

Xerox Wide Format 6705 System

User Guide



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Xerox Wide Format 6705 System

User Guide

Preface

Thank you for selecting the Xerox Wide Format 6705 System. This guide describes operating instructions and precautions for using the Xerox Wide Format 6705 System. To get the most out of the system and to use it effectively, be sure to read this User Guide before use.

This guide is intended for first-time users of the machine, and describes how to use the Copy/Print/Scan features, how to clear paper jams, the daily maintenance procedures, how to set various setting items, and various precautions.

This guide assumes that you have a basic understanding and operating knowledge of your personal computer and network environment. For the basic information and operating instructions of your personal computer and network environment, refer to the documentation provided for your personal computer, operating system, and network system.

After reading this guide, be sure to keep this guide so you can refer to it handy for quick reference whenever you have trouble with the machine's operation or some failure occurs while using the machine.

Xerox shares the global concern about environmental conservation and has integrated that concern in its business activities from research and development to disposal. We have implemented a number of programs to lessen the burden on the environment. For example, we have totally eliminated ozonedepleting chlorofluorocarbons from our manufacturing facilities. We are committed to leadership in the conservation of resources by reusing and recycling post-consumer waste material such as paper, cartridges, and parts from our customer's copiers and printers. Along with our efforts to make environmental values a part of the Xerox culture, Xerox Wide Format 6705 System adopts recycled components that satisfy our strict quality standards.

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Types of Manuals

The following Guides are available.

Guides for the Machine

- User Guide <this guide>

Describes the daily maintenance procedures, how to use the Copy/Scan/Print features, how to clear paper jams, how to set various setting items, and notes and restrictions.

Guides for the Optional Components

The guides for the optional components provide information such as how to operate the optional components, and how to install software.

Using This Guide

This guide gives you information on how to use the Copy/Print/Scan and other features of the machine.

Organization of This Guide

This guide consists of the following chapters:

- **Chapter 1 Before Using the Machine**

This chapter identifies the machine components, and describes the basic operations of the machine, such as how to turn the power on and off, how to operate the control panel, and how to exit the Energy Saver mode.

- **Chapter 2 Copy**

This chapter describes the basic operations and functions of the Copy feature.

- **Chapter 3 Scan**

This chapter describes the basic operations and functions of the Scan feature.

- **Chapter 4 Stored Programming**

This chapter describes the Stored Programming feature that enables you to store customized settings.

- **Chapter 5 Computer Operations**

This chapter covers computer operations, such as how to use CentreWare Internet Services, how to print documents, how to import scanned data, and how to use the Direct Scan feature.

- **Chapter 6 Configuration**

This chapter describes how to create folders, register IP addresses, and set up save destinations, as well as change those settings.

- **Chapter 7 Authentication**

This chapter describes the authentication features available for the machine.

- **Chapter 8 Problem Solving**

This chapter describes solutions to various problems you may have with the machine.

- **Chapter 9 System Settings**

This chapter describes how to configure the system defaults with the System Settings feature.

● Chapter 10 Appendix

This chapter describes the machine specifications, optional components, and notes and restrictions.

Conventions

This guide uses the following marks depending on the described contents.



Provides important information that you should know and check before using or operating the machine.



Provides information that may be useful when you are using or operating the machine.



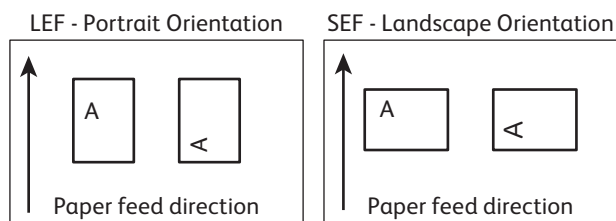
Provides cross-references to the content.

The following symbols are used in this guide.

- " "
- A cross-reference included in this guide.
- Indicates the names of features, input values, input examples, and the messages displayed on the touch screen.
- []
- Indicates the names of the screens, menus, buttons, and tabs displayed on the touch screen.
- Indicates the names of the menus, windows, dialog boxes, buttons, tabs, files, and folders displayed on your computer screen.
- < >
- Indicates the buttons and indicators on the control panel.
- Indicates the keys on your computer keyboard.
- >
- Indicates the order of selecting the menu items.
Example: Select [Start] > [All Programs].

Orientation of documents or paper is described in this guide as follows:

- Portrait
- Loading the document or paper in portrait orientation when viewed from the front of the machine.
- Landscape
- Loading the document or paper in landscape orientation when viewed from the front of the machine.



- The screen shots and machine illustrations in this guide are of the machine with various optional components installed. Some of the items and features on the screen shots or illustrations may not be displayed or available on your machine depending on its configuration.

- The information on various drivers and utility software in this guide may not apply to your drivers and utility software depending on their version upgrade.
- In this guide, "personal computer" and "work station" are collectively called "computer".
- Microsoft® Windows® Operating System is referred to as "Windows".
- Product names are referred to as follows:
 - ApeosWare Device Management is abbreviated as "Device Management".
 - ApeosWare Authentication Management is abbreviated as "Authentication Management".
- The description of operations in this guide are mainly based on Windows® 7. If using an operating system other than Windows® 7, the operating procedures and the screen appearance may be different in your environment.

Safety Notes

Before using this product, read "Safety Notes" carefully for safety use.

This product and recommended supplies have been tested and found to comply with strict safety requirements including safety agency approvals and compliance with environmental standards. Follow the following instructions for safety use.

WARNING

Any unauthorized alteration including an addition of new functions or connection to external devices may not be covered by the product warranty. Contact your local Xerox representative for more information.

Follow all warning instructions marked on this product. The warning marks stand for the followings:

DANGER


Used for item that if not followed strictly, can lead death or severe or fatal injuries and the possibility to do it is comparatively high.

WARNING

Used for items that if not followed strictly, can lead to severe or fatal injuries.

CAUTION

Used for items that if not followed strictly, can cause injuries to user or damages to machine.

 : A symbol for items to pay attention to when handling machine. Follow instructions carefully to use machine safely.



Caution



Flammable



Explodable



Electric shock




Heated surface



Moving object



Pinched fingers

 : A symbol for prohibited items. Follow instructions carefully to avoid any dangerous acts.



Prohibited



No fire



Do not touch



Do not use in bathroom




Do not tear down



Keep away from wet



Never touch with wet hand

 : A symbol for items that must be performed. Follow instructions carefully to carry out these essential tasks.



Instructions



Unplug



Ground/Earth

WARNING

This product shall be operated by the power source as indicated on the product's data plate. Consult your local power company to check if your power source meets the requirements.



WARNING: Connect this product to a protective earth circuit.

This product is supplied with a plug that has a protective earth pin. The plug fits only into an earthed electrical outlet. This is a safety feature. If the plug doesn't fit to the outlet, contact an electrician to replace the outlet to avoid risk of electric shock. Never use an earthed adapter plug to connect the product to the electrical outlet that has no earth connection terminal.

Improper connection of a grounding conductor may cause electric shock.



Plug the power cord directly into a grounded electrical outlet. To prevent overheating and a fire accident, do not use an extension cord, a multi-plug adaptor or a multiple connector. Consult your local Xerox representative to check if an outlet is grounded.



Connect this product to a branch circuit or an outlet that has larger capacity than the rated ampere and voltage of this product. See the data plate on the rear panel of this product for its rated ampere and voltage.



Never touch the power cord with wet hands. It may cause electric shock.



Do not put an object on the power cord.



Always keep the plug connection free of dust. The dusty and damp environment may bring about minute electric current in a connector. It may generate heat and eventually cause a fire accident.



To avoid the risk of electric shock and a fire accident, only use the power cord supplied with this product or the ones designated by Xerox.

The power cord is exclusive use for this product. Do not use it for any other product.

Do not damage or alter the power cord. Damage and alteration may generate heat and eventually cause electric shock or a fire accident.

If the power cord is damaged or insulated wires are exposed, contact your local Xerox representative for its replacement. Do not use a damaged or uninsulated cord to avoid the risk of electric shock and a fire accident.

CAUTION



When cleaning this product, always switch off and unplug it. Access to a live machine interior may cause electric shock.



Do not unplug or re-plug this product with the switch on. Plugging and unplugging a live connector may deform the plug and generate heat, and eventually cause a fire accident.



Hold the plug not the cord when unplugging this product, or it may damage the cord and cause electric shock or a fire accident.



Always switch off and unplug the machine when it is not used over weekends or long holidays. It may cause deterioration of insulations and eventually electric shock or a fire accident.



Once a month, switch off this product and check if

- the power cord is plugged firmly into an electrical outlet;
- the plug is not excessively heated, rusted or bent;
- the plug and electrical outlet are free of dust; and
- the power cord is not cracked or worn down.

Once you notice any unusual condition, switch off and unplug this product first and contact your local Xerox representative.

Machine Installation

WARNING



Do not locate this product where people might step on or trip over the power cord. Friction or excessive pressure may generate heat and eventually cause electric shock or a fire accident.

CAUTION



Never locate this product in the following places:

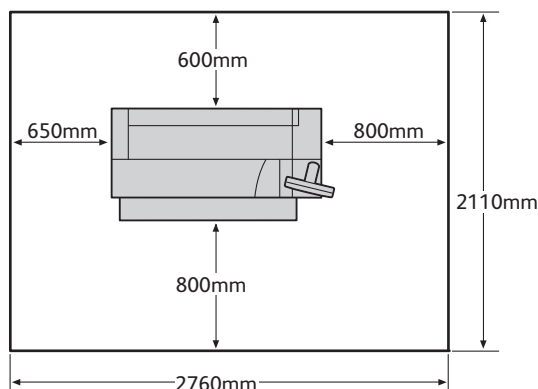
- Near radiators or any other heat sources
- Near volatile flammable materials such as curtains
- In the hot, humid, dusty or poorly ventilated environment
- In the place receiving direct sunlight
- Near cookers or humidifiers



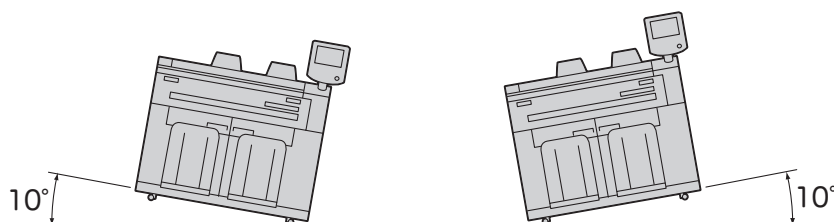
Locate this product on a level and sturdy surface that can withstand a weight of 300 Kg. Otherwise, if tilted, the product may fall over and cause injuries.



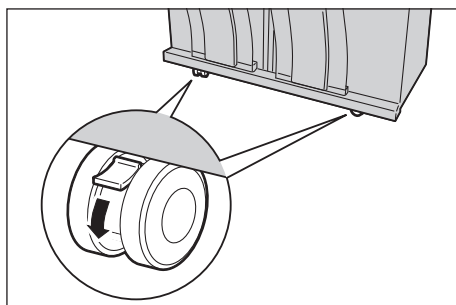
Locate this product in a well-ventilated area. Do not obstruct ventilation openings of the product. Keep the minimum clearance as follows for ventilation and an access to the power plug. Unplug the product if an abnormal condition is noted.



Do not incline the product at more than 10 degree angle. Otherwise, it may fall over and cause injuries.



Always lock the wheels of this product after installation. Otherwise, it may fall over or slide and cause injuries.



When moving this product, always switch off and unplug it. Otherwise, a power cord may be cracked and overheated, and eventually may cause electric shock and a fire accident.

OTHERS



To keep this product in a good performance and condition, always use it in the following environment:

- Temperature: 10 - 32 °C
- Humidity: 15 - 85 %

The humidity should be 47.5 % or less at a temperature of 32 °C; the temperature should be 27.8 °C or less at a humidity of 85 %.

When the product is left in a chilly room and the room is rapidly warmed up by heater, dew condensation may form inside the product and cause a partial deletion on printing.

For measures to prevent the machine from moving and overturning in case of earthquake, please consult with your local Xerox representative.

WARNING



The operator's product maintenance procedures are described in the customer documentation supplied with this product. Do not carry out any other maintenance procedures not described in the documentation.



This product features safety design not to allow operators access to hazard areas. The hazard areas are isolated from operators by covers or protectors which require a tool to remove. To prevent electric shock and injuries, never remove those covers and protectors.



To avoid the risk of electric shock and a fire accident, switch off and unplug the product promptly in the following conditions, then contact your local Xerox representative.

- The product emits smoke or its surface is unusually hot.
- The product emits unusual noise or odor.
- The power cord is cracked or worn down.
- A circuit breaker, fuse or any other safety device becomes activated.
- Any liquid is spilled into the product.
- The product is soaked in water.
- Any part of the product is damaged.

Be careful not to injure your fingers when using the cutter to cut the roll paper.



Do not insert any object into slots or openings of this product.

Do not put any of the followings on the product:

- Liquid container such as flower vases or coffee cups
- Metal parts such as staples or clips
- Heavy objects

If liquid is spilled over or metal parts are slipped into the product, it may cause electric shock or a fire accident.



Do not use conductive paper such as origami paper, carbonic paper or conductively-coated paper. When paper jam occurs, it may cause short-circuit and eventually a fire accident.



When cleaning this product, use the designated cleaning materials exclusive to it. Other cleaning materials may result in poor performance of the product. Never use aerosol cleaners to avoid catching fire and explosion.



Never play the DVD-ROM supplied with the product on an audio player. Always use a DVD-ROM player. Otherwise, large sound may damage audio players or your ears.



Do not lubricate the movable parts of the touch panel display. If the fluid enters the electronic part of the monitor, it can cause damage or fire.

CAUTION



Always follow all warning instructions marked on or supplied with this product.

To avoid the risk of burn injuries and electric shock, never touch the area with the "High Temperature" or "High Voltage" marks on.



Do not apply impact on the surface of the LCD panel, such as by hitting it with a hard object. It can damage the panel and cause injury.



When adjusting the moving parts at the base of the touch panel display, be careful not to pinch your fingers. It can cause injury.

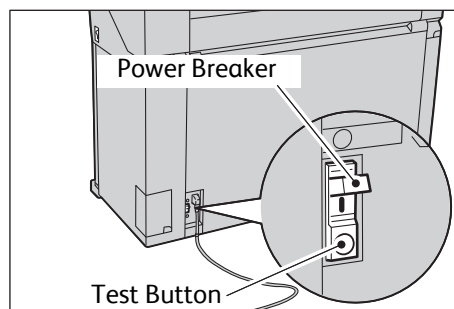


Keep electrical and mechanical safety interlocks active. Keep the safety interlocks away from magnetic materials. Magnetic materials may accidentally activate the product and cause injuries or electric shock.



A ground fault interrupter is embedded in this product. If current leakage occurs, the ground fault interrupter automatically cuts off power circuit to prevent electric shock and a fire accident. The ground fault interrupter is normally ON [(indicated as "I")]. Check once a month if the ground fault interrupter works properly in accordance with the following procedures:

- (1) Press TEST button to turn off the ground fault interrupter.
- (2) Check the indication ("O"). It means that the ground fault interrupter circuit works properly.
- (3) Return the ground fault interrupter switch to ON ("I").



If the circuit does not work properly, contact your local Xerox representative.



Do not attempt to remove a paper deeply jammed inside the product, particularly a paper wrapped around the fusing unit or the heat roller. Otherwise, it may cause injuries or burns. Switch off the product immediately and contact your local Xerox representative.



For continuous operation more than 1 hour, take a 10 - 15 minute break every hour to rest your eyes.



When pulling out the roll unit, do it gently. If pulled out with too much force, the unit can hit and injure your knees.



When removing jammed paper or performing maintenance service, be careful not to touch the protruding objects and its surroundings. It may cause injury.



When removing jammed paper or performing maintenance service, be careful not to get your necktie or necklace entangled in the mechanical parts.



To move this product to another location, contact your local Xerox representative.



You must follow the steps described in "Switching the Power Off" (p. 34) in this guide whenever you turn off the machine. Do not easily attempt to unplug the power cord or power adapter to turn the machine off. Otherwise, it can cause damage to the hard disk or loss of data.



Ventilate well during extended operation or mass copying. It may affect the office air environment due to odor such as ozone in a poorly ventilated room. Provide proper ventilation to ensure the comfortable and safe environment.



The surface of the touch panel display cover is made up mostly of plastic. Do not use benzene, paint thinner, or other organic solvents to clean the surface since the coating could peel off. (When using a chemical dust cloth, follow the instructions that came with the cloth.

Do not allow rubber and vinyl products to remain in contact with the surface of the machine for long periods of time. This may damage the surface of or discolor the cabinet.



Before cleaning the touch panel display, unplug the product from the electrical outlet.

When cleaning, gently wipe the exterior with a soft cloth. If it is difficult to remove dirt, try gently wiping with a firmly wrung soft cloth moistened with a small amount of neutral detergent. Then, wipe with a dried cloth.

Consumable

WARNING



Store all consumables in accordance with the instructions given on its package or container.



Never use a vacuum cleaner for spilled toner and residual toner in this product, toner cartridge or toner bottle.

It may catch fire by electric sparks inside a vacuum cleaner and cause explosion.

Use a broom or a wet cloth to wipe off the spills. If you spill a large volume of toner, contact your local Xerox representative.



Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion.

If you have a used toner cartridge no longer needed, dispose of in accordance with local regulations.



Never throw a waste toner bottle into an open flame. Toner may catch fire and cause burn injuries or explosion.

If you have a used waste toner bottle no longer needed, dispose of in accordance with local regulations.

CAUTION



Keep drum and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.



When replacing drum and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.



If toner spills onto your skin or clothing, wash it off with soap and water.

If you get toner particles in your eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary.

If you inhale toner particles, move to a fresh air location and rinse your mouth with water.

If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.



This product uses roll printing paper. Be careful not to drop it as it is heavy and may cause injuries.

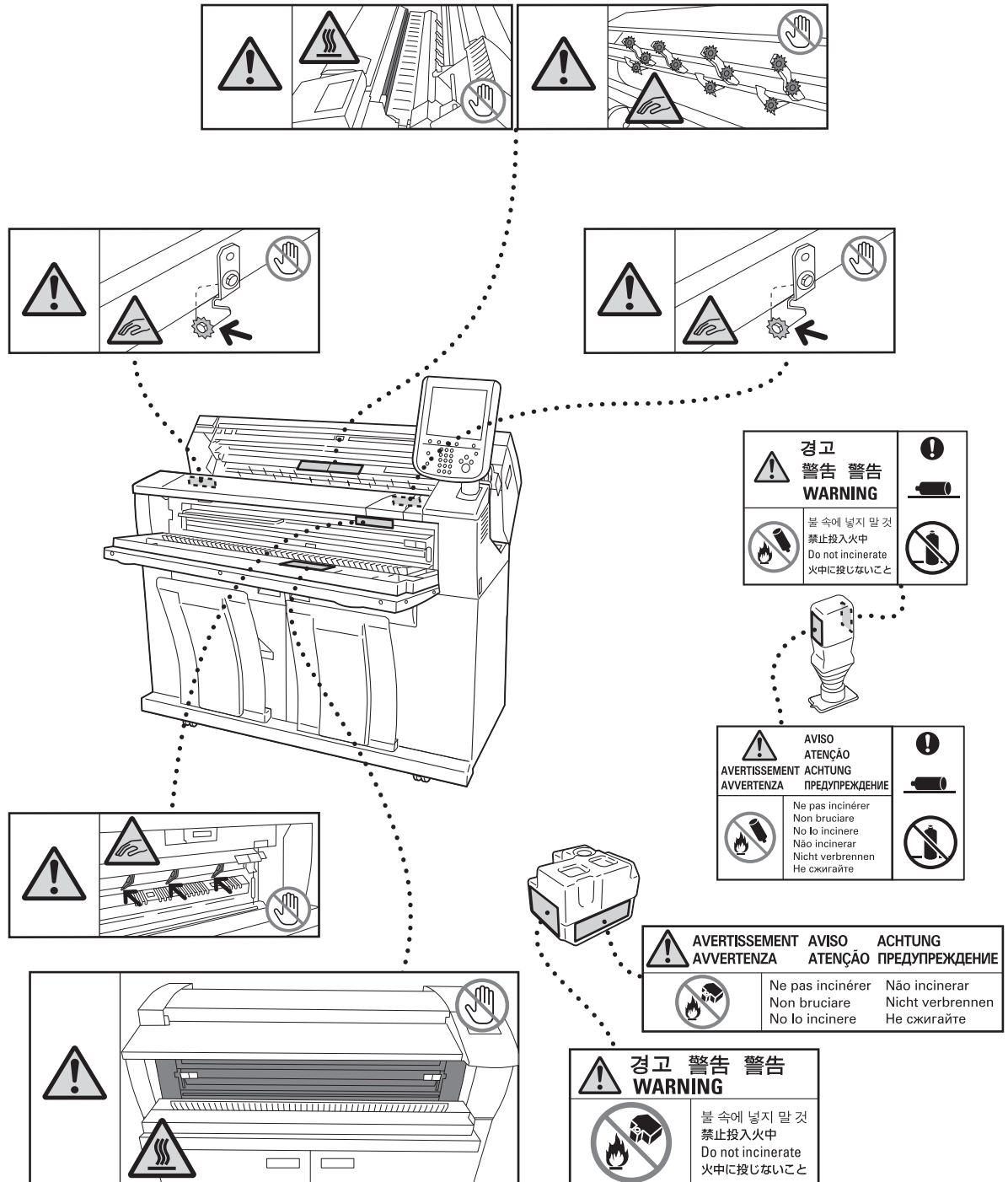


Do not lay the paper roll on the machine or on any unstable surface. The paper roll can fall, causing injuries.

Location of Warning and Caution Labels

Always follow all warning instructions marked on or supplied with this product.

To avoid the risk of burn injuries and electric shock, never touch the area with the "High Temperature" or "High Voltage" marks on.



Environment

Dispose of used toner cartridges, waster toner bottles, and drums in accordance with local regulations.

Regulation

Radio Frequency Emissions (Class A)

This product has been tested and found to comply with the limits for a class A digital device, pursuant to International Standard for Electromagnetic Interference (CISPR Publ. 22) and Radiocommunication Act 1992 in Australia/New Zealand. These limits are designed to provide reasonable protection against harmful interference when the product is operated in a commercial environment. This product generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the customer documentation, may cause harmful interference to radio communications. Operation of this product in a residential area is likely to cause harmful interference in which case the user is required to correct the interference at their own expense.

Changes and modifications to this product not specifically approved by Xerox may void the user's authority to operate this equipment.

Product Safety Certification (UL, CB)

This product is certified by the following agency using the safety standards listed.

<u>Agency</u>	<u>Standard</u>
TUV	IEC60950-1:ed. 2

Legal Notice

Copying or printing certain documents may be illegal in your country. Penalties of fines or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy or print in your country.

- Currency
- Banknotes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

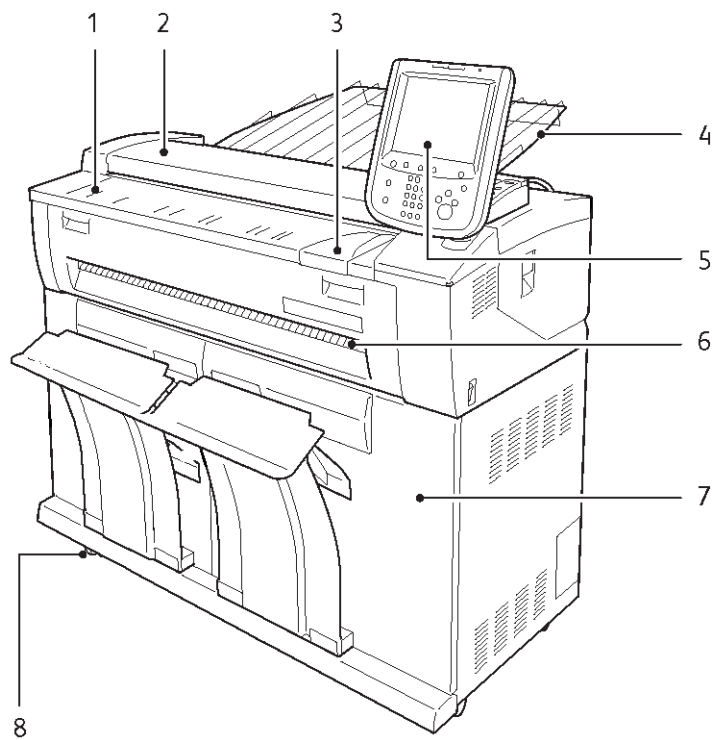
Chapter 1 Before Using the Machine


This chapter identifies the machine components, and describes the basic operations of the machine, such as how to turn the power on and off, how to operate the control panel, and how to configure Energy Saver.

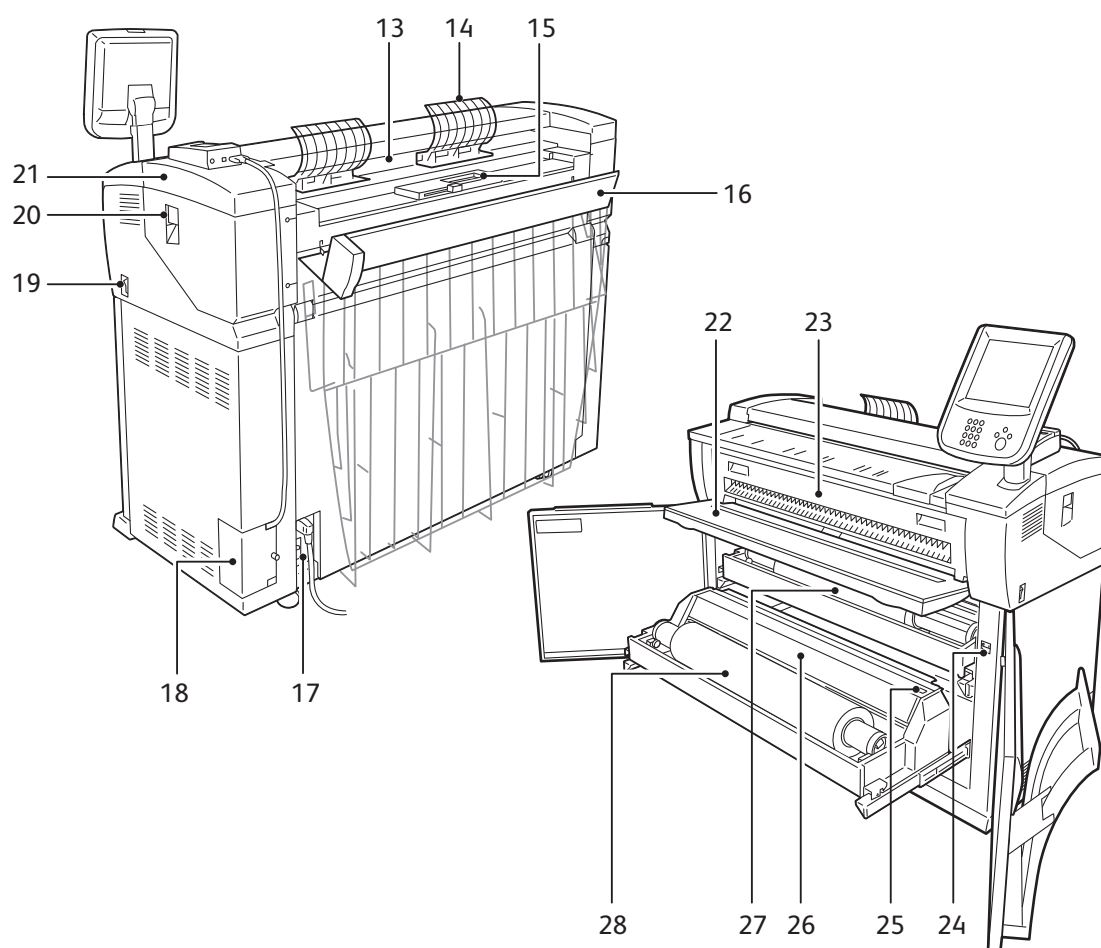
1.1	Machine Components	30
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1.1 Machine Components


This section describes the machine components and their functions.



No.	Component	Function
1	Document table	Load documents here.
2	Document cover	Remove this cover to clean the reflector on the back of the cover or the surface of the scanning glass, and to clear a paper jam.
3	Document guide	Align the right edge of the document with this guide.
4	Scanner Catch Tray	Holds documents flatly after they are ejected rearward from the machine. (Optional)
5	Control panel	Allows you to operate the machine by directly touching the buttons and tabs displayed on the touch screen. An operator can adjust the tilt angle for better visibility, by swiveling left or right 45 degrees, up 35 degrees, or down 10 degrees. <div> Refer • For more information, refer to "Control Panel" (p. 38).</div>
6	Exit tray	Copied or printed media are output here face up.
7	Front door	Open this door to replace a paper roll or to clear a paper jam.
8	Caster	Used when moving the machine. Be sure to lock these casters after you have moved the machine to its installation location.



No.	Component	Function
13	Exit tray	Scanned documents are fed out here.
14	U-turn output guide	Enables scanned documents to return to the front instead of to the rear. <div>  Note <ul style="list-style-type: none"> This guide needs to be removed before you can install the Scanner Catch Tray (optional). </div>
15	Toner supply port	Toner is replenished in the machine through this port.
16	Rear cover	Open this to replenish the toner.
17	Power breaker	Used to switch the main power to the machine on/off.
18	Interface cover	Contains the LAN port and service port. Do not use the service port. It is intended to be used only by our customer engineers.
19	Power switch	Used to switch the power to the machine on/off.
20	Upper unit releasing lever	Lift this lever to open the upper unit.
21	Upper unit	Open this to replace waste toner containers or to clear a paper jam.
22	Bypass (Manual) feed table	Load media here when making copies or prints onto cut sheet.
23	Fusing unit cover	Open this to clear a paper jam.

No.	Component	Function
24	Media heater switch	<p>Switches the power to the media heater on/off.</p> <p>By switching on the media heater in a humid environment, for example during a rainy period, the paper loaded in the machine can be dehumidified.</p> <div> Note • Normally, the media heater should be switched off.</div>
25	Cutter button	Trims the lead edge of roll media.
26	Cutter cover	Covers the cutter used to trim media. Normally, do not open this cover.
27	Roll 1	Load roll media here.
28	Roll 2	Load roll media here.

1.2 Power Source

1.2.1 Switching the Power On

The following describes how to switch the power on.

The machine warms up and becomes ready to copy or print within about 145 seconds after being powered on.

The Energy Saver feature allows you to reduce the power consumption of the machine, saving electricity.



Important

- Do not turn off the power straight after turning the power switch off. If you turn the power off before the menu screen is displayed on the touch screen, the system could be damaged.



Note

- The machine has a power consumption of 7W or less even when the power switch is turned off. To avoid consuming (or save) this standby power, turn the power breaker OFF. For information on how to do this, refer to "Saving Power Consumption While the Machine is not in Use" (p. 35).



Refer

- For information on the Energy Saver feature, refer to "Energy Saver Mode" (p. 36).

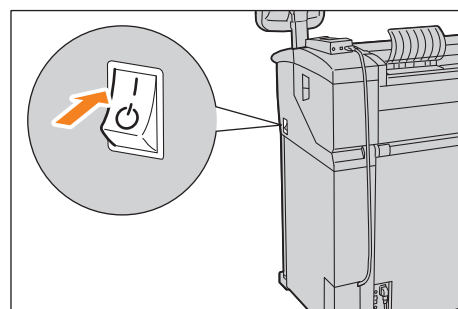
Steps

1. Press the power switch to the [I] position to switch the power on.



Note

- The "Please wait..." message indicates that the machine is warming up. The machine cannot be used while it is warming up.



1.2.2 Switching the Power Off

The following describes how to switch the power off.

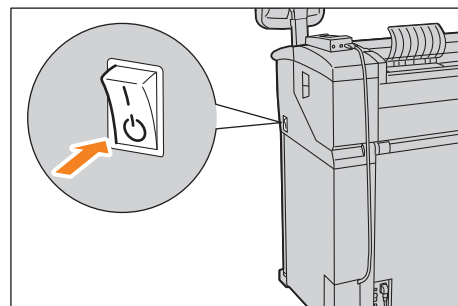
Switch the power off at the end of a day or if the machine is not used for a long time.

Steps

1. Press the power switch to the [⏻] position.



- Do not switch the power off in the following conditions. Otherwise, the data being processed may be erased.
 - Data is being received (The <Data> indicator on the control panel is blinking)
 - Printing is being processed
 - Copying is being performed
 - Scanning is being performed
- After paper is completely output, wait for five seconds or more before switching the power off.
- When switching the power off and then on, make sure that the <Main Power> indicator on the control panel is turned off before you switch the power back on.
- Do not switch the power breaker off while the power switch is on. Doing so may cause malfunctions.



The power switches off after the following message appears on the touch screen: "Please wait until the machine shuts down. Do not power off until the main power lamp goes off."

1.2.3 Saving Power Consumption While the Machine is not in Use

The machine consumes 7W or less even when the power switch is turned off. To avoid consuming (or save) this standby power, follow the steps below to turn the power breaker OFF.



- When turning the power breaker on/off, be sure to follow the steps below.

Turning the Power Breaker Off

Steps

1. Switch the power off.
2. After making sure that the <Main Power> indicator on the control panel is unlit, turn the power breaker off.

Turning the Power Breaker On

Steps

1. Turn the power breaker on.
2. Switch the power on.

1.3 Energy Saver Mode

The machine is equipped with an Energy Saver feature that reduces the power consumption of the machine if no copy or print data is received for a certain duration.

The Energy Saver feature has two modes: Low Power mode and Sleep mode.

If the machine is left unused for a preset period of time, the machine enters the Low Power mode.

The machine then enters the Sleep mode if a further preset time elapses.

To enable the Energy Saver feature, press the <Energy Save> button on the control panel.

Low Power Mode

In this mode, the power to the control panel and print engine is lowered to save power.

The touch screen goes out, and the <Energy Save> button on the control panel lights up. To use the machine, press the <Energy Save> button. The <Energy Save> button goes out to indicate that the Low Power mode is exited.

Sleep Mode

In this mode, the power is lowered even more than in the Low Power mode.

The touch screen goes out, and the <Energy Save> button on the control panel lights up. To use the machine, press the <Energy Save> button. The <Energy Save> button goes out to indicate that the Sleep mode is exited.

1.3.1 Entering the Energy Saver Mode

The following describes how to enter the Energy Saver mode.



Note

- Specify a longer time period in [From Last Operation to Sleep Mode] than in [From Last Operation to Low Power Mode] under [Energy Saver Timers]. For information on how to set the duration for [Energy Saver Timers], refer to "Energy Saver Timers" (p. 290).

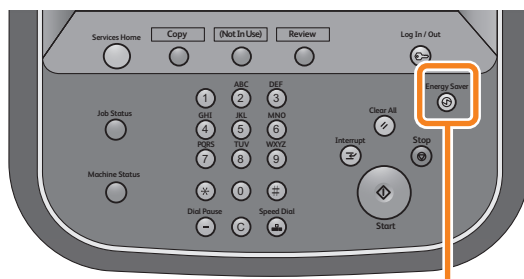
Steps

1. Press the <Energy Save> button on the control panel.



Note

- The machine may not immediately enter the Energy Saver mode when you press the <Energy Save> button depending on the state of the machine. In this case, wait for a while and then press the <Energy Save> button.



<Energy Saver> button

1.3.2 Exiting the Energy Saver Mode

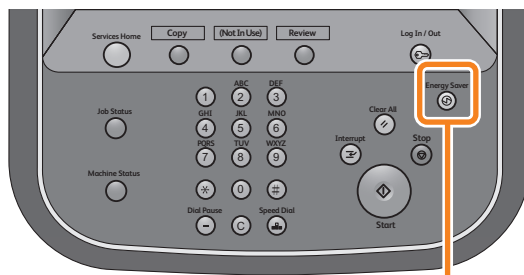
The following describes how to exit the Energy Saver mode.

The Energy Saver mode is exited when:

- The <Energy Save> button is pressed
- A job is received

Steps

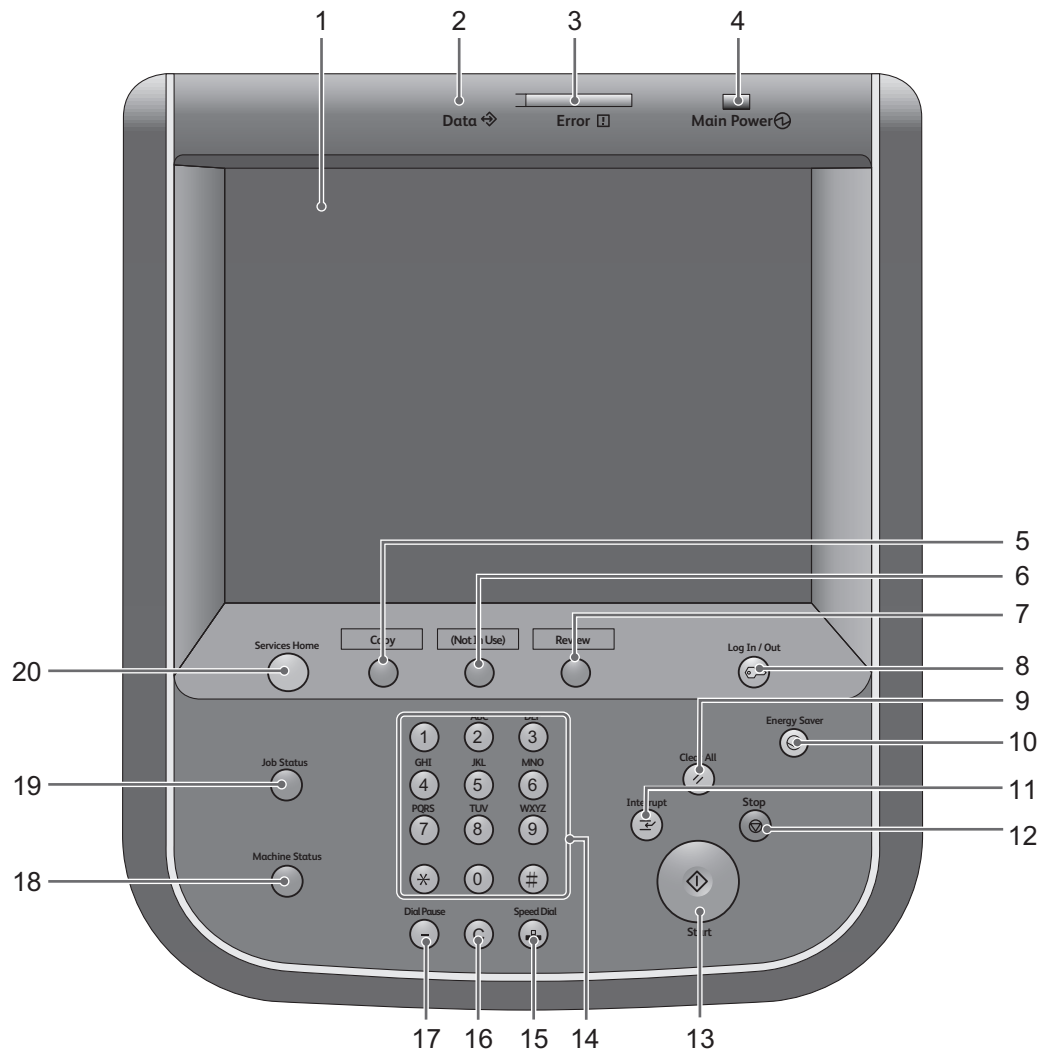
1. Press the <Energy Save> button on the control panel.







<Energy Saver> button

1.4 Control Panel

The following describes the names and functions of components on the control panel.



No.	Component	Function
1	Touch screen	Displays messages and buttons required for the operation of various features. You can access the machine features by directly touching the touch screen.
2	<Data> indicator	Blinks when the machine is sending or receiving data to or from a client. This indicator lights up when data is stored in the machine's memory,
3	<Error> indicator	Blinks if a system error occurs. This indicator lights up when a problem other than a system error occurs with the machine, including paper jams and running out of paper. <div><div>Note</div><ul style="list-style-type: none">If the <Error> indicator blinks, consult the error message displayed on the touch screen for actions to be taken.<div>Refer</div><ul style="list-style-type: none">For information on corrective actions to be taken when a paper jam or running out of paper occurs, refer to "Problem Solving" (p. 245).</div>

No.	Component	Function
4	<Main Power> indicator	Lights up when the main power is switched on.
5	<Custom Button 1> (Copy)*	<p>"Copy" is assigned to this button by default. Press this button to display the [Copy] screen.</p> <p> Refer • For information on how to change the feature assigned to the button, refer to "Custom Buttons 1 to 3" (p. 292).</p>
6	<Custom Button 2> (unregistered)*	<p>Press this button to call up its associated feature. No feature is assigned to this button by default.</p> <p> Refer • For information on how to assign a feature to the button, refer to "Custom Buttons 1 to 3" (p. 292).</p>
7	<Custom Button 3> (Review)*	<p>Although "Review" is shown as the label for the button, no feature is assigned to the button by default. Assign a feature to the button and attach the label for it as necessary.</p> <p> Refer • For information on how to assign a feature to the button, refer to "Custom Buttons 1 to 3" (p. 292).</p>
8	<Log In/Out> button	<p>Lights up when the user is authenticated in the System Administration mode or the Authentication mode. Press this button to display the User ID entry screen for entering the System Administration mode or the Authentication mode. When you have already logged in as an authorized user, press this button to exit from the mode.</p> <p> Refer • For information on how to log in as authorized user, refer to "Logging in as Authorized User" (p. 69).</p>
9	<Clear All> button	Press to restore all the settings on the screen that is currently displayed to their default.
10	<Energy Save> button	When the Energy Saver feature is enabled and when the machine is not used for a while, the machine enters the Energy Saver mode to reduce power consumption. When the machine is in the Energy Saver mode, the button lights up. Press this button to enter or exit the Energy Saver mode.
11	<Interrupt> button	Press this button to suspend a continuous copy or print job in progress to have the machine process another job. During the Interrupt mode, the <Interrupt> button lights up. Pressing the <Interrupt> button again exits the Interrupt mode and resumes the suspended job.
12	<Stop> button	Press this button to urgently stop document feeding for the current copy or scan job.
13	<Start> button	Press this button to start scanning a document, to store a job program into memory, and to copy from memory.
14	Numeric keypad	Use the numeric buttons on the keypad to enter the number of copies, the value to be set, and other numerical values.
15	<Speed Dial> button	This button does not function.
16	<C (Clear)> button	Press this button to cancel a numerical value you have entered with the numeric keypad.
17	<Dial Pause> button	This button does not function.
18	<Machine Status> button	Press this button to check the machine status and meters, or to check the status of consumables.

No.	Component	Function
19	<Job Status> button	Press this button to check the status of the current job, or to check the completed jobs.
20	<Services Home> button	Press this button to display the [Services Home] screen.

- * If you have changed the feature assigned to the button, you can use the spare label set for feature names that came with the machine to label an appropriate one to facilitate identifying the button feature. If you have changed the feature and the corresponding feature name is not found in the spare labels set, please use a blank label where you can write the feature name by hand with an oil-based pen.
Please note that the spare labels set may include labels corresponding to the features that are not supported or are optional for the machine.

1.4.1 Screens and Buttons Displayed

You can customize the features displayed on the touch screen at power on and the functionality assigned to a button, as described below.

Customizing the Initial Screen

You can customize the screen displayed when the power is turned on, when the machine exits the Energy Saver mode, or when the Auto Clear feature is turned on.



- For information on how to do this, refer to "Screen Default" (p. 292).

Setting the Screen Displayed after Auto Clear

You can select [Last Selection Screen] or [Screen Default] for the screen to be displayed after Auto Clear.



- For information on how to do this, refer to "Screen After Auto Clear" (p. 292).

Assigning Features to the Custom Buttons

You can assign features to the Custom buttons on the control panel: Custom 1 to Custom 3.

By assigning frequently-used features to the Custom buttons, you can switch to the features without returning to the [Services Home] screen.



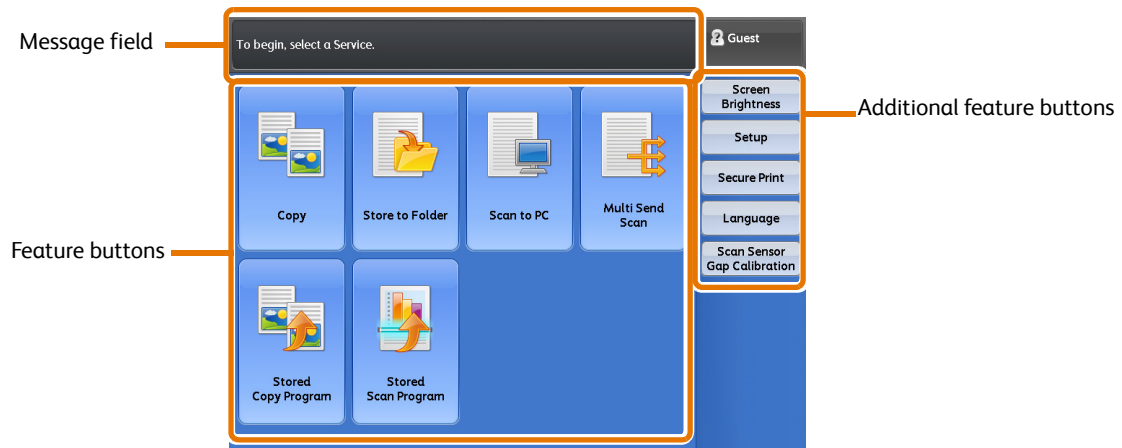
- By default, "Copy" is assigned to <Custom Button 1>, and no feature is assigned to both the <Custom Button 2> and <Custom Button 3> buttons.



- For information on how to do this, refer to "Custom Buttons 1 to 3" (p. 292).

1.5 [Services Home] Screen

This section describes the [Services Home] screen, which can be displayed by pressing the <Services Home> button.



Message field

Displays a message.

Feature buttons

Allows you to configure the features.

● Copy

Allows you to configure the Copy feature.



- For more information, refer to "Copy" (p. 77).

● Store to Folder

Allows you to scan documents and save the scanned data in a folder of the machine.



- For more information, refer to "Store to Folder" (p. 124).

● Scan to PC

Allows you to scan documents and send the scanned data to a computer on the network (server).



- For more information, refer to "Scan to PC" (p. 125).

● Multi Send Scan

Allows you to scan documents and send the scanned data to a pre-registered destination group consisting of specific computers (servers) and printers.



- For more information, refer to "Multi Send Scan" (p. 125).

● Stored Copy Program

Allows you to call up a pre-registered stored program for Copy job.

Stored Program is a feature that allows you to store settings that you expect to use frequently and call them up with a single button operation.



- For more information, refer to "Stored Programming" (p. 163).

● Stored Scan Program

Allows you to call up a pre-registered stored program for Scan job.

Stored Program is a feature that allows you to store settings that you expect to use frequently and call them up with a single button operation.



- For more information, refer to "Stored Programming" (p. 163).

Additional Feature Buttons

Allows you to set the additional features related to jobs.

● Screen Brightness

Allows you to adjust the brightness of the touch screen.



- For more information, refer to "Adjusting Screen Brightness" (p. 43).

● Setup

Allows you to register or change stored programs, folders, and destination addresses.



- For more information, refer to "Configuration" (p. 199).

● Secure Print/Private Charge Print

Allows you to print and delete documents stored via features such as Secure Print and Private Charge Print.

Secure Print/Private Charge Print is a feature that allows you to submit a job to be temporarily stored on the machine, and to print it at your convenience using the print command from the machine's control panel.



- [Secure Print] and [Private Charge Print] are mutually exclusive. For more information, refer to "Private Charge Print Settings" (p. 337).



- For more information, refer to "Confidential Print" (p. 180).

● Language

Allows you to select the display language.

This language setting is reset once the machine is turned off.



- When you select English as the display language and entries such as Address Name contain characters other than ASCII, they may not be displayed appropriately.



- The initial default language, which is displayed on the touch screen when the power is switched on, can be selected in [Default Language] under [System Settings]. For information on how to do this, refer to "Default Language" (p. 292).

● Scan Sensor Gap Calibration

Allows you to calibrate the gap between scanning sensors with the calibration chart.



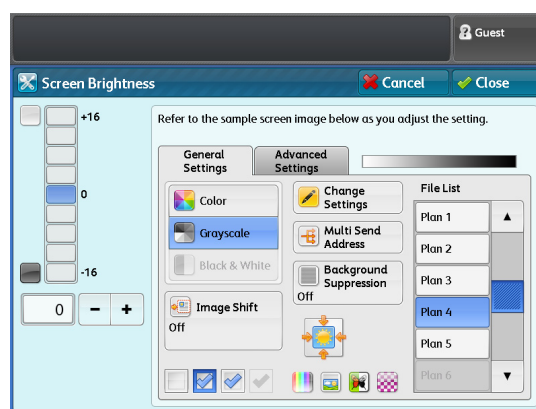
- For more information, refer to "Calibrating the Scan Sensor Gap" (p. 57).

1.5.1 Adjusting Screen Brightness

You can adjust the brightness of the touch screen.

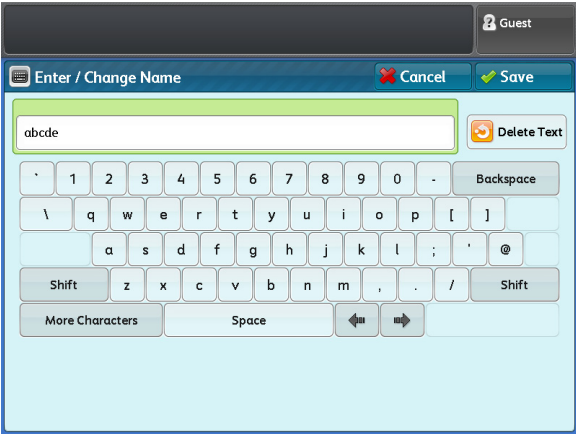
Steps

1. Press [Screen Brightness] on the [Services Home] screen.
2. Press [+] or [-] to adjust the screen brightness.
3. Press [Close].



1.6 Text Entry

During operations, you may encounter a screen requesting text to be entered. This section describes how to enter text on the touch screen.



Numerals, alphabet, and symbol characters are allowed.

Item	Description
Entering alphabets and numerals	Press [Standard Characters]. To enter upper-case alphabets, press [Shift]. To toggle to the previous mode, press [Shift] again.
Entering symbols	Press [More Characters].
Entering a space	Press [Space].
Deleting characters	Press [Backspace]. This deletes one character at one time.

1.7 Loading/Replacing Paper

1.7.1 Replacing/Cutting Roll Paper

Load roll paper in the Roll 1 or Roll 2.

Once the paper has been loaded, cut the leading edge of the paper.

CAUTION

Roll paper is heavy. When lifting roll paper, make sure to hold it with both hands, and bend your knees enough so as not to hurt your back.

Dropping or toppling roll paper may cause injury. Be sure to handle roll paper with extra care.

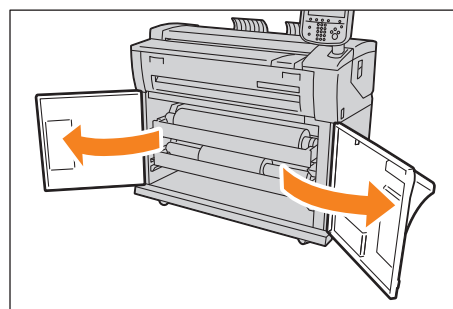


- When loading roll paper, be careful not to pinch your fingers.
- When removing the piece of tape holding the edge of the roll paper from unraveling, make sure to completely remove the adhesive. If the adhesive gets inside the machine, print quality may decrease.
- Do not open the Roll 1 or Roll 2 cutter cover.
- When loading paper of different type, size, or weight, change the paper settings after you finish loading the paper. For information on how to do this, refer to "Paper Tray Settings" (p. 293).

Have a new roll paper ready, and replace the old roll paper using the following procedure.

Steps

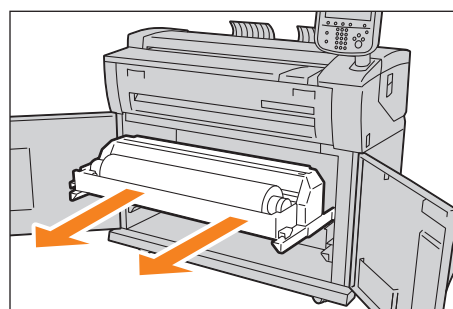
1. Open the front door.



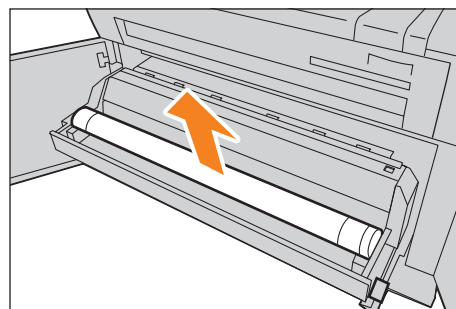
2. Pull out the roll unit with both hands.



- When you want to just cut the leading edge of the roll paper without replacing with new roll paper, go to Step 8.



3. Remove the shaft of the roll paper.

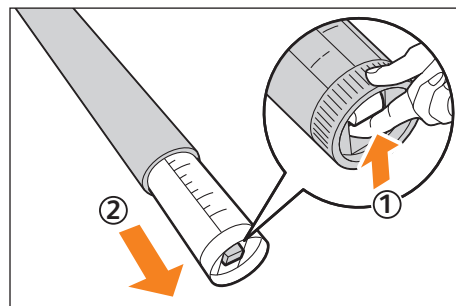


4. While pulling up the lock release lever at the end of the shaft (①), pull out the shaft from the core of the roll paper (②).



Note

- Pulling up the lock release lever unlocks the roll paper, enabling you to pull out the shaft.

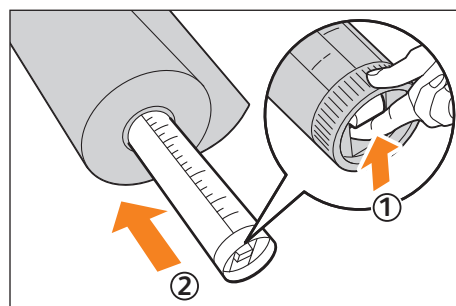


5. While pulling up the lock release lever at the end of the shaft (①), attach new roll paper onto the shaft according to the paper size guide on the shaft (②).

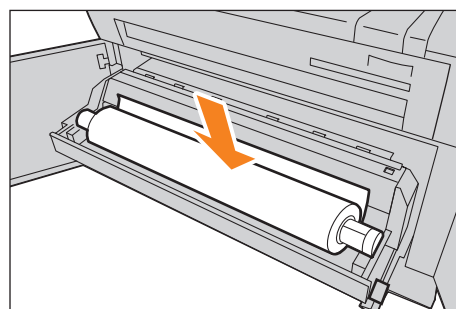


Important

- When attaching the roll paper onto the shaft, do it on a stable surface such as the floor so that it will not fall down or topple over.



6. Make sure that the roll paper's winding direction is correct, and place the shaft onto the shaft guide.



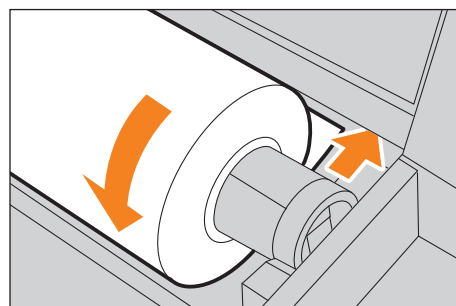
7. Rotate the roll paper until the leading edge of the paper touches the roller.

The roll paper is automatically conveyed and stops.



Important

- When the roll paper is not fed smoothly because its leading edge is damaged, cut the leading edge using a cutter knife or a similar tool before loading the paper.

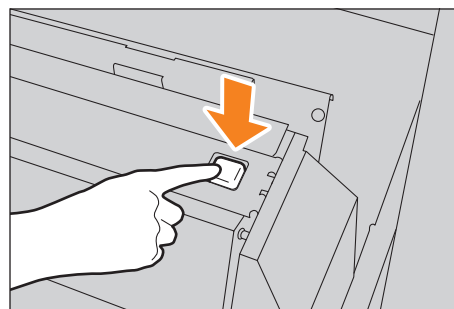
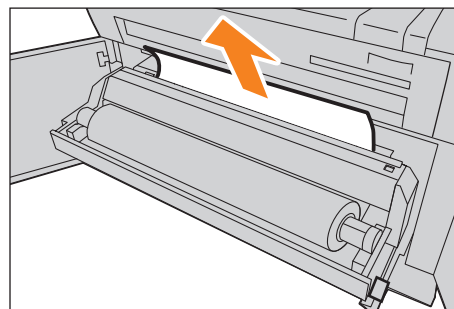
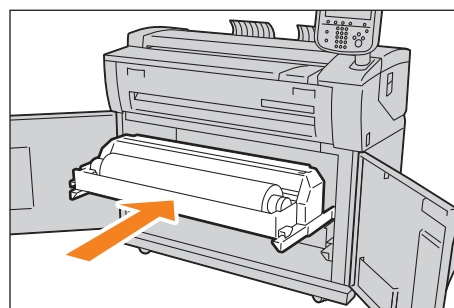
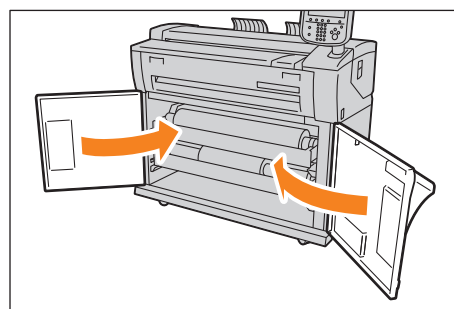


8. Press the <Cutter> button.

The leading edge of the paper is cut.



- If you press the <Cutter> button once, 210 mm of the paper is cut. If you hold down the <Cutter> button, the paper comes out until you release the button, and it is cut at the position where you release the button.

**9.** Remove the trimmed piece of paper.**10.** Gently push the roll unit back into the machine all the way until it stops.**11.** Close the front door.

1.7.2 Loading Cut Sheet Paper (Bypass)

When using cut sheets for copy or print, load the cut sheet via the bypass (manual) feed table.



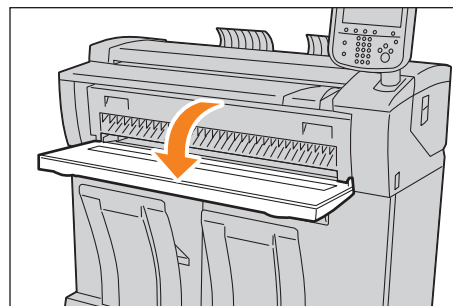
- When changing the media type, size, or weight, make sure that you change the media settings before proceeding operations. For information on how to do this, refer to "Paper Tray Series / Paper Type" (p. 208).



- Paper of up to 2,000 mm in length can be loaded.

Steps

1. Fold the bypass (manual) feed table toward you to open it.

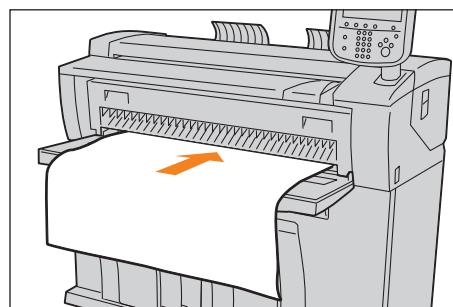


2. Align the right edge of the paper against the scale, and insert the paper until you hear a beep.

The paper is automatically conveyed and stops.



- Load paper one sheet at one time.
- If paper is curled, hold the curled corners with both hands when inserting the paper.
- Do not release your hands from the paper until it is conveyed. If you release your hands when you hear a sound, the paper may get jammed.

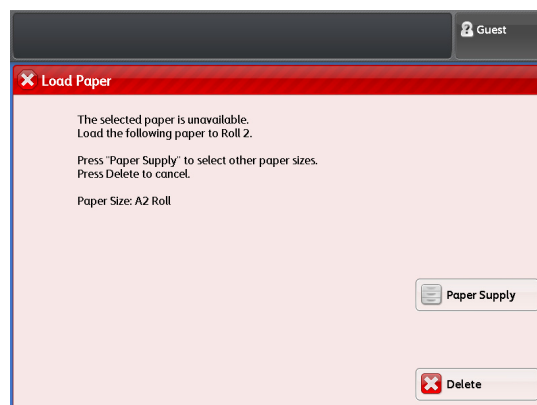


1.7.3 Switching Between Trays

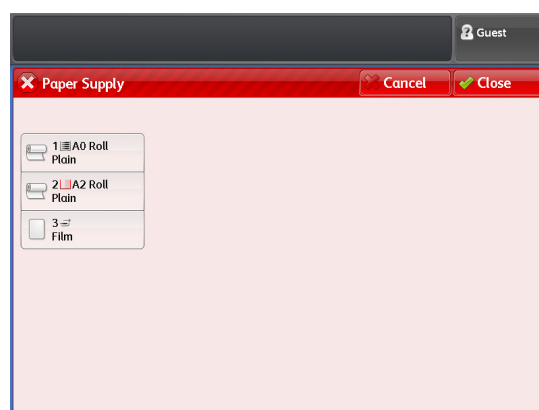
When the selected tray has run out paper, you can manually switch to another tray to continue printing.

Steps

1. Press [Paper Supply].



2. Select the paper tray you want to use, and press [Close].
Printing is resumed.

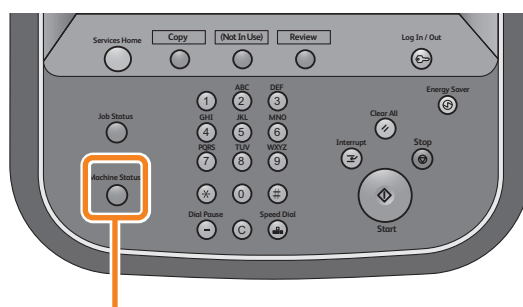


1.8 Billing Information

On the [Billing Information] screen, you can check the number of printed pages measured by individual meters.

Steps

1. Press the <Machine Status> button on the control panel.



<Machine Status> button

2. Press the [Billing Information] tab.
3. Check each meter on the displayed screen.

Serial Number

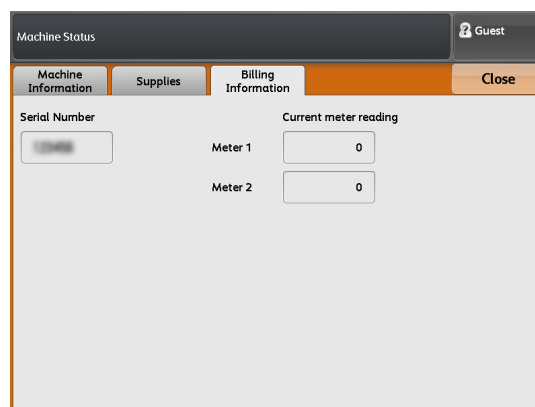
Displays the serial number of the machine.

Meter 1

Displays the sum total of the surface area printed by the machine so far. (Unit: m²)

Meter 2

Displays the sum total of the length printed by the machine so far. (Unit: m or 0.1 m)



1.9 Replacing Consumables

We recommend you to use the following consumables as they are manufactured to meet the specifications of the machine.

Type of Consumables	Product Code	Quantity/Box
Toner cartridge	6R1238	1 unit/box
Waste toner container	8R13014	1 unit/box



- The use of consumables not recommended by Xerox may degrade image quality and performance. Use only consumables recommended by Xerox.



- We recommend that you always keep spare consumables available.
- The way you order the waste toner container varies depending on your contract.

Handling consumables

- Always store consumables in their boxes in a horizontal position, and always follow the instructions on the packaging.
- Do not unpack consumables before use. Avoid storing consumables in the following locations:
 - In high temperature and humid locations
 - Near heat-generating devices
 - Areas exposed to direct sunlight
 - Dusty areas
- When using consumables, carefully read precautions for use that are instructed on their bodies or packages.
- When calling your local Xerox representative to order consumables, have the product codes ready.
- Dispose of used toner cartridges and waste toner bottles in accordance with local regulations.

WARNING

- Never use a vacuum cleaner for spilled toner and residual toner in this product, toner cartridge or toner bottle. It may catch fire by electric sparks inside a vacuum cleaner and cause explosion. Use a broom or a wet cloth to wipe off the spills. If you spill a large volume of toner, contact your local Xerox representative.
- Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion. If you have a used toner cartridge no longer needed, dispose of in accordance with local regulations.
- Never throw a waste toner bottle into an open flame. Toner may catch fire and cause burn injuries or explosion. If you have a used waste toner bottle no longer needed, dispose of in accordance with local regulations.

⚠ CAUTION

- Keep drum and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.
- When replacing drum and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.
- Take emergency measures according to the following:
 - If toner spills onto your skin or clothing, wash it off with soap and water.
 - If you get toner particles in your eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary.
 - If you inhale toner particles, move to a fresh air location and rinse your mouth with water.
 - If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.



- When loading toner or replacing the waste toner container, the toner may spill and soil the floor. We recommend you to lay paper or anything similar on the floor beforehand.

Collecting Used Consumables

We collect used consumables and recycle them to protect the environment and to utilize the resources effectively. Used consumables need proper treatment. Make sure to return them to our local Xerox representative.

1.9.1 Loading Toner

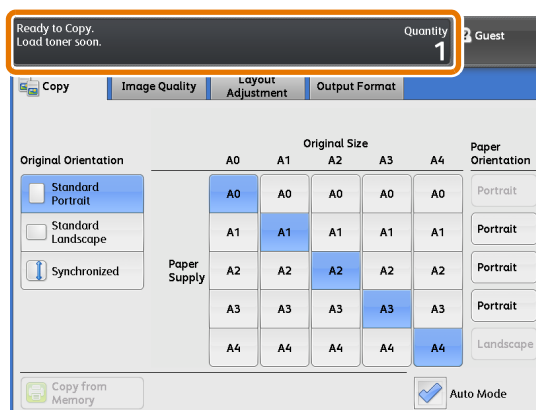
When the toner becomes low, one of the following messages appears on the touch screen. Take appropriate actions according to the message.

● Load toner soon.

Load toner.



- The number of pages that the machine can copy or print after this message is displayed is approximately 500 pages.
- The remaining page yield for copy/print jobs is applicable when A4 size documents with image density of 6 % are used. The value is only an estimate and varies depending on the conditions such as the content printed, paper size, paper type, and the machine operating environment.



● Load Toner

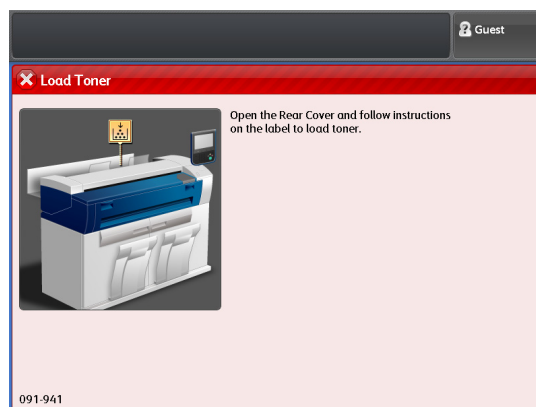
Load toner.

The machine can no longer copy or print if this message is displayed.



Note

- When the toner is low, the machine might stop during printing and displays a message. In such case, the machine continues to copy or print if you refill the toner.



Have a new toner cartridge ready, and load toner using the following procedure.

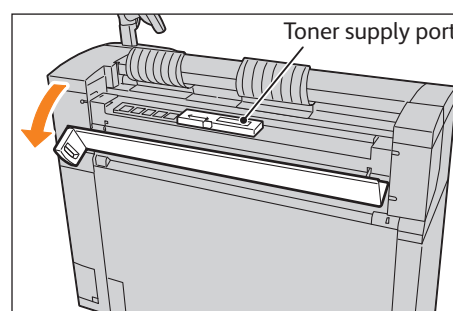
Steps

1. Make sure that the machine is not operating, and open the rear cover.



Note

- If the Scanner Catch Tray is being used, fold it closed.

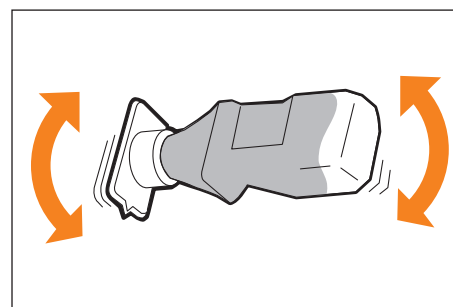


2. Shake the new toner cartridge well so that the toner can be loaded smoothly.

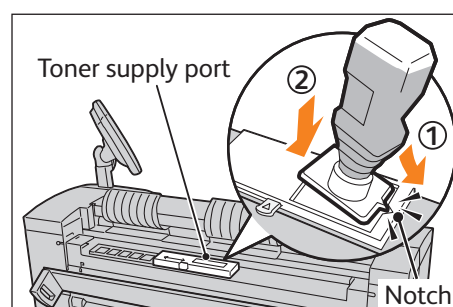


Note

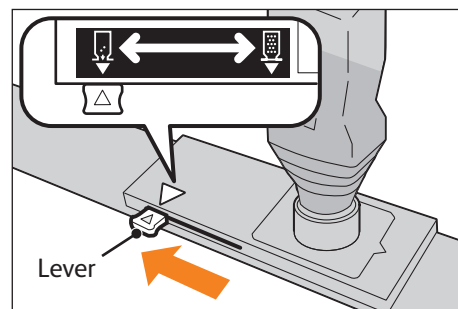
- Shake the new toner cartridge approximately 20 times.



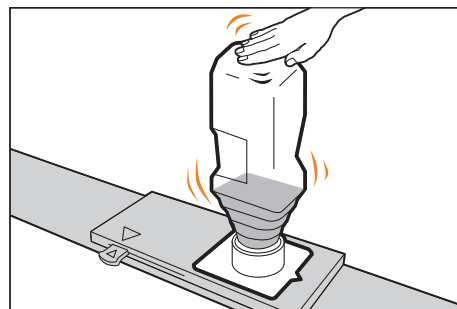
3. Attach the toner cartridge to the toner supply port.
 - (1) Align the notch of the toner cartridge against the right side of the toner supply port (①).
 - (2) Lower the left side of the toner cartridge, and push it into the toner supply port until it clicks into place (②).



4. Slide the lever to the left, and align it to the ▽ position.



5. Gently tap the top of the toner cartridge until all the toner inside gone.

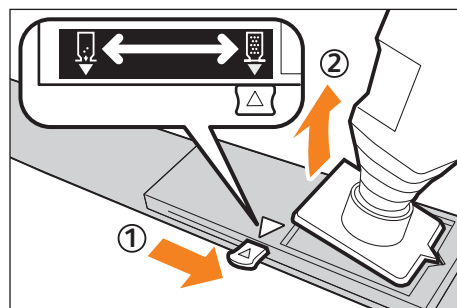


6. Slide the lever to the right, and align it to the ▽ position (①).

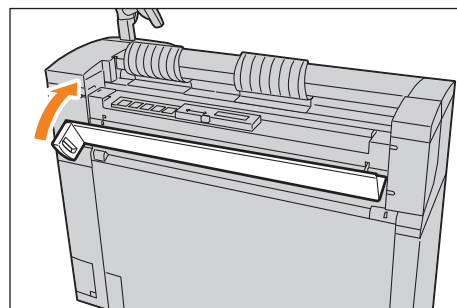
7. Remove the toner cartridge (②).



- The bottom of the used toner cartridge may have toner adhered to it. Take care not to get the toner on your hands or clothes.
- Dispose of used toner cartridge in accordance with local regulations.



8. Close the rear cover.



1.9.2 Replacing the Waste Toner Container

When the waste toner container is full of toner, one of the following messages appears on the touch screen. Take appropriate actions according to the message.

● Replace the Waste Toner Bottle soon.

Replace the waste toner container.



Note

- The number of pages that the machine can copy or print after this message is displayed is approximately 2,000 pages.
- The remaining page yield for copy/print jobs is applicable when A4 size documents with image density of 6 % are used. The value is only an estimate and varies depending on the conditions such as the content printed, paper size, paper type, and the machine operating environment.



1

Before Using the Machine

● Replace the Waste Toner Bottle.

Replace the waste toner container.

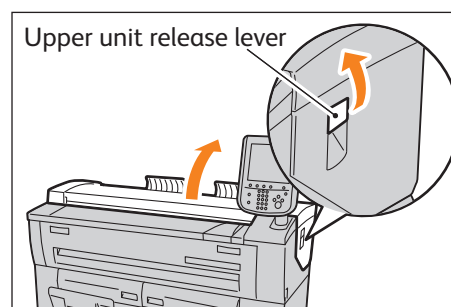
The machine can no longer copy or print if this message is displayed.



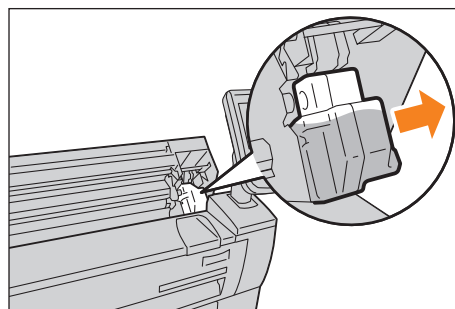
Have a new waste toner container ready, and replace the old waste toner container using the following procedure.

Steps

1. Make sure that the machine is not operating. Pull the upper unit release lever to open the upper unit.



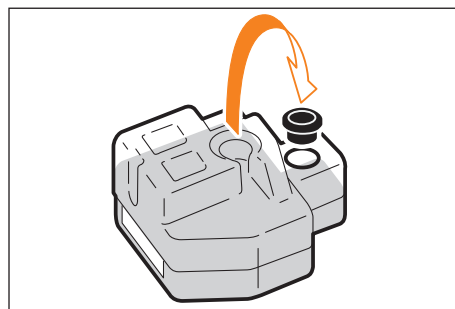
2. Gently remove the waste toner container.



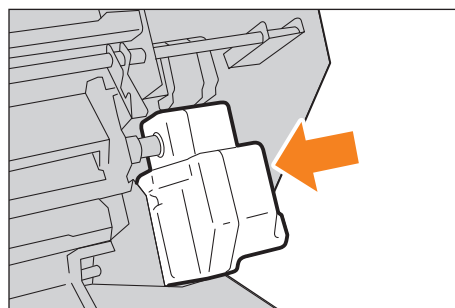
3. Use the cap attached to the waste toner container you just removed to cap its opening.



- Put the used waste toner container into the supplied bag, and dispose of in accordance with local regulations.



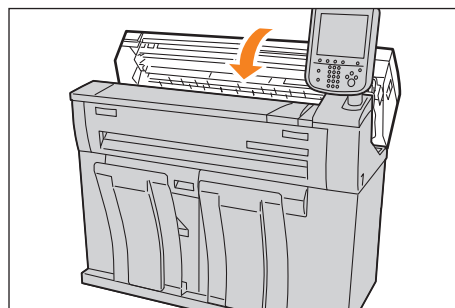
4. Attach the new waste toner container.



5. Close the upper unit.



- Be careful not to pinch your fingers.
- Make sure to attach the waste toner container correctly. Otherwise, a message appears even after you close the upper unit and the machine does not operate.



1.10 Calibrating the Scan Sensor Gap

Environmental variations such as temperature and humidity may affect the positioning of each scanning sensors, and this can result in gaps at joints between adjacent sensors.

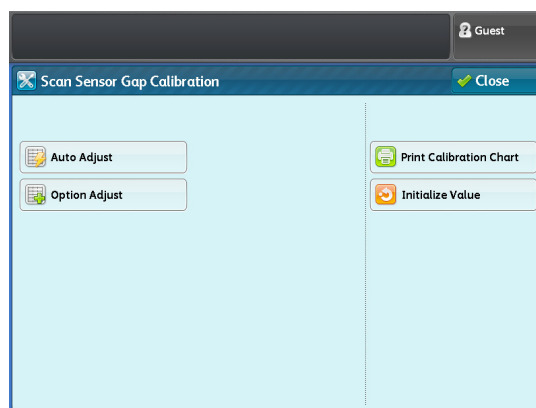
In such a case, you can calibrate the gaps using functions under [Scan Sensor Gap Calibration].

1.10.1 Performing Auto Adjustment

Use these steps to automatically adjust the gaps by using the calibration chart that came with the machine.

Steps

1. Press [Scan Sensor Gap Calibration] on the [Services Home] screen.
2. Press [Auto Adjust].

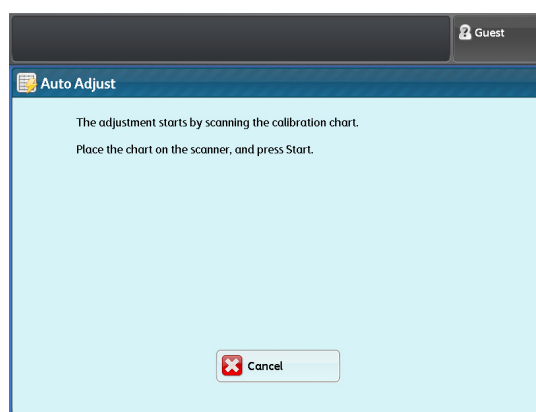


3. Load the calibration chart face down on the document table, and press the <Start> button on the control panel. The gaps between the scanning sensors are automatically calibrated.



Note

- After auto calibration has completed, check the calibration result by using your documents.
- If auto calibration has failed with an error, take corrective actions according to the error code, and perform auto calibration again. For more information on error codes, refer to "Error Code" (p. 61).



Printing the calibration chart

If the calibration chart is not at hand, you can print it using these steps.

Steps

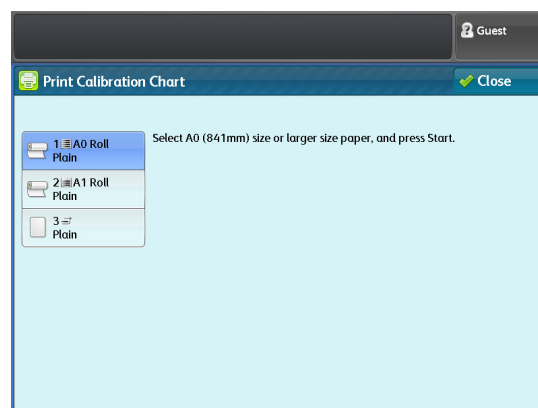
1. Press [Print Calibration Chart] on the [Scan Sensor Gap Calibration] screen.
2. Select paper tray, and press the <Start> button on the control panel.



Note

- The sizes of paper loaded in the trays are displayed. Make sure that you select A0 (841 mm) or larger size paper.

The calibration chart is printed out.



1.10.2 Performing Optional Adjustment

If you are not satisfied with the result of Auto Adjust, you can perform the calibration manually. Up to three adjustment values derived from the calibration can be registered to the machine.

Step 1: Registering adjustment values

Steps

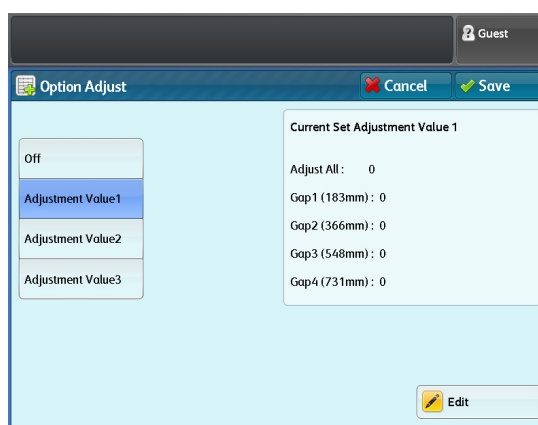
1. Press [Option Adjust] on the [Scan Sensor Gap Calibration] screen.
2. Select [Adjustment Value1], [Adjustment Value2], or [Adjustment Value3].



Note

- If you choose not to register these adjustment values, select [Off].

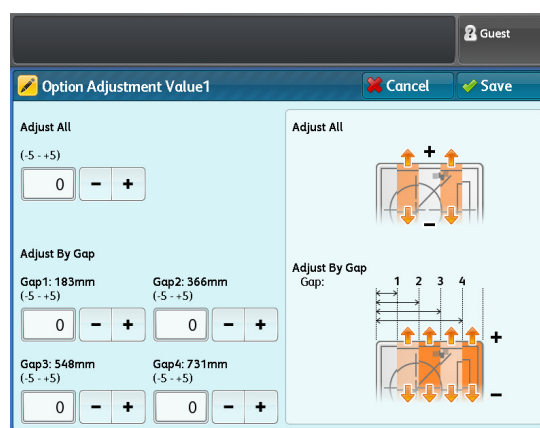
3. Press [Edit].



4. Press [+] or [-] to set the adjustment value in the range of -5 to +5 steps.

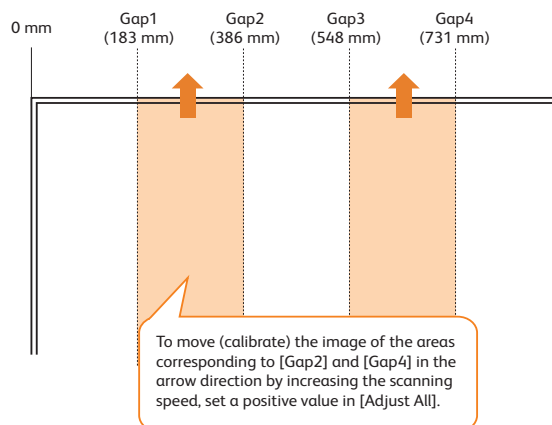


- Each gap is adjusted by the amount equivalent to the sum of Auto Adjust, Adjust All, and Adjust By Gap.



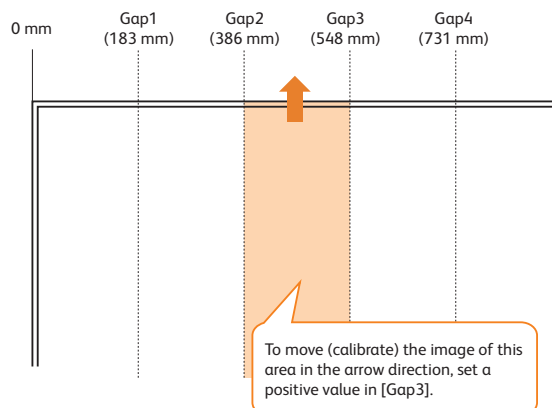
Adjust All

Use this option to adjust the scanning speed (document feed speed of the motor) to calibrate all the gaps.



Adjust By Gap

Use this option to adjust the individual gaps between scanning sensors (digital calibration).



5. Press [Save].

Step 2 Performing Optional Adjustment

Steps

1. Select a registered adjustment value.



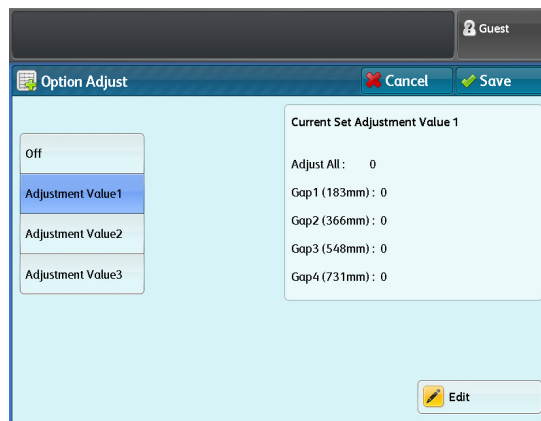
- If you choose not to use the registered adjustment values, select [Off], return to "Step 1: Registering adjustment values" (p. 58), and set an adjustment value.

2. Press [Save].

Calibration of gaps is performed using the adjustment values you have set.



- After Option Adjust has completed, check the calibration result by using your documents.
- If Option Adjust has failed with an error, take corrective actions according to the error code, and perform Option Adjust again. For more information on error codes, refer to "Error Code" (p. 61).



1.10.3 Initializing Adjustment Values

Use these steps to restore all of the adjustment values to their factory defaults.



- The adjustment values for Auto Adjust are also reset to the factory defaults.

Steps

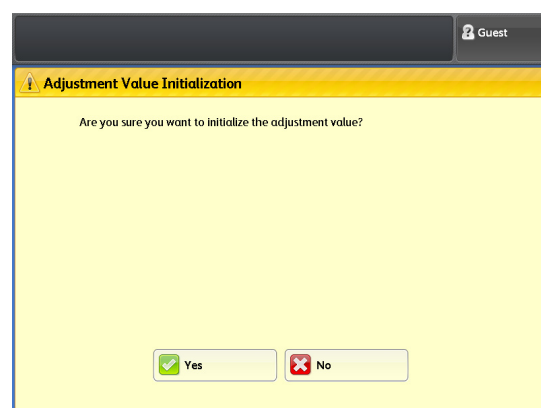
1. Press [Initialize Value] on the [Scan Sensor Gap Calibration] screen.

2. Select [Yes].

The adjustment values are reset to the factory defaults.



- If you choose not to reset the adjustment values to the factory defaults, select [No].



1.10.4 Error Code

An error code is displayed if calibration has failed with an error.
Refer to the error codes in the following table to resolve problems.

Error Code	Cause	Remedy
062-702	<ul style="list-style-type: none"> The <Stop> button was pressed while the calibration chart was still being scanned. A paper jam occurred. 	<ul style="list-style-type: none"> Load the calibration chart again.
062-714	<ul style="list-style-type: none"> The calibration chart is loaded wrong side up. The calibration chart is loaded in an incorrect orientation. The calibration chart is torn. 	<ul style="list-style-type: none"> Check that the calibration chart is free of dirt and is not torn, and load it face down on the document table.
062-713 062-725	<ul style="list-style-type: none"> The position of the document guide is being shifted to the right. The right edge of the calibration chart is not aligned with the document guide. The calibration chart was fed skewed. The calibration chart was not printed in its entirety or is torn. 	<ul style="list-style-type: none"> Check whether the document guide is at the correct position. Check that the calibration chart is free of dirt and is not torn, and load it face down on the document table.
062-735	<ul style="list-style-type: none"> The calibration chart is not being fed at the constant speed. 	<ul style="list-style-type: none"> Make sure that you do not apply external force on or pull the calibration chart while it is being scanned.
Others*	<ul style="list-style-type: none"> Auto Adjust failed. 	<ul style="list-style-type: none"> Check the remedies above again, and load the calibration chart. If the trouble persists even after performing the suggested actions, contact your local Xerox representative.

* Any other codes between 062-701 and 062-754

1.11 Cleaning the Machine

This section describes how to clean the machine.

If the reflector on the back of the document cover or the surface of the scanning glass is dirty, it may result in black lines or streaks on the entire copies.

WARNING

When cleaning this product, use the designated cleaning materials exclusive to it. Other cleaning materials may result in poor performance of the product. Never use aerosol cleaners, or it may catch fire and cause explosion.

CAUTION

When cleaning this product, always switch off the power, and unplug the product. Access to a live machine interior may cause electric shock.



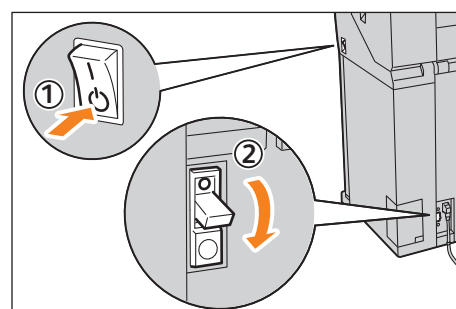
- Do not use benzene, paint thinner, or other volatile liquids or spray insect repellent on the machine as doing so may discolor, deform, or crack covers.
- If it is difficult to remove dirt, try gently wiping with a firmly wrung soft cloth moistened with a small amount of neutral detergent. Then, wipe with a dried cloth.
- Do not use cleaning agents other than water or neutral detergent.
- Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage originals during copying.

Steps

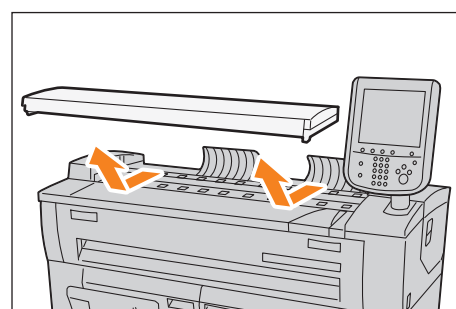
1. Turn off the power switch (①) and the power breaker of the machine (②).



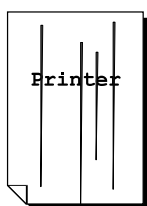
- Turn off the power switch and the power breaker when cleaning to avoid the risk of electric shock.



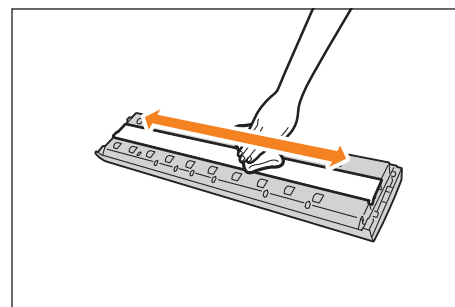
2. Pull the document cover toward you until it stops, and lift it up to remove it.



3. Wipe the white reflection plate on the back of the document cover with a dried cloth.



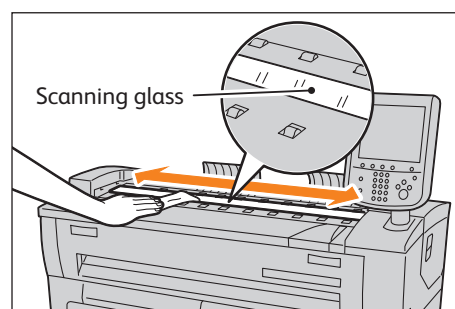
If streaks appear on the prints,
wipe the reflection plate.



4. Wipe the surface of the scanning glass with a dried cloth.

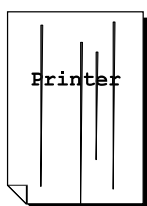


If spots appear on the
prints,
wipe the surface of the
scanning glass.

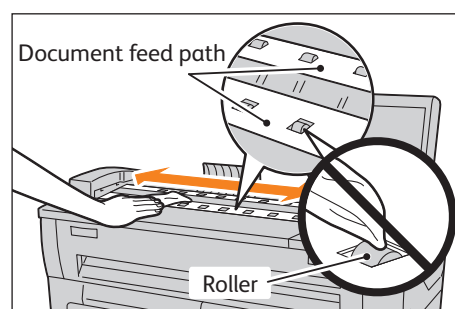


- Do not use excessive force on the glass, it may result in malfunctions or physical damage.

5. Wipe the document feed path with a dried cloth.



If streaks appear on the
prints,
wipe the document feed
path.



- Do not wipe the roller. Oil on the roller can adhere to the document feed path, and this may causing originals to slip on the path during feeding.

6. Put the document cover back to the original position.

1.12 Machine Status

This section describes the features for checking the machine status.

Refer to the following subsections for more information on each item:

- Checking the Machine Information p. 64
- Supplies..... p. 66



- For more information on the billing meters, refer to "Billing Information" (p. 50).

1.12.1 Checking the Machine Information

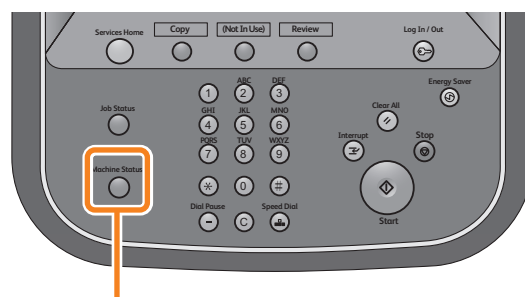
The [Machine Information] screen allows you to check the machine configuration and to switch between the print modes.

Refer to these subsections for more information on each function.

- Machine Information p. 65
- Print Mode p. 66

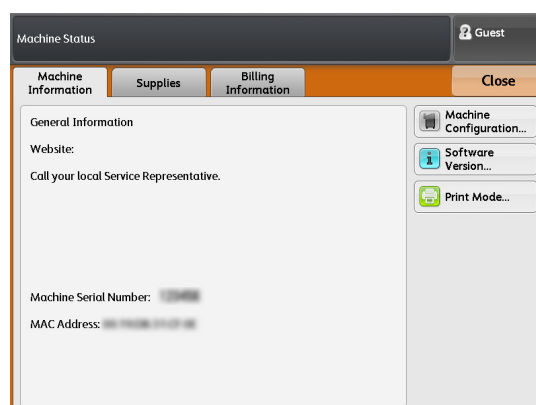
Steps

1. Press the <Machine Status> button on the control panel.



<Machine Status> button

2. This screen allows you to view information on the machine.



Machine Information

You can check the machine serial number, machine configuration, and software version on the [Machine Information] screen.

Steps

1. Check the general information on the machine.

Website:

Tells you whom to contact when making inquiries about maintenance and operation.

Machine Serial Number

Indicates the serial number of the machine.

MAC Address

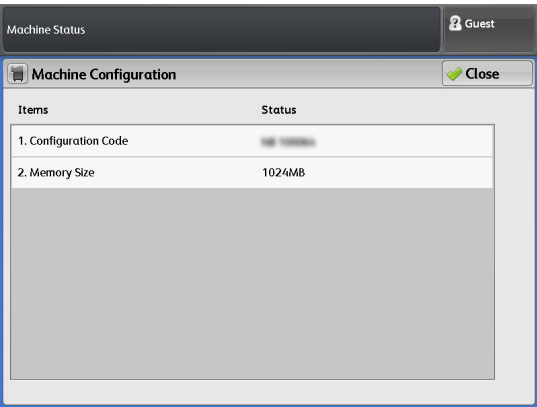
Indicates the MAC address of the machine.

Machine Configuration

Press [Machine Configuration] to display the [Machine Configuration] screen.

You can check the following information:

- Configuration Code
- Memory Size

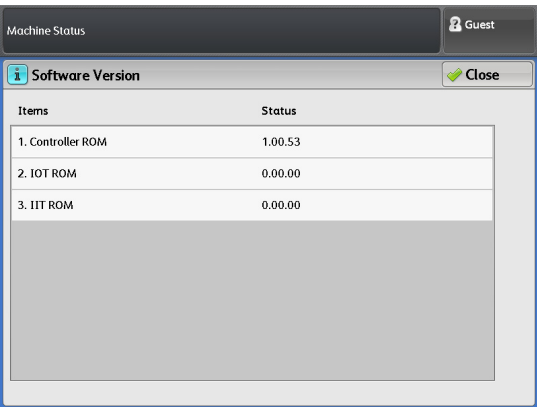


Software Version

Press [Software Version] to display the [Software Version] screen.

You can check the following information:

- Controller ROM
- IOT ROM
- IIT ROM



Print Mode

The following describes how to switch the print mode between online and offline.

Steps

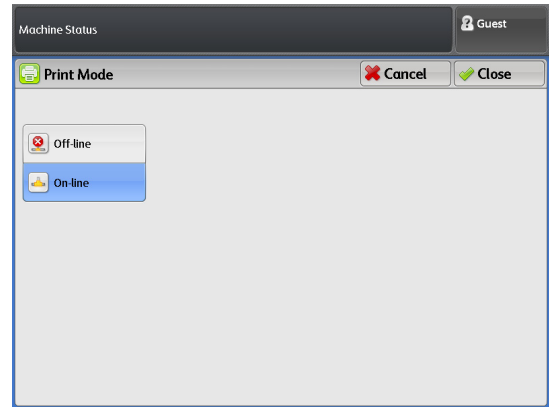
1. Press [Print Mode].
2. Select the print mode.

Off-line

The machine stops receiving data from computers. Any data that the machine has already received will be printed, and the subsequent data will not be received.

On-line

The machine receives data from computers.



1.12.2 Supplies

The [Supplies] screen allows you to check the status of consumables. The status of consumables is shown as "OK", "Replace Now", etc.

This following describes how to check the status of consumable.



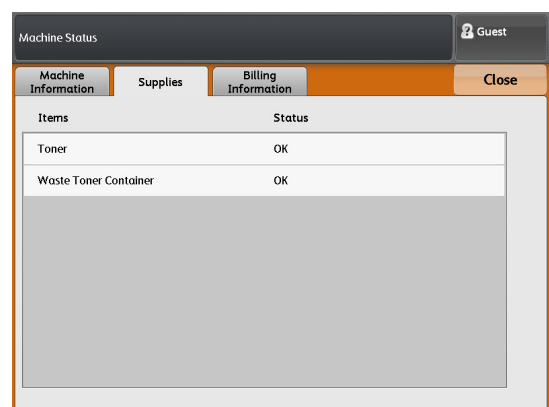
- For information on how to replace consumables, refer to "Replacing Consumables" (p. 51).

Steps

1. Press the <Machine Status> button.
2. Press the [Supplies] tab to check the status of consumables.

You can check the following information on the [Supplies] screen:

- Toner
- Waste Toner Container



1.13 Job Status

1.13.1 Checking Job Status

You can check current, pending, and completed jobs on the [Job Status] screen.

Steps

1. Press the <Job Status> button on the control panel.
The [Job Status] screen allows you to perform the following actions:

Checking current/pending jobs

A list of current and pending jobs can be displayed.



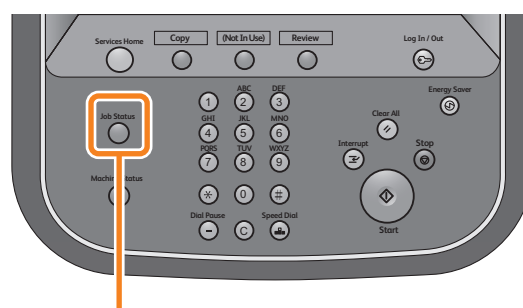
- For more information, refer to "Checking Current/Pending Jobs" (p. 67).

Checking completed jobs

The status of completed jobs can be displayed.



- For more information, refer to "Checking Completed Jobs" (p. 68).



<Job Status> button

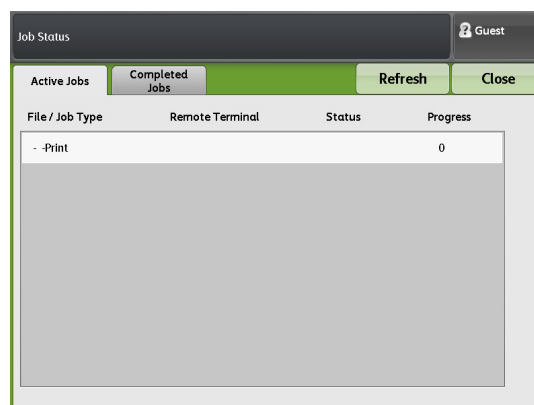
1.13.2 Checking Current/Pending Jobs

This following describes how to check current and pending jobs.

Steps

1. Press the <Job Status> button.
2. Check current and pending jobs on the displayed screen.

my Job	Status	Progress
Copy	Copying	The number of copies already output/Total number of copies specified
Copy	Print Wait	0/The number of copies ready to print
Print Job	—	The number of spools ready to print





Note

- Press [▲] to display the previous screen, and press [▼] to display the next screen.
- Press [Refresh] to refresh the display.
- Print jobs are displayed at the end of the list.

3. Press [Close] after the confirmation.

1.13.3 Checking Completed Jobs

This following describes how to check completed jobs.

You can check whether a job has been completed successfully. Selecting a job allows you to see its details.

Steps

1. Press the <Job Status> button.
2. Press the [Completed Jobs] tab to check the status of completed jobs.

Note

 - Press [▲] to display the previous screen, and press [▼] to display the next screen.
 - Press [Refresh] to refresh the display.
3. Select a job to see the details.
4. Press [Close] after the confirmation.

File / Job Type	Remote Terminal	Status	Pages
00475-Store to Folder	Folder 001	Completed	1
00474-Store to Folder	Folder 001	Completed	1
00473-Store to Folder	Folder 001	Completed	1
00472-Store to Folder	Folder 001	Completed	1
00471-Store to Folder	Folder 001	Completed	1
00470-Store to Folder	Folder 001	Completed	1
00469-Store to Folder	Folder 001	Completed	1
00468-Store to Folder	Folder 001	Completed	1

Store to Folder Close

File : 00475
Save in : Folder001

Status : Completed Time Completed : 2012/05/10 14:45

Pages : 1
Color Scanning : Halftone
Original Size : 297x210mm

1.14 Logging in as Authorized User

When logging into the machine via Control Panel Authentication, User ID must be entered. A password is also required when [Password Entry from Control Panel] is set to [On] in [Authentication] under [Authentication/Security Settings].



- When the Auto Clear feature is enabled in [Auto Clear] under [System Settings] > [Common Service Settings] > [Machine Clock / Timers], authentication is automatically canceled when the preset time elapses. For information on how to do this, refer to "Auto Clear" (p. 290).

- When Auto Clear is disabled, any user can access the machine features if the previous authorized user failed to log out from the machine. After you are done using the machine, make sure to log out of the authenticated mode.



- If some of the features are restricted based on the authentication settings, the process currently being performed still continues even when the user has logged out of the authenticated mode. After all the Copy/Scan/Print jobs have been completed, the screen returns to the [Services Home] screen.



- For details on how to make settings for [Password Entry from Control Panel], refer to "Password Entry from Control Panel" (p. 336).
- For details on how to register users on the touch screen, refer to "Registering a User" (p. 225).

1.14.1 Logging In/Out through Control Panel Authentication with User ID

User ID Authentication

Steps

1. Press the <Log In/Out> button on the control panel.
2. Enter your User ID and the password (if required), by using the numeric keypad or the keyboard displayed on the screen, and select [Enter].

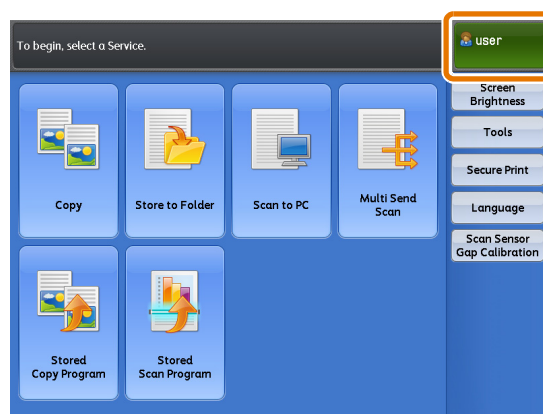
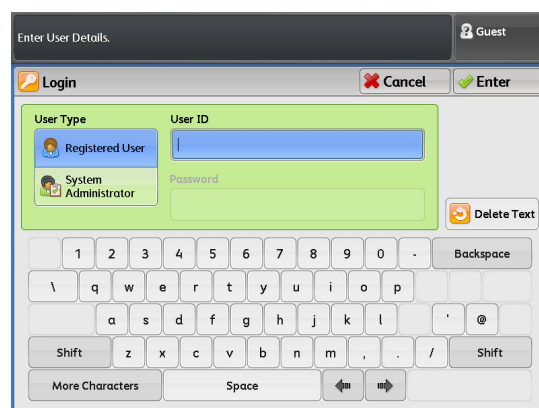


- Interrupt mode does not function in conjunction with Authentication mode. You must log out of the authenticated mode before you can exit the Interrupt mode.



- The [Login] screen may appear when you select a service on which a usage restriction has been applied. In this case, enter your User ID and password to continue.

Once authentication is successful, your User ID is displayed at the upper right on the [Services Home] screen, and the <Log In/Out> button on the control panel lights up.



Selecting the target domains (realm names)

When Remote Authentication is enabled and Authentication Management is being used on the authentication server, you can select the target domains (realm names) by following the steps below.



- "Realm" is an area to which authentication is applied.

- (1) Press [].



- When Remote Authentication is enabled, [] appears.

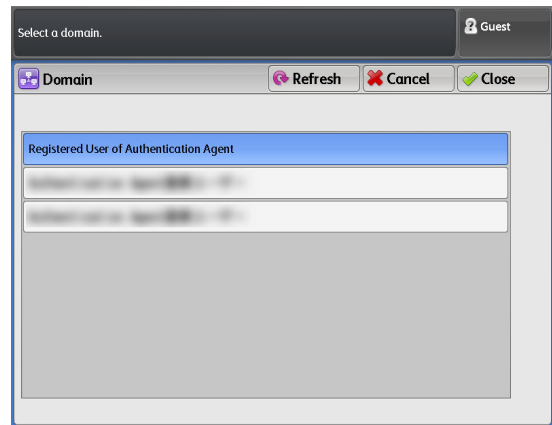


(2) Select the target domains.



- Press [Refresh] to refresh the display.
- Press [▲] to display the previous screen, and press [▼] to display the next screen.

(3) Press [Close].



Logging out of the authenticated mode

Steps

1. Press the <Log In/Out> button on the control panel.



- When you are logged out of the authenticated mode, the <Log In/Out> button goes out.

1.15 About Originals

1.15.1 Usable Originals

1

Originals that meet the following conditions can be used.

Original Size	Paper Weight
Original width 176 - 914.4 mm (Maximum allowable width: 945 mm)	When ejecting frontward 0.05 - 0.2 mm ^{*1}
Original length 210 - 15,000 mm (Maximum length)	When ejecting rearward 0.05 - 5 mm ^{*2}

*1 When the U-turn output guide is installed

*2 It is possible to scan a flat and hard original (styrene board, heavy paper) whose thickness exceeds 0.2 mm, up to 1 mm thick. The flat and hard original must be supported by your hand while scanning. However, the document transportation and the output image quality is not guaranteed.
When scanning a thick original whose thickness is between 1 and 5 mm, the optional Heavy Document KIT is used. For information on how to do this, refer to "When Scanning Thick Documents" (p. 81).

1.15.2 Originals that Require the Use of the Document Carrier (Optional)

Use the document carrier for the following types of originals.

- Documents that have been perforated, creased, heavily curled, or have holes
- Documents that are stapled together
- Documents with glue, or adhesive tape or filing strips.

1.15.3 Precautions When Handling Originals

Observe the following precautions when handling originals.

- The scanning area may become soiled if documents contaminated by glue or adhesive tape, or documents on which correction fluid has been used are placed in the scanner. Be very careful when using stick-type glue or glue spray.
Soiling of the scanning area can cause black lines on copies.
- Do not use documents that have been folded, wrinkled, perforated or had holes punched in them. It may result in paper jams and tearing. When using originals that have been folded, wrinkled, perforated or had holes punched in them, the document carrier (optional) must be used.
- When rolled originals are to be used, ensure that the diameter of the rolled original is 40 mm or larger. Rolled originals with a diameter of less than 40 mm must be flattened out at the lead edge.
- When scanning thick originals, hold them with your hands while scanning them.

1.16 Media Types

This section describes the types of media that can be used with this machine.

Use of unrecommended media may result in paper jams, lower print quality, malfunctions, or damage to the machine. To achieve optimum performance of the machine, we recommend that you use only media recommended by Xerox.

If you wish to use media other than that recommended by Xerox, contact your local Xerox representative.

WARNING

Do not use conductive paper such as origami paper, carbonic paper or conductively-coated paper. When paper jam occurs, it may cause short-circuit and eventually a fire accident.



- The printed image may fade due to moisture such as water, rain or vapor. For more information, contact your local Xerox representative.

1.16.1 Media Type

When using generally used paper (known as printable paper) for copies or printing, ensure that it complies with the following specifications. However, it is encouraged that you use the recommended media to achieve clear copy and print results.

Media Source	Media Type/Weight	Loadable Media Size	Recommended Media	
			Name	G.S.M.
Roll paper	Plain paper 60 - 110 g/m ²	A0, A1, A2, A3 (width) JIS B1, JIS B2, JIS B3 (width) ISO B1, ISO B2, SO B3 (width) Special A0 (880/860 mm) (width) Special A1 (620/625 mm) (width) Special A2 (440/435 mm) (width) Special A3 (310 mm) (width) 34", 22", 17", 11" 36", 24", 18", 12" 30", 15" Width: 279.4 - 914.4 mm Outside diameter of the roll: 185 mm or less	Premium	75 g/m ²
			Premium Tracing 90	90 g/m ²
	Vellum 90 - 112 g/m ²		Premium Translucent 75	—
	Film 75 - 100 µm		Premium Translucent 100	

Media Source	Media Type/Weight	Loadable Media Size	Recommended Media	
			Name	G.S.M.
Manual feed	Plain paper 60 - 110 g/m ²	A0, A1, A2, A3, A4 JIS B1, JIS B2, JIS B3, JIS B4 ISO B1, ISO B2, ISO B3, ISO B4 Special A0 (880/860 mm) Special A1 (620/625 mm) Special A2 (440/435 mm) Special A3 (310 mm) 34", 22", 17", 11", 8.5" 36", 24", 18", 12", 9" 30", 15" Width: 210 - 914.4 mm Length: 210 - 2,000 mm	Premium	75 g/m ²
	Vellum 90 - 112 g/m ²		Premium Tracing 90	90 g/m ²
	Film 75 - 100 μm		Premium Translucent 75 Premium Translucent 100	—



- Printing on paper that differs from the paper type and size selected in the print driver, or printing from a tray that does not support the loaded paper may result in a paper jam. To ensure correct printing, select the correct paper size, paper type, and paper tray.

1.16.2 Unusable Media

Using media/vellum/film not recommended by Xerox may cause a paper jam or machine malfunction. Use media/vellum/film recommended by Xerox.

- Transparencies
- Coated paper of 126 g/m² or less
- NK special simplex art paper (127/157/209 g/m²)
- Art flux (cross)
- High class Japanese paper for color copy
- Color cloth transfer paper
- Super tracing paper 55/60
- High class tracing paper
- Paper only for an ink jet printer
- Labels
- Kent paper
- Carbon paper
- Xerographic photo paper
- Paper which has been previously printed with ink that will change in quality at 155 °C
- Paper with staples, clips, ribbons, or tape
- Paper with non-smooth face such as rough printing paper or fibered paper
- Electric spectaculars film
- Digital coated paper (glossy type)
- Peel-off film (transparent/white/strong&white)
- Bookbinding paper (210 g/m²)
- Cloth transfer paper
- Aqua-transfer paper
- Star tracing paper
- OK top-coat paper (128g/m²)
- Heat-sensitive paper
- Black origami paper
- Chemical Japanese paper
- Paper with piping
- Paper which is tightly stuck together due to static electricity
- Specially-coated paper
- Paper which was printed once by an other printer or copy machine
- Wrinkled, creased, or torn paper

- Paper pasted up with glue, adhesive paper
- Paper that is too thick or thin
- Damp or wet paper
- Treated colored paper
- When you use acid paper, the print result may blur.
If this happens, change the paper to acidfree paper.

1.16.3 Handling and Storing Media

Handling Media

Do not use media that has been folded, creased, or heavily curled. It may result in paper jams.

Storing Media

The optimum environment for storing media is a place where the humidity is 40 to 45 %. Keep the followings in mind when storing media:

- Moisture is not good for media. For storage, keep the media in the document wrapping and store it in a comparatively dry place. Vellum especially should be put into a plastic or moisture-proof bag.
- When the machine is not used for extended intervals, remove the media and store it accordingly.

Chapter 2 Copy

This chapter describes the basic operations and functions of the Copy feature.

2.1	Copying Procedure.....	78
2.2	Canceling the Copy Job	82
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2.4	Making Adjustments to Color on the Original.....	84
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2.11	Running an Interrupt Copy	97
2.12	[Copy (Auto Mode)] Screen.....	98
2.13	[Copy (Manual Mode)] Screen.....	101
2.14	Copy - [Image Quality] Screen.....	107
2.15	Copy - [Layout Adjustment] Screen	112
2.16	Copy - [Output Format] Screen.....	119

2.1 Copying Procedure

This section describes the basic copy procedure. Refer to the following subsections for more information on each item:

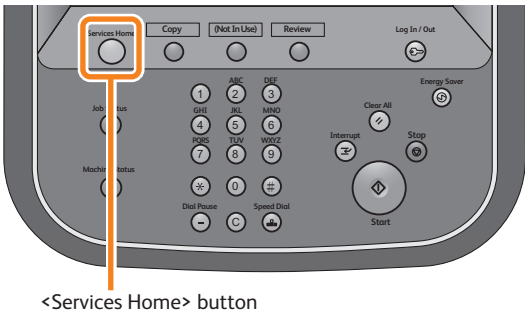
- Step 1 Selecting Functions..... p. 78
- Step 2 Entering a Quantity p. 79
- Step 3 Starting the Copy Job p. 80

2.1.1 Step 1 Selecting Functions

Select functions to set on the [Copy] screen.

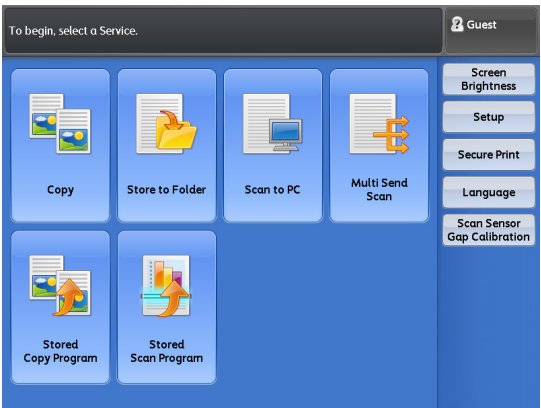
Steps

1. Press the <Services Home> button on the control panel.



<Services Home> button

2. Press [Copy] on the [Services Home] screen.

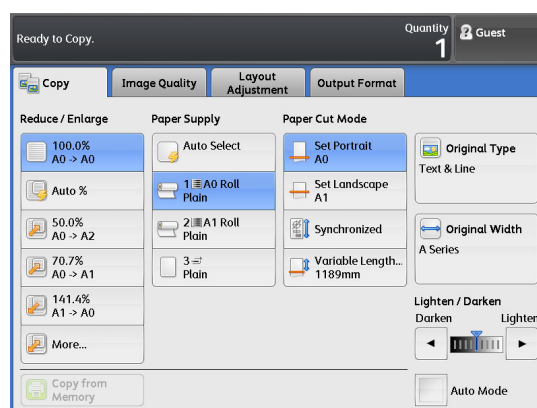


3. Select functions to set on each tab as necessary.

For details on each tab, refer to these subsections.



- "[Copy (Auto Mode)] Screen" (p. 98)
- "[Copy (Manual Mode)] Screen" (p. 101)
- "Copy - [Image Quality] Screen" (p. 107)
- "Copy - [Layout Adjustment] Screen" (p. 112)
- "Copy - [Output Format] Screen" (p. 119)

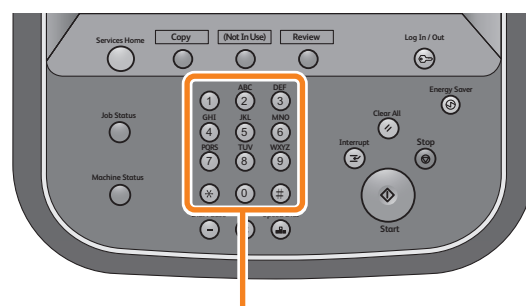


2.1.2 Step 2 Entering a Quantity

The following describes how to enter the number of copies to be made. You can specify up to 99 for the number of copies.

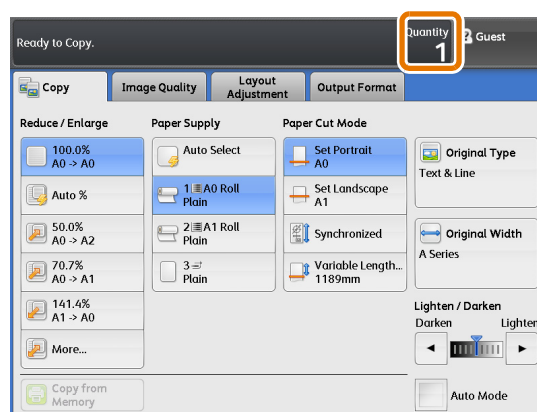
Steps

1. Enter the number of copies, by using the numeric keypad on the control panel.

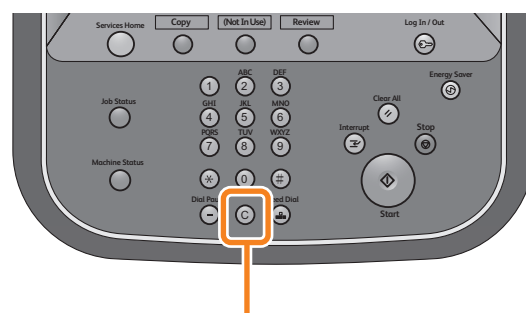


Numeric keypad

The entered number of copies is displayed on the upper right of the touch screen.



2. If you have entered an incorrect value, press the <C (Clear)> button and then enter the correct value.



<C (Clear)> button

2.1.3 Step 3 Starting the Copy Job

The following describes how to load the document and start copying.



- If you hold down or pull the document while it is being scanned, the document may get jammed.
- When loading a hole-punched document, insert the edge with the holes last. If you insert the edge with the holes first, the document may get jammed.

Steps

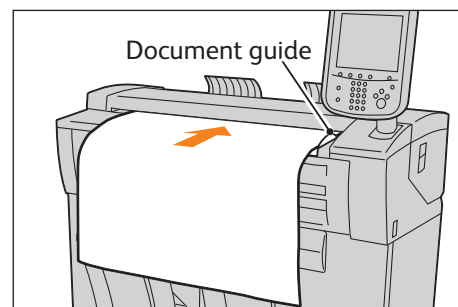
1. Align the document against the document guide with the side to be copied face down, and insert it all the way until it stops.



Note

- You can shift the document guide to the right to shift the scanning position of the document.

The document is automatically conveyed and stops momentarily.



Then the machine automatically starts scanning the document.



Important

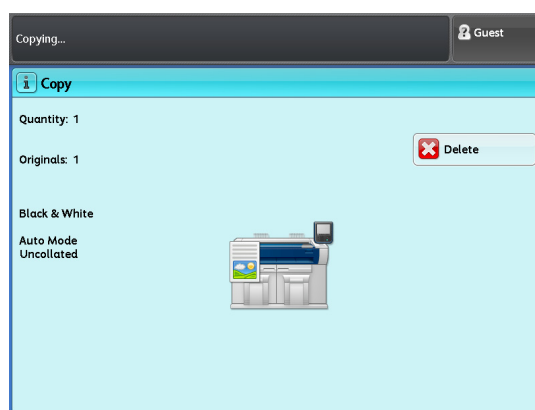
- Do not release your hands from the document until it is conveyed. If the document is long, it might fall off the machine.



Note

- When the scan start mode is set to [Manual Start] under System Settings, press the <Start> button on the control panel. For information on how to set Manual Start, refer to "Scan Start Mode" (p. 297).
- When a problem occurs, an error message is displayed on the touch screen. Resolve the problem according to the message.

2. Remove the document that is output.

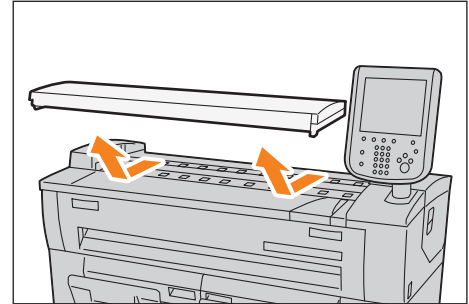


When Scanning Thick Documents

The optional Heavy Document KIT allows you to scan a thick document whose thickness is up to 5 mm.

Steps


1. Remove the U-turn output guide.
2. Pull the document cover toward you until it stops, and lift it up to remove it.
3. Install the Heavy Document KIT in the reverse order of the procedure for removing the document cover.
4. Load the document.



2.2 Canceling the Copy Job

This section describes how to cancel the current copy job.

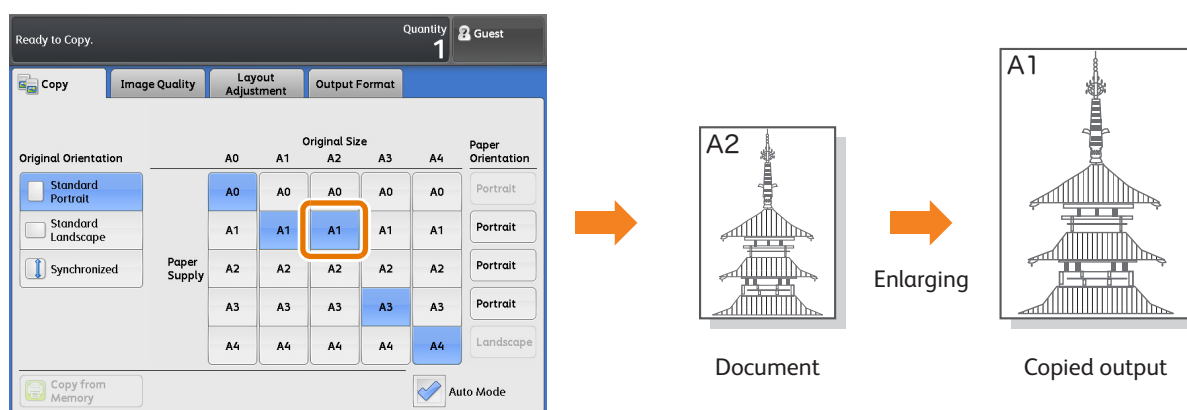
Steps

1. Press the <Stop> button on the control panel. Alternatively, press [Stop] on the touch screen.
 -  **Note** • Pressing the <Stop> button on the control panel allows you to stop document feeding urgently.
2. Press [Delete].



2.3 Copying in the Specified Paper Size (Auto Mode)

Auto Mode is a feature that allows you to pre-configure an output paper size for each document size using a matrix. The feature automatically reduces/enlarges images based on this configuration when copying. The following describes an example of how to insert an A2 standard-size document in the portrait orientation, and to make its enlarged copies (141.4 %) on A1 paper (A1 roll paper in the portrait orientation) (The value surrounded with a square is the set value).

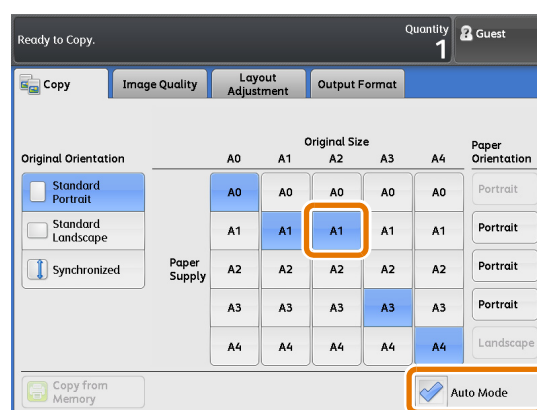


Steps

1. On the menu screen, press [Copy].
2. Select the [Auto Mode] check box.
3. On the matrix, select [A2] for [Original Size] and [A1] for [Paper Supply].

Note • If the orientation of your original does not match that of the paper loaded, for example, when [Original Orientation] is set to [Standard Portrait] though [Paper Orientation] is set to [Landscape], the image will be printed on the paper with the image orientation rotated according to the settings specified in [Auto Mode Rotate Direction] under [System Settings]. For information on how to set the function, refer to "Auto Mode Rotate Direction" (p. 307).

4. Set other features as necessary.
5. Enter the number of copies using the numeric keypad.
6. Load the document.



2.4 Making Adjustments to Color on the Original



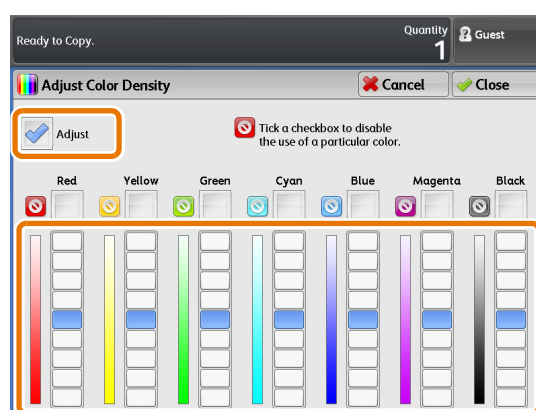
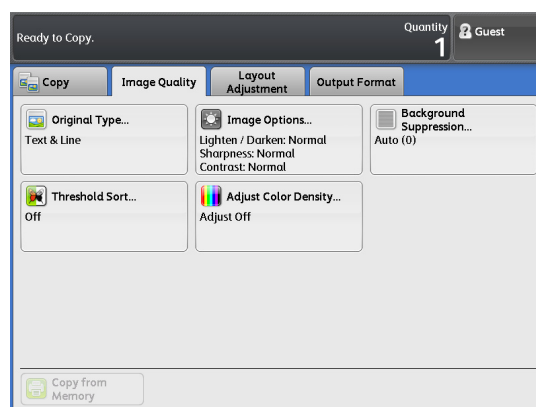
- The Color Board & Page Memory for IIT is required to use this feature.

2.4.1 Adjusting Individual Color Density (Adjust Color Density)

When copying a color document, this feature allows you to change the copy-density level for each of the color components.

Steps

1. On the menu screen, press [Copy].
2. Press the [Image Quality] tab.
3. Press [Adjust Color Density].
4. Select the [Adjust] check box.
5. Select density level for each color components.
6. Set other features as necessary.
7. Enter the number of copies using the numeric keypad.
8. Load the document.

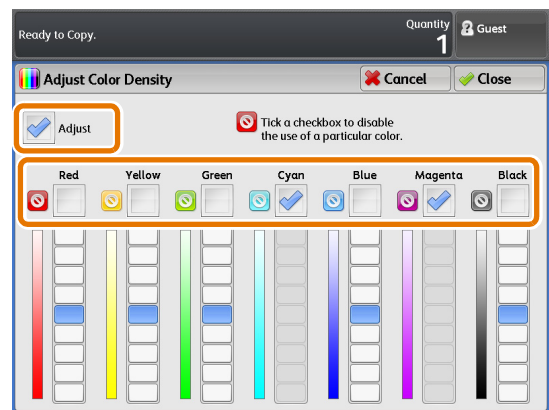


2.4.2 Eliminating the Specified Color on the Original (Disabling Color)

When copying a color document, this feature allows you to make a copy leaving out those parts that correspond to a specified color.

Steps

1. On the menu screen, press [Copy].
2. Press the [Image Quality] tab.
3. Press [Adjust Color Density].
4. Select the [Adjust] check box.
5. Select the check box for a color to eliminate the color from being copied.
6. Set other features as necessary.
7. Enter the number of copies using the numeric keypad.
8. Load the document.



2.5 Scanning to Copy Documents in Maximum Width

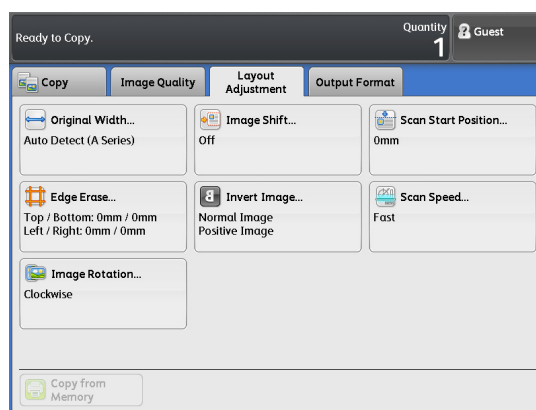
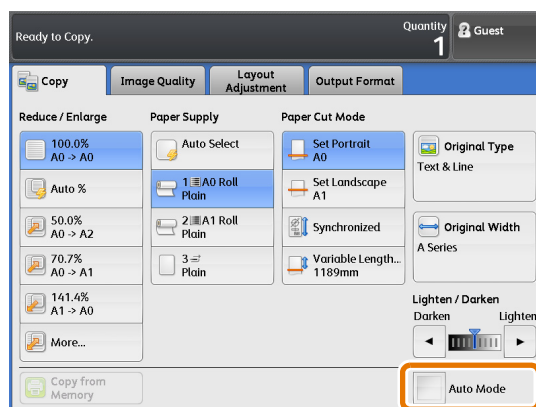
Selecting [Maximum Width] allows you to scan and copy documents in maximum width (914.4 mm). This function is useful when you scan non-standard size originals and you do not want to worry about the scan width.



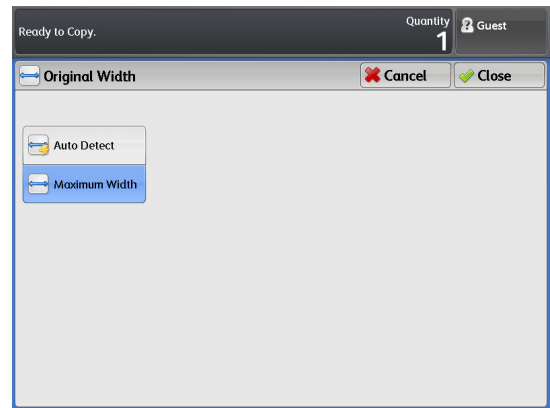
- This function works when the manual mode is selected. It does not function in the auto mode.
- When scanning documents in maximum width, the following functions may not work.
 - Image Shift
 - Edge Erase
 - Mirror Image
 - Negative Image

Steps

1. On the menu screen, press [Copy].
2. Make sure that the [Auto Mode] check box is deselected.
3. Press the [Layout Adjustment] tab.
4. Press [Original Width].



5. Press [Maximum Width].
6. Set other features as necessary.
7. Enter the number of copies using the numeric keypad.
8. Load the document.



2.6 Loading Paper Manually (Bypass Copying)

Non-standard size paper and paper of sizes you do not use very often can be copied from the bypass (manual) feed table.



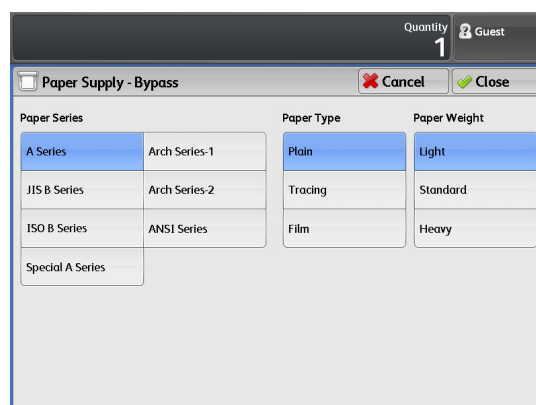
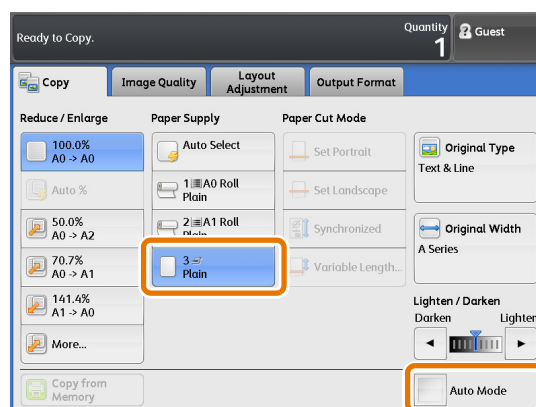
- If you load paper of a size that is different from the one you specified, part of the image may be lost, or the image may be copied with unwanted margins.



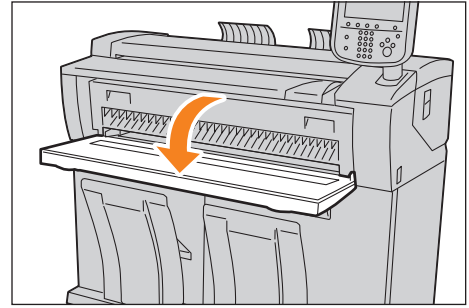
- The following functions cannot be used in conjunction with bypass copying.
 - Image Shift. (Auto Center, Corner Shift)
 - Image Rotation
 - Copy Output (Collated)
 - Lead & Tail Margins
 - Sample Copy

Steps

1. On the menu screen, press [Copy].
2. Make sure that the [Auto Mode] check box is deselected.
3. Press [].
4. Select [Paper Series], [Paper Type], and [Paper Weight].
5. Press [Close].
Set other features as necessary.



6. Fold the bypass (manual) feed table toward you to open it.

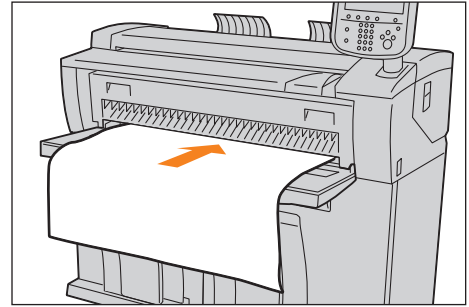


7. Align the right edge of the paper against the scale, and insert the paper until you hear a beep.

The paper is automatically conveyed and stops.



- Load paper one sheet at one time.
- If paper is curled, hold the curled corners with both hands when inserting the paper.
- Do not release your hands from the paper until it is conveyed. If you release your hands when you hear a sound, the paper may get jammed.



8. Load the document.

9. When copying is finished, put the bypass (manual) feed table back to the original position.

2.7 Copying Long Documents

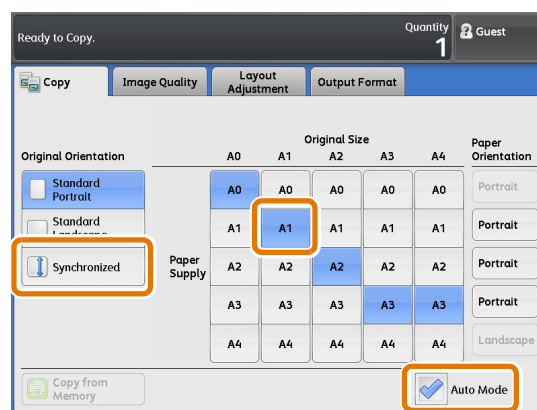
The following describes an example of how to copy an A1 width 3,000 mm length document onto A1 roll paper in the same width and length.

Steps

1. On the menu screen, press [Copy].
2. Select the [Auto Mode] check box.
3. Press [Synchronized].
4. On the matrix, make sure that [A1] is selected for both [Original Size] and [Paper Supply].
5. Set other features as necessary.

Note

 - Scanning long size documents at a low speed helps preventing skewing. For information on how to set the function, refer to "Scan Speed (Specifying Scanning Speed)" (p. 117).
6. Enter the number of copies using the numeric keypad.
7. Load the document.

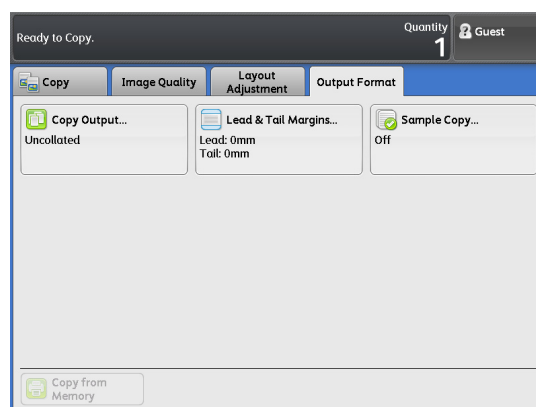


2.8 Copying Multiple Documents (Collation)

Multiple documents can be collated into sets when their copies are output.

Steps

1. On the menu screen, press [Copy].
2. Press the [Output Format] tab.
3. Press [Copy Output].



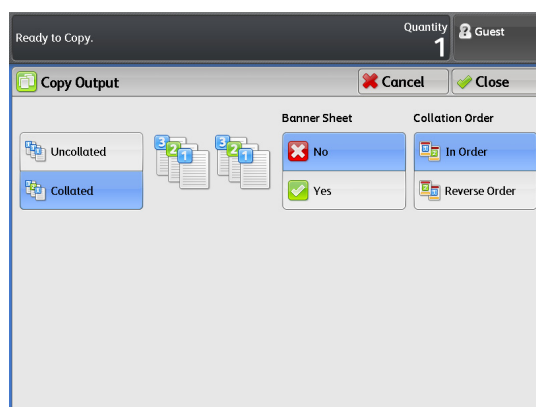
4. Press [Collated].
5. Set the desired items under [Banner Sheet] and [Collation Order].

Banner Sheet

Select [Yes] to insert a banner sheet. The banner sheet will have the copy quantity and time printed on it.

Collation Order

Select [In Order] to output copies in the order in which the documents were scanned or [Reverse Order] to output from the last document that was scanned.



- For more information, refer to "Copy Output (Specifying Finishing Options)" (p. 120).

6. Press [Close].
Set other features as necessary.
7. Enter the number of copies using the numeric keypad.

8. Load the first document.

The scanning starts.

Delete

Press to cancel the copy job.

Last Original

Press this button after all documents have been scanned.

Next Original

This button is selected by default.

Delete Previous Image

Press this button to delete images of the previously scanned documents.

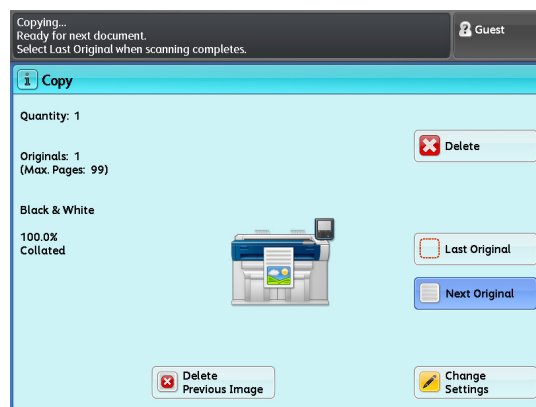
Change Settings

Press this button to change the magnification ratio, the settings such as image quality, and the number of copies to be made, for the next document.

9. Load the next document.

Repeat this step if you have more documents.

10. When all documents have been scanned, press [Last Original].



2.9 Running Sample Copies

This section describes how to run a sample copy of an area of a document with several settings applied, in order to determine the optimal settings. Any portion on the document can be specified as the sample area. This sample area can be printed with a variety of settings such as the enlarge/reduce ratio, density level, and original type, applied. The sample copy can show a list of effects of nine levels of density, seven types of image quality, or seven levels of auto background suppression.

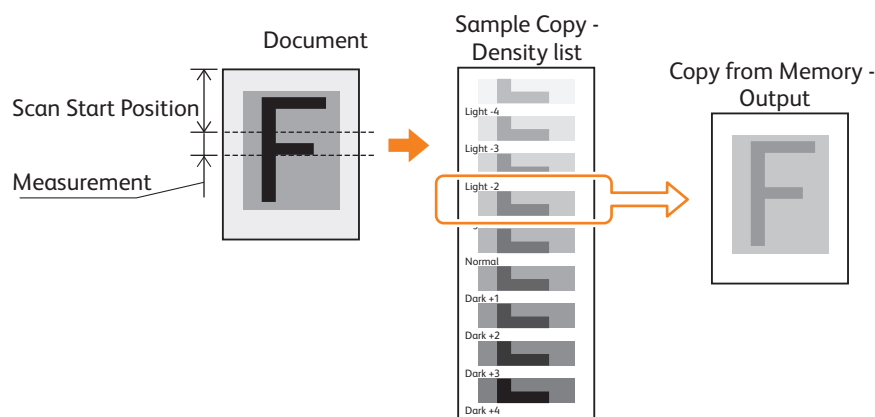


- The Sample Copy function cannot be used when:
 - [Copy Output] is set to [Collated], and [Change Settings] is applied to the next document
 - Copy is running in the auto mode
 - You are loading paper manually (bypass copying)
 - Copy from memory is running
 - Interrupt copy is running
- When [Original Type] is set to [Printed Original] or [Photograph], the Background Suppression List cannot be output.



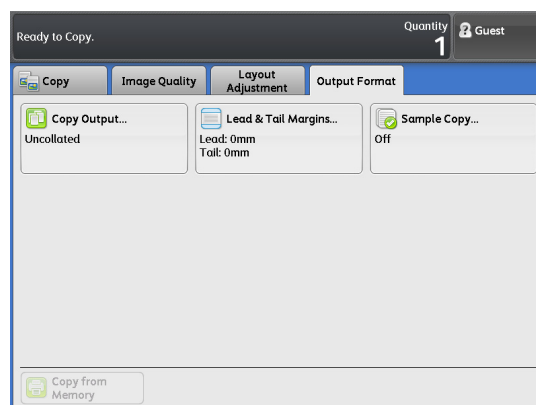
- The Color Board & Page Memory for IIT is required to use this feature.


The following describes an example of how to run a sample copy for reviewing a listing of available densities, and then print the entire image with the optimal density.

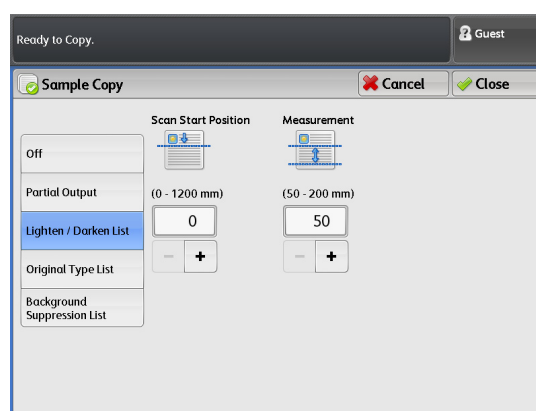


Steps


1. Press [Copy] on the [Services Home] screen.
2. Press the [Output Format] tab.
3. Press [Sample Copy].



4. Press [Lighten / Darken List].
 5. Set [Scan Start Position] and [Measurement] as necessary, and press [close].
-  • "Sample Copy (Determining the Optimal Settings Before Running the Whole Copy Job)" (p. 121)



6. Set other features as necessary.
 7. Load the document.
- The sample copy with the specified settings applied is output.

-  **Note**
- To run another sample copy, repeat Steps 2. to 7..
 - Settings are not kept between sample copies. To run another sample copy, press [Sample Copy] again.

8. Once you have determined which density is optimal for the document, change the setting for [Lighten / Darken] appropriately.
 9. Press [Copy from Memory] and then press [Start].
- The entire image with the specified settings applied is output.

2.10 Copying from Memory

The Copy from Memory function allows you make additional copies of the last copied document without reloading. When you have selected [Collated] for the last copy job, the same collated set of the document will be additionally output.

The Copy from Memory function is disabled if:

- You press the <Clear All> button or the machine enters the Auto Reset state.
- You turn the power off or the machine enters the Energy Saver mode.
- You load the next document.
- You return the screen to the [Services Home] screen.
- You run an Interrupt copy.
- You pull out the card (DocuLyzer).
- You log out of the authenticated mode.

The Copy from Memory function cannot be used when:

- Image data for the last document has been lost due to a problem such as a paper jam.



- The following functions cannot be used in conjunction with the Copy from Memory function.

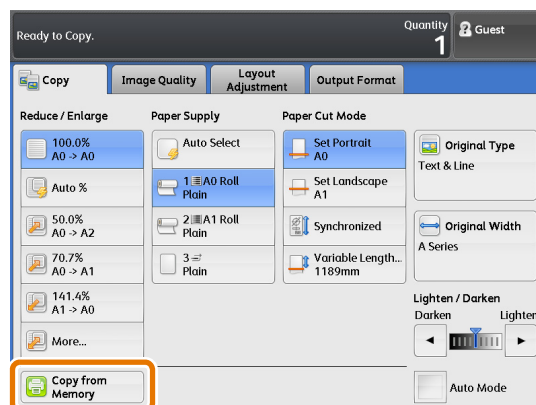
- The custom buttons on the control panel (Calling the associated feature)
- Interrupt Copy
- Sample Copy
- Adjust Color Density
- Original Scanning Speed
- Copy Output



- The Color Board & Page Memory for IIT is required to use this feature.

Steps

1. After running a copy job, press [Copy from Memory].

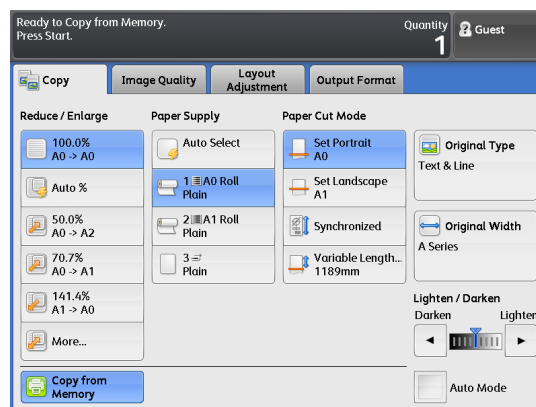


2. Set the functions as necessary.

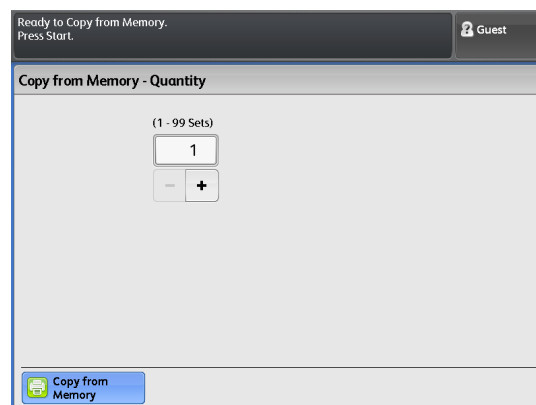


Note

- To restore the settings for the last copy job, press the <Clear All> button.



- When you have selected [Collated] for the last copy job, only the number of copies can be changed.



3. Enter the number of copies using the numeric keypad.
4. Press the <Start> button.
The image data from memory is output.
5. After you finish copying from memory, press [Copy from Memory] again.
The Copy from Memory mode is exited.

2.11 Running an Interrupt Copy

This section describes how to interrupt an ongoing continual copy or print job to run an urgent copy job. The settings for the ongoing job are kept and will be restored immediately after you exit the Interrupt Copy mode.



Note

- The following operations cannot be used during the Interrupt Copy mode.
 - Interrupting another copy job
 - Sample Copy
 - Copy from Memory
 - Collation
- The Interrupt Copy function cannot be used when you are running a sample copy or scanning job.

Steps

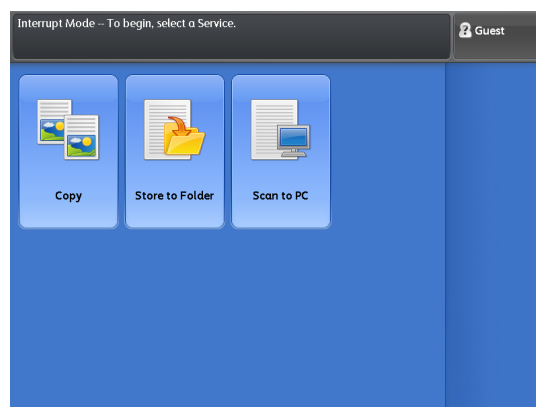
1. Press the <Interrupt> button on the control panel.
The <Interrupt> button lights up, indicating the Interrupt mode is enabled.



Note

- When you press the <Interrupt> button while a job is being performed, the <Interrupt> button blinks, indicating the Interrupt mode will be enabled after the current job is completed (reserve mode). Once the current job is completed, the <Interrupt> button lights up, indicating the Interrupt mode is enabled.

2. During a print job, the [Services Home] screen appears.
Press [Copy].
3. Set other features as necessary.
4. Enter the number of copies using the numeric keypad.
5. Load the document.
6. After you finish the interrupt copying, press the [Interrupt] button.
The <Interrupt> button goes out, indicating the Interrupt mode is exited.
The suspended print or copy job resumes.



2.12 [Copy (Auto Mode)] Screen

This section describes functions that can be set on the [Copy (Auto Mode)] screen. Refer to the following subsections for more information on each item:

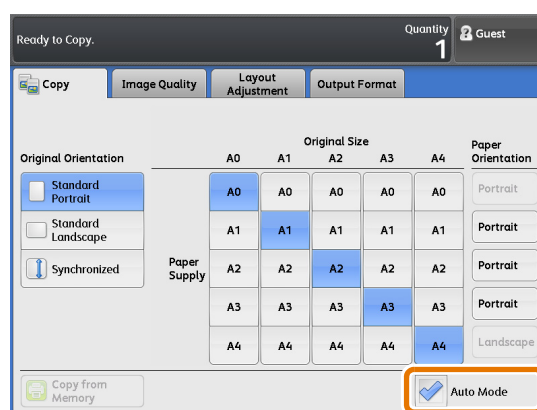
- Original Orientation (Specifying the Document Feeding Orientation)..... p. 99
- Mapping Table between Original Sizes and Paper Sizes (Matrix) p. 99
- Paper Orientation (Specifying the Target Paper Orientation)p. 100

2

Copy

Steps

1. On the menu screen, press [Copy].
2. Select the [Auto Mode] check box.
3. Select the desired function on the [Copy (Auto Mode)] screen.



2.12.1 Original Orientation (Specifying the Document Feeding Orientation)

The following describes how to tell the machine the orientation in which the document is placed.

For each of the document orientations (Standard Portrait, Standard Landscape, and Synchronized), the mapping table between original sizes and paper sizes (Matrix) can be predefined.

Steps

1. Select the original orientation.

Standard Portrait

Select this when loading standard size documents in the portrait orientation.

Standard Landscape

Select this when loading standard size documents in the landscape orientation.

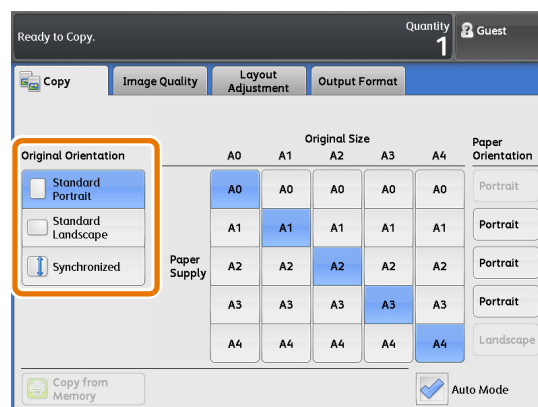
Synchronized

Select this when loading non-standard size documents.



Note

- Image rotation is not applied.



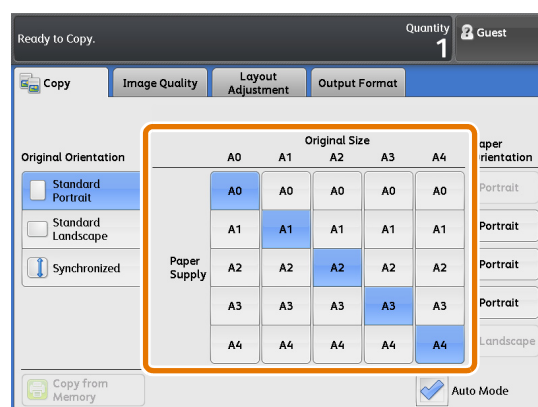
2.12.2 Mapping Table between Original Sizes and Paper Sizes (Matrix)

This following describes how to select the target paper size corresponding to the original size.

In Auto Mode, the machine automatically selects the appropriate magnification ratio and the paper tray according to the scanned original, based on the predefined mapping table between original sizes and paper sizes (Matrix).

Steps

1. Select the target paper size corresponding to the original size from the matrix.



2.12.3 Paper Orientation (Specifying the Target Paper Orientation)

This following describes how to select the target paper orientation.

With the machine, you can predefine the target paper orientation for individual paper sizes. This function allows you to simplify the way you select the orientation of documents and the target paper supply. For example, you can always load documents in the portrait orientation regardless of the size, and select landscape only when using A2 size documents for better output performance of the folded paper.

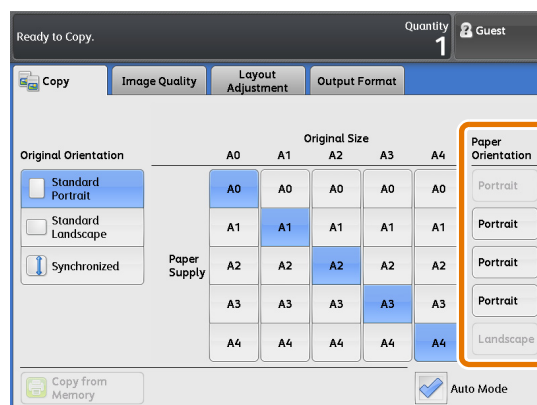
Steps

1. Press [Paper Orientation] that corresponds to the desired paper size.



Note

- The supply orientation of A0 size paper is fixed to [Portrait] by default.



2. Select the paper orientation from [Portrait], [Landscape], and [Auto Select].

Portrait

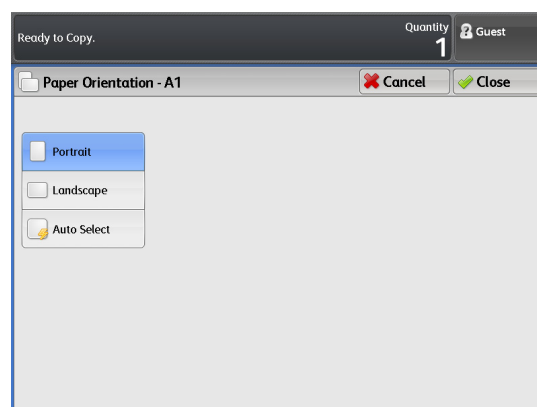
Select this to deliver standard size paper in the portrait orientation.

Landscape

Select this to deliver standard size paper in the landscape orientation.

Auto Select

Select this to prioritize delivering paper in the same orientation as the document.



2.13 [Copy (Manual Mode)] Screen

This section describes functions that can be set on the [Copy (Manual Mode)] screen. Refer to the following subsections for more information on each item:

- Reduce/Enlarge (Making Enlarged/Reduced Copies) p. 102
- Paper Supply (Selecting the Paper Supply Source)..... p. 104
- Paper Cut Mode (Selecting How to Cut Delivered Paper) p. 105
- Original Type (Selecting the Document Type) p. 106
- Original Width (Scanning to Copy Documents in Maximum Width) p. 106
- Lighten / Darken (Adjusting Copy Density)..... p. 106

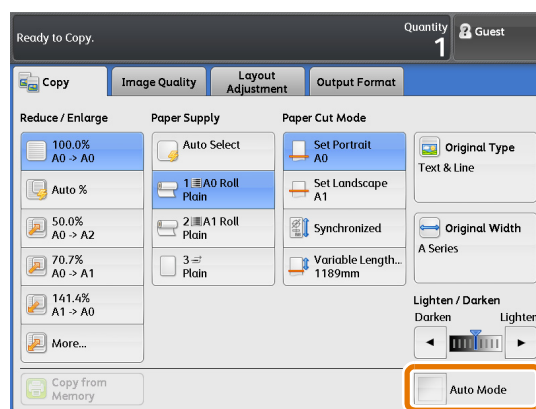


Note

- The functions shown to the right on the [Copy (Manual Mode)] screen can be changed. For information on how to do this, refer to "Copy Tab - Features Allocation" (p. 302).
By factory default, [Original Type] and [Original Width] are displayed.

Steps

1. On the menu screen, press [Copy].
2. Make sure that the [Auto Mode] check box is deselected.
3. Select the desired function on the [Copy (Manual Mode)] screen.



2.13.1 Reduce/Enlarge (Making Enlarged/Reduced Copies)

The following describes how to select a magnification ratio to make enlarged or reduced output.

Steps

1. Select the magnification ratio.

100.0 %

Makes copies at the same size as the document.

Auto %

Automatically determines the magnification to fit to paper, based on the document and paper sizes for copying.



- [Auto %] for [Reduce / Enlarge] and [Auto Select] for [Paper Supply] are mutually exclusive.

Ratios (3rd - 5th buttons)

Allows you to select from preset ratios.



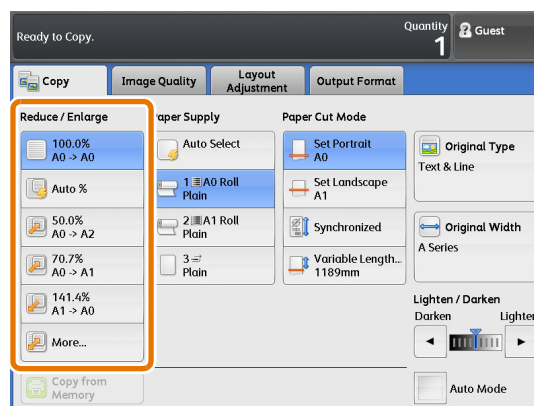
- The magnification ratios shown on the [Copy (Manual Mode)] screen can be changed. For information on how to do this, refer to "Preset Buttons" (p. 302).

More...

Select [More] to display the [Reduce / Enlarge] screen, where you can make settings for [Proportional %], [Independent X - Y %], and [Calculator %].



- For information on how to make settings on the [Reduce / Enlarge] screen, refer to "When [Proportional %] is Selected" (p. 102), "When [Independent X - Y %] is Selected" (p. 103), and "When [Calculator %] is Selected" (p. 103).



When [Proportional %] is Selected

Use the following procedure to select a ratio from the preset standard magnifications, or to manually enter a ratio.

Steps

1. Select from preset ratios or enter a value in [Variable %].

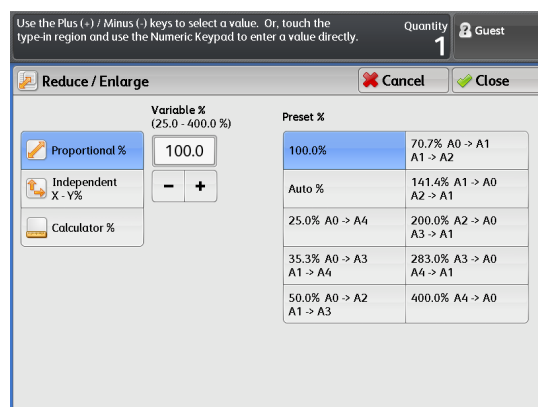
Variable %

Allows you to set a ratio in the range of 25.0 to 400.0 % in 0.1 % increments. Enter the value by using the numeric keypad or by pressing [+] and [-]. Set to 100.0 % to scan at the same size as the original.

Preset %

Allows you to select a magnification from the following options.

- 100.0 %
Makes copies at the same size as the document.
- Proportional %
Allows you to select from preset ratios.



When [Independent X - Y %] is Selected

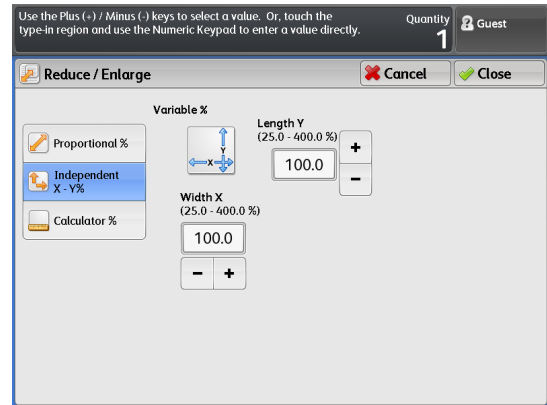
Use this procedure to specify different ratios for the width and the length to alter the proportion.

Steps

1. Enter a value in each fields.

Width X, Length Y

Set a ratio for the width and the length, in the range of 25.0 to 400.0 % in 0.1 % increments. Enter the value by using the numeric keypad or by pressing [+] and [-].



2

Copy

When [Calculator %] is Selected

You can specify individual sizes for the width and the length.

When you specify the sizes of the document and the desired output, the machine calculates the magnification for each of the width and the length. This calculation result, however, is within a range from 25.0 to 400.0 %.

Steps

1. Press [Original Size] under [Width X], and using the numeric keypad, enter the value for the width of the document.
2. Press [Copy Size] under [Width X], and using the numeric keypad, enter the value for the width of the desired output.
3. In the same way, enter the length in [Original Size] and [Copy Size] under [Length - Y %].

Width X, Length Y

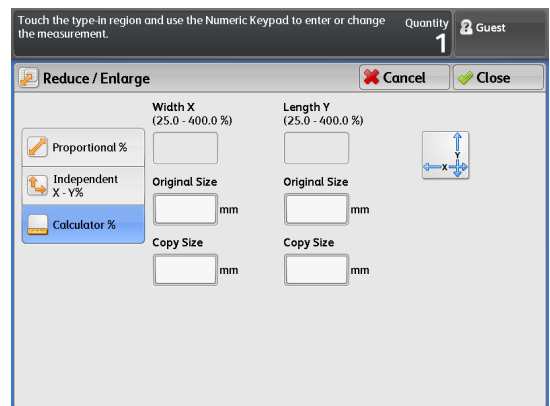
The magnification derived from the values specified in [Original Size] and [Copy Size] is displayed.

Original Size

Specify the width and the length of the document in the range of 1 to 9999 in 1 mm increments.

Copy Size

Specify the width and the length of the desired output in the range of 1 to 9999 in 1 mm increments.



2.13.2 Paper Supply (Selecting the Paper Supply Source)

Follow the procedure below to select the paper tray to be used.

Steps

1. Check the size and type of paper loaded in each tray, and select the tray you want to use.

Auto Select

Use this option to automatically select the appropriate tray, based on the document size and the specified magnification.



- [Auto %] for [Reduce / Enlarge] and [Auto Select] for [Paper Supply] are mutually exclusive.

Rolls 1 and 2

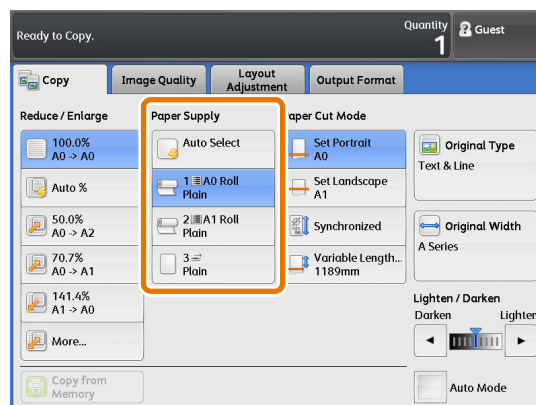
Select Roll 1 or Roll 2.

Bypass

Use this option when loading non-standard size paper and paper of sizes you do not use very often on the bypass (manual) feed table.



- For information on how to load paper via bypass, refer to "Loading Paper Manually (Bypass Copying)" (p. 88).



Checking the remaining amount of paper

The icon displayed on each tray option indicates the remaining level of paper loaded on the tray.



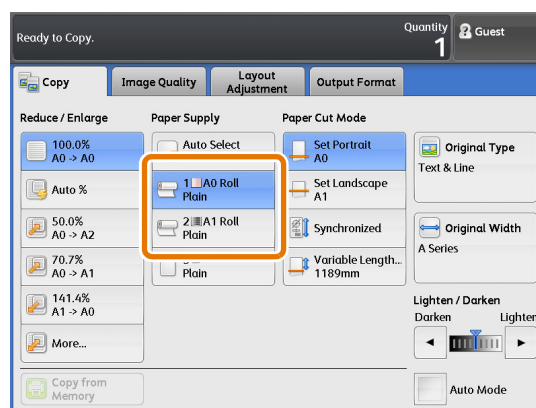
The remaining amount of paper is 0 to 100 %.



The remaining amount of paper is less than 20 %.



Running out of paper or no paper is loaded.



2.13.3 Paper Cut Mode (Selecting How to Cut Delivered Paper)

Follow the procedure below to select the way in which delivered roll paper is cut.



Note

- If you select a paper cut method that does not match the orientation of the document, part of the copied image may be lost. For example, when you load an A1 standard-size document in the landscape orientation, and make copies on A1 roll paper by selecting [Standard Size Landscape] in [Paper Cut Method], an unwanted margin occurs on the lower part of the copies, and deletion occurs along the left and right sides of the image.

Steps

1. Select how to cut delivered roll paper.

Set Portrait

Cuts roll paper to a standard portrait size.

Set Landscape

Cuts roll paper to a standard landscape size.

Synchronized

Cuts roll paper according to the length of the document.

Variable Length

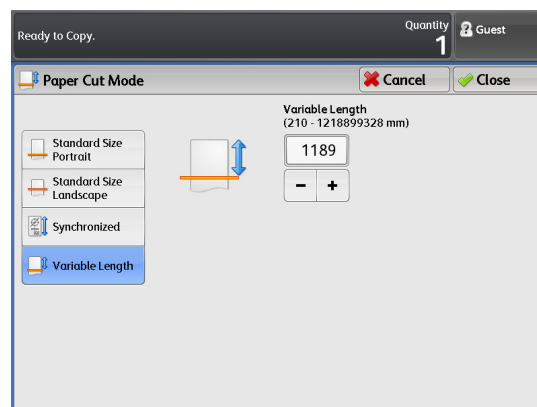
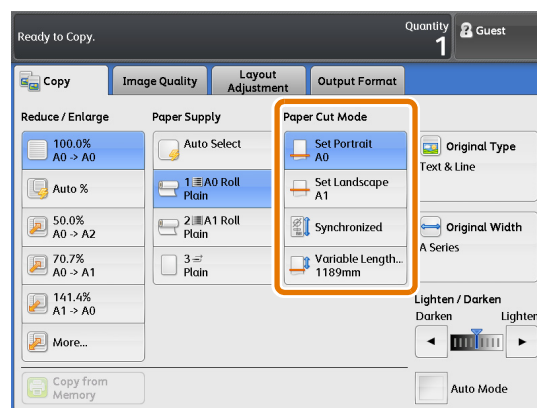
Cuts roll paper to the specified length.

The cutting length can be changed in the range of 210 to 5,000 mm when paper type is set to Plain, or in the range of 210 to 2,500 mm when set to Vellum (tracing paper) or Film. If the specified length is smaller than the actual length which is derived from the document length and the magnification, the excess part will be cut. If the specified length is larger than the actual length, a margin occurs along the trail edge of the copied image.



Note

- The default value for [Variable Length] can be set using the System Settings function for individual paper sizes. For information on how to do this, refer to "Variable Length Settings" (p. 305).



2.13.4 Original Type (Selecting the Document Type)

This function is equivalent to that displayed for [Original Type] on the [Image Quality] screen.



- For more information, refer to "Original Type (Selecting the Document Type)" (p. 108).

2.13.5 Original Width (Scanning to Copy Documents in Maximum Width)

This function is equivalent to that displayed for [Original Width] on the [Layout Adjustment] screen.



- For more information, refer to "Original Width (Scanning to Copy Documents in Maximum Width)" (p. 113).

2.13.6 Lighten / Darken (Adjusting Copy Density)

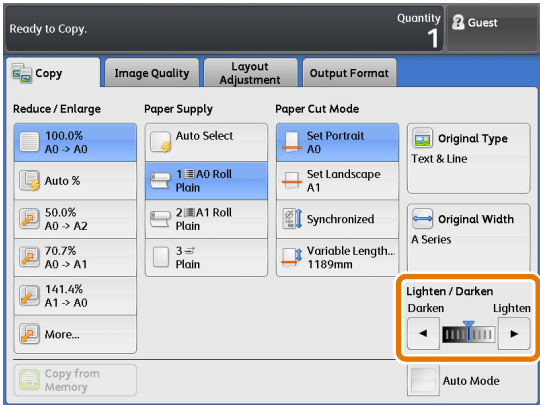
Copy density can be adjusted among nine levels. Move ▼ leftward to increase the density and rightward to decrease the density.



- This function can also be set using [Lighten / Darken] on the [Advanced Settings] screen.

Steps

1. Adjust copy density using [◀] and [▶].



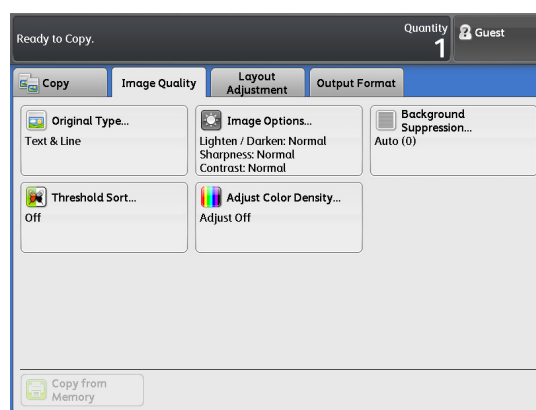
2.14 Copy - [Image Quality] Screen

This section describes functions that can be set on the [Image Quality] screen. Refer to the following subsections for more information on each item:

- Original Type (Selecting the Document Type)p. 108
- Image Options (Adjusting the density, sharpness, and contrast of images)p. 109
- Background Suppression (Preventing Background Colors from Appearing on the Copied Output)p. 110
- Threshold Sort (Classifying Halftones on the Document)p. 111
- Adjust Color Density (Adjusting Density Level for Individual Colors)p. 111

Steps

1. On the menu screen, press [Copy].
2. Select the desired function on the [Image Quality] screen.



2.14.1 Original Type (Selecting the Document Type)

The following describes how to select the type of documents, such as photo and text, to make copies with optimum image quality. In general, [Text & Line] is the most indicated option for better image quality for documents that consist mainly of text and line, such as drawings. It is recommended to select the most suitable from among the various options whenever you want more professional image quality.



Note

- When [Background Suppression] is set to [On (Auto)], [Printed Original] and [Photograph] cannot be selected.

Steps

1. Press [Original Type].
2. Select the original type.

Text & Line

Select this to reproduce crisp text on the copied output.

With this mode, graphs and illustrations are also reproduced clearly.

Photo & Text

Select this when copying a document that contains both text and photos.

Printed Original

Select this when copying a document whose photo elements are printed materials such as pamphlets.

Photograph

Select this when copying a photo.

Blueprint

Select this when copying a blueprint document whose base color is rather dark.

Transparent

Select this when copying a transparent document. This helps to suppress fringing around text.

Uneven-Toned Background

Select this when copying a document having a non-uniform background typically due to paste-ups.

Selecting this displays the [Original Type] screen, where you can adjust the unevenness level in 80 steps.



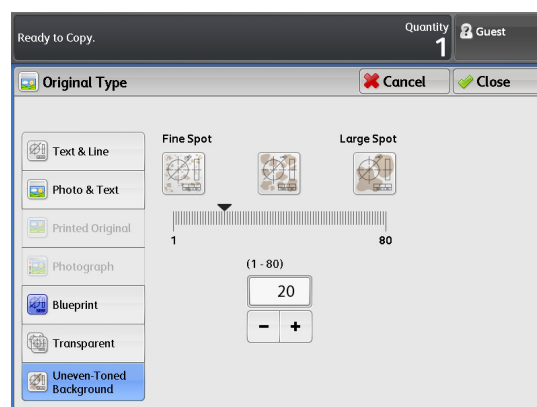
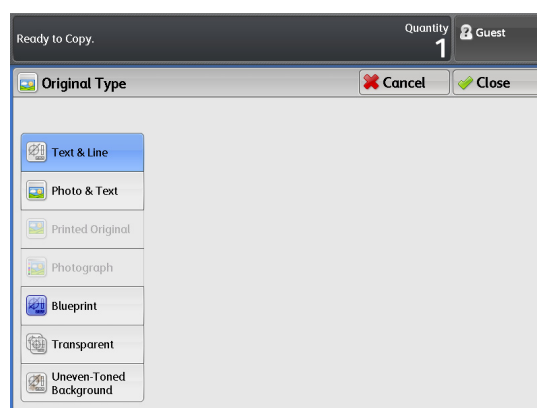
Important

- The Uneven-Toned Background option is for use with the text and line drawings. Do not use this option for photo documents such as posters.
- Since the effect of this option varies depending on the selected unevenness level, check the copied output to see the result.



Note

- The default value for the unevenness level can be set using the System Settings function. For information on how to do this, refer to "Detailed Settings" (p. 308).



2.14.2 Image Options (Adjusting the density, sharpness, and contrast of images)

The following describes how to adjust the copy density (lighten/darken), sharpness, and contrast of images when copying.

Steps

1. Press [Image Options].
2. Make adjustments for the desired items.

Lighten / Darken

Select from nine copy density levels between [Lighten] and [Darken].

To increase the density level on the copied output, select a level closer to [Darken]. To decrease the density level, select a level closer to [Lighten].



Note

- This function can also be set using [Lighten / Darken] on the [Copy (Manual Mode)] screen.

Sharpness

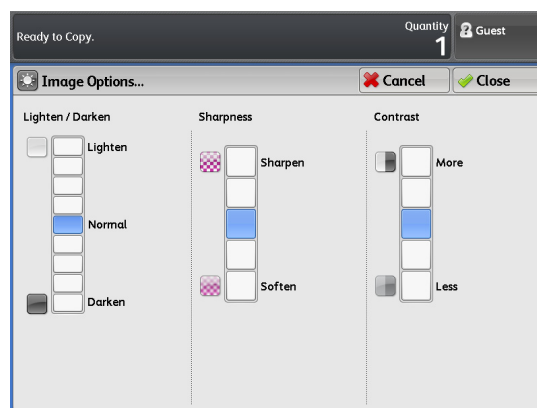
Select from five sharpness levels between [Sharpen] and [Soften].

To enhance edges on the copied output, select a level closer to [Sharpen]. To soften edges, select a level closer to [Soften].

Contrast

Select from five contrast levels between [More] and [Less].

To increase the difference between light and dark areas, or to make the darker areas darker and the lighter areas lighter, select a level closer to [More]. To decrease the difference between light and dark areas, select a level closer to [Less].



2.14.3 Background Suppression (Preventing Background Colors from Appearing on the Copied Output)

The following describes how to prevent the background colors of documents such as blue prints from appearing on the copied output.



Note

- When [Original Type] is set to [Printed Original] or [Photograph], [On (Auto)] cannot be selected.

Steps

1. Press [Background Suppression].
2. Select from [Off], [On (Auto)], and [On (Manual)].

Off

Select this to copy the document as is, without applying any adjustments to the background colors.

On (Auto)

Select this to allow the machine to automatically suppress the background colors.

There are seven levels available between [Low] and [High].

To increase the effect of background suppression (lighten the background color on the copied output), select a level closer to [High]. To decrease effects (reproduce the background color as is), select a level closer to [Low].



Note

- If you select [On (Auto)] and part of the image is lost or unwanted background colors remain on the copied output, consider to selecting [On (Manual)] to make adjustments manually or to make adjustments under [Lighten / Darken].

On (Manual)

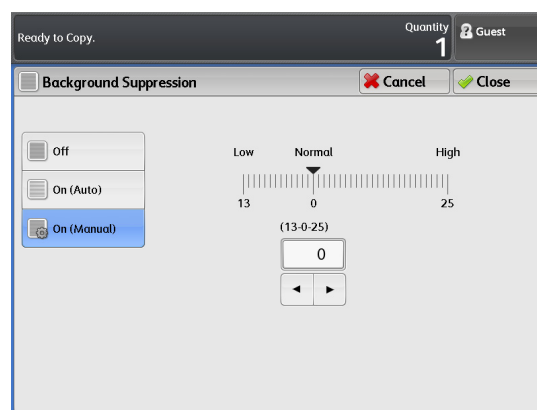
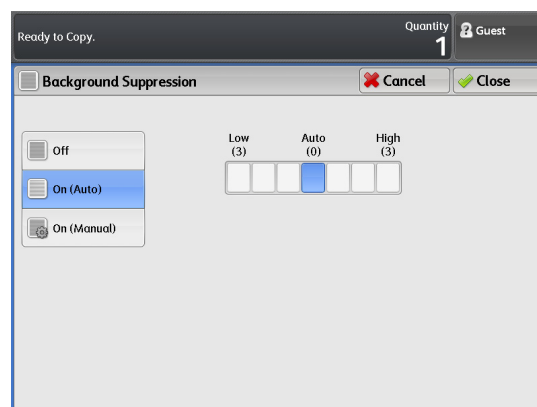
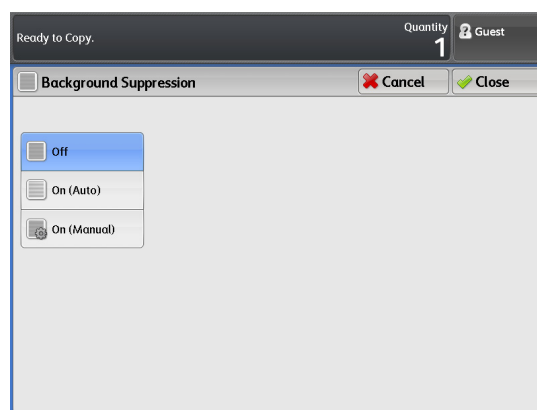
Select this to apply the specified level of suppression to the entire area of the document.

There are 39 levels available between [Low] and [High].



Note

- For the following document types, select [Off], or select [On (Manual)] to make adjustments manually.
 - Photographs/Posters/Color documents
 - Documents with intricate texture
 - Documents inserted in a document carrier
 - Documents with parts where image coverage is high compared to the density of the background colors.



2.14.4 Threshold Sort (Classifying Halftones on the Document)

Use these steps to select whether to reproduce halftones on the document by using pseudo-halftoning or by classifying halftones via binarization.

In general, halftones on documents are reproduced by using pseudo-halftoning method. You can select [On] under [Threshold Sort] to choose classifying halftones via binarization.

Steps

1. Press [Threshold Sort].
2. Select [Off] or [On].

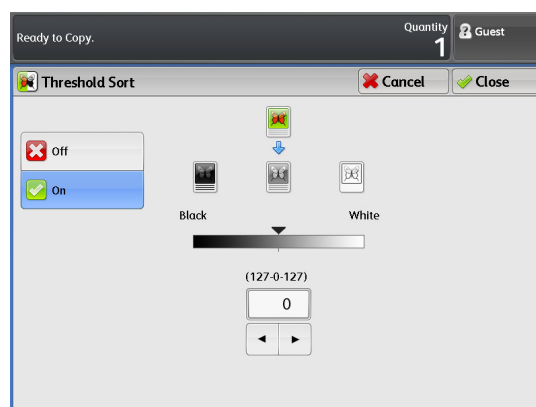
Off

Halftones on documents are reproduced on copied output with pseudo-halftoning.

On

Halftones are reproduced on copied output by classifying halftones via binarization.

You can set the threshold for classifying halftones to black or white.



2.14.5 Adjust Color Density (Adjusting Density Level for Individual Colors)

The following describes how to adjust density level of a color in order to enhance or suppress the color.



Note

- The Color Board & Page Memory for IIT is required to use this feature.

Steps

1. Press [Adjust Color Density].
2. Adjust the density level of individual colors.

Adjust

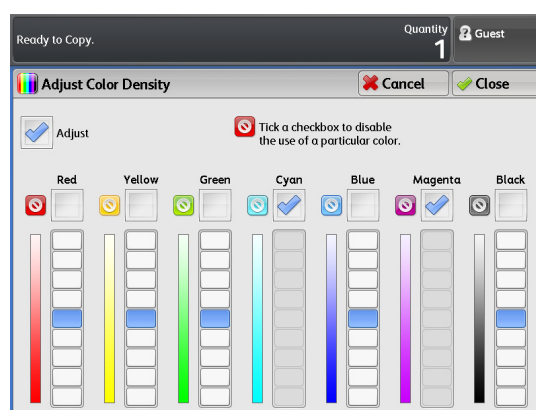
Select this check box to adjust the density level of individual colors.

There are nine levels of density available for each of the following colors: red, yellow, green, cyan, blue, magenta, and black.



(Disabling a color)

Select the check box for a color to eliminate it from the copied output.



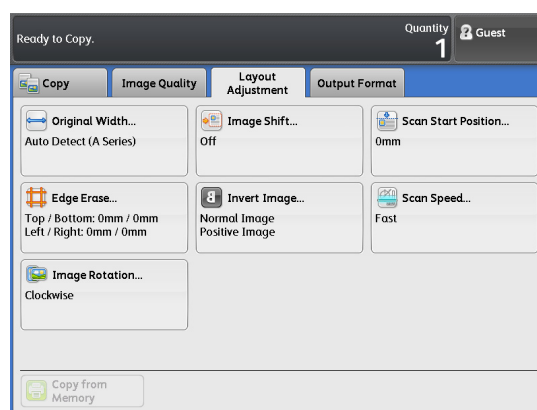
2.15 Copy - [Layout Adjustment] Screen

This section describes functions that can be set on the [Layout Adjustment] screen. Refer to the following subsections for more information on each item:

- Original Width (Scanning to Copy Documents in Maximum Width)p. 113
- Image Shift (Shifting the Position of Document Images).....p. 114
- Scan Start Position (Specifying Where to Start Scanning)p. 115
- Edge Erase (Erasing Edges and Margin Shadows of the Original).....p. 116
- Invert Image (Making Copies with Inverted Images)p. 117
- Scan Speed (Specifying Scanning Speed)p. 117
- Image Rotation (Setting the Orientation to Apply When Image is Rotated).....p. 118

Steps

1. On the menu screen, press [Copy].
2. Select the desired function on the [Layout Adjustment] screen.



2.15.1 Original Width (Scanning to Copy Documents in Maximum Width)

The following describes how to scan documents in maximum width (914.4 mm).



- This function works when the manual mode is selected. It does not function in the auto mode.
- When scanning documents in maximum width, the following functions may not work.
 - Image Shift
 - Edge Erase
 - Mirror Image
 - Negative Image

Steps

1. Press [Original Width].
2. Select the desired option.

Auto Detect

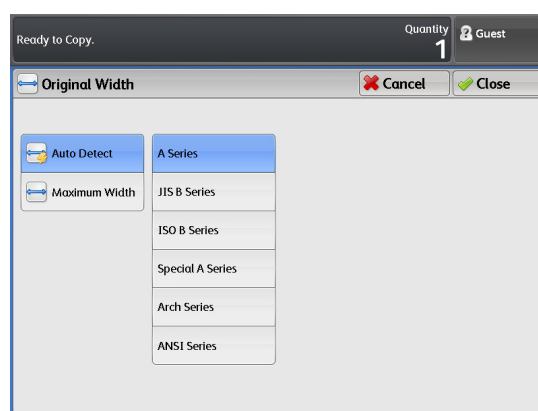
Select this to allow the machine to automatically detect the document size. Select the size series to detect.



- The sizes of special A series used on the machine can be adjusted using the System Settings function. For information on how to do this, refer to "Special Size Setting" (p. 297).

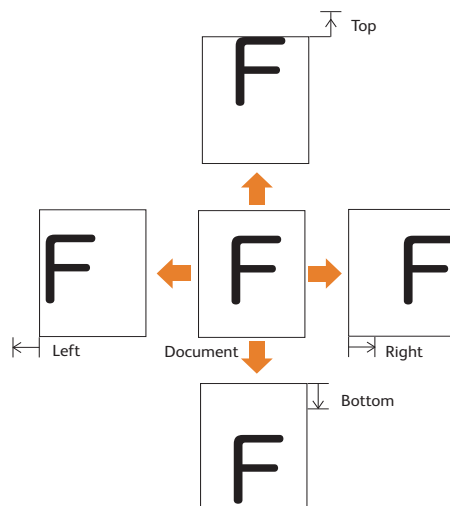
Maximum Width

Select this to scan documents in maximum width (914.4 mm).



2.15.2 Image Shift (Shifting the Position of Document Images)

The following describes how to shift the position of document images so that the images are copied on the left, right, top, bottom, or center of the paper. It is also possible to add a margin to the left, right, top, and bottom edges on the copied output.



Note

- The image shift amount is set in accordance with the media. Even when using [Reduce/Enlarge], copies are made with the margin shift amount that is set with [Image Shift].
- A part of the image may not be printed because it runs off the printable area after image shift is applied, depending on the settings for [Paper Cut Mode].
- When [Lead & Tail Margins] has already been set, [Image Shift] cannot be set.

Steps

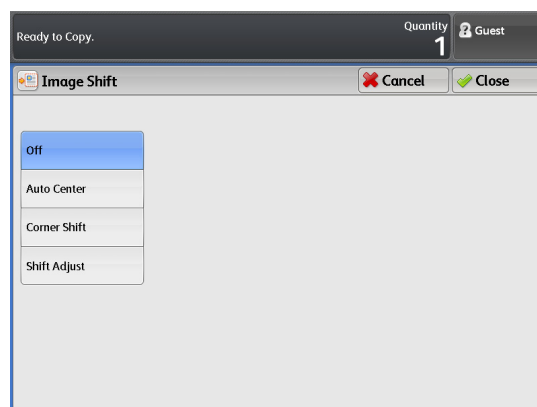
1. Press [Image Shift].
2. Set the desired items.

Off

Copies the image without any shift.

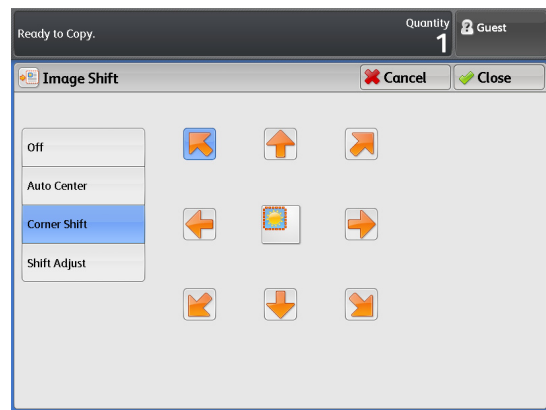
Auto Center

Copies the image with its center aligned to that of the paper.



Corner Shift

Shifts the image so that it is aligned with the edge or corner of the paper. The shift direction can be selected from eight options.



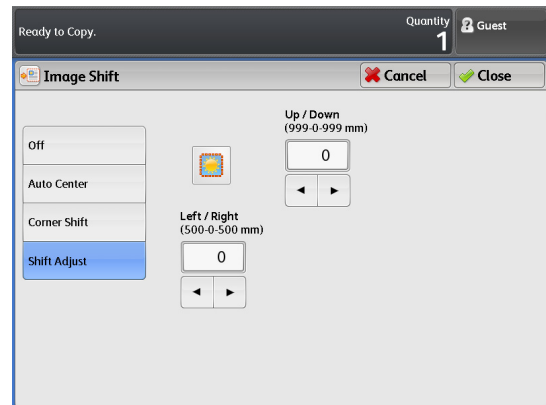
Shift Adjust

The shift distance can be set. The image can be shifted in the range of 0 to 999 mm in the up/down direction and 0 to 500 mm in the left/right direction in 1 mm increments.



Note

- Set the value by using the numeric keypad, or by pressing [◀] or [▶].



2.15.3 Scan Start Position (Specifying Where to Start Scanning)

The following describes how to set the position where the machine starts scanning documents.

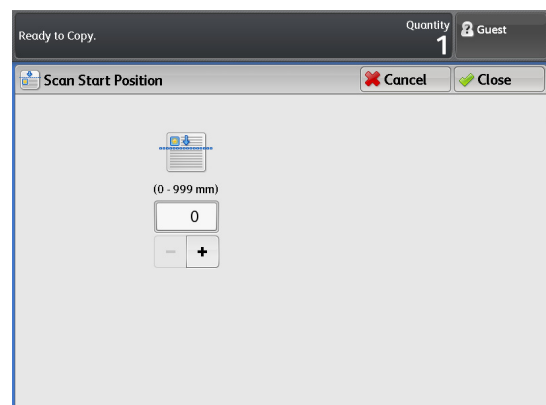


Note

- When [Reduce/ Enlarge] is set, this position is also shifted according to the ratio.

Steps

1. Press [Scan Start Position].
2. Set the start position from the leading edge of the document, in the range of up to 999 mm, in 1 mm increments.



2.15.4 Edge Erase (Erasing Edges and Margin Shadows of the Original)

When you copy a document with borders, the edges of the document may be printed as black shadows. This setting can erase such shadows when copying.



Note

- When [Reduce/Enlarge] is set, the edge erase amount is also increased/decreased according to the ratio.
- Setting the edge erase amount to [0mm] will not result in borderless printing. For information on the actual printable area, refer to "Image loss width" (p. 345).

2

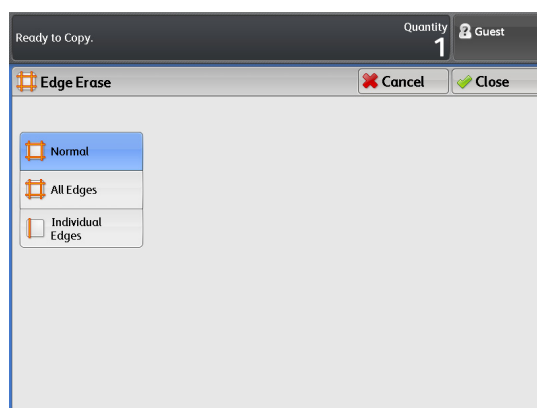
Copy

Steps

1. Press [Edge Erase].
2. Select the desired option.

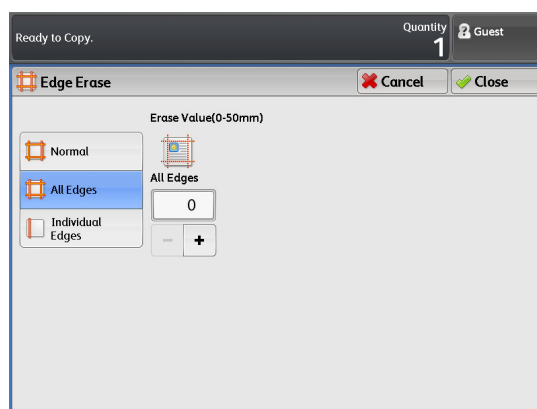
Normal

Select this to set the edge erase amount to 0 mm for the left, right, top, and bottom edges.



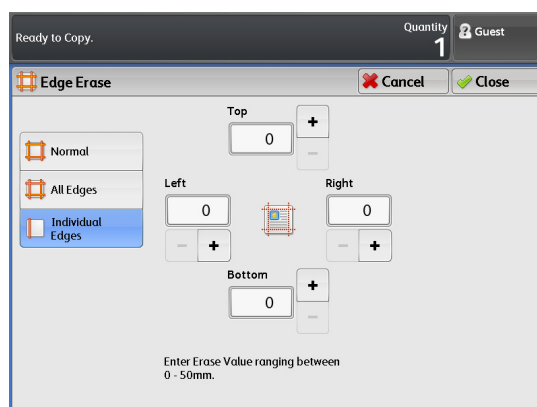
All Edges

Select this to erase shadows at the left, right, top, and bottom edges of the original. The edge erase amount can be specified in the range of 0 to 50 mm, in 1 mm increments.



Individual Edges

Select this to erase shadows at the left, right, top, and bottom edges of the original. Select this to erase shadows at the left, right, top, and bottom edges individually. The edge erase amount can be specified in the range of 0 to 50 mm, in 1 mm increments.



2.15.5 Invert Image (Making Copies with Inverted Images)

The following describes how to flip the document images or to create negative images by inverting the density (brightness) in the document images on the copied output.



Note

- When both [Negative Image] and [Edge Erase] are set, a white frame will be reproduced on the copied output.
- If the document size is smaller than the paper size, margins will occur on the copied output.

Steps

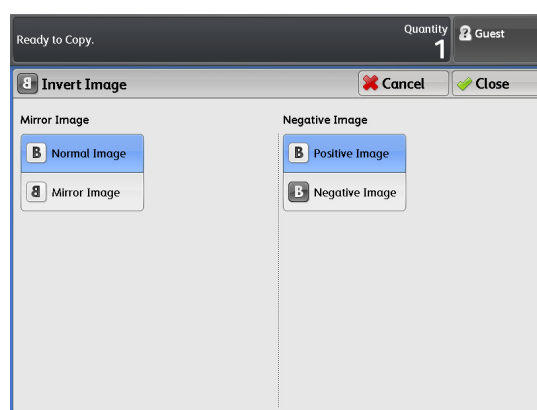
1. Press [Invert Image].
2. Select the desired option.

Mirror Image

Swaps the left and right sides of the document image.

Negative Image

Inverts the density (brightness) in the document images.



2.15.6 Scan Speed (Specifying Scanning Speed)

The following describes how to set slower scanning speed for additional reliability.

Steps

1. Press [Scan Speed].
2. Select the desired scan speed.



Note

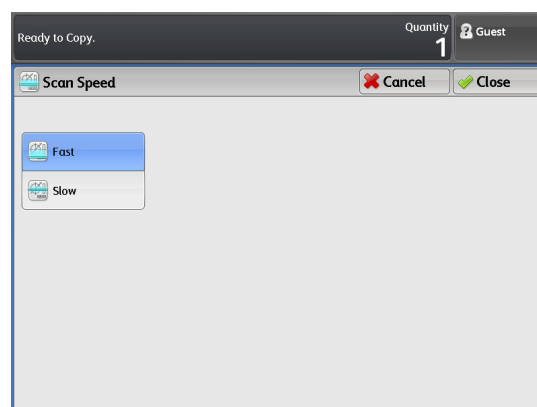
- If you have already chosen an option under [Adjust Color Density], then the scan speed is fixed to Super Slow (33.8 mm/sec). You cannot change this setting.

Fast

Select this to scan documents at the normal speed (101.6 mm/sec).

Slow

Select this to scan documents at half the normal speed.



2.15.7 Image Rotation (Setting the Orientation to Apply When Image is Rotated)

The following describes how to set the orientation that will be applied to images whenever they are rotated automatically.



Note

- This function works when [Paper Supply] is set to [Auto].

2

Copy

Steps

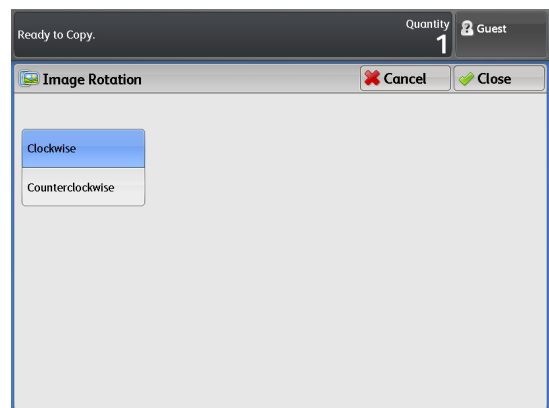
1. Press [Image Rotation].
2. Select the orientation that will be applied to images when they are rotated.

Clockwise

Select this to rotate images clockwise.

Counterclockwise

Select this to rotate images counterclockwise.



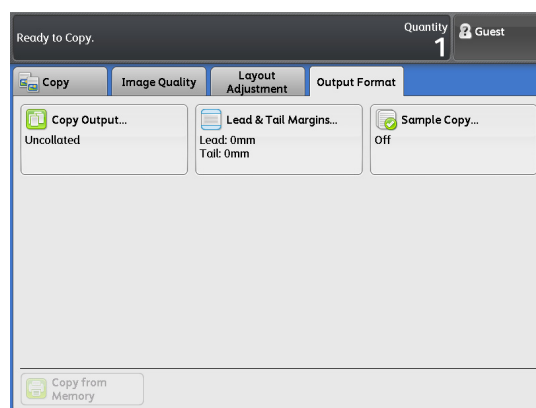
2.16 Copy - [Output Format] Screen

This section describes functions that can be set on the [Output Format] screen. Refer to the following subsections for more information on each item:

- Copy Output (Specifying Finishing Options)p. 120
- Lead & Tail Margins (Adding Margins to Top/Bottom Edges of Document)p. 121
- Sample Copy (Determining the Optimal Settings Before Running the Whole Copy Job).....p. 121

Steps

1. On the menu screen, press [Copy].
2. Select the desired function on the [Output Format] screen.



2.16.1 Copy Output (Specifying Finishing Options)

The following describes how to select finishing options.

Steps

1. Press [Copy Output].
2. Select the desired option.

Uncollated

Select this to allow the machine to output the specified number of copies and sorts sheets by page.

Collated

Select this to allow the machine to output sheets sorted into sets that are arranged in page order.

Banner Sheet

When [Collated] is selected, you can select this option to insert a banner sheet. The banner sheet will have the copy quantity and time printed on it.

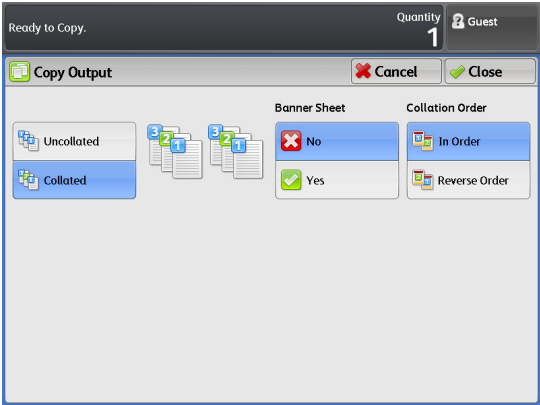


Note

- You can specify the tray from which to feed paper for banner sheets and the length of banner sheets. Refer to "Detailed Settings" (p. 308).

Collation Order

When [Collated] is selected, select whether to output copies in the order in which the documents were scanned (In Order), or to output from the last document that was scanned (Reverse Order).



2.16.2 Lead & Tail Margins (Adding Margins to Top/Bottom Edges of Document)

The following describes how to add page margins to the top and bottom edges of the document.



Note

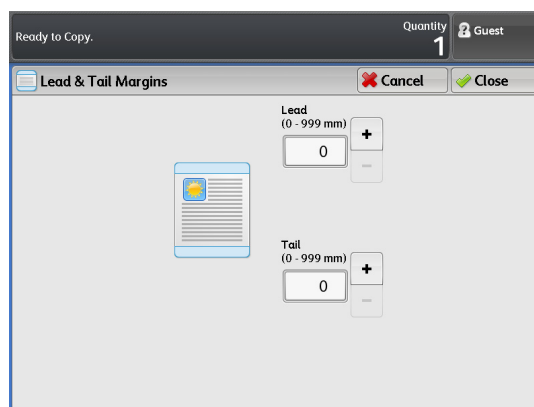
- This function works when [Paper Cut Mode] is set to [Synchronized].

Steps

1. Press [Lead & Tail Margins].
2. Set the desired items.

Lead/Tail

Set the leading and trailing edges in the range of 0 to 999 mm, in 1 mm increments.



2.16.3 Sample Copy (Determining the Optimal Settings Before Running the Whole Copy Job)

This following describes how to run a sample copy of an area of a document with several settings applied, in order to determine the optimal settings. Any portion on the document can be specified as the sample area. This sample area can be printed with a variety of settings such as the enlarge/reduce ratio, density level, and original type, applied. The sample copy can show a list of effects of nine levels of density, seven types of image quality, or seven levels of auto background suppression.



Important

- The Sample Copy function cannot be used when:
 - [Copy Output] is set to [Collated], and [Change Settings] is applied to the next document
 - Copy is running in the auto mode
 - You are loading paper manually (bypass copying)
 - Copy from memory is running
 - Interrupt copy is running
- When [Original Type] is set to [Printed Original] or [Photograph], the Background Suppression List cannot be output.



Note

- The Color Board & Page Memory for IIT is required to use this feature.

Steps

1. Press [Sample Copy].
2. Set the desired items.

Off

Select this to not run a sample copy.

Partial Output

Select this to run a sample copy with a variety of settings such as magnification and original type applied on it.

Lighten / Darken List

Select this to output a listing of effects of nine levels of density.

Original Type List

Select this to output a listing of effects of seven original types.

Background Suppression List

Select this to output a listing of effects of seven levels of auto background suppression.

Scan Start Position

Set the position where the machine starts scanning documents in the range of 0 to 1,200 mm.

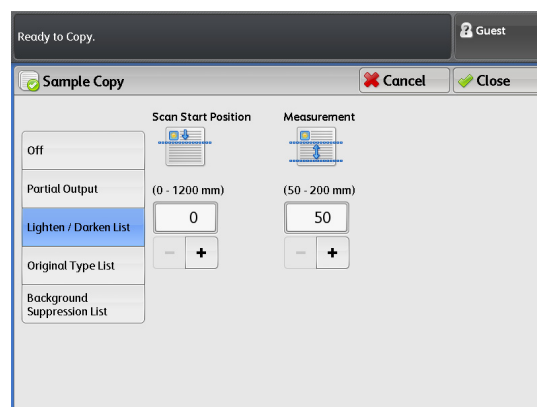
Measurement

Set the area to be scanned in the range of 50 to 200 mm.



Note

- The default values for [Scan Start Position] and [Measurement] can be set using the System Settings function. For information on how to do this, refer to "Detailed Settings" (p. 308).



Chapter 3 Scan

This chapter describes the basic operations and functions of the Scan feature.

3.1	Scanning Procedure.....	124
3.2	Stopping the Scan Job	129
3.3	Color Scanning	130
3.4	Encrypting Scanned Data	131
3.5	Scanning Multiple Documents as One File	132
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3.7	[Store to Folder] Screen	135
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3.10	Scan - [Advanced Settings] Screen.....	151
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3.12	Scan - [Filing Options] Screen.....	161

3.1 Scanning Procedure

This section describes the basic scanning procedure. Refer to the following subsections for more information on each item:

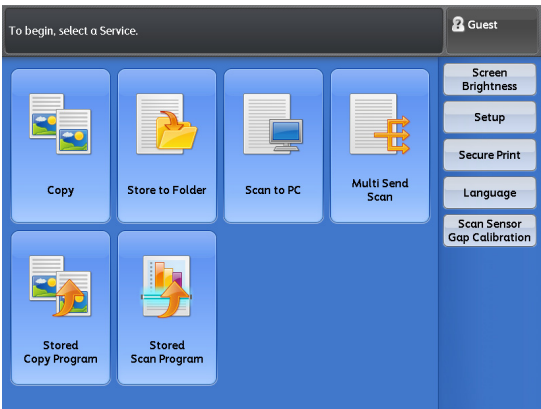
- Step 1 Selecting the Featurep. 124
- Step 2 Starting the Scan Jobp. 127
- Step 3 Importing Scanned Data.....p. 128

3.1.1 Step 1 Selecting the Feature

You can select from the following three scan features:

- Store to Folder
- Scan to PC
- Multi Send Scan

The menu screen provides you with three scan feature buttons: [Store to Folder], [Scan to PC], and [Multi Send Scan]. Use these button to access the corresponding screen, where you can select the desired functions.



Store to Folder

Use this feature to read (scan) documents on the machine and store data in the machine's Folders. The stored documents can be imported from a network-connected computer.



- To use the Store to Folder feature, you must first set up your network. For information on how to configure network settings, refer to "Setting Up the Store to Folder Feature" (p. 210).
- The destination folder must be created before running a scan job. For information on how to create folders, refer to "Create Folder" (p. 201).

Scan to PC

Use this feature to read (scan) documents on the machine and store data on a network-connected computer (server).



- To use the Scan to PC feature, you must first set up your network. For information on how to configure network settings, refer to "Setting Up the Scan to PC Feature" (p. 211).
- The destination server (PC Save Address) must be registered before running a scan job. For information on how to register a server, refer to "Server (PC Save Address)" (p. 203).

Multi Send Scan

Use this feature to store scanned data on computers (servers) registered as a group address, and print them on a printer.



- To use the Multi Send Scan feature, you must first set up your network. For information on how to configure network settings, refer to "Setting Up the Scan to PC Feature" (p. 211).
- The destination group address must be registered before running a scan job. For information on how to register a group address, refer to "Multi Send Address (Group Address)" (p. 206).

● File formats available for each Scan feature.

Scan Feature	Scan Application	File Format		
		TIFF	PDF	JPEG
Store to Folder	TWAIN-compliant application	Yes* ¹		
	Stored File Manager 3	Yes	No	Yes
	CentreWare Internet Services	Yes	Yes	Yes
Scan to PC	—	Yes	Yes	Yes
Multi Send Scan	—	Yes	Yes	Yes

*1 When importing scan data from the machine's folder by using a TWAIN-compliant application, file formats supported depend on your application.

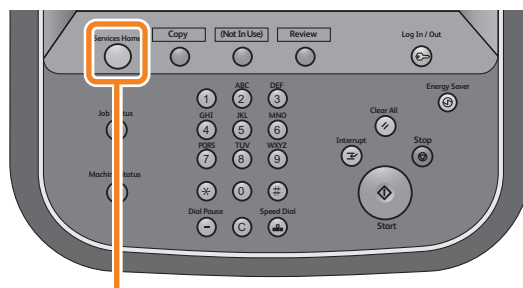


- If you do not specify a file name for the document to be saved, a file name is automatically assigned to each file or folder based on a particular rule.

The following describes as an example how to use the [Store to Folder] feature.

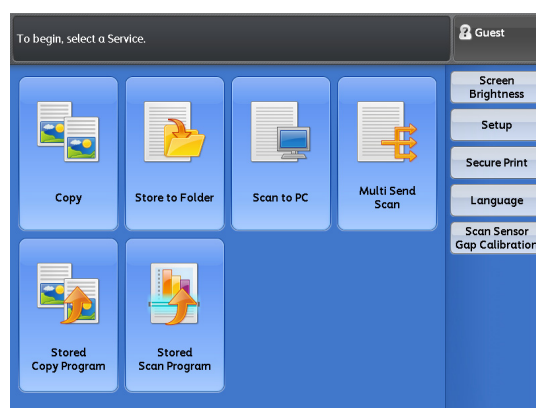
Steps

1. Press the <Services Home> button on the control panel.

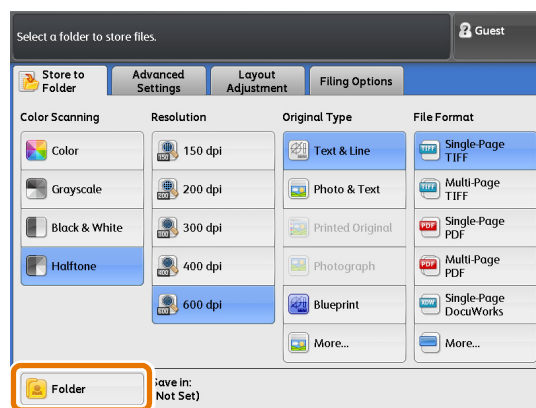


<Services Home> button

2. On the menu screen, press [Store to Folder].



3. Press [Folder].



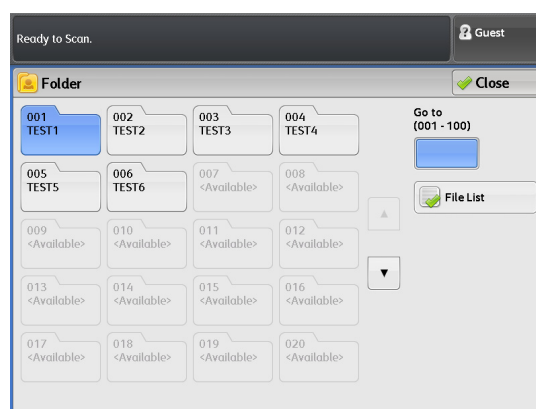
4. Select the destination folder.



Note


- Only the numbers that are registered can be selected.
- Press [▲] to display the previous screen, and press [▼] to display the next screen.
- If you want to display a specific folder at the top, enter that number in [Go to].

5. Press [Close].




6. Select functions to set on each tab as necessary.

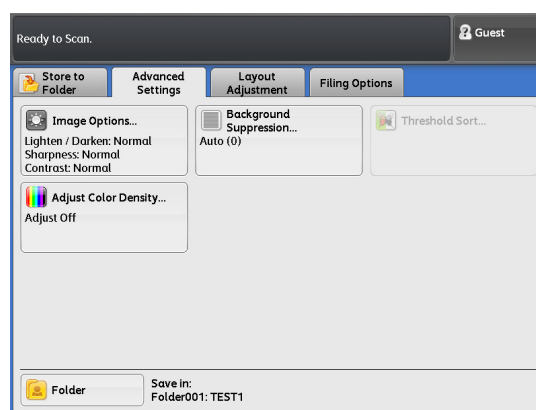
For details on each tab, refer to these subsections.

-  Refer
- "[Store to Folder] Screen" (p. 135)
 - "Scan - [Advanced Settings] Screen" (p. 151)
 - "Scan - [Layout Adjustment] Screen" (p. 155)
 - "Scan - [Filing Options] Screen" (p. 161)

When you have selected another Scan feature, [Store to Folder] is replaced with [Scan to PC] or [Multi Send Scan].


For details on each tab, refer to these subsections.

-  Refer
- "[Scan to PC] Screen" (p. 145)
 - "[Multi Send Scan] Screen" (p. 148)




3.1.2 Step 2 Starting the Scan Job

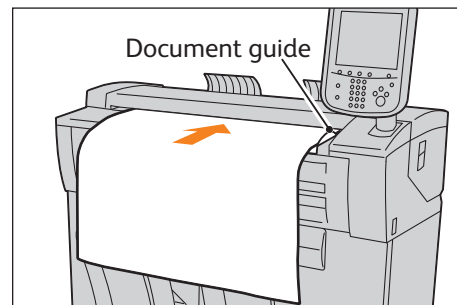
The following describes how to load the document and start scanning.

-  Important
- If you hold down or pull the document while it is being scanned, the document may get jammed.
 - When loading a hole-punched document, insert the edge with the holes last. If you insert the edge with the holes first, the document may get jammed.

Steps



1. Align the document against the document guide with the side to be scanned face down, and insert it all the way until it stops.

-  Note
- You can shift the document guide to the right to shift the scanning position of the document.
 - When scanning thick documents, refer to "When Scanning Thick Documents" (p. 81).



The document is automatically conveyed and stops momentarily.

Then the machine automatically starts scanning the document.

-  Important
- Do not release your hands from the document until it is conveyed. If the document is long, it might fall off the machine.
-  Note
- When the scan start mode is set to [Manual Start] under System Settings, press the <Start> button on the control panel. For information on how to set Manual Start, refer to "Scan Start Mode" (p. 297).
 - When a problem occurs, an error message is displayed on the touch screen. Resolve the problem according to the message.



2. Remove the document that is output.

3.1.3 Step 3 Importing Scanned Data

The documents stored in the machine's folder can be imported into your computer. There are three methods of importing scanned data:

Import using a TWAIN-compliant application

The scanner driver (to connect to network) need to be used.



- For more information, refer to "Import from a TWAIN-compliant Application" (p. 191).

Import using Stored File Manager 3

Stored File Manager 3, which is an application product from Xerox, is used.



- For more information, refer to "Importing from Stored File Manager 3" (p. 194).

Import using CentreWare Internet Services

CentreWare Internet Services is used.



- For more information, refer to "Importing Using CentreWare Internet Services" (p. 197).

3.2 Stopping the Scan Job

This section describes how to cancel the current scan job.



Note

- A scan job can be canceled while [Stop] is displayed on the touch screen.

Steps

1. Press [Stop] on the touch screen.



Note

- To stop document feeding urgently, press the <Stop> button on the control panel.

2. Press [Delete].



3.3 Color Scanning

This section describes how to scan documents in full color.



Note

- The Color Board & Page Memory for IIT is required to use this feature.

Steps

1. On the menu screen, press [Store to Folder], [Scan to PC], or [Multi Send Scan], and specify the save destination or address.



Refer

- "[Store to Folder] Screen" (p. 135)
- "[Scan to PC] Screen" (p. 145)
- "[Multi Send Scan] Screen" (p. 148)

2. Press [Color].

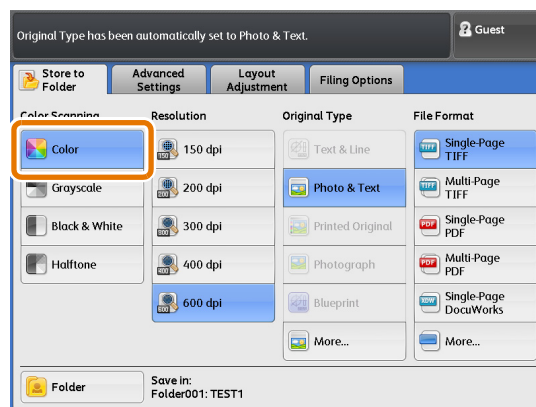
3. Set other features as necessary.



Note

- When [Resolution] is set to 400 dpi or higher, then you cannot change the setting for [Scan Speed]. The setting is fixed to Super Slow (33.8 mm/sec).
- [Text & Line], [Blueprint], [Transparent], and [Uneven-Toned Background] under [Original Type] cannot be selected.
- [Threshold Sort] cannot be selected.

4. Load the document.



3.4 Encrypting Scanned Data

This section describes how to secure scanned data that you have stored in PDF file format to prevent unauthorized access.



- Security cannot be set on data that have been stored with the Store to Folder feature.
- With the Multi Send Scan feature, a password encryption file created by the same setting value will be transferred to multiple destinations (servers only).

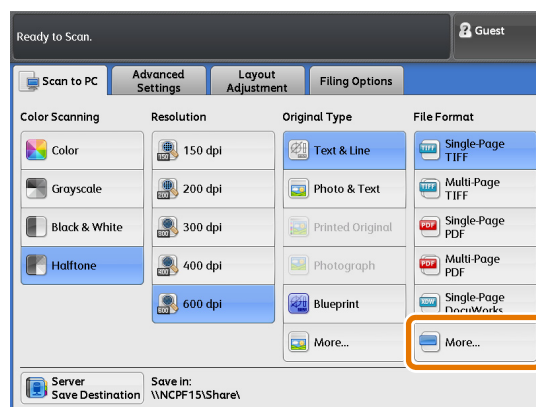
Steps

1. On the menu screen, press [Scan to PC] or [Multi Send Scan], and specify the save destination or address.



- "[Scan to PC] Screen" (p. 145)
- "[Multi Send Scan] Screen" (p. 148)

2. Press [More...].



3. Select either [Single-Page PDF] or [Multi-Page PDF].

4. Press [PDF Security].

PDF Security

Displays the [File Format - PDF Security] screen, where you can set password-based encryption and file operation permissions for the PDF file.



- Refer to "[File Format - PDF Security] Screen" (p. 143).

5. Set other features as necessary.

6. Load the document.



3.5 Scanning Multiple Documents as One File

Selecting [Multi-Page TIFF] or [Multi-Page PDF] under [File Format] allows you to scan multiple documents as a single file.



Note

- If the size of the file generated during scan exceeds a certain limit, an error message is displayed on the touch screen. Resolve the problem according to the message. For information on file size limitations, refer to "Size of the Scan File Created" (p. 354).

3

Scan

Steps

1. On the menu screen, press [Store to Folder], [Scan to PC], or [Multi Send Scan], and specify the save destination or address.

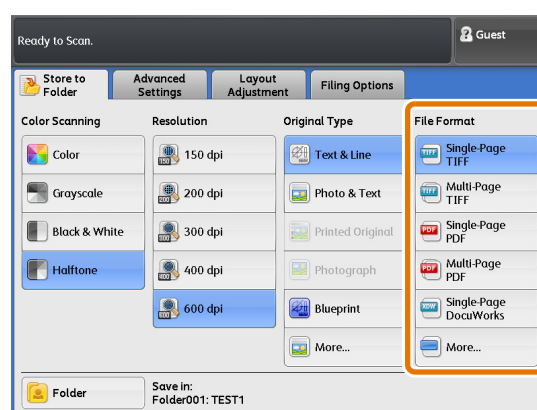


Refer

- "[Store to Folder] Screen" (p. 135)
- "[Scan to PC] Screen" (p. 145)
- "[Multi Send Scan] Screen" (p. 148)

2. Select either [Multi-Page TIFF] or [Multi-Page PDF].

3. Set other features as necessary.



4. Load the first document.

The scanning starts.

Delete

Press to cancel the scan job.

Last Original

Press this button after all documents have been scanned.

Next Original

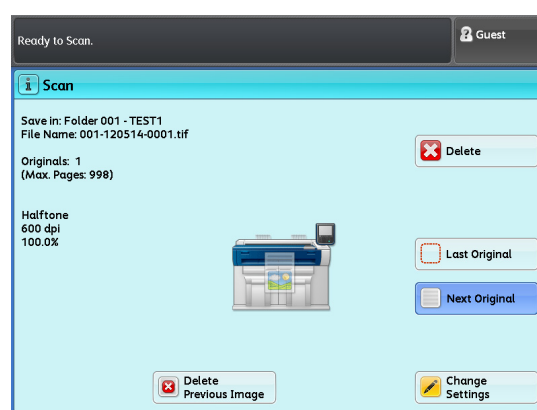
This button is selected by default.

Delete Previous Image

Press this button to delete images of the previously scanned documents.

Change Settings

Press this button to change the settings such as color mode, resolution, and original type, for the next document.



Note

- The color mode (Color Scanning) can only be toggled between [Black & White] and [Halftone].

5. Load the next document.
Repeat this step if you have more documents.
6. When all documents have been scanned, press [Last Original].

3.6 Running an Interrupt Scan

This section describes how to interrupt an ongoing continual print job to run an urgent scan job.



Note

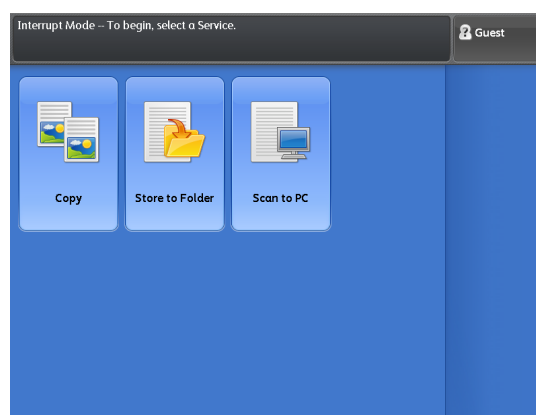
- The Multi Send Scan feature is not available during the interrupt mode.
- The Interrupt Scan function is not available during copying.

Steps

1. Press the <Interrupt> button on the control panel.
The <Interrupt> button lights up, indicating the Interrupt mode is enabled.
2. During a print job, the [Services Home] screen appears.
Press [Store to Folder] or [Scan to PC].
3. Set other features as necessary.
4. Load the document.
5. After you finish the interrupt scanning, press the [Interrupt] button.

The <Interrupt> button goes out, indicating the Interrupt mode is exited.

The suspended print job resumes.



3.7 [Store to Folder] Screen

This section describes how to select functions on the [Store to Folder] screen. This screen allows you to scan documents and save the scanned data in a folder of the machine.



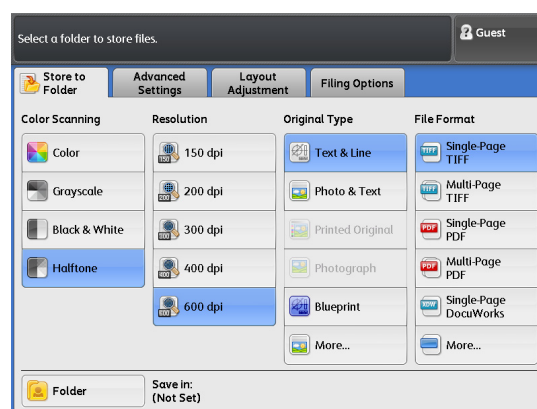
- To use the Store to Folder feature, you must first set up your network. For information on how to configure network settings, refer to "Setting Up the Store to Folder Feature" (p. 210).
- The destination folder must be created before running a scan job. For information on how to create folders, refer to "Create Folder" (p. 201).

The following describes the [Store to Folder] screen. Refer to the following subsections for more information on each item:

- Folder (Select the Destination Folder to Save Scanned Data) p. 136
- Viewing/Deleting Documents in a Folder p. 137
- Color Scanning (Selecting the Color Mode for Scanning) p. 138
- Resolution (Specifying the Scanning Resolution) p. 139
- Original Type (Selecting the Document Type) p. 139
- File Format (Selecting a File Format for Output Data) p. 141

Steps

1. On the menu screen, press [Store to Folder].
2. Select the desired function on the [Store to Folder] screen.

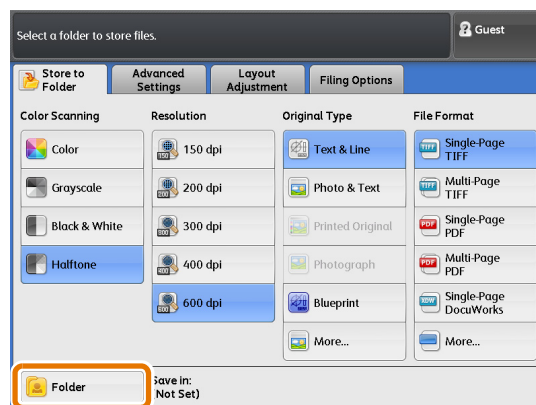


3.7.1 Folder (Select the Destination Folder to Save Scanned Data)

The following describes how to select the destination folder to save scanned data.

Steps

1. Press [Folder].



2. Select the destination folder.



Note

- Only the numbers that are registered can be selected.
- Press [▲] to display the previous screen, and press [▼] to display the next screen.
- If you want to display a specific folder at the top, enter that number in [Go to].

3. Press [Close].

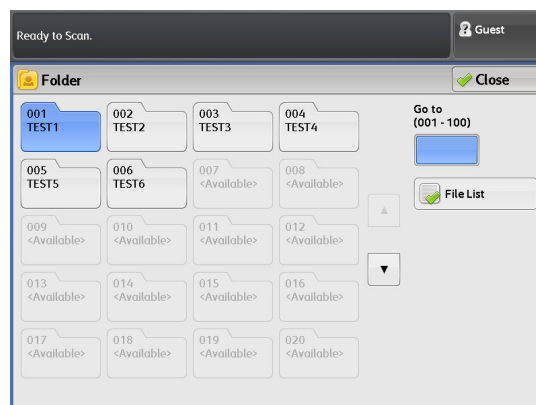


3.7.2 Viewing/Deleting Documents in a Folder

The following describes how to view and delete documents stored in a folder.

Steps

1. Select a folder under [Folder].
2. Press [File List].



3
Scan

3. Select a document.



Note

- Press [▲] to display the previous screen, and press [▼] to display the next screen.

4. Select the desired option.

Select All

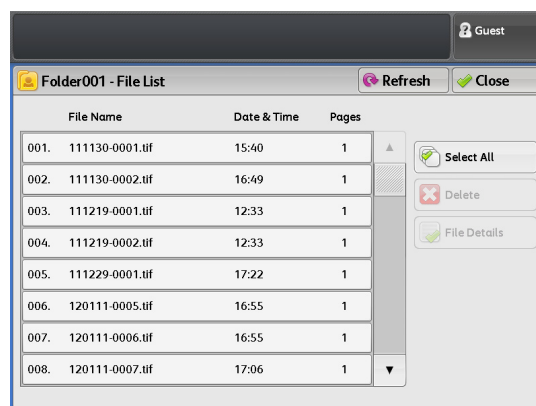
Select this to select all the documents in the folder. Select this again to deselect all the selected documents.

Delete

Select this to delete the selected document(s).

File Details

Select this to view the selected document.



3.7.3 Color Scanning (Selecting the Color Mode for Scanning)

The following describes how to set the color mode for scanning documents.

Steps

1. Select a color mode.



Note

- The Color Board & Page Memory for IIT is required to use the full color (Color) and 256 levels grayscale (Grayscale) options.
- The standard setting is [Halftone] (pseudo grey scale (binary)).

Color

Select this to scan documents in the full color mode.



Note

- When [Resolution] is set to 400 dpi or higher, then you cannot change the setting for [Scan Speed]. The setting is fixed to Super Slow (33.8 mm/sec).
- [Text & Line], [Blueprint], [Transparent], and [Uneven-Toned Background] under [Original Type] cannot be selected.
- [Threshold Sort] cannot be selected.

Grayscale

Select this to scan documents using the 256 levels of black and white. The file size of scanned data will be larger than that scanned with Black & White or Halftone.



Note

- [Threshold Sort] cannot be selected.

Black & White

Select this to scan standard documents and drawings. The file size of scanned data will be smaller than that scanned with Halftone or Grayscale.



Note

- [Printed Original] and [Photograph] under [Original Type] cannot be selected.

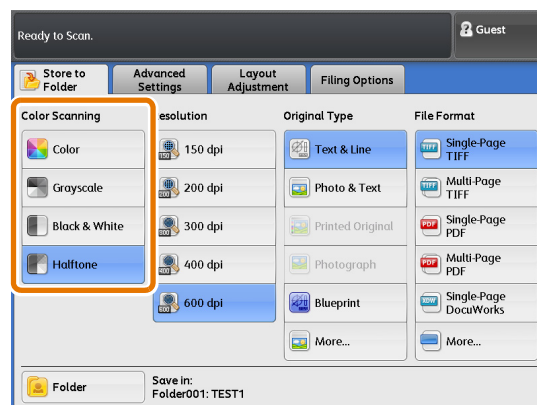
Halftone

Select this to scan halftone documents.



Note

- [Threshold Sort] cannot be selected.



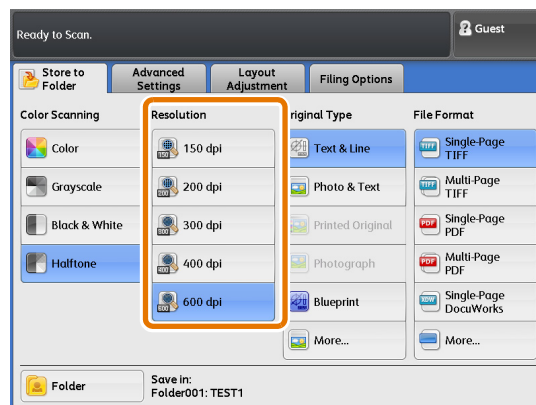
3.7.4 Resolution (Specifying the Scanning Resolution)

The following describes how to set the resolution for scanning documents.

The higher the resolution value, the more detail in your image, resulting in larger data size. The larger the data size, the more time is required to complete scanning and transmission.

Steps

1. Select a resolution.



3.7.5 Original Type (Selecting the Document Type)

The following describes how to select the type of documents, such as photo and text, to scan documents with optimum image quality. In general, [Text & Line] is most indicated option for better image quality for documents that consist mainly of text and line, such as drawings. It is recommended to select the most suitable from among the various options whenever you want more professional image quality.



- When [Black & White] is selected under [Color Scanning], [Printed Original] and [Photograph] cannot be selected. In addition, when [Color] is selected, [Text & Line], [Blueprint], [Transparent], and [Uneven-Toned Background] cannot be selected.
- When [Background Suppression] is set to [On (Auto)], [Printed Original] and [Photograph] cannot be selected.

Steps

1. Select the document type.



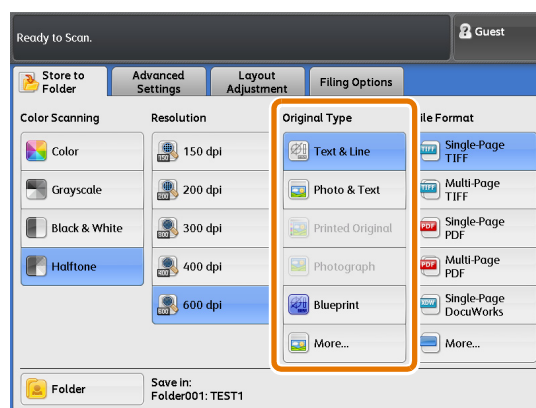
- You can change the original type displayed on the [Scan Job] screen. For information on how to do this, refer to "Preset Buttons" (p. 319).

Text & Line

Select this to reproduce crisp text on the scanned image. With this mode, graphs and illustrations are also reproduced clearly.

Photo & Text

Select this when scanning a document that contains both text and photos.



Printed Original

Select this when scanning a document whose photo elements are printed materials such as pamphlets.

Photograph

Select this when scanning a paste-up of photos. This option prevents the scanned image from appearing bluish.

Blueprint

Select this when scanning a blueprint document whose base color is rather dark.

More...

Selecting this displays the [Original Type] screen.



- Refer to "[Original Type] Screen" (p. 140).

[Original Type] Screen

The following describes how to select other available original types.

Steps

1. Select the document type.

Text & Line

Select this to reproduce crisp text on the scanned image. With this mode, graphs and illustrations are also reproduced clearly.

Photo & Text

Select this when scanning a document that contains both text and photos.

Printed Original

Select this when scanning a document whose photo elements are printed materials such as pamphlets.

Photograph

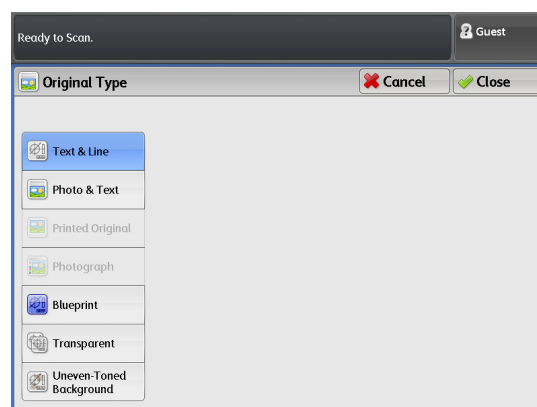
Select this when scanning a paste-up of photos. This option prevents the scanned image from appearing bluish.

Blueprint

Select this when scanning a blueprint document whose base color is rather dark.

Transparent

Select this when scanning a transparent document. This helps to suppress fringing around text.



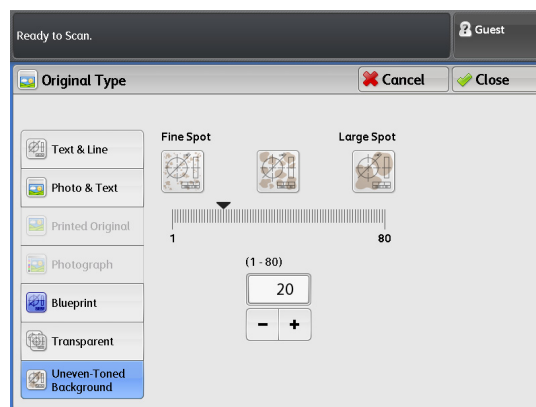
Uneven-Toned Background

Select this when scanning a document having a non-uniform background typically due to paste-ups.

Selecting this displays the [Original Type] screen, where you can adjust the unevenness level in 80 steps.



- The Uneven-Toned Background option is for use with the text and line drawings. Do not use this option for photo documents such as posters.
- Since the effect of this option varies depending on the selected unevenness level, check the copied output to see the result.



3.7.6 File Format (Selecting a File Format for Output Data)

The following describes how to set the file format in which the machine saves scanned data.



- For information on file size limitations and the number of pages within a multiple-page image, refer to "Notes and Restrictions on the Use of the Scan Feature" (p. 354).

Steps

1. Select the output file format.



- You can change the file format displayed on the [Scan Job] screen. For information on how to do this, refer to "Preset Buttons" (p. 319).

Single-Page TIFF

Select this to save each page of the document to one file in TIFF format.

Multi-Page TIFF

Select this to save multiple pages of the document to one file in TIFF format.

Single-Page PDF

Select this to save each page of the document to one file in PDF format.

Multi-Page PDF

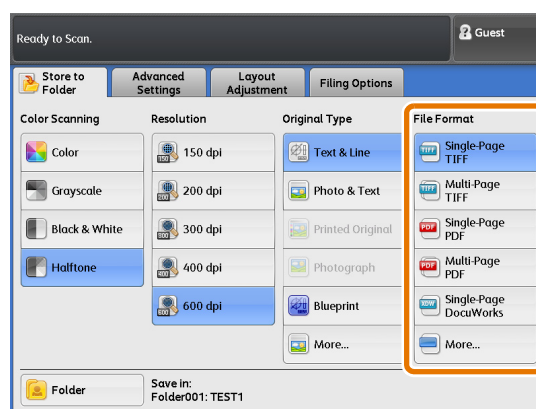
Select this to save multiple pages of the document to one file in PDF format.

More...

Displays the [File Format] screen.



- Refer to "[File Format] Screen" (p. 142).



[File Format] Screen

The following describes how to select other available output file format.



- Security cannot be set on data that have been stored with the Store to Folder feature.
- With the Multi Send Scan feature, a password encryption file created by the same setting value will be transferred to multiple destinations (servers only).

Steps

1. Select the output file format.

Single-Page TIFF

Select this to save each page of the document to one file in TIFF format.

Multi-Page TIFF

Select this to save multiple pages of the document to one file in TIFF format.

Single-Page PDF

Select this to save each page of the document to one file in PDF format.

Multi-Page PDF

Select this to save multiple pages of the document to one file in PDF format.

JPEG

Select this to save the document in JPEG format.



- [JPEG] can be selected when [Output Color] is set to [Color] or [Grayscale].

PDF Security

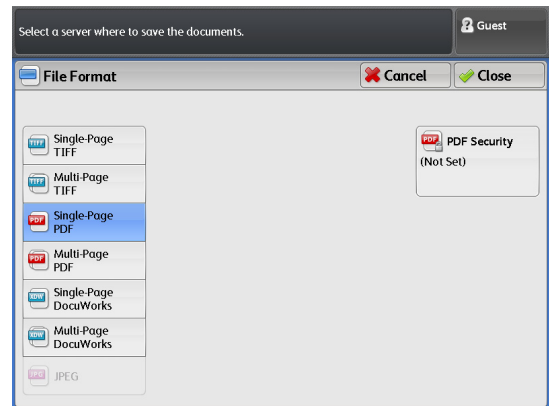
Displays the [File Format - PDF Security] screen.



- The [PDF Security] option is enabled when [Single-Page PDF] or [Multi-Page PDF] is selected.



- Refer to "[File Format - PDF Security] Screen" (p. 143).



[File Format - PDF Security] Screen

The following describes how to set password-based encryption and file operation permissions for the PDF file.

Steps

1. Select the desired option.

Off

Select this not to set password-based encryption nor file operation permissions for the file.

Password

Select this to set a password to encrypt the file with the 128-bit AES method.

Encryption Algorithm

The encryption method in use (128-bit AES) is displayed. Files that are encrypted using this method can be opened in Adobe® Acrobat® 7.0 or later.

Supported Version

Before encrypting the file, you can check the compatible Adobe® Acrobat® versions.

File Open Password

Displays the [PDF Security - File Open Password] screen.

On the displayed screen, press [On], and set the password which will be required when opening the file.

Enter the password using up to 32 characters.

Permissions

Displays the [PDF Security - Permissions] screen.



- Refer to "[PDF Security - Permissions] Screen" (p. 144).

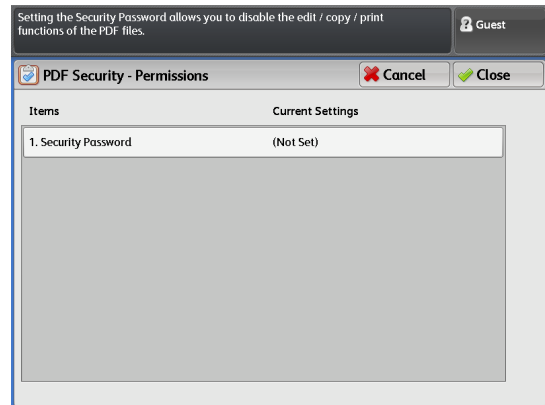


[PDF Security - Permissions] Screen

The following describes how to set operation permissions for the file.

Steps

1. Press [Security Password].



2. Press [On].
3. Enter the security password, and press [Save].
4. Enter the same password as above in [Re-enter Security Password], and press [Save].
5. Select the desired option.



Security Password

Displays the [PDF Security - Security Password] screen.

You can set a password to restrict specific file operations. This password will be required to access the restricted operations or when attempting to change the permissions assigned to the file.

Enter the password using up to 32 characters.

Printing

Displays the [Permissions - Printing] screen.

You can set whether to allow users to print the file, as well as in what resolution users can print the file.

Changes Allowed

Displays the [Permissions - Changes Allowed] screen.

You can set whether to allow users to alter the content of the file, for example inserting pages or adding annotations.

Allow Contents Copying and Extraction

Displays the [Permissions - Allow Contents Copying and Extraction] screen.

You can set whether to allow users to copy the file content such as text and images in the file.

3.8 [Scan to PC] Screen

This section describes how to select functions on the [Scan to PC] screen. These functions allows you to store scanned data on a network-connected computer (server).



- To use the Scan to PC feature, you must first set up your network. For information on how to configure network settings, refer to "Setting Up the Scan to PC Feature" (p. 211).
- The destination server (PC Save Address) must be registered before running a scan job. For information on how to register a server, refer to "Server (PC Save Address)" (p. 203).

The following describes the [Scan to PC] screen. Refer to the following subsections for more information on each item:

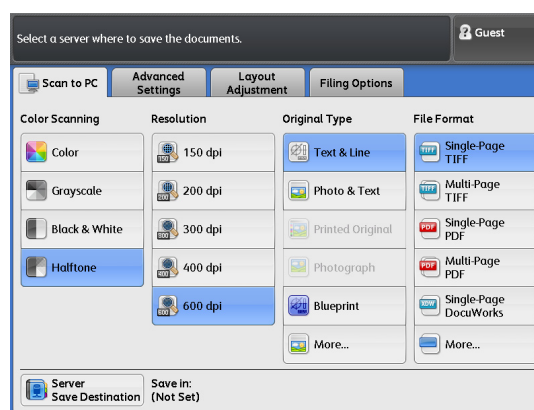
- Server Save Destination (Specifying the Save Destination PC)p. 146
- Browse (Browsing Network PCs and Folders to Specify Save Destination)p. 147

Steps

1. On the menu screen, press [Scan to PC].
2. Select the desired function on the [Scan to PC] screen.



- Note**
- The following functions are equivalent to those displayed on the [Store to Folder] screen. For information on how to do this, refer to "[Store to Folder] Screen" (p. 135).
 - Color Scanning Mode
 - Resolution
 - Original Type
 - Output File Format

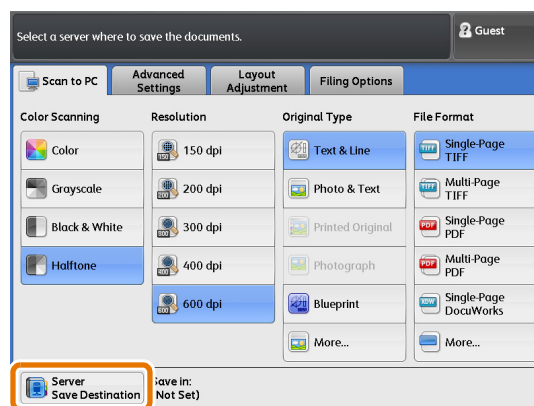


3.8.1 Server Save Destination (Specifying the Save Destination PC)

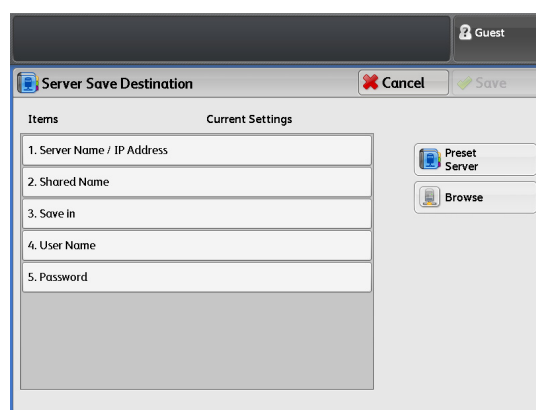
The following describes how to specify the server on which to save scanned data.

Steps

1. Press [Server Save Destination].



2. Press [Preset Server].



3. Select the number corresponding to the destination server.



Note

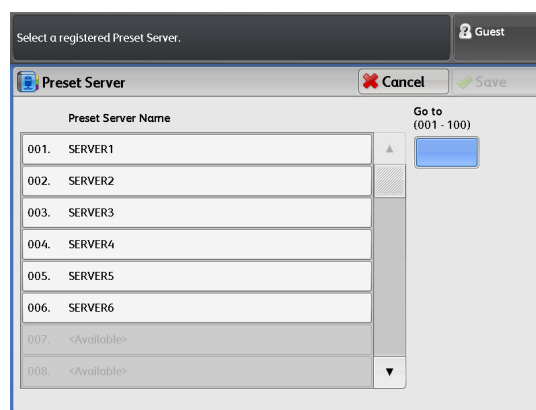
- Only the numbers that are registered can be selected.
- Press [▲] to display the previous screen, and press [▼] to display the next screen.
- If you want to display a specific save destination server at the top, enter that number in [Go to].

4. Press [Save].



Note

- The machine checks the connection with the destination.
- If the machine fails to establish a connection with the destination, an error message is displayed. In that case, press [Confirm], and verify the settings.

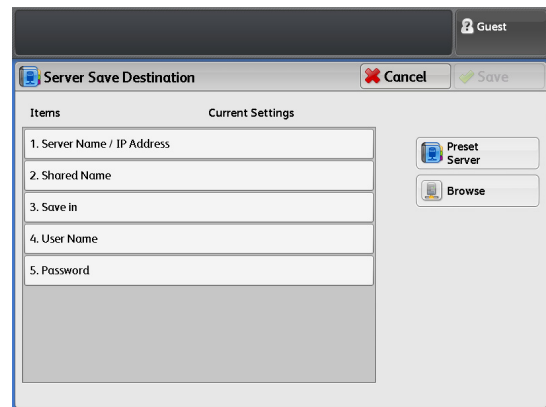


3.8.2 Browse (Browsing Network PCs and Folders to Specify Save Destination)

The hierarchical structure of the names of the save destination servers and folders is displayed. Trace through the hierarchy to specify the save destination.

Steps

1. Press [Browse].



2. Select the save destination.
Press [Previous] or [Next] to move through the hierarchy.

Save in

You can check where you are on the hierarchy.

Previous

Press this to move to the directory one level higher.



Note

- This button cannot be selected if there is no higher directory.

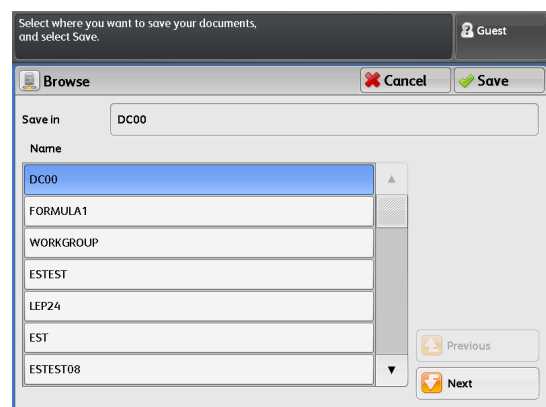
Next

Press this to move to the directory one level lower.



Note

- This button is enabled when a folder is selected.



3.9 [Multi Send Scan] Screen

This section describes how to select functions on the [Multi Send Scan] screen. Use this feature to store scanned data on computers (servers) registered as a group address, and print them on a printer.

- Note

 - When you select a printer as part of the destinations, TIFF or JPEG files will be transferred to the printer, regardless of the file format specified under [File Format]. For information on how to select TIFF or JPEG as the file format to be used, refer to "Multi Send Printer Transfer Format" (p. 321).
- Refer

 - To use the Multi Send Scan feature, you must first set up your network. For information on how to configure network settings, refer to "Setting Up the Scan to PC Feature" (p. 211).
 - The destination group address must be registered before running a scan job. For information on how to register a group address, refer to "Multi Send Address (Group Address)" (p. 206).

The following describes the [Multi Send Scan] screen. Refer to the following subsection:

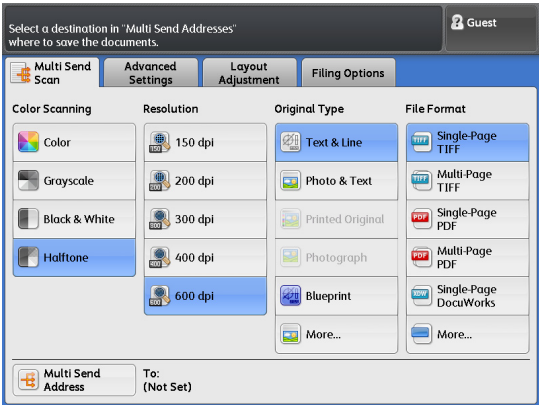
- Multi Send Address (Specifying the Destination).....p. 149

Steps

- On the menu screen, press [Multi Send Scan].
- Select the desired function on the [Multi Send Scan] screen.

- Note

 - The following functions are equivalent to those displayed on the [Store to Folder] screen. For information on how to do this, refer to "[Store to Folder] Screen" (p. 135).
 - Color Scanning Mode
 - Resolution
 - Original Type
 - Output File Format

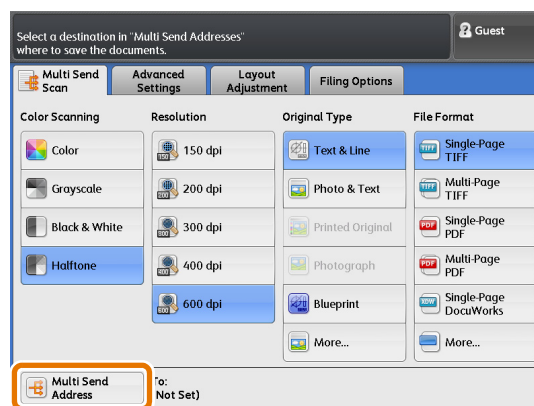


3.9.1 Multi Send Address (Specifying the Destination)

The following describes how to specify a multiple destination address to which to send scanned data.

Steps

1. Press [Multi Send Address].

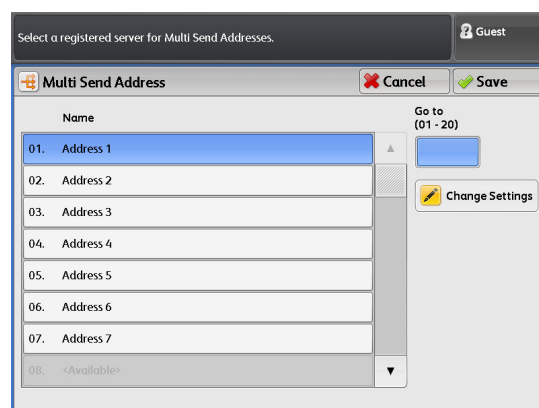


2. Select a group as the multiple destination address, and press [Change Settings].



Note

- Only the numbers that are registered can be selected.
- Press [▲] to display the previous screen, and press [▼] to display the next screen.
- If you want to display a specific group at the top, enter that number in [Go to].



3. Select the desired option.

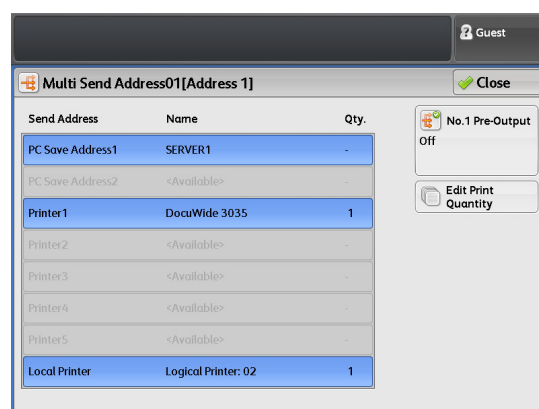
Send Address

The list of destination addresses in the group is displayed, where you can select one or more addresses to exclude them temporarily from the destination.



Note

- The destination can include up to two servers, five printers, and one local printer (this machine).



No.1 Pre-Output

If you have selected printers as part of the send destination, and when you scan multiple documents, this function allows you to set whether to print scanned images one page after another.

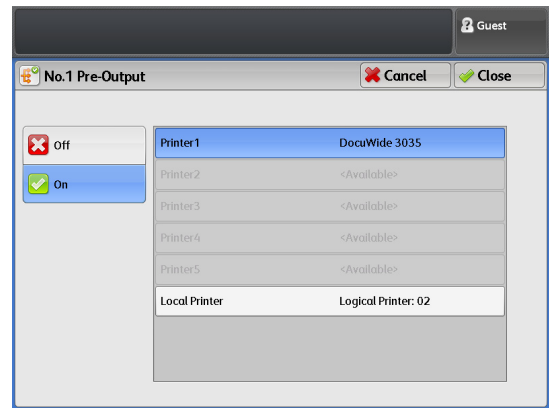


Note

- This function is enabled only for the first set. The second and subsequent sets will be printed after you press [Last Original].

- Off
Select this not to run a pre-output.
- On

Select this to run a pre-output. You can select one printer as the destination for the pre-output.



Edit Print Quantity

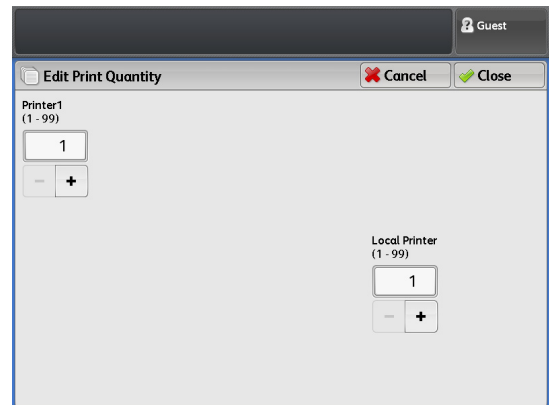
If you have selected printers as part of the send destination, you can specify the number of copies to be printed for individual printers.

To change the number of copies, press the entry field, and then set the value by using the numeric keypad or by pressing [+] or [-] until the desired value is displayed.



Note

- You can specify up to 99 for the number of copies.



4. Press [Close].

5. Press [Save].



Note

- The machine checks the connection with the destination.
- If the machine fails to establish a connection with the destination, an error message is displayed. In that case, press [Confirm], and verify the settings.

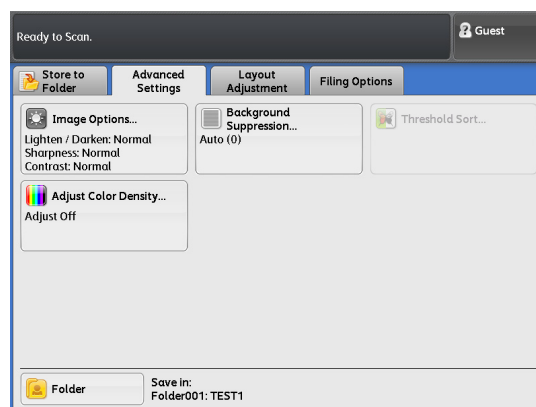
3.10 Scan - [Advanced Settings] Screen

This section describes functions that can be set on the [Image Quality] screen. Refer to the following subsections for more information on each item:

- Image Options (Adjusting the Scan Density, and Sharpness and Contrast of Images).....p. 152
- Background Suppression (Preventing Background Colors from Appearing on the Copied Output)p. 153
- Threshold Sort (Classifying Halftones on the Document)p. 154
- Adjust Color Density (Adjusting Density Level for Individual Colors)p. 154

Steps

1. On the menu screen, press [Store to Folder], [Scan to PC], or [Multi Send Scan].
2. Select the desired function on the [Image Quality] screen.



3.10.1 Image Options (Adjusting the Scan Density, and Sharpness and Contrast of Images)

The following describes how to adjust the scan density, and sharpness and contrast of images, when running a scan job.

Steps

1. Press [Image Options].
2. Make adjustments for the desired items.

Lighten / Darken

Select from nine scan density levels between [Lighten] and [Darken].

To increase the density level on the scanned output, select a level closer to [Darken]. To decrease the density level, select a level closer to [Lighten].

Sharpness

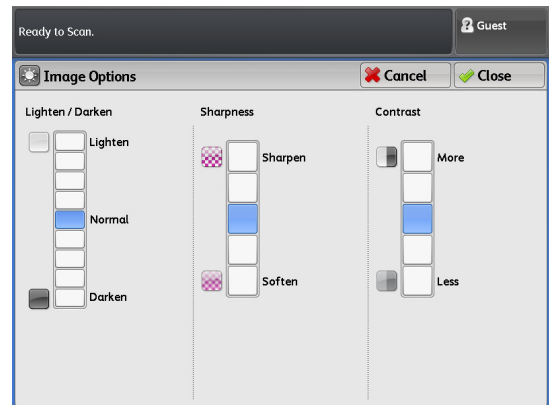
Select from five sharpness levels between [Sharpen] and [Soften].

To enhance edges on the copied output, select a level closer to [Sharpen]. To soften edges, select a level closer to [Soften].

Contrast

Select from five contrast levels between [More] and [Less].

To increase the difference between light and dark areas, or to make the darker areas darker and the lighter areas lighter, select a level closer to [More]. To decrease the difference between light and dark areas, select a level closer to [Less].



3.10.2 Background Suppression (Preventing Background Colors from Appearing on the Copied Output)

The following describes how to prevent the background colors of documents such as blue prints from appearing on the scanned output.



Note

- When [Original Type] is set to [Printed Original] or [Photograph], [On (Auto)] cannot be selected.

Steps

1. Press [Background Suppression].
2. Select from [Off], [On (Auto)], and [On (Manual)].

Off

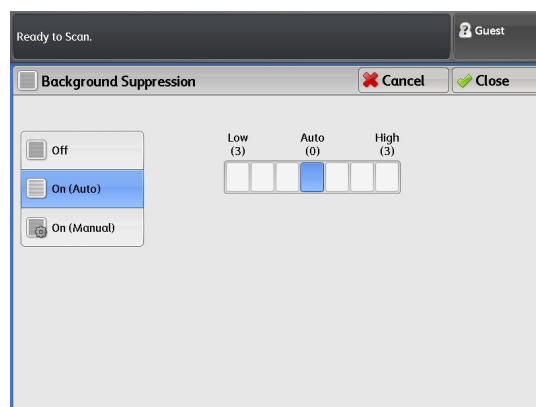
Select this to scan the document as is, without applying any adjustments to the background colors.

On (Auto)

Select this to allow the machine to automatically suppress the background colors.

There are seven levels available between [Low] and [High].

To increase the effect of background suppression (lighten the background color on the copied output), select a level closer to [High]. To decrease effects (reproduce the background color as is), select a level closer to [Low].



Note

- If you select [On (Auto)] and part of the image is lost or unwanted background colors remain on the copied output, consider to selecting [On (Manual)] to make adjustments manually or to make adjustments under [Lighten / Darken].

On (Manual)

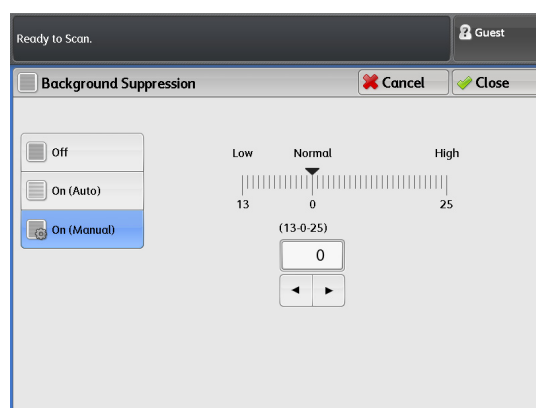
Select this to apply the specified level of suppression to the entire area of the document.

There are 39 levels available between [Low] and [High].



Note

- For the following document types, select [Off], or select [On (Manual)] to make adjustments manually.
 - Photographs/Posters/Color documents
 - Documents with intricate texture
 - Documents inserted in a document carrier
 - Documents with parts where image coverage is high compared to the density of the background colors.



3.10.3 Threshold Sort (Classifying Halftones on the Document)

Use these steps to select whether to reproduce halftones on the document by using pseudo-halftoning or by classifying halftones via binarization.

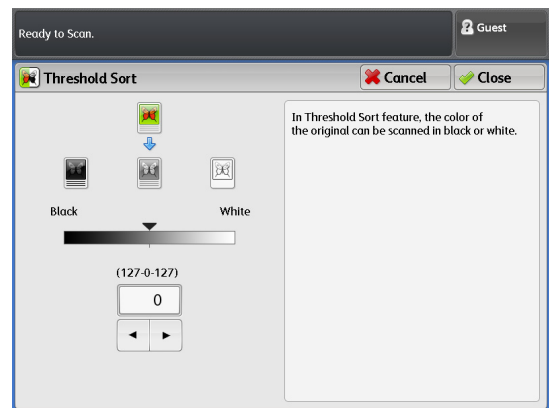
In general, halftones on documents are reproduced by using pseudo-halftoning method. You can select [On] under [Threshold Sort] to choose classifying halftones via binarization.



- [Threshold Sort] cannot be selected when [Output Color] is set to [Color], [Grayscale], or [Halftone].

Steps

1. Press [Threshold Sort].
2. You can set the threshold for classifying halftones to black or white.



3.10.4 Adjust Color Density (Adjusting Density Level for Individual Colors)

The following describes how to adjust density level of a color in order to enhance or suppress the color.



- TheColor Board & Page Memory for IIT is required to use this feature.

Steps

1. Press [Adjust Color Density].
2. Make adjustments for density level of individual colors.

Adjust

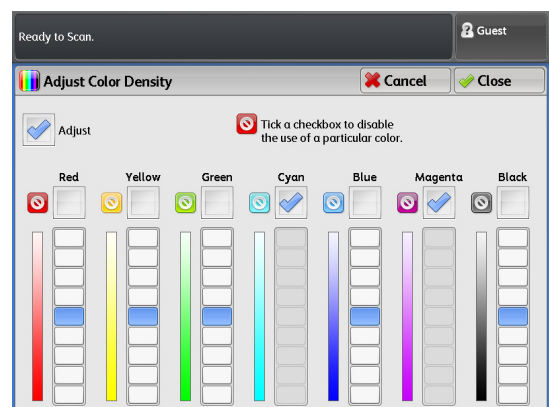
Select this check box to adjust the density level of individual colors.

There are nine levels of density available for each of the following colors: red, yellow, green, cyan, blue, magenta, and black.



(Disabling a color)

Select the check box for a color to eliminate it from the copied output.



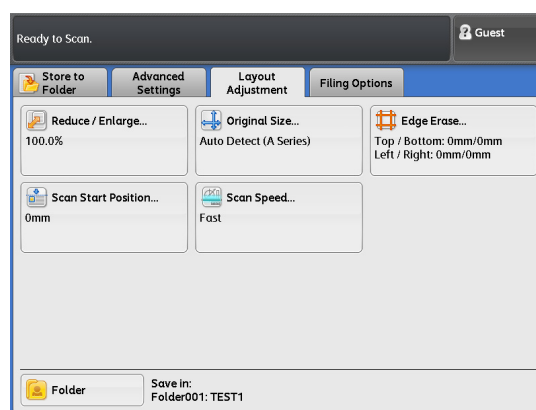
3.11 Scan - [Layout Adjustment] Screen

This section describes functions that can be set on the [Layout Adjustment] screen. Refer to the following subsections for more information on each item:

- Reduce / Enlarge (Specifying the Scanning Magnification).....p. 156
- Original Size (Specifying the Area Size to be Scanned)p. 156
- Edge Erase (Erasing Edges and Margin Shadows of the Original).....p. 158
- Scan Start Position (Specifying Where to Start Scanning)p. 159
- Scan Speed (Specifying Scanning Speed)p. 160


Steps

1. On the menu screen, press [Store to Folder], [Scan to PC], or [Multi Send Scan].
2. Select the desired function on the [Layout Adjustment] screen.



3.11.1 Reduce / Enlarge (Specifying the Scanning Magnification)

The following describes how to scan and enlarge/reduce documents by specifying the desired magnification.

- 

Note

 - The maximum available ratio in order to successfully scan the entire document is:

$$(((\text{Document width (mm)} / 25.4) \times \text{resolution value}) \times (\text{magnification ratio} / 100)) \leq 21600 \text{ (914.4 mm width)}$$

For example, when the document size is A0 and the scan resolution is 600 dpi, if you specify 141.4 % or more as the magnification, part of the scanned image is lost. Any area of the scanned image exceeding the upper limit will be lost.

The lowest possible magnification ratio is " $\text{resolution value} \times (\text{magnification} / 100) \geq 150 \text{ (%)}$ ".
 For example, when the document size is A0 and the scan resolution is 150 dpi, you cannot specify 70 % or less (A1 or smaller) as the magnification.

If you specify a magnification lower than the minimum possible value, an error message is displayed. In that case, change your setting.

Steps

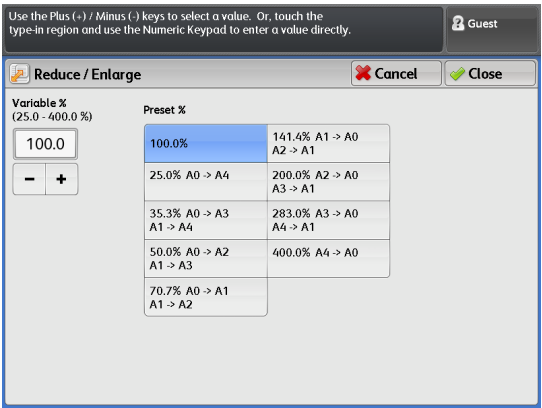
- Press [Reduce / Enlarge].
- Select the desired option.

Variable %

Enter a numeric value to specify the magnification. The magnification can be set in the range of 25.0 to 400.0 % in 0.1 % increments. Set to 100 % to scan at the same size as the original.

Preset %

Allows you to select from preset ratios.



3.11.2 Original Size (Specifying the Area Size to be Scanned)

The following describes how to specify the size of the area to be scanned.

If you want to scan a document at a different size from that of the loaded document, use this procedure to specify the original size. You can also add margins, or delete unnecessary margins using this feature.

Steps

- Press [Original Size].

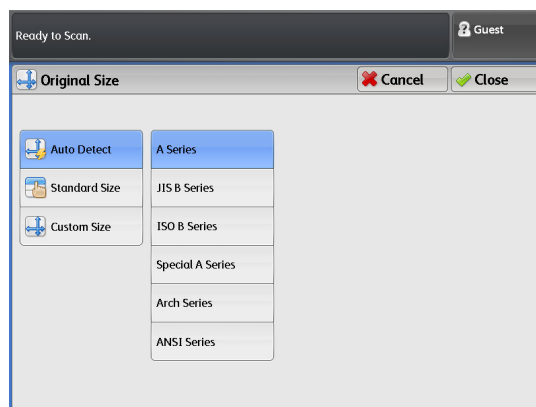
2. Select the desired option.

Auto Detect

Select this to allow the machine to automatically detect the document size. Select the size series to detect.



- The sizes of special A series used on the machine can be adjusted using the System Settings function. For information on how to do this, refer to "Special Size Setting" (p. 297).

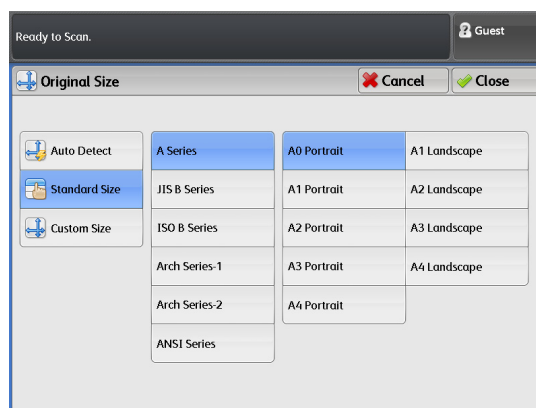


Standard Size

Select either among standard sizes.



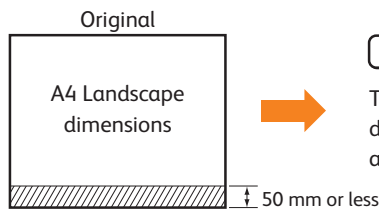
- When PDF is selected in [File Format], your setting for the original size may be changed or an error may occur, depending on the combination of the ratio and resolution. For detailed information, refer to "Notes and Restrictions on the Use of the Scan Feature" (p. 354) in "Notes and Restrictions".



When [Auto Detect] or one of the preset standard sizes is selected, and if you load a document of which length is wider than that of the standard size, the machine handles the document as shown in the figure below.

- When the length of original is equal to or less than "the length of the short edge of a Standard Landscape size + 50 mm"

The original is detected as "Standard Landscape" and the excess area is ignored.

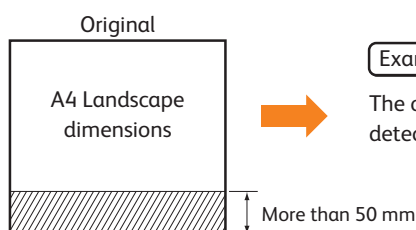


Example

The original shown in the figure to the left is detected as "A4 Landscape" and the excess area (shaded area) is ignored.

- When the length of original is more than "the length of the short edge of a Standard Landscape size + 50 mm"

The original is detected as "Standard Portrait" of one size larger than the original.

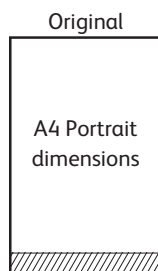


Example

The original shown in the figure to the left is detected as "A3 Portrait".

- When the length of original is more than the length of the long edge of a Standard Portrait size

The original is detected as "Standard Portrait" and the excess area is ignored.

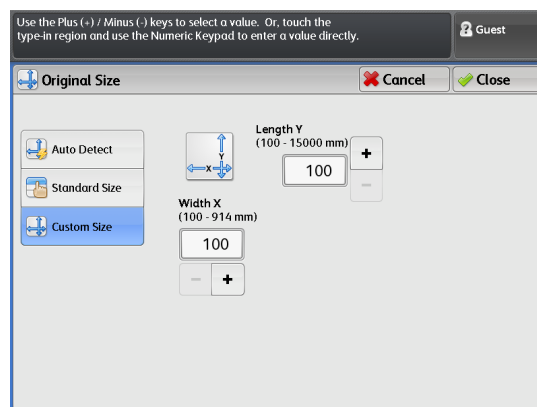


Example

The original shown in the figure to the left is detected as "A4 Portrait" and the excess area (shaded area) is ignored.

Custom Size

If you want to scan a document at a different size from that of the loaded document, specify the area size to scan. You can specify the width in the range of 100 to 914 mm and the length from 100 to 15,000 mm, in 1 mm increments.



3.11.3 Edge Erase (Erasing Edges and Margin Shadows of the Original)

When you scan a document with borders, the edges of the document may appear on the scanned image as black shadows. This setting can erase such shadows when scanning.



Note

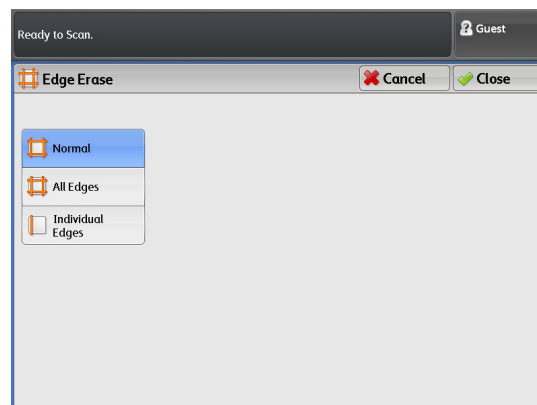
- When [Reduce/ Enlarge] is set, the edge erase amount is also increased/decreased according to the ratio.

Steps

1. Press [Edge Erase].
2. Select the desired option.

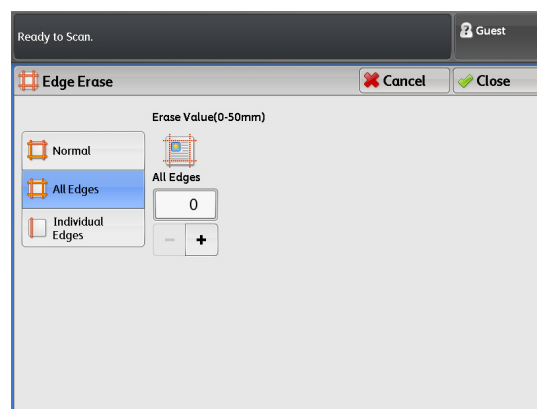
Normal

Select this to set the edge erase amount to 0 mm for the left, right, top, and bottom edges.



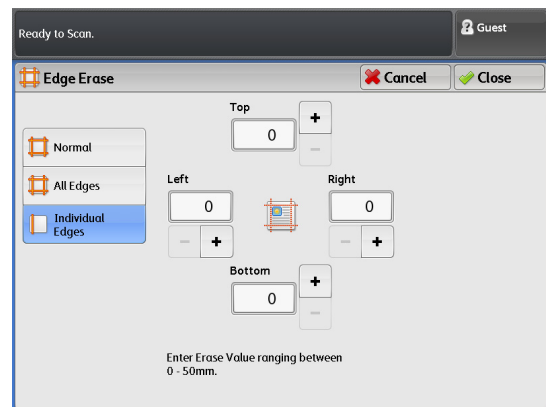
All Edges

Select this to erase shadows at the left, right, top, and bottom edges of the original. The edge erase amount can be specified in the range of 0 to 50 mm, in 1 mm increments.



Individual Edges

Select this to erase shadows at the left, right, top, and bottom edges of the original. Select this to erase shadows at the left, right, top, and bottom edges individually. The edge erase amount can be specified in the range of 0 to 50 mm, in 1 mm increments.

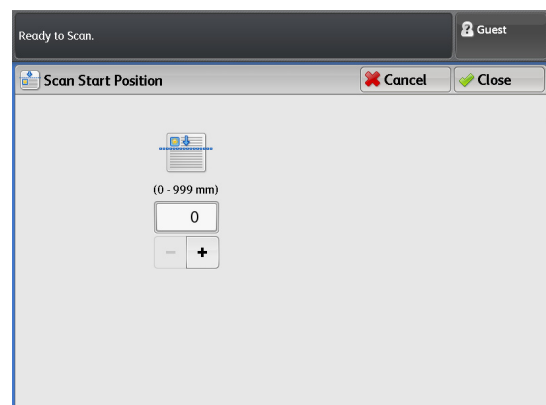


3.11.4 Scan Start Position (Specifying Where to Start Scanning)

The following describes how to set the position where the machine starts scanning documents.

Steps

1. Press [Scan Start Position].
2. Set the start position from the leading edge of the document, in the range of up to 999 mm, in 1 mm increments.



3.11.5 Scan Speed (Specifying Scanning Speed)

The following describes how to set slower scanning speed for additional reliability.

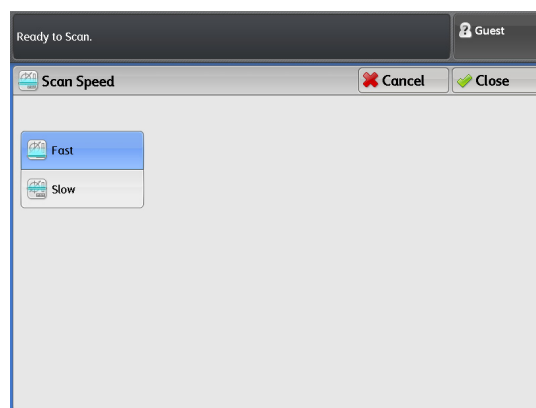
Steps

1. Press [Scan Speed].
2. Select the desired option.



Note

- The selectable speeds vary depending on the selected color mode and scan resolution.
- If you have already chosen an option under [Adjust Color Density], then the scan speed is fixed to Super Slow (33.8 mm/sec). You cannot change this setting.



Color

When [Output Color] is set to [Color], you can adjust scan speed as shown in the table below.

Scan Speed	Resolution	150 dpi	200 dpi	300 dpi	400 dpi	600 dpi
[Medium] (67.6 mm/sec)		Yes	Yes	Yes	—	—
[Super Slow] (33.8 mm/sec)		Yes	Yes	Yes	Yes	Yes

Yes: available —: unavailable

Other than full color

When [Output Color] is set to another option than [Color], you can adjust the scan speed as shown in the table below.

Scan Speed	Resolution	150 dpi	200 dpi	300 dpi	400 dpi	600 dpi
[Super Fast] (203.2 mm/sec)		Yes	Yes	Yes	—	—
[Fast] (101.6 mm/sec)		Yes	Yes	Yes	Yes	Yes
[Slow] (50.8 mm/sec)		Yes	Yes	Yes	Yes	Yes

Yes: available —: unavailable

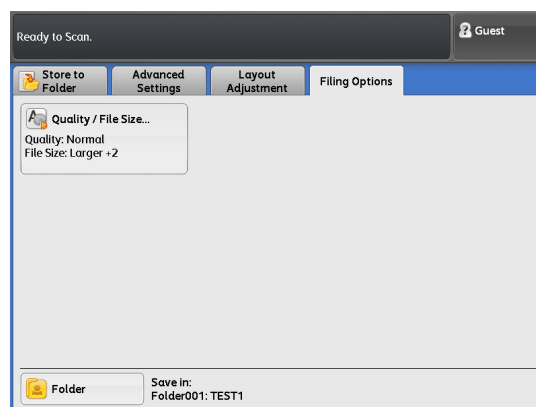
3.12 Scan - [Filing Options] Screen

This section describes functions that can be set on the [Filing Options] screen. Refer to the following subsection:

- Quality / File Size (Specifying Image Compression Ratio Used When Scanning Documents)p. 161

Steps

1. On the menu screen, press [Store to Folder], [Scan to PC], or [Multi Send Scan].
2. Select the desired function on the [Filing Options] screen.



3.12.1 Quality / File Size (Specifying Image Compression Ratio Used When Scanning Documents)

The following describes how to select the image compression ratio when [Output Color] is set to [Color] or [Grayscale].

Steps

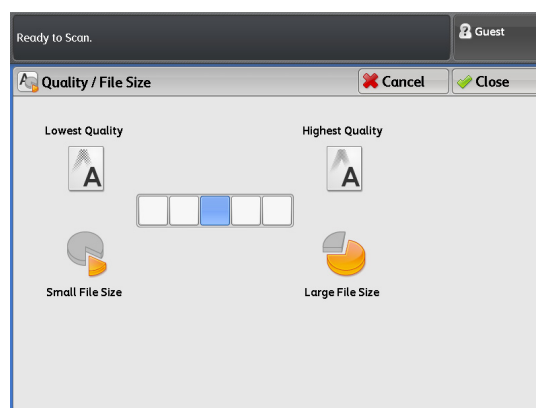
1. Press [Quality / File Size].
2. Select the desired option button.

Lowest Quality

Select this to save scanned images with high compression ratio. Image quality degrades, but the file size decreases.

Highest Quality

Select this to save scanned images with low compression ratio. Image quality improves, but the file size increases too.





Chapter 4 Stored Programming

This chapter describes the Stored Programming feature that enables you to store customized settings.

4.1	Stored Programming Overview	164
4.2	Registering/Deleting/Changing a Stored Program	165
4.3	Calling up a Stored Program	168

4.1 Stored Programming Overview

The Stored Programming feature allows you to store job settings for copy and scan that you expect to use frequently and call them up with a single button operation.

There are two types of stored programs: Stored Copy Program and Stored Scan Program.

The number of programs you can store on the machine is:

- Stored Copy Programs 40
- Stored Scan Programs 40

With Stored Copy Programs, you can store settings on the Copy feature tabs on a function basis as well as the number of copies.

With Stored Scan Programs, you can store settings on the Scan feature tabs on a function basis.

Refer to these subsections for more information on Stored Programming.

- Registering/Deleting/Changing a Stored Program.....p. 165
- Calling up a Stored Programp. 168

4.2 Registering/Deleting/Changing a Stored Program

4.2.1 Registering a Stored Program

The following describes how to register job settings as a stored program. An example of how to register a scan job setting as a stored program is given below.

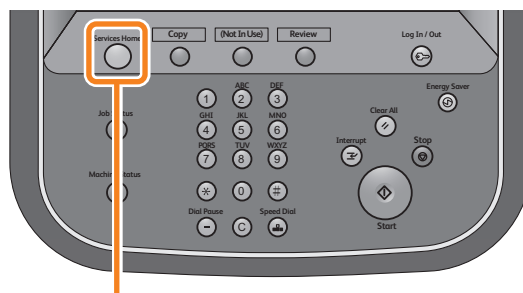


Note

- Operations for registering stored programs are disabled when:
 - The <Interrupt> button is pressed
 - When the Auto Clear feature is turned on and the initial screen is displayed
 - When a message screen, for example a Paper Jam error message, is displayed

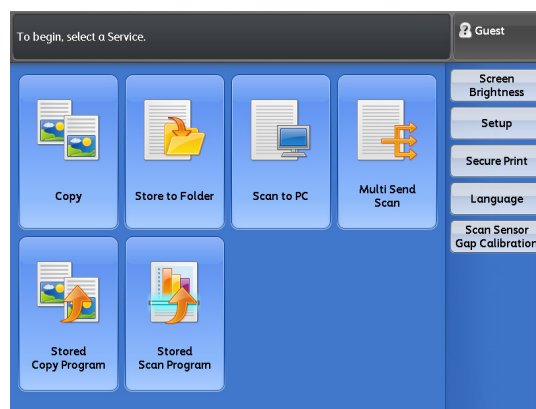
Steps

1. Press the <Services Home> button on the control panel.

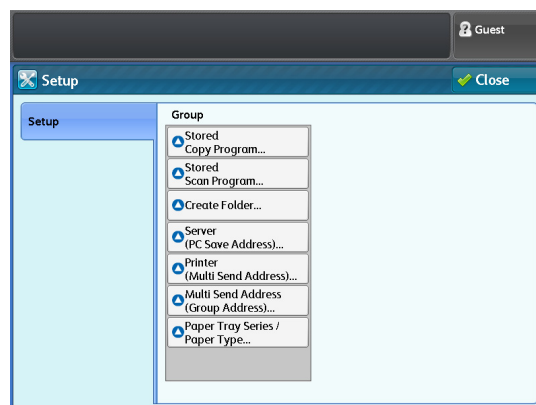


<Services Home> button

2. On the menu screen, press [Setup].



3. Press [Stored Scan Program].



4. Select a number to register a stored program.



Note

- Press [▲] to display the previous screen, and press [▼] to display the next screen.
- If you want to display a specific stored program number at the top, enter that number in [Go to].

5. Press [Register].

6. Select a function to register to the stored program.



Note

- To cancel the registration, press the <Stop> button.

7. Press the <Start> button.



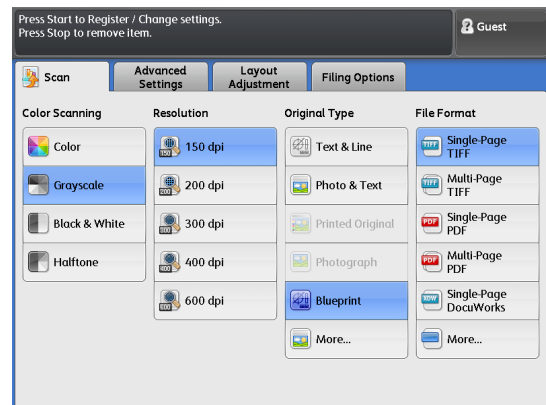
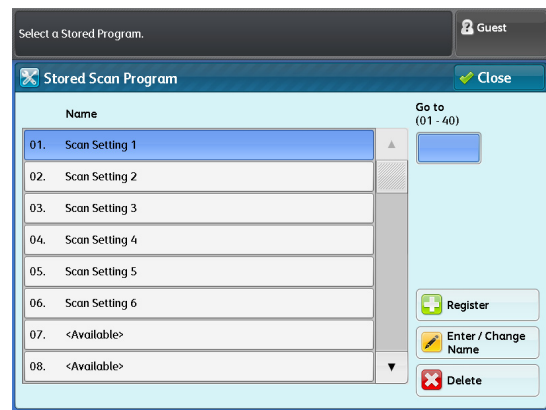
Note

- If no name is specified, the program is displayed as "(No Name)".



Refer

- For information on how to name the stored program you have registered, refer to "Registering/Changing the Name for a Stored Program" (p. 167).



4.2.2 Deleting a Stored Program

The following describes how to delete a registered stored program.

Steps

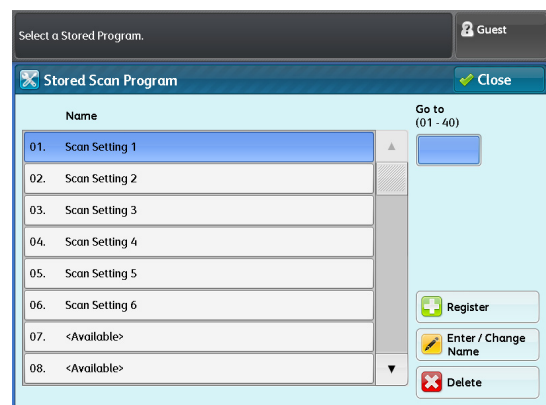
1. Select a number to delete the stored program.



Note

- Press [▲] to display the previous screen, and press [▼] to display the next screen.
- If you want to display a specific stored program number at the top, enter that number in [Go to].

2. Press [Delete].



3. Select [Delete].

Delete

Select this to delete the stored memory.

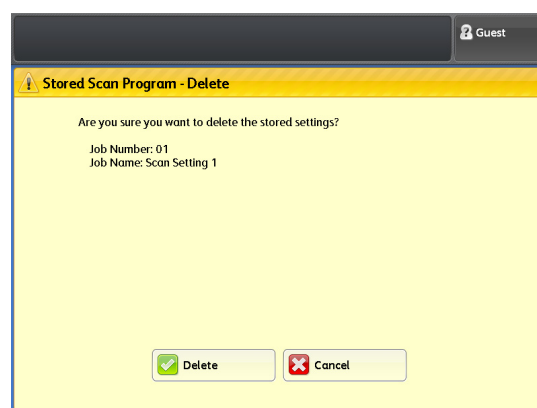


Note

- The stored memory cannot be restored once deleted.

Cancel

Select this to cancel deleting the stored memory.



4.2.3 Registering/Changing the Name for a Stored Program

The following describes how to name/rename a registered stored memory.

You can specify up to 20 characters for the name of a stored memory.



Refer

- For information on how to enter characters, refer to "Text Entry" (p. 44).

Steps

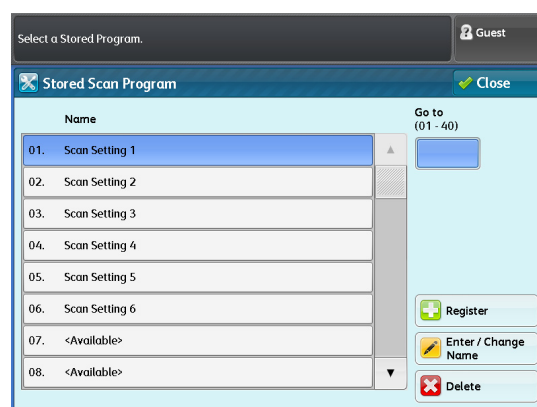
1. Select the number of the stored program you want to name or rename.



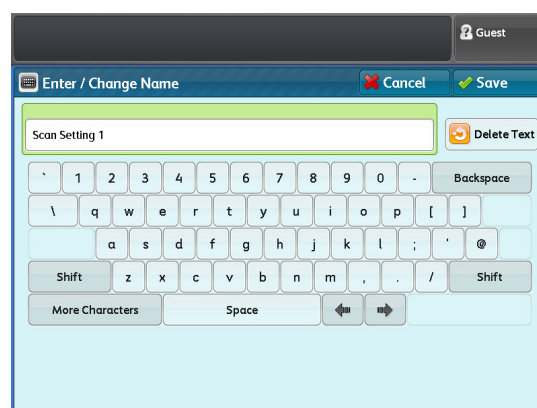
Note

- Press [▲] to display the previous screen, and press [▼] to display the next screen.

2. Press [Enter/Change Name].



3. Enter the name and press [Save].



4.3 Calling up a Stored Program

The following describes how to select a registered stored program.

Steps

1. Press the <Services Home> button on the control panel.
2. On the menu screen, press [Stored Copy Program] or [Stored Scan Program].
3. Select the number of the stored program containing the settings you want to call up.



Note

- Only the numbers that are registered can be selected.
- Press [▲] to display the previous screen, and press [▼] to display the next screen.
- If you want to display a specific stored program number at the top, enter that number in [Go to].

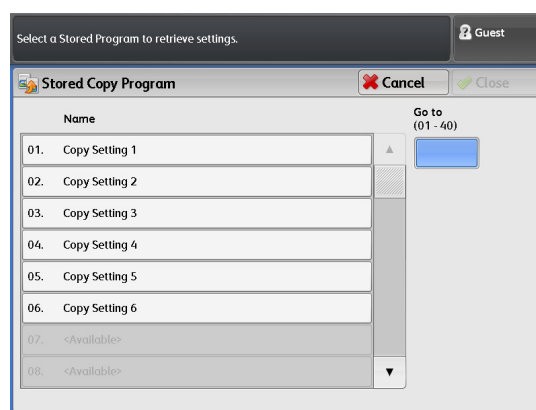
4. After the stored program is called up from memory, set other features as necessary.



Note

- When the stored program has been called up, the number of the stored program is displayed for seven seconds on the message area.

5. Load your documents and run the copy or scan job.



Chapter 5 Computer Operations

This chapter covers computer operations, such as how to use CentreWare Internet Services, how to print documents and how to import scanned data



- The information on various drivers and utility software in this guide may not apply to your drivers and utility software depending on their version upgrade.

5.1	Features Overview	170
5.2	CentreWare® Internet Services	171
5.3	Printing	176
5.4	Confidential Print	180
5.5	Importing Scanned Data	191

5.1 Features Overview

This section describes an overview of features you can perform from a computer.

CentreWare Internet Services

By using CentreWare Internet Services, you can view status of the machine and your jobs, and change the settings of the machine, from your computer. It also allows you to import documents stored in the machine's folder into your computer.



- For information on how to do this, refer to "CentreWare® Internet Services" (p. 171).
- For information on how to import scanned data stored in the machine's folder, refer to "Importing Using CentreWare Internet Services" (p. 197).

Print Job

You can submit print jobs from your computer to the machine.



- For information on how to do this, refer to "Printing" (p. 176).

Importing Scanned Data

You can import the documents stored in the machine's folder into your computer.



- For information on how to do this, refer to "Importing Scanned Data" (p. 191).

5.2 CentreWare® Internet Services

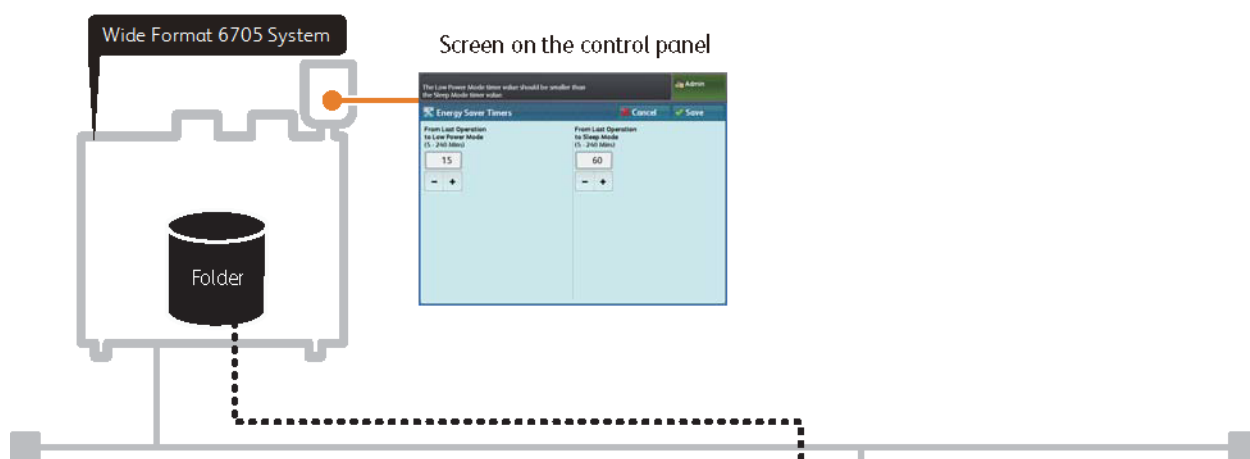
5.2.1 What is CentreWare Internet Services?

CentreWare Internet Services is a software application that enables you to remotely access the machine from your computer via a web browser, when TCP/IP connection is available.

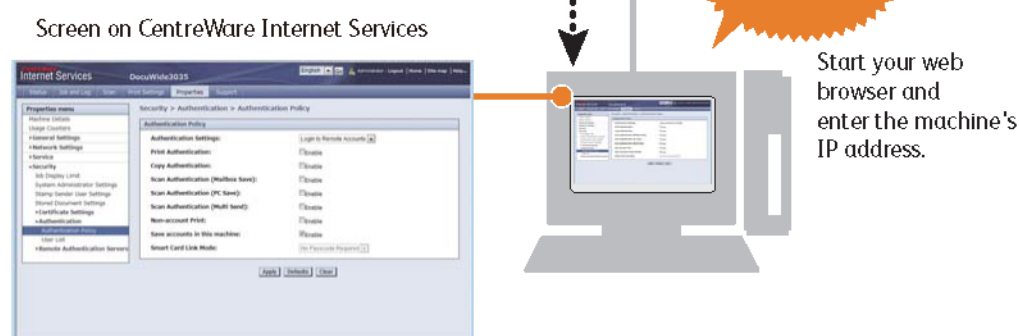
With CentreWare Internet Services, you can track the usage of the machine and change the setting values for the machine features, without going to the machine's control panel.

It also allows you to import documents stored in the machine's folder into your computer.

- When operating with the control panel



- When operating with CentreWare Internet Services



5.2.2 Setting Up for Using CentreWare Internet Services

Requirements

Your computer must support TCP/IP networking to use CentreWare Internet Services.

CentreWare Internet Services has been tested successfully with the following web browsers:

- Microsoft® Internet Explorer® 9.0
- Microsoft® Internet Explorer® 8.0
- Microsoft® Internet Explorer® 7.0
- Microsoft® Internet Explorer® 6.0 Service Pack 3



- If you encounter problems during setup, refer to "Problems with CentreWare Internet Services" (p. 259).

Setting up your Web browser

Before using the service, make sure that Internet Options in your Web browser are set properly.

The following describes how to set up Internet Explorer 9.0.

Steps

1. Select [Internet Options] from the [Tools] menu.
2. On the [General] tab, click [Settings] for [Temporary Internet Files].
3. In the [Settings] dialog box, select [Every visit to the page] or [Every time you start Internet Explorer] for [Check for newer versions of stored pages:].
4. Click [OK].

Proxy server and port number

The following describes the proxy server settings and the port number required for this service.

● Proxy server

We recommend that you access this service directly, not through a proxy server.



- If using a proxy server, specifying the machine's IP address in the browser may result in slower responses, preventing some screens from being displayed. In this case, set your browser not to access the machine's IP address via a proxy server. For information on how to make this setting, refer to the documentation provided with your browser.

● Port number

By default, the port number for the service is set to "80". The port number can be changed in [Properties] > [Protocol Settings] > [HTTP]. Port Number must be in the range of 1 to 65535.

If you have changed the default port number, in the address bar of your Web browser, enter the IP address or the Internet address followed by a colon ":" and the assigned port number.

For example, if you have changed the port number to "8080", enter the address as shown below.

http://[the machine's IP address]:8080/

or

http://[the machine's Internet address]:8080



- If you have enabled encrypted communication, you need to enter the address beginning "https" instead of "http" in the browser address field in order to access CentreWare Internet Services.

Setting on the machine

Set the IP address for the machine, which will be used to access CentreWare Internet Services in it.



- You can skip this step when the machine is already assigned an IP address.



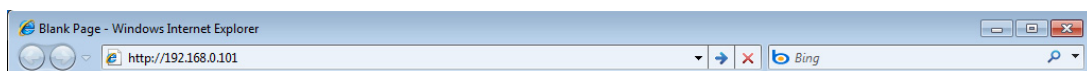
- For information on how to assign an IP address to the machine, refer to "Setting the IP Address" (p. 209).

5.2.3 Starting CentreWare Internet Services

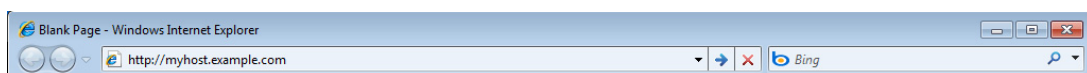
The following describes how to connect to CentreWare Internet Services from your computer.

Steps

1. Start your web browser.
2. Enter the machine's IP address or Internet address in the browser address field, and press the <Enter> key.
 - IP address entry example
Example - http://192.168.0.101



- Internet address entry example (When the machine's Internet address is myhost.example.com)
Example - http://myhost.example.com



- If your network uses DNS (Domain Name System) and the machine's host name is registered in the domain name server, you can access the machine using the Internet address which consists of the host name and the domain name. For example, if the host name is "myhost", and the domain name is "example.com", then the Internet address is "myhost.example.com".
- Ask your system administrator for the IP address or Internet address.

- When specifying a port number, enter the IP address or the Internet address followed by a colon ":" and the assigned port number.
- If you have enabled encrypted communication by selecting the [Enabled] check box under [Security] > [SSL / TLS Settings] > [HTTP - SSL / TLS Communication] on the [Properties] tab, you need to enter the address beginning "https" instead of "http" in the browser address field in order to access CentreWare Internet Services.
IP address entry example
Example - https://192.168.1.1/
Internet address entry example
Example - https://myhost.example.com/
- If authentication while attempting to log in as system administrator fails, the following message is displayed in the right frame of web browser:
"Login failed."
- If the number of times of failed attempts to log in as system administrator exceeds the limit allowed, the following message is displayed in the right frame of web browser:
"Switch the machine Off and then On for System Administrator login."
- If you encounter problems during setup, refer to "Problems with CentreWare Internet Services" (p. 259).



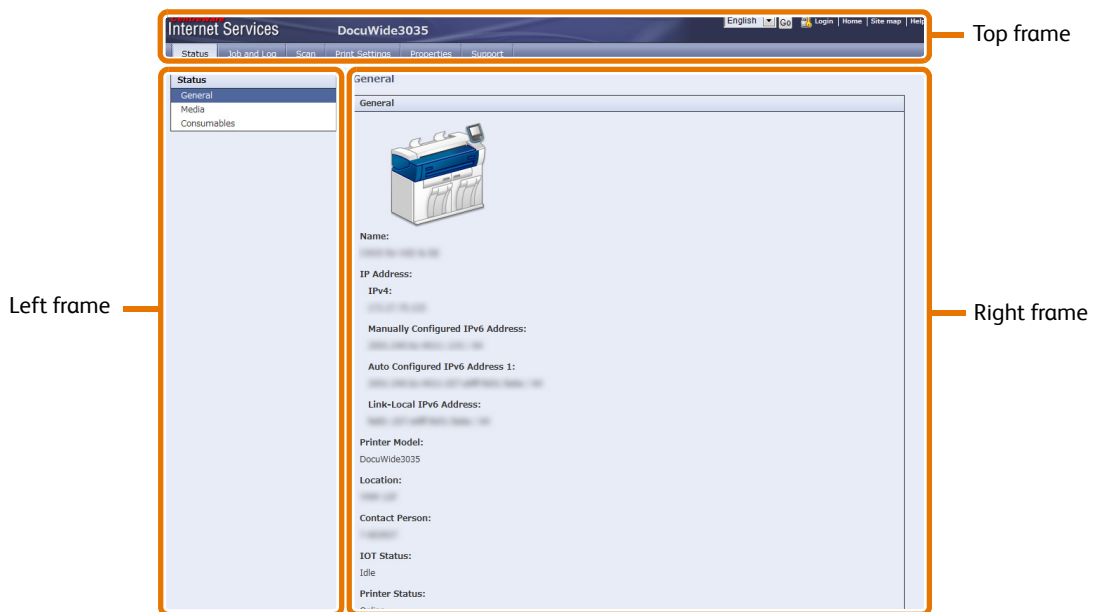
5.2.4 CentreWare Internet Services Screen Components

The CentreWare Internet Services screen consists of three frames (separate screens).

The information displayed in each frame depends on the feature selected: [Status], [Job and Log], [Scan], [Print Settings], [Properties], or [Support].



- Clicking [Help] in the top frame displays the CentreWare Internet Services help which gives you an explanation of the service.



● Top frame

The top frame is located at the upper part of the window. This frame contains the logo, model name, the Help link, user information, and tabs to access each of the functions of the service.



- For information on each function provided by CentreWare Internet Services, refer to the Help section which can be displayed by clicking [Help] in this frame.

● Left frame

The contents in the left frame vary depending on the function you selected. When you select a function, the left frame displays items and information available for that function.

● Right frame

The right frame displays information and status of the machine and the [Refresh] button. Click [Refresh] to update the display to the current status.

The table below lists the main functions you can perform using CentreWare Internet Services.

Tab Name	Main Function
Status	<ul style="list-style-type: none"> • Displaying the machine status The status of paper trays and consumables such as toner cartridges is displayed.
Job and Log	<ul style="list-style-type: none"> • Displaying jobs in queue, deleting those jobs, displaying completed jobs, and displaying error history
Print Settings	<ul style="list-style-type: none"> • Setting logical printers
Scan	<ul style="list-style-type: none"> • Folder operation You can register and set folders. You can import the documents stored in the machine's folder into your computer.
Properties	<ul style="list-style-type: none"> • Checking and changing a variety of settings You can check the settings for items such as Machine configuration, Interface, and Emulation settings, and change those as necessary.
Support	<ul style="list-style-type: none"> • Displaying support information



- For information on each of the configurable items in CentreWare Internet Services, refer to the Help section which can be displayed by clicking [Help] in the upper right of the CentreWare Internet Services screen.
- If you make changes via CentreWare Internet Services while the machine control panel is in use, the changes you have made will not immediately take effect on the control panel. In such a case, the changes you have made will be available when the machine is turned off and then on again.
- Some of the settings may require you to enter a user identification code and password to change them. The code is User ID of the System Administrator, which is set on the machine. By factory default, the User ID is "11111", and the password is "x-admin".
For information on how to change the User ID and password of the System Administrator, refer to "System Administrator Settings" (p. 330).

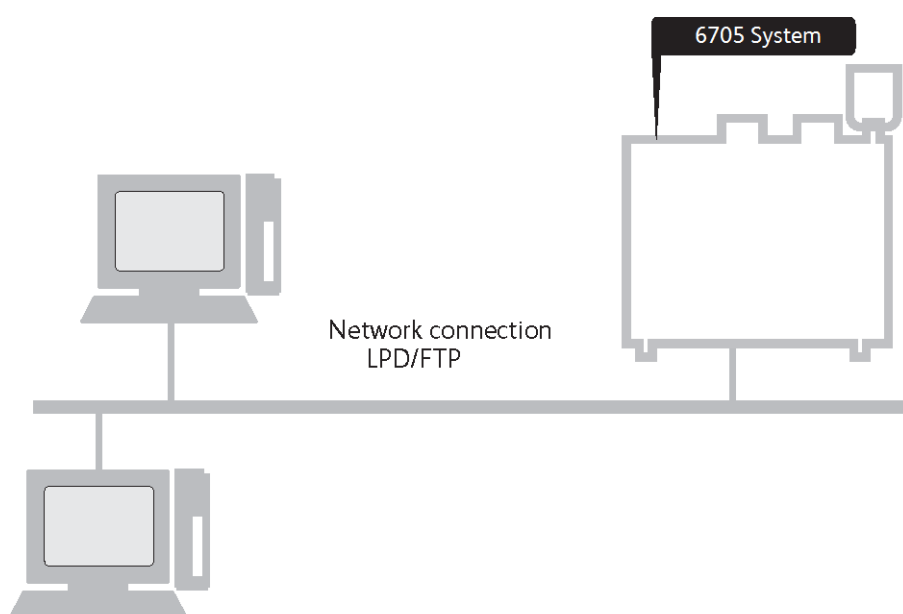
5.3 Printing

This section describes how to print on the machine by sending a print job from your computer.

5.3.1 Main Print Features

The machine can be used as a network printer by connecting it to your network.

You need to set the port to be used to [Enabled] on the machine's control panel or by using CentreWare Internet Services.



Printing Using the Print Driver

You can print on the machine using the print driver.



- For information on the Print features, refer to the print driver help that is displayed when you click [Help] on the print driver screen. For information on how to submit a print job, refer to "Printing Using the Print Driver" (p. 178).

Printing Using BT-PlotAssistant

BT-PlotAssistant allows you to print multiple files of different file formats at one time, as long as the data format of the files are supported on the machine.

5.3.2 Printable Data Format

The table below lists data formats that can be submitted from your computer to the machine.

Data Type	Printable Data Format
HP-GL series	HP-GL, HP-GL/2, HP-RTL
VERSATEC series	VRF, VCGL, FX-MMR
TIFF/JFIF series	TIFF Version 6.0 compliant or JFIF Version 1.02 compliant data
CALS series	CALS Type1
CGM series	Version 1 + PIP Profile Not Supported
PS/PDF series	PostScript® 3™ Version 3017, PDF Version 1.7



- PS/PDF series are included in standard configuration.

5.3.3 Preparation for Printing

The following describes preparation steps to print with TCP/IP. Refer to these subsections for more information on each step.

- Step 1 Requirementsp. 177
- Step 2 Setting on the machine.....p. 177
- Step 3 Setting on your computerp. 178

Step 1 Requirements

The following is a prerequisite to using the machine with TCP/IP (LPD):

- Network environment supporting TCP/IP

Step 2 Setting on the machine

The following describes how to configure the settings on the machine in order to use the machine with TCP/IP (LPD).



- CentreWare Internet Services can also be used to make these settings. For details, refer to the Help section which can be displayed by clicking [Help] in the upper right of the CentreWare Internet Services screen.

Steps

1. Call up the [Tools] screen.
 - (1) Press the <Log In/Out> button.
 - (2) Enter the user ID of the system administrator, by using the numeric keypad or the keyboard displayed on the screen, and press [Enter].



- By factory default, the User ID is "11111".

- (3) On the menu screen, press [Tools].

2. Check that the LPD port is set to [Enabled].



- For information on how to set the LPD port, refer to "Port Settings" (p. 310).

3. Set the IP address.

You can skip this step when the machine is already assigned an IP address.



- For information on how to assign an IP address to the machine, refer to "Protocol Settings" (p. 311).

4. Press [Close] several times until the [Tools] screen is displayed.

5. Press [Close].



- Rebooting the machine may be required depending on the settings. When a message displayed on the screen, follow the message and reboot the machine.

6. Configure other LPD settings as necessary.

Step 3 Setting on your computer

Before you can print on the machine from your computer, you need to install the print driver and the required applications on your computer.



- Print drivers are available on xerox.com.
- For information on how to install BT-PlotAssistant, refer to "BT-PlotAssistant User Guide".

5.3.4 Printing Using the Print Driver

The following describes how to print using the print driver.

The print procedure varies depending on the application being used. For details, refer to the documentation for your application.

The following describes as an example how to print from Windows WordPad.

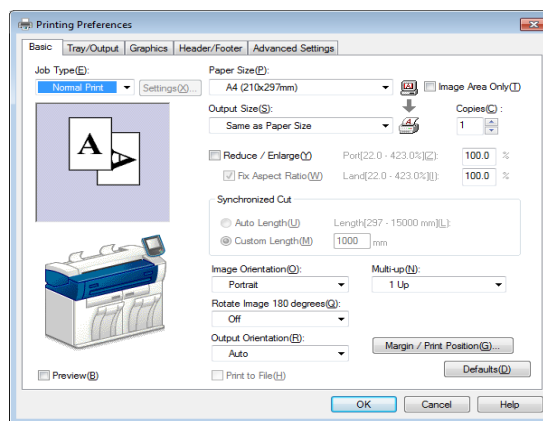


- For information on the Print features, refer to the print driver help that is displayed when you click [Help] on the print driver screen.

Steps

1. From the [File] menu of your application, select [Print].
2. Select [Xerox Wide Format 6705 System], and click [Preferences] as necessary.

3. Set each item as necessary.
4. Click [OK].
5. On the [Print] dialog box, click [Print].



5.3.5 Canceling Print Jobs

The following describes how to cancel print jobs.

Steps

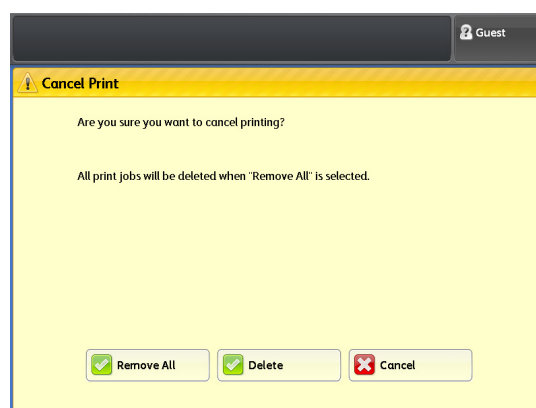
1. Press the <Stop> button on the control panel.
2. Press [Remove All] or [Delete].

Remove All

Select to delete all print jobs.

Delete

Select to delete the current print job.



5.4 Confidential Print

Print data can be stored in the machine temporarily to be printed only with the print command from the machine. This is called "Confidential Print".

Confidential Print is a convenient functionality, that allows you to set a user ID and password to a document, and so you can print private and confidential documents without worrying about other people might seeing those documents.

There are two types of Confidential Print depending on how the Authentication feature is being used, as described below.

Secure Print

Secure Print is a feature that allows you to temporarily store print data (to which a user ID and password is set) in the machine to print it only with the print command from the machine's control panel.

The print data is stored as a Secure Print document in the machine.



- Even if the Authentication feature is enabled in your environment, you can use the Secure Print feature when [Private Charge Print Settings] > [Job Login Success] is set to [Print Job].
For information on how to do this, refer to "Private Charge Print Settings" (p. 337).

Private Charge Print

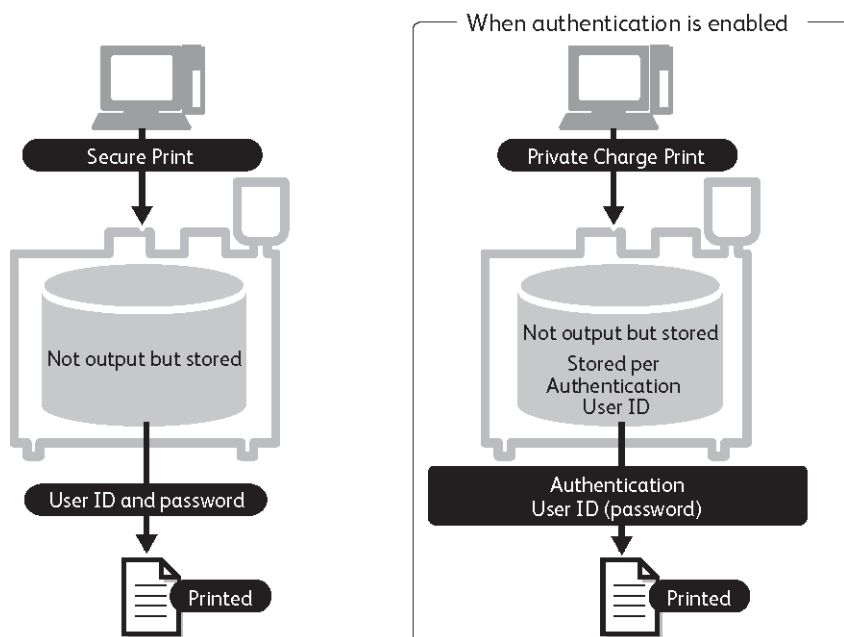
You can select [Private Charge Print] only when the Authentication feature is enabled.

The Private Charge Print feature enables users who are allowed to use the Print feature based on the Authentication settings, to temporarily store print data in the machine and print it only with the print command from the machine's control panel. Authentication is required when the user attempts to run the print job from the control panel.

The print data is stored as a Private Charge Print document in the machine, for individual User IDs.



- When [Private Charge Print Settings] > [Job Login Success] is set to [Print Job], the print job is not stored in the machine but printed as usual.
For information on how to do this, refer to "Private Charge Print Settings" (p. 337).



For details on Confidential Print, refer to these subsections.

- Secure Printp. 182
- Private Charge Printp. 185

You can submit a Confidential Print job from within the print driver, the PostScript driver, or BT-PlotAssistant

The following describes as an example how to submit a Secure Print job and a Private Charge Print job from Windows WordPad.



Note

- For the PostScript driver, the PDF/Adobe PostScript 3 kit must be installed on the machine.



Refer

- The print procedure varies depending on the software application being used. For details, refer to the documentation for your application.

5.4.1 Secure Print

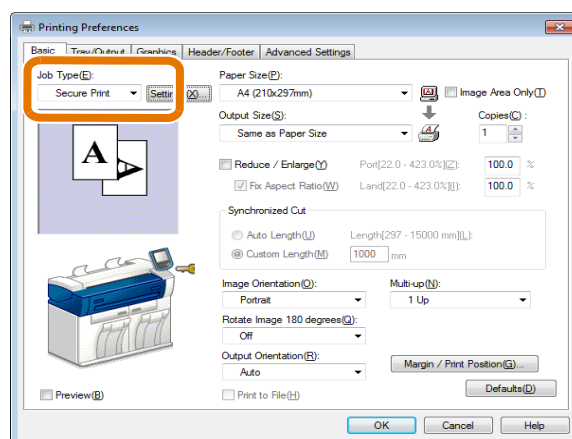
For the setting procedure, refer to these subsections.

- Step 1 Submitting a Secure Print job using the print driverp. 182
- Step 2 Printing the job on the machine.....p. 183

Step 1 Submitting a Secure Print job using the print driver

Steps

1. From the [File] menu of your application, select [Print].
2. Select [Xerox Wide Format 6705 System], and click [Preferences].
3. Click the [Basic] tab.
4. From [Job Type], select [Secure Print].
The [Secure Print] screen appears.



5. Enter [User ID] and [Password].



Note

- Enter [User ID] using up to 24 single-byte alphanumeric characters and [Password] using 4 to 12 single-byte numbers.

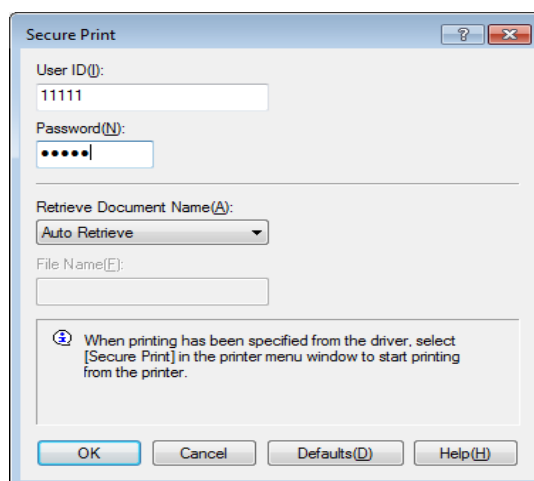
6. From [Retrieve Document Name], select [Enter Document Name] or [Auto Retrieve].



Note

- When [Enter Document Name] is selected, enter the document name in [File Name] using up to 24 single-byte characters.

7. Click [OK].
8. Set each item as necessary, and click [OK] on the [Basic] tab.
9. On the [Print] dialog box, click [Print].



Step 2 Printing the job on the machine

Use the machine's control panel to print the Secure Print job stored in the machine.

Steps

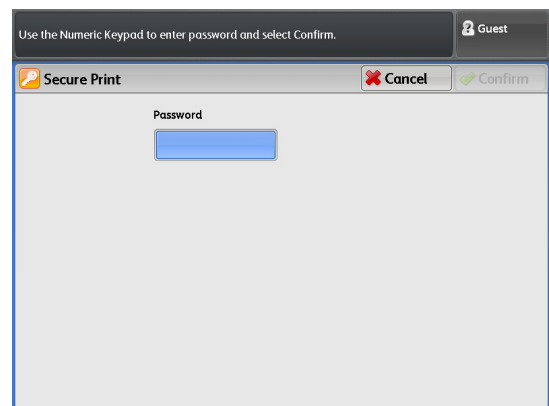
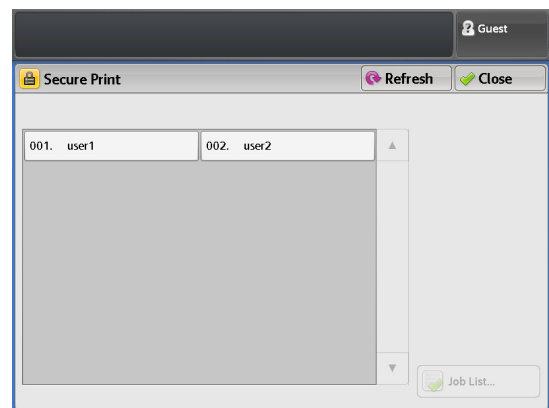
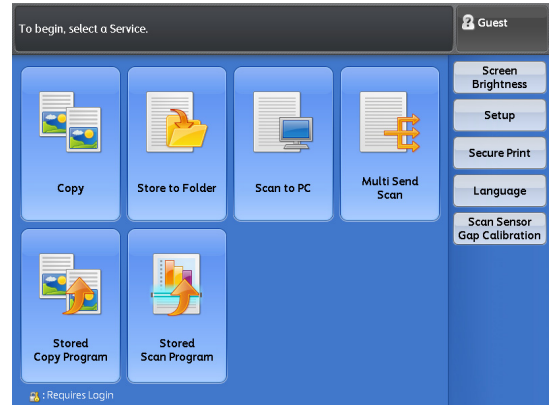
1. On the menu screen, press [Secure Print].
2. Select the user ID with which you submitted the Secure Print job.

Note

 - Press [Refresh] to refresh the display.
 - Press [▲] to display the previous screen, and press [▼] to display the next screen.
3. Press [Job List].
4. Enter the password, and press [Confirm].

Note

 - If a password is not set, or if you are in the Admin mode, the [Password] screen does not appear.



5. Select a file you want to print.



Note

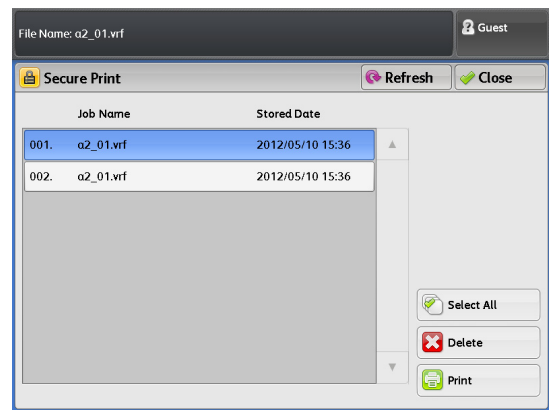
- Press [Refresh] to refresh the display.
- Press [▲] to display the previous screen, and press [▼] to display the next screen.

Select All

Select this to select all the documents. Select this again to deselect all the selected documents.

Deleting

Select this to delete the selected document(s).



6. Press [Print].

7. On the print confirmation screen, press [Print and Delete] or [Print and Save].



Note

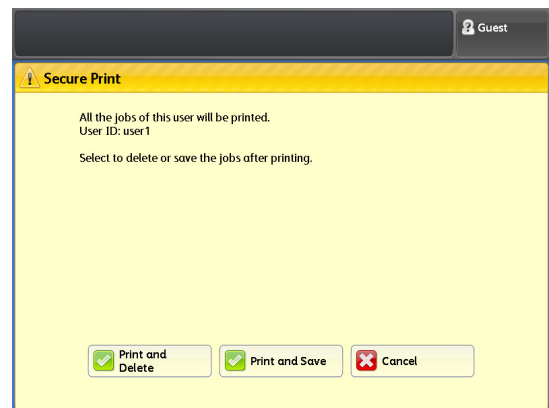
- Press [Cancel] to stop printing. (This does not erase the print job.)
- This screen is not displayed when [Tools] > [System Settings] > [Stored File Settings] > [Print Job Confirmation Screen] is set to [Disabled].

Print and Delete

Select this to delete the Secure Print document stored on the machine after printing.

Print and Save

Select this not to delete the Secure Print document stored on the machine even after printing.



Note

- By using [Tools] > [System Settings] > [Stored File Settings], you can set to automatically delete documents for print jobs stored in the machine. ("Stored File Settings" (p. 324))

5.4.2 Private Charge Print

The following describes how to prepare for and run a "Private Charge Print", with which you can submit a job to the machine, temporarily store it on the machine, log in to the authenticated mode, and then print it from the machine's control panel.

When [Save as Private Charge Print Job] is selected, all jobs having a User ID will be stored as Private Charge Print jobs. Jobs without User ID will be printed when [Print Job] is selected under [Job without User ID] or will be deleted when [Delete Job] is selected under [Job without User ID].

Job with User ID	Job without User ID
Save as Private Charge Print Job	Printed* ¹
	Deleted* ²

*1 When [Print Job] is selected under [Job without User ID]

*2 When [Delete Job] is selected under [Job without User ID].

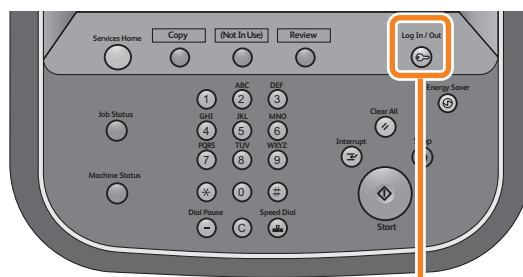
For the setting procedure, refer to these subsections.

- Step 1 Preparing for Private Charge Print on the machinep. 185
- Step 2 Setting account information on your computerp. 187
- Step 3 Submitting a Private Charge Print job from your computer.....p. 188
- Step 4 Running a Private Charge Print job on the machinep. 189

Step 1 Preparing for Private Charge Print on the machine

Steps

1. Press the <Log In/Out> button on the control panel.



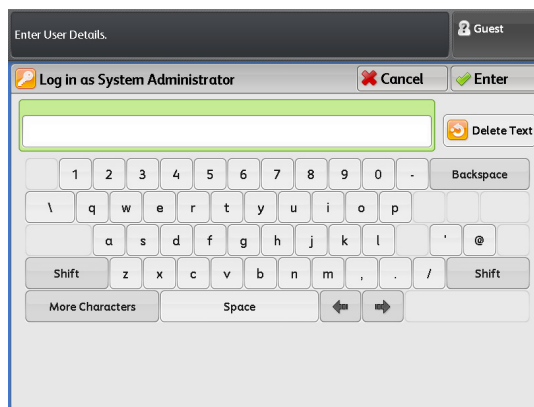
<Log In / Out> button

2. Enter the user ID of the system administrator, by using the numeric keypad or the keyboard displayed on the screen, and press [Enter].



Note

- By factory default, the User ID is "11111".

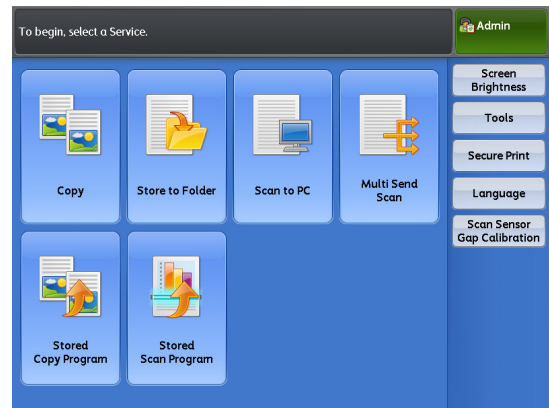


3. On the menu screen, press [Tools].

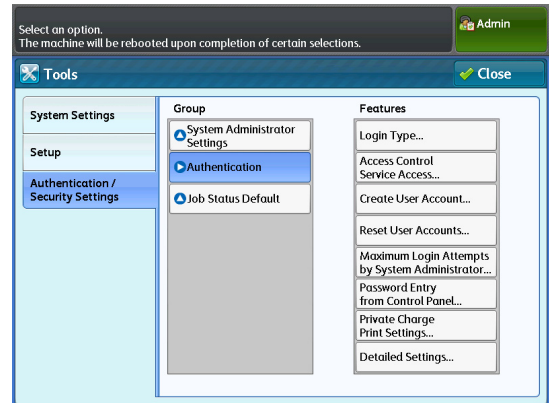


Note

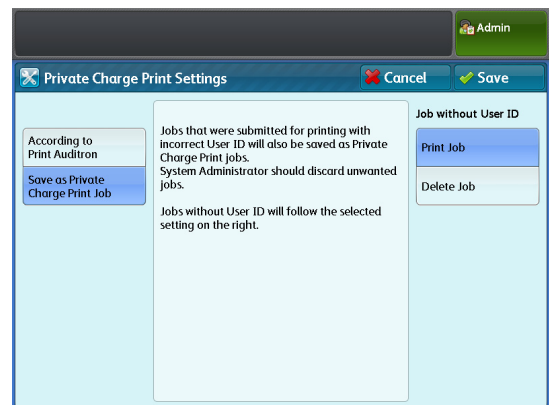
- Press the <Services Home> button on the control panel to display the menu screen, if not yet displayed.



4. Press [Authentication / Security Settings] > [Authentication] > [Private Charge Print Settings].



5. Press [Save as Private Charge Print Job].

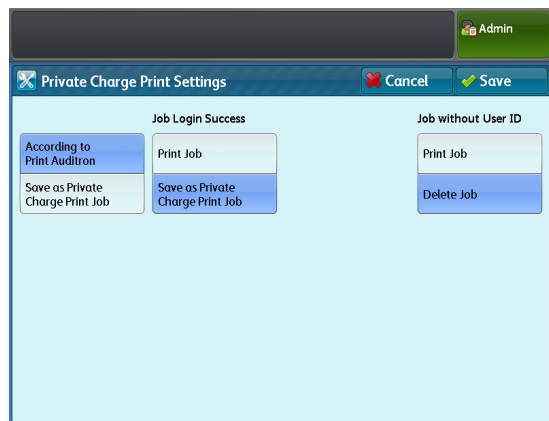


Important

- When Remote Authentication is enabled, if you select [According to Print Auditor], the settings for [Job Login Success] and [Job without User ID] are ignored and therefore all print jobs will be printed.

6. Select [Print Job] or [Delete Job] under [Job without User ID].

7. Press [Save].

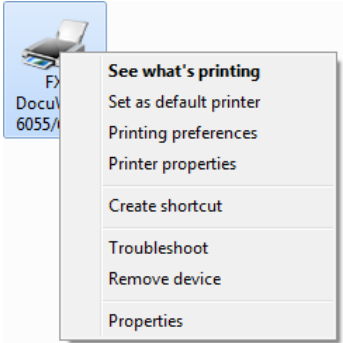


Step 2 Setting account information on your computer

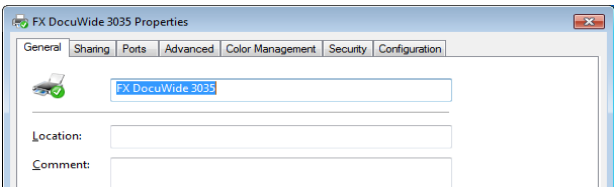
To use the Private Charge Print feature with the machine, you need to specify account information for Private Charge Print on your computer.

Steps

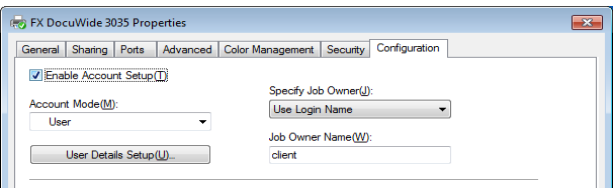
- 1. Right-click the printer icon.
- 2. From the displayed menu, select [Properties].



- 3. Click the [Configuration] tab.



- 4. Select the [Enable Account Setup] check box.
- 5. Press [User Details Setup].



- 6. Specify a User ID.
 - When your Windows logon name is different from your User IDp. 187
 - When your Windows logon name is the same as your User IDp. 188



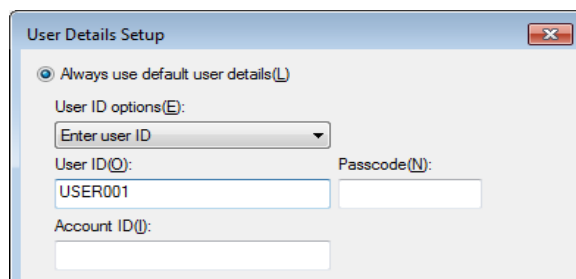
- The User ID you need to specify here depends on whether your Windows logon name is the same as your User ID registered on the authentication server (when remote authentication is enabled) or that registered on the machine (when local authentication is enabled).

When your Windows logon name is different from your User ID

If your Windows logon name for the client PC is different from your User ID registered on the authentication server (when remote authentication is enabled) or that registered on the machine (when local authentication is enabled), enter the User ID in [User ID options] on the print driver.

For example, if your Windows logon name is "PCUser001" and the registered User ID is "USER001", enter "USER001" for [User ID options].

- (1) Click [▼] for [User ID options], and select [Enter user ID].
- (2) Enter the registered User ID in [User ID].

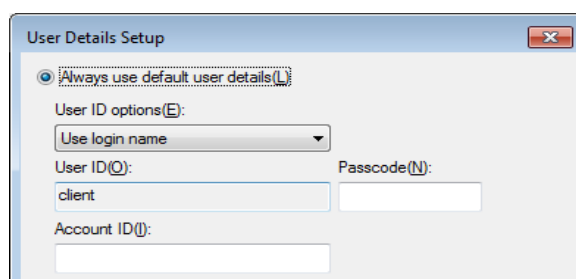


When your Windows logon name is the same as your User ID

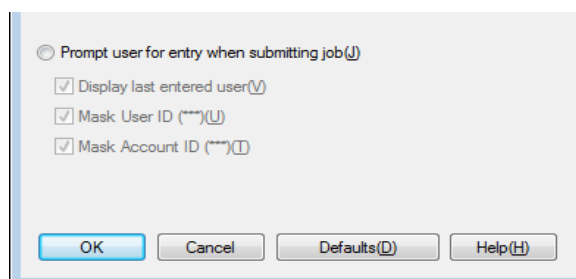
If your Windows logon name for the client PC is equivalent to your User ID registered on the authentication server (when remote authentication is enabled) or that registered on the machine (when local authentication is enabled), select [Use login name] for [User ID options] on the print driver.

For example, if your Windows logon name is "USER001" and the registered User ID is "USER001", specify [Use login name] for [User ID options].

- (1) Click [▼] for [User ID options], and select [Use login name].



7. Click [OK].



8. Click [OK] on the [Properties] screen.

Step 3 Submitting a Private Charge Print job from your computer

After you specify account information, you can submit a Private Charge Print job using the print driver.



- "Printing Using the Print Driver" (p. 178)

Step 4 Running a Private Charge Print job on the machine

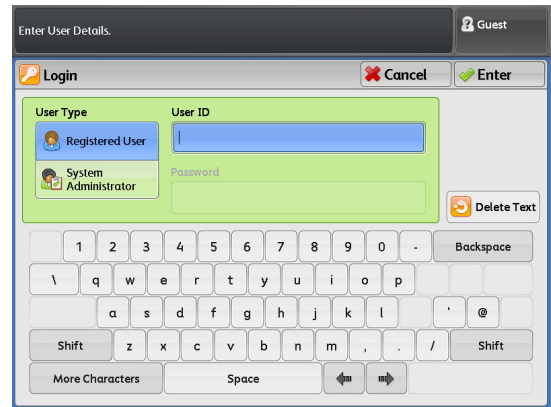
Steps

1. Press the <Log In/Out> button on the machine control panel.
2. Enter your User ID and the password (if required), by using the numeric keypad or the keyboard displayed on the screen, and select [Enter].

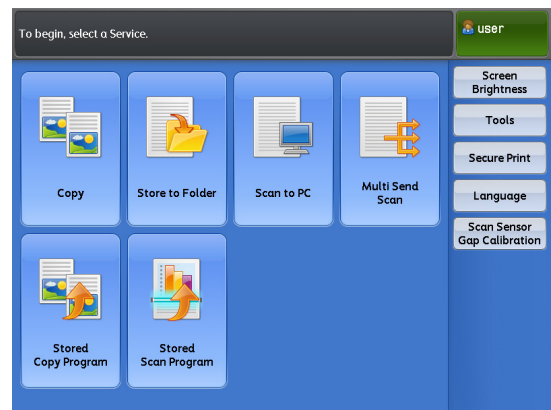


Note

- When using the Authentication feature on the machine, setting a password helps you to secure your login.
Setting a password: "Password Entry from Control Panel" (p. 336)"
- If you are not sure about the user ID and password, consult your system administrator.



3. On the menu screen, press [Private Charge Print].



4. Select the job to be printed, and press [Print].



Note

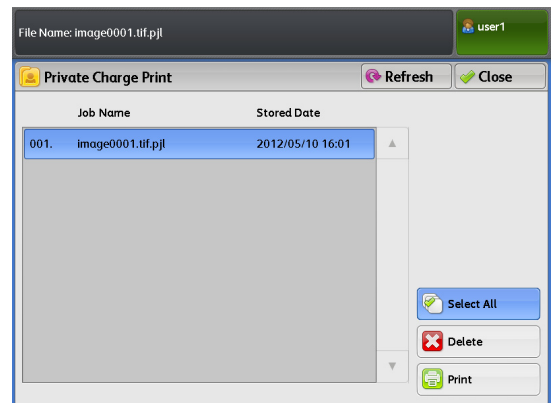
- Press [Refresh] to refresh the display.
- Press [▲] to display the previous screen, and press [▼] to display the next screen.

Select All

Select this to select all the documents. Select this again to deselect all the selected documents.

Delete

Select this to delete the selected document(s).



5. On the print confirmation screen, press [Print and Delete] or [Print and Save].

**Note**

- Press [Cancel] to cancel printing of the job.
- This screen is not displayed when [Tools] > [System Settings] > [Stored File Settings] > [Print Job Confirmation Screen] is set to [Disabled].

Print and Delete

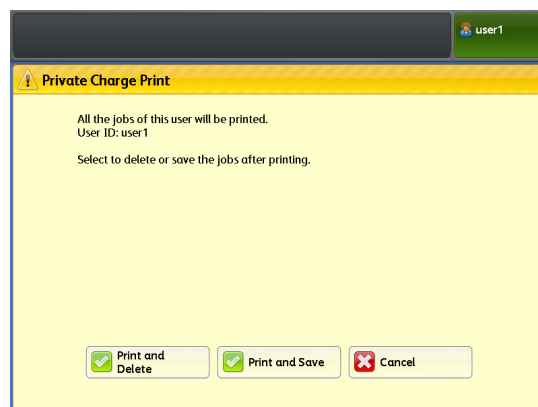
Select this to delete the Private Charge Print document stored on the machine after printing.

Print and Save

Select this not to delete the Private Charge Print document stored on the machine even after printing.

**Note**

- By using [Tools] > [System Settings] > [Stored File Settings], you can set to automatically delete documents for print jobs stored in the machine. ("Stored File Settings" (p. 324))



5.5 Importing Scanned Data

This section describes three methods to import the documents stored in the machine's folder into your computer. Refer to these subsections for details on each procedure.

- Import from a TWAIN-compliant Applicationp. 191
- Importing from Stored File Manager 3.....p. 194
- Importing Using CentreWare Internet Servicesp. 197

5.5.1 Import from a TWAIN-compliant Application

The following describes how to import the documents stored in the machine's folder into your application. To import the documents stored in the machine's folder, the scanner driver (to connect to network) needs to be used. The scanner driver (to connect to network) is a software program to import documents (scanned data) stored in the machine's folder to an application running on your computer via network connection. To use the scanner driver (to connect to network), it must be installed on the computer.



Note

- You can install the scanner driver (to connect to network) from xerox.com.
- Before you can import documents from the machine's folder, you need to configure some settings such as enabling a port. For information on how to do this, refer to "Setting Up the Store to Folder Feature" (p. 210). For information on how to work with your application, refer to the documentation for the application.



Refer

- For detailed information on items displayed in the dialog box, refer to the Help section of the scanner driver (to connect to network) which can be displayed by clicking [Help].

Steps

1. Start the application to which you want to import documents.



Important

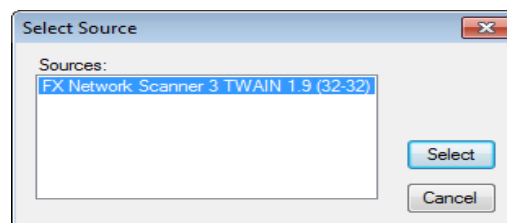
- The application software must support TWAIN, a standard for scanners and other input devices.



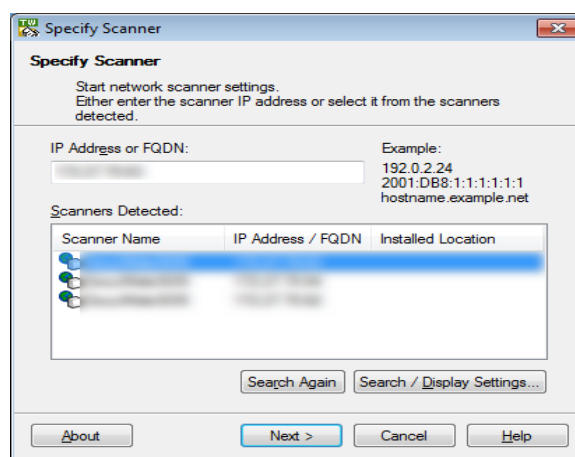
Refer

- For notes and restrictions on using your application, refer to the "Readme" file for the scanner driver (to connect to network).

2. From the [File] menu, select the command for choosing a scanner (source).
3. Select [FX Network Scanner 3 TWAIN] and click the [Select] button.
4. From the [File] menu, select the command for importing images from the scanner.



5. From the displayed list, click the scanner name of the machine to connect, and click the [Next] button.

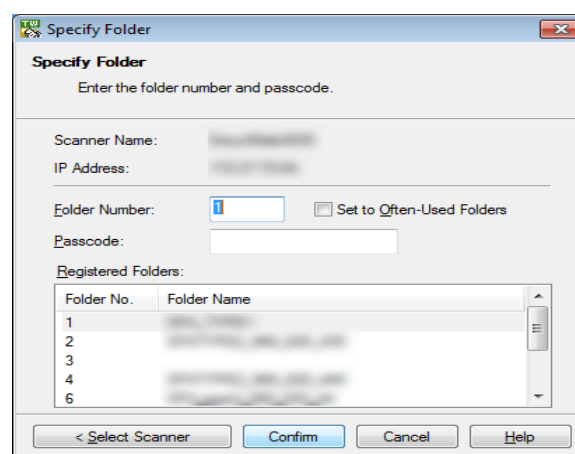


6. In [Folder Number] and [Password], enter the folder number containing the documents you want to import (single-byte numbers in the range of 001 to 100) and the password (single-byte numbers of up to 4 digits), respectively.



Note

- You can choose one from the folder numbers displayed under [Registered Folders].
- Click the [Select Scanner] button to return to the screen in Step 5., where you can select another scanner.



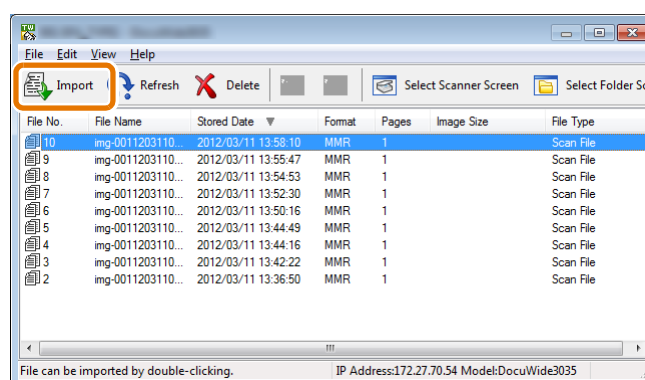
7. Click the [Confirm] button.

8. Select a document to import from the list, and click [Import].



Note

- Multiple documents can be selected.
- [Import], [Refresh], and [Delete] can also be selected from the menu which is displayed when you right-click an item on the list.
- Thumbnail view is not available for documents stored in the machine's folder.



When importing starts, the scanned data from the folder begins to be transferred to the computer.

When the transfer ends, the documents are imported to the application as well as deleted from the folder.



Note

- When you have imported a document on a page-by-page basis, if some of pages in the document has not yet imported, an icon indicating the document is currently being imported is displayed at the beginning of the document row in the list.
- Depending on the application used, it may take time to transfer data due to decompression of the compressed data.
- You can select not to delete documents in the machine's folder after transfer. For information on how to do this, refer to "Create Folder" (p. 201).

Changing the settings for the scanner driver (to connect to network)



- For detailed information on items displayed in the dialog box, refer to the Help section of the scanner driver (to connect to network) which can be displayed by clicking [Help].

● Changing the display of scanner names

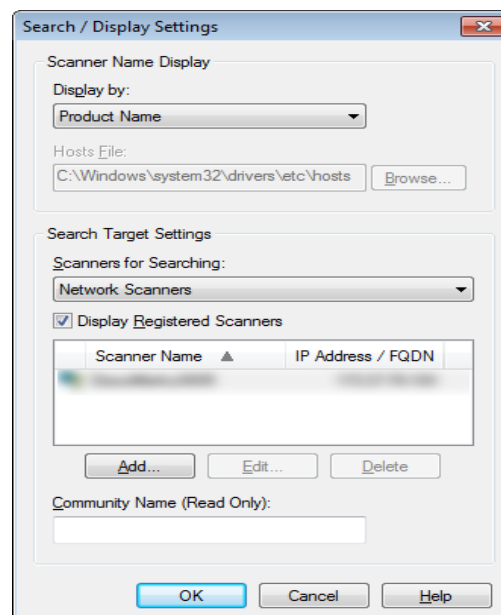
You can change the display name of the scanner which will be shown to users when they select a scanner.

To change the display of scanner names, use the dialog box which can be displayed by clicking the [Search / Display Settings] button on a scanner selection dialog box.

Select the display of scanner names from [Display by] under [Scanner Name Display].



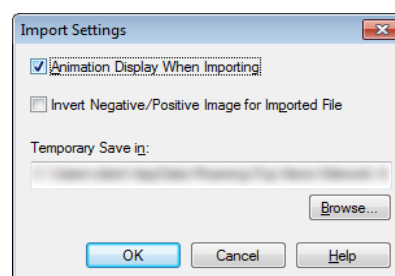
- Under [Search Target Settings], specify the scanners to be displayed as search target. Clicking the [Add] button allows you to register scanners on a different subnetwork so that they are displayed as search targets.



● Setting the way the scanned documents are imported

You can change how documents are displayed during importing from the machine's folder and how they are imported.

To change the import settings, use the dialog box which can be displayed by selecting [Import Settings] from the [File] menu on the dialog box for selecting documents to be imported.



5.5.2 Importing from Stored File Manager 3

The following describes how to import the documents stored in the machine's folder into your computer via Stored File Manager 3.

Stored File Manager 3 allows you to import the documents stored in the machine's folder into your computer without an application.

To use Stored File Manager 3, the scanner driver (to connect to network) must be installed on the computer.



- You can install the scanner driver (to connect to network) from xerox.com.

- Before you can import documents from the machine's folder, you need to configure some settings such as enabling a port.

For information on how to do this, refer to "Setting Up the Store to Folder Feature" (p. 210). For information on how to work with your application, refer to the documentation for the application.



- For detailed information on items displayed in the dialog box, refer to the Help section of Stored File Manager 3 which can be displayed by clicking [Help].

Steps

- Click the [Start] menu, and select [Programs] > [Xerox] > [Network Scanner Utility 3] > [Stored File Manager 3].

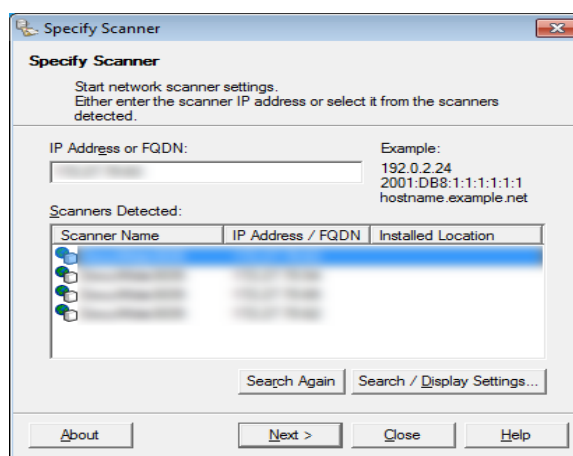


- If you used another directory for installation, specify the directory instead.

- From the displayed list, click the scanner name of the machine to connect, and click the [Next] button.



- If no scanners are shown in the list, click [Search Again]. The application searches for scanners.
- To change the display of scanner names, use the dialog box which can be displayed by clicking the [Search / Display Settings] button. For information on how to change the display name, refer to "Changing the display of scanner names" (p. 196).
- The scanner name of the machine is automatically listed only when the machine is on the same network as your computer. To view the machine connected to another network, click [Search / Display Settings] to register the machine's IP address and scanner name. For information on how to register a scanner, refer to "Changing the display of scanner names" (p. 196).

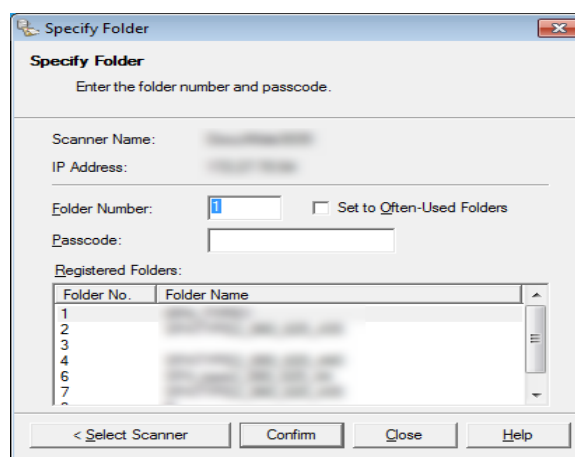


3. In [Folder Number] and [Password], enter the folder number containing the documents you want to import (single-byte numbers in the range of 001 to 100) and the password (single-byte numbers of up to 4 digits), respectively.



Note

- You can choose one from the folder numbers displayed under [Registered Folders].
- Click the [Select Scanner] button to return to the screen in Step 2., where you can select another scanner.



4. Click the [Confirm] button.

5. Select a document to import from the list, and click [Import].



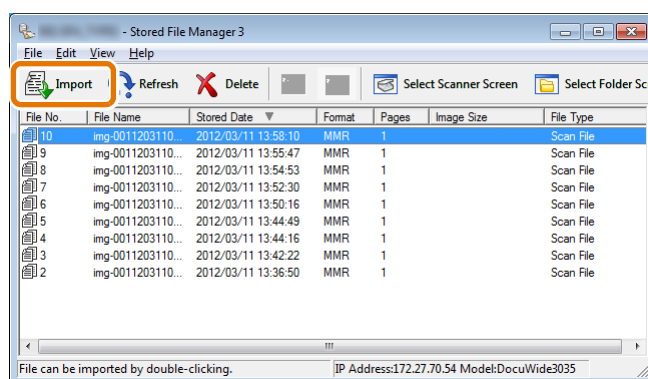
Note

- Multiple documents can be selected.
- When [File Saving Options] is set to [Set Destination for Each File] under the import settings, a dialog box for specifying a save destination is displayed. When the dialog box appears, specify a save destination, and click [OK].

For information on the import

settings, refer to "Setting the way the scanned documents are imported" (p. 196).

- Thumbnail view is not available for documents stored in the machine's folder.



6. The file is imported to the specified directory.



Note

- When [File Saving Options] is set to [Save in Fixed Destination] under the import settings, a file is saved in the specified directory.

For information on the import settings, refer to "Setting the way the scanned documents are imported" (p. 196).

Changing Stored File Manager 3 settings



- For detailed information on items displayed in the dialog box, refer to the Help section of Stored File Manager 3 which can be displayed by clicking the [Help] button.

Changing the display of scanner names

You can change the display name of the scanner which will be shown to users when they select a scanner.

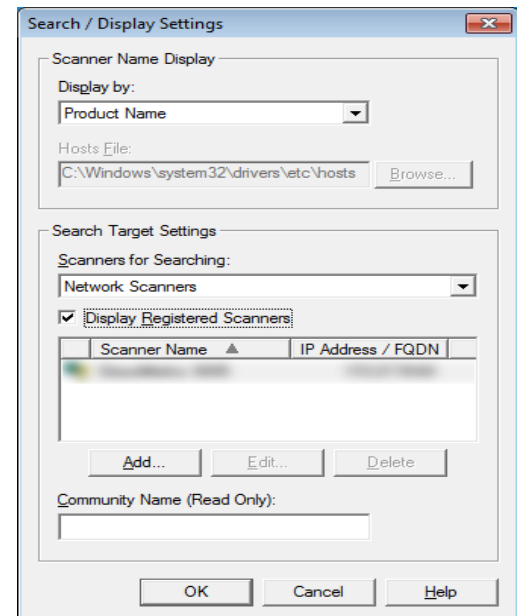
To change the display of scanner names, use the dialog box which can be displayed by clicking the [Search / Display Settings] button on a scanner selection dialog box.

Select the display of scanner names from [Display by] under [Scanner Name Display].

Under [Search Target Settings], specify the scanners to be displayed as search targets.



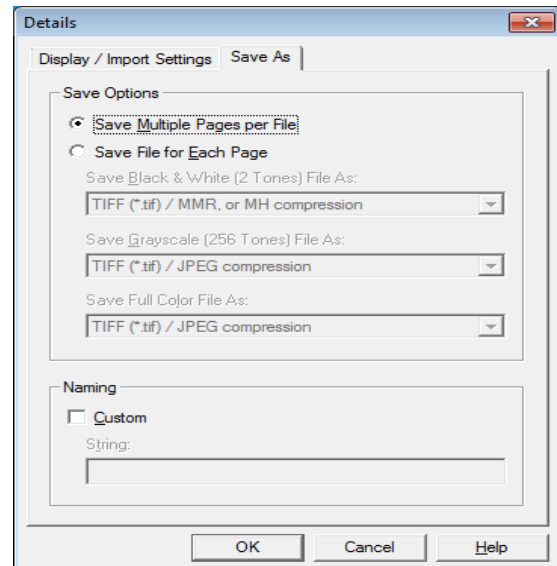
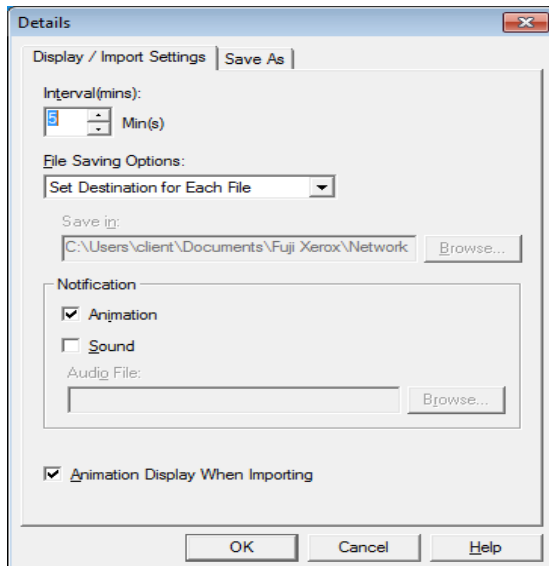
- Clicking the [Add] button allows you to register scanners on a different subnetwork so that they are displayed as search targets.



Setting the way the scanned documents are imported

You can change how documents are displayed while importing from the machine's folder and where they are imported to.

To change the import settings, use the dialog box which can be displayed by selecting [Details] from the [File] menu on the dialog box for selecting documents to be imported.



5.5.3 Importing Using CentreWare Internet Services

The following describes how to import the documents stored in the machine's folder into your application by using CentreWare Internet Services.

When the machine is installed in a TCP/IP environment, CentreWare Internet Services allows you to import documents stored in the machine's folder by accessing the machine from your computer via a web browser.



Note

- Documents imported via CentreWare Internet Services are not deleted from the folder even if [Delete Files After Retrieval] is set to [Yes] under the folder settings.



Refer

- For information on an overview of CentreWare Internet Services, refer to "CentreWare® Internet Services" (p. 171).
- For information on how to operate it, refer to the Help section which can be displayed by clicking the [Help] button in the top frame.

Steps

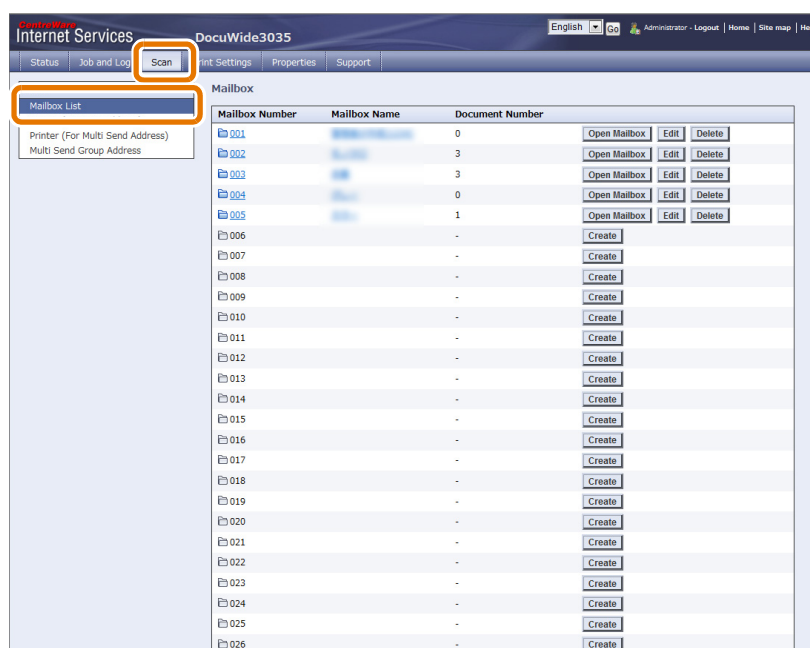
1. Start up the computer, and then a web browser.
2. Enter the machine's IP address or Internet address in the browser address field, and press the <Enter> key.



Note

- If your network uses DNS (Domain Name System) and the machine's host name is registered in the domain name server, you can access the machine using the Internet address which consists of the host name and the domain name. For example, if the host name is "myhost", and the domain name is "example.com", then the Internet address is "myhost.example.com".
- Ask your system administrator for the IP address or Internet address.
- When specifying a port number, enter the IP address followed by a colon ":" and the assigned port number such as "8080".
- If you have enabled encrypted communication, you need to enter the address beginning "https" instead of "http" in the browser address field in order to access CentreWare Internet Services.

3. Click [Mailbox List] on the [Scan] tab.



4. Click the [Open Mailbox] button for the folder storing the documents you want to import.



Note

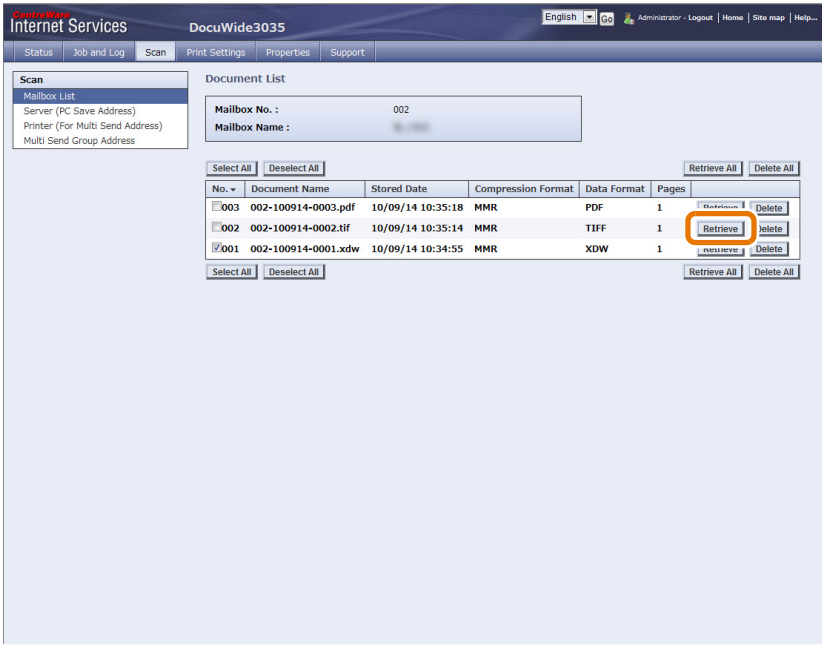
- If a password is set, enter the password (up to 4 digits) in [Password].

5. Click the [Retrieve] button for the document to be imported.



Note

- Multiple documents can also be imported at one time. To do this, select those documents and click the [Retrieve All] button.



6. Select the save destination for the document to save it.



Chapter 6 Configuration

This chapter describes how to create folders, register IP addresses, and set up save destinations, as well as change those settings.

6.1	Setup	200
6.2	Setting the IP Address.....	209
6.3	Scanner Environment Settings.....	210

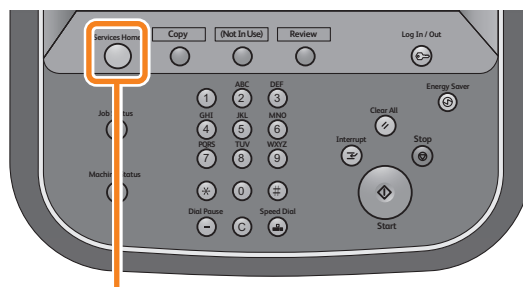
6.1 Setup

Selecting [Setup] allows you to configure settings that are related to Stored Programs, Folders, and Send Addresses. Refer to these subsections for more information on each setting.

- Create Folder.....p. 201
- Server (PC Save Address)p. 203
- Printer (Multi Send Address).....p. 205
- Multi Send Address (Group Address)p. 206
- Paper Tray Series / Paper Type.....p. 208

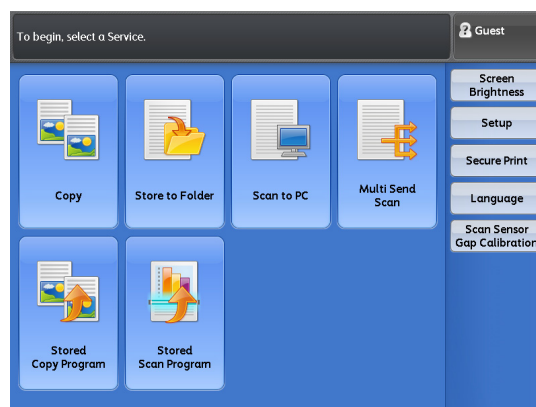
Steps

1. Press the <Services Home> button on the control panel.

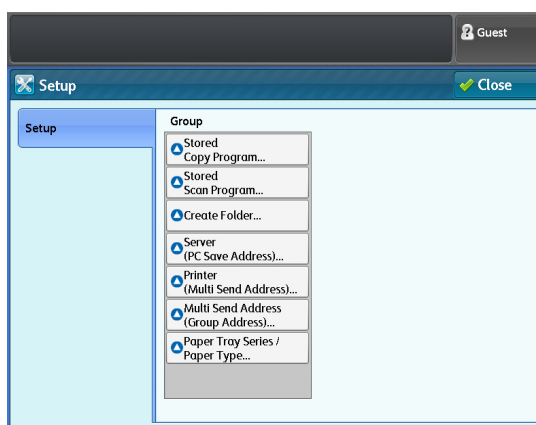


<Services Home> button

2. On the menu screen, press [Setup].



3. Select the item you want to configure or change.

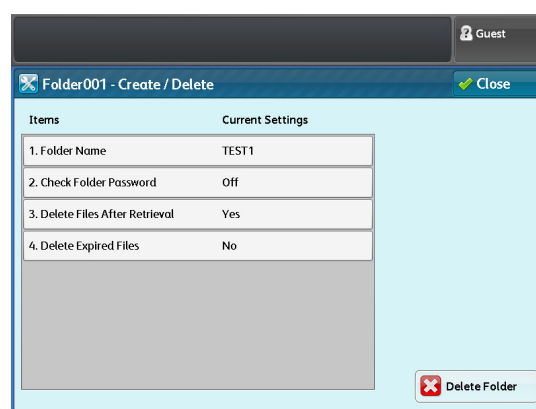
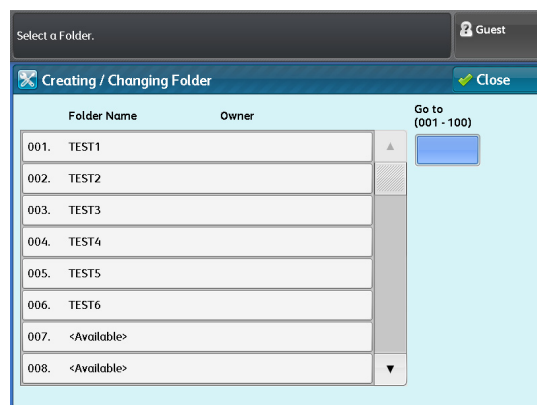


6.1.1 Create Folder

The folders allow you to store images scanned by the machine as documents in the machine's internal memory. The stored scan documents can be retrieved from a computer on the network. Up to 100 folders can be registered on the machine.

Steps

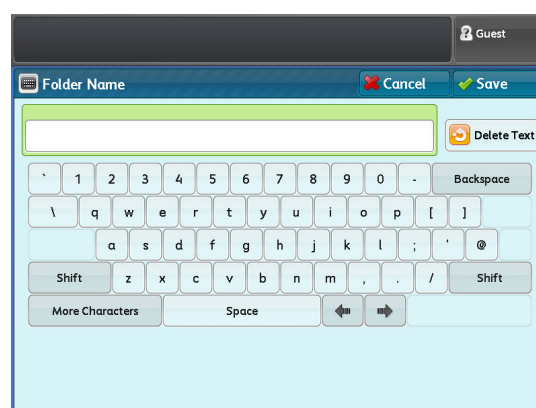
1. Press [Create Folder].
2. Select a folder you want to register.
 - Note**
 - Press [▲] to display the previous screen, and press [▼] to display the next screen.
 - If you want to display a specific folder number at the top, enter that number in [Go to].
3. When you attempt to register a new folder, the [Check Folder Password] screen appears. Set items as necessary, and press [Save].
 - Note**
 - If you select a box that has already been registered, the [Setup] screen appears.
 - Refer**
 - For information on how to set an access restriction, refer to "Check Folder Password" (p. 202).
4. Select and set the desired items.



Folder Name

You can assign a name to the folder. Up to 20 characters can be entered by using the keyboard displayed on the screen and the numeric keypad.

- Refer**
 - For information on how to enter characters, refer to "Text Entry" (p. 44).



Check Folder Password

You can set access restrictions in order to allow only limited users to perform certain operations.

● Check Folder Password

Set whether to set access restrictions.

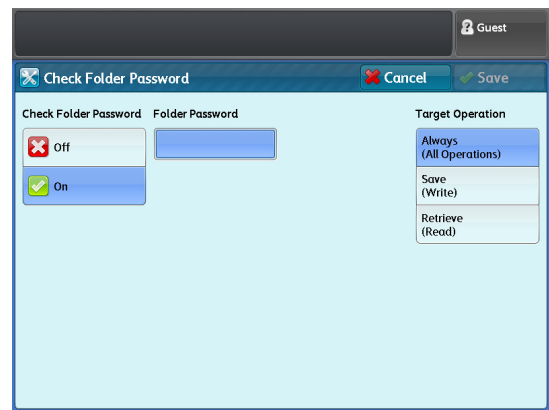
● Folder Password

To set access restrictions to the folder, set a four-digits password using numbers from 0 to 9.

● Target Operation

Set the operations to be restricted.

- Always (All Operations)
Select this to require a password when users attempt to select this folder or to retrieve documents in this folder.
- Save (Write)
Select this to require a password when users attempt to select this folder.
- Retrieve (Read)
Select this to require a password when users attempt to retrieve documents in this folder.



Delete Files After Retrieval

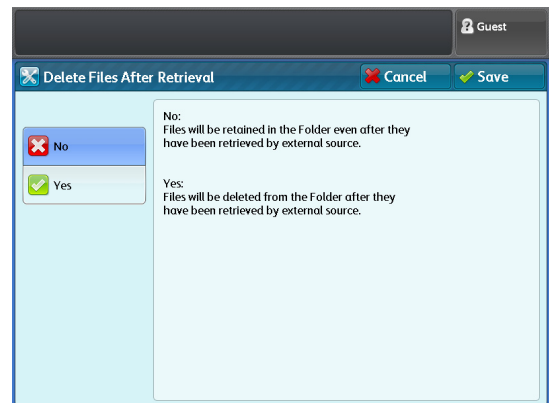
Set whether to delete documents stored in this folder after they have been retrieved from an external application.

● No

Select this to retain the documents.

● Yes

Select this to automatically delete the documents after they have been retrieved.



Note

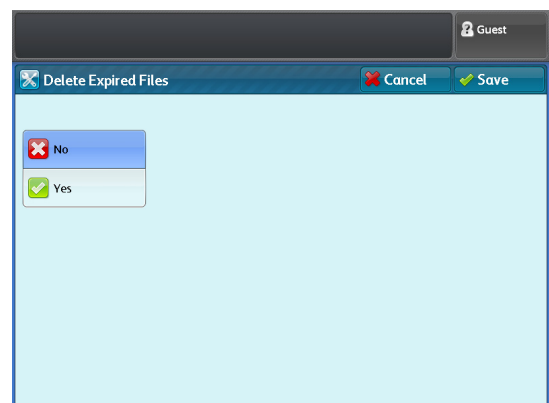
- Documents retrieved via CentreWare Internet Services are not deleted from the folder even if [Yes] is selected.

Delete Expired Files

Set whether to enable deleting the documents stored in the selected folder, at a specified time after a retention period has elapsed.

● No

Select this to retain the documents after a retention period has elapsed.



● Yes

Select this to delete the documents at a specified time after a retention period has elapsed. However, if the retention period is not specified, the documents are not deleted even if [Yes] is selected. When this option is selected, be sure to specify the retention period.



- For information on how to set the retention period, refer to "Stored File Settings" (p. 324).

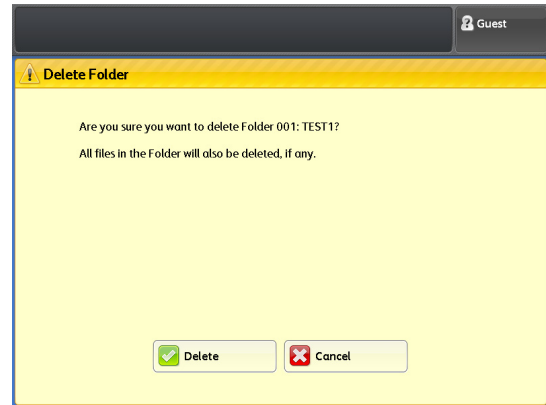
When you select the [Delete Folder] button

The selected folder will be deleted.

If the folder contains documents, all the documents will also be deleted.



- Documents cannot be restored once deleted.



5. After completing the settings, press [Close].

6.1.2 Server (PC Save Address)

The following describes how to register addresses of the destination computers that you use often. The type of address that can be registered is server (SMB).

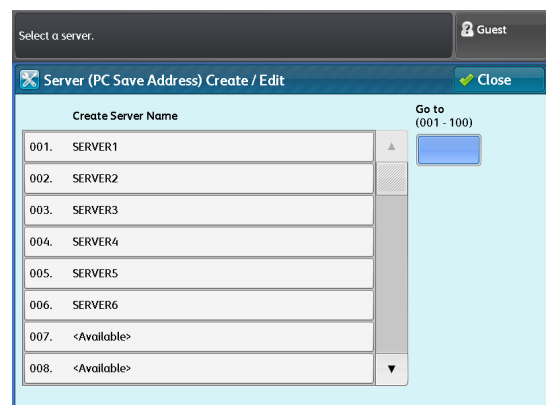
You can register up to 100 addresses.

Steps

1. Press [Server (PC Save Address)].
2. Select the server number that you want to register.



- Press [▲] to display the previous screen, and press [▼] to display the next screen.
- If you want to display a specific server number at the top, enter that number in [Go to].



3. Select and set the desired items.

Name

Enter the name of the address using up to 36 characters.



- For information on how to enter characters, refer to "Text Entry" (p. 44).

Server Name / IP Address

Enter the server name or IP address of the transfer destination.

Shared Name

Enter the shared name set to the SMB folder.

Save in

Enter the directory in which to save documents, in UNC format.

- Example: To save documents in the directory "bbb" located in the directory "aaa" in the specified volume "aaa", enter "aaa\bbb".
aaa\bbb

User Name

If the transfer destination server requires you to enter a user name, set the user name.

- For an active directory
user name@domain name (user name: up to 32 characters; domain name: up to 64 characters)
Input example: user1@example.com (user1: user name; example.com: domain name)
- For a Windows NT domain
domain name\user name (domain name: up to 64 characters; user name: up to 32 characters)
Input example: example\user1 (example: domain name; user1: user name)
- For a work group
local user (up to 32 characters)
Input example: Test-User

Password

If the transfer destination server requires you to enter a password, set the password.

The password can be up to 32 characters.

Port Number

Specify the port number of the transfer destination in the range of 1 to 65,535.

To disable this function, select [Default Port].

When you select [Browse]

The hierarchical structure of the names of the save destination servers and folders is displayed. Trace through the hierarchy to specify the save destination.



- For information on how to specify the save destination, refer to "Browse (Browsing Network PCs and Folders to Specify Save Destination)" (p. 147).

When you select [Delete Entry]

The registered information of the selected address can be deleted. To delete the registered information, select [Delete].



- Settings cannot be restored once they are deleted.

Items	Current Settings
1. Name	SERVER1
2. Server Name / IP Address	192.168.1.1
3. Shared Name	test
4. Save in	192.168.1.1
5. User Name	user
6. Password	(Not Set)
7. Port Number	Default Port

4. After completing the settings, press [Save].

6.1.3 Printer (Multi Send Address)

The following describes how to register destination addresses that you use often. The type of address that can be registered is printer.

You can register up to 10 addresses.

Steps

1. Press [Printer (Multi Send Address)].
2. Select the printer number that you want to register.



- Press [▲] to display the previous screen, and press [▼] to display the next screen.
- If you want to display a specific printer number at the top, enter that number in [Go to].

3. Select and set the desired items.

Name

Enter the name of the address using up to 36 characters.



- For information on how to enter characters, refer to "Text Entry" (p. 44).

Server Name / IP Address

Enter the host name, domain name, or IP address of the transfer destination.

Logical Printer Name

Enter the name of the logical printer.

- For Doc series
plt**t (**: numbers from 00 to 99)
Example: plt03t
- For ApeosPort/DocuCentre/DocuPrint series
TIFF** (**: numbers from 01 to 20)
Example: TIFF03

Output Size

When printing on a printer other than Doc series, set the printable size.

- Same size printing
Select this to print at the same size of original.
- Smaller than A3
Select this to reduce to fit to A3 size whenever printing A3 or larger original.
- Smaller than A4
Select this to reduce to fit to A4 size whenever printing A4 or larger original.



Note

- For a printer which supports A3 size printing, select [Smaller than A3].

High Speed Multi-print

Set whether to enable high speed printing if multiple copies are specified.

- Off

Select this to transfer print data equivalent to the amount of job size multiplied by the number of copies. This results in more time spent for printing according to the specified number of copies.

- On

Select this to process printing with the number-of-copies command. This enables high speed printing regardless of the specified number of copies.



Important

- When [On] is selected, multiple copies of print jobs will not succeed on a printer that cannot accept the number-of-copies command. For information on such printer models, contact your local Xerox representative.
- If you specify a printer other than Doc series as destination, and one or more logical printers for it are assigned with settings such as Output Destination and a finishing like folding, hole punching, or stapling, set this option to [Off]. If [On] is selected, settings of such a printer may not function.

When the [Delete Entry] button is selected

The registered information of the selected address can be deleted. To delete the registered information, select [Delete].



Important

- Settings cannot be restored once they are deleted.

4. After completing the settings, press [Save].

6.1.4 Multi Send Address (Group Address)

The following describes how to register broadcast recipients as a group address. The group name, up to two servers, up to five printers, and one local printer (this machine) can be registered to a group. Up to 20 groups can be registered.

To register addresses to a group, you must first register the individual addresses.



Note

- A group address cannot contain a group address in it.
- To use the Scan to PC feature, you must first set up your network. For information on how to configure network settings, refer to "Setting Up the Scan to PC Feature" (p. 211).
- To register servers and printers to a group, you must first register them. For information on how to register servers and printers, refer to "Server (PC Save Address)" (p. 203) and "Printer (Multi Send Address)" (p. 205).

Steps

1. Press [Multi Send Address (Group Address)].
2. Select the group number that you want to register.



Note

- Press [▲] to display the previous screen, and press [▼] to display the next screen.
- If you want to display a specific group at the top, enter that number in [Go to].

3. Select and set the desired items.



Note

- The group name (Name), up to two servers (PC Save Address), up to five printers, and one local printer (this machine) can be registered to a group.

Name

Enter the group name using up to 36 characters.



Refer

- For information on how to enter characters, refer to "Text Entry" (p. 44).

PC Save Addresses 1, 2

Select a server.



Note

- Press [▲] to display the previous screen, and press [▼] to display the next screen.
- If you want to display a specific server number at the top, enter that number in [Go to].
- To display information on a registered server, select the server, and press [Details].
- Multiple instances of a server cannot be registered to a group.

Printers 1 to 5

Select a printer.



Note

- Press [▲] to display the previous screen, and press [▼] to display the next screen.
- If you want to display a specific printer number at the top, enter that number in [Go to].
- To display information on a registered printer, select the printer, and press [Details].
- Multiple instances of a printer cannot be registered to a group.

Local Printer

Set whether to print documents on the local printer (this machine).

- Off
Select this not to print on the machine.
- On
Select this to print on the machine. Specify the number of the logical printer.

When the [Delete Entry] button is selected

The registered information of the selected group can be deleted. To delete the registered information, select [Delete].



- Settings cannot be restored once they are deleted.

4. After completing the settings, press [Save].

6.1.5 Paper Tray Series / Paper Type

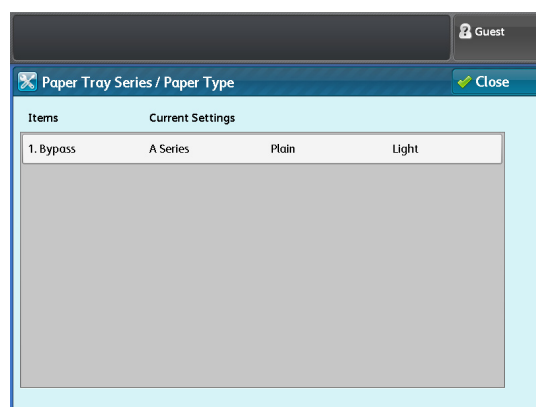
The following describes how to tell the machine what series, type, and weight of paper is to be loaded from the bypass feed table.



- For information on roll media settings, refer to "Paper Tray Series / Paper Type" (p. 293).

Steps

1. Press [Paper Tray Settings].
2. Press [Bypass].



3. Select and set the desired items.

Paper Series

Select from [A Series], [JIS B Series], [ISO B Series], [Special A Series], [Arch Series-1], [Arch Series-2], and [ANSI Series].

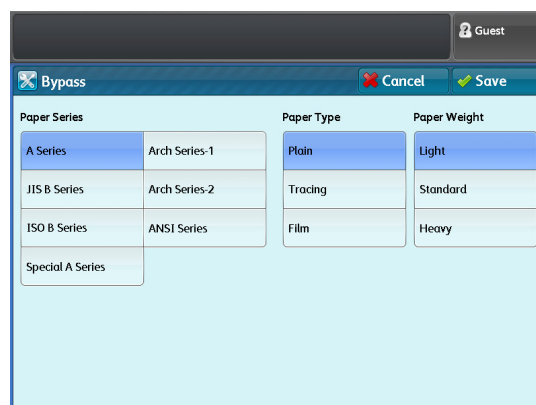
Paper Type

Select from [Plain], [Tracing], and [Film].

Paper Weight

Select from [Light], [Standard], and [Heavy].

4. After completing the settings, press [Save].



6.2 Setting the IP Address

This section describes how to set the machine's IP address so that it can communicate with network services.

Steps

1. Call up the [Tools] screen.
 - (1) Press the <Log In/Out> button.
 - (2) Enter the user ID of the system administrator, by using the numeric keypad or the keyboard displayed on the screen, and press [Enter].

Note

 - By factory default, the User ID is "11111".
 - (3) On the menu screen, press [Tools].
2. Make settings for [TCP/IP - IP Address] under [Protocol Settings].
 - (1) On the [Tools] screen, press [Connectivity & Network Setup].
 - (2) Press [Protocol Settings].
 - (3) Press [IPv4 - IP Address].
 - (4) Enter the IP address using the numeric keypad.
 - (5) Press [Close] several times until the [Tools] screen is displayed.

Refer

 - For information on how to set the IPv6 IP address, refer to "Protocol Settings" (p. 311).
3. Press [Close] on the [Tools] screen.

6.3 Scanner Environment Settings

This section describes how to configure the environment for using the machine's Scan feature.

6.3.1 Setting Up the Store to Folder Feature

The following describes how to set up the Store to Folder feature. Refer to these subsections for more information on each step.

- Step 1 Configuring TCP/IPp. 210
- Step 2 Registering a folderp. 210
- Step 3 Setting on your computerp. 210

Step 1 Configuring TCP/IP

To use the scanner driver (to connect to network) provided by Xerox, the machine's IP address must be configured.



Note

- You can skip this step when the machine is already assigned an IP address.



Refer

- For information on how to assign an IP address to the machine, refer to "Setting the IP Address" (p. 209).

Step 2 Registering a folder

Register a folder to store scanned data.



Refer

- For information on how to register a folder, refer to "Create Folder" (p. 201).

Step 3 Setting on your computer

When using the scanner driver (to connect to network), it must be installed on the computer.



Refer

- The scanner driver (to connect to network) is available on xerox.com.
For information on how to install the driver, refer to the Help section included with the driver.
- When using the scanner driver (to connect to network), refer to "Computer Operations" (p. 169).

6.3.2 Setting Up the Scan to PC Feature

The following describes how to set up the Scan to PC feature. Refer to these subsections for more information on each step.

- Step 1 Requirementsp. 211
- Step 2 Configuring TCP/IPp. 211
- Step 3 Setting on your computerp. 211

Step 1 Requirements

To use the Scan to PC feature on the machine, your computer must run on one of the following operating systems that supports folder sharing.

- Microsoft® Windows® XP
- Microsoft® Windows Vista®
- Microsoft® Windows® 7
- Microsoft® Windows Server® 2003
- Microsoft® Windows Server® 2008
- Microsoft® Windows Server® 2008 R2

Step 2 Configuring TCP/IP

To use Scan to PC feature, the machine's IP address must be configured.



Note

- You can skip this step when the machine is already assigned an IP address.



Refer

- For information on how to assign an IP address to the machine, refer to "Setting the IP Address" (p. 209).

Step 3 Setting on your computer

Create a transfer destination folder on your computer and set it as a shared folder. Set write access to the shared folder.

- Setting Up the Shared Folder

Steps

1. Anywhere on your computer, create a folder to be shared.

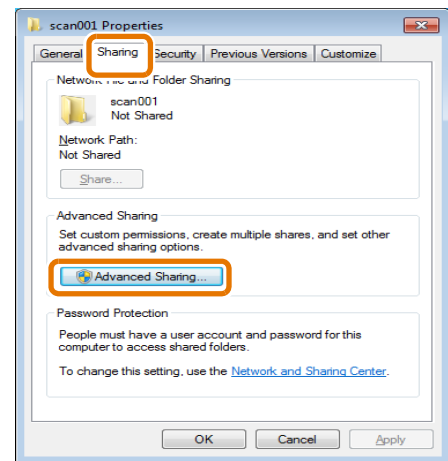


Note

- The created folder will be used to store scanned data.
Give the folder a name such as "scan001", using single-byte alphanumeric characters.

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

3. Click the [Sharing] tab.
4. Click [Advanced Sharing].



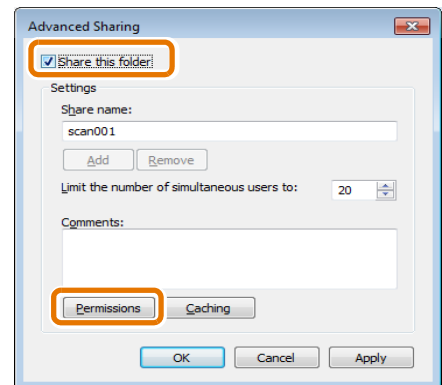
5. Select the [Share this folder] check box.



Note

- Make sure that the folder name displayed in [Share Name] is the same as that of the folder you created in Step 1..

6. Click [Permissions].



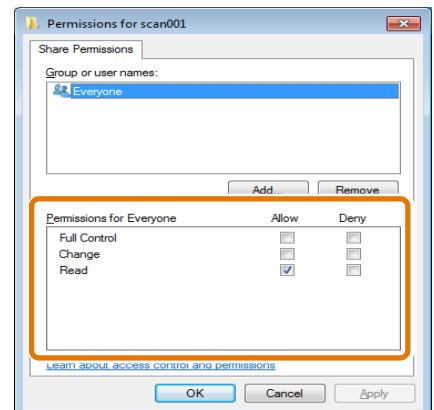
7. Set the appropriate permissions.



Note

- Set the permissions according to the security rules of your organization.

8. Click [OK].



9. Click the [Security] tab.

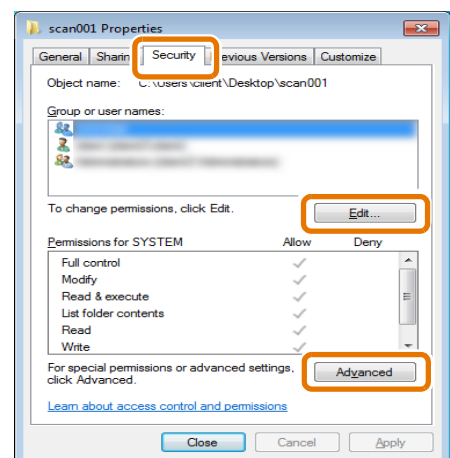
10. Click [Edit] or [Advanced], and set the appropriate permissions.



Note

- Set the permissions according to the security rules of your organization.

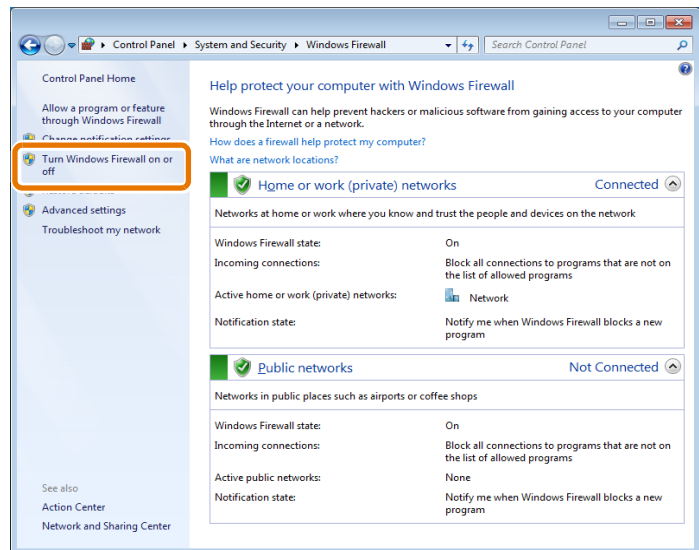
11. Click [Close].



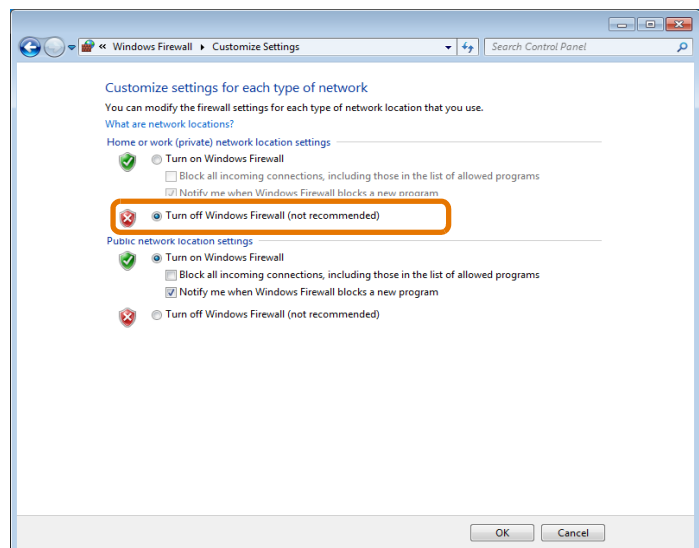
● Configuring Windows Firewall

Steps

1. Select [Start] > [Control Panel] > [System and Security] > [Windows Firewall].
2. Click [Turn Windows Firewall on or off].



3. Under [Home or work (private) network location settings], click [Turn off Windows Firewall (not recommended)].
4. Click [OK].





Chapter 7 Authentication

This chapter describes the authentication features available for the machine.


7.1	Overview of the Authentication Features.....	216
7.2	Authentication Features.....	217
7.3	Services Controlled by Authentication.....	219
7.4	Folder Authentication.....	220
7.5	Enabling Local Authentication.....	223
7.6	Enabling Remote Authentication	233

7.1 Overview of the Authentication Features

This section outlines the authentication features available for the machine.

Types of users


The users include the System Administrator, Login User, Unregistered User, and Local User.

-  **Refer** • For more information, refer to "Authentication for Each User Types" (p. 217).

Types of authentication

The machine supports two authentication types: "Login to Local Accounts" that authenticates users based on user information registered on the machine, and "Login to Remote Accounts" that authenticates users based on user information registered on a remote server.

-  **Note** • The supported remote servers include LDAP and Authentication Management servers.

-  **Refer** • For more information, refer to "Types of Authentication" (p. 218).

Service based access control

Use of the machine features can be restricted on a feature basis (Copy, Scan, and Print).

-  **Refer** • For more information, refer to "Service Access" (p. 332).

User based access control

Use of the machine features can be restricted on a user basis.

-  **Refer** • For more information, refer to "Services Controlled by Authentication" (p. 219).

Creating, editing, or using the machine's folders can be restricted for individual user.

-  **Refer** • For more information, refer to "Folder Authentication" (p. 220).

7.2 Authentication Features

This section describes the authentication features that can be used with this machine.

- Authentication for Each User Types.....p. 217
- Types of Authentication.....p. 218

7.2.1 Authentication for Each User Types

The following describes the types of users to whom machine use restrictions can be applied via the authentication feature.

Use restrictions for this machine can be applied to the four types of users, as described below.

- **System Administrator**

A user who can register and change system settings according to the usage environment.

The system administrator needs to use a specific user ID called a system administrator ID.

To log in to the machine as system administrator, the registered system administrator ID must be entered in the user ID entry field on the Login screen.

- **Login User**

A user who is registered on the machine or a remote server.

The Login users must enter the user ID and password on the Login screen in order to use restricted services.

If necessary, sub-users can be associated with a Login User's user ID, depending on the purpose. Up to 10 sub-user IDs can be associated with a single user ID.



Note

- A separate software application is required to use the sub-users function. For more information, contact your local Xerox representative.

- **Unregistered User**

A user who is not registered.

Unregistered users cannot use restricted services.

- **Local User**

All users other than system administrators are called "local" users when the machine's authentication is not used.

User ID Authentication

This authentication method requires users to enter their user IDs and password on the machine's control panel. The machine authenticates users by means of the user information registered on the machine or a remote server. There are two types of authentication methods according to where the user information is stored.

● Login to Local Accounts

When this option is selected, the machine checks the user information registered on the machine to manage authentication.

When the machine receives print data directly from a computer, the machine checks the account information designated via the print driver on the client computer, against the account information registered on the machine to authenticate the user before accepting a job.

For information on driver settings, refer to the Help section of the driver.

● Login to Remote Accounts

With this authentication method, the machine performs authentication by querying a remote authentication server. No user information is registered to the machine.

With remote authentication, the user information maintained on the remote authentication server (Active Directory (LDAP connection)) or Authentication Management server can be used) is used for authentication.



- Any user information and personal folders registered on the machine will be deleted if you change the authentication method from "Login to Local Accounts" to "Login to Remote Accounts", and vice versa.
- The user ID and password to be registered on the remote authentication server can be set using up to 32 and 128 characters, respectively.



- Windows Server 2003, Windows Server 2008, and Windows Server 2008 R2 support Active Directory.
- Once authenticated by a remote authentication server, the authenticated user can access the machine features through the control panel based on user information which has been previously retrieved from the remote authentication server and stored on the machine, even if a remote authentication server is not started up. For information on how to do this, refer to "Saving Remote Authentication Information on the Machine" (p. 235).

7.3 Services Controlled by Authentication

This section describes the features that are controlled by the Authentication feature.
The restricted features vary depending on how the machine is used.



Note

- For information on restrictions applied folders when the Authentication feature is enabled, refer to "Folder Authentication" (p. 220).

When [Login Type] is set to [Login to Local Accounts]

Service	Authentication* ¹	User based access control* ²
	User ID	
Copy	Yes	Yes
Print	Yes	Yes
Scan	Yes	Yes

*¹ Indicates whether authentication is required to use that service. "Yes" indicates authentication is required.

*² Indicates the service can be restricted on a user basis. For more information, refer to "Create User Account" (p. 333).

When [Login Type] is set to [Login to Remote Accounts]

Service	Authentication* ¹	User based access control* ²
	User ID	
Copy	Yes	Yes
Print	No	Yes* ³
Scan	Yes	Yes

*¹ Indicates whether authentication is required to use that service. "Yes" indicates authentication is required.

*² The restriction is available on a feature basis if you are using Authentication Management as the authentication system. For information on Authentication Management, refer to the documentation provided with the application.

*³ The remote authentication (Login to Remote Accounts) cannot be used to prohibit the Print feature from being used. In order to restrict the use of the Print feature, you need to use Private Charge Print.

7.4 Folder Authentication

This section describes the restriction that are applied to folders when the Authentication feature is enabled.

- Overviewp. 220
- When Authentication is Disabled.....p. 221
- When Authentication is Enabled.....p. 222

7.4.1 Overview

There are three types of folders available when you work with the machine.

- General shared folder

A folder created by a local user when the Authentication feature is disabled.

- Administrator shared folder

A folder created by the system administrator.

To create an administrator shared folder, press the <Log In/Out> button on the control panel to log in to the machine as the system administrator.

- Personal folder

A folder created by a login user when the Authentication feature is enabled.

The types of folders users can create and use vary depending on whether the Authentication feature is enabled or not, as shown in the table below.

Type of Folder	When Authentication is Disabled			When Authentication is Enabled		
	Create	Edit/Delete	Use* ¹	Create	Edit/Delete	Use* ¹
General shared folder	Yes	Yes	Yes	No	(Yes)	(Yes)
Administrator shared folder	(Yes)	(Yes)	Yes	(Yes)	(Yes)	Yes
Personal folder	No	No	(Yes)	Yes	Yes	Yes

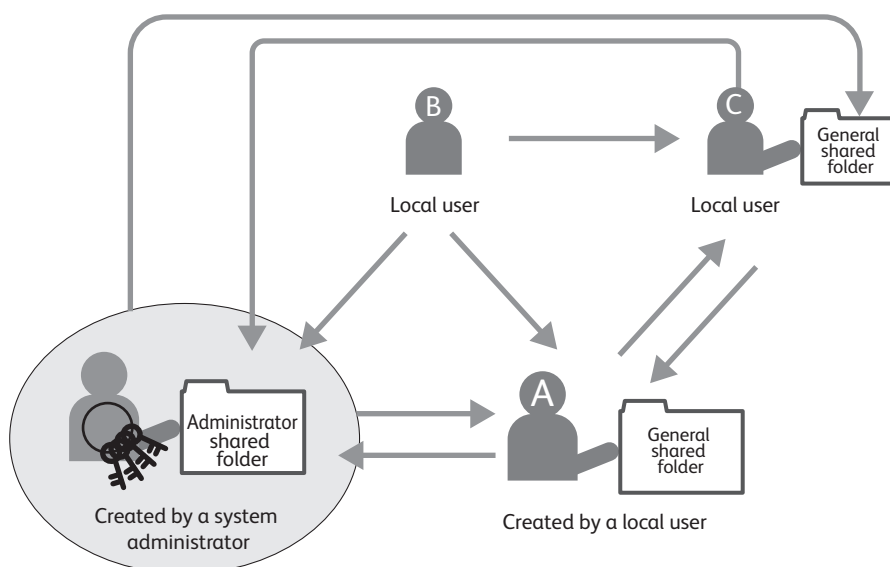
Yes - Available, No - Not available, (Yes) - Available to the System Administrator only

*¹ Viewing folders, and viewing, deleting, registering, and outputting files

7.4.2 When Authentication is Disabled

The following describes the types of folders available with the machine when the Authentication feature is disabled.

- **General shared folder**
All users who use the machine can share this type of folders and change the settings.
- **Administrator shared folder**
All users who use the machine can share this type of folders.
Only the system administrator can change the settings.
- **Personal folder**
Only the system administrator can create this type of folders and change the settings.



The table below lists the types of folders that each of the user types can use when the Authentication feature is disabled.

Folder Operation	Local User			System Administrator		
	General Shared Folder	Administrator Shared Folder	Personal Folder	General Shared Folder	Administrator Shared Folder	Personal Folder
Create/Register	Yes	No	No	No	Yes	No
View	Yes	Yes	No	Yes	Yes	Yes
Delete	Yes	No	No	Yes	Yes	Yes
Change settings	Yes	No	No	Yes	Yes	Yes
View files	Yes	Yes	No	Yes	Yes	Yes
Delete files	Yes	Yes	No	Yes	Yes	Yes
Register files	Yes	Yes	No	Yes	Yes	Yes
Output files	Yes	Yes	No	Yes	Yes	Yes

Yes: Available No: Not available



Note

- If you change the machine authentication setting from enabled to disabled, local users will no longer be able to use any personal folders created by login users.
In such a case, first delete all personal folders and then create a new General Shared folder.

7.4.3 When Authentication is Enabled

The following describes the types of folders available with the machine when the Authentication feature is enabled.

- General shared folder

Only the system administrator can create this type of folders and change the settings.

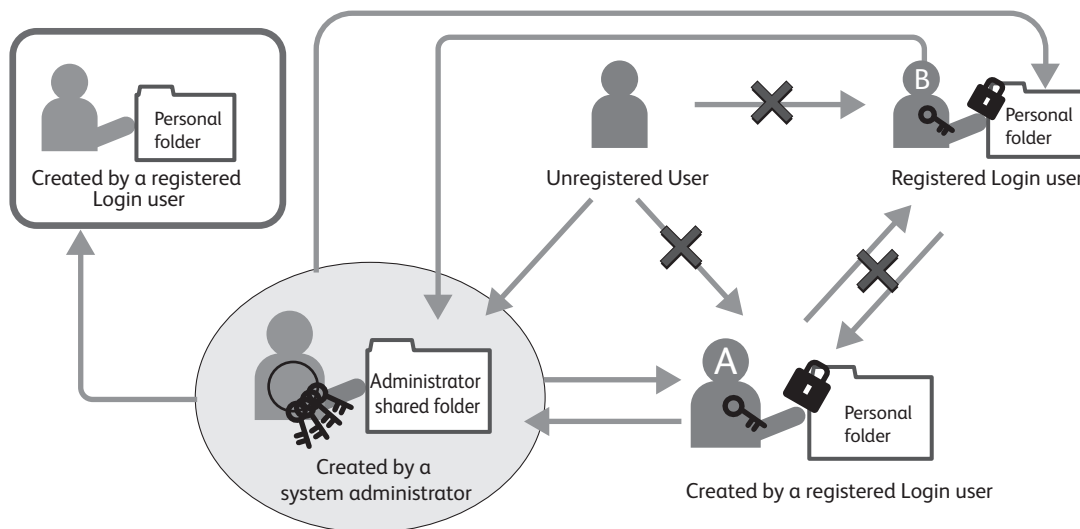
- Administrator shared folder

All Login users who use the machine can share this type of folders.

Only the system administrator can change the settings.

- Personal folder

Only the login user who created the folder and the system administrator can use the given Personal folder.



The table below lists the types of folders that each of the user types can use when the Authentication feature is enabled.

Folder Operation	Unregistered User (Local User)			Login User			System Administrator		
	General Shared Folder	Administrator Shared Folder	Personal Folder	General Shared Folder	Administrator Shared Folder	Personal Folder (Owner/ (Non-owner)	General Shared Folder	Administrator Shared Folder	Personal Folder
Create/Register	No	No	No	No	No	Yes/No	No	Yes	No
View	No	Yes	No	No	Yes	Yes/No	Yes	Yes	Yes
Delete	No	No	No	No	No	Yes/No	Yes	Yes	Yes
Change settings	No	No	No	No	No	Yes/No	Yes	Yes	Yes
View files	No	Yes	No	No	Yes	Yes/No	Yes	Yes	Yes
Delete files	No	Yes	No	No	Yes	Yes/No	Yes	Yes	Yes
Register files	No	Yes	No	No	Yes	Yes/No	Yes	Yes	Yes
Output files	No	Yes	No	No	Yes	Yes/No	Yes	Yes	Yes

Yes: Available No: Not available



Note

- If you change the machine authentication setting from disabled to enabled, Unregistered and Login users will no longer be able to use any General Shared folders.
In such a case, first delete all personal folders and then create a new General Shared folder.

7.5 Enabling Local Authentication

This section describes how to make settings to use the machine with local authentication.

Refer to these subsections for more information on each step.

- Set the Authentication Method to "Local Authentication" p. 223
- Setting Access Restriction..... p. 225
- Registering a User..... p. 225
- Batch Registering Users..... p. 226

7.5.1 Set the Authentication Method to "Local Authentication"

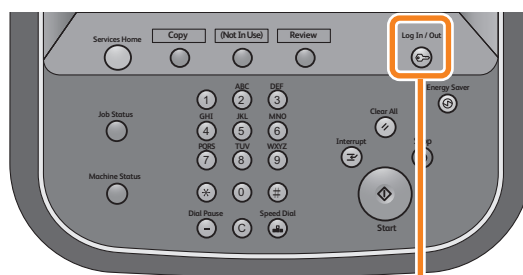
To use the machine with local authentication, set the authentication method to "Login to Local Accounts".



- Any user information and personal folders registered on the machine will be deleted If you change authentication method from "Login to Remote Accounts" to "Login to Local Accounts".

Steps

1. Press the <Log In/Out> button on the control panel.

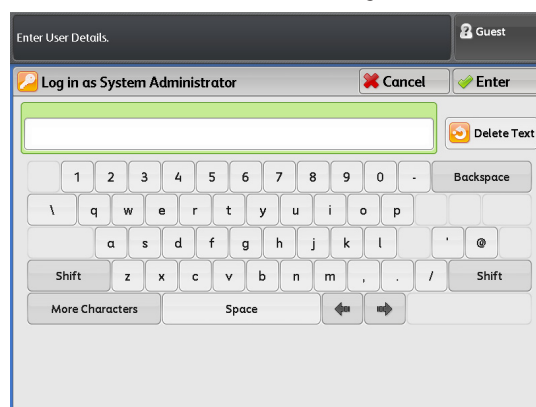


<Log In / Out> button

2. Enter the user ID of the system administrator, by using the numeric keypad or the keyboard displayed on the screen, and press [Enter].



- By factory default, the User ID is "11111".

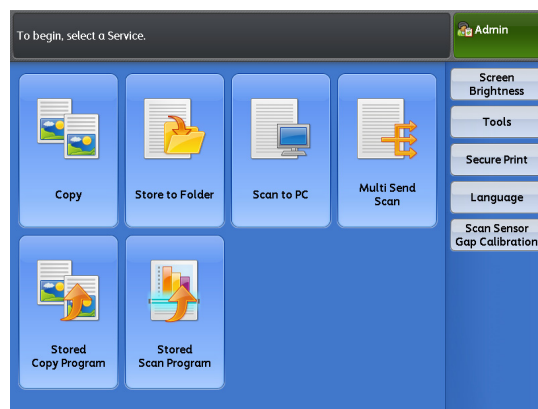


3. On the menu screen, press [Tools].

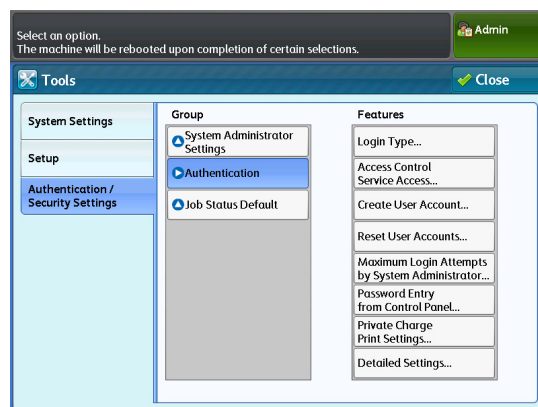


Note

- Press the <Services Home> button on the control panel to display the menu screen, if not yet displayed.



4. Press [Authentication / Security Settings] > [Authentication] > [Login Type].



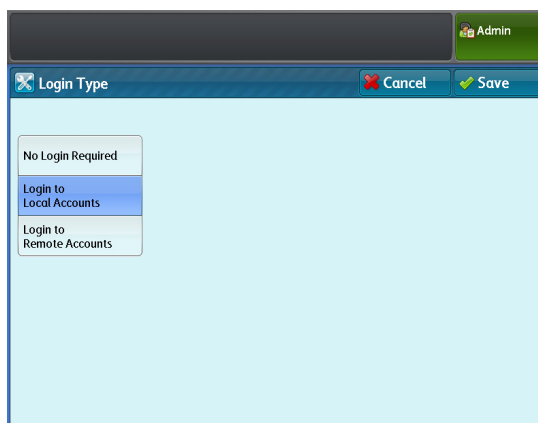
5. Press [Login to Local Accounts].



Refer

- For more information, refer to "Login Type" (p. 332).

6. Press [Save].



7.5.2 Setting Access Restriction

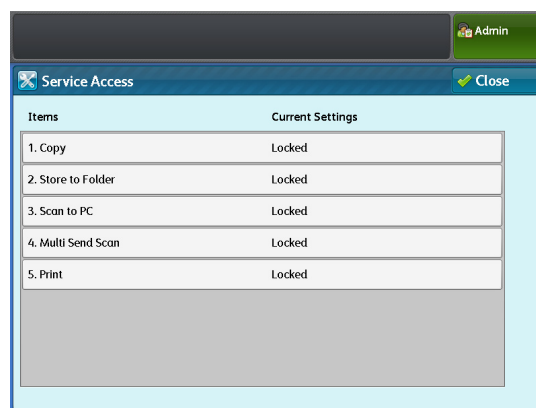
The following describes how to restrict access to certain features.

Steps

1. Press [Authentication / Security Settings] > [Authentication] > [Service Access].
2. Set each item as necessary, and click [Close].



- For more information, refer to "Service Access" (p. 332).



7.5.3 Registering a User

The following describes how to register uses.

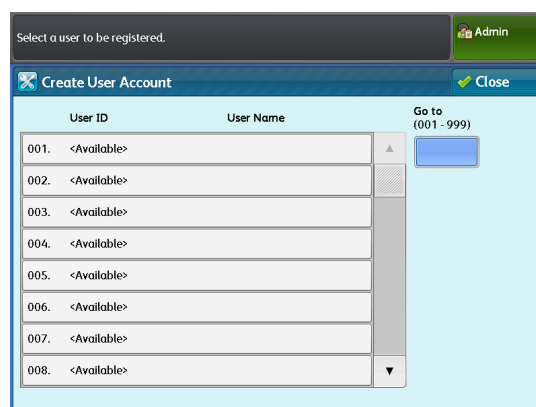
Up to 999 user data can be registered.

Steps

1. Press [Authentication / Security Settings] > [Authentication] > [Create User Account].
2. Select the user number that you want to register.

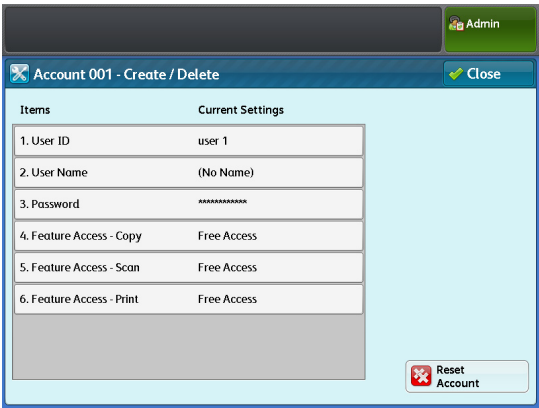


- Press [▲] to display the previous screen, and press [▼] to display the next screen.
- If you want to display a specific user number at the top, enter that number in [Go to].



3. Select and set the desired items.
- ➔ Refer

• For more information, refer to "Create User Account" (p. 333).
4. After completing the settings, press [Close].



7.5.4 Batch Registering Users

CentreWare Internet Services allows you to export Login user information registered to the machine as a CSV format (comma-delimited) file. You can edit the exported CSV file to add/modify/delete login user accounts, then go back to CentreWare Internet Services to register the accounts to the machine at one time. Refer to these subsections for more information on each step.

- CSV File Formatp. 226
- Step 1 Exporting Login user informationp. 227
- Step 2 Editing Login user information.....p. 229
- Step 3 Registering Login user informationp. 231

Important

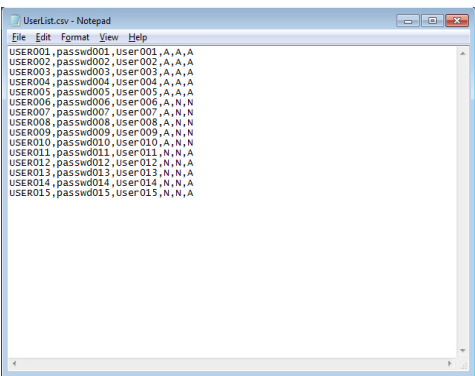
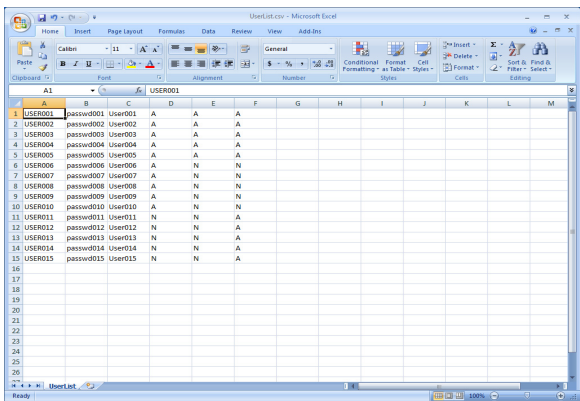
• If you choose to batch register login user accounts from a CSV file, please note that all the registered login user accounts are erased from the machine memory before the batch registration process begins.

CSV File Format

The following describes the CSV format that the system uses.

Important

• You must use comma (,) characters as column delimiters in the CSV file. Tab characters cannot be used.



Column	Item	Description
1	User ID	<p>The user ID used to identify the user. The user ID can be up to 32 single-byte characters.</p> <p>Important • The following characters cannot be used for the User ID: " + ; < > ? [] ' { } If a field contains a comma character, it must be surrounded by double-quote characters (").</p>
2	Password	<p>Set the password. The password can be 4 to 12 single-byte characters.</p>
3	User name	<p>Set the user ID. The user name can be up to 32 single-byte characters.</p>
4	Access control to the Copy feature	<p>Select [Free Access] or [No Access to Copy Service]. Free Access : Enter "A" or "a" (single-byte). No Access to Copy Service: Enter "N" or "n" (single-byte).</p>
5	Access control to the Print feature	<p>Select [Free Access] or [No Access to Print Service]. Free Access : Enter "A" or "a" (single-byte). No Access to Print Service: Enter "N" or "n" (single-byte).</p>
6	Access control to the Scan feature	<p>Select [Free Access] or [No Access to Scan Service]. Free Access : Enter "A" or "a" (single-byte). No Access to Scan Service: Enter "N" or "n" (single-byte).</p>

Step 1 Exporting Login user information

The following describes how to use CentreWare Internet Services to export Login user information registered to the machine as a CSV file.

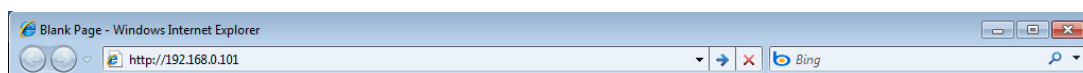


Note

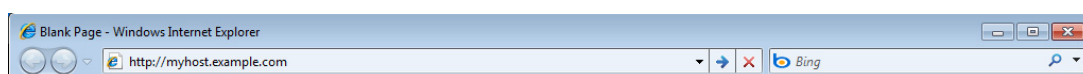
- Among the Login user information, passwords cannot be exported.

Steps

1. Start your web browser.
2. Enter the machine's IP address or Internet address in the browser address field, and press the <Enter> key.
 - IP address entry example
Example - <http://192.168.0.101>



- Internet address entry example (When the machine's Internet address is myhost.example.com)
Example - <http://myhost.example.com>

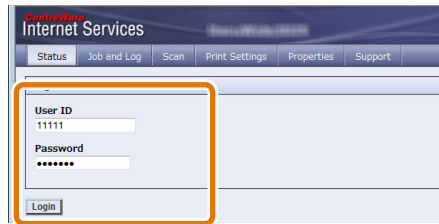


3. Fill in the [User ID] and [Password] fields, and click [Login].

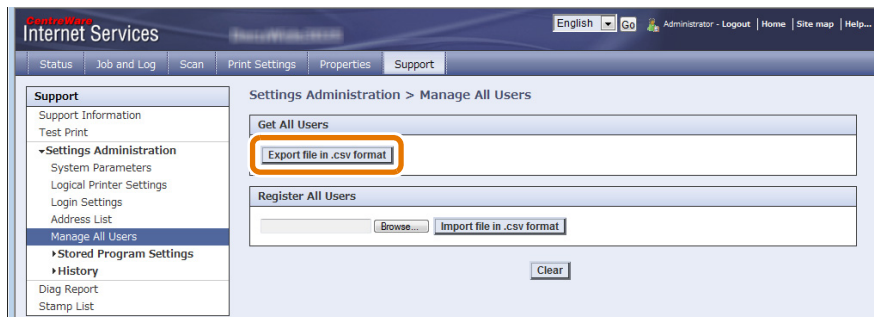


Note

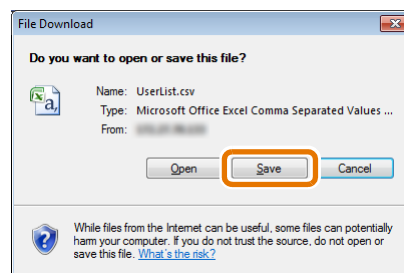
- By factory default, the User ID is "11111", and the password is "x-admin".



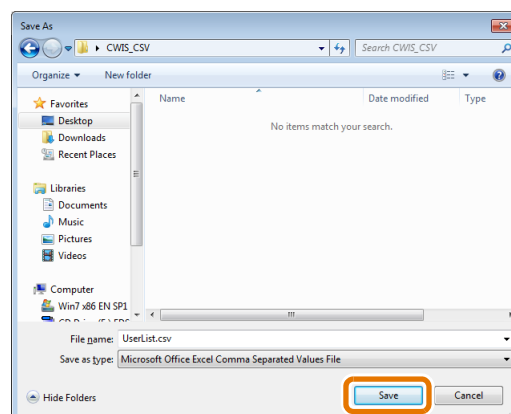
4. Select [Support] > [Settings Administration] > [Manage All Users].
5. Click [Export file in .csv format].



6. Click [Save].



7. Select where to save the file, enter a file name, and click [Save].



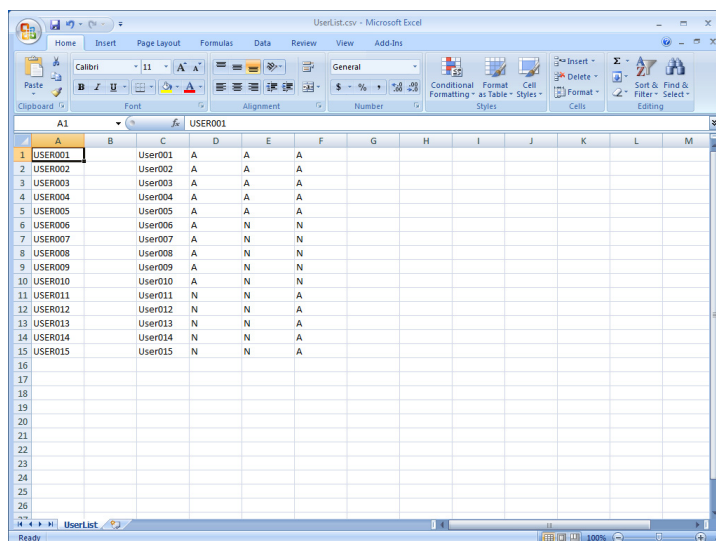
The CSV file containing Login user information is saved in the specified location.

Step 2 Editing Login user information

The following describes how to use Microsoft® Excel® or a text editor in order to edit the CSV file containing Login user information exported from the machine to add/modify/delete login user accounts.

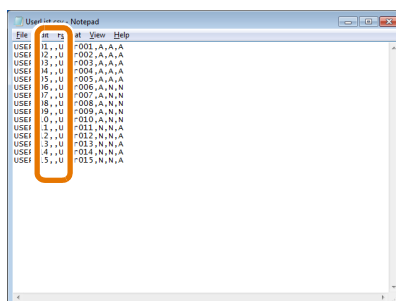
Steps

1. Open the CSV file that contains the exported Login user information in Microsoft Excel or a text editor.



Note

- Since no password can be exported from among the Login user information, the second column "Password" in the CSV file appears blank in Microsoft Excel. (In a text editor, the delimiter appears in the second column, resulting in two consecutive comma (,) characters.)



- Login users whose password field is blank in the CSV file will be registered as described below.
 - Existing Login user
The current password registered on the machine will be retained. (Password will no be changed.)
 - Added Login user
A new Login user without password assigned will be registered.

User account database on
Wide Format 6705 (before editing)

UserID	Password
USER001	passwd001
USER002	passwd002
USER003	passwd003

Retrieve

Existing user accounts

	A12						
1	USER001	User001	A	A	A		
2	USER002	User002	A	A	A		
3		User003	A	A	A		
4	USER004	User004	A	A	A		
5							

User account to be added

Register

User account database on
Wide Format 6705 (after editing)

UserID	Password
USER001	passwd001
USER002	passwd002
USER003	passwd003
USER004	- None -

2. Edit Login user information.

- Adding Login user accountsp. 230
- Modifying Login user accountsp. 230
- Deleting Login user accountsp. 230

Adding Login user accounts

(1) Add new Login users at the bottom of the listing of registered Login users.

A1	B	C	D	E	F	G
1	USER001	User001	A	A	A	
2	USER002	User002	A	A	A	
3	USER003	User003	A	A	A	
4	USER004	User004	A	A	A	
5	USER005	User005	A	A	A	
6	USER006	User006	A	N	N	
7	USER007	User007	A	N	N	
8	USER008	User008	A	N	N	
9	USER009	User009	A	N	N	
10	USER010	User010	A	N	N	
11	USER011	User011	N	N	A	
12	USER012	User012	N	N	A	
13	USER013	User013	N	N	A	
14	USER014	User014	N	N	A	
15						
16	USER016	passwd016	User016	N	N	A
17	USER017	passwd017	User017	N	N	A
18						
19						

Modifying Login user accounts

(1) Overwrite to modify the listings.

A1	B	C	D	E	F	G
1	USER001	User001	A	A	A	
2	USER002	User002	A	A	A	
3	USER003	User003	A	A	A	
4	USER004	User004	A	A	A	
5	USER005	User005	A	A	A	
6	USER006	User006	A	N	N	
7	USER007	User007	A	N	N	
8	USER008	User008	A	N	N	
9	USER009	User009	A	N	N	
10	USER010	User010	A	N	N	
11	USER011	User011	N	N	A	
12	USER012	User012	N	N	A	
13	USER013	User013	N	N	A	
14	USER014	User014	N	N	A	
15	USER015	User015	N	N	A	
16						
17						
18						
19						

A1	B	C	D	E	F	G
1	USER001	User001	N	N	N	
2	USER002	User002	N	N	N	
3	USER003	User003	N	N	N	
4	USER004	User004	A	A	A	
5	USER005	User005	A	A	A	
6	USER006	User006	A	N	N	
7	USER007	User007	A	N	N	
8	USER008	User008	A	N	N	
9	USER009	User009	A	N	N	
10	USER010	ser010	A	N	N	
11	USER011	PASS011	N	N	A	
12	USER012	ser012	N	N	A	
13	USER013	User013	N	N	A	
14	USER014	User014	N	N	A	
15	USER015	User015	N	N	A	
16						
17						
18						
19						

Deleting Login user accounts

(1) Delete the lines for the accounts you want to remove.

A1	B	C	D	E	F	G
1	USER001	User001	A	A	A	
2	USER002	User002	A	A	A	
3	USER003	User003	A	A	A	
4	USER004	User004	A	A	A	
5	USER005	User005	A	A	A	
6	USER006	User006	A	N	N	
7	USER007	User007	A	N	N	
8	USER008	User008	A	N	N	
9						
10	USER010	User010	A	N	N	
11	USER011	User011	N	N	A	
12	USER012	User012	N	N	A	
13						
14	USER014	User014	N	N	A	
15	USER015	User015	N	N	A	
16						
17						
18						
19						

A1	B	C	D	E	F	G
1	USER001	User001	A	A	A	
2	USER002	User002	A	A	A	
3	USER003	User003	A	A	A	
4	USER004	User004	A	A	A	
5	USER005	User005	A	A	A	
6	USER006	User006	A	N	N	
7	USER007	User007	A	N	N	
8						
9	USER009	User009	A	N	N	
10	USER013	User013	N	N	A	
11						
12	USER015	User015	N	N	A	
13						
14						
15						
16						
17						
18						
19						

3. Save the CSV file you have edited.

The CSV file to be used for user registration is saved.

Step 3 Registering Login user information

The following describes how to use CentreWare Internet Services to register Login user information from the edited CSV file to the machine.



- Registration from the CSV file must be performed when the machine is not working.



- You need to reboot the machine after completing registration of Login user information.

Steps

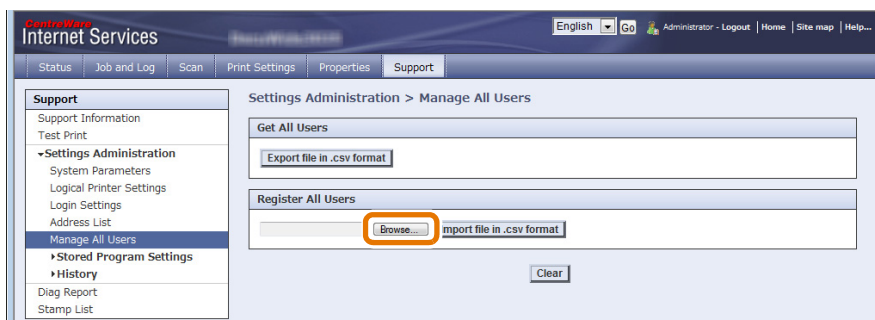
1. Log in to CentreWare Internet Services.



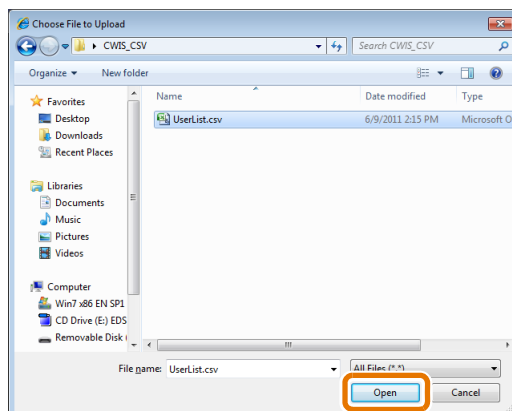
- For information on how to log in to CentreWare Internet Services, refer to Steps 1. to 3. in "Step 1 Exporting Login user information" (p. 227).

2. Select [Support] > [Settings Administration] > [Manage All Users].

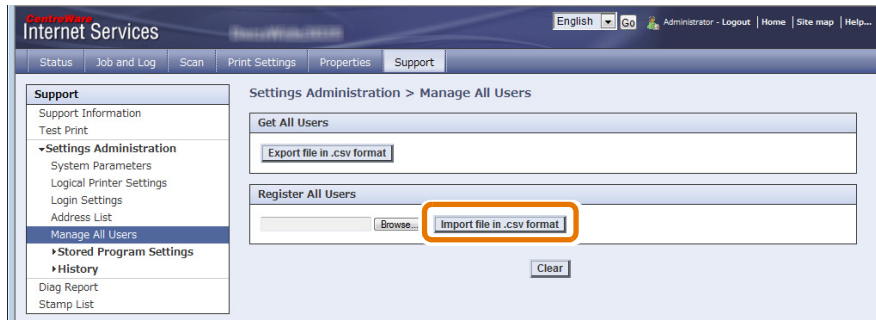
3. Click [Browse].



4. Select the CSV file in which you edited Login user information, and click [Open].

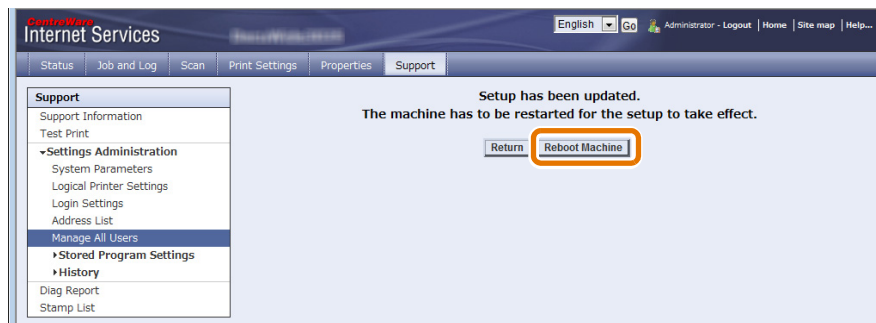


- Click [Import file in .csv format].



When the Login users registration completes, the message "Setup has been updated." is displayed.

- Press [Reboot Machine] to reboot the machine.

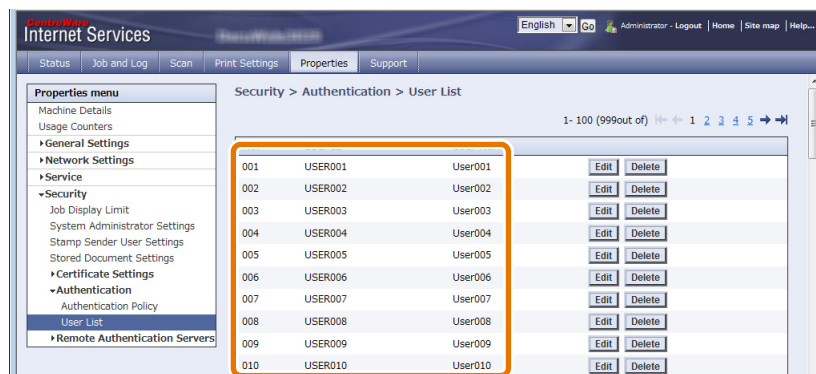


- To display Login user information you have registered, log in to CentreWare Internet Services and select [Properties] > [Security] > [Authentication] > [User List].
- Check that the user list contains Login user information as you expect.



Note

- Login user information registered to the machine can be changed using CentreWare Internet Services. For information on how to do this, refer to the Help section of CentreWare Internet Services.



7.6 Enabling Remote Authentication

This section describes how to make settings to use the machine with remote authentication.

Refer to these subsections for more information on each step.

- Set the Authentication Method to "Login to Remote Accounts"p. 233
- Setting Access Restriction.....p. 235
- Configuring the Authentication Serverp. 236

7.6.1 Set the Authentication Method to "Login to Remote Accounts"

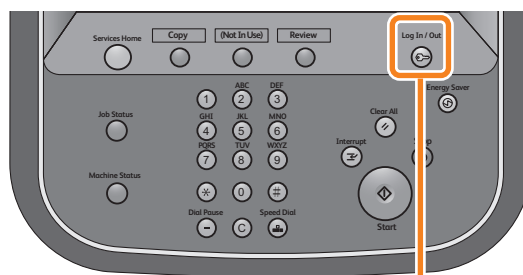
To use the machine with remote authentication, set the authentication method to "Login to Remote Accounts".



- Any user information and personal folders registered on the machine will be deleted If you change authentication method from "Login to Local Accounts" to "Login to Remote Accounts".

Steps

1. Press the <Log In/Out> button on the control panel.



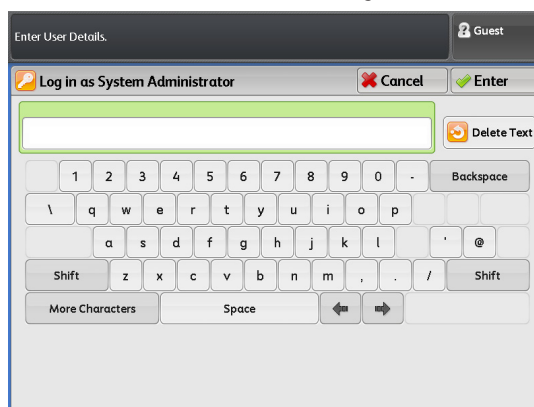
<Log In / Out> button

2. Enter the User ID of the system administrator, by using the numeric keypad or the keyboard displayed on the screen, and press [Enter].



Note

- By factory default, the User ID is "11111".

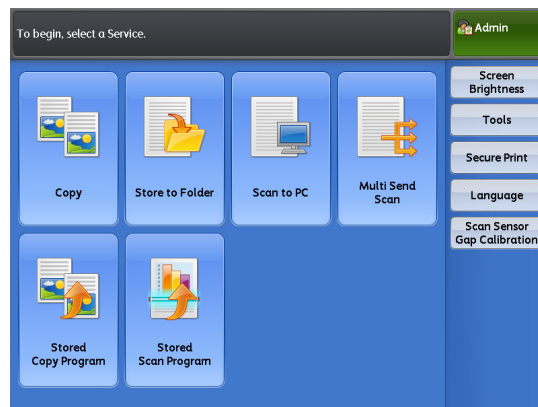


3. On the menu screen, press [Tools].

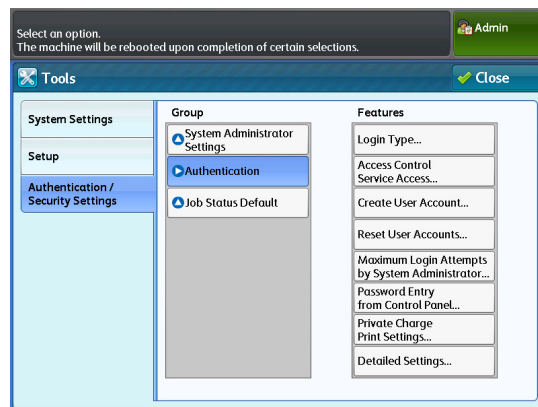


Note

- Press the <Services Home> button on the control panel to display the menu screen, if not yet displayed.



4. Press [Authentication / Security Settings] > [Authentication] > [Login Type].



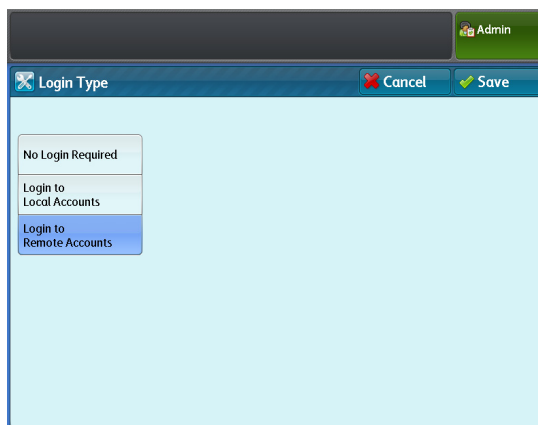
5. Press [Login to Remote Accounts].



Refer

- For more information, refer to "Login Type" (p. 332).

6. Press [Save].



7.6.2 Setting Access Restriction

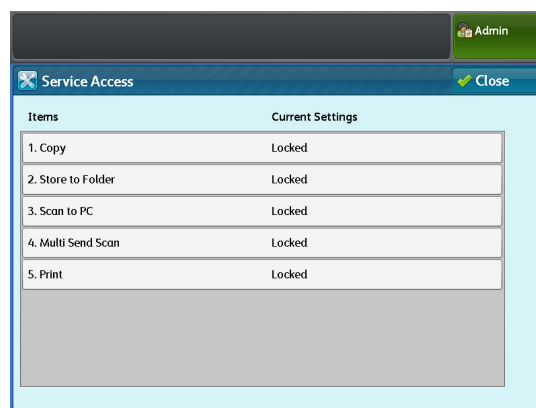
The following describes how to restrict access to certain features.

Steps

1. Press [Authentication / Security Settings] > [Authentication] > [Service Access].
2. Set each item as necessary, and click [Close].



- For more information, refer to "Service Access" (p. 332).



7.6.3 Saving Remote Authentication Information on the Machine

The following describes how to enable saving user information that was used for remote authentication to the machine.

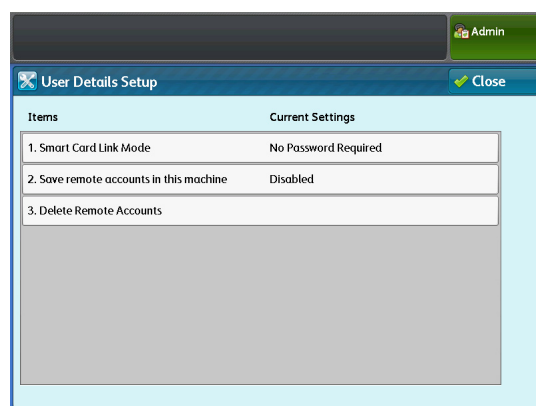
Steps

1. Press [Authentication / Security Settings] > [Authentication] > [User Details Setup] > [Save remote accounts in this machine].
2. Select [Disabled] not to allow the machine to save remote authentication information to it or [Enabled] to allow the machine to save it.



- If you do not want the machine to save user information that was used for remote authentication, be sure to select [Disabled].

3. Press [Close].



Deleting remote authentication information stored on the machine

The following describes how to delete user information stored on the machine, which was saved at remote authentication.

Steps

1. Press [Authentication / Security Settings] > [Authentication] > [User Details Setup] > [Delete Remote Accounts].
2. Select [Manual Execution].

7.6.4 Configuring the Authentication Server

The following describes how to configure the authentication server via CentreWare Internet Services.



Note

- You need to reboot the machine after completing configuration of the authentication server.

The parameters you need to configure depends on which authentication server you are using.

For the setting procedure, refer to these subsections.

- Configuring Active Directoryp. 236
- Configuring Authentication Management.....p. 240

Configuring Active Directory

The following describes how to configure the parameters of the authentication server (Active Directory).



Note

- When you are using Active Directory as authentication server, LDAP authentication must be used as the authentication method.

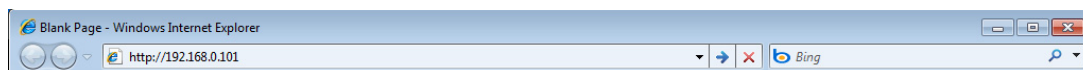


Refer

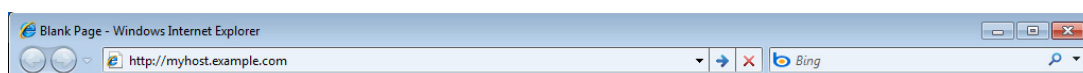
- For information on items available on CentreWare Internet Services, refer to the Help section of CentreWare Internet Services.

Steps

1. Start your web browser.
2. Enter the machine's IP address or Internet address in the browser address field, and press the <Enter> key.
 - IP address entry example
Example - `http://192.168.0.101`



- Internet address entry example (When the machine's Internet address is myhost.example.com)
Example - `http://myhost.example.com`



3. Fill in the [User ID] and [Password] fields, and click [Login].



Note

- By factory default, the User ID is "11111", and the password is "x-admin".

4. Set up the authentication server.

Refer to the following setup procedures:

- Authentication Policy p. 237
- Authentication System p. 238
- LDAP Server / Directory Service p. 238
- LDAP Authentication p. 239
- Custom Filters p. 239
- SSL / TLS Settings p. 240

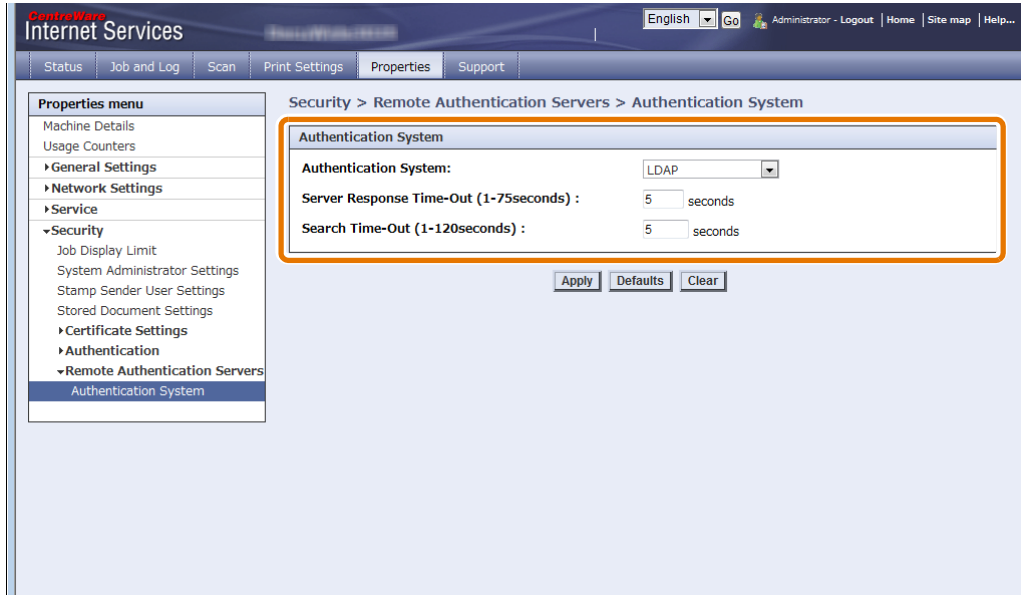
Authentication Policy

- (1) Select [Properties] > [Security] > [Authentication] > [Authentication Policy].
- (2) Select [Login to Remote Accounts] for [Authentication Settings].
- (3) Set each of the other items indicated in the rectangle in the figure below.

- (4) Click [Apply].

Authentication System

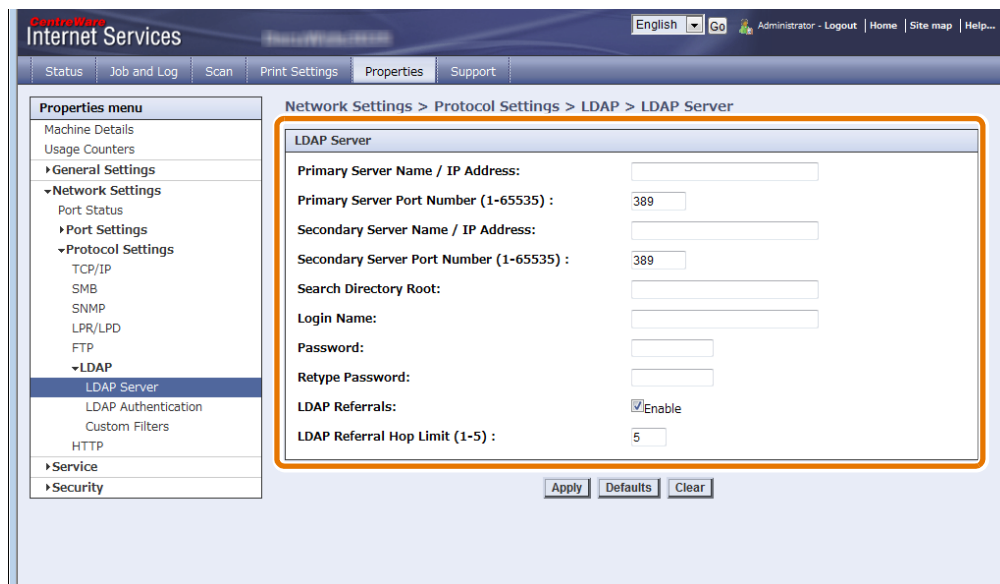
- (1) Select [Properties] > [Security] > [Remote Authentication Servers] > [Authentication System].
- (2) Select [LDAP] for [Authentication System].
- (3) Set each of other items indicated in the rectangle in the figure below.



- (4) Click [Apply].

LDAP Server / Directory Service

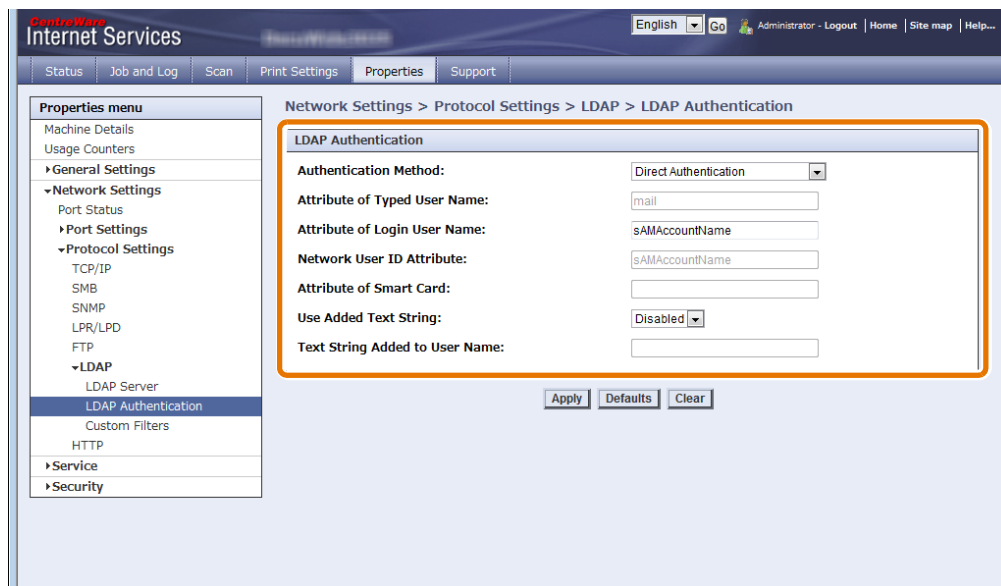
- (1) Select [Properties] > [Network Settings] > [Protocol Settings] > [LDAP] > [LDAP Server].
- (2) Set each of items indicated in the rectangle in the figure below.



- (3) Click [Apply].

LDAP Authentication

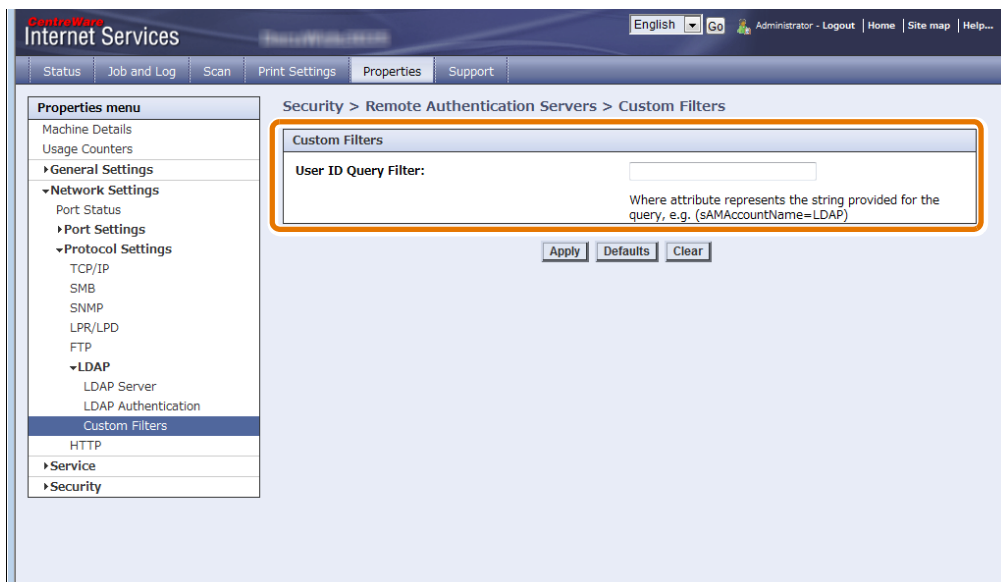
- (1) Select [Properties] > [Network Settings] > [Protocol Settings] > [LDAP] > [LDAP Authentication].
- (2) Set each of items indicated in the figure below.



- (3) Click [Apply].

Custom Filters

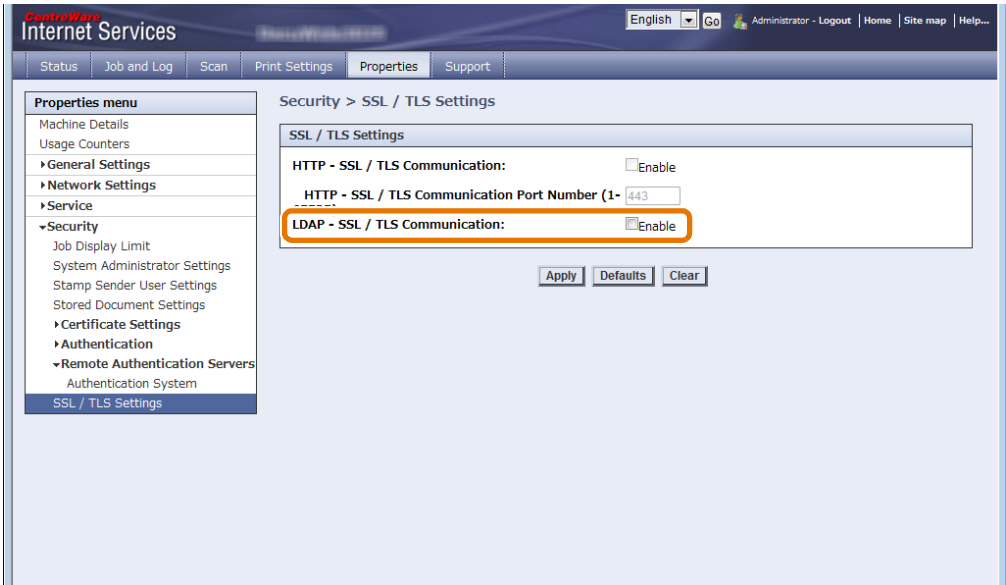
- (1) Select [Properties] > [Network Settings] > [Protocol Settings] > [LDAP] > [Custom Filters].
- (2) Set the filter in [User ID Query Filter].



- (3) Click [Apply].

SSL / TLS Settings

- (1) Select [Properties] > [Security] > [SSL / TLS Settings].
- (2) Make setting for [LDAP - SSL / TLS Communication].



- (3) Click [Apply].

5. Reboot the machine.

Configuring Authentication Management

The following describes how to configure the parameters of the authentication server (Authentication Management).

When using Authentication Management, you need to configure the settings on both the machine and Authentication Management.

For the setting procedure, refer to these subsections.

- Configuration on Authentication Managementp. 241
- Setup procedure on the machinep. 243

Configuration on Authentication Management

The following gives an overview of how to configure Authentication Management.



- For detailed instructions, refer to "ApeosWare Management Suite Administrator Guide for Identity Management / Common Settings / Device Management.

Steps

1. Login to the ApeosWare Management Suite.
2. Set up ApeosWare Management.
Refer to the following setup procedures:
 - Step 1 Setting device information to device groupsp. 241
 - Step 2 Adding usersp. 241
 - Step 3 Adding sub-users.....p. 242
 - Step 4 Adding users to a device group.....p. 242
 - Step 5 Updating Devicesp. 242

Step 1 Setting device information to device groups

Add Xerox Wide Format 6705 System to device groups by following the steps below.

- (1) From the menu, select [Management Service] > [Device/User] > [Device List].
- (2) On the [Device Group] portlet, click the desired device group.
- (3) Click [Add Device].
- (4) Select [Specify and add IP address/host name directly], and click [Next].
- (5) On the [Basic Information] tab, enter the IP address or host name of your Xerox Wide Format 6705 System in [IP Address/Host Name].
- (6) In [Device Name], enter the device name used within Device Management.
To enter the device name (for device settings), deselect the [Retrieve from Device] check box.
- (7) Set other items as necessary.
- (8) Click [Add].
Xerox Wide Format 6705 System is added to the device group.

Step 2 Adding users

Add users who will be remotely authenticated, by following the steps below.

- (1) From the menu, select [Management Service] > [Identity Management] > [Users/Groups].
- (2) On the [User Group] portlet, click [local].
- (3) Click [Add User].
- (4) On the [Basic Information] tab, fill in each of the following items: [User ID], [User Name], [Password], and [Confirm Password].
- (5) Set other items as necessary.
- (6) Click [OK].
The user is added.

Step 3 Adding sub-users

To use the sub-user feature, add sub-users to a user.



Note

- When you add one or more sub-users to a user, the user is treated as the main user.

- (1) From the menu, select [Management Service] > [Identity Management] > [Users/Groups].
- (2) On the [User Group] portlet, click [local].
- (3) Select the check box for the user to whom sub-users are to be added, and click [Edit].
- (4) Click the [Details] tab.
- (5) Click [Sub User Settings].
- (6) Click [Add From User List].
- (7) Fill in [Search Target], [Search Condition], and [Keyword] as necessary, and click [Search].
- (8) Select the check box for the user to be added as sub-user, and click [OK].
- (9) Set other items as necessary.
- (10) On the [Edit User] page, click [OK].

The selected sub-user is added to the user.

Step 4 Adding users to a device group

Add users who will be remotely authenticated to a device group, by following the steps below.

- (1) From the menu, select [Management Service] > [Device/User] > [Device List].
- (2) On the [Device Group] portlet, click the device group in which Xerox Wide Format 6705 System is included.
- (3) Click [Users/Permissions].
- (4) Click [Add].
- (5) Search for the users you have added in "Step 2 Adding users" (p. 241).
Fill in [Search Target], [Search Condition], and [Keyword] as necessary, and click [Search].
- (6) Select the check box for the desired (found) user, and click [Next].
- (7) On the [Add User/Group (Permission Settings)] page, set items as necessary.
- (8) Click [Finish].

The user is added to the device group.

Step 5 Updating Devices

Apply information that you have set to Xerox Wide Format 6705 System, by following the steps below.

- (1) From the menu, select [Management Service] > [Device/User] > [Device List].
- (2) On the [Device Group], click the device group in which Xerox Wide Format 6705 System is included.
- (3) Select the check box for the device group in which Xerox Wide Format 6705 System is included, and click [Update Device].
- (4) Select the way to update the settings, and click [Next].
- (5) Click [Update Device].

The Xerox Wide Format 6705 System update process starts.

Setup procedure on the machine



• For information on items available on CentreWare Internet Services, refer to the Help section of CentreWare Internet Services.

Steps

1. Login to the CentreWare Internet Services.



• For information on how to log in to CentreWare Internet Services, refer to Steps 1. to 3. in "Configuring Active Directory" (p. 236).

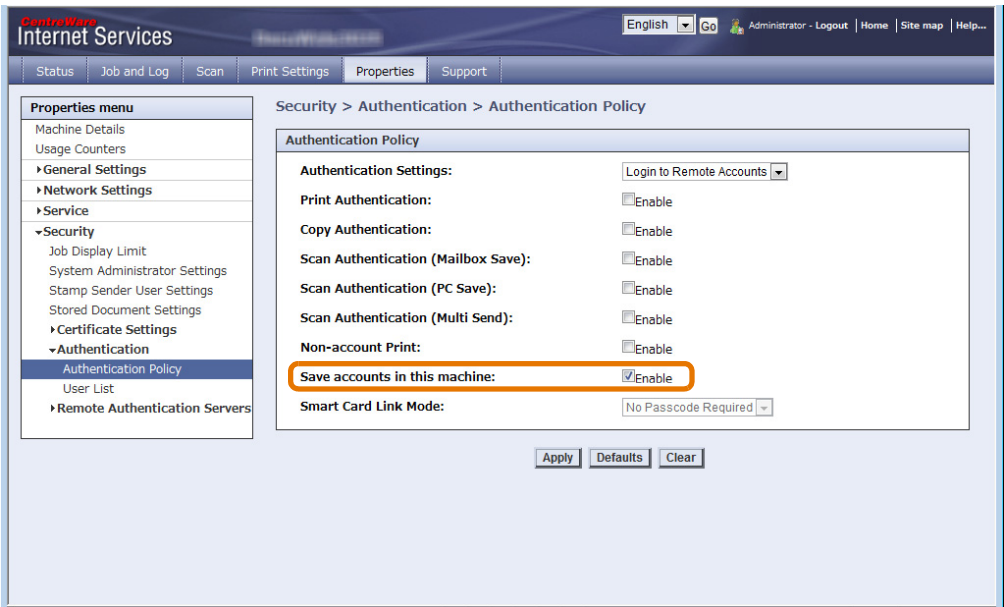
2. Set up the authentication server.

Refer to the following setup procedures:

- Authentication Policyp. 243
- Authentication Systemp. 244

Authentication Policy

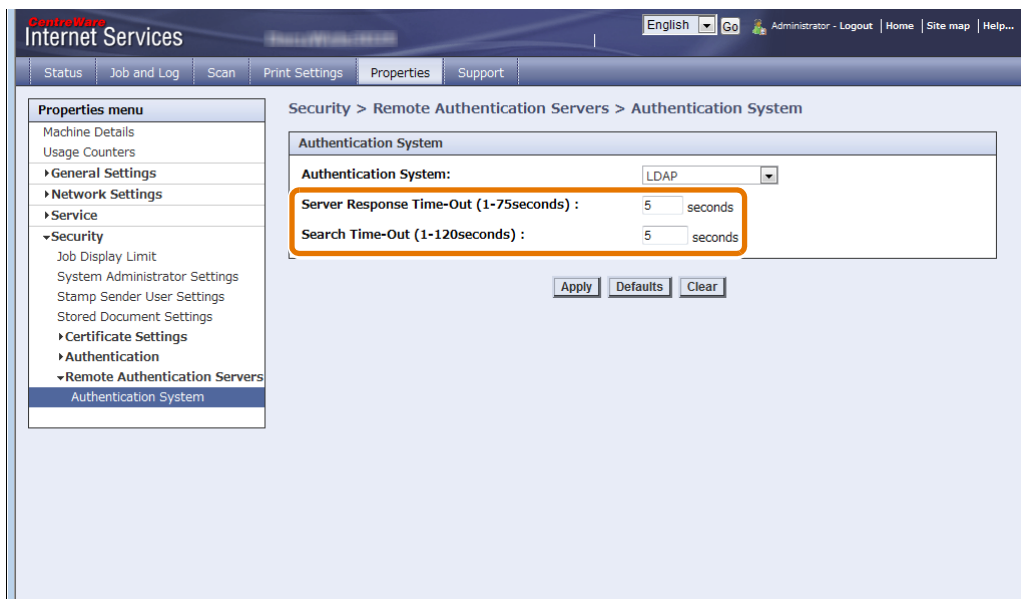
- (1) Select [Properties] > [Security] > [Authentication] > [Authentication Policy].
- (2) Make setting for [Save accounts in this machine].



(3) Click [Apply].

Authentication System

- (1) Select [Properties] > [Security] > [Remote Authentication Servers] > [Authentication System].
- (2) Set each of items indicated in the rectangle in the figure below.



- (3) Click [Apply].

3. Reboot the machine.

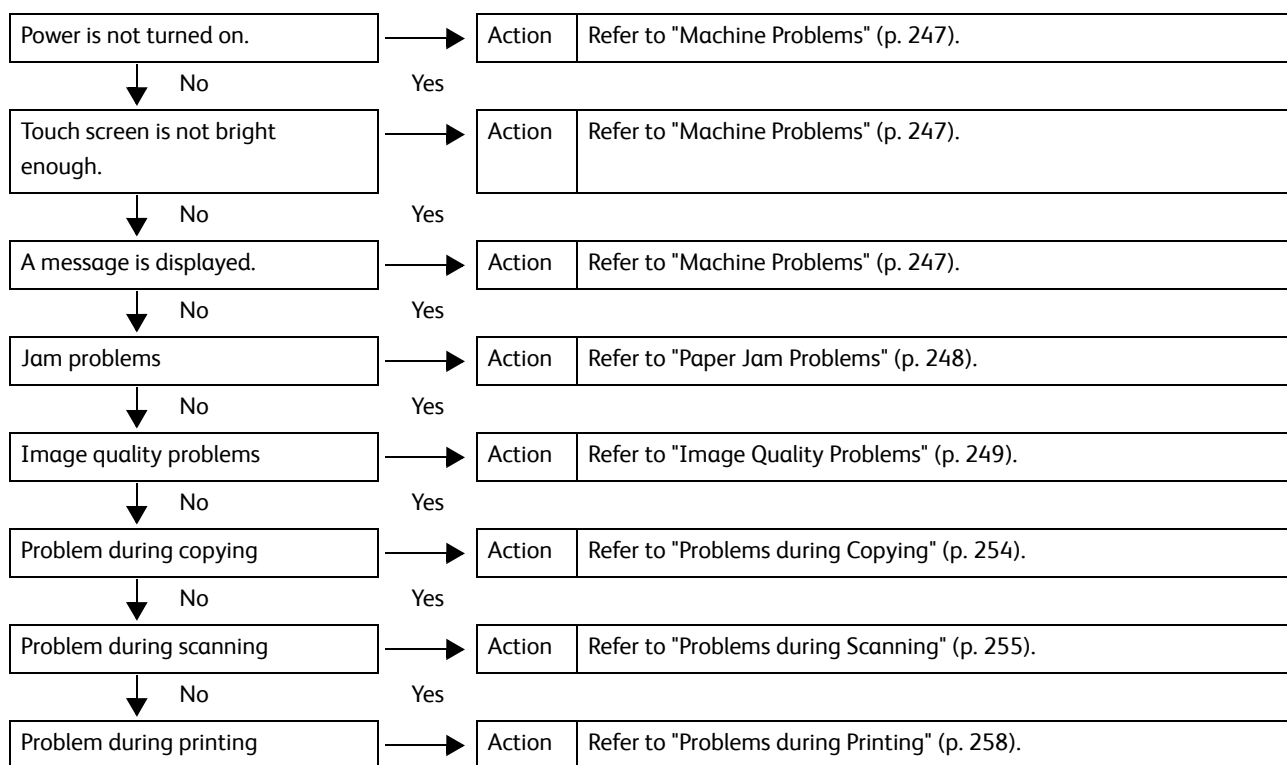
Chapter 8 Problem Solving

This chapter describes solutions to various problems you may have with the machine.

8.1	Troubleshooting.....	246
8.2	Machine Problems.....	247
8.3	Paper Jam Problems.....	248
8.4	Image Quality Problems.....	249
8.5	Problems during Copying.....	254
8.6	Problems during Scanning.....	255
8.7	Problems during Printing.....	258
8.8	Problems with CentreWare Internet Services.....	259
8.9	Error Messages.....	260
8.10	When a Paper Jam Occurs.....	264
8.11	When a Document Jam Occurs.....	270
8.12	Finding More.....	272

8.1 Troubleshooting







This section describes what to do when you encounter a problem in working with the machine.
Take proper action according to the following troubleshooting procedures.



If the error is not resolved even after following the above procedure, contact your local Xerox representative.

8.2 Machine Problems








Check the status of your machine again before contacting us.

Symptom	Check	Remedy
Power is not switched on.	Is the main power and power switch turned on?	Turn the power on.  • Refer to "Power Source" (p. 33).
	Is the plug connected to a receptacle?	Turn the power switch and the power breaker off and connect the power cord firmly. Then turn the power breaker and the power switch on again.  • Refer to "Power Source" (p. 33).
	Is the power cord disconnected from the machine?	
Touch screen is dark.	Is the <Energy Saver> button lit?	The machine is in the Energy Saver mode. Press the <Energy Saver> button on the control panel to exit the Energy Saver mode.  • Refer to "Energy Saver Mode" (p. 36).
A message is displayed.	Hardware internal fault.	 • Refer to "Error Messages" (p. 260).
	Has a paper jam occurred?	 • Refer to "When a Paper Jam Occurs" (p. 264).
	Has a document jam occurred?	 • Refer to "When a Document Jam Occurs" (p. 270).
	Is the message "Please wait..." displayed?	If the message is displayed for more than 5 minutes, contact your local Xerox representative.

8.3 Paper Jam Problems

This section describes possible causes and remedies for paper jams.






For information on how to clear a jammed document, refer to "When a Document Jam Occurs" (p. 270), Clearing Jammed Paper, and "When a Paper Jam Occurs" (p. 264).









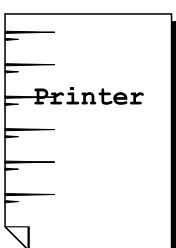
Symptom	Check	Remedy
Document jam occurs frequently.	Is the appropriate type of document being used?	Correctly load the appropriate type of document.  <ul style="list-style-type: none"> For a copy job, refer to "Step 3 Starting the Copy Job" (p. 80). For a scan job, refer to "Step 2 Starting the Scan Job" (p. 127).
	Is the document too small?	The minimum size of the document that can be loaded is 176 (width) x 210 (length) mm.  <ul style="list-style-type: none"> Refer to "Usable Originals" (p. 72).
Media is often jammed or wrinkled.	Is the appropriate type of media being used?	Correctly load the appropriate type of media.  <ul style="list-style-type: none"> Refer to "Media Types" (p. 73).
	Is the media loaded correctly?	Correctly load the media.  <ul style="list-style-type: none"> Refer to "Loading/Replacing Paper" (p. 45).
	Is the media damp?	Replace with media just unpacked.  <ul style="list-style-type: none"> Refer to "Loading/Replacing Paper" (p. 45).
	Are the media settings correct for the media loaded?	Set the correct media size series and media type/weight to match the media loaded.  <ul style="list-style-type: none"> Refer to "Loading/Replacing Paper" (p. 45).
	Are there any jammed sheets or torn pieces of paper still remaining inside the machine or is there a foreign object in the machine?	Open the front door and pull out the roll unit to remove the torn paper or the foreign object.  <ul style="list-style-type: none"> Refer to "When a Paper Jam Occurs" (p. 264) and "Loading/Replacing Paper" (p. 45).

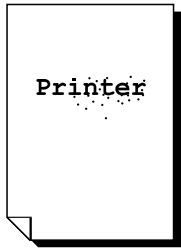
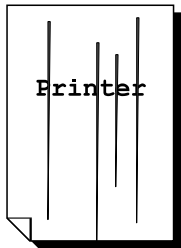

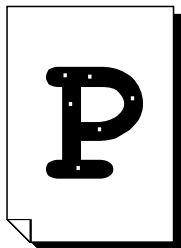





8.4 Image Quality Problems









When the image quality of the copied/scanned/printed output is poor, identify the symptom in the following table to perform the corresponding remedy.



If the image quality does not improve even after the remedy is performed, contact your local Xerox representative.

Symptom	Check	Remedy
The copied/ scanned output is dirty.	Is the surface of the scanning glass dirty?	Clean the surface of the scanning glass.  • Refer to "Cleaning the Machine" (p. 62).
	Is the paper type of the document colored paper, rough paper, or blueprint?	Adjust the copy density, original type, or background color.  • For a copy job, refer to "Original Type (Selecting the Document Type)" (p. 108), "Image Options (Adjusting the density, sharpness, and contrast of images)" (p. 109), and "Background Suppression (Preventing Background Colors from Appearing on the Copied Output)" (p. 110). • For a scan job, refer to "Original Type (Selecting the Document Type)" (p. 139), "Image Options (Adjusting the Scan Density, and Sharpness and Contrast of Images)" (p. 152), and "Background Suppression (Preventing Background Colors from Appearing on the Copied Output)" (p. 153).
The copied/ scanned output has black lines or streaks on it.	Is the surface of the scanning glass dirty?	Clean the surface of the scanning glass.  • Refer to "Cleaning the Machine" (p. 62).
The copied/ scanned output is too dark.	Is Copy Density or Lighten / Darken set to [Darken]?	Make adjustments under Copy Density and/or Lighten / Darken.  • For a copy job, refer to "Image Options (Adjusting the density, sharpness, and contrast of images)" (p. 109). • For a scan job, refer to "Image Options (Adjusting the Scan Density, and Sharpness and Contrast of Images)" (p. 152).
A gap appears on part of the copied/ scanned output.	The gap between the scanning sensors may have become miscalibrated.	Calibrate the scan sensor gap.  • Refer to "Calibrating the Scan Sensor Gap" (p. 57).

Symptom	Check	Remedy
The copied/ scanned/printed output is too light.	Is the copy density set to [Lighten]?	 Refer <ul style="list-style-type: none"> For a copy job, refer to "Image Options (Adjusting the density, sharpness, and contrast of images)" (p. 109). For a scan job, refer to "Image Options (Adjusting the Scan Density, and Sharpness and Contrast of Images)" (p. 152).
	Is Copy Density or Lighten / Darken set to [Lighten]?	
	Is the setting for the original type appropriate?	Select a suitable original type.  Refer <ul style="list-style-type: none"> For a copy job, refer to "Original Type (Selecting the Document Type)" (p. 108). For a scan job, refer to "Original Type (Selecting the Document Type)" (p. 139).
The copied/ scanned/printed image is misaligned or skewed.	Is the document loaded correctly?	Correctly load the document.  Refer <ul style="list-style-type: none"> For a copy job, refer to "Step 3 Starting the Copy Job" (p. 80). For a scan job, refer to "Step 2 Starting the Scan Job" (p. 127).
	Is the document guide set properly?	Set the document guide correctly.  Refer <ul style="list-style-type: none"> For a copy job, refer to "Step 3 Starting the Copy Job" (p. 80). For a scan job, refer to "Step 2 Starting the Scan Job" (p. 127).
Part of the image is missing on the copied/printed output. (smudged or unclear) 	Is the media damp?	If the media is damp, some parts of the copied output may not be printed or may be unclear. Replace with media just unpacked.  Refer <ul style="list-style-type: none"> Refer to "Loading/Replacing Paper" (p. 45).
	Is the loaded media folded or wrinkled?	Remove the defective media or replace with media just unpacked.  Refer <ul style="list-style-type: none"> Refer to "Loading/Replacing Paper" (p. 45).
	Is part of the image outside of the printable area?	Recreate the original so that the image fit to the printable area.  Refer <ul style="list-style-type: none"> Refer to "Image loss width" in "Specifications" (p. 344).
Dirt appears at regular intervals. 	Is the paper path dirty?	Run a copy job of a few pages. If the symptom does not improve, contact your local Xerox representative.
	Internal components are soiled.	Contact your local Xerox representative.








Symptom	Check	Remedy
Unwanted black dots are printed. 	Internal components are soiled.	Contact your local Xerox representative.
Unwanted black lines are printed. 	Is the surface of the scanning glass dirty?	Clean the surface of the scanning glass.  • Refer to "Cleaning the Machine" (p. 62).
	Internal components are soiled.	Contact your local Xerox representative.
Unwanted white dots appear in black filled areas. 	Is the appropriate type of media being used?	Load the appropriate type of media.  • Refer to "Media Types" (p. 73).
	Internal components are soiled.	Contact your local Xerox representative.
Printed toner smudges when rubbed with your finger. Toner is not fused to the paper. The paper is soiled with toner. 	Is the media damp?	Replace with media just unpacked.  • Refer to "Loading/Replacing Paper" (p. 45).
	Is the appropriate type of media being used?	Load the appropriate type of media.  • Refer to "Media Types" (p. 73).
	Are the media settings appropriate?	Select appropriate media.  • Refer to "Loading/Replacing Paper" (p. 45).
The entire area of the output paper is black.	High-voltage power supply may have malfunctioned.	Contact your local Xerox representative.

Symptom	Check	Remedy
Nothing is copied/ printed.	For a copy job, is the scanned side of the document facing down?	Place the document with the side to be scanned facing down.
	High-voltage power supply may have malfunctioned.	Contact your local Xerox representative.
The entire output is faint.	Is the toner density appropriate?	Adjust the toner density.  • Refer to "Toner Density" (p. 296).
The copied/ printed image is misaligned or skewed.	Is the media loaded correctly?	Correctly load the media.  • Refer to "Loading/Replacing Paper" (p. 45).
Part of the copied/ scanned image is missing.	Is the document placed correctly?	Correctly load the document.  • For a copy job, refer to "Step 3 Starting the Copy Job" (p. 80). • For a scan job, refer to "Step 2 Starting the Scan Job" (p. 127).
	Is the media loaded correctly?	Correctly load the media.  • Refer to "Loading/Replacing Paper" (p. 45).
	Are the copy settings such as Reduce/Enlarge, Paper Supply, Image Shift, Edge Erase, and Scan Start Position correct?	Set the copy settings correctly.  • Refer to "Reduce/Enlarge (Making Enlarged/Reduced Copies)" (p. 102) and "Copy - [Output Format] Screen" (p. 119).
	Are the copy settings such as Reduce/Enlarge, Original Size, Edge Erase, and Scan Start Position correct?	Set the copy settings correctly.  • Refer to "Reduce / Enlarge (Specifying the Scanning Magnification)" (p. 156) and "Scan - [Layout Adjustment] Screen" (p. 155).
The copied/ scanned output has shadows.	Is the document a paste-up or folded original?	Make adjustments under Copy Density, Lighten / Darken, and/or Original Type.  • For a copy job, refer to "Image Options (Adjusting the density, sharpness, and contrast of images)" (p. 109) and "Original Type (Selecting the Document Type)" (p. 108). • For a scan job, refer to "Image Options (Adjusting the Scan Density, and Sharpness and Contrast of Images)" (p. 152) and "Original Type (Selecting the Document Type)" (p. 139).
	Is the document quite transparent such as a transparency film?	
Image is lost on the edge of paper.	Is part of the image outside of the printable area?	Recreate the original so that the image fit to the printable area.  • Refer to "Image loss width" in "Specifications" (p. 344).

Symptom	Check	Remedy
The scanned image is coarse.	Is the scan resolution too low?	Select a higher resolution.  • Refer to "Resolution (Specifying the Scanning Resolution)" (p. 139).
	Is the color mode setting correct?	Select an appropriate color mode (Output Color).  • Refer to "Color Scanning (Selecting the Color Mode for Scanning)" (p. 138).

8.5 Problems during Copying

This section describes how to troubleshoot problems during copying.








Symptom	Check	Remedy
The document is not correctly fed.	Is the document too small?	The minimum size of the document that can be loaded is 176 (width) x 210 (length) mm.  Refer • Refer to "Usable Originals" (p. 72).
The output image on the media fed from the bypass (manual) feed table is misaligned.	Is the position of the media loaded on the bypass (manual) feed correct?	Load media in the correct position.  Refer • Refer to "Loading Cut Sheet Paper (Bypass)" (p. 48).
The corner of the copied document is dog-eared.	Is the document curled?	Flatten the curled document before loading it.
Document is not copied at the desired size.	Did you select the document size series properly?	Set the media size series properly in accordance with the actual original size.  Refer • Refer to "Auto Detect" (p. 113).
	Did you select the media size series properly?	Set the media size series properly in accordance with the actual media size.  Refer • Refer to "Loading/Replacing Paper" (p. 45).
	Is the document placed correctly?	Correctly load the document.  Refer • Refer to "Step 3 Starting the Copy Job" (p. 80).
	Is the document guide set properly?	Set the document guide correctly.  Refer • Refer to "Step 3 Starting the Copy Job" (p. 80).
	Is the document bent?	Smoothen the surface of the document before loading.  Refer • Refer to "Step 3 Starting the Copy Job" (p. 80).

8.6 Problems during Scanning

This section describes how to troubleshoot problems during scanning.








8.6.1 Unable to Scan with the Machine

The table below lists how to troubleshoot scanning problems of the machine.

Symptom	Check	Remedy
The document is not correctly fed.	Is the document too small?	The minimum size of the document that can be loaded is 176 (width) x 210 (length) mm.  • Refer to "Usable Originals" (p. 72).
The corner of the scanned document is dog-eared.	Is the document curled?	Flatten the curled document before loading it.
Document is not scanned at the desired size.	Did you select the document size series properly?	Set the media size series properly in accordance with the actual original size.  • Refer to "Auto Detect" (p. 157).
	Is the document placed correctly?	Correctly load the document.  • Refer to "Step 2 Starting the Scan Job" (p. 127).
	Is the document guide set properly?	Set the document guide correctly.  • For a scan job, refer to "Step 2 Starting the Scan Job" (p. 127).
	Is the document bent?	Smoothen the surface of the document before loading.  • For a scan job, refer to "Step 2 Starting the Scan Job" (p. 127).
Unable to store scanned data.	Is there free space on the machine's hard disk?	If the machine's hard disk becomes full while saving scanned data, the machine stops the operation and displays a message.  • Refer to "Error Messages" (p. 260).
Unable to rescan.	Is the file size too large?	Make adjustments under Resolution, Reduce / Enlarge, and/or Original Size.  • Refer to "Resolution (Specifying the Scanning Resolution)" (p. 139), "Reduce / Enlarge (Specifying the Scanning Magnification)" (p. 156), and "Original Size (Specifying the Area Size to be Scanned)" (p. 156).
	Is the original size too large?	



8.6.2 Unable to Import Scanned Data to the Computer

If you cannot import scanned data to the computer, identify the symptom in the following table to perform the corresponding remedy.

Symptom	Check	Remedy
Unable to find the scanner.	Is the main power and power switch turned on?	Turn the main power and power switch on.
	Is the network cable disconnected from the computer?	Connect the network cable to the computer.
	Is the network between the computer and the machine working?	Consult with your network administrator.
	Is the SNMP port enabled?	Set the SNMP port to Enabled.  • Refer to "Port Settings" (p. 310).
		Specify the IP address of the scanner you want to discover, manually.
	Is the machine in the Sleep mode?	Exit the Energy Saver mode.  • Refer to "Exiting the Energy Saver Mode" (p. 37).
		Specify the IP address of the scanner you want to discover, manually.
Unable to access data in a folder from PC.	Are the network settings correct?	Make sure the IP Address settings are correct.  • Refer to "Protocol Settings" (p. 311).
	Is the DNS server turned on?	Make sure the DNS server is turned on.
Unable to open a folder.	Is the folder registered?	Register the folder.  • Refer to "Create Folder" (p. 201).
	Password forgotten?	Set the password again.  • Refer to "Check Folder Password" (p. 202).
Unable to rescan.	Is the original size too large?	Lower the original size, and import again.  • Refer to "Original Size (Specifying the Area Size to be Scanned)" (p. 156).
		Lower the magnification, and import again.  • Refer to "Reduce / Enlarge (Specifying the Scanning Magnification)" (p. 156).






8.6.3 Unable to Send Scanned Data over the Network (SMB/LPR)

If you cannot send scanned data over the network, identify the symptom in the following table to perform the corresponding remedy.

Symptom	Check	Remedy
Unable to send data over the network.	Is the server specified correctly?	Correctly specify the server.
	Is the save destination specified correctly?	Correctly specify the save destination.
	Is the shared name specified correctly?	Correctly specify the shared name.
	Is the login name specified correctly?	Correctly specify the login name.
	Is the password specified correctly?	Correctly specify the password.
	Are you attempting SMB data transfer with a user account for which no password has been set, on a computer running Windows Server 2003, Windows Server 2008, or Windows XP?	Follow the steps below to change the settings of network access: 1. Start Windows, and select [Control Panel] > [Administrative Tools] > [Local Security Policy]. 2. Select [Security Settings] > [Local Policies] > [Security Options]. 3. Change [Accounts: Limit local account use of blank passwords to console logon only] to [Disabled].
	Is the network communication blocked by firewall protection?	Make sure the firewall settings are correct.  Refer • Refer to "Configuring Windows Firewall" (p. 213).
	Are the access permissions assigned to the destination shared folder to which you are attempting SMB data transfer correct?	Make sure the settings for the shared folder are correct.  Refer • Refer to "Setting Up the Shared Folder" (p. 211).


8.7 Problems during Printing

This section describes how to troubleshoot problems during printing.

Symptom	Check	Remedy
Unable to print.	Is the network cable disconnected from the computer?	Connect the network cable to the computer.
	Is the network cable disconnected from the machine?	Connect the network cable to the machine.
	Is the printer status Offline?	Check the setting for [Printer Status]. Select [Online] if the status is [Offline].  • Refer to "Print Mode" (p. 66).
	Has an error occurred on the machine?	Check the error message, and follow the instructions to solve the problem.
	Are the IP address and Subnet Mask set correctly?	Set the correct IP address and Subnet Mask.  • Refer to "Print Service Settings" (p. 326).
	Is the network between the computer and the machine working?	Consult with your network administrator.
	Is the port enabled?	Set the port in use to Enabled.  • Refer to "Port Settings" (p. 310).
	Is the machine connected to multiple computers?	Wait for a while, and then try printing again.
	Is the media of the specified size loaded?	Load the specified size media in the machine.  • Refer to "Loading/Replacing Paper" (p. 45).
		Switch to another available tray to continue printing.  • Refer to "Switching Between Trays" (p. 48).
	Is the Interrupt mode active?	Cancel the interrupting operation.
	Is a copy or scan job running?	The Print feature cannot be used when the machine is running the Copy or Multi Send Scan feature.

8.8 Problems with CentreWare Internet Services

This section describes the causes and recommended remedies for problems that may occur while using CentreWare Internet Services.

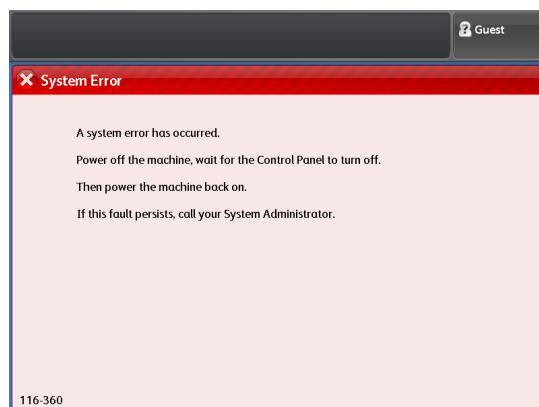
Symptom	Check	Remedy
Unable to connect to CentreWare Internet Services.	Is the machine working properly?	Check if the machine is powered on.
	Is the Internet address correctly entered?	Confirm the Internet address again. If the problem persists, enter an IP address to make a connection.
	Is a proxy server being used?	Depending on the proxy server, connections may not be possible. Set the browser not to "Use proxy server" or set that particular address not to use a proxy server.
The [Update] button is not working.	Are you using a specified browser?	Confirm if your browser is supported.  • Refer to "Setting Up for Using CentreWare Internet Services" (p. 172).
Selecting the menu on the left frame does not update the right frame contents.		
The screen display is distorted.	Is the window size for the browser too small?	Change the window size for the browser.
The latest information is not displayed.	Is the display refreshed?	Press the [Update] button.
The [Apply New Settings] button does not reflect the new settings.	Are all entered values correct?	If a value outside of the permitted range is entered, the update will automatically change the value to that within the range.
	Is it during operation or after operation by the control panel on the machine?	When the automatic reset function is configured, any setting by CentreWare Internet Services is not applied until the setting time passes. Wait for a while.
The [Apply New Settings] button displays a message on the browser, such as [The server returned an invalid or unrecognized response] and [No Data].	Is the entered password correct?	Entry in [Password] does not match that in [Re-enter Password]. Enter the correct password.
	Is the machine working properly?	Reboot the machine.
Unable to delete jobs.	The machine is processing.	Wait for a while and then press the [Update] button.

8.9 Error Messages

This section describes how to solve the problem when an error message appears.



- The message displayed may vary depending on each error.



Error Message	Cause	Remedy
<p>A system error has occurred. Power off the machine, wait for the Control Panel to turn off. Then power the machine back on. If this fault persists, call your System Administrator.</p> <p>116-360</p>	<p>[Data conversion error] Scanned data conversion processing failed.</p>	<ul style="list-style-type: none"> • Turn the power switch off and wait for a while. After the <Main Power> indicator on the control panel goes out, turn the power switch on again. If the message persists, contact your local Xerox representative.
<p>A system error has occurred. Power off the machine, wait for the Control Panel to turn off. Then power the machine back on. If this fault persists, call your System Administrator.</p> <p>XXX-XXX</p>	<p>An internal error occurred.</p>	<ul style="list-style-type: none"> • Turn the power switch off and wait for a while. After the <Main Power> indicator on the control panel goes out, turn the power switch on again. If the message persists, record the displayed contents [XXX-XXX]. Then, turn the power switch off, and after the <Main Power> indicator on the control panel goes out, contact your local Xerox representative.

Error Message	Cause	Remedy
<p>The image size is too large. Unable to scan.</p> <p>Select Confirm.</p> <p>The current scanned image will be deleted from the memory.</p>	<p>[Excess data amount - No.1] The total amount of data scanned so far has exceeded the defined amount.</p> <p>Defined amount:</p> <ul style="list-style-type: none"> • 2GB for TIFF/PDF/JPEG 	<ul style="list-style-type: none"> • Press [Confirm] to return to the scan ready screen, and press [Last Original] to complete the scanning. Scanned data prior to occurrence of the message can be stored.
	<p>[Insufficient data storage] Free space on the machine's hard disk for storing scanned data is insufficient.</p> <p>Free space:</p> <ul style="list-style-type: none"> • For Store to Folder, this is folders storage (12GB). • For Scan to PC or Multi Send Scan, this is a temporary area (40GB). 	<ul style="list-style-type: none"> • For Store to Folder, delete unnecessary data in folders to increase free space. • For Scan to PC or Multi Send Scan, wait until the current job is completed.
	<p>[Excess data amount - No.2] The scanned original length has exceeded the maximum allowed data length.</p> <p>Example:</p> <ul style="list-style-type: none"> • Scanned data length exceeds 15 m. 	<ul style="list-style-type: none"> • Press [Confirm] to cancel the scan job. Before you can try scanning of the original again, lower the original size to less than the maximum allowed length or select [Custom Size] in [Original Size] and enter the appropriate size.
<p>The number of originals have reached the maximum limit. Select Last Original.</p>	<p>The number of scanned pages has exceeded 999 in a single job.</p>	<ul style="list-style-type: none"> • Press [Last Original] to cancel the scan job. Scanned data prior to occurrence of the message can be stored.
<p>Unable to create file. The scanned data size has exceeded the limit.</p> <p>To recreate file, change the setting and select Start.</p> <p>To stop scanning, select Stop.</p>	<p>[Excess data amount - No.3] (When rescanning with other settings is possible) The amount of scanned data has exceeded the defined amount. → The original you have just scanned exceeds the limit (width/length, data length).</p>	<ul style="list-style-type: none"> • Change the settings accordingly so that the data amount is within the limit, for example lower the scan resolution/ reduce the original size/lower the image quality, and press [Start]. Recreate scanned data using the changed settings without rescanning the document.
<p>Unable to create file as it exceeds the output file format limit</p> <p>Select Confirm.</p> <p>Current scan job will be deleted from memory.</p>	<p>[Excess data amount - No.4] The width and length of the scanned original exceeds the limit for the specified file format. → The original you have just scanned exceeds the limit (width/length, data length).</p> <p>Example:</p> <ul style="list-style-type: none"> • The file format is set to PDF (full color/ 600 dpi) and the scanned length exceeds 2,772 mm 	<ul style="list-style-type: none"> • Press [Confirm] to return to the scan ready screen, and press [Last Original] to complete the scanning. Scanned data prior to occurrence of the message can be stored.
<p>The Folder is full. Retrieve documents from the Folder.</p>	<p>The machine cannot start the Store to Folder job because free space is less than 2MB.</p>	<ul style="list-style-type: none"> • Delete unnecessary data in the folder to increase free space.

Error Message	Cause	Remedy
Memory is full.	The machine cannot start the Scan to PC or Multi Send Scan job because free space is less than 2MB.	<ul style="list-style-type: none"> • Wait for a while until the current job is completed and free space is made available.
Failed to connect to send destination. Server Name / IP Address: Shared Name: Save In:	An error has been detected in the settings of the destination server for a Scan to PC job while attempting to establish connection. <ul style="list-style-type: none"> • Settings such as the server name are incorrect. • The server is turned off. • Unable to resolve the names such as the server name. • The specified user name and/or password is incorrect. • The folder name is incorrect/the folder does not exist. • The folder is not shared. • There is a LAN failure (including disconnection and bad connection of cables). 	<ul style="list-style-type: none"> • Clear the causes shown to the left, and run the scan job again.
Failed to connect to send destination. PC Save Add.1: xxx PC Save Add.2: xxx Printer1: xxx ... Printer5: xxx Cannot send to these addresses. Please change the settings.	An error has been detected in the settings of the destination servers for a Multi Send Scan job while attempting to establish connection. <ul style="list-style-type: none"> • Settings such as the server name are incorrect. • The servers and/or printers are turned off. • Unable to resolve the names such as the server name. • The specified user name and/or password is incorrect. • The folder name is incorrect/the folder does not exist. • The folder is not shared. • The logical printer name is incorrect. • There is a LAN failure (including disconnection and bad connection of cables). 	<ul style="list-style-type: none"> • Clear the causes shown to the left, and run the scan job again. • Exclude the destination addresses for which the connection error is indicated.

Status	Cause	Remedy
<p>Scanned data is not sent to the save destination although no error message is displayed.</p> <p>After you press the <Job Status> button on the control panel, the status "Completed -Error" is displayed for the Scan to PC or Multi Send Scan job.</p>	<p>A submission error occurred during a Scan to PC or Multi Send Scan job.</p> <ul style="list-style-type: none"> • Write permissions are not enabled on the save destination. • Insufficient storage space of the save destination. • Failed to write to the destination disk. • Other failures such as a communication error (including LAN failure such as disconnection and bad connection of cables, disk error). 	<ul style="list-style-type: none"> • Clear the causes shown to the left, and run the scan job again.

8.10 When a Paper Jam Occurs

When a paper jam occurs, the machine stops, and a paper jam error message appears on the touch screen. Clear the paper jam according to the message.



Remove the jammed paper gently as not to tear it. If the paper is torn, remove all the torn pieces, making sure that none remain inside the machine.

If a paper jam error message is still displayed even after you clear the jam, jammed paper remains in some other part of the machine.

When the paper jam is cleared, printing resumes from the point right before the paper jam occurred.

CAUTION

- Always follow all warning instructions marked on or supplied with this product.
To avoid the risk of burn injuries and electric shock, never touch the area with the "High Temperature" or "High Voltage" marks on.
- Do not attempt to remove a paper deeply jammed inside the product, particularly a paper wrapped around the fusing unit or the heat roller.
Otherwise, it may cause injuries or burns. Switch off the product immediately and contact your local Xerox representative.



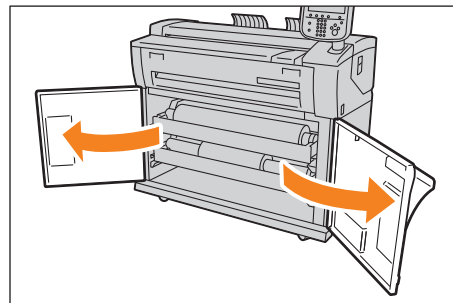
- When a paper jam occurs, check the error message to see the position of the jam before pulling out the jammed paper. Otherwise, the jammed paper may be torn and pieces may remain inside the machine, causing malfunctions.
- If any piece of jammed paper remains inside the machine, the paper jam message does not disappear.
- Be sure to clear paper jams while the machine's power is on. Otherwise, the data being processed may be erased.
- Do not touch the components inside the machine, as this may cause print failure.

8.10.1 Paper Jams in the Roll Unit

The following describes how to clear a paper jam in Roll 1 or Roll 2.

Steps

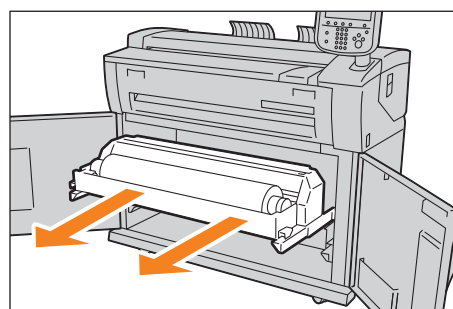
1. Open the front door.



2. Pull out the roll unit with both hands.

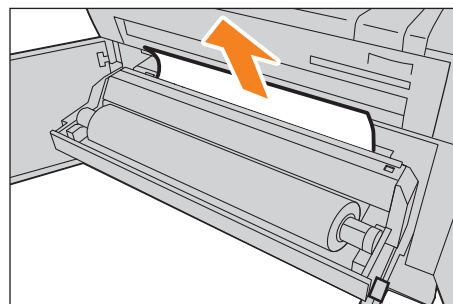


- Do not open the cutter cover of Roll 1 or Roll 2.



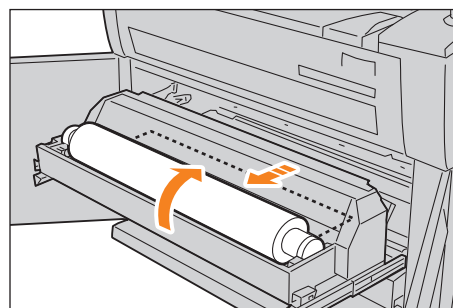
When the paper is cut

Remove the jammed paper.



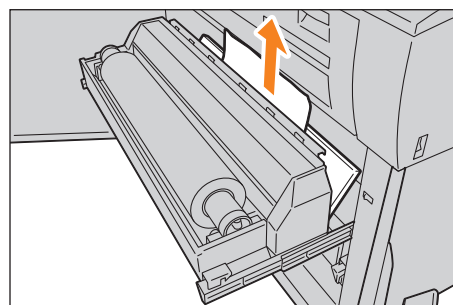
When the paper is not cut

Rotate the roll paper backwards. Then, reload the roll paper.

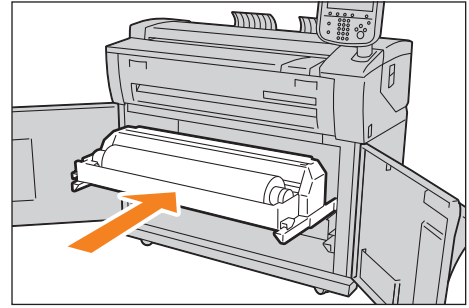


When a paper jam has occurred in Roll 2, but the jammed paper cannot be found in Roll 2

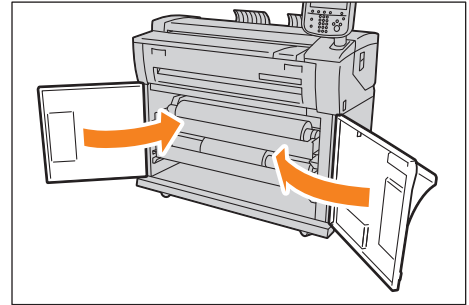
Pull out Roll 1, and remove the jammed paper.



3. Gently push the roll unit back into the machine all the way until it stops.



4. Close the front door.

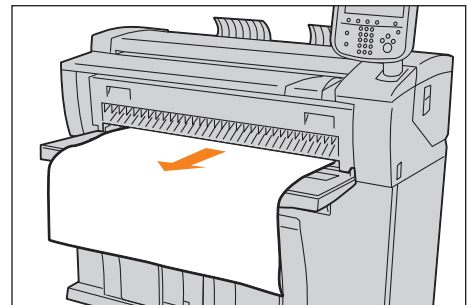


8.10.2 Paper Jams in the Bypass (Manual) Feed Table

The following describes how to clear paper jams inside the bypass (manual) feed table.

Steps

1. Pull out the paper toward you to remove it.

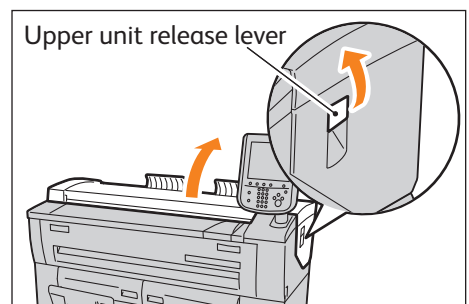


8.10.3 Paper Jams in the Upper Unit

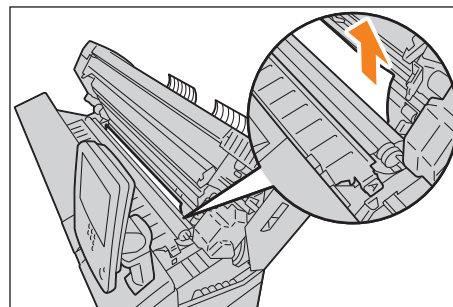
The following describes how to clear paper jams in the upper unit.

Steps

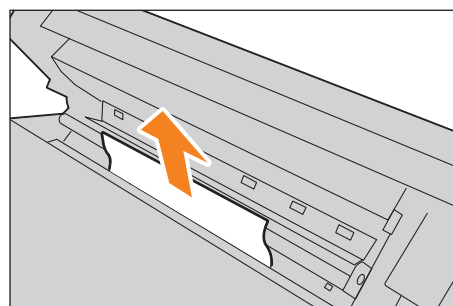
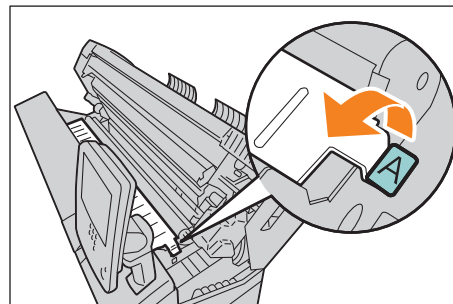
1. Lift the upper unit release lever to open the upper unit.



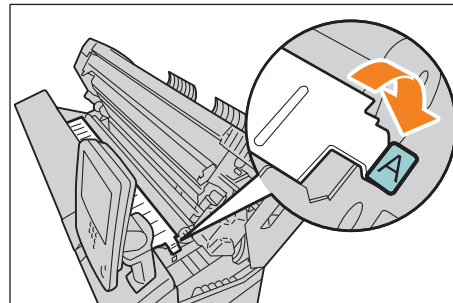
2. Remove the jammed paper from the opening.



3. If you cannot see the jammed paper from the opening, pull up the green tab [A], and remove the paper jammed inside the paper feed area.



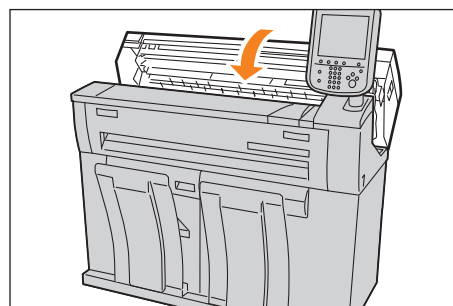
4. Return the [A] tab back to its original position.



5. Close the upper unit.



- Be careful not to pinch your fingers.

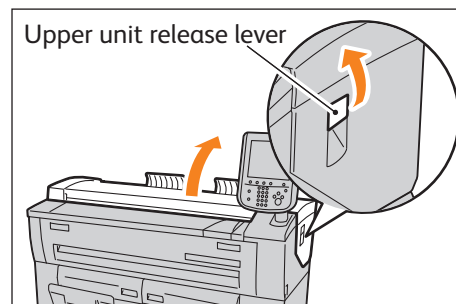


8.10.4 Paper Jams in the Fusing Unit

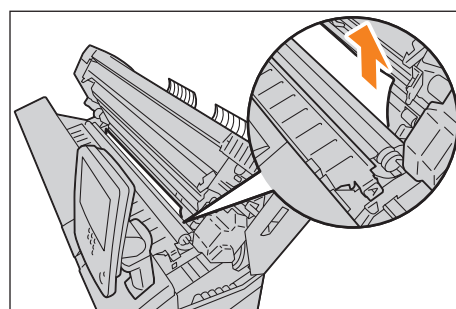
The following describes how to clear paper jams in the fusing unit.

Steps

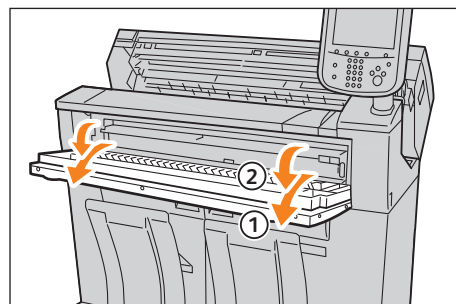
1. Lift the upper unit release lever to open the upper unit.



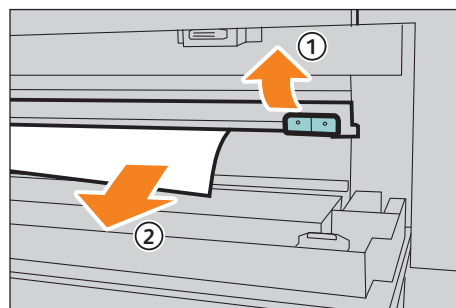
2. Remove the jammed paper from the opening.



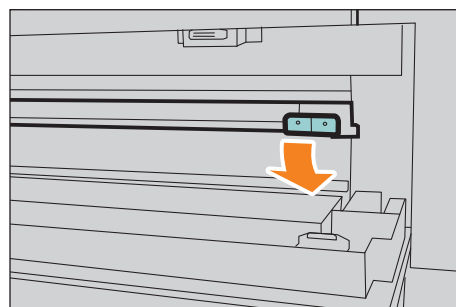
3. If you cannot see the jammed paper from the opening, fold the bypass (manual) feed table (①) and the fusing unit cover (②) toward you to open them.



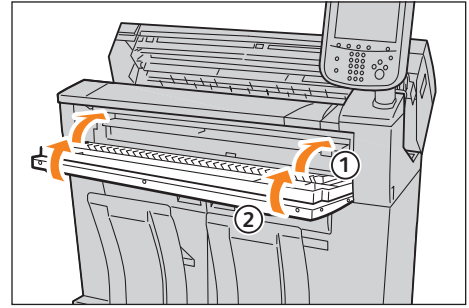
4. Pull up the green lever (①), and remove the jammed paper from the exit tray (②).



5. Return the lever back to its original position.



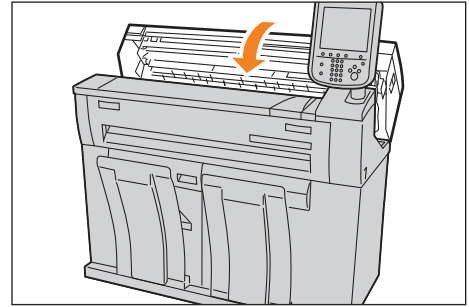
6. Close the fusing unit cover (①) and the bypass (manual) feed table (②).



7. Close the upper unit.

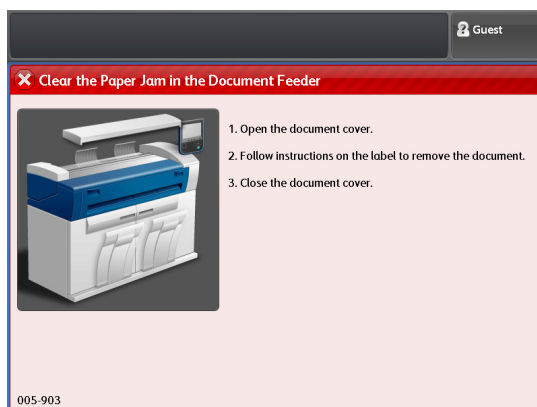


- Be careful not to pinch your fingers.



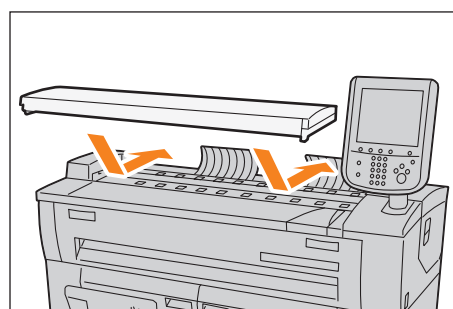
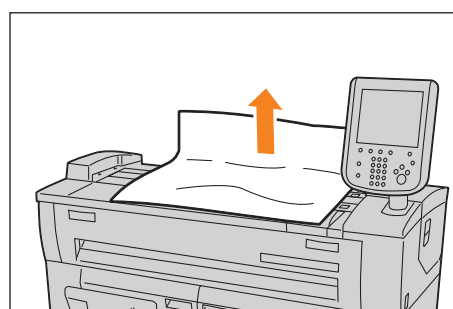
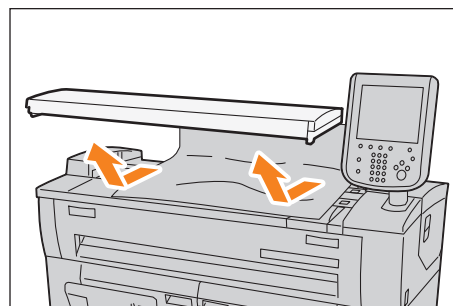
8.11 When a Document Jam Occurs

When a document jam occurs on the document table, the machine stops, and an error message appears on the touch screen. Clear the document jam according to the message, and reload the document.

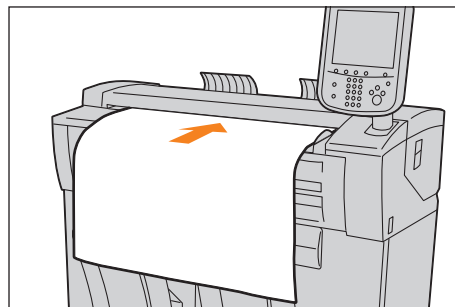


Steps

1. Pull the document cover toward you until it stops, and lift it up to remove it.
2. Remove the jammed document.
3. Return the document cover back to its original position.



4. Make sure that the document is not torn, wrinkled, or folded, and reload it according to the message displayed on the touch screen.



8.12 Finding More

Refer to these subsections.

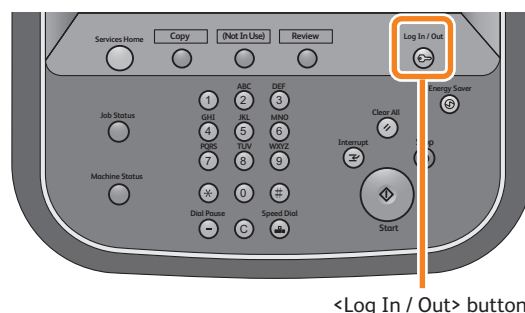
- To Increase Duration Before Auto Clearp. 272
- To Increase Duration Before Energy Saver Mode Turns On (Changing Energy Saver Timers)p. 274
- To Customize the Default Screenp. 275
- To Display the Auto Mode Screen by Default.....p. 276
- To Go to the Target Screen with a Single Button Press (Assigning the Custom Buttons).....p. 277
- To Change the Default Output File Format of Scanned Datap. 278
- To Calibrate Gaps Appearing on the Copied or Scanned Output.....p. 279

8.12.1 To Increase Duration Before Auto Clear

When no operation is performed for a certain period, the machine is automatically reset (auto clear). The following describes how to increase the duration of time before auto clear.

Steps

1. Press the <Log In/Out> button on the control panel.

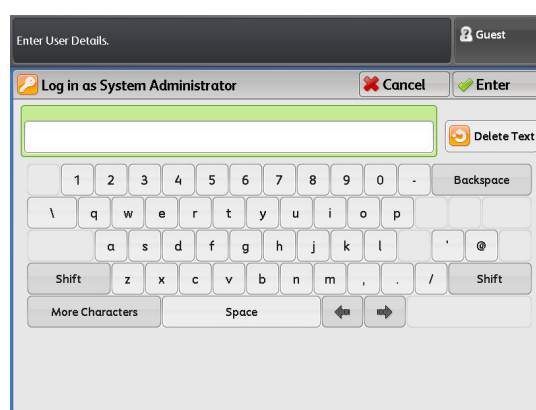


2. Enter the user ID of the system administrator, by using the numeric keypad or the keyboard displayed on the screen, and press [Enter].



Note

- By factory default, the User ID is "11111".

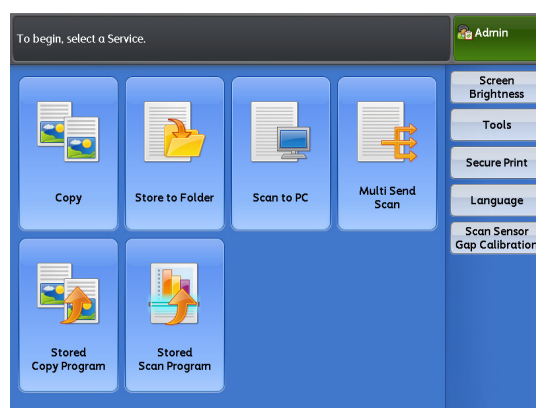


3. On the menu screen, press [Tools].

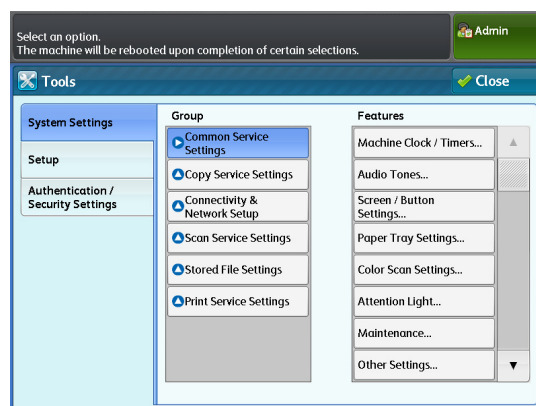


Note

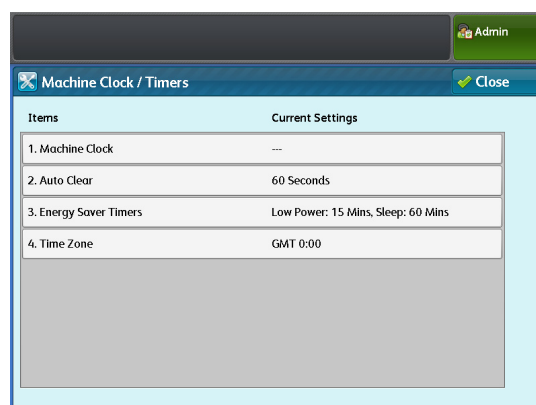
- Press the <Services Home> button on the control panel to display the menu screen, if not yet displayed.



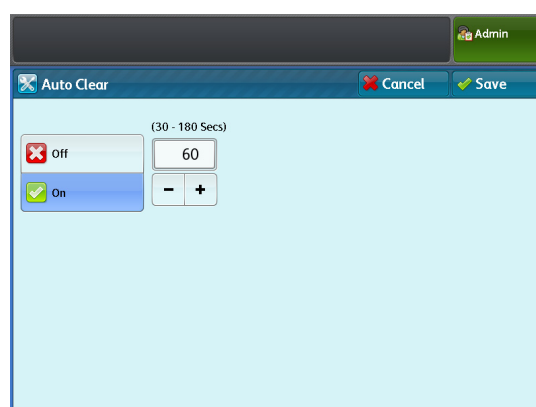
4. Press [System Settings] > [Common Service Settings] > [Machine Clock / Timers].



5. Press [Auto Clear].




6. Enter the amount of seconds before auto clear is activated, by using the numeric keypad or by pressing [+] and [-].
7. Press [Save].
8. Press [Close] several times until the [Tools] screen is displayed.
9. Press [Close].



8.12.2 To Increase Duration Before Energy Saver Mode Turns On (Changing Energy Saver Timers)

The following describes how to set up the Energy Saver feature.

To use the Energy Saver feature, you must set both the durations of time before the Low Power mode is activated and the Sleep mode is activated.

-  **Note** • Each of these durations can be set in the range of 5 to 240 minutes in 1 minute increments.

Steps

1. Press the <Log In/Out> button on the control panel.
2. Enter the user ID of the system administrator, by using the numeric keypad or the keyboard displayed on the screen, and press [Enter].

-  **Note** • By factory default, the User ID is "11111".


3. On the menu screen, press [Tools].
4. Press [System Settings] > [Common Service Settings] > [Machine Clock / Timers].
5. Select [Energy Saver Timers], and press [Confirm / Change].
6. Enter the amount of minutes before Energy Saver is activated, by using the numeric keypad or by pressing [+] and [-].

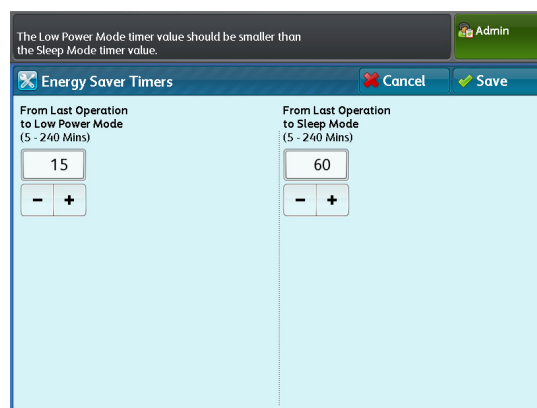
From Last Operation to Low Power Mode

Set the time that must elapse from the last operation until the machine enters the Low Power mode.

From Last Operation to Sleep Mode

Set the time that must elapse from the last operation until the machine enters the Sleep mode.

-  **Note** • Specify a longer time interval in [From Last Operation to Sleep Mode] than in [From Last Operation to Low Power Mode].



7. Press [Save].
8. Press [Close] several times until the [Tools] screen is displayed.
9. Press [Close].

8.12.3 To Customize the Default Screen

You can change the screen displayed when the power is turned on, when the machine exits the Energy Saver mode, or when the Auto Clear feature is turned on.



Note

- When [Screen Default] is selected for [Screen After Auto Clear], the default screen is displayed when the Auto Clear feature is turned on. For how to select this option, refer to "Screen After Auto Clear" (p. 292).
- When the machine is being used with Local or Remote Authentication enabled, if the use of the Screen After Auto Clear function is restricted, the menu screen is displayed instead of the default screen when the Auto Clear feature is turned on. Otherwise, the default screen is displayed.

Steps

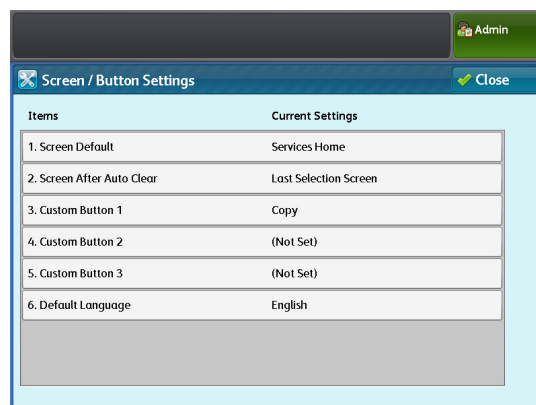
1. Press the <Log In/Out> button on the control panel.
2. Enter the user ID of the system administrator, by using the numeric keypad or the keyboard displayed on the screen, and press [Enter].



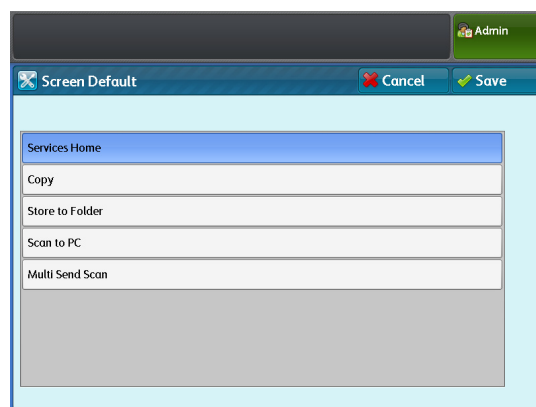
Note

- By factory default, the User ID is "11111".

3. On the menu screen, press [Tools].
4. Press [System Settings] > [Common Service Settings] > [Screen / Button Settings].
5. Press [Screen Default].



6. Select the feature whose main screen is to be the default screen.
7. Press [Save].



8.12.4 To Display the Auto Mode Screen by Default

The following describes how to display the Auto copy mode screen by default.

Steps

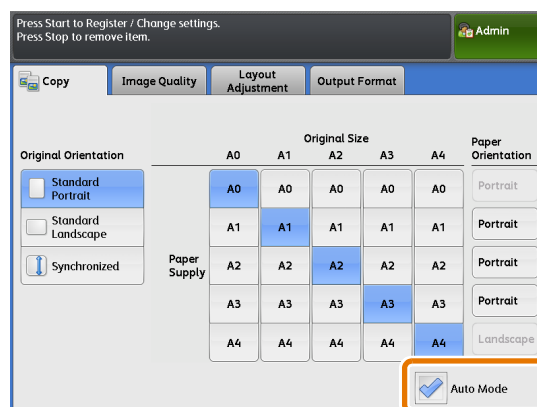
1. Press the <Log In/Out> button on the control panel.
2. Enter the user ID of the system administrator, by using the numeric keypad or the keyboard displayed on the screen, and press [Enter].



Note

- By factory default, the User ID is "11111".

3. On the menu screen, press [Tools].
4. Press [System Settings] > [Copy Service Settings] > [Copy Defaults].
5. Select the [Auto Mode] check box, and press the <Start> button.



8.12.5 To Go to the Target Screen with a Single Button Press (Assigning the Custom Buttons)

Each of Custom Buttons 1 to 3 on the control panel can be assigned to a feature.

By assigning features to the Custom buttons, you can switch to these features without returning to the menu screen.

To not assign a feature, select [(Not Set)].

The following describes as an example how to assign [Store to Folder] to Custom Button 2.



Note

- If you have changed the feature assigned to the button, you can use the spare label set for feature names that came with the machine to label an appropriate one to facilitate identifying the button feature. If you have changed the feature and the corresponding feature name is not found in the spare labels set, please use a blank label and write the feature name by hand with an oil-based pen.
Please note that the spare labels set may include labels corresponding to features that are not supported or are optional for the machine.

Steps

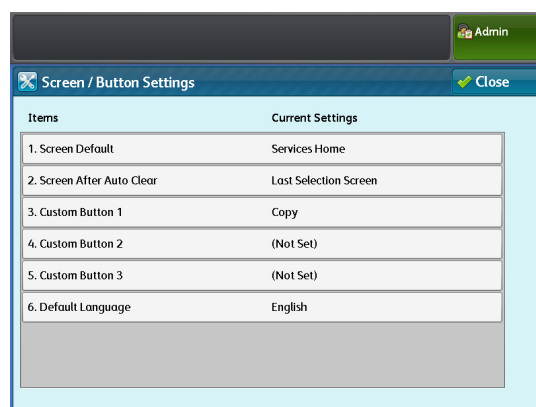
1. Press the <Log In/Out> button on the control panel.
2. Enter the user ID of the system administrator, by using the numeric keypad or the keyboard displayed on the screen, and press [Enter].



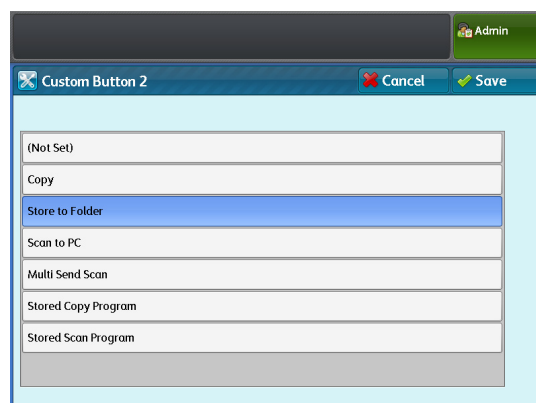
Note

- By factory default, the User ID is "11111".

3. On the menu screen, press [Tools].
4. Press [System Settings] > [Common Service Settings] > [Screen / Button Settings].
5. Press [Custom Button 2].



6. Press [Store to Folder].
7. Press [Save].



8.12.6 To Change the Default Output File Format of Scanned Data

The following describes how to change the default output file format of scanned data.

Steps

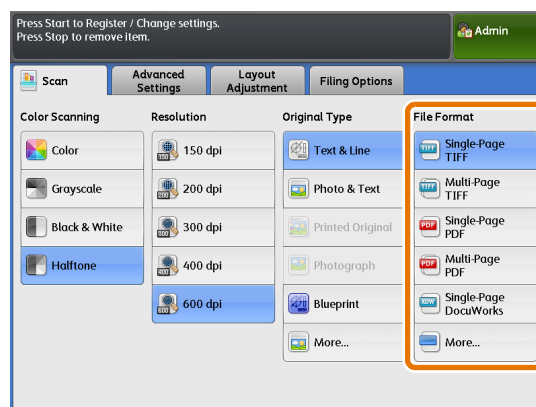
1. Press the <Log In/Out> button on the control panel.
2. Enter the user ID of the system administrator, by using the numeric keypad or the keyboard displayed on the screen, and press [Enter].



Note

- By factory default, the User ID is "11111".

3. On the menu screen, press [Tools].
4. Press [System Settings] > [Scan Service Settings] > [Scan Defaults].
5. Select a file format under [File Format], and press the <Start> button.

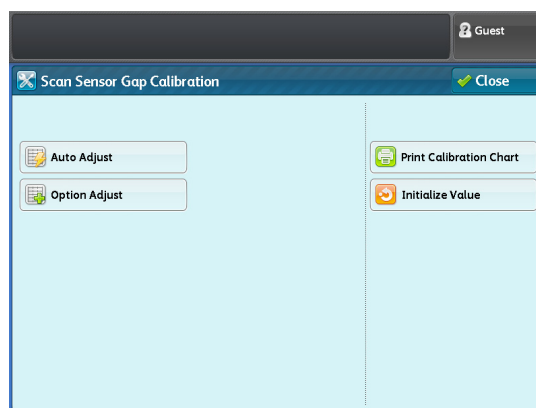


8.12.7 To Calibrate Gaps Appearing on the Copied or Scanned Output

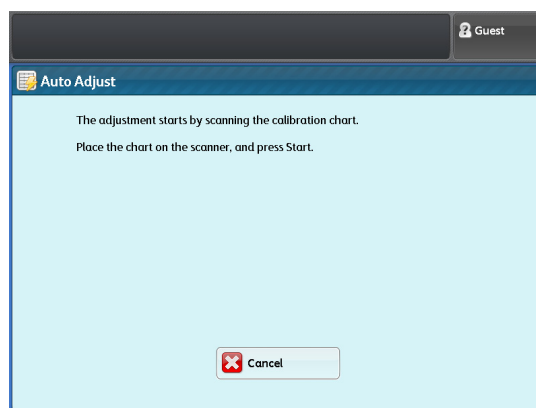
If you find gaps on the copied or scanned output, you will need to calibrate the gaps between the scanning sensors using the calibration chart that came with the machine.

Steps

1. Press [Scan Sensor Gap Calibration] on the [Services Home] screen.
2. Press [Auto Adjust].



3. Load the calibration chart face down on the document table, and press the <Start> button on the control panel. The gaps between scanning sensors are automatically calibrated.



Chapter 9 System Settings

This chapter describes how to configure the system defaults with the System Settings feature.

9.1	System Settings Procedure.....	282
9.2	Tools Menu List.....	286
9.3	Common Service Settings.....	289
9.4	Copy Service Settings	301
9.5	Connectivity & Network Setup.....	309
9.6	Scan Service Settings.....	318
9.7	Stored File Settings.....	323
9.8	Print Service Settings	326
9.9	Authentication / Security Settings	330

9.1 System Settings Procedure

To configure or change the system settings, you must enter the System Administration mode.

This section describes the basic procedures for system settings. Refer to the following setup procedures:

- Step 1 Entering System Administration Mode.....p. 282
- Step 2 Selecting the Desired Itemp. 283
- Step 3 Configuring a Featurep. 284
- Step 4 Exiting System Administration Mode.....p. 285

9.1.1 Step 1 Entering System Administration Mode

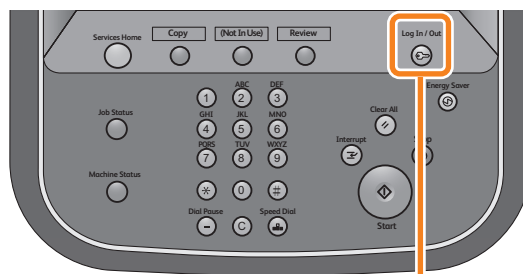
To enter the System Administration mode, enter the system administrator User ID. The password is also required when [Password Entry from Control Panel] is set to [On] in [Authentication] under [Authentication/Security Settings]. We recommend that you change the system administrator user ID and password immediately after the machine has been installed.



- For information on how to change them, refer to "System Administrator Settings" (p. 330).

Steps

1. Press the <Log In/Out> button on the control panel.



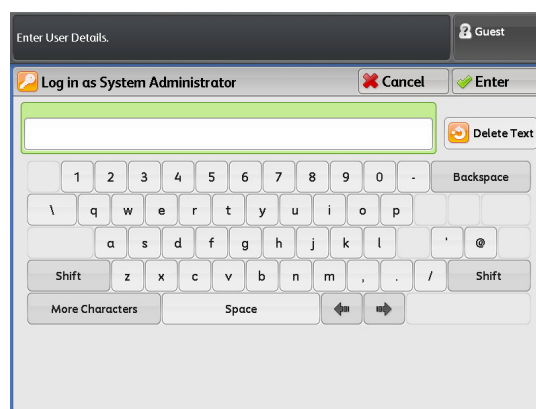
<Log In / Out> button

2. Enter the user ID of the system administrator, by using the numeric keypad or the keyboard displayed on the screen, and press [Enter].



Note

- By factory default, the User ID is "11111".
- The screen may differ depending on the settings of the machine.
- The <Log In/Out> button is lit when the machine enters the System Administration mode.



9.1.2 Step 2 Selecting the Desired Item

Select an item to set on the [Tools] screen.



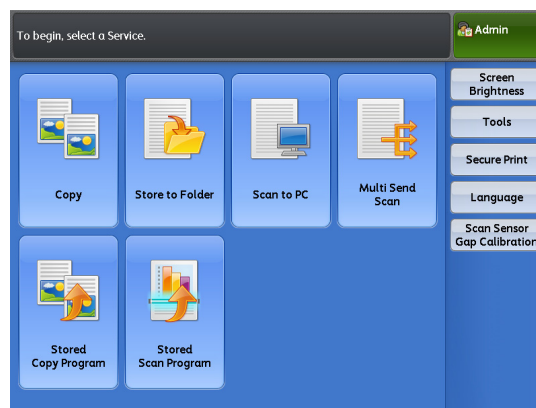
- For the list of items you can set on the [Tools] screen, refer to "Tools Menu List" (p. 286).

Steps

1. On the menu screen, press [Tools].



- Press the <Services Home> button on the control panel to display the menu screen, if not yet displayed.



2. Select an item to set.

System Settings

Select this to configure or change the default settings for each feature.

● Common Service Settings

Allows you to configure the general settings of the machine.



- For more information, refer to "Common Service Settings" (p. 289).

● Copy Service Settings

Allows you to configure the Copy feature defaults, copy functions behavior, and button indications.



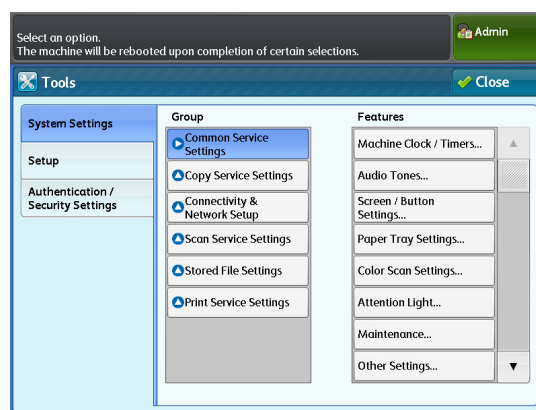
- For more information, refer to "Copy Service Settings" (p. 301).

● Connectivity & Network Setup

Allows you to configure ports and protocols.



- For more information, refer to "Connectivity & Network Setup" (p. 309).



● Scan Service Settings

Allows you to configure the Scan feature defaults and scan functions behavior.



- For more information, refer to "Scan Service Settings" (p. 318).

● Stored File Settings

Allows you to set how to delete files stored in the machine's folders.



- For more information, refer to "Stored File Settings" (p. 323).

● Print Service Settings

Allows you to configure the print functions behavior.



- For more information, refer to "Print Service Settings" (p. 326).

Setup

Select this to register or change stored programs, folders, and destination addresses.



- For more information, refer to "Configuration" (p. 199).

Authentication/Security Settings


Select this to configure the system administrator account and the authentication method.



- For more information, refer to "Authentication / Security Settings" (p. 330).

9.1.3 Step 3 Configuring a Feature

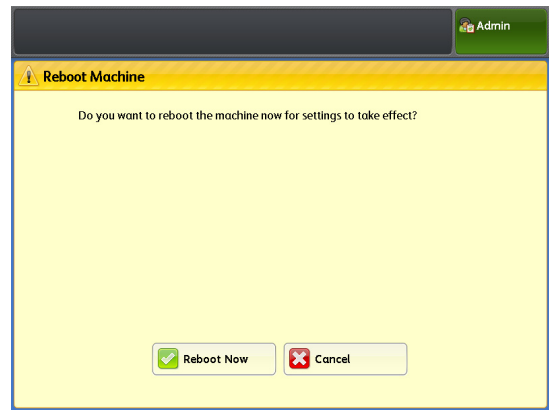
Steps

1. Select the desired feature.
 -  • Use [▲] and [▼] as necessary.
2. Select an item to set.
3. After completing the settings, press [Save].
4. Press [Close] several times until the menu screen is displayed.



Note

- If the changes you have made require rebooting of the machine to apply the changes, pressing [Close] on the [Tools] screen displays the [Reboot Machine] screen.



9.1.4 Step 4 Exiting System Administration Mode

Steps

1. Press the <Log In/Out> button.



Note

- When you are logged out of the System Administration mode, the <Log In/Out> button goes out.

9.2 Tools Menu List

The following tables list the items that can be set on the [Tools] screen. Some items may not appear on your machine depending on the configuration.

Common Service Settings

"Machine Clock / Timers" (p. 289)	<ul style="list-style-type: none"> • "Machine Clock" (p. 290) • "Auto Clear" (p. 290) • "Energy Saver Timers" (p. 290) • "Time Zone" (p. 290)
"Audio Tones" (p. 291)	
"Screen / Button Settings" (p. 292)	<ul style="list-style-type: none"> • "Screen Default" (p. 292) • "Screen After Auto Clear" (p. 292) • "Custom Buttons 1 to 3" (p. 292) • "Default Language" (p. 292)
"Paper Tray Settings" (p. 293)	<ul style="list-style-type: none"> • "Paper Tray Series / Paper Type" (p. 293) • "Paper Tray Priority" (p. 293) • "Paper Type Priority" (p. 293)
"Color Scan Settings" (p. 294)	
"Attention Light" (p. 295)	<ul style="list-style-type: none"> • "Light" (p. 295) • "Buzzer" (p. 295)
"Maintenance" (p. 296)	<ul style="list-style-type: none"> • "Delete All Data" (p. 296) • "Software Options" (p. 296)
"Other Settings" (p. 296)	<ul style="list-style-type: none"> • "Toner Density" (p. 296) • "Scan Start Mode" (p. 297) • "Special Size Setting" (p. 297) • "Data Encryption" (p. 297) • "Software Download" (p. 298) • "Restrict User to Edit Address Book" (p. 298)
"Detailed Settings" (p. 299)	

Copy Service Settings

"Copy Tab - Features Allocation" (p. 302)	<ul style="list-style-type: none"> • "Frequently Used Features 1, 2" (p. 302)
"Preset Buttons" (p. 302)	<ul style="list-style-type: none"> • "Reduce / Enlarge Buttons 3 to 5" (p. 302)
"Copy Defaults" (p. 303)	
"Auto Tray Switching" (p. 304)	
"Variable Length Settings" (p. 305)	
"Auto Mode Paper Type" (p. 306)	

"Auto Mode Rotate Direction" (p. 307)

"Detailed Settings" (p. 308)

Connectivity & Network Setup

"Port Settings" (p. 310)

- "LPD" (p. 310)
 - "SMB" (p. 310)
 - "SNMP" (p. 310)
 - "FTP" (p. 311)
 - "Internet Services (HTTP)" (p. 311)
 - "SOAP" (p. 311)
 - "WebDAV" (p. 311)
-

"Protocol Settings" (p. 311)

- "Ethernet Rated Speed" (p. 311)
 - "TCP/IP - IP Mode" (p. 312)
 - "IPv4 - IP Address" (p. 312)
 - "IPv4 - Subnet Mask" (p. 312)
 - "IPv4 - Gateway Address" (p. 312)
 - "IPv6 Address Manual Configuration" (p. 312)
 - "Manually Configured IPv6 Address" (p. 312)
 - "Manually Configured IPv6 Address Prefix" (p. 313)
 - "Manually Configured IPv6 Gateway" (p. 313)
 - "Automatically Configured IPv6 Address" (p. 313)
-

"Remote Authentication / Directory Service"
(p. 313)

- "Authentication System Setup" (p. 313)
 - "LDAP Server / Directory Service" (p. 314)
-

"SSL / TLS Settings" (p. 316)

- "Device Certificate - Server" (p. 316)
 - "HTTP - SSL / TLS Communication" (p. 316)
 - "HTTP - SSL / TLS Port Number" (p. 316)
-

"Detailed Settings" (p. 317)

Scan Service Settings

"Preset Buttons" (p. 319)

- "Original Type - Buttons 1 to 5" (p. 319)
 - "File Format - Buttons 1 to 5" (p. 319)
-

"Scan Defaults" (p. 319)

"Other Settings" (p. 321)

- "TIFF Format" (p. 321)
 - "Multi Send Printer Transfer Format" (p. 321)
-

"Detailed Settings" (p. 322)

Stored File Settings

"Stored File Settings" (p. 324)

- "File Expiration Date" (p. 324)
 - "Stored Job Deletion" (p. 325)
 - "Print Job Confirmation Screen" (p. 325)
-

Print Service Settings

"Job Recovery" (p. 326)

"Other Settings" (p. 327)

- "VPI - Dotted Line Allocation" (p. 327)
- "VPI - Symbol" (p. 327)
- "VPI - Font Number" (p. 327)
- "VPI - Font Priority" (p. 327)
- "TIFF - Resizing" (p. 327)
- "HPGL - Draw Arc" (p. 327)
- "HPGL - Draw Dotted Line" (p. 328)
- "Label Offset" (p. 328)
- "Draw Position of Alignment Mark" (p. 328)
- "Detect Long Edge" (p. 328)
- "Detect Long Edge - A0 to A4" (p. 328)
- "Dither Pattern" (p. 328)
- "Draw Solid Thin Line" (p. 328)

"Detailed Settings" (p. 329)

Authentication/Security Settings

"System Administrator Settings" (p. 330)

- "System Administrator's Login ID" (p. 330)
- "System Administrator's Password" (p. 331)

"Authentication" (p. 332)

- "Login Type" (p. 332)
- "Service Access" (p. 332)
- "Create User Account" (p. 333)
- "Reset User Accounts" (p. 335)
- "Maximum Login Attempts by System Administrator" (p. 335)
- "Maximum Login Attempts by System Administrator" (p. 335)
- "Password Entry from Control Panel" (p. 336)
- "Private Charge Print Settings" (p. 337)

"Job Status Default" (p. 338)

- "Completed Jobs View" (p. 338)

"Overwrite Hard Disk" (p. 339)

- "Number of Overwrites" (p. 339)


"Detailed Settings" (p. 341)

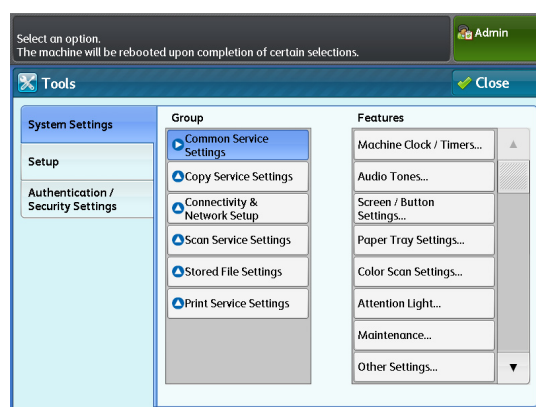
9.3 Common Service Settings

With [Common Service Settings], you can configure specifications relating to the machine's common features. Refer to the following subsections for more information on each item:

● Machine Clock / Timers	p. 289
● Audio Tones	p. 291
● Screen / Button Settings	p. 292
● Paper Tray Settings	p. 293
● Color Scan Settings	p. 294
● Attention Light	p. 295
● Maintenance	p. 296
● Other Settings	p. 296
● Detailed Settings	p. 299

Steps

1. On the [Tools] screen, press [System Settings] > [Common Service Settings].
 • For information on how to display the [Tools] screen, refer to "System Settings Procedure" (p. 282).
2. Select the item you want to configure or change.



9.3.1 Machine Clock / Timers

You can use this feature to set the machine clock and the time intervals before the Energy Saver mode or Auto Clear is activated.

Steps

1. Press [Machine Clock / Timers].

2. Set each item as necessary, and click [Close].

Machine Clock

Allows you to set the date and time in the system clock of the machine. The date and time set here will be printed on all lists and reports.

Specify [Year], [Month], [Day], [Hours], and [Minutes].

Auto Clear

Allows you to set the duration of time before the machine is automatically reset if no operation is performed.

When you select [On], specify a value between 30 and 180 seconds in 1 second increments.

To disable this function, select [Off].

The factory default is [60] seconds.

Energy Saver Timers

The Energy Saver mode has two modes: the Low Power mode and the Sleep mode. When a specified period of time has elapsed, the machine switches to these modes in the following order to reduce power consumption.

Last operation on the machine -> Low Power mode -> Sleep mode



Note

- You cannot disable the functionality of switching to the Low Power and Sleep modes.

From Last Operation to Low Power Mode

Set the time that must elapse from the last operation until the machine enters the Low Power mode, in the range of 5 to 240 minutes in 1 minute increments.

The factory default is [15] minutes.

From Last Operation to Sleep Mode

Set the time that must elapse from the last operation until the machine enters the Sleep mode, in the range of 5 to 240 minutes in 1 minute increments.

The factory default is [60] minutes.



Note

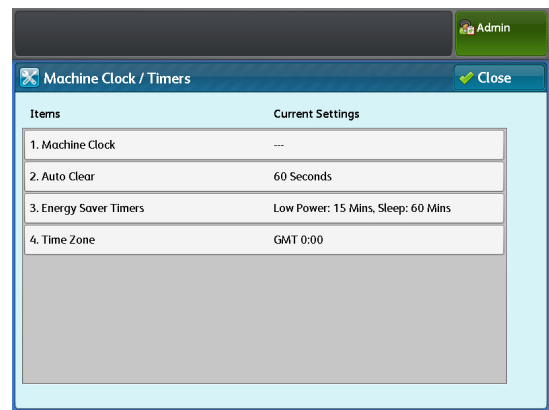
- Specify a longer time interval in [From Last Operation to Sleep Mode] than in [From Last Operation to Low Power Mode].

Time Zone

Allows you to set the time difference from GMT.

Set the time zone in the range of -12 to +12 in 30 minutes increments.

The factory default is [0] hours and [0] minutes.

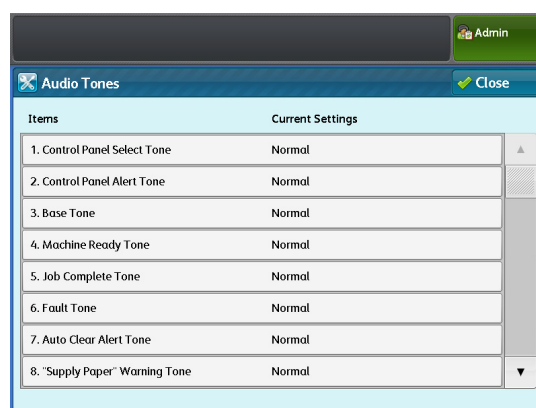


9.3.2 Audio Tones

You can use this feature to set whether to sound an alarm when a job ends or a fault occurs. The factory default is [Normal] for all items.

Steps

1. Press [Audio Tones].
2. Set each item as necessary, and click [Close].



Item	Description	Possible Value
Control Panel Select Tone	Set the volume of the beep that sounds when a button on the control panel is correctly selected.	Off, Soft, Normal, Loud
Control Panel Alert Tone	Set the volume of the beep that sounds when a button that cannot be selected is selected, or an operation is performed while an error occurs.	Off, Soft, Normal, Loud
Base Tone	Set the volume of the beep that sounds at the home position of a toggle button, which you can press repeatedly to switch between selections. This alarm also beeps when the <Interrupt> or <Copy from Memory> mode is exited.	Off, Soft, Normal, Loud
Machine Ready Tone	Set the volume of the beep that sounds when the machine is ready to copy or print, for example, the power is turned on.	Off, Soft, Normal, Loud
Job Complete Tone	Set the volume of the beep that sounds when a job is completed normally. You can select the target jobs for which the beep is to sound.	Off, Soft, Normal, Loud
Fault Tone	Set the volume of the beep that sounds when a job fails. You can select the target jobs for which the beep is to sound.	Off, Soft, Normal, Loud
Auto Clear Alert Tone	Set the volume of the beep that sounds five seconds before auto clear.	Off, Soft, Normal, Loud
"Supply Paper" Warning Tone	Set the volume of the beep that sounds when a job is suspended because there is no paper in a tray.	Off, Soft, Normal, Loud
Low Toner Alert Tone	Set the volume of the beep that sounds when the toner cartridge needs replacing.	Off, Soft, Normal, Loud
Originals Set Tone	Set the volume of the beep that sounds when an original is loaded.	Off, Soft, Normal, Loud

9.3.3 Screen / Button Settings

You can use this feature to set the default screen which is displayed when the machine is turned on and to assign functions to Custom Buttons 1 to 3.

Steps

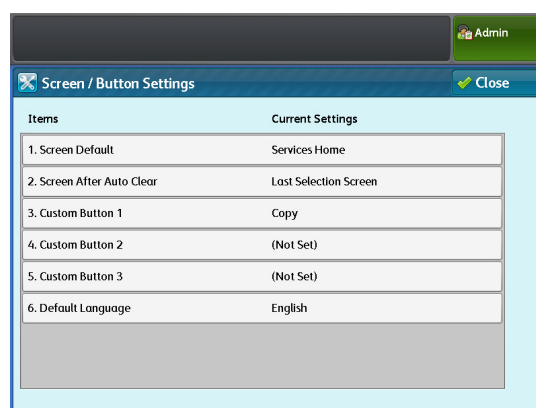
1. Press [Screen / Button Settings].
2. Set each item as necessary, and click [Close].

Screen Default

Allows you to customize the screen displayed when the machine is turned on, when the machine exits the Energy Saver mode, or when the Auto Clear feature is turned on.

Select from [Services Home], [Copy], [Store to Folder], [Scan to PC], and [Multi Send Scan].

The factory default is [Services Home].



Note

- When [Screen Default] is selected for [Screen After Auto Clear], the default screen is displayed when the Auto Clear feature is turned on. For how to select this option, refer to "Screen After Auto Clear" (p. 292).
- If the feature selected here is restricted to be used base on the authentication settings, the menu screen (Services Home) is displayed.

Screen After Auto Clear

Allows you to set the screen displayed after Auto Clear. Select [Last Selection Screen] or [Screen Default].

The factory default is [Last Selection Screen].

Custom Buttons 1 to 3

Allows you to assign a feature to each of the Custom Buttons 1 to 3 on the control panel.

Select from [Copy], [Store to Folder], [Scan to PC], [Multi Send Scan], [Stored Copy Program], and [Stored Scan Program]. To leave the button intact, select [(Not Set)].

The factory defaults for custom buttons 1, 2, and 3 are [Copy], [(Not Set)], and [(Not Set)], respectively.



Note

- You may assign the same feature to all the custom buttons.

Default Language

Allows you to select the default language to be used when the machine is turned on.

Select from [English], [Simplified Chinese], and [Japanese].

The factory default is [English].



Important

- When you select English as the display language and entries such as Address Name contain characters other than ASCII, they may not be displayed appropriately.

9.3.4 Paper Tray Settings

You can use this feature to set the size series and type of paper to be used, and the priority given to the trays.

Steps

1. Press [Paper Tray Settings].
2. Set each item as necessary, and click [Close].

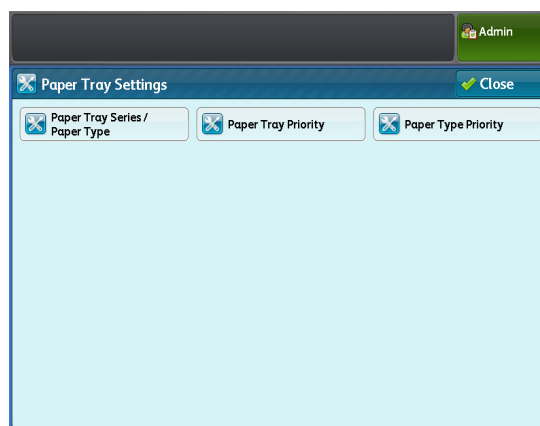
Paper Tray Series / Paper Type

Allows you to set the size series, type, and weight of paper to be used for Roll 1, Roll 2, and Bypass.

The size series can be selected from [A Series], [JIS B Series], [ISO B Series], [Special A Series], [Arch Series-1], [Arch Series-2], and [ANSI Series].

The paper type can be selected from [Plain], [Tracing], and [Film].

The paper weight can be selected from [Light], [Standard], and [Heavy].



Paper Tray Priority

Allows you to set the priority of the trays to use when the following conditions are satisfied:

- Paper selection is set to Auto.
 - The same size of paper is loaded in multiple trays.
 - The print job does not specify a paper size and a tray.
- Select from [First], [Second], and [Exclude from Auto Tray Switching].

The factory defaults for Roll 1 and Roll 2 are [First] and [Second], respectively.



Note

- Multiple trays cannot have the same priority.
- All the trays cannot be assigned with [Exclude from Auto Tray Switching].

Paper Type Priority

Allows you to set the priority of the paper types to use when the following conditions are satisfied:

- Paper selection is set to Auto.
 - The same size of paper is loaded in multiple trays.
- Select from [Auto Paper Select Off], [First], [Second], and [Third].

The factory defaults for Plain, Tracing, and Film are [First], [Auto Paper Select Off], and [Auto Paper Select Off], respectively.



Note

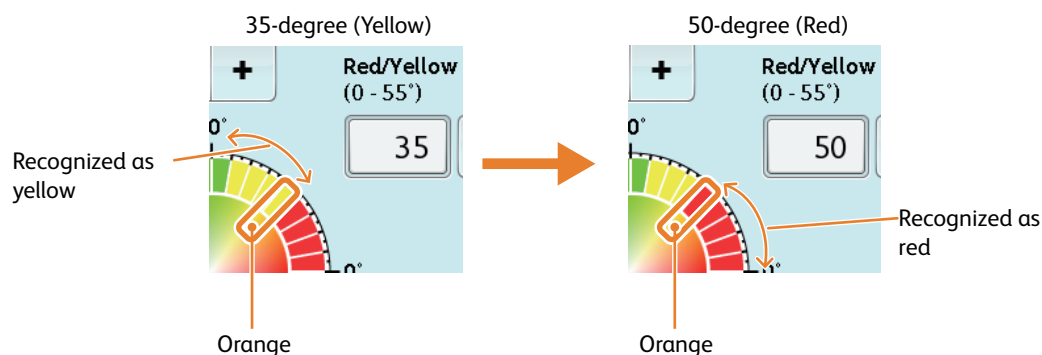
- All paper types can have the same priority. All the trays, however, cannot be assigned with [Auto Paper Select Off].
- The setting for Paper Type Priority have priority over that for Paper Tray Priority.

9.3.5 Color Scan Settings

You can use this feature to specify the degree value on the color circle.

This feature allows you to define the color to be recognized as the boundary between adjacent colors.

For example, when [Red/Yellow] is set to [35], orange between yellow and red illustrated in the figure below is recognized as yellow, and when it is set to [50], the orange is recognized as red.



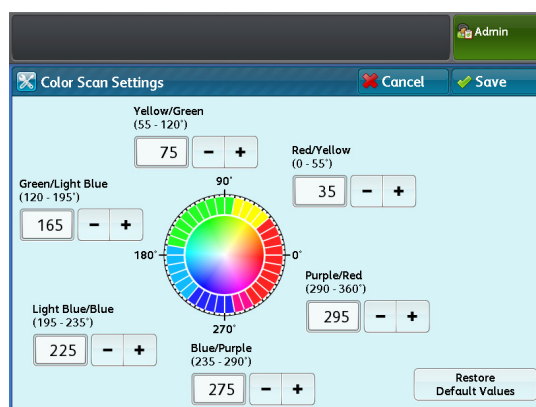
The scan color settings specified here are used with [Output Color] and [Adjust Color Density].

The factory defaults are:

- Red/Yellow: 35
- Yellow/Green: 75
- Green/Light Blue: 165
- Light Blue/Blue: 225
- Blue/Purple: 275
- Purple/Red: 295

Steps

1. Press [Color Scan Settings].
2. Adjust the value by using the numeric keypad or by pressing [+] and [-].
3. Press [Save].

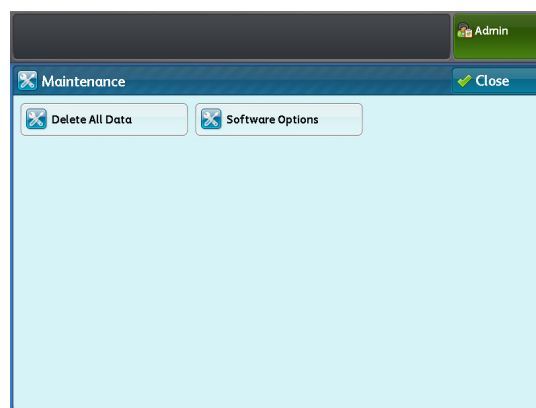


9.3.6 Maintenance

This feature can be used to delete maintenance history and all data stored on the machine at one time.

Steps

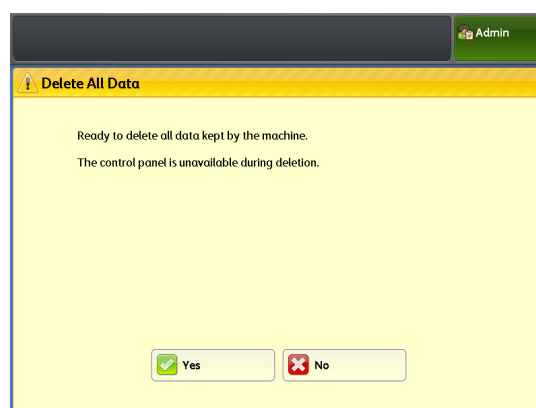
1. Press [Maintenance].
2. Set each item as necessary, and click [Close].



Delete All Data

This function is designed to prevent the leakage of confidential information of a customer when the machine is returned to Xerox. By executing this function, all data registered/configured on the machine is deleted.

In normal use, do not use this function.



Software Options

This function is for customer engineer use.

9.3.7 Other Settings

Steps

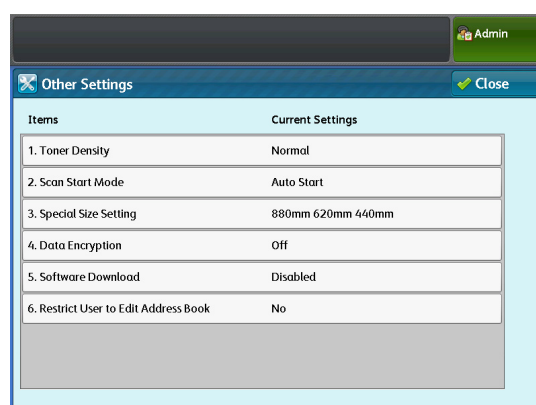
1. Press [Other Settings].
2. Set each item as necessary, and click [Close].

Toner Density

Allows you to set the toner density.

Select from [Lighten +2], [Lighten +1], [Normal], [Darken +1], and [Darken +2].

The factory default is [Normal].



Scan Start Mode

Allows you to select whether to start scanning automatically or by pressing the <Start> button, after an document has been loaded.

Select [Auto Start] or [Manual Start]. The factory default is [Auto Start].



Note

- This setting is effective for copy and scan jobs.

Auto Start

Select this to start scanning automatically after an document has been loaded.

Manual Start

Select this to start scanning by pressing the <Start> button on the control panel.

Special Size Setting



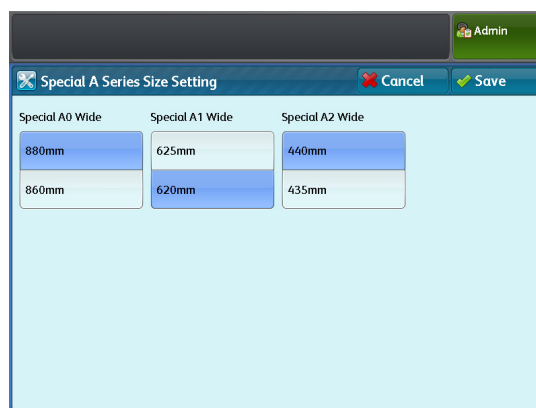
Note

- [Special Size Setting] is displayed when the item number [70] in [Detailed Settings] is set to [2]. For more information, refer to "Detailed Settings" (p. 299).

Allows you to set the Special A Series sizes.

The factory defaults are:

Series	Item	Factory Default
Special A0 Wide	880mm	880mm
	860mm	
Special A1 Wide	625mm	620mm
	620mm	
Special A2 Wide	440mm	440mm
	435mm	



Data Encryption

Allows you to select whether to encrypt data recorded on the machine's hard disk.

When data encryption is enabled, the machine automatically encrypts copy, scan, and print data before writing these data to its hard disk. Whether to encrypt data cannot be set for individual features. Encrypting data prevents unauthorized users from reading data stored on the hard disk, even if the hard disk is stolen.

When you select [On], enter an encryption key of 1 to 12 digits in both [New Encryption Key] and [Re-enter New Encryption Key].

If you choose not to encrypt data, select [Off]. The factory default is [Off].



Select [On] and press [Save] to display the [Execute Data Encryption] screen.
Select [Yes] or [No].



● Notes on enabling the data encryption feature and changing the settings

You need to reboot the machine after enabling/disabling data encryption or changing the encryption key. The corresponding storage space (hard disk) will be initialized during the reboot process. Initializing will erase all the data stored previously.

The storage space holds data including:

- Spooled print data
- Scanned data saved in folders
- Data saved in the address book

Important

- Be sure to save all necessary settings and files before you enable the data encryption feature or change any settings. (The address book can be retrieved via CentreWare Internet Services.)
- If the hard disk currently connected to the machine does not satisfy the encryption settings, an error occurs. For information on error messages and remedies, refer to "Error Messages" (p. 260).
- Even our customer service representatives cannot see or restore the encryption key. Be sure not to lose the encryption key.

Note

- It takes a while for the encryption settings to update.
- If an error occurs during the encryption setup process, an error message is displayed on the touch screen. Reboot the machine according to the instructions displayed on the screen.
- The encryption setting is set to [off] the next time the machine starts up.
- During the encryption setup process, the machine cannot accept any user operation such as copy, scan, and print.

Software Download

This function is for customer engineer use. For more information, contact your local Xerox representative.

Restrict User to Edit Address Book

Allows you to select whether to restrict users from registering/changing destination addresses used with [Scan to PC] and [Multi Send Scan].

Select [No] or [Yes]. The factory default is [Off].

Note

- When [No] is selected, users other than the system administrator cannot register/change destination addresses.

9.3.9 Detailed Settings

Steps

1. Press [Detailed Settings].
2. Fill in [Item Number] and press [Confirm / Change].
 - For information on the item numbers, refer to "Item Number: Common Service Settings" (p. 299).
3. Fill in [New Value].
4. Press [Confirm / Change].



Item Number: Common Service Settings

Item Number	Description	New Value	Factory Default
3	Sets the amount of margin in the positive direction which the machine takes into account when determining whether the original size is of a standard/non-standard size. For example, when 5 mm is set, up to the length equivalent to a standard size plus 5 mm is considered as a standard size.	0-20 (mm)	5 (mm)
4	Sets the amount of margin in the negative direction which the machine takes into account when determining whether the original size is of a standard/non-standard size. For example, when 5 mm is set, up to the length equivalent to a standard size minus 5 mm is considered as a standard size.	0-20 (mm)	5 (mm)
5	Sets the length guaranteed to be scanned when the machine runs a job such as a copy job for which Paper Cut Mode - [Synchronized] is specified or a scan job for which Original Size - [Auto Detect] is specified.	0-15 (m) (When 0 or a value exceeding the physical memory capacity is specified, output for the current job must be completed before scanning of the next original can be started.)	6 (m)
12	Sets the duration of time before the machine switches to the plot mode.	3-60 (sec)	30 (sec)
14	Sets whether to use the Copy from Memory function.	0: Disabled 1: Enabled	1: Enabled

Item Number	Description	New Value	Factory Default
Sets whether to enhance lines for each of the Original Types.			
53	Text & Line	0: Do not enhance lines 1: Enhance lines	0: Do not enhance lines
54	Photo & Text		0: Do not enhance lines
55	Printed Original		0: Do not enhance lines
56	Photograph		0: Do not enhance lines
57	Blueprint		0: Do not enhance lines
58	Transparent		0: Do not enhance lines
59	Uneven-Toned Background		0: Do not enhance lines
65	Adjusts the achromatic level the machine detects for scan.	0-254 (The lower the value, the lower intensity color the machine distinguishes.)	5
Sets whether to reduce unwanted streaks.			
66	Other than full color	0: Disabled 1: Less 2: More	0: Disabled
67	Color		0: Disabled
70	Defines the Special A Series sizes.	1: Standard Portrait 880 x 1240 mm, 620 x 880 mm, 440 x 620 mm, 310 x 440 mm Standard Landscape 880 x 620 mm, 620 x 440 mm, 440 x 310 mm, 310 x 220 mm 2: Standard Portrait 880 x 1230 mm, 860 x 1210 mm, 625 x 880 mm, 620 x 871 mm, 440 x 625 mm, 435 x 620 mm Standard Landscape 880 x 625 mm, 860 x 610 mm, 625 x 440 mm, 620 x 435 mm, 440 x 312 mm, 435 x 310 mm	1

9.4 Copy Service Settings


With [Copy Service Settings], you can configure specifications relating to the machine's Copy feature.

Refer to the following subsections for more information on each item:

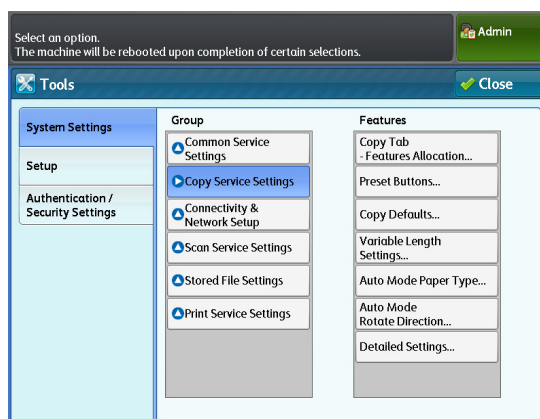
- Copy Tab - Features Allocation p. 302
- Preset Buttons p. 302
- Copy Defaults p. 303
- Auto Tray Switching p. 304
- Variable Length Settings p. 305
- Auto Mode Paper Type p. 306
- Auto Mode Rotate Direction p. 307
- Detailed Settings p. 308

Steps

1. On the [Tools] screen, press [System Settings] > [Copy Service Settings].

 Refer

 - For information on how to display the [Tools] screen, refer to "System Settings Procedure" (p. 282).
2. Select the item you want to configure or change.



9.4.1 Copy Tab - Features Allocation

You can use this feature to customize the functions shown to the right on the [Copy (Manual Mode)] screen. Setting the frequently used functions enables you to avoid extra operations such as selecting tabs.

Steps

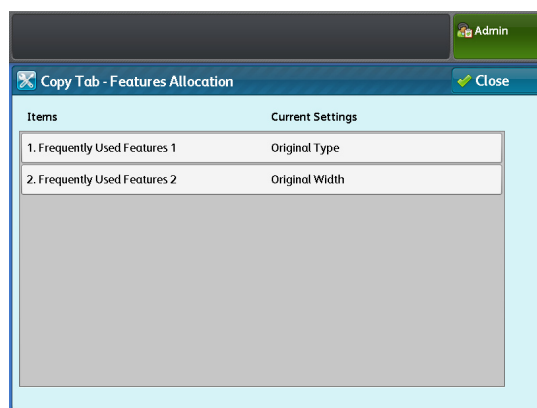
1. Press [Copy Tab - Features Allocation].
2. Set each item as necessary, and click [Close].

Frequently Used Features 1, 2

Allows you to set the functions shown to the right on the [Copy (Manual Mode)] screen.

Select from [Original Type], [Image Options], [Background Suppression], [Threshold Sort], [Adjust Color Density], [Original Width], [Image Shift], [Scan Start Position], [Edge Erase], [Invert Image], [Scan Speed], [Image Rotation], [Copy Output], [Lead & Tail Margins], and [Sample Copy].

The factory defaults for Frequently Used Features 1 and 2 are [Original Type] and [Original Width], respectively.



9.4.2 Preset Buttons

You can use this feature to set the magnification ratios shown on the [Copy (Manual Mode)] screen.

Steps

1. Press [Preset Buttons].
2. Set each item as necessary, and click [Close].

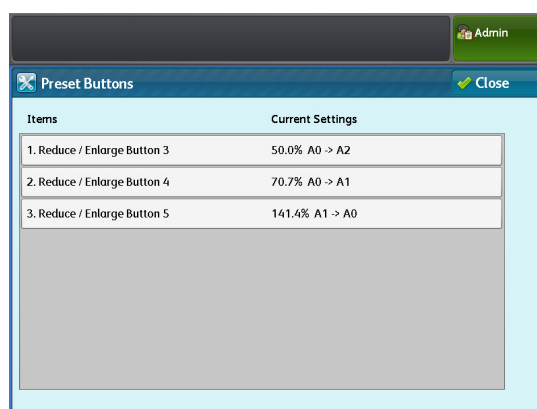
Reduce / Enlarge Buttons 3 to 5

Allows you to set the magnification ratio displayed in the third to fifth buttons in [Reduce/ Enlarge] on the [Copy (Manual Mode)] screen.

Select from [25.0 %], [35.3 %], [50.0 %], [70.7 %], [141.4 %], [200.0 %], [283.0 %], and [400.0 %].

The factory defaults are:

- Reduce / Enlarge Button 3: 50.0 %
- Reduce / Enlarge Button 4: 70.7 %
- Reduce / Enlarge Button 5: 141.4 %



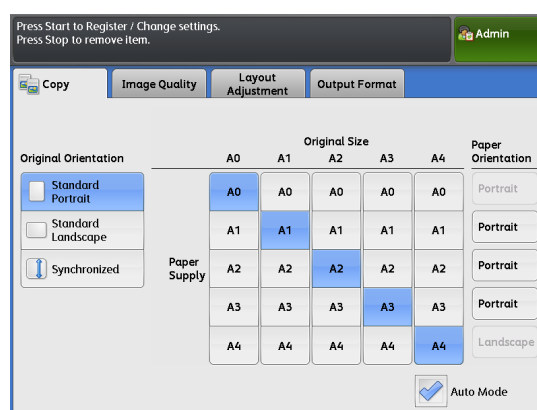
9.4.3 Copy Defaults

You can use this feature to set the default settings for the Copy feature. The default settings specified here are restored when the machine is turned on, when the machine exits the Energy Saver mode, when the <Clear All> button is pressed, or when the Auto Clear feature is turned on.

Setting frequently used features and values as the defaults can avoid extra operations required during the use of the machine.

Steps

1. Press [Copy Defaults].
2. Press the item you want to configure or change.
3. Select the desired value and press the <Start> button.



Item	Description	Factory Default
Auto Mode	Sets the default value for [Auto Mode] on the [Copy] screen.	Manual Mode
Original Orientation	Sets [Original Orientation] on the [Copy (Auto Mode)] screen.	Standard Portrait
Paper Orientation	Sets [Paper Orientation] on the [Copy (Auto Mode)] screen.	Portrait
Reduce / Enlarge	Sets the default value for [Reduce / Enlarge] on the [Copy (Manual Mode)] screen.	100.0 %
Paper Supply	Sets the default value for [Paper Supply] on the [Copy (Manual Mode)] screen.	Roll 1
Paper Cut Mode	Sets the default value for [Paper Cut Mode] on the [Copy (Manual Mode)] screen.	Set Portrait
Original Type	Sets the default value for [Original Type] on the [Image Quality] screen.	Text & Line
Image Options	Sets the default value for [Image Options] on the [Image Quality] screen.	Lighten / Darken: Normal Sharpness: Normal Contrast: Normal
Background Suppression	Sets the default value for [Background Suppression] on the [Image Quality] screen.	Auto (0)
Threshold Sort	Sets the default value for [Threshold Sort] on the [Image Quality] screen.	Off
Adjust Color Density	Sets the default value for [Adjust Color Density] on the [Image Quality] screen.	Adjust Off

Item	Description	Factory Default
Original Width	Sets the default value for [Original Width] on the [Layout Adjustment] screen.	Auto Detect (A Series)
Image Shift	Sets the default value for [Image Shift] on the [Layout Adjustment] screen.	Off
Scan Start Position	Sets the default value for [Scan Start Position] on the [Layout Adjustment] screen.	0mm
Edge Erase	Sets the default value for [Edge Erase] on the [Layout Adjustment] screen.	Normal
Invert Image	Sets the default value for [Invert Image] on the [Layout Adjustment] screen.	Normal Image Positive Image
Scan Speed	Sets the default value for [Scan Speed] on the [Layout Adjustment] screen.	Fast
Image Rotation	Sets the default value for [Image Rotation] on the [Layout Adjustment] screen.	Clockwise
Copy Output	Sets the default value for [Copy Output] on the [Output Format] screen.	Uncollated
Lead & Tail Margins	Sets the default value for [Lead & Tail Margins] on the [Output Format] screen.	Lead: 0mm Tail: 0mm

* Sample Copy cannot be set as the default.

9.4.4 Auto Tray Switching

You can use this feature to set how the tray is switched when running out of paper loaded in the selected tray. The factory default is [Enable During Auto Paper Select].

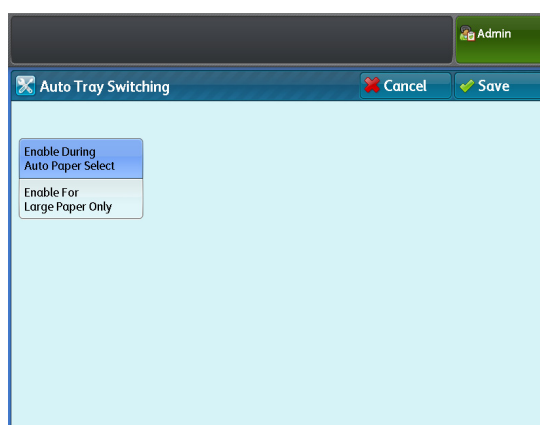


Note

- Selecting [Enable During Auto Paper Select] tells the machine to switch the tray to an alternative one when [Auto] is selected on the [Copy] screen or in the print drivers' s [Paper Source] option.

Steps

1. Press [Auto Tray Switching].
2. Select [Enable During Auto Paper Select] or [Enable For Large Paper Only].



9.4.5 Variable Length Settings

You can use this feature to set the default variable length to be used when [Variable Length] is specified on the [Paper Cut Mode] screen under the Copy feature.

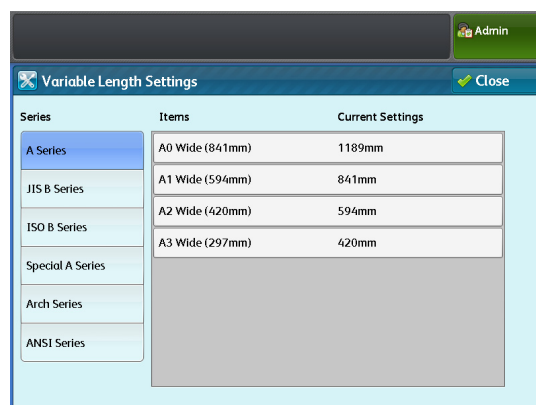
The default variable length can be set for individual paper sizes, in the range of 210 to 5,000 mm.

The factory defaults are:

Series	Item	Factory Default
A series	A0 Wide	1189mm
	A1 Wide	841mm
	A2 Wide	594mm
	A3 Wide	420mm
JIS B series	B1 Wide	1030mm
	B2 Wide	728mm
	B3 Wide	515mm
ISO B Series	B1 Wide	1000mm
	B2 Wide	707mm
	B3 Wide	500mm
Special A series	880mm Wide	1240mm
	620mm Wide	880mm
	440mm Wide	620mm
	310mm Wide	440mm
Arch series	36" Wide	1219mm
	30" Wide	1066mm
	24" Wide	914mm
	18" Wide	610mm
	15" Wide	533mm
	12" Wide	457mm
ANSI Series	34" Wide	1118mm
	22" Wide	864mm
	17" Wide	559mm
	11" Wide	432mm

Steps

1. Press [Variable Length Settings].
2. Press the paper size to set.
3. Enter the variable length value by using the numeric keypad or by pressing [+] and [-].
4. Press [Close].



9.4.6 Auto Mode Paper Type

You can use this feature to set the paper type used according to the original orientation, when running a copy job in the auto mode.

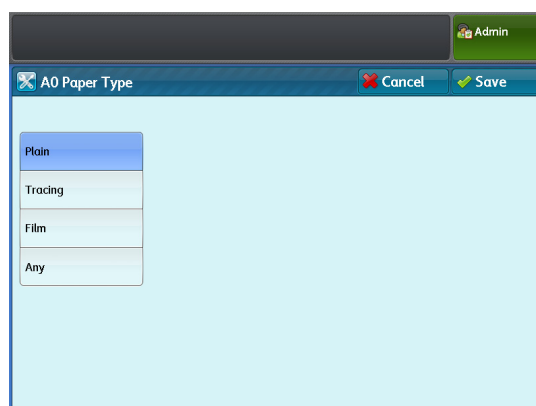
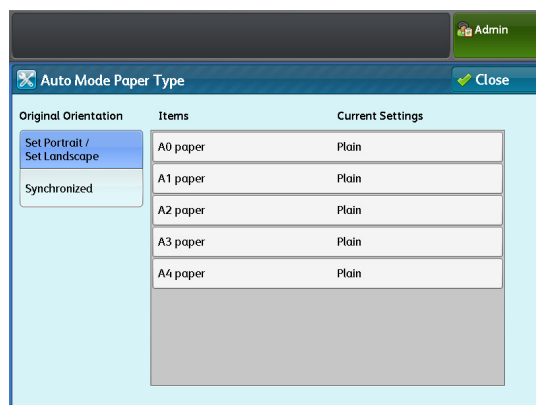
The factory default is [Plain] for all sizes.

Steps

1. Press [Auto Mode Paper Type].
2. Select the original orientation.
3. Press the paper size to set.
4. Select the paper type from [Plain], [Tracing], [Film], and [Any].

Note

 - When an option other than [Any] is selected, a paper run out error occurs if the specified type of paper is not loaded in any tray.
5. Press [Save].

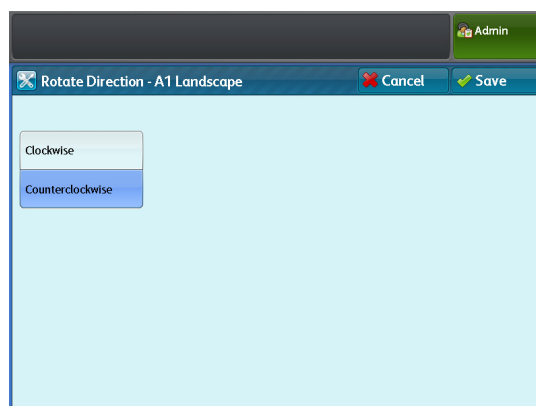
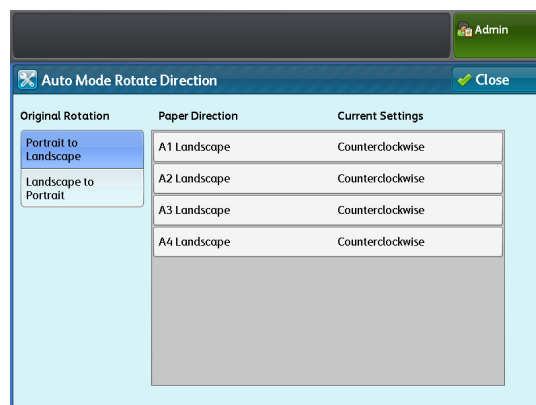


9.4.7 Auto Mode Rotate Direction

You can use this feature to tell the machine the orientation (clockwise or counterclockwise) in which to rotate scanned images, if the original is judged to require 90-degree rotation to fit to paper size. The factory default is [Counterclockwise] for all sizes.

Steps

1. Press [Auto Mode Rotate Direction].
2. Select [Portrait to Landscape] or [Landscape to Portrait].
3. Press the paper size to set.
4. Select [Clockwise] or [Counterclockwise].
5. Press [Save].



9.4.8 Detailed Settings

Steps

1. Press [Detailed Settings].
2. Fill in [Item Number] and press [Confirm / Change].
 - For information on the item numbers, refer to "Item Number: Copy Service Settings" (p. 308).
3. Fill in [New Value].
4. Press [Confirm / Change].



Item Number: Copy Service Settings

Item Number	Description	New Value	Factory Default
30	Sets the tray for banner sheets.	1: Roll 1 2: Roll 2	1: Roll 1
31	Sets the paper length of a banner sheet.	210-2500 (mm)	210 (mm)
70	Sets the default value for the unevenness level used for [Uneven-Toned Background].	1-80	20
80	Sets the default value for [Scan Start Position] under [Sample Copy].	0-1200 (mm)	0
81	Sets the default value for [Measurement] under [Sample Copy].	50-200 (mm)	50

9.5 Connectivity & Network Setup

With [Connectivity & Network Setup], you can configure specifications relating to the networking aspects of the machine.


Refer to the following subsections for more information on each item:

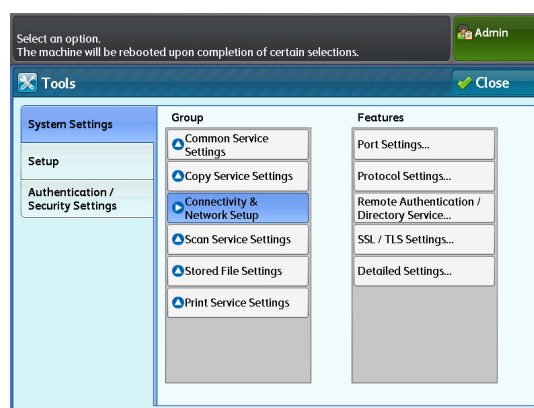
- Port Settings.....p. 310
- Protocol Settingsp. 311
- Remote Authentication / Directory Servicep. 313
- SSL / TLS Settingsp. 316
- Detailed Settings.....p. 317



- For information on the network settings, also refer to "Setting the IP Address" (p. 209).
- CentreWare Internet Services allows you to make more detailed settings. For details, refer to the Help section which can be displayed by clicking [Help] in the upper right of the CentreWare Internet Services screen.

Steps

1. On the [Tools] screen, press [System Settings] > [Connectivity & Network Setup].
 • For information on how to display the [Tools] screen, refer to "System Settings Procedure" (p. 282).
2. Select the item you want to configure or change.



9.5.1 Port Settings

You can use this feature to enable or disable ports. The table below lists the ports that are used for the applications and features.

Application/Feature	Port						
	LPD	SMB	SNMP	FTP	HTTP	SOAP	WebDAV
BT-PlotAssistant	—	—	—	Yes	—	—	—
Standard print driver (TIFF driver)	Yes	—	Yes	—	—	—	—
PS print driver							
Scanner Driver (Network Connection)*	—	—	Yes	—	—	Yes	Yes
Document Monitor	—	—	Yes	—	—	—	—
Color Copy Assistant (For printing)	Yes	—	—	—	—	—	—
Scan to PC Note: Also applies when saving to PC via Multi Send.	—	Yes	—	—	—	—	—
CentreWare Internet Services	—	—	—	—	Yes	—	—
ApeosWare Management Suite	—	—	Yes	—	—	Yes	—
MacPPD	Yes	—	—	—	—	—	—

* Network Scanner Utility 3, Stored File Manager 3

The factory default is [Enabled] for all ports.

Steps

1. Press [Port Settings].
2. Set each item as necessary, and click [Close].

LPD

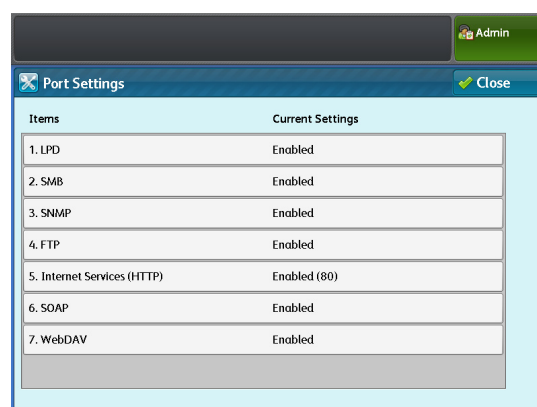
Select [Enabled] when using LPR.

SMB

Select [Enabled] when using SMB.

SNMP

Select [Enabled] when using SNMP.



FTP

Select [Enabled] when using FTP.

Internet Services (HTTP)

When using HTTP, specify a port number and select [Enabled].

The factory default port number is [80].

SOAP

Select [Enabled] when using SOAP.

WebDAV

Select [Enabled] when using WebDAV.

9.5.2 Protocol Settings

You can use this feature to set the parameters required for communications. The following describes the parameters you can set in [Protocol Settings].

Steps

- 1. Press [Protocol Settings].
- 2. Set each item as necessary, and click [Close].

Ethernet Rated Speed

Allows you to set the transmission rate for the Ethernet interface.
The factory default is [Auto].

Auto

Select this to detect the Ethernet transmission rate automatically.

1000BASE - T

Select this to fix the transmission rate to 1000BASE - T.

100 Mbps Full - Duplex

Select this to fix the transmission rate to 100 Mbps Full - Duplex.

100 Mbps Half - Duplex

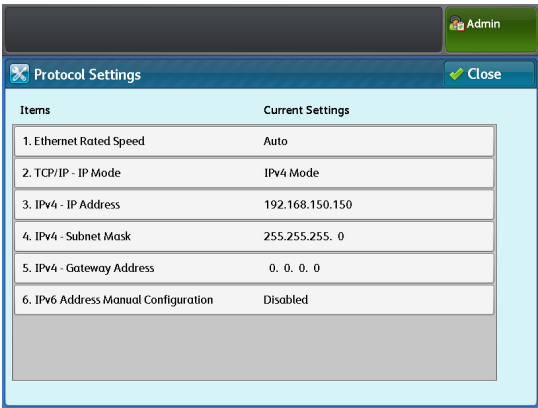
Select this to fix the transmission rate to 100 Mbps Half - Duplex.

10 Mbps Full - Duplex

Select this to fix the transmission rate to 10 Mbps Full - Duplex.

10 Mbps Half - Duplex

Select this to fix the transmission rate to 10 Mbps Half - Duplex.



TCP/IP - IP Mode

Allows you to select the TCP/IP operation mode.

The factory default is [IPv4 Mode].

IPv4 Mode

Select this to fix the internet protocol to be used to IPv4.

IPv6 Mode

Select this to fix the internet protocol to be used to IPv6.

Dual Stack

Select this to use both IPv4 and IPv6 as the internet protocol.

IPv4 - IP Address

Allows you to set the IP address.

Enter the address in the format of xxx.xxx.xxx.xxx, where xxx is a value between 0 and 255. Please note that a value of 127 and a value between 224 and 255 cannot be used for the first xxx.

The factory default is [192.168.150.150].

IPv4 - Subnet Mask

Allows you to configure the subnet mask.

Enter the subnet mask in the format of xxx.xxx.xxx.xxx, where xxx is a value between 0 and 255.

The factory default is [255.255.255.0].

IPv4 - Gateway Address

Allows you to configure the Gateway address.

Enter the address in the format of xxx.xxx.xxx.xxx, where xxx is a value between 0 and 255. Please note that a value of 127 and a value between 224 and 255 cannot be used for the first xxx.

The factory default is [0.0.0.0].

IPv6 Address Manual Configuration

Allows you to set the IP address manually.

To enter an IP address and Gateway address manually, select [Enabled].

The factory default is [Disabled].

Manually Configured IPv6 Address

Allows you to set the IP address.

Enter the IP address in the format of xxx:xxx:xxx:xxx:xxx:xxx:xxx:xxx, where xxx is a hexadecimal value.



- You can fill in this field only when [IPv6 Address Manual Configuration] is set to [Enabled].

Manually Configured IPv6 Address Prefix

Allows you to set the IP address prefix in the range of 0 to 128.
The factory default is [64].



- You can fill in this field only when [IPv6 Address Manual Configuration] is set to [Enabled].

Manually Configured IPv6 Gateway

Allows you to configure the Gateway address.

Enter the Gateway address in the format of xxx:xxx:xxx:xxx:xxx:xxx:xxx:xxx, where xxx is a hexadecimal value.



- You can fill in this field only when [IPv6 Address Manual Configuration] is set to [Enabled].

Automatically Configured IPv6 Address

This field displays the Link-local address, IPv6 address, and Gateway address that have been automatically configured.

9.5.3

Remote Authentication / Directory Service

Steps

1. Press [Remote Authentication / Directory Service].
2. Set each item as necessary, and click [Close].

Authentication System Setup

Allows you to set the parameters required for authentication.

Authentication System

Allows you to select the authentication system from [Authentication Agent] and [LDAP].

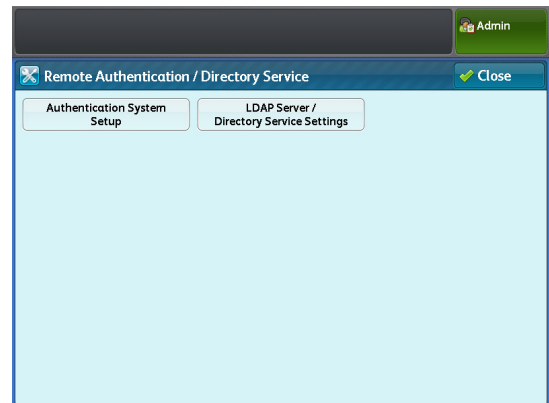
After you change the authentication system, personal folders used with the previous authentication system are not deleted automatically. If these folders are no longer needed, delete them from the machine. If the same user IDs are also used on the new authentication system, personal folders can be used by the same users.

The factory default is [Authentication Agent].

Server Response Time-Out

Allows you to set the maximum waiting time for response from the authentication server in the range of 1 to 75 seconds in one second increments.

The factory default is [5] seconds.



Search Time-Out

Allows you to set the maximum waiting time for user search results in the range of 1 to 120 seconds in one second increments.

The factory default is [30] seconds.

LDAP Server / Directory Service

Allows you to configure the LDAP parameters.

Primary Server - Name / Address

Specify the server name or IP address of the primary server.

Primary Server - Port Number

Specify the port number to connect to the primary server in the range of 1 to 65535.

The factory default is [389].

Secondary Server - Name / Address

Specify the server name or IP address of the secondary server.

Secondary Server - Port Number

Specify the port number to connect to the secondary server in the range of 1 to 65535.

The factory default is [389].

Authentication Method

Allows you to select the LDAP authentication method from [Direct Authentication] and [Authentication of User Attributes].

- Direct Authentication
Select this to allow the LDAP server to authenticate a user based on the entered User ID and password.
- Authentication of User Attributes
Select this to allow the LDAP server to search for a user based on the value entered in the User ID field, which should correspond to the attribute specified in [Attribute of entered User Name]. From among values assigned to the found user, the value for the attribute specified in [Attribute of Login User Name] is used as the User ID for jobs processed on the machine and the owner name for folders.

The factory default is [Direct Authentication].

Attribute of entered User Name

When the LDAP authentication method is set to [Authentication of User Attributes], from among attributes registered on the LDAP server as User Attribute information, specify the attribute whose value is used as user name on the control panel to log in to the machine. For example, when you want a user to enter the mail address, set "mail". Up to 32 characters are allowed.

The factory default is [mail].

Attribute of Login User Name

From among attributes registered on the LDAP server as User Attribute information, specify the attribute whose value is used as the User ID for jobs processed on the machine and the owner name for folders. Up to 32 characters are allowed.

The factory default is [sAMAccountName].

Use Added Text String

Allows you to select whether to automatically add information specified in [Text String Added to User Name] to authentication information entered on the control panel.

The factory default is [Disabled].

Text String Added to User Name

Set the string to be added to authentication information. Up to 64 characters are allowed. When [Use Added Text String] is set to [Enabled], the fixed string must be entered here. For example, [Attribute of entered User Name] is set to "mail", and the registered information for a user is "mail@myhost.example.com", the user normally need to enter "ail@myhost.example.com". Instead, setting [Use Added Text String] to [Enabled] and specifying "@myhost.example.com" in [Text String Added to User Name] allows the user to login the machine by simply entering "mail" on the control panel, because the machine automatically add "@myhost.example.com".

Login Name

Allows you to specify a user name used to access the server. Set this only when the directory service authentication is required. Up to 255 characters can be entered for the user name.

Password

Allows you to specify the login password for the user you have specified in [Login Name]. Up to 32 alphanumeric characters are allowed.

Search Directory Root

Enter a string to be used as search root, using up to 255 characters.

LDAP Referrals

Allows you to specify whether to re-establish connection to another LDAP server if a currently connected LDAP server requests to do so.

The factory default is [Disabled].

LDAP Referral Hop Limit

When using the Referral feature, specify how many times that a user is allowed to hop servers in the range of 1 to 5 times.

The factory default is [5] times.

9.5.4 SSL / TLS Settings

You can use this feature to set the parameters required for SSL/TLS communications. The following describes the parameters you can set in [SSL / TLS Settings].

Steps

1. Press [SSL / TLS Settings].
2. Set each item as necessary, and click [Close].

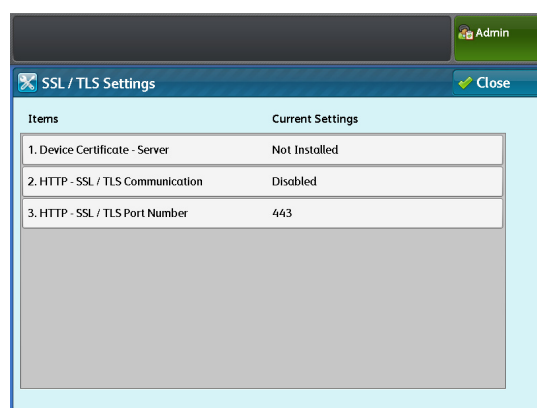
Device Certificate - Server

Allows you to list the recipients of the certificate stored on the machine. You can select a certificate used for SSL/TLS communication.



Note

- The certificate must already be registered using CentreWare Internet Services. For information on how to do this, refer to the Help section of CentreWare Internet Services.



HTTP - SSL / TLS Communication

Allows you to select whether to enable HTTP-SSL/TLS communication. Select [Enabled] or [Disabled]. The factory default is [Disabled].

HTTP - SSL / TLS Port Number

Allows you to enter the port number used for HTTP-SSL/TLS communication. The factory default is [443].

9.5.5 Detailed Settings

Steps

1. Press [Detailed Settings].
2. Fill in [Item Number] and press [Confirm / Change].
 - For information on the item numbers, refer to "Item Number: Connectivity & Network Setup" (p. 317).
3. Fill in [New Value].
4. Press [Confirm / Change].



Item Number: Connectivity & Network Setup

Item Number	Description	New Value	Factory Default
0	Sets whether to validate users in Active Directory.	0: Do not validate 1: Validate	0: Do not validate

9.6 Scan Service Settings

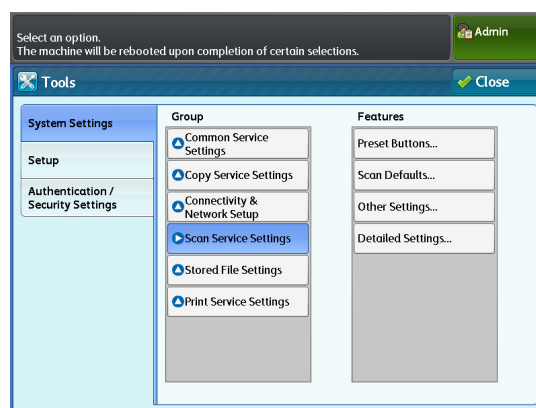
With [Scan Service Settings], you can configure specifications relating to the machine's Scan feature.

Refer to the following subsections for more information on each item:

- Preset Buttons p. 319
- Scan Defaults..... p. 319
- Other Settings p. 321
- Detailed Settings..... p. 322

Steps

1. On the [Tools] screen, press [System Settings] > [Scan Service Settings].
 - ➔ Refer • For information on how to display the [Tools] screen, refer to "System Settings Procedure" (p. 282).
2. Select the item you want to configure or change.



9.6.1 Preset Buttons

You can use this feature to change options for Original Type and File Format displayed on the [Scan Job] screen.

Steps

1. Press [Preset Buttons].
2. Set each item as necessary, and click [Close].

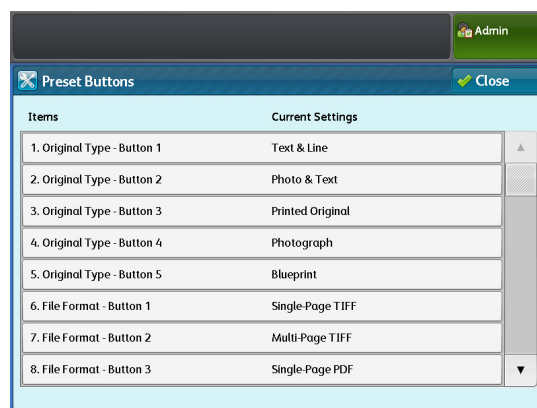
Original Type - Buttons 1 to 5

Allows you to set the original types displayed in the first to fifth buttons in [Original Type] on the [Scan Job] screen.

Select from [Text & Line], [Photo & Text], [Printed Original], [Photograph], [Blueprint], and [Transparent].

The factory defaults are:

- Original Type - Button 1: Text & Line
- Original Type - Button 2: Photo & Text
- Original Type - Button 3: Printed Original
- Original Type - Button 4: Photograph
- Original Type - Button 5: Blueprint



File Format - Buttons 1 to 5

Allows you to set the output file formats displayed in the first to fifth buttons in [File Format] on the [Scan Job] screen.

Select from [Single-Page TIFF], [Multi-Page TIFF], [Single-Page PDF], [Multi-Page PDF], and [JPEG].

The factory defaults are:

- File Format - Button 1: Single-Page TIFF
- File Format - Button 2: Multi-Page TIFF
- File Format - Button 3: Single-Page PDF
- File Format - Button 4: Multi-Page PDF

9.6.2 Scan Defaults

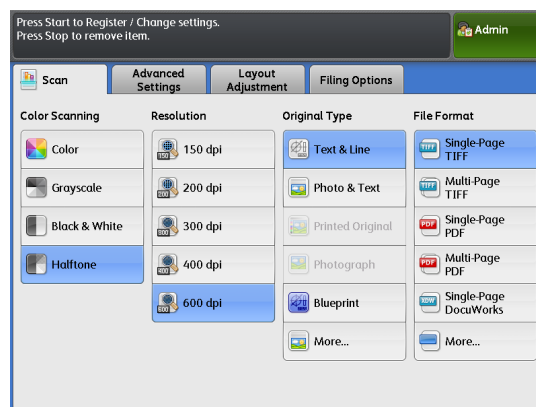
You can use this feature to set the default settings for the Scan feature. The default settings specified here are restored when the machine is turned on, when the machine exits the Energy Saver mode, when the <Clear All> button is pressed, or when the Auto Clear feature is turned on.

Setting frequently used features and values as the defaults can avoid extra operations required during the use of the machine.

Steps

1. Press [Scan Defaults].

2. Press the item you want to configure or change.
3. Set the desired value and press the <Start> button.



Item	Description	Factory Default
Color Scanning Mode	Sets the default value for [Color Scanning] on the [Scan Job] screen.	Halftone
Scan Resolution	Sets the default value for [Resolution] on the [Scan Job] screen.	600 dpi
Original Type	Sets the default value for [Original Type] on the [Image Quality] screen.	Text & Line
Output File Format	Sets the default value for [File Format] on the [Image Quality] screen.	Single-Page TIFF
Image Options	Sets the default value for [Image Options] on the [Image Quality] screen.	Lighten / Darken: Normal Sharpness: Normal Contrast: Normal
Background Suppression	Sets the default value for [Background Suppression] on the [Image Quality] screen.	Auto (0)
Threshold Sort	Sets the default value for [Threshold Sort] on the [Image Quality] screen.	Normal
Adjust Color Density	Sets the default value for [Adjust Color Density] on the [Image Quality] screen.	Adjust Off
Reduce / Enlarge	Sets the default value for [Reduce / Enlarge] on the [Layout Adjustment] screen.	100.0 %
Original Size	Sets the default value for [Original Size] on the [Layout Adjustment] screen.	Auto Detect (A Series)
Edge Erase	Sets the default value for [Edge Erase] on the [Layout Adjustment] screen.	Normal
Scan Start Position	Sets the default value for [Scan Start Position] on the [Layout Adjustment] screen.	0mm
Scan Speed	Sets the default value for [Scan Speed] on the [Layout Adjustment] screen.	Fast
Quality / File Size	Sets the default value for [Quality / File Size] on the [Output Format] screen.	Quality: Normal File Size: Larger +2

9.6.3 Other Settings

Steps

1. Press [Other Settings].
2. Set each item as necessary, and click [Close].

TIFF Format

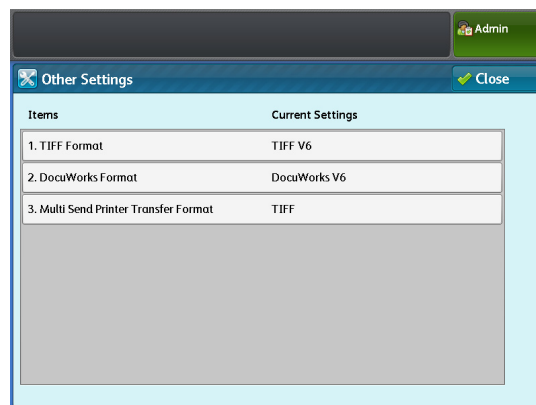
Allows you to set the TIFF (JPEG compression) format displayed for [File Format] on the [Scan Job] screen.

You can select [TIFF V6] or [TTN2] according to the scanning software you use. The factory default is [TIFF V6].

Multi Send Printer Transfer Format

Allows you to set the output file format applied when [Output Color] is set to [Color] or [Grayscale] on the [Multi Send Scan] screen and a printer is selected as the send destination.

Select [TIFF] or [JPEG]. The factory default is [TIFF].



9.6.4 Detailed Settings

Steps

1. Press [Detailed Settings].
2. Fill in [Item Number] and press [Confirm / Change].
 - For information on the item numbers, refer to "Item Number: Scan Service Settings" (p. 322).
3. Fill in [New Value].
4. Press [Confirm / Change].



Item Number: Scan Service Settings

Item Number	Description	New Value	Factory Default
0	Sets whether to add User ID to the name of the files processed with [Scan to PC] and [Multi Send Scan].	0: Do not add User ID 1: Add User ID	0: Do not add User ID
70	Sets the default value for the unevenness level used for [Uneven-Toned Background].	1-80	20

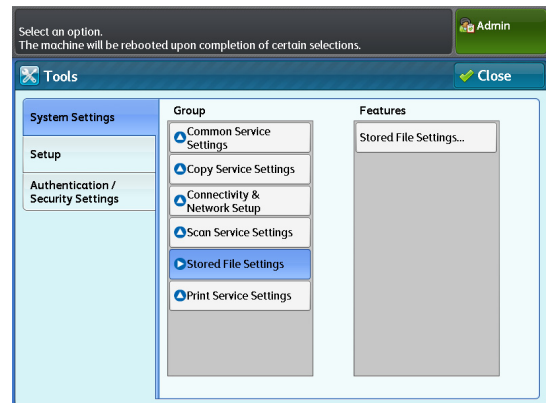
9.7 Stored File Settings

With [Stored File Settings], you can configure specifications relating to the machine's file save features.
Refer to the following subsection:

- Stored File Settings p. 324

Steps

1. On the [Tools] screen, press [System Settings] > [Stored File Settings].
 - ➔ Refer • For information on how to display the [Tools] screen, refer to "System Settings Procedure" (p. 282).
2. Select the item you want to configure or change.

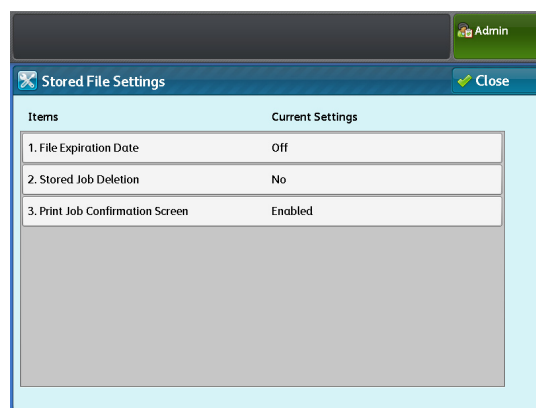


9.7.1 Stored File Settings

You can use this feature to set the time period for storing files and to select whether to automatically delete the jobs stored on the machine.

Steps

1. Press [Stored File Settings].
2. Set each item as necessary, and click [Close].



File Expiration Date

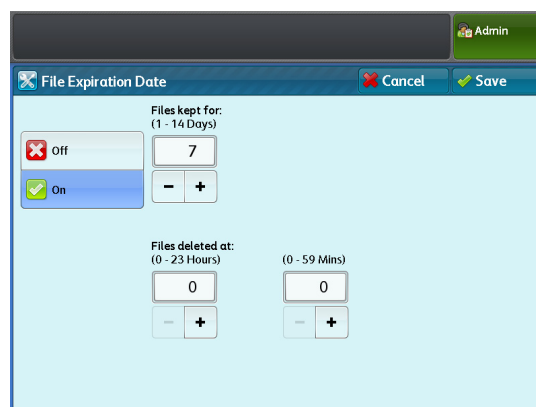
Allows you to set the time period for storing files. To delete stored files automatically, specify the expiration date (number of days elapsed) and deletion time. The settings apply to all stored files.

The factory default is [Off].



Note

- CentreWare Internet Services can also be used to make these settings. For information on how to do this, refer to the Help section of CentreWare Internet Services.



Off

Select this to not specify the expiration date so that stored document are not automatically deleted.

On

Select this to set the time period for storing files. The stored files will be deleted after the time specified in [Files kept for] and [Files deleted at] passed.



Note

- When the machine is being turned off at the specified time, the stored files will not be deleted at the given time. Instead, the files will be deleted the next time the machine is turned on. Also, if the machine is in the Sleep mode at the specified time, the stored files will not be deleted. In this case, the files will be deleted at the specified time on the next day, as long as the machine is not in the Sleep mode.
- To automatically delete files at the time specified here, you need to set [Delete Expired Files] to [Yes]. For more information, refer to "Delete Expired Files" (p. 202).
- Files kept for:
Specify the time period for storing files in the range of 1 to 14 days.
- Files deleted at:
Set the time when the expired files will be deleted in the range of 0 to 23 hours and from 00 to 59 minutes.

Stored Job Deletion

Allows you to select whether to delete the expired print jobs stored on the machine.

The factory default is [No].

Yes

Select this to delete the files at the specified time after the retention period has elapsed.



- If the retention period is not specified, the files are not deleted even if [Yes] is selected.

No

Select this to retain the documents after the retention period has elapsed.

Print Job Confirmation Screen

Allows you to select whether to display a screen confirming whether to delete files after printing, when printing a stored job. The factory default is [On].

Off

Select this to automatically delete files after printing.

On

Select this to display a confirmation screen. Then, you can select whether to delete the files stored on the machine after printing.

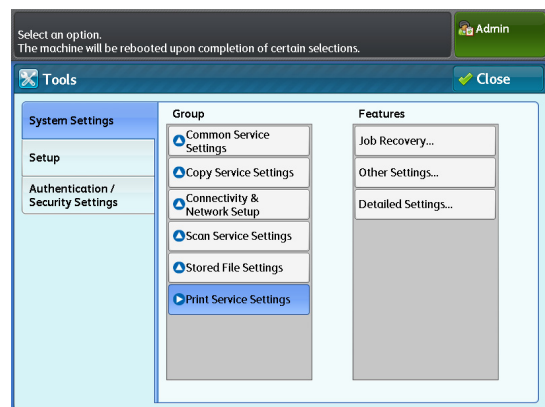
9.8 Print Service Settings

With [Print Service Settings], you can make settings relating to the machine's print features.

- Job Recoveryp. 326
- Other Settingsp. 327
- Detailed Settings.....p. 329

Steps

1. On the [Tools] screen, press [System Settings] > [Print Service Settings].
 - ➔ Refer • For information on how to display the [Tools] screen, refer to "System Settings Procedure" (p. 282).
2. Select the item you want to configure or change.

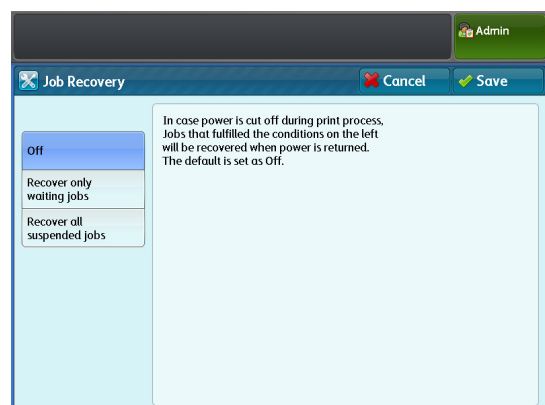


9.8.1 Job Recovery

You can use this feature to select whether to print a job which has not been completed at the time the machine was turned off, the next time the machine is turned on. The factory default is [Off].

Steps

1. Press [Job Recovery].
2. Set the items as necessary.
 - Off**
Select this to cancel all the print jobs that have not yet printed at the time the machine was turned off.
 - Recover only waiting jobs**
Select this to print only jobs that have been spooled at the time the machine was turned off.
 - Recover all suspended jobs**
Select this to print all jobs that have not been output at the time the machine was turned off, once again.
3. Press [Save].



9.8.2 Other Settings

You can use this feature to configure detailed settings for plot processing for individual data format. In normal use, leave the factory default settings as they are.

Steps

1. Press [Other Settings].
2. Set each item as necessary, and click [Close].

VPI - Dotted Line Allocation

Allows you to set the processing method for dotted line allocation.

Select [RASTERIZER] or [PARSER]. The factory default is [RASTERIZER].

VPI - Symbol

Select [Mode 1] or [Mode 2]. The factory default is [Mode 1].

VPI - Font Number

Allows you to set the machine to use the fonts specified in data or to force the machine to use the fonts specified here.

Select from [0] to [41(No)]. The factory default is [0].

VPI - Font Priority

Allows you to set whether to use the font number specified in data.

Select [Jobs] or [Controller]. The factory default is [Jobs].

TIFF - Resizing

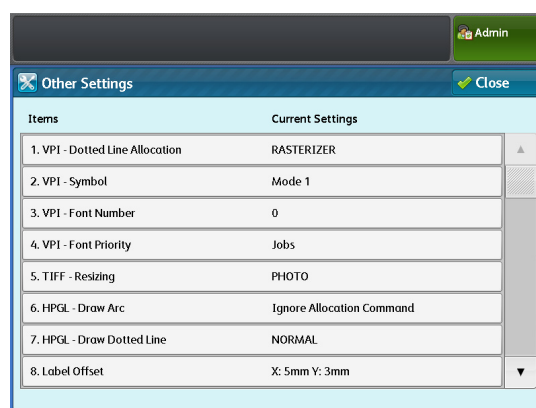
Allows you to set the mode of compression and decompression of TIFF data.

Select [PHOTO] or [LINE]. The factory default is [PHOTO].

HPGL - Draw Arc

Allows you to set the drawing method for arcs.

Select [Follow Allocation Command] or [Ignore Allocation Command]. The factory default is [Ignore Allocation Command].



HPGL - Draw Dotted Line

Allows you to set the drawing method for dotted lines.

Select [NORMAL] or [EXTEND]. The factory default is [NORMAL].

Label Offset

Allows you to set the drawing position for the label, by the X- and Y-direction distances from the corner of the media.

Select from [0] to [100(mm)]. The factory defaults for X and Y are [5] and [3], respectively.

Draw Position of Alignment Mark

Allows you to specify the offset and overlap for the allocation mark drawing position.

Select the offset from [0] to [100(mm)], and the overlap from [0] to [400(mm)]. The factory defaults for offset and overlap are [3] and [0], respectively.

Detect Long Edge

Allows you to set the machine to determine the long edge of originals.

Select [On] or [Off]. The factory default is [Off].

Detect Long Edge - A0 to A4

Allows you to select the allowance range for the long edge size of the input data for each standard size.

In normal use, this is configured as follows: A0 -> A1, A1 -> A2, A2 -> A3, A3 -> A4, A4 -> A4.

Dither Pattern

Allows you to select the combination of dither pattern and density.

Select from [Pattern 1 (Light/Normal/Dark)], [Pattern 2 (Light/Normal/Dark)], and [Pattern 3 (Light/Normal/Dark)].

The factory default is [Pattern 1 (Normal)].

Draw Solid Thin Line

Set whether to draw lines that are thinner than the specified line width as black solid lines without dithering.

Select [Off] or [On (1-511 pixel)]. The factory default is [Off].

9.8.3 Detailed Settings

Steps

1. Press [Detailed Settings].
2. Fill in [Item Number] and press [Confirm / Change].
 - For information on the item numbers, refer to "Item Number: Print Service Settings" (p. 329).
3. Fill in [New Value].
4. Press [Confirm / Change].



Item Number: Print Service Settings

Item Number	Description	New Value	Factory Default
1	Sets whether to switch the target paper orientation when the paper level gets low during a job, in order to go on printing. *	0: Do not switch orientation 1: Switch orientation	0: Do not switch orientation
3	Sets whether to display the path to Job Log.	0: Do not display path 1: Display path	1: Display path

* This does not apply to a multiple-page job submitted via the print driver because one job is printed on a single sheet of paper.

9.9 Authentication / Security Settings

With [Authentication / Security Settings], you can configure the machine's security settings.

Refer to these subsections for more information on each setting.

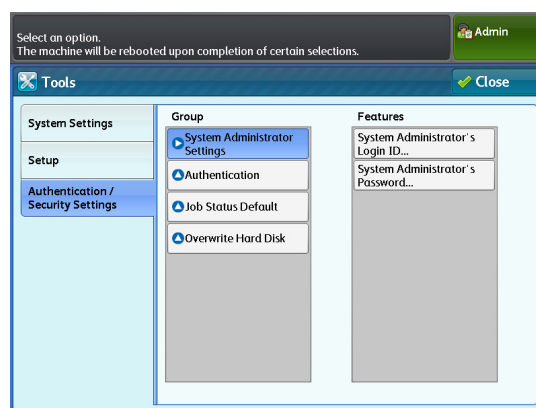
- System Administrator Settings..... p. 330
- Authentication p. 332
- Job Status Default p. 338
- Overwrite Hard Disk p. 339
- Detailed Settings..... p. 341

Steps

1. On the [Tools] screen, press [Authentication / Security Settings].

➔ Refer

 - For information on how to display the [Tools] screen, refer to "System Settings Procedure" (p. 282).
2. Select the item you want to configure or change.



9.9.1 System Administrator Settings

In [System Administrator Settings], you can set the system administrator's login ID and password.

We recommend that you change the default ID and password for the system administrator to prevent unauthorized users from changing the machine settings and to enhance security.

System Administrator's Login ID

Allows you to set the system administrator's User ID. The user ID can be 1 to 32 single-byte characters.

The factory default is "11111".

Steps

1. Press [System Administrator Settings] > [System Administrator's Login ID].
2. Select [New Login ID].
3. Enter the system administrator's user ID of up to 32 characters, by using the keyboard displayed on the screen, and press [Save].
4. Select [Re-enter New Login ID], re-enter the same system administrator's ID, and press [Save].
5. Press [Save].
6. Press [Yes] on the confirmation screen.

System Administrator's Password

Allows you to set the system administrator's password.

We recommend that you change the default password to enhance security.

The factory default is "x-admin".

To tell the system administrator to enter the password to log in to the machine as system administrator, set [Password Entry from Control Panel] to [On] in [Authentication] under [Authentication / Security Settings]. After setting the system administrator's User ID, specify the password using 4 to 12 characters.



Note

- The system administrator's password is required when changing the machine settings via CentreWare Internet Services.



Refer

- For details on using the password on the machine's control panel, refer to "Password Entry from Control Panel" (p. 336).

Steps

1. Press [System Administrator Settings] > [System Administrator's Password].
2. Select [New Password].
3. Enter the system administrator's password of 4 to 12 characters, by using the keyboard displayed on the screen, and press [Save].
4. Select [Re-enter New Password], re-enter the same system administrator's password, and press [Save].
5. Press [Save].
6. Press [Yes] on the confirmation screen.

9.9.2 Authentication

You can use [Authentication] to configure the settings relating to the Authentication feature.

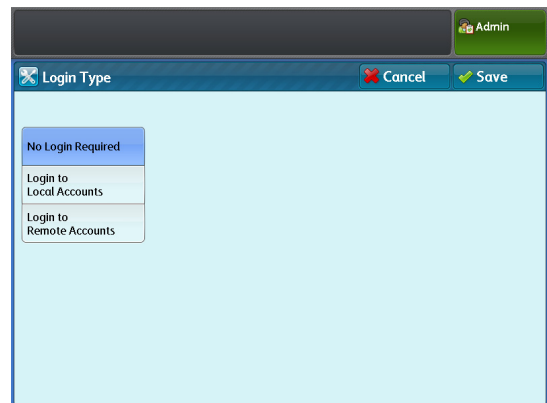
Login Type

Allows you to set the authentication method.

- No Login Required
Select this to disable the authentication feature.
 - Login to Local Accounts
Select this to use user information registered on the machine for authentication.
 - Login to Remote Accounts
Select this to use user information registered on the remote authentication server for authentication.
- The factory default is [No Login Required].

Steps

1. Press [Authentication] > [Login Type].
2. Select from [No Login Required], [Login to Local Accounts], and [Login to Remote Accounts].
3. Press [Save].



Service Access

Allows you to restrict access to certain features.

Setting Value:

- Locked - Enter your User ID on the control panel.
- Unlocked - Anybody can use the feature.

Steps

1. Press [Authentication] > [Service Access].
2. Set each item as necessary, and click [Close].

Copy

Select this to set whether to restrict the Copy feature.

Select [Unlocked] or [Locked].

The factory default is [Locked].

Store to Folder

Select this to set whether to restrict the Store to Folder feature.

Select [Unlocked] or [Locked].

The factory default is [Locked].

Scan to PC

Select this to set whether to restrict the Scan to PC feature.

Select [Unlocked] or [Locked].

The factory default is [Locked].

Multi Send Scan

Select this to set whether to restrict the Multi Send Scan feature.

Select [Unlocked] or [Locked].

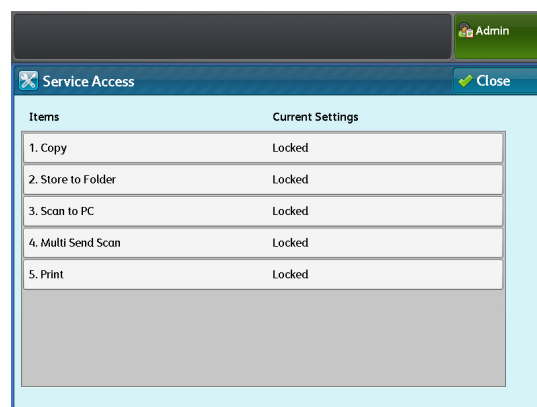
The factory default is [Locked].

Print

Select this to set whether to restrict the Print feature.

Select [Unlocked] or [Locked].

The factory default is [Locked].



Create User Account

When the authentication feature is enabled, User IDs and User Names for each of users need to be registered for authentication.

When using local authentication (Login to Local Accounts), up to 999 user accounts can be registered.



- You must select an authentication mode before you can register users, by following the steps in "Login Type" (p. 332).



- Printing on a printer or local printer is possible even when [No Access to Copy Service] or [No Access to Print Service] is selected under Feature Access, as long as Multi Send Scan is enabled.

Steps

1. Press [Authentication] > [Create User Account].
2. Select the user number that you want to register.



Note

- Press [▲] to display the previous screen, and press [▼] to display the next screen.
- If you want to display a specific user number at the top, enter that number in [Go to].

3. Select and set the desired items.
4. After completing the settings, press [Close].

User ID

Enter a User ID to use when logging in to the machine.
Up to 32 single-byte characters are allowed.

User Name

Set the user name.

- When setting on the control panel: Up to 32 single-byte characters are allowed.



Refer

- For information on how to enter characters, refer to "Text Entry" (p. 44).

Password

Set a password. We recommend that you set a password to enhance security. Enter the password using 4 to 12 characters.



Note

- The password will be required when the user logs into the machine when [Password Entry from Control Panel] is set to [On].

Feature Access - Copy

Select [Free Access] or [No Access to Copy Service].

- [Free Access]: Select this to not restrict the Copy feature.
- [No Access to Copy Service]: Select this to restrict the user from using the Copy feature.

The factory default is [Free Access].

Feature Access - Scan

Select [Free Access] or [No Access to Scan Service].

- [Free Access]: Select this to not restrict the Scan feature.
- [No Access to Scan Service]: Select this to restrict the user from using the Scan feature.

The factory default is [Free Access].

Feature Access - Print

Select [Free Access] or [No Access to Print Service].

- [Free Access]: Select this to not restrict the Print feature.
- [No Access to Print Service]: Select this to restrict the user from using the Print feature.

The factory default is [Free Access].

Reset Account

Select this to delete the registered User ID and user name. Deleting the account will also delete user information and folders (including files) for this account.

Reset User Accounts

Allows you to delete all the registered accounts or reset access settings for all the registered users at one time.

Steps

1. Press [Authentication] > [Reset User Accounts].
2. Select the desired item to delete, and press [Reset].

All User Accounts

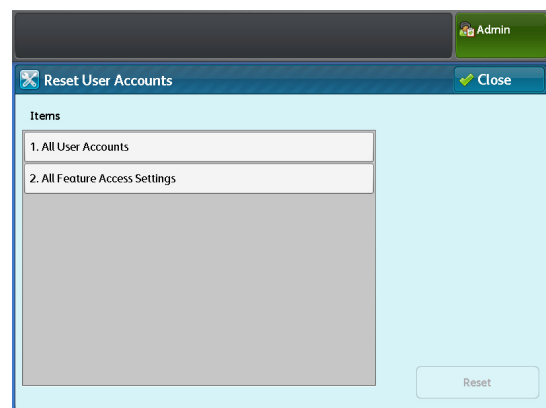
Select this to delete all information registered for each user.



- Selecting this will also delete the folder the user created and the files in the folder. This may take time if the folder contains a large number of files.

All Feature Access Settings

Select this to reset all access restrictions to [Free Access] for each user.



Maximum Login Attempts by System Administrator

This feature allows you to prevent unauthorized users from impersonating the administrator to change the machine configuration. You can specify the maximum number of fails allowed so that access will be denied when the number of consecutive attempts to log in as system administrator exceeds this limit.

This limit can be set to a value between 0 and 10 times.

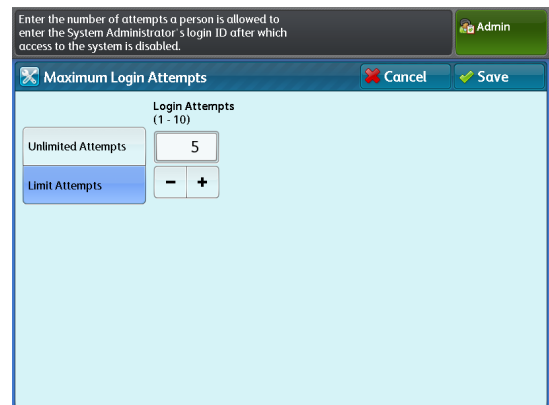
The factory default is [5] times.



- Rebooting the machine will reset the failure count.
- To exit the Access Denied state, reboot the machine.

Steps

1. Press [Authentication] > [Maximum Login Attempts].
2. Press [Limit Attempts].
3. Enter the number of the upper limit by using the numeric keypad or by pressing [+] and [-].
4. Press [Save].



Password Entry from Control Panel

When the authentication feature is enabled, you can use this feature to set whether to require a password when users attempt to access the machine features from the control panel. You can also use this feature to set whether to require a password when users attempt to log in to the machine as system administrator, even when the authentication feature is disabled.

We recommend that you set a password to enhance security.

When [On] is selected, the settings for "System Administrator's Password" (p. 331), as well as "Password" (p. 334) set under [Create User Account] will be enabled.

When [Off] is selected, a password will not be required when users attempt to access the machine's control panel, even when a password is specified for those settings described above.

The factory default is [Off].



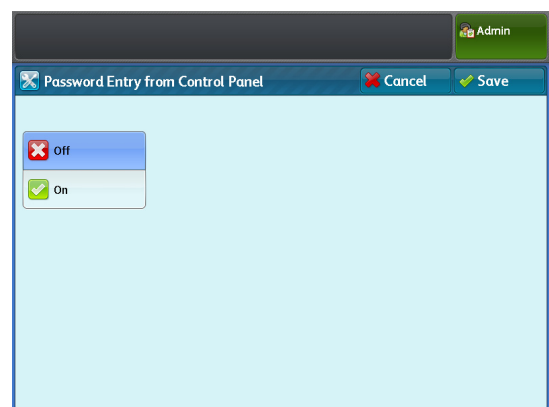
- When accessing the machine remotely, for example via CentreWare Internet Services, a password is always required regardless of the setting made here.



- The system administrator's password is required when changing the machine settings via CentreWare Internet Services.

Steps

1. Press [Authentication] > [Password Entry from Control Panel].
2. Select [Off] or [On].
3. Press [Save].



Private Charge Print Settings

Allows you to set how incoming print jobs are handled.



- When Remote Authentication is enabled, if you select [According to Print Auditor], the settings for [Job Login Success] and [Job without User ID] are ignored and therefore all print jobs will be printed.



- If the machine is set not to use Private Print, [Secure Print] is displayed on the [Services Home] screen, instead of [Private Print].

Steps

1. Press [Authentication] > [Private Charge Print Settings].
2. Set each of items.
3. Press [Save].

According to Print Auditor

Select this to set how incoming jobs should be handled.

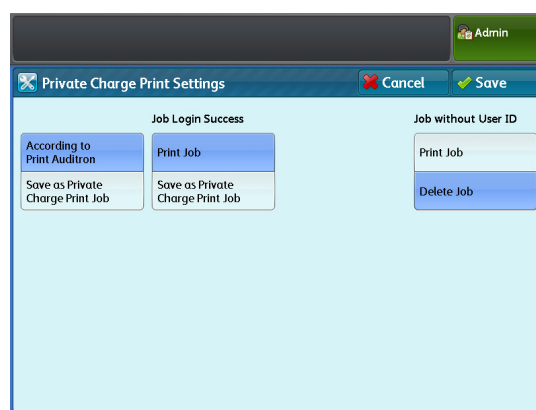
The factory default is [According to Print Auditor].

Save as Private Charge Print Job

Select this to store incoming jobs as Private Charge Print jobs.

Job Login Success

Select this to set how successfully authenticated jobs should be handled.



- When this option is set to [Save as Private Charge Print Job], the Secure Print setting is ignored even when it is specified in the print driver.
- To save a print job as a Private Charge Print job, a User ID must be set using up to 32 single-byte characters. If the User ID specified in the print driver exceeds the limit of 32 single-byte characters, the print job is canceled, and therefore is not saved as a Private Charge Print job.

Print Job

Select this to print all incoming jobs. Whether the job is saved as a Secure Print job or is normally printed depends on the print settings on the client.

Save as Private Charge Print Job

Select this to store incoming jobs as Private Charge Print jobs.

The factory default is [Print Job].

Job without User ID

Select this to set how jobs without an Authentication User ID assigned should be handled.



- CentreWare Internet Services can also be used to make these settings. For information on how to do this, refer to the Help section of CentreWare Internet Services.

Print Job

Select this to print all jobs which do not have an authentication attribute assigned.

Delete Job

Select this to delete all jobs which do not have an authentication attribute assigned.

The factory default is [Delete Job].

9.9.3 Job Status Default

Completed Jobs View

Use this feature to set restrictions about viewing completed jobs.

You can select whether to display or hide job history records and to restrict users from viewing some information.



Note

- CentreWare Internet Services can also be used to make these settings.
For information on how to do this, refer to the Help section of CentreWare Internet Services.

Steps

- Press [Job Status Default] > [Completed Jobs View].
- Set each of items and press [Save].

Allow Job Viewing at All Times

Select this to allow users to view completed jobs at any time.

The factory default is [Allow Job Viewing at All Times].

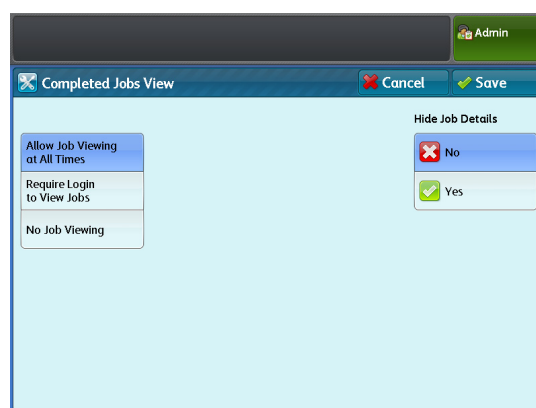
Require Login to View Jobs

Select this to allow users to view completed jobs only when authentication is enabled.

No Job Viewing

Select this not to allow users to view completed jobs.

The settings applied to [Access To] and [Hide Job Details] depends on the settings for [Completed Jobs View], and information displayed about completed jobs varies depending on each of these settings. The table below lists whether jobs will be displayed, according to the combination of these settings. The factory default for [Hide Job Details] is [No].



Note

- The system administrator is not affected by the Hide Job Details setting.

- When authentication is disabled

Item			Displayed Job			
Completed Jobs View	Access To	Hide Job Details	System Administrator	Unauthenticated User	Login User	
					My my Job	Other than my Job
Allow Job Viewing at All Times Yes	—	No	Display all	Display all	—	—
		Yes		Display a part of information as *****		
Require Login to View Jobs	—	—		Hide		
No Job Viewing						

Display all: All job history records and all items are displayed.

Display a part of information as "*****": Job names and output destination information are displayed as "*****".

Hide : No job history records are displayed.

- When authentication is enabled

Item			Displayed Job			
Completed Jobs View	Access To	Hide Job Details	System Administrator	Unauthenticated User	Login User	
					My my Job	Other than my Job
Allow Job Viewing at All Times Yes	—	No	Display all	Display all	Display all	Display all
		Yes		Display a part of information as "*****"	Display all	Display a part of information as "*****"
Require Login to View Jobs	All	No		Hide	Display all	Display all
		Yes		Hide	Display all	Display a part of information as "*****"
	Jobs of authenticated users only	—		Hide	Display all	Hide
No Job Viewing	—	—		Hide	Hide	Hide

Display all: All job history records and all items are displayed.

Display a part of information as "*****": Job names and output destination information are displayed as "*****".

Hide : No job history records are displayed.

9.9.4 Overwrite Hard Disk

You can use this feature to set whether to enable hard disk overwriting.

When copy, scan, or print processing is completed, the data is deleted from the hard disk and the area on which the deleted data was stored is automatically overwritten with blank data. This feature prevents unauthorized retrieval or restoration of the data recorded on the hard disk. It also applies to copy document and other information stored temporarily by the system.

Number of Overwrites

Allows you to select the number of overwrites either once or three times.

The factory default is [Off].

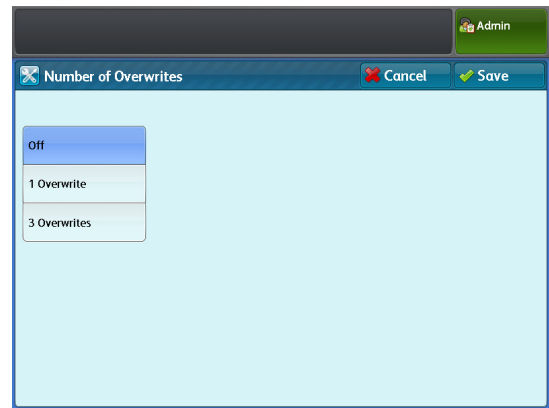


- If the machine is turned off during the overwriting, unfinished files may remain on the hard disk. The overwriting will resume if you turn the machine on again with the unfinished files remaining on the hard disk.
- Overwriting once erases the data, but overwriting three times makes it even more definite that the data cannot be restored. It does, however, take longer.
- During overwriting, normal operations may be slowed down.

Steps

1. Press [Overwrite Hard Disk] > [Number of Overwrites].

2. Select the number of overwrites from [Off], [1 Overwrite], and [3 Overwrites].
3. Press [Save].



● Prerequisite for Using the Data Security Kit

The system administrator must follow the instructions below:

- To protect the data deleted from or stored on the hard disk, the following settings are required:
Number of Overwrites: [1 Overwrite] or [3 Overwrites]
- Change the system administrator's factory default password (x-admin).
The new password must be seven characters or more (up to 12 characters long). Be careful not to register a password that can be easily assumed and not to store the registered password on a location that is easily accessible to other persons.



- Be careful not to lost or forget the system administrator's User ID and password. Otherwise, it will not be possible to recover the machine configuration in case of malfunction.

- Set [Password Entry from Control Panel] to [On].
- Set [Maximum Login Attempts by System Administrator] to 5 times.
- Note that the hard disk security will not be warranted if you do not correctly follow the above setting instructions.



- For information on how to set data encryption, refer to "Data Encryption" (p. 297).
- For information on how to set password entry from the control panel, refer to "Password Entry from Control Panel" (p. 336).
- For information on how to set the system administrator's User ID, refer to "System Administrator's Login ID" (p. 330).

The manager (of the organization that this machine is used for) must follow the instructions below:

- Assign an appropriate person as a system administrator and manage and train him/her properly.
- When turning off the machine, make sure no operation is running. Train the users to turn off the machine after an active operation completes, if any.
- Note that the Data Security Kit is used to protect deleted document data from being recovered;
- it does not protect files stored in folders on the hard disk.
- Install an anti-bugging device on the internal network that the machine with the Data Security Kit is located on, and perform the network settings properly to protect the machine from interceptions.
- To block unauthorized access, install a firewall device between the external network and the internal network that the machine is located on.
- Set the password and encryption key according to the following rules:
 - Do not use easily assured character string
 - Use both characters and numerics

9.9.5 Detailed Settings

Steps

1. Press [Detailed Settings].
2. Fill in [Item Number] and press [Confirm / Change].
 - For information on the item numbers, refer to "Item Number: Authentication / Security Settings" (p. 341).
3. Fill in [New Value].
4. Press [Confirm / Change].



Item Number: Authentication / Security Settings

Item Number	Description	New Value	Factory Default
0	Sets how to control print jobs retrieved via LPR/FTP connection by User IDs.	0: No feature applied 1: Cancel 2: Print 3: Save as Private Charge Print Job	0: No feature applied
1	Sets whether to display the ID relating to the job instead of the entered ID whenever displaying User ID.	0: Use the entered ID 1: Use the related ID	1: Use the related ID



Chapter 10 Appendix


This chapter describes the machine specifications, optional components, and notes and restrictions.


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10.1 Specifications

This section lists the main specifications of the machine. In the interests of product development, product specifications and external appearance are subject to change without prior notice.

Specifications

Item	Description
Type	Console Type
Resolution	Data processing resolution: 600 x 600 dpi Output resolution: 600 x 600 dpi
Continuous copy / printing speed	<p>A0: 3 sheets/minute, A1: 4 sheets/minute, A1 (landscape): 5 sheets/minute, A2: 5 sheets/minute, A2 (landscape): 7 sheets/minute, A3: 7 sheets/minute, A3 (landscape): 9 sheets/minute, A4 (landscape): 11 sheets/minute</p> <p> • The speed may be reduced due to the image quality adjustment. • The performance may be reduced depending on the paper type.</p>
Paper supplying system	2 Roll unit, Manual Feed
Paper feed capacity	<p>Roll media x 2 A0, A1, A2, A3, JIS B1, JIS B2, JIS B3, ISO B1, ISO B2, ISO B3, Special A0 (880mm/860mm), Special A1 (620mm/625mm), Special A2 (440mm/435mm), Special A3 (310mm), 36", 34", 30", 24", 22", 18", 17", 15", 12", 11" Width: 279.4 - 914.4 mm Outside diameter of the roll: 185 mm or less^{*1}</p> <p>Manual feed: Cut Sheet A0, A1, A2, A3, A4, JIS B1, JIS B2, JIS B3, JIS B4, ISO B1, ISO B2, ISO B3, ISO B4, Special A0 (880mm/860mm), Special A1 (620mm/625mm), Special A2 (440mm/435mm), Special A3 (310mm), 36", 34", 30", 24", 22", 18", 17", 15", 12", 11", 9", 8.5" Width: 210 - 914.4 mm Length: 210 - 2,000 mm</p>
Paper cutting system	Standard size cut, synchronized cut, variable length cut

Item	Description
Copy media ^{*2}	Roll paper feed Plain paper : 60 - 110 g/m ² Tracing paper : 90 - 112 g/m ² Film : 75 - 100 um Manual feed Plain paper : 60 - 110 g/m ² Tracing paper : 90 - 112 g/m ² Film : 75 - 100 um
Image loss width	Roll paper When outside diameter of the roll is 100 mm or more: Lead edge 5 mm or less, Trail edge 5 mm or less, Right&Left 5 mm or less When outside diameter of the roll is less than 100 mm: Lead edge 8 mm or less, Trail edge 8 mm or less, Right&Left 5 mm or less Cut sheet: Lead edge 5 mm or less, Trail edge 5 mm or less, Right&Left 5 mm or less
Power source	AC 220 - 240 V, -10 to 6%, 10A for both 50/60 Hz
Power consumption	Maximum: 1.5kW Sleep mode: 13W
Warm-up time	135 seconds or less (when the room temperature is at 22°C and the humidity is at 55 %)
Dimensions	Width 1,410 x depth 710 x height 1,420 mm (with the control panel) Width 1,310 x depth 710 x height 1,160 mm (without the control panel)
Floor space	Standard configuration Width 1,310 x depth 710 mm When the original stock flat tray is installed: Width 1,310 x depth 1,510 mm
Weight	260 kg  Note • The weight is without any toner and paper.

*1 Equivalent to 200 m of our E paper

*2 It is encouraged to use paper recommended by Xerox. Printing may not be performed correctly depending on the use conditions.

Copy Feature

Item	Description
Original Feed System	Original transfer type
Original Size	Maximum width 914.4 mm, minimum width 176 mm Maximum length 15,000 mm, minimum length 210 mm
Original Thickness	When ejecting frontward (when the U-turn output guide is installed): 0.05 - 0.2 mm When ejecting rearward: 0.05 - 5 mm ^{*1}
Original Type	Text & Line, Photo & Text, Printed Original, Photograph, Blueprint, Transparent, Uneven-Toned Background
Scan Resolution	600 x 600 dpi
Copy (Media) Size	Plain paper Width: 210 - 914.4 mm, Length: 210 - 15,000 mm (up to 25,000 mm from print, with Add.Memory) Tracing paper/Film Width: 210 - 914.4 mm, Length: 210 - 2,500 mm
Continuous Copy Pages	99 sheets
First Copy Time	35 seconds or less (with A0 size original, 100 % copy, upper roll 1)
Magnification	Same magnification 1:1 +/- 0.4 % (when the room temperature is at 22°C and the humidity is at 55 %) Reduce/enlarge presets 1:0.250, 1:0.353, 1:0.500, 1:0.707, 1:1.414, 1:2.000 Custom reduction/enlargement ratios 1:0.250 - 1:4.000 (in 0.1 % increments)
Memory capacity	Standard: 1GB, Maximum: 2GB (when the Add System Memory is installed)
Copy/Original Input Feature	Manual feed copy, copy from memory (additional copy) ^{*2} , interrupt mode copy Auto mode (auto selection of original orientation, auto paper select, auto magnification), manual mode, reduce/enlarge, paper supply selection, paper cut mode, original type, lighten/darken, sharpness, contrast, background suppression, threshold sort, adjust color density ^{*2} , original width, image shift, scan start position, edge erase, mirror image, invert image, scan speed, image rotation, collation (uncollated/collated), lead & trail margins, sample copy ^{*2}

^{*1} It is possible to scan a flat and hard original (styrene board, heavy paper) whose thickness exceeds 0.2 mm, up to 1 mm thick. The flat and hard original must be supported by your hand while scanning. However, the document transportation and the output image quality is out of guarantee.

When scanning a thick original whose thickness is between 1 and 5 mm, the optional Heavy Document KIT is required.

^{*2} The olor Board & Page Memory for IIT is required.

Print Feature


Item	Description
Print (Media) Size	Same as the copy (media) size
Continuous Print Pages	99 sheets
First Print Time	40 seconds or less (with A0 size original, 1.28 MB data, upper roll 1)
Magnification Accuracy	100 +/- 0.4 % (except for larger than A0 size) (when the room temperature is at 22°C and the humidity is at 55 %)
Page Description Language	Adobe Postscript® 3™
Supported Protocol	TCP/IP (LPR, FTP)
Supported Operating System*2*3	Microsoft® Windows® XP Microsoft® Windows Server® 2003 Microsoft® Windows Vista® Microsoft® Windows Server® 2008 Microsoft® Windows® 7 Microsoft® Windows® XP x64 Edition Microsoft® Windows Server® 2003 x64 Editions Microsoft® Windows Vista® 64 bit Microsoft® Windows Server® 2008 (x64) Microsoft® Windows Server® 2008 R2 (x64) Microsoft® Windows® 7 64 bit Mac OS® X v10.5 Leopard Mac OS® X v10.6 Snow Leopard Mac OS® X v10.7 Lion
Emulation	HP-GL series : HP-GL, HP-GL/2, HP-RTL (Compliant with HP Designjet 1050c) VERSATEC series : VRF, VCGL, FX-MMR Others : TIFF, JFIF (JPEG), CALS, Adobe PostScript 3, PDF
Interface	Ethernet (1000BASE-T/100BASE-TX/10BASE-T)

*1 Optional

*2 For the latest supported operating systems, please visit the Xerox home page.

*3 When printing from Mac OS, the PDF/Adobe PostScript 3 kit (optional) must be installed on the machine.

Scan Feature

Item		Description
Type		Standard: Monochrome scanner & Color scanner
Scan Size		Width 176 - 914.4 mm, Length 210 - 15,000 mm <div>  Note <ul style="list-style-type: none"> For the maximum length, refer to "Maximum Scan Length (At Scanning Resolution of 600 dpi)" (p. 354). </div>
Scan Resolution		600 x 600 dpi, 400 x 400 dpi, 300 x 300 dpi, 200 x 200 dpi, 150 x 150 dpi
Scanning Halftone		Full color , 256 levels of grey , Black and white (binary), pseudo grey scale (binary)
Scan Mode		Text & Line, Photo & Text, Printed Original, Photograph, Blueprint, Transparent, Uneven-Toned Background
Original Scanning Speed		Full color Mid speed - 67.6 mm/sec (with resolution of 300 dpi or less), very low speed - 33.8 mm/sec (with resolution of 400 dpi or more) Non full color Very high speed - 203.2 mm/sec (with resolution of 300 dpi or less), high speed - 101.6 mm/sec, low speed 50.8 mm/sec
Output Format		Transfer format: TIFF, PDF, JPEG Compression method: MMR (for black and white scanning), JPEG (for full color/grey scale scanning)
Scan to Folder	Interface	Ethernet 1000BASE-T/100BASE-TX/10BASE-T
	Supported Protocol	TCP/IP, HTTP
	Driver	Network Scanner Utility 3
	Supported Operating System ^{*2}	Microsoft® Windows® XP Microsoft® Windows Server® 2003 Microsoft® Windows Vista® Microsoft® Windows Server® 2008 Microsoft® Windows® 7 Microsoft® Windows® XP x64 Edition Microsoft® Windows Server® 2003 x64 Editions Microsoft® Windows Vista® 64 bit Microsoft® Windows Server® 2008 (x64) Microsoft® Windows Server® 2008 R2 (x64) Microsoft® Windows® 7 64 bit
Scan to PC	Interface	Ethernet 1000BASE-T/100BASE-TX/10BASE-T
	Supported Protocol	TCP/IP (SMB)
	Supported Operating System ^{*2}	Microsoft® Windows® XP Microsoft® Windows Server® 2003 Microsoft® Windows Vista® Microsoft® Windows Server® 2008 Microsoft® Windows® 7

Item		Description
Printer Transfer	Interface	Ethernet 1000BASE-T/100BASE-TX/10BASE-T
	Supported Protocol	TCP/IP (LPR)

*2 For the latest supported operating systems, please visit the Xerox home page.

Copy Magnification List

● Preset magnification factors for A series

Original	Copy				
	A4	A3	A2	A1	A0
A4	100.0 %	141.4 %	200.0 %	283.0 %	400.0 %
A3	70.7 %	100.0 %	141.4 %	200.0 %	283.0 %
A2	50.0 %	70.7 %	100.0 %	141.4 %	200.0 %
A1	35.3 %	50.0 %	70.7 %	100.0 %	141.4 %
A0	25.0 %	35.3 %	50.0 %	70.7 %	100.0 %

Standard Size



- Pixel indicates the number of dots to be printed with 600 dpi resolution.

Standard Size	Series	Width		Height	
		mm	Pixel	mm	Pixel
A0	A series	841	19,872	1,189	28,088
A1	A series	594	14,032	841	19,872
A2	A series	420	9,928	594	14,032
A3	A series	297	7,016	420	9,928
A4	A series	210	4,968	297	7,016
JIS B1	JIS B series	728	17,200	1,030	24,336
JIS B2	JIS B series	515	12,168	728	17,200
JIS B3	JIS B series	364	8,600	515	12,168
JIS B4	JIS B series	257	6,072	364	8,600
JIS B5 ^{*1}	JIS B series	182	—	257	—
ISO B1	ISO B Series	707	16,704	1,000	23,624
ISO B2	ISO B Series	500	11,816	707	16,704
ISO B3	ISO B Series	353	8,344	500	11,816
ISO B4	ISO B Series	250	5,912	353	8,344

Standard Size	Series	Width		Height	
		mm	Pixel	mm	Pixel
ISO B5 ^{*1}	ISO B Series	176	—	250	—
ANSI E (34")	ANSI Series	863.6	20,400	1,117.6	26,400
ANSI D (22")	ANSI Series	558.8	13,200	863.6	20,400
ANSI C (17")	ANSI Series	431.8	10,200	558.8	13,200
ANSI B (11")	ANSI Series	279.4	6,600	431.8	10,200
ANSI A (8.5")	ANSI Series	215.9	5,104	279.4	6,600
ARCH E (36")	Arch series	914.4	21,600	1,219.2	28,800
ARCH D (24")	Arch series	609.6	14,400	914.4	21,600
ARCH C (18")	Arch series	457.2	10,800	609.6	14,400
ARCH B (12")	Arch series	304.8	7,200	457.2	10,800
ARCH A (9")	Arch series	228.6	5,400	304.8	7,200
Special A0 (880 mm)	Special A series	880	20,792	1,240	29,296
Special A1 (620 mm)	Special A series	620	14,648	880	20,792
Special A2 (440 mm)	Special A series	440	10,400	620	14,648
Special A3 (310 mm) ^{*2}	Special A series	310	7,328	440	10,400
Special A4 (220 mm) ^{*2}	Special A series	220	5,200	310	7,328
Special A0 (860 mm) ^{*3}	Special A series	860	20,320	1,210	28,584
Special A1 (620 mm) ^{*3}	Special A series	620	14,648	871	20,576
Special A2 (435 mm) ^{*3}	Special A series	435	10,280	620	14,648
Special A3 (310 mm) ^{*3}	Special A series	310	7,328	435	10,280
Special A0 (880 mm) ^{*3}	Special A series	880	20,792	1,230	29,056
Special A1 (625 mm) ^{*3}	Special A series	625	14,768	880	20,792
Special A2 (440 mm) ^{*3}	Special A series	440	10,400	625	14,768
Special A3 (312 mm) ^{*3}	Special A series	312	7,376	440	10,400
ARCH 30 (30")	ARCH 30 series	762	18,000	1,066.8	25,200
ARCH 21 (21")	ARCH 30 series	533.4	12,600	762	18,000
ARCH 15 (15")	ARCH 30 series	381	9,000	533.4	12,600
ARCH 10.5 (10.5")	ARCH 30 series	266.7	6,300	381	9,000

*1 Only available for scanning

*2 Available when the item number [70] in [Detailed Settings] is set to [1]. For more information, refer to "Detailed Settings" (p. 299).

*3 Available when the item number [70] in [Detailed Settings] is set to [2]. For more information, refer to "Detailed Settings" (p. 299).

10.2 Optional Components

The following table lists the optional components. To purchase these options, contact your local Xerox representative.

Product Name	Description
Paper Roll Shaft	A shaft to replace roll media.
Heavy Document KIT	A cover used when scanning a thick original.
Scanner Catch Tray	A tray that can hold originals flat after they are ejected rearward from the machine.
Add System Memory (1GB)	A memory card used to extend the maximum scan length.

The following table lists the relevant software applications.

Product Name	Description
Standard print driver (TIFF driver) (Xerox Wide Format 6705 System Plot Driver)	Allows you to print to the machine from a Windows computer.
PS print driver	Allows you to print to the machine with the PDF/Adobe PostScript 3 Kit installed.
Scanner Driver (Network Connection*)	Allows you to import documents scanned via the machine to your computer using the TWAIN supported application on the computer.

* Network Scanner Utility 3, Folder Viewer 3



- These software applications can be installed from xerox.com.

10.3 Notes and Restrictions

This section describes the notes and restrictions to observe when using the machine.

10.3.1 Notes and Restrictions on the Use of the Machine

Installing and Moving the Machine

- When moving the machine to another location, contact your local Xerox representative.
- When the machine is operating, protect it from shocks.
- Do not place objects near the ventilation opening of the extractor fan of the machine.

Cautions when Operating the Machine

- Do not turn off the power immediately after switching it on. This may result in damage to the hard disk and memory and malfunctions.
- Do not leave the upper unit open for more than ten minutes. This may result in deterioration of the image quality.

Cautions when Switching Off

- After switching the power on, do not switch it off until the screen comes on.
- If the control panel freezes or an error screen stops responding, switch the power off.
- After switching the power off, before switching it on again, make sure that the <Main Power> indicator on the control panel is unlit.

10.3.2 Notes and Restrictions on the Use of the Copy Feature

Restrictions on Leftward Image Shift

When you specify leftward image shift, the print image is shifted by the amount shown in the table below. (Unit: mm)

The actual result, however, may vary depending on the status of the printer and/or the condition of the media.

Set Amount	Shift Amount	Set Amount	Shift Amount	Set Amount	Shift Amount
0	0	17	16	34	33
1	0	18	16	35	35
2	0	19	18	36	35
3	2	20	18	37	37
4	2	21	20	38	37
5	4	22	21	39	39
6	4	23	22	40	39
7	6	24	22	41	41
8	6	25	24	42	41
9	8	26	24	43	43
10	8	27	26	44	43
11	10	28	26	45	45
12	10	29	28	46	45
13	12	30	28	47	47
14	12	31	30	48	47
15	14	32	30	49	49
16	14	33	33	50	49

10.3.3 Notes and Restrictions on the Use of the Scan Feature

Maximum Scan Length (At Scanning Resolution of 600 dpi)

Output File Format	Color Scanning Mode		
	Color ^{*1*2}	Grayscale ^{*1}	Black & White/ Halftone (Pseudo)
TIFF	2,772 mm	2,772 mm	15,000 mm ^{*3*4}
PDF	2,772 mm	2,772 mm	15,000 mm ^{*3*4}
JPEG	2,772 mm	2,772 mm	-

- *1 The maximum scan length for Color and Grayscale is restricted by the maximum allowed number of pixels for the JPEG format. It can vary depending on the selected resolution.
- *2 Up to 7,500 mm at 150 dpi.
- *3 When the optional Add System Memory is installed. Without Add System Memory, these are limited to 9,149 mm and 8,417 mm for A0 width and 36" width, respectively.
- *4 These are limited to 7,500 mm when Adjust Color Density is selected.

Size of the Scan File Created

When the data size of a scan file generated exceeds 2 GB, an error message is displayed on the touch screen of the machine. You can select whether to save data of documents already scanned as a Multi-Page file or to cancel your scanning.

Notes on Store to Folder

- The maximum storage capacity of the folder is approx. 12 GB for scan data.
- Depending on your application, the import operation from your computer might failed, resulting in deletion of the document data. For details on restrictions that apply to the scan feature, refer to the Notes section on the Network Scanner Utility 3 page, which you can access from the Download link of the Xerox website.
- For non-standard size documents, their [Size] fields in the list of scan data will be empty on the Network Scanner Driver screen.
- A document in a folder cannot be retrieved from multiple computers at a time.

Notes on Multi Send Scan

● Notes on Logical Printer

Settings for individual logical printers must be performed on CentreWare Internet Services. There is no function to view or check the settings from the machine.



- For information on CentreWare Internet Services, refer to the Help section of CentreWare Internet Services.

● Notes on Print

- With a printer other than the Xerox Wide Format 6705 System, when you specify a logical printer (ID, name) that does not exist, the print result conforms to the printer's specifications.

- With a printer other than Xerox Wide Format 6705 System, the number of copies might be affected by both the setting on the Print Settings screen at scanning and the logical printer's setting from the destination printer.

● Notes on Transmission of Scan Data via IPv6 Connection

TCP/IP IP Mode	Destination	Scan to PC/Multi Send Scan		
		Browsing via Network	Saving to Server	Sending to Printer
IPv6 Mode	Same subnet	No	No/Yes ^{*3}	Yes
	Different subnet	No	No/Yes ^{*3}	Yes
Dual Stack	Same subnet	Yes ^{*1}	No/Yes ^{*3}	Yes
	Different subnet	No/Yes ^{*2}	No/Yes ^{*3}	Yes

*1 Operates in an IPv4 environment.

*2 Possible if a domain controller is installed on a network operating in an IPv4 environment.

*3 Possible for Windows Vista, Windows 7, Windows Server 2008, and Windows Server 2008 R2.

10.3.4 Notes and Restrictions on the Use of the Print Feature



- For notes and restrictions that apply to the print feature, also refer to the Help section of CentreWare Internet Services.

Maximum Print Length

The maximum print length is 25,000 mm when paper type is Plain and Add. Memory added, or 2,500 mm when it is set to Vellum (tracing paper) or Film.



- Maximum print length requires 2Gb Memory and latest TIFF driver for AutoDesk (not supported from other applications)

Notes on Printing While Copy/Scan is Running

After copy/scan operation has been completed, printing starts as indicated below.



- If the machine is equipped with the optional Color Board & Page Memory for IIT, copy/scan operations and printing can be run concurrently.

● When no operation is performed for a certain time

Printing starts after the Mode Ensuring Timer duration (fixed to 30 seconds) has elapsed and then the duration for the “Plot Mode Switching Timer” (duration of time before the machine switches to the plot mode), which is set in the System Settings function, has elapsed.

The “Plot Mode Switching Timer” is set by factory default to 30 seconds, thus printing starts after 1 minute (= Mode Ensuring Timer (30 sec) + Plot Mode Switching Timer (30 sec)) has elapsed after the copy/scan operation has been completed.

● When the <Menu> button is pressed during the Mode Ensuring Timer duration (30 seconds)

The Mode Ensuring Timer duration (fixed to 30 seconds) is canceled, thus printing starts after the <Menu> button has been pressed and then the duration for “Plot Mode Switching Timer”, which is set in the System Settings function, has elapsed.

For example, if you press the <Menu> button after 10 seconds after the copy/scan operation is completed, printing starts after 40 seconds (= duration before the <Menu> button is pressed (10 sec) + Plot Mode Switching Timer (30 sec by factory default)) has elapsed.



- For information on how to set the duration for “Plot Mode Switching Timer”, refer to “Detailed Settings” (p. 299).

10.3.5 Notes and Restrictions for IPv6 Connection

- In a multi-prefix environment (where multiple IPv6 global addresses are used), data transmission from the machine to a device installed on another network may fail.
- In a multi-prefix environment (where multiple IPv6 global addresses are used), an address that is not assigned to the machine may be used for communication.
- An auto-configured IPv6 address (IPv6 autoconfiguration address, IPv6 DNS server address) may be assigned an address that cannot be used by the obtained IPv6 address for operation.
An address that cannot be used for operation is, for example, a site local address (fec0::) or an address that belongs to the documentation address space (2001:db8::/32).
- The machine may use the DNS information for IPv4 rather than that for IPv6 if the machine is in Dual Stack mode, the DNS information for both IPv4 and IPv6 is configured, the machine is to communicate with a device that is specified using the FQDN, and the machine has just been turned on.
- The machine may display an incorrect machine address.
For example, either the IPv4 or IPv6 address may not be displayed in Dual Stack mode, or a different IPv6 address may be displayed.
- WINS does not support IPv6 communication.
- When IPv6 is enabled and IPv4 is disabled on the machine, you cannot specify a storage location for the Browse function of the Scan to PC (SMB) service.
- In an IPv4 environment, discovery across routers via broadcast can be performed. However, this is not possible in an IPv6 environment. Also, because an IPv6 environment does not support discovery across routers, only multicast in an local link (FF02::1) can respond to multicasting.
- In an IPv6 environment without a DNS server, if a server name is specified as the destination server for Scan to PC, transmission of scan data can fail.

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