



User Guide

What You Can Do with This Machine	1
Getting Started	2
Copy	3
Print	4
Scan	5
Document Server	6
Web Image Monitor	7
Adding Paper and Toner	8
Troubleshooting	9
Information for This Machine	10



For information not in this manual, refer to the HTML/PDF files on the supplied CD-ROM.



TABLE OF CONTENTS

How to Read the Manuals.....	6
Symbols Used in the Manuals.....	6
Model-Specific Information.....	7
Names of Major Features.....	8

1. What You Can Do with This Machine

Searching by What You Want to Do.....	9
Reducing my Costs.....	9
Using Scanned Files on the Computer.....	10
Registering Destinations.....	11
Operating the Machine More Effectively.....	11
What You Can Do with This Machine.....	13
Customizing the [Home] Screen.....	13
Making Copies Using Various Functions.....	14
Printing Data Using Various Functions.....	15
Utilizing Stored Document.....	15
Using the Scanner in a Network Environment.....	17
Embedding Text Information in Scanned Files.....	17
Preventing Information Leakage (Security Functions).....	18
Monitoring and Setting the Machine Using a Computer.....	19

2. Getting Started

Guide to Names and Functions of Components.....	21
Guide to Components.....	21
Guide to Functions of the Machine's Options.....	24
Guide to Functions of the Machine's External Options.....	24
Guide to the Names and Functions of the Machine's Control Panel.....	27
Changing the Display Language.....	30
How to Use the [Home] Screen.....	31
Adding Icons to the [Home] Screen.....	32
Registering Functions in a Program.....	36
Example of programs.....	38
Turning On/Off the Power.....	41
Turning On the Main Power.....	41
Turning Off the Main Power.....	41

Logging In the Machine.....	42
When the Authentication Screen is Displayed.....	42
User Code Authentication Using the Control Panel.....	42
Logging In Using the Control Panel.....	42
Logging Out Using the Control Panel.....	43
Placing Originals.....	44
Output Locations for Originals.....	44
Copy Output Locations.....	46
Adjusting the rear output.....	47
Placing Originals on the Original Table.....	47
Setting the Carrier Sheet.....	49
Setting the Original Hangers.....	50
3. Copy	
Original and Copy Output Locations.....	53
Original Output Locations.....	53
Copy Output Locations.....	54
Basic Procedure.....	56
Reducing or Enlarging Originals.....	57
Preset Reduce / Enlarge.....	57
Zoom.....	58
Auto Reduce / Enlarge.....	59
User Auto Reduce / Enlarge.....	60
Combined Copying.....	63
Specifying the Length of Copy Paper Cut.....	65
Synchro Cut.....	65
Preset Cut.....	65
Variable Cut.....	67
Copying from the Bypass Tray.....	69
Copying onto Regular Size Paper from the Bypass Tray.....	69
Copying onto Custom Size Paper from the Bypass Tray.....	70
Sort.....	72
Changing the Number of Sets.....	73
Storing Data in the Document Server.....	75

4. Print

Displaying the Printer Driver Properties.....	77
Standard Printing.....	78
Combining Multiple Pages into Single Page.....	79
Types of Combine Printing.....	79
Locked Print.....	81
Sending a Locked Print file.....	81
Printing a Locked Print file using the control panel.....	81
Hold Print.....	83
Sending a Hold Print file.....	83
Printing a Hold Print file using the control panel.....	83
Stored Print.....	85
Sending a Stored Print file.....	85
Printing a Stored Print file using the control panel.....	85
Saving and Printing Using the Document Server.....	87
Storing Documents in Document Server.....	87
Managing Documents Stored in Document Server.....	88

5. Scan

Basic Procedure When Using Scan to Folder.....	89
Creating a Shared Folder on a Computer Running Windows/Confirming a Computer's Information.....	90
Registering an SMB Folder.....	92
Deleting an SMB Registered Folder.....	94
Entering the Path to the Destination Manually.....	95
Basic Procedure for Sending Scan Files by E-mail.....	96
Registering an E-mail Destination.....	97
Deleting an E-mail Destination.....	98
Entering an E-mail Address Manually.....	99
Basic Procedure for Storing Scan Files.....	100
Checking a Stored File Selected from the List.....	101
Specifying the File Type.....	102
Specifying Scan Settings.....	103

6. Document Server

Storing Data.....	105
Printing Stored Documents.....	107

7. Web Image Monitor

Displaying Top Page.....	109
--------------------------	-----

8. Adding Paper and Toner





Loading Paper.....	111
Precautions for Loading Paper into the Paper Roll Tray.....	111
Loading Paper into the Paper Roll Tray.....	111
Precautions for Loading Paper into the Cut Paper Tray.....	117
Loading Paper into the Cut Paper Tray.....	118
Printing from the Tray Using the Printer Function.....	120
Loading Paper into the Bypass Tray.....	121
Printing from the Bypass Tray Using the Printer Function.....	122
Recommended Paper.....	126
Recommended Paper Sizes and Types.....	126
Adding Toner.....	133
Replacing Toner.....	134
Sending Scanned Documents When Toner Has Run Out.....	137
Disposing of Used Toner.....	137

9. Troubleshooting

When a Status Icon Is Displayed.....	139
When the Indicator Lamp for the [Check Status] Key Is Lit or Flashing.....	140
When the Machine Makes a Beeping Sound.....	142
When You Have Problems Operating the Machine.....	143
When Multiple Functions Cannot Be Executed Simultaneously.....	146
Messages Displayed When You Use the Copy/Document Server Function.....	147
Messages Displayed When You Use the Printer Function.....	149
Messages Displayed on the Control Panel When You Use the Printer Function.....	149
Messages Printed on the Error Logs or Reports When You Use the Printer Function.....	151
Messages Displayed When You Use the Scanner Function.....	159
Messages Displayed on the Control Panel When You Use the Scanner Function.....	159
Messages Displayed on the Client Computer.....	168

When Other Messages Appear.....	172
When There Is a Problem Scanning or Storing Originals.....	173
When the Home Screen Cannot Be Edited.....	173
When the Address Book Is Updated.....	174
When Data Cannot Be Sent Due to a Problem with the Destination.....	175
When the Machine Cannot Be Operated Due to a Problem with the User Certificate.....	175
When Problems Occur While Logging In.....	177
When the User Lacks Privileges to Perform an Operation.....	177
When the LDAP Server Cannot Be Used.....	177

10. Information for This Machine

Information on Environmental Regulations.....	179
ENERGY STAR Program.....	179
Energy Saving Functions.....	179
User Information on Electrical and Electronic Equipment  Region A (mainly Europe).....	181
Note for the Battery and/or Accumulator Symbol (For EU countries only)  Region A (mainly Europe)	182
Environmental Advice for Users  Region A (mainly Europe).....	182
Notes to users in the state of California (Notes to Users in USA)  Region B (mainly North America)....	183
INDEX	185

How to Read the Manuals

Symbols Used in the Manuals

This manual uses the following symbols:

Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

Note


Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

Reference

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[]

Indicates the names of keys on the machine's display or control panels.

 **Region A** (mainly Europe)

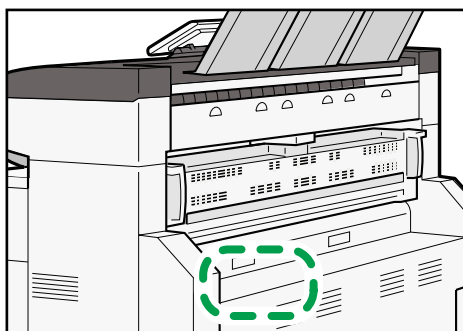
 **Region B** (mainly North America)

Differences in the functions of Region A and Region B models are indicated by two symbols. Read the information indicated by the symbol that corresponds to the region of the model you are using. For details about which symbol corresponds to the model you are using, see page 7 "Model-Specific Information".

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.



DHJ323

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

Region **A** (mainly Europe)

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

- CODE XXXX -27
- 220–240 V

Region **B** (mainly North America)

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

- CODE XXXX -17
- 208–240 V

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.

Names of Major Features

In this manual, major features of the machine are referred to as follows:

- Roll Unit RU6540 → Paper roll tray
- Paper Cassette CT6510 → Cut paper tray

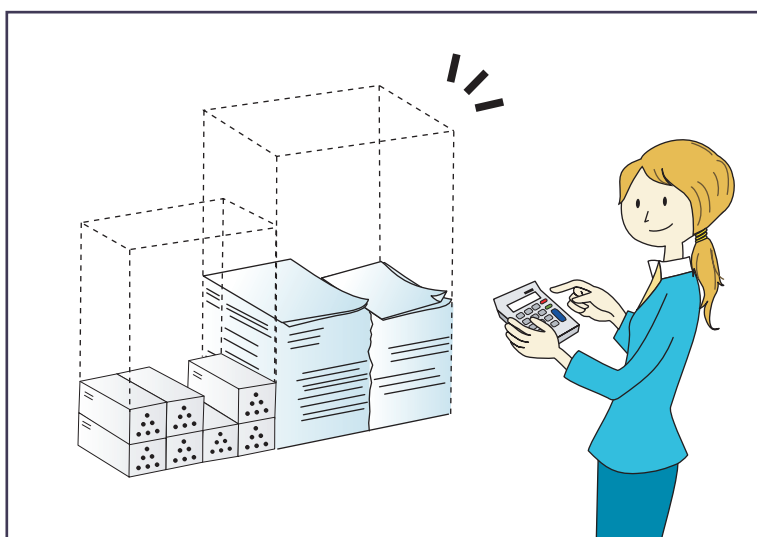
1. What You Can Do with This Machine

You can search for a description by what you want to do.

Searching by What You Want to Do

You can search for a procedure by what you want to do.

Reducing my Costs



BRL059S

Reducing electricity consumption

- ⇒ See "Saving Energy", Getting Started.
- ⇒ See "Timer Settings", Connecting the Machine/ System Settings for details.

Printing multi-page documents on a single sheet (Combine)

- ⇒ See "Combined Copying", Copy/ Document Server.

Using Scanned Files on the Computer



Sending scan files

⇒ See "Basic Procedure for Sending Scan Files by E-mail", Scan.

Sending the URL of the folder in which scan files are stored

⇒ See "Sending the URL by E-mail", Scan.

Storing scan files in a shared folder

⇒ See "Basic Procedure When Using Scan to Folder", Scan.

Storing scan files on media

⇒ See "Basic Procedure for Saving Scan Files on a Memory Storage Device", Scan.

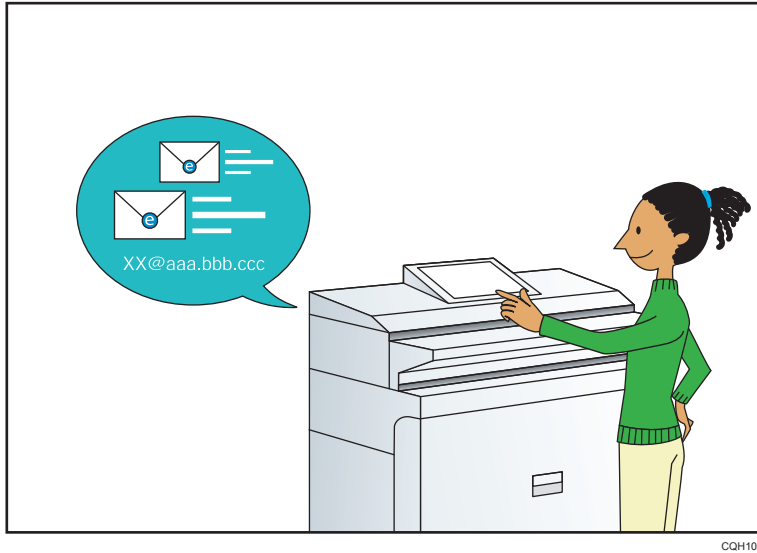
Embedding text information in scanned files

⇒ See "Embedding Text Information in Scanned Data", Scan.

Managing and using documents converted to electronic formats (Document Server)

⇒ See "Relationship between Document Server and Other Functions", Copy/ Document Server.

Registering Destinations

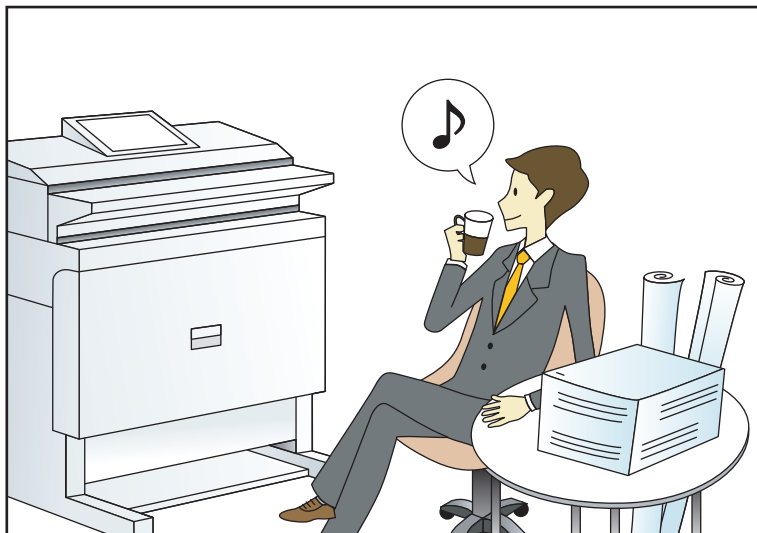


CQH101

Using the control panel to register destinations in the Address Book

⇒ See "Registering a destination in the address book manually", Scan.

Operating the Machine More Effectively



CQH102

Registering and using frequently-used settings (Program)

⇒ See "Registering Functions in a Program", Convenient Functions.

Registering frequently-used settings as initial settings (Program as Defaults (Copier/Document Server/Scanner))

⇒ See "Changing the Default Functions of the Initial Screen", Convenient Functions.

Registering frequently-used printing settings to the printer driver

⇒ See "Using One Click Presets", Print.

Changing the initial settings of the printer driver to frequently-used printing settings

⇒ See "Displaying the Printing Preferences Dialog Box", Print.

Adding shortcuts to frequently used programs or Web pages

⇒ See "Adding Icons to the [Home] Screen", Convenient Functions.

Changing the order of the function and shortcut icons

⇒ See "Changing the Order of Icons on the [Home] Screen", Convenient Functions.

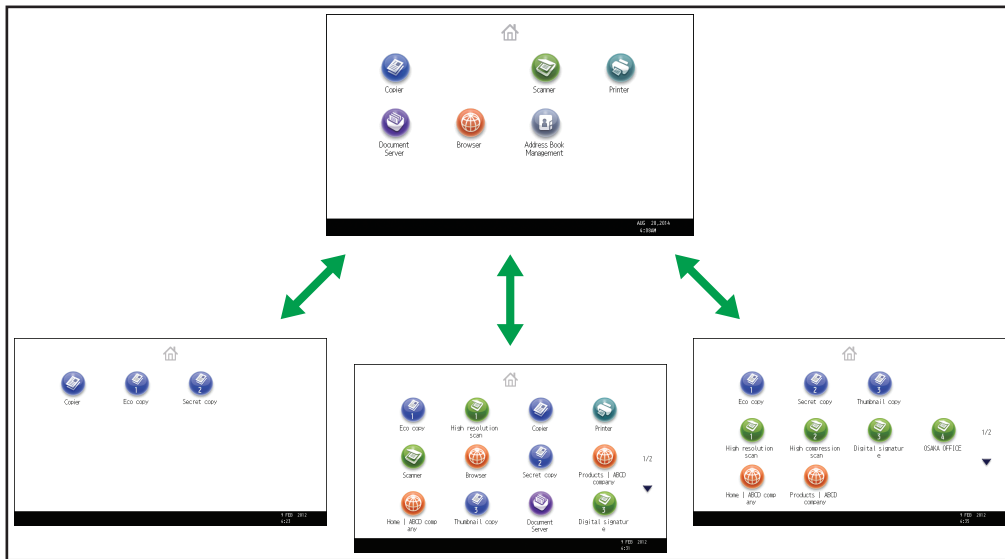
What You Can Do with This Machine

This section describes the features of this machine.

1

Customizing the [Home] Screen

The icons of each function are displayed on the [Home] screen.



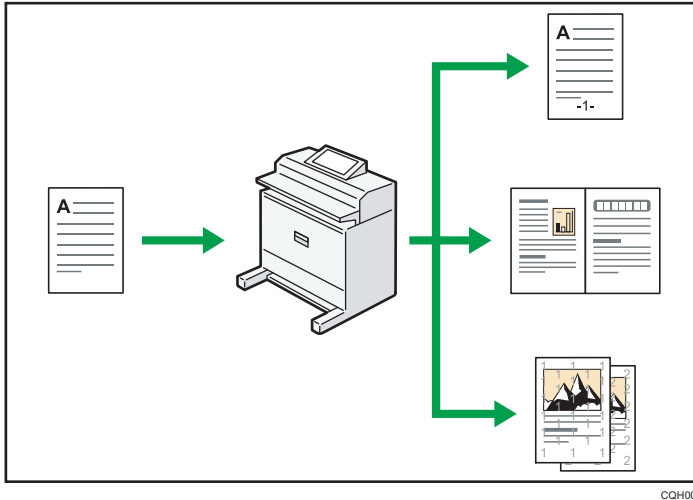
DHJ326

- You can add shortcuts to often used programs or Web pages to the [Home] screen. The programs or Web pages can be recalled easily by pressing the shortcut icons.
- You can display only the icons of functions and shortcuts that you use.
- You can change the order of the function and shortcut icons.

Reference

- For details about the features on the [Home] screen, see "How to Use the [Home] Screen", Getting Started.
- For details about how to customize the [Home] screen, see "Types of [Home] Screens and How to Customize Them", Convenient Functions.

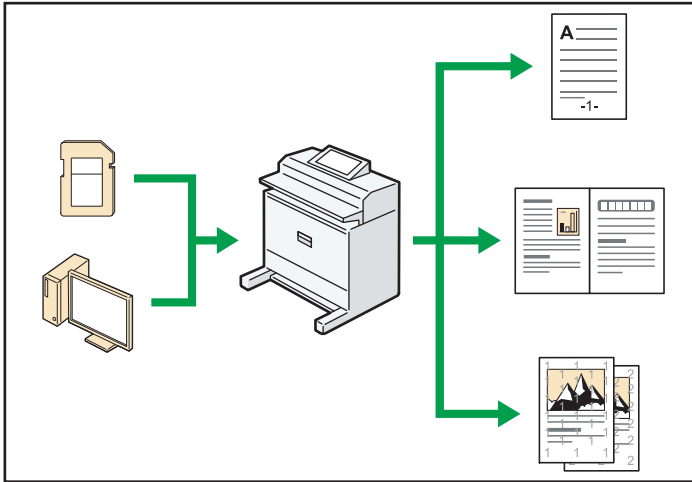
Making Copies Using Various Functions



CQH002

- You can print stamps on copies. Stamps can include background numbers, scanned images, dates, page numbers, and texts.
⇒ See "Stamps", Copy/ Document Server.
- You can reduce or enlarge the copy image. Auto Reduce / Enlarge function enables the machine to detect the original size automatically. Also, it enables the machine to select an appropriate reproduction ratio based on the paper size you specify. If the orientation of the original is different from that of the paper you are copying onto, the machine rotates the original image by 90 degrees to match it with the copy paper.
⇒ See "Reducing or Enlarging Originals", Copy/ Document Server.
- Copier functions such as Combine allow you to save on paper by copying multiple pages onto single sheets.
⇒ For details about combined copying, see Copy/ Document Server.

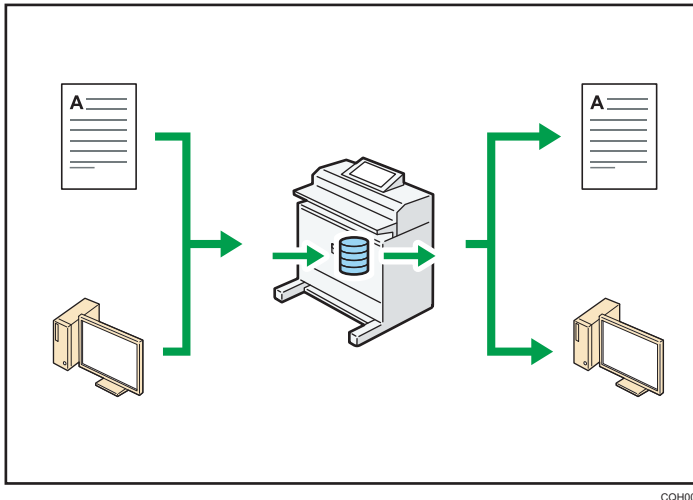
Printing Data Using Various Functions



- This machine supports network and local connections.
- You can print or delete print jobs stored on the machine's hard disk, which have been previously sent from computers using the printer driver. The following types of print jobs can be selected: Sample Print, Locked Print, Hold Print, and Stored Print.
⇒ See "Storing Documents in the Hard Disk Drive and Printing Them", Print.
- You can print files stored on a removable memory device and specify print conditions such as print quality and print size.
⇒ See "Direct Printing from a Memory Storage Device", Print.

Utilizing Stored Document

You can store files scanned in copier, printer, or scanner mode on the machine's hard disk. Web Image Monitor allows you to use your computer to search for, view, print, delete, and send stored files via the network. You can also change print settings and print multiple documents (Document Server).



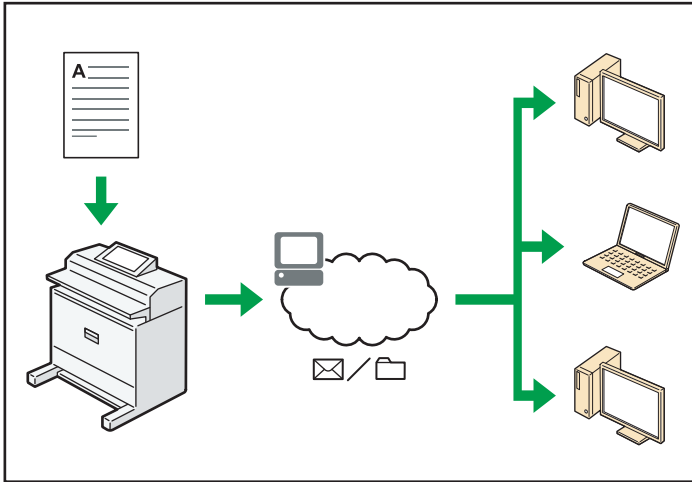
CQH004

- You can retrieve stored documents scanned in scanner mode to your computer.
- You can download documents stored in copier, Document Server, or printer mode to your computer.

Reference

- For details about how to use the Document Server, see "Storing Data in the Document Server", Copy/ Document Server.
- For details about the Document Server in copier mode, see "Document Server", Copy/ Document Server.
- For details about the Document Server in printer mode, see "Saving and Printing Using the Document Server", Print.
- For details about the Document Server in scanner mode, see "Storing and Saving the Scanned Documents", Scan.

Using the Scanner in a Network Environment



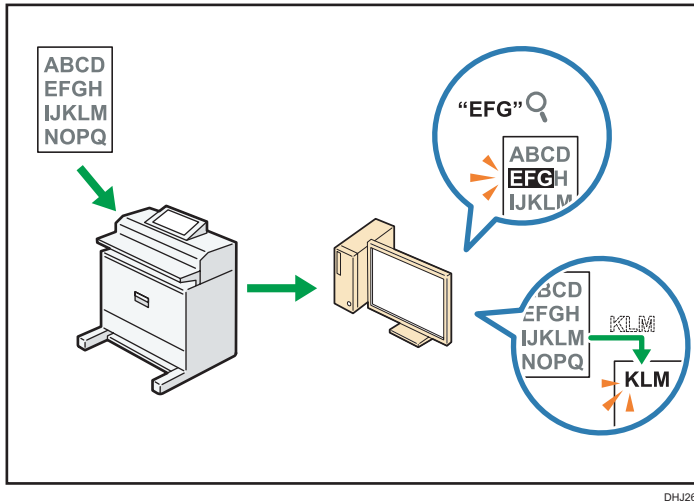
CQK103

- You can send scan files to a specified destination using e-mail (Sending scan files by e-mail).
⇒ See "Basic Procedure for Sending Scan Files by E-mail", Scan.
- You can send scan files directly to folders (Sending scan files by Scan to Folder).
⇒ See "Basic Procedure When Using Scan to Folder", Scan.

Embedding Text Information in Scanned Files

You can extract text information from a scanned document and embed it in the file without using a computer.

If you scan a document using this function, embedded text can be searched by using the text search function or copied to another document.



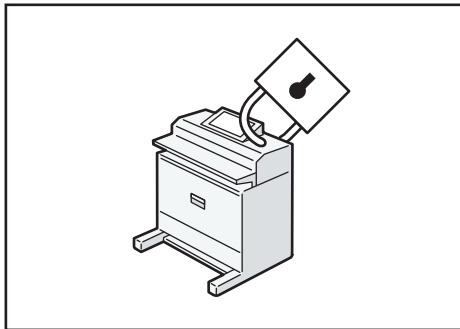
DHJ266

- To use this function, the OCR unit is required.
- You can select the file type or PDF file setting from [PDF], [PDF (JPEG 2000)], or [PDF/A].
- This function allows the machine to optically recognize characters in various languages and up to approximately 40,000 characters a page on paper up to A1 size.

Reference

- See "Embedding Text Information in Scanned Data", Scan.

Preventing Information Leakage (Security Functions)



CQK104

- You can protect documents from unauthorized access and stop them from being copied without permission.
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization.
- By setting passwords, you can prevent unauthorized access via the network.
- You can erase or encrypt the data on the hard disk to minimize the risk of information leakage.

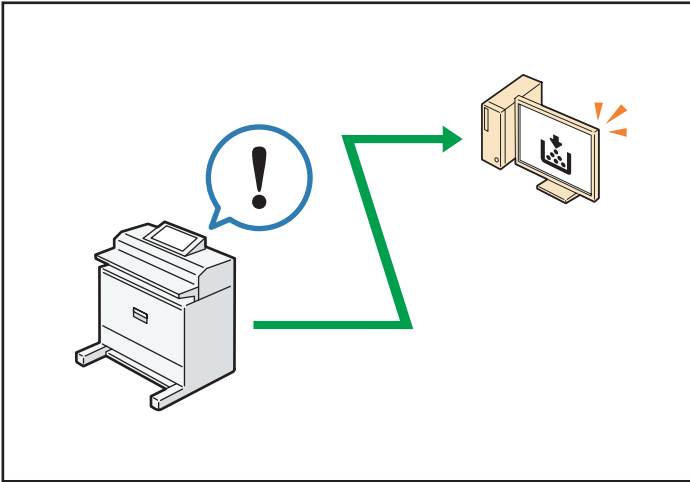
- You can limit the usage of functions for each user.

Reference

- See Security Guide.

Monitoring and Setting the Machine Using a Computer

Using Web Image Monitor, you can check the machine's status and change the settings.



DHJ317

You can check which tray is running out of paper, register information in the Address Book, specify the network settings, configure and change the system settings, manage jobs, print the job history, and configure the authentication settings.

Reference

- See "Using Web Image Monitor", Connecting the Machine/ System Settings.
- See Web Image Monitor Help.

2. Getting Started

This chapter describes how to start using this machine.

Guide to Names and Functions of Components

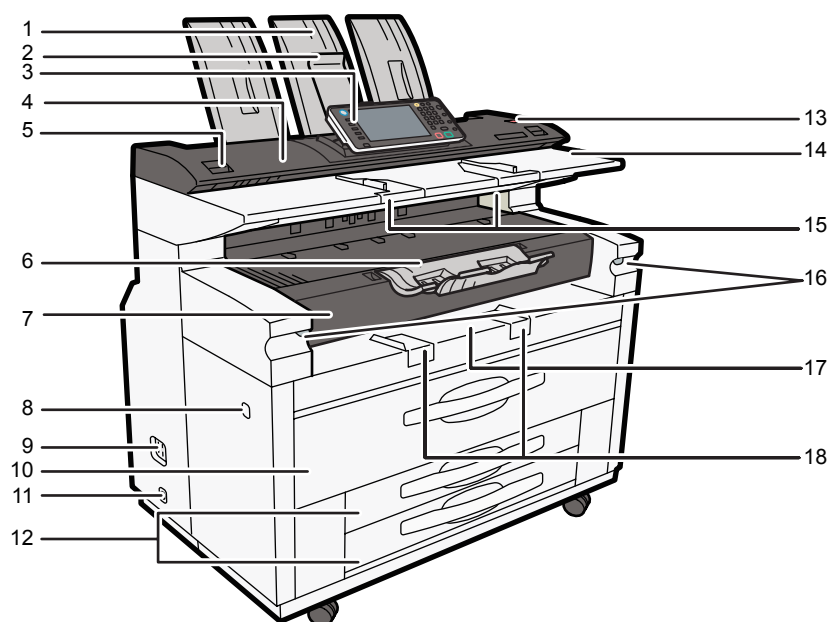
2

Guide to Components

CAUTION

- Do not obstruct the machine's vents. Doing so risks fire caused by overheated internal components.

Front and left view



DHJ267

1. Upper output stacker

When the upper output is selected, output paper is stacked here.

2. Original Output to Upper Front Auxiliary Tray

If the original output to upper front auxiliary tray is lowered to the front and the machine settings are specified to deliver originals from the upper paper exit, delivered originals are stacked here.

3. Control panel

See page 27 "Guide to the Names and Functions of the Machine's Control Panel".

4. Scanner cover

This protects the original feed mechanism and the scanning glass.

5. Scanner cover release lever

Use to open the scanner cover to clear jammed originals or to clean the machine.

6. Front output auxiliary tray

This can be used to receive delivered copies.

7. Front Cover

Open this cover to replace toner.

8. Main power switch

To operate the machine, the main power switch must be on. If it is off, turn the switch on.

See page 41 "Turning On/Off the Power".

9. Earth Leakage Breaker

To prevent electric shock this machine has an earth leakage breaker. The earth leakage breaker is normally in the on position.

If the power does not come on, check if the earth leakage breaker is in the off position. If so, do not turn it to the on position.

Contact your sales or service representative immediately.

10. Upper tray

Stores Paper Roll 1 (foreside) and Paper Roll 2 (inner side).

11. Anti-condensation heater switch

If condensation forms inside the machine as a result of temperature change, the machine may not print properly. To minimize this problem, use the anti-condensation heater.

12. Paper roll tray (optional) or Cut paper trays (optional)

The illustration shows the cut paper trays.

Stores Paper Roll 3 (foreside) and Paper Roll 4 (inner side) if the paper roll tray is attached.

If the cut paper tray is attached, it stores the cut paper in Tray 3 (top tray) and Tray 4 (bottom tray).

13. [Scanner Stop] key

Use if originals are feeding in slanted, or to cancel scanning while an original is feeding in. You can also use this to release the paper edge hold function.

14. Original table

Place originals here scanning side up.

15. Original guide

Set to the width of your originals.

16. Imaging unit release lever

Use this lever to open the imaging unit when clearing paper jams inside or cleaning the machine.

Do not leave the imaging unit open for 5 minutes or longer. Otherwise, copy quality may deteriorate.

While holding down the imaging unit, pull the release lever to open it.

17. Bypass Tray

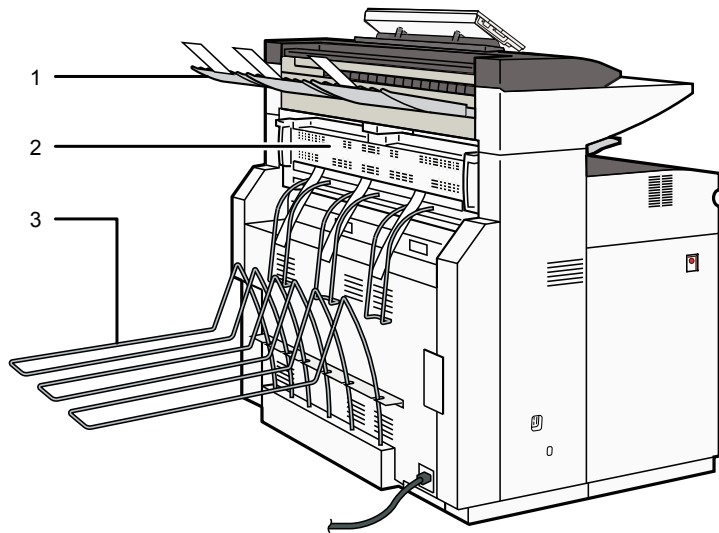
Use to feed paper in manually. Load paper print side up.

18. Paper bypass's paper guide

Set to the width of the paper for bypass copying.

2

Rear and left view



DHJ268

1. Rear original exit (straight)

Holds originals ejected at the back of the machine.

The rear original exit is used when the stacker is attached to the back of the machine. For details, contact your sales or service representative.

2. Fusing unit cover

Protects the fusing unit.

3. Rear output

Stacks copies delivered to the rear output.

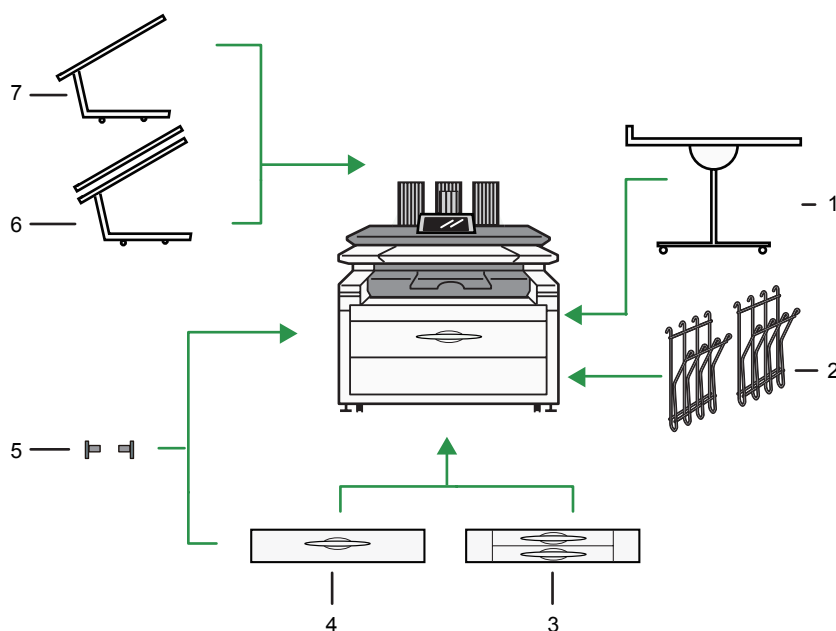
Guide to Functions of the Machine's Options

Guide to Functions of the Machine's External Options

2

Check which type of machine you have. See Read This First.

External options for Type 1



DHJ269

1. Multi Stacker

Attach this to the front or back of the machine.

You can stack a large number of copies on it.

2. Original hanger

Stack originals here before copying or scanning them.

3. Cut paper trays

Load cut paper here.

You can load up to 250 sheets of A2 size paper for each.

4. Paper roll tray

You can load two paper rolls.

5. Roll holder

The two paper holders grip the paper roll and are mounted on the paper roll tray's roll holder.

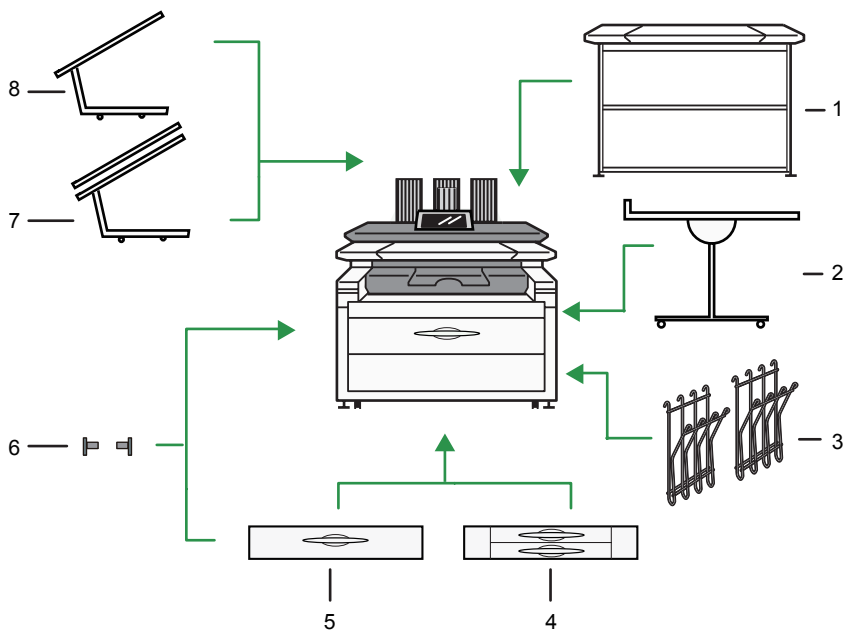
6. Double Stacker

This can stack originals that consist of many sheets.

7. Original Tray

This can stack originals that consist of many sheets.

2

External options for Type 2

DHJ270

1. Scanner Separation Unit

This unit allows you to set up the machine's scanner/printer unit separately from the machine. You can set up the scanner/printer unit in a distance of about 1.9 m (74.8 inches) or shorter from the machine.

2. Multi Stacker

Attach this to the front or back of the machine.

You can stack a large number of copies on it.

3. Original hanger

Stack originals here before copying or scanning them.

4. Cut paper trays

Load cut paper here.

You can load up to 250 sheets of A2 size paper for each.

5. Paper roll tray

You can load two paper rolls.

6. Roll holder

The two paper holders grip the paper roll and are mounted on the paper roll tray's roll holder.

7. Double Stacker

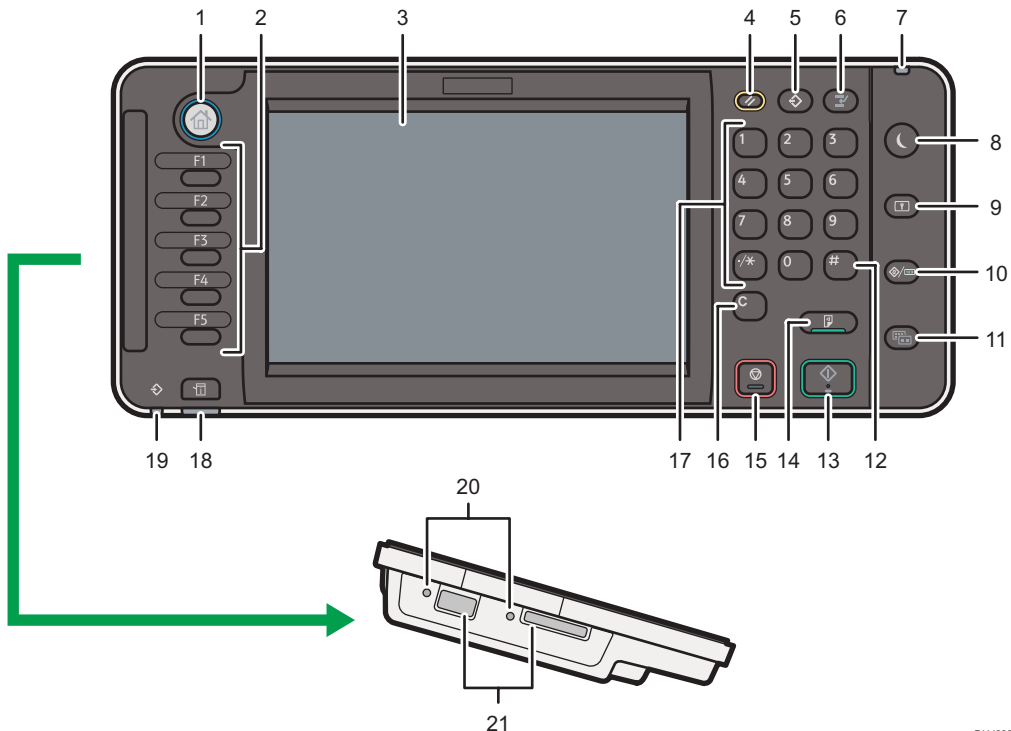
This can stack originals that consist of many sheets.

8. Original Tray

This can stack originals that consist of many sheets.

Guide to the Names and Functions of the Machine's Control Panel

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



DHJ235

1. [Home] key

Press to display the [Home] screen. For details, see page 31 "How to Use the [Home] Screen".

2. Function keys

No functions are registered to the function keys as a factory default. You can register often used functions, programs, and Web pages. For details, see "Configuring function keys", Getting Started.

3. Display panel

Displays keys for each function, operation status, or messages. See "Changing Modes" and "How to Use the Screens on the Control Panel", Getting Started.

4. [Reset] key

Press to clear the current settings.

5. [Program] key (copier, Document Server, and scanner mode)

- Press to register frequently used settings, or to recall registered settings.
See "Registering Frequently Used Functions", Convenient Functions.

- Press to program defaults for the initial display when modes are cleared or reset, or immediately after the main power switch is turned on.

See "Changing the Default Functions of the Initial Screen", Convenient Functions.

6. [Interrupt] key

Press to make interrupt copies. See "Interrupt Copy", Copy/ Document Server.

7. Main power indicator

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

8. [Energy Saver] key

Press to switch to and from Sleep mode. See "Saving Energy", Getting Started.

When the machine is in Sleep mode, the [Energy Saver] key flashes slowly.

9. [Login/Logout] key

Press to log in or log out.

10. [User Tools/Counter] key

- User Tools

Press to change the default settings to meet your requirements. See "Accessing User Tools", Connecting the Machine/ System Settings.

- Counter

Press to check or print the counter value. See "Counter", Maintenance and Specifications.

You can find out where to order expendable supplies and where to call when a malfunction occurs. You can also print these details. See "Checking Inquiry using the User Tools", Maintenance and Specifications.

11. [Simple Screen] key

Press to switch to the simple screen. See "Switching Screen Patterns", Getting Started.

12. [#] key (Enter key)

Press to confirm values entered or items specified.

13. [Start] key

Press to start copying, printing, scanning, or sending.

14. [Sample Copy] key

Press to make a single set of copies or prints to check print quality before making multiple sets. See "Sample Copy", Copy/ Document Server.

15. [Stop] key

Press to stop a job in progress, such as copying, scanning, or printing.

16. [Clear] key

Press to delete a number entered.

17. Number keys

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

18. [Check Status] key

Press to check the machine's system status, operational status of each function, and current jobs. You can also display the job history and the machine's maintenance information.

19. Data In indicator (printer mode)

Flashes when the machine is receiving print jobs from a computer. See Print.

20. Media slots

Use to insert an SD card or a USB flash memory device.

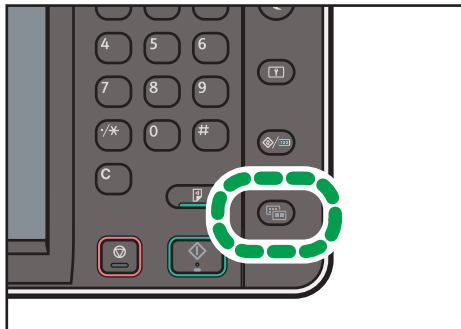
21. Media access lamp

Lights up when a memory storage device is inserted in the media slot or accessed.

Changing the Display Language

You can change the language used on the display. English is set as default.

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



DHJ299

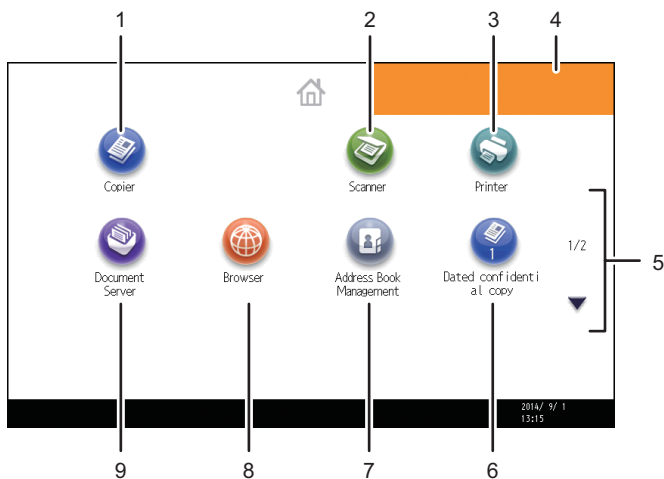
2. Press language key until the language you want to display appears.
3. Press the [User Tools/Counter] key.

How to Use the [Home] Screen

The icons of each function are displayed on the [Home] screen.

You can add shortcuts to frequently used programs or Web pages to the [Home] screen. The icons of added shortcuts appear on the [Home] screen. The programs or Web pages can be recalled easily by pressing the shortcut icons.

To display the [Home] screen, press the [Home] key.



DHJ327

1. [Copier]

Press to make copies.

For details about how to use the copy function, see Copy/ Document Server.

2. [Scanner]

Press to scan originals and save images as files.

For details about how to use the scanner function, see Scan.

3. [Printer]

Press to make settings for using the machine as a printer.

For details about how to make settings for the printer function, see Print.

4. Home screen image

You can display an image on the [Home] screen, such as a corporate logo. To change the image, see "Displaying an Image on the [Home] Screen", Convenient Functions.

5. ▲/▼

Press to switch pages when the icons are not displayed on 1 page.

6. Shortcut icon

You can add shortcuts to programs or Web pages to the [Home] screen. For details about how to register shortcuts, see page 32 "Adding Icons to the [Home] Screen". The program number appears on the bottom

of the shortcut icon. For details about examples of shortcuts that you can program, see page 38 "Example of programs".

7. [Address Book Management]

Press to display the Address Book.

For details about how to use the Address Book, see "Address Book", Connecting the Machine/ System Settings.

8. [Browser]

Press to display Web pages.

For details about how to use the browser function, see "Using the Browser Function", Convenient Functions.

9. [Document Server]

Press to store or print documents on the machine's hard disk.

For details about how to use the Document Server function, see Copy/ Document Server.

Adding Icons to the [Home] Screen

You can add shortcuts to programs stored in copier or scanner mode, or Web pages registered in Favorites using the browser function.

You can also review icons of functions and embedded software applications that you deleted from the [Home] screen.

Note

- Shortcuts to programs stored in Document Server mode cannot be registered to the [Home] screen.
- Shortcut names of up to 32 characters can be displayed in a standard screen. If the name of the shortcut is longer than 32 characters, the 32nd character is replaced with "...". Only 30 characters can be displayed in a simple screen. If the name of the shortcut is longer than 30 characters, the 30th character is replaced with "...".
- For details about how to make a program, see page 36 "Registering Functions in a Program".
- For details about the procedure for registering Web pages to Favorites, see "Specifying the Settings for Favorites", Convenient Functions.
- Shortcuts to Web pages that are registered to Common Favorites can be registered to the [Home] screen. When user authentication is enabled, shortcuts to Web pages that are registered to Favorites by User can also be registered to a user's [Home] screen.
- For details about the procedure for registering a shortcut using the [Program] screen, see "Registering a Shortcut to a Program to the [Home] Screen", Convenient Functions.
- You can register up to 72 function and shortcut icons. Delete unused icons if the limit is reached. For details see "Deleting an Icon on the [Home] Screen", Convenient Functions.
- You can change the position of icons. For details, see "Changing the Order of Icons on the [Home] Screen", Convenient Functions.

Adding icons to the [Home] screen using Web Image Monitor

1. Start Web Image Monitor.

For details, see "Using Web Image Monitor", Connecting the Machine/ System Settings.

2. Log in to Web Image Monitor.

3. To add icons to the default [Home] screen, point to [Device Management], and then click [Device Home Management]. To add icons to a user's [Home] screen, point to [Customize Screen per User].

4. Click [Edit Icons].

5. Point to [+Icon can be added.] of the position that you want to add, and then click [+ Add].

6. Select the function or shortcut icon you want to add.

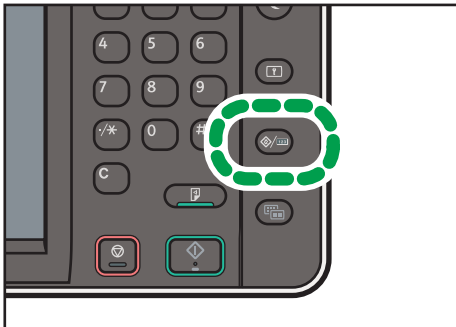
7. Click [OK] four times.

Adding icons to the [Home] screen using the User Tools

In the following procedure, a shortcut to a copier program is registered to the [Home] screen.

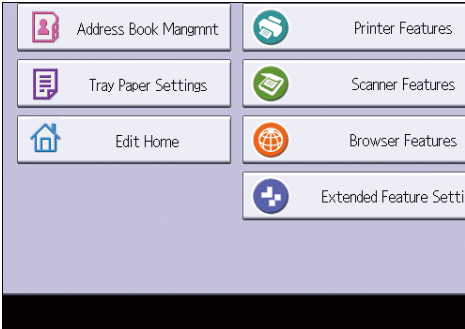
1. Register a program.

2. Press the [User Tools/Counter] key.

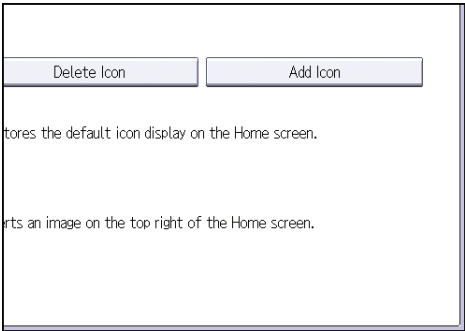


DHJ249

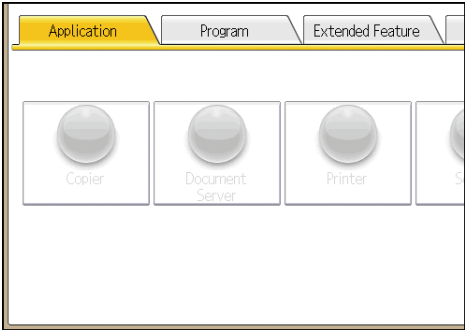
3. Press [Edit Home].



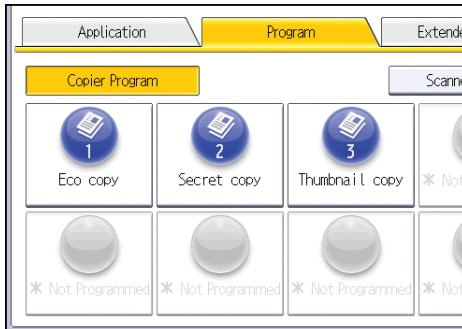
4. Press [Add Icon].



5. Press the [Program] tab.

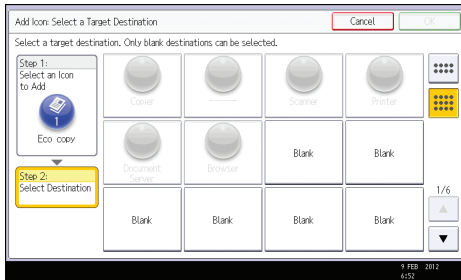


6. Make sure that [Copier Program] is selected.

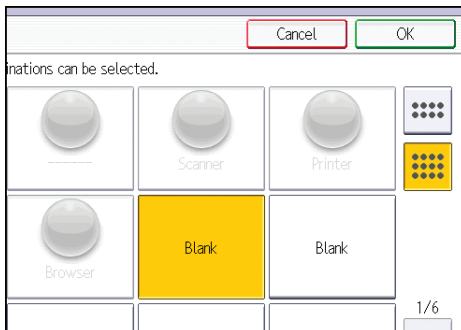


7. Select the program you want to add.

8. Specify the position where [Blank] is displayed.




9. Press [OK].



10. Press the [User Tools/Counter] key.

↓ Note

- Press  on the upper-right corner of the screen to check the position on the simple screen.

Registering Functions in a Program

Depending on the functions, the number of programs that can be registered is different.

- Copier: 25 programs
- Document Server: 25 programs
- Scanner: 25 programs

The following settings can be registered to programs:

Copier:

original type, density, Special Original, paper tray/bypass tray, Store File (except for User Name, Password, and Target Folder to Store), Synchro Cut, Variable Cut, Auto Reduce / Enlarge, User Auto R/E, Finishing, Adjust Print Position, Edit / Stamp, Combine, Reduce / Enlarge, number of copies

Document Server (on the initial document print screen):

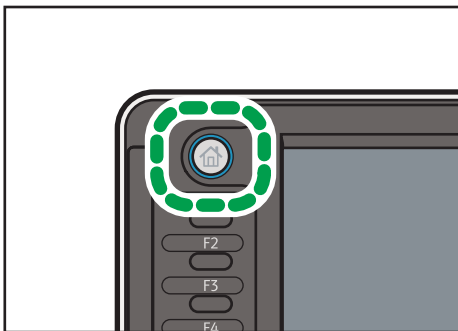
Auto Reduce / Enlarge, Finishing, Adjust Print Position, Reduce / Enlarge, number of prints / Print Density

Scanner:

Scan Settings, Next Original Wait, density, Original Feed Type, Send File Type / Name (except for Security Settings), Store File (except for User Name, Password, and Target Folder to Store), Preview, Text, Subject, Security, Receipt Notice

This section explains how to register functions in a program using copier function as an example.

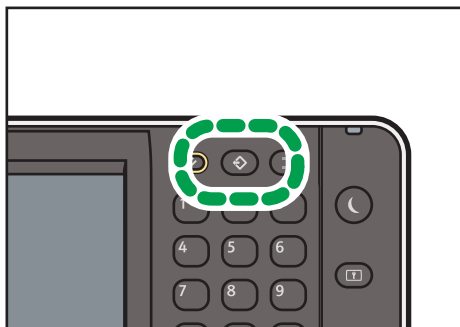
1. Press the [Home] key on the top left of the control panel, and press the [Copier] icon on the [Home] screen.



DHJ243

2. Edit the copy settings so all functions you want to store in a program are selected.

3. Press the [Program] key.



DHJ246

4. Press [Program].

5. Press the program number you want to register.

Program (Copier)

Select No. to program.

001	* Not Programmed	002	* Not Programmed
003	* Not Programmed	004	* Not Programmed
005	* Not Programmed	006	* Not Programmed
007	* Not Programmed	008	* Not Programmed
009	* Not Programmed	010	* Not Programmed
011	* Not Programmed	012	* Not Programmed

6. Enter the program name.


7. Press [OK].

8. Press [Exit].

↓ Note

- The number of characters you can enter for a program name varies depending on the functions as follows:
 - Copier: 34 characters
 - Document Server: 34 characters
 - Scanner: 34 characters
- When a specified program is registered as the default, its values become the default settings, which are displayed without pressing the [Program] key, when modes are cleared or reset, and after the machine is turned on. See "Changing the Default Functions of the Initial Screen", Convenient Functions.
- When the paper tray you specified in a program is empty and if there is more than one paper tray with the same size paper in it, the paper tray prioritized under [Paper Tray Priority: Copier] in the

[Tray Paper Settings] tab will be selected first. For details, see "System Settings", Connecting the Machine/ System Settings.

- Destinations can be registered to a program of the scanner mode only when [Include Destinations] is selected for [Program Setting for Destinations] in [Scanner Features]. For details about the setting, see "General Settings", Scan.
- Folder destinations that have protection codes cannot be registered to a program of the scanner mode.
- Programs are not deleted by turning the power off or by pressing the [Reset] key unless the program is deleted or overwritten.
- Program numbers with  next to them already have settings made for them.
- Programs can be registered to the [Home] screen, and can be recalled easily. For details, see "Registering a Shortcut to a Program to the [Home] Screen", Convenient Functions and page 32 "Adding Icons to the [Home] Screen". Shortcuts to programs stored in Document Server mode cannot be registered to the [Home] screen.

Example of programs

Copier mode

Program name	Program description	Effect
Dated confidential copy	In [Edit / Stamp], specify [CONFIDENTIAL] under [Preset Stamp], and [Date Stamp].	You can increase security awareness by printing "CONFIDENTIAL" and the date on copies.
Unified-size copy	Specify [Auto Reduce / Enlarge].	You can print various size copies onto one size of paper, so they are easier to manage.
Stamping corporate name copy	Specify [User Stamp] in [Edit / Stamp].	You can stamp the name of your company on copies of working or architectural drawings. Your company name needs to be pre-registered in the machine.
Thumbnail copy	Specify [Combine].	You can copy up to 8 pages onto one side of a sheet, so that you can save paper.

Program name	Program description	Effect
Storage copy: XXXX (replace XXXX by a folder name)	Specify a folder in [Target Folder to Store] in [Store File].	You can use folders to organize stored files by user name or intended use.

Scanner mode

Program name	Program description	Effect
Easy PDF scan	Select [Full Color: Text / Photo] in [Scan Settings]. In [Send File Type / Name], select [PDF] under [File Type] and enter the business details such as "London branch: daily report" under [File Name].	You can scan documents efficiently.
High compression PDF scan	Select [Full Color: Text / Photo] in [Scan Settings] and [PDF (JPEG 2000)] in [Send File Type / Name].	You can compress the data size of scanned documents, so that you can send and store them.
Long-term storage scan	Select [PDF/A] in [Send File Type / Name].	You can easily digitize documents to "PDF/A" file format, which is suitable for long-term storage.
Unified-size scan	In [Scan Settings], select [Reduce / Enlarge] under [Edit], and then specify the reproduction ratio or finished size of scanned data for each page of the original.	You can skip this procedure to unify the size when reprinting scanned data.
Digital signature scan	In [Send File Type / Name], specify [PDF], [PDF (JPEG 2000)], or [PDF/A] in [File Type], and also specify [Digital Signature].	You can add a digital signature to an important document such as a contract, so that any data tampering can be detected.
Scan to XXXX (replace XXXX by a destination name)	Select e-mail or folder destinations from the list that is registered in the machine's Address Book, and then specify the scan settings.	If you register destinations and scan settings that you use often, you can skip the procedures to specify them when sending a scanned file.

Program name	Program description	Effect
Storage scan: XXXX (replace XXXX by a folder name)	Specify a folder in [Target Folder to Store] in [Store File].	You can use folders to organize stored files by user name or intended use.

 **Note**

- Depending on the options installed, some functions cannot be registered. For details, see "Functions Requiring Optional Configurations", Getting Started.
- The names of programs given above are just examples. You can assign any name to a program according to your objectives.
- Depending on your business details or the type of documents to be scanned, registering a program cannot be recommended.

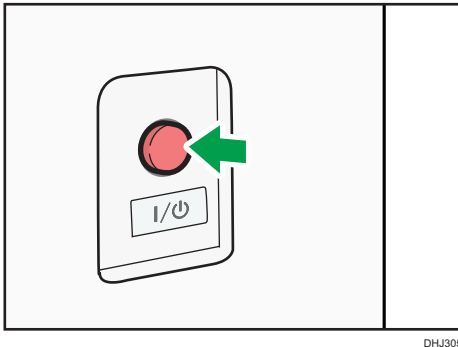
Turning On/Off the Power

The main power switch is on the left side of the machine. When this switch is turned on, the main power turns on and the main power indicator on the right side of the control panel lights up. When this switch is turned off, the main power turns off and the main power indicator on the right side of the control panel goes out.

Turning On the Main Power

1. Make sure the power cord is firmly plugged into the wall outlet.
2. Push the main power switch.

The main power indicator goes on.



DHJ305

Turning Off the Main Power

⚠ CAUTION

- When disconnecting the power cord from the wall outlet, always pull the plug, not the cord. Pulling the cord can damage the power cord. Use of damaged power cords could result in fire or electric shock.

★ Important

- Do not turn off the power while the machine is in operation.
- Do not hold down the main power switch while turning off the main power. Doing so forcibly turns off the machine's power and may damage the hard disk or memory and cause malfunctions.

1. Push the main power switch.

The main power indicator goes out. The main power turns off automatically when the machine shuts down. If the screen on the control panel does not disappear, contact your service representative.

Logging In the Machine

When the Authentication Screen is Displayed

If Basic Authentication, Windows Authentication, or LDAP Authentication is active, the authentication screen appears on the display. The machine only becomes operable after entering your own Login User Name and Login Password. If User Code Authentication is active, you cannot use the machine until you enter the User Code.

If you can use the machine, you can say that you are logged in. When you go out of the operable state, you can say that you are logged out. After logging in the machine, be sure to log out of it to prevent unauthorized usage.

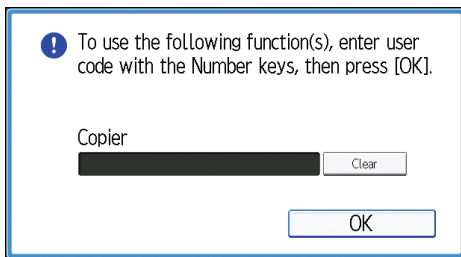
★ Important

- Ask the user administrator for the Login User Name, Login Password, and User Code. For details about user authentication, see Security Guide.
- User Code to enter on User Code Authentication is the numerical value registered in the Address Book as "User Code".

User Code Authentication Using the Control Panel

If User Code Authentication is active, a screen prompting you to enter a User Code appears.

1. Enter a User Code (up to eight digits), and then press [OK].



Logging In Using the Control Panel

This section explains the procedure for logging in to the machine when Basic Authentication, Windows Authentication, or LDAP Authentication is set.

1. Press [Login].



2. Enter a Login User Name, and then press [OK].

3. Enter a Login Password, and then press [OK].

When the user is authenticated, the screen for the function you are using appears.

Logging Out Using the Control Panel

This section explains the procedure for logging out the machine when Basic Authentication, Windows Authentication, or LDAP Authentication is set.

★ Important

- To prevent use of the machine by unauthorized persons, always log out when you have finished using the machine.

1. Press the [Login/Logout] key.



DHJ245

2. Press [Yes].

Placing Originals

Output Locations for Originals

2

Three types of original output locations are available.

Original Top Output

This is the basic original output location. Originals are ejected onto the original stacker.

Original Output to Upper Front Auxiliary Tray

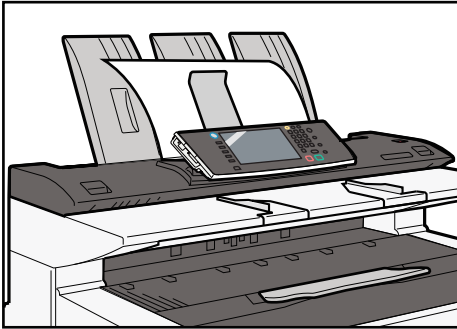
Originals are delivered to the machine's upper front part.

Original Rear Output

Originals are ejected onto the original output guides. When copying thick or hard originals, select this output location.

Original top output

Originals are ejected onto the original stacker.

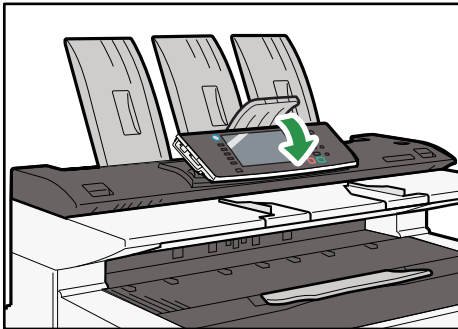


DHJ273

Original output to upper front auxiliary tray

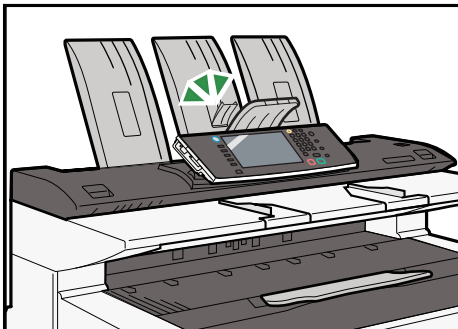
Originals are delivered to the machine's upper front part.

1. Lower the original output to upper front auxiliary tray to the front.

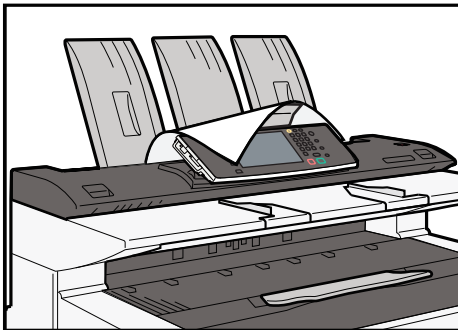


DHJ008

2. Lower the output stacker guide to the front.



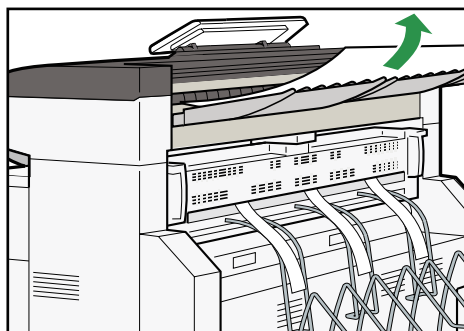
DHJ009



DHJ007

Original rear output

Originals are ejected onto the original output guides.



DHJ309

Copy Output Locations

Two types of copy output locations are available.

Front

Prints are delivered through the front paper output exit at the front of the machine.

When copying sizes up to A1 \square , we recommend selecting front copy output.

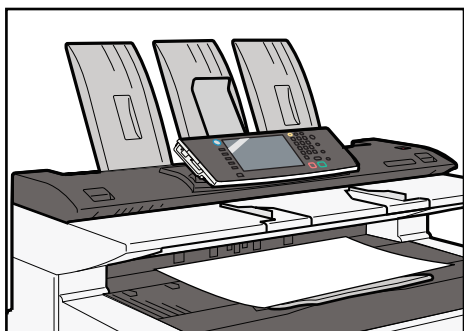
Rear

Prints are delivered through the rear paper output exit at the back of the machine.

When copying A1 \square or A0 \square , select rear copy output.

Front copy output

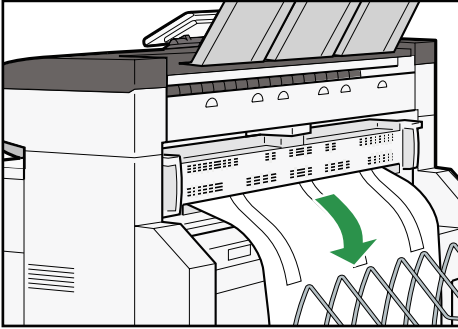
Prints are delivered through the front paper output exit.



DHJ275

Rear copy output

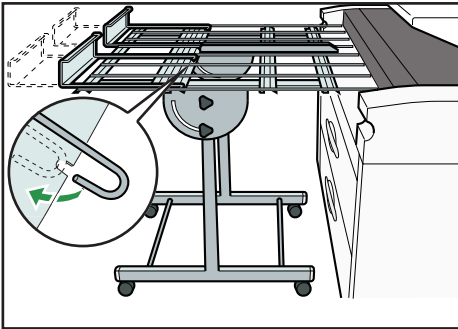
Prints are delivered through the rear paper output exit.



DHJ276

Adjusting the rear output

When using the rear output, adjust the hook position to the size of the copy.



DHJ310

↓ Note

- After the original has been delivered, instead of leaving it, hold its end in your hand and move it away before the next original is delivered.
- The multi stacker can be installed to the back of the machine.

Placing Originals on the Original Table

★ Important

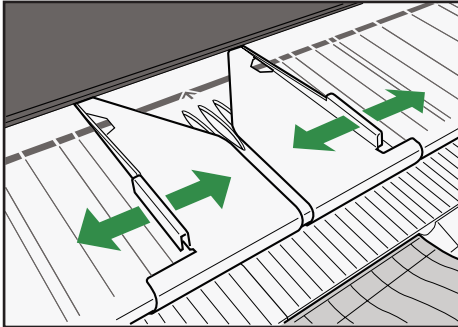
- Set one original at a time on the original table.
- If the original's rear edge is badly curled, smooth it out with both hands before scanning. If the original is inserted as is, it may be damaged.
- When inserting an original, push it lightly against the rollers. Pushing it with force may cause an original jam.

- When inserting an original, be careful not to put the trailing edge into the entrance of the bypass tray. This will cause an original jam.

1. Adjust the original guides to the size and orientation of the original.

Make sure the original guides are flush against the original. Do not push the original guide side fence with force.

2



DHJ311

2. Using both hands, carefully insert the original between the original guides, copy side down.

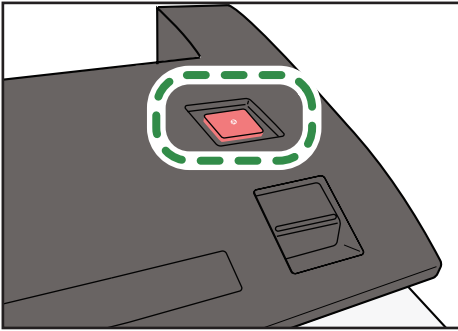
Holding the original with both hands, push it in until it stops. When the machine starts pulling in the original, remove your hands.



DHJ312

Stopping originals from feeding in

If the originals are feeding in slanted, or jamming, etc., press the [Scanner Stop] key to stop them feeding in.



DHJ313

Setting the Carrier Sheet

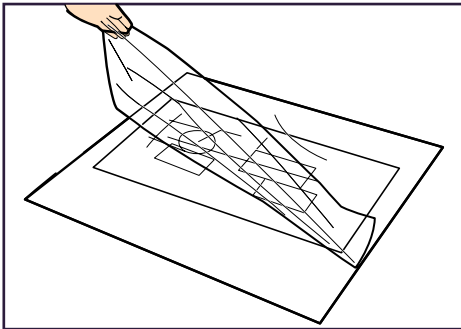
Use the carrier sheet when copying originals listed in "Originals that should be scanned using the carrier sheet", such as originals drawn in pencil, and pasted originals.

★ Important

- When using the carrier sheet, originals should be ejected onto the original output guides. If the original is ejected onto the original stackers, it might be damaged.

1. Open the carrier sheet with the transparent sheet face up, and then insert the original also face up.

Align the original with the fold of the carrier sheet.



BKV008S

2. Using both hands, hold the carrier sheet face down, and carefully insert the folded edge of the carrier sheet into the insertion area.



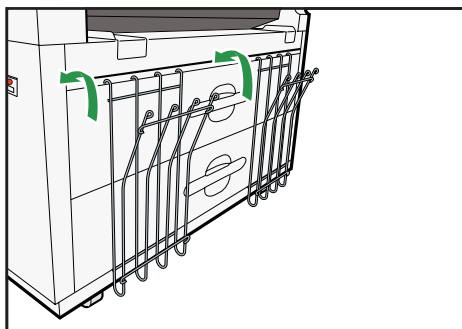
DHJ312

Setting the Original Hangers

The original hangers (optional) are useful when scanning two or more originals at a time.

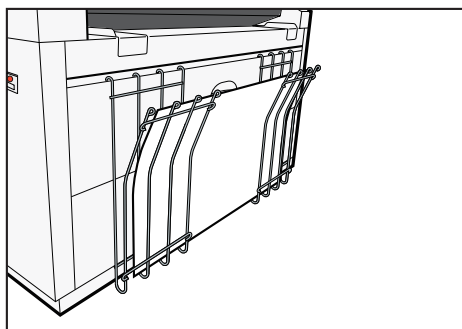
Up to A1 (D) size originals can be placed on the hangers.

Attach each of the original hangers to the front of the machine.



DHJ279

Insert large originals, such as A1 (D) sheets, into the original hangers so they are in the landscape orientation.



DHJ280

3. Copy

This chapter describes frequently used copier functions and operations. For information not included in this chapter, see Copy/ Document Server available on our website.

Original and Copy Output Locations

Specify original and copy output locations before copying. For details, see page 44 "Placing Originals".

3

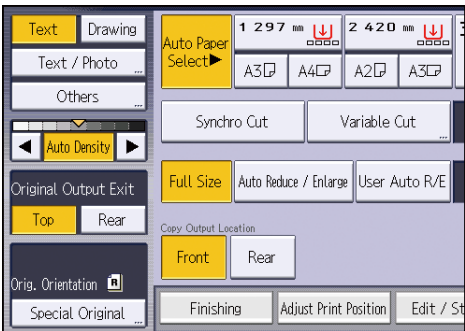
Original Output Locations

Three types of original output locations are available.

Original top output

Originals are ejected onto the original stacker or the original output to upper front auxiliary tray.

- 1. Press [Top].

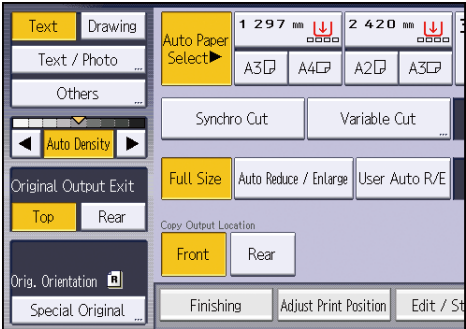


Originals are ejected onto the original stacker or the original output to upper front auxiliary tray.

Original rear output

Originals are ejected onto the original output guides.

1. Press [Rear].



Originals are ejected onto the original output guides.

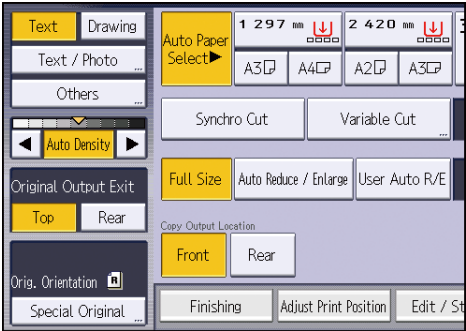
Copy Output Locations

Two types of copy output locations are available.

Front copy output

Prints are delivered through the front paper output exit.

1. Make sure [Front] is selected under Copy Output Location.

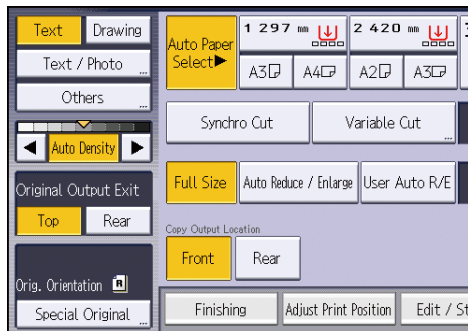


Prints are delivered through the front paper output exit.

Rear copy output

Prints are delivered through the rear paper output exit.

1. Select [Rear] under Copy Output Location.



Prints are delivered through the rear paper output exit.

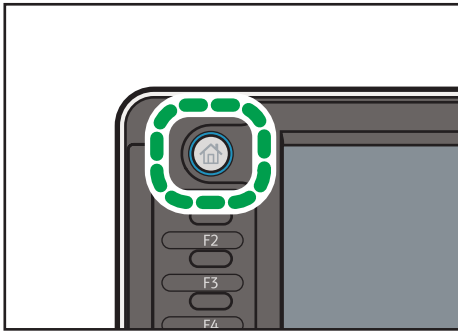
Basic Procedure

To make copies of originals, place them on the original table. For details, see "Placing Originals", Paper Specifications and Adding Paper.

To copy onto paper other than plain paper, specify the paper type in User Tools according to the weight of the paper you are using. For details, see "System Settings", Connecting the Machine/ System Settings.

3

1. Press the [Home] key on the top left of the control panel, and press the [Copier] icon on the [Home] screen.



DHJ243

2. Make sure that no previous settings remain.

When there are previous settings remaining, press the [Reset] key.

3. Set the output locations for originals and copies, and then prepare to use them.
4. Select an original orientation that matches the orientation of your originals.
5. Make desired settings.
6. Enter the number of copies with the number keys.

The maximum copy quantity that can be entered is 99.

7. Place the original on the original table.

The original feeds into the machine automatically, and copying starts.

If [Press Start Key] is selected for [Feed Start Method], copying starts after you press the [Start] key.

For details, see "System Settings", Connecting the Machine/ System Settings.

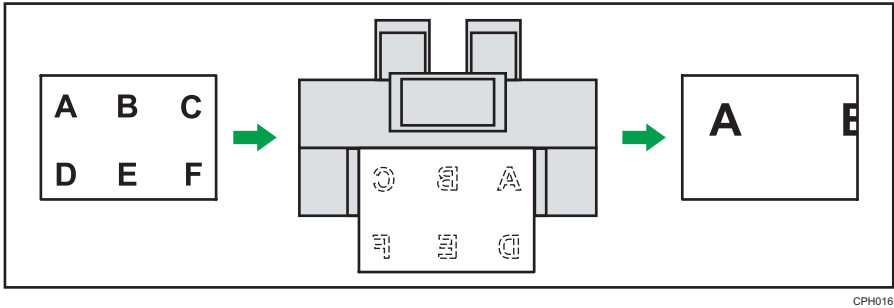
8. When the copy job is finished, press the [Reset] key to clear the settings.

Reducing or Enlarging Originals

This section describes methods of reducing or enlarging images by specifying a reproduction ratio, or a paper size.

Base Point

The upper right corner is the base point.



In addition to the functions described in this section, advanced reduce/enlarge copy functions are also available. For details about these functions, see "Advanced Reduce/Enlarge Copying", Copy/Document Server.

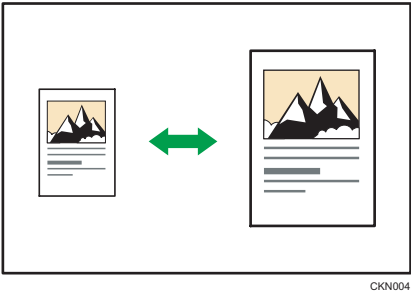
Note

- The reproduction ratio is between 25 and 400%.

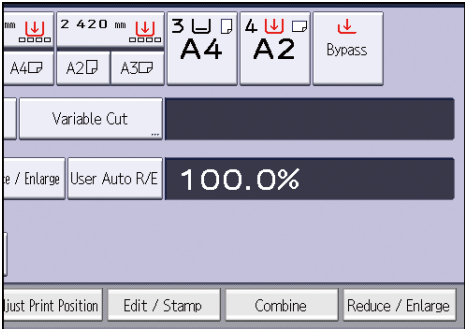
Preset Reduce / Enlarge

This function allows you to reduce or enlarge images by selecting a preset ratio.

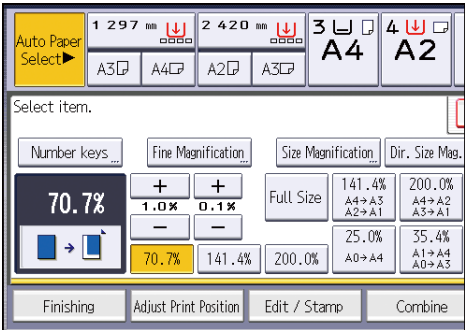
You can register up to three frequently used reproduction ratios other than the preset reduce/enlarge ratios.



1. Press [Reduce / Enlarge].



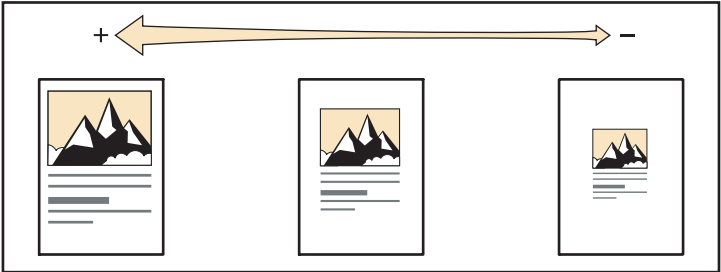
2. Select a ratio, and then press [OK].



3. Place the original, and start scanning.

Zoom

You can specify the reproduction ratio in increments of 0.1%.

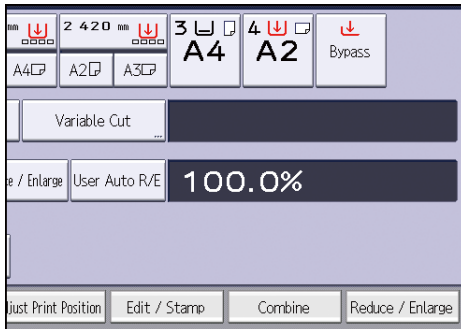


CKN007

To specify a reproduction ratio, enter the ratio using the number keys or specify the ratio with **[+]** or **[-]**.

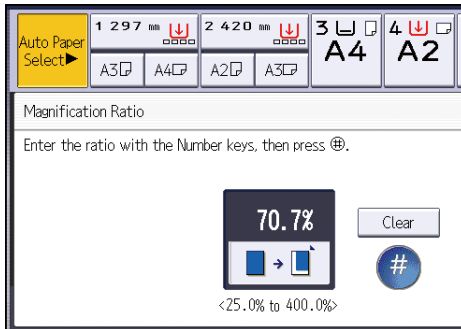
This section describes how to enter the ratio using the number keys.

1. Press [Reduce / Enlarge].



2. Press [Number keys].

3. Enter the desired ratio with the number keys, and then press [#].



4. Press [OK] twice.

5. Place the original, and start scanning.

Auto Reduce / Enlarge

The machine automatically detects the original size and then selects an appropriate reproduction ratio based on the paper size you select.



CKN008

★ Important

- You cannot use the bypass tray with this function.

This is useful to copy different size originals to the same size paper.

To ensure the print result you require is produced, specify the original orientation before using Auto Reduce / Enlarge. Make sure that the original orientation setting matches the actual orientation of your original. For details, see "Original Orientation", Copy/ Document Server.

The original sizes and orientations you can use with this function are as follows:

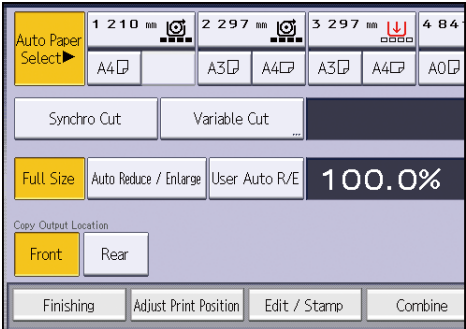
 **Region A (mainly Europe)**

A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS

 **Region B (mainly North America)**

- Engineering
E (34 × 44), D (22 × 34), C (17 × 22), B (11 × 17), A (8¹/₂ × 11), 8¹/₂ × 14
- Architecture
E (36 × 48), D (24 × 36), C (18 × 24), B (12 × 18), A (9 × 12)
- Others
8¹/₂ × 13, 30 × 21, 30 × 42

1. Press [Auto Reduce / Enlarge].



2. Select the paper size.

3. Place the original, and start scanning.

User Auto Reduce / Enlarge

When the original is placed, the machine automatically enlarges or reduces the image to fit the paper size specified in advance.










 **Important**

- You cannot use the bypass tray with this function.











Using User Tools allows you to specify how much each original is enlarged or reduced.

You can select the following combinations:

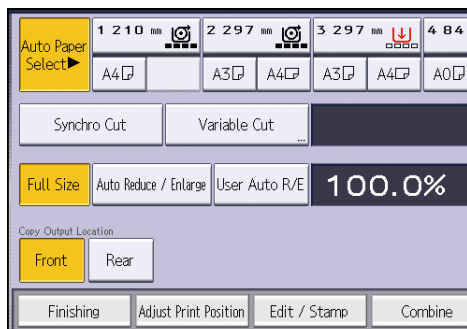
 Region **A** (mainly Europe)

Original size		Copy size
A0  A1  A2  A3  A4  B1 JIS  B2 JIS  B3 JIS  B4 JIS 		A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS

 Region **B** (mainly North America)

Original size		Copy size
Engineering	E (34 × 44) 	E (34 × 44), D (22 × 34), C (17 × 22), B (11 × 17), A (8 ¹ / ₂ × 11)
	D (22 × 34) 	
	C (17 × 22) 	
	B (11 × 17) 	
	A (8 ¹ / ₂ × 11) 	
Architecture	E (36 × 48) 	E (36 × 48), D (26 × 36), C (18 × 24), B (12 × 18), A (9 × 12)
	D (24 × 36) 	
	C (18 × 24) 	
	B (12 × 18) 	
	A (9 × 12) 	

1. Press [User Auto R/E].



- 2. Check that the combination selected for User Auto Reduce / Enlarge is the one you want.**
- 3. Place the original, and start scanning.**

Combined Copying

This mode can be used to select a reproduction ratio automatically and copy the originals onto a single sheet of copy paper.

The machine selects a reproduction ratio between 25 and 400%. If the orientation of the original is different from that of the copy paper, the machine will automatically rotate the image by 90 degrees to make copies properly.



CKN014

★ Important

- You cannot use the paper bypass tray with this function.

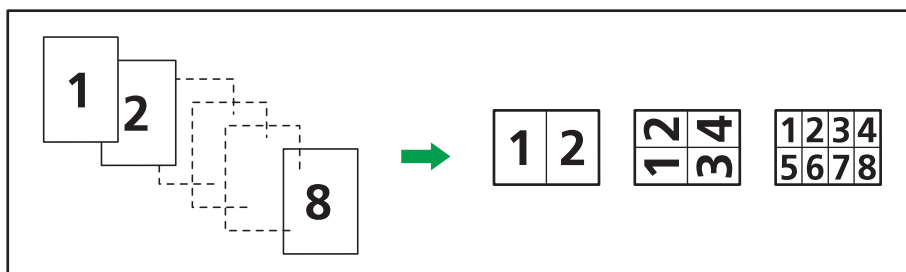
There are three types of One-Sided Combine.

- 1 Sided 2 Originals → Combine 1 Side
Copies two 1-sided originals to one side of a sheet.
- 1 Sided 4 Originals → Combine 1 Side
Copies four 1-sided originals to one side of a sheet.
- 1 Sided 8 Originals → Combine 1 Side
Copies eight 1-sided originals to one side of a sheet.

Orientation of the original and image position of Combine

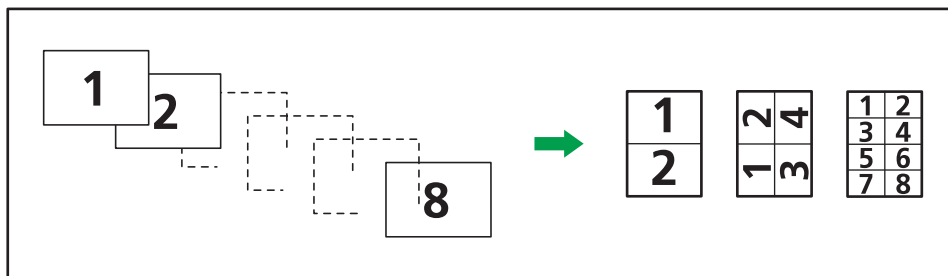
The image position of Combine differs according to original orientation and the number of originals to be combined.

- Portrait (📄) originals



CKN015

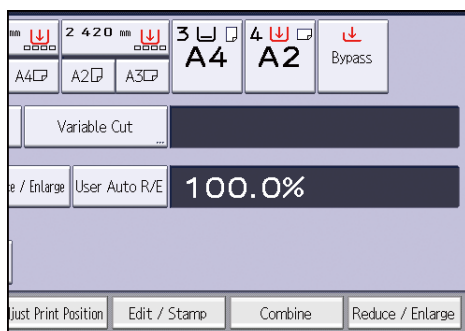
- Landscape (📄) originals



CKN016

3

1. Press [Combine].



2. Select the number of originals to combine.
3. Press [OK].
4. Select the paper size.
5. Place the original, and start scanning.

Specifying the Length of Copy Paper Cut

Specify the length to cut the paper loaded in the paper roll tray.

★ Important

- You cannot cut the paper in the bypass tray.

The following paper cut methods are available:

Synchro Cut

Cuts the paper at the same length as the original. If the copy is enlarged or reduced, the machine calculates the appropriate length for the magnification ratio and cuts the paper.

Preset Cut

Cuts the paper at a preset size, regardless of the size of the original. You can use this to copy different sized originals to the same size.

Variable Cut

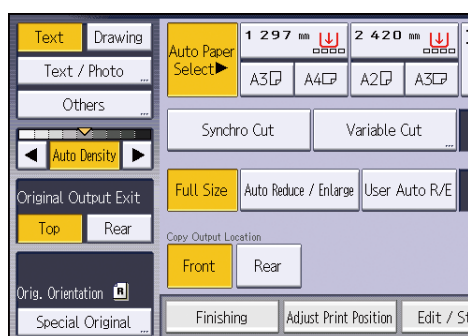
Cuts the paper to the size entered.

3

Synchro Cut

Cuts the paper at the same length as the original. If the copy is enlarged or reduced, the machine calculates the appropriate length for the magnification ratio and cuts the paper.

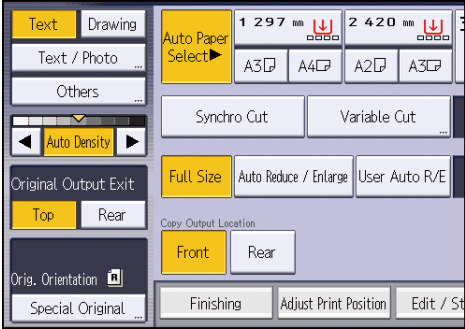
1. Select a paper roll tray.
2. Select [Synchro Cut].



Preset Cut

Cuts the paper at a preset size, regardless of the size of the original. You can use this to copy different sized originals to the same size.

1. Select a preset cut size of the paper roll tray.



Region A (mainly Europe)

Paper roll width	Preset	Preset
841 mm	A0	A1
594 mm	A1	A2
420 mm	A2	A3
297 mm	A3	A4
210 mm	A4	-
728 mm	B1 JIS	B2 JIS
515 mm	B2 JIS	B3 JIS
364 mm	B3 JIS	B4 JIS
257 mm	B4 JIS	-
914 mm	1219 mm	610 mm
880 mm	1189 mm	594 mm
800 mm	1189 mm	594 mm
707 mm	1000 mm	500 mm
680 mm	841 mm	420 mm
660 mm	841 mm	420 mm
625 mm	880 mm	440 mm
620 mm	880 mm	440 mm

Paper roll width	Preset	Preset
490 mm	594 mm	297 mm
440 mm	594 mm	297 mm

 Region **B** (mainly North America)

Engineering

Paper roll width	Preset	Preset
34 inch	34 × 44	22 × 34
22 inch	22 × 34	17 × 22
17 inch	17 × 22	11 × 17
11 inch	11 × 17	8½ × 11
8½ inch	8½ × 11	8½ × 14

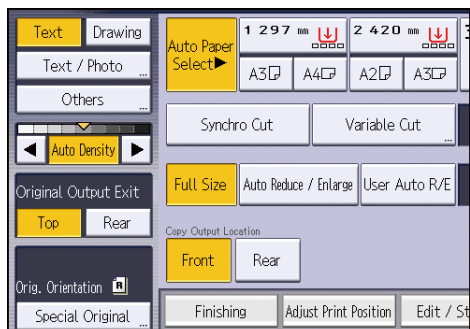
Architecture

Paper roll width	Preset	Preset
36 inch / 914 mm	36 × 48	24 × 36
30 inch	30 × 42	21 × 30
24 inch	24 × 36	18 × 24
18 inch	18 × 24	12 × 18
12 inch	12 × 18	9 × 12
9 inch	9 × 12	-

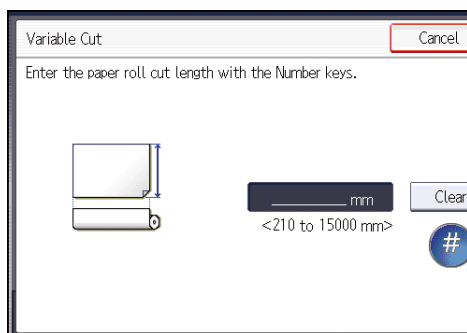
Variable Cut

Cuts the paper to the size entered.

1. Select [Variable Cut].



2. Enter the length with the number keys, and then press [#].



Type 1: 210 - 15,000mm (8.3 - 590.5 inches)

Type 2: 210 - 30,000mm (8.3 - 1181.1 inches)

3. Press [OK].

4. Select a paper roll tray.


Copying from the Bypass Tray

Use the bypass tray to copy onto paper sizes that cannot be loaded on the paper roll trays, or cut paper tray.

About how to load paper in the bypass tray, see Paper Specifications and Adding Paper for details.

Paper that has a vertical length of 210 - 914.4 mm (8.3 - 36.00 inches) and a horizontal length of 182 - 2000 mm (7.2 - 78.7 inches) can be copied from the bypass tray.

1. Load the paper face up in the bypass tray.

The bypass tray () is automatically selected.

2. Press the [#] key.



3. Press [Paper Size].

4. Specify the size of the paper, and then press [OK].

5. Press [Paper Type].


6. Specify the type of the paper as necessary, and then press [OK] twice.

Note

- If you specify [Display Automatically] for [Paper Settings Screen for Bypass], you can display the [Bypass Tray Paper] screen by pressing () instead of pressing the [#] key. For details, see "General Features", Copier / Document Server Features.
- If the bypass tray is not automatically selected, press (.

Copying onto Regular Size Paper from the Bypass Tray

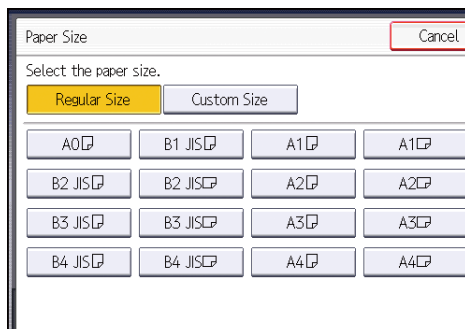
1. Load the paper face up in the bypass tray.

The bypass tray () is automatically selected.

2. Press the [#] key.

3. Press [Paper Size].

4. Select the paper size.




5. Press [OK] twice.

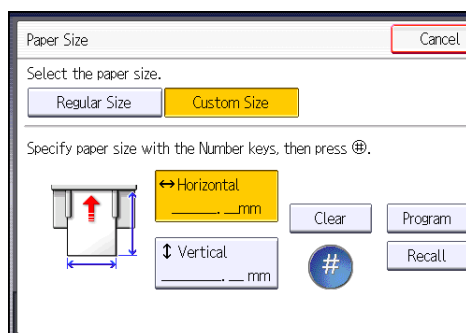
Copying onto Custom Size Paper from the Bypass Tray

Paper that has a horizontal length of 210.0–914.4 mm (8.3–36.00 inches) and a vertical length of 182.0–2000.0 mm (7.2–78.7 inches) can be fed in from the bypass tray. Note however that the limitation on the horizontal and vertical length range will vary depending on which options are installed.

1. Load the paper face up in the bypass tray.

The bypass tray () is automatically selected.

2. Press the [#] key.
3. Press [Paper Size].
4. Press [Custom Size].
5. Enter the horizontal size with the number keys, and then press [#].

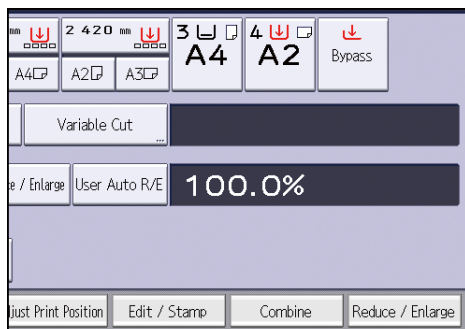


6. Enter the vertical size with the number keys, and then press [#].
7. Press [OK] twice.

Registering a custom size

You can register one custom paper size. This allows you to recall the settings quickly, which is convenient if you often use a certain type of paper that the machine does not detect automatically.

1. Select the bypass tray (↓).

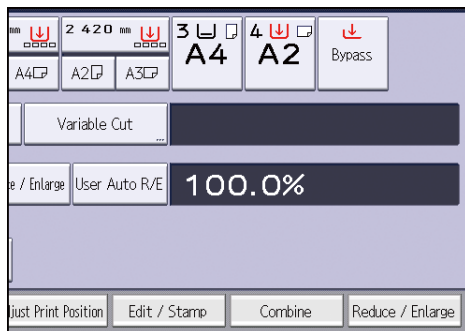


2. Press [Paper Size].
3. Press [Custom Size].
4. Enter the horizontal size with the number keys, and then press [#].
5. Enter the vertical size with the number keys, and then press [#].
6. Press [Program].
7. Press [Exit].
8. Press [OK] twice.

Recalling the registered custom size

This procedure allows you to recall the settings that have been registered for a custom size paper.

1. Select the bypass tray (↓).



2. Press [Paper Size].
3. Press [Custom Size].
4. Press [Recall].
5. Press [OK] twice.

Sort

The machine assembles copies as sets in sequential order.

★ Important

- You cannot use the bypass tray with Rotate Sort.

Sort

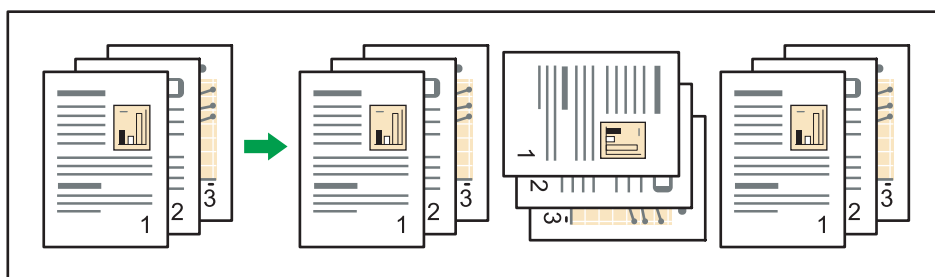
Copies are assembled as sets in sequential order.



CKN018

Rotate Sort

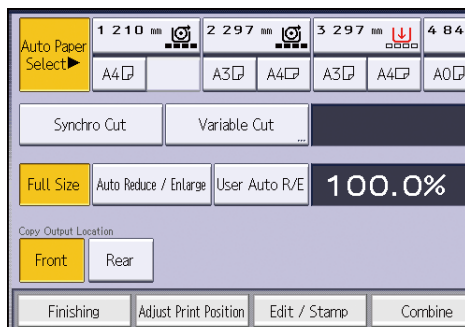
Every other copy set is rotated by 90 degrees (↻) and delivered to the output basket.



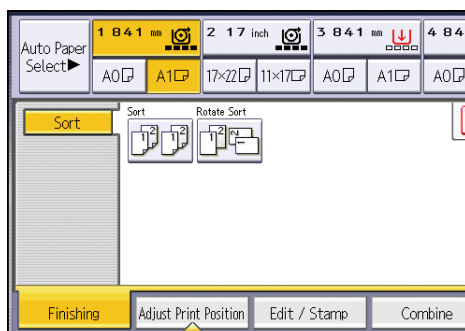
CKN019

To use the Rotate Sort function, two paper tray that can be fed paper of the same size and type, but in different orientation (↻), are required. For details, see "Tray Paper Settings", Connecting the Machine/ System Settings.

1. Press [Finishing].



2. Select [Sort] or [Rotate Sort], and then press [OK].



3. Enter the number of copy sets using the number keys.

4. Place your original, and start scanning.

To confirm the type of finishing, press the [Sample Copy] key.

Scan each page of your original.

Press the [#] key after all the originals have been scanned.

Changing the Number of Sets

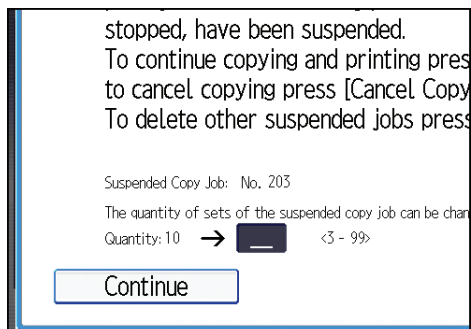
You can change the number of copy sets during copying.

★ Important

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

1. While "Copying..." is displayed, press the [Stop] key.

2. Enter the number of copy sets with the number keys.



3. Press [Continue].

Copying starts again.

Storing Data in the Document Server

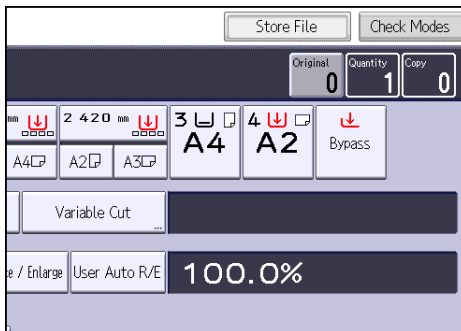
The Document Server enables you to store documents being read with the copy feature on the hard disk of this machine. Thus you can print them later applying necessary conditions.

You can check the stored documents on the Document Server screen. For details about the Document Server, see page 105 "Storing Data".

★ Important

- You cannot use the paper bypass tray with this function.

1. Press [Store File].



2. Enter a user name, file name, or password if necessary.
3. Specify a folder in which to store the document if necessary.
4. Press [OK].
5. Place the original, and start scanning.

The original feeds into the machine automatically, and copying starts. The scanned data is also stored in the memory. If you want to store another document, do so after copying is complete.

4. Print

This chapter describes frequently used printer functions and operations. For information not included in this chapter, see [Print](#) available on our website.

Displaying the Printer Driver Properties

This section explains how to open the printer driver properties from [Devices and Printers].

Important

- **Manage Printers** permission is required to change the printer settings. Log on as an Administrators group member.
- You cannot change the machine default settings for individual users. Settings made in the printer properties dialog box are applied to all users.

1. On the [Start] menu, click [Devices and Printers].
2. Right-click the icon of the printer you want to use.
3. Click [Printer properties].

Standard Printing

★ Important

- If you send a print job via USB 2.0 while the machine is in Low Power mode or Sleep mode, an error message might appear when the print job is complete. In this case, check if the document was printed.

1. Click the WordPad menu button in the upper left corner of the window, and then click [Print].
2. In the [Select Printer] list, select the printer you want to use.
3. Click [Preferences].
4. Select the [Frequently Used Settings] tab.
5. In the "Job Type:" list, select [Normal Print].
6. In the "Document Size:" list, select the size of the original to be printed.
7. In the "Orientation" area, select [Portrait] or [Landscape] as the orientation of the original.
8. In the "Paper Type:" list, select the type of paper that is loaded in the paper tray.
9. In the "Input Tray:" list, select the paper tray that contains the paper you want to print onto.

If you select [Auto Tray Select] in the "Input Tray:" list, the source tray is automatically selected according to the paper size and type specified.
10. If you want to print multiple copies, specify a number of sets in the "Copies:" box.
11. Click [OK].
12. Start printing from the application's [Print] dialog box.

Combining Multiple Pages into Single Page

This section explains how to print multiple pages onto a single sheet. The combine printing function allows you to economize on paper by printing multiple sheets at reduced size onto a single sheet.

1. Click the **WordPad** menu button in the upper left corner of the window, and then click **[Print]**.
2. In the **[Select Printer]** list, select the printer you want to use.
3. Click **[Preferences]**.
4. Click the **[Detailed Settings]** tab.
5. In the "Menu:" box, click **[2 Sided/Layout/Booklet]**.
6. Select the combination pattern in the "Layout:" list, and then specify the method for combining pages in the "Page Order:" list.

To draw a border line around each page, select **[Draw Frame Border]**.

7. Change any other print settings if necessary.
8. Click **[OK]**.
9. Start printing from the application's **[Print]** dialog box.

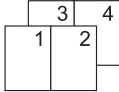
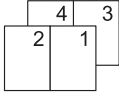
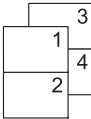
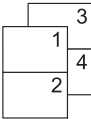
4

Types of Combine Printing

This function allows you to print 2, 4, 6, 9, or 16 pages at reduced size onto a single sheet and to specify a page ordering pattern for the combination. When combining 4 or more pages onto a single sheet of paper, four patterns are available.

The following illustrations show example page ordering patterns for 2- and 4-page combinations.

2 Pages per Sheet

Orientation	From Left to Right/Top to Bottom	From Right to Left/Top to Bottom
Portrait		
Landscape		

4 Pages per Sheet

Right, then Down	Down, then Right	Left, then Down	Down, then Left																
<table><tr><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td></tr></table>	1	2	3	4	<table><tr><td>1</td><td>3</td></tr><tr><td>2</td><td>4</td></tr></table>	1	3	2	4	<table><tr><td>2</td><td>1</td></tr><tr><td>4</td><td>3</td></tr></table>	2	1	4	3	<table><tr><td>3</td><td>1</td></tr><tr><td>4</td><td>2</td></tr></table>	3	1	4	2
1	2																		
3	4																		
1	3																		
2	4																		
2	1																		
4	3																		
3	1																		
4	2																		

Locked Print

Sending a Locked Print file

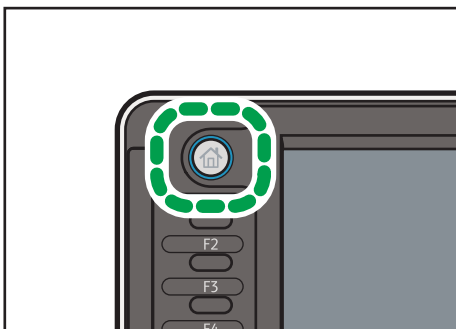
1. Click the WordPad menu button in the upper left corner of the window, and then click [Print].
2. In the "Select Printer" list, select the printer you want to use.
3. Click [Preferences].
4. In the "Job Type:" list, click [Locked Print].
5. Click [Details...].
6. Enter a User ID in the "Enter User ID:" box, and then enter a password in the "Password:" box.
7. Click [OK].
8. Change any other print settings if necessary.
9. Click [OK].
10. Start printing from the application's [Print] dialog box.

4

Printing a Locked Print file using the control panel

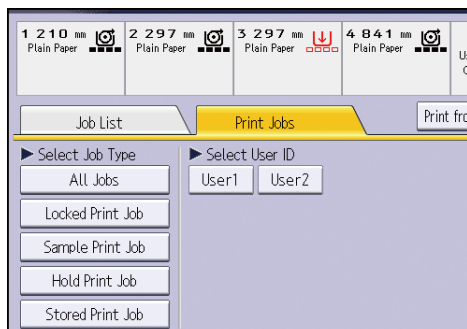
★ Important

- When printing is completed, the stored file will be deleted.
1. Press the [Home] key on the top left of the control panel, and press the [Printer] icon on the [Home] screen.



DHJ243

2. Press the [Print Jobs] tab.



3. Press [Locked Print Job].

4. Select the files you want to print.

You can select all the Locked Print files at once by pressing [Select All Jobs] after selecting a file.

5. Press [Print].

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

7. Enter the number of copies using the number keys if necessary, and then press [Print].

Hold Print

Sending a Hold Print file

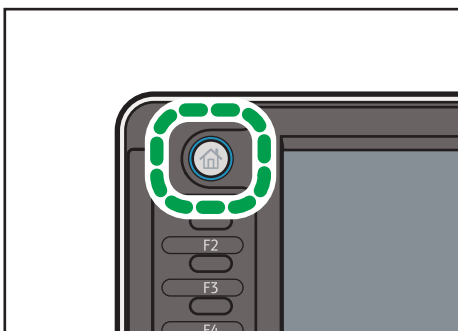
1. Click the WordPad menu button in the upper left corner of the window, and then click [Print].
2. In the "Select Printer" list, select the printer you want to use.
3. Click [Preferences].
4. In the "Job Type:" list, click [Hold Print].
5. Click [Details...].
6. Enter a User ID in the "Enter User ID:" box.
You can optionally set a file name of a Hold Print file.
7. To specify the print time of the document, select the [Set Print Time] check box, and then specify the time.
You can specify the time in 24-hour format.
8. Click [OK].
9. Change any other print settings if necessary.
10. Click [OK].
11. Start printing from the application's [Print] dialog box.

4

Printing a Hold Print file using the control panel

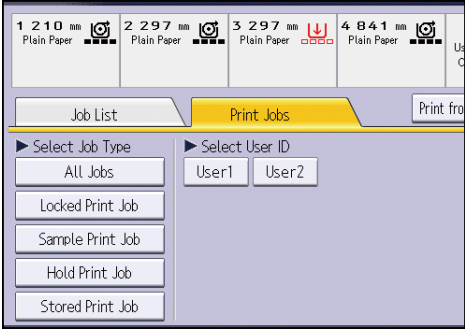
★ Important

- When printing is completed, the stored file will be deleted.
1. Press the [Home] key on the top left of the control panel, and press the [Printer] icon on the [Home] screen.



DHJ243

2. Press the [Print Jobs] tab.



3. Press [Hold Print Job].

4. Select the files you want to print.

You can select all the Hold Print files at once by pressing [Select All Jobs] after selecting a file.

5. Press [Print].

6. Enter the number of copies using the number keys if necessary, and then press [Print].

Stored Print

Sending a Stored Print file

1. Click the WordPad menu button in the upper left corner of the window, and then click [Print].
2. In the "Select Printer" list, select the printer you want to use.
3. Click [Preferences].
4. In the "Job Type:" list, select the print method to be used for Stored Print files.

You can select two methods of Stored Print:

- **Stored Print**
Stores the file in the machine and prints it later using the control panel.
- **Store and Print**
Prints the file at once and also stores the file in the machine.

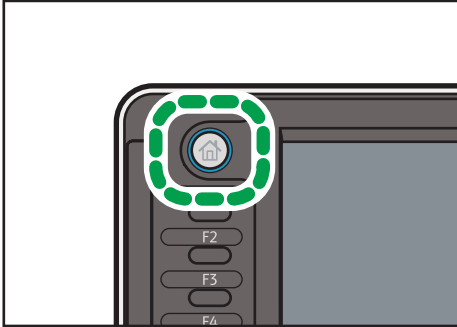
5. Click [Details...].
6. Enter a User ID in the "Enter User ID:" box.
You can optionally set a file name and a password of a Stored Print file.
7. Click [OK].
8. Change any other print settings if necessary.
9. Click [OK].
10. Start printing from the application's [Print] dialog box.

Printing a Stored Print file using the control panel

★ Important

- The Stored Print files are not deleted even after the printing has been completed. For the procedure to delete the documents, see "Deleting Stored Print files", Print.

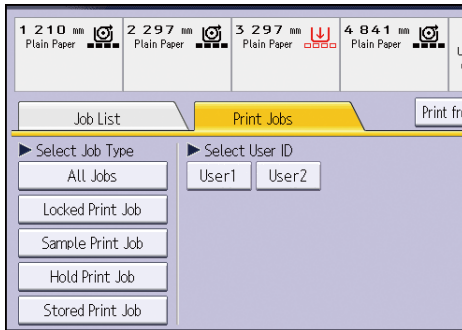
1. Press the [Home] key on the top left of the control panel, and press the [Printer] icon on the [Home] screen.



DHJ243

4

2. Press the [Print Jobs] tab.



3. Press [Stored Print Job].
4. Select the files you want to print.

You can select all the Stored Print files at once by pressing [Select All Jobs] after selecting a file.

5. Press [Print].

If you set the password in the printer driver, enter the password.

If multiple print files are selected, and some of these require a password, the machine prints files that correspond to the entered password and files that do not require a password. The number of files to be printed is displayed on the confirmation screen.

6. Enter the number of copies using the number keys if necessary, and then press [Print].

Saving and Printing Using the Document Server

The Document Server enables you to store documents on the machine's hard disk, and allows you to edit and print them as necessary.

★ Important

- Applications with their own drivers, such as PageMaker, do not support this function.
- Do not cancel the file transfer process while the data is being sent to the Document Server. The process may not be canceled properly. If you accidentally cancel a print job, use the control panel of the machine to delete the transferred data. For details about how to delete documents that are stored in the Document Server, see "Deleting Stored Documents", Copy/ Document Server, or Web Image Monitor Help.
- Up to 3,000 files can be stored in the Document Server. New files cannot be stored when 3,000 files have already been stored. Even if less than 3,000 files are stored, new files cannot be stored when
 - The number of pages in a document exceeds 1,000.
 - The total number of stored pages in the machine and the sent data has reached 3,000 (It may be fewer depending on the print data).
 - The hard disk is full.

You can send data created on a client computer to the Document Server.

Storing Documents in Document Server

★ Important

- If the machine is not used as the Document Server, the maximum number of the documents that can be stored in the server may be less than the number described in the specification.
1. Click the WordPad menu button in the upper left corner of the window, and then click [Print].
 2. In the "Select Printer" list, select the printer you want to use.
 3. Click [Preferences].
 4. In the "Job Type:" list, click [Document Server].
 5. Click [Details...].
 6. Enter a user ID, file name, and password as required.
 7. Specify the folder number to store the document in the "Folder Number" box.

When "0" is specified in the "Folder Number:" box, documents will be saved in the Shared folder.

8. If the folder is protected by a password, enter the password in the "Folder Password:" box.
9. Click [OK].
10. Change any other print settings if necessary.
11. Click [OK].
12. Start printing from the application's [Print] dialog box.

 **Note**

- You can print the documents stored in the Document Server using the control panel. For details, see page 107 "Printing Stored Documents".

4

Managing Documents Stored in Document Server

If this machine is configured as a network printer using TCP/IP, you can view or delete the documents stored in the machine's Document Server using Web Image Monitor from a client computer connected to the network. You can print and operate this machine remotely without operating the control panel.

5. Scan

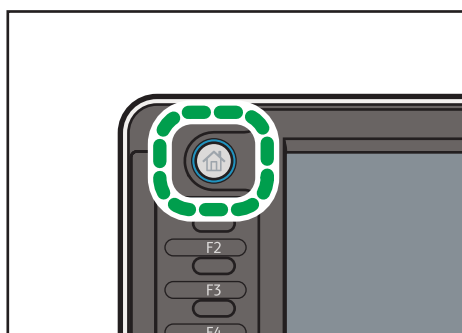
This chapter describes frequently used scanner functions and operations. For information not included in this chapter, see Scan available on our website.

Basic Procedure When Using Scan to Folder

★ Important

- Before performing this procedure, see "Preparation for Sending by Scan to Folder", Scan and confirm the details of the destination computer. See also "Registering Folders", Connecting the Machine/ System Settings, and register the address of the destination computer to the address book.

1. Press the [Home] key on the top left of the control panel, and press the [Scanner] icon on the [Home] screen.

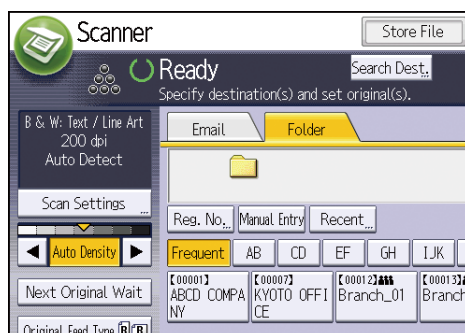


DHJ243

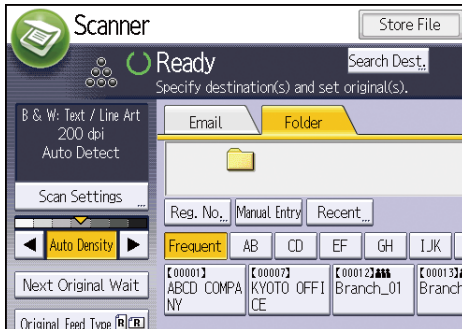
2. Make sure that no previous settings remain.

If a previous setting remains, press the [Reset] key.

3. Press the [Folder] tab.



4. If necessary, specify the scan settings according to the original to be scanned.



Example: Scanning the document in color mode, and saving as a PDF file.

- Press [Scan Settings], and then press [Full Color: Text / Photo] in the [Original Type] tab.
- Press [PDF] under [Send File Type / Name].

5

5. If necessary, press [Next Original Wait].

6. Specify the destination.

You can specify multiple destinations.

7. Place the originals.

If scanning does not start automatically, press the [Start] key.

Creating a Shared Folder on a Computer Running Windows/Confirming a Computer's Information

The following procedures explain how to create a shared folder on a computer running Windows, and how to confirm the computer's information. In these examples, Windows 7 Ultimate is the operating system, and the computer is a member in a network domain. Write down the confirmed information.

Step 1: Confirming the user name and computer name

Confirm the user name and the name of the computer you will send scanned documents to.

1. On the [Start] menu, point to [All Programs], then [Accessories], and then click on [Command Prompt].
2. Enter the command "ipconfig/all", and then press the [Enter] key.
3. Confirm the name of the computer.

The computer's name is displayed under [Host Name].

You can also confirm the IPv4 address. The address displayed under [IPv4 Address] is the IPv4 address of the computer.

4. Next, enter the command "set user", and then press the [Enter] key. (Be sure to put a space between "set" and "user".)

5. Confirm the user name.

The user name is displayed under [USERNAME].

Step 2: Creating a shared folder on a computer running Microsoft Windows

Create a shared destination folder in Windows and enable sharing. In the following procedure, a computer which is running under Windows 7 Ultimate and participating in a domain is used as an example.

★ Important

- You must log in as an Administrators group member to create a shared folder.
- If "Everyone" is left selected in Step 6, the created shared folder will be accessible by all users. This is a security risk, so we recommend that you give access rights only to specific users. Use the following procedure to remove "Everyone" and specify user access rights.

1. Create a folder, just as you would create a normal folder, in a location of your choice on the computer.

2. Right-click the folder, and then click [Properties].

When using Windows XP, right-click the folder, and then click [Sharing and Security].

3. On the [Sharing] tab, select [Advanced Sharing...].

When using Windows XP, on the [Sharing] tab, select [Share this folder].

Proceed to Step 5.

4. Select the [Share this folder] check box.

5. Click [Permissions].

6. In the [Group or user names:] list, select "Everyone", and then click [Remove].

7. Click [Add...].

8. In the [Select Users or Groups] window, click [Advanced...].

9. Specify one or more object types, select a location, and then click [Find Now].

10. From the list of results, select the groups and users you want to grant access to, and then click [OK].

11. In the [Select Users or Groups] window, click [OK].

12. In the [Group or user names:] list, select a group or user, and then, in the [Allow] column of the permissions list, select either the [Full Control] or [Change] check box.

Configure the access permissions for each group and user.

13. Click [OK].

Step 3: Specifying access privileges for the created shared folder

If you want to specify access privileges for the created folder to allow other users or groups to access the folder, configure the folder as follows:

1. Right-click the folder created in Step 2, and then click [Properties].
2. On the [Security] tab, click [Edit...].
3. Click [Add...].
4. In the [Select Users or Groups] window, click [Advanced...].
5. Specify one or more object types, select a location, and then click [Find Now].
6. From the list of results, select the groups and users you want to grant access to, and then click [OK].
7. In the [Select Users or Groups] window, click [OK].
8. In the [Groups or user names:] list, select a group or user, and then, in the [Allow] column of the permissions list, select either the [Full Control] or [Modify] check box.
9. Click [OK].

5

Registering an SMB Folder

1. Press the [Home] key on the top left of the control panel, and press the [Address Book Management] icon on the [Home] screen.
2. Check that [Program / Change] is selected.
3. Select the name whose folder you want to register.

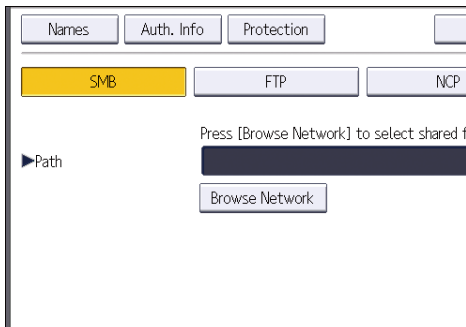
Press the name key, or enter the registered number using the number keys.

4. Press [Auth. Info], and then press [▼Next].
5. Press [Specify Other Auth. Info] on the right side of "Folder Authentication".

When [Do not Specify] is selected, the SMB User Name and SMB Password that you have specified in "Default User Name / Password (Send)" of File Transfer settings are applied.

6. Press [Change] under "Login User Name".
7. Enter the login user name of the destination computer, and then press [OK].
8. Press [Change] under "Login Password".
9. Enter the password of the destination computer, and then press [OK].
10. Enter the password again to confirm, and then press [OK].
11. Press [Folder].

12. Check that [SMB] is selected.



13. Press [Change] or [Browse Network], and then specify the folder.

To specify a folder, you can either enter the path manually or locate the folder by browsing the network.

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

15. Press [Exit].

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

16. Press [OK].

17. Press the [User Tools/Counter] key.

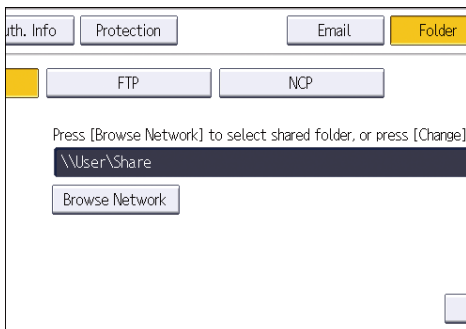
5

Locating the SMB folder manually

1. Press [Change] under "Path".

2. Enter the path where the folder is located.

For example: if the name of the destination computer is "User", and the folder name is "Share", the path will be \\User\Share.



If the network does not allow automatic obtaining of IP addresses, include the destination computer's IP address in the path. For example: if the IP address of the destination computer is "192.168.0.191", and the folder name is "Share", the path will be \\192.168.0.191\Share.

3. Press [OK].

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

Locating the SMB folder using Browse Network

1. Press [Browse Network].

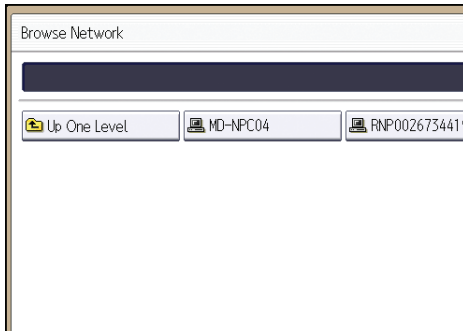
The client computers sharing the same network as the machine appear.

Network display only lists client computers you are authorized to access.

2. Select the group that contains the destination computer.

3. Select the computer name of the destination computer.

Shared folders under it appear.



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

4. Select the folder you want to register.

5. Press [OK].

Deleting an SMB Registered Folder

1. Press the [Home] key on the top left of the control panel, and press the [Address Book Management] icon on the [Home] screen.

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

3. Select the name whose folder you want to delete.

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

You can search by the registered name, user code, folder name, or e-mail address.

4. Press [Folder].

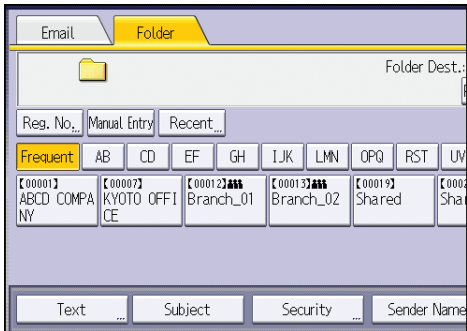
5. Press the protocol which is not currently selected.

A confirmation message appears.

- 6. Press [Yes].
- 7. Press [OK].
- 8. Press the [User Tools/Counter] key.

Entering the Path to the Destination Manually

- 1. Press [Manual Entry].



- 2. Press [SMB].
- 3. Press [Manual Entry] on the right side of the path field.
- 4. Enter the path for the folder.

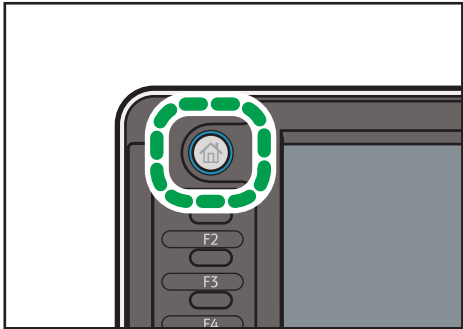
In the following example path, the shared folder name is "user" and the computer name is "desk01":

\\desk01\user

- 5. Press [OK].
- 6. Depending on the destination setting, enter the user name for logging in to the computer.
Press [Manual Entry] to the right of the user name field to display the soft keyboard.
- 7. Depending on the destination setting, enter the password for logging in to the computer.
Press [Manual Entry] for the password to display the soft keyboard.
- 8. Press [Connection Test].
A connection test is performed to check whether the specified shared folder exists.
- 9. Check the connection test result, and then press [Exit].
- 10. Press [OK].

Basic Procedure for Sending Scan Files by E-mail

1. Press the [Home] key on the top left of the control panel, and press the [Scanner] icon on the [Home] screen.

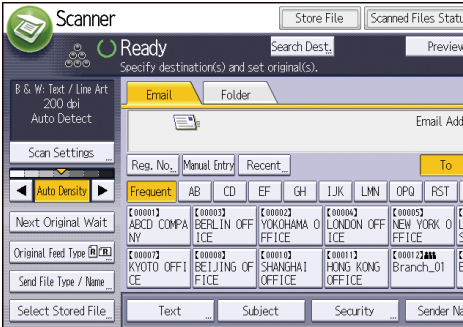


DHJ243

2. Make sure that no previous settings remain.
If a previous setting remains, press the [Reset] key.
3. Press the [Email] tab.



4. If necessary, specify the scan settings according to the original to be scanned.



Example: Scanning the document in color mode, and saving as a PDF file.

- Press [Scan Settings], and then press [Full Color: Text / Photo] in the [Original Type] tab.
- Press [PDF] under [Send File Type / Name].

5. If necessary, press [Next Original Wait].

6. Specify the destination.

You can specify multiple destinations.

7. To specify the e-mail sender, press [Sender Name], and then press [OK].

8. To use Message Disposition Notification, press [Recept. Notice].

If you select [Recept. Notice], the selected e-mail sender will receive e-mail notification when the e-mail recipient has opened the e-mail.

9. Place the originals.

If scanning does not start automatically, press the [Start] key.

Registering an E-mail Destination

5

1. Press the [Home] key on the top left of the control panel, and press the [Address Book Management] icon on the [Home] screen.
2. Check that [Program / Change] is selected.
3. Select the name whose e-mail address you want to register.

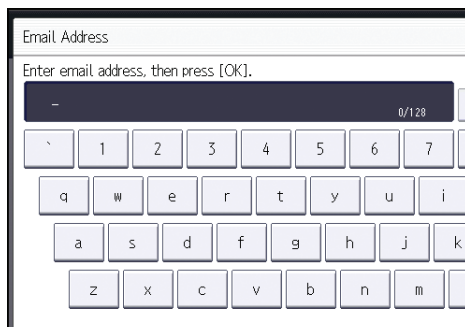
Press the name key, or enter the registered number using the number keys.

4. Press [Email].

5. Press [Change] under "Email Address".



6. Enter the e-mail address.



7. Press [OK].

8. Select [Email].

If [Email] is specified, registered e-mail addresses appear in the address display on the scanner function screen.

9. Press [OK].

10. Press the [User Tools/Counter] key.

Deleting an E-mail Destination

1. Press the [Home] key on the top left of the control panel, and press the [Address Book Management] icon on the [Home] screen.

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

3. Select the name whose e-mail address you want to delete.

Press the name key, or enter the registered number using the number keys. You can search by the registered name, user code, folder name, or e-mail address.

4. Press [Email].

5. Press [Change] under "Email Address".

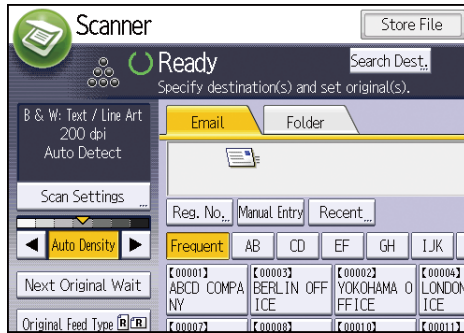
6. Press [Delete All], and then press [OK].

7. Press [OK].

8. Press the [User Tools/Counter] key.

Entering an E-mail Address Manually

1. Press [Manual Entry].



2. Enter the e-mail address.

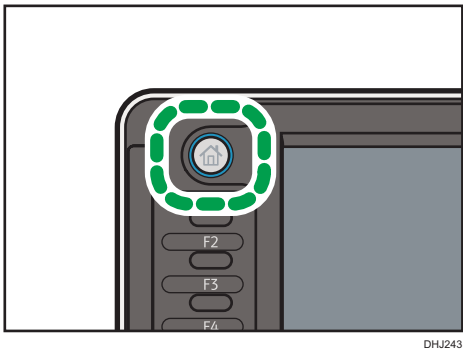
3. Press [OK].

Basic Procedure for Storing Scan Files

★ Important

- You can specify a password for each stored file. We recommend that you protect stored files from unauthorized access by specifying passwords.
- Scan file stored in the machine may be lost if some kind of failure occurs. We advise against using the hard disk to store important files. The supplier shall not be responsible for any damage that may result from the loss of files.

1. Press the [Home] key on the top left of the control panel, and press the [Scanner] icon on the [Home] screen.

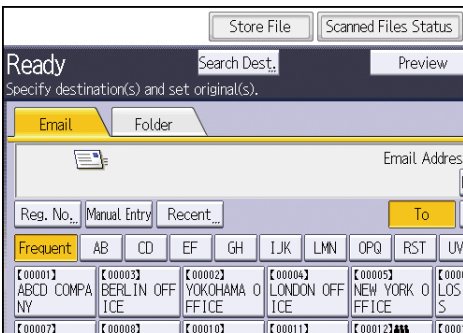


DHJ243

2. Make sure that no previous settings remain.

If a previous setting remains, press the [Reset] key.

3. Press [Store File].



4. Press [Store to HDD].
5. If necessary, specify the stored file's information, such as [User Name], [File Name], [Password], and [Select Folder].
 - User Name
Press [User Name], and then select a user name. To specify an unregistered user name, press [Manual Entry], and then enter the name. After specifying a user name, press [OK].

- File Name

Press [File Name], enter a file name, and then press [OK].

- Password

Press [Password], enter a password, and then press [OK]. Re-enter the password for confirmation, and then press [OK].

- Select Folder

Specify the folder in which to save the stored files.

6. Press [OK].

7. If necessary, press [Scan Settings] to specify scanner settings such as resolution and scan size.

8. If necessary, press [Next Original Wait].

9. Place the originals.

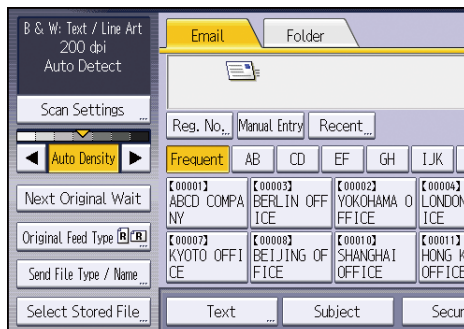
If scanning does not start automatically, press the [Start] key.

5

Checking a Stored File Selected from the List

This section explains how to preview a file selected from the list of stored files.

1. Press [Select Stored File].



2. Specify the folder in which to save the stored files.

3. From the list of stored files, select the file you want to check.

You can select more than one file.

4. Press [Preview].

Specifying the File Type

This section explains the procedure for specifying the file type of a file you want to send.

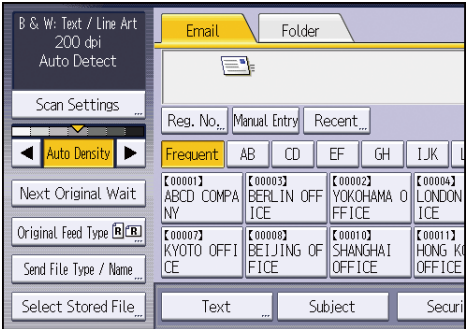
File types can be specified when sending files by e-mail or Scan to Folder, sending stored files by e-mail or Scan to Folder, and saving files on a memory storage device.

You can select one of the following file types:

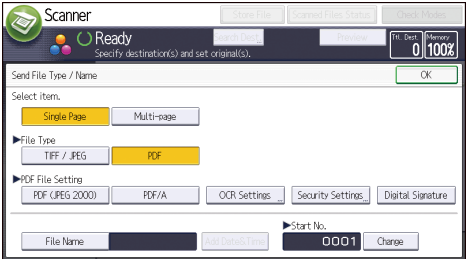
- Single Page: [TIFF / JPEG], [PDF]
If you select a single-page file type when scanning multiple originals, one file is created for each single page and the number of files sent is the same as the number of pages scanned.
- Multi-page: [TIFF], [PDF]
If you select a multi-page file type when scan multiple originals, scanned pages are combined and sent as a single file.

Selectable file types differ depending on the scan settings and other conditions. For details about file types, see "Notes about and limitations of file types", Scan.

1. Press [Send File Type / Name].



2. Select a file type.

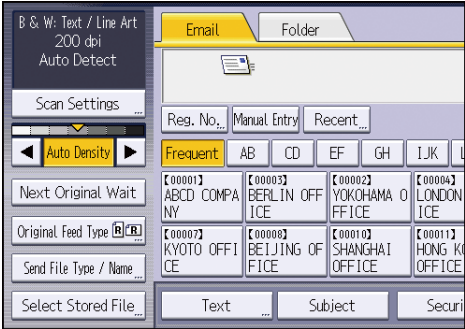


If the File Type is set to [PDF], configure PDF File Setting as required.

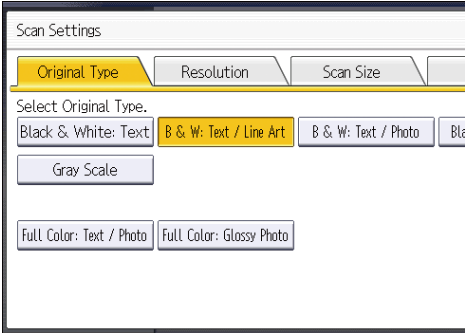
3. Press [OK].

Specifying Scan Settings

1. Press [Scan Settings].



2. Specify resolution, scan size, and other settings, as required.



3. Press [OK].

6. Document Server

This chapter describes frequently used Document Server functions and operations. For information not included in this chapter, see Copy/ Document Server available on our website.

Storing Data

This section describes the procedure for storing documents on the Document Server.

Important

- A document accessed with a correct password remains selected even after operations are complete, and it can be accessed by other users. After the operation, be sure to press the [Reset] key to cancel the document selection.
- The user name registered to a stored document in the Document Server is to identify the document creator and type. It is not to protect confidential documents from others.
- When turning on the scanning by the scanner, make sure that all other operations are ended.

File Name

A file name such as "COPY0001" and "COPY0002" is automatically attached to the scanned document. You can change the file name.

User Name

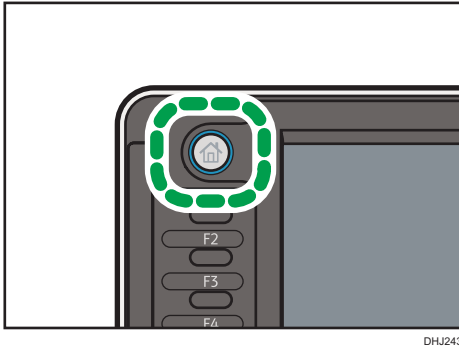
You can register a user name to identify the user or user group that stored the documents. To assign it, select the user name registered in the Address Book, or enter the name directly. Depending on the security setting, [Access Privileges] may appear instead of [User Name].

For details about the Address Book, see "Registering Addresses and Users", Connecting the Machine/ System Settings.

Password

To prevent unauthorized printing, you can specify a password for any stored document. A protected document can only be accessed if its password is entered. If a password is specified for the documents, the lock icon appears on the left side of the file name.

1. Press the [Home] key on the top left of the control panel, and press the [Document Server] icon on the screen.



2. Press [To Scanning Screen].
3. Press [Target Fldr. to Store].
4. Specify a folder in which to store the document, and then press [OK].
5. Press [User Name].
6. Specify a user name, and then press [OK].

The user names shown are names that were registered in the Address Book. To specify a name not shown in the screen, press [Manual Entry], and then enter a user name.

7. Press [File Name].
8. Enter a file name, and then press [OK].
9. Press [Password].
10. Enter a password with the number keys, and then press [OK].

You can use four to eight digits for the password.

11. For double-check, enter the password again, and then press [OK].
12. Place the original.

The original feeds into the machine automatically.

If [Press Start Key] is selected for [Feed Start Method], scanning starts when you press the [Start] key. For details, see "System Settings", Connecting the Machine/ System Settings.

The original is scanned.

13. Press [Finish Scanning] after all documents are scanned.

The original is scanned. The document is saved in the Document Server.

Printing Stored Documents

Prints stored documents on the Document Server.

The items you can specify on the printing screen are as follows:

- Paper tray
- The number of prints
- [Finishing] (Sort, Rotate Sort)
- [Adjust Print Position]
- [Stamp] (Background Numbering, Preset Stamp, User Stamp, Date Stamp, Stamp text, Page Numbering)
- [Reduce / Enlarge] (Preset Reduce / Enlarge, Zoom, Fine Magnification)
- [Variable Cut]
- [Auto Reduce / Enlarge]
- Print Output Location

For details about each function, see Copy/ Document Server.

6

1. Select a folder.

No.	Folder Name	Created Date/Time	Sel.	File
	Shared Folder			
001	User001	30 Apr. 09:30		
002	User002	30 Apr. 09:31		
003	User003	30 Apr. 09:32		
004	User004	30 Apr. 09:32		
005	User005	30 Apr. 09:33		

2. Select a document to be printed.

3. When printing two or more documents at a time, repeat Step 2.

Up to 30 documents can be printed.

4. When specifying printing conditions, press [To Printing Screen], and then configure print settings.

5. Enter the number of print copies with the number keys.

The maximum quantity that can be entered is 99.

6. Press the [Start] key.

7. Web Image Monitor

This chapter describes frequently used Web Image Monitor functions and operations. For information not included in this chapter, see Connecting the Machine/ System Settings available on our website or Web Image Monitor Help.

Displaying Top Page

This section explains the Top Page and how to display Web Image Monitor.

★ Important

- When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10".

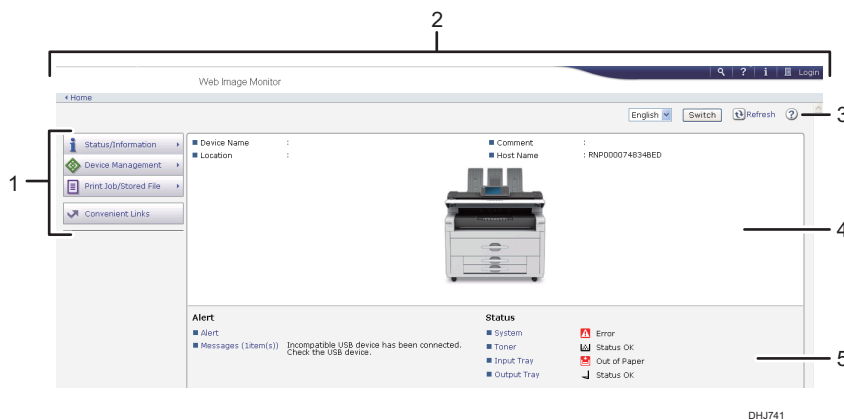
1. Start your web browser.
2. Enter "http://(machine's IP address or host name)/" in your web browser's URL bar.

Top Page of Web Image Monitor appears.

If the machine's host name has been registered on the DNS or WINS server, you can enter it.

When setting SSL, a protocol for encrypted communication, under environment which server authentication is issued, enter "https://(machine's IP address or host name)/".

Web Image Monitor is divided into the following areas:





1. Menu area


If you select a menu item, its content will be shown.

2. Header area

Display icons for the links to Help and the keyword search function. This area also displays [Login] and [Logout], which allow you to switch between the administrator and guest mode.

3. Refresh/Help

 (Refresh): Click  at the upper right in the work area to update the machine information. Click the web browser's [Refresh] button to refresh the entire browser screen.

 (Help): Use Help to view or download Help file contents.

4. Basic Information area

Display the basic information of the machine.

5. Work area

Display the contents of the item selected in the menu area.

8. Adding Paper and Toner

This chapter describes how to load paper into the paper tray and recommended paper sizes and types.

Loading Paper

Precautions for Loading Paper into the Paper Roll Tray

CAUTION

- When loading paper, take care not to trap or injure your fingers.
- Hold the paper roll horizontally with both hands. When the paper roll is attached to the paper holder and if you hold the paper roll vertically, the paper roll may fall off and an injury may result.

Note

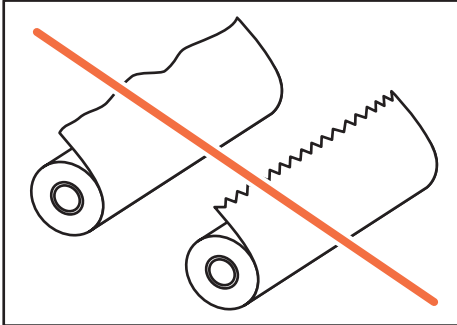
- You cannot load paper in the following situations:
 - When printing
 - During maintenance or other operations
 - When covers are open
 - In Low Power mode or Sleep mode
 - If paper is jammed
 - If a service call message is displayed
- For paper types and sizes that can be loaded in the paper tray and paper bypass tray, see page 126 "Recommended Paper Sizes and Types".
- When copying onto custom size paper, specify the paper size. When copying onto custom size cut paper using the copier function, see "Copying onto Custom Size Paper from the Bypass Tray ", Copy/ Document Server. When printing onto custom size paper roll using the printer function, see page 120 "Specifying a custom size roll of paper using the control panel". When printing onto custom size cut paper, see page 124 "Specifying a custom size of cut paper using the control panel".

Loading Paper into the Paper Roll Tray

This section explains how to load a paper roll into the tray.

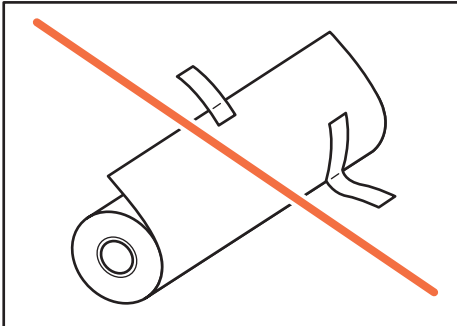
★ Important

- Be careful not to get your fingers or cloths trapped in the roller.
- When the paper roll is in one of the following conditions, you cannot use it. Cut off the edge of the paper with scissors before loading it.
 - The leading edge is damaged



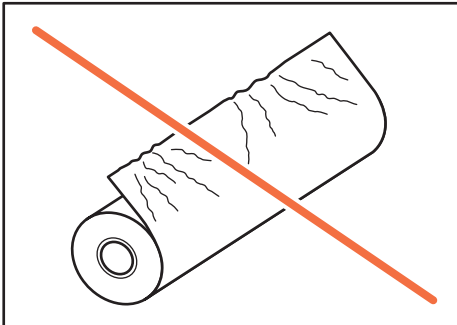
DHJ346

- Adhesive tape, glue or paste is sticking to it



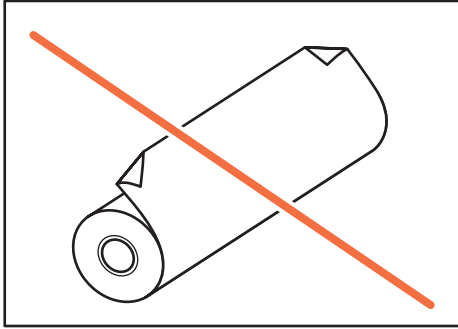
DHJ347

- The paper is wrinkled



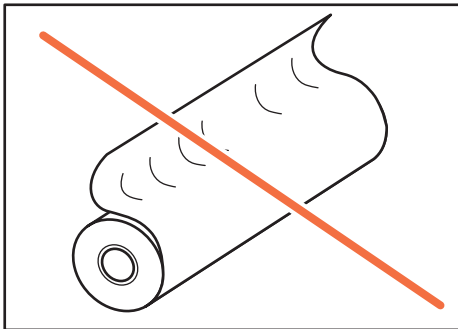
DHJ348

- The corners are folded



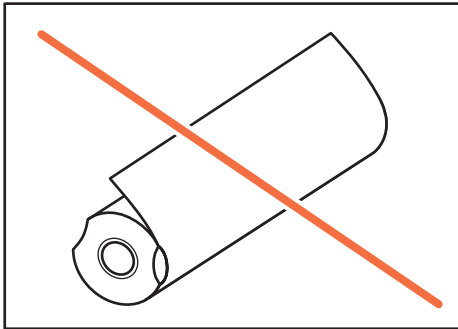
DHJ350

- The paper curls away from the paper roll



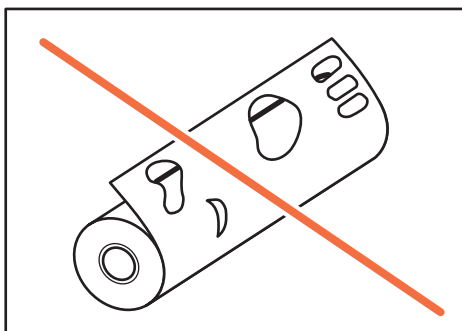
DHJ351

- The edge is dented



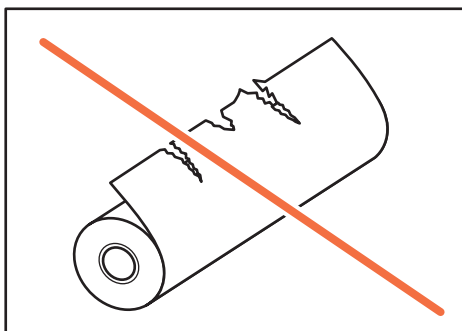
DHJ352

- The paper has holes in it



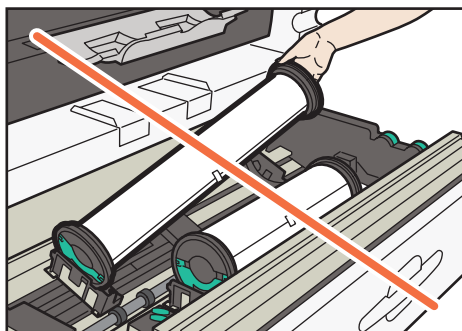
DHJ349

- The paper is torn



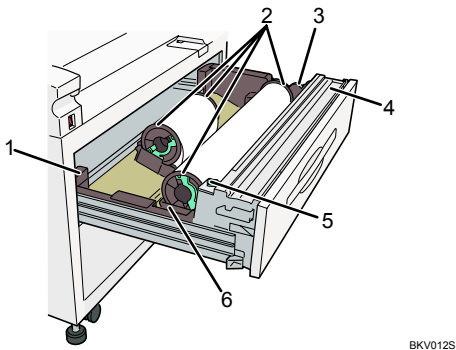
DHJ353

- When removing paper rolls from the paper trays, lift the paper holders on either side of the paper roll before removing them. Do not lift one side only. This could damage the machine.



DHJ281

Names of the parts of the paper roll tray



BKV012S

1. Anti-humidity heater switch

When humidity is high, paper in the paper tray may absorb moisture, which can affect copy quality. The antihumidity heater prevents this.

Turn this switch on when humidity is high.

2. Paper holder

The two paper holders grip the paper roll and are mounted on the paper roll tray's roll holder.

3. Paper feed knob

Use when loading paper rolls or clearing paper jams.

4. Cutter knob

Use to manually cut paper if there are paper jams in the cutter area of the machine.

Always return the cutter knob to the left or right end.

5. Auto feed button

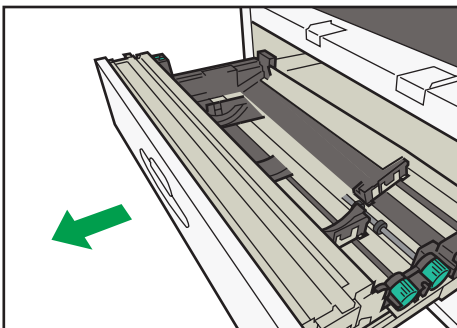
Use this to clear misfeeds in the paper feed area. Keep this button pressed to feed the roll paper continuously.

When approximately "100mm (3.9 inches)" of paper length is fed, release the button so that paper will be cut automatically.

6. Roll holder

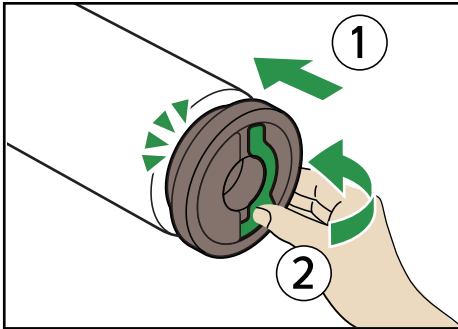
Adjust this to the size of the paper roll you are using.

1. Carefully pull out the paper roll tray until it stops.



DHJ315

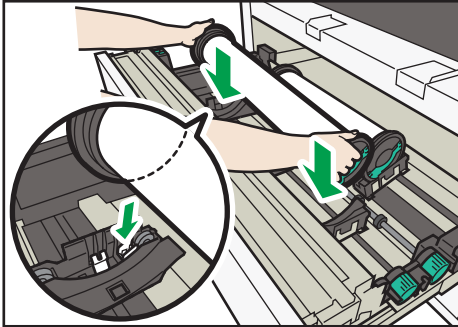
2. Attach the paper holder to the new paper roll (①), and then lower the lever (②).



DHJ308

Insert the paper holder firmly, until stops.

3. Hold both sides of the paper roll and set it securely in the roll holder.

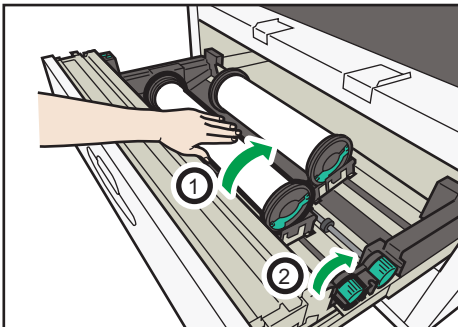


DHJ285

Make sure that both ends of the paper holder are securely seated in the grooves of the roll holder.

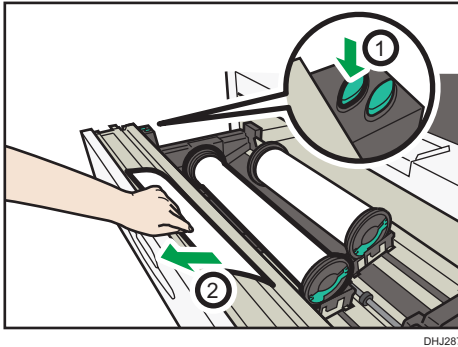
The edge of the paper roll should be on the bottom.

4. While rotating the paper roll slowly (①) to feed the edge of the paper roll into the rubber part of the roller, turn the paper feed knob clockwise (②).



DHJ286

5. Keep pressing the auto feed button until the edge of the paper emerges from the cutter section (①), and then remove the cut piece of paper (②).



DHJ287

The paper will be cut automatically when you release the feed button.

6. Carefully push the paper roll tray fully in.
7. Specify the paper size.

↓ Note

- For details about specifying the paper size, see "Tray Paper Settings ", Connecting the Machine/ System Settings.

Precautions for Loading Paper into the Cut Paper Tray

⚠ CAUTION

- When loading paper, take care not to trap or injure your fingers.

★ Important

- Do not stack paper over the limit mark.

↓ Note

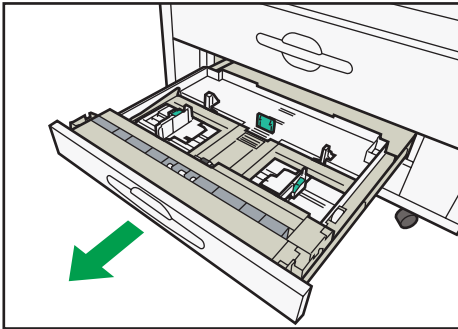
- To prevent multiple sheets from being fed at once, fan the paper before loading it.
- If you load paper when only a few sheets of paper remain in the tray, multiple sheet feeding may occur. Remove any remaining paper, stack them with the new sheets of paper, and then fan the entire stack before loading it into the tray.
- Straighten curled or warped paper before loading.
- For details about the paper sizes and types that can be used, see page 126 "Recommended Paper Sizes and Types".
- You might at times hear a rustling noise from paper moving through the machine. This noise does not indicate a malfunction.

Loading Paper into the Cut Paper Tray

★ Important

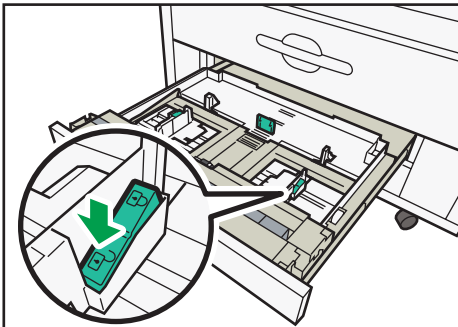
- Check the paper edges are aligned at the right side.
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the side fences are squeezed too tightly against the paper, the edges may crease, thin paper may wrinkle, or the paper may misfeed.

1. Pulling out the cut paper tray.



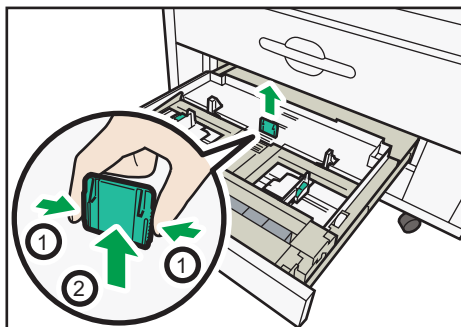
DHJ314

2. Release the side lever to the unlocked position.



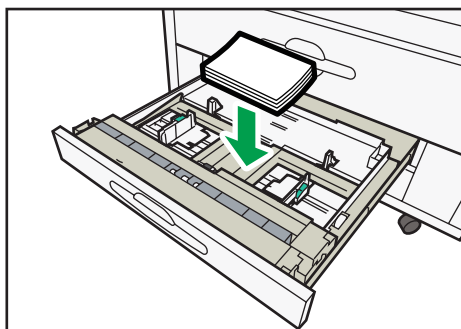
DHJ288

3. While pressing its sides, pull out the back fence.



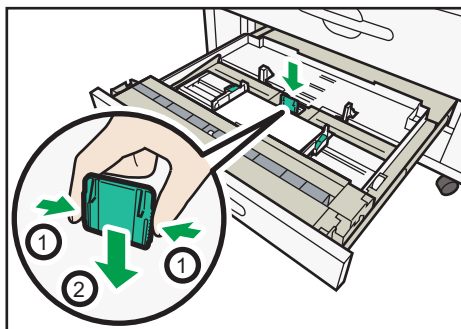
DHJ289

4. Load paper print face down.



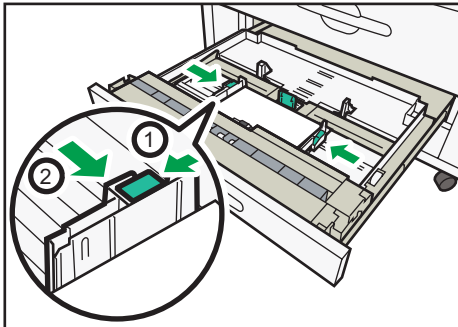
DHJ290

5. Reinsert the back fence at the position that corresponds to the size of the paper you want to load.



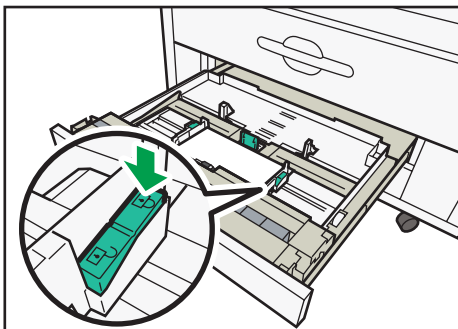
DHJ291

6. While pressing the release lever, adjust the side fences to the paper size.



DHJ292

7. Lock the side lever.



DHJ293

8

8. Close the cut paper tray.

Printing from the Tray Using the Printer Function

With the printer function, you can print on a custom size paper roll. This section explains how to specify the paper size from the control panel of the machine.

Note

- Settings remain valid until they are changed.
- For details about setting printer drivers, see "Printing Documents", Print.

Specifying a custom size roll of paper using the control panel

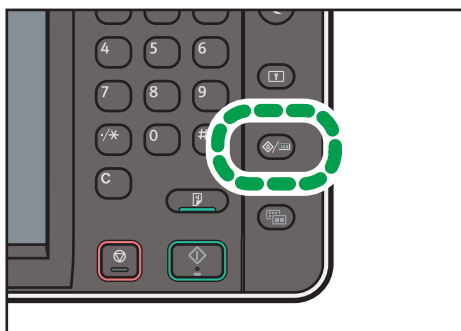
This section explains how to specify the size for a custom size roll of paper from the control panel when using RP-GL/2 or RTIFF as a printer language.

For details about how to change the printer language, see "Specifying a Printer Language", RP-GL/2 and RTIFF.

Paper sizes that can be specified are 210-914.4mm (8.3-36.0 inches) horizontally and 210-15000 mm (8.3-590.5 inches) vertically. (Type 1)

Paper sizes that can be specified are 210-914.4mm (8.3-36.0 inches) horizontally and 210-30000 mm (8.3-1181.1 inches) vertically. (Type 2)

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



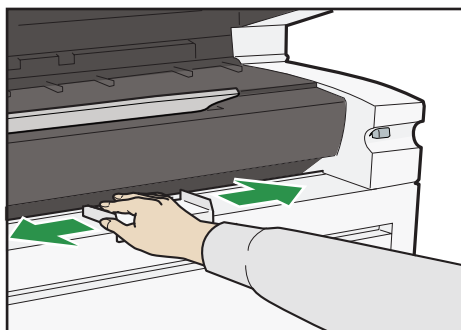
DHJ249

2. Press [Printer Features].
3. Press [System(EM)].
4. Select [Custom Size: Tray 1-4].
5. Enter the horizontal size of the paper using the number keys, and then press [#].
6. Enter the vertical size of the paper using the number keys, and then press [#].
7. Press [OK].
8. Press the [User Tools/Counter] key.

Loading Paper into the Bypass Tray

Use the bypass tray to copy onto paper sizes that cannot be loaded on the paper roll trays, or cut paper tray.

1. Adjust the bypass tray's paper guides to the size of the paper.



DHJ282

2. Insert the paper copy side up into the bypass tray.



DHJ283

Bring the paper edge flush against the paper feed roller along the bypass tray paper guides. Keep hold of the paper until the roller starts feeding it. The paper is automatically fed and the machine starts copying.



Printing from the Bypass Tray Using the Printer Function

When using the printer function to print on paper fed from the bypass tray, you can specify the paper size and type from the control panel.

For details about setting printer drivers, see "Printing Documents", Print.

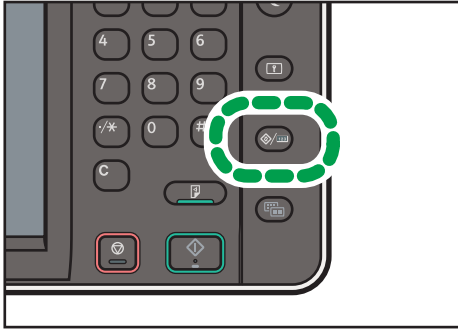
Note

8

- The settings made will remain valid until they are changed.
-  **Region A** (mainly Europe)
 - [A4] is the default setting for [Printer Bypass Paper Size].
-  **Region B** (mainly North America)
 - [8¹/₂ × 11] is the default setting for [Printer Bypass Paper Size].

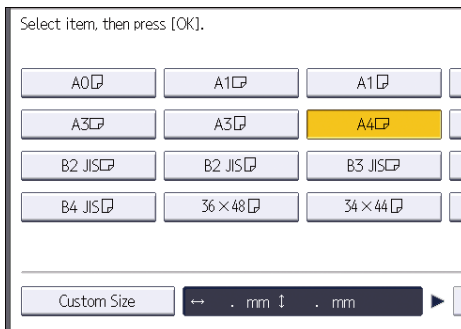
Specifying regular sizes using the control panel

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



DHJ249

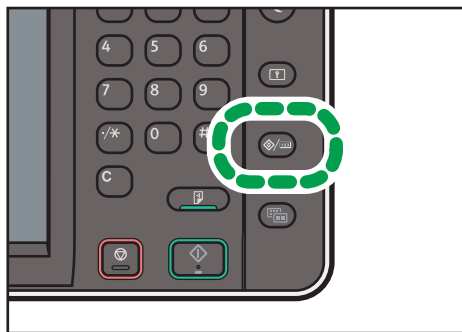
2. Press [Tray Paper Settings].
3. Press [Printer Bypass Paper Size].
4. Select the paper size.



5. Press [OK].
6. Press the [User Tools/Counter] key.

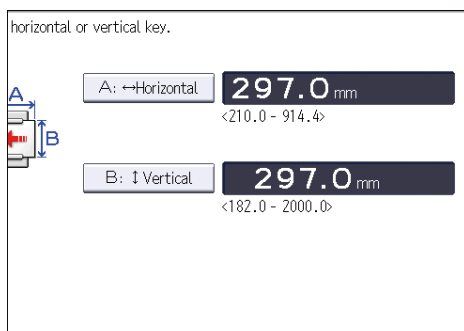
Specifying a custom size of cut paper using the control panel

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



DHJ249

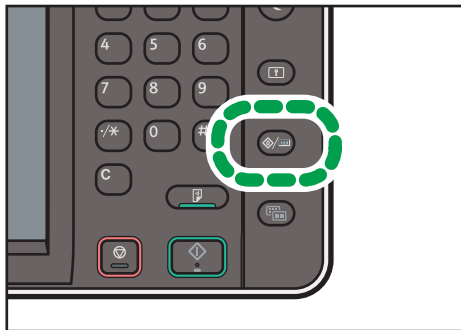
2. Press [Tray Paper Settings].
3. Press [Printer Bypass Paper Size].
4. Press [Custom Size].
If a custom size is already specified, press [Change Size].
5. Press [Vertical].
6. Enter the vertical size of the paper using the number keys, and then press [#].



7. Press [Horizontal].
8. Enter the horizontal size of the paper using the number keys, and then press [#].
9. Press [OK] twice.
10. Press the [User Tools/Counter] key.

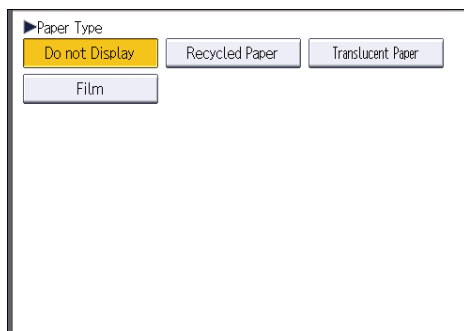
Specifying paper type using the control panel

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



DHJ249

2. Press [Tray Paper Settings].
3. Press [▼Next].
4. Press [Paper Type: Paper Bypass].
5. Select the proper items, according to the paper type and thickness you want to use.



6. Press [OK].
7. Press the [User Tools/Counter] key.

Recommended Paper

This section describes recommended paper sizes and types.

Recommended Paper Sizes and Types

Paper roll tray  **Region A** (mainly Europe)

Paper type and weight	Paper size	Paper capacity
Plain paper 52.3 - 110 g/m ² (13.9 - 29.3 lb)	Paper roll Diameter: less than 175 mm Core: 76.4 ± 0.25 mm Width: 210, 257, 297, 364, 420, 440, 490, 515, 594, 620, 625, 660, 680, 707, 728, 800, 841, 880, 914 mm Roll length: less than 150 m	-
Translucent paper	Paper roll Diameter: less than 175 mm Core: 76.4 ± 0.25 mm Width: 210, 257, 297, 364, 420, 440, 490, 515, 594, 620, 625, 660, 680, 707, 728, 800, 841, 880, 914 mm Roll length: less than 150 m	-
Recycled paper	Paper roll Diameter: less than 175 mm Core: 76.4 ± 0.25 mm Width: 210, 257, 297, 364, 420, 440, 490, 515, 594, 620, 625, 660, 680, 707, 728, 800, 841, 880, 914 mm Roll length: less than 150 m	-

Paper type and weight	Paper size	Paper capacity
Film	Paper roll Diameter: less than 175 mm Core: 76.4 ± 0.25 mm Width: 210, 257, 297, 364, 420, 440, 490, 515, 594, 620, 625, 660, 680, 707, 728, 800, 841, 880, 914 mm Roll length: less than 150 m	-

Paper roll tray  **Region B (mainly North America)**

Paper type and weight	Paper size	Paper capacity
Plain paper 52.3 - 110 g/m ² (13.9 - 29.3 lb)	Paper roll Diameter: 6.7 or less Internal diameter: 3.0 ± 0.01 Width: 8 ¹ / ₂ , 9, 11, 12, 17, 18, 22, 24, 34, 36 Roll length: 590 (49.2 ft.) or less	-
Translucent paper (vellum)	Paper roll Diameter: 6.7 or less Internal diameter: 2.98 - 3.03 Width: 8 ¹ / ₂ , 9, 11, 12, 17, 18, 22, 24, 34, 36 Roll length: 590 (49.2 ft.) or less	-
Recycled paper	Paper roll Diameter: 6.7 or less Internal diameter: 3.0 ± 0.01 Width: 8 ¹ / ₂ , 9, 11, 12, 17, 18, 22, 24, 34, 36 Roll length: 590 (49.2 ft.) or less	-

Paper type and weight	Paper size	Paper capacity
Film	Paper roll Diameter: 6.7 or less Internal diameter: 3.0 ± 0.01 Width: $8\frac{1}{2}$, 9, 11, 12, 17, 18, 22, 24, 34, 36 Roll length: 590 (49.2 ft.) or less	-

Cut paper tray (optional)  **Region A (mainly Europe)**

Paper type and weight	Paper size	Number of sheets that can be placed
Plain paper 64 - 110 g/m ² (17 - 29.3 lb)	A2, B3, A3, B4, A4	250 sheets
Recycled paper	A2, B3, A3, B4, A4	250 sheets
Translucent paper (vellum)	A2, B3, A3, B4, A4	250 sheets

Cut paper tray (optional)  **Region B (mainly North America)**































Paper type and weight	Paper size	Number of sheets that can be placed
Plain paper 64 - 110 g/m ² (17 - 29.3 lb)	11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, 12×18 , $14\frac{1}{2} \times 12$, 15×11 , 11×14 , 9×12 , $8\frac{1}{2} \times 12$	250 sheets
Recycled paper	11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, 12×18 , $14\frac{1}{2} \times 12$, 15×11 , 11×14 , 9×12 , $8\frac{1}{2} \times 12$	250 sheets

Paper type and weight	Paper size	Number of sheets that can be placed
Translucent paper (vellum)	11 × 17□, 8 ¹ / ₂ × 14□□, 8 ¹ / ₂ × 13□□, 8 ¹ / ₂ × 11□□, 12 × 18□□, 14 ¹ / ₂ × 12□, 15 × 11□, 11 × 14□□, 9 × 12□□, 8 ¹ / ₂ × 12□□	250 sheets

Bypass tray  **Region A (mainly Europe)**

Paper type and weight	Paper size	Number of sheets that can be placed
Plain paper 52.3 - 110 g/m ² (13.9 - 29.3 lb)	A0□, A1□□, A2□□, A3□□, A4□□, B1□, B2□□, B3□□, B4□□ Paper width: 210 - 914.4 mm Paper length: 182 - 2000 mm	1 sheet
Translucent paper	A0□, A1□□, A2□□, A3□□, A4□□, B1□, B2□□, B3□□, B4□□ Paper width: 210 - 914.4 mm Paper length: 182 - 2000 mm	1 sheet
Film	A0□, A1□□, A2□□, A3□□, A4□□, B1□, B2□□, B3□□, B4□□ Paper width: 210 - 914.4 mm Paper length: 182 - 2000 mm	1 sheet

Bypass tray  **Region B (mainly North America)**

Paper type and weight	Paper size	Number of sheets that can be placed
Plain paper 52.3 - 110 g/m ² (13.9 - 29.3 lb)	<ul style="list-style-type: none"> Engineering E (34 × 44) , D (22 × 34) , C (17 × 22) , B (11 × 17) , A (8 1/2 × 11)  Architecture E (36 × 48) , D (24 × 36) , C (18 × 24) , B (12 × 18) , A (9 × 12)  	1 sheet
Translucent paper (vellum)	<ul style="list-style-type: none"> Engineering E (34 × 44) , D (22 × 34) , C (17 × 22) , B (11 × 17) , A (8 1/2 × 11)  Architecture E (36 × 48) , D (24 × 36) , C (18 × 24) , B (12 × 18) , A (9 × 12)  	1 sheet
Film	<ul style="list-style-type: none"> Engineering E (34 × 44) , D (22 × 34) , C (17 × 22) , B (11 × 17) , A (8 1/2 × 11)  Architecture E (36 × 48) , D (24 × 36) , C (18 × 24) , B (12 × 18) , A (9 × 12)  	1 sheet

 **Note**

- If you use plain paper in low temperature and fusibility is insufficient, contact your service representative.
- Load paper into the cut paper tray with the print side down.
- Load paper into the bypass tray with the print side up.
- You must manually specify the size of custom size paper when loading it on the bypass tray.
- If multiple-sheet jams occur, load the paper sheet by sheet.
- If you load thin paper, load it in the grain direction.

- If you use an FA film in an environment where the temperature is 15 °C or below, fusibility may deteriorate. If this happens, contact your service representative.
- Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.
- If you load thin paper (64g/m² or less) in a cross-grain direction, white spots and patchy images may appear. If this happens, turn the paper 90 degrees to load it in the grain direction.
- If you load paper of the same size in the same orientation in two or more trays, the machine automatically shifts to the other tray - except the bypass tray - when the first tray in use runs out of paper. This function is called "Auto Tray Switching". This saves interrupting a copy run to replenish paper when making a large number of copies. See "System Settings", Connecting the Machine/ System Settings. For the setting procedure of the Auto Tray Switching function, see "Copier/ Document Server Features", Copy/ Document Server.
- If stackability is low when translucent paper (bond or vellum) is used, try loading the paper upside down in the tray.

Paper Roll

- Use a paper roll that has a black core. You cannot use a paper roll with a non-black paper tube or a paper roll where the trailing edge of the paper is glued to the paper tube. Do not use it, because doing so will cause a paper jam when the paper runs out as well as cause other problems.
- If humidity is high, and the paper roll has expanded due to moisture, be sure to cut off with scissors approximately 1000 mm (40 inches) before making copies or printing. Then load the paper roll, and select [Cut] on the screen.
- Depending on the paper being used, a horizontal misregistration may occur. If this happens, contact your service representative.

Cut Paper

- If pre-printed paper is used for copying and the pre-printed part is thick, spots, faint printing, wrinkles, and paper jam may occur. If this is the case, copy on the back of the paper or feed the paper in a back-to-front orientation.
- Straighten curled or warped paper before loading.
- To prevent multiple-sheet fed simultaneously, fan the paper before loading it in the tray.
- Do not load paper over the limit mark of the paper tray.
- Make sure the leading edges of the sheets are aligned to the front of the paper tray.
- When using thin paper between 60 and 74 g/m² (52 to 64 kg), be sure to load it in a grain direction.
- When using paper with marked grains in a high temperature or humidity, load the paper in a grain direction.

- Thin A0 paper of 60 g/m² (45kg) cannot be used with the bypass tray in high temperature or humidity.
- When using thin or translucent paper, load it in a grain direction.
- If you load thin paper (64 g/m² or less) in a cross-grain direction white spots or patchy images may appear.

Translucent Paper

- Smooth out any curls in the paper before loading translucent paper (vellum).
- When using paper which was stored in high humidity and significantly wavy, cut its edge by 1 m or more before copying it.
- When using translucent paper, load it in a grain direction.
- When using paper which has been stored in a humidity of 30% or below, cut approximately 1,000 mm of its end just before using it or use the humidifier.
- If you continuously copy in low temperature and the delivered sheets are bent at the corners, copy each sheet with an interval of approximately 3 minutes.
- If you continuously copy 50 or more sheets of translucent paper of the length of A0 paper or more with a solid-filled area that has the width of 2 mm or more and length of 900 mm or more, it may cause the background to be stained. If this happens, leave the machine idle for a while to reduce the problem.

Adding Toner

This section explains precautions when adding toner, how to send scanned documents when the toner has run out, and how to dispose of used toner.

WARNING

- Do not incinerate toner (new or used) or toner containers. Doing so risks burns. Toner will ignite on contact with naked flame.
- Do not store toner (new or used) or toner containers anywhere near naked flames. Doing so risks fire and burns. Toner will ignite on contact with naked flame.
- Do not use a vacuum cleaner to remove spilled toner (including used toner). Absorbed toner may cause a fire or explosion due to electrical contact flickering inside the vacuum cleaner. However, it is possible to use a vacuum cleaner that is explosion-proof and dust ignition-proof. If toner is spilled on the floor, remove the spilled toner slowly using a wet cloth, so that the toner is not scattered.

CAUTION

- Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.
- Store toner (new or used), toner containers, and components that have been in contact with toner out of reach of children.
- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.
- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.
- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.
- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your clothing. If toner comes into contact with your clothing, wash the stained area with cold water. Hot water will set the toner into the fabric and make removing the stain impossible.
- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.

⚠ CAUTION



- When replacing a toner or waste toner container or consumables with toner, make sure that the toner does not splatter. Put the waste consumables in a bag after they are removed. For consumables with a lid, make sure that the lid is shut.

★ Important

- Always replace the toner cartridge when a notification appears on the machine.
- Fault may occur if you use toner other than the recommended type.
- When adding toner, do not turn off the main power. If you do, settings will be lost.
- Store toner where it will not be exposed to direct sunlight, temperatures above 35°C (95°F), or high humidity.
- Store toner horizontally.
- Do not shake the toner cartridge with its mouth down after removing it. Residual toner may scatter.
- Remove the new toner cartridge and, without tilting it, vigorously shake it up, down and sideways five or six times. If the interior toner contains clumps, the machine may produce a strange sound during operation.
- Do not repeatedly install and remove toner cartridges. This will result in toner leakage.

Follow the instruction on the screen regarding how to replace a toner cartridge.

↓ Note

- If "Toner Cartridge is almost empty." appears, the toner has almost run out. Have a replacement toner cartridge at hand.
- If  appears when there is a lot of toner, follow the toner replacement instructions that appear on the screen. Pull out the cartridge, and then reinstall it.
- You can check the name of the required toner and the replacement procedure using the [Add Toner] screen.
- For details about how to check contact number where you can order supplies, see "Inquiry", Maintenance and Specifications.

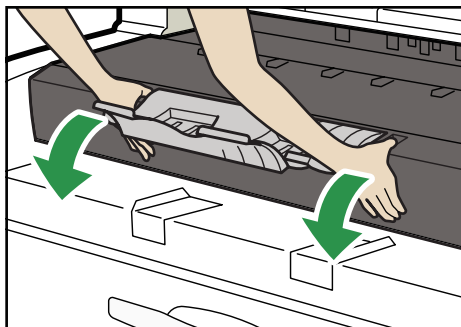
Replacing Toner

This section describes how to replace toner

★ Important

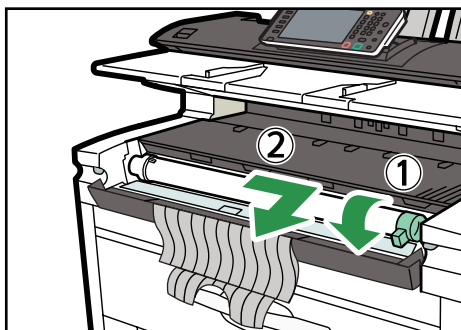
- Do not shake the removed toner cartridge. The remaining toner might scatter.

1. Open the front cover with both hands.



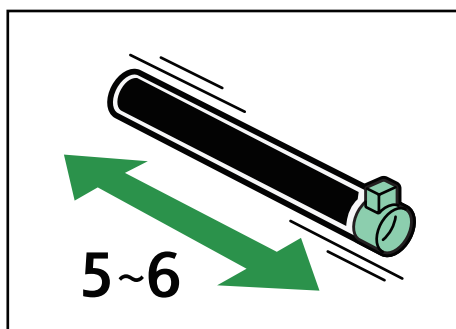
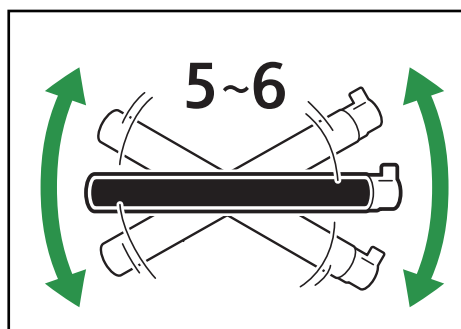
DHJ001

2. While sliding the toner cartridge to the right, roll it towards you (①). Pull the toner cartridge towards you, and out of the machine (②).



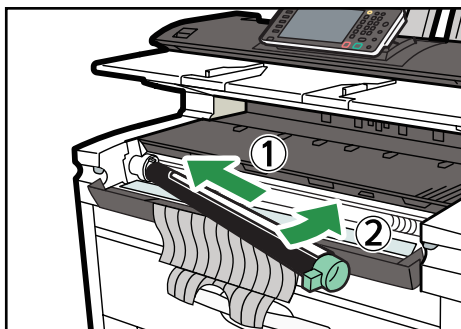
DHJ002

3. Remove the new toner cartridge and, without tilting it, vigorously shake it up, down and sideways five or six times.



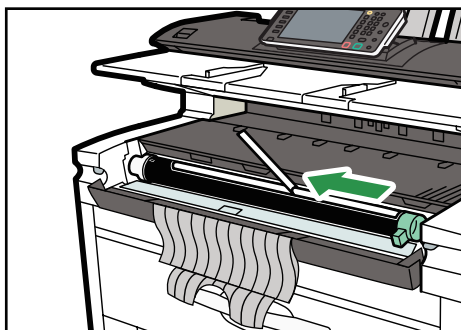
DNB133

4. Insert the ends of the toner cartridge into the toner holder on the left (①). Insert the toner cartridge into the right, as indicated by the arrow (②).



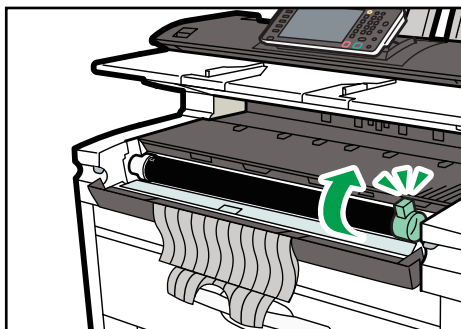
DHJ004

5. Slowly remove the tape from the toner cartridge.



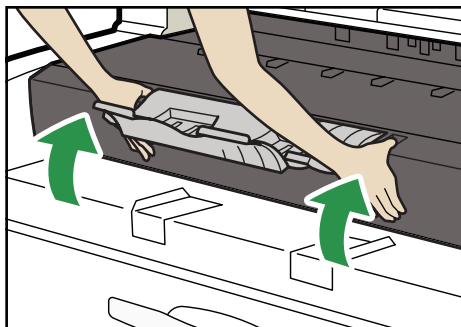
DHJ005

6. Rotate the toner cartridge so the arrows are at the top and secure it firmly in place.



DHJ006

7. Close the front cover.

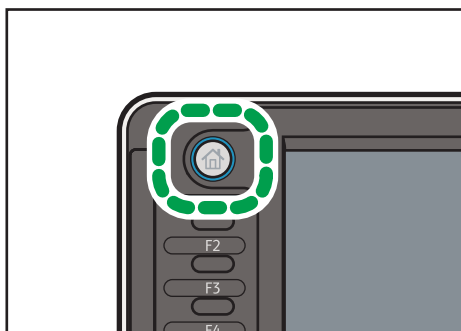


DKY001

Sending Scanned Documents When Toner Has Run Out

When the machine has run out of toner, the indicator on the display lights. Note that even if there is no toner left, you can still scanned documents.

1. Press the [Home] key on the top left of the control panel, and press the [Scanner] icon on the [Home] screen.



DHJ243

2. Press [Exit], and then perform transmission operation.


The error message disappears.

Disposing of Used Toner

This section describes what to do with used toner.

Toner cannot be re-used.

Pack used toner containers in the container's box or a bag to prevent the toner from leaking out of the container when you dispose of it.

 Region **A** (mainly Europe)

If you want to discard your used toner container, please contact your local sales office. If you discard it by yourself, treat it as general plastic waste material.

 **Region B** (mainly North America)








Please see our local company website for information on the recycling of supply products, or you can recycle items according to the requirements of your local municipalities or private recyclers.

9. Troubleshooting

This chapter describes basic troubleshooting procedures.

When a Status Icon Is Displayed

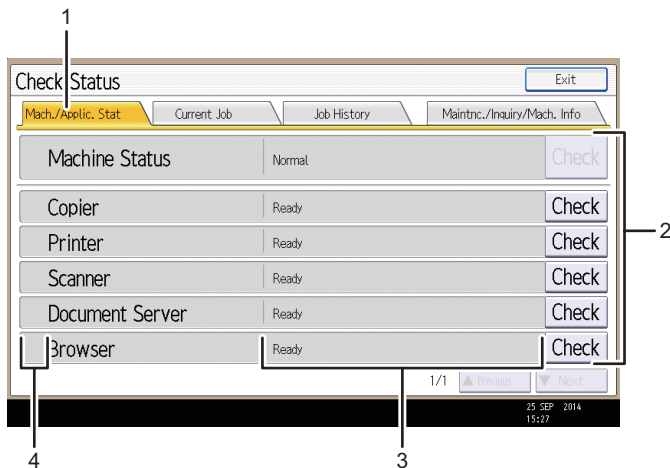
This section describes the status icons displayed when the machine requires the user to remove misfed paper, to add paper, or to perform other procedures.

Status Icon	Status
 : Paper Misfeed icon	Appears when a paper misfeed occurs. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting.
 : Original Misfeed icon	Appears when an original misfeed occurs. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting.
 : Load Paper icon	Appears when paper runs out. For details about loading paper, see "Loading Paper", Paper Specifications and Adding Paper.
 : Add Toner icon	Appears when toner runs out. For details about adding toner, see "Adding Toner", Maintenance and Specifications.
 : Waste Toner Full icon	Appears when the waste toner bottle is full. Contact your service representative.
 : Service Call icon	Appears when the machine is malfunctioning or requires maintenance.
 : Open Cover icon	Appears when one or more covers of the machine are open.

When the Indicator Lamp for the [Check Status] Key Is Lit or Flashing

If the indicator lamp for the [Check Status] key lights up or flashes, press the [Check Status] key to display the [Check Status] screen. Check the status of each function in the [Check Status] screen.

[Check Status] screen



DHJ481

1. [Mach./Applic. Stat] tab

Indicates the status of the machine and each function.

2. [Check]

If an error occurs in the machine or a function, press [Check] to view details.


Pressing [Check] displays an error message or the corresponding function screen. Check the error message displayed on the function screen and take the appropriate action. For details about how to resolve the problems described in error messages, see "When Messages Appear", Troubleshooting.

3. Messages


Displays a message that indicates the status of the machine and each function.

4. Status icons

The status icons that can be displayed are described below:

: The function is performing a job.

: An error has occurred on the machine.

: The function cannot be used because an error has occurred in the function or machine. This icon may also appear if the toner is running low.

The following table explains problems that cause the indicator lamp for the [Check Status] key to light or flash.

Problem	Cause	Solution
Documents and reports do not print out.	There is no paper left.	Load paper. For details about loading paper, see "Loading Paper", Paper Specifications and Adding Paper.
An error has occurred.	A function which has the status "Error Occurred" in the [Check Status] screen is defective.	Press [Check] in the function which the error has occurred. Then check the displayed message, and take appropriate action. For details about error messages and their solutions, see "When Messages Appear", Troubleshooting. You can use other functions normally.
The machine is unable to connect to the network.	A network error has occurred.	<ul style="list-style-type: none"> • Check that the machine is correctly connected to the network and that the machine is correctly set. For details about how to connect the network, see "Interface Settings", Connecting the Machine/ System Settings. • For details about connecting to the network, contact your administrator. • If the indicator lamp is still lit even after you try to solve the problem as described here, contact your service representative.

When the Machine Makes a Beeping Sound

The following table describes the meaning of the various beep patterns that the machine produces to alert users about left originals and other machine conditions.

Beep pattern	Meaning	Cause
Single short beep	Panel/screen input accepted.	A control panel or screen key was pressed.
Short, then long beep	Panel/screen input rejected.	An invalid key was pressed on the control panel or screen, or the entered password was incorrect.
Single long beep	Job completed successfully.	A Copier/Document Server Features job has finished.
2 long beeps	Machine has warmed up.	When the power is turned on or the machine exits Sleep mode, the machine has fully warmed up and is ready for use.
5 long beeps	Soft alert	An auto reset was performed through the simple screen of the Copier/Document Server function, the Scanner function.
5 long beeps repeated four times.	Soft alert	Paper tray is empty.
5 short beeps repeated five times.	Strong alert	The machine requires user attention because paper has jammed, the toner needs replenishing, or other problems have occurred.

 **Note**

- Users cannot mute the machine's beep alerts. When the machine beeps to alert users of a paper jam or toner request, if the machine's covers are opened and closed repeatedly within a short space of time, the beep alert might continue, even after normal status has resumed.
- You can enable or disable beep alerts. For details about Panel Key Sound, see "General Features", Connecting the Machine/ System Settings.

When You Have Problems Operating the Machine

Problem	Cause	Solution
When the machine is turned on, the only icon that appears on the home screen is the [Copier] icon.	Functions other than the copier function are not yet ready.	Wait a little longer.
The machine has just been turned on and the User Tools screen is displayed, but the User Tools menu has items missing.	Functions other than the copier function are not yet ready. Time required varies by function. Functions appear in the User Tools menu when they become ready for use.	Wait a little longer.
The indicator lamp remains lit and the machine does not enter Sleep mode even though the [Energy Saver] key was pressed.	In some cases, the machine does not enter Sleep mode when the [Energy Saver] key is pressed.	Before you press the [Energy Saver] key, check that Sleep mode can be enabled. For details about enabling Sleep mode, see "Saving Energy", Getting Started.
The display is turned off.	The machine is in Sleep mode.	Press the [Energy Saver] key or the [Check Status] key to exit Sleep mode.
Nothing happens when the [Check Status] key or the [Energy Saver] key is pressed.	The power is turned off.	Make sure the main power indicator is off, and then turn on the power.
The power turns off automatically.	The Weekly Timer setting is set to [Main Power Off].	Change the Weekly Timer setting. For details about the Weekly Timer setting, see "Timer Settings", Connecting the Machine/ System Settings.
The user code entry screen is displayed.	Users are restricted by User Code Authentication.	For details about how to log in when User Code Authentication is enabled, see "When the Authentication Screen is Displayed", Getting Started.

Problem	Cause	Solution
The Authentication screen appears.	Basic Authentication, Windows Authentication or LDAP Authentication is set.	Enter your login user name and user password. For details about the Authentication screen, see "When the Authentication Screen is Displayed", Getting Started.
An error message is still displayed, even if misfed paper is removed.	Paper is still jammed in the tray.	Remove the jammed paper by following the procedures displayed on the control panel. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting.
An error message is still displayed, even if the indicated cover is closed.	One or more covers that are not indicated are still open.	Close all the covers of the machine.
Original images are printed on the reverse side of the paper.	You may have loaded the paper incorrectly.	Load the paper correctly. For details about loading paper, see "Loading Paper", Paper Specifications and Adding Paper.
Misfeeds occur frequently.	Using curled paper often causes misfeeds.	<ul style="list-style-type: none"> • Flatten the paper with your hands to straighten out the curl. • Load the paper up side down so that the curled edges face downward. For details about recommended paper, see "Recommended Paper", Paper Specifications and Adding Paper. • Place cut paper on a flat surface to prevent paper from curling, and do not lean it against the wall. For details about the proper way to store paper, see "Paper Storage", Paper Specifications and Adding Paper.

Problem	Cause	Solution
Misfeeds occur frequently.	The tray's side or end fences may not be set properly.	<ul style="list-style-type: none"> Remove the misfed paper. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting. Check that the side or end fences are set properly. Also, check that the side fences are locked. For details about setting the side and end fences, see "Changing the Paper Size", Paper Specifications and Adding Paper.
Misfeeds occur frequently.	Paper of undetectable size has been loaded.	<ul style="list-style-type: none"> Remove the misfed paper. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting. If you load a paper size that is not selected automatically, you need to specify the paper size with the control panel. For details about specifying paper size using the control panel, see "Loading Paper", Paper Specifications and Adding Paper.
Misfeeds occur frequently.	There is a foreign object on the output tray.	<ul style="list-style-type: none"> Remove the misfed paper. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting. Do not place anything on the output tray.
The machine does not turn off in 3 minutes after the main power is turned off.	The machine cannot perform the shutdown procedure.	Repeat the shutdown procedure. If the machine does not turn off, disconnect the machine's power cord from the wall outlet.

Problem	Cause	Solution
An error has occurred when the Address Book is changed from the display panel or Web Image Monitor.	The Address Book cannot be changed while you delete the multiple stored documents.	Wait a while, and then retry the operation.
The function does not run or cannot be used.	If you cannot carry out your job, it may be that the machine is being used by another function.	Wait until the current job is completed before trying again. For details about Function Compatibility, see "When Multiple Functions Cannot Be Executed Simultaneously", Troubleshooting.

Note

- If you cannot make copies as you want because of paper type, paper size, or paper capacity problems, use the recommended paper. For details about recommended paper, see page 126 "Recommended Paper Sizes and Types".
- The edge of the copied paper may appear to be faintly soiled when being stacked on the tray.

When Multiple Functions Cannot Be Executed Simultaneously

If you cannot carry out your job, it may be that the machine is being used by another function.

Wait until the current job is completed before trying again. In certain cases, you can carry out another job using a different function while the current job is being performed.

For details about Function Compatibility, see "Function Compatibility", Troubleshooting.

Messages Displayed When You Use the Copy/Document Server Function

★ Important

- If you cannot make copies as you want because of the paper type, paper size or paper capacity problems, use recommended paper. For details about recommended paper, see page 126 "Recommended Paper Sizes and Types".

Message	Cause	Solution
"Cannot use this setting for images above 36 inch × 48 inch."	The image is too large for editing or printing. The machine cannot print or edit images larger than 36 × 48 in.	Cancel printing or editing.
"Cannot delete the folder because it contains locked files. Please contact the file administrator."	The folder cannot be deleted because it contains a locked original.	Unlock the locked original to delete it. For details about locked files, see Security Guide.
"Cannot detect original size."	The machine cannot detect the size of the original.	Specify the size manually. Do not use Auto Paper Select mode or the Auto Reduce / Enlarge function.
"Cannot display preview of this page."	The image data may have been corrupted.	Press [Exit] to display the preview screen without a thumbnail. If the selected document contains several pages, press [Switch] on the "Display Page" area to change the page, and then a preview of the next page will appear.
"Check paper size."	An irregular paper size is set.	If you press the [Start] key, the copy will start using the selected paper.
"Exceeded the maximum number of sheets that can be used. Copying will be stopped."	The number of pages the user is permitted to copy has been exceeded.	For details about how to check the number of copies available per user, see Security Guide.

Message	Cause	Solution
"File being stored exceeded max. number of pages per file. Copying will be stopped."	The scanned originals have too many pages to store as one document.	Press [Exit], and then store again with an appropriate number of pages.
"Maximum number of sets is n." ("n" is replaced by a variable.)	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity from [Max. Copy Quantity] in [General Features] under [Copier / Document Server Features]. For details about Max. Copy Quantity, see "General Features", Copy/ Document Server.
"Memory is full. nn originals have been scanned. Press [Print] to copy scanned originals. Do not remove remaining originals." ("n" is replaced by a variable.)	The number of scanned originals exceed the number of pages that can be stored in memory.	Press [Print] to copy scanned originals and cancel the scanning data. Press [Clear Memory] to cancel the scanning data and not copy.
"Press [Continue] to scan and copy remaining originals."	The machine checked if the remaining originals should be copied, after the scanned originals were printed.	Remove all copies, and then press [Continue] to continue copying. Press [Stop] to stop copying.
"Rotate Sort is not available with this paper size."	A size of paper for which Rotate Sort is not available is selected.	Select an appropriate paper size. For details about paper sizes, see "Sort", Copy/ Document Server.
"The selected folder is locked. Please contact the file administrator."	An attempt was made to edit or use a locked folder.	For details about locked folders, see Security Guide.

Messages Displayed When You Use the Printer Function

This section describes the principal messages that appear on the display panel, error logs or reports. If other messages appear, follow their instructions.

Messages Displayed on the Control Panel When You Use the Printer Function

 **Important**

- Before turning off the power, see page 41 "Turning On/Off the Power".

Message	Cause	Solution
"Hardware Problem: Ethernet"	An error has occurred in the Ethernet interface.	Turn off the power, and then back on again. If the message appears again, contact your service representative.
"Hardware Problem: HDD"	An error has occurred in the hard disk.	Turn off the power, and then back on again. If the message appears again, contact your service representative.
"Hardware Problem: USB"	An error has occurred in the USB interface.	Turn off the power, and then back on again. If the message appears again, contact your service representative.
"Hardware Problem: Wireless Card"	<ul style="list-style-type: none">• The wireless LAN board has malfunctioned.• The wireless LAN board you are using is not compatible with this machine.	Turn off the power, and then confirm the wireless LAN board is inserted correctly. And then, turn on the power again. If the message appears again, contact your service representative.

Message	Cause	Solution
"Load following paper in n." ("n" is replaced by a variable.)	The printer driver settings are incorrect or the tray does not contain paper of the size selected in the printer driver.	Check that the printer driver settings are correct, and then load paper of the size selected in the printer driver into the input tray. For details about how to change the paper size, see "Changing the Paper Size", Paper Specifications and Adding Paper.
"Paper size and type are mismatched. Select another tray from the following and press [Continue]. To cancel job, press [Job Reset]. Paper size and type can also be changed in User Tools."	The printer driver settings are incorrect or the tray does not contain paper of the size or type selected in the printer driver.	<ul style="list-style-type: none"> • Check that the printer driver settings are correct, and then load paper of the size selected in the printer driver into the input tray. For details about how to change the paper size, see "Changing the Paper Size", Paper Specifications and Adding Paper. • Select the tray manually to continue printing, or cancel a print job. For details about how to select the tray manually, or cancel a print job, see "If an Error Occurs with the Specified Paper Size and Type", Print.
"Paper type of n is mismatched." "Select another tray from the following and press [Continue]. Paper type can also be changed in User Tools." (A tray name is placed at n.)	The type of the paper in the tray does not match the paper type specified in the printer driver.	Select a tray containing paper that is the same type as the specified paper type.
"Printer font error."	An error has occurred in the font settings.	Contact your service representative.

Messages Printed on the Error Logs or Reports When You Use the Printer Function

This section describes likely causes of and possible solutions for the error messages that are printed on the error logs or reports.

When print jobs are canceled

Message	Cause	Solution
"91: Error"	Printing was canceled by the auto job cancel function due to a command error.	Check that the data is valid.
"A job via the network that was not printed exists because an error occurred. It was stored as a job not printed."	Jobs with errors were stored because an error occurred with a print job via the network while the error job storing function was enabled.	Contact your administrator to check whether the machine is connected correctly to the network. For details about how to check and print jobs stored when print configuration errors occur, see "Printing of Documents Stored When Print Configuration Errors Occur", Print.
"Collate Canceled"	Collate was canceled.	Turn off the power, and then back on again. If the message appears again, contact your service representative.
"Receiving data failed."	Data reception was aborted.	Resend the data.
"Sending data failed."	The machine received a command to stop transmission from the printer driver.	Check if the computer is working correctly.
"The selected paper size is not supported. This job has been cancelled."	Job reset is automatically performed if the specified paper size is incorrect.	Specify the correct paper size, and then print the file again.
"The selected paper type is not supported. This job has been cancelled."	Job reset is automatically performed if the specified paper type is incorrect.	Specify the correct paper type, and then print the file again.

When there is a problem with the print settings

Message	Cause	Solution
"Exceeded Max. Pages (Collate)"	The number of pages exceeds the maximum number of sheets that you can use Collate with.	Reduce the number of pages to print.
"Output Tray Changed"	The output tray was changed because the paper size of the specified output tray is limited.	Specify the proper output tray.
"Print Overrun"	Images were discarded while printing.	Select a lower resolution on the printer driver. For details about how to change the resolution setting, see the printer driver Help.

When documents cannot be stored in the Document Server

Message	Cause	Solution
"Document Server is not available to use. Cannot store."	You cannot use the Document Server function.	For details about using Document Server function, contact your administrator. For details about how to set permissions, see Security Guide.
"Exceeded max. capacity of Document Server. Cannot store."	The hard disk became full after a file was stored.	Delete some of the files stored in the Document Server or reduce the size that you want to send.
"Exceeded max. number of files of Document Server. Cannot store."	The maximum file capacity of the Document Server was exceeded.	Delete some of the files stored in the Document Server.

Message	Cause	Solution
"Exceeded max. number of files. (Auto)"	While you were using the error job store function to store Normal Print jobs as Hold Print files, the maximum file capacity for file storage or Hold Print file management (automatic) was exceeded.	Delete Hold Print files (automatic) or unneeded files stored on the machine.
"Exceeded max. number of pages of Document Server. Cannot store."	The maximum page capacity of the Document Server was exceeded.	Delete some of the files stored in the Document Server or reduce the number of pages that you want to send.
"Exceeded max. number of pages. (Auto)"	While you were using the error job store function to store Normal Print jobs as Hold Print files, the maximum page capacity was exceeded.	Delete unneeded files stored on the machine. Reduce the number of pages to print.
"Job cancelled because capture file could not be stored: Exceeded max. memory."	The hard disk became full after a file was stored.	Delete the files stored in the Document Server or reduce the file size to be sent.
"Job cancelled because capture file could not be stored: Exceeded max. files."	The maximum file capacity of the Document Server was exceeded.	Delete the files stored in the Document Server.
"Job cancelled because capture file could not be stored: Exceeded max pages per file."	The maximum page capacity of the Document Server was exceeded.	Delete some of the files stored in the Document Server or reduce the number of pages that you want to send.
"The specified folder in Document Server is locked. Cannot store."	The specified folder is locked.	Unlock the folder or specify another folder number that can be used. For details about locked folders, see Security Guide.

When there is not enough free hard disk space

Message	Cause	Solution
"HDD Full"	When you were printing with the PostScript 3 printer driver, the hard disk capacity for fonts and forms was exceeded.	Delete unneeded forms or fonts registered on the machine.
"HDD Full"	The hard disk became full while you were printing a Sample Print, Locked Print, Hold Print, or Stored Print file.	Delete unneeded files stored on the machine. Alternatively, reduce the data size of the Sample Print, Locked Print, Hold Print, or Stored Print file.
"HDD is full. (Auto)"	The hard disk became full while you were using the error job store function to store Normal Print jobs as Hold Print files.	Delete unneeded files stored on the machine. Alternatively, reduce the data size of the Temporary Print file and/or the Stored Print file.

When there is not enough memory

Message	Cause	Solution
"84: Error"	There is no work area available for image processing.	Decrease the number of files sent to the machine.

When there is a problem with a parameter

Message	Cause	Solution
"86: Error"	Parameters of the control code are invalid.	Check the print settings.

When the user lacks privileges to perform an operation

Message	Cause	Solution
"No response from the server. Authentication has failed."	A timeout occurred while connection to the server was being established for LDAP authentication or Windows Authentication.	Check the status of the server.
"You do not have a privilege to print this PDF file."	You have no privileges to print the PDF document you tried to print.	Contact the owner of the document.
"You do not have a privilege to use this function. This job has been cancelled."	The entered login user name or login password is not correct.	Check that the user name and password are correct.
"You do not have a privilege to use this function. This job has been cancelled."	The logged in user is not allowed to use the selected function.	For details about how to set permissions, see Security Guide.
"You do not have a privilege to use this function. This operation has been cancelled."	The logged in user does not have the privileges to register programs or change the paper tray settings.	For details about how to set permissions, see Security Guide.

When a user cannot be registered

Message	Cause	Solution
"Auto-registration of user information has failed."	Automatic registration of information for LDAP Authentication or Windows Authentication failed because the Address Book is full.	For details about automatic registration of user information, see Security Guide.

Message	Cause	Solution
"Information for user authentication is already registered for another user."	The user name for LDAP authentication was already registered in a different server with a different ID, and a duplication of the user name occurred due to a switching of domains (servers), and so on.	For details about user authentication, see Security Guide.

When other errors occur

Message	Cause	Solution
"85: Error"	The specified graphics library is unavailable.	Check that the data is valid.
"98: Error"	The machine could not access the hard disk correctly.	Turn off the power, and then back on again. If the message appears frequently, contact your service representative.
"99: Error"	This data cannot be printed. The specified data is either corrupt or it cannot be printed from a memory storage device using the Direct printing function.	Check that the data is valid. For details about the kinds of data that can be printed from a memory storage device using the Direct printing function, see "Direct Printing from a Memory Storage Device", Print.
"Command Error"	An RPCS command error occurred.	Check using the following procedure: <ul style="list-style-type: none"> • Check if the communication between the computer and the machine is working correctly. • Check if the correct printer driver is being used. • Check if the machine's memory size is set correctly in the printer driver. • Check that the printer driver is the most up-to-date version available.

Message	Cause	Solution
"Compressed Data Error"	The printer detected corrupt compressed data.	<ul style="list-style-type: none"> • Check the connection between the computer and the printer. • Check that the program you used to compress the data is functioning correctly.
"Data Storage Error"	You tried to print a Sample Print, Locked Print, Hold Print, or Stored Print file, or to store a file in the Document Server when the hard disk was malfunctioning.	Contact your service representative.
"Error has occurred."	A syntax error, etc., occurred.	Check that the PDF file is valid.
"Exceeded Max. Stored Files"	While printing a Sample Print, Locked Print, Hold Print, or Stored Print file, the maximum file capacity was exceeded.	Delete unneeded files stored on the machine.
"Exceeded Max. Stored Pages"	While printing a Sample Print, Locked Print, Hold Print, or Stored Print file, the maximum page capacity was exceeded.	<p>Delete unneeded files stored on the machine.</p> <p>Reduce the number of pages to print.</p>
"File system error. Cannot print PDF file(s)."	PDF direct printing could not be performed because the file system could not be obtained.	Turn off the power, and then back on again. If the message appears again, contact your service representative.
"File system is full."	PDF file does not print out because the capacity of the file system is full.	Delete all unnecessary files from the hard disk, or decrease the file size sent to the machine.

Message	Cause	Solution
"I/O buffer overflow"	An input buffer overflow occurred.	<ul style="list-style-type: none"> • In [Printer Features], under [Host Interface], select [I/O Buffer], and then set the maximum buffer size to a larger value. • Reduce the number of files being sent to the machine.
"Insufficient Memory"	A memory allocation error occurred.	<p>Only when using PostScript 3</p> <p>Select a lower resolution on the printer driver. For details about how to change the resolution setting, see the printer driver Help.</p>
"Memory Retrieval Error"	A memory allocation error occurred.	Turn off the power and then back on again. If the message appears again, replace the RAM. For details about replacing the RAM, contact your service representative.

If printing does not start, contact your service representative.

 **Note**

- The contents of errors may be printed on the Configuration Page. Check the Configuration Page in conjunction with the error log. For details about how to print the Configuration Page, see "List / Test Print", Print.

Messages Displayed When You Use the Scanner Function

Messages Displayed on the Control Panel When You Use the Scanner Function

This section describes likely causes of and possible solutions for the error messages that appear on the control panel. If a message not described here appears, act according to the message.

Message	Cause	Solution
"Cannot find the specified path. Please check the settings."	The destination computer name or folder name is invalid.	Check whether the computer name and the folder name for the destination are correct.
"Cannot find the specified path. Please check the settings."	An antivirus program or a firewall is preventing the machine from connecting to your computer.	<ul style="list-style-type: none"> • Antivirus programs and firewalls can prevent client computers from establishing connection with this machine. • If you are using antivirus software, add the program to the exclusion list in the application settings. For details about how to add programs to the exclusion list, see the antivirus software Help. • To prevent a firewall from blocking the connection, register the machine's IP address in the firewall's IP address exclusion settings. For details about the procedure for excluding an IP address, see your operating system's Help.
"Entered user code is not correct. Please re-enter."	You have entered an incorrect user code.	Check the authentication settings, and then enter a correct user code.

Message	Cause	Solution
"Exceeded max. number of alphanumeric characters for the path."	The maximum number of specifiable alphanumeric characters in a path has been exceeded.	Check the maximum number of characters which can be entered, and then enter it again. For details about the maximum enterable number of characters, see "Values of Various Set Items for Transmission/Storage Function", Scan.
"Exceeded max. number of alphanumeric characters."	The maximum enterable number of alphanumeric characters has been exceeded.	Check the maximum number of characters which can be entered, and then enter it again. For details about the maximum enterable number of characters, see "Values of Various Set Items for Transmission/Storage Function", Scan.
"Exceeded the maximum number of OCR jobs that can be on standby for storing, please wait. Try again after storing of the current job has completed."	The maximum allowable number of jobs on standby was exceeded because large quantities of documents were stored by the OCR function.	Up to 100 jobs can be placed on standby by the OCR function. Scan the next document after the current jobs have finished being stored.
"File types have been automatically set for some files because multiple files were selected."	If there are selected stored documents which cannot be converted to a specified file format, those documents are automatically converted to a convertible format before they are transmitted.	For details about the file formats used to transmit stored documents, see "Sending a Stored File", Scan.
"Scanner journal is full." "Please check Scanner Features."	"Print & Delete Scanner Journal" in [Scanner Features] is set to [Do not Print: Disable Send], and Scanner Journal is full.	Print or delete Scanner Journal. For details about Scanner Features, see "General Settings", Scan.

Message	Cause	Solution
"The entered file name contains invalid character(s). Enter the file name again using any of the following 1 byte characters. "0 to 9", "A to Z", "a to z", ". - _"	The file name contains a character that cannot be used.	Check the file name set at the time of scanning. For details about characters that can be used in file names, see "Specifying the File Name", Scan.
"The entered file name contains invalid character(s). Enter the file name again using any of the following 1 byte characters. "0 to 9", "A to Z", "a to z", ". - _"	The file name contains a character that cannot be used.	Check the file name specified at the time of scanning. The file name specified in the Sending Scan Files to Folders function cannot contain the following characters: \ / : * ? " < > The file name cannot start or end with a period ".".
"The program is recalled. Cannot recall the destination(s) for which access privileges are required."	The currently logged-in user does not have permission to view the destination that was registered in the program.	For details about how to set permissions, see Security Guide.
"The program is recalled. Cannot recall the destination(s) that is deleted from the address book."	The destination stored in the program could not be recalled because it was deleted from the address book.	Enter the destination directly to send data separately.
"The program is recalled. Cannot recall the folder destination(s) with protection code(s)."	The folder destinations for which the protection code was set were registered in the program.	A destination for which the protection code is set cannot be recalled by the program. Cancel the protection code setting or send scanned files to the destination separately.

When documents cannot be scanned properly

Message	Cause	Solution
"All the pages are detected as blank. No file was created."	No PDF file was created because all the pages of the scanned original were detected as blank when [On] is specified for [Delete Blank Page] in [OCR Settings].	Check whether the original is set upside down. Change [OCR Scanned PDF: Blank Page Sensitivity] in [Scanner Features] to "Sensitivity Level 1".
"Check original's orientation." "Check the ratio and then press the Start key again."	Originals may sometimes not be scanned depending on a combination of items such as the specified scaling factor and document size.	Change the orientation of the original, and then scan the original again.
"Exceeded max. data capacity." "Check scanning resolution, then press Start key again."	The scanned data exceeded maximum data capacity.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals at a high resolution. For details about the settings for the scanner function, see "Relationship between Resolution and Scan Size", Scan.
"Exceeded max. data capacity." "Check the scanning resolution, then reset n original(s)." ("n" in the message represents a variable.)	The scanned original exceeded maximum data capacity.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals at a high resolution. For details about the settings for the scanner function, see "Relationship between Resolution and Scan Size", Scan.
"Exceeded max. data capacity." "Check the resolution and the ratio and then press the Start key again."	The data being scanned is too large for the scale ratio specified in [Specify Size].	Reduce the resolution or [Specify Size] value, and then scan the original again.

Message	Cause	Solution
"Exceeded max. number of files which can be used in Document Server at the same time."	The maximum number of files that can be stored in the Document Server has been exceeded.	Check the files stored by the other functions, and then delete unneeded files. For details about how to delete files, see "Deleting Stored Documents", Copy/ Document Server.
"Exceeded max. data capacity." "Change Scan Size, then press the Start key again."	The scanned data exceeded maximum data capacity.	Specify a small size, and then scan the original again.
"Not all of the image will be scanned."	If the scaling factor specified in "Specify Reproduction Ratio" is too large, part of the image may be lost.	Reduce the scaling factor in "Specify Reproduction Ratio", and then try to scan the original again. If displaying the entire image is not necessary, press the [Start] key to start scanning with the current scaling factor.
"Not all of the image will be scanned." "Check the ratio and then press the Start key again."	Using "Specify Reproduction Ratio" to scale down a large document may cause part of the image to be lost.	Specify a large size in [Specify Size], and then scan the original again. If displaying the entire image is not necessary, press the [Start] key to start scanning with the current scaling factor.
"The size of the scanned data is too small." "Check the resolution and the ratio and then press the Start key again."	The data being scanned is too small for the scale ratio specified in [Specify Size].	Specify a higher resolution or a large size in [Specify Size], and then scan the original again.

When documents cannot be scanned because the memory is full

Message	Cause	Solution
"Memory is full. Cannot scan. The scanned data will be deleted."	Because of insufficient hard disk space, the first page could not be scanned.	Try one of the following measures: <ul style="list-style-type: none"> • Wait for a while, and then retry the scan operation. • Reduce the scan area or scanning resolution. For details about changing scan area and scanning resolution, see "Scan Settings" of Various Scan Settings, Scan. • Delete unneeded stored files. For details about how to delete stored files, see "Deleting a Stored File", Scan.
"Memory is full. Do you want to store scanned file?"	Because there is not enough free hard disk space in the machine for storing in the Document Server, only some of the pages could be scanned.	Specify whether or not to use the data.
"Memory is full. Scanning has been cancelled. Press [Send] to send the scanned data, or press [Cancel] to delete."	Because there is not enough free hard disk space in the machine for sending by e-mail while data is being stored in the Document Server, only some of the pages could be scanned.	Specify whether or not to use the data.

When data transmission fails

Message	Cause	Solution
"Authentication with the destination has failed. Check settings. To check the current status, press [Scanned Files Status]."	The entered user name or password was invalid.	<ul style="list-style-type: none"> • Check that the user name and password are correct. • Check that the ID and password for the destination folder are correct. • A password of 128 or more characters may not be recognized.
"Exceeded max. email size. Sending email has been cancelled. Check [Max. Email Size] in Scanner Features."	The file size per page has reached the maximum e-mail size specified in [Scanner Features].	<p>Change the scanner features settings as follows:</p> <ul style="list-style-type: none"> • Increase the e-mail size limit in [Max. Email Size]. • Change the [Divide & Send Email] setting to [Yes (per Page)] or [Yes (per Max. Size)]. For details about these settings, see "Send Settings", Scan.
"Sending the data has failed. The data will be resent later."	A network error has occurred and a file was not sent correctly.	Wait until sending is retried automatically after the preset interval. If sending fails again, contact your administrator.
"Transmission has failed. Insufficient memory in the destination hard disk. To check the current status, press [Scanned Files Status]."	Transmission has failed. There was not enough free space on the hard disk of the SMTP server, FTP server, or client computer at the destination.	Allocate sufficient space.
"Transmission has failed. To check the current status, press [Scanned Files Status]."	While a file was being sent, a network error occurred and the file could not be sent correctly.	If the same message appears again after scanning again, the cause could be a mixed network. For details about network error, contact your administrator.

When data cannot be sent because a currently used file is selected

Message	Cause	Solution
"Selected file is currently in use. File name cannot be changed."	You cannot change the name of a file whose status is "Waiting..."	Cancel transmission ("Waiting..." status cleared), and then change the file name.
"Selected file is currently in use. Password cannot be changed."	You cannot change the password of a file whose status is "Waiting..."	Cancel transmission ("Waiting..." status cleared), and then change the password.
"Selected file is currently in use. User name cannot be changed."	You cannot change the sender's name whose status is "Waiting..."	Cancel transmission ("Waiting..." status cleared), and then change the user name.
"Some of selected files are currently in use. They could not be deleted."	You cannot delete a file which is waiting to be transmitted ("Waiting..." status displayed).	Cancel transmission ("Waiting..." status cleared), and then delete the file.

When data cannot be sent because there are too many documents or pages

Message	Cause	Solution
"Exceeded max. number of pages per file. Do you want to store the scanned pages as 1 file?"	The file being stored has exceeded the maximum number of pages for one file.	Specify whether to store the data or not. Scan the pages that were not scanned, and then store them as a new file. For details about storing files, see "Storing and Saving the Scanned Documents", Scan.
"Exceeded max. number of stored files. Cannot send the scanned data as capturing files is unavailable."	Too many files are waiting to be sent.	Try again after they have been sent.
"Exceeded max. page capacity per file. Press [Send] to send the scanned data, or press [Cancel] to delete."	The number of scanned pages exceeded the maximum page capacity.	Specify whether to send the data that has already been scanned.

Message	Cause	Solution
"Exceeded maximum number of file to store. Delete all unnecessary files."	Too many files are waiting to be sent.	Try again after they have been sent.

When documents cannot be stored on a memory storage device

Message	Cause	Solution
"Cannot write on the memory storage device because remaining free space is insufficient."	The memory storage device is full and scan data cannot be saved. Even if the memory storage device appears to have sufficient free space, data might not be saved if the maximum number of files that can be saved is exceeded.	<ul style="list-style-type: none"> • Replace the memory storage device. • If the document is scanned as single-page or divided into multiple pages, data already written to the memory storage device is saved as is. Replace the memory storage device, and then press [Retry] to save the remaining data, or press [Cancel] to redo the scan.
"Cannot write on the memory storage device because the device is write-protected."	The memory storage device is write-protected.	Unlock the write-protection on the memory storage device.
"Cannot write on the memory storage device. Check the memory storage device and machine settings."	The memory storage device is faulty, or the file name contains a character that cannot be used.	<ul style="list-style-type: none"> • Check to see if the memory storage device is defective. • Check the memory storage device. It might be unformatted, or its format might be incompatible with this machine. • Check the file name set at the time of scanning. For details about the characters that can be used in file names, see "Specifying the File Name", Scan.

Message	Cause	Solution
"Exceeded max. page capacity per file. Press [Write] to write the scanned data to the memory storage device, or press [Cancel] to delete."	The scan could not be completed because the maximum number of pages that can be scanned by this machine was exceeded during the scanned data was written to the memory storage device.	Reduce the number of documents to be written to the memory storage device, and then try again.
"Memory is full. Press [Write] to write the current scanned data to the memory storage device, or press [Cancel] to delete."	The scan could not be completed because there was insufficient hard disk memory when the scanned data was saved to the memory storage device.	Specify whether or not to save the scanned document to the memory storage device.

Messages Displayed on the Client Computer

This section describes likely causes of and possible solutions for the main error messages displayed on the client computer when you use the TWAIN driver. If a message not described here appears, follow the instruction.

Message	Cause	Solution
"Any of Login User Name, Login Password or Driver Encryption Key is incorrect."	The entered login user name, password, or driver encryption key was invalid.	Check your login user name, login password, or driver encryption key, and then enter them correctly. For details about login user name, login password, and driver encryption key, see Security Guide.
"Authentication succeeded. However, the access privileges for scanner function has been denied."	The logged in user name does not have permissions for scanner function.	For details about how to set permissions, see Security Guide.
"Exceeded the maximum number of scan modes to save. Reenter after deleting."	The maximum number of registrable scan modes has been exceeded.	The maximum number of modes that can be stored is 100. Delete unneeded modes.

Message	Cause	Solution
"Cannot detect the paper size of the original. Scanning will be cancelled."	The set original was misaligned.	<ul style="list-style-type: none"> Place the original correctly. Specify the scan size.
"Error has occurred in the scanner."	The application-specified scan conditions have exceeded the setting range of the machine.	Check whether the scanning settings made with the application exceed the setting range of the machine.
"Fatal error has occurred in the scanner."	An unrecoverable machine error has occurred.	An unrecoverable machine error has occurred. Contact your service representative.
"Insufficient memory. Reduce the scanning area."	Scanner memory is insufficient.	<ul style="list-style-type: none"> Reset the scan size. Lower the resolution. Set with no compression. For details about the settings, see TWAIN driver Help. <p>The problem may be due to the following:</p> <ul style="list-style-type: none"> Scanning cannot be performed if large values are set for brightness when halftone or high resolution is used. For details about the relationship between scan settings, see "Relationship between Resolution and Scan Size", Scan. If a misfeed occurs, you might not scan an original. Remove the misfeed, and then scan the original again.
"There is no response from the scanner."	The machine or client computer is not connected to the network correctly.	<ul style="list-style-type: none"> Check whether the machine or client computer is connected to the network correctly. Disable the client computer's own firewall. For details about firewall, see Windows Help.

Message	Cause	Solution
"There is no response from the scanner."	The network is crowded.	Wait for a while, and then connect to the network again.
"Scanner is not available. Scanner memory is in use for other function."	A function of the machine other than the Scanner function is being used such as the Copier function.	<ul style="list-style-type: none"> • Wait for a while, and then connect to the network again. • Cancel the job that is being processed. Press the [Stop] key. Follow the instructions in the message that appears and exit the function that is running.
"Scanner is not available on the specified device."	The TWAIN scanner function cannot be used on this machine.	Contact your service representative.
"Scanner is not ready. Check the scanner and the options."	The original cover is open.	Check whether the original cover is closed.
"The scan mode name already exists. Do you want to overwrite it?"	You tried to register a name that is already in use.	Use another name.

When there is a problem connecting to the scanner

Message	Cause	Solution
"Scanner is not available. Check the scanner connection status."	The machine's power is off.	Turn on the power.

Message	Cause	Solution
"Scanner is not available. Check the scanner connection status."	The machine is not connected to the network correctly.	<ul style="list-style-type: none"> • Check whether the machine is connected to the network correctly. • Cancel the personal firewall function of the client computer. For details about firewall, see Windows Help. • Use an application such as telnet to make sure SNMPv1 or SNMPv2 is set as the machine's protocol. For details about how to check this, see "Remote Maintenance Using telnet", Connecting the Machine/ System Settings.
"Scanner is not available. Check the scanner connection status."	Network communication is not available because the machine's IP address could not be obtained from the host name. If only "IPv6" is set to [Active], the IPv6 address might not be obtained.	<ul style="list-style-type: none"> • Check whether the machine's host name is specified in the Network Connection Tool. • Use Web Image Monitor to set "LLMNR" of "IPv6" to [Active]. • In Windows XP, IPv6 address cannot be obtained from the host name. Specify the machine's IPv6 address in the Network Connection Tool.

When Other Messages Appear

Message	Cause	Solution
"Cannot connect with the wireless card. Turn the main power switch off, then check the card."	<ul style="list-style-type: none"> The wireless LAN board was not inserted when the machine was turned on. The wireless LAN board was pulled out after the machine was turned on. The settings are not updated although the unit is detected. 	Turn off the power, and then check the wireless LAN board is inserted correctly. After this, turn on the power again. If the message appears again, contact your service representative.
"Clean the scanning glass."	The scanning glass is dirty.	Clean the scanning glass. See "Maintaining Your Machine", Maintenance and Specifications.
"Following output tray is full. Remove paper."	The output tray is full.	Remove paper from the output tray to resume printing.
"Internal cooling fan is active."	Large print runs will cause the machine's interior to heat up, triggering the cooling fan.	<p>The fan will emit noise, but this is normal and the machine will be operable while the fan is running.</p> <p>The amount of paper that can be printed and the total operation time until the fan starts running depends on the temperature of the location at which the machine is installed.</p>
"Self checking..."	The machine is performing image adjustment operations.	The machine may perform periodic maintenance during operations. The frequency and duration of maintenance depends on the humidity, temperature, and printing factors such as number of prints, paper size, and paper type. Wait for the machine to resume operation.

When There Is a Problem Scanning or Storing Originals

Message	Cause	Solution
"Cannot detect original size." "Select scan size."	The machine failed to detect the size of the original.	<ul style="list-style-type: none"> Place the original correctly. Specify the scan size, and then place the originals again.
"Captured file exceeded max. number of pages per file. Cannot send the scanned data."	The maximum number of pages per file has been exceeded.	Reduce the number of pages in the transmitted file, and then resend the file. For details about the maximum number of pages per file, see "Storage Function", Scan.
"Original(s) is being scanned for a different function."	Another function of the machine is being used.	Cancel the job in progress. Press [Exit], and then press the [Stop] key. Follow the instructions in the message that appears and exit the function that is running.

When the Home Screen Cannot Be Edited

Message	Cause	Solution
"The image data size is not valid. See the manual for required data."	The image data size is not valid.	For details about file size for shortcut image, see "Displaying an Image on the [Home] Screen", Convenient Functions.
"The format of the image data is not valid. See the manual for required data."	The file format of the shortcut image to be added is not supported.	The file format of shortcut images to be added must be PNG. Specify the image again.

When the Address Book Is Updated

Message	Cause	Solution
"Updating the destination list has failed. Try again?"	A network error has occurred.	<ul style="list-style-type: none"> • Check whether the server is connected. • Antivirus programs and firewalls can prevent client computers from establishing connection with this machine. • If you are using antivirus software, add the program to the exclusion list in the application settings. For details about how to add programs to the exclusion list, see the antivirus software Help. • To prevent a firewall from blocking the connection, register the machine's IP address in the firewall's IP address exclusion settings. For details about the procedure for excluding an IP address, see your operating system's Help.
"Updating the destination list... Please wait. Specified destination(s) or sender's name has been cleared."	The destination list is being updated from the network using Web Image Monitor.	Wait until the message disappears. Do not turn off the power while this message is displayed. Depending on the number of destinations to be updated, there may be some delay before operation is resumed. Operation is not possible while this message is displayed.
"Updating the destination list... Please wait. Specified destination(s) or sender's name has been cleared."	A specified destination or sender's name was cleared when the destination list in the delivery server was updated.	Specify the destination or sender's name again.

When Data Cannot Be Sent Due to a Problem with the Destination

Message	Cause	Solution
"Some invalid destination(s) contained. Do you want to select only valid destination(s)?"	The specified group contains e-mail destinations, and/or folder destinations, either of which is incompatible with the specified transmission method.	In the message that appears at each transmission, press [Select].
"SMTP authentication email address and administrator email address mismatch."	The SMTP authentication e-mail address and the administrator's e-mail address do not match.	For details about how to set SMTP authentication, see "File Transfer", Connecting the Machine/ System Settings.

When the Machine Cannot Be Operated Due to a Problem with the User Certificate

Message	Cause	Solution
"The destination cannot be selected because its encryption certificate is not currently valid."	The user certificate (destination certificate) has expired.	A new user certificate must be installed. For details about the user certificate (destination certificate), see Security Guide.
"The group destination cannot be selected because it contains a destination with a encryption certificate that is not currently valid."	The user certificate (destination certificate) has expired.	A new user certificate must be installed. For details about the user certificate (destination certificate), see Security Guide.
"Transmission cannot be performed because the encryption certificate is not currently valid."	The user certificate (destination certificate) has expired.	A new user certificate must be installed. For details about the user certificate (destination certificate), see Security Guide.

Message	Cause	Solution
"XXX cannot be YYY because the device certificate used for the S/MIME signature is not currently valid." (XXX and YYY indicate the user action.)	The device certificate (S/MIME) has expired.	A new device certificate (S/MIME) must be installed. For details about how to install a device certificate (S/MIME), see Security Guide.
"XXX cannot be YYY because there is a problem with the device certificate used for the S/MIME signature. Check the device certificate." (XXX and YYY indicate the user action.)	There is no device certificate (S/MIME), or the certificate is invalid.	For details about the device certificate (S/MIME), see Security Guide.
"XXX cannot be YYY because the Digital Signature's device certificate is not currently valid." (XXX and YYY indicate the user action.)	The device certificate (PDF with digital signature or PDF/A with digital signature) has expired.	A new device certificate (PDF with digital signature or PDF/A with digital signature) must be installed. For details about how to install a device certificate (PDF with digital signature or PDF/A with digital signature), see Security Guide.
"XXX cannot be YYY because there is a problem with the Digital Signature's device certificate. Check the device certificate." (XXX and YYY indicate the user action.)	There is no device certificate (PDF with digital signature or PDF/A with digital signature), or the certificate is invalid.	A new device certificate (PDF with digital signature or PDF/A with digital signature) must be installed. For details about how to install a device certificate (PDF with digital signature or PDF/A with digital signature), see Security Guide.

Note

- If an e-mail cannot be sent and a message appears which states that there is a problem with the device certificate or user certificate, a new certificate must be installed. For details about how to install a new certificate, see Security Guide.

When Problems Occur While Logging In

Message	Cause	Solution
"Authentication has failed."	The entered login user name or login password is not correct.	For details about the correct login user name and login password, see Security Guide.
"Authentication has failed."	The machine cannot perform authentication.	For details about authentication, see Security Guide.

When the User Lacks Privileges to Perform an Operation

Message	Cause	Solution
"You do not have the privileges to use this function."	The logged in user name does not have permissions for the selected function.	For details about how to set permissions, see Security Guide.
"The selected file(s) contained file(s) without access privileges. Only file(s) with access privileges will be deleted."	You have tried to delete files without the permission to do so.	To check your access permission for stored documents, or to delete a document you do not have permission to delete, see Security Guide.

When the LDAP Server Cannot Be Used

Message	Cause	Solution
"Connection with LDAP server has failed. Check the server status."	A network error has occurred and connection has failed.	Try the operation again. If the message is still displayed, the network may be busy. Check the settings for LDAP server in [System Settings]. For details about settings for LDAP server, see "Programming the LDAP Server", Connecting the Machine/ System Settings.

Message	Cause	Solution
"Exceeded time limit for LDAP server search. Check the server status."	A network error has occurred and connection has failed.	<ul style="list-style-type: none">• Try the operation again. If the message is still displayed, the network may be busy.• Check that the correct settings for LDAP server are listed in [Administrator Tools] of [System Settings]. For details about LDAP server, see "Programming the LDAP Server", Connecting the Machine/ System Settings.
"LDAP server authentication has failed. Check the settings."	A network error has occurred and connection has failed.	Configure settings correctly for the user name and the password for LDAP server authentication.

10. Information for This Machine

This chapter describes environmental precautions and regulations.

Information on Environmental Regulations

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment



This company is a participant in the ENERGY STAR® Program.
This machine is compliant with the regulations specified by the ENERGY STAR® Program.

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 multi-function devices. Energy Star standards and logos are internationally uniform.

Note

- For details about the "default delay time", see page 179 "Energy Saving Functions".

Energy Saving Functions

To reduce its power consumption, this machine has the following functions:

Low Power mode















- If this machine remains idle for a specified period, it automatically reduces its electrical consumption.

- The default period the machine waits before entering Low Power mode is 7 minutes. This default time can be changed.

Sleep mode

- If this machine remains idle for a specified period or when the [Energy Saver] key is pressed, it enters Sleep mode to further reduce its electrical consumption.
- The default delay time the machine waits before entering Sleep mode is 14 minutes. This default time can be changed.
- The machine can print jobs from computers while in Sleep mode.

Specification

	Type 1	Type 2
Reduced electrical consumption in Low Power mode ^{*1}	 Region A 165 W  Region B 166 W	 Region A 150 W  Region B 156 W
Time of switch into Low Power mode	7 minute	7 minute
Time of switch out from Low Power mode ^{*1}	 Region A 76 seconds  Region B 71 seconds	 Region A 94 seconds  Region B 84 seconds
Reduced electrical consumption in Sleep mode ^{*1}	0.98 W	 Region A 0.95 W  Region B 0.98 W
Time of switch into Sleep mode	14 minute	14 minute
Time of switch out from Sleep mode ^{*1}	 Region A 73 seconds  Region B 67 seconds	 Region A 91 seconds  Region B 79 seconds

^{*1} The time it takes to switch out from energy saving functions and electrical consumption may differ depending on the conditions and environment of the machine.

↓ Note

- Specifications can vary depending on which options are installed on the machine.
- For details about how to change the default interval, see "Timer Settings", Connecting the Machine/ System Settings.
- Depending on which embedded software application is installed on it, the machine might take longer than indicated to enter Sleep mode.

User Information on Electrical and Electronic Equipment Region **A** (mainly Europe)

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.

For Turkey only

EEE Yönetmeliğine Uygunudur.

Bu sistem sarf malzemeleri ve yedek parçaları da dahil olmak üzere EEE Yönetmeliğine Uygunudur.

Üretici:

Ricoh Company, Ltd.

8-13-1 Ginza,

Chuo-ku, Tokyo 104-8222 Japan

+81-36278-2111 (English only/Sadece İngilizce)

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

 Region **A** (mainly Europe)



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.

Environmental Advice for Users Region **A** (mainly Europe)

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 64 g/m² 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.

Notes to users in the state of California (Notes to Users in USA)  Region B
(mainly North America)

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

INDEX

A

Adding toner..... 133
Address Book..... 11, 92, 93, 94, 97, 98, 174
Anti-condensation heater switch..... 22
Authentication screen..... 42
Auto Reduce / Enlarge..... 14, 59

B

Basic procedure..... 56, 78, 89, 96, 100, 105
Beeping sound..... 142
Bypass tray..... 23, 121

C

Carrier sheet..... 49
Changing the display language..... 30
Changing the number of sets..... 73
Check Status key..... 28, 140
Checking a stored file..... 101
Clear key..... 28
Combine..... 9, 14
Combine printing..... 79
combined..... 63
Computer..... 168
Control panel..... 22, 27
Copier..... 53, 147
Creating a shared folder..... 90
Custom size paper..... 70
Cut paper tray..... 22, 24, 25, 118, 128

D

Data In indicator..... 29
Destination..... 175
Direct print..... 156
Display panel..... 27
Document Server..... 10, 15, 75, 87, 88, 105, 107, 147
Double Stacker..... 25, 26

E

E-mail address..... 97, 98, 99
E-mail destination..... 97, 98, 99
Earth Leakage Breaker..... 22
Embedding text information..... 17
Energy Saver key..... 28

ENERGY STAR Program..... 179
Enter key..... 28
Environmental advice for users..... 182
Error log..... 151
External options..... 24, 25

F

File type..... 102
Folder destination..... 92, 93, 94, 95
Front copy output..... 46
Front output auxiliary tray..... 22
Function keys..... 27
Fusing unit cover..... 23

H

Hold Print..... 15, 83
Home key..... 27
Home screen..... 13, 31, 173
How to Read the Manuals..... 6

I

Icon..... 31, 32, 33, 139
Imaging unit release lever..... 22
Indicator lamp..... 140
Information on environmental regulations..... 179
Interrupt key..... 28

L

LDAP Server..... 177
Loading paper..... 111, 121
Loading Paper..... 117
Locked Print..... 81
Logging in the machine..... 42
Logging out the machine..... 43
Login/Logout key..... 28
Low Power mode..... 179

M

Main power indicator..... 28
Main power switch..... 22, 41
Managing documents..... 88
Media access lamp..... 29
Media slots..... 29
Memory..... 154, 164
Memory storage device..... 167

Message.....	147, 149, 159, 172
Model-specific information.....	7
Multi Stacker.....	24, 25

N

Names of major features.....	8
Note for the battery and/or accumulator symbol..	182
Notes to users in the state of California.....	183
Number keys.....	28

O

OCR unit.....	17
Options.....	24
Original guide.....	22
Original hanger.....	24, 25
Original rear output.....	45
Original table.....	22, 47
Original top output.....	44
Original Tray.....	25, 26

P

Paper bypass's paper guide.....	23
Paper capacity.....	126
Paper roll tray.....	22, 24, 26, 111
Paper Size.....	126
Paper type.....	126
Paper weight.....	126
Placing originals.....	47
Placing Originals.....	44
Preset Cut.....	65
Printer.....	77, 78, 149
Printer driver properties.....	77
Printing Stored Documents.....	107
Privilege.....	155
Problem.....	143, 173
Program.....	36, 38
Program key.....	27

R

Rear copy output.....	46
Rear original exit.....	23
Rear output.....	23
Recommended paper.....	126
Reduce / Enlarge.....	57

Reducing my costs.....	9
Region A.....	7
Region B.....	7
Reset key.....	27
Roll holder.....	25, 26
Running out of toner.....	137

S

Sample Copy key.....	28
Sample Print.....	15
Scan Settings.....	103
Scan to E-mail.....	17, 96
Scan to Folder.....	17, 89
Scanner.....	89, 96, 100, 159
Scanner cover.....	22
Scanner cover release lever.....	22
Scanner Separation Unit.....	25
Scanner Stop key.....	22
Sending scan files.....	10, 17, 96
Shared folder.....	90
Shortcut icon.....	31, 32, 33
Simple Screen key.....	28
Sleep mode.....	180
SMB folder.....	92, 93, 94
Sort.....	72
Stamps.....	14
Standard printing.....	78
Start key.....	28
Status icon.....	139
Stop key.....	28
stored documents.....	15
Stored documents.....	107
Stored Print.....	15, 85
Storing data.....	75, 105
Storing documents.....	87
Storing scan files.....	10, 100
Symbols.....	6
Synchro Cut.....	65

T

Toner.....	133, 137
Troubleshooting.....	139
Turning off the power.....	41
Turning on the power.....	41

U

Upper output stacker.....	21
Upper tray.....	22
Used toner.....	137
User Auto Reduce / Enlarge.....	60
User certificate.....	175
User Code Authentication.....	42
User information on electrical and electronic equipment.....	181
User Tools/Counter key.....	28
Using scanned files on the computer.....	10

V

Variable Cut.....	65, 67
-------------------	--------

W

Web Image Monitor.....	19, 109
------------------------	---------

Z

Zoom.....	58
-----------	----

MEMO

