

Xerox 4590 Copier/Printer  
Xerox 4110 Copier/Printer  
**System**  
Administration  
Guide



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# 1. Overview



**KEY POINT:** The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that *may* be seen on your particular system.

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## Related information sources

This section describes the guides provided with this machine.

- **User Guide:** This guide describes all the necessary steps for copy/print/scan jobs, clearing paper jams, daily care, and safety information.
- **Getting Started:** This guide briefly outlines and explains the main features of the machine, as well as providing simple operating instructions.
- **PostScript User Guide:** This guide provides information for installing the PostScript print driver, configuring the printer environment, and other information related to the CentreWare Utilities CD-ROM.

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## Guides for optional accessories

Optional accessories are also available for the machine. User Guides are provided with the optional accessories exclusively for the Xerox 4110/4590. These User Guides are referred to as “guides for optional accessories.” Guides for optional accessories are provided as printed guides or electronically as On-line Help.

Guides for optional accessories describe all the necessary steps for operating optional accessories and installing software.

## Customer documentation updates

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You can get the latest customer documentation and information for your product by going to [www.xerox.com](http://www.xerox.com) and doing one of the following:

- Enter your product number (e.g., 4110, 4595) in the Search field and select **Search**.
- Select the [Support & Drivers](#) link and then use the search options to locate your specific printer.

Be sure to periodically check [www.xerox.com](http://www.xerox.com) for the latest information for your product.

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## User Interface (UI)

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The User Interface (UI) consists of the Control Panel and Touch Screen. The following describes the names and functions of components on the control panel.

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### Customizing the Control Panel

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You can customize the Custom buttons and items on the **All Services** screen.

---

#### Assigning a feature to Custom buttons

---

By assigning a feature to Custom buttons (Copy, Custom 2, and Custom 3), you can switch to that feature without returning to the **All Services** screen.

The factory default settings for these buttons are, “Copy” for the 1st button, and none for the 2nd and 3rd buttons. Each button feature can be changed to appear in the menu screen by selecting the **Screen Defaults** feature from **System Administration>System Settings>Common Settings**.



*For more information, refer to “Screen Defaults” on page 8-30.*

Attach the labels included in this product when you have changed the assignment. If you have used a feature for which no label is provided, use a blank label and write down the feature using a permanent marker and attach it to the appropriate Custom button.

## Customizing the All Services screen

---

You can customize the types of features and the location of buttons on the **All Services** screen. The following shows the factory default settings:

*For more information, refer to “Screen Defaults” on page 8-30.*



**NOTE:** When the feature is not available the button will not be displayed. Also, if the feature is unavailable due to hardware problems, the button will be dimmed.

- Copy



- Scanner (mail transmission)
- Scanner (save to a mailbox)
- Job template
- Scanner (save to a computer)
- Check Mailbox
- Stored Programming
- Job Flow
- Language
- **Setup** menu
- **Printer** mode



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## Changing feature screen

---

You can customize the setting screen for the following features on the **All Services** screen:

- Copy
- E-mail
- Scan to Mailbox
- Scan to FTP/SMB

*For information about how to change settings, refer to “Print Mode Settings” on page 8-124 and “Scan Mode Settings” on page 8-130.*

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## Services and features

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The following facilities are provided in a network environment:

- Print
- CentreWare Internet Services
- Scan
- E-mail

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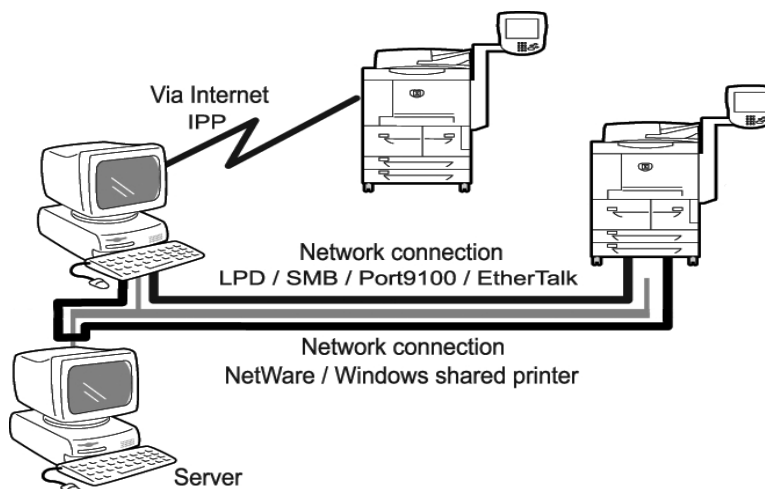
### Print

---

This section describes the environment where the machine is able to provide print services.

This machine can be used as a local printer by directly connecting to a computer, or as a network printer by connecting to a network.

Enable the necessary port using the Control Panel.



### Using the printer as a network printer

---

When used as a network printer, the machine can be connected by the following methods:

**LPD:** Allows communication with the machine directly by using the TCP/IP protocol

**NetWare:** Allows the machine to be managed by using a NetWare server

**SMB:** Allows printing to the machine by using Microsoft Networks

**IPP:** Allows printing to the machine via an Internet

**Port 9100:** Allows printing by using Port 9100

**EtherTalk:** Allows printing from Macintosh machines

## Supported operating systems

Connection method		Network connection							
Port		LPD	NetWare		SMB		IPP	Port 9100	Ether Talk
Protocol		TCP/IP	TCP/IP	IPX/SPX	Net BEUI	TCP/IP	TCP/IP	TCP/IP	Apple Talk
OS	Windows 95	◆*1	◆	◆	◆	◆		◆*1	
	Windows 98	◆*1	◆	◆	◆	◆		◆*1	
	Windows Me	◆*1	◆	◆	◆	◆	◆	◆*1	
	Windows NT 4.0	◆	◆	◆	◆	◆			
	Windows 2000	◆	◆	◆	◆	◆	◆	◆	
	Windows XP	◆	◆	◆		◆	◆	◆	
	Windows Server 2003	◆	◆	◆		◆	◆	◆	
	UNIX	◆*2							
	Macintosh	◆*3							◆

\*1: Use our TCP/IP direct print utility for Windows 95/98 and Windows ME.

\*2: UNIX filter is required when printing PostScript data.

\*3: Supports MacOS 7.5 or later, 8.x, 9.x, MacOS 10.2.x/10.3.3.



*For details about network environments, refer to the manual in the "CentreWare Utilities" CD-ROM.*

## CentreWare Internet Services

The CentreWare Internet Services provides services such as displaying the status of this machine and jobs and altering configurations using a Web browser in a TCP/IP environment.

For setting a printer, the CentreWare Internet Services properties screen allows the user to configure system and port settings for each network.



**NOTE:** Normally these settings are done on the machine's touch screen UI; however with CentreWare Internet Services, these settings can be completed from an internet browser.

The following are functions offered under each tab within the CentreWare Internet Services when the machine is enabled with Internet Services.

Tab name	Main function
Service	Printing files from client computers.
Job	Displays a list of jobs, job history, and used to delete jobs.
Status	Displays the machine status. Displays status of the paper trays, output trays and consumables, such as toners.
Property	Displays and allows setting of the following items: <ul style="list-style-type: none"><li>• Machine information, structure information such as memory and printing language, configuring the counter, paper trays and papers, energy saving mode, editing address table and mailboxes mail notice, Internet Services and port activation.</li><li>• Port settings.</li><li>• Protocol Settings</li><li>• Emulation settings.</li><li>• Memory settings.</li></ul>
Maintenance	Displays error history information.
Support	Displays support information.

## Scan

---

There are the following scan services.

**Scanner  
(mail transmission)**

Documents can be scanned and transmitted via e-mail.

**Scanner  
(save to a mailbox)**

Documents can be scanned and saved into a mailbox.  
When the machine is connected to a TCP/IP network, scanned documents in a mailbox can be retrieved from a networked computer.

**Job template**

The job template is a configuration file for defining scanning conditions. Specify a job template for the document to be scanned in as data. Scanned document will be stored onto a hard disk on this machine, then transmitted automatically to a networked computer (server).



**NOTE:** You can create a maximum of 500 Job Templates.

**Scanner  
(save to a computer)**

When the machine is connected to a network which can use either the FTP or SMB protocol, the scanned document can be saved on a networked computer.

**Job flow scan**

Scanning is performed according to a job flow.

## E-mail

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There are the following e-mail types.

**Scanner  
(mail transmission)**

Scanned documents can be converted into an electronic format and transmitted via e-mail.

**Mail print**

E-mail with attachments in either TIFF or PDF format can be sent to the machine from computers. Received e-mail will automatically be printed.

**Mail notice**

When the machine is configured with the rejected IP addresses notice or rejected mail domains notice, a mail notice can be sent to a specified recipient.

**Job completion notice**

When a computer has submitted a job to the machine, notification of the completion of the job can be done by e-mail.

## Tools

---

The following tools are provided with this machine. Configurable items vary by the tools being used.

### **User Interface**

The User Interface (UI) consists of the Touch Screen and the Control Panel.

The Touch Screen is located at the center of the UI. Messages required for operation and feature buttons are displayed on this display. You can directly touch the buttons and tabs displayed on the touch screen to set features or to instruct operations in screens.

### **CentreWare Internet Services**

The CentreWare Internet Services provides services such as displaying the status of this machine as a printer and its print data, altering configurations, and operating on mailboxes using a Web browser in a TCP/IP environment.

For setting as a printer, the properties screen of the services allow the users to configure the system settings and port settings for each network that are otherwise set using the touch screen on the machine.

### **CentreWare Utilities**

CentreWare Utilities is included on the “CentreWare Utilities” CD-ROM. It is a tool to enable operations on devices and various applications within one window. It reduces the inconvenience of using various tools and the effort needed to maintain several print driver configurations.

Print output can be performed by drag-and-drop of the document files. Also, this tool enables the remote operation of mailbox registration and scan configuration.

When a print job is submitted from a computer, the machine status, such as out of paper, toner low, paper jam, starting and completing the job, will be displayed. It also allows the users to confirm the print data processing status, and to pause, restart, and stop the print jobs.

The relation of the tools and their configurable items follows. Note that the description in this manual is focused on the configuration from the Control Panel.

Item	Control Panel	CentreWare Internet Services	CentreWare Utilities
Enabling the port	○	○	▲ (LPD only)
Setting an IP address	○	○	○
Configuring the E-mail environment	▲	○	×
Registering a Mailbox	○	○	○
Address Book	○	▲	×
Confirming the printer status	×	○	○
Confirming the print data (jobs) status	×	○	○
Authentication information	○	×	×
Setting personal authentication information	○	○	×

○: Configurable    ▲: Partly configurable    ×: Not configurable

## Power on/off

---

Switch the power on before operating the machine. After the power is on, the machine will take about 5 minutes to warm up before you can start making copies.

Turn the machine off at the end of the day or when it is not in use for a long period of time. Use the **Power Saving** feature when the machine is not in use for a while to reduce power consumption.



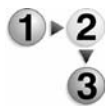
**KEY POINT:** Switching the machine power off may cause loss of data being processed.

*Refer to the Power Saver Mode section on the next page for more information.*

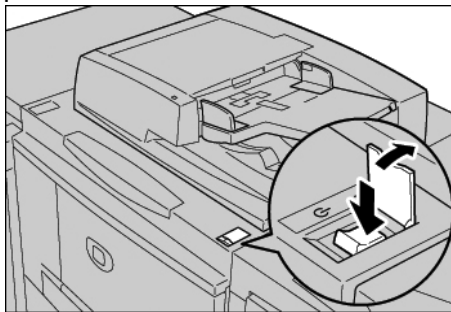
**NOTE:** If the power is off, all functions of the machine will stop.

## Powering on

---



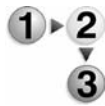
Open the cover and press the power switch to the [I] position to turn the power on.



**NOTE:** The “Please wait...” message indicates that the machine is warming up. The machine cannot be used while it is warming up.



## Powering off



The procedure for turning the power off is as follows:



**KEY POINT:** Switching the machine power off may cause loss of data being processed.

1. Before turning the power off, make sure that all copy or print jobs have completely finished. Also, make sure that the **Online** indicator is not lit.



**KEY POINT:** Never turn the power off in the following instances:

- While data is being received
- While data is being sent (FTP/SMB/e-mail)
- While jobs are being printed.
- While jobs are being copied
- While a scan is being executed
- While data is being imported from computer

2. Press the power switch to the [⏻] side.



**KEY POINT:** Power off processing is performed internally on the machine for a while after the power switch is turned off. Therefore, do not unplug the power cord from the power outlet immediately after turning the power switch off.



**NOTE:** Before you turn the power back on after turning it off, first make sure that the display has gone out.

## Power Saver Mode

---

The machine is installed with a Power Saver feature that will automatically cut off the electricity to the machine if no copy or print data is received for a certain duration.

The Power Saver feature has two modes, a Low Power mode and Sleep mode. The machine enters the Low Power mode after the preset time has elapsed if the machine is left unused for a fixed period of time.

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

### Low Power Mode

---

(Power consumption: 225W)

In this mode, the power to the UI and fuser unit is lowered to save power. The display goes out, and the **Power Saver** button on the Control Panel lights. To use the machine, press the **Power Saver** button. The **Power Saver** button goes out to indicate that the Power Saver feature is canceled.

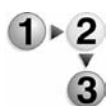
### Sleep Mode

---

(Power consumption: 15W)

In this mode, the power is lowered more than in the Low Power mode. The display goes out, and the **Power Saver** button on the Control Panel lights. To use the machine, press the **Power Saver** button. The **Power Saver** button goes out to indicate that the Power Saver feature is canceled.

## Changing the Power Saver Mode time interval



To activate the Power Saver feature, set the Sleep Mode button to Enabled, and set the Low Power Mode and the Sleep Mode time intervals as follows:



**NOTE:** The amount of time that passes before the machine enters Low Power Mode and Sleep Mode can be specified in 1 minute increments, from 1 to 240 minutes for each mode.

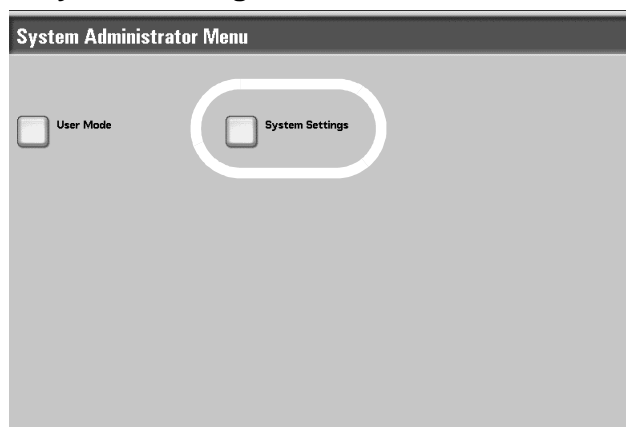
1. Press the **Log In / Out** button.



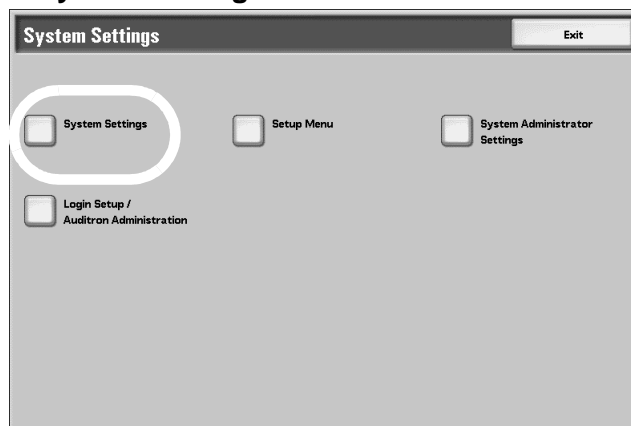
2. Enter the System Administrator ID with the numeric keypad, and select **Confirm**



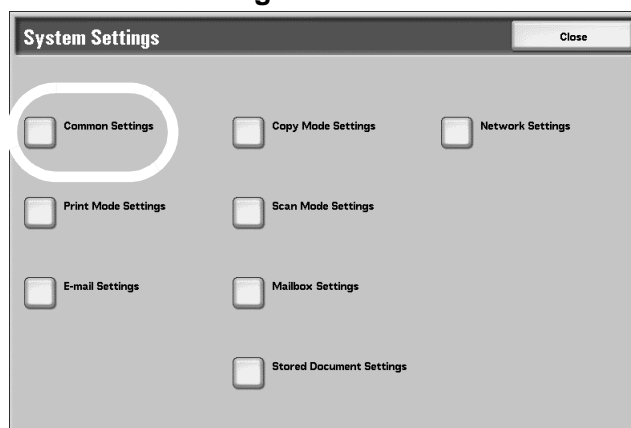
3. Select **System Settings**.



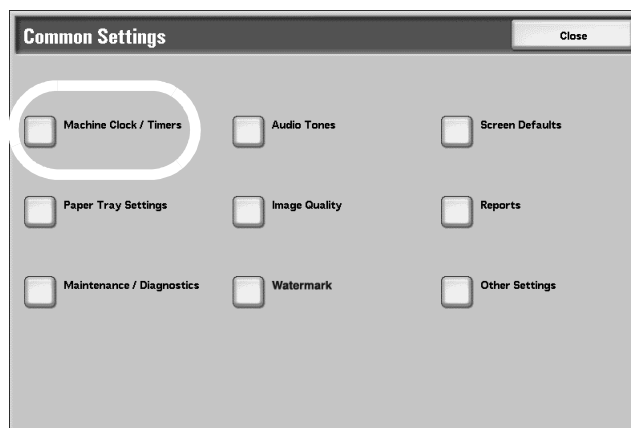
**4. Select System Settings.**



**5. Select Common Settings.**



**6. Select Machine Clock /Timers.**



7. Select **Auto Power Saver**, and select **Change Settings**.

Items	Current Settings
1 Date	2004/9/25
2 Time	3:24 PM
3 NTP Time Synchronization	Off
4 Connection Interval	168 Hours
5 Auto Clear	1 Minutes
6 Auto Job Release	Off
7 Auto Print	10 Seconds
8 Auto Power Saver	Low: 15 Mins, Sleep: 60 Mins
9 Time Zone	GMT +9:00
10 Daylight Savings	Adjust Off

Close

Change Settings

8. Using the up/down arrow buttons, configure a power saver mode migration time from 1 to 240 minutes, in 1 minute increments.

8. Auto Power Saver

Cancel Save

From Last Selection to Low Power Mode

(1 - 240)

15 Mins

From Last Selection to Sleep Mode

(1 - 240)

60 Mins

- **From Last Selection to Low Power Mode:** Set the time to move to the **Low Power Mode** after the last operation.

**NOTE:** The default for **From Last Selection to Low Power Mode** is 15 minutes.

- **From Last Selection to Sleep Mode:** Set the time to move to the **Sleep Mode** after the last operation.

**NOTE:** The default for **From Last Selection to Sleep Mode** is 60 minutes. Configure the **From Last Selection to Sleep Mode** time to be longer than the **From Last Selection to Low Power Mode** time.

9. Press **Save**.

10. Select **Close** repeatedly until the **System Setting/System Settings** screen is displayed.

11. Select **Exit** to exit the System Administration mode.

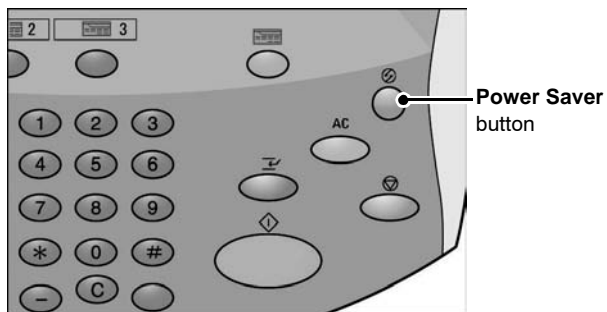
## Exiting the Power Saver Mode

---

The following describes how to exit the Power Saver mode. The Power Saver mode is exited in the following instances:

- By pressing the **Power Saver** button
- Receiving Print Data

**1.** Press the **Power Saver** button.



## Interface cables

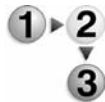
When connecting to a network, use the Ethernet interface.

### Using the Ethernet Interface

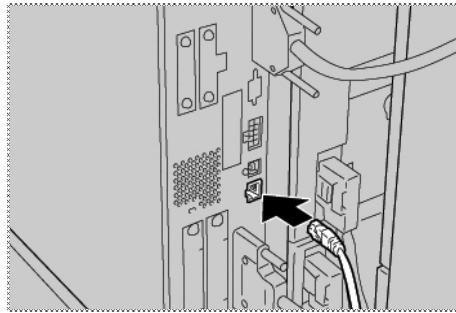
The Ethernet interface supports the following 2 types:

- 100Base-TX
- 10Base-T

This section describes the installation procedure for the Ethernet interface.



1. Confirm that the power switch is turned off.



2. Connect a network cable to the Ethernet interface connector.



**NOTE:** Prepare a network cable suitable for your network connection. When changing the network cable, consult the appropriate personnel.

3. Switch on the machine.

## Internal Fonts

The listed fonts are available as standard fonts on the machine:

Stroke fonts (for PCL5 and HP-GL/2)			European Stroke fonts	
Outline fonts	European	HP-GL/2	Roman Sans Serif	
		PDF	Arial Arial Italic Arial Bold Arua Bold Italic Courier Courier Italic Courier Bold	Courier Bold Italic Symbol Times New Roman Times New Roman Bold Italic ITC Zepf Dingbats GoldSEMM Gold SAMM
		PCL	CG Times CG Times Italic CG Times Bold CG Times Bold Italic Univers Medium Univers Medium Italic Univers Bold Univers Bold Italic Univers Medium Condensed Univers Medium Condensed Italic Univers Bold Condensed Univers Bold Condensed Italic Antique Olive Antique Olive Italic Antique Olive Bold CG Omega CG Omega Italic CG Omega Bold CG Omega Bold Italic Garamond Antiqua Garamond Kursiv Garamond Halbfett Garamond Kursiv Halbfett (Default): Courier Courier Italic Courier Bold Courier Bold Italic Letter Gothic Letter Gothic Italic Letter Gothic Bold	Times New Bold Times New Bold Italic Symbol Wingdings Line Printer Times Roman Times Italic Times Bold Times Bold Italic Helvetica Helvetica Oblique Helvetica Bold Helvetica Bold Oblique CourierPS CourierPS Oblique CourierPS Bold CourierPS Bold Oblique SymbolPS Palatino Roman Palatino Italic Palatino Bold Palatino Bold Italic ITC Bookman Light ITC Bookman Light Italic ITC Bookman Demi ITC Bookman Demi Italic Helvetica Narrow Helvetica Narrow Oblique Helvetica Narrow Bold Helvetica Narrow Bold Oblique New Century Schoolbook Roman



Outline fonts	European	PCL continued	Albertus Medium Albertus Extra Bold Clarendon Condensed Coronet Marigold Arial Arial Italic Arial Bold Arial Bold Italic Times New Times New Italic	New Century Schoolbook Italic New Century Schoolbook Bold New Century Schoolbook Bold Italic ITC Avant Garde Book ITC Avant Garde Book Oblique ITC Avant Garde Demi ITC Avant Garde Demi Oblique ITC Zapf Chancery Medium Italic ITC Zapf Dingbats
	KO	PCL5	Muyngio Gothic R- Gothic Graphic Kungso Saemmul	T-Myungio T-Gothic TR-Gothic T-Graphic T-Kungso T-Saemmul
	TC	PCL5	Sou tail	



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## 2. Configuration

### TCP/IP (LPD/Port 9100)

---

#### Preparations

---

The following items are required when using TCP/IP (LPD/Port 9100) protocol on the machine.

- A network environment where TCP/IP can be used.
- The "CentreWare Utilities" CD-ROM, which is included with this product.

#### Configuration procedure

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##### Overview

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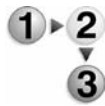
The machine can be connected to computers using TCP/IP (LPD/Port 9100) protocol.

The following is the procedure to use TCP/IP (LPD/Port 9100) protocol.

- Configuration on the Machine: Configure TCP/IP (LPD/Port 9100) on the machine.
- Configuration on the Computer: Install the print driver.

### Configuration on the machine

---



This section describes the configuration procedure to use TCP/IP (LPD/Port 9100) protocol on the machine. First enable the LPD Port or Port 9100 port, then assign the IP address.



**NOTE 1:** The configuration can also be performed using CentreWare Internet Services or CentreWare Utilities.

**NOTE 2:** Enable the SOAP port and the SNMP port in most cases. Refer to “Using CentreWare Internet Services” on page 3-1.



1. Display the **System Administrator Menu** screen.

- a. Press the **Log In/Out** button.
- b. Enter the UserID using the numeric keypad and select **Confirm**.



**NOTE:** The default User ID value is **11111**. When using the Authentication feature, a password is required. The default password is **x-admin**.

- c. Select **System Settings**.

2. Enable either the LPD port or the Port 9100 port as appropriate. In this example, the LPD port is enabled.

- a. Select **System Settings**.
- b. Select **Network Settings**.
- c. Select **Port Settings**.
- d. Select **LPD** and then select **Change Settings**.
- e. Select **LPD - Port** and select **Change Settings**.
- f. Select **Enable** and then select **Save**.

3. Set the IP address.

If the IP address is already set, this step is not necessary. Also, in an environment with DHCP or BOOTP, configure the way to obtain the address. If the address cannot be obtained automatically or manual configuration is preferred, configure the IP address, subnet mask, and gateway address.

- a. Select **Close** repeatedly until the **Network Settings** screen is displayed.
- b. Select **Protocol Settings**.
- c. Select **TCP/IP - Get IP Address** and select **Change Settings**.
- d. Select one from **DHCP**, **BOOTP**, **RARP**, **DHCP/Autonet** or **Manual**. If you select anything other than **Manual**, proceed to step 4.



**NOTE:** When using a DHCP server, also configure the WINS (Windows Internet Name Service) server.

- e. Select **TCP/IP - Get IP Address** and select **Change Settings**.

- f. Enter the IP address using the numeric keypad.



**NOTE 1:** Enter addresses in the format "xxx.xxx.xxx.xxx" where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

**NOTE 2:** When you make an entry mistake, press the **C** (Clear) button and enter again.

**NOTE 3:** When you would like to move to the next value without entering all 3 digits, select **Next**.

- g. Select **Save**.

- h. Configure **TCP/IP - Subnet Mask** and **TCP/IP - Gateway Address** as shown above.



**NOTE 1:** Enter addresses in the format "xxx.xxx.xxx.xxx" where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

**NOTE 2:** Specify the subnet mask by a combination of the numbers 0, 128, 192, 224, 248, 252, and 255. However, you cannot use 0 between non-zero values.

**NOTE 3:** If you do not wish to set the gateway address, enter "0.0.0.0."

4. Select **Close** repeatedly until the **System Settings** screen is displayed.
5. Select **Exit**.
6. After the machine is restarted, print out the **Printer Settings List** to confirm that the LPD port is enabled.



Configure the LPD as necessary. Refer to "LPD" on page 3-16 for the for the LPD configuration. Also if using Port 9100, configure as necessary. Refer to "Port 9100" on page 3-20 for the Port 9100 configuration.

### Configuration on the computer

---

This section describes the configuration procedure for the computer.

To print from the machine, the computer needs to have the print driver installed.



*For information about the usable operating systems, refer to "Supported operating systems" on page 1-7.*

*Refer to the manual contained in the "CentreWare Utilities" CD-ROM for the print driver installation procedure.*

*To print from a Macintosh using TCP/IP (LPD), refer to the manual contained in the CD-ROM included with this product for the print driver installation procedure.*

## NetWare

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### Preparations

---

The following items are required when using NetWare network:

- A NetWare server.
- The "CentreWare Utilities" CD-ROM which is included with this product.

### Configuration procedure

---

#### Overview

---

The machine supports PServer mode for both the NetWare Directory Service and Bindery Service. PServer mode enables the machine to function as a print server and to capture print jobs in the print queue to output. The printer created for the machine consumes one file server license.



**NOTE:** *The machine does not support Remote Printer (RPrinter) Mode.*

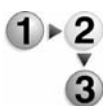
- Supported interfaces**
- 100Base-TX
  - 10Base-T

- Supported frame types**
- Ethernet II specification
  - IEEE802.3 specification
  - IEEE802.3 / IEEE802.2 specification
  - IEEE802.3 / IEEE802.2 / SNAP specification



**NOTE:** The machine will send packets of each frame type on the network, and will initialize for the same frame type as the first reply packet received. However, if there are multiple protocols running on the same network, use Ethernet II specification.

### Configuration on the machine



This section describes the configuration procedure to connect the machine to a NetWare network.



**NOTE:** Configuration can also be performed using the Network configuration tools included in CentreWare Internet Services or CentreWare Utilities.



Refer to “Using CentreWare Internet Services” on page 3-1.

1. Confirm the device name and network address.  
Print the **Printer Settings List** to confirm the device name and network address printed under the NetWare item.
2. Configure the machine using the “CentreWare Utilities” CD-ROM.

There is no need to activate the NetWare port on the machine prior to configuration when using the “CentreWare Utilities” CD-ROM.



Refer to the manual contained in the “CentreWare Utilities” CD-ROM for the configuration procedure.

### Configuration on the computer

---



To print from the machine, the computer needs to have the print driver installed.

*For information about the usable operating systems, refer to "Supported operating systems" on page 1-7.*

*Refer to the manual contained in the "CentreWare Utilities" CD-ROM for the print driver installation procedure.*

## Microsoft Network (SMB)

---

### Preparations

---

The following items are required when using a Microsoft Network (SMB):

- Network environment where either TCP/IP or NetBEUI can be used.
- The "CentreWare Utilities" CD-ROM, which is included with this product.

### Configuration procedure

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#### Overview

---

The machine can be connected to computers using Microsoft Networks (SMB).

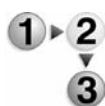
Depending on the network environment, the machine may need to be configured with an IP address, subnet mask and gateway address. Confirm with the network administrator and set up the necessary items.

The following is the procedure to connect the machine to a Microsoft Network (SMB):

- Configuration on the Machine: Enable the SMB port on the machine.
- Configuration on the Computer: Install the print driver.



## Configuration on the machine



This section describes the configuration procedure to connect the machine to Microsoft Networks (SMB). First enable the SMB port, then set the IP address.



**NOTE 1:** The configuration can also be performed using the IP configuration tools included in CentreWare Internet Services or CentreWare Utilities.

**NOTE 2:** Enable the SOAP port and the SNMP port in most cases. Refer to "Using CentreWare Internet Services" on page 3-1.



### 1. Display the **System Administrator Menu** screen.

- a. Press the **Log In/Out** button.
- b. Enter the UserID using the numeric keypad and select **Confirm**.



**NOTE:** The default User ID value is **11111**. When using the Authentication feature, a password is required. The default password is **x-admin**.

- c. Select **System Settings**.

### 2. Enable the SMB port.

- a. Select **System Settings**.
- b. Select **Network Settings**.
- c. Select **Port Settings**.
- d. Select **SMB** and then select **Change Settings**.
- e. Select **SMB - Port** and select **Change Settings**.
- f. Select **Enable** and then select **Save**.

### 3. Set the IP address.

If the IP address is already set, this step is not necessary. Also, in an environment with DHCP or BOOTP, configure the way to obtain the address. If the address cannot be obtained automatically or manual configuration is preferred, configure the IP address, subnet mask, and gateway address.

- a. Select **Close** repeatedly until the **Network Settings** screen is displayed.
- b. Select **Protocol Settings**.
- c. Select **TCP/IP - Get IP Address** and select **Change Settings**.
- d. Select one from **DHCP**, **BOOTP**, **RARP**, **DHCP/Autonet** or **Manual**. If you select anything other than **Manual**, proceed to step 4.



**NOTE:** When using a DHCP server, also configure the WINS (Windows Internet Name Service) server.

e. Select **TCP/IP - Get IP Address** and select **Change Settings**.

f. Enter the IP address using the numeric keypad.



**NOTE 1:** Enter addresses in the format "xxx.xxx.xxx.xxx" where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

**NOTE 2:** When you make an entry mistake, press the **C** (Clear) button and enter again.

**NOTE 3:** When you would like to move to the next value without entering all 3 digits, select **Next**.

g. Select **Save**.

h. Configure **TCP/IP - Subnet Mask** and **TCP/IP - Gateway Address** as shown above.



**NOTE 1:** Enter addresses in the format "xxx.xxx.xxx.xxx" where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

**NOTE 2:** Specify the subnet mask by a combination of the numbers 0, 128, 192, 224, 248, 252, and 255. However, you cannot use 0 between non-zero values.

**NOTE 3:** If you do not wish to set the gateway address, enter "0.0.0.0."

4. Select **Close** repeatedly until the **System Settings** screen is displayed.

5. Select **Exit**.

6. After the machine is restarted, print out the **Printer Settings List** to confirm that the SMB port is enabled.



**NOTE:** If using the NetBEUI protocol, select NetBEUI as the protocol used by SMB for the port configuration using CentreWare Internet Services.



Configure the SMB as necessary. Refer to "SMB" on page 3-9 for the SMB configuration.

## Configuration on the computer

---

This section describes the configuration procedure for the computer.

To print from the machine, the computer needs to have the print driver installed.



*For information about the usable operating systems, refer to "Supported operating systems" on page 1-7.*

*Refer to the manual contained in the "CentreWare Utilities" CD-ROM for the print driver installation procedure.*

## Internet Printing Protocol (IPP)

---

### Preparations

---

The following items are required when using Internet Printing Protocol (IPP):

- A network environment where TCP/IP can be used.
- The "CentreWare Utilities" CD-ROM, which is included with this product.

### Configuration procedure

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#### Overview

---

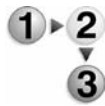
The machine can be connected to computers using IPP.

The following is the procedure to connect the machine to enable Internet Printing (IPP):

- Configuration on the Machine: Enable the IPP port on the machine
- Configuration on the Computer: Install the print driver

### Configuration on the machine

---



This section describes the configuration procedure to enable Internet Printing (IPP) on the machine. First enable the IPP port, then set the IP address.



**NOTE 1:** The configuration can also be performed using IP configuration tools included in CentreWare Internet Services or CentreWare Utilities.

**NOTE 2:** Enable the SOAP port and the SNMP port in most cases. Refer to “Using CentreWare Internet Services” on page 3-1.



#### 1. Display the **System Administrator Menu** screen.

- a. Press the **Log In/Out** button.
- b. Enter the UserID using the numeric keypad and select **Confirm**.



**NOTE:** The default User ID value is **11111**. When using the Authentication feature, a password is required. The default password is **x-admin**.

- c. Select **System Settings**.

#### 2. Enable the IPP port.

- a. Select **System Settings**.
- b. Select **Network Settings**.
- c. Select **Port Settings**.
- d. Select **IPP** and then select **Change Settings**.
- e. Select **IPP - Port** and select **Change Settings**.
- f. Select **Enable** and then select **Save**.

#### 3. Set the IP address.

If the IP address is already set, this step is not necessary. Also, in an environment with DHCP or BOOTP, configure the way to obtain the address. If the address cannot be obtained automatically or manual configuration is preferred, configure the IP address, subnet mask, and gateway address.

- a. Select **Close** repeatedly until the **Network Settings** screen is displayed.
- b. Select **Protocol Settings**.
- c. Select **TCP/IP - Get IP Address** and select **Change Settings**.
- d. Select one from **DHCP**, **BOOTP**, **RARP**, **DHCP/Autonet** or **Manual**. If you select anything other than **Manual**, proceed to step 4.



**NOTE:** When using a DHCP server, also configure the WINS (Windows Internet Name Service) server.

- e. Select **TCP/IP - Get IP Address** and select **Change Settings**.

- f. Enter the IP address using the numeric keypad.



**NOTE 1:** Enter address in the format "xxx.xxx.xxx.xxx" where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

**NOTE 2:** When you make an entry mistake, press the C (Clear) button and enter again.

**NOTE 3:** When you would like to move to the next value without entering all 3 digits, select **Next**.

- g. Select **Save**.

- h. Configure **TCP/IP - Subnet Mask** and **TCP/IP - Gateway Address** as shown above.



**NOTE 1:** Enter address in the format "xxx.xxx.xxx.xxx" where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

**NOTE 2:** Specify the subnet mask by a combination of the numbers 0, 128, 192, 224, 248, 252, and 255. However, you cannot use 0 between non-zero values.

**NOTE 3:** If you do not wish to set the gateway address, enter "0.0.0.0."

4. Select **Close** repeatedly until the **System Settings** screen is displayed.
5. Select **Exit**.
6. After the machine is restarted, print out the **Printer Settings List** to confirm that the IPP port is enabled.



Configure the IPP as necessary. Refer to "IPP" on page 3-18 for the IPP configuration.

### Configuration on the computer

---

This section describes the configuration procedure for the computer.

To print from the machine, the computer needs to have the print driver installed.



*For information about the usable operating systems, refer to "Supported operating systems" on page 1-7.*

*Refer to the manual contained in the "CentreWare Utilities" CD-ROM for the print driver installation procedure.*

## EtherTalk

---

### Preparations

---

The following item is required when using an EtherTalk network:

- A network environment where EtherTalk can be used.

### Configuration procedure

---

#### Overview

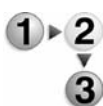
---

The machine can be connected to computers using an EtherTalk network.

The following is the procedure to connect the machine to EtherTalk network:

- Configuration on the Machine: Set up EtherTalk on the machine.
- Configuration on the Computer: Install the print driver.

## Configuration on the machine



This section describes the configuration procedure to connect the machine to EtherTalk network.

Enable the EtherTalk port



**NOTE 1:** The configuration can also be performed using CentreWare Internet Services or CentreWare Utilities.

**NOTE 2:** Enable the SOAP port and the SNMP port in most cases.

Refer to "Using CentreWare Internet Services" on page 3-1.



1. Display the **System Administrator Menu** screen.

- a. Press the **Log In/Out** button.
- b. Enter the UserID using the numeric keypad and select **Confirm**.



**NOTE:** The default User ID value is **11111**. When using the Authentication feature, a password is required. The default password is **x-admin**.

- c. Select **System Settings**.

2. Enable the EtherTalk port

- a. Select **System Settings**.
- b. Select **Network Settings**.
- c. Select **Port Settings**.
- d. Select **EtherTalk** and select **Change Settings**.
- e. Select **EtherTalk - Port** and select **Change Settings**.
- f. Select **Enable** and then select **Save**.

3. Select **Close** repeatedly until the **System Settings** screen is displayed.

4. Select **Exit**.

5. After the machine is restarted, print out the **Printer Settings List** to confirm that the EtherTalk port is enabled.



Configure EtherTalk as necessary. Refer to "EtherTalk" on page 3-7 for the EtherTalk configuration.

### Configuration on the computer

---

This section describes the configuration procedure for the computer.

To print from the machine, the computer needs to have the print driver installed.



*For information about the usable operating systems, refer to “Supported operating systems” on page 1-7.*



---

## 3. Using CentreWare Internet Services

### Preparations

---

The following items are needed to use CentreWare Internet Services:

- A computer which can use TCP/IP as the network protocol.
- The configuration of the machine which includes:
  - IP address
  - Subnet mask
  - Gateway address



*Refer to “Troubleshooting” on page 9-1 when any troubles occur during the configuration.*

### Configuration procedure

---

#### Overview

---

CentreWare Internet Services provides a variety of services, including job and printer status, and the ability to alter configurations using a web browser in a TCP/IP environment.

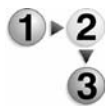
For setting as a printer, the properties screen of the services in CentreWare allow the users to configure the system settings and port settings for each network that are otherwise set using the touch screen on the machine.

Follow the procedure below to use CentreWare Internet Services.

- **Configuration on the Machine:** Configure the machine to be able to use CentreWare Internet Services. First enable the Internet service port, then set the IP address.
- **Confirmation of the Configuration:** Confirm whether the machine is set to use CentreWare Internet Services.

## Configuration on the machine

---



This section describes the configuration procedure for using CentreWare Internet Services on the machine.

First enable the Internet service port, then set the IP address.

**1.** Display the **System Administrator Menu** screen.

- a. Press the **Log In/Out** button.
- b. Enter the UserID using the numeric keypad and then select **Confirm**.



**NOTE:** The default User ID value is **11111**. When using the Authentication feature, a password is required. The default password is **x-admin**.

- c. Select **System Settings**.

**2.** Enable the Internet service port on the machine.

- a. Select **System Settings**.
- b. Select **Network Settings**.
- c. Select **Port Settings**.
- d. Select **Internet Service (HTTP)** and then select **Change Settings**.
- e. Select **Internet Service - Port** and then select **Change Settings**.
- f. Select **Enable** and then select **Save**.
- g. Select **Close** repeatedly until the **Network Settings** screen is displayed.

**3.** Set the IP address.

If the IP address is already set, this step is not necessary. Also, in an environment with DHCP or BOOTP, configure the way to obtain the address. If the address cannot be obtained automatically or manual configuration is preferred, configure the IP address, subnet mask, and gateway address.

- a. Select **Protocol Settings**.
- b. Select **TCP/IP - Get IP Address** and then select **Change Settings**.

- c. Select one from **DHCP**, **BOOTP**, **RARP**, **DHCP/Autonet** or **Manual**. If you select anything other than **Manual**, proceed to step 4.



**NOTE:** When using a DHCP server, also configure the WINS (Windows Internet Name Service) server.

- d. Select **TCP/IP - Get IP Address** and then select **Change Settings**.
- e. Enter the IP address using the numeric keypad.



**NOTE 1:** Enter address in the format "xxx.xxx.xxx.xxx" where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

**NOTE 2:** When you make an entry mistake, press the **C** (Clear) button and enter again.

**NOTE 3:** When you would like to move to the next value without entering all 3 digits, select **Save/Select Next**.

- f. Select **Save**.
- g. Configure **TCP/IP - Subnet Mask** and **TCP/IP - Gateway Address** as the above.



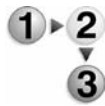
**NOTE 1:** Enter address in the format "xxx.xxx.xxx.xxx" where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

**NOTE 2:** Specify the subnet mask by a combination of the numbers 0, 128, 192, 224, 248, 252, and 255. However, you cannot use 0 between non-zero values.

**NOTE 3:** If you do not wish to set the gateway address, enter "0.0.0.0."

4. Select **Close** repeatedly until the **System Settings** screen is displayed.
5. Select **Exit**.
6. After the machine is restarted, print out the **Printer Settings List** to confirm that the Internet service port is enabled.

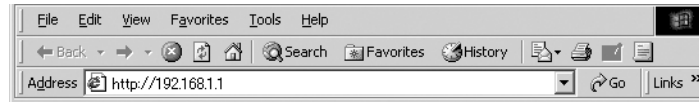
## Confirmation of the configuration



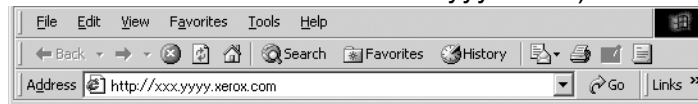
Connect to CentreWare Internet Services from a computer.

1. Start a web browser.
2. Type the IP address or the Internet address for the machine in the address bar on the browser, and press the **Enter** key.
  - Example of the IP address (when the machine IP address is 192.168.1.1):

`http://192.168.1.1/`



- Example of the Internet URL (when the machine Internet address is in the form xxx.yyy.zz.vvv):



**NOTE 1:** If your network uses DNS (Domain Name System) and host name for the machine is registered with the domain name server, you can access the device using a combination of the host name and the domain name as the "Internet address." For example, if the host name is "dcf1100", and the domain name is "mycompany.com", then the "Internet address" becomes "dcf1100.mycompany.com."

**NOTE 2:** When specifying a port number, add ":" and a port number to the end of the Internet address.

**NOTE 3:** If the "Login Setup" facility is enabled on the machine, enter the UserID and password in **User ID** and **Password**. Please query the System Administrator about the UserID and password.

**NOTE 4:** Enter an address beginning with "https" rather than "http" into the address bar in the browser if encrypted communication is employed.

Example of the IP address entry

`https://192.168.1.1/`

Example of the Internet address entry

`https://xxx.yyyy.zz.vvv/`



Refer to "Troubleshooting" on page 9-1 if CentreWare Internet Services is not displayed.

## Network setting items for CentreWare Internet Services

CentreWare Internet Services enable you to alter various settings on the machine from a computer.



**NOTE 1:** Confirm that the ports are enabled, if an item which you want to set is not displayed.

**NOTE 2:** When a setting is changed from CentreWare Internet Services while operating the control panel, the setting items changed on the screen of the control panel are not displayed. Power-cycle the printer in this case.

The following network settings are discussed in this section:

- Ethernet
- SMB
- TCP/IP
- SNMP
- Port 9100
- E-mail
- EtherTalk
- NetWare
- LPD
- IPP
- LDAP
- HTTP



**NOTE:** Click **Help** at the top right of the CentreWare Internet Services screen for details on the setting items.

The following browsers have been confirmed to operate with CentreWare Internet Services:

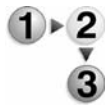
### For Windows

- Microsoft Internet Explorer ver.6.0 Service Pack 1 (SP1) or later.
- Netscape 7.0 or later.

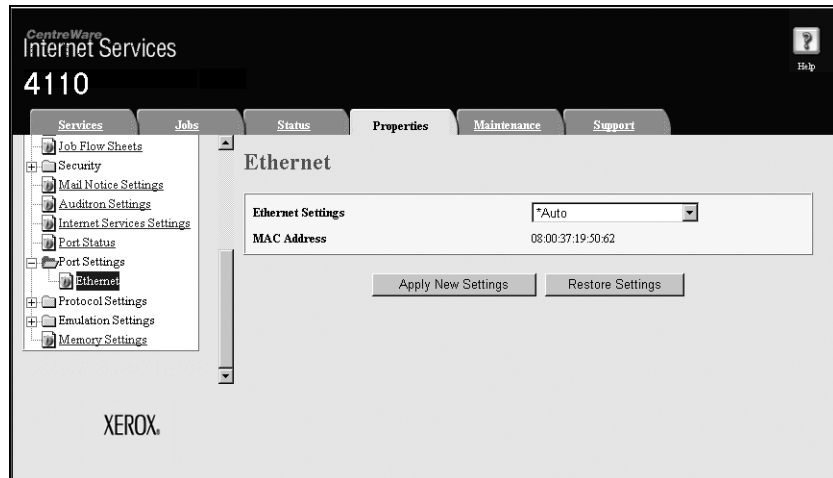
### For MacOS 10.2 or later


- Microsoft Internet Explorer 5.2 or later.
- Netscape 7.0 or later.

## Ethernet



This section describes the settings for the Ethernet interface.



1. Start a web browser.
  2. Type the IP address or the Internet address for the machine in the address bar on the browser, and press the **Enter** key.
    - Example of the IP address entry: `http://192.168.1.1/`
    - Example of the Internet address entry: `http://xxx.yyyy.zz.vvv/`
-  **NOTE:** When specifying a port number, add ":" and a port number to the end of the Internet address.
3. Click the **Properties** tab.
  4. Click **+** on the left of **Port Settings** to display the items in the folder.
  5. Click **Ethernet**.
  6. Set the communication speed for the Ethernet interface using the **Ethernet Settings** pull-down menu.

## 7. Save the selection as the machine's default setting.

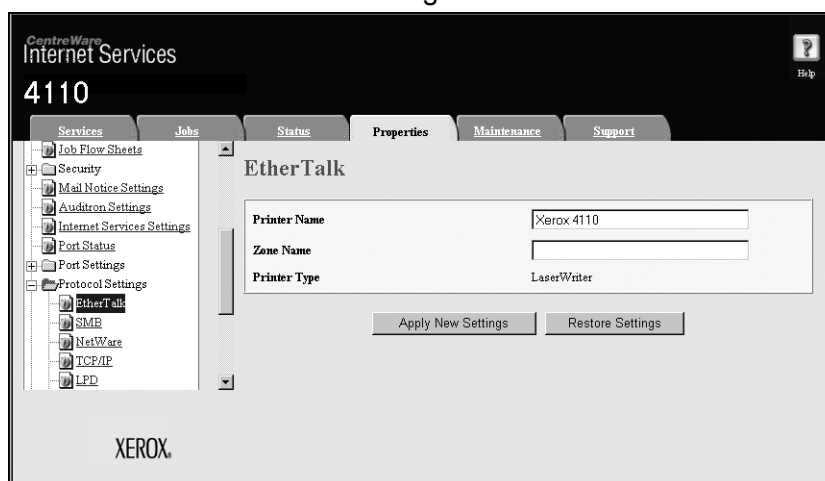
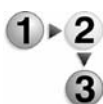
- a. Click the **Apply New Settings**. A screen to enter the user name and password will be displayed.
- b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.

**NOTE:** The default User ID value is **11111** and password is **x-admin**.

- c. The web browser pages displays a message asking if you want to reboot the machine.
- d. Click **Reboot**. The machine will reboot and the setting value will be reflected.

## EtherTalk

This section describes the settings for EtherTalk.



1. Start a web browser.
2. Type the IP address or the Internet address for the machine in the address bar on the browser, and press the **Enter** key.
  - Example of the IP address entry:  
http://192.168.1.1/
  - Example of the Internet address entry:  
http://xxx.yyyy.zz.vvv/

**NOTE:** When specifying a port number, add ":" and a port number to the end of the Internet address.

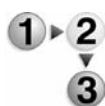
3. Click the **Properties** tab.
4. Click **+** on the left of **Protocol Settings** to display the items in the folder.
5. Click **EtherTalk**.
6. Set the **Printer Name**.
7. Set **Zone Name**.
8. Reflect the values as the machine's setting values.
  - a. Click the **Apply New Settings**. A screen to enter the user name and password will be displayed.
  - b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.

**NOTE:** The default User ID value is **11111** and password is **x-admin**.
  - c. The right frame on the web browser will change to the machine reboot display.
  - d. Click **Reboot**. The machine will reboot and the setting value will be reflected.

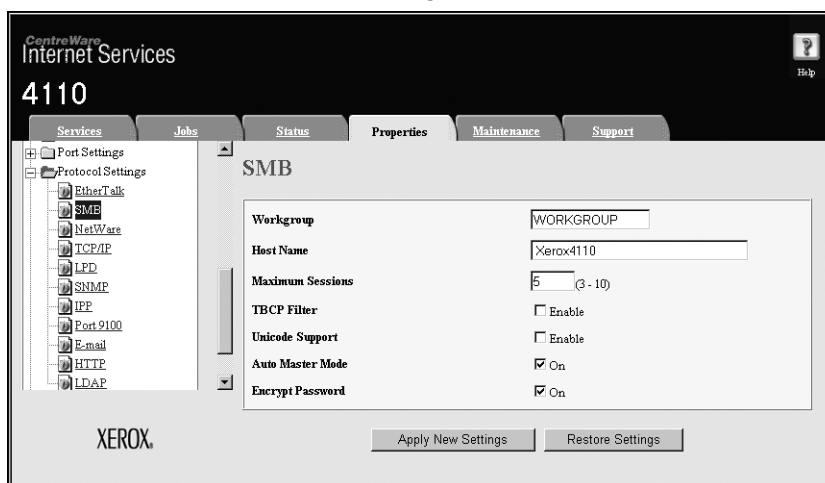




## SMB



This section describes the settings for SMB.



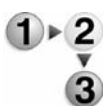
1. Start a web browser.
  2. Type the IP address or the Internet address for the machine in the address bar on the browser, and press the **Enter** key.
    - Example of the IP address entry:  
http://192.168.1.1/
    - Example of the Internet address entry:  
http://xxx.yyyy.zz.vvv/
- NOTE:** When specifying a port number, add ":" and a port number to the end of the Internet address.*
3. Click the **Properties** tab.
  4. Click **+** on the left of **Protocol Settings** to display the items in the folder.
  5. Click **SMB**.
  6. Set the **Workgroup Name**.
  7. Set the **Host Name**.
  8. Set the **Maximum Session**.
  9. Select the **Enable** check box to enable the **TBCP Filter**.

- 10.** Select the **Enable** check box to enable **Unicode Support**.
- 11.** Select the **On** check box when using **Automatic Master Mode**.
- 12.** Select the **On** check box when using **Encryption Password**.
- 13.** Reflect the values as the machine's setting values.
  - a. Click the **Apply New Settings**. A screen to enter the user name and password will be displayed.
  - b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.

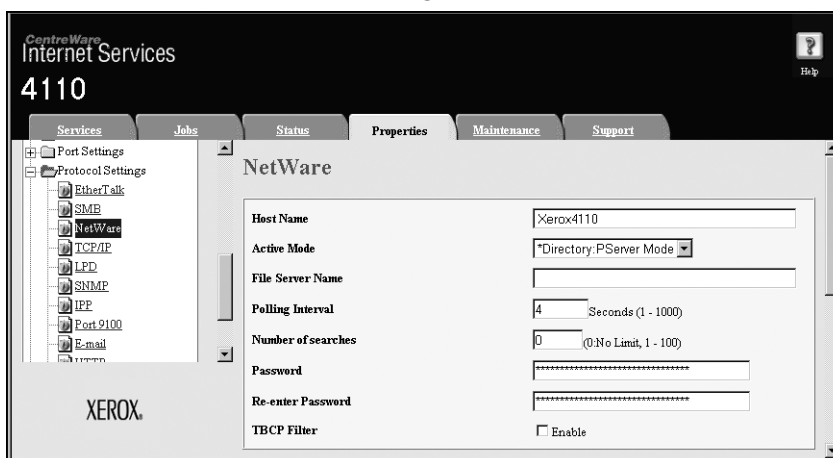
**NOTE:** The default User ID value is **11111** and password is **x-admin**.
  - c. The right frame on the web browser will change to the machine reboot display.
  - d. Click **Reboot**. The machine will reboot and the setting value will be reflected.



## NetWare



This section describes the settings for NetWare.



1. Start a web browser.
2. Type the IP address or the Internet address for the machine in the address bar on the browser, and press the **Enter** key.

- Example of the IP address entry:

http://192.168.1.1/

- Example of the Internet address entry:

http://xxx.yyyy.zz.vvv/



**NOTE:** When specifying a port number, add ":" and a port number to the end of the Internet address.

3. Click the **Properties** tab.
4. Click **+** on the left of **Protocol Settings** to display the items in the folder.
5. Click **NetWare**.
6. Set the **Host Name**.
7. Select an operation mode from the **Active Mode** pull-down menu.
8. Set the **Fileserver Name**.



**NOTE:** Set this item only when the operation mode is in *Bindery Service*.

**9.** Set the **Poling Interval**.

**10.**Set the **Number of Searches**.

**11.**Set the **Password**.

- a. Enter the **Password**.
- b. Re-enter the same password in the **Re-enter Password** field.

**12.**Select the **Enable** check box to enable the **TBCP Filter**.



**NOTE:** The TBCP Filter checkbox will have a checkmark in it indicating that the TBCP Filter is enabled.

**13.**Set the **Tree Name**.

**14.**Set the **Context Name**.



**NOTE:** Set this item only when the operation mode is in Directory Service.

**15.**Select a frame type from the **Transport Protocol - Frame Type** pull-down menu.



**NOTE:** Set this item only when the operation mode is in Directory Service.

**16.**Select the **Enable** check box to enable **SLP - Active Discovery**.

**17.**Reflect the values as the machine's setting values.

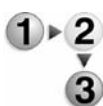
- a. Click the **Apply New Settings**. A screen to enter the user name and password will be displayed.
- b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.



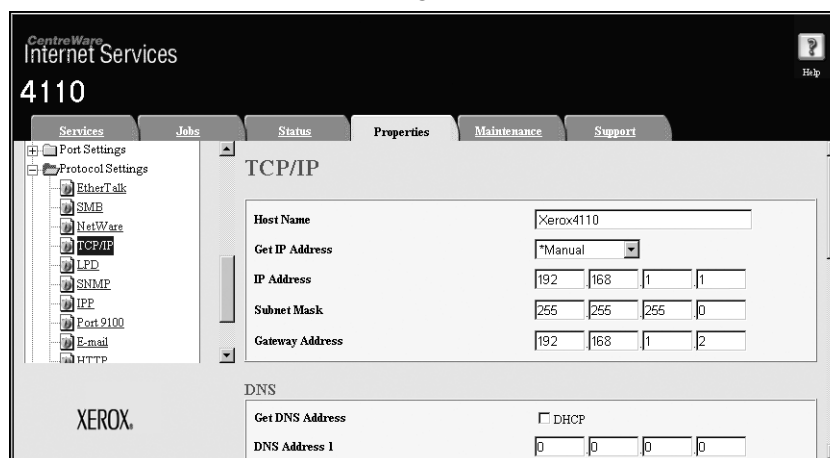
**NOTE:** The default User ID value is **1111** and password is **x-admin**.

- c. The right frame on the web browser will change to the machine reboot display.
- d. Click **Reboot**. The machine will reboot and the setting value will be reflected.

## TCP/IP



This section describes the settings for TCP/IP.



1. Start a web browser.
2. Type the IP address or the Internet address for the machine in the address bar on the browser, and press the **Enter** key.

- Example of the IP address entry:

http://192.168.1.1/

- Example of the Internet address entry:

http://xxx.yyyy.zz.vvv/

**NOTE:** When specifying a port number, add ":" and a port number to the end of the Internet address.

3. Click the **Properties** tab.
4. Click + on the left of **Protocol Settings** to display the items in the folder.
5. Click **TCP/IP**.
6. Set the **Host Name**.
7. Select how to obtain an IP address from the **Get IP Address** pull-down menu.
8. Set the **IP Address**.

**NOTE:** This item is not necessary if either **DHCP**, **BOOTP**, **RARP**, or **DHCP/Autonet** has been selected from the **Get IP Address** pull-down menu.

**9. Set the Subnet Mask and Gateway Address.**



**NOTE:** This item is not necessary if either **DHCP**, **BOOTP**, **RARP**, or **DHCP/Autonet** has been selected from the **Get IP Address** pull-down menu.

**10. Set the DNS information.**

- a. Select the **DHCP** check box if using DHCP for **Get DNS Address**.
- b. Set the **DNS Address 1 to 3**.



**NOTE:** This item is not necessary if **DHCP** has been specified for the **Get the DNS Server Address**.

- c. Set the **DNS Name**.
- d. Select the **On** check box when using the **Generate Domain Search List Automatically**.
- e. Set the **Domain Name 1 to 3**.
- f. Set the **Connection Timeout**.
- g. Select the **On** check box to enable the **DNS Dynamic Update**.

**11. Set the WINS information.**

- a. Select the **DHCP** check box if using DHCP for the **Get WINS Server Address**.
- b. Set the **Primary WINS Server Address**.



**NOTE:** This item is not necessary if either **DHCP** or **DHCP/Autonet** has been specified for the **Get WINS Server Address**.


- c. Set the **Secondary WINS Server Address**.



**NOTE:** This item is not necessary if either **DHCP** or **DHCP/Autonet** has been specified for the **Get WINS Server Address**.

**12.** Set the Access Control List information.

- a. Select the **Enable** check box.
- b. Click the **Edit** button. A screen to enter the user name and password will be displayed.
- c. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.
- d. Set the **IP Filter**.
- e. Set the **IP Address Mask**.
- f. Click the **Apply New Settings**. A screen to enter the user name and password will be displayed.
- g. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.




**NOTE:** The default User ID value is **11111** and password is **x-admin**.

- h. The right frame on the web browser will change to the machine reboot display.
- i. Click the **Back** button until the **TCP/IP Settings** screen is displayed.

**13.** Reflect the values as the machine's setting values.

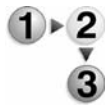
- a. Click the **Apply New Settings**. A screen to enter the user name and password will be displayed.
- b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.



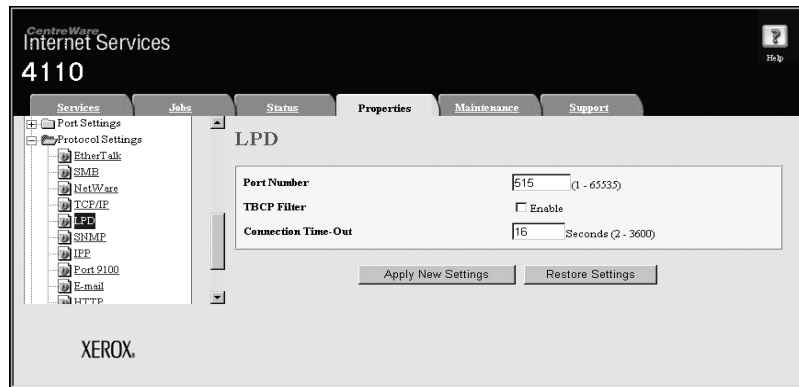
**NOTE:** The default User ID value is **11111** and password is **x-admin**.

- c. The right frame on the web browser will change to the machine reboot display.
- d. Click **Reboot**. The machine will reboot and the setting value will be reflected.

## LPD



This section describes the settings available for the LPD feature.



1. Start a web browser.
2. Type the IP address or the Internet address for the machine in the address bar on the browser, and press the **Enter** key.
  - Example of the IP address entry:  
http://192.168.1.1/
  - Example of the Internet address entry:  
http://xxx.yyyy.zz.vvv/



**NOTE:** When specifying a port number, add ":" and a port number to the end of the Internet address.

3. Click the **Properties** tab.
4. Click **+** on the left of **Protocol Settings** to display the items in the folder.
5. Click **LPD**.
6. Set the **Port Number**.
7. Select the **Enable** check box to enable the **TBCP Filter**.
8. Set the **Connection Time-Out**.
9. Reflect the values as the machine's setting values.
  - a. Click the **Apply New Settings**. A screen to enter the user name and password will be displayed.
  - b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.



**NOTE:** The default User ID value is **11111** and password is **x-admin**.

- c. The right frame on the web browser will change to the machine reboot display.
- d. Click **Reboot**. The machine will reboot and the setting value will be reflected.

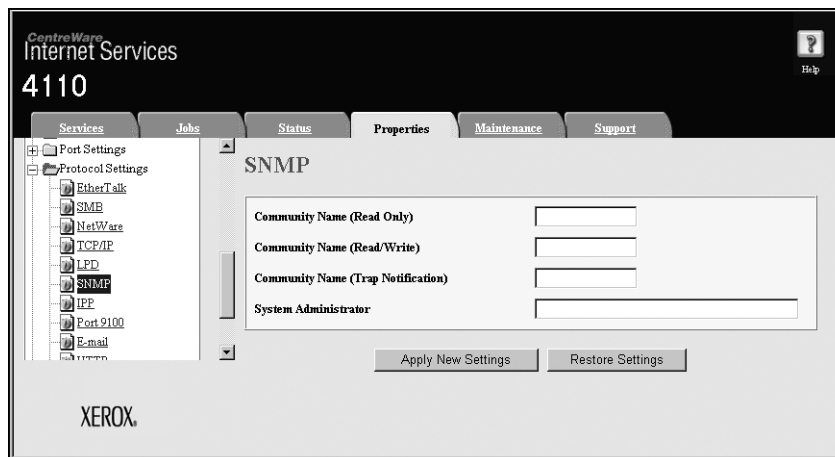


## SNMP



This section describes the settings for SNMP.

**NOTE:** When using the CentreWare software to manage the machine by remote control, enable the SNMP port.



1. Start a web browser.
2. Type the IP address or the Internet address for the machine in the address bar on the browser, and press the **Enter** key.
  - Example of the IP address entry:  
http://192.168.1.1/
  - Example of the Internet address entry:  
http://xxx.yyyy.zz.vvv/

**NOTE:** When specifying a port number, add ":" and a port number to the end of the Internet address.

3. Click the **Properties** tab.
4. Click **+** on the left of **Protocol Settings** to display the items in the folder.
5. Click **SNMP**.
6. When changing the community name, set all the **Community Name (Read only)**, **Community Name (Read/Write)**, and **Community Name (Trap Notification)**.

**NOTE:** Normally, do not change the settings.

7. Set the **System Administrator** name.

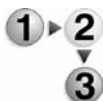
8. Reflect the values as the machine's setting values.

- a. Click the **Apply New Settings**. A screen to enter the user name and password will be displayed.
- b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.

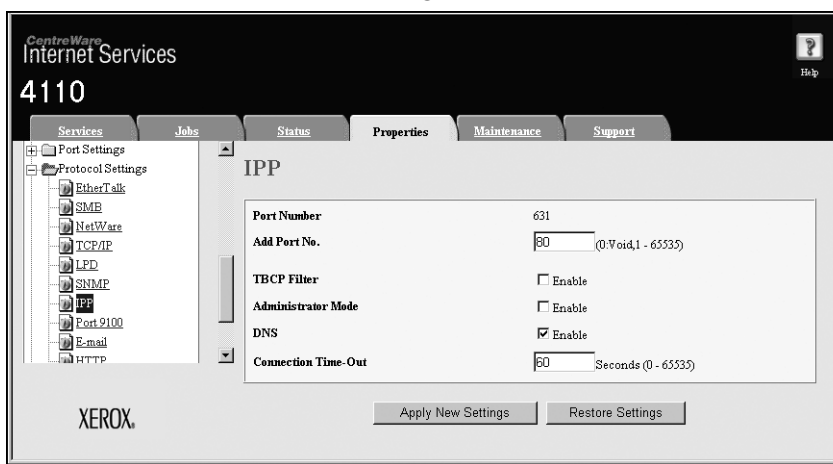
**NOTE:** The default User ID value is **11111** and password is **x-admin**.

- c. The right frame on the web browser will change to the machine reboot display.
- d. Click **Reboot**. The machine will reboot and the setting value will be reflected.

## IPP



This section describes the settings for the IPP port.



1. Start a web browser.

2. Type the IP address or the Internet address for the machine in the address bar on the browser, and press the **Enter** key.

- Example of the IP address entry:

http://192.168.1.1/

- Example of the Internet address entry:

http://xxx.yyyy.zz.vvv/

**NOTE:** When specifying a port number, add ":" and a port number to the end of the Internet address.

3. Click the **Properties** tab.
4. Click **+** on the left of **Protocol Settings** to display the items in the folder.
5. Click **IPP**.
6. Set the **Additional Port Number**.
7. Select the **Enable** check box to enable the **TBCP Filter**.
8. Select the **Enable** check box to enable **Administration Mode**.
9. Select the **Enable** check box to enable **DNS**.
10. Set the **Connection Time-Out**.
11. Reflect the values as the machine's setting values.
  - a. Click the **Apply New Settings**. A screen to enter the user name and password will be displayed.
  - b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.

**NOTE:** The default User ID value is **1111** and password is **x-admin**.

- c. The right frame on the web browser will change to the machine reboot display.
- d. Click **Reboot**. The machine will reboot and the setting value will be reflected.

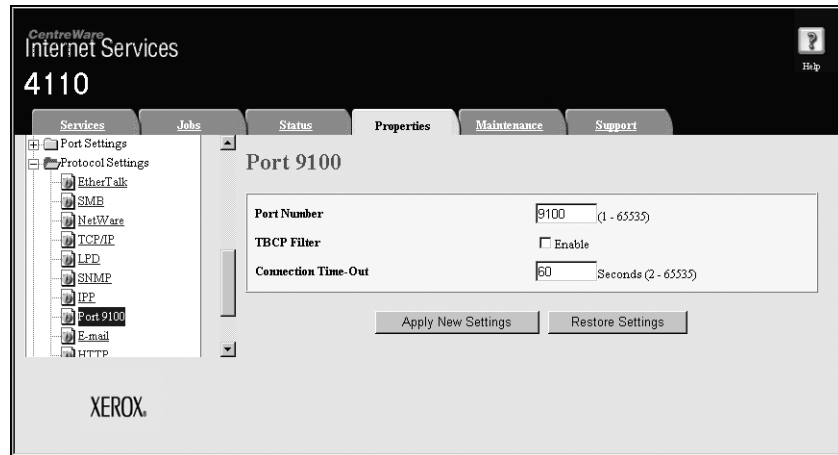
#### Port 9100

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This section describes the settings for Port 9100 port.

**NOTE:** Enable the Port 9100 port when using HP-UX.



1. Start a web browser.
2. Type the IP address or the Internet address for the machine in the address bar on the browser, and press the **Enter** key.
  - Example of the IP address entry:  
http://192.168.1.1/
  - Example of the Internet address entry:  
http://xxx.yyyy.zz.vvv/



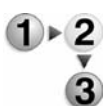
**NOTE:** When specifying a port number, add ":" and a port number to the end of the Internet address.

3. Click the **Properties** tab.
4. Click **+** on the left of **Protocol Settings** to display the items in the folder.
5. Click **Port 9100**.
6. Set the **Port Number**.
7. Select the **Enable** check box to enable the **TBCP Filter**.
8. Set the **Connection Time-Out**.

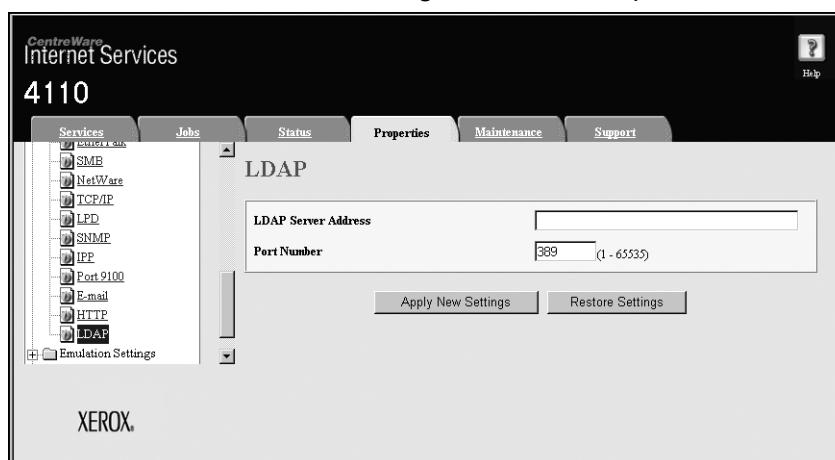
9. Reflect the values as the machine's setting values.
  - a. Click the **Apply New Settings**. A screen to enter the user name and password will be displayed.
  - b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.
 

***NOTE:** The default User ID value is **11111** and password is **x-admin**.*
  - c. The right frame on the web browser will change to the machine reboot display.
  - d. Click **Reboot**. The machine will reboot and the setting value will be reflected.

## LDAP




This section describes the settings for the LDAP port.



1. Start a web browser.
2. Type the IP address or the Internet address for the machine in the address bar on the browser, and press the **Enter** key.
  - Example of the IP address entry:  
http://192.168.1.1/
  - Example of the Internet address entry:  
http://xxx.yyyy.zz.vvv/

***NOTE:** When specifying a port number, add ":" and a port number to the end of the Internet address.*
3. Click the **Properties** tab.
4. Click **+** on the left of **Protocol Settings** to display the items in the folder.
5. Click **LDAP**.

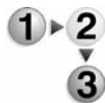
6. Set the **LDAP Server Address**.
7. Set the **Port Number**.
8. Reflect the values as the machine's setting values.
  - a. Click the **Apply New Settings**. A screen to enter the user name and password will be displayed.
  - b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.  
 **NOTE:** The default User ID value is **11111** and password is **x-admin**.
  - c. The right frame on the web browser will change to the machine reboot display.
9. Click **Reboot**. The machine will reboot and the setting value will be reflected.

## E-mail

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### Enabling the ports

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This section describes the procedure to enable the ports that are used for the e-mail feature.

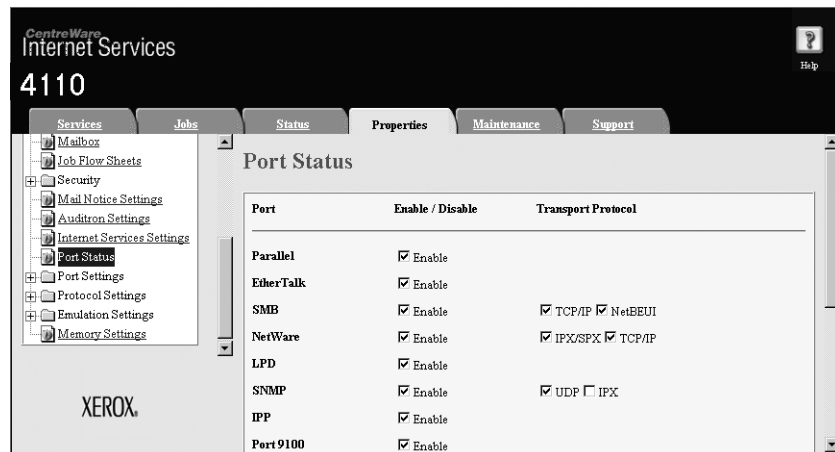
1. Start a web browser.
2. Type the IP address or the Internet address for the machine in the address bar on the browser, and press the **Enter** key.
  - Example of the IP address entry:  
http://192.168.1.1/
  - Example of the Internet address entry:  
http://xxx.yyyy.zz.vvv/



**NOTE:** When specifying a port number, add ":" and a port number to the end of the Internet address.

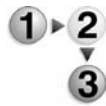
3. Click the **Properties** tab.

4. Click **Port Status** from the **Properties** area of the web browser page.



5. Enable the ports which are used for the e-mail feature.
- Select the **Enable** check box for **Receive E-Mail** when using the mail print feature.
  - Select the **Enable** check box for **Mail Notice Service** when using the mail notice or job completion notice feature.
6. Reflect the values as the machine's setting values.
- Click the **Apply New Settings**. A screen to enter the user name and password will be displayed.
  - Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.
- NOTE:** The default User ID value is **1111** and password is **x-admin**.
- The right frame on the web browser will change to the machine reboot display.
  - Click **Reboot**. The machine will reboot and the setting value will be reflected.

## Setting items



This section describes the setting items for the E-mail feature.

CentreWare Internet Services  
4110

Services Jobs Status Properties Maintenance Support

Properties

- Xerox 4110
  - Machine Details
  - Configuration
  - Counters
  - Paper Tray Attributes
  - Paper Settings
  - Power Saver Settings
  - Address Book
  - Mailbox
  - Job Flow Sheets

XEROX

### Machine Details

Product Name: Xerox 4110  
 Serial No.: xxxxxx  
 Name: Xerox4110  
 Location:   
 Contact Person:   
 Administrator E-mail Address:   
 Machine E-mail Address:   
 Comment:

CentreWare Internet Services  
4110

Services Jobs Status Properties Maintenance Support

Port Settings

- Protocol Settings
  - EtherTalk
  - SNMP
  - NetWare
  - TCP/IP
  - LPD
  - SNMP
  - IPP
  - Port 9100
  - E-mail
  - HTTP

XEROX

### TCP/IP

Host Name: Xerox4110  
 Get IP Address: \*Manual  
 IP Address: 192 168 1 1  
 Subnet Mask: 255 255 255 0  
 Gateway Address: 192 168 1 2

DNS

Get DNS Address: ☐ DHCP  
 DNS Address 1: 0 0 0 0



**NOTE:** Click **Help** at the bottom left of the CentreWare Internet Services screen for details on the setting items.


1. Start a web browser.
2. Type the IP address or the Internet address for the machine in the address bar on the browser, and press the **Enter** key.
  - Example of the IP address entry:  
http://192.168.1.1/
  - Example of the Internet address entry:  
http://xxx.yyyy.zz.vvv/



**NOTE:** When specifying a port number, add ":" and a port number to the end of the Internet address.




3. Set the e-mail address for the machine and administrator.
  - a. Click **Machine Details**.
  - b. Set the **Administrator E-Mail Address**.
  - c. Set the **Machine E-Mail Address**.
4. Click **+** on the left of **Protocol Settings** to display the items in the folder.
5. Click **TCP/IP**.
6. Set the **Host Name**.
7. Set the DNS information.



**NOTE:** The DNS settings are required when the addresses for a POP3 server and a SMTP server are set with the domain name rather than their IP addresses.

- a. Select the **DHCP** check box if using DHCP for the **Get DNS Address**.
- b. Set the **DNS Server Address 1 to 3**.



**NOTE:** This item is not necessary if **DHCP** has been specified for the **Method to Get the DNS Server Address**.


- c. Set the **DNS Name**.
- d. Select the **On** check box when using the **Generate Domain Search List Automatically**.
- e. Set the **Domain Name 1 to 3**.
- f. Set the **Connection Time-Out**.
- g. Select the **On** check box to enable the **Dynamic DNS Update**.

8. Click **E-Mail**.
9. Set the receive protocol using the **Receiving Protocol** pull-down menu.



**NOTE:** Set this item when using the mail print feature.

10. Set the print method using the **Incoming E-mail Print Options** pull-down menu.



**NOTE:** Set this item when using the mail print feature.

- 11.** Set the print method using the **Auto Print Delivery Confirmation Mail** pull-down menu.

***NOTE:** Set this item when using the mail print feature.*

- 12.** Select the **Enable** checkbox to enable the **Auto Print Error**.

- 13.** Set the **Maximum E-mail Size**. Set the number of pages when dividing the mail transmission.

***NOTE:** Set this item when using the scanner (mail transmission).*

- 14.** Select the **Enable** checkbox to enable the **Response to Read Status (MDN)**.

***NOTE:** Set this item when using the mail print feature.*

- 15.** Set the POP3 server information.

***NOTE:** Set this item when using the mail print feature and POP3 is specified for the **Receive Protocol**.*

- a. Set the **POP3 Server Address**, **POP3 Port Number**, and **POP Receiving Authentication**.
- b. Set the **POP3 Server Check Interval**.
- c. Set the **POP User Name**.
- d. Enter the **POP User Password**.

- 16.** Set the **SMTP Server Address**.

***NOTE:** Set this item when using the scanner (mail transmission), mail notice, or job completion notice feature.*

- 17.** Set the **SMTP Port Number**.

- 18.** Set the authentication method using the **SMTP Send Authentication** pull-down menu.

***NOTE:** Set this item when using the scanner (mail transmission), mail notice, or job completion notice feature. The setting is not necessary for pop receiving.*

- 19.** Set the **SMTP Authentication User**.

- 20.** Set this item when using the scanner (mail transmission), mail notice, or job completion notice feature. The setting is not necessary for pop receiving.

**21. Set the SMTP Authentication Password.**

**NOTE:** Set this item when using the scanner (mail transmission), mail notice, or job completion notice feature.

**22. Set the mail exchange restrictions.**

**NOTE:** Set this item when using the mail print feature.

- a. From the **Domain Filtering-Receive** drop-down menu, select either **Enable Receive** or **Disable Receive**.
- b. Click **Edit** button.
- c. If you selected **Enable Receive**, specify the domain names that will be accepted by the machine.  
If you selected **Disable Receive**, specify the domain names that will be rejected by the machine.
- d. Click the **Apply New Settings**.
- e. Click the **Back** button until the **E-Mail Settings** screen is displayed.

**23. Reflect the values as the machine's setting values.**

- a. Click the **Apply New Settings**. A screen to enter the user name and password will be displayed.
- b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.

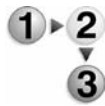


**NOTE:** The default User ID value is **1111** and password is **x-admin**.

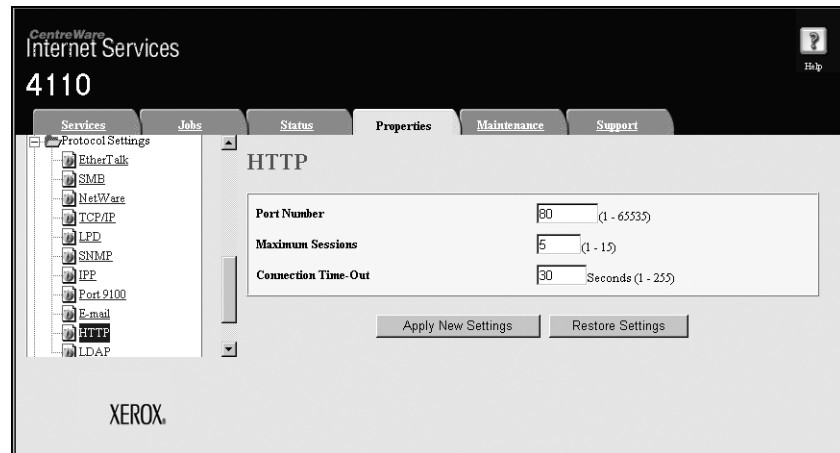
- c. The right frame on the web browser will change to the machine reboot display.
- d. Click **Reboot**. The machine will reboot and the setting value will be reflected.


## HTTP

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This section describes the settings for the HTTP port.



1. Start a web browser.
  2. Type the IP address or the Internet address for the machine in the address bar on the browser, and press the **Enter** key.
    - Example of the IP address entry:  
http://192.168.1.1/
    - Example of the Internet address entry:  
http://xxx.yyyy.zz.vvv/
-  **NOTE:** When specifying a port number, add ":" and a port number to the end of the Internet address.
3. Click the **Properties** tab.
  4. Click **+** on the left of **Protocol Settings** to display the items in the folder.
  5. Click **HTTP**.
  6. Set the **Port Number**.
  7. Set the **Maximum Session Number**.
  8. Set the **Connection Time-Out**.

**9.** Reflect the values as the machine's setting values.

- a. Click the **Apply New Settings**. A screen to enter the user name and password will be displayed.
- b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.



**NOTE:** The default User ID value is **11111** and password is **x-admin**.

- c. The right frame on the web browser will change to the machine reboot display.
- d. Click **Reboot**. The machine will reboot and the setting value will be reflected.

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**Encrypting HTTP communication**

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- The communication data between the machine and networked computers can be encrypted using HTTP.
- The SOAP port, Internet service port, and IPP port use HTTP.
- The SSL and TLS protocols are used to encrypt the communication data. Also, a public key and certificate are used to decrypt the data.
- The public key and certificate can be generated using CentreWare Internet Services. The certificate is valid for a year. Also, an existing certificate can be imported into the machine.



**NOTE 1:** When performing SSL communication using the self-certificate generated by the machine, or the certificate with which the character code is indicated by UTF-8, the following phenomena occur.

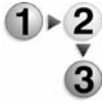
**NOTE 2:** If Internet Explorer is used in the OS environment Windows 98E or earlier, the publisher/publishing place of the certificate will not be displayed correctly.

**NOTE 3:** SSL connection will not be made if Internet Explorer is used in the OS environment of Mac OS X 10.2 because OS cannot recognize the character code (UTF-8) of the certificate. Use Netscape7 in the preceding OS environment.

**NOTE 4:** By enciphering HTTP communication, communication data can be enciphered at the time of printing (SSL encrypted communication). For how to encrypt, refer to the CentreWare Internet Services online help.



*Refer to the CentreWare Internet Services online help for how to import the certificate.*



This section describes the procedure to generate the certificate using CentreWare Internet Services and how to establish encrypted communication.

1. Start a web browser.
2. Type the IP address or the Internet address for the machine in the address bar on the browser, and press the **Enter** key.
  - Example of the IP address entry:  
http://192.168.1.1/
  - Example of the Internet address entry:  
http://xxx.yyyy.zz.vvv/



**NOTE:** When specifying a port number, add ":" and a port number to the end of the Internet address.

3. Click the **Properties** tab.
4. Click **+** on the left of **Security** to display the items in the folder.
5. Click **General Security**.
6. Generate the Certificate.
  - a. Click the **Generate a Certificate** button.
  - b. Set the **Size of the Public Key**.
  - c. Set the **Issuer**.
  - d. Click the **Generate a Certificate** button. A screen to enter the user name and password will be displayed.
  - e. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.



**NOTE:** The default User ID value is **1111** and password is **x-admin**.

7. Refresh the web browser.
8. Click **+** on the left of **Security** to display the items in the folder.
9. Click **General Security**.
10. Select the **Enable** check box for **HTTPS**. Display the items in the folder.
11. Set the **Port Number**.
12. Reflect the values as the machine's setting values.
  - a. Click the **Apply New Settings**.
  - b. The right frame on the web browser will change to the machine reboot display.
  - c. Click **Reboot**. The machine will reboot and the setting value will be reflected.

Type an address beginning with "https" rather than "http" into the address bar in the browser when accessing CentreWare Internet Services if encrypted communication is enabled.

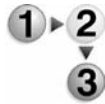
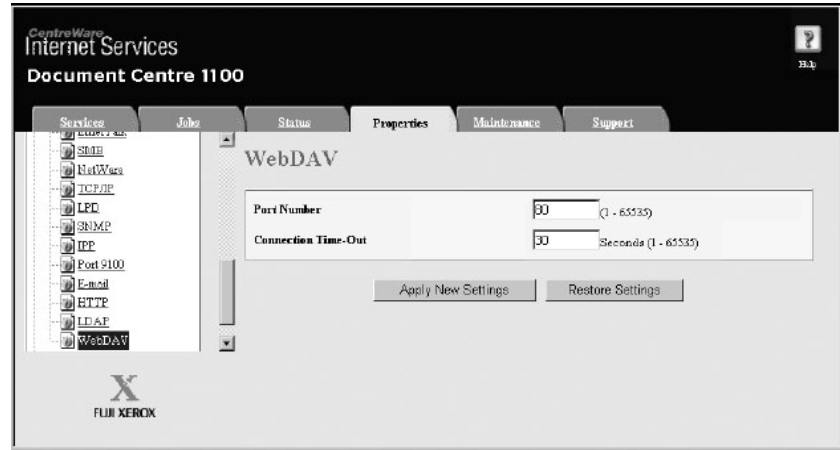
- Example of the IP address entry:
- http://192.168.1.1/
- Example of the Internet address entry:
- http://xxx.yyyy.zz.vvv/

## WebDAV

This section describes the settings for the WebDAV port.



**NOTE:** WebDAV is used to access a mailbox on the machine from a computer connected to a network using CentreWare Internet Services.



1. Start a web browser.
2. Enter the machine's IP address or the Internet address to the address entry column on the browser, and press the **Enter** key. Example of the IP address entry:

**http://192.168.1.1/**

Example of the Internet address entry

**http://xxx.yyyy.zz.vvv/**



**NOTE 1:** When specifying a port number, add ":" and a port number to the end of the Internet address.

3. Click the **Properties** tab.
4. Click **[+]** on the left of **Protocol Settings** to display the items in the folder.
5. Click **WebDAV**.



**6. Set Port Number.**

**7. Set Connection Time-Out.**

**8. Reflect the values as the machine's setting values.**

- a. Click the **Apply New Settings**. A screen to enter the user name and password will be displayed.
- b. Enter the System Administrator UserID and password into **User Name** and **Password**, and click **OK**.



**NOTE:** The default User ID value is "11111" and password is "x-admin".

- c. The right frame on the web browser will change to the machine reboot display.

**9. Click Reboot.** The machine will reboot and the setting value will be reflected.



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## 4. E-mail

### E-mail overview

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The machine is capable of exchanging e-mails. The following features are available by exchanging e-mails:

- Scanner (mail transmission)
- Mail print
- Mail notice
- Job completion notice



**NOTE:** This feature does not appear for some models. An optional package is necessary. For more information, contact the Customer Support Center.

<b>Scanner (mail transmission)</b>	Documents can be scanned and transmitted via e-mail in black and white or color (with optional color scanner kit).
<b>Mail print</b>	E-mail with attachments in either TIFF or PDF format can be sent to the machine from computers. Received e-mail will automatically be printed.
<b>Mail notice</b>	When the machine is configured with the rejected IP addresses notice or rejected mail domains notice, a mail notice about the rejection can be sent to a specified recipient.
<b>Job completion notice</b>	When a computer has submitted a job to the machine, its completion can be notified by e-mail.

## Preparations

The following items are required in order to use the e-mail feature. (Required items differ by the feature.)

Item	Description	Scanner Mail Transmission	E-mail Print	E-mail notice	Job completion notice
TCP/IP address	The TCP/IP address for the machine. E-mail is exchanged using TCP/IP.	○	○	○	○
Subnet mask	Necessary when the network is divided into subnets.	▲	▲	▲	▲
Gateway address	Necessary when multiple networks are connected by gateways.	▲	▲	▲	▲
Administrator e-mail address	Set the e-mail address for the machine administrator.	○	○	○	○
Main mail address	Used as the sender address when the machine is transmitting e-mail.	○	○	○	○
DNS server address	Required when the addresses for a POP3 server and a SMTP server are set with a domain name format rather than their IP addresses.	▲	▲	▲	▲
SMTP server address	The machine uses a SMTP server to transmit e-mail. The SMTP server can also be used for receiving e-mail.	○	○	○	○
SMTP authentication user	If the SMTP server requires authentication, specify the authentication user name.	▲	▲	▲	▲
POP3 server	If a POP3 server is used to receive e-mails, register the e-mail address of the machine and user to the POP3 server. Also, it is necessary to set the POP3 server address on the machine.	▲	▲	▲	▲
POP user name	Set the POP receiving user address.	▲	▲	▲	▲

○: A required setting

▲: May set as needed for your individual environment

**Register a Mail Account**

In order to use e-mail on the machine, a mail account for the machine needs to be registered.

**Configuring the E-mail Environment**

Enable the port and configure the machine e-mail address, TCP/IP environment, and e-mail server from the machine.



**NOTE:** The configuration can also be performed using CentreWare Internet Services.

## Configuration procedure

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### Overview

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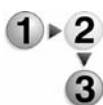
This section describes the configuration procedure to use the e-mail feature on the machine.

The following two steps are necessary to use the e-mail feature:

- Enabling the port and setting TCP/IP: Set the machine to be able to use TCP/IP
- Configuring the e-mail feature: Set the e-mail function items on the machine.

### Enabling the ports and setting the IP addresses

---



This section describes the configuration procedure to use TCP/IP on the machine.

First enable the e-mail port, then set the IP address.



**NOTE 1:** The configuration can also be performed using CentreWare Internet Services.



**NOTE 2:** Enable the SOAP port and the SNMP port in most cases. Refer to “Using CentreWare Internet Services” on page 3-1.

**1.** Display the **System Administrator Menu** screen.

- a. Press the **Log In/Out** button.
- b. Enter the UserID using the numeric keypad and select **Confirm**.



**NOTE:** The default User ID value is **1111**. When using the Authentication feature, a password is required. The default password is **x-admin**.

- c. Select **System Settings**.

2. Enable the ports which are used for the e-mail feature.
  - a. Select **System Settings**
  - b. Select **Network Settings**.
  - c. Select **Port Settings**.
  - d. Enable **Send E-Mail - Port** setting to use mail print.
  - e. Enable **Receive E-Mail - Port** setting to use mail print.
  - f. Enable **Mail Notice - Port** to use mail notice or job completion notice.
  - g. Select **Close** repeatedly until the **Network Settings** screen is displayed.

3. Set the IP address.

If the IP address is already set, this step is not necessary. Also, in an environment with DHCP or BOOTP, configure the way to obtain the address. If the address cannot be obtained automatically or manual configuration is preferred, configure the IP address, subnet mask, and gateway address.

- a. Select **Close** repeatedly until the **Network Settings** screen is displayed.
- b. Select **Protocol Settings**.
- c. Select **TCP/IP - Get IP Address** and select **Change Settings**.
- d. Select one from **DHCP**, **BOOTP**, **RARP**, **DHCP/Autonet** or **Manual**. If you select anything other than **Manual**, proceed to step 4.



**NOTE:** When using a DHCP server, also configure the WINS (Windows Internet Name Service) server.

- e. Select **TCP/IP - Get IP Address** and select **Change Settings**.
- f. Enter the IP address using the numeric keypad.



**NOTE 1:** Enter address in the format "xxx.xxx.xxx.xxx" where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

**NOTE 2:** When you make an entry mistake, press the **C** (Clear) button and enter again.

**NOTE 3:** When you would like to move to the next value without entering all 3 digits, select **Save/Select Next**.

- g. Select **Save**.
- h. Configure **TCP/IP - Subnet Mask** and **TCP/IP - Gateway Address** as the above.



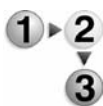
**NOTE 1:** Enter address in the format "xxx.xxx.xxx.xxx" where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

**NOTE 2:** Specify the subnet mask by a combination of the numbers 0, 128, 192, 224, 248, 252, and 255. However, you cannot use 0 between non-zero values.

**NOTE 3:** If you do not wish to set the gateway address, enter "0.0.0.0."

- 4. Select **Close** repeatedly until the **System Settings** screen is displayed.
- 5. Select **Exit**.
- 6. After the machine is restarted, print out the **Printer Settings List** to confirm that the ports are enabled and TCP/IP is configured.

## Configuring the E-mail environment



This section describes the configuration procedure to use the e-mail feature.



**NOTE 1:** The configuration can also be performed using CentreWare Internet Services.

**NOTE 2:** Enable the SOAP port and the SNMP port in most cases. Refer to "Using CentreWare Internet Services" on page 3-1.



### 1. Display the **System Administrator Menu** screen.

- a. Press the **Log In/Out** button.
- b. Enter the UserID using the numeric keypad and select **Confirm**.



**NOTE:** The default User ID value is **11111**. When using the Authentication feature, a password is required. The default password is **x-admin**.

- c. Select **System Settings**.

### 2. Set the e-mail address, host name, and domain name.

- a. Select **System Settings**.
- b. Select **Network Settings**.
- c. Select **Machine E-mail Address/Host Name**.
- d. Select **E-mail Address** and then select **Change Settings**.
- e. Enter the **E-mail Address** using the keyboard displayed.
- f. Select **Save**.
- g. Set the **Host Name** and **Domain Name** as above.
- h. Select **Close**.

### If SMTP has been selected for the E-mail Receiving Protocol

- Alias cannot be configured. User can decide the account (the left side of @ mark). The address (the right side of @ mark) is a combination of host name and domain name.
- Example: mymail@mycompany.com
  - Account name: mymail
  - Host name: host
  - Domain name: mycompany.com



**If POP has been selected  
for the E-mail Receiving  
Protocol**

- Specify POP user name to the account (the left side of @ mark), and POP3 receiving mail server to the address (the right side of @ mark). User can decide an alias such as mymail@mycompany.com
  - Example: mymail@mycompany.com
  - Account name: mymail

**3. Set the protocol for receiving e-mail.**

- a. Select **Other Settings**.
- b. Select **E-mail Receive Protocol** and then select **Change Settings**.
- c. Select either **SMTP** or **POP3** as appropriate for your environment.
- d. Select **Save** and then select **Close**.

**If SMTP has been selected  
for the Mail Receiving  
Protocol**

- Select **SMTP Server Settings** and then set the following items for the SMTP server.
  - **SMTP Server - Port Number**
  - Enter a value in the range from 1 to 65535.

**If POP3 has  
been  
selected for  
the Mail  
Receiving  
Protocol**

- Select **POP3 Server Settings** and set then the following items for the POP3 server.
  - **POP3 Server - Setup**  
Select either **By IP Address** or **By Server Name**.
  - **POP3 Server - IP Address**  
Enter if **By IP Address** has been selected for **POP3 Server - Setup**.



**NOTE 1:** Enter address in the format "xxx.xxx.xxx.xxx" where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

**NOTE 2:** When you make an entry mistake, press the **C** (Clear) button and enter again.



**NOTE 3:** When you would like to move to the next value without entering all 3 digits, select **Save/Select Next**.

- **POP3 Server - Server Name**  
Enter if **By IP Address** has been selected for **POP3 Server - Setup**.
- **POP3 Server - Port Number**  
Enter a value in the range from 1 to 65535.
- **POP3 Server - Server Check Interval**  
Set the interval for checking the e-mail on the POP3 server.
- **POP3 Server - Server Name**  
Enter the name to login to the POP3 server.
- **POP3 Password**  
Enter the same password twice in the **New Password** and **Confirm Password**. If you do not wish to set the password, leave it blank and select **Save**.
- **POP3 Password Encryption**  
Select **ON(APOP)** to encrypt the password.
- Select **Save** and then select **Close**.

**4.** Configure the mail transmission

- Select **SMTP Server Settings** and then set the following items for the SMTP server.
  - **SMTP Server - Setup**  
Select from **By IP Address** or **By Server Name**.
  - **SMTP Server - IP Address**  
Enter if **By IP Address** has been selected for **POP3 Server - Setup**.



**NOTE 1:** Enter address in the format "xxx.xxx.xxx.xxx" where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

**NOTE 2:** When you make an entry mistake, press the **C** (Clear) button and enter again.

**NOTE 3:** When you would like to move to the next value without entering all 3 digits, select **Save/Select Next**.

– **SMTP Server - Server Name**

Enter if **By Server Name** has been selected for **SMTP Server - Setup**.

– **SMTP Server - Port Number**

Enter a value in the range from 1 to 65535.



**NOTE:** This configuration is not necessary if **SMTP** has been selected for the **Mail Receiving Protocol** and has already been configured.

– **E-mail Send Authentication**

Select one from **Off**, **POP before SMTP**, or **SMTP AUTH**.



**NOTE:** If **POP before SMTP** has been selected, the **POP3** settings must be set.

– **SMTP AUTH - Login Name**

Set this item if **SMTP AUTH** has been selected for **E-mail Send Authentication**.

– **SMTP AUTH - Password**

Set this item if **SMTP AUTH** has been selected for **E-mail Send Authentication**. Enter the same password twice in the **New Password** and **Confirm Password**. If you do not wish to set the password, leave it blank and select **Save**.

- Select **Close**.

## 5. Configure the Domain restriction

Select **Domain Filter** and set the following items.

- **Domain filtering**

Select one from **Off**, **Enter Permitted Domain Names**, or **Enter Rejected Domain Names**.

- **Domain 1 - Domain 50**

Specify up to 50 domains if either **Enter Permitted Domain Name** or **Enter Rejected Domain Name** has been selected for **Domain Filter**.

6. Select **Close** repeatedly until the **System Settings** screen is displayed.
7. Select **Exit**.
8. After the machine is restarted, print out the Printer Settings List to confirm that each item is configured.

---

## 5. Using the Scan Service

### Scan Service overview

---

The machine is capable of scan services.

The following functions are available by using scan services:

- Scanner (mail transmission)
- Scanner (save to a mailbox)
- Job template scan
- Scanner (save to a computer)
- Job flow scan



**NOTE:** An optional package is necessary for this feature to function. For more information, contact the Customer Support Center.

**NOTE 2:** The optional color scanner kit will allow scanning in color or black and white. Scans from Scan Service cannot be printed unless retrieved at the client and resubmitted as a print job.

#### Scanner (mail transmission)

Documents can be scanned and transmitted via e-mail.

#### Scanner (save to a mailbox)

Documents which you would like to take in as data can be scanned and stored into a mailbox. Stored documents can be accessed from network computers.

#### Job template scan

A job template is a configuration file for scanning parameters. Specify a job template for the document to be scanned in as data. The scanned document will be stored on a hard disk on the machine, then transmitted automatically to a networked computer (server).



**NOTE:** You can create a maximum of 500 Job Templates.

#### Scanner (save to a computer)

When the machine is connected to a network, scanned data can be stored on network computers using the FTP or SMB protocol.

Documents which you would like to take in as data can be scanned and stored on network computers.

#### Job flow scan

A scan can be performed using a job flow which has been created using an external editor.

## Configuration of the scanner (mail transmission)

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### Preparations

---

Prepare the following to use the scanner (mail transmission) function:

- A registered mail account  
A mail account for the machine needs to be registered.

### Overview

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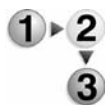
This section describes the configuration procedure to use the scanner (mail transmission) function on the machine.

The following is the procedure to use the scanner (mail transmission) function:

- Enabling the port and setting TCP/IP  
Enable the mail send port and mail receive port, and set IP addresses on the machine.
- Configuring the E-mail Environment  
Set the e-mail function items on the machine.

### Enabling the ports and setting the IP addresses

---



This section describes the configuration procedure to use TCP/IP on the machine.

First enable the mail send port, then set IP address on the machine.



**NOTE 1:** The configuration can also be performed using CentreWare Internet Services.

**NOTE 2:** Enable the SOAP port and the SNMP port in most cases.

Refer to “Using CentreWare Internet Services” on page 3-1.



1. Display the **System Administrator Menu** screen.

- a. Press the **Log In/Out** button.
- b. Enter the UserID using the numeric keypad and then select **Confirm**.



**NOTE:** The default User ID value is **1111**. When using the Authentication feature, a password is required. The default password is **x-admin**.

- c. Select **System Settings**.

2. Enable the ports which are used for the scanner (mail transmission) function.
  - a. Select **System Settings**.
  - b. Select **Network Settings**.
  - c. Select **Port Settings**.
  - d. Select **Send E-mail** and then select **Change Settings**.
  - e. Select **Send E-mail - Port** and select **Change Settings**.
  - f. Select **Enable** and then select **Save**.
  - g. Select **Close** repeatedly until the **Network Settings** screen is displayed.

3. Set the IP address.

If the IP address is already set, this step is not necessary. Also, in an environment with DHCP or BOOTP, configure the way to obtain the address. If the address cannot be obtained automatically or manual configuration is preferred, configure the IP address, subnet mask, and gateway address.

- a. Select **Protocol Settings**.
- b. Select **TCP/IP - Get IP Address** and then select **Change Settings**.
- c. Select one from **DHCP**, **BOOTP**, **RARP**, **DHCP/Autonet** or **Manual**. If you select anything other than **Manual**, proceed to step 4.

**NOTE:** When using a DHCP server, also configure the WINS (Windows Internet Name Service) server.

- d. Select **TCP/IP - Get IP Address** and then select **Change Settings**.
- e. Enter the IP address using the numeric keypad.

**NOTE 1:** Enter address in the format "xxx.xxx.xxx.xxx" where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

**NOTE 2:** When you make an entry mistake, press the **C** (Clear) button and enter again.

**NOTE 3:** When you would like to move to the next value without entering all 3 digits, select **Save/Select Next**.

- f. Select **Save**.
- g. Configure **TCP/IP - Subnet Mask** and **TCP/IP - Gateway Address** as shown above.



**NOTE 1:** Enter address in the format “xxx.xxx.xxx.xxx” where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

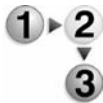
**NOTE 2:** Specify the subnet mask by a combination of the numbers 0, 128, 192, 224, 248, 252, and 255. However, you cannot use 0 between non-zero values.

**NOTE 3:** If you do not wish to set the gateway address, enter “0.0.0.0.”

4. Select **Close** repeatedly until the **System Settings** screen is displayed.
5. Select **Exit**.
6. After the machine is restarted, print out the Printer Settings List to confirm that the mail send port is enabled and TCP/IP is configured.

### Configuring the E-mail environment

---



This section describes the configuration procedure to use the scanner (mail transmission) function.



**NOTE 1:** The configuration can also be performed using CentreWare Internet Services.

**NOTE 2:** Enable the SOAP port and the SNMP port in most cases. Refer to “Using CentreWare Internet Services” on page 3-1.



1. Display the **System Administrator Menu** screen.
  - a. Press the **Log In/Out** button.
  - b. Enter the UserID using the numeric keypad and then select **Confirm**.



**NOTE:** The default User ID value is **11111**. When using the Authentication feature, a password is required. The default password is **x-admin**.

- c. Select **System Settings**.



2. Set the e-mail address, host name, and domain name.
  - a. Select **System Settings**.
  - b. Select **Network Settings**.
  - c. Select **Machine E-mail Address/Host Name**.
  - d. Select **E-mail Address** and then select **Change Settings**.
  - e. Enter the **E-mail Address** using the keyboard displayed.
  - f. Select **Save**.
  - g. Set the **Host Name** and **Domain Name** as above.
  - h. Select **Close**.
3. Set the protocol for receiving e-mail.
  - a. Select **Others**.
  - b. Select **Mail Receiving Protocol** and then select **Change Settings**.
  - c. Select either **SMTP** or **POP3** as appropriate for your environment.
  - d. Select **Save** and then select **Close**.

**If SMTP has been selected  
for the Mail Receiving  
Protocol**

- Select **SMTP Server Settings** and then set the following items for the SMTP server.
- **SMTP Server - Port Number**  
Enter a value in the range from 1 to 65535.

**If POP3 has been selected  
for the Mail Receiving  
Protocol**

- Select **POP3 Server Settings** and set then the following items for the POP3 server.
  - **POP3 Server - Setup**  
Select from **Specify by the IP Address** or **Specify by the Server Name**.
  - **POP3 Server - IP Address**  
Enter if **Specify by the IP Address** has been selected for **POP3 Server - Setup**.



**NOTE 1:** Enter address in the format “xxx.xxx.xxx.xxx” where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

**NOTE 2:** When you make an entry mistake, press the **C** (Clear) button and enter again.

**NOTE 3:** When you would like to move to the next value without entering all 3 digits, select **Save/Select Next**.

- **POP3 Server - Server Name**

Enter if **Specify by the IP Address** has been selected for **POP3 Server - Setup**.

- **POP3 Server - Port Number**

Enter a value in the range from 1 to 65535.

- **POP3 Server - Server Check Interval**

Set the interval for checking the e-mail on the POP3 server.

- **POP3 Server - Server Name**

Enter the name to login to the POP3 server.

- **POP3 Password**

Enter the same password twice in the **New Password** and **Confirm Password**. If you do not wish to set the password, leave it blank and select **Save**.

- **POP3 Password Encryption**

Select **ON(APOP)** to encrypt the password.

- Select **Save** and then select **Close**.

#### 4. Configure the mail transmission

- Select **SMTP Server Settings** and then set the following items for the SMTP server.
  - **SMTP Server - Setup**

Select from **Specify by the IP Address** or **Specify by the Server Name**.
  - **SMTP Server - IP Address**

Enter if **Specify by the IP Address** has been selected for **POP3 Server - Setup**.



**NOTE 1:** Enter address in the format “xxx.xxx.xxx.xxx” where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

**NOTE 2:** When you make an entry mistake, press the **C** (Clear) button and enter again.

**NOTE 3:** When you would like to move to the next value without entering all 3 digits, select **Save/Select Next**.

– **SMTP Server - Server Name**

Enter if **Specify by the Server Name** has been selected for **SMTP Server - Setup**.

– **SMTP Server - Port Number**

Enter a value in the range from 1 to 65535.



**NOTE:** This configuration is not necessary if **SMTP** has been selected for the **Mail Receiving Protocol** and has already been configured.

– **E-mail Send Authentication**

Select one from **Off**, **POP before SMTP**, or **SMTP AUTH**.



**NOTE:** If **POP before SMTP** has been selected, the **POP3** settings must be set.

– **SMTP AUTH - Login Name**

Set this item if **SMTP AUTH** has been selected for **E-mail Send Authentication**.

– **SMTP AUTH - Password**

Set this item if **SMTP AUTH** has been selected for **E-mail Send Authentication**. Enter the same password twice in the **New Password** and **Confirm Password**. If you do not wish to set the password, leave it blank and select **Save**.

- Select **Close**.

**5.** Configure the Domain restriction

Select **Domain Filter** and set the following items.

- Domain filtering

Select one from **Off**, **Enter Permitted Domain Names**, or **Enter Rejected Domain Names**.

- **Domain 1 - Domain 50**

Specify up to 50 domains if either **Enter Permitted Domain Name** or **Enter Rejected Domain Name** has been selected for **Domain Filter**.

**6.** Select **Close** repeatedly until the **System Settings** screen is displayed.

**7.** Select **Exit**.

**8.** After the machine is restarted, print out the Printer Settings List to confirm that each item is configured.

## Configuration of the scanner (Save to a Mailbox)

### Overview

This section describes the configuration procedure to use the scanner (save to a mailbox) function on the machine.

The following is the procedure to use the scanner (save to a mailbox) function:

- Enabling the port and setting TCP/IP  
First enable the Salutation port, then set the IP address.
- Registering a Mailbox  
Register a mailbox for storing the scanned data.

### Enabling the ports and setting the IP addresses

Enable the port (Salutation) for the scanner (save to a mailbox) and then set the IP address. The procedure for setting the machine is as follows.



**NOTE 1:** The configuration can also be performed using CentreWare Internet Services.



**NOTE 2:** Enable the SOAP port and the SNMP port in most cases. Refer to “Using CentreWare Internet Services” on page 3-1.

**1.** Display the **System Administrator Menu** screen.

- a. Press the **Log In/Out** button.
- b. Enter the UserID using the numeric keypad and then select **Confirm**.



**NOTE:** The default User ID value is **1111**. When using the Authentication feature, a password is required. The default password is **x-admin**.

- c. Select **System Settings**.

2. Enable the salutation port.
  - a. Select **System Settings**.
  - b. Select **Network Settings**.
  - c. Select **Port Settings**.
  - d. Select **IPP** and then select **Change Settings**.
  - e. Select **Salutation Port** and then select **Change Settings**.
  - f. Select **Enable** and then select **Save**.
3. Select **Close** repeatedly until the **Network Settings** screen is displayed.
4. Set the IP address.


If the IP address is already set, this step is not necessary. Also, in an environment with DHCP or BOOTP, configure the way to obtain the address. If the address cannot be obtained automatically or manual configuration is preferred, configure the IP address, subnet mask, and gateway address.

- a. Select **Close** repeatedly until the **Network Settings** screen is displayed.
- b. Select **Protocol Settings**.
- c. Select **TCP/IP - Get IP Address** and then select **Change Settings**.
- d. Select one from **DHCP**, **BOOTP**, **RARP**, **DHCP/Autonet** or **Manual**. If you select anything other than **Manual**, proceed to step 5.



**NOTE:** When using a DHCP server, also configure the WINS (Windows Internet Name Service) server.

- e. Select **TCP/IP - Get IP Address** and then select **Change Settings**.
- f. Enter the IP address using the numeric keypad.



**NOTE 1:** Enter address in the format “xxx.xxx.xxx.xxx” where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

**NOTE 2:** When you make an entry mistake, press the **C** (Clear) button and enter again.

**NOTE 3:** When you would like to move to the next value without entering all 3 digits, select **Save/Select Next**.

- g. Select **Save**.
- h. Configure **TCP/IP - Subnet Mask** and **TCP/IP - Gateway Address** as shown above.



**NOTE 1:** Enter address in the format “xxx.xxx.xxx.xxx” where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

**NOTE 2:** Specify the subnet mask by a combination of the numbers 0, 128, 192, 224, 248, 252, and 255. However, you cannot use 0 between non-zero values.

**NOTE 3:** If you do not wish to set the gateway address, enter “0.0.0.0.”

- 5. Select **Close** repeatedly until the **System Settings** screen is displayed.
- 6. Select **Exit**.
- 7. After the machine is restarted, print out the Printer Settings List to confirm that the salutation port is enabled and the IP addresses are configured.

## Registering a Mailbox

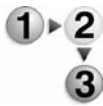
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The following describes the procedure to register a mailbox for storing scanned documents.

Documents stored in a mailbox can be taken into an application via the scan driver by a computer.

A maximum of 200 mailboxes can be registered. The following items can be configured or changed:

<b>Mailbox name</b>	Set the name used for a mailbox. Up to 10 characters can be used for the name.
<b>Password</b>	A password of up to 20 characters can be set. A password is not a required setting. Passwords are valid only when the System Administrator password is set.
<b>Check password</b>	When the password is set, configure whether each operation (such as read or write) requires password restrictions.
<b>Delete document after retrieval</b>	Set whether to delete a document in the mailbox after the document is retrieved, printed, or transferred by a job flow.
<b>Link a job flow sheet to a mailbox</b>	Set or change a link to a job flow, or select and run a job flow.



The procedure that follows describes how to register a mailbox on the machine.

1. Display the **System Administrator Menu** screen.
  - a. Press the **Log In/Out** button.
  - b. Enter the UserID using the numeric keypad and then select **Confirm**.

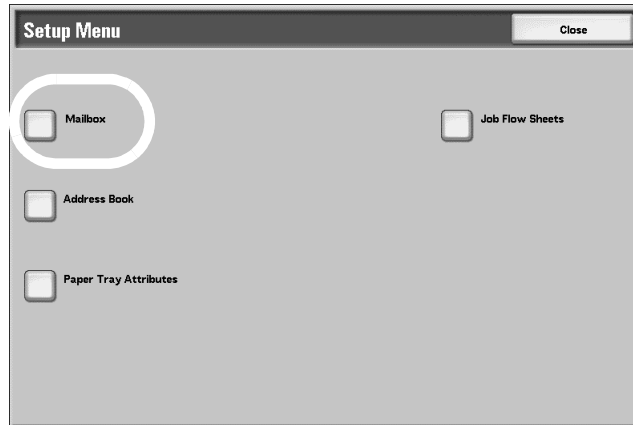


**NOTE:** The default User ID value is **1111**. When using the *Authentication* feature, a password is required. The default password is **x-admin**.

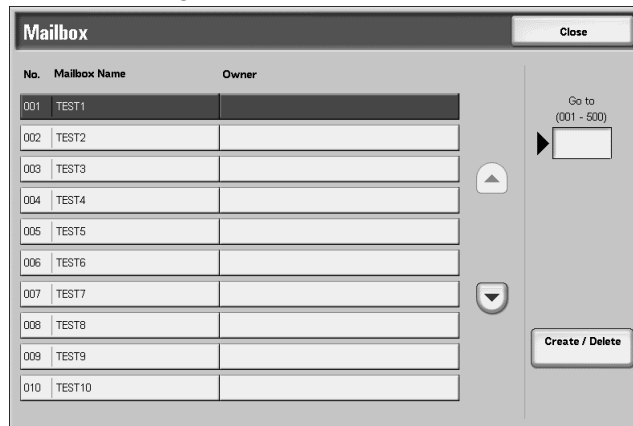
- c. Select **System Settings**.
2. Select **Setup Menu**.



### 3. Select **Mailbox**.

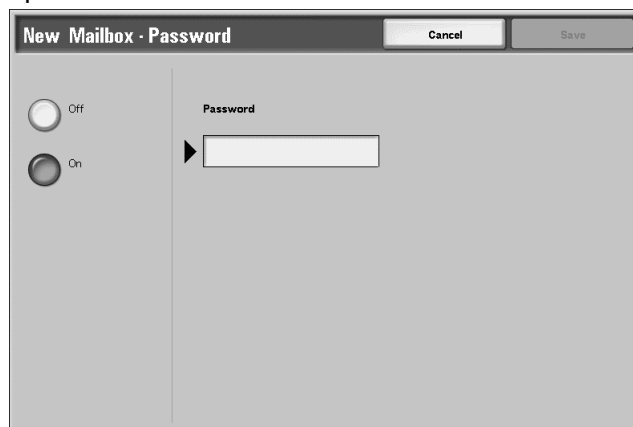


### 4. Select a box to register and then select **Create/Delete**.



**NOTE:** Mailboxes that have not been registered are displayed as “(Not In Use).”

### 5. Set a password.



**When setting a password:**

- Select **Yes**.
- Enter the password using the numeric keypad then select **Save**.

The **Mailbox XXX - Create/Delete** screen is displayed. XXX indicates the mailbox number to register.

**NOTE:** The password entered is displayed as “\*.” If you make a mistake while entering the password, press the **C** (Clear) button and enter the password again.

**When not setting a password**

- Select **No** and then select **Save**.

The **Mailbox XXX - Create/Delete** screen is displayed. XXX indicates the mailbox number to register.

6. Configure other items as necessary. Select an item to configure and select **Change Settings**. When the setting is completed, select **Save**.

Items	Current Settings
1. Local Disk / Mailbox Name	TEST1
2. Password	Off
3. Check Password	(Password Not Set)
4. Delete Document After Retrieval	Delete
5. Delete Documents with Expiry Date	Enabled
6. Link Job Flow Sheet to Mailbox	Name1

Buttons: Delete Local Disk / Mailbox, Change Settings

**Mailbox name**

Set the name used for a mailbox. Up to 10 characters can be entered.



**NOTE:** The buttons on the Control Panel can also be used for the entry.

**Check password**

When the password is set, configure whether each operation (such as read or write) requires password restrictions.

- **Save (write)**  
A password entry is required when selecting a mailbox.
- **Print/delete (read)**  
A password entry is required when printing or deleting a document in a mailbox.
- **Always**  
A password is required for both the above operations.

<b>Delete document after retrieval</b>	<p>Set whether to delete a document in the mailbox after the document is retrieved, printed, or transferred by a job flow.</p> <ul style="list-style-type: none"><li>• No The document is kept.</li><li>• Yes The document is deleted.</li></ul>
<b>Delete documents with expiry date</b>	<p>When an <b>Document Expiry Date</b> is set in <b>Stored Document Settings</b> under <b>System Settings</b>, expired documents are deleted at the specified time.</p>
<b>Link a job flow sheet to a mailbox</b>	<p>Set or change a link to a job flow, or select and run a job flow.</p> <ol style="list-style-type: none"><li><b>7.</b> Confirm the entries made in the <b>Create/Delete</b> screen and select <b>Close</b>.</li><li><b>8.</b> Continue to select <b>Close</b> until the <b>System Settings</b> screen is displayed.</li><li><b>9.</b> Select <b>Exit</b>.</li></ol>

## Configuration of the Job Template

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### Preparations

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The following environment is required to use the job template scan function on the machine:

- Using with FTP

For information on the required FTP server.

- Using with SMB

To use SMB forwarding, your computer should have one of the following operating systems installed that supports folder sharing:

- Microsoft Windows 95/98
- Microsoft Windows Me
- Microsoft Windows NT 4.0
- Microsoft Windows 2000
- Microsoft Windows Server 2003
- Microsoft Windows XP

### Overview

---

This section describes the configuration procedure to use the job template scan function on the machine.

The following is the procedure to use the job template scan function:

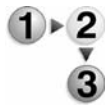
- Enabling the port and setting TCP/IP

Enable the SNMP port, Internet service port and FTP port or SMB port, and set IP addresses on the machine.

- Configuring the SNMP port

Configure the transport protocol for the SNMP port using CentreWare Internet Services.

## Enabling the ports and setting the IP addresses



In order to use FTP service on the machine, enable the port and set the IP address. The procedure for setting the machine is as follows.



**NOTE:** The configuration can also be performed using CentreWare Internet Services.



Refer to “Using CentreWare Internet Services” on page 3-1.



1. Display the **System Administrator Menu** screen.
  - a. Press the **Log In/Out** button.
  - b. Enter the UserID using the numeric keypad and then select **Confirm**.
 

**NOTE:** The default User ID value is **11111**. When using the Authentication feature, a password is required. The default password is **x-admin**.
  - c. Select **System Settings**.

2. Enable the SNMP port.
  - a. Select **System Settings**.
  - b. Select **Network Settings**.
  - c. Select **Port Settings**.
  - d. Select **SNMP** and then select **Change Settings**.
  - e. Select **SNMP - Port** and select **Change Settings**.
  - f. Select **Enable** and then select **Save**.
  - g. Select **Close**.
3. Enable the FTP client port and Internet service (HTTP) port as above.
4. Select **Close**.

**5. Set the IP address.**


If the IP address is already set, this step is not necessary. Also, in an environment with DHCP or BOOTP, configure the way to obtain the address. If the address cannot be obtained automatically or manual configuration is preferred, configure the IP address, subnet mask, and gateway address.

- a. Select **Close** repeatedly until the **Network Settings** screen is displayed.
- b. Select **Protocol Settings**.
- c. Select **TCP/IP - Get IP Address** and then select **Change Settings**.
- d. Select one from **DHCP, BOOTP, RARP, DHCP/Autonet** or **Manual**. If you select anything other than **Manual**, proceed to step 6.



**NOTE:** When using a DHCP server, also configure the WINS (Windows Internet Name Service) server.

- e. Select **TCP/IP - Get IP Address** and then select **Change Settings**.
- f. Enter the IP address using the numeric keypad.




**NOTE 1:** Enter address in the format “xxx.xxx.xxx.xxx” where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

**NOTE 2:** When you make an entry mistake, press the **C** (Clear) button and enter again.

**NOTE 3:** When you would like to move to the next value without entering all 3 digits, select **Save/Select Next**.

- g. Select **Save**.
- h. Configure **TCP/IP - Subnet Mask** and **TCP/IP - Gateway Address** as shown above.



**NOTE 1:** Enter address in the format “xxx.xxx.xxx.xxx” where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

**NOTE 2:** Specify the subnet mask by a combination of the numbers 0, 128, 192, 224, 248, 252, and 255. However, you cannot use 0 between non-zero values.

**NOTE 3:** If you do not wish to set the gateway address, enter “0.0.0.0.”

6. Select **Close** repeatedly until the **System Settings** screen is displayed.
7. Select **Exit**.
8. After the machine is restarted, print out the **Printer Settings List** to confirm that the ports are enabled and TCP/IP is configured.

## Configuring the SNMP port



Configure the transport protocol for the SNMP port using CentreWare Internet Services.

1. Start a web browser.
2. Enter the machine's IP address or the Internet address to the address entry column on the browser, and press the Enter key.
  - Example of the IP address entry:  
http://192.168.1.1/
  - Example of the Internet address entry:  
http://xxx.yyyy.zz.vvv/



**NOTE:** When specifying a port number, add “:” and a port number to the end of the Internet address.

3. Click the **Properties** tab.
4. Click **Port Status** from the **Properties** area.
5. Select the **UDP** checkbox to the right of **SNMP** (Port Status feature).
6. Reflect the values as the setting values of the machine.
  - a. Click the **Apply New Settings**.
  - b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.



**NOTE:** The default User ID value is **11111** and password is **x-admin**.

- c. The right frame on the web browser will change to the machine reboot display.
- d. Click **Reboot**. The machine will reboot and the setting value will be reflected.

## Configuration of the scanner (Save to a Computer)

---

### Preparations

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Prepare the following to use the scanner (save to a computer) function:

#### Using with FTP

When using with FTP transmission, one of the following FTP servers and an account to FTP servers (login name and password) are required:

- Microsoft Windows 2003 Server  
The FTP service of Microsoft Internet Information Server 6.0.
- Microsoft Windows NT Server 4.0, Microsoft Windows 2000 Server, Microsoft Windows NT Workstation 4.0, Microsoft Windows 2000 Professional, or Microsoft Windows XP.  
The FTP service of Microsoft Internet Information Server 3.0.
- Novell NetWare  
FTP service of NetWare 5.11J or 5.12J.

Refer to the manual provided with the software for how to configure the FTP service.

#### Using with SMB

When using with SMB transmission, your computer must have one of the following operating systems installed that supports folder sharing:

- Microsoft Windows 98
- Microsoft Windows Me
- Microsoft Windows NT 4.0
- Microsoft Windows 2000
- Microsoft Windows 2003 Server
- Microsoft Windows XP



## Overview

This section describes the configuration procedure to use the scanner (save to a computer) function on the machine.

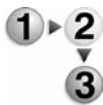
The following is the procedure to use the scanner (save to a computer) function:

- Enabling the port and setting TCP/IP  
Enable the FTP port or SMB port and set the machine's IP address.
- Preparing a FTP folder or SMB folder  
Create a folder for transmission destinations on the computer.



**NOTE:** When using with SMB protocol, you must login to the FTP server of your choice and create a destination directory for your files.

## Enabling the ports and setting the IP addresses



In order to use the scanner (save to a computer) service, enable a port (SMB or FTP client) and set the IP address. The procedure for setting the machine is as follows:



**NOTE 1:** The configuration can also be performed using CentreWare Internet Services.

**NOTE 2:** Enable the SOAP port and the SNMP port in most cases. Refer to "Using CentreWare Internet Services" on page 3-1.



**1.** Display the **System Administrator Menu** screen.

- a. Press the **Log In/Out** button.



**NOTE:** If the password is set, the **Login** screen is displayed.

- b. If the password is set, enter the password using the numeric keypad and select **Confirm**. If the password is not set, proceed to step c.



**NOTE:** The default value for the password is **11111**.

- c. Select **System Settings**.

**2.** When using the SMB protocol, enable the SMB port.

- a. Select **System Settings**.
- b. Select **Network Settings**.
- c. Select **Port Settings**.
- d. Select **SMB** and then select **Change Settings**.

- e. Select **SMB** and then select **Change Settings**.
  - f. Select **Enable** and then select **Save**.
  - g. Select **Close**.
- 3.** When using the FTP protocol, enable the FTP client port.
- a. Select **FTP Client** and then select **Change Settings**.
  - b. Select **FTP Client port** and then select **Change Settings**.
  - c. Select **Enable** and then select **Save**.
  - d. Select **Close** repeatedly until the **Network Settings** screen is displayed.

**4.** Set the IP address.


If the IP address is already set, this step is not necessary. Also, in an environment with DHCP or BOOTP, configure the way to obtain the address. If the address cannot be obtained automatically or manual configuration is preferred, configure the IP address, subnet mask, and gateway address.

- a. Select **Protocol Settings**.
- b. Select **TCP/IP - Get IP Address** and then select **Change Settings**.
- c. Select one from **DHCP**, **BOOTP**, **RARP**, **DHCP/Autonet** or **Manual**. If you select anything other than **Manual**, proceed to step 5.



**NOTE:** When using a DHCP server, also configure the WINS (Windows Internet Name Service) server.

- d. When **Manual** is selected, select **TCP/IP - IP Address** then **Change Settings**.
- e. Select **TCP/IP - IP address** and then select **Change Settings**.
- f. Enter the IP address using the numeric keypad.



**NOTE 1:** Enter address in the format "xxx.xxx.xxx.xxx" where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

**NOTE 2:** When you make an entry mistake, press the **C** (Clear) button and enter again.

**NOTE 3:** When you would like to move to the next value without entering all 3 digits, select **Save/Select Next**.

- g. Select **Save**.
- h. Configure **TCP/IP - Subnet Mask** and **TCP/IP - Gateway Address** as shown above.



**NOTE 1:** Enter address in the format “xxx.xxx.xxx.xxx” where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

**NOTE 2:** Specify the subnet mask by a combination of the numbers 0, 128, 192, 224, 248, 252, and 255. However, you cannot use 0 between non-zero values.

**NOTE 3:** If you do not wish to set the gateway address, enter “0.0.0.0.”

5. Select **Close** repeatedly until the **System Settings** screen is displayed.
6. Select **Exit**.
7. After the machine is restarted, print out the Printer Settings List to confirm that either the SMB port or FTP client port is enabled and the IP addresses are configured.

## Configuration on the computer

---

This section describes the configuration procedure for the computer.

### Using with FTP

Create a destination directory/folder for your files. this directory/folder should be created on the FPT server where you logged in.

### Using with SMB

Create a folder on the computer and configure it as a shared folder.

## Configuration of the Job Flow

---

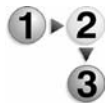
This section describes the configuration procedure to use the job flow scan function on the machine.

The following is the procedure to use the job flow scan function:

- Enabling the port and setting TCP/IP  
Enable the SOAP port, SNMP port, and Internet service port, and set IP addresses on the machine.
- Configuring the SNMP port  
Configure the transport protocol for the SNMP port using CentreWare Internet Services.
- Configuring the computer

### Enabling the ports and setting the IP addresses

---



In order to use the job flow service, enable the SOAP port, SNMP port, and Internet service port, and set IP addresses. The procedure for setting the machine follows.



**NOTE:** The configuration can also be performed using CentreWare Internet Services.



Refer to “Using CentreWare Internet Services” on page 3-1.

1. Display the **System Administrator Menu** screen.
  - a. Press the **Log In/Out** button.
  - b. Enter the UserID using the numeric keypad and then select **Confirm**.



**NOTE:** The default User ID value is **11111**. When using the Authentication feature, a password is required. The default password is **x-admin**.

- c. Select **System Settings**.
2. Enable the SOAP port.
  - a. Select **System Settings**.
  - b. Select **Network Settings**.
  - c. Select **Port Settings**.
  - d. Select **SOAP** and then select **Change Settings**.
  - e. Select **SOAP - Port** and select **Change Settings**.
  - f. Select **Enable** and then select **Save**.
  - g. Select **Close**.

3. Enable the SNMP port.
  - a. Select **Network Settings**.
  - b. Select **Port Settings**.
  - c. Select **SNMP** and then select **Change Settings**.
  - d. Select **SNMP - Port** and select **Change Settings**.
  - e. Select **Enable** and then select **Save**.
  - f. Select **Close**.
4. Enable the Internet service (HTTP) port as above.
5. Select **Close**.
6. Set the IP address.

If the IP address is already set, this step is not necessary. Also, in an environment with DHCP or BOOTP, configure the way to obtain the address. If the address cannot be obtained automatically or manual configuration is preferred, configure the IP address, subnet mask, and gateway address.

- a. Select **Protocol Settings**.
- b. Select **TCP/IP - Get IP Address** and then select **Change Settings**.
- c. Select one from **DHCP, BOOTP, RARP, DHCP/Autonet** or **Manual**. If you select anything other than **Manual**, proceed to step 7.

**NOTE:** When using a DHCP server, also configure the WINS (Windows Internet Name Service) server.

- d. When **Manual** is selected, select **TCP/IP - IP Address** then **Change Settings**.
- e. Select **TCP/IP - Get IP Address** and then select **Change Settings**.
- f. Enter the IP address using the numeric keypad.

**NOTE 1:** Enter address in the format "xxx.xxx.xxx.xxx" where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

**NOTE 2:** When you make an entry mistake, press the **C** (Clear) button and enter again.

**NOTE 3:** When you would like to move to the next value without entering all 3 digits, select **Save/Select Next**.

- g. Select **Save**.
- h. Configure **TCP/IP - Subnet Mask** and **TCP/IP - Gateway Address** as shown above.



**NOTE 1:** Enter address in the format “xxx.xxx.xxx.xxx” where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

**NOTE 2:** Specify the subnet mask by a combination of the numbers 0, 128, 192, 224, 248, 252, and 255. However, you cannot use 0 between non-zero values.

**NOTE 3:** If you do not wish to set the gateway address, enter “0.0.0.0.”

- 7. Select **Close** repeatedly until the **System Settings** screen is displayed.
- 8. Select **Exit**.
- 9. After the machine is restarted, print out the Printer Settings List to confirm that the SOAP port is enabled and the IP addresses are configured.

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## 6. Computer Operations

### Overview of features

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#### Print driver

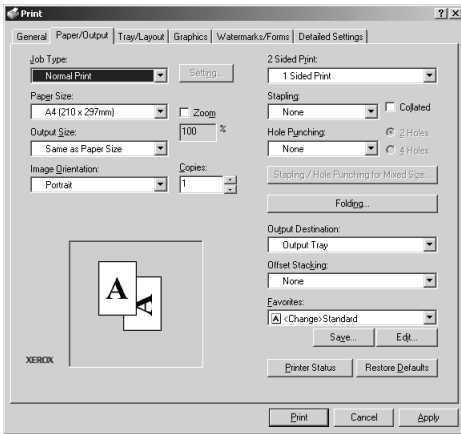
---

In order to print from your computer, a print driver must be installed.



*For instructions on installing the print driver, refer to the manual contained on the CentreWare CD-ROM.*

#### Print driver screen



#### Main print features

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The major print features are as follows:



*To learn about print features, click **Help** in the print driver screen and refer to the online help. For information about how to print, refer to “Printing” on page 6-8.*








**NOTE:** In the **Printer Configuration** tab, there are some features that cannot be used without configuring optional settings. Unavailable features are shaded.

#### Multiple Up

Prints multiple pages onto 1 sheet of paper.

#### 2 Sided Print

If 2-sided printing is available, then the paper is printed on both sides.

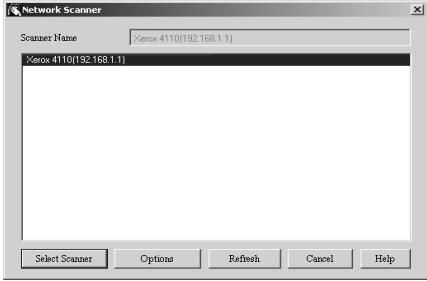
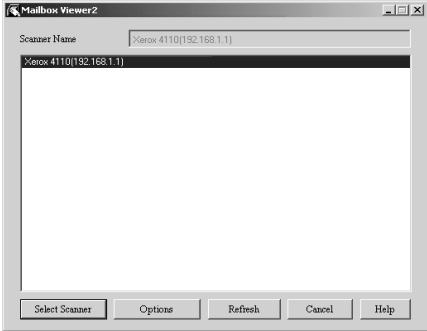
<b>Poster</b>	Splits one page of print data into multiple sheets of paper and expands the printed image to fit the size of each sheet. Used when making large posters, for example.
<b>Booklet Creation</b>	If 2-sided printing is supported, then 2-sided printing and page allocations are fitted for printing booklets in the correct page order.
<b>Transparency Separators</b>	A blank sheet of paper is automatically inserted as a separator each time that a transparency is printed.
<b>Watermark/Forms</b>	Prints fixed text, such as "Confidential," over the print data.
<b>Secure Print</b>	Temporarily stores the print data on the machine, and waits for a print command from the device before printing. Used when printing confidential documents, for example.  <i>For information about how to print, refer to Chapter 9 of the User Guide, the section entitled "Printing and Deleting Stored Documents."</i>
<b>Sample Print</b>	When printing multiple copies of a document, you can first print a confirmation copy and then print the rest from the machine.  <i>For information about how to print, refer to Chapter 9 of the User Guide, the section entitled "Printing and Deleting Stored Documents."</i>
<b>Delayed Print</b>	Temporarily stores the print data on the machine, and prints can be made at specified time.  <i>For how to print, refer to Chapter 9 of the User Guide, the section entitled "Printing and Deleting Stored Documents."</i>
<b>Charge Print</b>	Temporarily stores the print data on the machine for each UserID, and waits for a print command from the machine before printing.  <i>For information about how to set up charge printing, refer to "Charge Print Settings" on page 8-188. For information about how to print, refer to Chapter 9 of the User Guide, the section entitled "Printing and Deleting Stored Documents."</i>
<b>E-mail Print</b>	You can send e-mail with TIFF or PDF documents attached from a computer to the machine. Received e-mail is automatically printed.  <i>For more information, refer to "E-mail print" on page 6-9.</i>



# Network Scanner Utility2

Using Network Scanner Utility2, you can import scan documents stored in the mailbox of the machine onto a network computer.

There are 2 types of Network Scanner Utility2:

• Network Scanner	• Mailbox Viewer2
	



**NOTE:** Use the included CentreWare Utilities CD-ROM to install Network Scanner Utility2.

## Network scan driver

The Network Scan driver is used to allow client-side application software to import documents (scan data) stored in the mailbox on the machine via the network.



For more information, refer to “Importing from a TWAIN-compatible application” on page 6-11.

## Mailbox Viewer2

Using Mailbox Viewer2, you can import documents stored in the mailbox on the machine without using any application software.



For more information, refer to “Importing from Mailbox Viewer2” on page 6-15.

## CentreWare Internet Services

CentreWare Internet Services requires a TCP/IP environment, and enables you to view the status of the machine and its jobs, as well as change settings via a web browser. You can also import documents saved in a mailbox.



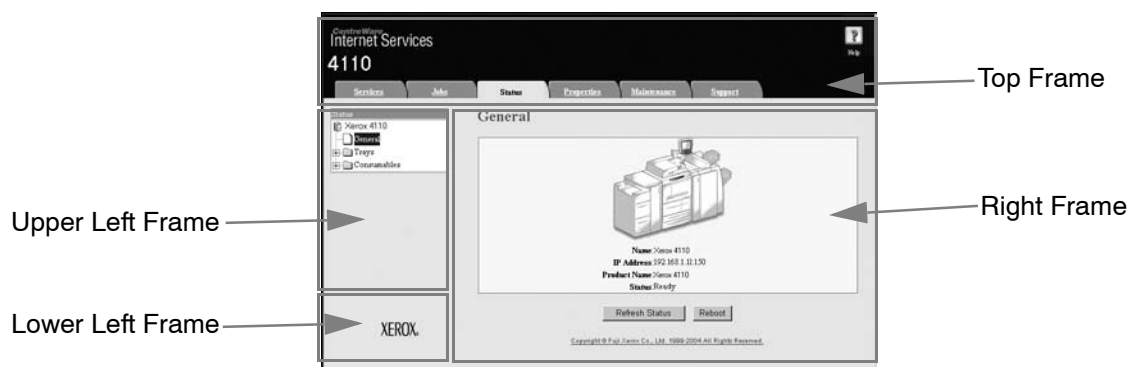
*For information about importing documents, refer to “Importing using CentreWare Internet Services” on page 6-18. An explanation of CentreWare Internet Services is also provided earlier in this guide.*

### The CentreWare Internet Services Screen

The **CentreWare Internet Services** screen is made up of 4 frames. At the top and bottom are frames that occupy the full width of the browser. Between those are 2 frames on the left and right. The contents displayed in each frame change depending on the feature in use (service, job, status, property, maintenance, support).



**NOTE:** You can read explanations of CentreWare Internet Services via the online help by clicking on the **Help** button in the top frame.



#### Top frame

This frame appears at the top of the window. It includes the logo, the machine name, a link to online help, and tabs (links) to each feature.



*For information about each feature provided by CentreWare Internet Services, click **Help** in this frame and refer to the displayed help.*

#### Right frame, upper left frame

Contents of the right frame and upper left frame change depending on the selected feature. When a feature is selected, configurable features and data are displayed in the right frame and upper left frame.

A link to the Copyright screen is displayed in the **Status** tab.

#### Lower left frame

A link to the Xerox home page is shown.

Primary features provided by CentreWare Internet Services are listed below:

Tab name	Main features
Service	<ul style="list-style-type: none"> <li>Print Commands You can specify a file on your PC to print.</li> </ul>
Job	<ul style="list-style-type: none"> <li>Job List, Job History Report, Delete Jobs</li> </ul>
Status	<ul style="list-style-type: none"> <li>Display Device Status Display the status of paper tray and output tray, and consumables such as toner</li> <li>Reboot by system administrator</li> </ul>
Properties	<ul style="list-style-type: none"> <li>Display and configuration of the properties below: Device information and date / time settings, memory and print language device configuration display, quantity display, paper tray settings, paper settings, power saver mode settings, mailbox edit, Job Flow edit, security settings, ID management, mail notification settings, Auditron settings, Internet Services settings, port settings</li> <li>Port Settings</li> <li>Protocol Settings</li> <li>Emulation Settings</li> <li>Memory Allocation</li> </ul>
Maintenance	<ul style="list-style-type: none"> <li>Display Error History</li> </ul>
Support	<ul style="list-style-type: none"> <li>Display Support Data</li> </ul>



**NOTE 1:** Some field settings only take effect after a reboot (after power cycle of the machine, or after changing a system setting from the control panel).

**NOTE 2:** When a setting is changed from CentreWare Internet Services while operating the control panel, the setting items changed on the screen of the control panel are not displayed. Power-cycle the printer in this case.

**NOTE 3:** A user name and password is required to make changes to system administrator settings. The default user name is **11111**. The default password is **x-admin**.

### Browser

---

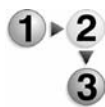
CentreWare Internet Services has been tested on the browsers listed below.

- For Windows OS**
- Microsoft Internet Explorer 6.0 Service Pack 1 or later
  - Netscape 7.0 or later

- For MacOS X 10.2**
- Microsoft Internet Explorer 5.2 or later
  - Netscape 7.0 or later

### Browser settings

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Before using this service, check the following configuration settings for your browser. Internet Explorer 6.0 SP is used as an example.

1. Select **Internet Options** from the **Tools** menu.
2. In the **General** tab, click the **Settings** button in the **Temporary Internet Files** pane.
3. In the **Settings** dialog box, set **Check for newer versions of stored pages** to either **Every visit to the page** or **Every time you start Internet Explorer**.
4. Click **OK**.

### Proxy server and port numbers

---

This section describes proxy server settings and port numbers when using this service.

#### Proxy server

We recommend that you use this service by connecting directly, and not using a proxy server.



**NOTE:** *If using a proxy server, specifying the IP address of the machine in the browser results in slower responses and could prevent some screens from appearing. In this case, it is necessary to configure the machine's IP address on the browser-side without going through a proxy server. Refer to the browser documentation for configuration instructions.*

**Port number** This service is configured to use port "80" by default. The port number can be changed in **Properties > Protocol Settings > HTTP**. Valid ports are 1 - 65535.

If you change the port to a value other than "80," you must add ":" plus the port number to the IP address when typing the URL into your browser.

For example, if the port number is "8080," the URL is:

http://the IP address of the machine:8080

OR

http://the Internet address of the machine:8080

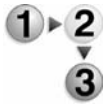


You can verify the port number in **Settings List > Maintenance**. For information about the **Setting List**, refer to the section entitled "Print Report/List" in Chapter 10 of the User Guide.



**NOTE:** If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.

## Starting CentreWare Internet Services



To use this service, perform the following procedure on your computer.

1. Start up the computer and the browser.
2. Enter the device IP address or Internet address in the browser address field and press the **Enter** key.

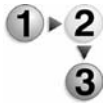


**NOTE 1:** If your network uses DNS (Domain Name System) and the host name of the machine is registered with the domain name server, you can access the device using a combination of the host name and the domain name as the "Internet address." For example, if the host name is "myhost," and the domain name is "mycompany.com," then the "Internet address" "myhost.mycompany.com." When specifying a port number, add ":" and a port number to the end of the Internet address.

**NOTE 2:** If using the authorization feature on the machine, enter a UserID and Password into the **User Name** and **Password** fields. Ask the machine administrator for the UserID and Password.

**NOTE 3:** If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.

## Printing



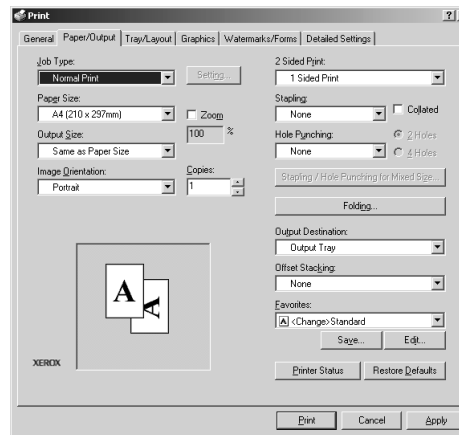
This section describes print procedures.

Print procedures vary depending on the application software you are using. For more information, refer to the documentation provided with each application.



*To learn about print features, click **Help** in the print driver screen and refer to the online help.*

1. Select **Print** from the application **File** menu.
2. Confirm the **Printer Name** and click **Properties** if necessary.
3. Configure the properties if necessary.



4. Click **OK**.
5. Click **OK** in the **Print** dialog box.

---

## E-mail print

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You can send e-mail with TIFF or PDF documents attached from a computer to the machine. Received e-mail is automatically printed. This feature is called "E-mail Print."

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### Setup

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To use the E-mail Print feature, the following setup is necessary. Check with your system administrator or network administrator whether these settings have been completed.

#### Network environment Settings

Register a User Account

#### Set the e-mail environment

Configure the port, the e-mail address of the machine, TCP/IP environment, and e-mail server, for example.

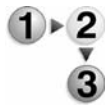


*For more information, refer to "Network Settings" on page 8-116.*

#### Set Login setup/Auditron Administration

When print jobs are being controlled from Login Setup/Auditron Administration, set **Non-Account Print** to **Enable** in order to display it on the **Properties** tab of CentreWare Internet Services (on the browser page).

## Sending e-mails



This example describes how to use Outlook Express to send e-mail from a computer to each printer.

1. Use your e-mail client to create the e-mail body, and then attach a TIFF or PDF document if available.



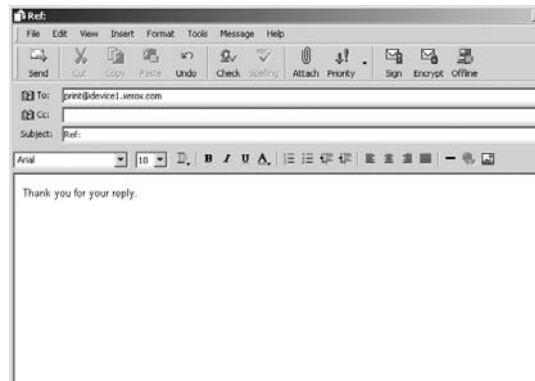
**KEY POINT:** Only plain text is permitted in the e-mail body. Change the body text format to plain text from within your e-mail client. HTML format cannot be printed.



**NOTE 1:** Attached files that do not have the ".tif" or ".pdf" extension may not print correctly.

**NOTE 2:** Up to 31 documents can be attached.

2. Enter the mail address of the machine as the recipient.



3. Send the e-mail.



**NOTE:** The receiving printer prints the e-mail body and attached documents with the following configuration:

### **E-mail body:**

The PCL print driver for the machine is installed on the sending computer with a default TIFF format document attachment. Default value of logical printer configured by **TIFF Memory Allocation Settings** in the CentreWare Internet Services **Emulation Settings**.

### **PDF format document attachment:**

Default value of logical printer configured by **Postscript Logical Printer Number** in the CentreWare Internet Services **Emulation Settings**.

Offset output specification is disabled in each case.



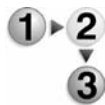
## Importing scanned data

There are 3 methods for importing documents from a machine mailbox to your computer.

- Importing from a TWAIN Compatible Application
- Importing from Mailbox Viewer2
- Importing using CentreWare Internet Services

These procedures are described below:

### Importing from a TWAIN-compatible application



The following section describes methods for using application software to import a document stored on a machine mailbox.

The Network Scan driver is used to allow client-side application software to import documents (scan data) stored on the mailbox in the machine via the network.



*For instructions on installing the Network Scan driver, refer to the manual contained in the CentreWare Utilities CD-ROM.*

*To learn about fields in the displayed dialog box, click **Help** and refer to the online help.*

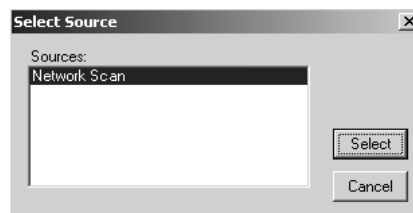


1. Launch the application software to import the document.

**KEY POINT:** The application must support TWAIN. TWAIN is a standard for scanners and other input devices.

**NOTE:** For information about supported applications, refer to the **Readme** contained in the CentreWare Utilities CD-ROM.

2. From the **File** menu, select the command used to choose the scanner (source).
3. From the **Source**, select **Network Scan**, and click **Select**.



4. From the **File** menu, select the command used to import the image from the scanner.

5. From the displayed list, click the scanner name of the machine, and click the **Select Scanner** button.

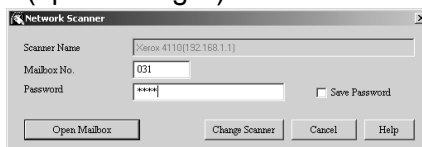


**NOTE 1:** If no items are shown in the list, click **Refresh**. The application searches for scanners.

**NOTE 2:** Click on **Options** to change the way scanner names are displayed.

**NOTE 3:** Only scanners connected to the network are automatically shown in the list. To view scanners from other networks, click **Options** and change the settings. For information about changing settings, refer to “Changing network scan driver settings” on page 6-14.

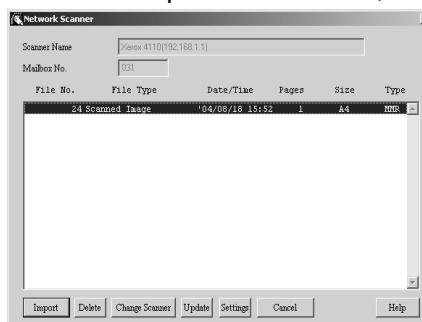
6. In the **Mailbox Number** field, input the mailbox number (001 - 500) that contains the document you wish to import, and input a password (up to 20 digits) into the **Password** field.



**NOTE 1:** When you check the **Save Password** check box, you can skip steps 5 to 7 the next time you select the same mailbox.

**NOTE 2:** Clicking **Change Scanner** returns to step 5, where you can reselect a scanner.

7. Click **Open Mailbox**.
8. Select a document to import from the list, and click **Import**.

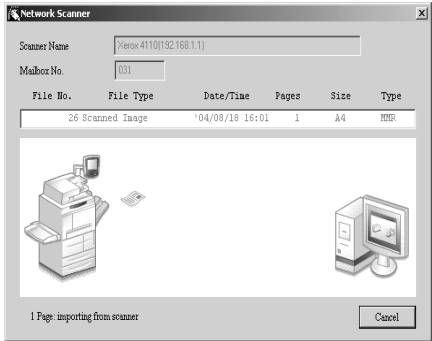




**NOTE 1:** You can select one or more documents.

**NOTE 2:** **Import**, **Refresh**, and **Delete** are available from the menu that appears when you right-click on the list.

- When import begins, a dialog appears like the one shown at right. Scan data is forwarded from the mailbox to the client.



- Once forwarding ends, the document is loaded into the application software and is deleted from the mailbox.



**NOTE 1:** If importing one page at a time, documents that have pages not yet imported are shown in the list with an asterisk (\*).

**NOTE 2:** With the exception of DocuWorks, for most applications, the Network Scan driver expands the compressed data and passes it to the application as a BMP file.

**NOTE 3:** Whether or not to delete the document in the mailbox after forwarding can be configured.



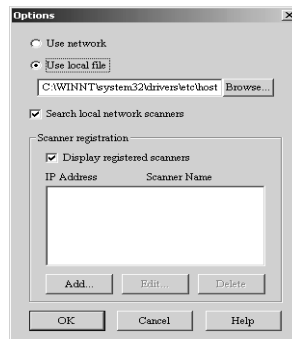
For configuration information, refer to “Delete Documents After Retrieval” on page 8-159.

## Changing network scan driver settings

To learn about fields in the displayed dialog box, click **Help** and refer to the online help.

### Configure the display method for the scanner name

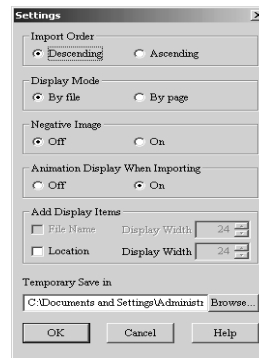
- You can change the display method for the scanner name shown when that scanner is selected.



- To change the scanner name display method, click on **Options** in the scanner select dialog box and configure the display.
- If a scanner is registered by **Other Network Scanners**, the scanner in a different subnetwork can be displayed.

### Configure the import method for scanned documents

- You can change the display method and import method for documents when importing them from a mailbox.



- To change the import method, click **Settings** in the document select dialog box, and configure the settings in the dialog box that appears.

## Importing from Mailbox Viewer2

The following section describes methods for using Mailbox Viewer2 to import a document stored in the mailbox on the machine. Using Mailbox Viewer2, you can import documents stored in the mailbox without using any application software.

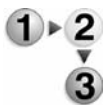


**KEY POINT:** Mailbox Viewer2 does not support importing one document at a time. All documents stored on the selected mailbox are imported.



*For instructions on installing Mailbox Viewer2, refer to the manual contained in the CentreWare CD-ROM.*

*To learn about fields in the displayed dialog box, click **Help** and refer to the Mailbox Viewer2 online help.*

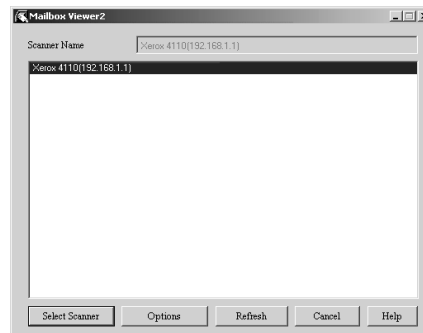


1. Click **Start > Programs > Xerox > Utilities > Mailbox Viewer2**.



**NOTE:** If a different program folder was specified during installation, choose the correct name instead of **Utilities**.

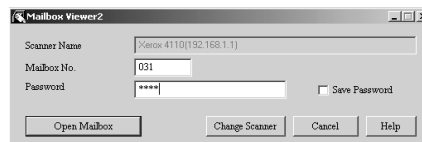
2. From the displayed list, click the scanner name of the machine, and click the **Select Scanner** button.



**NOTE 1:** If no items are shown in the list, click **Refresh**. The application searches for scanners.

**NOTE 2:** Click **Options** to change the way scanner names are displayed.

3. In the **Mailbox Number** field, input the mailbox number, from 1 - 500, that contains the document you wish to import. Input a password (up to 20 digits) into the **Password** field.

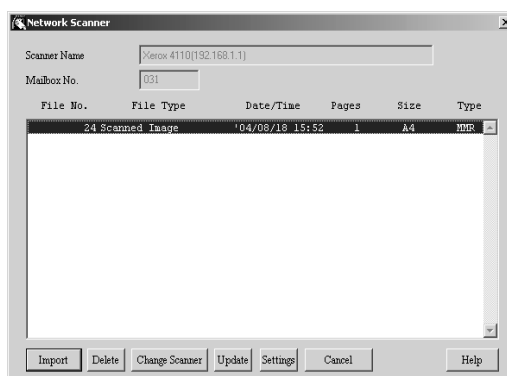


**NOTE 1:** When you check the **Save Password** check box, you can skip steps 2 to 4 the next time you select the same mailbox.

**NOTE 2:** Clicking **Change Scanner** returns to step 2, where you can reselect a scanner.

4. Click **Open Mailbox**.

5. Click **Import**.



**KEY POINT:** Mailbox Viewer2 does not support importing one document at a time. All documents stored on the selected mailbox are imported when you click on **Import**.



**NOTE:** To import documents, the **Auto Import** check box must be checked in Mailbox Viewer2.



For information about Mailbox Viewer2 settings, refer to “Configure the import method for scanned documents” on page 6-17.

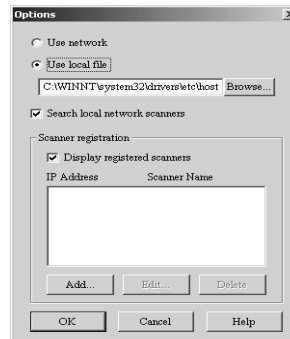
6. Clicking on the **Import** button removes all stored documents from the mailbox, and saves them in the specified directory.

## Changing Mailbox Viewer2 settings

To learn about fields in the displayed dialog box, click **Help** and refer to the Mailbox Viewer2 online help.

### Configure the display method for the scanner name

- You can change the display method for the scanner name shown when that scanner is selected.



- To change the scanner name display method, click on **Options** in the scanner select dialog box and configure the display.
- If a scanner is registered by **Other Network Scanners**, the scanner in a different subnetwork can be displayed.

### Configure the import method for scanned documents

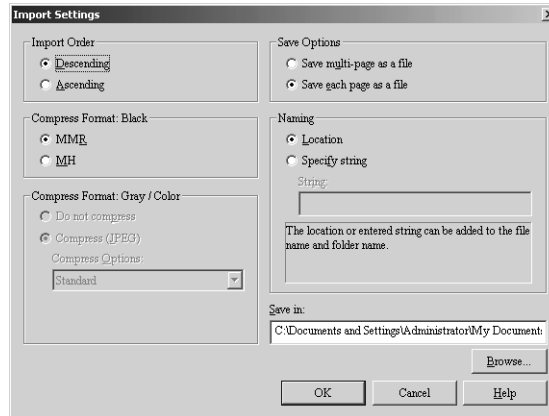
- You can change the display method and import method for documents when importing them from a mailbox.



- To change the import method, click **Settings** in the document select dialog box, and configure the settings in the dialog box that appears.

**Scan settings**

When **Auto Import** is checked, you can configure the import method for documents removed from the mailbox.

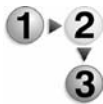


## Importing using CentreWare Internet Services

This section describes methods for importing documents stored in a mailbox using CentreWare Internet Services. Using CentreWare Internet Services, you can import documents stored in the mailbox on the machine without using any application software.



For information about CentreWare Internet Services, refer to "CentreWare Internet Services" on page 6-4.



1. Start up the host device and the browser.
2. Enter the IP address or Internet address of the machine in the browser address field and press the **Enter** key.



**NOTE 1:** If your network uses DNS (Domain Name System) and the host name of the machine is registered with the domain name server, you can access the device using a combination of the host name and the domain name as the "Internet address." For example, if the host name is "myhost," and the domain name is "mycompany.com," then the "Internet address" "myhost.mycompany.com."

**NOTE 2:** Contact your system administrator for the IP address or Internet address to enter.

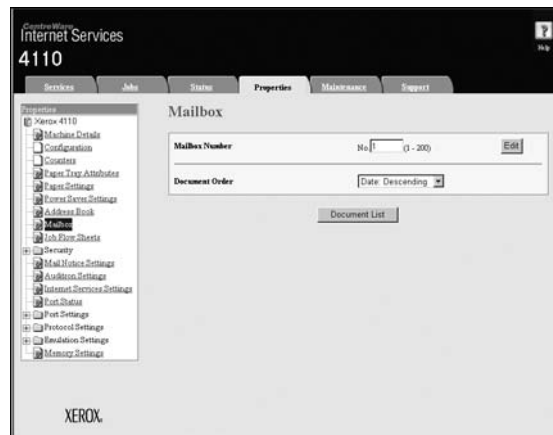
**NOTE 3:** When specifying a port number, add ":" and a port number to the end of the Internet address.

**NOTE 4:** If using the authorization feature on the machine, enter a UserID and Password into the **User Name** and **Password** fields. Ask the System Administrator for the UserID and Password.

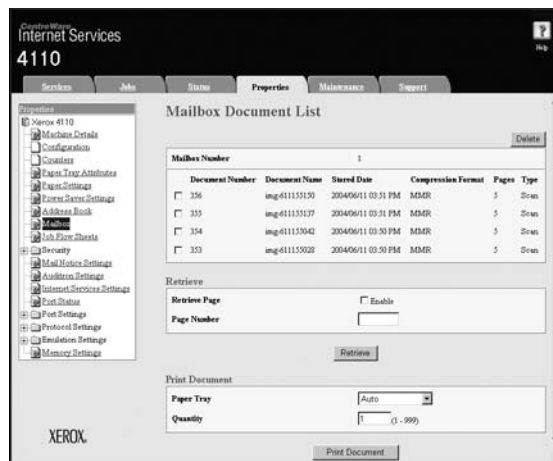


**NOTE 5:** If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.

3. Select a **Mailbox** from the **Properties** tab.

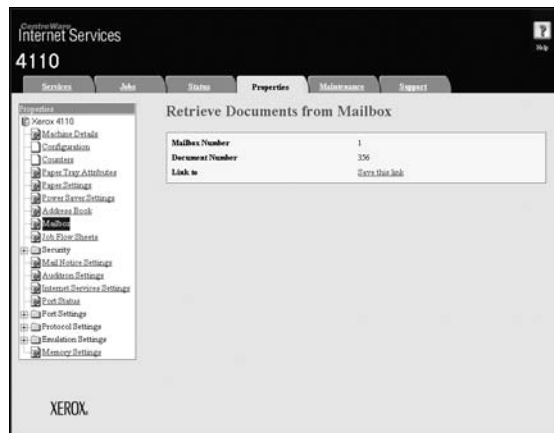


4. In the **Mailbox Number** field, input the mailbox number, 1 - 500, that contains the document you wish to import, and input a password (up to 20 digits) into the **Password** field.
5. Click **Document List View**.
6. Place a check next to the documents to import, and click **Retrieve**.



**NOTE:** To retrieve a color document as a JPEG, place a check next to **Retrieve Page**, and specify the page number.

**7. Click [Save this link](#).**



*To learn about operating details, click on the **Help** link and refer to the online help.*

## Importing using WebDAV Protocol

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By using Xerox's application software that is compliant with the WebDAV protocol, you can import documents stored in a mailbox without using the scan driver. In addition, you can also display a document list and thumbnail of the documents stored in the mailbox.

Since the WebDAV protocol uses HTTP port, if a communication via HTTP is encrypted, then importing a scanned document using WebDAV protocol will also be encrypted.



*In order to use the WebDAV protocol, the WebDAV port and Internet service (HTTP) port must first be enabled on the machine. For information about setting up the WebDAV protocol, refer to "WebDAV" on page 3-32. For information about its operating instructions on application software, refer to the user guide that is provided with the specific application software.*



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## 7. Authentication & Auditron Administration

### Authentication overview

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#### Users controlled by Authentication

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The Authentication feature restricts operations according to the user type. Users are classified into the following four types.

- System Administrators
- Authenticated Users
- Unauthenticated (unregistered) Users
- General Users

#### **System Administrators**

System Administrators are special users who can enter and change system settings.

To enter System Administration mode, enter the System Administrator ID into the user ID entry field on the authentication screen.

#### **Authenticated Users**

Authenticated users are users who are registered with the machine.

When an authenticated user uses a service that is restricted, the user must enter their user ID on the authentication screen.

#### **Unauthenticated (unregistered) Users**

Unauthenticated (unregistered) users are users who are not registered with the machine.

An unauthenticated (unregistered) user cannot use services that are restricted.

#### **General Users**

General users are those who are not permitted to use the machine in the authenticated mode.

## Types of Authentication

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Two types of authentication are used by the machine depending on where user information is stored:

### Direct Authentication

Direct Authentication uses the user information stored in the machine to manage authentication.

### Network Authentication

Network Authentication uses the user information from a remote account server to manage authentication.

User information on a remote account server is sent to, and stored in the machine. When the user information on the server is changed, that information must be sent from the server to update the machine.

Network authentication allows a number of machines to use user information managed centrally.

External accounting services supported by the machine include CentreWare.

### Remote Authentication

Verifies remote accounting server. Can be used to manage user information managed on the remote accounting server. User information cannot be registered on the machine.



**KEY POINT:** Set the user ID for the remote authentication server with less than 32 characters.

## Features controlled by Authentication

---

This section describes features of the machine controlled by using the Authentication feature.

The features controlled depend on the way in which of the two ways the machine is used:

- Local access
- Remote access



*For information about mailbox and job flow sheet control when the Authentication feature is enabled, refer to “Authentication: Job Flow Sheet & Mailbox” on page 7-4.*

### Local access

---

Local access refers to using the machine by direct operation of the control panel on the machine.

The features controlled in local access are as follows:

- Copy** Copy operations are restricted.  
When copy operations are registered in job memory, the use of the job memory is also restricted.
- Scan** Scanner (mail transmission), scanner (box storage), and scanner (PC storage) operations on the machine are restricted.  
When scanner (mail transmission), scanner (box storage), and scanner (PC storage) operations are registered in job memory, the use of the job memory is also restricted.
- Mailbox** On the machine, even when the Login Setup/Auditron Administration feature is not being used for copy, scan, and print, if the Authentication feature is being used on the machine, then authentication is required for mailbox operation.
- Job Flow Sheets** On the machine, even when the Login Setup/Auditron Administration feature is not being used for copy, scan, and print, if the Authentication feature is being used on the machine, then authentication is required for job flow sheet operation.
- Print** The printing of documents stored on the machine is restricted.  
This applies to charge print.

### Remote access

---

Remote access refers to using CentreWare Internet Services to access the machine through a network.

The features controlled by remote access are as follows:

- Print** The user's print instructions from a computer are restricted.  
To use the Authentication feature with the print driver, the authentication information, including the UserID and password, must be set.  
Print data sent to the machine that fails authentication is stored on the machine or deleted, according to the charge print settings.
- CentreWare Internet Services** On the machine, even when the Login Setup/Auditron Administration feature is not being used for copy, scan, and print, if the Authentication feature is being used on the machine, to access the machine with a Web browser requires authentication.

## Authentication: Job Flow Sheet & Mailbox

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This section describes job flow sheet and mailbox restrictions when the Authentication feature is enabled.

### Job flow sheet types

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The following four types of job flow sheet can be used with the machine:



**KEY POINT 1:** The job flow sheets that can be created on the machine are mailbox operation job flow sheets. Scanner operation job flow sheets can also be created on a computer on the network.

**KEY POINT 2:** A job flow sheet created on a computer on the network cannot be edited or copied on the machine.

#### **Generally shared job flow sheet**

This job flow sheet is created by a general user when the Authentication feature is not enabled.

When the Authentication feature is not enabled, such a job flow sheet can be shared by all users of the machine, and the settings changed freely.

When the Authentication feature is being used, such a job flow sheet can only be run by the System Administrator.

#### **Mailbox job flow sheet**

This job flow sheet is created by a general user or the System Administrator in the Mailbox screen.

The owner of such a job flow sheet is the "mailbox." Users able to use the mailbox where the job flow sheet is created can share it and freely change settings.

The job flow sheet can only be used when the Authentication feature is not being used. If the Authentication feature is being used a mailbox job flow sheet can only be run by the System Administrator.

#### **System Administrator shared job flow sheet**

This job flow sheet is created by the System Administrator.

If the Authentication feature is not being used, all users of the machine can share the job flow sheet.



If the Authentication feature is being used, only authentication-registered users of the machine can share the job flow sheet, however, only the System Administrator can change the settings of the job flow sheet.

To create an administrator shared job flow sheet, it is necessary to press the **Log In/Out** button, and operate the machine as the System Administrator.

### Personal job flow sheet

This job flow sheet is created by an authentication registered user when the Authentication feature is being used.

Such a job flow sheet can only be used by the authentication-registered user who created it.

When the Authentication feature is not enabled, a personal job flow sheet can only be run by the System Administrator.

How job flow sheets can be used on the machine depend on whether or not the Authentication feature is used.

### When the Authentication feature is not enabled

When the Authentication feature is not enabled, the relation between the users and the use of a job flow sheet is as follows.

For job flow sheet operation, the operations that can be used are different for a job flow sheet created in the **Mailbox** screen, and a job flow sheet created in the **Job Flow Sheets** screen.

### Mailbox Screen

This section describes operations that can be used from the Mailbox screen of the machine.

Job flow sheet operation	General users				System Administrator			
	Generally shared	Box	Administrator shared	Personal	Generally shared	Box	Administrator shared	Personal
Creation/registration	-	Yes	-	-	-	-	Yes	-
Display	Yes	Yes	Yes	-	Yes	Yes	Yes	Yes
Editing	Yes	Yes	-	-	Yes	Yes	Yes	Yes
Copying*	Yes	Yes	Yes	-	Yes	Yes	Yes	Yes
Deletion	Yes	Yes	-	-	Yes	Yes	Yes	Yes
Selection/execution	Yes	Yes	Yes	-	Yes	Yes	Yes	Yes
Associating with mailbox	Yes	Yes	Yes	-	Yes	Yes	Yes	Yes

\* The owner of a copied job flow sheet is the user who made the copy.



**KEY POINT 1:** A job flow sheet created from **Check Mailbox** allows editing, copying, deletion, and selection/execution only from the mailbox in which the job flow sheet was created. The users are any and all users who are able to use the mailbox.

**KEY POINT 2:** If a job flow sheet is associated with a mailbox in which it can no longer be used as a result of a change in the authentication status, then editing and copying are no longer possible, but the job flow sheet can still be used. However, once the association is released, the job flow sheet is no longer displayed, and cannot be used.

**Job flow sheet registration  
(Job Flow Sheets) screen**

This section describes operations that can be used from the Job Flow Sheet Registration screen of the machine.

Job flow sheet operation	General users				System Administrator			
	Generally shared	Box	Administrator shared	Personal	Generally shared	Box	Administrator shared	Personal
Creation/registration	Yes	-	-	-	-	-	Yes	-
Display	Yes	-	Yes	-	Yes	Yes	Yes	Yes
Editing	Yes	-	-	-	Yes	Yes	Yes	Yes
Copying*	Yes	-	Yes	-	Yes	Yes	Yes	Yes
Deletion	Yes	-	-	-	Yes	Yes	Yes	Yes
Selection/execution	Yes	-	Yes	-	Yes	Yes	Yes	Yes
Associating with mailbox	Yes	-	Yes	-	Yes	Yes	Yes	Yes

\* The owner of a copied job flow sheet is the user who made the copy.

## When the Authentication feature is enabled

When the Authentication feature is enabled, the relation between the users and the use of a job flow sheet is as shown in the table below.

The same operations can be used from the Mailbox screen and the Job Flow Sheets screen.

The table below represents the features/options that are enabled or disabled when the **Local Machine Access** is set to **On**; or when **Check User Details (Network Access)** is set to **On**.

Job flow operations	Authentication: unregistered user (general user)				Authentication: registered user					System Administrator (SA)			
	Generally shared	Box	SA shared	Personal	Generally shared	Box	SA shared	Personal (owner)	Personal (non-owner)	Generally shared	Box	SA shared	Personal
Creation/registration	-	-	-	-	-	-	-	Yes	-	-	-	Yes	-
Display	-	-	-	-	-	-	Yes	Yes	-	Yes	Yes	Yes	Yes
Editing	-	-	-	-	-	-	-	Yes	-	Yes	Yes	Yes	Yes
Copying*	-	-	-	-	-	-	Yes	Yes	-	Yes	Yes	Yes	Yes
Deletion	-	-	-	-	-	-	-	Yes	-	Yes	Yes	Yes	Yes
Selection/execution	-	-	-	-	-	-	Yes	Yes	-	Yes	Yes	Yes	Yes
Associating with mailbox	-	-	-	-	-	-	Yes	Yes	-	Yes	Yes	Yes	Yes

\* The owner of a copied job flow sheet is the user who made the copy.

The table below represents the features/options that are enabled or disabled when **Check User Details** is set to **Off (Keep logon records) (Network Access)**.

Job flow operations	Authentication unregistered user (general user)				Authentication registered user					System Administrator (SA)			
	General shared	Box	SA shared	Personal	General shared	Box	SA shared	Personal (owner)	Personal (non-owner)	General shared	Box	SA shared	Personal
Creation/registration	-	-	-	-	Yes	-	-	-	-	-	-	Yes	-
Display	-	-	-	-	Yes	-	Yes	-	-	Yes	Yes	Yes	Yes
Editing	-	-	-	-	Yes	-	-	-	-	Yes	Yes	Yes	Yes
Copying*	-	-	-	-	Yes	-	Yes	-	-	Yes	Yes	Yes	Yes
Delete	-	-	-	-	Yes	-	-	-	-	Yes	Yes	Yes	Yes
Selection/execution	-	-	-	-	Yes	-	Yes	-	-	Yes	Yes	Yes	Yes
Associating with mailbox	-	-	-	-	Yes	-	Yes	-	-	Yes	Yes	Yes	Yes

\* The owner of a copied job flow sheet is the user who made the copy.

## Types of box

---

The following three types of box can be used with the machine:

### **Generally Shared box**

This is a box created by a general user without using the Authentication feature.

When the Authentication feature is not enabled, this box is shared and its settings may be changed by all users.

When the Authentication feature is enabled, this box can only be operated by a System Administrator.

### **System Administrator Shared box**

This is a box created by a System Administrator.

When the Authentication feature is not enabled, this box is shared by all users.

When the Authentication feature is enabled, this box is shared by all authenticated users.

Only a System Administrator can change the settings.

To create an administrator shared box, it is necessary to press the **Log In/Out** button, and operate the machine as the System Administrator.

### **Personal box**

This is a box created by an authenticated user using the Authentication feature.

Only the authenticated user that created the box can use it.

When the Authentication feature is not enabled, this box can only be operated by a System Administrator.

The ways to operate boxes that can be used with the machine differ depending on whether the Authentication feature is enabled. The following explains the operations available.

### When the Authentication feature is not enabled

When the Authentication feature is not enabled, the relation between the users and the use of mailboxes is as follows.

Mailbox operation		General users			System administrator		
		Generally shared	Administrator shared	Personal	Generally shared	Administrator shared	Personal
Creation/registration		Yes	-	-	-	Yes	-
Display		Yes	Yes	-	Yes	Yes	Yes
Deletion		Yes	-	-	Yes	Yes	Yes
Changing settings		Yes	-	-	Yes	Yes	Yes
Document display		Yes	Yes	-	Yes	Yes	Yes
Document deletion		Yes	Yes	-	Yes	Yes	Yes
Document registration *		Yes	Yes	-	Yes	Yes	Yes
Document output *		Yes	Yes	-	Yes	Yes	Yes
Job flow sheet	Display	Yes	Yes	-	Yes	Yes	Yes
	Association	Yes	-	-	Yes	Yes	Yes
	Auto start	Yes	Yes	-	Yes	Yes	Yes
	Manual start	Yes	Yes	-	Yes	Yes	Yes

\* The following operations of document registration in a mailbox or document retrieval, are not the subject of authentication: document retrieval using a scan driver or mailbox viewer.



**KEY POINT:** If a job flow sheet is associated with a mailbox in which it can no longer be used as a result of a change in the authentication status, then changing/copying is no longer possible, but the job flow sheet can still be used. However, once the association is released, the job flow sheet is no longer displayed, and cannot be used.

### When the Authentication feature is enabled

When the Authentication feature is enabled, the relation between the users and the use of mailbox is as follows:

When the **Local Machine Access** is set to **On** or when the **Check User Details (Network Access)** is set to **On**, the following features/options are enabled or disabled as shown.

Mailbox operation		Authentication unregistered user (general user)			Authentication registered user				System Administrator (SA)		
		Generally shared	SA shared	Personal	Generally shared	SA shared	Personal (owner)	Personal (non-owner)	Generally shared	SA shared	Personal
Creation/registration		-	-	-	-	-	Yes	-	-	Yes	-
Display		-	Yes* <sup>2</sup>	-	-	Yes	Yes	-	Yes	Yes	Yes
Deletion		-	-	-	-	-	Yes	-	Yes	Yes	Yes
Changing settings		-	-	-	-	-	Yes	-	Yes	Yes	Yes
Document display		-	Yes* <sup>2</sup>	-	-	Yes	Yes	-	Yes	Yes	Yes
Document deletion		-	Yes* <sup>2</sup>	-	-	Yes	Yes	-	Yes	Yes	Yes
Document registration * <sup>1</sup>		-	Yes* <sup>2</sup>	-	-	Yes	Yes	-	Yes	Yes	Yes
Document output * <sup>1</sup>		-	Yes* <sup>2</sup>	-	-	Yes	Yes	-	Yes	Yes	Yes
Job flow sheet	Display	-	_* <sup>3</sup>	-	-	Yes	Yes	-	Yes	Yes	Yes
	Association	-	-	-	-	-	Yes	-	Yes	Yes	Yes
	Auto start	-	_* <sup>3</sup>	-	-	Yes	Yes	-	Yes	Yes	Yes
	Manual start	-	_* <sup>3</sup>	-	-	Yes	Yes	-	Yes	Yes	Yes

\* 1 The following operations of document registration in a mailbox or document retrieval, are not the subject to authentication: document retrieval using a scan driver or document retrieval using the mailbox viewer

\* 2 This can only be used when the Authentication feature settings in System Administration mode permit mailbox operation.

\* 3 A job flow sheet associated with the mailbox permits display, auto start, and manual start operations.



**KEY POINT:** If a job flow sheet is associated with a mailbox in which it can no longer be used as a result of a change in the authentication status, then changing/copying is no longer possible, but the job flow sheet can still be used. However, once the association is released, the job flow sheet is no longer displayed, and cannot be used.

When **Check User Details** is set to **Off (Keep logon records)** under selecting **Network Access**.

Mailbox operation		Authentication unregistered user (general user)			Authentication registered user				System administrator (SA)		
		Generally shared	SA shared	Personal	Generally shared	SA shared	Personal (owner)	Personal (non-owner)	Generally shared	SA shared	Personal
Creation/registration		-	-	-	Yes	-	-	-	-	Yes	-
Display		-	Yes <sup>*2</sup>	-	Yes	Yes	-	-	Yes	Yes	Yes
Delete		-	-	-	Yes	-	-	-	Yes	Yes	Yes
Changing settings		-	-	-	Yes	-	-	-	Yes	Yes	Yes
Document display		-	Yes <sup>*2</sup>	-	Yes	Yes	-	-	Yes	Yes	Yes
Document deletion		-	Yes <sup>*2</sup>	-	Yes	Yes	-	-	Yes	Yes	Yes
Document registration <sup>*1</sup>		-	Yes <sup>*2</sup>	-	Yes	Yes	-	-	Yes	Yes	Yes
Document output <sup>*1</sup>		-	Yes <sup>*2</sup>	-	Yes	Yes	-	-	Yes	Yes	Yes
Job Flow	Display	-	- <sup>*3</sup>	-	Yes	Yes	-	-	Yes	Yes	Yes
	Association	-	-	-	Yes	-	-	-	Yes	Yes	Yes
	Auto Start	-	- <sup>*3</sup>	-	Yes	Yes	-	-	Yes	Yes	Yes
	Manual start	-	- <sup>*3</sup>	-	Yes	Yes	-	-	Yes	Yes	Yes

\* 1 The following operations of document registration in a mailbox or document retrieval, are not the subject of authentication: document retrieval using a scan driver or document retrieval using the mailbox viewer

\* 2 This can only be used when the Authentication feature settings in System Administration mode permit mailbox operation.

\* 3 A job flow sheet associated with the mailbox permits display, auto start, and manual start operations.



**NOTE:** When job flow sheets not available for operation, depending on changes made to the authentication status, are linked to a mailbox, you can still use them except for changing/copying them. If you release the link, the job flow sheet will no longer be displayed and will be disabled.

## Linking Job Flow Sheet and Mailbox

The ways to link job flow sheets to mailboxes differ depending on whether the Authentication feature is enabled. The tables that follow explain the relationships available.



**NOTE:** When job flow sheets not available for operation but are linked to a mailbox, they can still be used, but not changed or copied. If you release the link, the job flow sheet will no longer be displayed and will be disabled.

### When the Authentication feature is not enabled

When the Authentication feature is not enabled, the relation between the users and the use of the mailbox is as follows:

<div>Mailbox</div> <div>Job flow</div>	General users			System administrator		
	Generally shared	Administrator shared	Personal	Generally shared	Administrator shared	Personal
Box	Yes	-	-	Yes	Yes	Yes
General shared	Yes	-	-	Yes	Yes	Yes
Administrator shared	Yes	-	-	Yes	Yes	Yes
Individual user	-	-	-	Yes	Yes	Yes



## When the Authentication feature is enabled

When the Authentication feature is enabled, the relation between the users and the use of the mailbox is as follows:



For more information about authorization feature, refer to “Login Setup/Auditron Mode” on page 8-192.

When **Local Machine Access** is set to **On**, or when **Check User Details (Network Access)** is set to **On**; or when an authenticated user (Remote Access), other than guest, the following features are enabled or disabled as shown:

Job flow \ Mail box	Authentication unregistered user (general user)			Authentication registered user				System administrator		
	Generally shared	SA shared	Personal	Generally shared	SA shared	Personal (owner)	Personal (non-owner)	Generally shared	SA shared	Personal
General shared	-	-	-	-	-	-	-	Yes	Yes	Yes
Administrator shared	-	-	-	-	-	Yes	-	Yes	Yes	Yes
Individual user (self)	-	-	-	-	-	Yes	-	Yes	Yes	Yes
Individual user (other)	-	-	-	-	-	-	-	Yes	Yes	Yes

When **Check User Details** is set to **Off (Keep logon records)** under selecting **Network Access**.

Job flow \ Mail box	Authentication unregistered user (general user)			Authentication registered user				System administrator		
	Generally shared	SA shared	Personal	Generally shared	SA shared	Personal (owner)	Personal (non-owner)	Generally shared	SA shared	Personal
General shared	-	-	-	-	Yes	-	-	Yes	Yes	Yes
Administrator shared	-	-	-	-	Yes	-	-	Yes	Yes	Yes
Personal (owner)	-	-	-	-	-	-	-	Yes	Yes	Yes
Personal (non-owner)	-	-	-	-	-	-	-	Yes	Yes	Yes

## Overview of Auditron Administration

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This section describes an overview of the Auditron Administration features that can be used with the machine.

### Authentication and Auditron Administration

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The machine uses the Auditron Administration feature together with the Authentication feature.

There are two ways to authenticate by UserID:

#### Using Authentication on this machine

The Auditron administration is carried out using the authenticated users already registered on the machine. Also, for print data sent directly from a computer, the authentication information set in the client side driver is checked against the authentication information registered on the machine before the data is accepted on the machine.

#### Using Network Authentication

Auditron administration is carried out using user information managed by the remote accounting service.

User information managed by the remote accounting service is sent to the machine from the remote accounting service, and registered on the machine. When the user information managed by the remote accounting service is updated, the user information must be sent from the remote accounting service to the machine.

Network authentication allows a number of machines to use user information managed centrally.

External accounting services supported by the machine include CentreWare.

#### Using Remote Authentication

Verifies remote accounting server. Can be used to manage information on the remote accounting server. User information cannot be registered on the machine.



**KEY POINT:** Set the user ID for the remote authentication server with less than 32 characters.

## Manageable features and services

This section describes features and services that can be managed with the Auditron Administration feature

### Features that can be managed with Authentication and corresponding services

The features that can be managed with authentication by UserID and corresponding services depend on whether direct authentication or network authentication is used on the machine.

**Direct Authentication** Features and services that can be managed by authentication on the machine are as follows:

Corresponding service	Restrictions on use		Per-user usage counts
	UserID Authentication	Maximum page count <sup>*1</sup>	
Copy	Yes	Yes	Yes
Print	Yes	Yes	Yes
Charge print	Yes	Yes	Yes
Scanner	Yes	Yes	Yes
Report/list	-	-	-

<sup>\*1</sup> This feature sets a predetermined limit on the number of sheets that can be used, and when this limit is reached, prevents further operation. For information about the method of setting, refer to “Account Limit” on page 8-181.

**Network Authentication** When you are using Network Authentication with the machine, Auditron Administration information is managed through a remote account server.

The features and services that can be managed on the machine are as follows:

Corresponding service	Restrictions on use		Per-user usage counts
	UserID Authentication	Maximum page count <sup>*1</sup>	
Copy	Yes	-	-
Print	Yes	-	-
Charge print	Yes	-	-
Scanner	Yes	-	-
Report/list	-	-	-

<sup>\*1</sup> This feature sets a predetermined limit on the number of sheets that can be used, and when this limit is reached, prevents further operation. The settings are made with the remote accounting service.

**Remote Access**

When remote authentication is used, the auditron administration can be performed on DocuHouse.



*For feature that can be performed on DocuHouse, refer to the documentations supplied with DocuHouse.*

The features and services that can be controlled on the machine are as follows:

Corresponding service	Restrictions on use		Per-user usage counts
	UserID Authentication	Maximum page count <sup>*1</sup>	
Copy	Yes	-	-
Print	-	-	-
Charge print	Yes	-	-
Scanner	Yes	-	-
Report/list	-	-	-



**KEY POINT:** When performing per-user auditron administration on DocuHouse, keep the following in mind:

- If registering new users on multiple domains, make sure that user IDs do not overlap.
- For using the print service, you must be logged in to the remote authentication server from your PC in order to have your user ID identified.

## Job that can be managed for each service

For the print and scanner features, different types of job allow statistics to be collected for each feature. This section describes the information for which Auditron administration is possible for each feature.

**Print Service** This table describes how the Auditron feature works with the various print services and whether or not authentication is required when using the Auditron feature.

Corresponding service (job)		Authentication	Users for which statistics are collected	Managed items
Normal print	Print driver for the machine	Required	Authenticated user	Print color pages/monochrome pages/number of sheets
	Other than print driver for the machine	- *2	Unauthenticated (unregistered) user	Print color pages/monochrome pages/number of sheets
Secure print	Document storage	Required	-	-
	Document printing	Not required *1	Authenticated user	Print color pages/monochrome pages/number of sheets
Sample print	Sample print Box storage and printing	Required	Authenticated user	Print color pages/monochrome pages/number of sheets
	Sample print Box storage document printing	Not required *1	Authenticated user	Print color pages/monochrome pages/number of sheets
Delayed print	Document storage	Required	-	-
	Document printing	Not required *1	Authenticated user	Print color pages/monochrome pages/number of sheets
Charge print	Document storage	Not required	-	-
	Document printing	Required	Authenticated user	Print color pages/monochrome pages/number of sheets
Mail printing		- *2	Unauthenticated (unregistered) user	Print color pages/monochrome pages/number of sheets

\*1 Since a job is authenticated when it arrives at the machine, authentication is not required when printing.

\*2 In CentreWare Internet Services, you can print only when **Allow Printing When No User Specification** is set to **Enable**.

**Scan Service**    The items you can manage for scan jobs using the Auditron Administration feature are as follows:

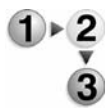
<b>Corresponding service</b>	<b>Authentication</b>	<b>Users for which statistics are collected</b>	<b>Managed items</b>
Scanner (mail transmission)	Required	Authenticated user	Scanned color pages/monochrome pages, mail transmission color pages/monochrome pages
Scanner (box storage)	Required	Authenticated user	Scanned color pages/monochrome pages, stored color pages/monochrome pages
Scanner (PC storage)	Required	Authenticated user	Scanned color pages/monochrome pages, the transfer of files with either color pages/monochrome pages
Job template	Required	Authenticated user	Scanned color pages/monochrome pages, the transfer of files with either color pages/monochrome pages

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## 8. Setups

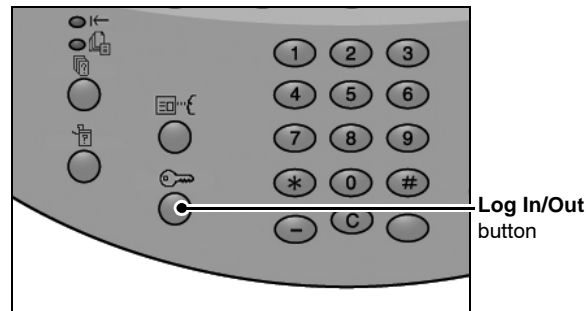
The machine has factory default (initial) settings which can be customized. To change the settings, enter the System Administration mode and use the **System Settings** screen. This chapter describes how to change system settings.

## System settings procedure



This section describes the basic procedure for changing system settings. To make or change the system settings, it is necessary to be in System Administration mode.

1. Enter the System Administration Mode by pressing the **Log In/Out** button.



2. Using the numeric keypad, enter the System Administrator UserID and password. (You may also select **Keyboard** to display a keypad screen and enter the user ID and password from there.)



**NOTE:** If you are using the authentication feature, a password may be required.



**KEY POINT:** It is recommended that you change the system administrator UserID and password immediately after installing the machine. For information about the setting, refer to *System Administrator Settings* on page 8-174.



### 3. Select **Confirm**.



**NOTE:** The default UserID value is **11111**. When using the Authentication feature, a password is required. The default password value is **x-admin**.

### 4. From System Administrator Menu, select **System Settings**.

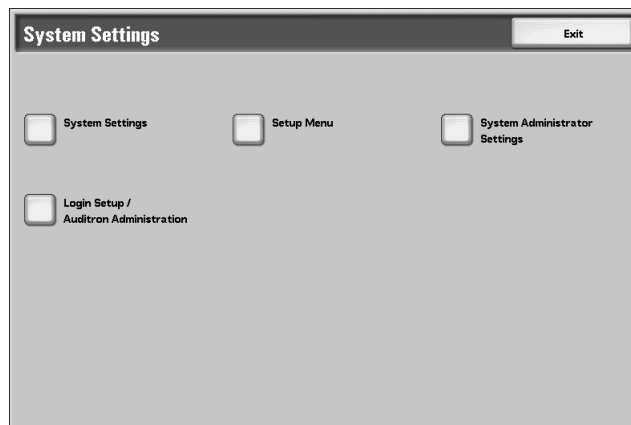


- **User Mode:** While still in System Administration mode, you can still carry out normal operations such as copying and scanning.

**NOTE:** To exit a mode entered from **User Mode**, press the **Log In/Out** button, and then from the **Log In** screen, select **Cancel**.

- **System Settings:** You can set or register the system settings.

5. From the System Settings screen, select an item to be set.

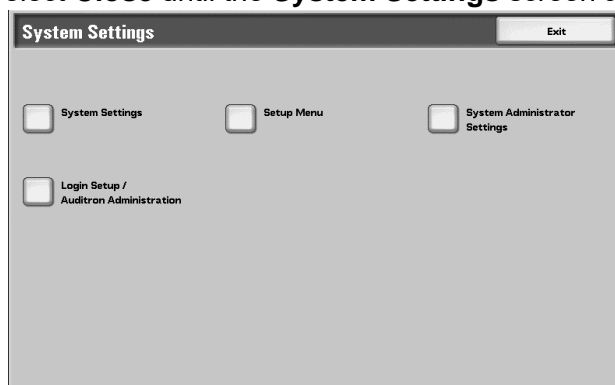


*For the items that can be selected in the system settings, refer to System Settings Menu List on page 8-7.*

6. Set any feature. After setting the feature, select **Save**.

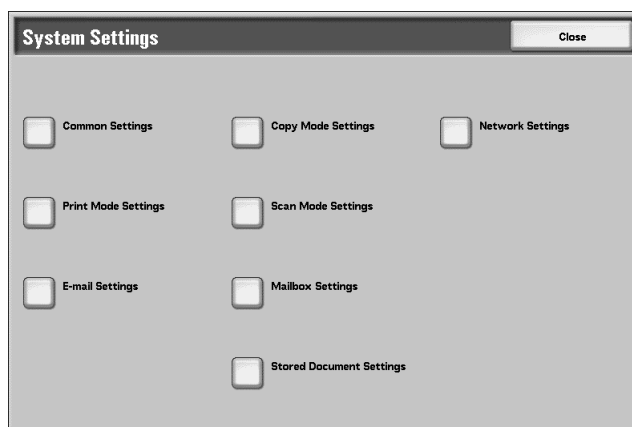
7. Exit the System Administration Mode:

- a. When changes to the various features are completed, select **Close** until the **System Settings** screen appears.



- b. Select **Exit**.

## System Settings



From **System Settings**, you can set or change the initial values.

**Common Settings:** These settings relate to the machine itself. For more information, refer to Common Settings on page 8-16.

**Copy Mode Settings:** You can set the copy feature defaults, copy operation control, button functions, and so on. For more information, refer to Copy Mode Settings on page 8-74.

**Network Settings:** You can set the ports, protocols, and so on. For the items that can be set, refer to Network Settings on page 8-116.

**Print Mode Settings:** You can set the memory settings, print time operation, and so on. For more information, refer to Print Mode Settings on page 8-124.

**Scan Mode Settings:** You can set the scanner feature defaults, button functions, and other items. For more information, refer to Scan Mode Settings on page 8-130.

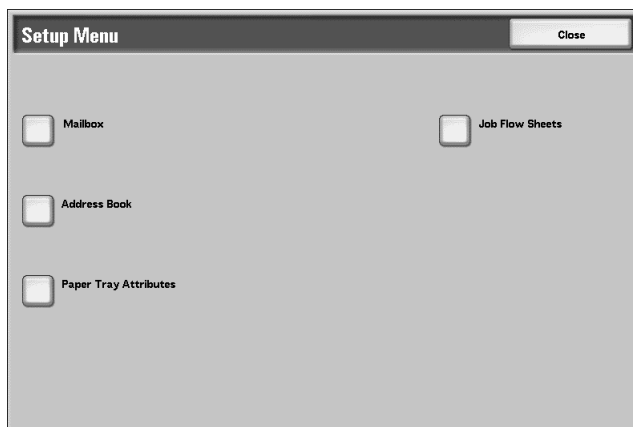
**E-mail Settings:** You can set the e-mail feature defaults, address search, and so on. For more information, refer to E-mail Settings on page 8-142.

**Mailbox Settings:** You can set and modify the mailbox settings. For more information, refer to Mailbox Settings on page 8-151.

**Stored Document Settings:** Documents stored in the mailbox can be set. For more information, refer to Mailbox Settings on page 8-151.

### Setup Menu

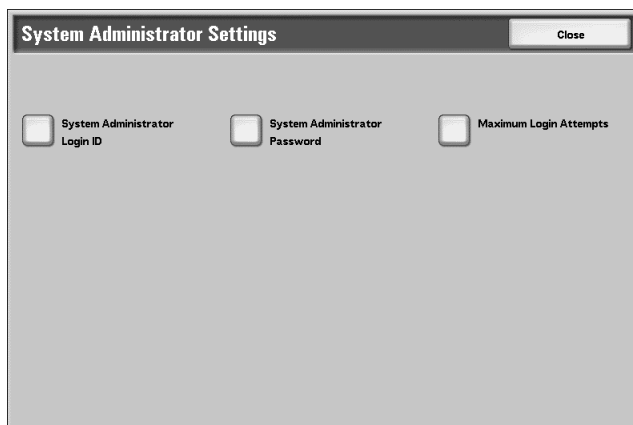
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From the **Setup Menu**, you can create mailboxes, create and change the addresses in the address book, assign paper tray attributes, and create job flow sheets. For more information, refer to Setup Menu on page 8-156.

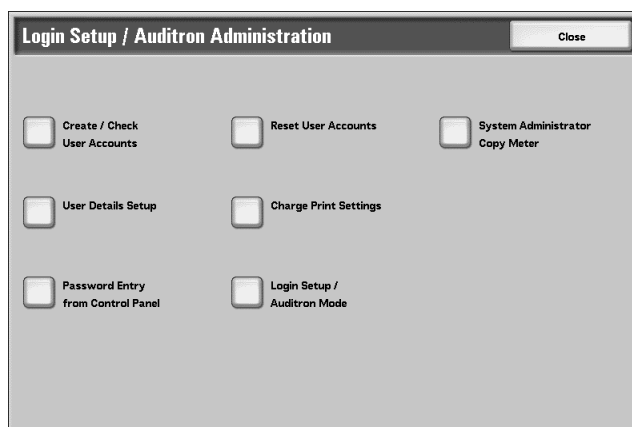
### System Administrator Settings

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You can set the system administrator ID and system administrator password used to enter System Administration mode. For more information, refer to System Administrator Settings on page 8-174.

## Login Setup/Auditron Administration



You can set restrictions on users using specific machine features, or set restrictions on individual users. For more information, refer to Login Setup/Auditron Administration on page 8-178.

## System Settings Menu List

The following table shows a list of the items that can be set. Note that the items appearing depend on the configuration of the machine.

### System Settings

#### Common Settings

Machine Clock/Timers	<ul style="list-style-type: none"> <li>• Date</li> <li>• NTP Time Synchronization</li> <li>• Auto Clear</li> <li>• Auto Print</li> <li>• Time Zone</li> </ul>	<ul style="list-style-type: none"> <li>• Time</li> <li>• Connection Interval</li> <li>• Auto Job Release</li> <li>• Auto Power Saver</li> <li>• Daylight Savings</li> </ul>
Audio Tones	<ul style="list-style-type: none"> <li>• Control Panel Select Tone</li> <li>• Base Tone</li> <li>• Copy Job Complete Tone</li> <li>• Fault Tone</li> <li>• Alert Tone</li> <li>• Low Toner Alert Tone</li> </ul>	<ul style="list-style-type: none"> <li>• Control Panel Alert Tone</li> <li>• Machine Ready Tone</li> <li>• Non-Copy Job Complete Tone</li> <li>• Auto Clear Alert Tone</li> <li>• Out of Paper Warning Tone</li> <li>• Stored Programming Tone</li> </ul>
Screen Defaults	<ul style="list-style-type: none"> <li>• Custom Buttons 1 to 3</li> <li>• All Services - Additional Features</li> </ul>	<ul style="list-style-type: none"> <li>• All Services</li> <li>• Job Type on Job Status screen</li> </ul>

## 8. Setups

Paper Tray Settings	<ul style="list-style-type: none"><li>• Custom Paper Name</li><li>• Customize Paper Supply Screen</li><li>• Paper Tray Priority</li><li>• Tray 5 (Bypass) - Paper Size Defaults</li></ul>	<ul style="list-style-type: none"><li>• Paper Tray Attributes on Setup Menu</li><li>• Paper Tray Attributes During Loading</li><li>• Paper Type Priority</li><li>• Auto Tray Switching</li></ul>
Image Quality	<ul style="list-style-type: none"><li>• Photo &amp; Text Recognition</li></ul>	<ul style="list-style-type: none"><li>• Image Enhancement</li></ul>
Reports	<ul style="list-style-type: none"><li>• Job History Report</li></ul>	<ul style="list-style-type: none"><li>• 2 Sided Report</li></ul>
Maintenance/Diagnostics	<ul style="list-style-type: none"><li>• Initialize Hard Disk</li></ul>	<ul style="list-style-type: none"><li>• Delete All Data</li></ul>
Watermark	<ul style="list-style-type: none"><li>• Date Format</li><li>• Text Size</li><li>• Printing Density</li><li>• Force Watermark - Copy Job</li><li>• Force Watermark - Mailbox Print</li></ul>	<ul style="list-style-type: none"><li>• Text Effect</li><li>• Background Pattern</li><li>• Text/Background Contrast</li><li>• Force Watermark - Client Print</li></ul>
Other Settings	<ul style="list-style-type: none"><li>• Auto Job Promotion</li><li>• Default Print Paper Size</li><li>• Millimeters/Inches</li><li>• Operation of Up/Down Buttons</li><li>• Data Encryption (optional)</li><li>• Software Download</li><li>• Estimated Time for Single or All Jobs</li></ul>	<ul style="list-style-type: none"><li>• Offset Stacking (Finisher Tray)</li><li>• Paper Size Settings</li><li>• Keyboard Input Restriction</li><li>• Overwrite Hard Disk (optional)</li><li>• Service Representative Restricted Operation (not supported)</li><li>• Document Feeder Tray Elevation</li></ul>

### Copy Mode Settings

Preset Buttons	<ul style="list-style-type: none"><li>• Paper Supply - Button 2</li><li>• Paper Supply - Button 4</li><li>• Reduce/Enlarge - Button 3</li><li>• Reduce/Enlarge - Button 5</li><li>• Stapling Button 5</li><li>• Punching Button 5</li><li>• Front Cover Tray-Button 4</li><li>• Back Cover Tray-Button 4</li></ul>	<ul style="list-style-type: none"><li>• Paper Supply - Button 3</li><li>• Paper Supply - Button 5</li><li>• Reduce/Enlarge - Button 4</li><li>• Stapling Button 4</li><li>• Punching Button 4</li><li>• Front Cover Tray-Button 3</li><li>• Back Cover Tray-Button 3</li></ul>
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Copy Defaults	<ul style="list-style-type: none"> <li>• Paper Supply</li> <li>• Original Type</li> <li>• Sharpness</li> <li>• 2 Sided</li> <li>• Edge Erase - Top Edge</li> <li>• Edge Erase - Left Edge</li> <li>• Center Erase</li> <li>• Image Shift - Side 2</li> <li>• Image Rotation</li> <li>• Copy Output</li> <li>• Sample Set</li> <li>• Stamp Position (Side 2)</li> <li>• Date Position (Side 1)</li> <li>• Date Size</li> <li>• Page Number Position (Side 1)</li> <li>• Page Number Size</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce/Enlarge</li> <li>• Lighten/Darken</li> <li>• Auto Exposure</li> <li>• Mixed Size Originals</li> <li>• Edge Erase - Bottom Edge</li> <li>• Edge Erase- Right Edge</li> <li>• Image Shift - Side 1</li> <li>• Image Rotation - Rotation Direction</li> <li>• Original Orientation</li> <li>• Output Orientation</li> <li>• Stamp Position (Side 1)</li> <li>• Stamp Size</li> <li>• Date Position (Side 2)</li> <li>• Page Number Style</li> <li>• Page Number Position (Side 2)</li> <li>• Tab Margin Shift</li> </ul>
Copy Control	<ul style="list-style-type: none"> <li>• Memory Full Procedure</li> <li>• 2 Sided Original Scan Options</li> <li>• Fine-tune 100</li> <li>• Original Type - Lightweight Originals</li> <li>• Output Orientation-Auto (Single sheet)</li> <li>• Stamp Position-Top Left</li> <li>• Stamp Position-Top Right</li> <li>• Stamp Position-Center</li> <li>• Stamp Position- Bottom Left</li> <li>• Stamp Position- Bottom Right</li> <li>• Date Position-Top Center</li> <li>• Date Position- Bottom Left</li> <li>• Date Position-Bottom Right</li> <li>• Page No. Position-Top Center</li> <li>• Page No. Position-Bottom Left</li> <li>• Page No. Position-Bottom Right</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum Stored Pages</li> <li>• Auto Paper Off</li> <li>• Pseudo-Photo Gradation Mode</li> <li>• Output Orientation-Reverse Order</li> <li>• Stamp Density</li> <li>• Stamp Position-Top Center</li> <li>• Stamp Position-Left Center</li> <li>• Stamp Position- Right Center</li> <li>• Stamp Position- Bottom Center</li> <li>• Date Position-Top Left</li> <li>• Date Position-Top Right</li> <li>• Date Position-Bottom Center</li> <li>• Page No. Position-Top Left</li> <li>• Page No. Position-Top Right</li> <li>• Page No. Position-Bottom Center</li> <li>• Quantity Display</li> </ul>
Original Size Defaults	Not applicable	
Reduce/Enlarge Presets	Not applicable	

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**Network Settings**


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Port Settings	<ul style="list-style-type: none"> <li>• LPD</li> <li>• SMB</li> <li>• EtherTalk</li> <li>• Port9100</li> <li>• FTP client</li> <li>• Send E-mail</li> <li>• UPnP Discovery</li> <li>• SOAP</li> </ul>	<ul style="list-style-type: none"> <li>• NetWare</li> <li>• IPP</li> <li>• Salutation</li> <li>• SNMP</li> <li>• Receive E-mail</li> <li>• Mail Notification Service</li> <li>• Internet Service (HTTP)</li> </ul>
Protocol Settings	<ul style="list-style-type: none"> <li>• Ethernet settings</li> <li>• TCP/IP - IP Address</li> <li>• TCP/IP - Gateway Address</li> </ul>	<ul style="list-style-type: none"> <li>• TCP/IP - Get IP Address</li> <li>• TCP/IP - Subnet Mask</li> <li>• TCP/IP - IP Filter</li> </ul>
Machine E-mail Address/Host Name	<ul style="list-style-type: none"> <li>• E-mail Address</li> <li>• Domain name</li> </ul>	<ul style="list-style-type: none"> <li>• Host name</li> </ul>
POP3 Server Settings	<ul style="list-style-type: none"> <li>• POP3 Server - Setup</li> <li>• POP3 Server - Server Name</li> <li>• POP3 Server - Check Interval</li> <li>• POP3 Server - Password</li> </ul>	<ul style="list-style-type: none"> <li>• POP3 Server - IP Address</li> <li>• POP3 Server - Port Number</li> <li>• POP3 Server - Login Name</li> <li>• POP Password Encryption</li> </ul>
SMTP Server Settings	<ul style="list-style-type: none"> <li>• SMTP Server - Setup</li> <li>• SMTP Server - Server Name</li> <li>• E-mail Send Authentication</li> <li>• SMTP AUTH - Password</li> </ul>	<ul style="list-style-type: none"> <li>• SMTP Server - IP Address</li> <li>• SMTP Server - Port Number</li> <li>• SMTP AUTH - Login Name</li> </ul>
Domain Filter	<ul style="list-style-type: none"> <li>• Domain Filtering</li> </ul>	<ul style="list-style-type: none"> <li>• to 51. Domains 1 to 50</li> </ul>
Remote Authentication Server Settings	<ul style="list-style-type: none"> <li>• Authentication System</li> <li>• Remote Authentication Server 1-5 <ul style="list-style-type: none"> <li>• Server - Server Setup</li> <li>• Server - IP Address</li> <li>• Server - Server Name</li> <li>• Server - Port Name</li> <li>• Server - Realm Name</li> </ul> </li> </ul>	
PKI Settings (Public Key Infrastructure)	<ul style="list-style-type: none"> <li>• HTTP - SSL/TLS settings</li> </ul>	
Other Settings	<ul style="list-style-type: none"> <li>• E-mail receive protocol</li> </ul>	

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## Print Mode Settings

Allocate Memory	<ul style="list-style-type: none"> <li>• PostScript Memory</li> <li>• HP-GL/2 Auto Layout Memory</li> <li>• Receiving Buffer - NetWare</li> <li>• Receiving Buffer - IPP Spool</li> <li>• Receiving Buffer - Port 9100</li> </ul>	<ul style="list-style-type: none"> <li>• ESC/P Form Memory</li> <li>• Receiving Buffer - LPD Spool</li> <li>• Receiving Buffer - SMB Spool</li> <li>• Receiving Buffer - EtherTalk</li> </ul>
Other Settings	<ul style="list-style-type: none"> <li>• Print Area</li> <li>• Paper Type Mismatch</li> <li>• Print ID</li> <li>• Banner Sheet Tray</li> <li>• PostScript Font Absence</li> </ul>	<ul style="list-style-type: none"> <li>• Substitute Tray</li> <li>• Unregistered Forms</li> <li>• Banner Sheet</li> <li>• PostScript Paper Supply</li> <li>• PostScript Font Substitution</li> </ul>

## Scan Mode Settings



**NOTE:** The optional color scanner kit will allow scanning in color or black and white. Scans from Scan Service cannot be printed unless retrieved at the client and resubmitted as a print job.

Basic Scanning Tab	<ul style="list-style-type: none"> <li>• Feature in 2nd Column</li> <li>• Reduce/Enlarge - Button 3</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce/Enlarge - Button 2</li> </ul>
Scan Defaults	<ul style="list-style-type: none"> <li>• Output Color</li> <li>• File Format</li> <li>• Contrast</li> <li>• Auto Exposure</li> <li>• Color Space</li> <li>• Scan Resolution</li> <li>• Edge Erase</li> <li>• Edge Erase - Left &amp; Right Edges</li> <li>• Image Compression</li> </ul>	<ul style="list-style-type: none"> <li>• Original Type</li> <li>• Lighten/Darken</li> <li>• Sharpness</li> <li>• Background Suppression</li> <li>• Original Orientation</li> <li>• Mixed Size Originals</li> <li>• Edge Erase - Top &amp; Bottom Edges</li> <li>• Center Erase / Binding Erase</li> </ul>
Scan-to-FTP/SMB Defaults	Not applicable	
Scan Size Defaults	Not applicable	
Output Size Defaults	Not applicable	
Reduce/Enlarge Presets	Not applicable	
Other Settings	<ul style="list-style-type: none"> <li>• Scan Service</li> <li>• Maximum Stored Pages</li> <li>• Color Saturation</li> <li>• Background Suppression Level</li> <li>• TIFF Format</li> </ul>	<ul style="list-style-type: none"> <li>• Memory Full Procedure</li> <li>• 2 Sided Original Scan Options</li> <li>• Auto Exposure Level</li> <li>• Color Space</li> <li>• Image Transfer Screen</li> </ul>

### E-mail Settings

E-mail Defaults	Not applicable
Address Search (Directory Service)	<ul style="list-style-type: none"> <li>• Directory Service (LDAP)</li> <li>• Primary Server</li> <li>• Primary Server Port Number</li> <li>• Secondary Server</li> <li>• Secondary Server Port Number</li> <li>• Login Name</li> <li>• Password</li> <li>• Search Root Entry DN</li> <li>• Scope of Search from Root Entry</li> <li>• Object Class of Search Target</li> <li>• Server Application</li> <li>• Attribute Type of Recipient Name</li> <li>• Attribute Type of Last Name</li> <li>• Attribute Type of First Name</li> <li>• Attribute Type of E-mail Address</li> <li>• Attribute Type of Custom Items 1 to 3</li> <li>• Attribute Name of Custom Items 1 to 3</li> <li>• Maximum Search Results</li> <li>• Search Time-Out</li> </ul>
Other Settings	<ul style="list-style-type: none"> <li>• Maximum E-mail Size</li> <li>• Maximum Address Entries</li> <li>• Incoming E-mail Print Options</li> <li>• Auto Print Error Mail</li> <li>• Response to Read Status (MDN)</li> <li>• Read Status (MDN)</li> <li>• Auto Print Delivery Confirmation</li> <li>• Page size for <b>Split Send</b> Mail</li> </ul>

### Mailbox Settings

File Operation Default Screen	Not applicable
Documents Retrieved By Client	Not applicable

### Stored Document Settings

Document Expiry Time	Not applicable
Delete Charge Print Documents	Not applicable
Delete Secure Print Documents	Not applicable
Delete Sample Print Documents	Not applicable

## Setup Menu

Mailbox	<ul style="list-style-type: none"> <li>• Mailbox Name</li> <li>• Check Password</li> <li>• Delete Documents with Expiry Date</li> </ul>	<ul style="list-style-type: none"> <li>• Password</li> <li>• Delete Documents After Retrieval</li> <li>• Link Job Flow Sheet to Mailbox</li> </ul>
Job Flow Sheets	<ul style="list-style-type: none"> <li>• Name</li> <li>• Send E-mail</li> <li>• Transfer via SMB (1), Transfer via SMB (2)</li> </ul>	<ul style="list-style-type: none"> <li>• Description</li> <li>• Transfer via FTP (1), Transfer via FTP (2)</li> <li>• Content Check</li> </ul>
Content Check	Not applicable	
Address Book	<ul style="list-style-type: none"> <li>• Address Type</li> <li>• Recipient Name</li> <li>• First Name</li> <li>• Custom Item 2</li> <li>• Transfer Protocol</li> <li>• Shared Name (SMB Only)</li> <li>• Login Name</li> <li>• Port Number</li> </ul>	<ul style="list-style-type: none"> <li>• E-mail Address</li> <li>• Last Name</li> <li>• Custom Item 1</li> <li>• Custom Item 3</li> <li>• Server Name/IP address</li> <li>• Save in</li> <li>• Password</li> </ul>

## System Administrator Settings

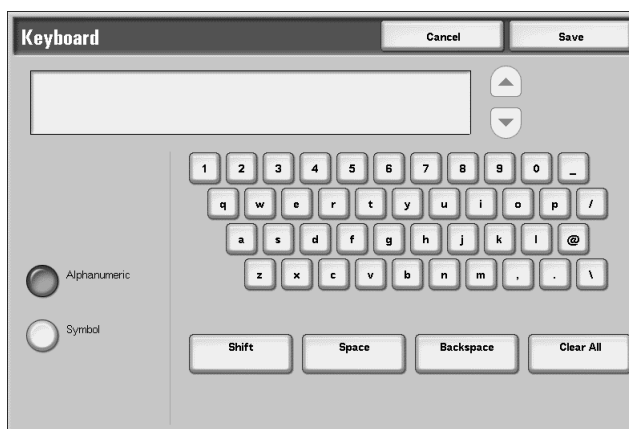
System Administrator Login ID	Not applicable
System Administrator Password	Not applicable
Maximum Login Attempts	Not applicable

### Login Setup/Auditron Administration

Create/Check User Accounts	<ul style="list-style-type: none"> <li>• UserID</li> <li>• Password</li> <li>• Account Limit</li> <li>• Reset User Account</li> </ul>	<ul style="list-style-type: none"> <li>• User Name</li> <li>• E-mail Address</li> <li>• Reset Total Impressions</li> </ul>
Reset User Accounts	<ul style="list-style-type: none"> <li>• All User Accounts</li> <li>• Total Impressions</li> </ul>	<ul style="list-style-type: none"> <li>• All Account Limits</li> <li>• Print Meters</li> </ul>
System Administrator Copy Meter	Not applicable	
User Details Setup	<ul style="list-style-type: none"> <li>• UserID Characters</li> <li>• Account ID Characters</li> <li>• Failed Access Log</li> <li>• Store User Details</li> </ul>	<ul style="list-style-type: none"> <li>• Hide User ID</li> <li>• Hide Account ID (***)</li> <li>• Checking Authentication information</li> </ul>
Charge Print Settings	<ul style="list-style-type: none"> <li>• PjL Receive Command Control</li> <li>• Receive Control</li> </ul>	<ul style="list-style-type: none"> <li>• PjL Output Command Control</li> </ul>
Password Entry from Control Panel	Not applicable	
Login Setup/Auditron Mode	<ul style="list-style-type: none"> <li>• Local Machine Access</li> <li>• Auditron Mode</li> </ul>	<ul style="list-style-type: none"> <li>• Network Access               <ul style="list-style-type: none"> <li>• Auditron Mode</li> </ul> </li> <li>• Remote Access               <ul style="list-style-type: none"> <li>• Guest User</li> <li>• Guest Password</li> </ul> </li> <li>• Mailbox Access</li> </ul>

## Entering Text

During operations, a screen sometimes appears for the entry of text. This section describes how to enter text using the screen keyboard.



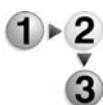
The following characters can be entered: numbers, letters, and symbols.

Item	Description
Entering letters and numerals	Select <b>Alphanumeric</b> . If you select <b>Shift</b> , capital letters appear. To return to lowercase, select <b>Shift</b> again.
Entering symbols	Select <b>Symbol</b> .
Entering a space	Select <b>Space</b>
Deleting characters	Select <b>Backspace</b> . This deletes characters one at a time.
Deleting all characters	Select <b>Clear All</b> . All characters are deleted.
Entering a single character	Select any <b>Single Character</b> (number, letter, or symbol).

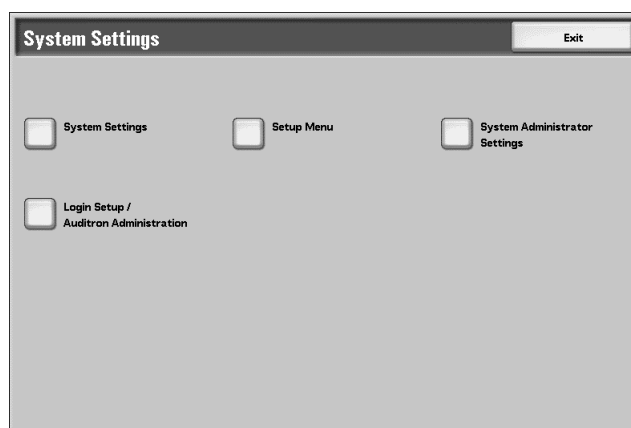
## Common Settings

In **Common Settings**, you select default settings that affect the machine itself. The following settings can be made and are detailed in the sections that follow:

- Machine clock/timers
- Audio tones
- Screen defaults
- Paper tray settings
- Image quality
- Reports
- Maintenance/diagnostics
- Set numbering
- Other settings

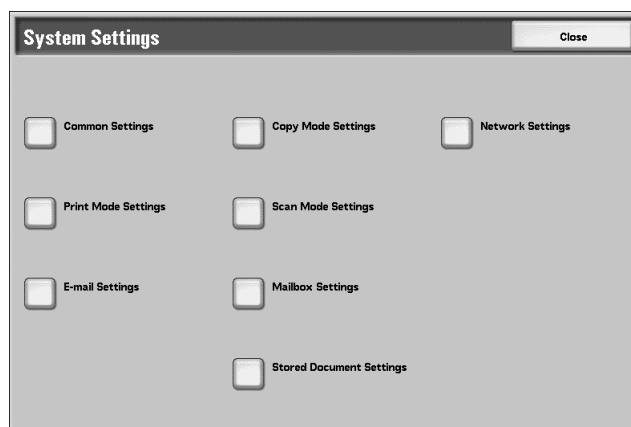


1. From the **System Settings** screen, select **System Settings**.

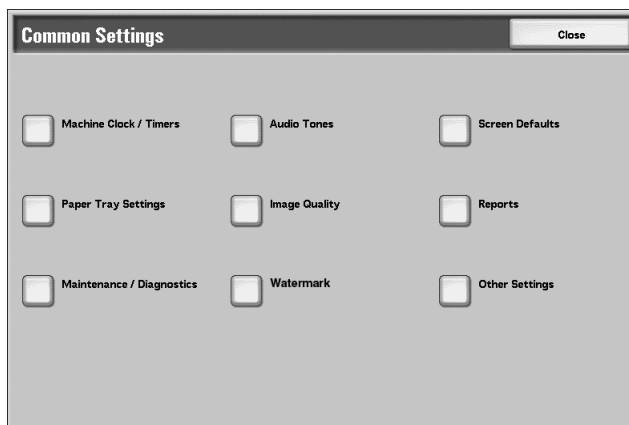


*For the method of displaying the System Settings screen, refer to System settings procedure on page 8-2.*

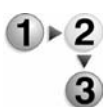
2. Select **Common Settings**.



### 3. Select the item to be set.

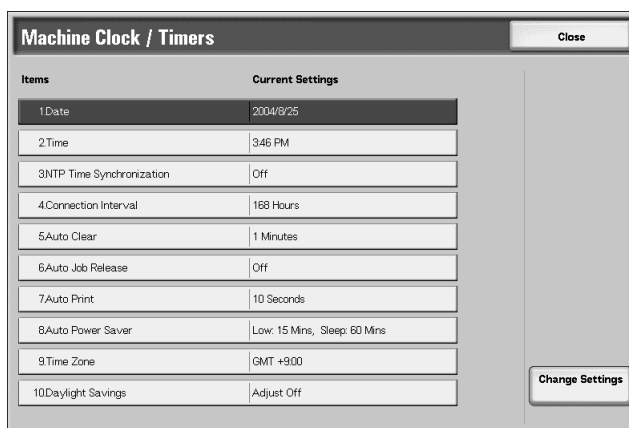


## Machine Clock/Timers



You can set the clock time, or the timer interval until power saving or reset features take effect.

1. From the **Machine Clock/Timers** screen, select **Machine Clock/Timers**.



2. Select the item to be set or changed.
3. Select **Change Settings**.

4. Select ▲, ▼, or the numeric keypad to enter a numeric quantity.

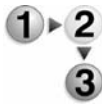


**NOTE:** Depending on the item, entry with the numeric keypad may not always be possible.

5. Select **Save**.

### Date

Set the date in the in the system clock of the machine. The date set here is printed on lists and reports.



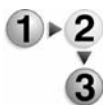
1. From the **Machine Clock/Timers** screen, select **Date**, and select **Change Settings**.

2. Select the date format.
3. Select Year/Month/Day by using the ▲, ▼, or the numeric keypad to enter a numeric quantity.
4. Select **Save** to save the settings and return to the previous window.



## Time

Set the time in the system clock of the machine, using 12-hour or 24-hour representation. The time set here is printed on lists and reports.

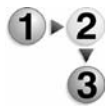


1. From the **Machine Clock/Timers** screen, select **Time**, and select **Change Settings**.

2. Select the display format.
3. When **12 Hour Clock** is selected, select **AM** or **PM**.
4. Set the minutes and seconds by using the ▲, ▼, or the numeric keypad to enter a numeric quantity.
5. Select **Save** to save the settings and return to the previous window.

## NTP Time Synchronization

You can get the time from a time server (NTP: Network Time Protocol), to synchronize the machine to the time server time.



1. From the **Machine Clock/Timers** screen, select **NTP Time Synchronization**, and select **Change Settings**.

2. Select **On** or **Off**.
3. If you selected **On**, use the numeric keypad to enter the IP address for the time server.
  - **Off:** A connection is not made to the time server.
  - **On:** A connection is made to the time server.
  - **IP Address:** Set the IP address of the time server from which the time is obtained, using values 0 to 255.



**NOTE 1:** Addresses 244 to 255.XXX.XXX.XXX and 127.XXX.XXX.XXX cannot be set.

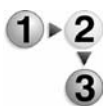
**NOTE 2:** Select **Next** to enter the next part of the IP address if the address between dots is less than 3 digits.

4. Select **Save** to save the settings and return to the previous window.

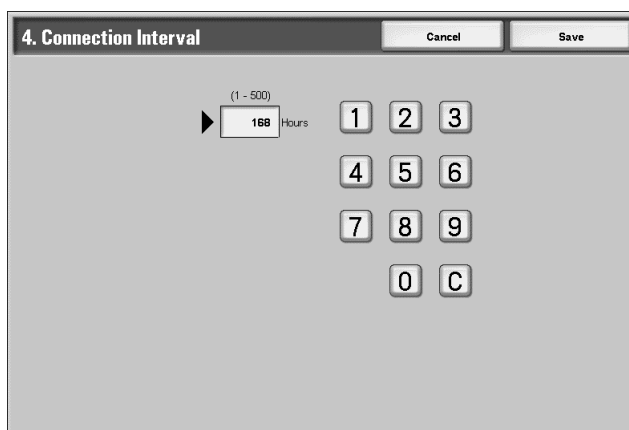
## Connection Interval

Select the time interval at which a connection is made to the time server.

Select an interval from 1 to 500 hours, in steps of one hour.



1. From the **Machine Clock/Timers** screen, select **Connection Interval**, and select **Change Settings**.
2. Enter the Connection Interval using the numeric keypad.



3. Select **Save** to save the settings and return to the previous window.

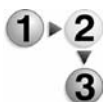
## Auto Clear

If a given time period elapses with no operation, the machine automatically returns to the initial screen.

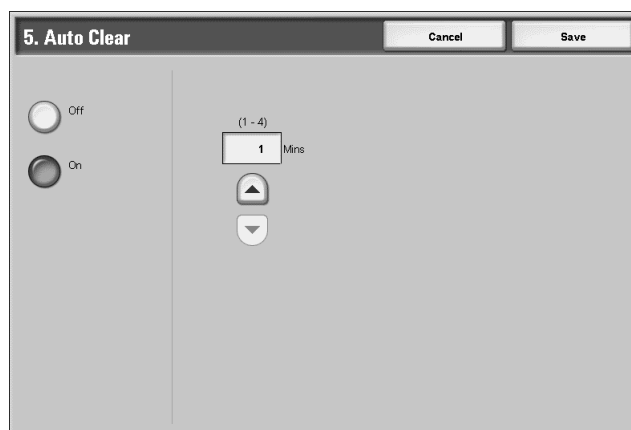
Set a period from 1 to 4 minutes, in intervals of 1 minute. To cancel the setting select **C**, or select the **Cancel** button to delete any selections made on this screen.



**NOTE:** Even if **Off** is selected, any currently scanned and pending jobs continue processing after one minute of inactivity on the machine.



1. From the **Machine Clock/Timers** screen, select **Auto Clear** and press **Change Settings**.

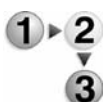


2. Select **Off** or **On**.
3. If you selected **On**, set the time by using the ▲, ▼, or the numeric keypad to enter a numeric quantity.
4. Select **Save** to save the settings and return to the previous window.

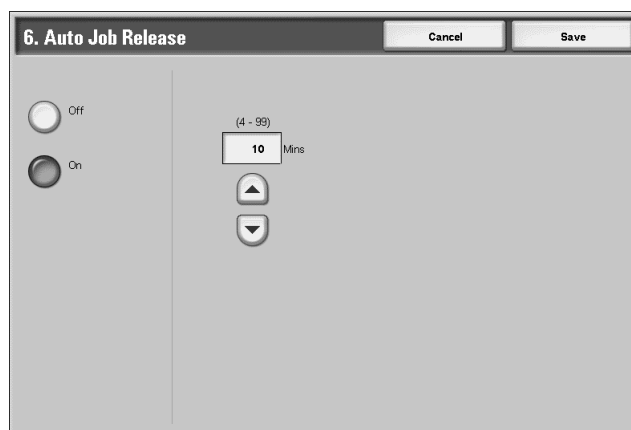
## Auto Job Release

If an error occurs during a copy or scan job, you can set the time that elapses until the current job is automatically cleared, and thereby enables the completion of the next job. Error that may occur include a paper feed, an jammed original, a copy jam, the machine runs out of hard disk space, etc. Once the current job is cleared, jobs that can be continued are limited to those that only use parts of the machine not affected by the error.

Set the value in the range 4 to 99 minutes, in 1 minute increments. Select **Off** if you do not want to use this feature.



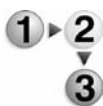
1. From the **Machine Clock/Timers** screen, select **Auto Job Release**, and select **Change Settings**.



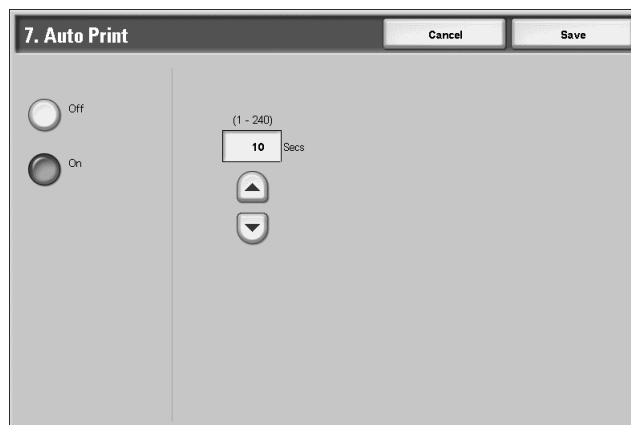
2. Select **Off** or **On**.
3. If you selected **On**, set the time by using the ▲, ▼, or the numeric keypad to enter a numeric quantity.
4. Select **Save** to save the settings and return to the previous window.

## Auto Print

Set the time from the end of print job until the execution of next print job. Set the value from 1 to 240 seconds, in one second steps. If you select **Off**, once the machine is ready, printing can start immediately.



1. From the **Machine Clock/Timers** screen, select **Auto Print**, and select **Change Settings**.

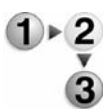


2. Select **Off** or **On**.
3. If you selected **On**, set the time by using the ▲, ▼, or the numeric keypad to enter a numeric quantity.
4. Select **Save** to save the settings and return to the previous window.

## Auto Power Saver

In power saving mode, there is a "low-power mode" and a "sleep mode," and when the set time has elapsed, these modes are switched to in the following way, thus reducing the power consumption.

Last operation on the machine → Low-power mode → Sleep mode



1. From the **Machine Clock/Timers** screen, select **Auto Power Saver**, and select **Change Settings**.

2. Set low-power mode and sleep mode.

- **From Last Selection to Low Power Mode:** Set the time to go from last operation to low-power mode. Set the time from 1 to 240 minutes, in 1 minute increments.



**NOTE:** Set the time **From Last Operation to Low-power Mode** not to exceed the time **From Last Operation to Sleep Mode**.

- **From Last Selection to Sleep mode:** Set the time to go from last operation to sleep mode from 1 to 240 minutes, in 1 minute increments.

## Time Zone

Use the ▲, ▼ to set the time difference from Greenwich Mean Time (GMT).



Select **Save** to save the settings and return to the previous window.

## Daylight Savings

With this feature enabled, the machine automatically adjusts the current time when the summer time starts and ends.

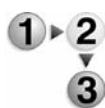


**Adjust off** Select this feature if you do want to use the **Daylight Savings** feature.

**Adjust on** Select this feature if you do want to use the **Daylight Savings** feature.

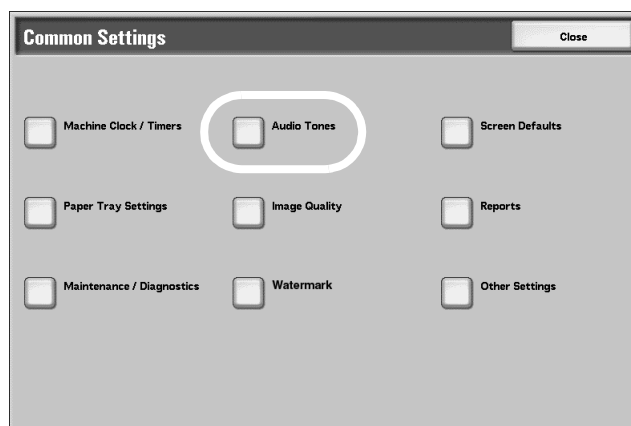


## Audio Tones

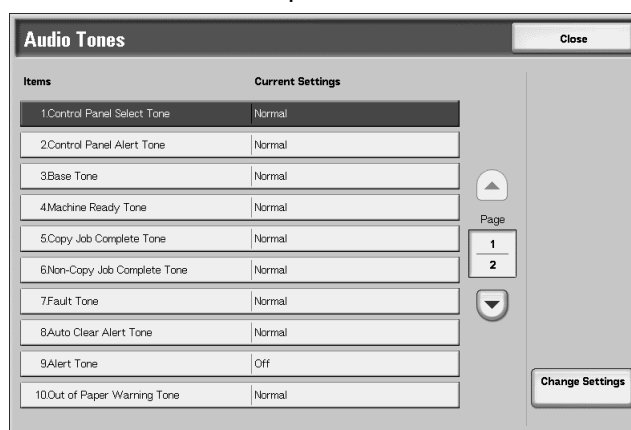


Select whether or not to sound an alarm, for example when a job ends or there is a fault.

1. From the **Common Settings** screen, select **Audio Tones**.



The Audio Tones screen opens.



2. Select the item to be set or changed.



**NOTE:** Select ▲ to display the previous screen and select ▼ to display the next screen.

3. Select **Change Settings**.

4. Select the desired setting for the specific Audio Tone feature.



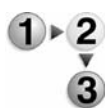
5. Select **Save**.

<b>Control Panel Select Tone</b>	Select the volume level that sounds when a button displayed on the screen is correctly selected. Select from <b>Loud</b> , <b>Normal</b> , and <b>Soft</b> . To disable the sound, select <b>Off</b> .
<b>Control Panel Alert Tone</b>	Select the volume level that sounds when a non-functioning (or grayed-out) button is selected or when an error occurs. Select from <b>Loud</b> , <b>Normal</b> , and <b>Soft</b> . To disable the sound, select <b>Off</b> .
<b>Base Tone</b>	For a button that toggles (the setting changes each time it is pressed), select the volume level that sounds when the button is in its initial (first) position. This is the sound made when the <b>Interrupt</b> button is released. Select from <b>Loud</b> , <b>Normal</b> , and <b>Soft</b> . To disable the sound, select <b>Off</b> .
<b>Machine Ready Tone</b>	Set the volume level that sounds when the machine is ready to copy or print or after the machine powers on. Select from <b>Loud</b> , <b>Normal</b> , and <b>Soft</b> . To disable the sound, select <b>Off</b> .
<b>Copy Job Complete Tone</b>	Select the volume level that sounds when the machine successfully completes the copy cycle. Select from <b>Loud</b> , <b>Normal</b> , and <b>Soft</b> . To disable the sound, select <b>Off</b> .
<b>Non-Copy Job Complete Tone</b>	Select the volume level that sounds when the machine completes a job other than a copy job. Select from <b>Loud</b> , <b>Normal</b> , and <b>Soft</b> . To disable the sound, select <b>Off</b> .

<b>Fault Tone</b>	Select the volume level that sounds when there is an error termination. Select from <b>Loud</b> , <b>Normal</b> , and <b>Soft</b> . To disable the sound, select <b>Off</b> .
<b>Auto Clear Alert Tone</b>	Select the volume level that sounds when the automatic clear feature is enabled and it is 5 seconds before the machine automatically returns to the initial screen. Select from <b>Loud</b> , <b>Normal</b> , and <b>Soft</b> . To disable the sound, select <b>Off</b> .
<b>Alert Tone</b>	Select the volume level that sounds when a fault, such as a paper jam occurs, and the fault is left unattended. Select from <b>Loud</b> , <b>Normal</b> , and <b>Soft</b> . To disable the sound, select <b>Off</b> .
<b>Out of Paper Warning Tone</b>	Select the volume level that sounds when there is no paper in the paper tray and the job is left unattended. Select from <b>Loud</b> , <b>Normal</b> , and <b>Soft</b> . To disable the sound, select <b>Off</b> .
<b>Low Toner Alert Tone</b>	Select the volume level that sounds when it is time to replace the drum toner cartridge. Select from <b>Loud</b> , <b>Normal</b> , and <b>Low</b> . To disable the sound, select <b>Off</b> .
<b>Stored Programming Tone</b>	Select the volume level that sounds while the machine is records a job into the job memory. Select from <b>Loud</b> , <b>Normal</b> , and <b>Soft</b> . <i><b>NOTE:</b> It is not possible to disable this sound.</i>

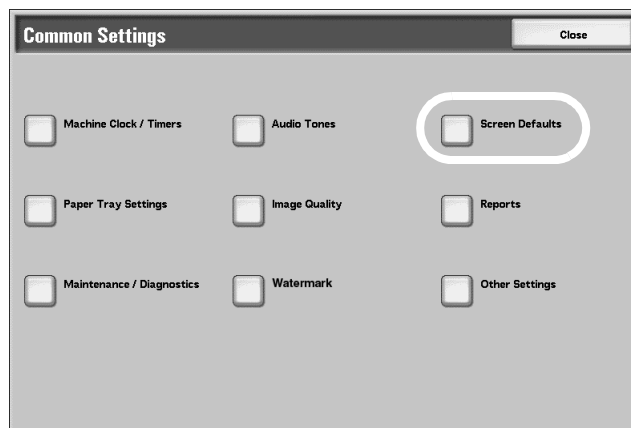


## Screen Defaults

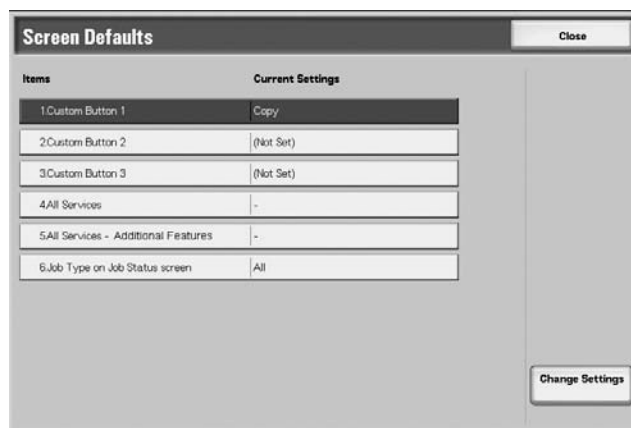


Set the initial screen display when the power is turned on.

1. From the **Common Settings** screen, select **Screen Defaults**.



The **Screen Defaults** window opens.

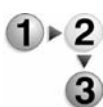


2. Select the item to be set or changed.
3. Select **Change Settings**.

4. Select the desired setting for the specific Screen Defaults feature.

5. Select **Save**.

### Custom Buttons 1, 2, and 3



You can assign features to the Custom Buttons on the control panel: Custom Buttons 1, 2, and 3.

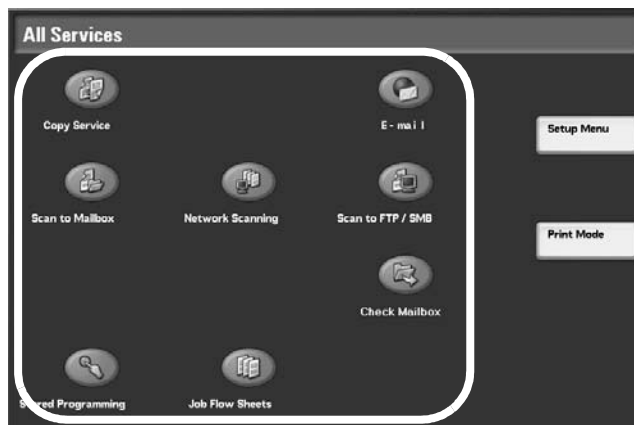
To leave a button unassigned, select **Not Set**.

1. Select **Custom Button 1**, and select **Change Settings**.

2. Select the feature to be assigned to that button.

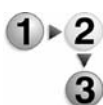
## All Services

From this screen, you can select the specific buttons and their layout as they will appear on the **All Services** screen when the **All Services** button on the control panel is pressed. Refer to the below illustration.



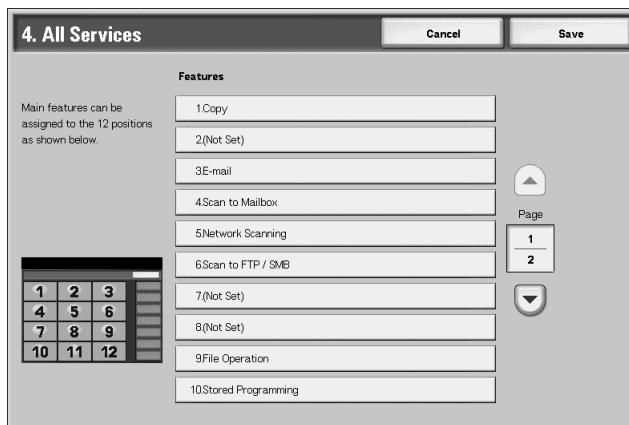
If you select **Not Set**, the selected button position remains empty.

**NOTE:** It is not possible to assign the same feature to more than one button.



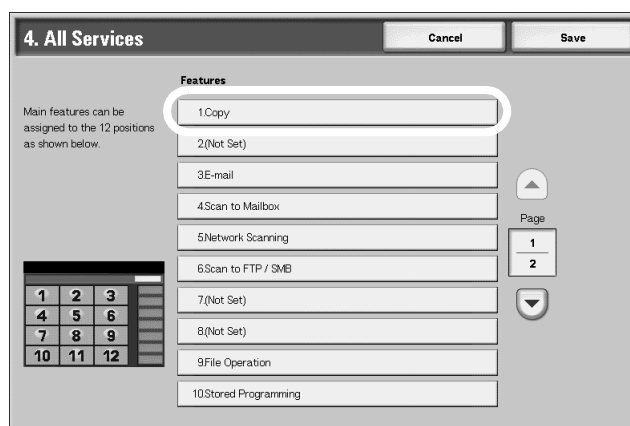
1. From the **Screen Defaults** window, select **All Services**
2. Select **Change Settings**.

The **All Services** window opens:



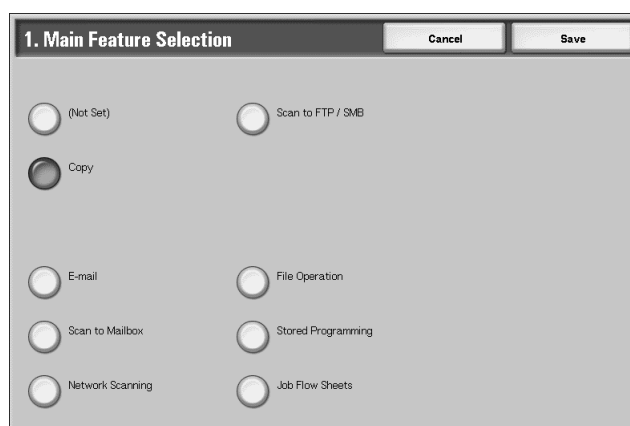
**NOTE:** Select ▲ to display the previous screen and select ▼ to display the next screen.

3. Select a feature that you will want displayed on the **All Services** screen (when the **All Services** button on the control panel is pressed).



For the purpose of this feature, the **Copy** feature is selected.

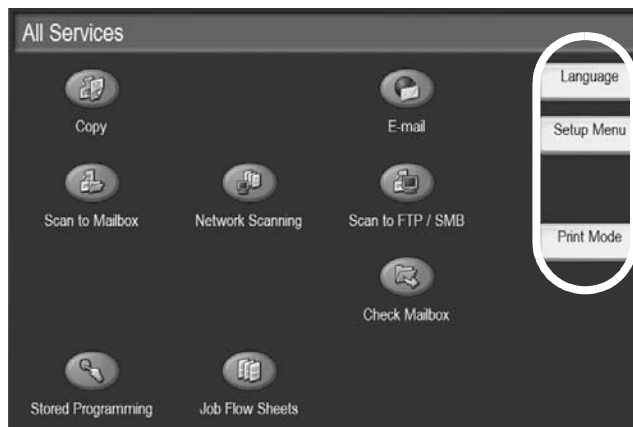
4. The **Main Feature Selection** window opens. Select the desired feature that you want displayed on the **All Services** screen of the UI.



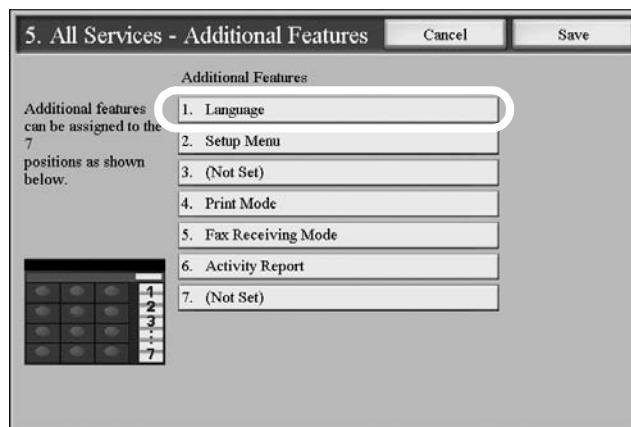
5. Select **Save**.
6. Repeat Steps 1-5 for the other **All Services** features.

## All Services - Additional Features

From this screen, you can select additional, specific buttons and their layout as they will appear on the **All Services** screen when the **All Services** button on the control panel is pressed. The additional features that are selected here appear in the **All Services** screen as rectangular buttons; refer to the below illustration:



The layout of numbers shown on the **All Services - Additional Features** screen display the layout order of buttons on the **All Services** screen. In other words, if you select the **Language** feature as **Additional Feature number 1**, then it will appear on the **All Services** screen as the first rectangular button (closest to the top of the screen). Refer to the illustrations above and below.

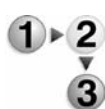


If you select **Not Set**, the selected button position remains empty.



**NOTE:** It is not possible to assign the same feature to more than one button.





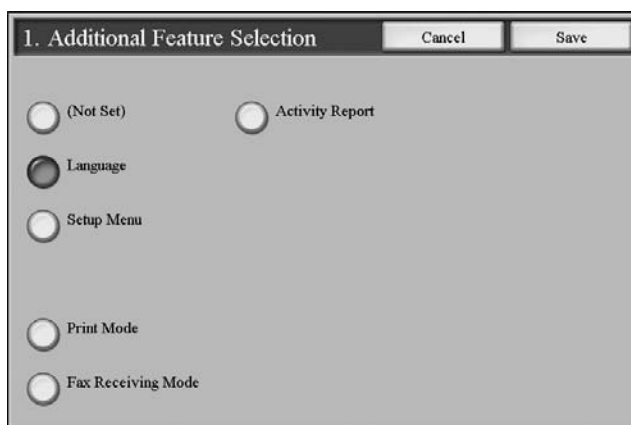
1. From the **Screen Defaults** window, select **All Services - Additional Features**.
2. Select **Change Settings**.

The **All Services - Additional Features** window opens:

3. Select a feature that you will want displayed on the **All Services - Additional Features** screen (when the **All Services** button on the control panel is pressed).

For the purpose of this feature, the **Language** feature is selected.

4. The **Additional Feature Selection** window opens. Select the desired feature that you want displayed on the **All Services** screen of the UI.



5. Select **Save**.
6. Repeat Steps 1-5 for the other **All Services - Additional Features** selections.

## Job Type on Job Status screen

Select the job types that you want displayed on the **Completed Jobs** screen of the **Job Status** screen when the **Job Status** button on the control panel is pressed. Refer to the illustration below:

Current and Pending Jobs		Completed Jobs	Stored Documents	Print Waiting Jobs	Close
Document No.	Job Type	Status	Remote Terminal / Contents	Display Time	
-	- Save As	In Progress	Local Disk 001	99/444	
-	- Print	In Progress	Local Disk 001	99/444	
12345	- Batch Print	Processing data	Doc Name		
-	- Mailbox Print	In Progress	Mailbox 005	2/10	
-	- Link to Application	In Progress	/saitama/kitamoto/		
12345	- Digital Camera	Printing	toyoda.pdf	3456/4567	
02222	- Digital Camera	Printing	Index Print	3456/4567	
03333	- Document Print	Printing	Yokohama Walker.pdf	3456/4567	
22223	- Document Print	Printing	Index Print	3456/4567	
01234	- Save / Copy	→ Auto Start	This is File Name2		

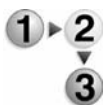
Select from **All Jobs**, **Print Jobs**, **Transmission Jobs**, and **Auto Transfer Jobs**.

6. Job Type on Job Status screen
Cancel
Save

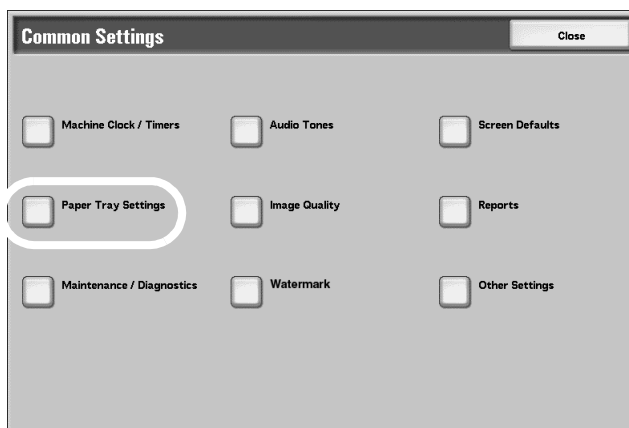
☒ All Jobs
☐ Print Jobs
☐ Transmission Jobs
☐ Auto Transfer Jobs

## Paper Tray Settings

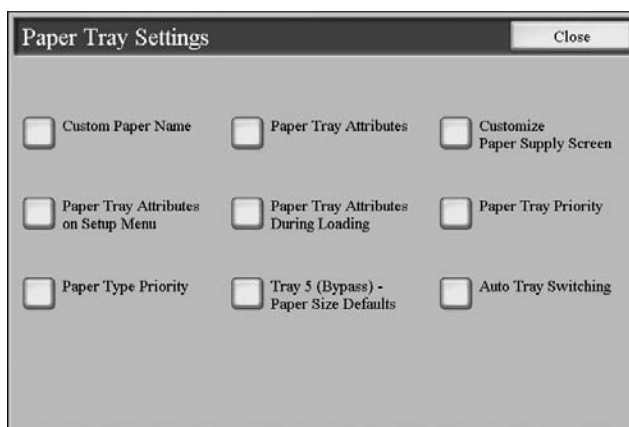
Set the items relating to the paper and trays, including the types of paper loaded in each tray, the priority order of the trays, the priority order of the paper types, custom paper information, and more.



1. From the **Common Settings** screen, select **Paper Tray Settings**.

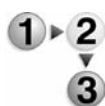


The **Paper Tray Settings** screen opens.



2. Select the item to be set or changed.
  - Make the appropriate selections or changes to that item.
  - Select **Save** to return to the **Paper Tray Settings** screen.
3. Repeat Step 2 for each of the specific Paper Tray Settings features.
4. Select **Close** to return to the **Common Settings** screen.

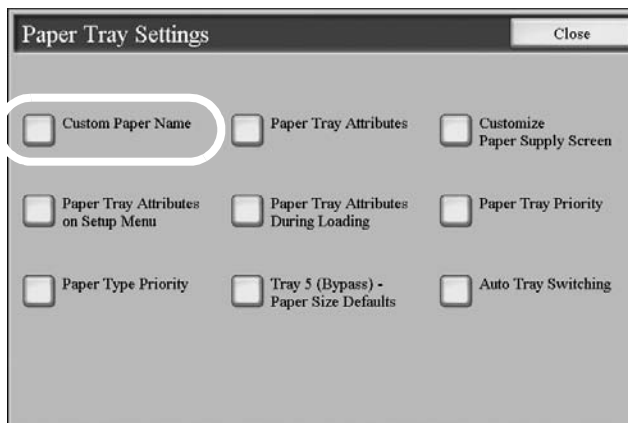
## Custom Paper Name



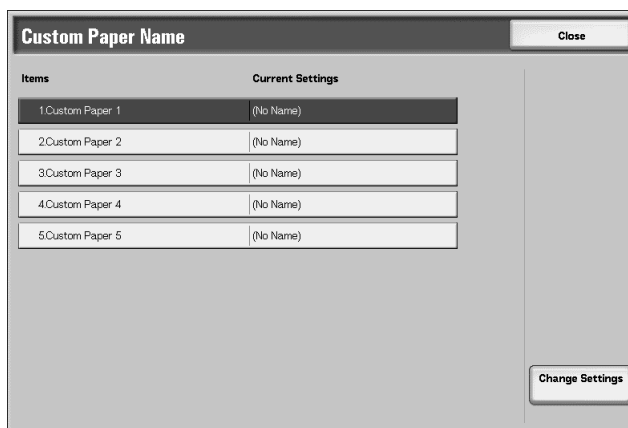
You can set a custom name for paper 1-5 (refer to the screen in Step 1 of the following procedure). A maximum of twelve characters can be entered for each custom paper name. For example, use the name "Color" for colored paper.

*For information about entering text, refer to Entering Text on page 8-15.*

1. From the **Paper Tray Settings** screen, select **Custom Paper Name** feature.

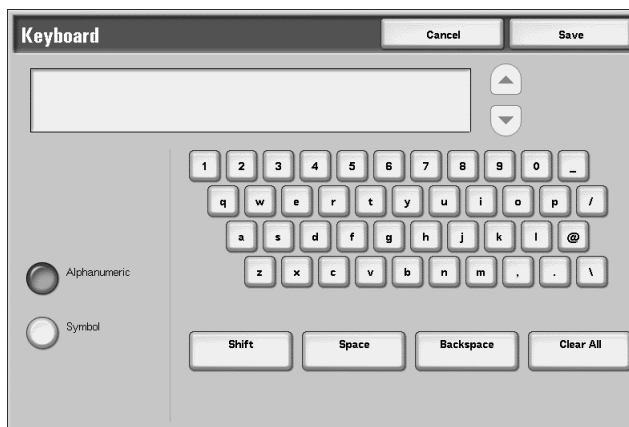


The **Custom Paper Name** screen opens.



2. Select the item to be set or changed, and select **Change Settings**.

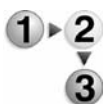
3. The **Keyboard** screen opens.



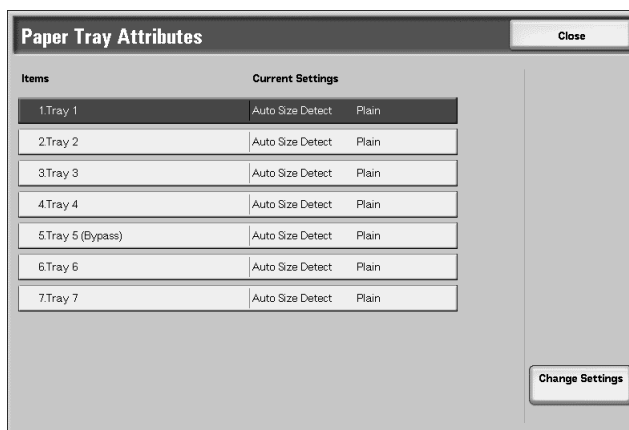
4. Enter the desired name for **Custom Paper 1**.
5. Select **Save** to save the name and return to the previous screen.
6. If desired, repeat Steps 1-5 for the other custom paper names.
7. Select **Close** to return to the **Paper Tray Settings** screen.

### Paper Tray Attributes

Select the paper size and paper type that will be loaded in trays 1-4, tray 5 (Bypass) and optional trays 6 and 7.

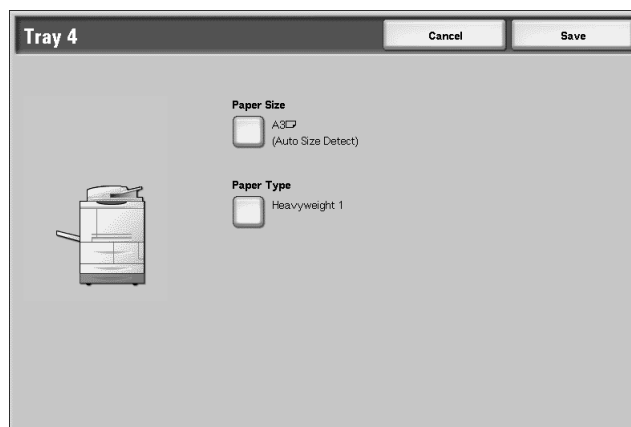


1. From the Paper Tray Settings screen, select **Paper Tray Attributes**.



2. Select the item to be set or changed, and select **Change Settings**.

### 3. Select **Paper Size** or **Paper Type**.



#### Paper Size



Standard-sized paper that is loaded into trays 3, 4, and optional trays 6 and 7 is automatically detected. However, when a nonstandard size is loaded, it is necessary to specify the width and height.

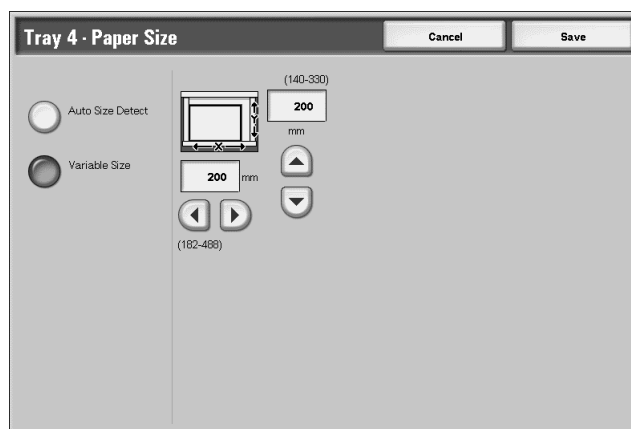
**KEY POINT:** Depending on the paper size, the guide lever may not fit, and this may cause paper jams or other errors. Tray detection may also not be possible. In such cases, use tray 5 (Bypass Tray).

**NOTE:** Trays 1 and 2 are preset at manufacturing at size 8.5 x 11 inch (A4); therefore, the paper size for these two trays cannot be changed on this screen.

#### Paper Type

The Paper Type feature is discussed in Step 6.

### 4. When selecting **Paper Size**, select **Auto Size Detect** or **Variable Size**.



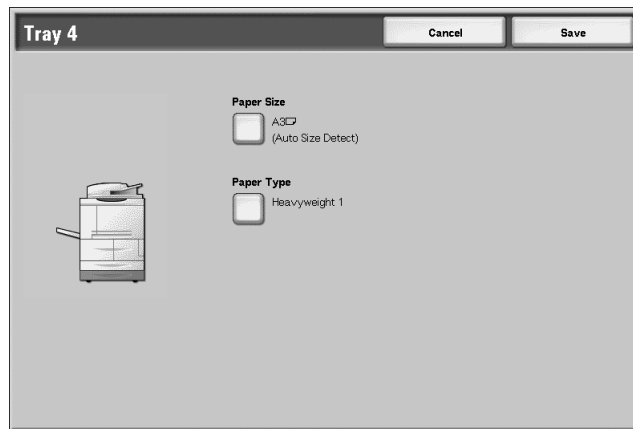
**KEY POINT:** Remember: You cannot select or set the Paper Size for Trays 1 and 2.

- a. When **Variable Size** is selected, enter the paper size using ▲, ▼, ◀, and ▶.

**Auto Size Detect** Standard-sized paper loaded in trays 3, 4, and optional 6 and 7 is automatically detected.

**Variable Size** When setting a non-standard size for trays 3 and 4, set the size in the **X** (horizontal) direction within the range of 182-488 mm (7.17-19.21 in.) and in the **Y** (vertical) direction within the range 148-330 mm (5.82-13 in.) in 1 mm increments. For optional trays 6 and 7, set the size in the **X** direction within the range 210-241 mm (8.26-9.48 in.) and in the **Y** direction within the range 297-330 mm (11.69-12 in.) in 1 mm increments.

- b. From the **Paper Size** screen, select **Save** to save the paper size and return to previous screen.



**5. Select either **Paper Type** or **Save**.**

- If you select **Save**, you are returned to the Paper Tray Attributes screen. Proceed to Step 7..
- If you select **Paper Type**, proceed to the next step.



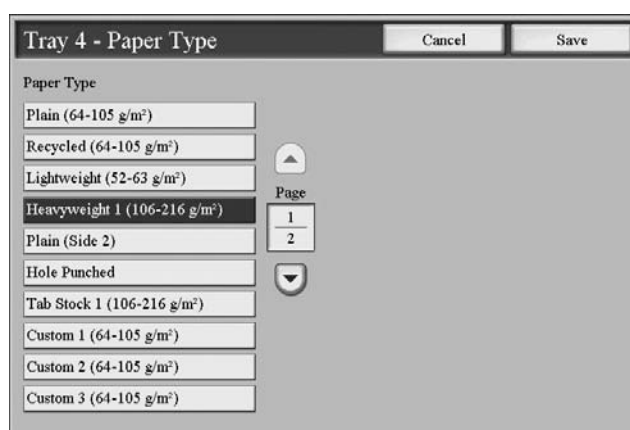
**6.** When selecting **Paper Type**, keep the following in mind:

- For trays 1, 2, and optional 6 and 7 you can select from six paper types and from custom paper types 1-5.
- For trays 3 and 4 you can select from seven paper types, and from custom paper types 1-5.
- In tray 5 (Bypass) you can select from eleven paper types and from custom paper types 1-5.
- If the optional OHCF (tray 6) is installed, an additional Paper Type option, **Coated Stock** is available.



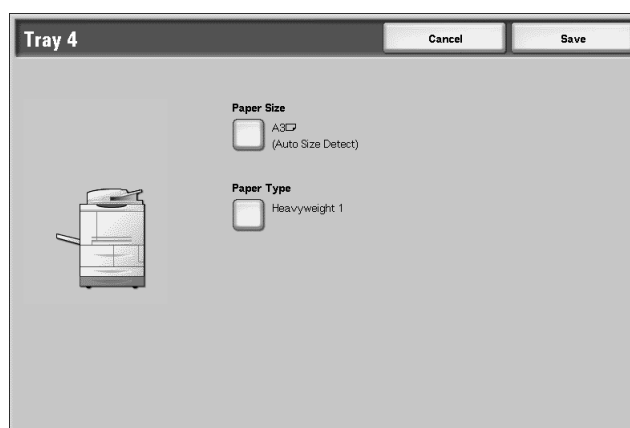
**NOTE:** The optional OHCF (Tray 6) is **not** available with the 4590 Copier/Printer.

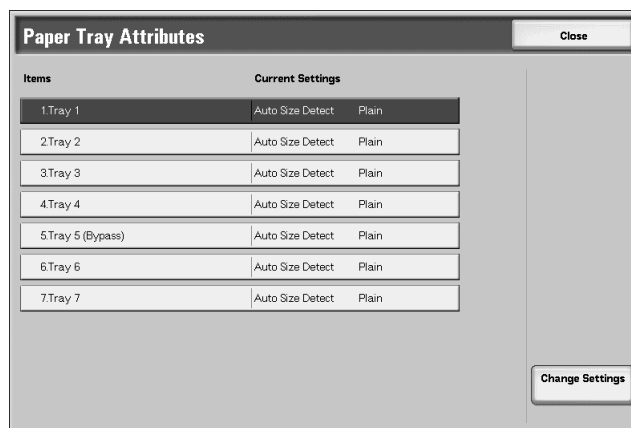
- a. Select the desired Paper Type for this specific tray. (For this procedure, Tray 4 is shown.)



**NOTE:** Select ▲ to display the previous screen and select ▼ to display the next screen.

- b. Select **Save** to save the Paper Type and return to the previous screen.
- c. Select **Save**.



**7.** Set the attributes for other trays as desired.

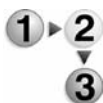
The 'Paper Tray Attributes' dialog box is shown. It has a title bar with the text 'Paper Tray Attributes' and a 'Close' button. The main area contains a table with two columns: 'Items' and 'Current Settings'. The 'Current Settings' column is further divided into two sub-columns. The table lists seven trays, each with 'Auto Size Detect' and 'Plain' settings. A 'Change Settings' button is located at the bottom right of the dialog box.

Items	Current Settings	
1.Tray 1	Auto Size Detect	Plain
2.Tray 2	Auto Size Detect	Plain
3.Tray 3	Auto Size Detect	Plain
4.Tray 4	Auto Size Detect	Plain
5.Tray 5 (Bypass)	Auto Size Detect	Plain
6.Tray 6	Auto Size Detect	Plain
7.Tray 7	Auto Size Detect	Plain

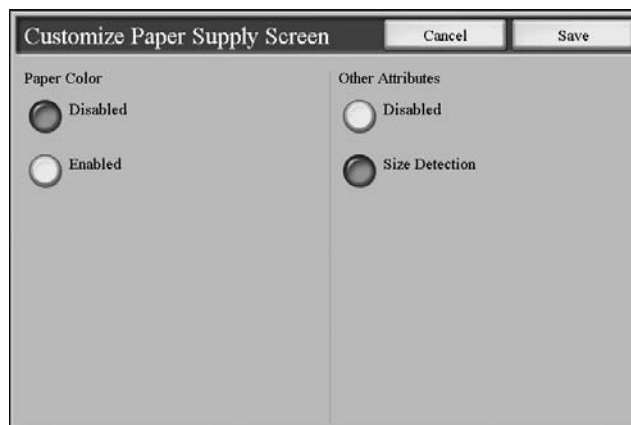
**8.** Select **Close** to return to the Paper Tray Settings screen.

## Customize Paper Supply Screen

Select the features that are displayed about a paper in the Paper Supply screen (Copy feature).



1. From the Paper Tray Settings select **Customize Paper Supply Screen**.



2. Select an item.

### Paper Color

Select whether or not to display the paper color.

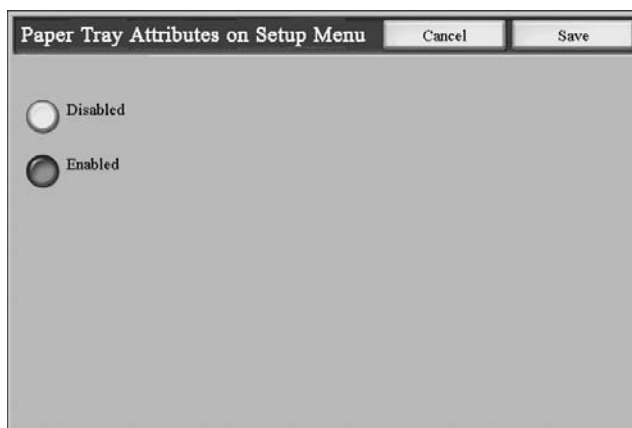
### Other Attributes

Select whether or not to display the other attributes (size detection).

3. Select **Save** to close this screen and return to the Paper Tray Settings screen.

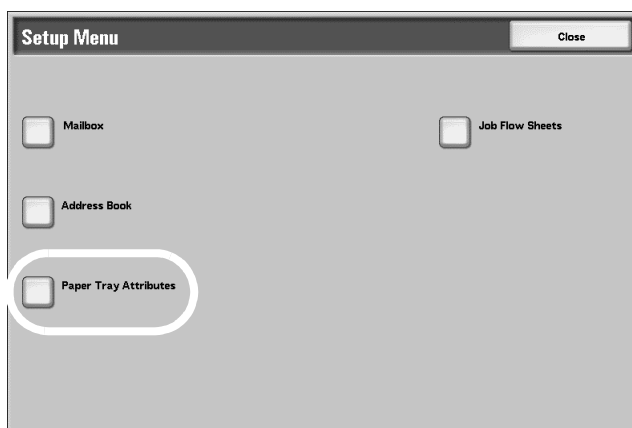
## Paper Tray Attributes on Setup Menu

The selection made on this screen determines whether or not the **Paper Tray Attributes** feature is displayed on the **Setup Menu**. Select **Disabled** or **Enabled**.



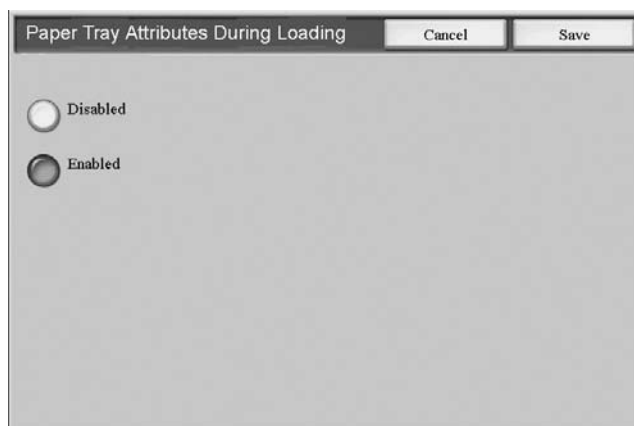
**Disabled:** If this feature is selected, then the **Setup Menu** does not display the Paper Tray Attributes feature.

**Enabled:** If this feature is selected, then the **Setup Menu** displays the Paper Tray Attributes feature, as shown in the below illustration.



## Paper Tray Attributes During Loading

When a paper tray removed from the machine, and then replaced, the selection made on this screen determines whether or not the tray change is displayed on the UI. Select **Disabled** or **Enabled**.



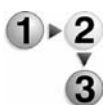
**Disabled:** If this feature is selected, then the UI does not display the paper tray attributes while you are loading paper in the tray.

**Enabled:** If this feature is selected, the UI displays the paper tray attributes as you are loading paper into the tray.

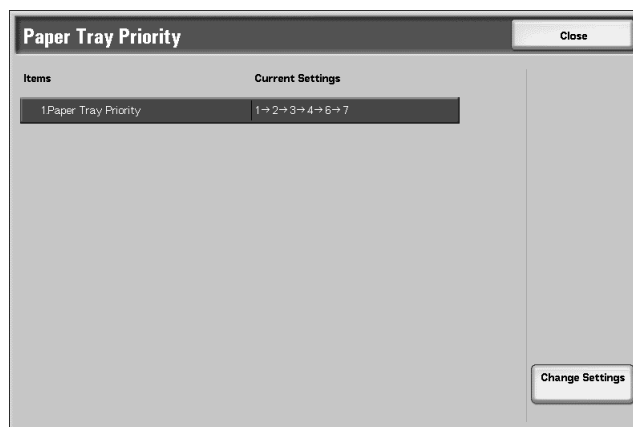
## Paper Tray Priority

Set the paper tray priority sequence for automatic tray selection. Automatic tray selection means that a tray containing the appropriate paper is automatically selected by the machine for copying or printing.

You can select paper trays 1-4 and optional 6 and 7. Tray 5 (Bypass) cannot be selected.



1. From the Paper Tray Settings screen, select **Paper Tray Priority**.



2. Select the item to be set or changed, and select **Change Settings**.
3. Select a **Priority** setting (**First-Sixth**) and assign a specific tray to that priority setting.

**NOTE:** Only one tray can be set to each priority.

4. Select **Save** to save the selections and return to the Paper Tray Priority screen.
5. Select Close to return to the Paper Tray Settings screen.

### Paper Type Priority

Set the paper type priority sequence for automatic tray selection. Automatic tray selection means that a tray containing the appropriate paper is automatically selected by the machine for copying or printing.

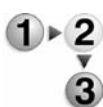
You can select from a variety of paper types including bond paper, plain paper, recycled paper, side 2 paper, etc.

**NOTE 1:** The paper type selections for this feature will vary depending on your machine and your work environment requirements (such as the types of paper you use most frequently).

**NOTE 2:** The paper type setting takes precedence over the tray priority sequence. If different paper types appear in the same priority sequence, the paper selection is determined by tray priority sequence.

For information about the tray priority sequence, refer to Paper Tray Priority on page 8-47.





1. From the Paper Tray Settings screen, select **Paper Type Priority**.

Items	Current Settings
1 Plain Paper	First
2 Recycled Paper	Second
3 Side 2 Paper	Auto Paper Off
4 Custom Paper 1	Auto Paper Off
5 Custom Paper 2	Auto Paper Off
6 Custom Paper 3	Auto Paper Off
7 Custom Paper 4	Auto Paper Off
8 Custom Paper 5	Auto Paper Off

2. Select the item to be set or changed, and select **Change Settings**.
3. Select the priority sequence for this paper type.

1. Plain Paper

☐ Auto Paper Off
 ☐ Sixth

☒ First
 ☐ Seventh

☐ Second
 ☐ Eighth

☐ Third

☐ Fourth

☐ Fifth

4. Select **Save** to save the setting and to return to the Paper Type Priority screen.
5. Select **Close** to return to the Paper Tray Settings screen.

## Tray 5 (Bypass) - Paper Size Defaults

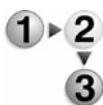
This feature allows you to assign specific paper sizes to Tray 5. This will facilitate easier copying when using Tray 5 (Bypass).

You can assign a maximum of twenty paper sizes to the Tray 5 (Bypass) size buttons, which are numbered 1-20.

To assign paper sizes to the Tray 5 buttons, perform the following steps.



**NOTE:** If a nonstandard size paper is frequently used for copying, set this feature to accommodate that paper size. This avoids repeatedly selecting the paper dimensions each time you use that nonstandard paper for copying. This feature also allows you to set commonly used paper sizes in the descending order shown on the screen below; this provides ease and quickness in selecting the desired paper size when copying jobs. For example, if you frequently use 12 x 18 inch (304.8 x 457.2 mm) paper, you can set Item 1 for that paper size.



### 1. Select Tray 5 (Bypass) Paper Size Defaults.

Items	Current Settings
1 Paper Size 1	SRA3
2 Paper Size 2	A3
3 Paper Size 3	A4
4 Paper Size 4	A4
5 Paper Size 5	A5
6 Paper Size 6	A6
7 Paper Size 7	B4
8 Paper Size 8	B5
9 Paper Size 9	B5
10 Paper Size 10	B6

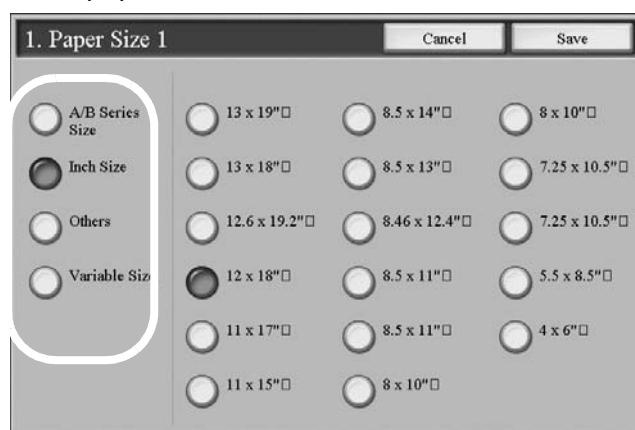
### 2. Select the item to be set or changed, and select **Change Settings**.



**NOTE:** Select ▲ to display the previous screen and select ▼ to display the next screen.

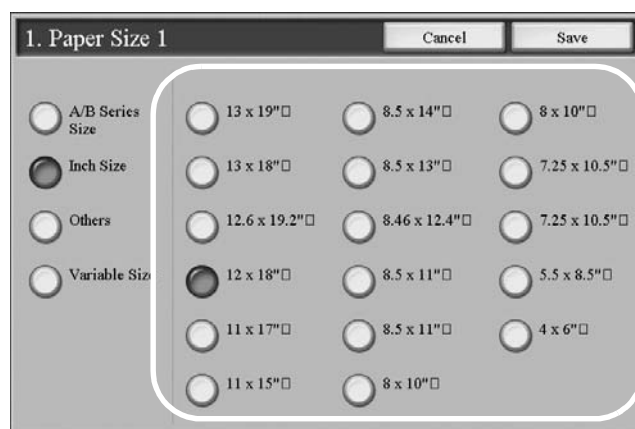


### 3. Select the paper series.

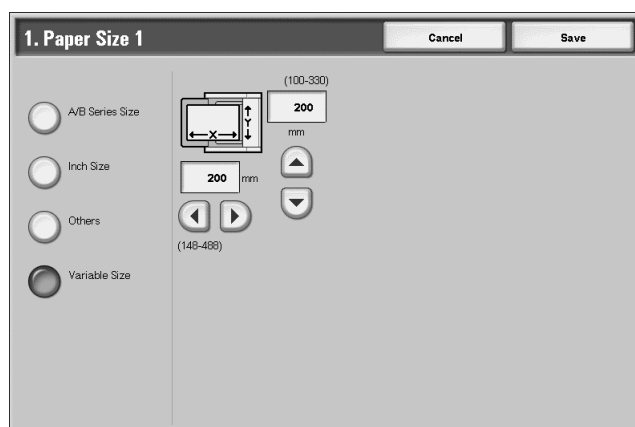


If **Variable Size** is selected, go to Step 5.

### 4. Select a specific paper size.



### 5. If **Variable Size** is selected, set the numeric values using ▲, ▼, ◀, and ▶.



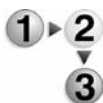
### 6. Select **Save** to save your selections and return to the previous screen.

### 7. Repeat steps 1-6, as required, for Tray 5 paper sizes.

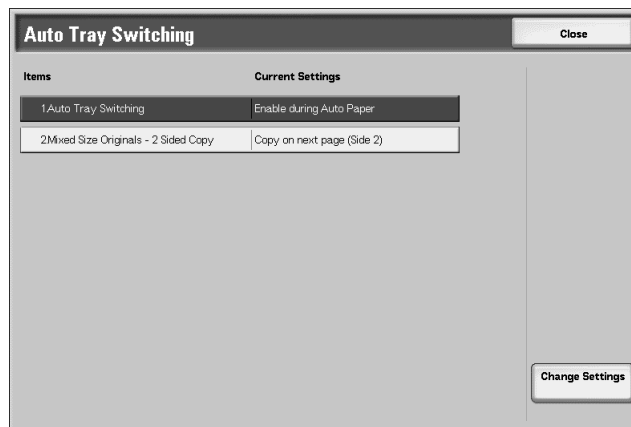
### 8. Select **Close** to return to the Paper Tray Settings screen.

## Auto Tray Switching

Choose the auto tray switching method and how to copy mixed size documents.



1. From the Paper Tray Settings screen, select **Auto Tray Switching**.



2. Select the item to be set or changed, and select **Change Settings**.

### Auto Tray Switching

Set the method of auto tray switching.

- Always Enable

Regardless of which paper tray is selected, depending on circumstances, the machine automatically selects a tray containing appropriate paper.

- Enable during Auto Paper

When the paper selection is **Auto** only, the machine automatically selects a tray containing appropriate paper.

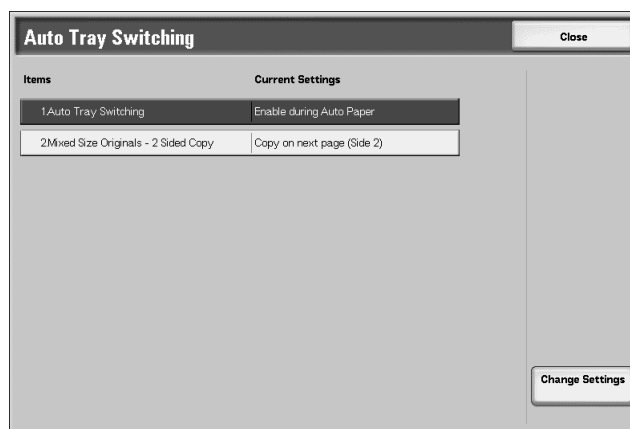
### Mixed Size Originals - 2 Sided Copy

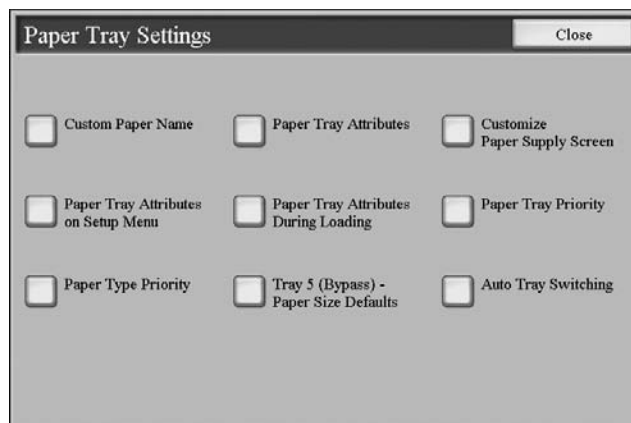


This feature allows you to choose one of two options: **Copy on next page (Side 2)** or **Copy on new page**. The default setting is **Copy on next page (Side 2)**. Both options are discussed below:

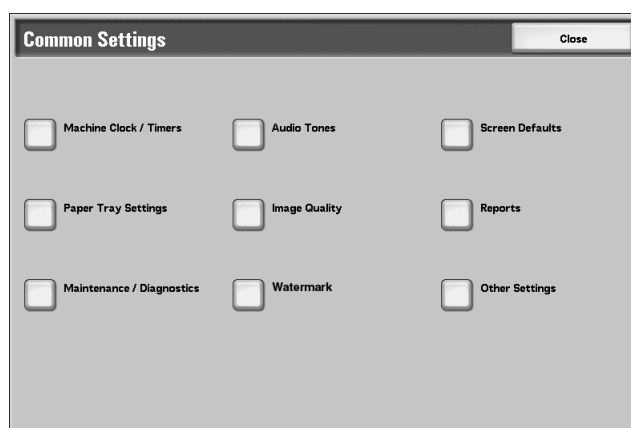
**NOTE:** If you program a job with two different size originals and select 2-Sided copy, you may lose some of the image from the larger-size original. For example: When Copying 8.5x11" (A4) and 11x17" (A3) originals onto 2-sided output, some of the image from the 11x17" (A3) original may not print on the output paper.

- **Copy on next page (Side 2):** If this option is selected as the default setting, some of the images on the output may be lost depending on the paper sizes used when printing. For example, when copying, if you select **1→2 side** or **2→1 side** and have mixed-size originals, your output does not print on the corresponding paper sizes. The output prints on the paper size that corresponds with the first original scanned. Therefore some of the images may be lost depending on the paper sizes.
  - **Copy on new page:** If this option is selected as the default setting, then your mixed-size originals are printed on the corresponding paper sizes. Therefore, even if you select **2-Sided copy** (1→2 side or 2→1 side), the output is not duplexed for mixed sizes.
3. Choose the appropriate option for the **Auto Tray Switching** feature and the **Mixed Size Originals-2 Sided Copy** feature. Select **Save**.
  4. Select **Close**.



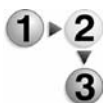
**5. Select Close.**

The **Common Settings** screen is displayed.



## Image Quality

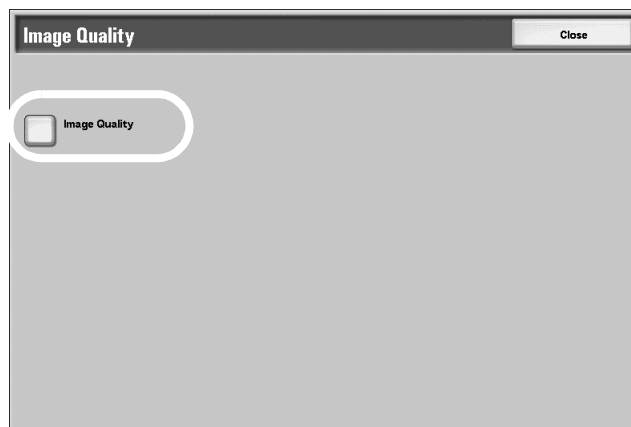
You can select the image quality processing method that is used when the machine is scanning an original.



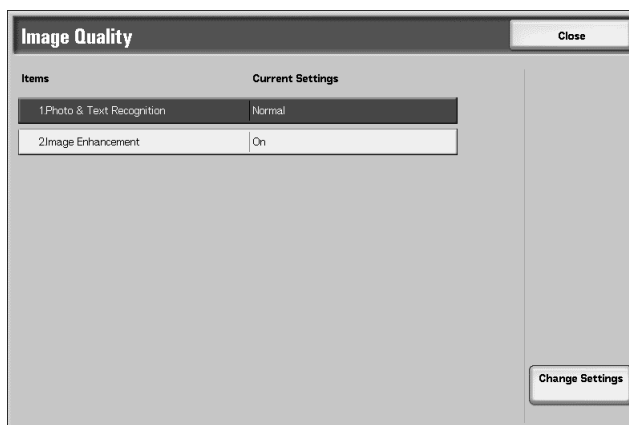
1. From the **Common Settings** screen, select **Image Quality**.



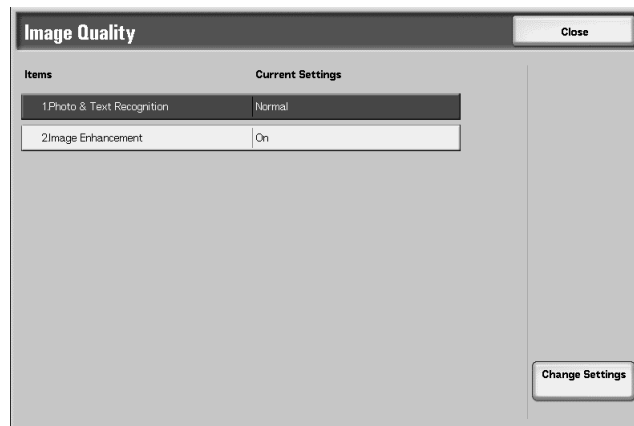
2. Select **Image Quality**.



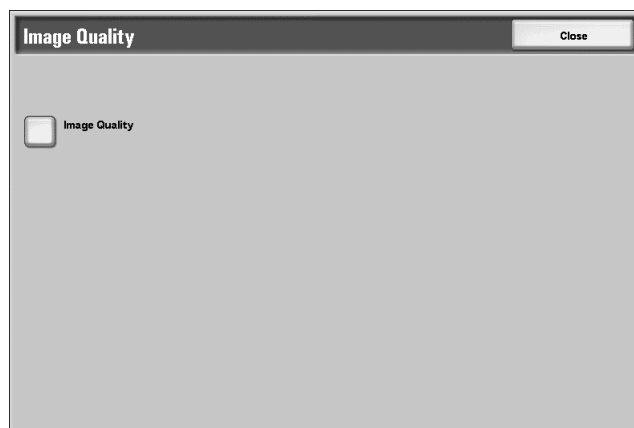
3. Select the item to be set or changed, and select **Change Settings**.



4. Select the appropriate option for the **Photo & Text Recognition** feature and the **Image Enhancement** feature.
5. Select **Save**.
6. Select **Close**.



7. Select **Close**.

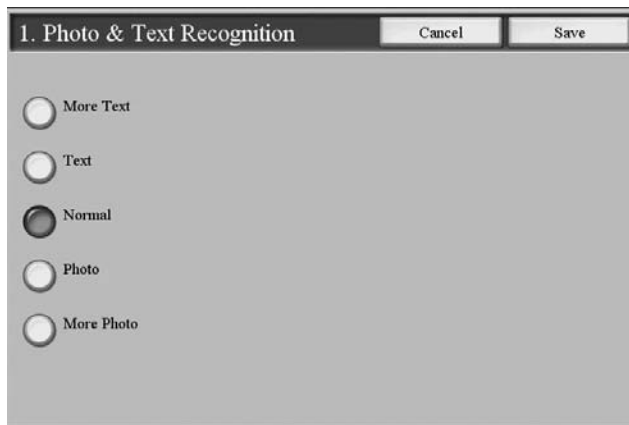


You are returned to the **Common Settings** screen.

## Photo and Text Recognition

This feature allows the System Administrator to set the default level for **Photo & Text Recognition**. (The **Photo & Text** function is used with the **Original Type (Image Quality)** feature when copying jobs.) The setting selected here enables the machine to accurately distinguish text from photos when it scans the original document.

Select "**Photo & Text Recognition**" and then select the "**Change Settings**" button. **Photo & Text Recognition** options include the following:



Select **Normal** to enable optimum image quality during copy jobs. Select **More Text** if the majority of the copy jobs contain mostly fine print; this enables the machine to recognize the fine print as text. Select **More Photo** if the majority of copy jobs contain more photographs than text. This enables the machine to recognize newspaper and advertisement halftone images as photos.



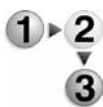
**NOTE:** If a copy job requires a setting other than "**Normal**," the System Administrator may change the default level for that job. However, at the completion of the job, ensure that the default level is reset to "**Normal**" in order to provide optimum image quality on your output.

## Image Enhancement

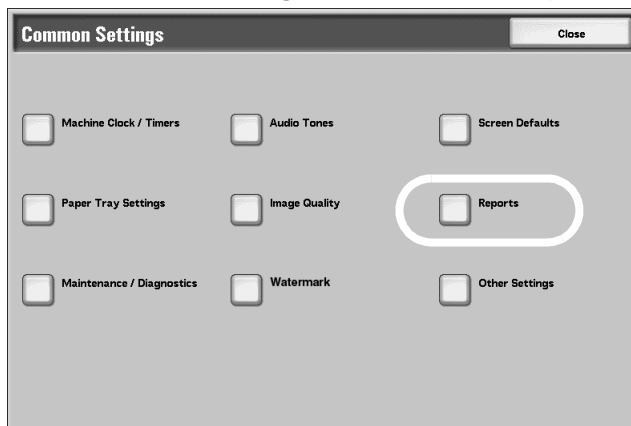
You can select whether or not to carry out image enhancement. If you select **On**, copy data is smoothed, to give a smoother appearance. If **Off** is selected, the machine will not perform image enhancement.

## Reports

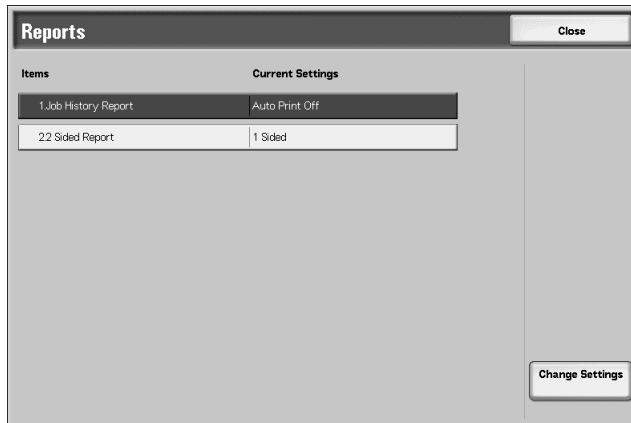
These settings relate to printing reports.



1. From the **Common Settings** screen, select **Reports**.



The **Reports** screen is displayed.



2. Select the item to be set or changed, and select **Change Settings**.
3. Select the appropriate option for the specific Reports feature.

### Job History Report

You can select whether or not to automatically print a **Job History Report** after a total of fifty jobs have been processed.

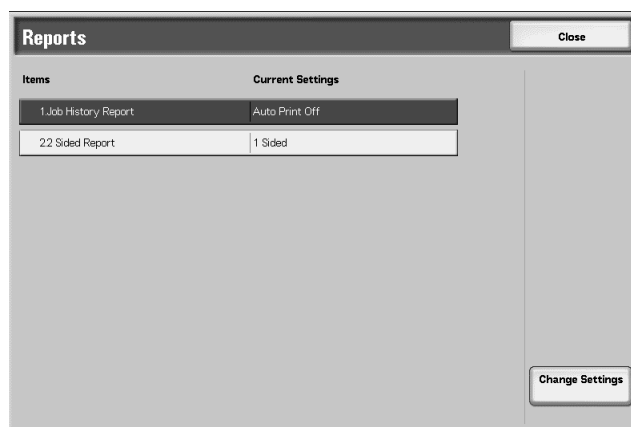
### 2 Sided Report

When printing a report/list, select whether to print 1 sided or 2 sided.

4. Select **Save**.



## 5. Select **Close**.



You are returned to the **Common Settings** screen.

## Maintenance/Diagnostics

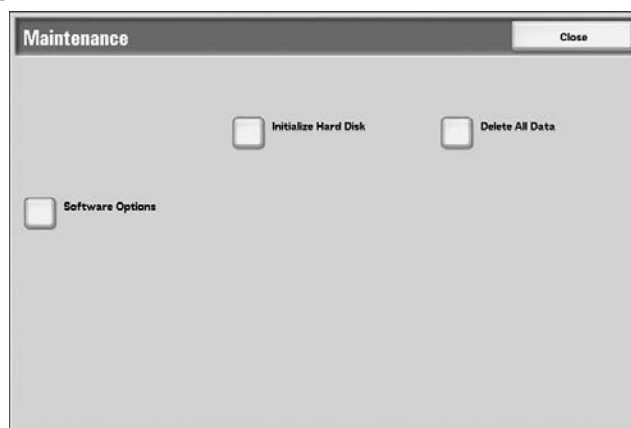
This feature allows you to:

- Initialize the hard disk of the machine
- Delete all data stored on the machine



**KEY POINT:** The **Software Options** feature is restricted to the Xerox Service Representative only. It is not for customer use.

1. From the **Common Settings** screen, select **Maintenance/Diagnostics**.



2. Select the item to be carried out.

3. Follow the instructions provided on the screen for carrying out a specific function.

Step-by-step instructions are provided for the **Initialize Hard Disk** procedure; refer to Initialize Hard Disk on page 8-60.

4. Select **Close** to return to the **Maintenance** screen.
5. Select **Close** to return to the **Common Settings** screen.

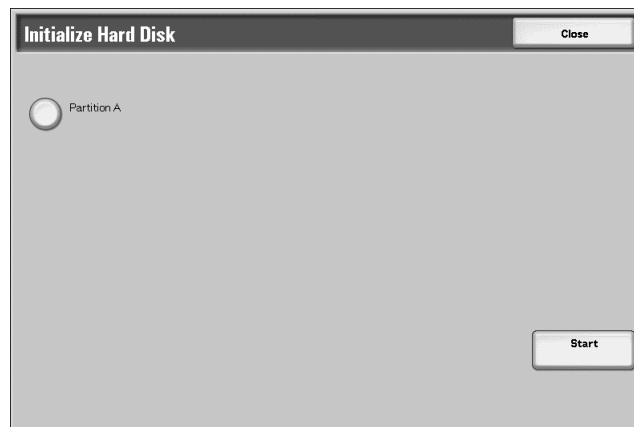
### Initialize Hard Disk

This procedure initializes the hard disk. The data erased by formatting includes additional fonts, ESC/P, HP-GL/2, and SMB folder.

**KEY POINT:** The secure print document log is not erased.



1. From the **Maintenance** screen, select **Initialize Hard Disk**.



2. Select the partition to be reformatted and select **Start**.
3. Select **Yes**.



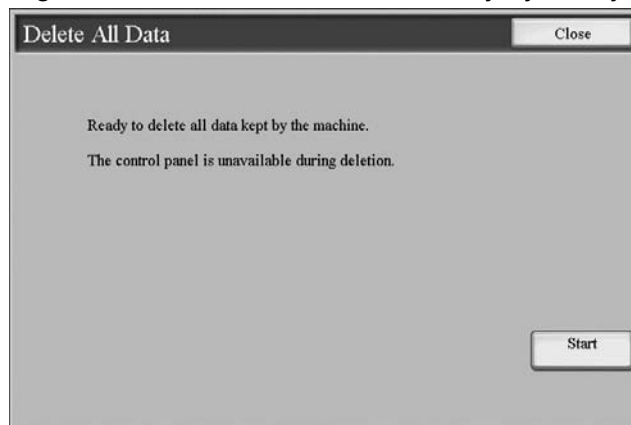
4. When reformatting completes successfully, the message screen appears, select **Confirm**.
5. Select **Close** to return to the **Maintenance** screen.
6. Select **Close** to return to the **Common Settings** screen.

## Delete All Data



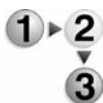
**KEY POINT:** Do not use this function unless you are authorized and have checked with your Xerox Service Representative.

This deletes all data recorded in the machine. This includes all user settings, and data recorded automatically by the system.

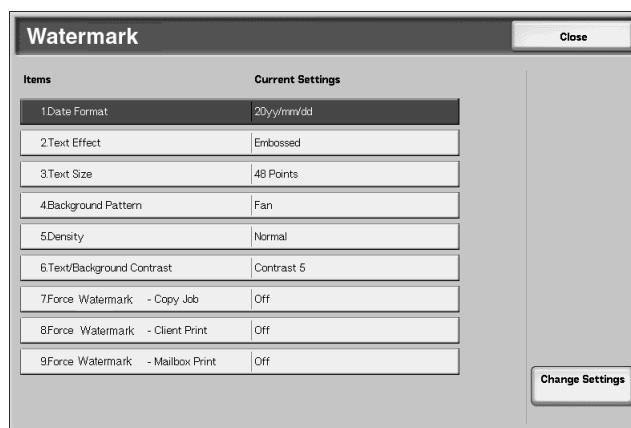


## Watermark

Options selected here define what the default settings will be for the **Annotation** and **Watermark** features on the **Output Format** tab of the **Copy** feature. Use the following procedure for configuring the default settings for each of the **Watermark** options.



1. From the **Common Settings** screen, select **Watermark**.



2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired setting for the **Watermark** feature.  
Each **Watermark** feature is discussed on page 8-62.

4. Select **Save**; you are returned to the **Watermark** screen.
5. Repeat Steps 1-4, if necessary, for other **Watermark** features.
6. Select **Close** from the **Watermark** screen to return to the **Common Settings** screen.

- Date Format**
- Set the default date format that as it appears on the **Annotation** and **Watermark** screens in the **Output Format** tab (**Copy** feature). When selected, the default date format is printed on the copy output when **On** is selected for the **Annotation/Date** feature or when the **Date** option in the **Watermark** feature is selected.
  - Choose from the following Date Format options: **20yy/mm/dd**, **mm/dd/20yy**, **dd/mm/20yy**, and **20yy-mm-dd**.
  - The option selected here becomes the default setting for both the **Annotation** and **Watermark** features.

- Text Effect**
- Select the default setting for **Text Effect**; this default value appears on the **Watermark** screen in the **Output Format** tab (**Copy** feature). This setting determines how the background text (watermark) appears on the printed output. **Text Effect** selections include: **Off**, **Embossed**, and **Outline**.

- Text Size**
- Select the default size of the background text (watermark) as it will appear on the printed output. The **Text Size** option appears on the **Watermark** screen in the **Output Format** tab (**Copy** feature). You can select from three possibilities: **48 point**, **64 point**, and **80 point**.

- Background Pattern**
- Select the background pattern to be used for the set numbering (watermark), **Text Effect** option (on the **Output Format** tab/**Copy** feature). Select from eight patterns: **wave**, **circle**, **stripes**, **chain**, **beam**, **rhombic**, **sunflower**, and **fan**.

- Printing Density**
- Select the density for printing the background text (watermark). You can select from three levels: **Lighter**, **Normal**, or **Darker**.

- Text/Background Contrast**
- Select the text/background contrast for printing the set numbering (watermark) information. You can select from contrast levels **1** to **9**. Set the text/background contrast after checking the results of printing a **Text Effect Sample List**.



*For information about sample printing, refer to the section entitled "Text Effect Sample List" in Chapter 10 of the User Guide.*

**Force Watermark - Copy Job**

Select whether or not to force set numbering (watermark) printing for copy jobs. Select **On** to force all copy jobs to print with set numbering (watermark). Select **Off** if you do not want all copy jobs printed with set numbering (watermark).

**Force Watermark - Client Print**

Select whether or not to force set numbering (watermark) printing for all jobs that are printed from a client computer. Selections are **Off** or **On** (this forces all jobs sent from a client computer to print a watermark on the output).

**Force Watermark - Mailbox Print**

Select whether or not to force set numbering (watermark) printing when printing from the mailbox. Select **Off** or **On** (this forces all jobs that are printed from a mailbox to print a watermark on the output).

## Other Settings

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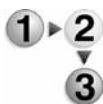
This feature allows you to select the default settings for miscellaneous other options that relate to the machine. Options here include:

- Auto Job Promotion
- Offset Stacking (Finishing Tray)
- Default Print Paper Size
- Paper Size Settings
- Millimeters/Inches
- Keyboard Input Restriction
- Operation of Up/Down Buttons
- Overwrite Hard Disk (optional accessory)
- Service Representative Restricted Operation (not supported)
- Software Download (currently not supported)
- Document Feeder Tray Elevation
- Estimated Job Time



**KEY POINT:** Each one of these items is discussed starting on page 8-64.

Use the following procedure to access the **Other Settings** feature.



1. From the **Common Settings** screen, select **Other Settings**.

Items	Current Settings
1 Auto Job Promotion	Enabled
2 Offset Stacking (Finisher Tray)	Offset per set
3 Default Print Paper Size	A4
4 Paper Size Settings	A/B Series
5 Millimeters / Inches	Millimeters
6 Keyboard Input Restriction	Off
7 Operation of Up / Down Buttons	Enable Fast Scrolling
8 Overwrite Hard Disk	3 Overwrites
9 Data Encryption	Off
10 Software Download	Enabled

Page: 1, 2

Change Settings

2. Select the item to be set or changed, and select **Change Settings**.



**NOTE:** Select ▲ to display the previous screen and select ▼ to display the next screen.

3. Select the default setting.
4. Select **Save**; you are returned to the **Other Settings** screen.
5. Repeat Steps 1-4 for the selecting the default setting for any additional desired **Other Settings** items.
6. Select **Close** to return to the **Common Settings** screen.
7. Select **Close** to return to the **System Settings** screen.

### Auto Job Promotion

This **Other Settings** option allows you set the machine to automatically promote a job for printing/copying if the machine is unable to start a prior job. For example, the machine is unable to start an operation because there is no paper in the tray (at the start of a copy or print operation). If this feature is enabled, then the machine can bypass the current job and allows other jobs to start.



**KEY POINT:** The other jobs must not have the same copy/print requirements as the faulted job. If other jobs have different copy/print requirements, then these other jobs can be promoted and copied/printed.

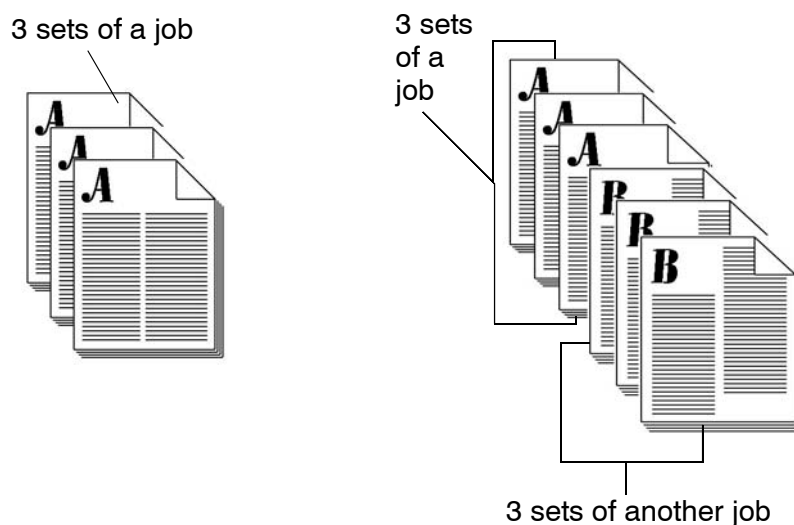


**NOTE:** Stored documents such as secure prints and sample prints are excluded and cannot be automatically promoted.

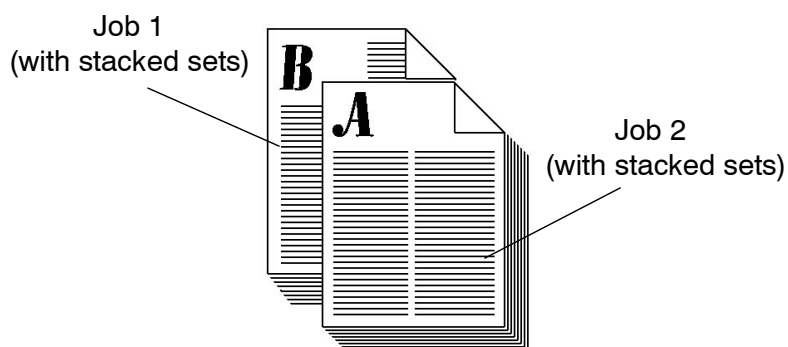
## Offset Stacking (Finisher Tray)

Select the default offset stacking option for the finisher tray:

- **None:** If this option is selected, the finishing tray will not offset any output.
- **Offset per set:** If this option is selected, the finishing tray will offset each set of a copy/print job. This option also offsets each job.



- **Offset per job:** If this option is selected, the finishing tray will deliver all the sets of a job in one stack. When the next job starts, that job is offset from the previous job in the tray. This option does not offset each set of a job.



## Default Print Paper Size


















Select the default paper size that will be used when printing a report/list. Select between **A4**, or **8.5 × 11 inch**.

## Paper Size Settings






















Select the default paper sizes for standard size originals and for automatic paper detection. Select from five possibilities: **A/B series (8 × 13")**, **A/B series**, **A/B series (8K/16K)**, **A/B series (8×13"/8×14")**, and **Inch series**.

Refer to the following table for the combinations of sizes that can be detected automatically.

























**Original Detection:** The following are the sizes that can be detected automatically when the document is placed on the document glass or in the document feeder.

















Paper size group		A/B series(8 × 13")						A/B series					
Size	Orientation/ Loading position	Document glass	Document feeder	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	Optional High capacity (Trays 6 and 7)	Document glass	Document feeder	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)
A6		Yes	No	No	No	No	No	Yes	No	No	No	No	No
A5		Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No
A5		Yes	No	No	No	No	No	Yes	Yes	No	No	No	No
A4		Yes	Yes	No	Yes	No	No	Yes	Yes	No	Yes	Yes	No
A4		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
A3		Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No
B6		Yes	No	No	No	No	No	Yes	No	No	No	No	No
B6		No	No	No	No	No	No	Yes	No	No	No	No	No
B5		No	No	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No
B5		No	Yes	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
B4		No	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No
5.5 × 8.5		No	No	No	No	No	No	No	No	No	No	No	No
5.5 × 8.5		No	Yes	No	No	No	No	No	No	No	No	No	No
7.25 × 10.5		No	No	No	No	No	No	No	No	No	No	No	No
7.25 × 10.5		Yes	Yes	No	No	No	No	No	No	No	No	No	No
8 × 10		No	No	No	No	No	No	No	No	No	No	No	No
8 × 10		No	No	No	No	No	No	No	No	No	No	No	No



Paper size group		A/B series(8 × 13")						A/B series					
Size	Orientation/ Loading position	Document glass	Document feeder	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	Optional High capacity (Trays 6 and 7)	Document glass	Document feeder	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)
8.46 × 12.4		No	No	No	No	No	No	No	No	No	No	No	No
8.5 × 11		No	Yes	No	Yes	No	No	No	Yes	No	Yes	No	No
8.5 × 11		Yes	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes
8.5 × 13		Yes	Yes	No	Yes	Yes	No	No	No	No	Yes	No	No
8.5 × 14		No	No	No	Yes	Yes	No	No	No	No	Yes	No	No
11 × 15		No	No	No	No	No	No	No	No	No	No	No	No
11 × 17		Yes	Yes	No	Yes	No	No	No	Yes	No	Yes	No	No
Cover A4		No	No	No	No	No	No	No	No	No	No	No	No
9 × 11		No	No	No	No	No	No	No	No	No	No	No	No
12 × 18		No	No	No	No	No	No	No	No	No	No	No	No
SRA3		No	No	No	Yes	No	No	No	No	No	Yes	No	No
12.6 × 19.2		No	No	No	Yes	No	No	No	No	No	Yes	No	No
13 × 18		No	No	No	No	No	No	No	No	No	No	No	No
13 × 19		No	No	No	No	No	No	No	No	No	No	No	No
16 K		No	No	No	No	No	No	No	No	No	No	No	No
16 K		No	No	No	Yes	No	No	No	Yes	No	Yes	No	No
8 K		No	No	No	No	No	No	No	Yes	No	No	No	No
Postcard		No	No	No	No	No	No	No	No	No	No	No	No
Return postcard		No	No	No	No	No	No	No	No	No	No	No	No
4 × 6		No	No	No	No	No	No	No	No	No	No	No	No
No.3 standard envelopes		No	No	No	No	No	No	No	No	No	No	No	No
Index paper		No	No	No	Yes	No	No	No	No	No	Yes	No	No

## 8. Setups

Paper size group		A/B series(8 K/ 16 K)						A/B series(8×13"/8×14")						Inch series					
Size/Orientation	Loading position	Document glass	Document feeder	Tray 1and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)	Document glass	Document feeder	Tray 1and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity tray 6 and 7	Document glass	Document feeder	Tray 1and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)
A6		Yes	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No	No	No
A5		Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	No	No	No	No	No	No
A5		Yes	Yes	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No	No	No
A4		Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes	No	No	No	Yes	No	Yes	No	No
A4		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes
A3		Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes	No	No
B6		Yes	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No	No	No
B6		Yes	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No	No	No
B5		Yes	Yes	No	Yes	Yes	No	Yes	No	No	Yes	Yes	No	No	No	No	Yes	Yes	No
B5		Yes	Yes	No	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	No	No	No	No	No
B4		Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	No	No	No	Yes	No	No
5.5 × 8.5		No	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No	Yes	Yes	No
5.5 × 8.5		No	No	No	No	No	No	Yes	Yes	No	No	No	No	Yes	Yes	No	No	No	No
7.25 × 10.5		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
7.25 × 10.5		No	No	No	No	No	No	No	Yes	No	No	No	No	Yes	Yes	No	Yes	No	Yes
8 × 10		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No
8 × 10		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
8.46 × 12.4		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
8.5 × 11		No	Yes	No	Yes	No	No	Yes	Yes	No	Yes	No	No	Yes	Yes	No	Yes	Yes	No
8.5 × 11		Yes	Yes	No	Yes	No	Yes	Yes	Yes	No	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
8.5 × 13		No	No	No	Yes	No	No	Yes	Yes	No	Yes	Yes	No	No	No	No	Yes	No	No
8.5 × 14		No	No	No	Yes	No	No	No	No	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No
11 × 15		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
11 × 17		Yes	Yes	No	Yes	No	No	Yes	Yes	No	Yes	No	No	Yes	Yes	No	Yes	Yes	No

Paper size group		A/B series(8 K/ 16 K)						A/B series(8×13"/8×14")						Inch series					
Size/Orientation	Loading position	Document glass	Document feeder	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)	Document glass	Document feeder	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity tray 6 and 7	Document glass	Document feeder	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)
Cover A4		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
9 × 11		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
12 × 18		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
SRA3		No	No	No	No	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No
12.6 × 19.2		No	No	No	Yes	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No
13 × 18		No	No	No	Yes	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No
13 × 19		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No
16 K		Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
16 K		Yes	Yes	No	Yes	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No
18 K		Yes	Yes	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Postcard		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Return postcard		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
4 × 6		No	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No	No	No	No
No.3 standard envelops		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Photo2L (5 × 7)		No	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No	No	No	No
Index paper (A4)		No	No	No	Yes	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No
index paper (8.5 × 11)		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No

### Millimeters/Inches

---

Select the default setting for displaying the dimensions on the screen as **millimeters** or **inches**.

### Keyboard Input Restriction

---

Select whether to restrict the display of the virtual keyboard on the UI. To prevent illegible characters from occurring when one character set is switched to another character set, restrict the input to ASCII characters only. If you select **On (Standard ASCII only)**, the displayed keyboard shows ASCII characters only.

### Operation of Up/Down Buttons

---

Select whether or not there is a continuous scrolling effect when the scroll buttons are held down.

- **Disable Fast Scrolling:** Scrolling does not occur when the scroll buttons are held down.
- **Enable Fast Scrolling:** Scrolling occurs when the scroll buttons are held down.

### Overwrite Hard Disk (optional)

---



**KEY POINT:** This is an optional accessory and may be purchased at an additional cost to the customer. For more information, contact the Customer Support Center.

If this option is available on your machine, you can select whether or not to perform a hard disk overwrite process. If this option is on, you can select whether to overwrite one time or three times.

After deleting data from the hard disk, the area on the hard disk where the data was stored is overwritten. This prevents unauthorized retrieval or restoration of the previously recorded data. This applies to files and other information stored temporarily by the system.



**KEY POINT 1:** A service representative can block changes to the settings of this feature. For more information, refer to **Service Representative Operation Limit** on page 8-73.

**KEY POINT 2:** If the machine is powered off during the overwriting process, some files may remain on the hard disk.



**NOTE 1:** The data on the hard disk is erased by overwriting it one time. However, overwriting the data three times ensures that the data cannot be recovered. The three times overwrite process does take a longer amount of time to perform than the one time overwrite process.

**NOTE 2:** During the overwriting process, normal operations may run slower than normally.



For information about how to check the status during the overwriting process, refer to the section entitled "Overwriting the Hard Disk" in Chapter 10 of the User Guide.

## Data Encryption (optional)



**KEY POINT:** This is an optional accessory and may be purchased at an additional cost to the customer. For more information, contact the Customer Support Center.

If you want the recorded data on the hard disk encrypted, select **On** as the default setting for this feature. By switching on the data encryption, all data written to the hard disk is automatically encrypted. Encryption prevents unauthorized access to the stored data. When encryption is on, an encryption key must be set.



**KEY POINT 1:** Do not forget the encryption key! The data cannot be restored if you forget the encryption key.

**KEY POINT 2:** A service representative can block changes to the settings of this feature. For more information about settings, refer to **Service Representative Operation Limit** on page 8-73.

If the optional **Data Encryption** feature is available for your machine, use the following procedure for creating an encryption key.



1. Select **Data Encryption**.

2. Select **On**.

3. Select **Keyboard** and enter a 12-character encryption key.



**NOTE:** The default value for the encryption key is **111111111111** (twelve ones).

4. Select **Save**.
5. Using the same procedure, enter the same encryption key once more.

---

### Data Restoration



**KEY POINT:** The enciphered data cannot be restored if any of the following occur:

- When there is a physical hard disk error
- When you cannot remember the encryption key
- When attempting to access the **Service Representative Operation Limit** feature, but you cannot remember the **System Administrator User ID** and password.

#### Start data encryption and/or changing the settings:

When data encryption is started or ended and when the encryption key is changed, the machine **must be restarted**. The corresponding recording area of the hard disk is reformatted when the machine restarts. Previous data is not guaranteed.

The recording area stores the following data:

- Spooled print data
- Secure print, sample print, and similar print data
- Forms for the form overlay feature
- Mailbox and job flow sheet settings (box name, passwords, etc.)
- Documents in mailbox



**KEY POINT:** Save all necessary settings and documents before using the data encryption feature or changing its settings.

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## Service Representative Restricted Operation

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**KEY POINT:** While this feature may still be selectable, it is no longer functional nor supported.

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## Software Download

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**KEY POINT:** This feature is not supported; however, it may still be accessible. This feature is **only** for service representative use. Contact the Customer Support Center. Select **Disabled** as the default setting.

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## Document Feeder Tray Elevation

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Select the default setting for when the elevator tray raises on the document feeder:

**When loading originals** Select this option if you want the elevator tray to raise when you load documents in the document feeder.

**When pressing Start** Select this option if you want the document feeder elevator tray to raise when you press the **Start** button on the control panel.

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## Estimated Time for Single or All Jobs

---

Select the default setting that is displayed for the estimated job completion time.

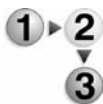
**Cumulative time for all jobs** Select this option if you want the machine to display the total time for all jobs.

**Time required for a single job** Select this option if you want the machine to display the time required for a single job.

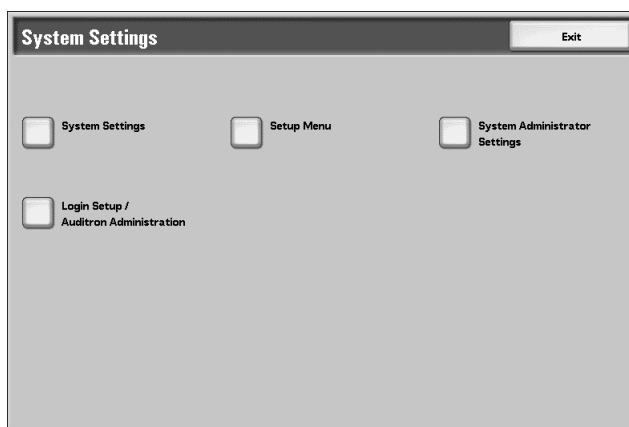
## Copy Mode Settings

In **Copy Mode Settings**, you select default settings that relate to the copy feature. This section refers to the following settings:

- Preset Buttons
- Copy Defaults
- Copy Control
- Original Size Defaults
- Reduce/Enlarge Presets

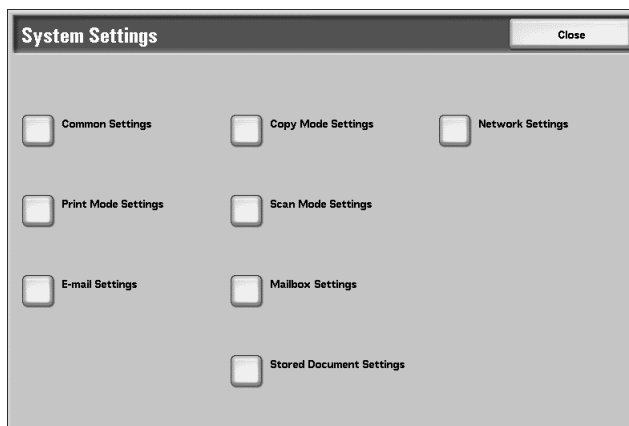


1. From the **System Settings** screen, select **System Settings**.



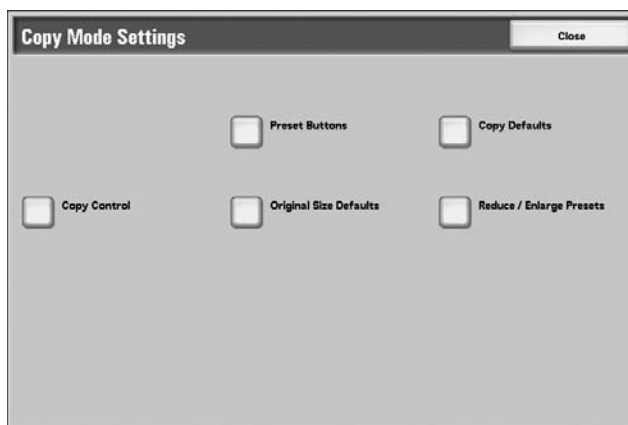
*For the method of displaying the System Settings screen, refer to System settings procedure on page 8-2.*

2. Select **Copy Mode Settings**.

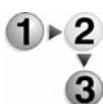




### 3. Select the item to be set.

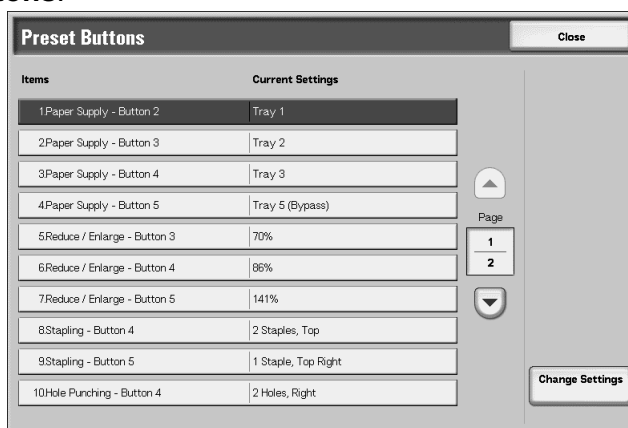


## Preset Buttons



Select the default settings for the Preset Buttons including the most commonly used paper tray and magnification percentage. By assigning default values to these buttons, you reduce the number of selections when choosing features for the copy process. Each Preset Button item is discussed starting on page 8-77.

### 1. From the **Copy Mode Settings** screen, select **Preset Buttons**.



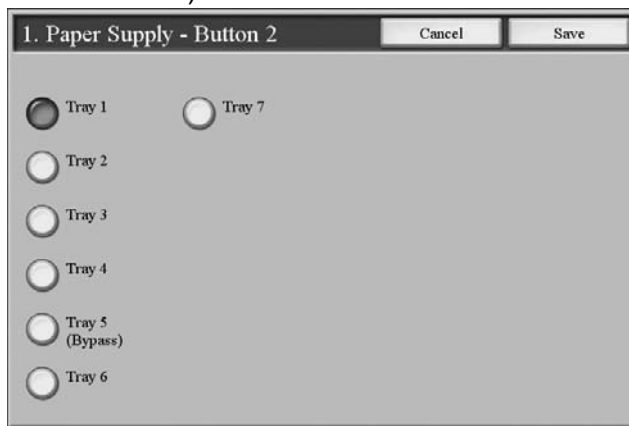
### 2. Select the item to be set or changed, and select **Change Settings**.



**NOTE 1:** Select ▲ to display the previous screen and select ▼ to display the next screen.

**NOTE 2:** Each of the items shown in the above illustration is discussed on the following pages.

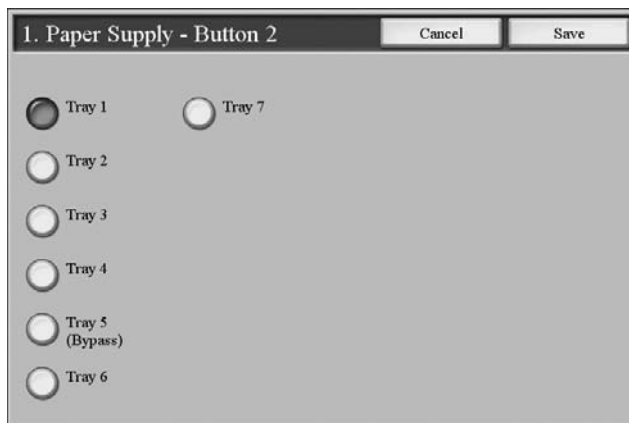
3. Select an item to be changed, such as **Paper Supply-Button 2** (as shown below).



4. Select the desired setting for that item.
5. Press **Save**; you are returned to the **Preset Buttons** screen.
6. Repeat Steps 1-5 until you have selected the desired setting for each **Preset Buttons** item.
7. Select Close to return to the **Copy Mode Settings** screen.

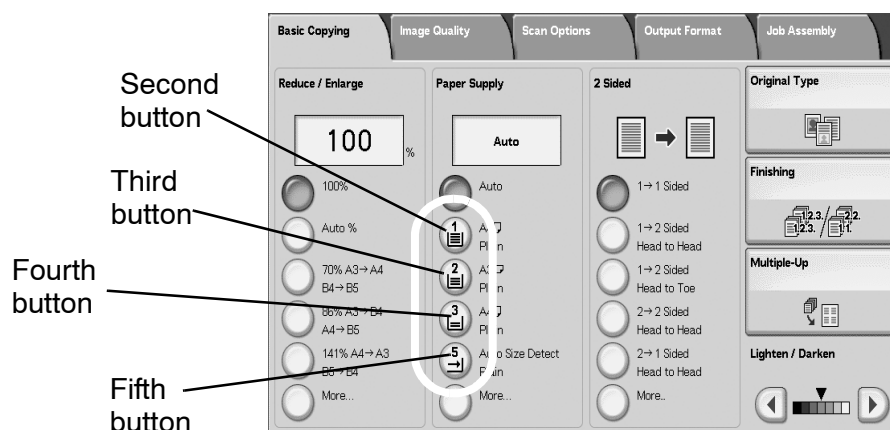
## Paper Supply Buttons 2-5

Select the default tray setting for the Paper Supply Buttons 2, 3, 4, and 5:



These five buttons appear in the **Paper Supply** column on the **Basic Copying** tab (**Copy** feature).

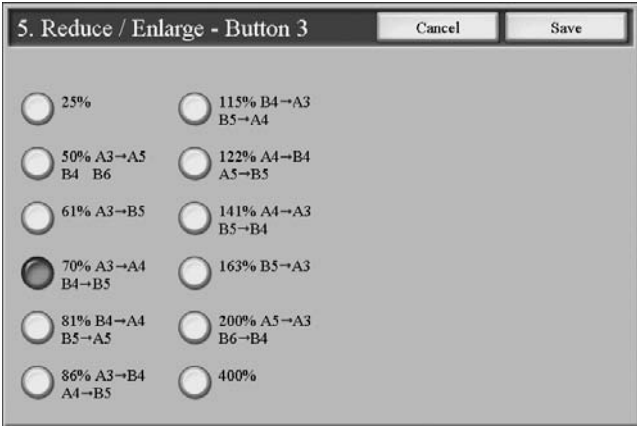
You can select a specific tray to be the default tray for buttons 2, 3, 4, and 5; refer to the below illustration:



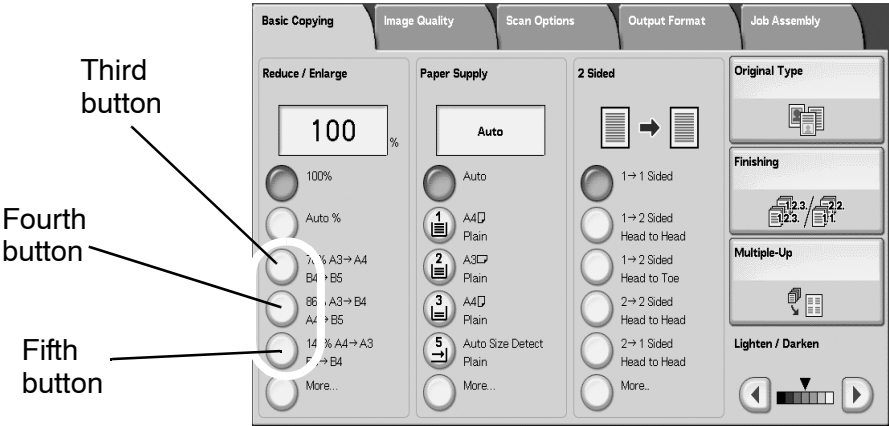
Select from trays 1-7 (including Tray 5, Bypass).

Reduce/Enlarge Buttons 3-5

Select the default magnification setting for the Reduce/Enlarge (R/E) Buttons 3, 4, and 5:



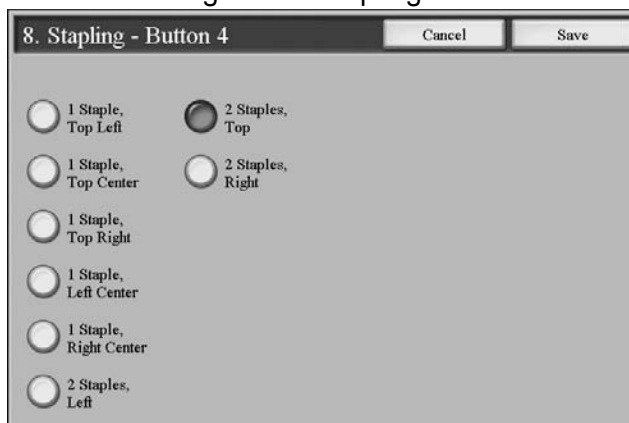
These three buttons appear in the **Reduce/Enlarge** column on the **Basic Copying** tab (**Copy** feature). You can select a specific magnification setting for buttons 3, 4, and 5; refer to the below illustration:



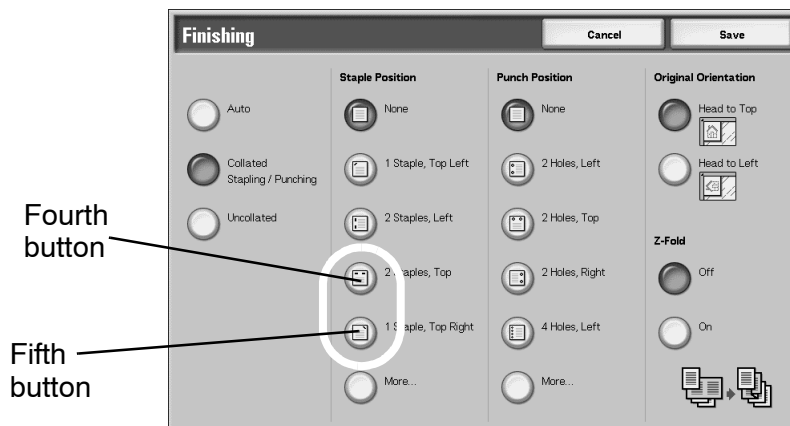
For information about R/E Preset buttons, refer to Reduce/Enlarge Presets on page 8-114.

## Stapling Buttons 4 and 5

Select the default setting for the Stapling Buttons 4 and 5:



These two buttons appear on the **Finishing** screen, which can be found by accessing the **Copy** feature, **Output** Format tab. You can select a stapling setting for buttons 4 and 5; refer to the below illustration:

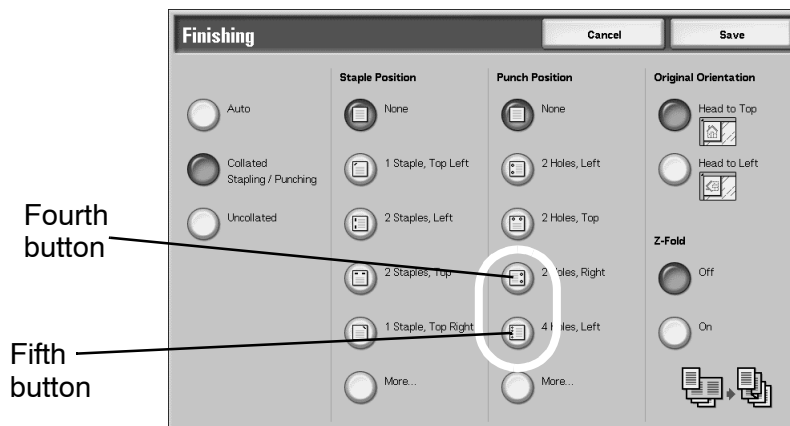


## Punching Buttons 4 and 5

Select the default setting for the Punching Buttons 4 and 5:



These two buttons appear on the **Finishing** screen, which can be found by accessing the **Copy** feature, **Output** Format tab. You can select a punching setting for buttons 4 and 5; refer to the below illustration:



## Front & Back Cover Tray Buttons 3 and 4

Select the default setting for the Front Cover Tray Buttons 3 and 4 and for the Back Cover Tray Buttons 3 and 4:



These buttons appear on the **Covers** screen, which can be found by accessing the **Copy** feature, **Output** Format tab. You can select a setting for **Front Cover Tray** buttons 3 and 4 and **Back Cover Tray** buttons 3 and 4. From the **Covers** screen (**Copy** feature), select a **Front** and/or **Back Cover** option and then select the **Paper Tray Settings** button. The following screen is displayed:

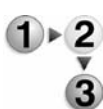


## Copy Defaults

From this screen, you can select the default settings for the various copy features. Selections made here are displayed on the **Copy** screen.

When the power is switched on, when the machine exits the power-saving mode, or when the **Clear All** button is pressed, these default settings are displayed. By assigning default values to commonly used features, you reduce the number of selections when choosing features for the copy process.

Use the following procedure for selecting the various **Copy Defaults**.



1. From the **Copy Mode Settings** screen, select **Copy Defaults**.

Items	Current Settings
1 Paper Supply	Auto
2 Reduce / Enlarge	100%
3 Original Type	Text
4 Lighten / Darken	Normal
5 Sharpness	Normal
6 Auto Exposure	On
7 2 Sided	1 → 1 Sided
8 Mixed Size Originals	Off
9 Edge Erase - Top	2mm
10 Edge Erase - Bottom	2mm

Page  
1  
4  
Change Settings

2. Select the item to be set or changed, and select **Change Settings**.

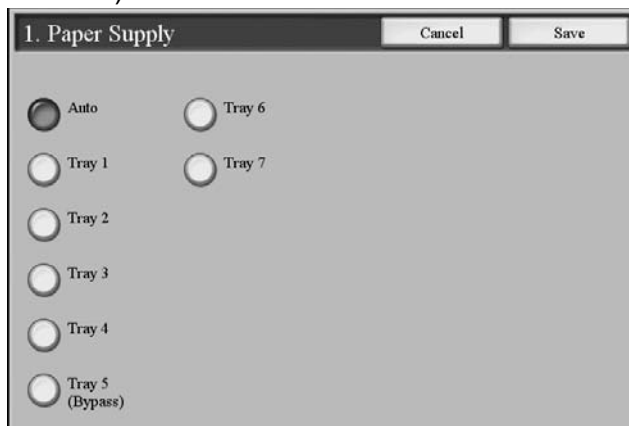


**NOTE 1:** Select ▲ to display the previous screen and select ▼ to display the next screen.

**NOTE 2:** Each of the items shown in the above illustration is discussed on the following pages.



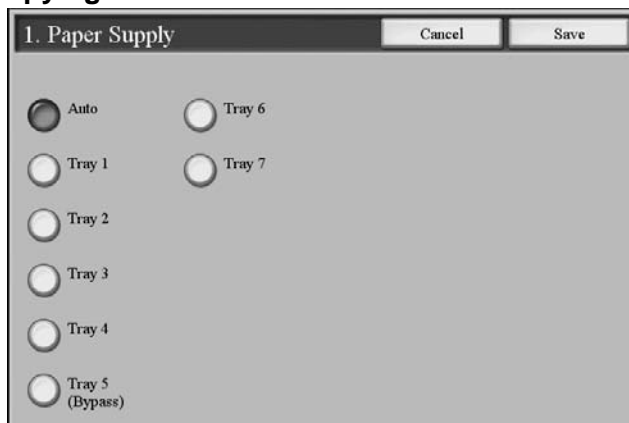
3. Select the item to be changed such as **Paper Supply** (as shown below).



4. Select the desired setting for that item.
5. Press **Save**; you are returned to the **Copy Defaults** screen.
6. Repeat Steps 1-5 until you have selected the desired setting for each **Copy Defaults** item.
7. Select **Close** to return to the **Copy Mode Settings** screen.

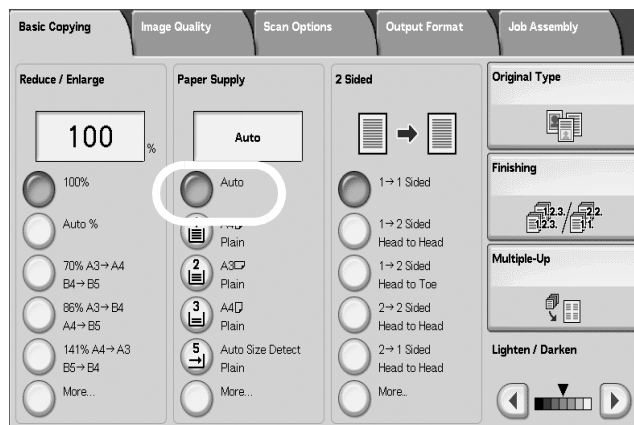
## Paper Supply

Select the default setting for the **Paper Supply** feature on the **Basic Copying** screen.



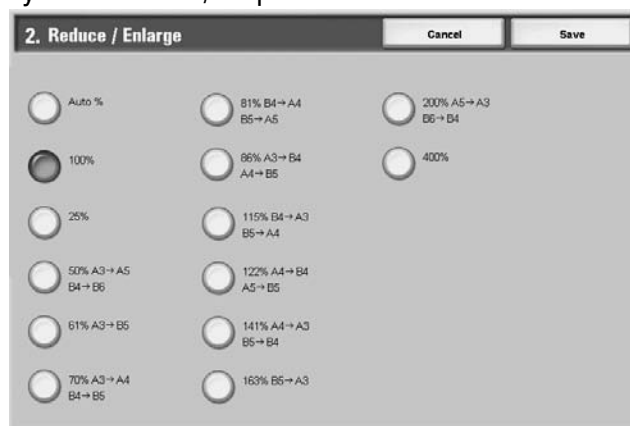
**KEY POINT:** If the default value for the **Reduce/Enlarge** feature (refer to is on page 8-85) is set to **Auto%**, then you cannot select the **Auto** option as the default setting for **Paper Supply**.

The selection made here appears as the default setting on the **Basic Copying** tab (**Copy** feature); refer to the below illustration:

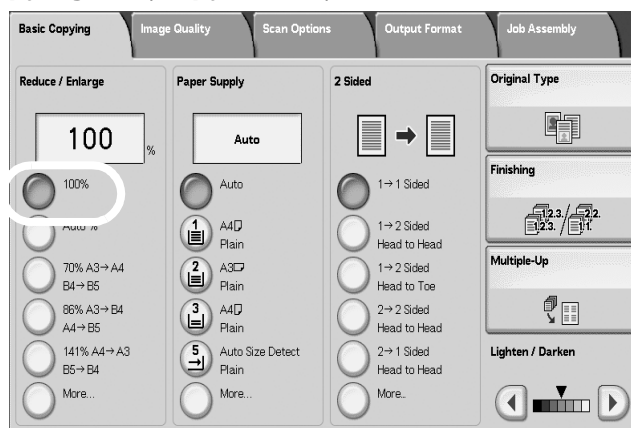


## Reduce/Enlarge

Select the default setting for **Reduce/Enlarge** feature on the **Basic Copying** screen. Select one of the following magnification levels as your default R/E option.



The selection made here appears as the default setting on the **Basic Copying** tab (**Copy** feature); refer to the below illustration:



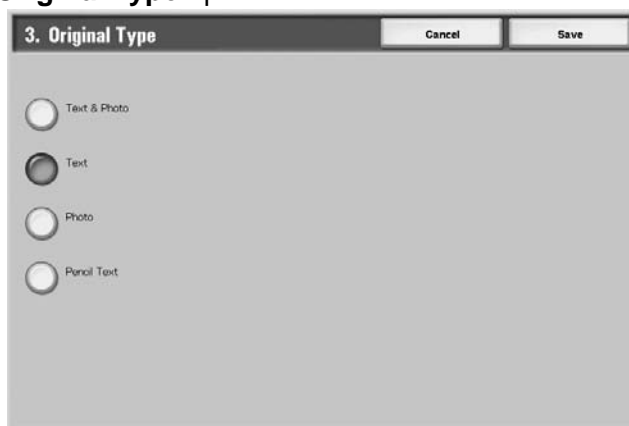
**KEY POINT:** If the default value for the **Reduce/Enlarge** feature is set to **Auto%**, then you cannot select the **Auto** option as the default setting for **Paper Supply** (refer to is on page 8-84).



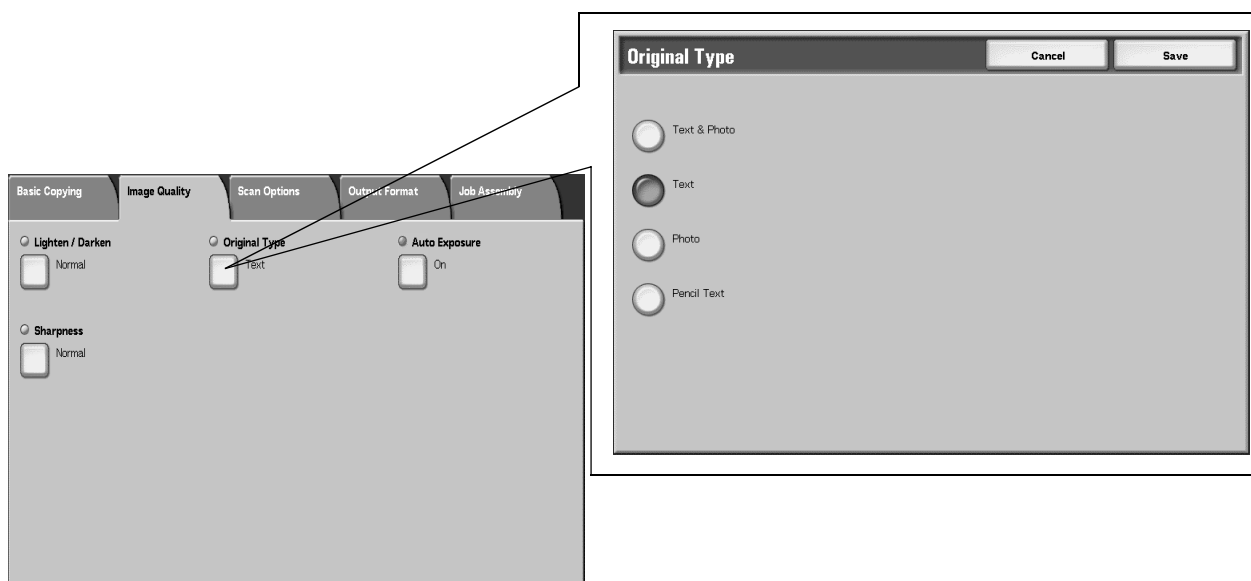
*For information about R/E Preset buttons, refer to Reduce/Enlarge Presets on page 8-114.*

## Original Type

Select the default setting for the **Original Type** feature on the **Image Quality** screen. Select one of the following items as your default **Original Type** option.

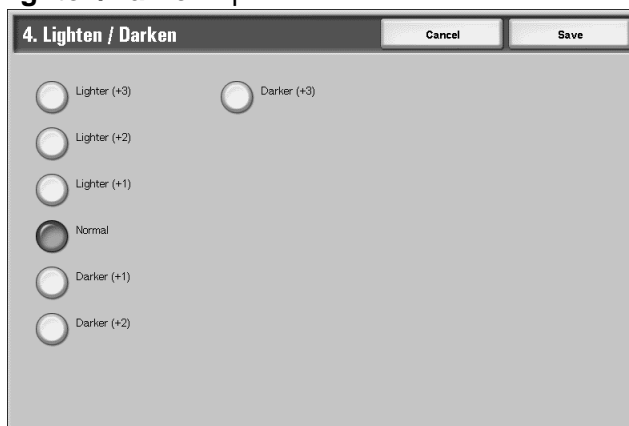


The selection made here appears as the default setting on the **Original Type** screen (**Image Quality** tab, **Copy** feature); refer to the below illustration:

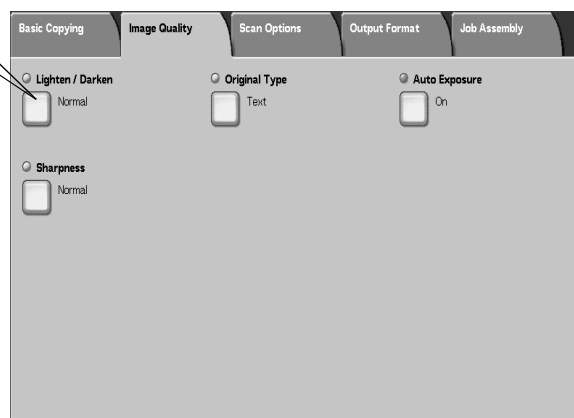
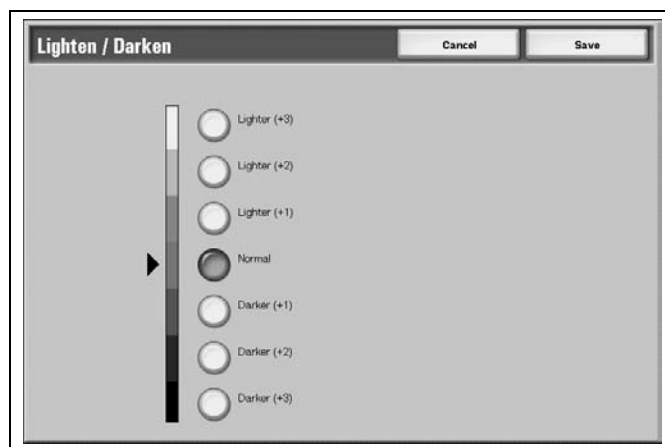


## Lighten/Darken

Select the default setting for the **Lighten/Darken** feature on the **Image Quality** screen. Select one of the following items as your default **Lighten/Darken** option.



The selection made here appears as the default setting on the **Lighten/Darken** screen (**Image Quality** tab, **Copy** feature); refer to the below illustration:

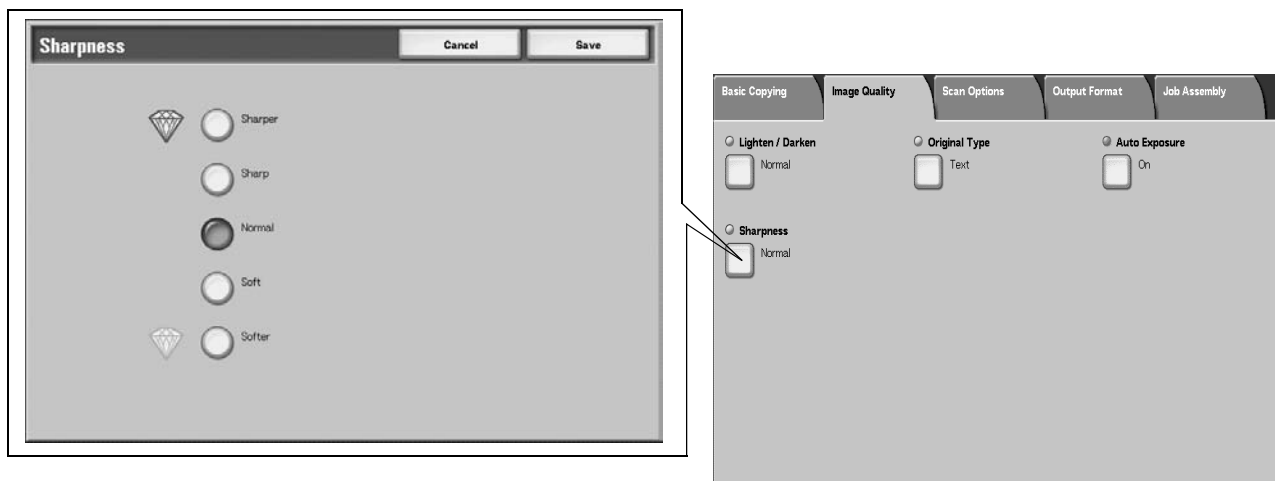


## Sharpness

Select the default setting for the **Sharpness** feature on the **Image Quality** screen. Select one of the following items as your default **Sharpness** option.

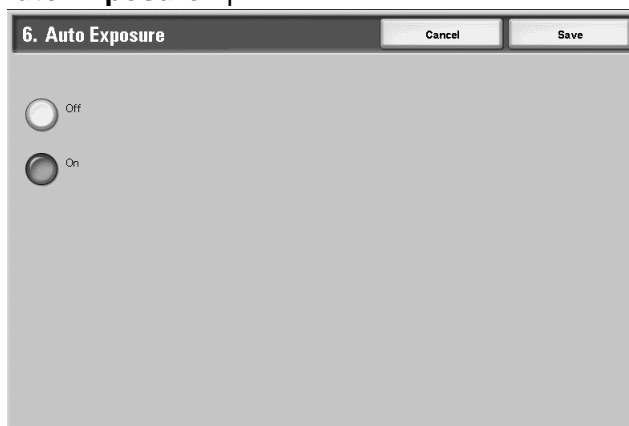


The selection made here appears as the default setting on the **Sharpness** screen (**Image Quality** tab, **Copy** feature); refer to the below illustration:

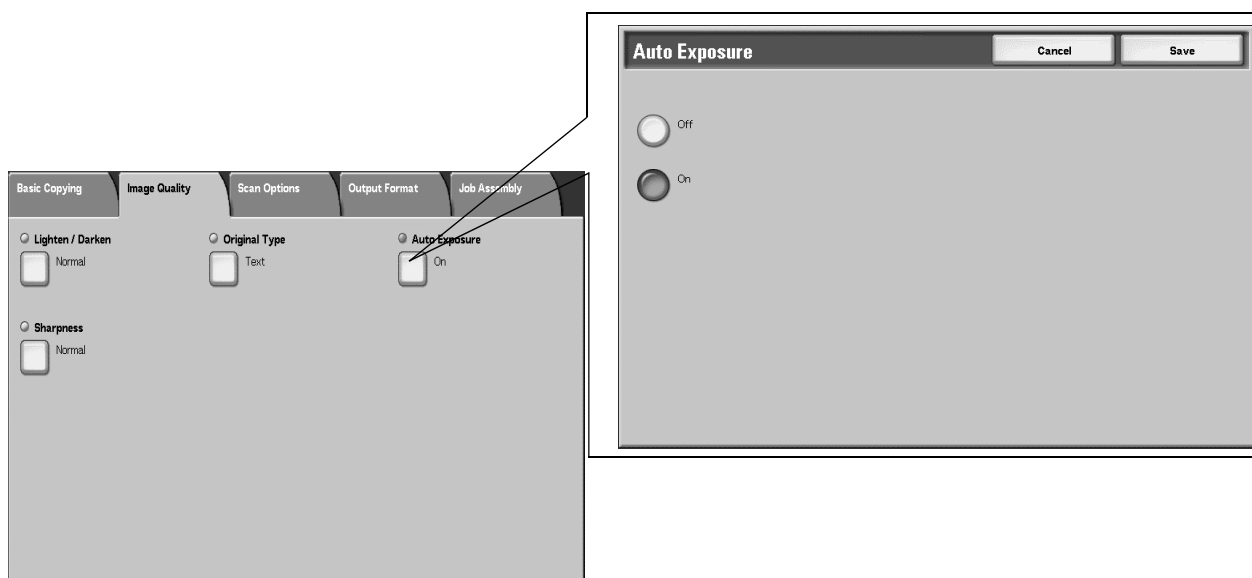


## Auto Exposure

Select the default setting for the **Auto Exposure** feature on the **Image Quality** screen. Select one of the following items as your default **Auto Exposure** option.



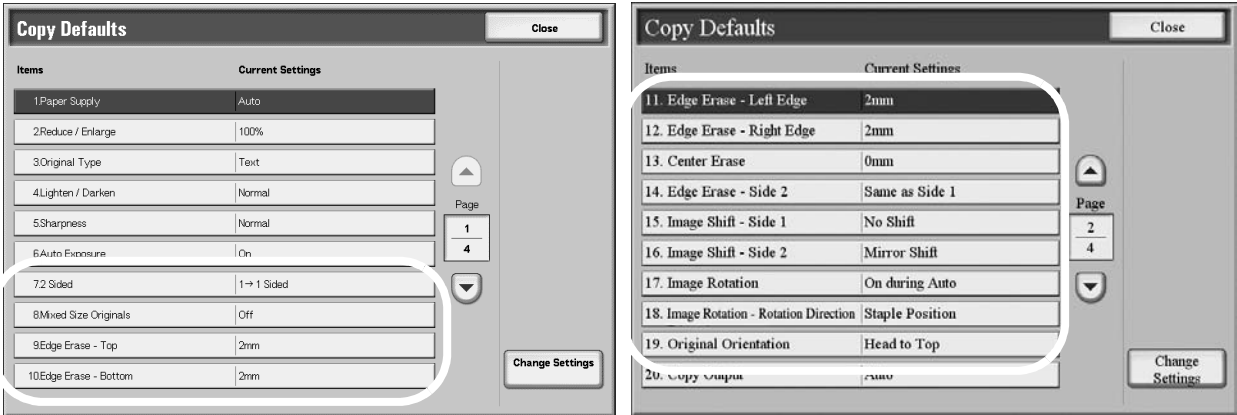
The selection made here appears as the default setting on the **Auto Exposure** screen (**Image Quality** tab, **Copy** feature); refer to the below illustration:



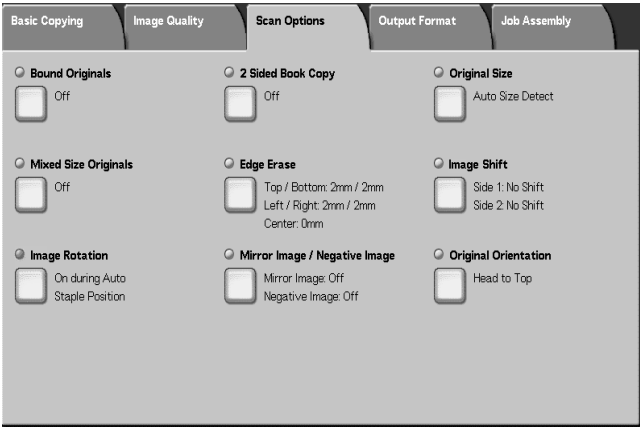
**NOTE:** *Auto Exposure* is valid when *Original Type* is set to **Text & Photo, Text, or Pencil Text**.

Copy Defaults items 7-19

Select the default settings for the **Copy Defaults** items 7-19 (refer to the below illustration).



Selections made here appear as the default settings on the **Scan Options** tab (**Copy** feature), as shown in the below illustration:



**2 Sided** Select the default value for **2 Sided** copying. Selections include **1→1 Sided**, **1→2 Sided**, **2→2 Sided**, and **2→1 Sided**.

**Mixed Size Originals** Select the default setting for **Mixed Size Originals**. You can select either **On** or **Off**.

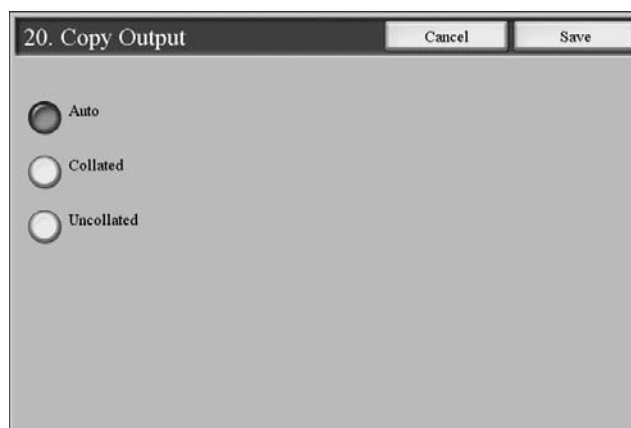
**Edge Erase - Top Edge** Select the default setting for the amount of edge that is erased from the original in the top direction. Select from **0-50 mm** in 1 mm increments.



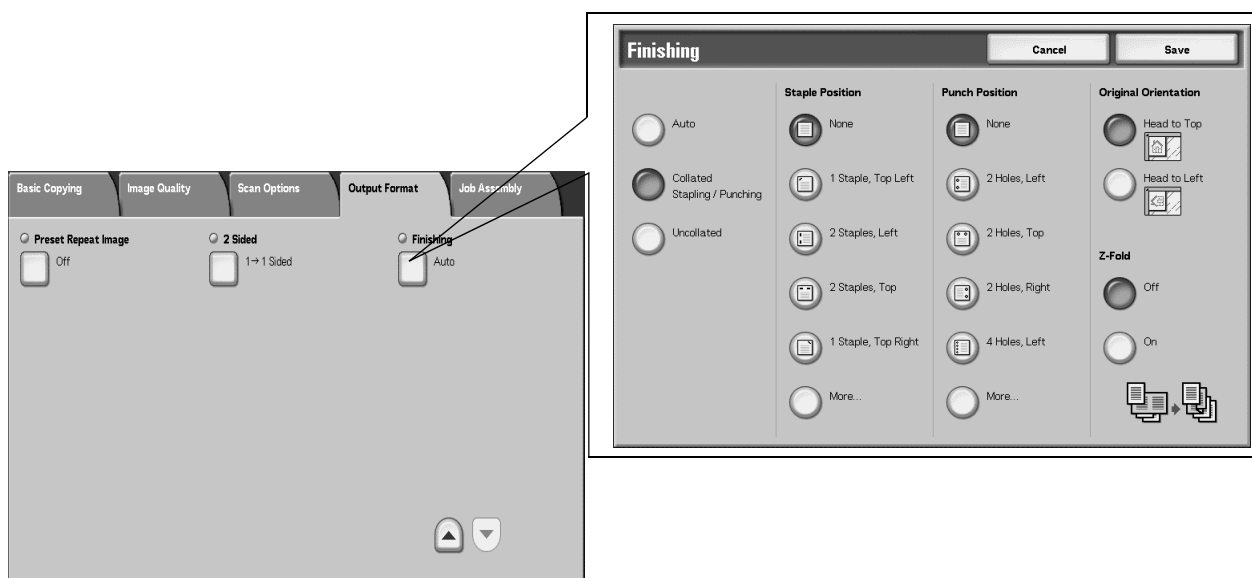
<b>Edge Erase - Bottom Edge</b>	Select the default setting for the amount of edge that is erased from the original in the bottom direction. Select from <b>0-50 mm</b> in 1 mm increments.
<b>Edge Erase - Left Edge</b>	Select the default setting for the amount of edge that is erased from the original in the left direction. Select from <b>0-50 mm</b> in 1 mm increments.
<b>Edge Erase- Right Edge</b>	Select the default setting for the amount of edge that is erased from the original in the right direction. Select from <b>0-50 mm</b> in 1 mm increments.
<b>Center Erase</b>	Select the default setting for the amount that is erased from the center of the original. Select from <b>0-50 mm</b> in 1 mm increments.
<b>Image Shift - Side 1</b>	Select the default setting for <b>Side 1</b> output. Select from the following options: <b>No Shift, Auto Center, Corner Shift - Top Right, Corner Shift - Bottom Right, Corner Shift - Top Left, Corner Shift - Bottom Left, Corner Shift - Top Center, Corner Shift - Bottom Center, Corner Shift - Left Center, and Corner Shift - Right Center.</b>
<b>Image Shift - Side 2</b>	Select the default setting for <b>Side 2</b> output. Select from the following options: <b>No Shift, Auto Center, Corner Shift - Top Right, Corner Shift - Bottom Right, Corner Shift - Top Left, Corner Shift - Bottom Left, Corner Shift - Top Center, Corner Shift - Bottom Center, Corner Shift - Left Center, Corner Shift - Right Center, and Mirror Shift.</b>
<b>Image Rotation</b>	Select the default setting for <b>Image Rotation</b> . Select from <b>Always On, On during Auto, or Off.</b>
<b>Image Rotation - Rotation Direction</b>	Select the default setting for <b>Image Rotation Direction</b> . This setting scans your originals in order to find mixed image orientation and determines whether or not to rotate the images. Select from <b>Staple Position, Portrait Original - Left Edge, and Portrait Original - Right Edge.</b>
<b>Original Orientation</b>	Select the default setting from either <b>Head to Top</b> or <b>Head to Left.</b>

## Copy Output

Select the default setting for the **Finishing** feature on the **Output Format** screen. Select one of the following items as your default option.

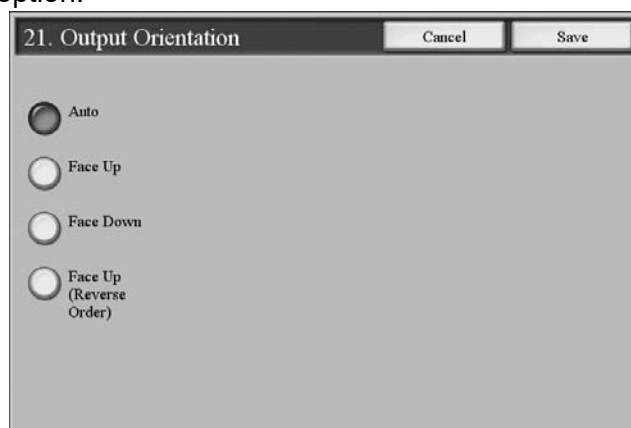


The selection made here appears as the default setting on the **Finishing** screen (**Output Format** tab, **Copy** feature); refer to the below illustration:

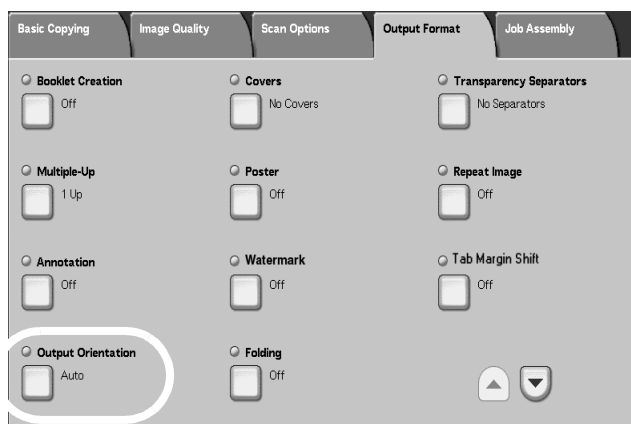


## Output Orientation

Select the default setting for the **Output Orientation** feature on the **Output Format** screen. Select one of the following as your default option.

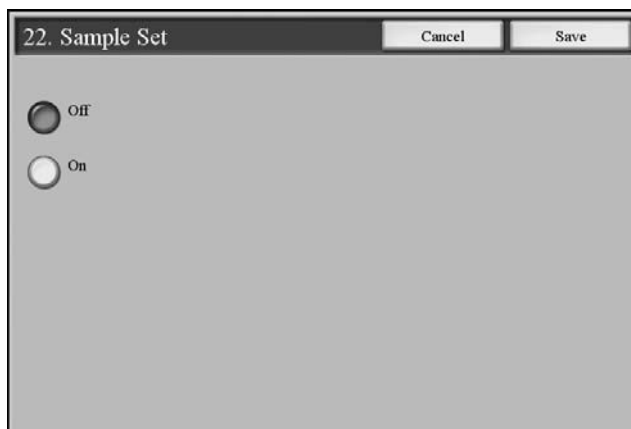


The selection made here appears as the default setting for the **Output Orientation** feature on the **Output Format** tab (**Copy** feature); refer to the below illustration:

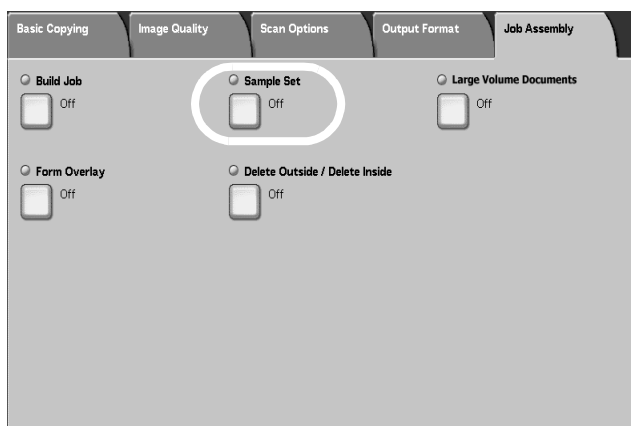


## Sample Set

Select the default setting for the **Sample Set** feature on the **Job Assembly** screen. Select one of the following as your default option.



The selection made here appears as the default setting for the **Sample Set** feature on the **Job Assembly** tab (**Copy** feature); refer to the below illustration:



## Stamp Position for Side 1 and Side 2

Select the default settings for the **Position** of the stamp on **Side 1** and **Side 2** of the copy output. Select your default setting for each **Stamp Position** option.

**23. Stamp Position (Side 1)** Cancel Save

☐ Top Left    ☒ Top Right  
☐ Left Center    ☐ Right Center  
☐ Bottom Left    ☐ Bottom Right  
☐ Top Center  
☐ Center  
☐ Bottom Center

**24. Stamp Position (Side 2)** Cancel Save

☒ Same as Side 1  
☐ Opposite to Side 1

The selections made here appears as the default setting on the **Annotation - Stamp - Position** screen (after you select **Annotation**, **Stamp On** and then select the **Position** button; **Annotation** appears on the **Output Format** tab, **Copy** feature). Refer to the below illustration:

**Stamp - Position** Cancel Save

**Side 1**

☐ Top Left    ☐ Top Center    ☒ Top Right  
☐ Left Center    ☐ Center    ☐ Right Center  
☐ Bottom Left    ☐ Bottom Center    ☐ Bottom Right

**Side 2**

☒ Same as Side 1  
☐ Opposite to Side 1

Basic Copying    Image Quality    Scan Options    **Output Format**    Job Assembly

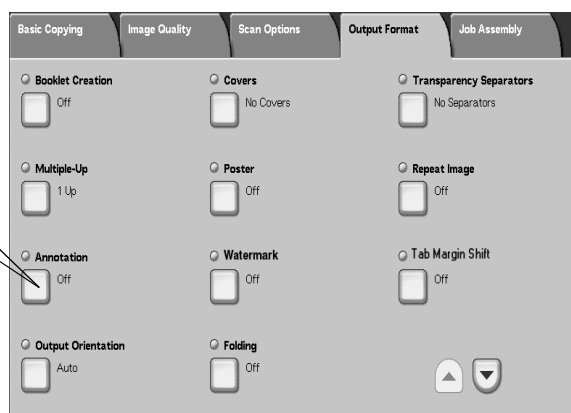
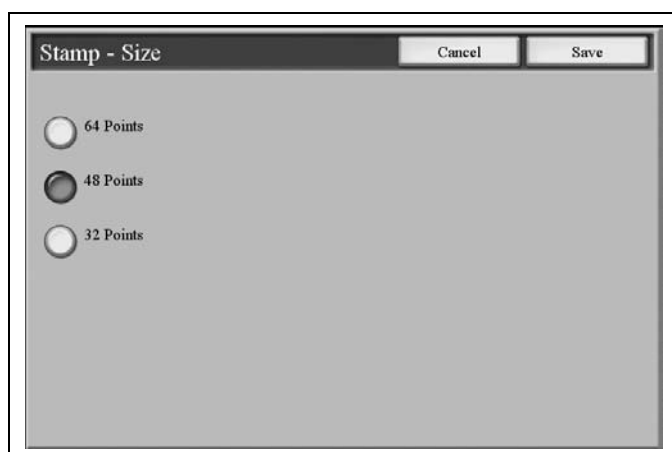
☐ Booklet Creation    ☐ Covers    ☐ Transparency Separators  
☐ Multiple-Up    ☐ Poster    ☐ Repeat Image  
☐ Annotation    ☐ Watermark    ☐ Tab Margin Shift  
☐ Output Orientation    ☐ Folding

## Stamp Size

Select the default setting for Stamp **Size**. Select one of the following items as your default option.



The selection made here appears as the default setting on the **Stamp - Size** screen (after you select **Annotation**, **Stamp On** and then select the **Size** button; **Annotation** appears on the **Output Format** tab, **Copy** feature). Refer to the below illustration:



## Date Position for Side 1 and Side 2

Select the default settings for the **Position** of the **Date** on **Side 1** and **Side 2** of the copy output. Select your default setting for each **Date Position**.

26. Date Position (Side 1)      Cancel      Save

☐ Top Left  
☐ Bottom Left  
☐ Top Center  
☐ Bottom Center  
☐ Top Right  
☒ Bottom Right

27. Date Position (Side 2)      Cancel      Save

☒ Same as Side 1  
☐ Opposite to Side 1

The selection made here appears as the default setting on the **Annotation - Date - Position** screen (after you select **Annotation**, **Date On** and then select the **Position** button; **Annotation** appears on the **Output Format** tab, **Copy** feature). Refer to the below illustration:

**Date - Position**      Cancel      Save

**Side 1**  
☐ Top Left    ☐ Top Center    ☐ Top Right  
☐ Bottom Left    ☐ Bottom Center    ☒ Bottom Right

**Side 2**  
☒ Same as Side 1  
☐ Opposite to Side 1

**Output Format**      Job Assembly

☐ Booklet Creation    ☐ Covers    ☐ Transparency Separators  
☐ Off    ☐ No Covers    ☐ No Separators

☐ Multiple-Up    ☐ Poster    ☐ Repeat Image  
☐ 1 Up    ☐ Off    ☐ Off

☒ Annotation    ☐ Watermark    ☐ Tab Margin Shift  
☐ Off    ☐ Off    ☐ Off

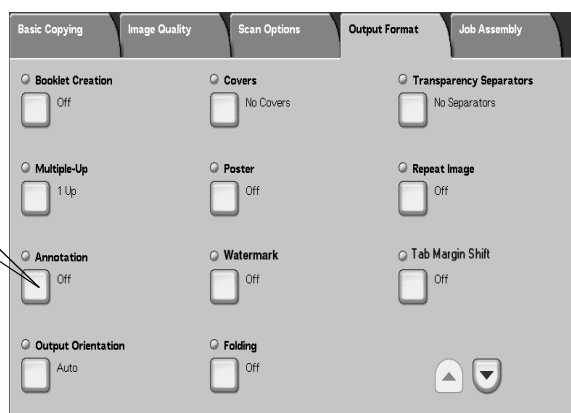
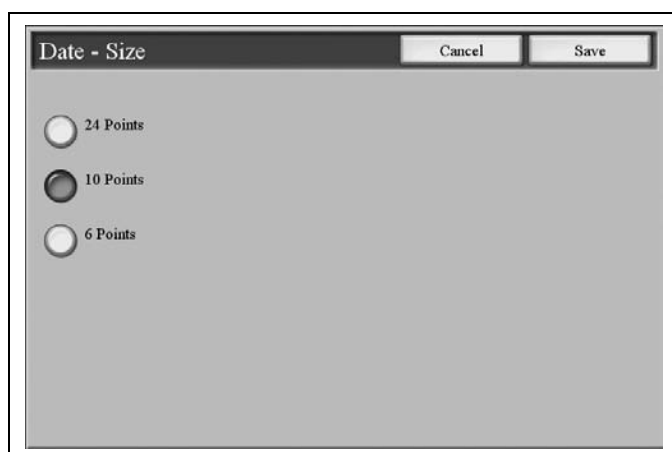
☐ Output Orientation    ☐ Folding  
☐ Auto    ☐ Off

## Date Size

Select the default setting for **Size** of the date. Select one of the following items as your default option.



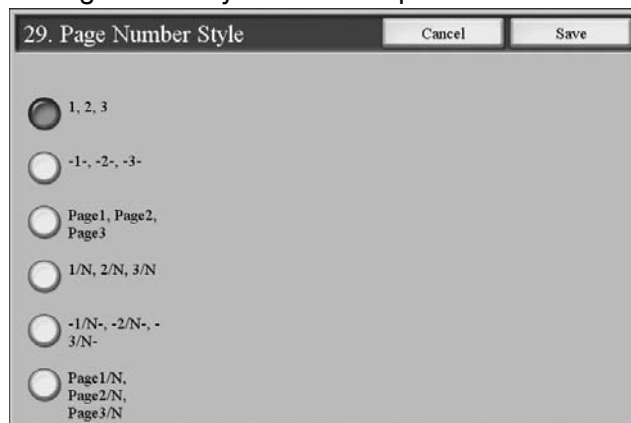
The selection made here appears as the default setting on the **Stamp - Size** screen (after you select **Annotation**, **Stamp On** and then select the **Size** button; **Annotation** appears on the **Output Format** tab, **Copy** feature). Refer to the below illustration:



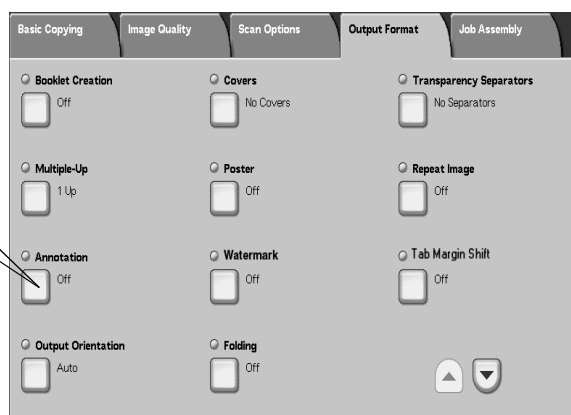
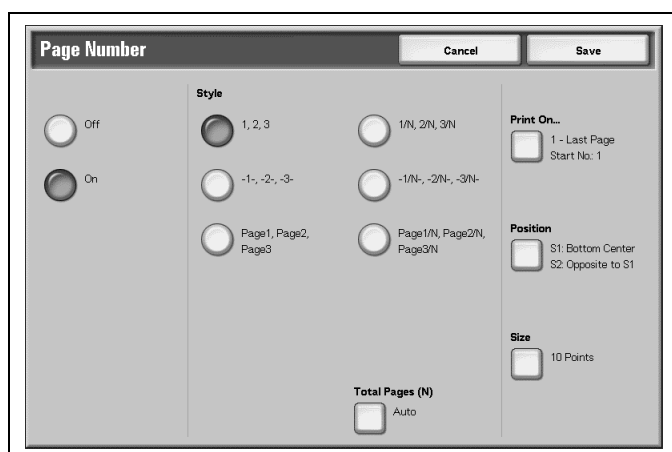


## Page Number Style

Select the default setting for the page number **Style**. Select one of the following items as your default option.



The selection made here appears as the default setting on the **Page Number** screen (after you select **Annotation, Page Number On**; **Annotation** appears on the **Output Format** tab, **Copy** feature). Refer to the below illustration:



## Page Number Position for Side 1 and Side 2

Select the default settings for the **Position** of the **Page Number** on **Side 1** and **Side 2** of the copy output. Select your default setting for each **Page Number Position**.

**30. Page Number Position (Side 1)** Cancel Save

☐ Top Left

☐ Bottom Left

☐ Top Center

☒ Bottom Center

☐ Top Right

☐ Bottom Right

**31. Page Number Position (Side 2)** Cancel Save

☐ Same as Side 1

☒ Opposite to Side 1

The selection made here appears as the default setting on the **Page Number** screen (after you select **Annotation**, **Page Number On** and then select the **Position** button; **Annotation** appears on the **Output Format** tab, **Copy** feature). Refer to the below illustration:

**Page Number** Cancel Save

☐ Off ☒ On

**Style**

☒ 1, 2, 3

☐ 1/N, 2/N, 3/N

☐ -1-, -2-, -3-

☐ -1/N-, -2/N-, -3/N-

☐ Page1, Page2, Page3

☐ Page1/N, Page2/N, Page3/N

**Print On...**

☐ 1 - Last Page Start No: 1

**Position**

☐ S1 Bottom Center

☐ S2 Opposite to S1

**Size**

☐ 10 Points

**Total Pages (N)**

☐ Auto

**Basic Copying** **Image Quality** **Scan Options** **Output Format** **Job Assembly**

☐ Booklet Creation ☐ Covers ☐ Transparency Separators

☐ Off ☐ No Covers ☐ No Separators

☐ Multiple-Up ☐ Poster ☐ Repeat Image

☐ 1 Up ☐ Off ☐ Off

☐ Annotation ☐ Watermark ☐ Tab Margin Shift

☐ Off ☐ Off ☐ Off

☐ Output Orientation ☐ Folding

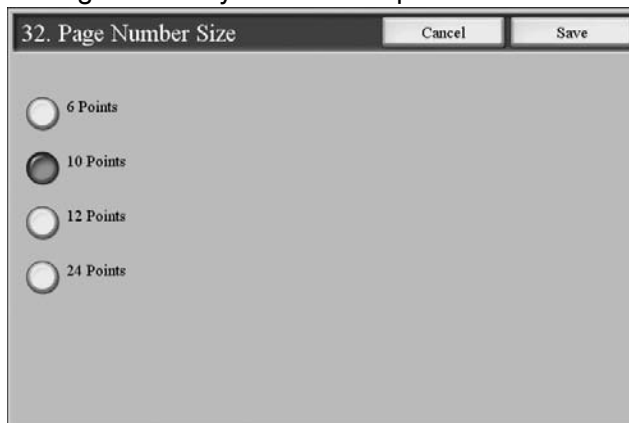
☐ Auto ☐ Off

▲ ▼

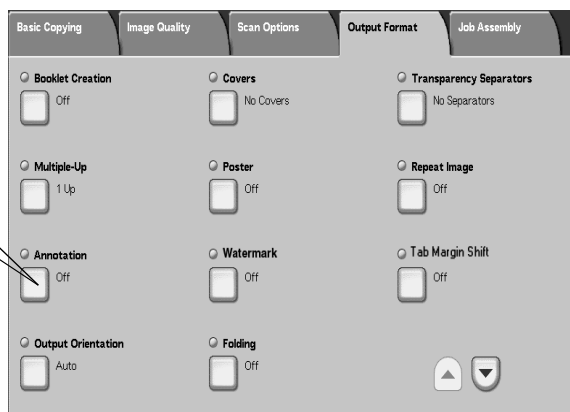
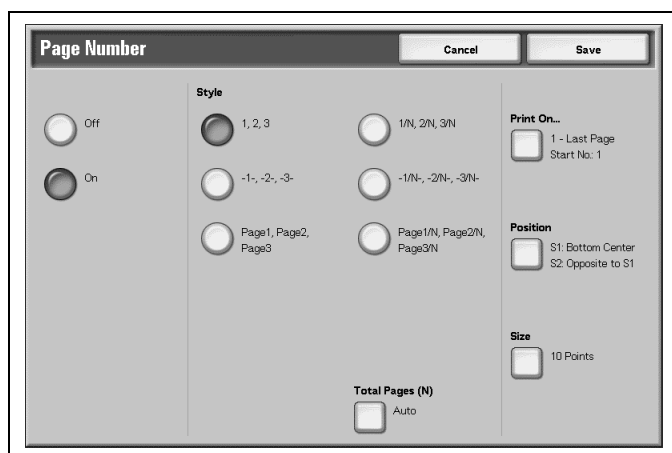
## Page Number Size

Set the default value for **Size** displayed when **Annotation > Page Number** is selected in the **Output Format** screen.

Select the default setting for the page number **Style**. Select one of the following items as your default option.

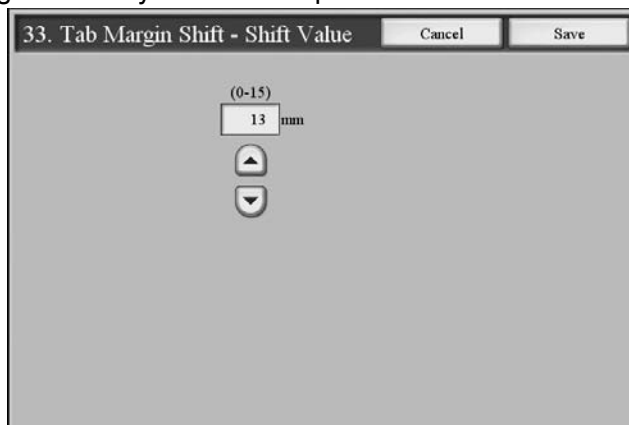


The selection made here appears as the default setting on the **Page Number** screen (after you select **Annotation**, **Page Number On**, and the **Size** button; **Annotation** appears on the **Output Format** tab, **Copy** feature). Refer to the below illustration:

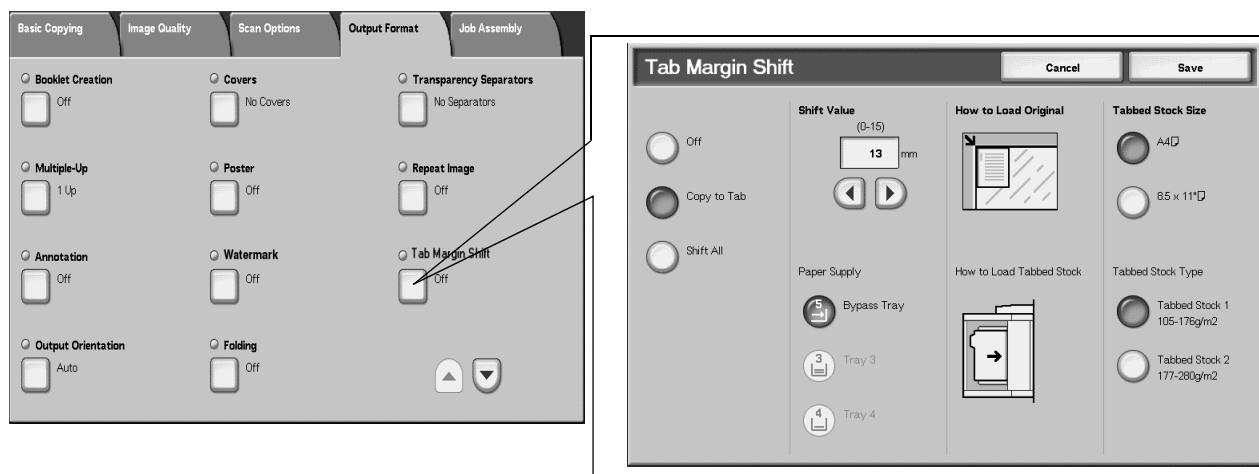


## Tab Margin Shift

Set the default value for **Margin Shift** for **Tabs**. Select one of the following items as your default option.

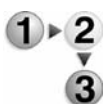


The selection made here appears as the default setting on the **Tab Margin Shift** screen (**Output Format** tab, **Copy** feature). Refer to the below illustration:

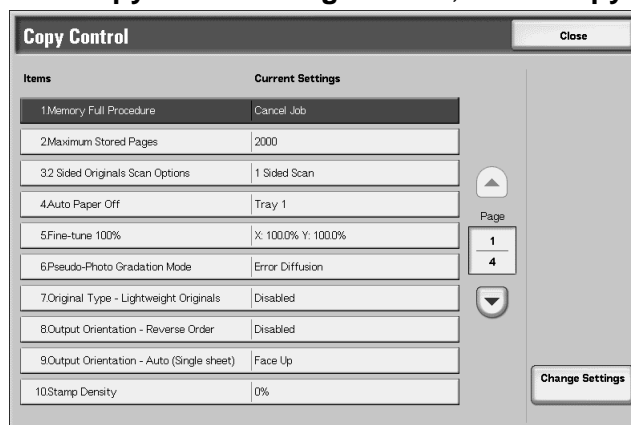


## Copy Control

The options here allow you to select the default settings that relate to the copy operation, such as **Auto Paper**, **Original Type**, **Output Orientation**, and many more. To select the default settings for the various **Copy Control** options, perform the following steps:



1. From the **Copy Mode Settings** screen, select **Copy Control**.



2. Select a **Copy Control** item to be set or changed, and select **Change Settings**.



**NOTE 1:** Select **s** to display the previous screen and select **t** to display the next screen.

**NOTE 2:** Each of the items shown in the above illustration is discussed on the following pages.

3. Select the desired setting for that item.
4. Select **Save**; you are returned to the **Copy Control** screen.
5. Repeat Steps 1-4 until you have selected the desired setting for each **Copy Control** item.
6. Select **Close** to return to the **Copy Mode Settings** screen.

**Memory Full Procedure**

While scanning/copying an original, if there is insufficient space on the machine's hard disk, a screen appears. This screen asks the user how to handle the partially stored data. If the user does not respond to this screen and a predetermined amount of time elapses, then the machine will either cancel the job or run the partially scanned-in/copied job. The setting selected here determines how the machine will handle that partially scanned-in/copied job.

- **Cancel Job:** The stored data is deleted from the machine's hard disk.
- **Run Job:** The scanned-in/copied data is treated as valid and complete, and the job printed as is.



*You can set amount of time that elapses between an error occurring and the machine's handling of the partially scanned-in/copied job. For more information, refer to Auto Job Release on page 8-23.*

**Maximum Stored Pages**

Set the default maximum number of pages stored for a copy original. You can set a number between **1-2000** pages.

**2 Sided Original Scan Options**

Select the default setting that affects the scan method of 2-sided originals. Select either **2 Sided Simultaneous Scan** or **1 Sided Scan**.

**Auto Paper Off**

Select the default tray that will be used when the **Auto** feature (on the **Paper Supply, Basic Copying** screen) is canceled because the **Auto%** or the **Independent X-Y%** feature (on the **Reduce/Enlarge, Basic Copying** screen) is selected. Select from **Trays 1-4** or optional **Trays 6-7**.

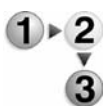
**Fine-tune 100%**

The fine-tune value is applied to documents that are placed on the Document Glass for copying and the either **100%** for Basic Copying (Reduce/Enlarge) or **Preset%, 100%** is selected. Set the value in the X/Y direction within the range 98 to 102% in 0.1% increments.

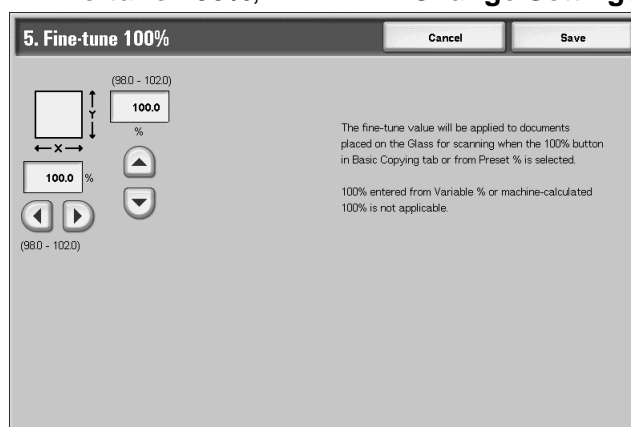


**KEY POINT:** This feature is not applied if any other Reduce/Enlarge percentage is selected.

Use the following procedure to select a default fine tune setting.



1. Select **Fine-tune 100%**, and select **Change Settings**.



2. Enter the desired fine-tune value by using s, t, ◀, and ▶.
3. Select **Save** to save the changes and return to the **Copy Control** screen.

#### Pseudo-Photo Gradation Mode

Select the default toning method for photo originals. To obtain an image quality that is closer to the photo image, select how gray tones will be handled by the machine. Select either **Error Diffusion** or **Dither**.

#### Original Type - Lightweight Originals

Select the default setting for light weight originals. The selection made here is displayed on the **Image Quality** screen, **Original Type** feature. Select either **Enabled** or **Disabled**.

#### Output Orientation-Reverse Order

Select whether or not **Reverse Order** is enabled for the delivery of the copy or print output. If **Enabled** is selected, **Face Up, Reverse Order** is displayed on the **Output Orientation** screen (**Output Format** tab).

#### Output Orientation-Auto (Single sheet)

Select the default setting for delivering the copy or print output. This default setting is displayed on the **Output Orientation** screen (**Output Format** tab). Select either **Face Up** or **Face Down**. The setting selected here is the default delivery method when the **Auto** feature is selected on the **Output Orientation** screen (**Output Format** tab).

#### Stamp Density

Select the default translucency/density of the stamp when it is printed out the copy/print output. Select from three translucency values: **0%** (solid), **25%**, or **50%**.



**NOTE:** Selecting the **0%** value represents no translucency (transparency); therefore, any text that resides underneath the stamp may not be readable on the output.

## Stamp Position defaults

---

You can select the default position that the stamp is printed on the output when the **Stamp** feature is selected on the **Annotation** screen (**Output Format** tab). There are nine stamp position defaults:

- Stamp Position - Top Left
- Stamp Position - Top Center
- Stamp Position - Top Right
- Stamp Position - Left Center
- Stamp Position - Center
- Stamp Position - Right Center
- Stamp Position - Bottom Left
- Stamp Position - Bottom Center
- Stamp Position - Bottom Right

Select a setting for each one of these stamp positions. When you select a specific **Stamp Position** on the **Annotation** screen (**Output Format** tab), such as **Top Left**, the setting selected here defines exactly where on the top left of the output the stamp is printed.

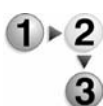
You can fine tune the default stamp position in both the horizontal and vertical directions:

- For **Top Left**, you can set the horizontal position within a range of **0-100** in 1 mm increments, and in the vertical position within a range of **0-100** in 1 mm increments.
- For **Top Center**, you can set the horizontal position within a range of **0-100** in 1 mm increments, and in the vertical position within a range of **0-200** in 1 mm increments
- For **Top Right**, you can set the horizontal position within a range of **0-100** in 1 mm increments, and in the vertical position within a range of **0-100** in 1 mm increments
- For **Left Center**, you can set the horizontal position within a range of **0-200** in 1 mm increments, and in the vertical position within a range of **0-100** in 1 mm increments
- For **Center**, you can set the horizontal position within a range of **0-200** in 1 mm increments, and in the vertical position within a range of **0-200** in 1 mm increments
- For **Right Center**, you can set the horizontal position within a range of **0-200** in 1 mm increments, and in the vertical position within a range of **0-100** in 1 mm increments

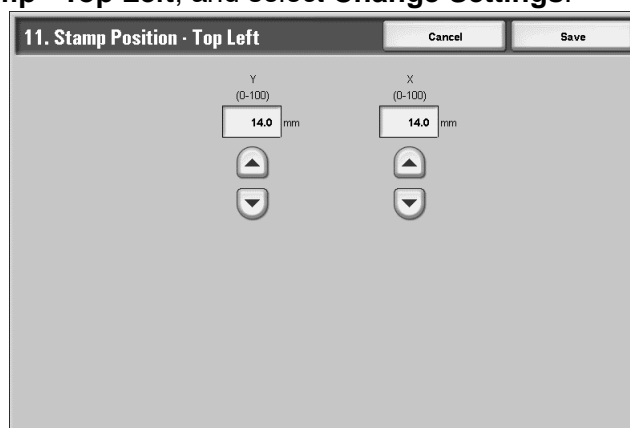


- For **Bottom Left**, you can set the horizontal position within a range of **0-100** in 1 mm increments, and in the vertical position within a range of **0-100** in 1 mm increments
- For **Bottom Center**, you can set the horizontal position within a range of **0-100** in 1 mm increments, and in the vertical position within a range of **0-200** in 1 mm increments
- For **Bottom Right**, you can set the horizontal position within a range of **0-100** in 1 mm increments, and in the vertical position within a range of **0-100** in 1 mm increments

Use the following procedure for selecting the default setting for each of the stamp positions.



1. From the Copy Control screen, select one of the **Adjust Stamp - Top Left**, and select **Change Settings**.



2. Set the numeric value using s and t.
3. Select **Save**.

### Stamp Position-Top Center

This feature allows you to fine tune exactly where on the top center of the output that your stamp is printed. The selection made here becomes the default setting when **Top Center** is selected for the **Stamp Position** on the **Annotation** screen (**Output Format** tab).

Set the position in the horizontal direction within the range **0-100** and in the vertical position within the range **0-200** in 1 mm increments.

### Stamp Position-Top Right

This feature allows you to fine tune exactly where on the top right of the output that your stamp is printed. The selection made here becomes the default setting when **Top Right** is selected for the **Stamp Position** on the **Annotation** screen (**Output Format** tab).

Set the position in the horizontal direction within the range **0-100** and in the vertical position within the range **0-100** in 1 mm increments.

**Stamp Position-Left Center**

This feature allows you to fine tune exactly where on the left center of the output that your stamp is printed. The selection made here becomes the default setting when **Left Center** is selected for the **Stamp Position** on the **Annotation** screen (**Output Format** tab).

Set the position in the horizontal direction within the range **0-200** and in the vertical position within the range **0-100** in 1 mm increments.

**Stamp Position-Center**

This feature allows you to fine tune exactly where on the center of the output that your stamp is printed. The selection made here becomes the default setting when **Center** is selected for the **Stamp Position** on the **Annotation** screen (**Output Format** tab).

Set the position in the horizontal direction within the range **0-200** and in the vertical position within the range **0-200** in 1 mm increments.

**Stamp Position- Right  
Center**

This feature allows you to fine tune exactly where on the right center of the output that your stamp is printed. The selection made here becomes the default setting when **Right Center** is selected for the **Stamp Position** on the **Annotation** screen (**Output Format** tab).

Set the position in the horizontal direction within the range **0-200** and in the vertical position within the range **0-100** in 1 mm increments.

**Stamp Position- Bottom  
Left**

This feature allows you to fine tune exactly where on the bottom left of the output that your stamp is printed. The selection made here becomes the default setting when **Bottom Left** is selected for the **Stamp Position** on the **Annotation** screen (**Output Format** tab).

Set the position in the horizontal direction within the range **0-100** and in the vertical position within the range **0-100** in 1 mm increments.

**Stamp Position- Bottom  
Center**

This feature allows you to fine tune exactly where on the bottom center of the output that your stamp is printed. The selection made here becomes the default setting when **Bottom Center** is selected for the **Stamp Position** on the **Annotation** screen (**Output Format** tab).

Set the position in the horizontal direction within the range **0-100** and in the vertical position within the range **0-200** in 1 mm increments.

**Stamp Position- Bottom Right**

This feature allows you to fine tune exactly where on the bottom right of the output that your stamp is printed. The selection made here becomes the default setting when **Bottom Right** is selected for the **Stamp Position** on the **Annotation** screen (**Output Format** tab).

Set the position in the horizontal direction within the range **0-100** and in the vertical position within the range **0-100** in 1 mm increments.

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**Date Position defaults**


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You can select the default position that the date is printed on the output when the **Date - Position** feature is selected on the **Annotation** screen (**Output Format** tab). There are six date position defaults:

- Date Position - Top Left
- Date Position - Top Center
- Date Position - Top Right
- Date Position - Bottom Left
- Date Position - Bottom Center
- Date Position - Bottom Right

**Date Position-Top Left**

When selecting **Top Left** under **Annotation - Date - Position** in the **Output Format** screen for printing, you can finely tune the date position.

Set the position in the horizontal direction within the range **0-100** and in the vertical position within the range **0-100** in 1 mm increments.

**Date Position-Top Center**

When selecting **Top Center** under **Annotation - Date - Position** in the **Output Format** screen for printing, you can finely tune the date position.

Set the position in the horizontal direction within the range **0-100** and in the vertical position within the range **0-200** in 1 mm increments.

**Date Position-Top Right**

When selecting **Top Right** under **Annotation - Date - Position** in the **Output Format** screen for printing, you can finely tune the date position.

Set the position in the horizontal direction within the range **0-100** and in the vertical position within the range **0-100** in 1 mm increments.

**Date Position- Bottom Left** When selecting **Bottom Left** under **Annotation - Date - Position** in the **Output Format** screen for printing, you can finely tune the date position.

Set the position in the horizontal direction within the range **0-100** and in the vertical position within the range **0-100** in 1 mm increments.

**Date Position-Bottom Center** When selecting **Bottom Center** under **Annotation - Date - Position** in the **Output Format** screen for printing, you can finely tune the date position.

Set the position in the horizontal direction within the range **0-100** and in the vertical position within the range **0-200** in 1 mm increments.

**Date Position-Bottom Right** When selecting **Bottom Right** under **Annotation - Date - Position** in the **Output Format** screen for printing, you can finely tune the date position.

Set the position in the horizontal direction within the range **0-100** and in the vertical position within the range **0-100** in 1 mm increments.

### **Page No. Position defaults**

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You can select the default position that the page number is printed on the output when the **Page No. - Position** feature is selected on the **Annotation** screen (**Output Format** tab). There are six page number position defaults:

- Page No. Position - Top Left
- Page No. Position - Top Center
- Page No. Position - Top Right
- Page No. Position - Bottom Left
- Page No. Position - Bottom Center
- Page No. Position - Bottom Right

**Page No. Position-Top Left** When selecting **Top Left** under **Annotation - Page Number - Position** in the **Output Format** screen for printing, you can finely tune the page number position.

Set the position in the horizontal direction within the range **0-100** and in the vertical position within the range **0-100** in 1 mm increments.

**Page No. Position-Top Center** When selecting **Top Center** under **Annotation - Page Number - Position** in the **Output Format** screen for printing, you can finely tune the page number position.

Set the position in the horizontal direction within the range **0-100** and in the vertical position within the range **0-200** in 1 mm increments.

<b>Page No. Position-Top Right</b>	<p>When selecting <b>Top Right</b> under <b>Annotation - Page Number - Position</b> in the <b>Output Format</b> screen for printing, you can finely tune the page number position.</p> <p>Set the position in the horizontal direction within the range <b>0-100</b> and in the vertical position within the range <b>0-100</b> in 1 mm increments.</p>
<b>Page No. Position-Bottom Left</b>	<p>When selecting <b>Bottom Left</b> under <b>Annotation - Page Number - Position</b> in the <b>Output Format</b> screen for printing, you can finely tune the page number position.</p> <p>Set the position in the horizontal direction within the range <b>0-100</b> and in the vertical position within the range <b>0-100</b> in 1 mm increments.</p>
<b>Page No. Position-Bottom Center</b>	<p>When selecting <b>Bottom Center</b> under <b>Annotation - Page Number - Position</b> in the <b>Output Format</b> screen for printing, you can finely tune the page number position.</p> <p>Set the position in the horizontal direction within the range <b>0-100</b> and in the vertical position within the range <b>0-200</b> in 1 mm increments.</p>
<b>Page No. Position-Bottom Right</b>	<p>When selecting <b>Bottom Right</b> under <b>Annotation - Page Number - Position</b> in the <b>Output Format</b> screen for printing, you can finely tune the page number position.</p> <p>Set the position in the horizontal direction within the range <b>0-100</b> and in the vertical position within the range <b>0-100</b> in 1 mm increments.</p>

### Quantity Display

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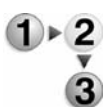
Set the desired method of displaying quantity. Select one of the following: **Quantity and Memory**, **Quantity and Original Count**, or **Quantity (Big Font)**.

## Original Size Defaults

Select the default original sizes. Selections made here appear on **Original Size** feature (**Scan Options** tab/**Copy** screen). Assign an original size to each of the eleven buttons; **Auto Size Detect** cannot be selected.

You can also use this feature for assigning nonstandard paper sizes. This is advantageous when you are frequently copying nonstandard size originals. By presetting a nonstandard size, it is not necessary to enter the original size each time a copy is made.

Use the following procedure for assigning default original sizes to the eleven buttons.



1. From the **Copy Mode Settings** screen, select **Original Size Defaults**.

Items	Current Settings
1.Original Size 1	A3
2.Original Size 2	A4
3.Original Size 3	A4
4.Original Size 4	A5
5.Original Size 5	A6
6.Original Size 6	B4
7.Original Size 7	B5
8.Original Size 8	B5
9.Original Size 9	B6
10.Original Size 10	Photo 2L - 5x7

2. Select the item to be set or changed, and select **Change Settings**.



**NOTE:** Select **s** to display the previous screen and select **t** to display the next screen.

3. Select the item to be changed.

4. Select the desired setting for that item and select **Save**.
5. Repeat Steps 1-4 for all eleven options.

## 6. From the **Original Size Defaults** screen, select **Close**.

Items	Current Settings
1 Original Size 1	A3
2 Original Size 2	A4
3 Original Size 3	A4
4 Original Size 4	A5
5 Original Size 5	A6
6 Original Size 6	B4
7 Original Size 7	B5
8 Original Size 8	B5
9 Original Size 9	B6
10 Original Size 10	Photo 2L - 5x7

This returns you to the **Copy Mode Settings** screen.

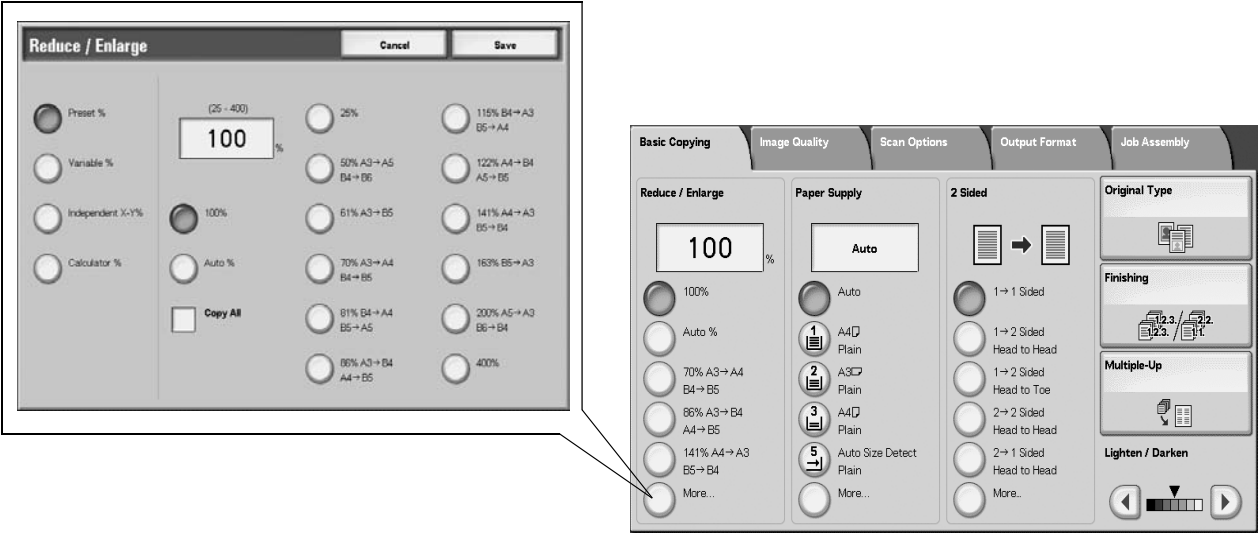
### Original Size Defaults options

For each of the eleven buttons you can select one of the following options:

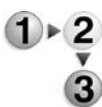
- A/B Series Size** If you select this option, you can then select from ten different A/B-series sizes.
- Inch Size** If you select this option, you can then select from twelve different inch-series sizes.
- Others** If you select this option, you can then select from thirteen other sizes.
- Variable Size** If you select this option, you can enter any size. Set the **width** between **15-432 mm**, and the **height** between **15-297 mm**, in 1 mm increments.

## Reduce/Enlarge Presets

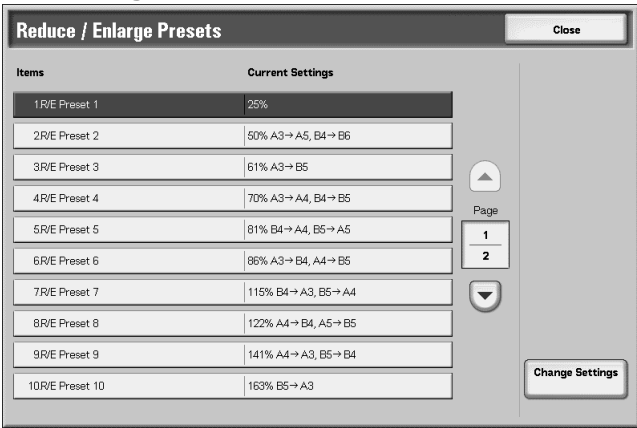
From this screen you can select the default magnification levels. The selections made here appear on the **Preset%** feature on the **Reduce/Enlarge** tab on the **Basic Copying** screen; refer to the below illustration.



Use the following procedure to assign default magnification levels to the Reduce/Enlarge buttons.



1. From the **Copy Mode Settings** screen, select **Reduce/Enlarge Presets**.



2. Select the item to be set or changed, and select **Change Settings**.



**NOTE:** Select *s* to display the previous screen and select *t* to display the next screen.



3. Select the desired setting for that **R/E Preset**.

**1. R/E Preset 1** [Cancel] [Save]

☒ Preset %  
☐ Variable %

<input checked="" type="radio"/> 25%	<input type="radio"/> 70% A3→A4 B4→B5	<input type="radio"/> 115% B4→A3 B5→A4
<input type="radio"/> 35% A3→A6	<input type="radio"/> 78% A3→13" 14"→11"	<input type="radio"/> 122% A4→B4 A5→B5
<input type="radio"/> 50% A3→A5 B4→B6	<input type="radio"/> 81% B4→A4 B5→A5	<input type="radio"/> 127% 8.5 x 11" → 8.5 x 14"
<input type="radio"/> 57% B4→A5	<input type="radio"/> 86% A3→B4 A4→B5	<input type="radio"/> 129% 8.5 x 11" → 11 x 17"
<input type="radio"/> 61% A3→B5	<input type="radio"/> 94% A3→17" A4→11"	<input type="radio"/> 141% A4→A3 B5→B4
<input type="radio"/> 64% 11 x 17" → 8.5 x 11"	<input type="radio"/> 97% 17"→A3 11"→A4	<input type="button" value="Up"/> <input type="button" value="Down"/>

4. Select **Save**; you are returned to the **Reduce/Enlarge Presets** screen.
5. Repeat Steps 1-4 until you have assigned a magnification level to each of the **R/E Presets**.
6. Select **Close** to return to the **Copy Mode Settings** screen.

## Network Settings

In **Network Settings**, you select the default network settings by which the machine is connected and communicates to the client PCs and the parameters required for the communications between the machine and its networked clients.



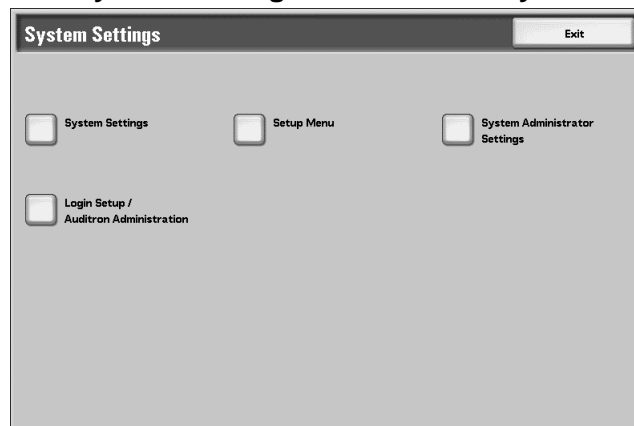
*When using CentreWare Internet Services, more detailed settings are possible. For more details, Using CentreWare Internet Services on page 3-1,” and other sections of this guide (CentreWare Internet Services on page 1-8 and CentreWare Internet Services on page 6-4).*

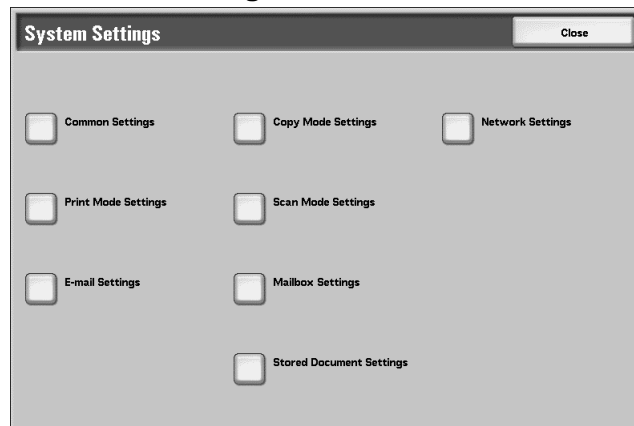
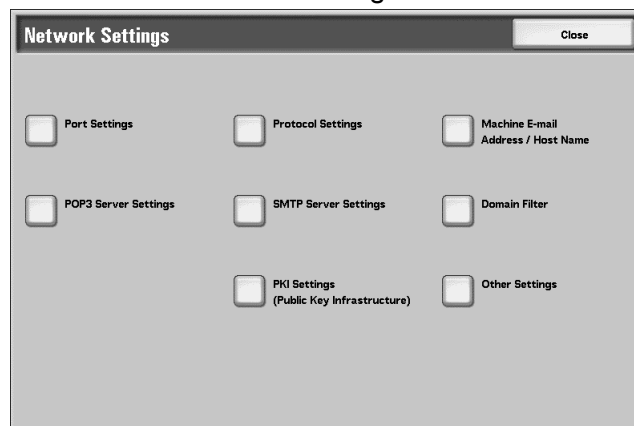
The following settings are covered in this section:

- Port Settings
- Protocol Settings
- Machine E-mail Address/Host Name
- POP3 Server Settings
- SMTP Server Settings
- Domain Filter
- PKI Settings (Public Key Infrastructure)
- Other Settings



1. From the **System Settings** screen, select **System Settings**.



**2. Select Network Settings.****3. Select the item to be set or changed.**

## Port Settings

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Select the interface by which the machine is connected to the client. In **Port Settings**, you can set the following items:

1. LPD	9. FTP Client
2. NetWare	10. Receive E-mail
3. SMB	11. Send E-mail
4. IPP	12. Mail Notice Service
5. EtherTalk	13. UPnP Discovery
6. Salutation	14. Internet Services
7 Port9100	15.SOAP
8. SNMP	



*For information about port settings, refer to the following sections in this guide:*

- *Services and features on page 1-5*
- *Network setting items for CentreWare Internet Services on page 3-5*
- *E-mail overview on page 4-1*

## Protocol Settings

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Select the parameters that are required for communications between the machine and client workstations. In **Protocol Settings**, you can set the following items:

1. Ethernet Settings	4. TCP/IP - Subnet Mask
2. TCP/IP - Get IP Address	5. TCP/IP - Gateway Address
3. TCP/IP - IP Address	6. TCP/IP - IP Filter



*For information about port settings, refer to the following sections in this guide:*

- *TCP/IP (LPD/Port 9100) on page 2-1*
- *Ethernet on page 3-6*
- *TCP/IP on page 3-13*

## Machine E-mail Address/Host Name

Select the e-mail address and host name for this machine. In **Machine E-mail Address/Host Name**, you can set the following items:

1. E-mail Address
2. Host Name
3. Domain Name



*For information about the machine's e-mail address/host name, E-mail on page 3-22 and Setting items on page 3-24.*

## POP3 Server Settings

Select the POP3 server. In **POP3 Server Settings**, you can set the following items:

1. POP3 Server Setup	5. POP3 Server Check Interval
2. POP3 Server IP Address	6. POP3 Server Login Name
3. POP3 Server Name	7. POP3 Server Password
4. POP3 Server Port Number	8. POP Password Encryption



*For information about the POP server settings, refer to E-mail overview on page 4-1.*

## SMTP Server Settings

Select the SMTP server. In **SMTP Server Settings**, you can set the following items:

1. SMTP Server Setup	5. E-mail Send Authentication
2. SMTP Server IP Address	6. SMTP AUTH Login Name
3. SMTP Server Name	7. SMTP AUTH Password
4. SMTP Server Port Number	



*For information about SMTP server settings, refer to Preparations on page 4-2, Configuring the E-mail environment on page 4-6, and Configuring the E-mail environment on page 5-4.*

## Domain Filter

Select the accepted domains for this machine. In **Domain Filter**, you can set the following items:

1. Domain Filtering	2-51 Domains 1 to 50
---------------------	----------------------



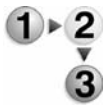
For information about accepted domain filter, refer to Step 5  
Configure the Domain restriction on page 4-9 and Step 5  
Configure the Domain restriction on page 5-8.

## Remote Authentication Server Settings

This feature sets the remote authentication server; a maximum of five servers can be set.



**NOTE:** This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.



1. Select **Remote Authentication Server Settings**.

Items	Current Settings
1. Authentication System	Kerberos (Win 2000)
2. Remote Authentication Server 1	(Not Set)
3. Remote Authentication Server 2	(Not Set)
4. Remote Authentication Server 3	(Not Set)
5. Remote Authentication Server 4	(Not Set)
6. Remote Authentication Server 5	(Not Set)

2. Select the item to be set or changed, and select **Change Settings**.



**NOTE:** Select **s** to display the previous screen, and select **t** to display the next screen.

3. Set the setting value.

4. Press **Save**.

## Authentication System

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You can select the system for authentication from **Kebros (Windows2000)** or **Kebros (Solaris)**.

## Remote Authentication Server 1 through 5

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Makes the remote authentication server settings.

**Server - Server Setup** You can select the remote authentication server specification method from **By IP Address** and **By Server name**.

**Server - IP Address** You can set the IP address of the remote authentication server using the values from 0 to 255.



**NOTE:** You can set a server IP address when **Server - Server Setup** is set to **By IP Address**. 244.XXX.XXX.XXX to 255.XXX.XXX.XXX and 127.XXX.XXX.XXX cannot be set.

**Server - Server Name** You can set the name of the remote authentication server. Up to 255 characters can be entered.



**NOTE:** You can set a server name when **Remote - Server Setup** is set to **By Server Name**.

**Server - Port Number** You can set the port number of the remote authentication server either as 88 or within the range of 1 to 65535.

**Server - Realm Name** You can set the realm name of the remote authentication server. Up to 64 characters can be entered.



**KEY POINT:** A realm name must be entered in capital letters. If the name is entered in lower-case letters, an authentication error occurs.

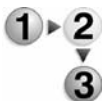
## PKI Settings (Public Key Infrastructure)

If this feature is enabled, data between the machine and networked computers can be encrypted using HTTP.

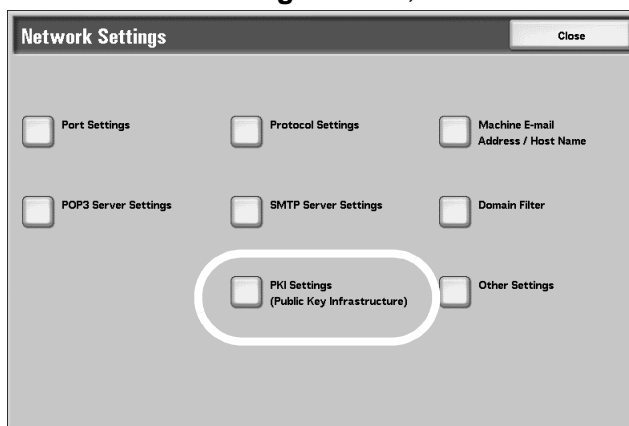


*For information about accepted domain filter, refer to [Encrypting HTTP communication](#) on page 3-29.*

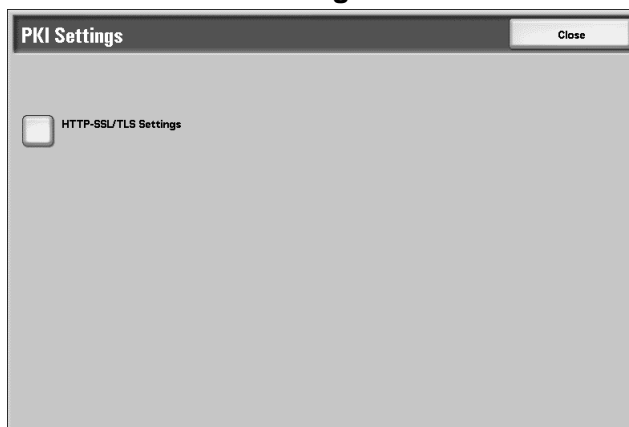
Use the following procedure to access and change the PKI Settings:



1. From the **Network Settings** screen, select **PKI Settings**.



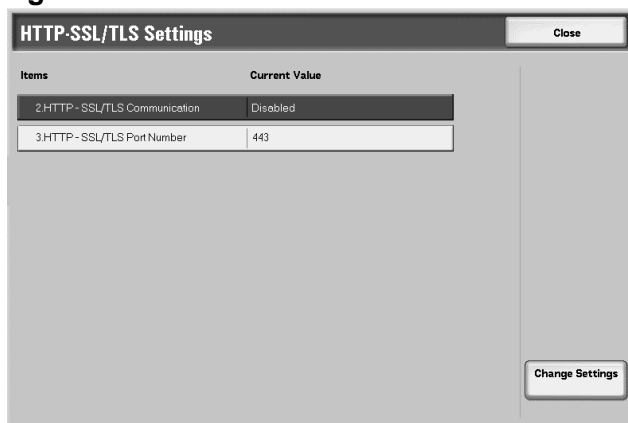
2. Select **HTTP-SSL/TLS Settings**.





**HTTP - SSL/TLS settings**

3. Select the item to be set or changed, and select **Change Settings**.



4. Select the desired setting or enter the desired numeric value.
5. Press **Save**.
6. Press **Close** to return to the **Network Settings** screen.

**HTTP - SSL/TLS Communication**

Specify whether to enable **HTTP-SSL/TLS Communication**. If enabled, data encryption between the machine and networked computers is allowed.

**HTTP - SSL/TLS Port Number**

Set the **HTTP-SSL/TLS Port Number** in the range of 1-65535.

**Other Settings**

**Other Settings** allows you to choose the **E-mail Receive Protocol** setting. You may choose between SMTP or POP3.



*For information about the E-mail Receive Protocol, E-mail on page 3-22.*

## Print Mode Settings

In **Print Mode Settings**, you select settings that relate to the machine's memory and miscellaneous features, including tray substitution, paper type mismatch, printing a banner sheet, and more.

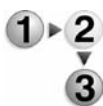


*When using CentreWare Internet Services, more detailed settings are possible. For more details, refer to CentreWare Internet Services on page 6-4.*

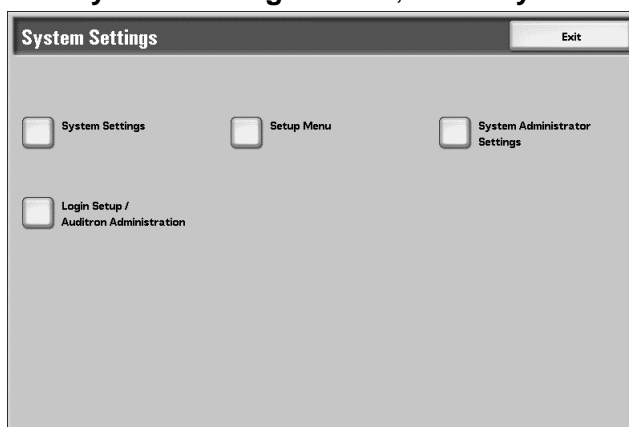
The following settings are covered in this section:

- Allocate Memory
- Other Settings

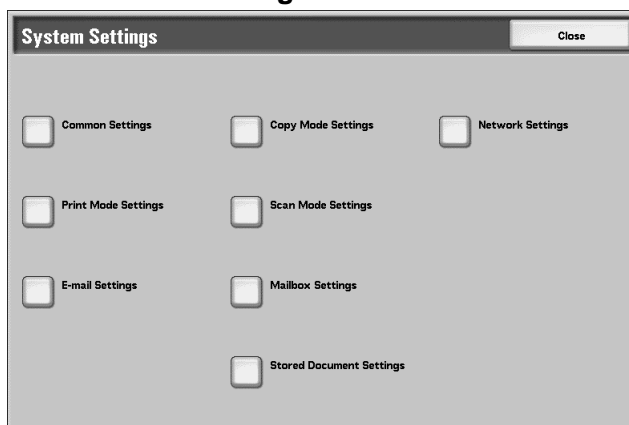
Use the following procedure to access and change the various **Print Mode Settings**.



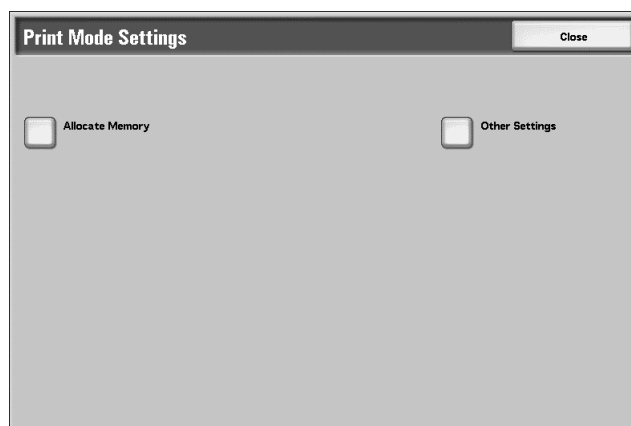
1. From the **System Settings** screen, select **System Settings**.



2. Select **Print Mode Settings**.



## 3. Select the item to be set.



## Allocate Memory

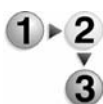
For each interface, you can select the memory capacity for the receiving buffer (temporary storage for data sent from the client). You can change the receiving buffer capacity depending on the pattern of use and purpose. Increasing the receiving buffer capacity may allow a client to be released sooner from an interface.



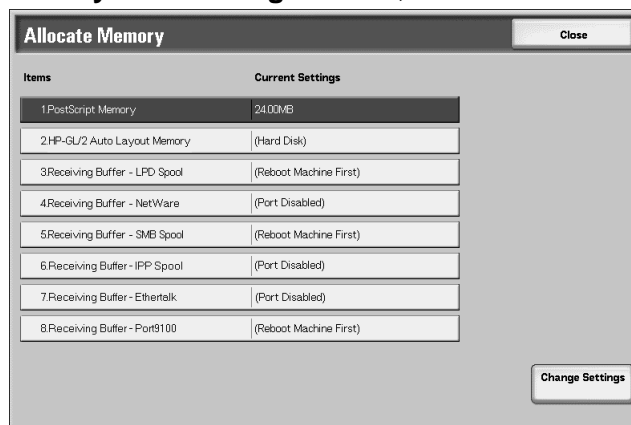
**KEY POINT:** If you change the memory capacity settings, the memory is reset, and therefore data stored in all memory areas is lost.



**NOTE:** It is not possible to assign more than the total memory. When the power is turned on, if the settings exceed the available memory capacity, they are automatically adjusted by the system.



1. From the **System Settings** screen, select **Allocate Memory**.



2. Select the item to be set or changed, and select **Change Settings**.

3. Select the desired value for that item.

4. Select **Save**; you are returned to the **Print Mode Settings**

screen.



**NOTE 1:** When a port is set to **Disabled**, the corresponding items that are associated with that port do not appear.

**NOTE 2:** Depending on the amount of data sent from the client, increasing the memory capacity may not change the amount of time that it takes to release the client.

#### PostScript Memory

Specify the memory capacity used for PostScript. Set a value from 8.00-96.00 MB, in 0.25 MB increments.

#### HP-GL/2 Auto Layout Memory

Specify the memory capacity used for HP-GL/2. Set a value from 64-5120 KB, in 32 KB increments.



**NOTE:** The maximum value that can be set for both the PostScript Memory and HP-GL/2 Auto Layout Memory options vary according to the available memory capacity.

#### Receiving Buffer - LPD Spool

- **Off:** When Off is selected, the machine will not use spooling. During the LPD print process for one client, data cannot be received over that same interface from a different client. Set a value for the dedicated LPD receiving buffer memory capacity from 1024-2048 KB, in 32 KB increments.

- **Memory Spool:** When selected, the machine will use spooling. The receiving buffer for spooling uses memory. When this candidate value is selected, set the memory capacity of the receiving buffer for spooling, from 0.50 MB to 32.00 MB, in 0.25 MB increments.



**NOTE:** Notice that print data exceeding the set memory capacity is not accepted. In such cases, select **Hard Disk** or **Off**.

- **Hard Disk Spool:** When selected, the machine will use spooling. The receiving buffer for spooling uses the hard disk.

#### Receiving Buffer - NetWare

Set the NetWare receiving buffer. Set a value from 64 to 1024 KB, in 32 KB increments.

#### Receiving Buffer - SMB Spool

- **Off:** When Off is selected, the machine will not use spooling. While SMB print processing is being carried out for one client, data cannot be received over the same interface from another client.

Set a value for the dedicated SMB receiving buffer memory capacity from 64 to 1024 KB, in 32 KB increments.

- **Memory Spool:** When selected, the machine will use spooling. The receiving buffer for spooling uses memory. When this candidate value is selected, set the memory capacity of the receiving buffer for spooling from 0.50 MB to 32.00 MB, in 0.25 MB increments.



**NOTE:** Notice that print data exceeding the set memory capacity is not accepted. In such cases, select **Hard Disk** or **Off**.

#### Receiving Buffer - IPP Spool

- **Hard Disk Spool:** When selected, the machine will use spooling. The receiving buffer for spooling uses the hard disk.
- **Off:** When Off is selected, the machine will not use spooling. While IPP print processing is being carried out for one client, data cannot be received over the same interface from another client. Set a value for the dedicated IPP receiving buffer memory capacity from 64 to 1024 KB, in 32 KB increments.
- **Hard Disk:** When selected, the machine will use spooling. The receiving buffer for spooling uses the hard disk.

#### Receiving Buffer - EtherTalk

Set the EtherTalk receiving buffer. Set a value from 1024 to 2048 KB, in 32 KB increments.

#### Receiving Buffer - Port 9100

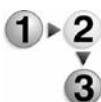
Set the Port9100 receiving buffer. Set a value from 64 to 1024 KB, in 32 KB increments.

### Other Settings



For information about each of the following items, refer to *Overview of features on page 6-1*, and also refer to the appropriate chapter (see the *Table of contents*) in the *PostScript User Guide*.

Make settings relating to the paper used in the machine.



#### 1. Select **Other Settings**.

Items	Current Settings
1 Print Area	Standard
2 Substitute Tray	Display Message
3 Paper Type Mismatch	Display Confirmation Screen
4 Unregistered Forms	Do not print
5 Print ID	Off
6 Banner Sheet	Off
7 Banner Sheet Tray	Tray 1
8 Postscript Paper Supply	Auto
9 PostScript Font Absence	Substitute Font and Print
10 PostScript Font Substitution	Use ATC

Close

Change Settings

#### 2. Select the item to be set or changed, and select **Change Settings**.

#### 3. Select the item to be changed.

#### 4. Select **Save**.

**Print Area**

Select whether or not to expand the print area.

*For information about the print area, refer to the section entitled Printable Area of Chapter 13 of the User Guide.*

**Substitute Tray**

When there is no tray containing the paper size selected by the automatic tray selection, select whether or not to print replaced with paper loaded in another paper tray. In the event of using substitute tray, set the size.

- **Display Message:** Do not use substitute tray, but display a paper loading message.
- **Use Larger Size:** Replace with the next larger paper size than that selected, and print at the same size.
- **Use Closest Size:** Replace with the closest paper size to that selected, and print. If necessary, the printing is automatically reduced in size.



**NOTE:** *If there is a client specification, the client specification takes precedence.*

- **Select Tray 5 (Bypass):** Prints on the paper loaded in tray 5 (Bypass).

**Paper Type Mismatch**

Set the action to be taken when the paper type loaded in the paper tray does not match that specified.

- **Print:** Carry on printing, even if the paper type is different.
- **Display Confirmation Screen:** Show a confirmation screen, and prompt for action.
- **Display Paper Supply Screen:** This selection shows the Paper Supply screen when a paper type mismatch occurs.

**Unregistered Forms**

When a form specified for printing in a form data file (overlay printing) is not present on the host computer, select whether or not to print the job. If you select **Print** and the specified form is not present, only the data is printed.

This setting is added to the print settings menu when there is a print specification from the host computer.

**Print User ID**

When printing by a print driver, select whether or not to print the user authentication information to the paper for the purpose distinguishing the identity of the user. A maximum of 64 characters can be printed in the user ID information.

Select from one of the following: **Off**, **Top Left**, **Top Right**, **Bottom Left**, and **Bottom Right**.



**NOTE 1:** *To use the ID Print feature, the User ID, set by the printer driver, is necessary beforehand. For the configuration procedure, refer to the online help for the printer driver.*

**NOTE 2:** If the user ID information cannot be acquired, the words "Unknown User" are printed.

- Banner Sheet** Select whether or not the banner sheets will be used to separate different output jobs. Select one of the following:
- **Off:** Do not print banner sheets.
  - **Start Sheet:** Print a banner sheet **before** a print job.
  - **End Sheet:** Print a banner sheet **after** a print job.
  - **Start Sheet & End sheet:** Print a banner sheet both **before and after** a print job.



**NOTE 1:** Even if the stapler feature is enabled, banner sheets are not stapled.

**NOTE 2:** On a print job from a Macintosh, the document name does not appear on the banner sheet.

**NOTE 3:** When printing banner sheets, they are counted for metering purposes.

- Banner Sheet Tray** Select the paper tray from which the banner sheets are printed. Select one of the following trays: **1, 2, 3, 4**, or optional **6 and 7**.

- PostScript Paper Supply** Select whether or not to enable the PostScript DMS (Deferred Media Selection) feature. Select either **Auto** or **Select Paper Tray**.

- PostScript Font Absence** Select how the machine will handle a specified PostScript font that is not loaded on the machine.
- **Cancel Printing:** This selection cancels the job without printing it.
  - **Substitute Font and Print:** This selection continues printing the job and uses a substitute font in place of the missing font.

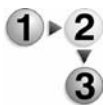
- PostScript Font Substitution** When a PostScript font specified in a job is not present, select whether or not to use ATCx for the substitute font.

## Scan Mode Settings

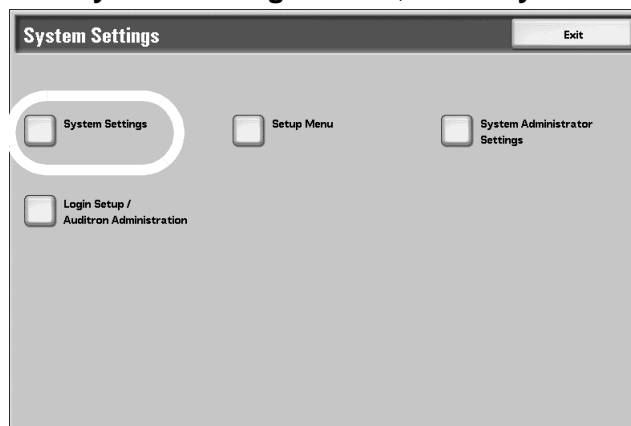
This feature allows you to select settings that relate to the scanner feature.



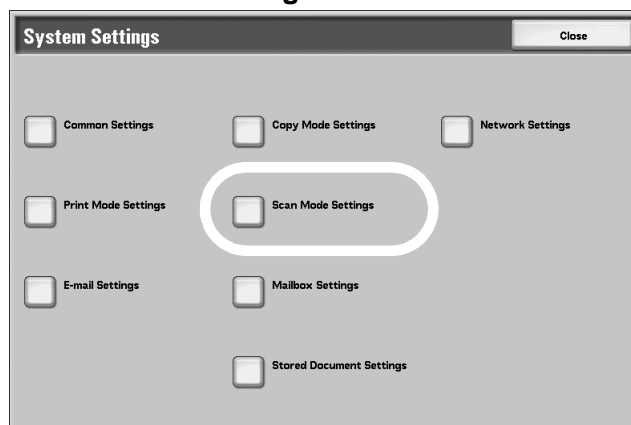
*When using CentreWare Internet Services, more detailed settings are possible. For more details, refer to CentreWare Internet Services on page 6-4.*



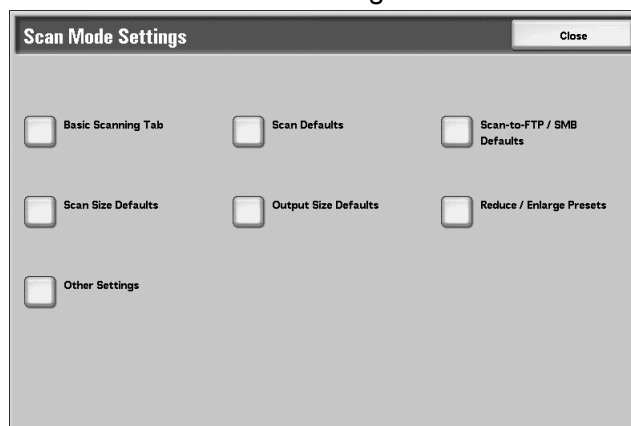
1. From the **System Settings** screen, select **System Settings**.



2. Select **Scan Mode Settings**.

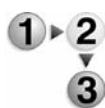


3. Select the item to be set or changed.





## Basic Scanning Tab



Select the defaults for items relating to the **Basic Scanning Tab** screen.

1. From the **Scan Mode Settings** screen, select **Basic Scanning Tab**.



2. Select the item to be set or changed, and select **Change Settings**.
3. Set the default setting.
4. Select **Save**; you are returned to the **Basic Scanning Tab** screen.
5. Repeat Steps 1-4 for the remaining **Basic Scanning Tab** features.
6. Upon completion, select **Close**; you are returned to the **Scan Mode Settings** screen.

**Feature in 2nd Column**

Select which features are shown in the second column of the **Basic Scanning Tab** screen. Select **2 Sided Originals**, **Scan Resolution**, or **Reduce/Enlarge**.

**Reduce/Enlarge - Button 2**

Select a specific, default magnification level for the Reduce/Enlarge button. This button is displayed when **Reduce/Enlarge** is selected in **Feature in 2nd Column**.

**Reduce/Enlarge - Button 3**

Select a specific, default magnification level for the Reduce/Enlarge button. This button is displayed when **Reduce/Enlarge** is selected in **Feature in 2nd Column**.



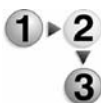
For information about R/E Preset buttons, refer to *Reduce/Enlarge Presets* on page 8-114.

## Scan Defaults

In **Scan Defaults**, you select the default values for the scanner feature. When one of the following occurs, the machine returns to its preset scan defaults:

- The machine power is switched on,
- The machine returns from a power-saving mode, or
- The **Clear All** button is pressed.

The settings selected for **Scan Defaults** are valid after switching off and switching on the machine's power.



1. From the **Scan Mode Settings** screen, select **Scan Defaults**.

Items	Current Settings
1.Original Type	Text
2.File Format	TIFF/JPEG Auto Select
3.Lighen / Darken	Normal
4.Sharpness	Normal
5.Auto Exposure	Off
6.Original Orientation	Head to Left
7.Scan Resolution	200dpi
8.Mixed Size Originals	Off
9.Edge Erase	Variable Erase
10.Edge Erase - Top & Bottom Edges	2mm

Page 1/2

Change Settings



**NOTE:** If you have the optional color scanner, some of the selections will be different as noted below.

2. Select the item to be set or changed, and select **Change Settings**.





**NOTE:** Select **s** to display the previous screen and select **t** to display the next screen.

3. Select the default setting for that item.

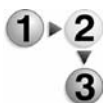
4. Select **Save**; you are returned to the **Scan Defaults** screen.
5. Repeat Steps 1-4 for the remaining **Scan Defaults** features.
6. Upon completion, select **Close**; you are returned to the **Scan Mode Settings** screen.

<b>Output Color</b> (with optional Color Scanner kit only)	Select the default value for <b>Output Color</b> in the Basic Scanning Tab screen. With the optional color scanner, select one of the following: <b>Auto</b> , <b>Full Color</b> , <b>Grayscale</b> , or <b>Black</b> .
<b>Original Type</b>	Select the default value for <b>Original Type</b> in the <b>Basic Scanning Tab</b> screen. Select one of the following: <b>Text &amp; Photo</b> , <b>Text</b> , or <b>Photo</b> .
<b>File Format</b>	Select the default value for <b>File Format</b> feature (as displayed on the <b>Basic Scanning Tab</b> screen). Select one of the following: <b>TIFF</b> , <b>Single-page TIFF</b> , or <b>PDF</b> .
<b>File Format</b> (with optional Color Scanner kit only)	Select the default value for <b>File Format</b> feature (as displayed on the <b>Basic Scanning Tab</b> screen). With the optional color scanner, select one of the following: <b>TIFF/JPEG Auto Select</b> , <b>Multi-page TIFF</b> , <b>Single-page TIFF</b> , or <b>PDF</b> .
<b>Lighten/Darken</b>	Select the default value for <b>Lighten/Darken/Contrast</b> (as displayed on the <b>Lighten/Darken</b> feature on the <b>Image Quality</b> screen). Select one of the following: <b>Lighter (+3)</b> , <b>Lighter (+2)</b> , <b>Lighter (+1)</b> , <b>Normal</b> , <b>Darker (+1)</b> , <b>Darker (+2)</b> , or <b>Darker (+3)</b> .
<b>Contrast</b> (with optional Color Scanner kit only)	Select the default value for <b>Contrast</b> (as displayed on the <b>Image Quality</b> screen). With the optional color scanner, select one of the following: <b>Higher</b> , <b>High</b> , <b>Normal</b> , <b>Low</b> , or <b>Lower</b> .
<b>Sharpness</b>	Select the default value for <b>Sharpness</b> (as displayed on the <b>Image Quality</b> screen). Select one of the following: <b>Sharper</b> , <b>Sharp</b> , <b>Normal</b> , <b>Soft</b> , or <b>Softer</b> .
<b>Auto Exposure</b>	Select the default value for <b>Auto Exposure</b> (as displayed on the <b>Image Quality</b> screen). Select either <b>Off</b> or <b>On</b> .
<b>Background Suppression</b> (with optional Color Scanner kit only)	Select the default value for <b>Background Suppression</b> (as displayed on the <b>Image Quality</b> screen). With the optional color scanner, select either <b>Off</b> or <b>On</b> .
<b>Color Space</b> (with optional Color Scanner kit only)	Select the default value for <b>Color Space</b> . With the optional color scanner, select either <b>Standard Color Space</b> or <b>Device Color Space</b> .

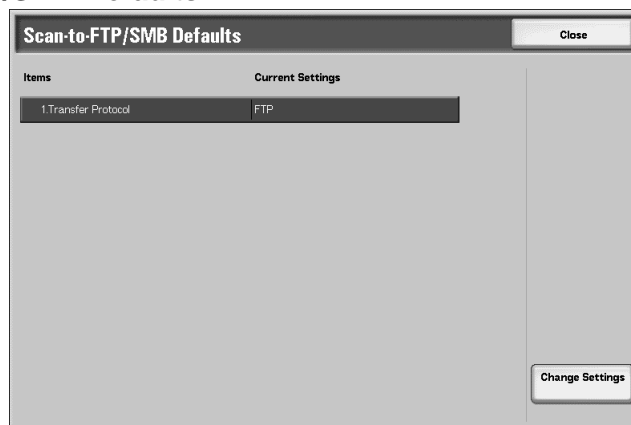
<b>Original Orientation</b>	Select the default value for <b>Original Orientation</b> position of originals when scanning. Select either <b>Head to Top</b> (  ) or <b>Head to Left</b> (  ).
<b>Scan Resolution</b>	Select the default value for <b>Scan Resolution</b> in the <b>Scan Options</b> screen. Select one of the following: 200 dpi, 300 dpi, 400 dpi, or 600 dpi.
<b>Mixed Size Originals</b>	Select the default value for <b>Mixed Size Originals</b> (as displayed on the <b>Scan Options</b> screen). Select either <b>Off</b> or <b>On</b> .
<b>Edge Erase</b>	Select the default value for <b>Edge Erase</b> (as displayed on the <b>Scan Options</b> screen). Select either <b>Normal</b> or <b>Edge Erase</b> .
<b>Edge Erase - Top &amp; Bottom Edges</b>	Select the default value for the amount of edge erased from the original in the top and bottom directions in <b>Edge Erase</b> (as displayed on the <b>Scan Options</b> screen). Select a value between <b>0-50 mm</b> , 1 mm increments.
<b>Edge Erase - Left &amp; Right</b>	Select the default value for the amount of edge erased from the original in the left and right directions in <b>Edge Erase</b> (as displayed on the <b>Scan Options</b> screen). Select a value between <b>0-50 mm</b> , in 1 mm increments.
<b>Center Erase/Binding Erase</b>	Select the default value for the center erase amount of the original in <b>Edge Erase/Binding Erase</b> (as displayed on the <b>Scan Options</b> screen). Select a value between <b>0-50 mm</b> , in 1 mm increments.

## Scan-to-FTP/SMB Defaults

You can select the default protocol that is used for file transfer from **FTP**, **SMB**, and **SMB (UNC format)**.



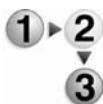
1. From the **Scan Mode Settings** screen, select **Scan-to-FTP/SMB Defaults**.



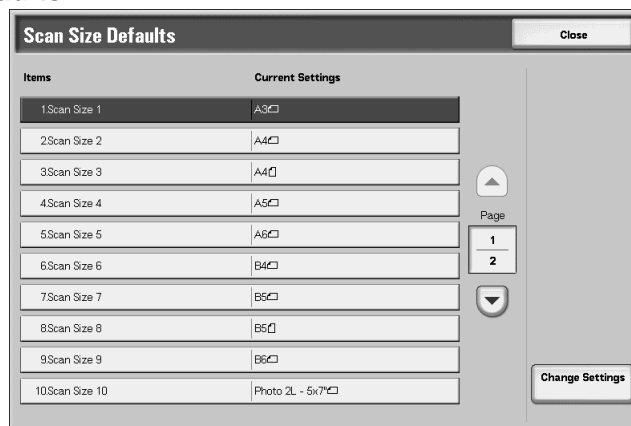
2. Select **Change Settings**.
3. Select the item to be changed.
4. Select **Save**; you are returned to the **Scan-to-FTP/SMB Defaults** screen.
5. Select **Close** to return to the **Scan Mode Settings** screen.

## Scan Size Defaults

Select the original size shown (as displayed on the **Scan Size** option on the **Scan Options** screen). Assign an original size to each of the eleven buttons (except the **Auto Detect** button). If you frequently scan nonstandard size originals, presetting a nonstandard size eliminates the need to enter the original size each time a scan is made.



1. From the **Scan Mode Settings** screen, select **Scan Size Defaults**.

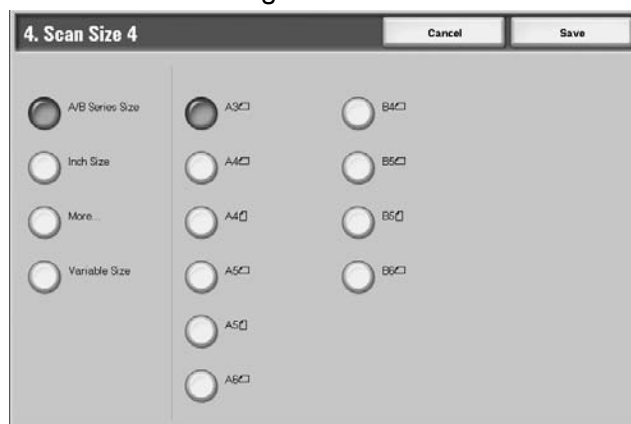


2. Select the item to be set or changed, and select **Change Settings**.



**NOTE:** Select **Back** to display the previous screen and select **Next** to display the next screen.

3. Select the desired setting.

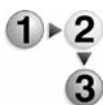


4. Select **Save**; you are returned to the **Scan Size Defaults** screen.
5. Repeat Steps 1-4 for each **Scan Size Defaults** option.
6. Select **Close** from the **Scan Size Defaults** screen to return to the **Scan Mode Settings** screen.

- A/B Series Size** Select from ten different A- and B-series sizes.
- Inch Size** Select from twelve different inch-series sizes.
- More** Select from thirteen other sizes.
- Variable Size** Enter any size. Set the width between **15-432 mm**, and the height between **15-297 mm**, in 1 mm increments.

## Output Size Defaults

Select the sizes that will be displayed as the **Output Size** when selecting **Auto%** for scanning documents (as displayed on **Reduce/Enlarge** feature on the **Scan Options** screen). Any output sizes can be assigned to output size buttons **1-8**. By selecting commonly used sizes, you can reduce the number of selection operations required for a scan job.



1. From the **Scan Mode Settings** screen, select **Output Size Defaults**.

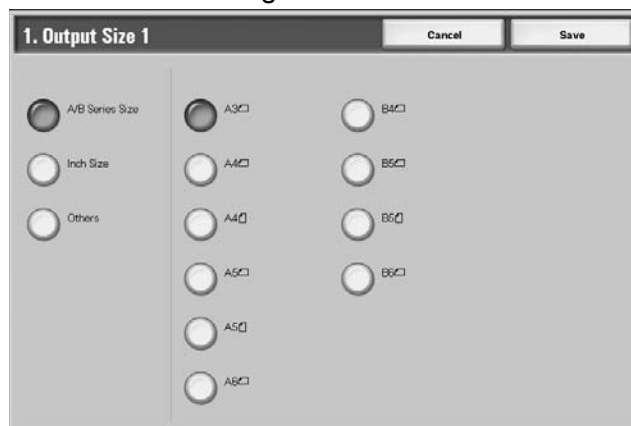
Items	Current Settings
1 Output Size 1	A3
2 Output Size 2	A4
3 Output Size 3	A4
4 Output Size 4	A5
5 Output Size 5	A6
6 Output Size 6	B4
7 Output Size 7	B5
8 Output Size 8	B5
9 Output Size 9	B6
10 Output Size 10	Photo 2L - 5x7

2. Select the item to be set or changed, and select **Change Settings**.



**NOTE:** Select **s** to display the previous screen and select **t** to display the next screen.

### 3. Select the desired setting.



### 4. Select **Save**; you are returned to the **Output Size Defaults** screen.

### 5. Repeat Steps 1-4 for the remaining **Output Size Defaults** items.

### 6. Select **Close** from the **Output Size Defaults** screen; you are returned to the **Scan Mode Settings** screen.

**A/B Series Size** Select from ten different A- and B-series sizes.

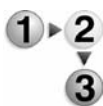
**Inch Size** Select from twelve different inch-series sizes.

**Others** Select from thirteen other sizes.



## Reduce/Enlarge Presets

Select the magnification levels as shown in the **Preset%** option (as displayed on the **Reduce/Enlarge** feature on the **Scan Options** screen). Assign any magnification to the Reduce/Enlarge Preset buttons **1-7**; you cannot select **100%**.



1. From the **Scan Mode Settings** screen, select **Reduce/Enlarge Presets**.
2. Select the item to be set or changed, and select **Change Settings**.

Items	Current Settings
1 R/E Preset 1	25%
2 R/E Preset 2	50% A3→A5, B4→B6
3 R/E Preset 3	61% A3→B5
4 R/E Preset 4	70% A3→A4, B4→B5
5 R/E Preset 5	81% B4→A4, B5→A5
6 R/E Preset 6	86% A3→B4, A4→B5
7 R/E Preset 7	115% B4→A3, B5→A4
8 R/E Preset 8	122% A4→B4, A5→B5
9 R/E Preset 9	141% A4→A3, B5→B4
10 R/E Preset 10	163% B5→A3



**NOTE:** Select ▲ to display the previous screen and select ▼ to display the next screen.

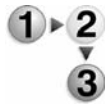
3. Select **Preset%** or **Variable%**.

4. Select the desired setting.
5. Select **Save**.
6. Repeat Steps 1-5 for each of the **R/E Presets** items.
7. From the **Reduce/Enlarge Presets** screen, select **Close** to return to the **Scan Mode Settings** screen.

- Preset%** Select from twenty-five standard magnification ratios.
- Variable%** Select any magnification level. Specify a value from 25% to 400%, in 1% increments.

## Other Settings

These settings relate to the scanner feature specification.



1. From the **Scan Mode Settings** screen, select **Other Settings**.
2. Select the item to be set or changed, and select **Change Settings**.

Items	Current Settings
1 Scan Service	Enabled
2 Memory Full Procedure	Run Job
3 Maximum Stored Pages	999
4 2 Sided Originals Scan Options	2 Sided Simultaneous Scan
5 TIFF Format	TIFF V6
6 Image Transfer Screen	Off



**NOTE:** If you have the optional color scanner, you will have additional selections as noted below.

3. Select the desired setting for that item.
4. Select **Save**.
5. Repeat Steps 1-4 for the remaining **Other Settings** items.
6. From the **Other Settings** screen, select **Close** to return to the **Scan Mode Settings** screen.

### Scan Service

Select whether or not to use the scanner feature. Select either **Disabled** or **Enabled**.

### Memory Full Procedure

Select either **Cancel Job** or **Run Job** as the default setting. This default setting appears while scanning an original if there is insufficient hard disk space for the scanner. If an insufficient amount of hard disk space is determined, a confirmation screen appears asking how the partially stored data should be handled (cancel job or run job).

- **Cancel Job:** The stored data is discarded.
- **Run Job:** The partially stored data is treated as valid and complete, the job is run.

If the user does not respond to the confirmation screen and a predetermined amount of time elapses, the machine automatically processes the partially-stored data according to the default setting selected here.



*You can set the time limit that occurs between the confirmation screen and the automatic processing of the stored data. For more information, refer to Auto Job Release on page 8-23.*

### Maximum Stored Pages

Select the maximum number of stored pages of a scan original. Select between **1-999** pages.

### 2 Sided Original Scan Options

When placing 2-sided originals in the DADF, you can select the scanning method. Select either **2 Sided Simultaneous Scan** or **1 Sided Scan**.

### Color Saturation (with optional Color Scanner kit only)

Select the amount of color saturation for scanned data. Select from **Lower**, **Low**, **Normal**, **High**, or **Higher**.

### Auto Exposure Level (with optional Color Scanner kit only)

Select the Auto Exposure Level for scanned data. Select from **Normal**, **High (+1)**, **Higher (+2)**, **Higher (+3)**, or **Higher (+4)**.

### Background Suppression Level (with optional Color Scanner kit only)

Select the amount of background suppression for scanned data. Select from **Higher Low**, **Normal**, **High**, or **Higher**.

### Color Space (with optional Color Scanner kit only)

Select if color space is to be enabled for scanned data. Select either **Disabled** or **Enabled**.

### TIFF Format

Select the TIFF format for scanned data. Select either **TIFF V6** or **TTN2**.

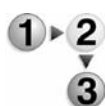
### Image Transfer Screen

Select whether or not to display a message when the scan process is completed.

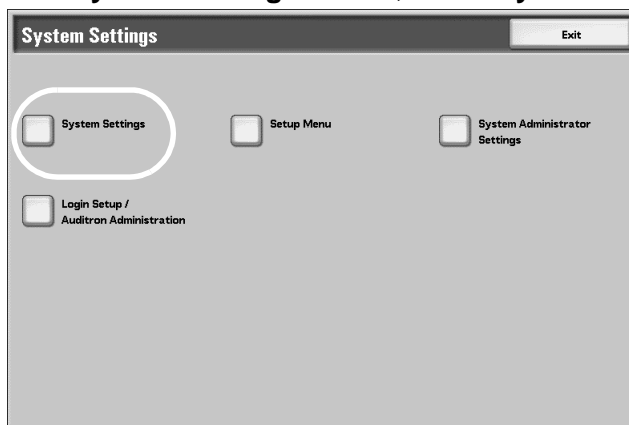
- **Disabled:** Do not show a scan completion message.
- **Display Message Only:** Show a scan completion message.
- **Display Message and Screen:** Show a screen while scanning an original and upon completion of the scan process.

## E-mail Settings

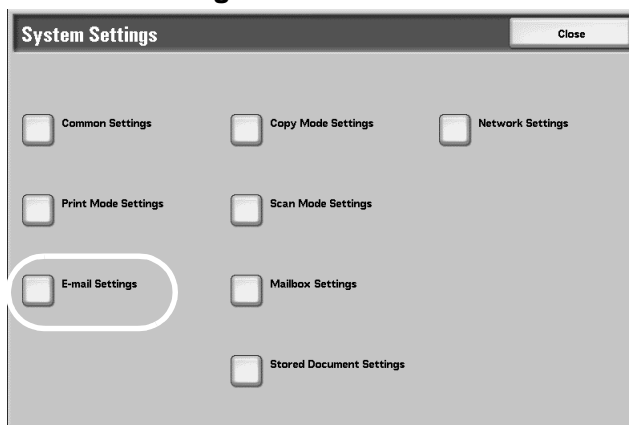
---



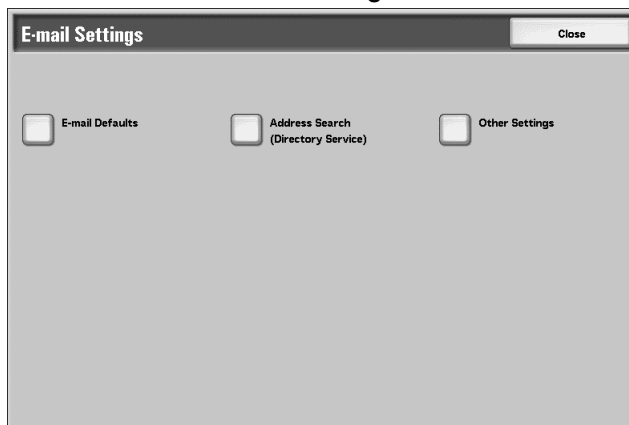
1. From the **System Settings** screen, select **System Settings**.



2. Select **E-mail Settings**.

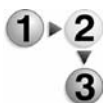


3. Select the item to be set or changed.



## E-mail Defaults

Select the default subject for e-mails. The subject line can have a maximum of 128 characters.



1. Select **E-mail Defaults**.

Items	Current Settings
1 Subject	(Not Set)

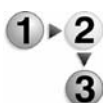
2. Select **Change Settings**.
3. Enter the default subject, and select **Save**.

## Address Search (Directory Service)

Set the attributes and ranges for searching the address books stored in the address search (directory service).



**NOTE:** This feature only supports address books used with the e-mail scan feature.



1. From the **E-mail Settings** screen, select **Address Search (Directory Service)**.

Items	Current Settings
1 Directory Service (LDAP)	Enabled
2 Primary Server	(Not Set)
3 Primary Server Port Number	389
4 Secondary Server	(Not Set)
5 Secondary Server Port Number	389
6 Login Name	(Not Set)
7 Password	(Not Set)
8 Search Root Entry DN	(Not Set)
9 Scope of Search from Root Entry	All levels below root entry
10 Object Class of Search Target	*

2. Select the item to be set, and select **Change Settings**.



**NOTE:** Select ▲ to display the previous screen and select ▼ to display the next screen.

3. Select the desired setting for the item.
4. Select **Save**.
5. Repeat Steps 1-4 for the remaining items.
6. From the **Address Search (Directory Service)** screen, select **Close** to return to the **E-mail Settings** screen.

### Directory Service (LDAP)



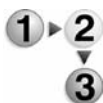
Select whether or not to allow the use of address books stored on the directory server. Select either **Disabled** or **Enabled**.

**KEY POINT:** Even when **Enabled** is selected, unless the following conditions are met, the directory server address book will not be started:

- The IP address must be correctly set
- The directory server (primary) IP address or Internet address must be set
- The port number used for LDAP communications must be set

### Primary Server

Select the default directory server settings using the following procedure.



1. From the **Address Search (Directory Service)** screen, select **Primary Server**.

Items	Current Settings
1 Primary Server Setup	By Server Name
2 Primary Server IP Address	(Not Set)
3 Primary Server Name	(Not Set)

2. Select the item to be set, and select **Change Settings**.
3. Select the desired value for that item.
  - **Primary Server Setup:** Select the primary server specification method either **By IP Address** or **By Server Name**.
  - **Primary Server IP Address:** Set the primary server IP address using values between 0-255.



**NOTE:** Use this feature when the **Primary Server Setup** setting is **By IP Address**.



**KEY POINT:** The following numbers cannot be used: 224.XXX.XXX.XXX to 255.XXX.XXX.XXX and 127.XXX.XXX.XXX.

- **Primary Server Name:** Select the server name for the primary server. A maximum of 64 characters may be used.



**NOTE:** Use this feature when the **Primary Server Setup** setting is **By Server Name**.

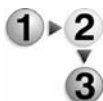
4. Select **Save**; you are returned to the **Primary Server** screen.
5. Repeat Steps 1-4 for the remaining items.
6. From the **Primary Server** screen, select **Close** to return to the **Address Search (Directory Service)** screen.

### Primary Server Port Number:

Select the directory server port number in the range of 1-65535.

### Secondary Server

Select the default directory server settings (secondary server) using the following procedure.



1. From the **Address Search (Directory Service)** screen, select **Secondary Server**.

Items	Current Settings
1 Secondary Server Setup	By Server Name
2 Secondary Server IP Address	(Not Set)
3 Secondary Server Name	(Not Set)

2. Select the item to be set, and select **Change Settings**.
3. Select the desired value for that item.
  - **Secondary Server Setup:** Select the secondary server specification method either **By IP Address** or **By Server Name**.
  - **Secondary Server IP Address:** Select the secondary server IP address using values between 0-255.



**NOTE:** Use this feature when the **Secondary Server Setup** setting is **By IP Address**.



**KEY POINT:** The following numbers cannot be used: 224.XXX.XXX.XXX to 255.XXX.XXX.XXX and 127.XXX.XXX.XXX.

- **Secondary Server Name:** Select the server name for the secondary server. A maximum of 64 characters may be used.



**NOTE:** Use this feature when the **Secondary Server Setup** setting is **By Server Name**.

4. Select **Save**; you are returned to the **Secondary Server** screen.
5. Repeat Steps 1-4 for the remaining items.
6. From the **Secondary Server** screen, select **Close** to return to the **Address Search (Directory Service)** screen.

**Secondary Server Port Number**

Select the directory server (secondary server) port number in the range of 1-65535.

**Login Name**

Select the login name for accessing to the directory server. A maximum of 256 characters may be used.



**KEY POINT:** Set this only when authentication is required for the directory service. Do not select a setting the **Login Name** when authentication is not required.

**Password**

Select a password for accessing to the directory server. A maximum of 32 characters may be used.



**KEY POINT:** Set this only when authentication is required for the directory service. Do not select a setting the **Login Name** when authentication is not required.

**Search Root Entry DN**

Enter the search root character string; a maximum of 256 characters may be used.

**Scope of Search from Root Entry**

Select the default search range from the search root.

- **Root entry only:** Searches the root level only.
- **One level below root entry only:** Searches from the root and one level below the root.
- **All levels below root entry:** Searches from the root including all levels below root.

**Object Class of Search Target**

Enter the search target object classes; a maximum of 32 characters may be used.

**Server Application**

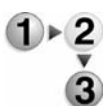
Select the software used for the directory server; select one of the following: **Microsoft Active Directory**, **Novell NetWare 5.\***, or **Other Applications**.

**Attribute Type of Recipient Name**

Select the recipient name attribute type. A maximum of 32 characters may be entered.



<b>Attribute Type of Last Name</b>	Select the attribute type for the last name of the sender. A maximum of 32 characters may be entered.
<b>Attribute Type of First Name</b>	Select the attribute type for the first name of the sender. A maximum of 32 characters may be entered.
<b>Attribute Type of E-mail Address</b>	Select the e-mail address attribute type. A maximum of 32 characters may be entered.
<b>Attribute Type of Custom Items 1 to 3</b>	Select the LDAP attribute type of custom items 1 to 3. A maximum of 32 characters may be entered.
<b>Attribute Name of Custom Items 1 to 3</b>	Select the attribute name assigned to custom items 1 to 3. A maximum of 16 characters may be entered.
<b>Maximum Search Results</b>	Select the upper limit on the number of searched address results between 5-100. If there are more search results than the upper limit, the search operation is stopped at that number.
<b>Search Time-Out</b>	Select whether or not to set a search timeout.

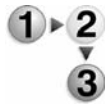


1. From the **Address Search (Directory Service)** screen, select **Search Time-Out**.

2. Select **Off** or **On**.
3. If you selected **On**, set the time.
  - **Off:** No search timeout limit is set.
  - **On:** Set a value from 5 to 120 seconds, in 1 second increments.

## Other Settings

Make other selections relating to e-mail transmission.



1. From the **E-mail Settings** screen, select **Other Settings**.

Items	Current Settings
1 Maximum E-mail Size	2048KB
2 Maximum Address Entries	100
3 Incoming E-mail Print Options	Print basic headers and contents
4 Auto Print Error Mail	On
5 Response to Read Status (MDN)	On
6 Read Status (MDN)	Disabled
7 Auto Print Delivery Confirmation Mail	Print when delivery fails
8 Page size for Split Send	10 Pages

2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired setting.
4. Select **Save**.
5. Repeat Steps 1-4 for the remaining items.
6. From the **Other Settings** screen, select **Close** to return to the **E-mail Settings** screen.

### Maximum E-mail Size

Select whether or not to set an upper limit on the data size in e-mail transmissions:

- **Off:** There is no limit on data size.
- **On:** Set an upper limit on data size. Set a value between 50-65535 KB, in 1 KB increments.



**NOTE:** If the set value is exceeded, the e-mail transmission is aborted.

### Maximum Address Entries

Set the maximum number of addressees that can be specified when sending an e-mail. The number of addressees is the total number in the **To:/Cc:/Bcc:** field. Set the maximum number of addressees in the range of 1-100. If the maximum number of addressees is exceeded, the e-mail transmission is aborted.

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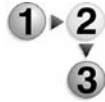
<b>Incoming E-mail Print Options</b>	<p>When the machine's e-mail address receives an e-mail, you can select the the type of print operation:</p> <ul style="list-style-type: none"><li>• <b>Attachment:</b> Only the attached document is printed.</li><li>• <b>Full headers and contents:</b> The e-mail headers and body of the e-mail are printed.</li><li>• <b>Basic headers and contents:</b> This prints some e-mail headers (<b>From/To/Subject/Date</b>) and the e-mail body.</li><li>• <b>Auto Print:</b> If the e-mail body is not empty, this prints the e-mail headers and e-mail body.</li></ul>
<b>Auto Print Error Mail</b>	<p>Select whether or not to automatically print an error e-mail resulting from an incorrect address or transmission error. Select either <b>Off</b> or <b>On</b>.</p>
<b>Response to Read Status (MDN)</b>	<p>Select whether or not to respond when the machine receives a read status (MDN) request from a client workstation:</p> <ul style="list-style-type: none"><li>• <b>Off:</b> Do not respond.</li><li>• <b>On:</b> Automatically notify that the e-mail has been opened.</li></ul>
<b>Read Status Receipts (MDN)</b>	<p>When an e-mail is sent from the machine, select whether or not a dialog box should open requesting the recipient to return the read status:</p> <ul style="list-style-type: none"><li>• <b>Disabled:</b> The read status receipts (MDN) feature cannot be used.</li><li>• <b>Enabled:</b> All users are permitted to use the read status receipts (MDN) feature.</li></ul>
<b>Auto Print Delivery Confirmation Mail</b>	<p>Select whether or not to automatically print e-mail transmission results (DSN response/MDN response):</p> <ul style="list-style-type: none"><li>• <b>Off:</b> E-mail transmission results are automatically printed.</li><li>• <b>On:</b> E-mail transmission results are not automatically printed.</li><li>• <b>Print when delivery fails:</b> Prints only when the transmission fails.</li></ul>

### Page size for Max number of pages for Split Send

Select whether or not to split the attachment data into pages for transmission. When the “split for transmission” option is selected, set the number of pages.



**KEY POINT:** It is possible to split into multiple-page files only when the output file format is specified as PDF, DocuWorks or multiple-page TIFF.

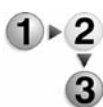


1. From the **Other Settings** screen, select **Page Size for Max number of pages for Split Send**.

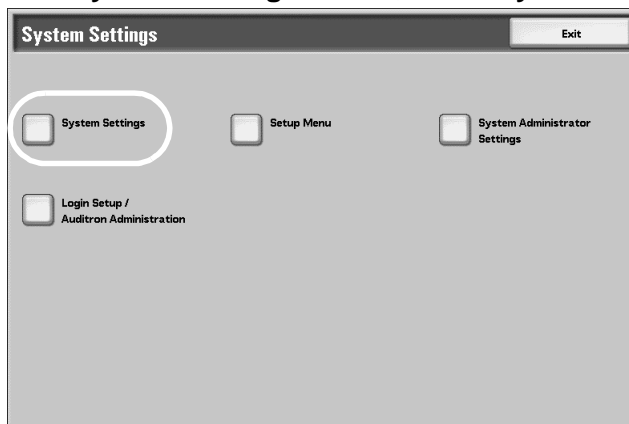
2. Select **Off** or **On**.
  - When **On** is selected, set the number of pages.
    - **Off:** The attachment data is not split for transmission.
    - **On:** Set a value between 1-999 pages, in 1 page increments.
3. Select **Save**; you are returned to the **Other Settings** screen.
4. Select **Close** to return to the **E-mail Settings** screen.
5. Select **Close** to return to the **System Settings** screen.

## Mailbox Settings

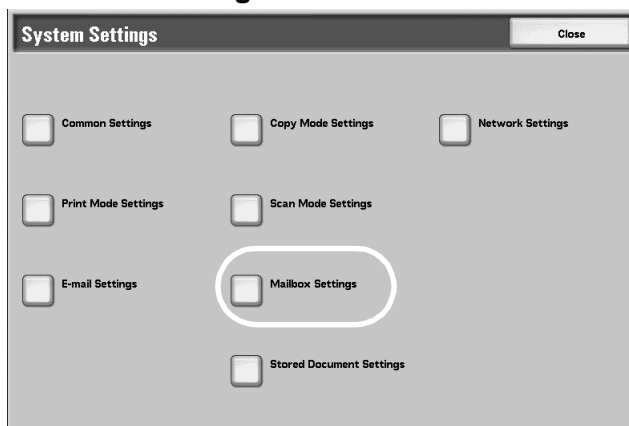
In **Mailbox Settings**, make the settings for handling of documents stored in mailboxes.



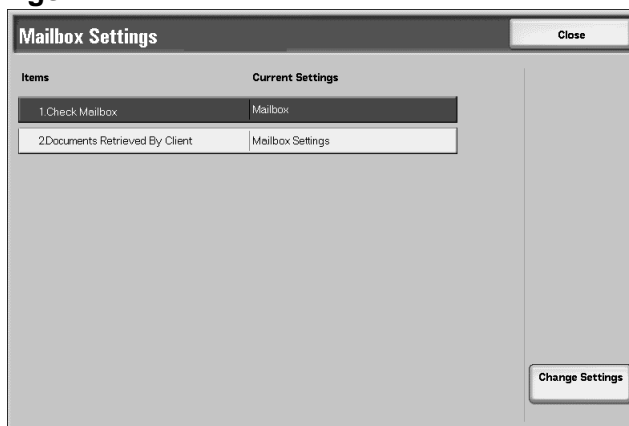
1. From the **System Settings** screen, select **System Settings**.



2. Select **Mailbox Settings**.



3. Select the item to be set or changed, and select **Change Settings**.



4. Select the desired setting.
5. Select **Save**; you are returned to the **Mailbox Settings** screen.

## Check Mailbox

Select a default mailbox; select either **Copy & Print Jobs** or **Scan & Other Jobs**.



## Documents Retrieved By Client

Select whether or not to delete a document stored in the mailbox when it is retrieved by the client.



**NOTE:** This feature does not appear on some models. An optional package is necessary. For more information, contact the Customer Support Center.

### Mailbox specified

Documents are saved or deleted based on the settings selected for each individual mailbox.



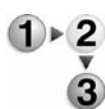
For details about mailbox settings, refer to *Delete Documents After Retrieval* on page 8-159.

### Force Delete

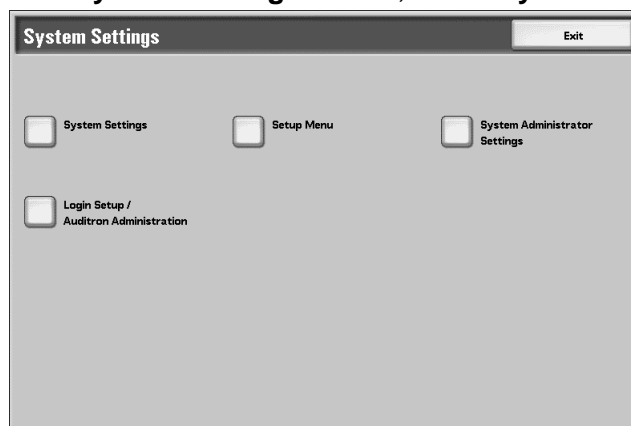
Ignore the settings for each individual mailbox, and when a document is retrieved from a mailbox, forcibly delete it.

## Stored Document Settings

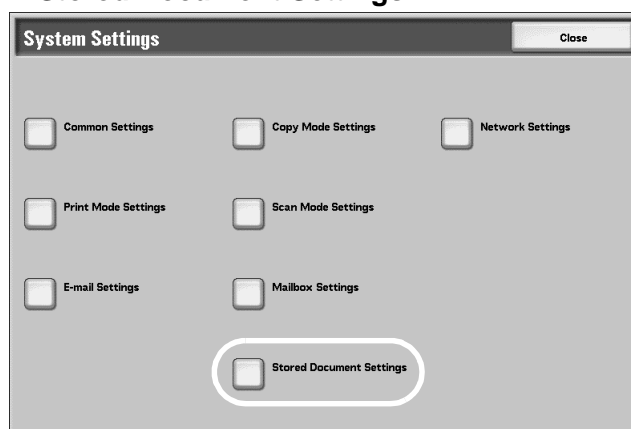
In **Stored Document Settings**, make the settings for handling of documents stored in mailboxes.



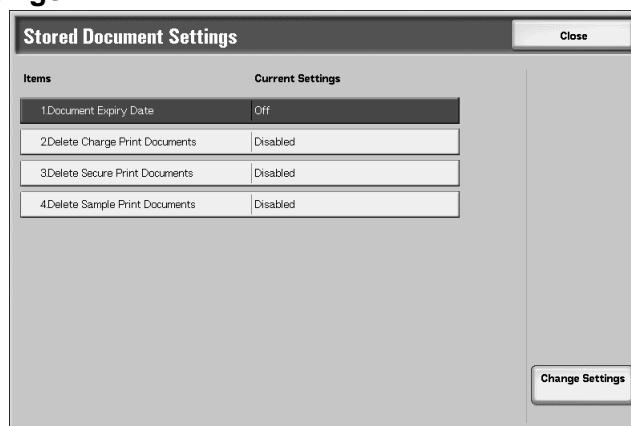
1. From the **System Settings** screen, select **System Settings**.



2. Select **Stored Document Settings**.



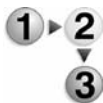
3. Select the item to be set or changed, and select **Change Settings**.



4. Select the desired setting.
5. Press **Save**.

## Document Expiry Time

In **Stored Document Settings**, make the settings for handling of documents stored in mailboxes.



1. From the **Stored Document Settings** screen, select **Document Expiry Time**, and select **Change Settings**.

2. Select **Off** or **On**.

If you selected **On**, set the storage period, and the time of deletion using the numeric keypad.

### Documents kept for

Set the document storage period in the range of 1 to 14 days.

### Documents deleted at

Set the time for the document to be deleted after the storage period has expired; select from 0 to 23 hours and 00 to 59 minutes.



*When a storage period is set, ensure that the mailbox feature **"Delete Documents with Expiry Date"** is **Enabled**. For more information, refer to *Delete Documents with Expiry Date* on page 8-159.*

3. Select **Save**; you are returned to the **Stored Document Settings** screen.



**Delete Charge Print Documents**

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Select whether or not to delete the auditron print documents at a specified time after a storage period has expired.

**Delete Secure Print Documents**

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Select whether or not to delete the security print documents at a specified time after a storage period has expired.

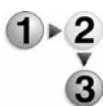
**Delete Sample Print Documents**

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Select whether or not to delete the sample print documents at a specified time after a storage period has expired.

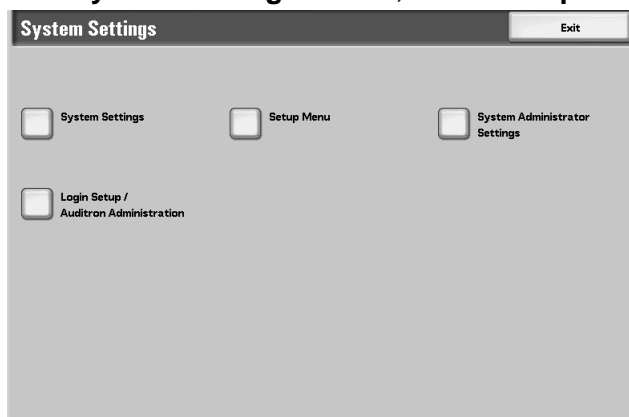
## Setup Menu

---

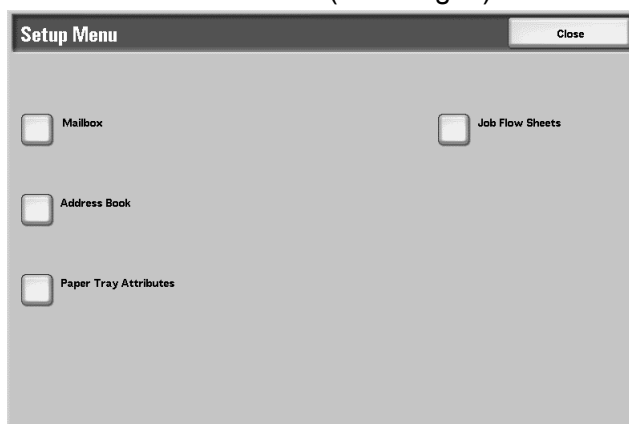


In **Setup Menu**, you can create mailboxes and job flow, and create and update address book entries (mail scan).

1. From the **System Settings** screen, select **Setup Menu**.



2. Select the item to be created (or changed).

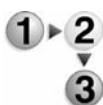


## Mailbox

Register mailboxes to store copied and scanned documents. A maximum of 500 boxes can be registered. For convenience purposes, you may want to make separate boxes for copied documents and for scanned documents.



Check the current mailboxes in the "Mailbox list." For more information, refer to the section entitled "Mailbox List" in Chapter 10 of the User Guide.



Use the following procedure for registering mailboxes

1. From the **Setup Menu** screen, select **Mailbox**.

No.	Mailbox Name	Owner
001	TEST1	
002	TEST2	
003	TEST3	
004	TEST4	
005	TEST5	
006	TEST6	
007	TEST7	
008	TEST8	
009	TEST9	
010	TEST10	

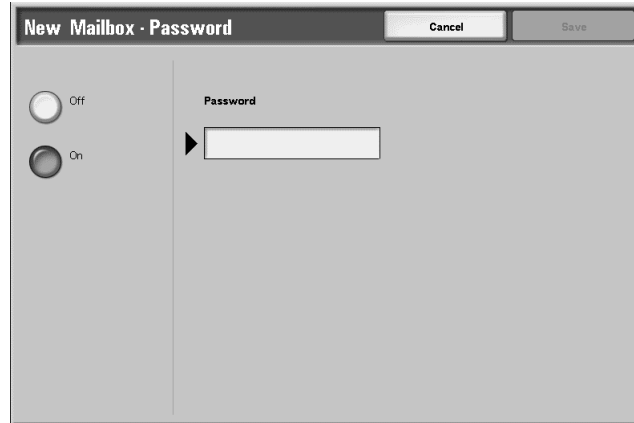
2. Select the box to be registered, and select **Create/Delete**.



**NOTE 1:** Select **s** to display the previous screen and select **t** to display the next screen.

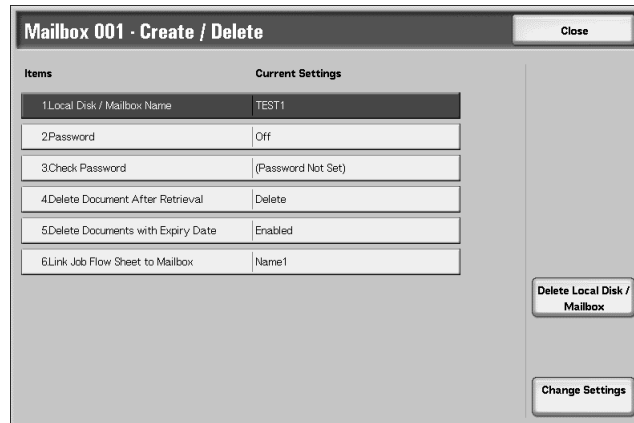
**NOTE 2:** By entering a three-digit number with the numeric keypad, you can go directly to a specific mailbox.

- a. If you are creating a new box, a password setting screen appears.



The dialog box is titled "New Mailbox - Password". It has a "Cancel" button and a "Save" button in the top right corner. On the left side, there are two radio buttons: "Off" (which is selected) and "On". To the right of these buttons is a "Password" label and a text input field with a small arrow pointing to it.

- If you are not setting a password, select **Off** and **Save**.
- b. When setting a password, select **On**, and enter the password.
  - Select **Save**.
3. Select the item to be set, and select **Change Settings**.



The dialog box is titled "Mailbox 001 - Create / Delete". It has a "Close" button in the top right corner. The main area is divided into two columns: "Items" and "Current Settings".

Items	Current Settings
1 Local Disk / Mailbox Name	TEST1
2 Password	Off
3 Check Password	(Password Not Set)
4 Delete Document After Retrieval	Delete
5 Delete Documents with Expiry Date	Enabled
6 Link Job Flow Sheet to Mailbox	Name1

At the bottom right of the dialog box, there are two buttons: "Delete Local Disk / Mailbox" and "Change Settings".

4. Select the desired setting for that item.
5. Select **Save**; you are returned to the **Mailbox Create/Delete** screen.
6. Repeat Steps 1-5 for the remaining items.
7. Select Close from the **Mailbox Create/Delete** screen; you are returned to the **Mailbox** screen.

**Delete Mailbox button**

This deletes the selected mailbox. If there are documents in the mailbox, they are also deleted.



**KEY POINT:** Deleted documents cannot be recovered.

**Mailbox Name**

Set the box name by using the keyboard and the numeric keypad; a maximum of 20 characters may be used.



*For information about entering text, refer to Entering Text on page 8-15.*

**Password**

Set the mailbox password. Enter up to 20 numeric digits (0 to 9).



**NOTE:** The password setting is optional.

**Check Password**

To restrict access to specified users only, you can set a password. When the password is set, it is necessary to enter the password each time a mailbox read or write operation occurs.

- **Save (Write):** When a mailbox is selected, password input is required.
- **Print/Delete (Read):** When a document in a mailbox is printed or deleted, password input is required.
- **Always:** For both of the two above operations, password input is required.

**Delete Documents After Retrieval**

Specify whether or not to enable the feature to delete documents stored in the selected mailbox at a specified time after a storage period has expired.

- **Save:** The document is stored.
- **Delete:** After the document is printed or retrieved by an external action, it is automatically deleted.

**Delete Documents with Expiry Date**

Specify whether or not to enable the feature to delete stored documents in a mailbox after a specified storage time period has expired.

- **Disabled:** Does not delete documents even if a specified time period is set.
- **Enabled:** Documents are deleted at a specified time after the storage period has expired.



**KEY POINT:** The **Document Expiry Date** option (**System Settings/System Settings/Stored Document Settings**) must be **enabled** and a specified date and time must be set in order for the above mailbox option to function. If the **Document Expiry Date** option is not enabled, then an **Enabled** setting for the **Delete Documents with Expiry Date** is **ignored** and the documents are not deleted.



*For information about setting the document storage period, refer to Documents Retrieved By Client on page 8-152 and Document Expiry Time on page 8-154.*

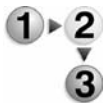
### Link Job Flow Sheet to Mailbox



You can associate a job flow sheet with a mailbox. By associating a job flow sheet with a previously registered mailbox, you can determine how documents stored in a mailbox are processed.

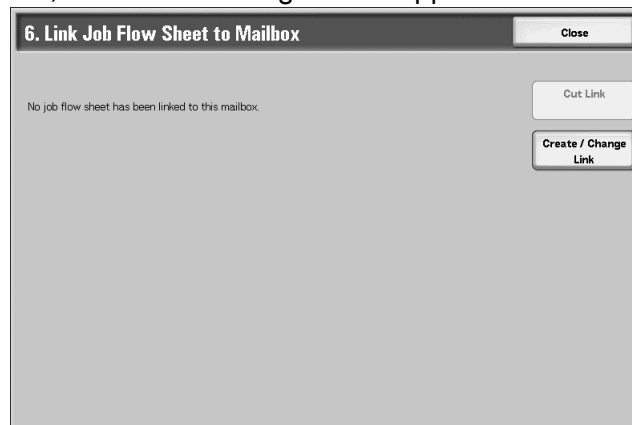
*For the method of registering a job flow, refer to Job Flow Sheets on page 8-162.*

To link a job flow sheet to a registered mailbox, perform the following:



From the Mailbox Create/Delete screen, select **Link Flow Sheet to Mailbox**, and select **Change Settings**.

- If a job flow sheet is **not** currently linked/associated to this mailbox, then the following screen appears:



- If a job flow sheet **is** already linked/associated to this mailbox, the following screen on appears.

- **Cut Link:** Disassociate the job flow from the mailbox.
- **Create/Change Link:** A screen for job flow association appears. You can select from the existing job flows or create a new job flow.



*For more information, refer to Job Flow Sheets on page 8-162.*

- **Auto Start:** If you select the **Auto Start** check box, when a document is stored in the mailbox, the procedure registered in the job flow is automatically is started.

#### When the Delete Mailbox button is selected



This deletes the selected mailbox. If there are documents in the box, they are all deleted.

**KEY POINT:** The deleted documents cannot be retrieved. When deleting a mailbox with more than 200 stored documents, delete the documents from the mailbox before deleting the mailbox. If multiple documents are deleted at once, it may take a while for them to be deleted (depending on size).

### Job Flow Sheets

---

The Job Flow feature executes a series of registered actions and works in conjunction with documents that are stored in a mailbox. A Job Flow is started in the following ways: 1) manually or automatically when a document is stored to a mailbox, or 2) by selecting a Job Flow to act on documents stored in the mailbox.

To start a Job Flow, you must first link a mailbox with a specific Job Flow Sheet. When a job flow sheet is set to start automatically, documents are automatically processed by the Job Flow when they appear in the mailbox.



**NOTE:** To link a job flow created with **Job Flow Sheets** with a mailbox, start from **Check Mailbox**. For more details, refer to the section entitled "Configuring/Starting a Job Flow" in Chapter 5 of the User Guide.

Features that can be registered are listed below:

- Forwarding specification (FTP, SMB, E-mail)
- Multiple forwarding specifications, multiple processing execution
- Document deletion

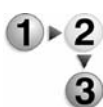
#### Restrictions on using Job Flow



A job flow may be used by an individual, for shared users, or used only when linked with a particular mailbox. The authentication feature can be used to control access to job flow features.

*For information about the available job flow features and restrictions on use, refer to Authentication: Job Flow Sheet & Mailbox on page 7-4.*





1. From the **Setup Menu** screen, select **Job Flow Sheets**.

Name	Last Updated
Name1	2003/10/29 10:01 AM
Name2	2003/10/29 10:02 AM
Name3	2003/10/29 10:03 AM
Name4	2003/10/29 10:04 AM
Name5	2003/10/29 10:05 AM
Name6	2003/10/29 10:06 AM
Name7	2003/10/29 10:07 AM

Sheet Filtering: ☐ Off

Page: 1 / 8

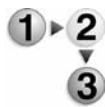
Buttons: Create, Edit / Delete

2. Carry out the job flow operation.

- **Sheet Filtering:** you can filter the job flow display. The screen display depends on the user authentication feature settings.
  - Select the filtering conditions; select one of the following: **No Filtering**, **System Administrator**, **Non-System Administrator**.
  - Select **Save**.
- **Create:** The **Create New Job Flow** screen appears. For more information, refer to Create New Job Flow Sheet on page 8-164.
- **Edit/Delete:** The **Details** screen appears. For more information, refer to Details on page 8-169

## Create New Job Flow Sheet

Use the following procedure to create a new job flow.



1. From the **Job Flow Sheets** screen, select **Create**. The **Create New Job Flow Sheet** screen opens.

Items	Current Value
1 Name	(Not Set)
2 Description	(Not Set)
3 Send E-mail	48 Entries
4 Transfer via FTP (1)	Name1
5 Transfer via FTP (2)	Name2
6 Transfer via SMB (1)	Name1
7 Transfer via SMB (2)	Name2

Buttons: Delete Settings, Change Settings

2. Select the item to be changed and select **Change Settings**.
  - **Delete Settings:** This deletes the setting values of all selected items.
  - **Change Settings:** With this you can confirm or change the setting values of the selected items.
3. Select **Change Settings**.

**Name** Set the name for the job flow, of up to 128 characters.

**Description** Set the description of the job flow, of up to 256 characters.

**Send E-mail** Specify the recipients for the e-mail. You can specify a total of up to 100 addresses. Select from the address book numbers or by direct input by using the keypad.

03. Send E-mail

Buttons: Close, Subject, Delete, Change Settings

File Format: PDF, Multi-page TIFF, Single-page TIFF, DocuWorks

- **Address Book:** The recipients can be specified from address book. The specified recipient appears in **Recipient Name/E-mail Address** in the **Send E-mail** screen.

- **Search for recipients**



For information about the operation, refer to the section entitled "Address Book" in Chapter 4 of the User Guide.

- **New Recipient:** Specify a new recipient. The specified recipient appears in **Recipient Name/E-mail Address** in the **Mail Send** screen.
  - Select the item you want to change, and select **Change Settings** to set.

- **Subject:** If desired, set a specific subject.
- **Delete:** This deletes all information for the selected recipients.
- **Change Settings:** Confirm or change the selected recipients.



For information about the method for confirm/change, refer to Address Book on page 8-170.

- **File Format:** Specify the output file format.

### Transfer via FTP (1), Transfer via FTP (2)

Specify where to store forwarded FTP files.

**04. Transfer via FTP (1)** [Cancel] [Save]

**Destination Settings**  
☐ Address Book

Recipient Name: Name1  
 Server: Name1  
 Save in: PATH  
 Login Name: Name1  
 Password: \*\*\*\*\*

[Change Settings]  
 [Delete]

**File Format**

☐ PDF  
☐ Multi-page TIFF  
☐ Single-page TIFF  
☐ DocuWorks

- **Address Book:** When the server address is registered in the address book, you can specify the address from the address book. The specified address appears in the **FTP Transfer** screen.

**Address Book** [Cancel] [Save]

No.	Recipient Name	Protocol	Server/IP Address
2	Name2	FTP	192.168.1.1
5	Name5	FTP	192.168.1.2
8	Name8	FTP	192.168.1.3
11	Name11	FTP	192.168.1.1
14	Name14	FTP	192.168.1.2
17	Name17	FTP	192.168.1.3
20	Name20	FTP	192.168.1.1
23	Name23	FTP	192.168.1.2
26	Name26	FTP	192.168.1.3

[Go to (001 - 999)]  
 [Show Details]



For more about the address book, refer to Address Book on page 8-170.

- **Keyboard:** Select one of **Recipient Name**, **Server**, **Save in**, **Login Name**, or **Password** and press the button to display an input screen.

The numbers of characters you can input are as follows.

- Recipient Name: 18 bytes maximum
- Server: 64 bytes maximum
- Save in: 128 bytes maximum
- Login Name: 32 bytes maximum
- Password: 32 bytes maximum



For more details, refer to *Address Book* on page 8-170.

- **Delete:** This deletes all information for the selected addresses.
- **Change Settings:** Confirm or change the selected recipients.



For information about the method for confirm/change, refer to *Address Book* on page 8-170.

- **File Format:** Specify the output file format.

### Transfer via SMB (1), Transfer via SMB (2)

Specify where to store forwarded SMB files.

**06. Transfer via SMB (1)** [Cancel] [Save]

**Destination Settings**  
☐ Address Book

Recipient Name: Name1  
 Server: Name1  
 Shared Name: SHARE  
 Save in: PATH  
 Login Name: Name1  
 Password: \*\*\*\*\*

[Change Settings] [Delete]

**File Format**

☒ PDF  
☐ Multi-page TIFF  
☐ Single-page TIFF  
☐ DocuWorks

- **Address Book:** When the server address is registered in the address book, you can specify the address from the address book. The specified address appears in the **SMB Transfer** screen.

**Address Book** [Cancel] [Save]

No.	Recipient Name	Protocol	Server/IP Address
2	Name2	FTP	192.168.1.1
5	Name5	FTP	192.168.1.2
8	Name8	FTP	192.168.1.3
11	Name11	FTP	192.168.1.1
14	Name14	FTP	192.168.1.2
17	Name17	FTP	192.168.1.3
20	Name20	FTP	192.168.1.1
23	Name23	FTP	192.168.1.2
26	Name26	FTP	192.168.1.3

Go to: (001 - 999) [ ]

[Show Details]



For more about the address book, refer to *Address Book* on page 8-170.

- **Keyboard:** Select one of **Recipient Name**, **Server**, **Shared Name**, **Save in**, **Login Name**, or **Password** and press the button to display an input screen.

The numbers of characters you can input are as follows.

- Recipient Name: 18 bytes maximum
- Server: 64 bytes maximum
- Save in: 128 bytes maximum
- Login Name: 32 bytes maximum
- Password: 32 bytes maximum



*For more details, refer to Address Book on page 8-170.*

- **Delete:** This deletes all information for the selected addresses.
- **Change Settings:** You can confirm or change the selected recipients.

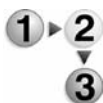


*For information about the method for confirm/change, refer to Address Book on page 8-170.*

- **File Format:** Specify the output file format.

## Details

Use the following procedure to check the content of a job flow and modify/copy/delete the content.



1. Select a job flow, and select **Edit/Delete**.

Name	Last Updated
Name1	2003/10/29 10:01 AM
Name2	2003/10/29 10:02 AM
Name3	2003/10/29 10:03 AM
Name4	2003/10/29 10:04 AM
Name5	2003/10/29 10:05 AM
Name6	2003/10/29 10:06 AM
Name7	2003/10/29 10:07 AM

2. Check the content.

Name	Name1
Last Updated	2003/10/29 10:01 AM
Target Document	Scan Documents
Owner	
Save In	Local Machine
Description	Comment 1

3. Press the desired button.

- **Delete:** Deletes the selected job flow.
- **Copy:** This makes a copy of the selected job flow. From the copy of the job flow you can create a new job flow.



*The method of creation is the same as when creating a new job flow. For more details, refer to Create New Job Flow Sheet on page 8-164.*

- **Edit:** Modify the selected job flow settings.



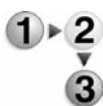
*The method of modification is the same as when creating a new job flow. For more details, refer to Create New Job Flow Sheet on page 8-164.*

- **Full Description:** Displays the description of Job Flow.

## Address Book

Store frequently used addresses in the address book. Select the type of address stored from e-mail and server (FTP/SMB). When an address is registered, you can search for it with the **Address Book** in the **E-mail** screen. Store a total of 500 addresses, including e-mail addresses and server (FTP/SMB) addresses.

**NOTE:** If the optional Address Book Extension Kit is installed, you can register a maximum of 999 locations. The address book of Scan to Mailbox displays email addresses, and Network Scanning displays server addresses.



1. From the **Setup Menu** screen, select **Address Book**.

Address No.	Address
001	Name1
002	Name2
003	(Not in Use)
004	Name4
005	Name5
006	(Not in Use)
007	Name7
008	Name8
009	(Not in Use)
010	Name10

2. Press the abbreviated number you want to register, and select **Create/Delete**.

**NOTE 1:** Select ▲ to display the previous screen and select ▼ to display the next screen.

**NOTE 2:** By entering a three-digit number with the numeric keypad, you can specify the abbreviated number directly. Select **Address Type**, and select **Change Settings**.

Items	Current Settings
1 Address Type	(Not Set)
2 Address	(Address Not Entered)
3 Recipient Name	(Address Not Entered)



3. Select the address type, and select **Save**.

1. Address Type

☒ E-mail

☐ Server

4. Select the item to be set, and select **Change Settings**.

Address Number 003 - E-mail

Items	Current Settings
1Address Type	E-mail
2E-mail Address	(Not Set)
3Recipient Name	(Not Set)
4Last Name	(Not Set)
5First Name	(Not Set)
6telephonenumber	(Not Set)
7o	(Not Set)
8ou	(Not Set)



Delete All Settings

Change Settings

5. When the settings are completed, select **Save**.

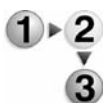
- Selecting **Mail** as the Address Type displays the following items:
  - Address Type
  - E-mail Address
  - Recipient Name
  - Last Name
  - First Name
  - Custom Item 1
  - Custom Item 2
  - Custom Item 3
- Selecting **Server** as the Address Type displays the following items:
  - Address Type
  - Recipient Name
  - Transfer Protocol
  - Server Name/IP Address
  - Shared Name (SMB Only)
  - Save in
  - Login Name
  - Password
  - Port Number
  -

<b>Address Type</b>	Change the address type with this option.
<b>E-mail Address</b>	Enter the e-mail address. There is a limit of 128 characters for an address. For information about entering text, refer to Entering Text on page 8-15.
<b>Recipient Name</b>	Enter the recipient. There is a limit of 18 characters. For information about entering text, refer to Entering Text on page 8-15.
<b>Last Name</b>	Enter the last name of the recipient. There is a limit of 32 characters. For information about entering text, refer to Entering Text on page 8-15.
<b>First Name</b>	Enter the first name of the recipient. There is a limit of 32 characters. For information about entering text, refer to Entering Text on page 8-15.
<b>Custom Item 1</b>	The attribute name set as <b>Custom Item 1 attribute name</b> is shown as the item name. Input any information as an auxiliary item, but only with a maximum of twenty characters. This is appropriate for information such as telephone number, employee number, and so forth. For more about attribute name, refer to Attribute Name of Custom Items 1 to 3 on page 8-147.
<b>Custom Item 2</b>	The attribute name set as <b>Custom Item 2 attribute name</b> is shown as the item name. Input any information as an auxiliary item, but only with a maximum of forty characters. This is appropriate for information represented by a longer character string, such as company location or division and so forth. For more about attribute name, refer to Attribute Name of Custom Items 1 to 3 on page 8-147.

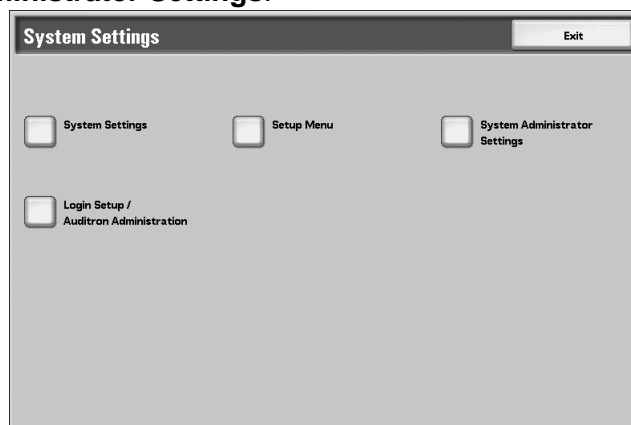
<b>Custom Item 3</b>	The attribute name set as <b>Custom Item 3 attribute name</b> is shown as the item name. Input any information as an auxiliary item, but only with a maximum of sixty characters. This is appropriate for information represented by a longer character string, such as company division or address and so forth. For more about attribute name, refer to Attribute Name of Custom Items 1 to 3 on page 8-147.
<b>Transfer Protocol</b>	Set the forwarding destination protocol. Select either <b>FTP</b> or <b>SMB</b> .
<b>Server Name/IP address</b>	Enter the recipient server name or IP address for transmission destination.
<b>Shared Name (SMB Only)</b>	Enter the shared name set for the SMB folder. Enter with the UNC format.
	<b>KEY POINT:</b> Do not start shared names with a backslash (/). If they start with a backslash (/), the machine will not identify them when processing job flows.
<b>Save in</b>	Enter the directory for storing documents. <ul style="list-style-type: none"> <li>Forwarding via FTP Example: To save the aaa directory located in the root directory when you log in into the bbb directory (aaa/bbb).</li> <li>Forwarding via SMB Example: To save the aaa directory with a specified volume (UNC format) in to the bbb directory (aaa\bbb).</li> </ul>
<b>Login Name</b>	When a login name is required to be input by the forwarding destination server, set the login name. For the login name, you can enter a maximum of 32 characters.
<b>Password</b>	When a password is required to be input by the forwarding destination server, set the password. For the password, you can enter a maximum of 32 characters.
<b>Port Number</b>	Set the forwarding destination port number. Input a number in the range 1 to 65535.
<b>When the <u>Delete All Settings</u> button is selected</b>	This deletes all registered information for the selected address book entry. To delete all registered information for the selected address book entry, select <b>Yes</b> .
	<b>KEY POINT:</b> Deleted information cannot be recovered.

## System Administrator Settings

In **System Administrator Settings** the system administrator ID and password are set. It is recommended the the system administrator set a new ID and password in order to prevent users from making changes and to ensure security.



1. From the **System Settings** screen, select **System Administrator Settings**.



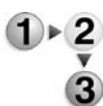
2. Select the item to be registered or changed.



## System Administrator Login ID

Set the system administrator UserID. You can enter from 1 to 32 characters.

**NOTE:** The default setting of the system administrator UserID is 11111.



1. Select **System Administrator Login ID**.

2. Select **On**.
3. Select **Keyboard**, then in **New System Administrator Login ID**, enter the system administrator ID, and select **Save**.
4. Select **Keyboard** once more, and in **Re-enter System Administrator Login ID**, enter the same system administrator ID, and select **Save**.
5. Select **Save**.

## System Administrator Password

Set the password for System Administration mode.



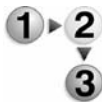
**KEY POINT:** This is recommended for stronger security.

**NOTE:** The default setting of the system administrator password is **x-admin**.

The **System Administrator Password** appears in the **Login Setup/Auditron Administration** operation after **Yes** is selected for using a password. Set the password after setting the system administrator UserID. The password can be from 4-12 numeric digits.



For more about enabling and disabling passwords, refer to *Login Setup/Auditron Administration* on page 8-178.



### 1. Select **System Administrator Password**.

### 2. Select **Keypad**.

### 3. Select **Keyboard** to enter the new password from 4-12 numeric digits in **New Password**, and select **Next**.

### 4. In **Re-enter Password**, enter the same password, and select **Save**.



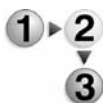
**NOTE:** To set no password, leave the password blank, and select **Save**.

## Maximum Login Attempts

If system administrator ID authentication fails repeatedly, you can set a limit beyond which further tries are not allowed. Set the number of authentication attempts allowed between 1-10.

**NOTE 1:** The count is reset when the machine is restarted.

**NOTE 2:** To cancel the access rejection, shut down the machine by switching off the power and switching it on again.



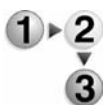
1. Select **Maximum Login Attempts**.

2. Select **On**.
3. With ▲ and ▼, set the number of authentication attempts allowed.
4. Select **Save**.

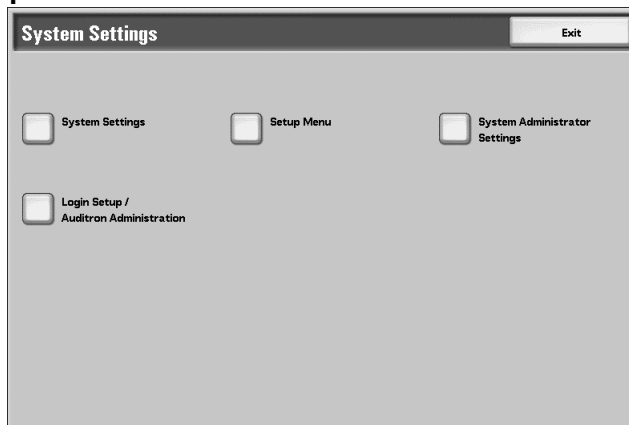
## Login Setup/Auditron Administration

Use **Login Setup/Auditron Administration** to prevent unauthorized users from accessing the machine. Set different restrictions for each user, or set limits on the number of pages each user can produce.

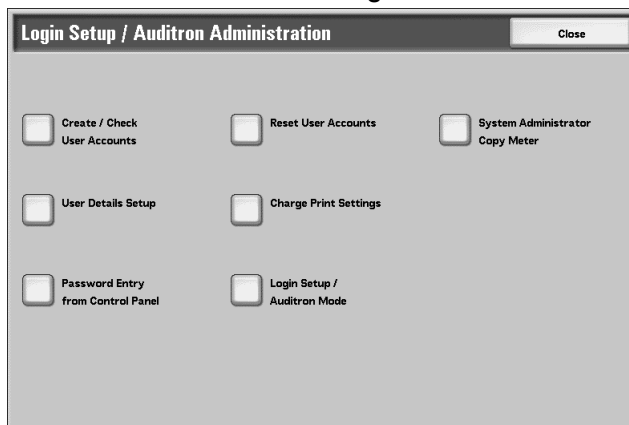
When the Login Setup/Auditron Administration feature is enabled, each user of the machine must enter a UserID and password, thus providing administrative control and accounting for the machine.



1. From the **System Settings** screen, select **Login Setup/Auditron Administration**.



2. Select the item to be set or changed.

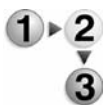




## Create/Check User Accounts

When the Login Setup/Auditron administration feature is enabled, in order to carry out authentication of registered users, the UserIDs, and user names are registered.

For a user of the machine, set a limit on the number of pages. For each registered user, you can also check the cumulative number of pages. Register up to 1,000 sets of user data.



### 1. Select **Create/Check User Accounts**.

No.	UserID	User Name
0001	TST1	TEST1
0002	TST2	TEST2
0003	TST3	TEST3
0004	TST4	TEST4
0005	TST5	TEST5
0006	(Not in Use)	
0007	TST7	TEST7
0008	TST8	TEST8
0009	TST9	TEST9
0010	TST10	TEST10

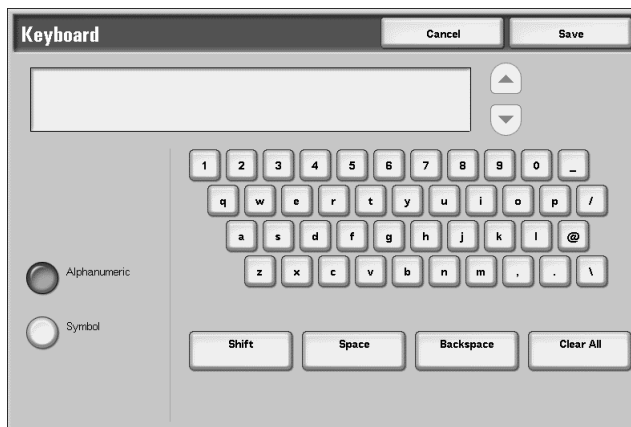
### 2. Select the **No.** for which you want to carry out user registration and select **Create/Delete**.

**NOTE 1:** **No.** is user control number.

**NOTE 2:** Select ▲ to display the previous screen and select ▼ to display the next screen.

**NOTE 3:** By entering a four-character number with the numeric keypad, you can specify the user directly.

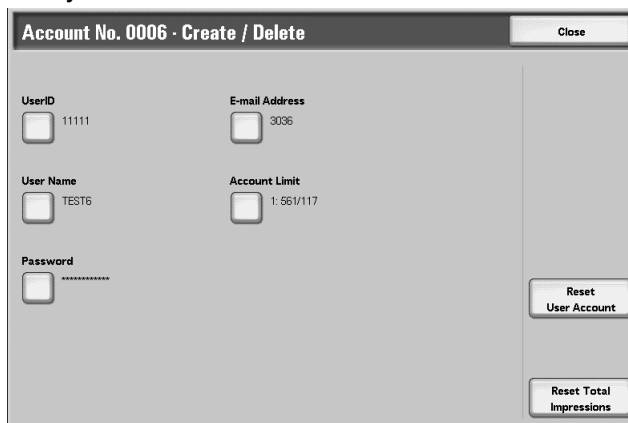
- If you are creating a new account, the **Keyboard** screen is displayed.



The **Keyboard** screen features a title bar with "Keyboard" and buttons for "Cancel" and "Save". Below the title bar is a large empty text input field. To the left of the keyboard is a radio button labeled "Alphanumeric" (which is selected) and another radio button labeled "Symbol". The keyboard itself is a standard QWERTY layout with keys for numbers 1-0, letters a-z, and symbols. At the bottom of the keyboard are four larger buttons: "Shift", "Space", "Backspace", and "Clear All".

- Enter the desired information for the new account and select **Save**.

### 3. Select any item.



The **Account No. 0006 - Create / Delete** screen has a title bar with the account number and a "Close" button. The main area contains five input fields arranged in two columns: "UserID" (11111), "E-mail Address" (3036), "User Name" (TEST6), "Account Limit" (1: 561/117), and "Password" (masked with asterisks). On the right side, there are two buttons: "Reset User Account" and "Reset Total Impressions".

### 4. Select **Close**.

**UserID** You can enter up to 32 characters for a UserID to use the machine.

**User Name** Set the user name. You can enter up to 32 characters.



*For information about entering text, refer to Entering Text on page 8-15.*

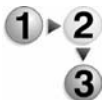
**Password** Set a password. Passwords are recommended for stronger security. You can set the password to from 4 to 12 numeric digits.

**E-mail Address** Enter the e-mail address. Addresses may not be more than 128 characters. An address set here will be seen in the **From** field for **E-mail**.



*For information about how to enter characters, refer to Entering Text on page 8-15.*

**Account Limit** You can set the maximum number of pages that can be used in a copier, scanner and printer. You can set from 1 to 9,999,999 pages (7 digits) in 1 sheet increments.



1. Select **Account Limit**.

2. Select the features to be limited.

3. Select **Change Account Limit** and enter the maximum number of pages using numeric keypad.

**Reset User Account** This deletes all registered information for the selected user.

**KEY POINT 1:** From the specific **Account No. - Create/Delete** screen, select **Delete All Settings**.

- **Yes:** This deletes the registered user data. Once deleted, the data cannot be restored.



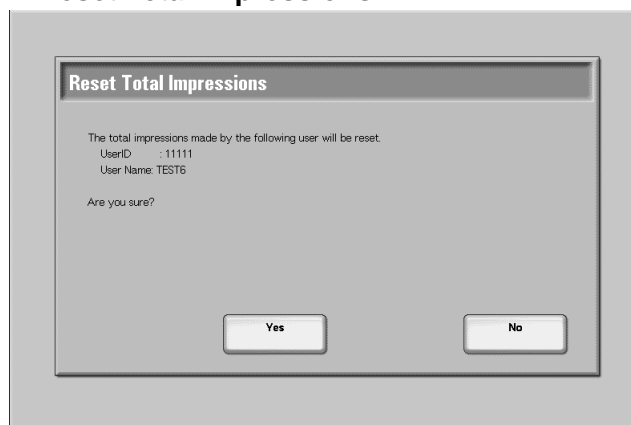
**KEY POINT:** All the contents of the mailbox (such as job flows, mailboxes, and documents) are deleted. If the user is owner of a large amount of material, the deletion may take a considerable amount of time.

- **No:** This cancels the deletion of the user data.

**Reset Total Impressions**

Reset the current cumulative number of pages for a selected user, returning it to zero.

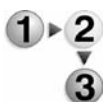
- Select **Reset Total Impressions**.



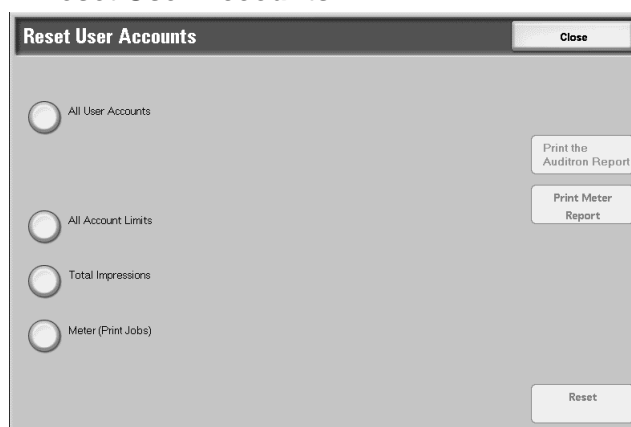
- **Yes:** Resets the current cumulative number of pages for the user. Once reset, the previous count cannot be restored.
- **No:** Cancel resetting the cumulative number of pages.

**Reset User Accounts**

You can delete all registered information for all registered users in a single operation, or just reset the statistics. This feature also enables you to print all service auditor reports.



1. Select **Reset User Accounts**.



2. When printing all the auditor reports for all accounts, select **All User Accounts**, and then select **Print the Auditor Report**.
3. Select the item to delete/reset, and select **Reset**.

**All User Accounts**

This deletes all registered information for each user. It also deletes all data including the maximum number of pages, cumulative number of pages, color mode restrictions, printer statistics, and so forth.



**KEY POINT:** All job flows, mailboxes, and documents within mailboxes belonging to the user are deleted. If the user is owner of a large amount of material (when a large quantity of documents is left remaining within a mailbox for example), the deletion will take a considerable time.

**All Account Limits**

This resets the maximum number of pages for all users to the default value, 99999999.

**Total Impressions**

This resets all Auditron administration data for all users including the system administrator. The number of pages is also reset to 0.

**Meters (Print Jobs)**

This resets all printer statistics, and deletes automatically registered job owner names. The count of the number of pages printed is also reset to zero.

**Print the Auditron Report button**

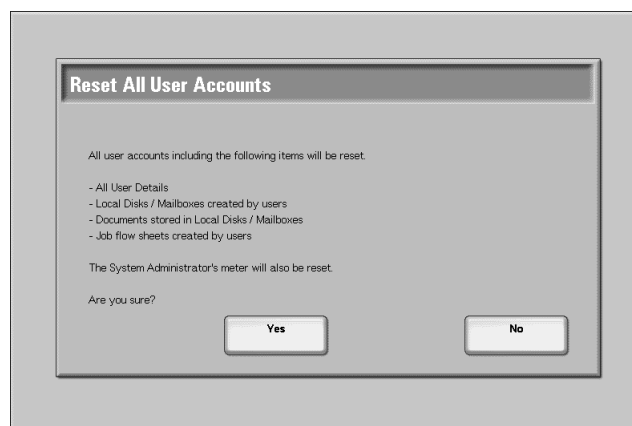
Prints the auditron reports.

**Print the Meter Report button**

Prints a print meter report.

**Reset button**

This deletes/resets the data for the selected item.

**4. Select Yes or No.**

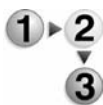
- **Yes:** This deletes/resets the data for the selected item. Once deleted/reset, it cannot be restored.
- **No:** This cancels the operation on the selected item.

## System Administrator Copy Meter

You can check/reset the cumulative number of pages copied using the System Administration mode on the screen. The cumulative number of page is counted up to 9,999,999 pages.



**NOTE:** This item is not displayed when selecting **Network Access** in Login Setup/Auditron Mode on page 8-192.



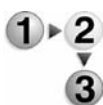
1. Select **System Administrator Copy Meter**.



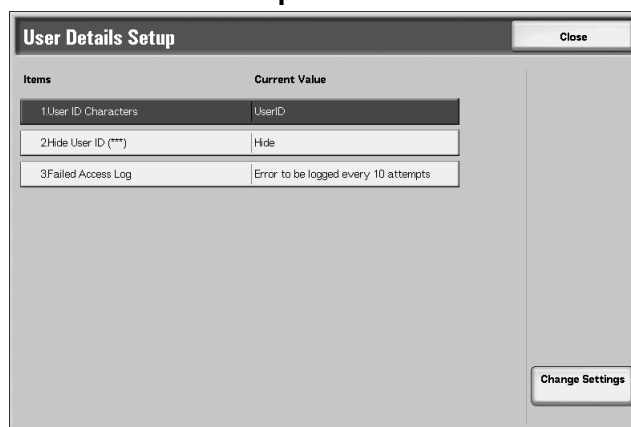
2. This checks the cumulative number of pages.
3. To reset, select **Reset**.

## User Details Setup

Set the information required when carrying out authentication.



1. Select **User Details Setup**.



2. Press any item, and set it.
3. Select **Close**.

**UserID Characters**

If required, you can change the indication that appears as UserID on the **System Administrator Login** screen when the control panel **Log In/Out** button is pressed to a field such as "UserName" or "Number." The alias can be set to 1 to 15 characters.



**NOTE:** The value set is also reflected in report/list displays, and when accessing from CentreWare Internet Services.

**Hide User ID**

You can set the way in which the UserID is shown as it is being input. Use this for extra security as required.

- **Show:** As you enter the UserID, the characters are echoed on the screen in the normal way.
- **Hide:** As you enter the UserID, the character string is hidden as a row of asterisks (\*\*\*\*\*).



**KEY POINT:** The next two options, **Account ID Characters** and **Hide Account ID**, relate to the **Login Setup/Auditron Mode** feature (which is accessed from the **System Settings/Login Setup/ Auditron Administration** screen). For more information, refer to Login Setup/Auditron Mode on page 8-192.

**Account ID Characters**

If required, you can change the indication that appears as AccountID on the **System Administrator Login** screen when the control panel **Log In/Out** button is pressed to a field such as "Account Name" or "Number." The alias can be set to 1 to 15 characters.



**NOTE 1:** This item appears when **Network Access** is selected from the **Login Setup/Auditron Mode** screen.

**NOTE 2:** The value is also reflected in report/list displays, and when accessing from CentreWare Internet Services.

**Hide Account ID**

You can set the way in which the AccountID is shown as it is being input. Use this for extra security as required.



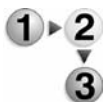
**NOTE:** This item appears when **Network Access** is selected from the **Login Setup/Auditron Mode** screen.

- **Show:** As you enter the AccountID, the characters are echoed on the screen in the normal way.
- **Hide:** As you enter the AccountID, the character string is hidden as a row of asterisks (\*\*\*\*\*).



**Failed Access Log**

If the number of times that authentication fails within a set time exceeds the **Failed Attempts** value set here, then an error is logged. You can set the failing times within the range from 1 to 600.

**1. Select Failed Access Log.**
**2. Enter the failing times using the numeric keypad.****Store User Details**

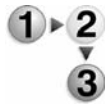
You can set the destination to save authentication information. Select NVM or hard disk.



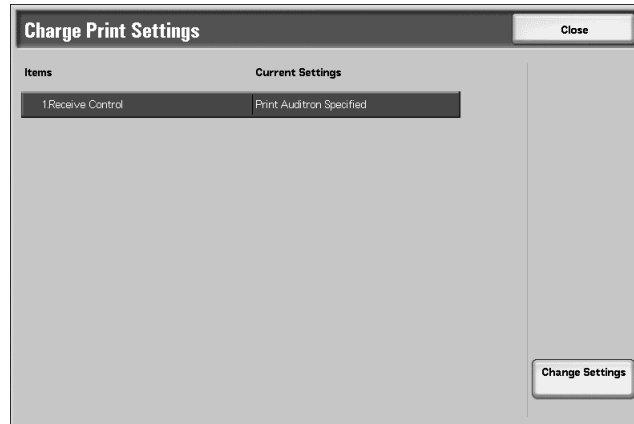
**NOTE:** This item appears when **Network Access** is selected from the **Login Setup/Auditron Mode** screen. For more information, refer to Login Setup/Auditron Mode on page 8-192.

## Charge Print Settings

Set how received print jobs should be handled.



### 1. Select **Charge Print Settings**.



### 2. Select the item to be set, and select **Change Settings**.

### 3. Set the setting value.

### 4. Select **Save**.

#### **PJL Receive Command Control**

Print jobs submitted by external equipment can be controlled by PJL commands. The settings for **Receive Control** are applied when either **Off** is selected or no PJL command is received.

#### **PJL Output Command Control**

Print jobs submitted by an external equipment can be controlled by PJL commands.

#### **Receive Control**

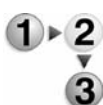
When using the authentication feature, set how to handle print jobs for which authentication failed (the print driver did not provide the correct UserID, password, and other authentication information).



*For information about printing from a print driver, refer to **Printing** on page 6-8.*



**NOTE:** Even if **Printer** in **Login Setup/Auditron Administration** is set to **Off**, the specific setting of the **Print Auditron settings** feature is not affected.



### 1. Select **Receive Control**.

### 2. Select **Print Auditron settings** or **Save All**.

When **Print Auditron settings** is selected, items **Job Login Failure** and **Job without UserID** appear.

### 3. Select the treatment of jobs with invalid authentication and jobs with no UserID.

- **Jobs Login Failure:** Set the action for jobs for which authentication failed.
  - When **Save All** is selected, all jobs received are saved.
  - When **Cancel Job** is selected, jobs received are deleted.
- **Jobs without UserID:** Set the action for jobs with no UserID input.
  - When **Save All** is selected, all jobs received are saved.
  - When **Cancel Job** is selected, jobs received are deleted.

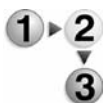


*For information about where jobs are saved, refer to the section entitled "Charge Print" in chapter 9 of the User Guide.*

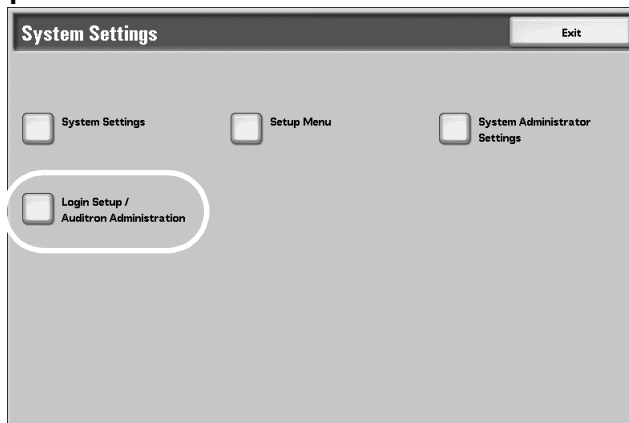
- **Save All:** Regardless of whether the authentication feature is being used or not, all jobs received are saved.

## Password Entry from Control Panel

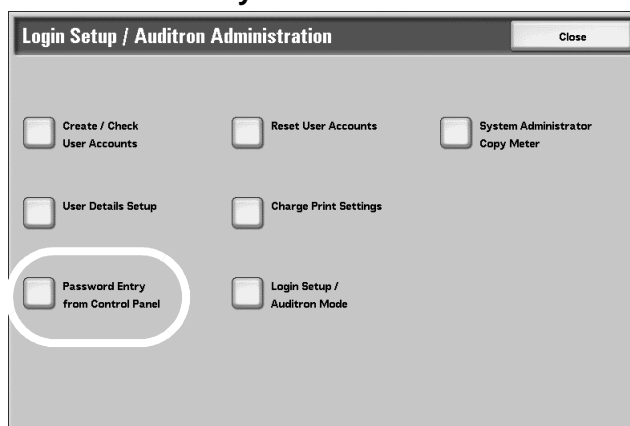
Set whether or not a password is required when the system administrator or a user is operating the machine.



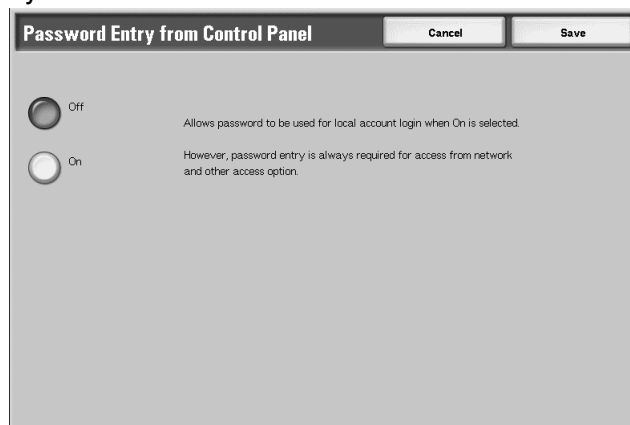
1. From the **System Settings** screen, select **Login Setup/Auditron Administration**.



2. Select **Password Entry from Control Panel**.



The **Password Entry from Control Panel** screen is displayed.



### 3. Select **Off** or **On**.

- **Off:** A password is not required even if the password is set by System Administrator Password on page 8-176 and Password on page 8-181 of Create/Check User Accounts on page 8-179.
- **On:** Setting of System Administrator Password on page 8-176 and Password on page 8-181 of Create/Check User Accounts on page 8-179 becomes enabled and functional. Use a password when the control panel asks for it.



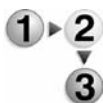
**KEY POINT:** The setting of **Password Entry from Control Panel** applies to functions occurring on the machine. If you are using CentreWare Internet Services (or other external access), a password is **ALWAYS** required regardless of the password settings on the machine. Furthermore, a password may be required depending on authentication methods set on the machine in System Settings.



**NOTE:** The system administrator password is also used to change settings from CentreWare Internet Services.

## Login Setup/Auditron Mode

Set whether or not the Auditron administration feature is enabled, and whether or not to request an authentication operation.



### 1. Select **Login Setup/Auditron Mode**.

### 2. Select one of the following items: **Off**, **Local Machine Access**, or **Network Access**.

#### Off

The machine does not require a user login ID and password in order to operate it.



**NOTE:** Even if the **Auditron Mode** and **Mailbox Access** features are set to **On**, a login password is not required to operate the machine.



For information about authentication on the machine and how it relates to the options here, refer to *Authentication and Auditron Administration* on page 7-14.

#### Local Machine Access

Registered users must enter a valid login ID and password before using the machine.

#### Network Access

Carry out Auditron administration using user information managed by an external accounting service.

#### Check User Details

Set whether or not to collate the authentication information. When **Off (Keep logon records)** is selected, collation is not performed even though input of **User ID** and **Account ID** will be required. However, the job history report records inputted information. Setting **On** collates authentication information.

#### Remote Access

Verifies remote accounting server. Can be used to manage user information on a remote accounting server. User information cannot be registered on the machine.



For more information, refer to *Chapter 7 Authentication & Auditron Administration* on page 7-1



**KEY POINT:** When switching to or from remote access mode, the following information will be lost: All user information, personal mailboxes, and personal job flow sheets.



**NOTE:** This feature does not appear on some models. An optional package is necessary. For more information, contact the Customer Support Center.

- **Guest User:** Set whether or not an unregistered user can use the machine with remote authentication as a guest user.
- **Guest Password:** Select a guest password, if necessary. The password can contain 4-12 characters.

### Auditron Mode

Select whether or not to use the Auditron administration feature when using the copy, scanner, and printer features. Note that Login Setup/Auditron administration cannot be used unless the system administrator UserID is set.



For information about the items you can manage, refer to *Authentication and Auditron Administration* on page 7-14.



**NOTE:** The items appearing depend on the services provided.

- **Copy Service:** Administration relating to copy operations.
- **Print Service:** Administration relating to print operations.
- **Scan Service:** Administration relating to scan operations.

### Mailbox Access

Set whether or not to carry out authentication when printing or retrieving documents stored in a mailbox.



**NOTE:** This item is displayed only when the mailbox is registered.

- **Login During Retrieval:** Set whether or not authentication is required when a document within a mailbox is retrieved through the network.
- **Login During Printing:** Set whether or not authentication is required when a document within a mailbox is printed.

## System settings with optional FreeFlow scanner

When your environment uses the optional FreeFlow scanner and its related software, you will need to set the following system settings in order to receive a job from FreeFlow.



**NOTE:** Additional settings may be required on your machine in order to use the optional FreeFlow. Please refer to your user documentation and the FreeFlow user documentation. You may also contact your Customer Support Center.

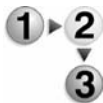
In order to use the optional FreeFlow with your machine, you must perform two procedures:

- Register an FTP user
- Enable the paper color customization

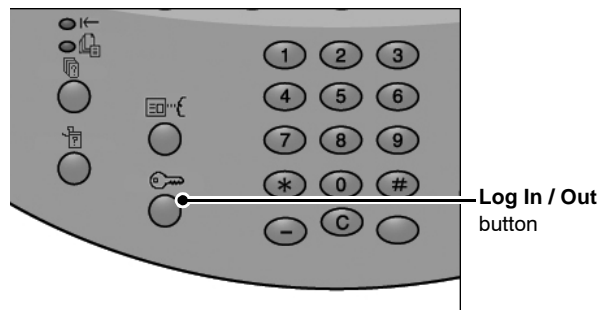
The following pages outline both these procedures

### Register an FTP user

To receive a job from the FreeFlow scanner you must register a user with the copier/printer. Use the following procedure to do this:



1. From the machine's control panel, press the Login/out button:





The System Administrator Login screen displays:



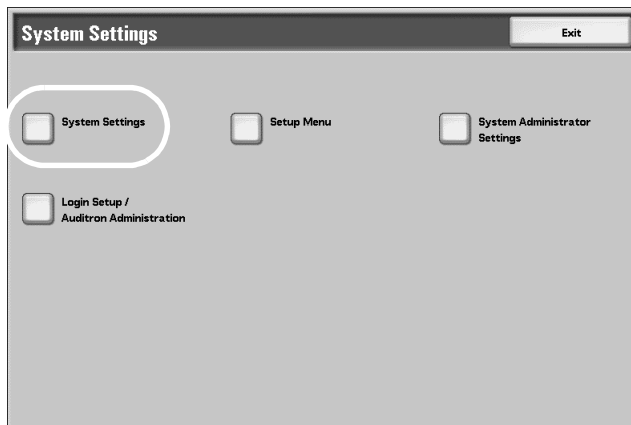
The screenshot shows a window titled "System Administrator - Login". At the top right are "Cancel" and "Confirm" buttons. The main area is labeled "System Administrator Login ID" and contains a text input field with a cursor. A "Keyboard" button is located in the bottom right corner.

2. Using the numeric keypad, enter the System Administrator UserID and password. (You may also select **Keyboard** to display a keypad screen and enter the user ID and password from there.)
3. Select the **Confirm** button; the **System Administrator Menu** displays:

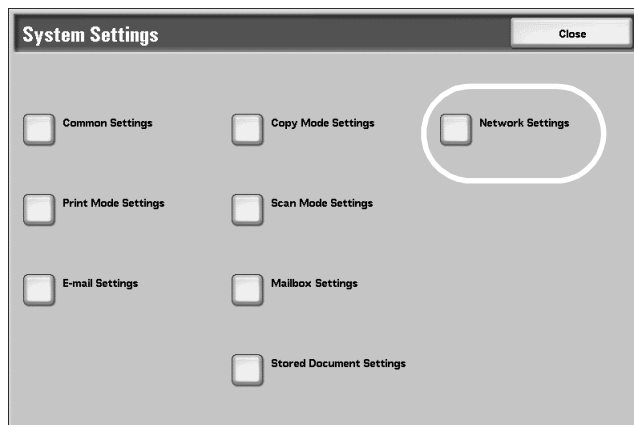


The screenshot shows a window titled "System Administrator Menu". It contains two options, each with a small square selection box: "User Mode" and "System Settings".

4. Select the **System Settings** button; the System Settings screen displays:



5. Select the **System Settings** button; the System Settings options display:



6. Select **Network Settings** to display the Network Settings screen:

The **Network Settings** screen displays a grid of configuration options, each with an unchecked checkbox:

- Port Settings
- Protocol Settings
- Machine E-mail Address / Host Name
- POP3 Server Settings
- SMTP Server Settings
- Domain Filter
- PKI Settings (Public Key Infrastructure)
- Other Settings** (highlighted with a white oval)

A **Close** button is located in the top right corner.

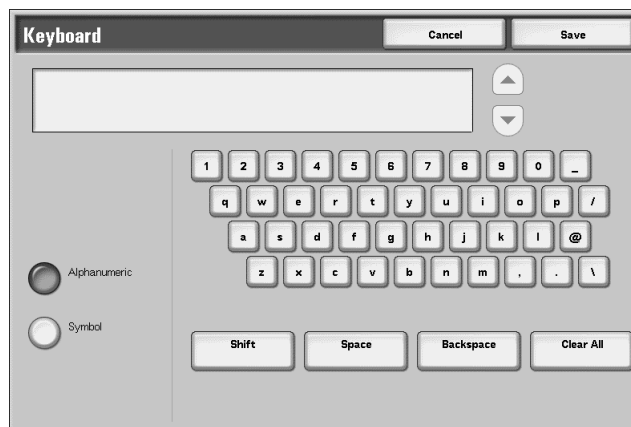
7. Select **Other Settings** to display the Other Settings screen:

The **Other Settings** screen displays a table of current settings. A **Change Settings** button is located in the bottom right corner.

Items	Current Settings
1.E-mail Receive Protocol	POP3
2.FTP Server Login Name	(Not Set)
3.FTP Server Password	(Not Set)
4.Mailbox Backup Tool - IP Address	(Reboot Machine First)

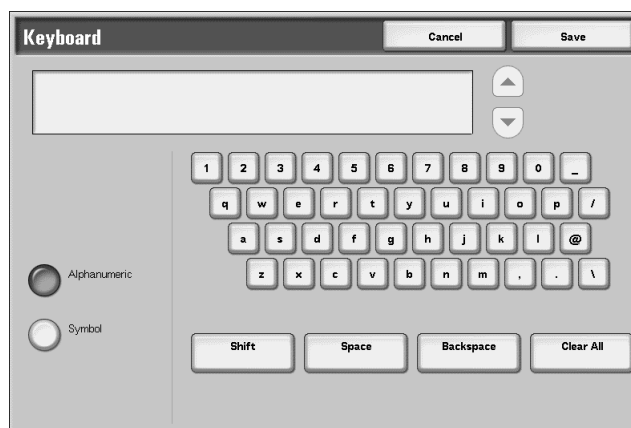
8. Select **2 FTP Server Login Name** and then select **Change Settings**.

9. The **Keyboard** screen displays:



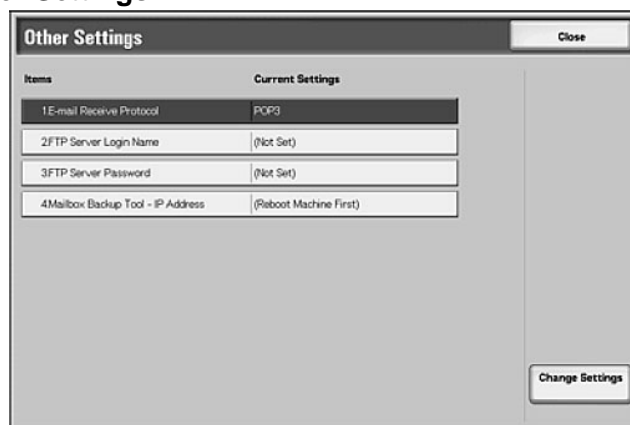
10. Enter the login name using the Keyboard and select the **Save** button.

11. The **Keyboard** screen displays again indicating that the password must be entered.



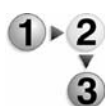
**NOTE:** If the **User Authentication** dialog box displays when you print a job with the copier/printer from the optional FreeFlow, then you must enter the registered **User Name** and **Password**. The **User Authentication** dialog box displays when you print a job through the copier/printer for the first time after PC startup.

12. Enter the password and select **Save**. You are returned to the **Other Settings** screen:

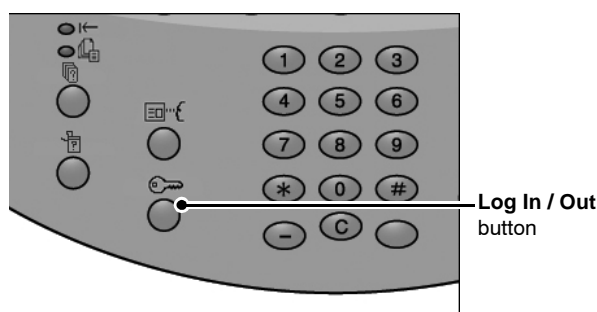


13. Select the **Close** button three times and then select the **Exit** button. The machine reboots.

### Enabling the paper color customization



1. From the machine's control panel, press the Login/out button:

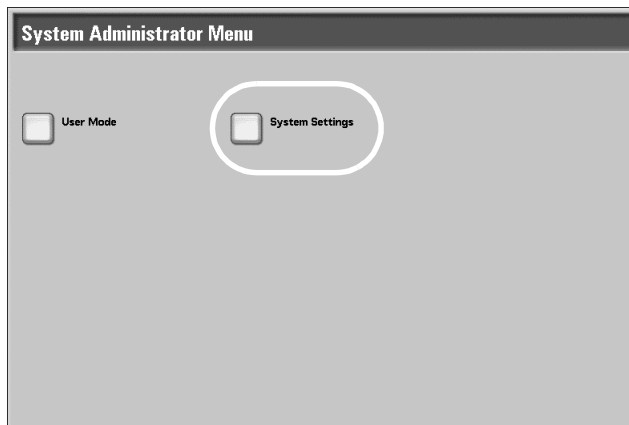


The System Administrator Login screen displays:

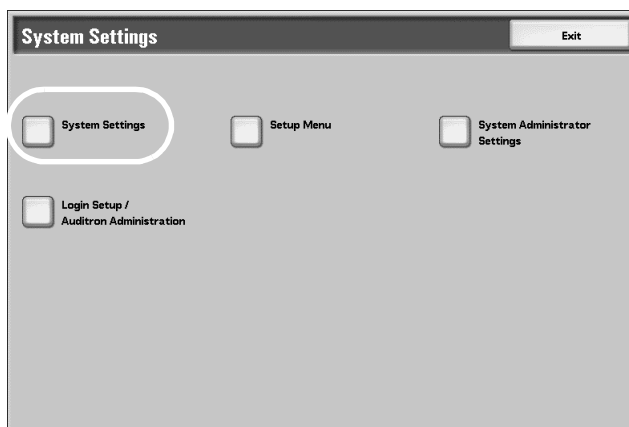


2. Using the numeric keypad, enter the System Administrator UserID and password. (You may also select **Keyboard** to display a keypad screen and enter the user ID and password from there.) Select the **Confirm** button.

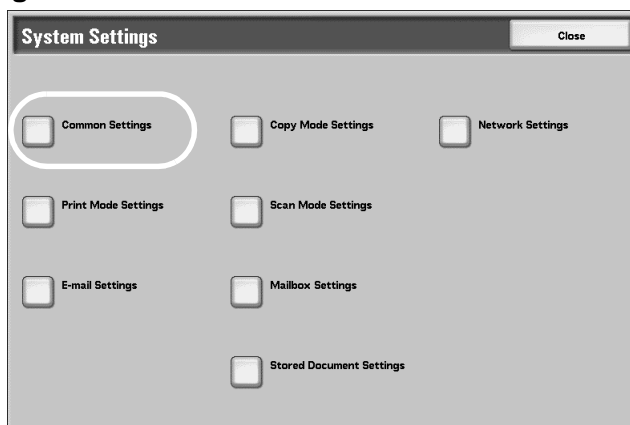
3. The **System Administrator Menu** displays. Select the **System Settings** button.

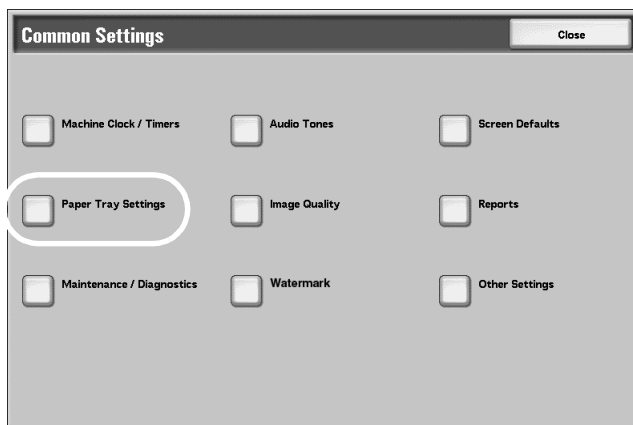
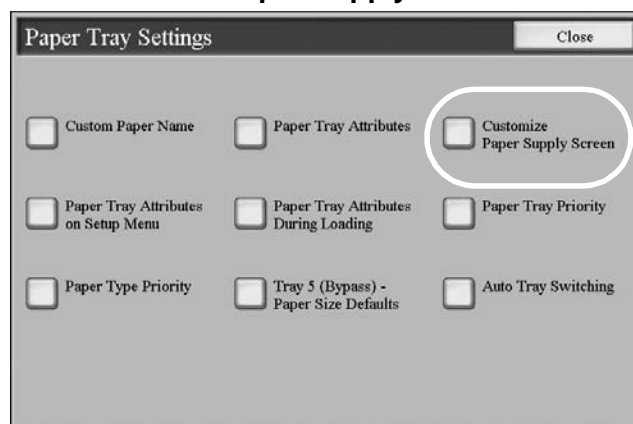


4. The **System Settings** screen displays. Select the **System Settings** button.

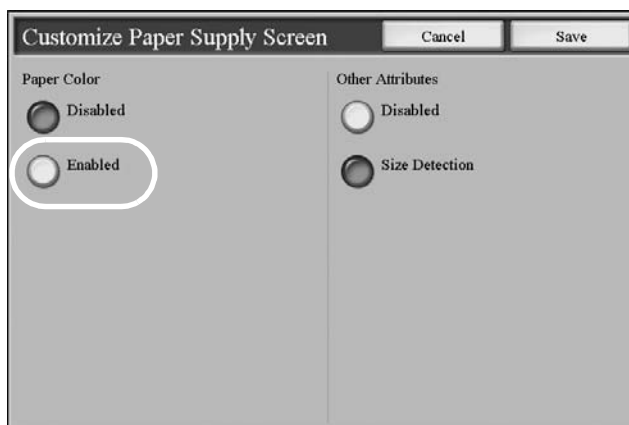


5. The **System Settings** options display. Select **Common Settings**.

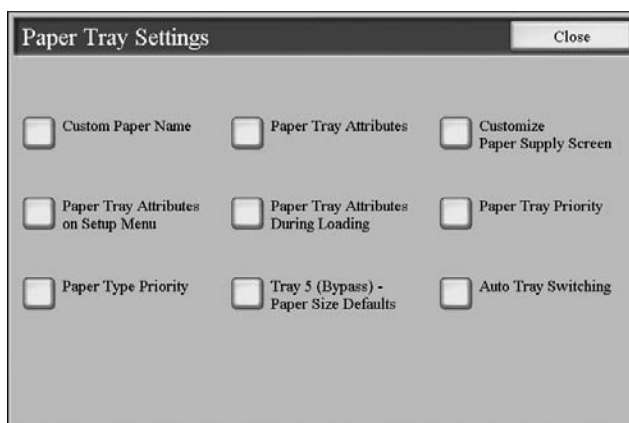


**6. Select Paper Tray Settings.****7. Select Customize Paper Supply Screen.**

8. The **Customize Paper Supply Screen** displays. Select **Enabled** for **Paper Color** and select **Save** to return to the **Paper Tray Settings** screen.



9. Select the **Close** button three times and then select the **Exit** button. The machine reboots.





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## 9. Troubleshooting

### SMB

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This section describes the troubleshooting, notes and restrictions when using SMB.

#### Troubleshooting

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The possible causes, check points, and remedies for problems when using SMB are as follows:

#### When you cannot communicate with the printer

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Cause	Check point	Remedy
The computer and the machine are using different protocols.	From <b>Windows Start, Search</b> and while searching for other computers, Windows cannot find <b>Network Computer</b> or the 4110 copier/printer.	Configure the machine and each computer to use the same SMB operational protocol.
The machine and the computers belong to different networks (subnets).	From <b>Windows Start, Search</b> and while searching for other computers, Windows cannot find <b>Network Computer</b> or the 4110 copier/printer.	When the machine and the computers are on different networks, consult your network administrator.
The host name for the machine is already in use.	Print out the <b>Printer Settings List</b> to confirm if "Duplicate Host Name" is printed in the SMB status information.	Use the CentreWare Internet Services to change the host name to a unique name, or initialize the machine settings to the default settings.

**When you cannot print**

---

<b>Cause</b>	<b>Check point</b>	<b>Remedy</b>
The machine is processing a request from a different computer. (Only when the machine is set to the <b>Non-Spool</b> mode)	Confirm the machine is processing a print job. (A write error dialog should be displayed to indicate that there is no room for the print queue available.)	Wait until the machine finishes processing the print job, or change the machine setting to <b>Spool</b> mode.
The number of connections to the machine exceeded the maximum connections allowed.	Confirm if the machine is processing simultaneous processing requests (print requests, status queries, etc.) from multiple computers. A write error dialog should be displayed to indicate that no more remote computers can be connected.	Wait for a while and retry printing.

### You cannot delete documents from the Printer window.

Cause	Check point	Remedy
You are trying to delete all print data displayed in the <b>Printer</b> window. (Only the system administrator is allowed to do this task.)	Confirm whether you are trying to delete the print data from the <b>Printer</b> menu. (In Windows OS: <b>Clear Print Jobs</b> menu.)	Select the print data to be deleted, and delete from the <b>Document</b> menu in the <b>Printer</b> window. ( <b>Cancel Printing</b> menu.)
The print data has a different owner.	Confirm if the name displayed as the Owner for the selected print data and the login name for the user to Windows are the same.	Login to Windows using the name of the document owner and delete the print data.
Service Pack 4.0 or later is not installed. (For Windows NT 4.0.)	Confirm the Service Pack version which is displayed when Windows NT is starting up.	Install Service Pack 4.0 or later.

### Notes and Restrictions

The following are the notes and restrictions for using SMB:

#### Configuration on the Machine

- Take maximum care with the IP address settings. IP addresses are managed throughout the system as a whole. The configuration should be performed only after consulting with your network administrator.
- Subnet Mask and Gateway addresses may be necessary depending on the network environment. Confirm with the network administrator and set up the necessary items.
- When the port status is set to Enable, it sometimes automatically switches to Disable if the machine has insufficient memory. If this happens, either set an unused port to Disable, or adjust the assigned memory size.
- Adjust the receiving buffer **SMB (Spool)** size according to usage. When the receiving buffer **SMB (Spool)** size is smaller than the transmitted data, the machine may not be able to receive the data.

#### Configuration on the Computer

- Take maximum care with the IP address settings. IP addresses are managed throughout the system as a whole. The configuration should be performed only after consulting with your network administrator.
- When performing network settings (IP address, etc.) on a host under the NIS (Network Information Service) management, consult with the NIS administrator.

## Switching Off the Power

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Check the following points when switching off the machine:

- When the **SMB (Spool)** is set to **Memory**.

All print data spooled within the machine memory, including the data which is being printed is erased. The print data will not be found when the machine is powered on again.

However, if the power was switched off immediately after a computer instructed a print job, the job may remain on the computer. In this case, the stored data on the computer will be printed out in order before any later instructions when the machine is powered back on.

- When the **SMB (Spool)** is set to **Hard Disk**.

All print data spooled in the machine hard disk, including the data which is being printed is preserved. In this case, the stored data on the machine hard disk will be printed out in order before any later instructions when the machine is powered back on.

- When the **SMB (Spool)** is set to **Off**.

All print data spooled in the machine receiving buffer, including the data which is being printed is erased. The print data will not be found when the machine is powered on again.

However, if the power was switched off immediately after a computer instructed a print job, the job may remain on the computer. In this case, the stored data on the computer will be printed out in order before any later instructions when the machine is powered back on.

## While Printing

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- When the **SMB (Spool)** is set to either **Hard Disk** or **Memory**.

If the transmitted print data size exceeded the available amount of either hard disk or memory, the print data will not be received.



**NOTE:** When the print data has exceeded the receivable size, some computers may immediately re-transmit the print data. When this occurs, the computer appears to be halted. Deal with this problem by canceling the print data transmission from the computer.

- When the **SMB (Spool)** is set to **Off**.

While the machine is receiving a print request from a computer, the machine cannot accept any print requests from other computers.

- When an IP address of a computer or a computer name is changed.

When the IP address of a computer or a computer name is

changed, queries and cancel processes from the machine will not be performed correctly. Switch the machine off and on when there is no print data in the receiving buffer.



**NOTE:** *Canceling print jobs or forcing the machine to print the remaining jobs in the receiving buffer can be operated from the control panel on the machine. For information, refer to the User Guide, Chapter 2, the section entitled “Job Status.”*

- When the machine is off-line.

If a computer instructs a print job while the machine is off-line, the machine will not receive the data and a write error dialog will be displayed on the computer. However, when using SMB the print data can be received from a computer while the machine is off-line.

- Deleting jobs.

For Windows NT 4.0, jobs can be deleted if Service Pack 4 or later is installed. A write error will be displayed if the job is deleted while it is being received. In this case, **Retry** displayed on the error dialog is of no use.

## NetWare

The possible causes, check points, and remedies for problems when using NetWare are as follows:

### When you cannot print

Cause	Check point	Remedy
Network equipment (hubs, for example) are not supporting automatic frame type detection.	Check the network equipment to see if the data link indicator of the port where the machine is connected is lit. Confirm if the frame types used by the file servers on the network are standardized.	Set the frame type for the machine to the same type as the connected file server.
A problem occurred on the network between the computer and the machine.	Use NWADMIN on the computer to confirm if the machine object can be browsed.*	Replace the faulty network cable installed between the computer and the machine.
Job sender (user or group name) is not specified in the user settings for the print queue.	Use NWADMIN from a computer to confirm that the print queue object <b>User</b> information lists the job sender (user or group name).*	<ul style="list-style-type: none"> <li>Re-transmit the print data to the print queue whose <b>User</b> information includes the job sender (user or group name).</li> </ul>
		<ul style="list-style-type: none"> <li>Use NWADMIN from a computer to register job sender (user or group name) to the <b>User</b> of the <b>Print Queue Information</b>.*</li> </ul>
Job transmission to the print queue is prohibited.	Use PCONSOLE to confirm if <b>User can register to the queue</b> is set to <b>Yes</b> under <b>Current Queue Status</b> of the <b>Print Queue Information</b> .	Use PCONSOLE to set the item to <b>Yes</b> .
	Use NWADMIN on the computer to confirm if the <b>Identifier</b> of the print queue has the operator class option checked.*	Use NWADMIN on a computer to confirm if the <b>Identifier</b> of the print queue has each item of the operator class option checked.*
Job sender (user or group name) is not specified in the user setting for the print server.	Use NWADMIN from a computer to confirm that the <b>User</b> information for the Print Server lists the job sender (user or group name).*	<ul style="list-style-type: none"> <li>Re-transmit the print data to the print queue whose <b>User</b> of the <b>Print Server Information</b> includes the job sender (user or group name).</li> </ul>
		<ul style="list-style-type: none"> <li>Use NWADMIN from a computer to register job sender (user or group name) to the <b>User</b> information of the print server.*</li> </ul>

Cause	Check point	Remedy
The print queue where the user has transmitted the print data, is not assigned to the machine.	Use NWADMIN from a computer to check the print queue <b>Assignment</b> to see if the machine is in the printer list serviced by the print queue.*	<ul style="list-style-type: none"> <li>Re-transmit the print data to the print queue which is assigned to the machine.*</li> <li>Use NWADMIN from a computer to add the print queue to the machine.*</li> </ul>
Print data format and the print environment settings on the computer do not match.	-	If the computer is running Windows, ensure that it is set to not output Ctrl-"D."
The number of print queues set for the machine exceeds the maximum number of supported queues on the machine.	Use NWADMIN from a computer to check the <b>Assignment</b> print queue list on the machine to see if the desirable print queue is assigned to the machine.*	Re-transmit the print data to the print queue which is assigned to the machine.*
The slave file server is not configured. ( <b>Bindery Service</b> mode.)	Use PCONSOLE from a computer to confirm if the slave file server is registered to the <b>Service NetWare Server</b> on the print server indicated by the <b>Print Server Information</b> .*	Use PCONSOLE from a computer to register the slave file server and propagate the configuration parameters.
Printer types do not match.	Use PCONSOLE from a computer to confirm if the printer type is set to parallel, port is set to LPT1, and location is set to automatic mode (local) under <b>Print Server Information/Printer/Printer xxx Environment Configuration</b> .*	Use PCONSOLE from a computer to set the printer type to parallel, port to LPT1, location to automatic mode (local), and propagate the configuration parameters.*
The slave file server configuration is mismatched. ( <b>Bindery Service</b> mode.)	Use PCONSOLE from a computer to confirm if the printer type is set to <b>Defined Elsewhere</b> under <b>Print Server Information/Printer/Printer xxx Environment Configuration</b> .*	If not set to <b>Defined Elsewhere</b> , change to <b>Defined Elsewhere</b> and propagate the configuration parameter.*
The form number on the print data and the form number set to the printer do not match.	Use NWADMIN on a computer to select the machine and confirm that the start number of the form in the environment setting matches the number in the print data.*	Use NWADMIN from a computer to match the <b>Start Form</b> number in the machine's environment setting to the number in the print data.*
The level settings for the IPX checksum do not match.	Use the "set" command from the console screen on the file server confirm whether the IPX checksum is set to level 2.	Enter following command on console screen in file server and then set IPX checksum level 0 or 1: set Enable IPX Checksum=x (x = 0 or 1)

Cause	Check point	Remedy
The level settings for the NCP packet signature do not match.	Use the “set” command from the console screen on the file server confirm whether the NCP packet signature is set to level 3.	Enter the following command from the console screen on the file server to set the NCP packet signature to either level 0, 1, or 2, and restart the file server: set NCP Packet Signature Option=x (x = 0, 1, or 2)
The default device name is incorrect.	Print out the <b>Printer Settings List</b> or <b>Startup Page</b> to confirm 6 figures (3 bytes) of low ranks of an Ether address.	• Set the device name using the correct Ethernet address.
		• Set the device name different from the default name.
The directory tree name is not configured.	Print out the <b>Printer Settings List</b> to confirm if the tree name is specified.	Set the tree name.
The context is not set.	Print out the <b>Printer Settings List</b> to confirm if the context is specified.	Set the context.
Connected to a different printer object.	Use NWADMIN from a computer to confirm if the correct object is assigned using the current information of the print server.*	• Use the CentreWare Utilities CD-ROM from a computer to correctly set the file-server-name/tree/context/operation-mode.
		• Use the CentreWare Internet Services from a computer to correctly set the file-server-name/tree/context/operation-mode.
The NetWare port on the machine is not set to “Enable.”	Print out the <b>Printer Settings List</b> to confirm if the NetWare port is enabled.	Enable the NetWare port.
The file server is down.	Search for the file server using the <b>Network Computer</b> .	Start the file server.
There is another device on the network with an identical device name.	Switch off the machine and use NWADMIN from a computer to confirm that the status of the printer object is “Standby.”	Use the “CentreWare Utilities” CD-ROM from a computer to set a different device name.
The NetWare port is not functioning.	Print out <b>Printer Settings List</b> to confirm if the network number is left to “0000000” (NetWare server down) if using IPX/SPX. If using TCP/IP, confirm if the IP address is left to “0.0.0.0” (static address unspecified, or the DHCP server is down).	For the case of IPX/SPX, start the NetWare server. For the case of TCP/IP, either set a static IP address or start the DHCP server.

\*:Refer to NetWare Online Documentation for configuration and operations.



### When “Switch the machine off” is displayed

Cause	Check point	Remedy
A NetWare problem occurred.	Not applicable	Restart the machine. Switch the machine on after the display completely disappears.

### When the print output is not as you expected

Cause	Check point	Remedy
The print language of the print data and the print language configured on the machine are different.	Confirm the print language on the machine.	Match the print language of the print data and the print language configured on the machine.

### When no notification is received

The possible causes, check points, and remedies when no notification is received on the computer which submitted a print job are as follows:

### When the printing problems are not notified

Cause	Check point	Remedy
The user is not listed on the print server notification recipients.	Use PCONSOLE from a computer to confirm if the user who transmitted the job, or any groups which the user is a member of is listed under <b>Print Server Information &gt; Printer &gt; Printer xxx Environment Settings &gt; Notification</b> .	Add the user or a group where the user is a member of to <b>Notification</b> .

### When the completion of the job is not notified

Cause	Check point	Remedy
The <b>Notify</b> option is not specified when the computer transmitted the print data.	Confirm if the <b>Notify</b> option is specified when transmitting the print data.	Specify the <b>Notify</b> option when transmitting the print data.
Netware command <b>CASTOFF</b> has been issued on the computer.	Not applicable	Issue the NetWare command <b>CASTON</b> on the computer.

## TCP/IP

This section describes the troubleshooting, notes, and restrictions when using TCP/IP.

### Troubleshooting

The possible causes, check points, and remedies for problems when using TCP/IP (LPD) are as follows:

### When using Windows 95, Windows 98, or Windows Me

Cause	Status display / check point / remedy	
The machine is connected to the different network from the computer.	Status display	Print job failed (Network Error)
	Check point	Confirm with your network system administrator if a router or a gateway is present between the networks where the computer and the machine are connected.
	Remedy	Connect the machine to the network where the computer is connected.
A connection cannot be established due to a problem on the network between the computer and the machine.	Status display	Print job failed (Network Error)
	Check point	Not applicable
	Remedy	Request your network system administrator to investigate the problem.
The power on the machine was switched off after the computer instructed a print job.Or, the computer instructed a print job while the machine is switched off.	Status display	Print job failed (Network Error)
	Check point	Check if the machine is on.
	Remedy	Switch the machine on.

Cause	Status display / check point / remedy	
Multiple numbers of computers are instructing print jobs simultaneously to the machine.	Status display	Print job failed (Network Error)
	Check point	Not applicable
	Remedy	None (The print job will automatically be restarted.)
The available disk storage on the computer is insufficient and unable to spool the print file.	Status display	Print job failed (Spool Error)
	Check point	Open <b>My Computer</b> and right click the disk where the system is installed (for example, C: drive). Select <b>Properties</b> from the menu and confirm the available storage.
	Remedy	Delete unnecessary files to increase available disk storage. Then select <b>Pause</b> from the <b>Document</b> menu in the <b>Printer</b> window to cancel the pause (the print job will restart).

**When using Windows NT 4.0, Windows 2000, Windows XP, or Windows Server 2003.**

### When you cannot print

Cause	Check point	Remedy
The IP address is incorrect	Request your network administrator to check the IP address on the machine.	Set a correct IP address on the machine.
The volume of the print data of an instruction from a computer exceeded the maximum receivable volume when the LPD spool is set to memory spool.	Confirm amount of the LPD spool memory and then compare it with the required amount for the data being printed.	<ul style="list-style-type: none"> <li>If the print data is one file and still exceeds the memory amount, divide the file to make one instruction smaller than the memory.</li> </ul>
		<ul style="list-style-type: none"> <li>If the print data is multiple files and exceeds the memory amount, decrease the number of files to print at once.</li> </ul>
An unrecoverable error occurred during the printing process.	Confirm if any error messages are displayed on the control panel.	Restart the machine. Switch on the machine after the display completely disappears.
The machine is not set to the transport protocol which matches the protocol on the computer.	Confirm the transport protocol selected on the machine.	Select the transport protocol which matches the transport protocol used by the computer.
The data format the machine is trying to process does not match the data format of the print data transmitted from a computer.	Not applicable	Ctrl-"D" will cancel the output.

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### When the print output is not as you expected

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Cause	Check point	Remedy
Selected print language on the machine does not match the print language of the print data.	Confirm the selected print language on the machine and the print language of the print data.	Select the print language on the machine to match the print data.
The computer is not using the print driver supplied with the machine (using a print driver from another company).	Confirm if the print driver on the computer is the one supplied with the machine.	Select the print driver supplied with the machine on the computer. If it does not appear on the selection list, install the print driver supplied with the machine and select it. The operation is not guaranteed if another print driver is used.

### Notes and Restrictions

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The following are the notes and restrictions for using TCP/IP (LPD).

#### Configuration on the Machine

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- Take maximum care with the IP address settings. IP addresses are managed throughout the system as a whole. The configuration should be performed only after consulting with your network administrator.
- Subnet Mask and Gateway addresses may be necessary depending on the network environment. Confirm with the network administrator and set up the necessary items.
- When the port status is set to Enable, it sometimes automatically switches to Disable if the machine has insufficient memory. If this happens, either set an unused port to Disable, or adjust the assigned memory size.
- Adjust the receiving buffer **lpd (Spool)** size according to usage. When the receiving buffer **lpd (Spool)** size is smaller than the transmitted data, the machine may not be able to receive the data.

#### Configuration on the Computer

---

- Take maximum care with the IP address settings. IP addresses are managed throughout the system as a whole. The configuration should be performed only after consulting with your network administrator.
- When performing network settings (IP address, and so forth) on a host under the NIS (Network Information Service) management, consult with the NIS administrator.

## Switching Off the Power

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Check the following points when switching off the machine:

- When the **lpd (Spool)** is set to **Memory**.

All print data spooled within the machine memory, including the data which is being printed is erased. The print data will not be found when the machine is powered on again.

However, if the power was switched off immediately after a computer instructed a print job, the job may remain on the computer. In this case, the stored data on the computer will be printed out in order before any later instructions when the machine is powered back on.

- When the **lpd (Spool)** is set to **Hard Disk**.

All print data spooled in the machine hard disk, including the data which is being printed is preserved. In this case, the stored data on the machine hard disk will be printed out in order before any later instructions when the machine is powered back on.

- When the **lpd (Spool)** is set to **Off**.

All print data spooled in the machine receiving buffer, including the data which is being printed is erased. The print data will not be found when the machine is powered on again.

However, if the power was switched off immediately after a computer instructed a print job, the job may remain on the computer. In this case, the stored data on the computer will be printed out in order before any later instructions when the machine is powered back on.

## While Printing

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- When the **lpt (Spool)** is set to either **Hard Disk** or **Memory**.

If the transmitted print data size exceeded the available amount of either hard disk or memory, the print data will not be received.



**NOTE:** When the print data has exceeded the receivable size, some computers may immediately re-transmit the print data. When this occurs, the computer appears to be halted. Deal with this problem by canceling the print data transmission from the computer.

- When the **lpd (Spool)** is set to **Off**.

While the machine is receiving a print request from a computer, the machine cannot accept any print requests from other computers.

- When the IP address of a computer or a computer name is changed.

When the IP address of a computer or a computer name is changed, queries and cancel processes from the machine will not be performed correctly. Switch the machine off and on when there is no print data in the receiving buffer.



**NOTE:** Canceling print jobs or forcing the machine to print the remaining jobs in the receiving buffer can be operated from the control panel on the machine. For information, refer to the User Guide, Chapter 2, the section entitled “Job Status.”

## CentreWare Internet Services

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### Troubleshooting

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This section describes the causes and recommended remedies for errors that may occur while using CentreWare Internet Services.

Symptom	Remedy
<b>CentreWare Internet</b> Connecting with Services is impossible.	Is the machine working properly? Check if the machine is powered on.
	Is CentreWare Internet Service activated? Print out the <b>Printer Settings List</b> to confirm.
	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 “Please wait” message is displayed throughout.	Wait for a while as instructed. If the status does not change, click the <b>Refresh</b> button. If this does not have any effect, confirm the machine is working properly.
The <b>Refresh</b> button is not working.	Are you using a specified browser? Refer to Network setting items for CentreWare Internet Services on page 3-5 to confirm if your browser is supported.
Selecting the menu on the left frame does not update the right frame contents.	
The screen display is distorted.	Change the window size for the browser.
The latest information is not displayed.	Click the <b>Refresh</b> 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 be made within the range.

Symptom	Remedy
Clicking the Apply New Settings button causes the browser to display “The server has returned an invalid or unrecognizable response” or “No data” message.	Has a correct password been supplied? The entries for Password and Confirm Password do not match. Enter the correct password.
	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 setting time passes. Wait for a while.
BBCS characters cannot be entered.	The items indicated with “*” cannot accept any BBCS character entries.
Cannot delete jobs.	Wait for a while and click the <b>Refresh</b> button.

## Scanner Features

### Notes and Restrictions

The following are the notes and restrictions for using the scanner features.



*Refer to the Readme contained in the CentreWare Utilities CD-ROM for the notes and restrictions on network scan driver and Mailbox Viewer 2.*

### When retrieving documents from mailbox

- When Delete/Save Documents is set to Save, the same document can be accessed by multiple clients.
- When Delete/Save Documents is set to Delete, only one client can access any given document. The document which is being saved or imported by a client cannot be seen by other clients.

In both cases, documents can be added to a mailbox while it is accessed.

- When documents are retrieved from CentreWare Internet Services, the documents will not be deleted regardless of the setting of **Delete Documents After Retrieval**.

### Display

When a multi-colored document is scanned, the image cannot be displayed in the correct colors if the display mode is set to fewer colors. Use a display mode which supports more colors than the image contains.

### Using network scan driver and Mailbox Viewer 2 simultaneously

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You cannot use both the network scan driver and Mailbox Viewer 2 on a single computer to make a connection to the machine.

A maximum of three computers using either the network scan driver or Mailbox Viewer 2 may retrieve documents simultaneously from one machine.

### When printing documents saved in the mailbox

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If printing a saved document by selecting **Mailbox** from the touch screen on the machine, scan documents cannot be printed.

### When using TIFF files

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The TIFF files created by Mailbox Viewer 2 are compressed either into the MMR, MH, JBIG, or JPEG format. When opening TIFF files, use the appropriate application software which supports the format.



**NOTE:** Mailbox Viewer 2 cannot create a TIFF file compressed by JBIG format.

### Restriction on scanning capacity

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The maximum scanning capacity for one page is 297 x 432 mm. For standard sizes, A3 or 11 x 17 inches.

### Number of sheets for scanning (for Mailbox)

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A maximum of 999 pages can be scanned in at once for mailboxes. The number of pages may differ depending on the document size and resolution.



## E-Mail Features

### Troubleshooting

This section describes causes and recommended remedies for errors that may occur while using the mail notice service, mail print and scanner (mail transmission).

Symptom	Remedy
Cannot receive e-mail (mail print)	Is the e-mail address for the machine configured?
	Is the <b>Receive E-Mail</b> set to <b>Enable</b> ?
	Are IP addresses for the SMTP server and POP3 server (if POP3 is selected for the incoming mail protocol) configured correctly?
	Are the POP3 user name and password entered correctly?
	Is the <b>Domain Filter</b> imposed? Confirm if your own domain is included in the permitted domain using CentreWare Internet Services.
	Are the SMTP server and/or POP server operating properly? Check with your network administrator.
Cannot transmit e-mail (mail print and scanner (mail transmission))	Is the e-mail address for the machine configured?
	Is the <b>Mail Notice Service</b> set to <b>Enable</b> ? (In the case of mail notice.)
	Is the <b>Send E-Mail</b> set to <b>Enable</b> ?
	Is the IP address for the SMTP server configured correctly?
	Are the notification items for transmission set correctly? (In the case of mail notice.) Confirm the settings on the property screen using CentreWare Internet Services.
	Is the destination address entered correctly?
	Is the SMTP server operating properly? Check with your network administrator.



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## 10. Safety and Notices

### Safety notices

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This Xerox product and the recommended supplies are designed and tested to meet strict safety requirements. These include safety agency approval and compliance to established environmental standards. Please read the following instructions carefully before operating the product, and refer to them as needed to ensure the continued safe operation of your product.



**KEY POINT:** The safety testing and performance of this product have been verified using Xerox materials only.



**WARNING:** Any unauthorized alteration, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your authorized local dealer for more information.

### Electrical safety

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This product shall be operated from the type of electrical supply indicated on the product data plate label. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.

- Use only the power cord supplied with this equipment.
- This equipment is to be used on a branch circuit that has larger capacity than rated ampere and voltage of the machine. See data plate on the rear panel for the rated ampere and voltage of this equipment. If the machine needs to be moved to a different location, contact a Xerox Service Representative or your authorized local representative or service support organization.
- Plug the power cord directly into a correctly grounded electrical outlet. Do not use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician.
- Do not use a ground adapter plug to connect this equipment to an electrical outlet that lacks a ground connection terminal.



**WARNING:** You may incur a severe electrical shock if the outlet is not grounded correctly.



**WARNING:** This product must be connected to a protective earth circuit.

- Do not place the machine where people may step or trip on the power cord. Do not place objects on the power cord.
- Do not override or disable electrical or mechanical interlocks.
- Do not obstruct the ventilation openings. These openings prevent overheating of the machine.



**WARNING:** Never push objects of any kind into slots or openings on this equipment. Making a contact with a voltage point or shorting out a part may result in fire or electrical shock.

If any of the following conditions occur, immediately switch off the power to the machine and disconnect the power cord from the electrical outlet. Call an authorized Xerox service representative to correct the problem.

- The machine emits unusual noises or odors.
- The power cord is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device is tripped.
- Liquid is spilled into the press.
- The machine is exposed to water.
- Any part of the machine is damaged.

### Disconnect device

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The power cable is the disconnect device for this equipment and is attached to the back of the machine as a plug-in device. To remove all electrical power from the machine, disconnect the power cable from the electrical outlet.



**WARNING:** This product must be connected to a protective earth circuit.

## Laser safety

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### North America

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This product complies with safety standards and is certified as a Class 1 Laser product under the Center for Devices and Radiological Health (CDRH) of the United States Food and Drug Administration (FDA) implemented regulations for laser products. This product complies with FDA 21 CFR 1940.10 and 1040.11 except for deviations pursuant to Laser Notice No. 50, dated July 26, 2001. These regulations apply to laser products marketed in the United States. The label on the machine indicates compliance with CDRH regulations and must be attached to laser products marketed in the United States. This product does not emit hazardous laser radiation.



**CAUTION:** Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous exposure of laser light.

Since radiation emitted inside this product is completely confined within the protective housing and external covers, the laser beam cannot escape from the machine during any phase of the user operation.

This product contains laser warning labels. These labels are intended for use by the Xerox Service Representative and are placed on or near panels or shields that require special tools for removal. Do not remove any of the panels. There are no operator serviceable areas in these covers.

## Europe and other markets

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This product complies with IEC60825, Laser Safety Products.

The equipment complies with laser product performance standards set by governmental, national, and international agencies as a Class 1 Laser Product. It does not emit hazardous radiation as the beam is totally enclosed during all phases of customer operation and maintenance.



**CAUTION:** Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

This product contains laser warning labels. These labels are intended for use by the Xerox Service Representative and are placed on or near panels or shields that require special tools for removal. Do not remove any of the panels. There are no operator serviceable areas inside these covers.

If you need additional safety information concerning the product or Xerox supplied materials, you may call the following number:

+44 (0) 1707 353434

## Safety standards

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### North America

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This Xerox product is safety certified by Underwriters Laboratories Incorporated to Standards UL60950-1 (first edition), and CSA International CAN/CSA C22.2 No. 60950-1-03 (First Edition).

### Europe and other markets

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This Xerox product is safety certified by Underwriters Laboratories Incorporated to publication IEC60950-1 (2001) First Edition.

## Maintenance safety

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- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your product.
- Do not use aerosol cleaners. The use of supplies that are not approved may cause poor performance of the press and could create a dangerous condition.
- Use the supplies and cleaning materials only as directed in this manual. Keep all materials out of the reach of children.
- Do not remove the covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

Do not perform any maintenance procedures unless you have been trained to do them by a Xerox representative, or unless a procedure is specifically described in one of the manuals included with your press.

## Operational safety

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Your Xerox equipment and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

Your attention to the following safety guidelines will help ensure the continued safe operation of your product:

- Use the materials and supplies specifically designed for your product. The use of unsuitable materials may result in poor performance of the machine and possibly a hazardous situation.
- Follow all warnings and instructions that are marked on or supplied with the machine.
- Place the machine in a room that provides adequate space for ventilation and servicing.
- Place the machine on a level, solid surface (not on a thick pile carpet) that has adequate strength to support the weight of the machine.
- Do not attempt to move the machine. A leveling device that was lowered when your machine was installed may damage the carpet or floor.
- Do not set up the machine near a heat source.
- Do not set up the machine in direct sunlight.
- Do not set up the machine in line with the cold air flow from an air conditioning system.
- Do not place containers of coffee or other liquid on the machine.
- Do not block or cover the slots and openings on the machine.
- Do not attempt to override any electrical or mechanical interlock devices.



**WARNING:** Be careful when working in areas identified with this warning symbol. These areas may be very hot and should not be touched.

If you need any additional safety information concerning the machine or materials, contact your Xerox representative.



## Ozone safety

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This product produces ozone during normal operation. The ozone is heavier than air, and the quantity is dependent on print volume. Providing the correct environmental parameters, as specified in the Xerox installation procedures, ensures that concentration levels meet safe limits.

If you need additional information about ozone, request the Xerox publication, *OZONE* by calling 1-800-828-6571 in the USA. For a French language version, call 1-800-828-6571 in the USA, then press 2.

## Notices

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### Radio frequency emissions

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#### FCC in the USA

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This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the Federal Communications Commission (FCC) Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

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



**WARNING:** Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

### **In Canada (ICES-003)**

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This Class “A” digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe “A” est conforme à la norme NMB-003 du Canada.

### **Regulatory information for RFID**

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This product generates 13.56 MHz using an Inductive Loop System as a Radio Frequency IDentification system device (RFID). This system is certified in compliance with European Council Directive 99/5/EC and applicable local laws or regulations as applicable.

### **Safety extra low voltage approval**

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This Xerox product is in compliance with various governmental agencies and national safety regulations. All system ports meet the Safety Extra Low Voltage (SELV) circuits for connection to customer-owned devices and networks. Additions of customer-owned or third-party accessories that are attached to the press must meet or exceed the requirements previously listed. All modules that require external connection must be installed per the installation procedure.

## Certifications in Europe



The CE marking that is applied to this product symbolizes Xerox Declaration of Conformity with the following applicable Directives of the European Union as of the dates indicated:

**January 1, 1995:** Council Directive 73/23/EEC amended by Council Directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

**January 1, 1996:** Council Directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

**March 9, 1999** Council Directive 99/5/EC on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

A full declaration, defining the relevant directives and referenced standards, can be obtained from your Xerox Limited representative or by contacting:

Environment, Health and Safety  
The Document Company Xerox  
Bessemer Road  
Welwyn Garden City  
Herts  
AL7 1HE  
England  
Tel Number +44 (0) 1707 353434



**WARNING:** This product is certified manufactured and tested in compliance with strict safety and radio frequency interference regulations. Any unauthorized alteration which includes the addition of new functions or the connection of external devices may impact this certification. Please contact your local Xerox Limited representative for a list of approved accessories.



**WARNING:** In order to allow this equipment to operate in proximity to Industrial, Scientific, and Medical (ISM) equipment, the external radiation from the ISM equipment may have limited or special mitigation measures taken.



**WARNING:** This is a Class A product in a domestic environment. This product may cause radio frequency interference in which case the user may be required to take adequate measures.



**WARNING:** Shielded cables must be used with this equipment to maintain compliance with Council Directive 89/336/EEC.

## It's illegal...

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### In the USA

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Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

**1. Obligations or Securities of the United States Government, such as:**

- |                                |                              |
|--------------------------------|------------------------------|
| • Certificates of Indebtedness | • National Bank Currency     |
| • Coupons from Bonds           | • Federal Reserve Bank Notes |
| • Silver Certificates          | • Gold Certificates          |
| • United States Bonds          | • Treasury Notes             |
| • Federal Reserve Notes        | • Fractional Notes           |
| • Certificates of Deposit      | • Paper Money                |

Bonds and Obligations of certain agencies of the government, such as FHA, etc.

Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

Internal Revenue Stamps. (If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)

Postage Stamps, canceled or uncanceled. (For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75% or more than 150% of the linear dimensions of the original.)

Postal Money Orders.

Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.

Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank, or Corporation.
4. Copyrighted material, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
5. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)
6. Passports. (Foreign Passports may be photographed.)
7. Immigration Papers.
8. Draft Registration Cards.
9. Selective Service Induction Papers that bear any of the following Registrant's information:
  - Earnings or Income
  - Court Record
  - Physical or mental condition
  - Exception: United States military discharge certificates may be photographed.
  - Dependency Status
  - Previous military service
10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc. (unless photograph is ordered by the head of such department or bureau.)

Reproducing the following is also prohibited in certain states: Automobile Licenses, Drivers' Licenses, and Automobile Certificates of Title.

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

## In Canada

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Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the reproduction falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

## In other countries

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Copying certain documents may be illegal in your country. Penalties of a fine or imprisonment may be imposed on those found guilty of making such reproductions, which include:

- Currency notes
- Bank notes and cheques
- Band and government bonds and securities
- Passports and identification cards
- Copyright materials 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.

## Environmental notices for the USA

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As an ENERGY STAR® partner, Xerox Corporation has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks.

The ENERGY STAR Office Equipment Program is a team effort between U.S., European Union and Japanese governments, and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machines, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain, and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR equipment is preset at the factory. Your machine will be delivered with the timer for switching to Low Power Mode from the last copy/print output, set at 15 minutes. The time to switch to power save (auto off/sleep) mode is set at 60 minutes from the last copy/print output. A more detailed description of the Power Saver Mode, together with instructions on changing the default time to suit your work pattern, can be found in the System Administration Guide, Power Saver section.

## Product recycling and disposal

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If you are managing the disposal of your Xerox product, please note that the product may contain lead, mercury, perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of lead and perchlorate is fully consistent with global regulations applicable at the time that the product was placed on the market.

### North America

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Xerox operates a worldwide equipment take-back and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit [www.xerox.com/environment](http://www.xerox.com/environment).

For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: [www.eiae.org](http://www.eiae.org).

### Perchlorate Material

This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see [www.dtsc.ca.gov/hazardouswaste/perchlorate](http://www.dtsc.ca.gov/hazardouswaste/perchlorate).

If your product is not part of the Xerox program and you are managing its disposal, please follow the instructions provided in the above paragraph.

### European union

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Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures.

In accordance with European legislation end-of-life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Prior to disposal, contact your local dealer or Xerox representative for end-of-life take-back information.

### Other countries

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Please contact your local waste authorities and request disposal guidance.



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