

# Machine Administration User Guide



**DocuColor 2240/1632  
Printer/Copier**



# Table of Contents

---

## **Overview 1**

---

## **System Settings 2**

---

## **Setting and Changing the Administrator Password 3**

---

## **Entering and Exiting the System Settings Mode 5**

---

Entering the System Settings Mode 5

Exiting System Settings Mode 6

## **Changing Settings in System Settings Mode 6**

---

## **Setting the Common Settings 7**

---

Machine Clock/Timers Setting 8

Audio Tone Settings 10

Setting Screen Defaults 12

Paper Tray Attributes 13

Setting Printing Priority Defaults 17

Image Quality Adjustment 18

    Image Quality Setting 18

    Auto Gradation Adjustment 21

Reports Settings 22

Other Machine Settings 23

## **Copy Mode Settings 23**

---

- Basic Copying Presets 24
- Copy Defaults 25
- Copy Control 36
- Original Size Defaults 37
- Setting Reduce/Enlarge Presets 38
- Setting Custom Colors 39

## **Network Settings 39**

---

## **Print Mode Settings 40**

---

- Allocate Memory 41
- Others (Print Mode Settings) 44

## **Scan Mode Settings 45**

---

- Basic Scanning Presets 45
- Setting Scan Defaults 46
- Setting the Scan Size Defaults 50
- Setting the Output Size Defaults 51
- Setting Reduce/Enlarge Presets 52
- Other Settings (Scanner) 53

## **Setting/Deleting Mailboxes 55**

---

## **Auditron 56**

---

- Create/Check Accounts 57
- Deleting/Resetting Data by Account 58
- Enabling Auditron Mode 59
- System Administrator Data 59
- Delete/Reset All Account Data 60
  - Printing Meter Reports 61

## **Internet Services 62**

---

## 4. User Guide (Machine Administrator)

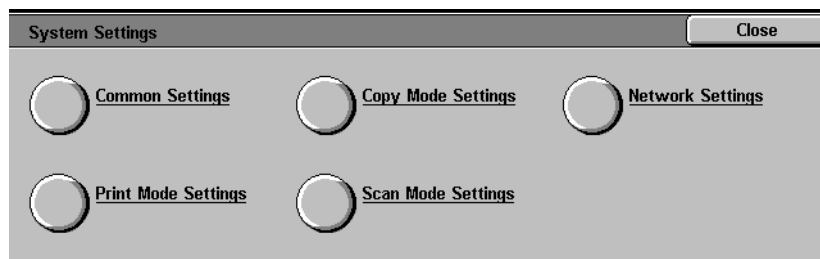
---

This chapter describes the features found in the System Settings Mode.

### Overview

---

The System Settings Mode allows you to change the machine default settings, and the image quality settings.



## System Settings

---

System Settings allows you to change the default of the following features:

**Common Settings :**

Change the default settings for:

- [Date/Timers](#)
- [Audio Tones](#)
- [Screen Defaults](#)
- [Paper Trays](#)
- [Printing Priority](#)
- [Image Quality/Auto Gradation Adjustment](#)
- [Reports](#)
- [Sleep Mode](#)

**Copy Mode Settings:**

Change the default settings for:

- [Copy Defaults](#)
- [Control of Copy Operation](#)
- [Original Size](#)
- [Reduce/Enlarge](#)
- [Custom Colors](#)

**Network Settings:**

Set the default settings for:

- [Port Settings](#)
- [Protocol Settings](#)

**Print Mode Settings:**

Set the default settings for:

- [Memory Settings](#)
- [Other Settings \(Printer Settings\)](#)

**Scan Mode Settings:**

Change the default settings for:

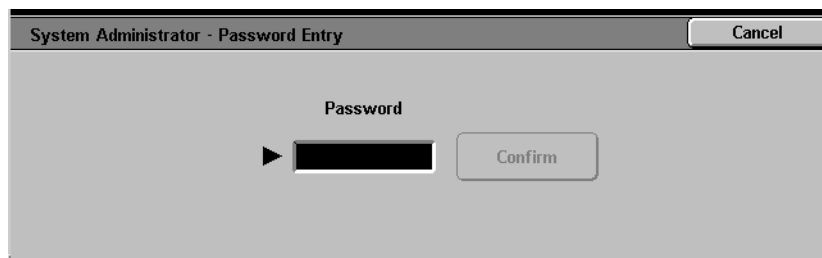
- [Scanner Settings](#)
- [Other Settings \(Scanner Settings\)](#)

## Setting and Changing the Administrator Password

This section explains how to set and change the System Settings Mode password. The default password is set to "11111". You cannot enter System Settings Mode unless the password is entered. Setting a password also allows you to output total reports and a list of registered mailboxes.

123...

- 1 Press the **Access** button. The *Password Entry* screen is displayed.



- 2 Enter the password using the numeric keypad on the Control Panel, and select **Confirm**. The *System Administrator Menu* screen is displayed.

**NOTE:** Your password will be displayed by an asterisk (\*). If you make a mistake, press **Clear (C)** and re-enter the password.

To cancel the operation, select **Cancel**.

- 3 Select **System Settings**. The *System Settings* screen is displayed.

- 4 Select **System Administrator Password**. The *System Administrator Password* screen is displayed.



- 5 Select **Off** to disable entering a password.
- 6 Select **On**, and enter the new password using the numeric keypad on the Control Panel.
- 7 Select **Enter**.
- 8 Re-enter the password, exactly as you did in Step 5, and select **Enter**.  
**NOTE:** Enter the exact same number in Step 5 and Step 7. If you make a mistake, select **Reset** and return to Step 5.
- 9 Select **Close**. You will be returned to the *System Settings* screen.
- 10 Select **Exit** to exit the System Settings Mode.



## Entering and Exiting the System Settings Mode

This section explains how to enter and exit System Settings Mode.

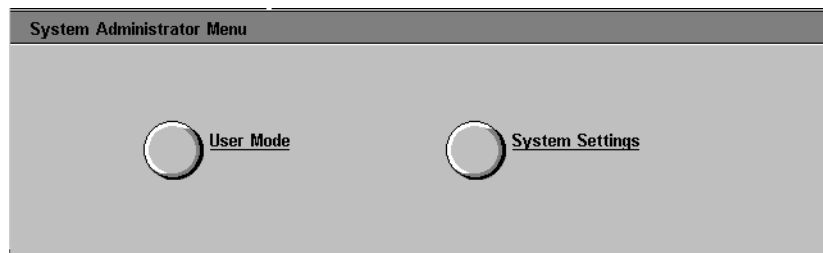
### Entering the System Settings Mode

This section explains how to enter the System Settings Mode.

**NOTE:** *The machine will not enter the System Settings Mode when an error message is displayed.*

123...

- 1 Press the **Access** button. The *Enter Password* screen is displayed. The default password is 11111.
- 2 Enter the password and select **Confirm**. The machine enters System Settings Mode, and the *System Administrator Menu* screen is displayed.



**NOTE:** *Your password will be displayed by an asterisk (\*). If you make a mistake, press the **Clear** button and re-enter the password.*

If you want to cancel the operation, select **Cancel**.

- 3 Select either **User Mode** or **System Settings**.
  - [User Mode](#) - make copies and scan documents in the System Settings Mode. If you select Machine Status or Job Status while in the System Settings Mode, printer and copier total reports can be printed.
  - [System Settings](#) - you can change the settings of features.

## Exiting System Settings Mode

---

This section outlines the procedure for exiting the System Settings Mode.

123...

- 1 When you finish performing the desired operations, select **Close** until the *System Settings* screen is displayed.
- 2 Select **Exit**.

## Changing Settings in System Settings Mode

---

This section provides an example of the basic procedures required to change settings in System Settings Mode using the System Clock Setting feature. Please follow these procedures for all the features in System Settings Mode.

123...

- 1 Press the **Access** button.
- 2 Enter the password, and select **Confirm**. The *System Administrator Menu* screen is displayed.
- 3 Select **System Settings**. The *System Settings* screen is displayed. Select **System Settings**.
- 4 Select **Common Settings**. The *Common Settings* screen is displayed.  
**NOTE:** *If you are setting a feature in Copy Mode Settings, Network Settings, Print Mode Settings, or Scan Mode Settings, press the desired button.*
- 5 Select **Machine Clock / Timers**. The *Machine Clock / Timers* screen is displayed.

- 6 Select **Date**, then select **Change Settings**. The *Date* screen is displayed.
- 7 Select the desired Date format.
- 8 Use the up and down arrow buttons to enter the year, month, and date.  
**NOTE:** If **Cancel** is selected, the machine will return to the previous screen without saving any changes.
- 9 Select **Save**. You are returned to the *Machine Clock / Timers* screen.
- 10 To make changes to other settings, repeat the procedure.
- 11 When you are finished making changes, select **Close** until the *System Settings* screen is displayed.
- 12 Select **Exit**. System Settings Mode closes.

## Setting the Common Settings



This section describes the Common Setting items, which relate to the main features on the machine.

## Machine Clock/Timers Setting

---

This setting allows you to set the time and date. You can also determine the duration of time until the Power Saver Mode or reset functions engage.

Machine Clock/Timers allows you to set the following items.

**Date** Sets the Date (Month/Day/Year) of the machine's system clock to:

- [Date Format - Y/M/D, M/D/Y, or D/M/Y](#)
- [Month - 1 to 12](#)
- [Day - 1 to 31](#)
- [Year - 2000 to 2099](#)

The date set here is printed on lists and reports. The default is 2001, January 1.

**Time** Sets the system clock time (H / M) by 12-hour clock display or 24-hour clock display.

- [Hours - 0~23 \(24-hour clock\) OR 1~12 \(12-hour clock\)](#)
- [Minutes - 0~59.](#)
- [Set AM or PM if it is a 12-hour clock display.](#)

The time set here will be printed on lists and reports. The default is 12-hour clock display, 0:00 AM.

**Time Zone** Sets the time zone that you are in. Use the up and down arrow buttons to set the time difference from Greenwich Mean Time.

**Daylight Savings** Sets whether or not to apply daylight savings to the system clock time.

- [Adjust Off](#)
- [Adjust On](#)

**Auto Clear** Sets the time to wait before returning the Control Panel to the default screen. The amount of time until reset can be set to:

- 0

OR

- 60 ~ 240 seconds, in 60-second increments.

Enter the value using the numeric keypad on the Control Panel. The default is 60 seconds.

**Auto Job Release** Tells the machine to release the current job to enable the execution of the next job when a fault occurs during copying or scanning. The job can be executed only in parts of the machine that are functioning normally. Set the time to:

- 0 - do not automatically release the job.
- 240 ~ 5940 seconds (4 ~ 99 minutes) in 60-second increments.

Enter the value using the numeric keypad on the Control Panel. The default is 600 seconds.

**Auto Print** Allows the machine to automatically start print jobs when there has been no activity for a set amount of time. Set the time to:

- 1 ~ 240 seconds in 1-second increments.

Enter the value using the number keys on the Control Panel. The default setting is 10 seconds.

**Auto Power Saver** Low Power Mode and Sleep Mode are part of the energy-saving mode. As time lapses, the machine lowers power consumption: Last Operation -> Low Power Mode -> Sleep Mode.

- Set the time to Low Power Mode from 6 ~ 240 minutes and
- Set the time to Sleep Mode from 0 ~ 234 minutes

Both are set in 1 minute increments.

**NOTE:** *Low Power Mode cannot be disabled. The total set time of both Low Power Mode and Sleep Mode must be between 15 - 240 minutes.*

## Audio Tone Settings

---

This determines the conditions under which Audio Tones are used.

Audio Tone Settings allows you to set the following items.

### Control Panel Select Tone

Sets the tone when a button is selected on the display. It can be set to:

- Off
- Soft
- Normal
- Loud

The default is Normal.

### Control Panel Alert Tone

Sets the tone when an incorrect button was selected, or an operation was attempted during an error. It can be set to:

- Off
- Soft
- Normal
- Loud

The default is Normal.

### Machine Ready Tone

Sets the tone when the machine is ready for copying or printing. It can be set to:

- Off
- Soft
- Normal
- Loud

The default is Normal.

### Copy Job Complete Tone

Sets the tone when copying has been completed successfully. It can be set to:

- Off
- Soft
- Normal
- Loud

The default is Normal.

**Non-Copy Job Complete Tone**

Sets the tone when a job other than copying has been completed successfully. It can be set to:

- Off
- Soft
- Normal
- Loud

The default is Normal.

**Fault Tone**

Sets the tone when a fault occurs and the job is held in a faulted state. It can be set to:

- Off
- Soft
- Normal
- Loud

The default is Normal.

**Alert Tone**

Sets the tone when a job finishes abnormally. It can be set to:

- Off
- Soft
- Normal
- Loud

The default is Off.

**Low Toner Alert Tone**

Sets the tone when the Drum Cartridge or Toner Cartridge has to be replaced. It can be set to:

- Off
- Soft
- Normal
- Loud

The default is Normal.

## Setting Screen Defaults

---

This allows you to choose the default screen that is displayed when the machine is turned on.

Screen Defaults allows you to set the following items.

### Screen Default at Power On

Select one of the following screens to display as the default screen when the machine is turned on:

- [Features](#)
- [Job Status](#)
- [Machine Status](#)

The default is the *Features* screen.

### Features Screen Default

Select one of the following screens to display as the default screen when Features is selected:

- [Menu](#) - gives you the option to select copy or scan.
- [Copy](#) - displays the copy feature tabs.
- [Scan](#) - displays the scan feature tabs.

The default is the *Copy* Screen.



## Paper Tray Attributes

This enables you to set the type and priority of paper loaded in trays, image quality processing settings by paper type, and other paper tray related settings.

Paper Tray Attributes allows you to set the following items.

### Custom Paper Name

Allows you to set up to 5 custom paper types. The paper must be plain, bond, or recycled. Set a name up to 12 characters long for custom paper 1 to 5 using letters and symbols.

### Paper Type

Sets up the type of paper loaded in Trays 1, 2, 3, 4, and 5 (Bypass).

- Plain paper, recycled paper, bond paper and Custom Paper 1 ~ 5 can be loaded in Trays 1 - 4.

Enter the setting on the Numeric Keypad using the numbers listed in the following table.

The default is 14, or Bond Paper.

*For more information on recommended paper types, refer to the Recommended Materials List.*

Setting	Description	Comments
14	Bond Paper	Color-exclusive or laser print paper, usually 24 or 28 lb., such as Xerox Digital Color Expressions+ 24 and 28 lb. In general, use for 81 - 105 gsm paper.
0	Plain Paper	Office environment or multipurpose paper usually 18 or 20 lb., such as Xerox Business Multipurpose 4200 and Premium Multipurpose 4024 20 lb. In general, use for 64 - 80 gsm paper.
3	Recycled Paper	Environmentally responsible paper usually 18 or 20 lb. In general, use for 64 - 80 gsm paper.
161	Custom Paper 1	User defined paper name for paper loaded in Tray. Responds equivalent to Plain Paper as printer default. If using Bond or Recycled paper, change the Image Quality value. Refer to Image Quality in Paper Tray Attributes.
162	Custom Paper 2	User defined paper name for paper loaded in Tray. Responds equivalent to Plain Paper as printer default. If using Bond or Recycled paper, change the Image Quality value. Refer to Image Quality in Paper Tray Attributes.

Setting	Description	Comments
163	Custom Paper 3	User defined paper name for paper loaded in Tray. Responds equivalent to Plain Paper as printer default. If using Bond or Recycled paper, change the Image Quality value. Refer to Image Quality in Paper Tray Attributes.
164	Custom Paper 4	User defined paper name for paper loaded in Tray. Responds equivalent to Plain Paper as printer default. If using Bond or Recycled paper, change the Image Quality value. Refer to Image Quality in Paper Tray Attributes.
165	Custom Paper 5	User defined paper name for paper loaded in Tray. Responds equivalent to Plain Paper as printer default. If using Bond or Recycled paper, change the Image Quality value. Refer to Image Quality in Paper Tray Attributes.
16	Lightweight *	Office environment paper usually 16 lb. In general, use for 55 - 63 gsm paper.
5	Transparency *	For use with transparencies.
1	Heavyweight 1 *	Color-exclusive or office environment paper. In general, use for 106 - 169 gsm paper.
8	Heavyweight 2 *	Color-exclusive or office environment paper. In general, use for 170 - 220 gsm paper.
12	Heavyweight 1 (Side 2) *	Color-exclusive or office environment paper for use on Side 2 while duplexing. In general, use for 106 - 169 gsm paper.
13	Heavyweight 2 (Side 2) *	Color-exclusive or office environment paper for use on Side 2 while duplexing. In general, use for 170 - 220 gsm paper.
17	Labels *	Label special application media.

\* indicates paper type for Tray 5 (Bypass) only.

**Paper Tray Priority**

Select the order that Trays 1 - 4 are selected for Auto Tray Switching. You can select the priority of each tray: First, Second, Third, and Fourth.

The same tray cannot be selected twice. The default is Tray 1 -> Tray 2 -> Tray 3 -> Tray 4.

**Paper Type Priority**

Set the priority of each of the paper types for Auto Tray Switching. Set the priority for:

- Bond Paper
- Plain Paper
- Recycled Paper
- Custom Paper 1 - 5

Enter the setting on the Numeric Keypad using the numbers listed in the following table.

Setting	Description
255	Auto Tray Switching Off
1	Highest priority
2	2nd priority
3	3rd priority
4	4th priority
5	5th priority
6	6th priority
7	7th priority
8	8th priority

**Image Quality**

Different image quality settings can be selected for Bond Paper, Plain Paper, Recycled Paper, and Custom Paper 1 to 5.

Enter the setting on the Numeric Keypad using the numbers listed in the following table.

Setting	Description
1	Best suited for color-exclusive bond paper
2	Best suited for paper used in office environments
4	Best suited for recycled paper
8	Select if small white spots or streaks appear when printing on Plain paper only
16	Select if small white spots or streaks appear when printing on Plain paper only
32	Select if small white spots or streaks appear when printing on Plain paper only
64	Select if small white spots or streaks appear when printing on Plain paper only
128	Your Xerox Customer Support Center will set this if you are printing on paper that does not fall under any of the above categories. Use this setting to improve gloss on 28 lb. Bond paper.

**NOTE:** 16 and 64 are valid numerical values when printing from the printer. When making copies using these settings, the result will be the same as 8 and 32 respectively.

**NOTE:** Poor-texture paper refers to paper whose surface is uneven when viewed against a strong light.

## Tray 5 (Bypass) Paper Size Defaults

Paper sizes can be assigned to Tray 5 Standard Size buttons 1 to 11. 11 sizes can be assigned to this paper size list.

- **A/B Series Size** - A3, A4 SEF, A4 LEF, A5 SEF, A5 LEF, A6, B4, B5 SEF, B5 LEF, B6
- **Inch Size** - 12 x 8", 11 x 17", 11 x 15", 8.5 x 14", 8.5 x 13", 8.5 x 11" SEF, 8.5 x 11" LEF, 5.5 x 8.5" SEF, 5.5 x 8.5" LEF
- **Others** - 8K, 16K, 6K
- **Variable** - Set the X (horizontal) range between 140 and 483mm, and the Y (vertical) range between 100 and 305mm in 1mm increments

## Setting Printing Priority Defaults

Select which job will be prioritized when the machine receives a copy job and printer job at the same time. If both are set at the same priority, jobs are processed in the order they are received. Depending on the condition of the machine, they may not be processed according to this setting.

### Copy Job

Sets the priority that will be given to copy jobs.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 38, 3rd Priority.

### Printer Job

Sets the priority that will be given to print jobs.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 48, No Priority.

Setting	Description
18	1st priority
28	2nd priority
38	3rd priority
48	No priority

**Promoted Job** Set whether or not to automatically overtake a job if there is another job that can be started when something on the machine prevents execution of a job.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Overtake Disabled.

Setting	Description
0	Disables overtaking of jobs
1	Enables overtaking of jobs

## Image Quality Adjustment

---

You can set the default for Image Quality/Automatic Gradation Adjustment.

### Image Quality Setting

---

The following items can be set in Image Quality Setting.

**Photo & Text Recognition** The level at which the machine judges text or photos during document scanning can be changed when making copies by selecting **Text&Photo** on the *Original Type* screen.

- **More Text** - fine text can be easily identified as text.
- **More Photo** - halftone images, such as newspapers or circulars, can be easily identified as photos.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 3, Normal.

Setting	Description
1	More Text
2	Text
3	Normal
4	Photo
5	More Photo

**Output Color Recognition**

The level at which the machine judges B/W and color during document scanning can be changed when making copies by selecting **Auto** under Output Color.

- **More B/W** - a black & white original is easily identified.
- **More Color** - a color original is easily identified.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 3, Normal.

Setting	Description
1	More B/W
2	B/W
3	Normal
4	Color
5	More Color

**Photo Reproduction Level**

You can adjust the color reproduction of images judged by the machine as photos when making copies by selecting **Text&Photo** on the *Original Type* screen.

- **Heavy Text** - the black areas of the image are intensified, creating a sharper looking copy.  
Select **Heavy Text** to emphasize black text in documents containing both text and photos.
- **Heavy Photo** - the tones in photo areas in the images are reproduced smoother.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 3, Normal.

Setting	Description
1	Heavy Text
3	Normal
5	Heavy Photo

**Photo Image Quality**

You can adjust the image quality when printing photos.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Sharper, clearer photos.

Setting	Description
0	Normal
1	Sharper, clearer photos

**Color Copy - Auto Exposure**

You can set how the machine detects the density of background color and processes to remove the background color.

- **Speed Priority** - part of the original will be scanned to determine the background color level.
- **Image Quality Priority** - the machine pre-scans the document, and samples the entire document to detect the background color level.

Enter the setting on the Numeric Keypad using the numbers listed in the following table.

**B/W Copy - Auto Exposure**

Configure how background color is removed when making B/W copies.

Enter the setting on the Numeric Keypad using the numbers listed in the following table.

Setting	Description
0	Speed Priority
1	Image Quality Priority

**Image Enhancement**

Print data is smoothed to reproduce smoother images. This feature is enabled on print jobs only.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Image Enhance On.

Setting	Description
0	Image Enhance Off
1	Image Enhance On



## Auto Gradation Adjustment

Auto Gradation Adjustment is a color calibration for the copier and printer. An Auto Gradation Adjustment compensates for differences between the actual and the expected toner densities for each color. An Auto Gradation Adjustment should be performed whenever there is a noticeable change in the appearance (quality) of the output, particularly changes in color tones or densities. Performing an Auto Gradation Adjustment on a regular basis will help to maintain consistent color quality over time.

**NOTE:** *Since an Auto Gradation Adjustment can affect all jobs for all users, it is recommended that this procedure be performed only by the Machine Administrator.*

<b>Copy Job - Text</b>	Compensates tones when a text original is copied.
<b>Copy Job - Photo</b>	Compensates tones when a photo original is copied.
<b>Print Job - Text</b>	Compensates tones when printing text documents.
<b>Print Job - Photo</b>	Compensates tones when printing photo documents.

**NOTE:** *Printing the chart for Auto Gradation does not increase the meter count.*

**NOTE:** *When gradation adjustment is executed, the following changes will be made to default copy settings set in System Settings mode: Copy density = Normal or Auto, Color Shift = Normal, Saturation = Normal, Color Balance = 0, Sharpness = 0.*



- 1** On the *Image Quality Adjustment* screen, select **Auto Gradation Adjustment**.
- 2** Load 8.5x11 inch or A4 paper into Tray 5 (Bypass). Move the paper guide to gently touch the edge of the paper.
- 3** Select the desired gradation adjustment screen:
  - **Copy Job - Text**
  - **Copy Job - Photo**
  - **Print Job - Text**
  - **Print Job - Photo**

Press **Start**. The Adjustment Chart is output.

- 4** Place the Adjustment Chart face down on the Document Glass with both Magenta color patches against the left side of the glass.
- 5** Place 5 sheets of white paper on top of the Adjustment Chart and close the DADF. Select **Start**.
- 6** To continue Auto Gradation Adjustment with other screens, repeat steps 2 to 5. When you are finished, select **Close** until the *System Settings* screen is displayed.
- 7** Select **Exit** to exit the System Settings mode.

## Reports Settings

---

This determines whether the job history report will be printed automatically, and whether the reports/lists will be printed on one side or two sides.

The following items can be set in Reports Settings.

### Job History Report

Sets up whether the information regarding already processed jobs will be automatically printed.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Automatic Printing Off.

Setting	Description
0	Automatic printing of Job History Reports Off
1	Automatic printing of Job History Reports On

When the job storage area fills up with 50 jobs that have not been printed, the past 50 jobs are automatically printed in chronological order. Print jobs that are currently printing or queued are not recorded on the Job History Report.

### 2 Sided Report

This determines whether the reports/lists will be printed on one side or two sides.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, 2 Sided Printing Off.

Setting	Description
0	2 Sided Report Off
1	2 Sided Report On

## Other Machine Settings

The following items can be set in Other Settings.

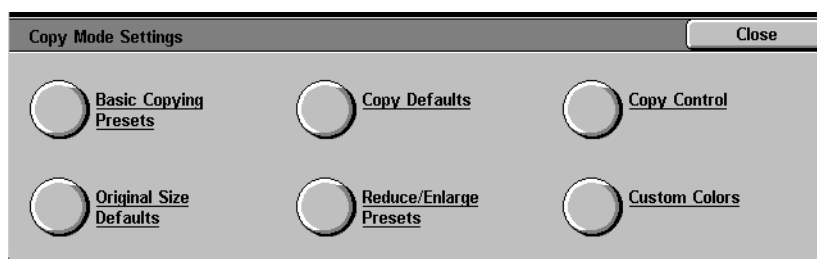
### Sleep Mode

This sets up whether to allow machine to switch to the Sleep Mode.

When Sleep Mode is disabled, timers in Auto Power Saver on the *Machine Clock/Timers Settings* screen cannot be set. The default is Enabled.

**NOTE:** *Low Power Mode cannot be disabled.*

## Copy Mode Settings



This section describes how to change the default for different copier settings.

*For more information on copying features, refer to the User Guide (Copier).*

## Basic Copying Presets

---

### Paper Tray - 2nd to 4th Buttons

You can increase efficiency for each copy job by setting frequently used trays and Reduce/Enlarge settings.

You can select which Paper Trays to display on the *Basic Copying* screen. You can set Trays 1, 2, 3, 4, 5 (Bypass) to appear in 3 of the 5 buttons displayed under Paper Supply on the *Basic Copying* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is Tray 1 for the 2nd button from the top, Tray 2 for the 3rd button from the top, Tray 3 for the 4th button from the top.

Setting	Description
1	Tray 1
2	Tray 2
3	Tray 3
4	Tray 4
5	Tray 5 (Bypass)

### Reduce/Enlarge - 3rd to 4th Buttons

The 3rd and 4th buttons under Reduce/Enlarge can be changed on the *Basic Copying* screen. Select the ratio from the preset ratio buttons.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 64% for the 3rd button from the top, 129% for the 4th button from the top.

Setting	Description
1	Ratio set to R/E Preset 1
2	Ratio set to R/E Preset 2
3	Ratio set to R/E Preset 3
4	Ratio set to R/E Preset 4
5	Ratio set to R/E Preset 5
6	Ratio set to R/E Preset 6
7	Ratio set to R/E Preset 7

### Copy Defaults

Set up the defaults for different copy features. The machine returns to the defaults when the power is turned on, the machine is returned from the Power Saver mode, the Auto Clear timer times out, or the Clear All button is pressed.

The following items can be set in Copy Defaults.

#### Output Color

Set the default for Output Color on the *Basic Copying* screen.

Select one of the following options:

- **No Default**
- **Auto**
- **Full Color**
- **Black**
- **Dual Color**
- **Single Color**

The default is Auto.

**NOTE:** *If No Default is selected, an Output Color must be selected for copy jobs, or the machine will not start copying.*

**NOTE:** *If Black is selected on the Basic Copying screen, the copy output will have the same image quality as Halftone, selected in Text&Photo.*

**NOTE:** *When Dual Colors or Single Color is selected on the Basic Copying screen, the Original Type cannot be set.*

**Single Color**

Set the default for Single Color on the *Basic Copying* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Red.

**Dual Color - Color Image**

Sets the default for Color Image in Dual Color on the *Basic Copying* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Red.

**Dual Color - B/W Image**

Set the default for a B/W Image in Dual Color on the *Basic Copying* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Black.

Setting	Description
0	Black (can be only be set when Dual Color is selected)
1	Red
2	Green
3	Blue
4	Yellow (Y)
5	Magenta (M)
6	Cyan (C)
7	Specified Color set to Custom Color 1
8	Specified Color set to Custom Color 2
9	Specified Color set to Custom Color 3
10	Specified Color set to Custom Color 4
11	Specified Color set to Custom Color 5
12	Specified Color set to Custom Color 6

**Reduce/Enlarge** Sets the default for Reduce/Enlarge on the *Basic Copying* screen. Select one of nine buttons. Seven buttons are registered as preset ratio buttons, 100%, and Auto %.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, 100%.

Setting	Description
0	100%
1	Ratio set to R/E Preset 1
2	Ratio set to R/E Preset 2
3	Ratio set to R/E Preset 3
4	Ratio set to R/E Preset 4
5	Ratio set to R/E Preset 5
6	Ratio set to R/E Preset 6
7	Ratio set to R/E Preset 7
8	Auto%

**NOTE:** If the default for Paper Supply is set to Auto, Auto% cannot be selected for Reduce/Enlarge.

**Paper Supply** This sets the default for Paper Supply on the *Basic Copying* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Auto.

If the default for Reduce/Enlarge is set to Auto%, Auto cannot be selected.

Setting	Description
0	Auto
1	Tray 1
2	Tray 2
3	Tray 3
4	Tray 4
5	Tray 5 (Bypass)

**2 Sided** This sets up the default for 2 Sided on the *Basic Copying* and *Added Features* screens.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, 1 to 1.

Setting	Description
0	1 to 1 Sided
1	1 to 2 Sided
2	2 to 1 Sided
3	2 to 2 Sided

**Output** This sets up the default for Output on the *Added Features* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Auto.

Setting	Description
0	Auto
1	Collated
2	Uncollated

**Output Destination** This sets up the Output Tray for copy and print jobs.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Center Output Tray.

Setting	Description
0	Center Output Tray
2	Finisher Tray

**NOTE:** *The Optional Finisher must be installed to use the Finisher Tray.*



**Margin Shift - Side 1**

This sets up the default for Side 1 in Margin Shift on the *Added Features* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, No Shift.

Setting	Description
0	No Shift
1	Auto Center
2	Corner Shift (Top Right)
3	Corner Shift (Bottom Right)
4	Corner Shift (Top Left)
5	Corner Shift (Bottom Left)
6	Corner Shift (Top Center)
7	Corner Shift (Bottom Center)
8	Corner Shift (Left Center)
9	Corner Shift (Right Center)

**Margin Shift - Side 2**

This sets up the default for Side 2 in Margin Shift on the *Added Features* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 10, Symmetrical with Side 1.

Setting	Description
0	No Shift
1	Auto Center
2	Corner Shift (Top Right)
3	Corner Shift (Bottom Right)
4	Corner Shift (Top Left)
5	Corner Shift (Bottom Left)
6	Corner Shift (Top Center)
7	Corner Shift (Bottom Center)
8	Corner Shift (Left Center)
9	Corner Shift (Right Center)
10	Symmetrical with Side 1

**Border Erase - Top & Bottom**

This sets up the default for the top and bottom Border Erase. Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 5mm.

Setting	Description
0	None
1 ~ 50	Set the border erase amount in increments of 1mm

**Border Erase - Left & Right**

This sets up the default for the left and right Border Erase. Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 5mm.

Setting	Description
0	None
1 ~ 50	Set the border erase amount in increments of 1mm

**Center Erase**

This sets up the default for Center Erase. It is distributed along the center of the original image. Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0 mm.

Setting	Description
0	None
1 ~ 50	Set the center erase amount in increments of 1mm

**Original Type (Auto/Full Color)**

This sets up the default for Original Type on the *Image Quality* screen, when Auto or Full Color is selected as the color mode on the *Basic Copying* screen. Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Text & Photo (Halftone).

**Original Type (Black)**

This sets up the default for Original Type on the *Image Quality* screen, when Black is selected as the Output Color on the *Basic Copying* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Text & Photo (Halftone).

Setting	Description
0	Text
1	Text & Photo (Halftone)
2	Text & Photo (Photograph)
3	Text & Photo (Color Copies)
4	Photo (Halftone)
5	Photo (Photograph)
6	Photo (Color Copies)
7	Color Originals (Map)
8	Color Originals (Highlighted Originals)
9	Color Originals (Inkjet Originals)

**NOTE:** *When Dual Color or Single Color is selected as the Output Color on the Basic Copying screen, the Original Type setting is ignored.*

**Auto Exposure**

This sets up the default for Auto Exposure, when Text&Photo, Text, or Color Originals is selected in Original Type on the *Image Quality* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Auto Exposure On.

Setting	Description
0	Auto Exposure Off
1	Auto Exposure On

**Lighter/Darker** This sets up the default for Lighter/Darker in Light/Dark/Contrast on the *Image Quality* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 3, Normal.

Setting	Description
0	Light (+3)
1	Light (+2)
2	Light (+1)
3	Normal
4	Darker (-1)
5	Darker (-2)
6	Darker (-3)

**Contrast** This sets up the default for Contrast in Light/Dark/Contrast on the *Image Quality* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 2, Normal.

Setting	Description
0	Higher
1	High
2	Normal
3	Low
4	Lower

**Sharpness** This sets up the default for Sharpness in Sharpness/Saturation on the *Image Quality* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 2, Normal.

Setting	Description
0	Sharper
1	Sharp
2	Normal
3	Soft
4	Softer

**Color Saturation** This sets up the default for Color Saturation in Sharpness/Saturation on the *Image Quality* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 2, Normal.

Setting	Description
0	Higher
1	High
2	Normal
3	Low
4	Lower

**Color Shift** This sets up the default for Color Shift on the *Image Quality* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 2, Normal.

Setting	Description
0	Coollest
1	Cool
2	Normal
3	Warm
4	Warmest

**Color Balance - Yellow, Magenta, Cyan, Black**

This sets up the default for each density level, Low Density, Medium Density, and High Density, for Yellow, Magenta, Cyan and Black in Color Balance on the *Image Quality* screen.

The defaults are all 0.

**NOTE:** *The values set here will also be applied to Black and Single Color modes.*

**Original Orientation**

This sets up the default for Original Orientation on the *Scan Options* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Head to Top.

Setting	Description
0	Head to Top
1	Head to Left

**Image Rotation** This sets up the default for Image Rotation on the *Scan Options* screen. On during Auto refers to Auto Paper selection for Paper supply or Auto % for Reduce/Enlarge.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, On during Auto.

Setting	Description
0	Always On
1	On during Auto
2	Off

**Rotation Direction** Set the default for Rotation Direction when Always On or On during Auto is selected in Image Rotation on the *Scan Options* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Portrait Original - Left Edge.

Setting	Description
0	Auto (can be selected only when the machine is equipped with Finisher)
1	Portrait Original - Left Edge
2	Portrait Original - Right Edge

**NOTE:** When the machine is equipped with a Finisher, the default will be 0, Auto.

## Copy Control

---

This is the setting for Copy Control.

The following items can be set in Copy Control.

### Auto Paper Off

Set which tray will be selected when Auto % or Independent X-Y Auto is selected in Reduce/Enlarge when Auto is selected in Paper Supply, on the *Basic Copying* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Select Tray 1.

Setting	Description
1	Select Tray 1
2	Select Tray 2
3	Select Tray 3
4	Select Tray 4

### Memory Full Procedure

Set the processing method when the hard disk runs out of memory during a job.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Disable.

Setting	Description
0	Disable (Discard stored documents)
1	Enables stored data

### Maximum Stored Pages

This determines the maximum number of stored pages when copying documents. It can be set from 1 to 999 pages.

Enter the number of the pages using the numeric keypad on the Control Panel. The default is 999.



## Original Size Defaults

This sets up the original sizes that will be displayed when the Original Size is displayed from the *Scan Options* tab.

An original size can be assigned to Original Size Buttons 1 ~ 11. Setting frequently used non-standard size in advance prevents you from having to input the size each time. When you set up non-standard sizes, the range for X direction is 15 ~ 432 mm and for Y direction is 15 ~ 297 mm.

### Original Size Button 1 ~ 11

The sizes that can be selected for Original Size Buttons are as follows. Select a button and set the size.

The defaults are as follows. The order is from Original Size Button 1 (Left Upper): A3, A4 SEF, A4 LEF, A5 SEF, A5 LEF, B4, B5 SEF, B5 LEF, 11x17 in., 8.5x11 in. SEF, 8.5x11 in. LEF.

Setting	Description
A/B Series Size	A3, A4 SEF, A4 LEF, A5 SEF, A5 LEF, A6 SEF, A6 LEF, B4, B5 SEF, B5 LEF, B6 SEF, B6 LEF
Inch Size	11x17 in., 11x15 in., 8.5x14 in., 8.5x13 in., 8.5x11 in. SEF, 8.5x11 in. LEF, 5.5x8.5 in. SEF, 5.5x8.5 in. LEF
Others	5x7 in., 3.5x5 in., 8K, 16K SEF, 16K LEF
Variable	Setting ranges are: 15 ~ 432 mm for X direction, 15 ~ 297 mm for Y direction in increments of 1 mm

## Setting Reduce/Enlarge Presets

---

This sets up the magnifications that will be displayed in Preset%, in Reduce/Enlarge on the *Basic Copying* screen. 18 different magnifications can be assigned to R/E Preset 1 ~ 7.

**R/E Preset 1 ~ 7** Assign magnifications to R/E Preset 1 ~ 7.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default for R/E Preset 1 is 25.0%.

Setting	Description
1	25.0%
2	35.3%
3	50.0%
4	57.7%
5	61.2%
6	64.7%
7	70.0%
8	81.6%
9	86.6%
10	115.4%
11	122.5%
12	129.4%
13	141.4%
14	163.2%
15	173.2%
16	200.0%
17	282.8%
18	400.0%

## Setting Custom Colors

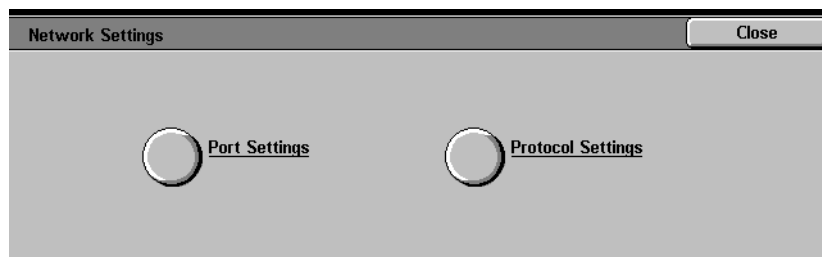
This sets up the user registered colors used in Single Color and Dual Colors on the *Output Color* screen.

### Custom Colors 1 ~ 6

Assign user registered colors, Yellow (0~100%), Magenta (0~100%), Cyan (0~100%), to Custom Color Buttons 1 ~ 6. The default is 0.

**NOTE:** *Adjust the registered color so that the sum of Yellow, Magenta and Cyan is 240% or less.*

## Network Settings

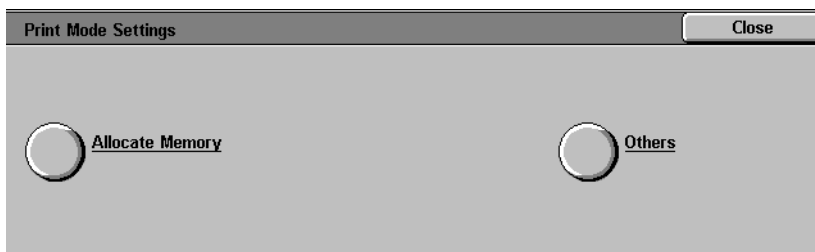


Network Settings consists of Port Setting, which determines the type of interface of the main unit that is connected to clients, and Protocol Setting, which determines the necessary condition for the communication.

*For more information on setting the Network Settings, refer to the System Administrator's Guide.*

## Print Mode Settings

---



Memory volume for each interface, and printer-related settings can be set. Print Mode Settings consists of the following components.

### Allocate Memory

Set the size of the reception buffer, where data sent from the client is temporarily stored, for each interface.

### Others

Set printing area, substitute tray, banner sheet, and banner sheet tray.

*For more information on printer features, refer to the User Guide (Print).*

## Allocate Memory

Allocate Memory determines memory volume for the reception buffer, where the data transmitted from clients is stored, for each interface.

For LPD, SMB and IPP you can set whether or not to spool to memory, and where to spool. The assigned memory size when spooling to memory can also be configured (LPD and SMB only).

The size of the reception buffer can be changed according to machine's conditions and your requirements. If the reception buffer is increased, clients using each interface may be released quicker. The maximum value you can set changes according to the amount of available memory.

**NOTE:** *When the memory size is changed, the memory will be reset, and the data stored in each memory area will be erased.*

**NOTE:** *You cannot allocate the memory exceeding the total size. If the set values exceed the size of the installed memory, the system automatically adjusts the memory allocation when the power is turned on.*

**NOTE:** *When a port is set to Disabled, corresponding items will not be displayed.*

The following items can be configured in Memory Settings.

### PCLe Memory

Set the memory size for PCLe.

The memory size can be set between 2.50 ~ 32.00 MB, in increments of 0.25 MB.

### PostScript Memory

Set the amount of memory used by PostScript. This item will be displayed only when a PostScript software kit is installed.

The memory size can be set between 8.00 ~ 32.00 MB, in increments of 0.25 MB. The maximum value depends on the amount of available memory. The default is 16.00 MB.

### HP-GL/2 Auto Layout Memory

Set the memory size for HP-GL/2.

This item only appears when the machine is equipped with PS-ROM. The size can be set between 64 KB ~ 5120 KB, in increments of 32 KB. The maximum value depends on the amount of available memory. The default is 64 KB.

### Receiving Buffer-Parallel

Set the receive buffer on the parallel interface.

The memory size can be set between 64 ~ 1024 KB, in increments of 32 KB. The default is 64 KB.

### Receiving Buffer-LPD Spool

Choose from the following options:

- **Off** - Spooling is not performed.

While the machine is processing or printing LPD data from a client, it cannot receive other data from other clients through the same interface. The LPD reception buffer can be set between 64 ~ 1024 KB, in increments of 32 KB. The default is 256 KB.

- **Memory** - Spooling is performed.

Memory is used as the reception buffer for the spooling process. The size of the reception buffer for the spooling process can be set between 512 KB ~ 32.00 MB, in increments of 0.25 MB. The default is 1.00 MB.

**NOTE:** *Printing data bigger than the memory size set here cannot be received. If this happens, select Hard Disk Spooling or Spooling Off.*

- **Hard Disk** - Spooling is performed.

Hard drive is used as the reception buffer for the spooling process.

The default is Off.

### Receiving Buffer-NetWare

Set the reception buffer for NetWare.

The memory size can be set between 64 ~ 1024 KB, in increments of 32 KB. The default is 256 KB.

### Receiving Buffer-SMB Spool

Choose from the following options:

- **Off** - Spooling is not performed.

While the machine is processing or printing SMB data from a client, it cannot receive other data from other clients through the same interface. The SMB reception buffer can be set for 64 ~ 1024 KB, in increments of 32 KB. The default is 256 KB.

- **Memory** - Spooling is performed.

Memory is used as the reception buffer for the spooling process. The size of the reception buffer can be set between 512 KB ~ 32.00 MB, in increments of 0.25 MB. The default is 1.00 MB.

**NOTE:** *Printing data bigger than the set memory size cannot be received. If this happens, select Hard Disk Spooling or Spooling Off.*

- **Hard Disk** - Spooling is performed.

Hard drive is used as the reception buffer for the spooling process.

The default is Off.

**Receiving Buffer-IPP Spool**

Choose from the following options:

- **Off** - Spooling is not performed.

While the machine is processing or printing IPP data from a client, it cannot receive other data from other clients through the same interface. The IPP reception buffer can be set between 64 ~ 1024 KB, in increments of 32 KB. The default is 256 KB.

- **Hard Disk** - Spooling is performed.

Hard drive is used as the reception buffer for the spooling process.

The default is Off.

**Receiving Buffer-EtherTalk**

Set the reception buffer for EtherTalk.

The size can be set between 64 ~ 1024 KB, in increments of 32 KB. The default is 256 KB.

**Receiving Buffer - Port9100**

Set the reception buffer for Port9100.

The size can be set between 64 ~ 1024 KB, in increments of 32 KB. The default is 256 KB.

## Others (Print Mode Settings)

---

In Others, several printer-related settings can be set.

### Print Area

Set whether or not to extend the printing area. The default is Normal.

### Substitute Tray

Set whether or not to switch to paper in a different tray when the tray that was selected in Auto Tray Switching runs out of paper. To substitute other paper, the size of the paper must be specified.

- **Display Message** - Displays the message to add more paper without substituting other paper.
- **Use Larger Size** - Substitutes with paper of the next size of paper larger than the currently selected size. The image will be printed at 100% magnification.
- **Use Nearest Size** - Substitutes with paper nearest to the currently selected size, and prints on that paper. The image will be automatically reduced if it is necessary.

The default is Display Message.

**NOTE:** *If the paper size is specified by the client, the client setting is given priority.*

### Banner Sheet

Set whether or not to output copies with a banner sheet attached.

- **Start Sheet** - Banner sheet is printed before the job.
- **End Sheet** - Banner sheet is printed after the print job.
- **Start Sheet + End Sheet** - Banner sheets are printed before and after the print job.

The default is Start Sheet.

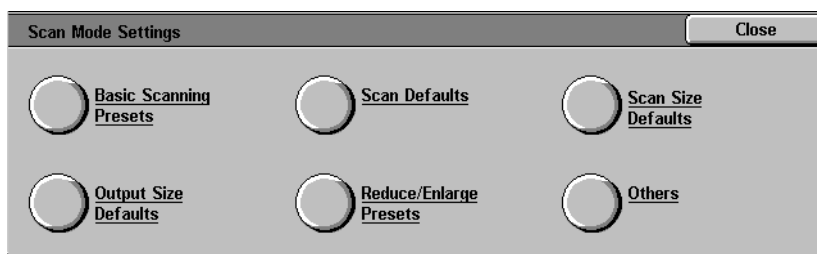
**NOTE:** *Banner sheets are not output if stapling is set. Banner sheets are added to meters when they are printed.*

### Banner Sheet Tray

Select the tray to be used for the banner sheets. Trays 1 - 5 (Bypass) can be selected. The default is Tray 1. The banner sheet will be printed on whatever paper size is loaded in the selected tray.



## Scan Mode Settings



These settings are enabled for the scan features.

For more information on scanner features, refer to the User Guide (Scan).

### Basic Scanning Presets

You can change the magnification percentages assigned to the buttons displayed in R/E Presets on the *Basic Scanning* screen. Setting frequently used scan ratios prevents you from having to change the setting each time you scan.

The following items can be configured in R/E Presets.

#### Reduce/Enlarge Presets 2nd ~ 4th Buttons

Set the ratios displayed for the 2nd to 4th buttons from the top down, for each of the feature buttons. Select available ratios from those currently assigned to R/E Preset buttons.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The defaults are: 2 for the 2nd button from the top, 4 for the 3rd button, and 7 for the 4th button.

Setting	Description
1	Ratio set to R/E Preset 1
2	Ratio set to R/E Preset 2
3	Ratio set to R/E Preset 3
4	Ratio set to R/E Preset 4
5	Ratio set to R/E Preset 5
6	Ratio set to R/E Preset 6
7	Ratio set to R/E Preset 7

**NOTE:** This setting is not used when there is a DADF on the machine.

## Setting Scan Defaults

---

This sets the defaults for the scan features. The machine returns to the defaults set here when the power is turned on, the machine returns from the Power Saver mode, or the Clear All button is pressed. Setting frequently used features prevents you from having to change settings each time you scan. The following items can be configured in Scan Defaults.

**Output Color** Set the default for Output Color on the *Basic Scanning* screen.

Select from Auto, Full Color, Grayscale, and Black. The default is Auto.

**Scan Resolution** Set the default for Scan Resolution on the *Basic Scanning* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, 200 dpi.

Setting	Description
0	200 dpi
1	300 dpi
2	400 dpi
3	600 dpi

**Mixed Size Originals** Set the default for Mixed Size Originals on the *Scan Options* screen in Scan mode. Set whether or not to use the Mixed Size Originals feature when the DADF is used for scanning.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Off.

Setting	Description
0	Off
1	On

**Border Erase - Top & Bottom**

Set the default for the top and bottom Border Erase amounts.  
Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 2mm.

Setting	Description
0	None
1 ~ 50	Set top & bottom Border Erase amount in increments of 1mm

**Border Erase - Left & Right**

Set the default for the left and right Border Erase amounts.  
Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 2mm.

Setting	Description
0	None
1 ~ 50	Set Left & Right Border Erase amount in increments of 1mm

**Center Erase**

Set the default for center erase. The center erase will be distributed evenly along the center of the original image.  
Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0 mm.

Setting	Description
0	None
1 ~ 50	Set Center Erase amount in increments of 1mm

**Original Orientation**

Set the orientation of the document when it is scanned.

Determination of the top, bottom, left and right edges of the original changes according to this setting. If it is set to 0, Head to Top, the original image will always be saved rotated 90°.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Head to Top.

Setting	Description
0	Head to Top
1	Head to Left

**Original Type**

Set the default for Original Type on the Image Quality/File Format screen in Scan mode.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Text & Photo.

Setting	Description
0	Text
1	Text & Photo
2	Photo

**Lighter/Darker**

Set the default for Lighter/Darker in Lighter/Darker/Contrast on the *Image Quality/File Format* screen in Scan mode.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 3, Normal.

Setting	Description
0	Light (+3)
1	Light (+2)
2	Light (+1)
3	Normal
4	Darker (-1)
5	Darker (-2)
6	Darker (-3)

**Contrast** This sets up the default for Contrast in Lighter/Darker/Contrast on the *Image Quality/file format* screen in Scan mode. Set the contrast for the document to be scanned. The contrast setting is enabled if Output Color is not set to Black.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 2, Normal.

Setting	Description
0	Higher
1	High
2	Normal
3	Low
4	Lower

**Auto Exposure** Set the default for Auto Exposure on the *Image Quality/File Format* screen in Scan mode.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Off.

Setting	Description
0	Off
1	On

## Setting the Scan Size Defaults

Set the sizes displayed on the *Scan Size* screen under the *Scan Options* tab. Any scan size can be assigned to Scan Size buttons 1 ~ 11, except for Auto Size Detect.

Setting frequently used scan sizes will prevent you from having to enter scanning size each time you scan. When entering non-standard sizes, set the size between 15 ~ 432 mm for the X direction, and 15 ~ 297 mm for Y direction, in increments of 1mm.

### Scan Size 1 ~ 11

The following table shows the sizes that can be set to scan size defaults. Select a button, and choose a size.

Setting	Description
A/B Series Size	A3, A4 SEF, A4 LEF, A5 SEF, A5 LEF, A6 SEF, A6 LEF, B4, B5 SEF, B5 LEF, B6 SEF, B6 LEF
Inch Size	11x17 in., 11x15 in., 8.5x14 in., 8.5x13 in., 8.5x11 in. SEF, 8.5x11 in. LEF, 5.5x8.5 in. SEF, 5.5x8.5 in. LEF
Others	5x7 in., 3.5x5 in., 8K, 16K SEF, 16K LEF
Variable	Setting ranges are: 15 ~ 432 mm for X direction, 15 ~ 297 mm for Y direction in 1mm increments

The defaults are as follows. 5.5x8.5 in. LEF, 5.5x8.5 in. SEF, 8.5x11 in. LEF, 8.5x11 in. SEF, 8.5x14 in., 11x17 in., A4 LEF, A4 SEF, A3, 3.5x5 in., 5x7 in.

## Setting the Output Size Defaults

Set the sizes displayed for Output Size when selecting Auto % in Reduce/Enlarge on the *Scan Options* screen in Scan mode.

Any output size can be assigned to Output Size buttons 1 ~ 8.

Setting frequently used sizes prevents you from having to set sizes each time you scan.

**Output Size 1~8** Enter the setting on the Numeric Keypad using the numbers listed in the following table.

Setting	Description	Setting	Description
4	A6 SEF	9	5.5x8.5 SEF
68	A6 LEF	73	5.5x8.5 LEF
7	B6 SEF	20	8.5x11 in. SEF
71	B6 LEF	84	8.5x11 in. LEF
10	A5 SEF	28	8.5x13 in.
74	A5 LEF	29	8.5x14 in.
13	B5 SEF	33	11x15 in.
77	B5 LEF	34	11x17 in.
21	A4 SEF	31	8K
85	A4 LEF	52	16K SEF
30	B4	116	16K LEF
35	A3	54	3.5x5 in.
		6	5x7 in.

## Setting Reduce/Enlarge Presets

---

Set the Preset % ratios displayed in Reduce/Enlarge on the *Scan Options* screen in Scan mode.

Any ratio can be assigned to R/E Preset 1 ~ 7, except for 100%.

Setting frequently used magnification ratio saves you from having to change the setting each time.

### R/E Preset 1 ~ 7

Enter the setting on the Numeric Keypad using the numbers listed in the following table.

Setting	Description	Setting	Description
1	25.0%	10	115.4%
2	35.3%	11	122.5%
3	50.0%	12	129.4%
4	57.7%	13	141.4%
5	61.2%	14	163.2%
6	64.7%	15	173.2%
7	70.7%	16	200.0%
8	81.6%	17	282.8%
9	86.6%	18	400.0%



## Other Settings (Scanner)

This section describes how to set other scanner-related settings. The following items can be configured in Other Settings.

- Scan Service** Set whether or not to enable scan features. The default is Enabled.
- Memory Full Procedure** Set the processing method when the scanner runs out of memory during scanning. Set whether or not to enable documents stored so far.
- Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Enabled.

Setting	Description
0	Disabled (Discard stored documents)
1	Enables stored data

- Maximum Stored Pages** Set the maximum number of stored pages for scanning. Set any number between 1 ~ 999.
- Enter the number of the pages using the Numeric Keypad. The default is 999.
- Lighter/Darker Level** Set the default for the density assigned to Lighter ~ Darker in Lighter/Darker/Contrast on the *Image Quality/File Format* screen in Scan mode. Set the density between -100 ~ +100 in increments of 1.
- Lighter (+3) ~ Lighter (+1) must be set between -100 and -1, and Darker (+1) ~ Darker (+3) must be set between +1 ~ +100. Normal, 0, cannot be changed. Set so that the values increase from Lighter (+3) to Darker (+3).
- Select scanning density using the up and down arrow buttons on the left, and set the value using the up and down arrow buttons on the right.

**Contrast Level** Set the default density assigned to Lower ~ Higher for Contrast in Lighter/Darker/Contrast on the *Image Quality* screen. Contrast Settings are not enabled when Output Color is set to Black. Set the density between -100 ~ +100 in increments of 1.

Lower ~ Slightly Lower must be set between -100 and -1, and Slightly Higher ~ Higher must be set between +1 ~ +100. Standard, 0, cannot be changed. Set so that the values increase from Lower to Higher.

Select Contrast using the up and down arrow buttons on the left, and set the values using the up and down arrow buttons on the right. The defaults from the top are, -50, -25, 0, 25, 50.

**Color Space** Set the default for Color Space.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, sRGB.

Setting	Description
0	sRGB output
1	Output by device RGB. This limits the file format to TIFF (with ICC profile). Profiles are used to enable output at tones close to those of the machine.

**NOTE:** You can find profile data on the Driver CD.

## Setting/Deleting Mailboxes

You can register or change mailboxes to store scanned documents. Documents registered in a mailbox can be retrieved from the client into an application using the scanner driver. Up to 200 mailboxes can be registered.

*For more information on mailboxes and scanning, refer to the User Guide (Scan).*



- 1** From the *System Settings Menu* screen, select **Setup Menu**.
- 2** Select **Mailbox**. Select the desired mailbox using the up and down arrow buttons.
- 3** To create or delete a mailbox, select **Create/Delete**. Select any of the desired options described below.

**Password** You can set passwords for mailboxes. Select the desired option.

- **On** - A password must be entered when selecting a mailbox.
- **Off** - Mailboxes can be set without a password.

The default is On.

**Mailbox Name** Set up names for mailboxes. Set names up to 10 characters long using alphanumerics and symbols.

**Check Password** When a password is set, limits can be set for writing to and reading from mailboxes.

- **Save (Write)** - A password must be entered when a mailbox is selected.
- **Print/Delete (Read)** - A password must be entered when printing or deleting a mailbox.
- **Always** - A password must be entered for both operations described above.

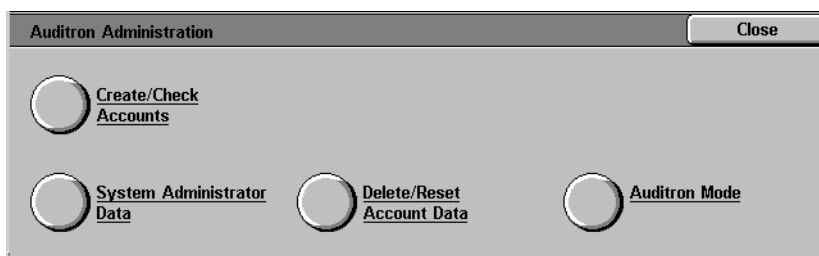
The default is Always.

**Delete/Save Documents** Set whether or not to delete documents when they are retrieved or printed from a mailbox.

- **Do Not Delete** - Document will be saved.
- **Delete** - Document will be deleted.

The default is Delete.

## Auditron



Auditron is an audit feature. This feature electronically records the number of copies or prints made for each user account and controls the access and use of the printer/copier.

To enable Auditron for print you must set up user accounts for printing, and turn it on through Internet Services.

Auditron Administration allows you to:

- [Create, change, and delete up to 1000 user accounts.](#)
- [Control access to copy features.](#)
- [Control access to scan features.](#)
- [Limit copying to B/W, Color, or allow both.](#)
- [Limit the number of copies made per user account.](#)
- [Check the number of copies made per user account.](#)
- [Print account information.](#)
- [Reset account meters.](#)

## Create/Check Accounts

To setup Auditron you must create user accounts. Users will then be required to enter the password setup with their account to perform certain machine functions. You can create up to 1000 accounts. The following information is contained within each account.

<b>Password</b>	Set any password between 4 - 12 digits long.
<b>Account Name</b>	Set any account name up to 31 characters long, using letters and symbols.
<b>Color Access</b>	Set whether or not to restrict color copying or B/W copying.
<b>Account Limit</b>	Set the maximum number of copies that can be made with this account. The account limit can be set between 100 - 1999900, in 100 page increments.



- 1** Select **Create/Check Accounts** on the *Auditron Administration* screen. The *Create/Check Accounts* screen is displayed.
- 2** Select an item that is not in use, and select **Create/Delete**.
- 3** Enter a 4-digit number as the Password using the Numeric Keypad on the Control Panel. The password cannot be set if an identical password has already been registered to another account. When you have finished entering the Password, select Save. The screen for that account number is automatically displayed.
- 4** Enter the desired password for that account.
- 5** Select **Account Name**. The screen for entering text is displayed.

- 6** Enter the account name, and select **Save**. The screen returns to the *Create/Delete* screen.
- 7** Select **Color Access**. The *Color Access* screen is displayed. Select the desired option, and select **Save**.
  - **Free Access** - Allows both Color and B/W copies.
  - **Black Only** - Allows only B/W copies.
- 8** Select **Change Account Limit**. The *Account Limit* screen is displayed. Enter the maximum number of color copies using Numeric Keypad, and select **Next**. Enter the maximum number of B/W copies using Numeric Keypad, and select **Save**. The screen returns to the *Create/Delete* screen.
- 9** Select **Close**.

### Deleting/Resetting Data by Account

---

Information for individual user accounts can be deleted and reset.



- 1** Select **Create/Check Accounts** on the *Auditron Administration* screen. The *Create/Check Accounts* screen is displayed.
- 2** Select the account whose data is to be deleted or reset, and select **Create/Delete**. The *Create/Delete* screen is displayed.
- 3** Select **Change Account Limit** to change the limits for Color or B/W copying.
- 4** Select **Reset Total Pages Printed** or **Reset Account**.
  - When **Reset Total Pages Printed** is selected, the number of copies made for the selected account is reset and returned to 0. A reset cannot be undone.
  - When **Reset Account** is selected, account data and the settings of registered account data are deleted. When this button is selected, a confirmation screen is displayed. If you select **Yes**, the account will be deleted. To cancel, select **No**.

## Enabling Auditron Mode

You can enable Auditron Mode for copy, scan, or both. When Auditron Mode is enabled, the user must select the Access button and enter the appropriate user account password to start using the machine.

123...

- 1 Select **Auditron Mode** on the *Auditron Administration* screen. The *Auditron Mode* screen is displayed.
- 2 Select **On** or **Off** for Copy and Scan, and select **Save**. The screen returns to the *Auditron Administration* screen.
- 3 Select **Close** until the *System Settings* screen is displayed.

## System Administrator Data

You can check the total number of pages printed for color and B/W. You can also reset this data.

123...

- 1 Select **System Administrator Data** on the *Auditron Administration* screen. The *System Administrator Data* screen is displayed.

The screenshot shows a dialog box titled "System Administrator Data" with a "Close" button in the top right corner. The main content area is titled "Total Pages Printed" and contains two input fields. The "Color" field has the value "60" and the "Black/White" field has the value "50". Below these fields is a "Reset" button.

- 2 Check the total number of pages printed. To reset this data, select **Reset**.
- 3 Select **Close**.

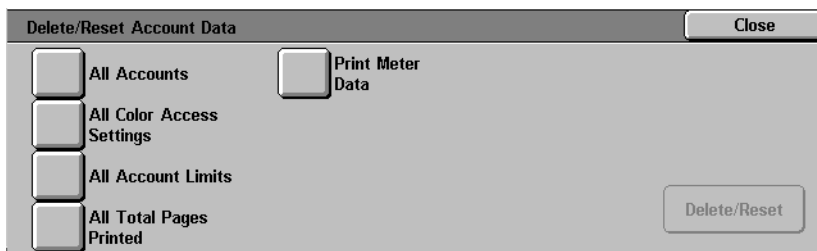
## Delete/Reset All Account Data

Five different types of data can be deleted from all accounts.

- All Accounts** Deletes all accounts and all account information associated with each account.
- All Copy Access Settings** Enables color copying for all accounts by setting the Color Access in all accounts to Free Access.
- All Account Limits** Sets all Account Limits to the maximum number on the machine, 1999900.
- All Total Pages Printed** Resets the Total Pages Printed for Color and B/W for each account to 0.
- Print Meter Data** Resets the meters in System Administrator Data for the total number of pages printed.



- 1** Select **Delete/Reset Account Data** on the *Auditron Administration* screen. The *Delete/Reset Account Data* screen is displayed.



- 2** Select the button for the desired operation, and select **Delete/Reset**. The *Confirmation* screen is displayed.
- 3** Select **Yes** in the *Confirmation* screen. The details you selected are cleared. Deleted data cannot be restored.



## Printing Meter Reports

When a password for entering System Settings mode is set, you can print Printer Meter Reports and Auditron Reports.

### Print Meter Report

Check the total number of pages printed on this machine. The number of printed pages is counted individually for color and for B/W.

### Auditron Report

Check the number of pages printed by individual user accounts. You can print a report for a certain account, or all the accounts set up on the machine.

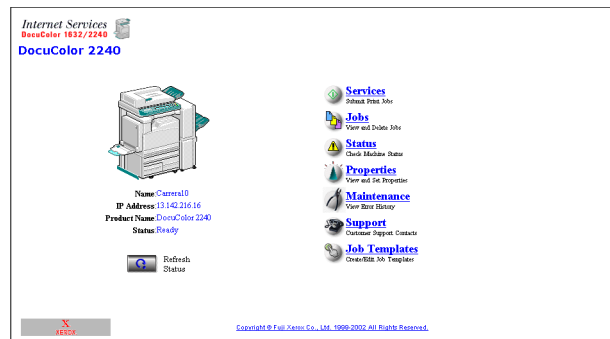


- 1** Press the **Access** button. Enter the password and select **Confirm**.
- 2** Select **User Mode**.
- 3** Press the **Machine Status** button on the Control Panel. The *Machine Status* screen is displayed.
- 4** Select the **Billing Meter/Print Report** tab. The *Billing Meter/Print Report* screen is displayed.
- 5** Select **Print Report/List**. The *Print Report/List* screen is displayed.
- 6** Select **Auditron Administration**.
- 7** Select the desired report:
  - **Print Meter Report**
  - **Auditron Report**

If you select Auditron Report, select the desired account number or **All Accounts**.

**NOTE:** 50 account numbers can be selected at a time or all accounts can be selected as the account number.
- 8** Press **Start**. The report is printed.
- 9** Select **Close**.

## Internet Services



Internet Services are a series of Web (HTML) Pages located within the machine network communication settings to be conveniently configured from a web browser running on a remotely located workstation.

There are six features that are available within Internet Services. Each contains specific options, depending on the task you are performing. The following list shows the features and their usage:

- Services** You can process documents using the Services Page.
- Jobs** Allows you to view the active processed Job list/job history list and delete jobs.
- Status** Allows you to review the status of the Paper Trays and Consumables and displays the host device status.
- Properties** Allows you to configure the machine for job processing and network communications, as well as to download scanned documents to your desktop.
- Maintenance** Displays the machine's error history.
- Support** Provides an editable, Internet hot link to an external Customer Support Site.

**NOTE:** *The rectangular button, containing a semi-circular arrow, is meant to be used to Refresh the current screen.*

*For more information on Internet Services, refer to the Internet Services Online Help system. This system can be accessed by clicking on the help button, located in the bottom right corner of the Internet Services web page.*

*For more information on how to access and use Internet Services, refer to the User Guide (Print) and the User Guide (Scan).*