SP 210SU/SP 210SF/SP 212SNw/
SP 212SUw/SP 212SFw/SP 212SFNw

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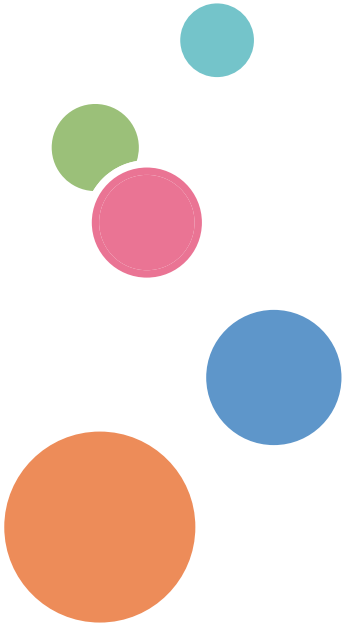

For safe and correct use, be sure to read Safety Information before using the machine.

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How to Read This Manual

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Legal Prohibition

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Disclaimer

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

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this machine, losses of the registered data, or the use or non-use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of the data registered in this machine. Documents or data might be erased due to your operational errors or malfunctions of the machine.

In no event will the manufacturer be responsible for any documents created by you using this machine or any results from the data executed by you.

For good output quality, the manufacturer recommends that you use genuine toner from the manufacturer.

Two kinds of size notation are employed in this manual.

Some illustrations or explanations in this guide may differ from your product due to improvement or change in the product.

About IP Address

In this manual, "IP address" covers both IPv4 and IPv6 environments. Read the instructions that are relevant to the environment you are using.

Differences in Performance/Functions between Different Models

The differences in main performance/functions between different models are as follows:

	SP 210SU Region A (mainly Europe and Asia)	SP 212SNw	SP 212SUw Region A (mainly Europe and Asia)	SP 210SF Region A (mainly Europe and Asia)	SP 212SFNw	SP 212SFw Region A (mainly Europe and Asia)
Type	Type 1	Type 2	Type 3	Type 4	Type 5	Type 6
Fax	Not available	Not available	Not available	Available (Standard)	Available (Standard)	Available (Standard)
ADF	Not available	Available (Standard)	Not available	Available (Standard)	Available (Standard)	Available (Standard)
PCL driver	Not available	Available	Available	Not available	Available	Available
GDI driver	Available	Not available	Not available	Available	Not available	Not available
Ethernet Port (Network)	Not available	Available	Not available	Not available	Available	Not available
Wireless LAN	Not available	Available	Available	Not available	Available	Available
Scan to Email/FTP/Folder	Not available	Available	Available	Not available	Available	Available
Web Image Monitor	Not available	Available	Available	Not available	Available	Available

	SP 210SU Region A (mainly Europe and Asia)	SP 212SNw	SP 212SUw Region A (mainly Europe and Asia)	SP 210SF Region A (mainly Europe and Asia)	SP 212SFNw	SP 212SFw Region A (mainly Europe and Asia)
Toner Management (Toner Level Indication)	Not available	Not available	Not available	Available *1	Available *1	Available *1
Paperless FAX*2	Not available	Not available	Not available	Not available	Available	Available

*1 Depending on the [Toner End Option] setting, the toner management (toner level indication) function may not be available. For [Toner End Option], see page 143 "System Settings".

*2 "Paperless FAX" refers to the function that allows you to store faxes in memory and print only the ones you want, thus saving paper. "Paperless FAX" refers to [Reception File Processing] and [Notify Forward Status] that can be specified using the machine's control panel and [Fax Received File Processing] that can be specified using Web Image Monitor. For details, see page 137 "Fax Features Settings" and see page 169 "Configuring the System Settings".

Note to Administrator

Password

Certain configurations of this machine can be password-protected to prevent unauthorized modifications by others. We strongly recommend you to create your own password immediately.

The following are the operations that can be password-protected:

- Configuring the [Address Book], [Network Settings], or [Admin. Tools] menu using the control panel

  You can access these menus without a password by factory default.

  The setting for creating a password can be found in [Admin. Tools].

- Configuring the [System Settings], [Quick Dial Destination], [Scan Destination], [Fax Speed Dial Destination], [Fax Received File], [Network Settings], [IPsec Settings], or [Administrator Tools] menu using Web Image Monitor

  By default, the access to the machine via Web Image Monitor is not password-protected.

  The setting for configuring the password can be found in [Administrator Settings].

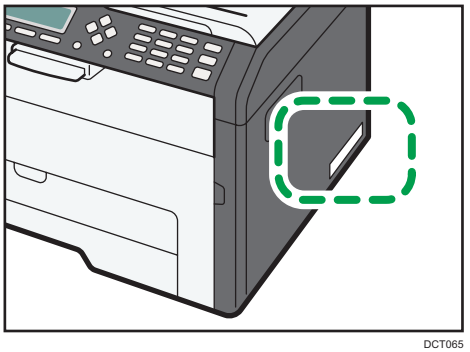
Note

- For details about creating passwords, see page 157 "Administrator Settings" or page 190 "Configuring the Administrator Settings".

Model-Specific Information

This section explains how you can identify the region your machine belongs to.

There is a label on the rear of the machine, located in the position shown below. The label contains details that identify the region your machine belongs to. Read the label.



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The following information is region-specific. Read the information under the symbol that corresponds to the region of your machine.

Region A (mainly Europe and Asia)

If the label contains the following, your machine is a region A model:

- CODE XXXX -27, -29
- 220-240V

Region B (mainly North America)

If the label contains the following, your machine is a region B model:

- CODE XXXX -17
- 120V

Note

- Dimensions in this manual are given in two units of measure: metric and inch. If your machine is a Region A model, refer to the metric units. If your machine is a Region B model, refer to the inch units.

Important Safety Instructions Region A

User Information on Electrical & Electronic Equipment

Users in the countries where this symbol shown in this section has been specified in national law on collection and treatment of E-waste

Our Products contain high quality components and are designed to facilitate recycling.

Our products or product packaging are marked with the symbol below.

The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

All Other Users

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

Environmental Advice for Users

Users in the EU, Switzerland and Norway

Consumables yield

Please refer to either the User's Manual for this information or the packaging of the consumable.

Recycled paper

The machine can use recycled paper which is produced in accordance with European standard EN 12281:2002 or DIN 19309. For products using EP printing technology, the machine can print

on 64g/m^2 paper, which contains less raw materials and represents a significant resource reduction.

Duplex printing (if applicable)

Duplex printing enables both sides of a sheet of paper to be used. This saves paper and reduces the size of printed documents so that fewer sheets are used. We recommend that this feature is enabled whenever you print.

Toner and ink cartridge return program

Toner and ink cartridge for recycling will be accepted free of charge from users in accordance with local regulations.

For details about the return program, please refer to the Web page below or consult your service person.

https://www.ricoh-return.com/

Energy efficiency

The amount of electricity a machine consumes depends as much on its specifications as it does on the way you use it. The machine is designed to allow you to reduce electricity costs by switching to Ready mode after it prints the last page. If required, it can immediately print again from this mode.

If no additional prints are required and a specified period of time passes, the device switches to an energy saving mode.

In these modes, the machine consumes less power (watts). If the machine is to print again, it needs a little longer to return from an energy saving mode than from Ready mode.

For maximum energy savings, we recommend that the default setting for power management is used.

Products that comply with the Energy Star requirement are always energy efficient.

Note for the Battery and/or Accumulator Symbol (For EU countries only)

In accordance with the Battery Directive 2006/66/EC Article 20 Information for end-users Annex II, the above symbol is printed on batteries and accumulators.

This symbol means that in the European Union, used batteries and accumulators should be disposed of separately from your household waste.

In the EU, there are separate collection systems for not only used electrical and electronic products but also batteries and accumulators.

Please dispose of them correctly at your local community waste collection/recycling centre.

Notes to Users of Facsimile Unit

CE

Declaration of Conformity

Notice to Users in EEA Countries

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

Notice to Users Accessing Analog PSTN in EEA Countries

This product is designed to be able to access analog PSTN in all EEA countries. Local PSTN compatibility is dependent on software switch settings. Please contact your service representative if relocating this product to another country. In the event of problems, please contact your service representative in the first instance.

The CE Declaration of Conformity is available by accessing the URL:

http://www.ricoh.co.jp/fax/ce_doc/ and selecting the product applicable.

Important Safety Instructions Region B

Notes to Users in the State of California

Perchlorate Material - special handling may apply. See: www.dtsc.ca.gov/hazardouswaste/perchlorate

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment

The ENERGY STAR® Program Requirements for Imaging Equipment encourage energy conservation by promoting energy efficient computers and other office equipment.

The program backs the development and dissemination of products that feature energy saving functions.

It is an open program in which manufacturers participate voluntarily.

Targeted products are computers, monitors, printers, facsimiles, copiers, scanners, and multifunction devices. Energy Star standards and logos are internationally uniform.

This machine is equipped with the following Energy Saver modes: Energy Saver mode 1 and Energy Saver mode 2. The machine recovers from Energy Saver mode when it receives a print job, prints a received fax, or when any key is pressed.

Energy Saver mode 1

This machine automatically enters Energy Saver mode 1 about 30 seconds after the last operation is completed.

Energy Saver mode 2

This machine automatically enters Energy Saver mode 2 1 minute after the last operation is completed.

Specifications

Energy Saver mode 1	Power Consumption *1	39.1 W
	Default Interval	30 seconds
	Recovery Time *1	10 seconds

Energy Saver mode 2	Power Consumption *1	4.3 W
	Default Interval	1 minute
	Recovery Time *1	25 seconds

*1 Recovery time and power consumption may differ depending on the conditions and environment of the machine.

1. Guide to the Machine

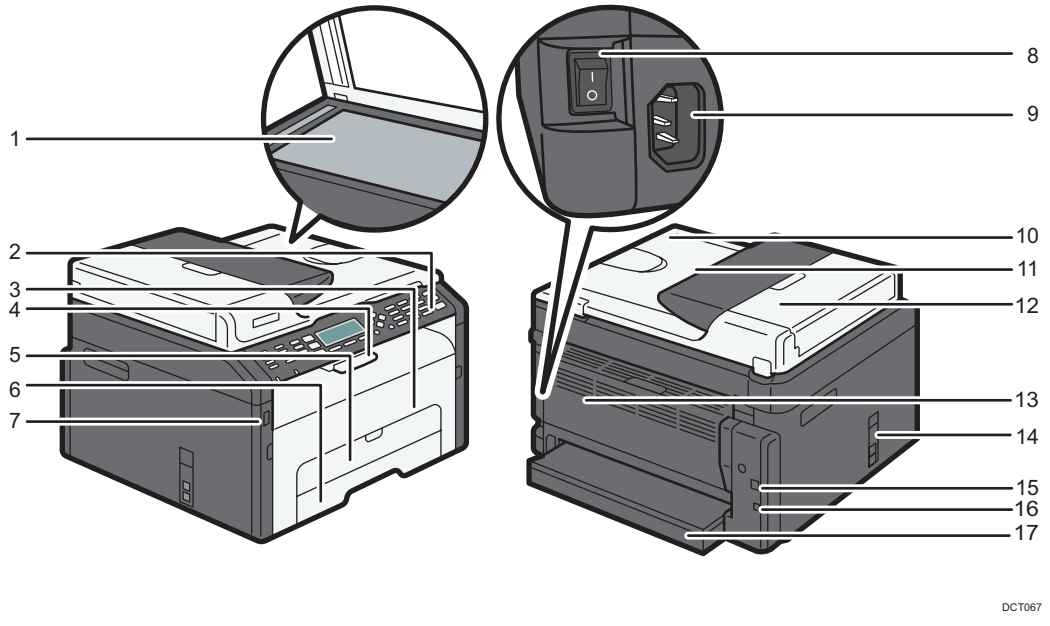
Guide to Components

This section introduces the names of the various parts on the front and rear side of the machine and outlines their functions.

Exterior

Important

- Type 1 and 3 model is not equipped with an Auto Document Feeder (ADF).
- Type 1, 3, 4 and 6 models do not come with an Ethernet port.
- Type 1, 2 and 3 models do not come with a line port or TEL port.



1. **Exposure Glass**

   Place originals here sheet by sheet.

2. **Control Panel**

   Contains a screen and keys for machine control. For details, see page 21 "Control Panel".

3. **Front Cover**

   Open this cover to replace consumables or clear a paper jam.

4. **Stop Fences**

   Raise this fence to prevent paper from falling off.

5. **Bypass Tray**

   This tray can hold one sheet of plain paper.

6. **Tray 1**

   This tray can hold up to 150 sheets of plain paper.

7. **USB Flash Disk Port**

   Insert a USB flash disk to store scanned files using the Scan to USB function.

8. **Power Switch**

   Use this switch to turn the power on or off.

9. **Power Connector**

   Connect the power cord to the machine here. Insert the other end of the cable into a nearby wall outlet.

10. **Auto Document Feeder (Exposure Glass Cover)**

    The ADF is integrated with the exposure glass cover. Open this cover to place documents on the exposure glass.

11. **Input Tray for the ADF**

    Place stacks of originals here. They will feed in automatically. This tray can hold up to 15 sheets of plain paper.

12. **ADF Cover**

    Open this cover to remove originals jammed in the ADF.

13. **Rear Cover**

    Open this cover to deliver sheets face up or remove jammed paper.

14. **Line and TEL Port**

    - Upper port: Port for external telephone connection.
    - Lower port: G3 (analog) line Interface port for telephone line connection.

15. **USB Port**

    Use this port to connect the machine to a computer using a USB cable.

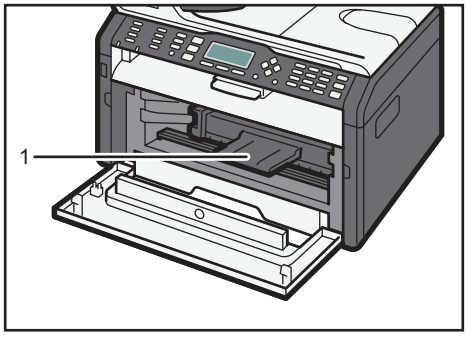
16. **Ethernet Port**

    Use this port to connect the machine to a network using a network cable.

17. **Tray Cover**

    Attach this cover when you extend the tray.

Interior

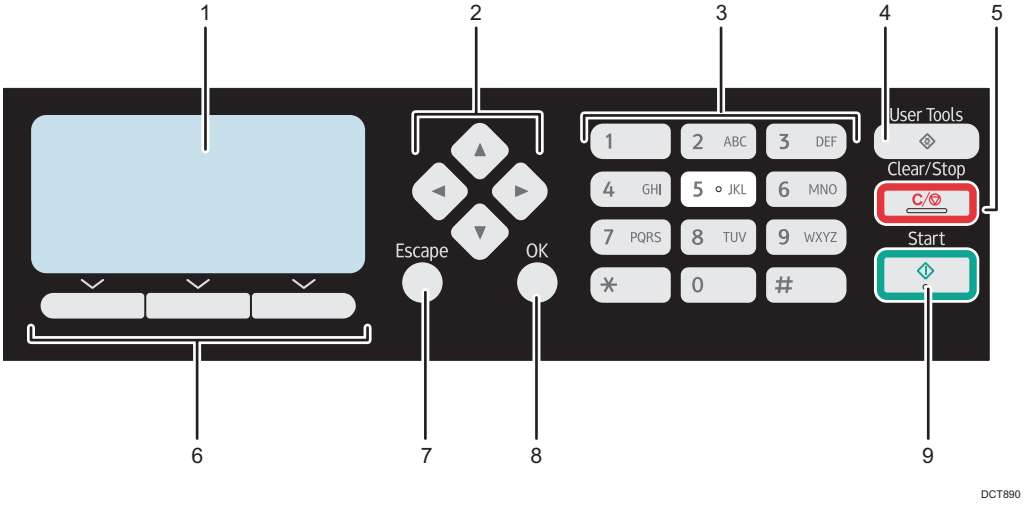


1. **Print Cartridge**

   A replacement consumable that is required to make prints on paper. For details about replacing the cartridge, see page 195 "Replacing the Print Cartridge".

Control Panel

On the Right



1. **Screen**

   Displays current status and messages.

2. **Scroll Keys**

   Press these keys to move the cursor in each direction.

3. **Number Keys**

   Use to enter numerical values when specifying settings such as fax numbers and copy quantities, or enter letters when specifying names.

4. **[User Tools] key**

   Press to display the menu for configuring the machine's system settings.

5. **[Clear/Stop] key**

   Use this key to cancel or stop a print job, document copying, scanning, fax transmission/reception, and other actions in progress.

6. **Selection keys**

   Press the key that corresponds to an item shown on the bottom line of the screen to select it.

7. **[Escape] key**

   Press to cancel the last operation or exit to the previous level of the menu tree.

8. **[OK] Key**

   Use this key to confirm settings and specified values, or move to the next menu level.

9. **[Start] key**

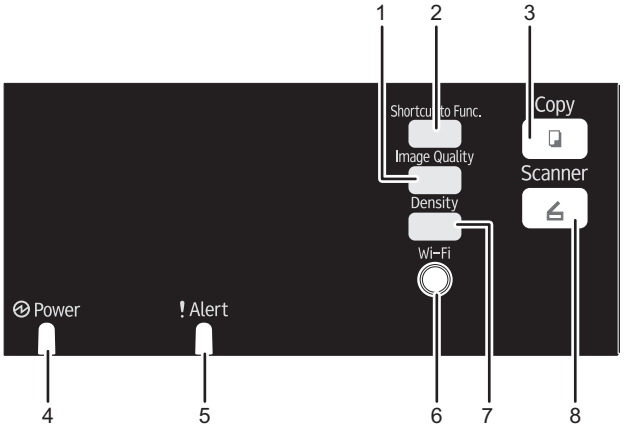
   Use this key to start fax transmission/reception, scan, or copy.

On the Left

Important

- **Depending on the model, the position of the keys may differ.**

Type 1, Type 2, Type 3



1. **[Image Quality] key**

   Press to select the image quality for the current job.

   - Copier mode: select Text, Photo, or Mixed.
   - Scanner mode: select the resolution.

2. **[Shortcut to Func.] key**

   Press to enter ID card copy mode for the current job.

   If you do not use the ID card copy mode frequently, configure [Shortcut to Function] in [Admin. Tools] to make this key available for displaying scan file destinations. For [Shortcut to Function], see page 157 "Administrator Settings".

3. **[Copy] key (Type 2, Type 3 only)**

   Use this key to switch the machine to copier mode.

4. **Power Indicator**

   This indicator lights up blue when the machine is turned on.

5. **Alert Indicator**

   This indicator lights continuously in red when the machine runs out of paper or consumables or if another error occurs.

   It flashes slowly when the machine is running out of toner.

6. **[Wi-Fi] key (Type 2, Type 3 only)**

   To switch to wireless LAN, press this key.

   Press this key to display the menu for manually configuring the settings in Infrastructure or Ad-Hoc mode selected in [Wi-Fi Key]. By holding down the key, you can display the menu for configuring the WPS using the PIN code or in PBC mode. This key cannot be used if [Wi-Fi Enable] is set to [Disable].

7. **[Density] key**

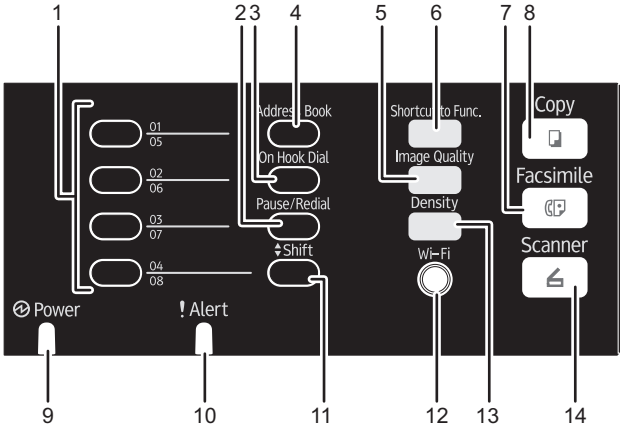
   Press to adjust image density for the current job.

   - Copier mode: select from 5 levels of density.
   - Scanner mode: select from 5 levels of density.

8. **[Scanner] key (Type 2, Type 3 only)**

   Use this key to switch the machine to scanner mode.

Type 4, Type 5, Type 6



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1. **One Touch buttons**

   Press to select a scan or fax Quick Dial destination.

2. **[Pause/Redial] key**

   - Pause

     Press to insert a pause in a fax number. The pause is indicated by "P".

   - Redial

     Press to display the last used scan or fax destination.

3. **[On Hook Dial] key**

   Press to use on-hook dialing to check the destination's status when sending a fax.

4. **[Address Book] key**

   Press to select a scan or fax destination from the Address Book.

5. **[Image Quality] key**

   Press to select the image quality for the current job.

   - Copier mode: select Text, Photo, or Mixed.
   - Scanner mode: select the resolution.
   - Fax mode: select Standard, Detail, or Photo.

6. **[Shortcut to Func.] key**

   Press to enter ID card copy mode for the current job.

   If you do not use the ID card copy mode frequently, configure [Shortcut to Function] in [Admin. Tools] to make this key available for sending faxes immediately or displaying scan file destinations. For [Shortcut to Function], see page 157 "Administrator Settings".

7. **[Facsimile] key**

   Use this key to switch the machine to fax mode.

8. **[Copy] key**

   Use this key to switch the machine to copier mode.

9. **Power Indicator**

   This indicator lights up blue when the machine is turned on.

10. **Alert Indicator**

    This indicator lights up red when the machine runs out of paper or consumables, when the paper settings do not match the settings specified by the driver, or when other errors occur. It flashes slowly when the machine is running out of toner.

11. **[Shift] key**

    Press to switch between Quick Dial numbers 1 to 4 and 5 to 8 when specifying a scan or fax destination using the One Touch buttons.

12. **[Wi-Fi] key (Type 5, Type 6 only)**

    To switch to wireless LAN, press this key.

    Press this key to display the menu for manually configuring the settings in Infrastructure or Ad-Hoc mode selected in [Wi-Fi Key]. By holding down the key, you can display the menu for configuring the WPS using the PIN code or in PBC mode. This key cannot be used if [Wi-Fi Enable] is set to [Disable].

13. **[Density] key**

    Press to adjust image density for the current job.

    - Copier mode: select from 5 levels of density.
    - Scanner mode: select from 5 levels of density.
    - Fax mode: select from 3 levels of density.

14. **[Scanner] key (Type 5, Type 6 only)**

    Use this key to switch the machine to scanner mode.

About Operation Tools

This section explains the operation tools of this machine.

Important

- **Depending on the model, Web Image Monitor may not be available. For details about model-specific differences, see page 8 "Differences in Performance/Functions between Different Models".**

Control Panel

The control panel contains a screen and keys for controlling the machine. Using the control panel, you can configure the machine's various settings. For details about how to use the control panel, see page 127 "Configuring the Machine Using the Control Panel".

Web Image Monitor

You can check the machine's status and configure its settings by accessing the machine via Web Image Monitor. For details about how to use Web Image Monitor, see page 163 "Using Web Image Monitor".

Initial Setup

When you turn this machine on for the first time, you must set the following items. Select each setting using the [▲], [▼], or number keys, and then press the [OK] key.

Display language

The selected language here is used for displaying messages, etc.

Country *3

The selected country is used for configuring the settings related to fax transmissions with appropriate default values for the country of use.

User fax number *1

The registered number is used as the fax number of the machine. The user fax number can contain 0 to 9, spaces, and "+".

User name *1

The name entered here is used as the name of the fax sender.

Date/Time

The time and date entered here are used for the machine's internal clock.

Area *2 *3

By selecting the area in which the machine is being used, you can narrow down the choice of display language and other settings.

*1 This setting is only available with Type 4, 5 and 6 models.

*2 This setting is only available with Type 1, 2 and 3 models.

*3 This setting may not be available depending on the region in which the machine is being used.

Installing the Driver and Software

Network Quick Install

1. **Turn on the power of the computer.**
2. **Insert the CD-ROM into the CD-ROM drive.**
3. **Select a language and product for the interface, and then click [OK].**
4. **Click [Network Quick Install].**
5. **Read the entire license agreement carefully. If you accept its terms, click [I accept the agreement.], and then click [Next >].**
6. **Select [Add a new printer], and then click [Next>].**
7. **Select the printer detection method, and then click [Next>].**

   To search for printers automatically, select [Search for printers automatically].

   To search for a printer by its IP address, select [Search for printers by specified IP Address].

   To select a port or specify a new port, select [Select a port or specify a new port]. If a dialog box for selecting the port type appears, it is recommended to select the standard TCP/IP port.
8. **Follow the instructions in the installation wizard.**

PC FAX Driver

1. **Turn on the power of the computer.**
2. **Insert the CD-ROM into the CD-ROM drive.**
3. **Select a language and product for the interface, and then click [OK].**
4. **Click [PC FAX Driver].**
5. **Read the entire license agreement carefully. If you accept its terms, click [I accept the agreement.], and then click [Next >].**
6. **Select the same port as the one selected in the printer driver.**
7. **Follow the instructions in the installation wizard.**

Configuring Network Settings

This section explains how to configure network settings.

Important

- **Ethernet and wireless LAN settings cannot be enabled at the same time.**

Configuring the IP Address Settings

The procedure for configuring network settings differs depending on whether the IP address is assigned automatically by the network (DHCP), is specified manually.

Note

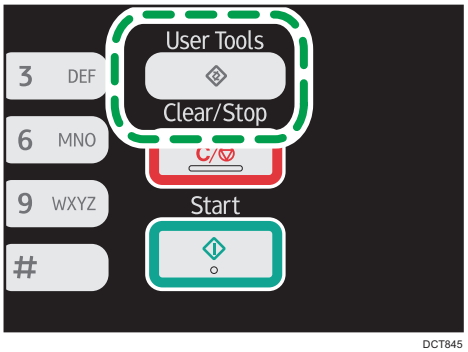
- The password for accessing the [Admin. Tools] menu can be specified in [Admin. Tools Lock].
- For details about configuring the IPv4 address, see the Setup Guide.
- For details about printing the configuration page, see page 148 "Printing Lists/Reports".

Specifying settings to receive an IPv6 address automatically

Important

- **A DHCP server is required on the network for the machine to receive an IPv6 address automatically.**

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



2. **Press the [▲] or [▼] key to select [Network Settings], and then press the [OK] key.**
3. **If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.**
4. **Press the [▲] or [▼] key to select [IPv6 Configuration], and then press the [OK] key.**
5. **Press the [▲] or [▼] key to select [IPv6], and then press the [OK] key.**

6. Press the [▲] or [▼] key to select [Active], and then press the [OK] key.
7. Press the [▲] or [▼] key to select [DHCP], and then press the [OK] key.
8. Press the [▲] or [▼] key to select [Active], and then press the [OK] key.
9. Press the [User Tools] key to return to the initial screen.

   After a setting is changed, the machine automatically restarts.
10. Print the configuration page to confirm the setting.

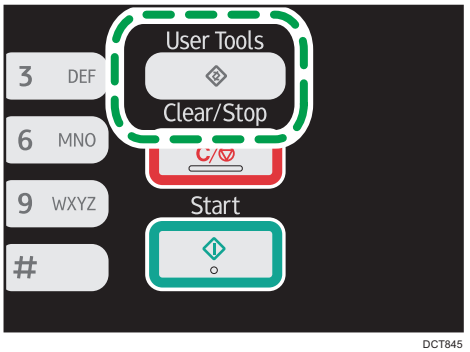
    The IPv6 address setting will appear under "IPv6 Configuration" on the configuration page.

Assigning the machine's IPv6 address manually

Important

- The IPv6 address assigned to the machine must not be used by any other device on the same network.

1. Press the [User Tools] key.



2. Press the [▲] or [▼] key to select [Network Settings], and then press the [OK] key.
3. If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.
4. Press the [▲] or [▼] key to select [IPv6 Configuration], and then press the [OK] key.
5. Press the [▲] or [▼] key to select [IPv6], and then press the [OK] key.
6. Press the [▲] or [▼] key to select [Active], and then press the [OK] key.
7. Press the [▲] or [▼] key to select [DHCP], and then press the [OK] key.
8. Press the [▲] or [▼] key to select [Inactive], and then press the [OK] key.
9. Press the [▲] or [▼] key to select [Manual Config. Address], and then press the [OK] key.
10. Press the [▲] or [▼] key to select [Manual Config. Address], and then press the [OK] key.
11. Enter the machine's IPv6 address using the number keys, and then press the [OK] key.
12. Press the [▲] or [▼] key to select [Prefix Length], and then press the [OK] key.

13. **Enter the prefix length using the number keys, and then press the [OK] key.**
14. **Press the [▲] or [▼] key to select [Gateway Address], and then press the [OK] key.**
15. **Enter the gateway address using the number keys, and then press the [OK] key.**
16. **Press the [User Tools] key to return to the initial screen.**

    After a setting is changed, the machine automatically restarts.
17. **Print the configuration page to confirm the setting.**

    The IPv6 address setting will appear under "IPv6 Configuration" on the configuration page.

Wireless LAN Setup

This section explains how to configure the wireless LAN settings manually using the control panel. For easy setup using WPS (Wi-Fi Protected Setup), see Wi-Fi Settings Guide.

Important

- **If [Disable] is specified for the [Wi-Fi Enable] setting, you cannot use the [Setup Wizard]. Specify [Enable] for the [Wi-Fi Enable] setting first. If you change the [Wi-Fi Enable] setting, the machine must be restarted.**

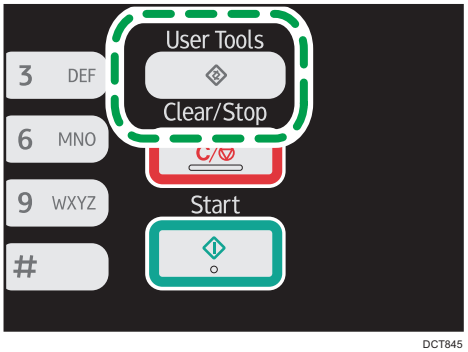
Infrastructure mode

Use the following procedure to connect to the wireless LAN router or access point manually.

Important

- **Ensure that the router, access point, or device equipped with a wireless LAN, etc., is turned on.**
- **Check the authentication method and the name of the router, access point, or device equipped with a wireless LAN (SSID/IBSS) in advance.**

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



2. **Press the [▲] or [▼] key to select [Network Settings], and then press the [OK] key.**

3. **If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.**
4. **Press the [▲] or [▼] key to select [Wi-Fi], and then press the [OK] key.**
5. **Press the [▲] or [▼] key to select [Setup Wizard], and then press the [OK] key.**
6. **Select [Infrastructure], and then press [Next].**
7. **Press the [▲] or [▼] key to select the destination SSID, and then press [Next].**

   If you cannot find the destination SSID, check if the device is turned on.

   When entering the SSID, select [Input SSID], and then press [Next].

   The SSID entry screen appears. Enter the SSID using the number keys, and then press [Next].
8. **Press the [▲] or [▼] key to select the authentication method, and then press [Next].**

   Select the same method that the router or access point is using.

   If you have selected [WPA2-PSK] or [Mix Mode WPA2/WPA], proceed to Step 10.
9. **Press the [▲] or [▼] key to select the encryption method, and then press [Next].**

   Select the same method that the router or access point is using.
10. **Enter the encryption key using the number keys, and then press [Connect].**

    If you selected [Shared Key] or [Open System] in Step 8, it is necessary to enter the ID. The ID is used for identifying the encryption key. You can register four encryption keys (ID 1 to 4). Use the [▲] or [▼] key to switch between the encryption key and ID settings.
11. **Press [Yes].**

    After connecting to the network, the Wi-Fi screen is displayed.
12. **Press the [▲] or [▼] key to select [Wi-Fi Status], and then press the [OK] key.**

    When "Connected" is displayed, the connection has been established.

    When "Disconnected" is displayed, the connection has not been established. Start again from the beginning.

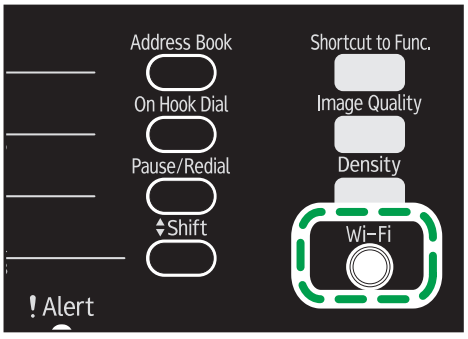
Ad Hoc mode

This section explains how to connect directly to devices equipped with a wireless LAN, such as computers on a peer-to-peer network.

Important

- **Make sure [Wi-Fi Key] is set to [Ad-Hoc Mode]. For [Wi-Fi Key], see page 153 "Network Settings".**
- **In Ad Hoc network, every device must be manually assigned an IP address for TCP/IP if there is no DHCP server.**
- **In Ad Hoc mode, only Open System or WEP encryption is supported. WPA2-PSK and Mix Mode WPA2/WPA authentication methods are not supported.**

1. **Press the [Wi-Fi] key.**



   If [Disable] is specified for the [Wi-Fi Enable] setting, you cannot use the [Wi-Fi] key.

2. **Press the [▲] or [▼] key to select a communication channel, and then press [Next].**

   Select a channel that corresponds to the device that you are going to connect with.

3. **Press the [▲] or [▼] key to select the destination device name (IBSS), and then press [Next].**

   If you cannot find the destination, check that the device is turned on.

   When entering the device name, select [Input SSID], and then press [Next]. The SSID entry screen appears. Enter the device name using the number keys, and then press [Next].

4. **Press the [▲] or [▼] key to select the authentication method, and then press [Next].**
5. **Press the [▲] or [▼] key to select the encryption method, and then press [Next].**
6. **Enter the encryption key and ID using the number keys, and then press [Connect].**

   The ID is used for identifying the encryption key. You can register four encryption keys (ID 1 to 4).

7. **Press [Yes].**
8. **Check the connection using [Wi-Fi Status].**

   When "Connected" is displayed, the connection has been established.

   When "Disconnected" is displayed, the connection has not been established. Start again from the beginning.

2. Loading Paper

Supported Paper

Paper Size

- A4
- $8^1/_2$ " × 11 " (Letter)
- $8^1/_2$ " × 14 " (Legal)
- B5 JIS
- $5^1/_2$ " × $8^1/_2$ " (Half Letter)
- $7^1/_4$ " × $10^1/_2$ " (Executive)
- A5
- A6
- B6 JIS
- 16K (197 × 273 mm)
- 16K (195 × 270 mm)
- 16K (184 × 260 mm)
- Custom Size

  The following paper sizes are supported as custom paper sizes:

  - Horiz

    Tray1: Approximately 100-216 mm (3.9-8.5 inches)

    Bypass Tray: Approximately 90-216 mm (3.6-8.5 inches)
  - Vert

    Approximately 148-356 mm (5.8-14 inches)

Paper Type

- Plain Paper (65-99 g/m^2 (17-26 lb.))
- Recycled Paper (75-90 g/m^2 (20-24 lb.))
- Thin Paper (52-64 g/m^2 (14-17 lb.))
- Thick Paper (100-130 g/m^2 (26.6-34 lb.))

Paper Capacity

- Tray1

  150 sheets

  (70 g/m^2, 19 lb.)

- Bypass Tray

  1 sheet

  (70 g/m^2, 19 lb.)

Non-Recommended Paper Types

Do not use the following types of paper:

- Ink-jet printer paper
- GelJet special paper
- Bent, folded, or creased paper
- Curled or twisted paper
- Wrinkled paper
- Damp paper
- Dirty or damaged paper
- Paper that is dry enough to emit static electricity
- Paper that has already been printed onto, except a preprinted letterhead paper.

  Malfunctions are especially likely when using paper printed on by other than a laser printer (e.g. monochrome and color copiers, ink-jet printers, etc.)
- Special paper, such as thermal paper and carbon paper
- Paper weighing heavier or lighter than the limit
- Paper with windows, holes, perforations, cutouts, or embossing
- Adhesive label paper on which glue or base paper is exposed
- Paper with clips or staples

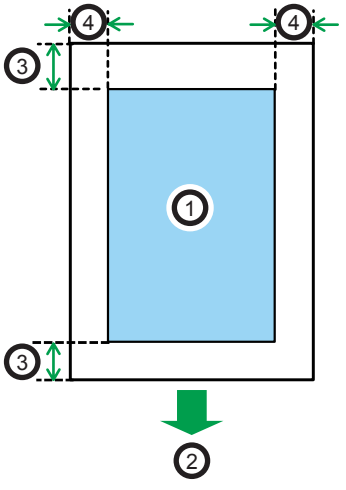
Note

- When loading paper, take care not to touch the surface of the paper.
- Even if paper is adequate for the machine, poorly stored paper can cause paper misfeeds, print quality degradation, or malfunctions.

Print Area

The diagram below shows the area of the paper that the machine can print on.

From the printer driver



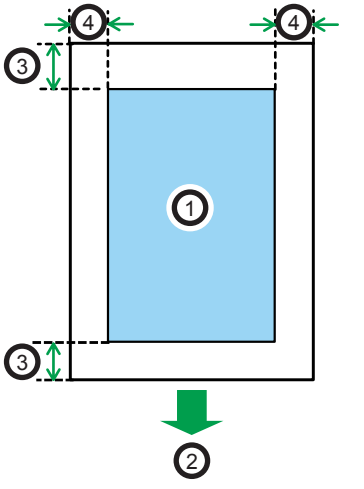
CHZ904

1. **Print area**
2. **Feed direction**
3. **Approx. 4.2 mm (0.2 inches)**
4. **Approx. 4.2 mm (0.2 inches)**

Note

- The print area may vary depending on the paper size and printer driver settings.
- Adjust the print position by specifying [Printer Registration] in [System Settings].

Copier function

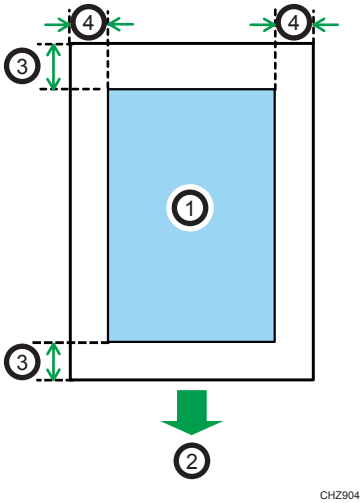


1. **Print area**
2. **Feed direction**
3. **Approx. 4 mm (0.2 inches)**
4. **Approx. 3 mm (0.1 inches)**

Note

- The print area may vary depending on the paper size.

Fax function



1. **Print area**
2. **Feed direction**

3. **Approx. 4.2 mm (0.2 inches)**
4. **Approx. 2 mm (0.08 inches)**

Note

- The print area may vary depending on the paper size.

Loading Paper

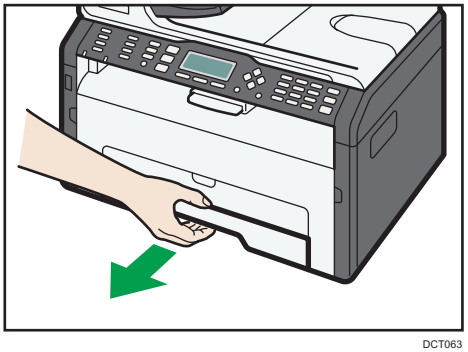
Load a stack of paper for printing in the input tray.

Important

- When loading paper, be sure to configure the paper size and paper type for the bypass tray and Tray 1. When printing a document, specify the paper size and paper type and select the paper tray in the printer driver so that the settings configured when paper is loaded can be used for printing.

Loading Paper into Tray 1

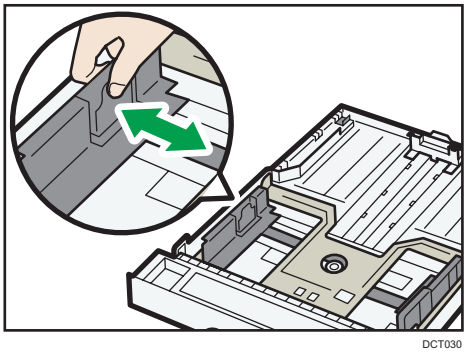
1. **Pull Tray 1 out slowly, and then remove it using both hands.**



DCT063

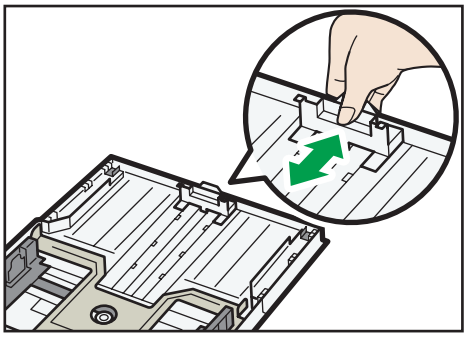
Place the tray on a flat surface.

2. **Pinch the clips on the side paper guides and slide them to match the standard size.**



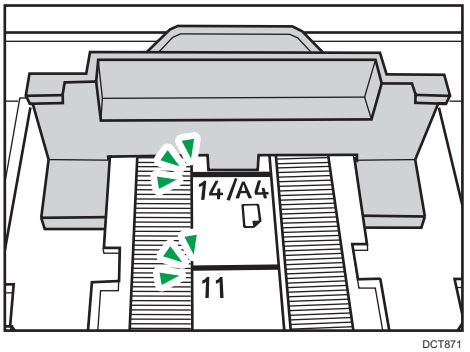
DCT030

3. **Pinch the end paper guide and slide it inward to match the standard size.**



DCT031

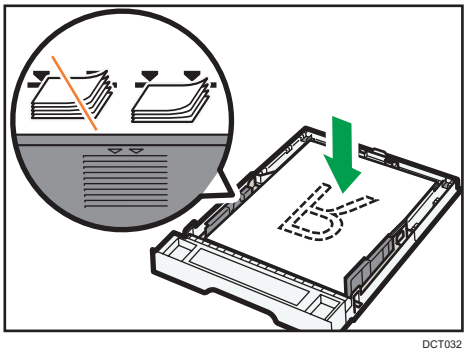
When loading A4 or letter size paper, align the paper guide to the following position:



DCT871

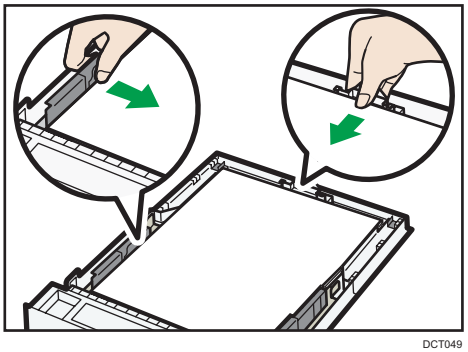
4. **Fan the paper before loading it in the tray.**
5. **Load the new paper stack print side down.**

Make sure paper is not stacked higher than the upper limit marked inside the tray.



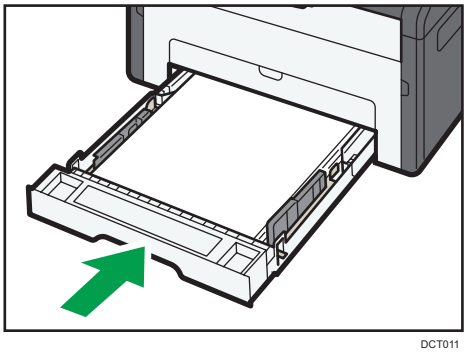
DCT032

6. **Check there are no gaps between the paper and the paper guides (both side and end paper guides).**



DCT049

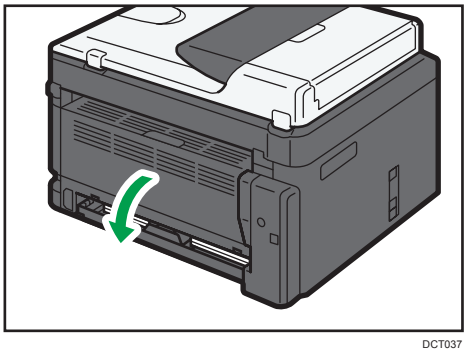
7. **Carefully push Tray 1 straight into the machine.**



DCT011

To avoid paper jams, make sure the tray is securely inserted.

To deliver the sheets face up, open the rear cover.

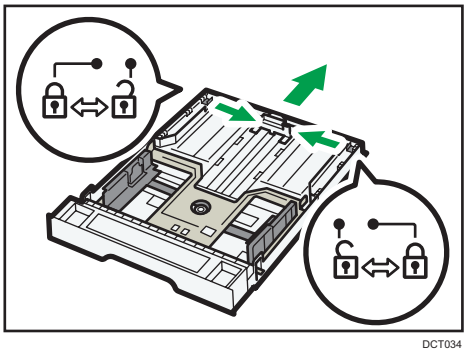


DCT037

Extending Tray 1 to load paper

1. **Pull Tray 1 out slowly, and then remove it using both hands.**

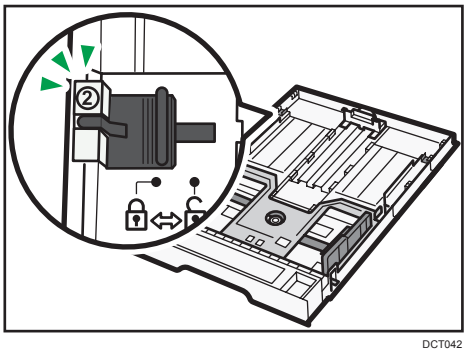
2. **Release the extender locks on both sides of the tray, and then pull out the extender.**



DCT034

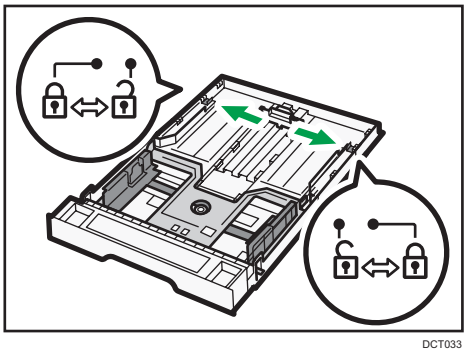
Make sure the extender's inner surface and the scale are aligned.

You can adjust the length of the extender in three steps. When using A4 or letter size paper, adjust the length to the position indicated by the mark "②" in the tray.



DCT042

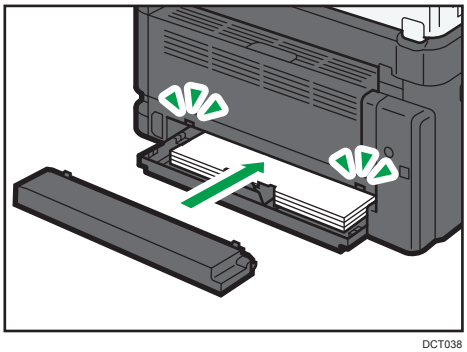
3. **Pull out the extender and lock it.**



DCT033

4. **Follow Steps 2 to 7 in "Loading Paper into Tray 1".**

5. Attach the tray cover.



DCT038

Note

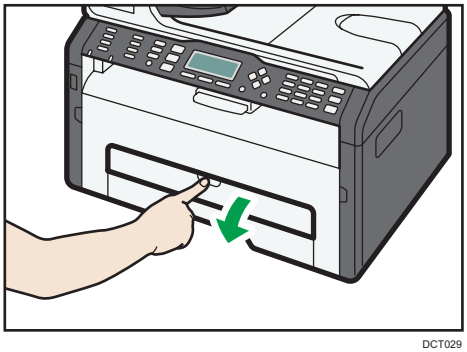
- Legal paper or custom-size paper longer than A4 must be loaded without attaching the tray cover. (Region A only)

Loading Paper into Bypass Tray

Important

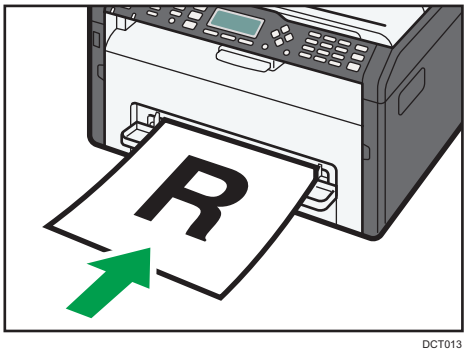
- Do not load paper in the bypass tray unless the message "Ready" is displayed.

1. Open the bypass tray.



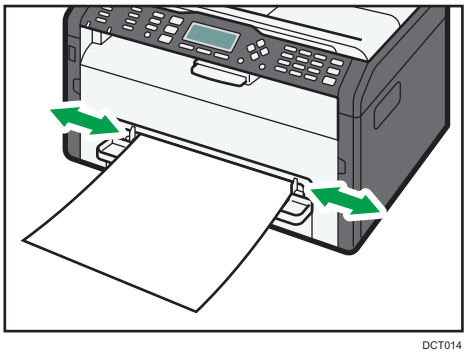
DCT029

2. **Slide the side guides outward, load paper with the print side up, and then push in until it stops against the machine.**



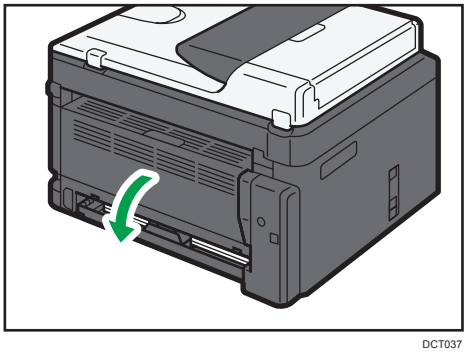
DCT013

3. **Adjust the side guides to the paper width.**



DCT014

To deliver the sheets face up, open the rear cover.

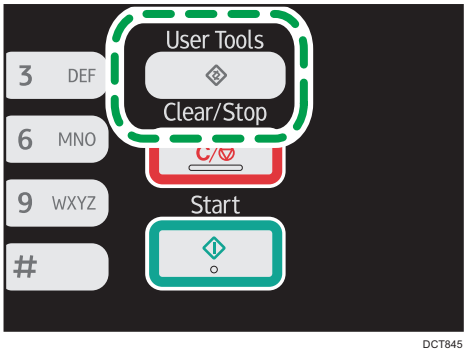


DCT037

Specifying Paper Type and Paper Size Using Control Panel

Specifying the paper type

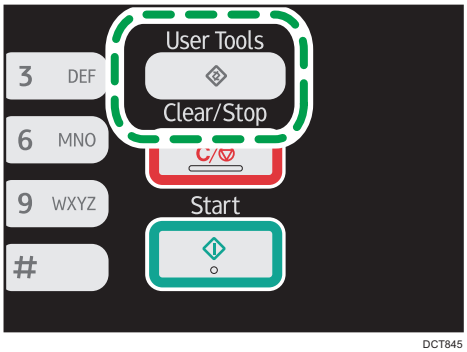
1. Press the [User Tools] key.



2. Press the [▲] or [▼] key to select [System Settings], and then press the [OK] key.
3. Press the [▲] or [▼] key to select [Tray Paper Settings], and then press the [OK] key.
4. Press the [▲] or [▼] key to select the paper type setting for the desired tray, and then press the [OK] key.
5. Press the [▲] or [▼] key to select the desired paper type, and then press the [OK] key.
6. Press the [User Tools] key to return to the initial screen.

Specifying the standard paper size

1. Press the [User Tools] key.

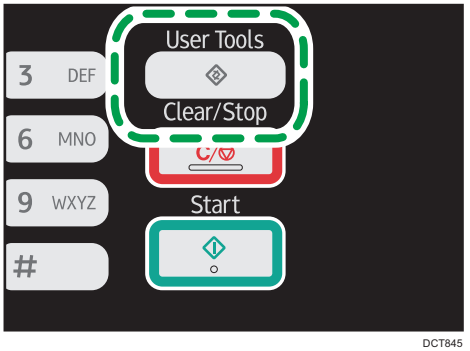


2. Press the [▲] or [▼] key to select [System Settings], and then press the [OK] key.
3. Press the [▲] or [▼] key to select [Tray Paper Settings], and then press the [OK] key.

4. Press the [▲] or [▼] key to select the paper size setting for the desired tray, and then press the [OK] key.
5. Press the [▲], [▼], [◀], or [▶] key to select the desired paper size, and then press the [OK] key.
6. Press the [User Tools] key to return to the initial screen.

Specifying a custom paper size

1. Press the [User Tools] key.



2. Press the [▲] or [▼] key to select [System Settings], and then press the [OK] key.
3. Press the [▲] or [▼] key to select [Tray Paper Settings], and then press the [OK] key.
4. Press the [▲] or [▼] key to select the paper size setting for the desired tray, and then press the [OK] key.
5. Press the [▲], [▼], [◀], or [▶] key to select [Custom Size], and then press the [OK] key.
6. Press the [▲] or [▼] key to select [mm] or [inch], and then press the [OK] key.
7. Enter the width using number keys, and then press the [OK] key.

   To enter a decimal point, press the [✱] key.
8. Enter the length using number keys, and then press the [OK] key.

   To enter a decimal point, press the [✱] key.
9. Press the [User Tools] key to return to the initial screen.

Placing Originals

This section describes the types of originals you use set and how to place them.

About Originals

Recommended size of originals

Exposure glass

- Up to 216 mm (8.5 inches) in width, up to 297 mm (11.7 inches) in length

ADF

- Paper size: 140 to 216 mm (5.5 to 8.5 inches) in width, 140 to 356 mm (5.5 to 14 inches) in length
- Paper weight: 60 to 90 g/m^2 (16 to 24 lb.)

Up to 35 sheets of an original can be placed in the ADF at once (when using paper weighing 80 g/m^2, 21.3 lb.).

Types of originals not supported by the Auto Document Feeder

If placed in the ADF, the following types of originals might be damaged, become jammed, or result in gray or black lines appearing on prints:

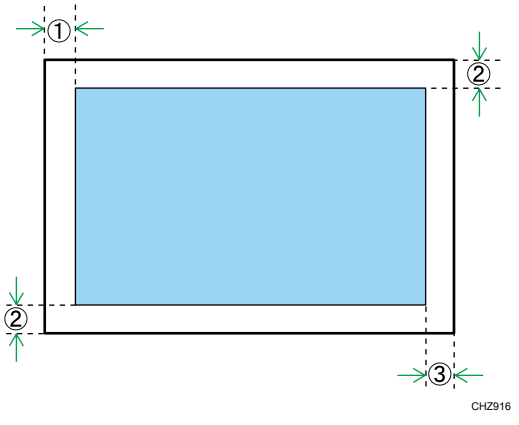
- Originals larger or heavier than the recommended amount
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin, highly flexible originals
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

- Originals that are wet with toner or white out

Unscannable image area

Even if you correctly place originals, margins of a few millimeters on all four sides of the original may not be scanned.

Margins when using exposure glass



Copier, Fax

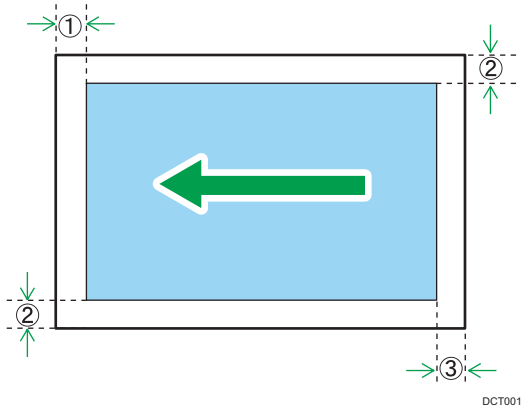
On printed documents

1. Approx. 4 mm (0.2 inches)
2. Approx. 3 mm (0.1 inches)
3. Approx. 4 mm (0.2 inches)

Scanner

1. Approx. 0 mm (0 inches)
2. Approx. 0 mm (0 inches)
3. Approx. 0 mm (0 inches)

Margins when using ADF



Copier, Fax

On printed documents

1. Approx. 4 mm (0.2 inches)
2. Approx. 3 mm (0.1 inches)
3. Approx. 4.3 mm (0.2 inches)

Scanner

1. Approx. 0 mm (0 inches)
2. Approx. 0 mm (0 inches)
3. Approx. 2 mm (0.08 inches)

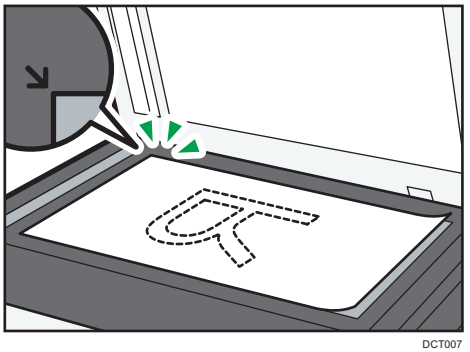
Placing Originals on the Exposure Glass

Important

- Do not place originals until all correction fluid or toner becomes completely dry. Doing so may create marks on the exposure glass that will appear on copies.

1. Lift the exposure glass cover.

2. **Place the original face down on the exposure glass. The original should be aligned to the rear left corner.**



DCT007

3. **Lower the exposure glass cover.**

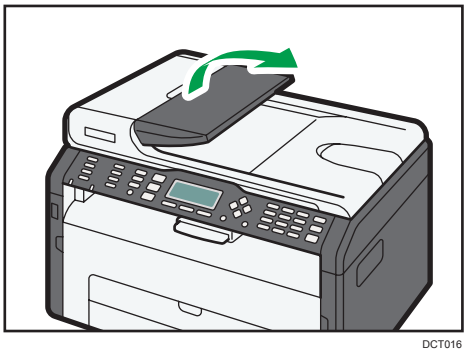
   Hold down the cover with your hands when using thick, folded, or bound originals and when the cover cannot be lowered completely.

Placing Originals in the Auto Document Feeder

Important

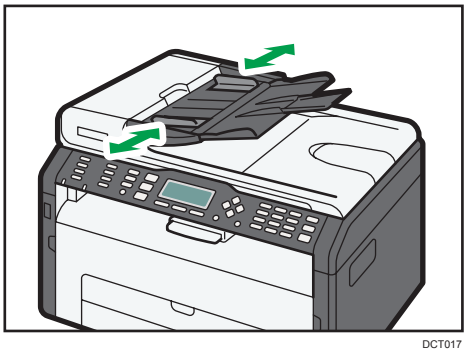
- Do not place originals mixed with different in the ADF all at once.
- To prevent multiple sheets from being fed at once, fan the bundle of your original before placing them in the ADF.

1. **Open the input tray for the ADF.**



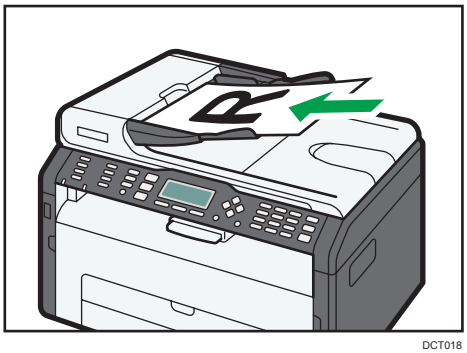
DCT016

2. Adjust the guides according to the size of the originals.



DCT017

3. Place the aligned originals face up in the ADF. The last page should be on the bottom.



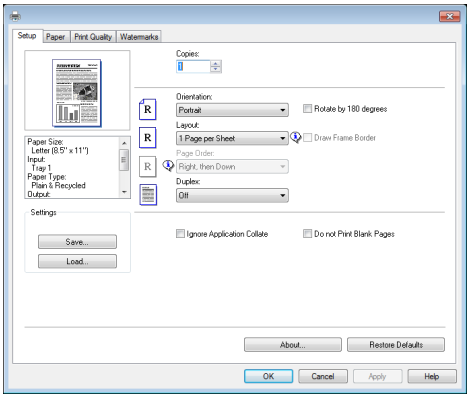
DCT018

3. Printing Documents

Basic Operation

Use the printer driver to print a document from your computer.

1. **After creating a document, open the [Printing Preferences] dialog box in the document's native application.**



2. **Change any print settings if necessary.**

   For details about each setting items, click [Help].

3. **When setting changes are completed, click [OK].**
4. **Print the document using the print function in the document's native application.**

Note

- If a paper jam occurs, printing stops halfway. Open the front cover, remove the print cartridge, and then remove the jammed paper. If the paper cannot be removed in this way, remove it by opening the fusing cover. Printing will resume automatically once the cover is closed.

Printing on Both Sides of Sheets

Important

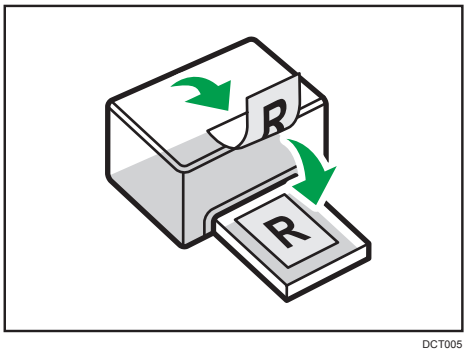
- **This function cannot be available with the bypass tray.**

1. **After creating a document, open the [Printing Preferences] dialog box in the document's native application.**
2. **On the [Setup] tab, in the [Duplex:] list box, select how you want to open the bound output.**
3. **After making any additional settings, click [OK].**

4. **Start printing.**
5. **Take out all of the prints from the output tray and place them in Tray 1.**

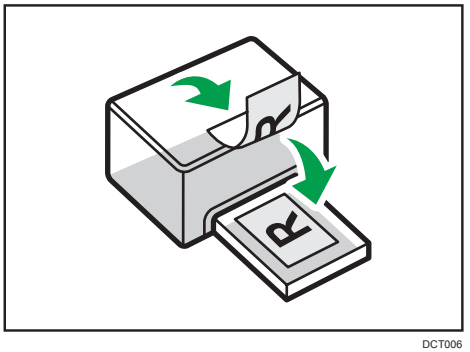
   To print on the reverse side of the prints, turn them over so that the blank side faces down and place them in Tray 1. Fan the paper well before loading it.

   Portrait



DCT005

   Landscape



DCT006

6. **Press [Continue].**

Note

- If the rear cover is open, the paper is delivered face up from the rear. Rearrange the printed sheets in the correct order.

Canceling a Print Job

You can cancel print jobs using either the machine's control panel or your computer, depending on the status of the job.

Canceling a print job before printing has started

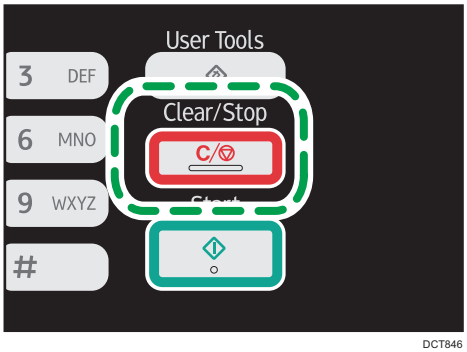
1. **Double-click the printer icon on the task tray of your computer.**
2. **Select the print job you want to cancel, click the [Document] menu, and then click [Cancel].**

Note

- If you cancel a print job that has already been processed, printing may continue for a few pages before being canceled.
- It may take a while to cancel a large print job.

Canceling a print job while printing

1. **Press the [Clear/Stop] key.**



4. Copying Originals

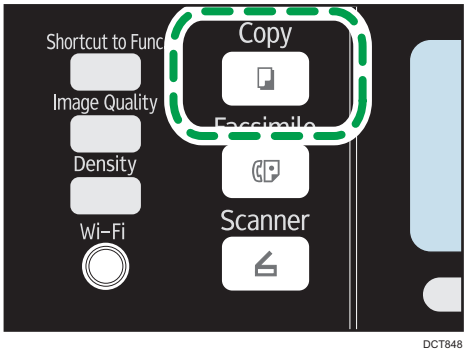
Copier Mode Screen

This section provides information about the screen when the machine is in copier mode.

By default, the display shows the copier screen when the machine is turned on.

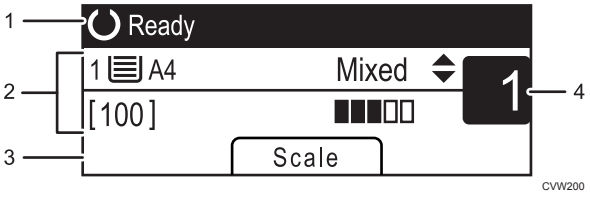
If the scanner or fax screen is shown on the display, press the [Copy] key on the control panel to switch to the copier screen.

Type 1 models do not have the [Copy] key. If ID card copy mode is being displayed, press the [Shortcut to Func.] key again to switch to normal copier mode.



DCT848

Standby mode screen



CVW200

1. **Current status or messages**

   Displays the current status or messages.

2. **Current settings**

   Displays the current tray, reproduction ratio, and scan settings.

3. **Selection key items**

   Displays the functions you can use by pressing the corresponding selection keys.

4. **Copy quantity**

   Displays the current copy quantity. You can change the copy quantity using the number keys.

Note

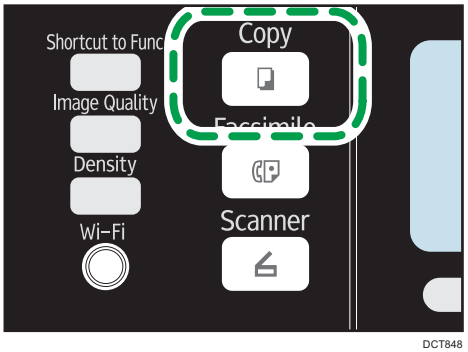
- The start-up mode can be specified in the [Function Priority] setting under [Admin. Tools]. For details, see page 157 "Administrator Settings".

Basic Operation

Important

- **The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.**

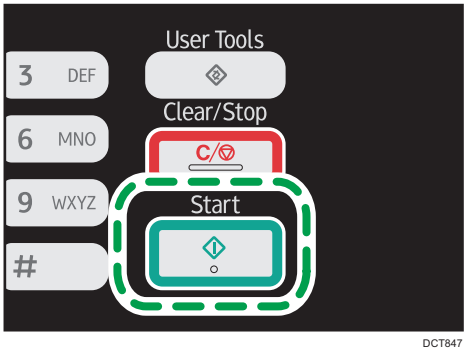
1. **Press the [Copy] key.**



DCT848

With Type 1 models, start from Step 2. If ID card copy mode is being displayed, press the [Shortcut to Func.] key again to switch to normal copier mode.

2. **Place the original on the exposure glass or in the ADF.**
3. **To make multiple copies, enter the number of copies using the number keys.**
4. **Press the [Start] key.**



DCT847

Note

- If a paper jam occurs, printing stops halfway. Open the front cover, remove the print cartridge, and then remove the jammed paper. If the paper cannot be removed in this way, remove it by opening the fusing cover. Printing will resume automatically once the cover is closed.
- If there is a paper jam in the ADF, open the ADF cover, and then remove the jammed paper. Specify the copy setting again from the page where the paper jammed.

- To print on paper fed from Tray 1, remove the paper loaded in the bypass tray. Otherwise, the paper in the bypass tray is fed first.
- [Sort] and [Duplex/Combine] cannot be used with the bypass tray.
- When making multiple copies of a multi-page document, you can select whether copies are output in collated sets, or in page batches in the [Sort] setting under [Copier Features].

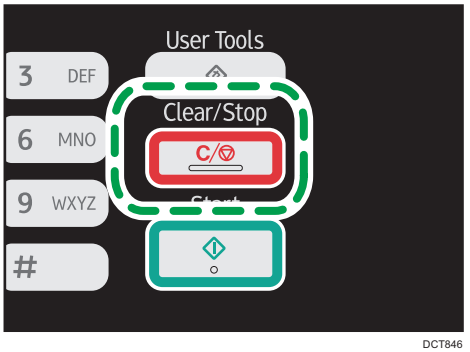
Canceling a Copy

If copying is canceled while scanning an original placed on the exposure glass, copying is canceled immediately and there is no printout. If copying is canceled while scanning a multiple-page original placed in the ADF, scanning stops halfway at the current page.

1. **Press the [Copy] key.**

   With Type 1 models, start from Step 2.

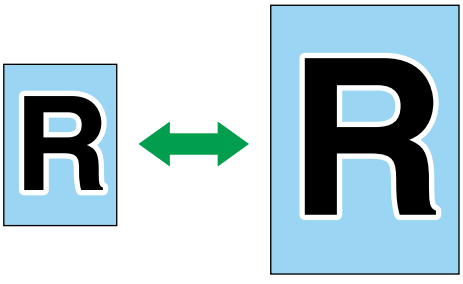
2. **Press the [Clear/Stop] key.**



Making Enlarged or Reduced Copies

There are two ways to set the scaling ratio: using a preset ratio or manually specifying a customized ratio.

Preset ratio



CES103

Region A (mainly Europe and Asia)

50%, 71% A4 → A5, 82% B5 JIS → A5, 93%, 122% A5 → B5 JIS, 141% A5 → A4, 200%, 400%

Region B (mainly North America)

50%, 65% LT → HLT, 78% LG → LT, 93%, 129% HLT → LT, 155% HLT → LG, 200%, 400%

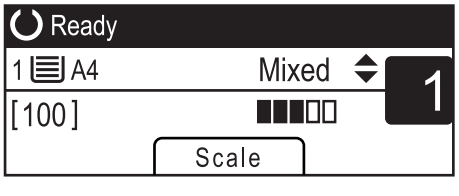
Custom ratio

CES106

25% to 400% in 1% increments.

Specifying Reduce/Enlarge

1. **Press [Scale].**



2. **Press [Reduce], [Enlarge], or [Zoom].**

   For [Reduce] or [Enlarge], press the [▲], [▼], [◀], or [▶] key to select the desired ratio. For [Zoom], specify the desired ratio using the number keys.

3. **Press the [OK] key.**

Making Combined/2-sided Copies

This section describes how to combine and print a multiple pages (two or four pages) on one side or both sides of paper.

Important

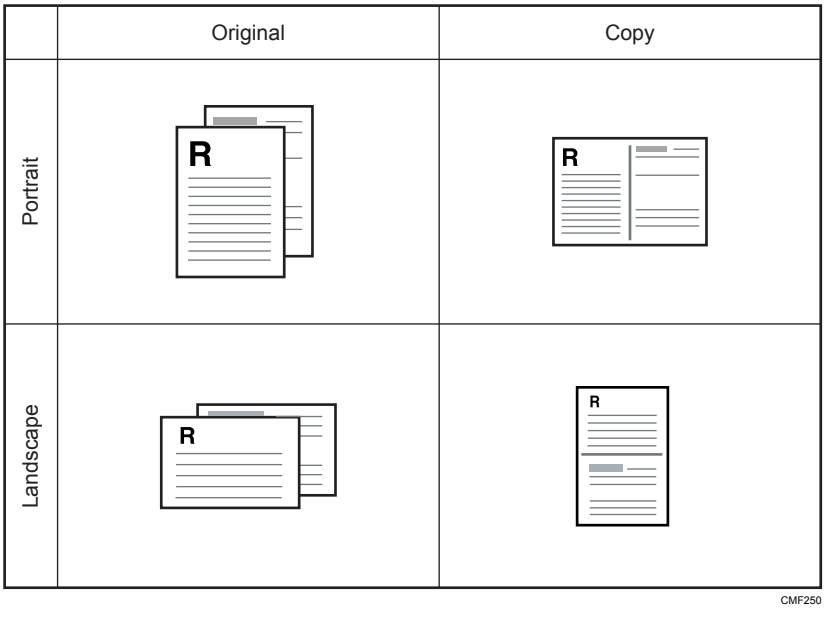
- **This function is only available when the original is set in the ADF, not when it is set on the exposure glass.**
- **To use this function, the paper size used for printing copies must be set to A4, Letter or Legal.**

There are following copy modes. Select a copy mode according to your original and how you want the copy outputs to appear.

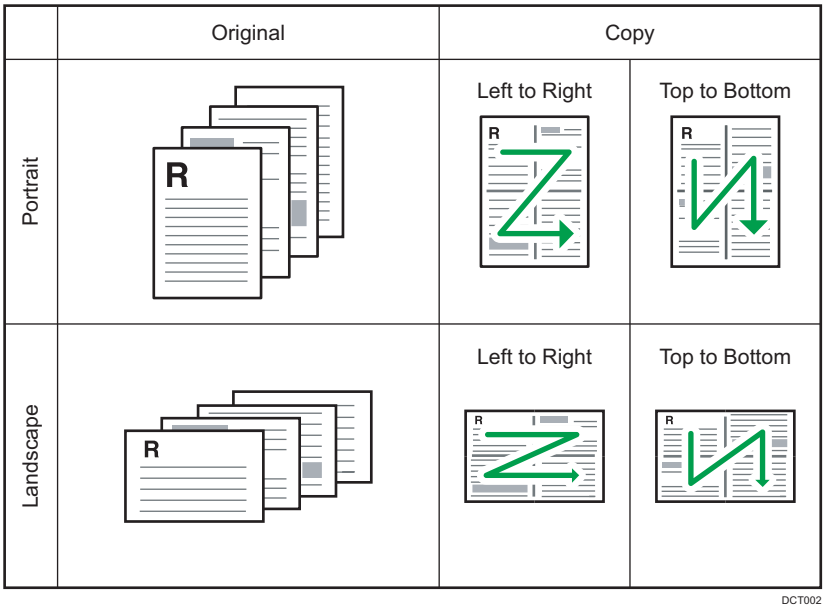
Combined copy on one side

In this mode, a two or four-page original is combined and printed on one side of paper.

- Comb. 2 on 1



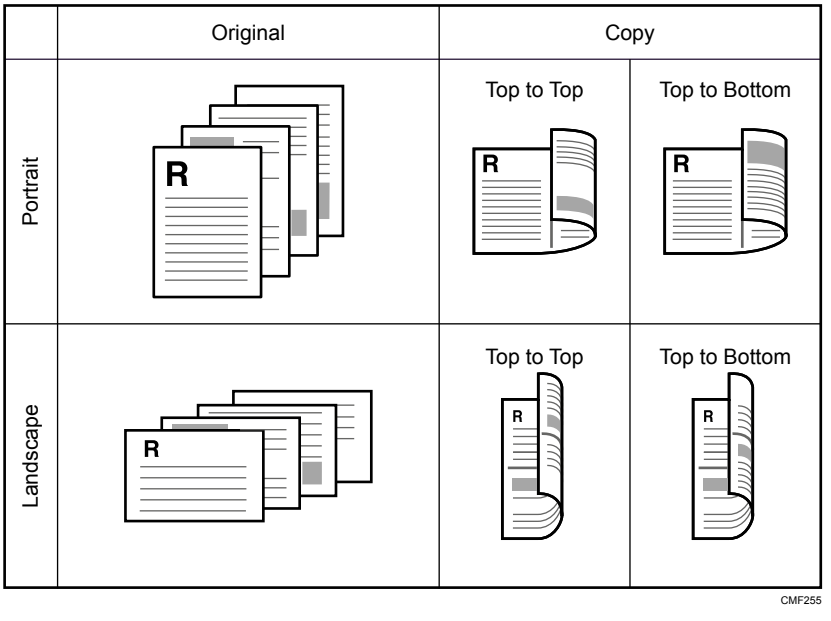
- Comb. 4 on 1



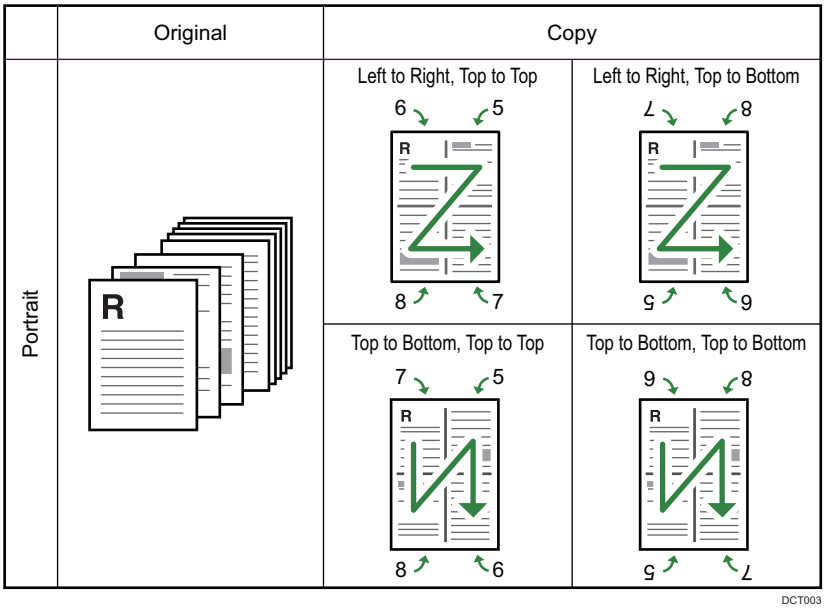
Combined copy on both sides

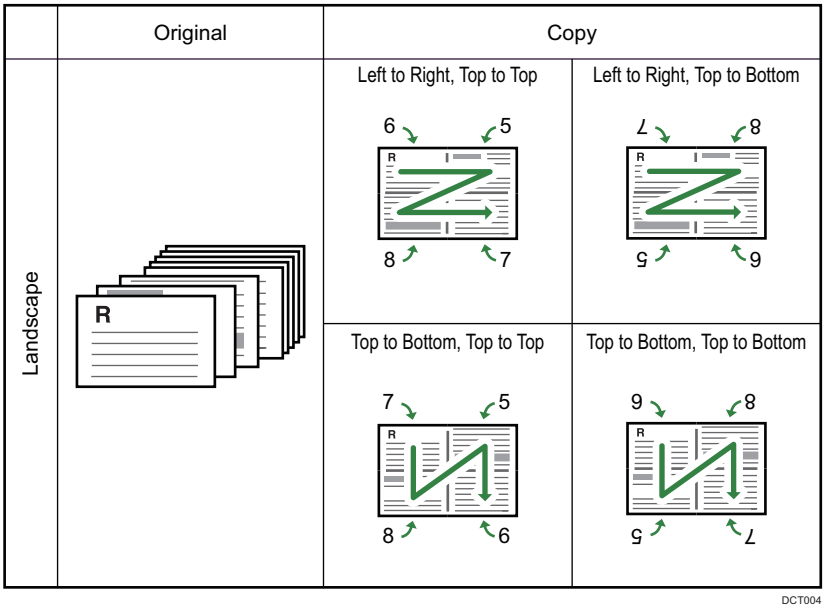
In this mode, a multiple-page original is combined and printed on both sides of paper.

- Comb. 2 on 1



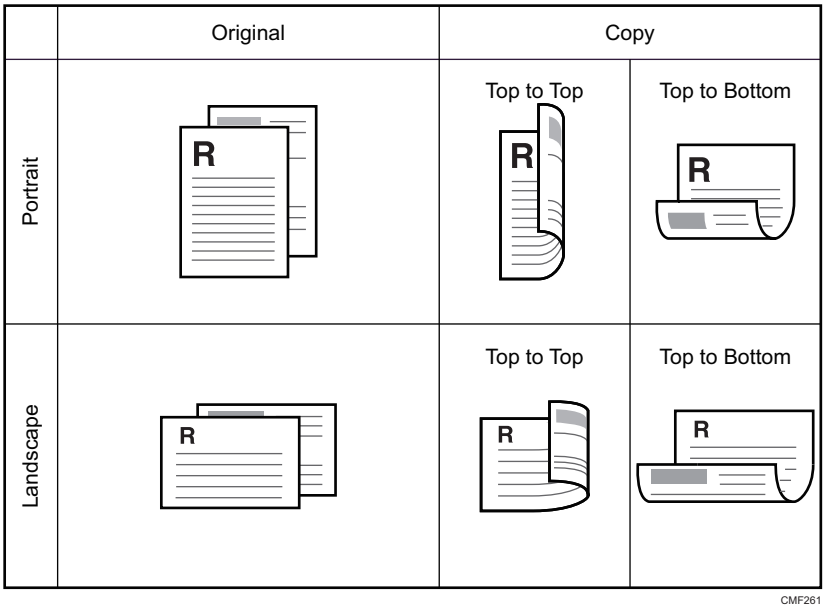
- Comb. 4 on 1





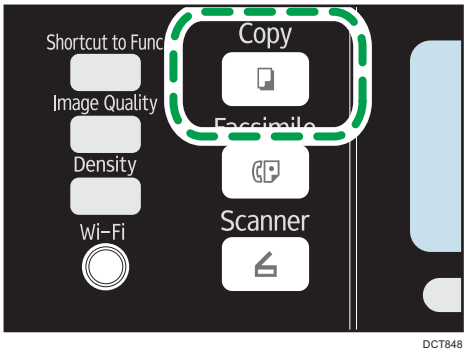
2-sided copy

In this mode, one-sided pages are printed on the front and back sides of paper without being combined.



Specifying Combined and 2-sided Copies

1. **Press the [Copy] key.**



With Type 1 models, start from Step 2. If ID card copy mode is being displayed, press the [Shortcut to Func.] key again to switch to normal copier mode.

2. **Press the [◀] or [▶] key.**
3. **Press [Duplex/Combine].**
4. **Press the [▲] or [▼] key to select the desired copy mode, and then press the [OK] key.**
5. **Press the [▲] or [▼] key to select paper orientation and page order, and then press the [OK] key.**

   The screen will show the selected copy mode.

Note

- After you place the originals, press the [Start] key within the time specified in [System Auto Reset Timer]. Otherwise, the job is canceled. For details, see page 157 "Administrator Settings".

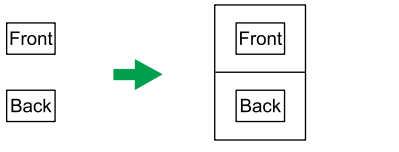
Copying Both Sides of an ID Card onto One Side of Paper

This section describes how to copy the front and back sides of an ID card or other small documents onto either side of a sheet of paper.

When copying onto A4 paper, you can copy documents that are smaller than A5. Likewise, when copying onto Letter size paper, you can copy documents that are smaller than Half Letter size.

Important

- **To use this function, the paper size used for printing copies must be set to A6, A5, A4, Half Letter, or Letter.**



CES165

Specifying the ID Card Copy Setting

You can specify the ID Card copy setting.

Important

- **Be sure to check the size of the card to copy before specifying [ID Card Size].**

1. **Press the [Copy] key.**

   With Type 1 model, start from Step 2.
2. **Press the [◀] or [▶] key.**
3. **Press the [▲] or [▼] key to select [ID Card Settings], and then press the [OK] key.**

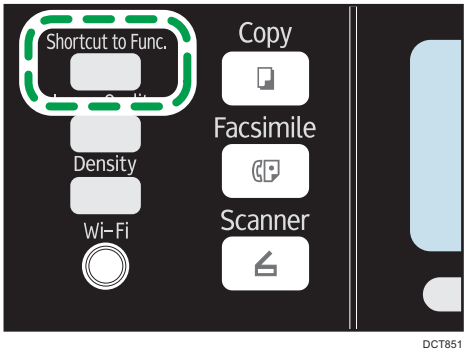
   For [ID Card Settings], see page 130 "Copier Features Settings".
4. **Press the [▲] or [▼] key to select [ID Card Copy], and then press the [OK] key.**
5. **Press the [▲] or [▼] key to select [On], and then press the [OK] key.**
6. **Press the [▲] or [▼] key to select [ID Card Center Line], and then press the [OK] key.**

   Select [Print] to print the center line; otherwise select [Do not Print], and then press the [OK] key.
7. **Press the [▲] or [▼] key to select [ID Card Size], and then press the [OK] key.**
8. **Press the [▲] or [▼] key to select [mm] or [inch], and then press the [OK] key.**

9. **Enter the horizontal length (Horiz.) of the card to be placed on the exposure glass, and then press the [OK] key.**
10. **Enter the vertical length (Vert.) of the card to be placed on the exposure glass, and then press the [OK] key.**

Copying an ID Card

1. **Press the [Shortcut to Func.] key.**

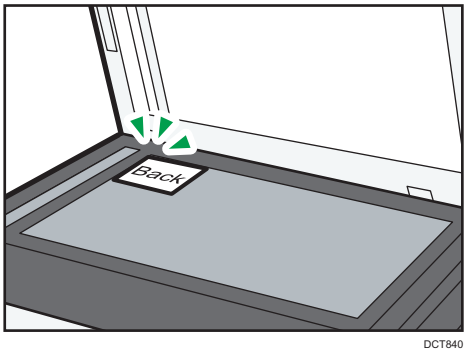


DCT851

With Type 1 model, if normal copier mode is being displayed, press the [Shortcut to Func.] key again to switch to ID card copy mode.

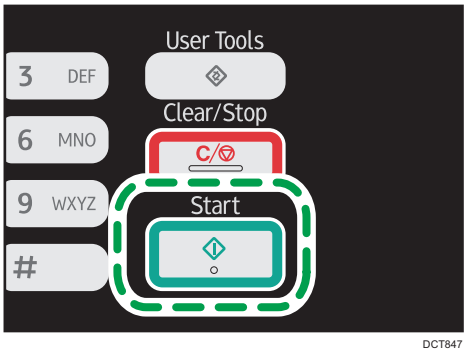
If the ID card copy mode does not appear when you press the [Shortcut to Func.] key, set [Shortcut to Function] to [ID Card Copy Mode], and then press the [Shortcut to Func.] key again. Alternatively, set [ID Card Copy] to [On] in [ID Card Settings] in [Copier Features].

2. **To make multiple copies, enter the number of copies using the number keys.**
3. **Place the original in the upper-left corner of the exposure glass.**



DCT840

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



DCT847

5. **Within 60 seconds, place the original back side down with the upper-left corner on the exposure glass, and then press the [Start] key.**

Note

- After you place the originals, press the [Start] key within the time specified in [System Auto Reset Timer]. Otherwise, the job is canceled. For details, see page 157 "Administrator Settings".

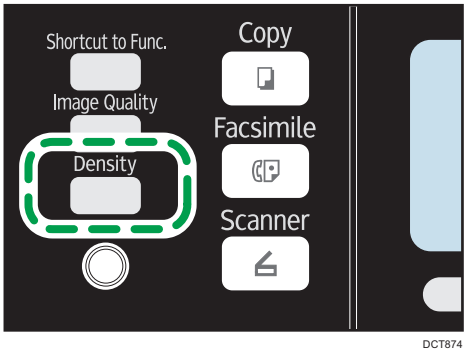
Specifying the Scan Settings

This section describes how to specify image density and scan quality for the current job.

Adjusting Image Density

There are five image density levels. The higher the density level, the darker the printout.

1. **Press the [Density] key.**



2. **Press the [◀] or [▶] key to select the desired density level, and then press the [OK] key.**

Note

- You can change the machine's default [Density] setting to always make copies with a specific density level. For details, see page 130 "Copier Features Settings".

Selecting the Document Type According to Original

There are three document types:

Text

Select this when the original contains only text and no photographs or images.

Photo

Select this when the original contains only photographs or images. Use this mode for the following types of original:

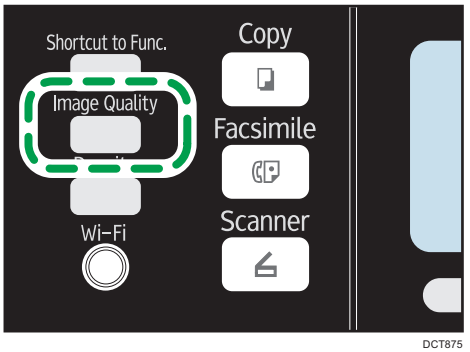
- Photographs
- Pages that are entirely or mainly composed of photographs or images, such as magazine pages.

Mixed

Select this when the original contains both text and photographs or images.

Specifying the Original Type

1. **Press the [Image Quality] key.**



2. **Press the [▲], [▼], [◀], or [▶] key to select the desired document type, and then press the [OK] key.**

Note

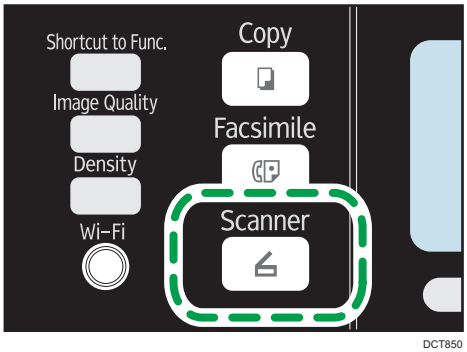
- You can change the machine's default [Original Type] setting to always make copies with a specific document type. For details, see page 130 "Copier Features Settings".

5. Scanning Originals

Scanner Mode Screen

This section provides information about the screen in scanner mode.

By default, the display shows the copier screen when the machine is turned on. If the copier or fax screen is shown on the display, press the [Scanner] key on the control panel to switch to the scanner screen.



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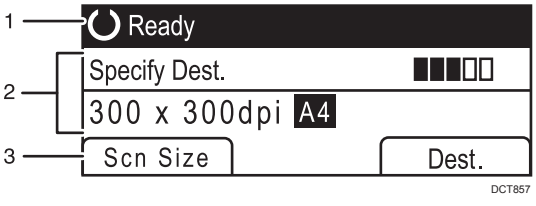
Screen in standby mode



DCT857

1. **Current status or messages**

   Displays the current status or messages.

2. **Current settings**

   Displays the current scanning mode and scan settings.

   - When "Specify Dest." is displayed:

     Scan to E-mail, Scan to FTP, or Scan to Folder functions can be used.

3. **Selection key items**

   Displays the functions you can use by pressing the corresponding selection keys.

Note

- The machine's default mode at power on can be specified in the [Function Priority] setting under [Admin. Tools]. For [Function Priority], see page 157 "Administrator Settings".

Registering Scan Destinations

This section describes how to register scan destinations in the Address Book. To send scanned files to an e-mail address (Scan to E-mail), FTP server (Scan to FTP), or a shared folder on a network computer (Scan to Folder), you must first register the destination in the Address Book using Web Image Monitor.

Important

- **The Address Book data could be damaged or lost unexpectedly. The manufacturer shall not be responsible for any damages resulting from such data loss. Be sure to create backup files of the Address Book data periodically.**
- **Depending on your network environment, the Scan to FTP and Scan to Folder functions may require a user name and password to be correctly entered in the destination information. In such cases, after registering destinations, check that the user name and password are correctly entered by sending test documents to those destinations.**

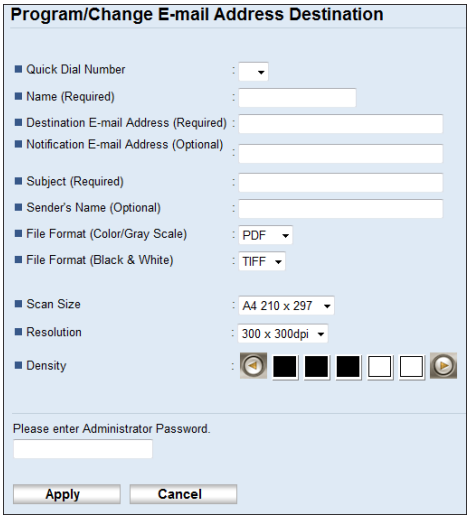
The Address Book can contain up to 100 entries, including 8 Quick Dial entries.

Destinations registered as Quick Dial entries can be selected by pressing the corresponding One Touch button.

1. **Start the Web browser, and access the machine by entering its IP address.**
2. **Click [Quick Dial Destination] or [Scan Destination].**
3. **From the [Destination Type] list, select [E-mail Address], [FTP] or [Folder].**
4. **Register information as necessary.**

   The information you must register varies depending on the destination type. For details, see the tables.
5. **Enter the administrator password if required.**
6. **Click [Apply].**
7. **Close the Web browser.**

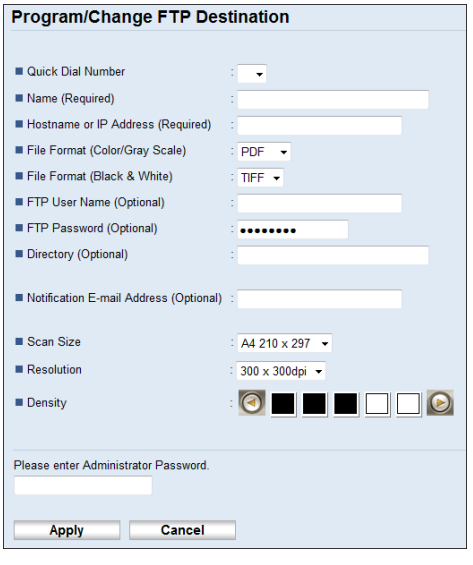
Scan to E-mail Settings



Item	Setting	Description
Quick Dial Number	Optional	Select when setting the destination as a Quick Dial entry.
Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 16 characters.
Destination E-mail Address	Required	E-mail address of the destination. Can contain up to 64 characters.
Notification E-mail Address	Optional	E-mail address to which a notification is sent after transmission. Can contain up to 64 characters.
Subject	Required	Subject of the e-mail. Can contain up to 64 characters.
Sender's Name	Optional	Name of e-mail sender. The name specified here will be shown under "From" or a similar field of the recipient's email application. Can contain up to 32 characters.
File Format (Color/Gray Scale)	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.

Item	Setting	Description
File Format (Black & White)	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.
Scan Size	Optional	Select the scanning size for the original from A5, B5, A4, Executive, Half Letter, Letter, Legal, 16K, or custom size. If you select custom size, select [mm] or [Inch], and then specify the width and length.
Resolution	Optional	Select the scan resolution from 100×100, 150×150, 200×200, 300×300, 400×400, or 600×600 dpi.
Density	Optional	Specify the image density by clicking the right or left buttons. These keys increase or decrease the image density in single increments up to 5.

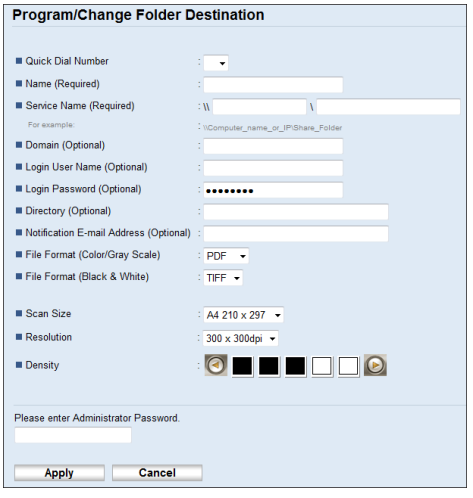
Scan to FTP Settings



Item	Setting	Description
Quick Dial Number	Optional	Select when setting the destination as a Quick Dial entry.

Item	Setting	Description
Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 16 characters.
Hostname or IP Address	Required	Name or IP address of the FTP server. Can contain up to 64 characters.
File Format (Color/Gray Scale)	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format (Black & White)	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.
FTP User Name	Optional	User name for logging in to the FTP server. Can contain up to 32 characters.
FTP Password	Optional	Password for logging in to the FTP server. Can contain up to 32 characters.
Directory	Optional	Name of the FTP server directory where scanned files are stored. Can contain up to 64 characters.
Notification E-mail Address	Optional	E-mail address to which a notification is sent after transmission. Can contain up to 64 characters.
Scan Size	Optional	Select the scanning size for the original from A5, B5, A4, Executive, Half Letter, Letter, Legal, 16K, or custom size. If you select custom size, select [mm] or [Inch], and then specify the width and length.
Resolution	Optional	Select the scan resolution from 100×100, 150×150, 200×200, 300×300, 400×400, or 600×600 dpi.
Density	Optional	Specify the image density by clicking the right or left buttons. These keys increase or decrease the image density in single increments up to 5.

Scan to Folder Settings



Item	Setting	Description
Quick Dial Number	Optional	Select when setting the destination as a Quick Dial entry.
Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 16 characters.
Service Name	Required	Path to the directory where scanned files will be stored. Consists of the IP address or name of the destination computer (can contain up to 64 characters), and name of the shared folder (can contain up to 32 characters).
Domain	Optional	Specify the name of the domain to which the computer belongs. Can contain up to 15 characters.
Login User Name	Optional	User name for logging in to the destination computer. Can contain up to 32 characters.
Login Password	Optional	Password for logging in to the destination computer. Can contain up to 32 characters.
Directory	Optional	Directory within the shared folder for storing scanned files. Can contain up to 64 characters.
Notification E-mail Address	Optional	E-mail address to which a notification is sent after transmission. Can contain up to 64 characters.

Item	Setting	Description
File Format (Color/Gray Scale)	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format (Black & White)	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.
Scan Size	Optional	Select the scanning size for the original from A5, B5, A4, Executive, Half Letter, Letter, Legal, 16K, or custom size. If you select custom size, select [mm] or [Inch], and then specify the width and length.
Resolution	Optional	Select the scan resolution from 100×100, 150×150, 200×200, 300×300, 400×400, or 600×600 dpi.
Density	Optional	Specify the image density by clicking the right or left buttons. These keys increase or decrease the image density in single increments up to 5.

Note

- To send files via e-mail, SMTP and DNS settings must be configured properly.
- If you are using the Scan to E-mail function, select a time zone according to your geographic location to send email with correct transmission date and time.
- To send files to an FTP server or computer, the user name, password, and directory must be configured properly.
- On a network that uses a DNS server, specify a computer name in [Service Name] and the name of the domain to which the computer belongs in [Domain]. In this case, also configure the DNS related settings using Web Image Monitor.
- Scan destinations cannot be registered using the control panel.

Modifying Scan Destinations

This section describes how to modify the information of registered destinations.

1. **Start the Web browser, and access the machine by entering its IP address.**
2. **Click [Scan Destination].**
3. **Click the [E-mail Address], [FTP], or [Folder] tab.**

4. **Select the entry to modify, and then click [Change].**
5. **Modify settings as necessary.**
6. **Enter the administrator password if required.**
7. **Click [Apply].**
8. **Close the Web browser.**

Note

- You can unassign a Quick Dial entry from a One-touch button from the [Quick Dial Destination] page. To do this, select the desired entry, click [Delete], and then click [Apply] again on a confirmation page.

Deleting Scan Destinations

This section describes how to delete registered destinations.

1. **Start the Web browser, and access the machine by entering its IP address.**
2. **Click [Scan Destination].**
3. **Click the [E-mail Address], [FTP], or [Folder] tab.**
4. **Select the entry to delete, and then click [Delete].**
5. **Confirm that the entry you have selected is the entry that you want to delete.**
6. **Enter the administrator password if required.**
7. **Click [Apply].**
8. **Close the Web browser.**

Basic Operation

Scanning using the control panel allows you to send scanned files via e-mail (Scan to E-mail), to an FTP server (Scan to FTP), or to the shared folder of a computer on a network (Scan to Folder), or to a USB flash disk (Scan to USB).

The Scan to E-mail, Scan to FTP, and Scan to Folder functions are available only through a network connection. No network connection is required for the Scan to USB function; you can send scanned files directly to a USB flash disk inserted into the front of the machine.

Scan to E-mail/FTP/Folder

This section describes the basic operation for sending scanned files via e-mail, to an FTP server, or to a computer, depending on the specified destination.

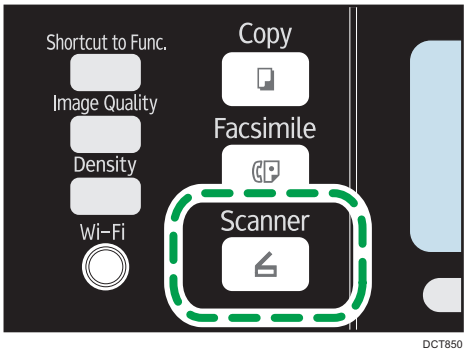
Important

- **The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.**
- **When using the Scan to E-mail, Scan to FTP or Scan to Folder function, you must first register the destination in the Address Book using Web Image Monitor. For details, see page 76 "Registering Scan Destinations".**
- **Depending on the model, the Scan to E-mail/FTP/Folder function may not be available. For details about the differences between models, see page 8 "Differences in Performance/Functions between Different Models".**

1. **Place the original on the exposure glass or in the ADF.**

   To place the original, see page 49 "Placing Originals".

2. **Press the [Scanner] key.**



3. **Press the [Address Book] key or [Dest.].**

   Alternatively, you can press the [Shortcut to Func.] key if [Shortcut to Function] under administrator settings is set to [Select Scanner Dest.]. For [Shortcut to Function], see page 157 "Administrator Settings".

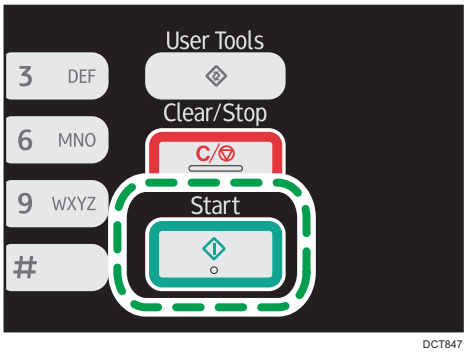
4. **Press the [▲] or [▼] key to select [Search Address Book], and then press the [OK] key.**

   If you want to search for a specific entry by its name, enter the first letters of the name using the number keys, and then press the [OK] key. Each time you enter a character, the display changes to show the matching name.

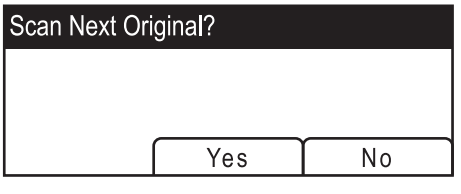
5. **Search for the desired destination by pressing the [▲] or [▼] key to scroll the Address Book, and then press the [OK] key.**

   When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book. If necessary, you can change the scan settings using the control panel. For scan settings, see page 88 "Specifying the Scan Settings".

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



   Depending on the machine's settings, you may see the following screen on the display when scanning from the exposure glass.



   If you see this screen, proceed to the next step.

7. **If you have more originals to scan, place the next original on the exposure glass, and then press [Yes]. Repeat this step until all originals are scanned.**

8. **When all originals have been scanned, press [No] to start sending the scanned file.**

Note

- To cancel scanning, press the [Scanner] key, and then press the [Clear/Stop] key. The scan files are discarded.
- You can configure the machine to scan documents in black and white, color, or grayscale by changing the [Scanning Mode] setting under scan settings. For details, see page 133 "Scanner Features Settings".
- You can also specify a destination using the One Touch buttons, [Pause/Redial] key.
- If the [Limitless Scan] setting under scan settings is enabled, you can place originals on the exposure glass repeatedly in a single scan procedure. For details, see page 133 "Scanner Features Settings".
- If [File Type] under scan settings is set to [Multi-page], you can scan multiple pages to create a single PDF or TIFF file containing all pages. However, if the file format is JPEG, a single-page file will be created for every page scanned. For details, see page 133 "Scanner Features Settings".
- If paper is jammed in the ADF, the scan job will be discarded. Remove the jammed paper and scan the entire originals again. For the direction to remove paper jammed in the ADF, see page 202 "Paper Feed Problems".

Specifying the scan destination using the One Touch buttons or [Pause/Redial] key

This section describes how to specify a destination using the following keys:

- One Touch buttons

  Use these to specify destinations registered as Quick Dial entries.

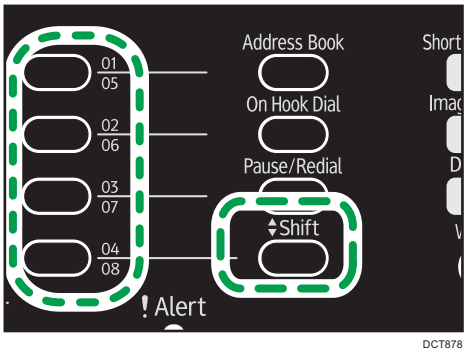
- [Pause/Redial] key

  Press this to specify the last used destination as the destination for the current job.

Using the One Touch buttons

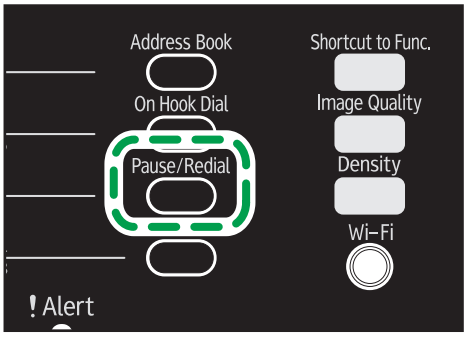
Press the One Touch button to which the desired Quick Dial entry is registered.

Press the [Shift] key to use the Quick Dial entries Nos. 5 to 8.



Using the [Pause/Redial] key

Press the [Pause/Redial] key to select the last used destination.



Note

- When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book. If necessary, you can change the scan settings using the control panel. For scan settings, see page 88 "Specifying the Scan Settings".
- The [Pause/Redial] key is not effective for the first scan job after the machine is turned on.
- To select destinations not registered as Quick Dial entries, use the [Address Book] key. For specifying destinations using the [Address Book] key, see page 83 "Scan to E-mail/FTP/Folder".

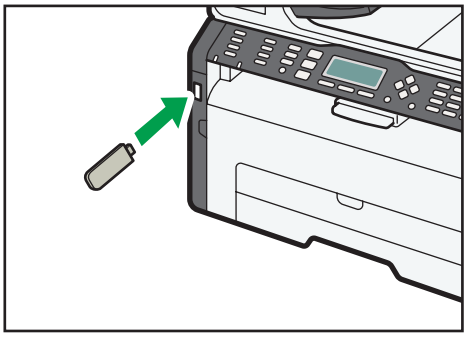
Basic Operation for Scan to USB

This section describes the basic operation for sending scanned files to a USB flash disk.

Important

- **Copier and fax functions are not available when a USB flash disk is inserted to Type 1 models.**
- **If the machine fails to switch to Scan to USB mode after the USB flash disk is inserted, set [Save Scn Data to USB] to [Active].**
- **The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.**
- **This machine does not support the use of USB flash disks connected to external USB hubs. Insert your USB flash disk directly into the USB flash disk port located at the top left corner of the machine.**
- **Certain types of USB flash disks cannot be used.**

1. **Insert your USB flash disk into the USB flash disk port.**



DCT039

"Loading..." appears on the display. Wait until the display changes to show "Save Scn Data to USB" (the duration depends on your USB flash disk).

2. **Place the original on the exposure glass or in the ADF.**

If necessary, configure advanced scan settings. For details, see page 88 "Specifying the Scan Settings".

3. **Press the [Start] key.**
4. **Select file format.**
5. **If you have more originals to scan, place the next original on the exposure glass, and then press [Yes]. Repeat this step until all originals are scanned.**
6. **When all originals have been scanned, press [No] to start sending the scanned file.**
7. **Confirm that "Ready" appears on the display.**

The scanned file is created in the root directory of the USB flash disk.

8. **Remove the USB flash disk from the machine.**

Note

- To cancel scanning, press the [Scanner] key, and then press the [Clear/Stop] key. The scan files are discarded.

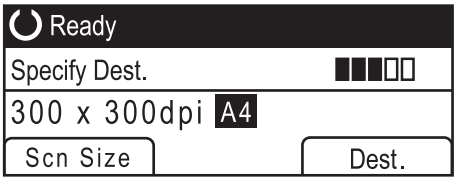
Specifying the Scan Settings

When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book. If necessary, you can change the scan settings for the current job using the control panel.

Specifying the Scanning Size According to the Size of the Original

This section describes how to specify the scanning size according to the size of the current original.

1. **Press [Scn Size].**



2. **Press the [▲] or [▼] key to select the size of the original, and then press the [OK] key.**

   If you selected anything other than [Custom Size], you do not need to perform the remaining steps of the procedure.

3. **Press the [▲] or [▼] key to select [mm] or [inch], and then press the [OK] key.**
4. **Enter the width using the number keys, and then press the [OK] key.**

   To enter a decimal point, press the [✳] key.

5. **Enter the length using the number keys, and then press the [OK] key.**

   To enter a decimal point, press the [✳] key.

Note

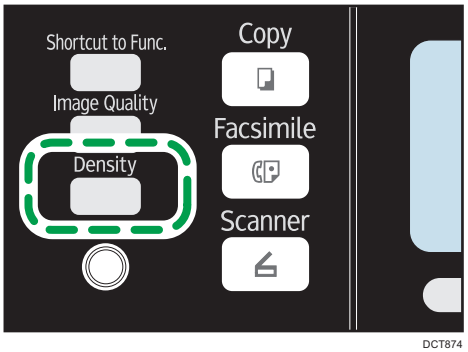
- You can change the machine's default [Scan Size] setting to always scan originals with a specific scanning size. For details, see page 133 "Scanner Features Settings".

Adjusting Image Density

This section describes how to adjust image density for the current job.

There are five image density levels. The higher the density level, the darker the scanned image.

1. **Press the [Density] key.**



2. **Press the [◀] or [▶] key to select the desired density level, and then press the [OK] key.**

Note

- You can change the machine's default [Density] setting to always scan with a specific density level. For details, see page 133 "Scanner Features Settings".

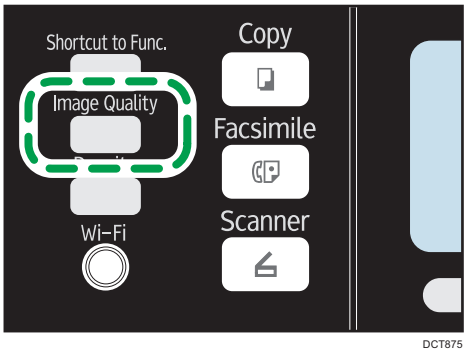
5

Specifying Resolution

This section describes how to specify the scan resolution for the current job.

There are six resolution settings. The higher the resolution, the higher the quality but greater the file size.

1. **Press the [Image Quality] key.**



2. **Press the [▲], [▼], [◀], or [▶] key to select the desired resolution, and then press the [OK] key.**

Note

- You can change the machine's default [Resolution] setting to always scan with a specific resolution level. For details, see page 133 "Scanner Features Settings".

Scanning from a Computer

Scanning from a computer (TWAIN scanning and WIA scanning) allows you to operate the machine from your computer and scan originals into your computer directly.

1. **Your Computer (TWAIN driver already installed)**

   Instruct the machine to start scanning the original that is set on the machine.

2. **This Machine**

   The original that is set on the machine is scanned, and its data is sent to a client computer.

Using TWAIN scanner

This section describes the preparations and procedure for using the TWAIN scanner.

Important

- **To use the TWAIN scanner, you must install the TWAIN driver, which is on the supplied CD-ROM.**
- **To use the TWAIN scanner, a TWAIN-compliant application must be installed.**

To use the machine as a TWAIN scanner, first do the following:

- Install the TWAIN driver.
- Install a TWAIN-compliant application.

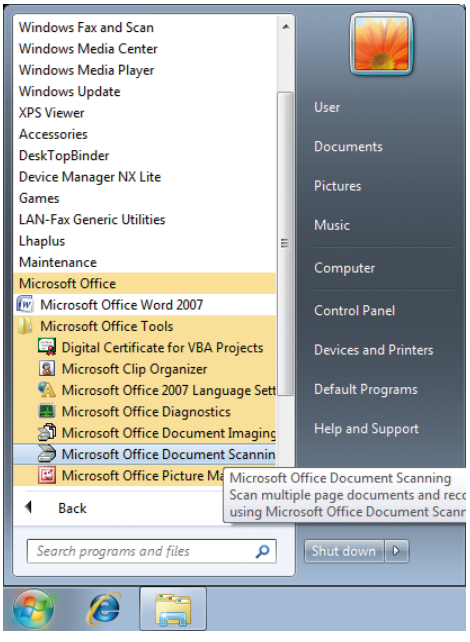
TWAIN Scanning

TWAIN scanning is possible if your computer is running a TWAIN-compatible application.

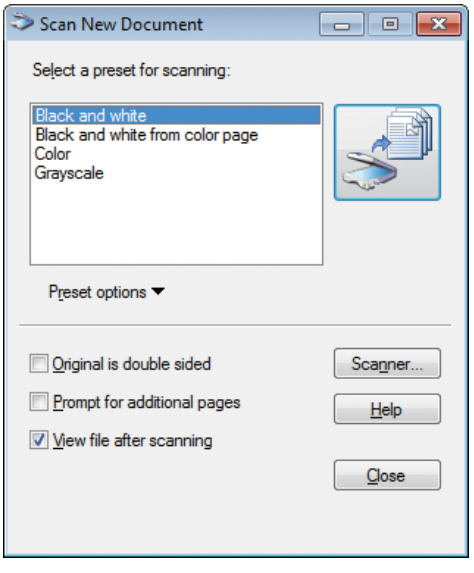
The following procedure uses Windows 7 and Microsoft Office Document Scanning as an example.

1. **Place the original.**

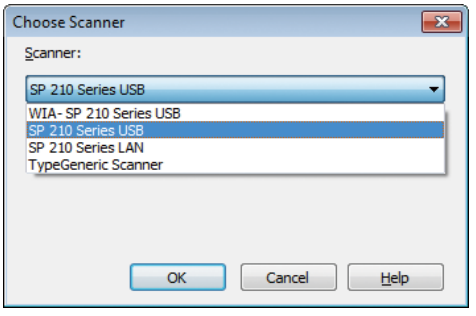
2. On the [Start] menu, point to [All Programs], point to [Microsoft Office], point to [Microsoft Office Tools], and then click [Microsoft Office Document Scanning].



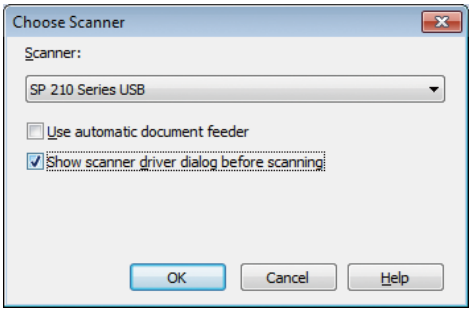
3. Click [Scanner...].



4. **Select the scanner you want to use.**

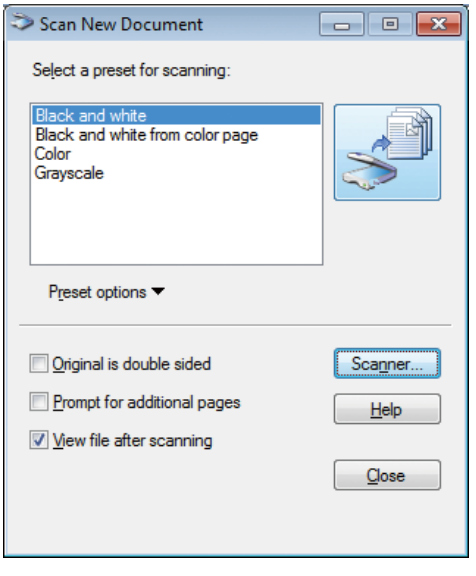


5. **Select the [Show scanner driver dialog before scanning] check box.**



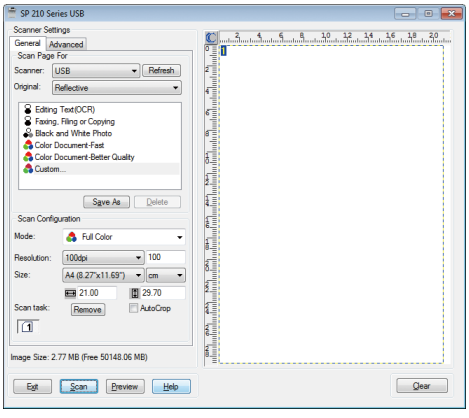
6. **Click [OK].**

7. **Click the Scan button.**



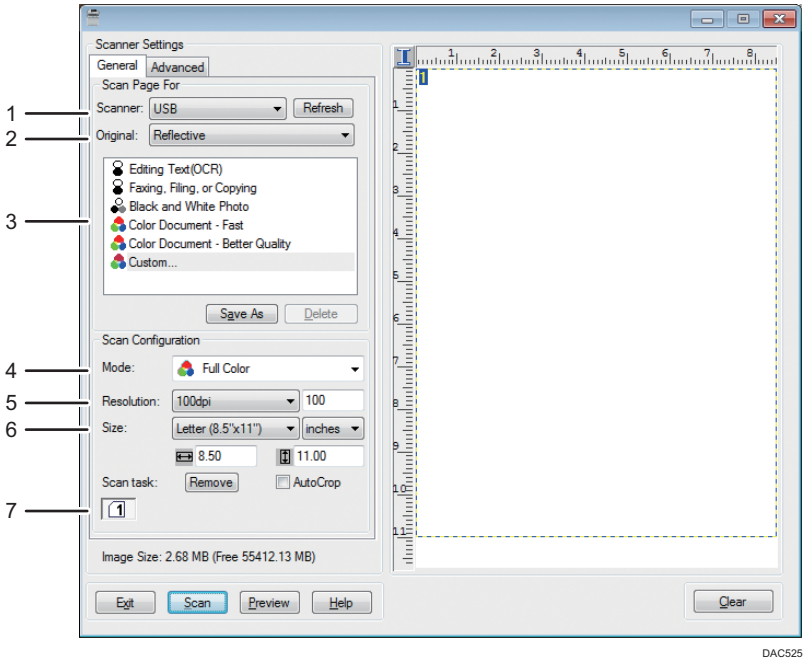
The scanner driver dialog box appears.

8. Click [Scan].



9. Click [Close].

Settings you can configure in the TWAIN dialog box



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1. **Scanner:**

   Select the scanner you want to use. The scanner you select becomes the default scanner. Click [Refresh] to discover all available scanners connected via USB or the network.

2. **Original:**

   Select [Reflective] to scan from the exposure glass, or [Automatic Document Feeder] to scan from the ADF.

3. **Original type**

   According to your original, select a setting from the list of options detailed below, or select [Custom...] to configure your own scan settings. "Mode:", "Resolution:", and "Size:" under "Scan Configuration" will change according to the Original type setting you selected here.

   - When using the exposure glass:

     [Editing Text(OCR)]

     [Faxing, Filing, or Copying]

     [Black and White Photo]

     [Color Document - Fast]

     [Color Document - Better Quality]

     [Custom...]

   - When using the ADF:

     [ADF-Faster]

     [ADF-Better]

     [ADF - Gray]

     [Custom...]

4. **Mode:**

   Select from full color, grayscale, or black-and-white.

5. **Resolution:**

   Select a resolution from the list. If you select [User defined], enter a resolution value directly in the edit box. Note that increasing the resolution also increases the file size and scanning time.

   Selectable resolutions vary depending on where the original is set.

   - When using the exposure glass:

     75, 100, 150, 200, 300, 400, 500, 600, 1200, 2400, 4800, 9600, 19200 dpi, User defined

   - When using the ADF:

     75, 100, 150, 200, 300, 400, 500, 600 dpi, User defined

6. **Size:**

   Select the scanning size. If you select [User defined], enter the scanning size directly in the edit box. Also, you can change the scanning size with your mouse in the preview area. You can select the unit of measure from [cm], [inches], or [pixels]. Selectable resolutions vary depending on where the original is set. For details, see the TWAIN Help.

7. **Scan task: (when using the exposure glass)**

   Displays up to 10 previously used scan areas. To remove a scan task, select the number of the task, and then click [Remove]. You can select [AutoCrop] to let the scanner automatically detect the size of your original.

Note

- For details, see the TWAIN driver Help.

Basic Operation for WIA Scanning

1. Place the original.
2. On the [Start] menu, click [Devices and Printers].
3. Right-click the icon of the printer model you want to use, and then click [Start scan].
4. Configure the scan settings as required, and then click [Scan].

6. Sending and Receiving a Fax

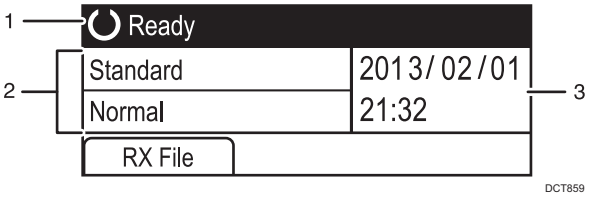
Fax Mode Screen

This section provides information about the screen in fax mode.

By default, the display shows the copier screen when the machine is turned on.

If the copy or scanner screen is shown on the display, press the [Facsimile] key on the control panel to switch to the fax screen.

Standby mode screen



1. **Current status or messages**

   Displays the current status or messages.

2. **Current settings**

   Displays the current density and resolution settings.

3. **Current date and time**

   Shows the current date and time.

Note

- The machine's default mode at power on can be specified in the [Function Priority] setting under [Admin. Tools]. For [Function Priority], see page 157 "Administrator Settings".
- The display format for time and date can be specified in [Set Date/Time] under [Admin. Tools]. For setting the date and time, see page 98 "Setting the Date and Time".

Setting the Date and Time

1. **Press the [User Tools] key.**
2. **Press the [▲] or [▼] key to select [Admin. Tools], and then press the [OK] key.**
3. **If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.**
4. **Press the [▼] or [▲] key to select [Set Date/Time], and then press the [OK] key.**
5. **Press the [▼] or [▲] key to select [Set Date], and then press the [OK] key.**
6. **Press the [▲] or [▼] key to select the desired date format, and then press the [OK] key.**

   For the date and time display format, see page 157 "Administrator Settings".
7. **Enter the current date using the number keys, and then press the [OK] key.**

   You can press the [◀] or [▶] key to move between fields.
8. **Press the [▲] or [▼] key to select [Set Time], and then press the [OK] key.**
9. **Press the [▲] or [▼] key to select the desired time format, and then press the [OK] key.**
10. **Enter the current time using the number keys, and then press the [OK] key.**

    If you selected [12-hour Format], press the [▲] or [▼] key to select [AM] or [PM].

    You can press the [◀] or [▶] key to move between fields.
11. **Press the [User Tools] key to return to the initial screen.**

Note

- A password for accessing the [Admin. Tools] menu can be specified in [Admin. Tools Lock]. For [Admin. Tools Lock], see page 157 "Administrator Settings".

Entering Characters

To enter characters, use keys as follows:

To enter a digit

Press a number key.

To delete a character

Press the [◀] key.

To enter a fax number

- To enter a number

  Use the number keys.

- To enter characters other than digits

  "✱": Press the [✱] key.

  "#": Press the [#] key.

  "P"(Pause): Press the [Pause/Redial] key.

To enter a name

Letters, numbers, and symbols can be entered using the number keys.

To enter two characters that use the same number key successively, press the [▶] key after entering the first character.

Number key	Number of key press																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	1																														
2	A	B	C	a	b	c	Ã	Ä	Å	Æ	Ç	à	á	â	ã	ä	æ	ç	2												
3	D	E	F	d	e	f	É	è	é	ê	ë	3																			
4	G	H	I	g	h	i	ì	í	î	ï	4																				
5	J	K	L	j	k	l	5																								
6	M	N	O	m	n	o	Ñ	Õ	Ö	Ø	Œ	ñ	ò	ó	ô	õ	ö	ø	œ	6											
7	P	Q	R	S	p	q	r	s	ß	7																					
8	T	U	V	t	u	v	Ü	ù	ú	û	ü	8																			
9	W	X	Y	Z	w	x	y	z	ÿ	9																					
0	0	-	.	!	”	,	;	:	^	`	_	=	/	|	’	?	$	@	%	&	+	(	)	[	]	{	}	<	>	~	\
✱	✱																														
#	#																														

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Registering Fax Destinations

This section describes how to register fax destinations in the Address Book using the control panel. For entering characters, see "Entering Characters".

The Address Book can also be edited using Web Image Monitor.

Important

- **The Address Book data could be damaged or lost unexpectedly. The manufacturer shall not be responsible for any damages resulting from such data loss. Be sure to create backup files of the Address Book data periodically. For details about creating backup files, see page 190 "Configuring the Administrator Settings".**

The Address Book can contain up to 108 entries (8 Quick Dial entries and 100 Speed Dial entries).

Quick Dial entries

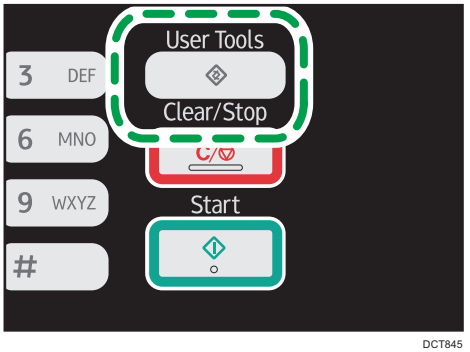
Destinations registered as Quick Dial entries can be selected by pressing the corresponding One Touch button.

Speed Dial entries

Destinations registered as Speed Dial entries can be selected from the Address Book. Press the [Address Book] key, select [Search Address Book], and then select the desired entry using the [▲] or [▼] key.

Registering Fax Destinations Using the Control Panel

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



2. **Press the [▲] or [▼] key to select [Address Book], and then press the [OK] key.**
3. **If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.**
4. **Press the [▲] or [▼] key to select [Quick Dial Dest.] or [Fax Speed Dial Dest.], and then press the [OK] key.**

5. **Press the [▲] or [▼] key to select [No.], and then enter the desired Quick Dial number (1 to 8) or Speed Dial number (1 to 100) using the number keys.**

   If a destination is already registered for the input number, the fax number and fax name registered for that number appear.

6. **Press the [▲] or [▼] key to select [Fax No.], and then enter the fax number (up to 40 characters).**
7. **Press the [▲] or [▼] key to select [Name], and then enter the fax name (up to 20 characters).**
8. **Confirm the setting, and then press the [OK] key.**
9. **Press the [User Tools] key to return to the initial screen.**

Note

- For entering characters, see page 99 "Entering Characters".
- A fax number can contain 0 to 9, pause, "✱", "#", and space.
- If necessary, insert a pause in the fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Time] setting under fax transmission settings. For [Pause Time], see page 135 "Fax Transmission Features Settings".
- To use tone services on a pulse-dialing line, insert "✱" in the fax number. "✱" switches the dialing mode from pulse to tone temporarily.
- If the machine is connected to the telephone network through a PBX, make sure to enter the outside line access number specified in [PBX Access Number] before the fax number. For [PBX Access Number], see page 157 "Administrator Settings".
- A password for accessing the [Address Book] menu can be specified in [Admin. Tools Lock]. For [Admin. Tools Lock], see page 157 "Administrator Settings".

Modifying or deleting fax destinations

1. **Press the [User Tools] key.**
2. **Press the [▲] or [▼] key to select [Address Book], and then press the [OK] key.**
3. **If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.**
4. **Press the [▲] or [▼] key to select [Quick Dial Dest.] or [Fax Speed Dial Dest.], and then press the [OK] key.**
5. **Press the [▲] or [▼] key to select [No.], and then enter the desired Quick Dial number (1 to 8) or Speed Dial number (1 to 100) using the number keys.**

   The fax number and fax name registered for that number appear.

6. **Press the [▲] or [▼] key to select [Fax No.], and then modify the fax number (up to 40 characters).**

   If you want to delete the fax number, press the [◀] key until the current number is deleted.

7. **Press the [▲] or [▼] key to select [Name], and then modify the fax name (up to 20 characters).**

   If you want to delete the fax name, press the [◀] key until the current name is deleted.

8. **Confirm the setting, and then press the [OK] key.**

9. **Press the [User Tools] key to return to the initial screen.**

Note

- For details about entering characters, see page 99 "Entering Characters".
- A password for accessing the [Address Book] menu can be specified in [Admin. Tools Lock].

Sending a Fax

Important

- **It is recommended that you call the receiver and confirm with them when sending important documents.**

Selecting Transmission Mode

There are two transmission modes: Memory Transmission and Immediate Transmission.

Memory Transmission

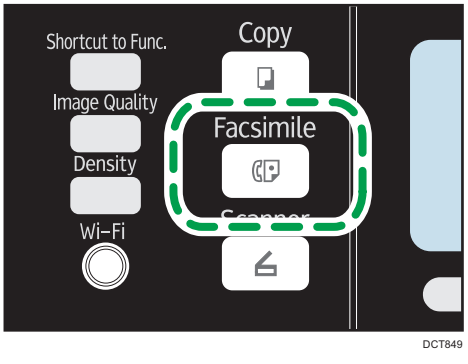
In this mode, the machine scans several originals into memory and sends them all at once. This is convenient when you are in a hurry and want to take the document away from the machine. In this mode, you can send a fax to multiple destinations.

The number of redial attempts is preset to two or three times, depending on the [Country] setting under [Admin. Tools], in five-minute intervals. For details, see page 135 "Fax Transmission Features Settings".

Immediate Transmission

In this mode, the machine scans the original and faxes it simultaneously, without storing it in memory. This is convenient when you want to send an original quickly. In this mode, you can only specify one destination.

1. **Press the [Facsimile] key, and then press the [◀] or [▶] key.**



Alternatively, you can press the [Shortcut to Func.] key if [Shortcut to Function] under administrator settings is set to [Fax Immediate TX]. For [Shortcut to Function], see page 157 "Administrator Settings".

2. **Press the [▲] or [▼] key to select [Immediate TX], and then press the [OK] key.**

3. **Press the [▲] or [▼] key to select [Off], [On], or [Next Fax Only], and then press the [OK] key.**

   For Memory Transmission, select [Off].

   For Immediate Transmission, select [On] or [Next Fax Only].

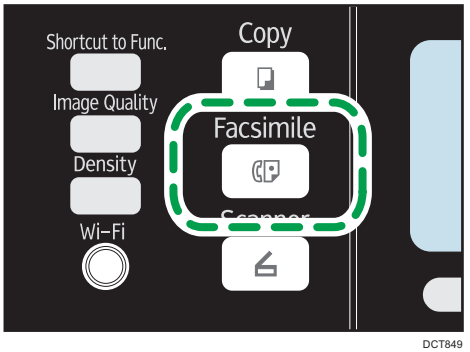
4. **Press the [User Tools] key to return to the initial screen.**

Basic Operation for Sending a Fax

Important

- **The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.**

1. **Press the [Facsimile] key.**



2. **Place the original on the exposure glass or in the ADF.**

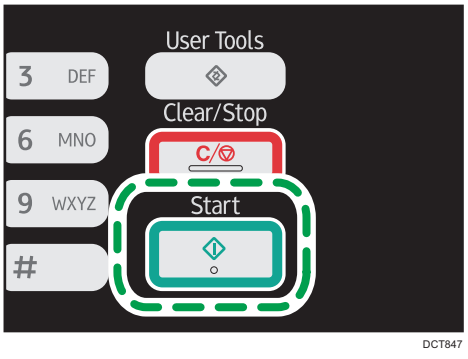
   To place the originals, see page 49 "Placing Originals".

3. **Enter the fax number (up to 40 characters) using the number keys, or specify a destination using the One Touch buttons or Speed Dial function.**

   For details about entering characters, see page 99 "Entering Characters". For details about specifying destinations using the One Touch buttons or Speed Dial function, see page 107 "Specifying the Fax Destination".

   - If the machine is connected to the telephone network through a PBX, make sure to enter the outside line access number specified in [PBX Access Number] before the fax number. For [PBX Access Number], see page 157 "Administrator Settings".

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



- Depending on the machine's settings, you may be prompted to enter the fax number again if you manually entered the destination fax number. In this case, re-enter the number within 60 seconds, press [OK], and then press the [Start] key. If the fax numbers do not match, go back to Step 3. For fax number confirmation, see page 157 "Administrator Settings".
- When using the exposure glass in Memory Transmission mode, you will be prompted to place another original. In this case, proceed to the next step.

5. **If you place the original on the exposure glass and have more originals to scan, press [Yes] within 60 seconds, place the next original on the exposure glass, and then press [OK]. Repeat this step until all originals are scanned.**

   If you do not press [Yes] within 60 seconds, the machine will start to dial the destination.

6. **When all originals have been scanned, press [No] to start sending the fax.**

Note

- A fax number can contain 0 to 9, pause, "✱", "#", and space.
- If necessary, insert a pause in a fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Time] setting under fax transmission settings. For [Pause Time], see page 135 "Fax Transmission Features Settings".
- To use tone services on a pulse-dialing line, insert "✱" in a fax number. "✱" switches the dialing mode from pulse to tone temporarily.
- You can specify multiple destinations and broadcast the fax you are sending. For sending a fax using the broadcast function, see page 107 "Specifying the Fax Destination".
- The machine prompts you to enter the fax number twice only when you dial the destination manually. Destinations specified using the One Touch buttons, Speed Dial function, or [Pause/Redial] key need not be confirmed.
- When in Memory Transmission mode, you can enable the [Auto Redial] setting under fax transmission settings to set the machine to automatically redial the destination if the line is busy or an error occurs during transmission. For [Auto Redial], see page 135 "Fax Transmission Features Settings".

- When in Memory Transmission mode, the machine's memory may become full while scanning the originals. In this case, the screen prompts you to cancel the transmission or to send only the pages that have been scanned successfully.
- If paper is jammed in the ADF, the jammed page has not been scanned properly. When the machine is in Immediate Transmission mode, resend the fax starting from the jammed page. When in Memory Transmission mode, scan the entire originals again. For details about removing paper jammed in the ADF, see page 202 "Paper Feed Problems".

Canceling a fax

Follow the procedure below to cancel sending a fax.

When in Immediate Transmission mode

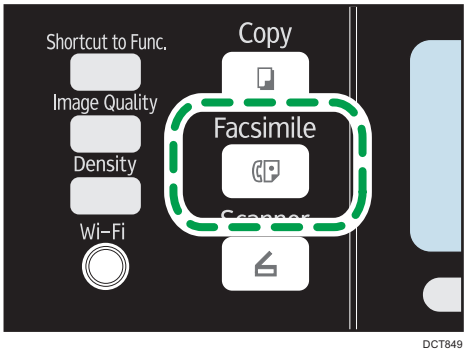
If you cancel sending a fax while the machine is scanning the original, the fax transmission process is canceled immediately. In this case, an error is displayed on the other party's machine.

When in Memory Transmission mode

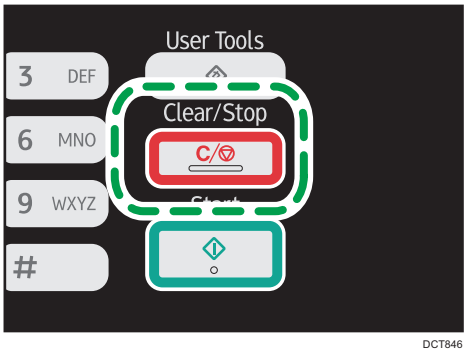
If you cancel sending a fax while the machine is scanning the original, the machine will not send the document.

If you cancel sending a fax during transmission, the fax transmission process is canceled immediately. In this case, an error is displayed on the other party's machine.

1. **Press the [Facsimile] key.**



2. **Press the [Clear/Stop] key.**



Note

- If you cancel sending a fax while broadcasting, only the fax to the current destination is canceled. The fax will be sent to the subsequent destinations as normal.
- Using [Delete TX Standby File] in [Fax Features], you can delete files waiting to be sent. Select [Delete Selected File] to delete the corresponding file. You can also delete a file currently being sent. Select [Delete All Files] to delete all files waiting to be sent. This will not affect the file currently being sent.

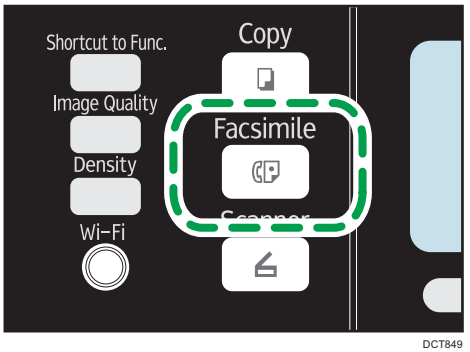
Specifying the Fax Destination

Other than entering the destination fax number using the number keys, you can specify destinations using the following functions:

- One Touch buttons
- Speed Dial
- Broadcast function
- Redial function

Specifying the destination using the One Touch buttons

1. **Press the [Facsimile] key.**



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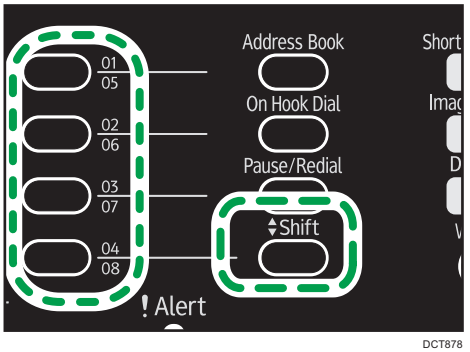
2. **Press the One Touch button to which the desired Quick Dial entry is registered.**

   For registering the Quick Dial entries, see page 100 "Registering Fax Destinations".

   Press the [Shift] key if you want to use Quick Dial entries Nos. 5 to 8 before pressing a One Touch button.



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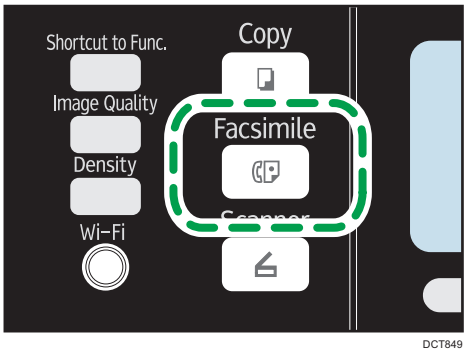
Note

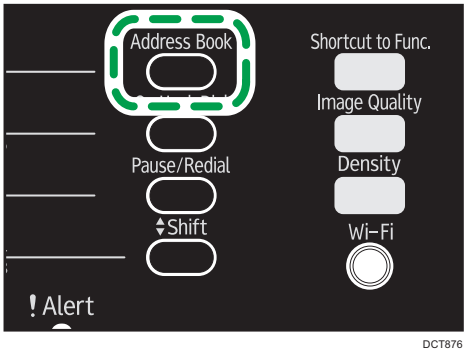
- You can check the registered names and fax numbers by printing a report. For printing the Quick Dial list, see page 148 "Printing Lists/Reports".

Specifying the destination using Speed Dial

1. **Press the [Facsimile] key.**



2. **Press the [Address Book] key.**



3. **Press the [▲] or [▼] key to select [Search Address Book], and then press the [OK] key.**

   If you want to search for a specific entry by its registration number or name, use the following procedure:

   - Searching by the registration number

     Press the [Address Book] key again, enter the number using the number keys, and then press the [OK] key.

   - Searching by the name

     Enter the first letters of the name using the number keys, and then press the [OK] key. Each time you enter a character, the display changes to show the matching name.

4. **Press the [▲] or [▼] key to select the desired Speed Dial entry, and then press the [OK] key.**

   For registering the Speed Dial entries, see page 100 "Registering Fax Destinations".

Note

- The Address Book shows only the Speed Dial entries. Use the One Touch buttons to specify Quick Dial destinations.

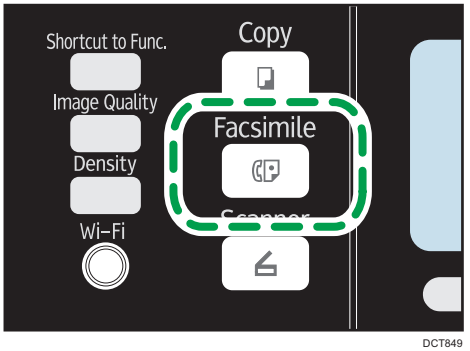
- You can check the registered names and fax numbers by printing a report. For printing the Speed Dial list, see page 148 "Printing Lists/Reports".

Specifying the destination using the broadcast function

You can send a fax to multiple destinations (up to 100 destinations) simultaneously.

Faxes are sent to destinations in the order they were specified.

1. **Press the [Facsimile] key.**



2. **Add a destination by using one of the following methods:**
   - To add a Quick Dial destination: press a corresponding One Touch button.
   - To add a Speed Dial destination: press the [Address Book] key, select [Search Address Book], select a destination, and then press the [OK] key.
   - To add a manually-specified destination: confirm that [No.key] is pressed, and then enter the destination fax number using the number keys.
3. **Press the [OK] key.**

   Press [List] to see the list of destinations that have been added so far.

   Go back to Step 2 to add further destinations.

Note

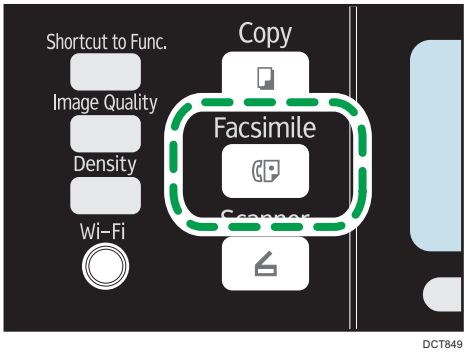
- While specifying multiple destinations, you can press the [Clear/Stop] key to clear all destinations.
- If you specify multiple destinations in Immediate Transmission mode, the mode switches to Memory Transmission mode temporarily.
- While broadcasting, pressing the [Clear/Stop] key cancels the fax to the current destination only.

Specifying the destination using the redial function

You can specify the last used destination as the destination for the current job.

This function saves time when you are sending to the same destination repeatedly, as you do not have to enter the destination each time.

1. **Press the [Facsimile] key.**



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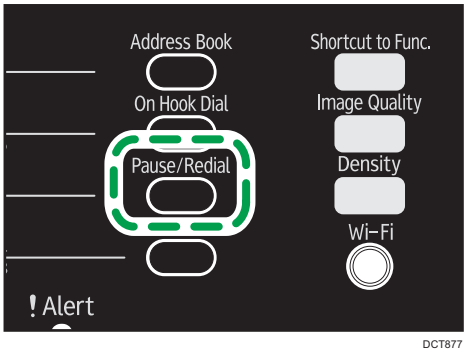
2. **Press the [Pause/Redial] key.**



DCT877

Useful Sending Functions

You can check the status of the other party's machine easily before sending a fax by using the On Hook Dial function. Using an extra telephone, you can talk and send a fax in one call.

Important

- **This function is available in Immediate Transmission mode only. Even if [Immediate TX] is set to [Off], it automatically switches to [On].**

The procedure differs depending on whether [Operation] is set to [Easy Mode] or [Advanced Mode] in [Fax Features].

Sending a fax using On Hook Dial

The On Hook Dial function allows you to check the destination's status while listening to the tone from the internal speaker. This function is useful when you want to ensure that the fax will be received.

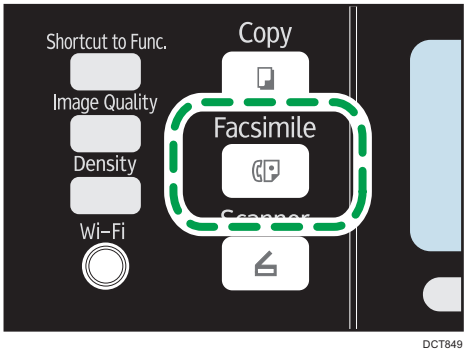
Important

- **The On Hook Dial function cannot be used when [Fax Number Confirmation] under administrator settings is enabled.**

1. **Place the original on the exposure glass or in the ADF.**

   If [Operation] is set to [Easy Mode], you cannot send faxes using the exposure glass.

2. **Press the [Facsimile] key.**



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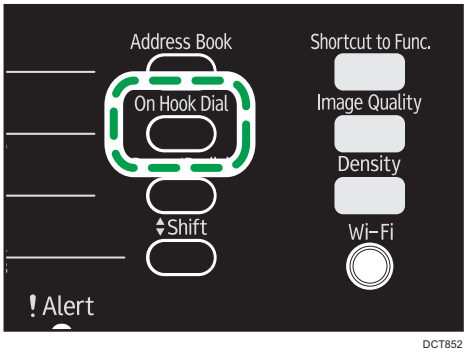
3. **Press the [On Hook Dial] key.**

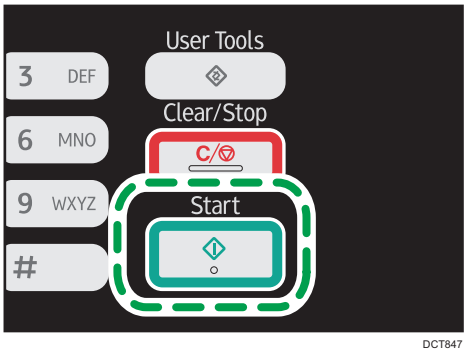


DCT852

   "On Hook" appears on the screen.

4. **Specify the destination using the number keys.**

5. **If you hear a high pitched tone, press the [Start] key.**



If [Operation] is set to [Easy Mode], Step 6 does not apply.

6. **If the original is placed on the exposure glass, press [TX], and then press the [Start] key.**

Note

- For details about selecting the transmission mode, see page 103 "Selecting Transmission Mode".
- For details about [Fax Number Confirmation], see page 157 "Administrator Settings".
- For details about [Operation], see page 137 "Fax Features Settings".

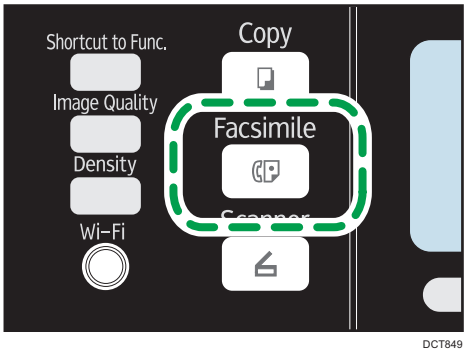
Sending a fax after a conversation

An external telephone allows you to send a fax after finishing your conversation without having to disconnect and redial. This function is useful when you want to ensure that the fax has been received.

1. **Place the original on the exposure glass or in the ADF.**

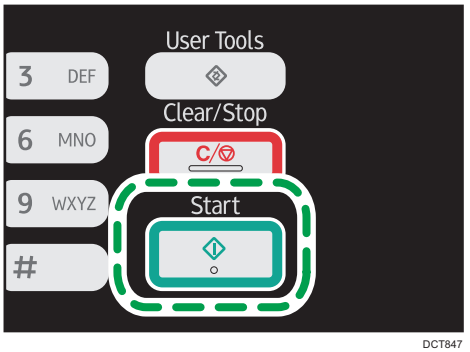
   If [Operation] is set to [Easy Mode], you cannot send faxes using the exposure glass.

2. **Press the [Facsimile] key.**



3. **Pick up the handset of the external telephone.**
4. **Specify the destination using the external telephone.**
5. **When the other party answers, ask them to press their fax start button.**

6. **If you hear a high pitched tone, press the [Start] key.**



If [Operation] is set to [Easy Mode], proceed to Step 8.

7. **If the original is placed on the exposure glass, press [TX], and then press the [Start] key.**
8. **Replace the handset.**

Note

- For details about [Operation], see page 137 "Fax Features Settings".

6

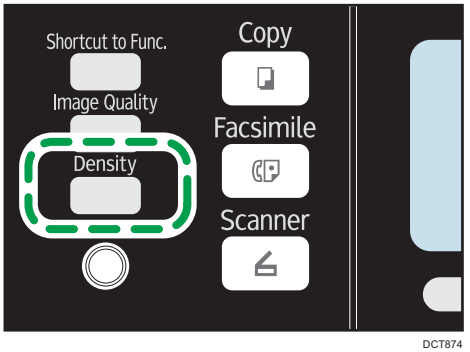
Specifying the Scan Settings

Adjusting image density

This section describes how to adjust image density for the current job.

There are three image density levels. The darker the density level, the darker the printout.

1. **Press the [Density] key.**



2. **Press the [▲] or [▼] key to select the desired density level, and then press the [OK] key.**

Note

- You can change the machine's default [Density] setting to always scan with a specific density level. For [Density], see page 135 "Fax Transmission Features Settings".

Specifying the resolution

This section describes how to specify the scan resolution for the current job.

There are three resolution settings:

Standard

Select this when the original is a printed or typewritten document with normal-sized characters.

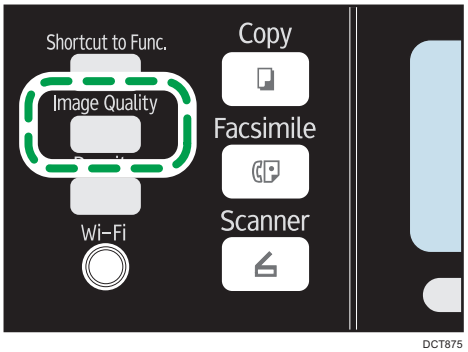
Detail

Select this when the original is a document with small print.

Photo

Select this when the original contains images such as photographs or shaded drawings.

1. **Press the [Image Quality] key.**



2. **Press the [▲] or [▼] key to select the desired resolution setting, and then press the [OK] key.**

Note

- You can change the machine's default [Resolution] setting to always scan with a specific resolution level. For [Resolution], see page 135 "Fax Transmission Features Settings".

Using the Fax Function from a Computer (PC FAX)

This section describes how to use the fax function of the machine from a computer.

You can send a document directly from a computer through this machine to another fax machine, without printing the document.

Basic Operation for Sending Faxes from a Computer

This section describes the basic operation for sending faxes from a computer.

You can select a destination from the PC FAX address book or enter a fax number manually. You can send faxes to up to 100 destinations at once.

The procedure in this section is an example based on Windows 7.

Important

- **Before sending a fax, the machine stores all the fax data in memory. If the machine's memory becomes full while storing this data, the fax transmission will be canceled. If this happens, lower the resolution or reduce the number of pages and try again.**

1. **Open the file you want to send.**
2. **On the [File] menu, click [Print...].**
3. **Select the PC FAX driver as the printer, and then click [Print].**
4. **Specify a destination.**
   - To specify a destination from the PC FAX address book:

     Select a destination from [User List:], and then click [Add to List].

     Repeat this step to add more destinations.
   - To enter a fax number directly:

     Click the [Specify Destination] tab, and enter a fax number (up to 40 digits) in [Fax Number:], and then click [Add to List].

     Repeat this step to add more destinations.
5. **To attach a cover sheet, click [Edit Cover Sheet] on the [Specify Destination] tab, and then select the [Attach a Cover Sheet] check box.**
6. **Click [Send].**

Note

- For details, see the PC FAX driver Help.
- A fax number can contain 0 to 9, "P" (pause), "✳", and "#".

- To use tone services on a pulse-dialing line, insert "✳" in a fax number. "✳" switches the dialing mode from pulse to tone temporarily.
- To delete an entered destination, select the destination in [Destination List:], and then click [Delete from List].

Canceling a fax

You can cancel sending a fax using either the machine's control panel or your computer, depending on the status of the job.

Canceling while the machine is receiving a fax from the computer

If the machine is shared by multiple computers through a print server, be careful not to cancel another user's fax.

1. **Double-click the printer icon on the task bar of your computer.**
2. **Select the print job you want to cancel, click the [Document] menu, and then click [Cancel].**

Canceling a fax using the control panel

Cancel the fax using the control panel.

1. **Press the [Facsimile] key.**
2. **Press the [Clear/Stop] key.**

Configuring Transmission Settings

This section describes how to configure transmission settings in the PC FAX driver's properties.

Properties are set separately for each application.

1. **On the [File] menu, click [Print...].**
2. **Select the PC Fax driver as the printer, and then click a button such as [Preferences].**

   PC FAX driver properties dialog box appears.
3. **Configure settings as necessary, and then click [OK].**

Configuring the PC FAX Address Book

This section describes the PC FAX address book. Configure the PC FAX address book on the computer. The PC FAX address book allows you to specify PC FAX destinations quickly and easily.

The PC FAX address book can contain up to 1000 entries, including individual destinations and groups of destinations.

Opening the PC FAX address book

This section describes how to open the PC FAX address book.

1. **On the [Start] menu, click [Devices and Printers].**
2. **Right-click the PC FAX driver icon, and then click [Printing Preferences...].**
3. **Click the [Address Book] tab.**

Registering destinations

This section describes how to register destinations in the PC FAX address book.

1. **Open the PC FAX address book, and then click [Add User].**
2. **Enter the destination information.**

   You must enter a contact name and fax number.
3. **Click [OK].**

Registering groups

This section describes how to register groups of destinations.

A group can contain up to 100 individual destinations.

1. **Open the PC FAX address Book, and then click [Add Group].**
2. **Enter the group name in [Group Name].**
3. **Select the destination you want to include in the group from [User List:], and then click [Add].**
4. **Click [OK].**

Exporting/Importing PC FAX Address Book data

Important

- **The following procedure is based on Windows 7 as an example. If you are using another operating system, the procedure might vary slightly.**

Exporting PC FAX Address Book data

PC FAX Address Book data can be exported to a file in CSV (Comma Separated Values) format.

Follow this procedure to export PC FAX Address Book data.

1. **Open the PC FAX Address Book, and then click [Export].**
2. **Navigate to the location to save the PC FAX Address Book data, specify a name for the file, and then click [Save].**

Importing PC FAX Address Book data

PC FAX Address Book data can be imported from files in CSV format. You can import address book data from other applications if the data is saved as a CSV file.

Follow this procedure to import PC FAX Address Book data. To import address book data from other applications, you must select the appropriate items to import.

1. **Open the PC FAX Address Book, and then click [Import].**
2. **Select the file containing the address book data, and then click [Open].**

   A dialog box for selecting the items to import appears.
3. **For each field, select an appropriate item from the list.**

   Select [*empty*] for fields for which there is no data to import. Note that [*empty*] cannot be selected for [Name] and [Fax].
4. **Click [OK].**

   For details about the settings, see the PC FAX driver Help.

Note

- CSV files are exported using Unicode encoding.
- PC FAX Address Book data can be imported from CSV files whose character encoding is Unicode or ASCII.
- Group data cannot be exported or imported.
- Up to 1000 destinations can be registered in the PC FAX Address Book. If this limit is exceeded during importing, the remaining destinations will not be imported.

Editing a Fax Cover Sheet

This section describes how to edit a fax cover sheet in the PC FAX driver's properties.

1. **On the [File] menu, click [Print...].**
2. **Select the PC FAX driver as the printer, and then click [Print].**
3. **Click the [Specify Destination] tab, and then click [Edit Cover Sheet].**
4. **Configure settings as necessary, and then click [OK].**

   For details about the settings, see the PC FAX driver Help.

Receiving a Fax

Important

- **When receiving an important fax, we recommend you confirm the contents of the received fax with the sender.**
- **The machine may not be able to receive faxes when the amount of free memory space is low.**

Note

- An external telephone is required to use this machine as a telephone.
- Only A4, Letter, or Legal size paper can be used for printing faxes.

Selecting Reception Mode

The reception modes are as follows:

When using the machine only as a fax machine

Select the following mode when no external telephone or telephone answering device is connected:

- Fax Only mode (auto reception)

  In this mode, the machine is used only as a fax machine and receives faxes automatically.

When using the machine with an external device

Select one of the following modes when the handset, external telephone or telephone answering device is connected:

- FAX/TEL Manual mode (manual reception)

  In this mode, you must answer calls with the handset, external telephone. If a call is a fax call, you must start the fax reception manually.

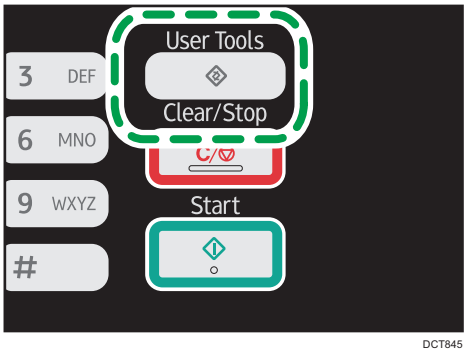
- Fax Only mode (auto reception)

  In this mode, the machine automatically answers all incoming calls in fax reception mode.

- FAX/TAD mode (auto reception)

  In this mode, you can use the machine with an external telephone answering device.

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



2. **Press the [▲] or [▼] key to select [Fax Features], and then press the [OK] key.**
3. **Press the [▲] or [▼] key to select [Reception Settings], and then press the [OK] key.**
4. **Press the [▲] or [▼] key to select [Switch Reception Mode], and then press the [OK] key.**
5. **Press the [▲], [▼], [◀], or [▶] key to select the desired reception mode, and then press the [OK] key.**
6. **Press the [User Tools] key to return to the initial screen.**

Receiving a fax in FAX/TEL Manual mode

Important

- The procedure differs depending on whether [Operation] is set to [Easy Mode] or [Advanced Mode] in [Fax Features].
- To receive faxes, be sure to first remove any originals loaded in the ADF.

1. **Pick up the handset of the external telephone to answer the call.**

   A normal telephone call starts.

   The sender can first phone you to tell you they are sending a fax.
2. **When you hear a fax calling tone or no sound, press the [Facsimile] key.**
3. **Press the [Start] key.**

   If [Operation] is set to [Easy Mode], proceed to Step 6.
4. **Press [RX].**
5. **Press the [Start] key.**
6. **Replace the handset.**

Note

- For details about [Operation], see page 137 "Fax Features Settings".

Receiving a fax in Fax Only mode

When the reception mode is set to Fax Only mode, the machine automatically answers all incoming calls in fax reception mode.

Note

- You can specify the number of times the machine rings before answering a call in the [Number of Rings] setting under [Fax Features]. For [Number of Rings], see page 137 "Fax Features Settings".
- If you answer a call with the external telephone while the machine is ringing, a normal telephone call starts. If you hear a fax calling tone or no sound, receive the fax manually. To receive the fax manually, see page 121 "Receiving a fax in FAX/TEL Manual mode".

Receiving a fax in FAX/TAD mode

When the reception mode is set to FAX/TAD mode, the external telephone answering device answers and records messages when the machine receives telephone calls. If the incoming call is a fax call, the machine receives the fax automatically.

1. **When there is an incoming call, the external telephone answering device rings.**

   If the external telephone answering device does not answer, the machine starts to receive the fax automatically.

   If you answer a call with the external telephone while the machine is ringing, a normal telephone call starts. If you hear a fax calling tone, wait until "Receiving..." appears on the display. The machine starts to receive faxes. If the message "Receiving..." does not appear, receive the fax manually.

2. **If the external telephone answering device answers, the machine monitors silence on the line for 30 seconds (silence detection).**

   - If a fax calling tone or no sound is detected, the machine starts to receive the fax automatically.
   - If a voice is detected, a normal telephone call starts. The external telephone answering device records messages.

Note

- You can manually receive a fax during silence detection.
- Silence detection does not terminate for 30 seconds even if the external telephone answering device goes on-hook, unless you press the [Clear/Stop] key and disconnect the call.

Forwarding or Storing Faxes in Memory

To prevent unauthorized users from seeing sensitive faxes, you can set the machine to forward received faxes to a preset destination, or store them in memory without printing them out.

Important

- **This function is available for the Type 5 and 6 models only.**

Note

- The table below shows what happens after forwarding succeeds or fails depending on the machine's configuration.

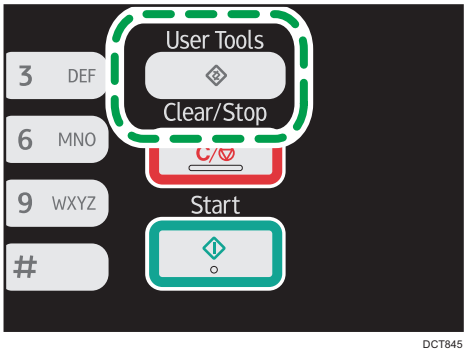
Forwarding	[Print Received File]	Results
Success	Automatic	The machine prints out the fax and deletes it from memory.
Success	Manual	The machine stores the fax in memory for later manual printing.
Failure	Automatic	The machine prints out a forwarding failure report, prints out the fax, and then deletes it from memory.
Failure	Manual	The machine prints out a forwarding failure report and stores the fax in memory for later manual printing.

- If the machine is unable to print out a fax due to machine errors such as an empty paper tray or a paper jam, the fax will remain in memory. The remaining pages will start printing as soon as the problem is resolved.
- The number of forwarding attempts and the attempt interval time can be specified using Web Image Monitor. For details about the forwarding destination, forwarding trials and interval settings, see page 169 "Configuring the System Settings".

Forwarding settings

To specify the forwarding conditions for received faxes, configure the machine as follows:

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



2. **Press the [▲] or [▼] key to select [Fax Features], and then press the [OK] key.**
3. **Press the [▲] or [▼] key to select [Reception Settings], and then press the [OK] key.**
4. **Press the [▲] or [▼] key to select [Reception File Processing], and then press the [OK] key.**
5. **Press the [▲] or [▼] key to select [Forward & Print], and then press the [OK] key.**

   To send e-mail notifications after faxes are forwarded, proceed to Step 6. If not, proceed to Step 8.
6. **Press the [▲] or [▼] key to select [Notify Forward Status], and then press the [OK] key.**
7. **Press the [▲] or [▼] key to select [On], and then press the [OK] key.**
   - [On]: Send an e-mail notification after forwarding. E-mail notification destination depends on how the forwarding destination is configured.
   - [Off]: An e-mail notification is not sent.
8. **Press the [User Tools] key to return to the initial screen.**

Specifying the forwarding destination using Web Image Monitor

1. **Start the Web browser, and access the machine by entering its IP address.**
2. **Click [System Settings].**
3. **Click the [Fax] tab.**
4. **Specify the forwarding destination in [Forwarding Destination].**

   [E-mail Address]: Enter a destination e-mail address.

   [Scan Destination]: Select a scan destination as a forwarding destination.
5. **Click [OK].**
6. **Close the Web browser.**

   For details about using Web Image Monitor, see page 163 "Using Web Image Monitor".

Configuring the storing conditions

To specify the storing conditions for received faxes, configure the machine as follows:

1. **Press the [User Tools] key.**
2. **Press the [▲] or [▼] key to select [Fax Features], and then press the [OK] key.**
3. **Press the [▲] or [▼] key to select [Reception Settings], and then press the [OK] key.**
4. **Press the [▲] or [▼] key to select [Reception File Processing], and then press the [OK] key.**
5. **Press the [▲] or [▼] key to select [Print] or [Forward & Print], and then press the [OK] key.**
6. **Press the [▲] or [▼] key to select [Print Received File], and then press the [OK] key.**

7. **Press the [▲] or [▼] key to select [Automatic] or [Manual], and then press the [OK] key.**
   - [Automatic]: Automatically print out the received faxes and delete from memory.
   - [Manual]: Store the received faxes in memory for later manual printing.
8. **Press the [User Tools] key to return to the initial screen.**

   When the fax is successfully printed out, it will be deleted from memory.

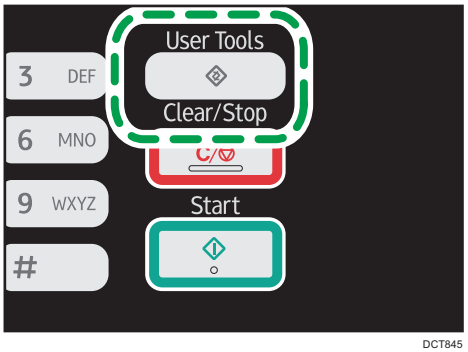
   If the machine is unable to print out a fax due to machine errors such as an empty paper tray or a paper jam, the fax will remain in memory. The remaining pages will start printing as soon as the problem is resolved.

Printing Out Faxes Stored in Memory

This section explains how to print out received faxes stored in the machine's memory.

If the Power indicator flashes, there is a fax in machine's memory. Follow the procedure below to print the fax.

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



2. **Press the [▲] or [▼] key to select [Fax Features], and then press the [OK] key.**
3. **Press the [▲] or [▼] key to select [Reception Settings], and then press the [OK] key.**
4. **Press the [▲] or [▼] key to select [RX Store File], and then press the [OK] key.**
5. **Press the [▲] or [▼] key to select [Print Selected File], and then press the [OK] key.**
6. **Press the [▲] or [▼] key to select the print job, and then press the [OK] key.**
7. **Press [Yes].**
8. **Press the [User Tools] key to return to the initial screen.**

Lists/Reports Related to Fax

The lists and reports related to the fax function are as follow:

- Fax Journal

  Prints a fax transmission and reception journal for the last 100 jobs.

- TX Status Report

  Prints out the latest Transmission result.

- TX/RX Standby File List

  Prints a list of unsent fax jobs remaining in the machine's memory.

- Power Failure Report

  Prints a report when the machine's power has been interrupted while sending or receiving a fax, or images stored in the machine's memory have been lost due to the machine being turned off for a prolonged period of time.

- Fax Speed Dial Dest. List

  Prints a list of Speed Dial entries.

- Quick Dial Dest. List

  Prints a list of scan and fax Quick Dial entries.

- Forward Failure Report

  This report is printed if forwarding fails.

Note

- For more information on Fax Journal and TX Status Report, see page 137 "Fax Features Settings".
- Repots will be printed on A4, Letter or Legal size paper. Load one of these sizes of paper into the tray before printing reports. For details about loading paper, see page 41 "Loading Paper".

7. Configuring the Machine Using the Control Panel

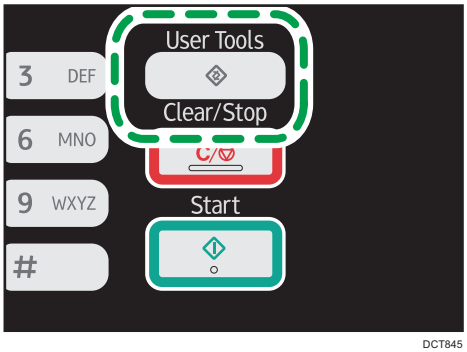
Basic Operation

There are two main ways to access the machine settings:

- Press the [User Tools] key to access the System or Network settings.
- Press the [◄] or [►] key to access the Copy, Scan, or Fax settings.

  To check which category the function you want to configure belongs to, see page 129 "Menu Chart".

1. **If you want to configure the machine's system settings, press the [User Tools] key.**



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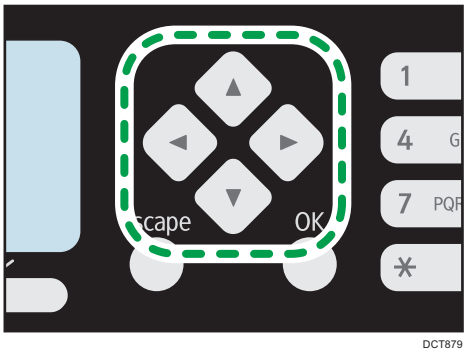
Otherwise, press the [◄] or [►] key while "Ready" is displayed on the initial screen of the Copy, Scan, and Fax settings.



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2. **Press the [▲] or [▼] key to select the settings you want to use.**

   If you select [Address Book], [Network Settings], or [Admin. Tools] menu, you might be requested to enter a password. Enter the four-digit password, and then press the [OK] key. For details about the password, see [Admin. Tools Lock] on page 157 "Administrator Settings".

3. **To confirm setting items and values displayed, press the [OK] key.**
4. **To go back to the previous item, press the [Escape] key.**

Note

- To return to the initial screen, press the [Escape] key the same amount of times as the number of selected items, or press the [User Tools] key once.
- With Type 1 models, press the [◀] or [▶] key to access the Copy setting. To specify [Scan Settings], insert the USB flash drive and select the settings using the [◀] or [▶] key.

Menu Chart

This section lists the parameters included in each menu.

For details about configuring the machine using Web Image Monitor, see page 163 "Configuring the Machine Using Utilities".

Important

- **Some items might not appear depending on the model type or machine's configuration.**
- **Some items can also be configured using Web Image Monitor.**

Copier Features ([◄] [►] key setting)

For details, see page 130 "Copier Features Settings"

Scan Settings ([◄] [►] key setting)

For details, see page 133 "Scanner Features Settings"

Fax TX Settings ([◄] [►] key setting)

For details, see page 135 "Fax Transmission Features Settings"

Fax Features ([User Tools] key setting)

For details, see page 137 "Fax Features Settings"

Address Book ([User Tools] key setting)

For details, see page 142 "Address Book Settings"

System Settings ([User Tools] key setting)

For details, see page 143 "System Settings"

Network Settings ([User Tools] key setting)

For details, see page 153 "Network Settings"

Print List/Report ([User Tools] key setting)

For details, see page 148 "Printing Lists/Reports"

Admin. Tools ([User Tools] key setting)

For details, see page 157 "Administrator Settings"

Printer Features ([User Tools] key setting)

For details, see page 150 "Printer Features Settings"

Copier Features Settings

Select Paper Tray

Select the paper tray used for copying.

Default: [Tray 1]

- Tray 1
- Bypass Tray

Sort

Configures the machine to sort the output pages into sets when making multiple copies of a multi-page document (P1, P2, P1, P2...).

Default: [Off]

- On
- Off

Original Type

Specifies the content of originals, to optimize copy quality.

Default: [Mixed]

- Mixed

  Select this when the original contains both text and photographs or pictures.

- Text

  Select this when the original contains only text and no photographs or pictures.

- Photo

  Select this when the original contains photographs or pictures. Use this mode for the following types of original:

  - Photographs
  - Pages that are entirely or mainly photographs or pictures, such as magazine pages.

Density

Specifies the image density for photocopying.

Increase the level (black squares) to increase the density.

Default: The default setting is the middle of 5 adjustment levels.

Reduce/Enlarge

Specifies the percentage by which copies are enlarged or reduced.

Default: [100%]

Region A (mainly Europe and Asia)

50%, 71% (A4->A5), 82% (B5J->A5), 93%, 100%, 122% (A5->B5J), 141% (A5->A4), 200%, 400%

Region B (mainly North America)

50%, 65% LT->HLT, 78% LG->LT, 93%, 100%, 129% HLT->LT, 155% HLT->LG, 200%, 400%

- Zoom 25-400%

Duplex/Combine

Specifies combined copying. Select a copy mode according to your original and how you want the copy outputs to appear. For more details, see page 65 "Making Combined/2-sided Copies".

Note that enabling combined copying automatically disables ID card copying.

Default: [Off]

- Off
- 1Sd 2Orig->Comb 2on1 1Sd

  Copy will be made on 1 side, on which 2 pages of 1-sided original will be printed.
  - Portrait
  - Landscape
- 1Sd 4Orig->Comb 4on1 1Sd

  Copy will be made on 1 side, on which 4 pages of 1-sided original will be printed.
  - Portrait: L to R
  - Portrait: T to B
  - Landscape: L to R
  - Landscape: T to B
- 1 Sided Orig->2 Sided Copy

  Copies two 1-sided pages on one 2-sided page.
  - Portrait: T to T
  - Portrait: T to B
  - Landscape: T to T
  - Landscape: T to B
- 1Sd 4Orig->Comb 2on1 2Sd

  Copies four 1-sided pages on two 2-sided pages.
  - Portrait: T to T
  - Portrait: T to B
  - Landscape: T to T
  - Landscape: T to B
- 1Sd 8Orig->Comb 4on1 2Sd

Copies eight 1-sided pages on four 2-sided pages.

- Portrait: L to R, T to T
- Portrait: L to R, T to B
- Portrait: T to B, T to T
- Portrait: T to B, T to B
- Landscape: L to R, T to T
- Landscape: L to R, T to B
- Landscape: T to B, T to T
- Landscape: T to B, T to B

ID Card Settings

You can specify the ID Card Copy setting.

- ID Card Copy

  If you set this to [On], the settings specified in [ID Card Settings] are applied to printed copies.

  Default: [Off]

  - On
  - Off

- ID Card Center Line

  Specify whether to draw a center line when making ID card copy.

  Default: [Do not Print]

  - Print
  - Do not Print

- ID Card Size

  You can change the ID card copy scanning size.

  - mm
  - inch

  Default:

  Region A (mainly Europe and Asia)

  Horiz: 54 mm

  Vert: 86 mm

  Region B (mainly North America)

  Horiz: 2.12 inch

  Vert: 3.38 inch

Scanner Features Settings

Scan Size

Specifies the scanning size according to the size of the original.

Default:

Region A (mainly Europe and Asia)

[A4]

Region B (mainly North America)

[8 1/2 × 11]

- 8 1/2 × 14, 8 1/2 × 11, 8 1/2 × 5 1/2, 7 1/4 × 10 1/2, A4, B5, A5, 16K, Custom Size

Scanning Mode

Specifies the scanning mode using the control panel.

Default: [B&W]

- B&W

  The machine creates 1-bit black-and-white images. Images contain only black and white colors.

- Color

  The machine creates 8-bit color images. Images are full color.

- Gray Scale

  The machine creates 8-bit black-and-white images. Images contain black and white, and intermediate gray colors.

Max. E-mail Size

Specifies the maximum size of a file that can be sent by e-mail.

Default: [1 MB]

- 1 MB
- 2 MB
- 3 MB
- 4 MB
- 5 MB
- No Limit

Density

Specifies the image density for scanning originals.

Increase the level (black squares) to increase the density.

Default: The default setting is the middle of 5 adjustment levels.

Resolution

Specifies the resolution for scanning the original.

Default: [300 × 300dpi]

- 100 × 100dpi
- 150 × 150dpi
- 200 × 200dpi
- 300 × 300dpi
- 400 × 400dpi
- 600 × 600dpi

Compression (Color)

Specifies the color compression ratio for JPEG files. The lower the compression ratio, the higher the quality but greater the file size.

Default: [Medium]

- Low
- Medium
- High

Limitless Scan

Sets the machine to request next originals when scanning with the exposure glass.

Default: [Off]

- Off
- On

File Type

Specifies whether to create a multi-page file containing all pages or separate single-page files when scanning multiple pages.

Note that a scanned file can contain multiple pages only when the file format is PDF or TIFF. If the file format is JPEG, a single-page file is created for each scanned page.

Default: [Multi-page]

- Multi-page

  A multi-page file containing all pages is created.

- Single Page

  A single-page file is created for each page.

Fax Transmission Features Settings

Immediate TX

Sets the machine to send a fax immediately when the original is scanned.

Default: [Off]

- Off

  Select this when using Memory Transmission.

- On

  Select this when using Immediate Transmission.

- Next Fax Only

  Select this when using Immediate Transmission for the next transmission only.

Resolution

Specifies the resolution to use for scanning originals.

Default: [Standard]

- Standard

  Select this when the original is a printed or typewritten document with normal-sized characters.

- Detail

  Select this when the original is a document with small print.

- Photo

  Select this when the original contains images such as photographs or shaded drawings.

Density

Specifies the image density to use for scanning originals.

Default: [Normal]

- Light
- Normal
- Dark

Pause Time

Specifies the length of pause time when a pause is inserted between the digits of a fax number.

Default: 3 seconds

- 1 to 15 seconds

Auto Redial

Sets the machine to redial the fax destination automatically when the line is busy or a transmission error occurs, if the machine is in Memory Transmission mode. The number of redial attempts is

preset to two or three times, depending on the [Country] setting under [Admin. Tools], in five-minute intervals.

Default: [On]

- Off
- On

Print Fax Header

Sets the machine to add a header to every fax you send. The header includes the current date and time, user fax name and fax number of the machine, job ID, and page information.

Default: [On]

- Off
- On

Fax Features Settings

Reception Settings

Specifies the settings for receiving a fax.

- Switch Reception Mode

  Specifies the reception mode.

  Default: [Fax Only]

  - Fax Only

    The machine automatically answers all incoming calls in fax reception mode.

  - FAX/TEL(Mnl.)

    The machine rings when it receives incoming calls. The machine receives faxes only when you manually receive faxes.

  - FAX/TAD

    The machine receives faxes automatically when a fax call is received. Otherwise, the connected telephone answering device answers the call.

- Auto Reduction

  Sets the machine to reduce the size of a received fax if it is too large to print on a single sheet of paper.

  Note that the machine only reduces the size down to 74%. If further reduction is required to fit the fax on a single sheet, it will be printed on separate sheets without being reduced.

  Default: [On]

  (Default may be [Off] depending on the [Country] setting under [Admin. Tools].)

  - Off
  - On

- Number of Rings

  Specifies the number of times the machine rings before it starts to receive faxes in Fax Only mode.

  Default: 3 times

  - 3 to 5 times, in increments of 1

- RX Store File

  You can print or delete received faxes.

  - Print Selected File

    You can select and print received faxes.

  - Delete Selected File

You can select and delete received faxes.

- Delete All Files

- Reception File Processing

  Sets the machine to store received faxes into memory for printing or forward them to a preset destination.

  Use Web Image Monitor to specify the forwarding destination (for details, see page 169 "Configuring the System Settings").

  Default: [Print]

  - Print
  - Forward & Print

- Print Received File

  Sets the machine to automatically print the faxes received into memory or store them for later manual printing.

  Default: [Automatic]

  - Automatic

    Automatically print out the received faxes and delete from memory.

  - Manual

    Store the received faxes in memory for manual printing.

- Notify Forward Status

  Sets the machine to send e-mail notifications after faxes are forwarded. The e-mail notification destination depends on how the forwarding destination is configured using Web Image Monitor (for details, see page 169 "Configuring the System Settings").

  Default: [Off]

  - On
  - Off

Delete TX Standby File

Deletes unsent fax jobs remaining in the machine's memory. The machine can store up to 5 unsent fax jobs.

This function is only performed when selected.

- Delete Selected File

  To delete a fax job, select the desired job, and then select [Yes]. Selecting [No] exits to the previous level of the menu tree without deleting the fax job.

- Delete All Files

  To delete the fax jobs, select [Yes]. Selecting [No] exits to the previous level of the menu tree without deleting the fax job.

Communication Settings

- ECM Transmission

  Sets the machine to automatically resend parts of the data that are lost during transmission.

  Default: [On]

  - Off
  - On
- ECM Reception

  Sets the machine to automatically receive parts of the data that are lost during reception.

  Default: [On]

  - Off
  - On
- Dial Tone Detect

  Sets the machine to detect a dial tone before the machine begins to dial the destination automatically.

  Default: [Detect]

  (Default may be [Not Detect] depending on the [Country] setting under [Admin. Tools].)

  - Detect
  - Not Detect
- Transmission Speed

  Specifies the transmission speed for the fax modem.

  Default: [33.6 Kbps]

  - 33.6 Kbps
  - 14.4 Kbps
  - 9.6 Kbps
  - 7.2 Kbps
  - 4.8 Kbps
  - 2.4 Kbps
- Reception Speed

  Specifies the reception speed for the fax modem.

  Default: [33.6 Kbps]

  - 33.6 Kbps
  - 14.4 Kbps
  - 9.6 Kbps

- 7.2 Kbps
- 4.8 Kbps
- 2.4 Kbps

Report Print Settings

- Print TX Status Report

  Sets the machine to print a transmission report automatically after a fax transmission.

  When the machine is in Immediate Transmission mode, the image of the original will not be reproduced on the report, even if [Error Only (Image Attached)] or [Every TX (Image Attached)] is selected.

  Note that if a memory error occurs for PC FAX transmission, a transmission report will always be printed regardless of this setting.

  Default: [Error Only (Image Attached)]

  - Error Only

    Prints a report when a transmission error occurs.

  - Error Only (Image Attached)

    Prints a report with an image of the original when transmission error occurs.

  - Every TX

    Prints a report for every fax transmission.

  - Every TX (Image Attached)

    Prints a report with an image of the original for every fax transmission.

  - Do not Print

- Print Fax Journal

  Sets the machine to print a fax journal automatically for every 50 fax jobs (both sent and received).

  Default: [Auto Print]

  - Auto Print
  - Do not Auto Print

Operation

You can simplify the procedure for sending and receiving faxes by disabling the use of the exposure glass. If originals are loaded in the ADF, you can fax them using the ADF in either mode by pressing the [Start] key.

Default: [Advanced Mode]

- Easy Mode

  If you select [Easy Mode], you can receive faxes by pressing the [Start] key. The exposure glass cannot be used in this mode.

- Advanced Mode

  If you select [Advanced Mode], you can specify whether to send or receive faxes after pressing the [Start] key.

Address Book Settings

Quick Dial Dest.

Specifies the fax number and name for Quick Dial entries. You can register up to 8 Quick Dial entries.

- No.

  Specifies the Quick Dial number.

- Fax No.

  Specifies the fax number for Quick Dial entries. The fax number can contain up to 40 characters, including 0 to 9, pause, "✳", "#", and space.

- Name

  Specifies the name for Quick Dial entries. The name can contain up to 20 characters.

Fax Speed Dial Dest.

Specifies the fax number and name for Speed Dial entries. You can register up to 100 Speed Dial entries.

- No.

  Specifies the Speed Dial number.

- Fax No.

  Specifies the fax number for Speed Dial entries. The fax number can contain up to 40 characters, including 0 to 9, pause, "✳", "#", and space.

- Name

  Specifies the name for Speed Dial entries. The name can contain up to 20 characters.

System Settings

Adjust Sound Volume

Specifies the volume of the sounds produced by the machine.

Default: [Low] for [Panel Key Sound], and [Middle] for other parameters.

- Panel Key Sound

  Specifies the volume of the beep that sounds when a key is pressed.

  - Off
  - Low
  - Middle
  - High

- On Hook Mode

  Specifies the volume of the sound from the speaker during on hook mode.

  - Off
  - Low
  - Middle
  - High

- Job End Tone

  Specifies the volume of the beep that sounds when a job is complete.

  - Off
  - Low
  - Middle
  - High

- Job Error Tone

  Specifies the volume of the beep that sounds when a fax transmission error occurs.

  - Off
  - Low
  - Middle
  - High

- Alarm Volume

  Specifies the volume of the alarm that sounds when an operation error occurs.

  - Off
  - Low

- Middle
- High

Tray Paper Settings

Paper Size: Tray 1

Specifies the paper size for Tray 1.

Default:

Region A (mainly Europe and Asia)

[A4]

Region B (mainly North America)

[$8\frac{1}{2} \times 11$]

- A4, B5 JIS, A5, B6 JIS, A6, 8 1/2 × 14, 8 1/2 × 11, 5 1/2 × 8 1/2, 7 1/4 × 10 1/2, 16K (197 × 273), 16K (195 × 270), 16K (184 × 260), Custom Size

Paper Size: Bypass Tray

Specifies the paper size for bypass tray.

Default:

Region A (mainly Europe and Asia)

[A4]

Region B (mainly North America)

[$8\frac{1}{2} \times 11$]

- A4, B5 JIS, A5, B6 JIS, A6, 8 1/2 × 14, 8 1/2 × 11, 5 1/2 × 8 1/2, 7 1/4 × 10 1/2, 16K (197 × 273), 16K (195 × 270), 16K (184 × 260), Custom Size

Paper Type: Tray 1

Specifies the paper type for Tray 1.

Default: [Plain Paper]

- Plain Paper, Recycled Paper, Thick Paper, Thin Paper

Paper Type: Bypass Tray

Specifies the paper type for bypass tray.

Default: [Plain Paper]

- Plain Paper, Recycled Paper, Thick Paper, Thin Paper

Size Mismatch Detection

Sets the machine to report an error if the paper size does not match the print job's settings.

Default: [Off]

- Off
- On

I/O Timeout

- USB

  Specifies how many seconds the machine waits for print data, if the data is interrupted while it is being sent from the computer via USB. If the machine does not receive any more data within the time specified here, the machine only prints the data it has received. If printing is frequently interrupted by data from other ports, increase the timeout period.

  Default: [60 sec.]

  - 15 sec.
  - 60 sec.
  - 300 sec.

- Network

  Specifies how many seconds the machine waits for print data, if the data is interrupted while it is being sent from the computer via network. If the machine does not receive any more data within the time specified here, the machine only prints the data it has received. If printing is frequently interrupted by data from other ports, increase the timeout period.

  Default: [60 sec.]

  - 15 sec.
  - 60 sec.
  - 300 sec.

- Fixed USB Port

  Specifies whether the same printer/PC FAX driver can be used for multiple machines or not under USB connection.

  Default: [Off]

  - Off

    You must install the printer/PC FAX driver separately for individual machines, because the machine other than the original will be recognized as a new device upon USB connection.

  - On

    The same printer/PC FAX driver you have installed in your computer can be used with any machine other than the one originally used for installation, if the machine is of the same model.

Auto Continue

Sets the machine to ignore an error with paper size and continue printing. The printing stops temporarily when an error is detected, and restarts automatically after about ten seconds using the settings made on the control panel. However, if the size of paper specified on the control panel and that of the paper loaded in the paper tray or the paper size specified for the print job do not match when printing restarts, it may cause a paper jam.

Default: [Off]

- Off
- On

Toner Saving

Sets the machine to print using a reduced amount of toner (for prints made by the copier function only).

Default: [Off]

- Off
- On

Toner End Option

This setting is used to monitor the toner level.

Default: [Stop Printing]

- Stop Printing

  Monitoring the toner level is enabled. The remaining toner level can be checked in the control panel and on the Web Image Monitor.

- Continue Printing

  The machine no longer monitors the toner level. Even when the toner runs out, printing will continue and no messages will be displayed.

[Toner End Option] is not displayed for Type 1, 2 and 3 models.

Supplies Status

- Print Cart.

  Displays information about consumables. This information is displayed only if [Toner End Option] has been set to [Stop Printing].

  If [Toner End Option] is set to [Continue Printing], "***" is displayed instead of the indicator above.

  Toner levels are not displayed for Type 1, 2 and 3 models.

Printer Registration

Adjusts the position of the input tray. Adjust the value by using the [▲] or [▼] key.

To check the registration, print a test page.

Default: [0]

- Horiz: Tray 1 (-6 to +6 mm, in 1 mm increments)
- Vert: Tray 1 (-6 to +6 mm, in 1 mm increments)
- Horiz: Bypass Tray (-6 to +6 mm, in 1 mm increments)
- Vert: Bypass Tray (-6 to +6 mm, in 1 mm increments)

Low Humidity Mode

When the machine is used in a low humidity environment, black stripes with a few millimeters width may appear. Selecting [On] should prevent such black stripes from appearing.

Default: [Off]

- On
- Off

Image Density

Adjusts the density of printing.

Default: 0

- -3 to +3

Fusing Unit AmeIrtn.Mode

If the toner is not transferred properly, causing the paper to be stained, select [On] to improve transferability.

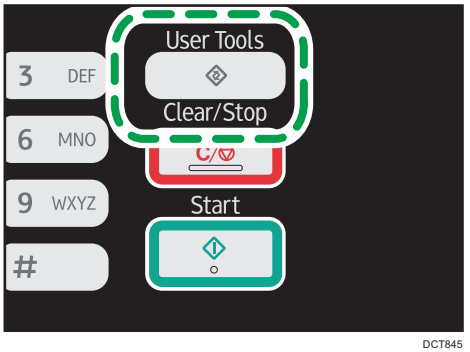
Default: [Off]

- Off
- On

Printing Lists/Reports

Printing the Configuration Page

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



2. **Press the [▲] or [▼] key to select [Print List/Report], and then press the [OK] key.**
3. **Press the [▲] or [▼] key to select [Configuration Page], and then press the [OK] key.**
4. **Press [Yes] in the confirmation screen.**

Types of Lists/Reports

Note

- Reports will be printed on A4, Letter or Legal size paper. Load one of these sizes of paper into the tray before printing reports.

Configuration Page

Prints general information and the current configurations of the machine.

You can check the firmware version on the configuration page.

By updating the firmware, you can resolve problems or add a number of new functions. For details about updating the firmware, see the Firmware Update Guide.

You can download the Firmware Update Guide from our Web site.

Fax Journal

Prints a fax transmission and reception journal for the last 50 jobs.

TX/RX Standby File List

Prints a list of fax jobs remaining in the machine's memory to be printed, sent, or forwarded.

Quick Dial Dest. List

Prints a list of scan and fax Quick Dial entries.

Fax Speed Dial Dest. List

Prints a list of Speed Dial entries.

- Sort by Speed Dial No.

  Prints the list with the entries sorted by Speed Dial registration number.

- Sort by Name

  Prints the list with the entries sorted by name.

Scanner Dest. List

Prints a list of scan destinations.

Scanner Journal

Prints a scanner journal for the last 100 Scan to E-mail, Scan to FTP, and Scan to Folder transmissions.

Maintenance Page

Prints the maintenance page.

Test Page

Checks the results of print position adjustment.

This setting is only available with Type 1 and 4 models.

Printer Features Settings

List/Test Print

Prints lists showing configurations on the machine.

- Config. Page

  Prints general information and the current configurations of the machine.

- Menu List

  Prints the machine's function menus.

- Test Page

  Prints a test page for checking the single-sided printing condition. The test page contains network settings.

- PCL Font List

  Prints installed PCL font list.

System

- Copies

  Sets the machine to print the specified number of sets.

  This setting is disabled if the number of pages to print is specified by the printer driver.

  Default: **1**

  - 1 to 999

- Sub Paper Size

  Sets the machine to print onto paper of another size if the specified paper is not loaded in any tray. Alternative sizes are preset to A4 and Letter.

  Default: [Auto]

  - Auto
  - Off

- Default Page Size

  Specifies the paper size to be used when the paper size is not specified in the print job.

  Default:

  Region A (mainly Europe and Asia)

  [A4]

  Region B (mainly North America)

  [8 1/2 × 11]

  - A4, B5 JIS, A5, B6 JIS, A6, 8 1/2 × 14, 8 1/2 × 11, 5 1/2 × 8 1/2, 7 1/4 × 10 1/2, 16K (197 × 273), 16K (195 × 270), 16K (184 × 260)

- Blank Page Print

  Sets the machine to print blank pages.

  When cover sheet printing is enabled from the printer driver, cover sheets are inserted even if you select [Off].

  Note that this setting has lower priority than the printer driver's blank page setting.

  Default: [On]

  - On
  - Off
- Print Error Report

  Sets the machine to print an error page when the machine detects a printer or memory error.

  Default: [Off]

  - On
  - Off

PCL Menu

Specifies conditions when using PCL for printing.

- Orientation

  Specifies the page orientation.

  Default: [Portrait]

  - Portrait
  - Landscape
- Form Lines

  Specifies the number of lines per page between 5 and 128.

  Default:

  Region A (mainly Europe and Asia)

  [64]

  Region B (mainly North America)

  [60]
- Font Number

  Specifies the ID of the default font you want to use between 0 and 89.

  Default: 0
- Point Size

  Specifies the point size you want to use for the default font between 4.00 and 999.75 in 0.25 increments.

  Default: 12.00 points

- Font Pitch

  Specifies the number of characters per inch you want to use for the default font between 0.44 and 99.99 in 0.01 increments.

  This setting is effective only for fixed-space fonts.

  Default: 10.00 pitch

- Symbol Set

  Specifies the character set for the default font. The following sets are available:

  Default: [PC-8]

  - Roman-8, Roman-9, ISO L1, ISO L2, ISO L5, PC-8, PC-8 D/N, PC-850, PC-852, PC-858, PC8-TK, Win L1, Win L2, Win L5, Desktop, PS Text, VN Intl, VN US, MS Publ, Math-8, PS Math, VN Math, Pifont, Legal, ISO 4, ISO 6, ISO 11, ISO 15, ISO 17, ISO 21, ISO 60, ISO 69, Win 3.0, MC Text, ISO L6, ISO L9, PC-775, PC-1004, Win Baltic

- Courier Font

  Specifies a courier-type font.

  Default: [Regular]

  - Regular
  - Dark

- Ext. A4 Width

  Sets the machine to extend the width of the printable area of A4 size paper, reducing side margin width.

  Default: [Off]

  - On
  - Off

- Append CR to LF

  Sets the machine to append a CR code to each LF code to print text data clearly.

  Default: [Off]

  - On
  - Off

- Resolution

  Specifies the print resolution in dots per inch.

  Default: [600 × 600 dpi]

Network Settings

Important

- **Depending on the settings you change, the machine might need to be restarted.**

Ethernet

- MAC Address

  Displays the machine's MAC address.

- Ethernet Speed

  Displays the current Ethernet speed setting.

  - 100Mbps Full Duplex
  - 100Mbps Half Duplex
  - 10Mbps Full Duplex
  - 10Mbps Half Duplex
  - Ethernet Unavailable

    Appears when a network cable is not connected.

- Set Ethernet Speed

  Specifies the speed for Ethernet communication. Select a speed that matches your network environment.

  For most networks, the default setting is the optimum setting.

  Default: [Auto Select]

  - Auto Select
  - 100Mbps Full Duplex
  - 100Mbps Half Duplex
  - 10Mbps Full Duplex
  - 10Mbps Half Duplex

Wi-Fi

- Wi-Fi Enable

  Select whether to enable or disable Wireless LAN.

  Default: [Enable]

  - Disable
  - Enable

  If [Disable] is set, [Wi-Fi Key], [Wi-Fi Status], [MAC Address], [Current Connection], and [Setup Wizard] are not displayed.

- Wi-Fi Key

Select the mode that appears if the [Wi-Fi] key is pressed.

Default: [Infrastructure Mode]

- Infrastructure Mode
- Ad-Hoc Mode

- Wi-Fi Status

  Displays the current connection status.

- MAC Address

  Displays the machine's MAC address.

- Current Connection

  Displays detailed information about the connection, such as the SSID and the wireless signal strength.

- Setup Wizard

  Displays the procedure for manually connecting to a wireless LAN. It leads you step-by-step through configuring the settings for connecting with a wireless LAN.

IPv4 Configuration

- DHCP

  Sets the machine to receive its IPv4 address, subnet mask, and default gateway address automatically from a DHCP server.

  Default: [Active]

  - Inactive
  - Active

- IP Address

  Specifies the machine's IPv4 address when DHCP is not used.

  Use this menu to check the current IP address when DHCP is used.

  Default: XXX.XXX.XXX.XXX

  The numbers represented by "X" vary according to your network environment.

- Subnet Mask

  Specifies the machine's subnet mask when DHCP is not used.

  Use this menu to check the current subnet mask when DHCP is used.

  Default: XXX.XXX.XXX.XXX

  The numbers represented by "X" vary according to your network environment.

- Gateway Address

  Specifies the machine's default gateway address when DHCP is not used.

  Use this menu to check the current default gateway address when DHCP is used.

Default: XXX.XXX.XXX.XXX

The numbers represented by "X" vary according to your network environment.

- IP Address Method

  Displays the IP address acquisition method.

  - IP Not Ready
  - DHCP
  - Auto IP
  - Manual Config.
  - Default IP

IPv6 Configuration

- IPv6

  Select whether to enable or disable IPv6.

  Default: [Active]

  - Active
  - Inactive
- DHCP

  Sets the machine to receive its IPv6 address from a DHCP server.

  Default: [Inactive]

  - Active
  - Inactive
- IP Address (DHCP)

  Displays the IPv6 address obtained from a DHCP server.
- Manual Config. Address
  - Manual Config. Address

    Specifies the machine's IPv6 address when DHCP is not used. Can contain up to 39 characters.

    For details about entering characters, see page 99 "Entering Characters".
  - Prefix Length

    Specifies the prefix length, using a value between 0 and 128.
  - Gateway Address

    Specifies the IPv6 address of the default gateway. Can contain up to 39 characters.

    For details about entering characters, see page 99 "Entering Characters".
- Stateless Address

Displays the IPv6 stateless addresses obtained from a Router Advertisement.

- Stateless Address 1
- Stateless Address 2
- Stateless Address 3
- Stateless Address 4

- Link-local Address

  Displays the IPv6 link local address.

Note

- Contact your network administrator for information about the network configuration.

Administrator Settings

Set Date/Time

Sets the date and time of the machine's internal clock.

- Set Date

  Specifies the date of the machine's internal clock.

  Only dates that correspond with the year and month can be set. Incompatible dates will be refused.

  Default

  Date format: Region A (mainly Europe and Asia) [Day/Month/Year], Region B (mainly North America) [Year/Month/Day]

  - Date format: Month/Day/Year, Day/Month/Year, or Year/Month/Day

    Year: 2000 to 2099

    Month: 1 to 12

    Day: 1 to 31

- Set Time

  Sets the time of the machine's internal clock.

  Default

  Time format: Region A (mainly Europe and Asia) [24-hour Format], Region B (mainly North America) [12-hour Format]

  - Time format: 12-hour Format, 24-hour Format

    AM/PM stamp: AM, PM (for 12-hour Format)

    Hour: 0 to 23 (for 24-hour Format), or 1 to 12 (for 12-hour Format)

    Minute: 0 to 59

Program Fax Information

Specifies the fax name and fax number of the machine.

- Number:

  Specifies the fax number of the machine using up to 20 characters, including 0 to 9, space, and "+".

- Name:

  Specifies the fax name of the machine using up to 20 alphanumeric characters and symbols.

Dial/Push Phone

Specifies the line type of the telephone line.

To configure this setting, contact your telephone company and select the setting based on your telephone line. Selecting a wrong setting may cause failures in fax transmissions.

[Dial Phone (20PPS)] may not appear depending on the country setting of the machine.

Default: [Push Phone]

- Push Phone
- Dial Phone (10PPS)
- Dial Phone (20PPS)

PSTN / PBX

Sets the machine to connect to the public switched telephone network (PSTN) or a private branch exchange (PBX).

Default: [PSTN]

- PSTN
- PBX

PBX Access Number

Specifies the dial number to access the outside line when the machine is connected to a PBX.

Make sure that this setting matches the setting of your PBX. Otherwise, you may not be able to send faxes to outside destinations.

Default: **9**

- 0 to 999

Function Priority

Specifies the mode that is activated when the power is turned on, or if the time specified for [System Auto Reset Timer] elapses without activity while the initial screen of the current mode is displayed.

Default: [Copier]

- Copier
- Facsimile
- Scanner

System Auto Reset Timer

Sets the machine to return to the mode specified in [Function Priority].

This setting is also applied to the timeout for copying the next document while ID card copy.

Default: [On] (1 min.)

- On (30 sec., 1 min., 2 min., 3 min., 5 min., 10 min.)
- Off

Energy Saver Mode

Sets the machine to enter Energy Saver mode, Energy Saver mode 1 or Energy Saver mode 2, to reduce power consumption. The machine recovers from Energy Saver mode when it receives a print job, prints a received fax, or when any key is pressed.

- EnergySaverMode 1

  The machine enters Energy Saver mode 1 if the machine has been idle for about 30 seconds. It takes less time to recover from Energy Saver mode 1 than from power-off state or Energy Saver mode 2, but power consumption is higher in Energy Saver mode 1 than in Energy Saver mode 2.

  Default: [Off]

  - Off
  - On (30 seconds)

- EnergySaverMode 2

  The machine enters Energy Saver mode 2 after the period of time specified for this setting is passed. The machine consumes less power in Energy Saver mode 2 than in Energy Saver mode 1, but it takes longer to recover from Energy Saver mode 2 than from Energy Saver mode 1.

  - Europe

    Default: [1 minute]

    The time can be set from 1 to 30 minutes.

  - Countries other than European countries

    Default: [On] (1 minute)

    - On (1 to 240 minutes, in 1 minute increments)
    - Off

Language

Specifies the language used on the screen and in reports.

Area (Europe only)

By selecting the area in which the machine is being used, you can narrow down the choice of display language and other settings.

You can also specify this setting during the initial setup after turning the power on for the first time.

Default: [Europe]

- Europe
- Asia
- Oceania
- Americas

- Africa

Country

Selects the country in which the machine is used. The country you specify determines the time and date display format and the default values of the fax transmission-related settings.

Make sure to select the country code correctly. Selecting a wrong country may cause failures in fax transmissions.

The default value for this setting is the country code you have specified during the Initial Setup, which is required after turning on the machine for the first time.

Reset Settings

Be sure not to clear the settings by mistake.

- Reset All Settings

  Resets the machine's settings to their defaults except the following: language for the screen, country setting, network settings, and fax Quick Dial/Speed Dial destinations.

  Press [Yes] to execute. Press [No] to exit to the previous level of the menu tree without clearing the settings.

- Reset Network Settings

  Resets the network settings to their defaults.

  Press [Yes] to execute. Press [No] to exit to the previous level of the menu tree without clearing the settings.

- Clear Address Book

  Clears the fax Quick Dial/Speed Dial destinations.

  Press [Yes] to execute. Press [No] to exit to the previous level of the menu tree without clearing the destinations.

Shortcut to Function

Assigns one of the following functions to the [Shortcut to Func.] key on the control panel.

Default: [ID Card Copy Mode]

- ID Card Copy Mode

  Press the key to switch to the ID card copy mode.

- Fax Immediate TX

  Press the key to switch to the [Immediate TX] menu.

- Select Scanner Dest.

  Press the key to switch to the scanner destination selection menu.

Admin. Tools Lock

Specifies a four-digit password for accessing the [Address Book], [Network Settings], and [Admin. Tools] menus.

Do not forget this password.

- On (0000 to 9999)
- Off

IPsec

Selects whether to enable or disable IPsec.

This function appears only when a password is specified under [Admin. Tools Lock].

Default: [Inactive]

- Active
- Inactive

Fax Number Confirmation

Sets the machine to require a fax number to be entered twice when specifying a destination manually.

When this function is enabled, you cannot use the On Hook Dial function.

This function appears only when a password is specified under [Admin. Tools Lock].

Default: [Off]

- On
- Off

Save Scn Data to USB

Specify whether to enable or disable Scan to USB.

This function appears only when a password is specified under [Admin. Tools Lock].

Default: [Active]

- Active
- Inactive

8. Configuring the Machine Using Utilities

Using Web Image Monitor

Note

- To operate the machine via Web Image Monitor, you must first configure the machine's TCP/IP or wireless LAN settings. For details, see page 153 "Network Settings" or see page 176 "Configuring the Network Settings".

Important

- **Some items might not appear, depending on the model type you are using.**
- **Some items can also be configured using the control panel.**

Available operations

The following operations can be performed remotely using Web Image Monitor on a computer:

- Displaying the machine's status or settings
- Configuring the machine's settings
- Registering the scan and fax destinations
- Configuring the network settings
- Configuring the IPsec settings
- Printing reports
- Setting the administrator password and e-mail address
- Resetting the machine's configuration to the factory default
- Creating backup files of the machine's configuration
- Restoring the machine's configuration from backup files
- Configuring the machine's date and time
- Configuring the machine's Energy Saver mode setting

Supported Web browsers

- Internet Explorer 6 – 11
- Firefox 3.0 – 23

Displaying Top Page

When you access the machine using Web Image Monitor, the top page appears in your browser's window.

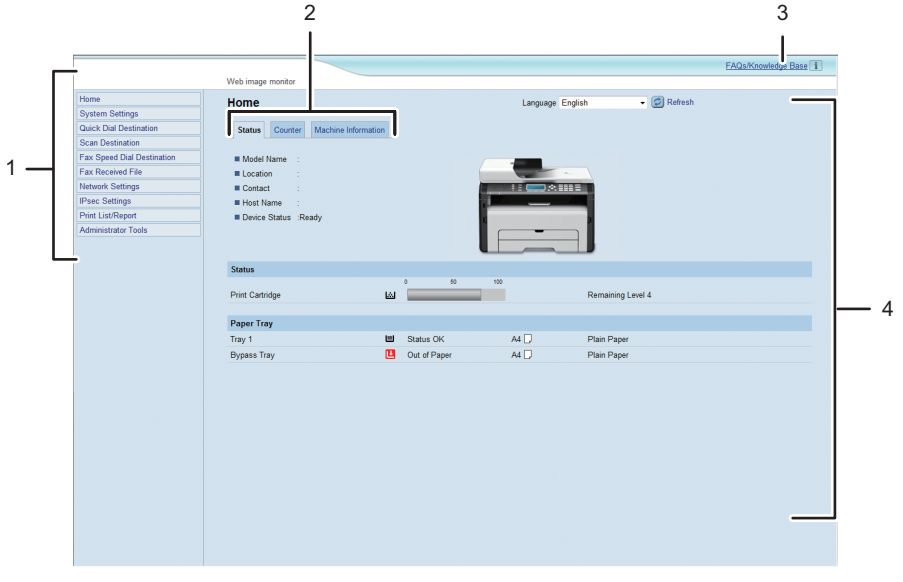
1. **Launch the Web browser.**
2. **In the Web browser's address bar, enter "http://(machine's IP address)/" to access the machine.**

   If a DNS or WINS server is used and the machine's host name has been specified, you can enter the host name instead of the IP address.

   The top page of Web Image Monitor appears.

Top page

Every Web Image Monitor page is divided into the following areas:



DCT841

1. Menu area

   Clicking a menu shows its contents in the main area.

2. Tab area

   Contains tabs for switching between information and settings you want to see or configure.

3. FAQs/Knowledge Base

   Provides answers to frequently asked questions and other useful information about using this machine.

   An internet connection is required to view this information.

4. Main area

   Displays the contents of the item selected in the menu area.

   Information in the main area is not automatically updated. Click [Refresh] at the upper-right in the main area to update the information. Click the Web browser's [Refresh] button to refresh the entire browser screen.

Note

- If you use an older version of a supported Web browser or the Web browser has JavaScript and cookies disabled, display and operation problems may occur.
- If you are using a proxy server, configure the Web browser settings as necessary. For details about the settings, contact your network administrator.
- The previous page may not appear even if the back button of the Web browser is clicked. If this happens, click the refresh button of the Web browser.
- The FAQs (Frequently Asked Questions)/Knowledge Base are not available in certain languages.

Changing the Interface Language

Select the desired interface language from the [Language] list.

Checking the System Information

Click [Home] to display the main page of Web Image Monitor. You can check the current system information on this page.

This page contains three tabs: [Status], [Counter], and [Machine Information].

Status Tab

Item	Description
Model Name	Shows the name of the machine.
Location	Shows the location of the machine as registered on the [SNMP] page.
Contact	Shows the contact information of the machine as registered on the [SNMP] page.
Host Name	Shows the host name specified in [Host Name] on the [DNS] page.
Device Status	Shows the current messages on the machine's display.

Status

Item	Description
Print Cartridge	Displays the remaining toner level. Toner levels are not displayed for Type 1, 2 and 3 models.

Paper Tray

Item	Description
Tray 1	Shows the current state and paper size/type setting of Tray 1.
Bypass Tray	Shows the current state and paper size/type setting of the bypass tray.

Note

- If a non-genuine print cartridge is installed, toner life cannot be reliably indicated.

Counter Tab

Page Counter

Item	Description
Printer	Shows the following for pages printed using the printer function: • Total number of pages printed using the printer function, and lists/reports printed from the [List/Test Print] menu under [Printer Features] • Number of color pages (always shows 0) • Number of black-and-white pages printed using the printer function
Scanner	Shows the following for pages scanned using the scanner function: • Total number of pages • Number of color pages • Number of black-and-white pages
Copier	Shows the following for pages printed using the copier function: • Total number of pages • Number of color pages (always shows 0) • Number of black-and-white pages
Fax	Shows the following for telephone line faxes: • Total number of pages sent and received • Number of pages sent • Number of pages received

Print Counter

Item	Description
Page Total	Shows the total number of all prints from the machine: • Pages printed using the printer, copy, and fax functions • Lists/Reports printed from the [Print List/Report] menu • Lists/Reports printed from the [List/Test Print] menu under [Printer Features]

Machine Information Tab

Machine Information

Item	Description
Firmware Version	Shows the version of firmware installed on the machine.
Engine FW Version	Shows the version of firmware for the machine engine.
Machine ID	Shows the identification number of the machine.
Fax Card	Shows that a fax card is installed.
Total Memory	Shows the total memory installed on the machine.

Configuring the System Settings

Click [System Settings] to display the page for configuring the system settings.

This page contains the following tabs: [Sound Volume Adjustment], [Tray Paper Settings], [Copier], [Fax], [Toner Management], [Interface] and [Shortcut to Function].

Sound Volume Adjustment Tab

Sound Volume Adjustment

Item	Description
Panel Key Sound	Select the volume of the beep that sounds when a key is pressed from [Off], [Low], [Middle], or [High].
On Hook Mode	Select the volume of the sound from the speaker during on hook mode from [Off], [Low], [Middle], or [High].
Job End Tone	Select the volume of the beep that sounds when a job is complete from [Off], [Low], [Middle], or [High].
Job Error Tone	Select the volume of the beep that sounds when a fax transmission error occurs from [Off], [Low], [Middle], or [High].
Alarm Volume	Select the volume of the alarm that sounds when an operation error occurs from [Off], [Low], [Middle], or [High].

Tray Paper Settings Tab

Tray 1

Item	Description
Paper Size	Select the paper size for Tray 1 from the following: A4, B5 JIS, A5, B6 JIS, A6, 8 1/2 × 14, 8 1/2 × 11, 5 1/2 × 8 1/2, 7 1/4 × 10 1/2, 16K (197 × 273mm), 16K (195 × 270mm), 16K (184 × 260mm), Custom Size
Paper Type	Select the paper type for Tray 1 from the following: Plain Paper, Recycled Paper, Thick Paper (100 to 130g/m^2), Thin Paper (52 to 64g/m^2)

Bypass Tray

Item	Description
Paper Size	Select the paper size for the bypass tray from the following: A4, B5 JIS, A5, B6 JIS, A6, 8 1/2 × 14, 8 1/2 × 11, 5 1/2 × 8 1/2, 7 1/4 × 10 1/2, 16K (197 × 273mm), 16K (195 × 270mm), 16K (184 × 260mm), Custom Size
Paper Type	Select the paper type for the bypass tray from the following: Plain Paper, Recycled Paper, Thick Paper (100 to 130g/m^2), Thin Paper (52 to 64g/m^2)

Size mismatch detection

Item	Description
Size mismatch detection	Select whether to set the machine to report an error if the paper size does not match the print job's settings.

Copier Tab

Select Paper

Item	Description
Select Paper	Select the paper tray used for copying.

Separation Line

Item	Description
Separation Line	Specify whether to print a line in the middle of the printed paper when making ID card copy or combined copy.

Fax Tab

Fax Number Confirmation

Item	Description
Fax Number Confirmation	Enable this setting to configure the machine to require a fax number to be entered twice when specifying a destination manually. This setting appears only when the administrator password is set in the [Administrator] page.

Fax Received File Processing

Item	Description
Received File Processing	Select whether received faxes are stored into the machine's memory for printing or forwarded to a destination specified for [Forwarding Destination].
Print Automatically	Select whether the faxes received into the machine's memory are printed automatically or stored for later manual printing.
Notify Forward Status	Select whether e-mail notifications are sent after forwarding faxes or not. Email notification destination depends on how [Forwarding Destination] is specified: • If specified with [E-mail Address]: the notification will be sent to the administrator e-mail address specified in [Administrator E-mail Address] in the [Administrator] page. • If specified with [Scan Destination]: the notification will be sent to the notification destination specified for the selected scan destination. Note that if a destination e-mail address is not specified, no notification will be sent even if this setting is enabled.
Forwarding Destination	Specifies the forwarding destination. • [E-mail Address]: Enter a destination e-mail address. Can contain up to 64 characters. • [Scan Destination]: Select a scan destination as a forwarding destination.
Number of Trials of Forwarding (time)	Specifies how many times the machine attempts to forward a fax (1 to 255 times).
Interval of Forwarding Trial (min.)	Specifies how many minutes the machine waits between forwarding attempts (1 to 255 minutes).

Toner Management Tab

Toner Saving

Item	Description
Toner Saving	Enable this setting to print using a reduced amount of toner when printing out copies.

Supply End Option

Item	Description
Supply End Option	This setting is used to monitor the toner level. • Stop Printing Monitoring the toner level is enabled. The remaining toner level can be checked in the control panel and on the Web Image Monitor. • Continue Printing The machine no longer monitors the toner level. Even when the toner runs out, printing will continue and no messages will be displayed.

Interface Tab

Interface

Item	Description
Fixed USB Port	Specifies whether the same printer/PC FAX driver can be used for multiple machines or not under USB connection. If this setting is enabled, the same printer/PC FAX driver you have installed in your computer can be used with any machine other than the one originally used for installation, if the machine is of the same model. If disabled, you must install the printer/PC FAX driver separately for individual machines, because the machine other than the original will be recognized as a new device upon USB connection.

Shortcut to Function Tab

Shortcut to Function

Item	Description
Shortcut to Function Settings	Assigns one of the following functions to the [Shortcut to Func.] key on the control panel. • [ID Card Copy Mode] • [Fax Immediate TX] • [Select Scanner Destination]

Registering Destinations

Scan and fax destinations can be registered using Web Image Monitor.

Up to 100 scan destinations and 108 fax destinations (8 Quick Dial and 100 Speed Dial destinations) can be registered. See the scan and fax sections for more information on registering destinations.

Note

- For details about registering scan destinations, see page 76 "Registering Scan Destinations".

Configuring the Fax Received File

You can print or delete received faxes.

- Print Selected File

  You can select and print received faxes.

- Delete Selected File

  You can select and delete received faxes.

- Delete All Files

  You can delete all received faxes.

Configuring the Network Settings

Click [Network Settings] to display the page for configuring the network settings.

This page contains the following tabs: [Network Status], [IPv6 Configuration], [Network Application], [DNS], [Auto E-mail Notification], [SNMP], [SMTP], [POP3], and [Wireless].

Important

- **Depending on the settings you change, the machine might need to be restarted.**
- **Depending on the model you are using, some items might not appear.**

Network Status Tab

General Status

Item	Description
Ethernet Speed	Shows the type and speed of the network connection.
IPP Printer Name	Shows the name used to identify the machine on the network.
Network Version	Shows the version of the machine's network module (a part of the machine firmware).
Ethernet MAC Address	Shows the Ethernet MAC address of the machine.
Active Interface	Shows the active communication method.

TCP/IP Status

Item	Description
DHCP	Select whether the machine should receive a dynamic IPv4 address automatically using DHCP. To use DHCP, select [Active]. When enabled, the items below cannot be configured.
IP Address	Enter the IPv4 address for the machine.
Subnet Mask	Enter the subnet mask of the network.
Gateway	Enter the IPv4 address of the network gateway.

IPv6 Configuration Tab

IPv6

Item	Description
IPv6	Select whether to enable or disable IPv6. You cannot disable IPv6 using Web Image Monitor if the machine is currently in use in an IPv6 environment. In this case, use the control panel to disable [IPv6] under network settings. When disabled, [DHCP], [Manual Configuration Address], [Prefix Length], and [Gateway Address] below cannot be configured.

IPv6 Address

Item	Description
DHCP	Select whether or not the machine obtains its IPv6 address from a DHCP server.
IP Address (DHCP)	Displays the IPv6 address obtained from the DHCP server when [DHCP] is set to [Active].
Stateless Address	Displays up to four stateless auto addresses.
Gateway Address	Displays the machine's default gateway address.
Link-local Address	Displays the link local address of the machine. The link local address is an address that is valid only inside the local network (local segment).
Manual Configuration Address	Enter the machine's IPv6 address. Can contain up to 39 characters.
Prefix Length	Enter the prefix length, using a value between 0 and 128.
Gateway Address	Enter the default gateway's IPv6 address. Can contain up to 39 characters.

Network Application Tab

Scanner Send Setting

Item	Description
E-mail	Select to enable the Scan to E-mail feature.

Item	Description
Max. E-mail Size	Select the maximum size of scan files that can be attached to an e-mail message (1 to 5 MB, or no limit).
FTP	Select to enable the Scan to FTP feature.
Folder	Select to enable the Scan to Folder feature.

Network Print Setting

Item	Description
IPP	Select to enable network printing using Internet Print Protocol (via TCP port 631/80).
FTP	Select to enable network printing using an embedded FTP server in the machine (via TCP port 20/21).
RAW	Select to enable network raw printing.
Port No.	Enter the TCP port number to use for raw printing. The valid range is 1024 to 65535, except 53550 and 49999 (default is 9100).
LPR	Select to enable network printing using LPR/LPD (via TCP port 515).

mDNS Setting

Item	Description
mDNS	Select to enable Multicast DNS (via UDP port 5353). If disabled, the item below cannot be configured.
Printer Name	Enter the name of the machine. Can contain up to 32 characters.

DNS Tab

DNS

Item	Description
DNS Method	Select whether to specify domain name servers manually or receive DNS information from the network automatically. When set to [Auto-Obtain (DHCP)], [Primary DNS Server], [Secondary DNS Server], and [Domain Name] below become unavailable.
Primary DNS Server	Enter the IPv4 address of the primary DNS.

Item	Description
Secondary DNS Server	Enter the IPv4 address of the secondary DNS.
Domain Name	Enter the IPv4 domain name for the machine. Can contain up to 32 characters.
IPv6 DNS Method	Select whether to specify the domain server manually or have the machine obtain its DNS information automatically. When set to [Auto-Obtain (DHCP)], [Primary IPv6 DNS Server], [Secondary IPv6 DNS Server], and [IPv6 Domain Name] below become unavailable.
Primary IPv6 DNS Server	Enter the IPv6 address of the primary IPv6 DNS server. Can contain up to 39 characters.
Secondary IPv6 DNS Server	Enter the IPv6 address of the secondary IPv6 DNS server. Can contain up to 39 characters.
IPv6 Domain Name	Enter the IPv6 domain name of the machine. Can contain up to 32 characters.
DNS Resolve Priority	Select whether to give priority to IPv4 or IPv6 for DNS name resolution.
DNS Timeout (seconds)	Enter the number of seconds the machine waits before considering a DNS request to have timed out (1 to 999 seconds).
Host Name	Enter a host name for the machine. Can contain up to 15 characters.

Auto E-mail Notification Tab

E-mail Notification 1/E-mail Notification 2

Item	Description
Display Name	Enter a sender name for notification e-mail. Can contain up to 32 characters.
E-mail Address	Enter the address of the recipient of the alert email. Can contain up to 64 characters.
Paper Misfeed	Select to send an alert e-mail to the specified address if a paper jam occurs.
Replace Print Cartridge Soon	Select to send an alert e-mail to the specified address if toner becomes low.

Item	Description
Replace Print Cartridge	Select to send an alert e-mail to the specified address if toner runs out.
Out of Paper	Select to send an alert e-mail to the specified address if paper runs out.
Call Service	Select to send an alert e-mail to the specified address if the machine requires servicing.
Cover Open	Select to send an alert e-mail to the specified address if a cover is open.

SNMP Tab

SNMP

Item	Description
SNMP	Select whether to enable the machine to use SNMP services.

Trap

Item	Description
Target Trap	Select whether to enable the machine to send traps to the management host (NMS). When disabled, [SNMP Management Host 1] and [SNMP Management Host 2] below become unavailable.
SNMP Management Host 1	Enter the IP address or host name of a management host. Can contain up to 64 characters.
SNMP Management Host 2	Enter the IP address or host name of a management host. Can contain up to 64 characters.

Community

Item	Description
Get Community	Enter the community name to use for authentication of Get requests. Can contain up to 32 characters.
Trap Community	Enter the community name to use for authentication of Trap requests. Can contain up to 32 characters.

System

Item	Description
Location	Enter the location of the machine. The location entered here is displayed on the main page. Can contain up to 64 characters.
Contact	Enter the contact information of the machine. The contact information entered here is displayed on the main page. Can contain up to 64 characters.

SMTP Tab

SMTP

Item	Description
Primary SMTP Server	Enter the IP address or host name of the SMTP server. Can contain up to 64 characters.
Port No.	Enter the port number for SMTP (1 to 65535).
Authentication Method	Select an authentication method from the following: [Anonymous]: The user name and password are not necessary. [SMTP]: The machine supports NTLM and LOGIN authentication. [POP before SMTP]: The POP3 server is used for authentication. When sending e-mails to an SMTP server, you can enhance the SMTP server security level by connecting to the POP server for authentication.
User Name	Enter the user name for logging in to the SMTP server. Can contain up to 32 characters.
Password	Enter the password for logging in to the SMTP server. Can contain up to 32 characters.
Device E-mail Address	Enter the machine's e-mail address. This address is used as the sender's address of e-mail messages sent from this machine, such as notification e-mails. Can contain up to 64 characters.
Server Timeout (seconds)	Enter the number of seconds the machine waits before considering an SMTP operation to have timed out (1 to 999).

Item	Description
Time Zone	Select a time zone according to your geographic location. Selecting a different time zone may cause transmission date and time to be incorrect for email sent by the Scan to E-mail function, even when the machine's clock is set correctly.

POP3 Tab

POP3 Settings

Item	Description
POP3 Server	Enter the IP address or host name of the POP3 server for e-mail reception. The POP3 server specified here will be used for [POP before SMTP]. Can contain up to 64 characters.
User Account	Enter the user name for logging in to the POP3 server. Can contain up to 32 characters.
User Password	Enter the password for logging in to the POP3 server. Can contain up to 32 characters.
Authentication	Select an authentication method from the following: [None]: Password will not be encrypted. [APOP Authentication]: Password will be encrypted. [Auto]: Password will be encrypted or not encrypted according to the POP3 server's settings.

Wireless Tab

Wireless LAN Status

Item	Description
Wireless LAN Status	Displays the status of the connection to the wireless LAN.
MAC Address	Displays the MAC address.
Communication Mode	Displays the communication mode that the machine is connecting in.
SSID	Displays the SSID of the access point that the machine is connected to.

Item	Description
Channel	Displays the channel information of the current wireless LAN settings if [Ad-Hoc] is selected for [Communication Mode].
Wireless Signal Status	Displays the strength of the wireless signal that is being received.
Wireless	Specifies whether or not to use the wireless LAN.

Wireless LAN Settings

Item	Description
SSID	Enter the SSID of the access point. The SSID can contain up to 32 characters. When you click [Scan List], a list of available access points is displayed. You can select the SSID from the list.
Communication Mode	Select the mode to connect in. If the machine will be connected to a wireless router or access point, select [Infrastructure]. If the machine will be connected to a device equipped with a wireless LAN directly, select [Ad-Hoc].
Ad-Hoc Channel	If [Ad-Hoc] is selected for [Communication Mode], select a channel.
Authentication	Select an authentication method. If [Ad-Hoc] is selected for [Communication Mode], you can select only [Open System] and [Shared Key].
Encryption	Select an encryption method. If [Ad-Hoc] is selected for [Communication Mode], you can select only [None] and [WEP].
WPA Passphrase	If [WPA2-PSK] or [Mixed Mode WPA/WPA2] is selected for [Authentication], enter the WPA encryption key.
WEP Key Length	If [WEP] is selected for [Encryption], select 64 bits or 128 bits for the length of the encryption key.
WEP Transmit Key ID	Select an ID number to identify each WEP key in case multiple WEP connections are configured.
WEP Key Format	Select a format for entering the WEP key.

Item	Description
WEP Key	Enter the WEP key. The number and type of characters you can enter vary depending on the length and format selected for the key. See the following: • WEP key length: [64bit], Format: [Hexadecimal] WEP key max length: 10 characters (0-9, A-F, a-f) • WEP key length: [64bit], Format: [ASCII] WEP key max length: 5 characters (0x20-0x7e) • WEP key length: [128bit], Format: [Hexadecimal] WEP key max length: 26 characters (0-9, A-F, a-f) • WEP key length: [128bit], Format: [ASCII] WEP key max length: 13 characters (0x20-0x7e)

Note

- If you are configuring the connection settings manually, check the SSID, authentication method, or encryption key of the access point or wireless router in advance.

Configuring the IPsec Settings

Click [IPsec Settings] to display the page for configuring the IPsec settings.

This page contains the following tabs: [IPsec Global Settings] and [IPsec Policy List].

Important

- **This function is available only when an administrator password is specified.**

IPsec Global Settings Tab

Item	Description
IPsec Function	Select whether to enable or disable IPsec.
Default Policy	Select whether to allow for the default IPsec policy.
Broadcast and Multicast Bypass	Select the services that you do not want to apply IPsec from the following: [DHCPv4], [DHCPv6], [SNMP], [mDNS], [NetBIOS], [UDP Port 53550]
All ICMP Bypass	Select whether to apply IPsec to ICMP packets (IPv4 and IPv6) from the following: [Active]: All ICMP packets will be bypassed without IPsec protection. "ping" command (echo request and echo reply) is not encapsulated by IPsec. [Inactive]: Some ICMP message types will be bypassed without IPsec protection.

IPsec Policy List Tab

Item	Description
No.	IPsec policy number.
Name	Displays the name of the IPsec policy.
Address Settings	Displays the IP address filter of the IPsec policy as below: Remote address/Prefix length
Action	Displays the action of the IPsec policy as "Allow", "Drop", or "Require Security".

Item	Description
Status	Displays the status of the IPsec policy as "Active" or "Inactive".

To configure IPsec policies, select the desired IPsec policy, and then click [Change] to open the "IPsec Policy Settings" page. The following settings can be made on the "IPsec Policy Settings" page.

IP Policy Settings

Item	Description
No.	Specify a number between 1 and 10 for the IPsec policy. The number you specify will determine the position of the policy in the IPsec Policy List. Policy searching is performed according to the order of the list. If the number you specify is already assigned to another policy, the policy you are configuring will take the number of the earlier policy, and the earlier policy and any subsequent policies will be renumbered accordingly.
Activity	Select whether to enable or disable the policy.
Name	Enter the name of the policy. Can contain up to 16 characters.
Address Type	Select IPv4 or IPv6 as the type of IP address to be used in IPsec communication.
Local Address	Displays the IP address of this printer.
Remote Address	Enter the IPv4 or IPv6 address of the device with which to communicate. Can contain up to 39 characters.
Prefix Length	Enter the prefix length of the Remote Address, using a value between 1 and 128. If this setting is left blank, "32" (IPv4) or "128" (IPv6) will be automatically selected.
Action	Specify how the IP packets are processed from the following: • [Allow]: IP packets are both sent and received without IPsec applied to them. • [Drop]: IP packets are discarded. • [Require Security]: IPsec is applied to IP packets that are both sent and received. If you have selected [Require Security], you must configure [IPsec Settings] and [IKE Settings].

IPsec Settings

Item	Description
Encapsulation Type	Specify the encapsulation type from the following: • [Transport]: Select this mode to secure only the payload section of each IP packet when communicating with IPsec compliant devices. • [Tunnel]: Select this mode to secure every section of each IP packet. We recommend this type for communication between security gateways (such as VPN devices).
Security Protocol	Select the security protocol from the following: • [AH]: Establishes secure communication that supports authentication only. • [ESP]: Establishes secure communication that supports both authentication and data encryption. • [ESP&AH]: Establishes secure communication that supports both data encryption and authentication of packets, including packet headers. Note that you cannot specify this protocol when [Tunnel] is selected for [Encapsulation Type].
Authentication Algorithm for AH	Specify the authentication algorithm to be applied when [AH] or [ESP&AH] is selected for [Security Protocol] from the following: [MD5], [SHA1]
Encryption Algorithm for ESP	Specify the encryption algorithm to be applied when [ESP] or [ESP&AH] is selected for [Security Protocol] from the following: [None], [DES], [3DES], [AES-128], [AES-192], [AES-256]
Authentication Algorithm for ESP	Specify the authentication algorithm to be applied when [ESP] is selected for [Security Protocol] from the following: [MD5], [SHA1]
Life Time	Specify the life time of the IPsec SA (Security Association) as a time period or data volume. The SA will expire when the time period you specify elapses or the volume of data you specify reaches the volume carried. If you specify both a time period and a data volume, the SA will expire as soon as either is reached, and a new SA will then be obtained by negotiation. To specify the life time of the SA as a time period, enter a number of seconds. To specify the life time of the SA as a data volume, enter a number of KBs.

Item	Description
Key Perfect Forward Secrecy	Select whether to enable or disable PFS (Perfect Forward Secrecy).

IKE Settings

Item	Description
IKE Version	Displays the IKE version.
Encryption Algorithm	Specify the encryption algorithm from the following: [DES], [3DES], [AES-128], [AES-192], [AES-256]
Authentication Algorithm	Specify the authentication algorithm from the following: [MD5], [SHA1]
IKE Life Time	Specify the life time of the ISAKMP SA as a time period. Enter a number of seconds.
IKE Diffie-Hellman Group	Select the IKE Diffie-Hellman Group to be used in the generation of the IKE encryption key from the following: [DH1], [DH2]
Pre-Shared Key	Specify the PSK (Pre-Shared Key) to be used for authentication of a communicating device. Can contain up to 32 characters.
Key Perfect Forward Secrecy	Select whether to enable or disable PFS (Perfect Forward Secrecy).

Printing Lists/Reports

Click [Print List/Report] to display the page for printing reports. Then, select an item and click [Print] to print out information for that item.

Print List/Report

Item	Description
Configuration Page	Prints general information about the machine and its current configuration.
Fax Journal	Prints a fax transmission and reception journal for the last 50 jobs. For details about automatic fax journal printing, see page 137 "Fax Features Settings".
Fax TX/RX Standby File List	Prints a list of fax jobs remaining in the machine's memory to be printed, sent, or forwarded.
Quick Dial Destination List	Prints a list of Quick Dial entries.
Fax Speed Dial Destination List	Prints a list of Speed Dial entries.
Scanner Destination List	Prints a list of scan destinations.
Scanner Journal	Prints a scanner journal for the last 100 Scan to E-mail, Scan to FTP, and Scan to Folder transmissions.
Maintenance Page	Prints the maintenance page.

Note

- Reports cannot be printed via Web Image Monitor if other jobs are printing. Before printing reports, confirm that machine is not printing.
- Reports will be printed on A4, Letter or Legal size paper. Load one of these sizes of paper into the tray before printing reports.

Configuring the Administrator Settings

Click [Administrator Tools] to display the page for configuring the administrator settings.

This page contains the following tabs: [Administrator], [Reset Settings], [Backup Setting], [Restore Setting], [Set Date/Time], and [Energy Saver Mode].

Administrator Tab

Administrator Settings

Item	Description
Change Password	Check this to configure the administrator password.
New Password	Enter the new administrator password. Can contain up to 16 characters.
Confirm New Password	Enter the same password again, to confirm.
Change E-mail Address	Check this to configure the administrator e-mail address.
Administrator E-mail Address	Enter the administrator e-mail address. If the machine's e-mail address is not configured in the [SMTP] page, this address will be used as the sender's address of e-mails sent from this machine, such as notification e-mails. Can contain up to 64 characters.

Reset Settings Tab

Reset Settings

Item	Description
Reset Network Settings	Select to restore settings configured under the [Network Settings] and [Administrator Tools].
Reset Menu Settings	Select to restore settings that are not related to the network to their defaults.
Clear Scan Destination	Select to clear the scan destinations.
Clear Address Book	Select to clear the fax destinations.
Reset IPsec Settings	Select to clear the IPsec settings.

Note

- [Reset IPsec Settings] appears only when the administrator password is specified.

Backup Setting Tab

Important

- **When sending the machine for repair, it is important that you create backup files in advance. The machine's settings are returned to the default after repair.**

Backup Setting

Item	Description
Back up Network Settings	Backs up settings configured under the [Network Settings] and [Administrator Tools]. Note that, however, [Max. E-mail Size] setting under [Network Application] will not be backed up here; it will be backed up by [Back up Menu Settings] instead.
Back up Menu Settings	Backs up settings that are not related to the network.
Back up Scan Destination	Backs up scan destinations to a file.
Back up Address Book	Backs up fax destinations to a file.
Back up IPsec Settings	Backs up the IPsec settings to a file.

Follow the procedure below to create configuration backup files.

1. **Select the radio button for the type of data you wish to back up.**
2. **Enter the administrator password if required.**
3. **Click [OK].**
4. **Click [Save] in the confirmation dialog box.**
5. **Navigate to the location to save the backup file.**
6. **Specify a name for the file, and click [Save].**

Note

- [Back up IPsec Settings] appears only when the administrator password is specified.

Restore Setting Tab

Important

- **When the machine is returned from repair, it is important that you restore the machine's settings from the backup files. The machine's settings are returned to the default after repair.**

Restore Setting

Item	Description
File to Restore	Enter the path and name of the file to restore, or click [Browse...] to select the file.

Follow the procedure below to restore configuration backup files.

1. **Click [Browse...].**
2. **Navigate to the directory containing the backup file to restore.**
3. **Select the backup file, and click [Open].**
4. **Enter the administrator password if required.**
5. **Click [OK].**

Note

- If the settings are not restored successfully, an error message appears. Try again to restore the file completely.

Set Date/Time Tab

Set Date

Item	Description
Year	Enter the current year (2000 to 2099).
Month	Enter the current month (1 to 12).
Day	Enter the current day (1 to 31).
Date Format	Select the date format from [MM/DD/YYYY], [DD/MM/YYYY], or [YYYY/MM/DD].

Set Time

Item	Description
Time Format	Select 24- or 12-hour time format.
Time (AM/PM)	Select [AM] or [PM] if 12-hour time format is selected.
hour (0-23)	Enter the current hour if 24-hour time format is selected (0-23).
hour (1-12)	Enter the current hour if 12-hour time format is selected (1-12).

Item	Description
min. (0-59)	Enter the current minute (0-59).

Energy Saver Mode Tab

Energy Saver Mode

Item	Description
Energy Saver Mode 1	Select [Active] to set the machine to enter Energy Saver mode 1 if the machine has been idle for about 30 seconds. It takes less time to recover from Energy Saver mode 1 than from power-off state or Energy Saver mode 2, but power consumption is higher in Energy Saver mode 1 than in Energy Saver mode 2.
Energy Saver Mode 2	Select [Active] to set the machine to enter Energy Saver mode 2 after the period of time specified for [Waiting Time (1-240 minutes)] is passed (1 to 240 minutes). [Active] and [Inactive] may not be selected depending on the area in which the machine is being used. The available Waiting Time range may also vary depending on where the machine is being used. The machine consumes less power in Energy Saver mode 2 than in Energy Saver mode 1, but it takes longer to recover from Energy Saver mode 2 than from Energy Saver mode 1.

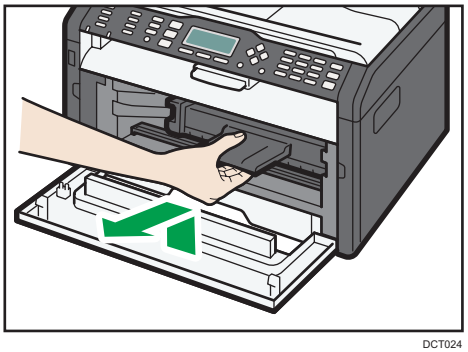
9. Maintaining the Machine

Replacing the Print Cartridge

Important

- Toner levels are not displayed for Type 1, 2 and 3 models. Replace the print cartridge if the printed image becomes pale or blurred.
- If "Replacement Required: Print Cartridge" is displayed in the control panel, replace the print cartridge by following the procedure described below. However, this message will not be displayed if [Toner End Option] has been set to [Continue Printing]. Replace the print cartridge if the printed image becomes pale or blurred.
- Store print cartridges in a cool dark place.
- Actual printable numbers vary depending on image volume and density, number of pages printed at a time, paper type and size, and environmental conditions such as temperature and humidity. Toner quality degrades over time.
- For good print quality, the manufacturer recommends that you use genuine toner from the manufacturer.
- The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

1. Open the front cover, and then carefully lower it.
2. Carefully pull out the print cartridge horizontally, holding its center.

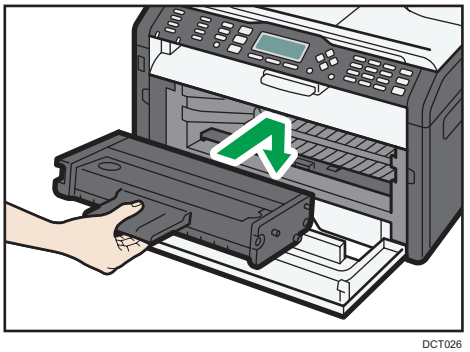


DCT024

3. Take the new print cartridge out of the box, and then take it out of the plastic bag.
4. Hold the print cartridge and shake it from side to side five or six times.

   Shake the print cartridge horizontally in the direction. The first few printed pages may appear blurred or smeared if the cartridge has not been shaken properly.

5. Slide the print cartridge in horizontally, and then slowly push it in all the way. Finally, push the cartridge down until it clicks into place.



DCT026

6. Carefully push up the front cover until it closes.

Cautions When Cleaning

Clean the machine periodically to maintain high print quality.

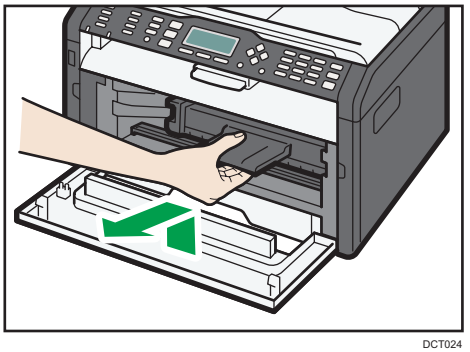
Dry wipe the exterior with a soft cloth. If dry wiping is not sufficient, wipe with a soft, damp cloth that has been wrung out thoroughly. If you still cannot remove the stain or grime, use a neutral detergent, wipe over the area with a thoroughly-wrung damp cloth, and then dry wipe the area and allow it to dry.

Important

- **To avoid deformation, discoloration, or cracking, do not use volatile chemicals, such as benzine and thinner, or spray insecticide on the machine.**
- **If there is dust or grime inside the machine, wipe with a clean, dry cloth.**
- **You must disconnect the plug from the wall outlet at least once a year. Clean away any dust and grime from the plug and outlet before reconnecting. Accumulated dust and grime pose a fire hazard.**
- **Do not allow paper clips, staples, or other small objects to fall inside the machine.**

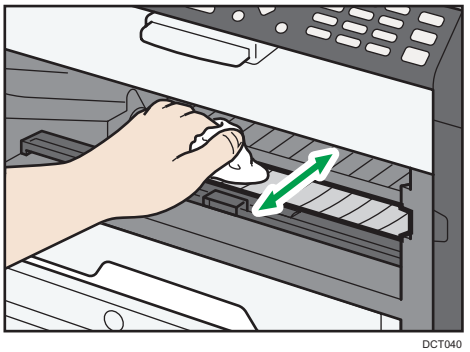
Cleaning the Inside of the Machine

1. **Open the front cover, and then carefully lower it.**
2. **Carefully pull out the print cartridge horizontally, holding its center.**



DCT024

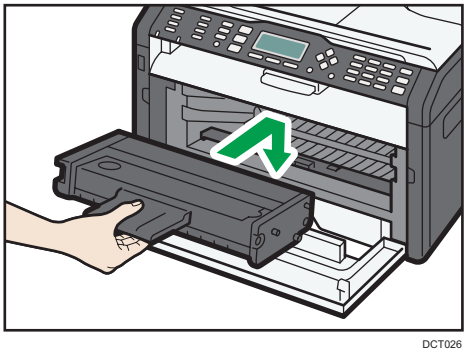
3. **Use a cloth to wipe the inside of the machine toward and away from yourself.**



DCT040

Wipe carefully so as not to touch any protrusions inside the machine.

4. **Slide the print cartridge in horizontally, and then slowly push it in all the way. Finally, push the cartridge down until it clicks into place.**



DCT026

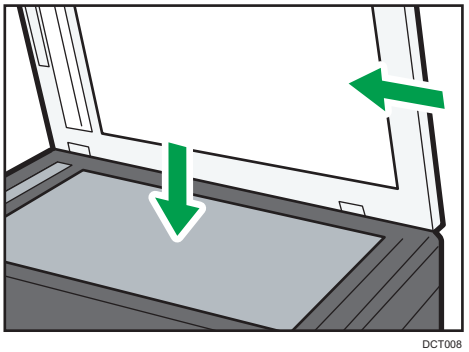
5. **Carefully push up the front cover until it closes.**

Cleaning the Exposure Glass

1. **Lift the exposure glass cover.**

   Be careful not to hold the input tray when lifting the exposure glass cover, for the tray might be damaged.

2. **Clean the parts indicated with arrows with a soft damp cloth and then wipe the same parts with a dry cloth to remove any remaining moisture.**



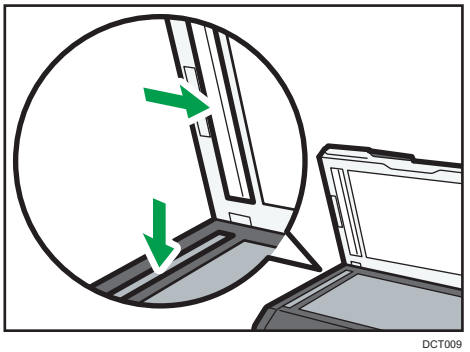
DCT008

Cleaning the Auto Document Feeder

1. **Lift the ADF.**

   Be careful not to hold the input tray when lifting the ADF, for the tray might be damaged.

2. **Clean the parts indicated with arrows with a soft damp cloth and then wipe the same parts with a dry cloth to remove any remaining moisture.**



DCT009

10. Troubleshooting

Common Problems

This section describes how to troubleshoot common problems that may occur while operating the machine.

Problem	Possible cause	Solution
The machine does not turn on.	The power cord is not connected properly.	• Make sure that the power plug is firmly inserted into the wall outlet. • Make sure that the wall outlet is not defective by connecting another working device.
Pages are not printed.	The USB cable or network cable is not connected correctly.	Reconnect the USB cable or network cable.
Strange noise is heard.	The consumable is not properly installed.	Check that the consumable is properly installed.

Note

- If any of these problems persist, turn off the power, pull out the power cord, and contact your sales or service representative.

Paper Feed Problems

If the machine is operating but paper will not feed or paper jams occur frequently, check the condition of the machine and paper.

Problem	Solution
Paper does not feed smoothly.	• Use supported types of paper. See page 35 "Supported Paper". • Load paper correctly, making sure that the paper guides are properly adjusted. See page 41 "Loading Paper". • If the paper is curled, straighten the paper. • Take out the paper from tray and fan it well. Then, reverse the top and bottom of the paper, and put it in the tray.
Paper jams occur frequently.	• If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps. • Avoid printing on both sides of paper when printing images that contain large areas of solid color, which consume a lot of toner. • Use supported types of paper. See page 35 "Supported Paper". • Load paper only as high as the upper limit markings on the paper guide.
Multiple sheets of paper are fed at one time.	• Fan the paper well before loading. Also make sure that the edges are even by tapping the stack on a flat surface such as a desk. • Make sure that the paper guides are in the right position. • Use supported types of paper. See page 35 "Supported Paper". • Load paper only as high as the upper limit markings on the paper guide. • Check that paper was not added while there was still some left in the tray. Only add paper when there is none left in the tray.

Problem	Solution
Paper gets wrinkles.	• Paper is damp. Use paper that has been stored properly. • Paper is too thin. See page 35 "Supported Paper". • If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps.
The printed paper is curled.	• Load the paper upside down in the input tray. • Paper is damp. Use paper that has been stored properly.
Images are printed diagonally to the pages. 	If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps.

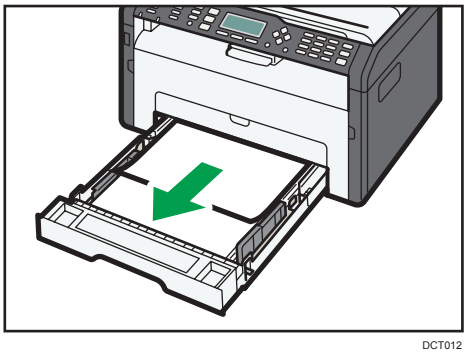
Removing Printing Jams

Important

- Jammed paper may be covered in toner. Be careful not to get toner on your hands or clothes.
- Toner on prints made immediately after clearing a paper jam may be insufficiently fused and can smudge. Make test prints until smudges no longer appear.
- Do not forcefully remove jammed paper, as it may tear. Torn pieces remaining inside the machine will cause further jams and possibly damage the machine.
- Paper jams can cause pages to be lost. Check your print job for missing pages and reprint any pages that did not print out.
- The jammed paper may be ejected automatically when opening and then closing the front cover or when turning the power off and then back on.

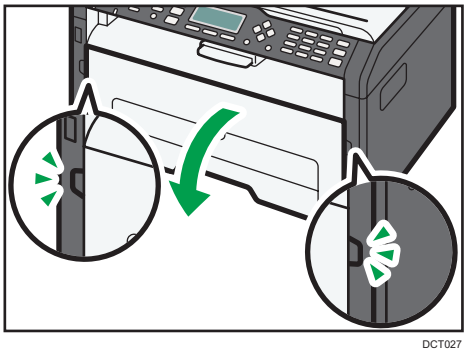
Removing Jammed Paper from Tray 1

1. **Pull Tray 1 halfway out, and check for jammed paper. If there is jammed paper, remove it carefully.**



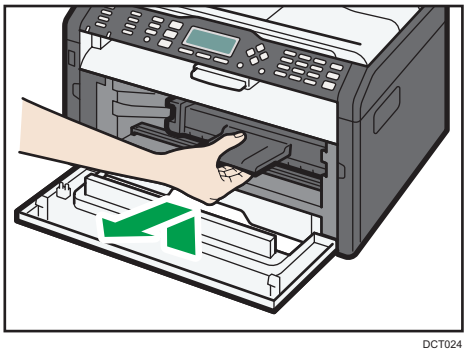
DCT012

2. **Carefully slide Tray 1 back in until it stops.**
3. **Open the front cover, and then carefully lower it.**



DCT027

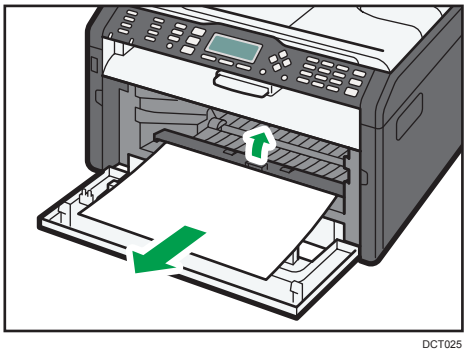
4. **Carefully pull out the print cartridge horizontally, holding its center.**



DCT024

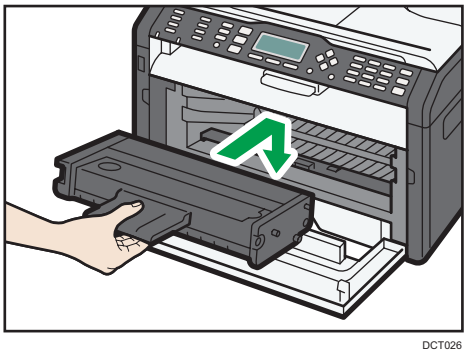
- Do not shake the removed print cartridge. Doing so can cause remaining toner to leak.
- Place the print cartridge on paper or similar material to avoid dirtying your workspace.

5. **Lifting the guide plate, remove the jammed paper carefully.**



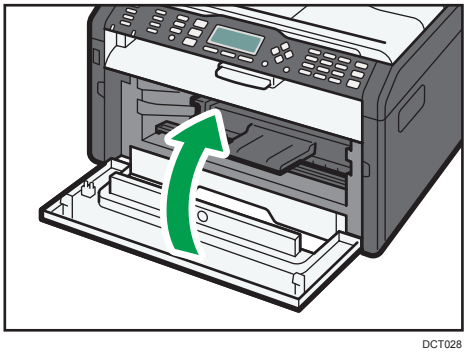
DCT025

6. **Slide the print cartridge in horizontally, and then slowly push it in all the way. Finally, push the cartridge down until it clicks into place.**



DCT026

7. **Carefully push up the front cover until it closes.**



DCT028

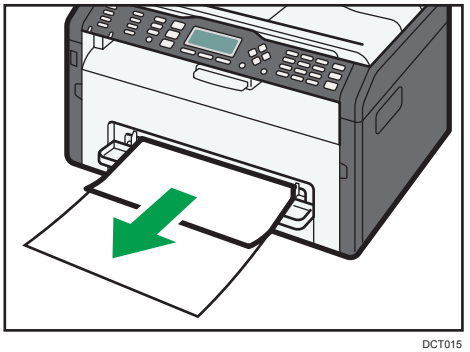
If the error display continues to appear, perform the procedure described in "Opening the Rear Cover to Remove Jammed Paper".

Removing Jammed Paper from the Bypass Tray

Important

- Since the temperature around the guide is high, wait for it to cool before checking for jammed paper.

1. If paper is jammed in the bypass tray input area, remove the jammed paper carefully.



DCT015

2. Close the bypass tray.
3. Follow Steps 3 to 7 in "Removing Jammed Paper from Tray 1".

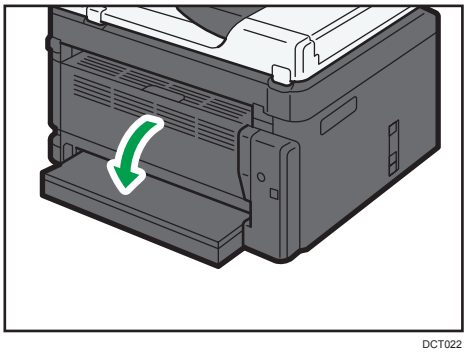
   If the error display continues to appear, perform the procedure described in "Opening the Rear Cover to Remove Jammed Paper".

Opening the Rear Cover to Remove Jammed Paper

Important

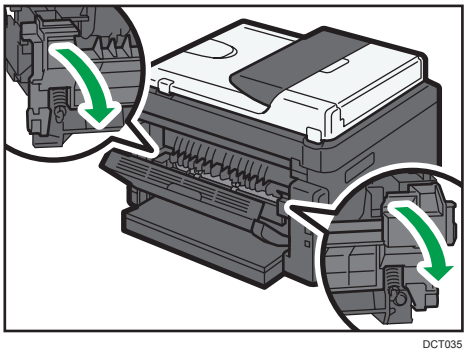
- Since the temperature around the guide is high, wait for it to cool before checking for jammed paper.

1. Open the rear cover.



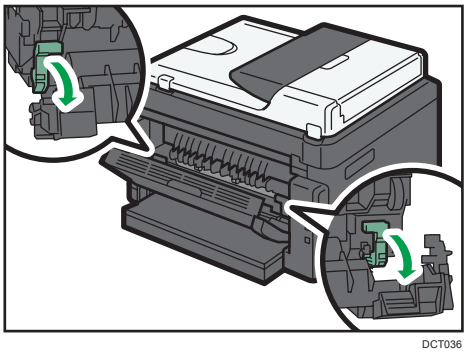
DCT022

2. Open the fusing cover.



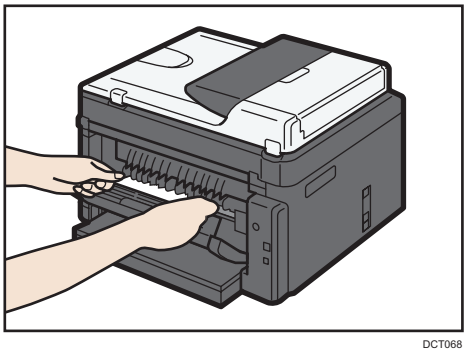
DCT035

3. Push the levers on the sides down with your thumbs.



DCT036

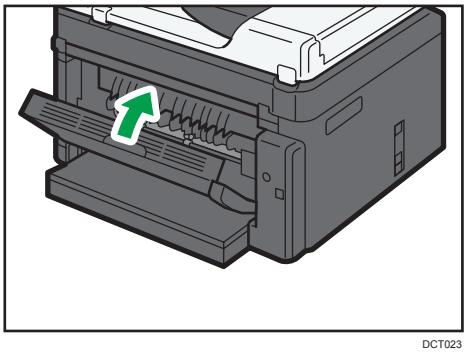
4. Remove the jammed paper carefully.



DCT068

5. Push the levers on the sides up with your thumbs.
6. Close the fusing cover.

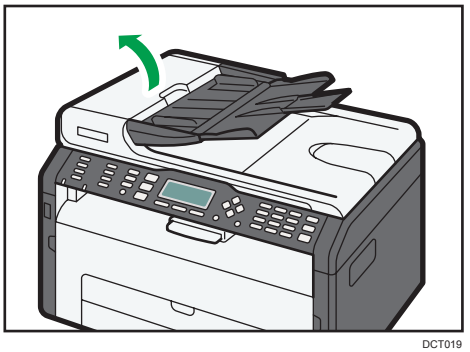
7. Close the rear cover.



DCT023

Removing Scanning Jams

1. Open the ADF cover.

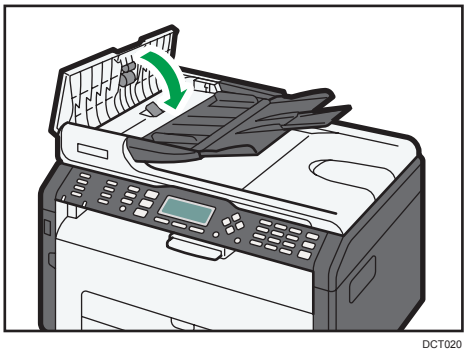


DCT019

2. Gently pull the jammed original to remove it. Be careful not to pull the original too hard, as it may tear.

DCT021

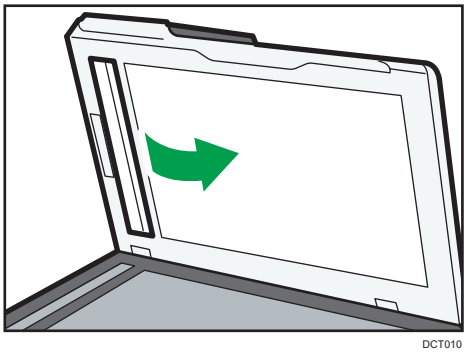
3. **Close the ADF cover.**



DCT020

4. **Lift the ADF, and if there is original remaining in the ADF, gently pull the jammed original to remove it.**

   Be careful not to hold the input tray when lifting the ADF, for the tray might be damaged.



DCT010

5. **Close the ADF.**

Print Quality Problems

Checking the Condition of the Machine

If there is a problem with the quality of printing, first check the condition of the machine.

Possible Cause	Solution
There is a problem with the machine's location.	Make sure that the machine is on a level surface. Place the machine where it will not be subject to vibration or shock.
An unsupported type of paper is used.	Make sure that the paper being used is supported by the machine. See page 35 "Supported Paper".
The paper type setting is incorrect.	Make sure that the paper type setting of the printer driver matches the type of paper loaded. See page 35 "Supported Paper".
A non-genuine print cartridge is being used.	Non-genuine print cartridges reduce print quality and can cause malfunctions. Use genuine print cartridges only. See page 227 "Consumables".
An old print cartridge is being used.	Print cartridges should be opened before their expiration date and used within six months of being opened.
The machine is dirty.	See page 195 "Maintaining the Machine", and clean the machine as required.

Printer Problems

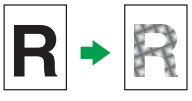
Problem	Solution
An error occurs.	If an error occurs when printing, change the computer or printer driver settings. • Check the printer icon name does not exceed 32 alphanumeric characters. If it does, shorten it. • Check whether other applications are operating. Close any other applications, as they may be interfering with printing. If the problem is not resolved, close unneeded processes too. • Check that the latest printer driver is being used.
A print job is canceled.	• Set I/O Timeout to a larger value than the current settings.
There is considerable delay between the print start command and actual printing.	• Processing time depends on data volume. High volume data, such as graphics-heavy documents, take longer to process. Wait for a while. • To speed up printing, reduce the printing resolution using the printer driver.
The whole printout is blurred.	• Paper is damp. Use paper that has been stored properly. See page 35 "Supported Paper". • If you enable [Toner Saving], printing is generally less dense. • Condensation may have collected. If rapid change in temperature or humidity occurs, use this machine only after it has acclimatized.
Cannot print properly when using a certain application, or cannot print image data properly. Some characters are printed faintly or not printed.	• Change the print quality settings.
The print position is misaligned.	Specify [Printer Registration] in [System Settings] to adjust the print position.

Print Positions Do Not Match Display Positions

If the position of items on the printed page differs from the position displayed on the computer screen, the cause may be one of the following.

Possible Cause	Solution
Page layout settings are not configured properly.	Check that the page layout settings are properly configured in the application.

Copier Problems

Problem	Solution
Photocopied paper is blank.	The original was placed with the front and back reversed. See page 49 "Placing Originals".
Copied pages are too dark or too light.	Adjust the image density.
Copied pages do not look the same as the originals.	Select the correct scan mode according to the type of original.
Black spots appear when photocopying a photographic print.	The original may have stuck to the exposure glass due to high humidity. Place the original on the exposure glass, and then place two or three sheets of white paper on top of it. Leave the exposure glass cover open when copying.
A moire pattern is produced. 	The original probably has heavily lined or dotted areas. Switching the setting for image quality between [Photo] and [Mixed] may eliminate the moire pattern.
Photocopied paper is dirty.	• Image density is too high. Adjust the image density. • Toner on the printed surface is not dry. Do not touch printed surfaces immediately after copying. Remove freshly printed sheets one by one, taking care not to touch printed areas. • The scanning part is dirty. • Before placing originals on the exposure glass, make sure that toner or correction fluid is dry.
When copying from the exposure glass, the print area of the copy is out of alignment with the original.	Place the original copy side down, making sure that it is aligned to the rear left corner and pressed flat against the exposure glass.
The paper size setting does not match the paper loaded.	Check whether the paper size specified on the machine matches that of the loaded paper.

Scanner Problems

Problem	Solution
The scanned image is dirty.	• The scanning part is dirty. • Before placing originals on the exposure glass, make sure that toner or correction fluid is dry.
The scanned image is distorted or out of position.	The original was moved during scanning. Do not move the original during scanning.
The scanned image is upside down.	The original was placed upside down. Place the original in the correct orientation. See page 49 "Placing Originals".
The scanned image is blank.	The original was placed with the front and back reversed.
The scanned image is too dark or too light.	Adjust the image density.

Fax Problems

When an error code appears on the fax journal or transmission status report

The table below describes the meaning of error codes that appear under "Results" on the fax journal or transmission status report, and what to do when a particular error code appears.

"X" indicates a number in an error code that appear differently depending on a specific situation.

Error Code	Solution
1XXX11	An original has been jammed inside the ADF while sending a fax in Immediate Transmission mode. • Remove jammed originals, and then place them again. See page 202 "Paper Feed Problems". • Check the originals are suitable for scanning. See page 49 "Placing Originals".
1XXX21	The line could not be connected correctly. • Confirm that the telephone line is properly connected to the machine. • Disconnect the telephone line from the machine, and connect a standard telephone in its place. Confirm that you can make calls using the telephone. If you cannot make calls this way, contact your telephone company. • If the problem persists, contact your sales or service representative.
1XXX22 to 1XXX23	Dial fails when trying to send faxes. • Confirm that the fax number you dialed is correct. • Confirm that the destination is a fax machine. • Confirm that the line is not busy. • You may need to insert a pause between dial digits. Press the [Pause/Redial] key after, for example, the area code. • Confirm that [PSTN / PBX] under [Admin. Tools] is set properly for your connection method to the telephone network. See page 157 "Administrator Settings".

Error Code	Solution
1XXX32 to 1XXX84	An error occurred while sending a fax. • Confirm that the telephone line is properly connected to the machine. • Disconnect the telephone line from the machine, and connect a standard telephone in its place. Confirm that you can make calls using the telephone. If you cannot make calls this way, contact your telephone company. • If the problem persists, contact your sales or service representative.
2XXX14	The machine was not able to print the received fax, or the machine's memory reached capacity while receiving a fax because the document was too large. • The paper tray was empty. Load paper in the paper tray. See page 41 "Loading Paper". • The paper tray did not contain A4, Letter, or Legal size paper. Load valid size paper in the tray, and configure the paper size settings under [System Settings] accordingly. • A cover or tray was open. Close the cover or tray. • There was a paper jam. Remove the jammed paper. See page 202 "Paper Feed Problems". • A print cartridge was empty. Replace the print cartridge. See page 195 "Replacing the Print Cartridge". • The received fax was too large. Ask the sender to re-send the document in parts as several smaller individual faxes, or to send at a lower resolution.
2XXX32 to 2XXX84	An error occurred while receiving a fax. • Confirm that the telephone line is properly connected to the machine. • Disconnect the telephone line from the machine, and connect a standard telephone in its place. Confirm that you can make calls using the telephone. If you cannot make calls this way, contact your telephone company. • If the problem persists, contact your sales or service representative.

Error and Status Messages on the Screen

Messages are listed in alphabetical order in the table below.

"X" indicates the parts of the messages that appear differently depending on a specific situation, such as the paper sizes, paper types, or tray names.

Message	Causes	Solutions
2XXX14	The machine was not able to print the received fax, or the machine's memory reached capacity while receiving a fax because the document was too large.	• The paper tray was empty. Load paper in the paper tray. See page 41 "Loading Paper". • The paper tray did not contain A4, Letter, or Legal size paper. Load valid size paper in the tray, and configure the paper size settings under [System Settings] accordingly. • A cover or tray was open. Close the cover or tray. • There was a paper jam. Remove the jammed paper. See page 202 "Paper Feed Problems". • A print cartridge was empty. Replace the print cartridge. See page 195 "Replacing the Print Cartridge". • The received fax was too large. Ask the sender to resend the document in parts as several smaller individual faxes, or to send at a lower resolution.
ADF Orig. Misfeed Open ADF Cover and remove paper.	An original has been jammed inside the ADF.	• Remove jammed originals, and then place them again. See page 202 "Paper Feed Problems". • Check the originals are suitable for scanning. See page 49 "Placing Originals".

Message	Causes	Solutions
Available: IDCard Copy A4/A5/ A6/8.5x11/5.5x8. 5	ID card copy could not be performed because the tray does not contain the valid size papers, which are A4, A5, A6, 8.5 × 11 or 5.5 × 8.5 size.	Specify the A4, A5, A6, 8.5 × 11 or 5.5x8.5 for the tray selected for printing copies. See page 143 "System Settings".
Busy	Fax transmission could not be completed because the destination's line was busy.	Wait for a while and send the fax again.
Cannot Copy This Setting Comb.: 2 on 1 / 4 on 1	Combined copying could not be performed because the tray does not contain the valid size paper, which are A4, Letter, or Legal size.	Specify the A4, Letter, or Legal size paper for the tray selected for printing copies. See page 143 "System Settings".
Cannot copy. Set original to ADF.	Combined copying could not be performed because the originals were not placed in the ADF.	• Use the ADF, even when copying a single sheet. • If you need to use the exposure glass, turn off combined copying in [Duplex/Combine] under copy settings, and then try again. See page 130 "Copier Features Settings".
Check Paper Size	The paper size set for the document differs from the size of the paper in the indicated tray.	Press [FormFeed] to begin printing, or press [JobReset] to cancel the job.
Connection Failed	The line could not be connected correctly.	• Confirm that the telephone line is properly connected to the machine. • Disconnect the telephone line from the machine, and connect a standard telephone in its place. Confirm that you can make calls using the telephone. If you cannot make calls this way, contact your telephone company.
Cooling down...	The engine has overheated.	Wait until the message disappears.
Cover open	A cover is open.	Close the cover completely.

Message	Causes	Solutions
Dest. is not Programmed	No Quick Dial entry is associated with the One Touch button you pressed.	• Press a different One Touch button. • Assign a registered destination to the One Touch button. See page 76 "Registering Scan Destinations".
Dial Failed	The fax could not be sent.	• Confirm that the fax number you dialed is correct. • Confirm that the destination is a fax machine. • Confirm that the line is not busy. • You may need to insert a pause between dial digits. Press the [Pause/ Redial] key after, for example, the area code.
Exceeded Max.E-mail Size	The scan file exceeds the size limit for files that can be sent through e-mail.	• Configure [Resolution] under scan settings to reduce the scanning resolution. See page 133 "Scanner Features Settings". • Configure [Max. E-mail Size] under scan settings to increase the allowed size. See page 133 "Scanner Features Settings".
Fax Job Memory Overflow	The number of fax jobs in memory (unsent or unprinted faxes) has reached maximum, so new jobs cannot be stored.	Wait until pending jobs have been transmitted or printed.
Indep.Sply.Prt.Cart.	A non-supported print cartridge is installed.	Remove and replace it with a print cartridge specified by an authorized dealer.
Internal Misfeed	Paper has been jammed in the machine.	Remove the jammed paper. See page 202 "Paper Feed Problems".

Message	Causes	Solutions
Memory Almost Full	Memory has almost reached capacity during sort copy.	If several originals are still to be scanned, it is recommended to start printing now, and copy the remaining originals separately. If originals are being scanned from the ADF, remove any remaining pages from the ADF.
Memory Overflow	The data is too large or complex to print.	If using the PCL printer driver, set [Resolution] in [Print Quality] to [600 × 600 dpi].
Memory Overflow	• The machine's memory reached capacity while scanning the first page of the original to store a fax job in memory before transmission. • The machine's memory reached capacity while storing a fax in memory in Memory Transmission mode.	Resend the fax in parts as several smaller individual faxes, or send at a lower resolution.
Memory Overflow TX Cancel	Memory has reached capacity while scanning the second or later pages of the original when trying to send a fax in Memory Transmission mode.	Press [TX] to send only the pages that have been scanned in memory, or press [Cancel] to cancel.
Misfeed: BypassTray	Paper has been jammed in the bypass tray.	Remove the jammed paper. See page 202 "Paper Feed Problems".
Misfeed: Stnd. Tray	Paper has been jammed in the paper exit area.	Remove the jammed paper. See page 202 "Paper Feed Problems".
Misfeed: Tray 1	Paper has been jammed in the tray 1 paper input area.	Remove the jammed paper. See page 202 "Paper Feed Problems".
Net Communication Error	Connection with the server was lost while sending or receiving data.	Contact the network administrator.

Message	Causes	Solutions
Network is not Ready	A scanned file could not be sent because the machine has not received IP address information from the DHCP server completely.	Wait until the machine receives the IP address information completely, and then try the operation again.
On Hook or Stop key	The machine has been off-hook for an extended period of time.	Put down the handset or press the [Clear/ Stop] key.
Out of Paper: X	The indicated tray has run out of paper.	Load paper to the indicated tray. See page 41 "Loading Paper".
Restart Machine...	The machine needs to be restarted.	The machine automatically reboots.
Print Cart. Set Error	The print cartridge has not been installed or has not been installed correctly.	Reinstall the print cartridge. See page 195 "Replacing the Print Cartridge".
Remove Paper: Bypass Tray	The machine failed to proceed with the print job, because tray 1 was specified as the input tray but paper was set in the bypass tray.	Remove paper from the bypass tray.
Replace Required Soon: Print Cartridge	The print cartridge is almost empty.	Prepare a new print cartridge.
Replacement Required: Print Cartridge	The machine has run out of toner.	Replace the print cartridge. See page 195 "Replacing the Print Cartridge".
RX Comm. Error	A reception error occurred, and the fax could not be received correctly.	If possible, contact the sender of the fax and ask them to resend it.
Scan (NW) Disconnected	A scanned file could not be sent because the network cable was not connected properly.	Reconnect the network cable properly, and then try the operation again.

Message	Causes	Solutions
Scan (USB) Disconnected	The USB cable was disconnected while scanning from a computer.	Reconnect the USB cable properly, and then try the operation again.
Server Connection Failed	A scanned file could not be sent because the destination could not be reached.	Confirm that the destination is registered correctly, and then try the operation again.
Server Response Error	An error occurred in communication with the server before beginning transmission.	Confirm that the destination is registered correctly, and then try the operation again. If the problem could not be solved, contact the network administrator.
Service call - X	A fatal hardware error has occurred, and the machine cannot function.	Contact your sales or service representative.
Set Correct Paper	The paper tray does not contain A4, Letter, or Legal size paper.	While the message is displayed, press the [OK] key. A menu for changing the paper size of the current tray appears. Load A4/Letter/ Legal size paper in the tray, and then select the corresponding paper size using [▲] or [▼] key and press the [OK] key. The machine will then print out the fax. Note that the paper size setting for the tray under system settings will be changed. See page 143 "System Settings".
Set Original to ADF Cannot use exposure glass with set. in [Scan Size].	Scanning could not be performed because the originals were not placed in the ADF, even though the machine is set to scan originals larger than Legal size.	• Use the ADF, even when scanning Legal or smaller size originals. • If you need to use the exposure glass, set A4/Letter or smaller size in [Scn Size], and then try again. See page 88 "Specifying the Scan Settings".
Sort Copy was Cancelled	The machine's memory reached capacity while originals were being scanned from the ADF to perform sort copying.	Press [Exit] to print the originals that were successfully scanned into memory. Then, copy again the originals left in the ADF.

Message	Causes	Solutions
TX Comm. Error	A transmission error occurred, and the fax could not be transmitted correctly.	If the [Auto Redial] setting is enabled, the machine will redial the number and try again. If all attempts fail, or if the machine is in Immediate Transmission mode, the fax will not be transmitted. Try the operation again.

11. Appendix

Notes About the Toner

- Proper operation cannot be guaranteed if any third-party toner is used.
- Depending on printing conditions, there are cases where the printer cannot print the number of sheets indicated in the specifications.
- When operating the machine for the first time, use the print cartridge supplied with this machine. If this cartridge is not initially used, the following problems may occur:
  - "Replacement Required: Print Cartridge" will be displayed before the toner runs out.
  - "Replacement Required: Print Cartridge" will not be displayed when the toner runs out, but instead the printed image suddenly becomes pale or blurred.
- To continue printing after "Replacement Required: Print Cartridge" is displayed, set [Toner End Option] to [Continue Printing]. However, since any trouble caused by using this setup is outside of the scope of the manufacturer's warranty, this setup should be used with care. For details about [Toner End Option], see page 143 "System Settings".
- If [Toner End Option] is first set to [Continue Printing] and then to [Stop Printing], be sure to use a new print cartridge. If a used print cartridge is installed, there will be a discrepancy between the remaining toner level displayed and the actual remaining toner, and accordingly, "Replacement Required: Print Cartridge" will not be displayed at the appropriate timing.
- The lifetime of the photo conductor, which is built into the print cartridge, is taken into account in displaying "Replacement Required: Print Cartridge". If the photo conductor stops working before the toner runs out, "Replacement Required: Print Cartridge" may be displayed.

Moving and Transporting the Machine

This section provides cautions that you must follow when moving the machine both short and long distances.

Repack the machine in its original packing materials when moving it over a long distance.

Important

- **Be sure to disconnect all cables from the machine before transporting it.**
- **The machine is a precision piece of machinery. Be sure to handle it carefully when moving it.**
- **Make sure to move the machine horizontally. Take extra caution when carrying the machine up or down stairs.**
- **Do not remove the print cartridge when moving the machine.**
- **Be sure to hold the machine level while carrying it. To prevent toner from spilling, move the machine carefully.**

1. **Be sure to check the following points:**
   - The power switch is turned off.
   - The power cord is unplugged from the wall outlet.
   - All other cables are unplugged from the machine.
2. **Lift the machine using the inset grips on both sides of the machine, and then move it horizontally to the place where you want to use it.**

Note

- To move the machine over a long distance, pack it well. Take care not to tip or tilt the machine during transit.
- Toner might spill inside the machine if the machine is not kept level during transit.
- For more information about moving the machine, contact your sales or service representative.

Disposal

Ask your sales or service representative for information about correct disposal of this machine.

Where to Inquire

Contact your sales or service representative for further information about the topics included in this manual or to inquire about other topics not included in this manual.

Consumables

Print Cartridge

Print cartridge	Average printable number of pages per cartridge *1
Black	1,500 pages, 2,600 pages

*1 The printable number of pages is based on pages that are compliant with ISO/IEC 19752 with the image density set as the factory default. ISO/IEC 19752 is an international standard for measurement of printable pages, set by the International Organization for Standardization.

Note

- Unless a print cartridge is replaced before toner runs out, printing will become impossible. To facilitate cartridge replacement, we recommend you purchase and store extra print cartridges.
- The actual number of printable pages varies depending on the image volume and density, number of pages printed at a time, paper type and paper size used, and environmental conditions such as temperature and humidity.
- Print cartridges may need to be changed sooner than indicated above due to deterioration over the period of use.
- Print cartridges are not covered by warranty. However, if there is a problem, contact the store where you purchased them.
- The supplied print cartridge can print approximately 1,000 pages.
- This machine periodically performs cleaning. During cleaning, toner will be used to maintain print quality.

Specifications of the Machine

This section lists the machine's specifications.

General Function Specifications

Configuration

Desktop

Print process

Laser electrostatic transfer

Maximum paper size for scanning using the exposure glass

216 mm × 297 mm (8.5 × 11.7 inches)

Maximum paper size for scanning using the ADF

216 mm × 356 mm (8.5 × 14 inches)

Maximum paper size for printing

216 mm × 356 mm (8.5 × 14 inches)

Warm-up time

- Type 1, Type 4

  Less than 25 seconds (23 °C, 71.6 °F)

- Type 2, Type 3, Type 5, Type 6

  Less than 27 seconds (23 °C, 71.6 °F)

Paper sizes

A4, $8^1/_2$ " × 11 " (Letter), $8^1/_2$ " × 14 " (Legal), B5, $5^1/_2$ " × $8^1/_2$ " (Half Letter), $7^1/_4$ " × $10^1/_2$ " (Executive), A5, A6, B6, 16K (197 × 273 mm), 16K (195 × 270 mm), 16K (184 × 260 mm), Custom Paper Size

Note

- The following paper sizes are supported as custom paper sizes:
  - Width

    Tray1: Approximately 100-216 mm (3.9-8.5 inches)

    Bypass Tray: Approximately 90-216 mm (3.6-8.5 inches)
  - Length

    Approximately 148-356 mm (5.8-14 inches)

Paper type

Plain Paper (65-99 g/m^2 (17-26 lb.)), Recycled Paper (75-90 g/m^2 (20-24 lb.)), Thin Paper (52-64 g/m^2 (14-17 lb.)), Thick Paper (100-130 g/m^2 (26.6-34 lb.))

Paper input capacity

- Tray 1

  150 sheets (70 g/m^2, 19 lb.)

- Bypass Tray

  1 sheet (70 g/m^2, 19 lb.)

Maximum loading height

15.5 mm (0.6 inches)

Paper output capacity

- Output Tray

  50 sheets (70 g/m^2, 19 lb.)

- Rear

  1 sheet (70 g/m^2, 19 lb.)

ADF capacity

35 sheets (80 g/m^2, 21.3 lb.)

Memory

128 MB

Power requirements

- Region A (mainly Europe and Asia)

  220-240 V, 5 A, 50/60 Hz

- Region B (mainly North America)

  120 V, 8 A, 60 Hz

Power consumption

- Maximum power consumption

  780 W

- Energy Saver mode 1

  39.1 W

- Energy Saver mode 2

  4.3 W

* The power level when the main switch is turned off and the power cord is plugged into an outlet: 1W or less

Machine dimensions (Width × Depth × Height)

- Type 1, Type 3

  402 × 360 × 252 mm (15.8 × 14.2 × 10.1 inches)
- Type 2, Type 4, Type 5, Type 6

  402 × 360 × 293 mm (15.8 × 14.2 × 11.5 inches)

Weight (machine body with consumables)

- Type 1, Type 3

  Approximately 9.9 kg (22 lb.) or less
- Type 2, Type 4, Type 5, Type 6

  Approximately 11.1 kg (24.5 lb.) or less

Printer Function Specifications

Printing speed

Region A (mainly Europe and Asia)

22 pages per minute (A4)

Region B (mainly North America)

23 pages per minute (Letter)

Resolution

600 × 600 dpi (maximum: 1200 × 600 dpi)

First print speed

10 seconds or less (From the completion of data processing to the completion of paper delivery)

Interface

- Ethernet (10BASE-T, 100BASE-TX)
- USB 2.0
- Wi-Fi

Printer language

GDI, PCL

Copier Function Specifications

Maximum resolution (scanning and printing)

- Exposure glass

  Scanning: 600 × 600 dpi

Printing: 600 × 600 dpi

- ADF

  Scanning: 600 × 300 dpi

  Printing: 600 × 600 dpi

First copy speed (A4/Letter, at 23 °C, 71.6 °F)

32 seconds or less

Multiple copy speed

Countries other than European countries

22 pages per minute

Reproduction ratio

Region A (mainly Europe and Asia)

Fixed ratio: 50%, 71%, 82%, 93%, 122%, 141%, 200%, 400%

Region B (mainly North America)

Fixed ratio: 50%, 65%, 78%, 93%, 129%, 155%, 200%, 400%

Zoom ratio: 25% to 400%

Copy quantity

99

Scanner Function Specifications

Maximum scanning area (horizontal × vertical)

- Exposure glass

  216 × 297 mm (8.5 × 11.7 inches)

- ADF

  216 × 356 mm (8.5 × 14 inches)

Maximum resolution when scanning from the control panel (Scan to E-mail, Scan to FTP, Scan to Folder, Scan to USB)

600 × 600 dpi

Maximum resolution when scanning from a computer (TWAIN)

- Exposure glass

  4800 × 4800 dpi

- ADF

  600 × 600 dpi

Maximum resolution when scanning from a computer (WIA)

600 × 600 dpi

ADF throughput

Black and white: 64 mm per second

Color: 22 mm per second

Interface

- Scanning from the control panel

  Ethernet (10BASE-T, 100BASE-TX), USB2.0, Wi-Fi
- Scanning from a computer

  Ethernet (10BASE-T, 100BASE-TX), USB2.0, Wi-Fi

Fax Function Specifications

Access line

- Public switched telephone networks (PSTN)
- Private branch exchange (PBX)

Transmission mode

ITU-T Group 3 (G3)

Scan line density

8 dots per mm × 3.85 line per mm (200 × 100 dpi)

8 dots per mm × 7.7 line per mm (200 × 200 dpi)

Transmission time

3 seconds (8 dots per mm × 3.85 line per mm, 33.6 kbps, MMR, ITU-T # 1 chart)

Transfer rate

33.6 kbps to 2400 bps (auto shift down system)

Data compression methods

MH, MR, MMR

Memory capacity

Transmission: Up to 5 jobs; up to 10 pages per job

Reception: Up to 50 jobs; up to 100 pages in the total of all jobs

Address book

- Speed dial

  100 items
- Quick dial

8 items

- Number of redials for Fax

  1

Trademarks

Firefox is a registered trademark of the Mozilla Foundation.

Microsoft, Windows, Windows Server, Windows Vista, and Internet Explorer are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

The proper names of Internet Explorer 6, 7, 8, 9, 10 and 11 are as follows:

Microsoft® Internet Explorer® 6

Windows® Internet Explorer® 7

Windows® Internet Explorer® 8

Windows® Internet Explorer® 9

Internet Explorer® 10

Internet Explorer® 11

The proper names of the Windows operating systems are as follows:

- The product names of Windows XP are as follows:

  Microsoft® Windows® XP Professional

  Microsoft® Windows® XP Home Edition

  Microsoft® Windows® XP Professional x64 Edition
- The product names of Windows Vista are as follows:

  Microsoft® Windows Vista® Ultimate

  Microsoft® Windows Vista® Business

  Microsoft® Windows Vista® Home Premium

  Microsoft® Windows Vista® Home Basic

  Microsoft® Windows Vista® Enterprise
- The product names of Windows 7 are as follows:

  Microsoft® Windows® 7 Home Premium

  Microsoft® Windows® 7 Professional

  Microsoft® Windows® 7 Ultimate

  Microsoft® Windows® 7 Enterprise
- The product names of Windows 8 are as follows:

  Microsoft® Windows® 8

  Microsoft® Windows® 8 Pro

  Microsoft® Windows® 8 Enterprise

- The product names of Windows 8.1 are as follows:
  Microsoft® Windows® 8.1
  Microsoft® Windows® 8.1 Pro
  Microsoft® Windows® 8.1 Enterprise
- The product names of Windows Server 2003 are as follows:
  Microsoft® Windows Server® 2003 Standard Edition
  Microsoft® Windows Server® 2003 Enterprise Edition
- The product names of Windows Server 2003 R2 are as follows:
  Microsoft® Windows Server® 2003 R2 Standard Edition
  Microsoft® Windows Server® 2003 R2 Enterprise Edition
- The product names of Windows Server 2008 are as follows:
  Microsoft® Windows Server® 2008 Foundation
  Microsoft® Windows Server® 2008 Standard
  Microsoft® Windows Server® 2008 Enterprise
- The product names of Windows Server 2008 R2 are as follows:
  Microsoft® Windows Server® 2008 R2 Foundation
  Microsoft® Windows Server® 2008 R2 Standard
  Microsoft® Windows Server® 2008 R2 Enterprise
- The product names of Windows Server 2012 are as follows:
  Microsoft® Windows Server® 2012 Foundation
  Microsoft® Windows Server® 2012 Essentials
  Microsoft® Windows Server® 2012 Standard
- The product names of Windows Server 2012 R2 are as follows:
  Microsoft® Windows Server® 2012 R2 Foundation
  Microsoft® Windows Server® 2012 R2 Essentials
  Microsoft® Windows Server® 2012 R2 Standard
  Microsoft® Windows Server® 2012 R2 Datacenter

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MEMO

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