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User Guide



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1 Before Using the Machine

Welcome to the Xerox family of WorkCentre products.

This User Guide provides detailed information, technical specifications and procedures for using the integral features of the machine.

Xerox Welcome Center

If you need assistance during or after product installation, visit the Xerox website for online solutions and support.

<http://www.xerox.com/support>

If you require further assistance, contact our experts at the Xerox Welcome Center. A local representative telephone number may have been provided when the product was installed. For convenience and future reference, please record the telephone number in the space below.

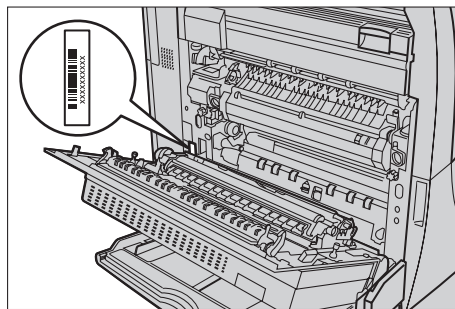
Welcome Center or local representative telephone number:

Xerox US Welcome Center: 1-800-821-2797

Xerox Canada Welcome Center: 1-800-93-XEROX (1-800-939-3769)

Serial Number

When you call the Welcome Center you will need the serial number which is located on the left side of the machine behind Cover A, as shown in the diagram.



For your convenience, record the serial number in the space below.

Serial Number:

Keep a record of any error messages. This information helps us solve problems faster.

Languages Displayed on the Touch Screen

You can change the languages in the following two ways.

To change the language for temporary use, press the <Language> button on the control panel, then select the required language.

NOTE: The language returns to the default language after rebooting the machine.

To change the default language, enter the System Settings mode, select [Common Settings], then select [Screen/Button Settings]. In the [Screen/Button Settings] screen, select the required language as [Default Language]. For more information, *refer to Common Settings on page 220*.

Conventions

This section describes the conventions used throughout this User Guide. In this guide, you will find that some terms are used interchangeably:

- Paper is synonymous with media.
- Document is synonymous with original.
- Xerox WorkCentre 7132 is synonymous with the machine.

Key Operator/System Administrator

Key Operator describes the person who is responsible for hardware maintenance.

System Administrator refers to the person who sets up the network, installs the print drivers, and manages software.

Orientation

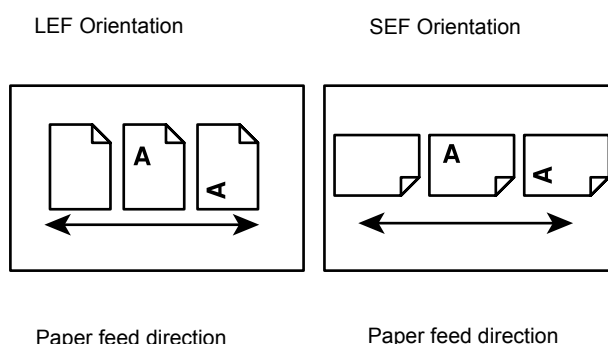
Orientation is used to mean the direction of images on the page. When the image is upright, the paper (or other media) can be either long edge feed or short edge feed.

Long Edge Feed (LEF)

When loading documents long edge feed into the document feeder, load with one of the long edges facing into the document feeder. The short edges appear at the top and bottom of the paper, facing the front and back of the document feeder. When loading paper long edge feed into a paper tray, place the paper with one of the long edges on the left-hand side and one of the short edges toward the front of the tray.

Short Edge Feed (SEF)

When loading documents short edge feed into the document feeder, load with one of the short edges facing into the document feeder. The long edges appear on the top and bottom of the paper, facing the front and back of the document feeder. When loading paper short edge feed into a paper tray, place the paper with one of the short edges on the left-hand side and one of the long edges toward the front of the tray.



Text in [Square Brackets]

Indicate that these are names of the screens, tabs, buttons, features and option categories on the screen. They are also used when referring to file and folder names on a PC.

For example:

- Select [Original Type] on the [Image Quality] screen.
- Select [Save].

Text in <Angle Brackets>

Indicate that these are names of the hard buttons, numeric or symbol buttons, lights on the control panel or symbols on the power switch label.

For example:

- Press the <Machine Status> button to display the [Machine Status] screen.
- Press the <C> button on the control panel to clear the suspended job.

Italic Typeface

The Italic typeface is used to indicate references to other sections and chapters.

For example:

- For information on cleaning the document glass, refer to *the Maintenance chapter on page 353*.
- *Paper Supply – page 52*.

Warnings

Warnings are statements that alert you to the possibility of personal harm.

For example:

WARNING: This product must be connected to a protective earth circuit.

Cautions

Cautions are statements that suggest the possibility of mechanical damage as a result of an action.

For example:

CAUTION: Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous light exposure.

Notes

Notes are statements that provide additional information.

For example:

NOTE: If the document feeder is not fitted to the machine, this feature is not available.

Related Information Sources

The following additional sources of information are available for the machine.

- Xerox WorkCentre 7132 Quick Use Guide
- Xerox WorkCentre 7132 System Administration Guide
- Xerox WorkCentre 7132 Quick Network Setup Guide on the PCL Print Driver CD-ROM
- The Online Help systems (Print Drivers and CentreWare Utilities)
- The CentreWare Utilities Documentation (HTML)

NOTE: Please note that the screens shown in this User Guide apply to a fully configured machine and therefore may not exactly represent the configuration being used.

Cautions and Limitations

This section describes the cautions and limitations to observe when using this machine.

- When moving the machine, hold the middle part of the machine, and not the control panel or document feeder area. Excessive pressure on the document feeder may cause machine malfunction.

Safety Notes

Read these safety notes carefully before using this product to make sure you operate the equipment safely.

Your Xerox product and recommended supplies have been 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.

The safety and environment 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 Service Provider for more information.

Warning Markings

All warning instructions marked on or supplied with the product should be followed.



Warning This WARNING alerts users to areas of the product where there is the possibility of personal injury.



Warning This WARNING alerts users to areas of the product where there are heated surfaces, which should not be touched.

Electrical Supply

This product shall be operated from the type of electrical supply indicated on the product's data plate label. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.



WARNING: This product must be connected to a protective earth circuit.

This product is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use an earthed adapter plug to connect the product to an electrical outlet that lacks an earth connection terminal.

Operator Accessible Areas

This equipment has been designed to restrict operator access to safe areas only. Operator access to hazardous areas is restricted with covers or guards, which would require a tool to remove. Never remove these covers or guards.

Maintenance

Any operator product maintenance procedures will be described in the customer documentation supplied with the product. Do not carry out any maintenance procedures on this product which are not described in the customer documentation.

Cleaning Your Product

Before cleaning this product, unplug the product from the electrical outlet. Always use materials specified for this product. The use of other materials may result in poor

performance and may create a hazardous situation. Do not use aerosol cleaners, they may be explosive and flammable under certain circumstances.

WARNING - Electrical Safety Information

- ▷ Only use the power cord supplied with the equipment.
- ▷ Plug the power cord directly into a grounded electrical outlet easily accessible. Do not use an extension cord. If you do not know whether an outlet is grounded, consult a qualified electrician.
- ▷ This equipment is to be used on a branch circuit that has larger capacity than rated ampere and voltage of this 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.
- ▷ Improper connection of the equipment-grounding conductor can result in an electric shock.
 - ▶ Do not place this equipment where people might step on or trip over 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.
 - ▶ Never push objects of any kind into slots or openings on the equipment.
- ▷ If any of the following conditions occur, switch off the power to the machine immediately and disconnect the power cord from the electrical outlet. Call an authorized local service representative to correct the problem.
 - The equipment emits unusual noises or odors.
 - The power cord is damaged or frayed.
 - A wall panel circuit breaker, fuse, or other safety device has been tripped.
 - Liquid has spilled into the equipment.
 - The equipment is exposed to water.
 - Any part of the equipment is damaged.

Disconnect Device

The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet.

Battery Safety Information

CAUTION: Do not replace the Lithium battery.
Risk of explosion if replaced by an incorrect type.

Laser Safety Information

CAUTION: Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous light exposure.

With specific regard to laser safety, the equipment complies with performance standards for laser products set by government, national and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance.

Operational Safety Information

To ensure the continued safe operation of your Xerox equipment, follow these safety guidelines at all times.

Do These:

- Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.
- ▷ This equipment must be connected to a protective earth circuit.

This equipment is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.
- Always follow all warnings and instructions that are marked on or supplied with the equipment.
- Always exercise care when moving or relocating equipment. Please contact your local Xerox Service Department, or your local support organization to arrange relocation of the product to a location outside of your building.
- Always locate the equipment in an area that has adequate ventilation, and space for servicing. See installation instructions for minimum dimensions.
- Always use materials and supplies specifically designed for your Xerox equipment. Use of unsuitable materials may result in poor performance.
- Always unplug this equipment from the electrical outlet before cleaning.

Do Not Do These:

- Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.
- Never attempt any maintenance procedures that are not specifically described in the customer documentation.
- This equipment should not be placed in a built-in unit unless proper ventilation is provided. Please contact your authorized local dealer for further information.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.

- Never locate the equipment near a radiator or any other heat source.
- Never push objects of any kind into the ventilation openings.
- Never override or “cheat” any of the electrical or mechanical interlock devices.
- Never operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the electrical outlet and contact your local Xerox Service Representative or Service Provider immediately.

Maintenance Information

Do not attempt any maintenance procedures that are not specifically described in the customer documentation supplied with your machine.

- Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could create a dangerous condition.
- Use supplies and cleaning materials only as directed in the customer documentation. Keep all these materials out of the reach of children.
- Do not remove 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 an authorized local dealer or unless a procedure is specifically described in the customer documentation.

Ozone Safety Information

This product will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Adhering to the correct environmental conditions as specified in the installation instructions will ensure that the concentration levels meet safe limits.

If you need additional information about ozone, please request the Xerox publication Ozone by calling 1-800-828-6571 in the United States and Canada. In other markets please contact your Service Provider.

For Consumables

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

- ▷ Keep all consumables away from the reach of children.
- ▷ Never throw toner, toner cartridges or toner containers into an open flame.

Radio Frequency Emissions

United States, Canada, Europe

This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures.

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

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

Shielded interface cables must be used with this equipment to maintain compliance with FCC regulations in the United States.

Product Safety Certification

This product is certified by the following Agency using the Safety standards listed.

<u>Agency</u>	<u>Standard</u>
Underwriters Laboratories Inc.	UL60950-1 1st (2003) (USA/Canada)
NEMKO	IEC60950-1 Edition 1 (2001)

This product was manufactured under a registered ISO9001 Quality system.

Regulatory Information

CE Mark

The CE mark applied to this product symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

January 1, 1995: Council Directive 72/23/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 of conformity, defining the relevant directives and referenced standards, can be obtained from your authorized local dealer.

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 to be limited or special mitigation measures taken.

WARNING: This is a Class A product. In a domestic environment the product may cause radio frequency interference, in which case the user may be required to take adequate measures.

WARNING: Shielded interface cables must be used with this product to maintain compliance with Council Directive 89/336/EEC.

For FAX Function

USA

FAX Send Header Requirements:

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including a FAX machine, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. The telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges.

In order to program this information into your machine, refer to customer documentation and follow the steps provided.

Data Coupler Information:

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the rear of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

You may safely connect the machine to the following standard modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this Xerox equipment causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens, the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the appropriate service center; details of which are displayed either on the machine or contained within the User Guide. If the equipment is causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved.

Repairs to the machine should be made only by a Xerox Service Representative or an authorized Xerox Service Provider. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void. This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your office has specially wired alarm equipment connected to the telephone line, make sure that the installation of this Xerox equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your Telephone Company or a qualified installer.

CANADA

This product meets the applicable Industry Canada technical specifications. The Ringer Equivalence Number (REN) is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

The Canadian REN value of this equipment is 0.1.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the

user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should make sure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority or electrician, as appropriate.

EUROPE

Radio Equipment & Telecommunications Terminal Equipment Directive:

This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC. The product has been designed to work with the national PSTNs and compatible PBXs of the following countries:

Austria	Germany	Luxembourg	Sweden
Belgium	Greece	Netherlands	Switzerland
Denmark	Iceland	Norway	United Kingdom
France	Ireland	Portugal	Finland
Italy	Spain		

In the event of a problem you should contact your authorized local dealer in the first instance. This product has been tested to and is compliant with TBR21, a specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. This product provides an user-adjustable setting of the country code. Refer to the customer documentation for this procedure. Country codes should be set prior to connecting this product to the network.

NOTE: Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling, it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup.

Modification of this product, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

Regulatory Information for RFID

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.

Environmental Compliance

USA

Energy Star®



As an ENERGY STAR® partner, Xerox Corporation/Fuji Xerox has determined that the basic configuration of 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 machine, 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 to enter a “low power” state and/or shut off completely after a specified period of use. These energy-saving features can reduce product energy consumption by half when compared to conventional equipment.

Recovery times from low power mode: 12 sec.

Recommended types of recycled paper: Type 3R91165

Canada

Environmental Choice^M



Terra Choice Environmental Services, Inc. of Canada has verified that this product conforms to all applicable Environmental Choice^M EcoLogo^M requirements for minimized impact to the environment.

As a participant in the Environmental Choice^M program, Xerox Corporation has determined that this product meets the Environmental Choice^M guidelines for energy efficiency.

Environment Canada established the Environmental Choice^M program in 1988 to help consumers identify environmentally responsible products and services. Copier, printer, digital press and fax products must meet energy efficiency and emissions criteria, and exhibit compatibility with recycled supplies. Currently, Environmental Choice^M has more than 1600 approved products and 140 licenses. Xerox has been a leader in offering EcoLogo^M approved products.

About License

JPEG Code

Our printer software uses some of the codes defined by the Independent JPEG Group.

Heimdal

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RSA BSAFE



This product includes RSA BSAFE encryption software from RSA Security Inc.

Illegal Copies

USA

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 Draft 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 materials, 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

Dependency Status

Court Record

Previous military service

Physical or mental condition

Exception: United States military discharge certificates may be photographed.

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 - 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.

Canada

Parliament, 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. 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 copy 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.

Other Countries

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.

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

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

Product Recycling and Disposal

If you are managing the disposal of your Xerox product, please note that the product does not contain lead, mercury and other materials whose disposal may be regulated due to environmental considerations in certain countries or states. The presence of lead and mercury is fully consistent with global regulations applicable at the time that the product was placed on the market.

USA/Canada

Xerox operates an equipment takeback 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 or 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.

European Union



Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream.

In accordance with European legislation end of life electrical and electronic equipment subject to disposal must be segregated from household waste.

Private households within EU Member States may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information.

In some Member States when you purchase new equipment your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information.

Other Countries

Please contact your local waste authorities and request disposal guidance.

2 Product Overview

This machine is not simply a conventional copier but a digital device capable of copying, faxing, printing and scanning, depending on the configuration.

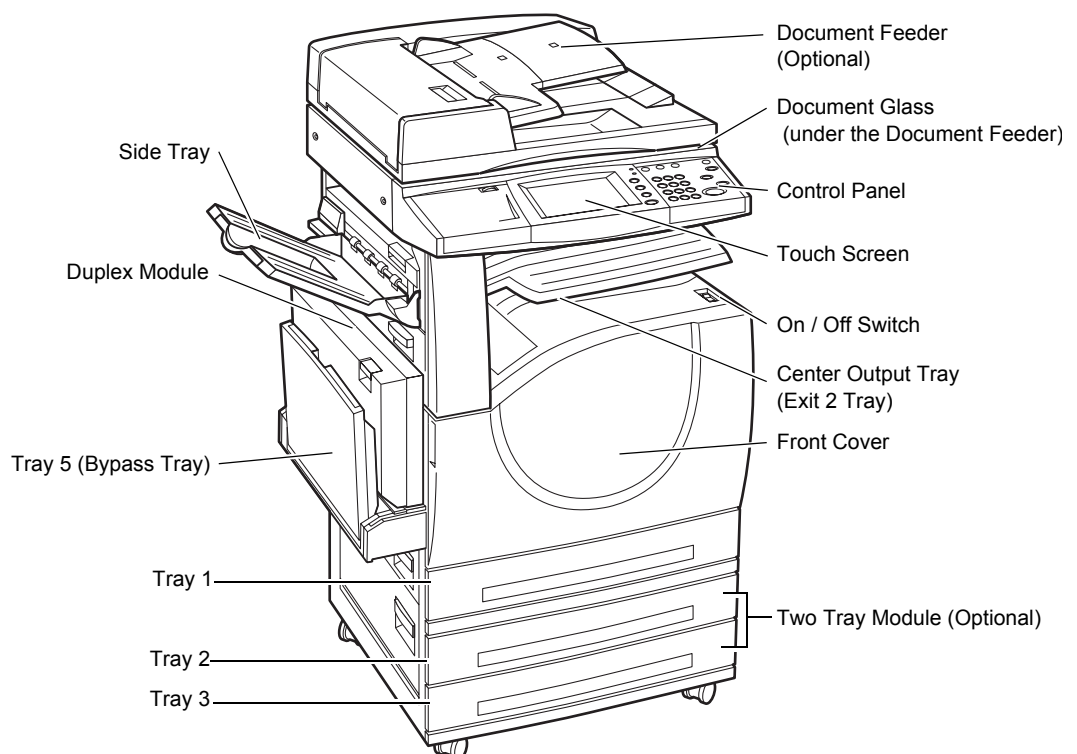
The touch screens shown in this manual are from a fully configured machine to cover all the features.

The content of the touch screens may vary slightly depending on Key Operator settings and machine configuration. The button names and icons on the control panel also vary depending on machine configuration. However, machine features described here remain the same.

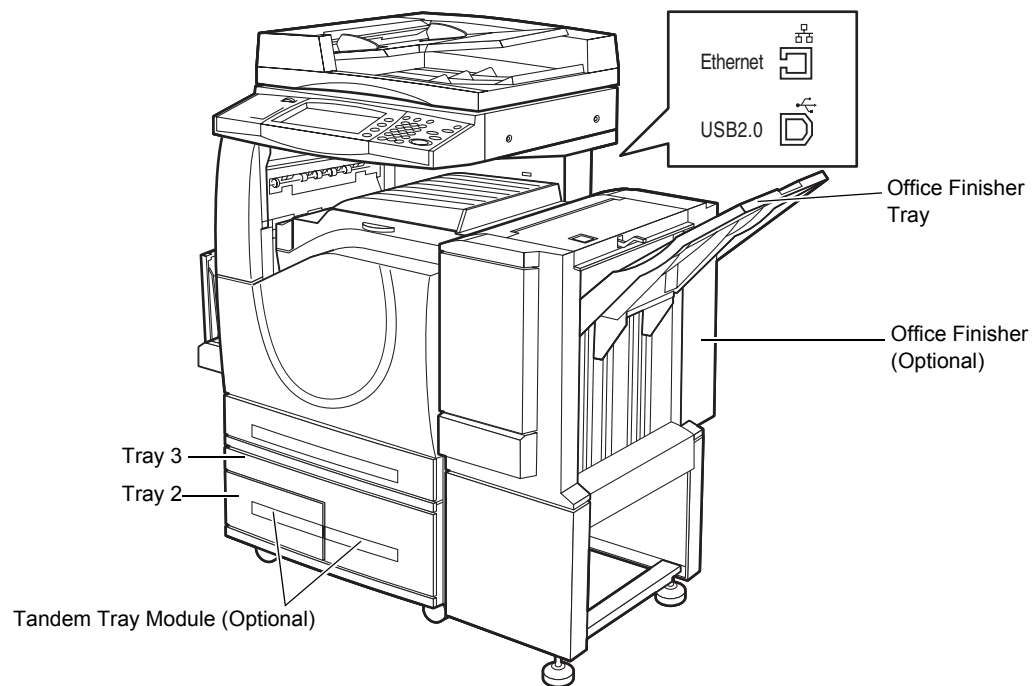
For more information on available options not described here, visit the Xerox website or contact your Xerox Sales Representative.

Machine Components

The following diagrams show the standard and optional components of the machine. Configuration may vary depending on the model.



NOTE: Depending on the configuration, the Document Glass Cover is attached instead of the Document Feeder. Two optional paper trays can be attached.



Telephone socket

Located at the back of the machine. The telephone socket is used to connect to the fax kit.

USB 1.1 (Host) Port

Located at the back of the machine. This port is used to connect to the fax kit.

USB 1.1 (Device) Port

Located at the back of the machine. This port is used to connect to a PC for software update downloads.

USB 2.0 (Device) Port

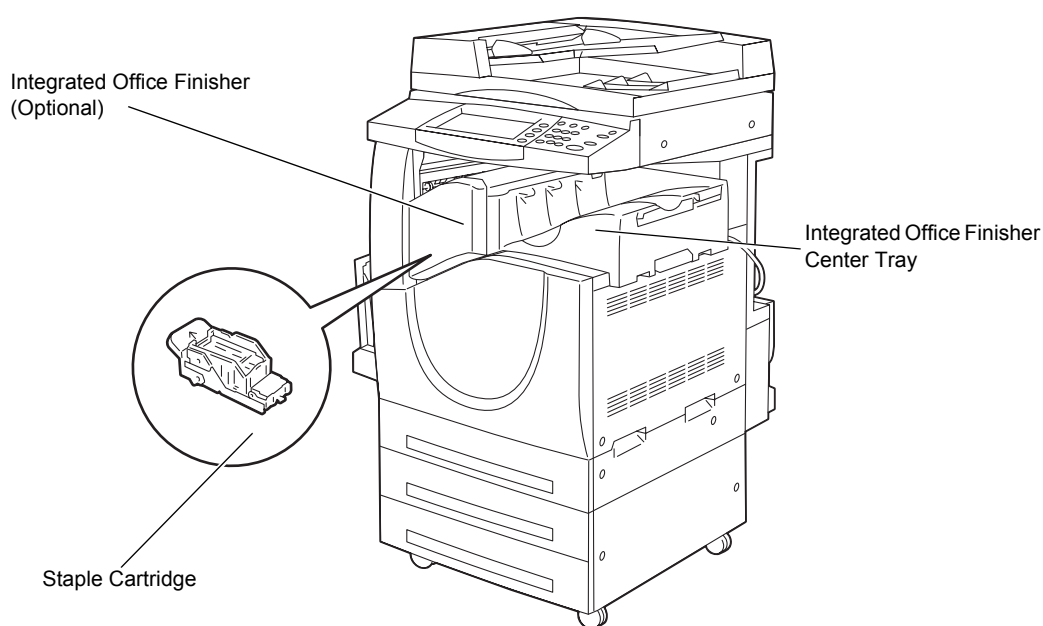
Located at the back of the machine. This port is used to connect to a local client computer when the optional printer kit is installed.

100Base-TX/10Base-T Port

Located at the back of the machine. This port is used to connect to a network cable when the optional printer kit is installed.

Office Finisher

Allows you to staple or sort copies automatically. The Office Finisher Tray can hold 1,000 sheets of 20 lb bond or 80 g/m² paper in Letter/A4 size or smaller.



Integrated Office Finisher

Allows you to staple or sort copies automatically. The Integrated Office Finisher Center Tray can hold 500 sheets of 24 lb bond or 90 g/m² paper in Letter/A4 size or smaller.

Duplex Module

Allows you to make double-sided copies. The Duplex Module can be used when paper is supplied from Tray 1, 2, or 3. For more information, refer to *2 Sided Copying in the Copy chapter on page 53*.

Trays 2 & 3

At the base of the machine, the following optional trays will be available, depending on the configuration.

- Two Tray Module - Can be added to the standard 1-tray configuration. Each tray can hold 520 sheets of 20 lb bond or 80 g/m² paper.
- Tandem Tray Module - Can be added to the standard 1-tray configuration to provide high volume paper sources. Tray 2 can hold a maximum of 900 sheets of 20 lb bond or 80 g/m² paper in Letter or A4 size, long edge feed. Tray 3 can hold 1,200 sheets of 20 lb bond or 80 g/m² paper in Letter or A4 size. The Tandem Tray Module is referred to as "TTM" in this manual.

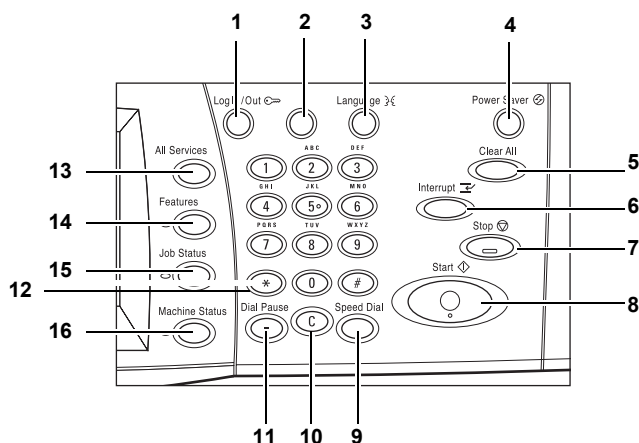
Tray 5 (Bypass)

Allows you to bypass the standard paper trays to print on different sized paper. The Bypass Tray can hold 100 sheets of 20 lb bond or 80 g/m² paper in sizes ranging from B6 (SEF) or Envelope Monarch (LEF) to A3 (SEF) or 11 × 17 inch (SEF).

NOTE: Do not place paper with a length less than 140mm in the Bypass Tray, as this may cause paper jams and potentially damage the inside of the machine.

System Controls

The following diagram shows the names and functions of the buttons on the control panel.



	Button	Function
1	<Log In/Out>	Displays the log-in screen to enter the [System Administrator Menu] screen, or when the Authentication feature is enabled. DO NOT press this button again, after you have logged in. This will log you out immediately.
2	<Help>	This button is non-functional on this machine.
3	<Language>	Changes the languages displayed on the touch screen. NOTE: Certain characters may be garbled when you change languages.
4	<Power Saver> (green light)	Indicates whether the machine is in power saver mode. Also cancels the current power saver mode setting.
5	<Clear All>	Resets to the default settings and displays the first screen for the current pathway.
6	<Interrupt>	Temporarily interrupts a job for programming a priority job.
7	<Stop>	Suspends or cancels a job depending on the job type. When multiple jobs are being processed, all the jobs will be suspended or cancelled. Selecting [Stop] on the [Job Status] screen stops only the selected job.
8	<Start>	Starts or resumes a job.
9	<Speed Dial>	Enters speed dial codes.
10	<C>	Deletes a numeric value or the last digit entered, and replaces the current value with a default value. Also cancels suspended jobs.
11	<Dial Pause>	Inserts a pause while dialing a fax number.

	Button	Function
12	<*(asterisk)>	Indicates the special character used in a fax number and designates a group code. Also allows you to specify an F Code or a password.
13	<All Services>	Displays the [All Services] screen for selection of all the available services on the machine.
14	<Features>	Returns the display to the previous copy, fax, or scan feature screen when the [Job Status] screen or [Machine Status] screen is selected.
15	<Job Status>	Displays the [Job Status] screen where you can check the progress of a job, or display the log and detailed information of completed jobs.
16	<Machine Status>	Displays the [Machine Status] screen where you can check the machine status, the billing meter, the status of the toner cartridge or print various reports.

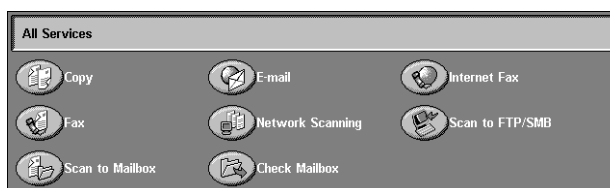
Button names and icons used on the control panel may differ depending on the country of purchase.

Services and Features

The machine has various features and provides valuable services. The following description outlines the features and explains the options on the <All Services> screen.

NOTE: The arrangement of icons for the services and features displayed on the screen can be changed by the Key Operator.

1. Press the <All Services> button on the control panel.
2. Select the required service.



Copy

Allows you to copy documents in various ways. For example, you can produce output which has been reduced or enlarged to a different size, or copy two or four independent documents onto one sheet of paper. For more information, refer to *the Copy chapter*.

E-mail

Allows you to send scanned documents by e-mail in various ways. For example, you can set the density for scanning, or specify the file format for saving the documents. For more information, refer to *the Scan/E-mail chapter*.

Fax

Allows you to fax documents in various ways. For example, you can send documents in a reduced or enlarged format, or specify destinations using the Address Book or speed dialing features. For more information, refer to *the Fax/Internet Fax chapter*.

Internet Fax

Allows you to send and receive faxes over the Internet or intranet. Internet Fax provides reduced cost of transmissions compared to the use of a conventional phone line. After scanning documents, you can send scanned data by e-mail, and can also receive scanned data in an e-mail attachment sent from an Internet Fax compatible machine. For more information, refer to *the Fax/Internet Fax chapter*.

Network Scanning

Allows you to scan documents, and store them as electronic documents on a file server on the network by selecting a job template which has various assigned parameters. You can retrieve the stored electronic documents by accessing the file server from a PC. For more information, refer to *Network Scanning in the Scan/E-mail chapter on page 126*, and *Services in the CentreWare Internet Services chapter on page 167*.

Scan to FTP/SMB

Allows you to scan and store documents to specified destinations using the FTP or SMB protocol. For more information, refer to *Scan to FTP/SMB in the Scan/E-mail chapter on page 127*.

Scan to Mailbox

Enables the confidential mailbox or polling feature by storing the scanned documents to private mailboxes. For more information, refer to *Scan to Mailbox in the Scan/E-mail chapter on page 125*.

Check Mailbox

Allows you to confirm, print, or delete the documents in a mailbox. It also allows you to change or release linkage with a job flow sheet, and execute the linked job flow sheets. For more information, refer to *the Check Mailbox chapter*.

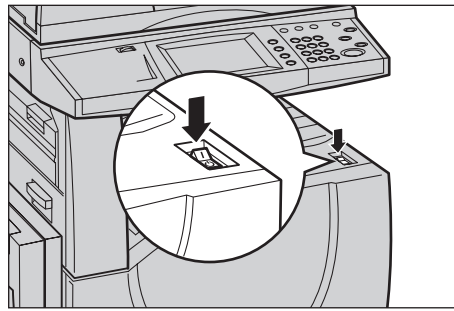
Power On/Off

Powering On

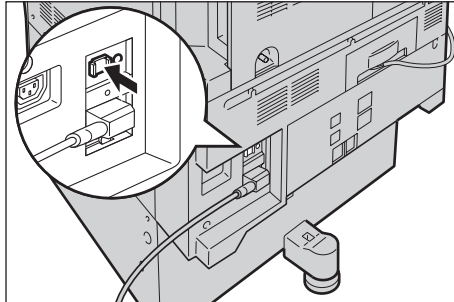
Ensure that the machine is connected to a suitable power supply and that the power plug is firmly connected to the electrical outlet.

The machine is ready to make copies a maximum of 42 seconds after powering on (varies with machine configuration). For more information, refer to *Machine Specifications in the Specifications chapter on page 433*.

1. Press the power switch to the <I> position.



NOTE: If the machine does not start up, check that the RESET button on the back of the machine is in the reset position (depressed).



Powering Off

Before turning the power off, wait at least 5 seconds after all copy or print jobs have completely finished.

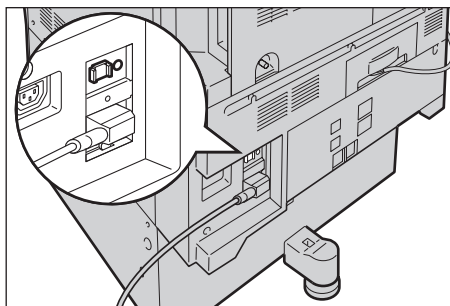
When you switch off the machine, it remains on for approximately 10 seconds while it stores files on the hard disk drive and prepares for shutdown. The machine then shuts down completely.

CAUTION: Wait at least 20 seconds between powering the system on and off. Failure to do this could cause damage to the hard disk and the machine.

Ground Fault Interrupter (GFI)

If a fault is detected in the power supply to the machine, a Ground Fault Interrupter (GFI) device on the machine automatically cuts all electrical power. If power is interrupted, locate the RESET button on the back of the machine. If the GFI has been triggered, the RESET button will be in the tripped position. To restore power to the machine, press the RESET button.

Before using the machine, press the TEST button. If the GFI is working properly, the RESET button should pop up. If it does, press the RESET button.

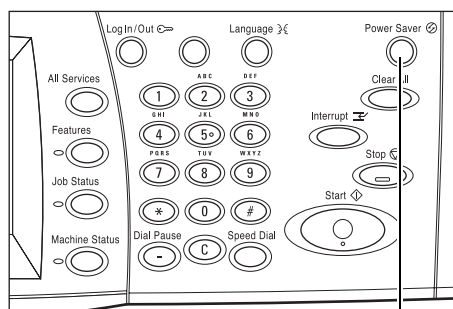


NOTE: If the RESET button pops back up when you press it, or if power is not restored by this procedure, contact the Xerox Welcome Center.

Power Saver Modes

The machine has energy saving features that significantly reduce power consumption during periods of inactivity. The <Power Saver> button is located on the upper-right portion of the control panel, and lights up when the power saving feature is enabled. The power saving feature operates in the following modes.

- Low Power Mode
- Sleep Mode



<Power Saver>
light/button

Low Power Mode

The machine automatically switches to the Low Power Mode after a certain period of time from the last copy, fax, scan, or print operation. In this mode, the touch screen is turned off, and the Power Saver light is on. The Low Power Mode is cancelled when the <Power Saver> button on the control panel is pressed, or a fax or print job is received by the machine. The factory default setting of 15 minutes is customer changeable within the range of 1 to 240 minutes.

For more information, refer to *Auto Power Saver in the Setups chapter on page 222*.

Sleep Mode

The machine automatically switches from the Low Power Mode to the Sleep Mode after a further period of inactivity. The Sleep Mode has a reduced power consumption compared to Low Power Mode. In this mode, the touch screen is turned off, and the Power Saver light is on. The Sleep Mode is cancelled when the <Power Saver> button

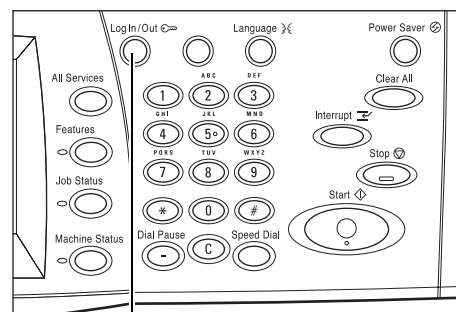
is pressed, or a fax or print job is received by the machine. The factory default setting of 60 minutes is customer changeable within the range of 1 to 240 minutes, and must be longer than the Low Power Mode time value. The time specified for entering the Sleep Mode will be counted from when the machine enters the Low Power Mode.

For more information, refer to *Auto Power Saver in the Setups chapter on page 222*.

Changing the Default Time Settings

This section describes how to change the default time settings using the Key Operator access. If you need assistance or more information, contact the Key Operator or refer to *Machine Clock/Timers in the Setups chapter on page 221*.

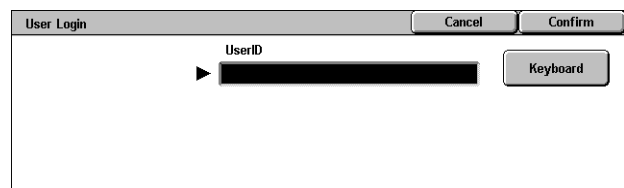
1. Press the <Log In/Out> button on the control panel.



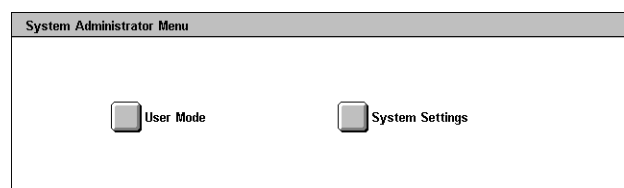
<Log In/Out> button

2. Enter the Key Operator ID using the numeric keypad on the control panel. Select [Confirm] on the [User Login] screen.

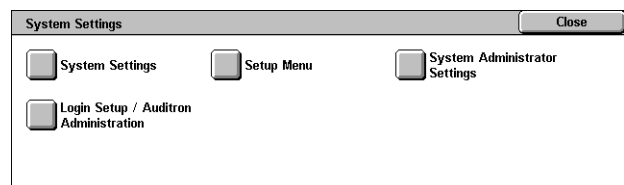
NOTE: The default Key Operator ID is "11111". If the Authentication feature is enabled, you may be required to enter a password. The default password is "x-admin". The password is case sensitive.



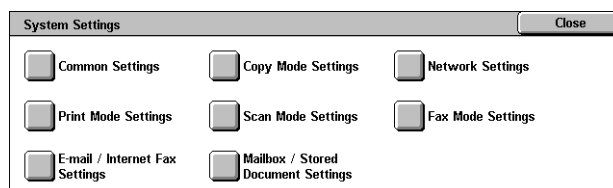
3. Select [System Settings] on the [System Administrator Menu] screen.



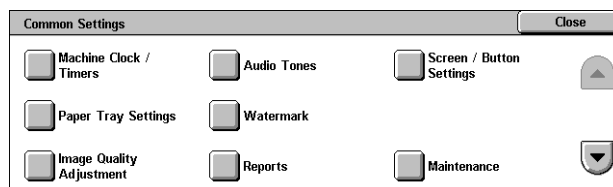
4. Select [System Settings] on the [System Settings] screen.



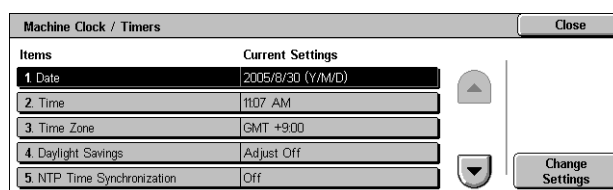
5. Select [Common Settings] on the [System Settings] screen.



6. Select [Machine Clock/Timers] on the [Common Settings] screen.



7. Select the required option.
8. Select [Change Settings].
9. Change the required setting. Use the scroll bars to switch between screens.
10. Select [Save].



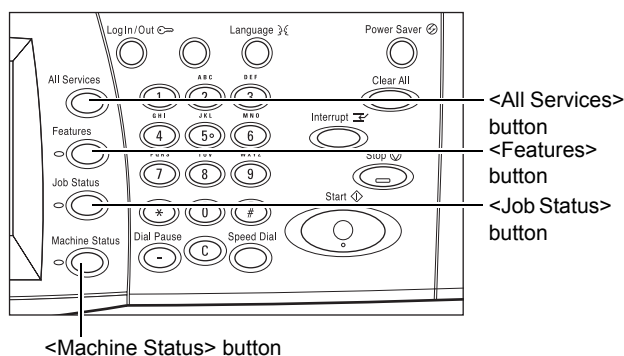
Modes

Use the buttons to access the screens which allow you to select features, monitor the status of jobs and obtain general information on the machine.

There are four buttons on the machine.

- All Services
- Features
- Job Status
- Machine Status

NOTE: These buttons do not respond when the machine is in the System Settings mode.

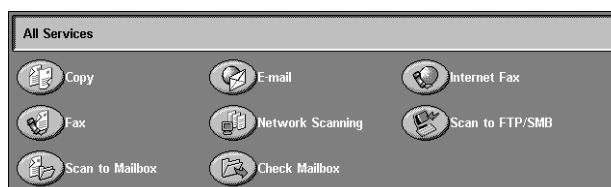


All Services

Use this button to access all the services available on the machine.

NOTE: The arrangement of service icons displayed on the screen can be changed by the Key Operator.

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



Features

Use this button to go back one previous screen. If you are using the [Job Status] screen or [Machine Status] screen, press the <Features> button to return to the previous copy, fax, and scan feature screen. The copy, fax, or scan feature screen does not change, even if you press this button while you are in one of those screens. In this case, use the <All Services> button to select the copy, fax, or scan feature.

Job Status

Use this button to check the progress of a job, or display the log and detailed information of completed jobs. The latest job is displayed at the top of the list. It can also check, delete, or print stored documents or documents in the public mailbox of the machine. For more information, refer to *the Job Status chapter*.

Machine Status

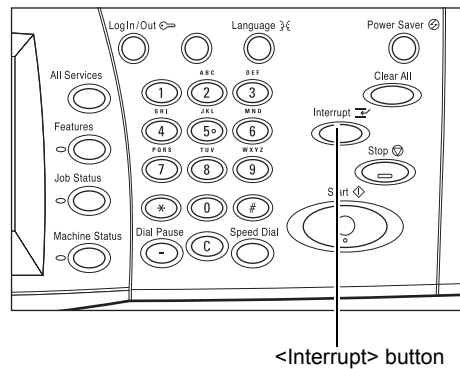
Use this button to check the machine status, the billing meter, the status of the toner cartridge or print various reports. For more information, refer to *the Machine Status chapter*.

Job Interrupt

Use this feature to temporarily suspend the currently processed job to allow an urgent job to be initiated.

NOTE: The machine identifies a convenient point to interrupt the current job.

1. Press the <Interrupt> button on the control panel.
2. Enter the commands for the new job you require.
3. Press the <Start> button on the control panel.
4. To restart the interrupted job, press the <Interrupt> button again, and press the <Start> button.



NOTE: Interrupted jobs cannot be promoted, released or deleted in the Print Queue.

Recycled Paper

The use of recycled paper in the machine benefits the environment with no degradation in performance. Xerox recommends recycled paper with 20% post consumer content which can be obtained both through Xerox and other office suppliers. Contact your Xerox representative or go to www.xerox.com for more information on other types of recycled paper.

3 Copy

This chapter contains information on the copy screens and the features available.

NOTE: Some of the features described in this chapter are optional, and may not apply to your machine configuration.

Copying Procedure

This section describes the basic copy procedure. Before making copies on the machine, confirm what is to be copied and the number of copies required. Follow the steps below.

1. *Load the Documents – page 45*
 2. *Select the Features – page 47*
 3. *Enter the Quantity – page 48*
 4. *Start the Copy Job – page 48*
 5. *Confirm the Copy Job in the Job Status – page 49*
- Stop the Copy Job – page 49*

NOTE: If the Authentication feature is enabled, you may need an account number before using the machine. To get an account number or for further information, contact the Key Operator.

1. Load the Documents

Document input areas are as follows.

- Document Feeder for single or multiple documents
- Document Glass for single documents or bound originals

NOTE: The document glass cover will be fitted in the non-document feeder configuration.

NOTE: The machine automatically detects standard document sizes. The sizes that can be detected vary depending on the paper size table specified by the Key Operator. For more information on setting the paper size table, refer to *Paper Size Settings in the Setups chapter on page 234*. If the document is of a non-standard size or not identified as a standard size, the machine will prompt you to check the document or manually enter the document size. For information on how to enter a document size manually, refer to *Original Size on page 65*.

Document Feeder

The document feeder can hold up to 50 sheets of plain paper (16-32 lb bond or 38-128 g/m²). The document can be any size of 125-297 mm (4.9-11.7 inches) for width and 115-432 mm (4.5-17 inches) for length, and the standard sizes of A5-A3 (5.5" x 8.5" to 11" x 17") SEF. Make sure the documents are in good condition, and remove all staples or paper clips before loading. The document feeder senses standard sizes, or you can manually enter a size using the [Layout Adjustment] tab.

For information on how to copy mixed size originals using the document feeder, refer to *Mixed Sized Originals on page 65*.

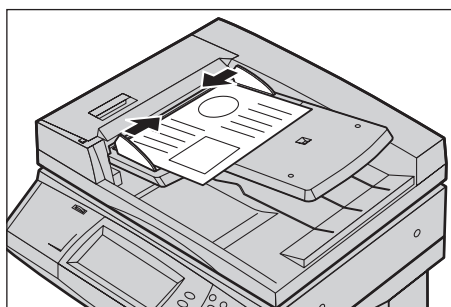
NOTE: To reduce the risk of document feeder jams, use the document glass to copy folded or creased documents. Replace folded or creased documents with the new copy.

NOTE: A paper jam may occur when custom sized originals are loaded in the document feeder and the original size feature is set to [Auto Detect]. In this case, entering a custom paper size is recommended. For more information, refer to *Original Size on page 65*.

The machine is capable of sequentially scanning mixed size documents using the document feeder. Align the documents against the top corner of the document feeder.

For information on how to copy mixed size originals using the document feeder, refer to *Mixed Sized Originals on page 65*.

1. Before loading the documents into the document feeder, remove all staples and paper clips.
2. Insert the documents neatly into the document feeder, face up. The first page should be on top with the headings towards the back or left of the machine.
3. Place the stack in the middle of the guides aligning the left edge with the document feeder tray, and position the guides to just touch the edge of the documents.



When [Auto] is selected in [Paper Supply], the machine automatically selects an appropriate tray according to the document size. The selected tray, paper size and orientation in the selected tray are displayed on the screen.

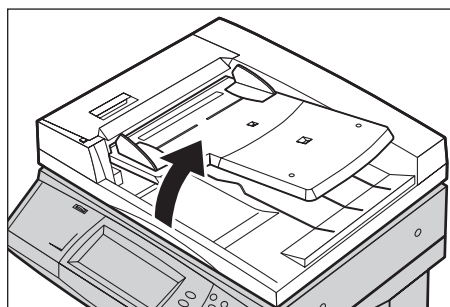
NOTE: This feature is available when the machine finds an appropriate tray. If there is no appropriate tray, temporarily use manual selection for the tray or use the bypass tray. For more information on tray selection, refer to *Paper Supply on page 52*.

Document Glass

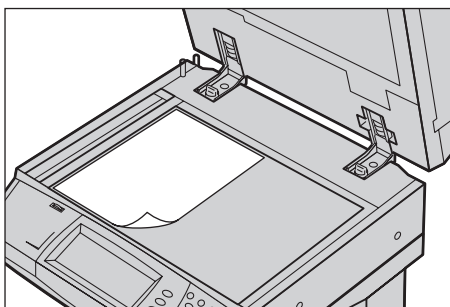
The document glass is used for a single page or bound document up to 297 mm (11.7 inches) for width and up to 432 mm (17 inches) for length.

NOTE: Before you place the document on the document glass, make sure that the touch screen is ready. If you place the document on the document glass before the touch screen is ready, the paper size may not be detected correctly.

1. Raise the document feeder or the document glass cover.



2. Place the document face down on the document glass, aligned with the tip of the registration arrow near the top left of the document glass.



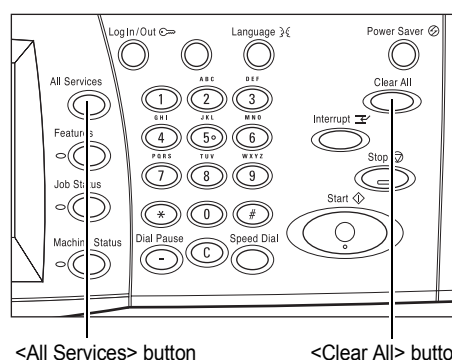
3. Lower the document feeder or the document glass cover.

2. Select the Features

The features available on the [Copy] screen are those used most often.

NOTE: Only those features relevant to the machine configuration will be available.

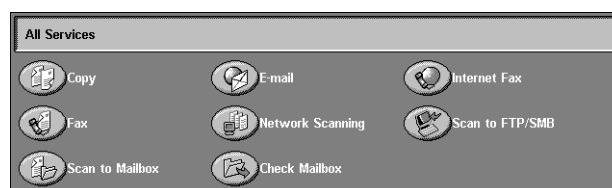
1. Press the <All Services> button on the control panel.



<All Services> button

<Clear All> button

2. Select [Copy] on the [All Services] screen. Ensure that the [Copy] tab screen is displayed.



NOTE: If the Authentication feature is enabled, you may be required to enter the user ID and password (if one is set up). If you need assistance, contact the Key Operator.

3. Select the button for the feature required. If [More] is selected, select [Save] to confirm the selected feature or [Cancel] to return to the previous screen.

If necessary, select one of the tabs, and configure the copy settings. For information on the individual tabs, refer to the following.

Copy – page 50

Image Quality – page 56

Layout Adjustment – page 63

Output Format – page 70

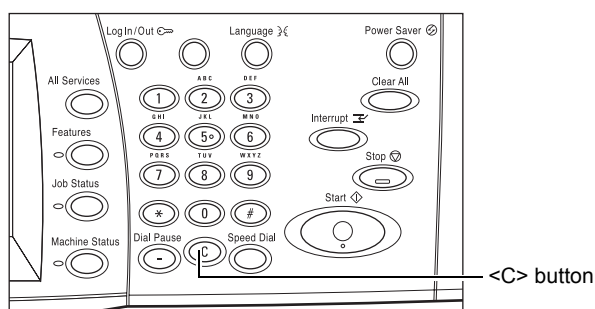
Job Assembly – page 79

3. Enter the Quantity

The maximum copy quantity is 999.

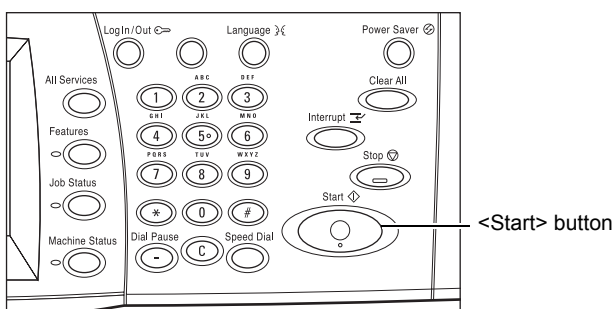
1. Use the numeric keypad to enter the number of copies required. The number entered is displayed in the upper right hand corner of the touch screen.

NOTE: To cancel an incorrect entry, press the <C> button, and enter the correct quantity.



4. Start the Copy Job

1. Press the <Start> button. Each document is scanned. The number of copies remaining is displayed in the upper right hand corner of the touch screen.



While copying, if the document feeder or document glass is ready, because the machine is equipped with the hard disk, you can scan the next document or program the next job. While the machine is warming up, you can also program the next job.

5. Confirm the Copy Job in the Job Status

1. Press the <Job Status> button on the control panel to display the [Job Status] screen.

Current and Pending Jobs		Completed Jobs	Stored Documents	Print Waiting Jobs
Document / Job Type	Status	Remote Terminal / Contents	Progress	
00002 Copy Job	Scanning	A4 100%	1/1	

The queued copy job will be displayed. If no job is displayed on the touch screen, it may have already been processed.

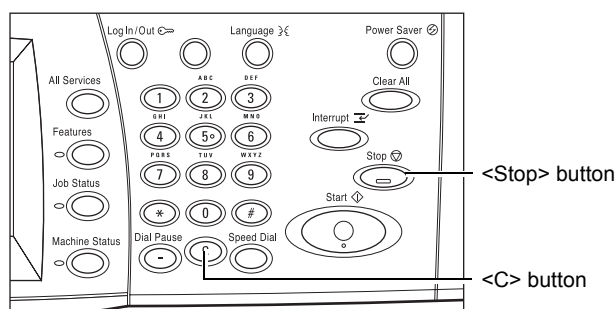
For more information, refer to *Current and Pending Jobs in the Job Status* chapter on page 306.

Stop the Copy Job

Follow the steps below to manually cancel the activated copy job.

1. Select [Stop] on the touch screen or press the <Stop> button on the control panel to suspend the current copy job.

NOTE: Select the <Start> button on the control panel to resume the suspended copy job.



2. If required, press <Job Status> button to display the [Job Status] screen. To exit the [Job Status] screen, press the <Features> button.
3. Press the <C> button on the control panel to delete the suspended copy job.

Current and Pending Jobs		Completed Jobs	Stored Documents	Print Waiting Jobs
Document / Job Type	Status	Remote Terminal / Contents	Progress	
00002 Copy Job	Scanning	A4 100%	1/1	

Copy

This section describes the basic features for a copy job on the [Copy] screen. For information on the features available, refer to the following.

Output Color – page 50

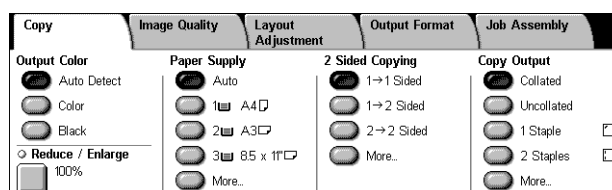
Reduce/Enlarge – page 51

Paper Supply – page 52

2 Sided Copying – page 53

Copy Output – page 54

1. Press the <All Services> button on the control panel.
2. Select [Copy] on the touch screen. Ensure that the [Copy] tab screen is displayed.
3. Select the required features.

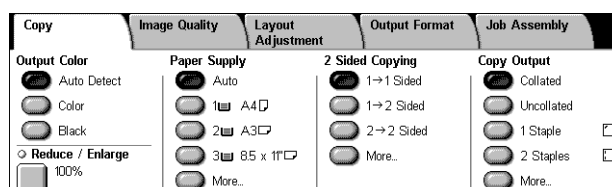


Output Color

This feature allows you to set the output colors to use when copying.

NOTE: Color restrictions can be set to limit the availability of color when copying. Refer to “Account Limit” on page 299.

1. Select a preset button for the [Output Color] feature on the [Copy] screen.



Auto Detect

Detects the color content in the original document, and makes copies in full color if the original is a color document, or in black only if the original is a black and white document.

Color

Copies in full color output using all four colors: cyan, magenta, yellow, and black.

NOTE: If [Dual Color] or [Single Color] is selected on the [Color Effect] screen, that color setting takes precedence.

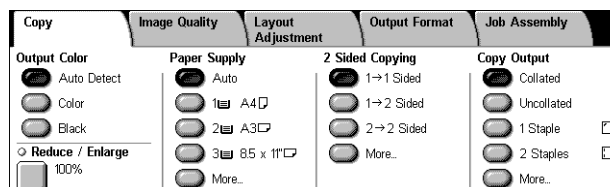
Black

Copies in black and white output only, regardless of the color content in the original document.

Reduce/Enlarge

This feature allows you to reduce or enlarge copies by a specified ratio within the range of 25–400%.

1. Select the [Reduce/Enlarge] feature on the [Copy] screen.



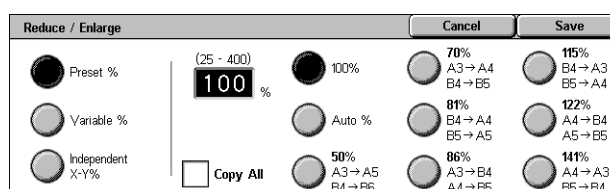
Reduce/Enlarge

Displays the [Reduce/Enlarge] screen.

[Reduce/Enlarge] Screen

Allows you to select or specify the reduction/enlargement ratio for both the width and length.

1. Select [Reduce/Enlarge] on the [Copy] screen.
2. Select the required option.
3. Select [Save].



Preset %

- 100% - Selects output at the same size as the original document.
- Auto % - Automatically reduces/enlarges the image of the document to fit on the paper size selected.
- Presets - Allows you to select from seven preset enlargement/reduction ratios. The presets are set up by the Key Operator.
- Copy All - Reduces the image of documents slightly from the selected reduction/enlargement ratio to copy the complete image onto the paper.

Variable %

Allows you to specify a reduction/enlargement ratio using the screen keypad or the scroll buttons on the touch screen within the range of 25-400% in 1% increments.

Independent X-Y %

Allows you to specify a reduction/enlargement ratio individually for the width and length within the range of 25-400% in 1% increments.

- Auto - Automatically specifies the reduction/enlargement ratio individually for the width and length to fit on the paper.
- Copy All X-Y % - Enables the [Auto] feature, and reduces the image of the document slightly from the reduction/enlargement ratio to copy the complete image of the document onto the paper.

- XY - Specifies the same ratio adjustment for the width and length at the same time.

NOTE: When [Auto %] is selected, Tray 1 is selected automatically, even if [Auto] is selected in [Paper Supply].

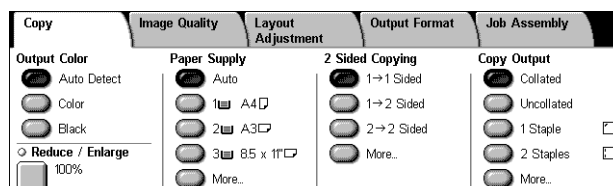
Paper Supply

The available paper trays are displayed on the touch screen together with the media size and orientation preset for each tray.

When changing the size or type of media in the tray, the tray must be reprogrammed by the Key Operator to match the media being loaded. For more information on reprogramming the tray, contact the Key Operator.

For information on the sizes and types of media supported for the machine, refer to *the Paper and Other Media chapter*.

1. Select a preset button or [More] for the [Paper Supply] feature on the [Copy] screen.



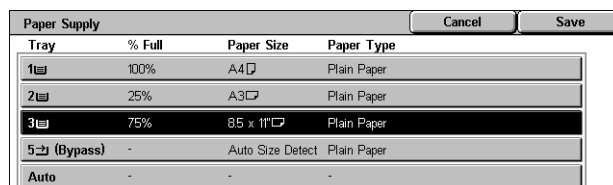
More

Displays the [Paper Supply] screen.

[Paper Supply] Screen

Allows you to select a paper tray from up to four preset trays, including the bypass tray.

1. Select [More] for the [Paper Supply] feature on the [Copy] screen.
2. Select the required option.
3. Select [Save].



Auto

Allows you to select an appropriate tray automatically according to the document size, amount of reduction or enlargement, and related features settings.

NOTE: When [Auto %] is selected in [Reduce/Enlarge], even if [Auto] is selected in [Paper Supply], [100%] is selected automatically in [Reduce/Enlarge].

Presets

Allows you to select a paper tray from the three preset trays set up by the Key Operator. The tray number, paper size, and orientation are also displayed for all trays except Tray 5.

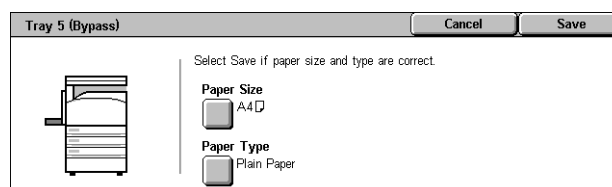
Bypass

Displays the [Tray 5 (Bypass)] screen.

[Tray 5 (Bypass)] Screen

You can temporarily use the bypass tray to load paper that is unavailable from the preprogrammed trays. Up to a 10 mm or 0.4 inch stack of paper (approximately 95 sheets of 80 g/m² paper) can be loaded into the bypass tray.

1. Select [Bypass Tray] on the [Paper Supply] screen.
2. Select the required option.
3. Select [Save].



Paper Size

Displays the [Tray 5 (Bypass) - Paper Size] screen.

- Custom Size - Allows you to specify the width and length of paper size using the scroll buttons in 1 mm (0.1 inch) increments. The acceptable ranges of paper sizes are 89-297 mm (3.5-11.7 inches) for width and 99-432 mm (3.9-17.0 inches) for length.
- Standard Sizes - Displays the preset paper sizes on the touch screen, and allows you to select the paper size. The presets are set up by the Key Operator.

Paper Type

Displays the [Tray 5 (Bypass) - Paper Type] screen. Displays the preset paper types on the touch screen, and allows you to select the paper type. The presets are set up by the Key Operator. The setting is temporary only and applies to the current copy job.

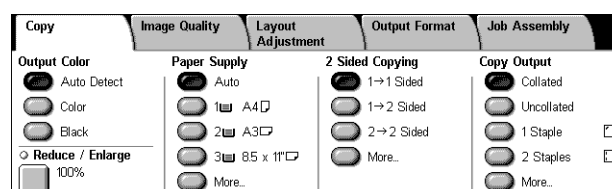
2 Sided Copying

This feature allows you to automatically make single or double-sided copies from single or double-sided documents.

NOTE: Before using the feature, specify the document orientation to indicate top of the document in [Original Orientation] on the [Layout Adjustment] screen.

NOTE: The double-sided copy option cannot be used with the following paper types: Transparency, Lightweight, Heavyweight, Labels, cover stock, as well as paper already printed on one side (i.e., scrap paper).

1. Select a preset button or [More] for the [2 Sided Copying] feature on the [Copy] screen.



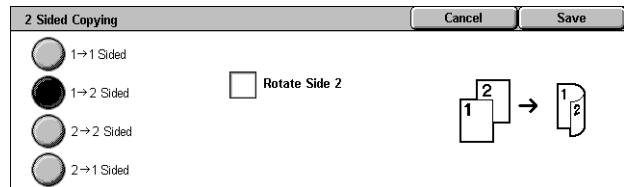
More

Displays the [2 Sided Copying] screen.

[2 Sided Copying] Screen

Allows you to select the 2 sided copying options, document feed direction and original orientation.

1. Select [More] for the [2 Sided Copying] feature on the [Copy] screen.
2. Select the required option.
3. Select [Save].



NOTE: When using the document glass for [1 → 2 Sided] or [2 → 2 Sided], the machine will display a message when it is ready to scan the next document.

1 → 1 Sided

Makes single-sided copies from single-sided documents.

1 → 2 Sided

Makes double-sided copies from single-sided documents.

2 → 2 Sided

Makes double-sided copies from double-sided documents.

2 → 1 Sided

Makes single-sided copies from double-sided documents

Rotate Side 2

Rotates side 2 of the printouts head to toe.

NOTE: This check box is available for all options except [1 → 1 Sided].

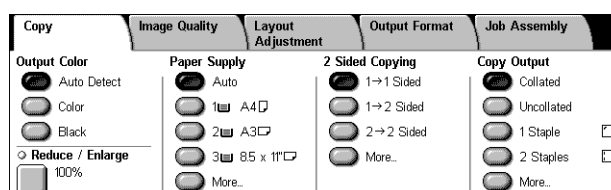
Copy Output

This feature allows you to sort copy outputs. If the optional finisher has been installed, the stapling feature is also available. You can select the staple position on the copy output.

NOTE: The features displayed on the screen vary if the finisher is not installed.

NOTE: If the correct size paper is not loaded in the machine when the stapling feature is applied to a copy or print job, a paper size error may occur while processing the job. When this happens, the finisher contains the wrong size paper already processed up to this point. If the machine displays “The paper size/orientation currently loaded in Tray 5 (Bypass) is different from the setting:” or “The paper size/orientation in Tray X is different from the selected size. Load xxx” on the touch screen, open the finisher top cover, and remove the wrong size paper, load the correct size paper in a tray, and restart the job. If you simply replace the paper in a tray, and resume the job without removing the processed paper in the finisher, the machine will staple the wrong size paper still in the finisher, and the correct size paper from the tray together.

1. Select a preset button or [More] for the [Copy Output] feature on the [Copy] screen.



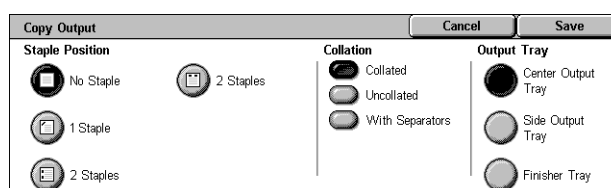
More

Displays the [Copy Output] Screen.

[Copy Output] Screen

Allows you to select the staple position, sorting method for your output, and specify the output tray.

1. Select [More] for the [Copy Output] feature on the [Copy] screen.
2. Select the required options.
3. Select [Save].



NOTE: When Integrated Office Finisher is installed, the items displayed on the touch panel are different from what is shown above.

Staple Position

Select one of the four options displayed to specify the staple position.

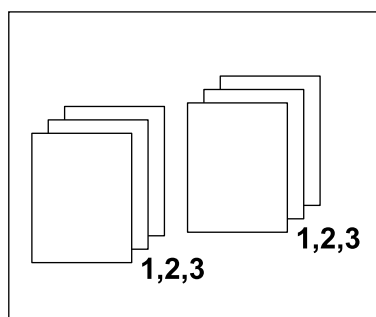
- No Staple - No stapled output.
- 1 Staple - One staple is attached on the top left-hand corner of the output.
- 2 Staples (Left) - Two staples are attached along the left-hand edge of the output.
- 2 Staples (Top) - Two staples are attached along the top edge of the output.

NOTE: The [Collated] option and [Finisher Tray] are automatically selected when stapled output is selected.

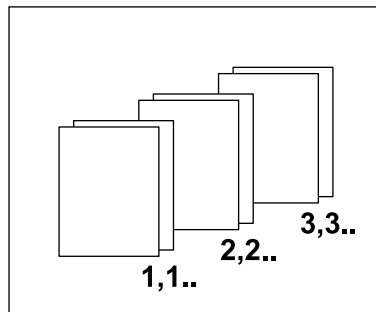
NOTE: When Integrated Office Finisher is installed, [2 Staples] will not be displayed.

Collation

- Collated - Delivers the specified number of copy sets in the same order as the documents. For example, two copies of a three-page document are delivered in the order 1-2-3, 1-2-3.



- **Uncollated** - Delivers the copies in stacks based on the number of copies required for each document. For example, two copies of a three-page document are delivered in the order 1-1, 2-2, 3-3. Stapling is not available when [Uncollated] is selected.



- **With Separators** - Delivers the copies in stacks, based on the number of copies required for each document, with a separator between each stack. Select the [Paper Supply] button to specify the paper tray containing the separator paper. Stapling is not available when [With Separators] is selected.

Output Tray

Allows you to select an output tray for the copy job.

Image Quality

This section describes the features used to adjust the quality of the output image. For more information on the features available, refer to the following.

Original Type – page 57

Image Options – page 58

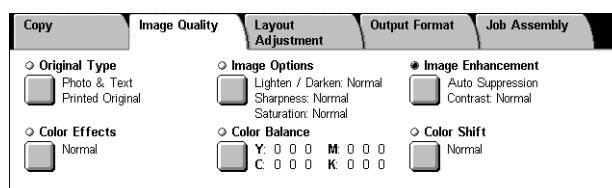
Image Enhancement – page 58

Color Effects – page 59

Color Balance – page 61

Color Shift – page 62

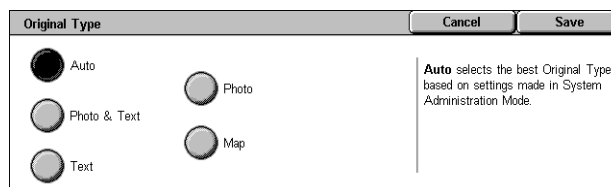
1. Press the <All Services> button on the control panel.
2. Select [Copy] on the touch screen.
3. Select the [Image Quality] tab.
4. Select the required feature.



Original Type

This feature allows you to copy at optimum image quality by selecting the type of the original documents.

1. Select [Original Type] on the [Image Quality] screen.
2. Select the required option.
3. Select [Save].



Auto

Automatically selects the type of the original document. The original type settings are setup by the Key Operator.

Photo & Text

Select this option to copy documents that contain both text and photographs. Text and photographs are automatically distinguished, and an appropriate quality mode is selected for individual areas. Select from one of the following options to accurately reproduce the original image.

- Printed Original - Select this option for photo areas when the document is printed matter, such as a pamphlet.
- Photograph - Select this option when photos have been pasted onto a document. This prevents the photo from being reproduced with a blueish hue.
- Photocopy - Select this option when the original document is itself a copy made on a color copier machine. This prevents the colors from being reproduced faintly.

Text

Select this option to copy documents that contain text only, where the text must be copied crisply. Select from one of the following options to accurately reproduce the original image.

- Normal Text - Select this option for normal text that requires no enhancement, such as printed documents.
- Light Text - Select this option for text that requires enhancement, such as handwritten pencil text.

Photo

Select this option to copy documents that contain photographs only. Select the photo type in the original document to accurately reproduce the image. The same photo type options are available as for [Photo & Text].

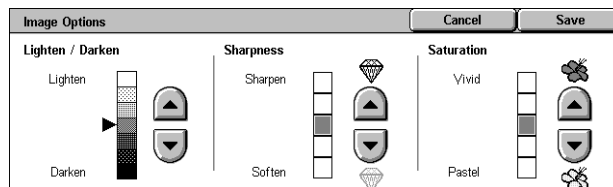
Map

Select this option to copy documents that have text on colored backgrounds, such as maps.

Image Options

This feature allows you to adjust the brightness, sharpness, and color saturation levels for copying documents.

1. Select [Image Options] on the [Image Quality] screen.
2. Select the required levels.
3. Select [Save].



Lighten/Darken

Allows you to adjust the copy density using seven levels between [Lighten] and [Darken]. The color copy density increases the nearer the level is to [Darken], and decreases the nearer the level is to [Lighten].

Sharpness

Allows you to adjust the copy sharpness using five levels between [Sharpen] and [Soften]. The sharpness of contours increases the nearer the level is to [Sharpen], and decreases the nearer the level is to [Soften].

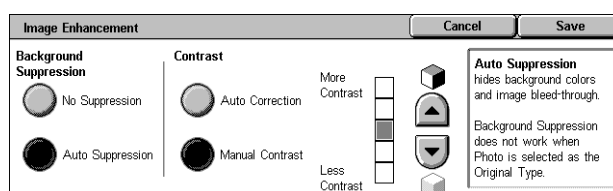
Saturation

Allows you to adjust the copy color saturation using five levels between [Vivid] and [Pastel]. The color brightness increases the nearer the level is to [Vivid], and decreases the nearer the level is to [Pastel].

Image Enhancement

This feature allows you to select background suppression and to adjust the contrast level either manually or automatically.

1. Select [Image Enhancement] on the [Image Quality] screen.
2. Select the required options.
3. Select [Save].



Background Suppression

Suppresses background colors on colored paper documents when [Black] is selected on the [Copy] screen, and suppresses white backgrounds on colored documents when [Color] is selected on the [Copy] screen.

NOTE: This feature is not available when [Photo] is selected on the [Original Type] screen.

- No Suppression - Makes copies with background suppression turned OFF.
- Auto Suppression - Automatically suppresses background colors.

Contrast

Adjusts the contrast of copies.

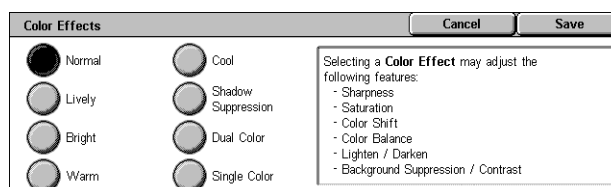
- Auto Correction - Automatically adjusts the brightness and color settings to enhance the contrast of the original. This function is only available for documents placed on the document glass.
- Manual Contrast - Allows you to adjust the copy output contrast manually using five levels between [More Contrast] and [Less Contrast].

Color Effects

This feature allows you to select preset output color effects, or to specify source and target colors for creating single color or dual color copies.

NOTE: If any of the image quality settings are changed after selecting a preset (excluding [Single Color] or [Dual Color]) on the [Color Effects] screen, the option on the [Color Effects] screen is reset.

1. Select [Color Effects] on the [Image Quality] screen.
2. Select the required option.
3. Select [Save].



Normal

Makes copies with the [Background Suppression], [Contrast], [Lighten/Darken], [Sharpness], [Saturation], [Color Shift], and [Color Balance] settings at their defaults.

Lively

Reproduces images with increased color saturation that appear fresher and livelier.

Bright

Reproduces images that appear brighter with enhanced contrast, such as for posters that are intended to attract people's attention.

Warm

Reproduces low-density colors as brighter and warmer colors with a more dominant red content, such as for pinkish skin tones and warmer subdued colors.

Cool

Reproduces blue colors that appear even clearer, such as for water or sky, or to make subdued colors appear more clearly.

Shadow Suppression

Suppresses the colors present on the reverse side of the original document from being reproduced in the copy.

Dual Color

Separates the document into specified source colors and all other colors, and then maps them to a specified target area color and a specified non-target area color, respectively, to create dual-color copies.

- Source Color - Displays the [Source Color] screen.
- Target Area Color - Displays the [Target Area Color] screen.
- Non-target Area Color - Displays the [Non-target Area Color] screen.

Single Color

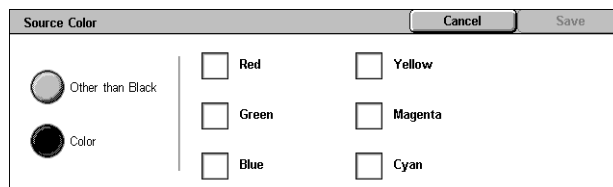
Specifies a single output color to create single-color copies.

- Color - Displays the [Color] screen.

[Source Color] Screen

Allows you to select the source color(s) that will be replaced by the target area color.

1. Select [Dual Color] on the [Color Effects] screen.
2. Select [Source Color].
3. Select the required option.
4. Select [Save].



Other than Black

Specifies all colors other than black as the source color setting.

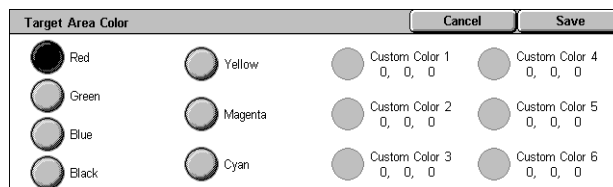
Color

Allows you to select one or more colors from the six fixed colors as the source color setting.

[Target Area Color] Screen

Allows you to select the target color to replace the source color inside the target area. You can select from seven fixed and six custom colors. The custom colors are set up by the Key Operator.

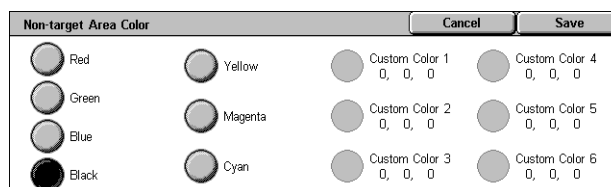
1. Select [Dual Color] on the [Color Effects] screen.
2. Select [Target Area Color].
3. Select the required option.
4. Select [Save].



[Non-target Area Color] Screen

Allows you to select the target color to replace the source color outside the target area. You can select from the same seven fixed and six custom colors as for the target area. The custom colors are set up by the Key Operator.

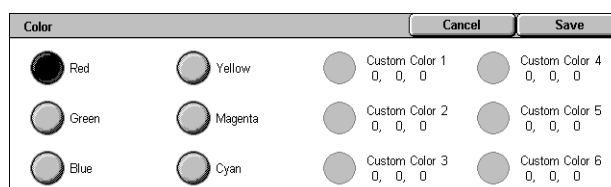
1. Select [Dual Color] on the [Color Effects] screen.
2. Select [Non-target Area Color].
3. Select the required option.
4. Select [Save].



[Color] Screen

Allows you to select the output color when making single-color copies. You can select from six fixed and six custom colors. The custom colors are set up by the Key Operator.

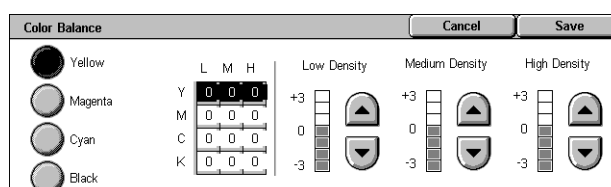
1. Select [Single Color] on the [Color Effects] screen.
2. Select [Color].
3. Select the required option.
4. Select [Save].



Color Balance

This feature allows you to adjust the density level of the four CMYK toner colors (cyan, magenta, yellow, black) by ± 3 levels in three density ranges.

1. Select [Color Balance] on the [Image Quality] screen.
2. Set the required options.
3. Select [Save].



Low Density

Allows you to adjust the CMYK color strength for low-density areas.

Medium Density

Allows you to adjust the CMYK color strength for medium-density areas.

High Density

Allows you to adjust the CMYK color strength for high-density areas.

Color Shift

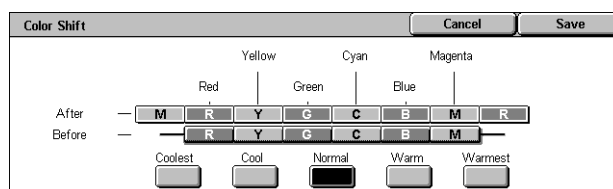
This feature allows you to adjust the hue of the colors to be reproduced in the copy by a maximum of two levels in two directions. All colors in the document are shifted by the same amount.

The color of the original document is represented by the [Before] slider on the [Color Shift] screen, and the color of the output copy is represented by the [After] slider.

When the [Before] slider shifts to the left, yellows become slightly more reddish, greens slightly more yellowish, and similarly for all four colors. Conversely, when the [Before] slider shifts to the right, reds become slightly more yellowish, yellows slightly more greenish, and similarly for all four colors.

NOTE: This feature is only available when the output color is set to [Auto Detect] or [Color] in the [Output Color] feature on the [Copy] screen.

1. Select [Color Shift] on the [Image Quality] screen.
2. Set the required option.
3. Select [Save].



Coolest

Shifts the [Before] color slider two steps to the left.

Cool

Shifts the [Before] color slider one step to the left.

Normal

No color shift is applied.

Warm

Shifts the [Before] color slider one step to the right.

Warmest

Shifts the [Before] color slider two steps to the right.

Layout Adjustment

This section describes the layout adjustment features for copying. For more information on the features available, refer to the following.

Book Copying – page 63

2 Sided Book Copy – page 64

Original Size – page 65

Edge Erase – page 66

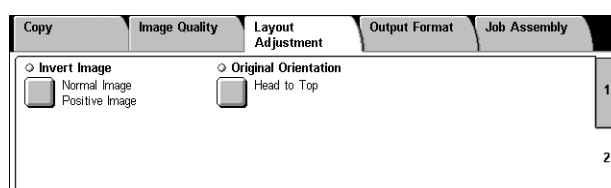
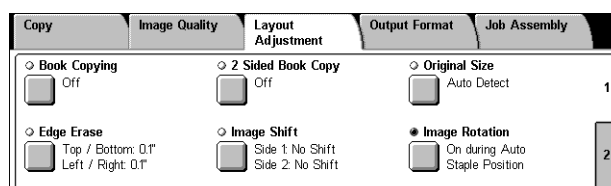
Image Shift – page 66

Image Rotation – page 68

Invert Image – page 69

Original Orientation – page 69

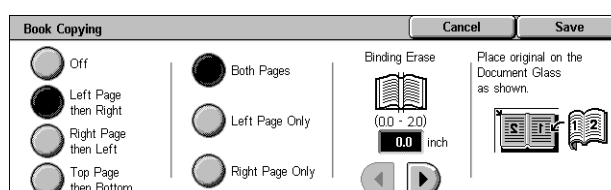
1. Press the <All Services> button on the control panel.
2. Select [Copy] on the touch screen.
3. Select the [Layout Adjustment] tab. Use the side tabs to switch between screens.
4. Select the required feature.



Book Copying

This feature allows you to copy facing pages of a bound document in the correct page sequence using the document glass. The two pages will be copied onto two separate pages.

1. Select [Book Copying] on the [Layout Adjustment] screen.
2. Select the required options.
3. Select [Save].



NOTE: The facing pages of a bound document must be placed in a horizontal orientation on the document glass.

Off

Disables the feature.

Left Page then Right

Copies pages of an open book in the direction from left to right.

- Both Pages - Copies both the left and right pages.
- Left Page Only - Copies the left pages only.
- Right Page Only - Copies the right pages only.

Right Page then Left

Copies pages of an open book in the direction from right to left.

- Both Pages - Copies both the left and right pages.
- Left Page Only - Copies the left pages only.
- Right Page Only - Copies the right pages only.

Top Page then Bottom

Copies pages of an open book in the direction from top to bottom.

- Both Pages - Copies both the top and bottom pages.
- Top Page Only - Copies the top pages only.
- Bottom Page Only - Copies the bottom pages only.

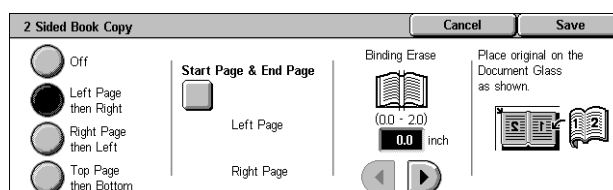
Binding Erase

Erases printing of the center binding area of the book that tends to be shadowed due to the fold in the pages. Use the scroll buttons to specify the area to be erased from the center of an open book within the range of 0-50 mm (0.0-2.0 inches) in 1 mm (0.1 inch) increments.

2 Sided Book Copy

This feature allows you to make double-sided copies in the same order and image layout as the original bound document, using the document glass. A blank sheet is automatically inserted as the first page.

1. Select [2 Sided Book Copy] on the [Layout Adjustment] screen.
2. Select the required options.
3. Select [Save].



NOTE: This feature and the [Book Copying] feature cannot be activated simultaneously.

Off

Disables the feature.

Left Page then Right

Copies both pages of an open book in the direction from left to right.

Right Page then Left

Copies both pages of an open book in the direction from right to left.

Top Page then Bottom

Copies both pages of an open book in the direction from top to bottom.

Start Page & End Page

Displays the [2 Sided Book Copy - Start Page & End Page] screen.

Specifies the start page and the end page for copying. The specified page sides must be identified using the bound original.

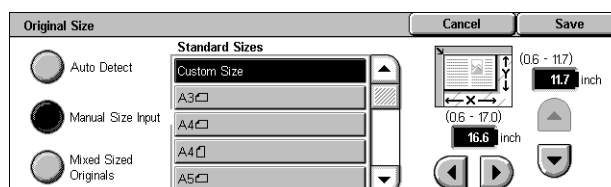
Binding Erase

Erases printing of the center binding area of the book that tends to be shadowed due to the fold in the pages. Use the scroll buttons to specify the area to be erased from the center of an open book within the range of 0-50 mm (0.0-2.0 inches) in 1mm (0.1 inch) increments.

Original Size

This feature allows you to set the size of the document automatically, to select from a list of preset sizes, or to mix different size documents. If you select a preset size, documents will be copied according to the specified size regardless of their actual size.

1. Select [Original Size] on the [Layout Adjustment] screen.
2. Select the required option.
3. Select [Save].

**Auto Detect**

Automatically detects the size of standard sized documents.

Manual Size Input

Allows you to select the input size from the 11 preset standard sizes in portrait or landscape orientations, or select a custom size within the ranges of 15-297 mm (0.6-11.7 inches) for length and 15-432 mm (0.6-17.0 inches) for width. The presets are set up by the Key Operator.

Mixed Sized Originals

Allows you to copy more than one original size document. The machine senses the mixed sized originals automatically, and copies each document at the same size as the originals. Load different size documents, with top left corners aligned, into the Document Feeder.

NOTE: 5.5 × 8.5" and A5 originals must be loaded in portrait orientation.

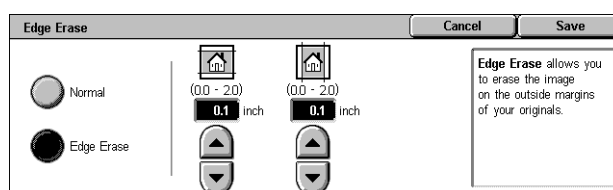
NOTE: Confirm that the orientation of the documents and the [Original Orientation] setting on the [Layout Adjustment] screen are the same.

Edge Erase

This feature allows you to erase unwanted marks such as hole punch marks from each edge of the copy.

NOTE: Make sure that the orientation of the documents and the [Original Orientation] setting on the [Layout Adjustment] screen are the same.

1. Select [Edge Erase] on the [Layout Adjustment] screen.
2. Select the required options.
3. Select [Save].



Normal

Allows you to select the amount to be erased from the edge of the documents. Presets are set up by the Key Operator. If you do not want to erase any edge width, select [Edge Erase] and select 0.0 using the scroll buttons.

Edge Erase

Allows you to specify the width of the edge to be deleted from the document. Enter the amount you want to erase from the top, bottom, right, and left margins. Up to 50 mm (2 inches) can be entered.

Image Shift

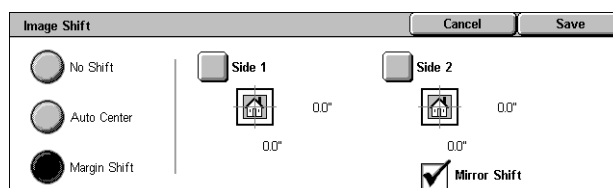
This feature allows you to change the position of the image on the output copy paper.

NOTE: Make sure that the orientation of the documents and the [Original Orientation] setting on the [Layout Adjustment] screen are the same.

NOTE: The amount of the image shift depends on the size of paper loaded in the machine.

NOTE: When [Mixed Sized Originals] is selected, the amount shifted is determined by the image position of the first sheet, and is applied to all subsequent sheets of the documents.

1. Select [Image Shift] on the [Layout Adjustment] screen.
2. Select the required option.
3. Select [Save].



No Shift

Disables the feature.

Auto Center

Automatically places the image in the center of the copy paper.

Margin Shift

Moves the image by specified amounts on the copy paper in the Up/Down and Left/Right directions. You can enter up to 50 mm (2 inches) for both dimensions.

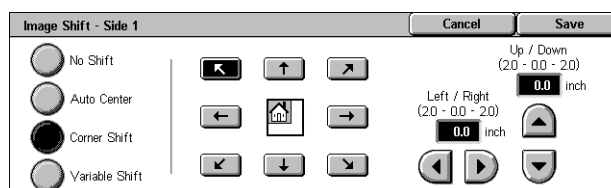
If your machine is configured to perform double-sided copies, you can select the options below for both Side 1 and Side 2.

- Side 1 - Displays the [Image Shift - Side 1] screen.
- Side 2 - Displays the [Image Shift - Side 2] screen. Refer to the [Image Shift - Side 1] screen for a description of the options available.
- Mirror Shift - Automatically places a mirror image of Side 1 onto Side 2.

[Image Shift - Side 1] Screen

This feature allows you to move the image on Side 1.

1. Select [Margin Shift] on the [Image Shift] screen.
2. Select [Side 1] to display the [Image Shift - Side 1] screen.
3. Select the required option.
4. Select [Save].

**No Shift**

Disables the feature.

Auto Center

Automatically places the image in the center of the paper. You can specify an offset of up to 50 mm (2 inches) for both dimensions using the scroll buttons.

Corner Shift

Moves the image to the corner of the paper. Select one of eight arrows to specify the direction for the movement. You can specify an offset of up to 50 mm (2 inches) for both dimensions using the scroll buttons.

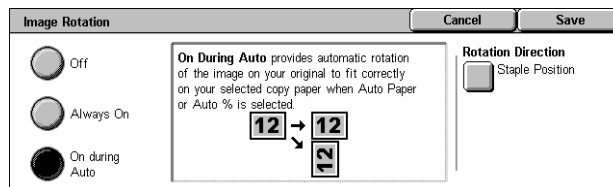
Variable Shift

Moves the image by specified amounts on the paper. You can specify up to 50 mm (2 inches) for both dimensions using the scroll buttons.

Image Rotation

This feature allows you to automatically rotate the image to match the orientation of the paper in the tray.

1. Select [Image Rotation] on the [Layout Adjustment] screen.
2. Select the required option.
3. Select [Save].



Off

Disables the feature.

Always On

Automatically rotates the image, as required, to fit on the selected copy paper.

On during Auto

Automatically rotates the image, as required, to fit on the selected copy paper. This feature is available only when [Auto] is selected in the [Paper Supply] feature or [Auto %] is selected in the [Reduce/Enlarge] feature.

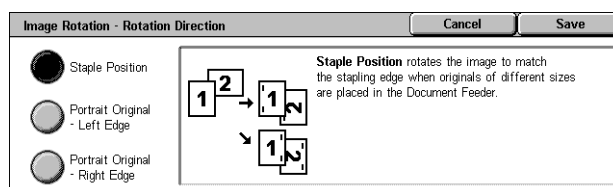
Rotation Direction

Displays the [Image Rotation - Rotation Direction] screen.

[Image Rotation - Rotation Direction] Screen

Allows you to specify the reference edge for image rotation.

1. Select [Rotation Direction] displayed when selecting [Always On] or [On during Auto] on the [Image Rotation] screen.
2. Select the required option.
3. Select [Save].

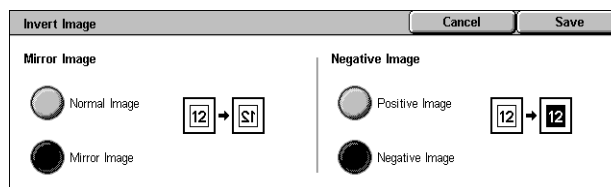


- Staple Position - Rotates the image to match the stapling edge when originals of different sizes are placed in the Document Feeder. This option is available only when the finisher is installed on the machine.
- Portrait Original - Left Edge - Rotates the image to align the top of a landscape document with the left side of a portrait document.
- Portrait Original - Right Edge - Rotates the image to align the top of a landscape document with the right side of a portrait document.

Invert Image

This feature allows you to mirror the image, and to make negatives of the image on the copy output.

1. Select [Invert Image] on the [Layout Adjustment] screen.
2. Select the required options.
3. Select [Save].



Mirror Image

Allows you to create a mirror image of the document.

- Normal Image - Select this option for normal image output.
- Mirror Image - Creates a mirror image of the original for copy output.

Negative Image

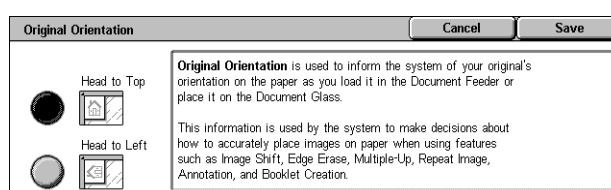
Allows you to create a negative image of the document.

- Positive Image - Select this option for normal positive image output.
- Negative Image - Creates a negative image of the original for copy output. When [Black] is selected as the output color, all the black images on the page are inverted to white, and all the white images are inverted to black. When [Color] is selected as the output color, all colors are inverted to their complementary colors.

Original Orientation

This feature allows you to specify the orientation of the documents. The document orientation must be specified before using the Image Shift, Edge Erase, Multiple-Up, Repeat Image, Annotation, and Booklet Creation features.

1. Select [Original Orientation] on the [Layout Adjustment] screen.
2. Select the required option.
3. Select [Save].



Head to Top

Selects the vertical orientation, where the top of the document is orientated towards the back of the machine.

Head to Left

Selects the horizontal orientation, where the top of the document is orientated towards the left of the machine.

Output Format

This section describes features that enhance the appearance of a copy job. For more information on the features available, refer to the following.

Booklet Creation – page 70

Covers – page 72

Transparency Separators – page 73

Multiple-Up – page 74

Poster – page 75

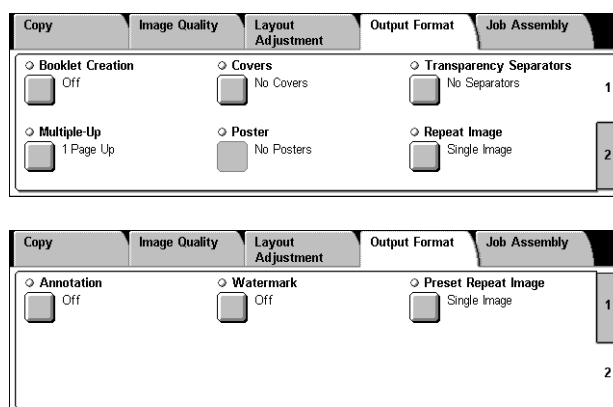
Repeat Image – page 75

Annotation – page 76

Watermark – page 77

Preset Repeat Image – page 78

1. Press the <All Services> button on the control panel.
2. Select [Copy] on the touch screen.
3. Select the [Output Format] tab. Use the side tabs to switch between screens.
4. Select the required feature.



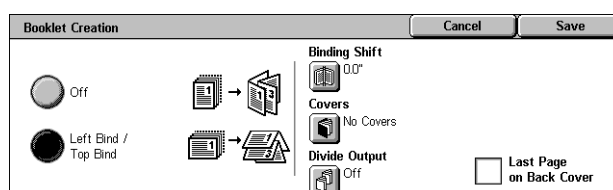
Booklet Creation

This feature allows you to create multi-page booklets from a set of 1 or 2 sided originals. It reduces and correctly positions each image to produce output, that when folded, will be ordered to read like a booklet.

NOTE: If the number of document pages is a multiple of four, the booklet will not have blank pages. Otherwise the extra pages in the book will be blank.

NOTE: This feature is unavailable when [Uncollated] or [With Separators] is selected in [Copy Output].

1. Select [Booklet Creation] on the [Output Format] screen.
2. Select the required options.
3. Select [Save].



Off

Disables the feature.

Left Bind/Top Bind

Makes a booklet that when folded is bound at the left or top edge.

Binding Shift

Displays the [Booklet Creation - Binding Shift] screen.

Covers

Displays the [Booklet Creation - Covers] screen.

Divide Output

Displays the [Booklet Creation - Divide Output] screen.

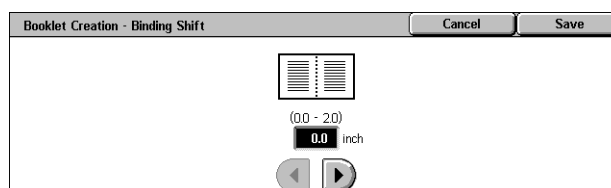
Last Page on Back Cover

Uses the last page of the original document as the back cover of the booklet. When using [Divide Output] to separate booklets, the cover will be the last page of the last subset.

[Booklet Creation - Binding Shift] Screen

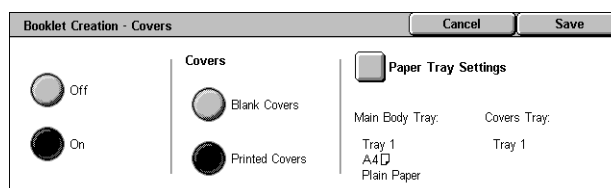
Allows you to specify the amount of inside margin in 1 mm (0.1 inch) increments between 0 to 50 mm (0.0-2.0 inches) using the scroll buttons.

1. Select [Booklet Creation - Binding Shift] on the [Booklet Creation] screen.
2. Enter a value using the cursor keys.
3. Select [Save].

**[Booklet Creation - Covers] Screen**

Allows you to add a cover sheet to the booklet. When the output is folded in half to make a booklet, the cover will be on both the front and back.

1. Select [Booklet Creation - Covers] on the [Booklet Creation] screen.
2. Select the required option.
3. Select [Save].

**Off**

Makes a booklet without a cover sheet.

On

Adds a cover sheet to the booklet from the cover stock tray. When selected, the [Covers] option becomes available.

Covers

- Blank Covers - Adds a blank cover to the booklet.
- Printed Covers - Copies the first page of the set of documents onto the cover stock. Add blank sheets to the set of documents if you want the inside front and back covers to remain blank.

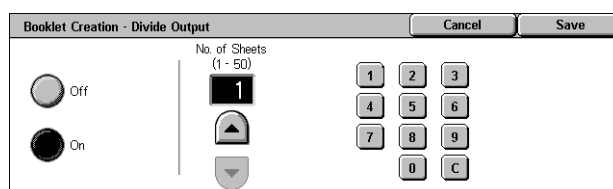
Paper Tray Settings

Displays the [Booklet Creation - Covers - Paper Tray Settings] screen. Select one of the presets to specify [Main Body Tray] and [Covers Tray]. The paper loaded in the trays selected for [Main Body Tray] and [Covers Tray] should be the same size and orientation. Four presets, including the bypass tray, are available for each, depending on your machine configuration. For more information on the bypass tray, refer to *[Tray 5 (Bypass)] Screen on page 53*.

[Booklet Creation - Divide Output] Screen

Allows you to subdivide a large booklet into many booklets.

1. Select [Booklet Creation - Divide Output] on the [Booklet Creation] screen.
2. Select the required option.
3. Select [Save].



Off

Disables the feature.

On

Subdivides the booklet into subsets. Enter the number of sheets in each subset using the scroll bars or numeric soft keys.

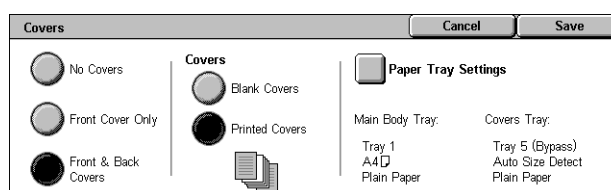
Covers

This feature allows you to add a front and/or back cover to a copy job. If [Printed Covers] on the [Booklet Creation - Covers] screen is selected, the first original will be the front cover and the last original will be the back cover.

NOTE: If the machine's memory becomes full while scanning a document with this feature enabled, follow the instructions on the screen to cancel the job. Delete the stored documents, or reduce the amount of pages to free some memory and try again.

NOTE: This feature is unavailable when [Uncollated] or [With Separators] is selected in [Copy Output].

1. Select [Covers] on the [Output Format] screen.
2. Select the required options.
3. Select [Save].



No Covers

Disables the feature.

Front Cover Only

Inserts a front cover page before the first page of the document. A different paper type than the main body pages can be used.

Front & Back Covers

Inserts cover pages before the first page and after the last page of the document. A different paper type than the main body pages can be used.

Covers

- Blank Covers - Adds a blank cover to the documents.
- Printed Covers - Copies the first and last pages of the documents onto the cover stock. Add blank sheets to the set of documents if you want the inside front cover and inside back cover to remain blank.

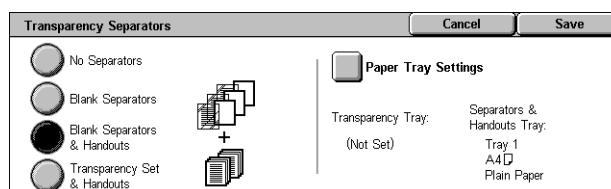
Paper Tray Settings

Displays the [Covers - Paper Tray Settings] Screen. Select one of the presets to specify the [Main Body Tray] and [Covers Tray]. The paper loaded in the trays selected for [Main Body Tray] and [Covers Tray] should be the same size and orientation. Four presets, including the bypass tray, are available for each, depending on your machine configuration. For more information on the bypass tray, refer to *[Tray 5 (Bypass)] Screen on page 53*.

Transparency Separators

This feature allows you to place blank page separators between documents when copying onto transparency stock, and to make hard copy sets for handouts. Handouts can be 1 sided or 2 sided and stapled.

1. Select [Transparency Separators] on the [Output Format] screen.
2. Select the required option.
3. Select [Save].



No Separators

Disables the feature.

Blank Separators

Places a blank page separator between each transparency sheet. Only one set of copies is made.

Blank Separators & Handouts

Copies one set of transparencies with blank page separators, and the required number of sets of paper copies for handouts.

Transparency Set & Handouts

Copies one set of transparencies with no page separators, and the required number of sets of paper copies for handouts.

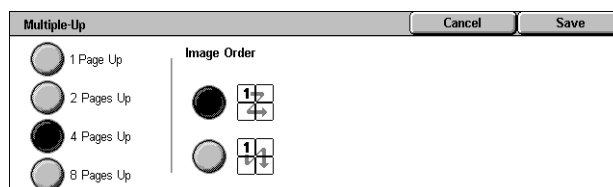
Paper Tray Settings

Displays the [Transparency Separators - Paper Tray Settings] Screen. Select one of the presets to specify the [Transparency Tray] and the [Handouts Tray]. Four presets, including the bypass tray, are available for each, depending on your machine configuration. For more information on the bypass tray, refer to *[Tray 5 (Bypass)] Screen on page 53*.

Multiple-Up

This feature allows you to copy two, four or eight images onto one sheet of paper. The machine automatically reduces/enlarges the images as needed to print them on one page.

1. Select [Multiple-Up] on the [Output Format] screen.
2. Select the required option.
3. Select [Save].



1 Page Up

Disables the feature.

2 Pages Up

Copies two pages of the document onto one sheet of paper.

4 Pages Up

Copies four pages of the document onto one sheet of paper.

8 Pages Up

Copies eight pages of the document onto one sheet of paper.

Image Order

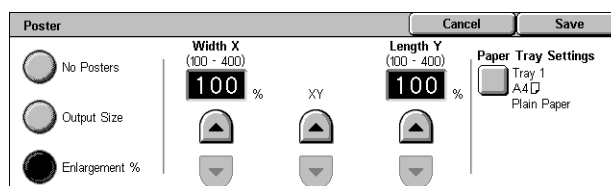
Sets how to lay out the images on a page. For [4 Pages Up] or [8 Pages Up], you can select either horizontal rows from left to right or vertical columns from left to right.

Poster

This feature allows you to divide and enlarge an original document to copy the image onto multiple sheets of paper. You can then paste them all together to make one large poster.

NOTE: This feature is unavailable when [Collated] or [Auto Output] is selected.

1. Select [Poster] on the [Output Format] screen.
2. Select the required option.
3. Select [Save].



NOTE: The machine automatically overlaps partitioned images when copying to allow for cutting and pasting. The overlap width is set to 10 mm (0.4 inch).

No Posters

Disables the feature.

Output Size

Allows you to select the size of poster you want to make from the presets that are listed on the touch screen. The machine automatically calculates the magnification, and decides how many sheets are needed for the job.

Enlargement %

Use the scroll buttons to select the magnification rates for the length and width of a poster. The range can be set between 100-400% in 1% increments. The machine automatically decides how many sheets are needed for the job.

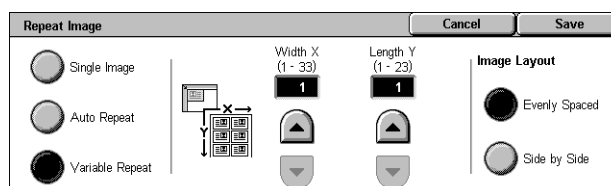
Paper Tray Settings

Displays the [Poster - Paper Tray Settings] screen. Select one of the presets on the screen to specify the tray for the job. Four presets, including the bypass tray, are available, depending on your machine configuration. For more information on the bypass tray, refer to *[Tray 5 (Bypass)] Screen on page 53*.

Repeat Image

This feature allows you to print an original image repeatedly onto one sheet of paper.

1. Select [Repeat Image] on the [Output Format] screen.
2. Select the required option.
3. Select [Save].



Single Image

Disables the feature.

Auto Repeat

Automatically calculates the number of times to repeat vertically or horizontally from document size, stock size, and the enlarge/reduction ratio.

Variable Repeat

Allows you to specify the number of times to repeat the image vertically or horizontally using the scroll buttons. You can repeat an image between 1 to 23 times vertically, and between 1 to 33 times horizontally.

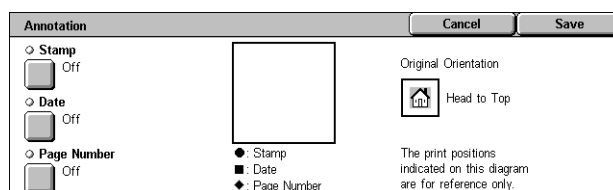
Image Layout

- Evenly Spaced - Copies the repeated images equally spaced on the paper.
- Side by Side - Copies the repeated images on the paper with no spaces between images.

Annotation

This feature allows you to add the date, page numbers, and a predetermined phrase to the copy outputs.

1. Select [Annotation] on the [Output Format] screen.
2. Select the required option.
3. Select [Save].



Stamp

Displays the [Stamp] screen. Use this screen to print a predetermined phrase, such as 'Confidential' or 'Draft', on the output copies. The following options are available:

- Off - Disables the feature.
- On - Enables the feature.
- Text - Displays the [Stamp - Text] screen. Select the predetermined phrase you wish to print on the copies.
- Print On - Displays the [Stamp - Print On] screen. Select to print the stamp on the [First Page Only] or [All pages].
- Position - Displays the [Stamp - Position] screen. Select the position to print the stamp on each page.
- Other Settings - Displays the [Stamp - Other Settings] screen. Select the font size from three preset sizes, or specify a size between 6-64 points using the scroll bars. Select a font color from four preset colors.

Date

Displays the [Date] screen. Use this screen to print the current date on the output copies. The following options are available:

- Off - Disables the feature.

- On - Enables the feature.
- Print On - Displays the [Date - Print On] screen. Select to print the date on the [First Page Only] or [All Pages].
- Position - Displays the [Date - Position] screen. Select the position to print the date on each page.
- Size - Displays the [Date - Size] screen. Select the font size from three preset sizes or specify a size between 6-24 points using the scroll bars.

Page Number

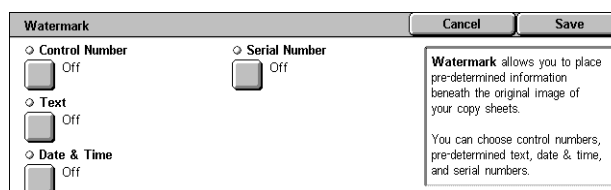
Displays the [Page Number] screen. Use this screen to print page numbers on the output copies. The following options are available.

- Off - Disables the feature.
- On - Enables the feature.
- Style - Displays the [Page Number - Style] screen. Select a style for the page number. If you select a [1/N, 2/N, 3/N] option, the [N: Total Pages] option displays. Select [Auto] to enable the machine to count the pages automatically to find the total, or select [Enter Number] to manually enter the total number of pages between 1 and 999. The number is then printed after the individual page number.
- Print On - Displays the [Page Number - Print On] screen. Select pages which require the page number and specify the start number to use. The options available are [All Pages], [Enter First Page Number], [Enter Last Page Number], and [Enter First & Last Page Number].
If you select [All Pages], enter a [Start Number] using the scroll buttons or the numeric keypad. Select [Include Covers] when you want to print the page number on the cover page or the divider.
If you select [Enter First Page Number], [Enter Last Page Number], or [Enter First and Last Page Number], specify the corresponding [Start Page] and/or [End Page], as appropriate, and [Start Number].
- Position - Displays the [Page Number - Position] screen. Select the position to print the page number on each page.
- Size - Displays the [Page Number - Size] screen. Select the font size from three preset sizes or specify a size between 6–24 points using the scroll bars.

Watermark

This feature allows you to add a watermark beneath the original image of the copy output. Information such as a control number, predetermined text, date and time, and the machine serial number can be added.

1. Select [Watermark] on the [Output Format] screen.
2. Select the required option.
3. Select [Save].



Control Number

Prints sequential control numbers on each copy set. The [Watermark - Control Number] screen is displayed and the following options are available:

- Off - Disables the feature.
- On - Enables the feature. Specify a start number between 1 and 999 using the scroll bars or numeric soft keys.

Text

Prints one of the predetermined phrases on the copies. The [Watermark - Text] screen is displayed and the following options are available:

- Off - Disables the feature.
- On - Enables the feature. Select from six predetermined phrases set up by the Key Operator.

Date & Time

Prints the date and time that the copy job started on each of the copies. The [Watermark - Date and Time] screen is displayed. Select [On] to enable the feature.

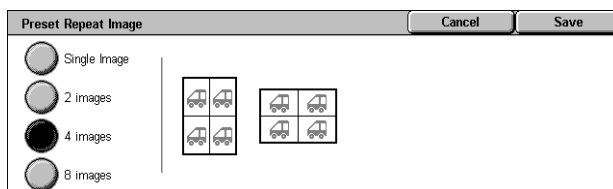
Serial Number

Prints the serial number of the machine on the copies. The [Watermark - Serial Number] screen is displayed. Select [On] to enable the feature.

Preset Repeat Image

This feature allows you to reduce and repeat the image from an original onto one sheet of paper. The reduced images can then be cut into multiple sheets.

1. Select [Preset Repeat Image] on the [Output Format] screen.
2. Select the required option.
3. Select [Save].



Single Image

Disables the feature.

2 images

Places two preset images on one sheet of paper.

4 images

Places four preset images on one sheet of paper.

8 images

Places eight preset images on one sheet of paper.

Job Assembly

This section describes the job assembly features. For more information on the features, refer to the following.

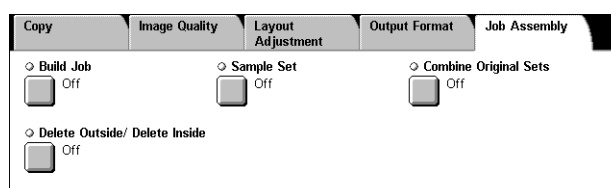
Build Job – page 79

Sample Set – page 81

Combine Original Sets – page 82

Delete Outside/Delete Inside – page 82

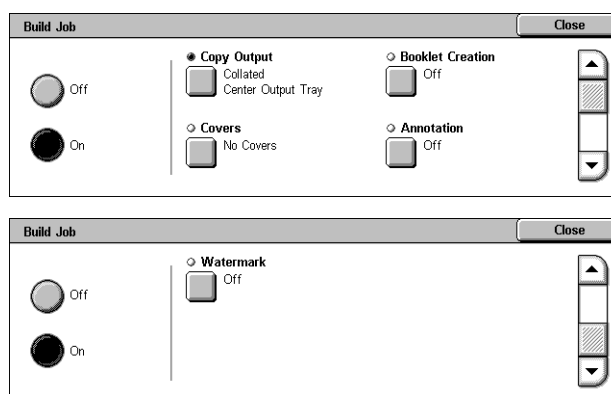
1. Press the <All Services> button on the control panel.
2. Select [Copy] on the touch screen.
3. Select the [Job Assembly] tab.



Build Job

This feature allows you to merge individual job sets with different features programmed. For example, if a job consists of some sections with text and some with photos, you can select the appropriate settings to be applied to each section, and then print them at one time. You can also print only one subset of the job prior to printing out the whole quantity. This will allow you to check the print result, and adjust the settings if necessary.

1. Select [Build Job] on the [Job Assembly] screen.
2. Select the required options. Use the side tabs to switch between screens.
3. Select [Save].



Off

Disables the feature.

On

Enables the feature. Allows you to select the output features that will be applied to the entire job.

Copy Output

Displays the [Copy Output] screen.

NOTE: When a finisher is not connected, the [Copy Output] screen is displayed, and an [Auto] is available. When a finisher is connected, the [Copy Output] screen is displayed and the [Auto] is not available.

- Collation - Delivers the specified number of copy sets in the same order as the documents. For example, two copies of a three-page document are delivered in the order 1-2-3, 1-2-3.
- Staple Position - Select one of the options displayed to specify the staple position. The machine automatically selects [Finisher Tray] as the output destination when a stapling option is selected.
- Output Tray - Select an output tray for the copy job.

Booklet Creation

Displays the [Booklet Creation] screen for the build job. For more information, refer to *Booklet Creation on page 70*.

Covers

Displays the [Covers] screen for the build job. For more information, refer to *Covers on page 72*.

Annotation

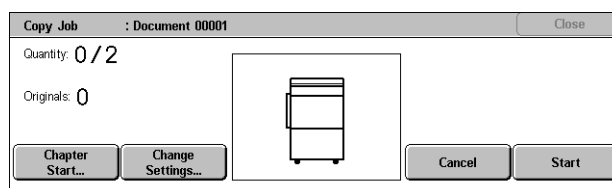
Displays the [Annotation] screen for the build job. For more information, refer to *Annotation on page 76*.

Watermark

Displays the [Watermark] screen for the build job. For more information, refer to *Watermark on page 77*.

[Copy Job] Screen

The [Copy Job] screen appears after each job set while the Build Job is being executed.



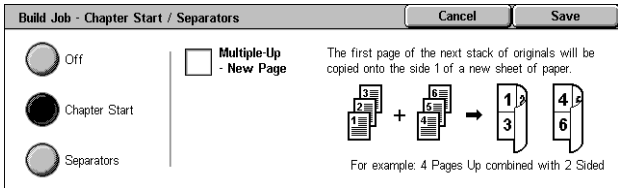
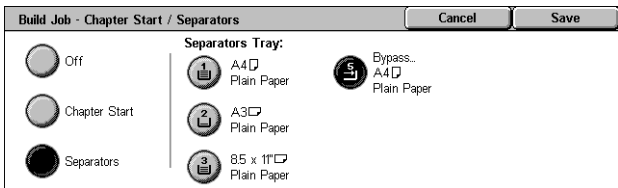
Stop

Stops the build job in progress. This button is displayed while the job is being built and printed.

Chapter Start

Displays the [Build Job - Chapter Start/Separators] screen. The following options are available.

- Off - Disables the feature.

- Chapter Start** - Automatically splits each batch of originals into chapters, starting on a new page. Using the [Multiple-Up - New Page] option sets whether to print the first page in each stack of originals on a new page or on the same page as the previous original when the Multiple-Up feature is selected.
 
- Separators** - Automatically splits each batch of originals into chapters with a separator page between each chapter. Select [Separators], and specify the tray containing the blank page separators. Four presets, including the bypass tray, are available, depending on your machine configuration. For more information on the bypass tray, refer to *[Tray 5 (Bypass)] Screen on page 53*.
 

Change Settings

Allows you to change the settings on the [Copy] screen before scanning the next section. Press the <Start> button on the control panel to start scanning.

Cancel

Cancels the build job process.

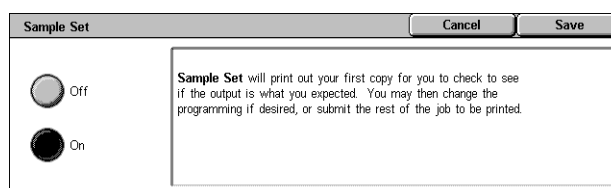
Start

Starts scanning the next section.

Sample Set

This feature allows you to print one set of the job to check the output is correct, prior to printing the entire job. You can choose whether or not to print more sets after checking the print result.

1. Select [Sample Set] on the [Job Assembly] screen.
2. Select the required option.
3. Select [Save].



Off

Disables the feature.

On

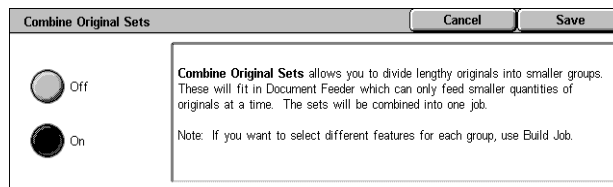
Enables the feature. After copying one set, the job is suspended. Select [Start] to copy the remaining sets or [Stop] to stop the job.

NOTE: Copies produced by [Sample Set] are counted towards the total copy count.

Combine Original Sets

This feature allows you to divide lengthy originals into smaller groups that can be loaded into the document feeder in smaller quantities at a time.

1. Select [Combine Original Sets] on the [Job Assembly] screen.
2. Select the required option.
3. Select [Save].



Off

Disables the feature.

On

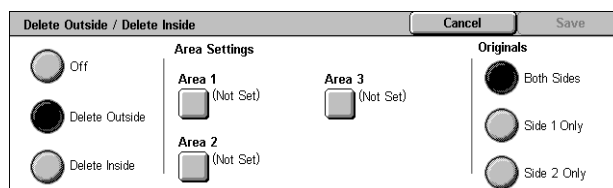
Enables the feature. Select [Next Original] on the screen to process the next group. Select [Last Original] when all documents have been scanned.

NOTE: Use Build Job if you want to select different features for each group.

Delete Outside/Delete Inside

This feature allows you to delete everything inside or outside a specified area. Up to three areas can be set.

1. Select [Delete Outside/Delete Inside] on the [Job Assembly] screen.
2. Select the required options.
3. Select [Save].



Off

Disables the feature.

Delete Outside

Deletes everything outside the specified areas when copying.

Delete Inside

Deletes everything inside the specified areas when copying.

Area Settings

Allows you to select up to three areas from [Area 1] to [Area 3]. Displays the [Delete Outside/Delete Inside - Area x], where x is the number 1 to 3.

Originals

Select the side from which to delete for 2 Sided originals.

- Both Sides - Deletes on both sides.
- Side 1 Only - Deletes from Side 1 only.
- Side 2 Only - Deletes from Side 2 only.

[Delete Outside/Delete Inside - Area ×] screen

Allows you to specify the area for the [Delete Outside/Delete Inside] feature. The area is defined by the rectangle formed between the points X1,Y1 and X2,Y2.

1. Select [Area ×] on the [Delete Outside/Delete Inside] screen.
2. Enter a value for each coordinate using the numeric keypad, and select [Next].
3. Select [Save].

Delete Outside / Delete Inside - Area 1

(0, 0)

X1 (0.0 - 17.0) inch Y1 (0.0 - 17.0) inch

X2 (0.0 - 17.0) inch Y2 (0.0 - 17.0) inch

Clear Area 1

Next

Cancel Save

4 Fax/Internet Fax

This chapter contains information on the fax screens and the fax features available. In addition to conventional fax features, the machine offers you a Direct Fax feature and an Internet Fax feature. Direct Fax allows you to transmit faxes directly from PC clients. Internet Fax allows you to send scanned images by e-mail over the Internet or intranet. For more information on Direct Fax, refer to Fax Driver Online Help on the PCL Print Driver CD-ROM. For more information on Internet Fax, refer to the System Administration Guide.

NOTE: Some of the features described in this chapter are optional, and may not apply to your machine configuration.

NOTE: Internet Fax is enabled with the software key provided with the Fax Kit and Printer Kit.

NOTE: When setting up Fax options, users in European countries and North American countries may be required to set the country code for the line. Specify the country referring to the following section.

Country Code for Fax Option

When setting up the Fax option, users in the following countries may be required to set the country code for the line.

CAUTION: Fax connection approval depends on the country.

USA	Canada	Brazil	Mexico	Argentina
Chile	UK	Switzerland	Norway	Denmark
Ireland	Austria	Finland	France	Germany
Sweden	Belgium	Netherlands	Italy	Portugal
Greece	Spain	Russia	Czech Republic	Poland
Hungary	Romania	Ukraine	former Yugoslavian republics	
Slovakia	Turkey	Egypt	UAE	Saudi Arabia
South Africa	India	Iceland	Luxembourg	Bulgaria
Morocco	Cyprus	Peru		

1. Press the <Log In/Out> button on the control panel.
2. Enter the correct user ID using the numeric keypad on the control panel or the screen keyboard.

NOTE: The default Key Operator ID is “11111”. If the Authentication feature is enabled, you may be also required to enter a password. The default password is “x-admin”. To change the default user ID or password, refer to *System Administrator Settings* on page 296.

3. Select [System Settings] on the [System Administrator Menu] screen.
4. Select [System Settings] from the [System Settings] screen.
5. Select [Common Settings].
6. Select [Other Settings].
7. Scroll down to and select [Country].
8. Select the required country. After saving the settings, the machine reboots automatically.

NOTE: This setting is only available with the Fax option for the countries stated above.

Fax/Internet Fax Procedure

This section describes the basic procedure for sending faxes and Internet Faxes. Follow the steps below.

1. *Load the Documents – page 86*
 2. *Select the Features – page 87*
 3. *Specify the Destination – page 88*
 4. *Start the Fax/Internet Fax Job – page 89*
 5. *Confirm the Fax/Internet Fax Job in the Job Status – page 89*
- Stop the Fax/Internet Fax Job – page 90*

NOTE: If the Authentication feature is enabled, you may need an account number before using the machine. To get an account number or for more information, contact the Key Operator.

NOTE: For information on using Direct Fax from PC clients, refer to Fax Driver Online Help on the PCL Print Driver CD-ROM.

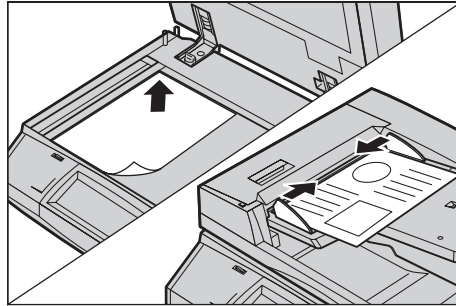
1. Load the Documents

The following steps explain how to load documents using the document feeder. The document feeder can hold up to 50 sheets of plain paper (16-32 lb bond or 38-128 g/m²). When sending a fax, you can scan up to 297 mm (11.7 inches) in width and 600 mm (23.5 inches) in length (single-sided mode). You can also use the document glass to send documents if required.

This machine is capable of scanning mixed size originals, using the document feeder. Align the documents against the inner corner of the document feeder; and enable the *Mixed Size Originals* feature. For more information, refer to *Mixed Sized Originals* on page 103.

NOTE: A paper jam may occur when custom sized originals are loaded in the document feeder, and the original size feature is set to [Auto Detect]. In this case, entering a custom paper size is recommended. For more information, refer to *Original Size* on page 102.

1. Load documents face up into the document feeder or face down on the document glass.



NOTE: The long fax document scan feature has the following limitations.

- Only available when using the document feeder.
- Allows you to scan up to 600 mm (23.62 inches) in length.
- Not available in the double-sided mode.

NOTE: In both single-sided and double-sided modes, scanning a document at its original size or smaller is recommended. An enlarged image may be cut off during transmission.

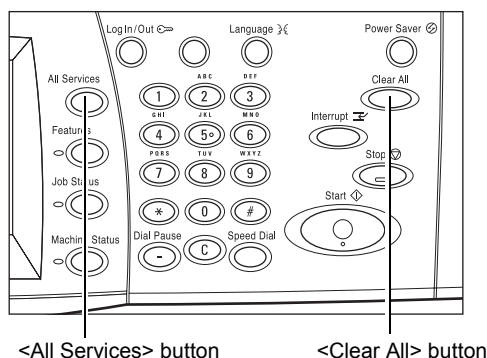
NOTE: When using the document glass, make sure that the touch screen is ready before placing the document on the document glass. If you place the document on the document glass before the touch screen is ready, the paper size may not be detected correctly.

2. Select the Features

The features available on the [Fax] and [Internet Fax] screens are those used most often.

NOTE: Only those features relevant to the machine configuration will be available.

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



2. Select [Fax] or [Internet Fax] on the touch screen to display the corresponding screen.



NOTE: If the Authentication feature is enabled, you may be required to enter the user ID and password (if one is set up). If you need assistance, contact the Key Operator.

3. Press the <Clear All> button once on the control panel to cancel any previous selections.
4. Select the button for the feature required. If [More] is selected, select [Save] to confirm the selected feature or [Cancel] to return to the previous screen.

If necessary, press one of the tabs and configure the fax/Internet Fax settings. For information on the individual tabs, refer to the following.

Specifying Fax Destinations – page 90

Specifying Internet Fax Destinations – page 96

General Settings - Fax/Internet Fax – page 99

Layout Adjustment - Fax/Internet Fax – page 102

Transmission Options - Fax – page 104

Advanced Fax Features - Fax – page 111

Internet Fax Options - Internet Fax – page 114

3. Specify the Destination

The following explains how to specify a destination. The machine allows the following dialing methods (fax numbers or e-mail addresses).

For Fax:

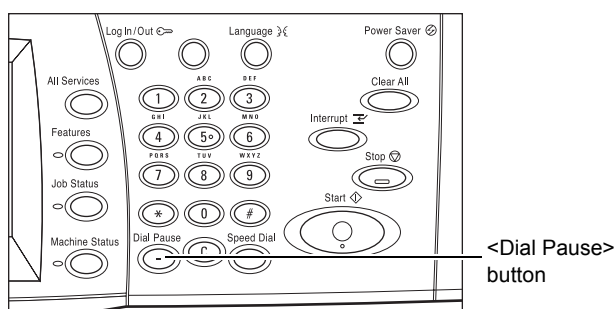
- Using the numeric keypad on the control panel to enter a fax number directly
- Using the [Address Book] feature (refer to *Address Book on page 97*)
- Using the [Keyboard] feature (refer to *Keyboard on page 97*)
- Using the <Speed Dial> button on the control panel (refer to *Speed Dial on page 91*)

For Internet Fax:

- Using the [Address Book] feature (refer to *Address Book* on page 97)
- Using the [Keyboard] feature (refer to *Keyboard* on page 97)

1. Enter the destination using any method from the above.

You can send a document to multiple destinations in a single operation.

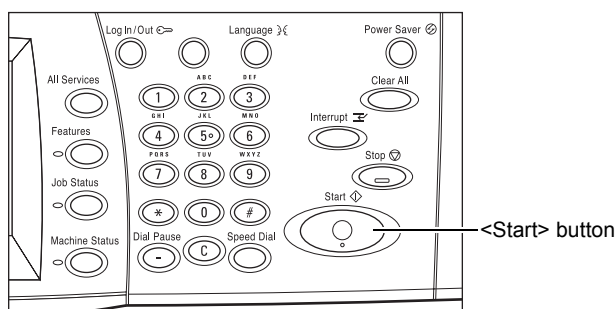


If you need to insert a pause in a fax number, for example when using a calling card, press the <Dial Pause> button. When you dial manually, <Dial Pause> is not required. You can simply wait for a voice prompt and proceed accordingly. For more information, refer to *Special Characters* on page 93.

4. Start the Fax/Internet Fax Job

1. Press the <Start> button to send the documents.

You can select [Next Original] displayed on the touch panel during scanning to indicate there are more original documents to scan. This allows you to scan several documents and transmit the data together as a single job.



While your fax/Internet Fax is being processed, if the document feeder or document glass is ready, you can scan the next document or program the next job. While the machine is warming up, you can also program the next job.

5. Confirm the Fax/Internet Fax Job in the Job Status

1. Press the <Job Status> button on the control panel to display the [Job Status] screen.

The queued fax/Internet Fax job will be displayed. If no job is displayed on the screen, it may have already been processed.

Untransmitted jobs are displayed on the [Job Status] screen, and are printed in the [Transmission Report - Undelivered] report.

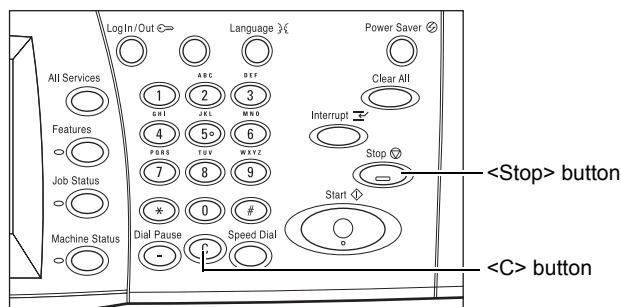
For more information, refer to *Current and Pending Jobs in the Job Status* chapter on page 306.

Current and Pending Jobs		Completed Jobs	Stored Documents	Print Waiting Jobs
Document / Job Type	Status	Remote Terminal / Contents		Progress
00002 Copy Job	Scanning	A4 100%		1/1

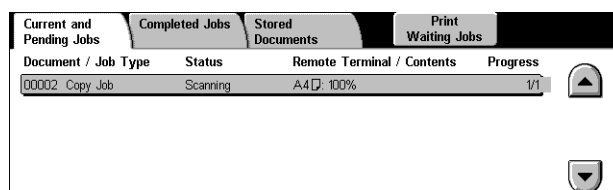
Stop the Fax/Internet Fax Job

Follow the steps below to manually cancel an activated fax/Internet Fax job.

1. Select [Stop] on the touch screen or press the <Stop> button on the control panel to suspend the fax job while the document is being scanned.



2. If required, press the <Job Status> button on the control panel to display the [Job Status] screen. To exit the [Job Status] screen, press the <Features> button.



3. Press the <C> or <Clear All> button on the control panel to delete the suspended fax/Internet Fax job still being scanned. To resume the job, select [Start] on the touch screen or the <Start> button on the control panel.

NOTE: Once the transmission starts, you can stop the job only by selecting [Stop] on the touch screen. You cannot resume the canceled job after the transmission starts.

Specifying Fax Destinations

This section describes how to specify destinations using the features available on the [Fax] screen. For more information, refer to the following.

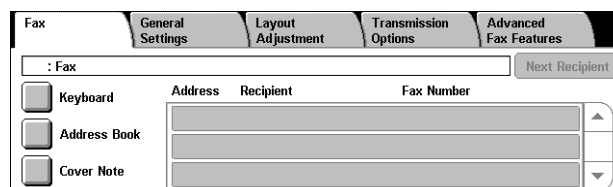
Address Book – page 97

Speed Dial – page 91

Keyboard – page 97

Cover Note – page 95

1. Press the <All Services> button on the control panel.
2. Select [Fax] on the touch screen. Select the [Fax] tab, if not displayed already.



NOTE: You can specify destinations from any tab using the keypad on the control panel, <Speed Dial>, and [Next Recipient].

NOTE: You can also specify a combined destination without pressing the [Next Recipient] button, using the keypad on the control panel, <Speed Dial>, and [Address Book].

NOTE: You can remove an entry in the recipient list or view details about each recipient. Select the recipient on the touch screen to display a pop-up menu, and select the required option.

Address Book

This feature allows you to quickly look up, and enter the destinations registered for speed dialing. The destinations in the [Address Book] are listed by the speed dial codes they are assigned. You can also look up a destination by the index character (a letter or a number) assigned to the destination when registered for speed dialing. For information on how to register destinations for speed dialing, refer to *Address Book in the Setups chapter on page 290*.

1. Select [Address Book] on the [Fax] screen.
2. Select the required destinations.
3. Select [Close].



Addresses

Lists all the fax number destinations registered for speed dialing. You can review the address list using the scroll buttons.

Letters

Locates a destination by the index letter assigned to it. The following nine tabs are available: A-C, DEF, GHI, JKL, M-O, P-R, S-U, V-X, YZ.

0–9

Locates a destination by the index number assigned to it.

Group

Locates destinations registered in group codes.

Details

Displays the information stored in the address book for the selected entry.

Speed Dial

This feature allows you to select a destination quickly using the 3-digit code assigned to it. An asterisk (*) on the screen keypad or the control panel can be used to specify multiple speed dial codes and a pound sign (#) to designate a group code.

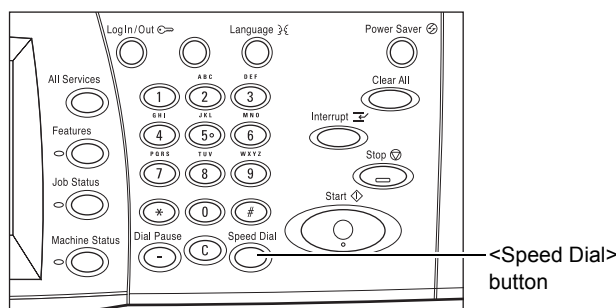
Enter this data	Results
123	Dials the destination assigned to the speed dial code 123.
12*	Dials the speed dial codes 120-129. The asterisk (*) represents all numbers from 0 to 9.

Enter this data	Results
***	Dials all speed dial codes registered in the machine.
#01	Dials the group code 01. A group code is a speed dial code that can contain up to 20 destinations and begins with a pound sign (#). Up to 50 group codes can be registered.

For information on how to register speed dial codes, refer to *Address Book in the Setups chapter on page 290*.

1. Press the <Speed Dial> button.
2. Enter a 3-digit code.

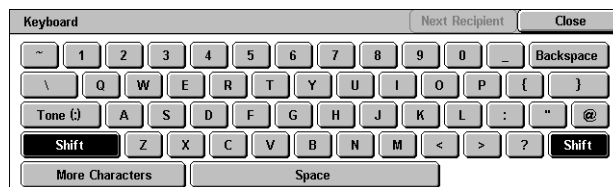
NOTE: If the 3-digit code entered is correct, the destination is displayed. If it is incorrect, you are prompted to re-enter a 3-digit code.



Keyboard

This feature allows you to enter text information, such as special character codes and passwords.

1. Select [Keyboard] on the [Fax] screen.
2. Select the keys on the screen to enter the required information.
3. Select [Close].



Standard Characters

Displays number and letter keys on the screen.

More Characters

Displays symbol keys on the screen. For information on using symbols as special characters in fax numbers, refer to *Special Characters on page 93*.

Backspace

Deletes the last character entered.

Shift

Switches between uppercase and lowercase letters.

Tone (:)

Switches between pulse dialing and tone dialing.

Next Recipient

Sends the document to more than one destination. It allows you to add recipients for simultaneous transmission. The maximum number of destinations that you can designate at one time is 200.

Relay Broadcast

This feature allows you to send a document to a remote machine, which then sends the document to multiple destinations registered in the remote machine for speed dialing. This can reduce transmission cost when the destinations are out of town or located in another country because you only need to send the document to the broadcasting machine.

The remote machine that broadcasts your document to multiple destinations is referred to as a relay station. You can specify multiple relay stations, or even ask the first station to relay your document to the secondary relay station, which then broadcasts the document to other destinations.

The following methods are available for relay broadcasting.

Fax Signals

The machine provides a unique method only for Xerox machines that have the relay broadcasting feature. Before sending a document, the remote machine that broadcasts your document needs to be registered as a relay station in a speed dial code on your machine. For more information on registering relay stations for speed dialing, refer to *Address Book in the Setups chapter on page 290*.

DTMF

You can manually enter DTMF codes as part of a fax number to specify a relay station and destinations that also understand DTMF codes. G3-compatible machines that allow manual sending can initiate relay broadcasting to the machine. For more information, refer to *Special Characters on page 93*.

F Code

Machines that support F Code and relay broadcasting features allow relay broadcasting operations using F Code. For more information, refer to *F Code on page 109*.

Special Characters

You can enter special characters as part of a fax number to perform many functions when dialing the number. Some characters are used only when auto dialing, such as “.”, “!”, “/”, “-”, and “=”. Depending on the setup of the telephone and communication lines, some or all of the following characters can be used.

Character	Function	Description
-	Dial pause (to pause while dialing)	Inserts a pause in a fax number, for example when you are using a calling card. Press the <Dial Pause> button more than once to enter a longer pause.

Character	Function	Description
/	Mask data (to protect confidential information)	Select [/] before and after entering confidential information to display as asterisks. This character must be preceded with "!" to be effective.
\	Screen mask	Masks the mailbox password on the screen with asterisks (*). Select [\] before and after entering a mailbox password.
:	Pulse-to-tone switch	Switches pulse dialing to tone dialing, for example when using an automated message recording system that requires tone signals.
'	Speed dial or group code	Indicates a 3-digit speed dial or group code. Place this character before and after the code.
< >	Communication line switch	Switches communication lines that include parameter data, where the parameter data include characters "0" to "9" or ",". The parameter data must be placed between angle brackets ("<" and ">"). If G3-3CH is installed, entering either <1>, <2>, or <4> prior to specifying the fax destination switches the communication lines.
=	Dial tone detection	Suspends dialing until a dial tone is detected.
S	Password check (for remote machine identification)	Use this character to verify that the correct number has been entered. The machine checks if the password you entered after "S" matches the fax number of the remote machine. If the match is confirmed the machine sends the document.
space	Readability improvement	Improves readability by inserting spaces in a telephone number, for example "1 234 5678" instead of "12345678".
!	Start DTMF code signaling	Pauses regular fax dialing, and starts the DTMF (dual tone multi-frequency) method for sending documents to mailboxes on the remote machines.
\$	Wait for DTMF confirmation	Wait for a DTMF confirmation signal from the remote machine and proceed to the next step.

DTMF Method - Examples

The DTMF method uses combinations of special characters to send documents. See the following examples.

- Remote Mailbox - Sends a document to a mailbox on a remote machine.

Telephone number of remote machine	!*\$	Mailbox number of remote machine	##\	Mailbox password	\##\$
------------------------------------	------	----------------------------------	-----	------------------	-------

- Polling - Retrieves a document stored in a mailbox on a remote machine.

Telephone number of remote machine	!*\$	Mailbox number of remote machine	**\	Mailbox password	\##\$
------------------------------------	------	----------------------------------	-----	------------------	-------

- Relay Broadcast - Sends a document to a relay station which in turn sends it to multiple destinations.

Telephone number of remote machine	!*\$#\	Relay Send Number (RSN) of relay station	\#	Speed dial code for first destination	#	Speed dial code for second destination	##\$
------------------------------------	--------	--	----	---------------------------------------	---	--	------

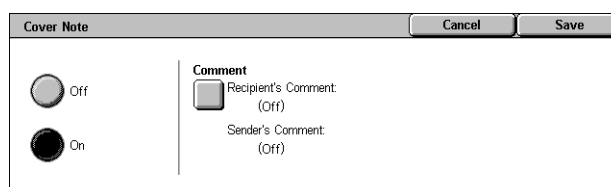
- Remote Relay Broadcast - Sends a document via multiple relay stations. The last station broadcasts the document to the specified destinations.

Telephone number of remote machine	!*\$#\	Relay Send Number (RSN) of primary relay station	\#	Speed dial code for secondary relay station	#	Speed dial code for first destination	#	Speed dial code for second destination	##\$
------------------------------------	--------	--	----	---	---	---------------------------------------	---	--	------

Cover Note

This feature allows you to add a cover sheet to the document containing the following information: destination name, sender name, fax number, quantity, time and date, and remarks.

1. Select [Cover Note] on the [Fax] screen.
2. Select the required option.



Off

Disables the feature.

On

Attaches a [Cover Note]. When you select this option, [Comment] is displayed at the right side of the screen.

Comment

Displays the [Cover Note - Comment] screen where you can specify the [Recipient's Comment] and [Sender's Comment].

[Cover Note - Comment - Recipient's Comment] Screen

1. Select [On] on the [Cover Note] screen.
2. Select [Comment].
3. Select [Recipient's Comment].
4. Select [On] on the [Cover Note - Comment - Recipient's Comment] screen.
5. Select a comment from the comment list using the scroll buttons.
6. Select [Save].

Comment

Allows you to select a comment from the list of comments already registered.

For information on how to register comments, refer to *Comments in the Setups chapter on page 295*.

[Cover Note - Comment - Sender's Comment] Screen

The procedures are the same as the [Cover Note - Comment - Recipient's Comment] screen.

Specifying Internet Fax Destinations

This section describes how to specify destinations using the [Internet Fax] features to send scanned images as e-mail attachments. For more information, refer to the following.

Address Book – page 97

Keyboard – page 97

iFax Comment – page 98

1. Press the <All Services> button on the control panel.
2. Select [Internet Fax] on the touch screen. Select the [Internet Fax] tab, if not displayed already.

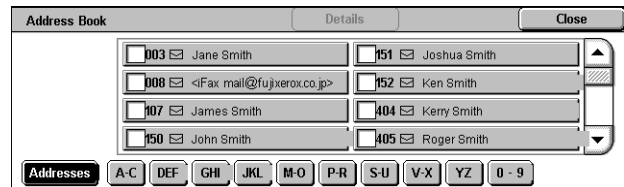
From

Displays the [Sender's E-mail] screen with your E-mail return address to be sent with your Internet Fax.

Address Book

This feature allows you to quickly look up and enter the destinations registered in the address book. You can also look up a destination by the index character (a letter or a number) assigned to the destination. For information on how to register destinations, refer to *Address Book in the Setups chapter on page 290*.

1. Select [Address Book] on the [Internet Fax] screen.
2. Select the required destination.
3. Select [Close].



Addresses

Lists all the E-mail address destinations registered for speed dialing. You can review the address list using the scroll buttons.

Letters

Locates a destination by the index letter assigned to it. The following nine tabs are available: A-C, DEF, GHI, JKL, M-O, P-R, S-U, V-X, YZ.

0-9

Locates a destination by the index number assigned to it.

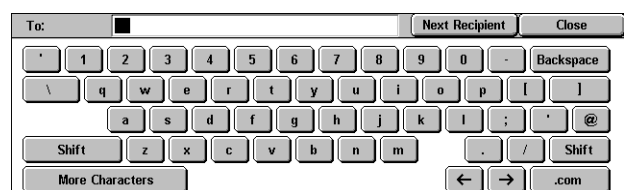
Details

Displays the information stored in the address book for the selected entry.

Keyboard

This feature allows you to enter text information for the e-mail address.

1. Select [Keyboard] on the [Internet Fax] screen.
2. Select the keys on the screen to enter the required information.
3. Select [Close].



Standard Characters

Displays number and letter keys on the screen.

More Characters

Displays symbol keys on the screen. For information on using symbols as special characters in fax numbers, refer to *Special Characters on page 93*.

Backspace

Deletes the last character entered.

Shift

Switches between uppercase and lowercase letters.

Next Recipient

Sends the document to more than one destination. It allows you to add recipients for simultaneous transmission. The maximum number of destinations that you can designate at one time is 200.

Relay Broadcast

This feature allows you to send a document to a remote machine, which then sends the document to multiple destinations registered in the remote machine. This can reduce transmission cost when the destinations are out of town or located in another country because you only need to send the document to the broadcasting machine.

The remote machine that broadcasts your document to multiple destinations is referred to as a relay station. You can specify multiple relay stations, or even ask the first station to relay your document to the secondary relay station, which then broadcasts the document to other destinations.

You can send an Internet Fax document to an Internet Fax-capable relay station in a network, which converts the document to a regular fax and broadcasts it to destinations without an Internet Fax capability.

To send an Internet Fax document for relay broadcasting, specify the relay station's e-mail address as follows.

FAX=1234567890/T33S=777@wcm128.xerox.com

Where:

1234567890: The destination's fax number

777: The destination's F Code (if required)

wcm128: The host name of the relay station

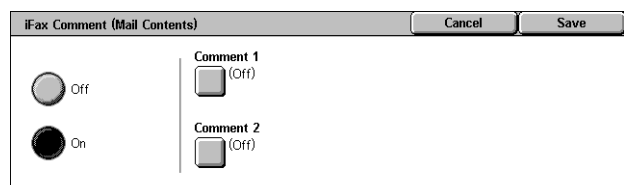
xerox.com: The domain where the relay station is hosted

NOTE: To use this feature, the relay station must be set to use an SMTP server to receive e-mail.

iFax Comment

This feature allows you to add comments to e-mail text. Information such as an authorized name and address, the number of scanned pages, the scanned size, and IP Address and serial number of the machine is automatically generated by the system and also contained in the text.

1. Select [iFax Comment] on the [Internet Fax] screen.
2. Select the required options.



Off

Disables the feature.

On

Attaches the Internet Fax comment. When you select this option, [Comment 1] and [Comment 2] are displayed at the right side of the screen.

Comment 1

Displays the [iFax Comment 1 (Mail Contents)] screen to specify comments.

Comment 2

Displays the [iFax Comment 2 (Mail Contents)] screen to specify comments.

[iFax Comment 1 (Mail Contents)] Screen

1. Select [On] on the [iFax Comment] screen.
2. Select [Comment 1].
3. Select [On] on the [iFax Comment 1 (Mail Contents)] screen.

4. Select a comment from the comment list using the scroll buttons.
5. Select [Save].

No. Comment

Allows you to select a comment from the list of comments already registered.

For information on how to register comments, refer to *Comments in the Setups chapter on page 295*.

[iFax Comment 2 (Mail Contents)] Screen

The procedures are the same as the [iFax Comment 1 (Mail Contents)] screen.

General Settings - Fax/Internet Fax

This section describes the general image control features for a fax/Internet Fax job. For information on the features available, refer to the following.

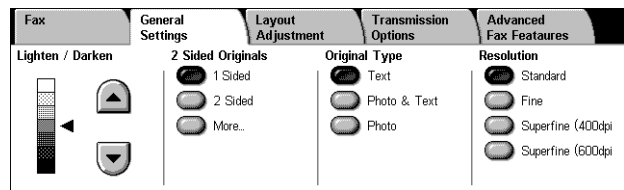
Lighten/Darken – page 100

2 Sided Originals – page 100

Original Type – page 101

Resolution – page 101

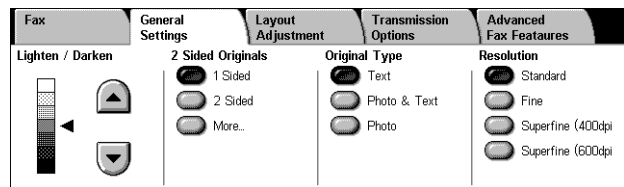
1. Press the <All Services> button on the control panel.
2. Select [Fax] or [Internet Fax] on the touch screen.
3. Select the [General Settings] tab.
4. Select the required feature.



Lighten/Darken

This feature allows you to adjust the density of the scanned image using seven levels. Use the scroll buttons to increase or decrease the darkness.

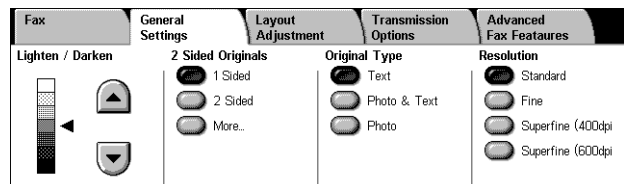
1. Select a level for the [Lighten/Darken] feature on the [General Settings] screen.



2 Sided Originals

This feature allows you to specify whether the documents are single-sided or double-sided, and how documents are to be positioned.

1. Select a preset button or [More] for the [2 Sided Originals] feature on the [General Settings] screen.



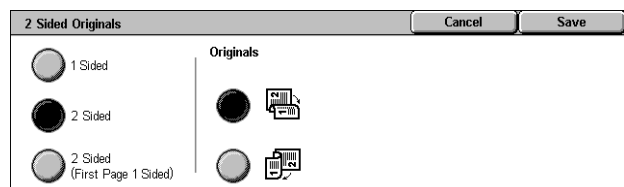
More

Displays the [2 Sided Originals] screen.

[2 Sided Originals] Screen

Allows you to select the 2 sided scanning options and document feed direction.

1. Select [More] for the [2 Sided Originals] feature on the [General Settings] screen.
2. Select the required option.
3. Select [Save].



1 Sided

Scans single-sided documents.

2 Sided

Scans double-sided documents. When you select this option, [Originals] is displayed at the right side of the screen.

2 Sided (First Page 1 Sided)

Scans documents when the first page of the document is single-sided, and the rest of the document is double-sided. When you select this option, [Originals] is displayed at the right side of the screen.

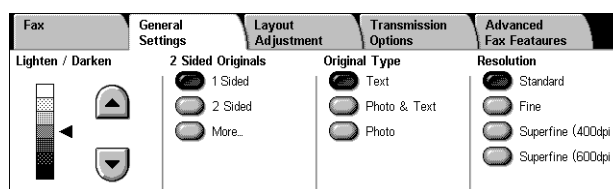
Originals

- Head to Head (top) - Scans double-sided documents opened side by side.
- Head to Toe (bottom) - Scans double-sided documents opened vertically.

Original Type

This feature allows you to select the type of documents you are scanning.

1. Select a preset button for the [Original Type] feature on the [General Settings] screen.



Text

Select this option for documents that contain text only.

Photo & Text

Select this option to scan documents that contain both text and photographs. Text and photographs are automatically distinguished, and an appropriate quality mode is selected for individual areas.

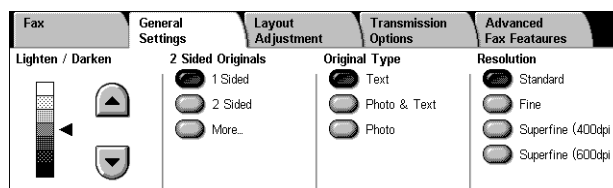
Photo

Select this option for documents that contain photographs only.

Resolution

This feature allows you to adjust the scan resolution of the fax the remote machine receives. A higher resolution yields better quality. A lower resolution reduces communication time.

1. Select a preset button for the [Resolution] feature on the [General Settings] screen.



Standard

Scans documents with a resolution of 200 × 100 dpi. This option is recommended for text documents. It requires less communication time, but does not produce the best image quality for graphics and photos.

Fine

Scans documents with a resolution of 200 × 200 dpi. This option is recommended for line art and the best choice in most cases.

Superfine (400dpi)

Scans documents with a resolution of 400 × 400 dpi. This option is recommended for photos and halftone illustrations, or grayscale images. It requires more communication time, but produces higher image quality.

Superfine (600dpi)

Scans documents with a resolution of 600 × 600 dpi. Use this option to produce the best image quality at the cost of increased transmission time.

Layout Adjustment - Fax/Internet Fax

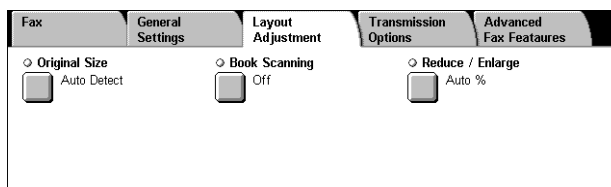
This section describes the layout adjustment features for an fax/Internet Fax job. For information on the features available, refer to the following.

Original Size – page 102

Book Scanning – page 103

Reduce/Enlarge – page 104

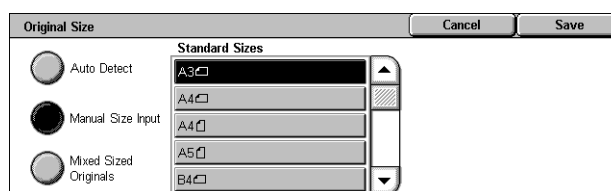
1. Press the <All Services> button on the control panel.
2. Select [Fax] or [Internet Fax] on the touch screen.
3. Select the [Layout Adjustment] tab.
4. Select the required feature.



Original Size

This feature allows you to set the size of the document automatically, to select from a list of preset sizes, or to mix different size documents. If you select a preset size, documents will be scanned according to that size regardless of their actual size.

1. Select [Original Size] on the [Layout Adjustment] screen.
2. Select the required option.
3. Select [Save].



Auto Detect

Detects the size of the documents automatically.

Manual Size Input

Allows you to select from 11 preset standard sizes in Portrait and Landscape orientations. The presets are set up by the Key Operator.

NOTE: Custom sizes cannot be set as presets.

Mixed Sized Originals

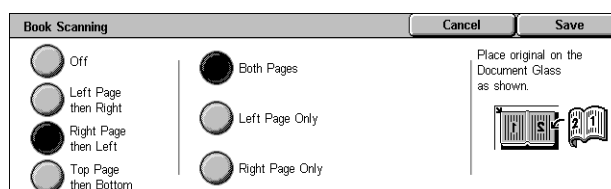
Allows you to scan more than one original size document into a single output set. The machine senses the mixed sized originals automatically, and sends each document at the same size as the originals. Load different size documents, with top left corners aligned, into the Document Feeder.

NOTE: 5.5 × 8.5" and A5 originals must be loaded in portrait orientation.

Book Scanning

This feature allows you to scan facing pages of a bound document in the correct page sequence using the document glass. The facing pages will be scanned as two separate pages.

1. Select [Book Scanning] on the [Layout Adjustment] screen.
2. Select the required options.
3. Select [Save].



NOTE: The facing pages of a bound document must be placed in a horizontal orientation on the document glass.

Off

Disables the feature.

Left Page then Right

Scans pages of an open book in the direction from left to right.

- Both Pages - Scans both the left and right pages.
- Left Page Only - Scans the left pages only.
- Right Page Only - Scans the right pages only.

Right Page then Left

Scans pages of an open book in the direction from right to left.

- Both Pages - Scans both the left and right pages.
- Left Page Only - Scans the left pages only.
- Right Page Only - Scans the right pages only.

Top Page then Bottom

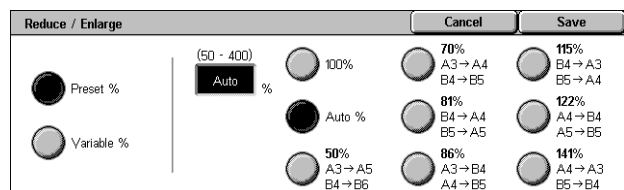
Scans pages of an open book in the direction from top to bottom.

- Both Pages - Scans both the left and right pages.
- Top Page Only - Scans the top pages only.
- Bottom Page Only - Scans the bottom pages only.

Reduce/Enlarge

This feature allows you to enlarge or reduce a scanned document by a specified ratio within the range of 50-400% before sending.

1. Select [Reduce/Enlarge] on the [Layout Adjustment] screen.
2. Select the required option.
3. Select [Save].

**Preset %**

- 100% - Selects output at the same size as the original document.
- Auto % - Automatically reduces/enlarges the image of the document to fit on the paper size selected on the remote machine, after scanning the document at its original size.
- Presets - Allows you to select from seven preset enlargement/reduction ratios. The presets are set up by the Key Operator.

Variable %

Allows you to specify a reduction/enlargement ratio using the screen keypad or the scroll buttons on the touch screen within the range of 50-400% in 1% increments.

Transmission Options - Fax

This section describes how to specify the transmission options for fax transmissions. For information on the features available, refer to the following.

Transmission Report – page 105

Communication Mode – page 105

Priority Send/Delayed Start – page 106

Send Header – page 107

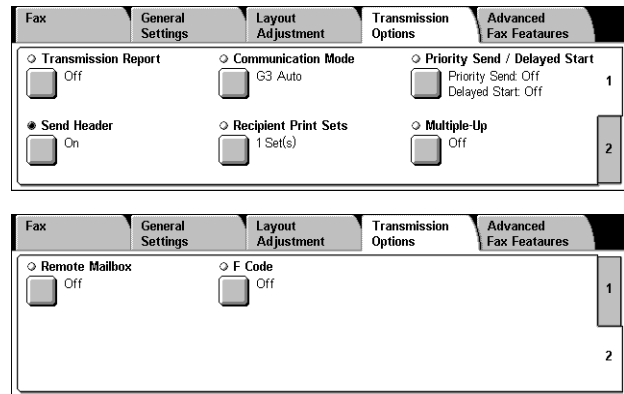
Recipient Print Sets – page 108

Multiple-Up – page 108

Remote Mailbox – page 108

F Code – page 109

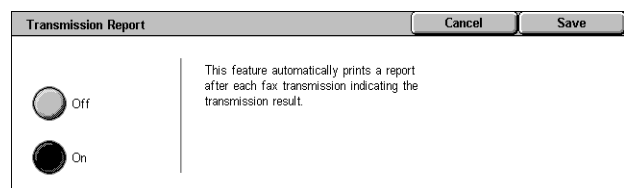
1. Press the <All Services> button on the control panel.
2. Select [Fax] on the touch screen.
3. Select the [Transmission Options] tab. Use the side tabs to switch screens.
4. Select the required feature.



Transmission Report

This feature automatically prints a report after each fax transmission indicating the transmission result.

1. Select [Transmission Report] on the [Transmission Options] screen.
2. Select the required option.
3. Select [Save].



Off

Disables the feature.

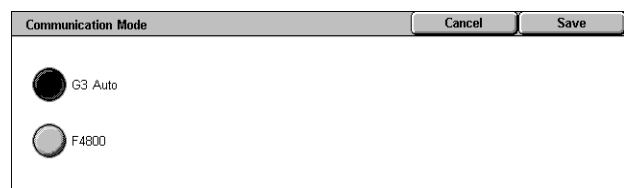
On

Automatically prints a report after each fax transmission is completed.

Communication Mode

This feature allows you to select the communication mode for fax transmissions.

1. Select [Communication Mode] on the [Transmission Options] screen.
2. Select the required option.
3. Select [Save].



G3 Auto

Select this mode if the remote machine is G3 compatible. This mode is the one usually selected. The machine automatically switches modes depending on the capabilities of the remote machine.

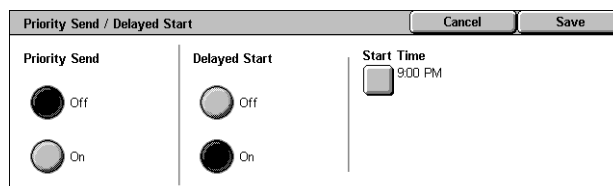
F4800

Select this mode when transmitting over noisy or bad telephone lines, for example when sending international faxes. Can also be useful for transmitting over poor telephone lines domestically.

Priority Send/Delayed Start

These features allow you to set the priority and start time for fax and polling jobs. Although you can set [Delayed Start] in combination with [Priority Send], a fax will be sent at the time specified using the [Delayed Start] option.

1. Select [Priority Send/Delayed Start] on the [Transmission Options] screen.
2. Select the required options.
3. Select [Save].

**Priority Send**

- Off - Disables the feature.
- On - Sends or polls the job prior to the already stored documents.

Delayed Start

- Off - Disables the feature.
- On - Applies the delayed start time. When you select this option, [Start Time] is displayed at the right side of the screen.

Start Time

Displays the [Delayed Start - Start Time] screen where you can specify the delayed start time.

[Delayed Start - Start Time] Screen

Allows you to set the delayed start time using a 12-hour or 24-hour format. You cannot specify a date for transmission.

NOTE: The format of the start time can be set on the [Machine Clock/Timer] screen in the [System Settings]. [AM]/[PM] is displayed only when the 12-hour format is used. For more information, refer to *Machine Clock/Timers in the Setups chapter on page 221*.

1. Select [On] for [Delayed Start] on the [Priority Send/Delayed Start] screen.
2. Select [Start Time].
3. Specify the delayed start time using the scroll buttons.
4. Select [Save].

The dialog box titled "Delayed Start - Start Time" has "Cancel" and "Save" buttons at the top right. It contains two radio buttons: "AM" (selected) and "PM". To the right of the radio buttons are two scroll buttons for "Hours (1 - 12)" and "Minutes (00 - 59)". The "Hours" field shows "9" and the "Minutes" field shows "00". On the right side, there is a "Current Time" label and a display showing "3:53 PM".

AM

The delayed start time is before noon.

PM

The delayed start time is after noon.

Hours

Sets the hour of the delayed start time from 1 to 12.

Minutes

Sets the minutes of the delayed start time from 00 to 59.

Current Time

Displays the current time.

Send Header

This feature allows you to add information such as the start time, the date of transmission, the sender's name, the destination name, the fax number, and the quantity to the header at the top of each page of the document.

NOTE: A regular fax sent from the United States must show this information.

1. Select [Send Header] on the [Transmission Options] screen.
2. Select the required option.
3. Select [Save].

The dialog box titled "Send Header" has "Cancel" and "Save" buttons at the top right. It contains two radio buttons: "Off" (selected) and "On". To the right of the radio buttons is a text box containing the text: "This feature adds information such as date of transmission and sender's name to the top of the transmitted documents."

Off

Disables the feature.

On

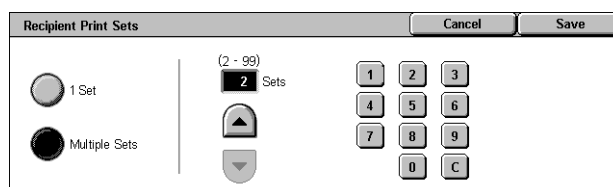
Sends header information with each fax transmission.

Recipient Print Sets

This feature allows you to specify the number of copies the remote machine will output. The number of copies can be between 1 and 99.

NOTE: This feature is supported only on Xerox machines.

1. Select [Recipient Print Sets] on the [Transmission Options] screen.
2. Select the required option.
3. Select [Save].



1 Set

Outputs one copy set only on the remote machine.

Multiple Sets

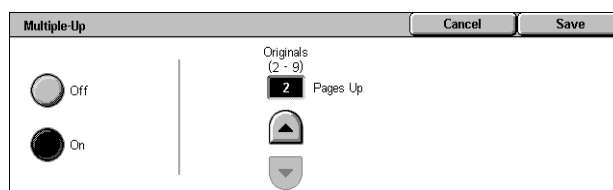
Specifies the number of copies, between 2 and 99, the remote machine will output.

When you select [Multiple Sets], the scroll buttons and the numeric keypad are displayed at the right side of the screen to specify the number of copies.

Multiple-Up

This feature allows you to scan multiple pages of your original document, and the scanned pages are automatically merged for fax transmissions. The scanned data will be printed onto the paper specifically set for fax at the receiving end. Depending on the recipient's machine configuration, the scanned pages may be enlarged or reduced automatically to fit the paper size set to print fax, or the scanned pages may be divided into multiple pages if it is too long to be printed on a single piece of paper.

1. Select [Multiple-Up] on the [Transmission Options] screen.
2. Select the required option.
3. Select [Save].



Off

Disables the feature.

On

Allows you to specify the number of pages, between 2 and 9, to fit onto one sheet.

Remote Mailbox

This feature allows you to access a mailbox on a remote machine to send and retrieve confidential documents. You must know the mailbox number and the password (if one

is set up) to access the remote mailbox. For more information on how to retrieve confidential documents from a remote mailbox, refer to *Polling on page 111*.

1. Select [Remote Mailbox] on the [Transmission Options] screen.
2. Select the required option.
3. Select [Save].

Off

Disables the feature.

On

Sets confidential transmissions. [Remote Mailbox Number] and [Password] are displayed at the right side of the screen.

- Remote Mailbox Number - Enter a mailbox number for the remote machine using the numeric keypad on the control panel. The mailbox number is a 3-digit code from 001 to 999.
- Password - Enter a password for the mailbox of the remote machine if required. The password is a 4-digit code.

Next

Sets the entered value and moves to the other entry field.

F Code

This feature enables fax transmissions using the F Code standard defined by the Communications and Information network Association of Japan. The F Code standard is based on Recommendation T.30 defined by ITU Telecommunication Standardization Sector (ITU-T), and allows communication with remote machines that support the same standard regardless of their manufacturers.

You must know the F Code and the password (if one is set up) of the remote machine before sending or retrieving a document. If you are retrieving a document from a remote machine, the machine holding the document must know the F Code (preceded with "0" to indicate the confidential fax transmission) and the password of your machine as well.

- Confidential sending using F Code

You can send a confidential fax document using F Code, if a confidential mailbox is set up in the remote machine. You must know the remote machine's F Code and password (if set up) before sending the document.

Example:

F Code: 0 (to designate an F Code transmission) followed by the mailbox number

Password (if required): the password for the mailbox

- Confidential polling using F Code

You can send a polling request to receive a document from a remote machine using F Code, if a confidential mailbox is set up in the remote machine to hold the document to

be polled. When polling to receive a document from a remote machine, you must know the following information.

F Code: 0 (to designate an F Code transmission) followed by the remote machine's mailbox number in which the document to be polled to your machine is stored

Password (if required): the password for the remote machine's mailbox

The confidential document received by the machine is stored in a confidential mailbox. The machine can be set up to automatically print out a Mailbox Documents Report to show the number and name of the mailbox in which the document is stored. To receive a confidential document using F Code, the other party must know the following information.

F Code: 0 (to designate an F Code transmission) followed by the mailbox number on your machine

Password (if required): the password for the mailbox

NOTE: To retrieve a document from a remote machine, the polling feature must be enabled. For more information, refer to *Polling on page 111*.

NOTE: This feature is not displayed for Internet Fax transmissions. However, you can use the same feature by specifying an F Code directly in the Internet Fax destination address.

1. Select [F Code] on the [Transmission Options] screen.
2. Select the required option.
3. Select [Save].

Off

Disables the feature.

On

Sets the F Code transmission. [F Code] and [Password] are displayed at the right side of the screen.

- F Code - You can enter an F Code composed of spaces, numerals (0-9), and symbols (#, *) up to 20 characters. Enter the code using the numeric keypad on the control panel.
- Password - You can enter a password composed of spaces, numerals (0-9), and symbols (#, *) up to 20 characters. Enter the code using the numeric keypad on the control panel.

Next

Sets the entered value and moves to the other entry field.

Advanced Fax Features - Fax

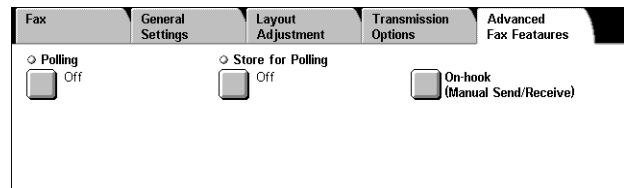
This section describes the advanced features available for fax transmissions. For information, refer to the following.

Polling – page 111

Store for Polling – page 112

On-hook (Manual Send/Receive) – page 113

1. Press the <All Services> button on the control panel.
2. Select [Fax] on the touch screen.
3. Select the [Advanced Fax Features] tab.
4. Select the required feature.



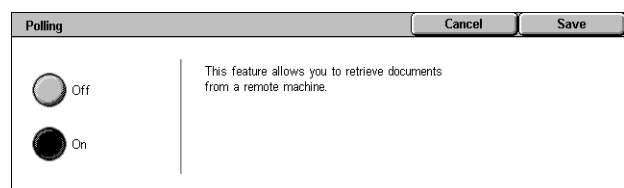
Polling

This feature allows you to retrieve a document from a remote machine, referred to as “polling”. The remote machine information is entered using the same method for sending faxes, but the [Polling] option is used to initiate retrieving the fax from the remote machine. You must know the mailbox number and the password (if set up) of the remote machine to retrieve the document.

NOTE: To poll a document from a remote machine, the remote mailbox feature must be enabled. For more information, refer to *Remote Mailbox on page 108*.

NOTE: The DTMF (dual tone multi-frequency) method and F Code (ITU-T subaddress) method can be also used to poll a document from a remote machine. For more information, refer to *Special Characters on page 93* or *F Code on page 109*.

1. Select [Polling] on the [Advanced Fax Features] screen.
2. Select the required option.
3. Select [Save].



Off

Disables the feature.

On

Enables polling from a remote machine.

Store for Polling

This feature allows you to store documents in public and private mailboxes on the machine to make them available for polling from a remote machine.

1. Select [Store for Polling] on the [Advanced Fax Features] screen.
2. Select the required options.

Off

Disables the feature.

Public Mailbox

Stores public documents which are available to be polled. When you select this option, [Save in: Public Mailbox] is displayed at the right side of the screen.

Private Mailbox

Stores confidential documents in the private mailbox ready to be polled. When you select this option, [Save in: Private Mailbox] is displayed at the right side of the screen.

Save in: Public Mailbox

Displays the [Public Mailbox] screen to confirm the status or delete stored documents from the list.

Save in: Private Mailbox

Displays the [Mailbox] screen to specify the mailbox for storing documents.

[Public Mailbox] Screen

Displays the list of stored documents for polling. You can also delete or print the documents in the list.

NOTE: You can also display this screen by pressing the <Job Status> button on the control panel, and selecting [Stored Documents] > [Public Mailbox] on the [Job Status] screen.

1. Select [Save in: Public Mailbox] on the [Store for Polling] screen.
2. Select the required option.
3. Select [Save].

Number Document / Type	Stored Date	Pages
1 00010 Document for Polling	3/2/2001 10:20 AM	655
2 00020 Document for Polling	6/4/2002 8:10 AM	1
3 00030 Document for Polling	9/6/2003 12:15 PM	10
4 00040 Document for Polling	7/7/2000 4:30 PM	100
5 00050 Document for Polling	1/11/2000 8:30 AM	999

Select All

Select all of the fax documents stored for polling when you want to delete or print all documents.

Delete

Deletes the documents stored for polling. Select the documents requiring deletion using the scroll buttons or [Select All].

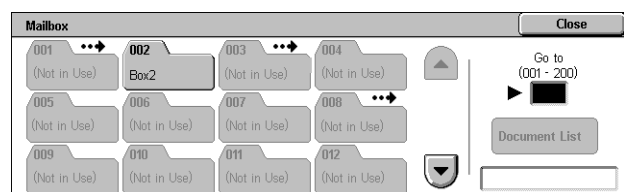
Print

Prints out the documents stored for polling. Select the documents you want to print using the scroll buttons or [Select All].

[Mailbox] Screen

Displays the mailboxes you can specify for storing documents or confirm the status of stored documents in the mailbox.

1. Select [Save in: - Private Mailbox] on the [Store for Polling] screen.
2. Select the required option.
3. Select [Save].

**Go to**

Displays the mailbox with the number you specify in this field. Enter the number using the numeric keypad on the control panel.

Document List

Displays [Mailbox - Document List] for the selected mailbox to sort, confirm or delete documents in a mailbox.

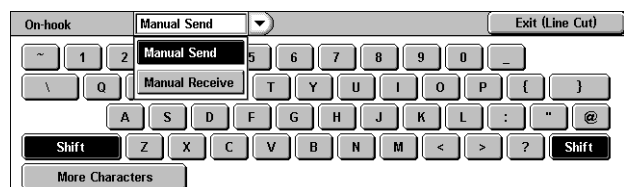
For more information, refer to *Document List in the Check Mailbox chapter on page 144*.

NOTE: If the machine's memory is full when trying to store a document for polling, cancel the operation and try again later when more memory is available.

On-hook (Manual Send/Receive)

This feature allows you to make a telephone call with the handset on-hook. When the phone is on the hook, you can hear the other party but cannot talk to them. You can also send or receive a fax manually when [On-hook (Manual Send/Receive)] is selected.

1. Select [On-hook (Manual Send/Receive)] on the [Advanced Fax Features] screen.
2. Select the required option.
3. Select the <Start> button on the control panel.



Manual Send

Select this option to login, and then press <Start> to sending a fax while you are verbally communicating with the recipient.

Manual Receive

Select this option to login, and then press <Start> to receive a fax job after you have communicated with a caller, and confirmed that the call is a fax job.

Exit (Line Cut)

Select this option to terminate the connection.

Internet Fax Options - Internet Fax

This section describes how to select the options for Internet Fax transmissions. For information on the features available, refer to the following.

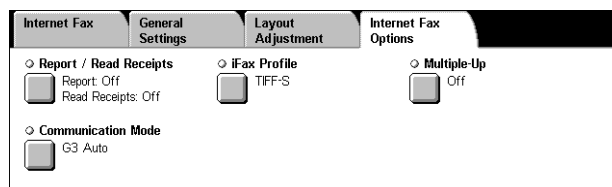
Report/Read Receipts – page 114

iFax Profile – page 115

Multiple-Up – page 116

Communication Mode – page 116

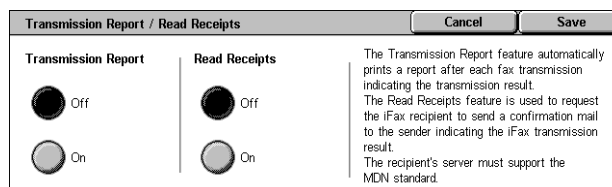
1. Press the <All Services> button on the control panel.
2. Select [Internet Fax] on the touch screen.
3. Select the [Internet Fax Options] tab.
4. Select the required feature.



Report/Read Receipts

These features allow you to print the transmission result report and receive a notification e-mail that the Internet Fax you sent has been opened by the recipient (MDN - Mail Delivery Notification). For more information, refer to *Other Settings in the Setups chapter on page 261*. Transmission reports and read receipts are used for Internet Fax if the remote machine supports these features.

1. Select [Report/Read Receipts] on the [Internet Fax Options] screen.
2. Select the required options.
3. Select [Save].



Transmission Report

- Off - Disables the feature.
- On - Automatically prints a report after each fax transmission is completed.

Read Receipts

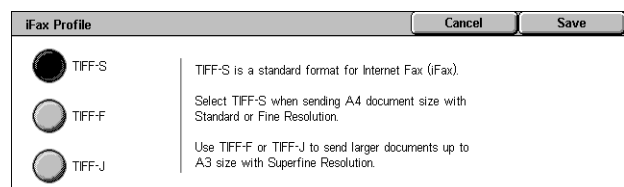
- Off - Disables the feature.
- On - Requests E-mail delivery notification.

This feature automatically prints a report after each fax transmission indicating the transmission result.

iFax Profile

This feature allows you to specify a profile to restrict the attribute information for transmissions between machines equipped with Internet Fax, such as image resolution and paper size.

1. Select [iFax Profile] on the [Internet Fax Options] screen.
2. Select the required option.
3. Select [Save].



TIFF-S

Selects the standard specification for Internet Fax documents that are larger than A4. Automatically reduces the size to A4 for transmission.

- Data compression: MH
- Stored Document Size: A4
- Resolution: Standard, Fine

TIFF-F

Selects the profile for sending documents with Superfine resolution.

- Data compression: MMR
- Stored Document Size: A4, B4, A3, letter, legal
- Resolution: Standard, Fine, Superfine (400dpi), Superfine (600dpi)

TIFF-J

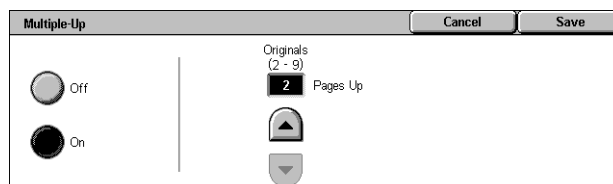
Selects the profile for sending documents in JBIG format.

- Data compression: JBIG
- Stored Document Size: A4, B4, A3, letter, legal
- Resolution: Standard, Fine, Superfine (400dpi), Superfine (600dpi)

Multiple-Up

This feature allows you to scan multiple pages of your original document, and the scanned pages are automatically merged for fax transmissions. The scanned data will be printed onto the paper specifically set for fax at the receiving end. Depending on the recipient's machine configuration, the scanned pages may be enlarged or reduced automatically to fit the paper size set to print fax, or the scanned pages may be divided into multiple pages if it is too long to be printed on a single piece of paper.

1. Select [Multiple-Up] on the [Internet Fax Options] screen.
2. Select the required option.
3. Select [Save].



Off

Disables the feature.

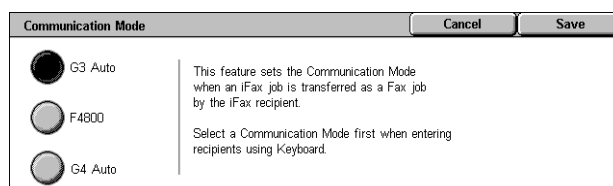
On

Allows you to specify the number of pages, between 2 and 9, to fit onto one sheet.

Communication Mode

This feature allows you to select the communication mode for Internet Fax transmissions.

1. Select [Communication Mode] on the [Internet Fax Options] screen.
2. Select the required option.
3. Select [Save].



G3 Auto

Select this mode if the remote machine is G3 compatible. This mode is the one usually selected. The machine automatically switches modes depending on the capabilities of the remote machine.

F4800

Select this mode when transmitting over noisy or bad telephone lines, for example when sending international faxes. Can also be useful for transmitting over poor telephone lines domestically.

G4 Auto

Select this mode when relay broadcasting to Internet Fax destinations.

5 Scan/E-mail

This chapter describes how to use the scan features. For more information on the specific types of scan, refer to the following.

To scan and e-mail documents – E-mail – page 121

After a document is scanned, scanned data is automatically sent to specified destinations as an e-mail attachment.

To scan and save documents in the mailbox – Scan to Mailbox – page 125

Scanned documents are saved in a specified mailbox on the machine.

To scan and send documents using a job template – Network Scanning – page 126

According to the settings in a selected scan job template, documents are scanned, processed, and then uploaded to a specified server.

To scan and send documents using the FTP or SMB protocol – Scan to FTP/SMB – page 127

After a document is scanned, scanned data is automatically uploaded to a specified destination using the FTP or SMB protocol.

NOTE: To use the scan features, the machine must be set up on a network. For more information refer to the System Administration Guide.

NOTE: Some of the features described in this chapter are optional, and may not apply to your machine configuration.

NOTE: The Network Scanning Kit is required to use the scan option. In addition, the Scan To Email Kit is required to use the scan and e-mail options.

Scanning Procedure

This section describes the basic scanning procedures. Follow the steps below.

- 1. Load the Documents – page 118*
 - 2. Select the Features – page 118*
 - 3. Start the Scan Job – page 119*
 - 4. Confirm the Scan Job in the Job Status – page 120*
 - 5. Save the Scanned Data – page 120*
- Stop the Scan Job – page 121*

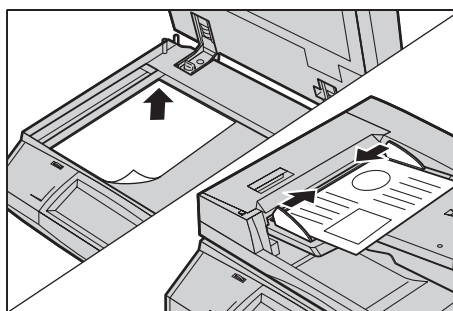
1. Load the Documents

The following steps explain how to load documents using the document feeder. The document feeder can hold up to 50 sheets of plain paper (16-32 lb bond or 38-128 g/m²). When sending a fax, you can scan up to 297 mm (11.7 inches) in width and 600 mm (23.5 inches) in length (single-sided mode). You can also use the document glass to scan documents if required.

This machine is capable of scanning mixed size originals, using the document feeder. Align the documents against the inner corner of the document feeder; and enable the *Mixed Sized Originals* feature. For more information, refer to *Mixed Sized Originals* on page 138.

NOTE: A paper jam may occur when custom sized originals are loaded in the document feeder, and the original size feature is set to [Auto Detect]. In this case, entering a custom paper size is recommended. For more information, refer to *Original Size* on page 138.

1. Load documents face up with the top edge entering the document feeder first, or face down on the document glass.



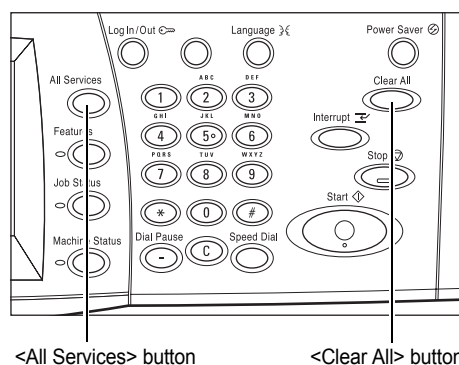
NOTE: When using the document glass, make sure that the touch screen is ready before you place the document on the document glass. If you place the document on the document glass before the touch screen is ready, the paper size may not be detected correctly.

2. Select the Features

Each scan type has its own screen. Select [E-mail], [Network Scanning], [Scan to Mailbox], or [Scan to FTP/SMB] on the touch screen to display the appropriate screen.

- Select [E-mail] to scan and e-mail documents.
- Select [Network Scanning] to scan and send documents according to a scan job template.
- Select [Scan to Mailbox] to scan and save documents in the mailbox.
- Select [Scan to FTP/SMB] to scan and send documents using the FTP or SMB protocol.

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



2. Select a scan type on the touch screen.

NOTE: If the Authentication feature is enabled, you may be required to enter the user ID and password (if one is set up). If you need assistance, contact the Key Operator.



3. Press the <Clear All> button once on the control panel to cancel any previous selections.
4. Specify the required parameters.

If necessary, press one of the tabs, and configure the scan settings. For information on the individual tabs, refer to the following.

E-mail – page 121

Scan to Mailbox – page 125

Network Scanning – page 126

Scan to FTP/SMB – page 127

General Settings – page 129

Image Quality – page 134

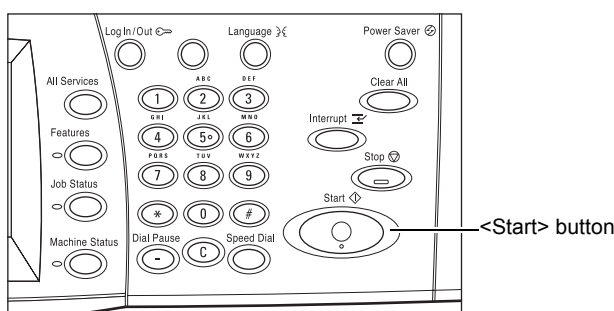
Layout Adjustment – page 136

Output Format – page 140

3. Start the Scan Job

1. Press the <Start> button to scan the documents.

NOTE: If the Authentication feature is enabled, you may be required to enter the user ID and password (if one is set up). If you need assistance, contact the Key Operator.



4. Confirm the Scan Job in the Job Status

1. Press the <Job Status> button on the control panel to display the [Job Status] screen.

The queued scan job will be displayed. If no job is displayed on the screen, it may have already been processed.

For more information, refer to *Current and Pending Jobs in the Job Status chapter on page 306*.

Current and Pending Jobs		Completed Jobs	Stored Documents	Print Waiting Jobs
Document / Job Type	Status	Remote Terminal / Contents	Progress	
00002 Scan Job	Scanning	A4 100%	1/1	

5. Save the Scanned Data

The following describes one of the methods used for importing documents to a computer. Mailbox Viewer2 allows you to easily import documents from a mailbox on the machine to a computer. Mailbox Viewer2 is an application on the PCL Print Driver CD-ROM supplied with the machine. For information on how to install Mailbox Viewer2, refer to the PCL Print Driver CD-ROM.

1. Click [Start] on the taskbar, then select [Program]>[Xerox]>[Utility]>[Mailbox Viewer2].
2. Click the name of the machine from the list displayed, then click [Select Scanner].
3. Enter the number (001-200) of the mailbox to be accessed.
4. Enter the correct password as necessary.
5. Click [Open Mailbox].

A list of documents saved in the selected mailbox will be displayed.



The Mailbox Viewer2 dialog box contains the following fields and buttons:

- Scanner Name: A text field with a masked password (XXXXXXXXXX).
- Mailbox No.: A text field.
- Password: A text field.
- Save Password: A checkbox.
- Buttons: Open Mailbox, Change Scanner, Cancel, and Help.

6. Select the document to be imported, then click [Import].

NOTE: You can also select multiple documents.

For other functions available on Mailbox Viewer2, refer to the Mailbox Viewer2 Online Help.

Scanning methods include:

- importing from an application using a network scan driver
- importing using the Mailbox Viewer 2 software
- importing using CentreWare Internet Services
- importing using Web DAV

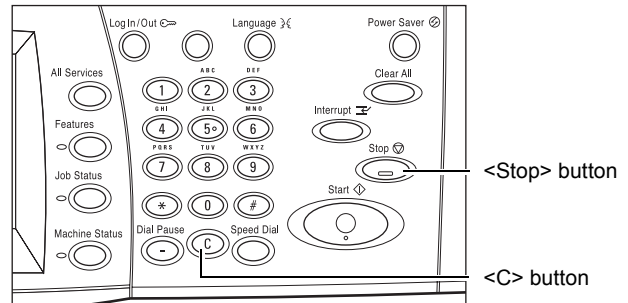
Stop the Scan Job

Follow the steps below to manually cancel an activated scan job.

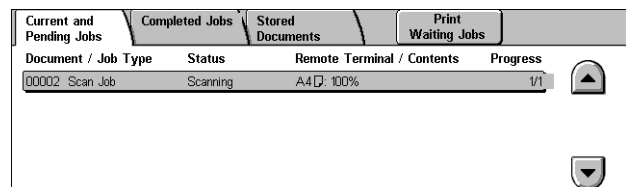
1. Select [Stop] on the touch screen or press the <Stop> button on the control panel to suspend the current scan job.

NOTE: Select the <Start> button on the control panel to resume the suspended job.

NOTE: Pressing the <Stop> button on the control panel suspends print jobs.



2. If required, press the <Job Status> button to display the [Job Status] screen. To exit the [Job Status] screen, press the <Features> button.



3. Press the <C> button on the control panel to delete the suspended job.

E-mail

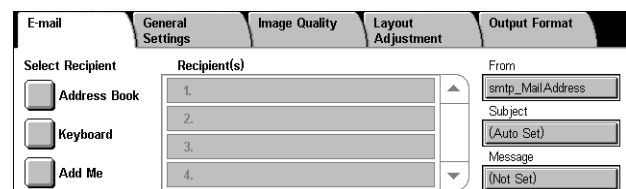
This section describes how to scan documents to send them as e-mail attachments. You can specify destination addresses by using the screen keyboard to enter the addresses, or by selecting from the address book. For more information on how to make entries using this screen, refer to the following.

Address Book – page 122

Keyboard – page 124

Add Me – page 125

1. Press the <All Services> button on the control panel.
2. Select [E-mail] on the touch screen.
3. Specify the required options.



From

Displays the sender's E-mail address.

Subject

Displays the keyboard screen where you can enter the subject of the message. The subject is automatically assigned if you do not select this option.

Message

Displays the keyboard screen where you can enter the main body text of the message.

Remove/Edit/Cancel

Allows you to remove or edit a recipient's entry. Select a destination in the list of recipients to display a pop-up menu.

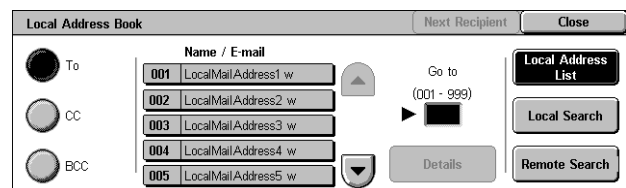
Address Book

This feature allows you to choose a destination from the address book. Address books are held locally on the machine and remotely on a directory server. When the address book saved in a directory server is accessible, the remote address book is displayed. If it is inaccessible, the local address book saved in the machine is displayed.

NOTE: The address book displayed here contains only the e-mail addresses for the scan feature. The speed dial codes and group codes are not displayed.

Refer to *Address Book in the Setups chapter on page 290*.

1. Select [Address Book] on the [E-mail] screen.
2. Select the required options.
3. Select [Close].

**To**

Uses the selected address as a To recipient.

CC

Uses the selected address as a CC recipient.

BCC

Uses the selected address as a BCC recipient.

Go to

Specifies the number assigned to an address using the numeric keypad on the control panel. This option is available only when the machine's local address book is selected.

Details

Displays detailed information on the selected address.

Local Address List

Displays the list of addresses registered in the local address book on the machine. Selectable when the remote address book is displayed on the screen.

Local Search

Displays the [Local Address Book] search screen for searching the local address book on the machine.

Remote Search

Displays the [Remote Address Book (Directory Service)] search screen for searching the remote address book on the directory server. Selectable when the local address book is displayed on the screen.

[Local Address Book] Search Screen

Allows you to search the address book. You can select a destination from the search results.

1. Select [Local Search] or [Remote Search] on the [Local Address Book] search screen.
2. Specify the required options.
3. Select [Search Now].

For more information on keyboard entry, refer to *Keyboard in the Fax/Internet Fax chapter on page 92*.

NOTE: If you specify keywords in multiple fields, the machine searches for entries that match all the keywords specified.

Recipient Name

Select to specify part of a name as a keyword. The machine searches for a first name, last name, or a nickname assigned to an address.

E-mail Address

Select to specify part of an e-mail address as a keyword.

Custom Item

Select one of the custom items set by the Key Operator as a search value.

Enter/Change Keyword

Displays the screen keyboard for entering a keyword.

Search Now

Starts the search.

Local Address List

Displays the list of addresses registered in the local address book on the machine.

Local Search

Displays the [Local Address Book] search screen for searching the local address book on the machine.

Remote Search

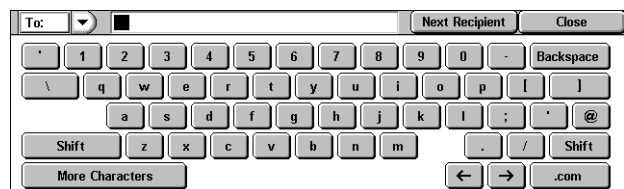
Displays the [Remote Address Book (Directory Service)] search screen for searching the address book on the directory server.

NOTE: When searching the address book on the directory server, you can abort halfway through.

Keyboard

This feature allows you to enter an address using the screen keyboard.

1. Select [Keyboard] on the [E-mail] screen.
2. Enter an address.
3. Select [Close].



For more information on keyboard entry, refer to *Keyboard in the Fax/Internet Fax chapter on page 92*.

To:/CC:/BCC:

Switches the recipient type between To, Cc, and Bcc. Select the pop-down menu on the left-hand side of the address text field to select the recipient type.

Standard Characters

Displays the number and letter keys on the screen.

More Characters

Displays the symbol keys on the screen.

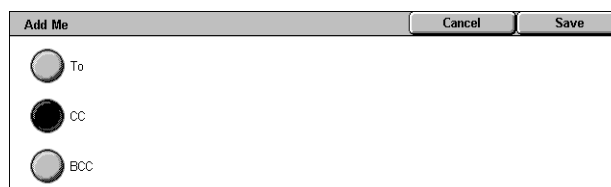
Next Recipient

Allows you to enter another address into the next address entry field. After selecting this button, select [To/CC/BCC] to switch the recipient type for each address as necessary.

Add Me

This feature allows you to add your e-mail address (the sender's address) to an address entry field.

1. Select [Add Me] on the [E-mail] screen.
2. Select the required option.
3. Select [Save].



To

Adds the sender's address in the To field.

CC

Adds the sender's address in the Cc field.

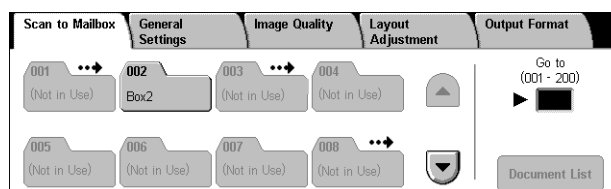
BCC

Adds the sender's address in the Bcc field. The address entered in this field is not displayed on the message received by the recipient.

Scan to Mailbox

This section describes how to select a mailbox on the machine to save scanned documents.

1. Press the <All Services> button on the control panel.
2. Select [Scan to Mailbox] on the touch screen.
3. Select a mailbox for saving scanned data.



Mailbox list

Allows you to select a mailbox for saving scanned data. You can scroll through the list using the scroll buttons.

Go to

Allows you to specify the number of a mailbox to be displayed, using the numeric keypad on the control panel. The specified mailbox is displayed at the top of the mailbox list.

Document List

Displays the [Mailbox - Document List] screen where you can sort, print or delete documents in the selected mailbox.

For more information on mailbox features on the machine, refer to *Check Mailbox* chapter on page 143.

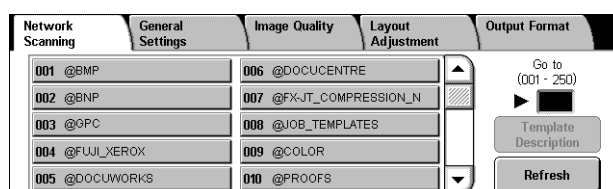
Network Scanning

This section describes how to scan and send documents to a specified server on a network using a job template. A job template can be created on the machine or remotely using the CentreWare Scan Services. According to the settings in the template, documents are automatically scanned, saved in the TIFF/JPEG or PDF format, and then sent to a specified server. For information on how to program a job template, refer to *Services in the CentreWare Internet Services* chapter on page 167.

The name of a template created on the machine begins with “@”. A template created with the CentreWare Scan Services carries the name you specified.

NOTE: For information on the CentreWare Scan Services, refer to the CentreWare Scan Services Manual.

1. Press the <All Services> button on the control panel.
2. Select [Network Scanning] on the touch screen.
3. Select the job template to be used.
4. Press the <Start> button on the control panel.



Job template list

Allows you to select a job template for scanning.

Go to

Allows you to specify the number of a job template to be displayed, using the numeric keypad on the control panel. The specified job template is displayed at the top of the mailbox list.

Template Description

Displays the [Template Description] screen where you can view the template description, settings and stored location.

Refresh

Updates the list of available job templates.

Scan to FTP/SMB

This section describes how to send scanned documents to specified destinations using FTP or SMB protocols. For more information, refer to the following.

Transfer Protocol – page 128

Address Book – page 128

Browse – page 129

Keyboard – page 129

1. Press the <All Services> button on the control panel.
2. Select [Scan to FTP/SMB] on the touch screen.
3. Select the required options.

Server

Allows you to specify the address of the destination server. Select a server name from the address book or select [Server] and enter a server name or IP address using the [Keyboard] screen.

NOTE: If a server name is used instead of an IP address, the appropriate DNS information has to be entered via CentreWare Internet Services. Without DNS properly defined, the host name will not be translated into an IP address.

Shared Name

Allows you to specify the name of the shared folder. Select a server from the address book to display the preset name or select [Shared Name] and enter a shared folder name on the [Keyboard] screen. Not required for FTP servers.

Save In

Allows you to specify the location (or path) of the directory for saving files. Select a server from the address book to display the preset location or select [Save in] and enter a location on the [Keyboard] screen.

User Name

Allows you to specify the user name if required by the destination server. Select a server from the address book to display the preset user name or select [User Name] and enter a user name on the [Keyboard] screen. Enter up to 32 characters if [FTP] is selected in the [Transfer Protocol] feature. Enter one of the following types if [SMB] is selected in the [Transfer Protocol] feature.

- user_name@domain_name (ex. fuji@xerox.com) where user_name is 32 characters (max) and domain_name is 64 characters (max)
- domain_name\user_name (ex. xerox\fuji) where user_name is 32 characters (max) and domain_name is 64 characters (max)
- local_user_name (ex. Fuji-Xerox) up to 32 characters (max)

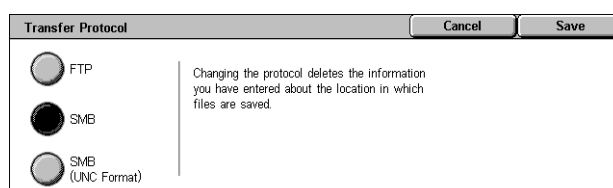
Password

Allows you to specify the password if required by the destination server. Select a server from the address book to display the preset password or select [Password] and enter a password using the [Keyboard] screen. Leave the password field blank if you do not want to assign a password.

Transfer Protocol

This feature allows you to select the transfer protocol. You must select the same protocol used by the destination.

1. Select [Transfer Protocol] on the [Scan to FTP/SMB] screen.
2. Select the required option.
3. Select [Save].



FTP

Specifies the FTP protocol.

SMB

Specifies the SMB protocol.

SMB (UNC Format)

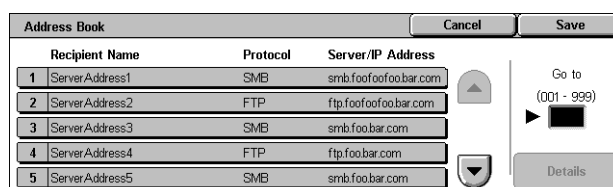
Specifies the SMB protocol (using the UNC format).

NOTE: If Remote Authentication has been enabled, a popup message will prompt the user to enter a login and password before using the Scan to FTP/SMB feature. The login and password will be passed to the Kerberos server. Only when the user has been authenticated (for example, User xyz really is user xyz), the feature will be made available.

Address Book

This feature allows you to select a destination server from the address book. Selecting a server causes the preset information to be entered into the entry fields: Server, Shared Name, Save In, Login Name, and Password. For information on how to register destinations, refer to *Address Book in the Setups chapter on page 290*.

1. Select [Address Book] on the [Scan to FTP/SMB] screen.
2. Select the required option.
3. Select [Save].



Details

Displays the detailed settings of the selected server.

Browse

This feature allows you to select a location on the network to save a scanned document. Browsing starts at the workgroup level, proceeds to the server level, and then to multiple hierarchical levels of shared folders.

1. Select [Browse] on the [Scan to FTP/SMB] screen.
2. Select the required options.
3. Select [Save].



Previous

Retraces one step up in the hierarchy.

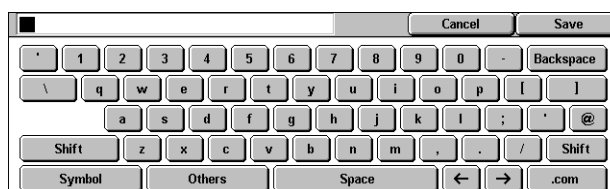
Next

Traces a path down in the hierarchy to the location selected.

Keyboard

This feature allows you to enter parameters into the Server, Shared Name, Save In, User Name, and Password fields. For more information on keyboard entry, refer to *Keyboard in the Fax/Internet Fax chapter on page 92*.

1. Select an entry field on the [Scan to FTP/SMB] screen.
2. Specify the required parameter.
3. Select [Save].



General Settings

This section describes the general control features for scanning, such as color, type, and file formats. For more information, refer to the following.

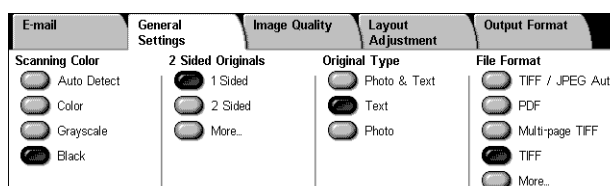
Scanning Color – page 130

2 Sided Originals – page 130

Original Type – page 131

File Format – page 132

1. Press the <All Services> button on the control panel.
2. Select a scan type on the touch screen.

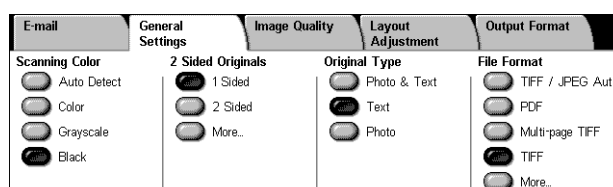


3. Select the [General Settings] tab on the touch screen.
4. Select the required options.

Scanning Color

This feature allows you to set the output colors to use when scanning.

1. Select a preset button for the [Scanning Color] feature on the [General Settings] screen.



Auto Detect

Detects the color content in the original document, and makes scans in full color if the original is a color document, or in black only if the original is a black and white document.

Color

Scans in full color.

Grayscale

Scans in grayscale, regardless of the color content in the original document.

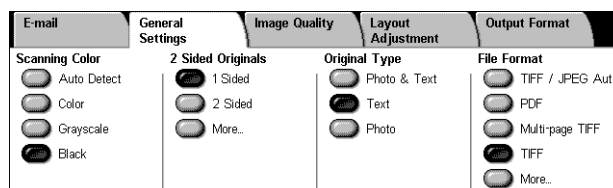
Black

Scans in black and white output only, regardless of the color content in the original document.

2 Sided Originals

This feature allows you to specify whether the documents are single-sided or double-sided, and how documents are to be positioned.

1. Select a preset button or [More] for the [2 Sided Originals] feature on the [General Settings] screen.



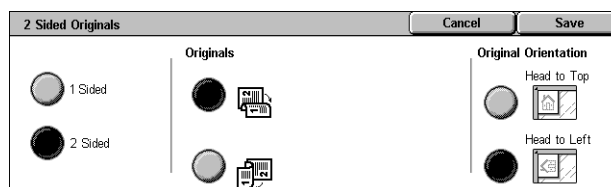
More

Displays the [2 Sided Originals] screen.

[2 Sided Originals] Screen

Allows you to select the 2 sided scanning options, document feed direction, and original orientation.

1. Select [More] for the [2 Sided Originals] feature on the [General Settings] screen.
2. Select the required option.
3. Select [Save].



1 Sided

Scans single-sided documents.

2 Sided

Scans double-sided documents. When you select this option, [Originals] is displayed at the right of the screen.

Originals

- Head to Head (top) - Scans documents opened side by side.
- Head to Toe (bottom) - Scans documents opened vertically.

Original Orientation

- Head to Top - Selects the vertical orientation, where the top of the document is orientated towards the back of the machine.
- Head to Left - Selects the horizontal orientation, where the top of the document is orientated towards the left-hand side of the machine.

Original Type

This feature allows you to scan at optimum image quality by selecting the type of original document.

NOTE: This setting has no effect on the image quality if [Color] or [Grayscale] is selected in the [Scanning Color] feature.

1. Select a preset button for the [Original Type] feature on the [General Settings] screen.

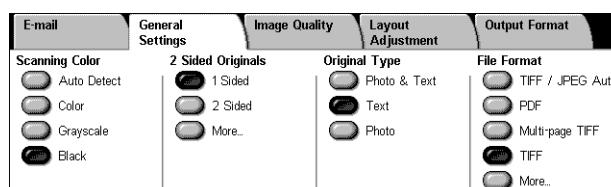


Photo & Text

Select this option to scan documents that contain both text and photographs. Text and photographs are automatically distinguished, and an appropriate quality mode is selected for individual areas.

Text

Select this option for documents that contain text only.

Photo

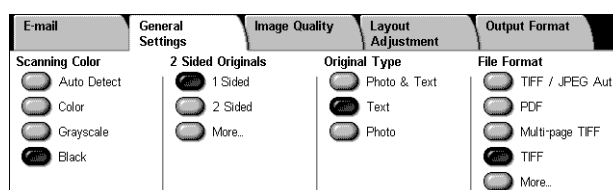
Select this option for documents that contain photographs only.

File Format

This feature allows you to select the file format to use when saving scanned data.

NOTE: The options available for this feature vary depending on the scan type you select on the <All Services> screen. This feature is not available when you select [Scan to Mailbox].

1. Select a preset button or [More] for the [File Format] feature on the [General Settings] screen.

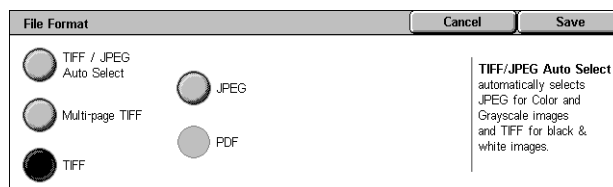
**More**

Displays the [File Format] screen.

[File Format] Screen

Allows you to select the file format.

1. Select [More] for the [File Format] feature on the [General Settings] screen.
2. Select the required option.
3. Select [Save].

**TIFF/JPEG Auto Select**

Automatically saves scanned data as TIFF or JPEG files. Full color and grayscale scanned images are stored in JPEG format, and monochrome scanned images are saved in TIFF format.

Multi-page TIFF

Saves multiple pages into a single file in TIFF format.

TIFF

Saves each page into a different file in TIFF format.

JPEG

Saves scanned data in JPEG format.

PDF

Saves scanned data in PDF format.

This feature allows you to add security measures to PDF files created by scanning using [E-mail] and [Scan to FTP/SMB].

- PDF Security - Displays the [File Format - PDF Security] screen. This allows you to set file privileges to prevent unauthorized access. Select [Password] to apply security measures.
 - Encryption Algorithm - Sets either 128-bit RC4 (Acrobat 5.0 or later) or 128-bit AES (Acrobat 7.0 or later) file encryption algorithm.
 - Supported Version - Displays the version of Adobe Acrobat compatible with the selected encryption algorithm.
 - Document Open Password - Displays the [PDF Security - Document Open Password] screen where you specify a password required to open the PDF document. The password can be up to 32 characters in length.
 - Permissions - Displays the [PDF Security - Permissions] screen where you specify the following permissions for the PDF document.
 - Security Password - Enter a security password of up to 32 characters to set the following restrictions for users who do not know the security password.
 - Printing - Set to prohibit pdf document printing, or limit the resolution of output prints.
 - Changes Allowed - Set to prohibit or limit pdf document user editing.
 - Allow Contents Copying and Extraction - Set to enable copying of pdf document content.
- PDF Signature - Allows you to add a PDF signature to the file so that the document's authenticity can be definitively proven, preventing false and fake documents being presented as authentic documents.

NOTE: The following handlers are used by Adobe Reader to verify the PDF signature. Acrobat 6.x verifies the signature using Windows Certificate Security, and Acrobat 7.x verifies the signature using Adobe Default Security.

Image Quality

This section describes the features used to adjust the quality of the scanned image. For more information, refer to the following.

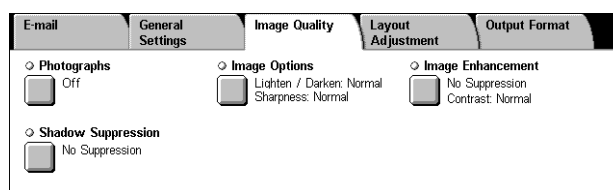
Photographs – page 134

Image Options – page 135

Image Enhancement – page 135

Shadow Suppression – page 136

1. Press the <All Services> button on the control panel.
2. Select a scan type on the touch screen.
3. Select the [Image Quality] tab.
4. Select the required feature.

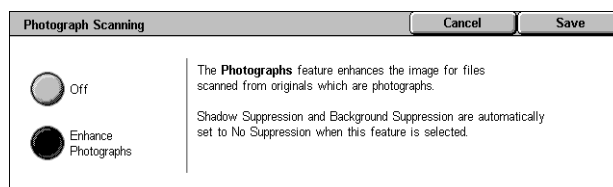


Photographs

This feature enhances images for files scanned from original color photographs.

NOTE: Only available when a photograph is placed on the document glass.

1. Select [Photographs] on the [Image Quality] screen.
2. Select the required option.
3. Select [Save].



Off

Disables the feature.

Enhance Photographs

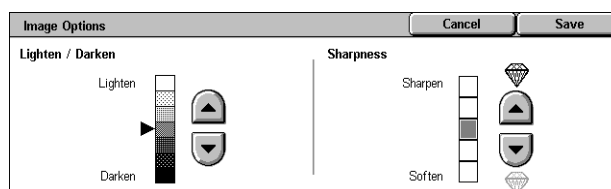
Enhances images scanned from color photographs with [Output Color] set to [Full Color].

NOTE: When [Enhance Photographs] is selected, [Shadow Suppression] and [Background Suppression] are not available.

Image Options

This feature allows you to adjust the brightness level and sharpness of fine edges.

1. Select [Image Options] on the [Image Quality] screen.
2. Select the required options.
3. Select [Save].



Lighten/Darken

Specifies the brightness level for scanned images.

Sharpness

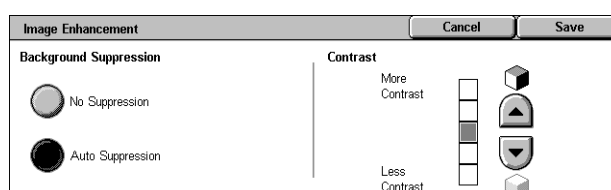
Specifies the sharpness level of fine edges for scanned images.

Image Enhancement

This feature allows you to select background suppression and to adjust the contrast level.

NOTE: [Contrast] will be displayed if you select [Grayscale] or [Color] on the [Original Type] screen.

1. Select [Image Enhancement] on the [Image Quality] screen.
2. Select the required options.
3. Select [Save].



Background Suppression

- No Suppression - Makes scans with background suppression turned off.
- Auto Suppression - Automatically suppresses colored backgrounds when [Black] is selected on the [Scanning Color] screen, and suppresses white backgrounds on colored documents when [Color] is selected on the [Scanning Color] screen.

NOTE: This feature is not available when [Photo] is selected on the [Original Type] screen.

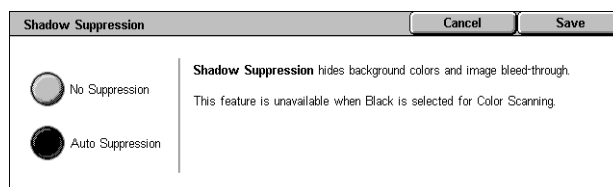
Contrast

Specifies the contrast level for scanned images.

Shadow Suppression

This feature allows you to suppress shadows that can appear from the reverse side of the document from appearing in the scanned image.

1. Select [Shadow Suppression] on the [Image Quality] screen.
2. Select the required option.
3. Select [Save].



No Suppression

Disables the feature.

Auto Suppression

Automatically suppresses shadows from appearing in scanned images.

Layout Adjustment

This section describes layout adjustment features for scanning. For information, refer to the following.

Scan Resolution – page 137

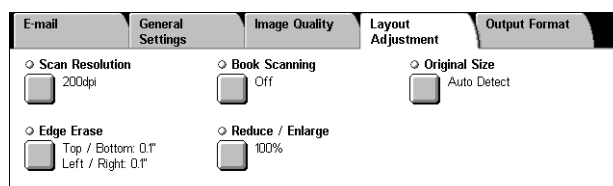
Book Scanning – page 137

Original Size – page 138

Edge Erase – page 139

Reduce/Enlarge – page 139

1. Press the <All Services> button on the control panel.
2. Select a scan type on the touch screen.
3. Select the [Layout Adjustment] tab.
4. Select the required feature.



Scan Resolution

This feature allows you to select the resolution for scanning the document. The greater the resolution selected, the larger the size of the stored image file. More time will also be required to complete the scan job.

1. Select [Scan Resolution] on the [Scan Options] screen.
2. Select the required option.
3. Select [Save].



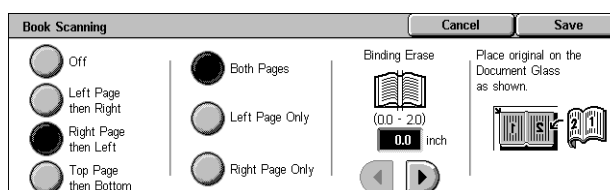
Scan Resolution

Scans at a resolution of 200 dpi, 300 dpi, 400 dpi or 600 dpi.

Book Scanning

This feature allows you to scan facing pages of a bound document in the correct page sequence using the document glass. The facing pages will be saved as two separate images.

1. Select [Book Scanning] on the [Layout Adjustment] screen.
2. Select the required options.
3. Select [Save].



NOTE: The facing pages of a bound document must be placed in a horizontal orientation on the document glass.

Off

Disables the feature.

Left Page then Right

Scans pages of an open book in the direction from left to right.

- Both Pages - Scans both the left and right pages.
- Left Page Only - Scans the left pages only.
- Right Page Only - Scans the right pages only.

Right Page then Left

Scans pages of an open book in the direction from right to left.

- Both Pages - Scans both the left and right pages.
- Left Page Only - Scans the left pages only.
- Right Page Only - Scans the right pages only.

Top Page then Bottom

Scans pages of an open book in the direction from top to bottom.

- Both Pages - Scans both the left and right pages.
- Top Page Only - Scans the top pages only.
- Bottom Page Only - Scans the bottom pages only.

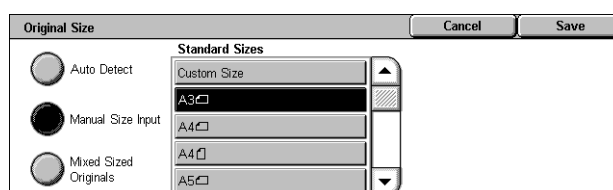
Binding Erase

Erases the center binding area of the book that tends to be shadowed due to the fold in the pages. Use the scroll buttons to specify the area to be erased from the center of an open book within the range of 0-50 mm (0.0-2.0 inches) in 1 mm (0.1) inch increments.

Original Size

This feature allows you to set the size of the document automatically, to select from a list of preset sizes, or to mix different size documents. If you select a preset size, documents will be scanned according to the specified size regardless of their actual size.

1. Select [Original Size] on the [Layout Adjustment] screen.
2. Select the required options.
3. Select [Save].



Auto Detect

Automatically detects the size of standard sized documents.

Manual Size Input

Allows you to select the input size from the 11 preset standard sizes in portrait or landscape orientations, or select a custom size within the ranges of 15-297 mm (0.6-11.7 inches) for length and 15-432 mm (0.6-17.0 inches) for width. The presets are set up by the Key Operator.

Mixed Sized Originals

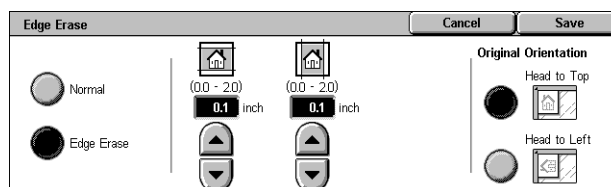
Allows you to scan more than one original size document. The machine senses the mixed sized originals automatically, and scans each document at the same size as the originals. Load different size documents, with top left corners aligned, into the Document Feeder.

NOTE: 5.5 × 8.5" and A5 originals must be loaded in portrait orientation.

Edge Erase

This feature allows you to erase unwanted marks such as scan shadows and hole punch marks from each edge of the scan.

1. Select [Edge Erase] on the [Layout Adjustment] screen.
2. Select the required options.
3. Select [Save].



Normal

Allows you to select the amount to be erased from the edge of the documents. Presets are set up by the Key Operator. If you do not want to erase any edge width, select [Edge Erase] and select 0.0 using the scroll buttons.

Edge Erase

Allows you to specify the width of the edge to be deleted from the document. Enter the amount you want to erase from the top, bottom, right, and left margins. Up to 50 mm (2 inches) can be entered.

NOTE: A binding erase option to remove shadows due to the binding of bound originals is also available on the [Edge Erase] screen for [Network Scanning].

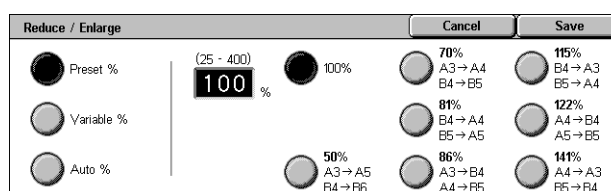
Original Orientation

- Head to Top - Selects the vertical orientation, where the top of the document is orientated towards the back of the machine.
- Head to Left - Selects the horizontal orientation, where the top of the document is orientated towards the left of the machine.

Reduce/Enlarge

This feature allows you to enlarge or reduce a scanned document by a specified ratio within the range of 25-400%.

1. Select [Reduce/Enlarge] on the [Layout Adjustment] screen.
2. Select the required options.
3. Select [Save].



Preset %

- 100% - Selects output at the same size as the original document.
- Presets - Allows you to select from seven preset enlargement/reduction ratios. The presets are set up by the Key Operator.

Variable %

Allows you to specify a reduction/enlargement ratio using the screen keypad or the scroll buttons on the touch screen within the range of 25-400% in 1% increments.

Auto %

Automatically selects the enlargement/reduction ratio, depending on the size of the original document and the [Output Size] paper size. When you select this option, [Output Size] is displayed at the right side of the screen where you can select from eight preset options.

Output Format

This section describes the features available to configure the settings for outputting scanned data. For more information, refer to the following.

Image Compression – page 140

Read Receipts – page 141

Split Send – page 141

Document Name/File Name – page 141

File Name Conflict – page 142

Reply To – page 142

NOTE: The features available vary according to the scan type selected on the <All Services> screen.

1. Press the <All Services> button on the control panel.
2. Select a scan type on the touch screen.
3. Select the [Output Format] tab.
4. Select the required feature.

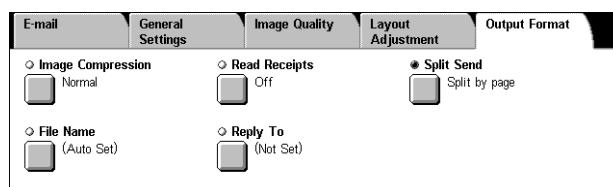
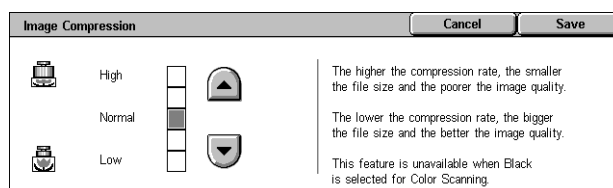


Image Compression

This feature allows you to select the ratio of data compression for color and grayscale scanned images.

NOTE: This feature is available for all scan types.

1. Select [Image Compression] on the [Output Format] screen.
2. Select the compression level.
3. Select [Save].

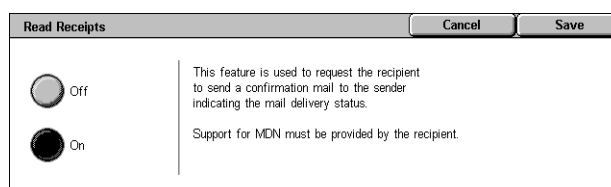


Read Receipts

This feature allows you to request recipients to notify you by e-mail that they have received your e-mail attachment.

NOTE: This feature is displayed only when you have selected [E-mail].

1. Select [Read Receipts] on the [Output Format] screen.
2. Select [On] to enable the feature.
3. Select [Save].

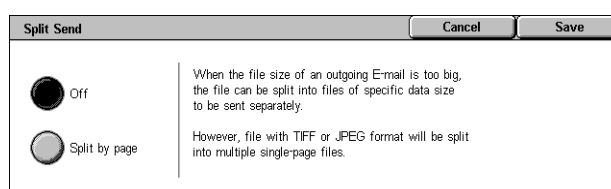


Split Send

This feature allows you to divide large scanned data files into multiple e-mail messages of a specific data size.

NOTE: This feature is displayed only when you have selected [E-mail].

1. Select [Split Send] on the [Output Format] screen.
2. Select the required option.
3. Select [Save].



Off

Disables the feature.

Split by page

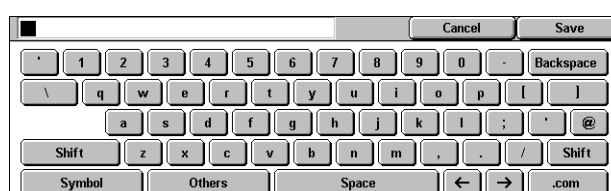
Divides scanned data into smaller messages if the data exceeds the maximum E-mail size. The presets are set up by the Key Operator. For more information, refer to *E-mail Control in the Setups chapter on page 281*.

Document Name/File Name

This feature allows you to enter a name for the document/file name, if you do not want to use the name assigned by the machine. The file name extension is automatically attached to the file name depending on the type of file (tif, pdf).

NOTE: The [Document Name] feature is displayed only when you have selected [Scan to Mailbox]. The [File Name] feature is displayed when you have selected [E-mail] or [Scan to FTP/SMB].

1. Select [Document Name] or [File Name] on the [Output Format] screen.
2. Enter a document/file name.
3. Select [Save].



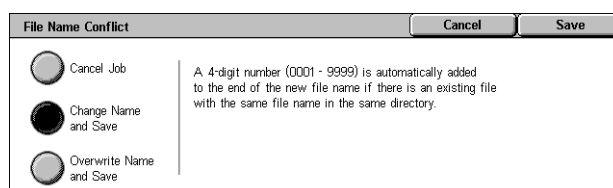
For information on keyboard entry, refer to *Keyboard in the Fax/Internet Fax chapter on page 92*.

File Name Conflict

This feature allows you to deal automatically with file name conflicts if a duplicate file name is entered on the [File Name] screen.

NOTE: This feature is displayed only when you have selected [Scan to FTP/SMB].

1. Select [File Name Conflict] on the [Output Format] screen.
2. Select the required option
3. Select [Save].



Cancel Job

Cancels the scan operation so that you may enter another file name.

Change Name and Save

Attaches a 4-digit number (0000-9999) to the end of the duplicate file name and saves the file in the same directory.

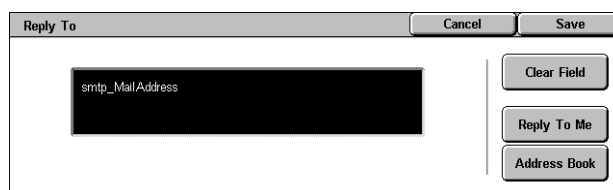
Overwrite Name and Save

Deletes the existing file with the duplicate file name and saves the new file with the specified file name in the same directory.

Reply To

This feature allows you to specify the E-mail return address.

1. Select [Reply To] on the [Output Format] screen.
2. Select the required options.
3. Select [Save].



Clear Field

Clears the current address in the entry field.

Reply To Me

Specifies the sender's address as the reply address.

Address Book

Displays the list of e-mail addresses registered in the address book. Select a reply address from an entry in the address book. For more information on searching an address book, refer to *Address Book on page 128*.

6 Check Mailbox

This chapter describes the methods for checking, printing, or deleting documents in a mailbox. You can store the following types of documents (marked with matching icons in the Document List) in a mailbox.

- Incoming confidential fax documents (📠) - Refer to *Polling in the Fax/Internet Fax chapter on page 111*.
- Incoming confidential Internet Fax documents (📠) - Refer to *Polling in the Fax/Internet Fax chapter on page 111*.
- Fax documents for confidential polling (📠) - Refer to *Store for Polling in the Fax/Internet Fax chapter on page 112*.
- Scanned documents (📄) - Refer to *Scan to Mailbox in the Scan/E-mail chapter on page 125*.

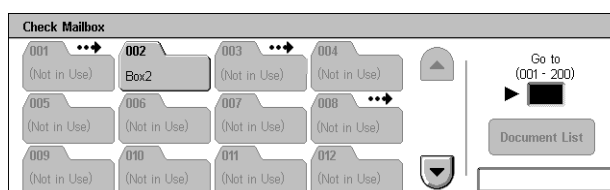
You can also link a mailbox to a job flow sheet to process the stored documents manually and automatically. For more information, refer to *Document List on page 144*.

Check Mailbox

This section describes the mailbox features that allow you to check, print, or delete documents in the private mailboxes displayed on the [Check Mailbox] screen. Some mailboxes, however, may require you to enter a password, depending on the operation you attempt. Private mailboxes created by other users are inactive and inaccessible to you. For information on how to create a mailbox, refer to *Mailbox in the Setups chapter on page 285*.

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

NOTE: If the Authentication feature is enabled, you may be required to enter a user ID and a password (if one is set up). If you need assistance, contact the Key Operator.



2. Select [Check Mailbox] on the touch screen.

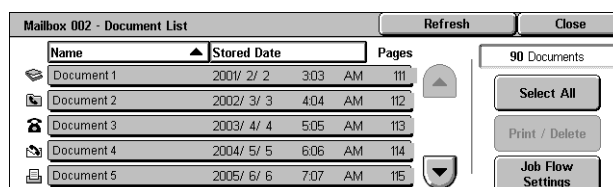
Go to

Allows you to specify the first mailbox number to be displayed on the screen, using the numeric keypad on the control panel.

Document List

This feature allows you to print or delete documents in the selected mailbox. You can also link a mailbox or the documents inside to a job flow sheet to automate document processing. For more information on job flow sheets, refer to *Job Flow Sheets in the Setups chapter on page 287*.

1. Select the required mailbox.
2. Select [Document List] on the [Check Mailbox] screen.
3. Select the required options.
4. Select [Close].



Name/Stored Date

Sorts the documents by their names or the dates they were stored. Selecting the same option again toggles the order in which they are listed, as indicated with an upward (ascending order) or downward (descending order) triangle shown to the right of the name of the option selected.

Refresh

Updates the list of documents in the mailbox.

Select All

Selects all the documents in the mailbox, so that you can print or delete them all at once.

Print/Delete

Displays the [Print/Delete] screen.

- Print - Prints the selected document(s).
- Delete - Deletes the selected document(s).

Job Flow Settings

Displays the [Job Flow Settings] screen.

Printing/Deleting Mailbox Documents

1. Select a document or several documents on the [Document List] screen.
2. Select [Print/Delete].
3. Select the required option.

Name	Stored Date	Pages
Document 1	2001/ 2/ 2 3:03 AM	111
Document 2	2002/ 3/ 3 4:04 AM	112
Document 3	2003/ 4/ 4 5:05 AM	113
Document 4	2004/ 5/ 5 6:06 AM	114
Document 5	2005/ 6/ 6 7:07 AM	115

Mailbox 004 - Print / Delete		Cancel	Close
Document:	0062	Print Settings Batch Print : Off Quantity : 1 Set(s) Paper Supply : Auto 2 Sided Print : Off Stapling : None Output : Center Tray	Delete Print
Document Type:	Document for Private Polling		
Size:	A3		
Document Name:	Document		
Stored Date:	14/9/2008 10:20 AM		
Pages:	668	Change Document Name	

Change Document Name

Allows you to edit the document name. This option is available only when a single document is selected on the [Document List] screen.

Delete

Deletes the selected documents.

Print

Prints the selected documents.

Print Settings

Displays the [Mailbox - Print Settings] screen.

[Mailbox - Print Settings]

This feature allows you to change the various document print settings.

1. Select [Print Settings] on the [Print/Delete] screen.

Mailbox - Print Settings			Cancel	Save
Batch Print <input type="checkbox"/> Off	Quantity <input type="checkbox"/> 1 Set(s)	Paper Supply <input type="checkbox"/> Auto	Reset Print	
2 Sided Printing <input type="checkbox"/> Off	Finishing <input type="checkbox"/> No Staple <input type="checkbox"/> Center Output Tray			

Batch Print

Prints multiple documents as a single job. The documents are printed in the order they were selected.

Quantity

Selects the number of copies to print.

Paper Supply

Selects the paper tray from which to print.

2 Sided Printing

Selects side edge binding or top edge binding for 2 sided documents.

Finishing

Selects the stapling option and the output paper tray. The finisher tray is automatically selected if a stapling option is selected.

Job Flow Settings

This feature allows you to set, modify, or release linkage with a job flow sheet. You can also execute the linked job flow sheet from this screen.

A job flow sheet allows you to process the documents stored in private mailboxes. You can link a mailbox to a job flow sheet in advance to automatically execute the job flow sheet when a new document is saved in the mailbox, or you can manually start a job flow sheet as necessary.

NOTE: The job flow sheet you created from this screen can be executed, modified, duplicated, or deleted only from the private mailbox in which it was created.

NOTE: The job flow sheet feature is available only when the Network Scanning Kit is installed on the machine.

You can register the following types of document processing in a job flow sheet.

- Specifying destinations (FTP, SMB, e-mail, fax, and Internet Fax)
- Specifying multiple destinations and batch processing
- Printing

The document processing types you can register in a job flow sheet depend on how documents are stored in a private mailbox. See the following chart.

Input/	Output					
	Printer	Fax	Internet Fax	E-mail	FTP	SMB
Fax for polling	O	O	O	O	O	O
Scan	O	O	O	O	O	O
Received fax	O*1	O	O	O	O	O
Received Internet Fax	O	O	O*2	O*2	O	O
Print Stored	X	X	X	X	X	X

O: Available

X: Not available

*1: If the fax USB cable is disconnected while printing a received fax document, the document is not deleted after printing, even if the delete after printing setting is enabled in the mailbox settings.

*2: Depends on the Key Operator settings.

NOTE: Only the job flow sheets you are permitted to execute are displayed on the screen.

1. Select [Job Flow Settings] on the [Document List] screen.

NOTE: To link a document to a job flow sheet, select the required document on the screen.

The screenshot shows the 'Mailbox 002 - Job Flow Settings' window. It has a 'Close' button in the top right. The main area contains the text 'Job Flow Sheet that has been linked to this Mailbox: Fax to Sales'. Below this is a description: 'Description: Fax orders to Sales'. There is an 'Auto Start' checkbox which is currently unchecked. At the bottom left is a 'Start' button. On the right side, there are three buttons: 'Cut Link', 'Create/Change Link', and 'Select Job Flow Sheet'.

2. Select the required options.
3. Select [Close].

Auto Start

Sets the linked job flow sheet to be automatically executed when a new document is saved in the mailbox. This check box appears only when the mailbox has been linked with a job flow sheet.

NOTE: Mailboxes with this option enabled are marked with an arrow above their icons.

Start

Executes the linked job flow sheet and returns to the [Document List] screen. This button appears only when the mailbox has been linked with a job flow sheet.

Cut Link

Releases linkage with a job flow sheet.

Create/Change Link

Displays the [Create/Change Link] screen.

Select Job Flow Sheet

Displays the [Select Job Flow Sheet] screen.

[Create/Change Link] Screen

This screen allows you to create or modify a job flow sheet.

1. Select [Create/Change Link] on the [Job Flow Settings] screen.
2. Select the required options.
3. Select [Save].

The screenshot shows the 'Mailbox 002 - Link Job Flow Sheet to Mailbox' window. It has a 'Save' button in the top right. The main area is divided into two sections. The left section, titled 'Name', has an 'Updated' button and a list of job flow sheets: 'Forward to customer', 'To Accounting', 'Legal', 'Print List', and 'Private'. The right section, titled 'Sheet Filtering', has a 'Mailbox' checkbox, a 'Create' button, and an 'Edit / Delete' button. On the far right, there are search fields: 'Search by Name', 'Search by Keyword', and a 'Select Keyword' button.

Name/Last Updated

Sorts the job flow sheets by their names or the dates they were last updated. Selecting the same option again toggles the order in which they are listed, as indicated with an upward (ascending order) or downward (descending order) triangle shown to the right of the name of the option selected.

Sheet Filtering

Displays the [Sheet Filtering] screen. Refer to *Sheet Filtering on page 149*.

Create

Creates a new job flow sheet to be linked with the mailbox.

NOTE: The job flow sheets you create on this screen can only be executed, modified or deleted from this mailbox.

Edit/Delete

Allows you to modify or delete an existing job flow sheet.

For more information on [Create] and [Edit/Delete], refer to *Job Flow Sheets in the Setups chapter on page 287*.

Search by Name

Displays the [Keyboard] screen. Enter the name of a job flow sheet to search.

Search by Keyword

Displays the [Keyboard] screen. Enter the keyword assigned to a job flow sheet to search.

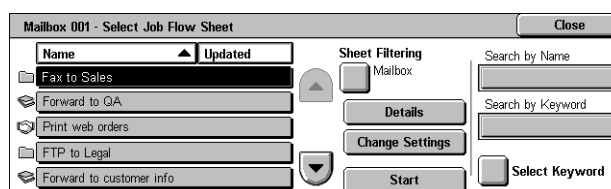
Select Keyword

Displays the [Select Keyword] screen. Select a preset keyword assigned to a job flow sheet to search.

[Select Job Flow Sheet] Screen

This feature allows you to select and execute a job flow sheet on the documents stored in the selected mailbox.

1. Select [Select Job Flow Sheet] on the [Job Flow Settings] screen.
2. Select the required options.
3. Select [Close].

**Name/Last Updated**

Sorts the job flow sheets by their names or the dates they were last updated. Selecting the same option again toggles the order in which they are listed, as indicated with an

upward (ascending order) or downward (descending order) triangle shown to the right of the name of the option selected.

Sheet Filtering

Displays the [Sheet Filtering] screen. Refer to *Sheet Filtering on page 149*.

Details

This option becomes active and selectable when you select a job flow sheet. Allows you to view and/or modify the processes registered in the selected job flow sheet. For more information, refer to *Job Flow Sheets in the Setups chapter on page 287*.

Change Settings

Allows you to temporarily change job flow sheet settings for the selected job flow sheet. For more information, refer to *Job Flow Sheets in the Setups chapter on page 287*.

Start

Executes the selected job flow sheets.

Search by Name

Displays the [Keyboard] screen. Enter the name of a job flow sheet to search.

Search by Keyword

Displays the [Keyboard] screen. Enter the keyword assigned to a job flow sheet to search.

Select Keyword

Displays the [Select Keyword] screen. Select a preset keyword assigned to a job flow sheet to search.

Sheet Filtering

This feature allows you to limit the job flow sheets displayed on the screen by the log-in status of the user operating the machine.

When logged in to the machine as a unique user:

- Personal Sheets - Displays only the job flow sheets owned by the currently logged in user.
- Shared Sheets (Administrator) - Displays the job flow sheets owned by the Key Operator.

NOTE: Job flow sheets owned by unique users other than the currently logged in user are not displayed.

When not logged in to the machine as a unique user:

- System Administrator - Displays only the job flow sheets owned by the Key Operator.

- Non-System Administrator - Displays only the job flow sheets owned by users other than the Key Operator.

NOTE: Job flow sheets owned by unique users are not displayed.

Job Flow Sheet Restrictions

Job flow sheets can be restricted to personal use or shared among users, and may be restricted to special mailboxes.

For more information on the restrictions for job flow sheets and mailboxes when the Authentication feature is enabled, refer to *Authentication for Job Flow Sheet and Mailbox in the Authentication and Auditron Administration chapter on page 330*.

7 Print

This chapter contains information on the optional print feature of the machine. With this feature, you can send print jobs from a PC directly to the machine.

NOTE: Some of the features described in this chapter are optional, and may not apply to your machine configuration.

In addition, the following special printing features are available.

- E-mail printing

This feature allows you to print an e-mail attachment sent to the machine. The printing format for the e-mail attachment can be changed by the emulation settings. For more information, refer to *Emulation Settings in the CentreWare Internet Services chapter on page 201*.

NOTE: You can use only plain text in the body of e-mail. Make sure that plain text is selected as the body text format in your e-mail program.

- Direct printing

This feature allows you to send a PDF or a TIFF file directly to the machine to print. For more information, refer to the PCL Print Driver CD-ROM.

- Secure Print

This feature allows you to store a confidential document sent from a PC for printing. A user ID and a password specified from the PC are required to print out the document. For more information, refer to *Secure Print in the Job Status chapter on page 308*.

- Sample Print

This feature allows you to print one set of a document prior to printing the whole quantity. You can choose whether or not to print more sets of the same document. A user ID is required to access the stored document, and the number of sets can be specified from the PC. For more information, refer to *Sample Print in the Job Status chapter on page 309*.

- Delayed Print

This feature allows you to print documents at the specified time within 24 hours. The documents will be printed automatically at the specified time. For more information, refer to *Delayed Print in the Job Status chapter on page 310*.

- Public Mailbox Print

This feature allows you to check, print, and delete documents stored in a public mailbox for polling. For more information, refer to *Public Mailbox in the Job Status chapter on page 310*.

- PCL emulation

This feature allows you to print documents from a PC not supported by the supplied PCL print driver, according to the emulation parameters (i.e., paper size) set on the

machine. For information on how to set parameters for PCL emulation, refer to *PCL Emulation in the Machine Status chapter on page 315*. For the list of parameters and their values for PCL emulation, refer to *PCL Emulation on page 156*.

- HP-GL/2 emulation

This feature allows you to print documents from devices that support HP-GL/2. For information on how to set parameters for HP-GL/2 emulation, refer to *HP-GL/2 Emulation in the Machine Status chapter on page 316*. For the list of parameters and their values for HP-GL/2 emulation, refer to *HP-GL/2 Emulation on page 159*.

- PDF direct printing

This feature allows you to bypass print driver software, and send PDF files directly to the machine for printing, according to the emulation parameters set on the machine. For information on how to set emulation parameters for PDF direct printing, refer to *PDF in the Machine Status chapter on page 317*. For the list of emulation parameters and their values for PDF direct printing, refer to *PDF Direct Printing on page 163*.

- Logical printer

This feature allows you to register emulation parameters set on the machine as a logical printer, which you can later select from your PC to print documents. Logical printers can be created for PCL, TIFF, HP-GL/2 and PostScript using CentreWare Internet Services. For more information, refer to *Properties in the CentreWare Internet Services chapter on page 179*.

- Bi-Directional Communication

This feature enables you to get the up-to-date printer status, and to set the interval at which the computer communicates with the printer to obtain the printer status. It also allows you to obtain the status on active jobs, completed jobs, and the paper tray status. For more information, refer to *Printer Status on page 154*.

NOTE: This feature is only available when your printer is connected via TCP/IP or IPX and the SNMP agent is running, and your print driver and printer are both set up for network printer.

Print Driver Features

When you select the machine as the printer, the associated print screen is displayed on the networked computer. Select the [Print] menu from the toolbar to display the print screen.

Information on printing from UNIX and Macintosh computers is provided separately. Refer to the following for procedures on sending print jobs.

- UNIX - System Administration Guide
- Macintosh - PostScript User Guide

NOTE: The PostScript driver requires the optional PostScript Kit.

Major Features

The following major features are supported by the print driver.

NOTE: The print driver features vary depending on the operating system of the networked computer.

Job Type

- Normal Print - Select this for normal printing.
- Secure Print - Select this to use the secure print feature. You need to enter a user ID and a password before printing.
- Sample Print - Select this to use the sample print feature. You need to enter a user ID before printing.
- Delayed Print - Select this to use the delayed print feature. Specify the start time to print.
- Save to Mailbox - Select this to save the print job to a file in a mailbox on the machine.
- Fax - Select this to send faxes from your PC via the machine.

Paper Size

Allows you to select a paper size from a list of standard paper sizes.

Paper Tray

Allows you to manually select the paper tray from which to print, or allow the machine to automatically select the appropriate tray based on the machine's paper tray priority settings.

Paper Type

Allows you to select the paper type for the desired output media.

2 Sided Print

Makes double-sided printing. Both sides of the paper can be printed automatically. You can select [Flip on Short Edge] for output that flips along the short edge of the paper.

Output Color

Allows you to select color output or black and white output printing.

Stapling

Allows you to select stapled output, and to specify how many staples are attached and along which corner or edge of the output paper. This option requires the optional finisher.

Multiple Up

Allows you to print multiple pages of the documents onto one sheet of paper. The machine automatically reduces/enlarges the images as needed to fit on one page.

Output Destination

Allows you to select the output tray.

Print Mode

Specifies the priority for printing. You can select [Standard] or [High Speed]. If you select [High Speed], the print speed has increased priority. If you select [Standard], the output quality has highest priority.

Brightness

Adjusts the brightness of output prints. Specify the rate in the range -5 to +5 using the keyboard or slider bar.

Screen

Specifies the screening process used for bitmap images.

Detailed Settings

Other printer driver options include draft mode printing, transparency separators, image enhancement, color balance, image shift, covers, and booklet creation.

Printer Status

The printer status can be monitored using the Bi-Directional Communication Window, displayed by selecting the [Status] button on the [Paper/Output] tab.

Bi-Directional Communication Setup

This section describes the Bi-Directional Communication setup procedure in order to monitor the printer status.

NOTE: The Bi-Directional Communication function is supported on the Windows 2000, Windows XP, and Windows Server 2003 operating systems.

NOTE: For more information on using the PostScript driver, refer to the Operation with Windows 2000, Windows XP and Windows Server 2003 chapter in the PostScript User Guide.

NOTE: If any of the following occurs, the Bi-Directional Communication function is automatically disabled, and will need to be setup again.

- If the device configuration (for example, Memory Capacity) is changed,
- If [Get Information from Printer] is selected, and communication fails,
- If the [Enable Bi-Directional Communication] check box is selected, and communication fails.

To setup the Bi-Directional Communication function:

1. Select [Properties] for the print driver.
2. Open the [Option] tab.

3. Select the [Enable Bi-Directional Communication] check box.

The print driver automatically detects the printer on the connected port.

Printer Cannot be Detected

If the printer cannot be detected on the connected port, the [Search Printer] screen is displayed. You can select one of the following methods to search for the printer or specify a printer address.

- **Broadcast** – Click this button, and then click [Search Details] to specify either a TCP/IP or IPX broadcast address type. Select [Next] to search for the printer, and then click [Finish].
- **Specify Address** – Click this button, and click [Next]. Specify the TCP/IP or IPX address on the [Specify Address] screen, and then click [Finish].
- **Community Name** – Enter a community name if it is necessary to set the SNMP community name. Click [Next] to search for the printer, and then click [Finish].

Bi-Directional Communication Functions

For details on the Bi-Directional Communication functions, refer to the driver online help.

Printer Status

The Printer Status area reports the general status of your printer, and indicates whether the printer is currently available.

Refresh Interval

Displays the interval at which the computer communicates with the printer to obtain the printer status.

Active Jobs

Displays the status of up to 25 jobs currently in the print queue. These active jobs are sorted in descending order according to their Submission Time.

Completed Jobs

Displays the status of the last 25 jobs that have been completed. These completed jobs are sorted in descending order according to their Completion Time.

Paper Status

Displays the type of paper loaded in the different paper trays on your printer and their respective remaining paper levels. These items are sorted in accordance with the name of the paper tray displayed in [Paper Tray].

Emulation Parameters

The emulation parameters for PCL, HP-GL/2 and PDF direct printing can be changed as necessary.

For information on how to change parameter values, refer to *Print Mode in the Machine Status chapter on page 315*.

PCL Emulation

Parameter	Item No.	Value
Paper Tray	201	0: Auto (Default) 1: Tray 1 2: Tray 2 3: Tray 3 5: Tray 5 (Bypass) Selects the paper tray. When [Auto] is selected, the machine automatically selects the tray that contains the paper whose size is specified on the [Paper Supply] screen.
Auto Size	202	3: A3 4: A4 (Default) 5: A5 14: B4 15: B5 21: 8.5 × 14" 22: 8.5 × 13" 23: 8.5 × 11" (Default*) 24: 11 × 17" 30: 8K Sets the default paper size when the machine is set to select the paper size automatically. Only available when [Paper Tray] is set to [Auto]. * The default value will be either [4] or [23] depending on the region of use.
Bypass Size	203	3: A3 4: A4 (Default*) 5: A5 14: B4 15: B5 21: 8.5 × 14" 22: 8.5 × 13" 23 (Default*): 8.5 × 11" 24: 11 × 17" Sets the paper size for the bypass tray. Only available when [Paper Tray] is set to [Tray 5 (Bypass)]. * The default value will be either [4] or [23] depending on the region of use.
Orientation	205	0: Portrait (Default) 1: Landscape Sets the document orientation.

Parameter	Item No.	Value
2 Side Print	206	0: Off (Default) 1: On Sets whether to enable double-sided printing.
Default Font	207	0: CG Times 1: CG Times Italic 2: CG Times Bold 3: CG Times Bold Italic 4: Univers Medium 5: Univers Medium Italic 6: Univers Bold 7: Univers Bold Italic 8: Univers Medium Condensed 9: Univers Medium Condensed Italic 10: Univers Bold Condensed 11: Univers Bold Condensed Italic 12: Antique Olive 13: Antique Olive Italic 14: Antique Olive Bold 15: CG Omega 16: CG Omega Italic 17: CG Omega Bold 18: CG Omega Bold Italic 19: Garamond Antiqua 20: Garamond Kursiv 21: Garamond Halbfett 22: Garamond Kursiv Halbfett 23: Courier (Default) 24: Courier Italic 25: Courier Bold 26: Courier Bold Italic 27: Letter Gothic 28: Letter Gothic Italic 29: Letter Gothic Bold 30: Albertus Medium 31: Albertus Extra Bold 32: Clarendon Condensed 33: Coronet 34: Marigold 35: Arial 36: Arial Italic 37: Arial Bold 38: Arial Bold Italic 39: Times New 40: Times New Italic 41: Times New Bold 42: Times New Bold Italic 43: Symbol 44: Wingdings 45: Line Printer 46: Times Roman 47: Times Italic 48: Times Bold 49: Times Bold Italic 50: Helvetica 51: Helvetica Oblique 52: Helvetica Bold 53: Helvetica Bold Oblique 54: CourierPS 55: CourierPS Oblique 56: CourierPS Bold 57: CourierPS Bold Oblique 58: SymbolPS 59: Palatino Roman 60: Palatino Italic 61: Palatino Bold 62: Palatino Bold Italic 63: ITC Bookman Light 64: ITC Bookman Light Italic 65: ITC Bookman Demi 66: ITC Bookman Demi Italic 67: Helvetica Narrow 68: Helvetica Narrow Oblique 69: Helvetica Narrow Bold 70: Helvetica Narrow Bold Oblique 71: New Century Schoolbook Roman 72: New Century Schoolbook Italic 73: New Century Schoolbook Bold 74: New Century Schoolbook Bold Italic 75: ITC Avant Garde Book 76: ITC Avant Garde Book Oblique 77: ITC Avant Garde Demi 78: ITC Avant Garde Demi Oblique 79: ITC Zapf Chancery Medium Italic 80: ITC Zapf Dingbats

Parameter	Item No.	Value
Symbol Set	208	0: Roman 8 (Default) 1: ISO 8859-1 Latin 1 2: ISO 8859-2 Latin 2 3: ISO 8859-9 Latin 5 4: ISO 8859-10 Latin 6 5: PC-8 6: PC-8 DN 7: PC-775 8: PC-850 9: PC-852 10: PC-1004 (OS/2) 11: PC Turkish 12: Windows 3.1 Latin 1 13: Windows 3.1 Latin 2 14: Windows 3.1 Latin 5 15: DeskTop 16: PS Text 17: MC Text 18: Microsoft Publishing 19: Math 8 20: PS Math 21: Pi Font 22: Legal 23: ISO 4 United Kingdom 24: ISO 6 ASCII 25: ISO 11 Swedish:names 26: ISO 15 Italian 27: ISO 17 Spanish 28: ISO 21 German 29: ISO 60 Norwegian v1 30: ISO 69 French 31: Windows 3.0 Latin 1 32: Windows Baltic 33: Symbol 34: Wingdings
Font Size	209	400-5000 (Default: 1200): Specifies the point size of a font in increments of 25. The value of 100 represents 1 point.
Font Pitch	210	600-2400 (Default: 1000): Specifies the pitch size of a font. The value of 100 represents the pitch size of 1.
Form Line	211	5-128 (Default: 64 or 60*): Specify the number of lines on a page. * The default value will be [64] if the default value of the item 202/203 is [4]; [60] if the value for 202/203 is [23].
No. of Sets	212	1-999 (Default: 1): Specify the number of print sets.
Image Enhance	213	0: Off 1: On (Default) Sets whether to enable the enhanced image mode.
Hex Dump	214	0: Off (Default) 1: On Sets whether to enable a hex dump.
Draft Mode	215	0: Off (Default) 1: On Sets whether to enable the draft mode.
Color Mode	216	0: Auto (Default) 1: Color 2: Monochrome Sets the color output mode.
Binding	217	0: LEF (Default) 1: SEF Specifies which edge of paper is to be bound.

Parameter	Item No.	Value
Line Termination	218	0: Off (Default) 1: Add-LF (Appends an LF to CR) 2: Add-CR (Appends a CR to LF and FF) 3: CR-XX (Appends a CR to LF and FF, and LF to CR)

HP-GL/2 Emulation

Parameter	Item No.	Value
Document Size	101	99: Auto (Default) 100: Paper 0: A0 1: A1 2: A2 3: A3 4: A4 5: A5 10: B0 11: B1 12: B2 13: B3 14: B4 15: B5 Sets the input PDL logical document size. When Auto is selected, the document size is determined by the Scale Mode (No.160)
Paper Size	102	99: Auto 101: A Size (Default) 3: A3 4: A4 5: A5 14: B4 15: B5 Sets the paper size. When Auto is selected, the document size is determined by the Scale Mode (No.160)
Paper Tray	103	0: Auto (Default) 1: Tray 1 2: Tray 2 3: Tray 3 5: Tray 5 (Bypass) Selects the paper tray.
Coordinate Rotation	104	0: 0 degree 1: 90 degree Sets the paper orientation.

Parameter	Item No.	Value
Color Mode	105	0: Color 1: Grayscale (Default) 2: Black Sets the color output mode.
Auto Layout	106	0: ON (Default) 1: OFF Sets whether to align the document position and paper automatically.
Active Palette	107	0: Command (Default) 1: Panel Sets whether to use the palette specified by a command or the panel.
No. of Prints	108	1-250: 1 to 250 (1: Default) Sets the number of prints to be made.
Output Tray	109	0: Center Output Tray (Default) 1: Side Output Tray 2: Finisher Tray Sets the output paper tray.
2 Sided Printing	110	0: None (Default) 1: Head to head 2: Head to toe Sets the 2 sided original orientation.
Chinese Characters	111	0: Stroke (Stroke) 1: Mincho 2: Gothic Sets the output style for 2-byte characters.
Alpha-numeric Characters	112	0: Stroke (Stroke) 1: Roman 2: Sans-serif Sets the output style for 1-byte characters.
Vertical Image Shift	113	0: None (Default) 1-250: -1 to -250 mm 251-500: +1 to +250 mm Sets the vertical image shift.
Horizontal Image Shift	114	0: None (Default) 1-250: -1 to -250 mm 251-500: +1 to +250 mm Sets the horizontal image shift.

Parameter	Item No.	Value
Print Quantity Setup	115	0: Protocol (Default) 1: Panel 2: Command Sets the method for specifying the print quantity.
HP-GL Mode	150	0: HP-GL (Default) 1: HP-GL/2 Sets the page description language (PDL).
Hard Clip	151	0: Standard 2: Paper (Default) Sets the hard clip area. The [Standard] hard clip area for A4, A3, Letter, and Ledger is the same as for Hewlett Packard HP7550A. For other sizes, the hard clip area is the machine printable area. The [Paper] hard clip area is the same size as the paper.
Eject Command SP	152	0: OFF (Default) 1: ON Sets whether the command is processed as an eject command
Eject Command SPO	153	0: OFF 1: ON (Default) Sets whether the command is processed as an eject command
Eject Command NR	154	0: OFF (Default) 1: ON Sets whether the command is processed as an eject command
Eject Command FR	155	0: OFF (Default) 1: ON Sets whether the command is processed as an eject command
Eject Command PG	156	0: OFF (Default) 1: ON Sets whether the command is processed as an eject command
Eject Command AF	157	0: OFF (Default) 1: ON Sets whether the command is processed as an eject command
Eject Command AH	158	0: OFF (Default) 1: ON Sets whether the command is processed as an eject command

Parameter	Item No.	Value
Scale	159	0: OFF 1: ON (Default) Sets whether scaling is performed to enlarge or reduce the document size to fit the paper size.
Scale Mode	160	0: Paper size (Default) 1: Active coordinate area Sets how the document size is specified when [Document Size] (101) is set to [Auto] (99). [Paper Size] Set the document size the minimum size that combines the active coordinate area from the active coordinate determining method and the active coordinate obtained by the settings of Origin Position and Paper Margin. [Active Coordinate Area] Set the document size the area from which the paper margin is subtracted from the active coordinate area obtained by the active coordinate determining method.
Active Area Determining Command	161	0: Auto (Default) 1: PS 2: IW 3: IP 4: Adapted Sets the method for obtaining the active coordinate area. [Auto] sets the method using PS, IW, IP, or Adapted. [PS]: The rectangular area is defined by the area specified by the first [PS] command. [IW]: The rectangular area is defined by the area specified by the last [IW] command. [IP]: The rectangular area is defined by the area that encompasses all [IP] commands. [Adapted]: The rectangular area is defined by an area calculated from the maximum/minimum coordinates of the area and the coordinates plotted by the drawing commands, and the maximum size of characters and line widths present on the page.
Paper Margin	162	0-99: 0 to 99 mm (0: Default) Sets the paper margins.
Image Enhance	163	0: OFF 1: ON (Default) Sets whether to artificially enhance the resolution and smooth edges.

Parameter	Item No.	Value
Staple	164	0: None (Default) 1: Top left 2: Top double 3: Top right 4: Left double 5: Right double 6: Bottom left 7: Bottom double 8: Bottom right 9: Center Sets the stapling position.
Manual Feed Tray Check Indicator	165	0: None 1: Yes (Default) Sets the manual feed tray indicator.
Pen Width (No. 0–15)	800–815	0-255: 0 to 25.5 mm (3: Default) Sets the width of the pen in 0.1 mm units.
Line End Shape (No. 0–15)	850–865	0: Cut (Default) 1: Round 2: Rectangular Sets the line end shape.
Line Intersects (No. 0–15)	900–915	0: None (Default) 1: Intersect 2: Round 3: Cut Sets the line intersect shape.
Pen Color (No. 0–15)	950–965	0-255: Color 0-100: Black and white Sets the color density. The smaller the number, the lighter the color.

PDF Direct Printing

Parameter	Item No.	Value
Print Sets	401	1-999 (Default: 1): Specify the number of print sets.
2 Side Print	402	0: Off (Default) 1: LEF Binding 2: SEF Binding Specifies which edge of paper is to be bound for double-sided printing.

Parameter	Item No.	Value
Print Mode	403	0: Standard (Default) 1: Fast 2: High Quality Selects the print mode.
Sort	404	0: Off (Default) 1: On Sets whether to enable sorting.
Layout	405	0: Auto Reduce/Enlarge (Default) 1: Booklet 2: Two-up 3: Four-up 4: 100% (actual size) Specifies layout options. [Auto Reduce/Enlarge] prints with magnification to fit the paper size selection. [Booklet] performs duplex printing. [Two-up] and [Four-up] print two and four pages on a single sheet of paper, respectively.
Paper Size	406	0: Auto 1: A4 or Letter (Default) Sets the paper size.
Color Mode	407	0: Auto (Default) 1: Black and white Sets the color output mode.
Password	-	Enter a password up to 32 characters.

8 CentreWare Internet Services

This chapter contains information on the optional CentreWare Internet Services program. The CentreWare Internet Services program uses the embedded Web User Interface which enables communication between a networked computer and the machine via HTTP. CentreWare Internet Services can be used to check each job and the machine status, or change the network settings.

You can also configure a job template using this program. Click the [Display Job Template Screen] button on the Job Templates page on the CentreWare Internet Services home page. For more information on job templates, refer to *Services on page 167*.

For troubleshooting the CentreWare Internet Services, refer to the System Administration Guide.

NOTE: This service must be installed and set up by the System Administrator prior to use. For more information on installation and setups of the CentreWare Internet Services feature, refer to the System Administration Guide. Some of the CentreWare Internet Services features will have restricted access. Contact the System Administrator for further assistance.

NOTE: This feature is not available on a machine in which the direct printing feature is not configured.

Target Computers

The Operating System (OS) and web browsers that can be used for CentreWare Internet Services are as follows.

OS	Web Browsers
Windows 98SE Windows Me Windows NT4.0	Internet Explorer 5.5 SP2, 6.0 SP1 Netscape 7 NOTE: Activating two or more browsers could produce unexpected results.
Windows 2000	Internet Explorer 6.0 SP1 Netscape 7.1 Navigator
Windows XP	Internet Explorer 6.0 SP1 Netscape 7.1 Navigator Opera 7.2.3
Windows Server 2003	Internet Explorer 6.0 SP1 Netscape 7.1 Navigator
Mac OS 9.2	Internet Explorer 5.1 Netscape 7.02 Navigator
Mac OS X 10.3.9	Netscape 7.1 Navigator Safari 1.3

Accessing CentreWare Internet Services

Follow the steps below to access CentreWare Internet Services.

1. At a client workstation on the network, launch an internet browser.
2. In the URL field, enter “http://” followed by the internet address of the machine. Then press the <Enter> key on the keyboard.

Example: If the internet address is vvv.xxx.yyy.zzz, enter the following in the URL field:

```
http://vvv.xxx.yyy.zzz
```

If the port number is set, append that to the internet address as follows. In this example, the port number is 80.

```
http://vvv.xxx.yyy.zzz:80
```

The home page of CentreWare Internet Services is displayed.

NOTE: If the Auditron feature is enabled, you may be required to enter the user ID and password (if one is set up). If you need assistance, contact the Key Operator.

NOTE: When your access to CentreWare Internet Services is encrypted, enter “https://” followed by the internet address, instead of “http://”.

Standard Features - CentreWare Internet Services

CentreWare Internet Services allows you to display, configure, and change the current status or settings of the machine through a web browser on a computer instead of the control panel of the machine.

Interface Options

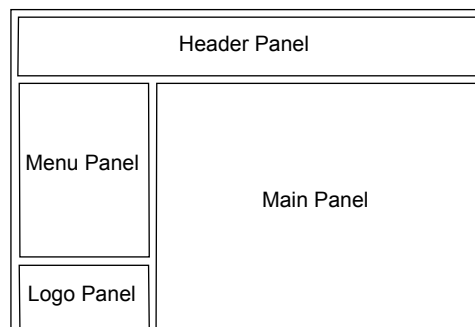
The CentreWare Internet Services home page contains four panels without visible boundaries. You can change the left and right panel sizes by dragging the boundary between them.

Header Panel

Displays the header for all pages. The header includes the CentreWare Internet Services logo and the model of the machine, and the [Help] button. Just under this panel on most pages is the tab bar which corresponds to the five functions or page buttons. These are [Status], [Jobs], [Print/Scan], [Properties], and [Support]. You can navigate through the pages when you click the text on each tab.

Logo Panel

Displays the company logo.



Menu Panel

Displays a navigation tree, listing the items available within each category, with the currently displayed item highlighted.

Main Panel

Displays information and settings for the selected item within the current category selected in the navigation tree in the menu panel.

For more information about each function, refer to the following.

Services – page 167

Status – page 168

Jobs – page 170

Print/Scan – page 173

Properties – page 179

Support – page 206

Services

The services supported by CentreWare Internet Services are subdivided into the following categories. The category is selected on the tab bar in the header panel.

Category Name	Services
Status	<ul style="list-style-type: none">• General• Paper Tray• Components
Jobs	<ul style="list-style-type: none">• Active Jobs• Job History List
Print/Scan	<ul style="list-style-type: none">• Job Submission• Job Templates

Category Name	Services
Properties	<ul style="list-style-type: none">• Descriptions• Configuration• Billing & Counters• Paper Tray Attributes• Paper Settings• Power Saver Settings• Address Book• Mailbox• PKI Settings• Mail notice• Auditron Administration• Remote Authentication Server/Directory Service• Internet Service Settings• Proxy Server Settings• Port Status• Port Settings• Protocol Settings• Emulation Settings• Memory Settings
Support	<ul style="list-style-type: none">• Error History• System Administrator Settings• Pool Server Settings• Remote Access

Status

This page allows you to check the status of the paper trays, output trays, and consumables of the machine. The details displayed may differ from those shown on the touch screen of the machine.

Follow the steps below to select features available on the [Status] tab.

1. Click [Status] on the Main Panel on the home page.
2. Click the required feature on the collapsible menu of the Menu Panel.

General

This page displays the machine information, IP address, and status. It also displays the [Refresh] and [Reboot Machine] buttons. Click the [Refresh] button to display the latest information.

Paper Trays

This page displays the status of the paper tray and output tray. Click on the [+] sign to expand the menu.

Paper Tray

Paper Tray

Lists the available paper trays, namely Tray 1, Tray 2 (optional), Tray 3 (optional), and Tray 5 (Bypass).

NOTE: Trays displayed will depend on the configuration.

Status

Displays the status of the paper tray as [Ready], [Empty], [Not Available], or [Unknown].

NOTE: The status of the paper tray may be displayed as [Unknown] if the machine is in the power saver mode.

% Full

Displays the percentage of paper remaining in each tray in 25% increments.

Paper Size

Displays the size of paper loaded in each tray.

Paper Type

Displays the type of paper loaded in each tray.

Priority

Displays the priority set for each tray when Auto Tray Switching is selected. The highest priority is number 1. The greater the number, the lower the priority.

Output Tray

Paper Tray

Lists the available output trays.

NOTE: Trays displayed will depend on the configuration.

Status

Displays the status of the output tray.

NOTE: If the output tray becomes full, remove the stack from the output tray.

Components

The components menu displays the status of the drum cartridge, toner cartridges, and other consumables. The status indicates when you need to replace each item.

Components

Displays the toner color and status of the black (K) and color (CMY) cartridges and remaining toner in 1% increments.

NOTE: If the remaining toner becomes low, replace the toner cartridge.

NOTE: Once the new toner cartridge is installed, a status of "Ready" is displayed.

SMart Kits

Drum Cartridge

Displays the remaining life of the drum cartridge in percentages.

NOTE: If the remaining life percentage is low, replace the drum cartridge.

Waste Toner Container

Displays the status of the waste toner container as [OK], [Almost Full], [Full], or [Not Installed].

NOTE: If [Replace Now] is displayed, replace the waste toner container.

Fuser

Displays the status of the fuser as [OK], [Replace Soon], or [Replace Now].

NOTE: If [Replace Now] is displayed, replace the fuser.

Transfer Belt Cleaner

Displays the status of the Transfer Belt Cleaner as [OK], [Replace Soon], or [Replace Now].

NOTE: If [Replace Now] is displayed, replace the Transfer Belt Cleaner.

2nd Bias Transfer Roll

Displays the status of the Second Bias Transfer Roll as [OK], [Replace Soon], or [Replace Now].

NOTE: If [Replace Now] is displayed, replace the Second Bias Transfer Roll unit.

Staple Cartridge

Displays the status of the staple cartridge as [OK], [Not Available], [Empty], or [Fault].

NOTE: If [Replace Now] is displayed, replace with a new staple cartridge.

Jobs

This page displays a list of active and completed jobs sent using the protocols, or from the machine control panel. The details displayed may differ from those shown on the touch screen of the machine. In addition to displaying details on the jobs, this page allows you to delete jobs as well.

Follow the steps below to select the features available on the [Jobs] tab.

1. Click [Jobs] on the Main Panel of the home page.
2. On the collapsible menu of the Menu Panel, click [Job List] to view the list of active jobs or click [Job History List], then [Job History] to view the list of completed jobs.

Active Jobs

This page displays the list of active jobs being processed when you select [Job List]. Details include the following.

Job Name

Displays the name of the job.

Owner

Displays the name of the client (user) that has sent the job.

Status

Displays the status of the job.

Job Type

Displays the type of job.

Quantity

Displays the number of sets that have been processed.

Job History List

This page displays a list of completed jobs. Details include the following.

Job Name

Displays the name of the job.

Owner

Displays the name of the client (user) who sent the job.

Job Status

Displays the status of the job. The status includes [Completed], [Error], [Deleted], [Shutdown], [Cancelled], [Aborted], and [Unknown].

Job Type

Displays the type of job.

Pages

Displays the number of pages printed (printed jobs only).

Output Destination

Displays the output destination, address, document receipt number or name of the recipient server or file. If the output destination is unknown or not specified, “-” is displayed.

Host Interface

Displays the name of the host that has sent the job. If the host interface is unknown or not specified, “-” is displayed.

Job Ended

Displays the date and time the job completed.

NOTE: If [Auto Refresh Interval] is specified, a job will not be automatically updated if it is being processed.

Job Management

On the [Job List] of active jobs, you can delete or promote jobs.

NOTE: In some instances, the deletion of jobs might be ignored.

1. Select the job, then click [Delete] or [Promote].

If you have selected the check boxes for more than one job, all those jobs will be deleted or promoted.

Print/Scan

This page allows you to send jobs to the machine for printing or create/change job templates to be saved on the machine from this screen.

Follow the steps below to select the features available on the [Print/Scan] tab.

1. Click [Print/Scan] on the Main Panel of the home page.
2. On the collapsible menu of the Menu Panel, click [Job Submission] to print jobs or click [Job Templates] to display the list of job templates on the machine.

Job Submission

Allows you to print documents stored in your computer. Specify the following settings, and click [Start] to submit the job.

Paper Tray

Allows you to select the paper tray from the drop down menu.

Output Destination

Allows you to select the output trays from the drop down menu.

Quantity

Enter the number of sets to print. You can enter a number between 1 to 999.

2 Sided Print

Allows you to select 1 sided prints or 2 sided prints (head to head or head to toe).

Collated

Specify whether to collate printouts or not.

File Name

Allows you to specify the file to print. Clicking the [Browse] button next to the File Name edit box opens the Choose File dialog box where you can select the file to print. You can print only files with the following extensions: .pdf, .tif, .prn, .pcl, .ps and .txt.

Job Templates

This page allows you to view the list of job templates registered in the machine, create new templates, or modify the existing ones. Job templates can be created in different settings by selecting features such as resolution and file format. Up to 250 templates can be stored in the hard disk of the machine.

Up to 20 templates are listed alphabetically on the [Device Templates] screen. Click [Next] or [Previous] to view the next or previous page. [First] and [Last] buttons are also available to skip to the beginning and the last pages of the list, respectively.

If you apply any template to a scan job, retrieve the job template first on the machine. To create or change job templates from this screen, follow the steps below.

1. Click the [Print/Scan] tab on the Header Panel of the CentreWare Internet Services home page.
2. Select [Job Templates].
3. Click [Display Job Template Screen].
4. The Job Template page with the list of device templates is displayed.
5. Select [Template], [File Repository Setup], [Pool] or [General Settings] on the right-hand corner of the Job Template page as required.
6. Perform the necessary operations.
7. Click [OK].

Device Template

This page allows you to view the saved job templates, create a new template, change an existing template, and copy or delete a template.

Create New

To create a new template, click [Create New] at the top right corner of the Template page. A user ID and password are required. After editing, click [OK]. The template is then saved. You can view the saved templates by clicking [List].

NOTE: When creating a new template, using the same job template name on different templates is not allowed. An error message will be displayed if the same template name is used.

The following table shows the setting items available on the [Create New] page, the [Basic Scanning], [Added Features], [Image Quality], and [DMF] tabs. When [Create New] is selected on the [Device Templates] screen, the [Create New] page is displayed. To select the required tab, click [Next] to go to next page.

Setting Item	Description
Template Name	Enter the name of the template.
Description	Enter the description for the template.
Repository Type	Select the method of specifying how scanned data is stored. When [Public] is selected, you can select the existing repository setup from the drop down menu displayed. When [Private] is selected, you can configure the repository manually.
Protocols NOTE: This item will be displayed only when [Private] is selected for Repository Type.	Select [FTP] or [SMB] for a transfer protocol.

Setting Item	Description
Server Name NOTE: This item will be displayed only when [Private] is selected for Repository Type.	Enter the address of the server to transfer scanned data.
Port Number NOTE: This item will be displayed only when [Private] is selected for Repository Type.	Enter the port number.
Shared Name NOTE: This item will be displayed only when [Private] is selected for Repository Type.	When [SMB] is selected in [Protocols], you can enter the shared name.
Remote Path NOTE: This item will be displayed only when [Private] is selected for Repository Type.	Enter the path where the scanned data will be transferred on the screen. When [SMB] is selected in [Protocols], you can enter the Shared Name.
User Name NOTE: This item will be displayed only when [Private] is selected for Repository Type.	Enter the user name for the specified server.
Filing Policy	Select the filing method from the drop down menu. You can select from [Overwrite Existing File], [Add to Existing File], [Create New] or [Cancel].
Job Log	Select whether to enable or disable job logs. You can select either the version 1.3 or 2.0 of the job log.
General Settings	
Scanning Color	Select auto, color, grayscale or black for output color.
Resolution	Select the resolution of the scanned data.
2 Sided Originals	Select double-sided or single-sided scanning.
Added Features	
Reduce/Enlarge	Select from [Preset %], [Variable %], or [Auto]. Presets are displayed in a drop down menu when [Preset %] is selected. A text form is displayed when [Variable %] is selected. No drop down menu is displayed if [Auto] is selected.

Setting Item	Description
Original Size	Specify the scan size. You can select [Select Size] or [Custom Size]. In [Select Size], you can select the size from the drop down menu. In [Custom Size], you can specify the height and width of the original. The available range for the width is between 15 mm and 432 mm (0.6 and 17.0 inches), and height is between 15mm and 297 mm (0.6 and 11.7 inches).
Edge Erase	Specify the top/bottom edge and left/right edge to remove from the output. Enter the values in the text form fields in the range 0 to 50 mm (0 to 1.9 inches).
Stored Size	Select the stored size. The stored sizes from the drop down menu will be displayed only when [Auto] is selected for Reduce/Enlarge. If [Preset %] or [Variable %] is selected, the stored size will be set to [Auto Size Detect].
File Format	Select the file format from the drop down menu. If the Output Color on the Basic Scanning screen is set to [Black], TIFF, Multi-page TIFF, or PDF will be displayed in the drop down menu. If the Output Color is set to [Grayscale] or [Full Color], TIFF, Multi-page TIFF, JPEG, or PDF will be displayed.
Image Quality	
Background Suppression	Specify whether to enable background suppression on the scanned image.
Contrast NOTE: This item will not be displayed when [Black] is selected for Scanning Color.	Select the contrast of the scanned data. You can select from five different levels in the drop down menu.
Lighten/Darken	Select the density of the scanned data. You can select from seven different levels in the drop down menu.
Sharpness	Select the sharpness of the scanned data. You can select from five different levels in the drop down menu.
Original Type NOTE: This item will not be displayed when [Grayscale] or [Color] is selected for Scanning Color.	Select the type of original. You can select [Photo & Text], [Text] or [Photo] from the drop down menu.
Image Compression NOTE: This item will not be displayed when [Black] is selected for Scanning Color.	Select the level of JPEG compression. You can select from five different levels in the drop down menu.
DMF (Document Management Field)	
Field Name	Enter the name of the DMF data.

Setting Item	Description
Enable User Editing	Select whether to allow users to modify the values in the field.
Field Label	Enter the label for the field displayed on the touch screen.
Default Value	Enter the actual data assigned to a particular field.
Require User Input	Select to prompt user to enter the Document Management Field data.
Mark User Input with Asterisk Marks	Select to prevent typed entries from appearing on the screen.

Edit

To change an existing template, click [Edit] on the right of the template requiring changes. After changing, click [OK] to save the template. You can view the saved templates by clicking [List].

Copy

To copy a template, click [Copy] on the right of the template that requires copying. Then enter a name for the copy and click [Next], then click [OK]. To cancel the copy, click [Cancel].

Delete

To delete a template, click [Delete] on the right of the template requiring deletion. A confirmation message displays to confirm the delete selection. If you click [OK], the template will be deleted. To cancel the deletion, click [Cancel].

NOTE: Only one template can be deleted at a time.

Apply

Use to transmit to the machine new settings made using Internet Services. The previous device settings will be replaced with the new settings. If a configuration error occurs in one setting, the settings before the error setting appear on the screen. The settings after the error setting will remain unchanged.

Undo

Reset the values before a change was made. New settings will not be sent to the machine.

Refresh

Click this button to display the latest Job Template List.

File Repository Setup

This page allows you to set up or change the file repository setups.

File Repository Setup	Select the file repository setup you want to configure.
-----------------------	---

Name	Enter the name of the repository setup.
Protocols	Select [FTP] or [SMB] for a transfer protocol.
Server Name	Enter the name of the server to transfer scanned data.
Port Number	Specify the port number.
Shared Name	When [SMB] is selected in [Protocols], you can enter the shared name.
Remote Path	Enter the path in the server where the data will be saved.
User Name	Enter the user name.
Password	Enter the password for the user name.
Re-enter Password	Re-enter the password for verification.

Pool

This page allows you to set up or change the pool setups.

Protocols	Select [FTP] or [SMB] for a transfer protocol.
Server Name	Enter the name of the server to transfer scanned data.
Port Number	Specify the port number.
Shared Name	When [SMB] is selected in [Protocols], you can enter the shared name.
Remote Path	Enter the path in the server where the data will be saved.
User Name	Enter the user name.
Password	Enter the password for the user name.
Re-enter Password	Re-enter the password for verification.
Polling Settings	Select the check box to enable polling.
Polling Interval	If polling is enabled, enter a polling interval in the range 0 to 1092:15 in 1-minute increments.
Start Polling	If polling is enabled, enter a start time in the range 0 to 23:59 in 1-minute increments.

General Settings

This page allows you to specify whether to print the log-in and/or domain names on the job log list. Unchecked items will not be displayed on a job log.

User Information

Select the items to be listed on a job log.

- User Name
- Domain Name

Properties

This page allows you to view and set the machine properties. These include the machine details and configuration, the CentreWare Internet Services settings, the port settings, protocol settings, emulation settings, and the memory settings. The items displayed will depend on the model and configuration of the machine.

NOTE: Some settings with data entry use bytes as units of data volume. Each character that you enter is one byte.

1. Click [Properties] on the Main Panel on the home page.
2. Select an item from the collapsible menu on the Menu Panel. To select an item in the [Billing & Counters], [PKI Settings], [Remote Authentication Server/Directory Service], [Port Settings], [Protocol Settings], or [Emulation Settings] folder, click “+” on the left of the folder to open the item.
3. To change settings, use the drop-down list box, text boxes, and check boxes on the page.

The default settings in the drop-down list box are indicated with an asterisk (*).

4. After changes have been made, click [Apply].
 - To cancel any changes you have made, click [Undo].
 - To display the current machine settings, click [Refresh].

NOTE: Some settings will be available only after you restart CentreWare Internet Services or after the machine is switched off and on.

Default User ID and Password

If the System Administrator mode is enabled in CentreWare Internet Services settings, you will be prompted to enter the System Administrator user ID and password when changes are made. The default user ID and password for the System Administrator are “11111” and “x-admin”, respectively. This ID and Password are default, and can be changed by the System Administrator.

Properties Features

The following table lists the items that can be set.

Some items may not be displayed depending on your machine configuration.

Feature	Setting items
Description	Product Name Displays the name of the product. This is a display-only item. Serial Number Displays the serial number of the machine. This is a display-only item. Name Enter the name of the machine. Location Enter the location of the machine. Contact Person Enter the name of the System Administrator. Administrator's E-mail Address Enter the e-mail address of the System Administrator. Machine's E-mail Address Enter the e-mail address of the machine. Comment Enter a comment on the machine.
Configuration	Memory Displays the size of the memory installed, amount of memory used for each port, protocol, and printer language installed. Available PDL Lists the printer languages used by the machine and their versions. Software Displays the version of software (firmware) installed on the machine. Hard Disk Lists the names, and total and free sizes of the volumes in the hard disk. Hardware Lists the hardware installed and their status.
Billing & Counters	Billing Information <ul style="list-style-type: none"> • Serial Number • Black Impressions • Color Impressions • Total Impressions

Feature	Setting items
Billing & Counters	Usage Counters Displays the total number of impressions and jobs. <ul style="list-style-type: none"> • Total Printed Impressions • Color Printed Impressions • Black Printed Impressions • Total Copied Impressions • Color Copied Impressions • Black Copied Impressions • Total Scanned Images • Color Scanned Images • Black Scanned Images • Total Fax Jobs Sent • Total Fax Images Sent • Total Fax Jobs Received • Total Fax Images Received • Total Fax Impressions Received • Total Internet Fax Jobs Sent • Total Internet Fax Images Sent • Total Internet Fax Jobs Received • Total Internet Fax Images Received • Total Internet Fax Impressions Received • Total Store-for-Polling Impressions
Paper Tray Attributes	Paper Tray Lists the paper trays installed. Paper Type Lists the paper type set for each tray. Priority Allows you to set the priority for specified paper trays.
Paper Settings	Paper Type Lists different paper types. Paper Name Enter the names for [Custom Paper 1] to [Custom Paper 5]. Priority Allows you to configure the priority settings when the auto tray is selected for the various paper types. Image Quality Allows you to select the image handling to match the paper.
Power Saver Settings	Low Power Mode Time-Out Allows you to specify the time-out period when the machine enters the Low Power Mode from user operation. Sleep Mode Time-Out Allows you to specify the time-out period when the machine enters the Sleep Mode from the Low Power Mode.

Feature	Setting items
Address Book	<p>Allows you to store or retrieve address information in the CSV format. When storing the new Address Book as CSV format, all previous addresses are replaced by the new ones.</p> <p>Import Address Book Allows you to store address information in the machine. Specify the file name or click [Browse] to locate the CSV file, and click [Import Now].</p> <p>NOTE: Do not open the CSV file using software such as Microsoft Excel. Once opening the CSV file on the software, it is automatically edited, and the edited file cannot be used for the machine.</p> <p>Export Address Book Allows you to download the address information in a CSV file. Click [Map Existing Address Book] to download the CSV file.</p>
Mailbox	<p>Mailbox Number Allows you to configure the settings of a mailbox number.</p> <p>Password Click this button to display the mailbox password screen.</p> <p>Document Order Allows you to select the display order of the documents saved in the mailbox.</p> <p>Document List Click this button to display the mailbox document list.</p>

Feature	Setting items
Mailbox	<p>Mailbox Document List Displays the list of documents in the mailbox. Mailbox Number –Displays the mailbox number of the document list. Document Number –Displays the document numbers. Document Name –Displays the document name. Stored Date — Displays the date and time of the document when it was stored in the mailbox. Compression Format –Displays the compression format of the document. Pages –Displays the number of pages in the document. Type – Displays the type of job of the document. Retrieve – Allows you to specify the retrieval method of the scanned document or the Internet Fax document in the mailbox.</p> <ul style="list-style-type: none"> • Retrieve Page – Specify whether to retrieve a specific page of the document. • Page Number – Specify the page number to be retrieved. • Export Format – Specify the file format for exporting files. <p>Print Document – Allows you to specify the printing method of the faxed document in the mailbox.</p> <ul style="list-style-type: none"> • Paper Tray – Specify the paper tray. • Output Destination – Specify the output paper tray. • Quantity – Specify the number of printouts. • 2 Sided – Select 1 sided or 2 sided output. • Stapling – Specify the output staple number and position. <p>Mailbox Settings Allows you to configure the detailed settings as follows. Mailbox Number – Displays the mailbox number. This is a display-only item. Mailbox Name – Enter the name of the mailbox. Password – Enter the mailbox password. Check Password – Allows you to select whether and when a password for the mailbox is required. Owner – Displays the owner of the mailbox. Linked Job Flow Sheet - Display the job flow sheet name when the Mailbox is linked to a job flow sheet. Auto Start Job Flow Sheet – Allows you to specify whether to perform the linked job flow sheet when a document is stored in the mailbox. Auto Delete Documents – Allows you to delete a document from the mailbox automatically after a command such as printing has completed. Delete Documents with Expiry Date – Allows you to delete documents when they reach specified expiration dates. Number of Documents – Displays the number of documents stored in the mailbox.</p>

Feature	Setting items
Mailbox	<p>Display Job Flow Sheets List Sheet Type – Displays the job flow sheet type. Sheet Order – Allows you to select the order of job flow sheets displayed on the list.</p> <p>Job Flow Sheets List Mailbox Number – Display the mailbox number. Sheet Type – Displays the job flow sheet type. Name – Lists the names of job flow sheets. Last Updated – Lists the dates when the job flow sheets were last updated.</p>
Job Flow Sheets	<p>Display Job Flow Sheets List Sheet Order – Allows you to select the order of job flow sheets displayed on the list. Sheet Type – Displays the job flow sheet type. Display Job Flow Sheets List – Click this button to display the job flow sheets list.</p> <p>Job Flow Sheets List Mailbox Number – Display the mailbox number. Sheet Type – Displays the job flow sheet type. Name – Lists the names of job flow sheets. Last Updated – Lists the dates when the job flow sheets were last updated. Link Job Flow Sheet to Mailbox – Click to link the selected job flow sheet to the mailbox. Delete – Click to delete the selected job flow sheet. Edit Job Flow Sheet – Click to edit the selected job flow sheet. Create New Job Flow Sheet – Click to create a new job flow sheet.</p> <p>Job Flow Sheets Common Attributes Name – Enter or change the name for the job flow sheet. Description – Enter or change the description of the job flow sheet. Job Flow – Displays the document processing type. Total Destinations – Displays the number of destinations. Keyword – Allows you to enter any keyword.</p> <p>Edit Job Flow Sheet Edit Destination – Allows you to select the processing type to be edited. Edit Job Flow Sheet – Click to edit the settings for the specified processing type.</p> <p>Print Name – Displays the name of the job flow sheet. Paper Tray – Allows you to select the paper tray. • Output Destination – Specify the output paper tray. Quantity – Allows you to select the number of printouts. • 2 Sided – Select 1 sided or 2 sided output. • Stapling – Specify the output staple number and position.</p>

Feature	Setting items
Job Flow Sheets	<p>Send as Fax Name – Displays the name of the job flow sheet. Recipient – Enter the recipient's fax number. Line Type – Displays the line type. Recipient Name – Enter the recipient's name. Communication Mode – Select the fax communication mode. Mailbox Number – Enter the mailbox number. Mailbox Password – Enter the mailbox password. Relay Broadcast – Select whether to enable relay broadcasting. Print at Relay Station – Select whether to print the document at the relay station. Relay Station ID/Broadcast Recipients – Specify the relay station ID or destinations. F Code – Enter the F Code. Password (F Code Communication) – Enter the password for the F Code if required.</p> <p>Send as Internet Fax Name – Displays the name of the job flow sheet. Recipient Name 1–10 – Enter the recipient's name. Recipient Address 1–10 – Enter the recipient's e-mail address. Comment – Enter the comment to Internet Fax. Internet Fax Profile – Select the Internet Fax profile.</p> <p>Send as E-mail Name – Displays the name of the job flow sheet. Recipient Name 1–10 – Enter the recipient's name. Recipient Address 1–10 – Enter the recipient's e-mail address. Subject – Enter the e-mail subject. File Format – Select the file format.</p> <p>FTP Transfer Name – Displays the name of the job flow sheet. Recipient Name – Enter the recipient's name. Server Name – Enter the FTP server address. Path – Enter the path to the directory in which the data is uploaded. User Name – Enter the user ID for the account. Password – Enter the password for the account. File Format – Select the file format.</p> <p>SMB Transfer Name – Displays the name of the job flow sheet. Recipient Name – Enter the recipient's name. Server Name – Enter the server address. Volume Name – Enter the volume name. Save in – Enter the folder name where the data is saved. User Name – Enter the user ID for the account. Password – Enter the password for the account. File Format – Select the file format.</p>

Feature	Setting items
PKI Settings	<p>Allows you to configure and view security settings.</p> <p>SSL/TLS Settings</p> <p>Allows you to enable the HTTPS-SSL/TLS protocol on a specified port.</p> <p>HTTPS-SSL/TLS Communication– Select to enable the HTTPS-SSL/TLS protocol.</p> <p>HTTPS-SSL/TLS Communication Port Number – Specify the port number.</p> <p>S/MIME Communication– Select to enable S/MIME communication.</p> <p>Remote Server Certificate Validation – Select to perform authentication.</p> <p>Generate Self-Signed Certificate – Allows you to create the Self-Signed Certificate.</p> <p>Certificate Management</p> <p>Lists the certificate information assigned to the machine.</p> <p>Subject – Displays the subject for the certificate.</p> <p>Issuer – Displays the issuer of the certificate.</p> <p>Serial Number – Displays the serial number of the certificate.</p> <p>Size of Public Key – Displays the size of the public key assigned to the certificate.</p> <p>Valid From – Displays the date when the certificate became valid.</p> <p>Valid Until – Displays the date until which the certificate is valid.</p> <p>Status – Displays the certificate status.</p> <p>Certificate Purpose – Lists the purposes of issued certificate.</p> <p>Import – Click to import a certificate.</p> <p>Mail Address – Mail address of a certificate.</p> <p>Import Certificate</p> <p>Password – Allows you to specify a password.</p> <p>Re-enter Password – Re-enter the password for verification.</p> <p>Filename – Enter or locate the file name of the certificate.</p> <p>S/MIME Settings</p> <p>Message Digest Algorithm – Select the message digest algorithm.</p> <p>Contents Encryption Method – Select the encryption method.</p> <p>Certificate Auto Store – Select whether to automatically save the certificate.</p> <p>Receive Untrusted Mail – Select whether to receive untrusted mail.</p> <p>Digital Signature – Select whether to add a digital signature and the method for adding a signature to outgoing mail.</p> <p>Untrusted iFax – Select whether to receive untrusted iFaxes.</p> <p>iFax Signature – Select whether to add a signature and the method for adding a signature to iFaxes.</p>
PKI Settings	<p>PDF Security Settings</p> <p>PDF Signature – Select whether to add a signature to PDF files.</p>

Feature	Setting items
Mail Notice Settings	<p>Recipient Mail Address – Allows you to specify up to three recipient e-mail addresses.</p> <p>Regular Notice – Allows you to enable or disable sending regular notices to the specified recipients.</p> <p>Status – Allows you to specify the type of notification messages sent, including consumables, paper jams, paper tray status, and errors. Allows you to configure the e-mail notice settings as follows:</p> <p>Notice Frequency – Allows you to select the frequency of sending the status e-mail.</p> <p>Notice Day (Weekly) – Allows you to select the day of the week on which to send status e-mail.</p> <p>Notice Date (Monthly) – Allows you to select the date of the month on which to send the monthly status e-mail.</p> <p>Notice Time – Allows you to specify the time to send the e-mail notice.</p> <p>Next Notice Date – Displays the date on which the next notice will be sent.</p>
Auditron Administration	<p>Auditron Administration</p> <p>Allows you to enable or disable the Auditron feature for each service.</p> <p>Auditron Mode – Displays the Auditron mode enabled.</p> <p>Auditron (Print Service) – Select to enable the Auditron feature for printing.</p> <p>Auditron (Copy Service) – Select to enable the Auditron feature for copying.</p> <p>Auditron (Scan Service) – Select to enable the Auditron feature for scanning.</p> <p>Auditron (Fax Service) – Select to enable the Auditron feature for faxing.</p> <p>Mailbox Print – Select to enable the Auditron feature for printing documents in mailboxes.</p> <p>Mailbox to PC/Server – Select to enable the Auditron feature for forwarding mailbox documents to a PC or a remote server.</p> <p>Non-account Print – Select to enable the Auditron feature for print jobs without user IDs.</p> <p>Check User Details – Specify the account number and click the [Edit] button to change account user information.</p> <p>Guest User – Select to enable non-registered user access.</p> <p>Guest Password – Specify the guest user access password.</p> <p>Re-enter Guest Password – Re-enter the guest user access password.</p> <p>Account Number – Specify the account number to switch between screens.</p>

Feature	Setting items
Auditron Administration	<p>User Account Settings Click [Edit] on [Auditron Administration] screen to display [User Account Settings]. Account Number – Displays the specified account number. User Name – Enter the user name. User ID – Enter the user ID. Password – Enter the password for the user ID. Card ID – Enter the card ID for the user. Print Service - Feature Access – Specify toner controls for print jobs. Copy Service - Feature Access – Specify toner controls for copy jobs. Scan Service - Feature Access – Specify toner controls for scan jobs. Fax Service - Feature Access – Specify the limit for sending faxes. Color Print Limit – Specify the limit for color prints. Black Print Limit – Specify the limit for black and white prints. Color Copy Limit – Specify the limit for color copies. Black Copy Limit – Specify the limit for black and white copies. Color Scan Limit – Specify the limit for color scans. Black Scan Limit – Specify the limit for black and white scans.</p>
User Details Setup	<p>Allows you to manage the Auditron User Account. UserID Characters – Enter the user ID characters. Hide User ID – Allows you to hide the user ID. Failed Access Log – Allows you to keep the failed access logs up to 600 logs.</p>

Feature	Setting items
Xerox Standard Accounting	<p>Manage Accounting</p> <p>This page displays a list of registered users.</p> <p>If registered users are listed over two or more pages, use the [Previous] or [Next] button to move between pages.</p> <p>The list can be sorted by clicking [ID] or [Name].</p> <p>Add New User – Click this button to register new user information.</p> <p>User:</p> <p>User ID – Enter up to 32 characters for a user name.</p> <p>User Name – Enter up to 32 characters for a user name.</p> <p>Password – Enter 4 to 12 alphanumeric characters for a password.</p> <p>Usage Limits - Set the maximum number of impressions per page, within the range of 0 to 9999999.</p> <p>Color Printed Impressions – Set the maximum number of impressions allowed for color printing.</p> <p>Black Printed Impressions – Set the maximum number of impressions allowed for B/W printing.</p> <p>Color Copied Impressions – Set the maximum number of impressions allowed for color copying.</p> <p>Black Copied Impressions – Set the maximum number of impressions allowed for B/W copying.</p> <p>Color Scanned Images - Set the maximum number of impressions allowed for color scanning.</p> <p>Black Scanned Images – Set the maximum number of impressions allowed for B/W scanning.</p> <p>Fax Images Sent – Set the maximum number of impressions allowed for fax transmission.</p> <p>iFax Images Sent – Set the maximum number of impressions allowed for iFax transmission.</p> <p>Select All – Click this button to select all the users listed</p> <p>Limits & Access – To change user information, select the check box for the user, and then click the [Limits & Access] button.</p> <p>User:</p> <p>User ID – Displays the user ID.</p> <p>User Name – Enter up to 32 characters for a new user name.</p> <p>Password – Enter 4 to 12 alphanumeric characters for a new password.</p> <p>Usage Limits - Allows you to change how many impressions the user is allowed to use for each item. To reset a User Limits value, select the [Reset] check box for the item. To reset all the Usage Limits values, click [Reset All].</p> <p>Access Rights – Displays the group accounts linked to the user. To change group account information, click [Edit].</p> <p>Delete User – To delete a user, select the check box for the user, and then click the [Delete User] button. To delete all the users listed, click the [Select All] button and then the [Delete User] button.</p> <p>Group Account Access – Displays the list of the group account information linked to the selected user. If information is listed over two to more pages, use the [Previous] or [Next] button to move between pages. The list can be sorted by clicking [Access], [ID], or [Name]. You can change information for the group accounts that are linked to the user.</p>

Feature	Setting items
Xerox Standard Accounting	<p>Access – Select the check box for the group account to be linked to the user. To link all the group accounts to the user, click [Select All].</p> <p>ID – Displays the group account ID.</p> <p>Name – Displays the group account name.</p> <p>Default – Select a default group account for this user.</p> <p>Group Accounts</p> <p>This page displays a list of registered group accounts. If group accounts are listed over two to more pages, use the [Previous] or [Next] button to move between pages. The list can be sorted by clicking [ID] or [Name].</p> <p>Add Account – Click this button to register new group account information.</p> <p>Account ID – Enter up to 32 characters for an account ID.</p> <p>Account Name – Enter up to 32 characters for an account name</p> <p>View Usage – To see how many impressions have been used, select the check box for a group account, and click the [View Usage] button.</p> <p>Manage – To change group account information, select the check box for the group account, and click the [Manage] button.</p> <p>Account ID:</p> <p>Account ID – Displays the Account ID.</p> <p>Account Name – Enter up to 32 characters for a new account name.</p> <p>Default for new users – To set this group account as default for new users, select the [Enable] check box.</p> <p>User Access – Select users to link to the group account. To link all the users, click [Select All].</p> <p>Delete Account – To delete a group account, select the check box for the group account, and click the [Delete Account] button.</p> <p>Report and Reset</p> <p>Generate Report – Click this button to generate a report of registered group accounts/users in CSV format. To download the generated report, click [Download report by CSV format].</p> <p>Reset Usage Data – Click this button to reset the usage data for all the registered group accounts/users.</p> <p>Reset to Default – Click this button to return all the registered group account/user settings to their defaults.</p> <p>Cloning</p> <p>This page allows you to import/export Xerox Standard Accounting information. The import/export process may take some time to complete. When importing a file, do not move to another window during the import process. Wait until a new window appears.</p> <p>Import Clone File – Specify the file containing Xerox Standard Accounting information, and click [Import Now].</p> <p>Export Clone File – Click [Clone] to export Xerox Standard Accounting information.</p> <p>My Accounts</p> <p>This page displays user information after authentication with Xerox Standard Accounting.</p> <p>User:</p> <p>User ID – Displays the user ID for Xerox Standard Accounting.</p> <p>User Name – Displays the user name for Xerox Standard Accounting.</p>

Feature	Setting items
Xerox Standard Accounting	<p>Password – Allows you to change the authentication password for Xerox Standard Accounting. Enter 4 to 12 alphanumeric characters for a new password.</p> <p>Usage Limits:</p> <p>Usage Limits – Displays the maximum number of impressions that the user is allowed to use for each item.</p> <p>Used – Displays how many impressions the user has used for each item.</p> <p>Remaining – Displays the number of remaining impressions that the user is allowed to use for each item.</p> <p>Access Rights – Displays the group account names linked to the user.</p>

Feature	Setting items
Remote Authentication Server/Directory Services	<p>Authentication System Allows you to configure the remote authentication method.</p> <p>Kerberos Server Settings Primary Server Name/IP Address – Specify a server name or an IP address. Primary Server Port Number – Specify a port number. Secondary Server Name/IP Address – Specify a server name or an IP address. Secondary Server Port Number – Specify a port number. Realm Name – Specify a realm name.</p> <p>LDAP Server / Directory Service Primary Server Name/IP Address – Specify a server name or an IP address. Primary Server Port Number – Specify a port number. Secondary Server Name/IP Address – Specify a server name or an IP address. Secondary Server Port Number – Specify a port number. Authentication with SSL – Select whether to use SSL for LDAP authentication. Authentication Method – Select the LDAP authentication sequence. Attribute of Typed User Name – Specify the typed user name attribute and password. Attribute of Login User Name – Specify the login user name attribute and password. Use Added Text String – Specify whether to add a text string to user names. Text String Added to User Name – Specify the text string to add to the user name. Search Login Name – Specify the search login name. Search Password – Specify the search password. Re-enter Search Password – Re-enter the search password. Search Root Entry DN – Specify the search root entry domain name. Scope of Search from Root Entry – Specify the scope of the search relative to the root entry location. Object Class of Search Target – Specify the object class of the search target.</p> <p>SMB Server Settings SMB Server Setup – Specify the setup method for an SMB server. The options available for SMB servers 1 to 5 are: SMB Server - Domain Name – Specify a domain name. SMB Server - IP Address – Specify an IP address. SMB Server - Server Name – Specify a server name.</p>
Internet Services Settings	<p>Allows you to configure the following setting for CentreWare Internet Services.</p> <p>Auto Refresh Interval – Enter a time in seconds when the contents of the browser display will be refreshed automatically.</p>

Feature	Setting items
Proxy Server Settings	<p>General:</p> <p>Use Proxy Server – Specify whether to enable a proxy server.</p> <p>Proxy Setup – Specify whether to use the same proxy for all protocols or to use a different proxy for each protocol.</p> <p>Address to Bypass Proxy Server – Specify an address that bypasses the proxy server.</p> <p>HTTP Server:</p> <p>Server Name – Specify the HTTP server name.</p> <p>Port Number – Specify the HTTP proxy server port number.</p> <p>Authentication – Specify whether to enable HTTP proxy server authentication.</p> <p>Login Name – Specify the HTTP proxy server login name.</p> <p>Password – Specify the HTTP proxy server password. Enter a password and then re-enter the password for confirmation.</p> <p>HTTPS Server:</p> <p>Server Name – Specify the HTTPS proxy server name.</p> <p>Port Number – Specify the HTTPS proxy server port number.</p> <p>Authentication – Specify whether to enable HTTPS proxy server authentication.</p> <p>Login Name – Specify the HTTPS proxy server login name.</p> <p>Password – Specify the HTTPS proxy server password. Enter a password and then re-enter the password for confirmation.</p>
Port Status	<p>Port Status</p> <p>Allows you to select whether to enable or disable different ports used on the machine.</p> <p>USB – Allows you to select the check box to enable.</p> <p>EtherTalk – Allows you to select the check box to enable.</p> <p>SMB – Allows you to select check box to enable. You can also configure the transport protocol to be used. To enable the transport protocol, select the check box of TCP/IP and/or NetBEUI.</p> <p>NetWare – Allows you to select check box to enable. You can also configure the transport protocol to be used. To enable the transport protocol, select the check box of IPX/SPX and/or TCP/IP.</p> <p>LPD – Allows you to select the check box to enable.</p> <p>SNMP – Allows you to select the check box to enable. You can also configure the transport protocol to be used. To enable the transport protocol, select the check box of UDP and/or IPX.</p> <p>IPP – Allows you to select the check box to enable.</p> <p>Port9100 – Allows you to select the check box to enable.</p> <p>UPnP – Allows you to select the check box to enable.</p> <p>Salutation – Allows you to select the check box to enable.</p> <p>FTP Client – Allows you to select the check box to enable.</p> <p>Receive E-mail – Allows you to select the check box to enable.</p> <p>Send E-mail – Allows you to select the check box to enable.</p> <p>Mail Notice Service – Allows you to select the check box to enable.</p> <p>Internet Services – Allows you to select the check box to enable.</p> <p>SOAP – Allows you to select the check box to enable.</p> <p>Web DAV – Allows you to select the check box to enable.</p> <p>Bonjour – Allows you to select the check box to enable.</p>

Feature	Setting items
Port Settings	<p>Ethernet Allows you to select the ethernet transmission rate. Ethernet Settings – You can select one of the following options.</p> <ul style="list-style-type: none"> • Auto: Detects the ethernet transmission rate automatically. • 10BASE-T (Half Duplex): Selects 10BASE-T (in half duplex) as the default value. • 10BASE-T (Full Duplex): Selects 10BASE-T (in full duplex) as the default value. • 100BASE-T (Half Duplex): Selects 100BASE-T (in half duplex) as the default value. • 100BASE-T (Full Duplex): Selects 100BASE-T (in full duplex) as the default value. <p>MAC Address – Displays the MAC address of the machine. This is a display-only item.</p> <p>USB Allows you to configure the USB port settings. Auto Eject Time – Allows you to specify the time when the paper will be automatically ejected from the printer if no data are sent to the printer. Adobe Communication Protocol – Only displayed when PostScript is enabled. Select one of the following options:</p> <ul style="list-style-type: none"> • Normal: Select this when the communication protocol is in the ASCII format. • Binary: Select this when the communication protocol is in the binary format. • TBCP: Select this to switch between the specific control codes when the communication protocols involve both ASCII and binary formats.
Protocol Settings	<p>EtherTalk Only displayed when PostScript is enabled. Printer Name – Enter the printer name for EtherTalk. Zone Name – Enter the EtherTalk zone name.</p> <p>SMB Allows you to configure the SMB protocol settings as following. Workgroup – Enter the workgroup name. Host Name – Enter the host name. Maximum Sessions – Allows you to specify the maximum number of sessions. TBCP Filter – This is only displayed when PostScript is enabled. Unicode Support – Allows you to specify whether to enable Unicode support in the host name and workgroup name during SMB transmission. Auto Master Mode – Allows you to enable or disable (on/off) Auto Master Mode. Password Encrypt – Allows you to enable or disable password encryption during SMB transmission.</p>

Feature	Setting items
Protocol Settings	<p>NetWare Allows you to configure the settings for NDS, transport protocol and SLP, as follows. Host Name – Enter the host name. Active Mode – Selects the Active Mode for the printer when using NetWare.</p> <ul style="list-style-type: none"> • Bindery: PServer Mode: Select this when using the printer server mode in bindery service. • Directory: PServer Mode: Select this when using the printer server mode in directory service. <p>File Server Name – Enter the file server name. Polling Interval – Allows you to set the time interval from when print data enter the print queue until printing starts. Number of searches – Enter the maximum number of searches. Password – Enter the print server (PServer) password. Re-enter Password – Allows you to verify the PServer password by re-entering the same password. TBCP Filter – This is only displayed when PostScript is enabled. NDS – Configure the NDS settings. Tree Name – Enter the tree name. Context Name – Enter the context name of the Print Server Object. Up to 511 characters can be entered, with the exception of + (plus sign), \ (backslash), and ~ (tilde). Transport Protocol (IPX/SPX) – Configure the IPX/SPX settings. Frame Type – Select the frame type.</p> <ul style="list-style-type: none"> • Auto: Automatically configures the active frame type. • Ethernet II: Selects Ethernet frame type. • Ethernet 802.3: Selects IEEE802.3 frame type. • Ethernet 802.2: Selects IEEE802.3/IEEE802.2 frame type. • Ethernet SNAP: Selects IEEE802.3/IEEE802.2/SNAP frame type. <p>Network Address – Displays the network address in the XXXXXXXX:XXXXXXXXXXXX format. SLP – SLP will only be displayed when NetWare is selected in Port Status and TCP/IP is selected as the Transport Protocol. Active Discovery – Allows you to enable or disable the automatic detection of the SLP directory agent.</p>

Feature	Setting items
Protocol Settings	<p>TCP/IP Allows you to configure the following TCP/IP settings. Host Name – Enter the host name. Get IP Address – Allows you to set the method for obtaining the IP address by selecting the drop down menu to access the following options.</p> <ul style="list-style-type: none"> • Manual: The user will specify all the addresses. • DHCP: The address will automatically be set via DHCP. • BOOTP: The address will automatically be set via BOOTP. • RARP: The address will automatically be set via RARP. • DHCP/Autonet: The address will be automatically set by Autonet via DHCP. <p>Machine IP Address – Enter the IP address allocated to the printer in the xxx.xxx.xxx.xxx format. Subnet Mask – Enter the subnet mask in the xxx.xxx.xxx.xxx format. Gateway Address – Enter the gateway address in the xxx.xxx.xxx.xxx format.</p> <p>DNS: Allows you to configure DNS settings as follows.</p> <ul style="list-style-type: none"> • Get DNS Server Address – Allows you to enable or disable the automatic setting of the DNS server address via DHCP. • DNS Server Address 1-3 – Enter the DNS address 1, DNS address 2 and DNS address 3 in the xxx.xxx.xxx.xxx format. • DNS Domain Name – Enter the DNS domain name. • Generate Domain Search List Automatically – Allows you to enable or disable the automatic setting to generate the domain search list. • Domain Name 1-3 – Enter the domain name for domain name 1, domain name 2 and domain name 3. • Connection Time-Out – Allows you to specify the time-out period when searching the domain. • Dynamic DNS Update – Allows you to enable or disable the dynamic DNS update. <p>WINS Server:</p> <ul style="list-style-type: none"> • Get WINS Server Address – Allows you to enable or disable the automatic setting of the primary and secondary WINS server address via DHCP. • Primary WINS Server Address – Enter the primary WINS address in the xxx.xxx.xxx.xxx format. • Secondary WINS Server Address – Enter the secondary (backup) WINS address in the xxx.xxx.xxx.xxx format.

Feature	Setting items
Protocol Settings	<p>IP Address List: Allows you to limit the IP address used for receiving print data when TCP/IP is enabled.</p> <ul style="list-style-type: none"> • IP Filter – Allows you to enable or disable IP filtering. • Number – Displays the entry number of the IP address list from 1 to 10. • Permitted IP Address – Enter the IP address for receiving print data when TCP/IP is enabled. • IP Mask – Enter an IP address mask for each IP address entered in permitted IP address. <p>LPD Allows you to configure the time-out settings for the LPD port. Port Number – Allows you to configure the port number. The default is “515”. TBCP Filter – This is only displayed when PostScript is enabled. Connection Time-Out – Allows you to specify the connection time-out period when transmission fails.</p> <p>SNMP Allows you to configure the following options when accessing the printer via SNMP. Community Name (Read Only) – Enter the community name used for display. Community Name (Read/Write) – Enter the community name for display and update. Community Name (Trap Notification) – Enter the trap notification community name. System Administrator – Enter the name of the System Administrator. Trap Notification Settings – Allows you to set the trap destination addresses from the following options.</p> <ul style="list-style-type: none"> • Transport • Network Number (IPX) • MAC Address (IPX) • Socket Number (IPX) • IP Address (UDP) • Port Number (UDP) • Trap Version • Community String (Trap Notification) • Notification Event

Feature	Setting items
Protocol Settings	<p>IPP Allows you to configure the following options when using IPP (Internet Printing Protocol). Port Number – The default IPP port number 631 will be displayed. This is a display-only item. Add Port No. – Enter the port number. TBCP Filter – Only displayed when PostScript is enabled. Administrator Mode – Allows you to enable or disable the Administrator Mode. DNS – Allows you to configure whether to enable/disable DNS. Connection Time-Out – Allows you to specify the connection time-out period when transmission fails.</p> <p>Port9100 Allows you to configure the time-out settings for the Port9100. Port Number – Enter a value for the port number between 1 and 65535. TBCP Filter – Only displayed when PostScript is enabled. Connection Time-Out – Allows you to specify the connection time-out period when transmission fails.</p>

Feature	Setting items
Protocol Settings	<p>E-mail Allows you to configure the e-mail and Internet Fax settings as follows.</p> <p>General:</p> <p>Receiving Protocol – Allows you to select the receiving protocol for the job.</p> <p>Incoming E-mail Print Options – Allows you to select the print e-mail headers and contents option.</p> <p>Incoming Internet Fax Print Options – Allows you to select the print Internet Fax headers and contents option.</p> <p>Auto Print Delivery Confirmation Mail – Allows you to enable or disable printing delivery confirmation e-mail, and printing undelivered mail.</p> <p>Print Error Notification E-mail – Allows you to specify whether to print the error e-mail automatically.</p> <p>Response to Read Receipts – Select whether to send a confirmation to MDN.</p> <p>Domain Filter:</p> <p>Domain Filtering - Receive – Allows you to specify whether to restrict incoming e-mail.</p> <p>Domain Names – Enter the domain name to permit incoming mails when Domain Filter is enabled.</p> <p>"From:" Field Security Option:</p> <p>Allow Authenticated Users to Edit "From:" Field when: – Specify whether users can edit the From field in an e-mail message.</p> <p>Allow Guest Users to Edit "From:" Field: – Specify whether guest users can edit the From field in an e-mail message.</p> <p>Edit "From:" Field when Authorization is not Required: – Specify whether non-registered users can edit the From field in an e-mail message.</p> <p>Allow Authenticated Users to send Email despite Search Failure: – Specify whether registered authorized users have permission to send an E-mail, after a search failure on a remote directory service.</p> <p>Subject:</p> <p>Subject – Specify the subject.</p> <p>Message Body:</p> <p>Default – Specify the message text.</p> <p>User – Select whether to send user name and e-mail address.</p> <p>Attachments – Select whether to send information about attachments, such as number of pages and file format.</p> <p>Device Information – Select whether to send machine name, serial number, IP address and other machine information.</p> <p>Signature:</p> <p>Default – Select whether to add a signature to e-mail.</p>

Feature	Setting items
Protocol Settings	<p>SMTP</p> <p>Server Settings:</p> <p>Server Address – Enter the SMTP server address. Up to 128 characters can be entered, including. (period) and - (hyphen).</p> <p>Port Number – Specify the SMTP port number.</p> <p>Send Authentication – Select whether and how users are required to authenticate before sending e-mail using an SMTP server.</p> <ul style="list-style-type: none"> • Off: User authentication is not required to use an SMTP server. • POP before SMTP: POP server authentication is required before using an SMTP server. • SMTP Authentication: SMTP server authentication is required to send e-mail. <p>User Name – Specify the user ID for SMTP authentication.</p> <p>Password – Specify the password for SMTP authentication.</p> <p>Outgoing Mail Settings:</p> <p>Maximum E-mail Size – Allows you to specify the maximum e-mail size.</p> <p>Max.Number of Pages for Split Send – Allows you to set the size of outgoing e-mail in pages.</p> <p>POP3</p> <p>Server Settings:</p> <p>Server Address – Enter the POP3 server address. Up to 128 characters can be entered, including periods (.) and hyphens (-).</p> <p>Port Number – Specify the POP3 port number.</p> <p>POP Receive Authentication – Select to enable APOP authentication.</p> <p>User Name – Enter the POP user address.</p> <p>Password – Enter the POP user password.</p> <p>Incoming Mail Settings:</p> <p>POP3 Server Check Interval – Enter the interval to check the POP3 server between 1 and 120 minutes in 1 minute increments.</p>

Feature	Setting items
Protocol Settings	<p>HTTP Allows you to configure the HTTP protocol settings as follows. Port Number – Enter the port number that receives requests from the browser. Maximum Sessions – Enter the maximum number of sessions between 1 and 15. Connection Time-Out – Allows you to specify the connection time-out period when transmission fails.</p> <p>UPnP Allows you to specify the port number for UPnP. Port Number – Specify the UPnP port number.</p> <p>SSDP Allows you to configure the SSDP protocol settings as follows. Valid Advertising Period – Specify the time during which the advertising period remains valid. Maximum TTL – Specify the maximum TTL (time to live).</p> <p>LDAP Allows you to configure the LDAP protocol settings as follows. LDAP Server Address – Enter the LDAP server address. Port Number – Specify the LDAP port number.</p> <p>Web DAV Allows you to configure the Web DAV protocol settings as follows. Port Number – Specify the Web DAV port number.</p> <p>Bonjour Allows you to configure the Bonjour protocol settings as follows. Host Name – Enter the host name. Printer Name – Specify the printer name.</p>
Emulation Settings	<p>Print Mode Allows you to specify the type of printer language to use when a print job is sent using USB, EtherTalk, SMB, NetWare, LPD, IPP, etc. Only the enabled protocol will be displayed. Auto – Allows you to set the machine so that it will automatically determine and use the most suitable language to print data received from the host device. PostScript – Sets PostScript as the printer language. HP-GL/2 – Sets HP-GL/2 as the printer language. PCL – Sets PCL as the printer language. TIFF – Sets TIFF as the printer language. HexDump – Sets a hexadecimal dump as the raw language. JCL – Allows you to enable or disable JCL. JCL is a command independent of printer languages. You can specify the printer language to use for the next job regardless of the printer language that is currently being used.</p>

Feature	Setting items
Emulation Settings	<p>PostScript Allows you to configure the settings when PostScript is enabled as follows.</p> <p>Logical Printer Number – Enter the logical printer number and click the [Edit] button.</p> <p>Paper Tray – Allows you to select the paper tray.</p> <p>Output Size – Allows you to select the paper size.</p> <p>Paper Type – Allows you to select the paper type.</p> <p>Output Destination – Allows you to select the destination for your output.</p> <p>Print Quantity Setup – Allows you to select the print quantity setup that has priority over other settings.</p> <p>Quantity – Allows you to specify the print quantity.</p> <p>2 Sided Print – Allows you to select whether to print both sides of paper.</p> <p>Output Color– Allows you to select the output color mode.</p> <p>Collated – Allows you to specify whether to collate the output.</p> <p>Offset Stacking – Allows you to select the offset method.</p> <p>Stapling – Allows you to select the stapling method.</p> <p>Screen Type – Allows you to specify the screen type settings.</p> <p>Image Enhancement – Allows you to specify whether to enable or disable image enhancement.</p> <p>Print Mode – Allows you to select output print mode quality.</p> <p>Bypass Tray - Wait User – Allows you to specify whether to enable/disable this feature when the Tray 5 (Bypass) is selected.</p> <p>PostScript Paper Supply – Allows to you select how PostScript files created by UNIX applications are printed.</p>

Feature	Setting items
Emulation Settings	<p>HP-GL/2 Allows you to configure the settings when HP-GL/2 is enabled as follows:</p> <p>Logical Printer Number – Enter the logical printer number and click the [Edit] button.</p> <p>Document Size – Allows you to select the paper size of originals.</p> <p>Paper Tray – Allows you to select the paper tray.</p> <p>Output Size – Allows you to select the paper size.</p> <p>Output Destination – Allows you to select the destination for your output.</p> <p>Print Quantity Setup – Allows you to select the print quantity setup that has priority over other settings.</p> <p>Quantity – Allows you to specify the print quantity.</p> <p>2 Sided Print – Allows you to select whether to print both sides of paper.</p> <p>Coordinate Rotation – Allows you to rotate the output image.</p> <p>Area Determine Mode – Specify the language command that determines the active area.</p> <p>Auto Layout – Select whether to enable auto layout.</p> <p>Zoom – Select whether to enable scaling.</p> <p>Zoom Mode– Select whether to scale using paper size or coordinate area.</p> <p>Hard Clip – Select [Standard] for hard clip produced by HP7550A, or [Paper] to clip to the paper size.</p> <p>Up/Down Adjustment – Specify a value to move the image vertically.</p> <p>Left/Right Adjustment – Specify a value to move the image horizontally.</p> <p>Paper Margin – Specify the paper margin.</p> <p>Output Color – Select the output color mode.</p> <p>Palette Setup – Select to give priority to the palette defined by commands or those stored in memory.</p> <p>Stapling – Allows you to select the stapling method.</p> <p>HP-GL Mode – Select HP/GL or HP-GL/2.</p> <p>Emulation Target – Selects HP750C or FX4036 emulation.</p> <p>Eject Command – Allows you to specify which commands are interpreted as eject commands.</p> <p>Image Enhancement – Allows you to enable image enhancement.</p> <p>Bypass Tray - Wait User- Allows you to check the status of the bypass tray.</p> <p>Pen Width – Allows you to specify the pen width.</p> <p>Line End – Allows you to specify the line end shape.</p> <p>Line Intersects – Allows you to specify the line intersect shape.</p> <p>Pen Color – Allows you to specify the pen color.</p>

Feature	Setting items
Emulation Settings	<p>PCL</p> <p>This page allows you to configure the settings when PCL is enabled.</p> <p>Paper Tray – Allows you to select the paper tray.</p> <p>Output Size – Allows you to select the paper size.</p> <p>Paper Size (Bypass) – Allows you to select the paper size for Tray 5 (Bypass).</p> <p>Custom Paper Size:Width X – Allows you to specify a paper size width.</p> <p>Custom Paper Size:Length Y – Allows you to specify a paper size length.</p> <p>Output Destination – Allows you to select the destination for your output.</p> <p>Quantity – Allows you to specify the number of sets to print between 1 and 999.</p> <p>2 Sided Print – Allows you to select whether to print both sides of paper.</p> <p>Image Orientation – Allows you to select the image orientation.</p> <p>Form Lines – Allows you to specify the page length (printing area) of one page.</p> <p>Font – Allows you to select the required font from the list of fonts available.</p> <p>Font Size – Allows you to specify the font size between 4.00 and 50.00 points in 0.25 point increments.</p> <p>Font Pitch – Allows you to specify the font pitch between 6.00 and 24.00 points in 0.01 point increments.</p> <p>Symbol Set – Allows you to select the desired symbol set from the list of symbol sets available.</p> <p>Handle CR As – Allows you to enable or disable carriage return and line feed for the PCL mode.</p> <p>Handle LF and FF As – Allows you to enable or disable carriage return and line feed, and also carriage return and form feed, for the PCL mode.</p> <p>HexDump – Allows you to enable or disable hexadecimal memory dump for the PCL mode.</p> <p>Image Enhancement – Allows you to enable or disable image enhancement.</p> <p>Output Color – Allows you to select the output color mode.</p> <p>Macro Management – Allows you to use Macro.</p> <p>Font Management – Allows you to add/delete fonts.</p> <p>Paper Supply Command – Allows you to refer to the paper supply list.</p>

Feature	Setting items
Emulation Settings	<p>TIFF Allows you to configure the settings when TIFF is enabled. Logical Printer Number – Enter the logical printer number and click the [Edit] button. Memory Settings – Allows you to select a memory setting when the machine is switched off/on. TIFF Logical Printer Settings: Document Size – Allows you to select image size or standard size. Paper Tray – Allows you to select the paper tray. Output Size – Allows you to select the paper size. Output Destination – Allows you to select the destination for your output. Print Quantity Setup – Allows you to select the Print Quantity Setup that has priority over other settings. Quantity – Enter the number of sets to print when stored jobs is selected for Print Quantity Setup. 2 Sided Print – Allows you to select whether to print on both sides of paper. Origin – Allows you to specify the origin of the coordinates. Image Orientation – Allows you to select the orientation of the document. Multiple-Up – Allows you to specify settings for Multiple-Up. Zoom – Allows you to specify the zoom ratio. Variable Y% – Allows you to specify the Y% between 25 and 100%. Variable X% – Allows you to specify the X% between 25 to 100%. Up/Down Adjustment – Allows you to specify a value between -250 and 250 mm (-9.8–9.8 inches) to adjust the vertical position. Left/Right Adjustment – Allows you to specify a value between -250 and 250 mm (-9.8–9.8 inches) to adjust the horizontal position. Paper Margin – Allows you to specify a value between 0 and 99 mm for the paper margin. Output Color – Allows you to select the output color mode. Collated – Allows you to specify whether to collate the output. Stapling – Allows you to select the stapling method. Image Enhancement – Allows you to enable or disable image enhancement. Bypass Tray - Wait User – Allows you to specify whether to enable or disable this feature when Tray 5 (Bypass) is selected.</p>

Feature	Setting items
Memory Settings	<p>Memory Settings Allows you to change the settings for the free space available and the print page buffer size for USB, EtherTalk, SMB, NetWare, LPD, IPP, Port9100, and PostScript memory. Print Page Buffer – Displays the memory buffer size. USB – Enter the print page buffer of the USB interface between 64 KB and 1024 KB in 32 KB increments. EtherTalk – Enter the print page buffer of the EtherTalk interface between 1024 KB and 2048 KB in 32 KB increments. SMB – Select the spool destination for the job.</p> <ul style="list-style-type: none"> • Memory: Enter a value between 512 KB and 32 MB (32768 KB) in 256 KB increments. • Hard Disk: The print page buffer text box will be blank and the value cannot be updated. • Off: Enter a value between 64 KB and 1024 KB in 32 KB increments. <p>NetWare – Enter the print page buffer of NetWare between 64 KB and 1024 KB in 32 KB increments. LPD – Allows you to select the spool destination for the job.</p> <ul style="list-style-type: none"> • Memory: Enter a value between 512 KB and 32 MB (32768 KB) in 256 KB increments. • Hard Disk: The print page buffer text box will be blank and the value cannot be updated. • Off: Enter a value between 1024KB and 2048KB in 32 KB increments. <p>IPP – Allows you to select the spool destination for the job.</p> <ul style="list-style-type: none"> • Hard Disk: The print page buffer text box will be blank and the value cannot be updated. • Off: Enter a value between 64 KB and 1024 KB in 32 KB increments. <p>Port9100 – Enter the print page buffer of the Port9100 interface between 64 KB and 1024 KB in 32 KB increments. PostScript Memory – Enter the PostScript working memory between 8192 KB and 98304 KB in 256 KB increments. HP-GL/2 Auto Layout Memory – Enter a value between 64KB and 5120KB in 32KB increments for the HP-GL/2 decomposer memory contents.</p>

Support

This page displays the link to the customer support website. The name for the link displayed on the screen and the URL for the customer support website can be changed.

NOTE: The customer support website will not be displayed if the machine is not connected to Internet.

Support

Click [Change Settings], enter the new name and URL for the website, then click [Apply].

NOTE: If the Administrator Mode is enabled, you will be prompted to enter the user ID and password before changes are made. The default user ID is “11111”, and the password is “x-admin”.

Error History

This page displays the Error History. It contains the following details on jobs where an error has occurred. Click the [Maintenance] tab on the Main Panel on the home page.

- Date&Time - Displays the date and time when the error occurred. Information is displayed in the form of mm/dd/yyyy hh:mm.
- Error Code - Displays the error code. Information is displayed in the form of xxx-yyy.

System Administrator Settings

The system administrator page is set to set the system administrator login and password.

- Administrator Name - Specify the system administrator user ID.
- Administrator Password - Specify the system administrator password. Re-enter the password for confirmation.
- Maximum Login Attempts - Specify the number of system administrator login attempts before reporting a login failure.

Pool Server Settings

This sets the pool server related information for job flow services.

- Pool Server - Select to enable the pool server.
- Login Details from Device - Select whether to use the Login Details defined by the device.
- User Name - Specify the user name.
- Password - Specify the user password.

Remote Access

This sets the remote access related information.

- Number - Displays the connection destination number.
- Server Name - Specify the connection destination name.
- URL - Specify the connection destination URL.
- Description - Describes the connection destination.

9 Paper and Other Media

The machine is designed to use various paper types and other media. This chapter provides information on loading paper and other types of media into the machine.

Loading Paper

The machine can be equipped with various paper trays. This section provides information on how to load paper into each type of tray.

NOTE: Make sure the side and rear paper guides on the trays are properly positioned to match the size of paper loaded. If there is a gap between the paper stack and the guides, paper may not be fed to the machine properly, or paper jams may occur.

For information on configurable paper sizes and media types for each tray, refer to *Supported Paper Sizes and Types* on page 213.

For information on the acceptable range of paper sizes and capacity for each tray, refer to *Paper Supply in the Specifications* chapter on page 435.

Preparing Paper for Loading

Before loading paper into the paper trays, fan the edges. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.

NOTE: To avoid paper jams and misfeeds, do not remove paper from its packaging until required.

Loading the Paper Trays

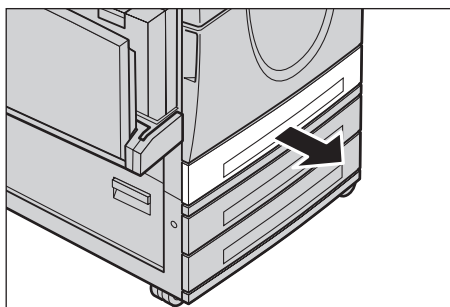
Depending on the machine configuration, up to four paper trays will be available including the bypass tray. Trays 1 to 3 can be loaded with stock of standard and non-standard sized paper.

NOTE: If the machine is processing a job, do not open the active paper tray.

NOTE: When loading trays with envelopes/postcards, contact the Xerox Welcome Center to have the tray settings changed specially for the use of envelopes/postcards.

1. Pull out the paper tray towards you.

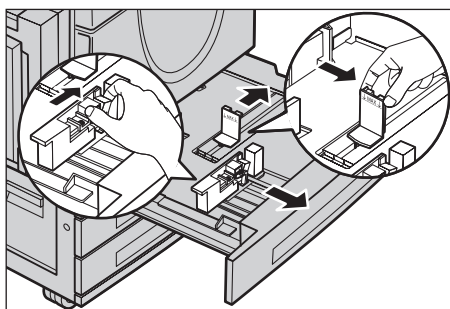
NOTE: To avoid jams and misfeeds, do not load paper on top of any remaining paper in the tray. Remove the paper, and reload it on top of the new stock loaded.



2. If required, move the paper tray guides further out to load the new stock.

To adjust the side and rear guides, pinch the guide lever on each guide and slide the guides to their new position.

To secure the guides in position, release the levers.

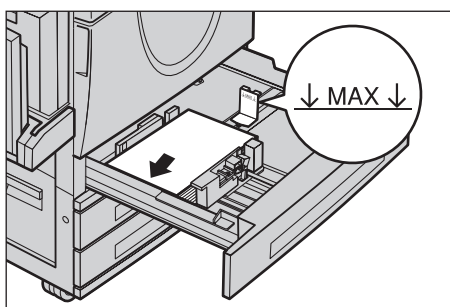


NOTE: When changing the size or type of stock in the tray, refer to *Paper Tray Settings in the Setups chapter on page 225*. For more information on reprogramming the tray, contact the Key Operator.

3. Load the paper neatly and tightly against the left-hand side of the tray.

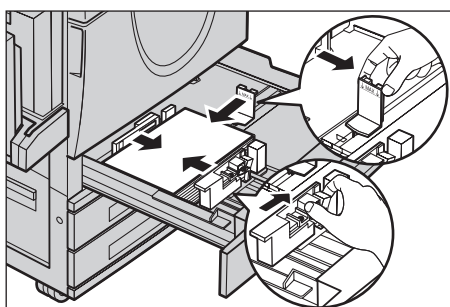
NOTE: Do not load paper above the maximum fill line.

NOTE: When making single/double sided copies on perforated paper, load the paper so that the opposite side to the perforations feeds first. Feeding the perforated edge first may cause paper jams.



4. If the paper guides have been moved, slide the guides to just touch the edge of the paper.

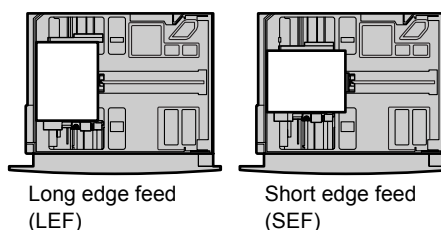
NOTE: When loading standard size paper, set the guides onto the notches on the tray to match the paper size. The machine recognizes 8K/16K paper as standard size even though paper trays have no notches for these sizes.



5. Close the paper tray.

Paper can be loaded either short edge feed or long edge feed.

6. Set the machine to detect the paper size automatically, or manually specify the required size. For more information, refer to *Paper Size in the Setups chapter on page 225*.



NOTE: Paper sizes detected by the machine vary depending on the Key Operator setting. For more information, refer to *Paper Size Settings in the Setups chapter on page 234*.

Bypass Tray (Tray 5)

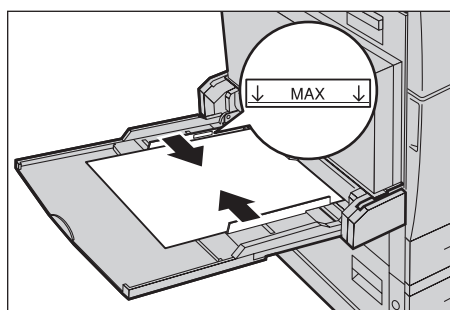
The bypass tray allows you to use a variety of paper types. The bypass tray is located on the left-hand side of the machine. A tray extension is provided to accommodate larger sized paper. After loading paper stock in the bypass tray, make sure that the bypass tray settings on the touch screen match the paper size and type of the stock loaded. If they do not match, reprogramming is required. For more information on programming of the bypass tray, refer to *[Tray 5 (Bypass)] Screen in the Copy chapter on page 53*.

NOTE: To reduce unnecessary fuser and paper jams, it is important that the programmed paper size and type is identical to the paper stock loaded.

1. Load the paper neatly into the bypass tray, making sure that the paper stock is in the center of the tray.

NOTE: Do not load paper above the maximum fill line.

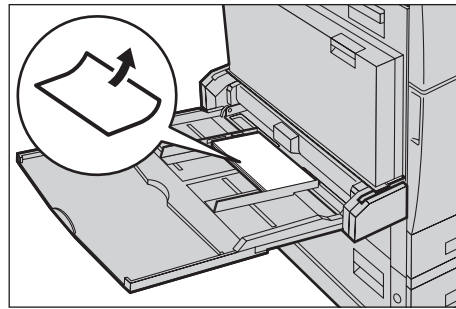
NOTE: When making single/double sided copies on perforated paper, load the paper to feed the opposite side of the perforated edge first. Feeding the perforated edge first might cause paper jams.



NOTE: When making copies or prints on thick-stock paper and the paper will not feed into the machine, apply a curl to the paper as shown in the illustration on the right. Note however, that excessively bending or folding the paper might cause paper jams.

NOTE: When loading envelopes, make sure the flaps are closed and that the envelopes are oriented on the tray so that the flaps will enter the machine first. However, when loading C5-size envelopes, set the long edge feed so that the edge with the flaps is facing towards you.

2. Slide the side guides towards the paper until they are just touching the edge of the stock.



Tandem Tray Module (TTM)

The Tandem Tray Module allows you to load larger amounts of paper. It consists of two trays.

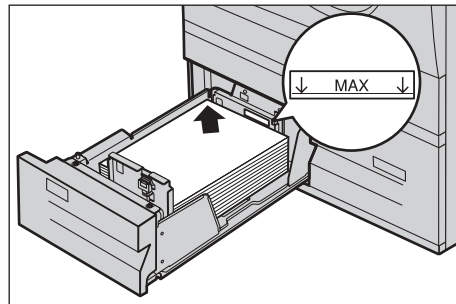
NOTE: You cannot load custom size paper into the Tandem Tray Module.

1. Pull out Tray 2 or Tray 3 of the TTM.

The elevator in the tray lowers.

2. Place the paper stock tightly against the left rear corner of the tray.

NOTE: Do not load paper above the maximum fill line.



NOTE: Always load paper into the tray in the orientation shown in the diagram.

3. Close the tray.

The elevator rises and positions the paper for use.

Auto Tray Switching

The machine automatically switches from one tray to another under the following conditions.

- When printing and the active tray runs out of paper.
- When the paper size sensed differs from the previously determined size.
- When paper feeding starts and the selected tray is open.
- When paper feeding starts and the selected tray malfunctions.

NOTE: The bypass tray cannot be used with Auto Tray Switching.

NOTE: Key Operator access is required to set target trays and priorities. For more information, refer to *Paper Tray Priority in the Setups chapter on page 226* and *Paper Type Priority in the Setups chapter on page 226*.

When not in use, the paper trays can be opened and paper can be loaded while the machine is running. However, do not open the active tray. This will cause the machine to stop the job being processed.

Storing and Handling Paper

Always use high-quality, xerographic-grade paper in the machine. Damaged, curled, or damp paper can cause jams and image quality problems. Follow these simple rules to store paper.

- Store paper in dry conditions, away from extreme heat or cold, such as radiators or open windows.
- Store paper flat on a shelf or pallet above floor level.
- Leave the paper wrapped and boxed until ready to be used.
- Re-wrap partly used packages of paper.

NOTE: Paper should not be stored in the paper trays.

Supported Paper Sizes and Types

This section lists the sizes and types of paper that can be used with the machine.

Supported Paper Sizes

The following table lists the paper sizes supported for each paper tray, duplex module and the finisher.

NOTE: For the capacity of each tray, refer to *the Specifications chapter*.

Standard Sizes

NOTE: The standard sizes of paper that can be detected vary depending on the paper size table specified by the Key Operator. For information on setting the paper size table, refer to *Paper Size Settings in the Setups chapter on page 234*.

#

Paper Size	Dimensions (mm)		LEF/SEF	Tray 1/ Tray 2, 3 (Two Tray Module)	Tray 2, 3 (TTM)	Tray 5 (Bypass)	Duplex Module	Office Finisher	Integrated Office Finisher
A6	105.0	148.0	LEF	X	X			X	
A5	148.0	210.0	SEF	O	X	O	O	X	O
			LEF	X	X			X	O
A4	210.0	297.0	SEF	O	X		O	O	O
			LEF	O	O		O	O	O
A3	297.0	420.0	SEF	O	X		O	O	O

Paper Size	Dimensions (mm)		LEF/SEF	Tray 1/ Tray 2, 3 (Two Tray Module)	Tray 2, 3 (TTM)	Tray 5 (Bypass)	Duplex Module	Office Finisher	Integrated Office Finisher
B6	128.5	182.0	SEF	X	X	O		X	O
B5	182.0	257.0	SEF	O	X	O		X	O
			LEF	O	O		O	O	O
B4	257.0	364.0	SEF	O	X		O	O	O
5.5 × 8.5"	139.7	215.9	SEF	O	X			X	O
			LEF	X	X	O	O	X	O
7.25 × 10.5"	184.2	266.7	SEF		X			X	O
			LEF	O	O		O	O	O
8 × 10"	203.2	254.0	SEF		X			X	
			LEF		X			X	O
8.5 × 11"	215.9	279.4	SEF	O	X	O	O	O	O
			LEF	O	O	O	O	O	O
8.46 × 12.4"	215.0	315.0	SEF		X			X	
8.5 × 13"	215.9	330.2	SEF	O	X	O		O	O
8.5 × 14"	215.9	355.6	SEF	O	X	O		O	O
11 × 15"	279.0	381.0	SEF		X			X	
11 × 17"	297.4	431.8	SEF	O	X	O	O	O	O
16K	194.0	267.0	SEF		X			X	O
			LEF		X			O	O
8K	267.0	388.0	SEF		X			O	O
Postcard	100.0	148.0	LEF	X	X			X	O
Prepaid Postcard	148.0	200.0	SEF	X	X			X	
			LEF		X			X	O
4 × 6"	101.6	152.4	LEF	X	X			X	O
Photo 2L 5 × 7"	127.0	177.8	SEF	X	X			X	O
6 × 9"	152.4	228.6	SEF		X			X	O
European 3 Envelope	120.0	235.0	LEF	X	X			X	O
Commercial 10 Envelope	104.8	241.3	LEF	X	X	O		X	O
Monarch Envelope	98.4	190.5	LEF	X	X			X	O
DL Envelope	110.0	220.0	LEF	X	X			X	O
C4 Envelope	229.0	324.0	SEF		X			X	O

Paper Size	Dimensions (mm)		LEF/SEF	Tray 1/ Tray 2, 3 (Two Tray Module)	Tray 2, 3 (TTM)	Tray 5 (Bypass)	Duplex Module	Office Finisher	Integrated Office Finisher
C5 Envelope	162.0	229.0	LEF	X	X			X	O

O: Available

Blank: Not available as the standard size but can be specified as custom size

X: Not available

NOTE: In some items, the standard or custom size depends on countries.

Non-standard Sizes

Paper Size	Tray 1/ Tray 2, 3 (Two Tray Module)	Tray 2, 3 (TTM)	Tray 5 (Bypass)	Duplex Module	Office Finisher	Integrated Office Finisher
Width	139.7 to 297.0 mm 5.5 to 11.7"	Not Available	89.0 to 297.0 mm 3.5 to 11.7"	128.0 to 297.0 mm 5 to 11.7"	Not Available	89.0 to 297.0 mm 3.5 to 11.7"
Length	182.0 to 432.0 mm 7.2 to 17.0"		98.4 to 432.0 mm 3.9 to 17.0"	139.7 to 432.0 mm (for Tray 5 (Bypass)) 182.0 to 432.0 mm (for Tray 1–3)		98.4 to 432.0 mm 3.9 to 17.0"

Supported Paper Types

The following table lists the paper types supported for each paper tray, duplex module, and the finisher.

Paper Type	Weight g/m ² (lb)	Tray 1	Tray 2, 3 (Two Tray Module/TTM)	Tray 5 (Bypass)	Duplex Module	Office Finisher	Integrated Office Finisher
Bond	60–105 (16–28 lb. bond)	O	O	O	O	O	O
Plain		O	O	O	O	O	O
Recycled		O	O	O	O	O	O
Custom 1–5		O	O	O	O	O	O
Side 2 Paper ^{*1}		O	O	O	X	O	O
Heavyweight 1	106–169 (28 lb. bond–60 lb. cover)	O	O	O	O ^{*2}	O ^{*3}	O ^{*3}
Heavyweight 1 Side 2	106–169 (28–60 lb.)	X	X	O	X	X	O
Heavyweight 2 ^{*4, *5}	170–216 (65–80 lb. cover)	O	O	O	X	X	O
Heavyweight 2 Side 2	170–216 (65–80 lb.)	X	X	O	X	X	O

Paper Type	Weight g/m ² (lb)	Tray 1	Tray 2, 3 (Two Tray Module/TTM)	Tray 5 (Bypass)	Duplex Module	Office Finisher	Integrated Office Finisher
Coated 1 ^{*4, *6}	106-169 (28 lb. bond- 60 lb. cover)	O	O	O	O ^{*2}	O ^{*3}	O
Coated 1 F	106-128 (28-34 lb)	O	O	X	O ^{*2}	O	O
Coated 1 Side 2	106-169 (28-60 lb.)	X	X	O	X	X	O
Coated 2 ^{*4, *5, *6}	170-216 (65-80 lb. cover)	O	O	O	X	X	O
Coated 2 Side 2	170-216 (65-80 lb. cover)	X	X	O	X	X	O
Labels ^{*4, *6}	106-169 (28 lb. bond- 60 lb. cover)	O	O	O	X	X	O
Transparency	—	O	O	O	X	X	O

O: Available

X: Not available

*1: Side 2 Paper: Refers to the paper already printed on one side (i.e. scrap paper).

*2: Full color is not available.

*3: Only 106-128g/m² paper fed from Tray 1, 2, or 3 is available.

*4: Coated 1, Coated 2, and Labels should be fed one by one from a paper tray.

*5: Heavyweight 2 or coated 2: If heavyweight or coated paper is not loaded into the machine, the paper needs to be slightly curled upward.

*6: Paper having coated surface on one side should not be fed from Bypass tray.

- When printing onto postcard or envelope, Heavyweight 2 should be selected, and the size should be specified.
- Depending on heavyweight paper, the machine cannot load Short Edge Feed. In that case set the paper Long Edge Feed.
- Depending on the type of paper used and the operating environment, paper may not feed to the machine properly, or print quality may be negatively affected.

The followings show the default settings of Plain, Heavyweight 1, and Heavyweight 2 papers. You can specify required custom paper names on the Custom paper type. For more information, refer to Paper Tray Settings in the Setups chapter on page 221.

Classification		Media
Plain	Plain A	≥ 90gsm (Plain A is selected by default for "Bond" media type.)
	Plain B	Custom
	Plain C	Custom (Plain C is selected by default for "Recycled" media type.)
	Plain D	< 80gsm (Plain D is selected by default for "Plain" media type on the machine.)
	Plain E	Custom
	Plain F	≥ 80gsm & < 90gsm
	Plain G	Custom
	Plain S	Custom
Heavyweight 1	Heavyweight 1A	(Heavyweight 1A is selected by default as "Heavyweight 1" media type.)
	Heavyweight 1B	Custom
	Heavyweight 1C	Custom
	Heavyweight 1S	Custom
Heavyweight 2	Heavyweight 2A	(Heavyweight 2A is selected by default for "Heavyweight 2" media type.)
	Heavyweight 2B	Custom
	Heavyweight 2C	Custom
	Heavyweight 2D	Custom
	Heavyweight 2S	Custom

10 Setups

This chapter describes how the Key Operator can change the various defaults preset on the machine, how to register the various items such as mailboxes and destinations, and how to configure or change the Key Operator settings.

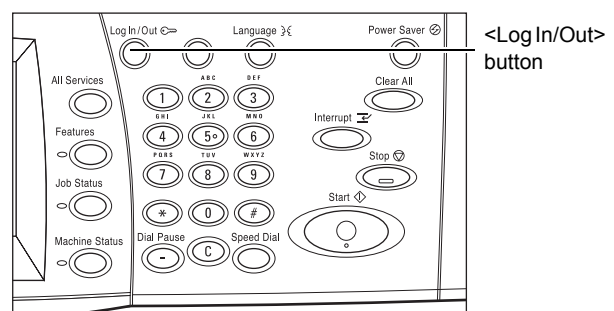
System Settings Procedure

This section describes the basic system settings procedure. Follow the steps below.

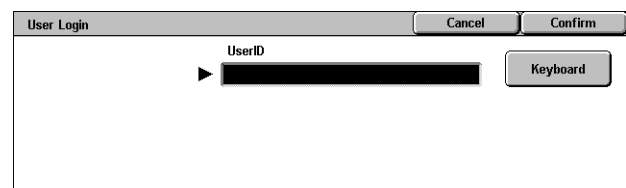
1. *Entering the System Settings Mode – page 219*
2. *Customizing the Settings – page 220*

1. Entering the System Settings Mode

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



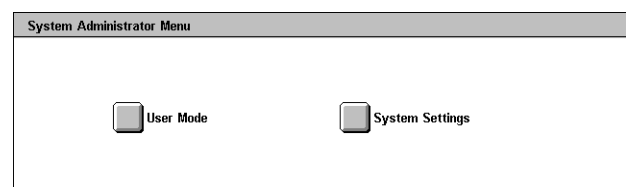
2. Enter the correct user ID using the numeric keypad on the control panel or the screen keyboard. For information on keyboard entry, refer to *Keyboard in the Fax/Internet Fax chapter on page 92*.



NOTE: The default Key Operator ID is “11111”. If the Authentication feature is enabled, you may be also required to enter a password. The default password is “x-admin”. To change the default user ID or password, refer to *System Administrator Settings on page 296*.

3. Select [System Settings] on the [System Administrator Menu] screen.

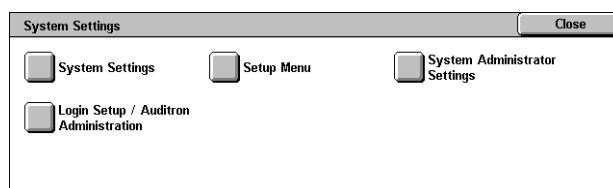
NOTE: In [User Mode], you can operate the machine normally while logged in as the Key Operator.



2. Customizing the Settings

1. Select the required option.

Customize the settings by performing operations as necessary. For some options, select [Change Settings] to change the settings or to enter characters using the screen keyboard. For information on keyboard entry, refer to *Keyboard in the Fax/Internet Fax chapter on page 92*.



System Settings

This section describes how to select features you want to configure or change. For more information, refer to the following.

Common Settings – page 220

Copy Mode Settings – page 238

Network Settings – page 248

Print Mode Settings – page 261

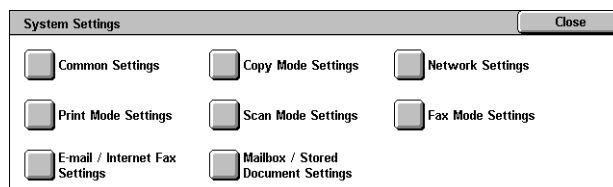
Scan Mode Settings – page 265

Fax Mode Settings – page 271

E-mail/Internet Fax Settings – page 280

Mailbox/Stored Document Settings – page 283

1. Select [System Settings] on the [System Settings] screen.
2. Select the required option.
3. Select [Close].



Common Settings

This section describes how to configure or change machine settings common to main features such as copy, fax, and scan. For more information, refer to the following.

Machine Clock/Timers – page 221

Audio Tones – page 223

Screen/Button Settings – page 224

Paper Tray Settings – page 225

Watermark – page 227

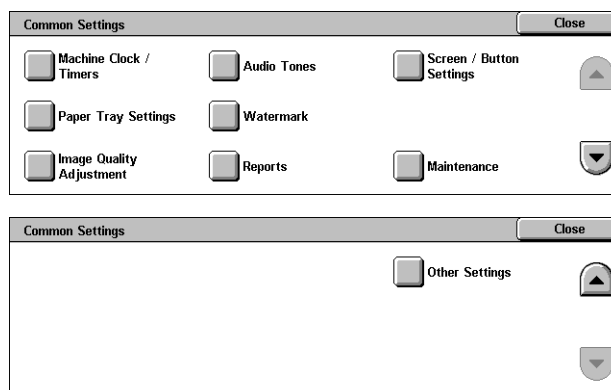
Image Quality Adjustment – page 228

Reports – page 231

Maintenance – page 232

Other Settings – page 233

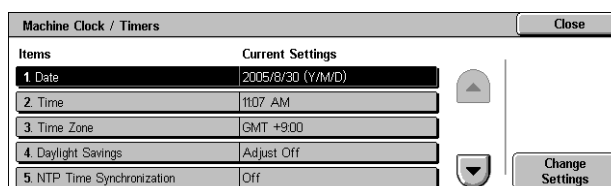
1. Select [Common Settings] on the [System Settings] screen.
2. Select the required option. Use the side tabs to switch between screens.
3. Select [Close].



Machine Clock/Timers

This feature allows you to set the correct date, time, and other related values.

1. Select [Machine Clock/Timers] on the [Common Settings] screen.
2. Change the required settings. Use the side tabs to switch between screens.
3. Select [Close].



Date

Specifies the current date. Select from three date formats: Y/M/D, M/D/Y, and D/M/Y. The date set here is printed on lists and reports.

Time

Specifies the current time. Select a 12- or 24-hour display format. If you select [12 Hour Clock], the buttons for specifying AM or PM are displayed. The time set here is printed on lists and reports.

Time Zone

Specifies the time zone relative to Greenwich Mean Time (GMT).

Daylight Savings

Specifies whether to automatically adjust the machine clock for Daylight Savings. Select [Adjust On] and then specify the start and end dates of Daylight Savings time to automatically adjust the current time when Daylight Savings time starts and ends.

NTP Time Synchronization

Specifies the parameters used to synchronize the time of the machine with that of the specified time server using the Network Time Protocol (NTP).

NOTE: If the time server connection fails, the machine maintains its own time without synchronization.

Connection to Time Server

Specifies whether to enable the connection to a time server.

Connection Interval

Specifies the time span between connections to the specified server, in the range from 1 to 500 hours.

Time Server IP Address

Specifies the IP address of the time server using the numeric keypad on the control panel.

Auto Clear

Specifies whether to automatically display the default screen if you do not perform any operation within the selected period of time. Select [On] and then select the time period in the range from 30 to 240 seconds.

Auto Job Release

Specifies whether to automatically release the current job to allow execution of the next job, if a problem such as a paper jam interrupts the current copy or scan job and is not resolved within the selected period of time. Select [On] and then select the time period in the range from 4 to 99 minutes.

Auto Print

Specifies whether to automatically print jobs if you do not perform any operation within the selected period of time. Select [On] and then select the time period in the range from 1 to 240 seconds.

Printer Lockout Duration

Specifies whether to prohibit printing of incoming documents (for example, faxes) for a specified duration. Select [On] and then specify the start and end times of the interval during which printing will be prohibited.

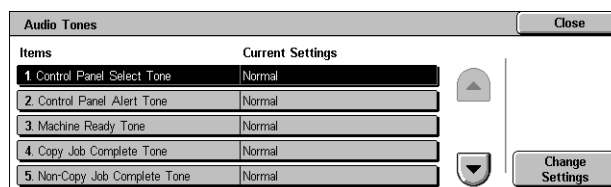
Auto Power Saver

Specifies the time interval of inactivity before automatically switching the machine to Low Power Mode, a second time interval of inactivity before switching to Sleep Mode. Select the time period for each mode in the range from 1 to 240 minutes. You must select a longer time period for the Sleep Mode than for the Low Power Mode.

Audio Tones

This feature allows you to select the volume level of tones to be generated at various occasions. You can choose different volume levels for each item shown on the screen.

1. Select [Audio Tones] on the [Common Settings] screen.
2. Change the required settings. Use the side tabs to switch between screens.
3. Select [Close].



Control Panel Select Tone

Specifies the volume level of the tone generated when an appropriate button on the control panel is pressed and its action is accepted.

Control Panel Alert Tone

Specifies the volume level of the tone generated when an inappropriate button on the control panel is pressed.

Machine Ready Tone

Specifies the volume level of the tone generated when the machine becomes ready to copy or print, for example, after the power is switched on.

Copy Job Complete Tone

Specifies the volume level of the tone generated when copying finishes successfully.

Non-Copy Job Complete Tone

Specifies the volume level of the tone generated when a job other than copying finishes successfully.

Fault Tone

Specifies the volume level of the tone generated when a job did not finish properly.

Alert Tone

Specifies the volume level of the tone generated when a job is suspended due to an error.

Out of Paper Warning Tone

Specifies the volume level of the tone generated when the machine runs out of paper.

Low Toner Alert Tone

Specifies the volume level of the tone generated when it is time to replace the toner cartridge.

Line Monitor Volume

Specifies the volume level of the tone generated for the line monitor, which allows you to hear call and response signals when connecting to a destination.

Ringing Volume

Specifies the volume level of the tone generated when a call is received.

Stored Programming Tone

Specifies the volume level of the tone generated each time operation is performed during job memory registration. You cannot completely turn off the volume for this tone.

Auto Clear Alert Tone

Specifies the volume level of the tone generated just before the machine performs auto clear.

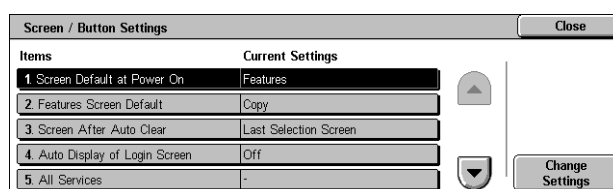
Base Tone

Specifies the volume level of the base tone generated when you toggle settings. The machine emits a base tone when it exits the interrupted mode.

Screen/Button Settings

This feature allows you to customize the initial screen and select the initial language to be displayed on the touch screen.

1. Select [Screen/Button Settings] on the [Common Settings] screen.
2. Change the required settings. Use the side tabs to switch between screens.
3. Select [Close].



Screen Default at Power On

Specifies the initial screen to be displayed when the machine is switched on. Set the preset initial screen to the Features, Job Status, or the Machine Status screen. For information on these screens, refer to *the Job Status chapter* and *the Machine Status chapter*.

Features Screen Default

Specifies the default features to be displayed when canceling the Power Saver mode. Use the scroll bars to switch between screens.

Screen After Auto Clear

Specifies the features screen to be displayed after the machine performs auto clear.

Auto Display of Login Screen

Specifies whether to display the [Login] screen automatically when power is turned on, or when power is interrupted to confirm user authorization.

All Services

Specifies the features available on the <All Services> screen. Select a button to re-assign the feature assigned to that button. Use the scroll bars to switch between screens.

Job Type on Job Status screen

Specifies the job types to be displayed when you select [Completed Jobs] on the [Job Status] screen.

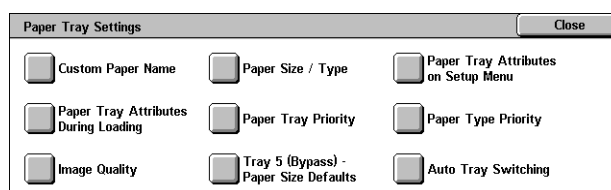
Default Language

Specifies the default language to be displayed on the touch screen.

Paper Tray Settings

This feature allows you to configure various settings for trays, and for paper to be loaded in the trays.

1. Select [Paper Tray Settings] on the [Common Settings] screen.
2. Change the required settings.
3. Select [Close].



Custom Paper Name

Specifies user-defined names for 1 to 5 custom paper types when using only plain paper, bond paper, and recycled paper. Enter a name of up to 24 alphanumeric characters and symbols. Assigned names are displayed in the screens relating to paper supply.

Paper Size/Type

Specifies the size and type of paper loaded in the paper trays, and specifies the paper tray handling for color output features. The paper trays available vary depending on your machine configuration.

Select automatic detection of the paper size or specify a fixed size. Select the paper type from the list of preset types. Select the paper tray handling for color output features when Auto Tray switching is enabled.

Paper Size

Specifies automatic detection of the paper size for trays 1 to 3 using the tray guide levers. If the guide levers in the paper tray are not in the correct position for the size of

paper loaded in the tray, a size error will occur. This setting is not available for Tray 5 (Bypass).

NOTE: When loading trays with envelopes/postcards, contact the Xerox Welcome Center to have the tray settings changed specially for the use of envelopes/postcards.

Paper Type

Specifies the type of paper in the paper tray from a list of supported paper types, including the custom paper names 1 to 5.

Auto Paper by Output Color

Specifies the Auto Tray Switching conditions for the paper tray for the output color setting. For example, this feature allows you to load one tray with one type of paper for color output only, and another for black and white output only. This setting is not available for Tray 5 (Bypass).

Paper Tray Attributes on Setup Menu

Specifies whether to display the paper tray attributes on the Setup Menu.

Paper Tray Attributes During Loading

Specifies whether to display the paper tray attributes on the control panel when the tray is opened to load paper. This setting does not apply to Tray 5 (Bypass).

Paper Tray Priority

Specifies the paper tray priority for Auto Tray Switching. Tray 5 (Bypass) is not available. For more information on Auto Tray Switching, refer to *Auto Tray Switching in the Paper and Other Media chapter on page 212*.

Paper Type Priority

Specifies the paper type priority for Auto Tray Switching. This setting overrides the Paper Tray Priority. If the priority of paper types is set to the same value, then Auto Tray Switching will select a tray based on the Paper Tray Priority. Selecting [Auto Paper Off] prevents the paper type from being used by Auto Tray Switching. For more information on Auto Tray Switching, refer to *Auto Tray Switching in the Paper and Other Media chapter on page 212*.

Image Quality

Specifies the grade of paper for each paper type loaded into the machine.

Bond Paper, Plain Paper, Recycled Paper, Custom Paper

Specifies Plain Paper A to G and Special grades.

Heavyweight 1

Specifies Heavyweight 1A to 1C and Special grades.

Heavyweight 2

Specifies Heavyweight 2A to 2D and Special grades.

Tray 5 (Bypass) - Paper Size Defaults

Specifies the paper sizes assigned to the 11 buttons that are listed in [Standard Size] for Tray 5.

A/B Series Size

Specifies standard document sizes in A/B series size. Use the scroll buttons to switch between screens.

Inch Size

Specifies standard document sizes in inches. Use the scroll buttons to switch between screens.

Others

Specifies other miscellaneous sizes. Use the scroll buttons to switch between screens.

Variable Size

Specifies a user-defined size set using the scroll buttons.

Auto Tray Switching

Specifies whether to enable Auto Tray Switching. For more information on Auto Tray Switching, refer to *Auto Tray Switching in the Paper and Other Media chapter on page 212*.

Enable during Auto Paper

Specifies whether to enable Auto Tray Switching only when [Auto] is selected for Paper Supply.

Always Enable

Specifies whether to enable Auto Tray Switching no matter which option is selected for Paper Supply.

Watermark

This feature allows you to set the defaults for date and text information which can be added to the output as a watermark, for document management control.

1. Select [Watermark] on the [Common Settings] screen.
2. Change the required settings. Use the side tabs to switch between screens.
3. Select [Close].

Items	Current Settings
1 Date Format	20yy/mm/dd
2 Text Default	Copy Prohibited
3 Text Size	48 Points
4 Color	Black
5 Density	Normal

Date Format

Specifies the current date. Select from three date formats: 20yy/mm/dd, dd/mm/20yy, mm/dd/20yy.

Text Default

Specifies the default text from a list of presets, including three custom text strings.

Text Size

Specifies the default font size. You can select from three preset font sizes or specify a value between 24 and 80 points using the scroll bars.

Color

Specifies the text color. You can select from Black, Magenta, and Cyan.

Density

Specifies the output density of the watermark text. You can select from Lighten, Normal, and Darken.

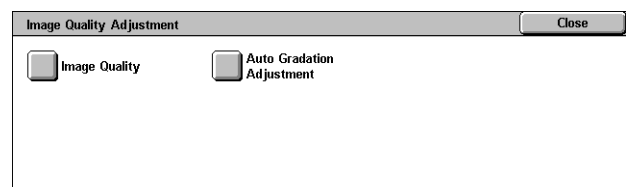
Custom Text 1 to 3

Specifies three user-defined text strings that appear in the [Text Default] list. A maximum of 32 alphanumeric and symbol characters can be entered.

Image Quality Adjustment

This feature allows you to configure various settings to adjust the quality of scanned data.

1. Select [Image Quality Adjustment] on the [Common Settings] screen.
2. Change the required settings.
3. Select [Close].

**Image Quality****Photo & Text Recognition**

Specifies the level at which the machine distinguishes between text or photos when [Original Type] is set to [Photo & Text] on the [Image Quality] screen. Select [More Text] to make very fine characters become more easily recognizable as text. Select [More Photo] to make halftone images on newspapers and flyers become more easily recognizable as photos.

Output Color Recognition

Specifies the level at which the machine distinguishes between monochrome and color images when [Output Color] is set to [Auto Detect] on the [Copy] screen. Select [More Black] to make originals more easily recognizable as monochrome. Select [More Color] to make originals more easily recognizable as color.

Photo Reproduction Level

Specifies the color reproduction level at which the machine distinguishes photos from text when [Original Type] is set to [Photo & Text] on the [Image Quality] screen. Select [More Text] to emphasize dense portions of the image. Select [More Photo] to smooth the gradations in the photo portions of the image.

Background Suppression (Color Copy)

Specifies the method for detecting the background color for background suppression when making color copies. Select [High Quality] to pre-scan the whole document to detect the background color. Select [High Speed] to sample a portion of the document to detect the background color.

NOTE: This function is only available for documents placed on the document glass.

NOTE: When [High Quality] is selected, a picture fragment or black and white copy may be produced if a [Corner Shift] option is set and [Reduce/Enlarge] is set to less than 60%.

Background Suppression (B/W Copy)

Specifies the method for detecting the background color for background suppression when making black and white copies. Select [High Quality] to pre-scan the whole document to detect the background color. Select [High Speed] to sample a portion of the document to detect the background color.

NOTE: This function is only available for documents placed on the document glass.

NOTE: When [High Quality] is selected, a picture fragment or black and white copy may be produced if a [Corner Shift] option is set and [Reduce/Enlarge] is set to less than 60%.

Background Suppression (Scan Jobs)

Specifies the method for detecting the background color for background suppression when making scans. Select [High Quality] to pre-scan the whole document to detect the background color. Select [High Speed] to sample a portion of the document to detect the background color.

NOTE: This function is only available for documents placed on the document glass.

Image Enhancement

Specifies whether to perform smoothing on print data for copy and fax jobs. This will give smoother images on printed paper.

Auto Gradation Adjustment

This feature allows you to perform automatic color adjustment whenever the density or color in copies and prints has deteriorated. The machine automatically adjusts the color gradation for three screen types. For more information, refer to *Auto Gradation Adjustment in the Maintenance chapter on page 377*.

Screen Type

Specifies the screen type for which to adjust the color gradation. Select a screen type to print a color correction chart with the selected screening.

- Copy Job - Adjusts the gradation for copying documents.
- Print Job 1 - Basic screen for printing.

For PCL print drivers:

Adjusts the gradation for the items of [Image Types/Intent], when choosing [Standard] of [Image Quality] in the [Image Options] tab.

Adjusts the gradation for [CAD] of [Image Types/Intent], when choosing [High Speed] of [Image Quality] in the [Image Options] tab.

For PostScript print drivers:

Adjusts the gradation for the items of [Image Types], when choosing [Standard] of [Image Quality] in the [Image Options] tab.

Adjusts the gradation for [CAD] of [Image Types], when choosing [High Speed] of [Image Quality] in the [Image Options] tab.

Adjusts the gradation for [Auto], [Standard], and [Fineness] of [Screen] in the [Image Options] tab.

NOTE: When [Auto] is selected, displayed screen may differ corresponding to settings of [Image Type] after selecting [Basic Settings]; or [RGB Color Correction] and [CMYK Color Correction] after selecting [Advance Settings].

- Print Job 2

For PCL print drivers:

Adjusts the gradation for the items other than [CAD] of [Image Types/Intent], when choosing [High Speed] of [Image Quality] in the [Image Options] tab.

For PostScript print drivers:

Adjusts the gradation for the items other than [CAD] of [Image Types], when choosing [High Speed] of [Image Quality] in the [Image Options] tab.

Adjusts the gradation for [Auto] and [Gradation] of [Screen] in the [Image Options] tab.

NOTE: When [Auto] is selected, displayed screen may differ corresponding to settings of [Image Type] after selecting [Basic Settings]; or [RGB Color Correction] and [CMYK Color Correction] after selecting [Advance Settings].

Paper Supply

Specifies the paper tray to be used during gradation adjustment.

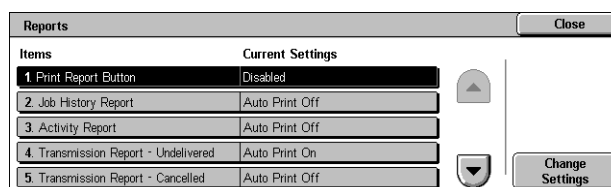
Target

Specifies the range of jobs affected by the gradation adjustment.

Reports

This feature allows you to specify how reports are to be automatically printed.

1. Select [Reports] on the [Common Settings] screen.
2. Change the required settings. Use the side tabs to switch between screens.
3. Select [Close].

**Print Report Button**

Specifies whether to display the [Print Report/List] feature on the [Billing Meter/Print Report] tab of the [Machine Status] screen. Refer to *Print Report/List in the Machine Status chapter on page 319*.

Job History Report

Specifies whether to automatically print a Job History Report for every 50 jobs.

Activity Report

Specifies whether to automatically print an Activity Report for every 100 fax jobs. An Activity Report shows the result of transmissions and receptions.

Transmission Report - Undelivered

Specifies whether to automatically print an Undelivered-Transmission Report for fax jobs. An Undelivered-Transmission Report shows the list of documents where transmission failed.

Transmission Report - Cancelled

Specifies whether to automatically print a Cancelled-Transmission Report for fax jobs when fax transmission jobs are interrupted. A Cancelled-Transmission Report shows the list of documents where transmission was cancelled.

Mailbox Report

Specifies whether to automatically print a Mailbox Report for fax jobs. A Mailbox Report shows the accumulation of documents in the Private Mailbox. For more information, refer to *Remote Mailbox in the Fax/Internet Fax chapter on page 108*.

Broadcast/Multi-Poll Report

Specifies whether to automatically print a Broadcast/Multi-Poll Report for fax jobs. A Broadcast/Multi-Poll Report shows the results of transmissions and polling requests to multiple remote machines.

Relay Broadcast Report

Specifies whether to automatically print a Relay Broadcast Report for fax jobs. A Relay Broadcast Report shows the result of fax transmissions for relay broadcasting.

Off

Disables the feature.

Send to Relay Station

Sends a Relay Broadcast Report to relay stations.

Print at Local Station

Prints out a Relay Broadcast Report.

Send to Relay, Print at Local

Prints out a Relay Broadcast Report and sends it to the relay stations.

2 Sided Report

Specifies whether a report is to be automatically output to both sides of paper or one side only.

Recipient on Activity Report

Specifies the number of characters of the destination's information to be printed on an Activity Report. Select [First 40 characters] or [Last 40 characters].

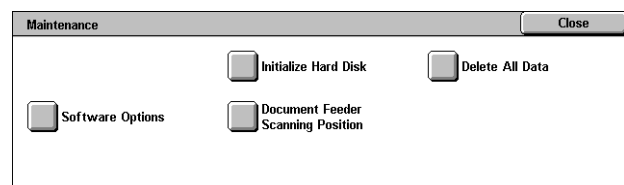
Job Flow Error Report

Specifies whether to automatically print a Job Flow Error Report.

Maintenance

This feature allows you to initialize the hard disk on the machine, delete all document data stored in the machine, and enter software options.

1. Select [Maintenance] on the [Common Settings] screen.
2. Change the required settings.
3. Select [Close].



Initialize Hard Disk

This feature allows you to initialize the hard disk on the machine. After selecting [Initialize Hard Disk], select a partition, and then select [Start]. Then select [Yes] to execute initialization. After the initialization finishes, select [Confirm].

NOTE: This process may take a while depending on the machine configuration.

Delete All Data

This feature allows you to delete all document data on the machine. Select [Delete All Data], and then select [Start]. Then select [Yes] to execute deletion. After the deletion finishes, you need to switch the machine off and then on.

NOTE: This process may take a few hours depending on the machine configuration.

Software Options

Specifies software options. For information on setting procedures and software codes, refer to the instructions for the required software option package. Enter passwords for the software options using the keyboard screen and select [Reboot].

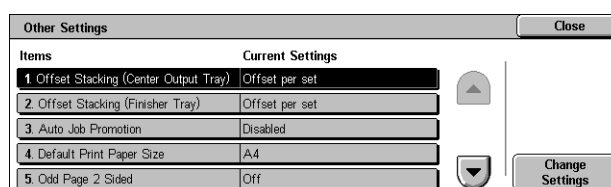
Document Feeder Scanning Position

This feature allows you to adjust the scanning position of the document feeder precisely in the range in 0.1mm (0.004 inch) increments. Select [Factory Settings] to restore the default settings.

Other Settings

This feature allows you to configure various other settings common to the main features such as copy, fax, and scan.

1. Select [Other Settings] on the [Common Settings] screen.
2. Change the required settings. Use the side tabs to switch between screens.
3. Select [Close].



Offset Stacking (Center Output Tray)

Specifies the output paper stacking position for the Center Output Tray. When printing, the machine can slightly offset the paper output positions for each set (copies) or job (individually instructed print job). This allows you to identify the start of each set or job.

Offset Stacking (Finisher Tray)

Specifies the output paper stacking position for the Finisher Tray. When printing, the machine can slightly offset paper output positions for each set (copies) or job (individually instructed print job). This allows you to identify the start of each set or job.

Auto Job Promotion

Specifies whether jobs can automatically be promoted, bypassing other jobs, when the machine is unable to complete the current job. For example, if there is no paper in the required paper tray for the current job.

NOTE: Stored documents, such as secure prints and sample prints, cannot be promoted.

Default Print Paper Size

Specifies the paper size to be used as the initial setting.

Odd Page 2 Sided

Specifies whether to add a blank page to a document that contains an odd number of pages, so that the document prints as an even number of pages.

Paper Size Settings

Specifies the paper size table used when the machine is set to detect standard sizes of documents and recording media automatically.

You can select from the following tables: [A/B Series (8 × 13")], [A/B Series], [A/B Series (8K/16K)], [A/B Series (8 × 13"/8 × 14")], and [Inch Series].

NOTE: When loading trays with envelopes/postcards, contact the Xerox Welcome Center to have the tray settings changed specially for the use of envelopes/postcards.

Documents

The machine automatically recognizes the following sizes when a document is placed on the document glass or loaded in the document feeder.

Size	Width (mm)	Length (mm)	Document Glass					Document Feeder				
			A/B Series (8 × 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 × 13"/8 × 14")	Inch Series	A/B Series (8 × 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 × 13"/8 × 14")	Inch Series
A5 SEF	148.0	210.0	O	O	O	O		O*	O*	O*	O*	
A5 LEF	210.0	148.0	O	O	O	O		O	O			
5.5 × 8.5" LEF	215.9	139.7			O		O			O	O	O
5.5 × 8.5" SEF	139.7	215.9					O					O*
B5 SEF	182.0	257.0	O	O	O			O	O			
B5 LEF	257.0	182.0	O	O	O			O	O	O*	O*	O*
A4 SEF	210.0	297.0	O	O	O	O		O	O	O*	O*	O*
A4 LEF	297.0	210.0	O	O	O	O	O	O	O	O	O	O
8.5 × 11" SEF (Letter)	215.9	279.4			O		O	O*	O*	O	O	O
8.5 × 11" LEF (Letter)	279.4	215.9	O		O	O	O	O*	O*	O	O	O
8.5 × 13" SEF (Legal)	215.9	330.2			O	O				O	O	

Size	Width (mm)	Length (mm)	Document Glass					Document Feeder				
			A/B Series (8 x 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 x 13"/8 x 14")	Inch Series	A/B Series (8 x 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 x 13"/8 x 14")	Inch Series
8.5 × 14" SEF (Legal)	215.9	355.6					O					O
B4 SEF	257.0	364.0	O	O	O			O	O	O*1	O*1	O*1
16K SEF	194.0	267.0	O									
16K LEF	267.0	194.0	O					O*1	O*1			
8K SEF	267.0	388.0	O					O*1	O*1			
A3 SEF	297.0	420.0	O	O	O	O	O	O	O	O	O	O
11 × 17" SEF	279.4	431.8	O		O	O	O	O*1	O*1	O	O	O
7.25 × 10.5" SEF (Executive)	184.2	266.7										
7.25 × 10.5" LEF (Executive)	266.7	184.2				O	O			O	O	O
C4 Envelope SEF	229.0	324.0										
C5 Envelope LEF	229.0	162.0										
C5 Envelope SEF	162.0	229.0										
Commercial 10 Envelope LEF	241.3	104.8										
DL Envelope LEF	220.0	110.0										
Monarch Envelope LEF	190.5	98.4										
European 0 Envelope LEF	235.0	120.0										
A6 SEF	105.0	148.0	O	O	O	O						
A6 LEF	148.0	105.0										
Postcard SEF	100.0	148.0										
Postcard LEF	148.0	100.0										
4 × 6" LEF	152.4	101.6										
4 × 6" SEF	101.6	152.4					O					
Prepaid Postcard LEF	200.0	148.0										
3.5 × 5.5" SEF	89.0	139.7										
5 × 7" SEF	127.0	177.8					O					
B6 LEF	182.0	128.0										
B6 SEF	128.0	182.0	O	O	O	O						

*1: When scanning mixed size originals, automatic size detection is not available.

Paper Size

The machine automatically recognizes the following sizes when recording media is loaded in Trays 1-3, and Trays 2 and 3 of the Tandem Tray Module.

NOTE: For [Tray 5 (Bypass)], 11 paper sizes can be selected as presets by the Key Operator from the sizes listed in the following table.

Size	Width (mm)	Length (mm)	Tray 1-3 (except for TTM)					Tray 2, 3 (TTM)				
			A/B Series (8 x 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 x 13"/8 x 14")	Inch Series	A/B Series (8 x 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 x 13"/8 x 14")	Inch Series
A5 SEF	148.0	210.0	O	O	O	O						
A5 LEF	210.0	148.0										
5.5 x 8.5" LEF	215.9	139.7										
5.5 x 8.5" SEF	139.7	215.9					O					
B5 SEF	182.0	257.0	O	O	O	O	O					
B5 LEF	257.0	182.0	O	O				O	O	O	O	
A4 SEF	210.0	297.0	O	O	O	O	O					
A4 LEF	297.0	210.0	O	O	O	O	O	O	O	O	O	O
8.5 x 11" SEF (Letter)	215.9	279.4	O	O	O	O	O					
8.5 x 11" LEF (Letter)	279.4	215.9	O	O	O	O	O	O	O	O	O	O
8.5 x 13" SEF (Legal)	215.9	330.2	O	O	O	O	O					
8.5 x 14" SEF (Legal)	215.9	355.6	O	O	O	O	O					
B4 SEF	257.0	364.0	O	O	O	O	O					
16K SEF	194.0	267.0										
16K LEF	267.0	194.0	O	O								
8K SEF	267.0	388.0	O	O	O	O	O					
A3 SEF	297.0	420.0	O	O	O	O	O					
11 x 17" SEF	279.4	431.8	O	O	O	O	O					
7.25 x 10.5" SEF (Executive)	184.2	266.7										
7.25 x 10.5" LEF (Executive)	266.7	184.2			O	O	O					O
C4 Envelope SEF	229.0	324.0										
C5 Envelope LEF	229.0	162.0										
C5 Envelope SEF	162.0	229.0										
Commercial 10 Envelope LEF	241.3	104.8										
DL Envelope LEF	220.0	110.0										
Monarch Envelope LEF	190.5	98.4										
Youkei 0 Envelope LEF	235.0	120.0										
A6 SEF	105.0	148.0										
A6 LEF	148.0	105.0										
Postcard SEF	100.0	148.0										
Postcard LEF	148.0	100.0										
4 x 6" LEF	152.4	101.6										
4 x 6" SEF	101.6	152.4										
Prepaid Postcard LEF	200.0	148.0										
3.5 x 5.5" SEF	88.9	139.7										

Size	Width (mm)	Length (mm)	Tray 1-3 (except for TTM)					Tray 2, 3 (TTM)				
			A/B Series (8 x 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 x 13"/8 x 14")	Inch Series	A/B Series (8 x 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 x 13"/8 x 14")	Inch Series
B6 LEF	182.0	128.0										
B6 SEF	128.0	182.0										

Millimeters/Inches

Specifies [Millimeters] or [Inches] as the unit for entering document or scan sizes.

Keyboard Input Restriction

Specifies whether the machine is to allow entry of standard ASCII characters only, or characters including those specific to the selected language. Select [On (Standard ASCII Only)] to display standard ASCII characters only on the keyboard screen.

Operation of Up/Down Buttons

Specifies whether the machine is to allow the up and down buttons (scroll buttons) on the touch screen to provide fast scrolling when they are pressed continuously.

Display Consumables Screen

Specifies whether or not to display the consumables screen, and the event that causes the machine to display the consumables screen.

Overwrite Hard Disk

Specifies whether or not to enable overwriting the hard disk. If enabled, random data will be written to the disk area released by the data deletion to avoid illegal data retrievals from the hard disk. You can select the number of overwrite passes from one time or three times. This also overwrites temporarily saved data such as copy documents.

Data Encryption

Specifies whether to enable encoding when data is saved to RAM, NV-RAM, backed up memory chips, or the hard disk of the machine. Enter a 12-digit encoding code using the screen keyboard. The default encoding code is "111111111111". When the setting is changed, the machine needs to be switched off and then on to make it effective. Note that all data corresponding to the encoding then will be initialized.

NOTE: Encrypted data cannot be recovered if a problem occurs in the hard disk.

Service Representative Restricted Operation

Specifies whether the Service Representative has full access to the security features of the machine, including the ability to change Key Operator settings.

Software Download

Specifies whether the machine is to allow software downloads.

Country

Specify the country code for the line type used in your area.

NOTE: When setting up Fax options, users in European countries and North American countries may be required to set the country code for the line. Also refer to *Country Code for Fax Option* on page 85.

Recipient Selection Method

Specifies whether any restrictions apply to the method of selecting recipients of fax, Internet Fax, and scanned (E-mail) documents. Select [Only From Address Book] to disable input of recipients from the keyboard screen and buttons on the control panel, and restrict recipients to only those registered in the address book.

Copy Mode Settings

This section describes the features that allow you to change the default settings for each copy feature. For more information, refer to the following.

Copy Tab – page 239

Copy Defaults – page 239

Copy Control – page 244

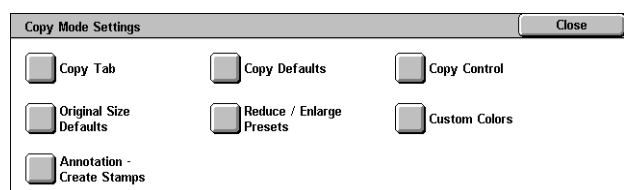
Original Size Defaults – page 245

Reduce/Enlarge Presets – page 246

Custom Colors – page 247

Annotation - Create Stamps – page 247

1. Select [Copy Mode Settings] on the [System Settings] screen.
2. Select the required option.
3. Select [Close].



Copy Tab

This feature allows you to define the functions of the paper tray buttons and magnification buttons shown in [Paper Supply] and [Reduce/Enlarge] on the [Copy] screen.

1. Select [Copy Tab] on the [Copy Mode Settings] screen.
2. Change the required settings.
3. Select [Close].

Copy Tab		Close
Items	Current Settings	
1. Paper Supply - Button 2	Tray 1	Change Settings
2. Paper Supply - Button 3	Tray 2	
3. Paper Supply - Button 4	Tray 3	
4. Reduce / Enlarge - Button 3	R/E Preset 1	
5. Reduce / Enlarge - Button 4	R/E Preset 2	

Paper Supply - Button 2 to 4

Specifies the paper tray assigned to the paper tray buttons 2 to 4 shown in [Paper Supply] on the [Copy] screen. This allocation allows you to select easily the paper trays you frequently use, with the exception of Trays 2 and 3 of the optional TTM.

Reduce/Enlarge - Button 3 & 4

Specifies the reduce/enlarge ratio assigned to the reduce/enlarge buttons 3 and 4 shown in [Reduce/Enlarge] on the [Copy] screen. This allocation allows you to select easily the reduction/enlargement ratios you frequently use.

The preset values of the [Reduce/Enlarge Presets] can be changed. For more information, refer to *Reduce/Enlarge Presets on page 246*.

Copy Defaults

This feature allows you to set the default for each copy feature. The default set here returns when the power is switched on, power save mode is cancelled, or the <Clear All> button is pressed. If you set a default for the features you frequently use, you can quickly copy documents without changing the settings each time.

1. Select [Copy Defaults] on the [Copy Mode Settings] screen.
2. Change the required settings. Use the side tabs to switch between screens.
3. Select [Close].

Copy Defaults		Close
Items	Current Settings	
1. Paper Supply	Auto	Change Settings
2. Reduce / Enlarge	100%	
3. Output Color	Black	
4. Single Color	Red	
5. Dual Color - Source Color	Other than Black	

Paper Supply

Specifies the default for the [Paper Supply] feature on the [Copy] screen.

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

Reduce/Enlarge

Specifies the default for the [Reduce/Enlarge] feature on the [Copy] screen.

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

The preset values of the [Reduce/Enlarge Presets] can be changed. For more information, refer to *Reduce/Enlarge Presets on page 246*.

Output Color

Specifies the default for the [Output Color] feature on the [Copy] screen.

Single Color

Specifies the default for [Single Color]>[Color] in the [Color Effects] feature on the [Image Quality] screen.

Dual Color - Source Color

Specifies the default for [Dual Color]>[Source Color] in the [Color Effects] feature on the [Image Quality] screen.

Dual Color - Target Area Color

Specifies the default for [Dual Color]>[Target Area Color] in the [Color Effects] feature on the [Image Quality] screen.

Dual Color - Non-target Area Color

Specifies the default for [Dual Color]>[Non-target Area Color] in the [Color Effects] feature on the [Image Quality] screen.

Original Type

Specifies the default for the [Original Type] feature on the [Image Quality] screen.

Original Type - Auto (Color)

Specifies the default for the [Original Type] feature on the [Image Quality] screen when the [Output Color] feature on the [Copy] screen is set to [Auto Detect] and a color document is detected.

Original Type - Auto (Black)

Specifies the default for the [Original Type] feature on the [Image Quality] screen when the [Output Color] feature on the [Copy] screen is set to [Auto Detect] and a black and white document is detected.

Lighten/Darken

Specifies the default for the [Lighten/Darken] feature on the [Image Quality] screen.

Contrast

Specifies the default for the [Contrast] feature on the [Image Quality] screen.

Sharpness

Specifies the default for the [Sharpness] feature on the [Image Quality] screen.

Saturation

Specifies the default for the [Saturation] feature on the [Image Quality] screen.

Background Suppression

Specifies the default for the [Background Suppression] feature on the [Image Quality] screen.

Color Balance - Yellow

Specifies the default for [Yellow] in the [Color Balance] feature on the [Image Quality] screen.

Color Balance - Magenta

Specifies the default for [Magenta] in the [Color Balance] feature on the [Image Quality] screen.

Color Balance - Cyan

Specifies the default for [Cyan] in the [Color Balance] feature on the [Image Quality] screen.

Color Balance - Black

Specifies the default for [Black] in the [Color Balance] feature on the [Image Quality] screen.

Color Shift

Sets the default for the [Color Shift] feature on the [Image Quality] screen.

2 Sided Copying

Specifies the default for the [2 Sided Copying] feature on the [Copy] screen.

Mixed Sized Originals

Specifies the default for the [Mixed Sized Originals] feature on the [Layout Adjustment] screen.

Edge Erase - Top & Bottom Edges

Specifies the defaults for top and bottom margins of the [Edge Erase] feature on the [Layout Adjustment] screen. Set the margins within a range of 0-50 mm (0-2.0 inches) using the scroll buttons or the numeric keypad on the control panel.

Edge Erase - Left & Right Edges

Specifies the defaults for left and right margins of the [Edge Erase] feature on the [Layout Adjustment] screen. Set the margins within a range of 0-50 mm (0-2.0 inches) using the scroll buttons.

Image Shift - Side 1

Specifies the default position of [Side 1] in the [Image Shift] feature on the [Layout Adjustment] screen.

Image Shift - Side 2

Specifies the default position of [Side 2] in the [Image Shift] feature on the [Layout Adjustment] screen.

Image Rotation

Specifies the default for the [Image Rotation] feature on the [Layout Adjustment] screen.

Image Rotation Direction

Specifies the default for [Image Rotation Direction] in the [Image Rotation] feature on the [Layout Adjustment] screen.

Original Orientation

Specifies the default for the [Original Orientation] feature on the [Layout Adjustment] screen.

Copy Output

Specifies the default for [Collation] in the [Copy Output] feature on the [Copy] screen. The options available vary depending on your machine configuration.

Uncollated - Separators Tray

Specifies the default for [With Separators]>[Paper Supply] in the [Copy Output] feature on the [Copy] screen.

Output Destination

Specifies the default tray for output. If the machine is equipped with the finisher, select [Center Output Tray], [Side Output Tray], or [Finisher Tray].

NOTE: When the staple function is used, the output tray changes to [Finisher Tray] automatically.

Stamp Text

Specifies the default for [Stamp]>[Text] in the [Annotation] feature on the [Output Format] screen.

Stamp Position

Specifies the default for [Stamp]>[Position] in the [Annotation] feature on the [Output Format] screen.

Stamp Color

Specifies the default for [Stamp]>[Other Settings]>[Color] in the [Annotation] feature on the [Output Format] screen.

Stamp Size

Specifies the default for [Stamp]>[Other Settings]>[Size] in the [Annotation] feature on the [Output Format] screen.

Date Position

Specifies the default for [Date]>[Position] in the [Annotation] feature on the [Output Format] screen.

Date Size

Specifies the default for [Date]>[Size] in the [Annotation] feature on the [Output Format] screen.

Page Number Style

Specifies the default for [Page Number]>[Style] in the [Annotation] feature on the [Output Format] screen.

Page Number Position

Specifies the default for [Page Number]>[Position] in the [Annotation] feature on the [Output Format] screen.

Page Number Size

Specifies the default for [Page Number]>[Size] in the [Annotation] feature on the [Output Format] screen.

Sample Set

Specifies the default for the [Sample Set] feature on the [Job Assembly] screen.

Booklet Creation - Covers Tray

Specifies the default for [Covers]>[Paper Tray Settings]>[Covers Tray] in the [Booklet Creation] feature on the [Output Format] screen.

Covers - Covers Tray

Specifies the default for [Paper Tray Settings]>[Covers Tray] in the [Covers] feature on the [Output Format] screen.

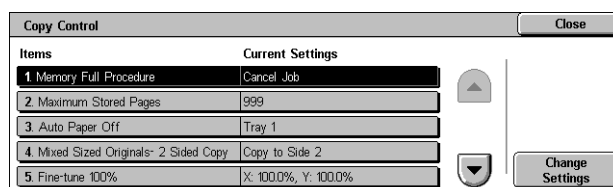
Build Job - Separators Tray

Specifies the default for [Copy Job]>[Chapter Start]>[Separators Tray] of the [Build Job] feature on the [Job Assembly] screen.

Copy Control

This feature allows you to implement operational control of the various copy features.

1. Select [Copy Control] on the [Copy Mode Settings] screen.
2. Change the required settings. Use the scroll buttons to switch between screens.
3. Select [Close].



Memory Full Procedure

Specifies the default process to execute if the hard disk becomes full while reading documents. A message asking how to process the data read up to that point is displayed. You can predefine a processing method to be performed after the message has been displayed for a specified period. If you select [Cancel Job], the data will be discarded. If you select [Run Job], the data read up to that point will be processed.

Maximum Stored Pages

Specifies the maximum number of pages that can be stored in memory when you copy documents. Select a number in the range from 1 to 999.

Auto Paper Off

Specifies the paper tray used when you cancel [Auto] in the [Paper Supply] feature by selecting [Auto %] or [Independent X-Y%] in the [Reduce/Enlarge] feature.

Mixed Sized Originals - 2 Sided Copy

Specifies the copy operation when a different paper size is detected when making 2 sided copies from mixed sized originals. Select [Copy to new sheet] to print to a new page. Select [Copy to Side 2] to copy onto the reverse side of the current page.

NOTE: Some areas of the image may be cropped if you select [Copy to Side 2].

Fine-tune 100%

Specifies the actual magnification ratio for making copies on the document glass when [100%] is selected on the [Reduce/Enlarge] screen. Fine tune the value in the range of 98.0 to 102.0%.

Background Suppress (Photo & Text)

Specifies the background suppression level for the [Image Enhancement] feature when [Photo & Text] is selected on the [Original Type] screen when making color copies.

Background Suppression Level (Text)

Specifies the background suppression level for the [Image Enhancement] feature when [Text] is selected on the [Original Type] screen when making color copies.

Photo & Text/Printed Original

Specifies the type of printed original document when [Photo & Text] and [Printed Original] is selected on the [Original Type] screen. Select [Normal] for normal copies, [Inkjet Originals] for originals produced on an inkjet printer to improve color separation, or [Highlighted Originals] for originals marked with highlight pens to enhance orange/green colors.

Original Type - Lightweight Originals

Specifies whether to display the [Lightweight Originals] option when [Text] is selected on the [Original Type] screen.

Stamp Density

Specifies the character density of the predetermined phrase when you use [Stamp] in the [Annotation] feature on the [Output Format] screen.

Stamp Position (Side 2)

Specifies whether to position the text stamp in the same position on each side of the paper when printing on both sides of the paper when you use [Stamp] in the [Annotation] feature on the [Output Format] screen.

Date Position (Side 2)

Specifies whether to position the date in the same position on each side of the paper when printing on both sides of the paper when you use [Date] in the [Annotation] feature on the [Output Format] screen.

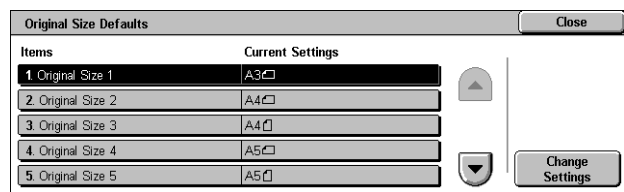
Page Number Position (Side 2)

Specifies whether to position page numbers in the same position on each side of the paper when printing on both sides of the paper when you use [Page Number] in the [Annotation] feature on the [Output Format] screen.

Original Size Defaults

This feature allows you to assign preset document size buttons. These are displayed when you use the [Original Size] feature on the [Layout Adjustment] screen. If you predefine frequently used document sizes, you can set the size of the original, quickly and easily.

1. Select [Original Size Defaults] on the [Copy Mode Settings] screen.
2. Change the required settings. Use the scroll buttons to switch between screens.
3. Select [Close].



Original Size 1 to 11

Specifies the document sizes assigned to each of the 11 buttons.

A/B Series Size

Specifies standard document sizes in A/B series size. Use the scroll buttons to switch between screens.

Inch Size

Specifies standard document sizes in inches. Use the scroll buttons to switch between screens.

Others

Specifies other miscellaneous sizes. Use the scroll buttons to switch between screens.

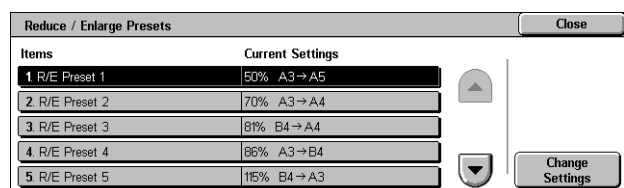
Variable Size

Specifies a user-defined size set using the scroll buttons.

Reduce/Enlarge Presets

This feature allows you to assign preset magnification buttons. These are displayed when you select [Preset %] in the [Reduce/Enlarge] feature on the [Copy] screen. If you predefine frequently used magnifications, the original can be expanded or reduced, quickly and easily.

1. Select [Reduce/Enlarge Presets] on the [Copy Mode Settings] screen.
2. Change the required settings. Use the scroll buttons to switch between screens.
3. Select [Close].



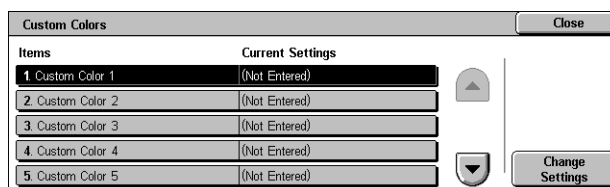
R/E Preset 1 to 7

Specifies the reduce/enlarge ratios assigned to each of the seven buttons. Select from 25 options in the range of 25-400%.

Custom Colors

This feature allows you to define custom colors that are available when making single color and dual color copies.

1. Select [Custom Colors] on the [Copy Mode Settings] screen.
2. Change the required settings. Use the scroll buttons to switch between screens.
3. Select [Close].



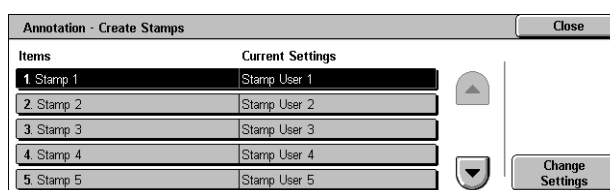
Custom Color 1 to 6

Specifies the color levels for Yellow, Magenta, and Cyan in the CMYK color model. Select a value in the range from 0 to 100 using the scroll buttons or the numeric keys on the control panel.

Annotation - Create Stamps

This feature allows you to setup text strings that are available when adding an annotation stamp to a document.

1. Select [Annotation - Create Stamps] on the [Copy Mode Settings] screen.
2. Change the required settings. Use the scroll buttons to switch between screens.
3. Select [Close].



Stamp 1 to 8

Specifies the user-defined text character strings displayed in [Stamp]>[Text] in the [Annotation] feature.

Network Settings

This section describes the features that allow you to change the default settings for the network configuration. For more information on network setups, refer to the System Administration Guide. For more information, refer to the following.

NOTE: The options available may vary with the usage environment.

Port Settings – page 248

Protocol Settings – page 250

Machine's E-mail Address/Host Name – page 251

Proxy Server Settings – page 252

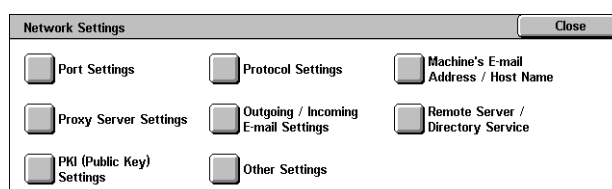
Outgoing/Incoming E-mail Settings – page 253

Remote Server/Directory Service – page 255

PKI (Public Key) Settings – page 259

Other Settings – page 261

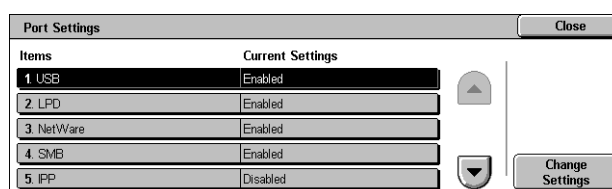
1. Select [Network Settings] on the [System Settings] screen.
2. Select the required option.
3. Select [Close].



Port Settings

This feature allows you to set print mode, port status, communication mode, and auto eject time for the communication ports.

1. Select [Port Settings] on the [Network Settings] screen.
2. Change the required settings. Use the scroll bars to switch between screens.
3. Select [Close].



USB

Specifies whether to enable the USB port and to configure the relative parameter settings.

Port Status

Specifies whether to enable the USB port.

Print Mode

Specifies the PDL to be used for print jobs. Only pre-installed PDLs are available.

PJL

Specifies whether to enable the PJL (Printer Job Language).

Auto Eject Time

Specifies the time-out period when print data is not sent to the machine sequentially. If the specified time elapses, the remaining data inside the machine is automatically printed out. You can enter a time within the range of 5-1,275 seconds in 5-second increments.

Adobe Communication Protocol

Specifies the communication protocol format for Adobe Communication Protocol.

- Standard - Select this option when the communication protocol is in the ASCII format.
- Binary - Select this option when the communication protocol is in the binary format. Depending on the data, the print job may be completed faster than [Standard].
- TBCP - Select this option to switch the specific control codes when the communication protocols involve both ASCII and binary formats.

LPD

Specifies whether to enable the LPD port and set the port number.

NetWare

Specifies whether to enable the NetWare port.

SMB

Specifies whether to enable the SMB port.

IPP

Specifies whether to enable the IPP port and set the port number.

EtherTalk

Specifies whether to enable the EtherTalk port.

Bonjour

Specifies whether to enable the Bonjour port.

Salutation

Specifies whether to enable the Salutation port.

Port 9100

Specifies whether to enable the Port 9100 port and set the port number.

SNMP

Specifies whether to enable the SNMP agent.

FTP Client

Specifies whether to enable the FTP Client port.

Receive E-mail

Specifies whether to enable the mail receiving port.

Send E-mail

Specifies whether to enable the mail transmission port.

Mail Notice Service

Specifies whether to enable the mail notification service.

UPnP Discovery

Specifies whether to enable the UPnP port and set the port number.

Internet Services (HTTP)

Specifies whether to enable the Internet Services port and set the port number.

SOAP

Specifies whether to enable the SOAP port and set the port number to communicate with external applications.

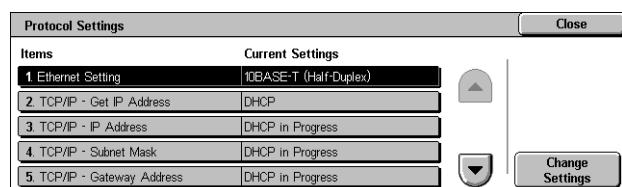
Web DAV

Specifies whether to enable the Web DAV port, and set the port number and operation time limit.

Protocol Settings

This feature allows you to configure the machine settings that correspond with the protocol being used.

1. Select [Protocol Settings] on the [Network Settings] screen.
2. Change the required settings.
Use the scroll bars to switch between screens.
3. Select [Close].



Ethernet Setting

Specifies the Ethernet port speed according to the network environment to which the machine is connected.

TCP/IP - Get IP Address

Specifies the method of obtaining an IP address for the machine.

TCP/IP - IP Address

Specifies the IP address in the form of vvv.xxx.yyy.zzz. The IP address entry is required when selecting [Manual] on the [TCP/IP - Get IP Address] screen.

TCP/IP - Subnet Mask

Specifies the subnet mask in the form of vvv.xxx.yyy.zzz.

TCP/IP - Gateway Address

Specifies the gateway address in the form of vvv.xxx.yyy.zzz.

TCP/IP - IP Filter

Specifies whether to restrict the remote machines which send print jobs using LPD.

Machine's E-mail Address/Host Name

This feature allows you to set the e-mail address, host name, and domain name for the machine.

1. Select [Machine's E-mail Address/Host Name] on the [Network Settings] screen.
2. Change the required settings.
3. Select [Close].

Items	Current Settings
1. E-mail Address	smtp_MailAddress
2. Host Name	serverHostName
3. Domain Name	serverDomainName

E-mail Address

Specifies the e-mail address of the machine. Enter an address of up to 128 characters.

Host Name

Specifies the host name of the machine. Enter a host name of up to 32 characters.

Domain Name

Specifies the domain name of the machine. Enter a domain name of up to 64 characters.

Proxy Server Settings

This feature allows you to set up the proxy server settings and HTTP/HTTPS server settings.

1. Select [Proxy Server Settings] on the [Network Settings] screen.
2. Change the required settings. Use the scroll bars to switch between screens.
3. Select [Close].

Proxy Server Settings		Close	
Items	Current Settings		
1. Use Proxy Server	No		
2. Proxy Server Setup	Different Proxy for Each Protocol		
3. Addresses to Bypass Proxy Server	(Not Set)		
4. HTTP Proxy Server Name	HTTP_PROXY		
5. HTTP Proxy Server Port Number	0		

Change Settings

Use Proxy Server

Specifies whether to enable the proxy server.

Proxy Server Setup

Specifies the proxy server assignment method. Select from [Different Proxy for Each Protocol] and [Same Proxy for All Protocols].

Address to Bypass Proxy Server

Specifies the bypass proxy server address. Enter an address of up to 64 characters.

HTTP Proxy Server Name

Specifies the HTTP proxy server name.

HTTP Proxy Server Port Number

Specifies the HTTP proxy server port number.

HTTP Proxy Server Authentication

Specifies whether to enable HTTP proxy server authentication.

HTTP Proxy Server Login Name

Specifies the HTTP proxy server login name.

HTTP Proxy Server Password

Specifies the HTTP proxy server password. Enter a password and then re-enter the password for confirmation.

HTTPS Proxy Server Name

Specifies the HTTPS proxy server name.

HTTPS Proxy Server Port Number

Specifies the HTTPS proxy server port number.

HTTPS Proxy Server Authentication

Specifies whether to enable HTTPS proxy server authentication.

HTTPS Proxy Server Login Name

Specifies the HTTPS proxy server login name.

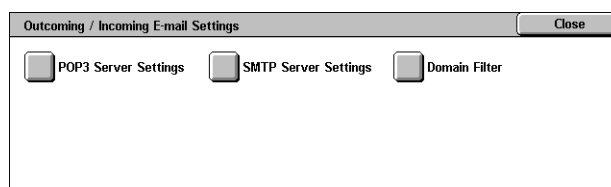
HTTPS Proxy Server Password

Specifies the HTTPS proxy server password. Enter a password and then re-enter the password for confirmation.

Outgoing/Incoming E-mail Settings

This feature allows you to set the outgoing and incoming mail server settings.

1. Select [Outgoing/Incoming E-mail Settings] on the [Network Settings] screen.
2. Change the required settings.
3. Select [Close].

**POP3 Server Settings**

Specifies the POP3 server settings. Use the scroll bars to switch between screens.

POP3 Server Setup

Specifies the setup method for the POP3 server.

POP3 Server IP Address

Specifies the POP3 server IP address. This entry is required only when [By IP Address] is selected on the [POP3 Server Setup] screen.

POP3 Server Name

Specifies the POP3 server name. Enter a server name of up to 64 characters. This entry is required only when [By Server Name] is selected on the [POP3 Server Setup] screen.

POP3 Server Port Number

Specifies the POP3 server port number.

POP3 Server Check Interval

Specifies the POP3 server interval to poll the POP3 server. Enter a time in the range of 1 to 120 minutes.

POP3 Server Login Name

Specifies the POP3 server login name. Enter a login name of up to 64 characters.

POP3 Server Password

Specifies the POP3 server password. Enter a password of up to 32 characters and then re-enter the password for confirmation.

POP Password Encryption

Specifies whether to enable the POP password encryption using APOP.

SMTP Server Settings

This feature allows you to set up the SMTP server settings, such as port number, IP address, server name and a password. Use the scroll bars to switch between screens.

SMTP Server Setup

Specifies the setup method for the SMTP server.

SMTP Server IP Address

Specifies the SMTP server IP address. This entry is required only when [By IP Address] is selected on the [SMTP Server Setup] screen.

SMTP Server Name

Specifies the SMTP server name. Enter a server name of up to 256 characters. This entry is required only when [By Server Name] is selected on the [SMTP Server Setup] screen.

SMTP Server Port Number

Specifies the SMTP server port number.

E-mail Send Authentication

Specifies the SMTP server authentication method. If you select [POP before SMTP], POP server authentication is required before transmitting e-mails to the SMTP server. If you select [SMTP AUTH], the SMTP server authentication is enabled.

SMTP AUTH Login Name

Specifies the SMTP AUTH login name. Enter a login name of up to 64 characters. This entry is required only when [SMTP AUTH] is selected on the [E-mail Send Authentication] screen.

SMTP AUTH Password

Specifies the SMTP AUTH password. Enter a password of up to 36 characters and then re-enter the password for confirmation. This entry is required only when [SMTP AUTH] is selected on the [E-mail Send Authentication] screen.

Domain Filter

Specifies domain name restrictions to filter incoming e-mail.

Domain Filtering

Specifies whether to enable domain filtering, and the type of filtering. Select from [Enter Permitted Domain Names] and [Enter Rejected Domain Name] to enable filtering.

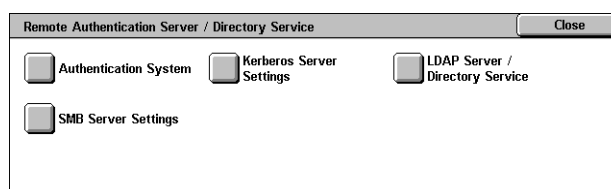
Domain 1 to 50

Specifies the domain names to be restricted or permitted according to the selection on the [Domain Filtering] screen.

Remote Server/Directory Service

This feature allows you to set up the external authentication server and directory service settings. The options available may vary depending on your machine configuration.

1. Select [Remote Server/Directory Service] on the [Network Settings] screen.
2. Change the required settings.
3. Select [Close].



Authentication System

Specifies the remote authentication service. Select from [Kerberos (Windows 2000)], [Kerberos (Solaris)], [LDAP], and [SMB].

Kerberos Servers Settings

Specifies the Kerberos servers. The following parameters are available for each Kerberos server. Use the scroll buttons to switch between screens.

Kerberos Server 1 to 5

- Primary Server Setup - Specifies the setup method for the primary server.
- Primary Server IP Address - Specifies the primary server IP address. This entry is required only when [By IP Address] is selected on the [Primary Server Setup] screen.
- Primary Server Name - Specifies the primary server name. Enter a server name of up to 255 characters. This entry is required only when [By Server Name] is selected on the [Primary Server Setup] screen.
- Primary Server Port Number - Specifies the primary server port number.
- Secondary Server Setup - Specifies the setup method for the secondary server.

- Secondary Server IP Address - Specifies the secondary server IP address. This entry is required only when [By IP Address] is selected on the [Secondary Server Setup] screen.
- Secondary Server Name - Specifies the secondary server name. Enter a server name of up to 255 characters. This entry is required only when [By Server Name] is selected on the [Secondary Server Setup] screen.
- Secondary Server Port Number - Specifies the secondary server port number.
- Realm Name - Specifies the Kerberos realm name. Enter a realm name up to 64 characters.

LDAP Server/Directory Service

Specifies the LDAP servers and address book entry attributes. Use the scroll buttons to switch between screens.

Primary Server

- Primary Server Setup - Specifies the setup method for the primary server.
- Primary Server IP Address - Specifies the primary server IP address. This entry is required only when [By IP Address] is selected on the [Primary Server Setup] screen.
- Primary Server Name - Specifies the primary server name. Enter a server name of up to 64 characters. This entry is required only when [By Server Name] is selected on the [Primary Server Setup] screen.

Primary Server Port Number

Specifies the primary server port number.

Secondary Server

- Secondary Server Setup - Specifies the setup method for the secondary server.
- Secondary Server IP Address - Specifies the secondary server IP address. This entry is required only when [By IP Address] is selected on the [Secondary Server Setup] screen.
- Secondary Server Name - Specifies the secondary server name. Enter a server name of up to 64 characters. This entry is required only when [By Server Name] is selected on the [Secondary Server Setup] screen.

Secondary Server Port Number

Specifies the secondary server port number.

Authentication with SSL

Specifies whether to enable SSL communication when checking for authentication.

Authentication Method

Specifies the authentication method. Select from [Direct Authentication] and [Authentication of User Attributes].

Attribute of Typed User Name

Specifies the typed user name attribute.

Attribute of Login User Name

Specifies the login user name attribute.

Use Added Text String

Specifies whether to use additional user name characters.

Text String Added to User Name

Specifies the text string added to the user name when enabled by [Use Added Text String].

Search Login Name

Specifies the login name for directory server access. Enter a login name of up to 255 characters only when the directory service access must be confirmed, otherwise leave blank.

Search Password

Specifies the password for directory server access. Enter a password of up to 32 characters only when directory service access must be confirmed, otherwise leave blank.

Search Root Entry DN

Specifies the search root entry location. Enter a name of up to 255 characters.

Scope of Search from Root Entry

Specifies the scope of search relative to the root entry location. Select from [Root entry only], [One level below root entry only], and [All levels below root entry].

Object Class of Search Target

Specifies the object class for the search target. Enter a class object of up to 32 characters.

Server Application

Select the software used by the directory server, from [Microsoft Active Directory], [Novell NetWare 5.*], and [Other Applications].

Attribute Type of Recipient Name

Specifies the recipient name attribute type using 32 or less characters.

Attribute Type of Last Name

Specifies the sender's family name attribute type using 32 or less characters.

Attribute Type of First Name

Specifies the sender's first name attribute type using 32 or less characters.

Attribute Type of E-mail Address

Specifies the e-mail address attribute type using 32 or less characters.

Attribute Type of Custom Item 1 to 3

Specifies the attribute names assigned to custom items 1 to 3 using 16 or less characters.

Attribute Name of Custom Item 1 to 3

Specifies the attribute names assigned to custom items 1 to 3 using 16 or less characters.

Attribute Type of Certificate

Specifies the certificate attribute type using 32 or less characters.

Maximum Search Results

Specifies the upper limit on the number of searched address results from 5 to 100.

Search Time-Out

Select whether or not to set a search time-out within the range from 5 to 120 seconds in 1 second increments.

Directory Service for Address Book

Select whether to use an address book stored on the directory server.

Even when [Use] is selected, the address book of the directory server will not be activated unless the following conditions are met:

- Set the IP address of the directory server (primary) of the machine.
- Set the IP address or Internet address of the directory server (primary).
- Set the port numbers used for LDAP communication on the directory server and the machine.

SMB Server Settings

Specifies the SMB server settings.

SMB Server Setup

Specifies the setup method for the SMB server. Select from [By Domain Name], [By Domain Name & IP Address], and [By Domain Name & Server Name].

SMB Server 1 to 5

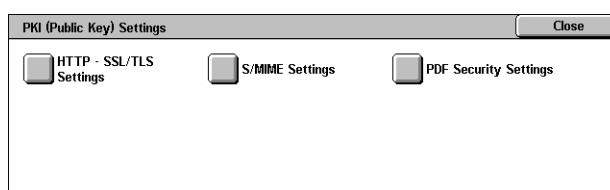
- Server Domain Name - Specifies the domain name.
- Server IP Address - Specifies the IP address.
- Server Name - Specifies the server name. Enter a name of up to 64 characters.

PKI (Public Key) Settings

This feature allows you to set up the HTTP-SSL/TLS and S/MIME settings.

NOTE: It is necessary to specify the device certificate for the machine in order to specify the HTTP-SSL/TLS communications and S/MIME settings. For more information, refer to the System Administration Guide.

1. Select [PKI (Public) Settings] on the [Network Settings] screen.
2. Change the required settings.
3. Select [Close].

**HTTP - SSL/TLS Settings**

Specifies the SSL/TLS settings.

Device Certificate - Server

Specifies the server certificate to attach to the E-mail address.

SSL/TLS Communication

Specifies whether to enable SSL/TLS communications.

SSL/TLS Port Number

Specifies the SSL/TLS communications port number.

Device Certificate - Client

Specifies the client certificate to attach to the E-mail address.

Remote Server Certificate Validation

Specifies whether to enable validation of the remote server certificate.

S/MIME Settings

Specifies the S/MIME settings. Use the scroll bars to switch between screens.

Device Certificate - S/MIME

Specifies the S/MIME certificate to attach to the E-mail address.

S/MIME Communication

Specifies whether to enable S/MIME communications.

Receive Untrusted E-mail

Specifies whether to receive an untrusted E-mail. Select [No] to block a non-S/MIME E-mail when S/MIME communication is enabled, and to block an E-mail with an incorrect signature/validation.

Receive Untrusted iFax

Specifies whether to receive an untrusted Internet Fax. Select [No] to block a non-S/MIME iFax when S/MIME communication is enabled, and to block an iFax with an incorrect signature/validation.

Message Digest Algorithm

Specifies the message digest algorithm. Select from [SHA1] and [MD5].

Contents Encryption Method

Specifies the message contents encryption method. Select from [3DES], [RC2-40], [RC2-64], and [RC2-128].

Digital Signature - Outgoing E-mail

Specifies whether to add a digital signature to an outgoing E-mail or to prompt the user to add the signature.

Digital Signature - Outgoing iFax

Specifies whether to add a digital signature to an outgoing Internet Fax or to prompt the user to add the signature.

Certificate Auto Store

Specifies the client certificate to attach to the E-mail address.

PDF Security Settings

Specifies the PDF security settings.

Device Certificate

Specifies the signature added to the E-mail address.

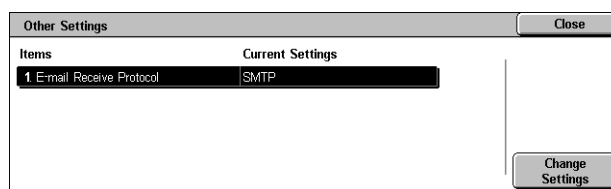
PDF Signature

Specifies whether to add the PDF signature, whether to add a visible or invisible signature, or to prompt the user to add the signature.

Other Settings

This feature allows you to set the e-mail receiving protocol to either SMTP or POP3.

1. Select [Other Settings] on the [Network Settings] screen.
2. Change the required setting.
3. Select [Close].



E-mail Receive Protocol

Specifies the protocol for receiving e-mail. Select from [SMTP] or [POP3].

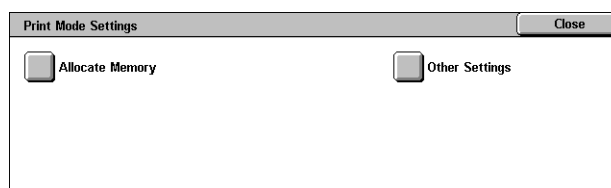
Print Mode Settings

This section describes the features that allow you to change the default settings for the printer configuration. For more information, refer to the following.

Allocate Memory – page 261

Other Settings – page 264

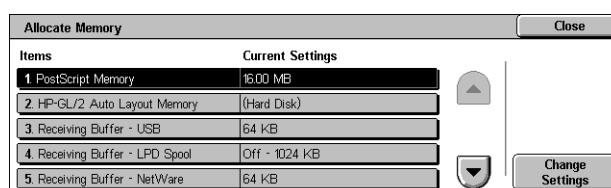
1. Select [Print Mode Settings] on the [System Settings] screen.
2. Select the required option.
3. Select [Close].



Allocate Memory

This feature allows you to specify memory capacities required for printing and for the receive buffer for each interface.

1. Select [Allocate Memory] on the [Print Mode Settings] screen.
2. Change the required settings. Use the scroll buttons to switch between screens.
3. Select [Close].



PostScript Memory

Specifies the PostScript memory capacity within the range of 16.00-96.00 MB in 0.25 MB increments using the scroll buttons or the numeric keypad. The currently available memory will be displayed at the top of the screen with the following message: "Memory Available: XXX MB."

HP-GL/2 Auto Layout Memory

Specifies the storage location for the HP-GL/2 auto layout function. Specify a value within the range of 64-5120 KB in 32 KB increments. The maximum value that can be set varies according to the amount of available memory.

Receiving Buffer - USB

Specifies the input buffer memory capacity for the USB interface within the range of 64-1024 KB in 32 KB increments using the scroll buttons or the numeric keypad. The currently available memory will be displayed at the top of the screen with the following message: "Memory Available: XXX MB."

Receiving Buffer - LPD Spool

Specifies the input buffer memory capacity for the LPD interface. The currently available memory will be displayed at the top of the screen with the following message: "Memory Available: XXX MB."

NOTE: When printing with the receiving buffer spooling set to [Memory] or [Hard Disk], each page within a job is printed in the sequence assigned by the operating system. However, sometimes pages between different jobs may not be printed in the intended sequence if, for example, printing multiple copies of a single 1-page job. In this case, set spooling to [Off], the default, to maintain the intended printing sequence.

Off

Specifies no spooling. Allows you to change the input buffer memory capacity within the range of 1024-2048 KB in 32 KB increments using the scroll buttons or the numeric keypad.

Memory

Specifies spooling to memory. Allows you to change the input buffer memory capacity within the range of 0.50-32.00 MB in 0.25 MB increments using the scroll buttons or the numeric keypad.

Hard Disk

Specifies spooling to the hard disk.

Receiving Buffer - NetWare

Specifies the input buffer memory capacity for the NetWare interface within the range of 64-1024 KB in 32 KB increments using the scroll buttons or the numeric keypad. The currently available memory will be displayed at the top of the screen with the following message: "Memory Available: XXX MB."

Receiving Buffer - SMB Spool

Specifies the input buffer memory capacity for the SMB interface. The currently available memory will be displayed at the top of the screen with the following message: "Memory Available: XXX MB."

NOTE: When printing with the receiving buffer spooling set to [Memory] or [Hard Disk], each page within a job is printed in the sequence assigned by the operating system. However, sometimes pages between different jobs may not be printed in the intended sequence if, for example, printing multiple copies of a single 1-page job. In this case, set spooling to [Off], the default, to maintain the intended printing sequence.

Off

Specifies no spooling. Allows you to change the input buffer memory capacity within the range of 64-1,024 KB in 32 KB increments using the scroll buttons or the numeric keypad.

Memory

Specifies spooling to memory. Allows you to change the input buffer memory capacity within the range of 0.50-32.00 MB in 0.25 MB increments using the scroll buttons or the numeric keypad.

Hard Disk

Specifies spooling to the hard disk.

Receiving Buffer - IPP Spool

Specifies the input buffer memory capacity for the IPP interface. The currently available memory will be displayed at the top of the screen with the following message: "Memory Available: XXX MB."

NOTE: When printing with the receiving buffer spooling set to [Memory] or [Hard Disk], each page within a job is printed in the sequence assigned by the operating system. However, sometimes pages between different jobs may not be printed in the intended sequence if, for example, printing multiple copies of a single 1-page job. In this case, set spooling to [Off], the default, to maintain the intended printing sequence.

Off

Specifies no spooling. Allows you to change the input buffer memory capacity within the range of 64-1,024 KB in 32 KB increments using the scroll buttons or the numeric keypad.

Hard Disk

Specifies spooling to the hard disk.

Receiving Buffer - EtherTalk

Specifies the input buffer memory capacity for Ethertalk interface within the range of 1024-2048 KB in 32 KB increments using the scroll buttons or the numeric keypad. The currently available memory will be displayed at the top of the screen with the following message: "Memory Available: XXX MB."

Receiving Buffer - Port 9100

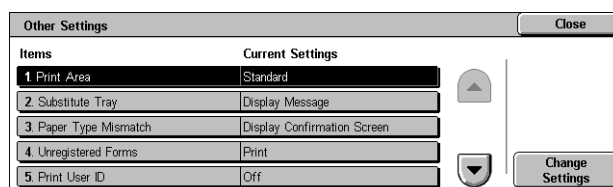
Specifies the input buffer memory capacity for Port 9100 interface within the range of 64-1024 KB in 32 KB increments using the scroll buttons or the numeric keypad. The

currently available memory will be displayed at the top of the screen with the following message: "Memory Available: XXX MB."

Other Settings

This feature allows you to specify a printable area and replacement method when paper runs short.

1. Select [Other Settings] on the [Print Mode Settings] screen.
2. Change the required settings. Use the scroll buttons to switch between screens.
3. Select [Close].



Print Area

Specifies the printable area. Select [Standard] to crop a margin 4.1 mm (0.16 inches) wide along all four edges of the paper. Select [Extended] to crop a margin of 2 mm (0.08 inches) along the edges.

Substitute Tray

Specifies the substitute tray when the machine cannot detect the paper tray corresponding to the document size with the auto paper selection.

Display Message

Specifies a message prompt requesting paper supply be displayed without switching paper trays.

Use Larger Size

Specifies switching to the tray loaded with the next larger size of paper and prints the document in its original size.

Use Closest Size

Specifies switching to the tray loaded with the paper in the size closest to the selected paper. Image size may be automatically reduced as required.

NOTE: The job sent from the PC takes priority over the job set on the machine.

Select Tray 5 (Bypass)

Specifies switching to the bypass tray.

Paper Type Mismatch

Specifies whether to print, display the confirmation screen, or display the paper supply screen when a paper type mismatch occurs.

Unregistered Forms

Specifies whether to abort a job which is specified to use form overlay when the form is not found (not registered) in the machine.

Print User ID

Specifies whether to print the user ID or the position to print the ID, when printing using a printer driver to distinguish between users. The user ID is a maximum of 64 characters set by the printer driver. For more information, refer to the printer driver online help.

Banner Sheet

Specifies whether to add sorting sheets (banner sheets). This is effective for sorting/classifying to differentiate printed sheets from the rest. You can add banner sheets before and/or at the end of the print job.

NOTE: Even if using the Finisher, banner sheets will not be stapled. Banner sheets from print jobs from a Macintosh do not display the document name. Printing banner sheets also increments the billing meter.

Banner Sheet Tray

Specifies a tray for the banner sheets.

PostScript Default Color

Specifies the output color default for AdobePS and PDF.

PostScript Paper Supply

Specifies whether to use the DMS (Deferred Media Selection) feature of PostScript or to select a paper tray.

PostScript Font Absence

Specifies whether to substitute fonts automatically and continue the print job when a required font is not found. The substitute font is Courier.

NOTE: This feature is available only when PostScript is loaded.

PostScript Font Substitution

Specifies whether to use ATCx during font substitution.

NOTE: This feature is available only when PostScript is loaded.

Scan Mode Settings

This section describes the features that allow you to configure or change machine settings specific to the scan features. For more information, refer to the following.

Scan Defaults – page 266

Scan-to-FTP/SMB Defaults – page 268

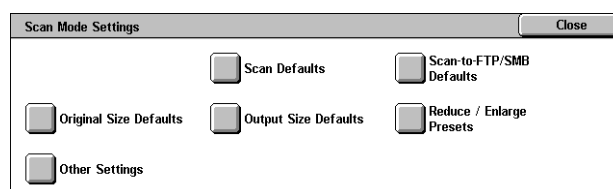
Original Size Defaults – page 268

Output Size Defaults – page 269

Reduce/Enlarge Presets – page 269

Other Settings – page 270

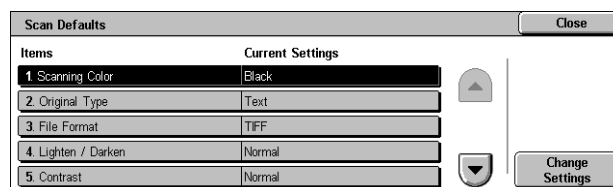
1. Select [Scan Mode Settings] on the [System Settings] screen.
2. Select the required option.
3. Select [Close].



Scan Defaults

This feature allows you to configure or change various default settings for the scan features.

1. Select [Scan Defaults] on the [Scan Mode Settings] screen.
2. Change the required settings. Use the scroll buttons to switch between screens.
3. Select [Close].



Scanning Color

Specifies the default for the [Scanning Color] feature on the [General Settings] screen.

Original Type

Specifies the default for the [Original Type] feature on the [General Settings] screen.

File Format

Specifies the default for the [File Format] feature on the [General Settings] screen.

Lighten/Darken

Specifies the default for the [Lighten/Darken] feature on the [Image Quality] screen.

Contrast

Specifies the default for the [Contrast] feature on the [Image Quality] screen.

Sharpness

Specifies the default for the [Sharpness] feature on the [Image Quality] screen.

Background Suppression

Specifies the default for the [Background Suppression] feature on the [Image Quality] screen.

Shadow Suppression

Specifies the default for the [Shadow Suppression] feature on the [Image Quality] screen.

Color Space

Specifies the default color space for the [Image Quality] screen.

Original Orientation

Specifies the default for the [Original Orientation] feature on the [Layout Adjustment] screen.

Scan Resolution

Specifies the default for the [Scan Resolution] feature on the [Layout Adjustment] screen.

Mixed Sized Originals

Specifies the default for the [Mixed Sized Originals] feature on the [Layout Adjustment] screen.

Edge Erase

Specifies the default for the [Edge Erase] feature on the [Layout Adjustment] screen.

Edge Erase - Top & Bottom Edges

Specifies the default for the top and bottom margins of the [Edge Erase] feature on the [Layout Adjustment] screen. Set the margins within a range of 0-50 mm (0-2.0 inches) using the scroll buttons or the numeric keypad on the control panel.

Edge Erase - Left & Right Edges

Specifies the default for the left and right margins of the [Edge Erase] feature on the [Layout Adjustment] screen. Set the margins within a range of 0-50 mm (0-2.0 inches) using the scroll buttons or the numeric keypad on the control panel.

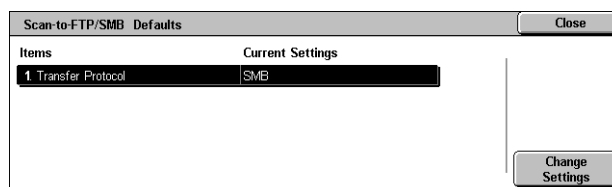
Image Compression

Specifies the default for the [Image Compression] feature on the [Output Format] screen.

Scan-to-FTP/SMB Defaults

This feature allows you to configure or change the default settings for scanning and sending documents to specified destinations through the FTP or SMB protocol.

1. Select [Scan-to-FTP/SMB Defaults] on the [Scan Mode Settings] screen.
2. Change the required settings.
3. Select [Close].



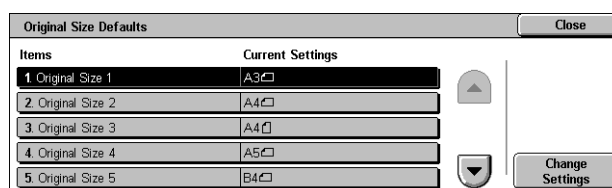
Transfer Protocol

Specifies the default transfer protocol.

Original Size Defaults

This feature allows you to configure or change the scan size buttons on the [Original Size] feature on the [Layout Adjustment] screen.

1. Select [Original Size Defaults] on the [Scan Mode Settings] screen.
2. Change the required settings. Use the scroll buttons to switch between screens.
3. Select [Close].



Scan Size 1 to 11

A/B Series Size

Specifies standard document sizes in A/B series size. Use the scroll buttons to switch between screens.

Inch Size

Specifies standard document sizes in inches. Use the scroll buttons to switch between screens.

Others

Specifies other miscellaneous sizes. Use the scroll buttons to switch between screens.

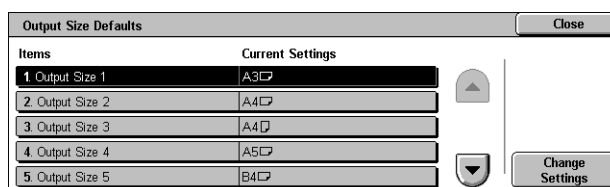
Variable Size

Specifies a user-defined size set using the scroll buttons.

Output Size Defaults

This feature allows you to configure or change the output size buttons displayed when [Auto %] is selected in the [Reduce/Enlarge] feature on the [Layout Adjustment] screen.

1. Select [Output Size Defaults] on the [Scan Mode Settings] screen.
2. Change the required settings. Use the scroll buttons to switch between screens.
3. Select [Close].



Output Size 1 to 8

A/B Series Size

Specifies standard document sizes in A/B series size.

Inch Size

Specifies standard document sizes in inches.

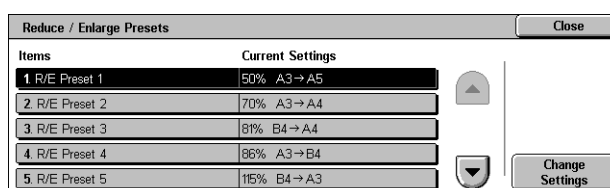
Others

Specifies other miscellaneous sizes.

Reduce/Enlarge Presets

This feature allows you to configure or change the reduction/enlargement ratio buttons that appear when [Preset %] is selected on the [Reduce/Enlarge] feature on the [Layout Adjustment] screen.

1. Select [Reduce/Enlarge Presets] on the [Scan Mode Settings] screen.
2. Change the required settings. Use the scroll buttons to switch between screens.
3. Select [Close].



R/E Preset 1 to 7

Preset %

Specifies the reduce/enlarge ratios assigned to each of the seven buttons. Select from 25 options in the range of 25-400%.

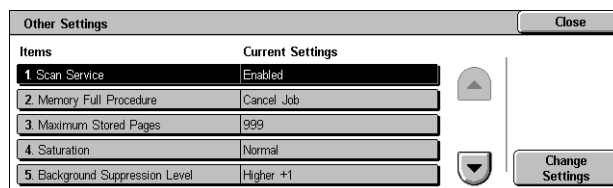
Variable %

Specifies the reduce/enlarge ratio set using the scroll bars from 25% to 400% in 1% increments.

Other Settings

This feature allows you to configure or change other machine settings specific to the scan features.

1. Select [Other Settings] on the [Scan Mode Settings] screen.
2. Change the required settings. Use the scroll buttons to switch between screens.
3. Select [Close].

**Scan Service**

Specifies whether to enable the scanner function.

Memory Full Procedure

Specifies the default process to execute if the hard disk becomes full while reading documents. A message asking how to process the data read up to that point is displayed. You can predefine a processing method to be performed after the message has been displayed for a specified period. If you select [Cancel Job], the data will be discarded. If you select [Run Job], the data read up to that point will be processed.

Maximum Stored Pages

Specifies the maximum number of pages to be stored in memory through scanning. Select a number in the range from 1 to 999.

Saturation

Specifies the color saturation when scanning a full-color document. Scans are automatically adjusted.

Background Suppression Level

Specifies the background suppression level when scanning a document in color.

Shadow Suppression Level

Specifies the shadow suppression level when scanning a document in color.

Color Space

Specifies whether to display the color space feature. Select [Enabled] to display the [Color Space] feature on the [Image Quality] screen for the [E-mail], [Scan to Mailbox], [Scan to FTP/SMB], and [Network Scanning] functions.

TIFF Format

Specifies the type of the TIFF format to be used when TIFF is selected for saving scanned data.

Image Transfer Screen

Specifies whether to display a confirmation message when scanning is finished. Select from [Disabled], [Display Message Only], and [Display Message and Screen].

Fax Mode Settings

This section describes the features that allow you to change the default settings for the fax mode. For more information, refer to the following.

Screen Defaults – page 271

Fax Defaults – page 272

Fax Control – page 273

File Destination/Output Destination – page 276

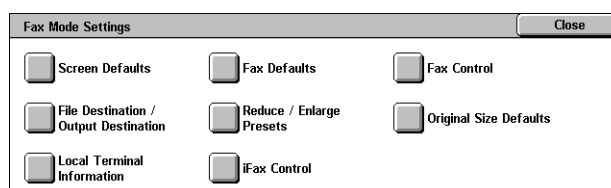
Reduce/Enlarge Presets – page 277

Original Size Defaults – page 277

Local Terminal Information – page 278

iFax Control – page 279

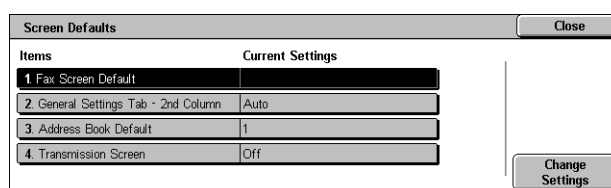
1. Select [Fax Mode Settings] on the [System Settings] screen.
2. Select the required option.
3. Select [Close].



Screen Defaults

This feature allows you to define the initial settings for the fax feature screens.

1. Select [Screen Defaults] on the [Fax Mode Settings] screen.
2. Change the required settings.
3. Select [Close].



Fax Screen Default

Specifies the fax default screen to display when you select the fax/Internet Fax feature. Select from [Fax Recipients Programming Screen], [General Settings], and [Address Book].

General Settings - 2nd Column

Specifies the feature to be displayed in the second column on the [General Settings] screen when you select the fax/Internet Fax feature. This allows you to access commonly used features quickly.

Address Book Default

Specifies the default address book entry number to display at the top of the [Address Book] screen. Set the key number within the range of 1 to 500 using the scroll buttons or the numeric keypad on the control panel.

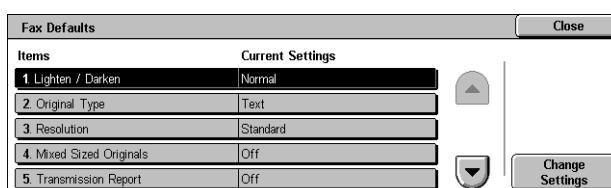
Transmission Screen

Specifies whether to display the transmission status while sending documents.

Fax Defaults

This feature allows you to set the default for each fax/Internet Fax feature. The default set here returns when the power is switched on, power saver mode is cancelled, or the <Reset> button is pressed. If you set a default for the functions you frequently use, you can quickly send documents without changing the settings each time.

1. Select [Fax Defaults] on the [Fax Mode Settings] screen.
2. Change the required settings. Use the scroll buttons to switch between screens.
3. Select [Close].



Lighten/Darken

Specifies the default for the [Lighten/Darken] feature on the [General Settings] screen.

Original Type

Specifies the default for the [Original Type] feature on the [General Settings] screen.

Resolution

Specifies the default for the [Resolution] feature on the [General Settings] screen.

Mixed Sized Originals

Specifies the default for the [Mixed Sized Originals] feature on the [Layout Adjustment] screen.

Transmission Report

Specifies the default for the [Transmission Report] feature on the [Transmission Options] (Fax) screen.

Delivery/Read Receipts

Specifies the default for the [Report/Read Receipts] feature on the [Internet Fax Options] (Internet Fax) screen.

NOTE: You can use [Read Receipts] only if the remote Internet Fax machine supports the feature.

Communication Mode

Specifies the default for the [Communication Mode] feature on the [Transmission Options] (Fax) and [Internet Fax Options] (Internet Fax) screen.

Delayed Start - Start Time

Specifies the default for the [Priority Send/Delayed Start] feature on the [Transmission Options] screen.

Send Header

Specifies the default for the [Send Header] feature on the [Transmission Options] screen.

iFax Profile

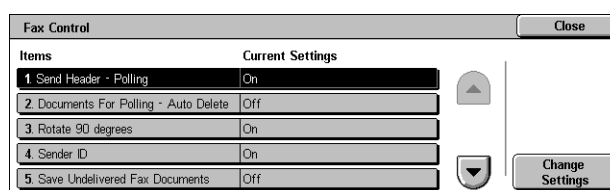
Specifies the default for the [iFax Profile] feature on the [Internet Fax Options] screen.

NOTE: Although [TIFF-S] can be received by any remote machine supporting Internet Fax, [TIFF-F] and [TIFF-J] may not be received. When you set to [TIFF-F] or [TIFF-J], check the capability of the remote machine in advance.

Fax Control

This feature allows you to conduct operational control of the various fax features.

1. Select [Fax Control] on the [Fax Mode Settings] screen.
2. Change the required settings.
Use the scroll buttons to switch between screens.
3. Select [Close].



Send Header - Polling

Specifies whether to send header information when you send documents with the [Store for Polling] feature on the [On-hook/Others] screen.

Documents for Polling - Auto Delete

Specifies whether to delete the document data for the [Store for Polling] feature on the [On-hook/Others] screen from memory automatically after the remote machine polled your document.

Rotate 90 degrees

Specifies whether to rotate the image to be sent automatically without reducing the image size as far as possible when you select [Auto %] in the [Reduce/Enlarge] feature.

Mixed Sized Originals Scan Mode

Specifies when scanning the document contains the mixed paper sizes.

Sender ID

Specifies whether to notify the remote machine of the machine's G3-ID (fax number) when you send documents with G3 in the [Communication Mode].

Save Undelivered Faxes

Specifies whether to save fax documents that could not be sent. Select [Yes] to display the resent feature in the [Stored Documents] tab on the [Job Status] screen, from where you can resend the fax document.

Save Cancelled Faxes

Specifies whether to store fax documents where the fax transmission was forcibly cancelled.

Saved Faxes - Auto Delete

Specifies whether to automatically delete stored documents.

Transmission Interval

Specifies the period between transmissions within the range of 3 to 255 seconds using the scroll buttons or the numeric keypad on the control panel. The longer the transmission interval, the longer the total time spent for operation, but the machine can receive faxes during the standby time.

Batch Send

Specifies whether to send pending documents to an identical destination as a batch with a single transmission thereby reducing telephone charges.

Manual Send/Receive Default

Specifies the default for whether the [Manual Receive] or [Manual Send] button is to be selected when you use the [On-Hook] feature.

Fax Receiving Mode

Specifies the default for fax reception mode. Select from [Auto Receive] and [Manual Receive].

Border Limit

Specifies the value to divide a document onto two pages when the received documents are longer than the loaded paper size. Enter a value within the range of 0-127 mm (0-

5.0 inches) using the scroll buttons or the numeric keypad on the control panel. We recommend you use this feature with the following [Auto Reduce on Receipt] feature.

Auto Reduce on Receipt

Specifies whether to reduce and reproduce an image onto a single page if the received document length exceeds the length of the loaded paper, but is within the value set in the Border Limit feature. We recommend you use this feature with the [Border Limit] feature. If this feature is set to [No] and the document length exceeds the paper length, image loss may occur.

2 Pages Up On Receipt

Specifies whether to print two consecutive received documents onto one page. It is effective in saving paper. If the number of received pages is odd, a blank page will be added at the end. If the sizes of received pages are different, the larger size will be used.

NOTE: If the same size paper as the received document size is available, that paper will be printed even when you set this feature to [Yes].

2 Sided Printing

Specifies whether to print received documents or private mailbox documents onto both sides of a sheet. This is effective in saving paper.

NOTE: Some data may not allow you to use this feature even when you set it to [On].

Edge Erase - Top & Bottom Edges

Specifies the margin on the top and bottom of the received document by cutting off the original image. You can set the margins within the range of 0-20 mm (0-0.8 inches) using the scroll buttons or the numeric keypad on the control panel.

Edge Erase - Left & Right Edges

Specifies the margin on the left and right of the received document by cutting off the original image. You can set the margins within the range of 0-20 mm (0-0.8 inches) using the scroll buttons or the numeric keypad on the control panel.

Reduce 8.5×11" SEF Original to A4 SEF

Specifies whether a 8.5 × 11.0 inches (216 × 279 mm) size document is to be reduced to the A4 size when [Reduce/Enlarge] in the [Layout Adjustment] screen is set to [Auto %].

Pseudo-Photo Gradation Mode

Specifies whether to perform gradation level correction for documents containing photographs. Select from [Error Diffusion] and [Dither].

Box Selector - Line Setup

Specifies whether to sort the received documents to the mailboxes by the incoming line when more than one line is in use.

NOTE: When setting the box selector feature, select a mailbox that has already been registered. If an unregistered mailbox is selected, the received document is automatically printed instead of stored in a mailbox.

Memory Full Procedure

Specifies the default process to execute if the hard disk becomes full while reading documents. A message asking how to process the data read up to that point is displayed. You can predefine a processing method to be performed after the message has been displayed for a specified period. If you select [Cancel Job], the data will be discarded. If you select [Run Job], the data read up to that point will be processed.

Maximum Stored Pages

Specifies the maximum number of pages that can be stored in memory when you copy documents. Select a number in the range from 1 to 999.

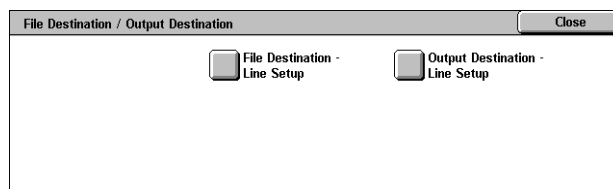
Mailbox Receive Display Priority 1 to 3

Specifies the display priority to the fax documents in the mailboxes. Select from [F Code], [Remote Terminal ID], and [Remote Terminal Name].

File Destination/Output Destination

This feature allows you to sort received documents by incoming line to specified mailboxes or to the output trays.

1. Select [File Destination/Output Destination] on the [Fax Mode Settings] screen.
2. Change the required settings.
3. Select [Close].



File Destination - Line Setup

Specifies the mailbox for storing received documents sorted by the incoming line. Up to 200 mailboxes can be registered.

NOTE: Before using this feature, select [Enabled] in the [Box Selector - Line Setup] feature on the [Fax Control] screen.

Line 1, 2, and 4

Specifies whether the incoming documents on this line are stored in a mailbox. Select [On] to display the [Mailbox Number].

Output Destination - Line Setup

Specifies the output tray for printing received documents sorted by the incoming line. The output tray for [Mailbox Printed Documents] can also be set.

Line 1, 2, and 4

Specifies the output tray.




Mailbox Printed Documents

Specifies the output tray for documents printed from mailboxes, both manually and automatically using job flow sheets.

Reduce/Enlarge Presets

This feature allows you to configure or change the reduction/enlargement ratio buttons that appear when [Preset %] is selected on the [Reduce/Enlarge] feature on the [Layout Adjustment] screen.

1. Select [Reduce/Enlarge Presets] on the [Fax Mode Settings] screen.
2. Change the required settings. Use the scroll buttons to switch between screens.
3. Select [Close].

Reduce / Enlarge Presets		Close	
Items	Current Settings		
1 R/E Preset 1	50% A3 → A5	 	
2 R/E Preset 2	70% A3 → A4		
3 R/E Preset 3	81% B4 → A4		
4 R/E Preset 4	86% A3 → B4		
5 R/E Preset 5	115% B4 → A3		

R/E Preset 1 to 7**Preset %**

Specifies the reduce/enlarge ratios assigned to each of the seven buttons. Select from 25 options in the range of 50-400%.









Variable %

Specifies the reduce/enlarge ratio set using the scroll bars from 50% to 400% in 1% increments.

Original Size Defaults

This feature allows you to configure or change the scan size buttons on the [Original Size] feature on the [Layout Adjustment] screen.

1. Select [Original Size Defaults] on the [Fax Mode Settings] screen.
2. Change the required settings. Use the scroll buttons to switch between screens.
3. Select [Close].

Original Size Defaults		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	B4 		

Original Size 1 to 11

A/B Series Size

Specifies standard document sizes in A/B series size. Use the scroll buttons to switch between screens.

Inch Size

Specifies standard document sizes in inches. Use the scroll buttons to switch between screens.



Others

Specifies other miscellaneous sizes. Use the scroll buttons to switch between screens.

Local Terminal Information

This feature allows you to register or change the local terminal information.

1. Select [Local Terminal Information] on the [Fax Mode Settings] screen.
2. Change the required settings. Use the scroll buttons to switch between screens.
3. Select [Close].

Local Terminal Information		Close
Items	Current Settings	
1. Local Name	MyTerminal	 
2. Company Logo	(Not Set)	
3. Machine Password	01234567890123456789	
4. G3 Line 0 (Extension) - Fax ID	(Not Set)	
5. G3 Line 0 (Extension) - Dial Type	Tone	
		Change Settings

Local Name

Specifies the local name so that the remote machine can identify your machine. Enter up to 20 characters using the screen keyboard on the touch screen. The local name will be shown in the display or communication management report of the destination.

For information on the screen keyboard, refer to *Keyboard in the Fax/Internet Fax chapter on page 92*.

Company Logo

Specifies the sender name (company logo). Enter up to 30 characters using the screen keyboard on the touch screen. The sender name is printed in the [Send Header] or [Cover Note].

Machine Password

Specifies the password to restrict the remote machines which send documents. By setting a machine password, your machine can accept receiving or polling only from remote machines that send a correct machine password in F Code. Enter up to 20 digits using the screen keyboard on the touch screen. Permissible characters are 0 to 9, *, #, and <space>. When using this feature, you cannot receive documents from remote machines without the F Code function.

G3 Line 1, 2, and 4

Fax ID

Specifies the G3 ID (fax number). Enter up to 20 digits, comprising 0-9, +, and <space> characters.

Dial Type

Specifies tone or pulse dialling.

Line Type

Specifies subscriber line (PSTN) or private branch exchange (PBX) line type.

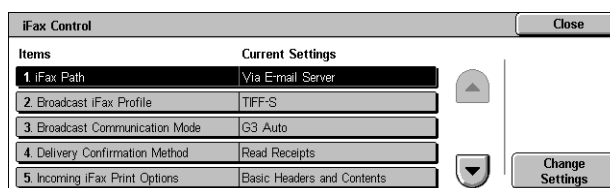
Line Selection

Specifies send, receive, or receive only.

iFax Control

This feature allows you to define Internet Fax control functions.

1. Select [iFax Control] on the [Fax Mode Settings] screen.
2. Change the required settings.
Use the scroll buttons to switch between screens.
3. Select [Close].



iFax Path

Specifies the Internet Fax path. Select [Via E-mail Server] to send through a mail server. Select [Direct (P2P)] to bypass the SMTP server and send directly to an Internet Fax capable machine.

Broadcast iFaxProfile

Specifies the default Internet Fax profile for broadcasting.

For more information on Internet Fax profile, refer to *iFax Profile on page 273*.

NOTE: Although [TIFF-S] can be received by any remote machine supporting Internet Fax, [TIFF-F] and [TIFF-J] may not be received. When you set to [TIFF-F] or [TIFF-J], check the capability of the remote machine in advance.

Broadcast Communication Mode

Specifies the default communication mode for broadcasting Internet Fax.

Delivery Confirmation Method

Specifies the method of confirming delivery of Internet Fax transmission. Select [Delivery Receipts] to receive a notification mail that informs you whether an Internet

Fax is delivered to the destination. Select [Read Receipts] to receive a notification mail that informs you an Internet Fax has been correctly handled at the destination.

Incoming iFax Print Options

Specifies whether to print the header and body, the subject and body, or attached files of a received e-mail. This is effective in saving paper and printing the attached files.

Incoming iFax Output Destination

Specifies the output tray for printing the received e-mail.

Fax Transfer from Address Book

Specifies whether to restrict the forwarding of received e-mails as fax documents to an address not registered in the Address Book. If [On] is selected, and you attempt to forward a received e-mail to an address not registered in the Address Book, forwarding will not be executed, and e-mail data will be discarded.

Fax Transfer - Add Sender Header

Specifies whether to use the [Sender Header] feature when you forward a received e-mail to remote machines as a fax document. Select [On] to send header information at the top of each page of the document.

Fax Transfer Maximum Data Size

Specifies the maximum data size when you forward a received e-mail to remote machines as a fax document. Enter a size within the range of 1 to 65535 KB by using the scroll buttons or the numeric keypad. If [On] is selected, and you attempt to forward a received e-mail with a larger data size than specified, forwarding will not be executed, and e-mail data will be discarded.

E-mail/Internet Fax Settings

This section describes the features that allow you to configure or change machine settings for sending scanned documents as e-mail attachments. For more information, refer to the following.

E-mail Defaults – page 281

E-mail Control – page 281

1. Select [E-mail/Internet Fax Settings] on the [System Settings] screen.
2. Select the required option.
3. Select [Close].



E-mail Defaults

This feature allows you to configure or change the default settings for sending scanned documents as e-mail attachments.

1. Select [E-mail Defaults] on the [E-mail/Internet Fax Settings] screen.
2. Change the required settings.
3. Select [Close].

Items	Current Settings
1 Subject	(Not Set)

Subject

Specifies the default for the subject when e-mail is sent.

E-mail Control

This feature allows you to configure or change other machine settings for sending scanned documents as e-mail attachments.

1. Select [E-mail Control] on the [E-mail/Internet Fax Settings] screen.
2. Change the required settings. Use the scroll buttons to switch between screens.
3. Select [Close].

Items	Current Settings
1 Maximum Email Size	Off
2 Maximum Address Entries	100
3 Incoming Email Print Options	Basic Headers and Contents
4 Auto Print Error Mail	On
5 Response to Read Receipts	On

Maximum E-mail Size

Specifies whether to restrict the size of scanned data to be sent as e-mail attachments. Select [On] to enter the maximum size of data in the range from 50 to 65535 KB using the scroll buttons or the numeric keypad.

Maximum Address Entries

Specifies the maximum total number of To, Cc, and Bcc recipients of a single e-mail. Enter the number in the range from 1 to 100 using the scroll buttons or the numeric keypad.

Incoming E-mail Print Options

Specifies whether to print the header and body, the subject and body, or attached files of a received e-mail. This is effective in saving paper and printing the attached files.

Auto Print Error Mail

Specifies whether to print error notification mails automatically when e-mails are not delivered due to an error.

Response to Read Receipts

Specifies whether to send the processing result to the host machine when an Internet Fax document is received.

Read Receipts

Specifies whether to request destinations to send back acknowledgement when opening e-mail.

Auto Print Delivery Confirmation Mail

Specifies whether to automatically print out transmission confirmation e-mail.

Max. No. of Pages for Split Send

Specifies whether to divide scanned data into multiple files by the selected number of pages. Select [On] to enter the number of pages in the range of 1 to 999 using the scroll buttons or the numeric keypad.

NOTE: Scanned data can be divided into multiple files when PDF or multi-page TIFF is selected as the file format.

Allow Casual Users to Edit From

Specifies whether unauthorized users have permission to edit the From field mail address in the [Recipient(s)] feature on the [E-mail] screen.

Allow Guest Users to Edit From

Specifies whether guest users have permission to edit the From field mail address in the [Recipient(s)] feature on the [E-mail] screen.

Allow to edit From if Search found

Specifies whether registered authorized users have permission to edit the From field E-mail address, after a successful search on a remote directory service, in the [Recipient(s)] feature on the [E-mail] screen.

Allow to edit From if Search failed

Specifies whether registered authorized users have permission to edit the From field E-mail address, after a search failure on a remote directory service, in the [Recipient(s)] feature on the [E-mail] screen.

E-mail Sending When Search Failed

Specifies whether registered authorized users have permission to send an E-mail, after a search failure on a remote directory service.

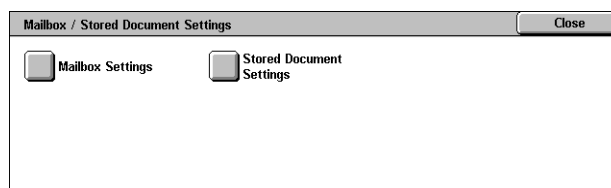
Mailbox/Stored Document Settings

This section describes the features that allow you to configure various settings for mailboxes created for saving confidential incoming fax documents or scanned documents. For more information, refer to the following.

Mailbox Settings – page 283

Stored Document Settings – page 284

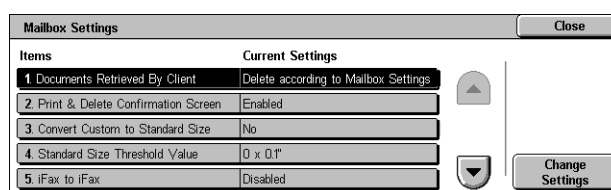
1. Select [Mailbox/Stored Document Settings] on the [System Settings] screen.
2. Select the required option.
3. Select [Close].



Mailbox Settings

This feature allows you to specify whether to discard documents once received from a client and whether received Internet Fax documents can be forwarded.

1. Select [Mailbox Settings] on the [Mailbox/Stored Document Settings] screen.
2. Change the required settings.
3. Select [Close].



Documents Retrieved By Client

Specifies when and how to delete documents in mailboxes after they are retrieved.

Delete according to Mailbox Settings

Specifies documents be deleted according to the settings made for the individual mailbox.

Force Delete

Specifies that documents be deleted immediately after they are retrieved.

Print & Delete Confirmation Screen

Specifies whether to display a confirmation message screen when deleting a document.

Convert Custom to Standard Size

Specifies whether to convert custom non-standard sized fax and iFax documents to standard sized documents before transmission.

Standard Size Threshold Value

Specifies the size threshold for which custom sized documents are converted to standard sized documents.

iFax to iFax

Specifies whether to allow documents received through the Internet Fax service to be automatically retransmitted through the Internet Fax service.

iFax to E-mail

Specifies whether to allow documents received through the Internet Fax service to be automatically retransmitted as e-mail.

Stored Document Settings

This feature allows you to select whether documents stored in a mailbox are automatically deleted. You can set the how long documents are kept and time of the deletion.

You can also select whether individual documents are deleted or not.

1. Select [Stored Document Settings] on the [Mailbox/Stored Document Settings] screen.
2. Change the required settings.
3. Select [Close].

Stored Document Settings		Close
Items	Current Settings	
1 Document Expiry Date	Off	
2 Delete Secure Print Documents	No	
3 Delete Sample Print Documents	No	
4 Print Job Confirmation Screen	Enabled	
		Change Settings

Document Expiry Date

Specifies whether to delete documents from mailboxes when the specified period of time elapses. Enter the number of days to store the document in the range from 1 to 14 days, and enter the time the document is to be deleted using the scroll buttons or the numeric keypad.

Delete Secure Print Documents

Specifies whether to delete secure print documents after the storage period has expired.

Delete Sample Print Documents

Specifies whether to delete sample print documents after the storage period has expired.

Print Job Confirmation Screen

Specifies whether to display a confirmation message screen when printing a document.

Setup Menu

This section describes the features that allow you to register various items such as mailboxes, destination addresses, and job flow sheets. For more information, refer to the following.

Mailbox – page 285

Job Flow Sheets – page 287

Job Flow Sheet Keywords – page 290

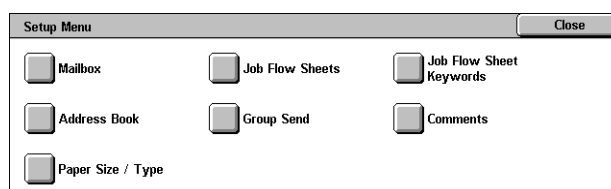
Address Book – page 290

Group Send – page 294

Comments – page 295

Paper Size/Type – page 295

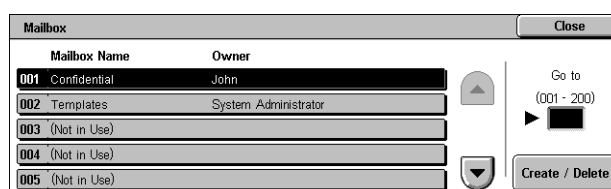
1. Select [Setup Menu] on the [System Settings] screen.
2. Select the required option.
3. Select [Close].



Mailbox

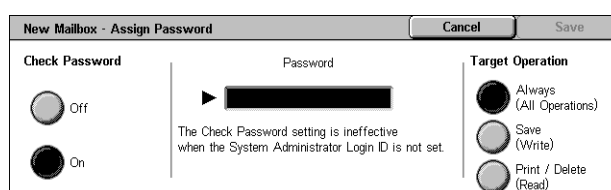
This feature allows you to create mailboxes for saving confidential incoming fax documents or scanned documents. Fax documents in mailboxes can be printed out at a convenient time and scanned documents in mailboxes can be imported to computers. The documents can also be exported from computers to the mailbox by specifying the registered mailbox using the print driver.

1. Select [Mailbox] on the [Setup Menu] screen.
2. Select a mailbox number to register a new mailbox.
3. Select [Create/Delete].
4. Select the required [Check Password] option.



NOTE: If you select [On], go to step 5 to register a password. The machine will not allow the mailbox to be accessed unless the registered password is entered. If you select [Off], skip to step 8.

5. Enter a password (up to 20 digits max.) using the numeric keypad on the control panel.
6. Select the required [Target Operation] option.
7. Select [Save].



8. Change the required settings.

9. Select [Close].

NOTE: By selecting [Delete Mailbox], you can delete all documents in the mailbox and all job flow sheets created through the mailbox.

Items	Current Settings
1. Mailbox Name	(Not Set)
2. Check Password	Off
3. Delete Documents After Retrieval	Yes
4. Delete Documents with Expiry Date	No
5. Link Job Flow Sheet to Mailbox	(Not Set)

Mailbox Name

Specifies the mailbox name. Enter a name (up to 20 characters) to be assigned to the mailbox.

Check Password

Checks the password for the target operation. Select an option for restricting access to the mailbox through the password. If you select [Save (Write)], the password entry screen appears when an attempt is made to edit any document in the mailbox. If you select [Print/Delete (Read)], the password entry screen appears when an attempt is made to print out or delete any document in the mailbox.

Delete Documents After Retrieval

Specifies whether to delete documents in the mailbox after they are printed out or retrieved, or after they are transferred and printed out through a job flow sheet.

Delete Documents with Expiry Date

Specifies whether to delete documents in the mailbox after the preset time or period elapses.

Link Job Flow Sheet to Mailbox

Displays the [Link Job Flow Sheet to Mailbox] screen.

[Link Job Flow Sheet to Mailbox] Screen

This feature allows you to link the mailbox to a job flow sheet that instructs how documents in the mailbox are to be processed. For more information on a job flow sheet, refer to *Job Flow Sheets* on page 287.

1. Select [Link Job Flow Sheet to Mailbox] on the [Mailbox XXX – Create/Delete] screen.
2. Change the required settings.
3. Select [Close].

Cut Link

Removes linkage with a job flow sheet if any linkage has been already made.

Create/Change Link

Allows you to select a job flow sheet to be linked with the mailbox. For the displayed [Sheet Filtering], [Create], and [Edit/Delete] buttons, refer to *Job Flow Sheets on page 287*.

NOTE: The [Auto Start] check box and the [Start] also appear on the [Link Job Flow Sheet to Mailbox] screen when the mailbox has been linked with any job flow sheet. Checking the [Auto Start] check box causes the linked job flow sheet to be automatically executed when a new document is saved in the mailbox. Selecting [Start] causes the execution of the linked job flow sheet to be started.

Job Flow Sheets

This feature allows you to define how scanned documents or documents in the mailboxes are to be processed in a job flow sheet. Job flow sheets are categorized by the following: created outside and stored on the machine, created and stored on the machine, and created on the machine and stored on an external server. Use this feature to create or modify a job flow sheet. You can program job flow sheets with the following processing.

- Document forwarding (FTP, SMB, E-mail, Fax, and Internet Fax)
- Multiple document forwarding, multiple processing execution
- Printing

Input/	Output					
	Printer	Fax	Internet Fax	E-mail	FTP	SMB
Fax for polling	O	O	O	O	O	O
Scan	O	O	O	O	O	O
Received fax	O*1	O	O	O	O	O
Received Internet Fax	O	O	*2	*2	O	O
Print Stored	X	X	X	X	X	X

O: Available

X: Not available

*1: If the fax USB cable is disconnected while printing a received fax document, the document is not deleted after printing, even if the delete after printing setting is enabled in the mailbox settings.

*2: Depends on the Key Operator settings.

NOTE: If forwarding a document, faxed or stored in the mailbox, by E-mail, FTP, or SMB, it cannot be opened by the recipient if the [File Format] of the job flow sheet is set to [JPEG].

[Mailbox - Link Job Flow Sheet to Mailbox] Screen

1. Select [Job Flow Sheets] on the [Setup Menu] screen.
2. Change the required settings.
3. Select [Close].

Sheet Filtering

Displays the [Sheet Filtering] screen. Select the owner of the job flow sheet lists to filter.

- Shared - Displays all the shared job flow sheets.
- Personal - Displays job flow sheets owned by the logged-in user.

Create

Displays the [Create New Job Flow Sheet] screen.

Edit/Delete

Displays the [Show Details] screen.

- Delete - Deletes the selected job flow sheet.
- Copy - Allows you to create a new job flow sheet by copying and modifying the selected job flow sheet.
- Edit - Allows you to modify the selected job flow sheet.

NOTE: The contents of this option are the same as [Show Details] on the [Select Job Flow Sheet] screen of a mailbox.

Search by Name

Displays the [Keyboard] screen. Enter the name of a job flow sheet to search.

Search by Keyword

Displays the [Keyboard] screen. Enter the keyword assigned to a job flow sheet to search.

Select Keyword

Displays the [Select Keyword] screen. Select a preset keyword assigned to a job flow sheet to search.

[Create Job Flow Sheet] Screen

Allows you to create a new job flow sheet.

1. Select [Create] on the [Job Flow Sheets] screen.
2. Change the required settings. Use the scroll bars to switch between screens.

3. Select [Save].

NOTE: Select [Delete Settings] if you just want to clear the current setting for the selected item.

NOTE: If a recipient's name and number of the Address Book is modified after assignment to a new job flow, those changes are not reflected in the job flow, which can result in documents being sent to the previous destination. The job flow must also be updated in order to send documents to the correct destination.

Name

Enter a name (up to 64 characters) to be assigned to the job flow sheet.

Description

Enter a comment (up to 128 characters) to be saved with the job flow sheet.

Keyword

Enter a keyword for use in searching for a job flow sheet on the [Mailbox - Link Job Flow Sheet to Mailbox] screen.

Send as Fax

Displays the screen for registering fax destinations or changing the settings of registered destinations. You can register up to 100 destinations.

Send as iFax

Displays the screen for registering Internet Fax destinations or changing the settings of registered destinations. You can register up to 100 destinations.

Send as E-mail

Displays the screen for registering e-mail destinations or changing the settings of registered destinations. You can register up to 100 destinations.

Transfer via FTP (1)

Displays the screen for specifying a server to which documents are to be sent using the FTP protocols.

Transfer via FTP (2)

Displays the screen for specifying another server to which documents are to be sent using the FTP protocols.

Transfer via SMB (1)

Displays the screen for specifying a server to which documents are to be sent using the SMB protocols.

Transfer via SMB (2)

Displays the screen for specifying another server to which documents are to be sent using the SMB protocols.

Print

Specifies the number of copies to be printed out and the paper type to be used for printing.

Job Flow Sheet Keywords

Registering a keyword for Job Flow Search allows you to search for the job flow by keyword. Up to 12 characters are allowed for a job flow search keyword.

Address Book

This feature allows you to program the Address Book with recipients of documents. Register destinations to which documents are to be occasionally sent through fax, Internet Fax, e-mail, FTP protocols, or SMB protocols. Destinations are registered under 3-digit Address Numbers by which you can quickly specify destinations when sending documents.

NOTE: You can program the Address Book with up to 500 destinations in total.

NOTE: When storing the new Address Book as CSV format, all the previous addresses are replaced by the new ones.

NOTE: Do not open the CSV file using software such as Microsoft Excel. Once opening the CSV file on the software, it is automatically edited and the edited file cannot be used for the machine.

NOTE: Address Numbers registered for the Address Book can be used as speed dial codes.

NOTE: If a recipient's name and number of the Address Book is modified after assignment to a new job flow, those changes are not reflected in the job flow, which can result in documents being sent to the previous destination. The job flow must also be updated in order to send documents to the correct destination.

1. Select [Address Book] on the [Setup Menu] screen.
2. Select an Address Number.
3. Select [Create/Delete].
4. Change the required settings. Use the scroll bars to switch between screens
5. Select [Save].

Address Book [Close]

Address	Recipient
001	Jane Smith
002	James Smith
003	Joan Smith
004	John Smith
005	Joshua Smith

Go to (001 - 500) [Create/Delete]

Address Number 001 - Fax [Cancel] [Save]

Items	Current Settings
1. Address Type	Fax
2. Fax Number	012-345-6789
3. Recipient Name	Jane Smith
4. Index	S
5. Relay Station Setup	Off

[Delete All Settings] [Change Settings]

NOTE: Depending on the selection for [Address Type] in step 4, the following items are displayed on the screen.

With [Fax] selected:

Item	Description	Default
Fax Number	Enter a fax number (up to 128 digits).	-
Recipient Name	Enter a recipient name (up to 18 characters).	-
Index	Enter a single alphanumeric character to use as a keyword for searching the Address Book.	-
Relay Station Setup	Specify whether or not the registered Address Number is to be identified as an initiating relay broadcast station when the machine is used as a relay broadcast station. NOTE: Before using the Relay Broadcast feature, enter the Address Numbers for initiating stations regardless of the initiating method from the stations.	Off
Communication Mode	Select a communication mode from among [G3 Auto] and [F4800].	G3 Auto
Resolution	Select a resolution level to be used for transmission, from among [Panel], [Standard], [Fine], [Superfine (400dpi)], and [Superfine (600dpi)]. With [Panel] selected, the resolution level selected on the control panel is used.	Panel
Cover Note	Specify whether or not to attach a Cover Note. If you select [On], then select a comment for a recipient and/or a sender. NOTE: Unless registered beforehand, comments cannot be selected. For information on how to register comments, refer to <i>Comments on page 295</i> .	Off
Maximum Image Size	Select the maximum image size, depending on recipients' paper size, from among [A3], [B4], and [A4]; or among [8.5 x 11"], B4, and [11 x 17"] (depending on the country).	11 x 17"
Delayed Start	Select whether or not to specify the transmission start time. If you select [On], then specify the start time.	Off

Item	Description	Default
Remote Mailbox	Specify whether or not to send as confidential fax documents. If you select [On], then enter the recipient's mailbox number (3 digits) and password (4 digits).	Off
F Code	Specify whether or not to perform F Code transmission. If you select [On], then enter the appropriate F Code and password.	Off
Relay Broadcast	Specify whether or not to use the machine as an initiating relay broadcast station in order to use the registered Address Number as a relay station. If you select [On], enter a Relay Station ID, Broadcast recipients, and Print at Relay Station.	Off

With [Internet Fax] selected:

Item	Description	Default
E-mail Address	Enter an e-mail address (up to 128 characters).	-
Recipient Name	Enter a recipient name (up to 18 characters).	-
Index	Enter a single alphanumeric character to search the Address Book.	-
Communication Mode	Select a communication mode from among [G3 Auto], [F4800], and [G4 Auto]. This feature is not available for iFax recipients. However, the selected mode is applied to another iFax machine which is used as a relay station for fax transmission.	G3 Auto
Resolution	Select a resolution level to be used for transmission, from among [Panel], [Standard], [Fine], [Superfine (400dpi)], and [Superfine (600dpi)]. With [Panel] selected, the resolution level selected on the control panel is used.	Panel
Maximum Image Size	Select the maximum image size, depending on recipient's paper size, from among [A3], [B4], and [A4]; or among [8.5 x 11"], B4, and [11 x 17"] (depending on the country).	11 x 17"

Item	Description	Default
iFax Profile	Select an iFax profile from among [TIFF-S], [TIFF-F], and [TIFF-J]. An iFax profile is an agreement between transmitting and receiving iFax machines that limit image resolution, paper size, and other attributes.	TIFF-S
S/MIME Certificate	Select an S/MIME certificate to attach. Certificates must be set up in advance.	-

With [E-mail] selected:

Item	Description	Default
E-mail Address	Enter an e-mail address (up to 128 characters).	-
Recipient Name	Enter a recipient name (up to 18 characters).	-
Last Name	Enter the family name of the recipient (up to 32 characters).	-
First Name	Enter the given name of the recipient (up to 32 characters).	-
Custom Item 1	Enter supplemental information such as a telephone number (up to 20 characters). NOTE: This item can be renamed on the [Address Search (Directory Service)] screen.	-
Custom Item 2	Enter supplemental information such as a company or department name (up to 40 characters). NOTE: This item can be renamed on the [Address Search (Directory Service)] screen.	-
Custom Item 3	Enter supplemental information such as an address (up to 60 characters). NOTE: This item can be renamed on the [Address Search (Directory Service)] screen.	-
S/MIME Certificate	Select an S/MIME certificate to attach. Certificates must be set up in advance.	-

With [Server] selected:

Item	Description	Default
Recipient Name	Enter a recipient name (up to 18 characters).	-
Transfer Protocol	Select FTP or SMB as the transfer protocol.	FTP
Server Name/IP Address	Enter the name and IP address of the destination server.	-
Shared Name (SMB Only)	Enter a name assigned for sharing a folder.	-
Save In	Specify the location (or path) of the directory for saving documents.	-
User Name	Enter a user name if required by the destination server.	-
Password	Enter a password if required by the destination server.	-
Port Number	Select an appropriate port number to be used.	-

Group Send

This feature allows you to group multiple Address Numbers. Documents are then sent to all Address Numbers registered under a group number when the group number is specified. You can register Address Numbers under up to 50 group numbers; each group can contain up to 20 Address Numbers.

1. Select [Group Send] on the [Setup Menu] screen.
2. Select a group number.
3. Select [Create/Delete].
4. Enter a 3-digit Address Number using the numeric keypad on the control panel.
5. Select [Add].

The screenshot shows the 'Group Send' screen with a 'Close' button at the top right. Below the title bar, there are two columns: 'Group (Total Entries)' and 'Address Number'. The list contains five entries:

- #01 (1) 001
- #02 (1) 002
- #03 (20) 001,002,003,004,005,006,007,008...
- #04 (1) ***
- #05 (2) 001,002

 To the right of the list are up and down arrow buttons and a 'Create / Delete' button at the bottom right.

The screenshot shows the 'Group #01 - Create / Delete' screen with 'Cancel' and 'Save' buttons at the top right. It has two sections:

- Recipients (No. of Entries: 1):** A list box containing '001'.
- Address No. (001 - 999):** A numeric keypad with a right arrow button.

 At the bottom right are 'Add' and 'Delete' buttons.

NOTE: You can use an asterisk to specify multiple Address Numbers at a time. If you enter "01*", Address Numbers from 010 to 019 are specified. If you enter "****", all the Address Numbers are specified.

NOTE: To delete a registered Address Number in a group, enter the Address Number, and then select [Delete].

NOTE: If a recipient's name and number of the Address Book is modified after assignment to a new job flow, those changes are not reflected in the job flow, which can result in documents being sent to the previous destination. The job flow must also be updated in order to send documents to the correct destination.

Comments

This feature allows you to register a comment to be used when attaching a cover note. You can register up to 50 comments; each comment can include up to 18 alphanumeric characters.

1. Select [Comments] on the [Setup Menu] screen.
2. Change the required settings.
3. Select [Close].

Paper Size/Type

This feature allows you to specify the size and type of paper loaded in the paper trays, and specifies the paper tray handling for color output features. The paper trays available vary depending on your machine configuration.

1. Select [Paper Size/Type] on the [Setup Menu] screen.
2. Change the required settings.
3. Select [Close].

Paper Size

Specifies automatic detection of the paper size for trays 1 to 3 using the tray guide levers. If the guide levers in the paper tray are not in the correct position for the size of paper loaded in the tray, a size error will occur. This setting is not available for Tray 5 (Bypass).

Paper Type

Specifies the type of paper in the paper tray from a list of supported paper types, including the custom paper names 1 to 5.

Auto Paper by Output Color

Specifies the Auto Tray Switching conditions for the paper tray for the output color setting. For example, this feature allows you to load one tray with one type of paper for color output only, and another for black and white output only. This setting is not available for Tray 5 (Bypass).

System Administrator Settings

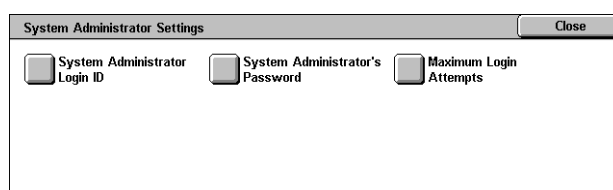
This section describes the features that allow you to customize many settings on the machine to suit your particular requirements. The machine enters the Key Operator mode only when a correct System Administrator Login ID is entered. Before shipment, the default System Administrator Login ID is set to "11111". The [System Administrator Settings] screen allows you to start procedures for changing the default System Administrator Login ID. For more information, refer to the following.

System Administrator Login ID – page 296

System Administrator's Password – page 296

Maximum Login Attempts – page 297

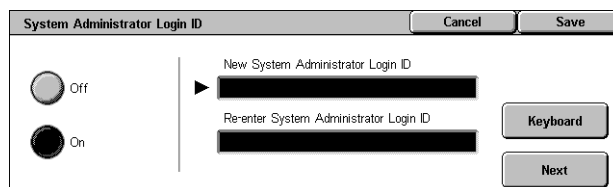
1. Select [System Administrator Settings] on the [System Settings] screen.
2. Select the required option.
3. Select [Close].



System Administrator Login ID

This feature allows you to change the default System Administrator Login ID. Program a new ID between 1 and 32 alphanumeric characters.

1. Select [System Administrator Login ID] on the [System Administrator Settings] screen.
2. Select [On].
3. Enter a new System Administrator ID.



Use the numeric keypad on the control panel or select [Keyboard] to display the screen keyboard.

4. Select [Next].
5. Enter the same System Administrator Login ID as you entered in step 3.
6. Select [Save].

System Administrator's Password

This feature allows you to change the default System Administrator Password. Program a new password between 4 and 12 alphanumeric characters including spaces.

1. Select [System Administrator's Password] on the [System Administrator Settings] screen.
2. Enter a new System Administrator Password.

Use the numeric keypad on the control panel or select [Keyboard] to display the screen keyboard.

3. Select [Next].
4. Enter the same System Administrator Password as you entered in step 2.
5. Select [Save].

Maximum Login Attempts

This feature allows you to deny access when an incorrect System Administrator ID is entered the selected number of times. You can select this number in the range from 1 to 10.

1. Select [Maximum Login Attempts] on the [System Administrator Settings] screen.
2. Perform the necessary operations.
3. Select [Save].

Login Setup/Auditron Administration

The Auditron feature is used to prevent the machine from being used by unauthorized users, impose different restrictions on individual users (accounts), and track the total number of copies, faxes, scanned pages, and prints for each account. When the Auditron feature is active, users need to enter a correct user ID, or both user ID and password, in order to use the machine. Using authenticated user IDs, the Auditron identifies different accounts and tracks jobs done with each account. The [Login Setup/Auditron Administration] screen allows you to start configuring various Auditron settings. For more information, refer to the following.

Create/Check User Accounts – page 298

Reset User Accounts – page 299

System Administrator Meter (Copy Jobs) – page 300

User Details Setup – page 301

Charge Print Settings – page 301

Password Entry from Control Panel – page 302

Login Setup/Auditron Mode – page 302

1. Select [Login Setup/Auditron Administration] on the [System Settings] screen.
2. Select the required option.
3. Select [Close].

Create/Check User Accounts

This feature allows you to register user IDs and user names, login name and password for authenticating accesses attempted through the network for scanning services, and impose restrictions on the maximum number of pages to be copied or scanned. Up to 500 user accounts can be registered.

1. Select [Create/Check User Accounts] on the [Login Setup/Auditron Administration] screen.
2. Select an item number.
3. Select [Create/Delete].
4. Change the required settings
5. Select [Close].

	User ID	User Name
001	0001	user1
002	0002	user2
003	0003	user3
004		(Not in Use)
005		(Not in Use)

UserID

Allows you to enter a user ID using the screen keyboard. You can enter up to 32 alphanumeric characters including spaces as a user ID.

User Name

Allows you to enter a user name using the screen keyboard. You can enter up to 32 alphanumeric characters including spaces as a user name.

Password

Allows you to enter a password using the screen keyboard. You can enter 4 to 12 alphanumeric characters.

NOTE: The [Password] button also appears if you have chosen the use of a password on the [Login Setup/Auditron Mode] screen.

E-mail Address

Allows you to enter the E-mail address. The specified address is the sender's address displayed on the [E-mail] screen. Enter up to 128 characters.

Account Limit

Displays the [Account No. XXX - Account Limit] screen. Select [Copy Service], [Fax Service], [Scan Service] or [Print Service] to specify feature access permissions and account limits for that service.

Feature Access - Displays the [Account No. xxx - Feature Access] screen. Select the access permissions for each service for that account.

Account Limit - Displays the [Account No. xxx - {Service} Limit] screen. Enter an account limit for [Color] and [Black] to specify the maximum number of pages allowed to be processed by that account. The maximum number can be entered within the range of 1-9,999,999 pages.

Reset Total Impressions

Deletes all data tracked for the selected account.

Reset Account

Clears all settings and data for the selected account.

NOTE: This item does not appear when [Network Access] or [Xerox Standard Accounting] is selected in *Login Setup/Auditron Mode* on page 302.

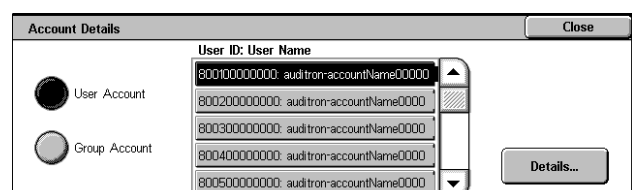
Account Details

Selecting [Xerox Standard Accounting] on the [Login Setup/Auditron Mode] screen allows you to check the following for each registered user or group: (1) the maximum number of times that the account can be used for each service or output color mode, and (2) how many times the account has been used for each service or output color mode.

NOTE: You can register users and groups on CentreWare Internet Services. For more information, refer to the CentreWare Internet Services Help.

NOTE: This item does not appear when [Off], [Local Machine Access], or [Remote Access] is selected in *Login Setup/Auditron Mode* on page 302.

1. Click [Account Details].
2. Select [User Account] or [Group Account]. If you select [User Account], select also the User ID to be checked.
3. Click [Details...].



Reset User Accounts

This feature allows you to reset the parameters set for all users (accounts) and clear all data tracked by the machine. It also allows you to print an Auditron report for all services.

NOTE: This item does not appear when [Network Access] or [Xerox Standard Accounting] is selected in *Login Setup/Auditron Mode on page 302*.

1. Select [Reset User Accounts] on the [Login Setup/Auditron Administration] screen.
2. Select [Print Report] or [Reset].
3. Select [Close].

All User Accounts

Resets/Prints all parameters of all accounts.

All Feature Access Settings

Resets/Prints the access settings for all features.

All Account Limits

Resets/Prints the upper limit imposed on the total number of pages to be copied and/or scanned. Resetting the account limits for all accounts returns them to the default value of 9,999,999.

Total Impressions

Resets/Prints all data tracked for all accounts including the Key Operator.

Meter (Print Jobs)

Resets/Prints all data about the number of prints recorded by the machine.

System Administrator Meter (Copy Jobs)

This feature allows you to check and/or reset the number of pages which are copied, faxed, scanned, and printed when in the Key Operator mode.

1. Select [System Administrator Copy Meter] on the [Login Setup/Auditron Administration] screen.
2. To clear the total number, select [Reset].
3. Select [Close].

User Details Setup

This feature allows you to configure the settings for user ID authentication.

1. Select [User Details Setup] on the [Login Setup/Auditron Administration] screen.
2. Select the required options.
3. Select [Save].



User ID Characters

Displays the screen keyboard. Enter a name to be displayed on the touch screen, the browsing screen of the CentreWare Internet Services, or printed on reports, instead of a user ID. This name can be up to 15 characters long.

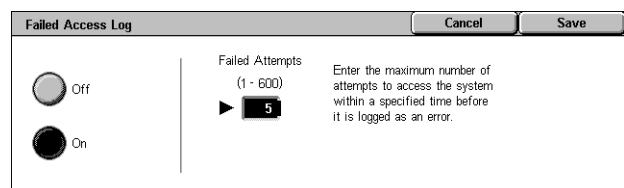
Hide User ID

Specifies whether a user ID is to be displayed or hidden when it is entered.

Failed Access Log

Displays the [Failed Access Log] screen. This feature allows you to specify the number of authentication failures within a certain period before the attempt is logged as an error.

1. Select [Failed Access Log] on the [User Details Setup] screen.
2. Select [On] to enable the feature.

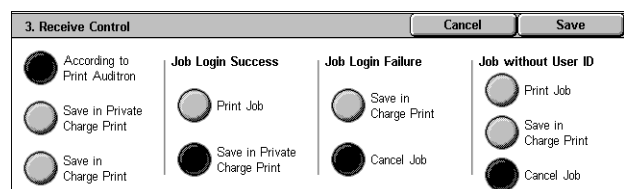


- Failed Attempts - Enter the maximum number of authentication failures to be allowed using the numeric keypad on the control panel.

Charge Print Settings

This feature allows you to specify how to treat the print jobs that are received when the machine is in the Auditron Administration mode.

1. Select [Charge Print Settings] on the [Login Setup/Auditron Administration] screen.
2. Change the required settings.
3. Select [Close].



Receive Control

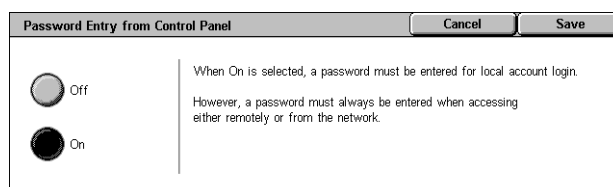
Specifies the receive control for externally submitted jobs.

- According to Print Auditron - The receiving control depends on the setting made on the machine. The [Job Login Failure] options are displayed.
- Save in Private Charge Print - Saves jobs with incorrect User ID in Private Charge Print. The [Job without User ID] option is available for printing the job. When [Save in Private Charge Print] is selected, a user ID must be 24 bytes or less. If the specified user ID on the print driver exceeds 24 bytes, the jobs will be cancelled without being saved.
- Save in Charge Print - Saves jobs in Charge Print. No other option is available. Unwanted jobs should be discarded on a regular basis.
- Job Login Success - Available only when [According to Print Auditron] is selected. Specifies how to treat the print jobs with a user ID or password authentication success. Select from [Print Job] and [Save in Private Charge Print].
- Job Login Failure - Available only when [According to Print Auditron] is selected. Specifies how to treat the print jobs with a user ID or password authentication failure. Select from [Save in Charge Print] and [Cancel Job].
- Job without User ID - Specifies how to treat the jobs without a user ID (such as e-mail print jobs). Select from [Print Job], [Save in Charge Print] and [Cancel Job].

Password Entry from Control Panel

This feature allows you to enable/disable password entry using the control panel. However, a password is always required for remote access or from a network.

1. Select [Password Entry from Control Panel] on the [Login Setup/Auditron Administration] screen.
2. Select the required option.
3. Select [Save].



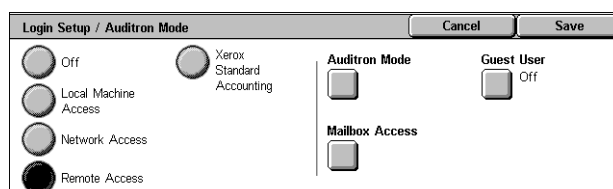
Login Setup/Auditron Mode

This screen allows you to enable or disable the Auditron Administration feature and specify the types of jobs that require authentication.

1. Select [Login Setup/Auditron Mode] on the [Login Setup/Auditron Administration] screen.
2. Select the required options.

If you select [Local Machine Access] or [Network Access], the [Auditron Mode] and [Mailbox Access] buttons are displayed.

3. Select [Save].



Off

Disables the authentication feature.

Local Machine Access

Enables the authentication feature. User registration can be performed using the touch screen or the PC application. If authentication is enabled, all corresponding services need to be authenticated. You can respectively turn off the authentication as required.

Network Access

Performs Auditron administration using user information managed by an external accounting service on a network. User registration is performed by the external server.

- Check User Details - Specifies whether to check user details. Select [Off (Keep Logon Records)] to allow access without verifying the User ID and Account ID. The entered information is logged on the machine. Select [On] to verify user information.

Remote Access

Verifies the remote authentication server. User registration can be performed using the remote authentication server. User information cannot be registered on the machine.

- Guest User - Specifies whether guest users who are not registered with the remote authentication server can logon.
- Guest Password - Specifies the guest password if guest user access is permitted. Enter a 4 to 12 character password.

Xerox Standard Accounting

Carries out the auditron authentication based on accounting users registered on the machine.

Auditron Mode

Displays the [Auditron Mode] screen. Specify whether to perform authentication for copy, fax, scan, or print services.

NOTE: If you enable any of the services listed, the [User Login] screen is displayed when you press the <Log In/Out> button on the control panel.

Mailbox Access

Displays the [Mailbox Access] screen. Specify whether to perform authentication when an attempt is made to print out or retrieve documents stored in mailboxes.

11 Job Status

This chapter contains information on the job status screens and the features available.

Job Status

This feature allows you to check the progress of a job, or display the log and detailed information of completed jobs. The newest job will be displayed at the top of the list. You can also check, delete, or print documents stored in the public mailbox of the machine. Use the scroll buttons to switch between screens.

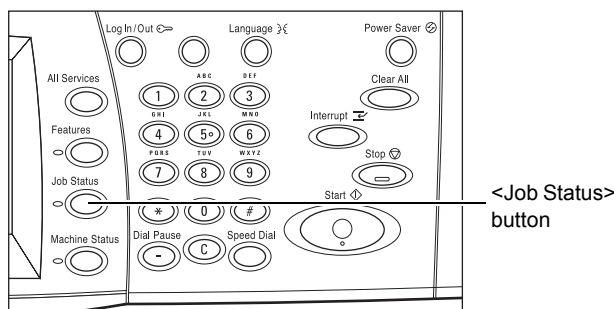
For more information on each button, refer to the following.

Current and Pending Jobs – page 306

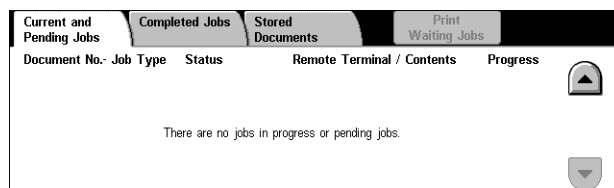
Completed Jobs – page 307

Stored Documents – page 308

1. Press the <Job Status> button on the control panel. Press the <Features> or <All Services> button at any time to exit.



2. Select the required option.



Current and Pending Jobs

This feature allows you to view incomplete jobs that are waiting, in progress or suspended. You can see job attributes, or promote/delete the job.

1. Press the <Job Status> button on the control panel.
2. Select the [Current and Pending Jobs] tab. Use the scroll buttons to switch between screens.
3. Select a job to cancel or promote as required.

Current and Pending Jobs		Completed Jobs	Stored Documents	Print Waiting Jobs
Document / Job Type	Status	Remote Terminal / Contents	Progress	
00002 Copy Job	Scanning	A4 100%	1/1	▲ ▼

Document/Job Type

Identifies each job by number and type.

Status

Displays the status of the job, such as copying, printing, and scanning.

Remote Terminal/Contents

Displays the name of the recipient for a fax job, the paper size for a copy job, or the box number for a scan job, etc.

Progress

Displays the current and total number of pages in a job that is printing, scanning, sending, or receiving.

Job Screen

This feature allows you to select a job from the list to display detailed information on the job or to promote/delete it. The content of the screen and the buttons displayed will vary depending on service type and job status.

Stop

Cancels jobs that are being processed or on hold.

Promote Job

Promotes a job in the list to be processed immediately after the one being processed. The promoted job will be marked with an arrow in the job list on the [Current and Pending Jobs] screen.

Last Original

Indicates the current scan batch is the last in a job to be scanned.

Next Original

Sequentially scans more sections in the same scan job.

Start

Starts scanning the next document or prints a job being held on the machine.

Print Waiting Jobs

Prints the jobs waiting in the incomplete jobs queue.

Completed Jobs

This feature allows you to view the finished jobs in the machine. You can select a job in the list to display detailed attributes for that job. The contents of each screen may differ depending on the type or status of the job.

1. Press the <Job Status> button on the control panel.
2. Select the [Completed Jobs] tab. Use the scroll buttons to switch between screens.

Current and Pending Jobs	Completed Jobs	Stored Documents	<input type="checkbox"/> Group Parent Jobs
Document / Job Type	Status	Remote Terminal / Contents	Pages
00115 -Scan Job	Completed	Mailbox 001	1
00114 -Scan Job	Completed	Mailbox 001	1
00113 -Scan Job	Completed	Mailbox 001	1
00112 -Scan Job	Completed	Mailbox 001	1
01234 -Fax Send	Completed	100%	15 / 15

Document/Job Type

Identifies each job by job number and type.

Status

Displays the status of the job, such as completed, cancelled, shutdown.

Remote Terminal/Contents

Displays the name of the recipient for a fax job, the paper size for a copy job, or the box number for a scan job.

Pages

Displays the number of printed, scanned, sent, or received pages. For cancelled jobs, the status will be blank.

Group Parent Jobs

Select this check box to group all parent jobs together in the job list.

Job Attributes

Select a job on the <Completed Jobs> screen to display the job attributes. The attributes displayed vary depending on the type of job.

Fax Send		Document 01234	Close
Extension: Joan Smith Job Type: Fax Send			
Status: Completed		Job Started: 3/2/2001 4:05 AM Job Ended: 6/4/2002 8:10 AM	
Pages: 15 / 15			
Communication Mode: G4 336k			
Resolution: Superfine (600dpi)			
		Show Children Jobs	Job History Report

Show Children Jobs

Select this button to show all child jobs for the selected job. The button is displayed only when there are child jobs available.

Job History Report

Select this button to print a job history report for both parent and child jobs.

NOTE: The Job History Report feature is enabled by setting the [Print Report Button] setting to Enabled in the [Common Settings] > [Reports] feature. For more information, refer to *Reports in the Setups chapter on page 231*.

Stored Documents

This feature allows you to check locally stored documents, print stored documents, and delete stored documents.

NOTE: The jobs displayed are sent from a PC using the print driver. For more information, refer to PCL Driver Online Help.

For more information, refer to the following.

Secure Print – page 308

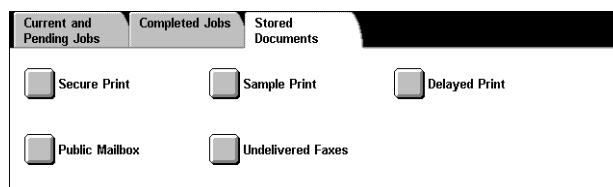
Sample Print – page 309

Delayed Print – page 310

Public Mailbox – page 310

Undelivered Faxes – page 311

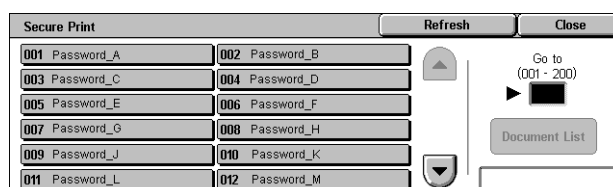
1. Press the <Job Status> button on the control panel.
2. Select the [Stored Documents] tab.
3. Select the required option.



Secure Print

This feature allows you to print or delete password-protected stored documents. A secure print job requires a User ID and a password registered in the machine.

1. Select [Secure Print] on the [Stored Documents] screen.
2. Select a User ID. Use the scroll buttons to switch between screens.
3. Select [Document List].
4. Enter the password and select [Confirm].
5. Select a document to print or delete.



6. Select the required option.

Refresh

Refreshes the displayed information.

Go to

Specifies the Secure Print number to be displayed on the screen. Enter a number within the range of 001 to 200 using the scroll buttons or the numeric keypad.

Document List

Displays the password input screen for the selected user ID in the list. Enter the password to display the list of stored documents. The following options are available:

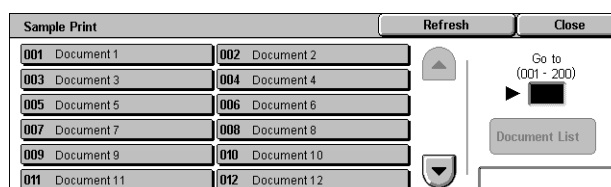
- Select All - Selects all documents in the list.
- Delete - Deletes a document.
- Print - Prints a document selected in the list. Select whether or not to delete the stored documents after printing.

NOTE: If you have forgotten the password, contact the Key Operator. The Key Operator can access the stored documents without entering the password.

Sample Print

This feature allows you to print a sample set of a document prior to printing the whole quantity. You can choose whether or not to print more sets after checking the print result.

1. Select [Sample Print] on the [Stored Documents] screen.
2. Select a User ID. Use the scroll buttons to switch between screens.
3. Select [Document List].
4. Select a document to print or delete.
5. Select the required option.



Refresh

Refreshes the displayed information.

Go to

Specifies the Sample Print number to be displayed on the screen. Enter a number within the range of 001 to 200 using the scroll buttons or the numeric keypad.

Document List

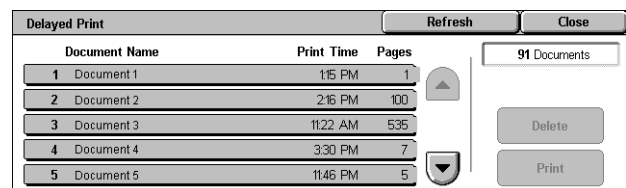
Displays the list of stored documents for the selected user ID in the list. The following options are available:

- **Select All** - Selects all documents in the list.
- **Print** - Prints a document selected in the list. After printing, the documents are deleted.
- **Delete** - Deletes a document selected in the list.

Delayed Print

This feature allows you to store documents on the machine for printing at a later time. You can check, print or delete the stored documents before the specified print time.

1. Select [Delayed Print] on the [Stored Documents] screen.
2. Select a document to print or delete. Use the scroll buttons to switch between screens.
3. Select the required option.



Delayed Print			Refresh	Close
Document Name	Print Time	Pages		
1 Document 1	1:15 PM	1	↑ ↓	91 Documents
2 Document 2	2:15 PM	100		Delete Print
3 Document 3	11:22 AM	535		
4 Document 4	3:30 PM	7		
5 Document 5	11:46 PM	5		

Document Name

Identifies each document by name.

Print Time

Displays the time the document will be printed.

Pages

Displays the number of pages.

Refresh

Refreshes the displayed information.

Print

Prints a document selected in the list.



Delete

Deletes a document selected in the list.

Public Mailbox

This feature allows you to check, print, and delete documents stored in a public mailbox on the machine for polling.

For more information, refer to *Save in: Public Mailbox in the Fax/Internet Fax chapter on page 112*.

- | Public Mailbox | | | | | Refresh | Close |
|-----------------|------------------------|-------------|----------|-----|--|--|
| Document / Type | | Stored Date | Pages | | 5 Documents | |
| 1 | 00010 loc. for Polling | 2001/2/3 | 10:20 AM | 655 | 
 | <input type="button" value="Select All"/>
<input type="button" value="Delete"/>
<input type="button" value="Print"/> |
| 2 | 00020 loc. for Polling | 2002/4/6 | 8:10 AM | 1 | | |
| 3 | 00030 loc. for Polling | 2003/6/9 | 12:15 PM | 10 | | |
| 4 | 00040 loc. for Polling | 2000/7/7 | 4:30 PM | 100 | | |
| 5 | 00050 loc. for Polling | 2000/1/1 | 8:30 AM | 999 | | |

Identifies each document by number and type.

Displays the date the document was stored.



Displays the number of printed, scanned, sent, or received pages.

Refreshes the displayed information.

Selects all the documents in the [Public Mailbox].

Prints a document selected in the list.

Deletes a document selected in the list.

- | Undelivered Faxes | | Refresh | Close |
|----------------------|--|---------|---|
| Job Type | Recipient | | |
| Fax Send | 123-567-912345678921234567893123456789412345678951234567 | |  |
| Fax Broadcast | 1 | | |
| Fax / iFax Broadcast | 123-567-9123456789212345678931234567894123456789512345678 | |  |
| Fax Send | 123-567-91234567892123456789312345678941234567895123456789 | | |
| Fax Broadcast | 123456789 | | |

[illegible]

Delete This Document

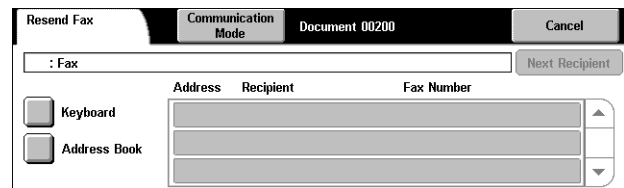
Deletes the selected document. A confirmation screen is displayed before the document is deleted.

Change Recipients

Displays the [Resend Fax] screen where you can specify a new fax recipient.

[Resend Fax] Screen

1. Select the [Change Recipients] button on the [Undelivered Fax] screen.
2. Specify a new recipient using the keyboard or the address book.



NOTE: For more information on entering a recipient, refer to 3. *Specify the Destination in the Fax/Internet Fax chapter on page 88.*

Communication Mode

Displays the [Communication Mode] screen where you can select the [G3 Auto], [F4800], or [G4 Auto] communication mode. For more information, refer to *Communication Mode in the Fax/Internet Fax chapter on page 105.*

12 Machine Status

This chapter describes how to check the machine status, the billing meter, the status of the toner cartridges and print various reports.

For more information on each tab, refer to the following.

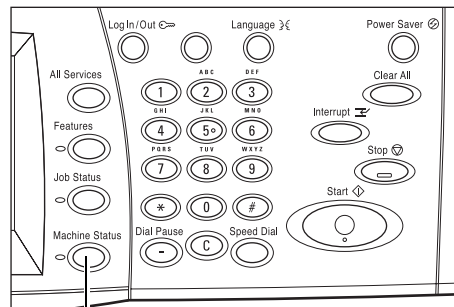
Machine Status – page 313

Billing Meter/Print Report – page 318

Supplies – page 324

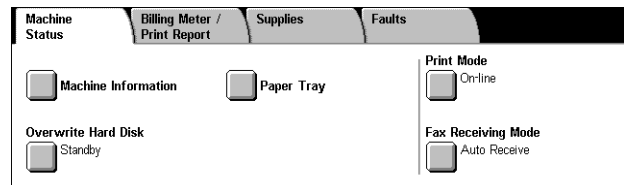
Faults – page 326

1. Press the <Machine Status> button on the control panel. Press the <Features> or <All Services> button at any time to exit.



<Machine Status> button

2. Select the required option.



Machine Status

This section describes how to view general information about the machine, the status of paper trays and the hard disk, and how to change the print mode or fax receiving mode.

For more information on the features available, refer to the following.

Machine Information – page 314

Paper Tray – page 314

Overwrite Hard Disk – page 315

Print Mode – page 315

Fax Receiving Mode – page 318

1. Press the <Machine Status> button on the control panel.
2. Select the [Machine Status] tab.
3. Select the required option.

Machine Information

This feature allows you to view user support information and the serial number of the machine as well as the machine configuration and the software version.

1. Select [Machine Information] on the [Machine Status] screen.
2. Select the required option.

Machine Configuration

Displays the [Machine Configuration] screen. You can view the status of the machine components. The list displays the hardware components and the options supported on the machine.

Software Version

Displays the [Software Version] screen. You can identify the software versions of the components of the machine.

Paper Tray

This feature allows you to check the status of each paper tray, including the bypass tray and the optional Tandem Tray Module. It also displays the size, type, and remaining amount of media in each tray.

1. Select [Paper Tray] on the [Machine Status] screen.

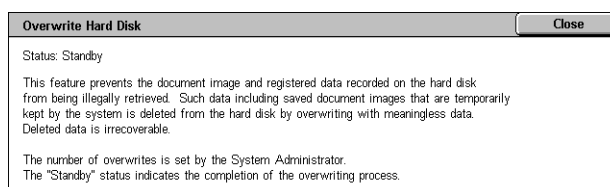
Paper Tray					Close
Items	Status	% Full	Paper Size	Paper Type	
Tray 1	Ready	100%	A4	Plain Paper	
Tray 2	Ready	25%	A3	Plain Paper	
Tray 3	Ready	75%	8.5 x 11	Plain Paper	
Tray 5	-	-	Auto Size Detect	Plain Paper	

Overwrite Hard Disk

This feature displays the overwriting status of the hard disk.

NOTE: This option is displayed if the feature is enabled in the System Settings by the Key Operator.

1. Select [Overwrite Hard Disk] on the [Machine Status] screen.

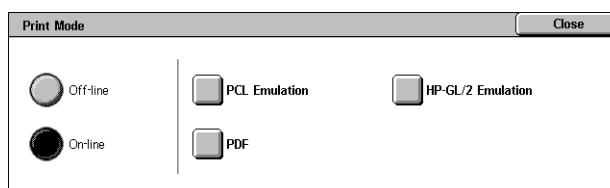


Print Mode

This feature allows you to change the default printer mode and emulation parameter settings.

For the lists of emulation parameters and their values, refer to *Emulation Parameters in the Print chapter on page 156*.

1. Select [Print Mode] on the [Machine Status] screen.
2. Select the required option.



Off-line

Takes the printer off-line. The printer is unavailable in this mode.

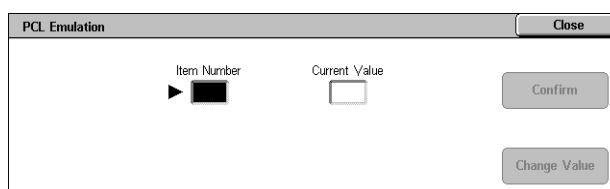
On-line

Puts the printer on-line, ready to accept data.

PCL Emulation

Allows you to set parameter values for PCL emulation to print documents. For a list of parameters, refer to *PCL Emulation on page 156*.

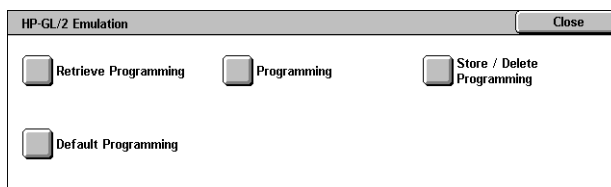
1. Select [PCL Emulation] on the [Print Mode] screen.
2. Enter a 3-digit parameter item number in the [Item Number] field.
3. Select [Change Value] to change the displayed value, or select [Confirm] if no change is required.
4. If you selected [Change Value], enter the required value in the [New Value] field.
5. Select [Save].



HP-GL/2 Emulation

Allows you to set parameter values for HP-GL/2 emulation to print documents. It also allows you to store, retrieve, and delete up to 20 emulation settings.

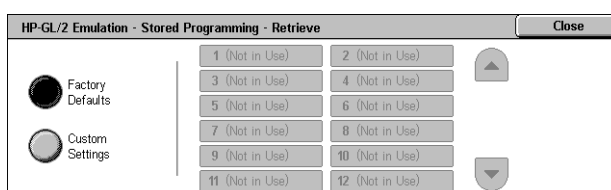
1. Select [HP-GL/2 Emulation] on the [Print Mode] screen.
2. Select the required option.



Retrieve Programming

Retrieves emulation settings and makes them active.

1. Select [Retrieve Programming] on the [HP-GL/2 Emulation] screen.
2. Select the required option.

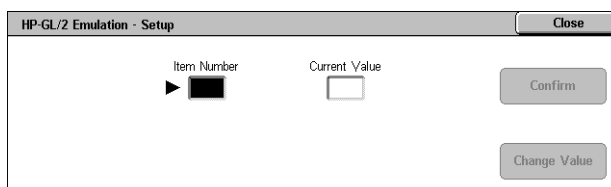


- Factory Defaults - Retrieves the machine's factory default settings.
- Custom Settings - Retrieves user-programmed emulation mode settings.

Programming

Allows you to set emulation parameter item values. For a list of parameters, refer to *HP-GL/2 Emulation on page 159*.

1. Select [Programming] on the [HP-GL/2 Emulation] screen.
2. Enter a 3-digit parameter item number in the [Item Number] field.

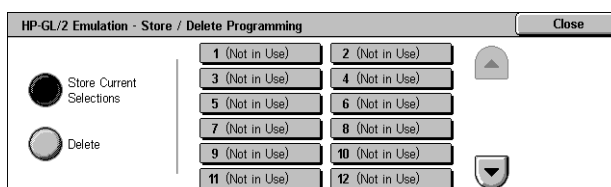


3. Select [Change Value] to change the displayed value, or select [Confirm] if no change is required.
4. If you selected [Change Value], enter the required value in the [New Value] field.
5. Select [Save].

Store/Delete Programming

Allows you to store user-programmed emulation mode parameters on the machine.

1. Select [Store/Delete Programming] on the [HP-GL/2 Emulation] screen.
2. Select the required option.

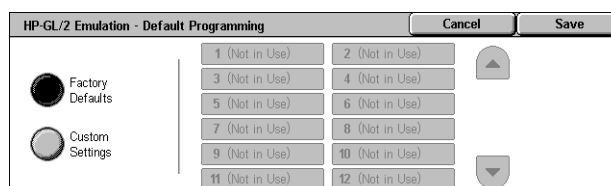


- **Store Current Selections** - Stores the current emulation settings in the selected location. This overwrites any settings previously stored in that location.
- **Delete** - Deletes the emulation mode settings from the selected location. Deleted settings cannot be restored.

Default Programming

Sets the default emulation mode settings when the machine is turned on.

1. Select [Default Programming] on the [HP-GL/2 Emulation] screen.
2. Select the required option.



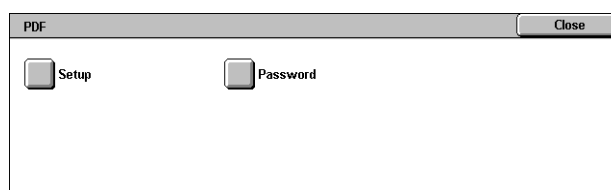
- **Factory Defaults** - Restores the machine to the factory default settings.
- **Custom Settings** - Sets the default settings to the selected settings.

PDF

Allows you to set parameter values and a password for PDF direct printing.

NOTE: This feature is only available with the PostScript driver.

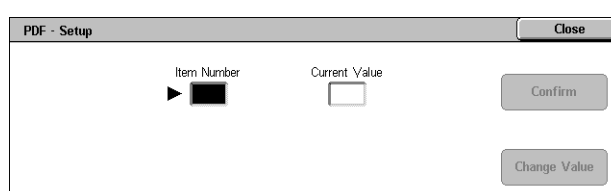
1. Select [PDF] on the [Print Mode] screen.
2. Select the required option



Setup

Allows you to set emulation parameter item values for PDF direct printing. For a list of PDF parameters, refer to *PDF Direct Printing on page 163*.

1. Select [Setup] on the [PDF] screen.
2. Enter a 3-digit parameter item number in the [Item Number] field.
3. Select [Change Value] to change the displayed value, or select [Confirm] if no change is required.
4. If you selected [Change Value], enter the required value in the [New Value] field.
5. Select [Save].



Password

Allows you to enter a password to restrict access to PDF direct printing.

1. Select [Password] on the [PDF] screen.
2. Enter a password using the keyboard.
3. Select [Next].
4. Re-enter the password.
5. Select [Save].

Fax Receiving Mode

This feature allows you to set the fax reception mode: Manual Receive or Auto Receive.

1. Select [Fax Receiving Mode] on the [Machine Status] screen.

Manual Receive

Starts receiving a fax or polling after you have answered the call and confirmed it is a fax.

Auto Receive

Receives a fax automatically.

Billing Meter/Print Report

This section describes the features that allow you to view the billing meter information, and also specify the output sequence for various reports and lists.

NOTE: The Print Report/List feature is enabled by setting the [Print Report Button] setting to Enabled in the [Common Settings] > [Reports] feature. For more information, refer to *Reports in the Setups chapter on page 231*.

For more information, refer to the following.

Billing Meter – page 319

Print Report/List – page 319

1. Press the <Machine Status> button on the control panel.
2. Select the [Billing Meter/Print Report] tab.
3. Select the required option.

Billing Meter

This feature allows you to view the total number of prints made on the machine using the [Current Meter Reading]. You can also view the serial number.

1. Select [Billing Meter] on the [Billing Meter/Print Report] screen.

Serial Number

Displays the serial number of the machine.

Current Meter Reading

- Black Impressions - Displays the number of total black and white copies and prints.
- Color Impressions - Displays the number of total color copies and prints.
- Total Impressions - Displays the number of total copies and prints.

Print Report/List

This feature allows you to print various reports and lists for each service.

1. Select [Print Report/List] on the [Billing Meter/Print Report] screen.

Job Status/Activity Report

1. Select [Job Status/Activity Report] on the [Print Report/List] screen.
2. Select the required option.
3. Select the <Start> button on the control panel.

Job History Report

Lists the jobs recorded on the machine. The data for the last 50 jobs is printed. Print reports are available for [All Jobs], [Fax/E-mail/Scan Jobs], [Auto Transfer Jobs], and [Print Jobs]. You can also specify [Associated Jobs] when you select [All Jobs].

Activity Report

Lists activity results of incoming and outgoing communications.

Error History Report

Lists the the 50 most recent errors that occurred in the machine.

Stored Document List

Lists the documents stored in mailboxes for printing, scanning, and faxing. Also displays the fax jobs queued on the machine.

Copy Mode Settings

1. Select [Copy Mode Settings] on the [Print Report/List] screen.
2. Select the required option.
3. Select the <Start> button on the control panel.

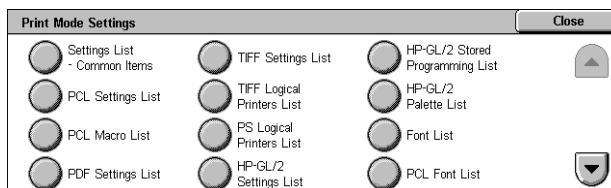


Settings List - Common Items

Lists common settings, such as hardware configuration, network information, and print and copy feature settings.

Print Mode Settings

1. Select [Print Mode Settings] on the [Print Report/List] screen.
2. Select the required option. Use the scroll bars to switch between screens.
3. Select the <Start> button on the control panel.



Setting List - Common Items

Lists common settings, such as hardware configuration, network information, and print and copy feature settings.

PCL Settings List

Lists the PCL emulation mode settings.

PCL Macro List

Lists the macros registered for use with PCL emulation.

PDF Settings List

Lists the settings for PDF print mode.

TIFF Settings List

Lists the settings for TIFF print mode.

TIFF Logical Printers List

Lists the settings for up to 20 logical printers created in TIFF print mode.

PS Logical Printers List

Lists the logical printers created in PostScript mode.

HP-GL/2 Settings List

Lists the HP-GL/2 emulation mode settings.

HP-GL/2 Stored Programming List

Lists the HP-GL/2 emulation mode settings stored in memory.

HP-GL/2 Palette List

Lists the available HP-GL/2 emulation pen attribute settings.

Font List

Lists all the fonts available on the machine.

PCL Font List

Lists the fonts available in PCL emulation mode.

PostScript Font List

Lists the PostScript fonts available.

Scan Mode Settings

1. Select [Scan Mode Settings] on the [Print Report/List] screen.
2. Select the required option.
3. Select the <Start> button on the control panel.

**Settings List**

- Setting List - Common Items - Lists common settings, such as hardware configuration, network information, and print and copy feature settings.
- Extended Features Settings List - Lists settings specific to fax and scan features.
- Domain Filter List - Lists domains registered for domain filtering.

Job Template List

Lists the job templates that can be used on the machine. For more information on job templates, refer to *Services in the CentreWare Internet Services chapter on page 167* and the CentreWare Network Scanning Services Manual.

Address Book

Lists the contents of address books and relay stations for the 50-address selections on the right-hand side of the screen. Multiple selections are supported.

Fax Mode Settings

1. Select [Fax Mode Settings] on the [Print Report/List] screen.
2. Select the required option.
3. Select the <Start> button on the control panel.



Settings List

- Setting List - Common Items - Lists common settings, such as hardware configuration, network information, and print and copy feature settings.
- Box Selector List - Lists the settings for sorting into mailboxes.
- Extended Features Settings List - Lists settings specific to fax and scan features.
- Domain Filter List - Lists domains registered for domain filtering.

Address Book

Lists the contents of address books and relay stations for the 50-address selections on the right-hand side of the screen. Multiple selections are supported. Check boxes are available to select group send settings and to select all address numbers.

Comments List

Lists the comments saved for use on cover notes.

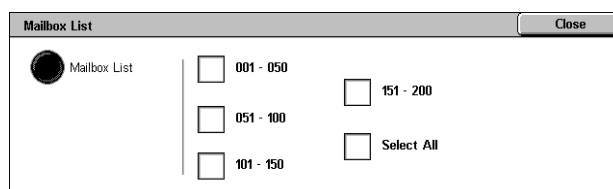
Billing Data List

Lists the billing data for fax jobs.

NOTE: This option is displayed when enabled by the Key Operator.

Mailbox List

1. Select [Mailbox] on the [Print Report/List] screen.
2. Select the required option.
3. Select the <Start> button on the control panel.



NOTE: This option is displayed when enabled by the Key Operator.

Mailbox List

Lists the mailbox settings and procedure when storing data in the mailbox.

Job Counter Report

1. Select [Job Counter Report] on the [Print Report/List] screen.
2. Select the required option.
3. Select the <Start> button on the control panel.



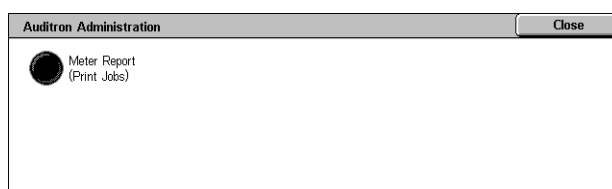
NOTE: This option is displayed when enabled by the Key Operator.

Job Counter Report

Lists the job counter reports for each feature.

Auditron Administration

1. Select [Auditron Administration] on the [Print Report/List] screen.
2. Select the required option.
3. Select the <Start> button on the control panel.



NOTE: This option is displayed when enabled by the Key Operator.

When Auditron is [Off]

- Meter Report (Print Jobs) - Lists the number of pages printed per user and by all users, for color and monochrome jobs.

When Auditron is [On]

- Auditron Report (Print) - Lists an Auditron report for all print jobs completed by the selected users.
- Auditron Report (Copy) - Lists an Auditron report for all copy jobs completed by the selected users.
- Auditron Report (Fax) - Lists an Auditron report for all fax jobs completed by the selected users.
- Auditron Report (Scan) - Lists an Auditron report for all scan jobs completed by the selected users.

Automatically Printed Reports/Lists

This section describes the various reports and lists that can be printed automatically.

Job History Report

Lists all jobs logged on the machine. For more information, refer to *Job History Report on page 231*.

Activity Report

Lists activity results of incoming and outgoing communications. For more information, refer to *Activity Report on page 231*.

Transmission Report - Undelivered

Lists undelivered documents and their transmission status. For more information, refer to *Transmission Report - Undelivered on page 231*.

Transmission Report - Cancelled

Lists transmissions cancelled by the user. For more information, refer to *Transmission Report - Cancelled on page 231*.

Mailbox Report

Lists documents received into a mailbox. For more information, refer to *Mailbox Report on page 231*.

Broadcast/Multi-Poll Report

Lists the results of multi-poll transmissions. For more information, refer to *Broadcast/Multi-Poll Report on page 232*.

Relay Broadcast Report

Lists the results of a relay broadcast when the broadcast ends. For more information, refer to *Relay Broadcast Report on page 232*.

Supplies

This feature allows you to view toner usage and the status of cartridges, and to change consumable supplies when required.

Monitoring Consumables Status

1. Select the [Supplies] tab on the [Machine Status] screen.

Machine Status		Billing Meter / Print Report	Supplies	Faults
Components		Status		
1.	Black Toner [K]	100% Full		
2.	Cyan Toner [C]	100% Full		
3.	Magenta Toner [M]	100% Full		
4.	Yellow Toner [Y]	100% Full		

Replacing Toner Cartridges

1. Select toner cartridges that require replacement, indicated by the cross mark.
2. Select [Replace Cartridge].
3. Wait until the rotor turns to the correct position and the prompt is shown on the screen, and then replace the cartridges.

Machine Status	Billing Meter / Print Report	Supplies	Faults
Components			
✖		1. Black Toner [K]	Replace Now
		2. Cyan Toner [C]	100% Full
		3. Magenta Toner [M]	100% Full
		4. Yellow Toner [Y]	100% Full

Black Toner [K] Close

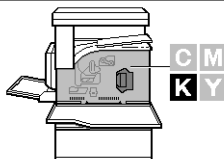
Current status: OK

To replace or check status of the toner cartridge, press **Replace Cartridge**.
 Note: Toner cartridge CANNOT be replaced while printing or during a system error.

Or, select **Close** to return to the previous screen.

Replace Cartridge

Replace Black Toner [K] Close



Replace Black Toner [K] Cartridge.

Refer to replacement instructions found inside or on new consumable box.

Ensure the cartridge is properly installed.
 Close the Toner Door until it clicks.
 Close the Front Cover.

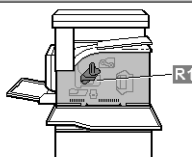
When replacing the toners, refer to *Replacing Toner Cartridges on page 355*.

Replacing SMart Kit Consumable Supplies

1. Select the consumable that requires replacement, indicated by the cross mark.
2. Replace the consumable when the prompt is shown on the screen.

Machine Status	Billing Meter / Print Report	Supplies	Faults
Components			
✖		5. Drum Cartridge [R1] SMart Kit	Replace Now
		6. Waste Toner Container [R3] [R4] SMart Kit	OK
		7. Fuser SMart Kit	OK
		8. Staple Cartridge SMart Kit	OK

Replace Drum Cartridge [R1] SMart Kit Close



Refer to replacement instructions found inside or on new consumable box.

Or, select **Close** to return to the previous screen.

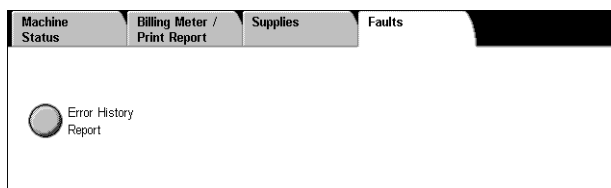
When replacing the toners, refer to *SMart Kit (Customer Replaceable Units) on page 360*.

Faults

This feature allows you to print a report of recent errors, the date and time of the errors, the error codes, and the status of each error. The status is either active or cleared.

NOTE: The Error History Report feature is enabled by setting the [Print Report Button] setting to Enabled in the [Common Settings] > [Reports] feature. For more information, refer to *Reports in the Setups chapter on page 231*.

1. Press the <Machine Status> button on the control panel.
2. Select the [Faults] tab.
3. Select [Error History Report] and press the <Start> button on the control panel.



13 Authentication and Auditron Administration

The machine has a unique Authentication feature that restricts the ability to use functions, and an Auditron Administration feature that manages the use of each machine feature.

This chapter contains information for Key Operators on the features used to change the settings and on the setting procedures.

Overview of Authentication – page 327

Authentication for Job Flow Sheet and Mailbox – page 330

Overview of Auditron Administration – page 345

Overview of Authentication

This section is an overview of the Authentication feature used with the machine.

Users Controlled by Authentication

The following is an explanation about the different user types that are controlled by the Authentication feature.

Users are classified into the following four types. The Authentication feature restricts operations according to the user type.

- Key Operators
- Authenticated Users
- Unauthenticated Users
- General Users

Key Operators

These are users who can enter and change system settings.

A Key Operator uses a special user ID called a Key Operator ID.

To enter the Key Operator mode, enter the Key Operator ID into the user ID entry field on the authentication screen.

Authenticated Users

These 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 Users

These are users who are not registered with the machine.

An Unauthenticated User cannot use services that are restricted.

General Users

These are general users who are not permitted to use the machine in the authenticated mode.

Types of Authentication

Three types of authentication are used by the machine depending on where user information is stored.

Local Machine Authentication

Local Machine Authentication uses the user information stored in the machine to manage authentication. The print or fax data sent directly from a computer can be received on the machine after being authenticated by cross-checking the authentication information pre-configured on a client's fax print driver with the one registered on the machine.

For more information, refer to Fax Print Driver Online Help.

Network Authentication

Network Authentication uses the user information from a remote server to manage authentication.

NOTE: The optional Network Accounting Kit is required for Network Authentication.

User information on a remote 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 user information in the machine.

This authentication method is used to simplify the management of user information on multiple machines.

Remote Authentication

Remote Authentication uses a remote authentication server to manage authentication. No user information is registered on the machine.

NOTE: A registered user ID on the remote authentication server can be a maximum of 32 characters, and the password a maximum of 128 characters. For SMB authentication, however, the password can be a maximum of 32 characters.

Xerox Standard Accounting

Authentication is carried out using the user information and account information pre-registered on the machine. The print and fax data sent directly from a computer can be received on the machine after being authenticated by cross-checking the pre-registered authentication information on the client's fax print driver with the one registered on the machine. For information on the print driver or fax print driver, refer to

the online help of each driver. For information on the user information settings or account information settings, refer to the online help of CentreWare Internet Services.

NOTE: When setting the user information or account information for other WorkCentre 7132, it is recommended to use the Cloning feature of CentreWare Internet Services. For more information, refer to the online help of CentreWare Internet Services.

Functions Controlled by Authentication

The following explains the functions that are restricted by the Authentication feature. Restriction depends on which of the following two ways the machine is used.

- Local Access
- Remote Access

For more information on the restrictions to mailboxes and job flow sheets using the Authentication feature, refer to *Authentication for Job Flow Sheet and Mailbox* on page 330.

Local Access

Direct operation of the machine from the control panel is called Local Access.

The functions restricted by Local Access are as follows.

Copy

The copy function is restricted. When the function uses job memory, that job memory is also restricted.

Fax/Internet Fax

The fax and Internet Fax functions are restricted. When either of these functions use job memory, that job memory is also restricted.

Scan

The Scan to Mailbox, Network Scanning and Scan to FTP/SMB functions are restricted. When any of these functions uses job memory, that job memory is also restricted.

Mailbox

If the Authentication feature is enabled, authentication is required for mailbox operations even if you are not using the Authentication and Auditron Administration features for copying, faxing, scanning, and printing.

Job Flow Sheets

If the Authentication feature is enabled, authentication is required to execute job flow sheets even if you are not using the Authentication and Auditron Administration features for copying, faxing, scanning, and printing.

Print

The printing of documents that have been saved to the machine is restricted for the Charge Print and Private Charge Print features.

Remote Access

Operation of the machine through a network using CentreWare Internet Services is called Remote Access.

The functions restricted by Remote Access are as follows.

Print

Printing is limited to print jobs sent from a computer.

To use the Authentication feature, use the print driver to set authentication information such as user ID and password.

The print jobs sent to the machine that fail authentication are set to Charge Print and are either saved to the machine or deleted, depending on the selected setup option.

NOTE: Printing is not limited when [System Settings] > [Login/Setup Auditron Administration] > [Login Setup/Auditron Mode] is set to [Remote Access]. For more information about [Remote Access], refer to *Remote Access on page 303*.

Direct Fax

Direct Fax from a computer is restricted.

To use the Authentication feature, use the fax driver to set authentication information such as user ID and password.

The fax jobs sent to the machine that fail authentication are set to Charge Print and are either saved to the machine or deleted, depending on the selected setup option.

NOTE: Direct Fax is not restricted when [System Settings] > [Login/Setup Auditron Administration] > [Login Setup/Auditron Mode] is set to [Remote Access]. For more information about [Remote Access], refer to *Remote Access on page 303*.

CentreWare Internet Services

If the Authentication feature is enabled, authentication is required to access the CentreWare Internet Services home page even if you are not using the Authentication and Auditron Administration features for copying, faxing, scanning, or printing.

NOTE: Only the Key Operator is allowed access when [System Settings] > [Login/Setup Auditron Administration] > [Login Setup/Auditron Mode] is set to [Remote Access]. For more information about [Remote Access], refer to *Remote Access on page 303*.

Authentication for Job Flow Sheet and Mailbox

The following explains the restrictions for job flow sheets and mailboxes when the Authentication feature is enabled.

NOTE: When a user account is deleted, the mailboxes and job flow sheets associated with the account are also deleted. Any documents stored in the mailboxes will also be deleted.

NOTE: When the Authentication and Auditron Administration features are used with a remote account server, the user information stored in the machine may be temporarily deleted to restrict user access. When this happens, the mailboxes and job flow sheets associated with the user will also be deleted. When using a remote account server to manage authentication, use of mailboxes and job flow sheets in the Key Operator mode is recommended.

Job Flow Sheet Types

There are four types of job flow sheets that can be used with the machine.

NOTE: You can create Mailbox Job Flow Sheets with the machine.

Generally Shared Job Flow Sheet

This job flow sheet is created by a General User without using the Authentication feature.

When the Authentication feature is not enabled, this job flow sheet is shared and its settings may be changed by any user.

When the Authentication feature is enabled, this job flow sheet can only be operated by a Key Operator.

Mailbox Job Flow Sheet

This job flow sheet is created by a General User or a Key Operator using [Mailbox] on the [Setup Menu] screen.

The owner of this job flow sheet is set to the mailbox it was created from. Any user who has access to the mailbox can use and change its settings.

This job flow sheet can only be operated when the Authentication feature is not enabled. When the Authentication feature is enabled, only a Key Operator can operate this job flow sheet.

Key Operator Shared Job Flow Sheet

This job flow sheet is created by a Key Operator.

When the Authentication feature is not enabled, this job flow sheet is shared and its settings may be changed by any user.

When the Authentication feature is enabled, the parent job flow sheet can be shared by all Authenticated Users. However, only a Key Operator can change its settings.

To create a Key Operator Shared Job Flow Sheet, operate the machine as a Key Operator.

Personal Job Flow Sheet

This job flow sheet is created by an Authenticated User when the Authentication feature is enabled.

Only the Authenticated User who created the job flow sheet can use it.

This job flow sheet can only be operated by a Key Operator when the Authentication feature is not enabled.

The ways to operate job flow sheets vary 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 enabled

When the Authentication Feature is Not Enabled

The following table shows the relationship with the job flow sheet for each user type when the Authentication feature is not enabled.

The job flow sheet operations available vary, depending on whether the job flow sheet was created using [Mailbox] on the [Setup Menu] screen or [Job Flow Sheets] on the [Setup Menu] screen.

Created using [Mailbox] on the [Setup Menu]/[Check Mailbox] screens

Job Flow Operations	General Users				Key Operators			
	Generally Shared	Mailbox	Shared by Key Operators	Personal	Generally Shared	Mailbox	Shared by Key Operators	Personal
Create	X	O	X	X	X	X	O	X
Display	O	O	O	X	O	O	O	O
Edit	O	O	X	X	O	O	O	O
Copy*	O	O	O	X	O	O	O	O
Delete	O	O	X	X	O	O	O	O
Select/Run	O	O	O	X	O	O	O	O
Link to Mailbox	O	O	O	X	O	O	O	O

O: Operation available

X: Operation not available

* The owner of a copied job flow sheet becomes a duplicate user.

NOTE: Job flow sheets created from [Mailbox] on the [Setup Menu] screen can only be used, changed, copied and deleted from the mailbox where they were created. The applicable users are all the users that can use the mailbox.

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.

Created using [Job Flow Sheets] on the [Setup Menu] screen

Job Flow Operations	General Users				Key Operators			
	Generally Shared	Mailbox	Shared by Key Operators	Personal	Generally Shared	Mailbox	Shared by Key Operators	Personal
Create	O	X	X	X	X	X	O	X
Display	O	X	O	X	O	O	O	O
Edit	O	X	X	X	O	O	O	O
Copy*	O	X	O	X	O	O	O	O
Delete	O	X	X	X	O	O	O	O
Select/Run	O	X	O	X	O	O	O	O

O: Operation available

X: Operation not available

* The owner of a copied job flow sheet becomes a duplicate user.

When the Authentication Feature is Enabled

The following table shows the relationship with the mailboxes for each user type when the Authentication feature is enabled.

NOTE: You can perform the same operations regardless of whether job flow sheets are created using [Mailbox] or [Job Flow Sheets] on the [Setup Menu] screen.

When [Local Machine Access] or [Xerox Standard Accounting] is selected, when [Check User Details] is set to [On] in [Network Access], or when authenticated as a user other than a guest user in [Remote Access].

NOTE: If authenticated as a guest user in [Remote Access], you are treated as an unauthenticated user (general user) and cannot operate job flow sheets.

Job Flow Operations	Unauthenticated Users (General Users)			
	Generally Shared	Mailbox	Shared by Key Operators	Personal
Create	X	X	X	X
Display	X	X	X	X
Edit	X	X	X	X
Copy*	X	X	X	X
Delete	X	X	X	X
Select/Run	X	X	X	X

Job Flow Operations	Unauthenticated Users (General Users)			
	Generally Shared	Mailbox	Shared by Key Operators	Personal
Link to Mailbox	X	X	X	X

Job Flow Operations	Authenticated Users				
	Generally Shared	Mailbox	Shared by Key Operators	Personal (owner)	Personal (other)
Create	X	X	X	O	X
Display	X	X	O	O	X
Edit	X	X	X	O	X
Copy*	X	X	O	O	X
Delete	X	X	X	O	X
Select/Run	X	X	O	O	X
Link to Mailbox	X	X	O	O	X

Job Flow Operations	Key Operators			
	Generally Shared	Mailbox	Shared by Key Operators	Personal
Create	X	X	O	X
Display	O	O	O	O
Edit	O	O	O	O
Copy*	O	O	O	O
Delete	O	O	O	O
Select/Run	O	O	O	O
Link to Mailbox	O	O	O	O

O: Operation available

X: Operation not available

* The owner of a copied job flow sheet becomes a duplicate user.

When [Check User Details] under [Network Access] is set to [Off (Keep logon records)]

Job Flow Operations	Unauthenticated Users (General Users)			
	Generally Shared	Mailbox	Shared by Key Operators	Personal
Create	X	X	X	X
Display	X	X	X	X
Edit	X	X	X	X
Copy*	X	X	X	X
Delete	X	X	X	X
Select/Run	X	X	X	X
Link to Mailbox	X	X	X	X

Job Flow Operations	Authenticated Users				
	Generally Shared	Mailbox	Shared by Key Operators	Personal (owner)	Personal (other)
Create	O	X	X	X	X
Display	O	X	O	X	X
Edit	O	X	X	X	X
Copy*	O	X	O	X	X
Delete	O	X	X	X	X
Select/Run	O	X	O	X	X
Link to Mailbox	O	X	O	X	X

Job Flow Operations	Key Operators			
	Generally Shared	Mailbox	Shared by Key Operators	Personal
Create	X	X	O	X
Display	O	O	O	O
Edit	O	O	O	O
Copy*	O	O	O	O
Delete	O	O	O	O

Job Flow Operations	Key Operators			
	Generally Shared	Mailbox	Shared by Key Operators	Personal
Select/Run	O	O	O	O
Link to Mailbox	O	O	O	O

O: Operation available

X: Operation not available

* The owner of a copied job flow sheet becomes a duplicate user.

Types of Mailboxes

The following three types of mailboxes can be used with the machine.

Generally Shared Mailbox

This is a mailbox created by a General User without using the Authentication feature. When the Authentication feature is not enabled, this mailbox is shared and its settings may be changed by all users.

When the Authentication feature is enabled, this mailbox can only be operated by a Key Operator.

Key Operator Shared Mailbox

The Key Operator Shared Mailbox is a mailbox created by a Key Operator.

When the Authentication feature is not enabled, this mailbox is shared by all users.

When the Authentication feature is enabled, this mailbox is shared by all Authenticated Users.

Only a Key Operator can change the settings.

To create a Key Operator Shared Mailbox, operate the machine as a Key Operator.

Personal Mailbox

This is a mailbox created by an Authenticated User using the Authentication feature.

Only the Authenticated User that created the mailbox can use it.

When the Authentication feature is not enabled, this mailbox can only be operated by a Key Operator.

The ways to operate mailboxes 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 enabled

When the Authentication Feature is Not Enabled

The following table shows the relationship with the mailboxes for each user type when the Authentication feature is not enabled.

Mailbox Operations		General Users			Key Operators		
		Generally Shared	Shared by Key Operators	Personal	Generally Shared	Shared by Key Operators	Personal
Create		O	X	X	X	O	X
Display		O	O	X	O	O	O
Delete		O	X	X	O	O	O
Change Settings		O	X	X	O	O	O
Display Document		O	O	X	O	O	O
Delete Document		O	O	X	O	O	O
Store Document ^{*1}		O	O	X	O	O	O
Print Document ^{*1}		O	O	X	O	O	O
Job Flow Sheet	Display	O	O	X	O	O	O
	Link	O	X	X	O	O	O
	Auto Run	O	O	X	O	O	O
	Manual Run	O	O	X	O	O	O

O: Operation available

X: Operation not available

^{*1}: When storing documents into, or retrieving documents from the mailbox, authentication is not applicable to the following operations.

- Confidential fax reception
- Confidential Internet Fax reception
- Retrieving documents that use scan driver or Mailbox Viewer

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.

When the Authentication Feature is Enabled

The following table shows the relationship with the mailboxes for each user type when the Authentication feature is enabled. For more information on the Authentication feature, refer to *Remote Access on page 303*.

When [Local Machine Access] or [Xerox Standard Accounting] is selected, when [Check User Details] is set to [On] in [Network Access], or when authenticated as a user other than a guest user in [Remote Access].

NOTE: If authenticated as a guest user in [Remote Access], you are treated as an unauthenticated user (general user) and cannot operate job flow sheets.

Mailbox Operations		Unauthenticated Users (General Users)		
		Generally Shared	Shared by Key Operators	Personal
Create		X	X	X
Display		X	O ^{*2}	X
Delete		X	X	X
Change Settings		X	X	X
Display Document		X	O ^{*2}	X
Delete Document		X	O ^{*2}	X
Store Document ^{*1}		X	O ^{*2}	X
Print Document ^{*1}		X	O ^{*2}	X
Job Flow Sheet	Display	X	X ^{*3}	X
	Link	X	X	X
	Auto Run	X	X ^{*3}	X
	Manual Run	X	X ^{*3}	X

Mailbox Operations		Authenticated Users			
		Generally Shared	Shared by Key Operators	Personal (owner)	Personal (other)
Create		X	X	O	X
Display		X	O	O	X
Delete		X	X	O	X
Change Settings		X	X	O	X
Display Document		X	O	O	X
Delete Document		X	O	O	X
Store Document ^{*1}		X	O	O	X
Print Document ^{*1}		X	O	O	X

Mailbox Operations		Authenticated Users			
		Generally Shared	Shared by Key Operators	Personal (owner)	Personal (other)
Job Flow Sheet	Display	X	O	O	X
	Link	X	X	O	X
	Auto Run	X	O	O	X
	Manual Run	X	O	O	X

Mailbox Operations		Key Operators		
		Generally Shared	Shared by Key Operators	Personal
Create		X	O	X
Display		O	O	O
Delete		O	O	O
Change Settings		O	O	O
Display Document		O	O	O
Delete Document		O	O	O
Store Document* ¹		O	O	O
Print Document* ¹		O	O	O
Job Flow Sheet	Display	O	O	O
	Link	O	O	O
	Auto Run	O	O	O
	Manual Run	O	O	O

O: Operation available

X: Operation not available

*1: When storing documents into, or retrieving documents from the mailbox, authentication is not applicable to the following operations.

- Confidential fax reception
- Confidential Internet Fax reception
- Retrieving documents that use scan driver or Mailbox Viewer²

*2: You can use them only when the mailbox operations is permitted in the Authentication feature settings of the Key Operator mode.

*3: You can perform display, auto run and manual run operations for job flow sheets linked to a mailbox.

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.

When [Check User Details] under [Network Access] is set to [Off (Keep logon records)]

Mailbox Operations		Unauthenticated Users (General Users)		
		Generally Shared	Shared by Key Operators	Personal
Create		X	X	X
Display		X	O ^{*2}	X
Delete		X	X	X
Change Settings		X	X	X
Display Document		X	O ^{*2}	X
Delete Document		X	O ^{*2}	X
Store Document ^{*1}		X	O ^{*2}	X
Print Document ^{*1}		X	O ^{*2}	X
Job Flow Sheet	Display	X	X ^{*3}	X
	Link	X	X	X
	Auto Run	X	X ^{*3}	X
	Manual Run	X	X ^{*3}	X

Mailbox Operations		Authenticated Users			
		Generally Shared	Shared by Key Operators	Personal (owner)	Personal (other)
Create		O	X	X	X
Display		O	O	X	X
Delete		O	X	X	X
Change Settings		O	X	X	X
Display Document		O	O	X	X
Delete Document		O	O	X	X

Mailbox Operations		Authenticated Users			
		Generally Shared	Shared by Key Operators	Personal (owner)	Personal (other)
Store Document ^{*1}		O	O	X	X
Print Document ^{*1}		O	O	X	X
Job Flow Sheet	Display	O	O	X	X
	Link	O	X	X	X
	Auto Run	O	O	X	X
	Manual Run	O	O	X	X

Mailbox Operations		Key Operators		
		Generally Shared	Shared by Key Operators	Personal
Create		X	O	X
Display		O	O	O
Delete		O	O	O
Change Settings		O	O	O
Display Document		O	O	O
Delete Document		O	O	O
Store Document ^{*1}		O	O	O
Print Document ^{*1}		O	O	O
Job Flow Sheet	Display	O	O	O
	Link	O	O	O
	Auto Run	O	O	O
	Manual Run	O	O	O

O: Operation available

X: Operation not available

^{*1}: When storing documents into, or retrieving documents from the mailbox, authentication is not applicable to the following operations.

- Confidential fax reception
- Confidential Internet Fax reception
- Retrieving documents that use scan driver or Mailbox Viewer2

*2: You can use them only when the mailbox operations is permitted in the Authentication feature settings of the Key Operator mode.

*3: You can perform display, auto run and manual run operations for job flow sheets linked to a mailbox.

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 Sheets to Mailboxes

The ways to link job flow sheets to mailboxes differ, depending on whether the Authentication feature is enabled. The following explains the relationships available.

- When the Authentication feature is not enabled
- When the Authentication feature is enabled

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.

When the Authentication Feature is Not Enabled

The following table shows the relationship with the mailboxes for each user type when the Authentication feature is not enabled.

Mailbox Job Flow	General Users			Key Operators		
	Generally Shared	Shared by Key Operators	Personal	Generally Shared	Shared by Key Operators	Personal
Mailbox	O	X	X	O	O	O
Generally Shared	O	X	X	O	O	O
Shared by Key Operators	O	X	X	O	O	O
Personal	X	X	X	O	O	O

O: Relationship available

X: Relationship not available

When the Authentication Feature is Enabled

The following table shows the relationship with the mailboxes for each user type when the Authentication feature is enabled.

When [Local Machine Access] or [Xerox Standard Accounting] is selected, when [Check User Details] is set to [On] in [Network Access], or when authenticated as a user other than a guest user in [Remote Access].

NOTE: If authenticated as a guest user in [Remote Access], you are treated as an unauthenticated user (general user) and cannot operate job flow sheets or mailboxes.

Mailbox Job Flow	Unauthenticated Users (General Users)		
	Generally Shared	Shared by Key Operators	Personal
Generally Shared	X	X	X
Shared by Key Operators	X	X	X
Personal (own)	X	X	X
Personal (other)	X	X	X

Mailbox Job Flow	Authenticated Users			
	Generally Shared	Shared by Key Operators	Personal (owner)	Personal (other)
Generally Shared	X	X	X	X
Shared by Key Operators	X	X	O	X
Personal (own)	X	X	O	X
Personal (other)	X	X	X	X

Mailbox Job Flow	Key Operators		
	Generally Shared	Shared by Key Operators	Personal
Generally Shared	O	O	O
Shared by Key Operators	O	O	O
Personal (own)	O	O	O
Personal (other)	O	O	O

O: Relationship available

X: Relationship not available

When [Check User Details] under [Network Access] is set to [Off (Keep logon records)]

Mailbox Job Flow	Unauthenticated Users (General Users)		
	Generally Shared	Shared by Key Operators	Personal
Generally Shared	X	X	X
Shared by Key Operators	X	X	X
Personal (own)	X	X	X
Personal (other)	X	X	X

Mailbox Job Flow	Authenticated Users			
	Generally Shared	Shared by Key Operators	Personal (owner)	Personal (other)
Generally Shared	O	X	X	X
Shared by Key Operators	O	X	X	X
Personal (own)	X	X	X	X
Personal (other)	X	X	X	X

Mailbox Job Flow	Key Operators		
	Generally Shared	Shared by Key Operators	Personal
Generally Shared	O	O	O
Shared by Key Operators	O	O	O
Personal (own)	O	O	O
Personal (other)	O	O	O

O: Relationship available

X: Relationship not available

Overview of Auditron Administration

This section is an overview of the Auditron Administration feature used with the machine.

Authentication and Auditron Administration

The Auditron Administration feature operates in conjunction with the Authentication feature.

Three types of authentication are used.

Local Machine Authentication

Auditron administration is performed based on the authenticated user information registered on the machine using a variety of counters automatically created for each authenticated user.

Network Authentication

You can perform Auditron Administration using the user information managed by a remote server.

This is for unified management of user information and Auditron Administration by multiple devices.

Remote Authentication

You can perform Auditron Administration using the user information managed by a remote authentication server. No user information is registered on the machine, because the authentication is performed to the remote authentication server.

NOTE: A registered user ID on the remote authentication server can be a maximum of 32 characters, and the password a maximum of 128 characters. For SMB authentication, however, the password can be a maximum of 32 characters.

Xerox Standard Accounting

Auditron administration is performed based on the user information and account information pre-registered on the machine. Auditron administration uses each counter created automatically for individual users. Auditron reports are created in CSV format using CentreWare Internet Services. For information on the print driver or fax driver settings, refer to the online help of each driver. For information on the user information settings, account information settings, and how to create a report, refer to CentreWare Internet Services.

NOTE: When setting the user information or account information for other WorkCentre 7132, it is recommended to use the Cloning feature of CentreWare Internet Services.

Management Features and Services

The following explains the features and services that you can manage using the Auditron Administration feature.

Features and Services that Can be Managed with Authentication

The features and services that can be managed using the Authentication feature vary depending on whether the user information is stored in the machine or in a remote account server.

NOTE: For more information on the Authentication feature, refer to *Login Setup/ Auditron Mode on page 302*.

- Local Machine Access
- Network Access
- Remote Access
- Xerox Standard Accounting

Local Machine Access

The features and services that can be managed using the Auditron Administration feature are as follows.

Services	Restricted Use			Total Usage Per Account
	Authentication	Color Mode Limit ^{*1}	Account Limit ^{*2}	
Copy	O	O	O	O
Print	O	O	O	O
Charge Print and Private Charge Print	O	O	O	O
Scan	O	O	O	O
Fax, Internet Fax	O	X	X	O
Direct Fax	O	X	X	O
Report/List	X	X	X	X

O: Manageable

X: Not manageable

*1: This feature sets restrictions on the color modes that can be used. For more information on setting the restrictions, refer to *Account Limit on page 299*.

*2: This feature forbids any actions beyond the number of pages specified. For more information on setting the restrictions, refer to *Account Limit on page 299*.

For more information on the setting methods, refer to *Create/Check User Accounts in the Setups chapter on page 298*.

Network Access

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 using the Auditron Administration feature are as follows.

Services	Restricted Use			Total Usage Per Account
	Authentication	Color Mode Limit ^{*1}	Account Limit ^{*2}	
Copy	O	O	X	X
Print	O	O	X	X
Charge Print and Private Charge Print	O	O	X	X
Scan	O	O	X	X
Fax, Internet Fax	O	X	X	X
Direct Fax	O	X	X	X
Report/List	X	X	X	X

O: Manageable

X: Not manageable

*1: This feature sets restrictions on the color modes that can be used. For more information on setting the restrictions, refer to *Account Limit on page 299*.

*2: This feature forbids any actions beyond the number of pages specified. For more information on setting the restrictions, refer to *Account Limit on page 299*.

NOTE: Authentication is not performed when [System Settings]>[Login Setup/Auditron Administration]>[Login Setup/Auditron Mode]>[Network Access]>[Check User Details] is set to [Off (Keep logon records)].

Remote Access

When you are using Remote Authentication with the machine, Auditron Administration information is managed through a remote authentication server.

The features and services that can be managed using the Auditron Administration feature are as follows.

Services	Restricted Use			Total Usage Per Account
	Authentication	Color Mode Limit ^{*1}	Account Limit ^{*2}	
Copy	O	X	X	X

Services	Restricted Use			Total Usage Per Account
	Authentication	Color Mode Limit ^{*1}	Account Limit ^{*2}	
Print	X	X	X	X
Charge Print	O	X	X	X
Scan	O	X	X	X
Fax, Internet Fax	O	X	X	X
Direct Fax	X	X	X	X
Report/List	X	X	X	X

O: Manageable

X: Not manageable

*1: This feature sets restrictions on the color modes that can be used. For more information on setting the restrictions, refer to *Account Limit on page 299*.

*2: This feature forbids any actions beyond the number of pages specified. For more information on setting the restrictions, refer to *Account Limit on page 299*.

Xerox Standard Accounting

The features and services that can be managed in Xerox Standard Accounting are as follows.

Corresponding Service	Restrictions on Use			Per-user Usage Count
	Authentication ^{*1}	Feature Restrictions ^{*2}	Account Limit ^{*3}	
Copy	O	O	O	O
Print	O	O	O	O
Charge Print, Private Charge Print	O	O	O	O
Scan Service	O	O	O	O
Fax, iFax	O	O	O	O
Direct Fax	O	O	X	O
Report/List	X	X	X	X

*1: This column shows whether authentication is required for each service. "O" indicates that authentication is required.

*2: You can select features available for each user. For more information, refer to the CentreWare Internet Services online help.

*3: This feature stops further machine operation if the number of pages has reached the specified maximum number. For more information, refer to the CentreWare Internet Services online help.

Jobs that Can be Managed for Each Service

The types of jobs you can manage using the Auditron Administration feature vary for print, scan, and fax services.

This section lists the items that can be managed for each service.

Print

The items you can manage for print jobs using the Auditron Administration feature are as follows.

Jobs		Authentication Required	User Type	Manageable Items
Regular Print	Print driver for the machine	Yes	Authenticated	Pages/sheets
	Other print drivers	- *2	Unauthenticated	Pages/sheets
Secure Print	Store documents	Yes	-	-
	Print documents	No *1	Authenticated	Pages/sheets
Sample Print	Sample Print store/print documents	Yes	Authenticated	Pages/sheets
	Sample Print Print stored documents	No *1	Authenticated	Pages/sheets
Delayed Print	Store documents	Yes	-	-
	Print documents	No *1	Authenticated	Pages/sheets
Charge Print	Store documents	No	-	-
	Print documents	Yes	Authenticated	Pages/sheets
Private Charge Print	Store documents	No *3	-	-
	Print documents	Yes	Authenticated	Pages/sheets
E-mail Print		- *2	Unauthenticated	Pages/sheets

*1: Authentication unnecessary when printing because a print job is authenticated when received by the machine.

*2: Printing available only if [Non-account Print] is enabled in the CentreWare Internet Services.

*3: Authentication is required depending on the [Receive Control] settings in the [Login Setup/Auditron Administration] feature. For more information, refer to *Receive Control* on page 301.

Fax

The items you can manage for fax jobs using the Auditron Administration feature are as follows.

Jobs		Authentication Required	User/Document Type	Manageable Items
Send	Automatically	Yes	Authenticated	Sent faxes/pages, transmissions
	Manually	Yes	Authenticated	Sent faxes/pages, transmissions
Receive/ Print	Automatically	No	Incoming faxes	Receptions/pages, transmissions, printed pages/sheets
	Manually	Yes	Incoming faxes	Receptions/pages, transmissions, printed pages/sheets
Confidential Receive	Receiving confidential documents	No	Incoming faxes	Receptions/pages, transmissions
	Printing confidential documents	Yes ^{*1}	Authenticated	Printed pages/sheets
Polling	Storing documents for polling	Yes ^{*1}	—	—
	Automatic sending (confidential)	No	Unauthenticated	Sent faxes/pages
	Printing polled documents	Yes	Authenticated	Polls/pages, transmissions, printed pages/sheets
	Printing documents for polling	Yes ^{*1}	Authenticated	Printed pages/sheets
Relay Broadcast	Receiving relayed documents	No	Incoming faxes	Receptions/pages, transmissions
	Relay broadcasting, printing	No	Relay broadcasting	Sent faxes/pages, transmissions, printed pages/sheets
Direct Fax		Yes	Authenticated	Sent faxes/pages, transmissions
Internet Fax Send		Yes	Authenticated	Sent Internet Faxes/ pages

Jobs		Authentication Required	User/Document Type	Manageable Items
Internet Fax Receive/ Print	Printing received documents automatically	No	Incoming Internet Fax	Receptions/pages, printed pages/sheets
	Automatic confidential receiving	No	Incoming Internet Fax	Receptions/pages
	Printing confidential documents	Yes ^{*1}	Authenticated	Printed pages/sheets
Forward Internet Fax Documents	Receiving relayed Internet Fax documents	No	Incoming Internet Fax	Receptions/pages
	Automatic fax forwarding	No	Incoming Internet Fax, forwarded faxes	Sent faxes/pages, transmissions

*1: If [Print Service] on the [Auditron Mode] screen is set to [Off] in the Key Operator mode, no authentication is required to access mailboxes shared by Key Operators, and the machine will print the job as unauthenticated.

When using the Authentication and Auditron Administration features for fax jobs, note the following.

- Sending documents from different user accounts to the same destination will not be counted as combined sending.
- The communication rate is calculated using the machine's built-in timer. Accordingly, the fees calculated may be slightly different from those calculated by the telephone company.
- When you receive faxes divided into pages, the machine counts the page numbers received instead of the page numbers printed.
- Fax jobs are not counted in the following cases.
 - When dialing a fax number using the numeric keypad on the control panel or the On-hook feature.
 - When using a speed dial code in which the billing information is not registered.
 - When a phone conversation took place, including the one before a transmission.

Scan

The items you can manage for scan jobs using the Auditron Administration feature are as follows.

Services	Authentication Required	User Type	Manageable Items
E-mail	Yes	Authenticated	Scanned pages, sent pages

Services	Authentication Required	User Type	Manageable Items
Scan to Mailbox	Yes	Authenticated	Scanned pages, stored pages
Scan to FTP/SMB	Yes	Authenticated	Scanned pages, uploaded pages
Network Scanning	Yes	Authenticated	Scanned pages, sent pages

14 Maintenance

This chapter describes the maintenance tasks that will be required from time to time to maintain the machine in proper working order, such as cleaning the machine, changing SMart Kit components (customer replaceable units), and calibrating the gradation adjustment.

Ordering Supplies

A variety of supplies are available for the machine, including machine-specific components such as the drum cartridge, CMYK toner cartridges, staple cartridge and refills. General-use supplies are also available, such as glass cleaners, cleaning solvents, paper and media products.

To obtain supplies, contact the local Xerox Sales Representative, giving the company name, the product number and the machine's serial number.

Use the space below to record the telephone number.

Supplies Telephone Number:

NOTE: If you are not using the drum/toner cartridge recommended by Xerox, the performance of the machine may not be at its optimum level. Use only the drum/toner cartridges recommended for this product.

Cleaning the Machine

This section describes how to clean the machine to maintain the smooth operation of the machine.

NOTE: Before cleaning any part of the machine, make sure the machine is switched off and unplugged to prevent electric shock.

NOTE: When cleaning the machine, do not use organic or strong chemical solvents or aerosol cleaners; these can cause poor performance and can damage the machine. Do not pour fluids directly onto any area, and avoid using excessive amounts of fluid. Keep all cleaning materials out of the reach of children.

NOTE: Do not remove any covers or guards that are fastened with screws. All consumer replaceable components are easily accessible. Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with the machine.

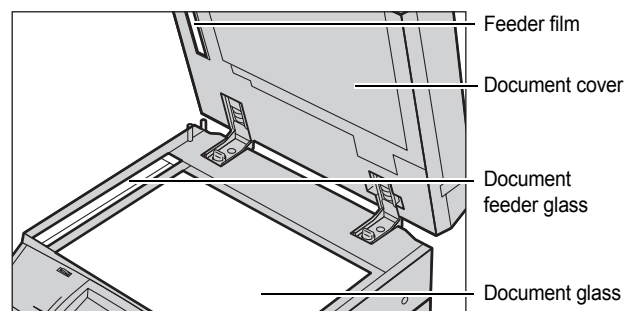
Control Panel and Touch Screen

Clean the exterior of the machine, the touch screen and control panel on a regular basis to keep them free from dust, dirt, and fingerprint smudges. Wipe the exterior surfaces with a soft, firmly wrung cloth moistened with water. Do not use cleaning agents other than water or neutral detergent. Wipe off any excess water with a dry cloth.

Document Glass and Document Feeder Glass

Clean the document cover and document glass monthly to prevent streaks, smears and other marks appearing on the printed output. If the optional document feeder is fitted, also clean the film and document feeder glass.

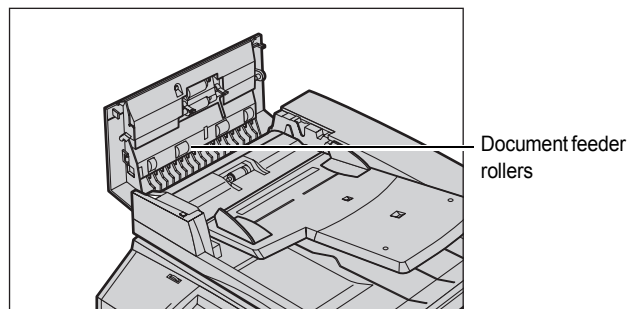
1. Wipe the document cover and document glass with a soft cloth moistened with water or Xerox-approved cleaner to remove any marks, and then wipe with a soft, dry cloth.
2. If the document feeder is fitted, wipe the document feeder glass and the film on the cover with a soft cloth moistened with water or Xerox-approved cleaner to remove any marks, and then wipe with a soft, dry cloth.



Document Feeder Rollers

If the machine is fitted with a document feeder, clean the feeder rollers monthly to prevent streaks appearing on the output and to prevent document feeder paper jams.

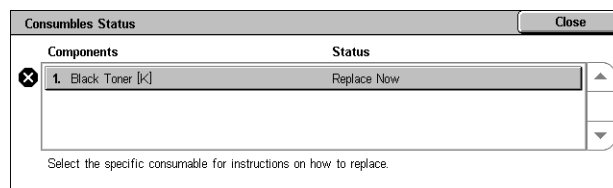
1. Open the document feeder cover.
2. Wipe the document feeder rollers while turning them with a soft cloth moistened with water to remove any dirt.
3. Close the cover.



Replacing Toner Cartridges

The machine has a separate toner cartridge for each of the colors in the CMYK color model - Cyan, Magenta, Yellow, and Black. The black (K) toner cartridge yields approximately 21,000 copies and prints. The color (CMY) toner cartridges yield approximately 8,000 copies and prints. This is based on a 5% area coverage.

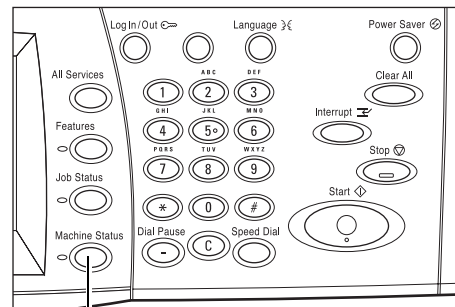
The machine will display a prompt when the toner level falls below a certain threshold, giving you time to order a replacement cartridge. The machine will then display a warning message approximately 1,500/3,500 (CMY/K) pages before the toner cartridge is empty stating that the toner needs to be replaced. Then the following screen will appear on the touch screen automatically when a toner unit needs to be replaced. The machine will shutdown if a toner cartridge becomes empty.



The toner cartridges are replaced with the machine turned on. The cartridges are loaded into a cartridge rotor that rotates to the required position for the toner cartridge to be replaced.

You can also check and replace the toner as follows.

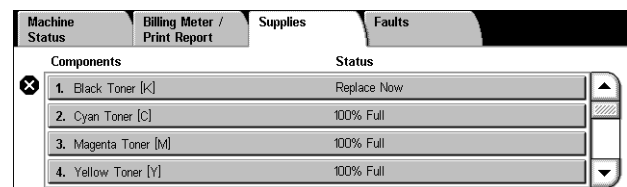
1. Press the <Machine Status> button on the control panel.



<Machine Status> button

2. Select the [Supplies] tab on the [Machine Status] screen.

NOTE: The machine automatically displays the [Consumables Status] window when a consumable requires immediate replacement.

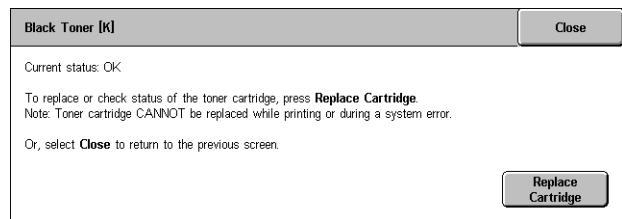


3. Select the toner cartridges marked with a cross, indicating a replacement is required.

NOTE: If multiple cartridges are marked with a cross, the toner cartridges are replaced in the order KYMC.

4. Select [Replace Cartridge].

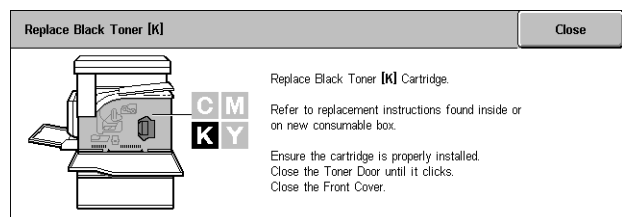
NOTE: The toner cartridge replacement procedure is repeated for each toner cartridge being replaced.



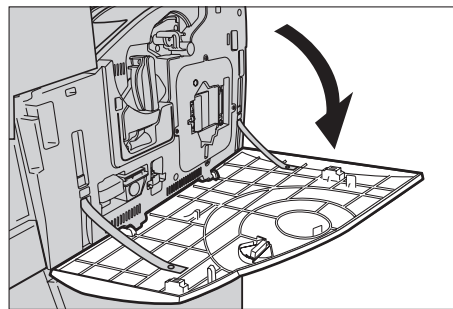
Replacing the Black (K) Toner Cartridge

Removing an Old Toner Cartridge

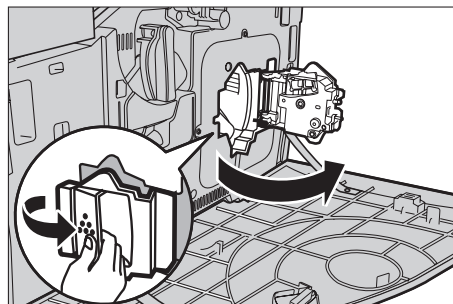
1. Wait until the rotor turns to the correct position and the prompt is shown on the screen. Then, confirm the screen indicates the Black (K) Toner.



2. Pull the front cover open.

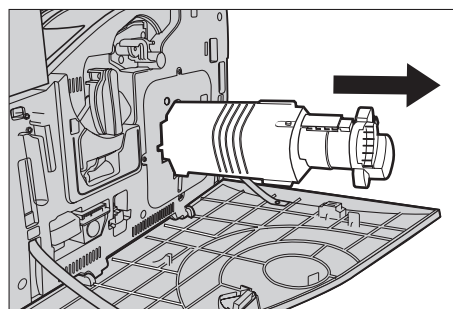


3. Open the toner cartridge door.



4. Remove the toner cartridge from the machine.

NOTE: Be careful when handling the empty cartridge to avoid spilling any residue toner.

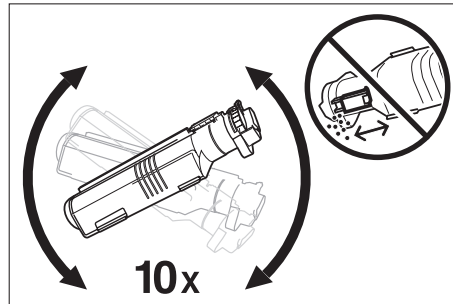


Recycling the Toner Cartridge

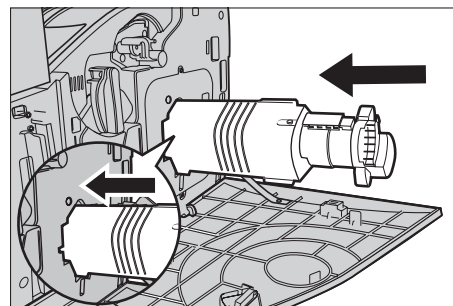
The toner cartridges are designed to be recycled. Return the cartridge to Xerox in the original packaging using the return labels included with each new cartridge.

Inserting a New Toner Cartridge

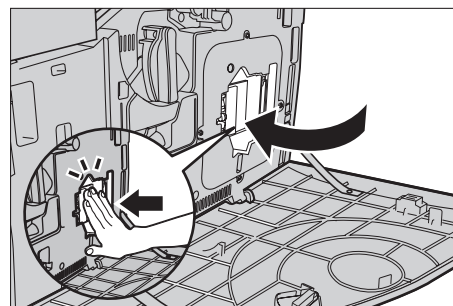
1. Remove the new toner cartridge from its box. Rotate the cartridge from side to side approximately 10 times to evenly distribute the toner within the cartridge.



2. Insert the cartridge, aligning the arrow on the cartridge with the arrow on the machine, and push until it locks into position.

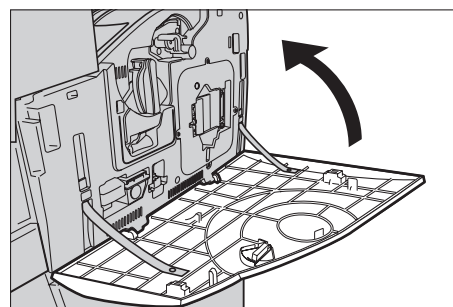


3. Close the toner cartridge door.



4. Close the front cover.

NOTE: Press firmly in the top center when closing the cover. If an error message appears on the display, press the cover on the right-hand side to close the cover completely.

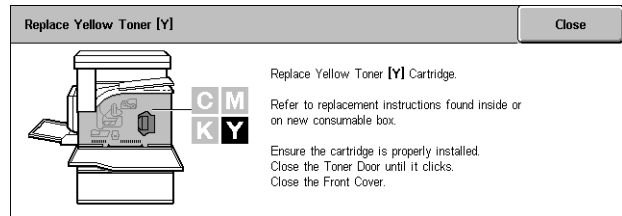


Replacing the Color (CMY) Toner Cartridges

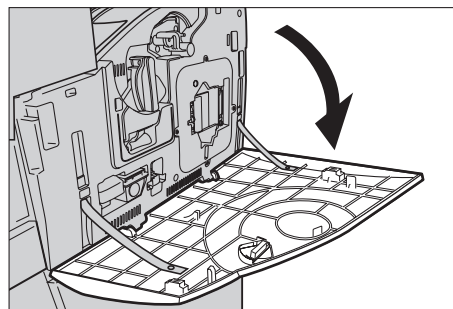
Removing an Old Toner Cartridge

1. Wait until the rotor turns to the correct position and the prompt is shown on the screen. Then, confirm which toner should be replaced.

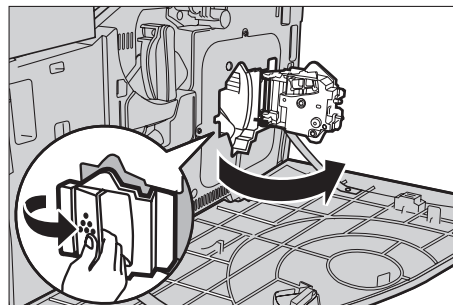
NOTE: The sample screen indicates the Yellow (Y) Toner should be replaced.



2. Pull the front cover open.

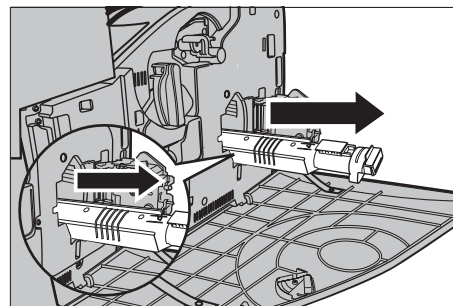


3. Open the toner cartridge door.



4. Remove the toner cartridge from the machine.

NOTE: Be careful when handling the empty cartridge to avoid spilling any residue toner.

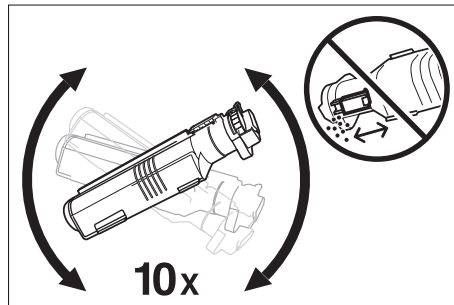


Recycling the Toner Cartridge

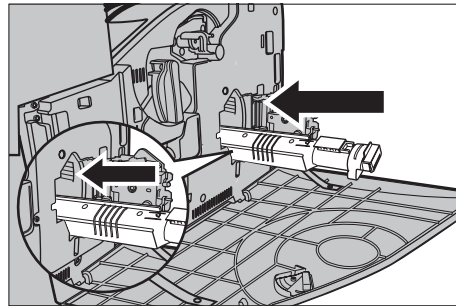
The toner cartridges are designed to be recycled. Return the cartridge to Xerox in the original packaging using the return labels included with each new cartridge.

Inserting a New Toner Cartridge

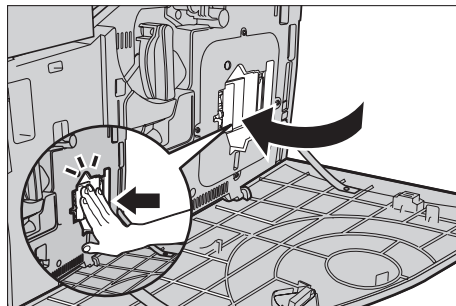
1. Remove the new toner cartridge from its box. Rotate the cartridge from side to side approximately 10 times to evenly distribute the toner within the cartridge.



2. Insert the cartridge, aligning the arrow on the cartridge with the arrow on the machine, and push until it locks into position.

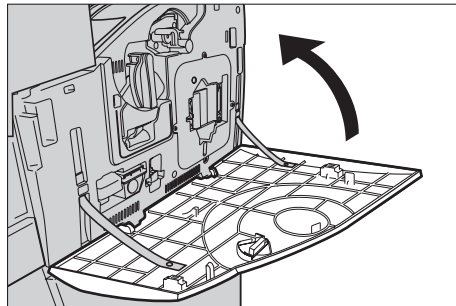


3. Close the toner cartridge door.



4. Close the front cover.

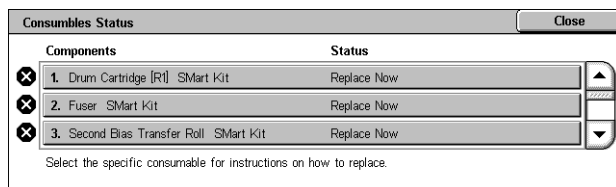
NOTE: Press firmly in the top center when closing the cover. If an error message appears on the display, press the cover on the right-hand side to close the cover completely.



5. When the touch screen indicates another toner should be replaced, repeat the same procedures referring to Removing an Old Toner Cartridge and Inserting a New Toner Cartridge.

Smart Kit (Customer Replaceable Units)

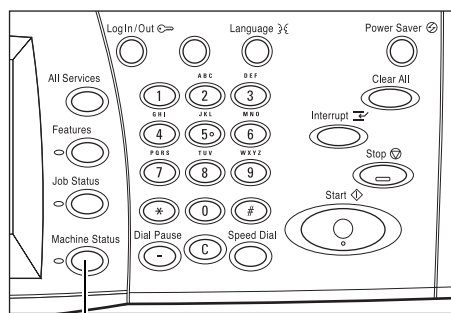
The machine has several components that are easily accessible and which require replacement at periodic intervals. A message will appear on the touch screen automatically when a SMART Kit unit needs to be replaced.



You can also check the status of the various consumable components on the Machine Status screen.

NOTE: When you need to replace any component not described in this documentation, contact your Xerox Welcome Center for qualified professional assistance.

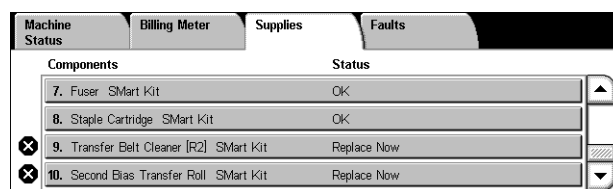
1. Press the <Machine Status> button on the control panel.



<Machine Status> button

2. Select the [Supplies] tab on the [Machine Status] screen.

NOTE: The machine automatically displays the [Consumables Status] window when a consumable requires immediate replacement.



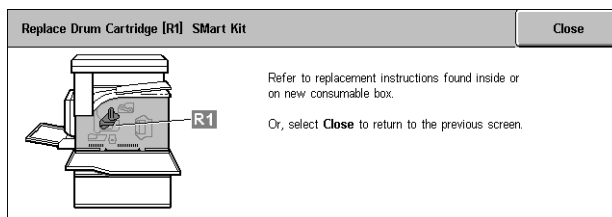
3. Select the component marked with a cross, indicating a replacement is required.

Drum Cartridge

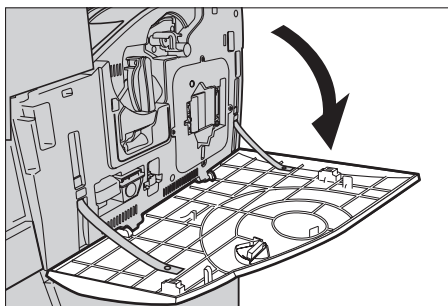
The drum cartridge lasts approximately 24,000 color copies and prints, or 61,000 black and white copies and prints. This estimate assumes the machine is used exclusively in color or black and white mode. The machine will display a warning message approximately 2,500 pages before the drum cartridge reaches the end of its life. Another message will be displayed at this point when the drum cartridge needs to be replaced.

Removing the Old Drum Cartridge

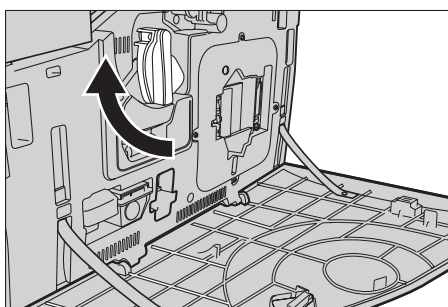
1. Select [Drum Cartridge] on the [Supplies] screen or the [Consumables Status] screen.



2. Pull the front cover open.

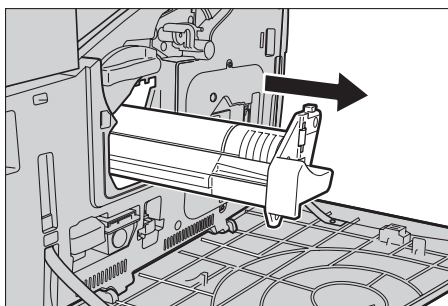


3. Rotate the drum cartridge release lever (R1) 90 degrees clockwise to release the cartridge.



4. Remove the drum cartridge from the machine.

NOTE: When replacing the drum cartridge, make sure that the new cartridge is the correct one specified for the machine.

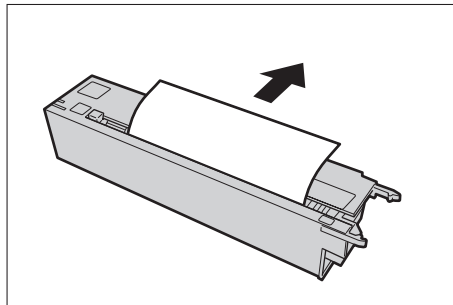


Recycling the Drum Cartridge

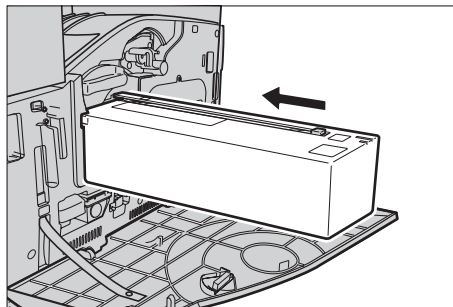
The drum cartridge is designed to be recycled. Return the cartridge to Xerox in the original packaging using the return labels included with each new cartridge.

Inserting the New Drum Cartridge

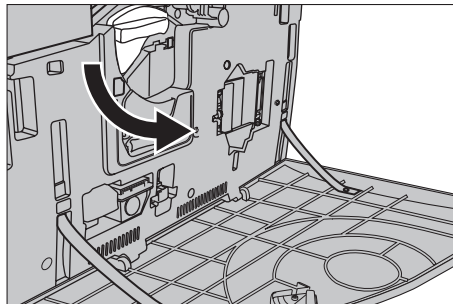
1. Remove the new drum cartridge from the box and its wrappings.
2. Carefully remove the protective sheet from the cartridge.



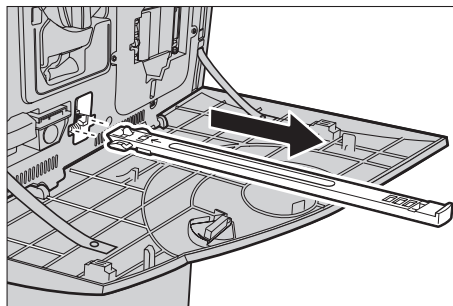
3. Place the cartridge in position, aligning the guides. Push the slider on the top edge all the way to the end marker to insert the drum cartridge. Remove the cartridge container.



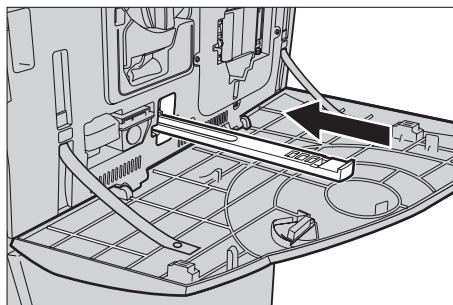
4. Rotate the drum cartridge release lever (R1) 90 degrees anticlockwise to lock the cartridge in position.



5. Completely remove the ROS cleaner (R4) from the machine.

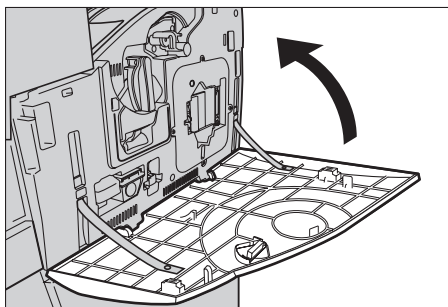


6. Reinsert the ROS cleaner to clean the raster output scanner.



7. Close the front cover.

NOTE: Press firmly in the top center when closing the cover. If an error message appears on the display, press the cover on the right-hand side to close the cover completely.

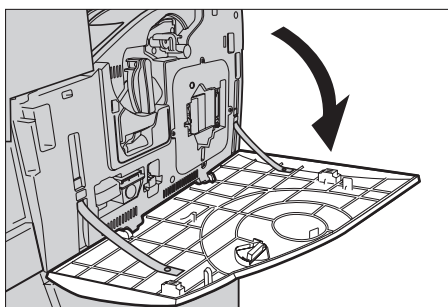


Waste Toner Container and ROS Cleaner

The waste toner container lasts approximately 31,000 copies and prints. The machine will display a warning message approximately 1,500 pages before the waste toner container becomes full. The machine will shutdown when the waste toner container is full, and a message will be displayed on the screen to indicate that the container needs to be replaced. The ROS cleaner should be replaced at the same time.

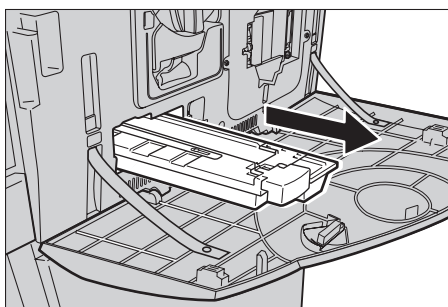
Removing the Old Waste Toner Container

1. Select [Waste Toner Container] on the [Supplies] screen or the [Consumables Status] screen.
2. Pull the front cover open.



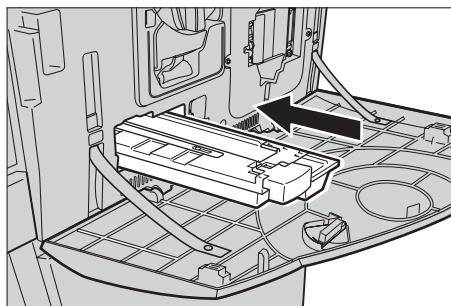
3. Remove the waste toner container (R3) from the machine.

NOTE: Be careful when handling the waste toner container to avoid spilling toner.

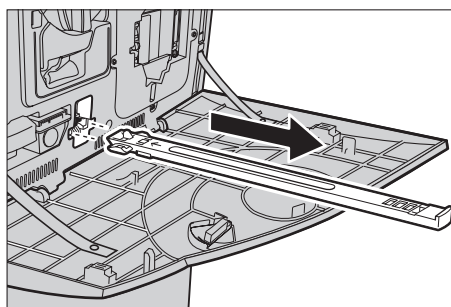


Inserting the New Waste Toner Container

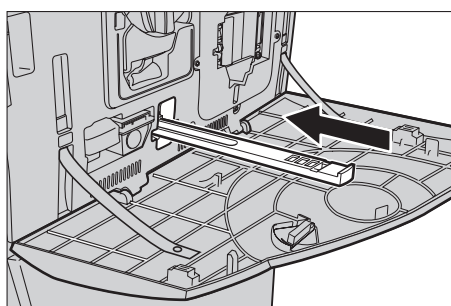
1. Remove the new waste toner container from its box.
2. Insert the new waste toner container in the machine and push until it locks into position.



3. Completely remove the old ROS cleaner (R4) from the machine.

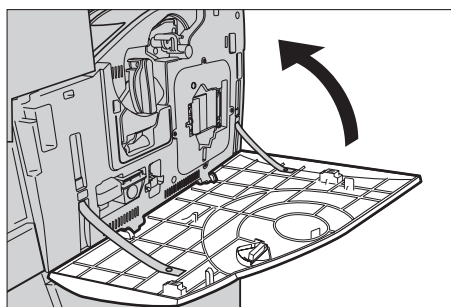


4. Insert the new ROS cleaner into the machine.



5. Close the front cover.

NOTE: Press firmly in the top center when closing the cover. If an error message appears on the display, press the cover on the right-hand side to close the cover completely.



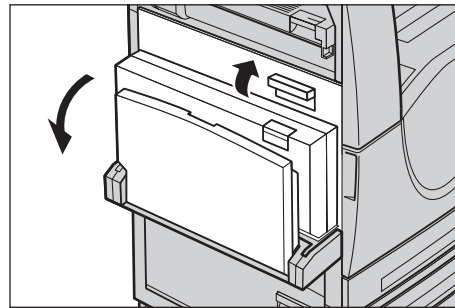
Second Bias Transfer Roll Unit

The Second Bias Transfer Roll unit lasts approximately 150,000 copies and prints. The machine will display a warning message approximately 1,500 copies and prints before the unit reaches the end of its life. Another message will be displayed at this point when the unit needs to be replaced.

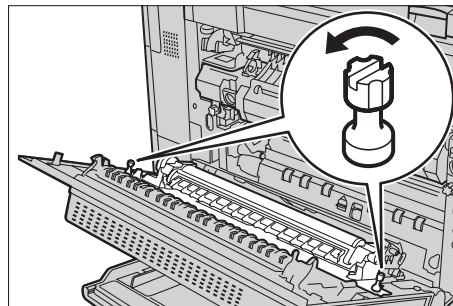
CAUTION: The left-hand cover should not be opened while the machine is operating. If the left-hand cover is opened, the machine automatically stops. Push firmly to close the cover, as it may become difficult to close. Follow the messages on the screen, if present, to remove any paper jammed in the machine.

Removing the Old Second Bias Transfer Roll Unit

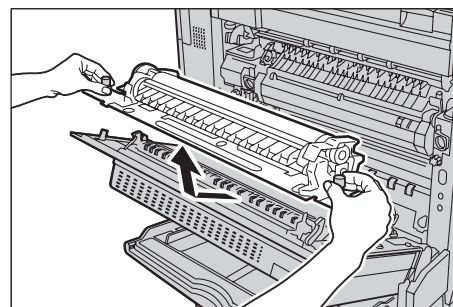
1. Select [Second Bias Transfer Roll] on the [Supplies] screen or the [Consumables Status] screen.
2. Pull the side cover open.



3. Loosen the two screws securing the Second Bias Transfer Roll unit by rotating them anticlockwise.



4. Hold the loosened screws to remove the Second Bias Transfer Roll unit from the machine.



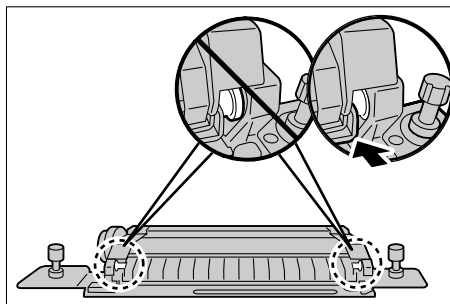
NOTE: Be careful when handling the Second Bias Transfer Roll to avoid contact with any residue toner left on the unit.

NOTE: Make sure not to hold any other parts other than screws to remove, in order to avoid deforming the metal part of the Second Bias Transfer Roll unit to prevent potential paper jams.

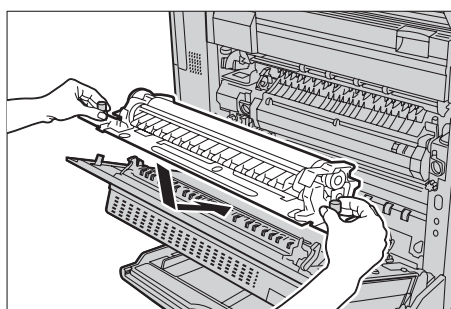
Inserting the New Second Bias Transfer Roll Unit

1. Remove the new Second Bias Transfer Roll unit from its box, and make sure that parts on both ends of the Second Bias Transfer Roll unit are pushed in properly as shown in the diagram.

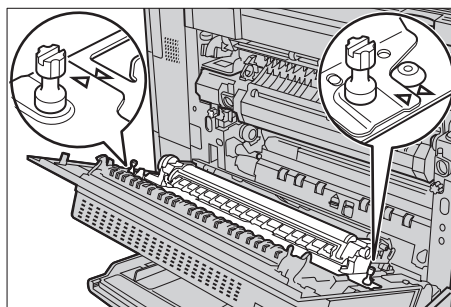
NOTE: Failing to properly push in those parts on both ends may result in paper jams or poor performance.



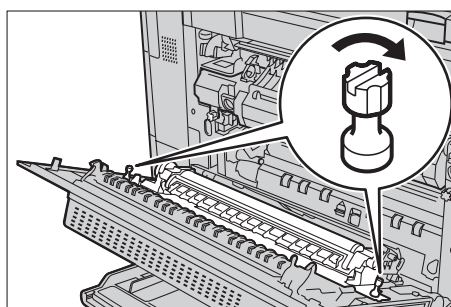
2. Insert the unit into the machine.



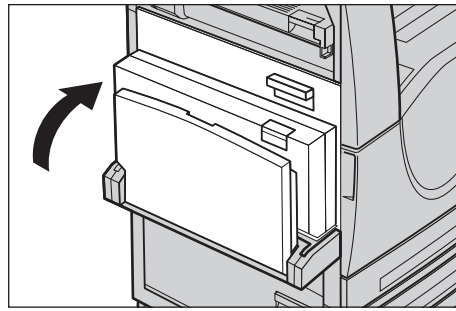
3. Place the unit in the machine, aligning the arrow indicators.



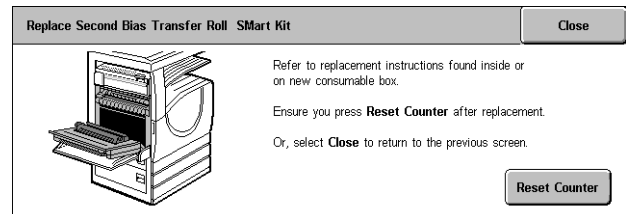
4. Fasten the unit into position by rotating the screws clockwise.



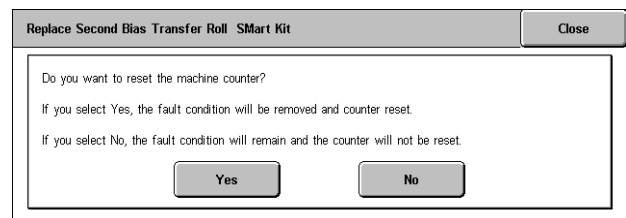
5. Close the side cover.



6. Select [Reset Counter] on the screen.



7. Select [Yes] to reset the counter.



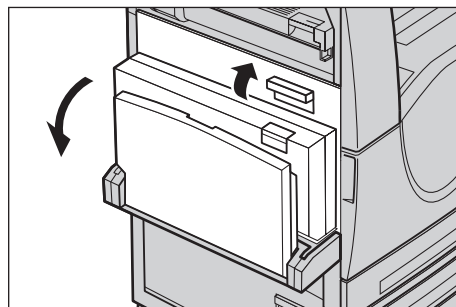
Fuser Unit

The fuser unit lasts approximately 100,000 copies and prints. The machine will display a warning message approximately 1,500 copies and prints before the unit reaches the end of its life. Another message will be displayed when the unit needs to be replaced.

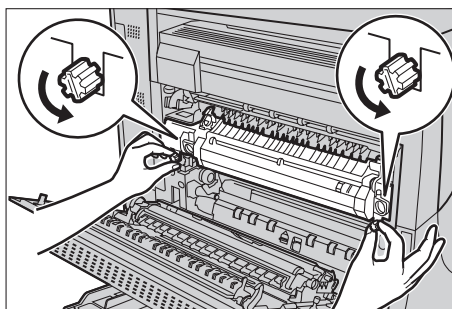
CAUTION: The left-hand cover should not be opened while the machine is operating. If the left-hand cover is opened, the machine automatically stops. Push firmly to close the cover, as it may become difficult to close. Follow the messages on the screen, if present, to remove any paper jammed in the machine.

Removing the Old Fuser Unit

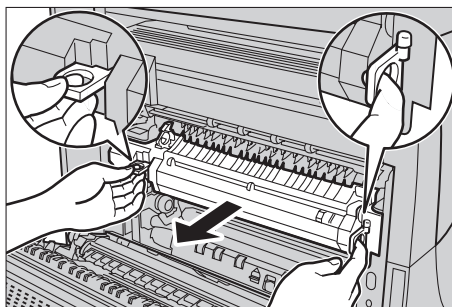
1. Select [Fuser] on the [Supplies] screen or the [Consumables Status] screen.
2. Turn the power off, unplug the machine, and allow the machine to cool for approximately 30 minutes.
3. Pull the side cover open.



4. Remove the two screws securing the fuser unit by rotating them anticlockwise.

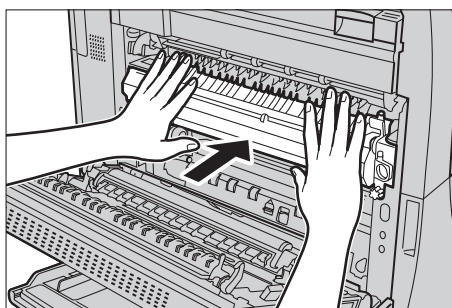
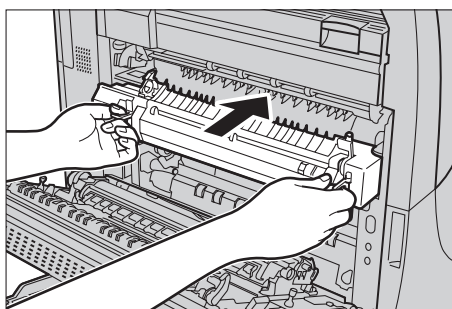


5. Grip the fuser unit by the two ring tabs and remove the fuser unit from the machine.

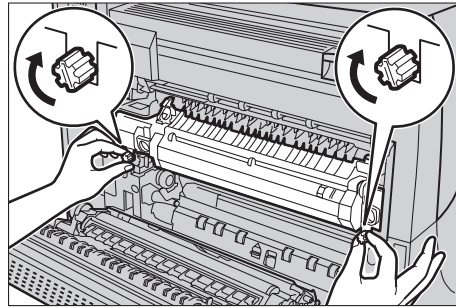


Inserting the New Fuser Unit

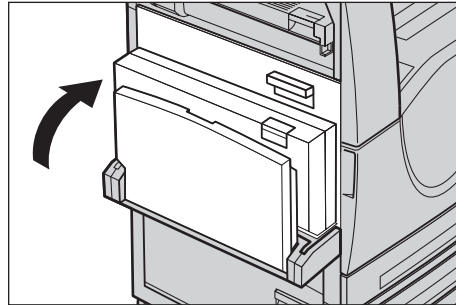
1. Remove the new fuser unit from its box. Holding the unit by the two ring tabs, insert the unit into the machine.
2. Push the unit into the machine until it locks into position.



3. Fasten the unit into position by rotating the screws clockwise.



4. Close the side cover.

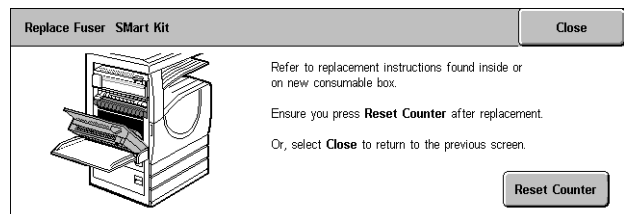


5. Connect the power cord, then turn the power switch on of the machine.

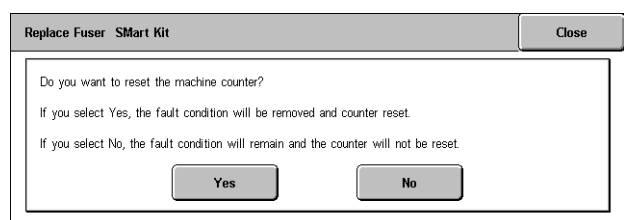
6. Select [Fuser SMart Kit] on the [Consumables Status] screen.

When the [Consumables Status] screen does not appear on the touch screen, press the <Machine Status> button on the control panel, select the [Supplies] tab on the touch screen, then select [Fuser SMart Kit].

7. Select [Reset Counter] on the screen.



8. Select [Yes] to reset the counter.



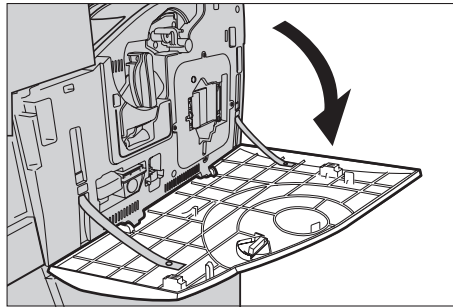
Transfer Belt Cleaner

The Transfer Belt Cleaner lasts approximately 100,000 copies and prints. The machine will display a warning message approximately 1,500 copies and prints before the

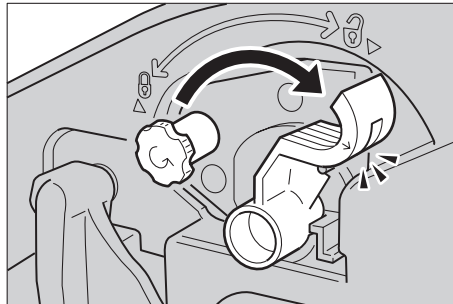
cleaner reaches the end of its life. Another message will be displayed at this point when the cleaner needs to be replaced.

Removing the Old Transfer Belt Cleaner

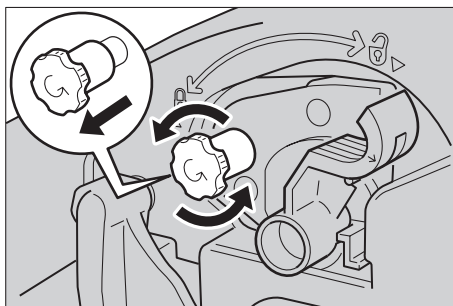
1. Select [Transfer Belt Cleaner] on the [Supplies] screen or the [Consumables Status] screen.
2. Pull the front cover open.



3. Rotate the Transfer Belt Cleaner unit release lever (R2) clockwise.

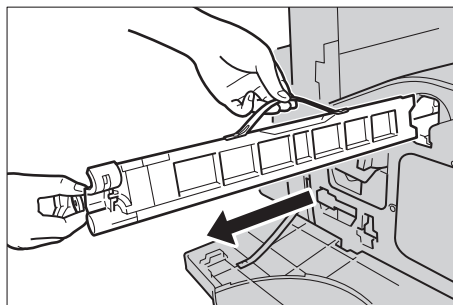


4. Loosen the Transfer Belt Cleaner unit locking screw by rotating it anticlockwise.



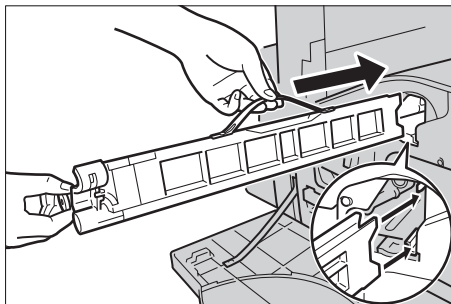
5. Remove the Transfer Belt Cleaner unit from the machine.

NOTE: Be careful when handling the unit not to spill any residue toner left on the Transfer Belt Cleaner unit.

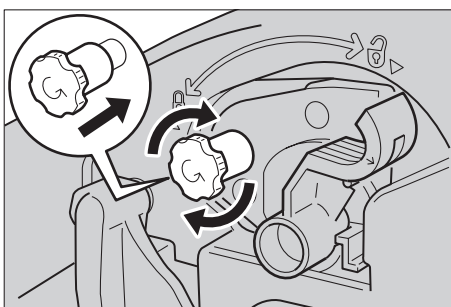


Inserting the New Transfer Belt Cleaner

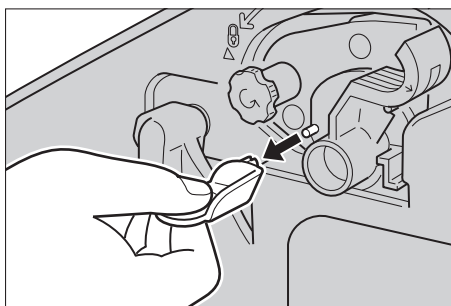
1. Remove the new Transfer Belt Cleaner from its box.
2. Insert the new Transfer Belt Cleaner unit into the machine and push until it locks into position.



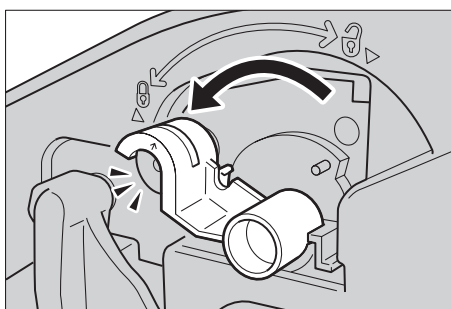
3. Push in and securely fasten the locking screw by turning it clockwise.



4. Remove the ring tag on the right-hand side of the locking screw and discard it.

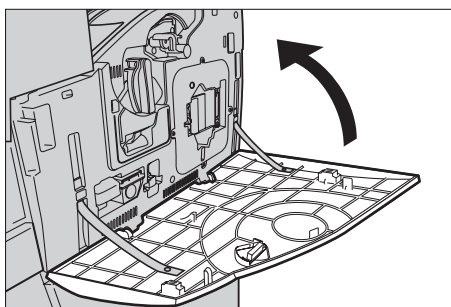


5. Rotate the release lever clockwise to lock the unit into position.

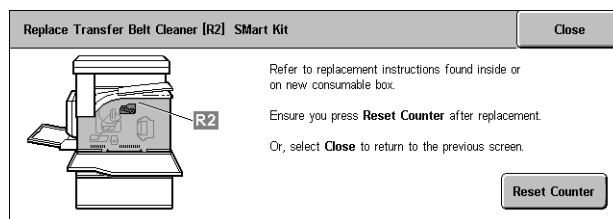


6. Close the front cover.

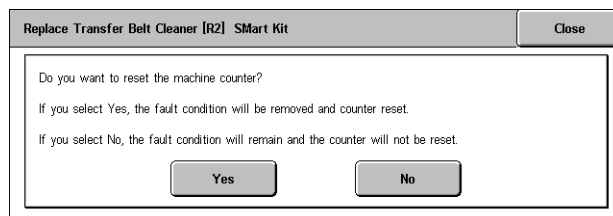
NOTE: Press firmly in the top center when closing the cover. If an error message appears on the display, press the cover on the right-hand side to close the cover completely.



7. Select [Reset Counter] on the screen.



8. Select [Yes] to reset the counter.



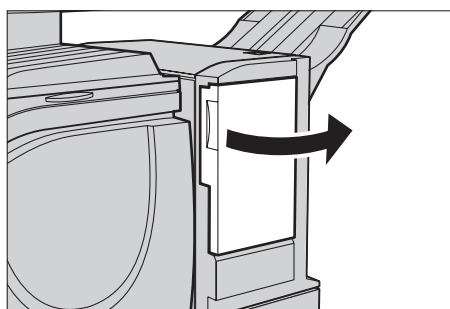
Loading Staples

Loading Staples in the Office Finisher (Optional)

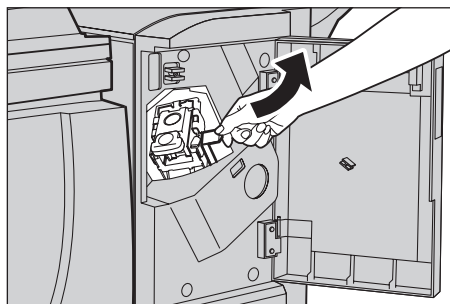
The Office Finisher contains an automatic stapler. The stapler cartridge contains 5,000 staples. When the machine runs out of the staples, a message is displayed on the touch screen. When this message is displayed, load a new staple case into the staple cartridge.

NOTE: Load the correct staple case specified for the product model of the machine.

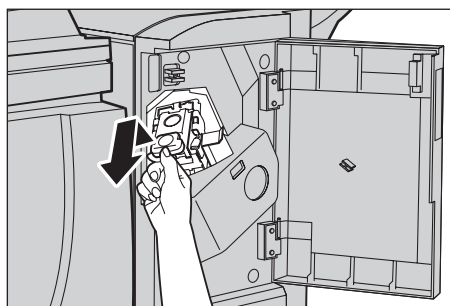
1. Open the front cover of the Office Finisher.



2. Hold the staple cartridge by its lever as shown in the diagram, and move the staple cartridge to the right towards you.

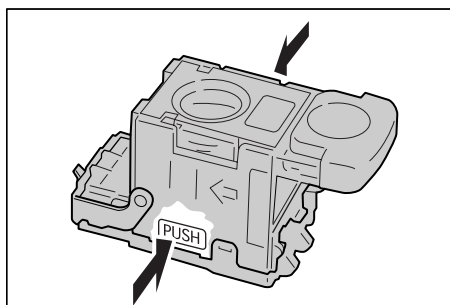


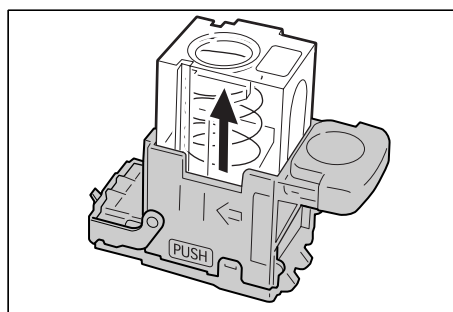
3. Lift up to remove the staple cartridge.



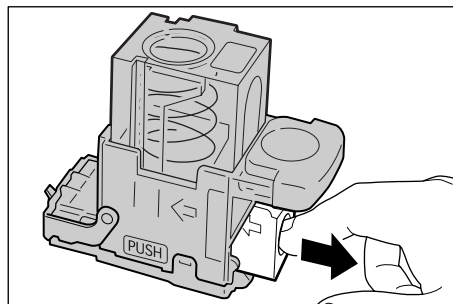
4. Press in both sides of the staple cartridge marked PUSH so that the cartridge case will rise up.

NOTE: If there are still staples inside the staple case, the case will not rise up.

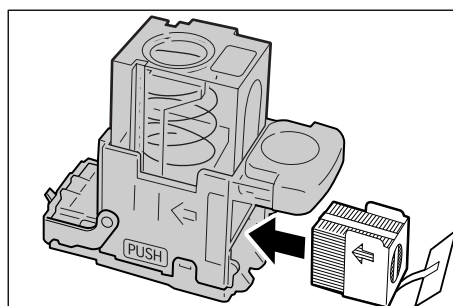




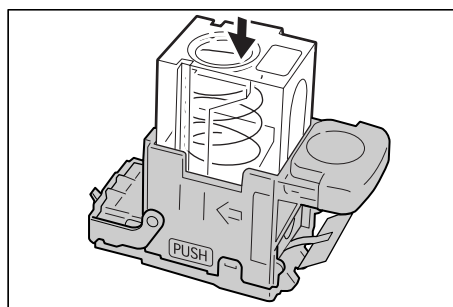
5. Insert your fingertip into the round section on the cartridge to remove the staple case.



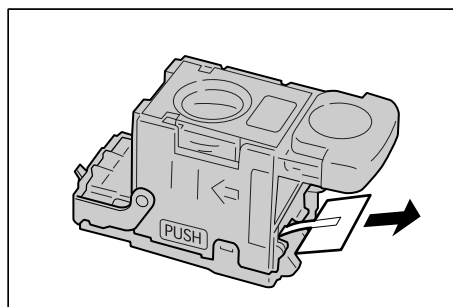
6. Push a new staple case into the staple cartridge.



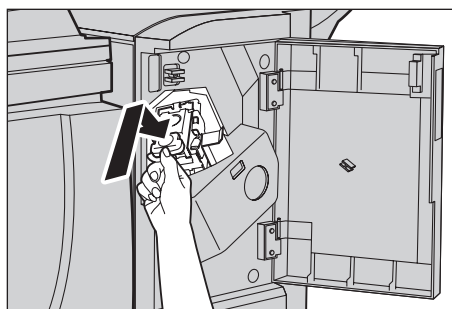
7. Push the top of the staple cartridge down as shown in the diagram.



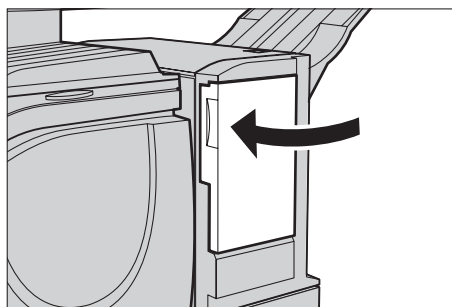
8. Remove the tab from the new staple case as shown in the diagram.



9. Return the staple cartridge to its original position and push in until it clicks into place.



10. Close the front cover of the Office Finisher.

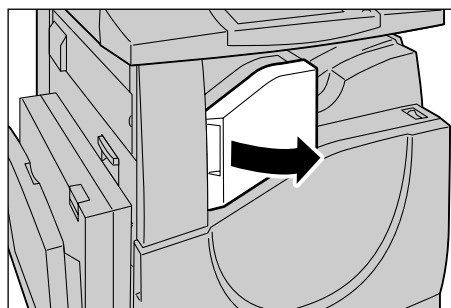


Loading Staples in the Integrated Office Finisher (Optional)

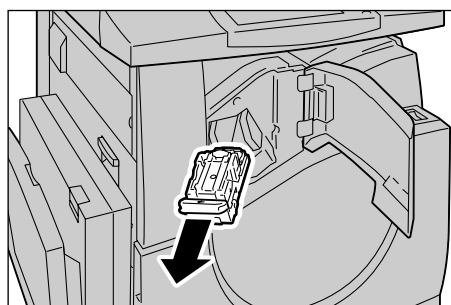
The Integrated Office Finisher contains an automatic stapler. The stapler cartridge contains 5,000 staples. When the machine runs out of the staples, a message is displayed on the touch screen. When this message is displayed, load a new staple case into the staple cartridge.

NOTE: Load the correct staple case specified for the product model of the machine.

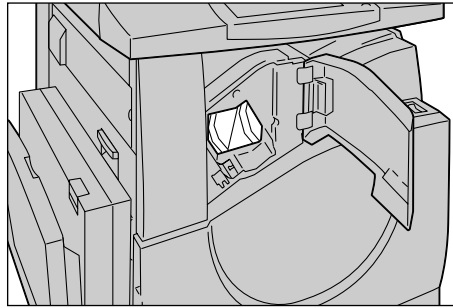
1. Make sure that the machine has stopped, and open the front cover of the finisher.



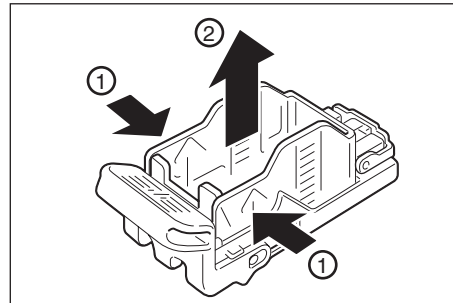
2. Take the staple cartridge out of the finisher.



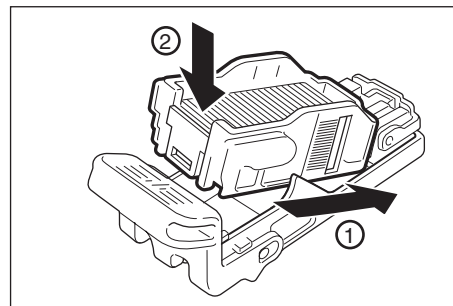
3. After removing the staple cartridge, check the inside of the finisher for any remaining staples.



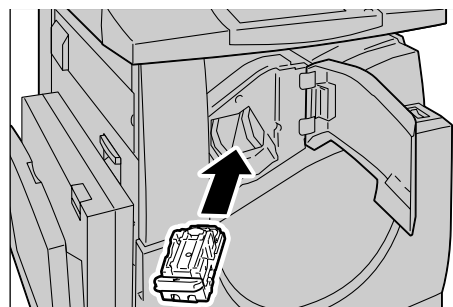
4. Pick the empty staple case with your fingers (1), and then remove the case from the cartridge (2) as shown in the figure.



5. Prepare a new staple case. Insert the front of the staple case into the staple cartridge (1), and push the rear of the case to set (2).



6. Return the staple cartridge to its original position



7. Close the front cover of the finisher.

NOTE: A message will be displayed and the machine will not operate unless the front cover is completely closed.

Auto Gradation Adjustment

This section describes how to adjust the color gradation scale when the density or color of your copies and prints starts to deteriorate. The machine can adjust the gradation automatically for three types of screening:

- Copy Job – Adjusts the gradation for copying documents.
- Print Job 1 – Basic screen for printing.

For PCL print drivers:

Adjusts the gradation for the items of [Image Types/Intent], when choosing [Standard] of [Image Quality] in the [Image Options] tab.

Adjusts the gradation for [CAD] of [Image Types/Intent], when choosing [High Speed] of [Image Quality] in the [Image Options] tab.

For PostScript print drivers:

Adjusts the gradation for the items of [Image Types], when choosing [Standard] of [Image Quality] in the [Image Options] tab.

Adjusts the gradation for [CAD] of [Image Types], when choosing [High Speed] of [Image Quality] in the [Image Options] tab.

Adjusts the gradation for [Auto], [Standard], and [Fineness] of [Screen] in the [Image Options] tab.

NOTE: When [Auto] is selected, displayed screen may differ corresponding to settings of [Image Type] after selecting [Basic Settings]; or [RGB Color Correction] and [CMYK Color Correction] after selecting [Advance Settings].

- Print Job 2

For PCL print drivers:

Adjusts the gradation for the items other than [CAD] of [Image Types/Intent], when choosing [High Speed] of [Image Quality] in the [Image Options] tab.

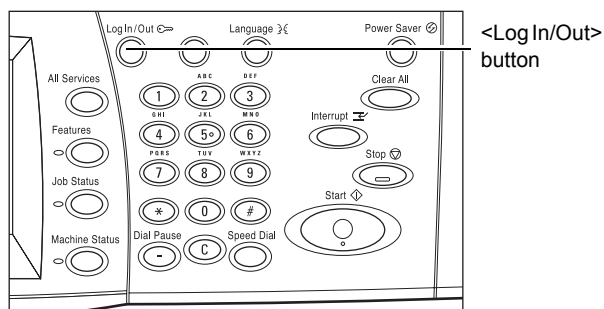
For PostScript print drivers:

Adjusts the gradation for the items other than [CAD] of [Image Types], when choosing [High Speed] of [Image Quality] in the [Image Options] tab.

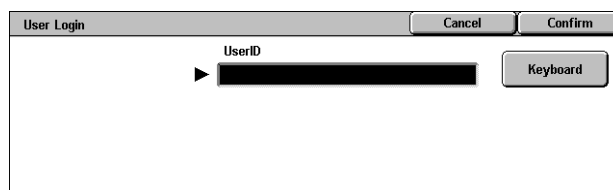
Adjusts the gradation for [Auto] and [Gradation] of [Screen] in the [Image Options] tab.

NOTE: When [Auto] is selected, displayed screen may differ corresponding to settings of [Image Type] after selecting [Basic Settings]; or [RGB Color Correction] and [CMYK Color Correction] after selecting [Advance Settings].

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

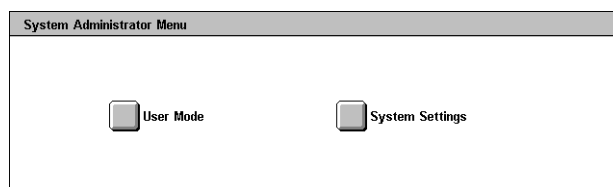


2. Enter the correct user ID using the numeric keypad on the control panel or the screen keyboard.

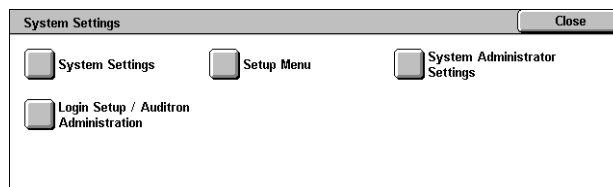


NOTE: The default Key Operator ID is "11111". If the Authentication feature is enabled, you may be also required to enter a password. The default password is "x-admin". To change the default user ID or password, refer to *System Administrator Settings* on page 296.

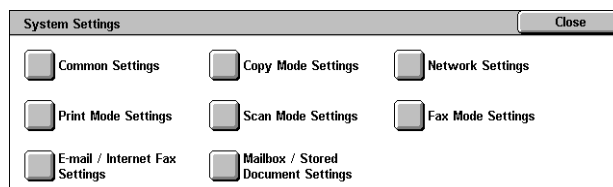
3. Select [System Settings].



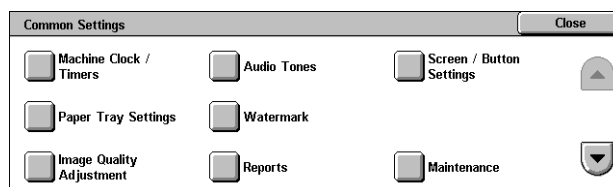
4. Select [System Settings].



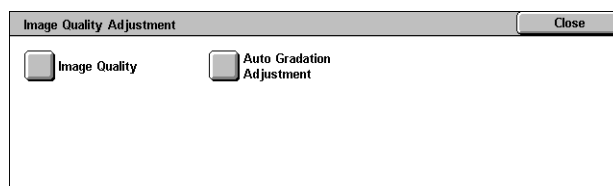
5. Select [Common Settings].



6. Select [Image Quality Adjustment].

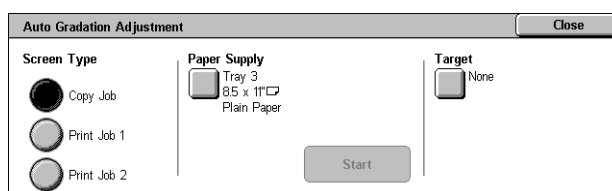


7. Select [Auto Gradation Adjustment].

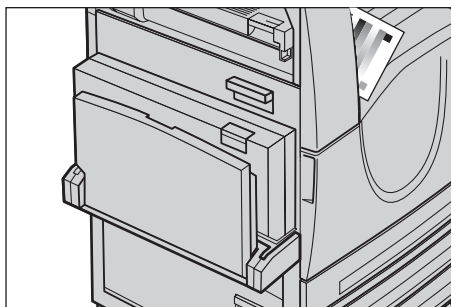


8. Select the required screen type, paper supply tray, and target job type.

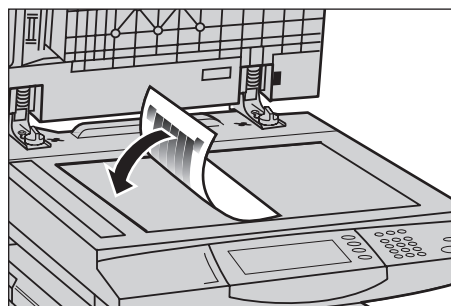
9. Select [Start].



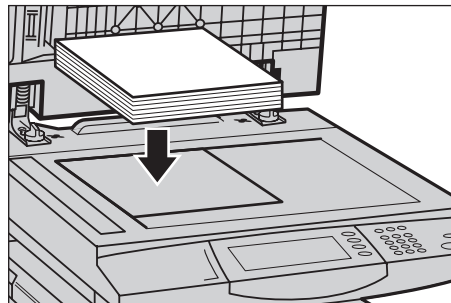
NOTE: The Gradation Adjustment Chart for that screen and job type is printed.



10. Align the magenta color swatch of the Gradation Adjustment Chart against the left edge of the document glass.



11. Place several sheets of white, blank paper on top of the Gradation Chart and close the document cover.



12. Select [Start].

The Auto Gradation Adjustment process takes approximately 20 seconds. If it ends successfully, you can continue the process for the remaining screen types.

13. Select [Close] to return to the [System Administrator Menu] screen and exit.

14. Make a copy to confirm the output image quality adjustment.

15 Problem Solving

This chapter describes solutions to problems that you may come across while using the machine. The machine has certain built-in diagnostic capabilities to help identify problems and faults, and displays error messages whenever problems or conflicts occur. There is also a section on troubleshooting common faults.

Fault Clearance Procedure

If a fault or problem occurs, there are several ways in which you can identify the type of fault. Once a fault or problem is identified, establish the probable cause, and then apply the appropriate solution.

- If a fault occurs, first refer to the screen messages and animated graphics and clear the fault in the order specified.
- If the problem is not solved by following the screen messages and graphics, refer to *Troubleshooting on page 398* and apply the appropriate solution as described.
- Also refer to the fault codes displayed on the touch screen in the Machine Status mode. Refer to *Fault Codes on page 403* for an explanation of some of the fault codes and corresponding corrective actions.
- Alternatively, contact the Key Operator for assistance.
- In some cases, it may be necessary to switch the machine off and then on. Refer to *Power On/Off in the Product Overview chapter on page 38*.

CAUTION: Failure to leave at least 20 seconds between a power off and a power on can result in damage to the hard disk in the machine.

- If the problem persists, or a message indicates that you should call for service, refer to *Xerox Welcome Center on page 430*.

NOTE: At the time of the power failure, because the machine is equipped with the hard disk drive, all the queued jobs will be saved. The machine will resume processing queued jobs when the power to the machine is back on.

Paper Jams

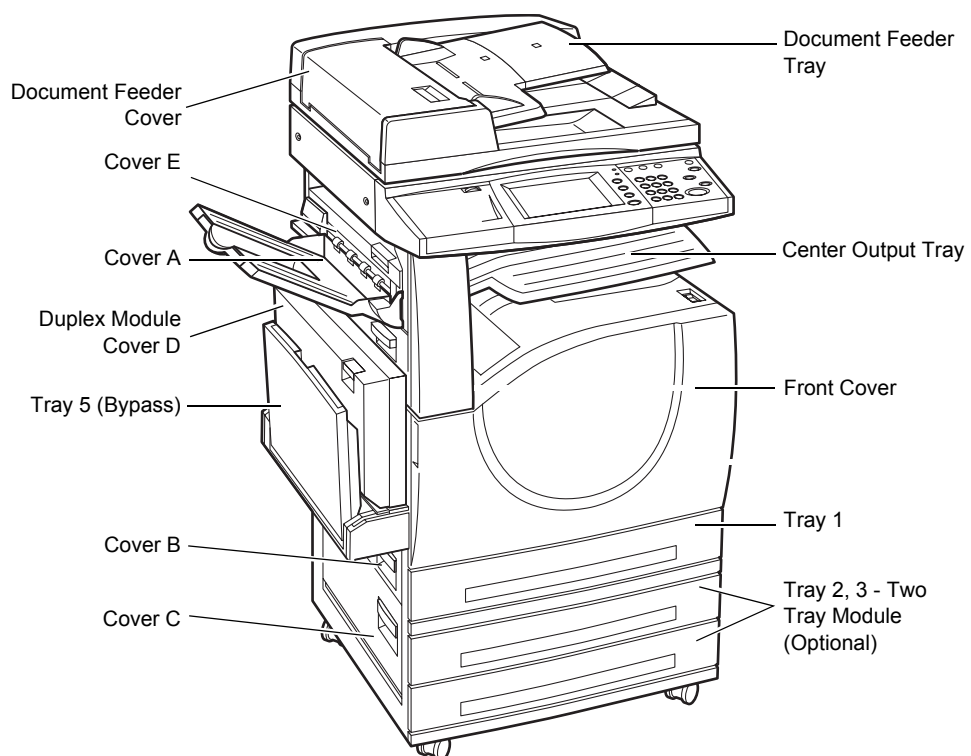
When a sheet of paper jams inside the machine, the machine stops the operation and beeps, and a message is displayed on the touch screen. Follow the instructions displayed to remove the jammed paper.

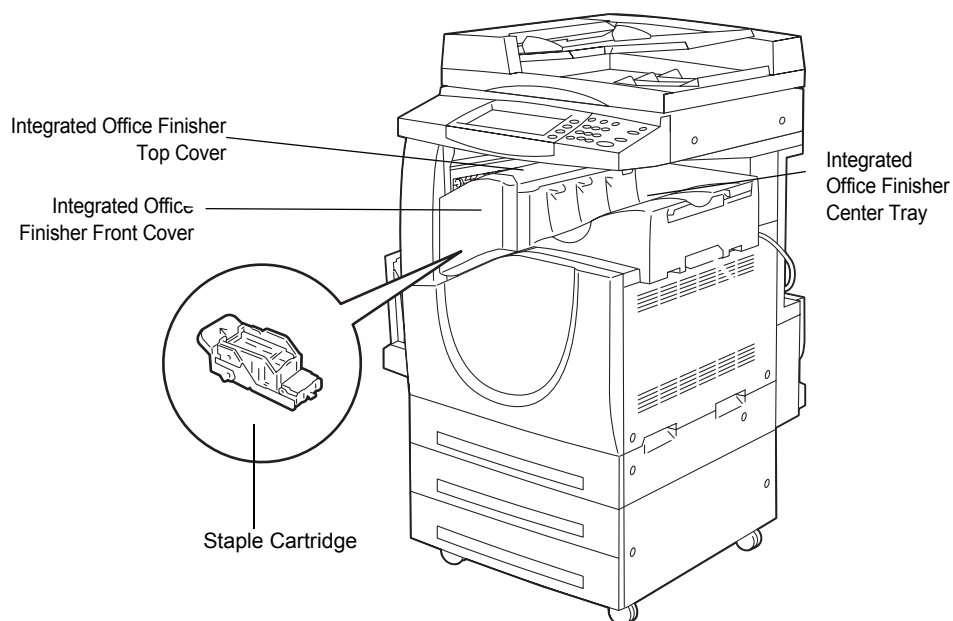
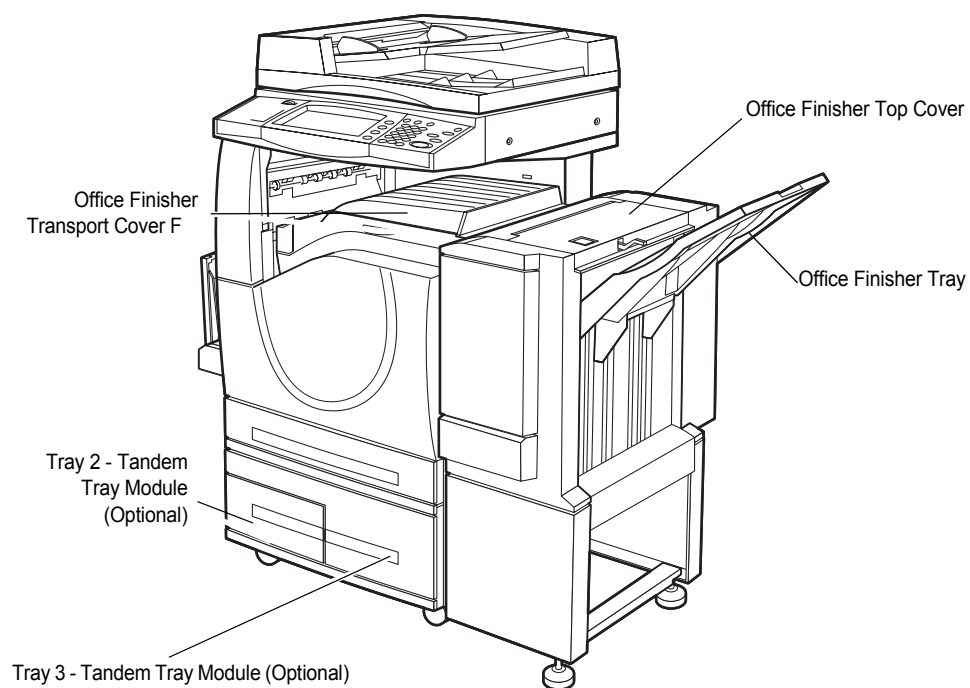
Gently remove the paper taking care not to tear it. If paper is torn while it is being removed from the machine, remove all the torn pieces making sure that none remain inside. If a paper jam message is displayed again, paper is probably jammed at another location. Clear this by following the message on the display.

When you have finished clearing a paper jam, printing automatically resumes from the point before the paper jam occurred.

WARNING: When removing jammed paper, make sure that no bits of paper are left in the machine, since they could cause more jams or even a fire. If a piece of paper is stuck in a hidden area or wrapped around the fuser unit or rollers, do not remove it forcefully; you could get injured or burned. Switch off the machine immediately, and contact the Xerox Welcome Center.

This section describes how to clear paper jams in the following locations.





Paper Jams in Cover A – page 384

Paper Jams in Cover B – page 385

Paper Jams in Cover C – page 387

Paper Jams in Cover E – page 387

Paper Jams in Tray 1 and Trays 2, 3 (Optional) – page 388

Paper Jams in the Tandem Tray Module (Optional) – page 388

Paper Jams in Tray 5 (Bypass) – page 389

Paper Jams in the Duplex Module Cover D – page 389

Paper Jams in the Office Finisher (Optional) – page 390

Paper Jams in the Integrated Office Finisher (Optional) – page 391

Media jams happen for a variety of reasons. Check the guidelines below to reduce potential jams in the machine.

- Use only recommended media. Refer to *Supported Paper Sizes in the Paper and Other Media chapter on page 213* and *Machine Specifications in the Specifications chapter on page 433* for a list of recommended media types.
- Protect unused media by storing it in its wrapper, on a flat surface.
- The orientation of the media in the paper tray must match the orientation of the documents.
- Check the maximum fill line in the tray to make sure the paper tray is not overloaded.
- Do not use media that is torn, wrinkled, or folded.

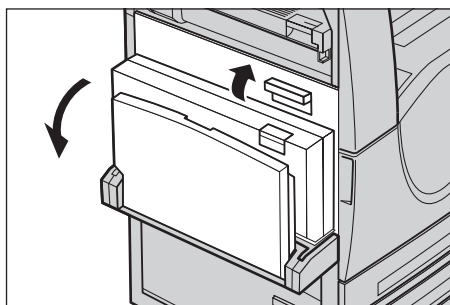
Paper Jams in Cover A

Follow the steps below to clear paper jams in Cover A. Follow the messages on the touch screen and remove jammed paper from the specified location.

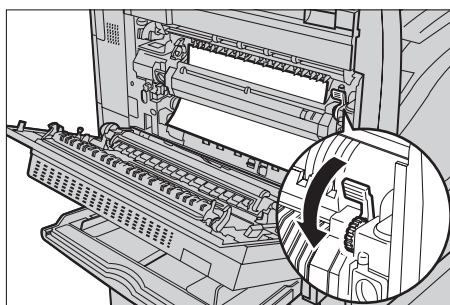
CAUTION: The left-hand cover should not be opened while the machine is operating. If the left-hand cover is opened, the machine automatically stops. Push firmly to close the cover, as it may become difficult to close. Follow the message on the screen, if present, to remove any paper jammed in the machine.

1. Open the bypass tray, and then open Cover A while lifting up the release lever.

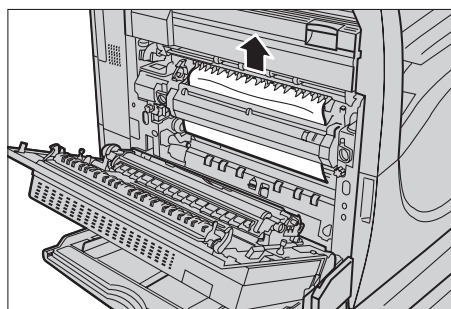
NOTE: Remove the paper from the side tray before opening Cover A.



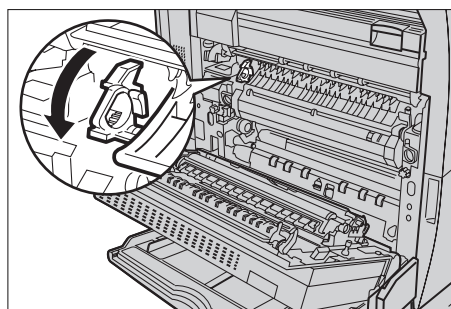
2. If the jammed paper extends from behind the fuser unit, rotate the lever on the right-hand side in the direction of the arrow to feed the paper.



3. Pull out the paper from the machine in the direction of the arrow.

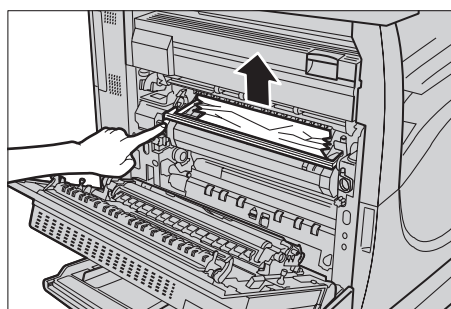


4. If the jammed paper is inside the fuser unit, lift the lever on the left-hand side in the direction of the arrow to open the fuser unit cover.

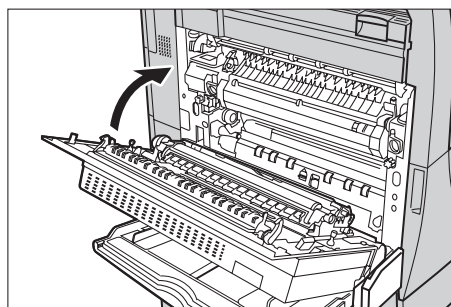


5. Hold the lever and carefully remove the paper from the machine. Close the lever after removing the jammed paper.

WARNING: Do not touch the fuser unit because it may be hot.



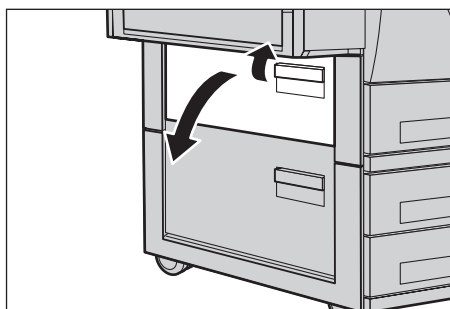
6. Close the Cover A until it latches, and then close the bypass tray.



Paper Jams in Cover B

Follow the steps below to clear paper jams in Cover B.

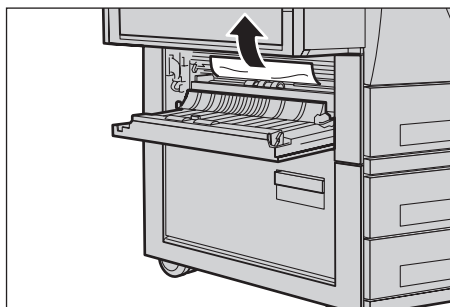
1. Open Cover B while lifting up the release lever.



2. Remove the jammed paper.
3. Close the Cover B until it latches.

NOTE: Firmly press the center of the cover to close it.

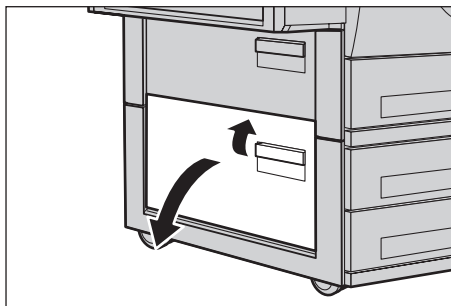
NOTE: Depending on the type of paper jam, a message may be displayed on the screen with instructions on opening and closing the paper tray.



Paper Jams in Cover C

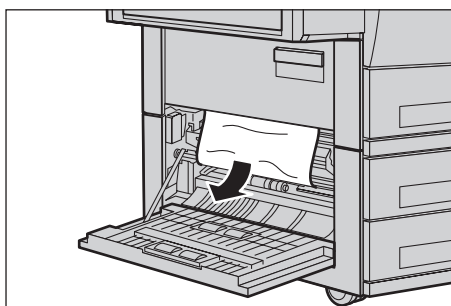
Follow the steps below to clear paper jams in Cover C.

1. Open Cover C while lifting up the release lever.



2. Remove the jammed paper.
3. Close the Cover C until it latches.

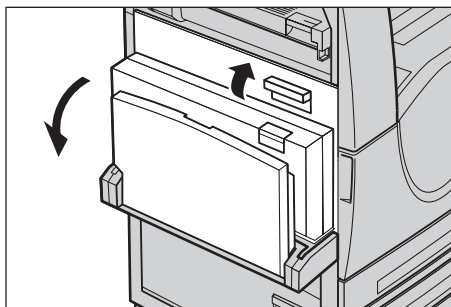
NOTE: Depending on the type of paper jam, a message may be displayed on the screen with instructions on opening and closing the paper tray.



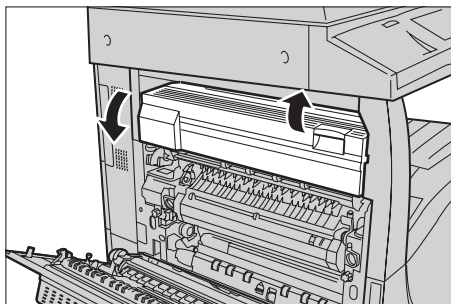
Paper Jams in Cover E

Follow the steps below to clear paper jams in Cover E.

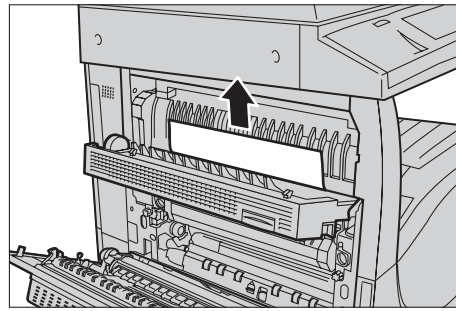
1. Open the bypass tray, and then open Cover A while lifting up the release lever.



2. Lift up the handle to open Cover E.



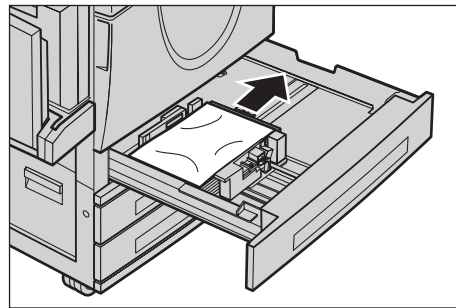
3. Remove the jammed paper.
4. Close the Cover E.
5. Close the Cover A until it latches, and then close the bypass tray.



Paper Jams in Tray 1 and Trays 2, 3 (Optional)

Follow the steps below to clear paper jams in Trays 1 to 3 of the machine.

1. Pull out Tray 1, 2, or 3.
2. Remove the jammed paper.
3. Close the paper tray.

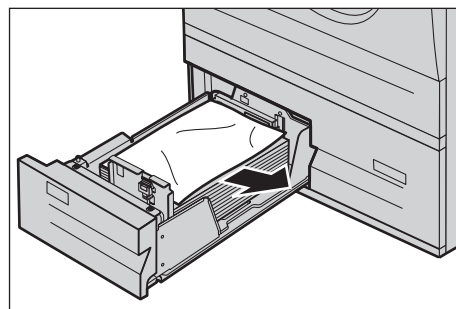


Paper Jams in the Tandem Tray Module (Optional)

Follow the steps below to clear paper jams in the Tandem Tray Module.

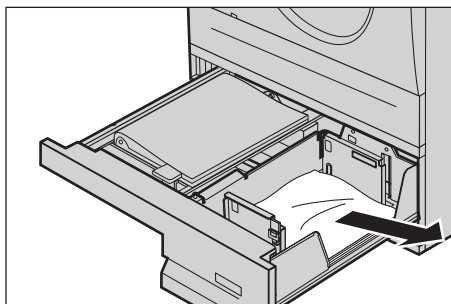
In Tray 2

1. Pull out Tray 2 of the Tandem Tray Module.
2. Remove the jammed paper.
3. Close Tray 2.

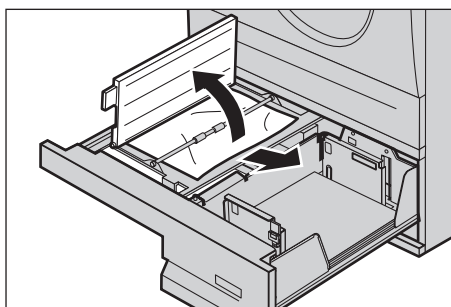


In Tray 3

1. Pull out Tray 3 of the Tandem Tray Module
2. Remove the jammed paper.



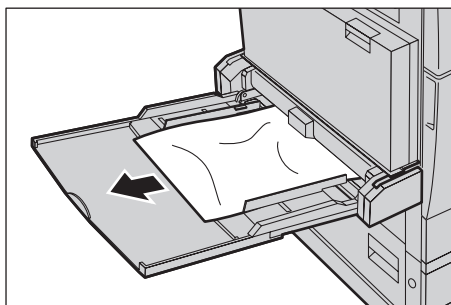
3. If paper is jammed underneath the inner cover, open the cover and remove the paper.
4. Close Tray 3.



Paper Jams in Tray 5 (Bypass)

Follow the steps below to clear paper jams in the bypass tray.

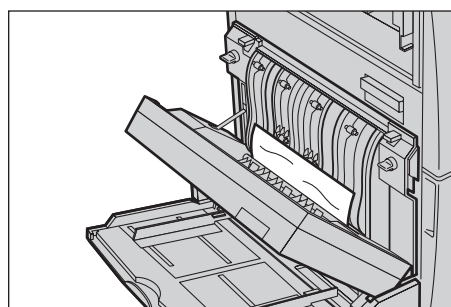
1. Remove the jammed paper in the bypass tray.



Paper Jams in the Duplex Module Cover D

Follow the steps below to clear paper jams in the Duplex Module.

1. Open the bypass tray.
2. Open the Duplex Module Cover D while lifting up the release lever.
3. Remove the jammed paper inside the Duplex Module.
4. Close the Duplex Module Cover D until it latches.



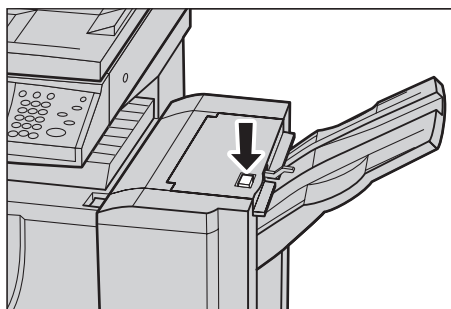
5. Close the bypass tray.

Paper Jams in the Office Finisher (Optional)

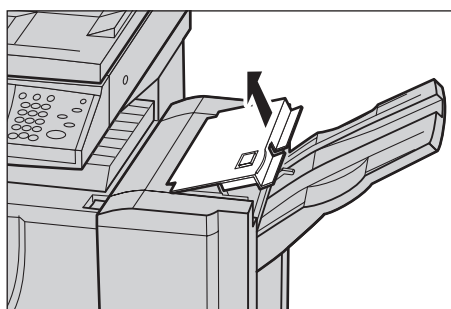
Follow the steps below to clear paper jams in the Office Finisher Top Cover and Transport Cover F.

Office Finisher Top Cover

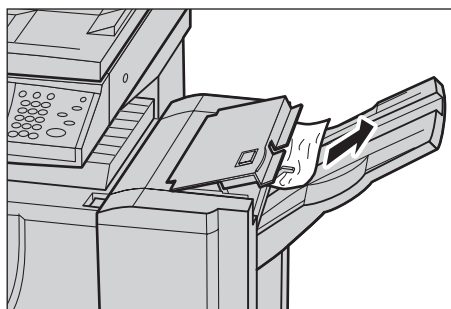
1. Press the button on the Office Finisher Top Cover to open it.



2. Lift the cover.

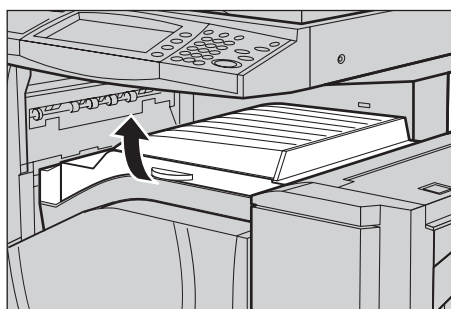


3. Remove the jammed paper.
4. Close the Office Finisher Top Cover.

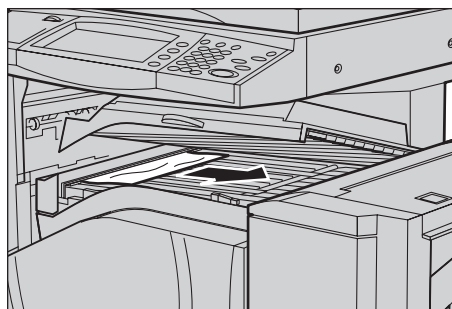


Office Finisher Transport Cover F

1. Open the Office Finisher Transport Cover F.



2. Remove the jammed paper.
3. Close the Office Finisher Transport Cover F.

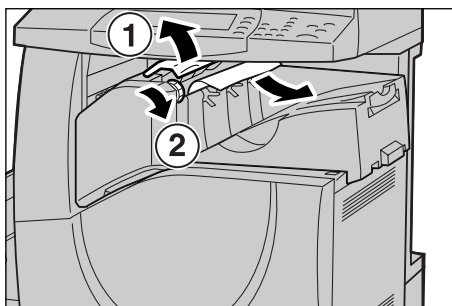


Paper Jams in the Integrated Office Finisher (Optional)

Follow the steps below to clear paper jams in the Integrated Office Finisher Top Cover.

Integrated Office Finisher Top Cover

1. Open the Integrated Office Finisher top cover.



2. Turn the wheel to remove the jammed paper.
3. Close the Integrated Office Finisher top cover.

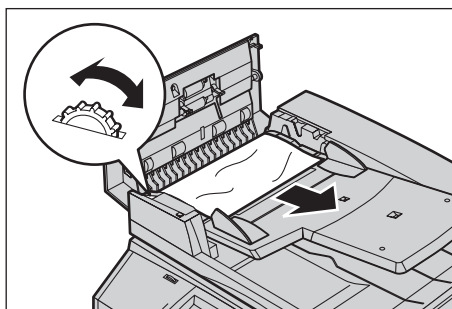
NOTE: If a paper jam message appears again or you cannot see the jammed paper inside the machine, the Integrated Office Finisher must be removed to clear the jam. For details on how to remove the Integrated Office Finisher, refer to *Removing the Integrated Office Finisher in the Appendix chapter on page 452*.

Document Feeder Jams

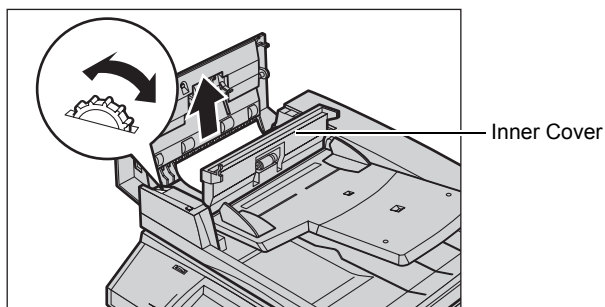
If a document jams in the document feeder, the machine stops, and an error message is displayed on the touch screen. Clear the document jam according to the instructions displayed, and then reload the document in the document feeder.

Follow the steps below to clear document jams in the document feeder.

1. Open the document feeder cover, and then remove the jammed document. If prompted on the touch screen, turn the wheel to feed the jammed document out of the document feeder.



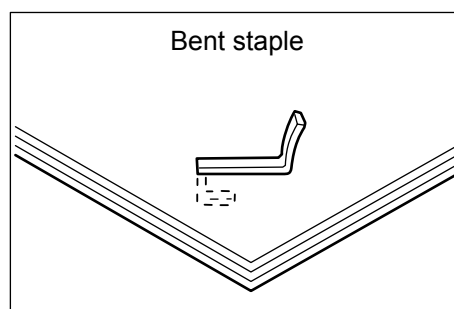
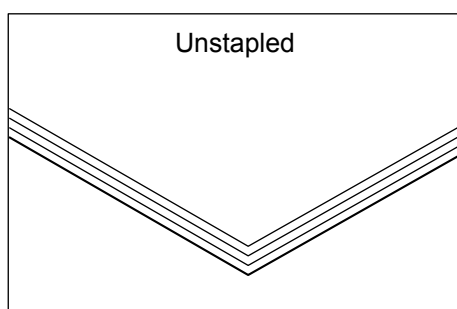
2. If a double-sided document is jammed underneath the inner cover, open it and turn the wheel to remove the document.
3. Close the inner cover, and then the document feeder cover.



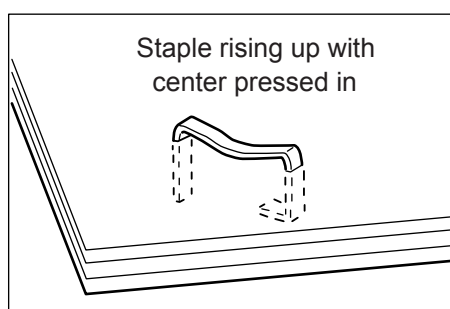
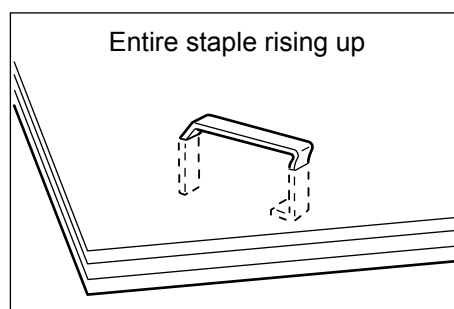
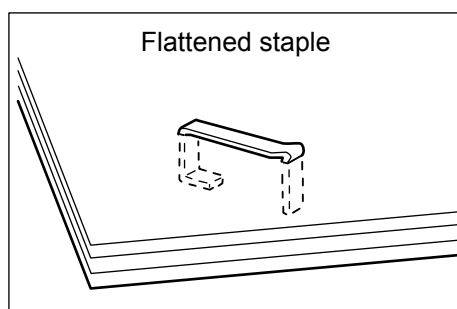
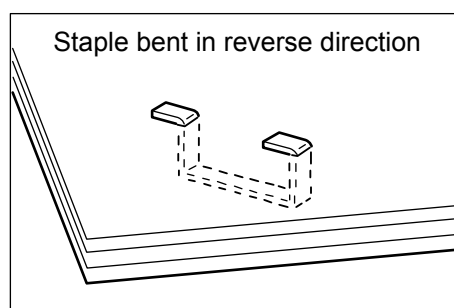
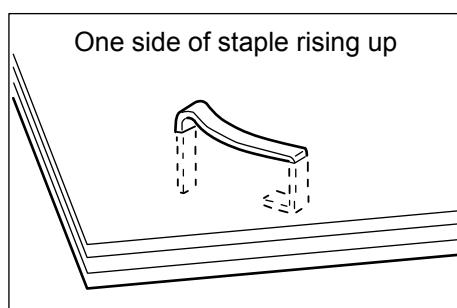
Stapler Faults

Below describes stapler troubles when the Finisher (optional) is installed.

Follow the procedures on the following pages when copies are not stapled or when staples are bent. Contact your Xerox Welcome Center if the problem persists after you have tried the following solutions.



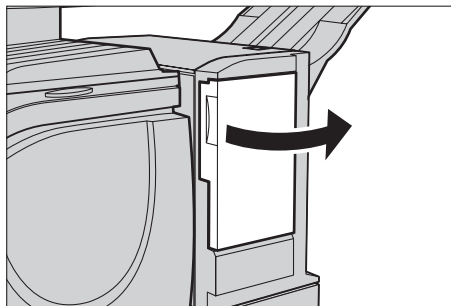
If staples are stapled on the copies in the manner shown in the figures below, contact your Xerox Welcome Center.



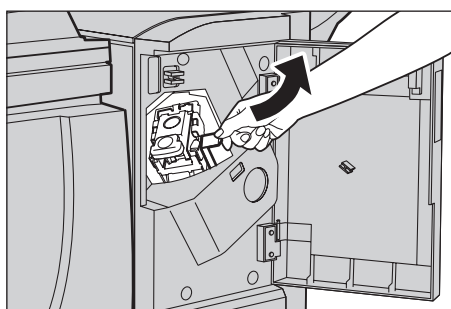
Staple Jams in the Office Finisher(Optional)

The following describes how to clear staple jams when the Office Finisher is installed.

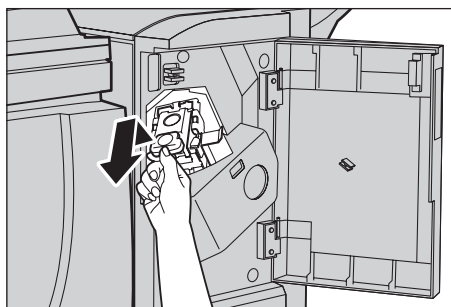
1. Make sure that the machine has stopped, and then open the front cover on the Office Finisher.



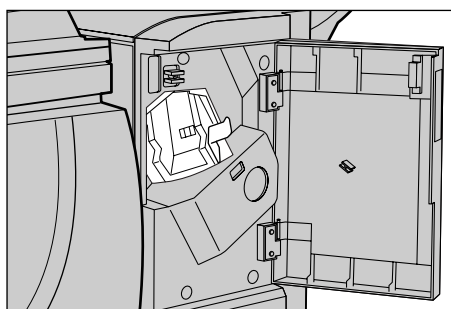
2. Hold the staple cartridge by its lever as shown in the figure on the right, and draw out the staple cartridge to the right towards you.



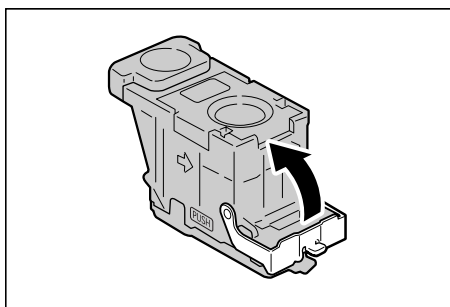
3. Lift up to remove the staple cartridge.



4. After removing the staple cartridge, check the inside of the Office Finisher for any remaining staples.

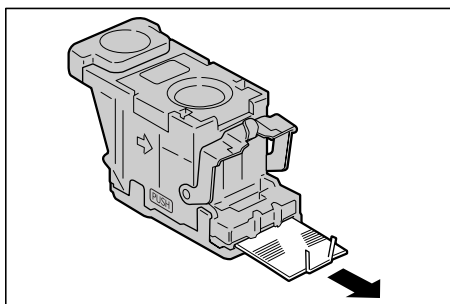


5. Pull up the lever on the front of the staple cartridge.

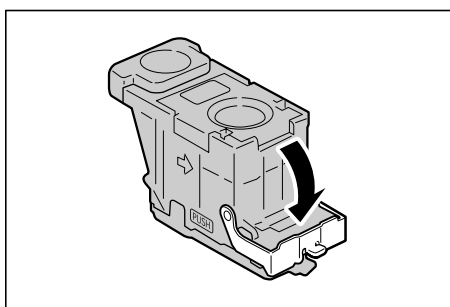


6. Remove the jammed staples together with the staple sheet.

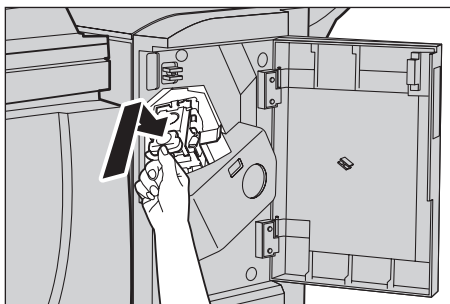
NOTE: When removing jammed staples, also remove the staple sheet. Do not just break off the bent staple.



7. Close the lever on the front of the staple cartridge until you hear it click into place.



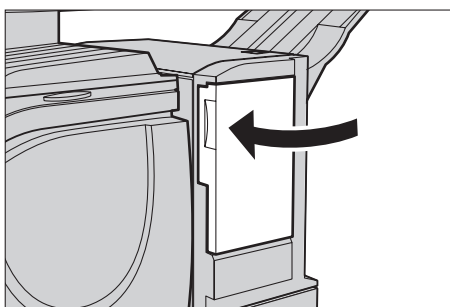
8. Lower the lever to return the staple cartridge to its original position until you hear it click into place.



9. Close the front cover on the Office Finisher.

NOTE: A message will be displayed and the machine will not operate if the staple Office Finisher's front cover is even slightly open.

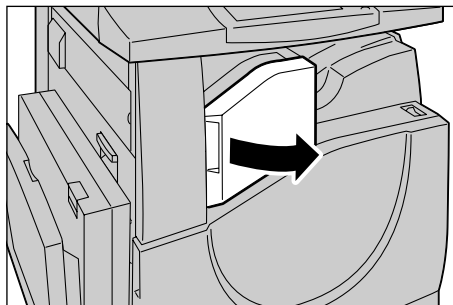
If the staples cannot be removed after carrying out the above procedures, contact your Xerox Welcome Center.



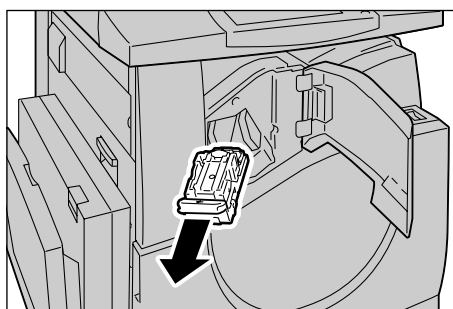
Staple Jams in the Integrated Office Finisher(Optional)

The following describes how to clear staple jams when the Integrated Office Finisher (optional) is installed.

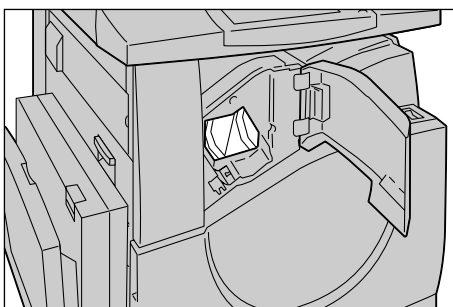
1. Make sure that the machine has stopped, and then open the front cover on the Integrated Office Finisher.



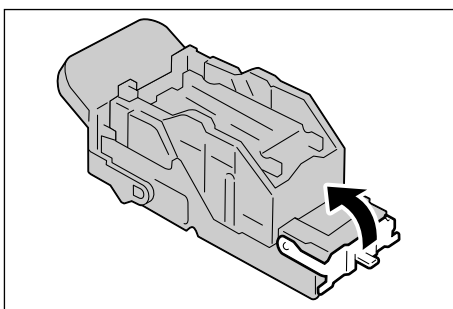
2. Take the staple cartridge out of the finisher.



3. After removing the staple cartridge, check the inside of the Integrated Office Finisher for any remaining staples.

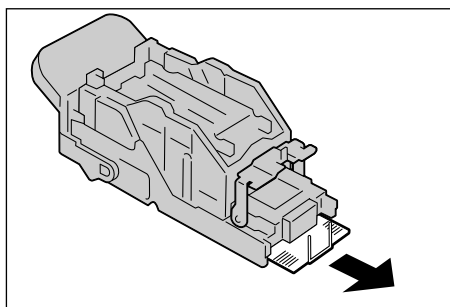


4. Pull up the front lever on the staple cartridge.

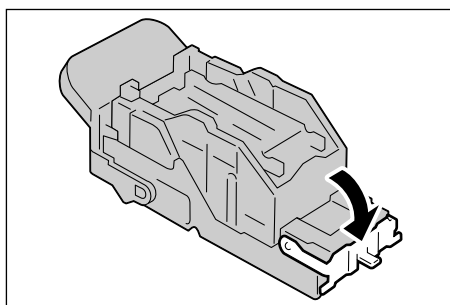


5. Remove the entire staple sheet including the jammed staple.

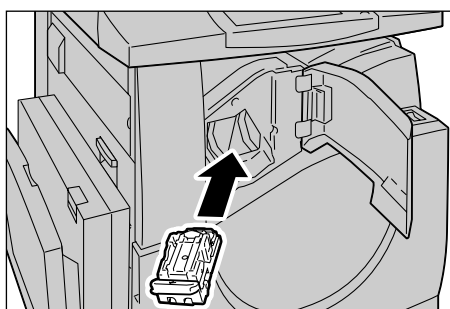
NOTE: Be sure to remove the entire staple sheet. Do not remove the jammed staple only.



6. Pull down the front lever on the staple cartridge until it clicks into place.



7. Return the staple cartridge to its original position.



8. Close the front cover of the Integrated Office Finisher.

If the staples cannot be removed after carrying out the above procedures, contact your Xerox Welcome Center.

Troubleshooting

If you are experiencing difficulties using the machine, check the suggestions in the following tables for advice. If this does not remedy the problem, refer to *Fault Clearance Procedure* on page 381.

Symptom	Recommendation
The machine will not power on.	<ul style="list-style-type: none"> • Check the power cord. • Check that the power switch is in the ON position. • Check that the RESET button on the back of the machine is not in the tripped (popped up) position. Push the button to reset. • Check that the AC outlet is supplying voltage. Connect another appliance to the outlet to verify the voltage supply.
The document will not feed through the document feeder.	<ul style="list-style-type: none"> • Check that the document feeder is not overloaded. The document feeder can hold a maximum of 50 sheets. • Check that the document is fully inserted into the document feeder.
The machine does not display the Tandem Tray Module (or one of the paper trays) as one of the Paper Supply selections.	<ul style="list-style-type: none"> • Check that no paper trays are open. If a tray is ajar, the machine cannot sense its connection. • Open and close each paper tray and the Tandem Tray Module. If this does not rectify the problem, then power the machine off and then on.
The machine does not display the finisher/stapler option.	<ul style="list-style-type: none"> • Check that the cables from the finisher are securely connected to the machine. • Slide the Finisher into its correct position. • The machine configures itself when additional options are attached.
The machine does not accept documents into memory.	<ul style="list-style-type: none"> • Check with the Key Operator about available memory. • If memory is almost full, print and delete unnecessary files.
The machine displays a memory full error message.	<ul style="list-style-type: none"> • Check with the Key Operator about available memory. • Divide the remaining pages of the job into several small jobs and run the job again.

Symptom	Recommendation
The machine displays a tray fault.	<ul style="list-style-type: none"> Follow the steps below. <ol style="list-style-type: none"> 1. Open the paper tray. 2. Move the paper tray guides away from the paper. 3. Move the paper tray guides against the paper so that they are just touching the paper. 4. Power the machine off and then on.
Deformed transparencies	<ul style="list-style-type: none"> Check that [Transparency] is selected in [Paper Type]. The machine automatically adjusts the handling for transparencies. Transparencies tolerate less heat than paper.
Blank output	<ul style="list-style-type: none"> Check that the document is loaded face up in the document feeder. If the drum cartridge is new, the toner may not be dispensed. Repeat the job. Check that the seal tape has been removed from the new drum cartridge. Reinstall the drum cartridge and the toner cartridge. Replace the drum cartridge. Replace the toner cartridge if the screen message for replacement is displayed.
Streaks, solid or dotted lines, or spots	<ul style="list-style-type: none"> Clean the document glass, the CVT glass, the areas under the platen cover, the document feeder, and the paper guides. Completely remove the ROS cleaner and reinsert the ROS cleaner to clean the raster output scanner. If the machine has been idle for an extended period of time, or if the toner or drum cartridge is new, begin the job again. Run the job using the document glass. Reinstall the drum cartridge. Check the quality of the document. Use [Edge Erase] to remove lines and marks from the edges of the document. Load fresh paper. Check the humidity of the machine location.
Output is too light or too dark.	<ul style="list-style-type: none"> Load fresh paper. Check the quality of the document. Select [Lighten/Darken] on the touch screen. Run off more prints until the copy quality improves. Replace the drum cartridge.

Symptom	Recommendation
Uneven print	<ul style="list-style-type: none"> • Replace the drum cartridge. • Replace the toner cartridge if the screen message for replacement is displayed.
Blurred images	<ul style="list-style-type: none"> • Load fresh paper. • Replace the drum cartridge. • Replace the toner cartridge if the screen message for replacement is displayed.
Missing characters	<ul style="list-style-type: none"> • Load fresh paper. • Reinstall the drum cartridge. • Replace the toner cartridge if the screen message for replacement is displayed.
Gloss variations (coining)	<ul style="list-style-type: none"> • Check the quality of the documents. • If the document has large areas of solid density, adjust the contrast.
Light copies when scanning glossy, shiny, or coated documents through the document feeder	<ul style="list-style-type: none"> • Use the document glass instead of the document feeder.
Bluish copies	<p>It is not recommended to place the machine near a window as the images of printed sheets may become bluish or reddish. If the machine is placed near a window, follow these precautions.</p> <ul style="list-style-type: none"> • Do not power on the machine with the platen cover opened. • Wake up the machine from Power Saver mode with the platen cover closed. • Power the machine off/on with the platen cover closed if images are bluish or reddish. Repeat as necessary.
Ghosting	<ul style="list-style-type: none"> • Check the quality of the documents. • If transparencies are used, select [Transparency] in [Paper Type]. The machine automatically adjusts the quality for transparencies. • Feed the document SEF. • Replace the drum cartridge.
Washout	<ul style="list-style-type: none"> • Check the quality of the documents. • If the image is lighter near the borders, select a darker image quality setting on the touch screen. • Replace the drum cartridge.
Solid density variations	<ul style="list-style-type: none"> • Check the quality of the documents. • Select [Lighten/Darken] on the touch screen. • Replace the drum cartridge.

Symptom	Recommendation
Image loss	<ul style="list-style-type: none"> When copying a document from a larger paper size to a smaller size, reduce the image to fit onto the smaller paper size. If you are using A4 (210 × 297 mm/8.5 × 11.0 inches) paper, set a slightly smaller document size (for example, copy 90% instead of 100%), or select [Copy All] on the [Reduce/Enlarge] screen. Select [Auto Center] in [Image Shift].
White stripes appear near around 210 mm from the top of the output.	<ul style="list-style-type: none"> When choosing Bond Paper, Plain Paper, Recycled Paper, or Custom Paper as paper type and printing in black and white, change the paper type in the Image Quality to Heavyweight 2D. When choosing Bond Paper, Plain Paper, Recycled Paper, or Custom Paper as paper type and printing in colors, change the paper type in the Image Quality to Heavyweight 1S. When choosing Heavyweight 1S as paper type and printing in black and white, change the paper type in the Image Quality to Heavyweight 2A, 2B, 2C, or 2S. <p>For more information about the paper type in the Image Quality, refer to <i>Paper Tray Settings in the Setups chapter on page 225</i>.</p>
Poor transfer of toner onto side 2 when manually making double-sided copy.	<ul style="list-style-type: none"> Load the side 2 paper from Tray 5 (Bypass Tray).
Misregistration on double-sided copy of business cards.	<p>When printing name card from Tray 5 (Bypass Tray), the lead edge registration may be different between the side 1 and side 2 (maximum. 4.4 mm).</p> <ul style="list-style-type: none"> Adjust the position of the image on the output copy paper. Refer to Image Shift on page 66.
Output does not reflect the selections made on the touch screen.	<ul style="list-style-type: none"> Select [Save] after each selection on the touch screen, if one exists.
The finisher does not stack output correctly.	<ul style="list-style-type: none"> Check that the paper tray guides are locked into position against the paper.
Pages in the set are not stapled.	<ul style="list-style-type: none"> Check that the paper tray guides are locked into position against the paper.
Paper delivered to an output tray is not properly stacked up.	<ul style="list-style-type: none"> Flip over the paper stack in the paper tray, or rotate it head to toe.

Symptom	Recommendation
Paper curls.	<ul style="list-style-type: none">• Check that the paper is loaded correctly. Load paper in Trays 1, 2 and 3 seam side up.• Load paper in the Tandem Tray Module and bypass tray seam side down.• Load custom media in the bypass tray.• Refer to <i>the Paper and Other Media chapter</i> for procedures.
Cannot store a document for secure polling due to full memory.	<ul style="list-style-type: none">• Cancel the operation, then repeat the same operation later when additional memory is available.

Fault Codes

When a fault occurs, the touch screen displays a message on how to clear the fault.

Some faults indicate customer maintenance, while others require the attention of the Key Operator and/or System Administrator. The following table represents some of the fault codes and their corresponding corrective actions. These may appear in the Print Queue or Faults List available in the Machine Status mode.

Code	Description and Remedy
002-770	The job template could not be processed due to insufficient hard disk space. Delete unnecessary data from the hard disk.
003-750	No document was saved for the double-sided Booklet Creation feature. Check the setting of the double-sided Booklet Creation feature.
003-751	The specified document area is too small. Select a higher resolution or a larger scan area.
003-754 003-755	An error occurred in the document scanner. Reset the document, and scan again.
003-756	The fax document is completely white. Check that the original is not white, or that the front and back sides have been reversed.
003-760	Incompatible features are selected in the document scan conditions. Check the selected options.
003-761	The paper size in the tray selected by auto tray switching, differs from the paper size in the tray selected at the tray selection. Either change the paper size for the tray, or change the paper type priority setting.
003-763	An error occurred when reading the Gradation Adjustment Chart. Place the chart properly on the document glass.
003-780	Compression of scanned data was unsuccessful. Lower the resolution or reduction/enlargement ratio to reduce the data size, or send the document in smaller segments.
003-795	The reduction/enlargement ratio exceeds the setting range when the scanned document is enlarged/reduced to the specified paper size. Directly enter the reduction/enlargement ratio, or change the paper size.
003-981	Stapling mixed size documents is available only for documents with the same width. Cancel the staple feature or reset the documents with the same width.
005-210 005-275 005-280 005-283 005-284 005-285 005-286	An error occurred in the document feeder. Contact the Xerox Welcome Center.

Code	Description and Remedy
012-211 012-212 012-221 012-223 012-224	The finisher malfunctioned. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.
012-259 012-260 012-263 012-280 012-282 012-283 012-284 012-285 012-291 012-293 012-294 012-295 012-296	The finisher malfunctioned. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.
016-210	An error occurred on the software option settings. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.
016-211	An error occurred due to insufficient memory. Check if memory is installed correctly. If memory is installed correctly, and not being able to identify the cause of the problem, contact the Xerox Welcome Center.
016-212	An error occurred due to insufficient memory. Check if memory is installed correctly. If memory is installed correctly, and not being able to identify the cause of the problem, contact the Xerox Welcome Center.
016-213	The software feature does not function properly, because the printer card is not properly installed. Reinstall the printer card correctly.
016-214	The software feature does not function properly, because the fax card is not properly installed. Reinstall the fax Card correctly.
016-450	The SMB host name already exists. Change the host name.
016-454	Unable to retrieve the IP address from DNS. Check the DNS configuration and IP address retrieve setting.
016-455	Connection to the SNTP server was timed out. Check the network cable connection and IP address of the SNTP server.
016-456	Received a message from the SNTP server saying that it was not synchronized with the standard time source. Check the SNTP server settings.
016-502	An error occurred during writing data. Contact the Xerox Welcome Center.
016-503	Unable to resolve the name of the SMTP server when e-mail was transmitted. Check if the SMTP server is set correctly using CentreWare Internet Services. Also, check that the DNS server is set correctly.

Code	Description and Remedy
016-504	Unable to resolve the name of the POP3 server when e-mail was transmitted. Check if the POP3 server is set correctly using CentreWare Internet Services. Also, check that the DNS server is set correctly.
016-505	Unable to log in to the POP3 server when transmitting e-mail. Check if the user name and password used for the POP3 server are set correctly using CentreWare Internet Services.
016-522	There was a LDAP server SSL authentication error. An SSL client certificate could not be acquired. The LDAP server requires an SSL client certificate. Set the SSL client certificate on the machine.
016-523	There was a LDAP server SSL authentication error. The server certificate data was incorrect. The machine does not trust the LDAP server's SSL certificate. Register the root certificate of the LDAP server SSL certificate on the machine.
016-524	There was a LDAP server SSL authentication error. The server certificate is not yet valid. Change to a valid LDAP server SSL certificate. The [Authentication with SSL] setting in [LDAP Server/Directory Service] can be set to [Disabled] to avoid an error, but the connected LDAP server security is not guaranteed.
016-525	There was a LDAP server SSL authentication error. The server certificate has expired. Change to a valid LDAP server SSL certificate. The [Authentication with SSL] setting in [LDAP Server/Directory Service] can be set to [Disabled] to avoid an error, but the connected LDAP server security is not guaranteed.
016-526	There was a LDAP server SSL authentication error. The server name does not match the certificate. Set the LDAP server address on the machine to match the address on the LDAP server SSL certificate. The [Authentication with SSL] setting in [LDAP Server/Directory Service] can be set to [Disable] to avoid an error, but the connected LDAP server security is not guaranteed.
016-527	There was a LDAP server SSL authentication error. There was an SSL authentication internal error. This error was generated by the software. Contact the Xerox Welcome Center.
016-533	There was a Kerberos server authentication protocol error. The machine and the Kerberos server clocks have a time difference that exceeds the Kerberos server clock skew value. Check that the machine and the Kerberos server clocks have the correct time.
016-534	There was a Kerberos server authentication protocol error. The realm assigned to the machine does not exist on the Kerberos server or the machine is not connecting to the Kerberos server address. Check that the realm name and Kerberos server address settings on the machine are correct. If connected with Windows 2000 or Windows 2003 Server, make sure the realm name is in upper case characters.
016-539	There was a Kerberos server authentication protocol error. This error was generated by the software. Contact the Xerox Welcome Center.
016-701	An error occurred due to insufficient memory for the PCL decomposer. Lower the resolution if possible.

Code	Description and Remedy
016-702	<p>Unable to process PCL print data due to insufficient print page buffer. Take one of the following actions:</p> <ul style="list-style-type: none"> • Set [Print Mode] to [High Speed]. • Check if memory is installed correctly. • Set [Page Print Mode] to [On] in order to change the printing method, then try printing again. <p>For more information on Page Print Mode, refer to the print driver's online help.</p>
016-703	<p>An e-mail specifying a non-registered or invalid mailbox number was received. When sending a fax or Internet Fax:</p> <ul style="list-style-type: none"> • Contact the Xerox Welcome Center. <p>When receiving e-mail, fax, or Internet Fax:</p> <ul style="list-style-type: none"> • Register the mailbox with the specified number. • Send an e-mail to a valid mailbox. • Contact the Xerox Welcome Center if the problem persists.
016-704	<p>The hard disk ran out of space, because the mailboxes are full. Delete unnecessary documents from the mailboxes.</p>
016-705	<p>Unable to register the secure print document, mailbox document, or billing data using the print driver, or unable to register the scanned document in the mailbox, because the hard disk drive may not be installed properly on the machine, or may be damaged. Contact the Xerox Welcome Center.</p>
016-706	<p>The hard disk ran out of space, because the number of users for secure printing reached its maximum. Delete unnecessary documents or users registered for the Secure Print feature.</p>
016-707	<p>Sample prints cannot be made due to the malfunction of the hard disk. Contact the Xerox Welcome Center.</p>
016-708	<p>An annotation cannot be added due to insufficient hard disk space. Delete unnecessary documents from the disk.</p>
016-710	<p>Delayed print job could not be executed. Take one of the following actions:</p> <ul style="list-style-type: none"> • Delete unnecessary data from the hard disk to increase free space. • Reset the settings of mailbox print and sample print. • Reduce the number of stored delayed print jobs to less than 100 jobs.
016-711	<p>Refer to 016-985.</p>
016-712	<p>Refer to 003-751.</p>
016-713	<p>The input password does not match the mailbox password. Enter the correct password.</p>
016-714	<p>The specified mailbox does not exist. Create a new mailbox or specify an existing mailbox.</p>
016-716	<p>The TIFF file could not be spooled as the size of the file exceeded the remaining space on disk. Increase the size of the PCL form area.</p>

Code	Description and Remedy
016-717	<p>A [Transmission Report - Undelivered] or [Activity Report] was requested, but the the required transmission result information is not stored in memory, and the report was not generated. Take one of the following actions:</p> <ul style="list-style-type: none"> • Partition memory intensive jobs (iFax) to limit the memory and the hard disk use. • Execute any pending scan and iFax jobs after other scan and iFax jobs are finished. • Request the report before 200 or more subsequent jobs have been executed.
016-718	<p>Unable to process PCL print data due to insufficient memory. Take one of the following actions:</p> <ul style="list-style-type: none"> • Lower the resolution. • Use no multiple-up or 2 sided print feature, and try printing again.
016-719	<p>Unable to process PCL print data due to insufficient print page buffer memory. Increase the print page buffer.</p>
016-720	<p>PCL print data contained a command that could not be processed. Check the print data, and then try printing again.</p>
016-721	<p>An error occurred while printing a job. The Auto Tray Switching feature was enabled when [Auto Paper Off] is selected for all paper trays on the [Paper Type Priority] screen. When the Auto Tray Switching feature is enabled, select a paper type other than [Auto Paper Off] on the [Paper Type Priority] screen.</p>
016-722	<p>The specified stapling position is not supported. Check the staple position, and try printing again.</p>
016-723	<p>The specified punch position is not supported. Check the punch position, and try printing again.</p>
016-724	<p>The combination of specified staple and punch options was incompatible. Specify punch and staple position along the same edge of the paper and try printing again.</p>
016-725	<p>A scanned document saved in a mailbox could not be converted to fax data during transmission processing using the job flow sheet. Do not use the job flow sheet. Instead scan the document, and send the fax directly.</p>
016-726	<p>The printer language cannot be automatically selected when the print mode is set to [Auto], including:</p> <ul style="list-style-type: none"> • PostScript data was sent without the PostScript Kit installed. Install the PostScript Kit. • A PDF file is sent directly to the machine, but unable to process the job. The hard disk drive may not be installed properly on the machine or may be damaged. Contact the Xerox Welcome Center. • HP-GL/2 or PCL data is sent to the machine without the optional emulation kit. Install the emulation kit.
016-727	<p>The result of a print request is a zero-page document that cannot be stored in a mailbox, and the job is canceled. Set the print option to print blank pages, and reprint to confirm if the output is not blank. Add text if the output is blank, and try printing again.</p>

Code	Description and Remedy
016-728	The TIFF file contains unsupported tags. Check the print data.
016-729	The TIFF file could not be printed, because the number of colors and resolution of the TIFF file exceeded the limit. Change the number of colors and resolution of the TIFF file, and instruct it to print again.
016-731	Printing of the TIFF data was interrupted. Instruct it to print again.
016-732	The form specified in the emulation setting is not registered in the host computer. Resend the form data.
016-733	<ul style="list-style-type: none"> • Could not acquire the IP address from the text string after the @ character in an e-mail address. Enter the mail address correctly. • The DNS internet address after the @ character could not be resolved. Enter the DNS server address correctly.
016-734	Printing a simple recipient result report failed. Set the [E-mail Receive Protocol] on the sender's end to [SMTP].
016-735	An attempt was made to print a job template while it was being updated. Wait a while, and then instruct it to print again.
016-736	<p>Data is not stored in a forwarding address directory.</p> <ul style="list-style-type: none"> • Check that there is space on the target disk. • Check the directory access permissions. • Delete any [.LCK] lock files in the target directory.
016-737	Data is not stored in a forwarding address directory. Delete any [.LCK] lock files in the target directory.
016-741	Unable to move onto the downloading mode.
016-742	Detected mismatching downloaded data product ID due to corrupt downloaded data. Try downloading again.
016-744	An error occurred to the data being downloaded. Check if the connection between the external device and the machine is secured, and try executing the operation again.
016-745	An XPJL error occurred while downloading. Try executing the job again. Contact the Xerox Welcome Center if the problem persists.
016-746	Received a PDF file that contains unsupported functions. Use a print driver to print the file.
016-747	<p>An error occurred while processing the annotation image data due to insufficient memory. Take one of the following actions:</p> <ul style="list-style-type: none"> • Increase the annotation image size. • Reduce the number of the images in [Repeat Image]. <p>Contact the Xerox Welcome Center if the problem persists.</p>
016-748	Unable to print due to insufficient hard disk space. Reduce the number of pages in print data, for instance by dividing the print data, or by printing one copy at a time when making multiple copies.

Code	Description and Remedy
016-749	<ul style="list-style-type: none"> The printer language received from a printer driver cannot be printed on the machine. Use the machine's print driver. If the problem persists, contact the Xerox Welcome Center. The printer language received in an iFax cannot be printed on the machine. Request that the sender sends the document using a printer language supported by the machine.
016-750	Printing banner sheets is canceled. Enter the System Settings mode on the touch screen, [Print Mode Settings] > [Other Settings], select [Banner Sheet] and set [Start Sheet], also select [Banner Sheet Tray] and set [Tray 1].
016-751	An error occurred due to insufficient memory, when the PDF direct print function print mode is set to PostScript. Use the machine print driver, or increase the PostScript memory.
016-753	The entered password does not match with that of the PDF file. Set the correct password on ContentsBridge.
016-755	An error occurred when processing a print job of a print-prohibited PDF file. Use Adobe Reader to release the print prohibition, and print the file.
016-756	The use of the service is restricted. Contact the Key Operator.
016-757	A wrong password was entered. Enter the correct password.
016-758	The account is not authorized for copying. Contact the Key Operator.
016-759	The maximum number of copies has been reached. Contact the Key Operator.
016-760	<p>An error occurred during PostScript processing. Take one of the following actions.</p> <ul style="list-style-type: none"> Set for optimized speed in the print driver. Increase PostScript memory.
016-761	An error occurred during image processing. Set [Image Options] > [Image Quality] > [High Speed] on the print driver, and print again. If this does not rectify printing, set [Detailed Settings] > [Other Settings] > [Print Page Mode] on the print driver, and try again.
016-762	The specified print language is not supported on the machine. Specify the print language in [Print Mode] under [Port Settings].
016-764	Unable to connect to the SMTP server. Contact the System Administrator.
016-765	Unable to send e-mail due to insufficient hard disk space on the SMTP server. Contact the System Administrator.
016-766	An error occurred on the SMTP server. Contact the System Administrator.
016-767	Unable to send e-mail due to the wrong e-mail address. Verify the e-mail address, and try sending the e-mail again.
016-768	Unable to connect to the SMTP server due to the incorrect e-mail address of the machine. Check the e-mail address of the machine.

Code	Description and Remedy
016-769	The SMTP server does not support delivery confirmation (DSN). Send e-mail without setting confirmation.
016-770	The direct fax function is prohibited. Check with the System Administrator whether the function is enabled. If enabled, contact the Xerox Welcome Center.
016-771	Unable to retrieve the scan data repository address. Confirm the DNS connection. Alternatively, set the scan data repository domain name to the DNS.
016-772	Unable to retrieve the scan data repository address. Specify the correct DNS address. Alternatively, set scan data repository address to the IP address.
016-773	The IP address of the machine is not set correctly. Check the DHCP environment. Alternatively, manually specify an IP address of the machine.
016-774	Unable to process compression conversion due to insufficient hard disk space. Delete unnecessary data from the disk.
016-775	Unable to process the image conversion due to insufficient hard disk space. Delete unnecessary data from the disk.
016-776	An error occurred during image conversion processing. Check the data in CentreWare Internet Services.
016-777	An error occurred on the hard disk during image processing, probably due to a hard disk malfunction. For details on replacing the hard disk, contact the Xerox Welcome Center.
016-778	Conversion of the scanned image was discontinued due to insufficient disk space. Delete unnecessary data from the disk.
016-779	An error occurred during conversion processing of the scan image. Instruct scanning again.
016-780	An error occurred on the disk during conversion processing of the scanned image, probably due to a disk malfunction. For details on replacing the hard disk, contact the Xerox Welcome Center.
016-781	Unable to connect to the server during file forwarding by CentreWare Scan Services. Ask the System Administrator to check the network and server.
016-782	Unable to connect to the server for CentreWare Scan Services. Verify that the login user name, password and other information that are entered.
016-783	Unable to find the specified server path during file forwarding by CentreWare Scan Services. Check the path name of the server currently set to the job template.
016-784	A write to server error occurred during file forwarding by CentreWare Scan Services. Confirm that there is sufficient space in the directory on the server, and that access rights are present.
016-785	The file could not be sent by CentreWare Scan Services due to insufficient space on the server. Delete unnecessary data from the server.

Code	Description and Remedy
016-786	The scanned data could not be written due to insufficient space on the hard disk. Delete unnecessary data, or initialize the hard disk if the saved data are not needed anymore.
016-787	The server IP address set to the job template is incorrect. Specify the correct job template.
016-788	Failed to retrieve the file from the web browser. Take one of the following actions, and then try retrieving again. <ul style="list-style-type: none"> • Refresh the browser page. • Restart the browser. • Switch the machine off then back on.
016-789	The mail processing was interrupted due to insufficient hard disk space. Lower the image resolution or reduction/enlargement ratio, or divide the document into smaller segments to send.
016-791	The access to the specified destination or job template server failed when using Scan To FTP/SMB or CentreWare Scan Services. Check if you are authorized to access the specified destination or server.
016-792	The specified job history could not be retrieved when printing a job history report. The specified job history is not available.
016-793	The hard disk has run out of space. Delete unnecessary data or initialize the hard disk if the saved data are not needed anymore.
016-794	The media was incorrectly inserted. Reinsert the media correctly.
016-795 016-796 016-797	A read error occurred when reading data on the media. Check the contents stored on the media using a computer.
016-798	The print could not be processed. The hard disk drive or memory may not be installed properly on the machine, or may be damaged. Contact the Xerox Welcome Center.
016-799	The print data contains invalid parameters. Check the print data and print options and try printing again.
016-982	The hard disk has run out of space. Delete unnecessary data from the hard disk or documents in mailboxes.
016-985	The e-mail size exceeds the maximum size. Try one of the following procedures, and resend the e-mail. <ul style="list-style-type: none"> • Reduce the number of pages in the document. • Lower the resolution in [Scan Resolution]. • Reduce the document size using [Reduce/Enlarge]. • Increase the maximum value in [Maximum E-mail Size] using the Key Operator access.
018-505	An authentication error occurred due to an incorrect user name and/or password. Check that the user name and password are correct.

Code	Description and Remedy
018-701	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 1 (operations error) during the address book query. Check that the [LDAP Server/Directory Service] settings in [Remote Authentication Server/Directory Service] are correct, and check if the problem occurred on the server side.
018-702	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 2 (protocol error) during the address book query. Review the LDAP server settings and repeat the same operation.
018-703	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 3 (time limit exceeded) during the address book query. Review the search conditions and search root entry, then repeat the same operation. Contact the network administrator if the problem persists.
018-704	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 4 (size limit exceeded) during the address book query. Review the search conditions and search root entry, then repeat the same operation. Contact the network administrator if the problem persists.
018-705	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 5 (compare false) during the address book query. The compare operation returned false. Check the LDAP server status.
018-706	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 6 (compare true) during the address book query. The compare operation returned true, indicating there is no problem.
018-707	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 7 (authentication method not supported) during the address book query. Change the authentication method and review the authentication settings.
018-708	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 8 (strong authentication required) during the address book query. Check that there are no errors in the authentication settings, and strengthen subsequent authentication.
018-710	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 10 (referral) during the address book query. There is nothing registered in the specified search range. Check the authentication settings status.
018-711	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 11 (admin limit exceeded) during the address book query. Check the server operating status.

Code	Description and Remedy
018-712	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 12 (unavailable critical extension) during the address book query. Check the server operating status.
018-713	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 13 (confidentiality required) during the address book query. Check the server operating status.
018-714	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 14 (SASL bind in progress) during the address book query. Wait a while, then repeat the same operation. Contact the network administrator if the problem persists.
018-716	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 16 (no such attribute) during the address book query. The specified attribute does not exist. Check the LDAP server status.
018-717	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 17 (undefined attribute type) during the address book query. The attribute type specified is invalid. Check the LDAP server status.
018-718	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 18 (inappropriate matching) during the address book query. Filter type not supported for the specified attribute. Check the LDAP server status.
018-719	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 19 (constraint violation) during the address book query. An attribute value specified violates some constraint. Check the LDAP server status.
018-720	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 20 (attribute or value exists) during the address book query. An attribute type or value already exists. Check the LDAP server status.
018-721	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 21 (invalid attribute syntax) during the address book query. An invalid attribute syntax was specified. Check the LDAP server status.
018-732	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 32 (no such object) during the address book query. The specified e-mail address does not exist in the directory. Review the input e-mail address and check the e-mail address is registered on the LDAP server.
018-733	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 33 (alias problem) during the address book query. The alias (name) in the directory points to a nonexistent entry. Check the LDAP server status.

Code	Description and Remedy
018-734	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 34 (invalid DN syntax) during the address book query. An invalid DN syntax was specified. Check the user name and password. Check the LDAP server authentication settings and other status.
018-735	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 35 (is leaf) during the address book query. The object specified is a leaf node. Check the LDAP server status.
018-736	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 36 (alias dereferencing problem) during the address book query. The error occurred while dereferencing an alias. Check the LDAP server status.
018-748	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 48 (inappropriate authentication) during the address book query. Inappropriate authentication was specified. Check the LDAP server authentication settings.
018-749	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 49 (invalid credentials) during the address book query. Invalid credentials (user name or password) was specified. Check the user name and password. Check the LDAP server authentication settings.
018-750	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 50 (insufficient access rights) during the address book query. User has insufficient access to perform the operation. Check the LDAP server access rights.
018-751	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 51 (busy) during the address book query. The server is too busy. Wait a while, then repeat the same operation. Contact the network administrator if the problem persists.
018-752	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 52 (unavailable) during the address book query. The server is unavailable. Wait a while, then repeat the same operation. Contact the network administrator if the problem persists.
018-753	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 53 (unwilling to perform) during the address book query. The server is unwilling to perform the operation. Wait a while, then repeat the same operation. Contact the network administrator if the problem persists.
018-754	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 54 (loop detect) during the address book query. A loop was detected (service-related problem). Check the LDAP server service operating status.

Code	Description and Remedy
018-764	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 64 (naming violation) during the address book query. A naming violation occurred (update-related problem). Check the LDAP server status.
018-765	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 65 (object class violation) during the address book query. An object class violation occurred (update-related problem). Check the LDAP server status.
018-766	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 66 (not allowed on nonleaf) during the address book query. The operation is not allowed on a nonleaf object (update-related problem). Check the LDAP server status.
018-767	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 67 (not allowed on RDN) during the address book query. The operation is not allowed on an RDN (update-related problem). Check the LDAP server status.
018-768	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 68 (entry already exists) during the address book query. The entry already exists (update-related problem). Check the LDAP server status.
018-769	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 69 (object class mods prohibited) during the address book query. Object class modifications are prohibited (update-related problem). Check the LDAP server status.
018-770	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 70 (search result too large) during the address book query. Review the search conditions and search root entry, then repeat the same operation. Contact the network administrator if the problem persists.
018-771	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 71 (affects multiple DSAs) during the address book query. Check the LDAP server status.
018-780	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 80 (unknown error) during the address book query. Check the LDAP server status.
018-781	An LDAP server protocol error occurred in the address book operation. Could not connect to the server. Use the following methods: <ul style="list-style-type: none"> • Check the network cables are connected. • Check the target server's operating status. • Check that the server name in the [LDAP Server/Directory Service] settings in [Remote Authentication Server/Directory Service] are correct.

Code	Description and Remedy
018-782	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 82 (program error or SASL authentication error) during the address book query. Check the LDAP server status.
018-783	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 83 (send message encoding error) during the address book query. Check the LDAP server status.
018-784	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 84 (receive message decoding error) during the address book query. Check the LDAP server status.
018-785	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 85 (search result timeout) during the address book query. Review the search conditions and search root entry, then repeat the same operation. Contact the network administrator if the problem persists.
018-786	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 86 (unknown authentication method specified) during the address book query. Check the LDAP server status.
018-787	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 87 (invalid search filter supplied) during the address book query. Review the search conditions. Contact the network administrator if the problem persists.
018-788	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 88 (operation canceled) during the address book query. Check the LDAP server status.
018-789	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 89 (parameter error) during the address book query. Check the LDAP server status.
018-790	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 90 (memory allocation error) during the address book query. Check the LDAP server status.
018-791	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 91 (server connection error) during the address book query. Check the LDAP server status.
018-792	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 92 (unsupported function) during the address book query. Check the LDAP server status.
018-793	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 93 (result not returned) during the address book query. Check the LDAP server status.

Code	Description and Remedy
018-794	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 94 (result no longer available) during the address book query. Check the LDAP server status.
018-795	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 95 (result still available) during the address book query. Check the LDAP server status.
018-796	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 96 (client loop detected) during the address book query. Check the LDAP server status.
018-797	An LDAP server protocol error occurred in the address book operation. The server returned the RFC2251 specification protocol error 97 (maximum number of reference hops exceeded) during the address book query. Check the LDAP server status.
024-742	The number of print pages, using print options, in a booklet creation job exceeds the number of maximum pages. Divide the job into manageable jobs or cancel book creation.
024-746	The selected option (i.e., paper size, document tray, output tray, or double-sided printing) is incompatible with the specified paper quality. Check the print data.
024-747	An invalid print parameter combination was set. Check the print data. For example, a custom size was specified, and [Paper Supply] was set to [Auto]. In this case, select the bypass tray.
024-985	An error occurred in the bypass tray. Check the document size, orientation, and paper type, then try executing the same operation again.
026-700	A protocol which is not supported on the machine was received from the LDAP server during an address book query. Try executing the same operation again. Contact the Xerox Welcome Center if the problem persists.
026-701	The number of address book requests exceeded the handling capacity of the machine. Wait a while, and perform the same operation again. If there is only one address book request, the problem may be in the machine software. Contact the Xerox Welcome Center.
026-702	The number of transactions from the LDAP server exceeded the handling capacity of the machine. Wait a while and perform the same operation. Contact the Xerox Welcome Center if the problem persists.
027-452	The specified IP address already exists. Change the IP address.
027-500	Unable to resolve the name of the SMTP server when reply e-mail was transmitted. Check from CentreWare Internet Services to see if the SMTP server is set correctly.
027-501	Unable to resolve the name of the POP3 server when using the POP3 protocol. Check from CentreWare Internet Services to see if the POP3 server is set correctly.

Code	Description and Remedy
027-502	Unable to login to the POP3 server when using the POP3 protocol. Check from CentreWare Internet Services to see if the user name and password used for the POP3 server are set correctly.
027-547	An SMB protocol error occurred. Prohibited characters were detected in the specified domain name. Check the domain name, and that the correct domain name is set on the machine. Check the domain by: 1. Select [System Settings] > [Network Settings] > [Remote Authentication Server/Directory Service] > [SMB Server Settings] in System Administrator mode. 2. Select the corresponding SMB server and check the domain name.
027-548	An SMB protocol error occurred. Prohibited characters were detected in the specified user name. Check the user name settings.
027-549	An SMB protocol error occurred. Perform the same operation again. Contact the Xerox Welcome Center if the problem persists.
027-564	An SMB protocol error occurred. The SMB server cannot be found. Check that the authentication server and the machine can communicate across the network. For example, check the following: <ul style="list-style-type: none"> • Check the network cable connections. • Check the TCP/IP settings. • Check the port settings; port 137 (UDP), port 138 (UDP), port 139 (TCP).
027-565	An SMB protocol error occurred. Perform the same operation again. Contact the Xerox Welcome Center if the problem persists.
027-566	An SMB protocol error occurred. SMB (TCP/IP) is not activated. Using CentreWare Internet Services, open the [Port Status] window in the [Properties] tab, and check that TCP/IP for SMB is enabled.
027-572 027-573 027-574 027-576 027-578	An SMB protocol error occurred. Perform the same operation again. Contact the Xerox Welcome Center if the problem persists.
027-584	An SMB protocol error occurred. The SMB server is operating in share security mode. The SMB server is probably set on an Windows 95, Windows 98, or Windows ME OS. Set the SMB server on an OS other than Windows 95, Windows 98, or Windows ME.
027-585	An SMB protocol error occurred. Login prohibited time interval. Check allowed login time with the System Administrator.
027-586	An SMB protocol error occurred. The password valid interval has expired. Obtain a valid password from the System Administrator.
027-587	An SMB protocol error occurred. The password change interval has expired. Login on Windows, and change the password. Ask the System Administrator to change the change interval settings to avoid being prompted the next time you login.

Code	Description and Remedy
027-588	An SMB protocol error occurred. The user account is disabled. Ask the System Administrator to enable the user.
027-589	An SMB protocol error occurred. The user account is locked out. Ask the System Administrator to release the lockout.
027-590	An SMB protocol error occurred. The user valid interval has expired. Obtain a valid user account from the System Administrator, or ask the System Administrator to extend the account interval.
027-591	An SMB protocol error occurred. The user account is restricted. The blank password is invalid. Set the user account password.
027-593 027-599	An SMB protocol error occurred. Perform the same operation again. Contact the Xerox Welcome Center if the problem persists.
027-706	There was no S/MIME certificate tied to the e-mail address when sending e-mail. Import an S/MIME certificate for the e-mail address into the machine.
027-707	The S/MIME certificate tied the e-mail address when sending e-mail has expired. Obtain a new S/MIME certificate, and import into the machine.
027-708	The S/MIME certificate tied the e-mail address when sending e-mail is untrusted. Import a trusted S/MIME certificate into the machine
027-709	The S/MIME certificate tied the e-mail address when sending e-mail has been revoked. Import a new S/MIME certificate into the machine
027-710	The S/MIME certificate to receive e-mail was not present. Contact the sender, and ask them to send e-mail with an S/MIME certificate.
027-711	The sender's S/MIME certificate was not retrieved from the received e-mail. Import the sender's S/MIME certificate into the machine, or attach an S/MIME certificate to the sender's S/MIME signature e-mail.
027-712	The received e-mail S/MIME certificate has expired or is untrusted. Contact the sender, and ask them to send e-mail with a valid certificate.
027-713	The received e-mail was rejected, because it had been altered, possibly the transmission route had been falsified. Contact the sender to notify them about the possibility of falsification, and request them to resend the e-mail.
027-714	The received e-mail was rejected, because the "From" field differs from the S/MIME signature e-mail address. Contact the sender, tell them about the possibility of impersonation, and ask them to resend the e-mail.
027-715	The received e-mail S/MIME certificate is not registered on the machine or is not supported on the machine. Import the sender's S/MIME certificate into the machine, or if already registered, enable the certificate so that it can be used on the machine.
027-716	The received e-mail was rejected, because the S/MIME certificate was untrusted. Contact the sender, and ask them to send e-mail with a trusted certificate.

Code	Description and Remedy
027-737	An error occurred during reading of data from the job template server. Check the access rights of the directory in which the job template is stored.
027-739	Unable to find the specified job template server. Check the path name to the job template server.
027-740	Unable to log in to the job template server. Verify that the correct log-in user name, password and other information are entered.
027-741	Unable to connect to the job template server. Ask the network administrator to check the network or server.
027-742	The job template could not be stored to memory due to insufficient disk space. Delete unnecessary data from the disk.
027-743	The settings on the job template server are incorrect. Check the settings of the job template server.
027-744	There is a problem in the domain name of the job template server. Make sure that the DNS server connection and the domain name are registered to the DNS server.
027-745	The address of the DNS server is not registered on the machine. Register the address of the DNS server on the machine, or set the address of the job template server as an IP address.
027-746	The protocol setting of the job template server is not correct. Set up the correct port.
027-750	Fax forwarding, printing, or Internet Fax forwarding was attempted for a scanned document. Fax forwarding, printing, and Internet Fax forwarding cannot be performed for scanned documents.
027-751	An error occurred while processing a job flow sheet. Check the job flow sheet.
027-752	The job flow has a parameter that requires user input that was not entered. Perform one of the following: <ul style="list-style-type: none"> Do not tie the job flow with required user input to a mailbox. Set the default values for the job flow required user input parameters.
027-753	The required port was not open to the job attempted by a job flow sheet. Contact the Key Operator.
027-754	The settings for [DocuWorks Signature] or [PDF Signature] on the job flow are incorrect. Check the DocuWorks and PDF signatures for both the system data settings (machine's current settings) and the executed job flow settings. If these settings are not the same, change either of them.
027-796	E-mail without an attachment was discarded, because the machine is set to print only the attached document of e-mail. To print body text and the header of e-mail in addition to its attachments, change settings in [Properties] on CentreWare Internet Services.
027-797	The output destination is not correct. Specify the correct destination, and resend the e-mail.

Code	Description and Remedy
033-363	An error occurred when using the fax. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.
033-710	The document for polling has been deleted. Store the original document again.
033-712	The processing could not continue due to insufficient system memory. Delete unnecessary data.
033-713	An error occurred when using the fax. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.
033-716	The mailbox specified by the remote machine does not exist. Register the mailbox on the machine.
033-717	The mailbox password specified by the remote machine is incorrect, or the password-receive password is incorrect. Notify the correct password to the sender.
033-718	There are no fax documents or no documents for polling in the mailbox specified by the remote machine. If required, store the fax document or document for polling in the mailbox.
033-719	The fax job was canceled when the supply was turned off and on. Send the document again.
033-721	An error occurred when using the fax. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.
033-722	The scan job was canceled due to power supply problem, or because the document exceeds the maximum number of pages that can be stored. Check the power supply, or set documents that are smaller than the maximum number of pages.
033-724	Unable to receive the image data, because the data size that can be received per a fax transmission exceeds its upper limit. Request the sender to divide the document into smaller segments to send, or lower the resolution. If the problem persists, check if memory is installed correctly. If memory is installed correctly, and not being able to identify the cause of the problem, contact the Xerox Welcome Center.
033-725	The hard disk is full. Delete unnecessary data on the hard disk to increase the available hard disk space.
033-726	The received document was printed single sided, because the 2-sided printing is not available for a mixed size document. No user action is required.
033-727	The received page data size is too large to rotate automatically to shift the document orientation on the page. The pages are printed without rotation. No user action is required.
033-728	The Auto Print formatting of the received fax document was interrupted by a manual print operation. No user action is required. The machine will automatically resume the Auto Print job after manual printing is done.
033-731	The Auto Print processing for the received fax document was interrupted by a manual print operation. No user action is required.

Code	Description and Remedy
033-733	An error occurred when using the fax. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.
033-734	The fax print was suspended, because a job report was generated while preparing the fax print job. No user action is required.
033-735	An error occurred using the fax. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.
033-736	The transmission was canceled, because the transmit data size exceeded its upper limit. No user action is required.
033-737	An error occurred using the fax. Perform the same operation again.
033-738	Abnormal JBIG image data was received. No user action is required.
033-740	The print job for the received fax document was canceled. No user action is required.
033-741 033-742	An error occurred when using the fax. Perform the same operation again. Contact the Xerox Welcome Center if the problem persists.
033-743 033-744 033-745 033-746	An error occurred when using the fax. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.
033-747	The job was suspended. No user action is required.
033-749	The machine rectified a memory problem automatically for printout. No user action is required.
033-750	An error occurred when using the fax. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.
033-751	An attempt was made to output the maintenance report unsuccessfully, while the machine is in Sleep Mode when any printing is prohibited. The report print job will be resumed as soon as the print prohibited Sleep Mode interval ends.
033-755	Unable to print the fax document due to the fax malfunction. Take one of the following actions: <ul style="list-style-type: none"> • Turn the power off and on. • Make sure that the cable connecting the machine and the Fax Card is plugged in securely. • Check the touch screen message, or print out the error job history report to find out the fault code. Contact the Xerox Welcome Center if the problem persists.
034-211 034-212	An error occurred in the fax controller. Contact the Xerox Welcome Center.
034-500	An incorrect telephone/fax number was dialed. Check the number, then perform the same operation again.

Code	Description and Remedy
034-501	The telephone cable may not be connected securely. Check that the telephone cable is connected correctly, and resend the document. Refer to <i>Telephone socket in the Product Overview chapter on page 34</i> .
034-505	An error occurred using the fax. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.
034-506	The remote copy function (printing multiple copies of a received document) is not supported on the destination machine. Check if the destination machine supports the remote copy function.
034-507	Communication failed, because the password you specified does not match with the ID number of the destination machine. Make sure that the password and telephone number are correct. The destination machine may be set not to send its own ID number. This code is also displayed when a polling request is rejected.
034-508 034-509 034-510	An error occurred when using the fax. If sending a fax, check the fax setting, fax number, and other settings, then perform the same operation again. Contact the Xerox Welcome Center if the problem persists.
034-511	A document for relay broadcasting cannot be transmitted. Check that the relay station is correctly registered in the specified speed dial code. Also, check the contents of the address number registered at the relay station.
034-513	Received an invalid command. This is a Xerox remote maintenance system operational error. No user action is required.
034-514	Received an unsupported request. This is a Xerox remote maintenance system operational error. No user action is required.
034-512	An endless loop was detected in the remote relay broadcasting. Check that the relay station is correctly registered in a speed dial number, and check the speed dial number points to the relay station.
034-515	There is a problem on the remote machine. Check the remote machine status.
034-519	The number of destinations exceeded the maximum number during broadcast transmission. Wait for the pending jobs to decrease or reduce the number of destinations, then repeat the same operation.
034-520	The number of jobs to be received exceeds the maximum number. Wait for the pending jobs to reduce and then repeat the operation.
034-521	An internal error occurred. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.
034-522	There is no phone line available for manual send communication. Wait until current transmissions to end, then perform the same operation again.
034-523	The fax service has been disabled, and jobs cannot be received. Wait a while, then perform the same operation again.
034-527	A dial control error occurred. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.

Code	Description and Remedy
034-528	Unable to perform manual send during dialing. Try executing the same operation again when not dialing.
034-529	The received document cannot be printed on the paper loaded on the machine. Try one of the following. <ul style="list-style-type: none"> • Check that the correct paper size is loaded in the machine. • Check that the tray is correctly placed in the machine.
034-530	Operation timed out. Perform the operation within the specified time frame.
034-550	An error occurred while processing to write onto the FaxCard-ROM. Contact the Xerox Welcome Center.
034-700	The G3 DP (Dial Pulse) connection timed out. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.
034-701	The software needs to be reset. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.
034-702	Communication failed due to an incorrect telephone or fax number. Check the number, and perform the same operation again. If a speed dial button was used, check the correct number is registered appropriately.
034-728	An invalid number was specified. Check the destination number, and perform the same operation again. Contact the Xerox Welcome Center if the problem persists.
034-730 034-731	Refer to 034-508.
034-734	An internal error occurred. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.
034-796	An invalid data was found in the dialing data. Dial the number again, then perform the same operation.
034-797	An communication parameter error occurred. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.
034-798	A data parameter error occurred. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.
034-799	Dialing data is not registered, even though the auto dial feature was specified. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.
035-700	An error occurred using the fax. Perform the same operation again. Contact the Xerox Welcome Center if the problem persists.
035-701	Unable to communicate due to an incorrect phone number. Check the phone number, and perform the same operation again. If DP (Dial Pulse) is used for G3, check that "*" and "#" are not included in the phone number.
035-702 035-703	The other party cancelled the transmission. Ask the other party to check their machine status, and resend the document if necessary.

Code	Description and Remedy
035-704	The specified feature (such as polling) is not supported by the remote machine. Contact the other party to check the supported functions.
035-705 035-706	The remote machine may have encountered a problem. Contact the other party and resend the document if necessary.
035-707	No password was specified or an invalid password was specified. This only notifies that the machine received such document, so that no user action is required.
035-708 035-709 035-710 035-712 035-713	The remote machine may have encountered a problem. Contact the other party and resend the document if necessary.
035-714	Refer to 035-702.
035-715	Refer to 035-507.
035-716 035-717 035-718 035-719	A communication error occurred. Contact the other party, and resend the document if necessary.
035-720	The destination machine cannot receive the document that you sent. Ask the other party to check the following: <ul style="list-style-type: none"> • Their machine has paper in the tray • Their machine has no paper jam • Their machine has enough memory • Their machine supports G3 reception. When specifying features such as relay broadcasting or a remote mailbox, ask the other party if their machine supports these features, and if the password is correct.
035-721 035-722	A communication error occurred. Ask the other party to resend the document if necessary.
035-723 035-724	A communication error occurred. If sending, check the telephone/fax number, Check if the features you specified are supported on the destination machine, then perform the same operation again. If receiving, ask the other party to resend the document if necessary.
035-725	Refer to 034-511.
035-726	A communication error occurred. If sending, check the telephone/fax number, Check if the features you specified are supported on the destination machine, then perform the same operation again. If receiving, ask the other party to resend the document if necessary.
035-727 035-728 035-729	A communication error occurred. Ask the other party to resend the document if necessary.

Code	Description and Remedy
035-730 035-731 035-732 035-733 035-734 035-735 035-736 035-737 035-738 035-739 035-740 035-741 035-742	A communication error occurred. If sending, check the telephone/fax number, Check if the features you specified are supported on the destination machine, then perform the same operation again. If receiving, ask the other party to resend the document if necessary.
035-743 035-744 035-745	Communication failed due to an incorrect telephone/fax number, or because the specified function is not available on the remote machine. Check the telephone/fax number, functions supported on the remote machine, and other settings and repeat the same operation.
035-746	The fax network does not respond. Check the following, and send the document again. <ul style="list-style-type: none"> • Is the telephone line correctly connected to the machine? • The other party may not be connected to the fax network, or there may be some problem with the network. When you are connected to a fax network that requires an access code, enter two pauses after the access code, and then dial the telephone number.
035-747 035-748	Transmission was stopped, because the <Stop> button was pressed while dialing or sending. No user action is required.
035-749	The other party's telephone number was redialed the set number of times but the remote machine did not answer. Ask the other party to check the telephone line and connection to the machine.
035-750	Transmission was stopped because the <RESET> button was pressed while dialing or sending. Turn the machine on again and resend the document. Contact the Xerox Welcome Center if the problem persists.
035-751 035-752	Transmission was stopped, because the <Stop> button was pressed while dialing or sending. No user action is required.
035-762	Refer to 034-508.
036-500 to 036-542 036-700 to 036-777	An error occurred when using the fax. If sending a fax, check the contents, fax number, and other settings, then perform the same operation again. Contact the Xerox Welcome Center if the problem persists.
036-778 036-779	Communication was interrupted on the destination machine side. Ask the other party to resend the document if necessary.

Code	Description and Remedy
036-780 036-781 036-782 036-783 036-784 036-785	An error occurred when using the fax. If sending a fax, check the contents, fax number, and other settings, then perform the same operation again. Contact the Xerox Welcome Center if the problem persists.
036-786 036-787	Refer to 034-507.
036-788 036-789	A transmission when using polling was specified, but there is no document for polling on the destination machine. Contact the other party to confirm, and perform the same operation if necessary.
036-790 036-791	Communication failed due to invalid request. Check the procedure in the User Guide and perform the operation again.
036-792 036-793	Refer to 034-508.
036-795	The remote copy function (printing multiple copies of a received document) is not supported on the destination machine. Check if the remote copy function exists on the destination machine.
036-796	The transmission mode switched to normal operating mode, because the remote copy function (printing multiple copies of a received document) was not supported on the destination machine. No user action is required.
036-797 036-798 036-799	Refer to 034-508.
047-211	A hardware problem occurred in the paper output assembly. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists..
047-214	An error occurred in the Duplex Module. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.
047-216	An error occurred in the finisher. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.
062-210	The document feeder malfunctioned. Contact the Xerox Welcome Center.
062-211	An error occurred in the document feeder. Contact the Xerox Welcome Center.
062-220	Refer to 062-210.
062-277	A communication error occurred between scanning and feeding components of the machine. Contact the Xerox Welcome Center.
062-278	An error occurred in the document feeder. Contact the Xerox Welcome Center.
062-790	The scanned document is copy-prohibited. Refer to <i>Illegal Copies in the Before Using the Machine</i> chapter on page 29, and verify the types of documents that can be copied.

Code	Description and Remedy
071-210 071-212	An error occurred when using Tray 1. Turn the machine off and on. Contact the Xerox Welcome Center if the problem persists.
072-210 072-212	An error occurred when using Tray 2. Turn the machine off and on. Contact the Xerox Welcome Center if the problem persists.
073-210 073-212	An error occurred when using Tray 3. Turn the machine off and on. Contact the Xerox Welcome Center if the problem persists.
077-215	An error occurred when using Two Tray Module. Turn the machine off and on. Contact the Xerox Welcome Center if the problem persists.
078-210	An error occurred when using High Capacity Feeder Tray 1. Turn the machine off and on. Contact the Xerox Welcome Center if the problem persists.
078-211	An error occurred when using High Capacity Feeder Tray 2. Turn the machine off and on. Contact the Xerox Welcome Center if the problem persists.
081-799	The fax job was cancelled due to the fax transmission limit when sending the job using e-mail. Try executing the job again.
116-220	Download failed to start after switching to download mode. Contact the Xerox Welcome Center.
116-701	Unable to print double-sided due to insufficient memory. Check if memory is installed correctly. If memory is installed correctly, and not being able to identify the cause of the problem, contact the Xerox Welcome Center.
116-702	Printing was performed using a substitute font. Check the print data.
116-703	An error occurred during PostScript processing. Either confirm the print data, or open spool settings on the details tab in the print driver to disable bi-directional communication.
116-713	The job was printed out in parts because the hard disk ran out of space. Delete unnecessary data.
116-714	A HP-GL/2 command error occurred. Check the print data.
116-720	An error occurred during printing due to insufficient memory. Close unused ports or delete unnecessary data.
116-740	A numerical value operation error occurred, because the print data contains a value that exceeds the limit of the printer. Check the print data.
116-749	The print job was stopped, because the specified font was not found. Install the font or enable font replacement in the print driver.
116-752	There was a warning in the PDF print job ticket description. Repeat the same procedure. Contact the Xerox Welcome Center if the problem persists.

Code	Description and Remedy
116-771 116-772 116-773 116-774 116-775 116-776 116-777 116-778	The parameter values were corrected, because the machine encountered a problem when printing the data. If the received image is incomplete or damaged, ask the other party to check the image or to resend the data. When Internet Fax forwarding is enabled, check with the recipient if they received the image intact.
116-780	There is a problem with the document attached to the received e-mail. Check the attached document.
116-790	<ol style="list-style-type: none"> 1. If the operator stops stapling while printing a confidential fax or confidential iFax document, the first copy is printed without staples. Staple the first copy manually, or otherwise do not stop stapling while printing. 2. If the operator stops stapling in all other cases: all copies are printed without staples. Check that the stapling position is correctly specified, and perform the same operation again.
123-400	The machine has detected a software-related problem. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.
124-701	Due to a malfunction in the specified tray (side tray), the output destination was changed to the center output tray. Contact the Xerox Welcome Center. A different paper tray can still be used.
124-702	Due to a malfunction in the specified tray (finisher tray), the output destination was changed to the center output tray. Contact the Xerox Welcome Center. A different paper tray can still be used.
133-210 133-211 133-212 133-213 133-214 133-215 133-216 133-217 133-218 133-219 133-220 133-221 133-222 133-223 133-224	An error occurred when using the fax. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.
133-226	A country code not compatible with the machine that was specified. Contact the Xerox Welcome Center.
133-280 133-281 133-282 133-283	An error occurred when using the fax. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.

Code	Description and Remedy
134-210 134-211	An error occurred when using the fax. Turn the power off and on. Contact the Xerox Welcome Center if the problem persists.

Screen Messages

Along with fault codes, the following messages are displayed on the touch screen on some occasions.

Message	Description and Remedy
A fault has occurred. Switch off the machine. Ensure that the screen disappears before switching it on. If the problem persists, call for service.	A fault has occurred. Switch off the machine and wait until the touch screen is turned off completely, and then restart the machine. If the problem persists, write down the fault code (xxx-yyy) displayed on the screen. Switch off the machine and contact the Xerox Welcome Center.
A fault has occurred. The machine has rebooted. If the problem persists, call for service.	The machine was restarted due to a fault. Resume normal operations. If the problem persists, contact the Xerox Welcome Center.
Processing has been cancelled due to an error. See User Guide for information on fault code.	The machine operation has stopped due to a fault. Restart the job.

Xerox Welcome Center

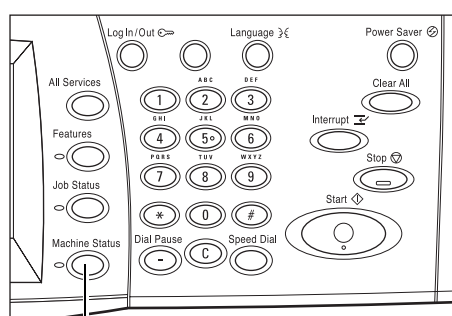
For additional help. If you need any additional help on using your WorkCentre copier/printer, you can:

- 1) Refer to this User Guide
- 2) Contact the Key Operator
- 3) Visit our Customer Web Site at www.xerox.com or contact the Xerox Welcome Center.

Please have your serial number at hand when contacting Xerox.

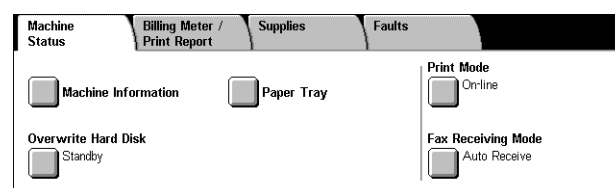
The Welcome Center will want to know the following information: The nature of the problem, the serial number of the machine, the fault code (if any), as well as the name and location of your company. Follow the steps below to look up the serial number of the machine.

1. Press the <Machine Status> button on the control panel. Press the <Features> or <All Services> button at any time to exit.

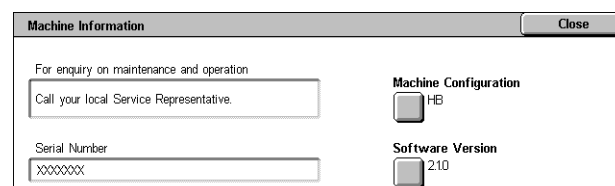


<Machine Status> button

2. Select [Machine Information].



3. The serial number will be displayed.



NOTE: The serial number is also found on the metal plate on the left side of the machine behind Cover A. For more information, refer to *Xerox Welcome Center in the Before Using the Machine* chapter on page 15.

16 Specifications

This chapter contains the specifications for the machine. Use the specifications listed below to identify the capabilities of the machine. The machine adheres to strict specifications, approvals and certifications. These specifications are designed to provide for the safety of users and to ensure that the machine operates in a fully functional state. Note that improvements in specifications and the appearance of the product may be made without prior notice.

For more information on the specifications, contact your Xerox Representative.

Machine Specifications

Hardware Configuration

WorkCentre 7132

- Processor
- Document Feeder/Double-sided Module or Document Glass Cover
- Paper tray 1 and a bypass tray
- Printer

NOTE: The configurations listed above are for standard machine configurations of respective models.

Machine Size

With Document Feeder and Two Tray Module or TTM: (W × D × H) 640 × 654 × 1,112 mm (25.2 x 25.7 x 43.8 inches).

With Document Glass Cover: (W × D × H) 640 × 654 × 716 mm (25.2 x 25.7 x 28.2 inches).

Space Requirements

(W × D) 1,443 × 1,626 mm (56.8 × 64.0 inches)

With Office Finisher: (W × D) 2,154 × 1,626 mm (84.8 × 64.0 inches)

NOTE: For installations in a walkway, add an additional 610mm (24.0 inches).

Machine Weight

WorkCentre with Document Glass Cover: 83 kg (1832 lbs)

Copier Speed

From Tray 1/One-sided:

WorkCentre 7132

A4/Letter LEF: 32 cpm (cycles per minute) black and white, 8 cpm color (1 sided)

A4/Letter LEF: 21.3 cpm (cycles per minute) black and white, 8 cpm color (2 sided)

A3/11 × 17" SEF: 16 cpm (cycles per minute) black and white, 4 cpm color (1 sided)

A3/11 × 17" SEF: 10.7cpm (cycles per minute) black and white, 4 cpm color (2 sided)

First Copy Out Time

From Tray 1/A4 or Letter LEF: 7.4 seconds (black and white), 18.7 seconds (color)

Warm-up Time

Cold Start: Approximately 42 seconds (varies with machine configuration)

Document Glass

Capacity: A document within 30 mm of thickness can be copied with the document glass cover / feeder closed.

Document Sizes: (Standard size) A5 LEF to A3 SEF

(Custom size) width: 15 to 297 mm (0.6 to 11.7") / length: 15 to 432 mm (0.6 to 17.0").

Document Weights: 38 to 128 g/m² (50 to 128 g/m² in double-sided mode)

Auto Size Sensing: Yes

NOTE: The standard sizes of documents that can be detected vary depending on the paper size table specified by the Key Operator. For information on setting the paper size table, refer to *Paper Size Settings in the Setups chapter on page 234*.

Document Feeder

Capacity: 50 sheets of 38 to 128 g/m² (50 to 128 g/m² in double-sided mode)

Document Sizes: (Standard size) A5 to A3 SEF (5.5 × 8.5" to 11 × 17" SEF)

(Custom size) for width: 139.7 to 297 mm (5.5 to 11.7") / for length: 210 to 432 mm (8.3 to 17.0").

Long Document Scan Feature: 297 × 600 mm (11.7 × 23.6") maximum length

NOTE: This feature is not available in the double-sided mode. When using this feature to scan long documents which exceed 432 mm (17.0 inches), the operator must feed the document one sheet at a time. The paper weight should be between 60 and 90 g/m².

Document Weight: 38 to 128 g/m² (50 to 128 g/m² in double-sided mode)

Mixed Sizes: Yes - if so specified on the machine and the lead edges of documents have the same dimension.

Auto Size Sensing: Yes

NOTE: The standard sizes of documents that can be detected vary depending on the paper size table specified by the Key Operator. For information on setting the paper size table, refer to *Paper Size Settings in the Setups chapter on page 234*.

Paper Supply

NOTE: The standard sizes of documents that can be detected vary depending on the paper size table specified by the Key Operator. For information on setting the paper size table, refer to *Paper Size Settings in the Setups chapter on page 234*.

Trays 1, 2 & 3 (Two Tray Module)

Capacity: 520 sheets of 80 g/m² (20 lb bond) paper per tray

Paper Weights: 60 to 105 g/m² for Tray 1 and 60 to 216* g/m² for Trays 2 and 3

Paper Sizes: For width: 148 to 297 mm (5.8 to 11.7") / for length: 210 to 432 mm (8.2 to 17.0").

Auto Size Sensing: Yes

*: Depending on the type of paper used and the operating environment, paper may not feed to the machine properly or print quality may be negatively affected.

Tray 5 (Bypass)

Capacity: Approximately 97 sheets of 80 g/m² (20 lb bond**) paper

** : Using standard paper 4200 3R2047.

NOTE: The paper stack height must not exceed 10 mm (0.4 inches).

Paper Weight: 60 to 216* g/m²

Standard Paper Sizes: For width: 128 to 297 mm (5.0 to 11.7") / for length: 99 to 432 mm (3.9 to 17.0").

Custom Paper Sizes: For width: 89 to 297 mm (3.5 to 11.7") / for length: 99 to 432 mm (3.9 to 17.0").

Auto Size Sensing: Yes

Tray 2, 3 (Tandem Tray Module)

Capacity:

Tray 2 (Left-hand tray): approximately 900 sheets of 80 g/m² (20 lb bond) paper

Tray 3 (Right-hand tray): approximately 1,180 sheets of 80 g/m² (20 lb bond) paper

Paper Weight: 80 g/m² (20 lb bond) paper

Paper Sizes: B5 LEF/A4 LEF/7.25 × 10.5" LEF/8.5 × 11" LEF

Paper Weight: 60 to 216* g/m²

Double-sided Module

Paper Sizes: A5 (148 × 210 mm/5.8 × 8.3") SEF to A3 (297 × 420 mm/11.7 × 16.5") SEF

Paper Weight: 60-105 g/m²

Paper Output

Center Output Tray

Capacity:

Exit Tray 1: Approximately 400 sheets of 80 g/m² (20 lb bond) paper when Exit Tray 2 is not fitted, and 250 sheets of 80 g/m² (20 lb bond) paper when Exit Tray 2 is fitted.

Exit Tray 2: Approximately 250 sheets of 80 g/m² (20 lb bond) paper, or 125 sheets when fitted with the offset catch tray.

Delivery: Face down, in order (offset stacking is available)

NOTE: Paper Weight must be between 60 to 216 g/m² when using the offset stacking feature.

Side Tray

Capacity: 98 sheets of 80 g/m² (20 lb bond) paper

Delivery: Face up, in order

Office Finisher

Capacity: 1,000 sheets of A4 SEF, A4 LEF, B5 LEF, 8.5 × 11" SEF, and 8.5 × 11" LEF. 500 sheets of A3 SEF, B4 SEF, 8.5 × 13" SEF, 8.5 × 14" SEF, and 17 × 11" SEF.

NOTE: When selecting the Mix Size Originals feature to output the different size documents, the maximum capability is 300 sheets.

Paper Sizes: A4 SEF, A4 LEF, A3 SEF, B5 LEF, B4 SEF, 7.25 × 10.5" LEF, 8.5 × 11" SEF, 8.5 × 11" LEF, 8.5 × 13" SEF, 8.5 × 14" SEF, 17 × 11" SEF, 16K LEF, 8K SEF.

Paper Weight: 64 to 128 g/m²

Set Size: 50 sheets of 90 g/m² or less paper (20 lb bond)

Staples: 5,000 per cartridge or more. Staples 2 to 50 sheets of 80 g/m² or lighter paper

NOTE: The maximum sets of stapled documents at a time is 50 sets.

Integrated Office Finisher

Capacity: 500 sheets of A4 LEF, 8.5 × 11" LEF

250 sheets of A4 SEF, 8.5 × 11" SEF, B5 SEF, B4 SEF

200 sheets of A3 SEF, 11 × 17" SEF

NOTE: When selecting the Mix Size Originals feature to output the different size documents, the maximum capability is 250 sheets.

Paper Sizes: A5 SEF, A5 LEF, A4 SEF, A4 LEF, A3 SEF, B6 SEF, B5 SEF, B5 LEF, B4 SEF, 5.5 x 8.5" SEF, 5.5 x 8.5" LEF, 7.25 x 10.5" SEF, 7.25 x 10.5" LEF, 8x10" LEF, 8.5x11" SEF, 8.5 x 11" LEF, 8.5 x 13" SEF, 8.5 x 14" SEF, 11 x 17" SEF, 16K SEF, 16K LEF, 8K SEF, Postcard (100 x 148 mm) LEF, Prepaid Postcard (148 x 200 mm) LEF, Postcard (4 x 6") LEF, Postcard (Photo 2L 5 x 7") SEF, Postcard (6 x 9") SEF, European 3 Envelop LEF, Commercial 10 Envelop LEF, Monarch Envelop LEF, DL Envelop LEF, C4 Envelop SEF, C5 Envelop LEF.

Paper Weight: 60 to 216 g/m²

Set Size: 50 sheets of 90 g/m² or less paper (24 lb bond)

Staples: 5,000 per cartridge or more. Staples 2 to 50 sheets of 90 g/m² or lighter paper.

NOTE: The maximum sets of stapled documents at a time is 30 sets.

Electrical Specifications

Frequency

50/60 Hz

Electrical Voltage

110-127 VAC & 220-240 VAC

Power Consumption

Maximum average - 1.33 KVA (@110 VAC), 1.524 KVA (@127 VAC), 1.76 KVA (@220 VAC), 1.92 KVA (@240 VAC)

Specifications for the Fax Feature

Fax Transmission Speed

Automatic fallback: 33.6 Kbps

Page Transmission Time - ITU No. 1 document

33.6 Kbps (standard): less than 4* seconds (*: reference data)

Telephone Line Type

Standard public analogue switched telephone line or equivalent

Compatibility

Super G3, ECM, G3

Resolution Capability

Standard: 200 × 100 dpi (8 × 3.85 lines/mm)

Fine: 200 × 200 dpi (8 × 7.7 lines/mm)

Superfine: 400 × 400 dpi (16 × 15.4 lines/mm)

Superfine: 600 × 600 dpi

Resolution Conversion

Available for sending and receiving; smooth on receiving

Image Compression

JBIG, MH, MR, MMR

Long Page Scan Feature

600 mm (23.6 inches) maximum length

NOTE: This feature is only available when using the document feeder.

NOTE: This feature is not available in double-sided mode.

NOTE: When using this feature to scan long documents which exceed 432 mm (17.0 inches), the operator must feed the document one sheet at a time. The paper weight should be between 60 and 90 g/m².

Connection Approvals

EU/EEA: certified to TBR21

USA: approved to FCC Pt 68

Canada: approved to DOC CS-03

Other countries: certified to national PTT standards

17 Glossary

This chapter contains a list of terms used in the User Guide. Each term has a corresponding definition that reflects the meaning of the term as it is used in this Guide.

Terms Defined

Use the following definitions to learn more about the meanings of terms used in this Guide.

16 K	194 × 267 mm paper. Two slightly different sizes exist depending on the area of purchase.
8 K	267 × 388 mm paper. Two slightly different sizes exist depending on the area of purchase.
A3	420 × 297 mm paper.
A4	297 × 210 mm paper.
A5	210 × 148 mm paper.
Activity Report	A report that contains information about fax jobs sent and received.
Address Book	A list of telephone numbers stored in the machine for easy reference.
Annotation	A note or comment added to a document. This feature adds the date, page numbers and a comment to the document.
APS	An abbreviation of Auto Paper Selection.
Auditron	A tracking system, which is built into the machine. You can use Auditron to track overall machine usage, individual usage and usage of each feature separately.
Auto Center	An image control option used to move the image to the center of the output paper.
Auto Clear	The machine goes to the standby mode, if there is no activity for a specified time.
Auto Exposure	An image quality setting, which enhances documents that have a colored background. The machine automatically adjusts its settings for different types of images.
Auto Receive	A fax mode where the machine receives faxes automatically.
B4	364 × 257 mm paper.

B5	257 × 182 mm paper.
Border limit	A threshold value for the length of a transmitted document before splitting the document onto separate output pages. One more sheet is used when the length of the transmitted document exceeds the length of paper installed on the receiving terminal. A margin at the bottom of a received document can be eliminated so that the data can be printed on one page. The amount of space that can be removed from the bottom of a document is the border limit. When the border limit value is small, the data is printed on the next page. But when it is large, a larger space can be cut so that data can be printed on one page.
Bound Originals	A scanning option where facing pages of a bound document are copied onto two separate sheets of paper.
BPS	An abbreviation of Bits Per Second. This is a measure of how fast a modem can transmit or receive data.
Chain Dialing	A single dialing command that ties together keypad dialing and dial directory locations for a single dialing operation.
CMYK	A color model used to represent colors as a combination of cyan, magenta, yellow, and black components
Collate	Output programming where each copy set is delivered in the same order the documents were placed in the Document Feeder. Example: Two copies of a three-page document, would output as page1/copy1, page2/copy1, page3/copy1, page1/copy2, page2/copy2, page3/copy2.
Color Gradation	A measure of the smoothness from one color to another. The higher the number of gradation steps, the smoother the color transition.
Communication Mode	Selects the communication mode used for transmission to a remote fax machine from G3 or F4800.
Communication(s)	Communications network which can offer audio data (telephone), image data (fax), picture data (videotext) and PC data (PC communication service) over the same channel. In this guide, referred to as transmitting and receiving images as well as speaking with a remote user.
Contrast	The intensity of the display of an image, or the degree of difference between the gray tones on a document page. See also Halftone and Photo.
Copy Sets	Groups of copies of a multi-page set of documents. If you have a four-page document and you want to make 10 copies of a document, you will be making 10 copy sets.
Covers	Card or paper used to add to the front or back of a copy set.

Default Screen	A screen displayed immediately after switching on the power or pressing the Clear All button. The screen is also displayed when the Auto Clear feature is used.
Default Setting	The settings used by the machine when the user does not specify settings.
Default Value	Values set on a preset screen.
Delayed Start	Programming that enables the machine to process a document at a later time.
Dial	To use a telephone number for document transmission. The methods of dialing provided by the machine include: manual dialing using the numeric keypad, speed dialing, and using the Address Book, etc.
Dial Tone	A tone sounds from the telephone line when a remote machine receives a call. You will then know that you are connected to the line.
Dial Type	The dial type of connected line. The machine offers Tone and 10 pps options.
Direct Fax	Enables PC clients to send faxes via the machine.
Document	In this guide, the image data generated when an original is scanned. Used in terms such as transmitted document, received document and pending document.
Document Feeder	An assembly that automatically separates and feeds single- or double-sided documents from the input tray into the scanner.
Double-sided	Refers to a document that contains an image on both sides of the page.
DPI	An abbreviation of Dots Per Inch, which is the number of dots that can be printed within a width of one inch. Used as the unit for resolution.
Drum Cartridge	A customer replaceable cartridge which contains a internal drum. A printed image is formed on a drum before transferred to paper.
Dual Tone Multi Frequency (DTMF)	The use of a keypad sequence (tones) to transmit to, or poll from, a remote mailbox.
Duplex	Refers to a document that contains an image on both sides of the page.
ECM	An abbreviation of Error Correction Mode: An ITU-T approved feature for Group 3 facsimile machines. ECM transmission sends the document image data in segments and retransmits segments that the remote machine receives incorrectly. "EC" described on the Activity Report shows that the communication was processed using ECM.

Emulation	Printer mode where the printer imitates the functions of another printer language.
Encryption	The process of converting data into an un-readable format for security purposes.
Error Code	A code is displayed on the control panel or a report when a problem occurs.
Ethernet	A network transport technology commonly used to send data from one node to another.
F4800	A Communication Mode selection that reduces transmission speed to enable reliable communications even under poor line conditions, which forces the machine to communicate at a maximum of 4800 bits per second.
Factory Default	Settings which are incorporated into the machine at the factory and used by the machine when the user does not specify settings.
F Code Communication	Communication procedures approved by Communications and Information network Association of Japan (CIAJ) for use of T.30* standardized by ITU-T. Between the machines with F Code feature, various features making use of F Code can be used. (*ITU-T Recommendation)
File Server	A computer that has a hard disk drive large enough to hold and share files. It provides the ability for multiple users to simultaneously access the same file.
Frame Type	A group of data sent through the network.
G3	Facsimile communication systems standardized by the advisory committee for International Telecommunications (CCITT, now the ITU-T).
Group Dialing	A form of abbreviated dialing that enables the dialing of multiple locations by entering one three-character code. The machine stores the image in memory and then transmits it to each location.
Halftone	Gray patterns that are neither black nor white.
Header	The sender's information usually printed at the beginning of a transmitted document.
Head to Head	A double-sided document where the second side displays the image with the top of the document at the top of the page. You typically turn over the page from the side edge.
Head to Toe	A double-sided document where the second side displays the image with the top of the document at the bottom of the page. You typically turn over the page from the bottom edge.
HP-GL/2	An abbreviation for Hewlett Packard Graphics Language.

Image Enhancement	An image control option which makes the border between black and white smooth, with rough edges reduced, giving the appearance of a higher resolution.
Image Rotation	An image control option that automatically rotates an image by 90 degrees to fit on the same size paper but with the opposite orientation.
Insert	Paper used to separate sections or topics in a set of documents, typically colored stock.
Internet	A worldwide communications network that combine miscellaneous networks.
Internet Fax	Unlike a regular fax machine, Internet Fax uses corporate networks or the Internet to send or receive e-mail (TIFF attachments).
IP	An abbreviation for Internet Protocol. This is a communication protocol of the network layer and is supported by a variety of computer platforms. IP controls the routing of the data.
Job	A group of copy, fax or print data. The canceling and outputting of copying, faxing, and printing is done on a job basis.
Key Operator	A designated user who sets Machine, Copy, and Fax defaults and maintains the machine.
Keypad	The buttons on the control panel.
Landscape	The image orientation on a sheet of paper, where the short edge of the paper runs from top to bottom.
LDAP	An abbreviation of Lightweight Directory Access Protocol. A protocol that allows sharing or corporate phone book information.
Line Monitor	A function that allows audible monitoring of dial connections.
Logical Printer	A filter between the network and the physical printers accessible on the network.
Long Page Scan	A feature which enables scanning long document up to 600 mm (23.6 inches).
Long Edge Feed (LEF)	The long edge of the paper is positioned to enter the machine first.
Low Power Mode	A Power Saver Mode that reduces power consumption when the machine is not in use.
Mailbox	A storage area in the memory of the machine where fax documents are stored.
Manual Receive	A fax mode that starts receiving a fax or polling after you have communicated with a caller and confirmed that the call is a fax job. Press <Start> to begin receiving.

Mask Data	Mask data is displayed as special characters in the place of the private data. Data is masked when the forward slash key (/) is selected.
Memory	A capacity for storing documents.
MIME	An abbreviation of Multipurpose Internet Mail Extension. The method used to determine the type of data received by email.
Node	A number that identifies an access point on a network. It works like an address.
Non-Standard Paper	Customized paper sizes within the range of 89-297 mm (3.5-11.7 inches) for width and 99-432 mm (3.9-17.0 inches) for length for making single-sided copies, and 89-297 mm for width, 127-432 mm for length for making double-sided copies. The sizes of paper that can be loaded vary depending on each tray.
On-hook	The handset is on the cradle. You can dial a telephone number or hear the other party, but cannot talk to them. You can also send or receive a fax manually when On-Hook is selected.
Options Report	A report that lists the options currently installed on the machine.
Output	Finished copies, received fax documents, or to print.
Password	A specified number that provides access to a mailbox, a remote mailbox, or networks.
Paper Jam	A media misfeed when the machine is printing a document.
PCL Files (Printer Control Language file)	The command language for the HP LaserJet printers.
PDF	An abbreviation of Portable Document Format. It is a file format developed by Adobe Systems. A PDF file can describe documents containing text and images, retaining all the formatting and fonts of the original copy.
Photo	An image, especially a positive print, recorded by a camera and reproduced on a photosensitive surface.
Polling	A feature that allows you to retrieve a document from a remote machine.
POP3	An abbreviation of Post Office Protocol Version 3, a protocol used for receiving e-mail. It is a commonly used communications protocol (an agreement governing the way data is transmitted). It provides a private mailbox in the provider e-mail server that receives messages when a connection is made. POP3 is a receive-only function, while the corresponding function for sending e-mail is SMTP.
Portrait	The image orientation on a sheet of paper, where the long edge of the paper runs from top to bottom.

PostScript	PostScript is a page description language (PDL) from Adobe Systems, which is the standard for desktop publishing because it is widely supported by both hardware and software vendors.
Power Save Modes	Energy saver modes that significantly reduce the power consumption during periods of inactivity.
Print Page Buffer	Location where print data is actually processed and stored.
Printable Area	The actual area on paper which can be printed.
Profile	A protocol controlling image resolution, paper size and other attributes when sending or receiving faxes using Internet Fax. The profiles that can be used vary with the Internet Fax of the remote terminal. Find out the type of profile the remote Internet Fax terminal can handle before specifying a profile.
Protocol	The rules that control the transmitting and receiving of data.
Pulse-to-Tone	Switching between dialing types. This is useful when you need pulse mode to connect and tone mode to access a mailbox or another feature.
Queue	A temporary storage unit for jobs waiting to be processed.
RAM	Stands for Random Access Memory, which is the memory device where information can be retrieved as well as stored.
Receive Buffer	Buffer is the location to store data sent from the client temporarily. By increasing the memory capacity of the receive buffer, the client can be freed earlier.
Recipient	The person or terminal you send a document to. "Dialing" indicates the operation of entering the telephone number of a recipient. In relation to Internet Fax it refers to the e-mail address of a remote terminal.
Remote Mailbox	A feature that allows you to retrieve a document from the mailbox of a remote machine.
Remote Terminal	A terminal with which you want to communicate. This is a general term for terminals such as telephones, facsimile machines and personal computers.
Repository	A storage place for electronic documents.
Resolution	The fineness of detail that can be distinguished on a scanned image. Select the standard setting for normal documents and fine and superfine settings for documents with more detail.
ROM	An abbreviation of Read Only Memory, which is the memory device specific for the retrieval of information from which information can be retrieved.
ROS	An abbreviation for Raster Output Scanner.
Scan	Sensing or reading a paper document and converting the optical image of the document to an electronic image.

Screen	The display on the control panel. It provides user information and instructions.
Send Header	A heading printed on the first line of received documents.
Server Fax	A walk up fax service which uses a third party fax server.
Short Edge Feed (SEF)	The short edge of the paper is positioned to enter the machine first.
Sleep Mode	A condition of reduced power consumption while the machine is not performing a transaction.
Special Characters	Dialing characters which apply only to Xerox machines that support fax mailboxes.
SMTP	Simple Mail Transfer Protocol: A communications protocol (an agreement governing the way data is transmitted) commonly used for sending and receiving e-mail.
Speed Dialing	A form of abbreviated dialing of a number by entering a 3-digit code.
Store for Polling	To store a document in memory until it is retrieved by a remote fax machine.
System Administrator	A designated user who sets and maintains the network settings on the machine.
TCP/IP	Transmission Control Protocol/Internet Protocol.
TIFF	Tagged Image File Format
Transmission Interval	The period between transmissions.
Transmission Report	A report that confirms the status of a fax document.
Toner Cartridge	A customer replaceable cartridge which holds toner, an electrically-charged powder with pigment and plastic, for ease of loading into a printer.
Uncollated	Output programming where the specified number of copies for each page in a copy set is delivered in the order the documents were placed in the Document Feeder. Example: Two copies of a three-page document, would output as page1/copy1, page1/copy2, page2/copy1, page2/copy2, page3/copy1, page3/copy2.

18 Appendix

This chapter contains visual guides to install the optional PostScript kit and Fax kit, and to remove Integrated Office Finisher.

PostScript Kit Installation

PostScript Kit Installation Guide

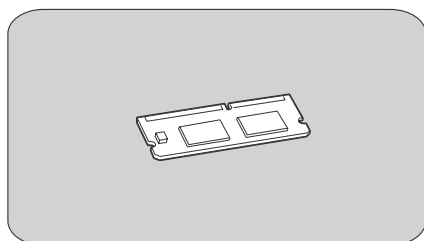
Guide d'installation du kit PostScript

Guida all'installazione del kit PostScript

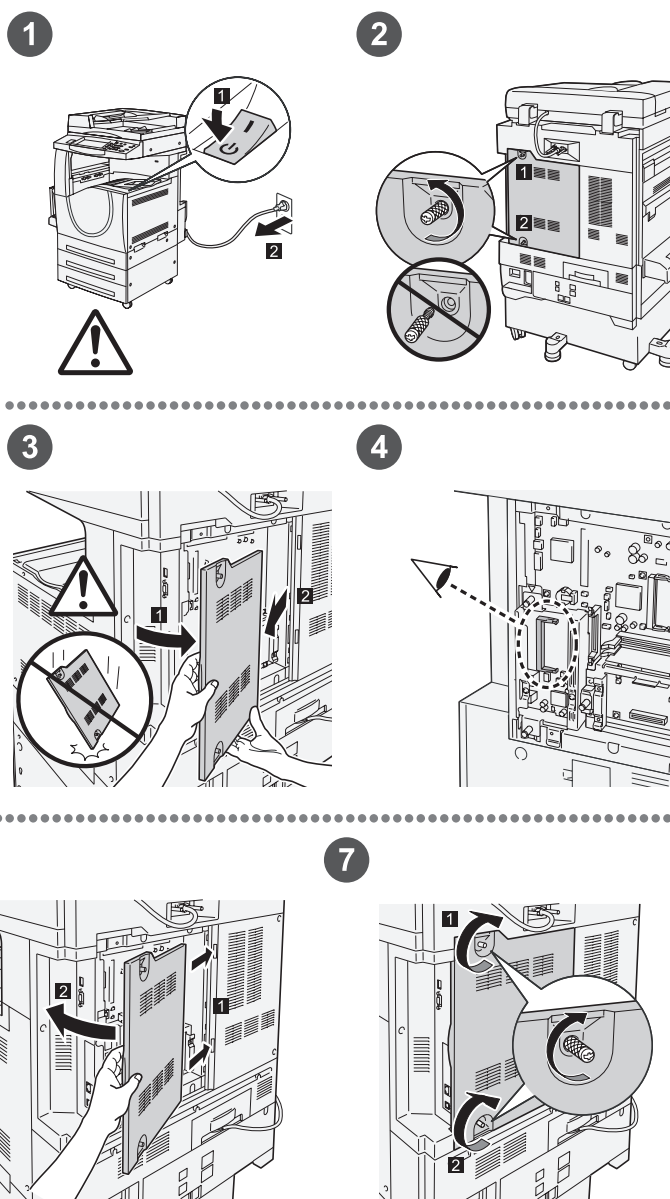
Installationsanleitung PostScript-Kit

Guía de instalación del kit de PostScript

Guia de Instalação do Kit PostScript



893E 86450
MB3196Y6-1



Fax Kit Installation

FAX Kit Installation Guide

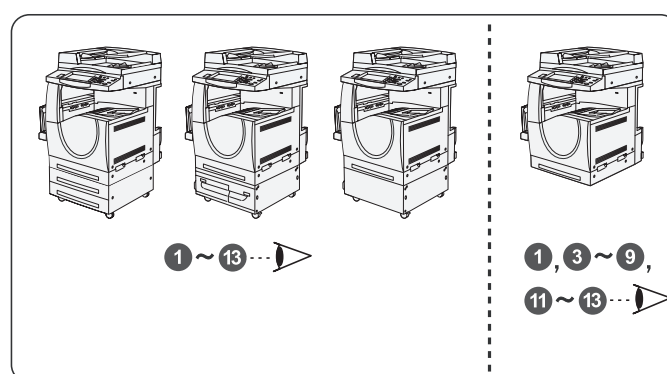
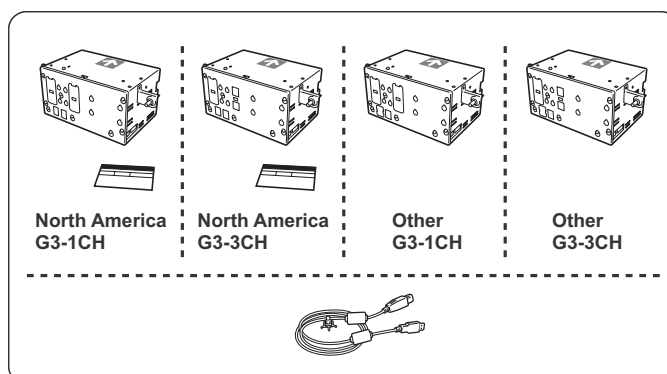
Guide d'installation du kit fax

Guida all'installazione del kit Fax

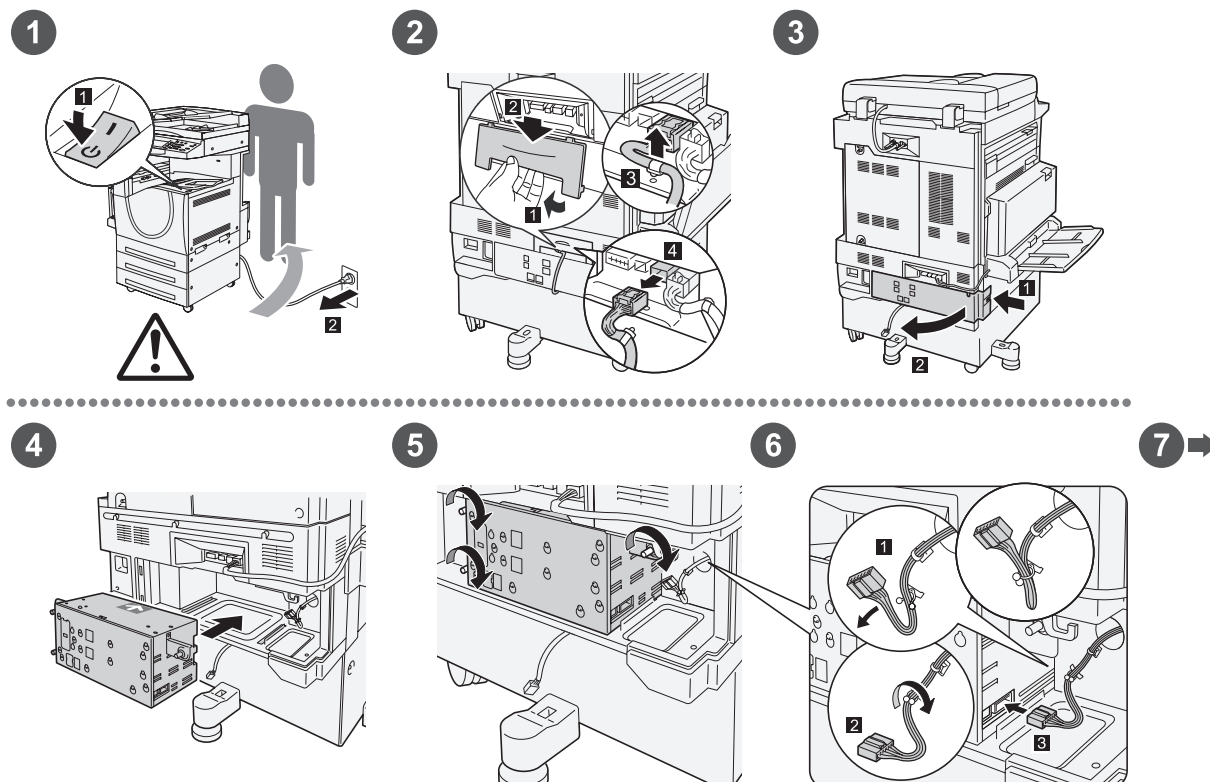
Installationsanleitung Fax-Kit

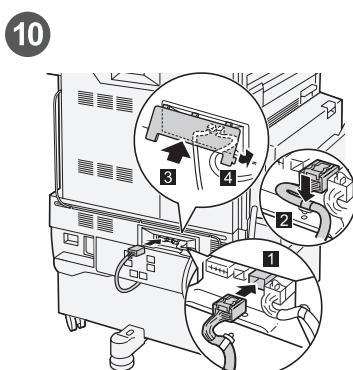
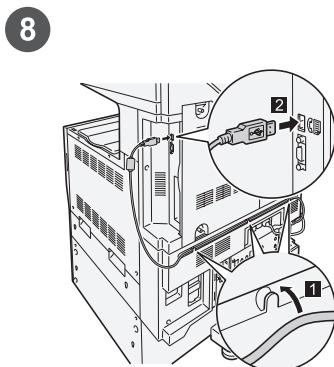
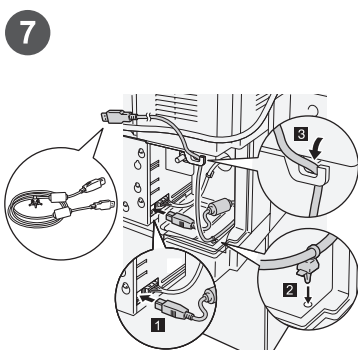
Guía de instalación del kit de fax

Guia de Instalação do Kit de Fax



893E 86460
MB3197Y6-1





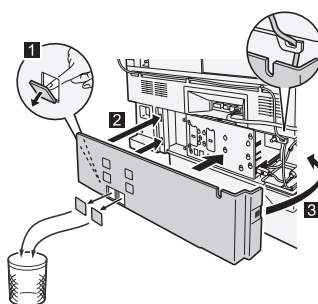
13 Important: Set the Country Code

Setting the country code is required to use the Fax option. Press <Log In/Out> button, enter user ID (the default ID is "11111"). Enter the System Settings mode, select [Common Settings], then select [Other Settings]. In the [Other Settings] screen, scroll down to and select [Country], select [change settings], then select the required country. After saving the settings, the machine reboots automatically. For more information, refer to Country Code for Fax Option in the Fax/Internet Fax chapter of User Guide on the Customer Documentation CD.

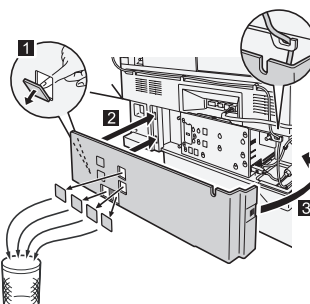
Important : Définition du code pays

Il est nécessaire de définir le code pays pour utiliser l'option Fax. Appuyer sur la touche <Accès> et entrer l'ID utilisateur (par défaut "11111"). En mode Paramètres système, sélectionner [Paramètres communs] puis [Autres paramètres]. Faire défiler l'écran [Autres paramètres] pour accéder à l'option [Pays], sélectionner [Modifier les paramètres] puis sélectionner le pays requis. Une fois les paramètres enregistrés, la machine redémarre automatiquement. Pour plus d'informations, consulter le chapitre Code pays pour l'option Fax dans le Manuel de l'utilisateur.

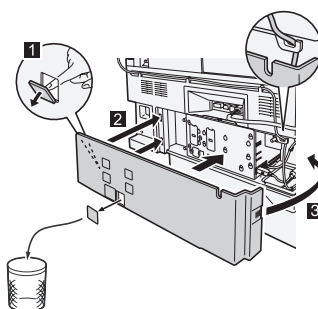
9 North America G3-1CH



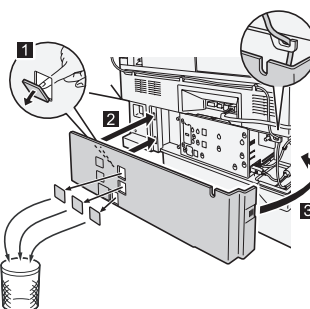
G3-3CH



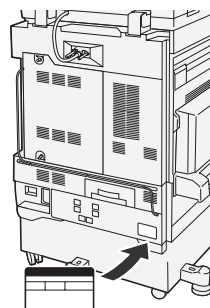
Other G3-1CH



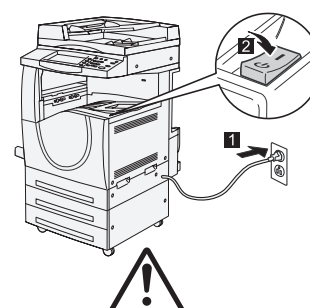
G3-3CH



11 North America Only



12



Importante: impostare il codice paese

Per utilizzare l'opzione fax, è necessario impostare il codice paese. Premere il pulsante di <Accesso> e poi inserire l'ID utente ("11111" è il valore predefinito). Accedere alla modalità Impostazioni di sistema, selezionare [Impostazioni comuni] e poi [Altre impostazioni]. Nella schermata visualizzata, scorrere fino alla voce [Paese], selezionare [Cambia impostazioni] e poi selezionarla. Selezionare il paese richiesto. Dopo aver salvato l'impostazione, la macchina viene riavviata automaticamente. Per maggiori informazioni, vedere la sezione relativa al codice paese per l'opzione fax nel capitolo Fax/Internet Fax della guida per l'utente.

Wichtig: Länderkennzahl einstellen

Um die Faxfunktion verwenden zu können, muss die Länderkennzahl eingestellt werden. Die Anmelde-/Abmeldetaste drücken und die Benutzerkennung eingeben (Grundeinstellung ist "11111"). Den Verwaltungsmodus [Allgemeines] und danach [Andere Einstellungen] auswählen. In der Anzeige [Andere Einstellungen] abwärts scrollen und unter [Land] > [Einstellung ändern] die entsprechende Auswahl treffen. Das Gerät speichert die Einstellungen und startet anschließend automatisch neu. Weitere Informationen sind im Abschnitt "Länderkennzahl für die Faxfunktion" im Kapitel "Fax/Internet-Fax" des Benutzerhandbuchs auf der Kundendokumentations-CD enthalten.

Importante: Defina el código del país

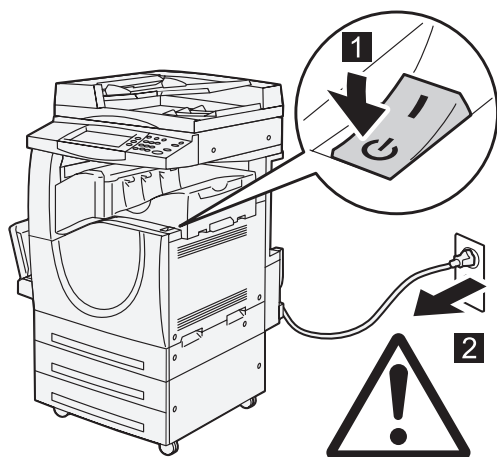
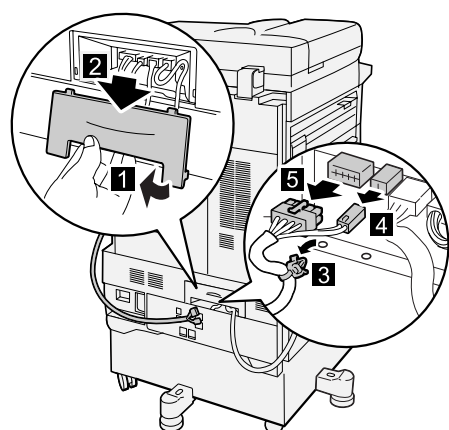
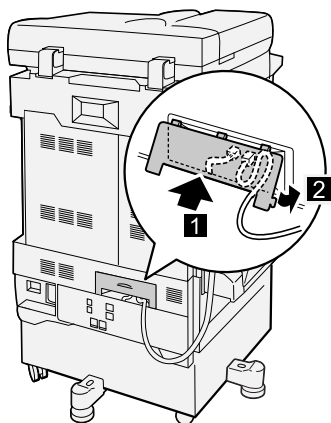
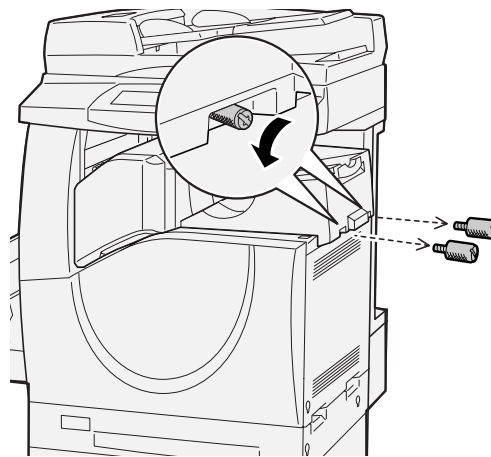
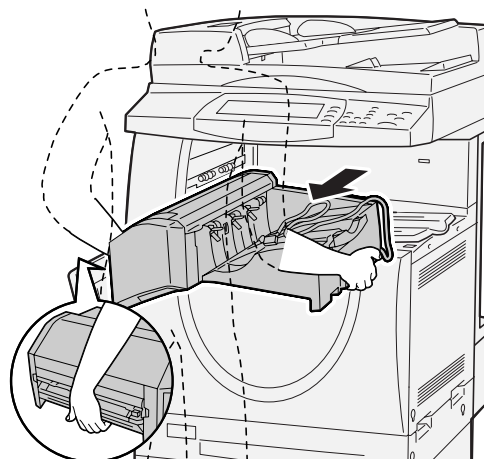
Para utilizar la opción de fax es necesario definir el código del país. Pulse el botón <Iniciar/Cerrar sesión> e introduzca la ID de usuario (la prefijada es "11111"). Entre en Opciones del sistema, seleccione [Opciones comunes], y luego seleccione [Otras opciones]. En la pantalla [Otras opciones], avance en la lista y seleccione [País], después seleccione [Cambiar opciones] y luego el país apropiado. Después de guardar las opciones, la máquina se reinicia automáticamente. Si desea más información, consulte la sección sobre códigos de país para la opción de fax en el capítulo Fax/Fax de Internet de la Guía del usuario que encontrará en el CD de documentación del cliente.

Importante: Configure o Código do país

Para usar a opção Fax é necessário configurar o Código do país. Pressione o botão <Acessar>, digite a ID do usuário (o padrão é "11111"). Entre no modo Configurações do sistema, selecione [Configurações comuns] e depois selecione [Outras configurações]. Na tela [Outras configurações], role e selecione [País] selecione [Alterar configurações] e em seguida selecione o país requerido. Após salvar as configurações, a máquina reiniciará automaticamente. Para obter mais informações, consulte Código do país para opção Fax no capítulo Fax/Fax da Internet do Guia do Usuário no CD da Documentação do Cliente.

Removing the Integrated Office Finisher

Use the following procedure to remove the Integrated Office Finisher from the machine. Reverse the procedure for reattach the finisher back..

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