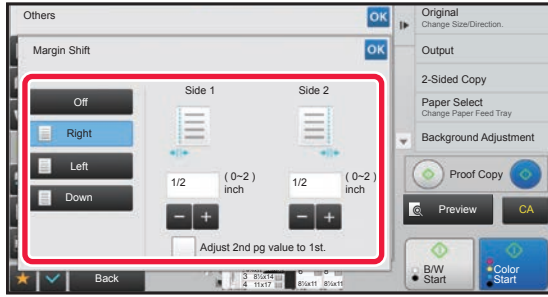
- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

2

Tap the [Others] key, and tap the [Margin Shift] key.



3



Tap the image shift direction.

4

Sets a margin shift width.

Tap the numeric value display indicating the margin shift area on the front side or reverse side, and enter the area using the numeric keys.

After the settings are completed, tap **OK** twice.



If you set the [Adjust 2nd pg value to 1st.] checkbox to ,  goes out and you can set sides 1 and 2 separately.



To cancel the margin shift setting:

Tap the [Off] key.

To cancel all settings:

Tap the [CA] key.

5

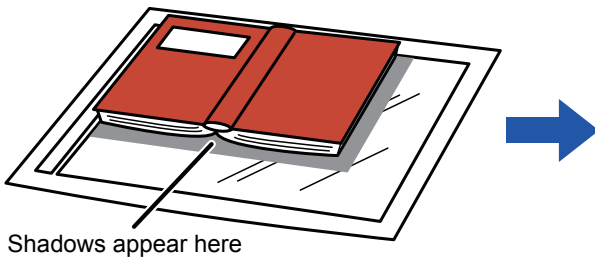
Tap the [Color Start] or [B/W Start] key to start copying.



ERASING PERIPHERAL SHADOWS FOR COPYING (ERASE)

The erase function is used to erase shadows around the edges of copies that occur when copying thick originals or books.

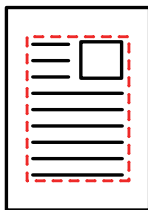
When a thick book is copied



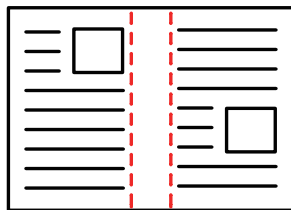
Not using the Erase	Using the Erase
Shadows appear on the copy	Shadows do not appear on the copy

Erase modes

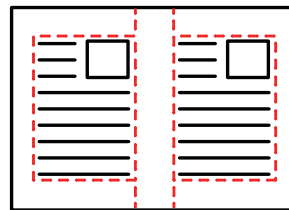
Outer Frame Erase



Center Erase



Edge + Center Erase



Side Erase



- If a ratio setting is used in combination with an erase setting, the erase width will change according to the selected ratio. If the erase width setting is 1" (20 mm) and the image is reduced to 50%, the erase width will be 1/2" (10 mm).
- This function erases the parts of the image where shadows tend to form, but does not detect shadows and erase only the shadows.
- When Erase is selected, the orientation of the original is automatically set to portrait.



To change the default erase width setting:

In "Settings (administrator)", select [System Settings] → [Copy Settings] → [Condition Settings] → [Erase Width Adjustment]. The factory default setting is 1/2" (10 mm). The changed setting is also applied to the Setting mode selection of [System Settings] → [Image Send Settings] → [Common Settings] → [Condition Settings] → [Erase Width Adjustment].

1

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

► [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)

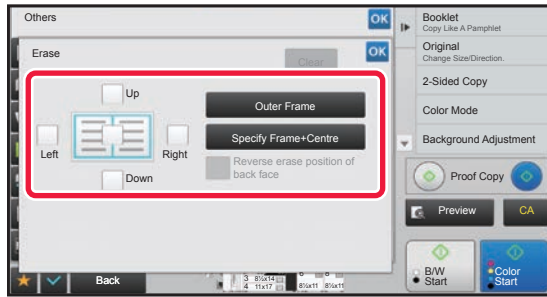
► [DOCUMENT GLASS \(page 1-92\)](#)

2

Tap the [Others] key, and tap the [Erase] key.



3



Tap the checkbox of the edge that you wish to erase, and specify the erase position.

Check that the tapped checkbox is set to .

If the [Outer Frame] key is tapped, the [Up], [Down], [Left], and [Right] checkboxes are set to .

If the [Specify Frame+Centre] key is tapped, all the checkboxes are set to .



Specify the erase edge on the reverse side when erasing edges of one to three sides of Up, Down, Left, and Right on the front side to scan a 2-sided original.

- If the [Reverse erase position of back face] checkbox is set to , the edge in the position opposite to the erased edge on the front side will be erased.
- If the [Reverse erase position of back face] checkbox is set to , the edge in the same position as on the front side will be erased.

4

Specify the erase width.

Tap the numeric value display indicating the margin shift area on the front side or reverse side, and enter the area using the numeric keys.

After the settings are completed, tap **OK** twice.



To quickly set the area, first specify a value close to the desired value by the numeric keys, then adjust it with **-** **+**.



• **To cancel the erase setting:**

Tap the [Clear] key.

• **To cancel all settings:**

Tap the [CA] key.

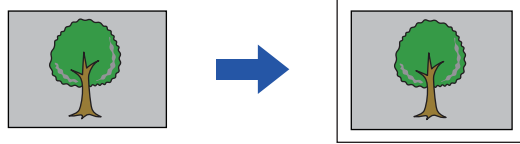
5

Tap the [Color Start] or [B/W Start] key to start copying.



COPYING ORIGINALS WITH NO EDGE CUT-OFF (FULL BLEED COPY)

This feature lets you copy an entire original to paper larger than the original size with no image cut-off at the edges.



The punch function cannot be used.

1

Tap the [Others] key, and tap the [Full Bleed Copy] key.

"Select larger paper size than output image size of original." is displayed on the page.

Tap [OK].

When you have finished selecting other settings, tap the **OK**.



To cancel the full bleed copy setting:

Tap the [Full Bleed Copy] key to uncheck it.

2

Place the original.

► [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)

► [DOCUMENT GLASS \(page 1-92\)](#)

3

Select paper larger than the output image

► [SELECTING THE PAPER TRAY FOR COPYING \(page 2-13\)](#)

► [SPECIFYING A TYPE AND SIZE OF PAPER LOADED ON BYPASS TRAY \(page 2-40\)](#)



To cancel all settings:

Tap the [CA] key.

4



Tap the [Color Start] or [B/W Start] key to start copying.



COPYING IN THE CENTER OF THE PAPER (CENTERING)

This function centers the copied image on the paper.

This lets you place the image in the center of the paper when the original size is smaller than the paper size or when the image is reduced.

Not using the centering function	Using the centering function
	



Centering must be specified before scanning the original.



- When the original size or the paper size is displayed as an extra size, this function cannot be used.
- This function cannot be used in combination with an enlargement setting. If enlargement of 101% or more is selected, the enlargement is automatically returned to 100%.

1

Tap the [Others] key, and tap the [Centering] key.

A checkmark appears on the icon.

After the settings are completed, tap **OK**.



- **To cancel the centering setting:**
Tap the [Centering] key to clear the checkmark.
- **To cancel all settings:**
Tap the [CA] key.

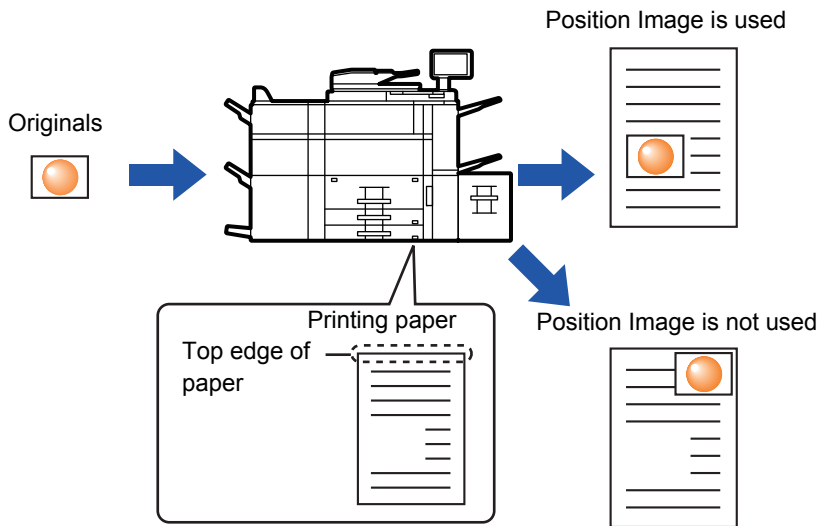
2

Tap the [Color Start] or [B/W Start] key to start copying.



SPECIFYING A PAPER POSITION (POSITION IMAGE)

This function moves the scanned original to a specified position to make a copy. You can make a copy in any desired position as you can fine adjust the position. We recommend that you specify the top as the starting side of the original.



Auto ratio selection cannot be used.

1

Copy the original that you want to use for Move Copy.

Copying is performed without using move copy.

2

Measure the movement amount with the top as the starting side of the output copy.

3

Tap the [Others] key, and tap the [Position Image] key.

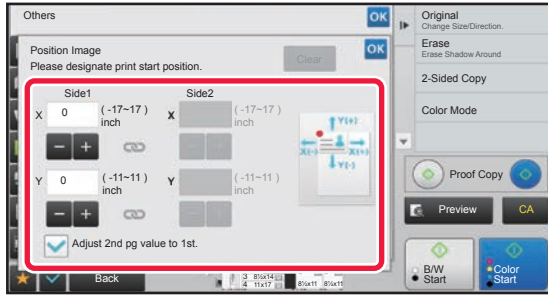


Tap the [Original] key and specify the orientation of the original to have the orientation be correctly recognized.

► [Specifying the orientation of the original \(page 2-33\)](#)




4



Sets a movement distance.

Tap the area indicating the movement distance on the front or reverse side, and enter the distance using numeric keys. After the settings are completed, tap **OK** twice.



- To quickly set the area, first specify a value close to the desired value by the numeric keys, then adjust it with **-** **+**.
- If you set the [Adjust 2nd pg value to 1st.] checkbox to ,  goes out and you can set sides 1 and 2 separately.
- If you want to copy in the horizontal orientation, specify "Left" as the starting side of the original. Even if you copied in the horizontal orientation, setting the starting side of the original to the top enables measurement of the movement distance in the same way as in the vertical orientation.



To cancel the Position Image setting:

Tap the [Clear] key.

5

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)



To cancel all settings:

Tap the [CA] key.

6

Tap the [Color Start] or [B/W Start] key to start copying.



SCANNING FUNCTIONS

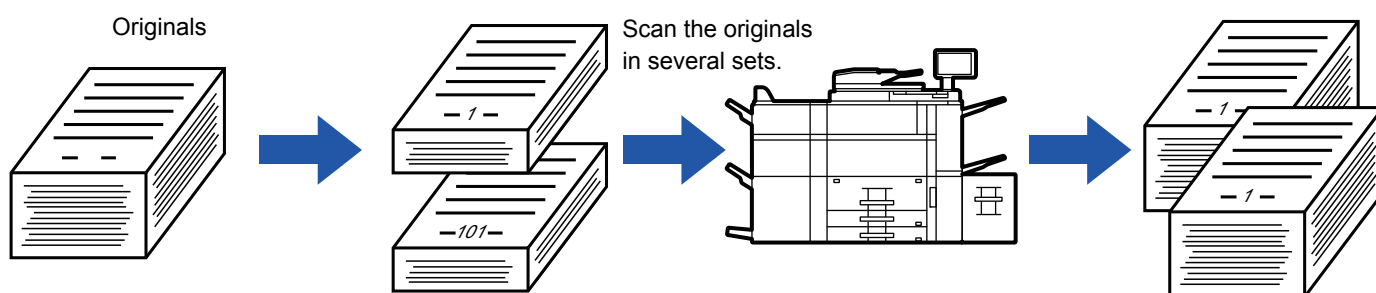
COLLECTIVELY SCANNING A LARGE NUMBER OF ORIGINALS (JOB BUILD)

This function divides the originals into sets and feeds each set through the automatic document feeder one set at a time when copying a very large number of originals. This saves you the trouble of sorting the copies.

When scanning originals that are separated into sets, scan the set that has the first page first.

The individual copy settings can be configured for each set of originals to be scanned separately.

Up to 100 sets of originals can be scanned for one job.



- You must select Job Build mode before scanning the original.
- If you needed to change all original settings, change before scanning the original.
- If the Quick File Folder of document filing mode is full, copying in job build mode will be impeded. Delete unnecessary files from the Quick File Folder.



The Job Build mode cannot be combined with other functions.

- Dual Page Copy
- Book Copy
- Book Divide
- Card shot
- Multi-Page Enlargement
- Repeat Layout
- Interrupt copy

Copying in job build mode

1

Tap the [Others] key, and tap the [Job Build] key.

A checkmark appears on the icon.

After the settings are completed, tap **OK**.



To cancel the job build setting

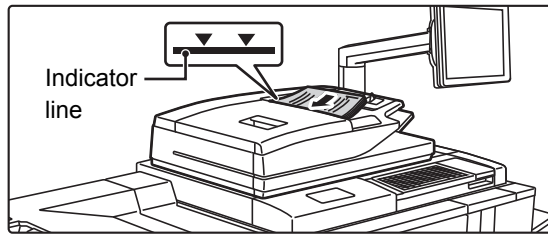
Tap the [Job Build] key to uncheck it.



2

Change settings as needed.

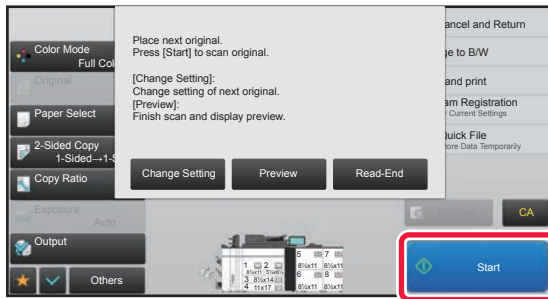
3



Place the original in the document feeder tray of the automatic document feeder, and tap the [Start] key to scan the first original.

- Insert the originals all the way into the document feeder tray. Originals can be stacked up to the indicator line.
 - ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- To initially make only one copy to check the output, tap the [Proof Copy] key.
 - ▶ [MAKING A PROOF COPY \(PROOF COPY\) \(page 2-142\)](#)

4



Place the next set of originals and tap the [Start] key.

Repeat this step until all originals have been scanned.



- To change copy settings for each set of originals, tap the [Change Setting] key. For more information, see "[Changing the copy settings for each set of originals \(page 2-102\)](#)".
- If you tap the [Preview] key, you cannot scan additional pages.

5

Repeat until all pages have been scanned and check the preview image in the preview screen.



To cancel all settings:
Tap the [CA] key.

6

Tap the [Read-End] key to start copying.



Changing the copy settings for each set of originals

As necessary, change copy settings for each set of originals.

Perform the steps below before scanning the next set of originals in step 4 of "[Copying in job build mode \(page 2-100\)](#)".



A [Separator Page] setting cannot be changed for the second and later sets.

1

Tap the [Change Setting] key.

2

Change copy settings.

3

Place the next set of originals and tap the [Start] key.

Repeat this step until all originals have been scanned.

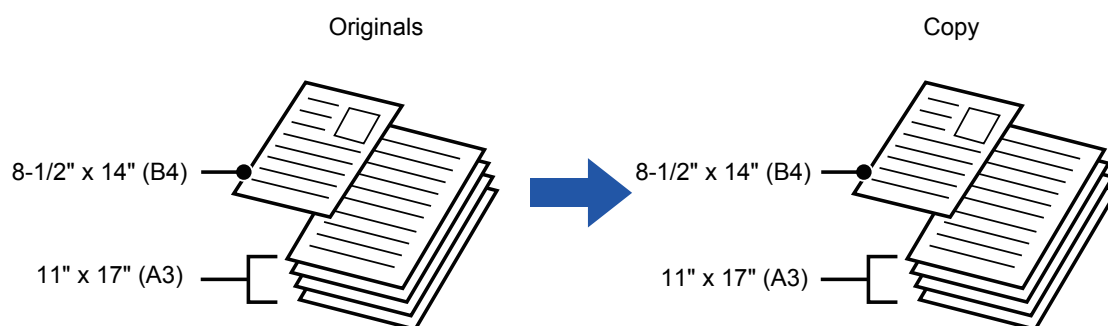


SCANNING ORIGINALS OF DIFFERENT SIZES (MIXED SIZE ORIGINAL)

This feature copies originals in different sizes at the same time even when 8-1/2" x 14" (B4) size originals are mixed with 11" x 17" (A3) size originals.

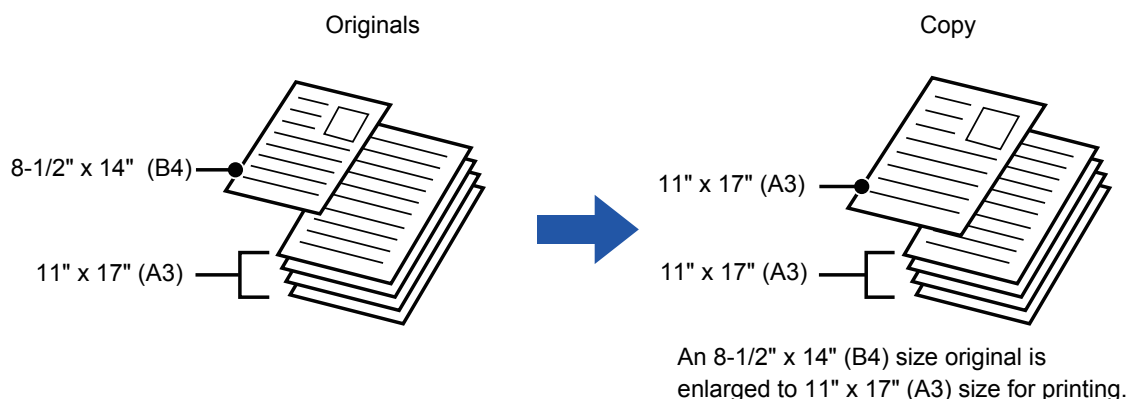
When scanning the originals, the machine automatically detects the size of each original and uses paper appropriate for that size.

When mixed size original is combined with auto ratio selection, the ratio is adjusted individually for each original according to the selected paper size, enabling printing on a uniform paper size.



When mixed size original is combined with auto ratio selection

(Auto ratio selection and 11" x 17" (A3) are selected)



There are two settings for mixed size originals.

Same Width	<p>Use this setting for originals that are different sizes but have sides that are the same length. The originals are inserted in the document feeder tray with the sides that are the same length aligned together on the left.</p> <ul style="list-style-type: none"> • 11" x 17" and 8-1/2" x 11" • 8-1/2" x 14" and 8-1/2" x 11"R • 8-1/2" x 14" and 5-1/2" x 8-1/2" • 8-1/2" x 13" and 8-1/2" x 11"R • 8-1/2" x 13" and 5-1/2" x 8-1/2" • 8-1/2" x 11"R and 5-1/2" x 8-1/2" • A3 and A4 • B4 and B5 • A4R and A5
Different Width	<p>Use this setting when the originals are different sizes and do not have sides that are the same length. This setting can only be used for the following combinations of sizes:</p> <ul style="list-style-type: none"> • 11"x17" and 8-1/2"x14" • 11"x17" and 8-1/2"x13" • 11"x17" and 5-1/2"x8-1/2" • A3 and B4 • A3 and B5 • B4 and A5 • A4 and B5 • B4 and A4R • B4 and A5 • B5 and A4R • B5 and A5



Mixed Size Original must be specified before scanning the original.



- Mixed originals cannot be used in combination with the following functions:
Standard size setting or size entry setting for the Original Size, folding setting other than Z-Fold
If different widths are selected for mixed originals, the following functions cannot be used.
Staple, Punch, N-Up, Offset, Booklet, Full Bleed Copy

- The mixed size original function cannot be used to copy originals that are the same size but are placed in different orientations (8-1/2" x 11" and 8-1/2" x 11"R (A4 and A4R), etc.).

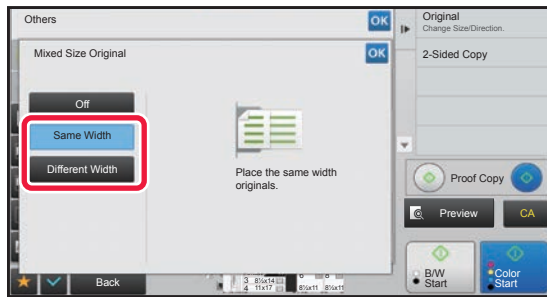
To set the machine to always scan mixed originals

- In "Settings (administrator)", select [System Settings] → [Common Settings] → [Device Control] → [Original Feeding Mode].
- Output, N-Up, and other functions will have the same settings as the first page.

1

Tap the [Others] key, and tap the [Mixed Size Original] key.

2



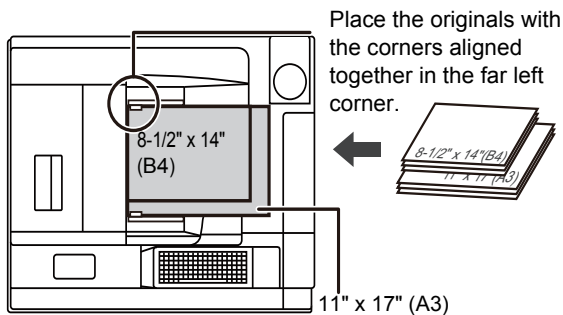
Tap the [Same Width] key or the [Different Width] key as appropriate for the originals.

After the settings are completed, tap **OK** twice.



To cancel the mixed size original setting
Tap the [Off] key.

3



Place the original face up on the document feeder tray.

Place the original as shown on the Mixed Size Original screen.



For mixed size originals, set "Original" to "Auto".

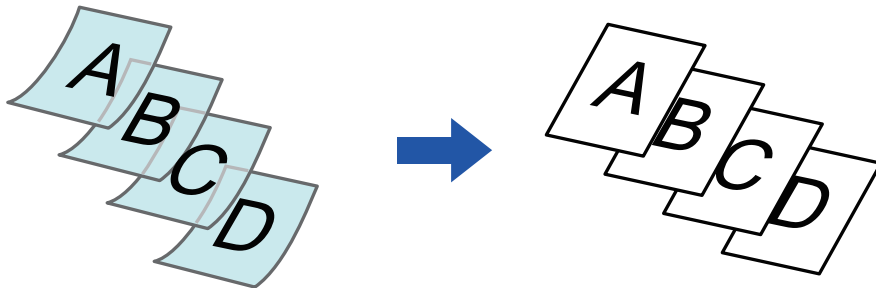
4

Tap the [Color Start] or [B/W Start] key to start copying.



SCANNING THIN ORIGINALS (SLOW SCAN MODE)

When you wish to scan thin originals using the automatic document feeder, you can use this function, which helps prevent thin originals from misfeeding.



Slow Scan Mode must be specified before scanning the original.



The "2-Sided→2-Sided" and "2-Sided→1-Sided" modes of automatic 2-sided copying cannot be used.



To always scan the original in the slow scan mode:

In "Settings (administrator)", select [System Settings] → [Common Settings] → [Device Control] → [Original Feeding Mode].

1

Tap the [Others] key, and tap the [Slow Scan Mode] key.

A checkmark appears on the icon.

After the settings are completed, tap **OK**.



To cancel slow scan mode:

Tap the [Slow Scan Mode] key to clear the checkmark.

2

Place the original in the document feeder tray of the automatic document feeder.

► [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)



If the originals are inserted with too much force, they may crumple and misfeed.

3

Tap the [Color Start] or [B/W Start] key to start copying.



ADJUSTING RESOLUTION WHEN SCANNING (RESOLUTION)

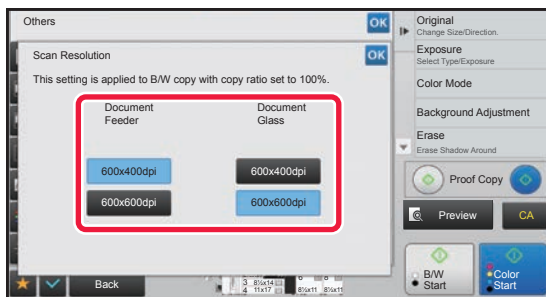
This function adjusts the resolution when scanning the original, enabling the high-quality output or speed-priority output according to the application.



- Resolution must be specified before scanning the original.
- The resolution setting is applied when making a full-size black & white copy.

1

Tap the [Others] key, and tap the [Scan Resolution] key.

2

Select the resolution.

The resolution can be set to both the document feeder and document glass.

After the settings are completed, tap **OK** twice.

3

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

4

Tap the [B/W Start] key to start copying.



TEXT AND IMAGE ADDITION FUNCTIONS

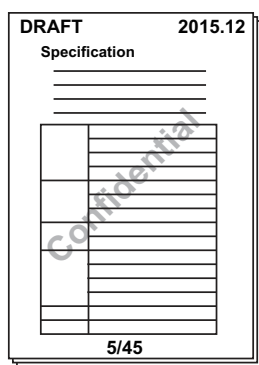
PRINTING DATES, PAGE NUMBERS, AND WATERMARKS (STAMP)

This function prints information such as the "Date" or "Stamp", which is not shown on the original, on copies. You can print the following six types of information.

- Date
- Page No.
- Stamp
- Copies
- Text
- Watermark

For the stamp or watermark, you can print text such as "CONFIDENTIAL" or "PRIORITY". You can print pre-set text or any characters as the text.

Each of the items above can be printed on the header or footer of each sheet.



- If the selected stamp content of one position overlaps the stamp content of another position, priority will be given in the following order: watermark, Copies, Page No., right side, left side, center. Content that is hidden due to overlapping will not be printed.
- Stamp will be printed at the preset size regardless of the copy ratio or paper size setting.
- Stamp will be printed at the preset exposure regardless of the exposure setting.
- Depending on the size of the paper, some printed content may be cut off or shifted out of position.

When [Stamp] is combined with other functions:

Combined function name	Print operation
Margin Shift	Together with the image, the stamp content is shifted the amount of the margin width.
Tab Copy Centering Position Image	Unlike a copy image that moves, the image will be printed in the position set in the stamp.
Dual Page Copy Book Divide Card Shot N-Up Booklet Book Copy	Stamp items are printed for each copy sheet.
Covers/Inserts	Use the stamp settings to select whether or not the item is printed on inserted covers and inserts.
Repeat Layout	Cannot be combined.
Multi-Page Enlargement	Cannot be combined.



1

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

2

Tap the [Others] key, and tap the [Stamp] key.


3

Tap a tab to be printed, and tap the format.

The format of the [Text] tab can be entered using pre-set text or soft keyboard.

- ▶ [Setting using the \[Text\] tab \(page 2-109\)](#)



When you tap the  tab, the display tab is switched.

4



Tap a key of the desired print position.

Tap any of [1] to [6] keys.



- Tapping the [Detail] key allows you to configure setting for each tab such as a print color.
- Tapping the [Layout] key allows you to check the printing position or detailed settings.



- To cancel the text settings:
Tap the [Cancel All] key.
- To cancel all settings:
Tap the [CA] key.

5

Tap the [Color Start] or [B/W Start] key to start copying.



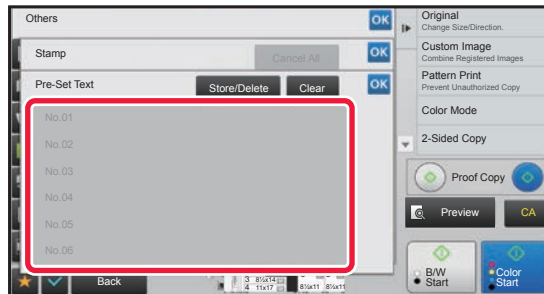
Setting using the [Text] tab

Tap the [Direct Entry] key in the [Text] tab to display the soft keyboard.
Use the soft keyboard to enter any characters.



Selecting the format from pre-set text

Tapping the [Pre-Set Text] key allows you to select the required one of the registered formats for printing.
Tapping the [Store/Delete] key allows you to edit, delete, or store pre-set text.

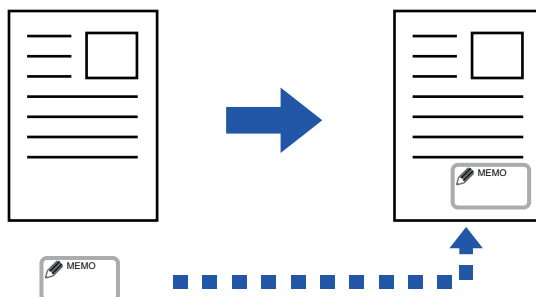




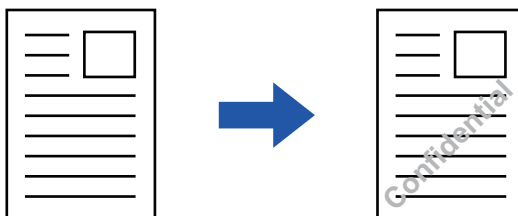
ADDING A REGISTERED IMAGE TO AN ORIGINAL (CUSTOM IMAGE)

This function adds an image registered in the machine to an original to make a copy. Following are two types of custom images.

- Custom stamp (Full-color stamp image)



- Custom watermark (Stamp image with gray-scale watermark)



The combination with other functions is described in the table below.

Combined function	Custom image operations
Margin Shift	Shifts in the same way as for an original image.
Erase	Makes a stamp copy as normal.
Dual Page Copy	Makes a stamp copy by sheet.
Booklet	Makes a stamp copy as normal.
Job Build	Makes a stamp copy as normal.
Tandem Copy	Based on the tandem copy.
Covers/Inserts	Based on the custom image setting.
Separator Page	Printing does not take place on separator pages.
Transparency Inserts	Makes a stamp copy as normal.
N-Up	Makes a stamp copy by sheet.
Book Copy	Makes a stamp copy as normal.
Tab Copy	Makes a stamp copy as normal regardless of image shift setting.
Card Shot	Makes a stamp copy by sheet.
Mirror Image	Makes a stamp copy as normal without mirror image reverse.
B/W Reverse	Prints an image as normal without B/W reverse. However, the following condition is set when printed on a dark background. Custom stamp: Printed in white Custom watermark: Printed without being whitened



Combined function	Custom image operations
Full Bleed Copy	Makes a stamp copy as normal.
Centering	Makes a stamp copy as normal without centering.
Color Adjustments	Makes a stamp copy using the registered data.
Stamp	Makes a stamp copy on the Stamp menu.
Photo Repeat	Cannot be combined.
Multi-Page Enlargement	Cannot be combined.
Hidden Pattern Print	Makes a stamp copy under a pattern print.
Tracking Information Print	Makes a stamp copy under a tracking information print.
Repeat Layout	Cannot be combined.
Position Image	Prints an image at the original position regardless of the Position Image setting.
Book Divide	Makes a stamp copy by sheet.



- An image must be registered in advance from the printer driver to the machine.
 - ▶ [REGISTERING A CUSTOM IMAGE \(page 3-59\)](#)
- A custom stamp image is copied by sheet, not by original. If N-Up is enabled, user stamps are copied for each set of pages.
- A custom stamp image is copied with the registered size. The size remains unchanged even when the copy ratio is enlarged or reduced.
- A different custom image cannot be specified for each page.
- When you tap the [B/W Start] key, a monochrome copy is made even if you have selected a custom stamp.
- If an image runs off of the specified paper depending on the registered size or position, the excess will not be copied.
- Custom Image can be combined with Tandem Copy.
Stamp copy is performed when a custom image with the same file name is registered in both the master and client machines.
If it is not registered, a copy will be made without a custom image.

1**Place the original.**

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

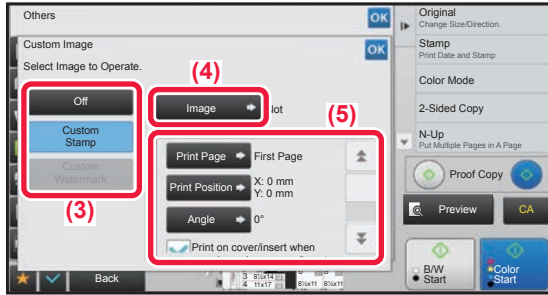
- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

2**Tap the [Others] key, and tap the [Custom Image] key.****3****Tap the [Custom Stamp] or [Custom Watermark] key.****4****Tap the [Image] key to select an image.**

Select the required thumbnail image(s) from the available selection.



5



Set [Print Page] or [Print Position].

After the settings are completed, tap **OK** twice.



- **To cancel the custom image setting:**
Tap the [Off] key.
- **To cancel all settings:**
Tap the [CA] key.

6

Tap the [Color Start] or [B/W Start] key to start copying.

For settings related to custom stamp and custom water mark, see the following table.

For custom stamp

Print Page	Specify a page(s) for stamp copy. First Page or All Pages
Print Position	Specify a position for stamp copy.
Print Angle	Specify the corner of the image. 0 degrees, -90 degrees, 90 degrees, or 180 degrees

For custom watermark

Print Color	Specify the image watermark color. Black, red, green, blue, cyan, magenta or yellow.
Print Pattern	Specify the image watermark print pattern. Transparent: Makes an original image transparent for stamp copy. Overlap: Hides a watermark added to an original image for stamp copy.
Exposure	Select the exposure of a watermark from nine levels.
Print Page	Specify a page(s) for stamp copy. First Page or All Pages
Print Position	Specify a position for stamp copy.
Print Angle	Specify the corner of the image. 0 degrees, -90 degrees, 90 degrees, or 180 degrees



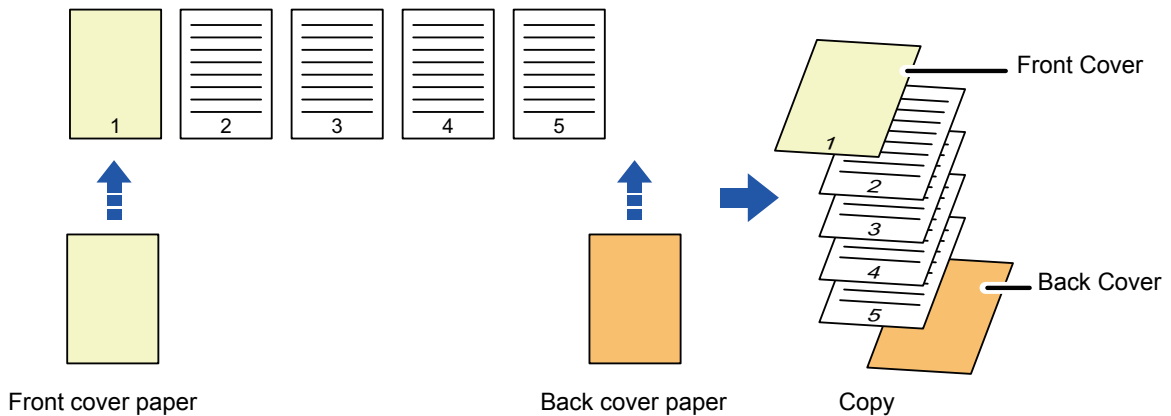
INSERTING COVERS IN COPIES (COVERS/INSERTS)

This function inserts a different type of paper into the pages corresponding to the front and back covers of a copy job. It is helpful when you want to change cover paper to make resources look better. Configure insertion sheet settings if needed.



- To insert insertion sheets, see "[INSERTING INSERTION SHEETS IN COPIES \(COVERS/INSERTS\) \(page 2-121\)](#)".
- For N-Up, the layout is based on the first page and excludes covers.

Copying on a front cover and inserting together with a back cover



Cover inserting examples

The following shows the copy results when front and back covers are inserted into six 1-sided original pages or three 2-sided original pages in the four copy modes below.

1-sided copying of 1-sided originals

Setting conditions for each cover		Resulting copies
Front Cover	Back Cover	
Not copied	Not copied	<p>Inserts cover sheets at the beginning and end of copies.</p>
1-sided copy	Not copied	<p>Makes a 1-sided copy on the first original page for front cover, and inserts a back cover at the end of copies.</p>
2-sided copy	Not copied	<p>Makes a 2-sided copy on the first and second original pages for front cover, and inserts a back cover at the end of copies.</p>

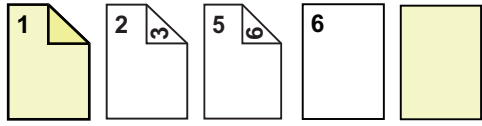
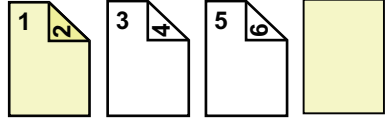
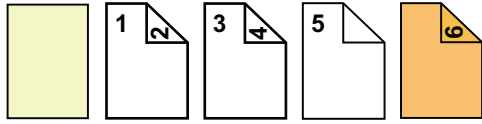
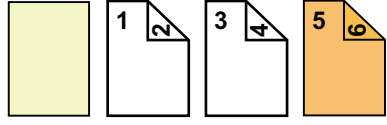
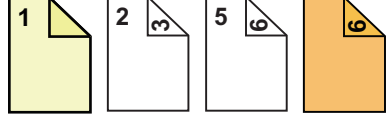
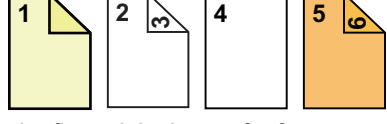
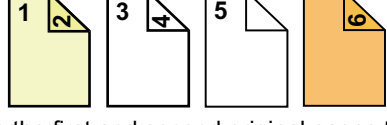


Setting conditions for each cover		Resulting copies
Front Cover	Back Cover	
Not copied	1-sided copy	<p>Inserts a front cover at the beginning of copies, and makes a 1-sided copy on the sixth original page for back cover.</p>
Not copied	2-sided copy	<p>Inserts a front cover at the beginning of copies, and makes a 2-sided copy on the fifth and sixth original pages for back cover.</p>
1-sided copy	1-sided copy	<p>Makes a 1-sided copy on the first original page for front cover, and also makes a 1-sided copy on the sixth original page for back cover.</p>
1-sided copy	2-sided copy	<p>Makes a 1-sided copy on the first original page for front cover, and also makes a 2-sided copy on the fifth and sixth original pages for back cover.</p>
2-sided copy	1-sided copy	<p>Makes a 2-sided copy on the first and second original pages for front cover, and also makes a 1-sided copy on the sixth original page for back cover.</p>
2-sided copy	2-sided copy	<p>Makes a 2-sided copy on the first and second original pages for front cover, and also makes a 2-sided copy on the fifth and sixth original pages for back cover.</p>

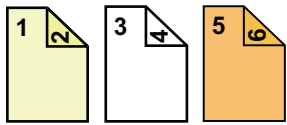
2-sided copying of 1-sided originals

Setting conditions for each cover		Resulting copies
Front Cover	Back Cover	
Not copied	Not copied	<p>Inserts cover sheets at the beginning and end of copies.</p>

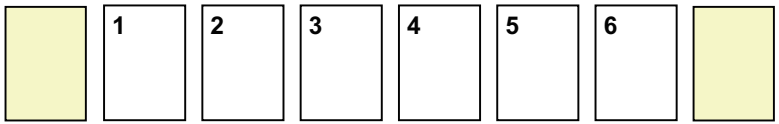
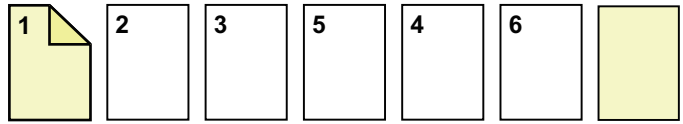
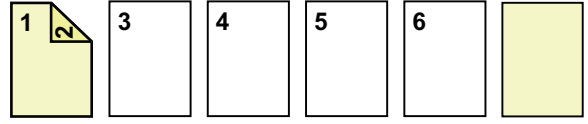
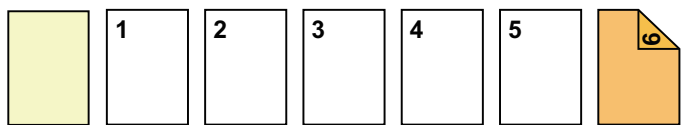
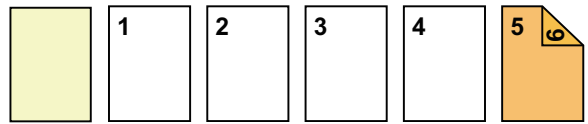
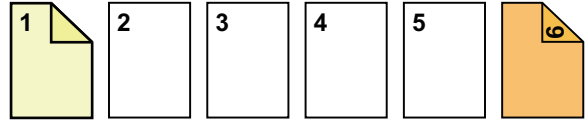


Setting conditions for each cover		Resulting copies
Front Cover	Back Cover	
1-sided copy	Not copied	 <p>Makes a 1-sided copy on the first original page for front cover, and also makes a 1-sided copy on the sixth original page. Inserts cover sheets at the end of copies.</p>
2-sided copy	Not copied	 <p>Makes a 2-sided copy on the first and second original pages for front cover, and inserts a back cover at the end of copies.</p>
Not copied	1-sided copy	 <p>Inserts a front cover at the beginning of copies, and makes a 1-sided copy on the sixth original page for back cover. A 1-sided copy is made on the fifth original page.</p>
Not copied	2-sided copy	 <p>Inserts a front cover at the beginning of copies, and makes a 2-sided copy on the fifth and sixth original pages for back cover.</p>
1-sided copy	1-sided copy	 <p>Makes a 1-sided copy on the first original page for front cover, and also makes a 1-sided copy on the sixth original page for back cover.</p>
1-sided copy	2-sided copy	 <p>Makes a 1-sided copy on the first original page for front cover, and also makes a 2-sided copy on the fifth and sixth original pages for back cover.</p>
2-sided copy	1-sided copy	 <p>Makes a 2-sided copy on the first and second original pages for front cover, and also makes a 1-sided copy on the sixth original page for back cover. A 1-sided copy is made on the fifth original page.</p>

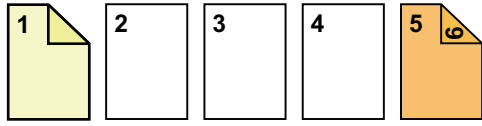
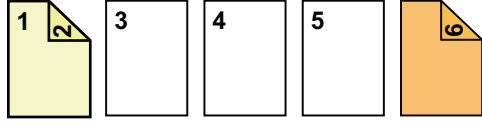
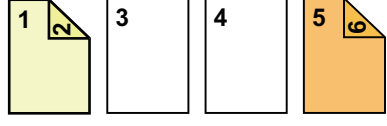


Setting conditions for each cover		Resulting copies
Front Cover	Back Cover	
2-sided copy	2-sided copy	 <p>Makes a 2-sided copy on the first and second original pages for front cover, and also makes a 2-sided copy on the fifth and sixth original pages for back cover.</p>

1-sided copying of 2-sided originals

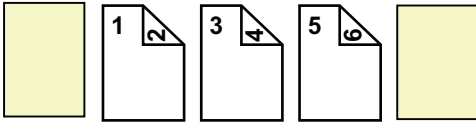
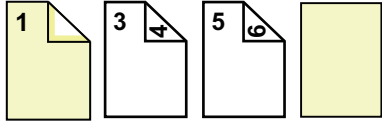
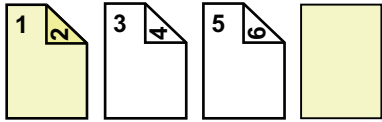
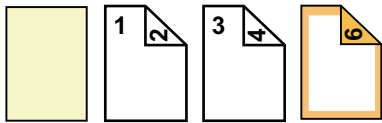
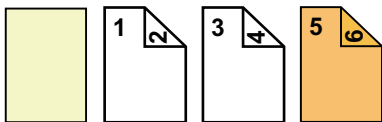
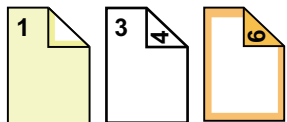
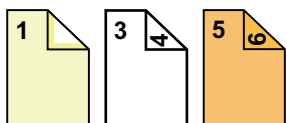
Setting conditions for each cover		Resulting copies
Front Cover	Back Cover	
Not copied	Not copied	 <p>Inserts cover sheets at the beginning and end of copies.</p>
1-sided copy	Not copied	 <p>Makes a 1-sided copy on the first original page for front cover, and inserts a back cover at the end of copies.</p>
2-sided copy	Not copied	 <p>Makes a 2-sided copy on the first and second original pages for front cover, and inserts a back cover at the end of copies.</p>
Not copied	1-sided copy	 <p>Inserts a front cover at the beginning of copies, and makes a 1-sided copy on the sixth original page for back cover.</p>
Not copied	2-sided copy	 <p>Inserts a front cover at the beginning of copies, and makes a 2-sided copy on the fifth and sixth original pages for back cover.</p>
1-sided copy	1-sided copy	 <p>Makes a 1-sided copy on the first original page for front cover, and also makes a 1-sided copy on the sixth original page for back cover.</p>



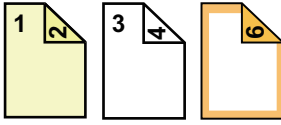
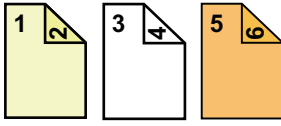
Setting conditions for each cover		Resulting copies
Front Cover	Back Cover	
1-sided copy	2-sided copy	 <p>Makes a 1-sided copy on the first original page for front cover, and also makes a 2-sided copy on the sixth original page for back cover.</p>
2-sided copy	1-sided copy	 <p>Makes a 2-sided copy on the first and second original pages for front cover, and also makes a 1-sided copy on the sixth original page for back cover.</p>
2-sided copy	2-sided copy	 <p>Makes a 2-sided copy on the first and second original pages for front cover, and also makes a 2-sided copy on the fifth and sixth original pages for back cover.</p>



2-sided copying of 2-sided originals

Setting conditions for each cover		Resulting copies
Front Cover	Back Cover	
Not copied	Not copied	 <p>Inserts cover sheets at the beginning and end of copies.</p>
1-sided copy	Not copied	 <p>Makes a 1-sided copy on the first original page for front cover, and inserts a back cover at the end of copies. * The second original page is not copied.</p>
2-sided copy	Not copied	 <p>Makes a 2-sided copy on the first and second original pages for front cover, and inserts a back cover at the end of copies.</p>
Not copied	1-sided copy	 <p>Inserts a front cover at the beginning of copies, and makes a 1-sided copy on the sixth original page for back cover. * The fifth original page is not copied.</p>
Not copied	2-sided copy	 <p>Inserts a front cover at the beginning of copies, and makes a 2-sided copy on the fifth and sixth original pages for back cover.</p>
1-sided copy	1-sided copy	 <p>Makes a 1-sided copy on the first original page for front cover, and also makes a 1-sided copy on the sixth original page for back cover. The second and the fifth original pages are not copied.</p>
1-sided copy	2-sided copy	 <p>Makes a 1-sided copy on the first original page for front cover, and also makes a 2-sided copy on the fifth and sixth original pages for back cover. * The second original page is not copied.</p>



Setting conditions for each cover		Resulting copies
Front Cover	Back Cover	
2-sided copy	1-sided copy	 <p>Makes a 2-sided copy on the first and second original pages for front cover, and also makes a 1-sided copy on the sixth original page for back cover. * The fifth original page is not copied.</p>
2-sided copy	2-sided copy	 <p>Makes a 2-sided copy on the first and second original pages for front cover, and also makes a 2-sided copy on the fifth and sixth original pages for back cover.</p>



- Before using the covers/inserts function, load insertion sheets in the tray.
- When selecting the covers/inserts function, place the originals in the document feeder tray, select 1-sided or 2-sided copying, and select the number of copies and any other desired copy settings. When these settings have been completed, perform the procedure to select covers/inserts.
- One sheet can be inserted for each of front and back covers.



- The document glass is not available for this function.
- When performing 2-sided copying of 2-sided originals, an insertion sheet cannot be inserted between the front and reverse sides of an original.
- This function cannot be used in combination with the saddle stitch function.
- This setting is not available when the "Covers/Inserts" is disabled in "Settings".

1

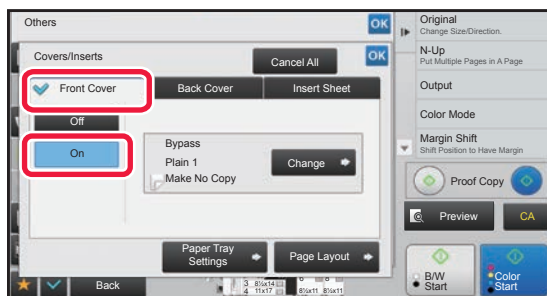
Place the original in the document feeder tray of the automatic document feeder.

► [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)

2

Tap the [Others] key, and then tap the [Covers/Inserts] key.

3

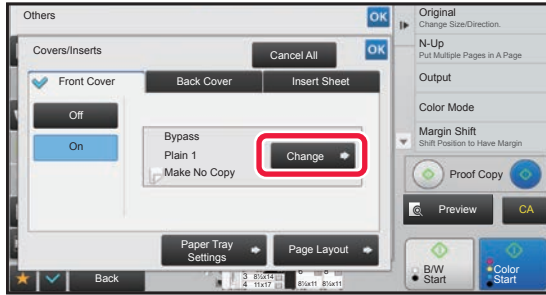


Tap the [Front Cover] key, and then tap the [On] key.

When inserting a back cover, tap the [Back Cover] tab, and then tap the [On] key.

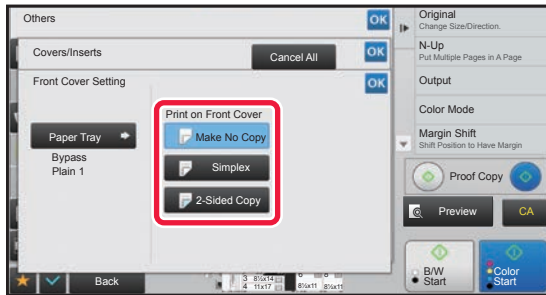


4



Tap the [Change] key.

5



Configure copy setting of a front cover sheet.

When only inserting a cover, tap the [Make No Copy] key. If you selected the [2-Sided Copy] key, tap the [Book] or [Tablet] key for the front cover binding. After the settings are completed, tap **OK** twice.



To change the cover input tray:

Tap the [Paper Tray Settings] key to display the input tray setting screen. On the input tray setting screen, tap the [Paper Tray] key of [Front Cover] or [Back Cover]. For more information, see "[SELECTING THE PAPER TRAY FOR COPYING \(page 2-13\)](#)".



- If the cover will be copied on, label sheets, transparency film, and tab paper cannot be used. If not copied on, tab paper can be inserted.
- **To cancel cover sheet insertion:**
Tap the [Off] key.
- **To cancel the front cover, back cover, and insertion sheet settings at the same time:**
Tap the [Cancel All] key.
- **To cancel all settings:**
Tap the [CA] key.

6

Tap the [Color Start] or [B/W Start] key to start copying.



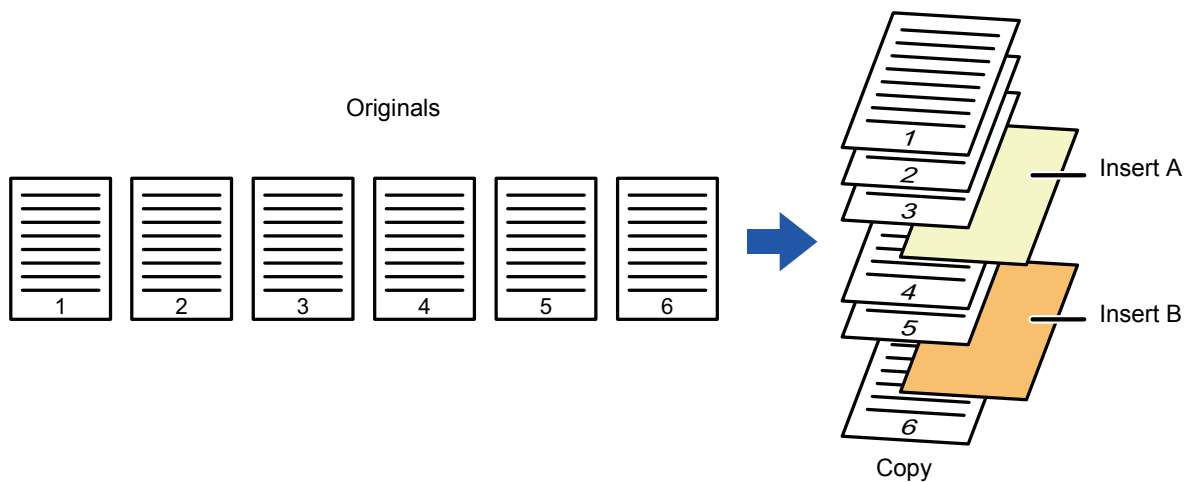
INSERTING INSERTION SHEETS IN COPIES (COVERS/INSERTS)

This function inserts a sheet of paper into a specific page as an insertion sheet. There are two types of insertion sheets. Insertion positions can be specified. Insert covers if needed.



When inserting covers, see "[INSERTING COVERS IN COPIES \(COVERS/INSERTS\) \(page 2-113\)](#)".

Example: Insert A after page 3 and insert B after page 5.



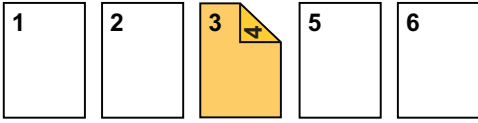
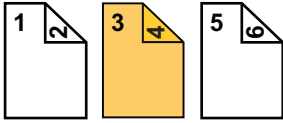
Sheet inserting examples

The following examples show the copy results when insertion sheets are inserted into six 1-sided originals or three 2-sided originals using two copy modes.

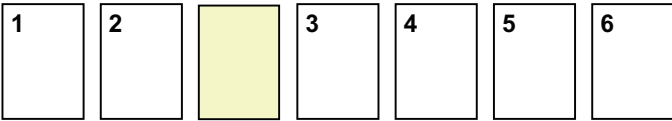
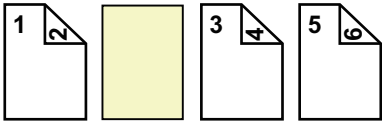
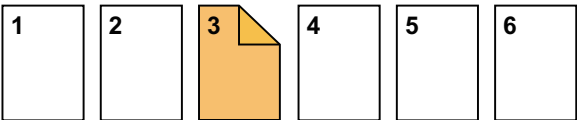
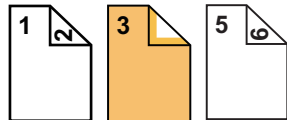
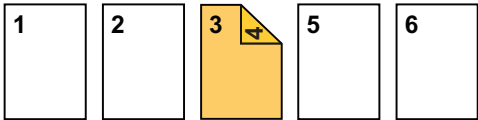
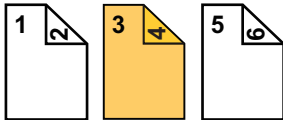
1-sided original copying

Insertion sheet setting conditions	Resulting copies	
	Insert an insertion sheet in 1-sided copy mode.	Insert an insertion sheet in 2-sided copy mode.
Not copied	<p>Inserts an insertion sheet between the second and third pages of copies.</p>	
1-sided copy	<p>Makes a 1-sided copy of the third original page on an insertion sheet.</p>	



Insertion sheet setting conditions	Resulting copies	
	Insert an insertion sheet in 1-sided copy mode.	Insert an insertion sheet in 2-sided copy mode.
2-sided copy	 <p>Makes a 2-sided copy of the third and fourth original pages on an insertion sheet.</p>	

2-sided original copying

Insertion sheet setting conditions	Resulting copies	
	Insert an insertion sheet in 1-sided copy mode.	Insert an insertion sheet in 2-sided copy mode.
Not copied	 <p>Inserts an insertion sheet between the second and third pages of copies.</p>	
1-sided copy	 <p>Makes a 1-sided copy of the third original page on an insertion sheet.</p>	 <p>* The fourth original page is not copied.</p>
2-sided copy	 <p>Makes a 2-sided copy of the third and fourth original pages on an insertion sheet.</p>	



- Before using the covers/inserts function, load insertion sheets in the tray.
- When selecting the covers/inserts function, place the originals in the document feeder tray, select 1-sided or 2-sided copying, and select the number of copies and any other desired copy settings. When these settings have been completed, perform the procedure to select covers/inserts.
- The insertion sheet size must be the same as the copy size.
- Up to 100 insertion sheets can be inserted.



- The document glass is not available for this function.
- When performing 2-sided copying of 2-sided originals, an insertion sheet cannot be inserted between the front and reverse sides of an original.
- This function cannot be used in combination with the saddle stitch function.
- This setting is not available when the covers/inserts function is disabled in "Settings (administrator)".



1

Place the original in the document feeder tray of the automatic document feeder.

► [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)

2

Tap the [Others] key, and then tap the [Covers/Inserts] key.

3

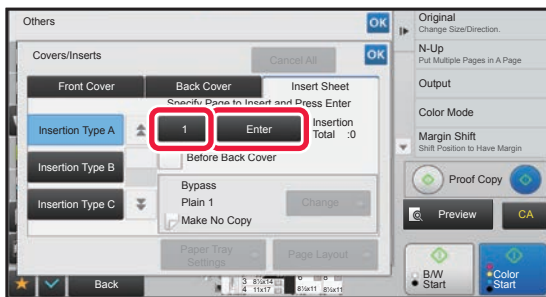
Tap the [Insertion Sheet] tab.

4

Tap the [Insertion Type A] key, and tap the insert page display key.

The Insertion Type B to Type I settings are the same as the Insertion Type A settings.

5



Enter the number of the page you want to insert a sheet into using numeric keys, and then tap the [Enter] key.

The total number of insertion sheets is displayed at the side of [Enter] key. Repeat these steps for the number of insertion sheets.

After the settings are completed, tap **OK** twice.



• If you have entered an incorrect insert page number:

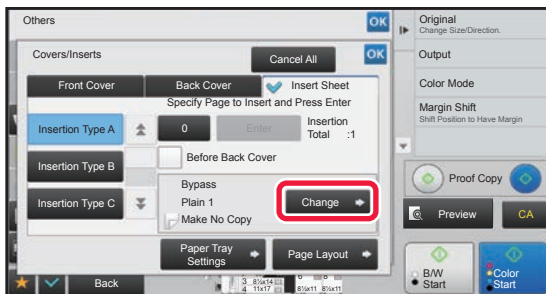
Tap the [Page Layout] key and change the page.

► [CHECKING, EDITING, AND DELETING THE PAGE LAYOUT OF COVERS AND INSERTION SHEETS \(PAGE LAYOUT\) \(page 2-125\)](#)

• To cancel insertion sheets:

Tap the [Cancel All] key.

6



Tap the [Change] key.



7



When only inserting insertion sheet A, tap the [Make No Copy] key.

When making a copy on insertion sheet A, tap the [Simplex] or [2-Sided Copy] key.

If you selected [2-Sided Copy], tap the [Book] key or [Tablet] key for the insert sheet binding.

After the settings are completed, tap **OK**.



• **To change an insertion sheet:**

Tap the [Paper Tray] key, and select the tray with insertion sheets loaded.

• To copy on tab paper, tap the [Tab Copy] key.

▶ [COPYING CAPTIONS ONTO TAB PAPER \(TAB COPY\) \(page 2-128\)](#)



• When copying on both sides of an insertion sheet, you cannot use label sheets, transparency films, or tab paper for insertion. If not copied on, tab paper can be inserted.

• **To cancel all settings:**

Tap the [CA] key.

8

Tap the [Color Start] or [B/W Start] key to start copying.



CHECKING, EDITING, AND DELETING THE PAGE LAYOUT OF COVERS AND INSERTION SHEETS (PAGE LAYOUT)



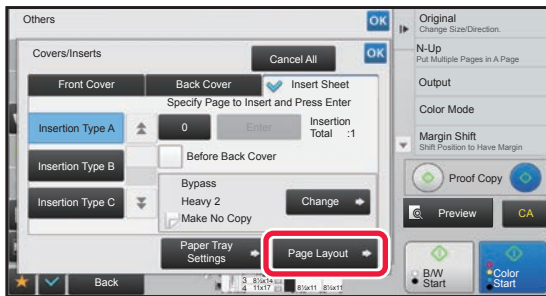
The editing contents are different between the registered covers and insertion sheets as shown below.

- For the "Cover Sheet", you can change settings such as the paper type, copy/do not copy, 1-Sided, and 2-Sided.
- For "Insert Sheet", you can change only the page number you want to insert an insert sheet into.

1

Tap the [Others] key, and then tap the [Covers/Inserts] key.

2

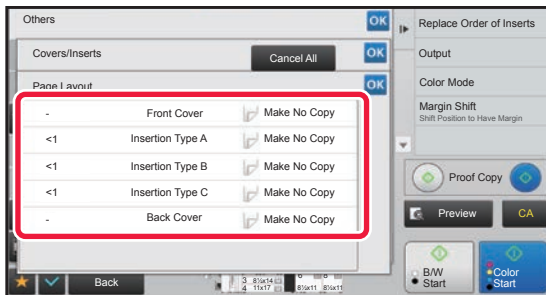


Tap the [Page Layout] key.



If the settings for the covers or insertion sheets are not configured, the [Page Layout] key is disabled.

3



Check the page layout.

To exit this job after checking the page layout, tap the **OK** key.

To edit or delete, tap the required key. When deleting, tap the [Delete] key. When editing, tap the [Modify] key.

When setting consecutive insertion of different types of inserts at the same page, you can tap [Replace Order of Inserts] on the action panel to change the order.

4

Change cover or insertion sheet settings.

For the cover, you can change the copy mode.

You can change the page number you want to insert an insert sheet into.

After the settings are completed, tap the **OK** key multiple times to return to the [Others] screen. Then, tap **OK**.

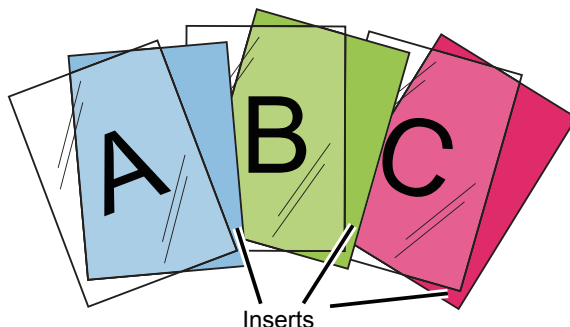


INSERTING INSERTION SHEETS IN BETWEEN TRANSPARENCY FILMS (TRANSPARENCY INSERTS)

When copying on transparency film, the sheets may stick together due to static electricity.

The transparency inserts function can be used to automatically insert a sheet of paper between each sheet of transparency film, making the sheets easy to handle.

It is also possible to copy on insertion sheets.



When performing 2-sided copying, only "2-Sided→1-Sided" mode can be used.



- The number of copies cannot be selected in this mode.
- Transparency film can be loaded in the bypass tray, tray 4 and large capacity trays.

1

Load transparency film in the bypass tray, tray 4 or large capacity trays.

When loading paper in the bypass tray or large capacity trays, load with the print side up. In tray 4, load with the print side down.

- ▶ [LOADING PAPER INTO THE BYPASS TRAY \(page 1-81\)](#)
- ▶ [LOADING PAPER IN THE TRAY 3/4 \(page 1-67\)](#)
- ▶ [LOADING PAPER IN THE LARGE CAPACITY TRAYS \(page 1-76\)](#)

2

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

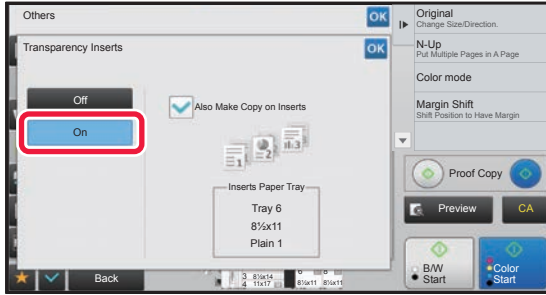
- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

3

Tap the [Others] key, and then tap the [Transparency Inserts] key.



4



Tap the [On] key.

When making a copy on insertion sheets, tap the [Also Make Copy on Inserts] checkbox to set to . After the settings are completed, tap **OK** twice.



- **To cancel the transparency inserts setting:**
Tap the [Off] key.
- **To cancel all settings:**
Tap the [CA] key.

5

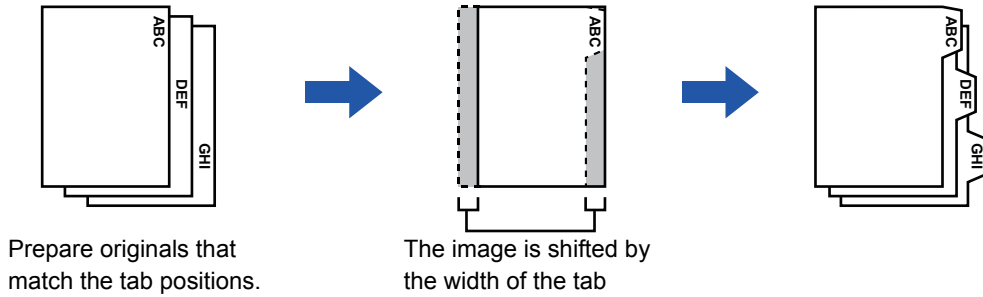
Tap the [Color Start] or [B/W Start] key to start copying.



FUNCTIONS FOR SPECIFIC USES

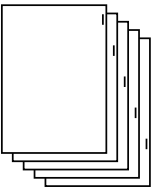
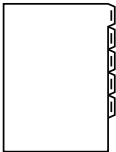
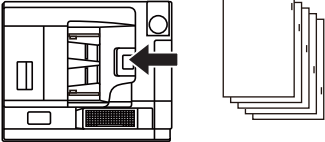
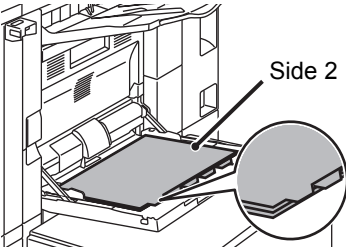
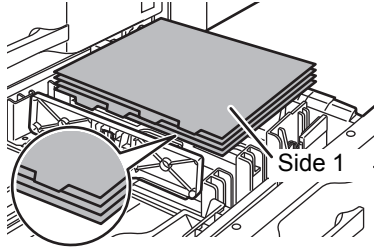
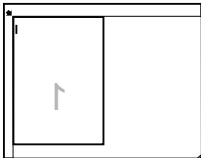
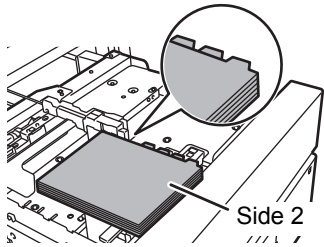
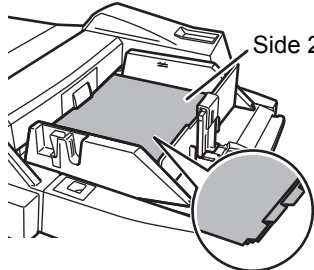
COPYING CAPTIONS ONTO TAB PAPER (TAB COPY)

Load a tab sheet in the bypass tray, and make a copy on a tab.
Prepare appropriate originals for tab captions.



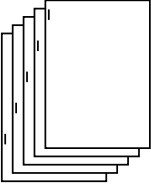
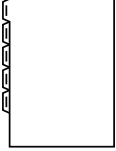
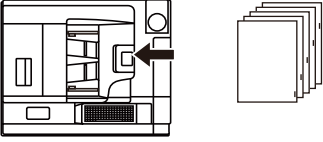
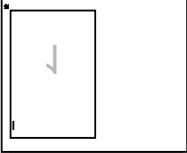
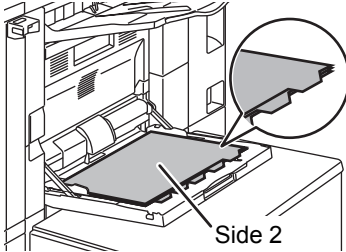
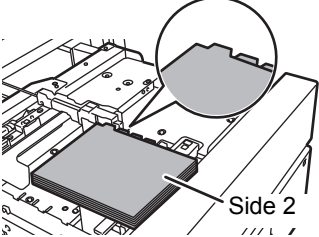
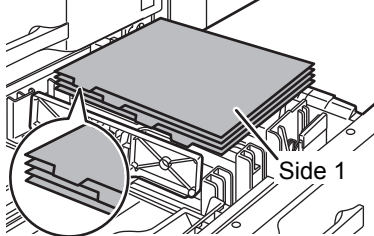
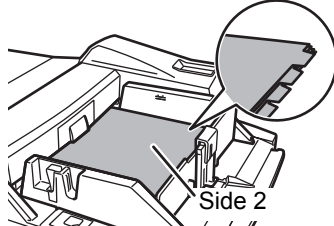
Relation between the originals and the tab paper


Tab copying with a left binding


Originals	Placing the originals	Loading tab paper	
<p>Originals</p>  <p>Final image</p> 	<p>Document feeder tray</p>  <p>Insert the originals so that the side with no tab text enters first.</p>	<p>Bypass tray (on the machine)</p>  <p>Place the first sheet of tab paper so that the tab faces toward you.</p>	<p>Tray 4</p>  <p>Place the first sheet of tab paper so that the tab faces toward you.</p>
	<p>Document glass</p>  <p>Place the originals so that the side with the tab text is on the left.</p>	<p>Large capacity trays</p>  <p>Place the first sheet of tab paper so that the tab faces toward you.</p>	<p>Bypass tray (on the large capacity trays)</p>  <p>Place the first sheet of tab paper so that the tab faces toward you.</p>



Tab copying with a right binding

Originals	Placing the originals	Loading tab paper	
<p>Originals</p>  <p>Final image</p> 	<p>Document feeder tray</p>  <p>Insert the originals so that the side with no tab text enters first.</p> <p>Document glass</p>  <p>Place the originals so that the side with the tab text is on the left.</p>	<p>Bypass tray (on the machine)</p>  <p>Place the first sheet of tab paper so that the tab faces away from you.</p> <p>Large capacity trays</p>  <p>Place the first sheet of tab paper so that the tab faces away from you.</p>	<p>Tray 4</p>  <p>Place the first sheet of tab paper so that the tab faces away from you.</p> <p>Bypass tray (on the large capacity trays)</p>  <p>Place the first sheet of tab paper so that the tab faces away from you.</p>

 Tab Copy must be specified before scanning the original.

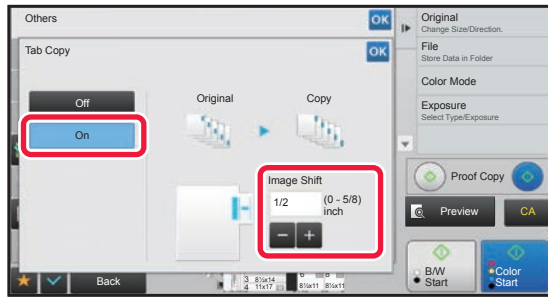
 **To change the default image shift width for tab copying:**
 In "Settings (administrator)", select [System Settings] → [Copy Settings] → [Condition Settings] → [Initial Tab Copy Setting].
 The factory default setting is 1/2" (10 mm).

1 Tap the [Others] key, and tap the [Tab Copy] key.

2 Tap the [On] key.



3



Sets an image shift width (tab width).

- Tap the numeric value display indicating the image shift width, and enter a shift width using numeric keys.
- After the settings are completed, tap **OK** twice.



To cancel the tab copy setting:
Tap the [Off] key.

4

Load the tab paper.



The width of the tab paper can be as wide as 8-1/2" x 11" paper (8-1/2") plus 5/8" (or A4 width (210 mm) plus 20 mm).

5

Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)



To cancel all settings:
Tap the [CA] key.

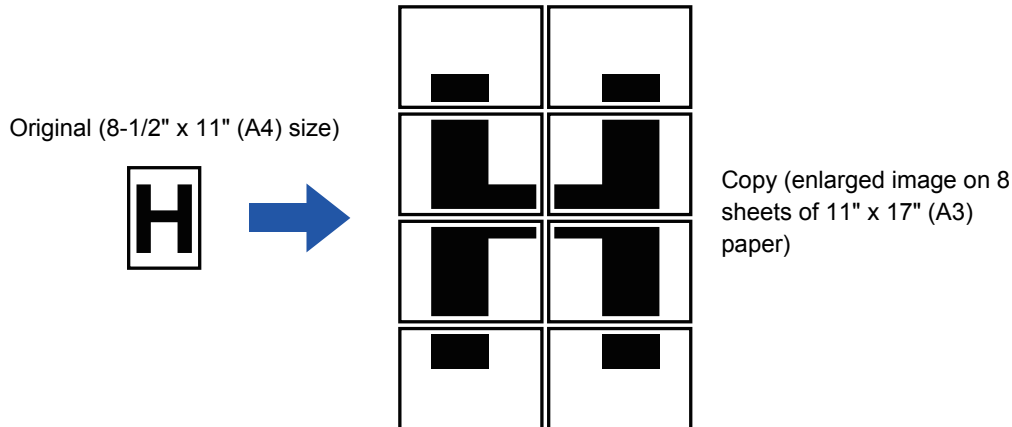
6

Tap the [Color Start] or [B/W Start] key to start copying.



MAKING A POSTER-SIZED COPY (MULTI-PAGE ENLARGEMENT)

This function separately copies an enlarged original image on multiple sheets.



- You must select Multi-Page Enlargement before scanning the original.
- Place an original on the document glass.
- When Multi-Page Enlargement is selected, the image orientation is changed to vertical.
- Overlap of sections of image
 - There will be a margin around the edges of each copy.
 - Areas for overlapping the copies will be created at the leading and trailing edges of each copy.
- The paper size, number of sheets required for the enlarged image, and the ratio are automatically selected based on the selected original size and enlargement size. (The paper size and ratio cannot be selected manually.)

1

Tap the [Others] key, and tap the [Multi-Page Enlargement] key.

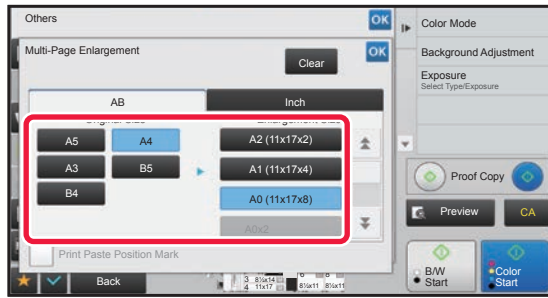
2

Select the [AB] or [Inch] tab to meet the original size for multi-page enlargement, and tap the key that meets the original size.

Tapping the key of the original size displays the keys that show the available enlargement size, copy paper size, and number of sheets.



3



Tap the key of the size you want to enlarge the original to.

The image orientation appears.

After the settings are completed, tap **OK** twice.



When printing the copy image and margin border, set the [Print Paste Position Mark] checkbox to .



• **To cancel Multi-Page Enlargement setting:**

Tap the [Clear] key.

Even when the multi-page enlargement setting is canceled, the automatically selected ratio is retained.

• **To return the ratio to 100%:**

Tap the [Copy Ratio] key on the base screen to display the ratio menu, and then tap the [100%] key.

4

Place the original on the document glass based on the orientation displayed on the screen.

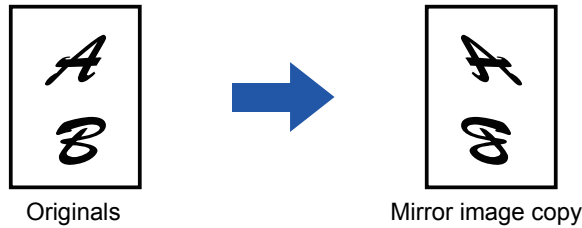
5

Tap the [Color Start] or [B/W Start] key to start copying.



COPYING WITH MIRROR IMAGE (MIRROR IMAGE)

This function makes copies by inverting the original into a mirror image.



Specify the Mirror Image before scanning an original.

1

Tap the [Others] key, and tap the [Mirror Image] key.

A checkmark appears on the icon.

After the settings are completed, tap **OK**.



To cancel the mirror image setting:

Tap the [Mirror Image] key to uncheck it.

2

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

► [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)

► [DOCUMENT GLASS \(page 1-92\)](#)

3

Tap the [Color Start] or [B/W Start] key to start copying.



OUTPUT AND DENSITY ADJUSTMENT FUNCTIONS

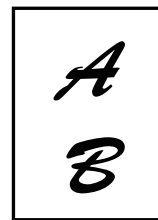
REVERSING WHITE AND BLACK IN A COPY (B/W REVERSE)

This function reverses black and white in a copy to create a negative image. This function can only be used for black and white copying.

Originals with large black areas (which use a large amount of toner) can be copied using Black/White Reverse to reduce toner consumption.



Originals



B/W reverse copy



- B/W Reverse must be specified before scanning the original.
- When this function is selected, the "Exposure/Original Type" setting for exposure adjustment automatically changes to "Text".



When this function is selected, you cannot use the [Color Start] key.

1

Tap the [Others] key, and tap the [B/W Reverse] key.

A checkmark appears on the icon.
After the settings are completed, tap **OK**.



To cancel the B/W reverse setting:
Tap the [B/W Reverse] key to uncheck it.

2

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)



To cancel all settings:
Tap the [CA] key.

3

Tap the [B/W Start] key to start copying.



EASY ADJUSTMENT OF THE IMAGE QUALITY (QUICK IMAGE QUALITY ADJUSTMENT)

You can easily adjust the color and outlines of images and text.

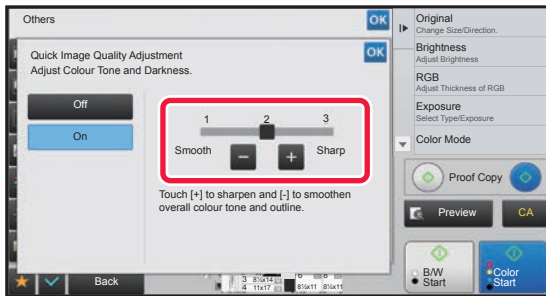


You must select Quick Image Quality Adjustment before scanning the original.

1

Tap the [Others] key, and tap the [Quick Image Quality Adjustment] key.

2



Tap **−** **+** or slide the slider to adjust the image quality.

After the settings are completed, tap **OK** twice.



To cancel the quick image quality adjustment setting:

Tap the [Off] key.

3

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)



To cancel all settings:

Tap the [CA] key.

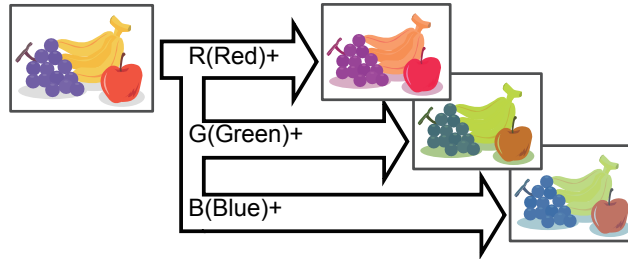
4

Tap the [Color Start] or [B/W Start] key to start copying.



ADJUSTING RED/GREEN/BLUE IN COPIES (RGB ADJUST)

This function heightens or lightens any one of the three color components R (red), G (green), and B (blue).



RGB must be specified before scanning the original.

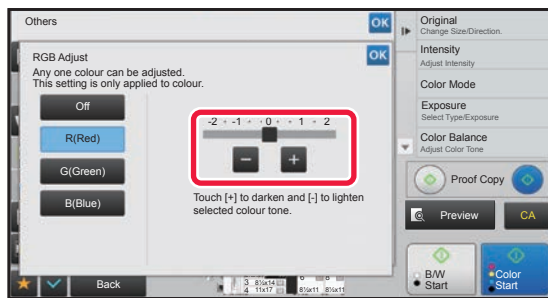
1

Tap the [Others] key, and tap the [RGB Adjust] key.

2

Tap the key of the color you want to adjust.

3



Tap **-** **+** or slide the slider to adjust the coloring.

After the settings are completed, tap **OK** twice.



- Only one color can be adjusted. (If you adjust one color and then tap another color, the adjustment of the first color is canceled.)
- **To cancel the RGB adjust setting:**
Tap the [Off] key.

4

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- [DOCUMENT GLASS \(page 1-92\)](#)



To cancel all settings:
Tap the [CA] key.

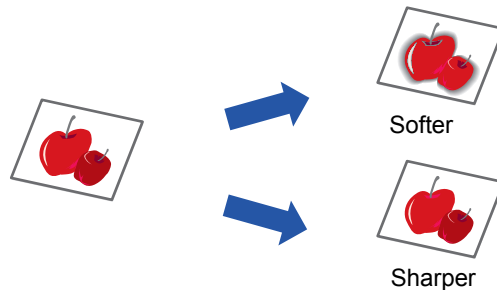
5

Tap the [Color Start] key to start copying.



ADJUSTING THE SHARPNESS OF AN IMAGE (SHARPNESS)

This function adjusts the sharpness to make a sharper or softer image.

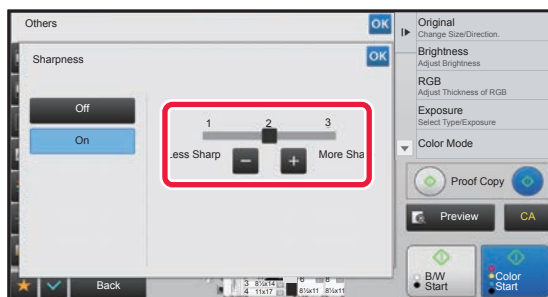


Sharpness must be specified before scanning the original.

1

Tap the [Others] key, and tap the [Sharpness] key.

2



Tap **−** **+** or slide the slider to adjust the sharpness.

Select [More Sharp] for sharper outlines, or [Less Sharp] for softer outlines.

After the settings are completed, tap **OK** twice.



To cancel the sharpness setting:

Tap the [Off] key.

3

Place the original.

Place the original in the document feeder of the automatic document feeder, or on the document glass.

► [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)

► [DOCUMENT GLASS \(page 1-92\)](#)



To cancel all settings:

Tap the [CA] key.

4

Tap the [Color Start] or [B/W Start] key to start copying.



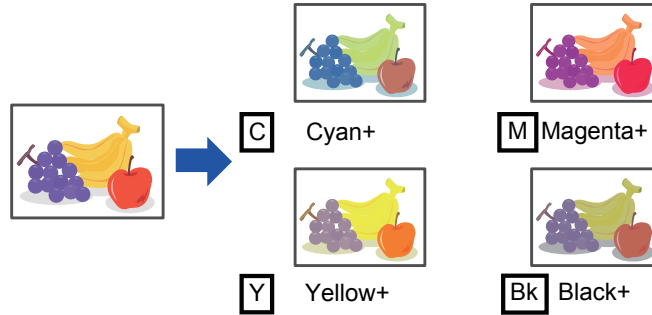
ADJUSTING THE COLOR (COLOR BALANCE)

You can adjust the color, tone, and density of copies.

Use the [Color] tab for color copy settings, or the [B/W] tab for black & white copy settings.

If you select the [Color] tab, the densities of the colors yellow, magenta, cyan, and black are divided into three ranges, and you can adjust the density of each range.

If needed, you can also adjust all three density ranges at once.



Color Balance must be specified before scanning the original.



To change the default color balance setting:

Change the setting in "Settings (administrator)" → [System Settings] → [Image Quality Adjustment] → [Copy Image Quality] → [Color Balance (Color)] or [Color Balance (Black & White)].

1

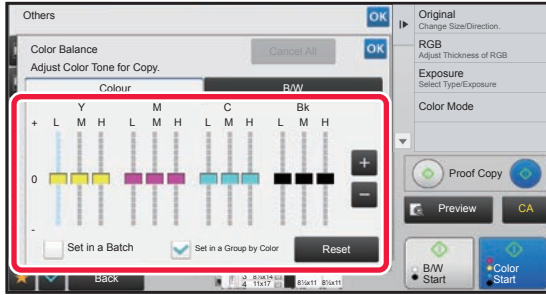
Tap the [Others] key, and tap the [Color Balance] key.

2

Tap the tab of the mode you want to adjust.



3



Tap the **- +** key or slide the slider to adjust the color balance.

- If you want to adjust each color individually on the [Color] tab, set the [Set in a Batch] checkmark to . If you want to further adjust each range of each color individually, set the [Set in a Group by Color] checkbox to .
- To adjust each range on the [B/W] tab, set the [Set in a Batch] checkmark to .
- To adjust a slider individually with the **- +** keys, tap the slider you want to adjust and tap the **- +** keys.



• **To return the color balance of the current tab to the default balance:**

Tap the [Reset] key.

The values of all gradations currently being adjusted will return to their default color balance values.

• **To return all color balances to defaults:**

Tap the [Cancel All] key.

The default settings are the values set in "Settings (administrator)" → [System Settings] → [Image Quality Adjustment] → [Copy Image Quality] → [Color Balance (Color)] or [Color Balance (Black & White)].

4

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)

▶ [DOCUMENT GLASS \(page 1-92\)](#)

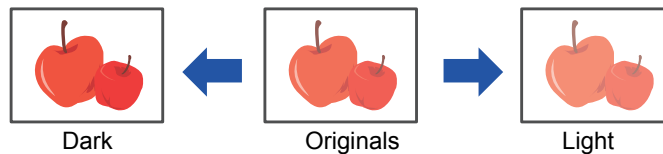
5

Tap the [Color Start] or [B/W Start] key to start copying.



ADJUSTING THE BRIGHTNESS OF A COPY (BRIGHTNESS)

This function adjusts the brightness of a color copy image.

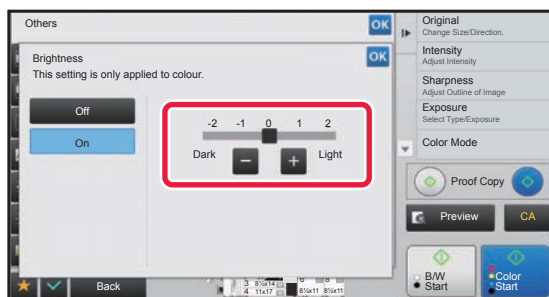


Brightness must be specified before scanning the original.

1

Tap the [Others] key, and tap the [Brightness] key.

2



Tap the **- +** key or slide the slider to adjust the brightness.

After the settings are completed, tap **OK** twice.



To cancel the brightness setting:

Tap the [Off] key.

3

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

► [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)

► [DOCUMENT GLASS \(page 1-92\)](#)



To cancel all settings:

Tap the [CA] key.

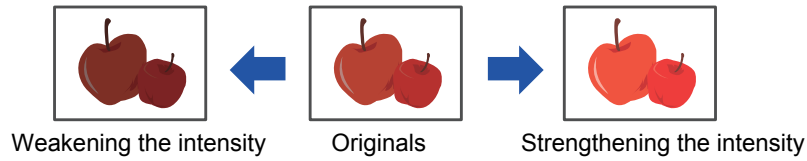
4

Tap the [Color Start] key to start copying.



ADJUSTING THE INTENSITY OF A COPY (INTENSITY)

This function adjusts the intensity (saturation) of a color copy image.



You must set the intensity before scanning the original.

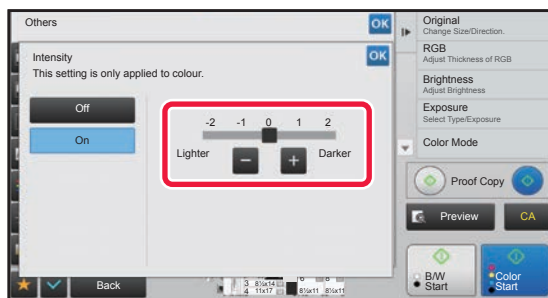


This function cannot be combined with [Copy of Copy] or [Color Tone Enhancement] in Exposure.

1

Tap the [Others] key, and tap the [Intensity] key.

2



Tap **- +** the key or slide the slider to adjust the intensity.

After the settings are completed, tap **OK** twice.



To cancel the Intensity setting:

Tap the [Off] key.

3

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)

▶ [DOCUMENT GLASS \(page 1-92\)](#)



To cancel all settings:

Tap the [CA] key.

4

Tap the [Color Start] key to start copying.

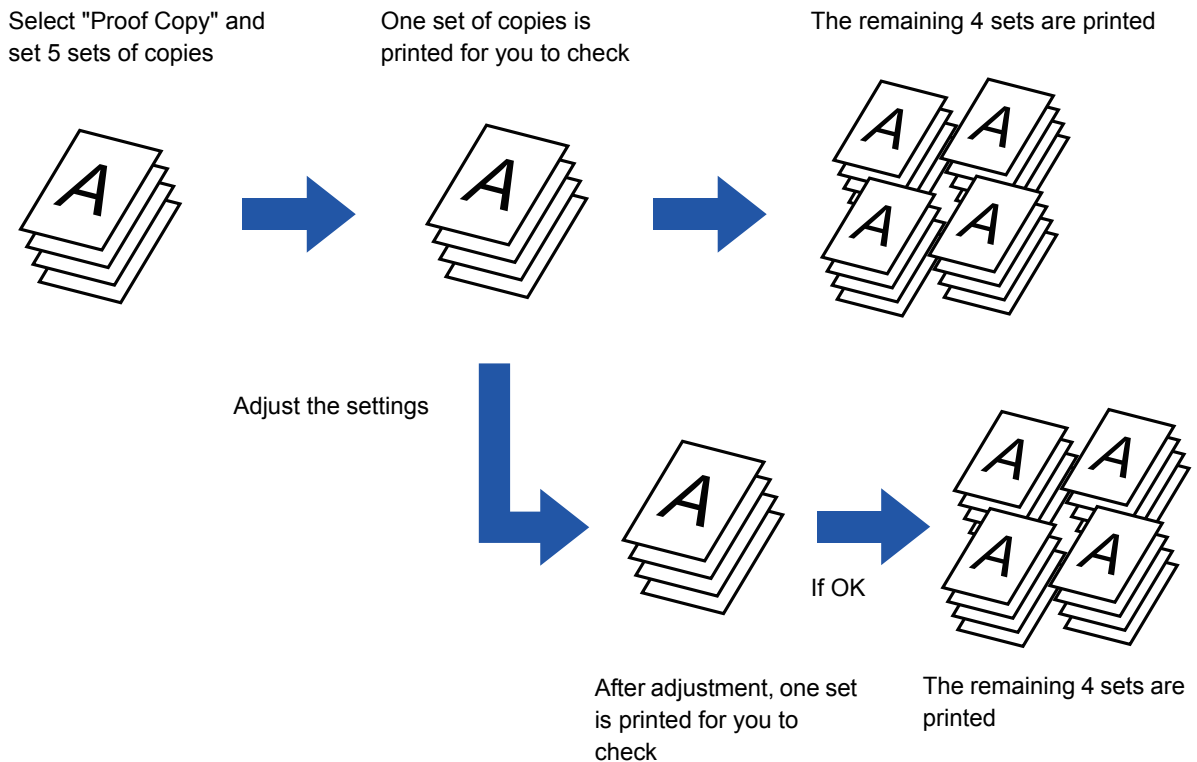


CONVENIENT COPY FUNCTIONS

MAKING A PROOF COPY (PROOF COPY)

This function makes a proof copy before printing the specified number of copies. Check the preview image with a proof copy. If necessary, change the settings. Using this function stores the scanned original in the machine, saving you the trouble of re-scanning the original in the changed setting.

Proof copy flow



- Proof Copy must be specified before scanning the original.
- If Proof Copy is executed while the machine is printing another job, the job in progress is interrupted, and a proof copy is printed preferentially. The interrupted job will resume after proof copying has been completed. However, if proof copy is executed during printing of a job for which both 2-sided printing and staple function are enabled, the proof copy will be printed after the job in progress is finished. If the [Start Print] key is tapped to execute printing of the remaining sets while the machine is printing another job, the remaining sets will be printed after all previously reserved jobs are completed.

1

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- [DOCUMENT GLASS \(page 1-92\)](#)



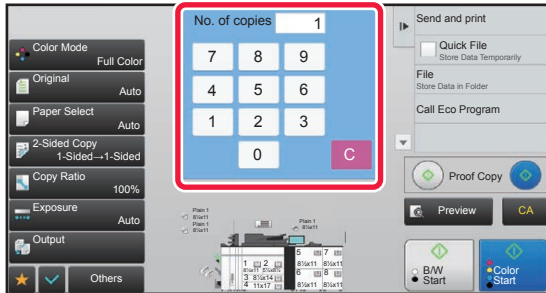
2

As necessary, specify the required functions such as "Exposure" and "Copy Ratio".



To cancel all settings:
Tap the [CA] key.

3



Set the number of copies (number of sets) using the numeric keys.

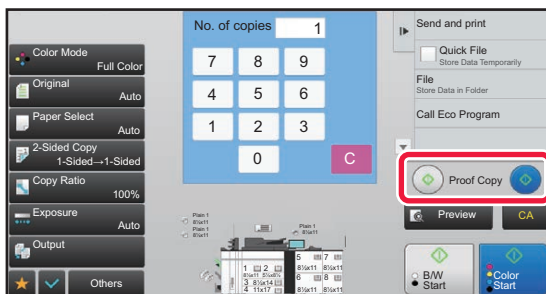


Up to 9999 copies (sets) can be set.



If an incorrect number of copies is set
Tap the [C] key, and enter the correct number.

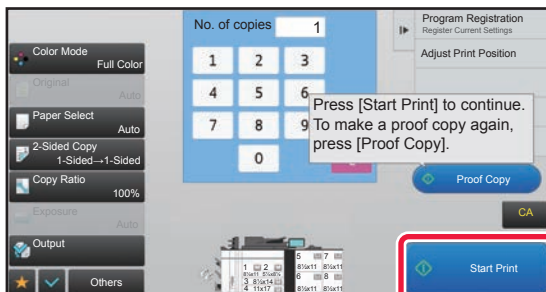
4



Tap the [Proof Copy] key.

Tap the key to the left of [Proof Copy] to make a copy in black and white. Tap the key to the right of [Proof Copy] to make a copy in color. Only one set of copies is printed.

5



Check the copy result. If no problem is found, tap the [Start Print] key.

As necessary, change the settings and repeat proof copying until you are satisfied with the copy result.



You can also change the number of copies. To change the number of copies, use the numeric keys.



- In Proof Copy, unavailable function keys are not displayed.
- Some available functions may be restricted.
- **To cancel all settings:**
Tap the [CA] key.

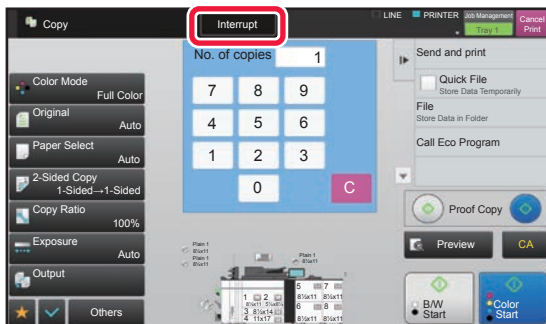
INTERRUPT COPY

This function suspends a job in progress, and preferentially prints the original specified with interrupt copy. When you need to make an urgent copy and the machine is busy with a long copy run or other job, use interrupt copy.



- The [Interrupt] key does not appear while an original is being scanned.
- Depending on the settings of the job in progress, the [Interrupt] key may not appear.
- Interrupt copy cannot be used in combination with the following functions: Job Build, Tandem Copy, Book Copy, Card Shot, Multi-Page Enlargement, Original Count, Proof Copy, Preview Setting, and Book Divide.
- If you use the document glass for interrupt copy, you cannot select the booklet, covers/inserts function, or N-Up setting. If any of these functions are necessary, use the automatic document feeder.

1



Tap the [Interrupt] key.

The interrupt mode screen appears.



If user authentication is specified:

Tap the [Interrupt] key to display the user authentication screen. Enter the login name and password to perform user authentication.

2

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

3

Configure copy settings.



To cancel interrupt copy, tap the [Cancel] key.

4

Tap the [Color Start] or [B/W Start] key to start interrupt copying.

When the interrupt copy job is completed, the interrupted job will resume.



The interrupt copy function does not display the preview of the scanned original.



SEND DATA WHILE COPYING

This function allows you to send an e-mail with an image attached, or save data in the network folder.



You need to store the destination in the address book in advance.

► [ADDRESS BOOK \(page 1-103\)](#)

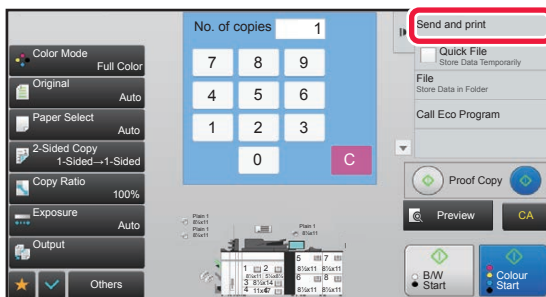
The image send transmission starts after the copy, and the settings same as the copy are used for transmission. However, the same results as the copy may not be provided by some functions.

1

Tap the [Detail] key to change to normal mode.

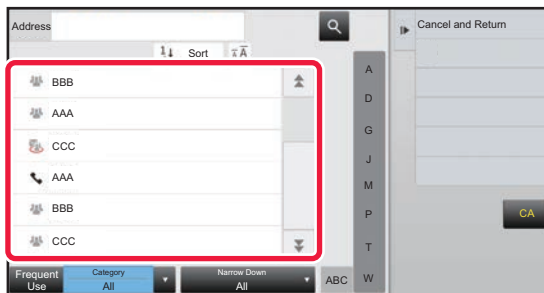
► [Changing mode from each mode \(page 2-5\)](#)

2



Tap [Send and Print] on the action panel.

3



Select a recipient from the address book.

► [ADDRESS BOOK SCREEN \(page 1-104\)](#)

After you have selected the recipient, tap the [Enter Address] key.



You cannot use the soft keyboard to enter an address. If you cannot find the recipient in the address book, enter it in the address book.

4

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

► [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)

► [DOCUMENT GLASS \(page 1-92\)](#)



5

Set each copy item as required.



You can preview the scanned original by tapping the [Preview] key.

6

Tap the [Color Start] or [B/W Start] key to start copying.

After the copy, the transmission starts.



After the copy, you cannot preview the settings before transmission.



COPY JOBS

When you tap the job management display, jobs are displayed in a list. To check the status of a copy job, tap the [Print] tab.

When you wish to stop or delete jobs or to perform priority processing, read the following items:

- ▶ [STOPPING/DELETING A JOB IN PROGRESS OR RESERVED \(page 1-96\)](#)
- ▶ [PRIORITY PROCESSING OF A RESERVED JOB \(page 1-97\)](#)
- ▶ [CHECKING A RESERVED JOB OR THE JOB IN PROGRESS \(page 1-99\)](#)
- ▶ [CHECKING COMPLETED JOBS \(page 1-100\)](#)





PROGRAMS

Programs are set from the base screen of normal mode.

► [SELECTING COPY MODE \(page 2-4\)](#)



Programs cannot be stored in easy mode.

STORING A PROGRAM

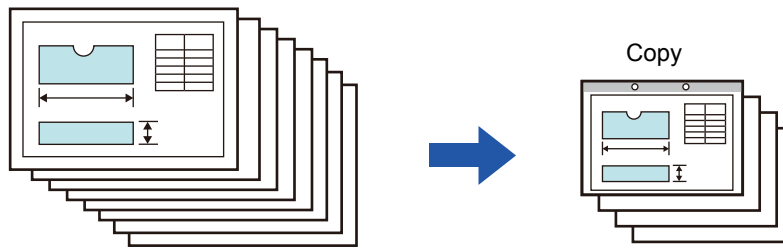
This function collectively stores copy settings as one program. The stored program can be retrieved using an easy operation.

For information about how to retrieve a program, see "[RETRIEVING A PROGRAM \(page 2-151\)](#)".

For example, suppose 11" x 17" (A3) size CAD drawings are copied once a month for archive purposes using the following settings:

- The 11" x 17" (A3) size CAD drawings are reduced to 8-1/2" x 11" (A4) size.
- To reduce paper use by half, 2-sided copying is used.
- Margin shift is used to allow a margin to punch holes for filing.

A3 (11" x 17") size CAD drawings



When a job program is not stored	When a job program is stored
<p>Set reduction from 11" x 17" (A3) to 8-1/2" x 11" (A4)</p> <p>↓</p> <p>Change the exposure setting.</p> <p>↓</p> <p>Set 2-sided copying.</p> <p>↓</p> <p>Set margins.</p> <p>↓</p> <p>Set punch hole settings.</p> <p>↓</p> <p>Tap the [Color Start] or [B/W Start] key.</p>	<p>Retrieve the stored program.</p> <p>↓</p> <p>Tap the [Color Start] or [B/W Start] key.</p>
<p>Considerable time is required to copy the drawings each month because the above settings must be selected. In addition, mistakes are occasionally made when selecting the settings, so some copies must be redone.</p>	<p>The settings are stored in a program, so they can be selected by the touch of a key. This is simple and takes no time. In addition, the settings are all stored so there are no chances for mistakes, and thus no need to redo copies due to setting mistakes.</p>



- Up to 48 programs can be stored.
- Program settings remains registered even when the main power has been turned off.
- A program can also be stored in the home screen or favorite as a shortcut; therefore, it is helpful when retrieving it.

1

Specify the copy function to be stored.

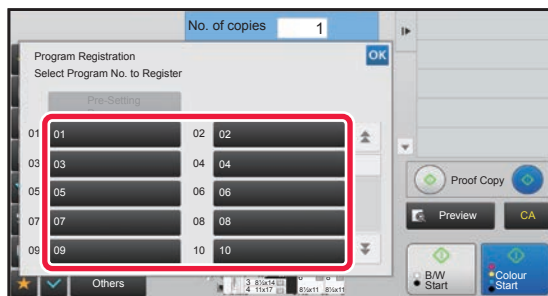


In the base screen, display [Program Registration] on the action panel.

2

Tap [Program Registration] on the action panel.

3



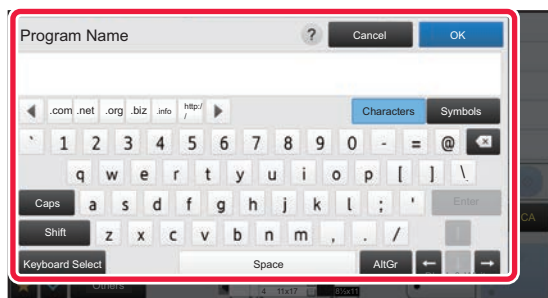
Tap an unused key.

A key with a program stored is displayed in color. Tap a key with no program stored.



If you do not set a name for the program, a serial number will be automatically assigned as the name.

4



Set a name for the program and tap the [OK] key.

A registration completion message appears.



5



Select whether or not the program will be added to the home screen or the favorites.

To specify print settings, you can select the required one from pre-set text or use the soft keyboard. You can also print serial number and account job ID.

When you have completed the settings, tap **OK** twice.



- If user authentication is enabled, the shortcut key for the program is registered in the user's home screen or favorite.
- If user authentication is disabled, the administrator password entry screen appears. When the administrator password is entered, the registration is completed.



The number of copies cannot be stored.

RETRIEVING A PROGRAM

1

Tap [Call Program] on the action panel.

2

Tap the key of the program you want to retrieve.



You can select a program key and tap [Register in Favorite] or [Register for Home] on the action panel to register a shortcut key for the selected program in the favorite or home screen.

DELETING AND RENAMING A PROGRAM

This section explains how to delete copy settings in a program and rename a program.



- A program that is already stored cannot be deleted.
- When "Settings (administrator)" - [System Settings] → [Common Settings] → [Enable/Disable Settings] → [Disabling of Registration/Deletion of Program] is selected, a registered program cannot be deleted or renamed.

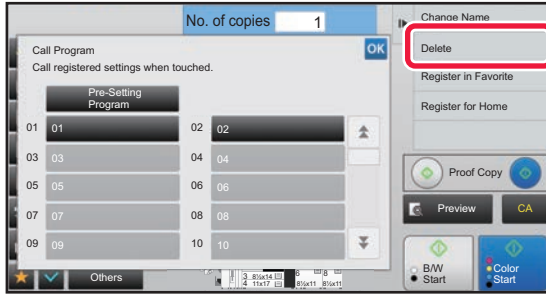
Deleting a program

1

Tap [Call Program] on the action panel.



2



Tap [Delete] on the action panel.

3

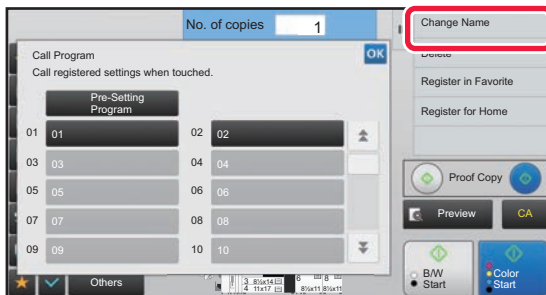
Tap the key of the program you want to delete, and tap [Delete].

Renaming a program

1

Tap [Call Program] on the action panel.

2



Tap [Change Name] on the action panel.

3



Tap the key of the required program, and rename the program. Then tap the [OK] key.

After the settings are completed, tap **OK**.



PRINTER


Icons

-  Eco-friendly functions
-  Functions for printing on special media

PRINTER FUNCTION OF THE MACHINE

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PRINTER FUNCTION OF THE MACHINE

The machine is equipped with a full color printing function as standard. To enable printing from your computer, a printer driver must be installed.

See the table below to determine which printer driver to use in your environment.

Windows environment

Printer driver type
PCL6 The machine support the Hewlett-Packard PCL6 printer control languages.
PS <ul style="list-style-type: none">• This printer driver supports the PostScript® 3™ page description language developed by Adobe Systems Incorporated.• If it is desired to use the Windows standard PS printer driver, the PPD driver must be used.



- To install the printer driver and configure settings in a Windows environment, see the Software Setup Guide.
- The User's Manual mainly uses PCL6 printer driver screens to explain how to print in a Windows environment. The printer driver screens may differ slightly depending on the printer driver you are using.
- Maximum print area: 12-9/16" x 50-7/8" (319 mm x 1292 mm)

Mac OS Environment

Printer driver type
PS PS This printer driver supports the PostScript® 3™ page description language developed by Adobe Systems Incorporated and uses a PPD file.



- To install the printer driver and configure settings in a Mac OS environment, see the Software Setup Guide.
- Maximum print area: 12-9/16" x 50-7/8" (319 mm x 1292 mm)



PRINTING IN A WINDOWS ENVIRONMENT

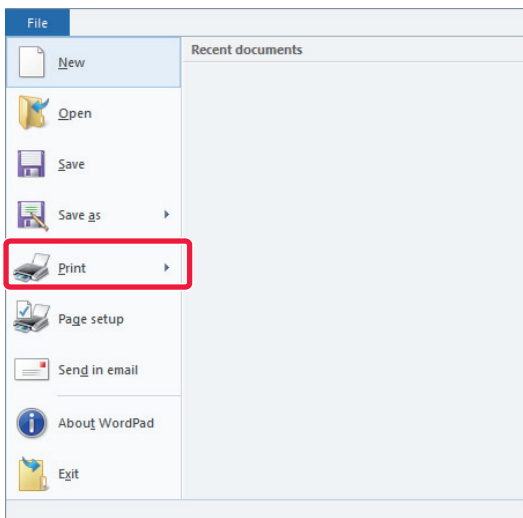
BASIC PRINTING PROCEDURE

The following example explains how to print a document from "WordPad", which is a standard accessory application in Windows.



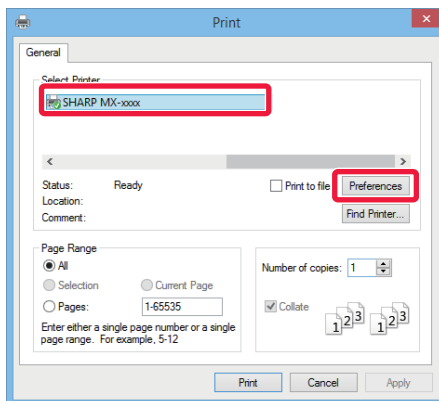
- The menu used to execute printing may vary depending on the application.
- The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.
- The machine name that normally appears in the [Printer] menu is [MX-xxxx]. ("xxxx" is a sequence of characters that varies depending on the machine model.)

1



Select [Print] from the [File] menu of WordPad.

2

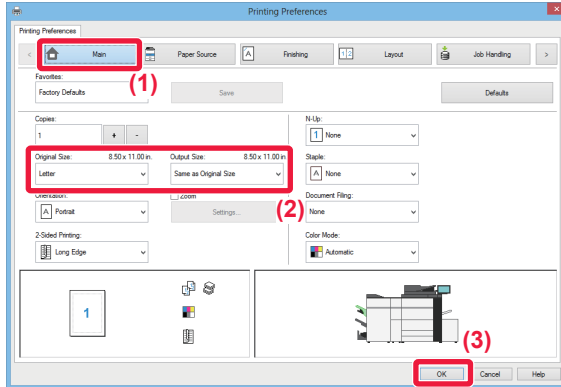


Select the printer driver for the machine and click the [Preferences] button.

The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.



3



Select print settings.

(1) Click the [Main] tab.

(2) Select the original size.

- You can register up to seven user-defined sizes in the menu. To store an original size, select [Custom Paper] or one of [User1] to [User7] from the menu, and click the [OK] button.
- To select settings on other tabs, click the desired tab and then select the settings.
 - ▶ [PRINTER DRIVER SETTINGS SCREEN / REFERRING TO HELP \(page 3-6\)](#)
- If an original size larger than the largest paper size that the machine supports is set, select the paper size for printing in "Output Size".
- If an "Output Size" different from the "Original Size" is selected, the print image will be adjusted to match the selected paper size.

(3) Click the [OK] button.

4

Click the [Print] button.

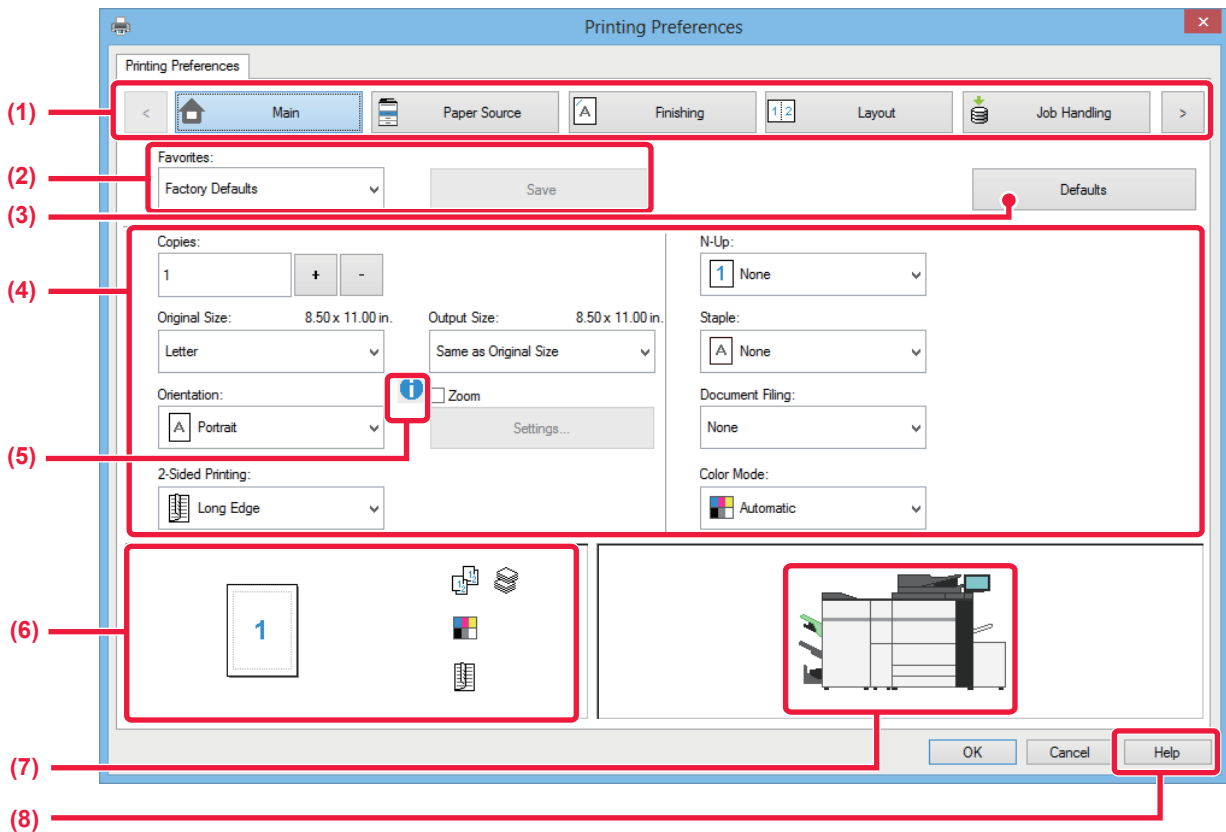
Printing begins.



PRINTER DRIVER SETTINGS SCREEN / REFERRING TO HELP

The printer driver settings screen consists of 9 tabs. Click a tab to select the settings on that tab.

You can check information on each of the settings in the Help screen. Click the [Help] button at the bottom right of the screen.



(1) Tabs: Click to change the tabs shown.

- [Main]: Frequently used functions are grouped on this tab. The settings are also on other tabs, and each setting on this tab is linked to the corresponding setting on the other tab.
- [Paper Source]: Set the size and type of paper used for printing, and the paper tray.
- [Finishing]: Select a finishing function such as stapling, punch, or folding, and set the output tray.
- [Layout]: Select functions related to the layout such as two-sided printing and booklet.
- [Job Handling]: Set Document Filing and user authentication.
- [Inserts]: Select insertion functions such as covers, inserts, and tab paper.
- [Stamp]: Select the watermark or stamp function.
- [Image Quality]: Select various image quality settings.
- [Color Profile]: Set the color profile.
- [Detailed Settings]: Select tandem print and other detailed print settings.

(2) Favorites

Settings configured on each tab at the time of printing can be saved as Favorite.
 ▶ [FREQUENTLY USED FUNCTIONS \(page 3-10\)](#)

(3) [Defaults]

Return the settings on the currently selected tab to their default state.

(4) Setup Items

Displays the settings on each tab.

(5) Information icon()

Some restrictions exist on the combinations of settings that can be selected in the printer driver properties window. When a restriction exists on a selected setting, an information icon () will appear next to the setting. Click the icon to view an explanation of the restriction.



(6) Print image

This lets you visually check how the current settings affect the print image. Finishing settings and the color mode are indicated by icons.


(7) Machine image

This shows the options that are installed on the machine, and the paper trays and output trays that are used.

(8) [Help] button

Displays the Help window of the printer driver.



- Help can be displayed for a setting by clicking the setting and pressing the [F1] key.
- You can click the  button in the upper right corner of the settings screen and then click a setting to show Help for that setting in a sub-window.

SELECTING THE PAPER

Before printing, check the paper sizes, paper types, and paper remaining in the machine's trays. To check the most recent tray information, click the [Tray Status] button in the [Paper Source] tab.

The "Output Size" setting and the "Paper Tray" setting are related as follows:

• **When "Paper Tray" is set to [Auto Select]**

The tray that contains paper of the size and type selected in "Output Size" and "Paper Type" is automatically selected.

• **When "Paper Tray" is set to any setting other than [Auto Select]**

The specified tray is used for printing regardless of the "Output Size" setting.

When you have set "Paper Type" to [Bypass Tray], be sure to select "Paper Type". Check the paper type that is set for the bypass tray of the machine, check that paper of that type is actually loaded into the bypass tray, and then select the appropriate paper type.

• **When "Paper Type" is set to [Auto Select]**

A tray with plain paper or recycled paper of the size specified in "Output Size" is automatically selected. (The factory default setting is plain paper only.)

• **When "Paper Type" is set to anything other than [Auto Select]**

A tray with the specified type of paper and the size specified in "Output Size" is used for printing.



Special media can also be placed in the bypass tray.

For the procedure for loading paper in the bypass tray, see "[LOADING PAPER INTO THE BYPASS TRAY \(page 1-81\)](#)".



When [Enable Detected Paper Size in Bypass Tray] (disabled by factory default) or [Enable Selected Paper Type in Bypass Tray] (enabled by factory default), which you can reach by selecting [System Settings] in "Settings (administrator)" → [Printer Settings] → [Condition Settings] → [Bypass Tray Settings] is enabled, printing will not take place if the paper size or paper type specified in the printer driver is different from the paper size or paper type specified in the settings of the bypass tray.



To exclude the bypass tray from the trays that can be selected when [Auto Select] is selected:

In "Settings (administrator)", select [System Settings] → [Printer Settings] → [Condition Settings] → [Bypass Tray Settings] → [Exclude Bypass-Tray from Auto Paper Select].

If special media are frequently loaded in the bypass tray, it is recommended that this setting be enabled.

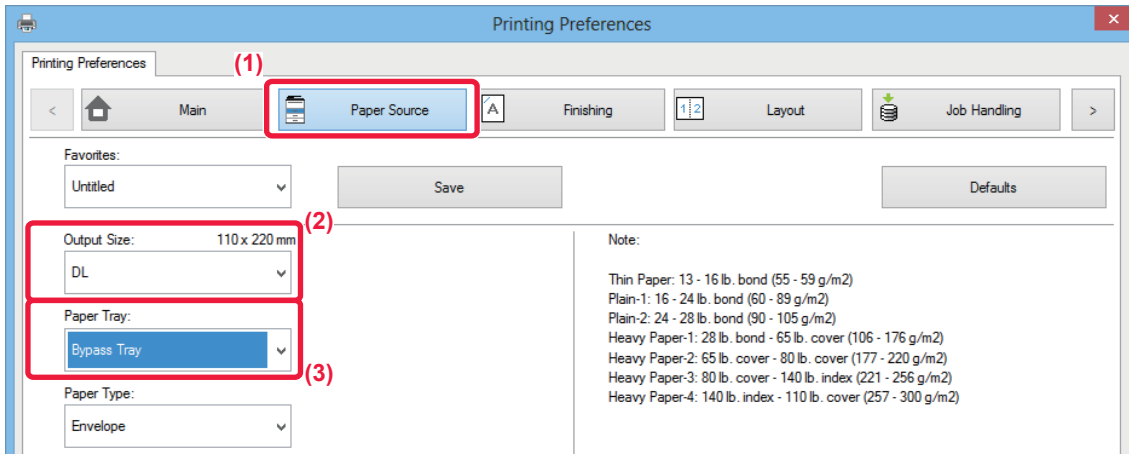


PRINTING ON ENVELOPES

The bypass tray can be used for envelope printing.



- For the types of paper that can be used in the bypass tray, see "[APPLICABLE PAPER TYPES \(page 1-61\)](#)".
- For the procedure for loading paper in the bypass tray, see "[LOADING PAPER INTO THE BYPASS TRAY \(page 1-81\)](#)".
- For more information on the procedure for loading paper, see "[SELECTING THE PAPER \(page 3-7\)](#)".
- It is recommended that you carry out a test print to check the print result before using an envelope.
- When using media such as envelopes that can be loaded only in a specific orientation, you can rotate the image 180 degrees. For more information, see "[ROTATING THE PRINT IMAGE 180 DEGREES \(ROTATE 180 DEGREES\) \(page 3-44\)](#)".



(1) Click the [Paper Source] tab.

(2) Select the envelope size from the "Output Size" menu.

When [Output Size] is set to envelope, [Paper Type] is automatically set to [Envelope].

When "Original Size" is set to envelope on the [Main] tab and "Output Size" is set to [Same as Original Size], "Paper Type" is automatically set to [Envelope].

(3) Select [Bypass Tray] in "Paper Tray".

When [Enable Selected Paper Type in Bypass Tray] (enabled by factory default) is enabled in "Settings (administrator)", set the paper type of the bypass tray to [Envelope].



PRINTING WHEN THE USER AUTHENTICATION FUNCTION IS ENABLED

The user information (such as login name and password) that must be entered varies depending on the authentication method being used, so check with the administrator of the machine before printing.



- If you have configured "Printing Policy" on the [Configuration] tab so that user authentication is always performed, users are required to be authenticated for each print job. This is done by entering authentication information in a dialog box that appears each time printing is performed.
- The machine's user authentication function cannot be used when the PPD driver* is installed and the Windows standard PS printer driver is used.
For this reason, the machine can be configured to prohibit users from executing printing unless their user information is stored in the machine.
* The PPD driver enables the machine to print using the Windows standard PS printer driver.

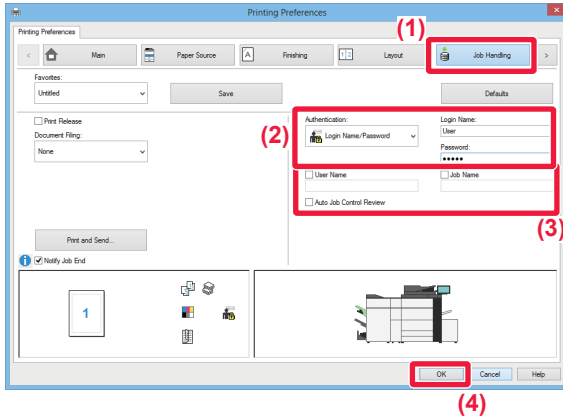


To prohibit printing by users whose user information is not stored in the machine:
In "Settings (administrator)", select [User Control] → [Default Settings] → [Disable Printing by Invalid User].

1

In the printer driver properties window of the application, select the printer driver of the machine and click the [Preferences] button.

The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.

2

Enter your user information.

(1) Click the [Job Handling] tab.

(2) Enter your user information.

- When authentication is performed by login name, select [Login Name] and enter your login name.
- When authentication is performed by login name/password, click [Login Name/Password] and enter your login name and password. Enter the password using 1 to 32 characters.
- When authentication is performed by user number, select [User Number] and enter your 5 to 8 digit user number.

(3) Enter the user name and job name as necessary.

- Click the [User Name] checkbox, and enter your user name using up to 32 characters. The entered user name will appear on the touch panel of the machine. If you do not enter a user name, your PC login name will appear.
- Click the [Job Name] checkbox, and enter a job name using up to 30 characters. The entered job name will appear as a file name on the touch panel of the machine. If you do not enter a job name, the file name set in the application will appear.
- To have a confirmation window appear before printing starts, select the [Auto Job Control Review] checkbox.

(4) Click the [OK] button to execute printing.



FREQUENTLY USED FUNCTIONS

SAVING SETTINGS AT THE TIME OF PRINTING

Settings configured on each of the tabs at the time of printing can be saved as Favorite. Saving frequently used settings or complex color settings under an assigned name makes it easy to select those settings the next time you need to use them.

Settings can be saved from any tab of the printer driver properties window. Settings configured on each tab are listed at the time of saving, allowing you to check the settings as you save them.



Deleting saved settings

In step 2 of "[USING SAVED SETTINGS \(page 3-11\)](#)", select the user settings that you want to delete and click the [Delete] button.

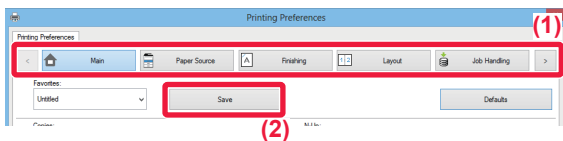
1

Select the machine's printer driver from the print window of the application, and click the [Preferences] button.



The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.

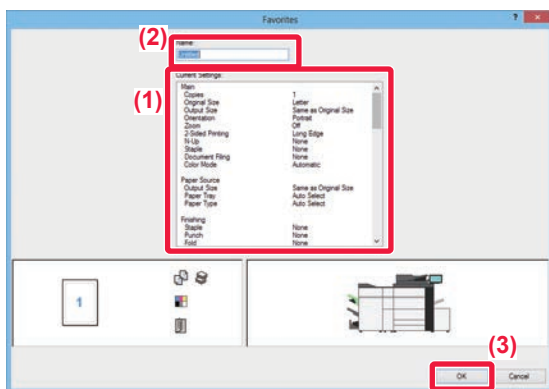
2



Register Print Settings.

- (1) Configure the print settings on each tab.
- (2) Click the [Save] button.

3



Check and save the settings.

- (1) Check the displayed settings.
- (2) Enter a name for the settings using up to 20 characters.
- (3) Click the [OK] button.



USING SAVED SETTINGS

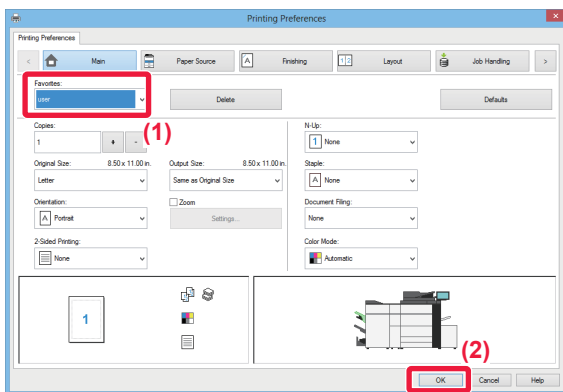
You can specify the saved favorites through just one click to apply frequently used settings or complicated color settings to your printing.

- 1 Select the machine's printer driver from the print window of the application, and click the [Preferences] button.**



The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.

2



Select favorite settings.

- (1) Select the favorite settings you want to use.**
- (2) Click the [OK] button.**

3

Start printing.

CHANGING THE PRINTER DRIVER DEFAULT SETTINGS

You can change the default settings of the printer driver.

Changes you have made in the printer driver properties window when you execute printing from the application are returned to the default settings specified here when you exit the application.

1

Right-click the [Start] button and select [Control Panel].



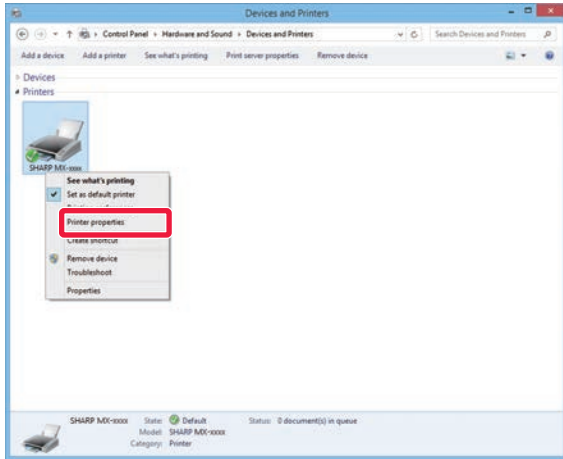
In Windows 7, click the [Start] button, select [Devices and Printers], right-click the printer driver icon of the machine, and click [Printer Properties].

2

Click [View devices and printers] in [Hardware and Sound].

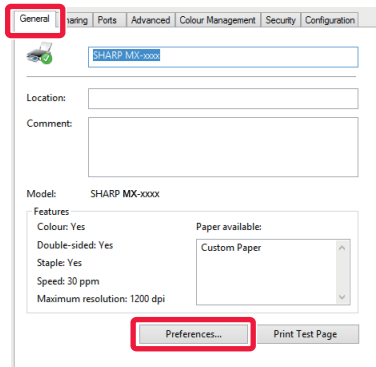


3



Right-click the printer driver icon of the machine and select [Printer Properties].

4



Click the [Preferences] button on the [General] tab.

5

Configure the settings and click the [OK] button.

For explanations of the settings, see printer driver Help.



PRINTING IN A Mac OS ENVIRONMENT

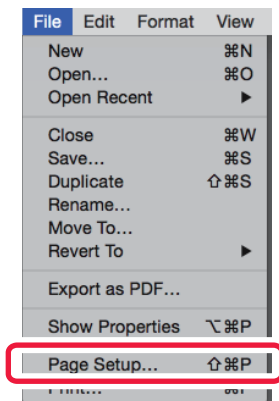
BASIC PRINTING PROCEDURE

The following example explains how to print a document from the standard accessory application "TextEdit" in Mac OS X.



- To install the printer driver and configure settings in a Mac OS environment, see the Software Setup Guide.
- The menu used to execute printing may vary depending on the application.

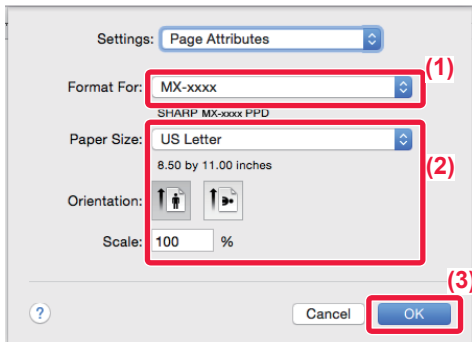
1



Select [Page Setup] from the [File] menu and select the printer.

If the printer drivers appear as a list, select the name of the printer driver to be used from the list.

2



Select paper settings.

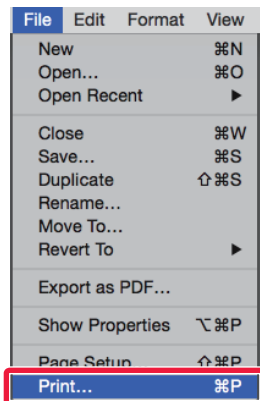
(1) **Make sure that the correct printer is selected.**

(2) **Select paper settings.**

Paper size, paper orientation, and enlarge/reduce settings can be selected.

(3) **Click the [OK] button.**

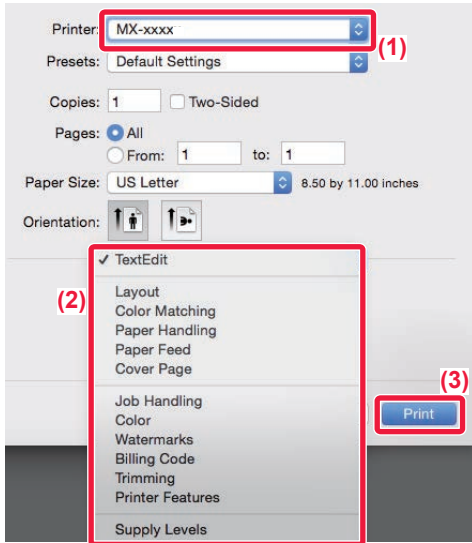
3



Select [Print] from the [File] menu.



4



Select print settings.

- (1) Make sure that the correct printer is selected.
- (2) Select an item from the menu and configure the settings as needed.
- (3) Click the [Print] button.

SELECTING THE PAPER

This section explains the [Paper Feed] settings in the print settings window.

• **When [Auto Select] is selected:**

A tray that is set for plain or recycled paper (only plain paper in the factory default setting) of the size specified in "Paper Size" on the page setup screen is automatically selected.

• **When a paper tray is specified:**

The specified tray is used for printing regardless of the "Paper Size" setting on the page setup screen.

For the bypass tray, also specify the paper type. Check that the paper type that is set for the bypass tray of the machine, check that paper of that type is actually loaded into the bypass tray, and then select the appropriate bypass tray (paper type).

• **When a paper type is specified:**

A tray with the specified type of paper and the size specified in "Paper Size" on the page setup screen is used for printing.



Special media can also be placed in the bypass tray.

For the procedure for loading paper in the bypass tray, see "[LOADING PAPER INTO THE BYPASS TRAY \(page 1-81\)](#)".



When [Enable Detected Paper Size in Bypass Tray] (disabled by factory default) or [Enable Selected Paper Type in Bypass Tray] (enabled by factory default), which you can reach by selecting [System Settings] in "Settings (administrator)" → [Printer Settings] → [Condition Settings] → [Bypass Tray Settings] is enabled, printing will not take place if the paper size or paper type specified in the printer driver is different from the paper size or paper type specified in the settings of the bypass tray.



To exclude the bypass tray from the trays that can be selected when [Auto Select] is selected:

In "Settings (administrator)", select [System Settings] → [Printer Settings] → [Condition Settings] → [Bypass Tray Settings] → [Exclude Bypass-Tray from Auto Paper Select].



PRINTING ON ENVELOPES

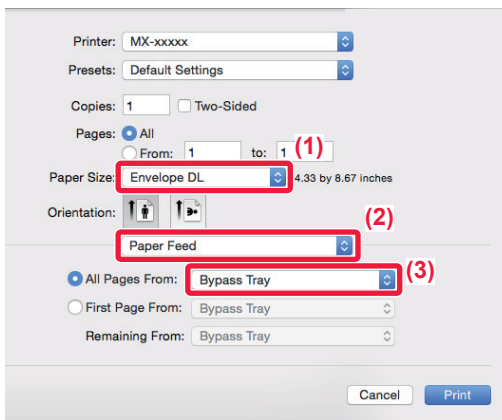
The bypass tray can be used for envelope printing.



- For the types of paper that can be used in the bypass tray, see "[APPLICABLE PAPER TYPES \(page 1-61\)](#)".
- For the procedure for loading paper in the bypass tray, see "[LOADING PAPER INTO THE BYPASS TRAY \(page 1-81\)](#)".
- For more information on the procedure for loading paper, see "[SELECTING THE PAPER \(page 3-14\)](#)".
- When using media such as envelopes that can be loaded only in a specific orientation, you can rotate the image 180 degrees. For more information, see "[ROTATING THE PRINT IMAGE 180 DEGREES \(ROTATE 180 DEGREES\) \(page 3-44\)](#)".
- It is recommended that you carry out a test print to check the print result before using an envelope.

Select the envelope size in the settings of the application ("Page Setup" in many applications) and then perform the following steps.

1



Select print settings.

- (1) Select the envelope size from the "Paper Size" menu.
- (2) Select [Paper Feed].
- (3) Select the [Bypass Tray] from the "All Pages From" menu.



When [Enable Selected Paper Type in Bypass Tray] (enabled by factory default) is enabled in "Settings (administrator)", set the paper type of the bypass tray to [Envelope].



PRINTING WHEN THE USER AUTHENTICATION FUNCTION IS ENABLED

The user information (such as login name and password) that must be entered varies depending on the authentication method being used, so check with the administrator of the machine before printing.

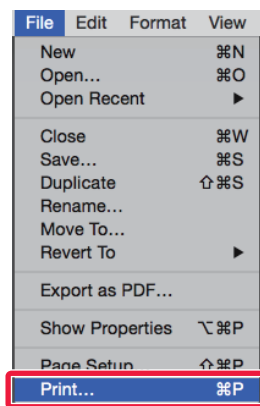


The menu used to execute printing may vary depending on the application.



To prohibit printing by users whose user information is not stored in the machine:
In "Settings (administrator)", select [User Control] → [Default Settings] → [Disable Printing by Invalid User].

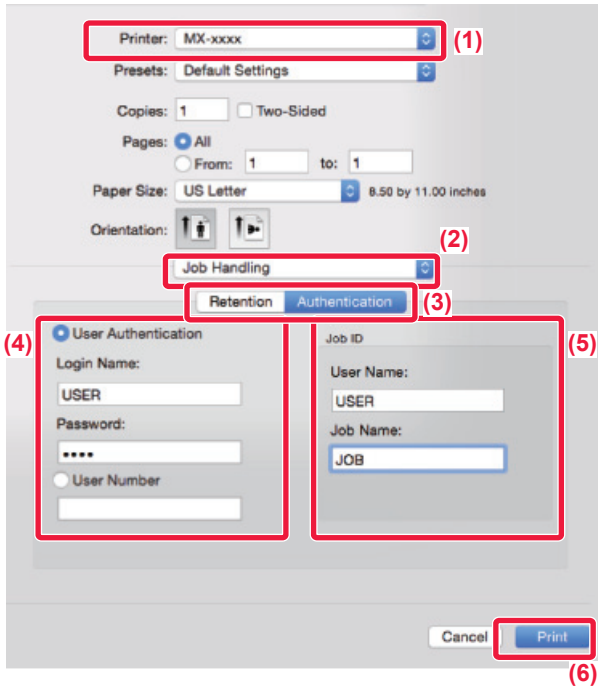
1



In the application, select [Print] from the [File] menu.



2



Enter your user information.

(1) Make sure that the machine's printer name is selected.

(2) Select [Job Handling].

(3) Click the [Authentication] tab.

(4) Enter your user information.

- When authentication is carried out using the login name/password, enter your login name in "Login Name" and your password (1 to 32 characters) in "Password".
- When authentication is carried out using the user number, enter your user number (5 to 8 digits) in "User Number".

(5) Enter the user name and job name as necessary.

- User Name
Enter your user name using up to 32 characters. The entered user name will appear on the touch panel of the machine. If you do not enter a user name, your PC login name will appear.
- Job Name
Enter a job name using up to 32 characters. The entered job name will appear as a file name on the touch panel of the machine. If you do not enter a job name, the file name set in the application will appear.

(6) Click the [Print] button.



FREQUENTLY USED FUNCTIONS

SELECTING THE COLOR MODE

The following three selections are available for the "Color Mode" (a set of colors used for printing):

Automatic	The machine automatically determines whether each page is color or black and white and prints the page accordingly. Pages with colors other than black and white are printed using Y (Yellow), M (Magenta), C (Cyan) and Bk (Black) toner. Pages that are only black and white are printed using Bk (Black) toner only. This is convenient when printing a document that has both color and black and white pages, however, the printing speed is slower.
Color	All pages are printed in color. Both color data and black and white data are printed using Y (Yellow), M (Magenta), C (Cyan) and Bk (Black) toner.
Black and White	All pages are printed in black and white. Color data such as images or materials for a presentation is printed using black toner only. This mode helps conserve color toner when you do not need to print in color, such as when proofreading or checking the layout of a document.



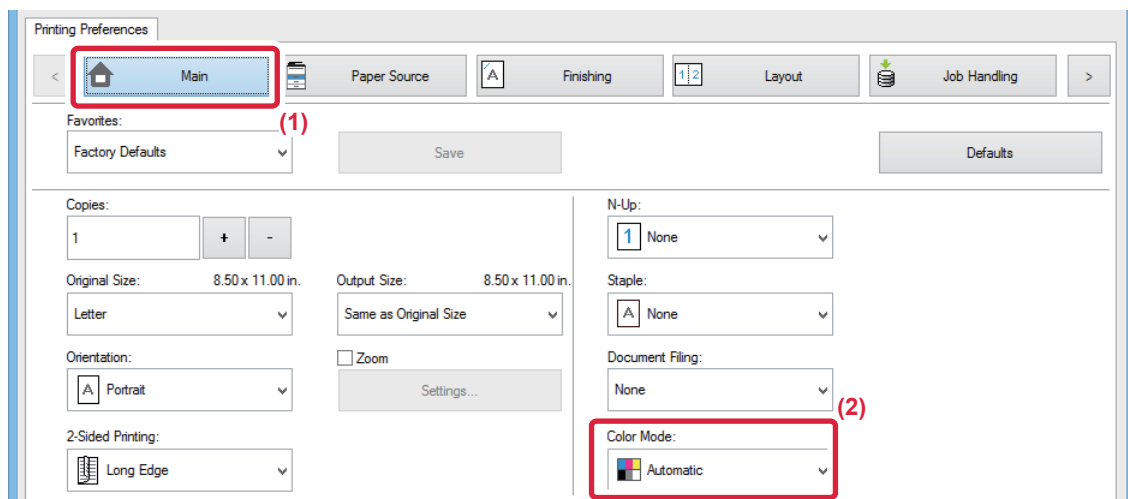
When "Color Mode" is set to [Automatic]:

Even if the print result is black and white, the following types of print jobs will be counted as 4-color (Y (Yellow), M (Magenta), C (Cyan), and Bk (Black)) print jobs.

When you want such jobs to be counted as black and white jobs, select [Black and White].

- When the data is created as color data.
- When the application treats the data as color data even though the data is black and white.
- When an image is hidden under a black and white image.

Windows



(1) Click the [Main] tab.

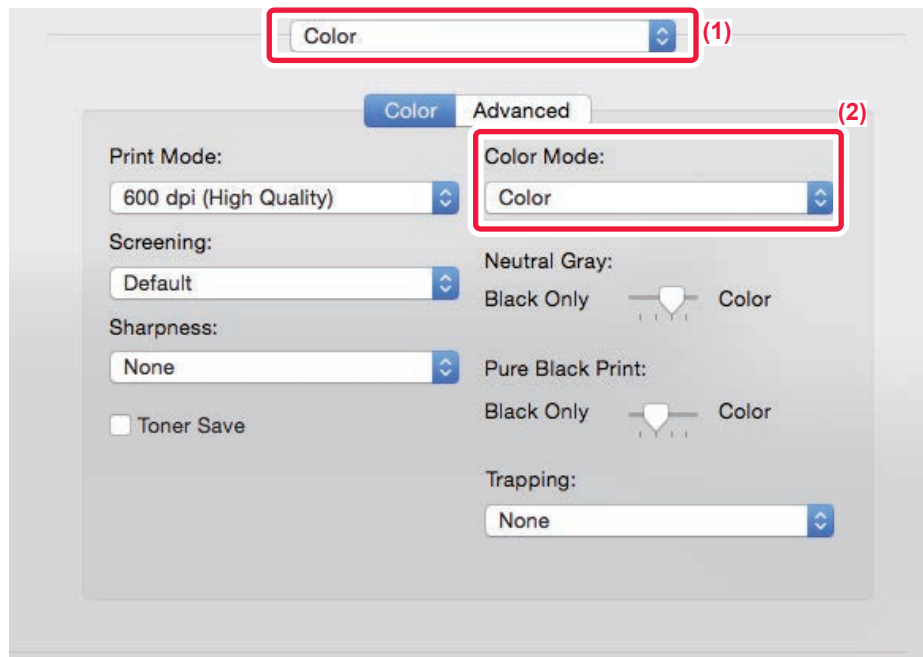
(2) Select "Color Mode".



In addition to the [Main] tab, [Color Mode] can also be set on the [Image Quality] tab.



Mac OS



(1) Select [Color].

(2) Select "Color Mode".

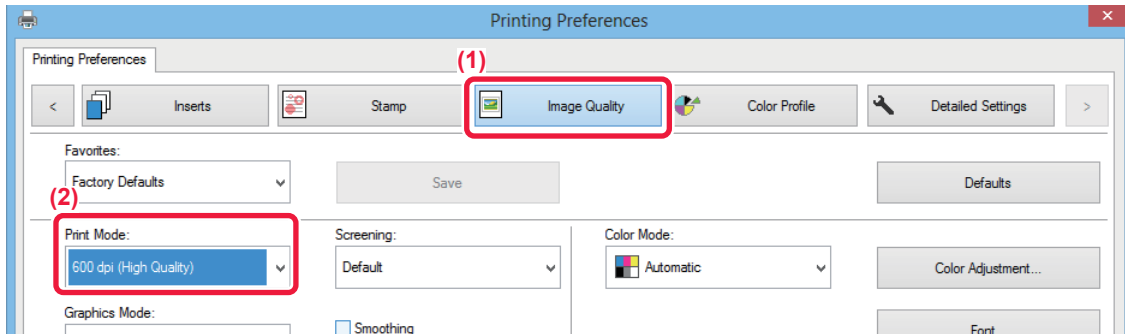


SELECTING THE RESOLUTION

The following three selections are available for "Print Mode" (resolution):

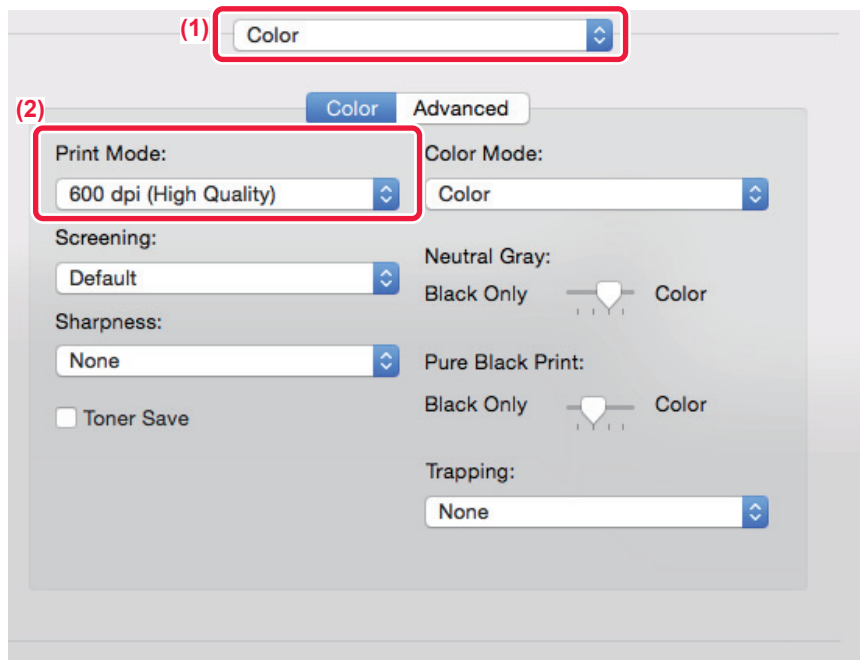
600 dpi	This mode is suitable for printing data such as regular text or a table.
600 dpi (High Quality)	The print quality of color photos and text are high.
1200 dpi	Select this mode to print color photos with higher definition, and to print fine lines clearly.

Windows



- (1) Click the [Image Quality] tab.
- (2) Select "Print Mode".

Mac OS


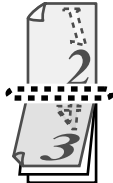




- (1) Select [Color].
- (2) Select "Print Mode".

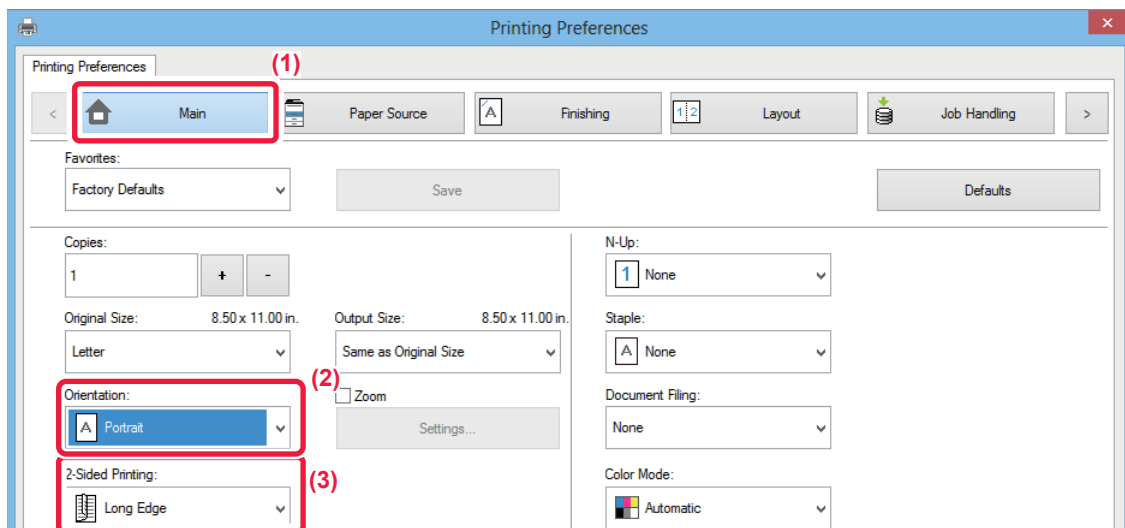


2-SIDED PRINTING

The machine can print on both sides of the paper. This function is useful for many purposes, and is particularly convenient when you want to create a simple pamphlet. 2-sided printing also helps conserve paper.

Paper orientation	Print results	
Portrait	Long Edge 	Short Edge 
	Short Edge 	Long Edge 
	The pages are printed so that they can be bound at the left or right side.	The pages are printed so that they can be bound at the top.

Windows



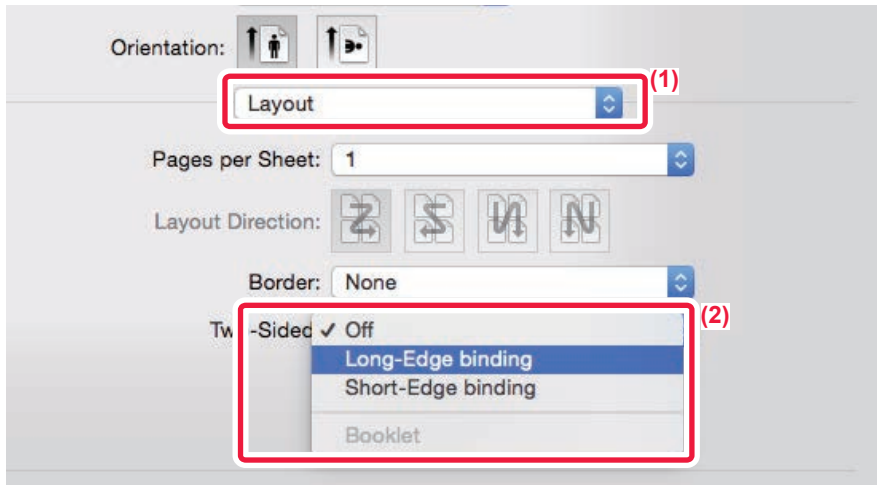
- (1) Click the [Main] tab.
- (2) Select the paper orientation.
- (3) Select [Long Edge] or [Short Edge].



If necessary, you can select the method of implementing 2-sided printing. Click the [Other Settings] button on the [Detailed Settings] tab, and select the mode from "Duplex Style".



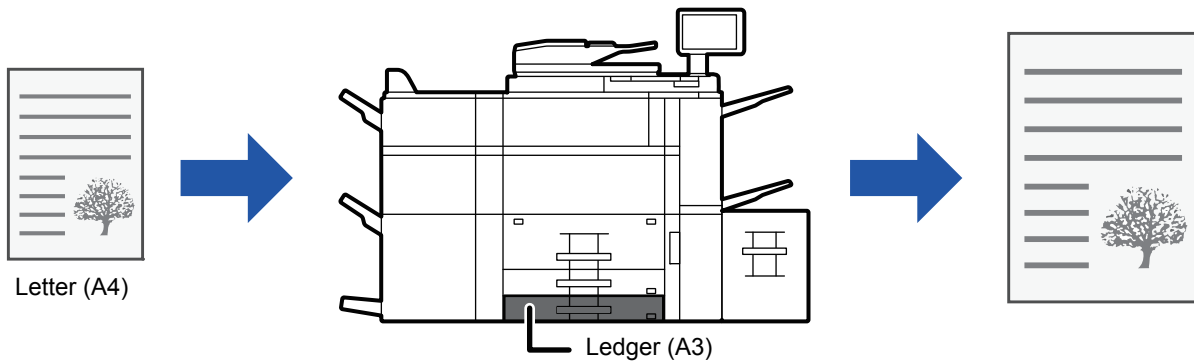
Mac OS



- (1) Select [Layout].
- (2) Select [Long-Edge binding] or [Short-Edge binding].

FITTING THE PRINT IMAGE TO THE PAPER

This function automatically enlarges or reduces the print image to match the size of the paper loaded in the machine. This function is convenient when enlarging a letter or A4 size document to ledger or A3 size to make it easier to view, or when printing a document on paper that is different in size from the original document.

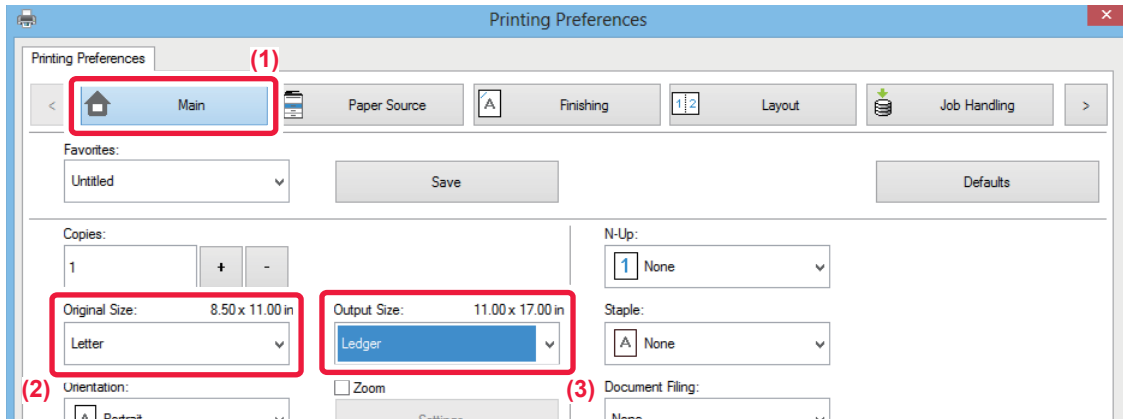


If A0, A1, or A2 size is selected in "Original Size", Letter (or A4) is automatically selected in "Output Size".

The following example explains how to print a letter (or A4) size document on ledger (or A3) size paper.

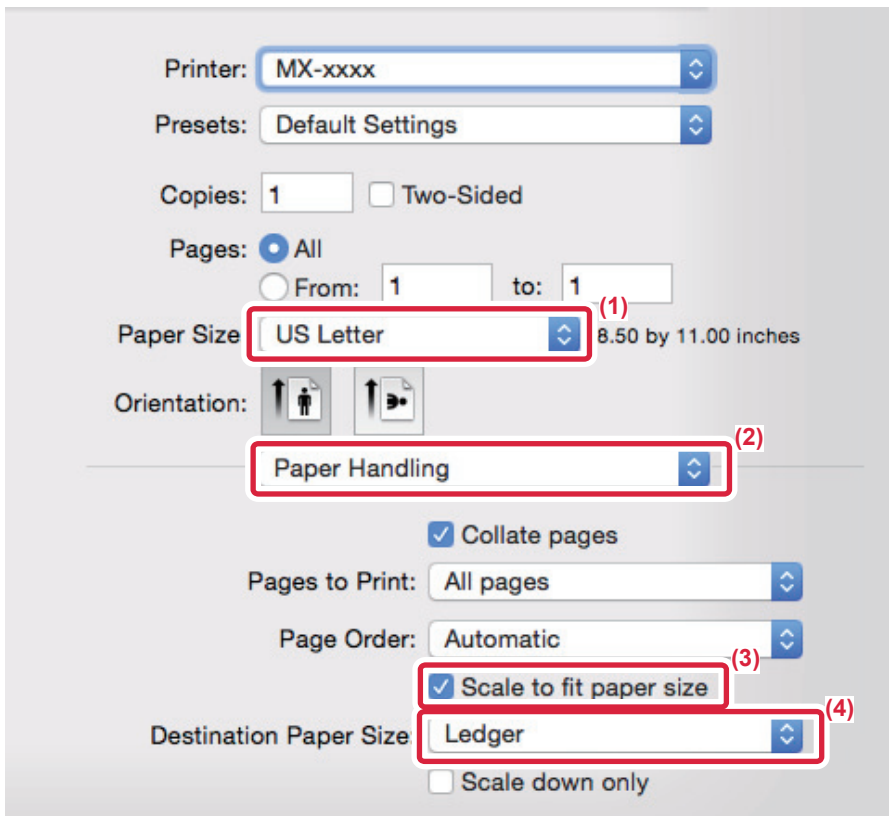


Windows



- (1) Click the [Main] tab.
- (2) Select the original size from [Original Size] (for example: Letter).
- (3) Select the actual paper size to be used for printing from [Output Size] (for example: Ledger).
If the output size is larger than the original size, the printed image will be automatically enlarged.

Mac OS



- (1) Check the paper size for the print image (for example: Letter).
- (2) Select [Paper Handling].
- (3) Select [Scale to fit paper size].
- (4) Select the actual paper size to be used for printing (for example: Ledger).



PRINTING MULTIPLE PAGES ON ONE PAGE

This function reduces the print image and prints multiple pages on a single sheet of paper. You can print only the first page in the original size and print multiple reduced pages on the subsequent sheets.

For example, when [2-Up] (2 pages per sheet) or [4-Up] (4 pages per sheet) is selected, the following print results will be obtained, depending on the selected page order.

This is convenient when you want to print multiple images such as photos on a single sheet of paper, and when you want to conserve paper. When used in combination with 2-sided printing, this function saves more paper.

N-Up (Pages per sheet)	Print results		
	Left to Right	Right to Left	Top To Bottom (When the print orientation is landscape)
2-Up (2 pages per sheet)			

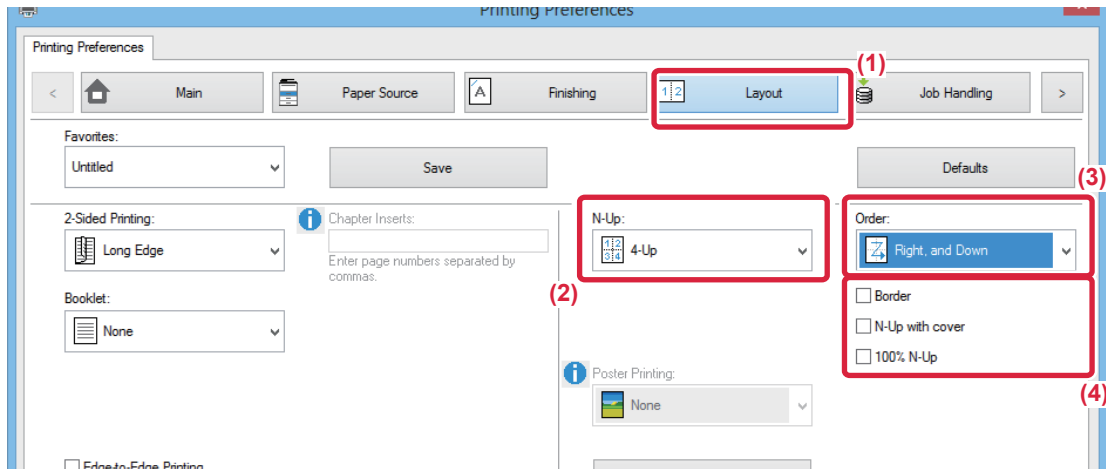
N-Up (Pages per sheet)	Right, and Down	Down, and Right	Left, and Down	Down, and Left
4-Up (4 pages per sheet)				



- [N-Up] that can be set on the [Layout] tab can also be set on the [Main] tab. ("Order" can only be set in the [Layout] tab.)
- Note the following when printing multiple pages on one sheet:
 - The page orders for 6-Up, 8-Up, 9-Up, and 16-Up are the same as for 4-Up.
 - In a Windows environment, the page order can be viewed in the print image in the printer driver properties window.
 - In a Mac OS environment, the page orders are displayed as selections.
 - In a Mac OS environment, the number of pages that can be printed on a single sheet is 2, 4, 6, 9, or 16. Printing 8 pages on one sheet is not supported.
- For information on the "Repeat" function, see "[PRINT THE SAME IMAGE IN TILE PATTERN \(REPEAT PRINT\)](#) (page 3-79)".

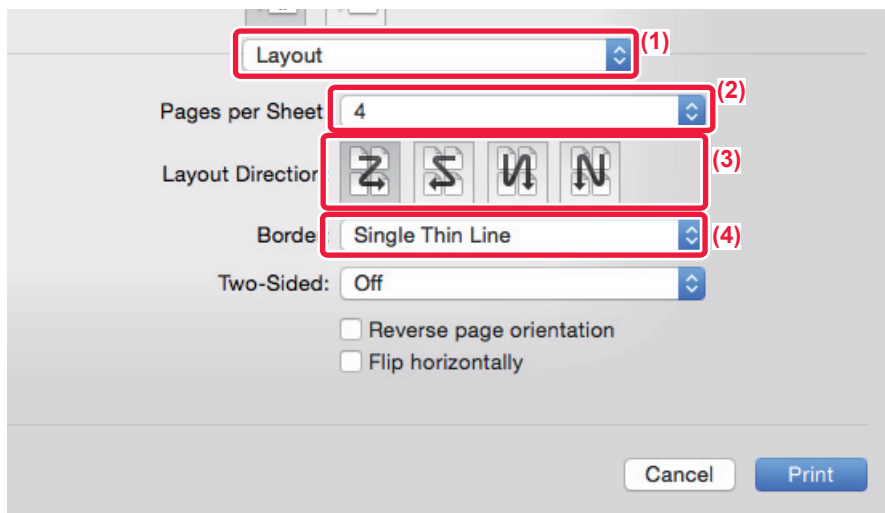


Windows



- (1) Click the [Layout] tab.
- (2) Select the number of pages per sheet.
- (3) Select the order of the pages.
- (4) If you wish to print borderlines, click the [Border] checkbox so that the checkmark appears.
 - To print the first page normally (as a cover), select the [N-Up with cover] checkbox (). (PCL6 only)
 - When [100% N-Up] is selected () for jobs such as N-Up copying of two A4 size pages onto one A3 sheet, the pages will be printed at the full size of the original. If you select [Border] at this time, only the border will be printed.

Mac OS

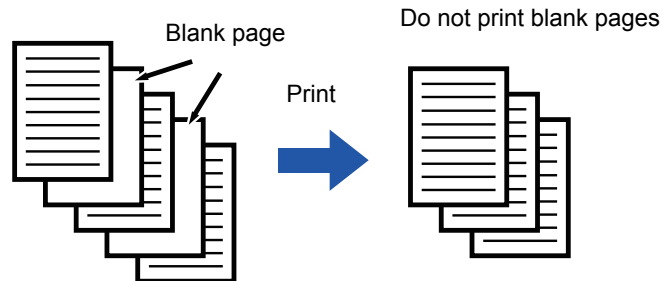


- (1) Select [Layout].
- (2) Select the number of pages per sheet.
- (3) Select the order of the pages.
- (4) If you wish to print borderlines, select the desired type of borderline.



PRINTING WHILE SKIPPING BLANK PAGES

If the scanned original contains blank pages, the blank pages are skipped during printing. The machine detects blank pages and does not print them. This eliminates unnecessary printing without you having to check for blank pages before printing.

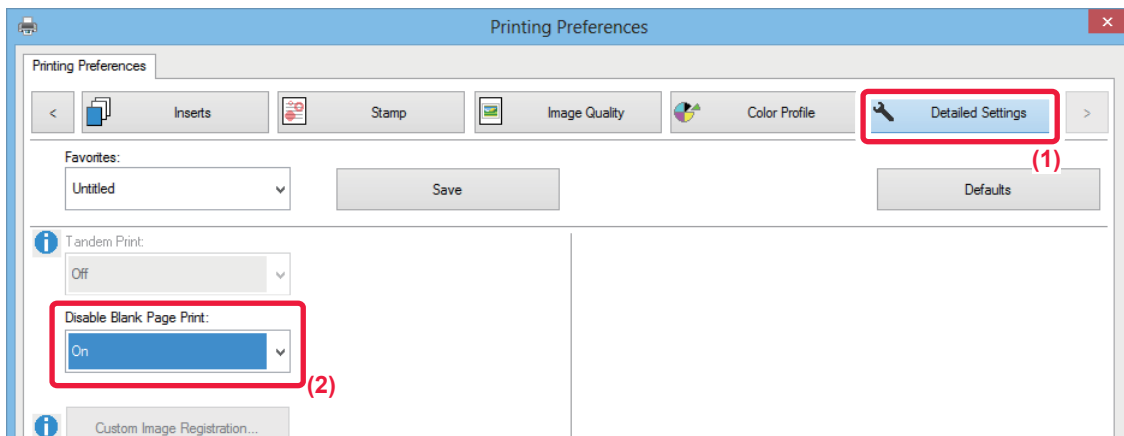


This function is available in a Windows environment.



- Depending on the state of the original, some pages that are not blank may be detected as blank pages and thus not being printed, or some pages that are blank may not be detected as blank and thus printed.
- In N-Up Print, blank pages are not excluded and are printed.

Windows



- (1) Click the [Detailed Settings] tab.
- (2) Select [On] in [Disable Blank Page Print].



STAPLING OUTPUT/PUNCHING HOLES IN OUTPUT

Staple function

The staple function staples the output. To create materials with more sophisticated appearance, the staple function can be used in combination with 2-sided printing.

This function saves considerable time when preparing handouts for a meeting or other stapled materials.

The stapling positions and the number of staples can be selected to obtain the following stapling results.

Staple	Left	Right	Top
1 Staple*			
2 Staples			

* The staple orientation (" | " or " / ") varies depending on the size and orientation of the paper.

Punch function

The punch function punches holes in the output. The punch hole positions are set by selecting the binding edge.

Left	Right	Top



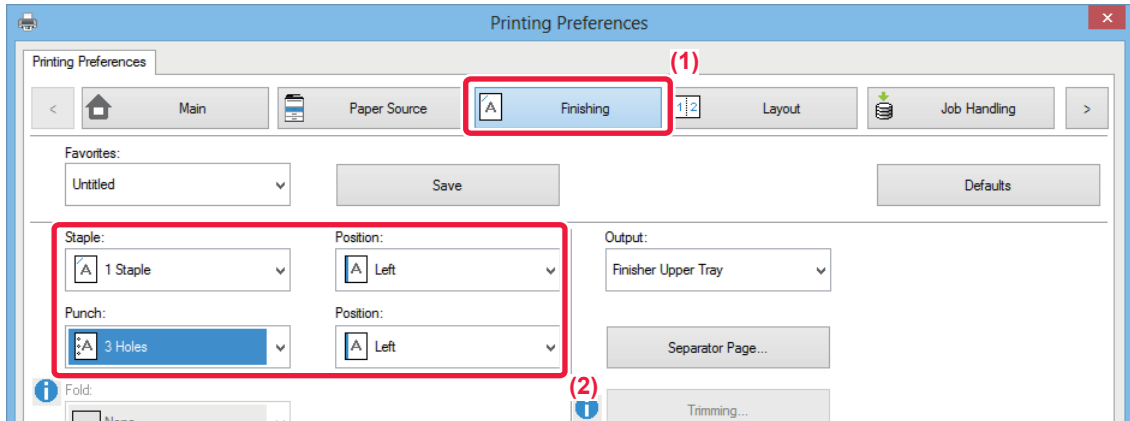
- A finisher or saddle stitch finisher is required to use the staple function.
- To use the punch function, installing a punch module in the finisher or saddle stitch finisher.
- For the maximum number of sheets that can be stapled, see "SPECIFICATIONS" in the Start Guide.
- The maximum number of sheets that can be stapled at once includes any covers and/or inserts that are inserted.
- For information on the saddle stitch function, see "[CREATE A PAMPHLET \(BOOKLET/SADDLE STITCH\) \(page 3-36\)](#)".



- The staple and offset (shifting the position of the paper that is output for each job) functions cannot be used simultaneously.
- When the finisher is disabled in the machine's settings, the staple function and punch function cannot be used.
- When the staple function or the punch function is disabled in the machine's settings, stapling or punching is not possible.



Windows



(1) Click the [Finishing] tab.

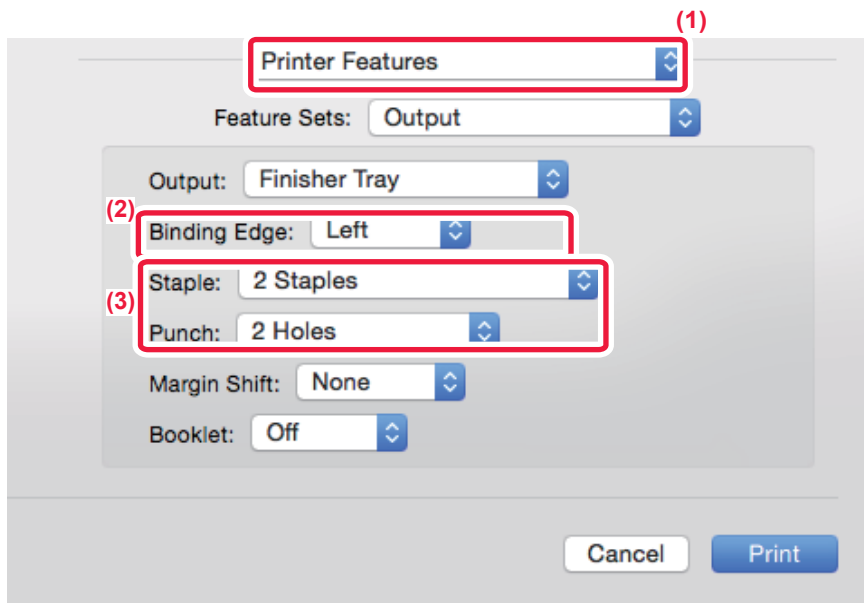
(2) Select the staple function or the punch function.

- For the staple function, select the number of staples in the "Staple" menu and the staple position in the "Position" menu.
- For the punch function, select the type of punch in the "Punch" menu and the punch position in the "Position" menu.



In addition to the [Finishing] tab, [Staple] can also be set on the [Main] tab.

Mac OS



(1) Select [Printer Features].

(2) Select "Binding Edge".

(3) Select the staple function or the punch function.

- For the staple function, select the number of staples in the "Staple" menu.
- For the punch function, select the type of punch in the "Punch" menu.



PRINTING WITHOUT TOP AND BOTTOM MARGINS

This function enables printing without top and bottom margins. By combining this function with the saddle stitch printing and trimming functions, a booklet or pamphlet without margins can be created.



This function can only be used for 11" x 17"/A3 and 8-1/2" x 11"/A4 sizes.* To use this function effectively, create document data in the application that is 2 mm longer than the top and bottom of the paper, and 2 mm shorter in the direction of feeding. When using any other document sizes, use the Fit to Page function.

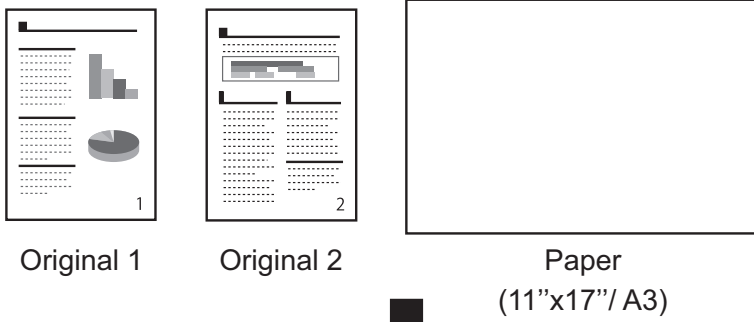
* Paper size can be used to set a paper length from 279 mm to 297 mm (10-63/64" to 11-45/64"), and a paper width from 420 mm to 488 mm (16-17/32" to 19-14/64").



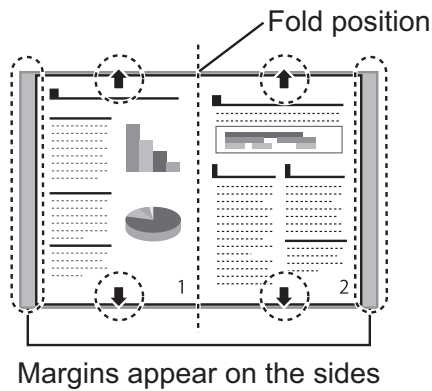
This function is available in a Windows environment.

Windows

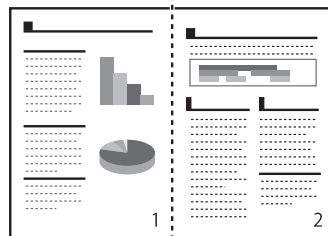
Saddle stitch printing and 2-position stapling



Create document data of a suitable size in the application, or use the Fit to Page function, to eliminate the top and bottom margins.

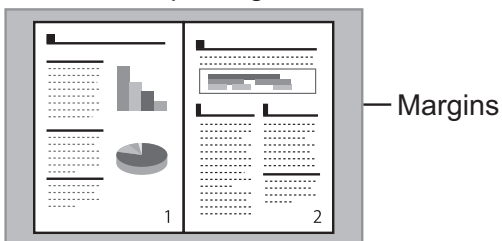


Trim the sides

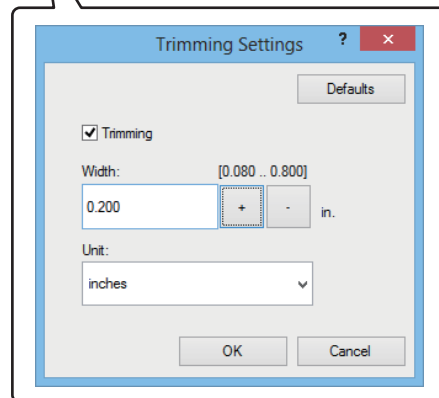
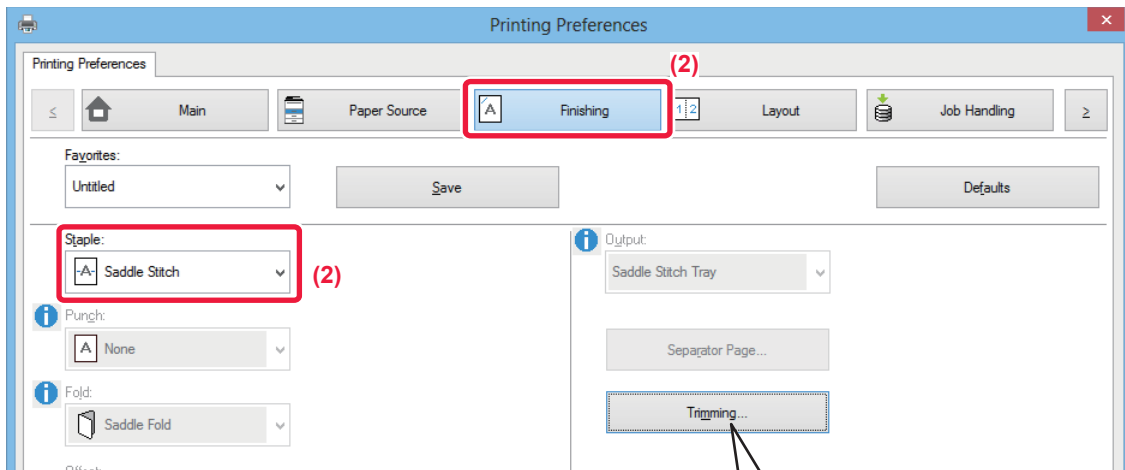
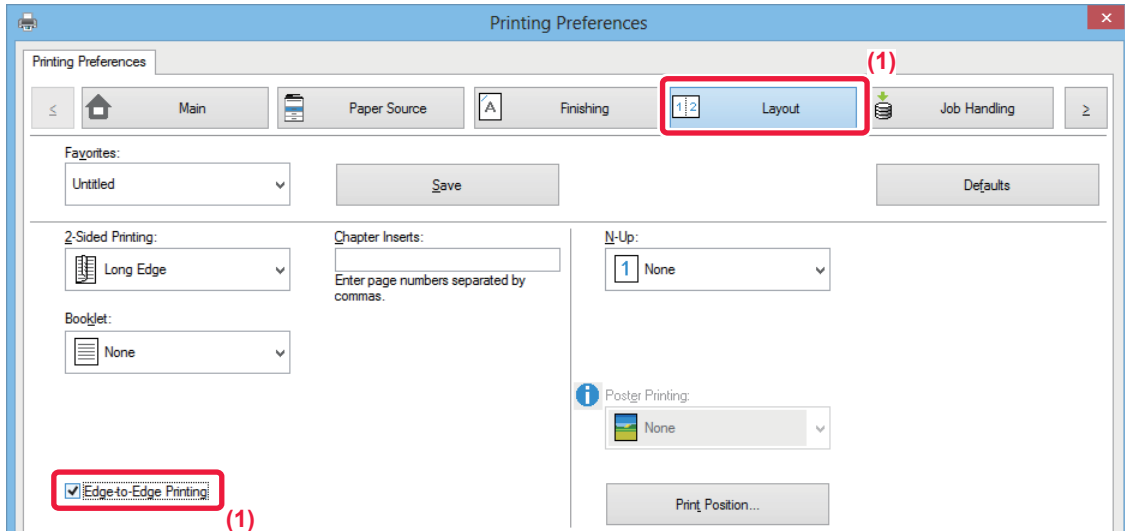


The margins on the sides are eliminated, and Edge-to-Edge printing is completed.

With normal printing...



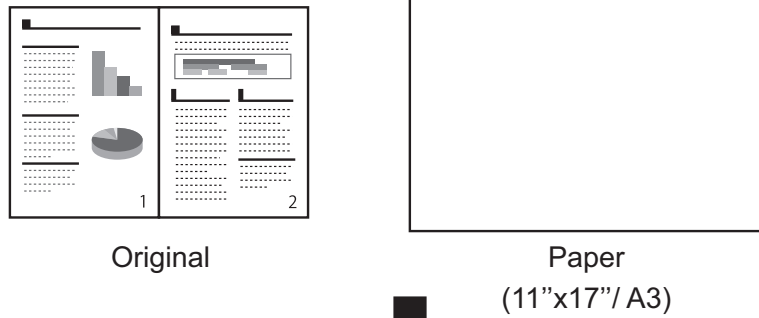
Margins appear on the top, bottom, and sides



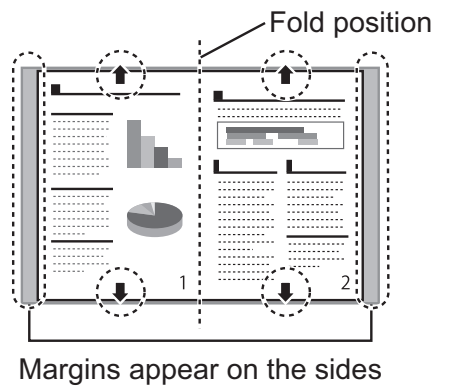
- (1) Click the [Layout] tab and set the [Edge-to-Edge Printing] checkbox to set to icon.
- (2) Click the [Finishing] tab and select [Saddle Stitich].
- (3) Configure Trimming settings.
 - (1) Click the [Trimming...] button.
 - (2) Set the [Trimming] checkbox to set to icon.
 - (3) Specify "0.200 inches (5.0 mm)".



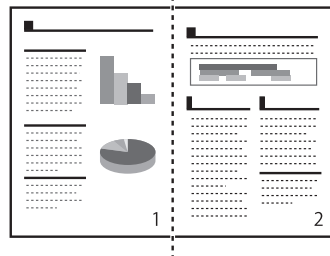
Fold stapling



Create document data of a suitable size in the application, or use the Fit to Page function, to eliminate the top and bottom margins.

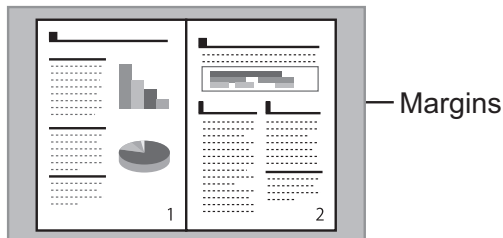


Trim the sides

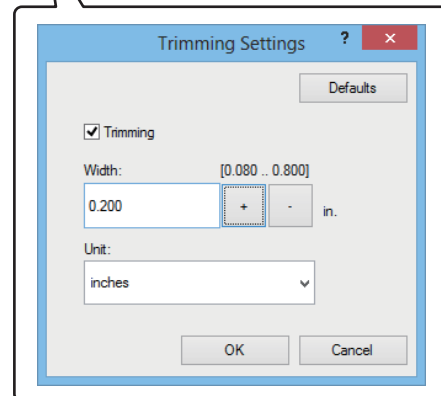
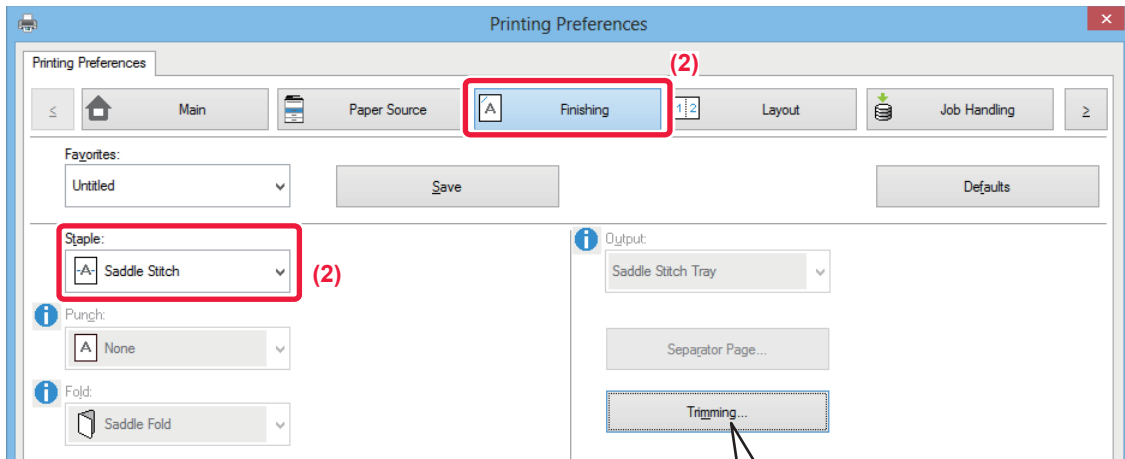
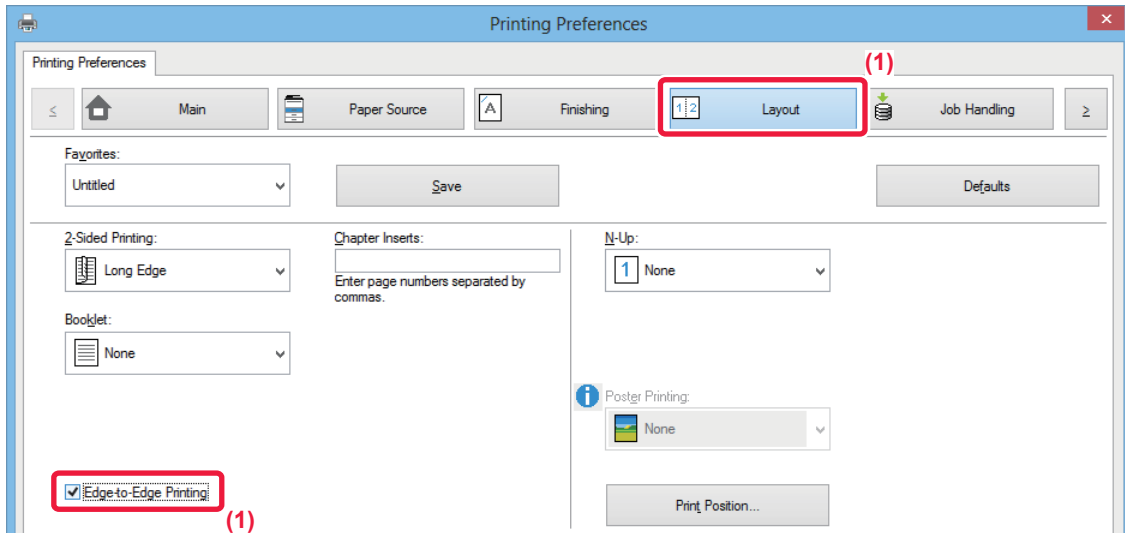


The margins on the sides are eliminated, and Edge-to-Edge printing is completed.

With normal printing...



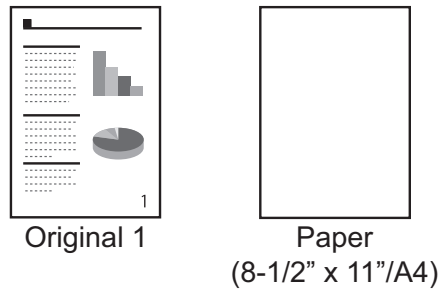
Margins appear on the top, bottom, and sides



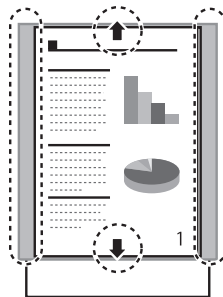
- (1) Click the [Layout] tab and set the [Edge-to-Edge Printing] checkbox to set to icon.
- (2) Click the [Finishing] tab and select [Saddle Stitich].
- (3) Configure Trimming settings.
 - (1) Click the [Trimming...] button.
 - (2) Set the [Trimming] checkbox to set to icon.
 - (3) Specify "0.200 inches (5.0 mm)".



Single Sheet



Create document data of a suitable size in the application, or use the Fit to Page function, to eliminate the top and bottom margins.



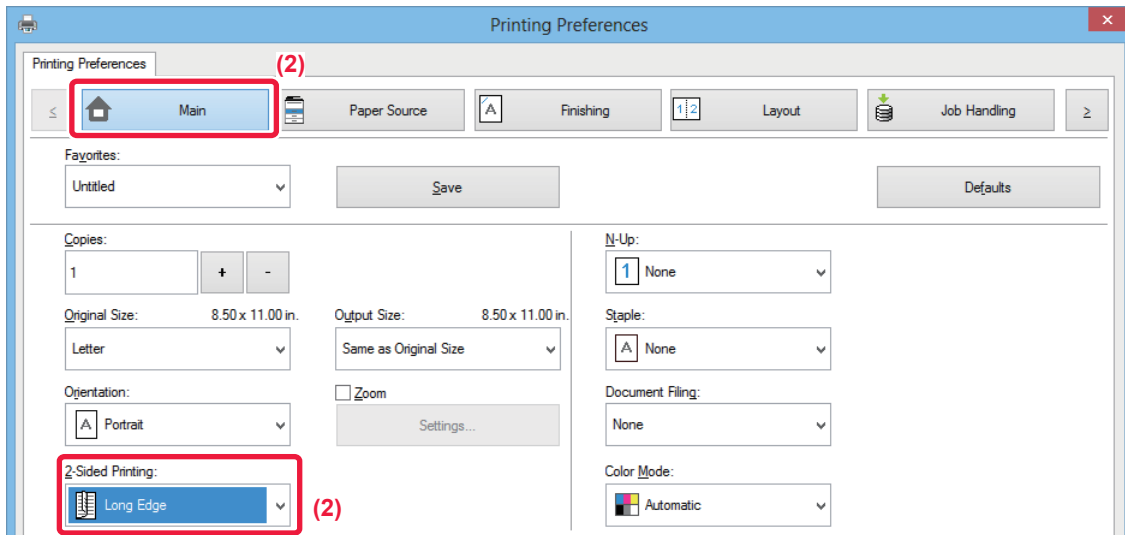
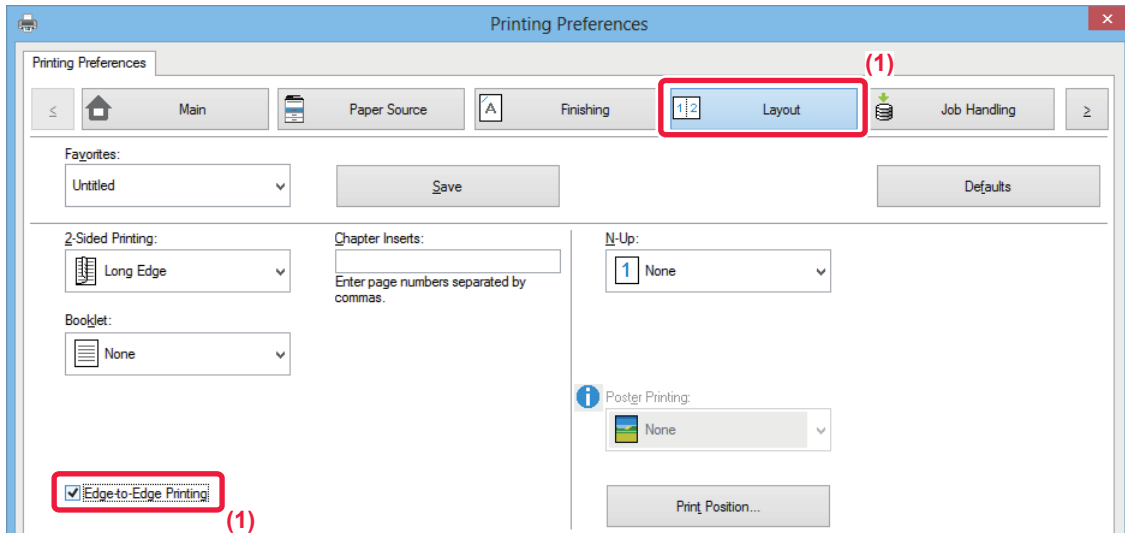
Margins appear on the sides

The margins on the sides are eliminated, and Edge-to-Edge printing is completed.

With normal printing...



Margins appear on the top, bottom, and sides



- (1) Click the [Layout] tab and set the [Edge-to-Edge Printing] checkbox to set to icon.
- (2) Click the [Main] tab and select [None], [Long Edge] or [Short Edge] in 2-Sided Printing.



Check the actual print result. If margins appear, change the following settings.

- "Trimming" in the Trimming Settings dialog
- "Zoom Settings" in the [Main] tab
- "Print Position" in the Compatibility dialog



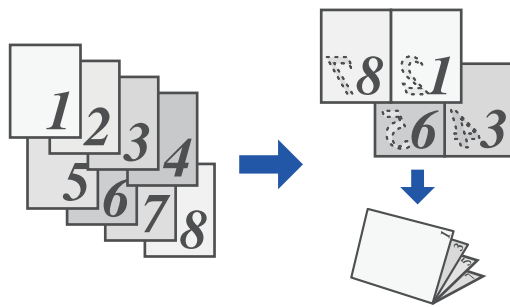
CONVENIENT PRINTING FUNCTIONS

CONVENIENT FUNCTIONS FOR CREATING PAMPHLETS AND POSTERS

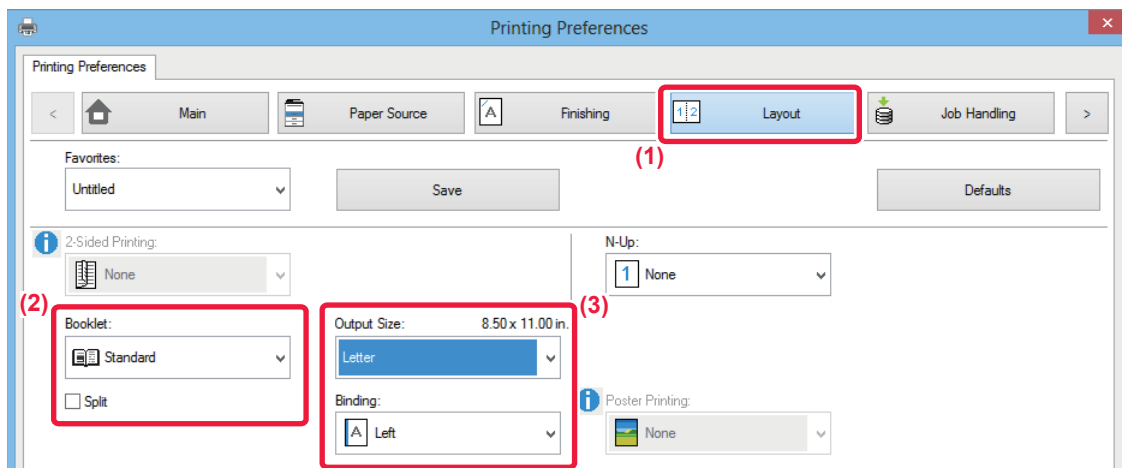
CREATE A PAMPHLET (BOOKLET/SADDLE STITCH)

The pamphlet function prints on the front and back of each sheet of paper so that the sheets can be folded and bound to create a pamphlet.

If a saddle stitch finisher is installed and if "Booklet" and "Staple" are selected, this function automatically folds and outputs the copies. This is convenient when you wish to compile printed output into a pamphlet.



Windows



(1) Click the [Layout] tab.

(2) Select [Standard] or [Full Image] in "Booklet".

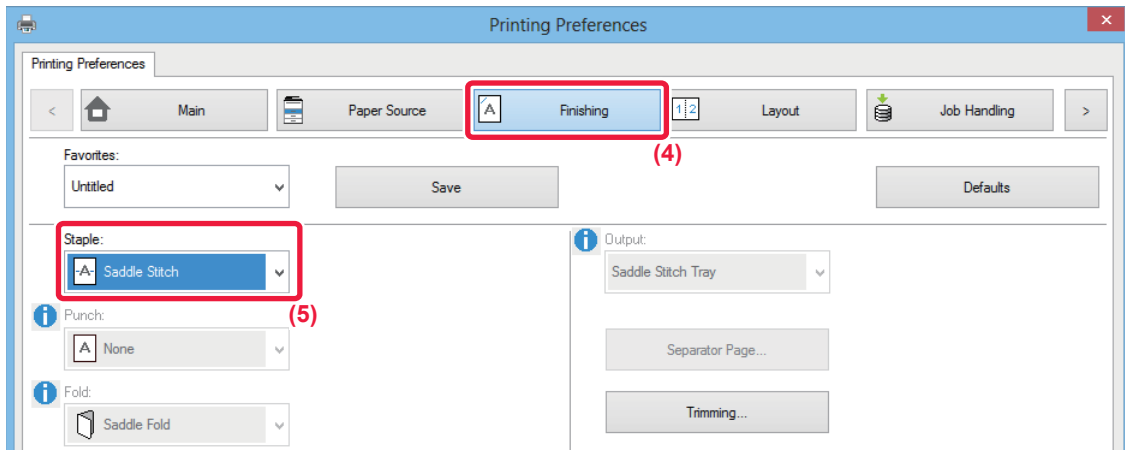
- When [Standard] is selected, the printed image will be enlarged or reduced to fit the paper selected in "Output Size".
- When [Full Image] is selected, the printed image will be enlarged or reduced to fit the size selected in "Fit To Paper Size". By selecting a paper size that is larger than the print image, you can cut off the edges of the paper after making the booklet to create a booklet with no margins.
- When the number of output pages will exceed the number of sheets that can be stapled, you can select the [Split] checkbox () to divide the output into multiple sub-booklets that can each be stapled. When stacked, the sub-booklets will have the same page order as the original pages.

(3) Select the specified output size and the binding edge.

- When [Standard] is selected, select the output paper size.
- When [Full Image] is selected, select the size to which you want to enlarge or reduce the print image in [Fit To Paper Size], and select the paper size you want to use for printing in "Output Size".



If a saddle stitch finisher is installed



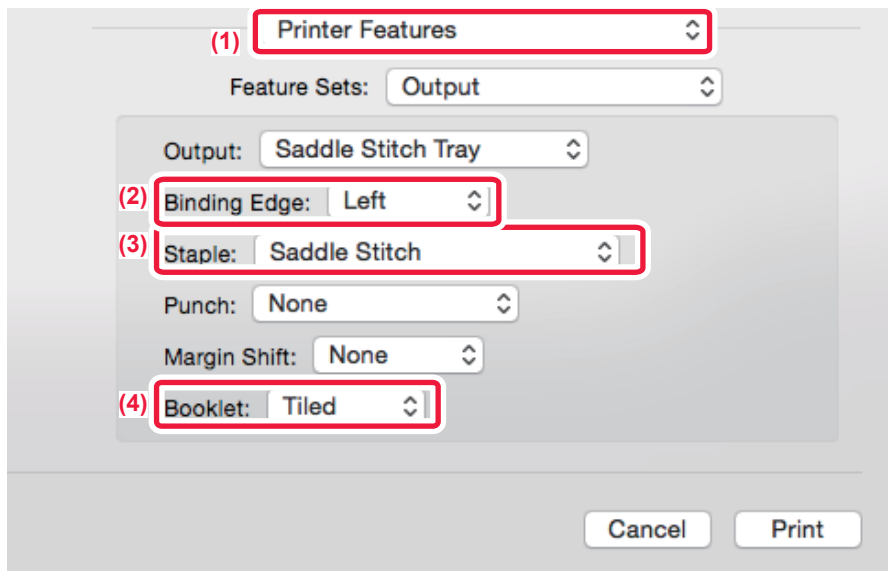
(4) Click the [Finishing] tab.

(5) Select [Saddle Stitch] from "Staple".



When a saddle stitch finisher (large capacity) is installed and the job is not output correctly with [Saddle Stitch], select [Saddle Stitch (Reverse)].

Mac OS



(1) Select [Printer Features].

(2) Select "Binding Edge".

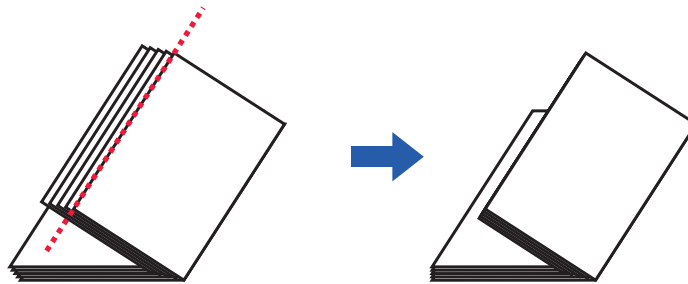
(3) Select [Saddle Stitch].

(4) Select [Tiled] or [2-Up].

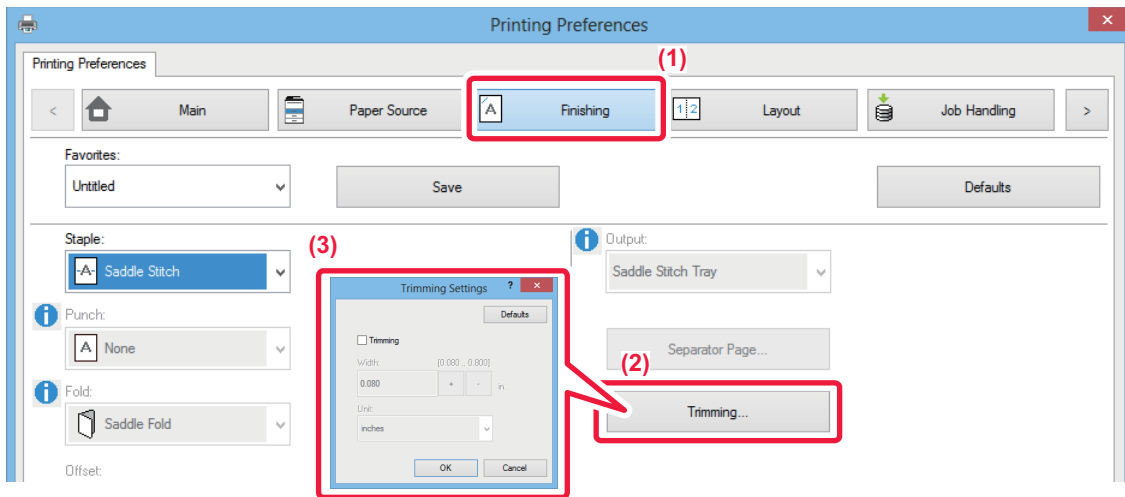


TRIMMING THE EXCESS OF FOLDED PAPER

If a trimmer unit is installed, you can trim off excess edges of paper for a finer finish.



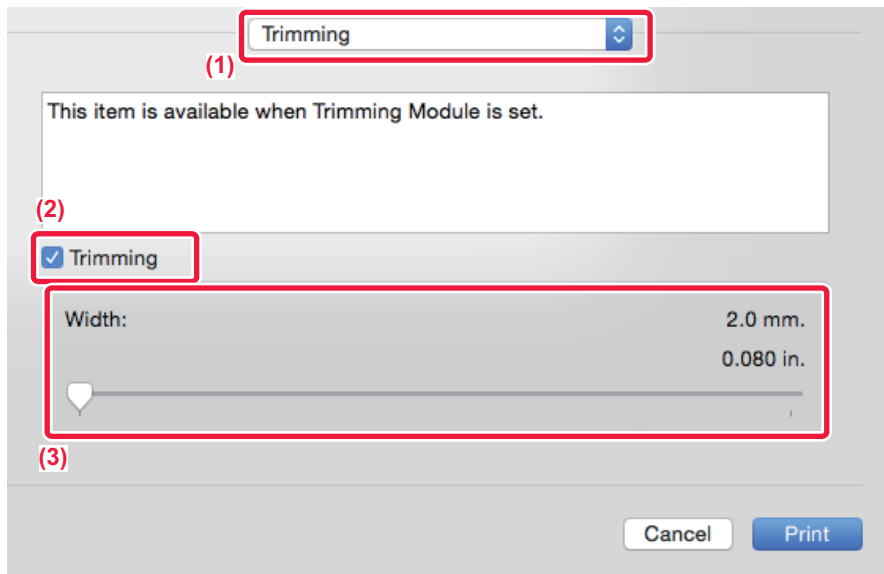
Windows



- (1) Click the [Finishing] tab.
- (2) Click the [Trimming] button.
- (3) Set the [Trimming] checkbox to , and specify "Trimming Width".



Mac OS



- (1) Select [Trimming].
- (2) Set the [Trimming] checkbox to .
- (3) Specify the trimming width.

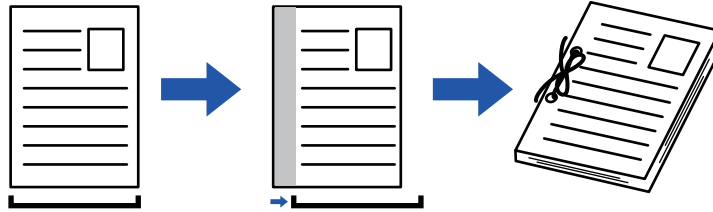


PRINTING WITH MARGIN SHIFT SETTING (MARGIN)

This function shifts the print image to increase the margin at the left, the right, or the top of the paper.

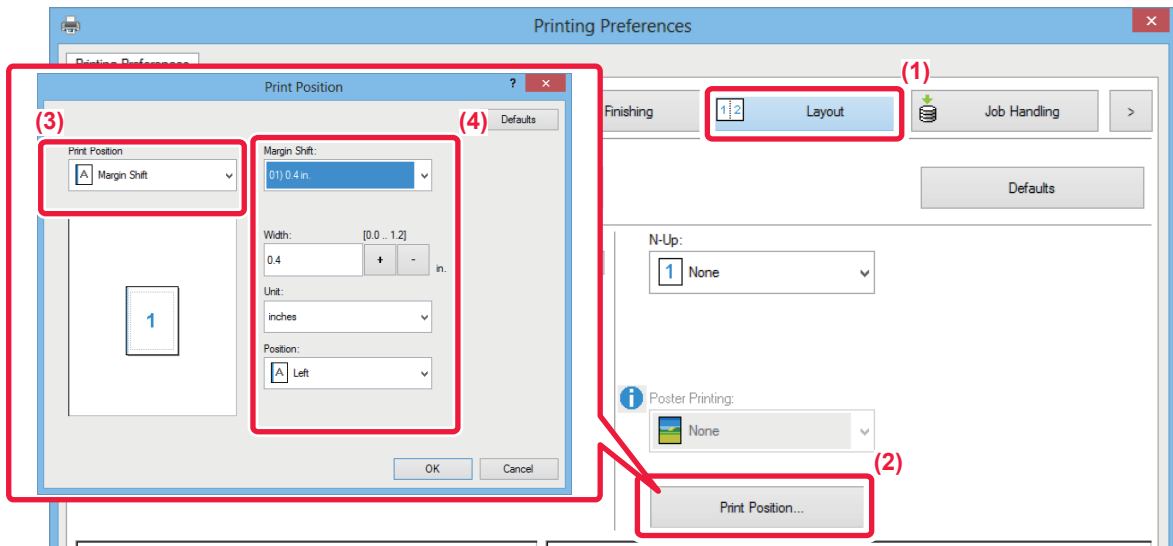
If a finisher or saddle stitch finisher is installed, the staple and punch functions of the machine can also be used together.

This is convenient when you wish to staple or punch the output but the binding area overlaps the text.



By shifting the image, the part of the image that is outside the print area will not be printed.

Windows

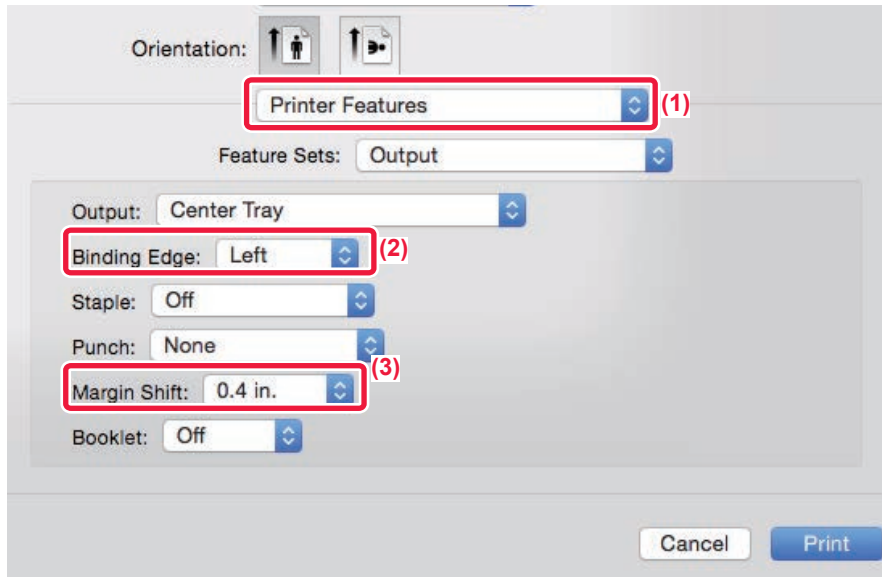


- (1) Click the [Layout] tab.
- (2) Click the [Print Position] button.
- (3) Select [Margin Shift].
- (4) Select the shift width.

Select from the "Margin Shift" menu. If you wish to configure another numeric setting, select the setting and click buttons or directly enter the number.



Mac OS



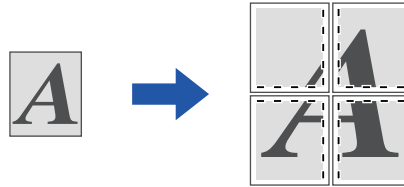
- (1) Select [Printer Features].
- (2) Select "Binding Edge".
- (3) Select "Margin Shift".



CREATE A LARGE POSTER (POSTER PRINTING)

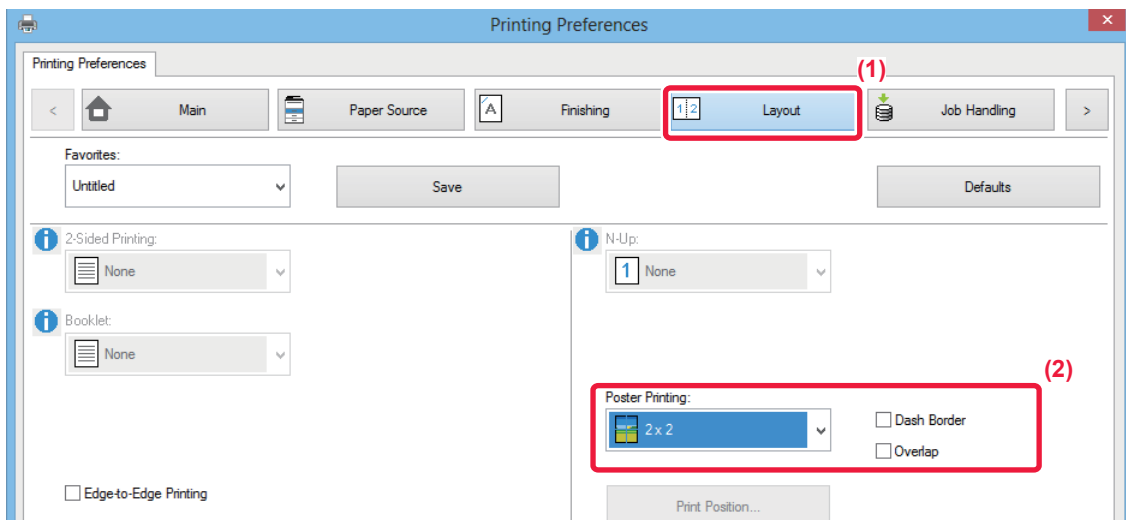
One page of print data is enlarged and printed using multiple sheets of paper (4 sheets (2 x 2), 9 sheets (3 x 3) or 16 sheets (4 x 4)). The sheets can then be attached together to create a large poster.

To enable precise alignment of the edges of the sheets during attachment, borderlines can be printed or overlapping edges can be created (overlap function).



This function is available in a Windows environment.

Windows



(1) Click the [Layout] tab.

(2) Select the number of sheets to be used in "Poster Printing".

If you wish to print borderlines and/or use the overlap function, click the corresponding checkboxes so that the appears.



FUNCTIONS TO ADJUST THE SIZE AND ORIENTATION OF THE IMAGE

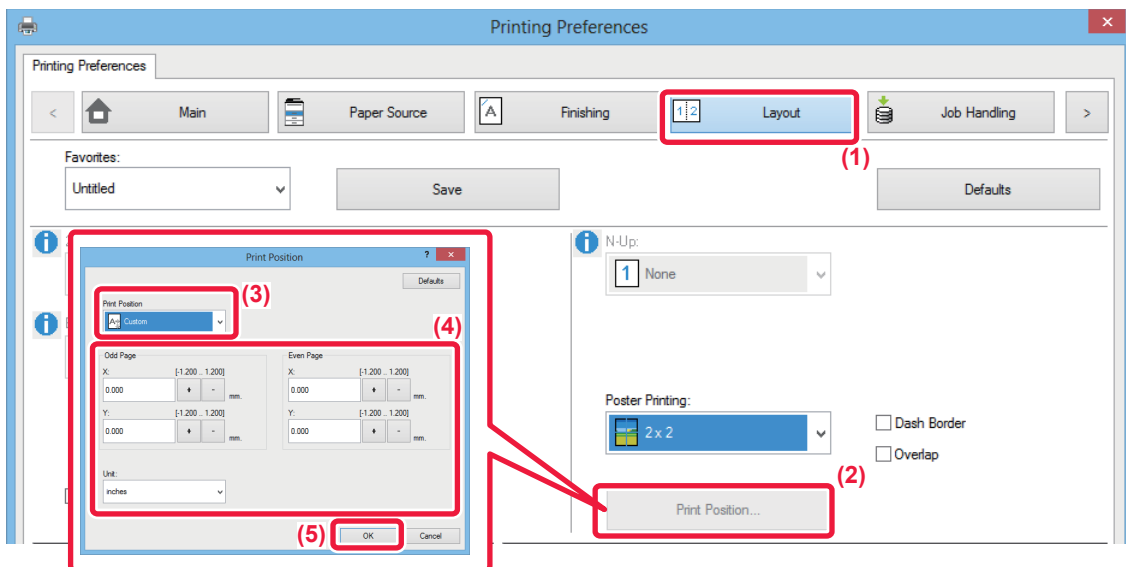
ADJUST PRINT POSITION ON ODD AND EVEN PAGES SEPARATELY (PRINT POSITION)

This function sets different print positions (margins) separately for odd and even pages and prints the pages.



This function is available in a Windows environment.

Windows

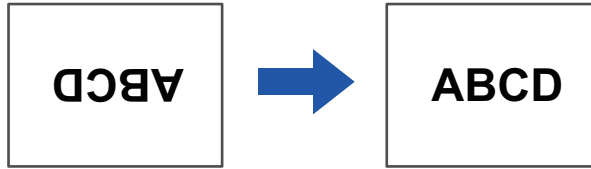


- (1) Click the [Layout] tab.
- (2) Click the [Print Position] button.
- (3) Select [Custom].
- (4) Set the amount of shifting of the print position for odd-numbered pages and even-numbered pages.
- (5) Click the [OK] button.

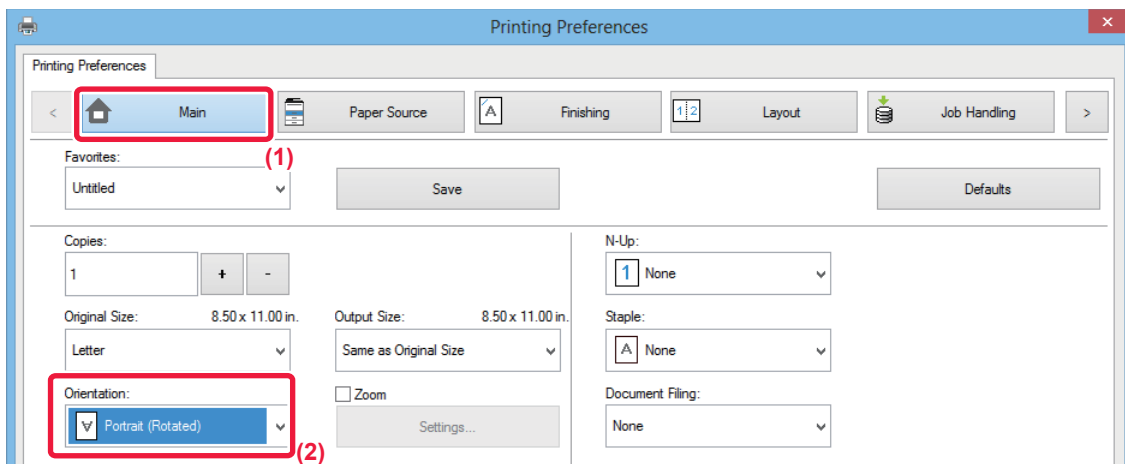


ROTATING THE PRINT IMAGE 180 DEGREES (ROTATE 180 DEGREES)

This feature rotates the image 180 degrees so that it can be printed correctly on paper that can be loaded in only one orientation (such as paper with punch holes).

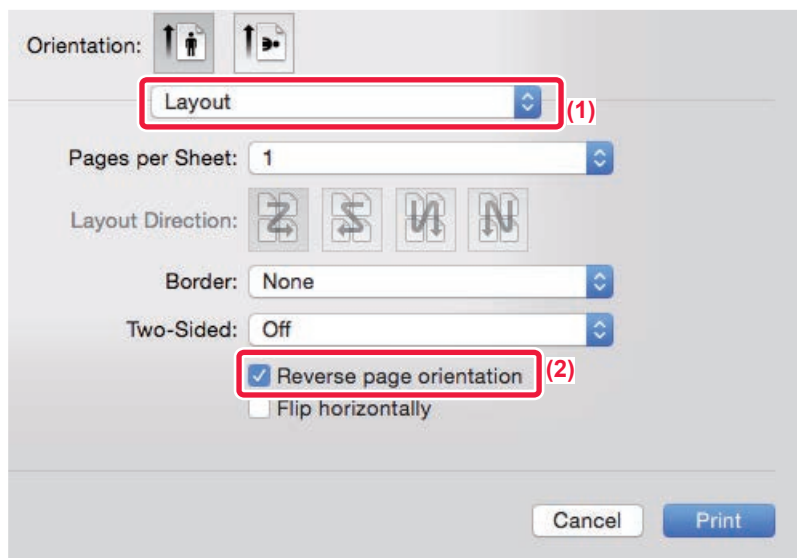


Windows



- (1) Click the [Main] tab.
- (2) Select [Portrait (Rotated)] or [Landscape (Rotated)] in "Orientation".

Mac OS



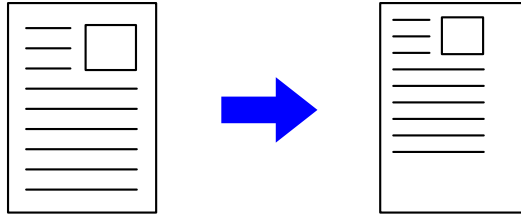
- (1) Select [Layout]
- (2) Select the [Reverse page orientation] checkbox so that appears.



ENLARGING/REDUCING THE PRINT IMAGE (ZOOM SETTING/ENLARGE OR REDUCE)

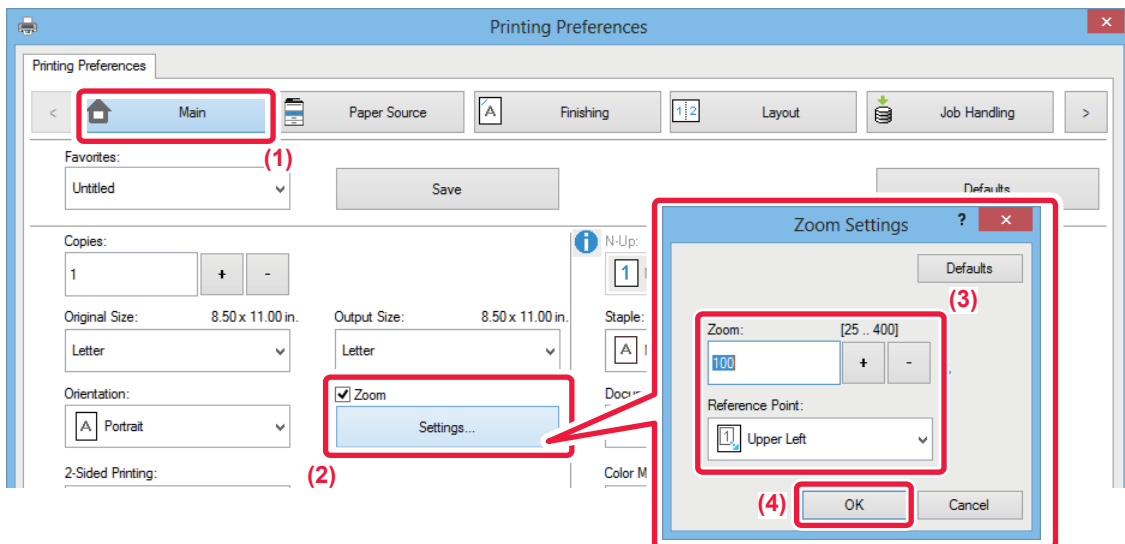
This function enlarges or reduces the image to a selected percentage.

This allows you to enlarge a small image or add margins to the paper by slightly reducing an image.



When using the PS printer driver (Windows), you can set the width and length percentages separately to change the proportions of the image.

Windows



(1) Click the [Main] tab.

(2) Click the [Zoom] checkbox so that appears, and click the [Settings] button.

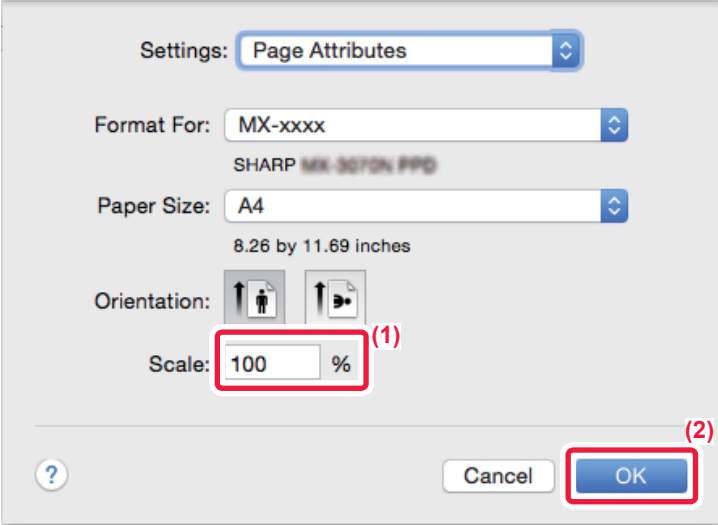
(3) Enter the percentage.

By clicking the button, you can specify the value in increments of 1%. In addition, select [Upper Left] or [Center] for the base point on the paper.

(4) Click the [OK] button.



Mac OS



- (1) Select [Page Setup] from the [File] menu and enter the ratio (%).
- (2) Click the [OK] button.

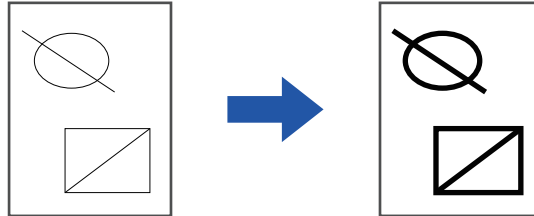


ADJUST THE LINE THICKNESS (WIDTH)

Adjusting line widths used in data such as CAD

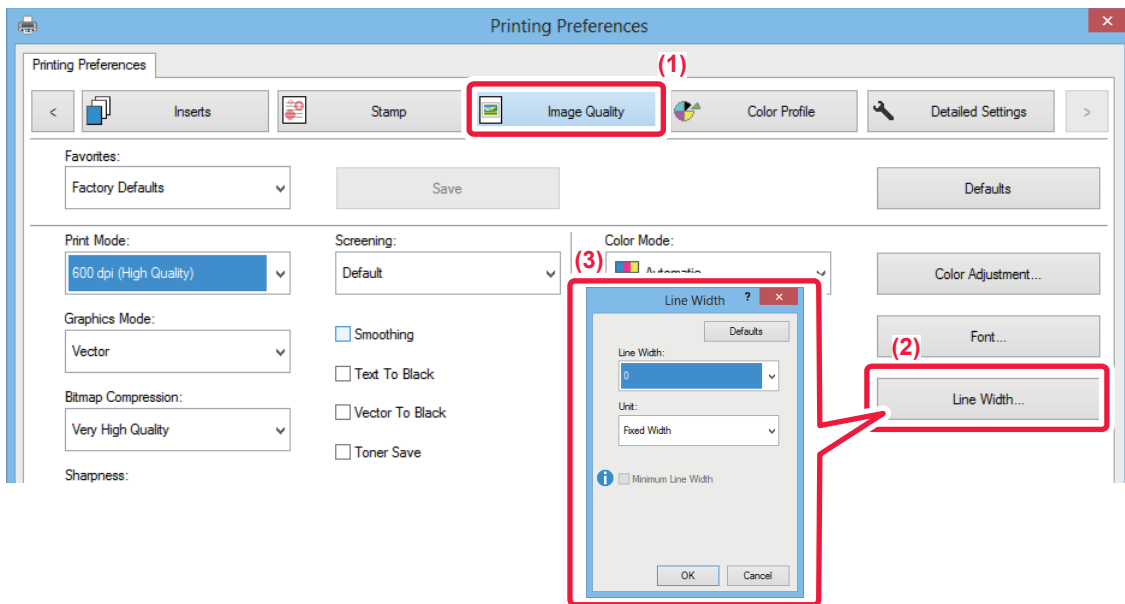
This function increases the thickness of the entire line when the print lines are not clear in CAD or other special applications.

When the data includes lines of varying widths, you can print all lines at the minimum width as necessary.



- This function is available in a Windows environment.
- This function can be used when the PCL6 printer driver is used.
- When printing from an application that processes lines as raster graphics, line widths cannot be adjusted.

Windows



- (1) Click the [Image Quality] tab.
- (2) Click the [Line Width] button.
- (3) Set the line thickness and click the [OK] button.



- The units of line-width adjustment can be set to "Fixed Width" or "Ratio". Select from the "Unit" menu.
- To print all line data in the minimum line width, click the [Minimum Line Width] checkbox.



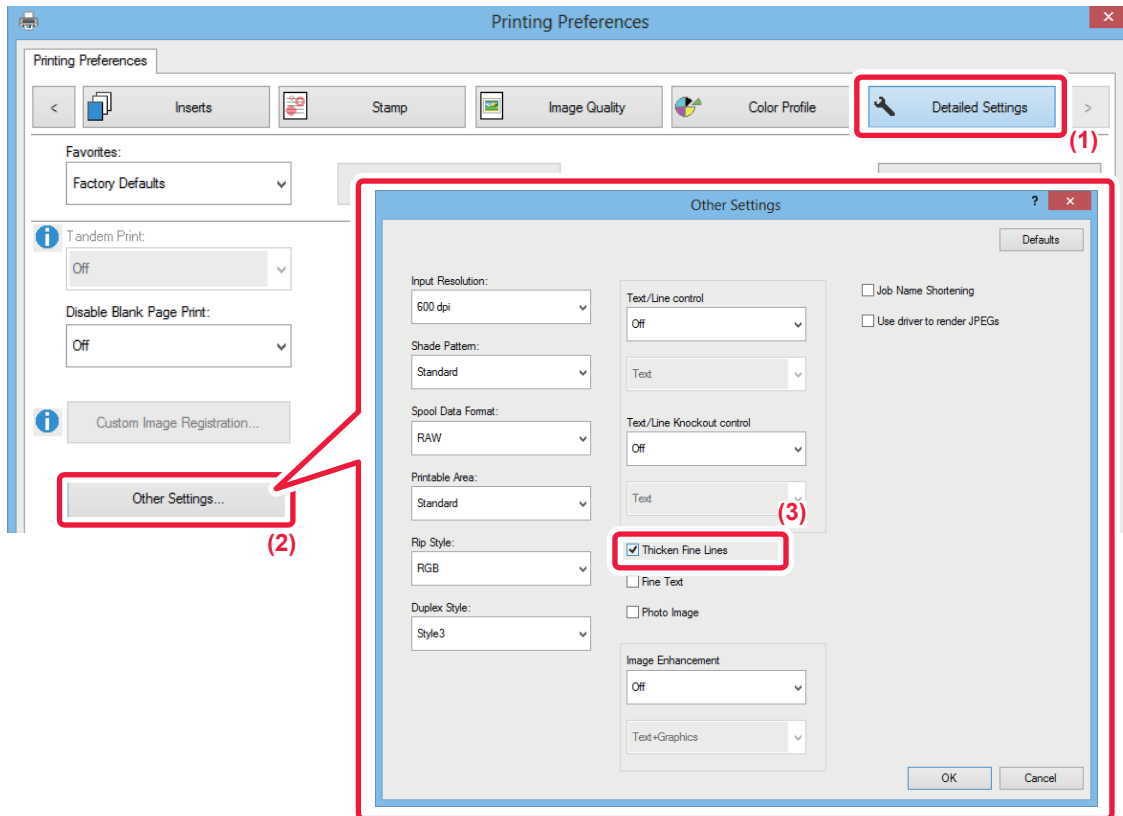
Thickening fine lines in Excel

When fine border lines in Excel do not print correctly, you can make the lines thicker.



- This function is available in a Windows environment.
- This function can be used when the PCL6 printer driver is used.
- Normally this setting is not necessary.

Windows



- (1) Click the [Detailed Settings] tab.
- (2) Click the [Other Settings] button.
- (3) Select the [Thicken Fine Lines] checkbox ().



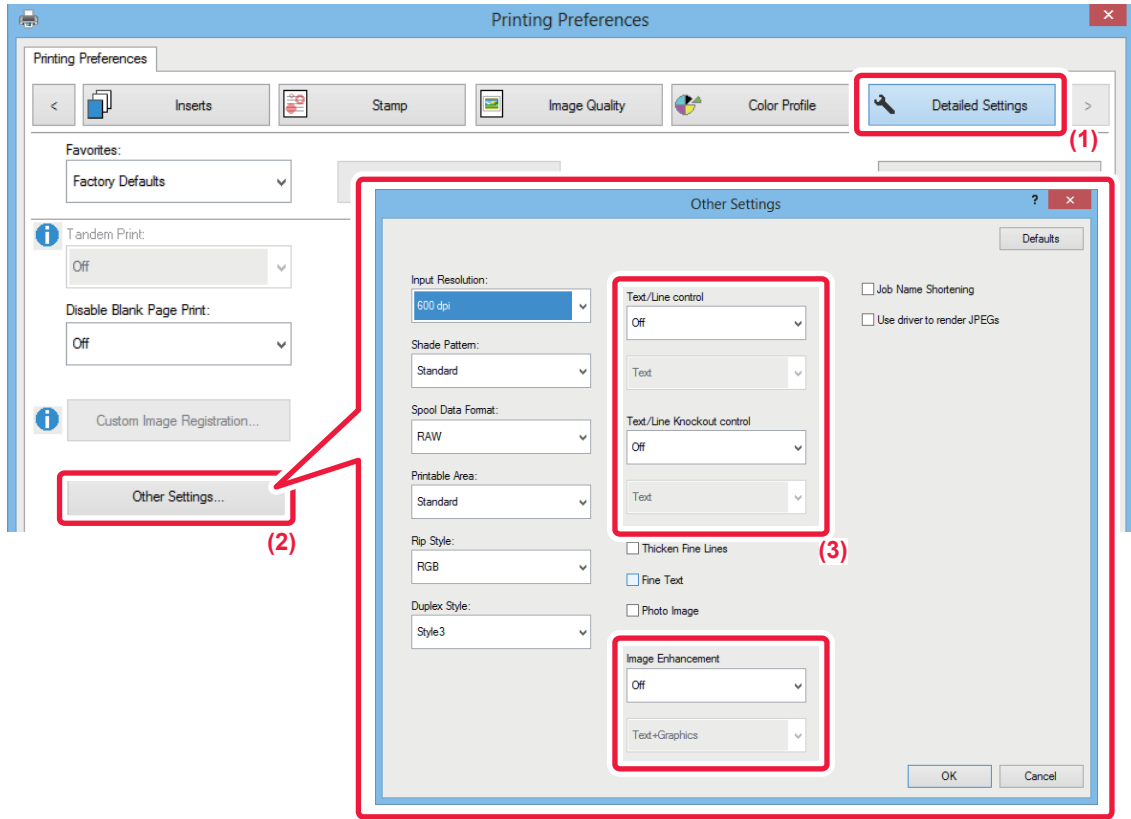
Adjusting the thickness of text and lines

You can make text and lines thicker or thinner. You can also make edges smoother or sharper.



- This function is available in a Windows environment.
- This function can be used when the PCL6 or PS printer driver is used.

Windows



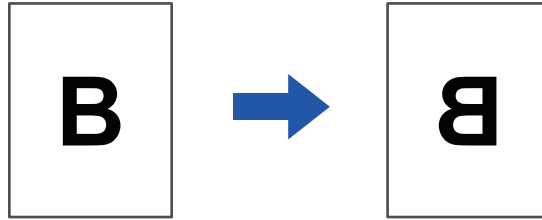
- (1) Click the [Detailed Settings] tab.
- (2) Click the [Other Settings] button.
- (3) Specify the settings.

Item		Description
Text/Line control	Text	You can make characters and text thicker or thinner.
	Graphics	
	Text+Graphics	
	Text+Graphics+Photo	
Text/Line Knockout control	Text	You can make knockout text and lines thicker.
	Text+Graphics	
Image Enhancement	Text	You can make the edges of text and graphics smoother or sharper.
	Text+Graphics	
	Text+knockout text	
	Text+Graphics+knockout text	
	Text+Graphics+knockout	



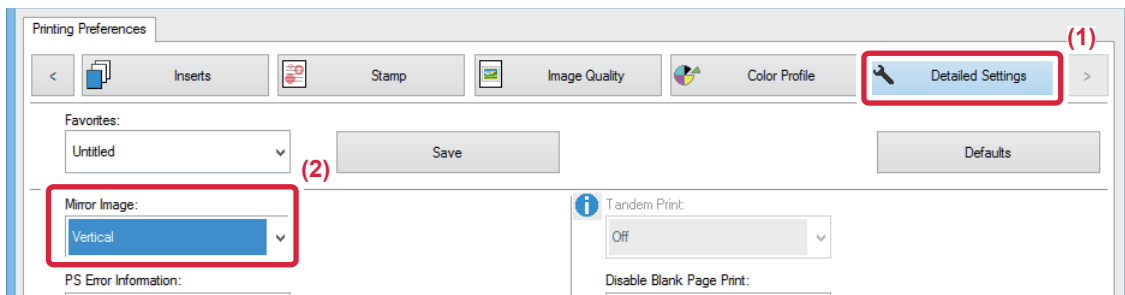
PRINT A MIRROR-IMAGE (MIRROR-IMAGE REVERSE/VISUAL EFFECTS)

The image is reversed to create a mirror image. This function is conveniently used to print a design for a woodblock print or other printing medium.



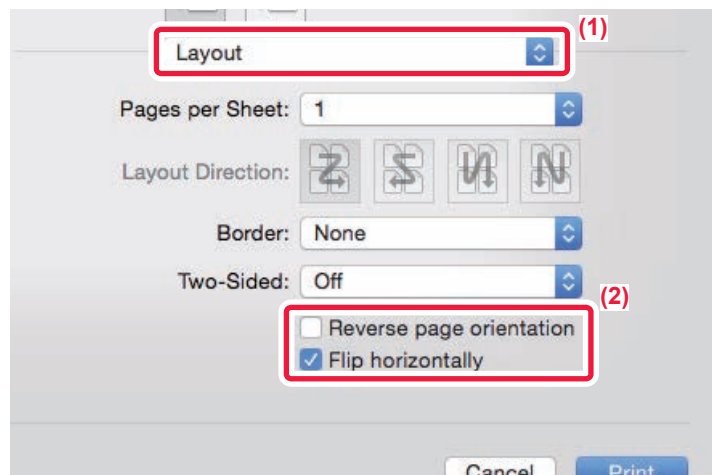
In a Windows environment, this function is only available when using the PS printer driver.

Windows



- (1) Click the [Detailed Settings] tab.
- (2) If you wish to reverse the image horizontally, select [Horizontal]. If you wish to reverse the image vertically, select [Vertical].

Mac OS



- (1) Select [Layout].
- (2) Select the [Flip horizontally] checkbox (✓).



COLOR MODE ADJUSTING FUNCTION

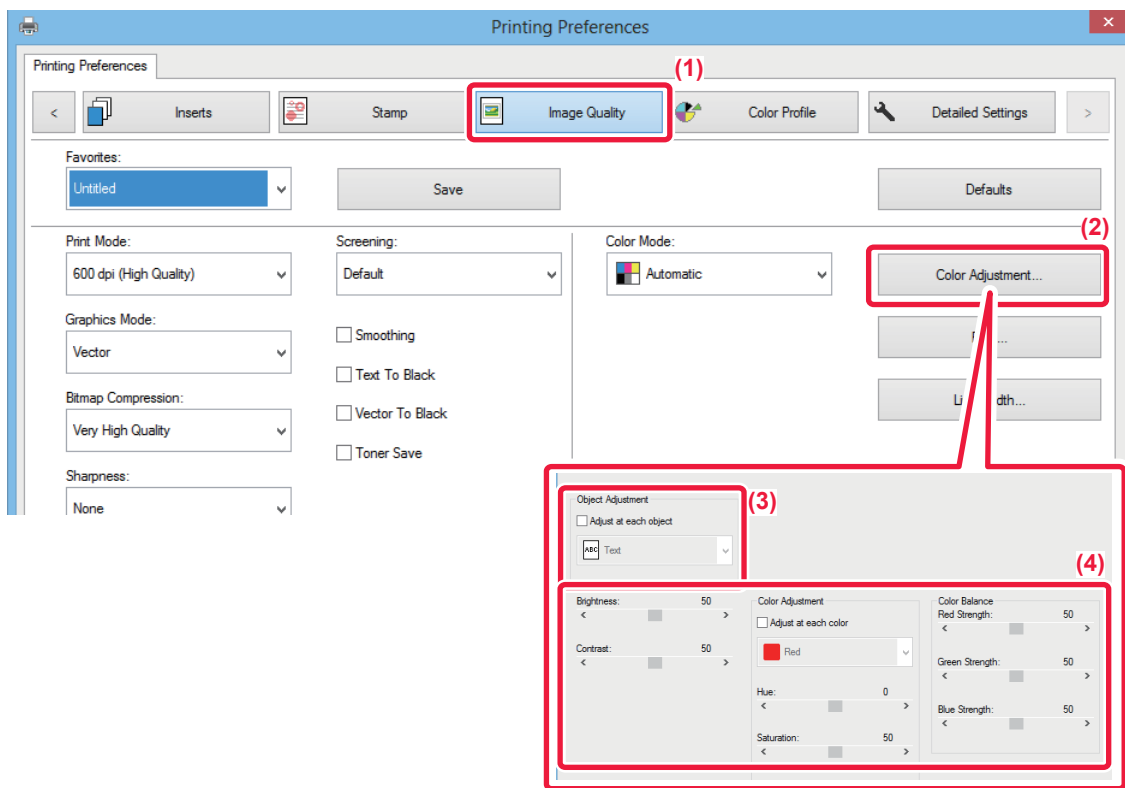
ADJUST THE BRIGHTNESS AND CONTRAST OF THE IMAGE (COLOR ADJUSTMENT/RGB ADJUSTMENT)

This function adjusts the brightness and contrast in the print settings when a photo or other image is printed. This function makes simple corrections even if image editing software is not installed on your computer.



This function can be used in a Windows environment.

Windows

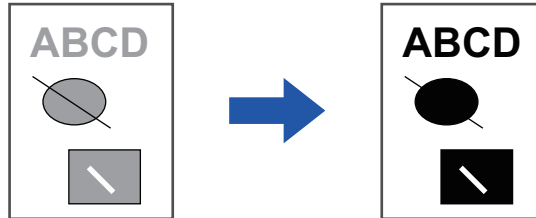


- (1) Click the [Image Quality] tab.
- (2) Click the [Color Adjustment] button.
When using the PS printer driver, click the [RGB Adjustment] button. Proceed to step (4).
- (3) To adjust objects (text, graphics, photos) individually, select the [Adjust at each object] checkbox () and select the object.
- (4) Drag the slide bar or click buttons to adjust the image.



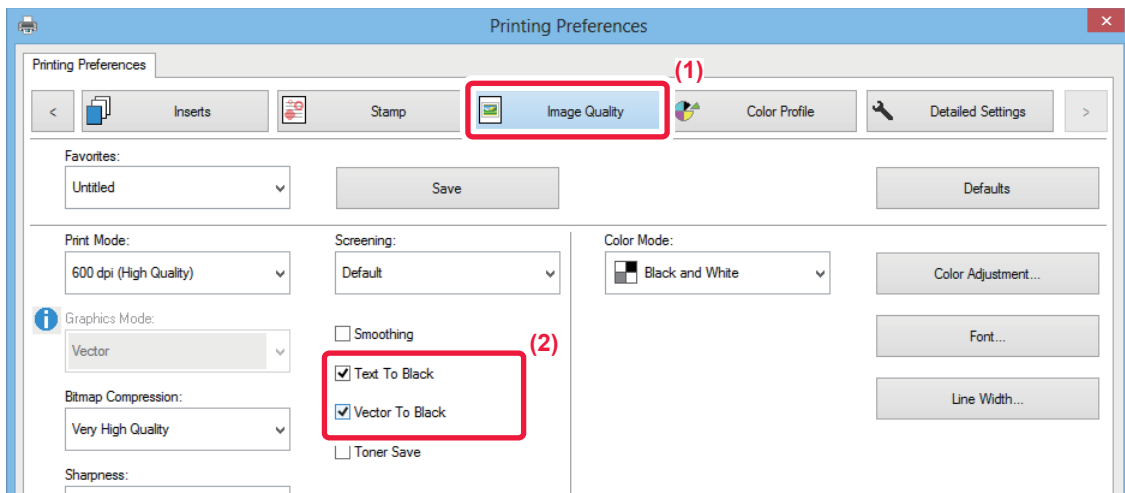
PRINTING FAINT TEXT AND LINES IN BLACK (TEXT TO BLACK/VECTOR TO BLACK)

When printing a color image in grayscale, text and lines that are drawn in faint colors are printed in black. This function allows you to bring out color text and lines that are faint and difficult to see when printed in grayscale.



- Raster data such as bitmap images cannot be adjusted.
- This function is available in a Windows environment.

Windows



- (1) Click the [Image Quality] tab.
- (2) Select the [Text To Black] checkbox and/or the [Vector To Black] checkbox so that appears.
 - When [Text To Black] is selected, all text other than white text is printed in black.
 - When [Vector To Black] is selected, all vector graphics other than white lines and areas are printed in black.



SELECTING COLOR SETTINGS TO MATCH THE IMAGE TYPE (ADVANCED COLOR SETTINGS)

Preset color settings are available in the machine's printer driver for various uses. These enable printing using the most suitable color settings for the color image type.

Advanced color settings, such as the color management settings and the screening setting for adjusting the color tone expression, are also available for meeting the needs of color image printing.

The following color management settings are available.

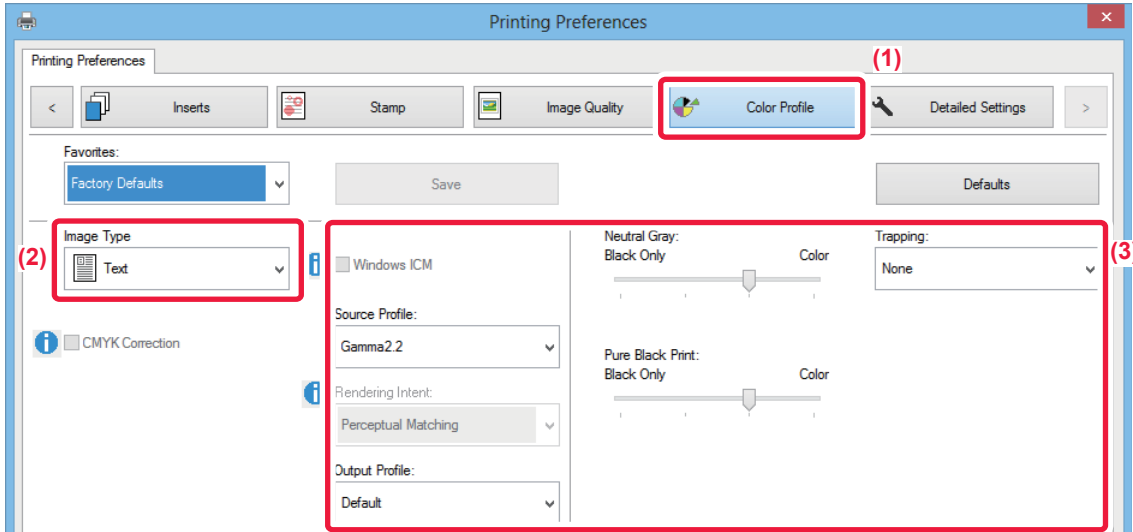
Image Type	Set the original type.
CMYK Simulation*1	Adjusts the colors to simulate printing that would be obtained with the process colors used in printing presses.
Simulation Profile*1	Select the simulation target.
Output Profile	Select a color profile for the image to be printed
Windows ICM	Color management method in a Windows environment
ICM Method	Set the ICM method.
ColorSync	Color management method in a Mac OS environment
Source Profile	Select a source color profile of color matching.
Rendering Intent	The selections below provide the ability to modify color image processing to suit specific preferences. (Color matching method: Method of color converting RGB colors on the display, etc. into CMYK colors in the printer)
CMYK Correction*2	Correct the image to obtain the optimum printing result when printing a CMYK image.
Neutral Gray	Select a creating method of neutral gray.
Pure Black Print	Select whether you want to print black data area with only black toner.
Black Overprint*1	Prevents whitening of the outline of black text.
Trapping	Select to prevent void area which may be generated around edge of colors.

*1 Can only be used when using the PS printer driver (Windows/Mac OS).

*2 Can only be used when using the PCL6 printer driver.



Windows



(1) Click the [Color Profile] tab.

(2) Select [Image Type].

- Text: Data consisting mostly of text
- Presentation: Data with many photos or illustrations
- Photo: Photo data or data that uses photos
- CAD: Engineering drawing data
- Scan: Data scanned by a scanner
- Colorimetric: Data to be printed in colors as viewed on the screen
- Custom: Data to be printed with special settings

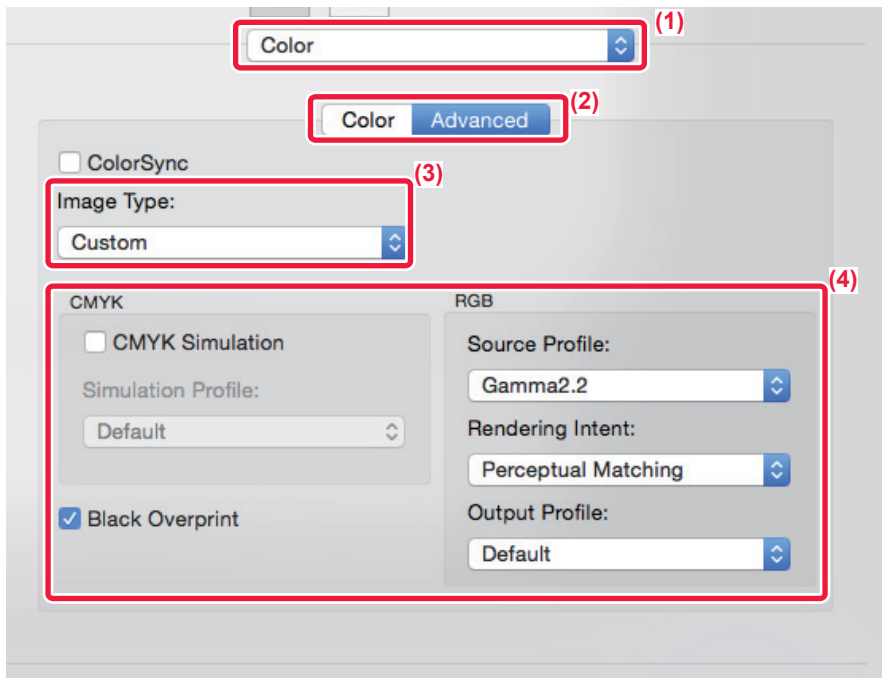
(3) Specify the settings.

To configure color management using the Windows OS ICM, set "Image Type" to [Custom] in step (2). Then, click the [Windows ICM] checkbox so that the checkmark appears.

To configure "Source Profile" and other detailed color management tasks, select the desired settings from the menus.



Mac OS



(1) Select [Color].

(2) Click the [Advanced] tab.

To use the Mac OS color management function, select the [ColorSync] checkbox so that the checkmark appears. In this case, you cannot select "Image Type".

(3) Select [Image Type].

To configure color management settings, select the desired settings from the menus. To select a "CMYK Simulation" setting, select [Custom] in "Image Type", select the [CMYK Simulation] checkbox (), and then select the desired setting.

- Text: Data consisting mostly of text
- Presentation: Data with many photos or illustrations
- Photo: Photo data or data that uses photos
- CAD: Engineering drawing data
- Scan: Data scanned by a scanner
- Colorimetric: Data to be printed in colors as viewed on the screen
- Custom: Data to be printed with special settings

(4) Specify the settings.

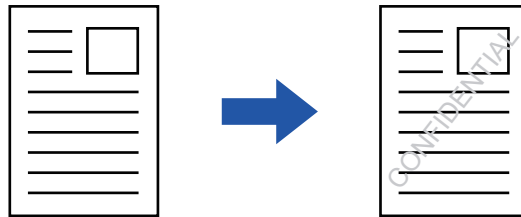


FUNCTIONS TO COMBINE TEXT AND IMAGES

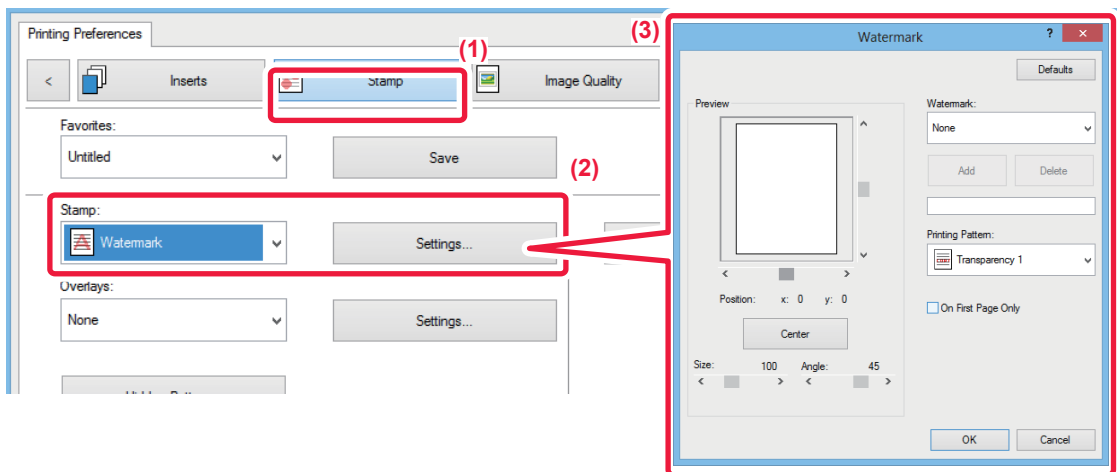
ADDING A WATERMARK TO PRINTED PAGES (WATERMARK)

This function adds faint shadow-like text as a watermark in the background of the printed image. The size and angle of the watermark text can be adjusted.

The watermark text can be selected from the previously registered text in the list. When necessary, you can enter text to create an original watermark.



Windows



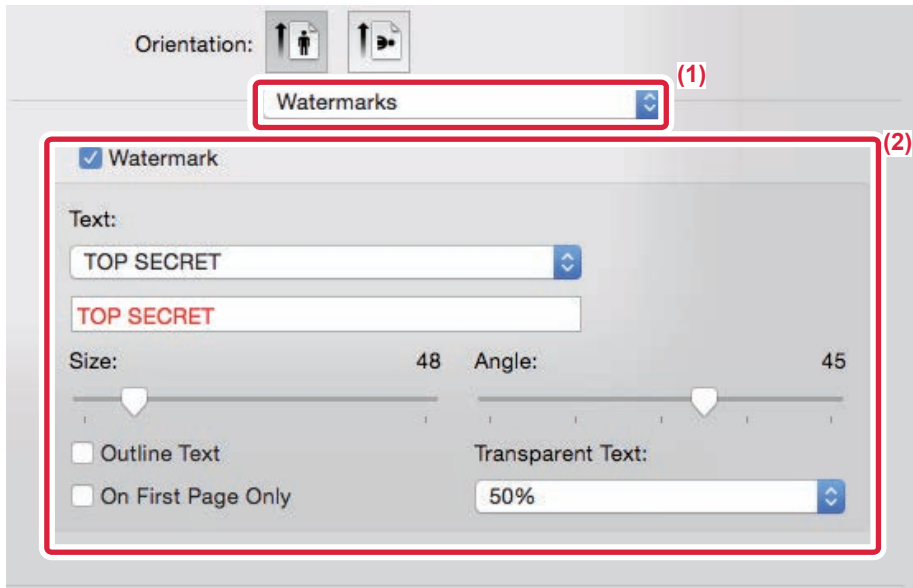
- (1) Click the [Stamp] tab.
- (2) Select [Watermark] from "Stamp" and click the [Settings] button.
- (3) Select the watermark to be used and click the [OK] button.




If you want to create a new watermark, enter the text of the watermark in the text box and click the [Add] button.



Mac OS



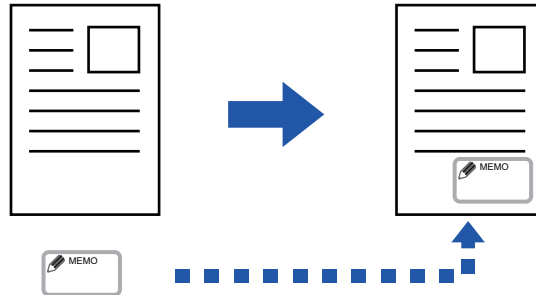
- (1) Select [Watermarks].
- (2) Click the [Watermark] checkbox and configure watermark settings.
 - Configure detailed watermark settings such as selection of the text.
 - Adjust the size and angle of the text by dragging the slide bar .



PRINTING AN IMAGE OVER THE PRINT DATA (IMAGE STAMP)

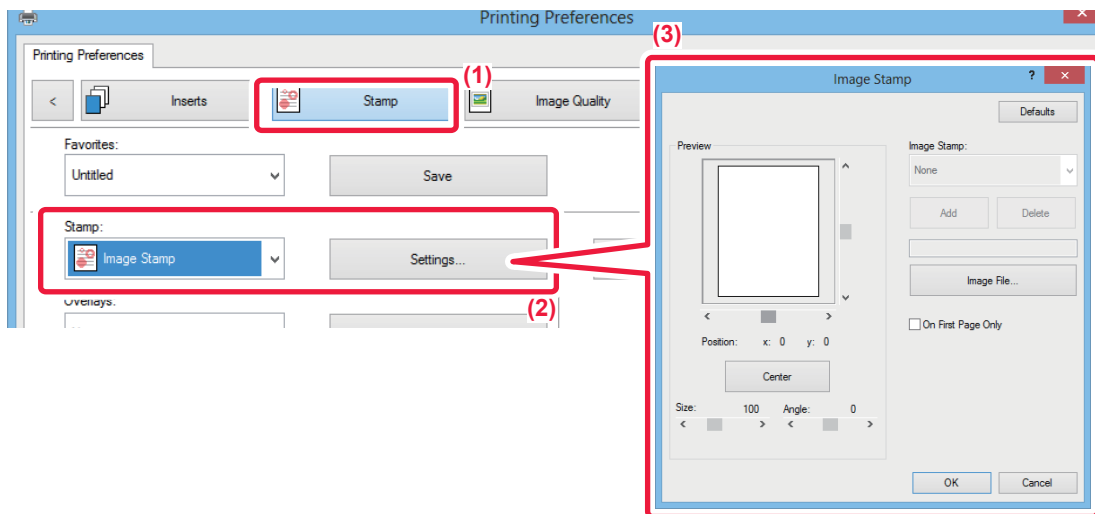
This function prints a bitmap or JPEG image stored on your PC over the print data.

This function prints a frequently used image or an icon of your own creation as if it is stamped on the print data. The size, position, and angle of the image can be adjusted.



This function is available in a Windows environment.

Windows



(1) Click the [Stamp] tab.

(2) Select [Image Stamp] from "Stamp" and click the [Settings] button.

(3) Select the image stamp to be used, and click the [OK] button.

- If an image stamp has already been stored, it can be selected from the menu.
- If you have not stored an image stamp, click the [Image File], select the file you wish to use for the image stamp, and click the [Add] button.



REGISTERING A CUSTOM IMAGE

This function registers images used as custom images from the printer driver to the machine.



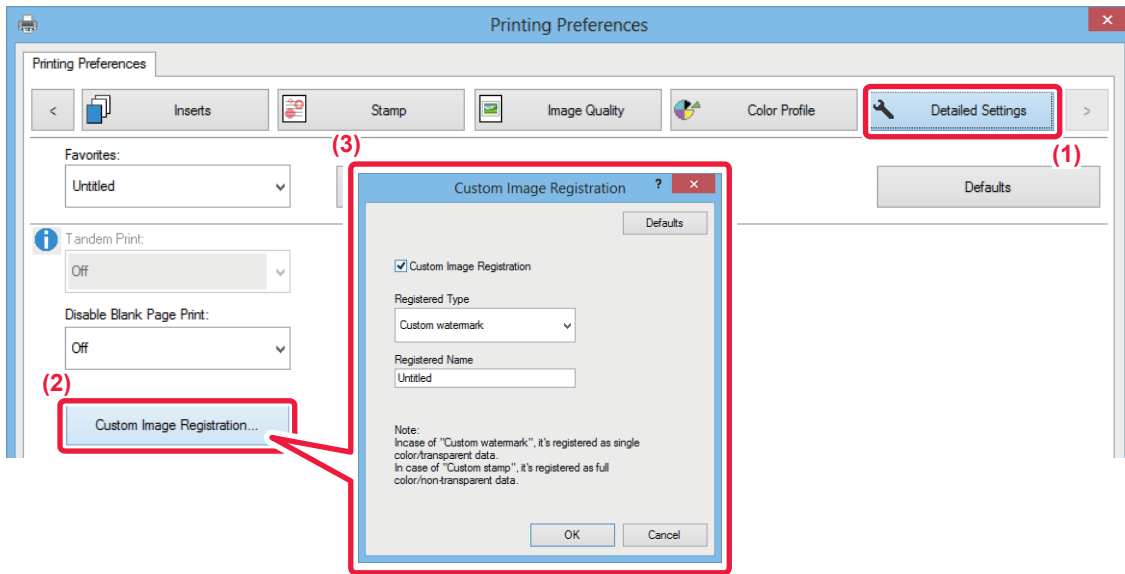
- This function is available in a Windows environment.
- This function can be used when the PCL6 printer driver is used.



To prohibit the registration of custom images:

In "Settings (administrator)", select [System Settings] → [Common Settings] → [Enable/Disable Settings] → [Disabling Registration of Custom Image] and configure the setting.

Windows



(1) Click the [Detailed Settings] tab.

(2) Click the [Custom Image Registration] button.

(3) Select the registration type and name of the custom image.

When [Custom stamp] is selected in "Registered Type", a full-color, non-transparent stamp image is registered. When [Custom watermark] is selected, a single-color, transparent watermark image is registered.



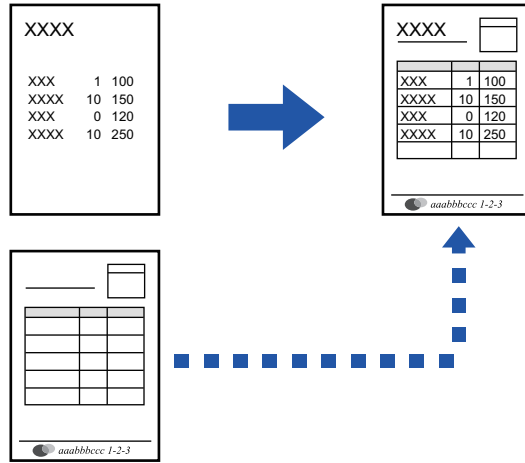
If you have attempted to store multiple pages of data, only the first page will be stored.



OVERLAY A FIXED FORM ON THE PRINT DATA (OVERLAYS)

This function overlays data on a fixed form you have prepared.

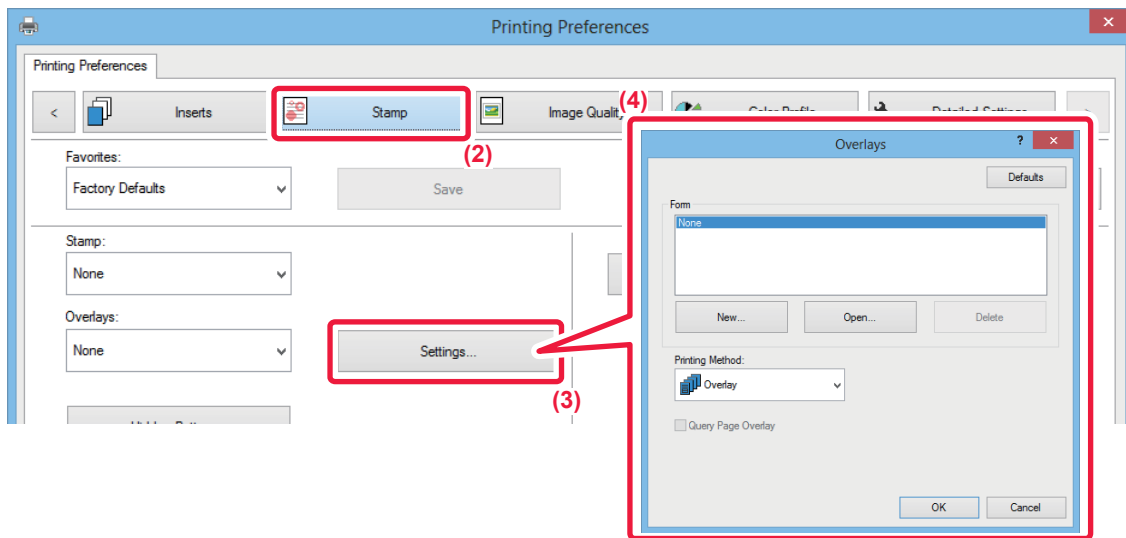
By creating table rulings or a decorative frame in an application different from that of the text file and registering the data as an overlay file, an attractive print result can be easily obtained without the need for complex manipulations.



This function is available in a Windows environment.

Windows

Creating an overlay file



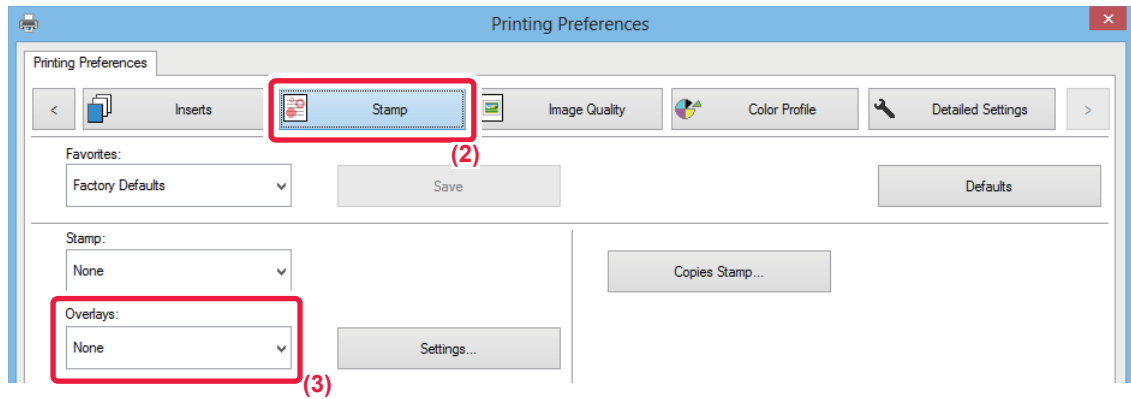
- (1) Open the driver properties window from the application that is used for creating overlay data.
- (2) Click the [Stamp] tab.
- (3) Click the [Settings] button.
- (4) Click the [New] button and specify the name and folder to be used for the overlay file that you wish to create.

The file will be created when the settings are completed and printing is started.



- When printing is started, a confirmation message will appear. The overlay file will not be created until the [Yes] button is clicked.
- When you click the [Open] button, the existing overlay file is registered.

Printing with an overlay file



(1) Open the driver properties window from the application that is used for printing with an overlay file.

(2) Click the [Stamp] tab.

(3) Select an overlay file.

A previously created or stored overlay file can be selected from the menu.

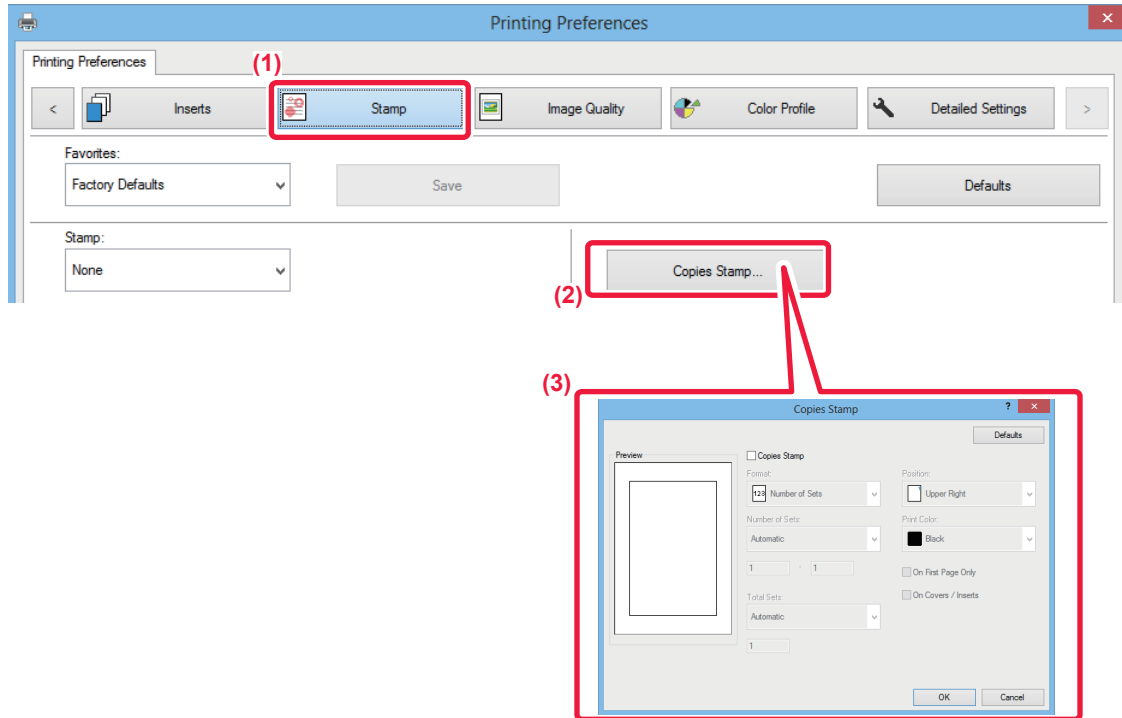


ADDING THE NUMBER OF COPIES (COPIES STAMP)

You can add the number of copies to the header or footer of the print data. You can also set a copies number and print position.



This function is available in a Windows environment.



- (1) Click the [Stamp] tab.
- (2) Click the [Copies Stamp] button.
- (3) Select the settings, and click the [OK] button.



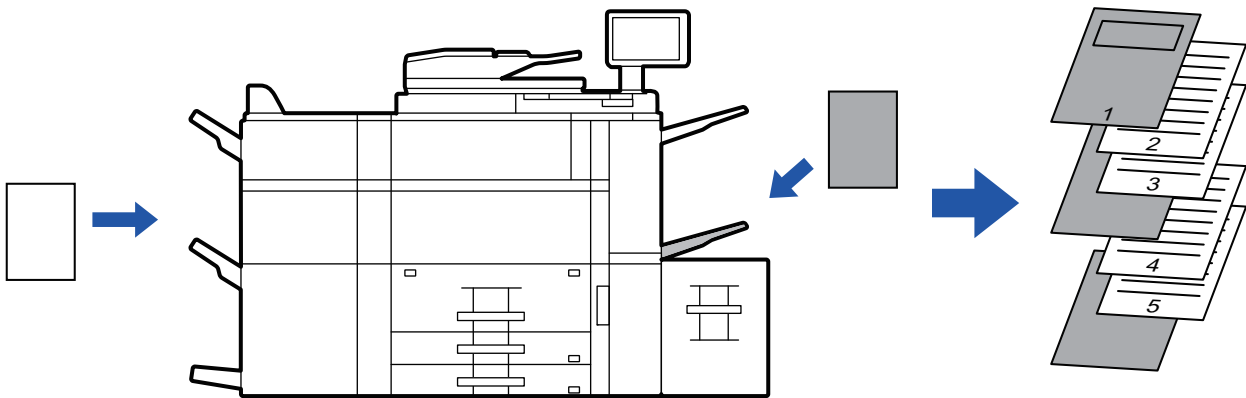
PRINT FUNCTIONS FOR SPECIAL PURPOSES

PRINTING SPECIFIC PAGES ON DIFFERENT PAPER (DIFFERENT PAPER)

In a Windows environment

The front and back covers and specified pages of a document are printed on paper that is different from the other pages. Use this function when you wish to print the front and back covers on heavy paper, or insert colored paper or a different paper type at specified pages.

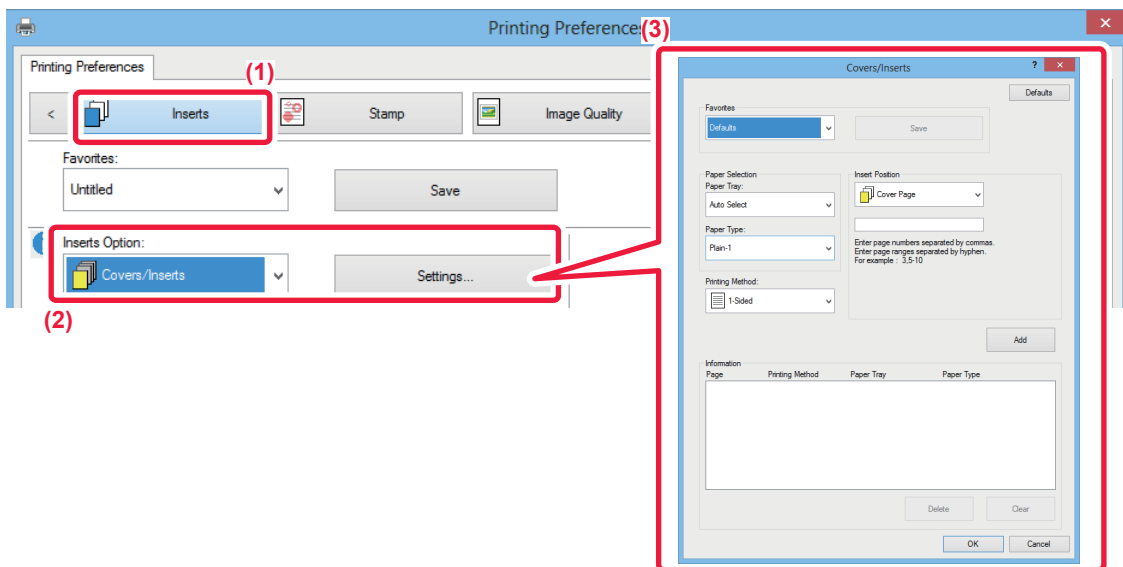
As necessary, paper can be inserted as insertion sheets where nothing is printed.



In a Mac OS environment

The front and back covers are printed using paper that is different from the other pages. This function can be used, for example, when you want to print only the front cover and last page on thick paper.

Windows



- (1) Click the [Inserts] tab.
- (2) Select [Covers/Inserts] from [Inserts Option], and click the [Settings] button.
- (3) Select the paper insertion settings.
 - Select the insertion position, paper source, and printing method from the corresponding menus.

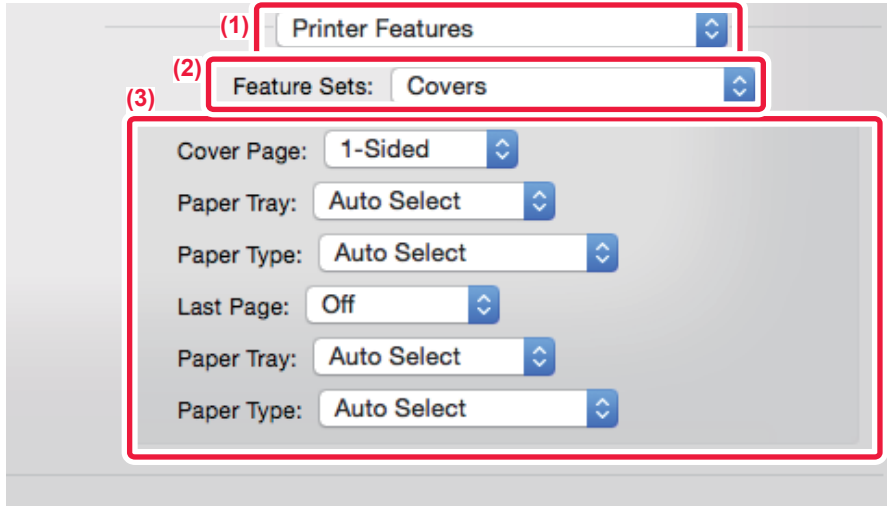


- Click the [Add] button and your settings will appear in "Information".
- When you have finished selecting settings, click the [Save] button in "Favorites" to save the settings.



- When [Bypass Tray] is selected in "Paper Tray", be sure to select the "Paper Type" and load that type of paper in the bypass tray.
- When [Other Page] is selected for "Insert Position", specify the insert position by directly entering a page number. When "Printing Method" is set to [2-Sided Printing], the specified page and the next page after it will be printed on the front and reverse side of the paper, and thus an insert setting at a page printed on the reverse side will not be effective.

Mac OS



(1) Select [Printer Features].

(2) Select [Covers].

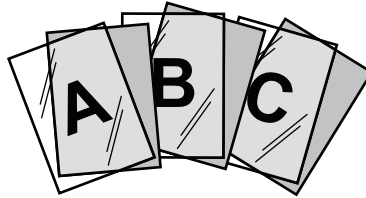
(3) Select the cover insertion settings.

Select the print setting, paper tray, and paper type for the front and back covers.



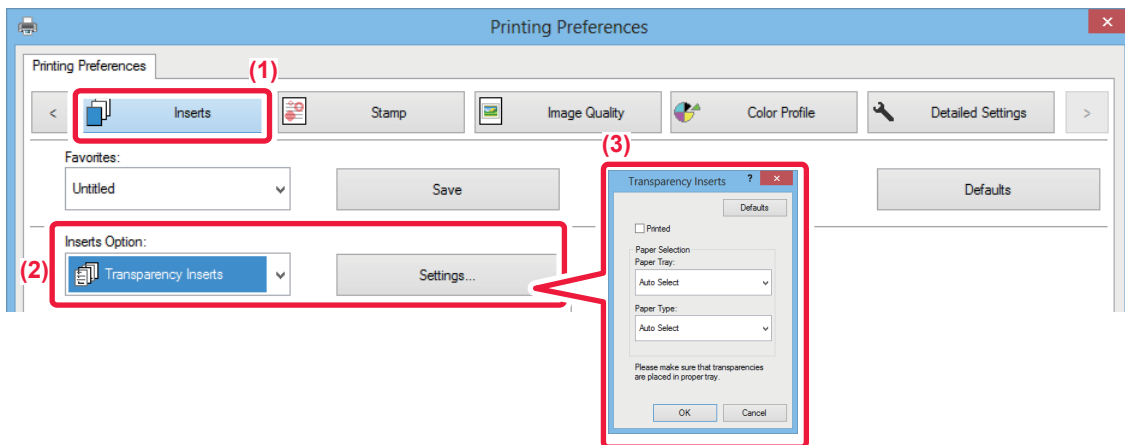
ADDING INSERTS WHEN PRINTING ON TRANSPARENCY FILM (TRANSPARENCY INSERTS)

When transparency film is used for printing, this function prevents the sheets of transparency film from sticking together by inserting a sheet of paper between each sheet of film. As necessary, the same content as that printed on each sheet of transparency film is also printed on the corresponding sheet of inserted paper.



This function is available in a Windows environment.

Windows



(1) Click the [Inserts] tab.

(2) Select [Transparency Inserts] and click the [Settings] button.

Select the print setting, paper tray, and paper type for the front and back covers.

(3) Select the transparency insert settings.

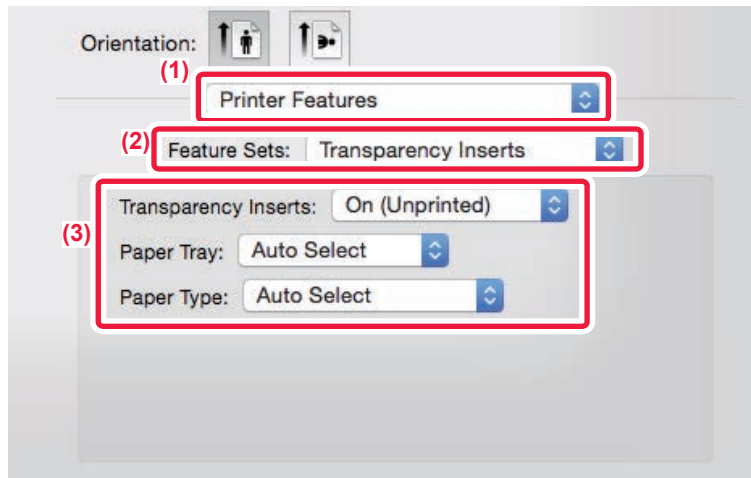
When the [Printed] checkbox is selected to set to , the same content as that printed on the transparency film is also printed on the insert. Select the paper source and type if needed.



Set the paper type of the bypass tray to [Transparency] and load transparency film into the bypass tray.



Mac OS



- (1) Select [Printer Features].
- (2) Select [Transparency Inserts] in "Feature Sets".
- (3) Select the transparency insert settings.

When [On (Printed)] is selected from "Transparency Inserts", the same content as that printed on the transparency film is also printed on the insert. Select the paper source and type if needed.

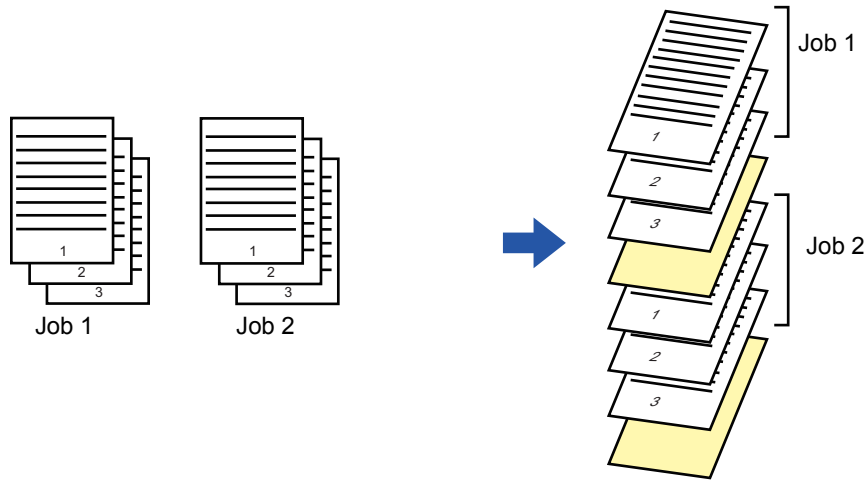


Set the paper type of the bypass tray to [Transparency] and load transparency film into the bypass tray.



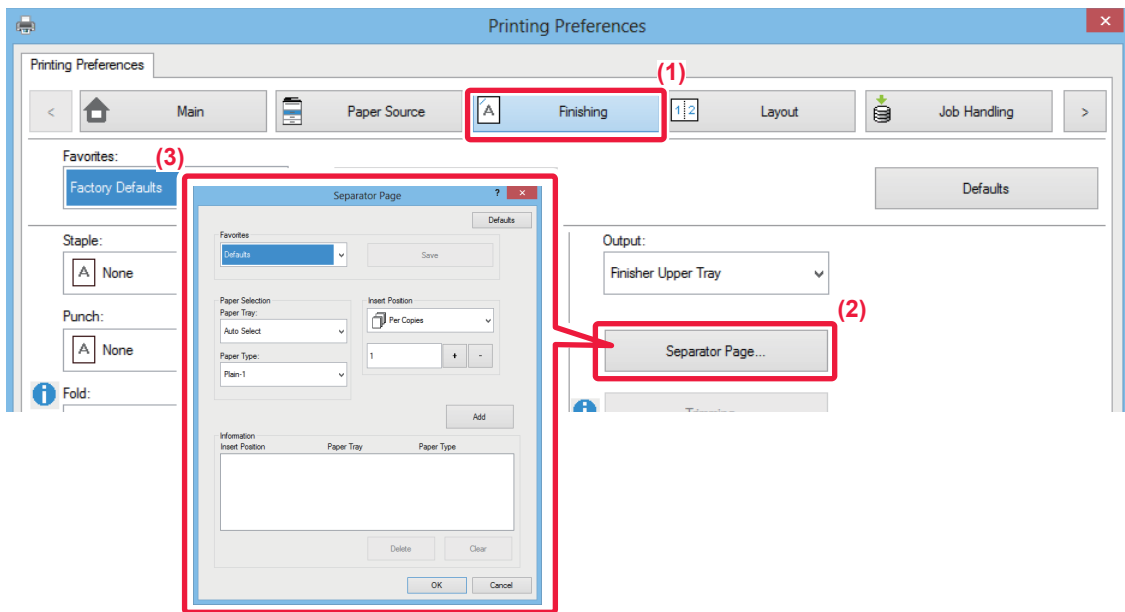
INSERTING SEPARATOR PAGES BETWEEN JOBS OR COPIES

You can insert separator pages between jobs or the specified number of copies.



This function is available in a Windows environment.

Windows



(1) Click the [Finishing] tab.

(2) Click the [Separator Page] button.

(3) Changing the settings

- Select the paper tray and paper type from "Paper Selection", and specify the separator page position in "Insert Position".
- To add a separator page each time printing of the set number of copies is completed, select [Per Copies] in "Insert Position".
- For example, if you are printing 10 copies and you select "5", a separator page will be added after the 5th copy and after the 10th copy.

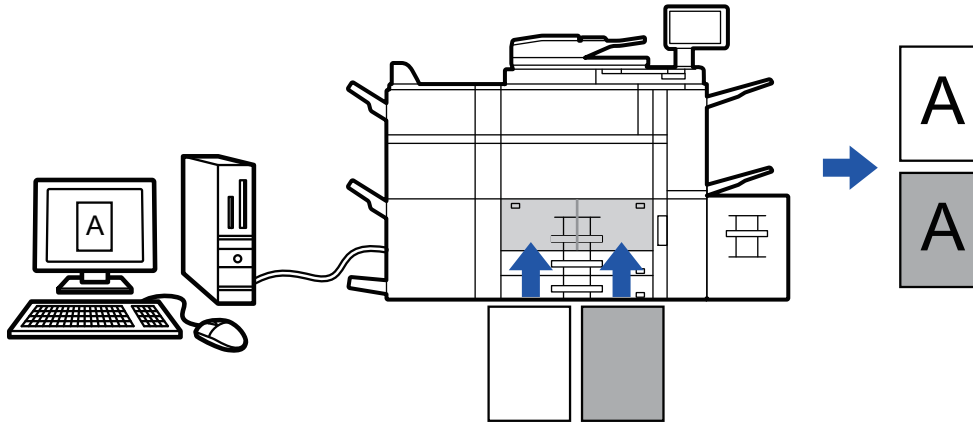


When the bypass tray is selected, be sure to select the "Paper Type".



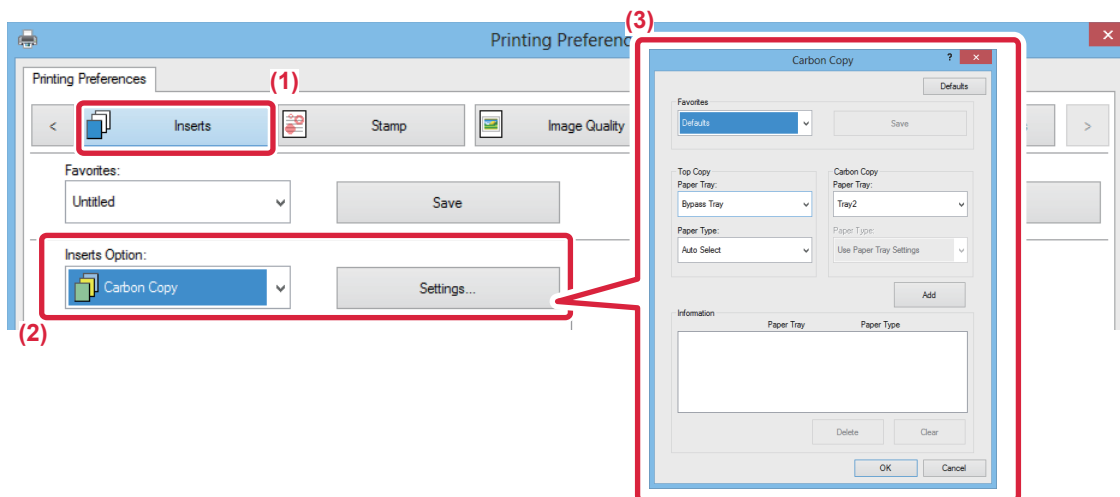
PRINTING A CARBON COPY (CARBON COPY)

This function prints an additional copy of the print image on paper that is of the same size but from a different paper tray. For example, if carbon copy print is selected when plain paper is loaded into tray 1 and colored paper is loaded into tray 2, a print result similar to a carbon copy slip is obtained with a single selection of the print command. If plain paper is loaded into tray 1 and recycled paper is loaded into tray 2 as necessary, selecting Carbon Copy simultaneously prints one copy for presentation and one copy as a duplicate.



This function is available in a Windows environment.

Windows



- (1) Click the [Inserts] tab.
- (2) Select [Carbon Copy] from "Inserts Option" and click the [Settings] button.
- (3) Select the tray for the first copy from "Top Copy", and then select the tray for the carbon copy from "Carbon Copy".



When the bypass tray is selected, be sure to select the "Paper Type".

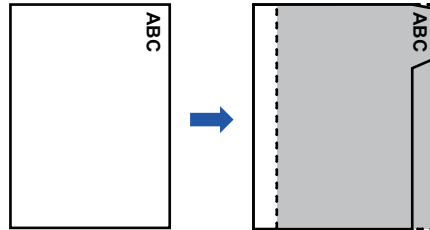


PRINTING TEXT ON TABS OF TAB PAPER (TAB SHIFT/TAB PAPER PRINT)

There are two methods of printing on the tabs of tab paper: "Tab Shift" and "Tab Paper Print".

Tab Shift

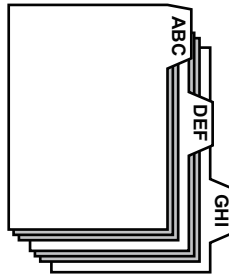
Create the text to be printed on tab paper in an application, and set the text shifting distance in [Print Position] on the [Layout] tab of the printer driver property window. The text will be printed on the tabs.



Tab Paper Print (for PCL6 only)

Tab sheets are printed while they are inserted between the desired pages.

Select [Tab Paper] in [Inserts Option] on the [Inserts] tab of the printer driver properties window, and enter the text that you want to print on the tabs. Specify the detailed settings such as the size of the tabs, the starting position, the distance between tabs, and the page numbers where tab sheets will be inserted.



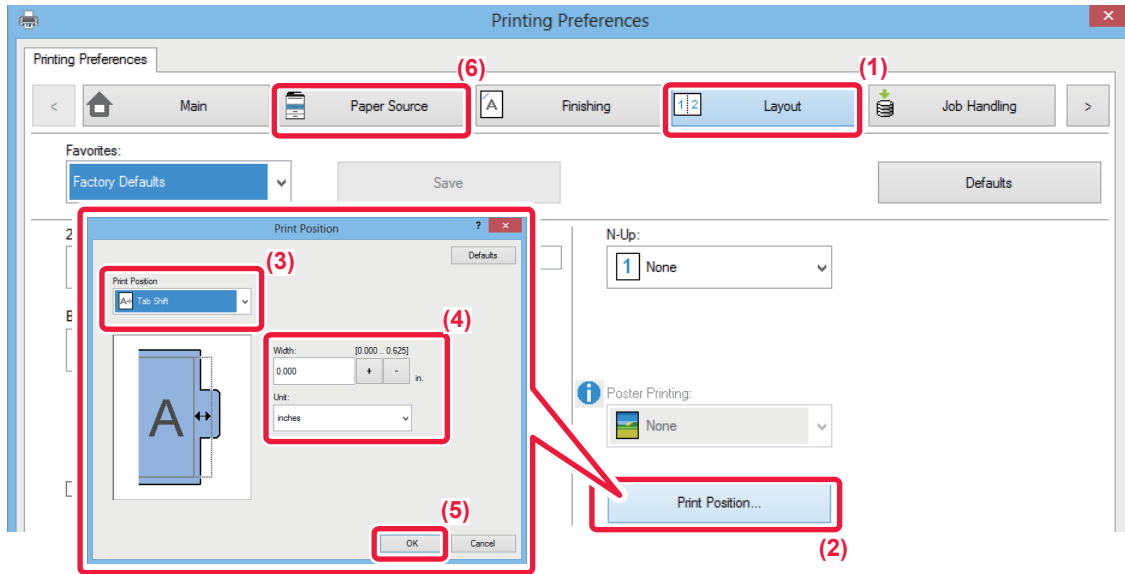
- These functions are available in a Windows environment.
- Tab paper must be loaded into the bypass tray.



Windows

Tab Shift

When you have finished preparing the data to be printed on tab papers in an application, take the following steps:



- (1) Click the [Layout] tab.
- (2) Click the [Print Position] button.
- (3) Select [Tab Shift].
- (4) Specify the distance of shifting the image by directly entering a value or by clicking the button.
- (5) Click the [OK] button.
- (6) Select the paper source and type.
Click the [Paper Source] tab, and select [Bypass Tray] in "Paper Tray" and [Tab Paper] in "Paper Type".

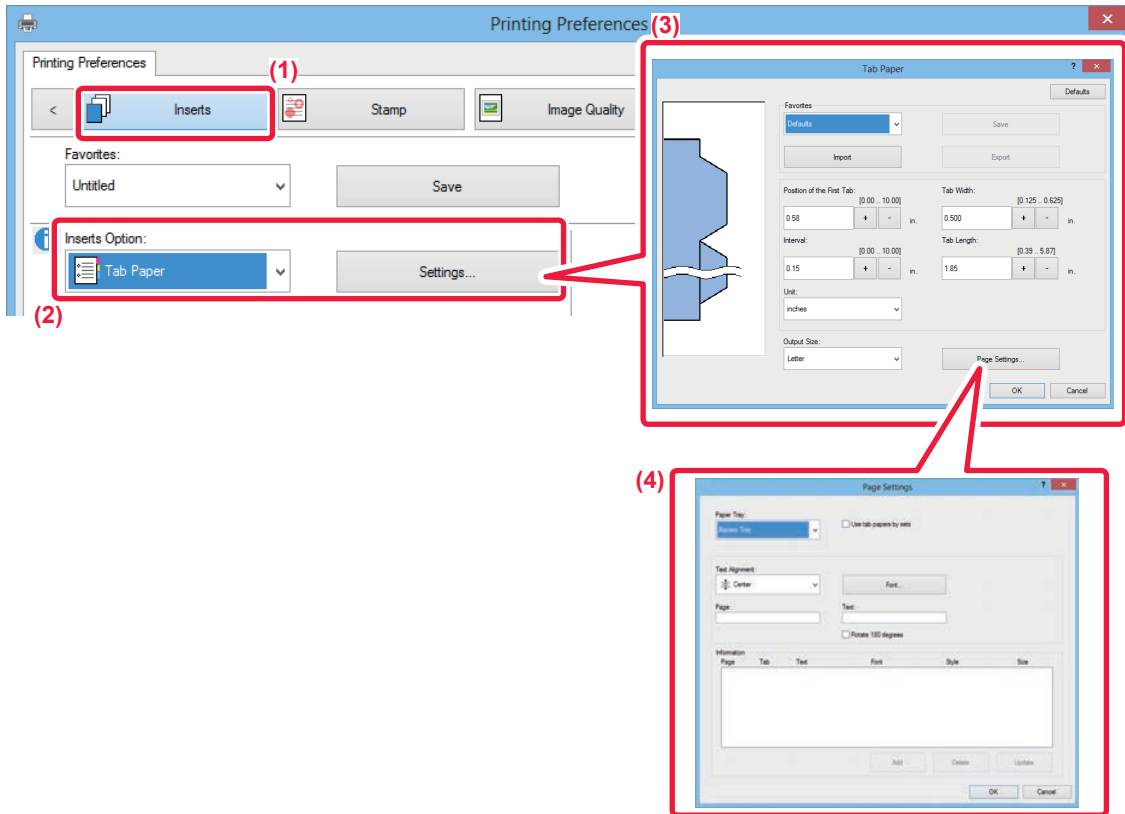


Set the paper type of the bypass tray to [Tab Paper] and load tab papers into the bypass tray.



Tab Paper Print (for PCL6 only)

Open the data into which you wish to insert tab paper, and then select the settings.



(1) Click the [Inserts] tab.

(2) Select [Tab Paper] from "Inserts Option", and click the [Settings] button.

(3) Select the tab position settings.

For commercially available tab paper, use the existing settings such as [A4-5tab-D] in "Favorites". For other types of tab paper, the position of the first tab, the distance between tabs, and the horizontal and vertical dimensions of the tab can be directly entered or changed using the button. In addition, select the size of the tab paper from "Output Size".

(4) Select the page settings.

Specify the pages where you wish to insert tab paper and enter the text that you wish to print on the tabs. Also select the Paper Tray, font and adjust the layout.



- Set the paper type of the selected tray to [Tab Paper], and load tab paper in the selected tray.
- The tab paper settings can be stored and a stored file can be opened from "Favorites".



TWO-SIDED PRINTING WITH SPECIFIC PAGES PRINTED ON THE FRONT SIDE (CHAPTER INSERTS)

This function prints specific pages on the front side of the paper.

When you specify a page (such as a chapter cover page) to be printed on the front side of the paper, it is printed on the front side of the next sheet even if it would normally be printed on the reverse side of the paper.

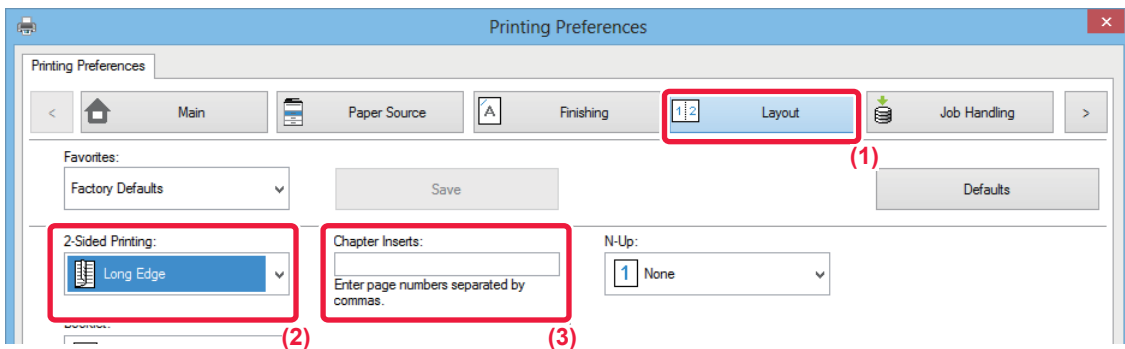


Example: When pages 4 and 8 are specified as page settings.
(Back is blank)



This function is available in a Windows environment.

Windows



- (1) Click the [Layout] tab.
- (2) Select the 2-Sided Printing.
For information on the "2-Sided Printing" setting, see "[2-SIDED PRINTING \(page 3-21\)](#)".
- (3) Enter the page numbers of the initial pages of the chapters, separating the numbers with commas.



FOLDING PAPER FOR PRINTING (FOLD)

If a folding unit is installed, print paper can be folded.

For example, if 8-1/2" × 11" (A4) and 11" × 17" (A3) size print images are mixed, you can fold 11" × 17" (A3) size paper to the 8-1/2" × 11" (A4) size to adjust the width of the actual print paper to the 8-1/2" × 11" (A4) size. When necessary, you can staple folded sheets.



To use the Half Fold and Saddle Fold (Staple) functions, you need to mount a saddle stitch finisher.

Types of paper folding functions

Folding types	Print Side	Fold Orientation	Folding results	Description
Saddle Fold	Inside	-		Multiple sheets are collectively folded in the center.
	Outside	-		
Half Fold	Inside	-		Paper is folded in the center. Copies are output sheet by sheet.
	Outside	-		



Folding types	Print Side	Fold Orientation	Folding results	Description
C-Fold	Inside	Open Right		For example, paper is folded in three so that it can be put into an envelope. Copies are output sheet by sheet.
		Open Left		
	Outside	Open Right		
		Open Left		
Accordion Fold	-	Open Right		For example, paper is folded in three so that it can be put into an envelope. Copies are output sheet by sheet.
	-	Open Left		



Folding types	Print Side	Fold Orientation	Folding results	Description
Double Fold	Inside	Open Right		For example, paper is folded in four so that it can be put into an envelope. Copies are output sheet by sheet.
		Open Left		
	Outside	Open Right		
		Open Left		
Z-Fold	-	Open Right		For example, if 8-1/2" x 11" (A4) and 11" x 17" (A3) size print images are mixed, only the 11" x 17" (A3) size paper is folded and changed to 8-1/2" x 11" (A4) size paper. Copies are output sheet by sheet.
	-	Open Left		

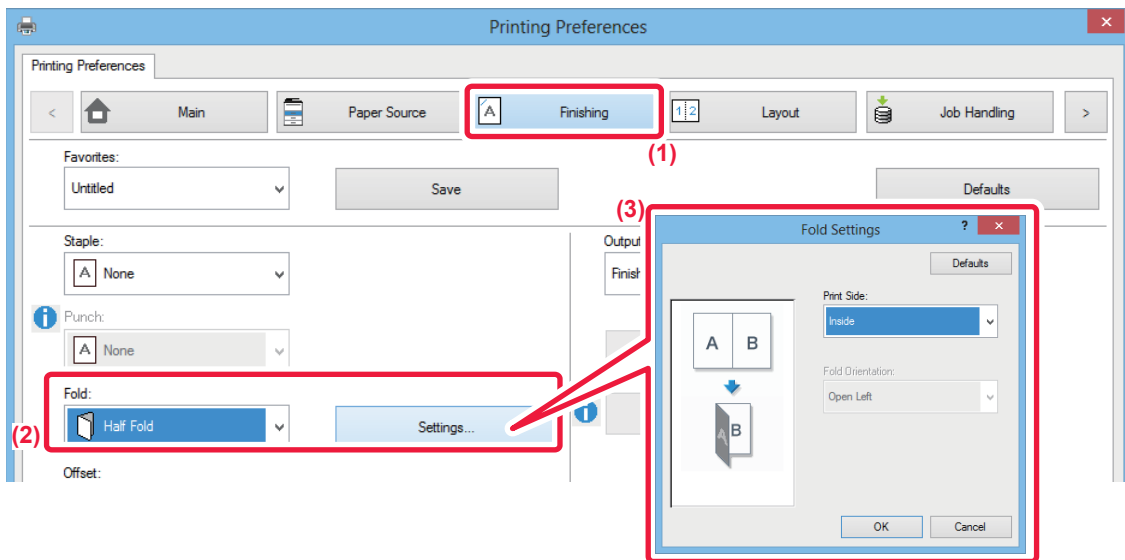


This function cannot be used when [Common Settings] in "Settings (administrator)" → [Device Control] → [Disabling of Duplex] is selected.



- When printing data in a pamphlet layout, the "Booklet" function can be used to conveniently fold and staple printed output to create a pamphlet. See "[CREATE A PAMPHLET \(BOOKLET/SADDLE STITCH\) \(page 3-36\)](#)".
- The Fold function cannot be used together with the Punch and Staple functions. However, the Z-Fold function can be used together with the punch and staple functions when one of the following paper size is specified.
 - Ledger (11" × 17"), B4, A3
- When a saddle stitch finisher (100-sheet stapling) is mounted, the Saddle Fold function folds five sheets every set. For example, if an original has 12 A4 size plain sheets, they are folded three times in total: 5 sheets + 5 sheets + 2 sheets. However, some types of paper reduces the number of sheets that are folded every set. For example, heavy paper is folded on a three-sheet basis.

Windows



- (1) Click the [Finishing] tab.
- (2) Select the folding method in "Fold", and click the [Settings] button.
- (3) Select the desired folding method.

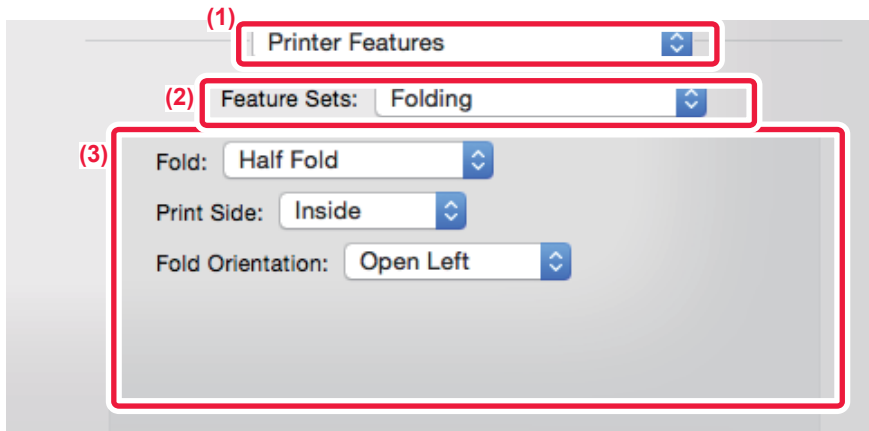


If you select "Z-Fold", set the checkbox of the paper size for paper folding to .



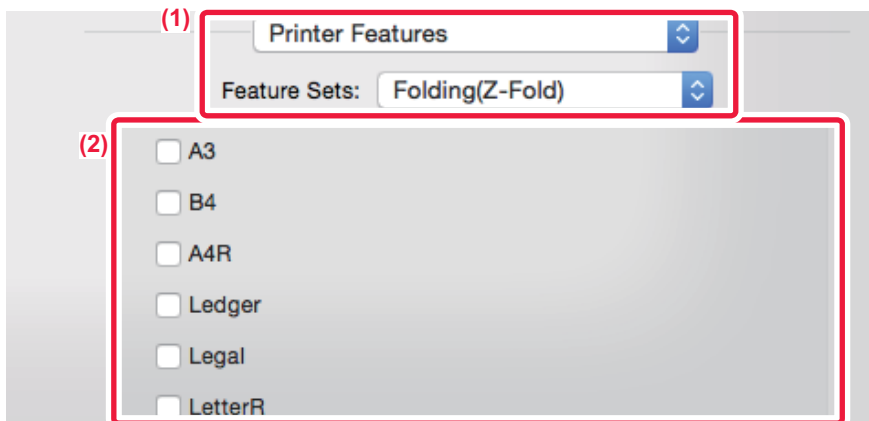
Mac OS

Folding



- (1) Select [Printer Features].
- (2) Select [Folding].
- (3) Select the desired folding method.

Folding(Z-Fold)



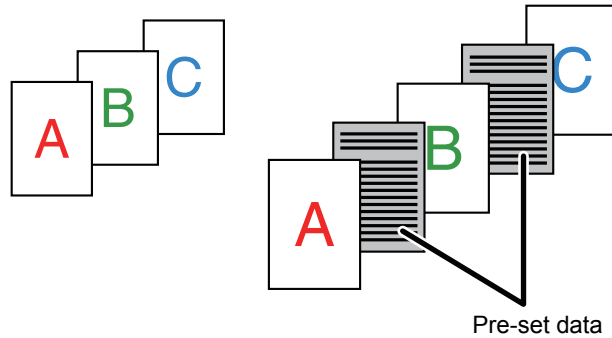
- (1) Select [Printer Features], then select [Folding(Z-Fold)].
- (2) Configure Fold settings.



INSERT PRESET DATA BEFORE OR AFTER EACH PAGE (PAGE INTERLEAVE)

This function inserts a preset data item into every page during printing.

You can easily create documents with opened page spread that is made up of text on the left-hand page and a memo space on the right-hand page.



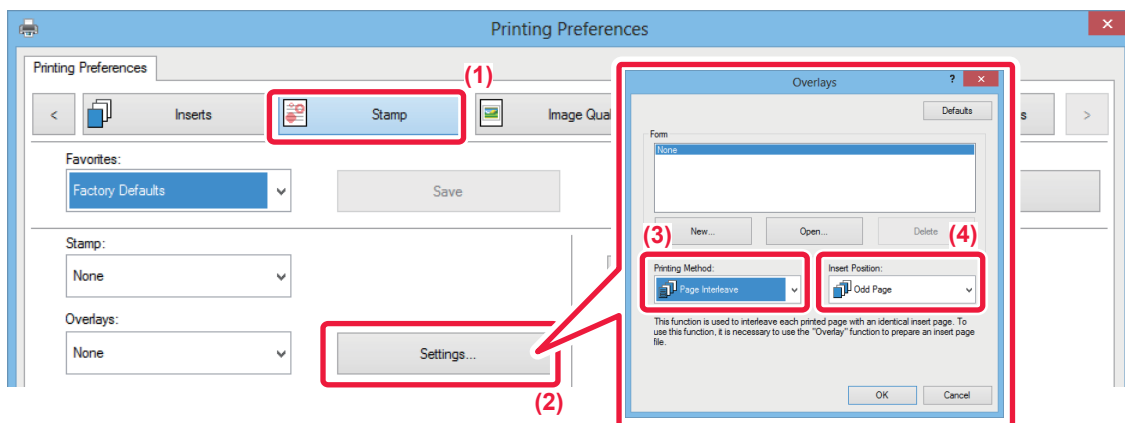
- This function is available in a Windows environment.
- This function can be used when the PCL6 printer driver is used.

Windows



You have to create page data to be inserted in advance.

For the procedure for creating page data, see "[Creating an overlay file \(page 3-60\)](#)" in "[OVERLAY A FIXED FORM ON THE PRINT DATA \(OVERLAYS\) \(page 3-60\)](#)".

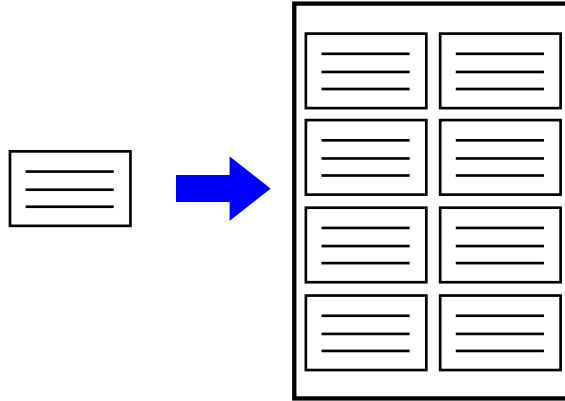


- (1) Click the [Stamp] tab.
- (2) Click the [Settings] button.
- (3) Select [Page Interleave] from the "Printing Method".
- (4) Set the overlay data to be inserted and set its insertion position.



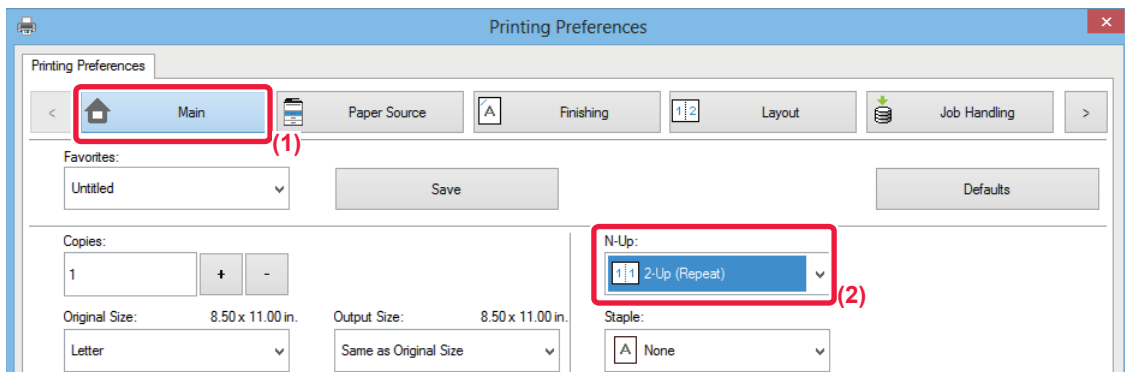
PRINT THE SAME IMAGE IN TILE PATTERN (REPEAT PRINT)

This function prints the same image in tile pattern on a sheet. This is useful for producing name cards and stickers.



- This function is available in a Windows environment.
- This function can be used when the PCL6 printer driver is used.

Windows



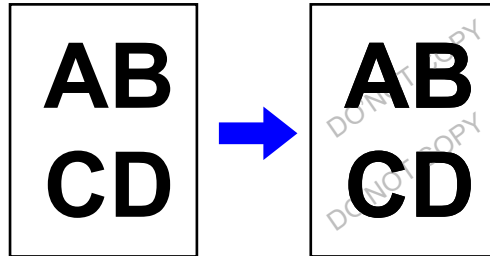
- (1) Click the [Main] tab.
- (2) Select the repeat count in "N-Up".



PRINTING PATTERN DATA (HIDDEN PATTERN PRINT)

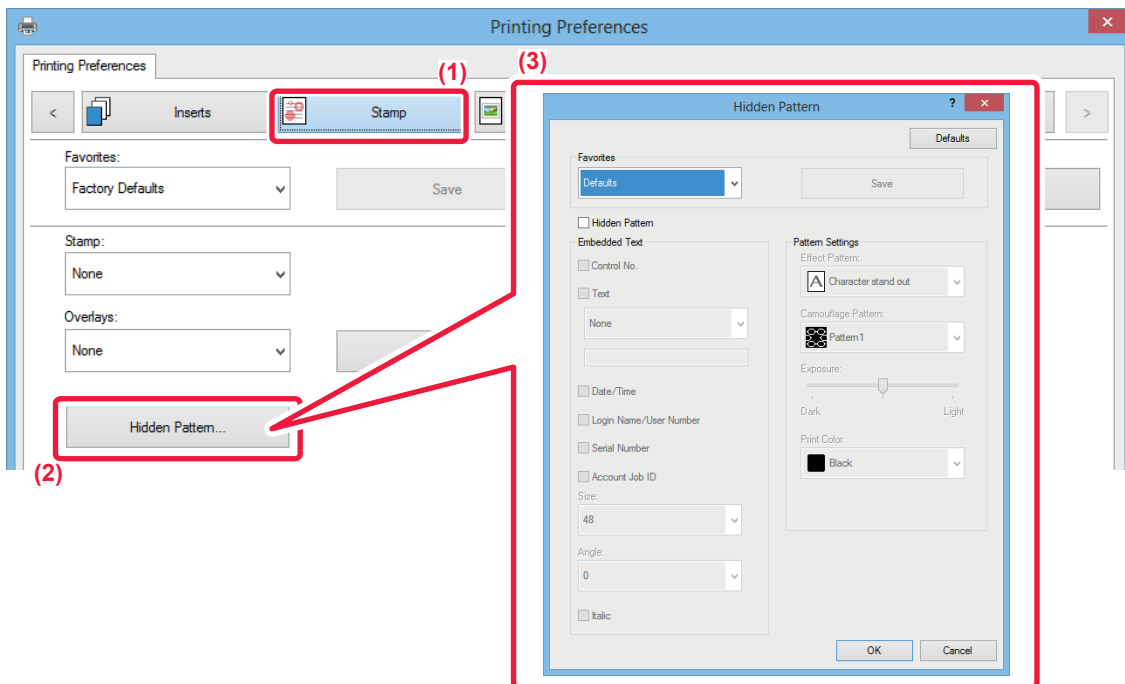
This function prints pattern data such as "DO NOT COPY" behind the print data.

If paper with pattern data is duplicated, the pattern data emerges in the background, which will help to prevent information from being leaked through unauthorized document copying.



- This function is available in a Windows environment.
- This function can be used when the PCL6 printer driver is used.

Windows



- (1) Click the [Stamp] tab.
- (2) Click the [Hidden Pattern] button.
- (3) Configure the settings for hidden pattern printing and click the [OK] button.



The hidden pattern printing function cannot be used when "Print Mode" is set to [1200 dpi].



- "Hidden Pattern" is a function provided for the purpose of deterring unauthorized printing. It does not guarantee the prevention of information leakage.
- Text may not be completely hidden on an output sheet with a pattern print under certain machine conditions. In "Settings (administrator)", select [Security Settings] → [Hidden Pattern Print Setting] → [Contrast] if this is the case.
- The hidden pattern may not emerge on copies with certain types of devices or under certain setting conditions used to copy an output sheet with a pattern print.
- When the color mode is set to [Black and White] or when it is set to [Automatic] and the original is recognized as black and white, a black background pattern is printed even if a cyan or magenta pattern is selected.



CHANGING THE RENDERING METHOD AND PRINTING JPEG IMAGES (USE DRIVER TO RENDER JPEGS)

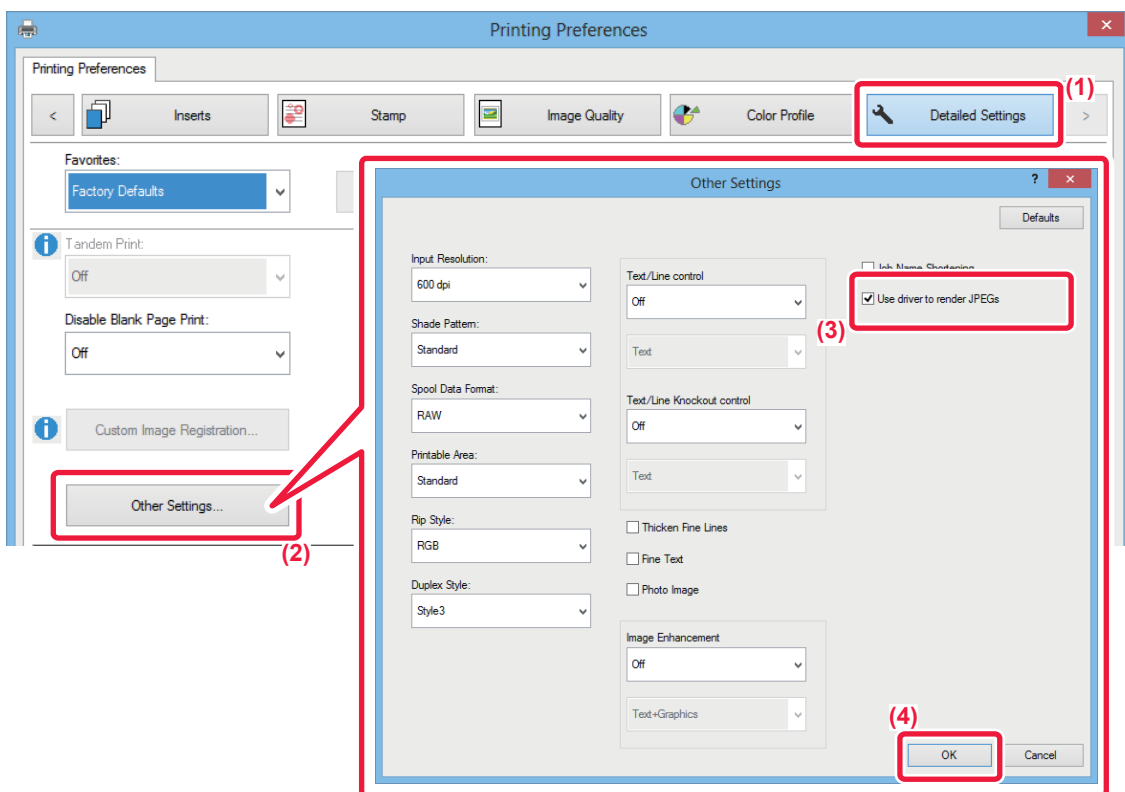
In some situations, a document containing a JPEG image may not be printed correctly. This can be solved by changing the way the JPEG image is rendered.

When you print an original containing JPEG images, this function allows you to select whether the images are rendered in the printer driver or the machine.



- This function is available in a Windows environment.
- When images are rendered in the printer driver, it may take time until the printing is completed.

Windows



- (1) Click the [Detailed Settings] tab.
- (2) Click the [Other Settings] button.
- (3) Click the [Use driver to render JPEGs] checkbox so that appears.
- (4) Click the [OK] button.



MAXIMIZING THE PRINT AREA ON THE PAPER (PRINT AREA)

By maximizing the print area, you can print on the full paper size.

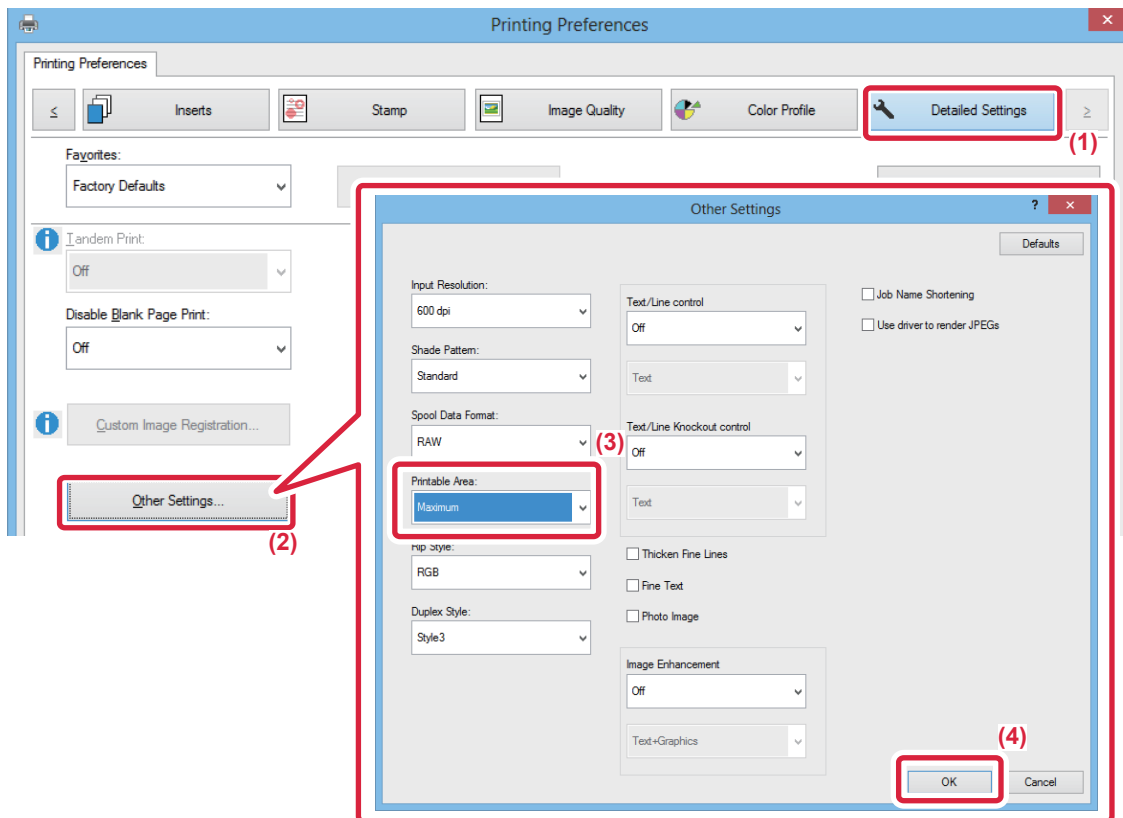


This function is available in a Windows environment.



Even when the print area is maximized, edges may be cut off.

Windows



- (1) Click the [Detailed Settings] tab.
- (2) Click the [Other Settings] button.
- (3) Select [Maximum] from the "Printable Area".
- (4) Click the [OK] button.



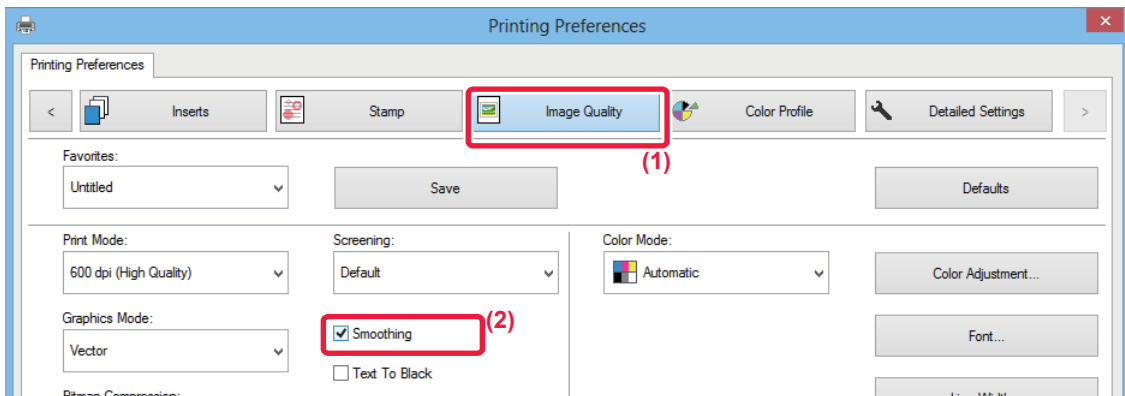
PRINTING AT AN ENHANCED RESOLUTION (SMOOTHING)

Resolution enhancement techniques (RETs) are used to smoothen the outlines of images. The images are printed at a digitally enhanced resolution.



This function is available in a Windows environment.

Windows



- (1) Click the [Image Quality] tab.
- (2) Select the [Smoothing] checkbox so that appears.



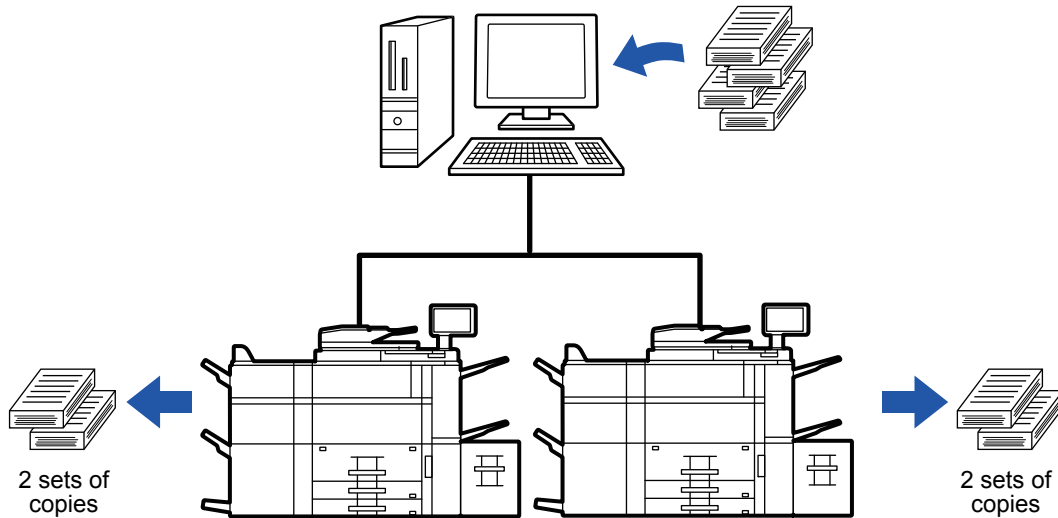
CONVENIENT PRINTER FUNCTIONS

USING TWO MACHINES TO PRINT A LARGE PRINT JOB (TANDEM PRINT)

To use this function, two machines that can perform tandem printing are required.

Two machines connected to the same network are used to run a large print job in parallel. This function reduces the printing time when you handle a large number of prints.

Example: Printing four sets of copies



To use the tandem print function, the IP address of the client machine must be registered in the printer driver.

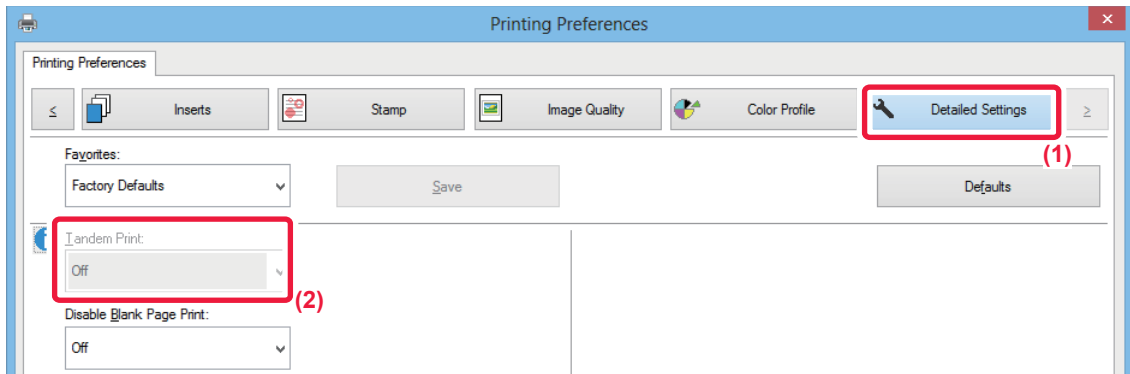
- In a Windows environment, this is accomplished automatically by clicking the [Auto Configuration] button on the [Configuration] tab of the printer driver.
- In Mac OS 10.6 to 10.8, this is accomplished automatically by clicking the [Update] button (or [Tandem Settings] button) on the "Tandem Print" screen. In Mac OS 10.9, enter the IP address of the client machine.



This function cannot be used in Mac OS X 10.10 or later.



Windows

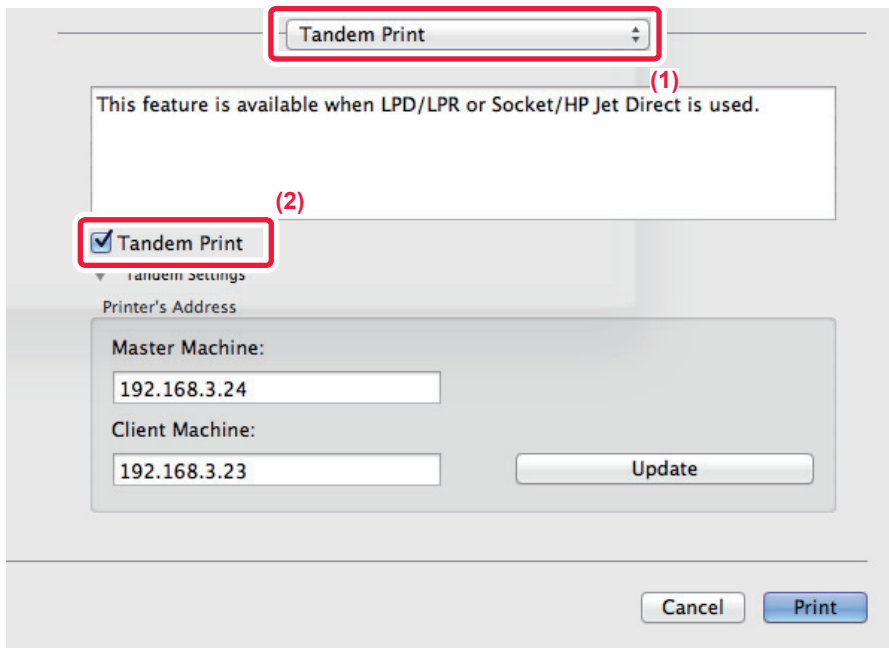


- (1) Click the [Detailed Settings] tab.
- (2) Select [On] in "Tandem Print".



The tandem print function can be used only when the printer driver has been installed using "Custom Installation" with [LPR Direct Print (Specify Address/Auto Search)] selected and with the [Yes] checkbox selected for "Do you want to use Tandem print function?".

Mac OS



- (1) Select [Tandem Print].
- (2) Click the [Tandem Print] checkbox so that appears.



To use the tandem print function, you must select the protocol to be used as instructed in the message that appears when you add the printer driver in the "Printer Setup Utility".



SAVING AND USING PRINT FILES (DOCUMENT FILING)

This function stores a print job as a file on the machine's hard drive, allowing the job to be printed from the touch panel when needed. The location for storing a file can be selected to prevent the file from being mixed together with files of other users.

- **Hold Only**

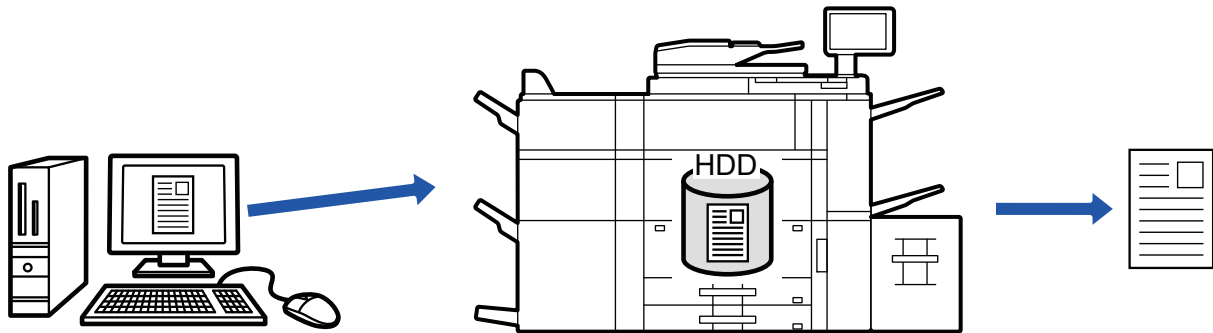
This setting is used to hold a print job on the machine's hard drive without printing it.

- **Hold After Print**

This setting is used to hold a print job on the machine's hard drive after it is printed.

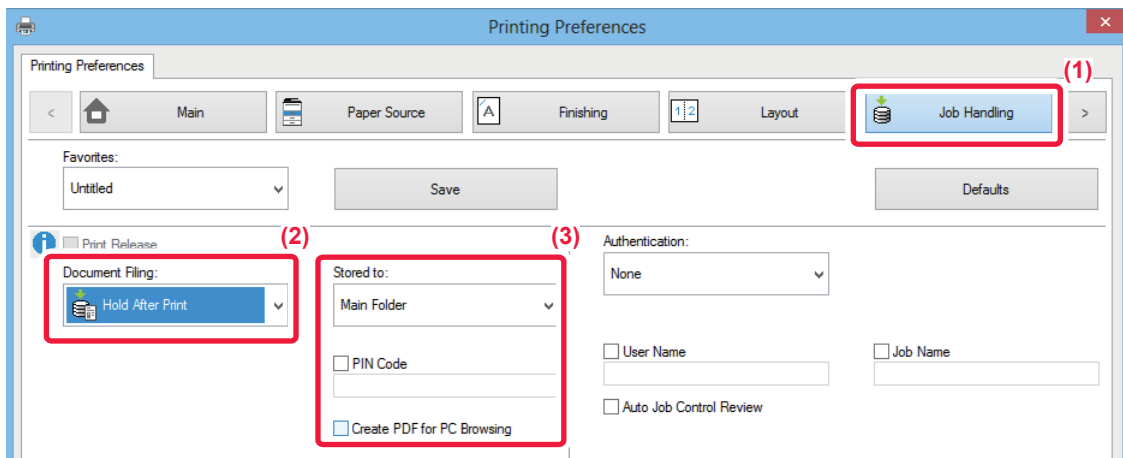
- **Sample Print**

When a print job is sent to the machine, only the first set of copies is printed. After checking the contents of the first set of copies, you can print the remaining sets from the operation panel of the machine. This prevents the occurrence of excessive misprints.



- For the procedure for printing files stored on the machine's hard drive, see "[FILE PRINTING \(page 5-22\)](#)" in "Document Filing".
- When printing from a PC, you can set a password (5 to 8 digits) to maintain the confidentiality of information in a stored file. When a password is set, the password must be entered to print data.
- [Document Filing] that can be set on the [Job Handling] tab can also be set on the [Main] tab.

Windows



- (1) Click the [Job Handling] tab.
- (2) Select the function from the "Document Filing".
- (3) Select the folder for storing the file in "Stored to".

To enter a password (5 to 8 digit number), click the [PIN Code] checkbox so that the checkmark appears.
 To create a public PDF for PC browsing, select the [Create PDF for PC Browsing] checkbox ()

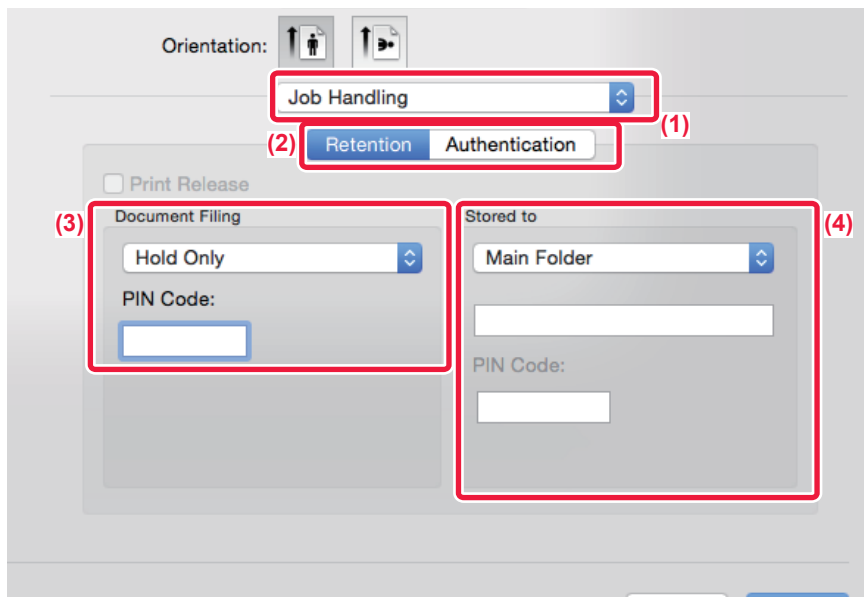


- When [Quick File] is selected, "Document Filing" will be set to [Hold After Print].
- When [Quick File] is selected, the password entered in "Document Filing" is cleared.
- If necessary, you can select the data format from CMYK and RGB for data to be stored in the machine. Click the [Other Settings] button on the [Detailed Settings] tab and select the format from "Rip Style".
- To store a file in a custom folder, you must first create the custom folder using [Document Operations] in "Settings (administrator)" → [Document Filing]. If you have set a password for the custom folder, enter the password (5 to 8 digit number) in "PIN Code" on the stored to screen.



If you have configured to always use the force document filing function in "Printing Policy" on the [Configuration] tab, you cannot clear the [Document Filing] checkbox.

Mac OS



- (1) Select [Job Handling].
- (2) Select [Retention].
- (3) Select how to save the print data in "Document Filing".
- (4) Select the folder to store the file in "Stored To".

If you selected [Custom Folder], enter the name of the custom folder where you want to save the file.



- When [Quick File] is selected, "Document Filing" will be set to [Hold After Print].
- When [Quick File] is selected, the password entered in "Document Filing" is cleared.
- If necessary, you can select the data format from CMYK and RGB for data to be stored in the machine. Select [Advanced] in [Printer Features] and select the format from "Rip Style".
- To store a file in a custom folder, you must first create the custom folder using [Document Operations] in "Settings (administrator)" → [Document Filing]. If you have set a password for the custom folder, enter the password (5 to 8 digit number) in "PIN Code" on the folder selection screen.



AUTOMATICALLY PRINT ALL STORED DATA

When user authentication is enabled on the machine, all document filing (stored) print jobs of the user who logs in are automatically printed. After all jobs are printed, the stored jobs are deleted.



To use the Print All function, the following steps are necessary:

- In "Settings (administrator)", select [User Control] → [Default Settings] and enable [Automatically print stored jobs after login].
- When executing document filing print, in addition to the user authentication information, enter the user name stored in the machine in "User Name" of "Default Job ID" in the printer driver.
 - ▶ Using this function in a Windows environment: [PRINTING IN A WINDOWS ENVIRONMENT \(page 3-4\)](#)
 - ▶ Using this function in a Mac OS environment: [PRINTING IN A Mac OS ENVIRONMENT \(page 3-13\)](#)



Files with a password and files that are protected by the document filing function of the machine will not be printed. Files in a folder (excluding My Folder) that has a password will also not be printed.

(1) Select [Job Handling].

At the time of document filing print, in addition to the user authentication information, enter the user name stored in the machine in "User Name" in the printer driver.

(2) A confirmation prompt will appear. Tap the [OK] key.

The print files stored in the quick file folder, main folder, and custom folder will be printed automatically and then deleted.



PRINTING AND SENDING SIMULTANEOUSLY

This function prints data created in an application from the machine and simultaneously sends the data to the addresses stored in the machine.

This function allows you to complete two tasks, printing and sending, with one operation from the printer driver.

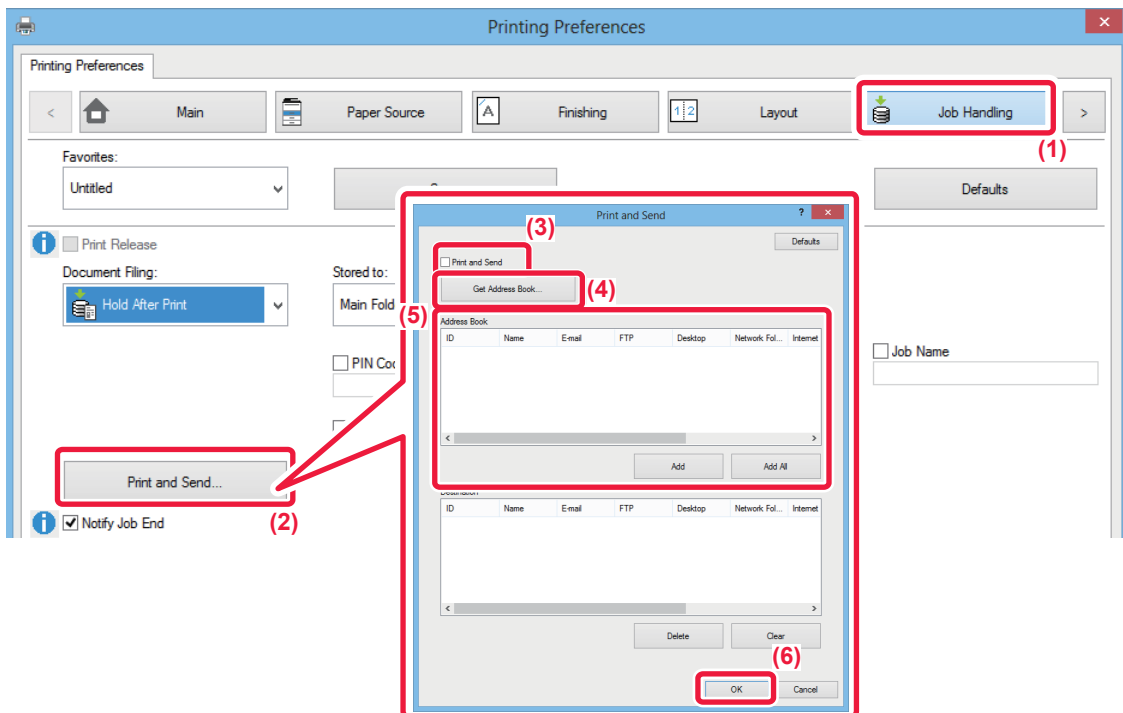


- Addresses must be stored in advance in the machine. For more information, see "[ADDRESS BOOK \(page 1-103\)](#)".
- You must complete the preparatory steps for using each sending function of the machine. For more information, see the explanation of each sending function.



- This function is available in a Windows environment.
- This function can be used when the PCL6 printer driver is used.
- You cannot print and send data simultaneously when [System Settings] in "Settings (administrator)" → [Printer Settings] → [Condition Settings] → [Disabling sending while printing] is selected.

Windows



- (1) Click the [Job Handling] tab.
- (2) Click the [Print and Send] button.
- (3) Select the [Print and Send] checkbox so that appears.
- (4) Click the [Get Address Book] button.
- (5) From the "Address Book" list, select the address to which you wish to send the data, and click the [Add] button to add the address to the "Destination" list.
 - If you wish to send the data to all addresses, click the [Add All] button.
 - To delete an address from the "Destination" list, select the address and click the [Delete] button. If you wish to delete all addresses, click the [Delete All] button.



Up to 50 destinations can be specified.

- (6) Click the [OK] button.

The printer driver settings are applied to sending settings.



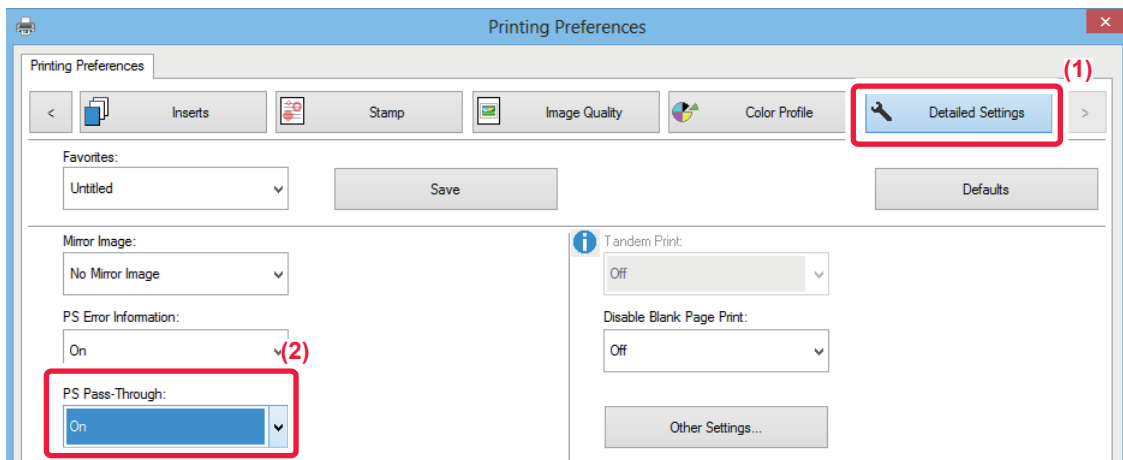
PS PASS-THROUGH

Select whether PostScript commands are output directly from the application instead of from the printer driver. Normally, "PS Pass-Through" must be checked for normal use. Some applications output PostScript code that cannot be controlled by the printer driver and features such as N-up, Watermark are not set correctly by the driver. In this case, cancel the check, and these feature settings of the driver might be available. When this item is unchecked, EPS illustrations in the document may be printed at low-resolution image or may not be printed.



- This function is available in a Windows environment.
- Printer driver PS can use this function.

Windows



- (1) Click the [Detailed Settings] tab.
- (2) Select the function from the "PS Pass-Through".



PRINTING WITHOUT THE PRINTER DRIVER

EXTENSION OF PRINTABLE FILES

When you do not have the printer driver installed on your PC, or when the application used to open a file that you wish to print is not available, you can print directly to the machine without using the printer driver.

The file types (and corresponding extensions) that can be printed directly are shown below.

File Type	TIFF	JPEG	PNG	PCL	PS	PDF, Encrypt PDF, Compact PDF, PDF/A, Compact PDF/A	DOCX, XLSX, PPTX
Extension	tiff, tif	jpeg, jpg, jpe, jfif	png	pcl, prn, txt	ps, prn	pdf	docx, xlsx, pptx



- Even if the print result is black and white, the following types of print jobs will be counted as 4-color (Y (Yellow), M (Magenta), C (Cyan), and Bk (Black)) print jobs. When you want such jobs to be counted as black and white jobs, select the black and white printing option.
 - When the data is created as color data.
 - When the application treats the data as color data even though the data is black and white.
 - When an image is hidden under a black and white image.
- Some files may not print correctly even if shown in the above table.

DIRECTLY PRINTING A FILE ON AN FTP SERVER

When an FTP server is configured, you can directly select and print files on the FTP server from the touch panel of the machine. This function eliminates the need for downloading the files from the FTP server to your PC and sending print jobs from the PC to the machine.



To configure an FTP server:

In "Settings (administrator)", select [System Settings] → [Printer Settings] → [Direct Print Settings (FTP)]. (Administrator rights are required.) Up to 20 FTP servers can be configured.



When you select a PDF file that has a password, you must enter the password in the job management screen to begin printing.

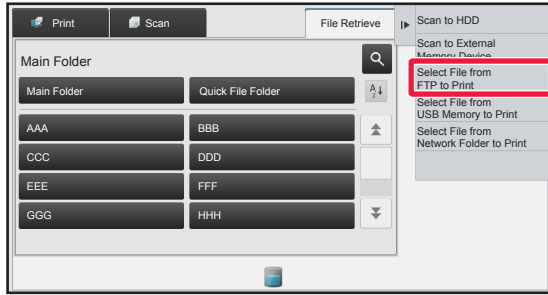
▶ [PRINTING AN ENCRYPTED PDF FILE \(page 3-100\)](#)

1

Tap the [HDD File retrieve] key.



2



Tap the [Select File from FTP to Print] key on the action panel.



3

Tap the key of the FTP server that you wish to access.




When a server is selected, entry of a user name and password may be necessary. Enter your user name and password, and tap the [Enter] key.

4

Tap the key of the file that you wish to print, and tap the [Choose Print Settings] key on the action panel.

- When printing multiple files, tap the keys of the files you wish to print, and tap the [Print] key on the action panel.
- The  icon appears to the left of keys of files that can be printed.
- The  icon is displayed to the left of keys of folders on the FTP server. To display a folder or a file in a folder, tap this key.



- A total of 100 keys of files and folders can be displayed.
- Tap  to move up one folder level.
- When you move down a folder level by tapping a folder key,  appears. Tap this key to return to the file or folder name selection screen.
- Tap  to switch to thumbnails.
- Tap the [File or Folder Name] key to change the order of the files and folders displayed on the screen. Each time the key is tapped, the order changes between ascending and descending.

5

Select the print conditions.

- If you have selected multiple files in step 4, you can select only the number of prints.
- If you selected a PS or PCL file that includes print conditions in step 4, the print conditions in the file will be given priority.

6

Tap the [Start] key.

Printing begins after the selected file is downloaded.

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DIRECTLY PRINTING A FILE IN USB MEMORY

Files in a USB memory device connected to the machine are printed from the operation panel of the machine without using the printer driver.

When the printer driver of the machine is not installed on your PC, you can copy a file into a commercially available USB memory device and connect the device to the machine to print the file directly.

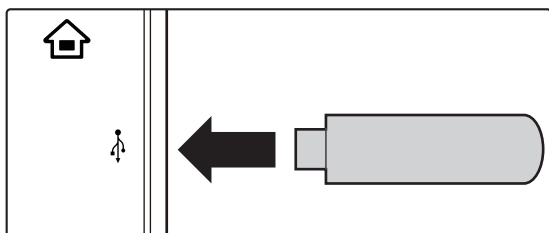


- Use a FAT32 USB memory device with a capacity of no more than 32 GB.
- Printing from a USB memory device is not possible when [System Settings] in "Settings (administrator)" → [Printer Settings] → [Condition Settings] → [Disabling of USB Memory Direct Print] is selected.



When you select a PDF file that has a password, enter the password in the job management screen to begin printing.
▶ [PRINTING AN ENCRYPTED PDF FILE \(page 3-100\)](#)

1



Connect the USB memory device to the machine.

2



When the screen for selecting the action appears, tap [Print from external memory device (USB)].

If the screen does not appear, follow the steps below.

- (1) Tap the [HDD File retrieve] key.
- (2) Tap the [Select File from USB Memory to Print] key on the action panel.

3

Tap the key of the file that you wish to print, and tap the [Choose Print Settings] key on the action panel.

- When printing multiple files, tap the keys of the files you wish to print, and tap the [Print] key on the action panel.
- The icon appears to the left of keys of files that can be printed.
- The icon is displayed to the left of keys of folders in the USB memory device. To display a folder or a file in a folder, tap this key.



- A total of 100 keys of files and folders can be displayed.
- Tap to move up one folder level.
- When you move down a folder level by tapping a folder key, appears. Tap this key to return to the file or folder name selection screen.
- Tap to switch to thumbnails.
- Tap the [File or Folder Name] key to change the order of the files and folders displayed on the screen. Each time the key is tapped, the order changes between ascending and descending.



4

Select the print conditions.

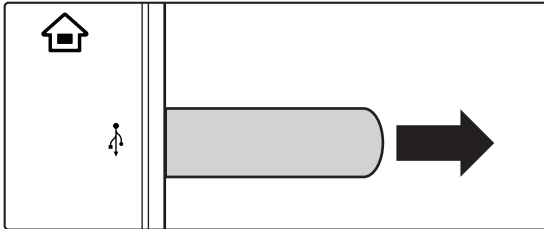
- If you have selected multiple files in step 3, you can select only the number of prints.
- If you selected a PS or PCL file that includes print conditions in step 3, the print conditions in the file will be given priority.

5

Tap the [Start] key.

- Printing begins after the selected file is transferred.

6



Remove the USB memory device from the machine.

DIRECTLY PRINTING A FILE IN A NETWORK FOLDER

You can specify and print a file in a network folder from the touch panel of the machine.

Even if the network folder is not registered, you can access the network folder by directly entering or referring to the path to the folder in the workgroup.



To register a network folder:

In "Settings (administrator)", select [System Settings] → [Printer Settings] → [Direct Print Settings (Network Folder)]. (Administrator rights are required.) Up to 20 network folders can be registered.



Printing from a network folder is not possible when [System Settings] in "Settings (administrator)" → [Printer Settings] → [Condition Settings] → [Disabling of Network Folder Direct Print] is selected.



When you select a PDF file that has a password, you must enter the password in the job management screen to begin printing.

▶ [PRINTING AN ENCRYPTED PDF FILE \(page 3-100\)](#)

Printing a file in the network folder you have configured in the machine's settings

1

Tap the [HDD File retrieve] key.

2

Tap the [Select File from Network Folder to Print] key on the action panel.



3

Tap the [Open Registered Network Folder.] key on the action panel and tap the network folder that you wish to access.



If a screen appears prompting you to enter a user name and password, check with your server administrator and enter the appropriate user name and password.






- When you tap the [Direct Input of Folder Path] key, a screen appears to allow direct input of the network folder path. For more information, see "[Entering the network folder path directly \(page 3-97\)](#)".
- When you select the workgroup, server, and network folder in sequence, you can access the network folder. For more information, see "[Referring to the network folder path \(page 3-97\)](#)".

4

Tap the key of the file that you wish to print, and tap the [Choose Print Settings] key on the action panel.

- When printing multiple files, tap the keys of the files you wish to print, and tap [Print] on the action panel.
- The  icon appears to the left of keys of files that can be printed.
- The  icon is displayed to the left of keys of folders in the network folder. To display a folder or a file in a folder, tap this key.



- A total of 100 keys of files and folders can be displayed.
- Tap  to move up one folder level.
- To return to the network folder selection screen, tap .
- Tap  to switch to thumbnails.
- Tap the [File or Folder Name] key to change the order of the files and folders displayed on the screen. Each time the key is tapped, the order changes between ascending and descending.

5

Select the print conditions.

- If you have selected multiple files in step 4, you can select only the number of prints.
- If you selected a PS or PCL file that includes print conditions in step 4, the print conditions in the file will be given priority.

6

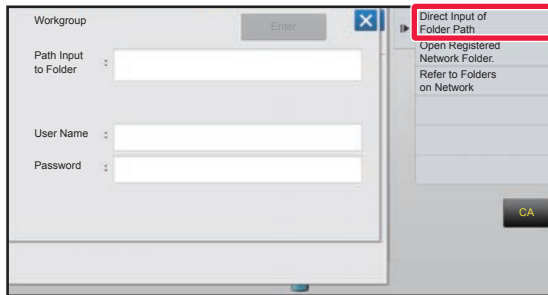
Tap the [Start] key.

Printing begins after the selected file is transferred.



Entering the network folder path directly

1



Tap [Direct Input of Folder Path] in step 3 of "[Printing a file in the network folder you have configured in the machine's settings \(page 3-95\)](#)".

2

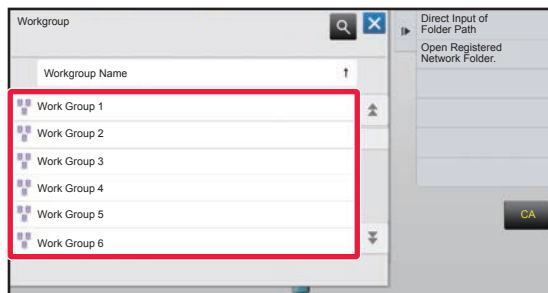
Enter the path to the folder, user name and password.

Access the network folder.

For the procedure for printing, see steps 4 to 6 of "Printing a file in the network folder you have configured in the machine's settings".

Referring to the network folder path

1



Tap the key of the workgroup that you wish to access in step 3 of "[Printing a file in the network folder you have configured in the machine's settings \(page 3-95\)](#)".

2

Tap the key of the server or computer that you wish to access.

If a screen appears prompting you to enter a user name and password, check with your server administrator and enter the appropriate user name and password.

3

Tap the key of the network folder that you wish to access.

Access the network folder.

For the procedure for printing, see steps 4 to 6 of "[Printing a file in the network folder you have configured in the machine's settings \(page 3-95\)](#)".



- Tap the icon and enter a keyword to search for a workgroup, server, or network folder. To enter text, see "[NAMES AND FUNCTIONS OF SOFT KEYBOARD KEYS \(page 1-157\)](#)".
- Up to 100 workgroups, 100 servers, and 100 network folders are displayed.
- Tap to move up one folder level.
- To return to the workgroup selection screen, tap .



DIRECTLY PRINTING FROM A COMPUTER

SUBMIT PRINT JOB

By selecting [Document Operations] → [Submit Print Job] from "Settings (Web version)" and specifying a file, you can directly print the file without using the printer driver.

In addition to a file on your PC, this procedure can be used to print any file that can be accessed from your PC, such as a file on another PC connected to the same network.

For the procedure for accessing the "Settings (Web version)", see "[SETTING MODE \(page 7-3\)](#)".



- If you selected a PS or PCL file that includes print conditions, the print conditions in the file will be given priority.
- When user authentication is enabled in the settings of the machine, the print function may be restricted. For more information, ask your administrator.

FTP PRINT

You can print a file from your PC by simply dragging and dropping the file onto the FTP server of the machine.



To perform FTP print:

In "Settings (administrator)", select [System Settings] → [Printer Settings] → [Print Setting from PC/Mobile Terminal], set [FTP Print] to [Enable], and then configure the port number. (Administrator rights are required.)

Performing FTP print

Type "ftp://" and then the IP address of the machine in the address bar of your PC's Web browser as shown below.

Example: ftp://192.168.1.28

Drag and drop the file that you wish to print onto the "lp" folder that appears in your Web browser. Printing of the file automatically begins.



- If you selected a PS or PCL file that includes print conditions, the print conditions in the file will be given priority.
- When user authentication is enabled in the settings of the machine, the print function may be restricted. For more information, ask your administrator.

E-MAIL PRINT

If you configure your e-mail account in the machine, the machine periodically checks your mail server and automatically prints received e-mail attachments without using the printer driver.



To perform e-mail print:

In "Settings (administrator)", select [System Settings] → [Printer Settings] → [E-mail Print Settings], and register your e-mail account. (Administrator rights are required.)



Performing e-mail print

Using your PC's e-mail software, specify the e-mail address of the machine in "Address" and send e-mail attached with a file to be printed.

Control commands can be entered in the message of the e-mail to specify the number of copies and print format. Commands are entered in the format "command name = value" as shown in the example to the right.

```
COPIES=2
DUPLEX=LEFT
ACCOUNTNUMBER=11111
PAPER=A4
B/W PRINT=ON
```

As an example, the control commands include the following:

Function	Command name	Values
Copies	COPIES	1 to 9999
Staple*1	STAPLEOPTION	NONE, ONE, TWO, SADDLE
Punch*2	PUNCH	OFF, ON
Punch number	PUNCH-NUMBER	TWO, THREE, FOUR, FOURWIDE
Collate	COLLATE	OFF, ON
2-sided Print	DUPLEX	OFF, TOP, LEFT, RIGHT
Account Number*3	ACCOUNTNUMBER	Number (5 to 8 digits)
File Format	LANGUAGE	PCL, PCLXL, POSTSCRIPT, PDF, TIFF, JPG
Glossy paper print	MEDIATYPE	GLOSSY
Paper	PAPER	Paper that can be used (LETTER, A4, or others)
Fold (Saddle Fold)*4	V-FOLD	OFF, INSIDE, OUTSIDE
Fold (Z-Fold)*5	FOLD	OFF, LEDGER, LEGAL, LETTER, A3, A4, B4
Document Filing*6	FILE	OFF, ON
	FOLDERNAME	Up to 28 characters
Quick File*6	QUICKFILE	OFF, ON
Output	OUTTRAY	CENTER, RIGHT, FINISHER, TOPTRAY
B/W Print	B/W PRINT	OFF, ON
Fit Page	FITIMAGETOPAGE	OFF, ON
Print Pages	PRINTPAGES	1-2,5,9-

*1 Enabled only when a finisher or saddle stitch finisher is installed.

*2 Enabled only when a punch module is attached to the finisher or saddle stitch finisher.

*3 Can be omitted except when authentication is by user number.

*4 Enabled only when a saddle stitch finisher is installed.

*5 Enabled only when a folding unit is installed.

*6 Only enabled when either "Document Filing" or "Quick File" is "ON". When both are "ON", this is disabled.



- The mail text must be in a text format. If entered in Rich Text format (HTML), the commands will have no effect.
- If you enter "Config" in the mail text, a list of control commands is returned.
- If nothing is entered in the body text (message) of the e-mail, printing will take place according to the settings configured in "Settings (administrator)." → [System Settings] → [Printer Settings] → [Initial Status Settings]. If you selected a PS or PCL file that includes print conditions, the print conditions in the file will be given priority.
- Enter a file type only when you wish to specify the page-description language. Normally there is no need to enter a file type.



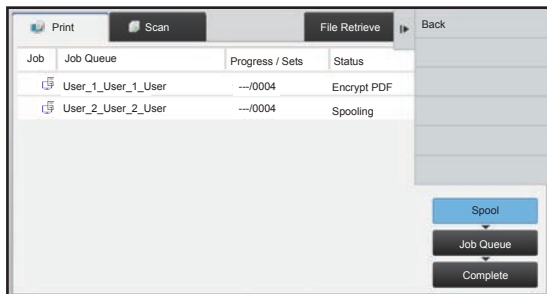
PRINTER JOBS

CHECKING THE PRINT STATUS

When you tap the job management display, jobs are displayed in a list. To check the status of a printer job, tap the [Print] tab.

When you wish to stop or delete jobs or to perform priority processing, read the following items:

- [STOPPING/DELETING A JOB IN PROGRESS OR RESERVED \(page 1-96\)](#)
- [PRIORITY PROCESSING OF A RESERVED JOB \(page 1-97\)](#)
- [CHECKING A RESERVED JOB OR THE JOB IN PROGRESS \(page 1-99\)](#)
- [CHECKING COMPLETED JOBS \(page 1-100\)](#)



PRINTING AN ENCRYPTED PDF FILE

PDF encryption is used to protect a PDF file by requiring the entry of a password to print or edit the file. To directly print an encrypted PDF file on an FTP server or in a USB memory device, etc. connected to the machine, reset the password and begin printing.



- To print an encrypted PDF file using the printer driver, enter the password when opening the file on your PC.
- Printing is not possible if you do not know the password for the encrypted PDF file.
- Encrypted PDF versions that can be directly printed are 1.6 (Adobe® Acrobat® 7.0) and earlier.

(1) Tap the Job management display and tap the [Print] tab.

(2) Tap the [Spool] key.

When the list contains an encrypted PDF file, a message is displayed to indicate that an encrypted PDF file exists.

(3) Tap the print job key for the encrypted PDF file.



You cannot select multiple encrypted PDF files.

(4) Tap the [Enter Password for Encrypt PDF.] key on the action panel.

(5) Enter the password (32 characters or less) and tap the [Yes] key.



When both a master password and a user password (which is used to open the file) have been set, enter the master password.



CHANGING TO ANOTHER PAPER SIZE AND PRINTING WHEN PAPER RUNS OUT

If printing stops because the machine ran out of paper, or if the size of paper specified in the printer driver is not loaded in the machine, a message will appear in the touch panel.

Printing will begin automatically when paper is loaded in the machine. If paper of the desired size is not immediately available, you can use paper that is set in a different tray.



If you changed to a different paper size, printing may not take place correctly; for example part of the text or image may run off the paper.

- (1) Tap the job management display.
- (2) Tap the key of the job for which "Paper Empty" appeared.
- (3) Tap the [Reselect Paper] key on the action panel.
- (4) Tap the key for the tray containing the paper that you wish to use, and tap **OK** .



APPENDIX

PRINTER DRIVER SPECIFICATIONS LIST

For information on the setting items, refer to printer driver Help.

[PRINTER DRIVER SETTINGS SCREEN / REFERRING TO HELP \(page 3-6\)](#)

Function			PCL6	PS	Windows PPD*1	Mac OS PPD*1
Tab (Windows)	Item	Page				
Main	Copies	-	1 - 9999	1 - 9999	1 - 9999	1 - 9999
	Collate	-	Yes	Yes	Yes	Yes
	Original Size	3-4	Yes	Yes	Yes	Yes
	Output Size	3-4	Yes	Yes	Yes	Yes
	Orientation	3-44	Yes	Yes	Yes	Yes
	Adjust to Paper Size	3-22	Yes	Yes	No	Yes
	Zoom	3-45	Yes*2	Yes	Yes*2	Yes*2
	2-Sided	3-21	Yes	Yes	Yes	Yes
	N-Up	3-24	2, 4, 6, 8, 9, 16	2, 4, 6, 8, 9, 16	2, 4, 6, 9, 16	2, 4, 6, 9, 16
	Staple *3	3-27	Yes	Yes	Yes	Yes
	Document Filing	3-87	Yes	Yes	No	Yes
	Color Mode	3-18	Yes	Yes	Yes	Yes
Paper Source	Output Size	3-4	Yes	Yes	Yes	Yes
	Paper Tray	3-7	Yes	Yes	Yes	Yes
	Paper Type	3-7	Yes	Yes	Yes	Yes
	Tray Status	3-7	Yes	Yes	No	No
Finishing	Staple *3 Saddle Stitch *4	3-27	Yes	Yes	Yes	Yes
	Punch *3	3-27	Yes	Yes	Yes	Yes
	Fold *4	3-73	Half Fold	Half Fold	Half Fold	Half Fold
	Offset	-	Yes	Yes	Yes	Yes
	Output	-	Yes	Yes	Yes	Yes
	Separator Page	3-67	Yes	Yes	No	No
	Trimming	3-38	Yes	Yes	No	Yes



Function			PCL6	PS	Windows PPD*1	Mac OS PPD*1	
Tab (Windows)	Item	Page					
Layout	2-Sided		3-21	Yes	Yes	Yes	Yes
	Chapter Inserts		3-72	Yes	No	No	No
	Booklet		3-36	Yes	Yes	Yes	Yes
	N-Up	Page No.	3-24	2, 4, 6, 8, 9, 16	2, 4, 6, 8, 9, 16	2, 4, 6, 9, 16	2, 4, 6, 9, 16
		Repeat	3-79	Yes	No	No	No
		Order	3-24	Yes	Yes	No	Yes
		Border	3-24	Yes	Yes	No	Yes
		N-Up with cover	3-24	Yes	No	No	No
		100% N-Up	3-24	Yes	Yes	No	No
	Edge-to-Edge Printing		3-29	Yes	Yes	No	No
	Poster Printing		3-42	Yes	Yes	No	No
	Print Position	Margin Shift	3-40	0 inch to 1.2 inch (10mm to 30mm)	0 inch to 1.2 inch (10mm to 30mm)	Yes	Yes
		Tab Shift	3-69	Yes	Yes	No	No
Custom		3-43	Yes	Yes	No	No	
Job Handling	Print Release		-	Yes	Yes	No	Yes
	Document Filing		3-87	Yes	Yes	No	Yes
	Create PDF for PC Browsing		3-87	Yes	No	No	No
	Print and Send		3-90	Yes	No	No	No
	Notify Job End		-	Yes	Yes	No	No
	Authentication		3-9	Yes	Yes	No	Yes
Inserts	Covers/Inserts		3-63	Yes	Yes	Yes*5	Yes*5
	Transparency Inserts		3-65	Yes	Yes	No	Yes
	Carbon Copy		3-68	Yes	Yes	No	No
	Tab Paper		3-69	Yes	No	No	No
Stamp	Watermark		3-56	Yes	Yes	Yes	Yes
	Image Stamp		3-58	Yes	Yes	No	No
	Overlay		3-60	Yes	Yes	No	No
	Hidden Pattern		3-80	Yes	No	No	No
	Copies Stamp		3-62	Yes	No	No	No
Image Quality	Print Mode		3-20	Yes	Yes	Yes	Yes
	Graphics Mode		-	Yes	No	No	No
	Bitmap Compression		-	Yes	Yes	No	No
	Sharpness		3-53	Yes	Yes	Yes	Yes
	Screening		3-53	Yes	Yes	Yes	Yes
	Smoothing		3-84	Yes	Yes	No	Yes



Function			PCL6	PS	Windows PPD*1	Mac OS PPD*1
Tab (Windows)	Item	Page				
Image Quality	Text To Black	3-52	Yes	Yes	No	No
	Vector To Black	3-52	Yes	Yes	No	No
	Toner Save	-	Yes	Yes	Yes	Yes
	Color Mode	3-18	Yes	Yes	Yes	Yes
	Color Adjustment/ RGB Adjustment	3-51	Yes	Yes	No	No
	Font	-	Yes	Yes	No	No
	Line Width	3-47	Yes	No	No	No
Color Profile	Image Type	3-53	Yes	Yes	Yes	Yes
	CMYK Simulation	3-53	No	Yes	Yes	Yes
	Simulation Profile	3-53	No	Yes	Yes	Yes
	Output Profile	3-53	No	Yes	Yes	Yes
	Windows ICM	3-53	Yes	Yes	No	No
	ICM Method	3-53	No	No	Yes	No
	ColorSync	3-53	No	No	No	Yes
	Source Profile	3-53	Yes	Yes	Yes	Yes
	Rendering Intent	3-53	Yes	Yes	Yes	Yes
	Output Profile	3-53	Yes	Yes	Yes	Yes
	CMYK Correction	3-53	Yes	No	Yes	No
	Neutral Gray	3-53	Yes	Yes	Yes	Yes
	Pure Black Print	3-53	Yes	Yes	Yes	Yes
	Black Overprint	3-53	No	Yes	Yes	Yes
Trapping	3-53	Yes	Yes	Yes	Yes	



Function			PCL6	PS	Windows PPD*1	Mac OS PPD*1	
Tab (Windows)	Item	Page					
Detailed Settings	Mirror Image	3-50	No	Yes	Yes	Yes	
	PS Error Information	-	No	Yes	Yes	No	
	PS Pass-Through	-	No	Yes	No	No	
	Job Compression	-	No	Yes	No	No	
	Tandem Print	3-85	Yes	Yes	No	Yes*6	
	Disable Blank Page Print	3-26	Yes	Yes	No	No	
	Custom Image Registration	3-59	Yes	No	No	No	
	Other Settings						
	• Input Resolution	-	Yes	Yes	No	No	
	• Shade Pattern	-	Yes	No	No	No	
	• Spool Data Format	-	Yes	Yes	No	No	
	• Printable Area	3-83	Yes	Yes	No	No	
	• Rip Style	3-87	Yes	Yes	No	Yes	
	• Duplex Style	3-21	Yes	Yes	No	No	
	• Job Name Shortening	-	Yes	Yes	No	No	
	• Use driver to render JPEGs	3-82	Yes	Yes	No	No	
	• Thicken Fine Lines	3-48	Yes	No	No	No	
	• Fine Text	-	Yes	Yes	Yes	Yes	
• Text/Line control	3-49	Yes	Yes	No	No		
• Text/Line Knockout control	3-49	Yes	Yes	No	No		
• Photo Image	-	Yes	Yes	No	No		
• Image Enhancement	3-49	Yes	Yes	No	No		

*1 The specifications of each function in Windows PPD and Mac OS PPD vary depending on the operating system version and the application.

*2 The horizontal and vertical proportion cannot be set separately.

*3 If a finisher or a saddle stitch finisher is installed (The punch module is also required in order to use the punch function.)

*4 If a saddle stitch finisher is installed

*5 Only covers can be inserted.

*6 This function cannot be used in Mac OS X 10.10/10.11/10.12 or later.



SPECIFYING A BILLING CODE USING THE PRINTER DRIVER

You can enter a billing code using the printer of the machine.
For an overview of a billing code, refer to "[BILLING CODE \(page 1-39\)](#)".

Enable billing code

This setting is required only in the Windows environment. (Always usable under Mac OS environment)

1

Right-click the [Start] button and select [Control Panel].



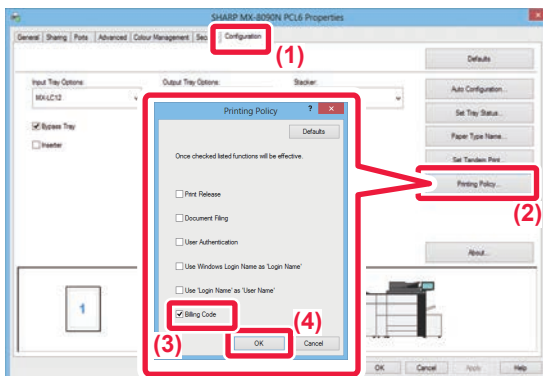
In Windows 7, click the [Start] button, select [Devices and Printers], right-click the printer driver icon of the machine, and click [Printer Properties].

2

Click [View devices and printers] in [Hardware and Sound].

3

Click [Printer Properties].

4

Specify a billing code

- (1) Click the [Configuration] tab.
- (2) Click the [Printing Policy] button.
- (3) Set the [Billing Code] check box to .
- (4) Click the [OK] button.

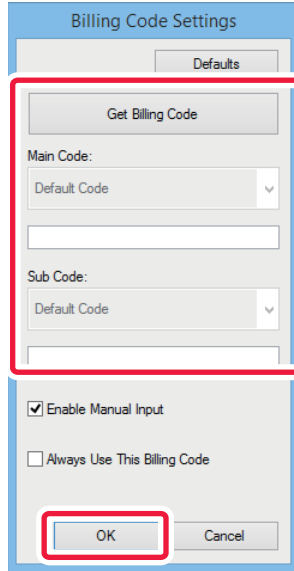


Windows

When printing starts, the billing code setting screen appears.

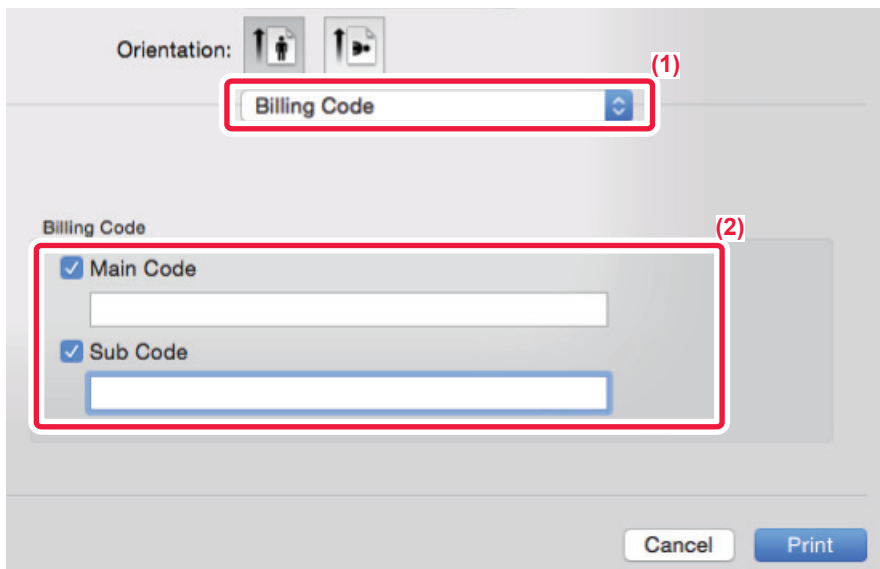
Enter the main code and sub code, and click the [OK] button.

To retain the specified billing code, set [Always Use This Billing Code] to .



- You can click [Get Billing Code] to get the machine's billing code list and select the billing code from the list.
- If [Use Billing Code] is set to "Disable" in "Settings (administrator)" - [Billing Code Setting] - [Administration Settings], the entered billing code is disabled and is not recorded in the job log.
- If you have started printing without specifying a billing code, a use code is recorded in the job log.

Mac OS



(1) Select [Billing Code].

(2) Enter the main code and sub code.



AUTHENTICATION BY SINGLE SIGN-ON

When the user authentication is used, you must enter your user name and password to print from a printer driver. The Single Sign-on function can be used when Active Directory authentication is used on both the machine and the computer.

When you use this function and print from the printer driver, the print job is sent to the machine using the authentication information that you used to log in to the computer. This allows easy printing of jobs from the printer driver without the need to enter your user name or password each time you print when user authentication is enabled.



Authentication by Single Sign-on requires that Active Directory authentication be performed on the machine and your computer. This can only be used when your computer is running Windows.

Settings

Active Directory must be enabled on the machine in advance. For information on Active Directory, refer to "[ACTIVE DIRECTORY LINKING FUNCTION \(page 1-36\)](#)". After enabling Active Directory, configure the settings below in the printer driver.

(1) Right-click on the Start window (or swipe up from the lower end of the window), and click the App Bar → [All apps] → [Control Panel] → [Hardware and Sound] → [Devices and Printers].

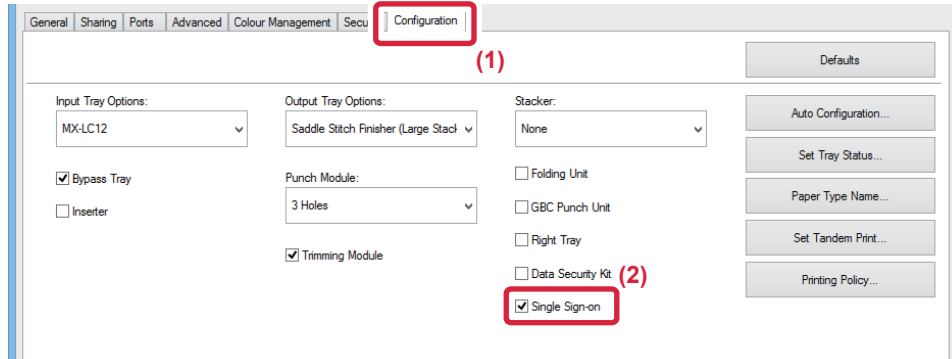
In Windows 7/Server 2008, click the [Start] button → [Control Panel] → [Hardware and Sound] → [Devices and Printers].

(2) Right-click the machine's printer driver icon and select [Printer Properties].

The printer properties appear.

(3) Click the [Configuration] tab.

(4) Set the [Single Sign-on] checkbox to .



Authentication Option

For the authentication method, refer to "[PRINTING WHEN THE USER AUTHENTICATION FUNCTION IS ENABLED \(page 3-9\)](#)".

(1) Click the [Job Handling] tab.

(2) In [Authentication], select [Single Sign-on].




- Single Sign-on authentication is also possible from the Job Handling dialog box and the User Authentication dialog box.
- When Single Sign-on is enabled, [Print and Send] cannot be used.
- If you logged in to the machine in advance before using Single Sign-on, you will have the permissions of the user account you used to log in.
If you use Single Sign-on without logging in to the machine, the user permissions will be those of "User".
This may limit the functions that you can use.
- If Single Sign-on is used without logging in to the machine, the user name in the job log will be the name set by printer driver. If the user name is not set by printer driver, the user name in the job log will be the computer login name.






SCANNER







Icons

 Functions you can use in Easy Scan mode




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BEFORE USING THE MACHINE AS A NETWORK SCANNER

BEFORE USING THE MACHINE AS A NETWORK SCANNER FUNCTION

USES OF THE NETWORK SCANNER

The network scanner allows you to create an image file from the original data scanned by the machine, and send the file over a network to a PC, FTP server, or other destinations. If necessary, it scans the original using a TWAIN-compliant application on your PC.

The network scanner function provides the following scanning modes.

Scanner mode

The scanner function of the machine sends a scanned original as described below based on the specification of the destination.

- **Scan to E-mail**

A scanned file is attached to e-mail and sent.

- **Scan to FTP**

The scanned file is sent to a specified folder of an FTP server.

When the file is sent, it is also possible to send an e-mail to a previously stored e-mail address to inform the recipient of the location of the file.

- **Scan to Network Folder**

The scanned file is sent to a network folder on a Windows PC on the same network as the machine.

When the file is sent, it is also possible to send an e-mail to a previously stored e-mail address to inform the recipient of the location of the file.

For the operating procedure, see "[SENDING AN IMAGE IN SCAN MODE \(page 4-28\)](#)".



Data entry mode

In data entry mode, information entered using the touch panel or automatically generated by the machine is sent to a directory on an FTP server or an application on a PC as a metadata file in XML format.



Installing the application integration module is required to use the metadata delivery function.

The application integration module can be combined with the network scanner to append a metadata file to a scanned image file.

Metadata is information about a file, how it is to be processed, and its relation to other objects.

For the operating procedure, see "[TRANSMITTING METADATA \(page 4-123\)](#)".

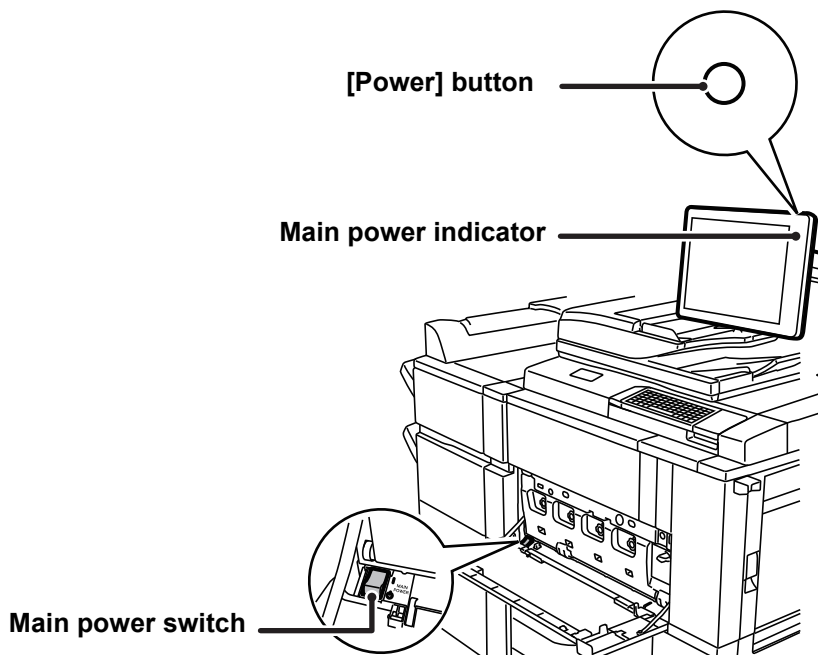
BEFORE USING THE NETWORK SCANNER

To use the machine as a network scanner, you must store sender information, configure server settings, store destinations in the address book, and perform other required operations.

1

Make sure the main power switch is in the " I " position.

When the main power indicator is lit up, the main power is in the " I " position. If the main power indicator is not lit up, turn the main power switch to the " I " position and press the [POWER] button on the operation panel.



2

Check the date and time.

Verify that the correct date and time are set in the machine.



To set the date and time of the machine:

In "Settings", select [System Settings] → [Common Settings] → [Clock Adjust].



If [Disabling of Clock Adjustment] has been enabled, the date and time cannot be modified.

Select [System Settings] in "Settings (administrator)" → [Common Settings] → [Enable/Disable Settings] → [Operation Settings] to disable the [Disabling of Clock Adjustment] setting.



3

Store the sender information.

Before using Scan to E-mail:

Store a default sender name in "Sender Name" and a reply e-mail address in "Reply E-mail Address".



To store the sender's name and e-mail address that are used when a sender is not selected:

In "Settings (administrator)", select [System Settings] → [Image Send Settings] → [Scan Settings] → [Condition Settings] → [Default Reply.Address Set].

To store the sender's name and address:

In "Settings (administrator)", select [System Settings] → [Image Send Settings] → [Common Settings] → [Own Number and Name Set] → [Sender Data Registration].

4

Configure settings required in the setting mode.

Configure server settings, default settings for the network scanner.



• To configure server settings:

In "Settings (administrator)", select [System Settings] → [Network Settings] → [Services Settings]. (Administrator rights are required.)

• To configure basic settings for the network scanner:

In "Settings (administrator)", select [System Settings] → [Image Send Settings] → [Scan Settings]. (Administrator rights are required.)

5

Store the destination addresses for each scan mode in the address book.

You can send an image by directly entering an address when using Scan to Image. It is convenient to previously store addresses in the address book.

Up to 6000 addresses can be stored in the address book. For information on the address book, see "ADDRESS BOOK". For how to use the address books and how to store addresses, see the following item.

- ▶ [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- ▶ [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- ▶ [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- ▶ [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- ▶ [SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)
- ▶ [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)
- ▶ [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)



NETWORK SCANNER MODE

Network scanner mode has two modes: easy mode and normal mode.

Easy mode is limited to frequently used functions that allow you to smoothly perform most image send jobs.

If you need to select detailed settings or special functions, use normal mode. All functions can be used in normal mode.

EASY MODE

Easy mode makes it easy to select basic settings for network scanner mode.

1st screen

The original size is displayed.

Set an address.

Reset the address and settings.

Scans the original and shows a preview image.

► [PREVIEW SCREEN \(page 1-17\)](#)

Tap to display the soft keyboard.

Change to normal mode.

► [NORMAL MODE \(page 4-7\)](#)

Change the function display.

Starts black and white or color transmission.

Automatically set the original placement orientation, resolution, and skipping of blank pages.

2nd screen

Select the function you want to use.

Original: Auto

Resolution: 200x200dpi

File Format: PDF, PDF

Blank Page Skip: Off

You can select these functions in easy mode.

- Original ► [page 4-48](#)
- Resolution ► [page 4-50](#)

- File Format ► [page 4-51](#)
- Blank Page Skip ► [page 4-94](#)



To select a function in easy mode

In "Settings (administrator)", select [System Settings] → [Common Settings] → [Operation Settings] → [Easy Mode Settings] → [Easy Scan]



NORMAL MODE

Normal mode lets you select any function setting that can be used for network scanner.

This section explains the keys on a base screen, taking as an example the E-mail base screen. Several methods are available in the Image Send mode, including Scan to E-mail and Scan to FTP. The base screen layout slightly differs depending on how image is sent.

Tap to display the soft keyboard. Enter subject, file name, and other items.

Displays the address box to enter addresses. Searches for the address.

Displays the functions that can be used in image send mode.

Setting keys used for image send operations. Scans the original and shows a preview image. [► PREVIEW SCREEN \(page 1-17\)](#)

Displays the list of function keys. Frequently used [Others], programs, and other settings can be registered. Reset the address and settings.

Check the current settings. Transmission will start immediately.

Displays keys other than the function keys indicated above. Displays the sizes of the original and the data to send. Enter reply address and body text.

SELECTING NETWORK SCANNER MODE

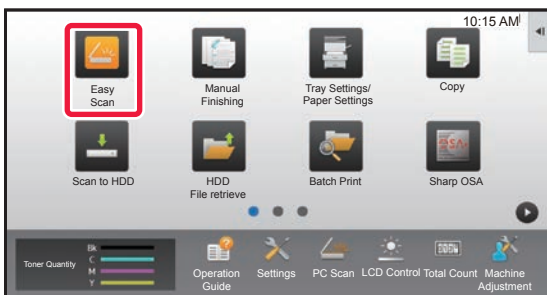
You can select the network scanner mode from the Home Screen or from each operation mode as follows:

Changing modes from the Home Screen

Tap a mode icon to switch from the home screen to that mode.

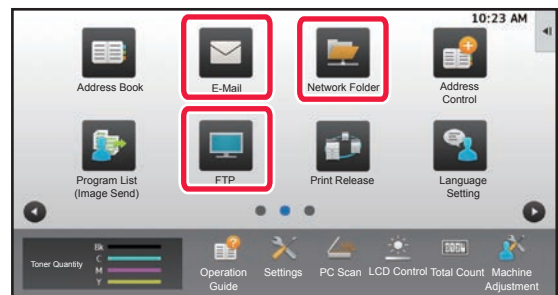
Shift to Easy Mode

Tap the [Easy Scan] mode icon.



Shift to Normal Mode

Tap the [E-Mail], [FTP], or [Network Folder] mode icon.



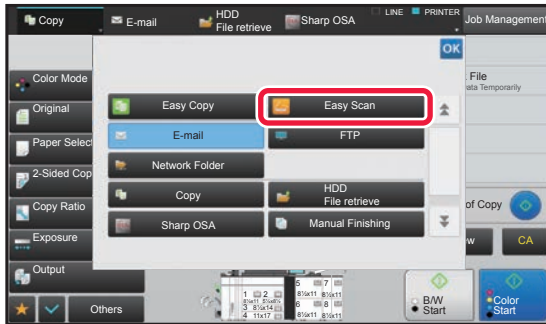


Changing mode from each mode

Tap the mode display to switch from each mode.

Shift to Easy Mode

1



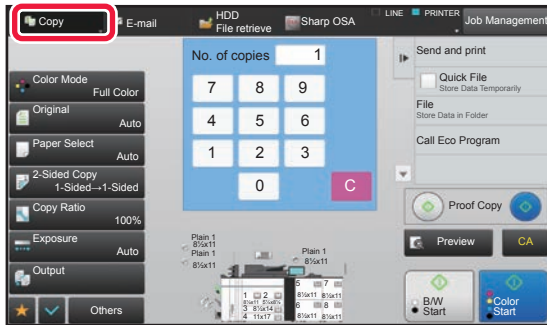
Tap [Easy Scan].

The initial easy scan screen is displayed.



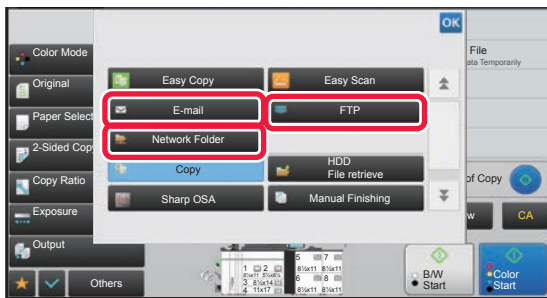
Shift to Normal Mode

1



Tap on the mode display

2



Tap the [E-Mail], [FTP], or [Network Folder] key.

The initial screen of the selected mode is displayed.



To switch from the base screen of easy mode, tap the [Detail] key and then tap the [Yes] key in the confirmation screen.

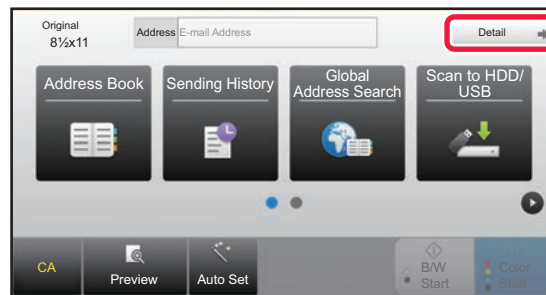


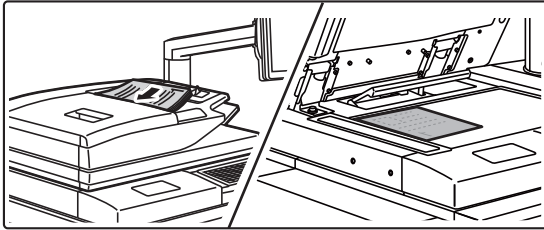


IMAGE SEND SEQUENCE

First, to place the machine in a desired image send mode, tap the appropriate icon in the Home screen.

► [CHANGING MODES \(page 1-16\)](#)

1



Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

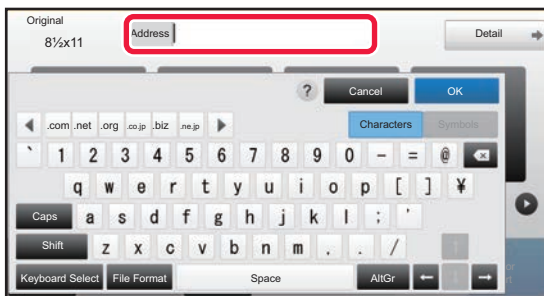
- [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- [DOCUMENT GLASS \(page 1-92\)](#)

2

Enter the destination.

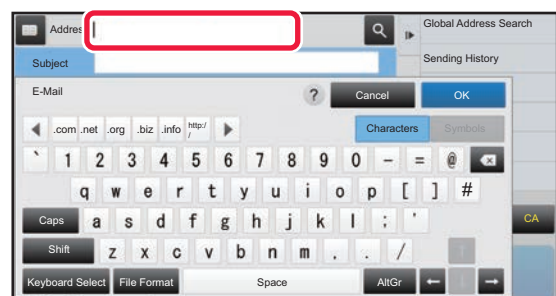
Tap the address key to directly enter the destination, or search and retrieve the address book or destination.

In Easy mode



- [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)
- [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)

In Normal mode



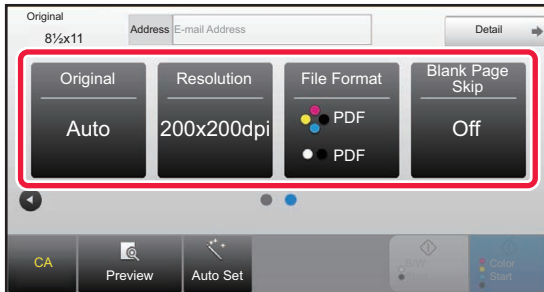
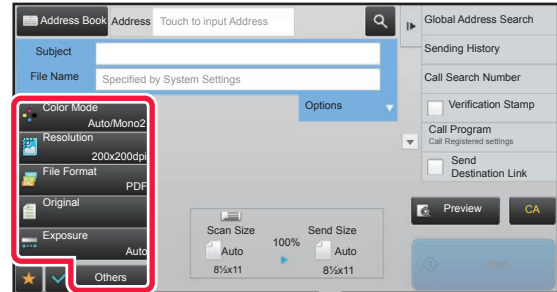
- [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)
- [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)
- [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- [SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)



3

Select functions.

Specify the original scan size, exposure, file format, and other items.
If necessary, you can refer to the following functions for the setting.

In Easy mode**In Normal mode**

- ▶ [AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL \(2-SIDED ORIGINAL\) \(page 4-39\)](#)
- ▶ [CHANGING THE RESOLUTION \(page 4-50\)](#)
- ▶ [CHANGING FORMAT IN SCAN OR DATA ENTRY MODE \(page 4-51\)](#)
- ▶ [ELIMINATING BLANK PAGES FROM A TRANSMISSION \(BLANK PAGE SKIP\) \(page 4-94\)](#)

- ▶ [SCANNING AND SENDING ORIGINALS COLLECTIVELY \(page 4-62\)](#)
- ▶ [ADJUSTING COLORS AND SHADING \(page 4-79\)](#)
- ▶ [SCANNING ORIGINALS \(page 4-89\)](#)
- ▶ [AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL \(2-SIDED ORIGINAL\) \(page 4-39\)](#)
- ▶ [SCAN SIZE AND SEND SIZE \(ENLARGE/REDUCE\) \(page 4-40\)](#)
- ▶ [SPECIFYING THE ORIGINAL SCAN SIZE IN PAPER SIZE \(page 4-41\)](#)
- ▶ [SPECIFYING THE ORIGINAL SCAN SIZE USING NUMERIC VALUES \(page 4-42\)](#)
- ▶ [SPECIFYING THE SEND SIZE OF THE IMAGE \(page 4-46\)](#)
- ▶ [CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE \(page 4-48\)](#)
- ▶ [CHANGING THE RESOLUTION \(page 4-50\)](#)
- ▶ [CHANGING FORMAT IN SCAN OR DATA ENTRY MODE \(page 4-51\)](#)
- ▶ [CHANGING COLOR MODE \(page 4-56\)](#)

4

Send the original.

Tap the [B/W Start] or [Color Start] key ([Start] key in normal mode).



- You can tap the [Preview] key before tapping the [B/W Start] key or the [Color Start] key (the [Start] key in normal mode) to check a preview of the image.
- When the original is placed on the document glass, repeat the placing original and transmission procedures until all originals have been sent. After scanning all originals, tap the [Read-End] key.
- In normal mode, if you tap the [File] or [Quick File] on the action panel before sending image, you can save the scanned original as data.
 - ▶ [USING DOCUMENT FILING IN EACH MODE \(page 5-7\)](#)



ORIGINAL SIZE

TRANSMITTABLE ORIGINAL SIZES

The following original sizes can be transmitted

	Minimum original size	Maximum original size
Using the automatic document feeder	5-1/8" (height) x 5-1/2" (width) (131 mm (height) x 140 mm (width))	11-5/8" (height) x 39-3/8" (width) (297 mm (height) x 1000 mm* (width))
Using the document glass	-	11-5/8" (height) x 17" (width) (297 mm (height) x 432 mm* (width))

*A long original can be transmitted.

THE SIZE OF THE PLACED ORIGINAL

When a standard size original is placed, the original size is automatically detected and displayed in "Scan Size" on the based screen.

► [SCAN SIZE AND SEND SIZE \(ENLARGE/REDUCE\) \(page 4-40\)](#)

Standard sizes are sizes that the machine can automatically detect. The standard sizes are set in "Original Size Detector Setting" in "Settings".



When the automatic original detection function is operating and the original (of inch or non-standard size) is placed, the closest standard size may be displayed or the original size may not appear. In this event, manually set the correct original size.

► [SPECIFYING THE ORIGINAL SCAN SIZE IN PAPER SIZE \(page 4-41\)](#)

► [SPECIFYING THE ORIGINAL SCAN SIZE USING NUMERIC VALUES \(page 4-42\)](#)



To specify the size that the machine can automatically detect:

Select the group of detected original sizes by selecting [System Settings] in "Settings (administrator)" → [Common Settings] → [Device Control] → [Original Size Detector Setting].



List of original size detector settings

Selections	Standard sizes (detected original sizes)	
	Document glass	Document feeder tray (automatic document feeder)
Inch-1	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11" ^R , 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11" ^R , 5-1/2" x 8-1/2", A3, A4
Inch-2	11" x 17", 8-1/2" x 13" (216 mm x 330 mm), 8-1/2" x 11", 8-1/2" x 11" ^R , 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 13" (216 mm x 330 mm), 8-1/2" x 11", 8-1/2" x 11" ^R , 5-1/2" x 8-1/2", A3, A4
Inch-3	11" x 17", 8-1/2" x 13-2/5" (216 mm x 340 mm), 8-1/2" x 11", 8-1/2" x 11" ^R , 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 13-2/5" (216 mm x 340 mm), 8-1/2" x 11", 8-1/2" x 11" ^R , 5-1/2" x 8-1/2", A3, A4
AB-1	A3, A4, A4 ^R , A5, B4, B5, B5 ^R	A3, A4, A4 ^R , A5, B4, B5, B5 ^R , 11" x 17", 8-1/2" x 14", 8-1/2" x 11"
AB-2	A3, A4, A4 ^R , A5, B5, B5 ^R , 216 mm x 330 mm (8-1/2" x 13")	A3, A4, A4 ^R , A5, B4, B5, B5 ^R , 216 mm x 330 mm (8-1/2" x 13"), 11" x 17", 8-1/2" x 11"
AB-3	A4, A4 ^R , A5, B4, 8K, 16K, 16K ^R	A3, A4, A4 ^R , A5, B4, 8K, 16K, 16K ^R , 11" x 17", 216 mm x 330 mm (8-1/2" x 13"), 8-1/2" x 11"
AB-4	A3, A4, A4 ^R , A5, B5, B5 ^R , 216 mm x 340 mm (8-1/2" x 13-2/5")	A3, A4, A4 ^R , A5, B4, B5, B5 ^R , 11" x 17", 216 mm x 340 mm (8-1/2" x 13-2/5"), 8-1/2" x 11"
AB-5	A3, A4, A4 ^R , A5, B5, B5 ^R , 216 mm x 343 mm (8-1/2" x 13-1/2")	A3, A4, A4 ^R , A5, B4, B5, B5 ^R , 11" x 17", 216 mm x 343 mm (8-1/2" x 13-1/2"), 8-1/2" x 11"

* In the size notation above, when the size is suffixed by "R" like "A4^R", it indicates a case where a sheet available in both the vertical and horizontal orientations are set horizontally.



ENTERING DESTINATIONS

ENTERING DESTINATIONS

RETRIEVING A DESTINATION FROM AN ADDRESS BOOK

In the address book screen, simply tap the one-touch key of a registered destination to retrieve the destination. If necessary, store multiple destinations in a one-touch key. Tapping the key will retrieve all the stored destinations. The address book screen shows all destinations used in each mode. Each one-touch key shows the name of the destination and an icon indicating the mode used for the destination.

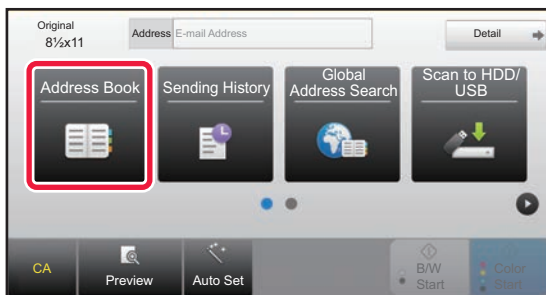
	Scan to E-mail
	Scan to FTP
	Scan to Network Folder
	Group key with multiple destinations

- For information on the address book, see "[ADDRESS BOOK \(page 1-103\)](#)".
- For the procedure for storing the destinations in the address book, see "[STORING ADDRESSES THROUGH DIRECT ENTRY \(page 1-107\)](#)", "[STORING ADDRESSES THROUGH GLOBAL ADDRESS SEARCH \(page 1-108\)](#)", and "[STORING GROUPS \(page 1-111\)](#)".

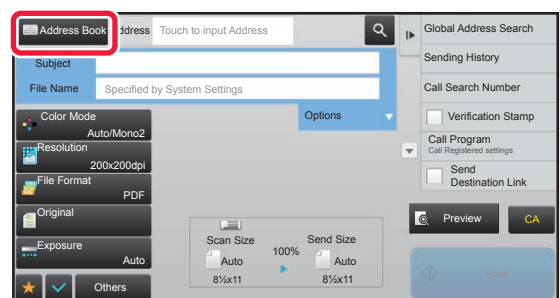
1

Tap the [Address Book] key.

In Easy mode

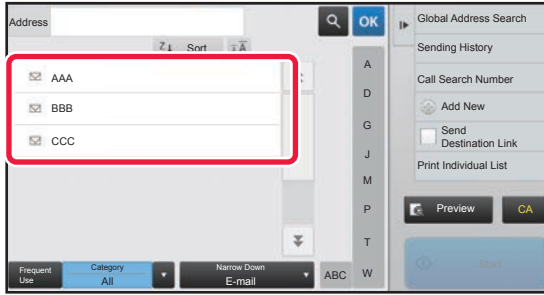


In Normal mode





2



Tap the one-touch key of contact or group that has a destination.

- The destinations displayed on the list can be narrowed with categories, frequent use, indexes, and keywords. (In normal mode you can narrow down by job type.)
- Tapping the [Sort] key allows you to change the order of destinations displayed in the list.
- When adding a destination, tap another one-touch key.
- If two or more destinations are selected or specified, the total number of addresses appears next to address.
- Even if only a single destination is selected, the number of addresses appears when the destination is a contact or group in which multiple addresses are stored.

For more information, see "[ADDRESS BOOK SCREEN \(page 1-104\)](#)".



If you select an incorrect destination:

Tap the key again to cancel the selection.



- To select a destination from the transmission log, tap the [Sending History] key.
 - ▶ [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)
- To check the entered destinations, tap the [Address Review] key.
 - ▶ [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- The destination for transmission can be selected by tapping a stored destination.
- If an address that you do not have permission to use is included in the addresses, a message will appear when you press the [Start] key. To send only to the permitted addresses, press the [OK] key and then the [Enter for send] key.

In Normal mode

- Tap the one-touch key, and then tap [Display Registered Information] on the action panel to display the detailed information screen.
- To retrieve a destination by using a search number, tap [Call Search Number] on the action panel.
 - ▶ [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)
- To retrieve a destination from a global address book, tap [Global Address Search] on the action panel.
 - ▶ [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)

To cancel a specified destination:

Select the address you want to cancel in the address list screen, and tap the [Delete] key.

To enable transmission to addresses of modes other than the current mode:

Remove the checkmark from [System Settings] → [Image Send Settings] → [Common Settings] → [Condition Settings] → [Address Book Default Selection] → [Apply Addresses of Sending Modes Only] in "Settings (administrator)".



MY ADDRESS

My Address is the user's own e-mail address, and is the e-mail address that has been registered in the user list or network server.

My Address can be used when login by login name / password is enabled in user authentication.

Use this address when you want to send a scanned image to your own e-mail address.

In E-mail mode, [Find My Address] appears on the action panel to let you immediately find and use My Address.

When you use the address book in E-mail mode, the [Find My Address] button also appears at the top of the user list for easy access from the address book.



- My Address cannot be used in the following instances:
 - When address search from the user list is prohibited in the system settings
 - When user authentication is disabled, or is only by user number
 - When Sharp OSA external authentication is used
 - When [Apply E-mail address of the user for login.] is enabled in [Default Address]
 - When the e-mail address of the logged in user has not been registered
 - After the [Next Address] key is pressed when [Be sure to press Next Address Key (+)] before selecting the next address.] is enabled in System Settings - [Image Send Settings]→[Common Settings]→[Condition Settings]
 - When [S/MIME Settings]→[Disable sending to the addresses which cannot be encrypted.] is enabled in the security settings
- You can register [Find My Address] in the home screen. This is convenient when you frequently use My Address.



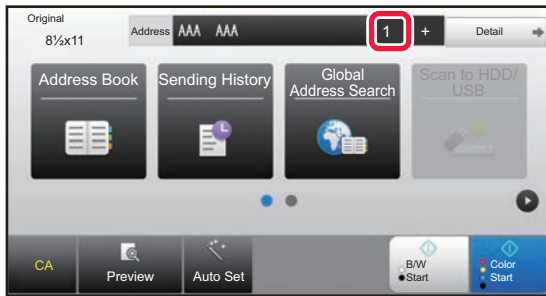
VIEWING A LIST OF THE SELECTED DESTINATIONS

When multiple destinations have been selected, you can display and check the destinations. You can also delete a destination from the list (cancel selection of the destination).

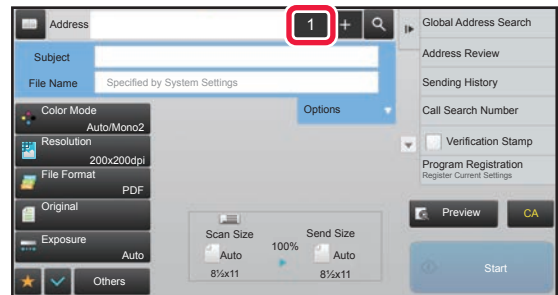
1

Tap the [Address Review] key.

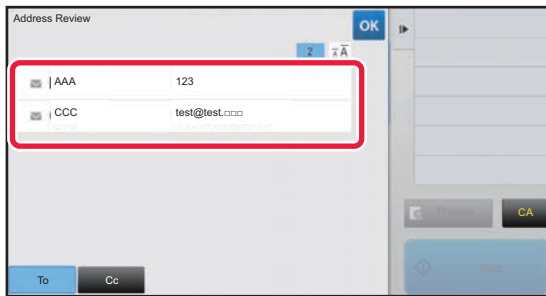
In Easy mode



In Normal mode



2



Confirm the destination.

After the confirmation is completed, tap **OK**.

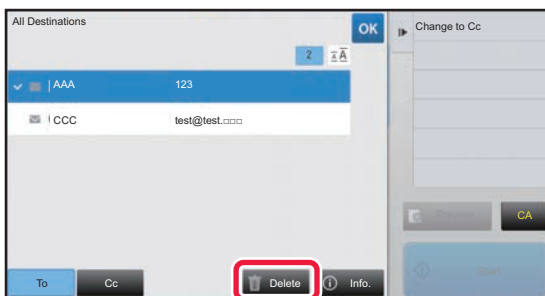


To confirm detailed information such as the type or name of the specified destination, tap the one-touch key of the target destination, and then tap the [Info.] key.

In normal mode, you can change the delivery type (To/Cc/Bcc). Tap the address and then tap [Change to To], [Change to Cc], or [Change to Bcc] on the action panel.

Deleting Specified Destinations

In step 2 of "VIEWING A LIST OF THE SELECTED DESTINATIONS", select the destination and tap the [Delete] key.



If you placed the original on the document glass and tapped the [Start] key, you cannot delete an address when changing settings.



USING A SEARCH NUMBER TO RETRIEVE A DESTINATION

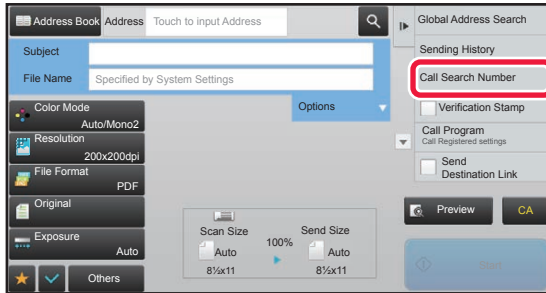
The search number can be used to specify a destination stored in an address book.

1

Tap the [Detail] key to change to normal mode.

▶ [Changing mode from each mode \(page 4-8\)](#)

2



Tap [Call Search Number] on the action panel.

3



Enter a search number (4 digits) using the numeric keys and tap **OK**.

When the search number is entered, the stored address is retrieved and specified as a destination.



If an incorrect search number is entered:

Tap the [C] key to clear the number and enter the correct number.



- The search number is programmed when the destination is stored in the address book.
- If you do not know the search number, tap [Print Individual List] on the action panel to print and check the address list.
- When entering search numbers such as "0001" and "0011", "0" can be omitted. For example to enter "0001", enter "1" and tap the [OK] key.



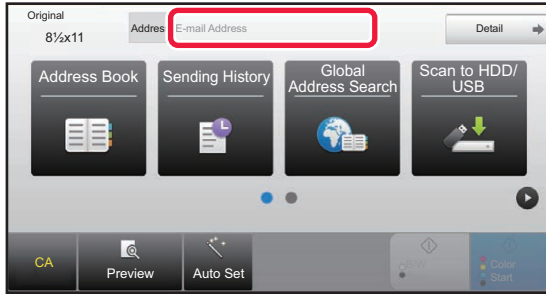
ENTERING AN ADDRESS MANUALLY

1

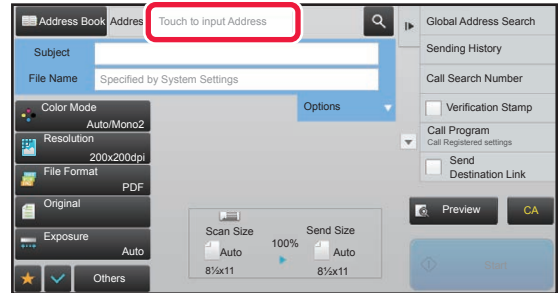
In the base screen of a mode, tap [Text Box].

In easy mode, only the e-mail addresses can be entered.

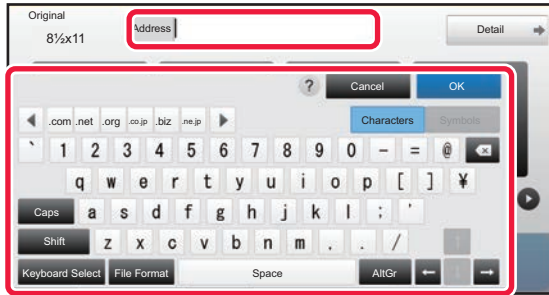
In Easy mode



In Normal mode



2



Enter the destination address on the soft keyboard that appears.

- In data entry mode, select the mode of the destination, and enter the destination address.
- For Scan to Network Folder mode, the network folder entry screen appears. See "[SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)".
- After entering the destination address, tap the [OK] key to close the soft keyboard.



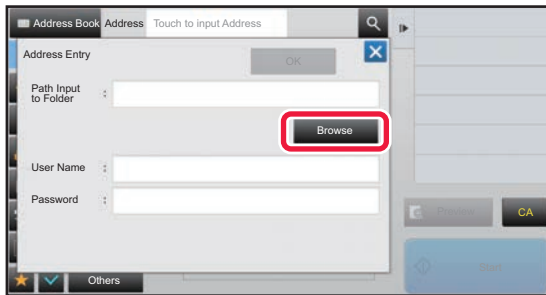
To enter text, see "[NAMES AND FUNCTIONS OF SOFT KEYBOARD KEYS \(page 1-157\)](#)" in the "BEFORE USING THE MACHINE".

- You can select [Bcc] if [Image Send Settings] → [Scan Settings] → [Default Settings] → [Bcc Setting] → [Enable Bcc] is enabled in [System Settings].



SPECIFYING A NETWORK FOLDER

1



Tap the [Browse] key in the network folder entry screen.

- To directly enter a folder, tap the [Folder Path] box. The soft keyboard is displayed.
- If a user name and password are required, check with the administrator of the server and enter the user name and password.



- To enter text, see "[NAMES AND FUNCTIONS OF SOFT KEYBOARD KEYS \(page 1-157\)](#)" in the "BEFORE USING THE MACHINE"
- If a user authentication function other than authentication by user number is enabled, the login name of the current user is automatically entered in the user name field.

2

Tap the key of the workgroup that you wish to access.



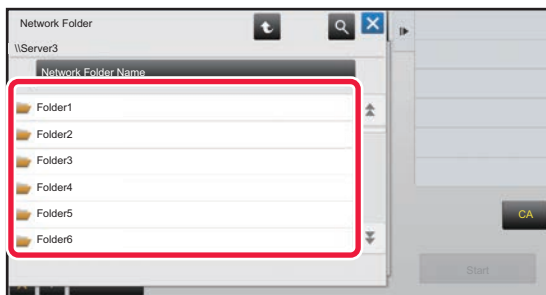
- Tap the [Search] key and enter a keyword to search for a workgroup, server, or network folder.
- Up to 100 workgroups, 100 servers, and 100 network folders are displayed.
- Tap the [Cancel] key to return to the screen of step 1.

3

Tap the key of the server or computer that you wish to access.

If a screen appears prompting you to enter a user name and password, check with your server administrator and enter the appropriate user name and password.

4



Tap the key of the network folder.

After the settings are completed, tap the [OK] key. You will return to the screen of step 1. Tap the [OK] key again to accept the destination.



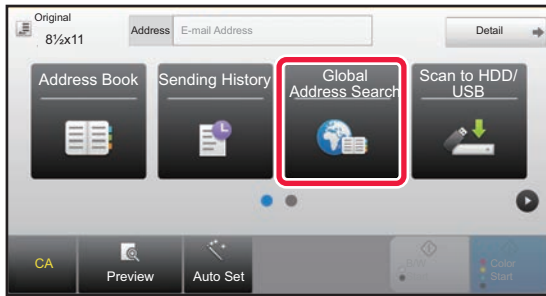
RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK

When an LDAP server is configured in the "Settings (Web version)", look up an address in a global address book and retrieve the destination address for Scan to E-mail.

In normal mode, you can add an address retrieved by searching to the address book. However, addresses of the FTP transmission cannot be stored from the machine.

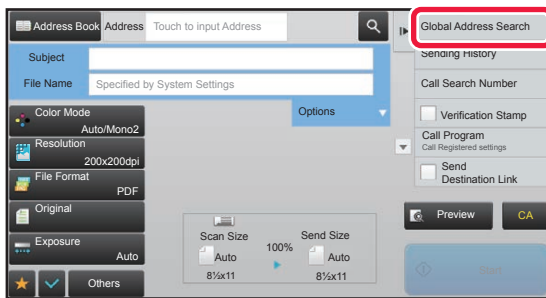
1

In Easy mode



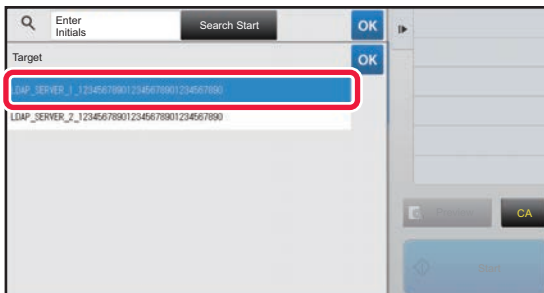
Tap the [Global Address Search] key.

In Normal mode



In the base screen or address book screen, tap [Global Address Search] on the action panel.

2

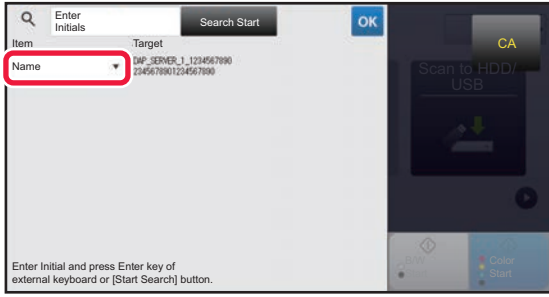



Tap [Destination] and tap the LDAP server to be used.

- If an authentication screen for the LDAP server appears, enter your user name and password.
- If only one LDAP server has been stored, it is not necessary to take step 2. In this case, start from step 3.



3



Tap  of [Item], and select an item to be searched from [Name] or [Address].



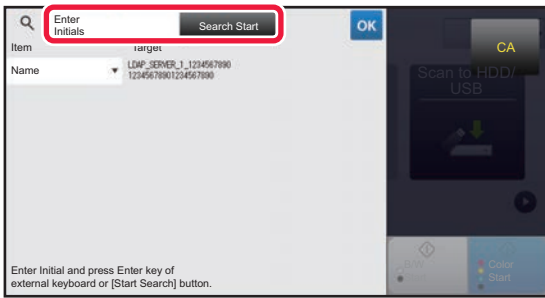
How to search

Enter the search characters (maximum of 64 characters). The system will look for names starting with the entered letters.

An asterisk * is used as follows:

- XXX* : Names beginning with "XXX"
- *XXX : Names that end with "XXX"
- *XXX* : Names containing "XXX"
- AA*XX : Names that start with "AA" and end with "XX".

4



Enter a keyword and tap the [Search Start] key.

When you tap the keyword entry box, the soft keyboard appears.


The search results will appear after a brief interval.



- **If no destination is found:**
Tap the [Search Again] key to add more search letters.
- **To continuously add other destination.**
Tap the destination.



To check the destination information:

Tap the one-touch key of the target destination, and then tap the [Info.] key. Tap  to close the address information screen.

In normal mode, you can select an address and tap [New Registration with Address Book] on the action panel to add the address to the address book. This is convenient if you have entered a destination directly.



USING A TRANSMISSION LOG TO RESEND

Select a destination from a transmission log and resend the data.

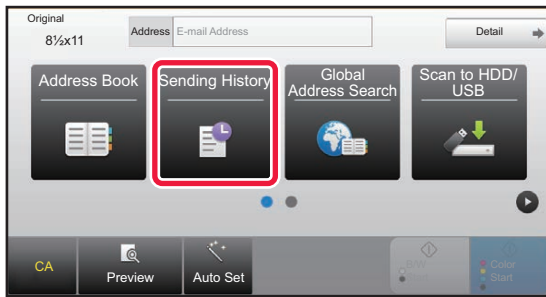
The destinations of the most recent 50 transmissions by Scan to E-mail. Select one of these to resend to that destination. The destinations of the Scan to FTP and Scan to Network Folder are also shown in the transmission log. In normal mode, the addresses shown in the transmission log can also be stored in an address book. This is convenient when storing an address that was manually entered.



- When a destination for retransmission is selected in the transmission log screen, the mode of the selected destination is automatically selected.
- The following types of addresses are not stored for resending.
 - One-touch key for a contact or group in which multiple destinations are stored.
 - Group destinations
 - Broadcasting destinations
- The user name and password are not stored for security reasons. If a screen requiring you to enter such information appears, enter the information again.

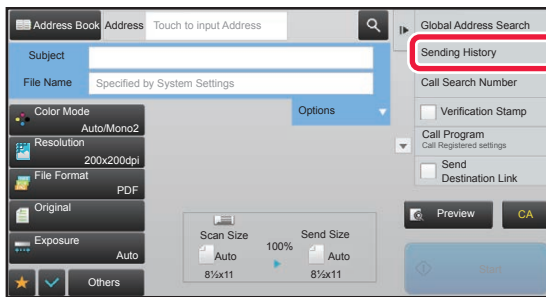
1

In Easy mode



Tap the [Sending History] key

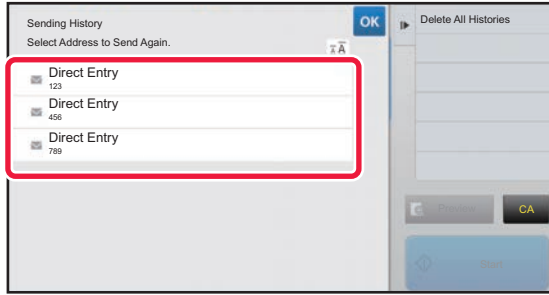
In Normal mode



In the base screen or address book screen, tap [Sending History] on the action panel.



2



Tap the key of the destination to resend.

The last 50 addresses used for transmission are displayed. If a screen requiring you to enter the user name and password appears, enter the information.



To cancel the resend setting:

Tap the highlighted key.



In normal mode, you can select an address and tap [New Registration with Address Book] on the action panel to add the address to the address book. This is convenient if you have entered a destination directly.



SENDING ONLY THE URL OF A SCANNED FILE TO A SCAN DESTINATION

When using Scan to E-mail, some originals and/or scan settings may result in a large file.

When the file is large, there is a risk that the e-mail server may reject the file and it will not be sent.

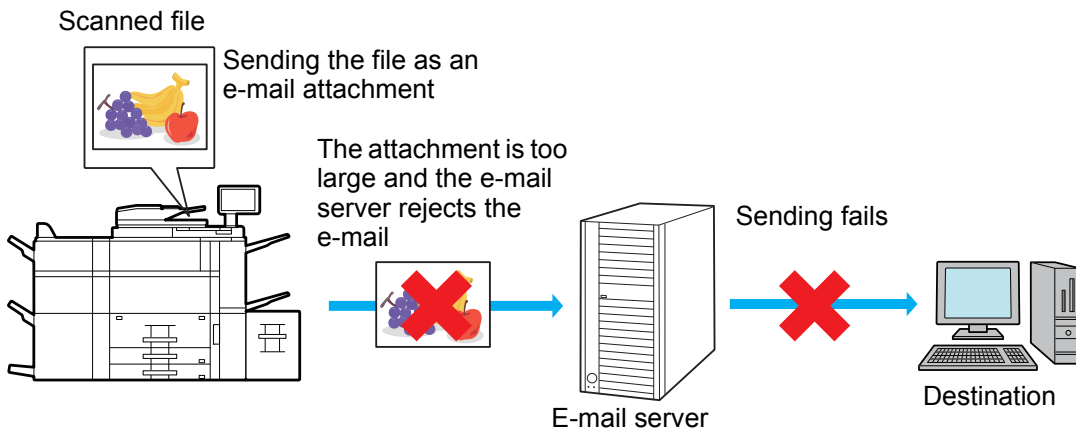
This function saves the scanned file on the machine's hard disk, and sends an e-mail providing only the file's URL information to the recipient.

This function helps reduce the load on the e-mail server and prevents non-delivery of scanned files caused by the e-mail server.

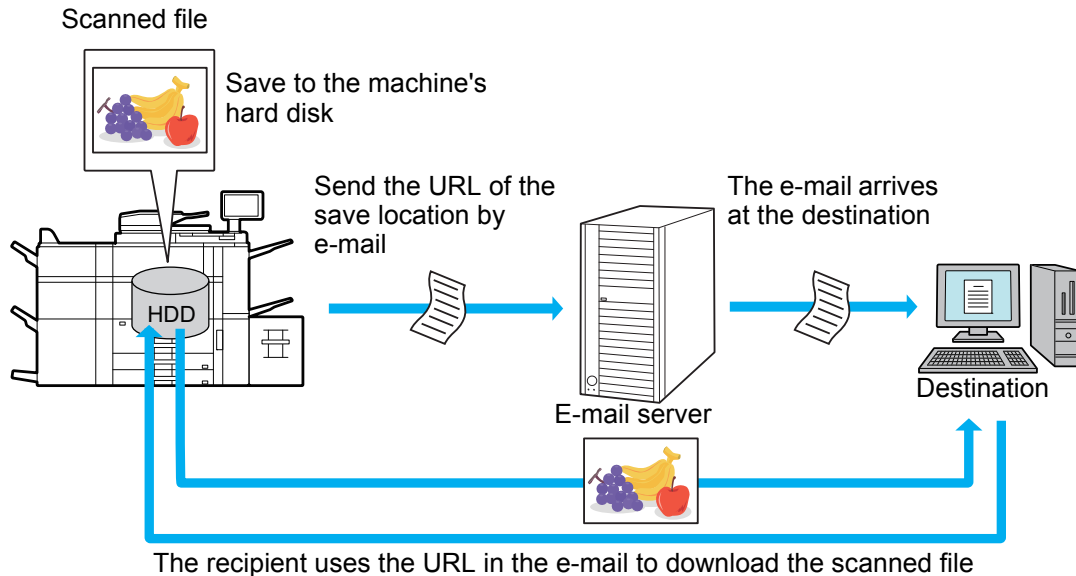
Upon receiving the e-mail, the recipient can use the URL in the e-mail to download the scanned file.

When the scanned file is too large

Scan to E-mail



Sending only a URL to the recipient





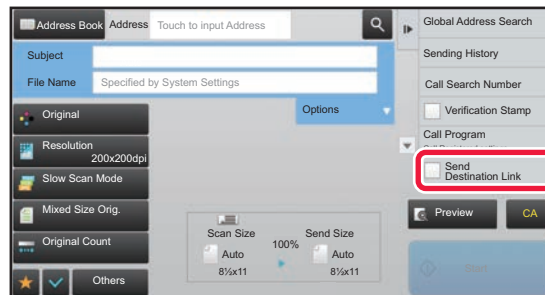
Sending only a URL to the recipient

Using simple mode

When [Enable Send Destination Link as Default] is enabled in the settings (administrator), the scanned data is saved in the machine's hard disk, and URL information is sent to the e-mail destination. When disabled, scanned data is sent by regular Scan to E-mail. This function enable/disable cannot be changed in the simple mode screen.

Using normal mode

[Send Destination Link] appears on the action panel of the home screen of Scan to E-mail. By selecting this checkbox , you can use this function.



Number of URLs created

One URL is created per file to be downloaded.

Using [One Page per File]

Multiple scanned files will be created and saved at once, and a URL will be created for each file and sent to the recipient.

Using [Programmed]

Files will be created and saved in a format that varies by recipient, and a URL will be created for each file. A URL will be sent to each recipient for the file in the format for that recipient.



- To use this function, [Send Destination Link Settings] must be enabled in the System Settings (administrator).
- This function cannot be used in combination with metadata transmission or resending from document filing.
- Scanned files are saved in the standard folder area.
- Scanned files cannot be browsed by a method other than downloading.
- Scanned files cannot be manually deleted, and are retained for the save period set in the System Settings. However, scanned files will be deleted if Clear All Memory or Initialize Private Data/Data in Machine is executed, or you move to Advanced Security Settings.
- When all destinations in a broadcast transmission are e-mail addresses, URL information is sent to all destinations. If the file format of the saved scan data is the same for all destinations, the same URL will be sent. If the file format varies by destination, separate URLs will be sent.
- If the transmission includes recipients for different jobs (Scan to FTP, etc.), transmission will take place by sending only a URL to the recipient to any e-mail addresses, while the scanned file will be sent directly in the normal way to recipients for other jobs.
- When [Document Administration Function] is enabled in the System Settings (administrator), the scanned file will be sent directly to the administrator, not by URL.
- Even when [Send Destination Link Settings] is disabled in the System Settings (administrator), the URL can be accessed and the scanned file downloaded during the file save period.
- The scanned file will be saved even if a send data limit is set in the System Settings (administrator) and the file exceeds the limit. The scanned file will be saved as a single file even if [If the E-mail attachment(s) exceed maximum size, it will be sent in multiple files.] is enabled in the System Settings (administrator) and the file exceeds the limit. If there is a job other than a Scan to E-mail job in a broadcast transmission and the scanned file exceeds the [Maximum Size of Data Attachments (FTP/Network Folder)] setting, transmission will not be possible.



- **To use this function**

Configure in "Settings (administrator)" - [System Settings] - [Image Send Settings] - [Scan Settings] - [Condition Settings] - [Send Destination Link Settings].

- **To always use this function in simple mode**

Configure in "Settings (administrator)" - [System Settings] - [Image Send Settings] - [Scan Settings] - [Condition Settings] - [Send Destination Link Settings] - [Enable Send Destination Link as Default].

When this function is enabled and e-mail is sent in normal mode, the [Send Destination Link] checkbox in the action panel is always .

- **Save period for scanned files saved using this function**

Configure in "Settings (administrator)" - [System Settings] - [Image Send Settings] - [Scan Settings] - [Condition Settings] - [Send Destination Link Settings] - [File Retention Period].

- **Protecting the URL by SSL**

Configure in "Settings (administrator)" - [System Settings] - [Image Send Settings] - [Scan Settings] - [Condition Settings] - [Send Destination Link Settings] - [Enable SSL].



TRANSMITTING AN IMAGE

TRANSMITTING AN IMAGE

SENDING AN IMAGE IN SCAN MODE

An image can be sent in scan mode (Scan to E-mail, Scan to FTP, and Scan to Network Folder).



- If the memory becomes full while the originals are being scanned, a message will appear and scanning will stop.
- When performing Scan to E-mail, take care not to send a file that is too large. In particular, multi-page files tend to be large. When sending a multi-page file or other large file, it may be necessary to reduce the number of scanned pages or reduce the send size.



Do not place any objects under the original size detector. Closing the automatic document feeder with an object underneath may damage the original size detector plate and prevent correct detection of the document size.

1



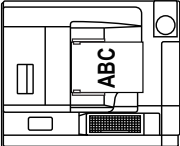
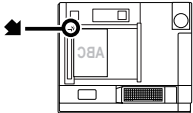

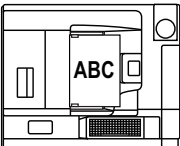
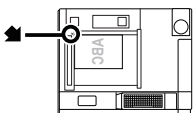
Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.



- [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- [DOCUMENT GLASS \(page 1-92\)](#)



- When placing the originals, orient them as shown below.

Originals	Document feeder tray Place the original face up.	Document glass Place the original face down and align the corner with the tip of the  mark in the top left corner of the document glass scale.
Portrait orientation* 		
Landscape orientation* 		

*To place a large portrait-oriented original, place it as shown in the figure titled "Landscape orientation" and specify the placement orientation in step 4.

- Place 5-1/2" x 8-1/2" (A5) size originals in portrait (vertical) orientation (). If placed in landscape (horizontal) orientation (), an incorrect size will be detected. For an 5-1/2" x 8-1/2"R (A5R) size original, enter the original size manually.



2

Specify the destination.

- ▶ [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- ▶ [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- ▶ [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- ▶ [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- ▶ [SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)
- ▶ [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)
- ▶ [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)

The icon on the key indicates the type of destination stored in the key.

- Scan to E-mail
- Scan to FTP
- Scan to Network Folder

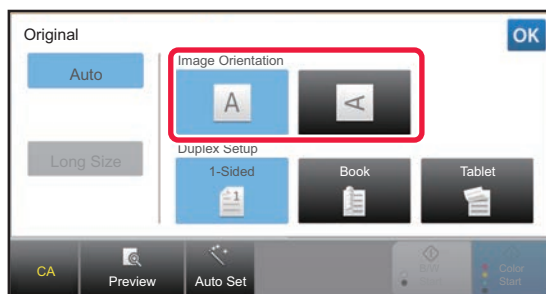


- After a one-touch key is tapped, if the screen is changed without tapping **+**, the destination of the tapped key is automatically specified.
- When performing Scan to E-mail, you can also send Cc or Bcc copies to other destinations. Tap the [Address Review] key to select destinations.
 - ▶ [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- Multiple destinations can be specified.
- To change [Subject], [File Name], [Reply-To], or [Body Text] in normal mode, tap a target entry box, or tap [Options].
 - ▶ [CHANGING THE SUBJECT, FILE NAME, REPLY-TO, AND BODY TEXT AT THE TIME OF SCAN TRANSMISSION \(page 4-31\)](#)

3

Tap the [Original] key.

4

**Tap the appropriate orientation key.**

Specify the orientation of the original placed in step 1. After the settings are completed, tap **OK**.



- You can change exposure, resolution, file format, color mode, and other settings.
 - ▶ [AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL \(2-SIDED ORIGINAL\) \(page 4-39\)](#)
 - ▶ [SCAN SIZE AND SEND SIZE \(ENLARGE/REDUCE\) \(page 4-40\)](#)
 - ▶ [CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE \(page 4-48\)](#)
 - ▶ [CHANGING THE RESOLUTION \(page 4-50\)](#)
 - ▶ [CHANGING FORMAT IN SCAN OR DATA ENTRY MODE \(page 4-51\)](#)
 - ▶ [CHANGING COLOR MODE \(page 4-56\)](#)
- Tapping the [Others] key allows you to configure various functions, for example, collectively sending two original pages as one sheet or original pages with different sizes.



5

Tap the [B/W Start] or [Color Start] key to start scanning of the original.

- If the original was inserted in the document feeder tray, a beep will sound when scanning is completed and transmission will take place.
- If the original is placed on the document glass, the [Read-End] key appears in the touch panel. If the original is only one page, go to step 7. To scan more pages, go to step 6.



- You can tap the [Preview] key to check a preview of the image before sending an image. For more information, see "[CHECKING THE IMAGE TO BE TRANSMITTED \(page 4-58\)](#)".
- If the file format is set to [PDF/Encry.], [PDF/Encry./Bk Letter Emphasis], [PDF/Encry./Compact], or [PDF/Encry./Compact/U-Fine], you will be prompted to enter the password when you tap the [B/W Start] or [Color Start] key.
Tap the password entry box to open the keyboard screen, enter a password using a maximum of 32 characters, and tap the [OK] and [Send] key in sequence. The recipient must use the password entered here to open the Encrypt PDF file.
To cancel Encrypt PDF, tap the [Cancel] key. The format settings screen will appear to let you change the file type. Select a new file type and tap the [B/W Start] or [Color Start] key to begin transmission.

6

If the original was placed on the document glass, replace it with the next original and tap the [B/W Start] or [Color Start] key.

Repeat until all originals have been scanned.

7

Tap the [Read-End] key.

A beep will sound to indicate that the operation is completed.



- If no action is taken for one minute after the confirmation screen is displayed, scanning automatically ends and the transmission is reserved.
- Tap the [Change Setting] key to change the exposure, resolution, scan size, and send size for each original page scanned. However, when "Card Shot" is selected in Others, change only the exposure when scanning an even-numbered original page.



To change the time until transmission takes place automatically:

Select "Settings (administrator)" - [System Settings] → [Image Send Settings] → [Common Settings] → [Condition Settings] → [Job Auto Start Time During Scanning].



CHANGING THE SUBJECT, FILE NAME, REPLY-TO, AND BODY TEXT AT THE TIME OF SCAN TRANSMISSION

Change the subject, file name, reply-to, and body text when performing a scan transmission. If necessary, directly enter the text.



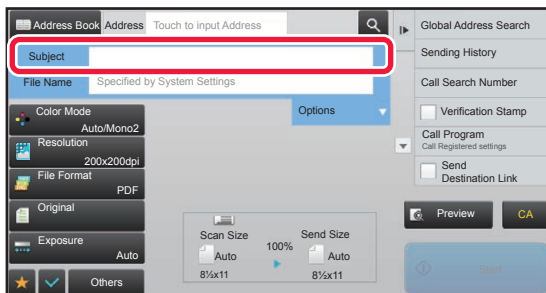
- When performing Scan to FTP or Scan to Network Folder, only the file name is used.
- If the subject or file name is not changed, the settings in [System Settings] → [Image Send Settings] → [Scan Settings] → [Administration Settings] in "Settings (administrator)" are used.
- If the reply-to address is not changed, the settings in [System Settings] → [Image Send Settings] → [Scan Settings] → [Condition Settings] → [Default Reply.Address Set] in "Settings (administrator)" are used. If this is not configured, the reply address configured in [Network Settings] → [Services Settings] → [SMTP] → [Sender Address] in the "Settings" is used. (Administrator rights are required.)
- To configure the candidates for the subject, file name, and body text, select [System Settings] → [Image Send Settings] → [Scan Settings] in "Settings (administrator)".
- To enter text, see "[NAMES AND FUNCTIONS OF SOFT KEYBOARD KEYS \(page 1-157\)](#)" in the "BEFORE USING THE MACHINE"

1

Tap the [Detail] key to change to normal mode.

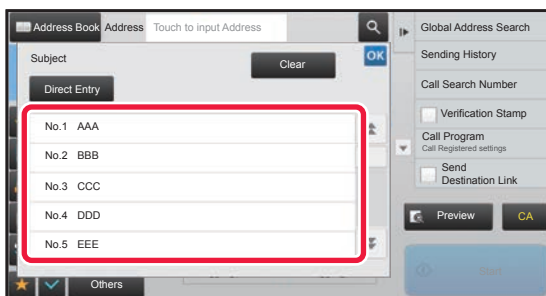
► [Changing mode from each mode \(page 4-8\)](#)

2



To change the subject, tap the [Subject] entry box.

3



Tap a pre-set text key.

After the settings are completed, tap **OK**.



To cancel the selection of the subject:

Tap the [Clear] key.

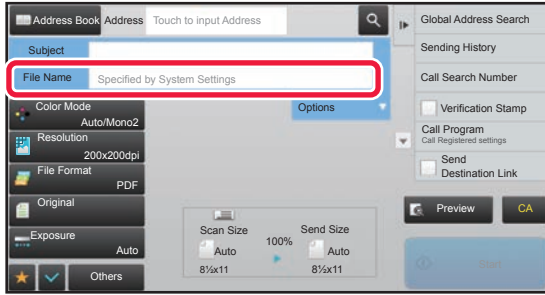


If you wish to directly enter the text, tap the [Direct Entry] key to open the soft keyboard.

Enter the text and tap the [OK] key.



4



To change the file name, tap the [File Name] entry box.

After the settings are completed, tap **OK**.

- Tap the key of the file name from the list.
- To directly enter the file name, tap the [Direct Entry] key.
- A prompt is displayed in the file name. The prompt is changed according to the settings.

If the settings are not changed, "Following the System Settings" is displayed.

When [File Name Auto Extraction] in [OCR Setting] is enabled, "File Name Auto Extraction" is displayed.

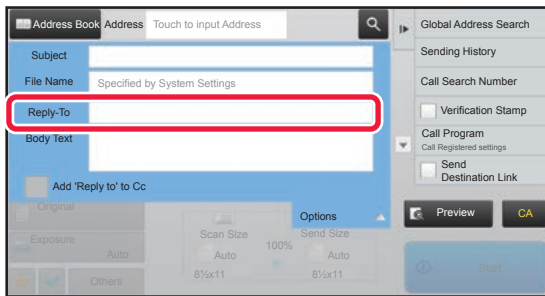


When scanning to a shared folder, if you set a file name that is the same as an existing file name in the shared folder, the file name will be changed to prevent overwriting of the existing file.

5

Tap [Options].

6

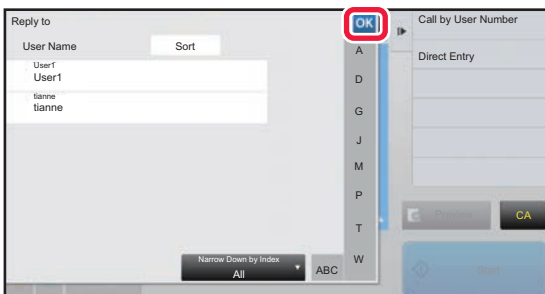


To change the reply address, tap the [Reply-To] entry box.



If user authentication is being used, the information of the user that logged in will be applied, and thus the reply address cannot be changed.

7



Tap the key that you wish to use for the reply address.

After the settings are completed, tap **OK**.

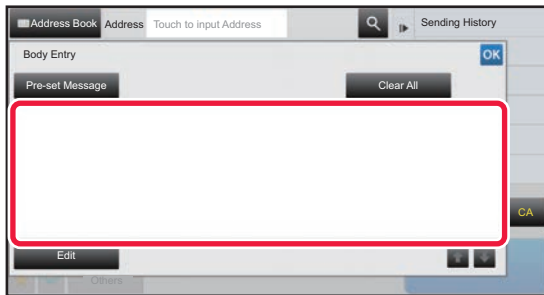
- You can select addresses from the user list in the same way as you would select the reply address. You can also tap [Global Address Search] on the action panel to specify a user stored in the global address book as the reply address.
- Tapping [Direct Entry] on the action panel allows you to directly enter the e-mail address.
- Selecting the [Add 'Reply to' to Cc] checkbox to adds a reply address to the Cc address.



8

To change the body text, tap the [Body Text] entry box.

9



Enter the body text.

After the settings are completed, tap **OK**.

- To select a pre-set text previously stored in the Setting mode (Web version), tap the [Pre-set Message] key.
- To directly enter the body text, tap the [Edit] key.



To clear all entered text:

Tap the [Clear All] key. When this key is tapped, the entire body of the message is erased immediately, not just the selected line.



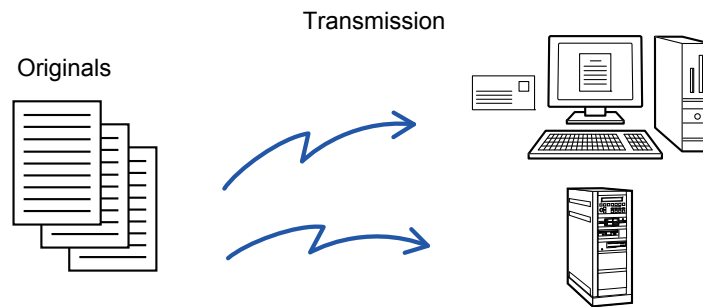
- Enter up to 1800 characters. (A line break counts as one character.)
- To edit the selected line, tap the [Edit] key. The soft keyboard will appear with the selected text entered.



SENDING THE SAME IMAGE TO MULTIPLE DESTINATIONS (BROADCAST TRANSMISSION)

Send the same scanned image to multiple scan destinations in a single operation.

One operation allows you to send data to up to 500 destinations, including the reserved send jobs. (For example, if broadcast transmission jobs with 450 destinations are already reserved, data can be broadcasted to up to 50 destinations.)



It is convenient to store destinations you frequently use for broadcast transmission as contacts or groups. A maximum of 500 destinations can be stored in one contact.

- ▶ [STORING ADDRESSES THROUGH DIRECT ENTRY \(page 1-107\)](#)
- ▶ [STORING ADDRESSES THROUGH GLOBAL ADDRESS SEARCH \(page 1-108\)](#)
- ▶ [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)
- ▶ [STORING GROUPS \(page 1-111\)](#)



When the checkbox of "Settings (administrator)" -[System Settings] → [Image Send Settings] → [Common Settings] → [Condition Settings] → [Address Book Default Selection] → [Apply Addresses of Sending Modes Only] is set to (factory default setting), the image is only sent to those destinations among the destinations that are set to [Set as Default used] which are for the currently selected mode. If the checkmark is removed , the image can also be sent to destinations of other modes.



A transmission is performed, ignoring hyperlinks with Scan to FTP and Scan to Network Folder addresses.



To register destinations in a contact or group:

In the address book screen, tap [Add New] on the action panel, or tap the [Address Control] icon in the home screen. For more information, see "[STORING ADDRESSES THROUGH DIRECT ENTRY \(page 1-107\)](#)", "[STORING ADDRESSES THROUGH GLOBAL ADDRESS SEARCH \(page 1-108\)](#)", "[USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)", or "[STORING GROUPS \(page 1-111\)](#)".



1

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

2

Specify all destinations.

- ▶ [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- ▶ [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- ▶ [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- ▶ [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- ▶ [SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)
- ▶ [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)
- ▶ [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)



- One-touch keys that cannot be used for broadcast transmission are grayed out to prevent selection.
- If a Scan to FTP or Network Folder address is specified in a broadcast transmission, hyperlink e-mail transmission will not take place.

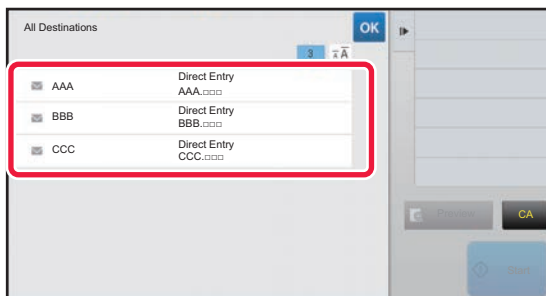


If [System Settings] → [Image Send Settings] → [Common Settings] → [Condition Settings] → [Be sure to press Next Address Key ([+]) before selecting the next address.] is enabled in "Settings (administrator)", tap **+** before specifying the next destination.

3

Tap [Address Review] on the action panel.

4

**Confirm the destination.**

- **To cancel a specified destination:**
Tap the key of the destination that you wish to cancel to release the selection.
- **To switch delivery types (To/Cc/Bcc):**
Tap the address that you want to change, and tap [Change to To], [Change to Cc], or [Change to Bcc] on the action panel.



5

Tap the [B/W Start] or [Color Start] key ([Start] key in normal mode) to start scanning of the original.

- If you inserted the original pages in the document feeder tray, all pages are scanned. A beep will sound to indicate that scanning and transmission have ended.
- When you place the original on the document glass, scan each page at a time. When scanning finishes, place the next original and tap the [B/W Start] or [Color Start] key ([Start] key in normal mode). Repeat until all pages have been scanned and then tap the [Read-End] key. A beep will sound to indicate that transmission has ended.



You can tap the [Preview] key to check a preview of the image before sending an image. For more information, see "[CHECKING THE IMAGE TO BE TRANSMITTED \(page 4-58\)](#)".



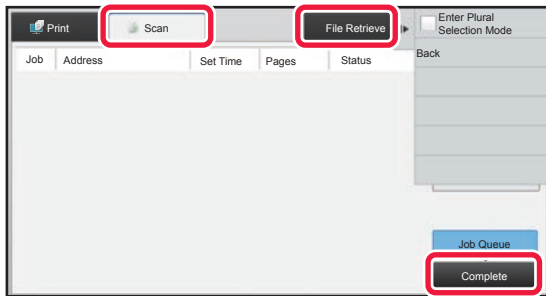
RESENDING TO UNSUCCESSFUL BROADCAST TRANSMISSION DESTINATIONS

The results of a completed broadcast transmission can be checked in the job management screen. If transmission to any of the destinations failed, resend the image to those destinations.

1

Tap the job management display.

2

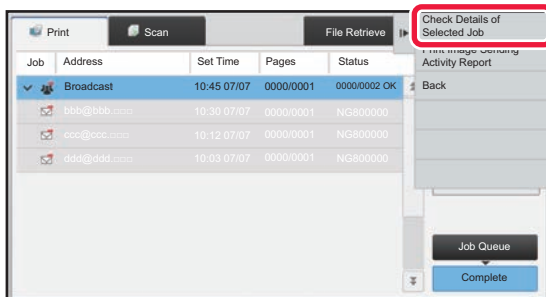


Tap the [Scan] tab, and tap the [Complete] key.



If the broadcast transmission included destinations of different modes, the same broadcast transmission key will appear in each of those modes.

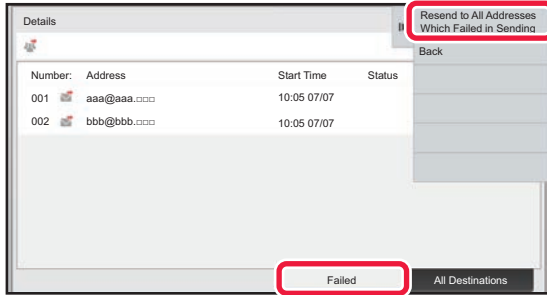
3



After tapping the key of the completed broadcast transmission, tap [Check Details of Selected Job] on the action panel.



4



After tapping the [Failed] tab, tap [Resend to All Addresses Which Failed in Sending] on the action panel to resend the image.



The steps to follow after [Resend to All Addresses Which Failed in Sending] is tapped differ depending on whether or not document filing is used.

• **Using document filing:**

You will return to the document filing resend screen with the unsuccessful destinations entered.

Perform the document filing resend procedure. (There is no need to re-scan the original.)

• **Not using document filing:**

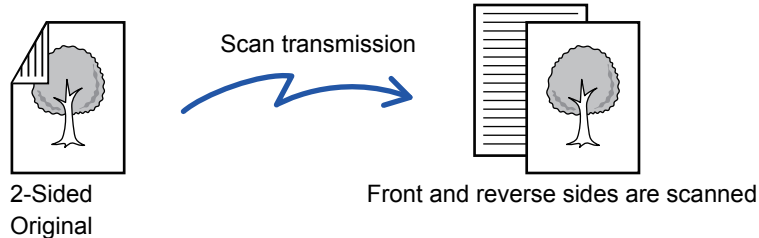
You will return to the base screen with the unsuccessful destinations entered. Place the original and perform the steps of the broadcast transmission.



IMAGE SETTINGS

AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL (2-SIDED ORIGINAL)

The automatic document feeder is used to automatically scan both sides of an original.

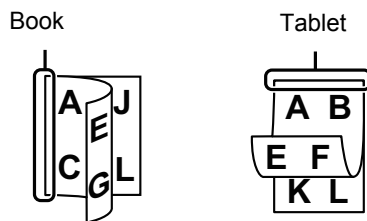


The settings on 2-sided scanning are cleared when transmission has completed.



You cannot use 2-Sided scanning when the original size is set to Long Size.

1



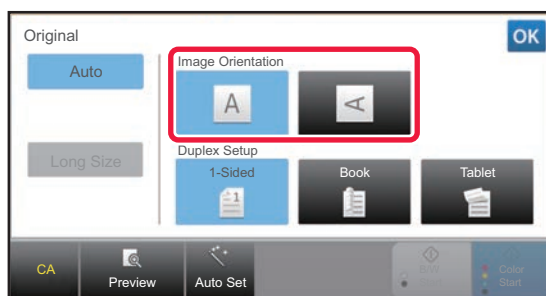
After tapping the [Original] key, tap the [Book] or [Tablet] key.

See the figure on the left to check the binding edge of the original and select the key to be tapped.



In normal mode, tap the [2-Sided Tablet] or [2-Sided Book] key.

2



Tap the [Image Orientation] key with the same orientation as the placed original.

If this setting is not correct, a suitable image may not be transmitted.

After the settings are completed, tap **OK**.



To cancel 2-sided scanning:

Tap the [1-Sided] key.

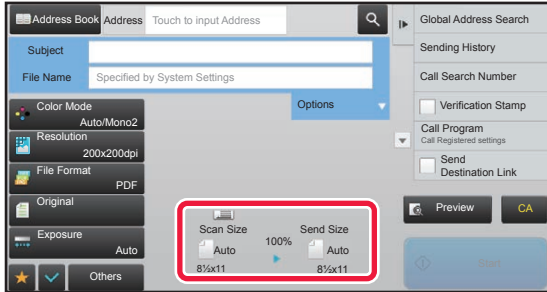
In normal mode, tap the [2-Sided Tablet] key or the [2-Sided Book] key that has been forcibly displayed and cancel the display.



SCAN SIZE AND SEND SIZE (ENLARGE/REDUCE)

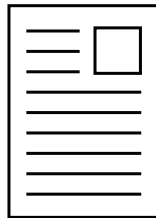
When the original is placed, its size is automatically detected.

In normal mode, the size of the placed original is indicated as the "Scan Size", and the size to be transmitted is indicated as the "Send Size".



In the above screen, the scan size (the placed original) is 8-1/2" x 11" (A4) and the send size is auto. For example, if the scan size is 8-1/2" x 11" (A4) and the send size is 5-1/2" x 8-1/2" (B5), the image will be reduced before transmission.

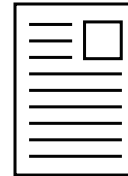
Scan Size



A4

"Send Size" is set to 5-1/2" x 8-1/2" (B5)

Transmission



The image is reduced to 5-1/2" x 8-1/2" (B5) before transmission



- Only standard original sizes can be automatically detected.
 - ▶ [THE SIZE OF THE PLACED ORIGINAL \(page 4-12\)](#)
- When the original size is an inch size or a non-standard size, or if the size is not detected correctly, manually specify the original scan size.
 - ▶ [SPECIFYING THE ORIGINAL SCAN SIZE IN PAPER SIZE \(page 4-41\)](#)
 - ▶ [SPECIFYING THE ORIGINAL SCAN SIZE USING NUMERIC VALUES \(page 4-42\)](#)



SPECIFYING THE ORIGINAL SCAN SIZE IN PAPER SIZE

When the original size is a non-standard size or is not detected correctly, manually specify the original size.



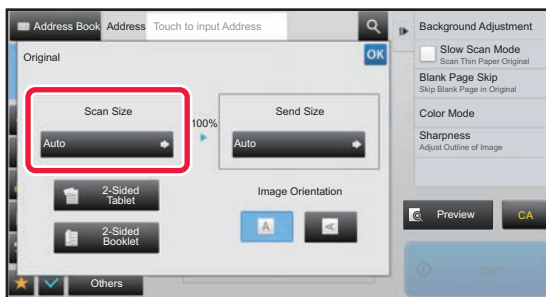
When [Long Size] is selected, the 2-sided scanning setting and send size cannot be changed.
The image is sent in Mono2 only.

1

Tap the [Detail] key to change to normal mode.

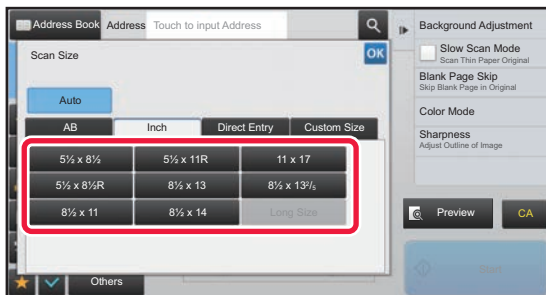
► [Changing mode from each mode \(page 4-8\)](#)

2



After tapping the [Original] key, tap the [Scan Size] key.

3



Tap the appropriate original size key.

After the settings are completed, tap **OK**.



If you are sending a long original, tap the [Long Size] key.

Use the automatic document feeder to scan a long original. The maximum width that can be scanned is 39-3/8" (1,000 mm) (the maximum height is 11-5/8" (297 mm)).

► [TRANSMITTABLE ORIGINAL SIZES \(page 4-12\)](#)



SPECIFYING THE ORIGINAL SCAN SIZE USING NUMERIC VALUES

When scanning a non-standard size original such as a card or postcard, specify the original size using numeric values after placing the original.

The width can be from 1" to 17" (25 mm to 432 mm), and the height can be from 1" to 11-5/8" (25 mm to 297 mm).



When the scan size is specified by numeric values, the send size cannot be specified.

1

Tap the [Detail] key to change to normal mode.

► [Changing mode from each mode \(page 4-8\)](#)

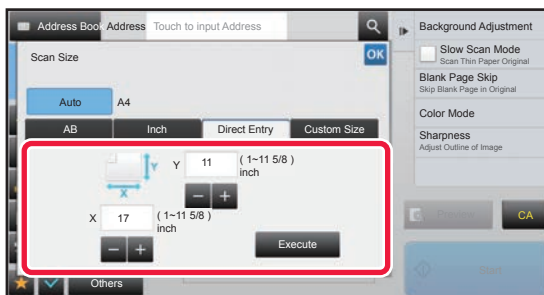
2

Tap the [Original] key.

3

After tapping the "Scan Size" key, tap the [Direct Entry] key.

4



Specify the original size.



- Tap the areas displaying width and height sizes respectively, and enter the sizes using the numeric keys.
- It is convenient to use **-** **+** to finely adjust the entered size.

5

Tap the [Execute] key.

After the settings are completed, tap **OK** twice.

On the base screen, check that the specified size is displayed on the [Original] key.



To cancel the specified size settings:

Tap the [Auto] key.



STORING FREQUENTLY USED ORIGINAL SIZES

Store the frequently used non-standard original sizes. This section explains how to store, retrieve, modify, and delete non-standard original sizes.



- The stored original size will be retained even if the main power is turned off.
- A total of up to 12 non-standard original sizes can be registered for copying and image sending.
- The added original sizes will also appear in other modes.

Storing original sizes (Modify/Delete)

1

Tap the [Detail] key to change to normal mode.

▶ [Changing mode from each mode \(page 4-8\)](#)

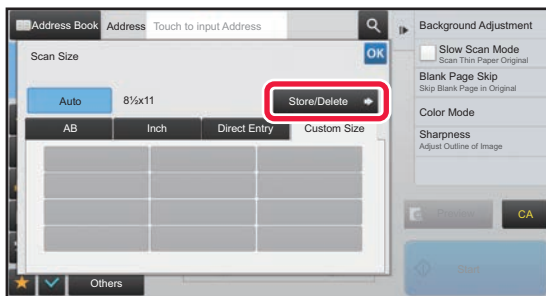
2

Tap the [Original] key.

3

Tap the [Scan Size] key and tap the [Custom Size] tab.

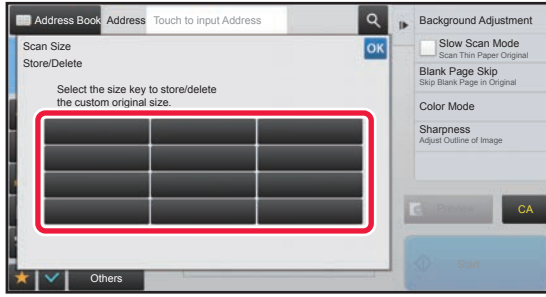
4



Tap [Store/Delete] key.



5



Tap a key () for storing a custom original size.

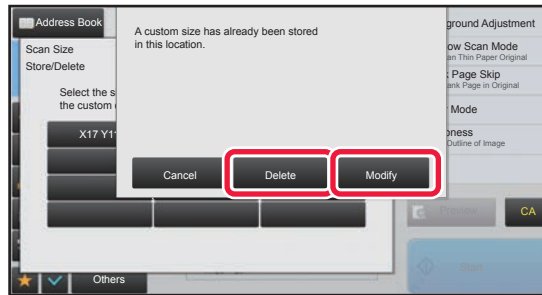
Tap a key that does not show a size.



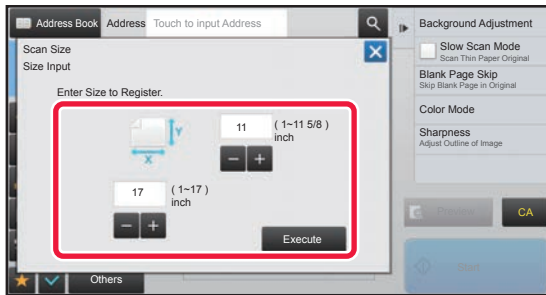
To modify or delete a previously stored key:

Tap the key that you want to modify or delete. The following screen will appear.

- To modify the key, tap the [Modify] key and go to the next step.
- To delete the key, tap the [Delete] key. Make sure that the original size has been cleared and tap the [OK] key.



6



Specify the original size.

Tap the areas displaying width and height sizes respectively, and enter the sizes using the numeric keys.



It is convenient to use - + to finely adjust the entered size.

7

Tap the [Execute] key.

Tap the [OK] key, and check that the key of the size stored on the Scan Size screen is added properly. After you have checked it, tap [OK].



To cancel the operation:

Tap the [CA] key.



Retrieving a stored original size

1

Tap the [Detail] key to change to normal mode.

▶ [Changing mode from each mode \(page 4-8\)](#)

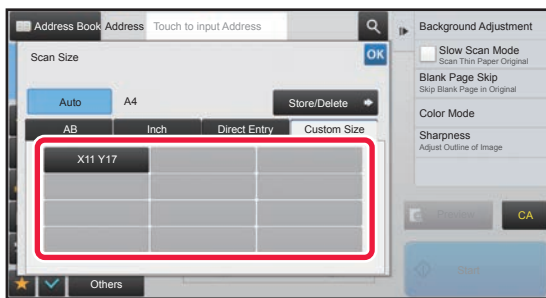
2

Tap the [Original] key.

3

Tap the [Scan Size] key and tap the [Custom Size] tab.

4



Tap the key of the original size that you wish to retrieve.

After selecting the key of the original size, tap the **OK** key.
Check that the specified size is displayed on the Scan Size screen.



To cancel the operation

Tap the [CA] key.



SPECIFYING THE SEND SIZE OF THE IMAGE

Tap this key to specify the send size as a paper size. If the specified send size is larger than the scan size, the image will be enlarged. If the specified send size is smaller than the scan size, the image will be reduced.



The send size cannot be specified when [Long Size] is selected for the scan size, or when the scan size is specified by numeric values.

1

Tap the [Detail] key to change to normal mode.

► [Changing mode from each mode \(page 4-8\)](#)

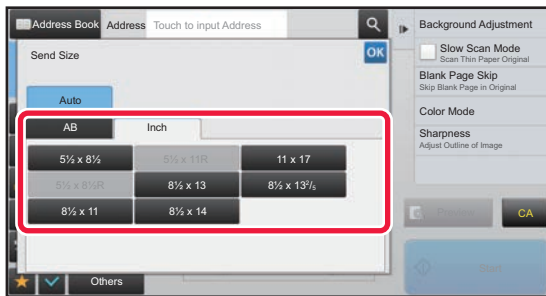
2

Tap the [Original] key.

3

Tap the [Send Size] key.

4



Tap the desired send size key.

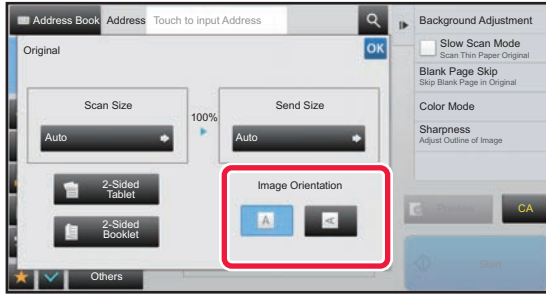
After the settings are completed, tap **OK**.



Depending on the paper size specified for the "Scan Size", it may not be possible to select some sizes for the "Send Size". You cannot tap size keys that are unavailable for the "Send Size".



5



Tap the [Image Orientation] key with the same orientation as the original image.

If this setting is not correct, a suitable image may not be transmitted. After the settings are completed, tap **OK**.



To configure the default setting of image orientation, select [System Settings] → [Image Send Settings] → [Common Settings] → [Condition Settings] → [Image Orientation] in "Settings (administrator)".



The ratio used for reduction or enlargement of the original will appear between the "Scan Size" and the "Send Size".



CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE

Optimum scanning is ensured by selecting exposure and original image type based on the original.



When using the document glass to scan multiple original pages, change the exposure setting each time you change pages.



When using the automatic document feeder, the exposure setting cannot be changed once scanning has begun. (If "Job Build" is used in Others, change the exposure each time a new set of originals is inserted.)

Exposure settings

Exposure		Suggestion
Auto		This setting automatically adjusts the exposure for light and dark parts of the original.
Manual	1-2	Select this setting when the original consists of dark text.
	3	Select this setting for a normal original (neither dark nor light).
	4-5	Select this setting when the original consists of light text.

How to select the original type (Scan mode, Data entry mode)

Setup Items		Description
Auto		The original image type is automatically selected to match the original.
Manual	Text	Use this mode for regular text documents.
	Text/Printed Photo	This mode provides the best balance for scanning an original which contains both text and printed photographs, such as a magazine or catalogue.
	Text/Photo	This mode provides the best balance for scanning an original which contains both text and photographs, such as a text document with a photo pasted on.
	Printed Photo	This mode is best for scanning printed photographs, such as photos in a magazine or catalogue.
	Photo	Use this mode to scan photos.
	Map	This mode is best for copying maps with light color shading and fine text.



In Scan mode or Data entry mode

1

Tap the [Detail] key to change to normal mode.

► [Changing mode from each mode \(page 4-8\)](#)

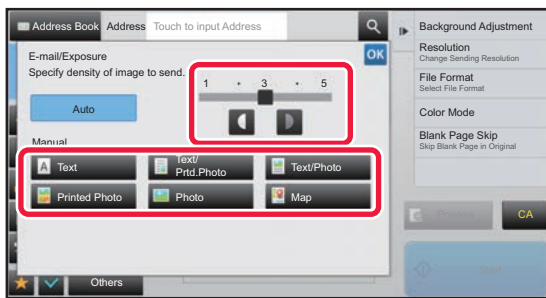
2

Tap the [Exposure] key.

3

Tap the key assigned to the original type you wish to set based on the original type.

4



Tap to adjust the exposure.

After the settings are completed, tap .



When [Auto] is selected, changing the exposure sets the original image type to [Text/Printed Photo] automatically.



CHANGING THE RESOLUTION

Specify the resolution setting.


How to select the resolution


For normal text originals, 200 x 200 dpi produces an image that is sufficiently legible.

For photos and illustrations, a high resolution setting (600 x 600 dpi, etc.) will produce a sharp image.

However, a high resolution setting will result in a large file, and if the file is too large, transmission may not be possible. In this event, reduce the number of pages scanned or take other measures to decrease the file size.

- ▶ [CHANGING FORMAT IN SCAN OR DATA ENTRY MODE \(page 4-51\)](#)
- ▶ [SPECIFYING THE SEND SIZE OF THE IMAGE \(page 4-46\)](#)

 When using the automatic document feeder, the resolution setting cannot be changed after scanning has begun. (However, when "Job Build" is used in Others, change the resolution each time a new set of originals is inserted.)

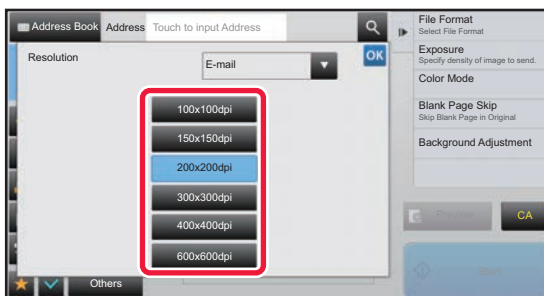
 When using the document glass to scan multiple original pages, change the resolution setting each time you change pages.


1**Tap the [Detail] key to change to normal mode.**

- ▶ [Changing mode from each mode \(page 4-8\)](#)

2**Tap the [Resolution] key.****3****Tap the key of the desired resolution.**

After the settings are completed, tap **OK**.



- If there is a mix of destinations in different modes, tap  to switch modes to set the resolution in each mode. However, FTP and Network Folder are set to the same mode.
- If you set the file format to [Compact PDF] in [Format], or the compression ratio to [Bk Letter Emphasis], the resolution is set to [300x300dpi].



CHANGING FORMAT IN SCAN OR DATA ENTRY MODE

Change the file format (file type and compression mode/compression ratio) for sending a scanned image at the time of transmission. In addition, if the scanned originals are divided into separate files, the number of pages per file can be changed.



The file type of [B/W] mode and the file type of [Color/Grayscale] mode are linked. The file type cannot be set separately for each.

(When [JPEG] is selected for [Color/Grayscale] mode, [TIFF] is automatically selected for [B/W] mode.)

File format combinations

[Color/Grayscale] tab	[B/W] tab
PDF*1	PDF*1
Compact PDF*1, 2	PDF*1
Compact PDF (Ultra Fine)*1, 2	PDF*1
PDF/A-1a*1	PDF/A-1a*1
PDF/A-1b*1	PDF/A-1b*1
Compact PDF/A-1a*1, 2	PDF/A-1a*1
Compact PDF/A-1b*1, 2	PDF/A-1b*1
Compact PDF/A-1a (Ultra Fine)*1, 2	PDF/A-1a*1
Compact PDF/A-1b (Ultra Fine)*1, 2	PDF/A-1b*1
Encrypt PDF*1	Encrypt PDF*1
Encrypt/Compact PDF*1, 2	Encrypt PDF*1
Encrypt/Compact PDF (Ultra Fine)*1, 2	Encrypt PDF*1
TIFF	TIFF
JPEG	TIFF
XPS	XPS
TXT(UTF-8)	TXT(UTF-8)
RTF	RTF
DOCX	DOCX
XLSX	XLSX
PPTX	PPTX

*1 When PDF (including encrypted and compact) is selected for the file format, Flate Compression can be used to reduce the file size.

*2 When using the compact PDF, data is always compressed by Flate Compression, regardless of whether Flate Compression is enabled or disabled in the system settings.



- The file format for sending a scanned image is specified when the destination is stored in a one-touch key; however, you can change the format at the time of transmission.
- If [PDF/Encry.] is specified for the file format, the password entry screen appears when scanning. Enter a password with up to 32 characters.



Note the following when [Compact] is specified in the [Color/Grayscale] file format.

- When broadcasting to an address with [Compact] specified, all files for the scanner will be sent as Compact PDF files.
- When broadcasting to an address with [Compact] and [PDF/Compact/U-Fine] specified, all files for the scanner will be sent as Compact PDF (Ultra Fine) files.
- If [Compact/PDF] is specified, the resolution cannot be changed in the scanner mode. The resolution is set to 300 x 300 dpi.
- If [Compact] is set when a resolution setting has been specified in scanner (or other) mode, the resolution setting will be canceled and the Compact PDF resolution will be used for transmission.
- When [Compact] is selected, [Resolution] cannot be changed while waiting for the next original or in [Change Setting] in the job build settings.
- If [Compact] is set when an original type setting has been specified in scanner (or other) mode, [Photo] will change to [Text/Photo] and [Map] will change to [Text/Printed Photo].
- The condition of the original may prevent the OCR function from correctly recognizing some characters and graphics, and omissions or incorrect recognition of characters may result.
- The OCR function is not guaranteed to completely reproduce all characters, graphics, or other contents of a scanned original.
- When a PDF file that was scanned and saved using the OCR function is opened, a link may be automatically added in some applications. If some characters were not correctly recognized due to the condition of the original, the link may not be correct.

Flate Compression

After compressing a PDF file by JPEG compression, this function compresses the file by lossless compression to further reduce the file size by a small amount. When the data contains significant solid color, this increases the effectiveness of compression.

When sending a PDF file, Flate Compression enables greater reduction of the file size than conventional methods.

If the recipient's PDF viewer does not support Flate Compression, the recipient may not be able to view the PDF file. In this case, Flate Compression can be disabled.



To enable Flate Compression

Enable or disable Flate Compression in [System Settings] → [Image Send Settings] → [Scan Settings] → [Condition Settings] → [PDF Compression Options] in "Settings (administrator)".

1

Tap the [File Format] key.

If you are in data input mode, start from step 5.

2

Tap the [Color/Grayscale] or [B/W] key.



- The format setting for [B/W] mode is the file format with the [B/W Start] key is tapped.
- The format setting for [Color/Grayscale] mode is the file format with the [Color Start] key is tapped.



3

Tap the key of the desired file type.After the settings are completed, tap **OK**.

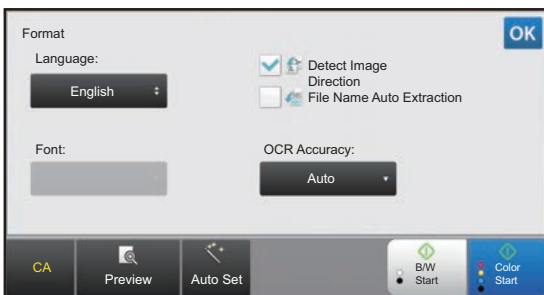
When the [B/W] key is selected



When the [Color/Grayscale] key is selected



4

To enable OCR, select the [OCR] checkbox () and tap [OCR Setting].After the settings are completed, tap (**OK**).

- When "Long Size" is selected for the original, [OCR] cannot be used.
- Select the scanning language in the language settings. The following languages can be selected. Japanese, English, Spanish, French, German, Italian, Dutch, Swedish, Norwegian, Finnish, Danish, Hungarian, Czech, Polish, Russian, Greek, Portuguese, Turkish, Slovak, Catalan, Chinese, Traditional Chinese, Korean.
- When [RTF], [DOCX], [XLSX], or [PPTX] is selected for the file format, you can set the font of the output text.
- When the [Detect Image Direction] checkbox is selected (), the orientation of the original is detected and the image is rotated before transmission.
- When the [File Name Auto Extraction] checkbox is selected (), the text string that is read from the file is included in the file name. If a file name is set, the set file name will be used for transmission.
- You can set the accuracy of OCR in [OCR Accuracy]. Select from [Auto] or [Priority Text]. When [Priority Text] is selected, the character reading accuracy is raised before scanning. When [Priority Text] is selected, accuracy in diagram and table areas may be degraded. Only change the setting when you particularly want to increase the accuracy of text areas.

5

To select more detailed settings, tap the [Detail] key to switch to normal mode.► [Changing mode from each mode \(page 4-8\)](#)



6

Tap the [File Format] key.

7

Tap the [Color/Grayscale] or [B/W] tab and select the format mode for scanning.

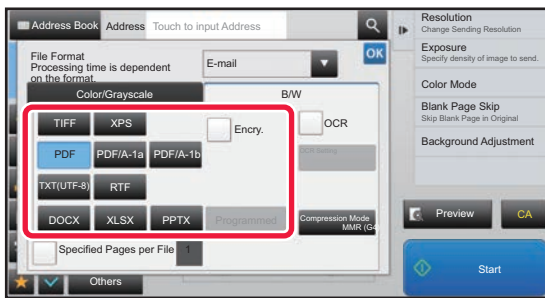


- The format setting for [B/W] mode is the file format with the color mode set to [Mono2].
- The format setting for [Color/Grayscale] mode is the file format with the color mode set to [Full Color] or [Grayscale].

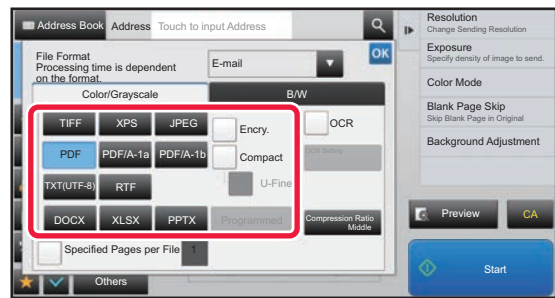
8

Tap the key of the desired file type.

When the [B/W] key is selected



When the [Color/Grayscale] key is selected



When [Color/Grayscale] mode is selected, the [Compact] and [U-Fine] checkboxes appear. To suppress image quality deterioration and reduce the data size of a file to be transmitted, select Compact PDF. Select [U-Fine] only when you select Compact PDF.

9

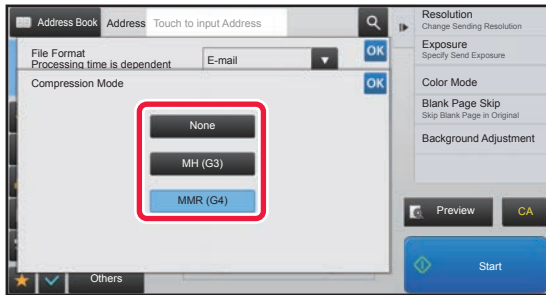
Tap the [Compression Mode] key or [Compression Ratio] key.



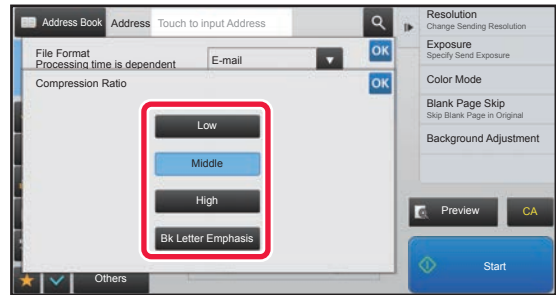
10

Tap the **Compression** key or **Compression Ratio** key.

When the [B/W] key is selected



When the [Color/Grayscale] key is selected



- [Bk Letter Emphasis] in the [Color/Grayscale] tab is a file format that reduces the data size while suppressing deterioration of black text.
- Tap **OK** when you have completed the settings.

11

To change the number of pages per file, set the **[Specified Pages per File]** checkbox to , and use numeric keys to specify the number of pages per file.



- When the [Specified Pages per File] checkbox is , one file is created for each of the number of pages at the right. When the checkmark is removed, one file is created for all pages.
- When [Specified Pages per File] is selected, consecutive numbers are added to the created file names.
- When [JPEG] is selected for the file type, one file is created for each page. For this reason, the [Specified Pages per File] checkbox does not appear.



CHANGING COLOR MODE

Change the color mode used to scan the original.

In Easy mode

Tap the [B/W Start] or [Color Start] key when scanning the original.



To set the settings used when each key is tapped, select "Settings (Web version)" - [System Settings]→ [Image Send Settings] → [Scan Settings] → [Initial Status Settings] → [Easy Scan Settings].

In Normal mode

Mode	Scanning method
Auto	The machine detects whether the original is color or black and white and automatically selects full color or black and white (Mono2 or Grayscale) scanning.
Full Color	The original is scanned in full color. This mode is best for full color originals such as catalogues.
Mono2	Colors in the original are scanned as black or white. This mode is best for text-only originals.
Grayscale	The colors in the original are scanned in black and white as shades of gray (grayscale).

1

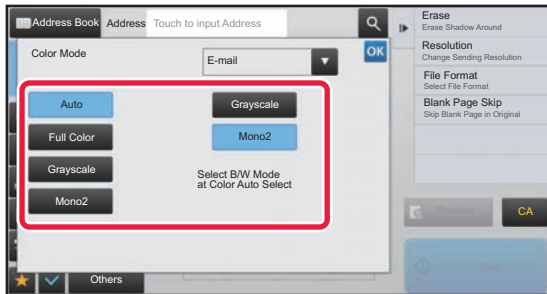
Tap the [Detail] key to switch to the normal mode.

► [Changing mode from each mode \(page 4-8\)](#)

2

Tap the [Color Mode] key.

3



Tap the key of the desired color mode for the original.



If there is a mix of destinations in different send modes, tap ▼ to select a send mode (E-mail, FTP or Data Entry) to set the color mode for each mode.



4

Tap the [Grayscale] or [Mono2] key to set the B/W mode for automatic color selection.

Specify whether Mono2 or grayscale is used when scanning black and white originals. Note that if the file format is set to JPEG, scanning will take place in grayscale.
After the settings are completed, tap **OK**.



The B/W mode can be set only when the [Auto] key is selected in the color mode setting (step 3).



SETTING SCAN SETTINGS AUTOMATICALLY (Auto Set)

To automatically set scan settings appropriate for the original, tap the [Auto Set] key in the base screen of Easy Mode.



The following functions are set automatically.

- Image Orientation
- Resolution
- Blank Page Skip

Each function setting value/parameter can be changed in setting mode.



When "Auto Set" is enabled, grayed out functions cannot be enabled.



To change the "Auto Set" setting, use "Settings (administrator)" - [System Settings] → [Image Send Settings] → [Scan Settings] → [Condition Settings] → [Auto Scan Setting].

CHECKING THE IMAGE TO BE TRANSMITTED

Check the image that will be sent in the touch panel before transmission.

You can tap the [Preview] key to check a preview of the image before sending an image. As you can adjust the exposure and resolution to scan the original while checking it in the preview screen, you can send a better quality original to the destination.



- Depending on the size of the transmission data, part of the preview image may not appear in the preview screen in the touch panel.
- The preview function is not available when the original size is set to Long Size.



OTHER FUNCTIONS

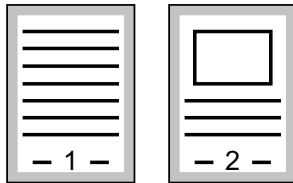
STORING SCAN OPERATIONS (PROGRAM)

This function collectively stores various settings as one program. The stored program can be retrieved using an easy operation.

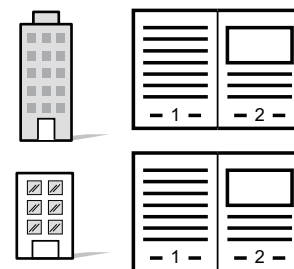
For example, suppose 8-1/2" x 11" (A4) size documents are scanned into a file and sent to each branch office once a month.

- The same documents are sent to each branch office
- Each page of a bound document is successively transmitted
- Smudges on the edges of the documents are erased before transmission

A4 (8-1/2" x 11") size documents to be distributed



Received data by recipients.



When a job program is not stored	When a job program is stored
<p>Enter the address of each branch office.</p> <p>↓</p> <p>Select Dual Page Scan.</p> <p>↓</p> <p>Specify Erase.</p> <p>↓</p> <p>Tap the [Start] key.</p> <p>Scan and send the original.</p>	<p>Tap the key of a stored program.</p> <p>↓</p> <p>Tap the [Start] key.</p> <p>Scan and send the original.</p>
<p>Considerable time is required to send the documents each month because the above settings must be selected. In addition, mistakes are occasionally made when selecting the settings.</p>	<p>When a program is stored, settings are selected with ease by simply tapping the key of the program. In addition, transmission takes place based on the stored settings so there are no chances for mistakes.</p>



To configure a program:

Tap [Program Registration - Register Current Settings] on the action panel that appears when you operate any mode screens.



- The settings stored in a program will be retained even after the program is used for transmission. The same settings can be used repeatedly for transmission.
- The following contents cannot be stored in programs:
 - Tapping of the [Speaker] key
 - Quick File
 - File
 - Page changes and unspecified erases during preview
 - Metadata Settings
 - Send Settings
 - Own Name
 - Sign E-mail
 - Encrypt E-mail
- Up to 48 programs can be stored.
- Up to 500 destinations can be stored in one program.
- A program in which sub addresses and passcodes are specified as an F-code destination records all sub addresses and passcodes.



This function cannot be used in data entry mode.

1

Tap the [Detail] key to switch to the normal mode.

► [Changing mode from each mode \(page 4-8\)](#)

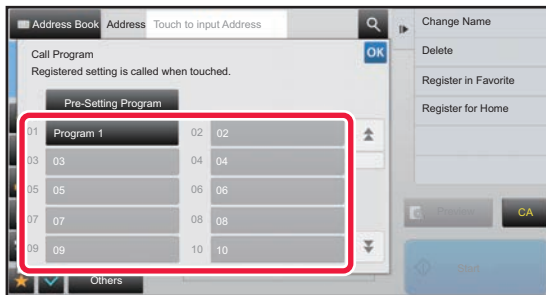
2

Place the original and tap [Call Program] on the action panel.

According to the function stored in the program, place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- [DOCUMENT GLASS \(page 1-92\)](#)

3



Tap the desired program key.

4

Configure additional settings if needed.



Some settings cannot be added depending on the contents of the called program.



5

Tap the [Start] key to start scanning of the original.

- A beep will sound to indicate that scanning and transmission have ended.
- When you place the original on the document glass, scan each page one at a time.
When scanning finishes, place the next original and tap the [Start] key.
Repeat until all pages have been scanned and then tap the [Read-End] key.



You can tap the [Preview] key to check a preview of the image before sending an image. For more information, see "[CHECKING THE IMAGE TO BE TRANSMITTED \(page 4-58\)](#)".



SCANNING AND SENDING ORIGINALS COLLECTIVELY

SCANNING ORIGINALS OF DIFFERENT SIZES (MIXED SIZE ORIGINAL)

Scan originals of different sizes at the same time; for example, when 8-1/2" x 14" (B4) size originals are mixed together with 11" x 17" (A3) size originals.

When scanning the originals, the machine automatically detects the size of each original.



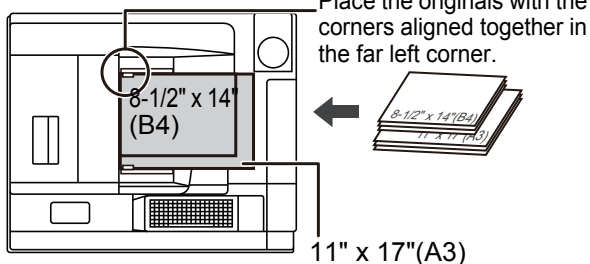
This function can only be used with the combinations of original sizes as shown below.

- 11" x 17" and 8-1/2" x 14", 11" x 17" and 8-1/2" x 13", and 11" x 17" and 5-1/2" x 8-1/2"
- A3 and B4, A3 and B5, B4 and A4, and A4 and B5
- A4R and B5, B4 and A4R, B4 and A5, and B5 and A5



- When Mixed Size Original is selected, an original scan size cannot be specified.
- After the original scan size has been selected, Mixed Size Original cannot be specified.
- Rotate cannot be used when Mixed Size Original is enabled.
- This function is not available if [System Settings] → [Common Settings] → [Device Control] → [Original Size Detector Setting] is set to "AB-3" in "Settings (administrator)".

1



Place the original in the document feeder tray of the automatic document feeder.

Insert the originals with the corners aligned together in the far left corner of the document feeder tray.

► [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)

2

Tap the mode display to switch to the initial screen of each mode.

► [Changing mode from each mode \(page 4-8\)](#)



3


Specify the destination.

- ▶ [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- ▶ [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- ▶ [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- ▶ [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- ▶ [SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)
- ▶ [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)
- ▶ [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)

4

Tap the [Mixed Size Original] key. Otherwise, tap the [Others] key, and tap the [Mixed Size Original] key.

A checkmark appears on the icon.

After the settings are completed, tap .



For mixed size originals, set "Original" to "Auto".



To cancel the mixed size original setting

Tap the [Mixed Size Original] key to uncheck it.

5

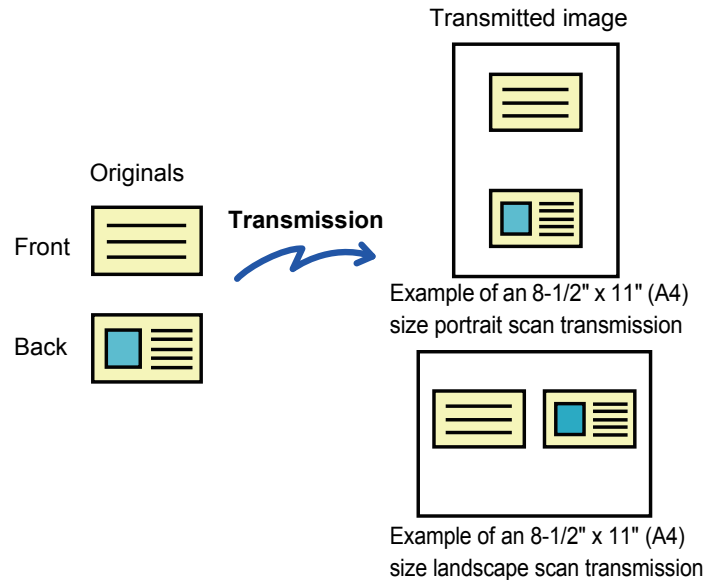
Tap the [Start] key to start scanning of the original.

A beep will sound to indicate that scanning and transmission have ended.



SCANNING BOTH SIDES OF A CARD ONTO A SINGLE PAGE (CARD SHOT)

Send the front and reverse sides of a card as a single page, without the need to send each side separately.



- If the scan size is larger than the send size, it will result in a sending failure.
- The ratio cannot be specified and "Rotation Sending Setting" cannot be selected.

1

Place a card face down on the document glass.

- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

2

Tap the mode display to switch to the initial screen of each mode.

- ▶ [Changing mode from each mode \(page 4-8\)](#)

3

Specify the destination.

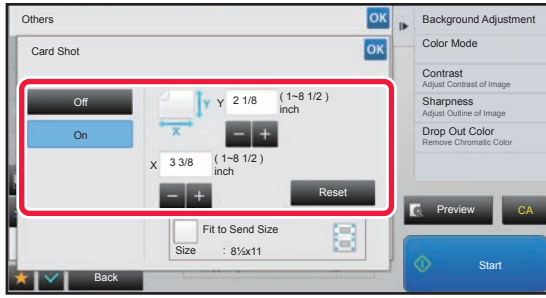
- ▶ [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- ▶ [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- ▶ [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- ▶ [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- ▶ [SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)
- ▶ [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)
- ▶ [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)

4

Tap the [Others] key, and tap the [Card Shot] key.



5



Tap the [On] key, and specify the original size as required.

After the settings are completed, tap **OK** twice.



- Tap the areas displaying width and height sizes respectively, and enter the sizes using the numeric keys.
- To quickly set the size, first specify a value close to the desired ratio value by the numeric keys, then tap [-] or [+] for adjustment.
- To enlarge or reduce the images to fit the paper based on the entered original size, tap the [Fit to Send Size] key.
- After selecting Card Shot, tap the [Original] key in the base screen to change the original scan size or the send size. In this case, the screen of this step appears when you tap the scan size key. For the procedure for setting the send size, see "[SPECIFYING THE SEND SIZE OF THE IMAGE \(page 4-46\)](#)".



To cancel the Card Shot settings

Tap the [Off] key.

6

Tap the [Start] key, and scan the front side.

7

Place a card face up on the document glass, and tap the [Start] key to scan the reverse side.



Before scanning the back of the card, tap the [Change Setting] key on the touch panel to change the exposure.

8

Tap the [Read-End] key.

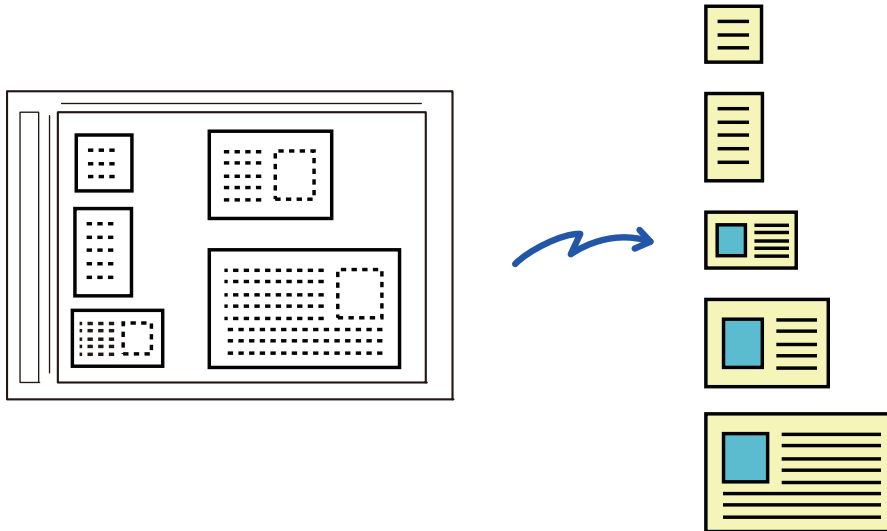


If you will continue by scanning the front of the card, you can tap the [Change Setting] key to change the exposure, resolution, scan size, and send size.



SIMULTANEOUSLY SCANNING MULTIPLE CARDS, RECEIPTS OR OTHER SMALL ORIGINALS TO INDIVIDUAL FILES (MULTICROP)

This function automatically crops and scans multiple cards, receipts, or other small originals placed on the document glass to individual files.



- This function can be used with Scan to E-mail, Scan to FTP, Scan to Network Folder, and Save to External Memory Device.
- The e-mail will be sent without being divided if System Settings - [Image Send Settings]→[Scan Settings]→[Condition Settings]→[If the E-mail attachment(s) exceed maximum size, it will be sent in multiple files.] is enabled and [Maximum Size of E-mail Attachments(E-Mail)] is set. If the transmitted e-mail exceeds the limit, a send error occurs.

1

Place the multiple originals that you want to scan on the document glass.

► [DOCUMENT GLASS \(page 1-92\)](#)



Cautions when placing the originals

- Up to 50 originals can be placed at once.
- Separate the originals by at least 5 mm.
- Available originals sizes are 40 to 297 mm in height and 40 to 432 mm in width.
- If the shape of an original is not square or rectangular, the original may not be cropped correctly.

2

Keep the auto document feeder open, not closed.

If you scan the originals with the auto document feeder closed, it will not be possible to detect the outlines of the originals and scanning will fail. Always use this function with the auto document feeder open. If a light source such as an electric light shines onto the originals during scanning, cropping may not be successful. Adjust the angle of the automatic document feeder so that the light source does not affect the image.



Do not look directly at the light during scanning.



3

Tap the mode display and change to the base screen of the desired mode.

- ▶ [Changing mode from each mode \(page 4-8\)](#)

4

Specify the destination.

- ▶ [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- ▶ [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- ▶ [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- ▶ [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- ▶ [SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)
- ▶ [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)
- ▶ [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)

5

Tap the [Others] key, and tap the [Multicrop] key.

A checkmark appears on the icon. When you have completed the setting, tap **OK**.



When original count is enabled, the number of scanned originals will appear during scanning.

**To cancel the multicrop setting**

Tap the [Multicrop] key to remove the checkmark.

6

Tap the [Start] key to start scanning the originals.

When scanning is completed, place the next originals and tap the [Start] key.

Repeat the above step until you have scanned all originals, and then tap the [Read-End] key.

When transmission is completed, a beep sounds.

**• Restrictions when multicrop is enabled**

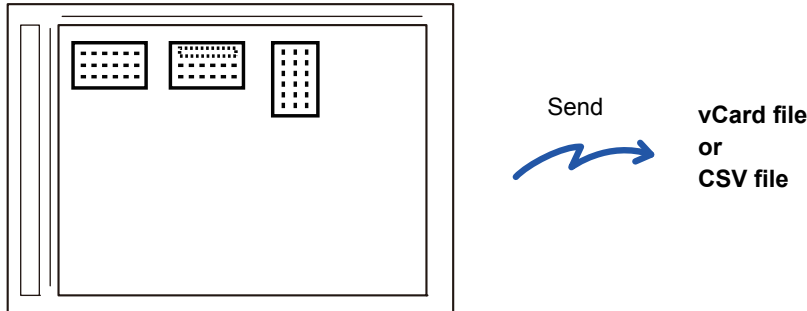
The following restrictions apply when multicrop is enabled. Restricted items may change automatically in some cases.

- Resolution: 600 x 600 dpi cannot be used.
- Scan size / send size: Only auto can be used.
- Two-sided original: Only one-sided original is enabled.
- Image Orientation: Cannot be used. (Each cropped original is corrected to the orientation that is least skewed.)
- Format: Compact and ultra-fine cannot be used.
- Compression / compression format: Black text emphasis cannot be used.
- One file per page: Cannot be set when the checkmark is enabled and the number is "1".
- The following functions cannot be used at the same time as multicrop.
Job Build, Slow Scan Mode, Mixed Size Original, Erase, Dual Page Scan, Book Divide, Card Shot, Verif. Stamp, Blank Page Skip, File, Quick File, Preview, Business Card Scan
- When the Multicrop setting is canceled, the following items retain the setting changes that occurred when Multicrop was enabled.
Resolution, Scan Size, Send Size, 2-Sided Original, File Type, OCR, Compression Mode/Compression Ratio, Specified Pages per File



SCANNING A BUSINESS CARD, READING THE TEXT STRING, CREATING A FILE, AND SENDING THE FILE (BUSINESS CARD SCAN)

You can scan a business card, extract the name and telephone number from the text string read by OCR, and create and send a vCard or other file.



This function can be used with Scan to E-mail, Scan to FTP, Scan to Network Folder, and Save to External Memory Device. The e-mail will be sent without being divided if System Settings - [Image Send Settings]→[Scan Settings]→[Condition Settings]→[If the E-mail attachment(s) exceed maximum size, it will be sent in multiple files.] is enabled and [Maximum Size of E-mail Attachments(E-Mail)] is set. If the transmitted e-mail exceeds the limit, a send error occurs.

For the information that can be extracted and output from a scanned business card, refer to the table below.

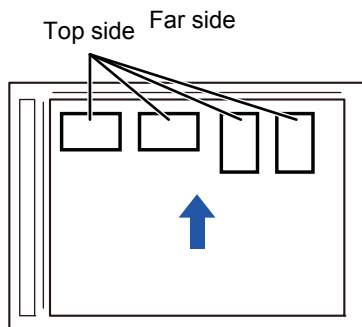
Item	Description
Name	The name is extracted.
Kana	When the language is set to Japanese, you can convert the name to kana.
Pinyin	When the language is set to Chinese, you can convert the name to pinyin.
Postal code	The postal code is extracted.
Address	The address is extracted.
Company/group name	The company/organization name is extracted.
Department	The department is extracted.
Job title	The position is extracted.
Telephone number	The telephone number is extracted. Up to five.
URL	The URL is extracted. Up to five.
E-mail address	The E-mail address is extracted.
Other	Other is used if none of the above apply.



1

Place the multiple business cards that you want to scan on the document glass.► [DOCUMENT GLASS \(page 1-92\)](#)**Cautions when placing business cards**

- Up to 20 business cards can be placed at once.
- Separate the business cards by at least 5 mm.
- Available business card sizes are 45 x 85 mm to 110 x 110 mm.
- If the shape of a business card is not square or rectangular, the business card may not be cropped correctly.
- Place the business cards with the top side of the cards at the far side of the document glass as shown. If the cards are placed in the wrong orientation, it will not be possible to read the cards correctly.



2

Keep the auto document feeder open, not closed.

If you scan the business cards with the auto document feeder closed, it will not be possible to detect the outlines of the business cards and scanning will fail. Always use this function with the auto document feeder open. If a light source such as an electric light shines onto the originals during scanning, cropping may not be successful. Adjust the angle of the automatic document feeder so that the light source does not affect the image.



Do not look directly at the light during scanning.

3

Tap the mode display and change to the base screen of the desired mode.► [Changing mode from each mode \(page 4-8\)](#)

4

Specify the destination.

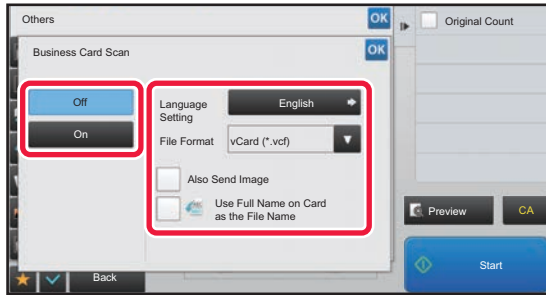
- [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- [SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)
- [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)
- [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)

5

Tap the [Others] key, and tap the [Business Card Scan] key.



6



Tap the [On] key, and change settings as needed.

When you have completed the settings, tap **OK** twice.



- If original count is enabled, the number of scanned originals will appear during scanning.
- Change the language setting to match the language used on the business card. For the language settings, refer to "[CHANGING FORMAT IN SCAN OR DATA ENTRY MODE \(page 4-51\)](#)".
- To use the full name as the file name, enable [Use Full Name on Card as the File Name].
- To send the scanned image file together with the file format selected in [File Format], enable [Also Send Image].



To cancel the business card scan setting

Tap the [Off] key.

7

Tap the [Start] key to start scanning the originals.

When scanning is completed, place the next group of originals and tap the [Start] key.

Repeat the above step until you have scanned all originals, and then tap the [Read-End] key.

When transmission is completed, a beep sounds.

The image of the scanned business card is sent together with the VCard or CSV file set in File Format.



• Restrictions when Business Card Scan is enabled

The following restrictions apply when Business Card Scan is enabled. Restricted items may change automatically in some cases.

- Resolution: Only 300 x 300 dpi or 400 x 400 dpi can be used.
- Scan size / send size: Only auto can be used.
- Two-sided original: Only one-sided original is enabled.
- Image Orientation: Cannot be used. (Each cropped original is corrected to the orientation that is least skewed.)
- Format: Compact and ultra-fine cannot be used.
The OCR function and file formats that require OCR cannot be used.
- Compression / compression format: Black text emphasis cannot be used.
- One file per page: Cannot be set when the checkmark is enabled and the number is "1".
- The following functions cannot be used at the same time as Business Card Scan.
Job Build, Slow Scan Mode, Mixed Size Original, Erase, Dual Page Scan, Book Divide, Card Shot, Verif. Stamp, Blank Page Skip, File, Quick File, Preview, Multicrop
- When the Business Card Scan setting is canceled, the following items retain the setting changes that occurred when Business Card Scan was enabled.
Resolution, Scan Size, Send Size, 2-Sided Original, File Type, OCR, Compression Mode/Compression Ratio, Specified Pages per File



File names

The user can assign any file name to a file.

When [Use Full Name on Card as the File Name] is enabled, the name on a scanned business card can be assigned as the file name.

If you do not set a file name, the machine will assign an automatically generated file name.

File name rules

File names are assigned as follows in each setting.

Setting	File	File name	Description
User entry	vCard	User_0001.vcf User_0002.vcf	The name entered by the user ("User" in this case) is inserted at the beginning of the file name.
	CSV	User.csv	
	Scanned image	User_0001.jpg User_0002.jpg	
File name auto extraction	vCard	AAAAAA_0001.vcf AAAAAA_0002.vcf BBBBBB_0001.vcf Untitled_0001.vcf Untitled_0002.vcf	Example: The names read from business cards are "AAAAAA", "BBBBB" When there are cards with the same first and last name such as "AAAAAA", the number at the end is a serial number. If the name could not be read, the file name is "Untitled". If there are multiple untitled files, the number at the end is a serial number.
	CSV	AAAAAA_0001.csv	
	Scanned image	AAAAAA_0001.jpg AAAAAA_0002.jpg BBBBBB_0001.jpg Untitled_0001.jpg Untitled_0002.jpg	
Automatic generation	vCard	MXxxxx_yyyyyy_zzzzzz_0001.vcf MXxxxx_yyyyyy_zzzzzz_0002.vcf	"xxxx" is the model name, "yyyyyy" is the scan date, and "zzzzzz" is the scan time.
	CSV	MXxxxx_yyyyyy_zzzzzz_0001.csv	
	Scanned image	MXxxxx_yyyyyy_zzzzzz_0001.jpg MXxxxx_yyyyyy_zzzzzz_0002.jpg	



If the user sets a file name when file name auto extraction is enabled, the user's file name is given priority.



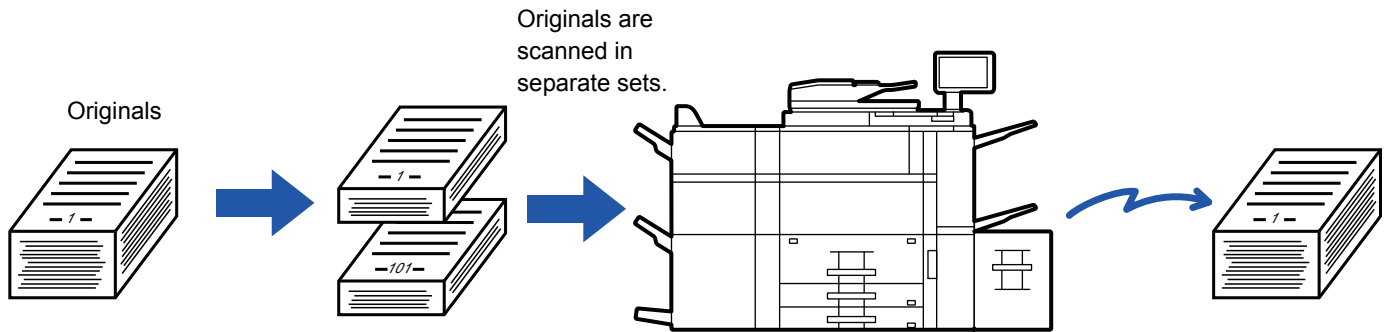
SCANNING MANY ORIGINALS AT ONCE (JOB BUILD)

This function lets you separate an original consisting of numerous pages into sets, scan each set using the automatic document feeder, and transmit the pages in a single transmission.

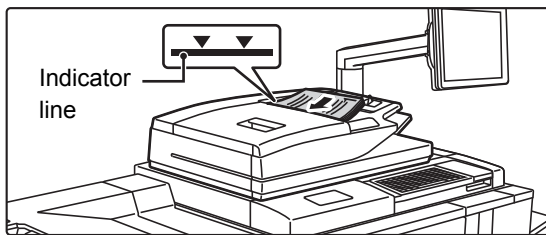
Use this function when there are more original pages than can be placed at once in the automatic document feeder.

When scanning originals that are separated into sets, scan the set that has the first page first.

The settings that you select for the first set can be used for all remaining sets.



- Up to 9999 pages can be scanned.
Note that when the memory is being used for other jobs, fewer pages can be scanned.
- If the memory becomes full during scanning, a message will appear and the transmission will be canceled.
- The scan settings can be changed for each set of originals.

1

Place originals in the automatic document feeder.

Insert the originals all the way into the document feeder tray. Originals can be stacked up to the indicator line.

► [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)

2

Tap the mode display to switch to the initial screen of each mode.

► [Changing mode from each mode \(page 4-8\)](#)

3

Specify the destination.

- [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- [SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)
- [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)
- [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)



4

Tap the [Job Build] key.

A checkmark appears on the icon.



If you are performing Scan to E-mail, tap the [Others] key and then tap the [Job Build] key.



To cancel the job build setting:

Tap the [Job Build] key to uncheck it.

5

Change settings as needed.

6

Tap the [Start] key to scan the first original page.

7

Place the next set of originals and tap the [Start] key.

Repeat until all originals have been scanned.



- If needed, tap [Change Setting] before tapping the [Start] key, and change the original scan settings and send settings for the next original. The setting changes will be applied to the next job.
- If you tap the [Preview] key, you cannot scan additional pages.



To cancel scanning:

Tap the [CA] key. All the settings including scanned data will be cleared.

8

Tap the [Read-End] key.

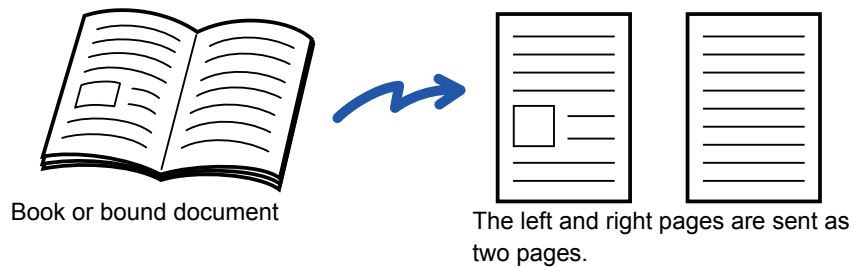


SCANNING AND SENDING AN ORIGINAL AS SEPARATE PAGES

SCANNING AN ORIGINAL AS TWO SEPARATE PAGES (DUAL PAGE SCAN)

The left and right sides of an original are scanned as two separate pages. This function is useful when you wish to successively scan each page of a book or other bound document.

When using dual page scan, the original must be placed on the document glass.



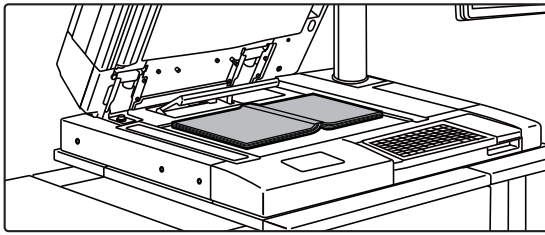
Original scan size	Transmitted image
11" x 17" (A3) x 1 page	8-1/2" x 11" (A4) x 2 pages
8-1/2" x 14" (B4) x 1 pages	5-1/2" x 8-1/2" (B5) x 2 pages



- This function is available when the original size setting is set to [Auto].
- Note that "Center Erase" and "Edge+Center Erase" cannot be used.



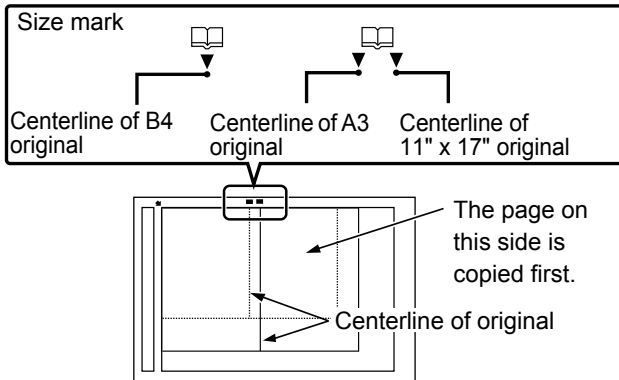
1



Place the original on the document glass.

► [DOCUMENT GLASS \(page 1-92\)](#)

Align the center of the original with the appropriate size mark



2

Tap the mode display to switch to the initial screen of each mode.

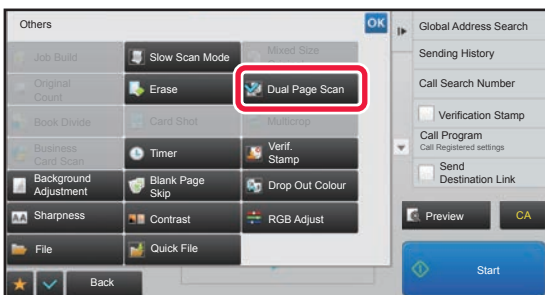
► [Changing mode from each mode \(page 4-8\)](#)

3

Specify the destination.

- [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- [SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)
- [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)
- [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)

4



Tap the [Others] key, and tap the [Dual Page Scan] key.

A checkmark appears on the icon.
After the settings are completed, tap **OK**.



To cancel the dual page scan setting

Tap the [Dual Page Scan] key to uncheck it.



5

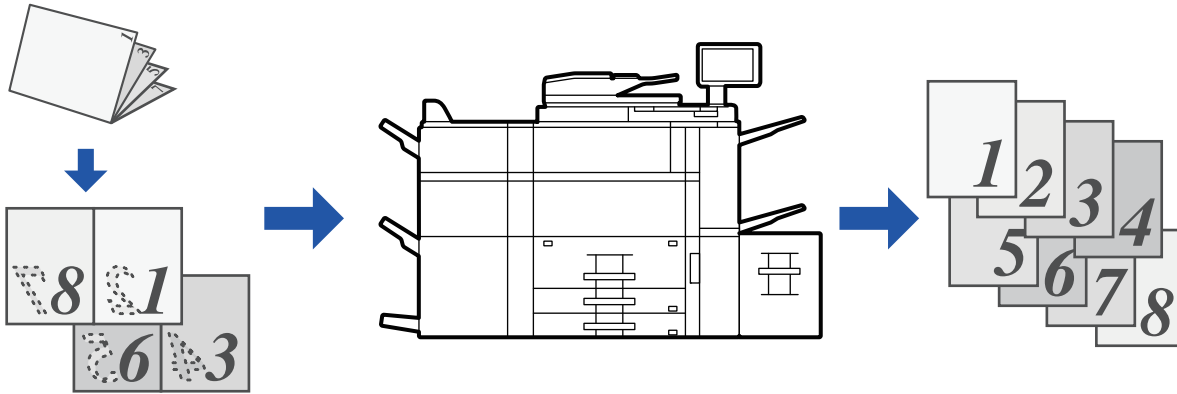
Tap the [Start] key to start scanning of the original.

When scanning finishes, place the next original and tap the [Start] key.
Repeat until all pages have been scanned and then tap the [Read-End] key.
A beep will sound to indicate that transmission has ended.



SPLITTING A PAMPHLET BY PAGE AND TRANSMITTING THE PAGES SUCCESSIVELY (BOOK DIVIDE)

The opened pages of a saddle-stitch pamphlet are split by page according to actual page order before transmission. When using this function, you do not need to sort the original pages to be sent.



This function can be enabled when the original size setting is set to [Auto].



The document glass is not available for this function.

1

Place the original in the document feeder tray of the automatic document feeder.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)

2

Tap the mode display to switch to the initial screen of each mode.

- ▶ [Changing mode from each mode \(page 4-8\)](#)

3

Specify the destination.

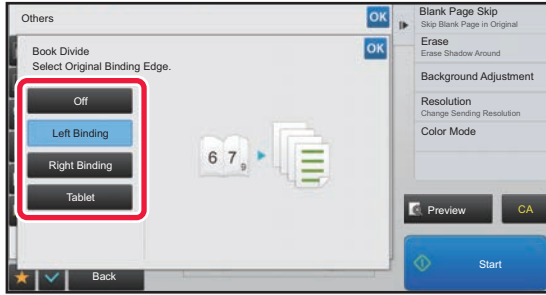
- ▶ [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- ▶ [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- ▶ [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- ▶ [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- ▶ [SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)
- ▶ [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)
- ▶ [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)

4

Tap the [Others] key, and tap the [Book Divide] key.



5



Select the binding edge of the pamphlet original.

After the settings are completed, tap **OK** twice.



Check the preview image displayed in the screen, and make sure that the binding edge is correct.



To cancel the Book Divide setting:
Tap the [Off] key.

6

Tap the [Start] key to start scanning of the original.

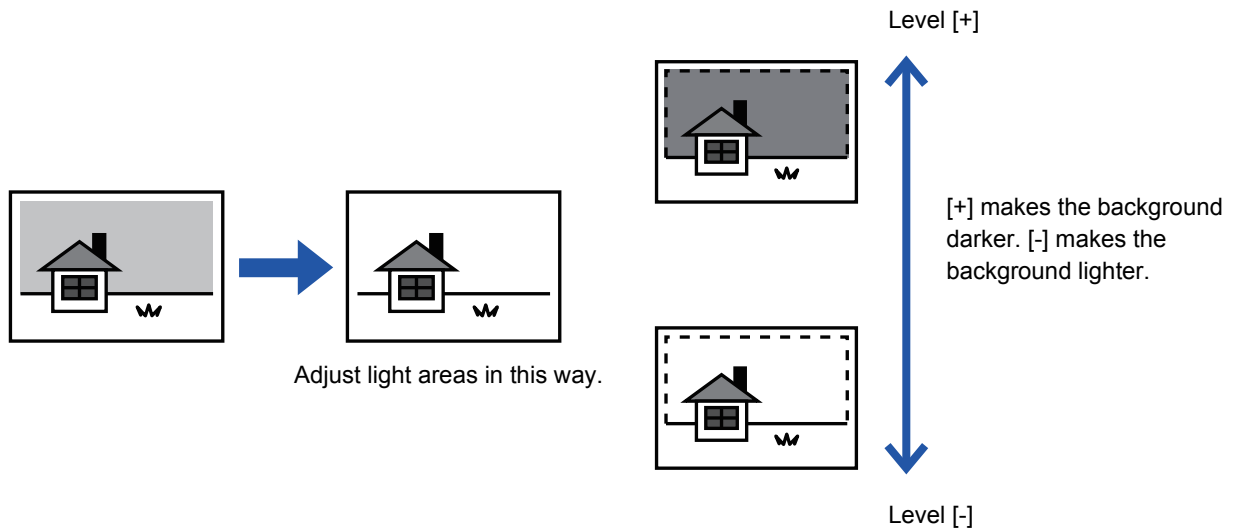
A beep will sound to indicate that scanning and transmission have ended.



ADJUSTING COLORS AND SHADING

ADJUSTING THE BACKGROUND BY MAKING LIGHT AREAS OF THE ORIGINAL DARKER OR LIGHTER (BACKGROUND ADJUSTMENT)

You can adjust the background by making light areas of the original darker or lighter.

**1**

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

2

Tap the mode display to switch to the initial screen of each mode.

- ▶ [Changing mode from each mode \(page 4-8\)](#)

3

Specify the destination.

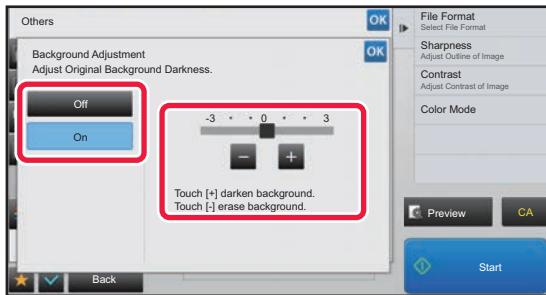
- ▶ [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- ▶ [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- ▶ [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- ▶ [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- ▶ [SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)
- ▶ [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)
- ▶ [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)



4

Tap the [Others] key, and tap the [Background Adjustment] key.

5



Tap **-** **+** or slide the slider to adjust the range to be suppressed.

After the settings are completed, tap **OK** twice.



To cancel the background adjustment setting:

Tap the [Off] key.

6

Tap the [Start] key to start scanning of the original.

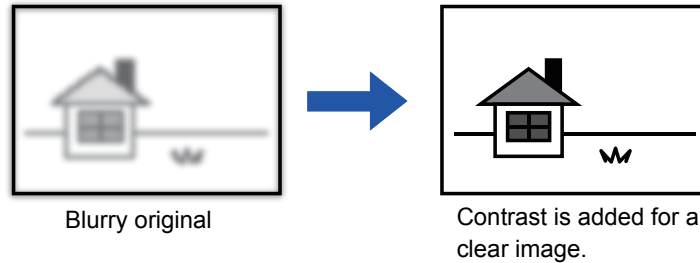
- If you inserted the original pages in the document feeder tray, all pages are scanned. A beep will sound to indicate that scanning and transmission have ended.
- When you place the original on the document glass, scan each page one at a time. When scanning finishes, place the next original and tap the [Start] key. A beep will sound to indicate that transmission has ended.



- You can tap the [Preview] key to check a preview of the image before sending an image. For more information, see "[CHECKING THE IMAGE TO BE TRANSMITTED \(page 4-58\)](#)". However, settings for this function cannot be changed in the preview screen.
- When the color mode setting is [Mono2], the background adjustment function will not operate.



ADDING CONTRAST TO THE SCANNED ORIGINAL BEFORE TRANSMISSION (CONTRAST)

**1**

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

2

Tap the mode display to switch to the initial screen of each mode.

- ▶ [Changing mode from each mode \(page 4-8\)](#)

3

Specify the destination.

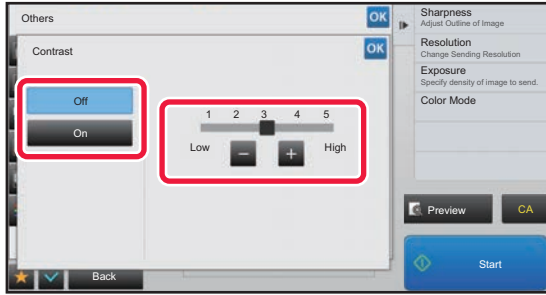
- ▶ [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- ▶ [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- ▶ [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- ▶ [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- ▶ [SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)
- ▶ [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)
- ▶ [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)

4

Tap the [Others] key, and tap the [Contrast] key.



5



Tap **- +** or slide the slider to adjust the contrast level.

After the settings are completed, tap **OK** twice.



To cancel the contrast settings:

Tap the [Off] key.

6

Tap the [Start] key to start scanning of the original.

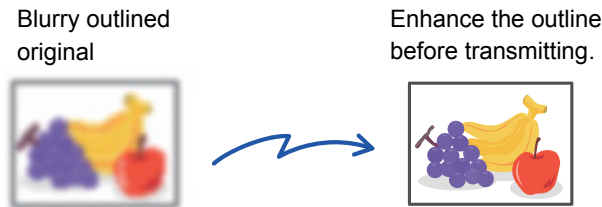
- If you inserted the original pages in the document feeder tray, all pages are scanned. A beep will sound to indicate that scanning and transmission have ended.
- When you place the original on the document glass, scan each page one at a time. When scanning finishes, place the next original and tap the [Start] key. Repeat the procedure until all pages have been scanned and then tap the [Read-End] key. A beep will sound to indicate that scanning and transmission have ended.



You can tap the [Preview] key to check a preview of the image before sending an image. For more information, see "[CHECKING THE IMAGE TO BE TRANSMITTED \(page 4-58\)](#)". However, settings for this function cannot be changed in the preview screen.



ENHANCING THE OUTLINE OF THE SCANNED ORIGINAL BEFORE TRANSMISSION (SHARPNESS)

**1**

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

2

Tap the mode display to switch to the initial screen of each mode.

- ▶ [Changing mode from each mode \(page 4-8\)](#)

3

Specify the destination.

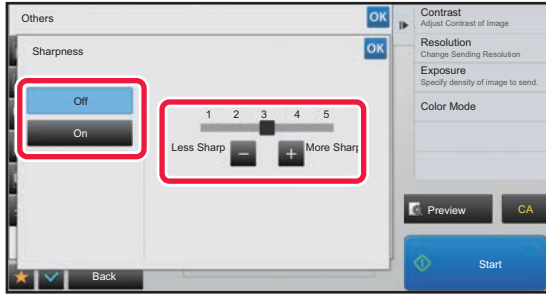
- ▶ [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- ▶ [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- ▶ [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- ▶ [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- ▶ [SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)
- ▶ [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)
- ▶ [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)

4

Tap the [Others] key, and tap the [Sharpness] key.



5



Tap **- +** or slide the slider to adjust the sharpness.

After the settings are completed, tap **OK** twice.



To cancel the sharpness setting:

Tap the [Off] key.

6

Tap the [Start] key to start scanning of the original.

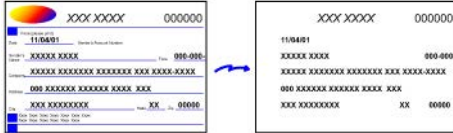
- If you inserted the original pages in the document feeder tray, all pages are scanned. A beep will sound to indicate that scanning and transmission have ended.
- When you place the original on the document glass, scan each page one at a time. When scanning finishes, place the next original and tap the [Start] key. Repeat the procedure until all pages have been scanned and then tap the [Read-End] key. A beep will sound to indicate that scanning and transmission have ended.



You can tap the [Preview] key to check a preview of the image before sending an image. For more information, see "[CHECKING THE IMAGE TO BE TRANSMITTED \(page 4-58\)](#)". However, settings for this function cannot be changed in the preview screen.



REMOVING CHROMATIC COLORS FROM THE SCANNED ORIGINAL BEFORE TRANSMISSION (DROP OUT COLOR)

**1**

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

2

Tap the mode display to switch to the initial screen of each mode.

- ▶ [Changing mode from each mode \(page 4-8\)](#)

3

Specify the destination.

- ▶ [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- ▶ [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- ▶ [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- ▶ [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- ▶ [SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)
- ▶ [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)
- ▶ [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)

4

Tap the [Others] key, and then tap the [Drop Out Color] key.

A checkmark appears on the icon.

After the settings are completed, tap **OK**.



To cancel the drop out color setting

Tap the [Drop Out Color] key to uncheck it.



5

Tap the [Start] key to start scanning of the original.

- If you inserted the original pages in the document feeder tray, all pages are scanned. A beep will sound to indicate that scanning and transmission have ended.
- When you place the original on the document glass, scan each page one at a time. When scanning finishes, place the next original and tap the [Start] key. Repeat the procedure until all pages have been scanned and then tap the [Read-End] key. A beep will sound to indicate that scanning and transmission have ended.

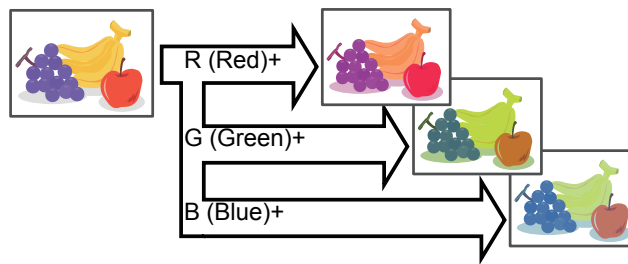


You can tap the [Preview] key to check a preview of the image before sending an image. For more information, see "[CHECKING THE IMAGE TO BE TRANSMITTED \(page 4-58\)](#)". Tap the [Change Setting] key in the scan-end confirmation screen to change the exposure, resolution, scan size, and send size. (However, when scanning each even-numbered page of the original, only the exposure can be changed.)



ADJUSTING RED/GREEN/BLUE (RGB Adjust)

This function heightens or lightens any one of the three color components R (red), G (green), and B (blue).



1

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

2

Tap the mode display to switch to the initial screen of each mode.

- ▶ [Changing mode from each mode \(page 4-8\)](#)

3

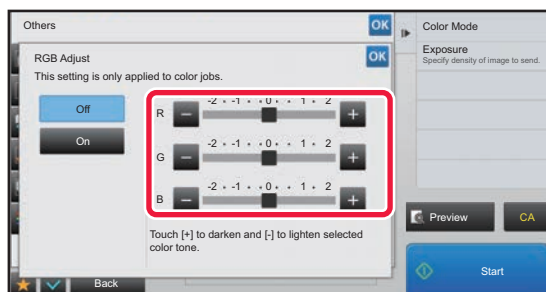
Specify the destination.

- ▶ [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- ▶ [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- ▶ [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- ▶ [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- ▶ [SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)
- ▶ [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)
- ▶ [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)

4

Tap the [Others] key, and tap the [RGB Adjust] key.

5



Tap **− +** of the color you want to adjust or slide the slider to adjust the coloring.

After the settings are completed, tap **OK** twice.



To cancel the RGB Adjust setting:

Tap the [Off] key.



6

Tap the [Start] key to start scanning of the original.

- If you inserted the original pages in the document feeder tray, all pages are scanned. A beep will sound to indicate that scanning and transmission have ended.
- When you place the original on the document glass, scan each page one at a time. When scanning finishes, place the next original and tap the [Start] key. Repeat the procedure until all pages have been scanned and then tap the [Read-End] key. A beep will sound to indicate that scanning and transmission have ended.



You can tap the [Preview] key to check a preview of the image before sending an image. For more information, see "[CHECKING THE IMAGE TO BE TRANSMITTED \(page 4-58\)](#)". Tap the [Change Setting] key in the scan-end confirmation screen to change the exposure, resolution, scan size, and send size. (However, when scanning each even-numbered page of the original, only the exposure can be changed.)

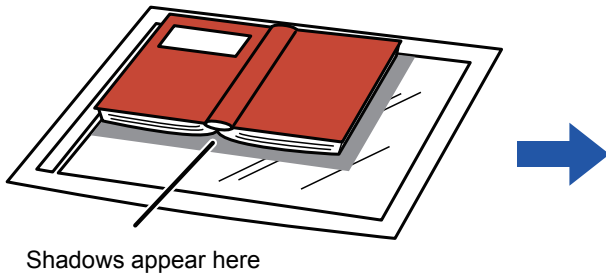


SCANNING ORIGINALS

ERASING PERIPHERAL SHADOWS ON THE IMAGE (ERASE)

When scanning thick originals or books, erase any peripheral shadows that may be produced on the image.

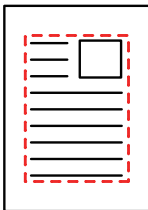
Scanning a thick book



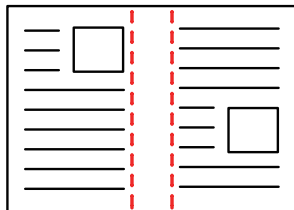
Not using the erase function	Using the erase function
Shadows appear in the image.	No shadows appear.

Erase modes

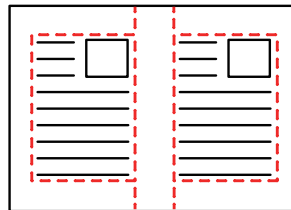
Outer Frame Erase



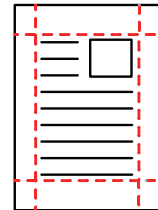
Center Erase



Edge + Center Erase



Side Erase



- This function erases the parts of the image where shadows tend to form, but does not detect shadows and erase only the shadows.
- If a ratio setting is used in combination with an erase setting, the erase width will change according to the selected ratio. For example, if you set an erase width of 1/2" (10 mm) and reduce the image to 70% before scanning it, the erase width will be reduced to 3/8" (7 mm).
- When the erase setting is selected, the image orientation will be forcibly portrait.



To change the default erase width setting:

In "Settings (administrator)", select [System Settings] → [Image Send Settings] → [Common Settings] → [Condition Settings] → [Erase Width Adjustment].

The width can be set from 0" to 1" (0 mm to 20 mm). The factory default setting is 1/2" (10 mm). The setting changed here will apply to [System Settings] → [Copy Settings] → [Condition Settings] → [Erase Width Adjustment] in "Settings".



1

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

2

Tap the mode display to switch to the initial screen of each mode.

- ▶ [Changing mode from each mode \(page 4-8\)](#)

3

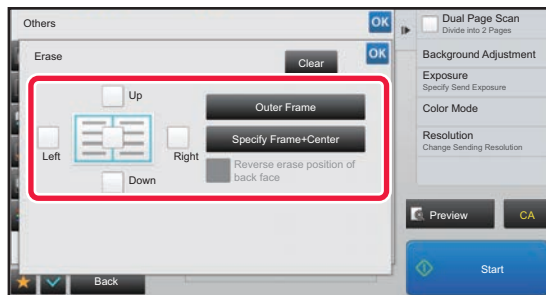
Specify the destination.

- ▶ [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- ▶ [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- ▶ [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- ▶ [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- ▶ [SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)
- ▶ [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)
- ▶ [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)

4

Tap the [Others] key, and tap the [Erase] key.

5

**Tap the checkbox of the edge that you wish to erase, and specify the erase position.**

Check that the tapped checkbox is set to .

If the [Specify Frame] key is tapped, the [Up], [Down], [Left], and [Right] checkboxes are set to .

If the [Specify Frame+Center] key is tapped, all the checkboxes are set to .



Specify the erase edge on the reverse side when erasing edges of one to three sides of Up, Down, Left, and Right on the front side to scan a 2-sided original.

- If the [Reverse Erase Position of The Back Face] checkbox is set to , the edge in the position opposite to the erased edge on the front side will be erased.
- If the [Reverse Erase Position of The Back Face] checkbox is set to , the edge in the same position as on the front side will be erased.



6

Specify the erase width.

After the settings are completed, tap **OK** twice.



- Tap the numeric value display indicating the margin shift area on the front side or reverse side, and enter the area using the numeric keys.
- To quickly set the area, first specify a value close to the desired value by the numeric keys, then adjust it with **-** **+**.



To cancel the erase setting:

Tap the [Clear] key.

7

Tap the [Start] key to start scanning of the original.

- If you inserted the original pages in the document feeder tray, all pages are scanned. A beep will sound to indicate that scanning and transmission have ended.
- When you place the original on the document glass, scan each page one at a time. When scanning finishes, place the next original and tap the [Start] key. Repeat until all pages have been scanned and then tap the [Read-End] key. A beep will sound to indicate that transmission has ended.

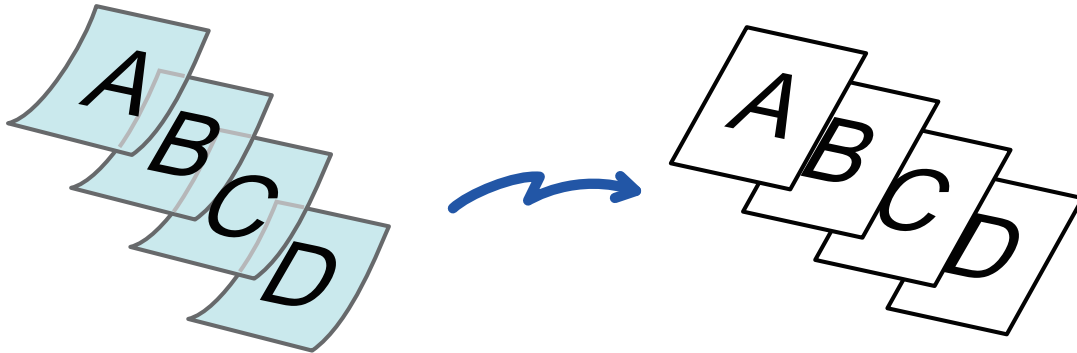


You can tap the [Preview] key to check a preview of the image before sending an image. For more information, see "[CHECKING THE IMAGE TO BE TRANSMITTED \(page 4-58\)](#)".



SCANNING A THIN ORIGINAL (SLOW SCAN MODE)

Use this function when you wish to scan thin originals using the automatic document feeder. This function helps prevent thin originals from misfeeding.



When slow scan mode is selected, 2-sided scanning is not possible.

1

Place the original in the document feeder tray of the automatic document feeder.

Adjust the original guides slowly.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)



If the originals are inserted with too much force, they may crumple and misfeed.

2

Tap the mode display to switch to the initial screen of each mode.

- ▶ [Changing mode from each mode \(page 4-8\)](#)

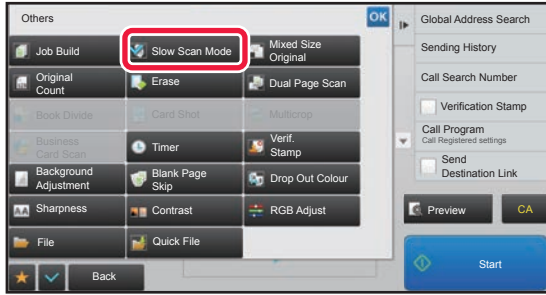
3

Specify the destination.


- ▶ [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- ▶ [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- ▶ [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- ▶ [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- ▶ [SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)
- ▶ [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)
- ▶ [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)



4



Tap the [Others] key, and tap the [Slow Scan Mode] key.

A checkmark appears on the icon.
After the settings are completed, tap .



To cancel the slow scan Mode setting

Tap the [Slow Scan Mode] key to uncheck it.

5

Tap the [Start] key to start scanning of the original.

A beep will sound to indicate that scanning and transmission have ended.

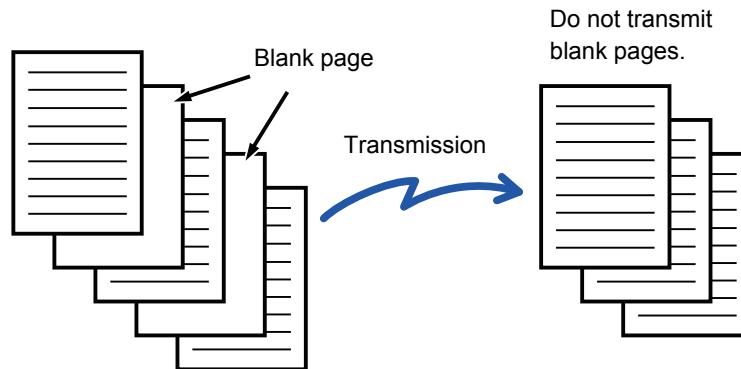


For more information, see "[CHECKING THE IMAGE TO BE TRANSMITTED \(page 4-58\)](#)". However, settings for this function cannot be changed in the preview screen.



ELIMINATING BLANK PAGES FROM A TRANSMISSION (BLANK PAGE SKIP)

If the scanned original contains blank pages, this function skips them to send only non-blank pages. The machine detects blank pages, enabling you to skip useless blank sheets without checking an original.



- If an original of which one side is blank is scanned, blank pages are skipped for 2-sided sending.
- Depending on the original, some pages that are not blank may be detected as blank pages and thus not being sent, and some pages that are blank may not be detected as blank and thus sent.

1

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

2

Tap the mode display to switch to the initial screen of each mode.

- ▶ [Changing mode from each mode \(page 4-8\)](#)

3

Specify the destination.

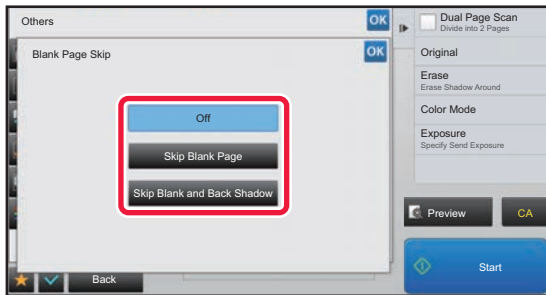
- ▶ [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- ▶ [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- ▶ [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- ▶ [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- ▶ [SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)
- ▶ [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)
- ▶ [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)



4

Tap the [Others] key, and tap the [Blank Page Skip] key.

5



Tap the [Skip Blank Page] or [Skip Blank and Back Shadow] key.

After the settings are completed, tap **OK** twice.



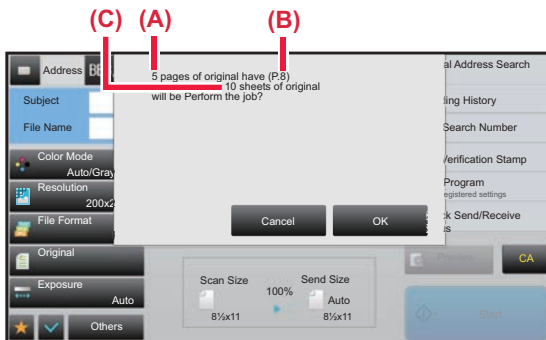
To cancel the Blank Page Skip setting:
Tap the [Off] key.

6

Tap the [Start] key to start scanning of the original.

A beep will sound to indicate that scanning has ended.

7



When scanning ends, check the number of original sheets and the number of sheets to be sent and tap the [OK] key to start transmission.

- When Job Build mode is used, the confirmation message will appear after the [Start] key is tapped.
- On the confirmation screen, the number of scanned original sheets appears in (A), the number of scanned sides in (B), and the number of sheets to be sent excluding blank pages in (C).

For example, if five original sheets that include two blank pages are scanned by duplex scanning, (A) will show "5", (B) will show "10", and (C) will show "8".



If this step is not performed within one minute after the above confirmation screen appears, the scanned image and settings will be cleared and the base screen will reappear.
Scanning will not be completed automatically and the image will not be reserved for transmission.



CHECKING THE NUMBER OF SCANNED ORIGINAL SHEETS BEFORE TRANSMISSION (ORIGINAL COUNT)

Count the number of scanned original sheets and display the count before transmission.

Checking the number of scanned original sheets before transmission helps prevent transmission mistakes.



- The count result is displayed with the number of scanned original sheets, not the number of scanned original pages. For example, when a 2-sided original is transmitted, the number "1" will appear to indicate that one original sheet is transmitted, not "2" to indicate the front-side page and the reverse side page.
- When a broadcast transmission is performed, if the original count function is selected in any of the modes, the function will operate for all destinations.
- The setting should be enabled separately for each mode.

1

Place originals in the automatic document feeder.

- [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)

2

Tap the mode display to switch to the initial screen of each mode.

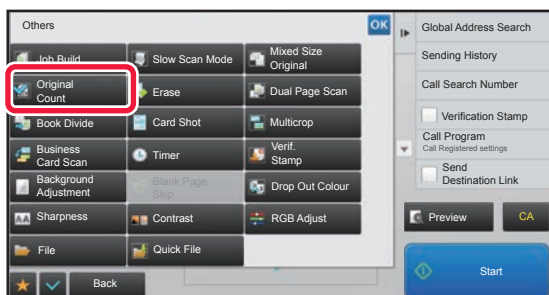
- [Changing mode from each mode \(page 4-8\)](#)

3

Specify the destination.

- [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- [SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)
- [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)
- [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)

4



Tap the [Others] key, and tap the [Original Count] key.

A checkmark appears on the icon.

After the settings are completed, tap **OK**.



To cancel the original count setting:

Tap the [Original Count] key to uncheck it.

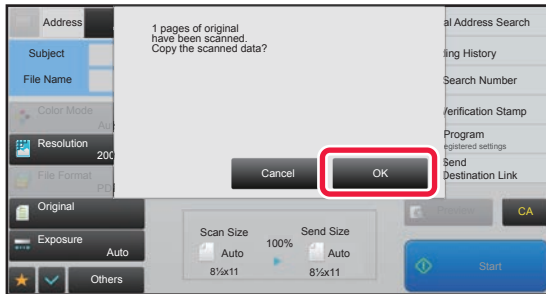


5

Tap the [Start] key to start scanning of the original.

A beep will sound to indicate that scanning has ended.

6

**Check the number of original sheets.**

The number that is displayed is the number of scanned original sheets, not the number of scanned original pages. For example, when 2-sided copying is performed using one original, the number "1" will appear to indicate that one original sheet was scanned, not "2" to indicate the front-side page and the reverse side page.

7

Tap the [OK] key to start transmission.

If this function is combined with [Job Build], the count result is displayed after the [Read-End] key has been tapped. If this step is not performed within one minute after the above confirmation screen appears, the scanned image and settings will be cleared and the base screen will reappear. Scanning will not be completed automatically and the image will not be reserved for transmission.

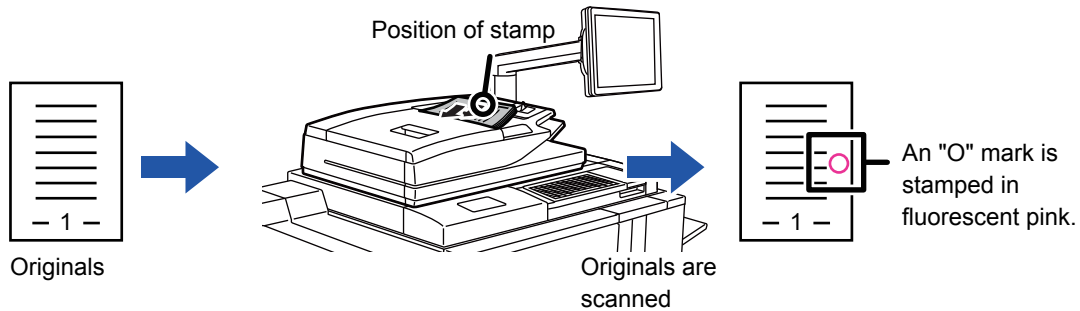
**If the displayed number of original sheets is different from the actual number of sheets:**

Tap the [Cancel] key and then tap the [OK] key in the message screen to clear all scanned data. Scan settings and destination settings will not be cleared. Insert the original sheets in the document feeder tray again and tap the [Start] key to re-scan.



STAMPING SCANNED ORIGINALS (VERIFICATION STAMP)

This function stamps each original that is scanned using the automatic document feeder, allowing you to verify that all originals were correctly scanned.



- To use the verification stamp function, the optional stamp unit must be installed.
- When 2-sided originals are used, the front of each original is stamped twice.
- If an error occurs during scanning, an original that was not scanned may be stamped.
- When the "O" mark that is stamped on originals starts to become faint, replace the stamp cartridge.
For the procedure for replacing the stamp cartridge, see "[REPLACING THE STAMP CARTRIDGE \(page 1-155\)](#)".



1

Place originals in the automatic document feeder.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)

2

Tap the mode display to switch to the initial screen of each mode.

- ▶ [Changing mode from each mode \(page 4-8\)](#)

3

Specify the destination.

- ▶ [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- ▶ [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- ▶ [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- ▶ [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- ▶ [SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)
- ▶ [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)
- ▶ [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)

4

Tap [Verification Stamp] on the action panel or [Others] key, and tap the [Verif. Stamp] key.

The appropriate icon or checkbox is selected.

If you tap the [Others] key, tap **OK** after the settings have been completed.

**To cancel the verification stamp setting:**

Tap [Verification Stamp] on the action panel or the [Others] key, and tap [Verif. Stamp] to clear the checkmark.

5

Tap the [Start] key to start scanning of the original.

A beep will sound to indicate that scanning and transmission have ended.

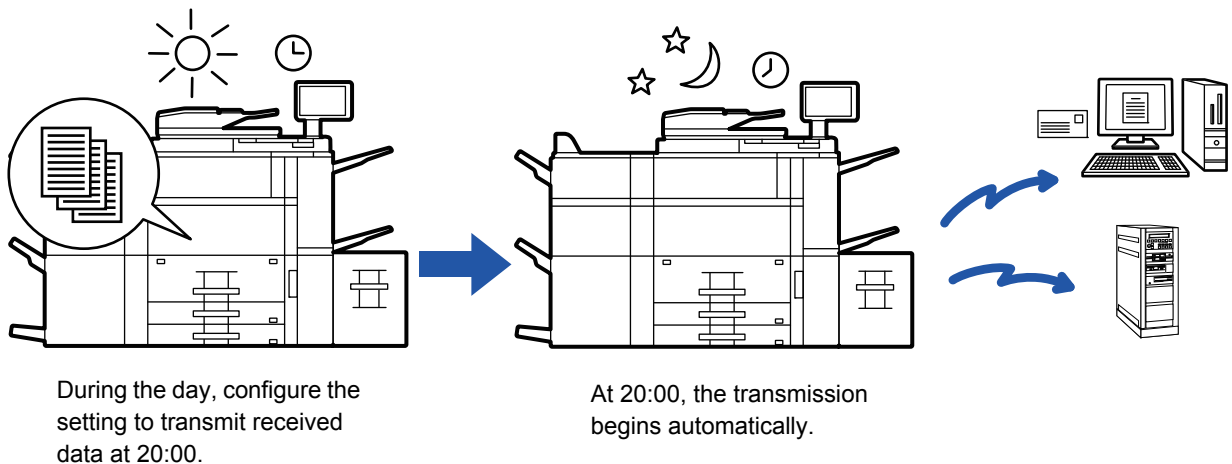


SPECIFIC FUNCTIONS

STARTING A TRANSMISSION AT A SPECIFIED TIME (TIMER TRANSMISSION)

Specify a time at which a transmission or broadcast transmission will automatically take place. Transmission begins automatically at the specified time.

This function is helpful when you wish to perform reserved, broadcast or other transmissions during your absence or at night or other times when communication fee is low.



- When a timer transmission is set, keep the main power switch in the " | " position. If the main power switch is in the " ⏻ " position at the specified time, transmission will not take place.
- When performing a timer transmission, you must scan the original into memory when you set up the transmission. It is not possible to leave the document in the document feeder tray or on the document glass and have it scanned at the reserved time of transmission.
- Up to 100 timer transmissions can be stored at once.



- Settings selected for a timer transmission (exposure, resolution, and other functions) are automatically cleared after the transmission is finished. (However, when the document filing function is used, the scanned original image and settings are stored in the built-in hard drive.)
- If another transmission is in progress when the specified time arrives, the timer transmission will begin after that transmission is finished.
- If a job scheduled for timer transmission is given priority on the job management screen, the timer will be canceled. The transmission will begin as soon as the job in progress is completed.
 - ▶ [PRIORITY PROCESSING OF A RESERVED JOB \(page 1-97\)](#)
- The time can be specified up to a week in advance.
- After the timer transmission settings are specified, start the transmission in the same way as other functions.
- A timer transmission can be deleted in the job management screen.

1

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)



2

Tap the mode display to switch to the initial screen of each mode.

- ▶ [Changing mode from each mode \(page 4-8\)](#)

3

Specify the destination.

- ▶ [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- ▶ [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- ▶ [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- ▶ [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- ▶ [SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)
- ▶ [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)
- ▶ [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)

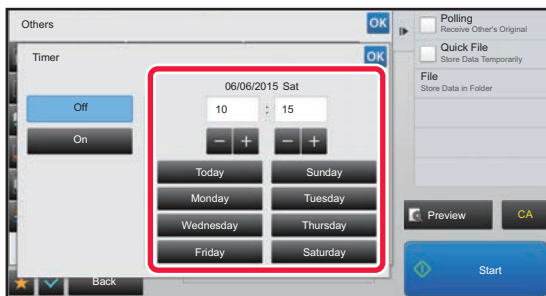
4

Tap the [Others] key, and tap the [Timer] key.

5

Tap [On] key.

6



Specify the date.

7

Specify the time (hour and minute) in 24-hour format.

After the settings are completed, tap **OK** twice.



- Tap the areas displaying the hour and minute respectively, and enter the values using the numeric keys.
- It is convenient to use **- +** to finely adjust the time.
- The setting will show the current time. If the time is not correct, press the [CA] key to cancel the operation. Correct the time in setting mode and then perform the timer transmission procedure.
 - ▶ [BEFORE USING THE MACHINE AS A NETWORK SCANNER FUNCTION \(page 4-3\)](#)



To cancel the Timer Transmission settings:

Tap the [Off] key.



To set the date and time of the machine:

In "Settings", select [System Settings] → [Common Settings] → [Clock Adjust].

If [Disabling of Clock Adjustment] has been enabled, the date and time cannot be modified. Select [System Settings] in "Settings (administrator)" and select [System Settings] → [Common Settings] → [Enable/Disable Settings] to disable the [Disabling of Clock Adjustment] setting.



8

Tap the [Start] key to start scanning of the original.

- If you inserted the original pages in the document feeder tray, all pages are scanned. A beep will sound to indicate that scanning has ended, and the machine stands by for transmission.
- When you place the original on the document glass, scan each page one at a time. When scanning finishes, place the next original and tap the [Start] key. Repeat until all pages have been scanned and then tap the [Read-End] key. A beep will sound to indicate that scanning has ended, and the machine stands by for transmission.



You can tap the [Preview] key to check a preview of the image before sending an image. For more information, see "[CHECKING THE IMAGE TO BE TRANSMITTED \(page 4-58\)](#)".



The original is scanned into memory. The original cannot be scanned at a specified time.



ADDING A SIGNATURE WHEN SENDING AN IMAGE (ELECTRONIC SIGNATURE)

You can add a signature when sending a scanned image. This allows the recipient to check your sender information in the electronic signature.



This function is available for Scan to E-mail.



To add an electronic signature to a scanned image

- In "Settings (administrator)", select [System Settings] → [Security Settings] → [S/MIME Settings] → [Condition Settings].
- When [Select at Sending] is selected in "Sign E-mail" in "Settings (administrator)", you can specify whether or not an electronic signature is added each time you send an image. When [Always Enable] is selected, the setting cannot be changed.

1

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

2

Tap the mode display to switch to the initial screen of E-mail mode.

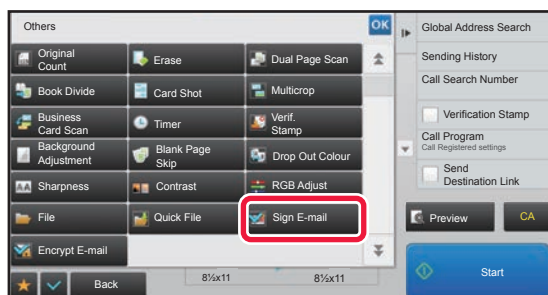
- ▶ [Changing mode from each mode \(page 4-8\)](#)

3

Specify the destination.

- ▶ [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- ▶ [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- ▶ [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- ▶ [ENTERING AN ADDRESS MANUALLY \(page 4-19\)](#)
- ▶ [SPECIFYING A NETWORK FOLDER \(page 4-20\)](#)
- ▶ [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)
- ▶ [USING A TRANSMISSION LOG TO RESEND \(page 4-23\)](#)

4



Tap the [Others] key, and tap the [Sign E-mail] key.

A checkmark appears on the icon.

After the settings are completed, tap **OK**.



To cancel the sign E-mail setting

Tap the [Sign E-mail] key to uncheck it.



5

Tap the [Start] key to start scanning of the original.

- If you inserted the original pages in the document feeder tray, all pages are scanned. A beep will sound to indicate that scanning and transmission have ended.
- When you place the original on the document glass, scan each page one at a time. When scanning finishes, place the next original and tap the [Start] key. Repeat the procedure until all pages have been scanned and then tap the [Read-End] key. A beep will sound to indicate that scanning and transmission have ended.



You can tap the [Preview] key to check a preview of the image before sending an image. For more information, see "[CHECKING THE IMAGE TO BE TRANSMITTED \(page 4-58\)](#)".



ENCRYPTING THE TRANSMITTED DATA (ENCRYPTION)

You can encrypt the transmitted data to strengthen security.



This function is available for Scan to E-mail.



To encrypt transmitted data

- In "Settings (administrator)", select [System Settings] → [Security Settings] → [S/MIME Settings] → [Condition Settings].
- When [Select at Sending] is selected in "Encrypt E-mail" in "Settings (administrator)", you can specify whether or not the data is encrypted each time you send an image. When [Always Enable] is selected, the setting cannot be changed.

1

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

2

Tap the mode display to switch to the initial screen of E-mail mode.

- ▶ [Changing mode from each mode \(page 4-8\)](#)

3

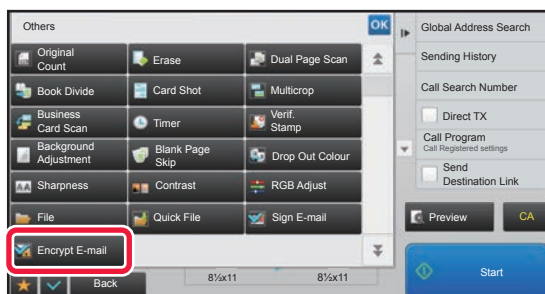
Specify the destination.

- ▶ [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 4-14\)](#)
- ▶ [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 4-17\)](#)
- ▶ [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 4-18\)](#)
- ▶ [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 4-21\)](#)



- Data encryption is not possible when the address is directly entered.
- Encrypted data can only be sent to an address for which you have registered a user certificate. Register a user certificate for the address in "Settings (Web version)" - [Address Book] → [E-mail] → "User Certificate". Only one E-mail address can be registered for an address that has a user certificate.
- If the "Disable sending to the addresses which cannot be encrypted." checkbox is () in "Settings (administrator)" - [System Settings] → [Security Settings] → [S/MIME Settings] → [Condition Settings] → [Encryption Settings], addresses without a user certificate cannot be selected. When the checkmark is removed () , the data is sent without encryption.

4



Tap the [Others] key, and tap the [Encrypt E-mail] key.

A checkmark appears on the icon.

After the settings are completed, tap **OK**.



To cancel the encryption setting

Tap the [Encrypt E-mail] key to remove the checkmark.



5

Tap the [Start] key to start scanning of the original.

- If you inserted the original pages in the document feeder tray, all pages are scanned. A beep will sound to indicate that scanning and transmission have ended.
- When you place the original on the document glass, scan each page one at a time. When scanning finishes, place the next original and tap the [Start] key. Repeat the procedure until all pages have been scanned and then tap the [Read-End] key. A beep will sound to indicate that scanning and transmission have ended.

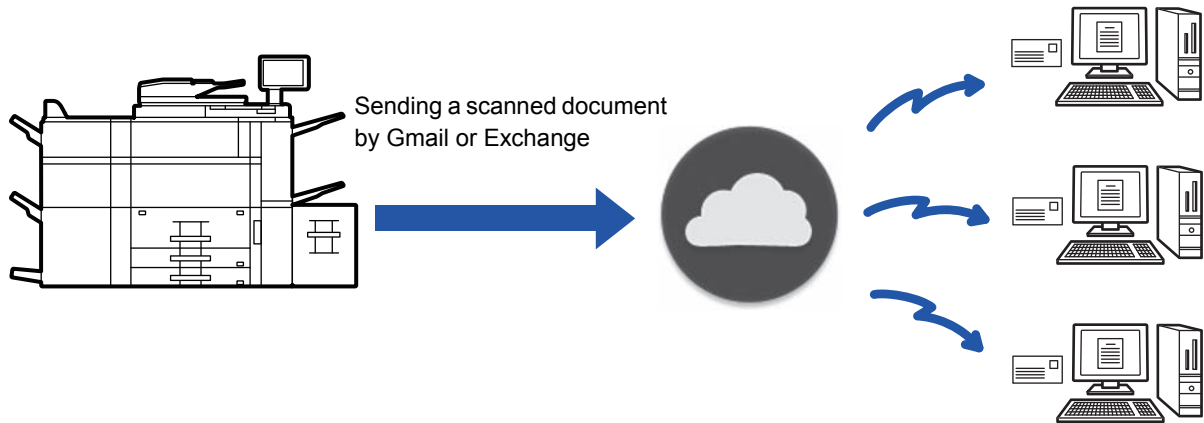


You can tap the [Preview] key to check a preview of the image before sending an image. For more information, see "[CHECKING THE IMAGE TO BE TRANSMITTED \(page 4-58\)](#)".



SENDING A SCANNED DOCUMENT BY GMAIL OR EXCHANGE

You can send e-mail from the machine using Gmail or Exchange.



EMAIL LINK FUNCTION

Gmail Connector is a function for sending scanned documents by e-mail via the Gmail server using a Google account. To use Gmail Connector, you must log in using an account that has a Gmail address in the format "****@Gmail.com".

Before using Gmail link function

This section explains settings that must be configured before you can use Gmail link function.

Settings required on the machine

System settings

Enable the "Gmail" setting in "Settings (Administrator)" → [System Settings] → [Network Settings] → [External Service Connect] → [E-mail Connect Settings].

Add the Gmail icon to the home screen

1

Tap [Edit Home] on the action panel.

2

In home edit mode, tap an unused shortcut key.

3

Tap the [Gmail] key.



4

Tap [Exit Home Edit Mode] on the action panel.

You will exit home edit mode and return to the home screen.



To edit the home screen, refer to "UI Customize Guide".

Sending a scanned document by Gmail link function

The steps for scanning a document on the machine and sending the scanned image by Gmail are explained below.

1

Tap the [Gmail] key in the home screen.

The Gmail login screen appears.

2

Enter your Google account information.

The settings screen appears.

3

Select the address of the recipient and scan settings.

For the address and scan settings, refer to "[SETTINGS SCREEN \(page 4-111\)](#)".

4

To view a preview of the scanned image, tap the [Preview] key.

5

Tap the [Start] key.

The sent e-mail is managed in "Sent Mail" of Gmail.



EXCHANGE LINK FUNCTION

Exchange link function is a function for sending scanned documents by e-mail using an Exchange server offered by Microsoft Corporation.

Versions that you can connect to are Microsoft Exchange Server 2010/2013.

Before using Exchange link function

This section explains the settings that must be configured before you can use Exchange link function.

Settings required on the machine

System settings

Enter the host name (FQDN) of the Exchange server in "Hostname" of "Settings (Administrator)" → [System Settings] → [Network Settings] → [External Service Connect] → [E-mail Connect Settings]→[Exchange].

Add the Exchange Connector icon to the home screen

1

Tap [Edit Home] on the action panel.

2

In home edit mode, tap an unused shortcut key.

3

Tap the [Exchange (E-Mail)] key.

4

Tap [Exit Home Edit Mode] on the action panel.

Exit home edit mode and return to the home screen.



To edit the home screen, refer to "UI Customize Guide".



Sending a scanned document by Exchange

The steps for scanning a document on the machine and sending the scanned image by Exchange are explained below.

1

Tap the [Exchange (E-Mail)] key in the home screen.

The Exchange login screen appears.

2

Enter the user name and password used to connect to the Exchange server.

The settings screen appears.

3

Select the address of the recipient and scan settings.

For the address and scan settings, refer to "[SETTINGS SCREEN \(page 4-111\)](#)".

4

To view a preview of the scanned image, tap the [Preview] key.

5

Tap the [Start] key.

The sent e-mail is managed in "Sent Mail" of Exchange.




SETTINGS SCREEN

This section explains the settings screen of Gmail link function and Exchange link function. You can use this screen to enter recipient settings, the e-mail subject, a message, and the name of the file to be attached. You can also change the account used to log in and select advanced scan settings.

Recipient settings

Enter the desired recipient addresses in the To, Cc, and Bcc text boxes. To enter multiple addresses, separate the addresses by commas. You can also search for addresses in the address book.

Search screen

You can tap  next to the To, Cc, and Bcc text boxes to search for a saved address. Enter the text you want to find in the text box and tap [Search Start]. A list of the addresses that begin with the entered text will appear. You can select multiple addresses from the list. When searching for an address, you can switch between the regular address book and a global address book. To search again, enter the text you want to find in the text box and tap [Search Again].


Checking an address

You can tap the [Address List] key to show the list of addresses to be used. You can check the addresses in To, Cc, and Bcc. You can also remove addresses from the list. To remove an address, select the address and tap the [Delete] key.



When a contact is selected in the list, no additional contacts can be directly entered.



When an address is entered in To, Cc, or Bcc,  appears. To cancel all addresses that are displayed, tap .

Subject, message, and file name settings

Enter a subject for the e-mail, a message, and the file name of the scanned image to be attached.

Changing the login account

You can change the account currently used for login to a different account. Tap the [Switch Accounts] key to open the Gmail or Exchange login screen, and enter the user name and password of the account that you want to use.



Scan settings

To select advanced scan settings, tap the [Detail] key.

Details screen

The scan settings below can be selected.

Details and restrictions on each setting can be found on the indicated pages. Refer to these pages as needed.

Setting	Description	Page
Color Mode	Auto, Mono2, Grayscale, Full Color	4-56
Resolution	100x100dpi, 150x150dpi, 200x200dpi, 300x300dpi, 400x400dpi, 600x600dpi	4-50
Format	<p>[Color/Grayscale] tab</p> <p>Format PDF, Compact PDF, Compact PDF (Ultra Fine), PDF/A-1a, PDF/A-1b, PDF/A, Compact PDF/A-1a, Compact PDF/A-1b, Compact PDF/A, Compact PDF/A-1a (Ultra Fine), Compact PDF/A-1b (Ultra Fine), Compact PDF/A (Ultra Fine), Encrypt PDF, Encrypt/Compact PDF, Encrypt/Compact PDF (Ultra Fine), TIFF, JPEG, XPS, TXT(UTF-8), RTF, DOCX, XLSX, PPTX</p> <p>OCR Settings Language Setting, Font, Detect Image Direction, File Name Auto Extraction, OCR Accuracy</p> <p>Compression Ratio Low, Middle, High, Bk Letter Emphasis</p> <p>[B/W] tab</p> <p>Format PDF, PDF/A-1a, PDF/A-1b, PDF/A, Encrypt PDF, TIFF, XPS, TXT(UTF-8), RTF, DOCX, XLSX, PPTX</p> <p>OCR Settings Language Setting, Font, Detect Image Direction, File Name Auto Extraction, OCR Accuracy</p> <p>Compression Mode None, MH (G3), MMR (G4)</p>	4-51
Original	<p>Scan Size</p> <p>Auto</p> <p>[AB] tab A5, A5R, B5, B5R, A4, A4R, B4, A3, 216 x 340, 216 x 343, Long Size</p> <p>[Inch] tab 5-1/2" x 8-1/2", 8-1/2" x 11"R, 11" x 17", 5-1/2" x 8-1/2"R, 8-1/2" x 13", 8-1/2" x 13-1/2", 8-1/2" x 11", 8-1/2" x 14", Long Size</p> <p>Image Orientation Portrait, Landscape</p> <p>Duplex Setup 1-Sided, Book, Tablet</p>	4-39
Job Build	Enabled, Disabled	4-72
Blank Page Skip	Off, Skip Blank Page, Skip Blank and Back Shadow	4-94



-
- E-mail that is sent may be limited by the settings and specifications of the Gmail or Exchange server.
 - In some network environments, the machine may not be able to use the Gmail or Exchange connection functions, or sending may be slow or may stop before the job is completed.
 - Sharp Corporation does not in any way guarantee the continuity or stability of Gmail or Exchange connection functions. With the exception of instances provided for by law, Sharp Corporation bears no responsibility for any damages or loss due to the customer's use of these functions.
-



CHECKING THE STATUS OF TRANSMISSION/RECEPTION JOBS

IMAGE SEND JOBS

When you tap the job management display, jobs are displayed in a list. To check the status of a scanner mode job, select the [Scan] tab.

When you wish to stop or delete jobs or to perform priority processing, see the following items:

- ▶ [STOPPING/DELETING A JOB IN PROGRESS OR RESERVED \(page 1-96\)](#)
- ▶ [PRIORITY PROCESSING OF A RESERVED JOB \(page 1-97\)](#)
- ▶ [CHECKING A RESERVED JOB OR THE JOB IN PROGRESS \(page 1-99\)](#)
- ▶ [CHECKING COMPLETED JOBS \(page 1-100\)](#)

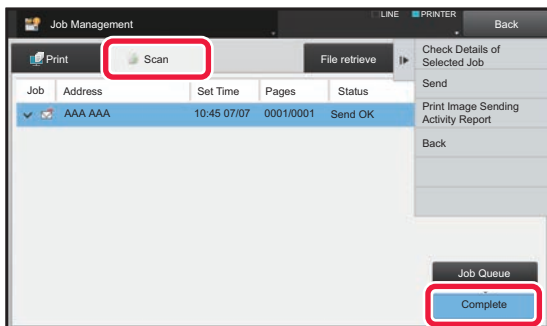


Image send jobs include reception, timer transmission, and data forwarding as well as usual transmission. For the Image Send job operations, see "[COMPLETED TRANSMISSION/RECEPTION JOBS \(page 4-115\)](#)".



COMPLETED TRANSMISSION/RECEPTION JOBS

A usual transmission job moves to the job list when transmission is completed. Then the status field displays "Send OK".

Timer transmission jobs

A timer transmission job appears at the end of the job queue list until the specified time is reached.

Transmission begins at the specified time. When transmission is completed, the job moves to the completed job list and the status field displays "Send OK".



SCANNING FROM A COMPUTER (PC Scan Mode)

BASIC SCANNING PROCEDURE

You can install the scanner driver on your computer and use a TWAIN* compliant application to scan an image using your computer.

Scanning from your computer is most useful for scanning a single original such as a photo, particularly when you want to adjust scan settings as you scan. By contrast, scanning at the machine is most useful for continuous scanning of multiple originals.

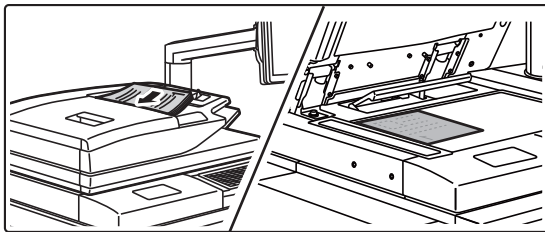
* An interface standard used for scanners and other image input devices. When the scanner driver is installed on your computer, you can use any TWAIN-compliant application to scan an image.



- For the procedures for installing the scanner driver and configuring settings, see the Software Setup Guide.
- This function cannot be used when it has been disabled using "Disable Scan Function" in the system settings (administrator).
- The procedures for selecting the scanner driver and starting scanning vary depending on the TWAIN-compliant application. For more information, see the manual for the application or Help.
- When a large image is scanned at high resolution, the amount of data will be very large and scanning will take a long time. Be sure to select appropriate scan settings for the original (text, photo, etc.).
- A print job cannot be printed while remote PC scan is in progress. The print job will print when remote PC scan ends.
- Remote PC scan cannot be performed while a print job is in progress.

[At the machine]

1

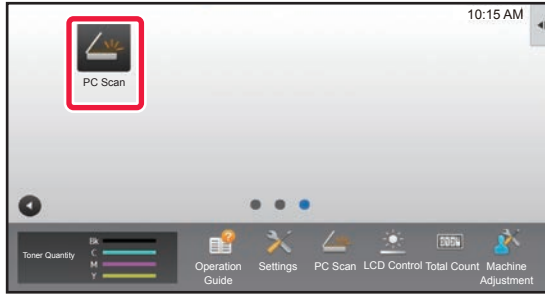


Place the original.


Place the original face up in the document feeder tray, or face down on the document glass.



2



Tap the [PC Scan] mode icon to switch to PC Scan mode.

If the [PC Scan] mode icon does not appear, tap  to move the screen.



When PC scan mode is selected, only the [Exit] key displayed in the touch panel can be used on the machine; no other keys can be used.

[At your computer]

3

Start the TWAIN-compliant application on your computer and select [Select Scanner] from the [File] menu.

4

Select the scanner driver of the machine.

- (1) Select [SHARP MFP TWAIN K].
- (2) Click the [Select] button.

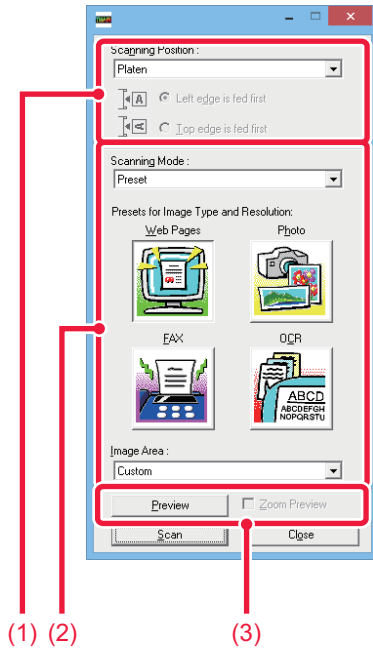
5

Select [Acquire Image] from the [File] menu.

The scanner driver opens.



6



Preview the image.

(1) Select the location where the original is placed.

"Scanning Position" menu:

- If the original is a one-sided original and is placed in the document feeder tray, select [SPF(Simplex)].
- If the original is a 2-sided original and is placed in the document feeder tray, select [SPF(Duplex - Book)] or [SPF(Duplex - Tablet)] depending on whether the original is a book-style or tablet-style original. In addition, select [Left edge is fed first] or [Top edge is fed first] depending on the orientation of the original.

(2) Select scan settings.

"Scanning Mode" menu:

Switch between the "Preset" screen and the "Custom Settings" screen. In the "Preset" screen, select "Web Pages", "Photo", "Fax" or "OCR" depending on the original type and your scanning purpose.

If you wish to change the initial settings of any of the four buttons or select the resolution or other advanced settings, change to the "Custom Settings" screen.

"Image Area" menu:

Select the scan area. If "Auto" is selected, the original size detected by the machine will be scanned. You can also set the scanning area in the preview window with your mouse.

(3) Click the [Preview] button.

The preview image will appear in the scanner driver. If you are not satisfied with the preview image, repeat (2) and (3).

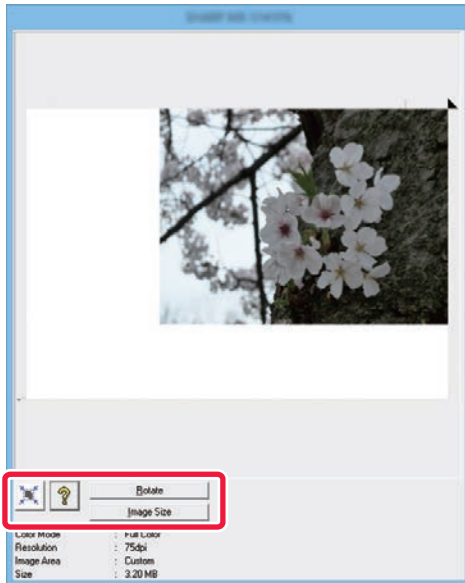
If the [Zoom Preview] checkbox is selected before the [Preview] button is clicked, the selected area will be enlarged in the preview window. If the checkmark is removed, the preview image will return to normal. Note that if SPF is selected in the "Scanning Position" menu, the [Zoom Preview] function cannot be used.



- For further information on the scan settings, click the button in the preview image screen of step 7 to open scanner driver Help.
- If the [Preview] button is clicked when scanning from the document feeder tray, only one original page will be scanned for the preview image. If you wish to include that original in the scan, return it to the document feeder tray.



7



Select scanning settings while viewing the image.

[Rotate] button:

Each time this button is clicked, the preview image rotates 90 degrees. This lets you change the orientation of the image without picking up and placing the original again. The image file will be created using the orientation that appears in the preview window.


[Image Size] button:

Click this button to specify the scan area by entering numerical values. Pixels, mm, or inches can be selected for the units of the numerical values. If a scanning area has already been specified, the entered numbers will change the area relative to the top left corner of the specified area.

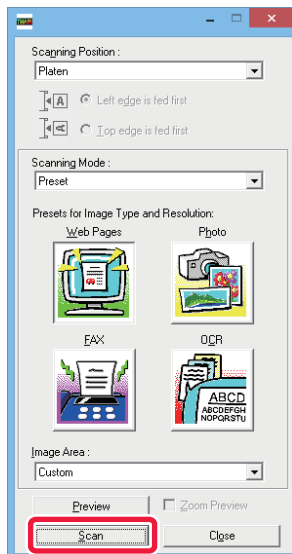
[?] button:

When a preview image is displayed and a scanning area is not specified, you can click the button to automatically set the scanning area to the entire preview image.



- For further information on the scan settings, click  button to open scanner driver Help.
- If the originals are placed in the document feeder tray, only the top page will be previewed. The top page will be delivered to the original exit tray. Be sure to return the previewed page to the document feeder tray before previewing again or scanning.

8



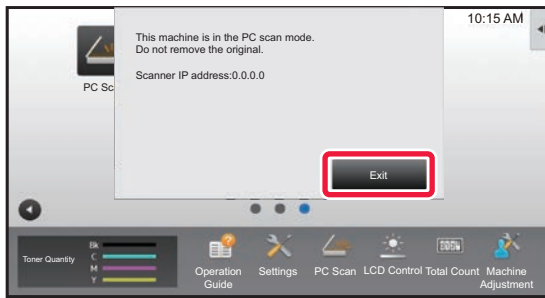
Click the [Scan] button.

Scanning begins. The image appears in your application. Assign a file name to the scanned image and save it as appropriate in the software application you are using.



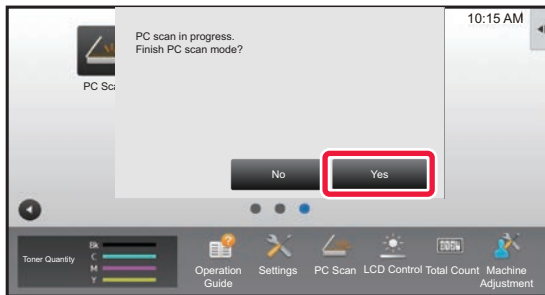
[At the machine]

9



Tap the [Exit] key.

10



Tap the [Yes] key.

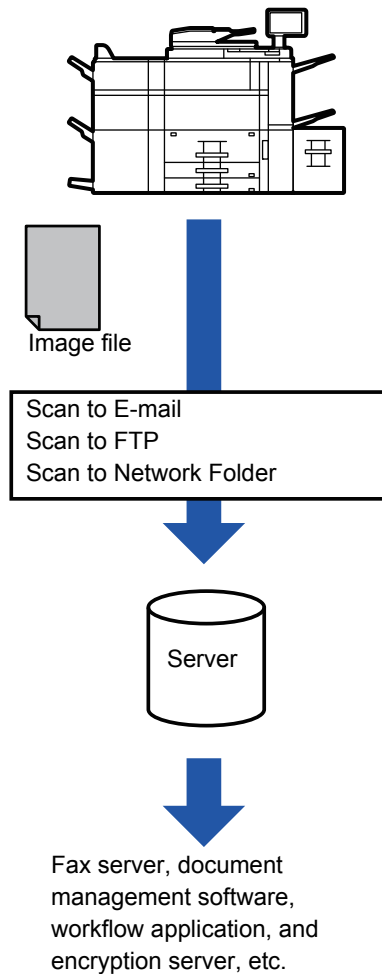


METADATA DELIVERY

PREPARATIONS FOR METADATA DELIVERY

METADATA DELIVERY (DATA ENTRY)

When the application integration module kit is installed, metadata (data indicating the attributes of the image file and how it is to be processed) is generated based on pre-stored information and transmitted separately from an image file that is generated for sending a scanned image. The metadata file is created in XML format. By linking the metadata with applications such as document management software, a workflow application, or an encryption server, a sophisticated document solution environment can be built. Using the application integration module kit, information on a generated image file can be entered at the touch panel and transmitted along with the image as an XML file.





SETTINGS REQUIRED IN THE SETTING MODE (WEB VERSION)

To configure the settings related to metadata, select [System Settings] → [Image Send Settings] → [Metadata Settings] → [Metadata Entry] in "Settings (administrator)". (Administrator rights are required.)
Enable metadata delivery.

Storing Metadata Sets

Store the items (the metadata set) to write to the XML file that will be generated during scanning. Up to 10 metadata items can be configured in a metadata set. A stored metadata set can be selected at the time of transmission.

Addresses specified in "Address Type Allowing Metadata Entry" when a metadata set is stored can be selected as transmission destinations at the time of transmission using one-touch keys, manual entry, or a global address book search. (Addresses for which metadata entry is not allowed cannot be specified as transmission destinations.)



TRANSMITTING METADATA

TRANSMITTING METADATA

Select a metadata set, enter each item, and perform metadata delivery.



Metadata delivery is performed using the document filing function. The [Data Entry] tab appears in the transmission settings screen of document filing mode to allow metadata delivery. In addition, perform metadata delivery using document filing in [Metadata Entry] in "Settings (Web version)."



- **In data entry mode, configure metadata settings to perform metadata delivery.**
To perform transmission without sending metadata, switch the screen from data entry mode to a different mode and then perform transmission.
- When metadata settings have been configured or an address is specified in data entry mode, it will not be possible to switch to another mode.
- Before configuring metadata settings, specify addresses in all available modes. After metadata settings have been configured, specify only addresses in modes that are allowed in the selected metadata.

1

Tap the [Data Entry] icon on the [Home Screen], and tap [Metadata Set].



If a specific metadata set has been specified as the default set, go to step 3.



If no metadata sets have been stored, Metadata Entry is unavailable. Store metadata set in the setting mode (Web version) before performing transmission.

2

Tap the key for the desired metadata set.

3

The keys of the items stored in the metadata set will appear. Tap the key of the item that you wish to enter.

4

Tap the key of the value that you wish to enter, and tap the [OK] key.

To directly enter the metadata value, tap the [Direct Entry] key. On the soft keyboard screen that appears, tap the [OK] key. You will return to the screen shown in step 3.
After the settings are completed, tap **OK**.



To cancel the selection of the metadata value: Tap the [Clear] key.

5

Configure image or other settings, and perform the scan send procedure.

- Configure job detail settings and then start transmission using the same operations as in other modes.
- When directly entering an address, tap [Touch to input Address] to display the screen for selecting an address type. If the address type such as E-mail, Network Folder or is selected, the address type entry screen appears.



METADATA FIELDS

The following three types of metadata are included in the XML file that is transmitted.

- Data automatically generated by the machine

These data are always included in the XML file and are automatically stored on your PC.

- Previously defined fields

These fields are automatically recognized by the machine and assigned to appropriate XML tags. These fields can be selected, and can only be included in the XML file if they are enabled in the setting mode (Web version).

- User defined fields


Custom fields are added to the XML file. These fields can be selected and are defined in the setting mode (Web version).

If a defined metadata field is one of the following fields, a message will appear informing you that the field cannot be filled in. Enter appropriate information in the related items of the send settings.

Name entered in metadata fields	Description	Where entered
formName	Name of the user who sent the job. If the name is not entered as metadata, the sender name determined by the usual rules for determining the sender name will be applied as metadata.	[Reply-To] (sender name of selected sender)
replyTo	E-mail address to which the transmission result will be sent.	[Reply-To] (E-mail address of selected sender)
documentSubject	Job name appearing in the E-mail "Subject" line, or job name on the cover sheet. When the user enters a [Subject] in the send settings screen in the touch panel, the entered value is applied as metadata.	[Subject] (Blank until a value is set in the send settings screen.)
fileName	Enter the file name of the image to be sent.	[File Name] (Only when the [Allow Custom Filenames] checkbox is selected in the metadata entry screen in the setting mode (Web version)) (Blank until a value is set in the send settings screen.)




DOCUMENT FILING

Icons
 Functions that you can use with Easy Scan

DOCUMENT FILING

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DOCUMENT FILING

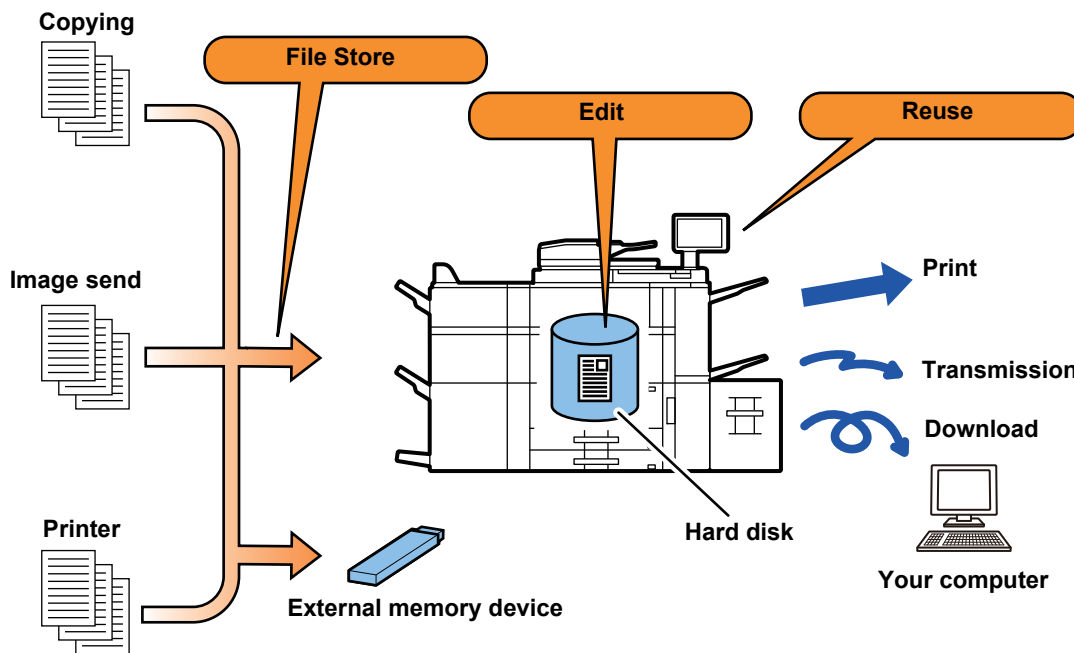
DOCUMENT FILING

This function saves the original scanned on the machine or print data from a computer on the hard drive of the machine or an external memory device as data.

The stored files can be printed or transmitted as required. Editing of the stored files, for example combining, is also possible.

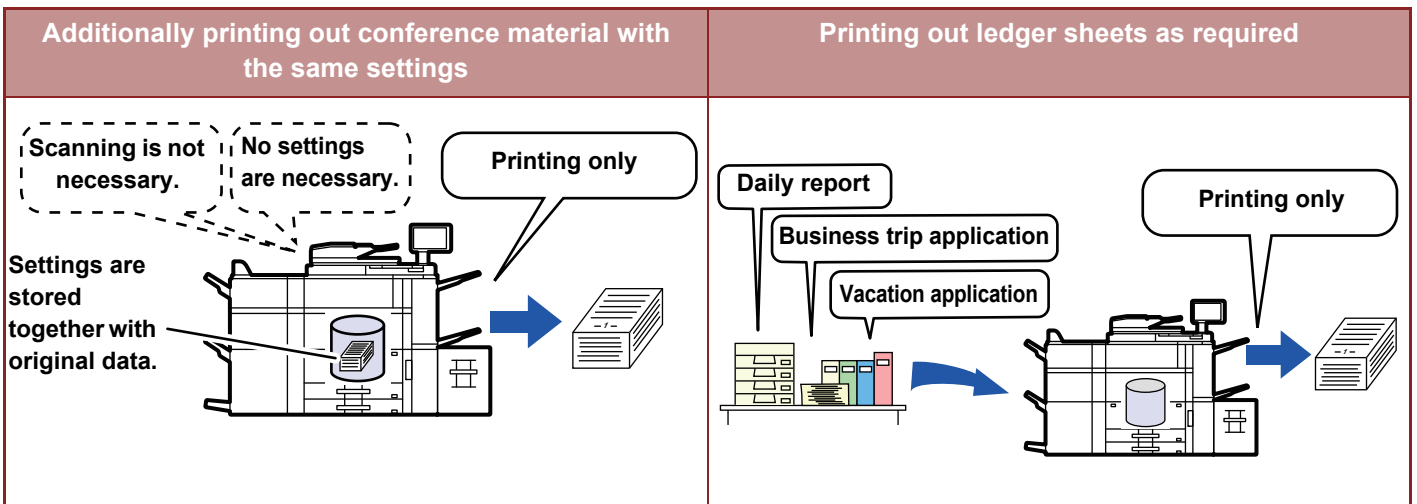


A PDF file created for PC browsing can be displayed or printed on a computer.



Uses of document filing

Using the document filing function allows you to additionally print out conference material with the same settings, or print out ledger sheets used for routine tasks as required.





TYPES OF DOCUMENT FILING

There are the following ways to save a file using document filing: [Quick File] and [File] in copy mode or image send mode, and [Scan to HDD] and [Scan to External Memory Device] in document filing mode.

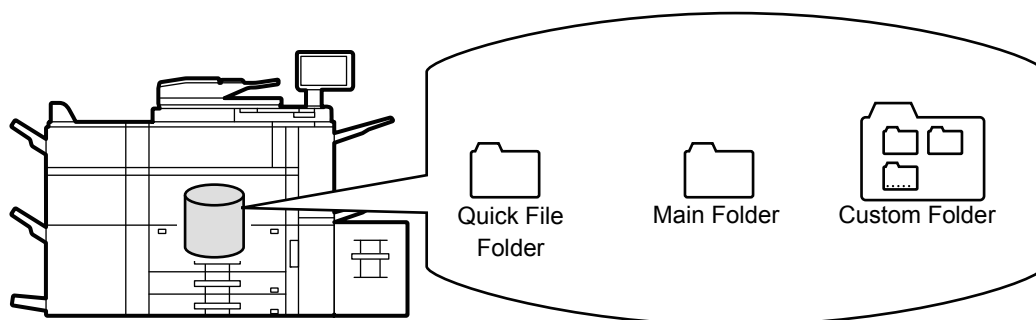
Quick File	As a copy, image send, or other job is performed, this function saves the document data to the hard drive. Use this function when you want to quickly and easily store document data without specifying a file name or other information. The stored file can also be used by other people. Do not use this method to save files that you do not want others to use.
File	As a copy, image send, or other job is performed, this function saves the document data to the hard drive. Unlike Quick File, various types of information can be appended to the file when the file is saved to enable efficient file management. A password can also be established.
Scan to HDD	This function scans an original and stores it to the hard drive. Like File, various types of information can be appended.
Scan to External Memory Device	This function scans an original and stores it in an external memory device such as a USB memory device. Like File, various types of information can be appended.

BEFORE USING SCAN TO HDD IN DOCUMENT FILING

Folder types

Three types of folders are used to store files on the hard drive using the document filing function.

Folders on the hard drive



Quick File Folder

Documents scanned using [Quick File] on the action panel are stored in this folder. A user name and file name are automatically assigned to each job.

Main Folder

Scanned documents are stored in this folder.

When you store a job in the Main folder, you can specify a previously stored user name and assign a file name. A password (5 to 32 characters) can also be set when storing a file ("Confidential" save) as required.

Custom Folder

Folders with custom names are stored inside this folder.

Scanned documents are stored in the stored folder.

Like the Main folder, a custom folder allows you to specify a previously stored user name and assign a file name when storing a job.

Passwords (PIN code: 5 to 8 digits number) can be established for custom folders and for files saved in custom folders.



A maximum of 1000 custom folders can be created on the hard drive.



Convenient items to store

When storing a job using [File] in copy mode or image send mode, or [Scan to HDD] in document filing mode, it is convenient to store the items below. These settings are not required when storing a job using [Quick File].

User Name	This is necessary if you will be assigning a user name to stored files. A user name is also used as a search condition when searching for a file.
Custom Folder	The Main folder is initially available as a location for storing files by [File] and [File Store]. Store a custom folder and specify it as a location for storing files. Specify a password for the user folder as required. Enter the PIN Code to use the folder.
My Folder	A previously created custom folder can be selected as "My Folder", or a new folder created as "My Folder". When "My Folder" has been configured and user authentication is used, "My Folder" will always be selected as the destination of [File] and [File Store].



- **To store a custom folder for document filing:**

On the Web page, select "Settings (administrator)" → [Document Operations] → [Document Filing] → [Custom Folder].

On the machine, select "Settings (administrator)" → [System Settings] → [Document Filing Settings] → [Document Filing Control] → [Custom Folder].



- **To store a user name and specify a folder as "My Folder":**

In "Settings (administrator)", select [User Control] → [User List].





Approximate number of pages and files that can be stored

Combined total number of pages and total number of files that can be stored in custom folders and in the Main folder

Examples of original types	Number of pages*	Number of files
<p>Full color original (Text and photo example)</p>  <p>Size: A4</p>	Max. 15000	Max. 5000
<p>Black & white original (Text)</p>  <p>Size: A4</p>	Max. 35000	

Number of pages and number of files that can be stored in the Quick File folder

Examples of original types	Number of pages*	Number of files
<p>Full color original (Text and photo example)</p>  <p>Size: A4</p>	Max. 700	Max. 1000
<p>Black & white original (Text)</p>  <p>Size: A4</p>	Max. 2000	

* The indicated numbers are guidelines for the number of pages that can be stored when all pages are full color, and when all pages are black & white.

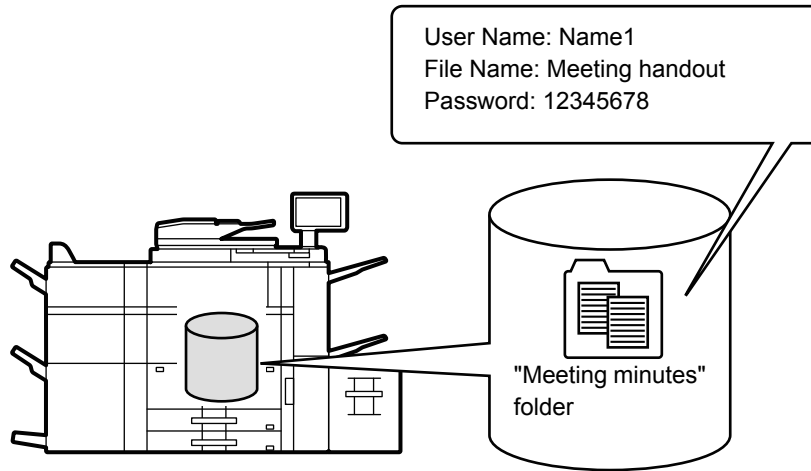
Copying in sort mode uses the same memory area as the main folder and custom folder. For this reason, when too much data has been stored in the main folder and custom folder, it may not be possible to perform a large copy job using sort mode. Delete unnecessary files from the main folder and custom folder.

The original types above are examples to make the explanation easier to understand. The actual number of pages and number of files that can be stored will vary depending on the contents of the original images and the settings when the files are stored.



Information added to files

When saving a file using "File", add the following information to distinguish it from other files.



User Name	The user name is required to enter a file ownership and other information. The user name must be registered in advance.	
File Name	Names a file.	
Stored to	Specifies a folder to store files.	
Property	Sharing	Any user can display and operate files having the "Sharing" property.
	Protect	Once "Protect" is set, its file cannot be edited, moved, and deleted. No password setting is required.
	Confidential	You can set a password (5 to 32 characters) for file protection.



- The above information cannot be specified when a file is saved with Quick File.
- When you select [Create Downloadable File] in Scan to HDD and save as a confidential file, the properties cannot be changed.



To store a user name:

In "Settings (administrator)", select [User Control] → [User List].

IMPORTANT POINTS WHEN USING DOCUMENT FILING

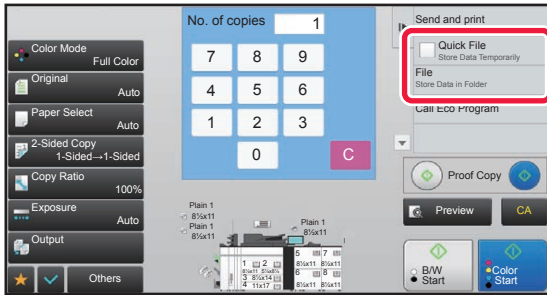
- Files stored using [Quick File] are provided with the "Sharing" property that can be accessed by any person for output and sending. Therefore, do not store sensitive documents or documents that you do not want to be used by others using the [Quick File] function.
- When saving a file with [File], you can save it with the "Confidential" property. Set a password for a "Confidential" file to prevent the file from being used by other people. Exercise care to prevent other people from obtaining the password.
- The property of a stored "Confidential" file can be changed to "Sharing" by "Property Change" as required. Do not store sensitive documents or documents that you do not want to be used by others.
- Except in cases provided for by law, SHARP Corporation bears no responsibility for any damages that result from the disclosure of sensitive information due to manipulation by a third party of any data saved using the Quick File function or File function, or incorrect operation of the Quick File function or File function by the operator who saves the data.



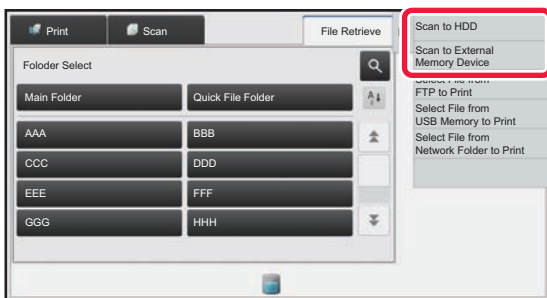
USING DOCUMENT FILING IN EACH MODE

To use Document Filing, select the action panel for each mode.

To save data simultaneously with a copy, tap [File] or [Quick File] on the action panel in each mode.



To use Document Filing from the beginning, select the action panel in the Document Filing mode. Tap any one of the keys to scan and save the original.



- **[File] and [Quick File]**

These keys may not appear on the action panel depending on the mode or settings. In this case, tap [Others] on the base screen in each mode, and then tap [Quick File] or [File].

- **Using document filing in print mode**

To use document filing in print mode, select document filing in the printer driver. For details on document filing, see "[SAVING AND USING PRINT FILES \(DOCUMENT FILING\) \(page 3-87\)](#)" in "PRINTER".



BASE SCREEN OF DOCUMENT FILING MODE

The screenshot shows the 'Folder Select' screen in Document Filing Mode. At the top, there are buttons for 'Print', 'Scan', and 'File Retrieve'. Below these are two main folders: 'Main Folder' and 'Quick File Folder'. Under 'Main Folder', there is a grid of sub-folders labeled AAA, BBB, CCC, DDD, EEE, FFF, GGG, and HHH. To the right of the folder grid is a search icon and a list of functions: 'Scan to HDD', 'Scan to External Memory Device', 'Select File from FTP to Print', 'Select File from USB Memory to Print', and 'Select File from Network Folder to Print'. At the bottom center, there is a small icon representing the hard disk drive.

Use to save originals to be shared among users.

Use to save a file temporarily.

Use to search for a file in a folder.

Displays the functions available in document filing mode.

The folder for the registered user.

Switch the custom folder order between ascending and descending.

Displays the usage status of the machine's built-in hard disk drive. Tap the key to display details.



SAVING FILES WITH DOCUMENT FILING

FILING WHILE USING ANOTHER MODE

QUICK FILE

This function allows you to store an original in copy mode or image send mode as an image file in the Quick File folder of the machine.

The image file stored in quick file mode can be retrieved at a later time, allowing you to copy the document or transmit it in image send mode without having to locate the original.

As an example, the procedure for using "Quick File" in copy mode is explained below.



- Quick File can be used in normal mode.
- When a file is stored using Quick File, the following user name and file name are automatically assigned to the file.
User Name: User Unknown
File Name: Mode_Month-Day-Year_Hour-Minute-Second
(Example: Copy_10102016_112030AM)
Save location: Quick File Folder
When user authentication is used, the user name that was used for login is automatically selected.
Only the file name and location of a file stored in the Quick File folder can be changed.



To delete all files in the Quick File folder with the exception of protected files:

In "Settings (administrator)", select [System Settings] → [Document Filing Settings] → [Condition Settings] → [Delete All Quick Files]. Configure settings to have all files deleted when the power is turned on as required.

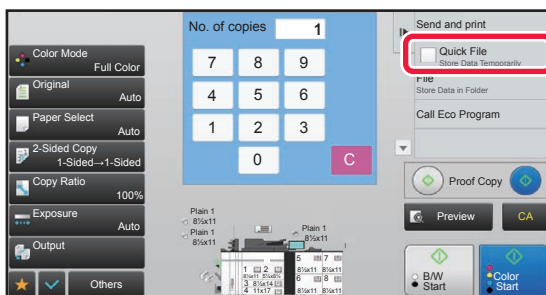
1

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- [SELECTING A PROCEDURE FOR PLACING THE ORIGINAL DEPENDING ON THE TYPE AND STATUS OF THE ORIGINAL \(page 1-89\)](#)

2



Change to normal mode and tap [Quick File] on the action panel so that it is selected .



When a message relating to saving confidential information appears, tap the [OK] key.



3

Start a copy or image sending.

When the function is executed, the image data of the original is stored in the Quick File folder.



To prevent accidental saving of the file, the message "The scanned data is stored in the quick file folder." appears for 6 seconds (default setting) after the [Start] key is tapped.

To change the message display time, in "Settings (administrator)" → [System Settings] → [Common Settings] → [Operation Settings] → [Condition Settings] → [Message Time Setting].



To cancel Quick File:

Tap [Quick File] to enable .

FILE

Tapping the [File] key of the document filing function when printing or transmitting an original in each mode allows you to store the original in the Main folder or stored Custom folder as a file simultaneously with printing or transmission. The stored file can be retrieved at a later time, allowing you to recopy or resend the original without having to locate it. As an example, the procedure for using "File" in copy mode is explained below.



- File can be used in normal mode.
- When a file is stored using File without appending file information, the following user name and file name are automatically assigned to the file.

User Name: User Unknown

File Name: Mode_Month-Day-Year_Hour-Minute-Second

(Example: Copy_10102016_112030)

Save location: Main Folder

1

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- [SELECTING A PROCEDURE FOR PLACING THE ORIGINAL DEPENDING ON THE TYPE AND STATUS OF THE ORIGINAL \(page 1-89\)](#)



There are also cases where settings are required to be made before a preview is carried out.



2

Change to normal mode and tap [File] on the action panel to specify the file information.

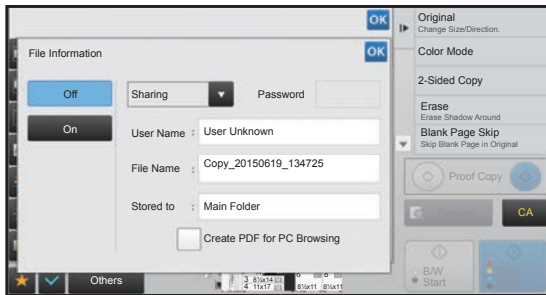
To select the user name, file name, folder, and property setting, see "[File Information \(page 5-12\)](#)".

To save on the HDD:

- ▶ [Changing the property \(page 5-12\)](#)
- ▶ [Specifying a user name \(page 5-13\)](#)
- ▶ [Assigning a file name \(page 5-13\)](#)
- ▶ [Specifying the folder \(page 5-13\)](#)
- ▶ [Creating PDF for PC browsing \(page 5-13\)](#)

To save in an external memory device:

- ▶ [Assigning a file name \(page 5-13\)](#)
- ▶ [Specifying the folder \(page 5-13\)](#)
- ▶ [Creating PDF for PC browsing \(page 5-13\)](#)



After configuring the above settings, you will return to this screen. Go to the next step.

If you do not wish to assign a user name or other information to the file, go to the next step.

3

Tap **OK**.

You will return to the base screen of copy mode.

4

Select copy settings and then tap the [Color Start] key or the [B/W Start] key.

- Simultaneously with starting copy, the original is stored as a file.
The selected copy settings are also saved.
- For the procedure for placing the original, see "[SELECTING A PROCEDURE FOR PLACING THE ORIGINAL DEPENDING ON THE TYPE AND STATUS OF THE ORIGINAL \(page 1-89\)](#)".



File Information

The procedure for detail settings is described below.

Specifying a property, user name, file name, and folder makes it easier to manage and search for a file. In addition, when [Confidential] is selected for Property and a password is established, other people will not be able to view the file without permission.

Changing the property

A protect setting can be selected for files saved with the document filing function. This prevents a file from being moved, or automatically or manually deleted.

Three properties are available for saved files: "Sharing", "Protect", and "Confidential". When saved with the "Sharing" property, a file is not protected. When saved with the "Protect" or "Confidential" property, a file is protected.

Files saved to the Quick File folder are all saved as "Sharing" files. When a file is saved to the Main folder or a custom folder, "Sharing", "Protect" or "Confidential" can be selected.

Sharing	A "Sharing" file can be changed to "Protect" or "Confidential" using "Property Change" in the Job Settings.
Protect	"Protect" does not require setting of a password, but prevents a file from being moved, deleted or edited. A password cannot be established.
Confidential	To protect a "Confidential" file, a password is set. (The password must be entered to retrieve the file.) When a file is saved in encrypted PDF format, the file property is automatically set to "Confidential".



Restrictions on changing the property

- A file that is set to "Sharing" can be changed to "Protect" or "Confidential" as required. However, a "Sharing" file that is saved in the Quick File folder can only be changed to "Protect".
- A file that is set to "Protect" can be changed to "Sharing" or "Confidential" as required. However, a "Protect" file that is saved in the Quick File folder can only be changed to "Sharing".
- A file that is saved in the Quick File folder cannot be changed to "Confidential". If the file is moved to the Main folder or a custom folder, the property can be changed to "Confidential".
- Two properties cannot be selected for a single file.

1

Select [Property] in the File Information screen.

2

When you have selected [Confidential], enter a password (5 to 32 characters).

Every time you enter one digit, "*" is displayed.



Specifying a user name

1 Tap the [User Name] text box.

When user authentication is used, the user name that was used for login is automatically selected. In this case, this step is not necessary.



The user name must first be stored by selecting [User Control] in "Settings (administrator)" → [User List].

2 Tap the key of the user name.

Alternatively, you can select a user name by tapping the [Call with Registration Number] key and entering the user number. The user number must be first set by selecting [User Control] in "Settings (administrator)" → [User List].

3 Tap .

The system goes back to the screen of step 1 to display the selected user name.

Assigning a file name

A file name can be assigned to the file.

1 Tap the [File Name] text box and enter the file name.

Enter a file name using up to 30 characters.



File Name

- If a file name that already exists is specified, a tilde and a serial number are added after the file name and this file is saved as a different file. The file name is not case-sensitive.
For example, if the "test.txt" file already exists and you specify the "TEST.TXT" file, the file will be saved as "TEST.TXT~1" file.
- If the length of the file name exceeds the limit, excess characters will be omitted and a serial number will be added to the end of the file name.


Specifying the folder

Specify the folder for storing the file.

1 Tap the [Stored to] text box.

If a user name with a "My Folder" setting is selected, "My Folder" of that user will automatically be selected.

2 Tap the key of the folder where you want to store the file, and tap .

If a password has been set for the folder, a password entry screen appears. Enter the password (5 to 8 digits number) using the numeric keys and tap the .

Creating PDF for PC browsing

Tap the [Create PDF for PC Browsing] checkbox to , and a public PDF for PC browsing will be created when the file is saved.

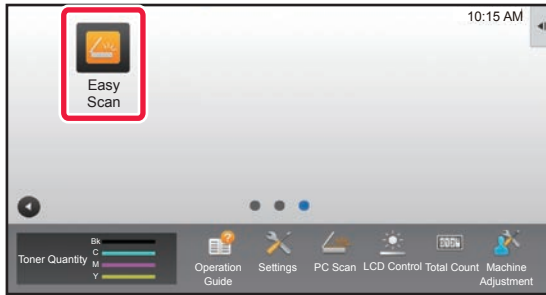


SAVING DOCUMENT DATA ONLY (SCAN TO HDD)

SAVE ON HDD

Storing from Easy Scan

1



Tap the [Easy Scan] key on the Home screen.

2

Tap [Scan to HDD/USB].

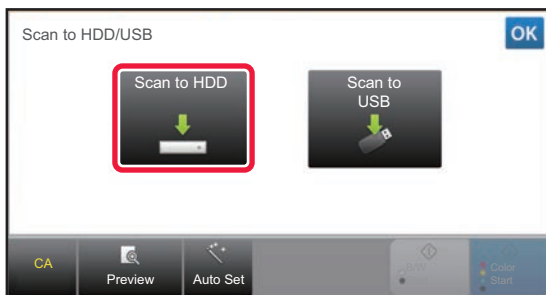
3

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

4



Tap [Scan to HDD].



You can tap the [Auto Set] key to automatically set appropriate scan settings for the original.

- ▶ [SETTING SCAN SETTINGS AUTOMATICALLY \(Auto Set\) \(page 4-58\)](#)

5

To select settings, tap the key of each desired setting.

- ▶ [IMAGE SEND SEQUENCE \(page 4-10\)](#)



6

Tap the [Color Start] or [B/W Start] key to start scanning.

A beep will sound to indicate that scanning and file store have ended.

Storing from Document Filing

1

Tap the [HDD File retrieve] key on the Home screen.

2

Tap [Scan to HDD] on the action panel.

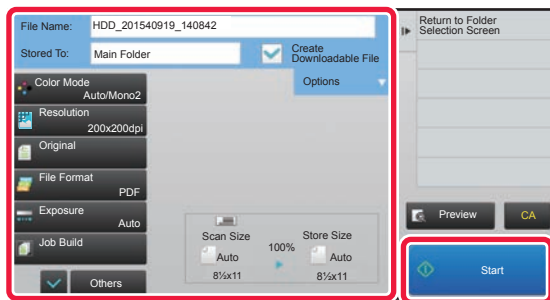
3

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

4



Check the file name and save location, and tap keys for any settings you want to select.



- When the [Create Downloadable File] checkbox is () , the [File Format] key is grayed out and cannot be used. You will not be able to download scan data in the specified format from the Web page.
- For original scan settings, see the explanation of the copy or image send mode.
- If the original is 2-sided, be sure to tap the [Original] key and then tap the [2-Sided Tablet] key or the [2-Sided Book] key as appropriate for the original.
- To set a user name, file attribute, or password, tap [Options].
- When a file is created with [Create Downloadable File] disabled, this setting cannot be enabled later.

5

Tap the [Start] key to start scanning.

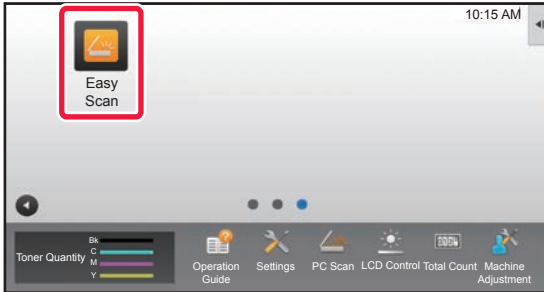
A beep will sound to indicate that scanning and file store have ended.



SAVE IN EXTERNAL MEMORY DEVICE

Storing from Easy Scan

1



Tap the [Easy Scan] key on the Home screen.

2

Tap [Scan to HDD/USB].

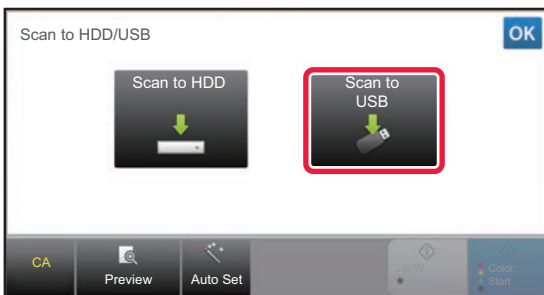
3

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)
- ▶ [DOCUMENT GLASS \(page 1-92\)](#)

4



Tap [Scan to USB].



You can tap the [Auto Set] key to automatically set appropriate scan settings for the original.

- ▶ [SETTING SCAN SETTINGS AUTOMATICALLY \(Auto Set\) \(page 4-58\)](#)

5

To select settings, tap the key of each desired setting.

- ▶ [IMAGE SEND SEQUENCE \(page 4-10\)](#)

6

Tap the [Color Start] or [B/W Start] key to start scanning.

A beep will sound to indicate that scanning and file store have ended.



Storing from Document Filing

1

Tap the [HDD File retrieve] key on the Home screen.

2

Tap [Scan to External Memory Device] on the action panel.

3

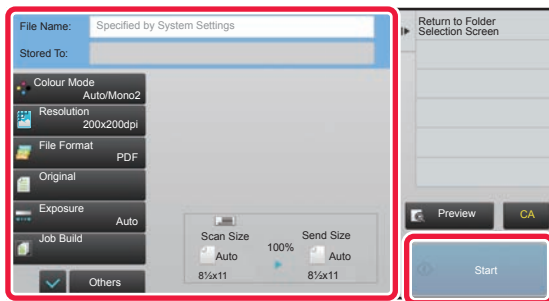
Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

► [AUTOMATIC DOCUMENT FEEDER \(page 1-90\)](#)

► [DOCUMENT GLASS \(page 1-92\)](#)

4



Check the file name and save location, and tap keys for any settings you want to select.



- For original scan settings, see the explanation of the copy or image send mode.
- If the original is 2-sided, be sure to tap the [Original] key and then tap the [2-Sided Tablet] key or the [2-Sided Book] key as appropriate for the original.

5

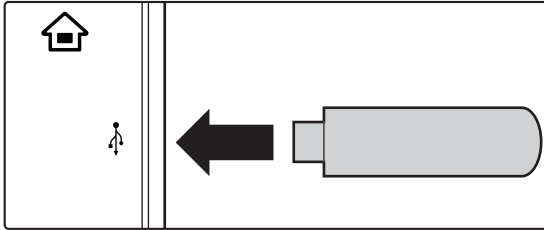
Tap the [Start] key to start scanning.

A beep will sound to indicate that scanning and file store have ended.



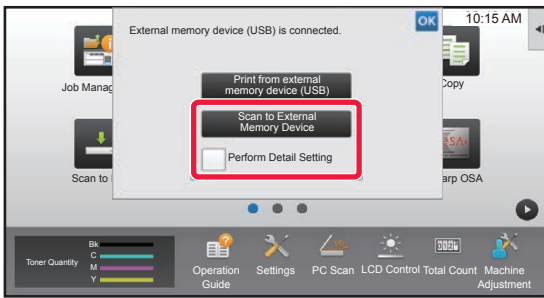
Scan to USB memory device

1



Connect the USB memory device to the machine.

2



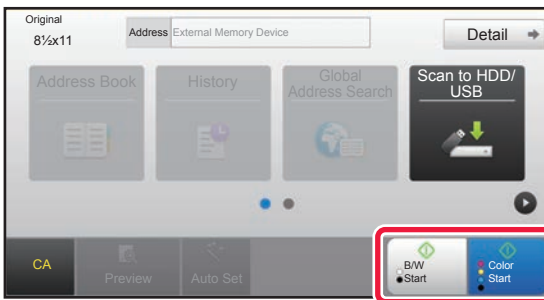
When a screen for selecting the action appears, tap [Scan to External Memory Device].

- To select detailed settings in normal mode, select the [Perform Detail Setting] checkbox .
- ▶ [NETWORK SCANNER MODE \(page 4-6\)](#)



If the machine/device save screen is open, this screen will not appear.

3

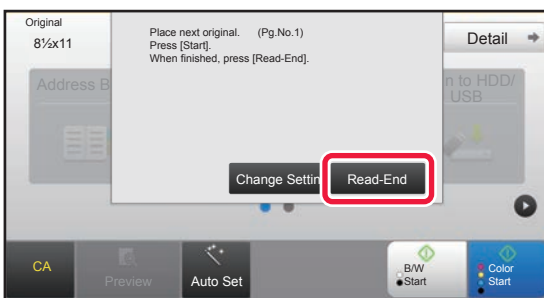


Tap the [Color Start] key or [B/W Start] key.

To check a preview of a document, tap the [Preview] key.

- ▶ [PREVIEW SCREEN \(page 1-17\)](#)

4



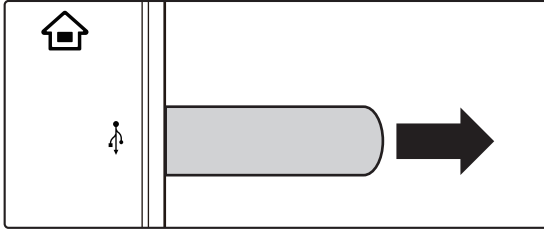
After scanning all originals, tap the [Read-End] key.



When you scan the original using the automatic document feeder, this screen does not appear.



5



Check the [Sending data has been completed.] message, and remove the USB memory device from the machine.



USING STORED FILES

SEQUENCE FOR USING A STORED FILE

The screens and procedures differ depending on whether or not user authentication is enabled.

The sequence for using a stored file depending on the situation is explained.

For information on user authentication procedures, see "[USER AUTHENTICATION \(page 1-31\)](#)". For information on enabling user authentication and storing user names, see "[USER CONTROL \(page 7-54\)](#)".

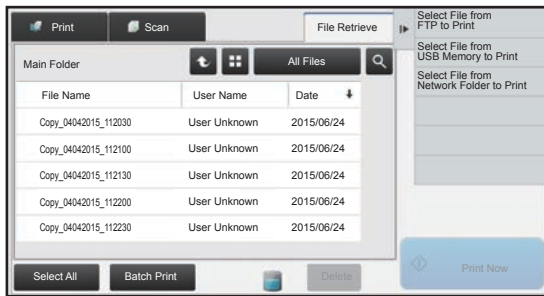


Also in setting mode (Web version), you can use document filing. In setting mode (Web version), click [Document Operations] → [Document Filing], and then click the folder that contains the file you wish to use. You can also check a preview of a stored file in setting mode (Web version).

1

Switch to document filing mode.

► [CHANGING MODES \(page 1-16\)](#)

2

Select the file that you wish to retrieve.

When the folder is selected, the files in the folder will appear.

Select the file that you wish to retrieve.

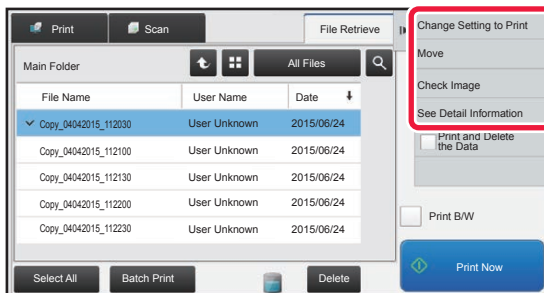
Select a file from the thumbnail images of the stored files.

► [FILE SELECTION SCREEN \(page 5-21\)](#)

► [SELECTING A FILE TO RETRIEVE \(page 5-22\)](#)

Retrieve a file using the search function.

► [FILE SEARCH AND RETRIEVAL \(page 5-33\)](#)

3

Select an operation item.

Select the desired operation and configure settings.

► [FILE SELECTION SCREEN \(page 5-21\)](#)

► [FILE PRINTING \(page 5-22\)](#)

► [FILE TRANSMISSION \(page 5-26\)](#)

► [FILE MOVING \(page 5-27\)](#)

► [DELETE FILE \(page 5-28\)](#)

► [FILE IMAGE CHECKING \(page 5-30\)](#)

► [FILE MERGING \(page 5-31\)](#)



When retention is selected on the printer, reset items that cannot be set for retention do not appear.



FILE SELECTION SCREEN

The file selection screen can be displayed in "List" format or "Thumbnail" format to display thumbnail images of files.

List display mode

Switch the file display mode between list and thumbnail.

Switch the file key displayed for each job type.

Search for a file saved in a folder.

Return to the base screen of document filing mode.

Displays the saved files.

Displays the functions that can be used.

Print in black and white.

Start printing immediately.

Select or clear all files. Tapping this key switches the key display mode between [Select All] and [Cancel All].

Tap this key to display the usage status of the machine's built-in hard disk drive.

File Name	User Name	Date
Copy_04042015_112100	User Unknown	2015/06/24
Copy_04042015_112130	User Unknown	2015/06/24
Copy_04042015_112200	User Unknown	2015/06/24
Copy_04042015_112230	User Unknown	2015/06/24
Copy_04042015_112300	User Unknown	2015/06/24

Thumbnail display mode

Switch the file display mode between list and thumbnail.

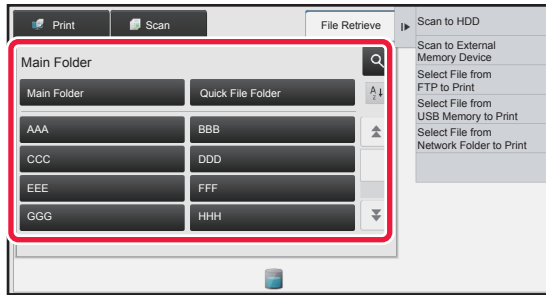
Displays thumbnails of the saved files.



SELECTING A FILE TO RETRIEVE

1**Tap the [HDD File retrieve] key.**

When user authentication is enabled and "My Folder" is configured by selecting [User Control] in "Settings (administrator)" → [User List], the custom folder specified as "My Folder" opens.

2**Tap the key of the folder that contains the desired file.**

If the folder with a PIN Code is tapped, a PIN Code entry screen will appear.

Enter the PIN Code (5 to 8 digits number) using the numeric keys and tap the **OK**.

3**Tap the key of the desired file.**

If the folder with a PIN Code is tapped, a PIN Code entry screen will appear.

Enter the PIN Code (5 to 32 characters) and tap the **OK**.



- Tap the [Print Now] key to printed out the file with the settings used for its storage.
- Tap the [Filter by Job] key to display the keys of a particular mode such as copy or scanner mode, enabling quick data search.
- Tap the [File Name] key, the [User Name] key, or the [Date] key to change the order of display of the files.
- Select [User Control] in "Settings (administrator)" → [Authority Group List]. Then, in authority group setting for the users who are currently logged in, select [Job Settings] → [Document Filing] and enable [Display only the Files of Logged-in Users] to display only files stored by the users who are currently logged in.

FILE PRINTING

A file stored using document filing can be retrieved and printed when needed. The settings used when the file was stored are also stored, and thus the file can be printed again using those settings. The file can also be modified before printing by changing the print settings.



- Print settings that are changed by re-manipulation of the file cannot be saved.
- The printing speed may be somewhat slow depending on the resolution and exposure mode settings of the stored file.
- When retention is selected on the printer, reset items that cannot be set for retention do not appear.

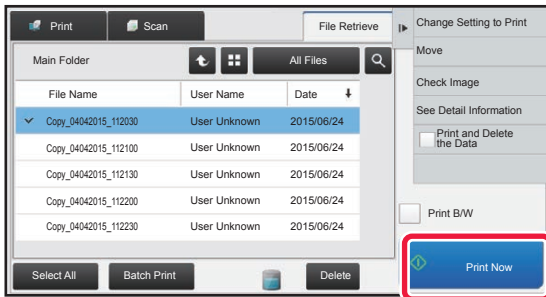


Quick printing

Prints a file with the various settings used when it was saved. Select a file and tap the [Print Now] key.

To delete data after printing, set the [Print and Delete the Data] checkbox to .

To print the file in black and white, select the [Print B/W] checkbox .



Changing settings before printing

After selecting the desired file, follow the steps below.

► [SELECTING A FILE TO RETRIEVE \(page 5-22\)](#)

1

Tap [Choose Print Settings] on the action panel.

2

Change the print settings.

3

Select the [Delete] or [Print B/W] checkbox when needed.

4

Tap the [Start] key.

The file will be printed.



MULTI-FILE PRINTING

MULTI-FILE PRINTING


1

Select the keys of the multiple files that you wish to print.



- Confidential files cannot be printed simultaneously with other files.
- A file in the currently selected folder cannot be selected simultaneously with a file in a different folder.



- If the job type is changed with the By Job Display key or the screen is changed by  being tapped while a file is selected, the selection of the file will be canceled.

2

Tap [Print] on the action panel.

3

When not printing with the number of copies at data saving, tap the [Apply the Number from Stored Setting of Each Job.] checkbox to set to .

When printing with the number of copies at data saving without specifying copies, go to step 5.

4

Use   to specify the number of copies.

As required, directly tap the numeric value display key and change the value using the numeric keys.

5

To delete the file after printing, tap the [Delete] checkbox to set to .

6

Tap the [OK] key to start printing.

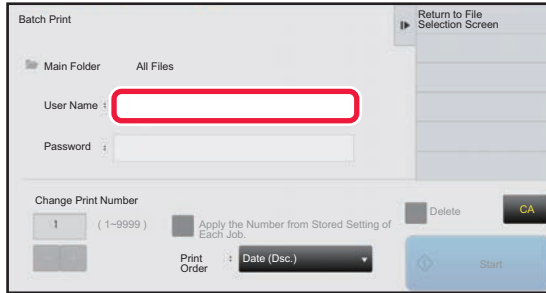


BATCH PRINTING

1

Tap the [Batch Print] key.

2



Tap the [User Name] text box.

3

Select the user name.

After selecting the user name, tap **OK**.



If you have selected [System Settings] in "Settings (administrator)" → [Document Filing Settings] → [Condition Settings] → [Batch Print Settings] and disabled the [Selection of [All Users] is not allowed.] checkbox and [Selection of [User Unknown] is not allowed.] checkbox, select the [All Users] key and [User Unknown] key. If you tap the [All Users] key, all files in the folder (the files of all users) are selected. If you tap the [User Unknown] key, all files in the folder with no user name specified are selected.

4

If a password has been established, tap the [Password] key.

Enter the password (5 to 32 characters) and tap **OK**. Only files that have the same password will be selected. If you do not wish to enter a password, go to the next step.

5

When not printing with the number of copies at data saving, tap the [Apply the Number from Stored Setting of Each Job.] checkbox to set to .

When printing with the number of copies at data saving, go to step 7.

6

Use **- +** to specify the number of copies.

As required, directly tap the numeric value display key and change the value using the numeric keys.

7

To automatically delete the file after printing, tap the [Delete] key.



8

Tap the [Start] key to start printing.

If there are no files that match the search conditions, you will return to the file list screen.



If [Delete the Data] on the action panel is tapped, all files that match the current search conditions will be deleted.

FILE TRANSMISSION

The settings used when the file was stored with document filing are stored, and thus the file can be transmitted using those settings. If needed, you can also change the transmission settings to modify the retrieved file.

After selecting the desired file, follow the steps below.

► [SELECTING A FILE TO RETRIEVE \(page 5-22\)](#)



- A file saved in black and white or grayscale cannot be transmitted in color.
- A stored print job cannot be transmitted. (However, if the job was filed in the printer driver, it can be transmitted if "Rip Style" is set to [RGB]. This settings is accessed by selecting the [Other Settings] button on the [Detailed Settings] tab.)



- These transmission methods require installation of the corresponding options.
- If any of the following other modes were included in the saved file, the file cannot be transmitted. "Stamp", "Photo Repeat", "Multi-Page Enlargement" for copying.
- If any of the following other modes were included in the saved file, the file can be transmitted, but other functions cannot be executed. "Margin Shift", "Transparency Inserts", "Book Copy", "Tab Copy", "Stamp", "Centering"
- Depending on the reduction or enlargement ratio used when storing a file, it may not be possible to send the stored file using a selected resolution setting. In this event, try changing the resolution.

1

Tap [Send] on the action panel.

2

Select settings for sending.

3

Tap the [Start] key.



FILE MOVING

Changes the file storage location. (The file is moved to another folder.)

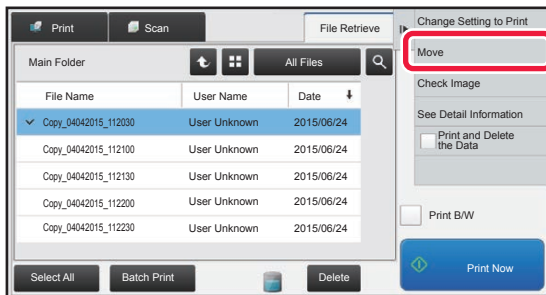


A file whose property is "Protect" cannot be moved. To move a protected file, change its property to "Sharing" or "Confidential".

After selecting the desired file, follow the steps below.

► [SELECTING A FILE TO RETRIEVE \(page 5-22\)](#)

1



Tap [Move] on the action panel.

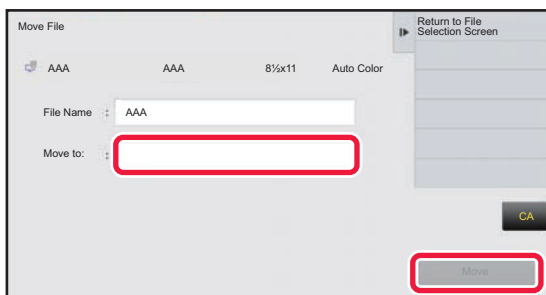
2

Tap the [Move to:] key.



- A file cannot be moved to the Quick File folder.
- To change the file name, tap the [File Name] key.

3



Tap the key of the folder to which you want to move the file.

If the folder with a password is tapped, a password entry screen will appear.
Enter the password (5 to 8 digits number) using the numeric keys and tap the **OK**.



When multiple files are moved, file names cannot be changed.

4

Tap the [Move] key.



DELETE FILE

Stored files that are no longer required can be deleted.

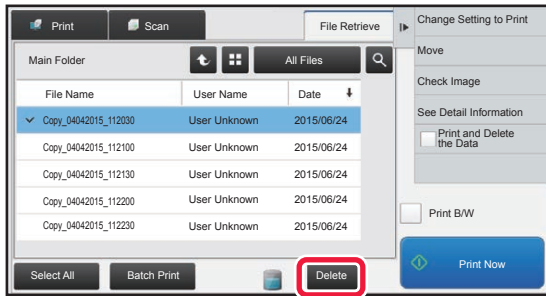


A file whose property is "Protect" cannot be deleted. To delete a protected file, change its property to "Sharing" or "Confidential".

After selecting the desired file, follow the steps below.

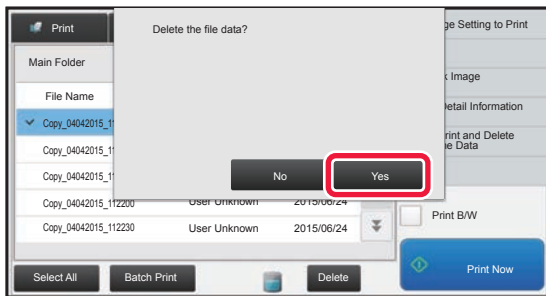
► [SELECTING A FILE TO RETRIEVE \(page 5-22\)](#)

1



Tap the [Delete] key.

2



Check the file and then tap the [Yes] key.



Automatic Deletion of File

You can have document filing data in specified folders automatically deleted by specifying the folders and the time. Periodic deletion of files stored in the machine helps to prevent the disclosure of sensitive information and frees space on the hard drive.

When [Delete by Schedule] is selected, you can select every day, every week, or every month for the deletion cycle, and set a scheduled time for each.

When [Delete at Specified Time after Specified Days Have Elapsed] is selected, you can select 1 to 7 days, 10 days, 20 days, or 30 days for the number of elapsed days, and set a scheduled time for each.

Example: Delete the data in the Quick File folder at 9:00 AM 1 day from now.

File Name	Stored Date		Deletion date and time
Document A	12/23/2016 2:22AM	➔	12/25/2016 9:00AM
Document B	12/23/2016 11:59PM		12/25/2016 9:00AM
Document C	12/24/2016 0:01AM		12/26/2016 9:00AM



• **To automatically delete document filing data periodically:**

In "Settings (administrator)", select [System Settings] → [Document Filing Settings] → [Automatic Deletion of File Settings].

• **To check the set deletion cycle:**

In "Settings (administrator)", select [Status] → [List Print] → [List for Administrator], and print a list of the administrator settings including document filing settings.

• **To check information on the folders selected for file deletion:**

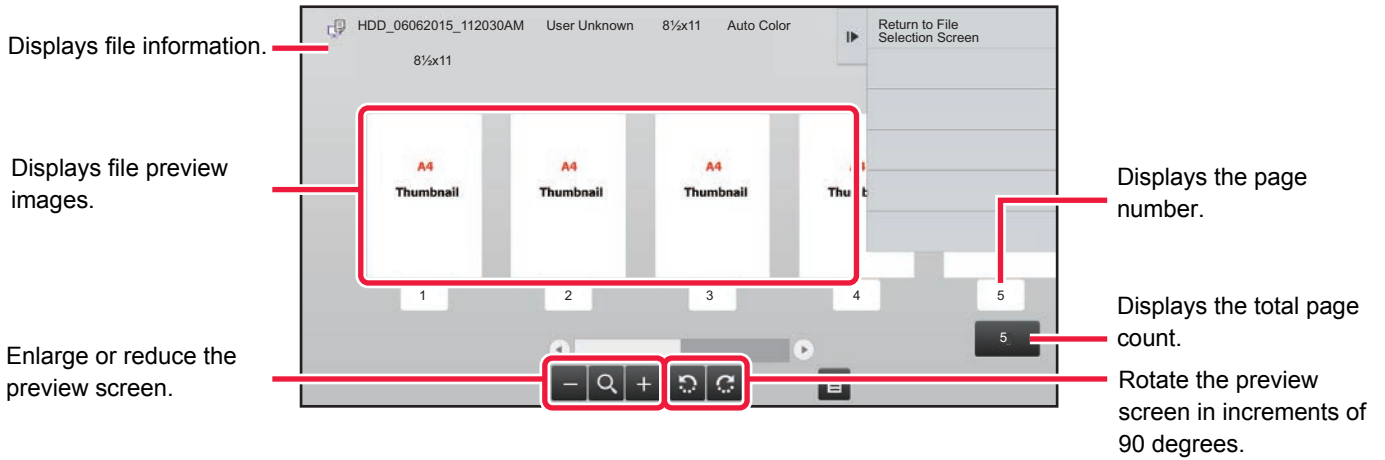
In "Settings", select [Status] → [List for User] → [Document Filing Folder List] and print a list of the folders of document filing.



When you specify automatic deletion of document filing data takes place periodically, all files in the specified folders will be deleted when the set time arrives. Exercise care not to store files that you wish to keep in folders specified for file deletion.



FILE IMAGE CHECKING

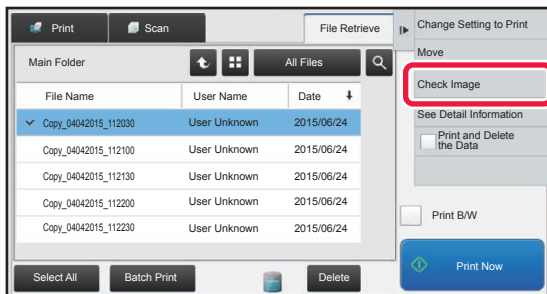


- Depending on the size of the image, part of the image may be clipped off in the image check screen on the touch panel.
- A preview image is an image for display on the touch panel. It will differ from the actual print result.
- The image check screen does not appear when multiple files are selected.

After selecting the desired file, follow the steps below.

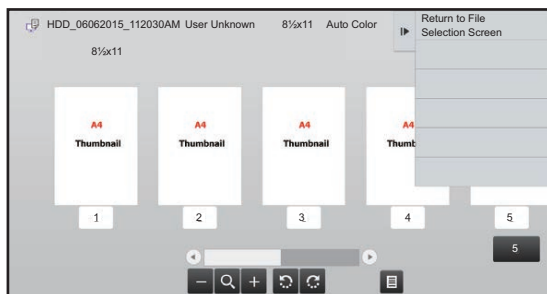
▶ [SELECTING A FILE TO RETRIEVE \(page 5-22\)](#)

1



Tap [Check Image] on the action panel.

2



Check the image of the file.



FILE MERGING

You can combine files that have been saved by Document Filing.

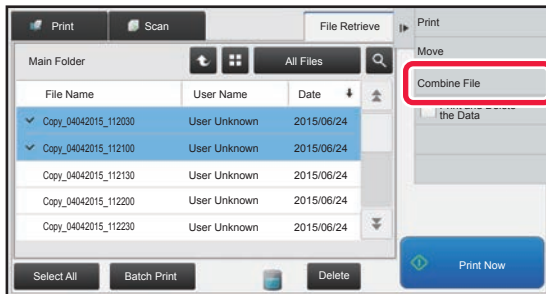


- If you have only selected a single file, the [Combine File] key is not displayed.
- The file name is a combination of "the first file name", "a tilde (~)", and "Serial No.". As required, change the file name at a later time.
- The files are joined in the selected order.

After selecting two desired files, follow the steps below.

► [SELECTING A FILE TO RETRIEVE \(page 5-22\)](#)

1



Tap [Combine File] on the action panel.

2

Append file information.

To select the user name, file name, folder, and property setting, see "[File Information \(page 5-12\)](#)".

- [Changing the property \(page 5-12\)](#)
- [Specifying a user name \(page 5-13\)](#)
- [Assigning a file name \(page 5-13\)](#)
- [Specifying the folder \(page 5-13\)](#)
- [Creating PDF for PC browsing \(page 5-13\)](#)

To delete the original file, select the [Delete Original File] checkbox.

3

Tap the [Execute] key.

Combining of files starts, and after the processing is finished, the "Combining complete" message appears.



To cancel the operation

Tap the [CA] key. Note that the operation cannot be canceled when the original file is being deleted after the files are combined.

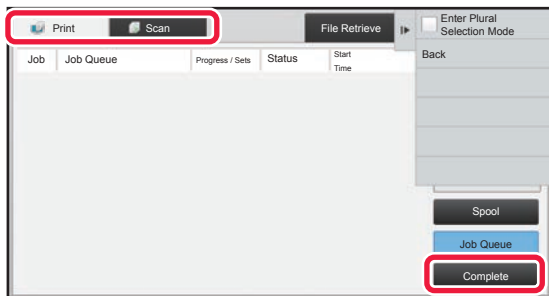


RETRIEVING AND USING A FILE FROM THE JOB MANAGEMENT SCREEN

Files stored using File and Quick File appear as keys in the job management complete screen. This is convenient when you need to quickly print the saved data of a copy job.

1 Tap the job management display.

2



Tap the tab with a file to be retrieved, and tap the [Complete] key.

3

Tap the key of the desired file from the completed job.

A file that has been processed by Quick File or File can be selected for a job in the retrieve operation.

4

Tap [Send] or [Choose Print Settings] on the action panel.

- ▶ [FILE TRANSMISSION \(page 5-26\)](#)
- ▶ [FILE PRINTING \(page 5-22\)](#)



To view detailed information on a file, select the file, and then tap [Check Details of Selected Job] on the action panel.

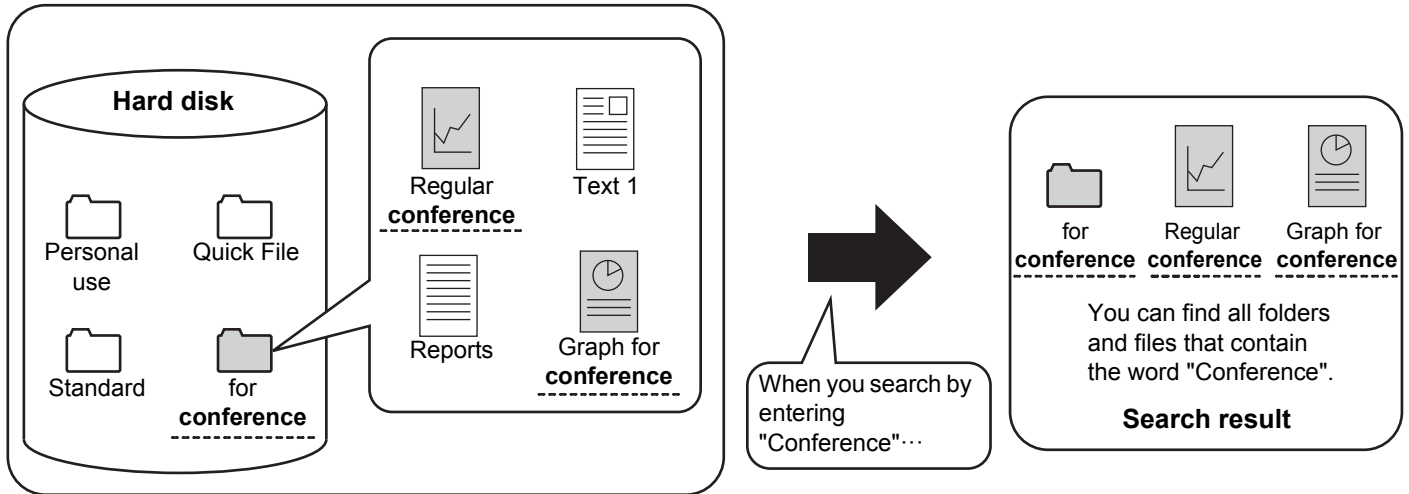


FILE SEARCH AND RETRIEVAL

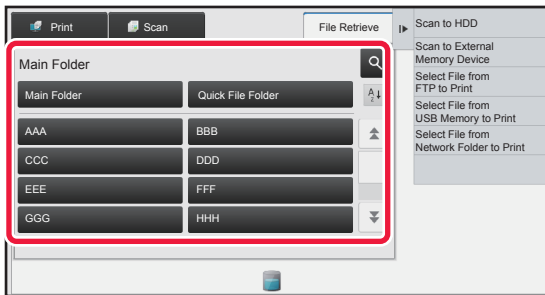
When there are many stored files, it may take some time to locate a file. The search function of document filing mode can be used to find a file quickly.

Searching is possible even when you only know part of the file name or folder name. As required, a folder can also be specified as a search range.

Example: Only part of a file name is known: "Conference"



1



To search for a specific folder, tap its key.



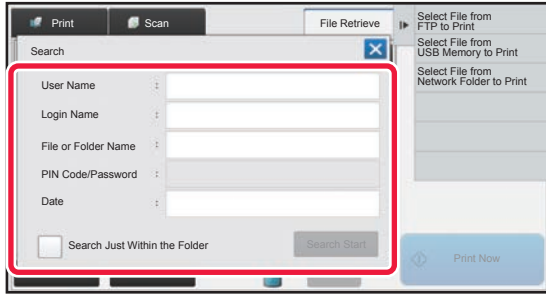
If the folder with a password is tapped, a password entry screen will appear. Enter the password (5 to 8 digits number) using the numeric keys.

2

Tap .



3



Select search conditions.

Tap each text box and set the search condition.

To search for the current folder, set the [Search Just Within the Folder] checkbox to .

[User Name]

Search using the user name.

Select a user on the user selection screen that appears, and then tap **OK**.

[Login Name]

Search using the login name.

Enter the login name on the soft keyboard that appears and tap the [OK] key.

[File or Folder Name]

Search using the file name or folder name.

Enter the file name or folder name on the soft keyboard that appears and tap the [OK] key.

[PIN Code/Password]

Search for files that have a password set.

Enter the password with the soft keyboard that appears, and tap the [OK] key.

[Date]

Search using the date when the file was created.

When you have selected [Today] or [Date Set], set the time and date.

4

Tap the [Search Start] key.

A list of the files that match your search conditions will appear. Select the desired file from the list. The job settings screen will appear.

To return to the base screen of document filing mode, tap the [CA] key.

To return to the file search screen, tap the [Search Again] key.



- When you search using [File or Folder Name], custom folders that match the search characters will also appear in the list. When a folder key is tapped, a list of the files in the folder appears. Tap the desired file in the list.
- Also in setting mode (Web version), you can use the file search function. Click [Document Operations] in "Settings (Web version)" → [Document Filing] → [Search].



PRINTING AN EXTERNAL FILE

A file stored in the FTP server, USB memory device, or network folder of a PC can be printed. The file can also be modified before printing by changing the print settings.

On the action panel, tap [Select File from FTP to Print], [Select File from USB Memory to Print] or [Select File from Network Folder to Print].

For more information, see "[PRINTING WITHOUT THE PRINTER DRIVER \(page 3-92\)](#)".



MANUAL FINISHING

MANUAL FINISHING

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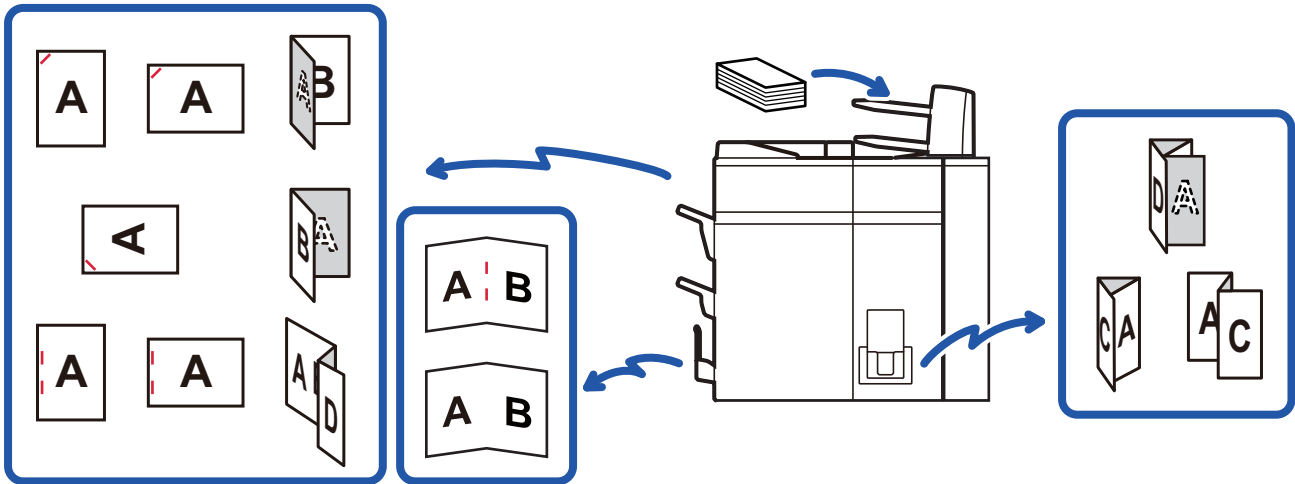


MANUAL FINISHING

MANUAL FINISHING

In manual finishing mode, you can set for finish on copied or printed pages.

You can select the manual finishing mode if the inserter is installed. When the finisher (100-sheet stapling), saddle stitch finisher (100-sheet stapling), punch module, or folding unit is installed, finishing operations, such as stapling, punching or folding can be performed.



Manual finishing cannot be used if the use of manual finishing or inserter is prohibited in "Settings".



To specify whether or not to prohibit the use of manual finishing or inserter:

In "Settings (administrator)", select [System Settings] → [Common Settings] → [Enable/Disable Settings] → [Disable Manual Finishing] to set the use of manual finishing. Select [System Settings] → [Common Settings] → [Enable/Disable Settings] → [Disabling of Inserter] to set the use of the inserter.

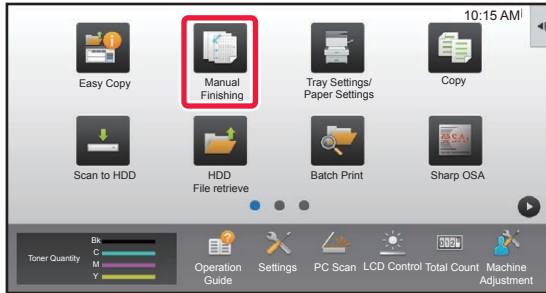


SELECTING MANUAL FINISHING MODE

You can select the manual finishing mode from the Home Screen or from each operation mode as follows:

Changing modes from the Home Screen

1



Tap the [Manual Finishing] mode icon.
The initial screen of the manual finishing mode is displayed.

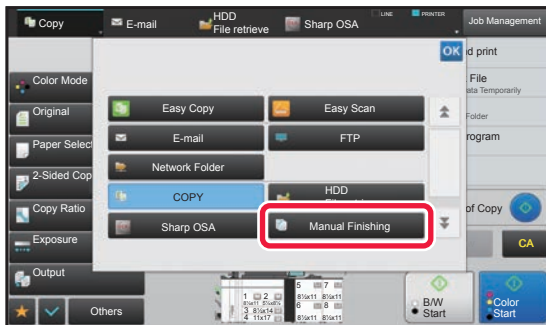
Changing mode from each mode

1



Tap on the mode display.

2



Tap the [Manual Finishing] key.
The initial screen of manual finishing mode is displayed.



BASE SCREEN OF MANUAL FINISHING MODE

Shows the selected paper and output trays.

Selects an output tray for finished paper.

Staples each set of output.
Selects a staple position.

Staples the center of the booklet and folds the booklet along the center.
Trims the excessive parts of booklet folded along the center.

Punches holes in paper.

Performs paper folding.
Selects the type of folding.

Selects a paper tray for finishing.
Tap the [Type and Size] key to set the paper type and paper size.

Sets the number of copies for output and the number of sheets per set.

Resets all settings.

Starts finishing.

The display will vary depending on the devices installed.

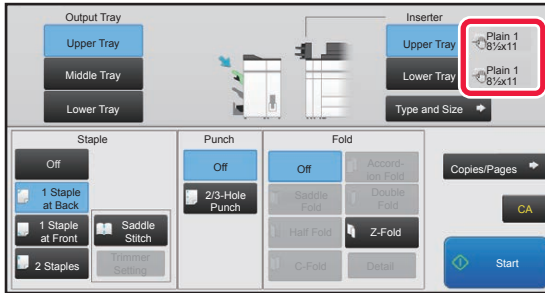


PAPERS

CHECKING TYPE AND SIZE OF PAPER

You can check the type and size of paper loaded in the inserter on the display to the right of [Upper Tray] or [Lower Tray] key.

The paper size is automatically detected when paper is loaded. To set the paper type and size, tap the [Type and Size] key. Paper types and sizes can be specified for each of the upper and lower trays.



- If the paper loaded is different from the type that is indicated on the right of the key, tap the [Type and Size] key or change the settings in "Settings".
- Special media such as transparency film and tab paper cannot be used.



To change the paper settings for the paper you load in the inserter:

Tap the [Type and Size] key or in "Settings", select [System Settings] → [Common Settings] → [Paper Settings] → [Paper Tray Settings] → [Inserter(Upper)] or [Inserter(Lower)].

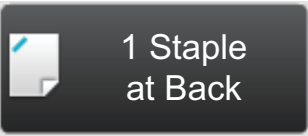
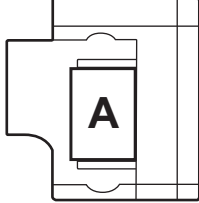

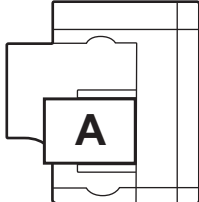


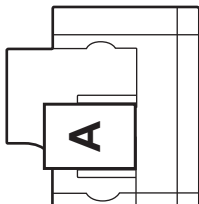
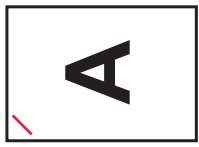
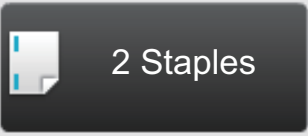
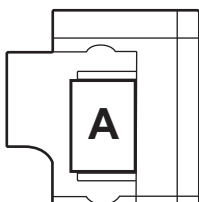

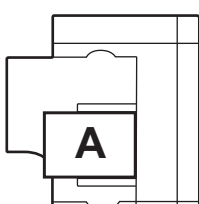

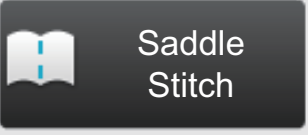
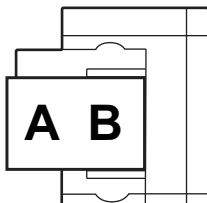

If the paper size is not correctly detected or paper of a non-standard size or type is loaded, specify this setting.



PAPER LOADING ORIENTATION

When using the staple, punch or the paper folding function, the original must be placed as shown below to enable stapling or punching in the desired position on the paper.


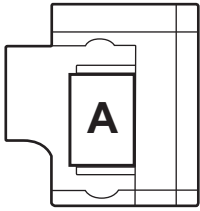

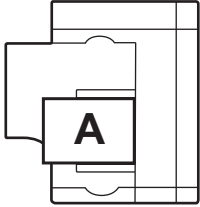

STAPLE

Touch panel key	Orientation	Result
		
		
		
		
		
		



- To use the staple function, you need to mount a finisher (100-sheet stapling) or saddle stitch finisher (100-sheet stapling).
- To use the saddle stitch function, you need to mount a saddle stitch finisher (100-sheet stapling).

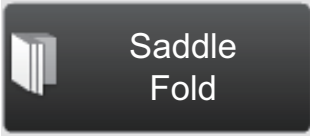
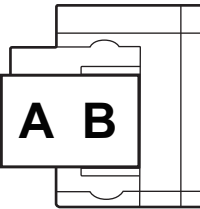

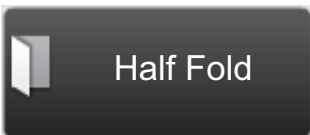
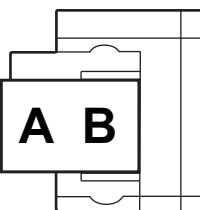

PUNCH

Touch panel key	Orientation	Result
		
		


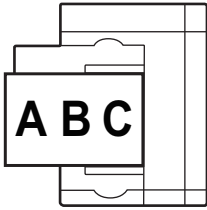


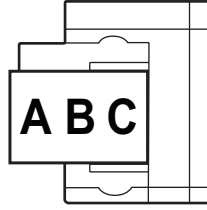
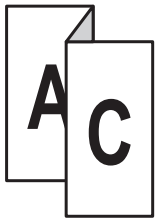
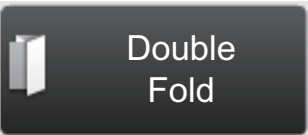
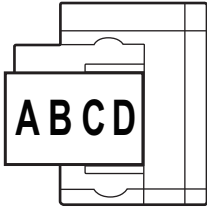

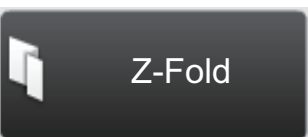
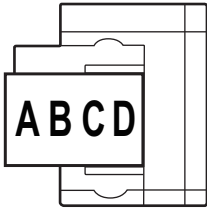



- A punch module is required for paper punch.
- 2 Hole Punch is used as an example. The specifications of the punch module vary by country and region.

FOLD

Touch panel key	Orientation	Result
		
		



Touch panel key	Orientation	Result
 C-Fold		
 Accordion Fold		
 Double Fold		
 Z-Fold		



- A folding unit is required to be installed in order to use paper folding functions other than saddle folds.
- To use the saddle fold function, you need to mount a saddle stitch finisher (100-sheet stapling).



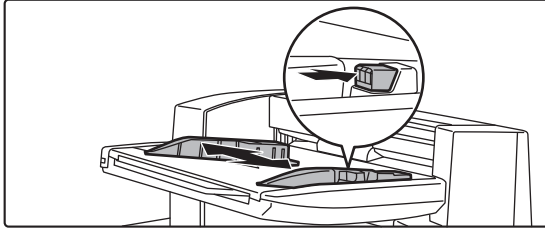
OPERATION OF MANUAL FINISHING

USING MANUAL FINISHING

Change from the Home Screen or each mode to manual finishing mode, and carry out the following procedure.

► [SELECTING MANUAL FINISHING MODE \(page 6-3\)](#)

1



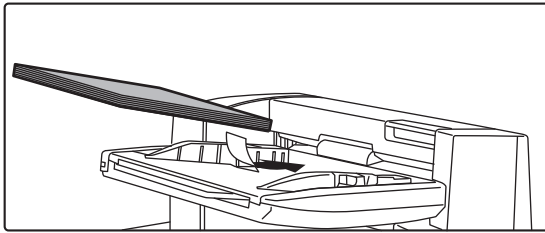
Set the guides to the size of the paper.

Grasp the guide lock lever to adjust the guide.
When you have finished the adjustment, release the lock lever.



When loading paper larger than 8-1/2" × 11"R, or A4R, extend the bypass tray all the way out. If it is not pulled all the way out, the size of the loaded paper will not be detected correctly.

2



Load paper into the upper or lower tray.

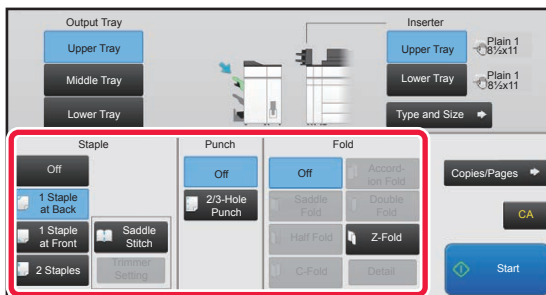
The paper orientation varies depending on the manual finishing function.

- [CHECKING TYPE AND SIZE OF PAPER \(page 6-5\)](#)
- [PAPER LOADING ORIENTATION \(page 6-6\)](#)



- Up to 200 sheets of paper can be loaded into each of the upper and lower trays.
- Insert the paper along the guides all the way into the tray.
- If the guide width is not correctly adjusted to match the paper width, paper may be jammed, skewed, or crease. Adjust the paper guides to fit the width of the paper.

3

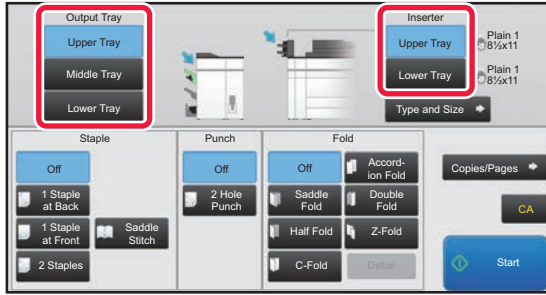


Select the appropriate finishing method.

- [STAPLE FUNCTION \(page 6-11\)](#)
- [PUNCH FUNCTION \(page 6-14\)](#)
- [PAPER FOLDING FUNCTION \(page 6-15\)](#)



4



Change the paper tray or output tray as required.

- [TO CHANGE THE PAPER TRAY \(page 6-18\)](#)
- [TO CHANGE THE OUTPUT TRAY \(page 6-18\)](#)

5

Tap the [Start] key to begin manual finishing.



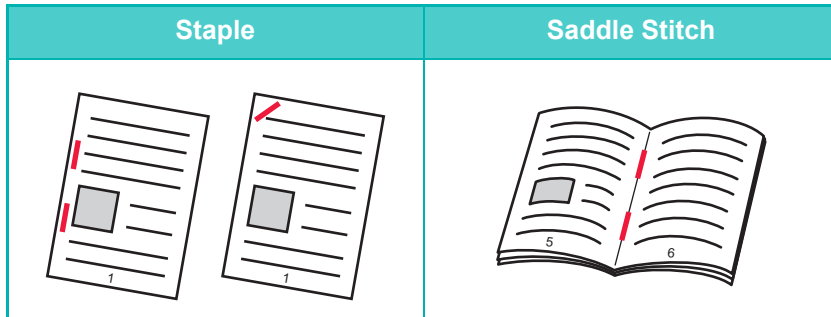
To stop manual finishing:
Tap the [Stop] key.



STAPLE FUNCTION

When a finisher (100-sheet stapling) is installed, you can staple loaded papers into a sheaf. (Staple function)

When a saddle stitch finisher (100-sheet stapling) is installed, you can staple papers in two places on the centerline and fold them before being output. (Saddle stitch function)

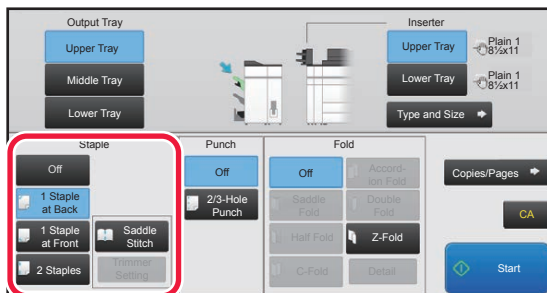


- You can use the saddle stitch function for size 8-1/2" × 11"R to 12" × 18" (A4R to A3W) papers.
- The saddle stitch function cannot be used with other manual finishing functions.
- If you load only one sheet of paper while the staple function is ON, the staple function is temporarily turned OFF and the sheet is not stapled.

Selecting staple function

Tap your desired staple key in the [Staple].

The output tray is automatically selected based on the selected staple key.



To cancel the staple function:

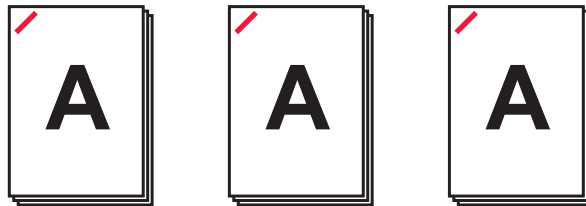
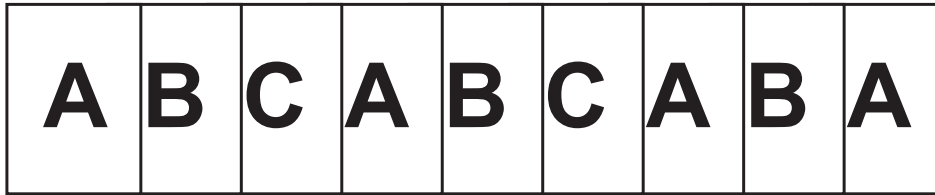
Tap the [Off] key.



COPIES/PAGES FUNCTION

If you wish to staple multiple sets at once, use the Copies/Pages.

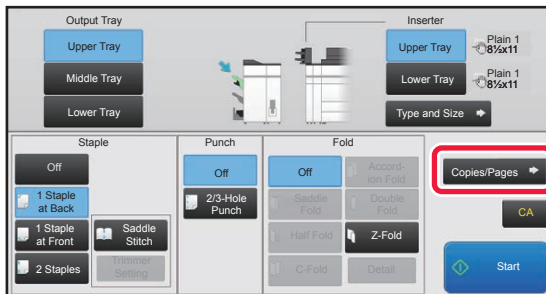
Load sorted paper and tap the [Copies/Pages] key to enter the number of copies and the number of pages per set.



The settings on the Copies/Pages will not be effective for the paper folding and punch functions.

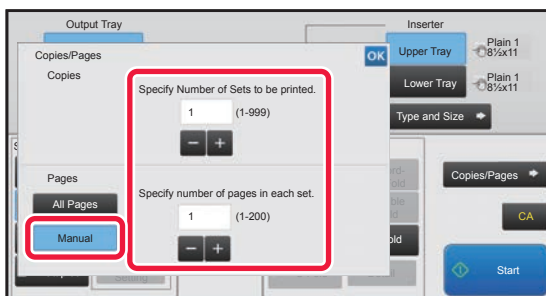
Setting the number of copies (number of pages)

1



Tap the [Copies/Pages] key.

2



Tap the [Manual] key and specify the number of output copies and the number of pages per set.

Tap the Number of Copies display and the Number of Pages per Set display, and enter the values using the numeric keys. Otherwise, tap the **- +** key to enter the values. After the settings are completed, tap **OK**.



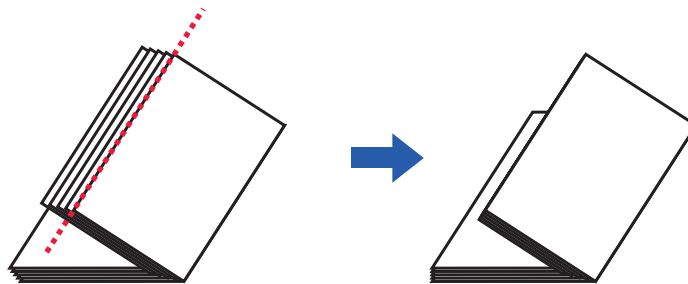
If you select [All Pages] for the number of copies/number of pages, specify "1" for the number of sets to be printed.



If you set more copies or pages than the number of copies or pages that can be stapled, a message is displayed and the [Start] key is disabled.
See "Specifications" in the "Start Guide" and specify the number of copies or pages that can be stapled.

TRIMMER SETTING

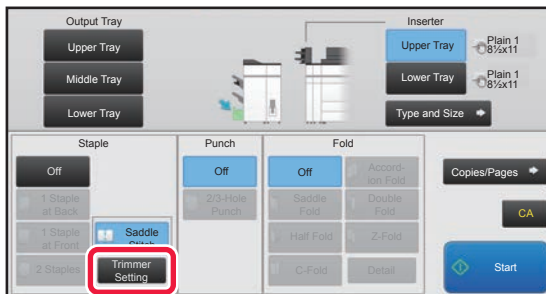
If a trimmer unit is installed, you can trim off excess edges of paper for a finer finish.



Trimmer Setting (when Saddle Stitch is selected)

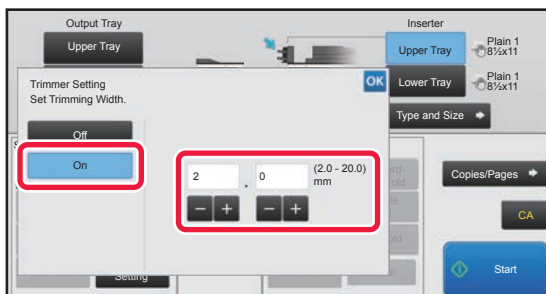
To select the Trimmer Setting, a trimmer unit must be installed.

1



With Saddle Stitch selected, tap the [Trimmer Setting] key.

2



Tap the [On] key, and specify the trimming width.

Tap the numeric value display field of the trimming width, and enter the allowable range using the numeric keys. Otherwise, tap the **- +** key to enter the values. After the settings are completed, tap **OK**.

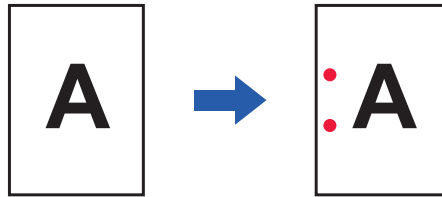


To cancel the trimmer setting:
Tap the [Off] key.



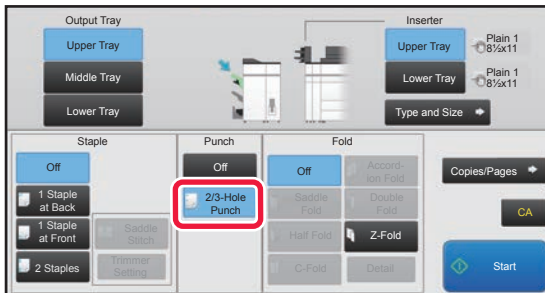
PUNCH FUNCTION

If a punch module is installed, holes can be punched in paper.



- Paper sizes that are available for the punch function are 8-1/2 " × 11"R to 11" × 17" (B5R to A3).
- You cannot use 12" × 18" (A3W) size papers, and special media such as transparency film.
- The punch function cannot be used with the saddle stitch or paper folding functions. However, it can be used with them if the paper size used is 11" × 17", A3 or B4 for Z-fold.
- 2 Hole Punch is used as an example. The specifications of the punch module vary by country and region.

Tap the [2 Hole Punch] key under "Punch".



To cancel the punch function:
Tap the [Off] key.

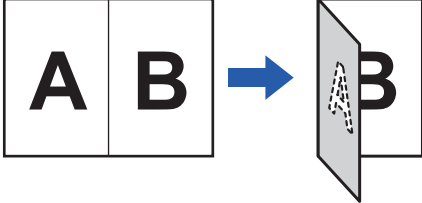
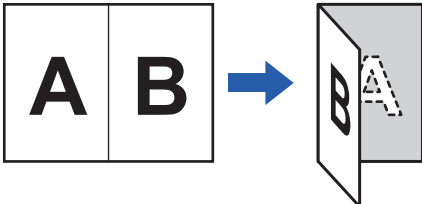
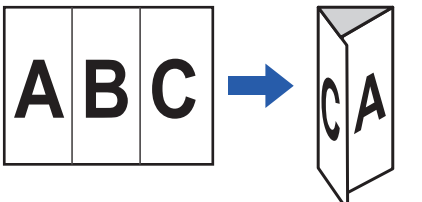
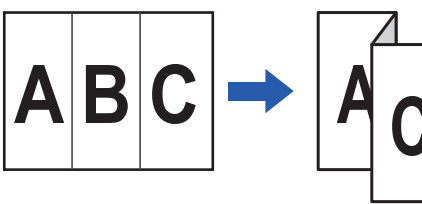
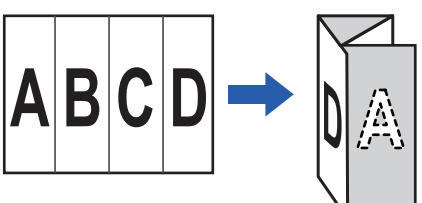


PAPER FOLDING FUNCTION

When a paper folding unit is installed, you can fold papers in Z-fold and C-fold. When a saddle stitch finisher (100-sheet stapling) is installed, you can use saddle folds.

The paper sizes that can be selected vary depending on the type of paper fold.

Types of folds and paper sizes available

Types of Folds	Folding results	Paper Size
Saddle Fold		13" × 19", 12" × 18", 11" × 17", 8-1/2" × 14", 8-1/2" × 13-1/2", 8-1/2" × 13-2/5", 8-1/2" × 13", 8-1/2" × 11"R, A3W, A3, B4, A4R, SRA3, 8K
Half Fold		8-1/2" × 11"R, A4R
C-Fold		8-1/2" × 11"R, A4R
Accordion Fold		8-1/2" × 11"R, A4R
Double Fold		8-1/2" × 11"R, A4R



Types of Folds	Folding results	Paper Size
Z-Fold		11" x 17", 8-1/2" x 14", 8-1/2" x 11"R, A3, B4, A4R

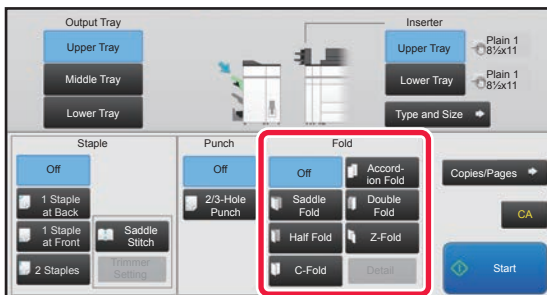


- Special media such as transparency film and tab paper cannot be used.
- The paper folding function cannot be used with the staple and hole punch function. However, it can be used with them if the paper size for Z-fold is 11" x 17", A3 or B4.

Selecting the paper folding function

Tap your desired fold key in the "Fold".

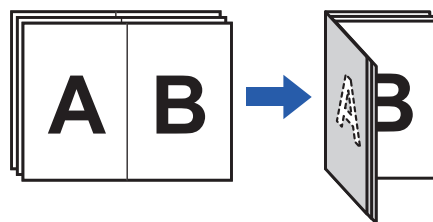
The output tray is automatically selected based on the selected fold key.



To cancel the paper folding function:
Tap the [Off] key.

MULTIPLE FOLD (WHEN SADDLE FOLD IS SELECTED)

If Saddle Fold is selected, multiple sheets can be folded together. Five sheets of paper are folded at a time.

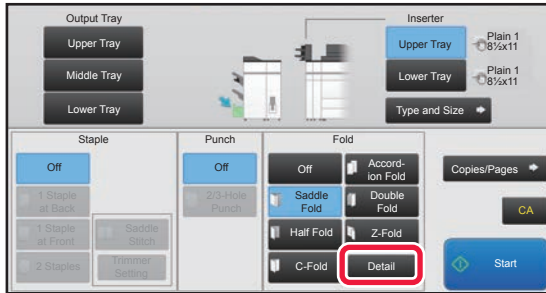


- When four or less papers are set, four or less papers are folded at a time.
- If five or more papers are set and if four or less papers remain, the remaining number of papers are folded at a time.
- Some types of paper reduces the number of sheets that are folded every set. For example, three sheets are folded at a time in the case of heavy paper.



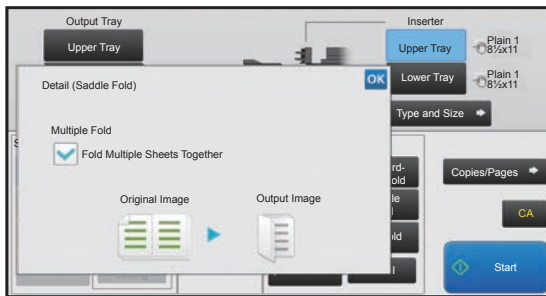
Setting Multiple Fold (when Saddle Fold is selected)

1



With Saddle Fold selected, tap the [Detail] key.

2



Set the [Fold Multiple Sheets Together] checkbox to .

After the settings are completed, tap **OK**.



To cancel the multiple fold function:

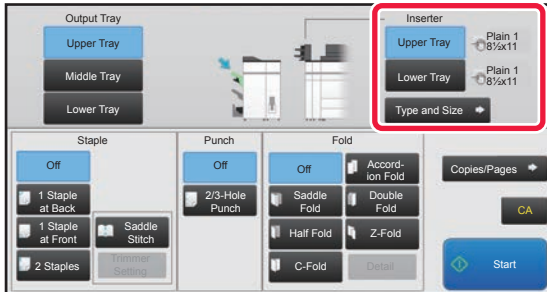
Set the [Fold Multiple Sheets Together] checkbox to .



TO CHANGE THE PAPER TRAY

The paper tray is automatically detected when paper is loaded in the inserter.

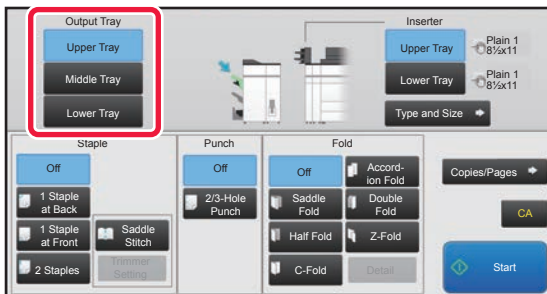
If you need to specify a paper tray when, for example, paper has been loaded into both the upper and lower trays on the inserter, tap the [Upper Tray] or [Lower Tray] key to specify the appropriate paper tray.



TO CHANGE THE OUTPUT TRAY

The output tray is automatically selected based on the output function you set. If Z-Fold, Half Fold, or Punch is selected, you can select the upper, middle or lower tray for the output tray.

Tap the [Upper Tray], [Middle Tray] or [Lower Tray] key in "Output Tray" and select the output tray you require.



Relation between output function and output tray

An output tray is automatically selected as shown below based on the output function you set. Depending on the output function that is originally deselected, it may be deselected if you tap the [Upper Tray], [Middle Tray] or [Lower Tray] key to change the output tray.

For example, if you tap the [Upper Tray], [Middle Tray] or [Lower Tray] key with "Saddle Stitch" selected, the setting for "Saddle Stitch" is canceled.

Output function	Deliver to	
Staple	Upper Tray (A) or Lower Tray (C)	
Z-Fold/Half Fold/Punch	Upper Tray (A), Middle Tray (B) or Lower Tray (C)	
Saddle Stitch/Saddle Fold	Saddle Stitch Tray (D)	
C-Fold/Accordion Fold/Double Fold	Folding Unit Tray (E)	



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SETTING MODE

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SETTING MODE

"Settings" allows management of various functions that will make it easier to use the machine, such as default registration for each function, network connection setting, and log check of operation status.

Setting mode can also be selected using the Web browser by accessing the machine from a PC connected to the same network as the machine.



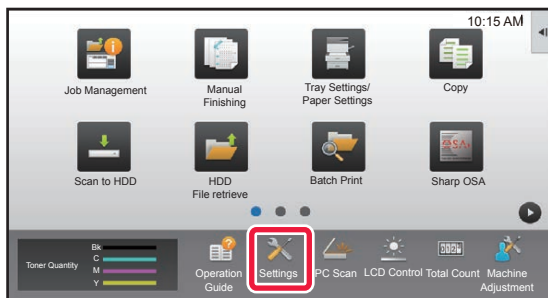
- Administrator password

To maintain security, the machine administrator should promptly change the password after the machine is purchased. (For the default administrator password, see Start Guide.) To change the password, see "[Change Password \(page 7-140\)](#)".

* To ensure a high level of security, change the password at regular intervals.

Displaying the setting mode on the machine

1



Tap the [Settings] key.

Tap the [Settings] key on the home screen.

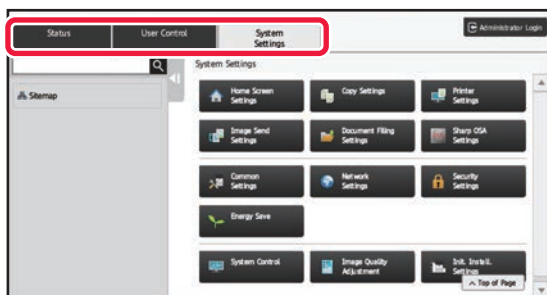
The setting mode screen appears on the touch panel.

The setting menu appears at the top of the displayed screen.

Tap the setting in the menu that you want to configure.

For details of the settings, see the explanation for each item.

2



On the upper tab, tap the item that you want to set.

The setting menu appears on the left side of the displayed screen.

Tap the setting in the menu that you want to configure.

When you tap the [System Settings] tab, item keys appear on the screen.

When you tap the key of an item, a setting item menu appears.

(When you tap the [Image Send Settings] key, further item keys appear.)



- To quit the setting mode, tap the [Cancel] key in the upper right corner of the screen.

- For details on login procedures when user authentication is enabled, see "[USER AUTHENTICATION \(page 1-31\)](#)".

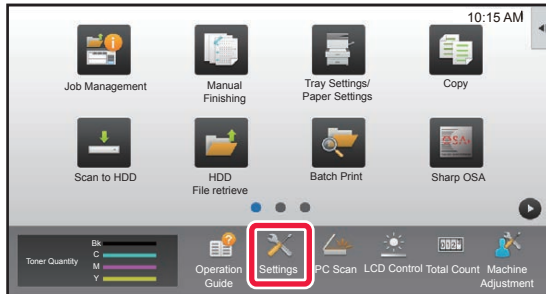


Displaying the setting mode (Web version)

When the machine is connected to the network, access the built-in Web server of the machine using the PC's Web browser.

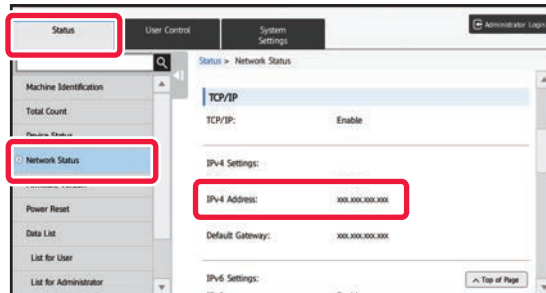
From the setting mode of the machine, print the IP address of the machine and enter the address on the PC's Web browser.

1



Tap the [Settings] key.

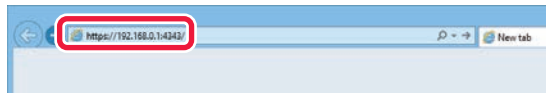
2



Tap [Status] → [Network Status] from the menu, and then check the IP address on the machine in "IPv4 Address".

Scroll until you see the "IPv4 Address".

3



Start the Web browser on the PC, and enter the IP address of the machine

Start a Web browser on a PC on the same network the machine is on, and enter the IP address of the machine.

Recommended Web browsers:

- Internet Explorer (Windows®): 9 or later
- Firefox (Windows®), Safari (Mac OS®), Chrome (Windows®): Latest version or immediately previous major release

Depending on the machine settings, user authentication may be required to display the setting mode (Web version). For password and other information required for user authentication, contact the administrator of the machine.



SETTING MODE LIST

SETTING MODE LIST

The following is a list of setting mode items, factory default settings and restrictions for each item.



- Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.
- Some setting items can only be configured on the Web page.

Status

U: General user; A: System administrator/Administrator

Setup Items	Factory default setting	U	A
■ Status (page 7-42)			
● Machine Identification (page 7-42)	–	Yes*	Yes
● Total Count (page 7-43)	–	Yes	Yes
● Device Status (page 7-43)	–	Yes	Yes
● Network Status (page 7-44)	–	Yes	Yes
● Firmware Version (page 7-45)	–	No	Yes
● Power Reset (page 7-45)	–	No	Yes
● Data List (page 7-45)	–	Yes	Yes
▶ List for User	–	Yes	Yes
▶ List for Administrator	–	No	Yes

* Some settings can only be configured by the administrator.

Address Book

U: General user; A: System administrator/Administrator

Setup Items	Factory default setting	U	A
■ Address Book (page 7-47)*1			
● Address Book (page 7-47)	–	Yes	Yes
● Category Setting (page 7-49)*2	–	Yes	Yes

*1 This setting is configured in setting mode on the web page.

*2 Set the Category Setting in System Settings→Image Send Settings→Common Settings→Category Setting of the machine's setting mode.



Document Operations

U: General user; A: System administrator/Administrator

Setup Items	Factory default setting	U	A
■ Document Operations (page 7-50) *1			
● Document Filing (page 7-50)		Yes	Yes
▶ Main Folder	–	Yes	Yes
▶ Quick File Folder	–	Yes	Yes
▶ Custom Folder*2	–	Yes	Yes
▶ My Folder*3	–	Yes	Yes
▶ Search	–	Yes	Yes
▶ File Batch Print	–	Yes	Yes
● Submit Print Job (page 7-53)	–	Yes	Yes

*1 This setting is configured in setting mode on the web page.

*2 Set the Category Setting in System Settings→Document Filing Settings→Document Filing Control of the machine's setting mode.

*3 This appears when My Folder is set.

User Control

U: General user; A: System administrator/Administrator

Setup Items	Factory default setting	U	A
■ User Control (page 7-54)			
● User List (page 7-54)	–	No	Yes
● Custom Index (page 7-57)	–	No	Yes
● Organization /Group List (page 7-57)	–	No	Yes
● Default Settings (page 7-57)		No	Yes
▶ User Authentication	Disabled	No	Yes
▶ Authentication Server Settings	Login Locally	No	Yes
▶ Default Network Authentication Server Setting*1	Not Set	No	Yes
▶ Perform network server access control	Disabled	No	Yes
▶ Authentication Method Setting	Authenticate a User by Login Name and Password	No	Yes
▶ Device Account Mode Setting		No	Yes
◆ Device Account Mode	Disabled	No	Yes
◆ Allow Login by Different User	Disabled	No	Yes
▶ Login User	–	No	Yes
▶ Cache User Information	Enabled	No	Yes
◆ Cache Period	Unlimited	No	Yes
▶ Store user authentication information for External Connect	Enabled	No	Yes
▶ Card Setting		No	Yes
◆ Use IC Card for Authentication	Disabled	No	Yes



Setup Items	Factory default setting	U	A
▶ Actions when the Limit of Pages for Output Jobs*2	Job is Completed even when the Limit of Pages is Reached	No	Yes
▶ A Warning when Login Fails*2	Disabled	No	Yes
▶ Disabling of Printing by Invalid User*2	Disabled	No	Yes
▶ Allow Remote Scanner Using Before Login.	Disabled	No	Yes
▶ Automatically print stored jobs after login	Disabled	No	Yes
▶ Display Usage Status after Login*2	Disabled	No	Yes
▶ Login Name Display	Display login name	No	Yes
▶ Include Job Management in user authentication	Disabled	No	Yes
▶ Disable display/change of other users' information in the job management	Disabled	No	Yes
▶ Automatic Logout Setting	Enabled (60sec.)	No	Yes
▶ Case sensitivity of login name is enabled.	Enabled	No	Yes
▶ Apply login name to the user name of network folder	Enabled	No	Yes
▶ Edit Help Display of Login Screen	–	No	Yes
▶ User Information Print	User List	No	Yes
▶ Reset Counter After Sending E-mail Status	Disabled	No	Yes
▶ Enable IPP Authentication Except for Printer Driver	Enabled	No	Yes
● Pages Limit Group (page 7-63)	–	No	Yes
● Machine Page Limit Setting (page 7-63)	–	No	Yes
● Authority Group (page 7-64)	–	No	Yes
● Favorite Operation Group (page 7-68)	–	No	Yes
▶ Favorite Operation Group List	–	No	Yes
▶ Favorite Key List*3	–	No	Yes
▶ Home Screen List	–	No	Yes
● User Count (page 7-70)		No	Yes
▶ View User Count	–	No	Yes
▶ Save User Count*3	–	No	Yes
● Billing Code Setting (page 7-72)		No	Yes
▶ Administration Settings	–	No	Yes
◆ Use Billing Code	Disabled	No	Yes
◆ Default Code Setting	Default Code	No	Yes
◆ Remember Billing Code Between Modes	Disabled	No	Yes
◆ Disable Change of Billing Code	Disabled	No	Yes
◆ Apply Default Code when Billing Code not entered Billing Code not Entered	Disabled	No	Yes
◆ Disable Billing Code for Selected Applications		No	Yes
• Sharp OSA	All Invalid	No	Yes



Setup Items	Factory default setting	U	A
◆ Billing Code Display Name Setting		No	Yes
• Main Code Display Name	Default	No	Yes
• Sub Code Display Name	Default	No	Yes
▶ Main Code List	–	No	Yes
▶ Sub Code List	–	No	Yes
● Card Setting (page 7-74)		No	Yes
▶ Card Area Setting (page 7-74)		No	Yes
◆ Check System Code only in FeliCa User Area mode	Disabled	No	Yes
◆ Check Facility Code in HID mode	Disabled	No	Yes
◆ Facility Code	–	No	Yes
◆ Importing from the setup file	–	No	Yes
◆ Card Scan Test	Disabled	No	Yes
▶ Card Type / Card Reader Settings (page 7-74)		No	Yes
◆ Card Type / Card Reader	200	No	Yes
▶ Card Reader Device Registration*4	–	No	Yes

*1 Appears when [LDAP] is set in "Authentication Settings".

*2 Appears when "Settings (administrator)" - [Sharp OSA Settings] → [External Accounting Application Settings] → [Set Authentication Server (Server 1)] is enabled.

*3 This setting is configured in setting mode on the web page.

*4 This setting is configured in setting mode on the machine.



System Settings

Home Screen Settings

U: General user; A: System administrator/Administrator

Setup Items	Factory default setting	U	A
● Home Screen Settings (page 7-75)			
▶ Condition Settings	–	No	Yes
▶ Icon*	–	No	Yes
▶ Background Image*	–	No	Yes

* In the machine's setting mode, this can be set with a USB memory device connected.

Copy Settings

U: General user; A: System administrator/Administrator

Setup Items	Factory default setting	U	A
● Copy Settings (page 7-77)			
▶ Condition Settings		No	Yes
◆ Rotation Copy Setting	Rotation Copy	No	Yes
◆ Add or Change Extra Preset Ratios	–	No	Yes
◆ Setting a Maximum Number of Copies	9999	No	Yes
◆ Initial Margin Shift Setting		No	Yes
• Side 1	1/2" (10mm)	No	Yes
• Side 2	1/2" (10mm)	No	Yes
◆ Erase Width Adjustment		No	Yes
• Edge Clearance Width	1/2" (10mm)	No	Yes
• Center Clearance Width	1/2" (10mm)	No	Yes
◆ InitialN-Up Setting	Off	No	Yes
• Layout	Left to Right/Right, and Down	No	Yes
• Border	No Print	No	Yes
◆ Card Shot Settings		No	Yes
• Original Size	X: 3-3/8" (86 mm), Y: 2-1/8" (54 mm)	No	Yes
• Fit to Page	Disabled	No	Yes
◆ Automatic Saddle Stitch	Enabled	No	Yes
◆ Initial Tab Copy Setting	1/2" (10mm)	No	Yes
◆ Disabling of Registration/Deletion of Program	Disabled	No	Yes
◆ Disabling of Bypass-Tray in Duplex Copy	Disabled	No	Yes
◆ Disabling of Auto Paper Selection	Disabled	No	Yes



Setup Items	Factory default setting	U	A
◆ Auto Selection Setting of Tray that is Supplied the Paper	Disabled	No	Yes
◆ Disabling Registration of Custom Image	Disabled	No	Yes
◆ Disabling sending while copying	Disabled	No	Yes
◆ High Quality Scan from Document Feeder (B/W)	Disabled	No	Yes
◆ Quick Scan from Document Glass (B/W)	Disabled	No	Yes
◆ Auto Clear Before Copy Execution Also	Disabled	No	Yes
► Initial Status Settings		No	Yes
◆ Color Mode	Full Color	No	Yes
◆ Image Orientation	Portrait	No	Yes
◆ Paper Tray	Varies depending on the machine configuration	No	Yes
◆ Exposure Type	Auto	No	Yes
• Copy of Copy	Disabled	No	Yes
• Color Tone Enhancement	Disabled	No	Yes
◆ Copy Ratio	100%	No	Yes
• Select magnification automatically according to paper size, when paper tray is selected.	Disabled	No	Yes
◆ 2-Sided Copy	1-Sided→1-Sided	No	Yes
◆ Original Binding	Book	No	Yes
◆ Output Binding	Book	No	Yes
◆ Output	Auto	No	Yes
◆ Output Tray	Varies depending on the machine configuration	No	Yes
◆ Offset	Enabled	No	Yes
◆ Separator Page		No	Yes
• Insert Before Job	Disabled	No	Yes
• Insert After Job	Disabled	No	Yes
◆ Staple Sort*1	1 Staple	No	Yes
◆ Staple Position*1	Left	No	Yes
◆ Punch*2	Disabled	No	Yes
◆ Fold*3, *4	Varies depending on the machine configuration	No	Yes
◆ Saddle Fold*3		No	Yes
• Print Side	Inside	No	Yes
• Fold Multiple Sheets Together	Disabled	No	Yes
◆ Paper Size for Z-Fold*4	All Enabled	No	Yes



Setup Items	Factory default setting	U	A
◆ C-Fold*4	Print Side: Inside Fold Orientation: Open Right	No	Yes
◆ Accordion Fold*4	Fold Orientation: Open Right	No	Yes
◆ Double Fold*4	Print Side: Inside Fold Orientation: Open Right	No	Yes
◆ Half Fold*4	Print Side: Inside	No	Yes
◆ Trimming Width Settings*5		No	Yes
• Adjust Trimming Width	2.0 mm	No	Yes
▶ Text /Image Printing		No	Yes
◆ Text Settings (Stamp)	–	No	Yes
◆ Custom Stamp	–	No	Yes
◆ Custom Watermark	–	No	Yes

*1 When a finisher/saddle stitch finisher is installed

*2 When a finisher/saddle stitch finisher is installed and a punch module is installed

*3 When a saddle stitch finisher is installed

*4 When a folding unit is installed

*5 When a trimming module is installed

Printer Settings

U: General user; A: System administrator/Administrator

Setup Items	Factory default setting	U	A
● Printer Settings (page 7-81)			
▶ Condition Settings		No	Yes
◆ Prohibit Notice Page Printing	Enabled	No	Yes
◆ Prohibit Test Page Printing	Disabled	No	Yes
◆ A4/Letter Size Auto Change	Disabled	No	Yes
◆ Bypass Tray Settings		No	Yes
• Enable Detected Paper Size in Bypass Tray	Disabled	No	Yes
• Enable Selected Paper Type in Bypass Tray	Enabled	No	Yes
• Exclude Bypass-Tray from Auto Paper Select	Disabled	No	Yes
◆ Job Spool Queuing	Enabled	No	Yes
◆ Disabling of USB Memory Direct Print	Disabled	No	Yes
◆ Disabling of Network Folder Direct Print	Disabled	No	Yes
◆ Disabling sending while printing	Disabled	No	Yes
▶ Interface Settings		No	Yes
◆ Hexadecimal Dump Mode	Disabled	No	Yes
◆ I/O Timeout	60sec.	No	Yes
◆ Enable Network Port	Enabled	No	Yes



Setup Items	Factory default setting	U	A
◆ Network Port Emulation Switching	Auto	No	Yes
◆ Port Switching Method	Switch at End of Job	No	Yes
► Initial Status Settings		Yes	Yes
◆ Copies	1	Yes	Yes
◆ Orientation	Portrait	Yes	Yes
◆ Paper Size	Letter (8-1/2" x 11")	Yes	Yes
◆ Output Tray	Auto	Yes	Yes
◆ Paper Type	Plain Paper 1	Yes	Yes
◆ Resolution Setting	600dpi (High Quality)	Yes	Yes
◆ Disable Blank Page Print	Disabled	Yes	Yes
◆ 2-Sided Print	1-Sided	Yes	Yes
◆ Color Mode	Auto	Yes	Yes
◆ N-Up	1-Up	Yes	Yes
◆ Fit To Page	Enabled	Yes	Yes
◆ Output	Varies depending on the machine configuration	Yes	Yes
• Print per Unit	Enabled	Yes	Yes
• Separator Page		Yes	Yes
- Insert Before Job	Disabled	Yes	Yes
- Insert After Job	Disabled	Yes	Yes
• Staple Sort*1	Disabled	Yes	Yes
• Punch*2	Disabled	Yes	Yes
• Fold*3, *4	Varies depending on the machine configuration	Yes	Yes
• Saddle Fold*3		Yes	Yes
- Print Side	Inside	Yes	Yes
- Fold Multiple Sheets Together	Disabled	Yes	Yes
• Paper Size for Z-Fold*4	All Enabled	Yes	Yes
• C-Fold*4	Print Side: Inside Fold Orientation: Open Right	Yes	Yes
• Accordion Fold*4	Fold Orientation: Open Right	Yes	Yes
• Double Fold*4	Print Side: Inside Fold Orientation: Open Right	Yes	Yes
• Half Fold*4	Print Side: Inside	Yes	Yes
• Trimming Width Settings*5		Yes	Yes
- Adjust Trimming Width	2.0 mm	Yes	Yes
◆ Quick File	Disabled	Yes	Yes



Setup Items	Factory default setting	U	A
▶ PCL Settings		Yes	Yes
◆ PCL Symbol Set Setting	PC-8	Yes	Yes
◆ PCL Font Setting	Internal Font, 0: Courier	Yes	Yes
◆ PCL Line Feed Code	0.CR=CR; LF=LF; FF=FF	Yes	Yes
◆ Wide A4	Disabled	Yes	Yes
▶ PostScript Settings		Yes	Yes
◆ Screen Settings	Standard	Yes	Yes
◆ Print PS Errors	Disabled	Yes	Yes
◆ Binary Processing	Disabled	Yes	Yes
▶ OOXML Settings		Yes	Yes
◆ Print What	Selected Sheet	Yes	Yes
▶ Print Release Settings	For information about each of the print release settings, see "Print Release Settings Guide".	No	Yes
▶ E-mail Print Settings		No	Yes
◆ E-mail Print	Disabled	No	Yes
◆ POP3 Server	–	No	Yes
◆ Port Number	110	No	Yes
◆ POP Authentication	Disabled	No	Yes
◆ User Name	–	No	Yes
◆ Password	–	No	Yes
• Change Password	Disabled	No	Yes
◆ Check Interval	5 minutes	No	Yes
◆ Enable SSL	Disabled	No	Yes
◆ Connection Test	–	No	Yes
▶ Direct Print Settings (FTP)		No	Yes
▶ Direct Print Settings (Network Folder)	–	No	Yes
▶ Print Setting from PC/Mobile Terminal		No	Yes
◆ FTP Print	Enabled	No	Yes
◆ Port Number	21	No	Yes
◆ Use Banner	Disabled	No	Yes

*1 When a finisher/saddle stitch finisher is installed

*2 When a finisher/saddle stitch finisher is installed and a punch module is installed

*3 When a saddle stitch finisher is installed

*4 When a folding unit is installed

*5 When a trimming module is installed



Image Send Settings

Common Settings

U: General user; A: System administrator/Administrator

Setup Items	Factory default setting	U	A
● Common Settings (page 7-103)			
▶ Condition Settings		No	Yes
◆ Hold settings for a while after scanning has been completed	Disabled	No	Yes
◆ Job Auto Start Time During Scanning	60sec.		
◆ Default Display Setting	E-mail	No	Yes
◆ Address Book Default Selection		No	Yes
• Higher priority is given to the display of address book.	Disabled	No	Yes
• Apply Addresses of Sending Modes Only	Enabled	No	Yes
◆ Category Displayed as Default	None	No	Yes
◆ Display all address type regardless of the mode being displayed currently.	Disabled	No	Yes
◆ Enlarge Address Book	Enabled	No	Yes
◆ Image Orientation	Portrait	No	Yes
◆ Default Exposure Settings	Auto	No	Yes
◆ Default Original Image Type	Text	No	Yes
◆ Be sure to press Next Address Key ([+]) before selecting the next address.	Disabled	No	Yes
◆ Scan Complete Sound Setting	Middle	No	Yes
◆ Disable Switching of Display Order	Disabled	No	Yes
◆ Default Verification Stamp*		No	Yes
• E-mail/Scan/Data Entry	Disabled	No	Yes
◆ Erase Width Adjustment		No	Yes
• Edge Clearance Width	1/2" (10mm)	No	Yes
• Center Clearance Width	1/2" (10mm)	No	Yes
▶ Enable/Disable Settings		No	Yes
◆ Settings to Disable Registration		No	Yes
• Disable Registering Destination from Operation Panel	All Invalid	No	Yes
• Disable Registering Destination on Web Page	Disabled	No	Yes
• Disable Registration/Delection of All Program Items	Disabled	No	Yes
• Disable Destination Registration Using Global Address Search	Disabled	No	Yes
• Disabling of Forwarding via Network	Disabled	No	Yes
◆ Settings to Disable Transmission		No	Yes
• Disable [Resend] on Image Send Mode	Disabled	No	Yes
• Disable Selection from Address Book	All Invalid	No	Yes



Setup Items	Factory default setting	U	A
• Disable Direct Entry	All Invalid	No	Yes
• Disabling of PC Scan	Disabled	No	Yes
• Disable Storing to External Memory Device	Disabled	No	Yes
• Disabling of Find My Address	Disabled	No	Yes

* When a stamp unit is installed

Scan Settings

Setup Items	Factory default setting	U	A
● Scan Settings (page 7-91)			
▶ Scan Settings		No	Yes
◆ Initial Status Settings		No	Yes
• Default Color Mode Settings		No	Yes
- Scanner Common	Auto: Mono2	No	Yes
+ Disable Change of B/W Setting in Auto Mode	Disabled	No	Yes
- E-mail	Auto: Mono2	No	Yes
+ Disable Change of B/W Setting in Auto Mode	Disabled	No	Yes
• Initial File Format Setting		No	Yes
- Scanner Common		No	Yes
+ File Type	PDF	No	Yes
+ OCR	Disabled	No	Yes
+ Black & White	Compression Mode: MMR (G4)	No	Yes
+ Color/Grayscale	Compression Ratio: Medium	No	Yes
+ Bk Letter Emphasis	Disabled	No	Yes
+ Specified Pages per File	Disabled	No	Yes
- OCR Setting		No	Yes
+ Font	Western Languages: Arial	No	Yes
	Japanese: MS Gothic	No	Yes
	Chinese: SimSun	No	Yes
	Traditional Chinese: MingLiU	No	Yes
	Korean: Dotum	No	Yes
+ Detect Image Direction	Enabled	No	Yes
+ File Name Extraction	Disabled	No	Yes
- E-mail		No	Yes
+ File Type	PDF	No	Yes
+ OCR	Disabled	No	Yes
+ Black & White	Compression Mode: MMR (G4)	No	Yes



Setup Items	Factory default setting	U	A
+ Color/Grayscale	Compression Ratio: Medium	No	Yes
+ Bk Letter Emphasis	Disabled	No	Yes
+ Specified Pages per File	Disabled	No	Yes
- OCR Setting		No	Yes
+ Font	Western Languages: Arial	No	Yes
	Japanese: MS Gothic	No	Yes
	Chinese: SimSun	No	Yes
	Traditional Chinese: MingLiU	No	Yes
	Korean: Dotum	No	Yes
+ Detect Image Direction	Enabled	No	Yes
+ File Name Extraction	Disabled	No	Yes
• Easy Scan Settings		No	Yes
- Color	Auto	No	Yes
- B/W	Mono2	No	Yes
• Resolution Setting		No	Yes
- Scan		No	Yes
+ Apply the Resolution Set when Stored	Disabled	No	Yes
+ (No item)	200x200dpi	No	Yes
- E-mail		No	Yes
+ Apply the Resolution Set when Stored	Disabled	No	Yes
+ (No item)	200x200dpi	No	Yes
◆ Condition Settings		No	Yes
• Default Reply.Address Set	-	No	Yes
• PDF Compression Options		No	Yes
- Flate Compression	Enabled	No	Yes
• Compression Mode at Broadcasting		No	Yes
- Black & White	MH (G3)	No	Yes
- Color/Grayscale	Medium	No	Yes
+ Bk Letter Emphasis	Disabled	No	Yes
• Send Destination Link Settings	Enabled	No	Yes
- Enable Send Destination Link as Default	Disabled	No	Yes
- File Retention Period	4 hour	No	Yes
- Enable SSL	Enabled	No	Yes
• Maximum Size of E-mail Attachments(E-Mail)	Unlimited	No	Yes
- If the E-mail attachment(s) exceed maximum size, it will be sent in multiple files.	Disabled	No	Yes



Setup Items	Factory default setting	U	A
• Maximum Size of Data Attachments (FTP/Network Folder)	Unlimited	No	Yes
• Bcc Setting		No	Yes
- Enable Bcc	Disabled	No	Yes
- Display Bcc Address on the Job Management Screen	Disabled	No	Yes
◆ Default Address		No	Yes
• Default Address Setting	Disabled	No	Yes
• Add Selected	Select From Address Book	No	Yes
◆ Administration Settings		No	Yes
• Advanced Settings		No	Yes
- Disable Selection of Reply-to.	Disabled	No	Yes
• File Naming		No	Yes
- Unit Serial Number	Disabled	No	Yes
- Text	Disabled	No	Yes
- Sender Name	Enabled	No	Yes
- Date & Time	Enabled	No	Yes
- Session Page Counter	Disabled	No	Yes
- Unique Identifier	Disabled	No	Yes
• Default Subject	–	No	Yes
• Add Job Information Automatically to the Mail Message Body	Enabled	No	Yes
• Add a Footer Automatically to the Mail Message Body	Disabled	No	Yes
• Mail Footer Registration	–	No	Yes
◆ Subject Name Settings	–	Yes	Yes
◆ File Name Settings	–	Yes	Yes
◆ Message Body Settings	–	Yes	Yes

Metadata Settings

Setup Items	Factory default setting	U	A
● Metadata Settings (page 7-96)			
► Metadata Settings		No	Yes
◆ Metadata Settings	Disabled	No	Yes
► Metadata Set List	–	No	Yes



Document Filing Settings

U: General user; A: System administrator/Administrator

Setup Items	Factory default setting	U	A
● Document Filing Settings (page 7-97)			
▶ Condition Settings		No	Yes
◆ Default Mode Settings	Sharing Mode	No	Yes
◆ Sort Method Setting	Date	No	Yes
◆ Administrator Authority Setting		No	Yes
• Delete File	Disabled	No	Yes
• Delete Folder	Disabled	No	Yes
• Change PIN Code/Password	Disabled	No	Yes
◆ Delete All Quick Files		No	Yes
• Delete	–	No	Yes
• Delete quick files at power up.(Protected files excluded)	Enabled	No	Yes
◆ Image Orientation	Portrait	No	Yes
◆ Default Color Mode Settings	Auto, Mono2	No	Yes
◆ Disable Change of B/W Setting in Auto Mode	Disabled	No	Yes
◆ Default Exposure Settings	Auto	No	Yes
◆ Default Original Image Type	Text	No	Yes
◆ Initial Resolution Settings	200x200dpi	No	Yes
◆ Scan Complete Sound Setting	Middle	No	Yes
◆ Default Output Tray	Varies depending on the machine configuration	No	Yes
◆ Disable Text/Stamp functions for Reprinting	Disabled	No	Yes
◆ Batch Print Settings		No	Yes
• Selection of [All Users] is not allowed.	Enabled	No	Yes
• Selection of [User Unknown] is not allowed.	Enabled	No	Yes
• Print Order	Date (Dsc.)	No	Yes
◆ Erase Width Adjustment		No	Yes
• Edge Clearance Width	1/2" (10mm)	No	Yes
• Center Clearance Width	1/2" (10mm)	No	Yes
◆ Card Shot Settings		No	Yes
• Original Size	X: 3-3/8" (86 mm), Y: 2-1/8" (54 mm)	No	Yes
• Fit to Store Size	Disabled	No	Yes
◆ Setting of store/delete after file print	Store	No	Yes



Setup Items	Factory default setting	U	A
► Default Setting of PDF Format for PC Browsing		No	Yes
◆ B/W		No	Yes
• Compression Mode	MMR (G4)	No	Yes
◆ Color/Grayscale		No	Yes
• Compression Ratio	Medium	No	Yes
◆ Copies	Disabled	No	Yes
• Apply the resolution at job execution	Disabled	No	Yes
• Resolution	200×200dpi	No	Yes
◆ Printer	Disabled	No	Yes
• Apply the resolution at job execution	Disabled	No	Yes
• Resolution	200×200dpi	No	Yes
◆ Scan to	Disabled	No	Yes
• Apply the resolution at job execution	Disabled	No	Yes
• Resolution	200×200dpi	No	Yes
◆ Scan to HDD	Enabled	No	Yes
• Apply the resolution at job execution	Disabled	No	Yes
• Resolution	200×200dpi	No	Yes
► Document Output Options		No	Yes
◆ Print		No	Yes
• Copies	Enabled	No	Yes
• Printer	Enabled	No	Yes
• Scan Send	Disabled	No	Yes
• Scan to HDD	Enabled	No	Yes
◆ Scan Send		No	Yes
• Copies	Disabled	No	Yes
• Printer	Disabled	No	Yes
• Scan Send	Enabled	No	Yes
• Scan to HDD	Enabled	No	Yes
► Document Filing Control*	–	Yes	Yes
► Automatic Deletion of File Settings	All Invalid	No	Yes
◆ Executing automatic deletion during Auto Power Shut-Off	Disabled	No	Yes

* This setting is configured in setting mode on the machine.



Sharp OSA Settings

U: General user; A: System administrator/Administrator

Setup Items	Factory default setting	U	A
● Sharp OSA Settings (page 7-100)			
▶ Condition Settings*		No	Yes
◆ Cookie Setting	–	No	Yes
◆ Delete Cookie	–	No	Yes
▶ Standard Application Settings	–	No	Yes
▶ External Accounting Application Settings		No	Yes
◆ External Account Control	Disabled	No	Yes
◆ Set Authentication Server (Server 1)		No	Yes
• Server 1-4	Disabled	No	Yes
- Application Name	–	No	Yes
- Address for Application UI	–	No	Yes
- Address for Web Service	–	No	Yes
- Timeout	20 seconds	No	Yes
- Browser	HTML Browser n2.0	No	Yes
- Extended Platform	Disabled	No	Yes
- Data Size	Wide-SVGA	No	Yes
◆ Communication Error Notification		No	Yes
• E-mail Address	–	No	Yes
• Body Text	–	No	Yes
▶ Embedded Application Settings	–	No	Yes
▶ Polling Setting		No	Yes
◆ Server 1 - Server 2	Disabled	No	Yes
• Polling Address	–	No	Yes
• Check Interval	1min.	No	Yes
• Timeout	20 seconds	No	Yes

* This setting is configured in setting mode on the machine.

Common Settings

U: General user; A: System administrator/Administrator

Setup Items	Factory default setting	U	A
● Common Settings (page 7-103)			
▶ Paper Settings		Yes	Yes
◆ Paper Tray Settings		Yes	Yes
• Auto Switching of Tray	Enabled	Yes	Yes



Setup Items	Factory default setting	U	A
• Display Paper Tray Settings when bypass tray detects paper.	Enabled	Yes	Yes
• Tray 1	Plain Paper 1, 8-1/2" x 11" (A4)	Yes	Yes
• Tray 2	Plain Paper 1, 8-1/2" x 11" (A4)	Yes	Yes
• Tray 3	Plain Paper 1, Auto-Inch (Auto-AB)	Yes	Yes
• Tray 4	Plain Paper 1, Auto-Inch (Auto-AB)	Yes	Yes
• Tray 5*1, 2, 3	Plain Paper 1, 8-1/2" x 11" (A4)*1 Plain Paper 1, 11" x 17" (A3)*2 Plain Paper 1, Auto-Inch (Auto-AB)*3	Yes	Yes
• Tray 6*3	Plain Paper 1, Auto-Inch (Auto-AB)	Yes	Yes
• Bypass Tray	Plain Paper 1, Auto-Inch (Auto-AB)	Yes	Yes
• Inserter (Upper)	Plain Paper 1, Auto-Inch (Auto-AB)	Yes	Yes
• Inserter (Lower)	Plain Paper 1, Auto-Inch (Auto-AB)	Yes	Yes
◆ Custom Size Registration (Bypass)	Custom 1 to 7 Size Input-Inch X=17" (420mm) Y=11" (297mm)	Yes	Yes
◆ Paper Settings	–	Yes	Yes
◆ Paper Type Registration	–	Yes	Yes
► Operation Settings		No	Yes
◆ Condition Settings		No	Yes
• Enlarge Display Mode	Disabled	No	Yes
• Message Time Setting	6 sec.	No	Yes
• Language Setting	American English	No	Yes
• Default Display Setting	Home Screen	No	Yes
• Display Favorite Menus as Default	Disabled	No	Yes
• Display Action Panel as default.	Enabled	No	Yes
• Icon is displayed when network cable is not connected.	Enabled	No	Yes
• Display Confirmation Dialog when job is canceled.	Disabled	No	Yes
• Switch the Number of Sets to be Displayed for Job Management	Progress	No	Yes
• Display the estimated job start time	Enabled	No	Yes
• Alignment Order of 10-Key	Ascending order from upper left	No	Yes
• Setting Display from Main Unit		No	Yes
- Display Current Path	Enabled	No	Yes
- Enable link of current path	Enabled	No	Yes
• MFP Display Pattern Setting	Pattern 1	No	Yes
• Key Operation Setting		No	Yes



Setup Items	Factory default setting	U	A
- Keys Touch Sound	Middle	No	Yes
- Make Key Touch Sound at Default Setting	Disabled	No	Yes
- Auto Clear Setting	60sec.	No	Yes
+ Cancel Timer	Disabled	No	Yes
- Key Operation Setting : Time for Accepting Key Entry	0.0 seconds	No	Yes
+ Disable Auto Key Repeat	Disabled	No	Yes
- Time for Accepting Key Entry of Long Touch	0.5 seconds	No	Yes
- Double Tap Interval Setting	0.5 seconds	No	Yes
• Disabling of Job Priority Operation	Disabled	No	Yes
• Disabling of Bypass Printing	Disabled	No	Yes
• Disabling of Covers/Inserts Mode	Disabled	No	Yes
• Disable Printing of Operation Manual from the Operation Panel	Disabled	No	Yes
• Disable Manual Finishing	Disabled	No	Yes
• Initial Original Count Setting	All Invalid	No	Yes
• Preview Setting		No	Yes
- Default List/Thumbnail Display		No	Yes
+ File Retrieve of Main Folder/Quick File Folder	List	No	Yes
+ File Retrieve of Custom Folder	List	No	Yes
+ File Retrieve of Direct Print	List	No	Yes
• Remote Operation Settings		No	Yes
- Remote Software Operation		No	Yes
+ Operational Authority	Prohibited	No	Yes
+ View Password Entry Screen	Display in Both PC and MFP	No	Yes
- Operation from Specified PC		No	Yes
+ Operational Authority	Prohibited	No	Yes
+ Hostname or IP Address of PC	-	No	Yes
+ View Password Entry Screen	Display in Both PC and MFP	No	Yes
- Operation by User who Has Password		No	Yes
+ Operational Authority	Prohibited	No	Yes
+ View Password Entry Screen	Display in Both PC and MFP	No	Yes
◆ Easy Mode Settings	-	No	Yes
◆ Favorite Key Setting	-	No	Yes
◆ Mode Key Display Setting		No	Yes
• Modes to Display	-	No	Yes



Setup Items	Factory default setting	U	A
• Display Mode Keys on Home	Enabled	No	Yes
► Keyboard Settings		No	Yes
◆ Default Keyboard Setting		No	Yes
• Keyboard Select	English (US)	No	Yes
• Set Keyboard Priority	External Keyboard	No	Yes
◆ Soft Keyboard Template Setting	–	No	Yes
► Device Control		No	Yes
◆ Original Size Detector Setting		No	Yes
• Original Detection Size Combination	Inch-1	No	Yes
• Cancel Detection at Document Glass	Disabled	No	Yes
◆ Original Feeding Mode	All Off	No	Yes
◆ Automatic Saddle Stitch*4	Enabled	No	Yes
◆ Saddle Fold/Stitch Position Adjust*4	–	No	Yes
◆ Paper Type for Auto Paper Selection	Plain Paper 1, Plain Paper 2	No	Yes
◆ Plain Paper Compatibility Settings	Plain Paper 1	No	Yes
◆ Tandem Connection Setting		No	Yes
• IP Address of Client Machine	0.0.0.0	No	Yes
• Port Number	50001	No	Yes
• Tandem Mode		No	Yes
- Disabling of Master Machine Mode	Disabled	No	Yes
- Disabling of Client Machine Mode	Disabled	No	Yes
◆ Detect Standard in Auto Color Mode	3 (Normal)	No	Yes
◆ Status Indicator Setting*5	Pattern 1	No	Yes
• Status Indicator will blink if data is received*5	Enabled	No	Yes
◆ Auto Switching of Finisher Trays*6	Enabled	No	Yes
◆ Total Setting for Finish	Specify Finishing Position Based on Paper Selected.	No	Yes
◆ Paper Weight Setting*7		No	Yes
• Paper Weight	16 to 23 lbs. (60 to 89g/m ²)	No	Yes
◆ Data List	One Sided	No	Yes
◆ Disabling of Duplex	Disabled	No	Yes
◆ Disabling of Offset	Disabled	No	Yes
◆ Disabling of Stapler*4	Disabled	No	Yes
◆ Disabling of Punch*8	Disabled	No	Yes
◆ Disabling of Color Mode*9	Disabled	No	Yes
◆ Disabling of Document Feeder	Disabled	No	Yes



Setup Items	Factory default setting	U	A
◆ Disabling of Large Capacity Cassette*10	Disabled	No	Yes
◆ Disabling of Tray Settings	Disabled	No	Yes
◆ Disabling of Inserter*11	Disabled	No	Yes
◆ Disabling of Finisher*4	Disabled	No	Yes
◆ Disabling of Folding Unit*12	Disabled	No	Yes
◆ Disabling of Trimming Module*13	Disabled	No	Yes
► Enable/Disable Settings		No	Yes
◆ User Control		No	Yes
• Disabling of Printing by Invalid User	Disabled	No	Yes
◆ Copy Function Settings		No	Yes
• Disabling of Registration/Deletion of Program	Disabled	No	Yes
• Disabling of Bypass-Tray in Duplex Copy	Disabled	No	Yes
• Disabling of Auto Paper Selection	Disabled	No	Yes
• Disabling Registration of Custom Image	Disabled	No	Yes
• Disabling sending while copying	Disabled	No	Yes
◆ Printer Settings		No	Yes
• Prohibit Notice Page Printing	Enabled	No	Yes
• Prohibit Test Page Printing	Disabled	No	Yes
• Exclude Bypass-Tray from Auto Paper Select	Disabled	No	Yes
• Disabling of USB Memory Direct Print	Disabled	No	Yes
• Disabling of Network Folder Direct Print	Disabled	No	Yes
• Disabling sending while printing	Disabled	No	Yes
• Disable Blank Page Print	Disabled	No	Yes
◆ Image Send Settings		No	Yes
• Disable Switching of Display Order	Disabled	No	Yes
• Disable Scan Function	All Invalid	No	Yes
• Settings to Disable Registration		No	Yes
- Disable Registering Destination from Operation Panel	All Invalid	No	Yes
- Disable Registering Destination on Web Page	All Invalid	No	Yes
- Disabling of Registration/Deletion of Program	Disabled	No	Yes
- Disable Destination Registration Using Global Address Search	All Invalid	No	Yes
- Disabling of Forwarding via Network	Disabled	No	Yes
• Settings to Disable Transmission		No	Yes
- Disable [Resend] on Image Send Mode	Disabled	No	Yes



Setup Items	Factory default setting	U	A
- Disable Selection from Address Book	All Invalid	No	Yes
- Disable Direct Entry	All Invalid	No	Yes
- Disabling of Find My Address	Disabled	No	Yes
◆ Document Filing Settings		No	Yes
• Disable Text/Stamp functions for Reprinting	Disabled	No	Yes
• Batch Print Settings		No	Yes
- Selection of [All Users] is not allowed.	Enabled	No	Yes
- Selection of [User Unknown] is not allowed.	Enabled	No	Yes
◆ Operation Settings		No	Yes
• Cancel Auto Clear Timer	Disabled	No	Yes
• Disabling of Job Priority Operation	Disabled	No	Yes
• Disabling of Bypass Printing	Disabled	No	Yes
• Disable Auto Key Repeat	Disabled	No	Yes
• Disabling of Clock Adjustment	Disabled	No	Yes
• Disabling of Covers/Inserts Mode	Disabled	No	Yes
• Disable Manual Finishing	Disabled	No	Yes
• Disable Printing of Operation Manual from the Operation Panel	Disabled	No	Yes
◆ Device Control		No	Yes
• Disabling of Document Feeder	Disabled	No	Yes
• Disabling of Duplex	Disabled	No	Yes
• Disabling of Large Capacity Cassette*10	Disabled	No	Yes
• Disabling of Tray Settings	Disabled	No	Yes
• Disabling of Finisher*4	Disabled	No	Yes
• Disabling of Inserter*11	Disabled	No	Yes
• Disabling of Offset	Disabled	No	Yes
• Disabling of Stapler*4	Disabled	No	Yes
• Disabling of Punch*8	Disabled	No	Yes
• Disabling of Folding Unit*12	Disabled	No	Yes
• Disabling of Trimming Module*13	Disabled	No	Yes
• Disabling of Color Mode*9	Disabled	No	Yes
• Disabling of Master Machine Mode	Disabled	No	Yes
• Disabling of Client Machine Mode	Disabled	No	Yes
◆ Security Settings		No	Yes
• Hidden Pattern Print Setting		No	Yes
- Disable Direct Entry	Disabled	No	Yes



Setup Items	Factory default setting	U	A
► Machine Identification Settings	–	No	Yes
► Clock Adjust		No	Yes
◆ Clock Adjust		No	Yes
• Current Date	–	No	Yes
• Specify Time Zone	–	No	Yes
• Date&Time Settings	–	No	Yes
• Synchronize with Internet Time Server	Disabled	No	Yes
◆ Daylight Saving Time Setting	Disabled	No	Yes
◆ Date Format		No	Yes
• Current Setting	–	No	Yes
• Format	[MM/DD/YYYY], [/], [Last], [12-Hour Display]	No	Yes
► Product Key		No	Yes
◆ Serial Number	–	No	Yes
◆ Font Kit for Barcode	–	No	Yes
◆ Application Integration Module	–	No	Yes
► Custom Links* ¹⁴	–	No	Yes

*1 When a large capacity tray (MX-LC12) is installed

*2 When a large capacity tray (MX-LCX3 N) is installed

*3 When the large capacity trays are installed

*4 When a saddle stitch finisher is installed

*5 When a status indicator is installed

*6 When a finisher (100-sheet stapling)/saddle stitch finisher (100-sheet stapling) is installed

*7 This setting is configured in setting mode on the machine.

*8 When a finisher/saddle stitch finisher is installed and a punch module is installed

*9 When a color-related problem has occurred

*10 When a large capacity tray is installed

*11 When an Inserter is installed

*12 When a folding unit is installed

*13 When a trimming module is installed

*14 This setting is configured in setting mode on the web page.



Network Settings

U: General user; A: System administrator/Administrator

Setup Items	Factory default setting	U	A
● Network Settings (page 7-129)			
▶ Quick Settings		No	Yes
◆ IPv4 Settings		No	Yes
• DHCP	Enabled	No	Yes
• IPv4 Address	0.0.0.0	No	Yes
• Subnet Mask	0.0.0.0	No	Yes
• Default Gateway	0.0.0.0	No	Yes
◆ Network Name Settings		No	Yes
• Device Name	–	No	Yes
• Domain Name	–	No	Yes
◆ DNS Settings		No	Yes
• Primary Server	–	No	Yes
• Secondary Server	–	No	Yes
• Domain Name	–	No	Yes
◆ SMTP Settings		No	Yes
• Primary Server	–	No	Yes
• Sender Name	–	No	Yes
• Sender Address	–	No	Yes
• Enable SSL	Disabled	No	Yes
• SMTP Authentication	Disabled	No	Yes
• User Name	–	No	Yes
• Password	–	No	Yes
- Change Password	Disabled	No	Yes
• Connection Test	–	No	Yes
◆ LDAP Settings		No	Yes
• Name	–	No	Yes
• Search Root	–	No	Yes
• LDAP Server	–	No	Yes
• User Name	–	No	Yes
• Password	–	No	Yes
- Change Password	Disabled	No	Yes
• Authentication Type	Anonymous	No	Yes
• KDC Server	–	No	Yes
• Realm	–	No	Yes
• Allow selection on operation panel.	Disabled	No	Yes



Setup Items	Factory default setting	U	A
• Authenticate a User in Global Address Search	Disabled	No	Yes
• Enable SSL	Disabled	No	Yes
• Connection Test	–	No	Yes
◆ Public Folder / NAS Setting		No	Yes
• public		No	Yes
- Use of Storage	Allowed	No	Yes
• shared		No	Yes
- Use of Storage	Allowed	No	Yes
► Network Name Setting		No	Yes
◆ Device Name	–	No	Yes
◆ Domain Name	–	No	Yes
◆ Comment	–	No	Yes
► Protocol Settings		No	Yes
◆ IPv4 Settings		No	Yes
• DHCP	Enabled	No	Yes
• IPv4 Address	–	No	Yes
• Subnet Mask	–	No	Yes
• Default Gateway	–	No	Yes
◆ IPv6 Settings		No	Yes
• IPv6	Enabled	No	Yes
• DHCPv6	Enabled	No	Yes
• Manual Address / Prefix Length	–	No	Yes
• Default Gateway	–	No	Yes
◆ MTU Settings		No	Yes
• MTU	1500	No	Yes
◆ SMB Settings		No	Yes
• Use SMB1.0	Enabled	No	Yes
• Use SMB2.0	Enabled	No	Yes
• Use SMB2.1	Enabled	No	Yes
• Use SMB3.0	Enabled	No	Yes
◆ Ping Command		No	Yes
• IPv4	–	No	Yes
• IPv6	–	No	Yes
► Services Settings		No	Yes
◆ DNS		No	Yes
• DNS Settings		No	Yes
- IPv4 Settings		No	Yes



Setup Items	Factory default setting	U	A
- Primary Server	–	No	Yes
- Secondary Server	–	No	Yes
- IPv6 Settings		No	Yes
- Primary Server	–	No	Yes
- Secondary Server	–	No	Yes
- Timeout	2 seconds	No	Yes
- Domain Name	–	No	Yes
- DNS Update	Disabled	No	Yes
- Update Interval	3 minutes	No	Yes
◆ SMTP		No	Yes
• SMTP Settings		No	Yes
- Primary Server	–	No	Yes
- Secondary Server	–	No	Yes
- Port Number	25	No	Yes
- Timeout	20 seconds	No	Yes
- Sender Name	–	No	Yes
- Sender Address	–	No	Yes
- Enable SSL	Disabled	No	Yes
- SMTP Authentication	Disabled	No	Yes
- User Name	–	No	Yes
- Password	–	No	Yes
- POP before SMTP	Disabled	No	Yes
- Connection Test	–	No	Yes
◆ Kerberos		No	Yes
• Kerberos Authentication Settings		No	Yes
- KDC Server	–	No	Yes
- Port Number	88	No	Yes
- Realm	–	No	Yes
◆ SNTP		No	Yes
• SNTP Settings		No	Yes
- SNTP	Disabled	No	Yes
- SNTP Server	–	No	Yes
- Port Number	123	No	Yes
- Timeout	5 seconds	No	Yes
- Synchronous Interval	6 hours	No	Yes
- Synchronize Upon Start	Disabled	No	Yes
- Synchronize Now	–	No	Yes



Setup Items	Factory default setting	U	A
◆ mDNS		No	Yes
• mDNS Settings		No	Yes
- mDNS	Enabled	No	Yes
- Service Name	Model Name (Serial Number)	No	Yes
- Domain Name	Model Name-Serial Number-.Local	No	Yes
- Highest Priority Service	LPD	No	Yes
◆ SNMP		No	Yes
• SNMP v1 Settings		No	Yes
- SNMP v1 Settings	Enabled	No	Yes
- Access Method	Read-write Access	No	Yes
- GET Community	public	No	Yes
- SET Community	private	No	Yes
- Change SET Community	Disabled	No	Yes
- TRAP Community	public	No	Yes
- TRAP Target Address	–	No	Yes
• SNMP v3 Settings	–	No	Yes
- SNMP v3 Settings	Disabled	No	Yes
- User Name	–	No	Yes
- Authentication Key	Algorithm: MD5: -	No	Yes
- Privacy Key	Algorithm: DES: -	No	Yes
- Context Name	–	No	Yes
◆ WINS	–	No	Yes
• WINS Settings	–	No	Yes
- Primary Server	–	No	Yes
- Secondary Server	–	No	Yes
- Scope ID	–	No	Yes
► Print Port Settings		No	Yes
◆ LPD		No	Yes
• LPD Settings		No	Yes
- LPD	Enabled	No	Yes
- Timeout	90 seconds	No	Yes
- Use Banner	Disabled	No	Yes
◆ RAW		No	Yes
• Raw Print Settings		No	Yes
- Raw Print	Enabled	No	Yes
- Port Number	9100	No	Yes



Setup Items	Factory default setting	U	A
- Timeout	90 seconds	No	Yes
- Use Bidirectional	Disabled	No	Yes
◆ WSD		No	Yes
• WSD Settings		No	Yes
- WSD Print	Disabled	No	Yes
- Use Multicast Discovery	Enabled	No	Yes
► External Service Connect		No	Yes
◆ Cloud Connect Settings		No	Yes
• Office 365		No	Yes
- Domain Name	-	No	Yes
• Google Drive		No	Yes
- Google Drive	Enabled	No	Yes
◆ E-mail Connect Settings		No	Yes
• Exchange		No	Yes
- Hostname	-	No	Yes
• Gmail		No	Yes
- Gmail	Disabled	No	Yes
► LDAP Settings		No	Yes
◆ LDAP Settings	Enabled	No	Yes
◆ Global Address Books List	-	No	Yes
► Active Directory Settings		No	Yes
◆ Domain Name	-	No	Yes
◆ Search Attribute:	cn	No	Yes
◆ Linkage with User Control Function	-	No	Yes
• Pages Limit Group	pagelimit	No	Yes
• Authority Group	authority	No	Yes
• Favorite Operation Group	favorite	No	Yes
• My Folder	myfolder	No	Yes
◆ Device Registration Account	-	No	Yes
• User Name	-	No	Yes
• Password	-	No	Yes
► Public Folder / NAS Setting		No	Yes
◆ public		No	Yes
• Use of Storage	Allowed	No	Yes
◆ shared		No	Yes
• Use of Storage	Allowed	No	Yes
► Proxy Setting		No	Yes



Setup Items	Factory default setting	U	A
◆ Proxy Setting	Disabled	No	Yes
◆ Proxy Server Address	–	No	Yes
◆ User Name	–	No	Yes
◆ Password	–	No	Yes
• Change Password	Disabled	No	Yes
◆ Port Number	8080	No	Yes
◆ Address without Using Proxy	–	No	Yes
► Device Web Page Setting		No	Yes
◆ HTTP Access Settings		No	Yes
• Number of Users who can Log-in at the Same Time	32	No	Yes
• Auto Logout Time	60 minutes	No	Yes
◆ View Login User	–	No	Yes
◆ Logout All Users	–	No	Yes

Security Settings

U: General user; A: System administrator/Administrator

Setup Items	Factory default setting	U	A
● Security Settings (page 7-140)			
► Password Change		No	Yes
► Restrict Device Web Page Access Via Password	Disabled	No	Yes
◆ User Password		No	Yes
• Change Password	Disabled	No	Yes
• Protect Settings by Password	Disabled	No	Yes
◆ Administrator Password		No	Yes
• Change Password	Disabled	No	Yes
► Port Control		No	Yes
◆ Server Port		No	Yes
• HTTP	Enabled	No	Yes
- Port Number	80	No	Yes
• HTTPS	Enabled	No	Yes
- Port Number	443	No	Yes
• FTP Print	Enabled	No	Yes
- Port Number	21	No	Yes
• Raw Print	Enabled	No	Yes
- Port Number	9100	No	Yes
• LPD	Enabled	No	Yes
- Port Number	515	No	Yes



Setup Items	Factory default setting	U	A
• IPP	Enabled	No	Yes
- Port Number	631	No	Yes
• IPP-SSL	Disabled	No	Yes
- Port Number	443	No	Yes
• Tandem Output Receive	Enabled	No	Yes
- Port Number	50001	No	Yes
• PC Scan	Enabled	No	Yes
- Port Number	52000	No	Yes
• Remote Operation Panel	Enabled	No	Yes
- Port Number	5900	No	Yes
• SNMPD	Enabled	No	Yes
- Port Number	161	No	Yes
• NBT/WINS	Disabled	No	Yes
• SMTP	Enabled	No	Yes
• WSD	Disabled	No	Yes
• Print Release	Enabled	No	Yes
- Port Number	53000	No	Yes
• Sharp OSA (Expansion Platform)		No	Yes
- HTTPS	Enabled	No	Yes
+ Port Number	10080	No	Yes
- HTTPS	Enabled	No	Yes
+ Port Number	10443	No	Yes
◆ Client Port		No	Yes
• HTTP	Enabled	No	Yes
• HTTPS	Enabled	No	Yes
• FTP	Enabled	No	Yes
• FTPS	Enabled	No	Yes
• SMTP	Enabled	No	Yes
• SMTP-SSL	Enabled	No	Yes
• POP3	Enabled	No	Yes
• POP3-SSL	Enabled	No	Yes
• SNMP-TRAP	Enabled	No	Yes
- Port Number	162	No	Yes
• Notify Job End	Enabled	No	Yes
• LDAP	Enabled	No	Yes
• LDAP-SSL	Enabled	No	Yes
• SMB/WINS	Enabled	No	Yes



Setup Items	Factory default setting	U	A
• SNTP	Disabled	No	Yes
• mDNS	Enabled	No	Yes
• Tandem Output Send	Enabled	No	Yes
• Data Backup (Send)	Enabled	No	Yes
• Print Release	Enabled	No	Yes
• XMPP	Disabled	No	Yes
• syslog	Enabled	No	Yes
- Port Number	514	No	Yes
• syslog-SSL	Enabled	No	Yes
- Port Number	6514	No	Yes
► Filter Setting		No	Yes
◆ Filter	Disabled	No	Yes
◆ IP Address Filter Settings		No	Yes
• Filter Mode	Allowed	No	Yes
• Filter Address 1-4		No	Yes
- Start IP Address	0.0.0.0	No	Yes
- End IP Address	0.0.0.0	No	Yes
◆ MAC Address Filter Settings		No	Yes
• Filter Address 1-10	000000000000	No	Yes
► SSL Settings		No	Yes
◆ Condition Settings		No	Yes
• Setting of SSL		No	Yes
- Server Port		No	Yes
+ HTTPS	Enabled	No	Yes
+ IPP-SSL	Disabled	No	Yes
+ Redirect HTTP to HTTPS in Device Web Page Access	Disabled	No	Yes
- Client Port		No	Yes
+ HTTPS	Enabled	No	Yes
+ FTPS	Enabled	No	Yes
+ SMTP-SSL	Enabled	No	Yes
+ POP3-SSL	Enabled	No	Yes
+ LDAP-SSL	Enabled	No	Yes
+ syslog-SSL	Enabled	No	Yes
- Level of Encryption	Low	No	Yes
• Device Certificate		No	Yes
- Certificate Status	-	No	Yes



Setup Items	Factory default setting	U	A
- Export Certificate and Private Key	-	No	Yes
• Make of Certificate Signing Request(CSR)	-	No	Yes
► S/MIME Settings		No	Yes
◆ Condition Settings		No	Yes
• S/MIME Settings	Disabled	No	Yes
• Device Certificate		No	Yes
- Certificate Status	-	No	Yes
• Sign Settings		No	Yes
- Sign E-mail	Always Enable	No	Yes
- Signature Algorithm	SHA-1	No	Yes
• Encryption Settings		No	Yes
- Encrypt E-mail	Always Enable	No	Yes
- Encrypt	AES-128	No	Yes
- Disable sending to the addresses which cannot be encrypted.	Enabled	No	Yes
◆ Make of Certificate Signing Request(CSR)	-	No	Yes
► IPsec Settings		No	Yes
◆ IPsec Settings	Disabled	No	Yes
◆ IKEv1 Settings		No	No
• Pre-Shared Key	-	No	Yes
• SA Lifetime (time)	28800 seconds	No	Yes
• SA Lifetime (size)	28800KB	No	Yes
• IKE Lifetime	30sec.	No	Yes
◆ IPsec Rules	-	No	Yes
► IEEE802.1X Setting		No	Yes
◆ Condition Settings		No	Yes
• IEEE802.1X Authentication (Wired)	Disabled	No	Yes
• EAP Authentication Method	EAP-TLS	No	Yes
• EAP User Name	-	No	Yes
• Password	-	No	Yes
- Change Password	Disabled	No	Yes
• Server Authentication	Enabled	No	Yes
• EAP Timeout	10 seconds	No	Yes
• Number of EAP Retries	3 times	No	Yes
• Device Certificate		No	Yes
- Certificate Status	-	No	Yes
- CA Certificate Status	-	No	Yes



Setup Items	Factory default setting	U	A
◆ Make of Certificate Signing Request(CSR)	–	No	Yes
▶ Security Control		No	Yes
◆ Restrict Print Jobs other than the current Print Hold Job	Disabled	No	Yes
◆ Restrict Operation	Force Retention	No	Yes
◆ Reject Requests from External Sites	Disabled	No	Yes
▶ Document Administration Function		No	Yes
◆ Forwarding Destination Settings (Send Data)		No	Yes
• Forward Send Data	Disabled	No	Yes
• E-mail	–	No	Yes
• Network Folder	–	No	Yes
• FTP	–	No	Yes
• File Format	TIFF(Multi)	No	Yes
◆ Forwarding Destination Settings (Received Data)		No	Yes
• Forward Received Data	Disabled	No	Yes
• E-mail	–	No	Yes
• Network Folder	–	No	Yes
• FTP	–	No	Yes
• File Format	TIFF(Multi)	No	Yes
▶ Hidden Pattern Print Setting		No	Yes
◆ Initial Status Settings		No	Yes
• Default Settings		No	Yes
- Hidden Pattern Print Setting	All Invalid	No	Yes
- Print Color	Black	No	Yes
- Exposure	Standard	No	Yes
- Font Size	48 points	No	Yes
- Angle	0°	No	Yes
- Font Style	Standard	No	Yes
- Camouflage Pattern	Pattern 1	No	Yes
- Print Method	Positive	No	Yes
• Print Contents Setting		No	Yes
- Pre-Set Word	Enabled, DO NOT COPY	No	Yes
- Unit Serial Number	Disabled	No	Yes
- Account Job ID	Disabled	No	Yes
- Login Name/User Number	Disabled	No	Yes
- Control No.	Disabled	No	Yes
- Date/Time	Disabled	No	Yes



Setup Items	Factory default setting	U	A
- Disable Direct Entry	Disabled	No	Yes
◆ Contrast		No	Yes
• Black	5	No	Yes
• Magenta	5	No	Yes
• Cyan	5	No	Yes
◆ Custom Text Registration	–	No	Yes
► Tracking Information Print	–	No	Yes
◆ Tracking Information Print Setting	Disabled	No	Yes
◆ Print Information		No	Yes
• Unit Serial Number	Enabled	No	Yes
• Text	Disabled	No	Yes
• Account Job ID	Enabled	No	Yes
• Login Name/User Number	Enabled	No	Yes
• Date/Time	Enabled	No	Yes
◆ Print Color	Black	No	Yes
◆ Print Position		No	Yes
• Vertical position		No	Yes
- Print Upper Side of Paper	Disabled	No	Yes
- Print Lower Side of Paper	Enabled	No	Yes
• Horizontal position		No	Yes
- Print Left Side of Paper	Enabled	No	Yes
- Print Right Side of Paper	Disabled	No	Yes
◆ Select the Job to Print		No	Yes
• Copy	Enabled	No	Yes
• Print	Enabled	No	Yes
• Prints(Doc.Filing)	Enabled	No	Yes
• List Prints	Enabled	No	Yes
► Initialize Private Data/Data in Machine*	–	No	Yes
► Security code input**	–	No	Yes
► Audit Log		No	Yes
◆ Security Control		No	Yes
• Audit Log	Disabled	No	Yes
◆ Storage/Send Settings		No	Yes
• Store Setting		No	Yes
- Stored to Storage	Enabled	No	Yes
• Send Settings		No	Yes
- Server Send	Disabled	No	Yes



Setup Items	Factory default setting	U	A
- Hostname or IP Address (Required)	–	No	Yes
- Enable SSL	Off	No	Yes
- Port Number	514	No	Yes
- Port Number (Use SSL)	6514	No	Yes
◆ Save/Delete Audit Log		No	Yes
• Audit Log	–	No	Yes
• Save Audit Log**	–	No	Yes
• Delete Audit Log	–	No	Yes

*1 This setting is configured in setting mode on the machine.

*2 This setting is configured in setting mode on the web page.

Energy Save

U: General user; A: System administrator/Administrator

Setup Items	Factory default setting	U	A
● Energy Save (page 7-148)			
▶ Eco Setting		No	Yes
◆ Eco Recommendation Function Display	Disabled	No	Yes
◆ Display Message When Extending Transition Time to Preheat/Auto Power Shut-Off Mode	Disabled	No	Yes
◆ Mode Setting	Custom	No	Yes
◆ Preheat Mode Setting	1min.	No	Yes
• Turn off Panel Display during pre-heat mode	Enabled	No	Yes
◆ Auto Power Shut-Off	Enabled	No	Yes
◆ As soon as the remote job is finished, enter Auto power shut off mode.	Enabled	No	Yes
◆ Fix transition time.	Enabled	No	Yes
• Auto Power Shut-Off Timer	15min.	No	Yes
◆ Change transition time by time of day.	Auto	No	Yes
◆ Sleep Mode Power Level	Low Power	No	Yes
▶ Eco Scan Setting		No	Yes
◆ Eco Scan Setting	Enabled	No	Yes
• Home Screen	Disabled	No	Yes
• Copy	Disabled	No	Yes
◆ Image Send	All Enabled	No	Yes
◆ Document Filing	All Enabled	No	Yes
◆ System Settings	Enabled	No	Yes
◆ Sharp OSA	All Enabled	No	Yes
▶ Energy Saving Pattern List		No	Yes
◆ Automatic Update Pattern	–	No	Yes



Setup Items	Factory default setting	U	A
◆ Original Eco Pattern	–	No	Yes
▶ Specific Date Operation Settings	–	No	Yes
▶ Power ON/OFF Schedule Setting	–	No	Yes
▶ Toner Save Mode	All Invalid	No	Yes

System Control

U: General user; A: System administrator/Administrator

Setup Items	Factory default setting	U	A
● System Control (page 7-155)			
▶ Job Log		No	Yes
◆ Job Log Operation	–	No	Yes
• Job Log	–	No	Yes
• Save Job Log* ¹		No	Yes
- The Number of Job Log to Notify by E-mail	50000	No	Yes
• Delete Job Log	–	No	Yes
◆ View Job Log	–	No	Yes
▶ Data Import/Export (CSV Format)	–	No	Yes
▶ Storage Backup	–	No	Yes
▶ Device Cloning	–	No	Yes
▶ Address Book Forward* ²	–	No	Yes
▶ Filing Data Backup* ¹	–	No	Yes
▶ Storing/Calling of System Settings		No	Yes
◆ Store Current Configuration	–	No	Yes
◆ Restore Configuration	–	No	Yes
▶ Reset Settings		No	Yes
◆ Restore Factory Defaults	–	No	Yes
◆ Reset the NIC	–	No	Yes
▶ Optimization of a Hard Disk* ²		No	Yes
◆ Optimization of a Hard Disk	–	No	Yes
▶ E-mail Alert and Status		No	Yes
◆ Status Message	–	No	Yes
◆ Alerts Message	–	No	Yes

*1 This setting is configured in setting mode on the web page.

*2 This setting is configured in setting mode on the machine.



Image Quality Adjustment

U: General user; A: System administrator/Administrator

Setup Items	Factory default setting	U	A
● Image Quality Adjustment (page 7-159)			
▶ Collective Adjustment		No	Yes
◆ Registration Adjustment*1	–	No	Yes
◆ Fusing Cleaning Mode*1	–	No	Yes
◆ MC Cleaning Mode*1	–	No	Yes
◆ PTC Cleaning Mode*1	–	No	Yes
◆ Black Letter/Black Line Width Adjustment	0	No	Yes
◆ Black Streak Reduction	Disabled	No	Yes
◆ Display warning message for black streaks detection.	Disabled	No	Yes
▶ Copy Image Quality		No	Yes
◆ Quick Image Quality Adjustment	2	No	Yes
◆ Color Balance (Color)	All 0	No	Yes
◆ Color Balance (Black & White)	All 0	No	Yes
◆ Color Copy Black Component Amount Adjustment	All 0	No	Yes
◆ Density Adjustment when [Auto] is selected for Exposure		No	Yes
• Color	Document Glass, Document Feeder: 5 (Normal)	No	Yes
• B/W	Document Glass, Document Feeder: 5 (Normal)	No	Yes
◆ Sharpness	2	No	Yes
◆ Image Quality Priority		No	Yes
• Auto	0	No	Yes
• Text/Prtd.Photo	0	No	Yes
▶ Print Image Quality		No	Yes
◆ Quick Image Quality Adjustment		No	Yes
• Color	2	No	Yes
• B/W	2	No	Yes
◆ Color Balance (Color)	All 0	No	Yes
◆ Color Balance (Black & White)	All 0	No	Yes
◆ Exposure Adjustment		No	Yes
• Color	3 (Normal)	No	Yes
• B/W	3 (Normal)	No	Yes
◆ Color Line Width Adjustment	5	No	Yes
▶ Scan Image Quality		No	Yes
◆ RGB Adjust	All 0	No	Yes



Setup Items	Factory default setting	U	A
◆ Sharpness	3 (Normal)	No	Yes
◆ Contrast	3 (Normal)	No	Yes
▶ Color Profile Settings*2	–	No	Yes
▶ Common Functions*1	–	No	Yes
◆ Auto Color Calibration (for Copy)	–	No	Yes
◆ Auto Color Calibration (for Print)	–	No	Yes
◆ Copy Calibration by Screen	–	No	Yes
◆ Printer Calibration by Screen	–	No	Yes
◆ Density Smoothing Adjustment	Middle	No	Yes

*1 This setting is configured in setting mode on the machine.

*2 This setting is configured in setting mode on the web page.

Initial Installation Settings

U: General user; A: System administrator/Administrator

Setup Items	Factory default setting	U	A
● Initial Installation Settings			
▶ Condition Settings		No	Yes
◆ Name	–	No	Yes
◆ Machine Code	–	No	Yes
◆ Machine Location	–	No	Yes
◆ Memo	–	No	Yes
◆ Clock Adjust	–	No	Yes
• Current Date	–	No	Yes
• Specify Time Zone	–	No	Yes
• Date&Time Settings	–	No	Yes
• Synchronize with Internet Time Server	Disabled	No	Yes
◆ Daylight Saving Time Setting	–	No	Yes
◆ Preheat Mode Setting	1min.	No	Yes
• Turn off Panel Display during pre-heat mode	Enabled	No	Yes
◆ Auto Power Shut-Off	Enabled	No	Yes
• Fix transition time.	Enabled	No	Yes
◆ Display Message When Extending Transition Time to Preheat/Auto Power Shut-Off Mode	Disabled	No	Yes
◆ Sleep Mode Power Level	Low Power	No	Yes
▶ Network Quick Settings	–	No	Yes
▶ Paper Tray Settings	–	No	Yes
▶ Product Key	–	No	Yes



STATUS

Status

Machine Identification

The Machine Identification displays the system information of the machine. It displays the model name, current status, and machine location.

Item	Description
[Update] key	Updates the information displayed.
Unit Serial Number	Indicates the serial number of the machine.
Name	If [Name] is not set, [Not Set] appears. When you tap the [Not Set] key, the [Machine Identification] screen appears.
Model Name	Displays the standard model name of the machine.
Machine Location	The information entered in the [Machine Location] item in [Machine Identification] appears. If no name has been set, [Not Set] appears.
Current Status	Displays the current status of the machine. If two or more errors occur at the same time, only one status is displayed according to the priority order. The errors and machine conditions are displayed in the following priority order. <ul style="list-style-type: none"> • Printer Error • Account Limit • Incorrect Paper • Overdue service maintenance • Paper jammed • Marker supply missing • No toner • Replace waste toner bottle. • Cover open • The paper is not available. • Input tray empty • Specified input tray missing • Specified output tray full • Offline • Printer Warning • Toner low • Paper low • Input tray missing • Output Tray Full • Output tray near full • Near to overdue service maintenance • Ready • Auto power shut-off • Warming Up • Busy
Memo	Displays text that the administrator entered. If you have logged in as an administrator, you can enter a memo. If no name has been set, [Not Set] appears. When you tap the [Not Set] key, the Machine Identification screen appears.



Item	Description
Supply Status	Displays the current status of supplies.
	If staples are installed, their status is displayed.
Paper Input Tray Status	Displays the current status of the paper trays installed in the machine.
Display Pattern Setting	Change the color scheme used for the Web page. (Can only be set on the Web page.)
[Reboot the MFP] key	Displays the restart screen. (Administrator rights are required.)
[Enter the Power Save Mode] key	Displays the power save mode screen. (Administrator rights are required.)

Total Count

This function shows the page count in each mode.



- Pages printed directly from the machine such as list prints are included in the "Other Prints" count.
- The items displayed (or printed) will vary depending on the machine specifications and peripheral devices installed.
- Before printing the number of pages used, select "Settings (administrator)" → [Status] → [Data List] → [List for Administrator].
- In All Sending Address List, the following items are handled by 2-sided printing on an item basis.
 - Individual List
 - Group List

Device Status

This screen shows the device status.

Item	Description
[Update] button	Updates the information displayed.
Paper Input Tray Status	Displays the current status of the paper trays installed in the machine.
Output Tray Status	Displays the current status of the output tray installed in the machine.
Supply Status	Displays the current status of supplies.
	If staples are installed, their status is displayed.
Device Configuration	Displays the information of options installed in the machine.
HDD Status	Displays the usage status of the hard disk drive.



Network Status

The Network Status screen shows the general status information and the statuses relevant to, TCP/IP, DNS, and WINS protocols.

Item	Description
General	<p>Displays the information common to the network.</p> <ul style="list-style-type: none"> • Connection Type: Displays the network connection type. • Link Status: Displays the data transfer rate of the NIC and cable information. • Duplex Mode: Displays the duplex mode of the NIC. • Hardware Address: Displays the MAC address of the NIC. • Device Name: Displays the device name. • Domain Name: Displays the domain name.
TCP/IP	<p>Displays the current status of the TCP/IP protocol.</p> <ul style="list-style-type: none"> • TCP/IP: Shows use of TCP/IP. • IPv4 Settings: Displays the IPv4 protocol settings. <ul style="list-style-type: none"> • DHCP: Selects whether or not the IP address is obtained from the DHCP server. • IPv4 Address: Displays the IPv4 address to which the notification is sent. • Subnet Mask: Displays the current subnet mask. • Default Gateway: Displays the current default gateway. • IPv6 Settings: Displays the IPv6 status. <ul style="list-style-type: none"> • IPv6: Displays whether IPv6 is enabled. • DHCPv6: Displays the status of the DHCPv6 server. • Manual Address: Displays the IPv6 address that has been manually specified. <ul style="list-style-type: none"> • Default Gateway: Displays the current default gateway. • Link-Local Address: Displays the link-local address. • Stateless Address 1: Displays the stateless address. • Stateless Address 2: Displays the stateless address. • Stateful Address: Displays the stateful address.
DNS	<p>Displays the status of the DNS server.</p> <ul style="list-style-type: none"> • IPv4 Settings: <ul style="list-style-type: none"> • Primary Server: Displays the current IP address of the primary DNS server. • Secondary Server: Displays the current IP address of the secondary DNS server. • IPv6 Settings: <ul style="list-style-type: none"> • Primary Server: Displays the current IP address of the primary DNS server. • Secondary Server: Displays the current IP address of the secondary DNS server. • Domain Name: Displays the current domain name of the DNS server.
WINS	<p>Displays the status of the WINS server.</p> <ul style="list-style-type: none"> • Primary Server: Displays the current IP address of the primary WINS server. • Secondary Server: Displays the current IP address of the secondary WINS server. • Primary Server (DHCP): Displays the current IP address of the primary WINS server (DHCP). • Secondary Server (DHCP): Displays the current IP address of the secondary WINS server (DHCP). • Scope ID: Displays the current WINS scope ID. • Scope ID (DHCP): Displays the current WINS scope ID (DHCP).



Firmware Version

Shows the firmware version of the machine as a list.



This function requires administrator rights.

Power Reset

The Power Reset screen enables you to restart the machine or enter the power save mode.



This function requires administrator rights.

Item	Description
Reboot the MFP	Reboots the machine. Tapping the [Execute] key opens the Restart screen, and then tapping the [Execute] key again restarts the machine.
Enter the Power Save Mode	Shifts the machine to power save mode. Tap the [Execute] key to open the power save mode screen.

Data List

Lists showing the settings and information registered in the machine can be printed.



The two-sided or one-sided list printing setting is determined by Device Control - Data List - 1-Sided/2-Sided.

List for User

List name	Description
Machine Status List	This list shows information needed by regular users, such as hardware statuses, software statuses, printer environment settings, and paper tray settings.
Printer Test Page	This is used to print the PCL Symbol Set List, various font lists, and the NIC page (network interface settings, etc.). <ul style="list-style-type: none"> • PCL Symbol Set List • PCL Internal Font List • PCL Extended Font List • PS Font List • NIC Page
Sending Address List	Lists can be printed of various addresses stored in the machine. <ul style="list-style-type: none"> • Individual List • Group List • Memory Box List
Paper Settings List	This shows the stored settings in Paper Settings.
Document Filing Folder List	This shows the folder names for document filing.



List for Administrator



This function requires administrator rights.

You can print out the lists and reports that only the administrator can refer to.

- Home Screen List
- Copy Settings List
- Printer Settings List
- Image Send Settings
 - Metadata Set List
 - Common Settings List
 - Scan Settings List
- Document Filing Settings List
- Sharp OSA Settings List

Common

Lists of the administrator settings for the following modes can be printed.

- Paper Settings List
- Machine Identification Settings List
- Operation Settings List
- Keyboard Settings List
- Device Control List

Network Settings

- Network Settings List

Security Settings

- Security Settings List

Energy Save Setting

- Energy Save List

Image Quality Adjustment

- Image Quality Adjustment List

Image Sending Activity Report

The following Image Sending Activity Reports can each be separately printed.

- Image Sending Activity Report (Scan)

Data Receive/Forward List

The following lists showing reception settings and forwarding settings can be printed.

- Document Admin List



ADDRESS BOOK

Address Book

Transmission destinations (contacts) such as Scan to E-mail addresses, and groups of transmission destinations, can be stored in the address book. For the procedure for storing contacts and groups using the machine's touch panel, see "[ADDRESS BOOK \(page 1-103\)](#)". In setting mode, a list of stored contact and group information is displayed.

To edit a contact or group, select the name of the contact/group. To add a new contact or group, click the [Add] key.

Item	Description
Type	Select the contact or group.
Search Number	Store a number that can be used to search for a contact or group.
Address Name	Store a name for an address.
Initial	Store an initial that can be used to search for a contact or group.
Category	Enter a category for a contact or group.
Register this Address to be added to the [Frequent Use] index.	Add a contact to the "Frequent Use" index.
Address Public Setting	Set whether the address will be shared with all users or only selected users. If you select [Select user], click the user selection buttons to select the users with whom the address will be shared.
Share also to the following group	When this function is enabled, you can select a previously stored group from the list below and share the address with that group.
E-mail	
E-mail Address	To store a new address, select [New Address] and enter the address in the address entry field.
Global Address Search	To search for an address stored as a global address, click this key and select the address from the list.
File Type	Select the file format used for a scanned image. When [OCR] is enabled, text in the scanned data is automatically recognized. For PDF, the text information is embedded in the PDF. For PDF, RTF, TXT(UTF-8), DOCX, XLSX, or PPTX, the recognized text is saved in the corresponding format. Black & white: Select the compression format used for saving black & white images. Color/Grayscale: Select the compression format used for saving color/grayscale images. To enhance black text when scanning, select "Bk Letter Emphasis".
Set as Default used	Set an address as a default address.
FTP	
FTP Address	To add a new address, select [New Address] and enter the address in [Hostname or IP Address].
File Type	Select the file format used for a scanned image. When [OCR] is enabled, text in the scanned data is automatically recognized. For PDF, the text information is embedded in the PDF. For PDF, RTF, TXT(UTF-8), DOCX, XLSX, or PPTX, the recognized text is saved in the corresponding format. Black & white: Select the compression format used for saving black & white images. Color/Grayscale: Select the compression format used for saving color/grayscale images. To enhance black text when scanning, select "Bk Letter Emphasis".



Item	Description
Directory	Specify a directory in the FTP server to be used for transmission.
User Name	Enter a user name in the FTP server to be used for transmission.
Password	Enter the password associated with the entered user name.
Enable SSL	Use SSL to encrypt data before transmission.
Use PASV mode	Send data to an FTP server in PASV mode.
Enable Hyperlink to FTP server to be e-mailed	When sending data to an FTP server, send the data to the e-mail address that is specified in the hyperlink to the FTP server.
Set as Default used	Set an address as a default address.
Network Folder	
Network Folder Path	To store a new path, select [New Address] and enter the path in the path entry field.
User Name	Enter a user name in the computer to be used for transmission.
Password	Enter the password associated with the entered user name.
File Type	Select the file format used for a scanned image. When [OCR] is enabled, text in the scanned data is automatically recognized. For PDF, the text information is embedded in the PDF. For PDF, RTF, TXT(UTF-8), DOCX, XLSX, or PPTX, the recognized text is saved in the corresponding format. Black & white: Select the compression format used for saving black & white images. Color/Grayscale: Select the compression format used for saving color/grayscale images. To enhance black text when scanning, select "Bk Letter Emphasis".
Enable Hyperlink to Network Folder to be e-mailed	When sending data to a shared folder, send the data to the e-mail address that is specified in the hyperlink to the shared folder.
Set as Default used	Set an address as a default address.
FTP	
FTP Address	To add a new address, select [New Address] and enter the address in [Hostname or IP Address].
File Type	Select the file format used for a scanned image. When [OCR] is enabled, text in the scanned data is automatically recognized. For PDF, the text information is embedded in the PDF. For PDF, RTF, TXT(UTF-8), DOCX, XLSX, or PPTX, the recognized text is saved in the corresponding format. Black & white: Select the compression format used for saving black & white images. Color/Grayscale: Select the compression format used for saving color/grayscale images. To enhance black text when scanning, select "Bk Letter Emphasis".
Directory	Specify a directory in the FTP server to be used for transmission.
User Name	Enter a user name in the FTP server to be used for transmission.
Password	Enter the password associated with the entered user name.
Enable SSL	Use SSL to encrypt data before transmission.
Use PASV mode	Send data to an FTP server in PASV mode.
Enable Hyperlink to FTP server to be e-mailed	When sending data to an FTP server, send the data to the e-mail address that is specified in the hyperlink to the FTP server.
Set as Default used	Set an address as a default address.



Item	Description
Network Folder	
Network Folder Path	To store a new path, select [New Address] and enter the path in the path entry field.
User Name	Enter a user name in the computer to be used for transmission.
Password	Enter the password associated with the entered user name.
File Type	Select the file format used for a scanned image. When [OCR] is enabled, text in the scanned data is automatically recognized. For PDF, the text information is embedded in the PDF. For PDF, RTF, TXT(UTF-8), DOCX, XLSX, or PPTX, the recognized text is saved in the corresponding format. Black & white: Select the compression format used for saving black & white images. Color/Grayscale: Select the compression format used for saving color/grayscale images. To enhance black text when scanning, select "Bk Letter Emphasis".
Enable Hyperlink to Network Folder to be e-mailed	When sending data to a shared folder, send the data to the e-mail address that is specified in the hyperlink to the shared folder.
Set as Default used	Set an address as a default address.

Category Setting

A category can be renamed for greater ease of use.

Delete the previously entered characters and enter a new name (up to 127 characters).

The factory default names are "Category 1" to "Category 32".



DOCUMENT OPERATIONS

Document Operations

Document Filing

Data saved by Document Filing can be manipulated from the Web.

Main Folder

The files that are in the Main Folder can be displayed. A specified file can be manipulated by clicking [Print], [Send], [Move], or [Delete]. If the file to be manipulated has a password, enter the password in “PIN Code/Password of File”.

Item	Description
Display Style	Saved files can be displayed in list format or thumbnail format.
Job Classification	The saved files that are displayed can be filtered by job.
Display Items	Set the number of files that are displayed.

Quick File Folder

Files in the Quick File Folder can be displayed. A specified file can be manipulated by clicking [Print], [Send], [Move], or [Delete].

Item	Description
Display Style	Saved files can be displayed in list format or thumbnail format.
Job Classification	The saved files that are displayed can be filtered by job.
Display Items	Set the number of files that are displayed.

Custom Folder

The files that are in the Custom Folder can be displayed. A specified file can be manipulated by clicking [Print], [Send], [Move], or [Delete]. If the file to be manipulated has a password, enter the password in “PIN Code/Password of File”.

Item	Description
Index	The displayed Custom Folder names can be filtered by index.
Display Items	Set the number of files that are displayed.



Search

Search Condition

Use these settings to enter search conditions. A specified file can be manipulated by clicking [Print], [Send], [Move], or [Delete]. If the file to be manipulated has a password, enter the password in “PIN Code/Password of File”.

Item	Description	
User Name	Input User Name	Enter the user name. (Up to 32 characters)
	Select from User List	Click the [Setup] button and search for users from the list.
Login Name	Set the number of files that are displayed.	
Search Folder	Set the folder.	
File Name	Enter a file name. (Up to 30 characters)	
PIN Code/Password of File	Enter the password that is set for the file (5 to 32 digits).	
Stored Date	Set the date and time the file was saved.	

Search Result

Use these settings to enter search conditions. A specified file can be manipulated by clicking [Print], [Send], [Move], or [Delete]. If the file to be manipulated has a password, enter the password in “PIN Code/Password of File”.

Item	Description
Display Style	The files that were found can be displayed in list format or thumbnail format.
Job Classification	The found files can be filtered by job.
Display Items	Set the number of files that are displayed.



File Batch Print

Multiple files can be printed at once by batch printing. Search for the files using search conditions, and then select multiple files from the displayed search results.

If you want to use the number of copies set when each file was saved by Document Filing, select “Apply the Number of Copies Stored in Each File”. If you want to set a different number of copies, enter the desired number in “Enter the Number”. Click [Print] to print the file. To have the file deleted after printing, select the “Print and Delete the Data” checkbox.

Item	Description	
Search Condition		
User Name	Input User Name	Enter the user name. (Up to 32 characters)
	Select from User List	Click the [Setup] button and search for users from the list.
Search Folder	Set the folder.	
File Name	Enter a file name. (Up to 30 characters)	
PIN Code/Password of File	Enter the password that is set for the file. (5 to 32 digits)	
Search Result		
Job Classification	The found files can be filtered by job.	
Billing Code		
Main Code	Select this checkbox, and then enter the main code. (32 characters or less)	
Sub Code	Select this checkbox, and then enter the sub code. (32 characters or less)	



Submit Print Job

You can print a file on your computer.

Files that can be printed are PDF, TIFF, JPEG, PCL, PS, XPS, DOCX, PPTX, and XLSX files with extensions pdf, tif, tiff, jpeg, jpg, jpe, jfif, pcl, ps, xps, docx, pptx, and xlsx. Available only if the MFP supports PostScript.

Enter the password for the encrypted PDF data on Spool Queue of the Job Management screen.

Print Settings

Select print settings. Select the file you want to print in “Select File”, select settings, and then click [Print].

Item	Description
Copies	Set the number of copies to be printed.
Paper Size	Set the print size.
Orientation	Select portrait or landscape for the print orientation.
2-Sided Print	Select one-sided printing, two-sided printing (booklet), or two-sided printing (tablet).
Output	If printing by set, select the “Print per Unit” checkbox.
Staple	Select staple settings.
Separator Page	Select to insert separator pages. Specify whether separator pages are to be added in front of or behind each set. Select the paper tray with the paper you want to use from the paper trays.
Punch	Configure punch settings.
Fold	Configure fold settings.
Saddle Fold	Configure saddle fold settings.
Paper Size for Z-Fold	Sets the default paper size for Z-fold function.
C-Fold	Configure C-fold settings.
Accordion Fold	Configure accordion fold settings.
Double Fold	Configure double fold settings.
Half Fold	Configure half fold settings.
Trimming Width Settings	Sets the default trimming width for trimmer function.
Print B/W	Print the file in black & white.
Fit To Page	Print with the file expanded to the full paper size.
Print What	Select whether blank sheets are to be deleted or the entire book is to be printed when printing an Excel file.
Output Tray	Select the output tray for the print job.
Quick File	Save the print data in the Quick File Folder of the machine.
Print Glossy	Select this checkbox if the print job will be printed on glossy paper.
Billing Code	Select the checkbox of the Billing Code to assign, and then enter the billing code.

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USER CONTROL

User Control

User List

This is used to store, edit, and delete users when user authentication is enabled.

- **[Add] key**
Adds a new user.
- **[Delete] key**
Delete the selected user from the list.
- **[Delete All Users] key**
Deletes all registered users. (Excluding users stored as factory default.) Only the administrator of the machine can use this function.
- **[Delete All Auto-registered users] key**
Deletes all auto-registered users.
 - ▶ [Users auto-registered \(page 7-59\)](#)
- **User List**
This shows the users stored as factory default and the currently stored users. An asterisk [*] appears in front of the user name of auto-registered users.
When you select a user name, the user edit or delete screen appears.



The [Vender] and [Vender2] options are displayed only when the vender is connected.

Storing a user

When you tap the [Add] key, the registration screen appears. Up to 1000 groups can be registered. For information on the settings, see "[User Registration \(page 7-56\)](#)".

Editing and deleting a user

When you select a user from the list, the user edit/delete screen appears. For information on the settings, see "[User Registration \(page 7-56\)](#)". A user can be deleted using the [Delete] key.



- If the login authentication with a Fixed User is set, the "Delete All Users" option cannot be used.
 - Users stored as factory default cannot be deleted.
-



Users stored as factory default

The following users are stored in the machine at the factory.

- Administrator: The administrator account of the machine, stored as factory default.
- System Administrator: The account for system maintenance, stored as factory default. This account cannot execute jobs.
- User: This is used when network authentication is used and a login name that is not stored in the machine is entered directly. (This cannot be selected from the login user screen.)
- Device Account: A user account to which user authority is granted.
- Other User: This is used when a print job is executed using invalid user information. (This cannot be selected from the login user screen.)

For settings related to each of the users, see the following table.

User Name	Admin	System Administrator	Users	Device Account	Other User
Login Name	admin	sysadmin	users	device account	Other
PIN Code/Password	(See "Start Guide.") ^{*1}	sysadmin ^{*1}	users ^{*1}	device account ^{*1}	–
My Folder	No	Main Folder	No	Main Folder	No
Authentication Server Settings	Login Locally				–
Pages Limit Group	Unlimited ^{*1}				
Authority Group ^{*2}	Admin	System Administrator Authority ^{*1}	User ^{*1}	Color Prohibited Authority ^{*1}	Guest ^{*1}
Favorite Operation Group	Following the System Settings ^{*1}				
Default Billing Code	Not Set ^{*1}				

^{*1} Items that can be changed

^{*2} For detailed information, see "[Authority Group \(page 7-64\)](#)".



User Registration

Item	Description
User Name	Store a user name consisting of up to 255 characters. This user name is used as the key name in the authentication screen, the user name for document filing, and the sender name.
Apply User Name to Log-in Name.*1	Select this <input checked="" type="checkbox"/> to enter the entered user name in the login name.
Initial	This determines where the user name will appear in the user list. Enter a maximum of 10 characters for the initials.
Index	Select a custom index to be stored. The custom index names are the same as those used in the address book.
User Number*2	Enter a user number in 5 to 8 digits.
Login Name*1	Enter the login name that is used when authentication by login name and password is enabled (up to 255 characters). (The login name must be unique.)
Password*1, 3	Enter the password, consisting of 1 to 255 characters, that is used for user authentication by login name and password (the password is optional). After entering the password, enter once again in "Password (confirmation)".
E-mail Address	Enter the e-mail address that is used in the sender list and for LDAP authentication (up to 255 characters).
Home Directory Path	Enter a maximum of 127 characters for the home directory path.
Use Login Name And Password for User Authentication	Set whether or not the login name / password for user authentication will be the same as the user name / password for home directory path authentication.
User Name	Enter a maximum of 127 characters for the user name for home directory path authentication.
Password	Enter a maximum of 255 numeric digits for the password for home directory path authentication.
Authentication Settings*1	Select either [Login Locally], [Network Authentication] (when LDAP is enabled) or [Active Directory] (when Active Directory is enabled) for authentication.
Authentication Server	When the [Network Authentication] is selected, select the server to be used for user authentication from the LDAP server list that is stored using Setting mode (Web version).
Organization/Group	Set a group to which the user belongs. Up to 8 groups can be assigned.
Pages Limit Group	Specify the page limit for the user by selecting one of the stored page limit groups. The factory default setting is [Unlimited]. For more information, see " Pages Limit Group (page 7-63) ".
Authority Group	Specify the user authority by selecting one of the stored authority groups. The factory default setting is [User]. For more information, see " Authority Group (page 7-64) ".
Favorite Operation Group	The favorite operation group is displayed when the user logs in. The factory default setting is [Following the System Settings]. To change the settings, select [User Control] in Setting mode (Web version).
Default Billing Code	Set the Main Code and Sub Code when the user logs in. The factory default setting is [Not Set].
My Folder	Store a folder to be used for document filing as the dedicate user folder (or My Folder). A stored folder can be selected, or you can create and specify a new folder.

*1 It is not displayed when "User Number" is selected for the authentication method.

*2 It is displayed when "User Number" is selected for the authentication method.

*3 Not required when network authentication is used, as the password stored in the LDAP server is used.



Custom Index

You can change the custom index name.

Tap the custom index name on the list to edit it.

Delete the previously entered characters and enter a new name (up to 127 characters).

Organization /Group List

This is used to store user groups.

Tap each group name to enter them directly.

Delete the previously entered characters and enter a new name (up to 255 characters).

Default Settings

User Authentication

This setting enables or disables user authentication and specifies the authentication method.

When the user authentication is enabled, each user of the machine is registered. When a user logs in, the separate authentication settings apply to the user. This function allows greater control of security and cost management than that on previous machines.

Even if user information is not stored on the machine, you can directly enter the user information stored in an LDAP server to log in the machine if necessary. In this case, the authentication information of the "User" being stored as factory default applies to the login user. For more information, see "[Users stored as factory default \(page 7-55\)](#)".



• For the procedure for storing users, see "[User List \(page 7-54\)](#)".

• For details on login procedures when user authentication is enabled, see "[USER AUTHENTICATION \(page 1-31\)](#)".

User Authentication

When [User Authentication] is enabled, the authentication screen appears before an operation is carried out in any mode except the job management screen*.

Log in as an already registered user.

After logging in, you can move freely through the modes.

*The login screen appears when a document filing file is used or when a broadcast transmission is reattempted from the job management screen.

Authentication Server Settings

Set the location where user authentication is to be enabled.

Login Locally: User authentication by the machine.

LDAP: User authentication by LDAP server.

Active Directory: User authentication by Active Directory.

Default Network Authentication Server Setting

Use this to set the default network authentication server.

When you log into Setting mode (Web version) or send a print job to the machine using user information that is not registered in the machine, the authentication server is not known. This setting is used to select one of the LDAP servers registered in the machine as the authentication server.



When login is performed by network authentication using user information that is not registered in the machine, the login user will be the "User" registered as factory default. For more information, see "[Users stored as factory default \(page 7-55\)](#)".



Perform network server access control

Register the access control information for page count limits, authorities, and favorite operations can be registered on a network server in advance. By using this network server for network authentication, perform the user authentication based on the registered access control information.

Use this function when user authentication is performed by network authentication using an LDAP server or a directory service (Active Directory, etc.).

Before using this function, configure settings for authentication by network server, obtain control numbers for the "Pages Limit Group", "Authority Group", "Favorite Operation Group", and "My Folder" (including base settings for each group), and associate these with the control numbers registered in the machine.

To use this function, add the properties associated with "Pages Limit Group", "Authority Group", "Favorite Operation Group", and "My Folder" to the directory information of the network server used for user authentication.

The property information is indicated below. Settings previously stored in the machine cannot be changed.

Property	Name of property in factory default state	Setting
Pages Limit Group	pagelimit	Registration number of Pages Limit Group registered in the machine, or a group name previously registered in the machine. Unlimited: unlimited
Authority Group	authority	Registration number of Authority Group registered in the machine, or a group name previously registered in the machine. Admin: admin User: user Guest: guest
Favorite Operation Group	favorite	Registration number of Favorite Operation Group registered in the machine, or a group name previously registered in the machine. Following the System Settings: systemsettings
My Folder	myfolder	Folder name of user folder stored in the machine. Do not enter if the default folder is specified.

Rename the properties that the machine obtains from the LDAP server as follows. In "Settings", select [Network Settings] → [LDAP Settings]. From the Global Address Book setting screen that is displayed, select [Linkage with User Control Function] and then select [Pages Limit Group], [Authority Group], [Favorite Operation Group] and [My Folder].

The [Pages Limit Group], [Authority Group], and [Favorite Operation Group] information that is registered in each machine determines the authority and settings that the user is actually granted. To use this function to ensure that users are granted the same authority and settings on any machine, register the [Pages Limit Group], [Authority Group], and [Favorite Operation Group] information with the same authority so that they will be registered in each machine using the same registration numbers.

For [My Folder], register the folder having the same name in [Custom Folder] in each machine.

The directory information of the network server that is used cannot be changed from the machine. Consult the administrator of the network server.



If 1000 users have already been manually registered, login will not be possible. Please delete old or unused user name. Consult the administrator of the machine.



- If Access Control is enabled and the access control information cannot be acquired from the authentication server, user authentication will not be possible.
- If a user that is registered in the machine is authenticated by network authentication, the user registration settings in the machine will be given priority for the page count limit group, authority group, favorite operations group, and my folder.
- If the access control obtained from the server is not registered in the machine, the factory default user authority will be applied.
- When this function is not enabled and a user is authenticated by network authentication as a non-registered user, the factory default user authority will be applied.

Users auto-registered

When you log in by network authentication, your user information is automatically registered in the machine. The information stored is as follows:

Item	Description
User Name	This information is acquired from the authentication server.*
Initial	1
Index	User1
Card ID	–
PIN Code/Password	–
Authentication Server Settings	–
Authentication Server	Network Authentication
E-mail Address	When Access Control is enabled, this information is acquired from the authentication server.
My Folder	
Pages Limit Group	
Authority Group	
Favorite Operation Group	

* If the user name cannot be acquired by network authentication, the first 16 characters of the text string used as the login name for network authentication is applied.



Authentication Method Setting

This selects the authentication method. When using user authentication, be sure to configure this setting first. The items to be configured for users stored after setting the user authentication method vary depending on the selected authentication method.

Authenticate a User by Login Name and Password

Standard authentication method using a login name and password.

Authenticate a User by Login Name, Password and E-mail Address

This authentication also checks the e-mail address, in addition to the login name and password of the user.

Authenticate a User by User Number Only

Use this option for simple authentication if you skip the network authentication.



- The login screen will vary depending on the authentication method that is selected. For details, see "[USER AUTHENTICATION \(page 1-31\)](#)".
- When "Authenticate a User by User Number Only" is selected for the authentication method, network authentication cannot be used.

Device Account Mode Setting

A specific user can be registered as an auto login user. When this option is enabled, the registered user can log in the machine automatically.

Also, you can temporarily log in as a user other than the auto login user, and operate the machine with the privileges of this user. To allow other users to log in temporarily when [Device Account Mode] is enabled, select [Allow Login by Different User].



- If you have logged in as the Auto Login user, and if you have failed automatic login due to some reasons or if you do not have the administrator's privileges, you cannot use the general setting modes or Setting mode. In that case, the administrator should tap the [Admin Password] key on the Setting mode screen and log in again.
- To log in as a user other than a fixed user when [Allow Login by Different User] is enabled, tap the [Logout] key to cancel the fixed user login state. When the user authentication screen appears, log in as the desired user again. After you have used the machine, tap the [Logout] key to log out as the current user.

Login User

This setting is used to select the auto login user when auto user login is enabled.

Cache User Information

Select the cache period of user information when offline mode is enabled. For information on offline mode, consult your service technician.

Store user authentication information for External Connect

You can specify whether or not authentication information for cloud linking is stored as cache information.

When this setting is enabled, once a user is successfully authenticated, the authentication information is retained to enable smooth authentication the each time the user subsequently logs in.

When this setting is disabled, all user authentication information for cloud link is deleted, and authentication information is no longer retained.

Card Setting

Use IC Card for Authentication

Use these settings for authentication and for use of a HID or other IC card.

Actions when the Limit of Pages for Output Jobs

This setting determines whether or not a job will be completed if the page limit is reached while the job is in progress. The following settings can be configured.



- Job is Completed even when the Limit of Pages is Reached
- Job is Stopped when the Limit of Pages is Reached
- After reaching to the page limit, cancel the job and delete the job during receiving

A Warning when Login Fails

When entering passwords, including administrator passwords, during user authentication, the number of incorrect password attempts is counted, and if the number of attempts reaches the specified number (three), the user account is locked, and the user is blocked from making any more attempts at authenticating their account until a period of five minutes has elapsed.

The number of incorrect entries made is counted separately for each user, and the count is reset when the correct password is entered.

This prevents an unauthorized person from attempting to guess a password. (The number of failed login attempts is retained even if the power is turned off.)



- Lockout only applies to the user who failed to login, not all users. Even if one user is locked out, the other users can still log in.
- When LDAP or Active Directory network authentication is used, lockout is executed by the server, not the machine. Select appropriate lockout settings on the server.
- If the same user has been locked out, the [Release Operation Lock Status] key is displayed in the "User Registration" screen for that user. An administrator can tap this key to carry out a manual clear.

Disabling of Printing by Invalid User

Printing by users whose information is not stored in the machine, such as printing without entering valid user information in the printer driver or printing of a file on an FTP server in Setting mode (Web version), can be prohibited.

Allow Remote Scanner Using Before Login.

This setting specifies whether scanning can be performed by remote operation before a user has logged in.

Automatically print stored jobs after login

When retention is enabled in the printer driver and print data has been spooled to the machine, you can have the spooled print data automatically print out when the user who enabled retention logs in.

Display Usage Status after Login

When user authentication is enabled, this setting specifies whether or not to display the page counts of a user when the user logs in.

Login Name Display

When user authentication is enabled, select whether the login name is shown or asterisks are shown.

Item	Description
Display login name	Show the login name.
Display Login Name with Asterisk "✖".	Hide the login name with asterisks.

Include Job Management in user authentication

When user authentication is enabled, this setting specifies whether or not to include the job management in user authentication.

Disable display/change of other users' information in the job management

Prohibit display and changing of job information of other users in the job management.



Automatic Logout Setting

When user authentication is enabled, this setting specifies whether or not to enable automatic logout. The time until logout can be specified up to 240 seconds in increments of 10 seconds.

Case sensitivity of login name is enabled.

Set whether or not to make login names used at the time of user authentication case sensitive. If the checkbox is set to , login names with identical spelling but different cases (upper and lower) will be identified as different login names. Therefore, login names with identical spelling but different cases will be authenticated as user names of different users. If the checkbox is set to , case sensitivity for login names is disabled. Therefore, identically spelled user names with upper and lower case character differences will be authenticated as the user name of the same user.



If the selected checkbox is changed to , and identical user names with only upper and lower case character differences exist, the user names that have already been registered are identified as user names of different users.

Apply login name to the user name of network folder

Apply login name to the user name of network folder

Edit Help Display of Login Screen

Settings you have created here is displayed on the login screen.

User Information Print

Prints the following item lists.

- User List
- List of Number of Pages Used
- Page Limit Group List*
- Authority Group List
- Favorite Operation Group List*
- All User Information Print

Select each item and tap the [Print] key to print it out.

* Cannot be printed when no groups are stored.



- To specify [One Sided] or [Two Sided] printing in List Print, select "Settings" → [System Settings] → [Common Settings] → [Device Control] → [List Prints].
- In All User Information Print, the following items are handled by 2-sided printing on an item basis.
 - User List
 - List of Number of Pages Used
 - Page Limit Group List
 - Favorite Operation Group List

Reset Counter After Sending E-mail Status

After E-mail Status has been sent, the counter is reset.

This only appears when E-mail Status is enabled.

Enable IPP Authentication Except for Printer Driver

Enable IPP authentication for other than the printer driver.



Pages Limit Group

This is used to register the page limit settings in advance for each group.

The page limit for each user is specified by selecting one of these registered groups when the user is registered.

- [Add] key

Use this to add a new group.

- List

This shows the currently stored groups. Selecting a group name displays the edit screen for that group.

Storing page limit groups

When you tap the [Add] key, the registration screen appears. Up to 20 groups can be registered.

For information on the settings, see "[Pages Limit Group Registration \(page 7-63\)](#)".

Editing a page limit group

Selecting a group from the list displays the edit screen for that group.

For information on the settings, see "[Pages Limit Group Registration \(page 7-63\)](#)".

To return a group to the factory default state, set "Select the Group Name to be the Registration Model" to "Unlimited" on the edit screen.

Pages Limit Group Registration

Item	Description
Group Name	Store a name of group (up to 32 characters).
Select the Group Name to be the Registration Model	Select one of the previously stored groups for use as a template for the new group. When selected, the settings of this group are applied.
Function Names	The name of the functions that can be configured is displayed. Set a limit for each function.
Page Limit	When [Prohibited] is selected for a mode, input from the mode is prohibited. When [Unlimited] is selected for a mode, there is no limit to the number of pages that can be input/output in that mode. When [Limited] is selected, enter a page limit (1 to 99999999 pages).

Machine Page Limit Setting

Sets the page limit for the machine.

Settings

Item	Description
Function Names	The name of the functions that can be configured is displayed. Set a limit for each function.
Page Limit	When [Prohibited] is selected for a mode, input from the mode is prohibited. When [Unlimited] is selected for a mode, there is no limit to the number of pages that can be input/output in that mode. When [Limited] is selected, enter a page limit (1 to 99999999 pages).



Authority Group

This is used to store the settings relevant to user authorities in advance for each group. The authority of each user is specified by selecting one of these registered groups when the user is registered.

- [Add] key
Use this to add a new group.
- List
This shows the currently stored groups. Selecting a group name displays the edit screen for that group.

Storing authority groups

When you tap the [Add] key, the registration screen appears. Up to 20 groups can be registered. For detailed information about each of the settings, see the following table.

Editing an authority group

Selecting a group from the list displays the edit screen for that group. For detailed information about each of the settings, see the following table.

To return a group to the factory default state, select the group from the list and select any of options [Return to the Administrator Authority], [Return to the system administrator authority.], [Return to the User Authority], [Return to the Guest Authority] and [Return to the scanner prohibited authority.].

Tapping the [Execute] key resets the group status to the factory default.

Item	Description					
Group Name	Store a name of group (up to 32 characters).					
Select the Group Name to be the Registration Model	Select one of the previously stored groups for use as a template for the new group. When selected, the settings of this group are applied.					
	The factory default groups and their settings are shown below.					
	Admin	System Administrator Authority	User	Guest	Color Prohibited Authority	Scanner Prohibited Authority
Copy						
Color Mode Approval Setting	All allowed	All prohibited	All allowed	Only Black & White Allowed	Only Black & White Allowed	All allowed
Special Modes Usage	Allowed	Prohibited	Allowed	Prohibited	Prohibited	Allowed
Sending while copying	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed
Approval Setting to Use Toner Save Mode	No Toner Save	No Toner Save	No Toner Save	No Toner Save	No Toner Save	No Toner Save
Creation of PDF for PC Browsing	Allowed	Prohibited	Allowed	Allowed	Allowed	Allowed
Printer						
Color Mode Approval Setting	Allowed	All prohibited	Allowed	Only Black & White Allowed	Only Black & White Allowed	All allowed
FTP Pull Print	Allowed	Prohibited	Allowed	Prohibited	Prohibited	Allowed
USB Memory Direct Print	Allowed	Prohibited	Allowed	Prohibited	Prohibited	Allowed
Network Folder Pull Print	Allowed	Prohibited	Allowed	Prohibited	Prohibited	Allowed
Sending while printing	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed



Item	Description					
Approval Setting to Use Toner Save Mode	No Toner Save	No Toner Save	No Toner Save	No Toner Save	No Toner Save	No Toner Save
Creation of PDF for PC Browsing	Allowed	Prohibited	Allowed	Allowed	Allowed	Allowed
Image Send						
Approval Settings for Each Mode						
<ul style="list-style-type: none"> E-mail FTP Network Folder Scan to Ext.Memory Dev. PC Scan 	All allowed	All prohibited	All allowed	All allowed	All allowed	All prohibited
Color Scan	Allowed	Prohibited	Allowed	Prohibited	Prohibited	Allowed
Special Modes Usage	Allowed	Prohibited	Allowed	Prohibited	Prohibited	Allowed
Registration/Deletion of Program	Allowed	Prohibited	Allowed	Prohibited	Prohibited	Allowed
Creation of PDF for PC Browsing	Allowed	Prohibited	Allowed	Allowed	Allowed	Allowed
Approval Setting for Addressing						
<ul style="list-style-type: none"> Approval Setting for Direct Entry Approval Setting to Use a Local Address Book Approval Settings to Use a Global Address Book 	All allowed	All allowed	All allowed	All allowed	All allowed	All allowed
Document Filing						
Scan to HDD						
Color Scan	Allowed	Prohibited	Allowed	Only Black & White Allowed	Only Black & White Allowed	Allowed
Special Modes Usage	Allowed	Prohibited	Allowed	Prohibited	Prohibited	Allowed
Creating Downloadable File	Allowed	Prohibited	Allowed	Allowed	Allowed	Allowed
Prints (Document Filing)						
Color Mode Approval Setting	All allowed	All prohibited	All allowed	Allowed	Allowed	All allowed
Special Modes Usage	Allowed	Prohibited	Allowed	Prohibited	Prohibited	Allowed
Approval Setting to Use Toner Save Mode	No Toner Save	No Toner Save	No Toner Save	No Toner Save	No Toner Save	No Toner Save
Document Filing Image Check						
Approval Setting	Allowed	Prohibited	Allowed	Prohibited	Prohibited	Allowed
Display only the Files of Logged-in Users	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited



Item	Description					
SharpOSA						
Approval Setting to Use a Sharp OSA	Allowed	Prohibited	Allowed	Allowed	Allowed	Allowed
Common Functions						
Approval Settings for 2-Sided Print	All allowed	All allowed	All allowed	All allowed	All allowed	All allowed
Change Billing Code	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed
Output Approval Settings	All allowed	All prohibited	All allowed	All prohibited	All prohibited	All allowed
Security						
Document Filing Approval Setting: Quick File/ Sharing Mode	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
Document Filing Approval Setting: Confidential Mode	Allowed	Prohibited	Allowed	Prohibited	Prohibited	Allowed
Print Jobs Other than Print Hold Job	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed
Hidden Pattern Print Setting - Direct Entry	Allowed	Prohibited	Allowed	Prohibited	Prohibited	Allowed
Machine Settings						
Machine Settings						
Total Count	Allowed	Allowed	Allowed	Prohibited	Allowed	Allowed
Device / Network Status	Allowed	Allowed	Allowed	Prohibited	Allowed	Allowed
Power Reset	Allowed	Allowed	Prohibited	Prohibited	Prohibited	Prohibited
List for User	Allowed	Allowed	Allowed	Prohibited	Allowed	Allowed
List for Administrator	Allowed	Allowed	Prohibited	Prohibited	Prohibited	Prohibited
Address Registration	Allowed	Allowed	Allowed	Prohibited	Allowed	Allowed
Document Filing Folder Registration	Allowed	Allowed	Allowed	Prohibited	Allowed	Allowed
User Control (Admin)	Allowed	Allowed	Prohibited	Prohibited	Prohibited	Prohibited
User Control (User)	Allowed	Allowed	Allowed	Prohibited	Allowed	Allowed
Home Screen Settings	Allowed	Allowed	Prohibited	Prohibited	Prohibited	Prohibited
Copy Function Settings	Allowed	Allowed	Prohibited	Prohibited	Prohibited	Prohibited
Printer Settings (Admin)	Allowed	Allowed	Prohibited	Prohibited	Prohibited	Prohibited
Printer Settings (User)	Allowed	Allowed	Allowed	Prohibited	Allowed	Allowed
Image Send Settings > Common Settings	Allowed	Allowed	Prohibited	Prohibited	Prohibited	Prohibited
Scan Settings	Allowed	Allowed	Prohibited	Prohibited	Prohibited	Prohibited
Metadata Entry	Allowed	Allowed	Prohibited	Prohibited	Prohibited	Prohibited
Document Filing Settings	Allowed*	Allowed*	Prohibited	Prohibited	Prohibited	Prohibited



Item	Description					
Sharp OSA Settings	Allowed	Allowed	Prohibited	Prohibited	Prohibited	Prohibited
Paper Settings (Bypass Tray Excluded)	Allowed	Allowed	Allowed	Prohibited	Allowed	Allowed
Paper Settings (Bypass Tray)	Allowed	Allowed	Allowed	Prohibited	Allowed	Allowed
Operation Settings	Allowed	Allowed	Prohibited	Prohibited	Prohibited	Prohibited
Keyboard Settings	Allowed	Allowed	Prohibited	Prohibited	Prohibited	Prohibited
Device Control	Allowed	Allowed	Prohibited	Prohibited	Prohibited	Prohibited
Machine Identification Settings	Allowed	Allowed	Prohibited	Prohibited	Prohibited	Prohibited
Clock Adjust	Allowed	Allowed	Prohibited	Prohibited	Prohibited	Prohibited
Product Key	Allowed	Allowed	Prohibited	Prohibited	Prohibited	Prohibited
Custom Link Setting	Allowed	Allowed	Prohibited	Prohibited	Prohibited	Prohibited
Network Settings	Allowed	Allowed	Prohibited	Prohibited	Prohibited	Prohibited
Security Settings	Allowed	Allowed	Prohibited	Prohibited	Prohibited	Prohibited
Energy Save	Allowed	Allowed	Prohibited	Prohibited	Prohibited	Prohibited
System Control	Allowed	Allowed	Prohibited	Prohibited	Prohibited	Prohibited
Image Quality Adjustment	Allowed	Allowed	Prohibited	Prohibited	Prohibited	Prohibited
Operation Manual Download	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed
Shortcut Page Setting	Allowed	Allowed	Prohibited	Prohibited	Prohibited	Prohibited

* For information on each setting, see the setting mode list.



Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.



Favorite Operation Group

Favorite Operation Group List

The preferred operation environment can be set for each group. For example, a user who speaks a different language would normally have to change the display language each time he or she uses the machine; however, by registering the language in a favorite operation group in advance, the language is automatically selected when the user logs in.



- Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.
- This setting can only be configured in Setting mode (Web version). It cannot be configured in the touch panel of the machine.

Adding/editing a group

Tap the [Add] key to display the favorite operation group registration screen.

Tap a group name to display the registration screen for that favorite operation group. You can edit the group in this screen.

Favorite Operation Group Registration

Item	Description
Group Name	Store a name of group (up to 32 characters).
Select the Group Name to be the Registration Model	Select one of the previously stored groups for use as a template for the new group. When selected, the settings of this group are applied.
Copy	
Initial Status Settings	Select settings for Color Mode, Image Orientation, Paper Tray, Exposure Type, Copy Ratio, 2-Sided, Original Binding, Output Binding, Output, Offset, Output Tray, Separator Page, Staple Sort, Staple Position, Punch, and Fold.
Image Send	
Initial Status Settings	Select settings for Image Orientation, Exposure, Resolution, Color Mode, File Format, and Original Image Type. Select settings for Specified Pages per File.
Document Filing	
Image Orientation	Specify the image orientation.
Initial Status Settings	Select settings for Color Mode, Exposure, Original Image Type, and Resolution.
Prints (Document Filing)	Set the default output tray for document filing print.
System Settings	
Enlarge Display Mode	Turn this option ON to display large characters on the Setting mode screen.
Original Size Detector Setting	Select whether Inch sizes or AB sizes are detected, or disable detection on the document glass.
Cancel Detection at Document Glass	Original size detection on the document glass can be disabled. When this is done, all originals placed on the document glass are treated as special size originals.
Language Setting	Select the display language.
Switch the Number of Sets to be Displayed for Job Management	Select whether to display the number of progress sets or remaining sets as the job management.
Key Operation Setting	Set the key input time and Auto Key Repeat setting.
Time for Accepting Key Entry of Long Touch	Select a time when a long key touch is detected.
Double Tap Interval Setting	Select an interval when a double tap is detected.



Item	Description
Keys Touch Sound	Set the sound made when keys are touched.
Keyboard Select	Set the language that appears on the keyboard.
MFP Display Pattern Setting	Select the color pattern used in the touch panel.
Automatically print stored jobs after login	When retention is enabled in the printer driver and print data has been spooled to the machine, the spooled print data is automatically printed out when the user who enabled retention logs in.
Favorite Key Setting	Select to use System Settings or use the registered Favorite key settings for performing Favorite Key Setting.
Home Screen Settings	Select to use System Settings or use the stored home screen settings for performing Home Screen Settings.
Preview Setting: Default List/Thumbnail Display	
File Retrieve of Main Folder/Quick File Folder	Select whether the default display format of the document filing main folder and temporary folder screens is list or thumbnails.
File Retrieve of Custom Folder	Select whether the default display format of the document filing custom folder screen is list or thumbnails.
File Retrieve of Direct Print	Select whether the default state of the file list screen for direct print shows the folders as a list or as thumbnails.

Returning a favorite operation group to "Unlimited"

To return a selected favorite operation group to the factory default state, select the checkbox () to the left of "No." and tap the [Return to the Defaults] key.

Favorite Key List

Assign shortcut keys to frequently used functions.
They will be displayed in the base screen of each mode.

Settings

Item	Description
Key Name	Enter a maximum of 20 characters for the favorite key name. (Up to 20 characters can be entered, but only 10 will be shown on the key.)
Function Menu/Program/ Others	Select the function that you wish to assign to the favorite key. The functions that can be selected vary by mode.
No Display	Enable this setting to not show favorite keys.



Home Screen List

Home screen settings must be previously stored. Select a home screen when registering Favorite Operation Group List.

Item	Description
Name	Enter a maximum of 32 characters for the home screen name.
Select the Group Name to be the Registration Model	Select one of the previously stored home screens as a template for the new home screen. When selected, the settings of this home screen are applied.
Change Home Screen Name	Enter a home screen name to change the existing name.
Template	Select a layout pattern of the registered key.
Key Layout of the Screen	The layout of the keys in the home screen is displayed.
Change Text Color On Home Screen	Set the color of the text in the scroll area, fixed area, and clock.
Home Button	Registers the function to use for the selected key number.
Fix Key	Registers the function to use for the selected key number. This button is displayed on all pages of the home screen.
Display Toner Quantity	Select this to display the toner level in the fixed area.

User Count

This displays the total number of pages printed by each user.

- [Select All] key
This selects all users.
- [Clear Checked] key
This clears all selections.
- [Show] key
This shows the counts of the selected user.
- [Clear Count] key
Use this to reset the counts of the selected user.
- User List
This shows the users stored as factory default and the currently stored users. When you select a user name, the user is selected.

View User Count

When you select a user and tap the [Show] key, this user count is displayed.

Item	Description
Next	Displays the next user (in the order of the registration numbers).
Previous	Displays the previous user (in the order of the registration numbers).
Show Counts	Displays the counts and the number of pages remaining of the selected user for each function.
Page Limit	The page limit set for the user appears in parentheses below the count.



If peripheral devices are not mounted, their count is not displayed.



Resetting user counts

Select a user in the setting screen and tap the [Clear Count] key. A count reset screen for that user will appear. The reset screen will vary depending on whether a single user or multiple users were selected. The items displayed in each case are described in the table below.

When a single user is selected

Item	Description
Next	Displays the next user (in the order of the registration numbers).
Previous	Displays the previous user (in the order of the registration numbers).
Show Counts	Displays the counts and the number of pages remaining of the selected user for each function.
Clear Count	Reset the count of the selected item to "0".
Clear All Count	Clears all counts of the selected user to zero (0).

When multiple users are selected

Item	Description
Show Counts	Displays the counts and the number of pages remaining of the selected user for each function.
Clear Count	Reset the count of the selected item to "0".
Clear All Count	Clears all counts of the selected user to zero (0).

Save User Count

Clicking the [Save] button saves the user count information as a data file.

To delete the user count information in the machine, click the checkbox next to the "Save and Delete the Data" so that it is selected and click the [Save] button.



This setting can only be configured in Setting mode (Web version). It cannot be configured in the touch panel of the machine.



Billing Code Setting

Administration Settings

Change the billing code setting.

Use Billing Code

Switch whether to enable or disable a billing code.

Default Code Setting

A use code is automatically assigned when no billing code is entered. Specify the code using up to 32 single-byte characters.

Remember Billing Code Between Modes

If this function is enabled, the billing code entry window is not displayed at the time of mode transition.

Disable Change of Billing Code

If this function is enabled, you cannot register, edit, or delete a billing code. In addition, you cannot directly type in a billing code in the billing code entry window.

Apply Default Code when Billing Code not entered Billing Code not Entered

If this function is enabled, a use code is always set while you are logging in with device account.

Disable Billing Code for Selected Applications

The billing code entry window is displayed when the external application that is set to enable is started. The following settings can be configured.

- Application Name registered as Standard Application

Billing Code Display Name Setting

You can change the main code or sub code name displayed in the billing code entry window or billing code selection window.

Main Code List

You can display a list of main codes to search for, register, correct, or delete a main code.

- [Search] key
Searches for a main code.
- [Add] key
Adds a new main code.
- List
Displays a list of registered main codes. Selecting each main code displays the window to correct the main code.
- [Delete] key
Set the check box on the left of each main code to , then tap the [Delete] key; the selected main code is deleted.

Register a main code

When you tap the [Add] key, the registration screen appears. A total of up to 2,000 main and sub codes can be registered.

For information on the settings, see "[Settings \(page 7-73\)](#)".

After the setting has been completed, tap the [Submit and Register Next] key; you can continuously register the next main code. To end the registration process, tap the [Submit] key.

Correct a main code

Selecting a main code from the list displays the window to correct the main code.

For information on the settings, see "[Settings \(page 7-73\)](#)".

After the setting has been completed, tap the [Submit] key; you can apply the corrected contents and complete processing.



Search for a main code

Enter the main code and main code name, then tap the [Search] key; the search result is displayed.

Settings

Item	Description
Main Code	Enter the main code. Specify the code using up to 32 single-byte characters.
Main Code Name	Enter the main code. Specify the code name using up to 32 double- or single-byte characters.
Available to	The registered billing codes can only be shared in the specified group. When not specifying a public destination, select [All Users]. When specifying a public destination, select [Designate Public Address.], then specify a group to share the billing code.



To register a group for specifying a public destination

In "Settings (administrator)", select [User Control] → [Organization /Group List].

Sub Code List

You can display a list of sub codes to search for, register, correct, or delete a sub code.

- [Search] key
Searches for a sub code.
- [Add] key
Adds a new sub code.
- List
Displays a list of registered sub codes. Selecting each sub code displays the window to correct the sub code.
- [Delete] key
Set the check box on the left of each sub code to , then tap the [Delete] key; the selected sub code is deleted.

Register a sub code

When you tap the [Add] key, the registration screen appears. A total of up to 2,000 main and sub codes can be registered.

For information on the settings, see "[Settings \(page 7-74\)](#)".

After the setting has been completed, tap the [Next] key; you can continuously register the next sub code. To end the registration process, tap the [Submit] key.

Correct a sub code

Selecting a sub code from the list displays the window to correct the sub code.

For information on the settings, see "[Settings \(page 7-74\)](#)".

After the setting has been completed, tap the [Submit] key; you can apply the corrected contents and complete processing.



Search for a sub code

Enter the sub code and sub code name, then tap the [Search] key; the search result is displayed.

Settings

Item	Description
Sub Code	Enter the sub code. Specify the code using up to 32 single-byte characters.
Sub Code Name	Enter the sub code. Specify the code name using up to 32 double- or single-byte characters.
Available to	The registered billing codes can only be shared in the specified group. When not specifying a public destination, select [All Users]. When specifying a public destination, select [Designate Public Address.], then specify a group to share the billing code.



To register a group for specifying a public destination

In "Settings (administrator)", select [User Control] → [Organization /Group List].

Card Setting

Card Area Setting

The data check during card reading can be set.

Settings

Item	Description
Check System Code only in FeliCa User Area mode	Check the System Code only in FeliCa User Area mode.
Check Facility Code in HID mode	Checks the facility code of a HID card.
Facility Code	Enters the facility code of a HID card. When you tap the [Store] key, the facility code is stored.
Importing from the setup file	When you enter the configuration file name and tap the [Execute] key, the card area settings are read from the configuration file. If you tap the [Clear] key, all files that match the current search conditions are deleted.

Card Type / Card Reader Settings

Use these settings for authentication and for use of a HID or other IC card.

Settings

Item	Description
Card Type / Card Reader	Enter the card type and card reader information.

Card Reader Device Registration

Add a card reader.



SYSTEM SETTINGS

Home Screen Settings

You can change the layout, icons, and background of the machine's home screen.

Condition Settings

Item	Description
Template	You can change the layout of the keys by selecting a pattern saved in advance. The [Key Layout of the Screen] image changes as you make selections.
Change Text Color On Home Screen	Set the color of the text in the scroll area, fixed area, and clock.
Home Screen List	The order of arrangement of the shortcut keys in the home screen is indicated by the "No.", and the displayed keys appear in the home button column. To edit the home buttons, click the Home Button item.
Fixed area list	Set the keys (fixed keys) that appear in the fixed area below the home buttons. The order of arrangement of the keys is indicated by the "No.", and the keys appear in the fixed key column. To edit the fixed keys, click the Fix Key item.
Display Toner Quantity	Select this to display the toner level in the fixed area.

Icon

Use this setting to register a key icon.

Item	Description
Icon list	Use this setting to register icons for home screen shortcut keys. The image files of shortcut key icons are registered in a list. To register an image, click an image file registered in "Name" or "Not Set". The icon registration screen appears. Register the desired image. Image formats that can be registered are JPEG, GIF, PNG (jpeg, jpg, jpe, jfif, gif, png). The maximum image file size that can be registered is 50 KB.



To configure this setting on the machine, insert the USB memory device that contains the image into the machine.



Background Image

Use this setting to register a background image.

Item	Description
Background image list	Image files such as a background images are registered in the registered image list. To register an image, click a name with a registered image or an unused name. The background image registration screen will appear. Register the desired image. The formats of images that can be registered are JPEG, GIF, and PNG (jpeg, jpg, jpe, jfif, gif, png). The maximum file size for a background image is 640 MB.



To configure this setting on the machine, insert the USB memory device that contains the image into the machine.

Home Screen Registration

You can click a home button in the home screen list to change the settings of the home button.

Select the function that you want to assign to the button. If you select [None], a home button will no longer appear in that location. To register a key name, select [Custom] and enter the name (maximum 28 characters).

To change the image of a home button, register the desired icon in advance using [Icon], and then select the image with [Select File].



Copy Settings

Condition Settings

The following settings are related to copying.

Default settings selected with these settings apply to all functions of the machine (not just the copy function).

Rotation Copy Setting

When the original and paper are placed in different orientations, this function automatically rotates the image 90 degrees to enable correct copying on the paper.



Enable the Rotation Copy setting to copy an 5-1/2" x 8-1/2" (A5) size original on 5-1/2" x 8-1/2"R (A5R) paper.

Add or Change Extra Preset Ratios

Add two enlargement preset ratio values (101% to 400%) and two reduction preset ratio values (25% to 99%). Also, you can change the preset ratio if necessary.



Preset ratios other than added preset ratios cannot be changed.

Setting a Maximum Number of Copies

This is used to set the maximum number that can be entered for the number of copies (number of continuous copies). Any number from 1 to 9999 can be specified.

Initial Margin Shift Setting

This is used to set the default margin shift amount. Specify a value from 0" (0 mm) to 2" (50 mm) in increments of 1/8" (3 mm) for both the front and reverse sides.

Erase Width Adjustment

This is used to set the default erase width for erase function. Specify a value from 0" (0 mm) to 1" (25 mm) in increments of 1/8" (3 mm) for both edge erase and center erase.

InitialN-Up Setting

Set the default state for N-Up. Select the page layout for N-Up, whether or not borders are added, and if added, whether the borders are solid lines or dotted lines.

Card Shot Settings

This is used to set the default original size for the card shot function.

Specify a value from 1" (25 mm) to 8-1/2" (216 mm) in increments of 1/8" (3 mm) for both the X (horizontal) and Y (vertical) dimensions of the original.

Fit to Page

Enable this setting to have the [Fit to Page] key always appear in the card shot screen.

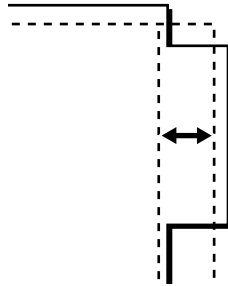
Automatic Saddle Stitch

Saddle stitch stapling take place automatically when the pamphlet copy function is used.



Initial Tab Copy Setting

This is used to set the default image shift width (tab width) for tab copying. Specify a value from 0" (0 mm) to 1" (25 mm) in increments of 1/8" (3 mm).



Disabling of Registration/Deletion of Program

This is used to prohibit the deletion and change of copy settings stored in job programs.

Disabling of Bypass-Tray in Duplex Copy

Disables the use of the bypass tray when making 2-sided copies.

The bypass tray is often used to feed label sheets, transparency film, and other special media for which 2-sided copying is prohibited. If a sheet of one of these special media enters the reversing unit, a misfeed or damage to the unit may result. If special media for which 2-sided copying is prohibited is often used, it is recommended that you enable this setting.

Disabling of Auto Paper Selection

Disables the Auto Paper Selection function.

When this setting is enabled, automatic selection of paper that is the same size as the original on the document glass or in the automatic document feeder does not take place.

Auto Selection Setting of Tray that is Supplied the Paper

When this setting is enabled and paper is loaded into a tray while the machine is on standby in copy mode, that tray is automatically selected.

Disabling Registration of Custom Image

Disables storage of a custom image.

Disabling sending while copying

Disables the Image Send function during copy.



High Quality Scan from Document Feeder (B/W)

The resolution for copying in black and white using the automatic document feeder can be changed from 600 x 400 dpi to 600 x 600 dpi (high quality mode).

When high quality mode is used, fine print and thin lines are reproduced with greater clarity, however, the scanning speed is slower.



When high quality mode is not selected, the following conditions must be satisfied in order to scan at 600 x 400 dpi and attain the fastest speed.

- The copy ratio must be set to 100%.
- Do not select a special mode that will change the ratio.
- [Copy of Copy] must not be enabled.
- Do not copy in black and white with the [Color Start] key.

Quick Scan from Document Glass (B/W)

The resolution for copying in black and white using the document glass can be changed from 600 x 600 dpi to 600 x 400 dpi (high speed mode).

When high speed mode is selected, the first copy time is quicker, however, the copy image is not as clear.



When high quality mode is not selected, the following conditions must be satisfied in order to scan at 600 x 400 dpi and attain the fastest speed.

- The copy ratio must be set to 100%.
- Do not select a special mode that will change the ratio.
- [Copy of Copy] must not be enabled.
- Do not copy in black and white with the [Color Start] key.

Auto Clear Before Copy Execution Also

Enables the Auto Clear function during copy even when a copy job is not completed. This protects the machine from being held due to the incomplete copy job.



Initial Status Settings

The following settings are related to copying.

Initial Status Settings selected with these settings apply to all functions of the machine (not just the copy function).

The copier settings are reset to the initial state when the [Power] button is turned on, when the [CA] key is tapped, or when the auto clear interval has elapsed. These settings are used to change the default settings for copy mode.

The following settings can be changed:

Item	Description
Color Mode	Configure default color mode settings.
Image Orientation	Specify the original orientation.
Paper Tray	Specify the paper tray that is selected by default.
Exposure Type	Configure default exposure mode settings.
Copy Ratio	Specify the copy ratio that is selected by default.
2-Sided Copy	Configure the 2-sided mode settings that are selected by default. If this setting is used to change the default setting for the duplex function to any setting other than "1-Side to 1-Side" and the duplex function or automatic document feeder fails or is disabled, the setting will revert to "1-Side to 1-Side".
Original Binding	Set the original binding in 2-Sided copy.
Output Binding	Set the output binding in 2-Sided copy.
Output	Set the print output method and output tray that are selected by default.
Output Tray	Specify the output tray.
Offset	Set whether or not offset is performed in the default settings.
Separator Page	Separator pages can be inserted before or after jobs. Set the paper tray used for the separator pages.
Staple Sort / Staple Position	Configure staple and staple position settings.
Punch	Configure punch settings.
Fold	Configure fold settings.
Saddle Fold	Configure saddle fold settings.
Paper Size for Z-Fold	Sets the default paper size for Z-fold function.
C-Fold	Configure C-fold settings.
Accordion Fold	Configure accordion fold settings.
Double Fold	Configure double fold settings.
Half Fold	Configure half fold settings.
Trimming Width Settings	Sets the default trimming width for trimmer function.
Factory defaults	This returns all items to the factory default settings.

Text /Image Printing

Text Settings (Stamp)

You can add fixed text used in the [Stamp] in [Others] of copying.

Custom Stamp

You can set an image to be used in [Custom Stamp] in [Custom Image] of [Others] for copying.

Custom Watermark

You can set an image to be used in [Custom Watermark] in [Custom Image] of [Others] for copying.



Printer Settings

Settings related to the printer function can be configured.

Condition Settings

Printer condition settings are described below.

Prohibit Notice Page Printing

Disables to print a notice page.

Prohibit Test Page Printing

Disables to print the test page.

When this setting is enabled, [Status] → [Data List] → [List for User] → [Printer Test Page] in "Settings" cannot be used to print test pages.

A4/Letter Size Auto Change

When printing an 8-1/2" x 11" (letter) size image, this setting allows A4 size paper to be used if 8-1/2" x 11" size paper is not loaded.

Bypass Tray Settings

Enable Detected Paper Size in Bypass Tray

This is used to prohibit printing when the paper size specified for a print job is different from the paper size inserted in the bypass tray.

Enable Selected Paper Type in Bypass Tray

This is used to prohibit printing when the paper size specified for a print job is different from the paper size inserted in the bypass tray.

Exclude Bypass-Tray from Auto Paper Select

When [Auto] is selected for paper type selection, the bypass tray is excluded from the trays that can be selected. This is recommended when special paper is often placed in the bypass tray.

Job Spool Queuing

When this function is enabled, received print jobs are displayed in the spool queue of the job management screen. The jobs are moved to the job queue after they have been analyzed by the machine.

Multiple jobs that have not yet been analyzed appear in the spool queue.

When this function is disabled, received print jobs are displayed in the job queue instead of being displayed in the spool queue. However, when an encrypted PDF job is printed, the job appears in the spool queue.

Disabling of USB Memory Direct Print

Disables the function for directly printing of a file in a USB memory device.

Disabling of Network Folder Direct Print

Disables the direct printing from a network folder.

Disabling sending while printing

Disables the Image Send function during printing.



Initial Status Settings

If you print data in an environment where the printer driver is not used (that is, if you print data using the MS-DOS system or if you print data using the PC that does not have the provided printer driver installed), set the detailed printing conditions. (However, the "Disable Blank Page Print" function will be effective even when the PCL printer driver is used.)

Settings

Setup Items	Description
Copies	1 - 9999 sets
Orientation	<ul style="list-style-type: none"> • Portrait • Landscape
Paper Size	Set the default paper size.
Output Tray	Set the default delivery tray.
Paper Type	Set the default paper type.
Resolution Setting	<ul style="list-style-type: none"> • 600dpi • 600dpi (High Quality) • 1200dpi
Disable Blank Page Print	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> (Enabled) • <input type="checkbox"/> (Disabled)
2-Sided Print	<ul style="list-style-type: none"> • 1-Sided • 2-Sided(Book) • 2-Sided(Tablet)
Color Mode	<ul style="list-style-type: none"> • Auto • Black & White
N-Up Print* ¹	N-Up <ul style="list-style-type: none"> • 1-Up • 2-Up • 4-Up • 8-Up
	Layout <ul style="list-style-type: none"> • Left to Right*² • Right to Left*² • Right, and Down*³ • Down, and Right*³ • Left, and Down*³ • Down, and Left*³
Fit To Page* ⁴	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> (Use Fit to Page) • <input type="checkbox"/> (Do not use Fit to Page)
Output	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> (Use Print per Unit) • <input type="checkbox"/> (Do not use Print per Unit)
Separator Page	<ul style="list-style-type: none"> • <input type="checkbox"/> Insert Before Job Paper Tray • <input type="checkbox"/> Insert After Job Paper Tray
Staple Sort	<ul style="list-style-type: none"> • Staple Position*⁵: None, 1 Staple at Back, 2 Staples, 2 Staples (Top)
Punch	<ul style="list-style-type: none"> • <input type="checkbox"/> (Use Punch)*⁶ • <input checked="" type="checkbox"/> (Do not use Punch)*⁶
Fold* ⁷ , * ⁸	<ul style="list-style-type: none"> • Saddle Fold*⁹, Z-Fold*⁹, C-Fold*⁹, Accordion Fold*⁹, Double Fold*⁹, Half Fold*⁹



Setup Items	Description
Saddle Fold*7	Print Side <ul style="list-style-type: none"> • Outside, Inside Fold Multiple Sheets Together <ul style="list-style-type: none"> • <input type="checkbox"/> (Do not use Fold Multiple Sheets Together) • <input checked="" type="checkbox"/> (Use Fold Multiple Sheets Together)
Paper Size for Z-Fold*8	<ul style="list-style-type: none"> • 11" x 17", 8-1/2" x 14", 8-1/2" x 11"R, A3, B4, A4R
C-Fold*8	Print Side <ul style="list-style-type: none"> • Outside, Inside Fold Orientation <ul style="list-style-type: none"> • Open Left, Open Right
Accordion Fold*8	Fold Orientation <ul style="list-style-type: none"> • Open Left, Open Right
Double Fold*8	Print Side <ul style="list-style-type: none"> • Outside, Inside Fold Orientation <ul style="list-style-type: none"> • Open Left, Open Right
Half Fold*8	Print Side <ul style="list-style-type: none"> • Outside, Inside
Trimming Width Settings*8	Adjust Trimming Width <ul style="list-style-type: none"> • 2.0 mm to 20.0 mm
Quick File	<ul style="list-style-type: none"> • <input type="checkbox"/> (Disabled) • <input checked="" type="checkbox"/> (Enabled)

*1 Paper sizes that can be used with this function are 11" x 17", 8-1/2" x 14", 8-1/2" x 11", A3, B4, and A4. (This function may not take effect with some print methods.)

*2 Can be selected when 2-Up is selected.

*3 Can be selected when 4-Up/8-Up is selected.

*4 Only effective when printing PDF, JPEG, and TIFF files.

*5 When the finisher/saddle stitch finisher is installed.

*6 When finisher/saddle stitch finisher and punch module are installed.

*7 When the saddle stitch finisher is installed.

*8 When the folding unit is installed.

*9 Varies depending on the machine configuration.



PCL Settings

This is used to set the symbol sets, fonts, and line feed code used in a PCL environment.

Settings

Setup Items	Settings	Setting
PCL Symbol Set Setting	Specify the symbol set used for printing.	<ul style="list-style-type: none"> Select from 35 items.
PCL Font Setting	Select a font used for printing.	<ul style="list-style-type: none"> Internal Font Extended Font (List of internal fonts when extended fonts are not installed.)
PCL Line Feed Code	This setting is used to select how the printer responds when a line feed command is received.	<ul style="list-style-type: none"> 0.CR=CR; LF=LF; FF=FF 1.CR=CR+LF; LF=LF; FF=FF 2.CR=CR; LF=CR+LF; FF=CR+FF 3.CR=CR+LF; LF=CR+LF; FF=CR+FF
Wide A4	When this is enabled, 80 characters per line are printed on the 8-1/2" x 11" (A4) size paper using a 10-pitch font. (When this setting is disabled, up to 78 characters are printed per line.)	<ul style="list-style-type: none"> (Enabled) <input checked="" type="checkbox"/> (Disabled) <input type="checkbox"/>

PostScript Settings

When an error occurs during PostScript printing, these settings determine whether or not an error notice is printed and whether or not the PostScript data is received in binary format.

Setup Items	Settings	Setting
Screen Settings	Configure image settings for PostScript.	Standard, Text/Photo, Text, Photo, Dot (High Line Number), Dot (Low Line Number)
Print PS Errors	When a PS (PostScript) error occurs during PostScript printing, this setting determines whether or not an error notice is printed.	(Enabled) <input checked="" type="checkbox"/> (Disabled) <input type="checkbox"/>
Binary Processing	Configure image settings for PostScript.	(Enabled) <input checked="" type="checkbox"/> (Disabled) <input type="checkbox"/>

OOXML Settings

To print an Excel file by direct print, select a sheet (with the part to be printed selected) or the entire book.

Print Release Settings

Select this option to use the E-mail printing. The memory area for saving print release jobs is 64 GB. For detailed information, see "Print Release Settings Guide".



E-mail Print Settings

Select this option to use the E-mail printing.

E-mail Print

Set whether or not E-mail print is performed.

POP3 Server

Set the POP3 server used for E-mail.

Port Number

Set the port number of the E-mail server.

POP Authentication

Set this to perform POP authentication for E-mail.

User Name

Set the E-mail user name.

Password

Set the password used for E-mail.

Check Interval

Set the automatic e-mail check frequency (polling interval).

Enable SSL

Use when SSL is used.

Direct Print Settings (FTP)

Configure these settings if you will be printing files on an FTP server by direct print.

A list of available FTP servers is shown. To add an FTP server, click the [Add] button and configure the settings.

FTP Server Registration

Configure FTP server settings.

Name

Set the name to be used for direct print.

FTP Server

Set the name of the FTP server.

Directory

Set the directory of the FTP server that has the files.

User Name

Set the user name used to log in to the FTP server.

Password

Set the password used to log in to the FTP server.

Enable SSL

Set to enable SSL.

Use PASV mode

Set to use PASV mode.



Direct Print Settings (Network Folder)

Configure these settings if you will be printing files on a network folder by direct print.

A list of available network folders is shown. To add a network folder, click the [Add] button and configure the settings.

Registration of Network Folder

Configure network folder settings.

Name

Set the name to be used for direct print.

Folder Path

Set the folder path that has the files.

User Name

Set the user name used to log in to the network folder.

Password

Set the password used to log in to the network folder.

Print Setting from PC/Mobile Terminal

Configure these settings to print files on a computer or mobile terminal by direct print.

FTP Print

Specify whether or not FTP print settings are used for direct print.

Port Number

Enter the port number used for direct print.

Use Banner

Specify whether or not a banner page showing print information is also printed.



Image Send Settings

Common Settings

Settings related to the image send function (E-mail, etc.) can be configured. The operation settings below apply to all image send functions.

Condition Settings

Hold settings for a while after scanning has been completed

Use this setting to hold the settings after scanning is completed (until Auto Clear Mode activates).

Job Auto Start Time During Scanning

Set the time at which transmission is automatically started even if the original is still being scanned.

Default Display Setting

When resending by document filing or recalling by saved program settings that do not include an address, select from the following 6 types of base screens that appear.

- E-Mail
- Network Folder
- FTP
- Data Entry

Address Book Default Selection

Higher priority is given to the display of address book.

If image send mode is enabled, the Address Book is displayed in place of the initial screen of this mode.



In "Settings", if a default address has been configured by selecting [System Settings] → [Image Send Settings] → [Scan Settings] → [Default Address] → [Default Address Setting], the [Higher priority is given to the display of address book.] function cannot be used.

Apply Addresses of Sending Modes Only

When an address is selected from the address book, only the addresses displayed in narrowing mode are applied.

Category Displayed as Default

Select a category to be displayed with the default.

- None
- Frequent Use
- Categories 1 to 32

Display all address type regardless of the mode being displayed currently.

Displays all destinations regardless of the displayed mode when this setting is enabled.

Enlarge Address Book

An enlarged address book list appears.

Image Orientation

Sets the default image orientation.

Default Exposure Settings

This is used to set the default exposure settings for scanning a document in image send mode. Select [Auto] or [Manual]. If you select [Manual], set the exposure to one of 5 levels.



When the exposure is set to [Auto], a default original type cannot be selected.



Default Original Image Type

Select the original type beforehand to enable scanning at a resolution suitable for the original (only in scan mode and USB memory device scan mode).

The following settings can be configured.

- Text/Printed Photo
- Text/Photo
- Text
- Photo
- Printed Photo
- Map

Be sure to press Next Address Key ([+]) before selecting the next address.

Set whether or not the Next Address ([+]) key must be pressed before an address is added for a multi-address job such as broadcast transmission.

Scan Complete Sound Setting

Sets the scan complete sound to be heard when an original is scanned.

Disable Switching of Display Order

Disables to change the order of display (search number order, ascending, descending).

Once set, the display sequence is not changed. The display order will remain fixed at the order that is in effect when this setting is enabled.

Default Verification Stamp

This is used to enable or disable the default setting. Enable this to always affix the verification stamp on the original that has already been scanned using the automatic document feeder. Configure the setting for each of the following items:

- E-mail/Scan/Data Entry

Erase Width Adjustment

This is used to set the default erase width for erase function. Specify a value from 0" (0 mm) to 1" (25 mm) in increments of 1/8" (3 mm) for both edge erase and center erase.

Enable/Disable Settings

Settings to Disable Registration

Storing from the machine, storing from Setting mode (Web version), and storing from the PC can each be separately prohibited.

Disable Registering Destination from Operation Panel

Disables address control from the machine.

Configure the setting for each of the following items:

- Group (Direct Entry)
- Group (Address Book)

Select All: Selects all items.

Clear Checked: Clears all selections.

**Disable Registering Destination on Web Page**

Disables to store the destination from Setting mode (Web version).

Configure the setting for each of the following items:

- Group (Direct Entry)
- Group (Address Book)
- Contacts

Select All: Selects all items.

Clear Checked: Clears all selections.

Disable Registration/Delection of All Program Items

This is used to prohibit the deletion and changing of image send settings stored in job programs.

Disable Destination Registration Using Global Address Search

This disables address control from the global address search.

Configure the setting for each of the following items:

E-mail

Disabling of Forwarding via Network

This prohibits inbound routing.

Settings to Disable Transmission

These settings are used to disable the following transmission operations.

Disable [Resend] on Image Send Mode

This setting disables the [Resend] key in the base screen of image send mode.

Disable Selection from Address Book

Disables the selection of destinations from the address book.

Configure the setting for each of the following items:

- E-Mail
- FTP
- Network Folder

Select All: Selects all items.

Clear Checked: Clears all selections.

Disable Direct Entry

Disables the direct entry of destination address and others.

Configure the setting for each of the following items:

- E-Mail
- Network Folder

Select All: Selects all items.

Clear Checked: Clears all selections.

Disabling of PC Scan

This prohibits PC Scan transmission.

Disable Storing to External Memory Device

Disables to store to the external memory device.

Disabling of Find My Address

This prohibits Find My Address.



Scan Settings

Settings related to the image send function (E-Mail, FTP, etc.) can be configured.

Initial Status Settings

The following settings are related to the scanner.

Default Color Mode Settings

Select a default color mode setting for both color and black & white in e-mail address, network folder, and FTP. Specify "Scanner Common" unless E-mail is specified.

Settings

Auto (Mono2, Grayscale*), Full Color, Grayscale, Mono2

* When scanning a black and white original with the color mode set to [Auto]

Disable Change of B/W Setting in Auto Mode: Disables black & white settings from the base screen when the color mode is set to Auto.

Initial File Format Setting

Specify the initial file format for sending a file in E-mail, Network Folder, or FTP mode. Specify "Scanner Common" unless E-mail is specified.

File Type

PDF, PDF/A, TIFF, JPEG*, Compact PDF, Compact PDF (Ultra Fine), Compact PDF/A, Compact PDF/A (Ultra Fine), Encrypt PDF, Encrypt/Compact PDF, Encrypt/Compact PDF (Ultra Fine), XPS, RTF, TXT (UTF-8), DOCX, XLSX, PPTX

* When [Black & White] is selected, the format is [TIFF].

OCR

When the file format is PDF, characters in a scanned image are recognized and added to the PDF as text information.

Black & White

Compression Mode: None, MH (G3), MMR (G4)

Color/Grayscale

Data compression ratio: Low, Medium, High.

Bk Letter Emphasis

Specified Pages per File

Generates a separate file for each scanned page when multiple pages are scanned.

If this setting is enabled, a number of pages per file can be specified.

OCR Setting

Configure the settings that are required for OCR.

Font

Set the font used for each recognized character language.

Detect Image Direction

The orientation of the scanned original is automatically detected.

File Name Extraction

Extract the file name.

Specified Pages per File

Generates a separate file for each scanned page when multiple pages are scanned.

If this setting is enabled, a number of pages per file can be specified.

Page No.

Any number of pages can be specified as the number of pages per file. This setting can be used if [Specified Pages per File] is enabled.



When [JPEG] is selected for the file type, [Specified Pages per File] cannot be selected.



Easy Scan Settings

Set the default color mode for Easy Scan.

Set [Color] for when the Color Start key is tapped, and [B/W] for when the B/W Start key is tapped.

Setup Items	Setting
Color	Auto Full Color
B/W	Grayscale Mono2

Resolution Setting

The following settings are available for the default resolutions of common scan, and E-mail mode.

Scanner Common

100 X 100 dpi, 150 X 150 dpi, 200 X 200 dpi,
300 X 300 dpi, 400 X 400 dpi, 600 X 600 dpi

E-mail

100 X 100 dpi, 150 X 150 dpi, 200 X 200 dpi,
300 X 300 dpi, 400 X 400 dpi, 600 X 600 dpi

Apply the Resolution Set when Stored

When ON, the resolution set when the file was saved will be the default resolution for resending.

When OFF, the resolution set with "Resolution Setting" in the system settings will be the default resolution for resending.

Condition Settings

Default Reply.Address Set

The information stored here is used if you do not specify [Reply to] in the send settings when performing Scan to E-mail.

PDF Compression Options

Flate Compression

When sending a PDF file, you can compress the file by Flate Compression to reduce the file size.

Compression Mode at Broadcasting

Selects the compression mode for broadcasting using Scan to E-mail. The compression mode set here is used for all destinations regardless of their individual compression mode settings.

Black & White

MH (G3), MMR (G4)

Color/Grayscale

Low, Medium, High

Bk Letter Emphasis

Send Destination Link Settings

Enable this to send only the URL of scanned data to the destination.

Enable Send Destination Link as Default

Enable this to always send only the URL of scanned data to the destination. When this function is enabled and you are in simple mode, only the URL is sent to the e-mail address. When normal mode is used, the [Send Destination Link] checkbox is always in the action panel that appears in the home screen of Scan to E-mail.

File Retention Period

Set the save period for scanned data saved in the machine when sending only the URL to the destination. When this period elapses, the files are automatically deleted.

Enable SSL

Use this to protect files using SSL transmission.



Maximum Size of E-mail Attachments(E-Mail)

To prevent the transmission of excessively large image files by Scan to E-mail, a file size limit can be set from 1 MB to 10 MB in increments of 1 MB. If the total size of the image files created by scanning the original exceeds the limit, the image files are discarded.

If you do not wish to set a limit, select [Unlimited].

If the E-mail attachment(s) exceed maximum size, it will be sent in multiple files.

If an E-mail attachment exceeds the maximum size, it will be sent in multiple files. If one of the divided files exceeds the maximum size, it will be sent with the resolution automatically lowered.

When sending files in JPEG format, only one file is attached to one e-mail, regardless of the file size.

If a file scanned in TXT(UTF-8), RTF, DOCX, XLSX, or PPTX format exceeds the file size limit, the file will be discarded without being sent even if this setting is selected.



- When a file scanned to a format other than TXT(UTF-8), RTF, DOCX, XLSX, or PPTX exceeds the size limit, this function reduces the data size below the limit by lowering the resolution or other means, and thereby enables sending without canceling the data.
- When multi-crop and card scan are used, the scanned data is not divided.
- If the e-mail exceeds the set size limit, a send error occurs.

Maximum Size of Data Attachments(FTP/Network Folder)

A limit can be set for the size of files that can be sent by Scan to FTP, and Scan to Network Folder. Limits that can be selected are 50 MB, 150 MB, and 300 MB. If the total size of the image files created by scanning the original exceeds the limit, the image files are discarded.

If you do not wish to set a limit, select [Unlimited].



During broadcasting that includes both e-mail destinations, the limit set in "[Maximum Size of E-mail Attachments\(E-Mail\) \(page 7-93\)](#)" precedes.

Bcc Setting

Enable Bcc

Enable this setting if you wish to use Bcc delivery. Displays the [Bcc] key on the image send address book screen.

Display Bcc Address on the Job Management Screen

Displays Bcc addresses on the job management screen and address list tab.



Default Address

Default Address Setting

A default address can be stored that makes it possible to transmit by simply pressing the [Start] key (including the [Color Start] key or the [B/W Start] key) without specifying an address. If [Apply E-mail address of the user for login.] is selected, the E-mail address of the login user is set as the default destination. When [Apply Home Directory of The User for Login] is selected, the default address is the home directory of the user that logged in.

When the user logs in by internal authentication (authentication by the machine), the home directory setting of the user that logged in is configured in "User Registration" in "User List" in "User Control". When the user logs in by external authentication (network authentication), the home directory setting is configured in "Global Address Book Settings" in "LDAP Settings" in "Network Settings".



Only a single default address can be set for Scan to E-mail, Scan to FTP, and Scan to Network Folder.

Add Selected

Select an address that is to be used by default.

Apply E-mail address of the user for login.

The E-mail address of the login user is set as the default address.

Select [Allow cancel of the first entered address] based on your intended use.

Apply Home Directory of The User for Login

The home directory of the login user is set as the default address.

Select [Allow cancel of the first entered address] based on your intended use.

Select From Address Book

- To display your desired address book, narrow the search by alphabet or category with the list of [Index]. You can select the number of addresses that are to be displayed at a time with [Display Items].
- When you select the desired address name and tap the [Store] key, the selected address can be selected for the default address.

Allow cancel of the first entered address

You can cancel the E-mail address of the login user that is entered automatically. To cancel, tap the [x] button next to the address entry field.

When this setting is disabled, selection of an address other than the entered default address is prohibited.



If an e-mail address is not set for the logged-in user, scanner transmission cannot be used.

Administration Settings

Advanced Settings

Disable Selection of Reply-to.

Prohibit select of transmission destinations.

File Naming

You can select the information included in the name of scanned files.

Unit Serial Number

You can add the machine's serial number to the file name.

Text

You can add any text to the file name. (Up to 64 characters)

Sender Name

You can add the sender's name to the file name.

Date & Time

You can add the date and time of transmission to the file name.

**Session Page Counter**

You can add counter information to the file name.

Unique Identifier

An ID number can be created for each file and added to the file name.

Note: To prevent duplicate file names, select Date or Unique Identifier.

Default Subject

Set a maximum of 80 characters for the default subject for E-mail transmission.

Add Job Information Automatically to the Mail Message Body

You can automatically add job information to the body message of e-mail.

Add a Footer Automatically to the Mail Message Body

You can add any text as a footer to the body message of e-mail.

Mail Footer Registration

When [Add a Footer Automatically to the Mail Message Body] is enabled, set a maximum of 900 characters for the footer.

Subject Name Settings

You can save a preset subject for transmitted files. Click the [Add] key and set a maximum of 80 characters for the subject.

File Name Settings

You can save a preset file name for transmitted files. Click the [Add] key and set a maximum of 80 characters for the file name.

Message Body Settings

You can save a preset e-mail subject and body message (fixed text). Click the [Add] key and set a maximum of 80 characters for the subject, and a maximum of 1800 characters for the body message (fixed text).



Metadata Settings

If the Application Integration Kit is installed, you can control the metadata to be used in other applications. The stored metadata is displayed on the metadata settings page. You can add a metadata, and edit or delete an existing metadata.

- **[Add] key**
Adds a new metadata set.
- **List**
Lists the currently stored metadata sets.

Metadata Delivery

Enables or disables the metadata delivery function.

Metadata Set Registration

When you tap the [Add] key, the registration screen appears. Up to 10 items can be stored. For information on the settings, see "[Settings \(page 7-96\)](#)".

Edit or Delete Metadata Set

When you tap a title on the list, the edit screen appears for that metadata set. Tap the [Delete] key to delete the metadata set.

Settings

Item	Settings
Metadata Set Name	Enter a metadata name.
Metadata Destination	Select a destination where you wish to send the image and metadata.
Allow Custom Filenames	Enable or disable to edit the name of image file and XML file to be sent by the metadata send job.
Address Type Allowing Metadata Entry	Set the destination information to be used for metadata transmission.
Name	Enter a metadata name to be displayed on the touch panel.
XML Tag Name	XML Tag Name
Entry Type	<ul style="list-style-type: none"> • Direct entry: Allows direct entry of each metadata from the soft keyboard or the numeric keypad. • Metadata list: Allows a selection of metadata from the previously entered data list. You must enter optional values for metadata selection in the input area. Entries must be separated by semicolons or commas. Each option can be comprised of up to 70 characters. • Initial entry by default: Uses a default value as the first value of the entered metadata list.
Include MFP Extended Scan Settings in XML File.	When the machine generates metadata automatically, the "metadataSetName", "userLoginId" (if user authentication is used), "pageSize", and "imageMode" are added to the metadata.
To Be Used as Default	The current metadata set is used as the default.



Document Filing Settings

Condition Settings

Document filing settings are described below.

Select [Document Filing Settings] to configure the settings.

Default Mode Settings

Specifies which mode, Sharing or Confidential, is used as the default mode when storing a file.

When [Confidential Mode] is selected, the [Confidential] checkbox is set to on the information screen for filing.

Sort Method Setting

Selects an order of display files stored in the Main Folder, Custom Folder, and Quick File Folder. Select one of the following settings:

- File Name
- User Name
- Date

Administrator Authority Setting

For files and user folders that have a password, this setting allows the administrator password to be entered instead of the password when accessing the file or folder.

Also, you can change the preset ratio if necessary.

Delete All Quick Files

Deletes all files from the Quick File folder except for protected files.

Delete

Tap this key to start deletion of all files immediately.

Delete quick files at power up. (Protected files excluded)

This is used to automatically delete all files in the Quick File Folder (with the exception of protected files) when the [Power] button is turned "On".



The condition of the machine may prevent deletion in some cases.

Image Orientation

Changes the image orientation.

Default Color Mode Settings

Selects the default settings for black & white and color when Scan to HDD is used.

The following settings can be configured.

- Auto
- Full Color
- Grayscale
- Mono2

Disable Change of B/W Setting in Auto Mode

This setting disables selection of B/W settings from the base screen when the color mode is set to Auto.

Default Exposure Settings

Default exposure settings for document filing can be configured.

Select [Auto] or [Manual].

If you select [Manual], set the exposure to one of 5 levels.



Default Original Image Type

Select the original type beforehand to enable scanning at a resolution suitable for the original. The following settings can be configured.

- Text/Printed Photo
- Text/Photo
- Text
- Photo
- Printed Photo
- Map



When the exposure is set to [Auto], a default original type cannot be selected.

Initial Resolution Setting

One of the following resolutions can be selected for the default resolution for transmission.

- 100x100dpi
- 150x150dpi
- 200x200dpi
- 300x300dpi
- 400x400dpi
- 600x600dpi

Scan Complete Sound Setting

Adjusts the volume of the beep that sounds when scanning ends. The beep can also be turned off.

Default Output Tray

Selects the default output tray for printing a file stored by Scan to HDD. The items that appear will vary depending the machine configuration.

Disable Text/Stamp functions for Reprinting

When a stored file is retrieved and printed, the printing functions are disabled.

This function prevents an inconsistency of the date between the original data and output data and others.

Batch Print Settings

Set whether or not the [All Users] key and the [User Unknown] key are prohibited in the user name selection screen when printing all files, whether files are sorted by date in newest or oldest order, and whether file names are sorted in ascending or descending order.

Erase Width Adjustment

This is used to set the default erase width for erase function.

Specify a value from 0" (0 mm) to 1" (25 mm) in increments of 1/8" (3 mm) for both edge erase and center erase.

Card Shot Settings

This is used to set the default original size for the card shot function.

Specify a value from 1" (25 mm) to 8-1/2" (216 mm) in increments of 1/8" (3 mm) for both the X (horizontal) and Y (vertical) dimensions of the original.

Fit to Store Size

Always displays the [Fit to Store Size] key on the card shot screen.

Setting of store/delete after file print

Select whether or not to save or delete a file after printing.

Default Setting of PDF Format for PC Browsing

You can set the initial file format of public PDF or the file for download which is created during execution of each job.

B/W: Compression Mode

None, MH (G3), MMR (G4)



Color / Grayscale: Compression Ratio

Low, Medium, High

Settings during each job execution

When each of copy, printer, scanner, or stored scan data is executed, you can specify to create a public PDF and to set the resolution of public PDF.

Document Output Options

The use of a stored file can be allowed or prohibited by operation type and by the mode from which the file was stored.



The items that appear will vary depending on the functions that have been added to the machine.

Item	Settings
Copy	For each mode, select whether or not copying of stored files is allowed.
Print	For each mode, select whether or not printing of stored files is allowed.
Scan Send	For each mode, select whether or not scanning transmission of stored files is allowed.
Scan to HDD	For each mode, select whether or not stored files is allowed.

Document Filing Control

The registration method is the same as for a custom folder.

► [Custom Folder \(page 7-50\)](#)

Automatic Deletion of File Settings

Document filing settings are described below. Tap the [Document Filing Settings] key to configure the settings.

Time and folder settings can be configured to have files in specified folders (stored by document filing) automatically deleted at a specified time. Up to 3 settings can be stored to be automatically deleted.

The procedure for using this function is as follows:

- (1) Select [Setting 1], [Setting 2], or [Setting 3].
- (2) Set the time and date for automatic deletion.
- (3) Select the desired folder.
- (4) Specify whether or not protected files and confidential files are to be deleted.
- (5) Enable the stored settings.

Item	Settings
Schedule	Select an automatic deletion cycle. <ul style="list-style-type: none"> • Every Day: Auto deletion every day at the specified time. • Every Week: Auto deletion at the specified time on the specified day of the week. • Every Month: Auto deletion at the specified time on the specified day of the month.
Folders	To select the folder separately, select [Folder Select] and select the desired folder. To select all folders, including the folder currently being created, select [All Folders (Including folders registered hereafter)].
Delete Protected File	Enable this setting to include protected files in the deletion.
Delete Confidential File	Enable this setting to include confidential files in the deletion.

Delete Now

When this is executed with a folder selected, all files in the folder will be immediately deleted regardless of the date and time setting.



Execute Auto Delete Setting at Auto Power Shut-Off

(If this is not selected, the files will be deleted after the machine wakes from auto power shutoff mode.)

Execute Auto Deletion even if Auto Power Shut-Off is enabled. When the checkbox is not selected () , the files will be deleted after the machine wakes from auto power shutoff mode.

Sharp OSA Settings

Condition Settings

Cookie Setting

Specify how application cookies are handled when using an application in Sharp OSA.

When "Hold Cookie" is selected, the machine holds cookies that are used in an application.

When "Not hold Cookie" is selected, cookies are not held when an application is used.

Delete Cookie

Delete cookies held by the machine.

Standard Application Settings

The standard application settings can be added and controlled.

- [Add] key
Adds a new standard application.
- [Delete] key
Delete the selected standard application.
- List
Lists the currently stored standard applications.

Store Standard Application

When you tap the [Add] key, the registration screen appears. Up to 16 items can be stored.

For information on the settings, see the following table.

Edit or Delete Standard Application

When you tap an application name on the list, the edit screen appears for that standard application.

Tap the [Delete] key to delete the standard application.



Standard Application Registration

Item	Settings
Application Name	Enter an application name.
Address for Application UI	Set an IP address of the application or a network name to control the UI of the machine.
Timeout	Enter a timeout. The default setting is 20 seconds.
Browser	Select the Web browser type.
Extended Platform	Set this option to use the expansion platform.
Data Size	Set the screen size of application.
Use Custom Icon*	Select whether or not custom icon is used.
File Name*	Reports file name.
Select File*	Please enter File Name.

* These functions can be set only in the Web page.

External Accounting Application Settings

An external account application can be added and controlled.

Set the server name where you have installed the external accounting application.

Item	Settings
External Account Control	Enable the totalling function by the external accounting application. If enabled, always enter the application name or Web service address.
Set Authentication Server (Server 1)	If the server is set, the external authentication mode is selected. Any access to the MFP is controlled by the application that you set on this page. If set, always enter the application name, application UI address, or Web service address of server 1. If not set, the external totalling mode is selected.
Server 1-4	Set to enable each of the servers.
Application Name	Enter an application name.
Address for Application UI	Enter the URL of the login screen to be accessed first when the machine is turned on.
Address for Web Service	Enter the URL of the server or computer which sends commands and events by XML/SOAP protocol.
Timeout	Enter a timeout. The default setting is 20 seconds.
Browser	Select the Web browser type.
Extended Platform	Set this option to use the expansion platform.
Data Size	Set the screen size of application.
Cache User Information	Select the cache period of user information when offline mode is enabled. For information on offline mode, consult your service technician.
E-mail Address	Enter the address to which a notification e-mail is sent when an application connection error occurs.
Body Text	Enter the body message that appears in the notification e-mail for connection errors.



Embedded Application Settings

Store and manage “embedded applications” that are installed in the machine.

- [Add] key
Adds a new embedded application.
- List
Lists the currently installed embedded applications.

Install Embedded Application

When you tap the [Add] key, the registration screen appears. Up to 16 items can be installed.



- When installing from the operation panel of the machine, the files in the USB memory connected to the machine are installed. When installing from the Web page, the files in the computer are installed.
- The maximum area of the hard disk that applications can use is 2 GB. If previously installed applications are already using 2 GB of area, a new application cannot be installed.

Store Embedded Application

By storing an already installed embedded application in “standard application”, the application can be used. Select the application name checkbox and tap the [Add Standard Applications] key.

Delete Embedded Application

Tap an application name in the list to display the information of that standard application.
After checking the information, delete the standard application with the [Delete] key.

Polling Setting

When linked to an external application, you can store and manage addresses in order to use a service that uses a polling function.

Item	Settings
Server 1 - Server 2	Set to enable each of the servers.
Polling Address	Enter the URL of the server or computer that the machine will poll.
Check Interval	Enter the check interval for the server. The default is 1 minute.
Timeout	Set the timeout time. The default setting is 20 seconds.



Common Settings

Paper Settings

Paper Tray Settings

Paper tray and paper type settings are explained in this section.

These settings specify the paper type, paper size, and functions allowed for each paper tray.

When [Paper Tray Settings] is selected, a list appears showing the trays and the current settings.

Auto Switching of Tray

When a tray runs out of paper during printing, this determines whether or not another tray with the same size and type of paper is automatically selected and printing continues.

Display Paper Tray Settings when bypass tray detects paper.

You can have the paper tray settings appear automatically when paper is detected in the bypass tray.

Settings of each tray

When the [Change] key is tapped, the corresponding setting screen appears.

The following settings can be configured.

List name	Description
Type	Select a type of paper to be loaded into the tray. The paper types that can be selected vary by paper tray. For more information, see " Tray Settings (page 7-104) ". To user type setup, see " Paper Type Registration (page 7-113) ".
Size	Select the paper size from the list. The paper sizes that can be selected vary by tray. The sizes that can be selected may also be restricted by the paper type selected above. For more information, see " Tray Settings (page 7-104) ". If the desired size does not appear in the list, select [Custom Size] and directly enter the size (only for the bypass tray). For more information, see " Tray Settings (page 7-104) ".
Sending Address List	Select the modes that can be used. If there is a function that you do not wish to be used with the selected tray, disable the function.



- If the paper size specified here is different from the size of paper that is loaded into a tray, a problem or misfeed may occur when printing.
- To change the paper size in a tray, see "[LOADING PAPER \(page 1-60\)](#)".
- Paper properties such as "Fixed Paper Side" are automatically set when the paper type is selected. The paper tray properties cannot be changed in this screen.
- If [System Settings] in "Settings" → [Common Settings] → [Device Control] → [Disabling of Tray Settings] is selected, the tray settings (except for the bypass tray) cannot be configured.
- Tray settings can only be changed in setting mode of the machine.



Tray Settings

Paper Tray	Paper Type	Size
Tray 1	Plain Paper 1 to 2*1, Recycled, Color, Letter Head, Pre-Printed, Pre-Punched, User Type	8-1/2" x 11", A4
Tray 2	Plain Paper 1 to 2*1, Recycled, Color, Letter Head, Pre-Printed, Pre-Punched, User Type	8-1/2" x 11", A4
Tray 3	Plain Paper 1 to 2*1, Recycled, Color, Letter Head, Pre-Printed, Pre-Punched, Heavy Paper 1 to 2*2, User Type	Auto-Inch (12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R), Auto-AB (A3W, A3, B4, A4, A4R, B5, B5R, 8-1/2" x 13" (216 x 330 mm)*3), 9" x 12" (A4W), 8-1/2" x 13-1/2" (216 x 343 mm)*3, 8-1/2" x 13-2/5" (216 x 340 mm)*3), 8K, 16K, 16KR
Tray 4	Plain Paper 1 to 2*1, Recycled, Color, Letter Head, Pre-Printed, Pre-Punched, Heavy Paper 1 to 2*2, Embossed, Tab Paper, Transparencies, Labels, User Type	Auto-Inch (12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R, 5-1/2" x 8-1/2"R), Auto-AB (A3W, A3, B4, A4, A4R, B5, B5R, A5R, 8-1/2" x 13" (216 x 330 mm)*3), 9" x 12" (A4W), 8-1/2" x 13-1/2" (216 x 343 mm)*3, 8-1/2" x 13-2/5" (216 x 340 mm)*3), 8K, 16K, 16KR, custom size
Tray 5 (when a large capacity tray (MX-LC12) is installed)	Plain Paper 1 to 2*1, Recycled, Color, Letter Head, Pre-Printed, Pre-Punched, Heavy Paper 1 to 2*2, User Type	8-1/2" x 11", A4, B5
Tray 5 (when a large capacity tray (MX-LCX3 N) is installed)	Plain Paper 1 to 2*1, Recycled, Color, Letter Head, Pre-Printed, Pre-Punched, Heavy Paper 1 to 2*2, User Type	13" x 19", 11" x 17", 8-1/2" x 14", 8-1/2" x 13" (216 x 330 mm), 8-1/2" x 11", 8-1/2" x 11"R, A3, B4, A4, A4R, B5, 12" x 18" (A3W)
Tray 5/7 (when a large capacity trays are installed)	Plain Paper 1 to 2*1, Recycled, Color, Letter Head, Pre-Printed, Pre-Punched, Thin Paper, Heavy Paper 1 to 4*2, Embossed, Tab Paper, Transparencies, Labels, Glossy Paper, User Type	Auto-Inch (13" x 19", 12" x 18", 9" x 12", 11" x 17", 8-1/2" x 14"*3, 8-1/2" x 13-1/2" (216 x 343 mm)*3, 8-1/2" x 13-2/5" (216 x 340 mm)*3, 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R, SRA3, A3W, A3, B4, SRA4, A4W, A4, B5), Auto-AB (SRA3, A3W, A3, B4, SRA4, A4W, A4, A4R, B5, B5R, 13" x 19", 12" x 18", 11" x 17", 8-1/2" x 13-1/2" (216 x 343 mm)*3, 8-1/2" x 13-2/5" (216 x 340 mm)*3, 8-1/2" x 13" (216 x 330 mm)*3, 8-1/2" x 11"), 8K, 16K, 16KR, custom size
Tray 6/8 (when a large capacity trays are installed)	Plain Paper 1 to 2*1, Recycled, Color, Letter Head, Pre-Printed, Pre-Punched, Thin Paper, Heavy Paper 1 to 4*2, Embossed, Tab Paper, Transparencies, Labels, Glossy Paper, User Type	Auto-Inch (13" x 19", 12" x 18", 9" x 12", 11" x 17", 8-1/2" x 14"*3, 8-1/2" x 13-1/2" (216 x 343 mm)*3, 8-1/2" x 13-2/5" (216 x 340 mm)*3, 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R, SRA3, A3W, A3, B4, SRA4, A4W, A4, B5), Auto-AB (SRA3, A3W, A3, B4, SRA4, A4W, A4, A4R, B5, B5R, 13" x 19", 12" x 18", 11" x 17", 8-1/2" x 13-1/2" (216 x 343 mm)*3, 8-1/2" x 13-2/5" (216 x 340 mm)*3, 8-1/2" x 13" (216 x 330 mm)*3, 8-1/2" x 11"), 8K, 16K, 16KR, custom size



Paper Tray	Paper Type	Size
Bypass tray (on the machine)	Plain Paper 1 to 2*1, Recycled, Color, Letter Head, Pre-Printed, Pre-Punched, Thin Paper, Heavy Paper 1 to 4*2, Embossed, Envelope, Tab Paper, Transparencies, Labels, Glossy Paper, User Type	Auto-Inch (13" x 19", 12" x 18", 11" x 17", 8-1/2" x 14"*3, 8-1/2" x 13-1/2" (216 x 343 mm)*3, 8-1/2" x 13-2/5" (216 x 340 mm)*3, 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R, 5-1/2" x 8-1/2"R*3, SRA3, A3, B4, SRA4, A4, B5), Auto-AB (SRA3, A3W, A3, B4, SRA4, A4, A4R*3, B5, B5R, A5R, 13" x 19", 11" x 17", 8-1/2" x 13-1/2" (216 x 343 mm)*3, 8-1/2" x 13-2/5" (216 x 340 mm)*3, 8-1/2" x 13" (216 x 330 mm), 8-1/2" x 11"), Monarch, COM-9, COM-10, DL, C4, C5, C6, 9" x 12" (A4W), 8K, 16K, 16KR, custom size
Bypass tray (on the large capacity trays)	Plain Paper 1 to 2*1, Recycled, Color, Letter Head, Pre-Printed, Pre-Punched, Thin Paper, Heavy Paper 1 to 2*2, Tab Paper, Transparencies, User Type	Auto-Inch (12" x 18", 11" x 17", 9" x 12", 8-1/2" x 14", 8-1/2" x 13-1/2" (216 x 343 mm)*3, 8-1/2" x 13-2/5" (216 x 340 mm)*3, 8-1/2" x 11", 8-1/2" x 11"R*3, 7-1/4" x 10-1/2"R, 5-1/2" x 8-1/2"R, A3, B4, A4), Auto-AB (A3W, A3, B4, A4W, A4, A4R*3, B5, B5R, A5R, 11" x 17", 8-1/2" x 13-1/2" (216 x 343 mm)*3, 8-1/2" x 13-2/5" (216 x 340 mm)*3, 8-1/2" x 13" (216 x 330 mm)*3, 8-1/2" x 11"), 13" x 19", SRA3, SRA4, 8K, 16K, 16KR, custom size
Inserter (Upper tray)	Plain Paper 1 to 2*1, Recycled, Color, Letter Head, Pre-Printed, Pre-Punched, Heavy Paper 1 to 2*2, User Type	Auto-Inch (12" x 18", 9" x 12", 11" x 17", 8-1/2" x 14"*3, 8-1/2" x 13-1/2" (216 x 343 mm)*3, 8-1/2" x 13-2/5" (216 x 340 mm)*3, 8-1/2" x 11", 8-1/2" x 11"R*3, 7-1/4" x 10-1/2"R, 5-1/2" x 8-1/2"R, A3, B4, A4W, A4), Auto-AB (A3W, A3, B4, A4W, A4, A4R*3, B5, B5R, A5R, 11" x 17", 8-1/2" x 13-1/2" (216 x 343 mm)*3, 8-1/2" x 13-2/5" (216 x 340 mm)*3, 8-1/2" x 13" (216 x 330 mm)*3, 8-1/2" x 11"), 13" x 19", SRA3, SRA4, A5, 8K, 16K, 16KR, custom size
Inserter (Lower tray)	Plain Paper 1 to 2*1, Recycled, Color, Letter Head, Pre-Printed, Pre-Punched, Heavy Paper 1 to 2*2, User Type	Auto-Inch (12" x 18", 9" x 12", 11" x 17", 8-1/2" x 14"*3, 8-1/2" x 13-1/2" (216 x 343 mm)*3, 8-1/2" x 13-2/5" (216 x 340 mm)*3, 8-1/2" x 11", 8-1/2" x 11"R*3, 7-1/4" x 10-1/2"R, 5-1/2" x 8-1/2"R, A3, B4, A4W, A4), Auto-AB (A3W, A3, B4, A4W, A4, A4R*3, B5, B5R, A5R, 11" x 17", 8-1/2" x 13-1/2" (216 x 343 mm)*3, 8-1/2" x 13-2/5" (216 x 340 mm)*3, 8-1/2" x 13" (216 x 330 mm)*3, 8-1/2" x 11"), 13" x 19", SRA3, SRA4, A5, 8K, 16K, 16KR, custom size

*1 Plain Paper 1: 16 to 24 lbs bond (60 to 89g/m²)
 Plain Paper 2: 24 to 28 lbs bond (90 to 105g/m²)

*2 Heavy paper 1: 28 lbs bond to 65 lbs cover (106 g/m² to 176 g/m²)
 Heavy paper 2: 65 lbs cover to 80 lbs cover (177 g/m² to 220 g/m²)
 Heavy paper 3: 80 lbs cover to 140 lbs index (221 g/m² to 256 g/m²)
 Heavy paper 4: 140 lbs index to 110 lbs cover (257 g/m² to 300 g/m²)

*3 The size that is automatically detected is set in "[Select Paper Sizes for Auto Detection \(page 7-106\)](#)" in the bypass tray settings screen.



Select Paper Sizes for Auto Detection

"Select Paper Sizes for Auto Detection" in the bypass tray settings screen is used to select the paper size that is automatically detected from similar sizes when the automatic paper size detection takes place. Select one of two sizes when "Auto-Inch" is set. Select one of five sizes when "Auto-AB" is set. When paper that is the same size as one of the paper sizes in the settings is placed in the bypass tray, the size that is selected in the settings will be automatically detected.

List name	Description
Auto-Inch	8-1/2" x 14", 8-1/2" x 13-2/5" (216 mm x 340 mm), 8-1/2" x 13-1/2" (216 mm x 343 mm), 8-1/2" x 11"R*
Auto-AB	8-1/2" x 13" (216 mm x 330 mm), 8-1/2" x 13-2/5" (216 mm x 340 mm), 8-1/2" x 13-1/2" (216 mm x 343 mm), A4R*

* This size cannot be set for some trays.

Custom Size Registration (Bypass)

Bypass tray and paper type settings are explained in this section. If you frequently use a non-standard size paper in the bypass tray, register that paper size in advance. Registering the paper size saves you the trouble of setting the size each time you need to use it. Up to Seven paper sizes can be registered. Tap the key ([Custom 1] to [Custom 7]) in which you wish to register or change a paper size, and the registration screen appears. Select whether you wish to enter the size in mm ("Size Input-AB") or inches ("Size Input-Inch"), and then set the X and Y dimensions of the paper.

"Size Input-AB"

The X direction can be set between 140mm and 457mm. The factory default setting is 420mm. The Y direction can be set between 90mm and 320mm. The factory default setting is 297mm.

"Size Input-Inch"

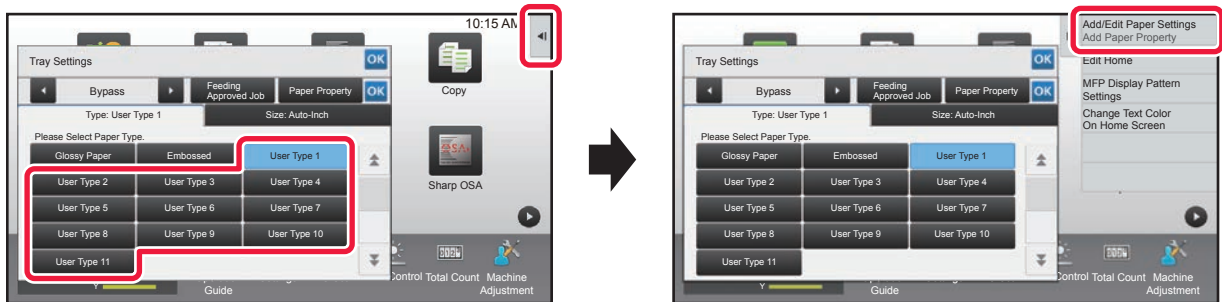
The X direction can be set between 5-1/2" and 18". The factory default setting is 17". The Y direction can be set between 3-5/8" and 12-1/2". The factory default setting is 11".

Paper Settings

When [Add] is tapped in Paper Settings selection in the paper tray settings, the Paper Settings registration screen appears. By selecting advanced settings in Paper Properties for the paper to be used, you can print using the most suitable conditions for the printed mater. A maximum of 1000 properties can be registered.



The Paper Settings can also be set from Tray Settings/Paper Settings in the Home screen. Select User Type for the paper type selection, and tap "Add/Edit Paper Settings" in the action panel.





Item	Description
Name	Enter a name for the Paper Settings (maximum of 50 half or full width characters).
Search Number	Set a search number.
[Default Settings] tab	
Paper Weight Setting	Set the paper weight to be used.
Unit	Set the units used for the Paper Weight.
Paper Type	Set the paper type. Select the paper type based on the surface finish of the paper or select the envelope. The following types can be selected. <ul style="list-style-type: none"> • Uncoated Paper • Coated Paper (Gloss) • Coated Paper (Matt) • Embossed • Envelope
Paper Information	Set when Color paper, Tab Paper, or Pre-Punched paper is used.
Paper Property	Set the properties of the paper to be used. For the properties, refer to the settings in "Paper Type Registration".
[Detail] tab	
Fusing Temperature Settings	Set the appropriate fusing unit temperature for the paper to be used.
Fuser Pressure Setting	Adjust the pressure on the paper. Some types of paper such as thick paper may not bend easily, and this may cause transfer deviations. You can use this setting to adjust the pressure on the paper and reduce transfer deviations.
Double Feed Detection Setting	Specify whether double feeds are detected. This function cannot be used when paper heavier than 68 lbs. (256 g/m ²) is used.
Primary Transfer Current Value Setting	Set the current of the primary transfer unit that is used to transfer toner to the transfer belt. By adjusting the current of the primary transfer unit, transfer problems such as insufficient transfer to the transfer belt can be improved. Select settings for both black & white and 4 color (black, cyan, magenta, yellow).
Secondary Transfer Current Value Setting	Set the current of the secondary transfer unit that is used to transfer toner from the transfer belt to the paper. By adjusting the current of the secondary transfer unit, transfer problems such as insufficient transfer to the paper can be improved. When Uncoated Paper is selected for [Paper Type] Set for the Side 1 and Side 2 for both black & white and color. When other than Uncoated Paper is selected for [Paper Type] Select settings for both black & white and color.
PTC Current Value Setting	Set the PTC discharge current. The PTC discharge current can be adjusted to obtain transferability suitable for the paper being used. When Embossed is selected for the [Paper Type] Set for both black & white and color. When other than Embossed is selected for [Paper Type] Set for black & white and color at the same time.
Transfer Condition Adjustment Setting	Set enable/disable of transfer environment correction of Primary Transfer Current Value, Secondary Transfer Current Value and PTC Current Value.
Motor Speed Setting	You can adjust the motor speed and the speed change timing.
Registration Adjustment	This performs registration adjustment.



Item	Description
Paper Reg. Adjustment	You need to bend the paper to print at the correct position on the paper. This function adjusts the proper amount of deflection.
Maximum Density Setting	This performs the adjustment of maximum density for each of Y/M/C/K.
Side1/2, XY Ratio Settings	Configure settings to equalize the size of the image in duplex printing. This adjusts the size of the image on the Side 1 and Side 2 sides of the paper.
Side1/2, XY Print Position	Configure settings to make the Side 1 and Side 2 centers match in duplex printing. This corrects Side 1 and Side 2 misalignment.
Print Void Settings	Adjust void areas at the top, bottom, and front/rear direction (leading and trailing ends) of the paper.



- Depending on the tray being used, there may be restrictions on the setting options that can be selected, or a setting may not be possible.
- The parameters that can be set vary depending on the peripheral devices that are installed.
- The Side1/2, XY Ratio Settings can only be selected when the machine is used as a printer.
- The characteristics of some paper types may not provide a suitable printing result.
- When "Envelope" is selected for the paper type, the below settings are fixed and cannot be changed.
 - Paper Weight Setting
 - Paper Information
 - Paper Property
 - Fuser Pressure Setting
 - Double Feed Detection Setting
 - Motor Speed Setting
 - Side1/2, XY Ratio Settings
 - Side1/2, XY Print Position

Side1/2, XY Ratio Settings / Side1/2, XY Print Position

Side1/2, XY Ratio Settings

The Side1/2, XY Ratio Settings are used to eliminate print deviation by changing the Side 1/Side 2 ratio so that the print sizes match.

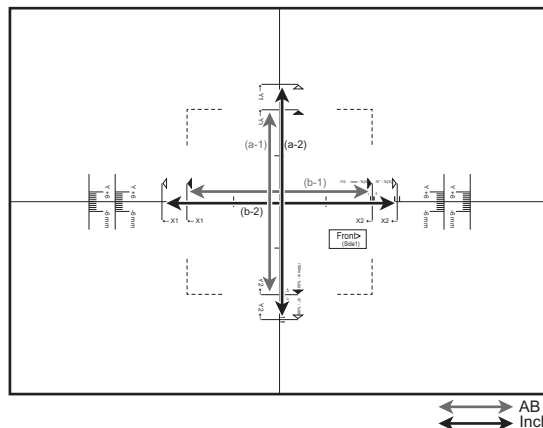
Tap [Change] in the Side1/2, XY Ratio Settings to display the advanced settings screen of the Side1/2, XY Ratio Settings

(1) Print a test pattern

Before starting, print a test pattern from [Test Print] in Side1/2, XY Ratio Settings. One page of patterns for settings are printed by duplex printing.

For the measurement patterns, refer to "Measurement patterns for Side1/2, XY Ratio Settings / Side1/2, XY Print Position".

(2) Calculate the values from the pattern and enter the values.





**[AB sizes]**

Measure the length of (a-1) in mm. Divide 10000 by the measured length of (a-1), and enter that value in [Y] for the Side 1.
 Measure the length of (b-1) in mm. Divide 10000 by the measured length of (b-1), and enter that value in [X] for the Side 1.

[Inch sizes]

Measure the length of (a-2) in inches. Divide 500 by the measured length of (a-2), and enter that value in [Y] for the Side 1.
 Measure the length of (b-2) in inches. Divide 500 by the measured length of (b-2), and enter that value in [X] for the Side 1.

Measurement Line (Measurement Marker)	Length specified by measurement line interval
Assistant Line	50 mm (1.969 inch)
	100 mm
	5 inch

(3) Tap [OK].**(4) Return to step 1 and check the result of adjustment.**

If the size has deviated as a result of adjustment, repeat adjustment until the deviation is eliminated.



- If the print position has shifted due to these settings, configure the Side1/2, XY Print Position Settings.
- The Side1/2, XY Ratio Settings can only be used when the machine is used as a printer.

Side1/2, XY Print Position Settings

The Side1/2, XY Print Position Settings are used to make the centers of the Side 1 and Side 2 print positions match to remove printing misalignment.

Tap the [Change] button in Side1/2, XY Print Position Settings to display the advanced settings screen of Side1/2, XY Print Position Settings.

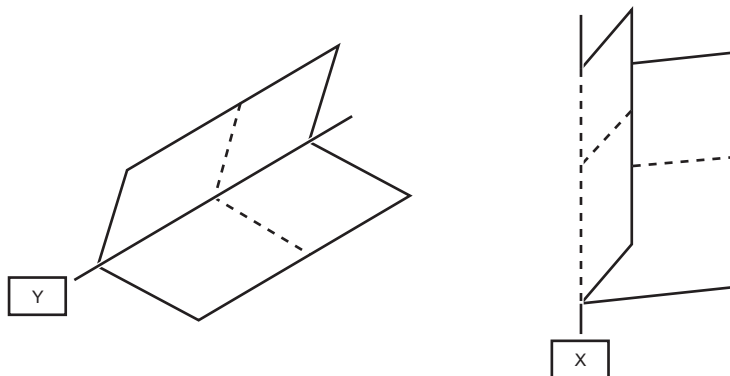
(1) Select the units used in the Side1/2, XY Print Position Settings

Tap [mm] to select the units used for the settings.

(2) Print a test pattern

Before starting, print a test pattern from [Test Print] in Side 1/2, XY Print Position. One page of patterns for settings are printed by duplex printing.

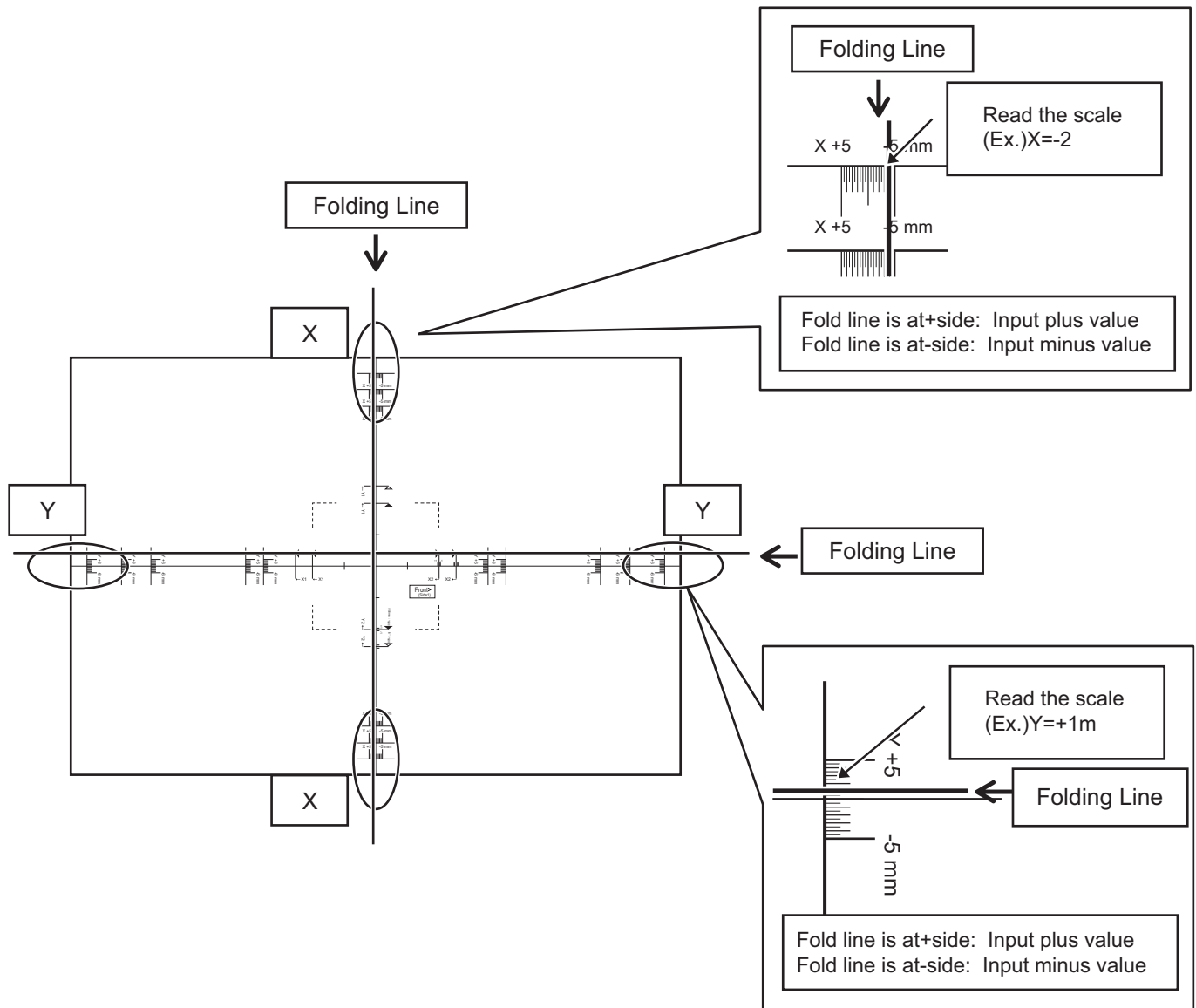
For information on the measurement patterns, refer to "[Measurement patterns for Side1/2, XY Ratio Settings / Side1/2, XY Print Position Settings](#)".

(3) Read the scale from the patterns and enter the values.

Fold the sheet in half with the center in the horizontal and vertical direction as folding lines respectively and put creases at both ends, then unfold to return.

Measure the crease position of X and Y by scale for Side1 and Side2 respectively and input the values.

If the values of both ends are different, the average value should be input.



(4) Tap [OK].

(5) Return to step 2 and check the result of adjustment.

If the size has deviated as a result of adjustment, repeat adjustment until the deviation is eliminated.



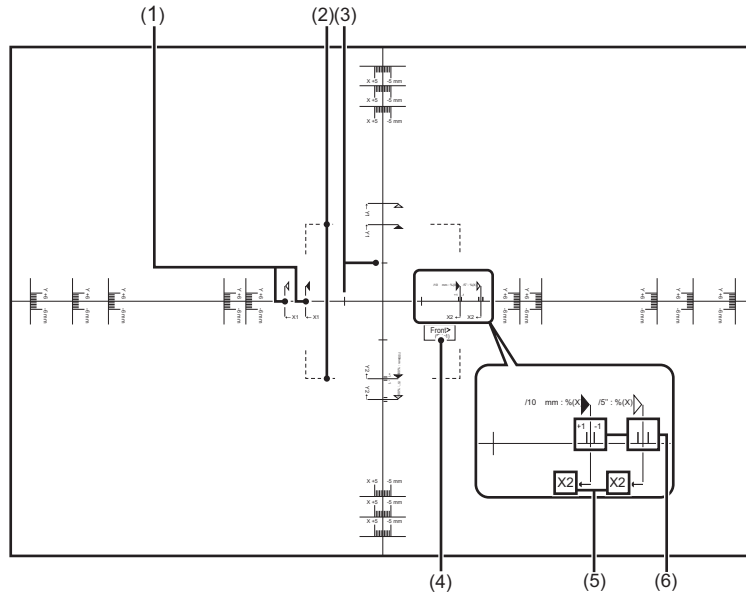
- The measurement line content of the measurement pattern varies depending on the paper size. Measure from the measurement line closest to the edge of the paper.
- It may not be possible to guarantee the operation adjustment range in the Y direction of (± 3 mm) depending on the machine settings or paper size.
- When the vertical or horizontal width is 100 mm or less, measure from the assistant line.
- If you need to use this setting together with the Side1/2, XY Ratio Settings, specify the Side1/2, XY Ratio Settings first.
- Changes in the environment of the machine, such as humidity and temperature, may cause a deviation of about 1 mm in the Side1/2, XY Print Position.



Measurement patterns for Side1/2, XY Ratio Settings / Side1/2, XY Print Position Settings

To specify Side1/2, XY Print Position Settings and Side1/2, XY Ratio Settings, print a pattern for measurement.

Content of the measurement pattern

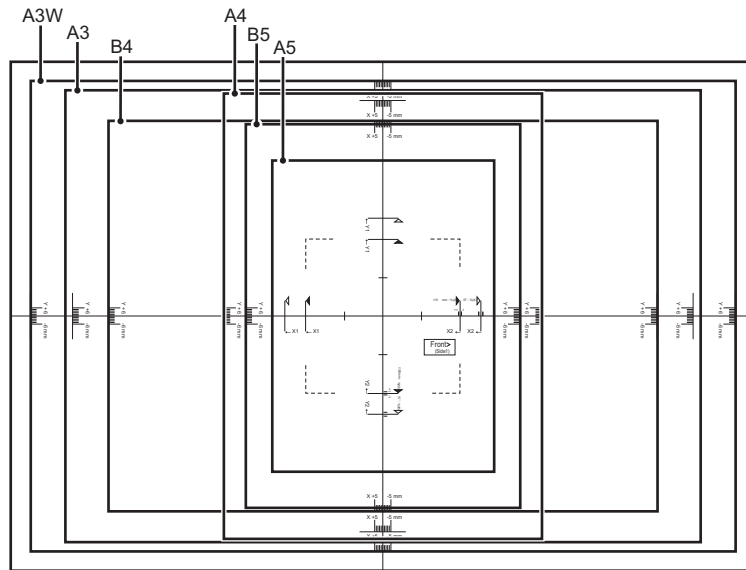


No.	Item	Description
1	Measurement Line	Reference line for measurement. Measurement lines for AB sizes and inch sizes have been created.
2	Dot Line	This line is visible through the Side 1 and Side 2 to let you visually check for misalignment. The line is printed at the same position on the Side 1 and Side 2. If visual inspection reveals that the lines are not aligned, the print positions on the Side 1 and Side 2 are not aligned.
3	Assistant Line	Assistant line located 25 mm from the center of the paper. When the paper size is 100 mm or less, use this line for measurement.
4	Notes (Side 1/Side 2)	These indicate the Side 1 and Side 2.
5	Notes (X/Y axis)	When entering the settings, these indicate the X and Y axes of the paper.
6	Assistant Line (Magnification)	Indicates a position that is ±1% of the measured distance.

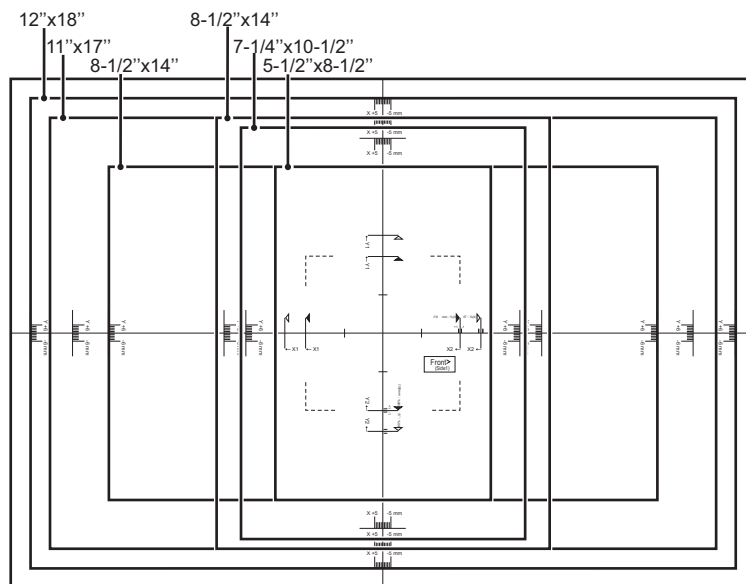
The same measurement pattern content is printed at the same size, regardless of the paper size. The outer perimeter of the measurement pattern is trimmed to match the paper size.



Example: Content trimmed for an AB size



Example: Content trimmed for an inch size





Paper Type Registration

Store a paper type when the desired paper type does not appear as a selection or when you wish to create a new set of paper properties.

Up to 9 paper types can be registered.

List name	Description
Type Name	Register any name. The factory default names are "User Type 1" to "User Type 9".
Fixed Paper Side	Use this setting when paper with a front and reverse side is used.
Disable Duplex	Use this setting when paper loaded cannot be used for 2-sided printing.
Disable Reverse	Use this setting when using paper that cannot be reversed.
Disable Staple	Use this setting when paper used cannot be stapled.
Disable Punch	Use this setting when paper used cannot be punched.
Disable Fold	Use this setting when paper used cannot be punched.



The settings that can be selected vary depending on the peripheral devices installed.



Operation Settings

Condition Settings

Enlarge Display Mode

Displays large characters on the screen.

 appears in the system area when Large Character Mode is enabled.

Message Time Setting

The duration of time that messages appear in the touch panel (the time until a message is automatically cleared) can be set to any number of seconds from 1 to 12.

Language Setting

The language that appears in the touch panel can be changed to any language.



When user authentication is enabled and a display language is specified in the favorite operation group, that setting is given priority.

Default Display Setting

Set the screen that appears after auto clear and login.

You can select from Easy Copy, Copy, Easy Scan, E-mail, Network Folder, FTP, Print Release, Data Entry, Address Book, Address Book (Easy Scan), Document Filing, Home Screen, Exchange (E-Mail), Gmail, or the Sharp OSA Screen.

Display Favorite Menus as Default

You can specify to display the "Favorite" first during mode selection.

Display Action Panel as default.

Specify whether or not to display with the action panel on the screen.

Icon is displayed when LAN cable is not connected.

Show an icon when a LAN cable is not connected.

Display Confirmation Dialog when job is canceled.

Show a confirmation dialog box when a job is canceled.

Switch the Number of Sets to be Displayed for Job Management

Set whether the remaining number of sets or the final number of sets is shown in the job management.

Alignment Order of 10-Key

Set whether the numeric keys are arranged in ascending order with "1" in the upper left corner, or "1" in the lower left corner.

Setting Display from Main Unit

Select settings for the path information of the setting destination displayed when setting mode is set on the machine.

Display Current Path

Set whether or not the current setting items are shown in the path information.

Enable link of current path

Set whether the link at the top is enabled.

MFP Display Pattern Setting

Set the background color of the touch panel. Each time you change patterns, the touch panel image at the bottom of the screen changes.



Key Operation Setting

Keys Touch Sound

Controls the key touch sound level, or turns the sound off.

Make Key Touch Sound at Default Setting

When you specify the exposure in the exposure adjustment screen of each mode, a bleep sounds three times when the reference value is reached.

Screen in which setting is effective	Initial value
Ratio setting screen in base screen of copy mode	Ratio 100%
Exposure setting screen in base screen of copy mode	Exposure level: 3 (medium)
Exposure adjustment screen in base screen of network scanner modes	
Exposure adjustment screen for Scan to HDD in document filing mode	

Auto Clear Setting

The time until Auto Clear activates can be set to any number of seconds from 10 to 240 in increments of 10 seconds. If the machine is not used for the duration of time set here, the auto clear function will clear any settings that have been selected and return the screen to the base screen of copy mode or the job management screen.

Cancel Timer

This is used to disable the auto clear function.

Key Operation Setting

Time for Accepting Key Entry

This setting determines how long a key in the touch panel must be tapped until the key input is registered. The time can be set from 0 to 2 seconds in increments of 0.5 seconds.

By lengthening the time setting, key input can be prevented when a key is tapped accidentally. Keep in mind, however, that when a longer setting is selected more care is required when tapping keys to ensure that key input is registered.

Disable Auto Key Repeat

This is used to disable key repeat.

Key repeat causes a setting to change continuously not only each time the key is tapped but while a key is tapped.

Time for Accepting Key Entry of Long Touch

Select a time when a long key touch is detected.

Double Tap Interval Setting

Select an interval when a double tap is detected.

Disabling of Job Priority Operation

Disables raising priority for printing and sending jobs from the job management screen.

Disabling of Bypass Printing

This setting is used to disable bypass printing (printing other jobs ahead of a job that has been stopped* because the paper required for the job is not available in any of the trays).

* This does not include cases where the paper ran out during the job.

Disabling of Covers/Inserts Mode

Disables the use of the covers and inserts function.

Disable Printing of Operation Manual from the Operation Panel

Printing the manual from the operation guide embedded in the machine is prohibited.

Disable Manual Finishing

Disables the use of the manual finishing function.



Initial Original Count Setting

Specifies whether or not "Original Count" in Others is enabled for each function.

Copy

- Copy

Image Send

- Scan to
- Data Entry

Document Filing

- Scan to HDD

Preview Setting

Default List/Thumbnail Display

- File Retrieve of Main Folder/Quick File Folder: Select whether the default display format of the document filing main folder and temporary folder screens is list or thumbnails.
- File Retrieve of Custom Folder: Select whether the default display format of the document filing custom folder screen is list or thumbnails.
- File Retrieve of Direct Print: Select whether the default state of the folder screen for direct print shows the folders as a list or as thumbnails.

Remote Operation Settings

Configure settings required for remote operation of the machine from a PC connected to the same network.

Remote Software Operation

- Operational Authority: This is used when remote software is used to operate the machine remotely.
- View Password Entry Screen: When operating the machine by remote control using the remote software, the password entry screen will appear on both the computer and the machine, or on only the computer.

Operation from Specified PC

- Operational Authority: This is used to allow remote operation of the machine using the specified PC.
- Hostname or IP Address of PC: Enter the host name or IP address of the PC to be connected to the machine.
- View Password Entry Screen: When operating the machine by remote control using the remote software, the password entry screen will appear on both the computer and the machine, or on only the computer.

Operation by User who Has Password

- Operational Authority: This is used to allow a user who has a password to operate the machine remotely. For information on the password, consult your service technician.
- View Password Entry Screen: When operating the machine by remote control using the remote software, the password entry screen will appear on both the computer and the machine, or on only the computer.



Easy Mode Settings

Set the items that can be selected in Easy Copy and other Easy modes.

The items appear will appear in order on the screen starting from the item that is set in No. 1.

Items that can be set in Easy Copy

Paper Select, 2-Sided Copy, Copy Ratio, Staple / Punch, Image Orientation, Exposure and N-Up, Card Shot

Items that can be set in Easy Scan

Address Book, History, Global Address Search, Scan to HDD/USB, Original, Resolution, File Format, Blank Page Skip and Card Shot.



The items that can be set vary depending on the peripheral devices that are installed.

Favorite Key Setting

Set the information that appears when favorite keys are tapped in normal mode.

Click the Copy, Scan, and Data Entry tabs to configure settings for the favorite key screens shown in each of the normal modes.

Favorite Key Number

Sets the favorite key number.

The items appear will appear in order on the screen starting from the item that is set in No. 1.

Key Name

Enter a maximum of 20 characters for the favorite key name.

Function Menu

To set functions such as "Other Functions", select the functions from the pull-down menu.

Program

To set a program, select one of the preset programs from the program list.

No Display

You can hide a set key in the favorite key screen.

Mode Key Display Setting

Configure settings for the display of mode keys at the top of the screen.

Modes to Display

Select the mode keys that you want to display.

Display Mode Keys on Home

You can enable display of the mode keys in the home screen as well.



Keyboard Settings

Default Keyboard Setting

Configure settings for the keyboard used for entry on the text.

Keyboard Select

Change the key layout and display according to the set language.

Set Keyboard Priority

When an external keyboard is connected, set whether the external keyboard or the keyboard shown on the touch panel (soft keyboard) is given priority.

Soft Keyboard Template Setting

Register a text that you frequently use when entering an address or domain name in advance. Enter a maximum of 16 characters.



Device Control

Various devices mounted on the machine can be set.

Original Size Detector Setting

One of the 8 groups of standard original sizes shown below can be selected for detection by the original size detection function.

Selections	Standard sizes (detected original sizes)	
	Document glass	Document feeder tray (automatic document feeder)
Inch-1	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", 5-1/2"x8-1/2"R, A3, A4, B4, B5, B5R
Inch-2	11" x 17", 8-1/2" x 13" (216 mm x 330 mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11"x17", 8-1/2"x13" (216 mm x 330 mm), 8-1/2"x11", 8-1/2"x11"R, 5-1/2"x8-1/2", 5-1/2"x8-1/2"R, A3, A4, B4, B5, B5R
Inch-3	11" x 17", 8-1/2" x 13-2/5" (216 mm x 340 mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11"x17", 8-1/2"x13-2/5 (216 mm x 340 mm), 8-1/2"x11", 8-1/2"x11"R, 5-1/2"x8-1/2", 5-1/2"x8-1/2"R, A3, A4, B4, B5, B5R
AB-1	A3, A4, A4R, A5, B4, B5, B5R	8-1/2" x 11", 8-1/2" x 14", 11" x 17", A3, A4, A4R, A5, A5R, B4, B5, B5R
AB-2	A3, A4, A4R, A5, B5, B5R, 216 mm x 330 mm (8-1/2" x 13")	8-1/2" x 11", 11" x 17", A3, A4, A4R, A5, A5R, B4, B5, B5R, 216 mm x 330 mm (8-1/2" x 13")
AB-3	A3, A4, A4R, A5, B4, 8K, 16K, 16KR	8-1/2" x 11", 11" x 17", 216 mm x 330 mm (8-1/2" x 13"), A3, A4, A4R, A5, A5R, B4, B5, B5R, 8K, 16K, 16KR
AB-4	216 mm x 340 mm (8-1/2" x 13-2/5"), A3, A4, A4R, A5, B5, B5R	8-1/2" x 11", 11" x 17", 216 mm x 340 mm (8-1/2" x 13-2/5"), A3, A4, A4R, A5, A5R, B4, B5, B5R
AB-5	216 mm x 343 mm (8-1/2" x 13-1/2"), A3, A4, A4R, A5, B5, B5R	8-1/2" x 11", 11" x 17", 216 mm x 343 mm (8-1/2" x 13-1/2"), A3, A4, A4R, A5, A5R, B4, B5, B5R

* In the size notation above, when the size is suffixed by "R" like "A4R", it indicates a case where a sheet available in both the vertical and horizontal orientations are set horizontally.

Cancel Detection at Document Glass

Original size detection on the document glass can be disabled. When this is done, all originals placed on the document glass are treated as special size originals.

Original Feeding Mode

The following original feeding modes can be set to operate by default in copy, image send, and scan to HDD. When a mode is frequently used, this saves you from having to select the mode in another mode each time you need to use it.

- Mixed Size Doc. Same Width
- Mixed Size Doc. Different Width
- Slow Scan Mode
- Blank Page Skip

Automatic Saddle Stitch

Saddle stitch stapling take place automatically when the pamphlet copy function is used.

Saddle Fold/Stitch Position Adjust

This setting is used to adjust both the fold and staple positions when a saddle stitch finisher (100-sheet stapling) is installed and the saddle stitch function is used.

Specify a value within +/- 2.0 mm in increments of 0.25 mm.



Paper Type for Auto Paper Selection

The paper types* that the Auto Paper Selection function will select can be specified. Select one of the following settings:

- Plain Paper 1
- Plain Paper 2
- Recycled

The Auto Paper Selection function will not select any paper types other than the paper types specified with this setting.

* The paper type set for each paper tray by selecting [System Settings] in "Settings" → [Paper Tray Settings].

Plain Paper Compatibility Settings

Set the weight of the plain paper that is regularly used. Select from Plain Paper 1 or Plain Paper 2.

The weight of Plain Paper 1 is 16 to 24 lbs bond (60 to 89 g/m²). The weight of Plain Paper 2 is 24 to 28 lbs bond (90 to 105 g/m²). Check the weight of the plain paper that you regularly use, and set accordingly.

Tandem Connection Setting

When two machines are used as network printers using TCP/IP protocol, use this setting to configure the port number and IP address of the machine used as the tandem client machine.

Disabling of Master Machine Mode

To prohibit tandem transmission, enable this setting. (Normally this setting is not necessary.)

Disabling of Client Machine Mode

To prohibit tandem reception, enable this setting. (Normally this setting is not necessary.)



- To use the tandem function when user authentication is enabled, the same login name and password must be used on both the master machine and client machine. If the same login name and password are not used, the page count may not be added to the appropriate user count or only the master machine may print.
- The factory default setting for the port number is [50001]. Unless you experience difficulty with this setting, do not change the port number.

Detect Standard in Auto Color Mode

When the color mode is set to auto in color mode/image send mode, the discrimination point for detecting whether originals are color or black and white can be set to one of 5 levels. When set to [Closer to B/W], the originals are easier to recognize as black and white. When set to [Closer color], the originals are easier to recognize as black and white.

Status Indicator Setting

The status indicator on the back of the machine lights up or blinks according to the status of the machine.

You can change this setting to specify the machine status that causes the green indicator (status indicator) to light up or blink. The indicator goes off when Auto Power Shut-Off is enabled.

Green indicator (Status indicator) : You can specify which job management and original scanning status respectively cause the indicator to light up and blink.

Red indicator (Error indicator) : This indicator lights up or blinks when an error occurs on the machine.

Red indicator (Error indicator) lights up and blinks the same way regardless of the pattern you select.

Status		Pattern 1	Pattern 2	Pattern 3
Green indicator (Status indicator)	Job in progress, such as paper feeding or output.	Green: Light up	-	-
	Ready state or other state where jobs can be accepted.	-	Green: Light up	-
	An original has been placed in the document feeder.	-	-	Green: Light up
	The machine is in a status other than the above.	Green: Off	Green: Off	Green: Off



Status		Pattern 1	Pattern 2	Pattern 3
Red indicator (Error indicator)	Errors that do not stop machine operation, such as almost out of toner.	Red: Light up	Red: Light up	Red: Light up
	Errors that stop machine operation, such as misfeeds and out of toner.	Red: Blink	Red: Blink	Red: Blink
	The machine is in a status other than the above.	Red: Off	Red: Off	Red: Off

Total Setting for Finish

Select the finish setting. Set whether finishing positions are specified on the specified paper or on the original.

Auto Switching of Finisher Trays

When the Finisher Upper Tray is filled with papers, the output tray is switched to the Lower Output Tray automatically.



If the Finisher Lower Tray is selected for paper output, papers are output to the Finisher Lower Tray only.

Paper Weight Setting

These are used to control the toner fusing temperature according to the weight of the paper.

These settings apply to plain paper, recycled paper, punched paper, pre-printed paper, letterhead paper, colored paper, and user type paper.

You can select "16 - 23 lbs." or "23+ - 28 lbs." ("60g/m² to 89g/m²" or "90g/m² to 105g/m²").



This can only be set on the machine's operation panel.

Be sure to use only paper that is in the same weight range as the weight range set here. Do not mix plain or other paper that is outside the range with the paper in the tray.

When settings are changed, the changes will take effect after the machine is restarted. To restart the machine, see "[TURNING ON THE POWER \(page 1-10\)](#)".

Data List

To specify [One Sided] or [Two Sided] printing in Data List.

Disabling of Duplex

This is used to disable 2-sided printing, such as when the duplex module malfunctions.

Disabling of Offset

Disable offset output.

Disabling of Stapler

This setting is used to prohibit the use of staple, such as when the staple of finisher or saddle stitch finisher malfunctions.

Disabling of Punch

This setting is used to prohibit the use of punch, such as when the punch module of finisher or saddle stitch finisher malfunctions.

Disabling of Color Mode

When a color-related problem has occurred and printing is not possible, the use of color mode will be temporarily blocked.

Disabling of Document Feeder

Use this setting to prohibit the use of the automatic document feeder, such as when the feeder malfunctions. (When the setting is enabled, scanning is still possible using the document glass.)



Disabling of Large Capacity Cassette

This setting is used to disable the large capacity cassette, such as when it malfunctions.

Disabling of Tray Settings

This setting is used to prohibit tray settings (except for the bypass tray).

Disabling of Inserter

Disables use of the inserter.

Disabling of Finisher

This setting is used to prohibit the use of finisher or saddle stitch finisher, such as when it malfunctions.

Disabling of Folding Unit

This setting is used to disable the folding unit.

Disabling of Trimming Module

This setting is used to disable the trimming module.



Enable/Disable Settings

The following settings enables or disables certain functions.

User Control

Disable Printing by Invalid User

Printing by users whose information is not stored in the machine, such as printing without entering valid user information in the printer driver or printing of a file on an FTP server in Setting mode (Web version), can be prohibited.

Copy Function Settings

Disabling of Registration/Deletion of Program

This is used to prohibit the deletion and changing of copy settings stored in job programs.

Disabling of Bypass-Tray in Duplex Copy

Disables the use of the bypass tray when making 2-sided copies.

The bypass tray is often used to feed label sheets, transparency film, and other special media for which 2-sided copying is prohibited. If a sheet of one of these special media enters the reversing unit, a misfeed or damage to the unit may result. If special media for which 2-sided copying is prohibited is often used, it is recommended that you enable this setting.

Disabling of Auto Paper Selection

Disables the Auto Paper Selection function.

When this setting is enabled, automatic selection of paper that is the same size as the original on the document glass or in the automatic document feeder does not take place.

Disabling Registration of Custom Image

Disables storage of a custom image.

Disabling sending while copying

Disables the Image Send function during copy.

Printer Settings

Prohibit Notice Page Printing

Disables to print a notice page.

Prohibit Test Page Printing

Disables to print the test page.

When this setting is enabled, [Status] → [Data List] → [List for User] → [Printer Test Page] in "Settings" cannot be used to print test pages.

Exclude Bypass-Tray from Auto Paper Select

When [Auto] is selected for paper type selection, the bypass tray is excluded from the trays that can be selected. This is recommended when special paper is often placed in the bypass tray.

Disabling of USB Memory Direct Print

Disables the function for directly printing of a file in a USB memory device.

Disabling of Network Folder Direct Print

Disables the direct printing from a network folder.

Disabling sending while printing

Disables the Image Send function during printing.

Disable Blank Page Print

Disables to print a blank page.



Image Send Settings

Disable Switching of Display Order

Disables a change of display sequence (search number order, ascending, descending) in the address book and others. If set, the display is not sorted even when you tap the tab on the address book screen. The currently selected display order will be the order that is used after the setting is selected.

Disable Scan Function

Specify this to disable remote PC scanning and storing to external memory device.

Settings to Disable Registration

Disable Registering Destination from Operation Panel

Disables address control from the machine.

Configure the setting for each of the following items:

- Group (Direct Entry)
- Group (Address Book)
- Contacts

Select All: Selects all items.

Clear Checked: Clears all selections.

Disable Registering Destination on Web Page

Disables to store the destination from Setting mode (Web version).

Configure the setting for each of the following items:

- Group (Direct Entry)
- Group (Address Book)
- Contacts

Select All: Selects all items.

Clear Checked: Clears all selections.

Disable Registration/Deletion of All Program Items

Disables the use of address book when a program is stored.

Disable Destination Registration Using Global Address Search

This disables address control from the global address search.

Configure the setting for each of the following items:

E-mail

Disabling of Forwarding via Network

This prohibits inbound routing.

Settings to Disable Transmission

These settings are used to disable the following transmission operations.

Disable [Resend] on Image Send Mode

This setting disables the [Resend] key in the base screen of image send mode.

Disable Selection from Address Book

Disables the selection of destinations from the address book.

Configure the setting for each of the following items:

- E-mail
- FTP
- Network Folder

Select All: Selects all items.

Clear Checked: Clears all selections.

**Disable Direct Entry**

Disables the direct entry of destination address and others.

Configure the setting for each of the following items:

- E-mail
- Network Folder

Select All: Selects all items.

Clear Checked: Clears all selections.

Disabling of PC Scan

Prohibit remote PC scan.

Disable Storing to External Memory Device

Prohibit saving to an external memory device.

Disabling of Find My Address

This prohibits Find My Address.

Document Filing Settings

Disable Text/Stamp functions for Reprinting

When a stored file is retrieved and printed, the printing functions are disabled.

This function prevents an inconsistency of the date between the original data and output data and others.

Batch Print Settings

When files are printed by batch printing, you can prohibit selection of the [All Users] key and [User Unknown] key in the user selection screen, and set whether the file order is by date from the newest date or oldest date, or by file name in ascending order or descending order.



The Enable/Disable Settings control the same parameters as the enable/disable settings in other settings. The settings are linked together (changing one setting changes the other).

Operation Settings

Cancel Auto Clear Timer

Disables the Auto Clear mode.

Disabling of Job Priority Operation

The job priority function can be disabled. If disabled, the [Priority] key is not shown on the job management screen.

Disabling of Bypass Printing

Disables bypass printing (printing other jobs ahead of a job that has been stopped* because the paper required for the job is not in any of the trays).

* This option is ignored when paper runs out during the job.

Disable Auto Key Repeat

Disables the Auto Key Repeat function.

Disabling of Clock Adjustment

Disables the date and time from being changed.

Disabling of Covers/Inserts Mode

Disables the use of the covers and inserts function.

Disable Manual Finishing

Disables the use of the manual finishing function.

Disable Printing of Operation Manual from the Operation Panel

Printing the manual from the operation guide embedded in the machine is prohibited.



Device Control

Disabling of Document Feeder

Use this setting to prohibit the use of the automatic document feeder, such as when the feeder malfunctions. (When the setting is enabled, scanning is still possible using the document glass.)

Disabling of Duplex

This is used to disable 2-sided printing, such as when the duplex module malfunctions.

Disabling of Large Capacity Cassette

This setting is used to disable the large capacity cassette, such as when it malfunctions.

Disabling of Tray Settings

This setting is used to prohibit tray settings (except for the bypass tray).

Disabling of Finisher

This setting is used to prohibit the use of finisher or saddle stitch finisher, such as when it malfunctions.

Disabling of Inserter

Disables use of the inserter.

Disabling of Offset

Disable offset output.

Disabling of Stapler

This setting is used to prohibit the use of staple, such as when the staple of finisher or saddle stitch finisher malfunctions.

Disabling of Punch

This setting is used to prohibit the use of punch, such as when the punch module of finisher or saddle stitch finisher malfunctions.

Disabling of Folding Unit

This setting is used to disable the folding unit.

Disabling of Trimming Module

This setting is used to disable the trimming module.

Disabling of Color Mode

When a color-related problem has occurred and printing is not possible, the use of color mode will be temporarily blocked.

Disabling of Master Machine Mode

Disables the Master Machine mode for tandem printing.
(Normally this setting is not necessary.)

Disabling of Client Machine Mode

Disables the client Machine mode for tandem printing.
(Normally this setting is not necessary.)

Security Settings

This setting is used to set the security enhancement functions.

Hidden Pattern Print Setting

Disables the direct entry of background pattern and others.

Machine Identification Settings

Enter a name or code to identify the machine.



Clock Adjust

This is the first and basic setting for operating the machine.
Use this to set the date and time in the machine's built-in clock.



If [System Settings] in "Settings (administrator)" → [Common Settings] → [Enable/Disable Settings] → [Disabling of Clock Adjustment] is enabled, the date and time cannot be set.

Item	Description
Specify Time Zone	If your region is ahead of GMT (Greenwich Mean Time), select [+]. If your region is behind GMT, select [-]. Next, specify the time difference between your region and GMT in hours and minutes. (Example: If your region is Japan, + 9 hours 00 minutes.)
Date&Time Settings	Select and set the year, month, day, hour, and minute.
Synchronize with Internet Time Server	This can be used when the machine is connected to the Internet. The machine's time is automatically adjusted to the time of an Internet time server.

Daylight Saving Time Setting

This is the first and basic setting for operating the machine.
Enable daylight saving time.



If [System Settings] in "Settings (administrator)" → [Common Settings] → [Enable/Disable Settings] → [Disabling of Clock Adjustment] is enabled, the date and time cannot be set.

Item	Description
Daylight Saving Time Setting	Select whether or not the Daylight Saving Time Setting is enabled. If disabled, the following settings will not be possible.
Select Setting Type	Specify whether the starting and ending day of daylight saving time are to be set using the day of the week or the date.
Start Time	Set the starting time of daylight saving time. If you selected "Day of the Week" in "Select Setting Type", set the starting week of daylight saving time and then the starting day. If you selected "Date" in "Select Setting Type", set the starting date. Set the hour and minute and the UTC (Coordinated Universal Time) setting.
End Time	Set the ending time of daylight saving time in the same way as you set the starting time.
Adjustment Time	Set the time to be adjusted when daylight saving time begins.



Date Format

This is the first and basic setting for operating the machine.
The format used to print the date on lists and other output can be changed.



If [System Settings] in "Settings (administrator)" → [Common Settings] → [Enable/Disable Settings] → [Disabling of Clock Adjustment] is enabled, the date and time cannot be set.

Item	Description
Current Setting	The current time appears in the format set in Date Format.
Format	Set the order of display of the year, month, and day (YYYY/MM/DD).
Separator	Select one of three symbols or a blank space for the separator used in the date.
Day-Name Position	Select whether the day name appears before or after the date.
Time Display	Select 12-hour format or 24-hour format for the time. 24-Hour Display: 00:00 to 23:59 12-Hour Display: 00:00 AM to 11:59 AM/00:00 PM to 11:59 PM

Product Key

You must enter the machine product key to use the following advanced functions.

Serial Number

This displays the serial number that is required to obtain the product key.

Font Kit for Barcode

Enter the product key of the barcode font kit.

Application Integration Module

Enter the product key of the application integration module.



- It may not be possible to use some settings, depending on the peripheral devices installed.
- For the product key to be entered, contact your dealer.

Custom Link Setting

The stored Web addresses can be displayed in the display area of the setting menu.
Click a custom link to jump to the website of the stored address.



Network Settings

Quick Settings

Select the minimum required settings for the machine connection to the network.

IPv4 Settings

When using the machine on a TCP/IP (IPv4) network, use this setting to configure the IP address of the machine.

DHCP

Use this setting to have the IP address obtained automatically using DHCP (Dynamic Host Configuration Protocol)/BOOTP (Bootstrap Protocol). When this setting is enabled, it is not necessary to manually enter an IP address.



- If DHCP/BOOTP is used, the IP address assigned to the machine may change automatically. If the IP address changes, printing will not be possible.
- If the machine is used on a TCP/IP network, be sure to enable the "[TCP/IP \(page 7-131\)](#)" below.

IPv4 Address

Enter the IP address of the machine.

Subnet Mask

Enter the IP subnet mask.

Default Gateway

Enter the default gateway address.

DNS Settings

Primary Server

Enter the IP address of primary DNS server.

Secondary Server

Enter the IP address of secondary DNS server.

Domain Name

Enter the domain name where the selected DNS server exists.

SMTP Settings

Primary Server

Enter the IP address or the host name of the primary SMTP server.

Sender Name

Enter the sender name.

Sender Address

If data transmission has failed, the undelivered e-mail may be returned from the server. Enter an e-mail address (a single address only) to receive such undelivered mails. Usually, enter the e-mail address of system administrator.

Enable SSL

If is selected, the SMTP-over-TLS encryption communication can be used by STARTTLS command. This requires the server to support the STARTTLS command.

To allow SSL communication, set the "Port Number" to the same port number as the normal SMTP.

SMTP Authentication

If is set, the SMTP server authentication is carried out.

**User Name**

Enter the user name.

Password

Enter the password.

Change Password

To change the password, set .

Connection Test

Tap the [Execute] button to test the connection to the SMTP server.

LDAP Settings**Name**

Enter the address book name.

Search Root

Enters the search defaults to search for a specific area of the LDAP directory information tree.

Example: o = ABC, ou = NY, cn = Everyone

Entries must be separated from each other by semicolons or commas.

LDAP Server

Enter the IP address or host name of the LDAP server.

User Name

Enter the account name for LDAP setting.

Password

Enter the password.

Change Password

To change the password, set .

Authentication Type

Select the authentication server from the drop-down list.

KDC Server

Enter the IP address or host name of the Kerberos authentication server.

Realm

Enter the Kerberos realm.

Allow selection on operation panel.

Specify whether or not enable the global address to be selected on the operation panel of the machine.

Authenticate a User in Global Address Search

Select whether or not authenticate a user when a global address is searched for.

Enable SSL

If is set, the SSL encryption communication is enabled.

Connection Test

Tap the [Execute] button to test the connection to the LDAP server.



Public Folder / NAS Setting

Set each option to [Prohibited] if the storage is not used.



When settings are changed, the changes will take effect after the machine is restarted. To restart the machine, see "[TURNING ON THE POWER \(page 1-10\)](#)".

Network Name Setting

Device Name

Enter a device name.

Domain Name

Enter the domain name.

Comment

Enter a comment.

Protocol Settings

Select the general network settings.

The TCP/IP information can be set.

TCP/IP

IPv4 Settings

When using the machine on a TCP/IP (IPv4) network, use this setting to configure the IP address of the machine.

DHCP

Use this setting to have the IP address obtained automatically using DHCP (Dynamic Host Configuration Protocol) v6. When this setting is enabled, it is not necessary to manually enter an IP address.



If DHCP/BOOTP is used, the IP address assigned to the machine may change automatically. If the IP address changes, printing will not be possible.

IPv4 Address

Enter the IP address of the machine.

Subnet Mask

Enter the IP subnet mask.

Default Gateway

Enter the default gateway address.

IPv6 Settings

When using the machine on a TCP/IP (IPv6) network, use this setting to configure the IP address of the machine.

IPv6

Enable this setting.

DHCPv6

Use this setting to have the IP address obtained automatically using DHCP (Dynamic Host Configuration Protocol) v6. When this setting is enabled, it is not necessary to manually enter an IP address.

Manual Address / Prefix Length

Enter the IP address and the prefix length (0 to 128) of the machine.

Default Gateway

Enter the default gateway address.



- If DHCPv6 is used, the IP address assigned to the machine may change automatically. If the IP address changes, printing will not be possible.
- In an IPv6 environment, the machine can use LPD or IPP protocol.

MTU Settings

Set the maximum data size that can be forwarded.

SMB Settings

Set the version of SMB protocol that is used for functions such as Scan to Network Folder.

Use this setting to connect to a device that cannot automatically change the SMB protocol version, or when there is a problem in the connection with another device due to different versions.

Set the version to SMB2.0, SMB2.1, or SMB3.0.



- One of the settings is SMB1.0, however, this is always enabled and cannot be disabled.
- When a version is disabled, version settings higher than that version are all disabled. When a version is enabled, all version settings lower than that version are enabled.

Ping Command

Checks if the machine can communicate with the PC of the network.

Specify the IP address of the desired PC and tap the [Execute] key. A message indicating a response by the PC or not is displayed.

Services Settings

Select the general network settings.

Select the DNS, SMTP, Kerberos authentication, SNTP, mDNS, SNMP, and WINS settings.

DNS

DNS Settings

IPv4 Settings

Primary Server

Enter the IP address of primary DNS server.

Secondary Server

Enter the IP address of secondary DNS server.

IPv6 Settings

Primary Server

Enter the IP address of primary DNS server.

Secondary Server

Enter the IP address of secondary DNS server.

Timeout

Enter a timeout. The default setting is 2 seconds.

This time is used until the connection to the DNS server is established according to the standard specifications.

Domain Name

Enter the domain name where the selected DNS server exists.

DNS Update

Set this option to use the dynamic updating of DNS server.

Update Interval

Enter an interval to update the DNS server.



SMTP

SMTP Settings

Primary Server

Enter the IP address or the host name of the primary SMTP server.

Secondary Server

Enter the IP address or the host name of the secondary SMTP server.

Port Number

Enter a port number. The default setting is port 25.

Timeout

Enter a timeout. The default setting is 20 seconds. This value is used for connection to the SMTP server and for data transmission according to the e-mail system specifications.

Sender Name

Enter a maximum of 20 characters for the sender name.

Sender Address

Enter a maximum of 64 characters for the sender address.

Enable SSL

If the SSL is enabled, the SMTP-over-TLS encryption communication can be used by STARTTLS command. This requires the server to support the STARTTLS command.

To allow SSL communication, set the "Port Number" to the same port number as the normal SMTP.

SMTP Authentication

Carries out the SMTP server authentication.

If you use the Kerberos authentication, set the KDC server, port number, and realm on the Kerberos authentication settings page.

User Name

Enter the user name.

Password

Enter the password.

To change the password, set [Change Password] to .

POP before SMTP

If is set, you are authenticated to the POP server before using the SMTP communication.

- POP3 Server: Enter the IP address or the host name of the secondary SMTP server.
- Port Number: Enter the POP3 port number for POP before SMTP communication. The default setting is port 110.
- POP Authentication: If is set, the authentication protocol (including APOP) is used for authentication to the POP3 server.
- User Name: Enter the user name for POP before SMTP communication.
- Password: Enter the password required for POP before SMTP communication. To change the password, set [Change Password] to .
- Enable SSL: If set to , the POP over SSL communication or the POP over TLS communication by STLS command is enabled.

This requires the server to support the POP over SSL communication or the STLS command.

To allow SSL communication, set the "Port Number" to the POP over SSL communication port number.

To allow POP over TLS communication, set the "Port Number" to the same port number as for the normal POP3 communication.

Connection Test

Tap the [Execute] button to test the connection to the SMTP server.



Kerberos

Kerberos Authentication Settings

KDC Server

Enter the IP address or host name of the Kerberos authentication server.

Port Number

Enter the port number of the Kerberos authentication server. The default setting is port 88.

Realm

Enter the Kerberos realm.

SNTP

SNTP Settings

SNTP

Set this option to use the SNTP protocol.

SNTP Server

Enter the IP address or host name of the SNTP server.

Port Number

Enter a port number. The default setting is port 123.

Timeout

Enter a timeout. The default setting is 5 seconds.

Synchronous Interval

Enter an interval to synchronize to the SNTP server.

Synchronize Upon Start

To establish synchronization during machine startup, set to .

Synchronize Now

When tapped, the machine is synchronized with the SNTP server time.

mDNS

mDNS Settings

mDNS

Set this option to use the mDNS settings.

Service Name

Enter a service name.

Domain Name

Display the domain name.

Highest Priority Service

Select a service you use with the priority.

SNMP

SNMP v1 Settings

SNMP v1 Settings

Set this option to use the SNMPv1 settings.

Access Method

Set an access method.

GET Community

Enter the GET community name to fetch the device information using SNMP.

SET Community

Enter the SET community name required for SNMP setting.

Change SET Community

To change the SET community, set .

**TRAP Community**

Enter the community name to be used for the SNMP TRAP sent from the device.

TRAP Target Address

Enter the IP address of the destination computer for SNMP TRAP communication.

SNMP v3 Settings**SNMP v3 Settings**

Set this option to use the SNMPv3 settings.

User Name

Enter the user name.

Authentication Key

Enter the authentication key.

Privacy Key

Enter the privacy key.

Context Name

Display the context name.

WINS**WINS Settings****Primary Server**

Enter the IP address of primary WINS server.

Secondary Server

Enter the IP address of secondary WINS server.

Scope ID

Enter the scope ID.

Print Port Settings**LPD**

Enter a profile expiring date.

LPD Settings**LPD**

Set this option to use LPD.

Timeout

Enter a timeout. The default setting is 90 seconds.

Use Banner

Set this option to use the banner. The default setting is "Invalid".

RAW**Raw Print Settings****Raw Print**

Set this option to use RAW printing. The default setting is "Valid".

Port Number

Enter a port number. The default setting is port 9100.

Timeout

Enter a timeout. The default setting is 90 seconds.

Use Bidirectional

To use bidirectional communication, set to .



WSD

WSD Settings

WSD Print

Set this option to use WSD printing.

Use Multicast Discovery

Set this option to use multicast discovery.

External Service Connect

Cloud Connect Settings

Office 365

Domain Name

Set this when using the OneDrive for Business Link / SharePoint Online Link function.

Enter your Office 365 domain name (the ***** part of *****.onmicrosoft.com).

Google Drive

Google Drive

Specify whether or not the Google Drive is enabled.

E-mail Connect Settings

Exchange

Exchange

To enable Exchange, select using the Enable/Disable pull-down.

Hostname

Enter the host name (FQDN) of the Exchange server.

Gmail

Gmail

To enable Gmail, select using the Enable/Disable pull-down.

LDAP Settings

The following explains the LDAP settings.

When you tap the [Store] key, the LDAP settings are updated with your entries.

The default address book is set to .

Add

Tap the [Add] key for addition.

Delete

To delete an item, select it and tap the [Delete] key.



Settings

Setup Items	Setting
Name	Enter the address book name.
Search Root	Enters the search defaults to search for a specific area of the LDAP directory information tree. Example: o = ABC, ou = NY, cn = Everyone Entries must be separated from each other by semicolons or commas.
LDAP Server	Enter the IP address or host name of the LDAP server.
Server Type	Select the Default or Custom from the service type list. The default setting is Default.
User Identity Attribute	Set the user ID property. The default setting is "uid".
Search Attribute	Set the LDAP search property. The default setting is "cn".
Obtain E-mail address from	Set the e-mail address search. The default setting is "mail".
Public Key Search	Sets the open key search. The default setting is "userCertificate".
Pages Limit Group	Set the Storing Page Limit Group Search. The default setting is "pagelimit".
Authority Group	Set the Storing Authority Group Search. The default setting is "authority".
Favorite Operation Group	Set the Favorite Operation Group Search. The default setting is "favorite".
My Folder	Set the My Folder Search. The default setting is "myfolder".
Card ID	Sets the card ID search. The default setting is "cardid".
Custom Property 1-10	Enter each custom property.
Port Number	Enter a port number. The default setting is port 389.
Timeout	Enter a timeout. The default setting is 5 seconds.
User Name	Enter the account name for LDAP setting.
Password	Enter the password. To change the password, set [Change Password] to <input checked="" type="checkbox"/> .
Authentication Type	Select the authentication server from the drop-down list.
Bind Prefix	Set the Bind prefix. The default setting is "uid".
Server Usage	Set the server application. Set the address book and user authentication.
Applicable Destination Type	Select the applicable destination type from E-mail Address.
Allow selection on operation panel.	Specify whether or not enable the global address to be selected on the operation panel of the machine.
To Be Used as Default	Specify whether or not to use the selected global address as default.
Authenticate a User in Global Address Search	Select whether or not authenticate a user when a global address is searched for.
Enable SSL	Enables the SSL encryption communication.
Connection Test	Tap the [Execute] button, and the connection test is executed and its result is displayed.



When settings are changed, the changes will take effect after the machine is restarted. To restart the machine, see "[TURNING ON THE POWER \(page 1-10\)](#)".



Active Directory Settings

Domain Name

Enter the domain name.

Search Attribute:

Set the lookup attribute. The default setting is cn.

Linkage with User Control Function

Pages Limit Group

Enter to set a page limit group. The default setting is pagelimit.

Authority Group

Enter to set an authority group. The default setting is authority.

Favorite Operation Group

Enter to set a favorite operation group. The default setting is favorite.

My Folder

Enter to set My Folder. The default setting is myfolder.

Device Registration Account

User Name

Enter the user name to be used.

Password

Enter a password.

Public Folder / NAS Setting

The "public" and "shared" folders of the MFP can be accessed as network folders from a network PC.

Settings

Item	Settings
public	When [Use of Storage] is set to [Allow], the PDF files for PC viewing in the "public" folder can be accessed.
shared	If the [Use of Storage] is set to [Allow], you can use the "shared" folder as a network folder.



Proxy Setting

Access the network through a proxy server.

Settings

Item	Description
Proxy Setting	Set whether proxy settings are used.
Proxy Server Address	Enter the proxy server address.
User Name	Enter a user name to access the proxy server.
Password	Enter a password to allow access to the proxy server.
Port Number	Enter the proxy server port number.
Address without Using Proxy	Specify exception addresses for a proxy that is used in the external service connect function and Sharp OSA. [Entry method] 1) Can be set using a host name or an IP address. 2) When using a host name, you can use a wildcard (*) at the beginning of the domain name. (Example: "*example.□□□" (equivalent to "example.□□□", "sub.example.□□□", "subexample.□□□", etc.) 3) When using an IP address, you can use a wildcard (*) at the end of the address. (Example: "10*" (equivalent to 100.nnn.nnn.nnn to 109.nnn.nnn.nnn) If the Sharp OSA application using "HTML Browser 3.5" is set to an exception address, rule (3) cannot be used. 4) You can use a separator (semicolon (;)) to enter multiple addresses. (Example: "99.99.99.99;example.□□□")

Device Web Page Setting

The following explains the access settings to Setting mode (Web version).

Number of Users who can Log-in at the Same Time

Enter a number of users who can access Setting mode (Web version) simultaneously.

Auto Logout Time

Enter a time to automatically log out when no communication continues with the machine.



When settings are changed, the changes will take effect after the machine is restarted. To restart the machine, see "[TURNING ON THE POWER \(page 1-10\)](#)".

View Login User

The user or users who have logged in this machine are displayed.

Current Login User

The currently logged in users are displayed.

Logout All Users

The current login users are logged out.



When settings are changed, the changes will take effect after the machine is restarted. To restart the machine, see "[TURNING ON THE POWER \(page 1-10\)](#)".



Security Settings



When settings are changed, the changes will take effect after the machine is restarted. To restart the machine, see "[TURNING ON THE POWER \(page 1-10\)](#)".

Password Change

Restrict Device Web Page Access Via Password

Use this setting to display the login screen and require login in order to access the Web server.

Change Password

The administrator password can be changed.

When changing the password, be sure to remember the new password.

(It is recommended that you periodically change the administrator password.)

Enter a password consisting of 5 to 32 characters, and tap the [Store] key.

Your setting is made valid only when the machine is turned On again.

- The user-level authentication password is required to add, edit or delete the destination. When you log on, enter "users" as the user name. Then, enter the user password that you have registered with this option.
The administrator-level authentication password is required to select all settings and the same functions as those available with the user-level password. When you log on, enter "admin" as the user name. Then, enter the administrator password that you have registered with this option.
- If you tap the [Store] key without entering a password, the previously set value is assumed. Password protection is enabled by default.



In the factory default state, the user password must be entered.
(For the default password, see "Start Guide".)

Port Control

Enable or disable main system ports, set the port numbers, and tap the [Store] key.

The following ports can be configured.

Server Port	Client Port
<ul style="list-style-type: none"> • HTTP • HTTPS • FTP Print • Raw Print • LPD • IPP • IPP-SSL • Tandem Output Receive • PC Scan • Remote Operation Panel • SNMPD • NBT/WINS • SMTP • BMLinkS • WSD • Print Release • Sharp OSA (Expansion Platform) <ul style="list-style-type: none"> • HTTP • HTTPS 	<ul style="list-style-type: none"> • HTTP • HTTPS • FTP • FTPS • SMTP • SMTP-SSL • POP3 • POP3-SSL • SNMP-TRAP • Notify Job End • LDAP • LDAP-SSL • SMB/WINS • Sntp • mDNS • Tandem Output Send • Data Backup (Send) • Print Release • XMPP



Filter Setting

You can set the filter by an IP or MAC address to prevent an unauthorized access to the machine via a network. Set the IP or MAC address filter and tap the [Store] key.

IP Address Filter Settings

This option sets an IP address.

You can specify whether to allow or prohibit access to the machine from the IP address you set.

MAC Address Filter Settings

This option sets a MAC address.

It allows access to the machine from the MAC address you set.

SSL Settings

SSL can be used for data transmission over a network.

SSL is a protocol that enables the encryption of information communicated over a network. Encrypting data makes it possible to transmit and receive sensitive information safely.

Data encryption can be set by the following protocols.

Server Port

- **HTTPS:** Apply SSL encryption to HTTP communication.
- **IPP-SSL:** Apply SSL encryption to IPP communication.
- **Redirect HTTP to HTTPS in Setting mode (Web version) Access:**
When this setting is enabled, all communication that attempts to access the machine by HTTP is redirected to HTTPS.

Client Port

- **HTTPS:** Apply SSL encryption to HTTP communication.
- **FTPS:** Apply SSL encryption to FTP communication.
- **SMTP-SSL:** Apply SSL encryption to SMTP communication.
- **POP3-SSL:** Apply SSL encryption to POP3 communication.
- **LDAP-SSL:** Apply SSL encryption to LDAP communication.
- **syslog-SSL:** Apply SSL encryption to syslog communication.

Level of Encryption

The encryption strength can be set to one of three levels.

Device Certificate

Certificate Status

Shows the status of the certificate required for transmission using SSL. To install a certificate, click [Install].

Export Certificate and Private Key

When a certificate is installed, you can export the certificate.

Make of Certificate Signing Request(CSR)

Enter the information below and click the [Execute] key to create a Certificate Signing Request (CSR).

Common Name (Required)

Enter the name to be used.

Organization

Enter the name of the organization.

Organizational Unit

Enter the name of the unit within the organization.

City/Locality

Enter the city or locality.

State/Province

Enter the state or province.

**Country/Region (Required)**

Enter the country code.

Key Length of Certificate

Enter the key length of the certificate.

Certificate Signing Request (CSR)

When you create a certificate signing request (CSR) with [Make of Certificate Signing Request(CSR)], the content of the certificate signing request (CSR) appears.

S/MIME Settings

Condition Settings

Set whether S/MIME is used for transmission.

Device Certificate**Certificate Status**

Shows the status of the certificate required for transmission using S/MIME. To install a certificate, click [Install].

Sign Settings**Sign E-mail**

Enable "Sign E-mail" to use a signature.

Signature Algorithm

Set the algorithm for the signature.

Encryption Settings**Sign E-mail**

Enable "Sign E-mail" to use a signature.

Encrypt

Enable encryption.

Disable sending to the addresses which cannot be encrypted.

Prohibit transmission to addresses that cannot be encrypted.

Make of Certificate Signing Request(CSR)

Enter the information below and click the [Execute] key to create a Certificate Signing Request (CSR).

Common Name (Required)

Enter the name to be used.

Organization

Enter the name of the organization.

Organizational Unit

Enter the name of the unit within the organization.

City/Locality

Enter the city or locality.

State/Province

Enter the state or province.

Country/Region (Required)

Enter the country code.

Sender Address (Required)

Enter the address of the sender.

Key Length of Certificate

Enter the key length of the certificate.

Certificate Signing Request (CSR)

When you create a certificate signing request (CSR) with [Make of Certificate Signing Request(CSR)], the content of the certificate signing request (CSR) appears.



IPsec Settings

IPsec can be used for data transmission/reception on a network.

When IPsec is used, data can be sent and received safely without the need to configure settings for IP packet encryption in a Web browser or other higher-level application.

When enabling this settings, take the following notes.

- It may take some time to reflect on the machine settings, and you cannot connect to the machine during this time.
- If the Setting mode (Web version) settings are not correctly selected, connection to the machine may not be allowed, or the settings may not allow printing, scanning, or Setting mode (Web version) display. In this case, deselect this setting and change the System Settings (on Web pages).

Condition Settings

IPsec Settings

Specify whether or not IPsec is used for transmission.

IKEv1 Settings

Pre-Shared Key

Enter the Pre-Shared Key to be used for IKEv1.

SA Lifetime (time)

Set the SA lifetime.

SA Lifetime (size)

Set the SA lifetime size.

IKE Lifetime

Set the IKE lifetime.

IPsec Rules

The registered IPsec rules are displayed.

To add a new rule, click the [Add] key.

To delete a rule, select the rule you want to delete and click the [Delete] key.

IPsec Rule Registration

Rule Name

Enter a name for the IPsec rule.

Priority

Set the priority level.

Select the Rule Name to be the Registration Model

If there is a previously registered rule that is similar to the rule you want to create, you can create the new rule based on the registered rule.

Device Address

Set the type of IP address to be used on the machine and the port number (for IPv6, set the port number / prefix length).

Client Address

Set the destination IP address type and port number (for IPv6, set the port number / prefix length).

Communication Type

Set the communication type used for IPsec.

Protocol

Set the protocol to be used.

Filter Mode

Set the filter to be used for IPsec.

IPsec Encryption

Configure settings for the authentication method used for IPsec.

ESP

Select to use ESP authentication.

Allow Communication not using ESP

Specify whether or not communication that does not use ESP is allowed.



AH

Select to use AH authentication.

Allow Communication not using AH

Specify whether or not communication that does not use AH is allowed.

IEEE802.1X Setting

IEEE802.1X can be used to authenticate a user to allow use of the machine.

IEEE802.1X protocol defines port-based authentication for both wired and wireless networks.

Use IEEE802.1X authentication to allow only authenticated devices to use network, and protect against network abuse by third parties.

You can enable or disable IEEE802.1X authentication with this setting. The IEEE802.1X details can be set with Setting mode (Web version). Depending on the Web page settings, connection to the machine may not be allowed, or the settings may not allow printing, scanning, or Setting mode (Web version) display. In this case, deselect this setting and change the Setting mode (Web version) settings.

Condition Settings

IEEE802.1X Authentication

Set whether IEEE802.1X authentication is used.

EAP Authentication Method

Set the EAP authentication method in IEEE802.1X.

EAP User Name

Enter a maximum of 64 characters for the EAP user name used for authentication.

Password

Enter a maximum of 64 characters for the EAP password used for authentication.

Server Authentication

Set whether server authentication is used.

EAP Timeout

Set the EAP Timeout.

Number of EAP Retries

Set the number of EPS re-access times when transmission fails.

Device Certificate

Certificate Status

Shows the status of the certificate required for transmission using IEEE802.1X. To install a certificate, click [Install].

CA Certificate Status

Shows the status of the CA certificate required for transmission using IEEE802.1X. To install a certificate, click [Install].

Make of Certificate Signing Request(CSR)

Enter the information below and click the [Execute] key to create a Certificate Signing Request (CSR).

Common Name (Required)

Enter the name to be used.

Organization

Enter the name of the organization.

Organizational Unit

Enter the name of the unit within the organization.

City/Locality

Enter the city or locality.

**State/Province**

Enter the state or province.

Country/Region (Required)

Enter the country code.

Key Length of Certificate

Enter the key length of the certificate.

Certificate Signing Request (CSR)

When you create a certificate signing request (CSR) with [Make of Certificate Signing Request(CSR)], the content of the certificate signing request (CSR) appears.

Security Control

Restrict Print Jobs other than the current Print Hold Job

You can select settings to cancel print jobs that are not print hold jobs, or force all print jobs to be held. When [Restrict Print Jobs other than the current Print Hold Job] is turned ON, the settings below can be selected.

Item	Settings
Force Retention	This setting forcibly sets all print jobs as print hold jobs, even jobs for which print hold is not selected.
Disable Job	Prohibit all print jobs other than print hold jobs.

Reject Requests from External Sites

You can reject the request from external sites.

Document Administration Function

All of the transmitted image data (sent or received by e-mail transfer) can be forwarded to any destination.

List name	Settings
Forwarding Destination Settings (Send Data)	
Forward Send Data	Set a destination to forward the send data.
E-mail/Network Folder/FTP	Select a forwarding type of the send or received image data. When determined, select the destination from the address book. You can enter an e-mail directly. • Format: Select a format for data forwarding.
Clear Setting	Releases the destination settings.
File Format	Select the file format for inbound routing.
Forwarding Destination Settings (Received Data)	
Forward Received Data	Set a destination to forward the received data.
E-mail/Network Folder/FTP	Select a forwarding type of the send or received image data. When determined, select the destination from the address book. You can enter an e-mail directly. • Format: Select a format for data forwarding.
Clear Setting	Releases the destination settings.
File Format	Select the file format for inbound routing.



Hidden Pattern Print Setting

Select Hidden Pattern Print Setting.

The hidden pattern print function is effective at preventing unauthorized copying as the specified text emerges in the background on output sheets.

Initial Status Settings

Default Settings

Item	Settings
Hidden Pattern Print Setting	A pattern print can be printed with this settings.
Print Color	Select a print color.
Exposure	Select an exposure.
Font Size	Select a font size.
Angle	Select a character angle.
Font Style	Select the standard or italic character settings.
Camouflage Pattern	Set a camouflage pattern.
Print Method	Select a character display pattern. <ul style="list-style-type: none"> • Positive • Negative

Print Contents Setting

Item	Settings
Pre-Set Word	Allows you to select a preset character string. The following character strings can be selected. <ul style="list-style-type: none"> • DO NOT COPY, Copy Ban, Internal Use Only, Handle with Care, CONFIDENTIAL, Copy Invalid, IMPORTANT, COPY
Fixed Phrase	Select a stored preset character string. This setting is ignored if [Direct Entry] is enabled. <ul style="list-style-type: none"> • DO NOT COPY, Copy Ban, Internal Use Only, Handle with Care, CONFIDENTIAL, Copy Invalid, IMPORTANT, COPY
Information Printing	Enables simultaneous printing of the following information sets. <ul style="list-style-type: none"> • Serial number, account job ID, login name/user number, number of copy control, date and time
Disable Direct Entry	Directly enters the user name. This setting is ignored if [Pre-set Text] is enabled.



Contrast

Set a character contrast.

The black, magenta, and cyan can be set in any of 9 levels.

Custom Text Registration

Stores the user-created print characters. Up to 30 characters can be stored.

Tracking Information Print

Prints the tracking information at the top or bottom of output pages when copy or print job is executed.

Item	Settings
Tracking Information Print Setting	Set this option to print the tracking information.
Print Information	The following information can be printed. <ul style="list-style-type: none"> Serial number, characters, account job ID, login name/user number, date and time
Select the Print Color	Select a print color.
Position	Set a print position on each page.
Select the Job to Print	Set a job to print the tracking information.

Audit Log

Logs are created and saved for various events relating to security functions and settings.

Audit logs are created and saved in English. However, setting values such as filenames which are input from external sources are saved as-is.

Audit logs which have been saved in the internal storage can be exported by an administrator to a PC as TSV files.

You can select either the internal storage or an external server as the destination for saving audit logs.



When the space for saving audit logs internally becomes full, the logs are overwritten starting from the oldest ones.

Audit Log

"Audit Log" can be carried out as follows.

In "Settings (administrator)", select [System Settings] → [Security Settings] → [Audit Log]

Select "Security Control", "Storage/Send Settings" or "Save/Delete Audit Log".

Storage/Send Settings

"Storage/Send Settings" can be carried as follows.

In "Settings (administrator)", select [System Settings] → [Security Settings] → [Audit Log] → [Storage/Send Settings]

Then make the storage and transmission settings.

Save/Delete Audit Log

"Save/Delete Audit Log" can be carried out as follows.

In "Settings (administrator)", select [System Settings] → [Security Settings] → [Audit Log] → [Save/Delete Audit Log]

Select "Save Audit Log" or "Delete Audit Log".



"Save Audit Log" can only be carried out from the web page.



Energy Save

Eco Setting

The machine's power consumption can be reduced by Eco Mode setting. Although each function setting can be changed separately, the machine has the "Custom" and "Eco Mode" to allow simultaneous changing of settings.

Eco Recommendation Function Display

You can display eco-recommended functions such as two-sided printing and N-Up during copying, document filing print, and direct print.

Setting values applied by each mode is as follows.

Energy Save	Custom Mode	Eco Mode
Eco Scan	On (Sending Modes Only)	On (All Modes Except Copy)
Auto Power Shut-Off Timer	Fix transition time.: 15min.	Fix transition time.: 1min.
As soon as the remote job is finished, enter Auto power shut off mode.	On	On
Preheat Mode Setting	1min.	1min.
Turn off Panel Display during pre-heat mode	On	On



Each Energy Save settings in System Settings is not applied when Custom/Eco mode is used.

Display Message When Extending Transition Time to Preheat/Auto Power Shut-Off Mode

Set whether a message is displayed 15 seconds before Preheat Mode or Auto Power Shutoff Mode is entered.

Mode Setting

Item	Settings
Custom Mode	Allows easy machine operation with reduced power consumption.
Eco Mode	Minimizes the machine's power consumption.



Preheat Mode Setting

Set the number of minutes until preheat mode activates. Set a number from 1 to 120 in increments of 1 minute. Preheat Mode will activate when the set duration of time elapses after printing ends and no further operations are performed. This function reduces your power costs, and at the same time helps conserve natural resources and reduce pollution.

Select the time that best suits the needs of your workplace.

The panel display can be turned Off in the Preheat mode.



Preheat mode cannot be disabled.

Turn off Panel Display during pre-heat mode

Set whether the lights on the operation panel turn off in preheat mode.

Auto Power Shut-Off

When the machine is idle for the set time after printing, it enters auto power shutoff mode. In this mode, the machine waits on standby using a minimum amount of power.

Use this setting to specify whether auto power shutoff is used.

As soon as the remote job is finished, enter Auto power shut off mode.

This function works in Auto Power Shut-Off mode. When the machine completes a print job received from the PC, the machine immediately returns to the Auto Power Shut-Off mode.

Fix transition time.

The Auto Power-Off transition time is fixed.

When this setting is enabled, the [Change transition time by time of day.] option is disabled.



If the Auto Power-Off is disabled, the time you have set here is disabled.



Change transition time by time of day.

This function controls the transition to Auto Power Shut-Off mode optimally for each time period by analyzing the use of the machine based on job logs obtained during a 4-week period.

When this setting is enabled, the [Fix transition time.] option is disabled.



- The image transfer control settings are not changed.
- This does not link to the Power On/Off Scheduling. If both of them are enabled, the Power On/Off Scheduling settings precede.
- Pages are counted for each paper size separately.
- When the power supply of the machine was off, there was no job during this time.

Transition to Energy Saving and Auto Power Shut-Off modes

Pattern	Transition time	Average outputs per hour *
Mode1 (Job Start Priority1)	After 1 hour	1000 or more
Mode2 (Job Start Priority2)	After 30 minutes	250 to 999
Mode3 (Energy Saving Priority1)	After 5 minutes	60 to 249
Mode4 (Energy Saving Priority2)	After the minimum time period	Up to 59
Sleep Mode Power Level	Low Power :The machine switches to the power saving mode, but it takes some time to recover. Fast Wake Up :Compared with Low Power, the power value rises by a certain degree, but it results in faster recovery.	—

* Factory default setting

Automatic

This function controls the power optimally for each time period by analyzing the use of machine based on job logs obtained during a certain time period.



If the machine does not have the 4-week job log information, the machine enters the template2 (Mode3 (Energy Saving Priority1) between 8:00 and 18:00 hours). Then after that, it enters Mode4 (Energy Saving Priority2).



Manual

You can set a pattern for each time band.

The machine already has the 3-pattern template. The Energy Save pattern can be added to the "Original Eco Patterns 1 to 4".

Three-pattern template

Template	Pattern	Description of mode
Template 1	All Day "Energy Save Priority2"	The machine runs in the "Mode4 (Energy Saving Priority2)" all the time.
Template 2	8:00-18:00 "Energy Save Priority1"	The machine runs in "Mode3 (Energy Saving Priority1)" between 8:00 and 18:00, and in "Mode4 (Energy Saving Priority2)" at other times.
Template 3	8:00-18:00 "Job Start Priority1"	The machine runs in "Mode1 (Job Start Priority1)" between 8:00 and 18:00, and in "Mode4 (Energy Saving Priority2)" at other times.

Sleep Mode Power Level

Low Power: The machine switches to the power saving mode, but it takes some time to recover.

Fast Wake Up: Compared with Low Power, the power value rises by a certain degree, but it results in faster recovery.



Eco Scan Setting

Eco Scan Setting is used to execute a non-print operation such as image sending and scan to HDD while the fusing unit is turned Off.

Set "Eco Scan Setting" to , and select a mode or screen in which to enable Eco Scan Setting.

The following modes and screens can be set.

- Home Screen
- Copy
- Image Send
- Document Filing
- System Settings
- Sharp OSA
- Manual Finishing

Energy Saving Pattern List

This function analyzes machine usage and controls entry into auto power shutoff mode based on frequency of use.

If you want to manage machine power by using an energy saving pattern list, select [Manual] in [System Settings] - [Eco Setting] - [Change transition time by time of day.], and select an Automatic Update Pattern from the pull-down list or one of Original Eco Patterns 1 to 4.

To automatically analyze machine usage and update the pattern as needed, set Automatic Update Pattern.

Edit Pattern

Set the Original Eco Pattern.

Item	Description
Change Pattern Name	To change the pattern name, enter the desired name.
Pattern to Be Modeled	Select the stored pattern that you want to base the new pattern on. To copy the settings of a selected pattern, select [Copy the selected pattern.].
Energy Save Setting	Set time periods for machine modes. Select a mode from 1 to 4, and select a day of the week, start time, and end time.
Day of the Week	Set the day of week on which you want to enable the mode selected in the Energy Save Setting.
Start Time/Completing Time	Set the period of time during which you want to enable the mode selected in the Energy Save Setting.



Specific Date Operation Settings

You can configure a day on which you have high-output printing or want to perform a special operation as the "specific date" and set a specific energy saving pattern only for that specific date.



The specific date operation is performed on the day configured as the specific date regardless of the setting on Auto Power-Off transition time (enabled or disabled).

"Specific Date" tab

A period of up to 7 days can be set for Specific Date. Set the specific date, energy saving pattern to be applied, and the operation that takes place if the specific date falls on a non-work day.

Item	Description
Date Setting	Configure the date on which you want to operate the machine with a specific pattern. Select a day between 1 and 31 in Every Month or from End of Every Month.
Applied Energy Saving Operation	Select an energy saving pattern you want to apply. Use the "Pattern" tab (page 7-153) to specify the details of the energy saving pattern.
Operation for Holiday	Configure how the machine operates if the preset specific date falls on a holiday. Use the "Holiday" tab (page 7-153) to specify the day as the holiday.



- If a specific date that is initially specified coincides with the one that is moved because it falls on a holiday, the setting for the former takes precedence.
- If specific dates of the same dates are configured, they are used in ascending order between 1 and 7 (specific date numbers).

"Pattern" tab

This tab is used to configure the details of an energy saving pattern.

Item	Description
Energy Save Operation	Select a specific date pattern you want to specify.
Change Pattern Name	Enter a pattern name when you want to change the name of a specific date pattern.
Pattern to Be Modeled	Select a source pattern when you create a pattern using a stored or preset pattern.
Add new schedule.	Add a schedule.

"Holiday" tab

Specify a holiday. The day you specified as the holiday will not be a specific date.

Item	Description
Holiday List	When you tap this option, the dates and days of the week for the holidays you have set for two years.
Day of Week	Use this option to specify a holiday using a day of the week.
Set Period	Use this to specify a holiday using a date. "Final Registered Time" shows when the holiday that is stored with Set Period was stored.



Power ON/OFF Schedule Setting

The machine operator panel can be turned On or Off at a preset time. Up to three (3) patterns can be set. The "Setting 1", "Setting 2" and "Setting 3" are executed in this sequence if set at the same day of week or at the same clock time.



- The scheduling function does not support the power management settings in the Preheat Mode and Auto Power Shut-Off Mode.
- The preset power-off time is subject to the following restrictions:
 - If the machine is running due to the current job execution or other reasons, the machine is turned off only after the job has finished.
 - The machine cannot receive printer jobs.
 - If the Time Specified Output of Received Data setting is enabled, they are output next time the machine is turned on.
 - If the power management setting is also enabled, the Power On/Off Scheduling settings precede.
 - If the same time is specified, settings are applied in the order of "Setting 1", "Setting 2", and "Setting 3".
- The power is not turned off in the following cases:
 - "Power Up Auto Clear" is in progress.
 - While the optimization of the hard disk is in progress or while a restart is in progress after the setting mode has been changed.
- The preset power on/off time is within one minute from when the setting is accepted.

Toner Save Mode

This mode is used to reduce toner consumption.

Toner consumption can be set for each print job of "Copy", "Printer", and "Prints (Document Filing)".

Toner consumption can be selected from three levels.

- **Toner Save1** (Toner Consumption: Much)
- **Toner Save2** (Toner Consumption: Middle)
- **Toner Save3** (Toner Consumption: Little)



System Control

Job Log

Job Log Operation

Deletes or stores log of a job executed on the machine.

Set the number of jobs for [The Number of Job Log to Notify by E-mail] and click [Store].

Tap the [Delete] key to delete the job log.



You can save the job log by selecting the [Job Log] in Setting mode (Web version).

View Job Log

Views log of a job executed on the machine.

Select a view item and period, and tap the [Show] key.

Data Import/Export (CSV Format)

You can import or export data.

Export Settings

Export Settings Type

Select the data to be exported from the address book or registered user information. Once you have selected the data, click the [Execute] key. The data will be exported in CSV format.

Import Settings

Import settings from file

You can import data that was exported in CSV format into the machine.

Storage Backup

Address book information and user information stored in the machine can be saved to and retrieved from a USB memory device. To use the machine to manipulate a file, first insert the USB memory device in the machine. If you need to select settings on the Web page, use your computer to manipulate the file.

Export

Exports data.

Import

Imports data into the machine.



Device Cloning

Saves the machine setting information in XML format and copies the information to another machine. This function saves you the trouble of repeatedly configuring the same settings in multiple machines. To use the machine to manipulate a file, first insert the USB memory device in the machine. If you need to select settings on the Web page, use your computer to manipulate the file.

Export

Exports data.

Import

Imports data into the machine.



- For the devices that can be imported, consult your dealer.
- The following data is not copied when device cloning is performed:
 - List print.
 - Count and device status display items.
 - IP address of the machine, device name, administrator password, sender names for image send, and other information that is specific to the machine.
 - The settings specific to each hardware such as screen contrast, color adjustment, and saddle stitch position adjustment

Address Book Forward

Forward the data stored in the address book of the machine to another machine. To forward the address book contents, enter the IP address of the destination machine and the password of the administrator of that machine, and tap the [Execute] key.

Filing Data Backup

You can back up a file saved with Document Filing, and restore a backed up file to the machine.



Use setting mode (Web) to create backups of filed data.

Export Settings

Select the folder you want to back up and click [Execute]. The files are saved to your computer.

Item	Description
Index	The displayed Folder names can be filtered by index.
Display Items	Set the number of files that are displayed.

Import Settings

You can restore a file to the machine that was saved with “Export Settings”. Enter a maximum of 200 characters for the path of the saved file in “Import settings from file”, and click [Execute].



Storing/Calling of System Settings

You can reset the current Setting mode settings to the previously stored settings or to the factory default settings.

Store Current Configuration

Stores the currently configured Setting mode in the machine memory.

The stored settings will be retained even if the [Power] button is turned off. To retrieve the stored settings, use "Restore Configuration" below.

Items not stored

- Network Settings: These are not stored as unexpected settings may cause damage to the network.
- Product Keys: Product Keys are not stored as reissue of keys may be necessary.

Restore Configuration

Restores the settings stored with "Store Current Configuration".

The current settings are replaced by the retrieved settings.

Reset Settings

Restore Factory Defaults

Restores the current settings (you have selected in Setting mode) to the factory default settings. If you wish to create a record of the current settings before restoring, print the current settings by selecting [Status] in "Settings (administrator)" → [Data List] → [List for Administrator].



When settings are changed, the changes will take effect after the machine is restarted. To restart the machine, see "[TURNING ON THE POWER \(page 1-10\)](#)".

Reset the NIC

This returns all "Network Settings" to the factory default settings.

Optimization of Hard Disk

Various devices mounted on the machine can be set.

This function optimizes the hard drive of the machine by defragmenting data. If a job is in progress, a message will appear and optimization will not begin until the job is finished. During optimization, the following operations are not possible:

- Access to Setting mode (Web version), and reception of print data
- Use of keys on the operation panel
- Turning off the power with the main power switch of the machine.
- Auto Power Shut-Off

When optimization is completed, the machine will automatically restart.



When the document filing function is frequently used and output of files seems somewhat slow, optimizing the hard drive may improve performance.



E-mail Alert and Status

Status Message

Selects the Standard E-mail Status function or Advanced E-mail Status function settings.

The E-mail Status function can periodically transmit the machine status information to the stored address.

Standard

Sets the E-mail status address list 1, E-mail status address list 2, and E-mail status dealer address list separately.

Item	Description
E-mail Address	Enter the destination e-mail address for transmission of machine status information. When you enter multiple addresses, separate them by a semicolon (;) or a comma (,).
Send Now	When tapped, the status message is sent to the destination of the e-mail address list.
Send on Schedule 1	If checked as <input checked="" type="checkbox"/> , an E-mail is sent periodically according to the preset schedule.
Send on Schedule 2	If checked as <input checked="" type="checkbox"/> , an E-mail is sent periodically according to the preset schedule.
Time Schedule	Select a schedule to send E-mails.

Advanced

Bi-directional status message

Select whether or not bi-directional messages are enabled.

Item	Description
POP3 Server	Enter the IP address or host name of the POP3 server.
Port Number	Enter the port number of the POP3 server. The default setting is port 110.
POP Authentication	The authentication protocol (including APOP) is used for authentication to the POP3 server.
User Name	Enter the user name. The special user account is required for bi-directional e-mail status transmission.
Password	Enter the password. To change the password, set [Change Password] to <input checked="" type="checkbox"/> .
Check Interval	Enter the polling interval for the POP3 server. The default setting is five minutes.
Enable SSL	<input checked="" type="checkbox"/> Allows the POP over SSL communication or the POP over TLS communication by STLS command. This requires the server to support the POP over SSL communication or the STLS command. To allow SSL communication, set the "Port Number" to the POP over SSL communication port number. To allow POP over TLS communication, set the "Port Number" to the same port number as for the normal POP3 communication.
Connection Test	Tap the [Execute] button to test the connection to the POP3 server.

Alerts Message

Selects the E-mail Alert function settings.

The E-mail Alert function can report a trouble of the machine to the administrator or dealer using e-mail.

Sets the E-mail Alert Message List 1, E-mail Alert Message List 2, and Dealer E-mail Alert Message List separately.

E-mail Address

Enter the destination E-mail address for alert message transmission. You can enter multiple addresses by separating them by a semicolon or comma.

Example: aaa@xxxx.□□□; bbb@xxxx.□□□

A report will be sent by e-mail in the following situations.

Jam, Toner Low, Toner Empty, Paper Empty, Service Request, PM Request, Waste Toner Almost Full, Waste Toner Full, Job Log Full



Image Quality Adjustment



- Registration Adjustment and Fusing Cleaning Mode in [Collective Adjustment], all Common Functions, and removal of a toner cartridge can only be executed in setting mode on the machine.
- Color Profile Settings can only be configured on the Web page.

Collective Adjustment

Various devices mounted on the machine can be set.

Registration Adjustment

If color shift occurs on the printed side when color printing is performed, the print positions of the colors can be adjusted to reduce color shift.

Tap the [Execute] key.

Fusing Cleaning Mode

Use this function to clean the machine's fusing unit when dots or other dirt appear on the printed side of the paper. When this function is executed, "V" printed paper is output and the fusing unit is cleaned.



If improvement is not noticed after the first time you use the function, try executing the function again.

MC Cleaning Mode

This machine periodically executes automatic cleaning and normally it is not necessary to execute this mode. Only in case, however, that black lines appear on the printed paper, execute this mode.



Do not use this function when no black lines appear. Using this function under the normal condition may cause deterioration of the cleaner.

PTC Cleaning Mode

If black lines or colored lines appear even after you have cleaned the document glass, automatic document feeder and main charger, execute this mode.

Black Letter/Black Line Width Adjustment

Adjust black text and the width of black lines. After using this function to perform adjustment, perform [System Settings] - [Common Functions] - [Auto Color Calibration (for Copy)] - [Auto Color Calibration (for Print)].

Black Streak Reduction

Specify to use the black streak reduction or not.

The black streak reduction can be used for Scan Original, Copy, Image Send, and Scan to HDD functions.

If the black streak reduction is enabled, select any of the following options.

- **Treat Thin Black Streaks:** Use this setting to make thin black streaks less apparent. (Low level)
- **Normal:** Use this setting to make black streaks less apparent. (Medium level)
- **Treat Up to Thick Black Streaks:** Use this setting to make thick black streaks less apparent. (High level)



Increasing the level of black streak treatment may result in faint text and poor reproduction of lines.



Display warning message for black streaks detection.

Set this option to display a warning message when black streaks are detected by the document feeder.

Copy Image Quality

Quick Image Quality Adjustment

You can easily perform copy quality adjustment in the default state.
You can change the default setting ([2]) to [1 (Smooth)] or [3 (Sharp)].

Color Balance (Color / B/W)

You can adjust the default color, gradation, and density of color copies and black & white copies.
The density of each color is divided into 3 ranges and you can adjust the level of each.

Color Copy Black Component Amount Adjustment

Adjust the proportion of the black component in copy quality settings.
Set this for auto, text / printed photo, text, printed photo, photo-paper photo, text / photo-paper photo, map, and faint original in the original type settings, and for text / printed photo, text, and printed photo when the original is a copy.

Density Adjustment when [Auto] is selected for Exposure

Configure settings for copying when [Auto] is selected for the copy exposure. The exposure can be adjusted separately for copying using the document glass and copying using the auto document feeder.

Sharpness

You can make copy images in the default state sharper or softer.

Image Quality Priority

Specify image quality priority. Set this for the auto copy exposure and text / printed photo settings.

Print Image Quality

Quick Image Quality Adjustment

Perform quick adjustment of print quality.
You can change the default setting ([2]) to [1 (Smooth)] or [3 (Sharp)].

Color Balance (Color / B/W)

You can adjust the tone and density of color in color printing and black & white printing.
You can adjust the default color, gradation, and density of color copies and black & white copies.
The density of each color is divided into 3 ranges and you can adjust the level of each.

Exposure Adjustment

Set the density of printing.



Color Line Width Adjustment

When color lines do not print correctly in special applications such as CAD, you can make lines thicker.

Scan Image Quality

RGB Adjust

Set the color tone (RGB) for scanning.

Sharpness

Use this setting to obtain a sharp image when scanning an original.

Contrast

You can adjust the contrast of scanned images.

Color Profile Settings

Set color profiles used for printing.

Custom CMYK Simulation Profile

Current Profile Name

This shows the currently set profile name.

Profile Update

Select the updated color profile and click the [Store] key.

Custom Input Profile

This shows the currently set profile name.

Profile Update

Select the color profile you want to update and click [Store].



Common Functions

Auto Color Calibration (for Copy)

Auto Color Calibration (for Print)

Copy Calibration by Screen

Printer Calibration by Screen

Performs automatic color correction when the color is off.

For copying, adjust with [Auto Color Calibration (for Copy)]. For printing, adjust with [Auto Color Calibration (for Print)]. You can use [Copy Calibration by Screen] and [Printer Calibration by Screen] to perform even higher precision adjustment of each mode.

The machine prints a test patch, the test patch is scanned, and the color is automatically corrected.

After the [Execute] key is tapped and a test patch is printed, a message appears prompting you to begin automatic calibration.

Follow the instructions in the message to perform color adjustment.



- Before executing Auto Color Calibration, check to see if the registration adjustment is correct. If the registration adjustment is not correct, perform "Registration Adjustment."
- If the color is still off after performing Auto Color Calibration, repeating Auto Color Calibration once again may improve the color.

Density Smoothing Adjustment

If uneven density occurs in a copy and others, use this function to smooth the density.

The uneven density is automatically corrected by scanning a test patch that you print.

After the [Execute] key is tapped and a test patch is printed, a message appears prompting you to begin automatic adjustment.

Follow the instructions in the message to perform density smoothing.

If there are no problems after adjustment, perform "Auto Color Calibration (for Copy)" and "Auto Color Calibration (for Print)".

To return the adjusted values to their factory default state, tap [Return Density Smoothing Adjustment Value to Defaults].

If you tapped [Return to the Defaults], perform adjustment of the density that you want to readjust (medium density in the default mode).



- If the density is still uneven after you have performed density smoothing, repeating the procedure may provide improvement. To repeat density smoothing, you can either start from the beginning, or press the [Back] button after performing smoothing the first time.



Initial Installation Settings

This groups together the items that were set initially when the machine was installed. The initial installation setting items are the same as the regular setting items that have the same name. For information on a setting item, see the explanation of the regular item.

Item	Description
Condition Settings	
Name	
Machine Code	
Machine Location	System Settings - Common Settings - Machine Identification Settings (page 7-126)
Memo	
Clock Adjust	System Settings - Common Settings - Clock Adjust (page 7-127)
Daylight Saving Time Setting	System Settings - Common Settings - Clock Adjust (page 7-127)
Preheat Mode Setting	
Auto Power Shut-Off	
Display Message When Extending Transition Time to Preheat/Auto Power Shut-Off Mode	System Settings - Energy Save - Eco Setting (page 7-148)
Sleep Mode Power Level	
Network Quick Settings	System Settings - Network Settings - Quick Settings (page 7-129)
Tray Settings	System Settings - Common Settings - Paper Settings- Paper Tray Settings (page 7-103)
Product Key	System Settings - Common Settings - Product Key (page 7-128)

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