

Simple User's Guide

Table of Contents

1.	Introduction	8
1.1.	Before Using this Guide	8
1.1.1.	About this guide	8
1.1.2.	Notations and symbols used in this guide	8
	Procedural instruction	8
	Notations used in this guide	8
2.	Basic Settings and Usage	9
2.1.	Print Functions	9
2.1.1.	Necessary settings and basic usage (for Windows OS)	9
	Preparation flow	9
	Operation flow	9
	Checking the cable connection	9
	Checking the network settings of this machine	10
	Installing the printer driver	10
	Printing data	13
	Types of printer drivers	14
2.1.2.	Convenient functions (for Windows OS)	14
	Using a different printer	14
	Returning to the regular printer	15
2.1.3.	Necessary settings and basic usage (for macOS)	16
	Preparation flow	16
	Operation flow	17
	Checking the cable connection	17
	Checking the network settings of this machine	17
	Installing the printer driver	19
	Adding and set the printer driver	21
	Printing data	22
2.2.	Scan Sending Function	23
2.2.1.	Various sending methods	23
	Sharing on the network (SMB file sharing)	23
	Sending as an E-mail attachment (E-mail sending)	23
	Saving to a USB flash drive (external memory)	24
	Various data sending and saving methods	24
2.2.2.	Sharing scan data on the network (SMB file sharing)	24
	Preparation flow	25
	Operation flow	25

Checking the cable connection.....	25
Checking the network settings of this machine	25
Operating this machine as the SMB server	25
Creating a Public User Box to share files	26
Using the SMB file sharing function.....	27
Accessing the SMB folder of this machine from Windows	29
If an error message is displayed to indicate that the network search is disabled	30
Accessing the SMB folder of this machine from macOS	30
2.2.3. Sending scan data by E-mail (Scan to E-mail).....	32
Preparation flow	32
Operation flow.....	32
Checking the cable connection.....	32
Checking the network settings of this machine	32
Configuring the E-mail sending environment.....	33
Setting administrator information	35
Sending the original	35
2.3. Fax Functions	37
2.3.1. Necessary settings and basic usage	37
Preparation flow	38
Operation flow.....	38
Checking the cable connection.....	38
Registering the information required for sending	38
Selecting the dialing method	40
Sending the original	40
2.3.2. Sending directly from a computer (PC-FAX TX).....	42
Preparation flow	43
Operation flow.....	43
Checking cable connections	43
Checking the network settings of this machine	43
Installing the fax driver on your computer.....	43
Sending data.....	46
2.4. Copy Functions	48
Basic Usage.....	48
2.5. Registering a Destination.....	49
2.5.1. Registering address books.....	49
Registering from [Utility].....	49
Registering from [Address Book].....	51

Registering from the main screen of the sending function	53
Registering from Web Connection.....	55
What are search characters?	57
2.5.2. Information required for address registration	57
2.5.3. Registering a group address	58
Registering a new group.....	58
2.5.4. How to recall a registered destination	60
Recalling a destination.....	60
How to specify a destination	61
2.6. Using a USB Flash Drive	61
2.6.1. Printing data on a USB flash drive	61
Printing data.....	62
2.6.2. Saving scan data to a USB flash drive (external memory).....	63
Preparation flow	63
Operation flow.....	63
Setting the functions allowed for USB flash drive.....	63
Saving data in a USB flash drive	64
2.7. Using the Quick Security Function.....	66
2.7.1. About quick security	66
Configuring settings for each function	66
3. FAQ	68
3.1. Print.....	68
3.1.1. Q1. Can I print data on an envelope or postcard?	68
Operation procedure.....	68
3.1.2. Q2. Can I print on custom size paper?	72
Operation procedure.....	72
3.1.3. Q3. Can I directly print a file on a USB flash drive?	74
Operation procedure.....	74
3.1.4. Q4. Can printing be restricted by user?.....	75
How to set.....	75
3.1.5. Q5. What types are available for printing finish?.....	78
Staple.....	78
Punch.....	78
Center Staple & Fold	79
Fold	79
Operation procedure.....	79
3.1.6. Q6. Can I print on very long sheets of paper such as a banner?.....	80
How to set.....	80

3.1.7.	Q7. Can I use a printer on another floor or a printer at my business destination?.....	82
	Operation procedure.....	82
3.1.8.	Q8. Can I print on the tabs of the index paper?.....	83
	Operation procedure.....	83
3.2.	Scan.....	89
3.2.1.	Q1. Can frequently used destinations be registered?	89
3.2.2.	Q2. During user authentication, an E-mail sent using Scan to E-mail cannot be received by Microsoft Exchange Online in the cloud.	90
	How to set.....	90
3.2.3.	Q3. Can I use OAuth2.0 when using the cloud E-mail service with Scan to E-mail?.....	91
	Setting method: Setting the administrator address	91
	Setting method: When using in a proxy environment:.....	91
	Setting method: Setting the OAuth authentication (for Microsoft).....	91
	Setting method: Setting the OAuth authentication (for Google)	92
3.3.	Fax	93
3.3.1.	Q1. Can I check fax transmission and reception logs?	93
	Operation procedure.....	93
3.3.2.	Q2. Can I collectively send data to multiple destinations?	93
	Operation procedure: Selecting multiple addresses from the address book	94
	Operation procedure: Directly entering multiple destinations.....	94
3.3.3.	Q3. Can I register multiple sender names displayed on the fax to use them depending on purposes?	95
	Setting method: Registering the sender name	95
	Setting method: Selecting the sender name when sending a fax	96
3.3.4.	Q4. Can I avoid expensive communication charges using the network?	96
	Operation procedure: Sending an Internet Fax	97
	Operation procedure: Sending an IP address fax	98
3.3.5.	Q5. How can I avoid printing out unwanted faxes?.....	99
	Setting method: Setting to save received faxes in a User Box.....	99
	Operation procedure: Printing a fax in a User Box.....	100
3.3.6.	Q6. Can I forward a received fax?.....	101
	How to set.....	101
3.3.7.	Q7. Can I directly fax a file on a computer without leaving my desk?.....	103
	Operation procedure	103
3.4.	Copy.....	104
3.4.1.	Q1. Can I copy on an envelope or postcard?.....	104

Operation procedure: Copying on envelopes (Tray 1)	104
Operation procedure: Copying on envelopes (Bypass Tray).....	106
Operation procedure: Copying on postcards (Tray 1)	108
Operation procedure: Copying on postcards (Bypass Tray)	110
3.4.2. Q2. Can I copy on custom size paper?	112
Operation procedure: Copying on paper of a custom size	112
Operation procedure: Registering a custom size of paper in memory	113
Operation procedure: Recalling the custom size registered in memory	114
3.4.3. Q3. Can I check the finish before starting copying?.....	115
Operation procedure: Checking the preview image before copying	115
Operation procedure: Making a trial printing (proof copy)	116
3.4.4. Q4. Can I easily copy various cards such as an insurance card or driver license card?.....	118
Operation procedure.....	118
3.5. User Box	119
3.5.1. Q1. Can I create a User Box, or print or download a file in a User Box from my computer?	119
Operation procedure: Using Web Connection	119
Operation procedure: Using the SMB file sharing function	120
3.6. Maintenance	120
3.6.1. Q1. White streaks, insufficient image density, poor color reproduction, etc. occur in the print results.	120
Action	121
3.6.2. Q2. Black streaks occur in the print results.	122
Action	122
3.6.3. Q3. Spots of dirt occur in the print results.	123
Action	124
3.6.4. Q4. Paper jams occur in the Right Door section or paper tray	124
Action	124
3.7. Other	125
3.7.1. Q1. Can more than one computer use the same settings for the printer driver?	125
Operation procedure: Preparing for an install package	125
Operation procedure: Creating an install package	125
Operation procedure: Executing the install package	126
3.7.2. Q2. Can I restrict available functions by user?	127
How to set	127
3.7.3. Q3. User authentication seems to be enabled on this machine. How can I be authenticated and allowed to operate this machine?	128
How to set: Getting authenticated as a user on this machine	128

How to set: Getting authenticated as a user on the printer driver	129
3.7.4. Q4. The power is input all day. Is there any way to alleviate concerns about electricity charges?	130
How to set.....	130
3.7.5. Q5. What action should be taken if the administrator password is lost?	131

1. Introduction

1.1. Before Using this Guide

1.1.1. About this guide

This guide uses the **bizhub C650i/C550i/C450i** as an example to describe the basic usage and settings of this machine, and also picks out and introduces frequently asked questions about this machine. Basically, this guide can be used with the bizhub i series, however, some contents may differ depending on the model.

1.1.2. Notations and symbols used in this guide

Procedural instruction

- ✓ This check mark symbol shows a precondition of a procedure.
- 1 This format number "1" represents the first step.
- 2 This format number represents the order of serial steps.
 - This symbol indicates a supplementary explanation of a procedural instruction.

Notations used in this guide

Notations used in this guide	Description
WARNING	Improper handling can cause serious injury or death.
CAUTION	Improper handling can cause minor injury or damage to houses and property.
NOTICE	This notation indicates a risk that may result in damage to this machine or documents. Follow the instructions to avoid property damage.
Tips	This notation indicates supplemental information of a topic as well as options required to use a function.
Reference	This notation indicates reference functions related to a topic.
[]	An item enclosed by brackets [] indicates a key name on the Touch Panel , a key name on the computer screen, or the name of a user's guide.
Bold text	This presents a key name, part name, product name, or option name on the Control Panel .

2. Basic Settings and Usage

2.1. Print Functions

2.1.1. Necessary settings and basic usage (for Windows OS)

Print the data created on a computer via the network.

This section describes how to make settings with the standard printing using the installer.



Preparation flow

The preparation flow for printing data is described below. For details, refer to the relevant page.

From the second time onwards, you can use this function without making these preparations.

- 1 Checking the cable connection (administrator)
 - Check that this machine is correctly connected to the network line. For details, refer to [page 9](#).
- 2 Checking the network settings of this machine (administrator)
 - Check the network settings of this machine. For details, refer to [page 10](#). Normally, you can use the settings by default.
- 3 Installing the printer driver
 - Install the printer driver on your computer. For details, refer to [page 10](#).

Operation flow

The operation flow for printing data is described below. For details, refer to [page 13](#).

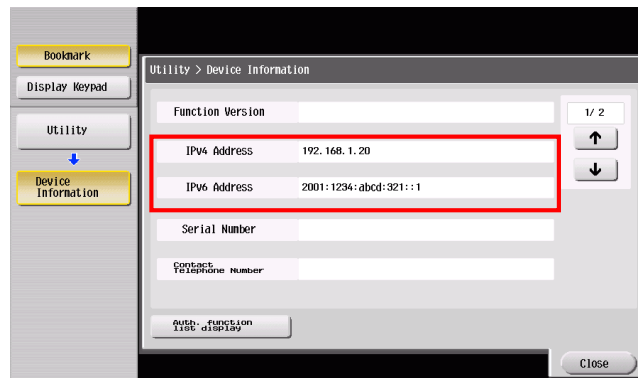
- 1 Opening the original data.
 - Open the data you want to print with the application software.
- 2 Setting up the printer driver before printing.
 - Select a printer driver. If necessary, change settings and make prints.

Checking the cable connection

Check that the LAN cable is connected to the LAN port of this machine and that the green LED is lit.

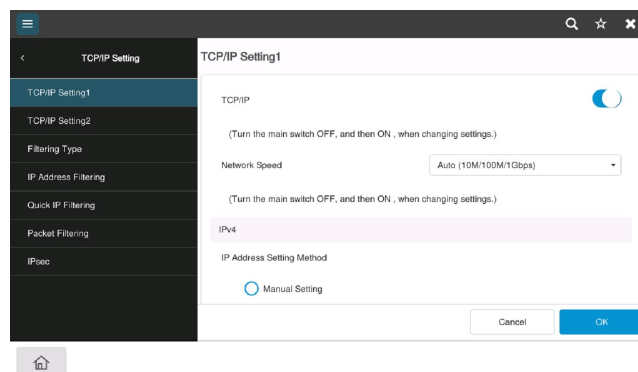
Checking the network settings of this machine

Tap [Utility], select [Device Information], and confirm that the IP address is displayed.



Tips

- Normally, you can use the default settings, but depending on your network environment, you may need to change the settings.
- If the IP address is not displayed, network settings are required to be set. Tap [Utility], and select [Administrator] - [Network] - [TCP/IP Setting] - [TCP/IP Setting1]. Make the necessary settings to suit your environment. For details, refer to the User's Guide CD.

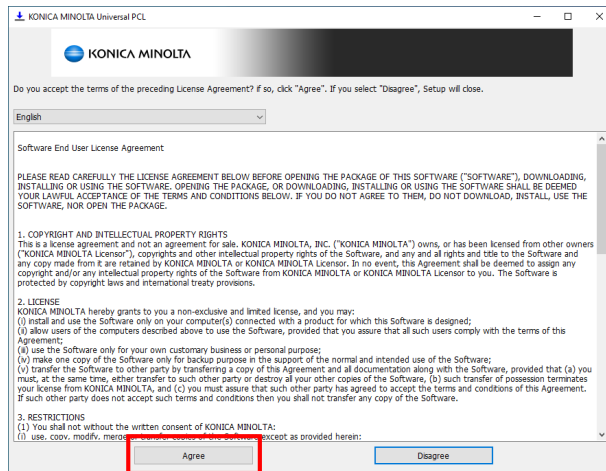


Installing the printer driver

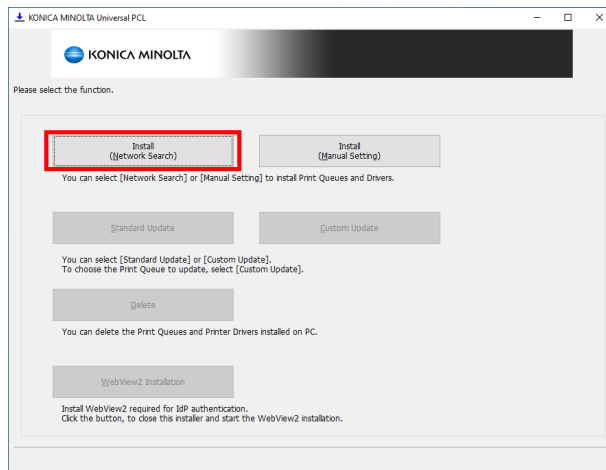
Install the printer driver using the installer.

- ✓ The computer's administrator privileges are required to perform this operation.
- 1 Insert the printer driver DVD into the computer's disk drive.
 - 2 Select the driver type from the printer installation menu.
 - For details on the driver types, refer to [page 14](#).

3 Read the license agreement, and click [Agree].

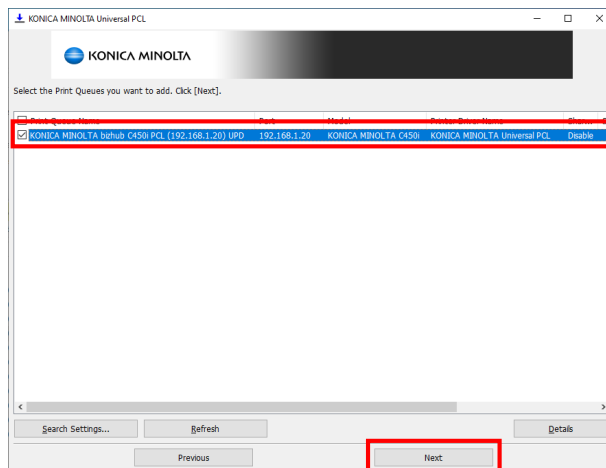


4 Click [Install (Network Search)].

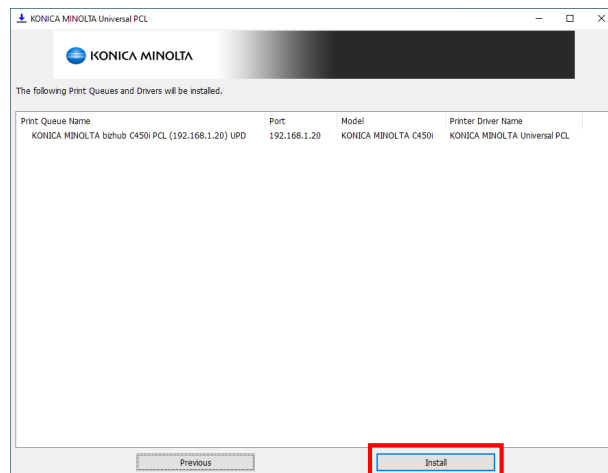


5 Select this machine from the list of detected printers, and click [Next].

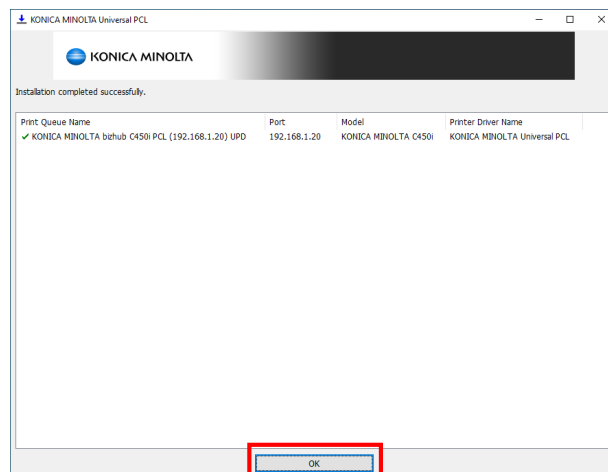
- If multiple devices of the same model are displayed, check the IP address and select the desired one. For details on how to check the IP address of this machine, refer to [page 10](#).



6 Click [Install].

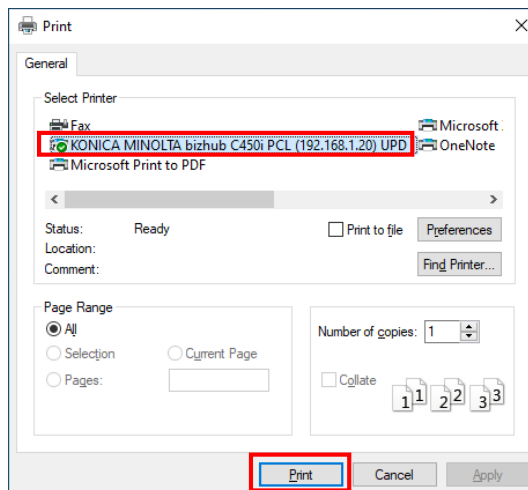


7 Click [OK].



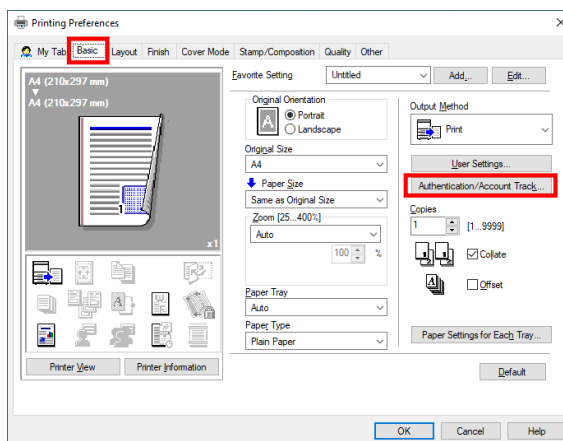
Printing data

- 1 Open the data you want to print with the application software.
- 2 Select [Print] from the [File] menu.
- 3 Select the printer driver you installed, and click [Print].



Tips

- You can click [More settings] (or [Preferences]) to change the printer driver settings as necessary.
- If the user authentication is enabled on this machine, set the necessary data such as the user name and password.



Types of printer drivers

Select the printer driver that supports your printing objectives.

Type of driver	Description
PCL	This is a standard driver for printing general office documents. The printing speed is faster than the PS driver.
PS	This driver is effective for high-definition printing of data created in PostScript-supporting application software from Adobe or other vendors. This driver is often used in graphics and light printing applications where good color reproducibility is important.

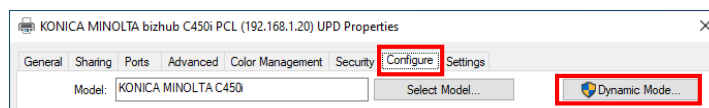
2.1.2. Convenient functions (for Windows OS)

The Windows OS allows you to use a different printer without installing an additional printer driver.

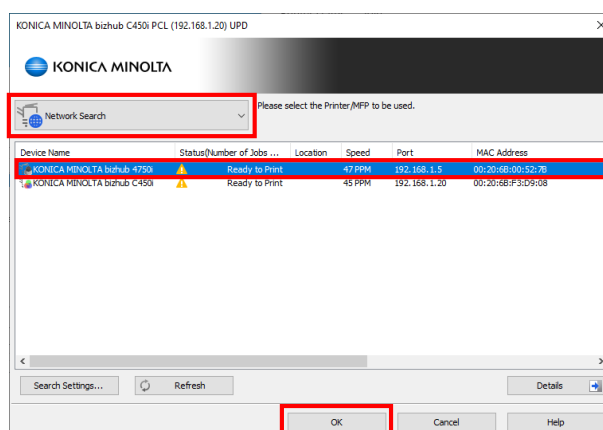
After using a different printer, switch back to the regular printer.

Using a different printer

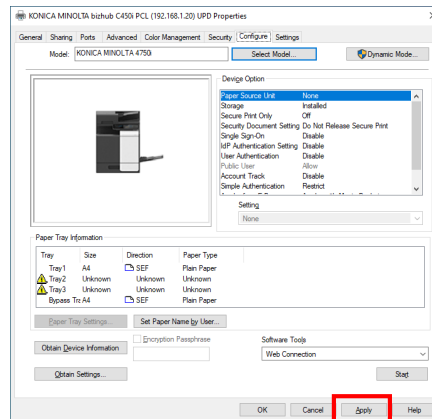
- 1 From the Start menu, select [Settings] - [Bluetooth & devices] (or [Devices]) - [Printers & scanners].
- 2 Select a regular printer, and click [Printer properties] (or [Manage]) - [Printer properties].
- 3 Click [Dynamic Mode] of the [Configure] tab.
 - If the screen related to [User Account Control] is displayed, click [Yes].



- 4 Select [Network Search], select the printer you want to temporarily use from the list of detected printers, and click [OK].



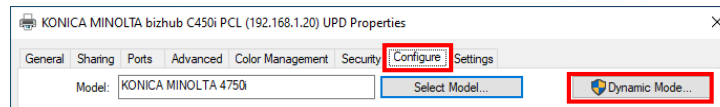
- 5 Check that the desired printer is displayed, and click [Apply].



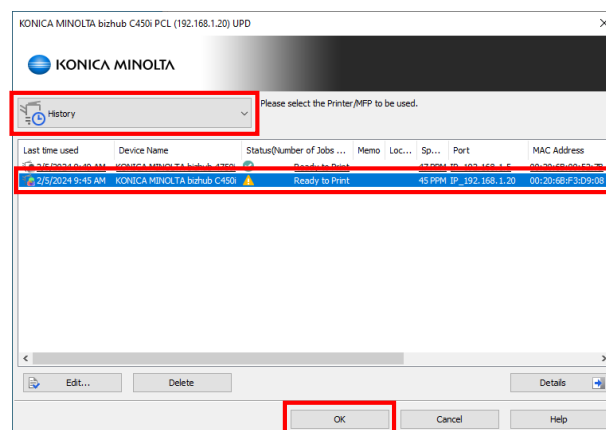
- 6 Execute printing.

Returning to the regular printer

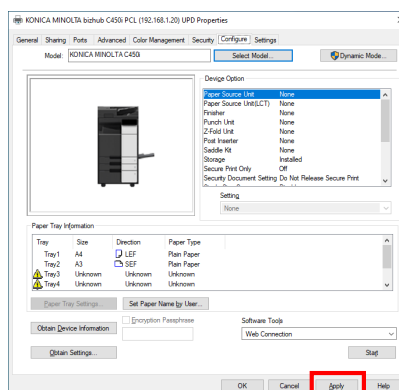
- 1 From the Start menu, select [Settings] - [Bluetooth & devices] (or [Devices]) - [Printers & scanners].
- 2 Select the printer you used temporarily, and click [Printer properties] (or [Manage]) - [Printer properties].
- 3 Click [Dynamic Mode] of the [Configure] tab.
 - If the screen related to [User Account Control] is displayed, click [Yes].



- 4 Select [History], select the regular printer, and click [OK].



- 5 Check that the desired printer is displayed, and click [Apply].



2.1.3. Necessary settings and basic usage (for macOS)

Print the data created on a computer via the network.

This section describes how to set up a printer driver for mainly using the macOS 14, Bonjour connection, and metric size of paper.



Preparation flow

The preparation flow for printing data is described below. For details, refer to the relevant page.

From the second time onwards, you can use this function without making these preparations.

- 1 Checking the cable connection (administrator)
 - Check that this machine is correctly connected to the network line. For details, refer to [page 17](#).
- 2 Checking the network settings of this machine (administrator)
 - Check the network settings of this machine. For details, refer to [page 17](#). Normally, you can use the settings by default.
- 3 Installing the printer driver
 - Install the printer driver on your computer. For details, refer to [page 19](#).
- 4 Adding and set the printer driver
 - Set up the printer so that you can print using the installed printer driver. For details, refer to [page 21](#).

Operation flow

The operation flow for printing data is described below. For details, refer to [page 22](#).

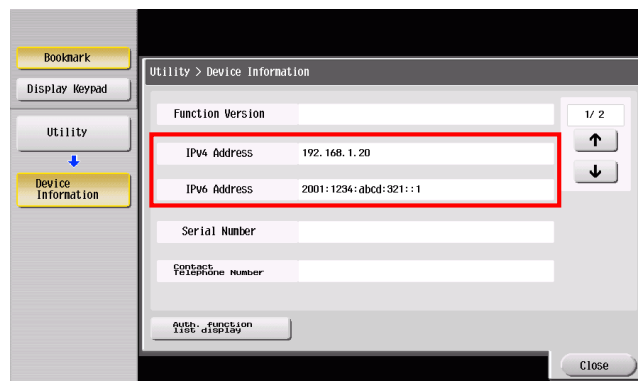
- 1 Opening the original data.
 - Open the data you want to print with the application software.
- 2 Setting up the printer driver before printing.
 - Select a printer driver. If necessary, change settings and make prints.

Checking the cable connection

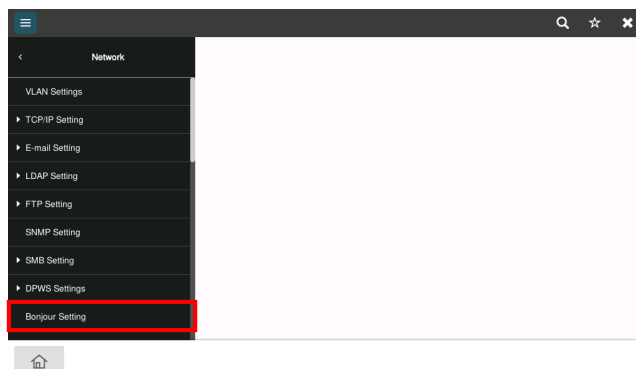
Check that the LAN cable is connected to the LAN port of this machine and that the green LED is lit.

Checking the network settings of this machine

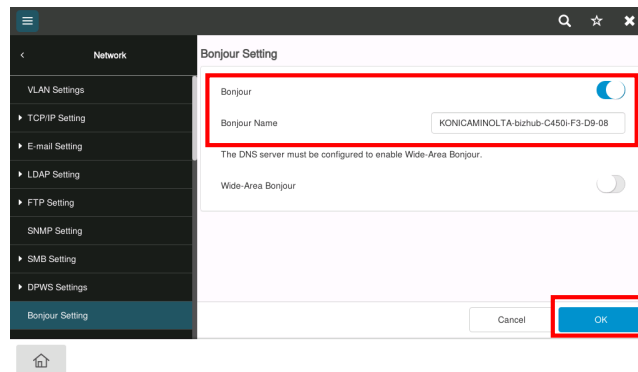
- 1 Tap [Utility], select [Device Information], and confirm that the IP address is displayed.



- 2 Specify the Bonjour name. Tap [Utility], and select [Administrator] - [Network] - [Bonjour Setting].

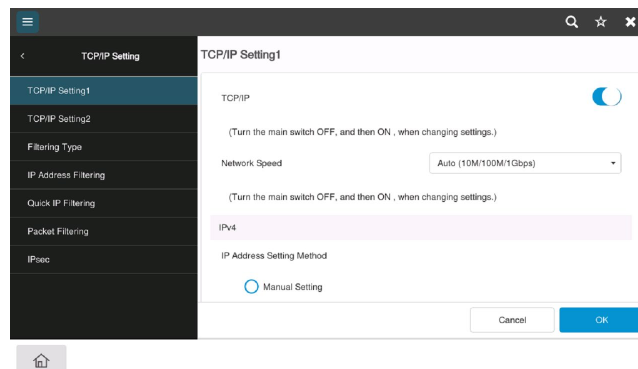


- 3 Turn on [Bonjour].
- 4 Enter the Bonjour name in [Bonjour Name] and tap [OK].
 - The Bonjour name set here is displayed on the printer driver as the connected device name.



Tips

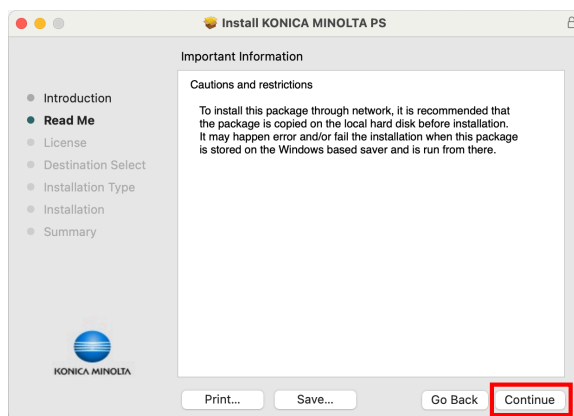
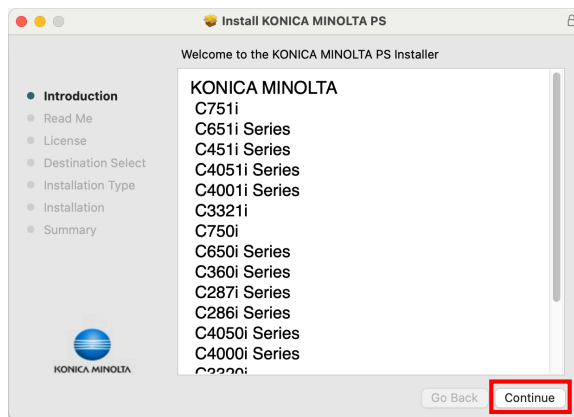
If the IP address is not displayed, network settings are required to be set. Tap [Utility], and select [Administrator] - [Network] - [TCP/IP Setting] - [TCP/IP Setting1]. Make the necessary settings to suit your environment. For details, refer to the User's Guide CD.

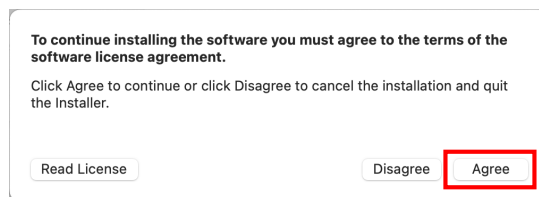
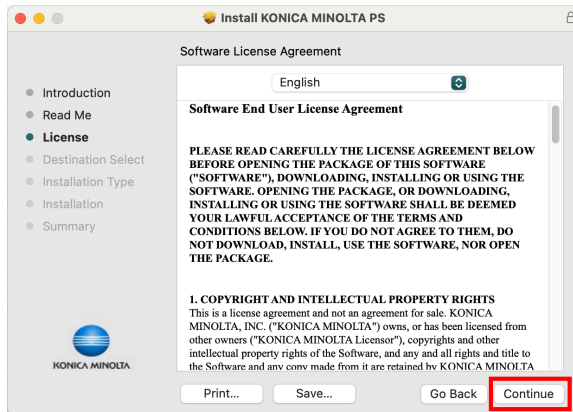


Installing the printer driver

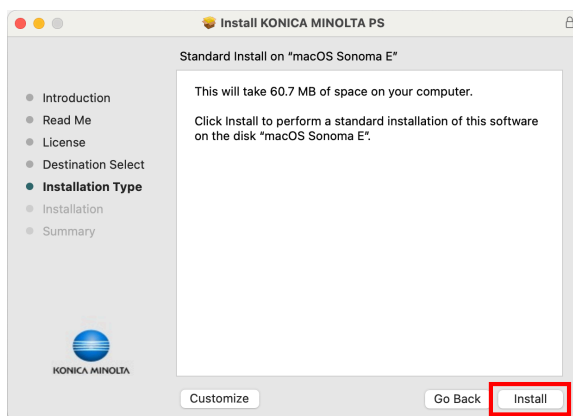
Install the printer driver using the installer.

- ✓ The computer's administrator privileges are required to perform this operation.
- 1 Insert the printer driver DVD into the computer's disk drive.
- 2 Select the desired printer driver and copy it to your desktop.
Example: /Driver/WW_A4/XXX.pkg
 - "XXX" indicates the model name.
 - If you mainly use the inch paper, select the printer driver in the "WW_Letter" directory.
 - The number at the end of the printer driver name indicates the OS version. However, starting with macOS 11 or later, the number at the end is fixed as "_11".
- 3 Double-click the file you copied to the desktop.
- 4 Follow the on-screen instructions to proceed with the operation until the [Installation] screen is displayed.

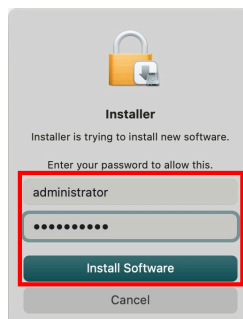




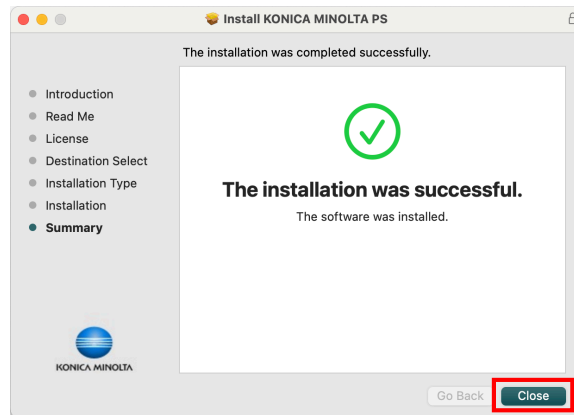
5 Click [Install].



6 When you are prompted for a name and password, enter the name and password of a user with administrator privileges, and then click [Install Software].



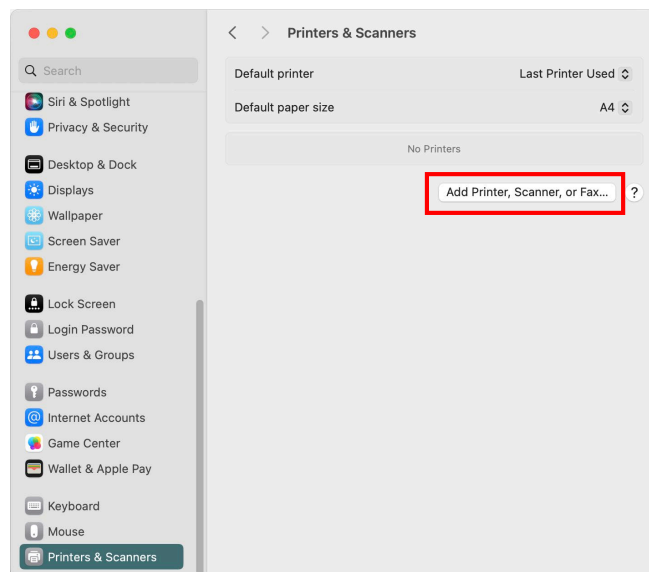
- 7 Click [Close].



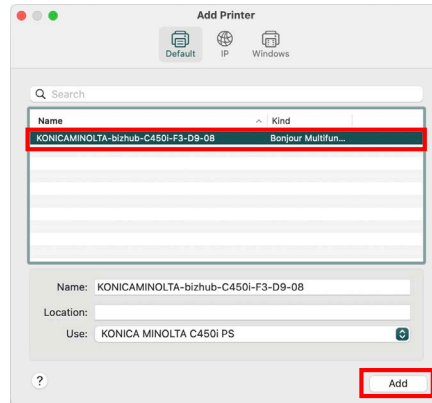
Adding and set the printer driver

Set up the printer so that you can print using the installed printer driver.

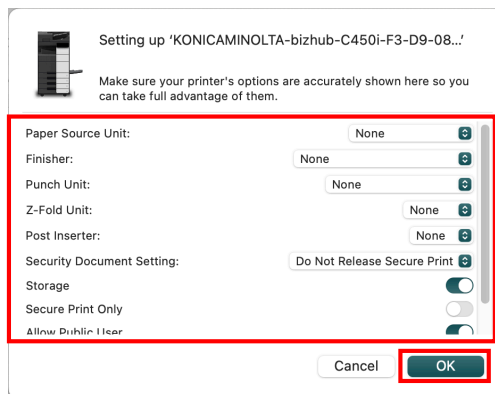
- ✓ The computer's administrator privileges are required to perform this operation.
- 1 From the Apple menu, click [System Settings] - [Printers & Scanners].
- 2 Click [Add Printer, Scanner, or Fax].



- 3 Select the desired printer name displayed in the list and click [Add].
 - If multiple devices of the same product name are displayed and you do not know which device is connected, check with your administrator.

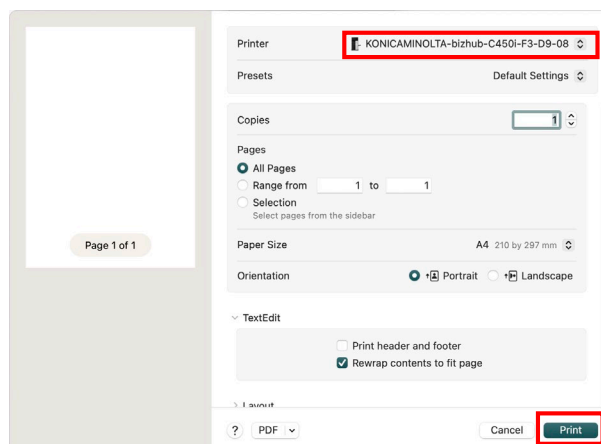


- 4 Select the mounted option, and click [OK].



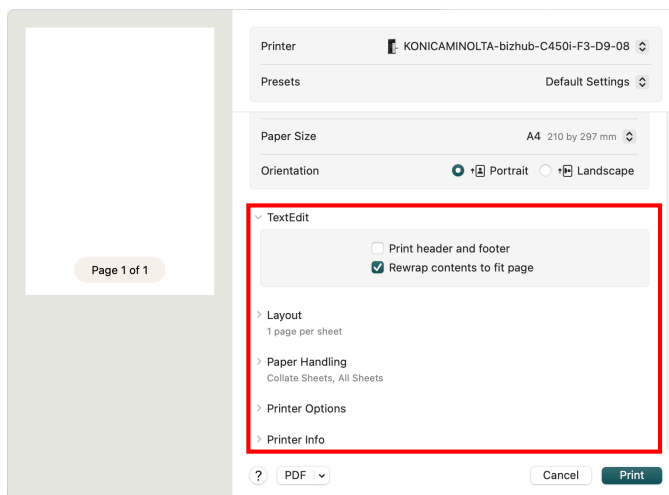
Printing data

- 1 Open the data you want to print with the application software.
- 2 Select [Print] from the [File] menu.
- 3 Select the Bonjour name of this machine and click [Print].



Tips

If necessary, you can change the settings of the printer driver by switching the option menu.



2.2. Scan Sending Function

2.2.1. Various sending methods

The original data scanned by this machine can be sent and saved in various ways.

Sharing on the network (SMB file sharing)

You can access the machine's SMB folder from your computer and easily retrieve the scan data saved in the machine's shared box. For details, refer to [page 24](#).



Sending as an E-mail attachment (E-mail sending)

Send the scan data as an E-mail attachment. This function is convenient when you want to transfer data to an external location. For details, refer to [page 32](#).



Saving to a USB flash drive (external memory)

Save the scan data directly to the USB flash drive connected to this machine. For details, refer to [page 63](#).



Various data sending and saving methods

In addition to the above, data can be sent and saved in various methods. Use this function according to your objectives.

- Sending to your own computer (SMB sending)
- Instructing to scan from a computer (Web service function)
- Saving in a box in the storage (Save in User Box)
- Sending to an FTP server (FTP Send)
- Sending to a WebDAV server (WebDAV Send)



Reference

For details, refer to the User's Guide CD.

2.2.2. Sharing scan data on the network (SMB file sharing)

You can access the machine's SMB folder from your computer and easily retrieve the scan data saved in the machine's shared box.



Preparation flow

The preparation flow for sharing the data scanned by this machine on the network is described below. For details, refer to the relevant page.

From the second time onwards, you can use this function without making these preparations.

- 1 Checking the cable connection (administrator)
 - Check that this machine is correctly connected to the network line. For details, refer to [page 25](#).
- 2 Checking the network settings of this machine (administrator)
 - Check the network settings of this machine. For details, refer to [page 25](#).
- 3 Operating this machine as the SMB server (administrator)
 - Set the server you want to use for SMB file sharing. For details, refer to [page 25](#).
- 4 Creating a Public User Box to share files
 - Create a Public User Box to use for file sharing. For details, refer to [page 26](#).

Operation flow

The operation flow for sharing the data scanned by this machine on the network is described below. For details, refer to [page 27](#).

- 1 Sending scan data to the Public User Box
- 2 Accessing the SMB folder from the computer

Checking the cable connection

Check that the LAN cable is connected to the LAN port of this machine and that the green LED is lit.

Checking the network settings of this machine

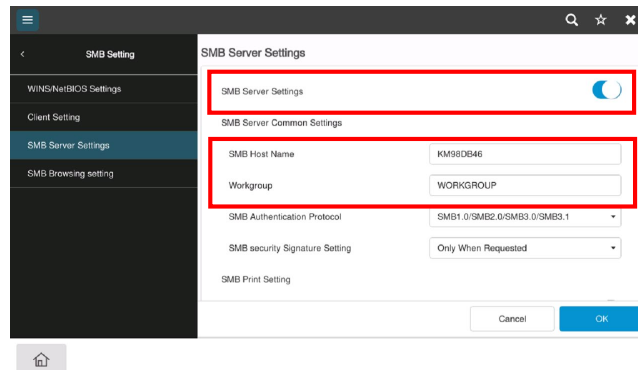
For details, refer to [page 10](#).

Operating this machine as the SMB server

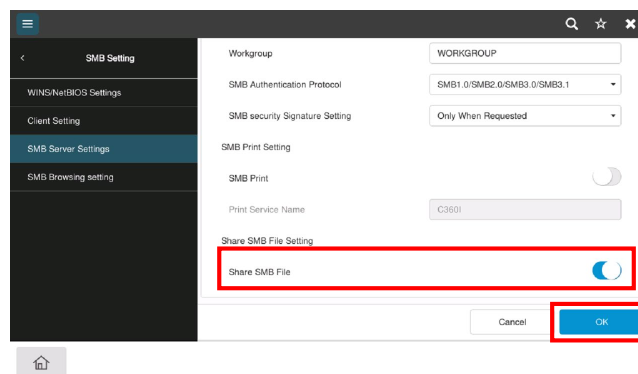
- 1 Tap [Utility], and select [Administrator] - [Network] - [SMB Setting] - [SMB Server Settings].



- 2 Turn on [SMB Server Settings] and enter the host name of this machine and the name of the workgroup to which it belongs.



- 3 Turn on [Share SMB File] and tap [OK].

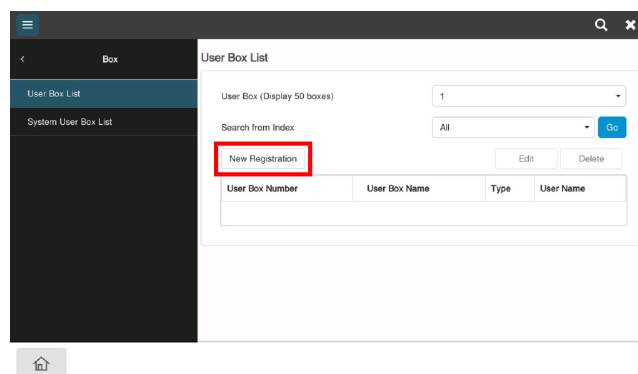


Tips

You can set the period from the date and time when files are saved in the SMB folder to that when they are automatically deleted. To make settings, select [Utility] - [Administrator] - [System Settings] - [User Box Setting] - [Deletion Setting for MFP Shared Folder].

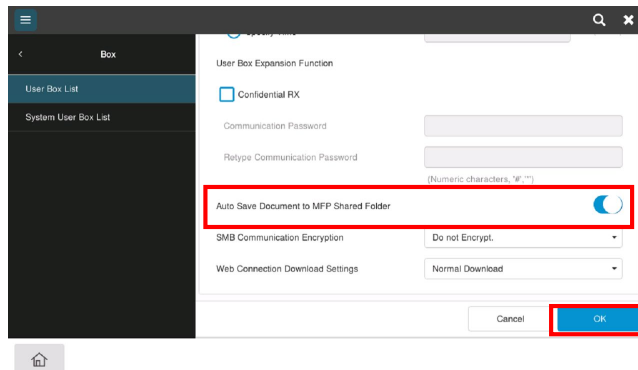
Creating a Public User Box to share files

- 1 Tap [Utility], and select [Utility] - [Box] - [User Box List] - [New Registration].



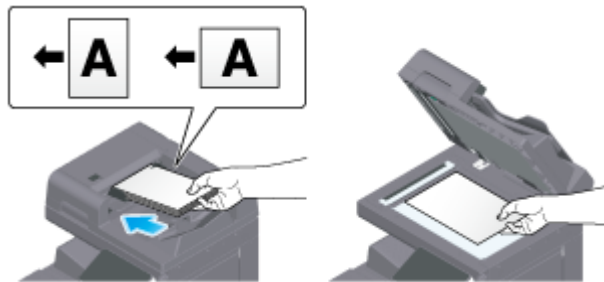
- 2 Enter the necessary information such as the user box name, user box password, index, and others.

- 3 If you can select [Type], select [Public].
- 4 Turn on [Auto Save Document to MFP Shared Folder] and tap [OK].

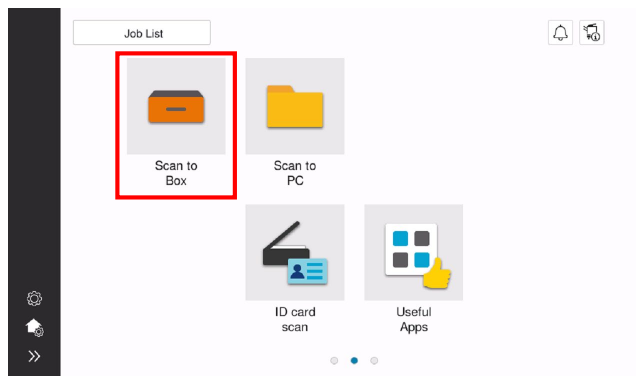


Using the SMB file sharing function

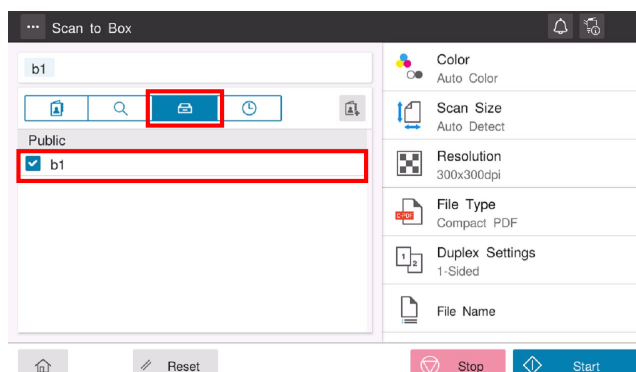
- 1 Load the original.



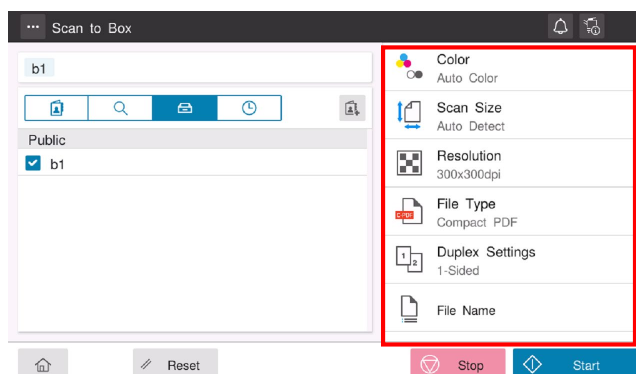
- 2 Tap [Scan to Box] on the home screen.



- 3 Select the Box tab from the display switch tabs and specify the destination.



- 4 In the key display on the **Touch Panel**, check the settings.



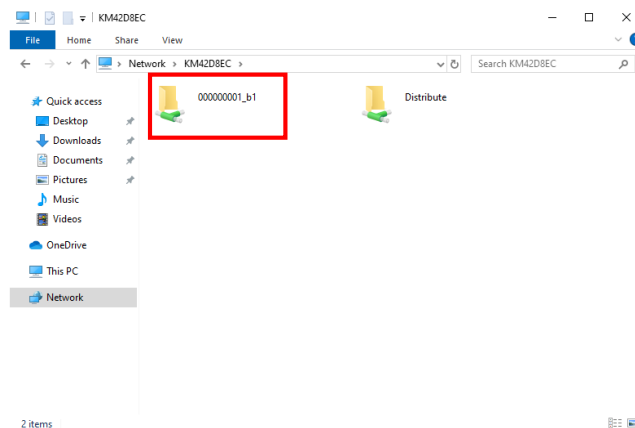
- If you want to change settings, tap each key on the **Touch Panel**. For details on each key, refer to the User's Guide CD.

Setting	Description
[Color]	Set whether to scan the original in color or black and white.
[Scan Size]	Specify the size of the original to be scanned.
[Resolution]	Set the resolution to be scanned.
[File Type]	Select a file type to save scan data.
[Duplex Settings]	Select whether to scan one or both sides of the original.
[File Name]	You can rename a file.
[Separate Scan]	Turn this on when you cannot load all the originals on the ADF at one time. The original is scanned in several batches and handled as one job.

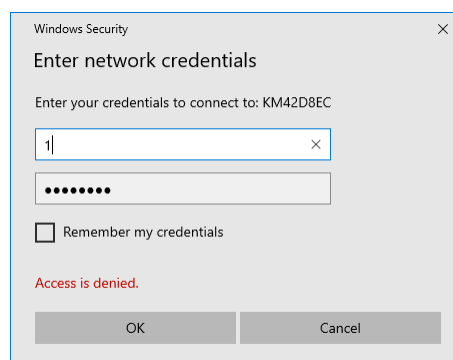
- 5 Use the Start key to start sending.
 - This displays the screen to confirm the address specified on the **Touch Panel**. Check the contents and tap [Send].
- 6 Access the SMB folder of this machine from the computer to retrieve data.
 - For details on how to access the SMB folder of this machine, refer to [page 29](#) when using Windows. For macOS, refer to [page 30](#).

Accessing the SMB folder of this machine from Windows

- 1 Select [Network] from Explorer.
 - For details on how to display Explorer, refer to Microsoft Support.
 - If an error message is displayed to indicate that the network search is disabled, refer to [page 30](#).
- 2 Select this machine from the list.
 - This machine is named by the host name you specified on the **Touch Panel** of this machine.
 - If this machine is not displayed in Explorer, enter "\\<IP address or host name of the machine>" in the Explorer address bar.
IP address entry example: \\xxx.xxx.xxx.xxx
Host name entry example: \\xxxxxx
- 3 Select the SMB folder.
 - The folder is named in the format "box number_box name".

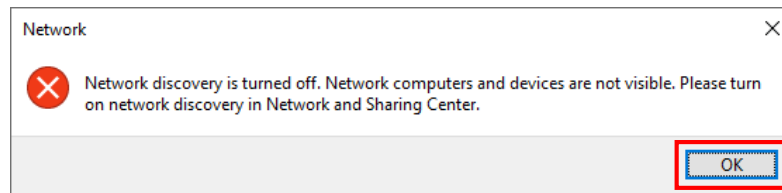


- If the Public User Box is password-protected, use the following ID and password for authentication to access the SMB folder.
ID (user name): Box number (Example: If the box number is "000000001", enter "1".)
Password: Password set to the Box

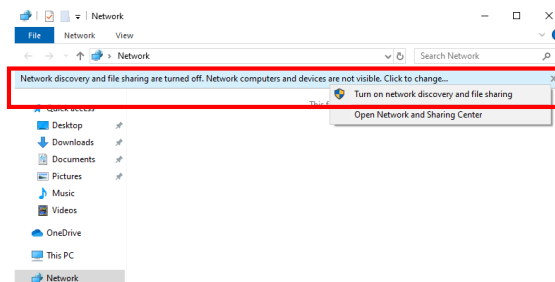


If an error message is displayed to indicate that the network search is disabled

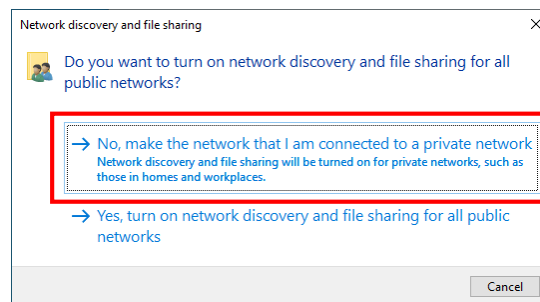
- 1 Confirm the message and click [OK].



- 2 Click the message displayed at the bottom of the address bar and select [Turn on network discovery and file sharing].



- 3 Select [No, make the network that I am connected to a private network].

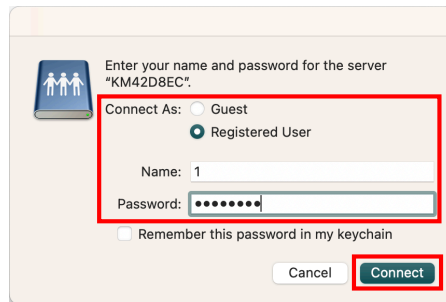


Accessing the SMB folder of this machine from macOS

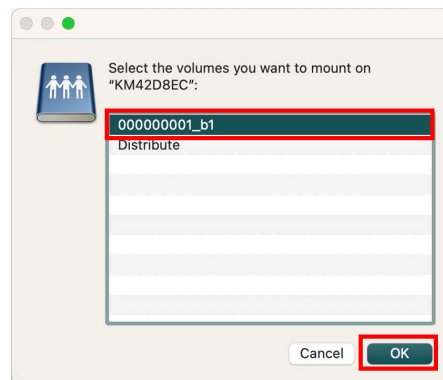
- 1 From the Finder menu, click [Go] - [Connect to Server].
- 2 Enter "smb://<IP address or host name of this machine>" and click [Connect].
 - IP address entry example: smb://xxx.xxx.xxx.xxx
 - Host name entry example: smb://xxxxxx



- 3 Select [Connect As] and click [Connect].
- If the Public User Box is password-protected, use the following ID and password for authentication to access the SMB folder.
ID (name): Box No.
Password: Password set to the Box



- 4 Select the SMB folder and click [OK].
- The folder is named in the format "box number_box name".



2.2.3. Sending scan data by E-mail (Scan to E-mail)

Send the scan data as an E-mail attachment.

You can receive data even when you are out, which is convenient for urgent responses.



Preparation flow

The preparation flow for sending the data scanned by this machine by E-mail is described below. For details, refer to the relevant page.

From the second time onwards, you can use this function without making these preparations.

- 1 Checking the cable connection (administrator)
 - Check that this machine is correctly connected to the network line. For details, refer to [page 32](#).
- 2 Checking the network settings of this machine (administrator)
 - Check the network settings of this machine. For details, refer to [page 32](#).
- 3 Configuring the E-mail sending environment (administrator)
 - Set the server used for sending E-mails. For details, refer to [page 33](#).
- 4 Setting administrator information (administrator)
 - Register the administrator name and the E-mail address that is used as the From address when sending E-mails. For details, refer to [page 35](#).

Operation flow

The operation flow for sending the data scanned by this machine by E-mail is as described below. For details, refer to [page 35](#).

- 1 Loading the original
- 2 Entering the address
 - Enter the recipient's E-mail address and check settings such as the file type and image quality.
- 3 Starting sending
 - Use the Start key to start scanning the original.

Checking the cable connection

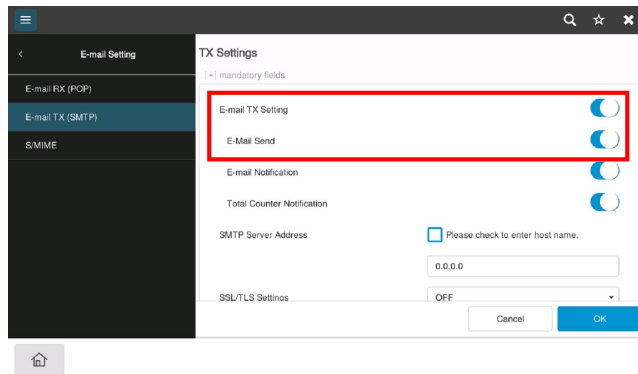
Check that the LAN cable is connected to the LAN port of this machine and that the green LED is lit.

Checking the network settings of this machine

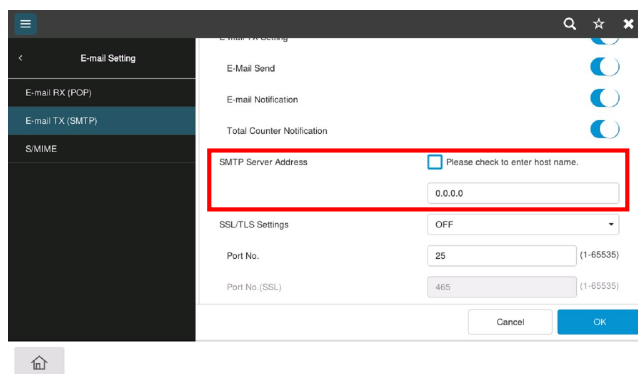
For details, refer to [page 10](#).

Configuring the E-mail sending environment

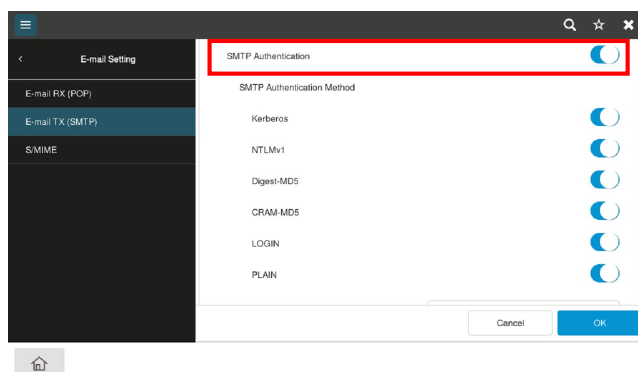
- 1 Tap [Utility], and select [Administrator] - [Network] - [E-mail Setting] - [E-mail TX (SMTP)].
- 2 Turn on [E-mail TX Setting] to enable setting of E-mail sending (SMTP).
- 3 Turn on [E-mail Send] to enable the E-mail sending function.



- 4 Enter the SMTP server (outgoing mail server) address.



- 5 Turn on [SMTP Authentication].



6 Enter your user ID and password, and tap [OK].

The screenshot shows the 'E-mail Setting' screen. On the left, a sidebar menu lists 'E-mail RX (POP)', 'E-mail TX (SMTP)', and 'S/MIME'. The 'E-mail TX (SMTP)' option is selected. The main area shows the 'PLAIN' authentication method selected from a list including NTLMv1, Digest-MD5, CRAM-MD5, LOGIN, and PLAIN. Below the authentication method, there are three input fields: 'User ID' (containing 'xxxxxxxxx@gmail.com'), 'Password' (containing 'xxxxxxx'), and 'Domain Name' (empty). At the bottom right, there are 'Cancel' and 'OK' buttons. The 'OK' button is highlighted with a red box.

Tips

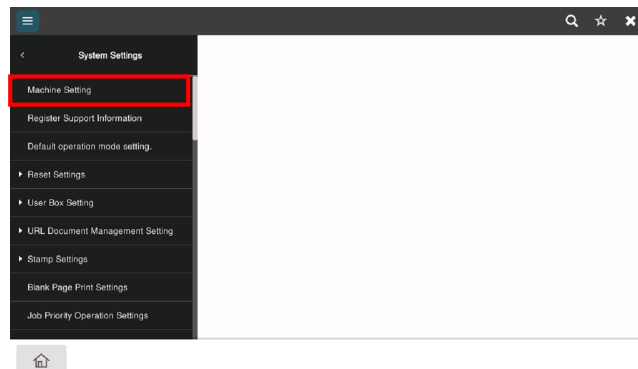
Setting examples for major E-mail software are shown below.

- [SMTP Server Address]
For Gmail: smtp.gmail.com
For Office 365: smtp.office365.com
- [SSL/TLS Settings]
For Gmail: Select [SMTP over SSL].
For Office 365: Select [Start TLS].
- [Port No. (SSL)]
For Gmail: 465
For Office 365: 587
- [SMTP Authentication]
Turn on and enter the authentication information.
For Gmail: User ID, password (app password*)
For Office 365: User ID, password

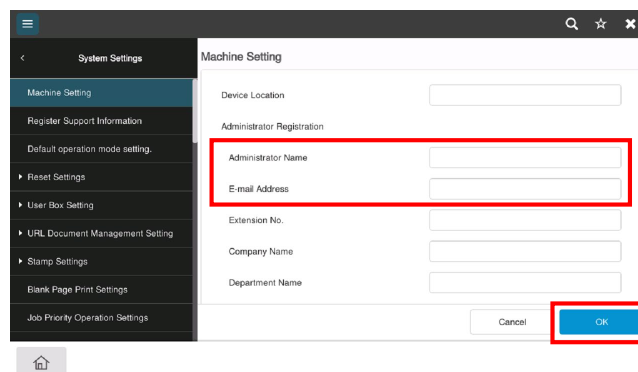
* After turning on the two-step authentication with your Google account, set the app password. For details, log in to the Google account and then refer to [Security].

Setting administrator information

- 1 Tap [Utility], and select [Administrator] - [System Settings] - [Machine Setting].

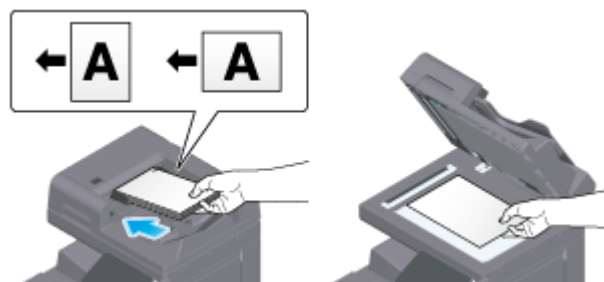


- 2 Enter the administrator name and administrator E-mail address, and tap [OK].

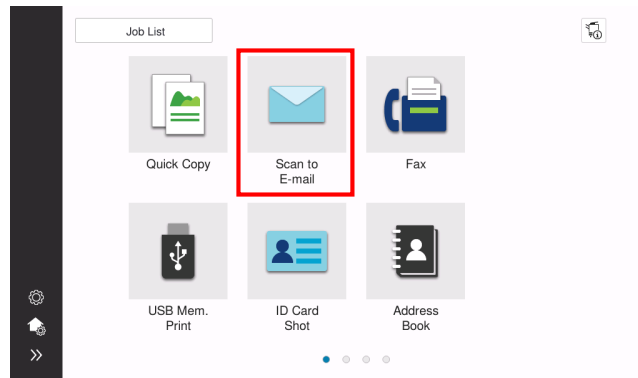


Sending the original

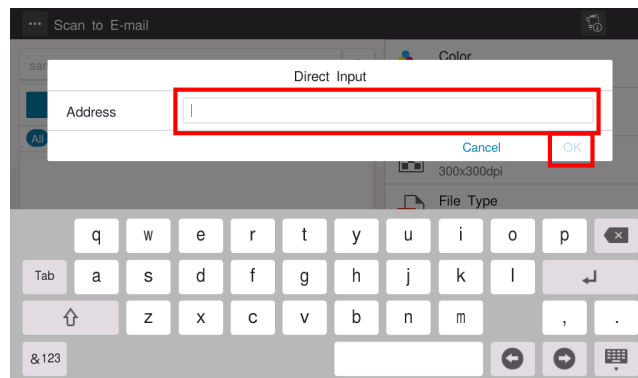
- 1 Load the original.



- 2 Tap [Scan to Email] on the home screen.



- 3 Tap [+] on the destination display area.
- 4 Enter the destination's E-mail address, and tap [OK].



- 5 In the key display on the **Touch Panel**, check the settings.
 - If you want to change settings, tap each key on the **Touch Panel**. For details on each key, refer to the User's Guide CD.

Setting	Description
[Color]	Set whether to scan the original in color or black and white.
[Scan Size]	Specify the size of the original to be scanned.
[Resolution]	Set the resolution to be scanned.
[File Type]	Select a file type to save scan data.
[Duplex Settings]	Select whether to scan one or both sides of the original.
[File Name/Subject Name/Other]	You can change the file name, E-mail subject, or message text.
[Separate Scan]	Turn this on when you cannot load all the originals on the ADF at one time. The original is scanned in several batches and handled as one job.

- 6 Use the Start key to start sending.
 - This displays the screen to confirm the address specified on the **Touch Panel**. Check the contents and tap [Send].

2.3. Fax Functions

2.3.1. Necessary settings and basic usage

This section describes the settings and basic operations for sending and receiving faxes using a telephone line.



Tips

The optional **Fax Kit** is required to use the fax function.

Preparation flow

The preparation flow for sending a fax on this machine is described below. For details, refer to the relevant page.

From the second time onwards, you can use this function without making these preparations.

- 1 Checking the cable connection (administrator)
 - Check that this machine is correctly connected to the telephone line. For details, refer to [page 38](#).
- 2 Registering the information required for sending (administrator)
 - Set the name and fax number you want to display as the sender when sending a fax from this machine. For details, refer to [page 38](#).
- 3 Selecting the dialing method (administrator)
 - Select the dialing method depending on your environment. For details, refer to [page 40](#).

Operation flow

The operation flow for sending a fax on this machine is described below. For details, refer to [page 40](#).

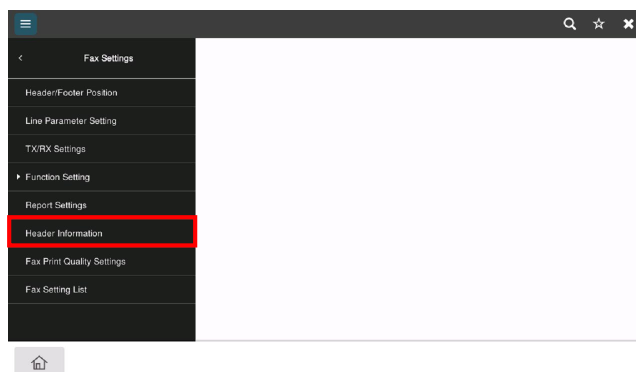
- 1 Loading the original
- 2 Entering the address
 - Enter the recipient's fax number, and check the settings such as the image quality.
- 3 Starting sending
 - Use the Start key to start sending the original.

Checking the cable connection

Check that the modular cable is connected to the LINE port of this machine.

Registering the information required for sending

- 1 Tap [Utility], and select [Administrator] - [Fax Settings] - [Header Information].



- 2 Enter the fax number you want to display as the sender, and tap [OK].

The screenshot shows the 'Header Information' settings screen. The 'Sender Fax No.' field is highlighted with a red box. Below it, the 'TTI List' table is visible. The 'OK' button at the bottom right is also highlighted with a red box.

No.	Set as Default	Sender Name
1	<input type="radio"/>	
2	<input type="radio"/>	
3	<input type="radio"/>	

- 3 Specify an unregistered number in the sender name list, and tap [Edit].

The screenshot shows the 'Header Information' settings screen. The 'Edit' button for the first row in the 'TTI List' table is highlighted with a red box. The first row of the table is also highlighted with a red box.

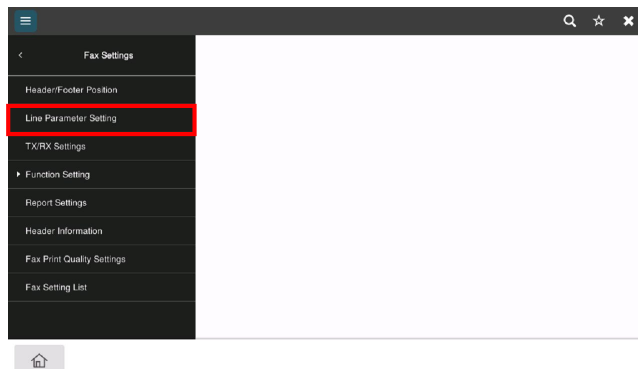
No.	Set as Default	Sender Name
1	<input type="radio"/>	
2	<input type="radio"/>	
3	<input type="radio"/>	

- 4 Enter the name you want to display as the sender, and tap [OK].

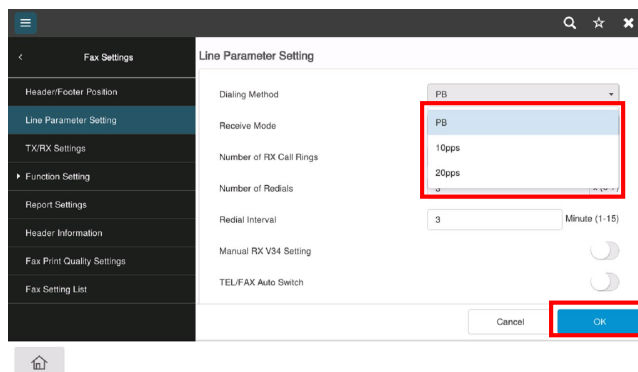
The screenshot shows the 'Sender Name' settings screen. The 'Sender Name' field is highlighted with a blue border. A keyboard is visible at the bottom of the screen.

Selecting the dialing method

- 1 Tap [Utility], and select [Administrator] - [Fax Settings] - [Line Parameter Setting].



- 2 Specify the line type in [Dialing Method], and tap [OK].
 - Select [PB] for push button, and select [10pps] or [20pps] for dial pulse.

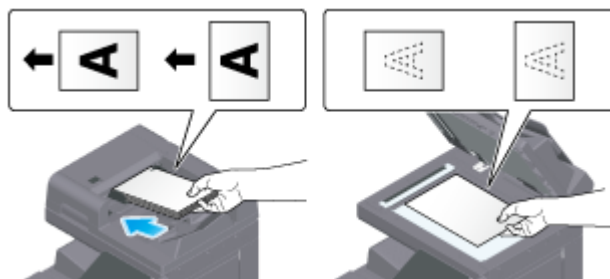


Tips

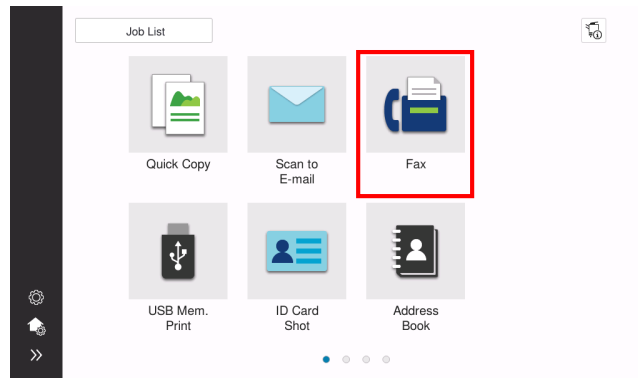
If you are unsure of your line type, operate the push button on your phone. When you hear a "pippoppa" sound, set [Dialing Method] to [PB]. If you do not hear a "pippoppa" sound when you operate the push button, select [20pps]. If you cannot send at [20pps], select [10pps] and resend a fax.

Sending the original

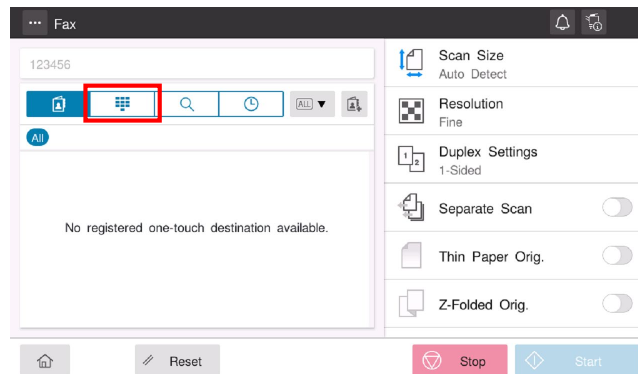
- 1 Load the original.



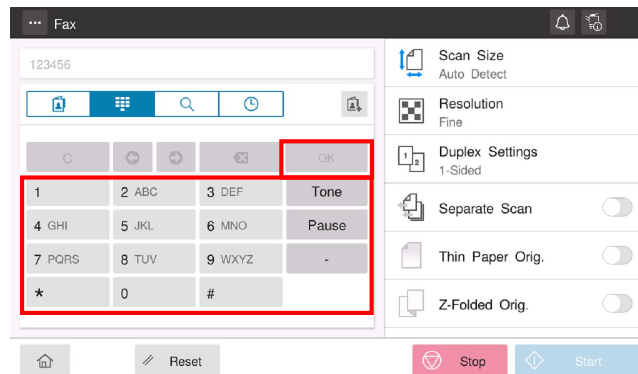
- 2 Tap [Fax] on the home screen.



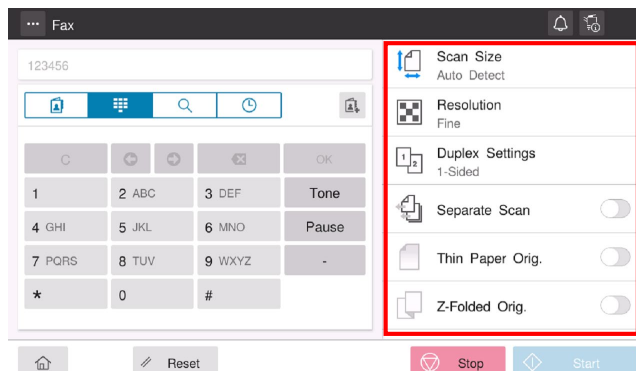
- 3 Select the Direct Input tab from the display switch tabs.



- 4 Enter the destination fax number and tap [OK].



- 5 In the key display on the **Touch Panel**, check the settings.



- If you want to change settings, tap each key on the **Touch Panel**. For details on each key, refer to the User's Guide CD.

Setting	Description
[Scan Size]	Specify the size of the original to be scanned.
[Resolution]	Set the resolution to be scanned.
[Duplex Settings]	Select whether to scan one or both sides of the original.
[Separate Scan]	Turn this on when you cannot load all the originals on the ADF at one time. The original is scanned in several batches and handled as one job.

- 6 Use the Start key to start sending.
- This displays the screen to confirm the address specified on the **Touch Panel**. Check the contents and tap [Send].

2.3.2. Sending directly from a computer (PC-FAX TX)

You can send the data created on your computer to the recipient's fax as if you were printing it.

The advantages of sending a fax directly from your computer are as follows.

- Paper saving possible
- You can complete operations without leaving your seat
- Images are clear because data is sent directly



Tips

- To use PC-FAX TX, you need to mount the optional **Fax Kit** on this machine.
- This function is not compatible with macOS.

Preparation flow

The preparation flow for sending a fax from your computer is described below. For details, refer to the relevant page.

From the second time onwards, you can use this function without making these preparations.

- 1 Checking cable connections (administrator)
 - Check that this machine is correctly connected to the telephone line and the network line. For details, refer to [page 43](#).
- 2 Checking the network settings of this machine (administrator)
 - Check the network settings of this machine. For details, refer to [page 43](#). Normally, you can use the settings by default.
- 3 Installing the fax driver on your computer
 - Install the fax driver on your computer. For details, refer to [page 43](#).

Operation flow

The operation flow for sending a fax from your computer is described below. For details, refer to [page 46](#).

- 1 Creating data
 - Create the data you want to send with the application software.
- 2 Making the fax driver settings
 - Select a fax driver. If necessary, change settings.
- 3 Entering a sending destination for sending
 - Enter the recipient and send the data.

Checking cable connections

- 1 Check that the modular cable is connected to the LINE port of this machine.
- 2 Check that the LAN cable is connected to the LAN port of this machine and that the green LED is lit.

Checking the network settings of this machine

For details, refer to [page 10](#).

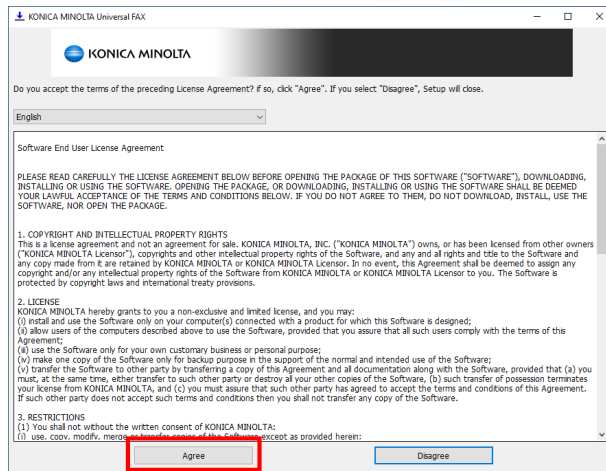
Installing the fax driver on your computer

Install the fax driver on the PC by using the installer.

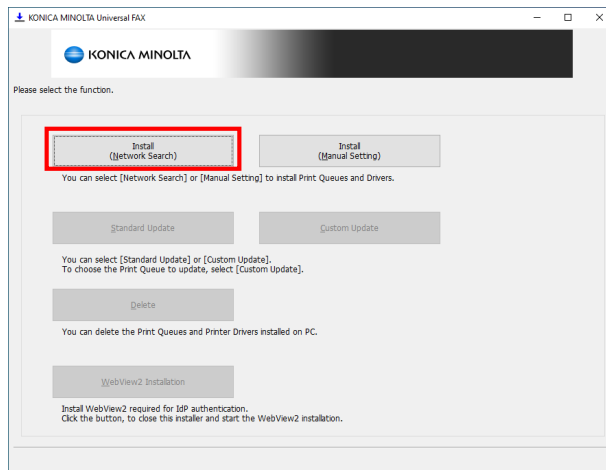
This section describes how to make settings with the standard printing.

- ✓ The computer's administrator privileges are required to perform this operation.
- 1 Insert the fax driver DVD into the computer's disk drive.
 - 2 Select the fax driver from the printer's installation menu.

3 Read the license agreement, and click [Agree].

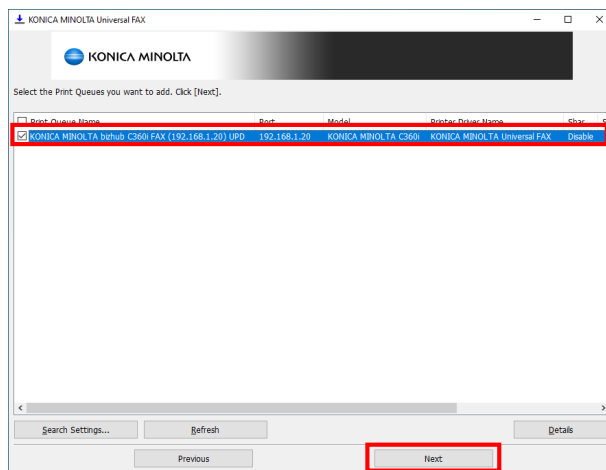


4 Click [Install (Network Search)].

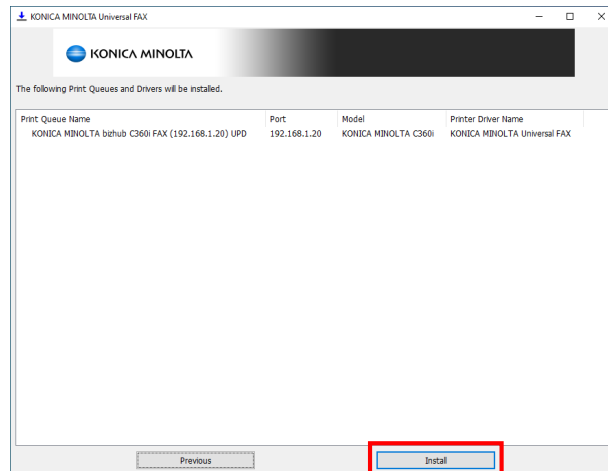


5 Select this machine from the list of detected printers, and click [Next].

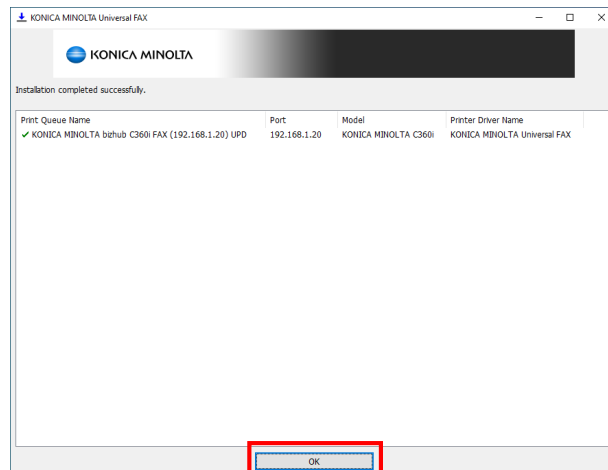
- If multiple devices of the same model are displayed, check the IP address and select the desired one. For details on how to check the IP address of this machine, refer to [page 10](#).



6 Click [Install].

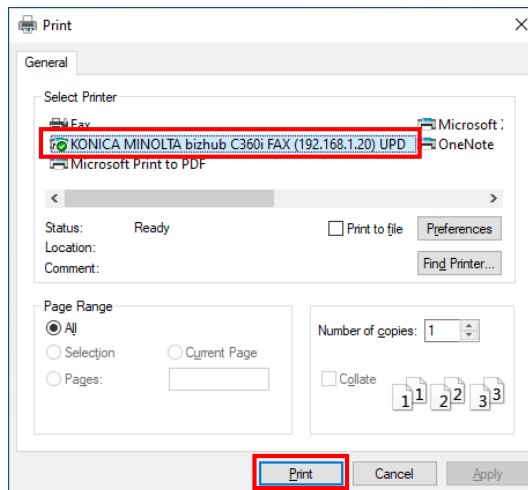


7 Click [OK].

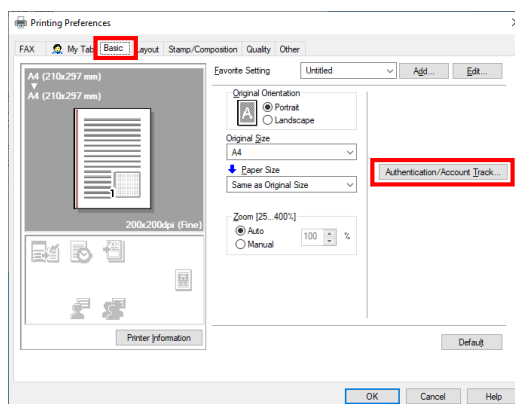


Sending data

- 1 Create the data you want to send with the application software.
- 2 Select [Print] from the [File] menu.
- 3 Select the fax driver you installed, and click [Print].



- You can click [More settings] (or [Preferences]) to change the fax driver settings as necessary.
- If the user authentication is enabled on this machine, set the necessary data such as the user name and password.



- 4 Enter [Name] and [FAX Number], and click [Add Recipients].
- You can also click [Add from Address Book] to recall a destination registered on this machine.
 - To send to more than one destination, repeat this operation.

FAX Transmission PopUp

Recipients Entry

Name: XXXXXXXX

FAX Number: 0987654321

☒ ECM

☐ International Transmission Mode

☒ V.34 Mode

Recipient List

Name	FAX Number	Company N...	Department	ECM	
------	------------	--------------	------------	-----	--

Current Recipients 0/100

☐ FAX Cover Sheet

Alphanumeric characters P, T, E and 0-9 and symbols <@>, <.>, <.> can be used. E can only be used as the transmission mode.

- 5 Click [OK].

FAX Transmission PopUp

Recipients Entry

Name:

FAX Number:

☒ ECM

☐ International Transmission Mode

☒ V.34 Mode

Recipient List

Name	FAX Number	Company N...	Department	ECM	
XXXXXXXX	0987654321			On	OK
JJJJJJJJ	0123456789			On	OK

Current Recipients 2/100

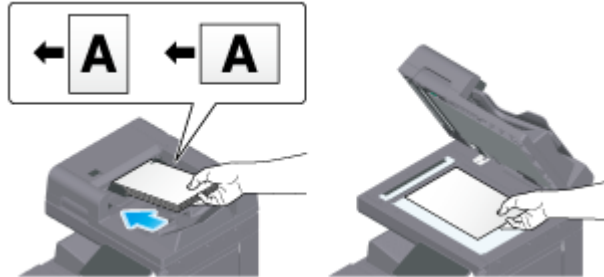
☐ FAX Cover Sheet

2.4. Copy Functions

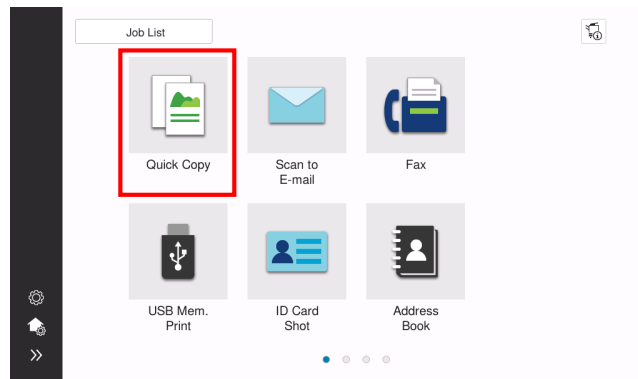
Basic Usage

This section describes the basic operations for copying.

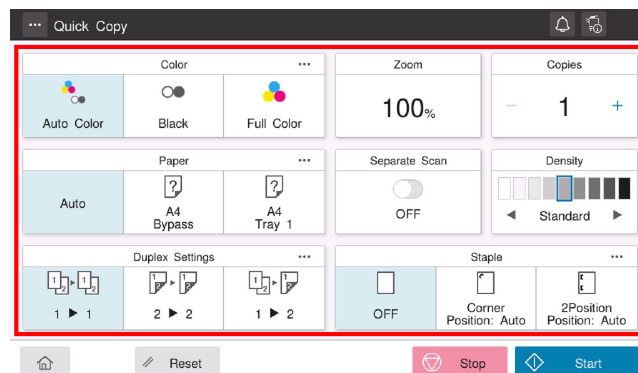
- 1 Load the original.



- 2 Tap [Quick Copy] on the home screen.



- 3 In the key display on the **Touch Panel**, check the settings.



- If you want to change settings, tap each key on the **Touch Panel**. For details on each key, refer to the User's Guide CD.

Setting	Description
[Color]	Set the color to use when outputting.
[Zoom]	Set the copy magnification.
[Copies]	Specify the number of copies using the keypad displayed.
[Paper]	Set the paper to output.

[Separate Scan]	Turn this on when you cannot load all the originals on the ADF at one time. The original is scanned in several batches and handled as one job.
[Density]	Adjust the copy density.
[Duplex Settings]	Select whether to copy a 1-sided or 2-sided original on a single side or both sides of the paper.
[Original Type]	Set the image type of the original.
[Combine]	Make the combine settings.

4 Use the Start key to start copying.

2.5. Registering a Destination

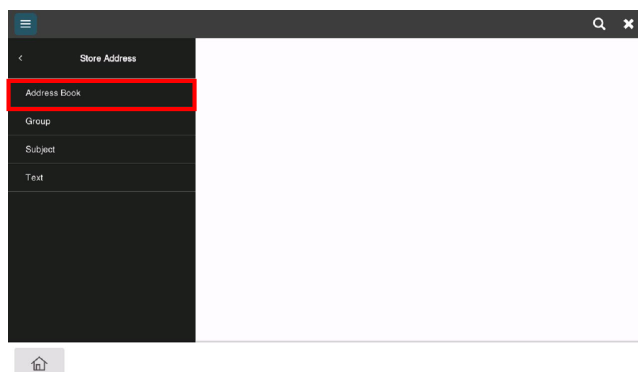
2.5.1. Registering address books

The fax function and scan sending function allow you to register the frequently used destinations as abbreviated destinations.

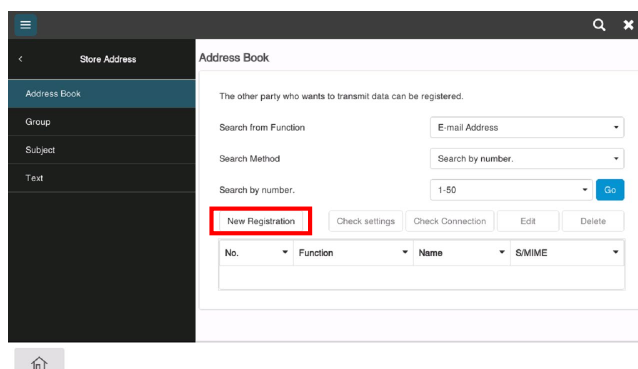
This section shows the address book for fax sending as an example.

Registering from [Utility]

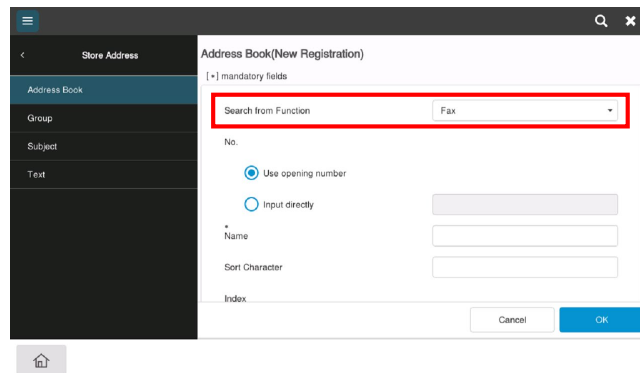
1 Tap [Utility], and select [Utility] - [Store Address] - [Address Book].



2 Tap [New Registration].

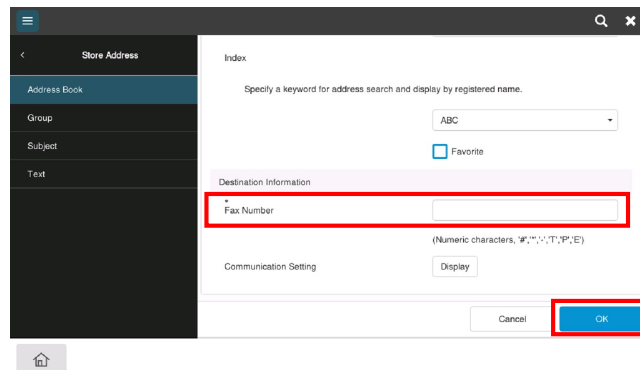


- 3 In [Search from Function], select the type of the destination you want to register.
- The items to be entered differ depending on the type of the destination you selected here. For details on the differences in the items to be entered, refer to [page 57](#).



The screenshot shows the 'Address Book(New Registration)' screen. On the left is a sidebar with 'Store Address' and 'Address Book' (selected). The main area has a title bar with a search icon and a close icon. Below the title bar, there's a section for '[*] mandatory fields'. The 'Search from Function' dropdown is highlighted with a red box and is set to 'Fax'. Below it are fields for 'No.', 'Name', 'Sort Character', and 'Index'. There are also radio buttons for 'Use opening number' and 'Input directly'. At the bottom right are 'Cancel' and 'OK' buttons.

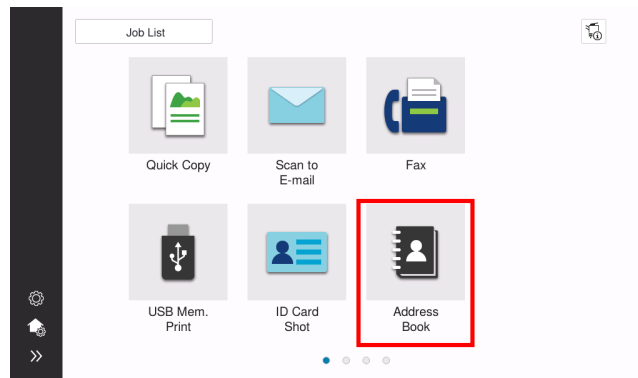
- 4 Enter the address you want to register.
- In [Name], enter the address.
 - In [Sort Character], enter the furigana for [Name].
 - In [Index], set the search characters that meet to [Name].
 - The search characters are used as an index for registered destinations. For details, refer to [page 57](#).
- 5 Enter the fax number and tap [OK].



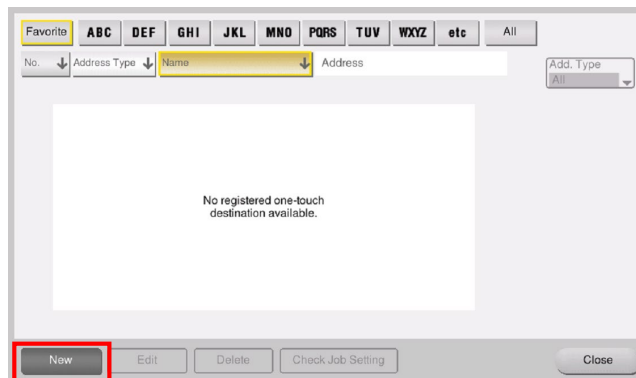
The screenshot shows the 'Address Book' screen. On the left is a sidebar with 'Store Address' and 'Address Book' (selected). The main area has a title bar with a search icon and a close icon. Below the title bar, there's a section for 'Index' with a dropdown menu set to 'ABC' and a 'Favorite' checkbox. Below that is a section for 'Destination Information' with a 'Fax Number' field highlighted by a red box. Below the 'Fax Number' field is a note: '(Numeric characters, #, *, /, -, ., T, P, E)'. At the bottom right are 'Cancel' and 'OK' buttons, with the 'OK' button highlighted by a red box.

Registering from [Address Book]

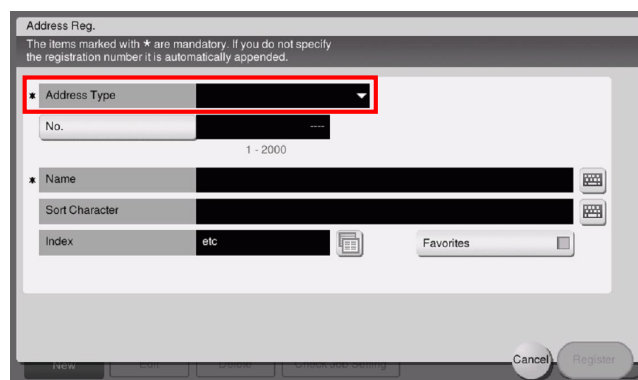
- 1 Tap [Address Book] on the home screen.



- 2 Tap [New].



- 3 In [Address Type], select the type of the destination you want to register.
 - The items to be entered differ depending on the type of the destination you selected here. For details on the differences in the items to be entered, refer to [page 57](#).



- 4 Enter the address you want to register.
 - In [Name], enter the address.
 - In [Sort Character], enter the furigana for [Name].
 - In [Index], set the search characters that meet to [Name].
 - The search characters are used as an index for registered destinations. For details, refer to [page 57](#).

The screenshot shows the 'Address Reg.' form. At the top, it says 'The items marked with * are mandatory. If you do not specify the registration number it is automatically appended.' Below this, there are several input fields. A red box highlights the 'Name', 'Sort Character', and 'Index' fields. The 'Name' field is empty, 'Sort Character' is empty, and 'Index' has 'etc' entered. There are also fields for 'Address Type' (set to 'Fax') and 'Fax Number'. At the bottom, there are 'Cancel' and 'Register' buttons.

- 5 Enter the fax number and tap [Register].

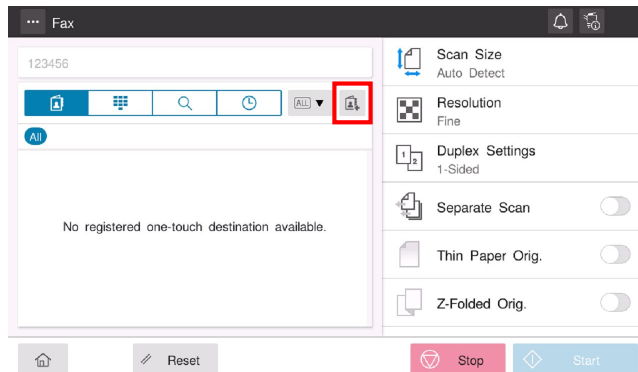
The screenshot shows the 'Address Reg.' form. A red box highlights the 'Fax Number' field at the top. Below it, there are sections for 'TX Method' (Overseas TX, ECM, V.34) and 'Select Line' (No Selection, Line 1, Line 2). At the bottom right, the 'Register' button is highlighted with a red box. There are also 'Cancel' and 'Check Dest. and Send' buttons.

- 6 Tap [Close].

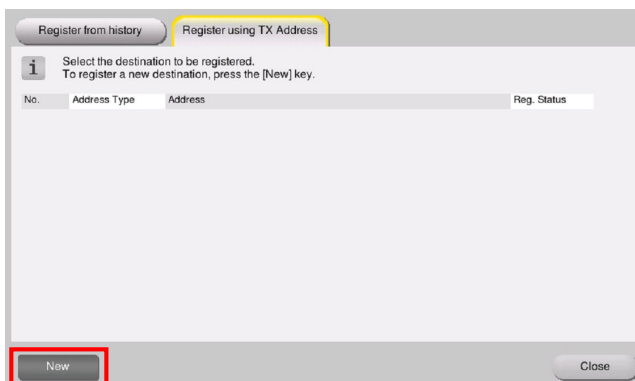
The screenshot shows the 'Address Reg.' form. At the top, there are tabs for 'Favorite', 'ABC', 'DEF', 'GHI', 'JKL', 'MNO', 'PQRS', 'TUV', 'WXYZ', 'etc', and 'All'. Below these, there are fields for 'No.', 'Address Type', 'Name', and 'Address'. A red box highlights the 'Close' button at the bottom right. There are also 'New', 'Edit', 'Delete', and 'Check Job Setting' buttons.

Registering from the main screen of the sending function

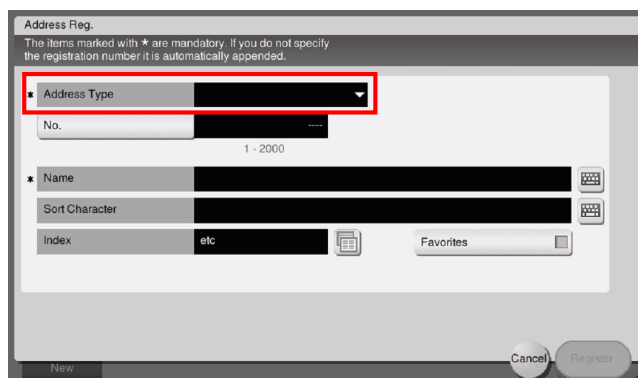
- 1 Tap the function key for the sending function on the home screen.
- 2 Select the address registration key from the display switch tabs.



- 3 Tap [New].



- 4 In [Address Type], select the type of the destination you want to register.
 - The items to be entered differ depending on the type of the destination you selected here. For details on the differences in the items to be entered, refer to [page 57](#).



- 5 Enter the address you want to register.
 - In [Name], enter the address.
 - In [Sort Character], enter the furigana for [Name].
 - In [Index], set the search characters that meet to [Name].
 - The search characters are used as an index for registered destinations. For details, refer to [page 57](#).

The screenshot shows the 'Address Reg.' form. At the top, it says 'The items marked with * are mandatory. If you do not specify the registration number it is automatically appended.' Below this, there are several input fields. The 'Name' field is highlighted with a red box. Other fields include 'Address Type' (set to 'Fax'), 'No.' (with a range of '1 - 2000'), 'Sort Character', 'Index' (set to 'etc'), and 'Fax Number'. There are also buttons for 'New', 'Cancel', and 'Register'.


- 6 Enter the fax number and tap [Register].

The screenshot shows the 'Address Reg.' form with the 'Fax Number' field highlighted by a red box. Below the 'Fax Number' field, there are sections for 'TX Method' (with options like 'Overseas TX', 'ECM', and 'V.34') and 'Select Line' (with options like 'No Selection', 'Line 1', and 'Line 2'). The 'Register' button at the bottom right is also highlighted with a red box. Other buttons include 'New', 'Cancel', and 'Check Dest. and Send'.

- 7 Tap [Close].

The screenshot shows the 'Address registration completed' screen. At the top, there are two tabs: 'Register from history' and 'Register using TX Address'. Below the tabs, there is a message 'Address registration completed.' and a table with columns 'No.', 'Address Type', 'Address', and 'Reg. Status'. The 'Close' button at the bottom right is highlighted with a red box. There is also a 'New' button at the bottom left.

Tips

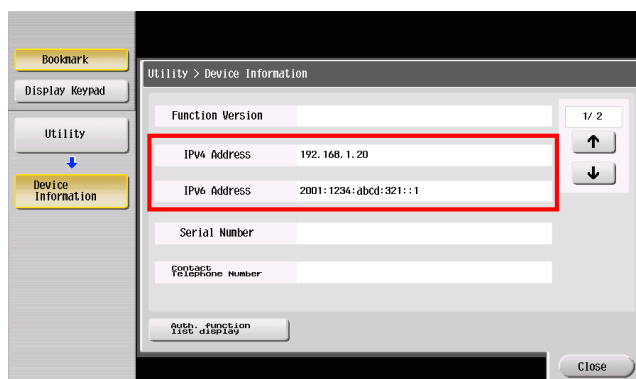
You can also register the address you entered directly on the main screen of the sending function to the address book if data has not yet been sent. After directly entering the address, tap the address registration key (), select the address you want to register, and perform the necessary operations to register.



Registering from Web Connection

Register the address book from the computer using **Web Connection**, which is the utility software built into this machine.

- 1 Tap [Utility], select [Device Information], and confirm that the IP address is displayed.



- If the IP address is not displayed, network settings are required to be set. For details, refer to the User's Guide CD.
- 2 Start a Web browser, enter the IP address of the machine in the URL field, then press the Enter key.
 - In this example, "192.168.1.20" is used as the IP address of this machine.
 - If you are using the machine in the IPv6 environment, enter the IPv6 address enclosed in []. For example, if the IPv6 address of this machine is fe80::220:6bff:fe10:2f16, type "http://[fe80::220:6bff:fe10:2f16]/".



- If the login screen is displayed, enter the information as required and click [Login].

- 4 Click [New Registration].

Public

Logout

≡

<

Store Address

Address Book

Group

Program

Temporary One-Touch

Address Book

The other party who wants to transmit data can be registered.

Search from Function

E-mail Address

Search Method

Search by number.

Search by number.

1-50

Go

New Registration

Check settings

Check Connection

Edit

Delete

No.	Function	Name	S/MIME

- 6 Enter the necessary information such as the name, sort character, index, and fax number, and click [OK].

Public

Logout

Store Address

Address Book

Group

Program

Temporary One-Touch

Address Book(New Registration)

[*] mandatory fields

Search from Function

Fax

No.

☒ Use opening number

☐ Input directly

Name

Sort Character

Index

Specify a keyword for address search and display by registered name.

ABC

☐ Favorite

Destination Information

Fax Number

(Numeric characters, #, *, -, /, T, P, E)

Select Line

Normal

Communication Setting

Display

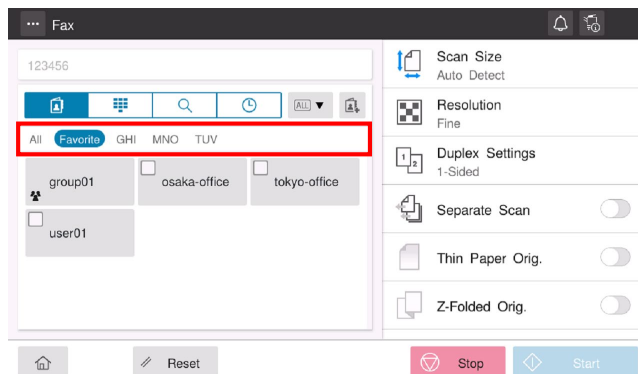
Cancel

OK

What are search characters?

The search characters are used as an index for registered destinations.

Tap the search character key to narrow down the desired addresses. It is convenient that the addresses for which [Favorite] is set as search characters when registering a destination are displayed as [Favorite] on the basic screen when sending.



2.5.2. Information required for address registration

The items you enter to register an address vary depending on the sending type. This section describes the specific information required to register addresses.

* In normal cases, setting items that can be used with the default settings are omitted.

Item		Description
E-Mail Send	Registered name	Enter the name to register as the address book.
	E-mail address	Enter the E-mail address used as the destination.
FTP Send	Registered name	Enter the name to register as the address book.
	Host address	Enter the FTP server address.
	File path	Enter the directory used as the destination.
	User ID	Enter the user ID used to log in to the FTP.
	Password	Enter the password used to log in to the FTP.
SMB Send	Registered name	Enter the name to register as the address book.
	Host address	Enter the computer name or IP address.
	File path	Enter the folder name to be specified as the destination.
	User ID	Enter the login name of the computer used as the destination.
	Password	Enter the password used to log in to the computer.

WebDAV Send	Registered name	Enter the name to register as the address book.
	Host address	Enter the WebDAV server address.
	File path	Enter the directory used as the destination.
	User ID	Enter the user ID used to log in to the WebDAV.
	Password	Enter the password used to log in to the WebDAV.
Save in User Box	Registered name	Enter the name to register as the address book.
	User Box	Select a User Box you want to specify as the destination.
Fax	Registered name	Enter the name to register as the address book.
	FAX number	Enter the fax number of the destination.

2.5.3. Registering a group address

You can register several abbreviated addresses as a group address.

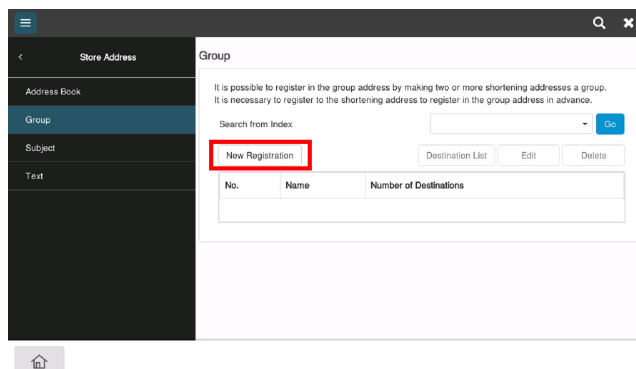
It is useful to register a group address if you have a task that requires the regular sending to certain members.

Registering a new group

- 1 Tap [Utility], and select [Utility] - [Store Address] - [Group].



- 2 Tap [New Registration].



- 3 Enter the group name you want to register.
 - In [Name], enter the group name.
 - In [Sort Character], enter the furigana for [Name].
 - In [Index], set the search characters that meet to [Name].
 - The search characters are used as an index for registered destinations. For details, refer to [page 57](#).

- 4 Tap [Search from List].

- 5 Select the address books to be grouped and tap [OK].
 - If there are a large number of address books, narrow down the address books based on one of the three search methods in [Search Method] and display the desired address book.
 - [Search by number.]: Searches by registration number.
 - [Search from Index]: Searches by name using index.
 - [Search From Function]: Searches by destination type.
- 6 Repeat steps 4 to 5 until you have selected all the address books to be registered in the group.
- 7 Tap [OK].

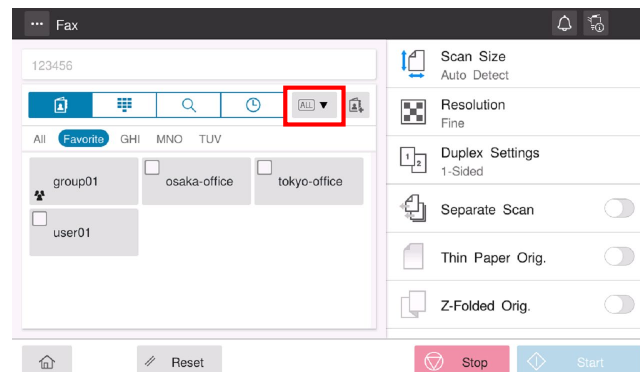
2.5.4. How to recall a registered destination

Recall an address book or group address, and specify it as the data sending destination.

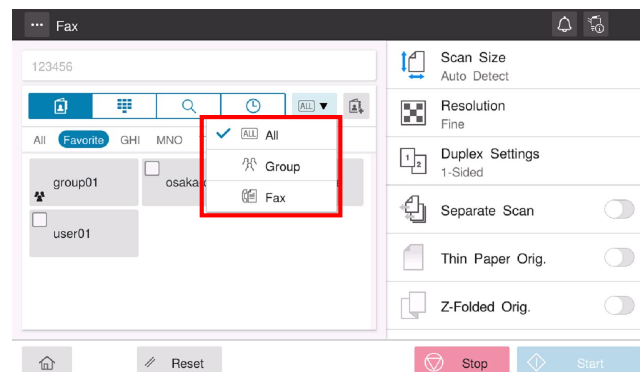
This section shows the fax main screen as an example.

Recalling a destination

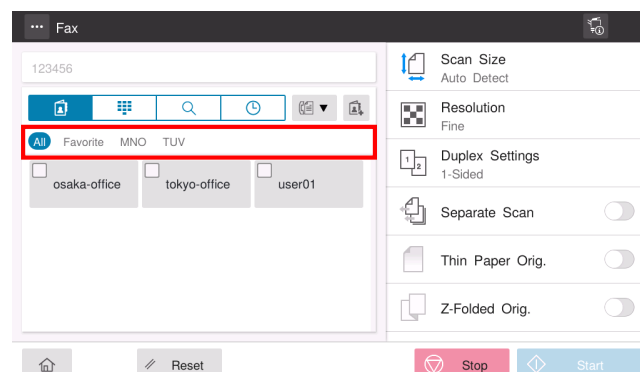
- 1 Tap the function key for the sending function on the home screen.
- 2 From the display switch tabs, tap the key to the right of the History tab.



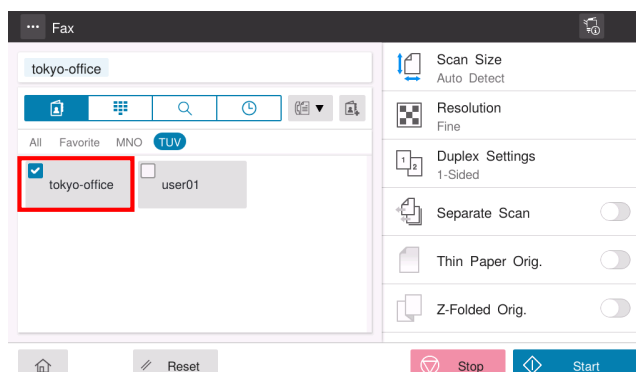
- 3 Select the type of the destination you want to display.



- 4 Select the search characters set for the desired destination.
 - Tap [ABC] or [Kana] to switch the display of search characters.



5 Specify the destination.



Reference

For details on [Favorite] for search characters, refer to [page 57](#).

How to specify a destination

In addition to recalling the registered destinations, you can specify destinations in various methods.

Method	Description
From Direct Input tab (⌨)	Use the keypad to directly enter the destination.
From Search tab (🔍)	You can recall destination candidates by performing the prefix search using the characters in the name (registered name of the destination) or destination (fax number). This is useful when there are a large number of registered destinations.
From History tab (🕒)	You can specify the destination from the sending history (latest 5 items).

Reference

For details, refer to the User's Guide CD.

2.6. Using a USB Flash Drive

2.6.1. Printing data on a USB flash drive

You can print the data saved in a USB flash drive. This is useful when you want to print data created on a computer that is not connected to a network.

Available USB flash drive

- One compatible with USB (2.0/1.1) interface
- One formatted in FAT32
- One without the security function or that can be turned off

* The memory capacity does not have an upper limit.

File formats that can be printed

- PDF/Compact PDF/JPEG/TIFF/XPS/Compact XPS/ OOXML (.docx/.xlsx/.pptx)/PPML (.ppml/.vdx/.zip)

* Other file formats cannot be recognized by this machine.

Printing data

- 1 Plug a USB flash drive into the **USB Port** of this machine.

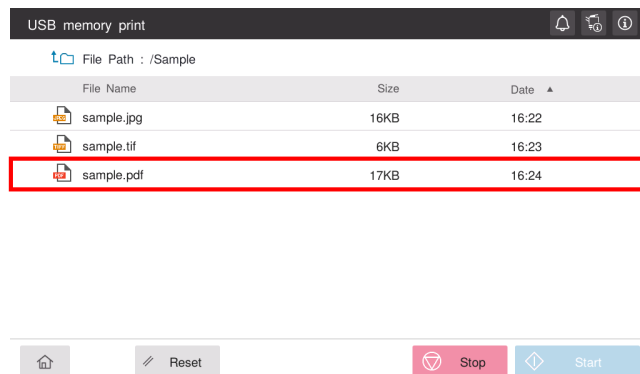


NOTICE

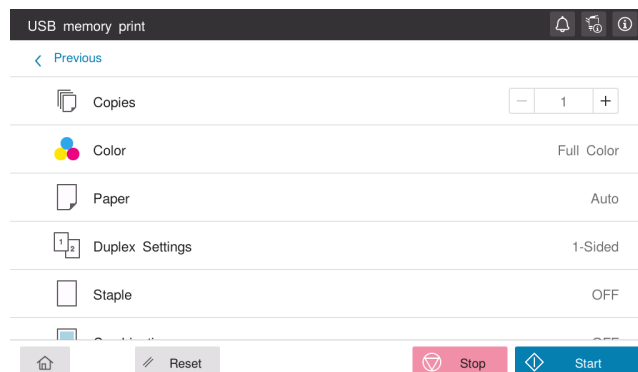
Use the USB connector on the side that is near the **Control Panel**.

Do not use USB devices except for a USB flash drive.

- 2 Select the data you want to print from the folder.
 - If data is placed directly under the USB flash drive, select the data directly.



- 3 Check the print settings and press the Start key to start printing.



NOTICE

Do not unplug the USB flash device while printing data.

2.6.2. Saving scan data to a USB flash drive (external memory)

The data scanned by this machine can be saved to a USB flash drive, which is convenient when you want to use it on a computer that is not connected to a network.

Available USB flash drive

- One compatible with USB (2.0/1.1) interface
- One formatted in FAT32
- One without the security function or that can be turned off

* The memory capacity does not have an upper limit.

Preparation flow

The preparation flow for saving a document on a USB flash drive is described below. For details, refer to the relevant page.

- 1 Setting the functions allowed for USB flash drive (administrator)
 - Change the settings so that you can save documents to a USB flash drive. For details, refer to [page 63](#).

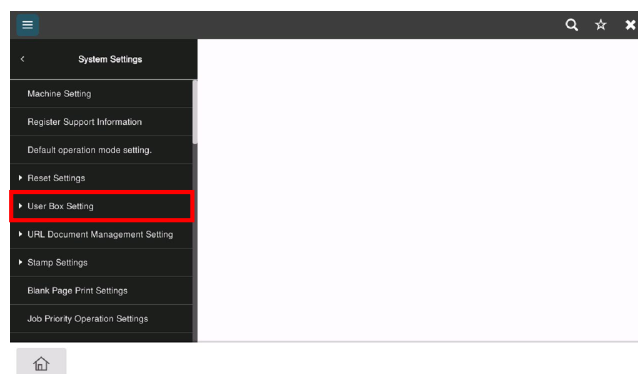
Operation flow

The operation flow for saving a document on a USB flash drive is described below. For details, refer to [page 64](#).

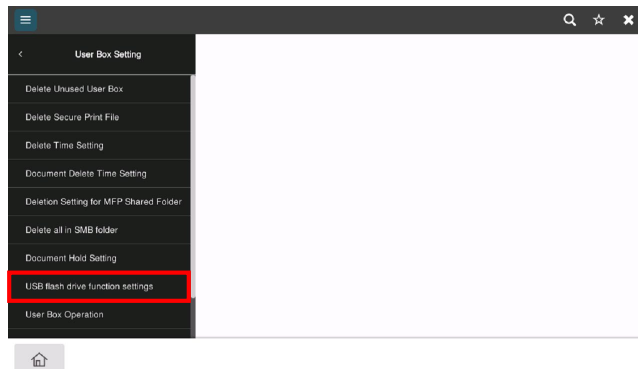
- 1 Loading the original, and connect the USB flash drive
- 2 Configuring the document name and loading settings
- 3 Starting loading

Setting the functions allowed for USB flash drive

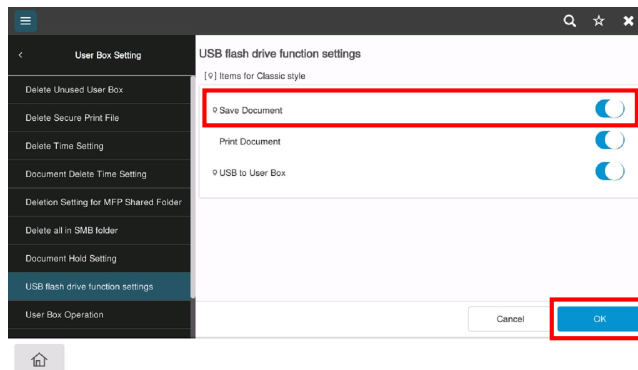
- 1 Tap [Utility], and select [Administrator] - [System Settings] - [User Box Setting].



- 2 Tap [USB flash drive function settings].

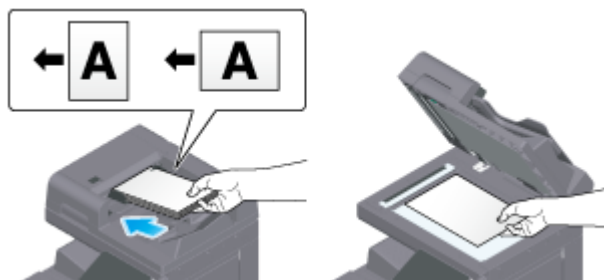


- 3 Turn on [Save Document], and tap [OK].



Saving data in a USB flash drive

- 1 Load the original.



- 2 Plug a USB flash drive into the **USB Port** of this machine.

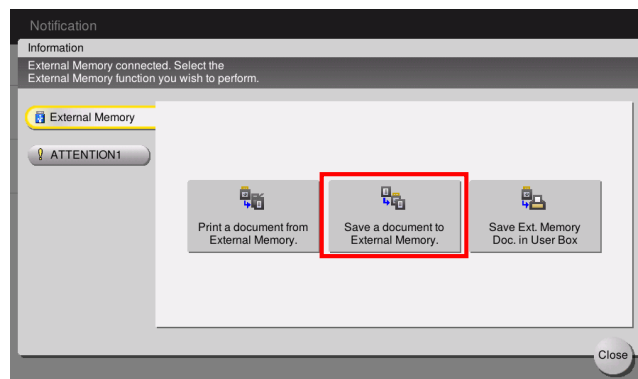


NOTICE

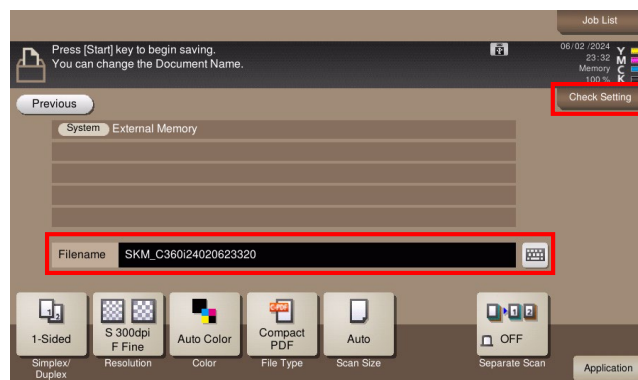
Use the USB connector on the side that is near the **Control Panel**.

Do not use USB devices except for a USB flash drive.

- 3 Tap the notification icon (🔔) at the top right of the screen and select [USB Connection].
- 4 Tap [Save the document to External memory].



- 5 If necessary, change the document name in [Filename].
- 6 Tap [Check Setting] to confirm the settings.



- If you want to change settings, tap each key on the **Touch Panel**. For details on each key, refer to the User's Guide CD.

Setting	Description
[Simplex/Duplex]	Select whether to scan one or both sides of the original.
[Resolution]	Set the resolution to be scanned.

[Color]	Set whether to scan the original in color or black and white.
[File Type]	Select a file type to save scan data.
[Scan Size]	Specify the size of the original to be scanned.
[Separate Scan]	Set to [ON] when you cannot load all the originals on the ADF at one time. The original is scanned in several batches and handled as one job.

- 7 Use the Start key to start saving.

NOTICE

Do not unplug the USB flash device while saving data.

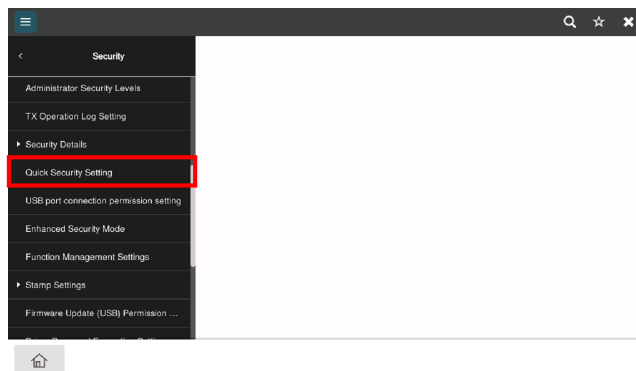
2.7. Using the Quick Security Function

2.7.1. About quick security

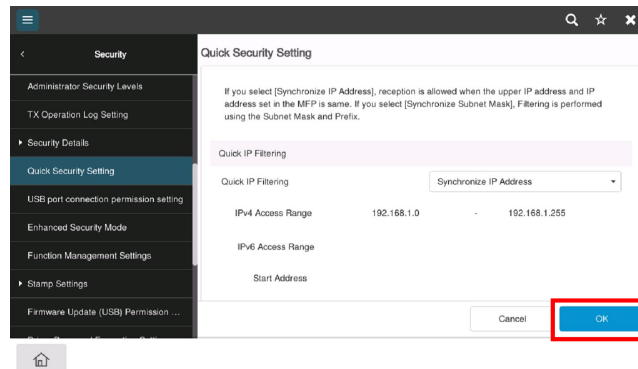
You can configure settings to increase the security strength of this machine all at once using [Quick Security Setting]. To use this machine more safely, we recommend that you set the quick security function.

Configuring settings for each function

- 1 Tap [Utility], and select [Administrator] - [Security] - [Quick Security Setting].



2 Make settings for each function and tap [OK].



Setting	Description
[Quick IP Filtering]	Allows you to restrict the devices that can access this machine using the IP address (IPv4/IPv6). The range of IP addresses for which access is to be restricted is specified automatically.
[Password Rules]	To enable the password rules, set the rule level. Regardless of which rule level you set, rules are applied to the number of characters and character types that can be used in the password.
[Web Conn.setting]	Turn on when using Web Connection .
[Security Warning Display Setting]	Turn on to display the security warning screen if the administrator password remains set to the default or if password rules are not satisfied.
[USB flash drive function settings]	Specify whether to permit a function that requires the USB Port .

- If [Security Warning Display Setting] is turned on; if the administrator password remains set to the default; or if the password rules are not satisfied, the security warning screen is displayed. You can tap [Set Now] to set the quick security function.

Reference

For details, refer to the User's Guide CD.

3. FAQ

3.1. Print

3.1.1. Q1. Can I print data on an envelope or postcard?

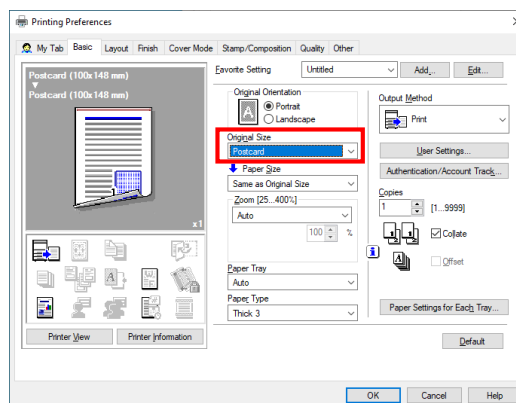
A1. Yes, you can also print on envelopes and postcards.

Execute a print job on your computer then load envelopes or postcards into this machine to execute a print job on it.

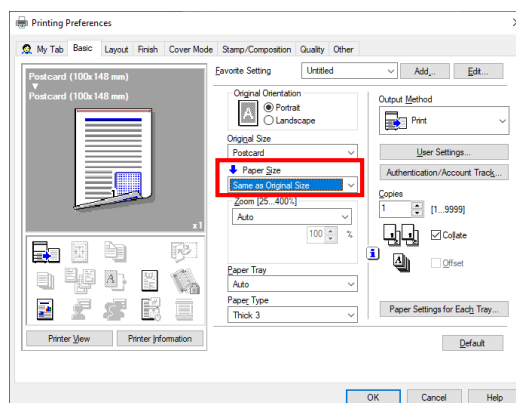
Operation procedure

This section describes how to load standard-size envelopes or postcards into the **Bypass Tray**.

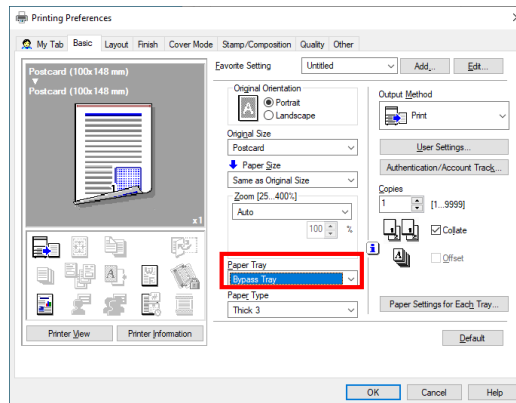
- 1 Open the file with the application, and click [File]. Then, click [Print] from the menu.
- 2 Select this machine in [Printer] (or [Select Printer]), and click [More settings] (or [Preferences]).
- 3 In [Original Size] on the [Basic] tab, select the envelope size or [Postcard].
 - Various sizes of envelopes are available. Select the appropriate original size to suit the envelopes you have loaded.
 - If the envelope size is selected, [Paper Type] is automatically set to [Envelope]. If [Postcard] is selected, [Paper Type] is automatically set to [Thick 3].



- 4 Check that [Paper Size] is set to [Same as Original Size].

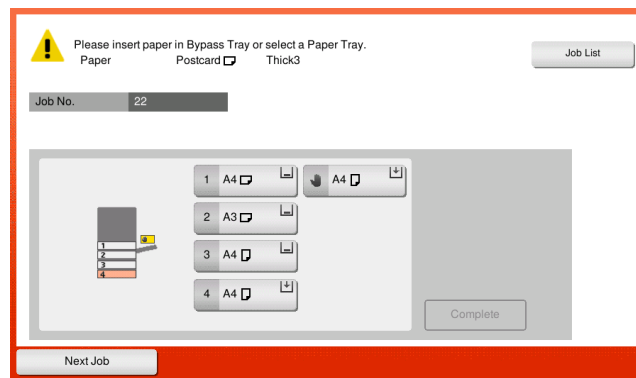


- 5 Select [Bypass Tray] from [Paper Tray].
 - To use **Tray 1**, select [Tray1].

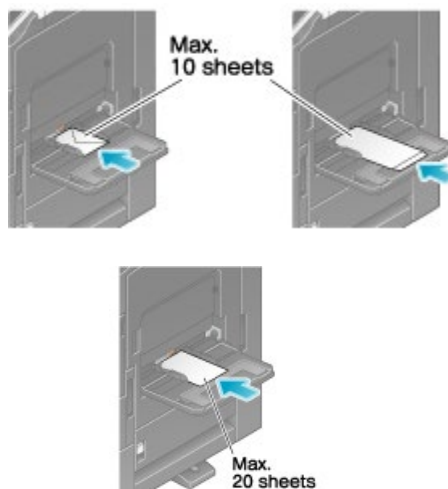


- 6 Click [OK].
- 7 Execute printing.

The following screen is displayed on the **Control Panel** of this machine.



- 8 Load envelopes or postcards into the **Bypass Tray** with the print side facing down.
 - Insert envelopes or postcards into the tray until their edges are pressed against the back.



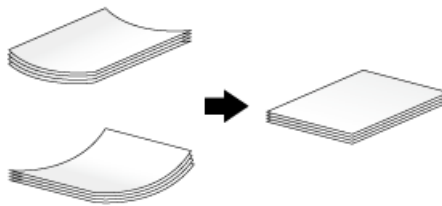
NOTICE

When loading envelopes or postcards into the **Bypass Tray**, note the following points.

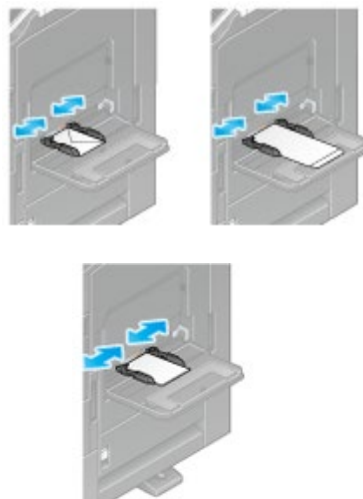
- When loading envelopes, remove air from them, and securely press along the flap fold line. Otherwise, it will result in an envelope wrinkle or paper jam.



- Do not use envelopes that have glue or release paper on the flap or the part covered by the flap on the body. Otherwise, the machine may be damaged or a failure may occur.
- When loading curled postcards, uncurl the postcards as shown in the figure in advance.



- 9 Slide the **Lateral Guide** to fit the size of the loaded paper.



NOTICE

When using the **Bypass Tray**, note the following points.

- Do not put spare envelopes into the **Bypass Tray**. Doing so causes a size detection error.

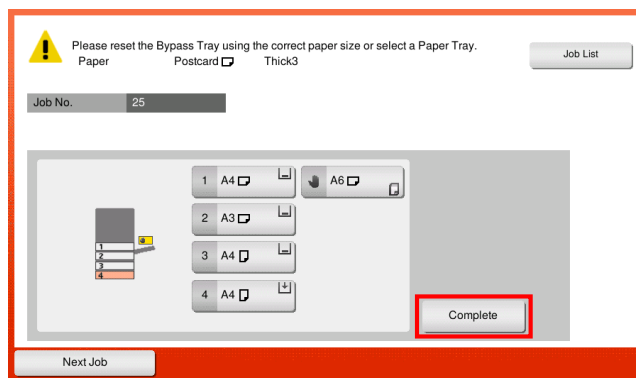


- Do not put spare postcards in the **Bypass Tray**. Doing so causes a size detection error.



- 10 Tapping [Complete] starts printing.

- If you cannot tap [Complete], check whether the paper setting of the printer driver matches that of the main unit. In addition, remove envelopes or postcards loaded in the **Bypass Tray**, then reload them.



Reference

For details on how to load paper into **Tray 1**, refer to the User's Guide CD.

3.1.2. Q2. Can I print on custom size paper?

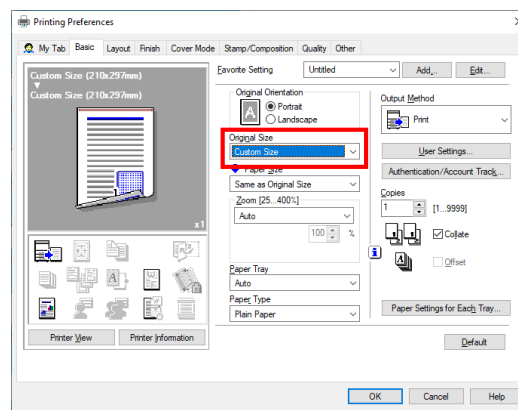
A2. The custom-size paper can be loaded into **Tray 1**, **Tray 2**, or **Bypass Tray**.

On the Print screen, specify the tray containing custom size paper; this will enable you to print on custom size paper.

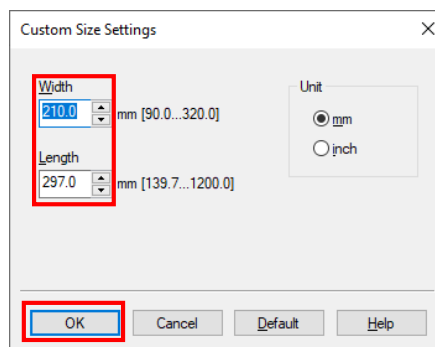
Operation procedure

This section describes how to load custom-size paper into the **Bypass Tray**.

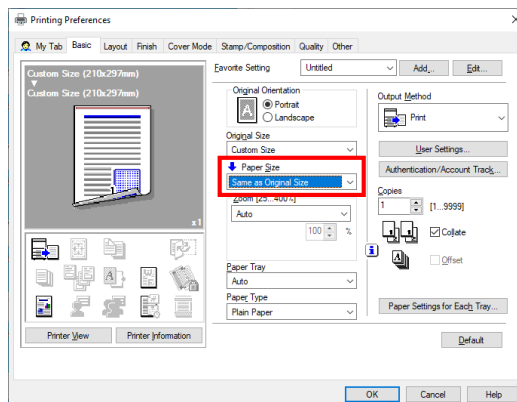
- 1 Open the file with the application, and click [File]. Then, click [Print] from the menu.
- 2 Select this machine in [Printer] (or [Select Printer]), and click [More settings] (or [Preferences]).
- 3 In [Original Size] in the [Basic] tab, select [Custom Size].



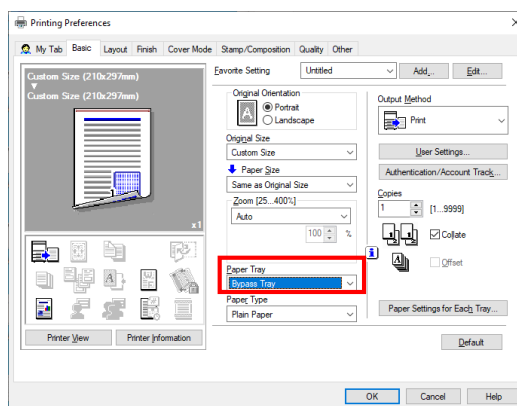
- 4 Enter the size of the paper you have loaded, then click [OK].



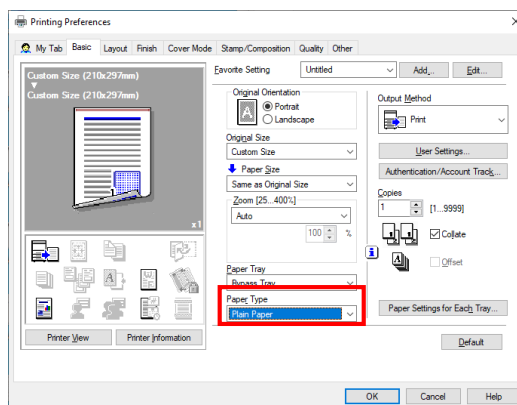
- 5 Check that [Paper Size] is set to [Same as Original Size].



- 6 Select [Bypass Tray] from [Paper Tray].



- 7 From [Paper Type], select the desired paper type.



- 8 Click [OK].
- 9 Execute printing.
- 10 Load custom size paper into the **Bypass Tray** with the print side facing down.
➤ For details on how to load paper, refer to the User's Guide CD.
- 11 Tap [Complete] on the screen of this machine.

3.1.3. Q3. Can I directly print a file on a USB flash drive?

A3. Yes. You can print a file simply by inserting the USB flash drive into the **USB Port** of the machine.

The USB flash drive operation conditions and the printable file types are shown below.

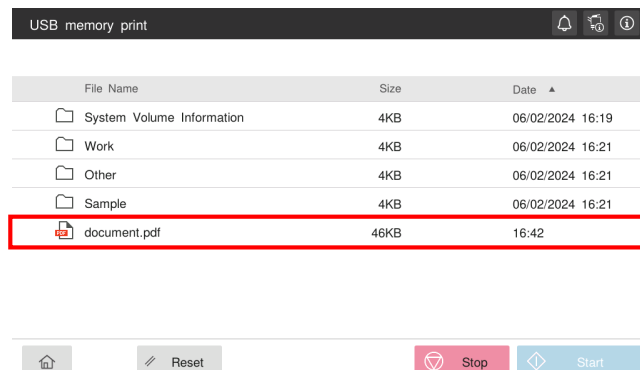
Item	Specifications
Compatible standards	USB 2.0/1.1
File system	FAT32
Printable file typed	PDF/Compact PDF/JPEG/TIFF/XPS/ Compact XPS/OOXML (.docx/.xlsx/.pptx)/ PPML (.ppml/.vdx/.zip)

Operation procedure

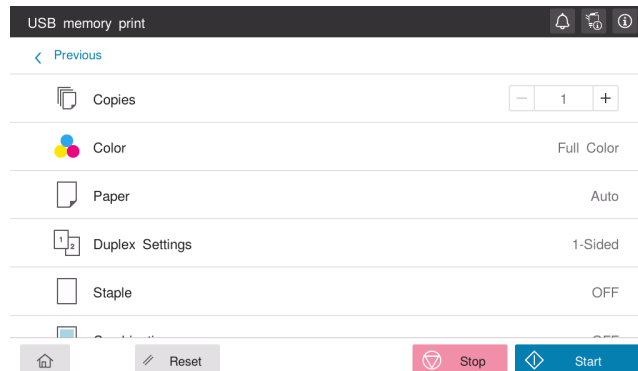
- 1 Plug a USB flash drive into the **USB Port** of this machine.



- 2 Tap the file you want to print.
 - Tap the folder to display documents in the folder and folders. Tap the icon (↑) at the top left of the screen to return to the next level up.



- 3 Change print settings as necessary, and use the Start key to start printing.

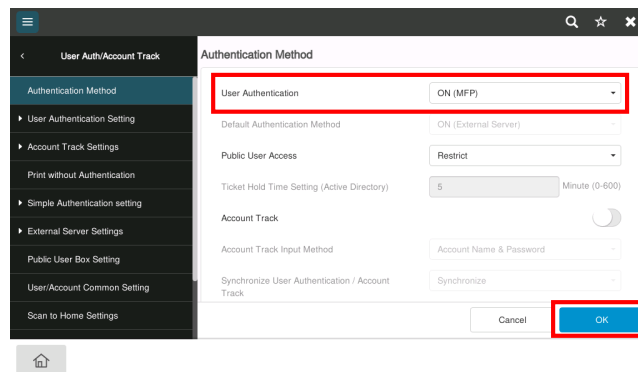


3.1.4. Q4. Can printing be restricted by user?

A4. Yes. You can set user authentication to restrict printing by user. That enables output control by user, leading to cost reductions.

How to set

- 1 Tap [Utility], and select [Administrator].
- 2 Enter the password, and tap [OK].
- 3 Select [User Auth/Account Track] - [Authentication Method].
- 4 In [User Authentication], select the authentication method, and tap [OK].
 - The authentication status has the following types: [ON (External Server)], [ON (MFP)], [ON (MFP + External Server)], [Enhanced Server Authentication], and [MFP Device + Enhanced Server Authentication]. For the user authentication using the server, check with the server administrator.



- 5 Tap [OK].
- 6 Select [User Authentication Setting] - [User Registration].

- 7 Tap [New Registration].
 - If you want to restrict printing for already registered users, select the users, tap [Edit], and proceed to step 9.

- 8 Enter [User Name] and [User Password].

- 9 In [Function Permission], set the restrictions for each function.

Setting	Description
[Copy]	To allow using the full copy function, select [Full Color/Black]. To allow copying in black and white only, select [Black Only]. To prohibit copying, select [Restrict].

[Scan]	To allow using the full scan function, select [Full Color/Black]. To allow scanning in black and white scan, select [Black Only]. To prohibit scanning, select [Restrict].
[Save to USB flash drive]	To allow saving of data to a USB flash drive, select ON. To prohibit saving of data to a USB flash device, select OFF.
[Scan documents to USB flash drive]	To allow loading data from a USB flash drive, select ON. To prohibit loading data from a USB flash device, select OFF.
[Fax]	To allow using the full fax function, select [Full Color/Black]. To allow only black-and-white fax transmission, select [Black Only]. To prohibit fax transmission, select [Restrict].
[Print]	To allow the normal printing (including printing from a USB flash drive), select [Full Color/Black]. To allow printing in black and white only, select [Black Only]. To prohibit printing, select [Restrict].
[User Box]	To allow operating files in User Boxes, select ON. To prohibit operating files in User Boxes, select OFF.
[TX Document Print]	To allow printing of outgoing files, select [Full Color/Black]. To allow printing of outgoing files in black and white only, select [Black Only]. To prohibit printing of outgoing files, select [Restrict].
[Manual Destination Input]	To allow manual entry of destinations, select [Allow All]. To prohibit manual entry of destinations, select [Restrict].
[Web Browser]	To give permission to use Web browser, select [Allow All]. To limit the functions to be permitted, select [Individual Allowance], and set only the target functions to ON.

- 10 Select [Max. Allowance Set], then enter the maximum allowance for the number of originals that the user can print.

➤ To manage the upper limit without distinguishing between the color and black originals, enter the upper limit in [Total Allowance].

The screenshot shows the 'Max. Allowance Set' screen. On the left is a sidebar with 'User Authentication Setting' selected. The main area has sections: 'Max. Allowance Set' with a checkbox for 'All Users'; 'Total Allowance' with a checkbox for 'Total' and a numeric input set to '1' (range 1-9999999); 'Individual Allowance' with checkboxes for 'Color' and 'Black', each with a numeric input set to '1' (range 1-9999999); and 'Permission Setting' with a checkbox for 'All Users'. A red rectangle highlights the 'Total Allowance' and 'Individual Allowance' sections. 'Cancel' and 'OK' buttons are at the bottom right.

- 11 Tap [OK].

3.1.5. Q5. What types are available for printing finish?

A5. Various finish modes are available according to the options mounted on this machine, such as stapling, punching and binding.

Staple

Stapling is enabled to bind at a corner or at two positions. This method is useful for printing handout material among other things.



Tips

The optional **Finisher** is required to use the stable function.

Punch

Punching is enabled for filing holes.



Tips

The optional **Finisher** and **Punch Kit** are required to use the punch function.

Center Staple & Fold

Center stapling is enabled for booklet-like finish.



Tips

The optional **Finisher FS-540 SD** or **Finisher FS-539 SD** is required to use the Center Staple & Fold function.

Fold

Half-folding, tri-folding, or Z-folding are enabled. This function is useful for direct mail and information notes.

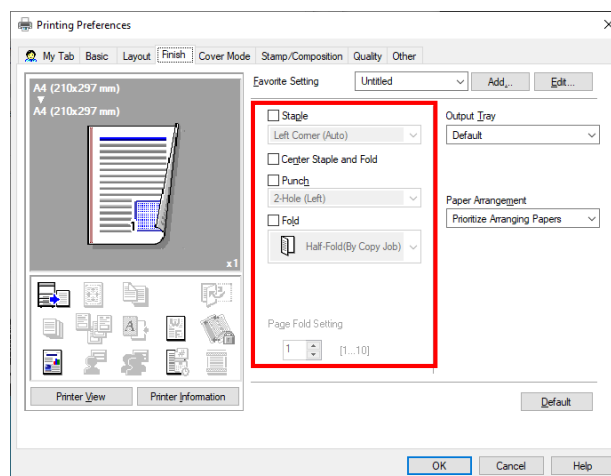


Tips

- The optional **Finisher FS-540 SD** or **Finisher FS-539 SD** is required to use the half-folding and tri-folding.
- The optional **Finisher FS-540/FS-540 SD** and the **Z Folding Unit** are required to use the Z-folding function.

Operation procedure

- 1 Open the file with the application, and click [File]. Then, click [Print] from the menu.
- 2 Select this machine in [Printer] (or [Select Printer]), and click [More settings] (or [Preferences]).
- 3 Select the check box for the desired finish on the [Finish] tab. If you have selected the [Staple], [Punch] or [Fold] check box, specify the quantity, positions, and other necessary settings.



- 4 Click [OK].

5 Click [Print].

3.1.6. Q6. Can I print on very long sheets of paper such as a banner?

A6. Yes, you can print on a banner or other long sheets of paper by using the Banner Printing function.

The following paper is available for banner paper printing.

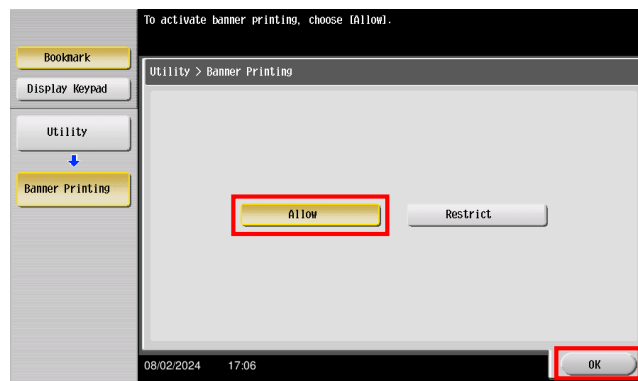
Paper width	Paper length	Paper weight
90 mm to 297 mm	457.3 mm to 1200 mm	127 g/m ² to 210 g/m ²

Tips

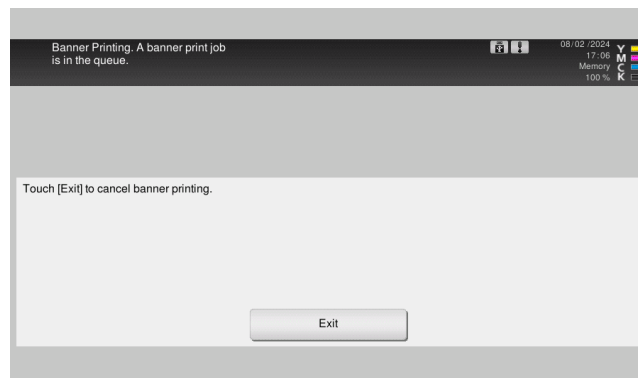
When loading banner paper, mount the optional **Banner Paper Loading Guide** for long paper.

How to set

- 1 Tap [Utility], and select [Banner Printing].
- 2 Select [Allow], and tap [OK].

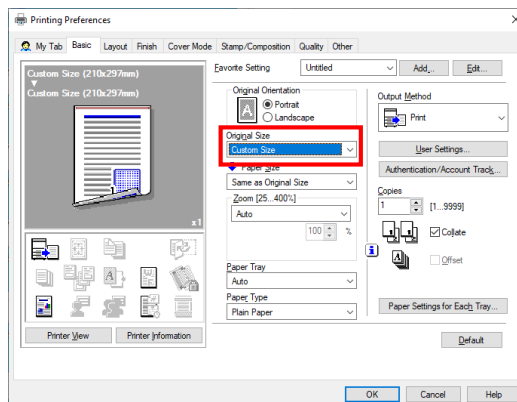


- 3 Check that the display changes to the banner print job wait screen.

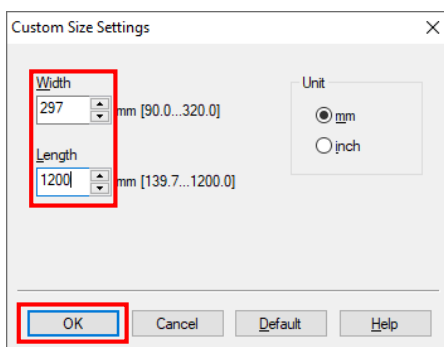


- 4 Open the file with the application, and click [File]. Then, click [Print] from the menu.
- 5 Select this machine in [Printer] (or [Select Printer]), and click [More settings] (or [Preferences]).

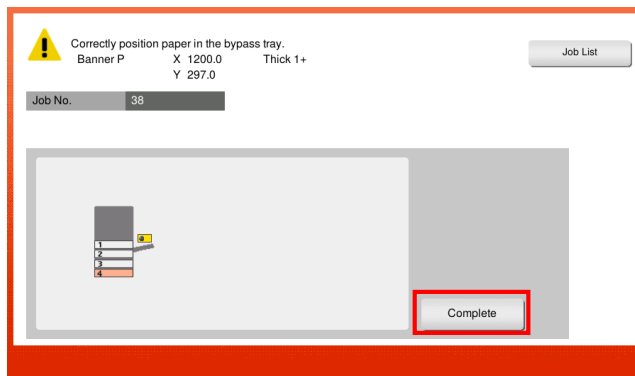
- 6 In [Original Size] in the [Basic] tab, select [Custom Size].



- 7 Enter the [Width] and [Length] of the paper to print, and click [OK].



- 8 Check the paper tray and paper type that are automatically changed in the dialog box that is displayed, and then click [Yes].
- 9 Click [OK].
- 10 Click [Print].
- 11 Load the banner paper to be printed with the print side facing down, and tap [Complete].
- Printing on the banner paper starts.
- Support the ejected banner paper by hand.
 - To continue printing on banner paper, execute printing from the computer.



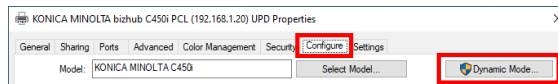
- 12 Tap [Exit].
- 13 Tap [Yes].
 - If there is a queued job, the job is started.

3.1.7. Q7. Can I use a printer on another floor or a printer at my business destination?

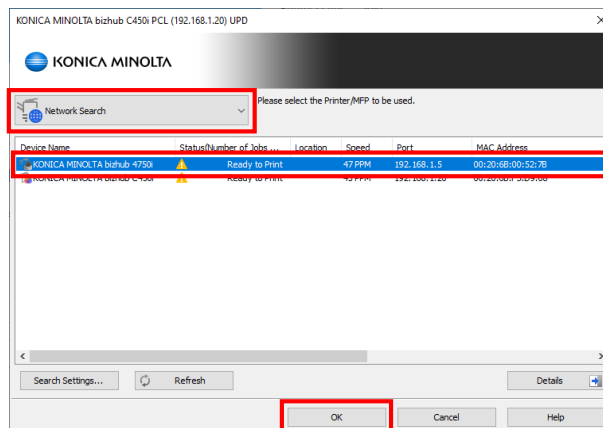
A7. You can use it temporarily by switching the printer you are using.

Operation procedure

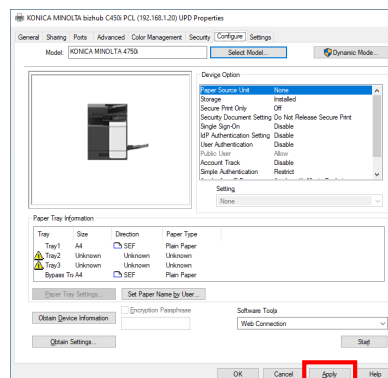
- 1 From the Start menu, select [Settings] - [Bluetooth & devices] (or [Devices] - [Printers & scanners]).
- 2 Select a regular printer, and click [Printer properties] (or [Manage]) - [Printer properties].
- 3 Click [Dynamic Mode] of the [Configure] tab.
 - If the screen related to [User Account Control] is displayed, click [Yes].



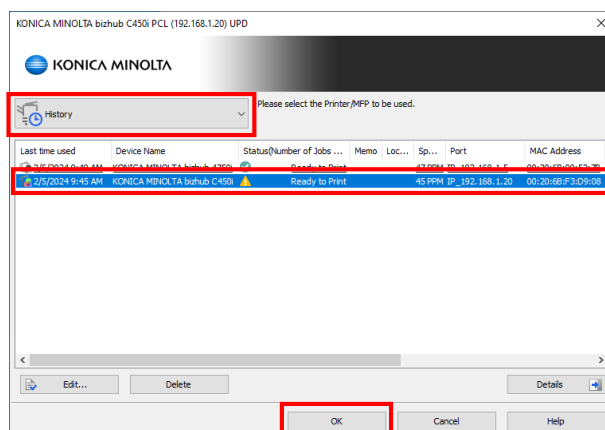
- 4 Select [Network Search], select the printer you want to temporarily use from the list of detected printers, and click [OK].



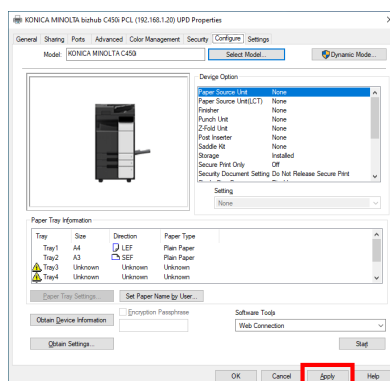
- 5 Check that the desired printer is displayed, and click [Apply].
Now you have access to a different printer.



- 6 After printing is complete, switch back to the regular printer. Open [Printer properties] for the printer used for printing.
- 7 Click [Dynamic Mode] of the [Configure] tab.
 - If the screen related to [User Account Control] is displayed, click [Yes].
- 8 Select [History], select the regular printer, and click [OK].



- 9 Check that the desired printer is displayed, and click [Apply].
Now you have access to the regular printer.



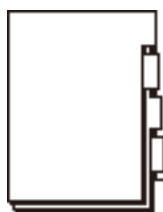
3.1.8. Q8. Can I print on the tabs of the index paper?

A8. Yes, you can print on the tabs of the index paper.

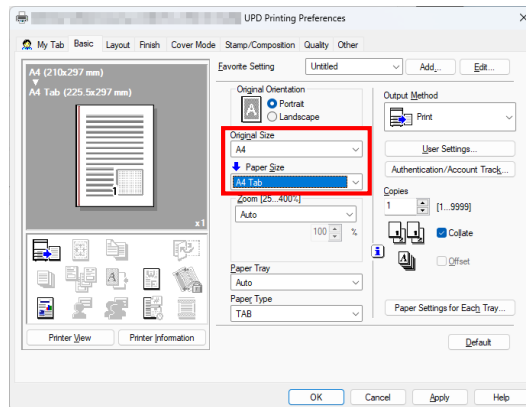
In the Print screen, configure the print settings for the tabs of the index paper before printing. Pay attention to how you load the index paper to be printed.

Operation procedure

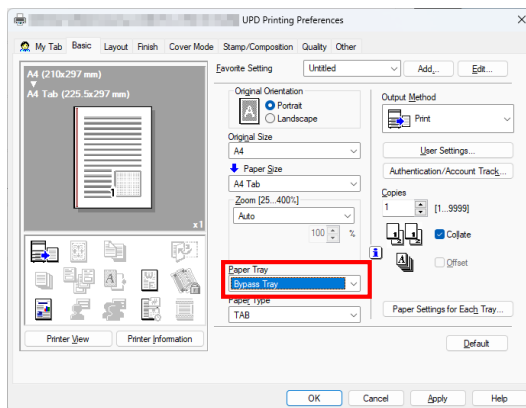
This section describes how to print text only on the tabs of five sheets of A4 index paper. After configuring the print settings on your computer, load the index paper into the machine and start printing.



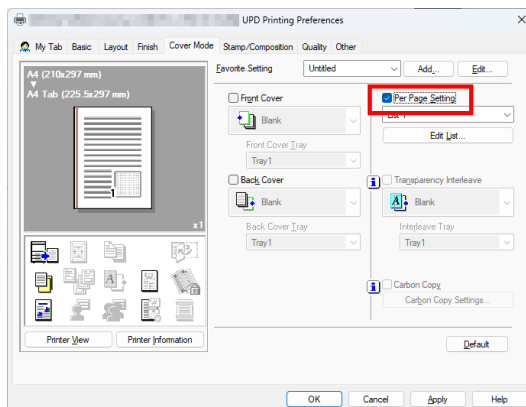
- 1 Prepare five blank pages of original data.
- 2 Open the file with the application, and click [File]. Then, click [Print] from the menu.
- 3 Select this machine in [Printer] (or [Select Printer]), and click [More settings] (or [Preferences]).
- 4 From [Original Size] in the [Basic] tab, select [A4], then select [A4 Tab] from [Paper Size].
 - If [A4 Tab] is selected, [Paper Type] is automatically set to [TAB].



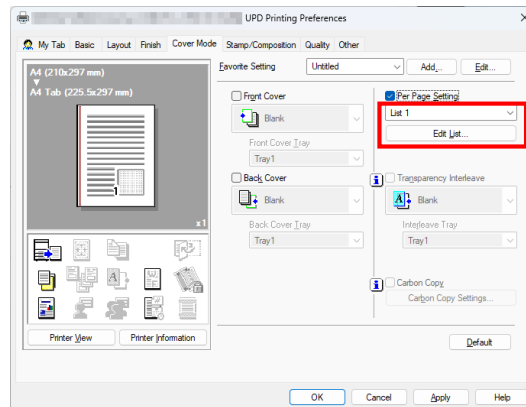
- 5 Select [Bypass Tray] from [Paper Tray].



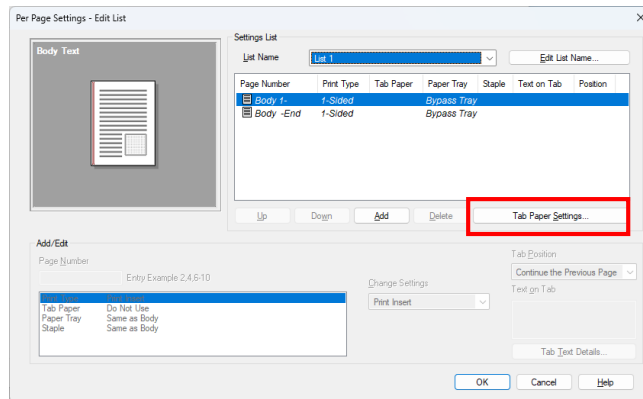
- 6 Select the [Per Page Setting] check box in the [Cover Mode] tab.



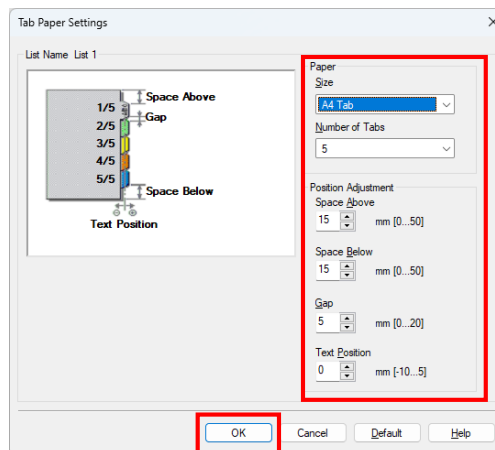
- 7 Select a list number and click [Edit List...].



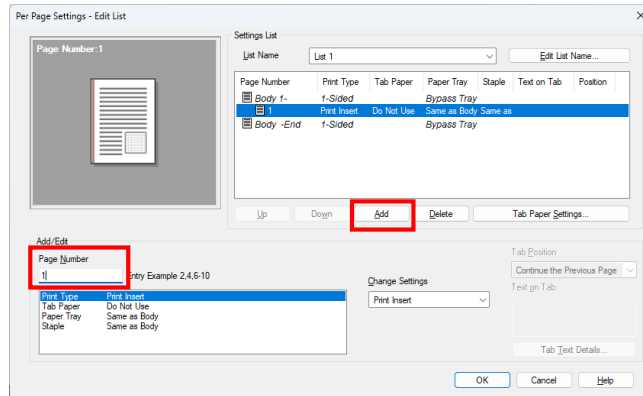
- 8 Click [Tab Paper Settings...].



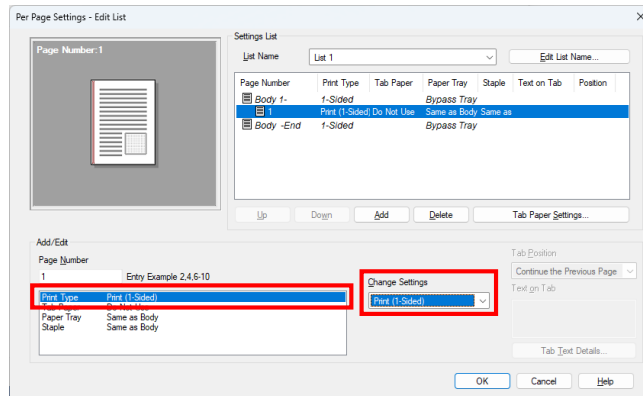
- 9 Change the numbers to match the size of index paper you want to use, then click [OK].



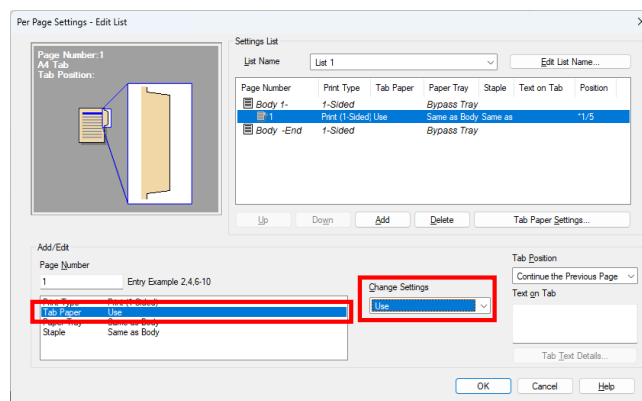
- 10 Click [Add], and enter [1] in [Page Number].
 - For page 2, enter [2]. Enter the number to match the page you want to add to the list.



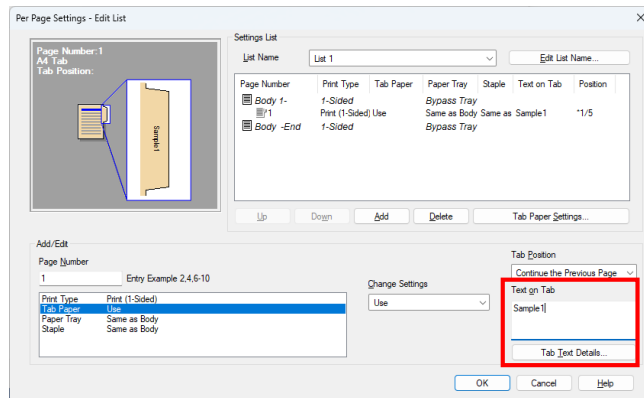
- 11 Select [Print Type], and also select [Print (1-Sided)] from [Change Settings].



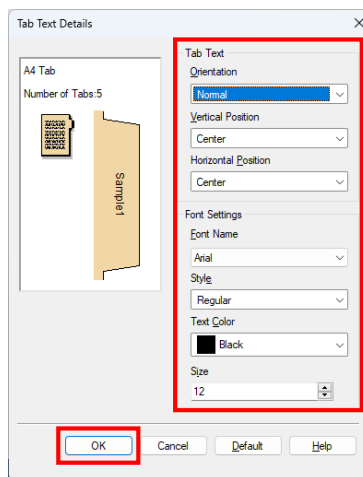
- 12 Select [Tab Paper], and also select [Use] from [Change Settings].
 - Check that [Tab Position] is set to [Continue the Previous Page].



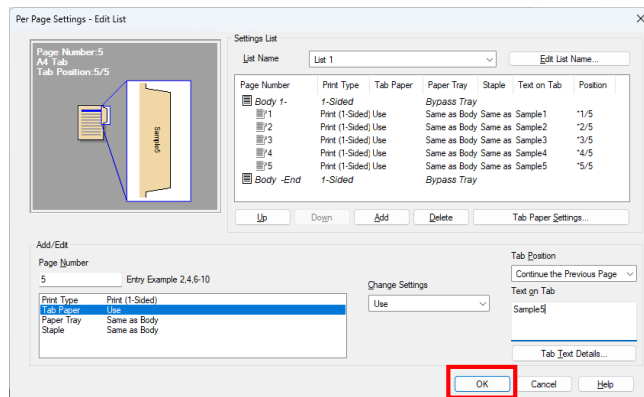
13 Enter the text you want to print in [Text on Tab], and click [Tab Text Details...].



14 Change the text orientation, size, etc. as necessary, and click [OK].



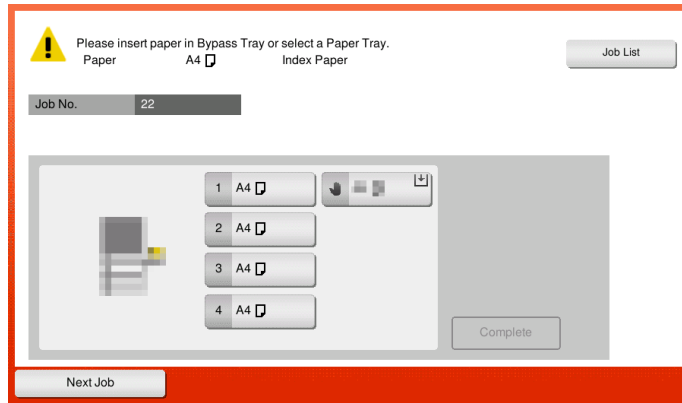
15 Repeat steps 10 to 14 until you have set up page 5, and click [OK].



16 Click [OK].

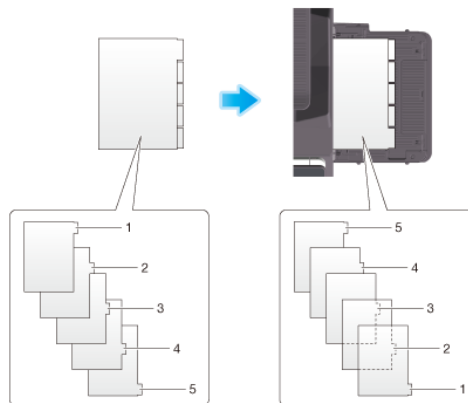
17 Execute printing.

The following screen is displayed on the **Control Panel** of this machine.



18 Load the index paper into the **Bypass Tray**.

- With the print side facing down, align the tab side to the opposite side of this machine.
- Check that the index paper is loaded in the correct order from the top.



19 Tapping [Complete] starts printing.

- If you cannot tap [Complete], check whether the paper setting of the printer driver matches that of the main unit. In addition, remove index paper loaded in the **Bypass Tray**, then reload it.

3.2. Scan

3.2.1. Q1. Can frequently used destinations be registered?

A1. Yes. You can register frequently used destinations in the address book. For details, refer to [page 49](#).

You can also put a number of one-touch destinations in one group and register them as a group. For details, refer to [page 58](#).

Once you have registered a one-touch or group destination, you can recall it by simply tapping the assigned key. For details, refer to [page 60](#).

Tips

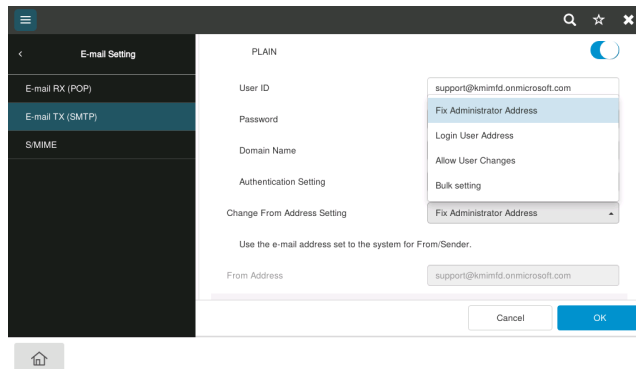
- You can register up to 2000 one-touch destinations in the address book.
- You can register up to 100 group destinations in the address book.
- To register a group destination, members must have been registered as one-touch destinations.

3.2.2. Q2. During user authentication, an E-mail sent using Scan to E-mail cannot be received by Microsoft Exchange Online in the cloud.

A2. E-mail sending has failed because the From address and Sender address do not match. Change the settings on the **Control Panel**.

How to set

- 1 Tap [Utility], and select [Administrator].
- 2 Enter the password, and tap [OK].
- 3 Select [Network] - [E-mail Setting] - [E-mail TX (SMTP)].
- 4 In [Change From Address Setting], set the E-mail address to use.



Setting	Description
[Fix Administrator Address]	Uses the E-mail address set on the main unit for From/Sender.
[Login User Address]	Uses the E-mail address of the logged in user for From/Sender.
[Allow User Changes]	Allows the logged in user to change From/Sender.
[Bulk setting]	Uses the address entered in [From Address] for all of From, Sender, and Mail From (Envelope-From).

- 5 Tap [OK].

Tips

- From is the sender that is displayed by the E-mail program. Sender is the user who is logged in to this machine. Mail From is the actual sender. In normal circumstances, From and Sender are the same, however, they vary depending on your environment.
- To set the administrator address (E-mail address set on the main unit), select [Utility] - [Administrator] - [System Settings] - [Machine Setting] - [Administrator Registration] - [E-mail Address].
- To set the From address, select [Utility] - [Administrator] - [Network] - [E-mail Setting] - [E-mail TX (SMTP)] - [From Address].
- To set the Sender address, select [Utility] - [Administrator] - [User Auth/Account Track] - [User Authentication Setting] - [User Registration] - [E-mail Address].

3.2.3. Q3. Can I use OAuth2.0 when using the cloud E-mail service with Scan to E-mail?

A3. You can use the Microsoft or Google cloud E-mail service using OAuth2.0. Set the administrator address, then set the OAuth authentication according to the cloud E-mail service you are using.

Setting method: Setting the administrator address

- 1 Tap [Utility], and select [Administrator].
- 2 Enter the password, and tap [OK].
- 3 Select [System Settings] - [Machine Setting].
- 4 Set the E-mail address (Microsoft or Google E-mail address) of this machine's administrator to [E-mail Address] of [Administrator Registration].
- 5 Tap [OK].

Setting method: When using in a proxy environment:

- 1 Tap [Utility], and select [Administrator].
- 2 Enter the password, and tap [OK].
- 3 Select [Network] - [Web Browser Setting] - [Web Browser Setting].
- 4 Set [Web Browser] to ON.
- 5 Tap [OK].
- 6 Select [System Settings] - [Web Browser Setting] - [Operation Settings].
- 7 Configure the proxy settings in [Proxy Settings].
- 8 Tap [OK].
- 9 Select [Security] - [Certificate Verification Settings].
- 10 Configure the proxy settings in [Proxy Settings].
- 11 Tap [OK].

Setting method: Setting the OAuth authentication (for Microsoft)

- 1 Tap [Utility], and select [Administrator].
- 2 Enter the password, and tap [OK].
- 3 Select [Network] - [E-mail Setting] - [E-mail TX (SMTP)].
- 4 Set [OAuth 2.0] to ON, and select [Microsoft] in [OAuth 2.0 Provider].
- 5 Tap [OK].
- 6 When a message is displayed to move to the OAuth authentication screen, tap [OK].
- 7 Enter the administrator address and password in the Microsoft authentication screen to authenticate the administrator.
- 8 If a message is displayed to show that the token acquisition was successful, tap [OK].
- 9 Select the [Please check to enter host name.] check box in [SMTP Server Address], and enter "smtp.office365.com" in the address entry field.
- 10 Select [Start TLS] in [SSL/TLS Settings].
- 11 Enter "587" in [Port No.].
- 12 Tap [OK].

Tips

- When [Administrator] - [Security] - [PKI Settings] - [Enable SSL Version] - [SSL/TLS Version Setting] is set to TLSv1.3 for both [Minimum] and [Maximum], if the OAuth provider is set to Microsoft, the OAuth authentication is not available.
- If the OAuth authentication fails in Microsoft E-mail sending, select the target user from [Active users] in the Microsoft 365 admin center, and select the [Authenticated SMTP] check box in [Manage email apps] on the [Mail] tab.

Setting method: Setting the OAuth authentication (for Google)

- 1 Tap [Utility], and select [Administrator].
- 2 Enter the password, and tap [OK].
- 3 Select [Network] - [WebDAV Settings] - [WebDAV Client Settings].
- 4 Select [HTTP/2,HTTP/1.1] in [HTTP Version Setting].
- 5 Tap [OK].
- 6 Select [Network] - [E-mail Setting] - [E-mail TX (SMTP)].
- 7 Set [OAuth 2.0] to ON, and select [Google] in [OAuth 2.0 Provider].
- 8 Tap [OK].
- 9 When a message is displayed to move to the OAuth authentication screen, tap [OK].
- 10 Enter the administrator address and password in the Google authentication screen to authenticate the administrator.
- 11 If a message is displayed to show that the token acquisition was successful, tap [OK].
- 12 Select the [Please check to enter host name.] check box in [SMTP Server Address], and enter "smtp.gmail.com" in the address entry field.
- 13 Select [SMTP over SSL] in [SSL/TLS Settings].
- 14 Enter "465" in [Port No. (SSL)].
- 15 Tap [OK].

3.3. Fax

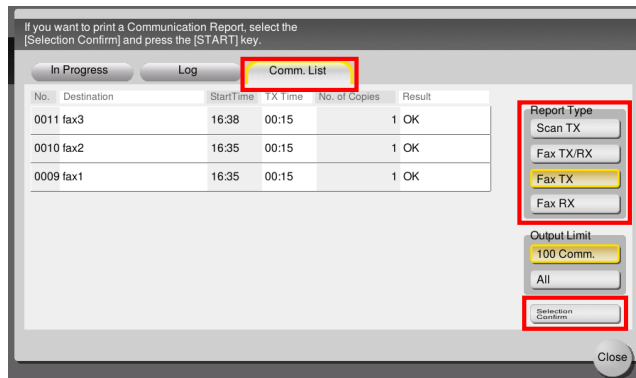
3.3.1. Q1. Can I check fax transmission and reception logs?

A1. Yes. You can print out transmission and reception logs as a report.

Reports can be prepared for scan and send logs, fax communications (transmission and reception logs), fax transmission logs and fax reception logs.

Operation procedure

- 1 Tap [Job List].
- 2 Specify a report type in [Report Type] on the [Comm. List] tab, and tap [Selection Confirm], then press the Start key to start printing.
 - In [Output Limit], you can specify the number of sending and receiving records to print.



3.3.2. Q2. Can I collectively send data to multiple destinations?

A2. Yes, you can.

It eases the operation to register a group that contains a number of destinations beforehand.

The maximum number of destinations that you can specify for a single transmission depends on how the destinations are set.

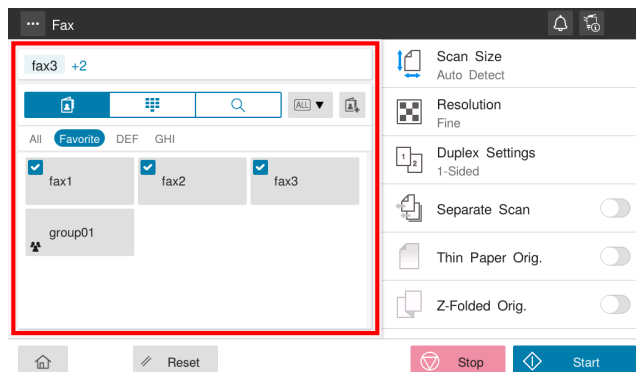
Item		Specifications
When using the address book		500 addresses * Up to 30 User Boxes
When directly entering addresses	E-mail	5 addresses
	User Box	1 User Box
	Fax	100 addresses

Tips

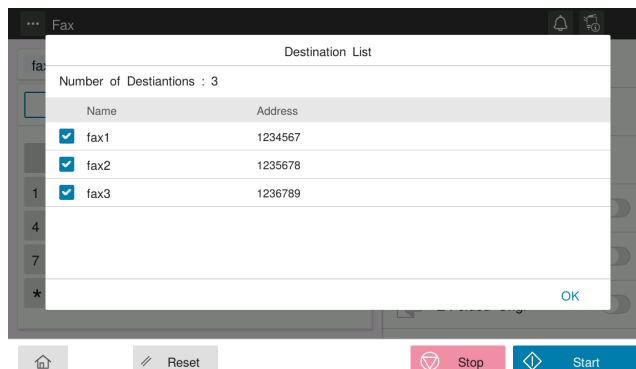
- To specify multiple destinations, select [Utility] - [Administrator] - [Security] - [Restrict User Access], and set [Select multiple destinations] to [Allow].
- To specify the entire group in Group, select [Utility] - [Administrator] - [Security] - [Restrict User Access], and set [Select all Groups] to [Allow].
- When registering a group, even destinations of different types can be registered in one group.

Operation procedure: Selecting multiple addresses from the address book

- 1 Load the original.
- 2 Tap [Fax] on the home screen.
- 3 Specify the destination.
 - You can select more than one one-touch destination from the address book.
 - To cancel a destination setting, tap the one-touch destination key you want to cancel.
 - Select an index with [ABC] or [Kana] to narrow down destinations to display.
 - You can also select a group.



- 4 If necessary, tap the destination display area to display the destination list screen and check or delete destinations.

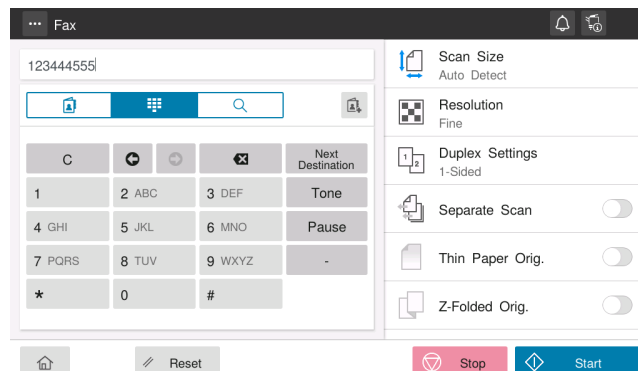


- 5 Use the Start key to start sending.

Operation procedure: Directly entering multiple destinations

- 1 Load the original.
- 2 Tap [Fax] on the home screen.
- 3 Tap the Direct Input tab (⌨️).
The fax number entry screen is displayed.

- 4 Enter the fax number of the destination, and tap [Next Destination].



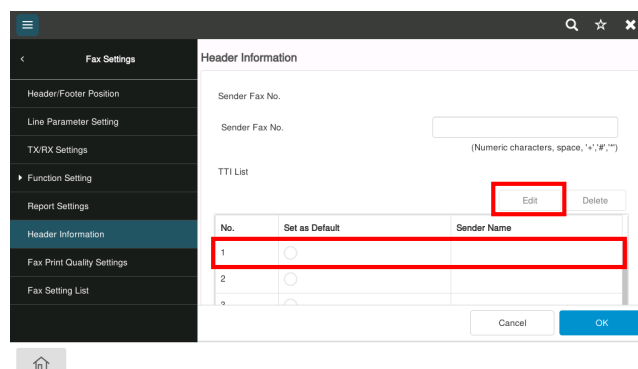
- 5 Repeat Step 4 to enter all the destinations.
- 6 Use the Start key to start sending.

3.3.3. Q3. Can I register multiple sender names displayed on the fax to use them depending on purposes?

A3. Yes, you can register multiple sender names and select one when sending a fax.

Setting method: Registering the sender name

- 1 Tap [Utility], and select [Administrator].
- 2 Enter the password, and tap [OK].
- 3 Select [Fax Settings] - [Header Information].
- 4 Specify an unregistered number in the sender name list, and tap [Edit].



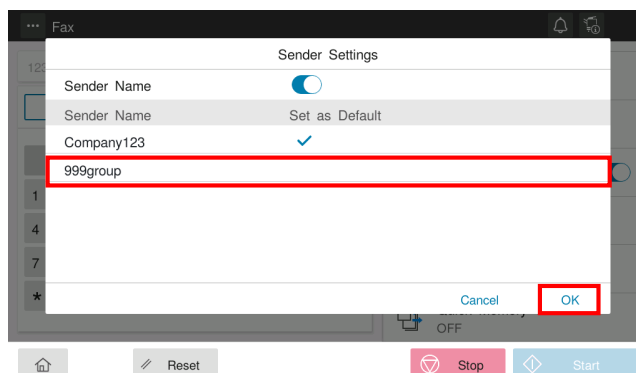
- 5 Enter the sender name, and tap [OK].
- 6 Repeat steps 4 and 5 to register multiple sender names.
 - Up to 20 sender names can be registered.
 - To change the registered sender name, select the sender name, tap [Edit], change the sender name, and tap [OK].
 - To delete a registered sender name, select the sender name, tap [Delete], and then tap [OK].
 - Select the default value of the sender name from [Set as Default] in the sender name list.

Tips

If you are using multiple lines and set [Individual Sender Line Setup] to ON in [Administrator] - [Fax Settings] - [TX/RX Settings], you can specify the default value of the sender name for each line.

Setting method: Selecting the sender name when sending a fax

- 1 Load the original.
- 2 Tap [Fax] on the home screen.
- 3 Specify the destination.
- 4 Tap [Sender Settings].
- 5 Set [Sender Name] to ON.
- 6 Select the sender name you want to change from the list of sender names, and tap [OK].



- 7 Use the Start key to start sending.
The changed sender name is added to a fax.

Tips

Changes on [Sender Settings] are only temporary. It is useful to specify frequently used sender names as defaults when registering sender names.

3.3.4. Q4. Can I avoid expensive communication charges using the network?

A4. Yes. Use the Internet Fax function to send an E-mail message with an attachment containing the scanned data merely at expenses for online communications via the Internet.



Within your intranet, the IP Address Fax function can be used. For IP Address Fax, specify either the IP address, host name or E-mail address of the destination fax machine to directly send a fax to that destination. No mail server is required.

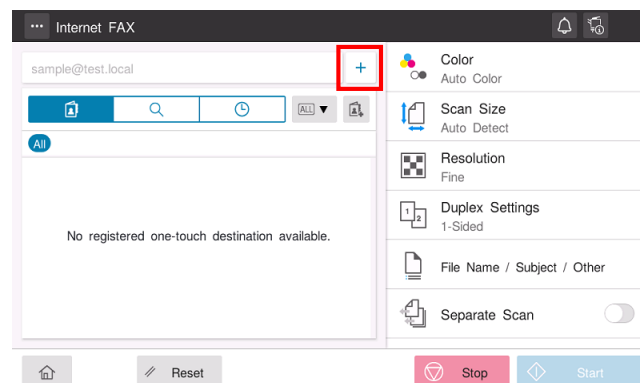


Tips

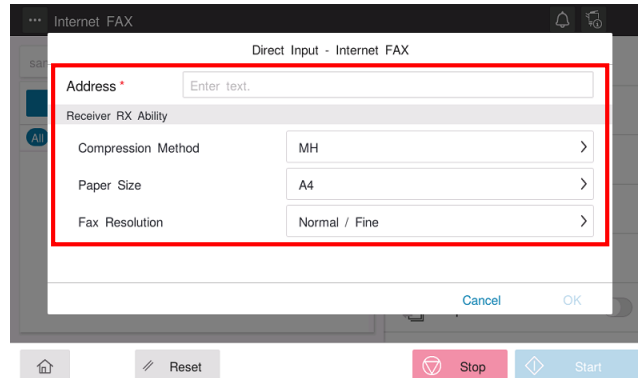
- To use the Internet Fax and IP Address Fax functions, ask your service representative to configure settings. For details, contact your service representative.
- To use the Internet Fax function, this machine must be connected to the network. In addition, you must have an environment enabled for E-mail transmissions and receptions.
- The optional **Fax Kit** is required to use the IP address fax.
- The IP Address Fax function is only available between our models supporting the function or between devices matching the DirectSMTP standard. We do not give operational warranties for devices other than the models supporting the function.

Operation procedure: Sending an Internet Fax

- 1 Load the original.
- 2 Tap [Internet FAX] on the home screen.
- 3 Tap [+].
 - If you have registered an address book for Internet fax, specify the destination from the destination specification area and proceed to step 6.



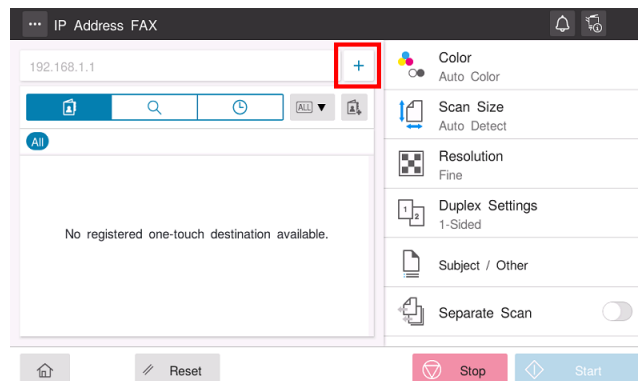
- 4 Enter the recipient's E-mail address in [Address], and select the compression type, paper size, and resolution that are compatible with the recipient's machine in [Receiver RX Ability].



- 5 Tap [OK].
- 6 Use the Start key to start sending.

Operation procedure: Sending an IP address fax

- 1 Load the original.
- 2 Tap [IP Address FAX] on the home screen.
- 3 Tap [+].
 - If you have registered an address book for IP address fax, specify the destination from the destination specification area and proceed to step 6.



- 4 Enter either the IP address or host name of the destination in [Address], enter the port number used for sending the fax in [Port Number], and select [Color] or [Monochrome] from [Machine Type of Destination].
 - If you select [E-mail Address] in [Address Type], enter the destination's IP address enclosed by brackets [] following "ipaddrfax@" in [Address]. You cannot enter the host name following "ipaddrfax@".

Direct Input - IP Address FAX

Address *

Address Type

Port Number *

(1-65535)

Machine Type of Destination

Cancel OK

Reset Stop Start

- 5 Tap [OK].
- 6 Use the Start key to start sending.

3.3.5. Q5. How can I avoid printing out unwanted faxes?

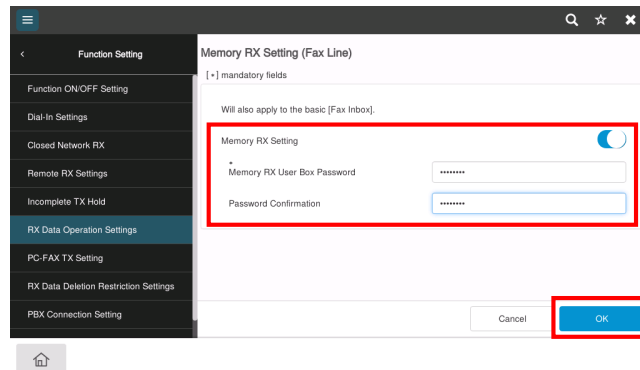
A5. Save received faxes in a User Box without printing them out then print out only the faxes you need.



Setting method: Setting to save received faxes in a User Box

- 1 Tap [Utility], and select [Administrator].
- 2 Enter the password, and tap [OK].
- 3 Select [Fax Settings] - [Function Setting] - [RX Data Operation Settings] - [Memory RX Setting], and tap [OK].
- 4 Select the line to set the memory RX function, and tap [Edit].

- 5 Turn on [Memory RX Setting], enter the password to operate faxes saved in the User Box, and tap [OK].

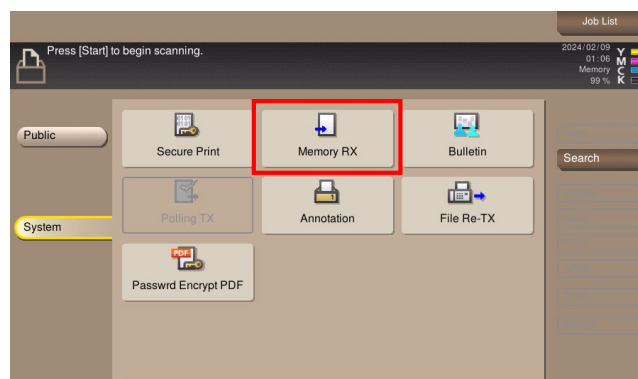


Tips

If you are using multiple lines and set [Individual Receiving Line Setup] to ON in [Administrator] - [Fax Settings] - [TX/RX Settings], you can specify whether to use the memory RX function for each line.

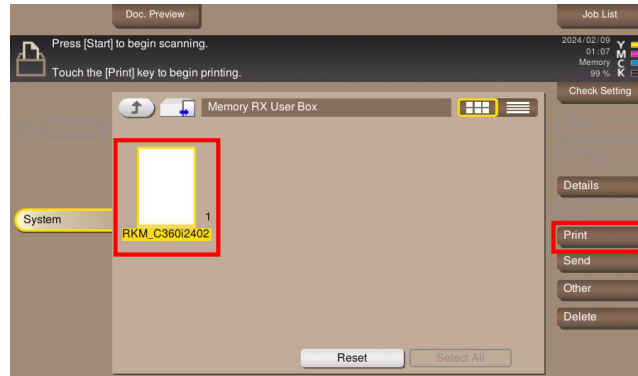
Operation procedure: Printing a fax in a User Box

- 1 Tap [Box] on the home screen.
- 2 Select [System] - [Memory RX].



- 3 Enter the password, and tap [OK].

- 4 Select a file, and tap [Print].
 - You can also long-tap the target file to display the menu icon, then drag and drop it to the print icon (🖨️) to get the same result.



- 5 Confirm the message and tap [Yes].
The fax is printed and automatically deleted from the memory RX User Box.

Tips

From [Fax Inbox], you can also print files saved in a User Box. For details on [Fax Inbox], refer to the User's Guide CD.

3.3.6. Q6. Can I forward a received fax?

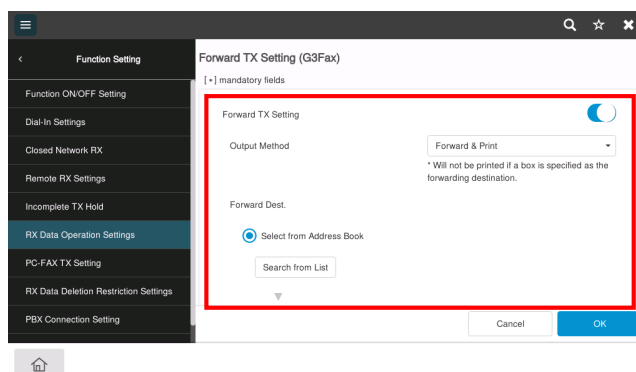
A6. Yes, you can forward a received fax to another fax machine, a computer or an E-mail address by registering forwarding destinations beforehand.



How to set

- 1 Tap [Utility], and select [Administrator].
- 2 Enter the password, and tap [OK].
- 3 Select [Fax Settings] - [Function Setting] - [RX Data Operation Settings] - [Forward TX Setting], and tap [OK].
- 4 Select [G3 Fax], and tap [Edit] (only when Internet fax, or IP address fax, is enabled).

- 5 Turn on [Forward TX Setting], and set each item for fax forward.



Setting	Description
[Output Method]	Select whether to print a received fax on this machine when forwarding it. When also printing the forwarded fax on this machine, select [Forward & Print]. If you want this machine to print only faxes that could not be forwarded, select [Forward & Print (If TX Fails)].
[Forward Dest.]	Specify a destination to which to forward a received fax. To forward to an address book, group address, or User Box registered on this machine, select [Select from Address Book], [Select from Group], or [Select from User Box], respectively. If you want to specify the forwarding destination directly, select [Direct Input] and enter the forwarding destination's fax number.
[Select Line]	If multiple lines are used, select the line used to send a fax. If [No Selection] is selected, either line, whichever is not busy, is used for transmission.
[File Format]	Select the file type to forward a fax. You can convert a fax into a file except when the forwarding destination is a fax.
[Page Setting]	Select a filing page unit when a received fax contains multiple pages. When converting all pages to a single file, select [Multi-Page File]. When you want to convert a file for each page, select [Page Separation].
[E-mail Attachment]	Select how to attach a file to an E-mail when [Page Setting] is set to [Page Separation] while an E-mail address is specified as the forwarding destination. If you want to attach all files to one E-mail, select [All Files Sent as one (1) E-mail]. If you want to send one E-mail for each file, select [One (1) File per E-Mail].

- 6 Tap [OK].

Tips

- If the forwarding destination is not a fax address, the received fax can be converted in the specified file format to be forwarded to a destination. The file types able to be specified are PDF, XPS, and TIFF. To specify other file types, ask your service representative to configure settings. For details, contact your service representative.
- If you are using multiple lines and set [Individual Receiving Line Setup] to ON in [Administrator] - [Fax Settings] - [TX/RX Settings], you can specify whether to use the forward RX function for each line.

3.3.7. Q7. Can I directly fax a file on a computer without leaving my desk?

A7. Yes. You can fax a file in the same manner as you print out a file created on your computer.



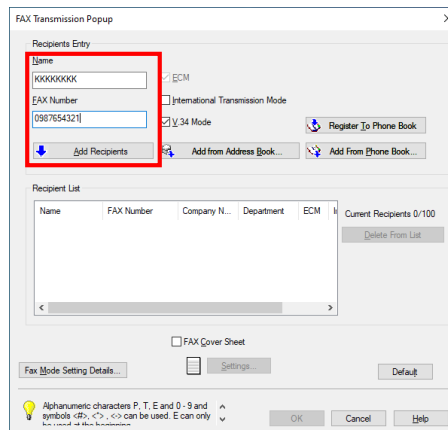
Tips

The following preparatory steps are required:

- Installing the fax driver to the computer
- Connecting this machine to the network

Operation procedure

- 1 Open the file with the application, and click [File]. Then, click [Print] from the menu.
- 2 Select a fax driver from [Printer] (or [Select Printer]), and click [Print].
- 3 Enter the name and the fax number of the destination, then click [Add Recipients].
 - You can also specify the destination by clicking [Add from Address Book] and selecting one from registered one-touch destinations.
 - To specify more than one destination, repeat step 3.
 - To delete a destination you have specified, select the destination to delete from [Recipient List] and click [Delete From List].



- 4 Click [OK] to send a fax.

3.4. Copy

3.4.1. Q1. Can I copy on an envelope or postcard?

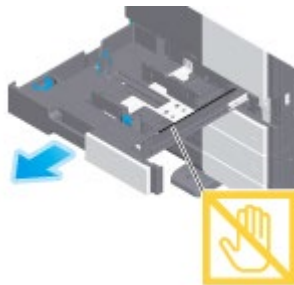
A1. Yes, you can also copy on envelopes and postcards.

Load envelopes or postcards into **Tray 1** or the **Bypass Tray**, then specify the paper type and paper size of the tray.

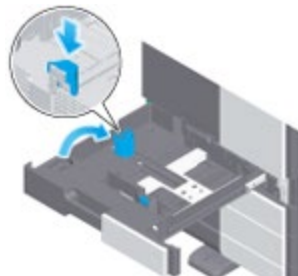
Operation procedure: Copying on envelopes (Tray 1)

Up to 70 envelopes can be loaded into the **Tray 1**.

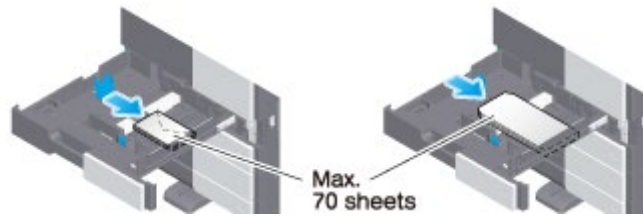
- 1 Load the original.
- 2 Tap [Copy] on the home screen.
- 3 Pull out **Tray 1**.



- 4 When loading envelopes of which the length is 182 mm or less, mount the **Attachment** on the **Lateral Guide**.



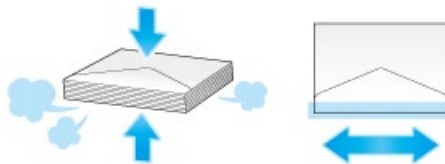
- 5 Position the flap part face down, and load envelopes as shown in the figure.
- The flap side of envelopes cannot be printed on.



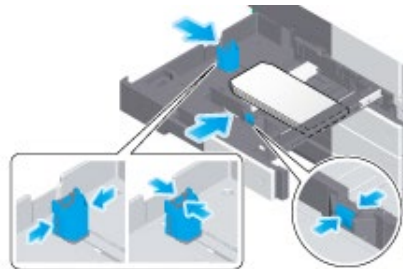
NOTICE

When loading envelopes into the **Tray 1**, note the following points.

- When loading envelopes, remove air from them, and securely press along the flap fold line. Otherwise, it will result in an envelope wrinkle or paper jam.

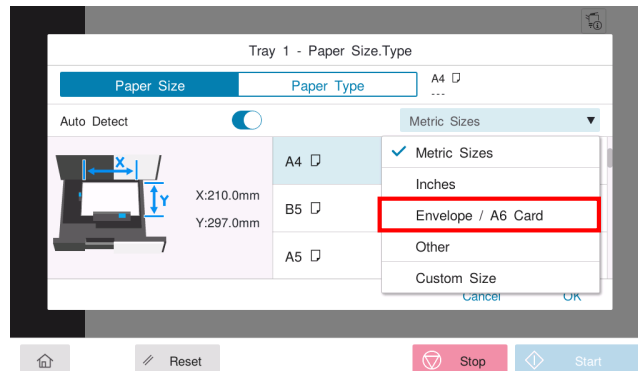


- Do not use envelopes that have glue or release paper on the flap or the part covered by the flap on the body. Otherwise, the machine may be damaged or a failure may occur.
- 6 Slide the **Lateral Guide** to fit the size of the loaded paper.

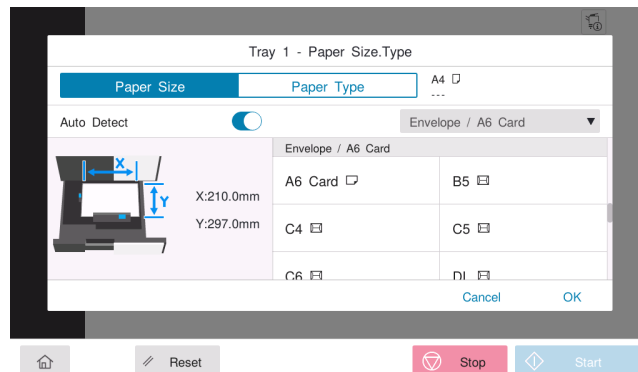


- 7 Close **Tray 1**.

- 8 Tap [Envelope / A6 Card] from [Paper Size].



- 9 Select the size of the envelope.
 - Various sizes of envelopes are available. Specify the correct paper size for the envelopes you have loaded.



NOTICE

When loading envelopes with flaps opened, also select the standard size that matches them. You do not have to measure the size of the envelope with the flap opened to set the size as a custom-sized envelope.

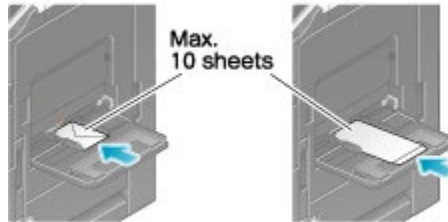
- 10 Tap [OK].
- 11 Use the Start key to start copying.

Operation procedure: Copying on envelopes (Bypass Tray)

Up to 10 envelopes can be loaded into the **Bypass Tray**.

- 1 Load the original.
- 2 Tap [Copy] on the home screen.

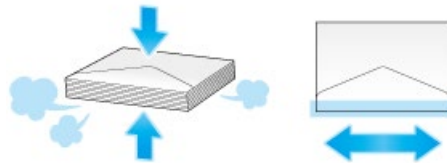
- 3 Load envelopes into the **Bypass Tray** with the print side facing down.
- Insert envelopes into the tray until their edges are pressed against the back.



NOTICE

When loading envelopes into the **Bypass Tray**, note the following points.

- When loading envelopes, remove air from them, and securely press along the flap fold line. Otherwise, it will result in an envelope wrinkle or paper jam.



- Do not use envelopes that have glue or release paper on the flap or the part covered by the flap on the body. Otherwise, the machine may be damaged or a failure may occur.
- 4 Slide the **Lateral Guide** to fit the size of the loaded paper.



NOTICE

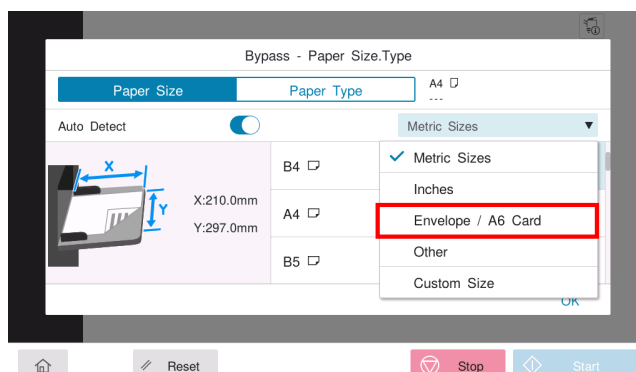
When using the **Bypass Tray**, note the following points.

- Do not put spare envelopes into the **Bypass Tray**. Doing so causes a size detection error.

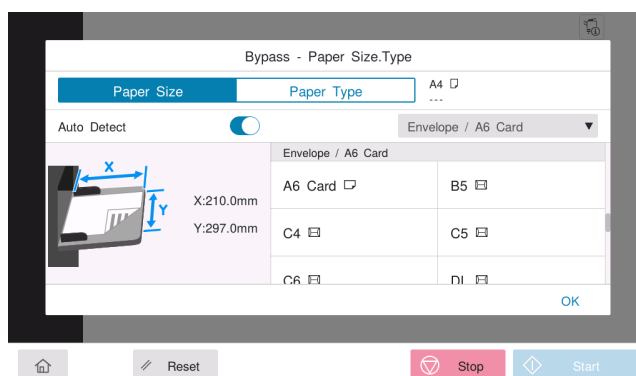


The screen for selecting the paper type and paper size appears.

- 5 Tap [Envelope / A6 Card] from [Paper Size].



- 6 Select the size of the envelope.
 - Various sizes of envelopes are available. Specify the correct paper size for the envelopes you have loaded.
 - When the envelope size is specified, the paper type is automatically set to [Envelope].



NOTICE

When loading envelopes with flaps opened, also select the standard size that matches them. You do not have to measure the size of the envelope with the flap opened to set the size as a custom-sized envelope.

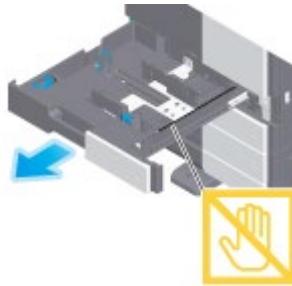
- 7 Tap [OK].
- 8 Use the Start key to start copying.

Operation procedure: Copying on postcards (Tray 1)

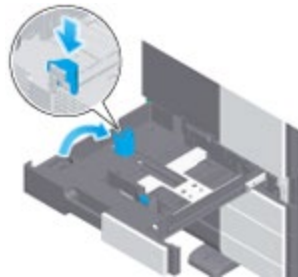
Up to 200 postcards can be loaded into the **Tray 1**.


- 1 Load the original.
- 2 Tap [Copy] on the home screen.

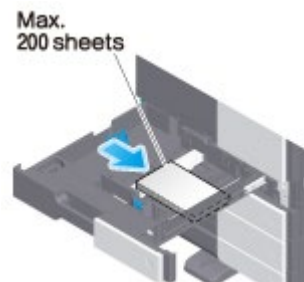
- 3 Pull out **Tray 1**.



- 4 Mount the **Attachment** on the **Lateral Guide**.



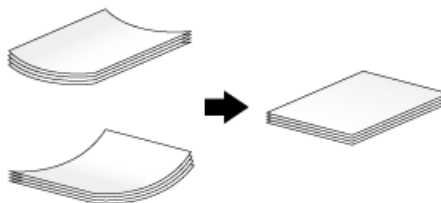
- 5 With the print side facing up, load postcards in the  direction as shown in the figure.



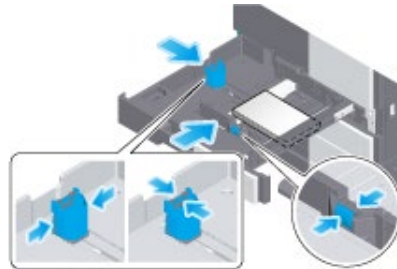
NOTICE

When loading postcards into the **Tray 1**, note the following points.

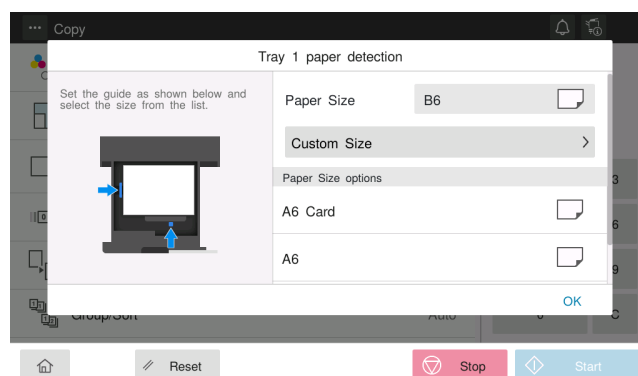
- When loading curled postcards, uncurl the postcards as shown in the figure in advance.



- 6 Slide the **Lateral Guide** to fit the size of the loaded paper.



- 7 Close **Tray 1**.
- 8 Select [A6 Card] from [Paper Size options].



- 9 Tap [OK].
- 10 Use the Start key to start copying.

Operation procedure: Copying on postcards (Bypass Tray)

Up to 20 postcards can be loaded into the **Bypass Tray**.

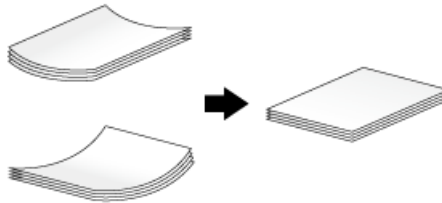
- 1 Load the original.
- 2 Tap [Copy] on the home screen.
- 3 Load postcards into the **Bypass Tray** with the print side face down.
 - Insert postcards into the tray until their edges are pressed against the back.



NOTICE

When loading postcards into the **Bypass Tray**, note the following points.

- When loading curled postcards, uncurl the postcards as shown in the figure in advance.



- 4 Slide the **Lateral Guide** to fit the size of the loaded paper.



NOTICE

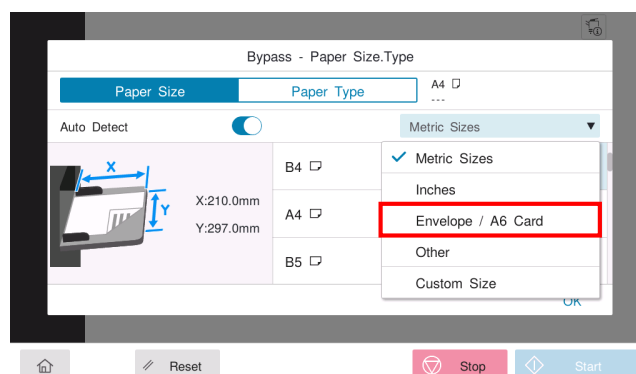
When using the **Bypass Tray**, note the following points.

- Do not put spare postcards in the **Bypass Tray**. Doing so causes a size detection error.

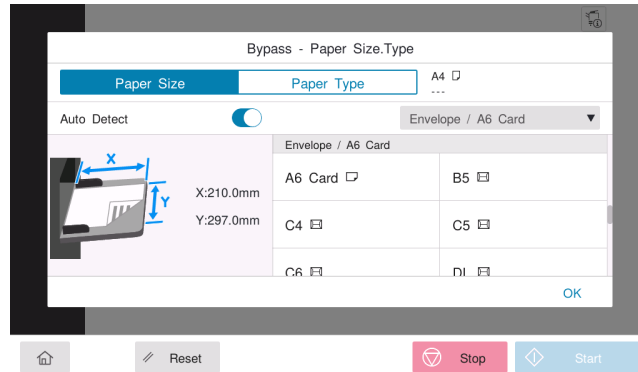


The screen for selecting the paper type and paper size appears.

- 5 Tap [Envelope / A6 Card] from [Paper Size].



- 6 Select [A6 Card] from [Envelope / A6 Card].
 - When [A6 Card] is specified for the paper size, the paper type is automatically set to [Thick3].



- 7 Tap [OK].
- 8 Use the Start key to start copying.

3.4.2. Q2. Can I copy on custom size paper?

A2. The custom-size paper can be loaded into **Tray 1**, **Tray 2**, or **Bypass Tray**.

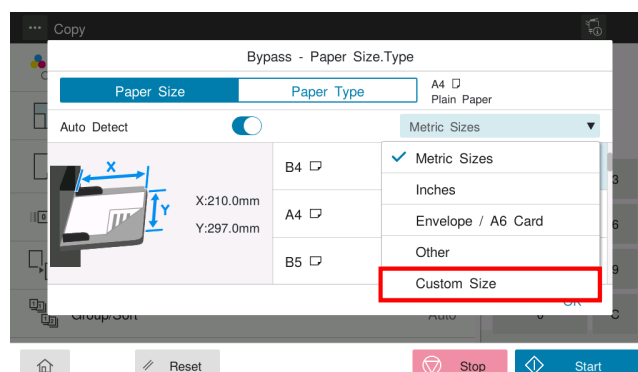
You can make a copy by changing the paper settings of the tray loaded with custom size paper on the Paper Setting screen of copy mode.

In classic style, it is useful that you can register the frequently used custom size paper in memory and recall it.

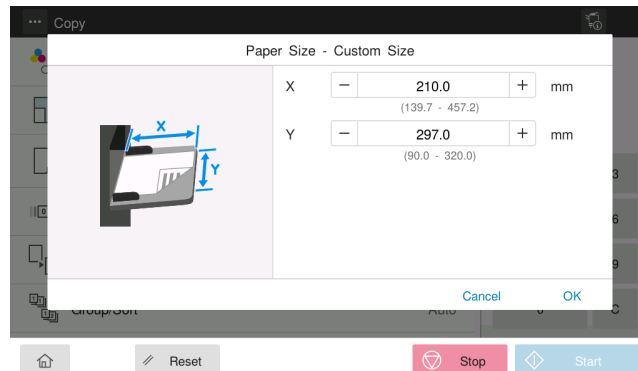
Operation procedure: Copying on paper of a custom size

This section describes how to load custom-size paper into the **Bypass Tray**.

- 1 Load the original.
- 2 Tap [Copy] on the home screen.
- 3 Load custom size paper into the **Bypass Tray** with the print side facing down.
The screen for selecting the paper type and paper size appears.
- 4 In [Paper Size], tap [Custom Size].



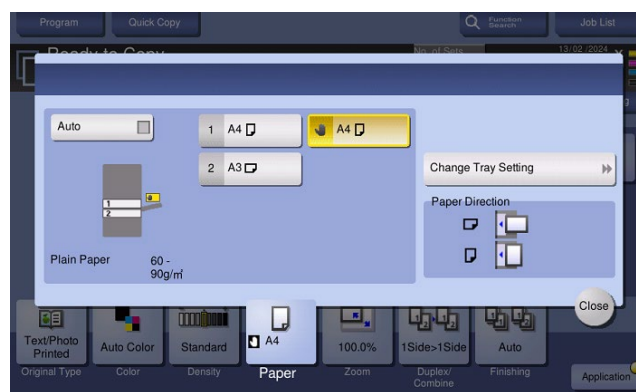
- 5 Specify the length and width of the paper, and tap [OK].



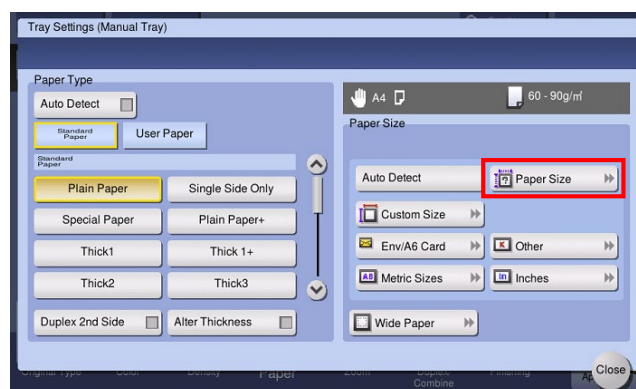
- 6 Use the Start key to start copying.

Operation procedure: Registering a custom size of paper in memory

- 1 Tap [Copy] on the main menu of classic style.
- 2 Tap [Paper], select **Tray 1**, **Tray 2**, or **Bypass Tray**, and tap [Change Tray Setting].



- 3 Tap [Paper Size].

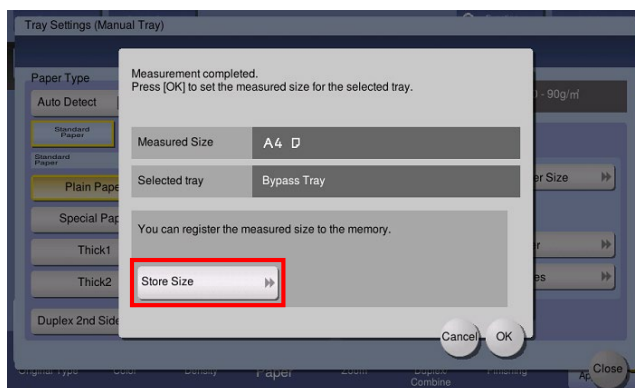


- 4 Load a single sheet to be measured on the **Original Glass**.

NOTICE

If a sheet is loaded on the **Original Glass**, leave the **Original Cover** open.

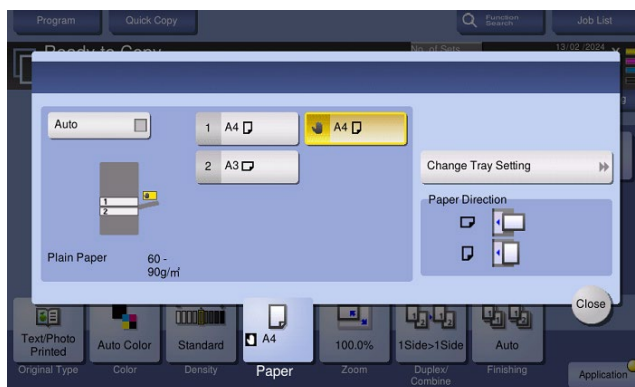
- 5 Use the Start key to start the size measuring process.
When measurement is completed, the screen for confirming the measurement result is displayed.
- 6 Tap [Store Size].



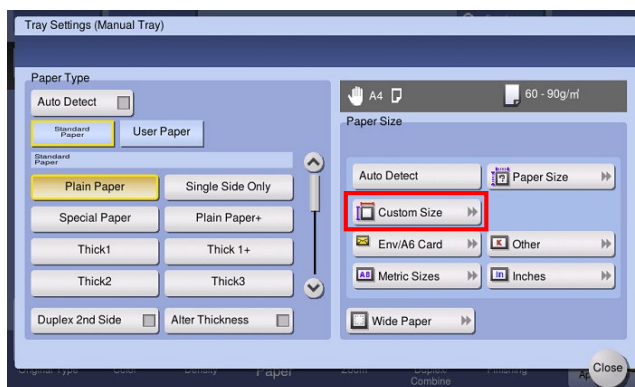
- 7 In [Registered Paper Sizes], select the key of the memory to register data in.
 - To change the name of the selected memory key, tap [Edit Name].
- 8 Tap [OK].
- 9 To set the detected size to the paper size, tap [OK].

Operation procedure: Recalling the custom size registered in memory

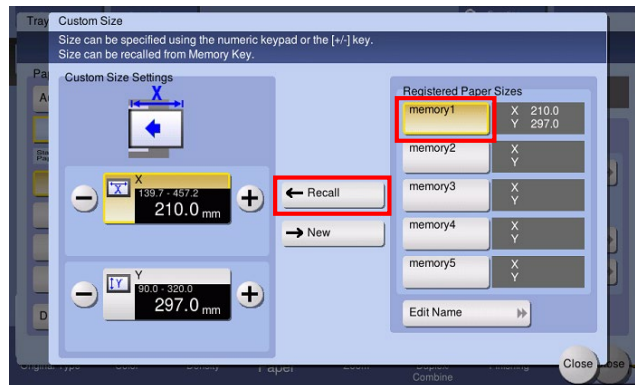
- 1 Tap [Copy] on the main menu of classic style.
- 2 Tap [Paper], select **Tray 1**, **Tray 2**, or **Bypass Tray**, and tap [Change Tray Setting].



- 3 Tap [Custom Size].



- 4 Select the paper size to recall from [Registered Paper Sizes], then tap [Recall].



3.4.3. Q3. Can I check the finish before starting copying?

A3. Yes, you can check the finish by outputting a proof copy.

You check either by referring to a preview image or by outputting just one copy for checking how it is actually finished.

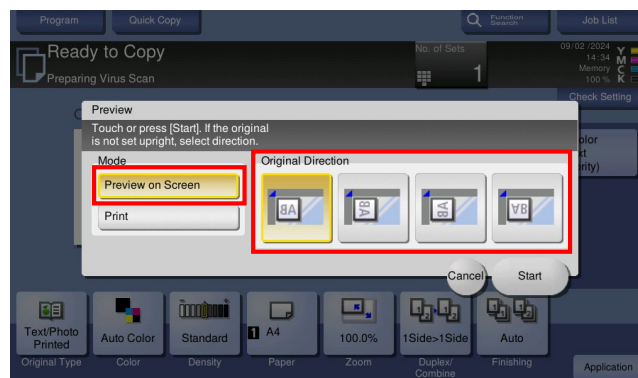
Using a proof copy helps preventing copy errors.

Operation procedure: Checking the preview image before copying

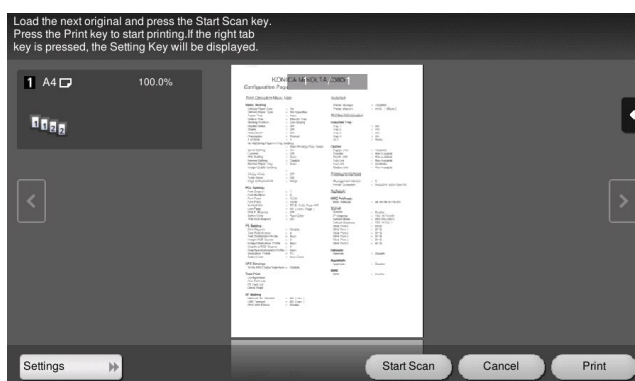
- 1 Load the original.
- 2 Tap [Copy] on the main menu of classic style.
- 3 Set copy options.
- 4 Tap [Preview] in the side menu.



- 5 Tap [Preview on Screen], and also select [Original Direction] to suit the original direction.



- 6 Tap [Start].
The original is scanned, and the Preview screen is displayed.
- 7 Check the preview display, and rotate the page or change settings as required.
 - To continue scanning originals, load the original, and tap [Start Scan].
 - To start copying, tap [Print].
 - To enlarge a preview image, tap the image twice quickly.
 - To enlarge or reduce a preview image, pinch-in or pinch-out the image.
 - To rotate an image 180 degrees, rotate the preview image.
 - If a multi-page original has been scanned, you can flick the preview image to feed pages forward or backward.
 - If you tap the tab key on the right of the screen, you can display or hide the setting key. Using the setting key enables you to enlarge or rotate a page.



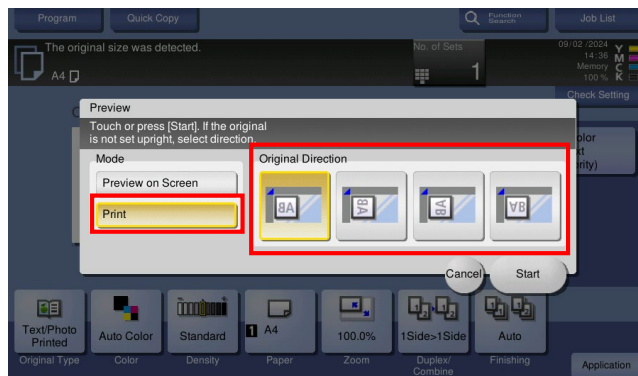
- 8 After all originals have been scanned, tap [Print].
Copying begins.

Operation procedure: Making a trial printing (proof copy)

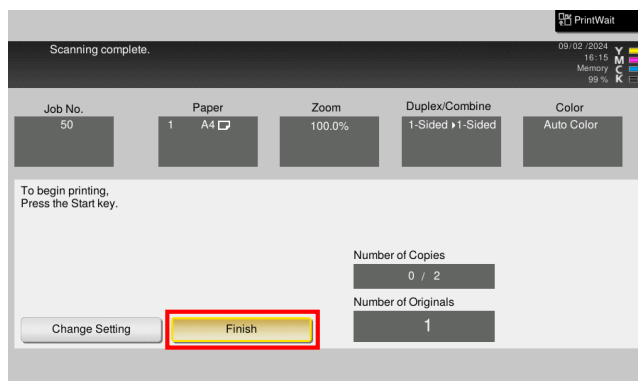
- 1 Load the original.
- 2 Tap [Copy] on the main menu of classic style.
- 3 Set copy options.
- 4 Enter the number of copies using the keypad.
 - Tapping [No. of Sets] displays the keypad.
 - To change the number of copies, tap [C] (Clear).
- 5 Tap [Preview] in the side menu.



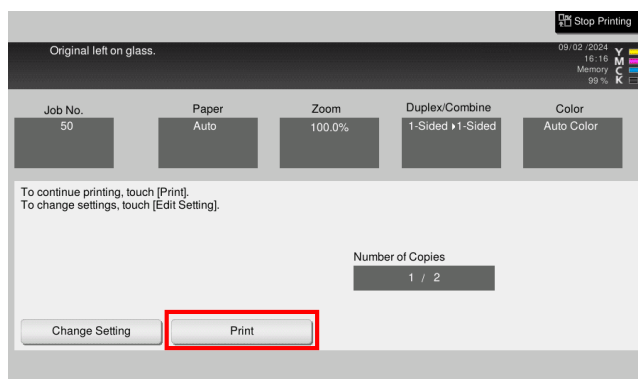
- 6 Tap [Print], and select [Original Direction] to suit the original direction.



- 7 Tap [Start].
 - If the original is loaded into the **ADF**, proceed to step 11. Copying begins for only one copy.
 - If the original is loaded on the **Original Glass**, proceed to step 8.
- 8 Load the next original, and use the Start key to start scanning.
- 9 After all originals have been scanned, tap [Finish].



- 10 Use the Start key to start copying.
Copying begins for only one copy.
- 11 Check the proof copy.
 - If necessary, tap [Change Setting] to change the copy settings.
- 12 Tap [Print] to start copying the remaining copies.



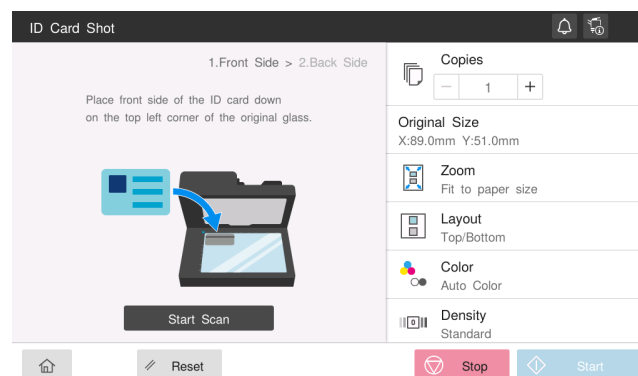
3.4.4. Q4. Can I easily copy various cards such as an insurance card or driver license card?

A4. Yes, you can copy the front and back sides of a card, side by side, on the same side of one sheet of paper.



Operation procedure

- 1 Tap [ID Card Shot] on the home screen.
- 2 Place a card on the **Original Glass**.

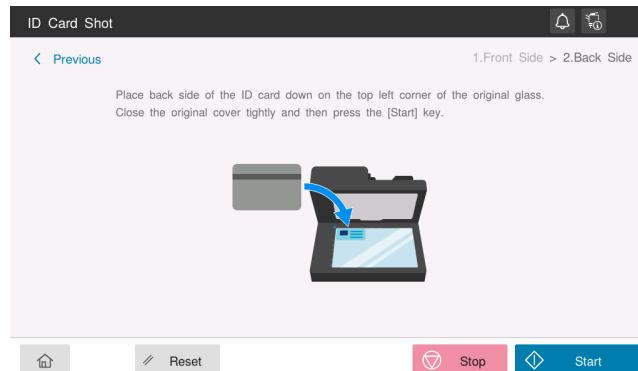


- 3 Set each item to suit the finishing image.

Setting	Description
[Copies]	Specify the number of copies.
[Original size]	Specify the registered size, or enter the desired size. When specifying the desired size, select [Free Paper size], and enter the size.
[Zoom]	Select a zoom ratio for copying. To enlarge the paper size to fit the paper, select [Fit to paper size]. To copy with the same size as the card, select [x1.0].
[Layout]	Select how to arrange the front and back sides of a card on paper.
[Color]	Select a copy color.
[Density]	Adjust the density of a copy image.
[Paper]	Specify the paper tray.

- 4 Tap [Start Scan] to scan the front side of the card.

- 5 Turn the card over, and place it on the **Original Glass**.



- 6 Use the Start key to scan the back side of the card and start copying.

3.5. User Box

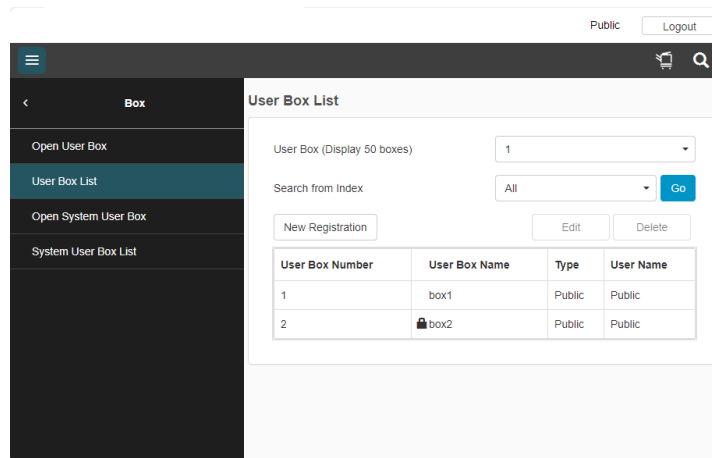
3.5.1. Q1. Can I create a User Box, or print or download a file in a User Box from my computer?

A1. Yes. Use **Web Connection** or the SMB file sharing function to create a User Box or manage files in a User Box without leaving your desk.

Operation procedure: Using Web Connection

- 1 Start the Web browser.
- 2 Enter the IP address of the machine in the URL field, then press the Enter key.
 - You can check the IP address from [Utility] - [Device Information].
 - When user authentication or account tracking is enabled, fill in the [User Name] and [Password], then click [Login].
- 3 Click [Box].
- 4 Click [User Box List] or [Open User Box], and perform the following operations.

- Create/edit/delete a User Box.
- Print/send a file in a User Box.
- Download a file in a User Box to your computer.
- Copy/move/delete a file in a User Box.



Tips

- The file size of up to 400 MB can be downloaded to your computer at one time.
- If the file size exceeds 400 MB, specify the page range setting before downloading to limit the file size to download at one time to less than 400 MB.

Operation procedure: Using the SMB file sharing function

When using the SMB file sharing function, the only thing you can do without leaving your desk is download files in the User Box. For details on the SMB file sharing function, refer to [page 24](#).

Tips

The following files can be operated using the SMB file sharing function.

- Files saved to the Public User Box in User Box mode
- Files sent to the Public User Box in scan mode
- Files transferred to the Public User Box in fax mode

3.6. Maintenance

3.6.1. Q1. White streaks, insufficient image density, poor color reproduction, etc. occur in the print results.

A1. The problem may be able to be improved by cleaning the **Print Head Glass**.

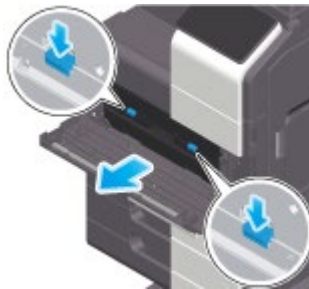


Action

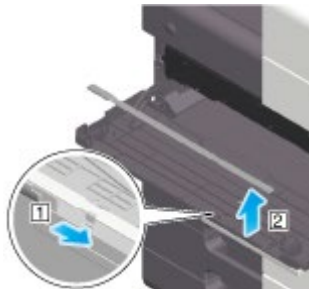
- 1 Open the **Lower Front Door**.



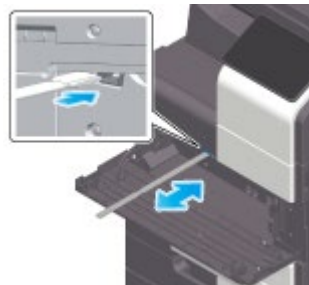
- 2 Remove the **Waste Toner Box**.



- 3 Remove the **Printhead Cleaner** from the **Lower Front Door**.



- 4 Slowly insert the **Printhead Cleaner** all the way to the back end of the **Print Head Glass**, and then slowly pull it out.
 - Repeat this operation approximately three times for all the **Print Head Glass** sections.



- 5 Mount the **Printhead Cleaner** onto the **Lower Front Door**.
- 6 Mount the **Waste Toner Box**.
- 7 Close the **Lower Front Door**.

3.6.2. Q2. Black streaks occur in the print results.

A2. The problem may be able to be improved by cleaning the **Slit Scan Glass** and the **Slit Scan Glass (back)**.



Action

- 1 Open the **ADF**.



- 2 Wipe stains off the **Slit Scan Glass** using a dry, clean cloth.



NOTICE

Do not touch the **Slit Scan Glass**.

- 3 Release the lock lever of the **Opening and Closing Guide**, and open the **Opening and Closing Guide**.



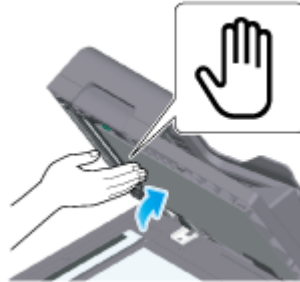
- 4 Wipe stains off the **Slit Scan Glass (back)** using a dry, clean cloth.



NOTICE

Do not touch the **Slit Scan Glass (back)**.

- 5 Close the **Opening and Closing Guide** you opened in step 3.
- Press the Hand mark in the center of the **Opening and Closing Guide**, and check that the **Opening and Closing Guide** is locked securely.



- 6 Close the **ADF**.

3.6.3. Q3. Spots of dirt occur in the print results.

A3. The problem may be able to be improved by cleaning the **Original Glass**. Also, when detection errors frequently occur for the original size or remaining original pages, the problem may be able to be improved by cleaning the **Original Glass**.



Action

- 1 Open the **ADF**.



- 2 Wipe the **Original Glass** dry using a soft cloth to remove any dirt.



- 3 Close the **ADF**.

3.6.4. Q4. Paper jams occur in the Right Door section or paper tray.

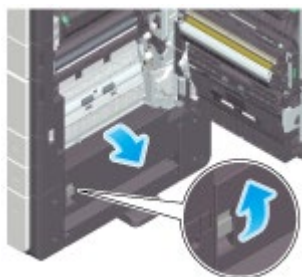
A4. The problem may be able to be improved by cleaning the **Transport Roller**.

Action

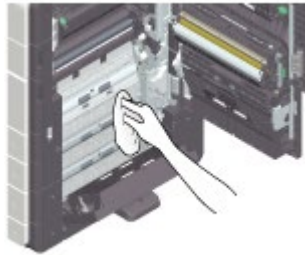
- 1 Open the **Right Door**.



- 2 Open the **Bottom Right Door**.



- 3 Wipe the **Transport Roller** dry using a soft cloth to remove any dirt.



CAUTION

The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label. A burn could result.

- 4 Close the **Bottom Right Door**.
- 5 Close the **Right Door**.

3.7. Other

3.7.1. Q1. Can more than one computer use the same settings for the printer driver?

A1. Yes. The same settings can be configured using **Driver Packaging Utility**.

The **Driver Packaging Utility** can be used to create an install package with various settings registered for a printer driver.

First, the administrator uses the **Driver Packaging Utility** to create an install package for the printer driver. Next, simply execute that install package on a computer to apply identical settings to, and the printer driver configured with the same settings is installed.

Operation procedure: Preparing for an install package

- 1 Insert the driver DVD into the DVD drive of the computer.
- 2 Select [Utility Software].
- 3 Download the **Driver Packaging Utility** file from the download page to a desired location.
- 4 Double-click the **Driver Packaging Utility** file you have downloaded and decompress it to a desired location.

Operation procedure: Creating an install package

- 1 Double-click [DPU.exe.] in the [DPU] folder.
- 2 Select a language and click [Agree].
- 3 Click [Edit], and click [Add Printer] from the menu.

- 4 Select a reference printer for the install package, then click [OK]. You can select the printer that satisfies the following requirements:
 - The printer is supported by the **Driver Packaging Utility**.
 - The printer has already been installed on the computer you are currently using.
 - The printer is to be connected to a TCP/IP or Internet port.
- 5 On the [Printer] tab, check that the name of the printer selected in Step 4 is displayed in [Printer Name].
- 6 On the [Preferences] tab, select [Copy from this printer], then check the [Set as default printing preferences] box.
- 7 On the [Driver] tab, click [Browse] for the [Path to Printer Driver] to specify the folder containing the printer driver selected in Step 4.
- 8 Click [OK].
- 9 Click [Configuration], and click [DPU Folder] on the menu.
- 10 In [Common Folder Path] or [Individual Folder Path], specify the path to the location to save the install package to, then click [OK].
 - Click [Browse] to specify the location in a folder tree.
- 11 Click [File] - [Save As].
- 12 Configure settings for respective items and click [Save].

Setting	Description
[DPU Folder]	Select a desired location for saving the install package.
[Package Name]	Enter a name for the install package. A folder is created for the install package under the name entered here.
[Comment]	Enter description of the install package.
[Switch to the following user when executing the package]	Check the box and fill [User Name], [Password] and [Domain Name], and the user is switched to the specified user when the install package is executed.
[Destination for saving package log]	Specify the path to the location for saving install package creation logs. Click [Browse...] to specify the location in a folder tree.
[Open the folder containing the package file.]	Check the box if you wish to display the folder for saving the install package when saving it.

- 13 After the creation of the install package is completed, click [OK].
- 14 Distribute the install package created to users sharing the printer driver settings.
 - In **Driver Packaging Utility**, click [Configuration] - [Package File...] to display the folder storing the install package.

Operation procedure: Executing the install package

- 1 Copy the folder for the install package to a desired location.
- 2 Double-click the execution file of the install package you have created.
- 3 Select a language and click [Agree].
- 4 Select a package to install and click [Start].
- 5 After the installation of the printer driver is completed, click [Finish].

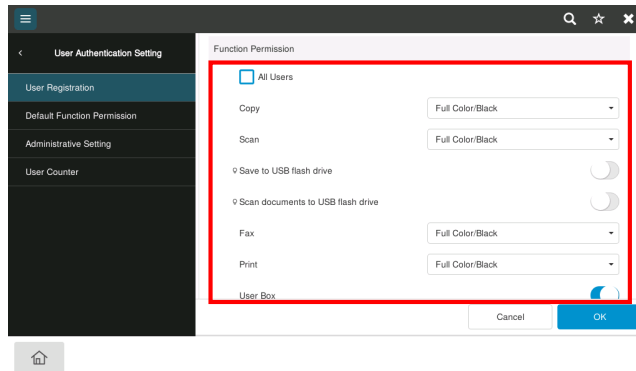
- 6 Open the properties for the installed printer driver and check the settings.
 - For the display of the properties, refer to the User's Guide CD.

3.7.2. Q2. Can I restrict available functions by user?

A2. Yes. With user authentication enabled, you can restrict functions available by user.

How to set

- 1 Tap [Utility], and select [Administrator].
- 2 Enter the password, and tap [OK].
- 3 Select [User Auth/Account Track] - [User Authentication Setting] - [User Registration].
- 4 Select a user whose access to functions needs to be limited, then tap [Edit].
- 5 In [Function Permission], set the restrictions for each function.



Setting	Description
[Copy]	To allow using the full copy function, select [Full Color/Black]. To allow copying in black and white only, select [Black Only]. To prohibit copying, select [Restrict].
[Scan]	To allow using the full scan function, select [Full Color/Black]. To allow scanning in black and white scan, select [Black Only]. To prohibit scanning, select [Restrict].
[Save to USB flash drive]	To allow saving of data to a USB flash drive, select ON. To prohibit saving of data to a USB flash device, select OFF.
[Scan documents to USB flash drive]	To allow loading data from a USB flash drive, select ON. To prohibit loading data from a USB flash device, select OFF.
[Fax]	To allow using the full fax function, select [Full Color/Black]. To allow only black-and-white fax transmission, select [Black Only]. To prohibit fax transmission, select [Restrict].

[Print]	To allow the normal printing (including printing from a USB flash drive), select [Full Color/Black]. To allow printing in black and white only, select [Black Only]. To prohibit printing, select [Restrict].
[User Box]	To allow operating files in User Boxes, select ON. To prohibit operating files in User Boxes, select OFF.
[TX Document Print]	To allow printing of outgoing files, select [Full Color/Black]. To allow printing of outgoing files in black and white only, select [Black Only]. To prohibit printing of outgoing files, select [Restrict].
[Manual Destination Input]	To allow manual entry of destinations, select [Allow All]. To prohibit manual entry of destinations, select [Restrict].
[Web Browser]	To give permission to use Web browser, select [Allow All]. To limit the functions to be permitted, select [Individual Allowance], and set only the target functions to ON.

6 Tap [OK].

7 Repeat steps 4 to 6 to restrict available functions by user.

Tips

If an attempt is made to execute a restricted function, a message appears notifying the user that it is prohibited.

3.7.3. Q3. User authentication seems to be enabled on this machine. How can I be authenticated and allowed to operate this machine?

A3. Check with the administrator whether you are a user registered in this machine.

If you are a registered user, obtain the user name and password from the administrator, perform user authentication using this machine or printer driver, and log in.

Otherwise, log in to this machine with public users' privileges.

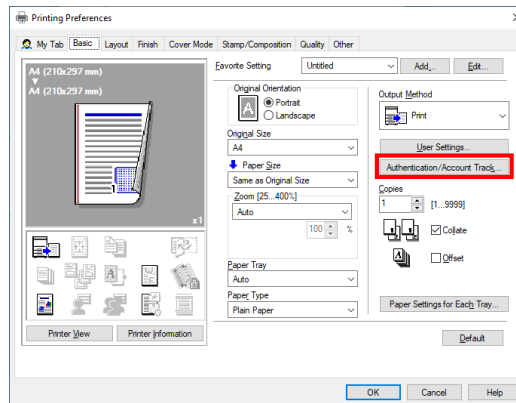
How to set: Getting authenticated as a user on this machine

- 1 Enter the user name and password registered in this machine and tap [Login].
When successfully authenticated, you are allowed to operate this machine.

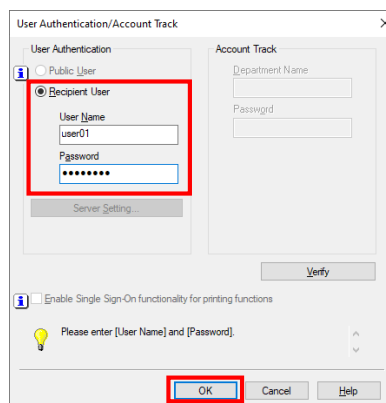
The screenshot displays a user authentication screen. At the top, there's a 'Job List' header with notification and help icons. The main form includes a 'Logout after Print' dropdown menu currently showing 'User'. Below this are input fields for 'User Name' and 'Password'. At the bottom of the form are 'Clear' and 'Login' buttons. A secondary bar at the very bottom contains five icons: a home icon, a back arrow, a 'Reset' button, a 'Stop' button with a red circle and slash, and a 'Start' button with a play icon.

How to set: Getting authenticated as a user on the printer driver

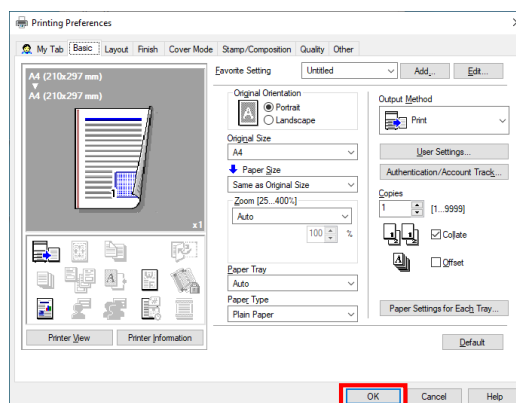
- 1 Open the file with the application, and click [File]. Then, click [Print] from the menu.
- 2 Select this machine in [Printer] (or [Select Printer]), and click [More settings] (or [Preferences]).
- 3 In the [Basic] tab, click [Authentication/Account Track].



- 4 Select [Recipient User], enter the user name and password that are registered in the machine, then click [OK].



- 5 Click [OK].



- 6 Click [Print].
After successful user authentication, the file is printed.

3.7.4. Q4. The power is input all day. Is there any way to alleviate concerns about electricity charges?

A4. If no operation takes place for a certain period of time, the power-saving function starts automatically, and the machine enters the power-saving mode.

Using the weekly timer function automatically switches this machine to the normal mode and power save mode at the pre-specified time.

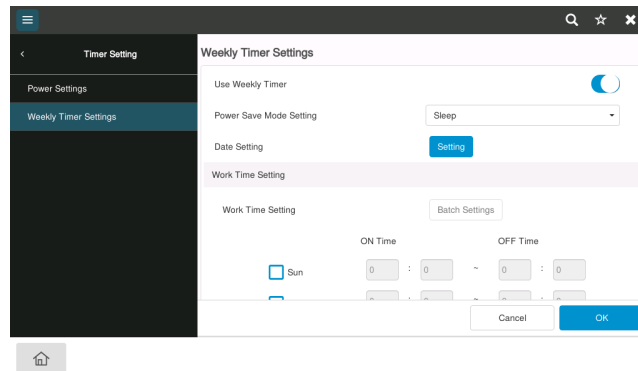
The weekly timer function provides the following functions:

Function	Description
[Work Time Setting]	Specify the time for switching to the power save mode and the time for returning to the normal mode for each day of the week. For example, you can set it up so that the power turns off at the close of business on work days and omit settings for weekends since no one uses the machine.
[Date Setting]	Configure the days you want to apply the weekly timer to one by one. This function is useful when the schedule for holidays is irregular or when this machine must be powered on or off on a specific day of the week regardless of the setting in [Work Time Setting].
[Use Power Save]	Specify the time period to temporarily switch to the power save mode. This allows you to temporarily switch to the power save mode in the time period such as a lunch break in which this machine is inactive.
[Use Overtime Password]	Using the weekly timer restricts the use of this machine in the power save mode with a password.

How to set

- 1 Tap [Utility], and select [Administrator].
- 2 Enter the password, and tap [OK].
- 3 Select [Maintenance] - [Timer Setting] - [Weekly Timer Settings].

- 4 Set [Use Weekly Timer] to ON, and select [ErP Auto Power OFF] or [Sleep] in [Power Save Mode Setting].
 - Select [ErP Auto Power OFF] when there is no need to receive a job in the power save mode and you wish to cut off power consumption whenever you can.
 - Select [Sleep] if you need to receive a job even in the power save mode.



- 5 In [Work Time Setting], select a day of the week you want to set the weekly timer to, and enter the ON and OFF times.
- 6 To specify the timer date by date, select the year and month in [Date Setting] - [Setting], and select the date in the calendar. Then, tap [OK].
- 7 To switch to the power save mode temporarily, such as during a lunch break, set [Use Power Save] to ON.
- 8 Enter the time period to switch to the power save mode.
- 9 When using the weekly timer to restrict the use of this machine in the power save mode with a password, set [Use Overtime Password] to ON.
- 10 Enter the password, and tap [OK].

3.7.5. Q5. What action should be taken if the administrator password is lost?

A5. For details on the administrator password, contact your service representative.



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