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Operation Guide

TASKalfa Pro 15000c
TASKalfa Pro 15000c/B

2026.08
2TJKDEN017



Preface

Thank you for purchasing this machine.

This Operation Guide is intended to help you operate the machine correctly, perform routine maintenance, and take simple troubleshooting measures as needed so that the machine can always be used in the optimum condition.

Please read this Operation Guide before using the machine.

This operation guide includes explanations for the TASKalfa Pro 15000c Pro 15050c(hereinafter referred to as the color model) and TASKalfa Pro 15000c/BPro 15050c/B (hereinafter referred to as the monochrome model).

Notes on the Monochrome Model

The Monochrome model has the following notes.

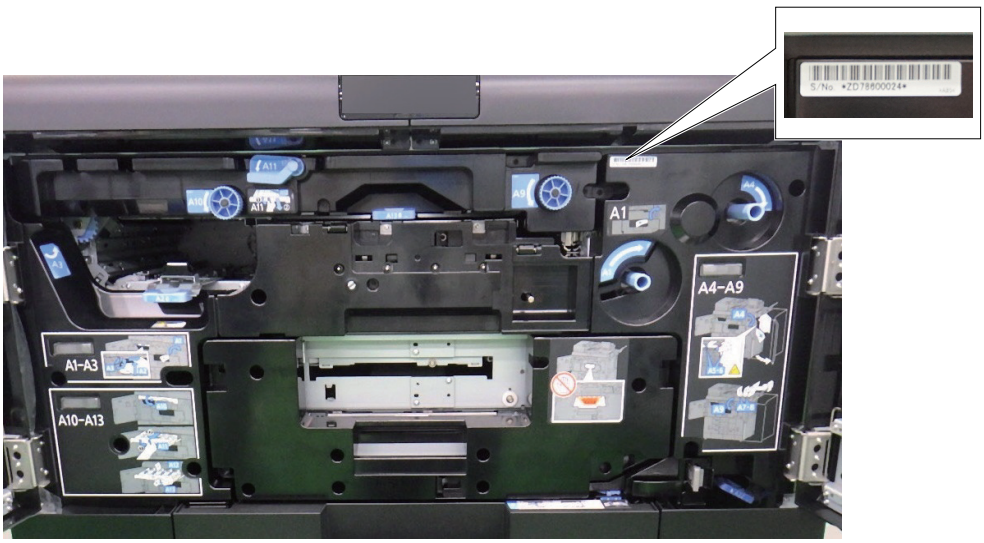
- The screen display is the same as the color model. Various settings can also be selected, but actions other than Black will not be executed.
- The remaining ink level is the same as the color model. Colors other than Black are displayed at 0%.
- The printer driver and Fiery controller are set to [Full color] by default. Make sure to set it to [Black] ([Grayscale] for Fiery controllers) after installation.
- When copying or printing with a monochrome model, select [Grayscale] or [Black & White].
- The image adjustment procedure is the same as for the color model, but color adjustments such as color drift cannot be performed. When correcting defective nozzles, only black chart is printed.
- All billing counters are counted in monochrome regardless of color or monochrome settings.

We recommend the use of our genuine ink containers, which have passed rigorous quality control testing, to maintain quality.

We will not be liable for any damages caused by the use of third party supplies in this machine.

Checking the Equipment's Serial Number

The equipment's serial number is printed in the location shown in the figure when opening the front cover.



You'll need the equipment's serial number when contacting your Service Representative. Please check the number before contacting your Service Representative.

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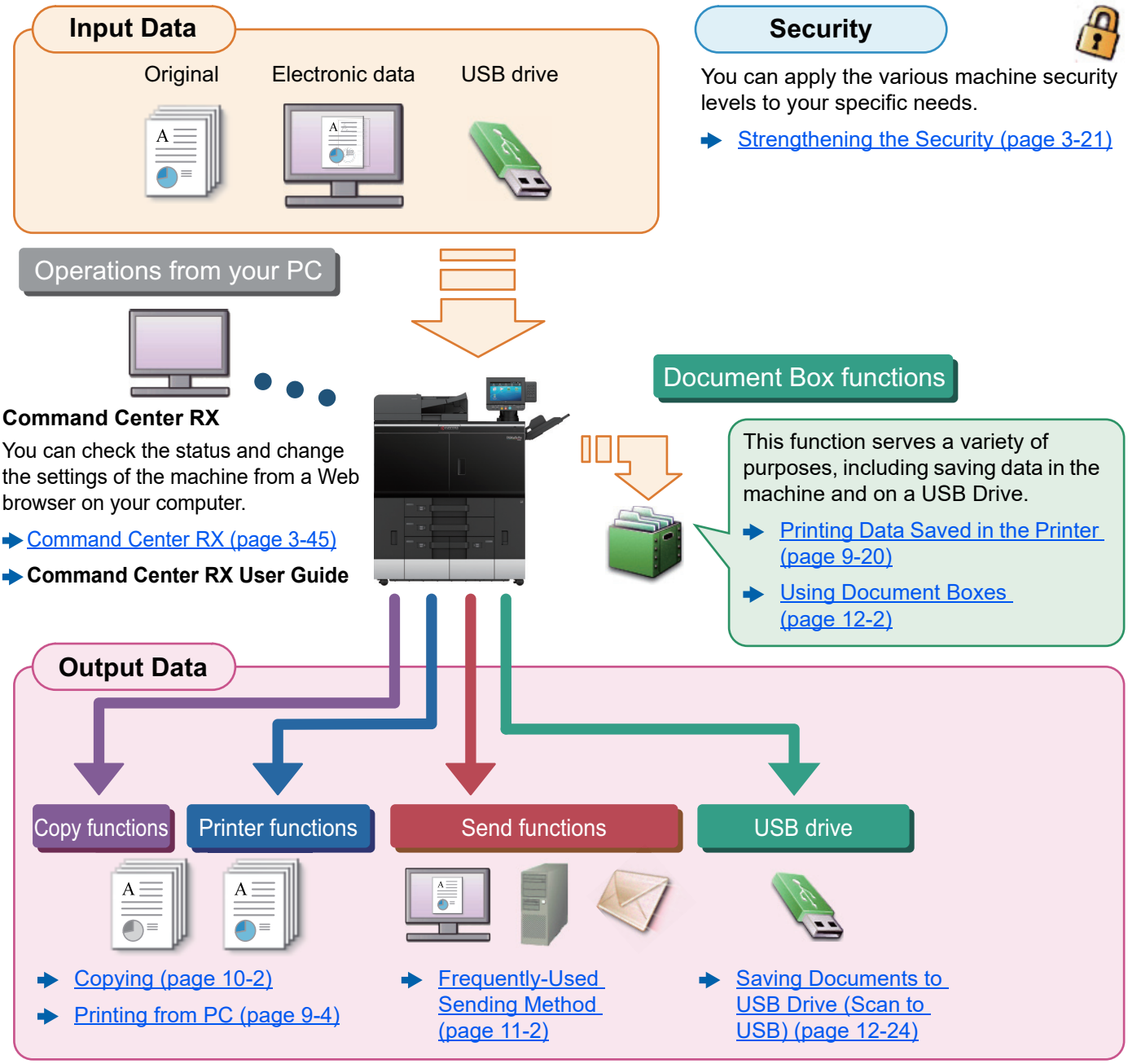
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Overview



NOTE

- Before using the machine, be sure to read the following:
  - Legal and Safety Information (page 1-1)
- To prepare the device for use, including setting up cable connections and installing software.
  - Machine Overview (page 2-1)
- To learn how to load paper, refer to the following:
  - Using Paper Catalog (page 5-1)
- To learn how to set up shared folders, and add addresses to the address book, refer to the following:
  - Installing and Setting up the Machine (page 3-1)

Color and Image Quality Functions

The machine is equipped with various color and image quality functions. You can adjust the scanned image as desired.

Basic Color Modes

The basic color modes are as follows. For monochrome model, select [**Black and White**].

Color mode	Description	Reference image		Reference page
		Before	After	
Auto Color	Automatically recognizes whether a document being scanned is color or black & white.			page 13-11
Full Color	Scans a document in full color.			page 13-11
Grayscale	Scans a document in grayscale.			page 13-11
Black & White	Scans a document in black & white.			page 13-11
Single Color	Prints in any desired color.			page 13-11

IMPORTANT

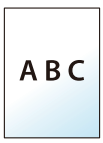
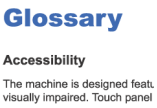
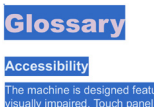
When copying documents or when printing from Document Box with a monochrome model, select [Black & White] .

For details, refer to the following:

Color Selection (page 13-11)

Adjusting Image Quality and Color

When copying, sending, and storing the scanned image, to adjust the image quality or color of an image, use the following functions.

I want to...	Sample image		Function	Page
	Before	After		
Adjust the color precisely.				
Adjust the density.			Density	page 13-10
Change the image by individually adjusting each of the six colors: red, blue, green, cyan, magenta, and yellow. **Example: Changing red tones close to yellow to yellow, and cyan tones close to blue to blue**			Hue adjustment	page 13-13
Adjust the saturation.			Saturation	page 13-16
Adjust the image quality precisely				
Emphasize or blur the image outline. **Example: Emphasize the image outlines**			Sharpness	page 13-15
Adjust the difference between dark and light parts of the image.			Contrast	page 13-15
Darken or lighten the background (the area with no texts or images) of a document. **Example: Lightening the background**			Background Density	page 13-16
Prevent bleed-through in 2-sided originals.			Prevent Bleed-through	page 13-17
Adjust the scanned image				
Decrease the file size and produce the characters clearly.			File format [High Comp. PDF]	page 13-50
Convert a paper document to PDF with searchable text.			File format [PDF] or [High Comp. PDF] with [OCR]	page 13-51

Guides Provided with the Machine

The following guides are provided with the machine. Refer to each guide as needed.

The contents of the guides are subject to change without notice for the purpose of improvement of machine performance.

Printed Guides

For safe use of the machine	**Safety Guide** Provides safety and cautionary information for installation environment and use of the machine. Be sure to read this guide before using the machine. **Safety Guide (TASKalfa Pro15000c/TASKalfa Pro15000cBPro 15050c/B)** Indicates the space required for machine installation, and describes the cautionary labels and other safety information. Be sure to read this guide before using the machine.

Electronic Guides (PDF) on the DVD image file (Product Library)

Use the machine thoughtfully	**Operation Guide (This Guide)** Explains how to load paper and perform copy, print and scan operations, and indicates default settings and other information.
Use the ID card	**Card Authentication Kit (B) Operation Guide** Explains how to perform authentication using the ID card.
Strengthen security	**Data Security Kit (E) Operation Guide** Explains how to introduce and use the Data Security kit (E), and how to overwrite and encrypt data.
Easily register machine information and configure settings	**Command Center RX User Guide** Explains how to access the machine from a Web browser on your computer to check and change settings.
Print data from a computer	**Printer Driver User Guide** Explains how to install the printer driver and use the printer function.

Install the following versions of Adobe Reader to view the electronic guides.

Version 8.0 or later

About the Operation Guide (this Guide)

Structure of the guide

The Operation Guide contains the following chapters.

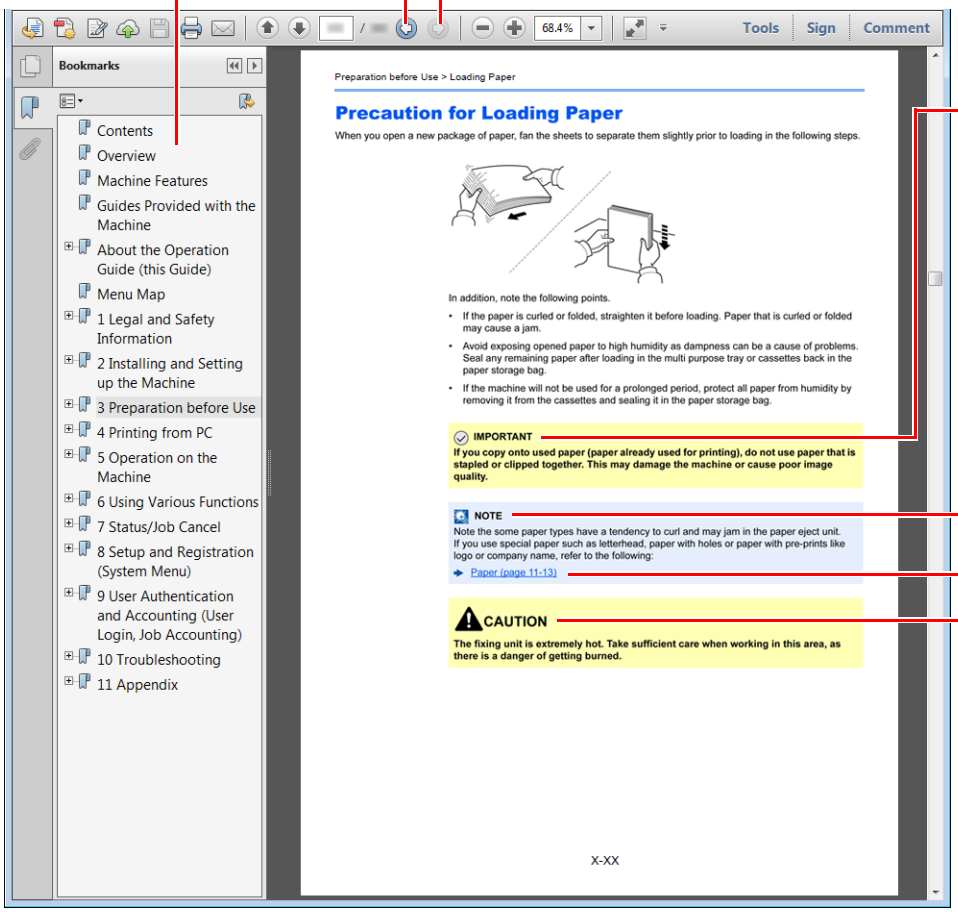
Chapter		Contents
1	**Legal and Safety Information**	Provides precautions regarding use of the machine and trademark information.
2	**Machine Overview**	Indicates the name of each part and provides an overview of optional functions.
3	**Installing and Setting up the Machine**	Explains the procedures for installing and setting up the machine, including connecting devices and installing software.
4	**Basic Operation**	Explains the basic procedures for using the machine, including how to use the operation panel, log in and log out, and use addresses.
5	**Using Paper Catalog**	Explains the steps for getting ready to print, from loading paper to selecting settings.and printing.
6	**Using Custom Paper**	Explains how to configure settings for paper not registered in Paper Catalog.
7	**Paper Handling**	Indicates cautionary points for loading and storing paper, and the procedures for loading paper in each paper source.
8	**Finishing Paper**	Explains how to eject paper from the main unit and options, and indicates cautionary points.
9	**Printing from PC**	Explains functions that are available when the machine is used as a printer.
10	**Copying**	Explains the basic steps for using the copy function.
11	**Scanning**	Explains the basic steps for using the scan (send) function.
12	**Box Function**	Explains the basic steps for using document boxes.
13	**Using Various Functions**	Explains convenient functions that are available on the machine.
14	**Managing Job/Supplies/ Device**	Explains how to check the status of a job and the job history, and how to cancel jobs being printed or waiting to print. Also explains how to check how much ink and paper remain, and how to check device statuses.
15	**Setting up from System Menu**	Explains System Menu and how it relates to the operation of the machine.
16	**User Authentication and Job Accounting**	Explains job accounting.
17	**Maintenance**	Explains routine maintenance and how to replace ink containers and other consumable items.
18	**Adjustment/Maintenance Menu**	Explains how to correct color drift, white lines, and other problems using the adjustment/maintenance menu.
19	**Troubleshooting**	Explains what to do when an error is displayed, a paper jam occurs, or another problem occurs.
20	**Appendix**	Explains how to use extended functions and optional functions, and describes the specifications of the machine.

Conventions Used in This Guide

Adobe Reader XI is used as an example in the explanations below.

Click an item in the Table of Contents to jump to the corresponding page.

Click to move from the current page to the previously displayed page. This is convenient when you want to return to the page from which you jumped to the current page.



IMPORTANT

Indicates operational requirements and restrictions to operate the machine correctly, and avoid damage to the machine or property.

NOTE

Indicates supplemental explanations and reference information for operations.

Refer to

Click the underlined text to jump to the corresponding page.

CAUTION

Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

NOTE

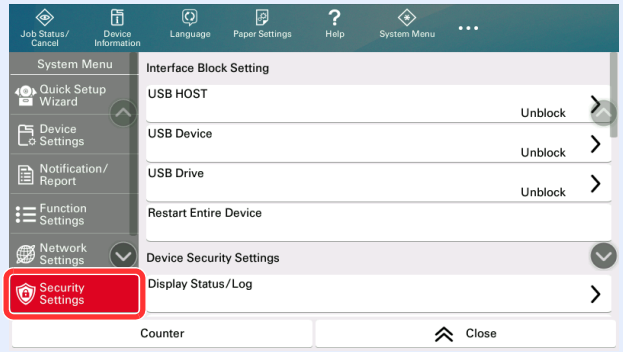
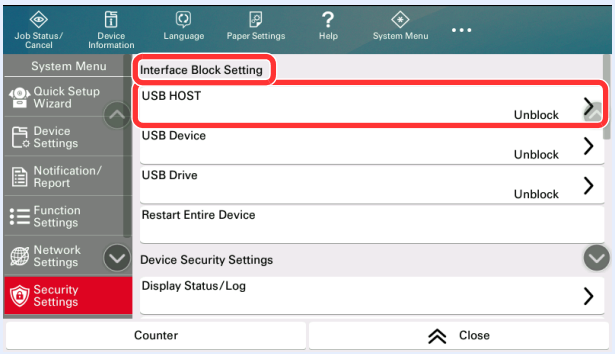
The items that appear in Adobe Reader vary depending on how it is used. If the Table of Contents or tools do not appear, refer to Adobe Reader Help.

Certain items are indicated in this guide by the conventions described below.

Convention	Description
[**Bold**]	Indicates keys and buttons.
"Regular"	Indicates a message or setting.

Conventions Used in Procedures for Operating the Machine

In this Operation Guide, continuous operation of the keys on the touch panel is as follows:

Actual procedure	Procedure indicated in this guide
Select the [**System Menu/Counter**] key. ▼ Select [**Device Settings**]. ▼ Move the screen downwards (i.e. swiping) ▼ Select [**Sound**].	[**System Menu/Counter**] key > [**Device Settings**] > [**Sound**]
Select [**Security Settings**].  ▼ Select [**USB HOST**] of "Interface Block Setting".  	[**Security Settings**] > "Interface Block Setting" [**USB HOST**]

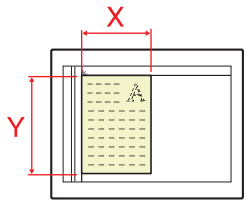
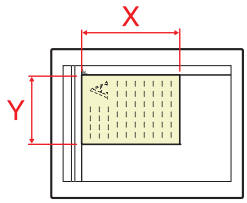
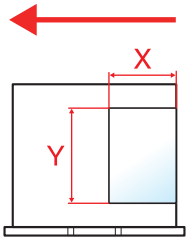
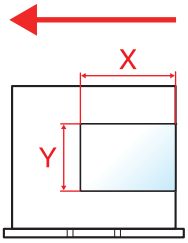
Size and Orientation of Originals and Paper

Original sizes and paper sizes such as A4, B5, and Letter can be used in both the horizontal and vertical orientations. To distinguish the orientations when these sizes are used, we use the following icons.

Short Edge Feed (): Short Edge Feed means that the short edges of the paper are positioned perpendicular to the direction in which the paper is fed.

Long Edge Feed (): Long Edge Feed means that the long edges of the paper are positioned perpendicular to the direction in which the paper is fed. We omit long edge feed icon display in this Operation Guide except for some cases.

The following icons are used to indicate original and paper placement orientations on the touch panel.

Orientation		Setting Position (X=Length, Y=Width)	Icons on the touch panel	Indicated size in this Guide*1
Vertical orientation	Original	 Original	 Original	A4, B5, Letter .etc
Horizontal orientation	Original	 Original	 Original	A4, B5, Letter .etc
Long Edge Feed	Paper	Paper Feed Direction  Paper	 Paper	A4, B5, Letter .etc
Short Edge Feed	Paper	Paper Feed Direction  Paper	 Paper	A4, B5, Letter .etc

*1 Original/paper sizes that can be used vary depending on the function and source tray. For details, refer to the following.

Specifications (page 20-16)

1 Legal and Safety Information

Please read this information before using your machine. This chapter explains the following topics.

Notice 1-2
Safety Conventions in This Guide 1-2
Environment 1-3
Operation Location 1-3
Moving the Machine 1-3
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Safety Instructions Regarding the Disconnection of Power 1-6
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Legal Restriction on Copying/Scanning 1-7
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Energy Saving Control Function 1-14
Automatic 2-Sided Print Function 1-14
Environmental benefits of "Power Management" 1-14
Energy Star (ENERGY STAR®) Program 1-14

Notice

Safety Conventions in This Guide

The sections of this guide and parts of the machine marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the machine. The symbols and their meanings are indicated below.

WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The △ symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.

... [General warning]

... [Warning of high temperature]

The ⃠ symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.

... [Warning of prohibited action]

... [Disassembly prohibited]

The ● symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.

... [Alert of required action]

... [Remove the power plug from the outlet]

... [Always connect the machine to an outlet with a ground connection]

Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing (fee required).

NOTE
An original which resembles a bank note closely may not be copied properly in some rare cases because this machine is equipped with a counterfeiting prevention function.

Environment

To use this machine, the recommended (standard) environment is as follows:

Temperature: 73.4°F (23 °C)

Humidity: 50%

Avoid the following locations when selecting a site for the machine.

- Avoid locations near a window or with exposure to direct sunlight.
- Avoid locations with vibrations.
- Avoid locations with drastic temperature fluctuations.
- Avoid locations with direct exposure to hot or cold air.
- Avoid poorly ventilated locations.

Operation Location

This equipment is not suitable for use in locations where children are likely to be present.

Moving the Machine

If you need to move the machine, consult your dealer or service technician.

Precautions for Use

Warning when handling cyan and magenta ink

WARNING

This product can expose you to chemicals including "Ethylene glycol", which is known to the State of California to cause birth defects or other reproductive harm. For more information go to www.P65Warnings.ca.gov.

Storing ink containers

CAUTION

Store ink containers in an environment of -4 to 104 °F (-20 to 40 °C). However, if you want to print immediately, the temperature of ink container should be 82.4 to 86 °F (28 to 30 °C). If the ink temperature is low, it will take time until printing can be started.

Store the machine while avoiding exposure to direct sunlight.

The outer case of ink containers is made of paper, and if deformed due to the storage environment, may become unusable.

Store ink containers horizontally in their packaging box, in accordance with the indicated top and bottom of the box.

Keep ink containers out of the reach of children.

Store in a location where dust, particles, and other foreign material will not collect on the ink supply holes.

Replacing ink containers

CAUTION

Replace ink containers in an environment of 59 to 86 °F (15 to 30 °C). However, if you want to print immediately, the temperature of ink container should be 82.4 to 86 °F (28 to 30 °C). If the ink temperature is low, it will take time until printing can be started.

Replace in a location where dust, particles, and other foreign material will not collect on the ink supply holes.

Do not remove an ink container from its bag until just before you use it. After opening the bag, install the ink container as quickly as possible.

Do not drop an ink container or otherwise subject it to intense shock.

Do not touch the ink supply holes or IC chip on an ink container. This may cause the ink container to fail to operate or print normally.

Do not shake an ink container vigorously. Ink leakage or air bubbles may occur and cause printing problems.

Cautions when handling ink containers

CAUTION

Do not forcibly open or break an ink container. The ink container may become unable to print normally.

If you need to temporarily remove an ink container, put it back as soon as possible.

Do not add ink to an ink container.

Do not use an ink container for any purpose other than printing.

Use ink containers until they reach their expiration date.

Other precautions

Return the exhausted ink container to your dealer or service representative. The collected ink container will be recycled or disposed in accordance with the relevant regulations.

If the machine will not be used for an extended period of time, remove the paper from the cassette and the Multipurpose (MP) Tray, return it to its original package and reseal it.

Safety Instructions Regarding the Disconnection of Power

Caution: The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

Attention: Le débranchement de la fiche secteur est le seul moyen de mettre l'appareil hors tension. Les interrupteurs sur l'appareil ne sont que des interrupteurs de fonctionnement: ils ne mettent pas l'appareil hors tension.

Compliance and Conformity

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules.

These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

CAUTION — The changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This device complies with Part 15 of FCC Rules.

Operation is subject to the following two conditions; (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

The antenna(s) used for this transmitter must be installed to provide a separation distance of at least 20 cm from all persons and must not be co-located or operating in conjunction with any other transmitter.

Industry Canada ICES-003 Compliance Label: CAN ICES-3A/NMB-3A

Contain FCC ID E522TJA1082

Contain IC No. 1059B-2TJA1082

Cet appareil est conforme aux RSSs exempts de licence d’Industrie Canada. Son fonctionnement est soumis aux deux conditions suivantes: (1) ce dispositif ne peut causer des interférences, et (2) ce dispositif doit accepter toute interférence, y compris les interférences qui peuvent causer un mauvais fonctionnement de l'appareil.

* The above statements are valid only in the United States of America and Canada.

NOTE — Use shielded interface cables.

Warning — Operation of this equipment in a residential environment could cause radio interference.

Radio Tag Technology

In some countries the radio tag technology used in this equipment to identify the ink container may be subject to authorization and the use of this equipment may consequently be restricted.

Other precautions (for users in California, the United States)

Perchlorate Material - special handling may apply. See *www.dtsc.ca.gov/hazardouswaste/perchlorate*.

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- Bank note
- Securities
- Stamp
- Passport
- Certificate

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EN ISO 7779

Maschinenlärminformations-Verordnung 3. GPSGV, 06.01.2004: Der höchste Schalldruckpegel beträgt 70 dB (A) oder weniger gemäß EN ISO 7779.

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Energy Saving Control Function

The device comes equipped with a Low Power Mode where energy consumption is reduced after a certain amount of time elapses since the device was last used, as well as a Sleep where printer function remains in a waiting state but power consumption is still reduced to a minimum when there is no activity with the device within a set amount of time.

Sleep (page 3-9)

Sleep Rules (models for Europe) (page 3-9)

Automatic 2-Sided Print Function

This device includes 2-sided printing as a standard function. For example, by printing two 1-sided originals onto a single sheet of paper as a 2-sided print, it is possible to lower the amount of paper used.

Duplex (page 13-29)

Printing in duplex mode reduces paper consumption and contributes to the conservation of forest resources. Duplex mode also reduces the amount of paper that must be purchased, and thereby reduces cost. It is recommended that machines capable of duplex printing be set to use duplex mode by default.

Environmental benefits of "Power Management"

To reduce power consumption when idle, this machine is equipped with a power management function that automatically activates energy-saving mode when the machine is idle for a certain period of time.
Although it takes the machine a slight amount of time to return to READY mode when in energy-saving mode, a significant reduction in energy consumption is possible. It is recommended that the machine be used with the activation time for energy-saving mode set to the default setting.

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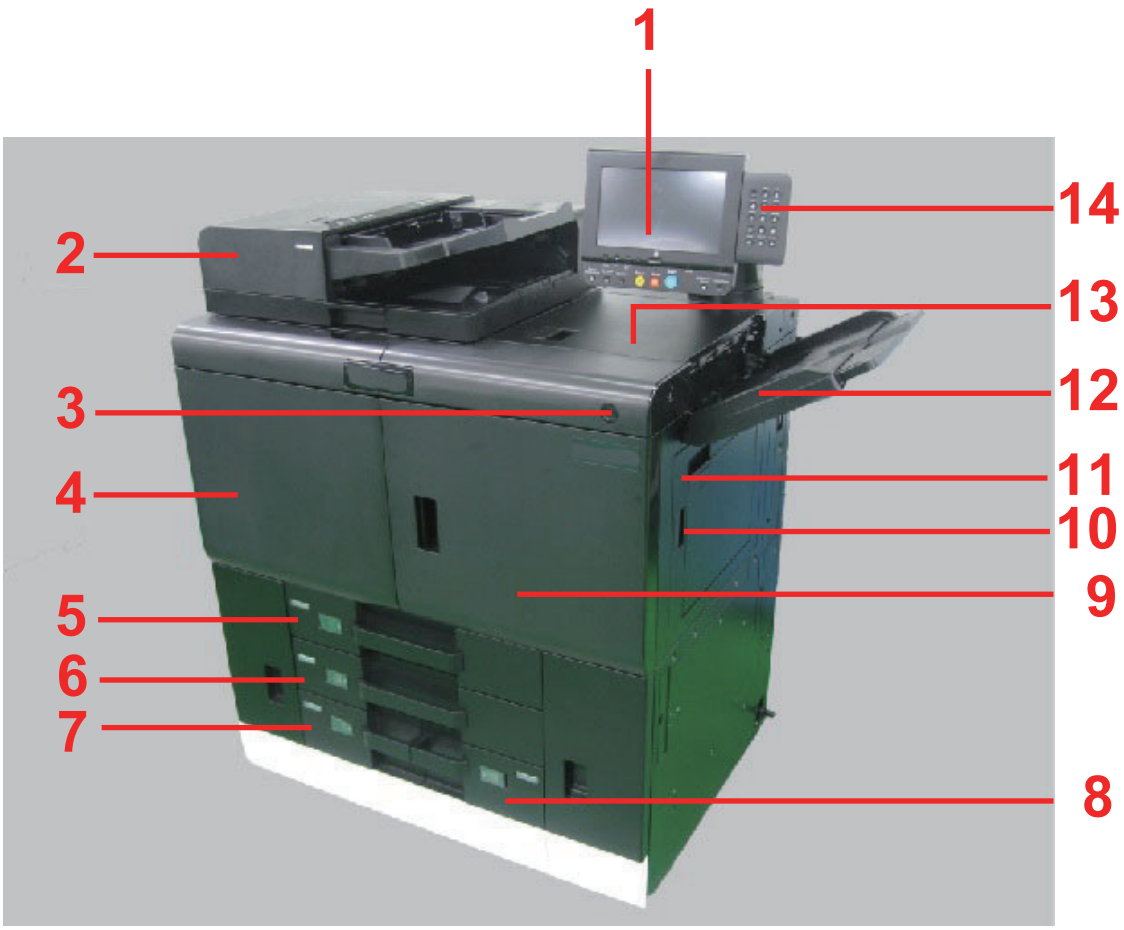
2 Machine Overview

This chapter explains the name and function of each part and an overview of the machine.

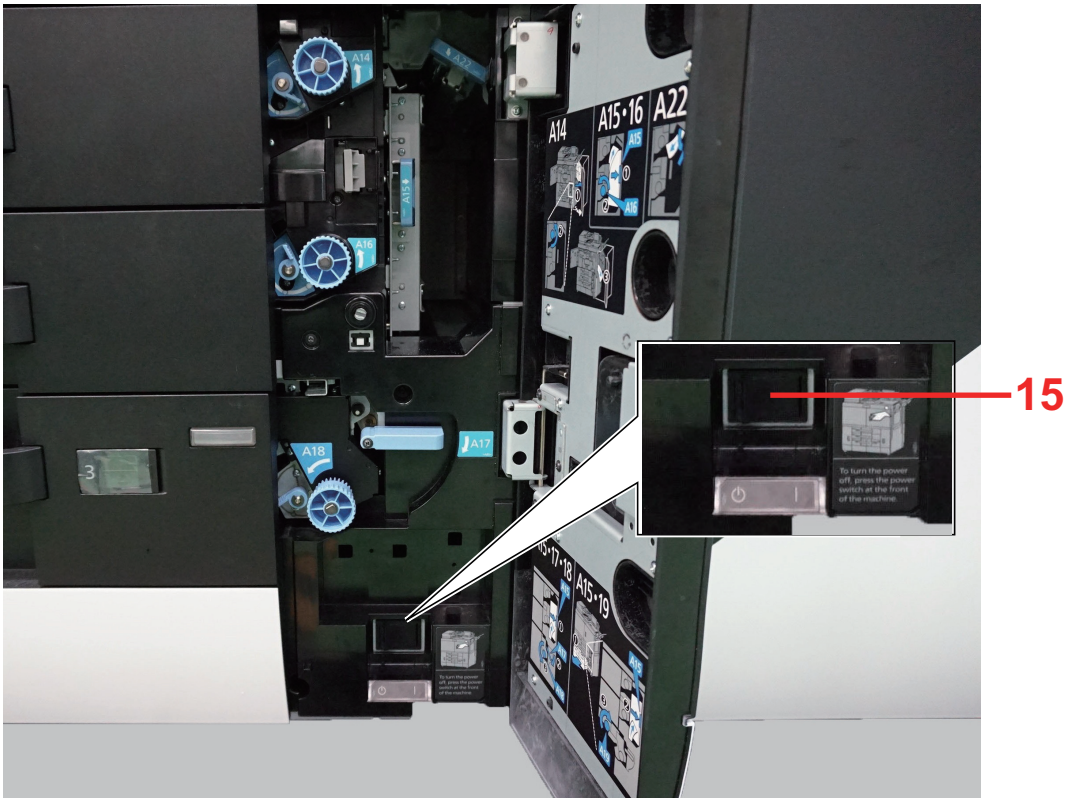
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Status Indicator Light <SL-9100> 2-33

Part Names

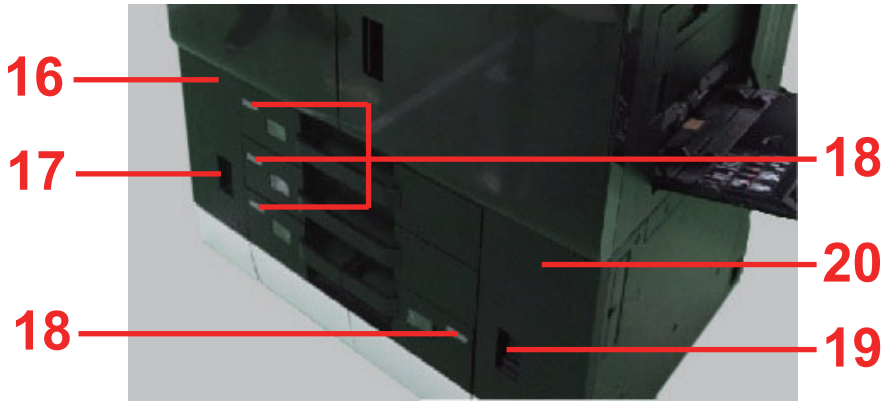
Machine Exterior



1 Operation Panel
2 Document Processor
3 Power Switch
4 Front Cover 1
5 Cassette 1
6 Cassette 2
7 Cassette 4
8 Cassette 3
9 Front Cover 2
10 Right Cover Lever
11 Right Cover
12 Right Tray
13 Top Cover
14 Numeric keypad



15 Main Power Switch



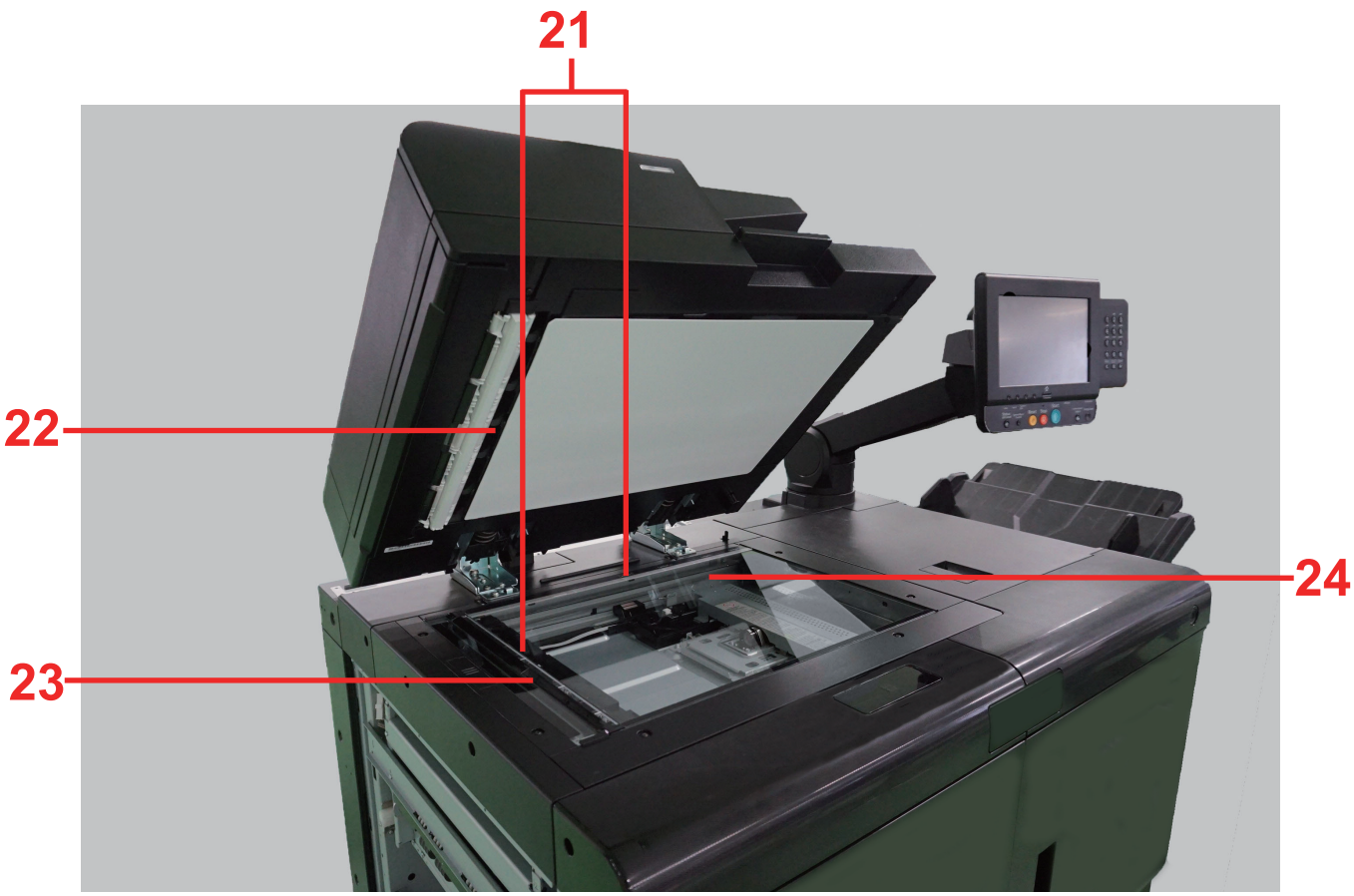
16 Front Cover 3

17 Handle for Front Cover 3

18 Cassette Status Indicator Light

19 Handle for Front Cover 4

20 Front Cover 4

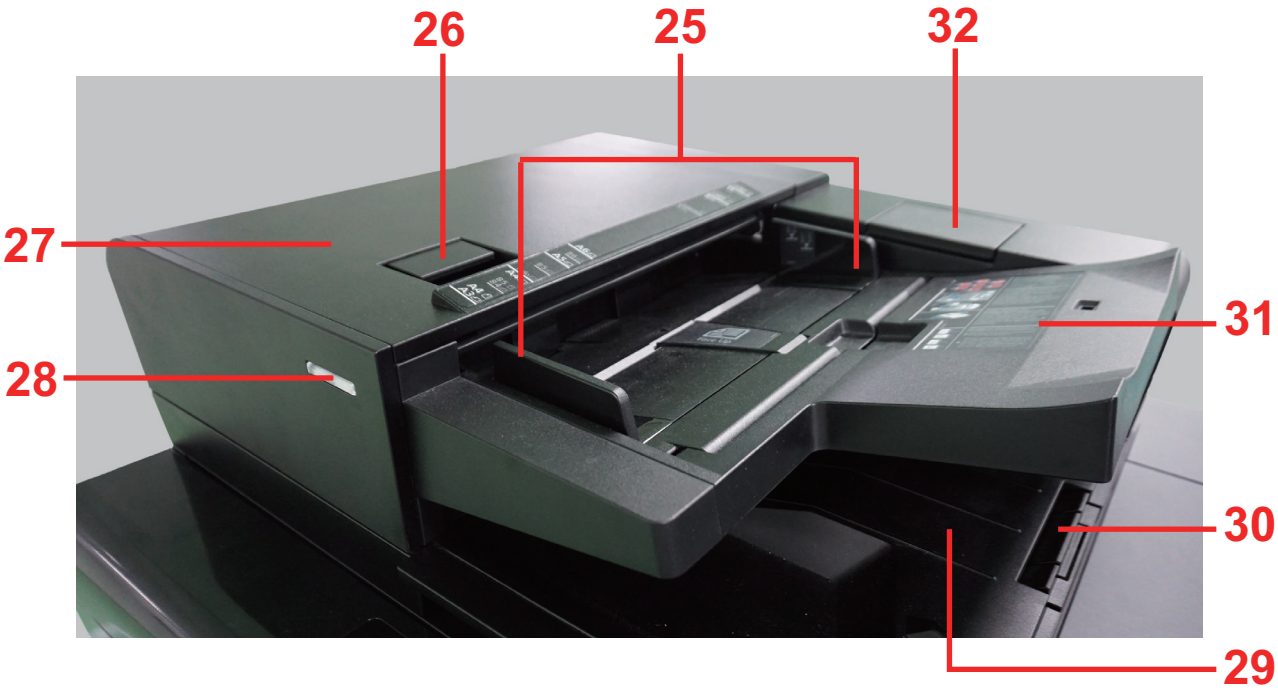


21 Original Size Indicator Plates

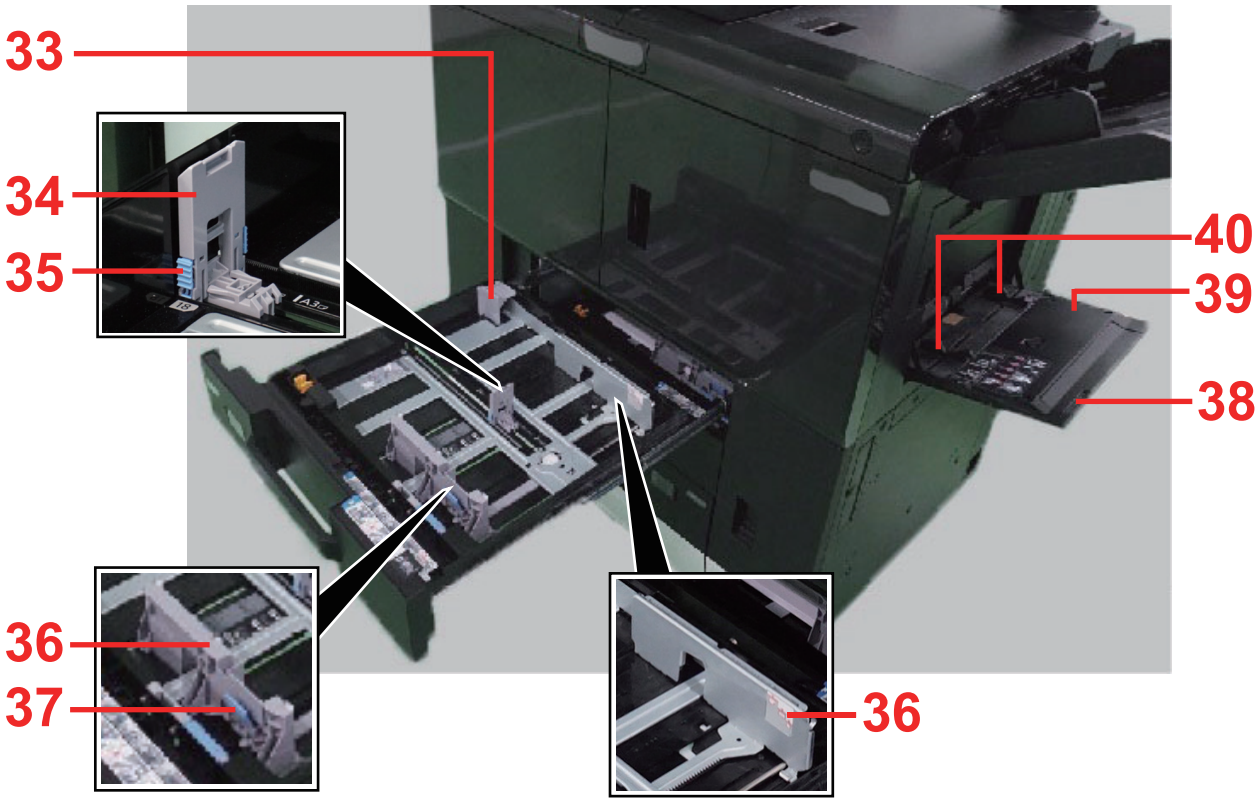
22 Reading Guide

23 Slit Glass

24 Glass Platen



25 Original Width Guides
26 Cover open/close lever
27 Document Processor Cover
28 Original Loaded Indicator
29 Original Eject Table
30 Original Stopper
31 Original Table
32 Cleaning cloth pocket



33 Auxiliary Guide

34 Paper Length Guide

35 Paper Length Adjusting Tab

36 Paper Width Guide

37 Paper Width Adjusting Tab

38 Support Tray Section of the Multi Purpose Tray

39 Multipurpose Tray

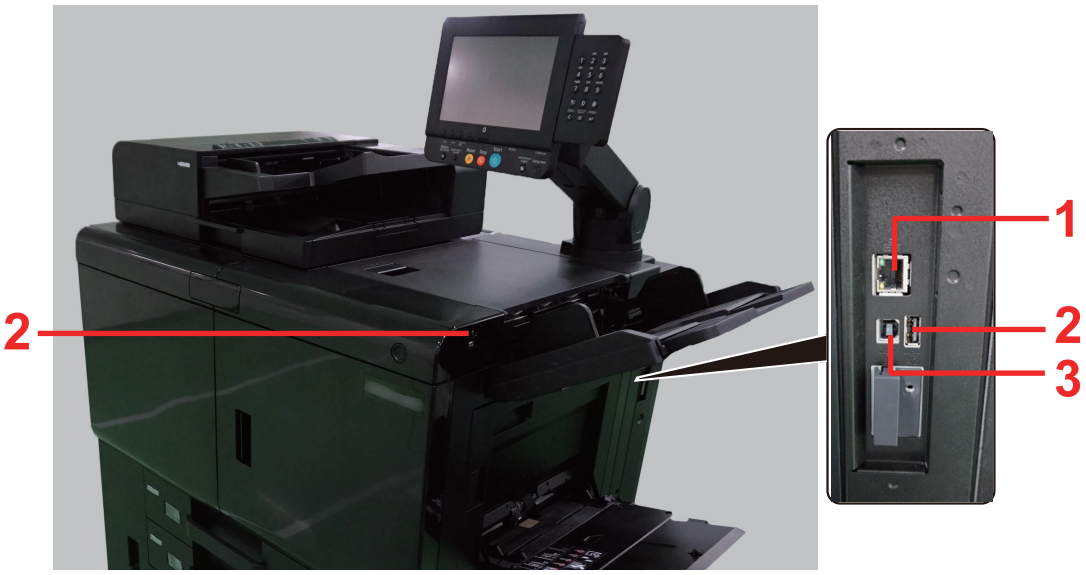
40 Paper Width Guide

Machine Interior



1 Ink Container (Yellow)
2 Ink Container (Black)
3 Ink Container (Cyan)
4 Ink Container (Magenta)

Connectors

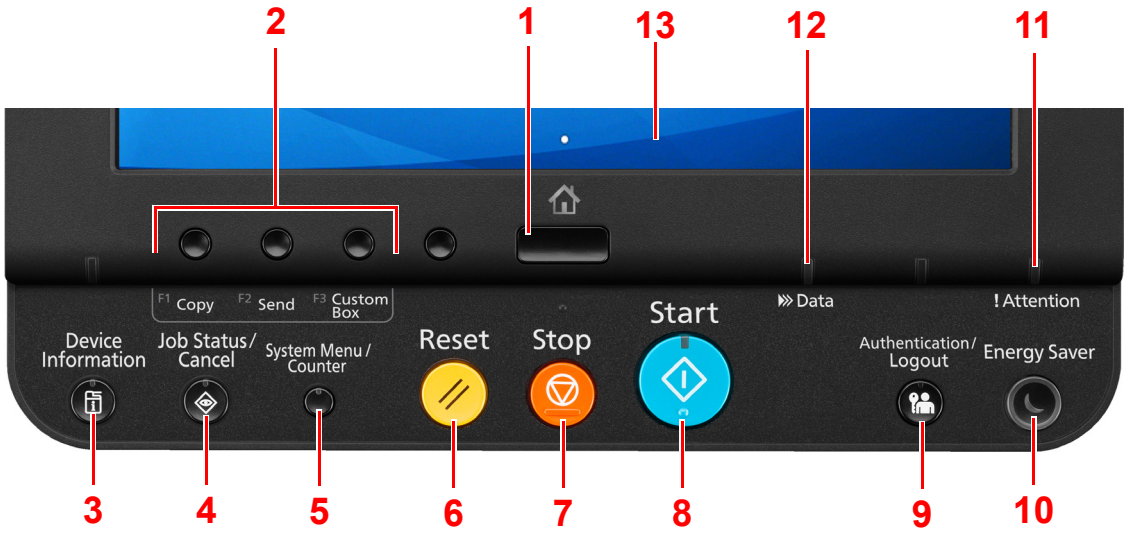


1 Network Interface Connector

2 USB Port

3 USB Interface Connector

Operation Panel Keys



1 [**Home**](⌂) key: Displays the Home screen.

2 Function Key: These keys enable various functions and extended functions, including copy and scan, to be registered.

➡ Assigning Functions to Function Keys (page 13-59)

3 [**Device Information**] key: Displays the Device Information screen.

4 [**Job Status/Cancel**] key: Displays the Job Status/Cancel screen.

5 [**System Menu/Counter**] key: Displays the System Menu screen.

6 [**Reset**] key: Returns settings to their default states.

7 [**Stop**] key: Cancels the job in progress.

8 [**Start**] key: Starts copying and scanning operations and processing for setting operations.

9 [**Authentication/Logout**] key: Authenticates user switching, and exits the operation for the current user (i.e. log out).

10 [**Energy Saver**] key: Puts the machine into Sleep Mode. Recovers from Sleep if in Sleep Mode.

11 [**Attention**] indicator: Lights or blinks when an error occurs and a job is stopped.

12 [**Data**] indicator: Blinks while printing or sending/receiving.

13 Touch Panel: Displays icons for configuring machine settings.

Basic Operation of the Touch Panel

This section explains the basic operation of the touch panel.

Tapping

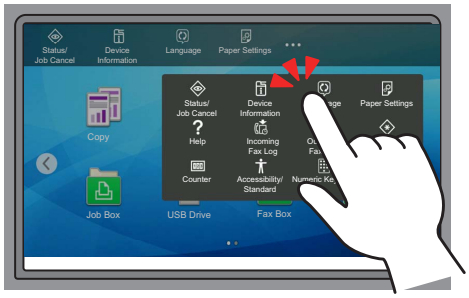
This is the operation used to select an icon or key.

Gently press the icon or key once that you want to select. In this document, the tap operation is expressed as "select."



Popover

Tap the icons and keys to display detailed information on the icons and menus. A popover displays information and menus without switching between screens.



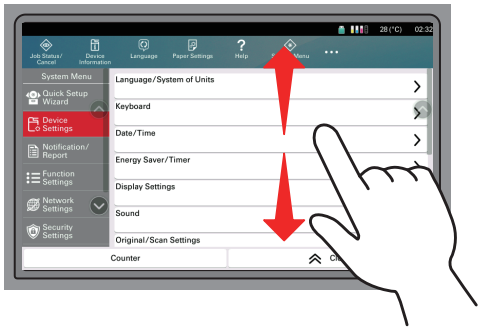
Swiping

This is the operation used to switch between screens and to display items that are not displayed in the list.

Move in one direction as if tracing on the screen.

Example: System Menu Screen

Move the screen up and down.

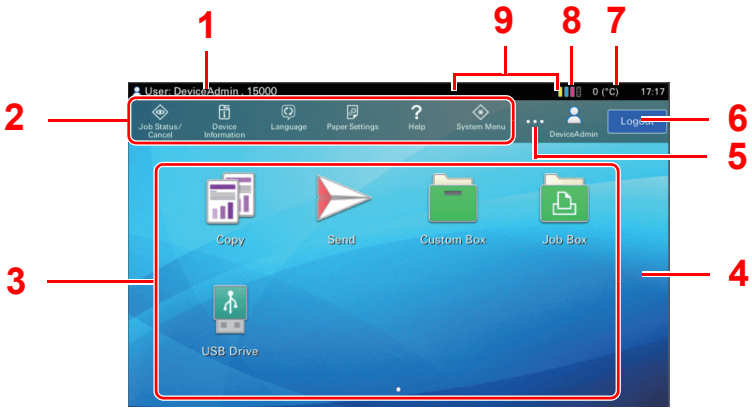


Home Screen of the Touch Panel

This screen is displayed by selecting the [**Home**](⌂) key on the operation panel. Touching an icon will display the corresponding screen.

You can change the icons to display on the Home screen as well as its background.

Editing the Home Screen (page 2-12)



* The appearance may differ from your actual screen, depending on your configuration and option settings.

No.	Item	Description
1	Status Area	Displays the messages and status icons for the current status.
2	Taskbar	Displays task icons. If an error occurs, the icon will show "!". Once the error clears, the display will return to normal.
3	Desktop	Displays the extended function icons. Icons that are not displayed on the first page will appear by changing the page.
4	Screen-switching keys	Use these buttons to switch between desktop pages. **NOTE** It is also possible to use swiping to switch between displays. Basic Operation of the Touch Panel (page 2-10)
5	[...]	Displays every task icons including the icons displayed in an taskbar area in a popover.
6	[**Login**] / [**Logout**]	Logs in or logs out when user login administration is enabled.
7	Ink temperature	Displays the temperature of the ink.
8	Remaining amount of ink	Displays the remaining amount of ink. Select this icon to display details of the remaining amount of ink in a popover.

No.	Item	Description
9	Sub status icons	Displays the icons that indicate the status of the machine. 5 icons can be displayed. Select this area to display the icon information in a popover.
	Status Icon (Security level: Low)	" " is displayed when the security level is set at [Low].
	Status Icon (Remote operation)	" " is displayed when using the remote operation.
	Status Icon (Security information)	When you activate the Data Encryption/Overwrite Function, the Security information icon will be displayed. " " is displayed while the data is overwriting. " " is displayed if remaining data is in HDD. " " is displayed if remaining data is not in HDD.
	Status Icon (USB drive)	" " is displayed when a USB drive is connected to this machine. Tapping the USB drive icon and selecting **[Remove USB]** allows you to safely remove the USB drive.

Editing the Home Screen

You can change the background of the Home screen as well as which icons are displayed.

1 Display the screen.

[**System Menu/Counter**] key > [**Function Settings**] > [**Home**]

NOTE

Displays the user authentication screen. Enter your login user name and login password, and select [**Login**].
The factory default login user name and login password are both 15000.

2 Configure the settings.

The available settings are shown below.

Item	Description
Customize Desktop	Specify the extended function icons to display on the desktop. Displays a maximum of 42 extended function icons including the installed extended functions and the functions that can be used when options are installed. Select [**Add**] to display the screen for selecting the function to display. Select [**Function Type**] to narrow down the functions by extended functions. Select the function to display and [**OK**]. Select an icon and [**Previous**] or [**Next**] to change the display position of the selected icon on the Desktop. To delete an icon from desktop, select the desired one and select [**Delete**].
Customize Taskbar	Specify the task icons to display on the taskbar. Select [**Taskbar Button 1** (to **6**)]. Select the function to display, and select [**OK**]. 6 task icons can be displayed. **NOTE** Functions that are hidden can be displayed by selecting [**...**] (popover icon) on the right end of the taskbar.
Wallpaper	Configure the wallpaper of the Home screen. **Value**: **Picture 1** to **8**

Available Functions to Display on Desktop

Function	Icon	Description	Reference page
Copy[*1]		Displays the Copy screen.	page 10-2
Send[*1]		Displays the Send screen.	page 11-2
Custom Box[*1]		Displays the Custom Box screen.	page 12-2
Job Box[*1]		Displays the Job Box screen.	page 9-20
USB Drive[*1]		Displays the USB Drive screen.	page 12-21
Internet Browser		Displays the Internet Browser screen.	page 4-18
Favorites		Calls up the registered favorite. The icon will change according to the function of the favorite.	page 13-60
Extended function Name[*2]		Displays the screen of selected extended functions.	—

*1 Selected at the time of shipment from factory.

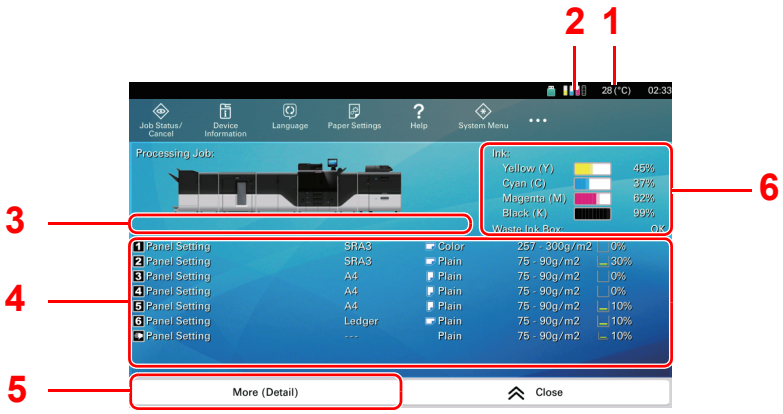
*2 The icon of the extended function appears.

Available Functions to Display on Taskbar

Function	Icon	Description	Reference page
Job Status		Displays the Status screen. If an error occurs, the icon will show "!". Once the error clears, the display will return to normal.	—
Device Information		Displays the Device Status screen. Check the system and network information, and information on the options that are used.	page 4-3
Language		Displays the Language setting screen in System Menu.	page 15-6
Paper Settings		Displays the Paper setting screen in System Menu.	page 15-12
Help		Displays the Help screen.	page 4-6
System Menu		Displays the System Menu screen.	page 15-3
Counter		Displays the Counter screen.	page 4-13
Accessibility/ Standard		Magnifies the text and icons on the screen. Select [**Accessibility/Standard**] again to return to the previous view.	page 3-44
Massage Board		Displays the Message Board screen. **NOTE** To use this function, set "Message Board" to [ON] in System Menu.	page 15-32
Numeric Keypad		Displays the numeric keypad.	page 4-6
Favorites		Displays the favorite list screen.	page 13-60

Device Information screen of the Touch Panel

This screen is displayed by selecting the [**Device Information**] key on the operation panel.

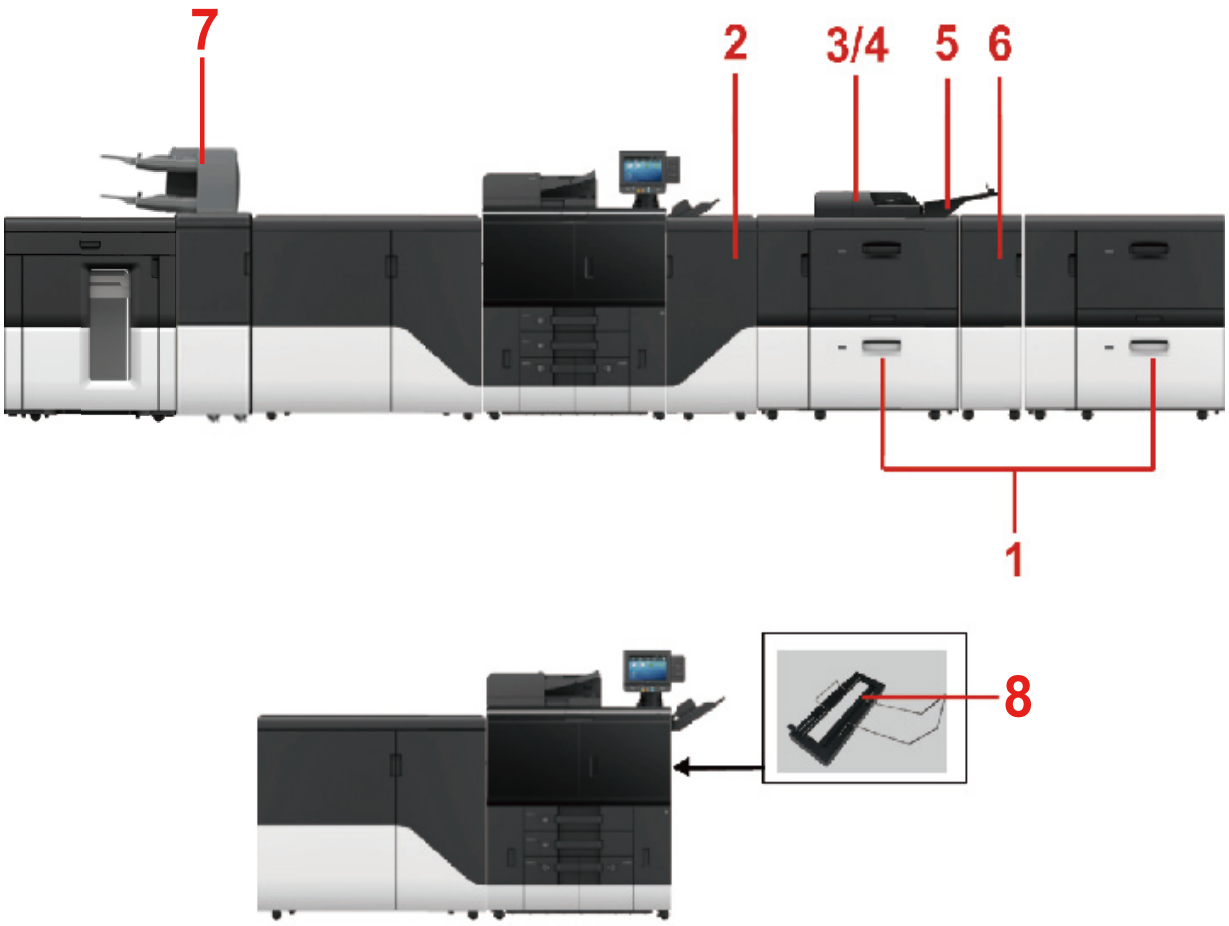


No.	Description
1	Displays the temperature of the inside of the machine.
2	Displays the status of the ink by icon.
3	Displays the print job name (file name).
4	Displays the brand, size, type, weight, and amount remaining of the paper loaded in the paper source.
5	Displays the "More (Detail)" screen.
6	Displays the usage status of ink and the waste ink box.

Overview of Optional Equipments

The following optional equipment is available for the machine.

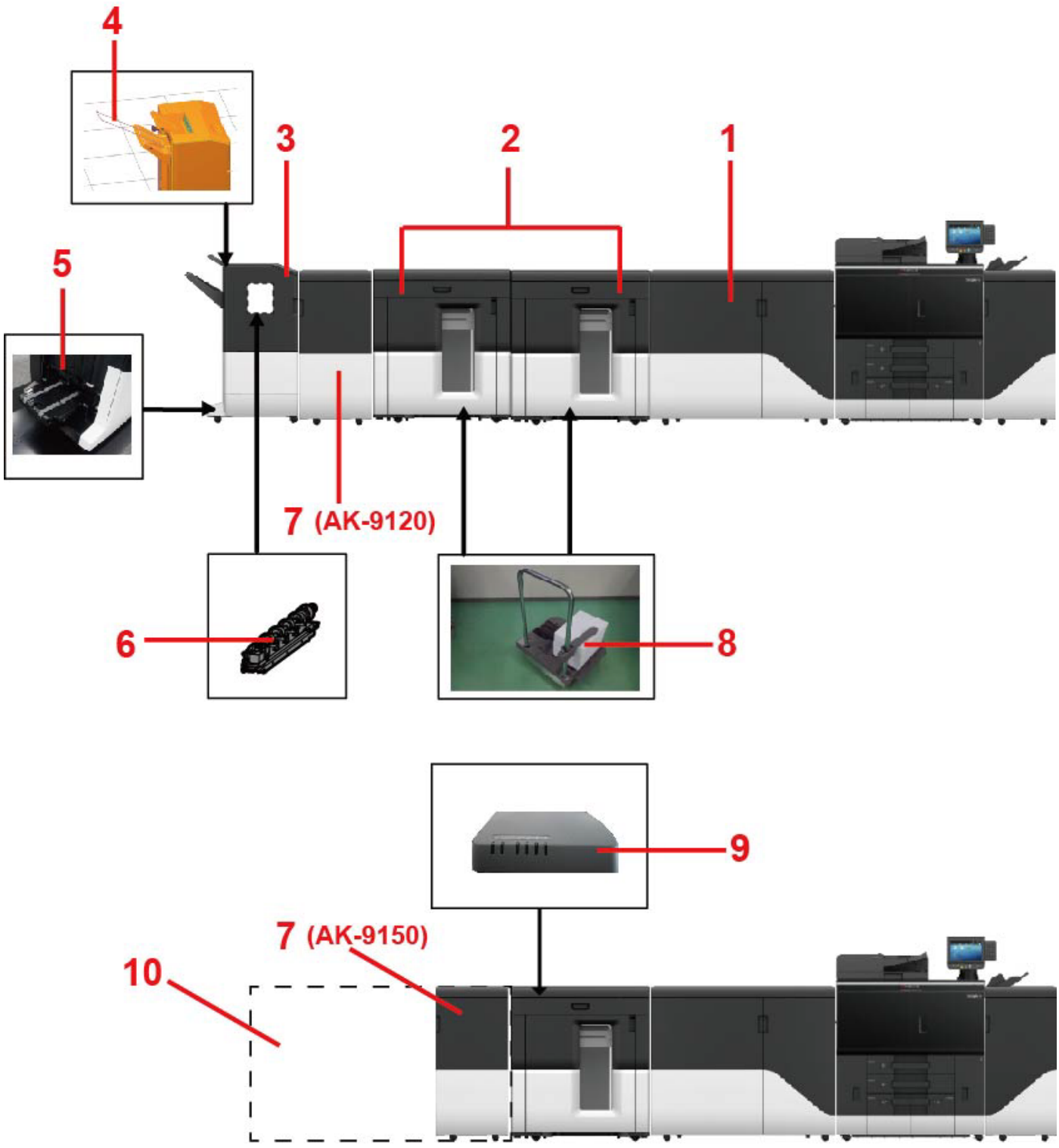
Paper Feeding Options



No.	Name	Model Number	Description
1	Paper Feeder	PF-9100 PF-9100(A)	In addition to the machine's cassettes, you can also install an optional large capacity feeder capable of holding up to 4,800 sheets of 80 g/m^2 paper. Up to two feeders can be connected.
2	Bridge Kit for Main Unit to Paper Feeder	AK-9110	Installs this kit when connecting the Main Unit with the Paper Feeder.
3	550-sheet Multipurpose Tray Kit	PF-9110	Holds up to 550 sheets of 80 g/m^2 paper. Attach the tray to the Paper Feeder.
4	550-sheet Multipurpose Tray Attachment Kit	AK-9140	Installs this kit when connecting the PF-9110 with PF-9100.
5	Banner Tray for 550-sheet Multipurpose Tray Kit	Banner Guide 11	Feeds banner paper continuously. Attach the tray to the 550-sheet Multipurpose Tray Kit.

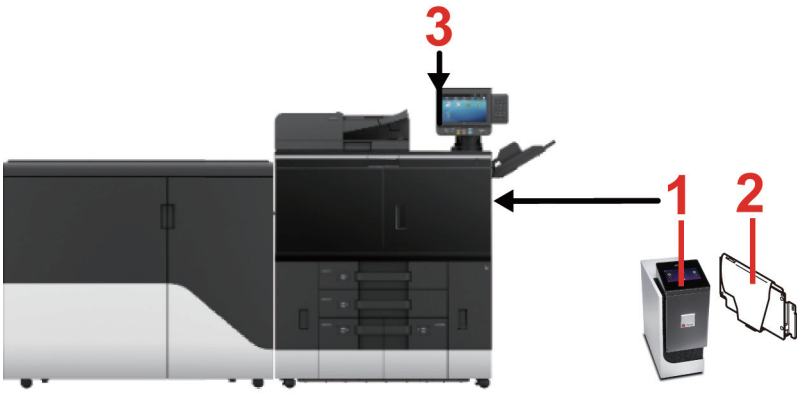
No.	Name	Model Number	Description
6	Bridge Kit for Paper Feeder	AK-9130	Installs this kit when connecting the two Paper Feeders.
7	Inserter Tray	IS-9100	Finisher extension option that allows you to add cover pages and interleaf paper. You can also attach a third-party bookbinding machine and use the coated paper cover for in-line binding. The IS-9100 is installed between the inverter and decurler Unit and the 5,000-sheet stacker. By installing the AK-9150 after the 5,000 sheet-stacker, you can connect third-party paper output options such as bookbinding machines. Multiple feed detection kit MD-9100 is also available as an option.
8	Banner Tray	Banner Guide 10	This tray enables continuous feeding of banner paper. Up to 10 sheets of banner paper can be loaded.

Paper Finishing Options



No.	Name	Model Number	Description
1	Inverter and Decurler Unit	DE-9100	Flattens curling that occurs in printed materials, enabling you to output printed materials in the optimum state. This is installed on the 4,000-sheet Finisher or 5,000-sheet Stacker.
2	5,000-sheet Stacker	ST-9100	Holds up to 5,000 sheets of paper, and sort multiple copies of output into sets and offset each set. Up to two stackers can be connected.
3	4,000-sheet Finisher	DF-9100	This is a large-capacity 4,000-sheet Finisher that can hold large print runs, and sort multiple copies of output into sets and offset each set. The sorted sets of output can be stapled or punched (when the PH-7A, PH-7C or PH-7D is installed)
4	Paper Output Tray for Banner	PT-9100	This can hold banner paper from 700.1 to 1,220 mm in length. Paper of length up to 700 mm can be output continuously. Paper of length greater than 700.1 mm can be output one sheet at a time. To use Banner Guide 10 and Banner Guide 11, install on the 4,000-sheet Finisher.
5	Folding Unit for 4,000-sheet Finisher	BF-9110	Folds printed output at the center or in tri-fold to enable the creation of simple booklets. Installs on the 4,000-sheet Finisher.
6	Hole Punch Unit for 4,000-sheet Finisher	PH-7A/PH-7C/PH-7D	Attaches to the 4,000-sheet Finisher and is used to punch holes.
7	Bridge Kit for Stacker to Finisher	AK-9120 AK-9150	This unit is an attachment to connect 5,000 sheets stacker and 4,000 sheets finisher. When connecting the third-party post-processors, it is necessary to install AK-9150.
8	Stacker Cart	Roll-Away Cart Type 5010	This is the cart in 5,000 sheets stacker.
9	Extended Option Device Connection Interface	RPIP Interface Box Type S3	By connecting this interface and setting parameters, third-party post-processors can be used
10	third-party post-processors	-	third-party post-processors There might be possibility that some of the third-party post-processors does not require the AK-9150.

Software Options



No.	Name	Model Number	Description
1	Fiery Print Server	Printing System Interface Kit 50	The Fiery Controller print functions enable a variety of printing features that are not possible on a regular machine, such as advanced color management that reproduces the true color of the image by reading each machine's color display method and characteristics at the time of printing.
2	Interface Board for Fiery Controller	Printing System 50	This board is used to connect Printing System 50 to the main unit. The board is equipped with a memory, and has a function that temporarily stores print images from Fiery Controller.
3	Data Security Kit	Data Security Kit(E)	The Data Security Kit overwrites all unnecessary data in the storage area of the hard disk so that it cannot be retrieved. The Data Security Kit encrypts data before storing it in the hard disk. It guarantees higher security because no data cannot be decoded by ordinary output or operations.
	Card Authentication Kit	Card Authentication Kit(B)	User login administration can be performed using ID cards. To do so, it is necessary to register ID card information on the previously registered local user list. For more information about how to register this information, refer to the following: ➡ Card Authentication Kit(B) Operation Guide

Other Options

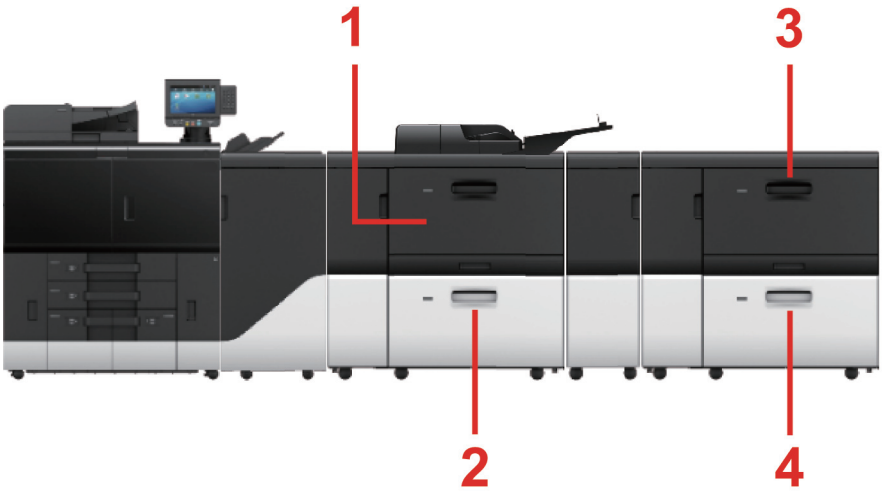


No.	Name	Model Number	Description
1	SD/SDHC Memory Card	—	An SD/SDHC memory card is useful for storing fonts, macros, and overlays.
2	Status Indicator Light	SL-9100	The status light notifies the user by flashing and alarm sound according to the machine's status. It can be connected to the machine via the USB cable.

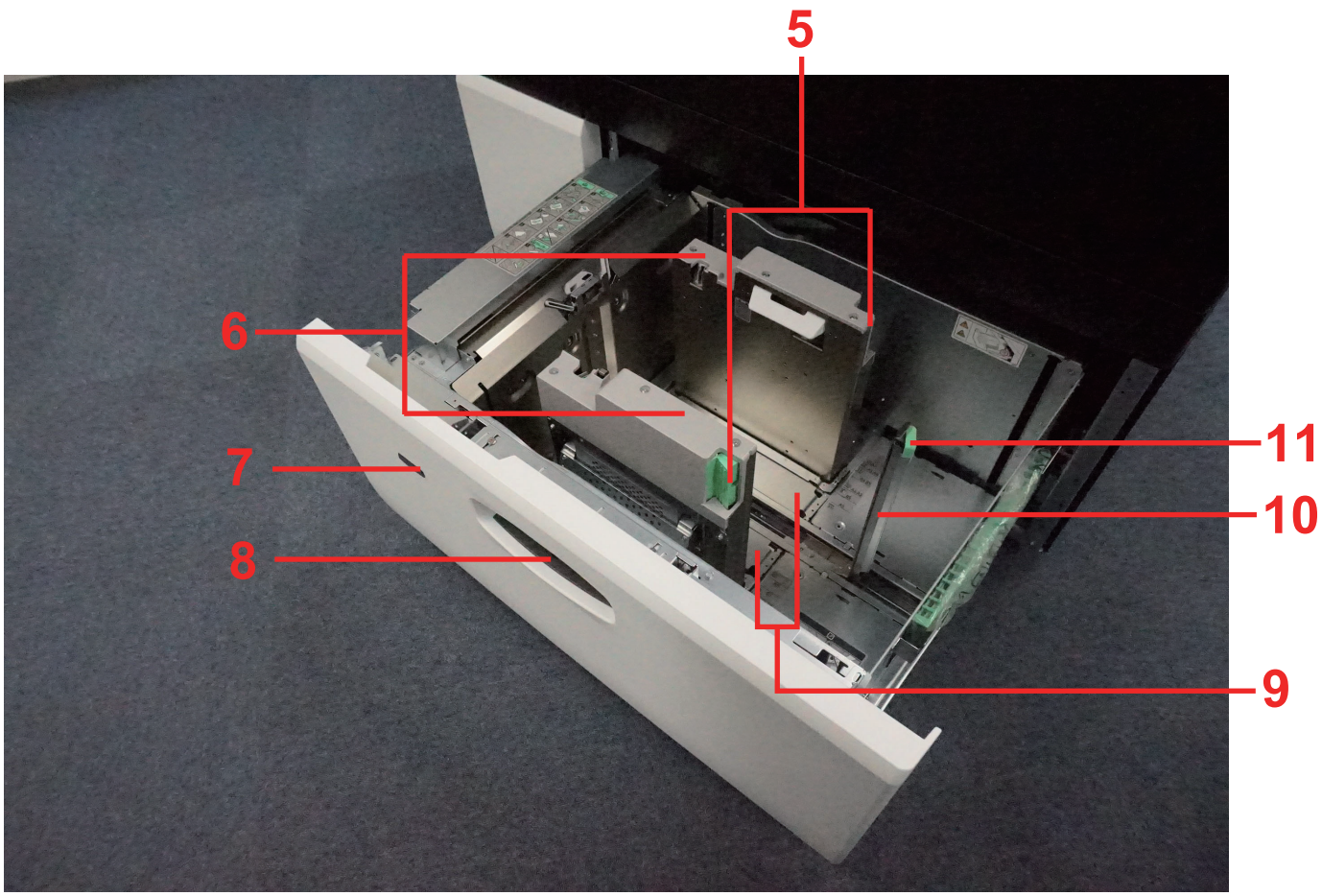
Names of Optional Equipments

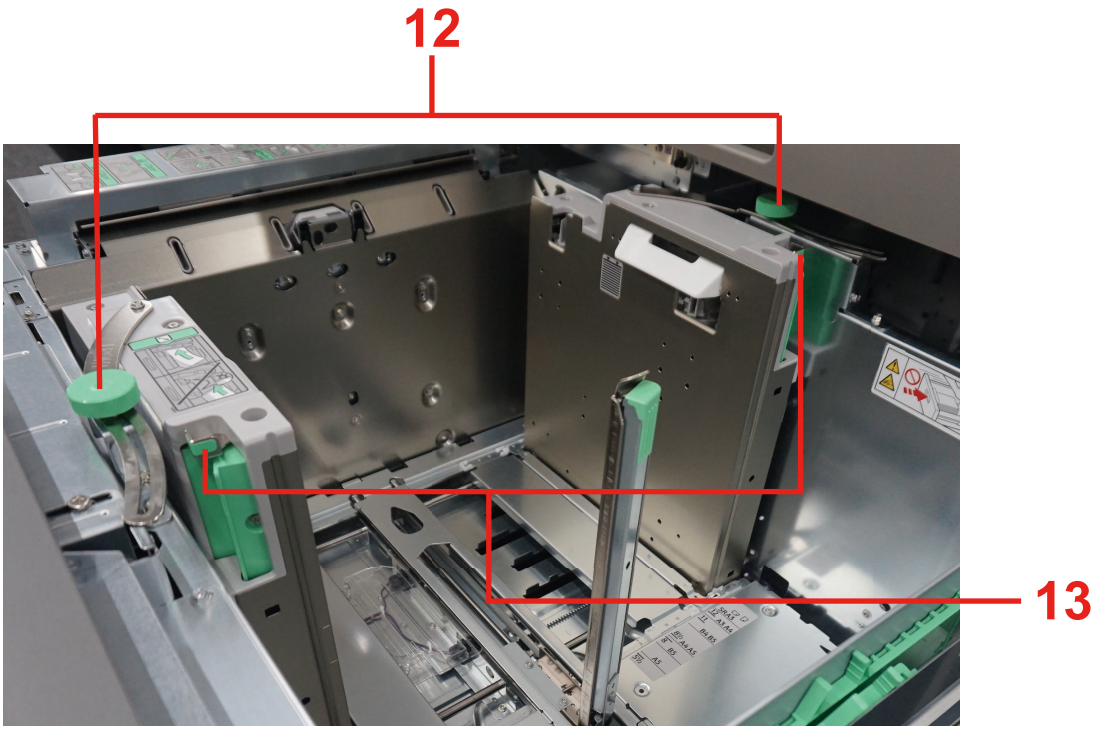
This section explains the names of each optional equipment.

Paper Feeder <PF-9100/PF-9100(A)>



1 Cassette 5
2 Cassette 6
3 Cassette 7
4 Cassette 8





5 Paper Width Adjusting Tab

6 Paper Width Guide

7 Cassette Indicator

8 Cassette Lever

9 Supporting plate

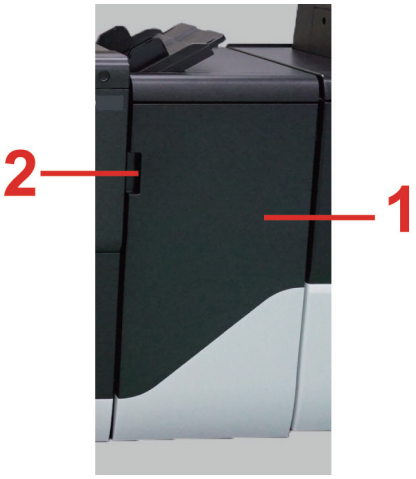
10 Paper Length Guide

11 Paper Length Guide Lock Lever

12 Paper Width Guide Arm fixing screws (Available only for PF-9100(A))

13 Paper Holder Guide Lock Levers (Available only for PF-9100(A))

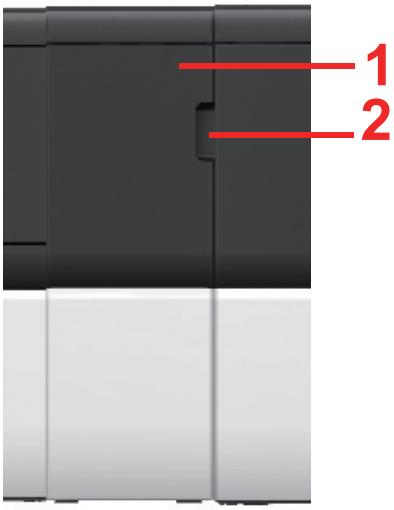
Bridge Kit for Main Unit to Paper Feeder <AK-9110>



1 Front Cover

2 Front Cover Lever

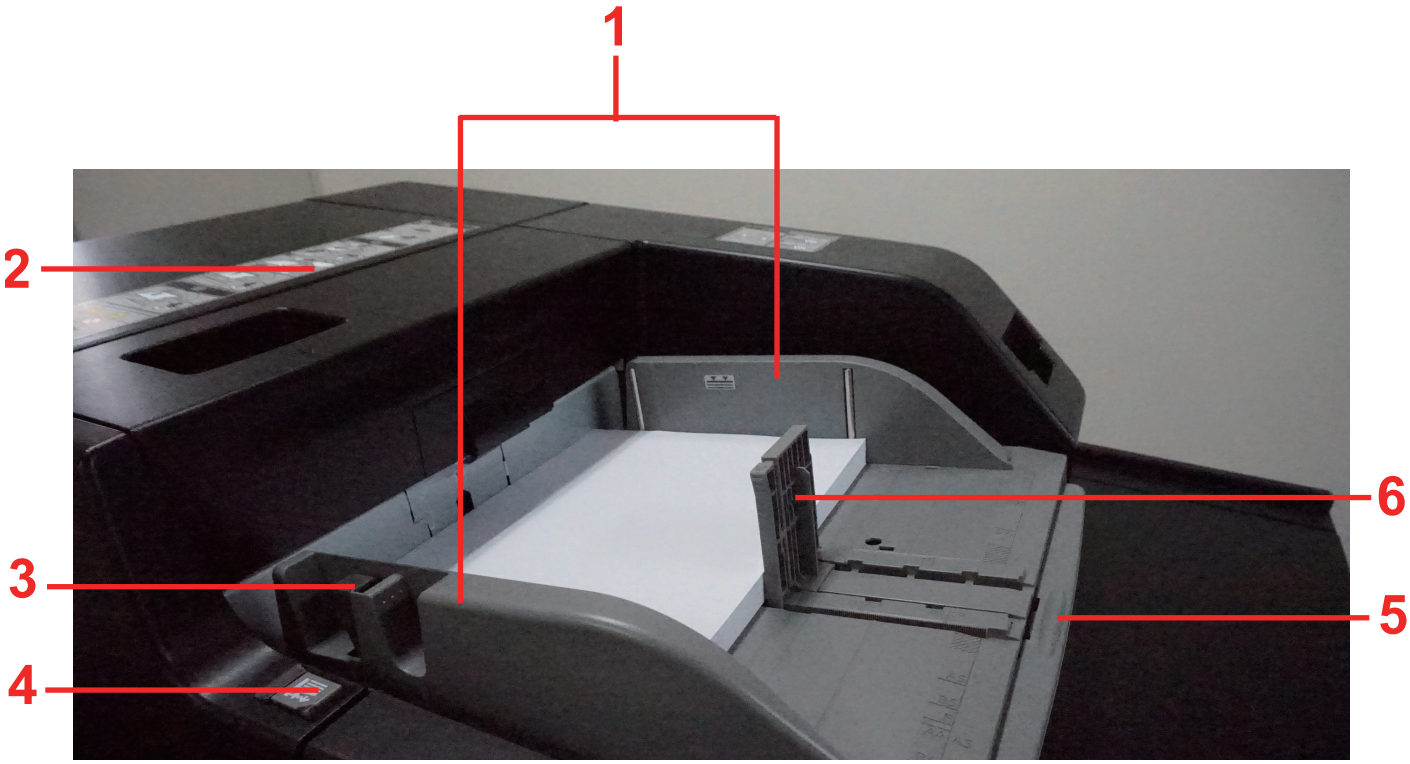
Bridge Kit for Paper Feeder <AK-9130>



1 Front Cover

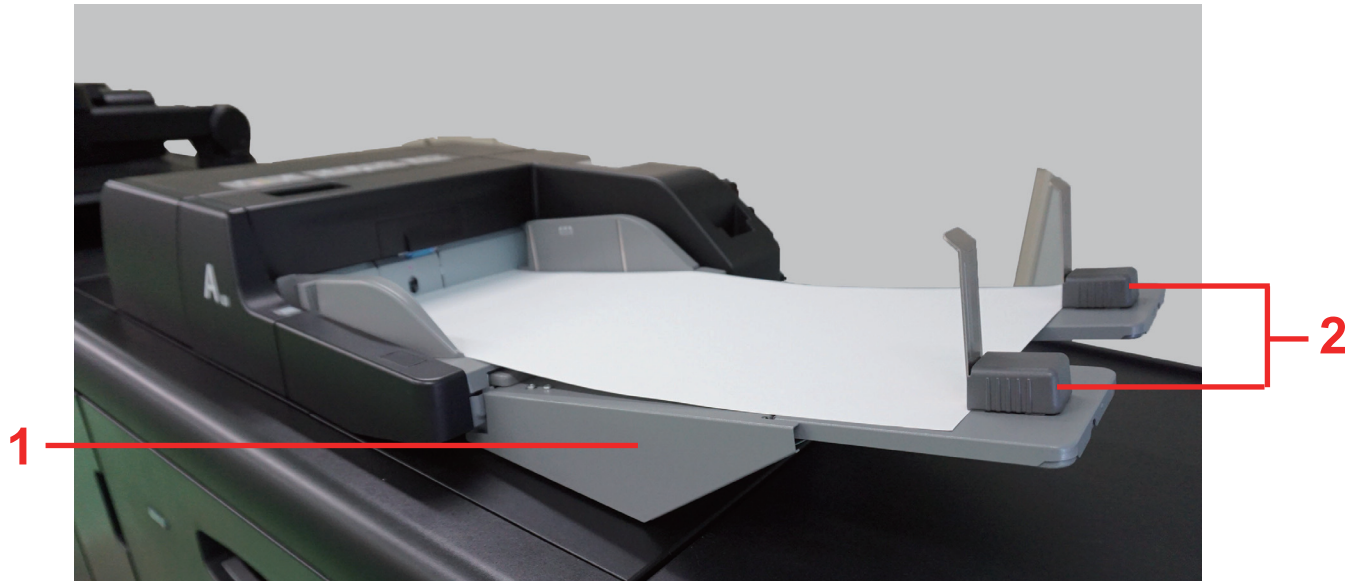
2 Front Cover Lever

550-sheet Multipurpose Tray Kit <PF-9110>



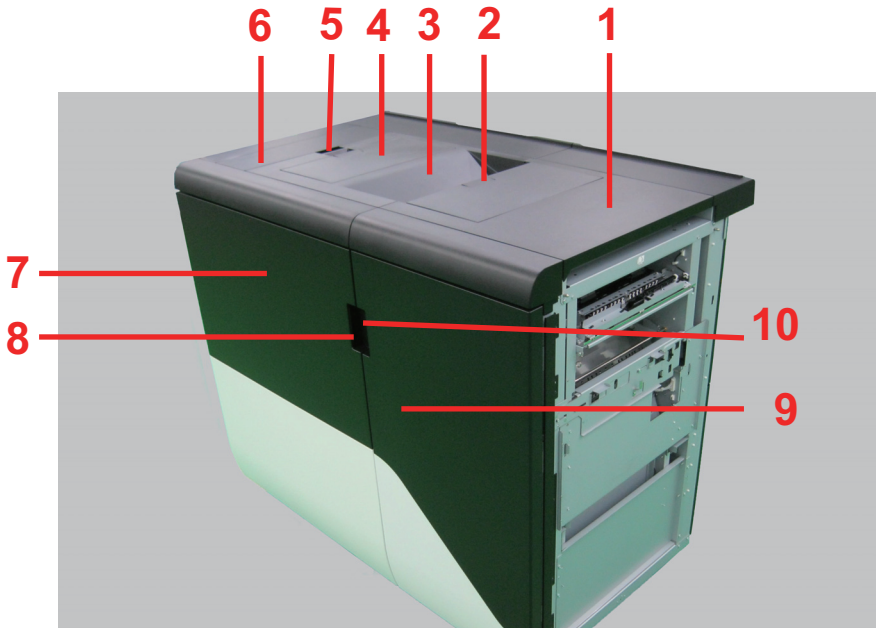
1 Paper Width Guide
2 Tray Cover
3 Release Lever
4 Tray Moving Key
5 Extension Tray
6 Paper Length Guide

Banner Tray for 550-sheet Multipurpose Tray Kit <Banner Tray 11>



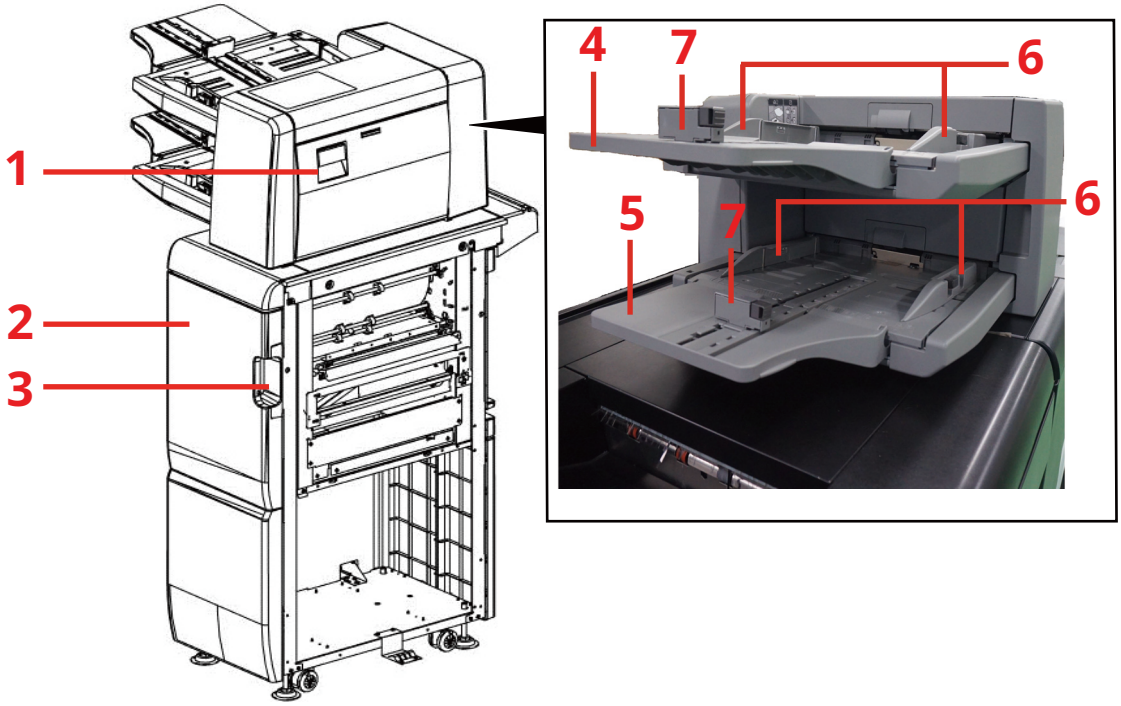
1 Banner Tray
2 Stopper

Inverter and Decurler Unit <DE-9100>



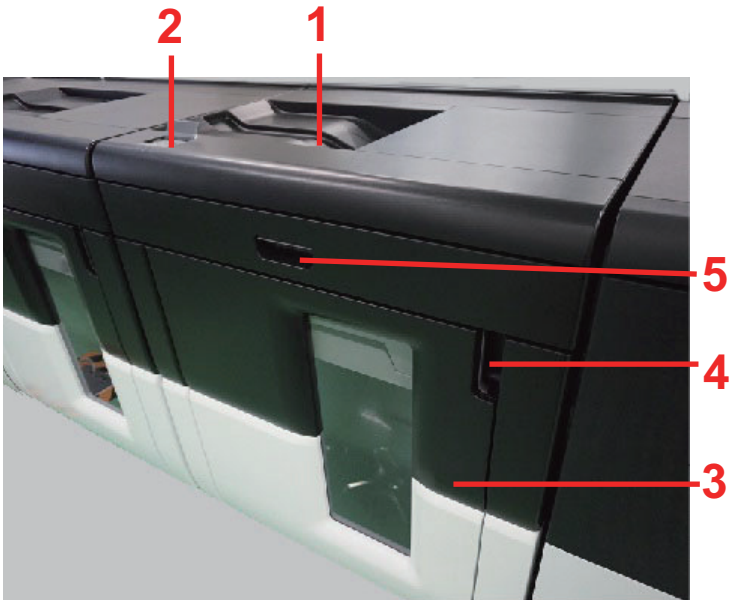
1 Top Cover 1
2 Top Cover 1 Lever
3 Top Tray
4 Top Cover 2
5 Top Cover 2 Lever
6 Top Cover 3
7 Front Cover 1
8 Front Cover 1 Lever
9 Front Cover 2
10 Front Cover 2 Lever

Inserter Tray <IS-9100>



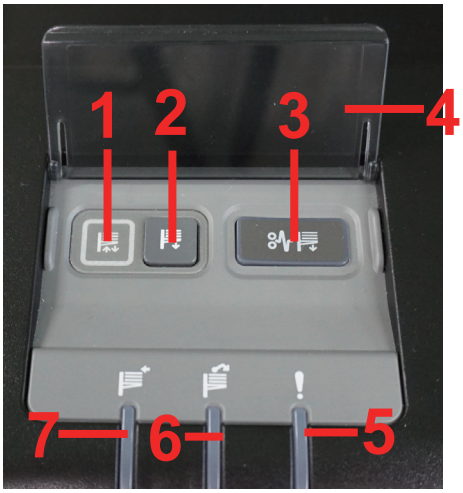
1 Inserter Tray 1
2 Inserter Tray 2
3 Front Cover
4 Front Cover Lever
5 Conveyor Cover Lever
6 Paper Width Guide
7 Paper Length Guide
8 Extension Tray

5,000-sheet Stacker <ST-9100>



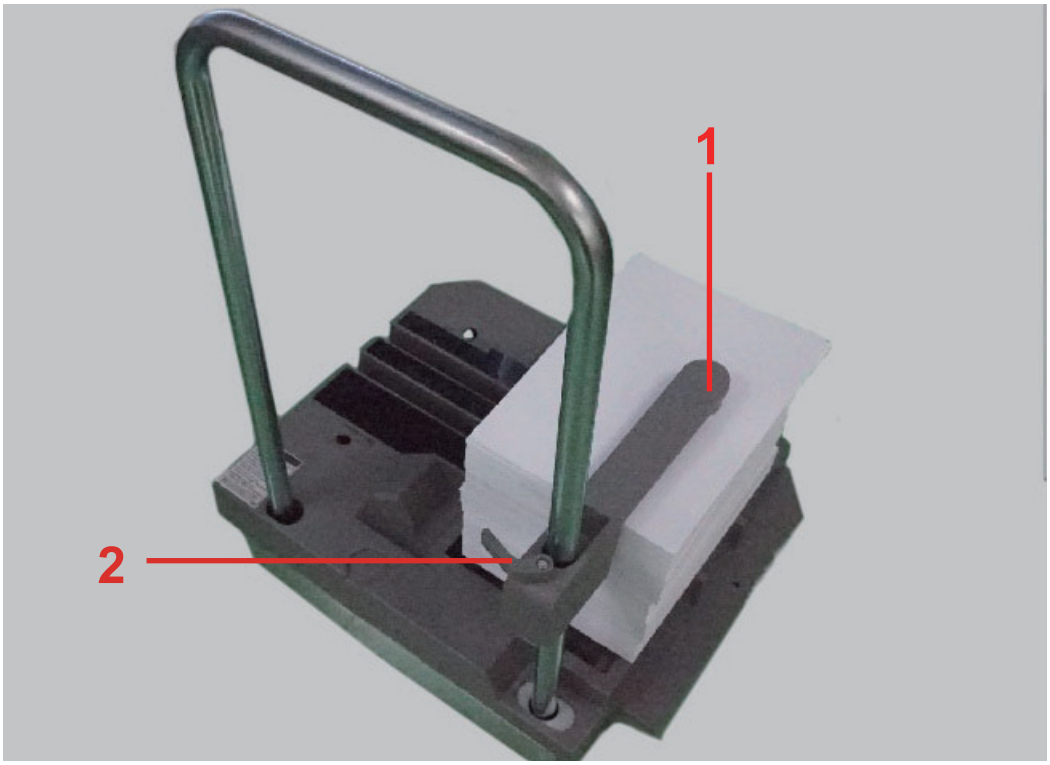
1 Top Tray
2 Operation Panel
3 Front Cover
4 Front Cover Lever
5 Stacker Indicator

Operation Panel for 5,000-sheet Stacker



1 Tray Moving Indicator
2 Lower Tray Button
3 Paper Jam Button
4 Cover of the Stacker Control Panel
5 Error Indicator
6 Stacker Full Indicator
7 Stacker Collecting Indicator

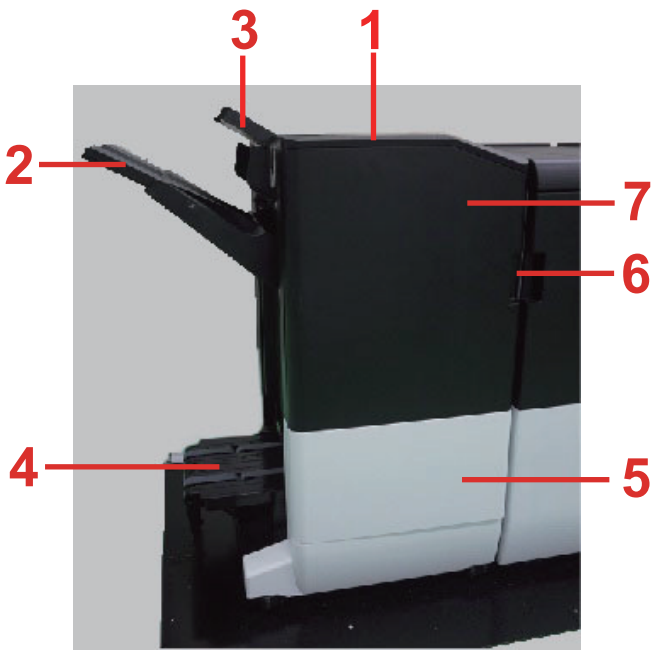
Stacker Cart <Roll-Away Cart Type 5010>



1 Paper press

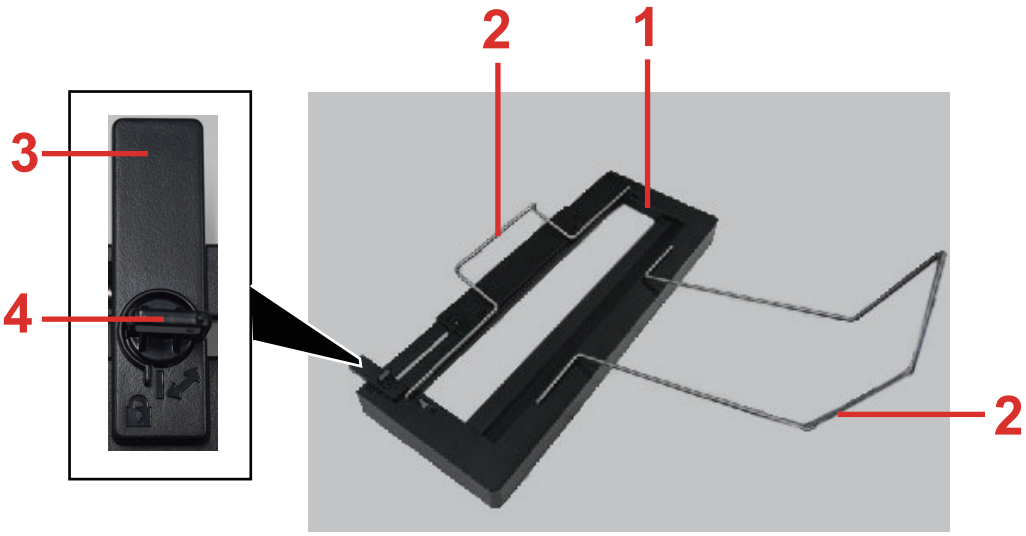
2 Paper press lever

4,000-sheet Finisher <DF-9100> + Folding Unit <BF-9110>



1 Output Cover
2 Tray A
3 Tray B
4 Folding Tray
5 Front Cover 2
6 Front Cover 1 Lever
7 Front Cover 1

Banner Tray <Banner Guide 10>



1 Paper clamp bar
2 Paper support
3 Paper Width Guide
4 Paper Width Guide Lock Lever

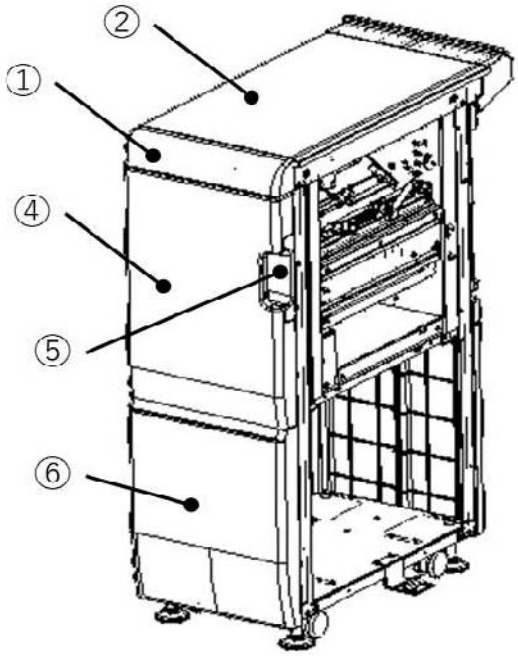
Bridge Kit for Stacker to Finisher <AK-9120>

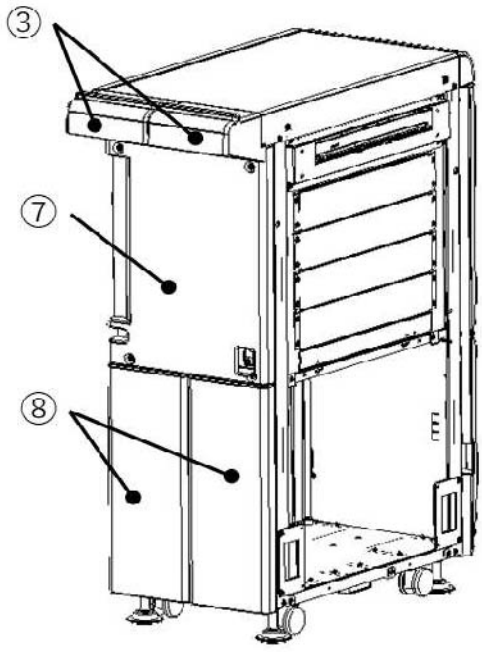


1 Front Cover

2 Front Cover Lever

Bridge Kit for Stacker to Finisher <AK-9150>





1 Front top cover

2 Top cover

3 Rear top cover

4 Front upper cover

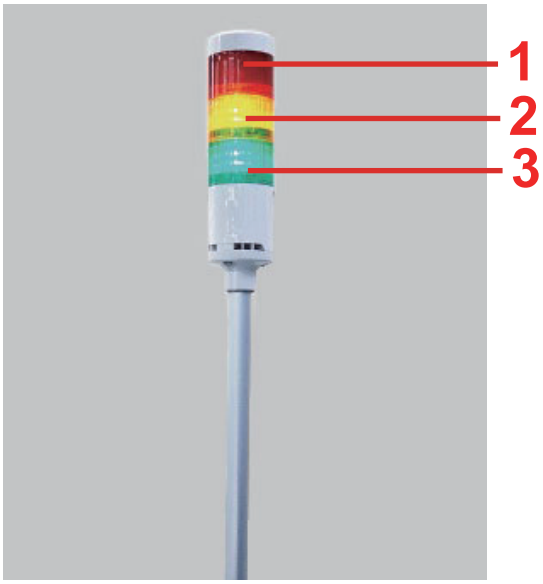
5 Handle

6 Front lower cover

7 Rear upper cover

8 Rear lower cover

Status Indicator Light <SL-9100>



1 LED (Red)

2 LED (Yellow)

3 LED (Green)

3 Installing and Setting up the Machine

This chapter explains how to install and set up the machine, including connecting devices to the machine and installing software.

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Connecting USB Cable 3-4
Connecting the Power Cable 3-4
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Changing Device Information 3-49
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Printing a document stored in a Custom Box 3-57

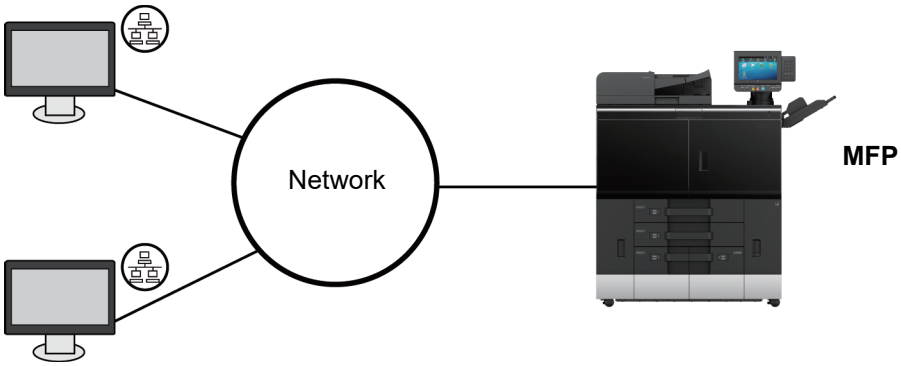
Connecting the Machine and Other Devices

Prepare the cables necessary to suit the environment and purpose of the machine use.

When Connecting the Machine to the PC via USB



When Connecting the Machine to the PC by network cable



Cables that Can Be Used

Connection Environment	Function	Necessary Cable
Connect a network cable to the machine	Printer/Scanner	Network cable (10BASE-T, 100BASE-TX, 1000BASE-T)
Connect a USB cable to the machine	Printer	USB 2.0 compatible cable (Hi-Speed USB compliant, max. 5.0 m, shielded)

IMPORTANT

Using a cable other than a USB 2.0 compatible cable may cause failure.

Connecting Cables

Connecting Network Cable

IMPORTANT

Make sure that the power to the machine is turned off.

Power Off (page 3-6)

1 Connect the cable to the machine.

1 Connect the network cable to the network interface connector.



2 Connect the other end of the cable to the hub or the PC.

2 Power on the machine and configure the network.

Network Setup (page 3-11)

Connecting USB Cable

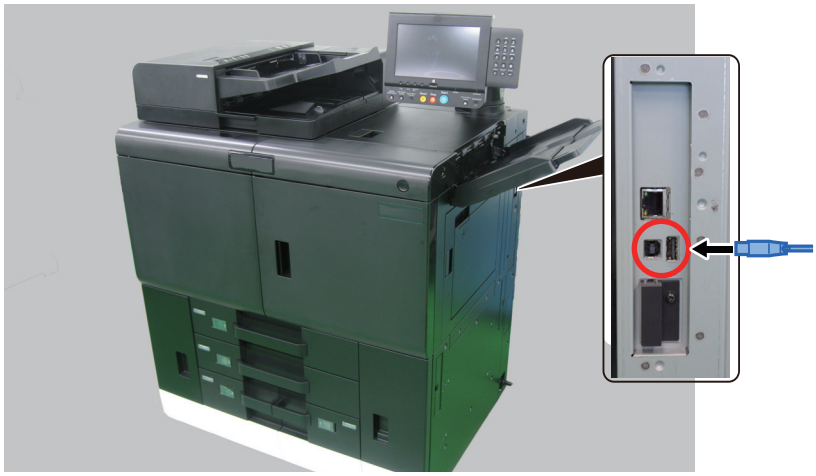
IMPORTANT

Make sure that the power to the machine is turned off.

Power Off (page 3-6)

1 Connect the cable to the machine.

1 Connect the USB cable to the USB interface connector located on the left side of the body.



2 Connect the other end of the cable to the PC.

2 Power on the machine.

Connecting the Power Cable

1 Connect the cable to the machine.

Connect one end of the supplied power cable to the machine and the other end to a power outlet.

IMPORTANT

- **Only use the power cable that comes with the machine.**
- **Before connecting devices, check which power cable is for which optional equipment.**

Power On/Off

Power On

CAUTION

When the power is turned on after being kept off for a long time, it will take time until the machine is ready to print.

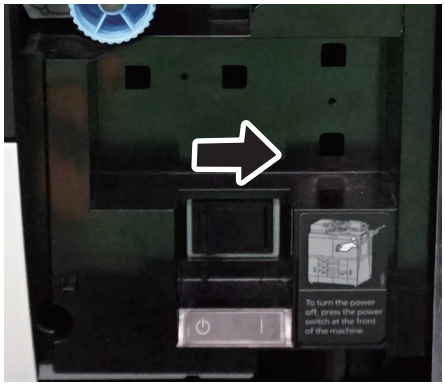
When the main power switch is off

1 **Check if the power cable is plugged into a power outlet.**

2 **Open front cover 4.**



3 **Turn on the main power switch.**

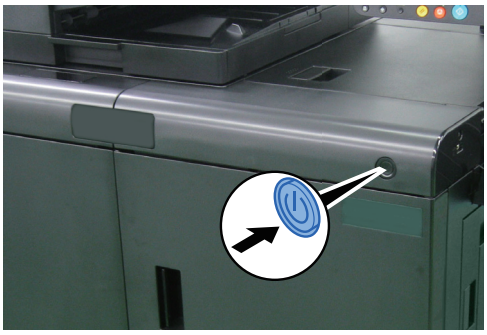


Move the switch in the direction of |.

The machine starts and the device information screen appears on the operation panel.

When the main power switch is on but the power switch is off

1 **Press the power switch.**



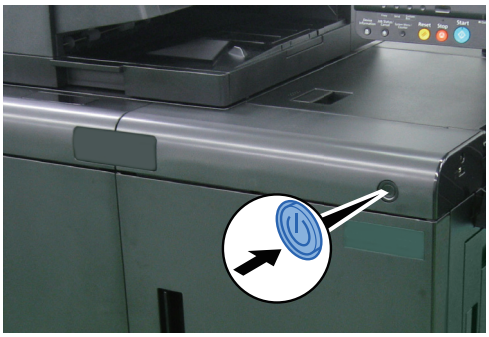
The machine starts and the device information screen appears on the operation panel.

Power Off

CAUTION

- **Turn off the power switch and the main power switch in that order.**
- **Do not turn off the main power switch within one minute after printing finishes. Do not turn off the main power switch before the machine has completed operation after the power switch has been turned off. Ink will dry in the nozzles of the print head and will not discharge normally the next time the power is turned on.**
- **After the main power switch has been turned off, the machine may not be ready to print immediately when the main power switch is turned on, depending on the operating environment.**
- **If the machine will be left unused for a long period of time (such as overnight), turn off the power switch. If the machine will not be used for an extended period of time (such as a vacation of several days), always remove the power plug from the outlet as a safety precaution.**
- **When the power plug is unplugged, the heater inside the machine turns off, and it will take time until the machine is ready to print the next time the main power switch is turned on.**

1 **Press the power switch.**



The shutdown confirmation screen is displayed.

Show Power Off Message (page 15-9)

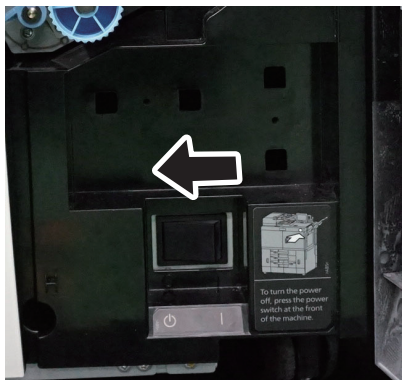
It may take about 3 minutes for the power to turn off.

When the power turns off correctly, the screen display on the operation panel disappears.

2 Open front cover 4.



3 Turn off the main power switch.



Move the switch in the direction of  .

Default Settings of the Machine

The default settings of the machine can be changed in System Menu. Before using this machine, configure such settings as date and time, network configuration, and energy saving functions as needed.

NOTE

For settings that are configurable from System Menu, refer to the following:

Setting up from System Menu (page 15-1)

Setting Date and Time

Follow the steps below to set the local date and time at the place of installation.

When you send an E-mail using the transmission function, the date and time as set here will be printed in the header of the E-mail message. Set the date, time and time difference from GMT of the region where the machine is used.

NOTE

- To make changes after this initial configuration, refer to the following:

  Date/Time (page 15-6)

- The correct time can be periodically set by obtaining the time from the network time server.

  Command Center RX User Guide

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Date/Time**]

2 Configure the settings.

[**Date and Time**] > [**Date Format**] > [**Time Zone**]

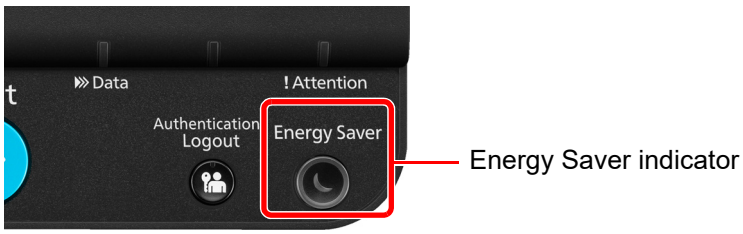
Item	Description
Date and Time	Set the date and time for the location where you use the machine. If you perform Send as E-mail, the date and time set here will be displayed on the header. **Value: Year (2000-2035), Month (1-12), Day (1-31), Hour (00-23), Min. (00-59), Second (00-59)**
Date Format	Select the display format of year, month, and date. The year is displayed in Western notation. **Value: MM/DD/YYYY, DD/MM/YYYY, YYYY/MM/DD**
Time Zone	Set the time difference from GMT. Choose the nearest listed location from the list. If you select a region that utilizes summer time, configure settings for summer time.

Energy Saver Function

If a further period of time elapses without the machine being used, the machine automatically enters Sleep Mode, which minimizes power consumption.

Sleep

To enter Sleep, select the [**Energy Saver**] key. Touch panel and all indicators on the operation panel will go out to save a maximum amount of power except the Energy Saver indicator. This status is referred to as Sleep.



If print data is received during Sleep, the machine automatically wakes up and starts printing.

To resume, perform the following actions.

- Select any key on the operation panel.
- Touch the touch panel.
- Place originals in the document processor.
- Open and close the document processor

Recovery time from Sleep Mode is as follows.

- 30 seconds or less

Note that ambient environmental conditions, such as ventilation, may cause the machine to respond more slowly.

Auto Sleep

Auto Sleep automatically switches the machine into Sleep if left idle for a preset time.

The amount of time before entering Sleep is as follows.

- For Europe: 20 minutes (default setting)
- Except for Europe: 60 minutes (default setting)

To change the preset sleep time, refer to the following:

Quick Setup Wizard (page 3-13)

Sleep Timer (page 15-7)

Sleep Rules (models for Europe)

You can set whether Sleep Mode operates for each function. When the machine enters Sleep Mode, the ID card cannot be recognized.

For more information on Sleep Rules settings, refer to the following:

Quick Setup Wizard (page 3-13)

Sleep Level (models except for Europe) (page 15-7)

Sleep Level (Energy Saver) (models except for Europe)

This mode reduces power consumption even more than normal Sleep Mode, and allows Sleep Mode to be set separately for each function. Printing from a computer connected with a USB cable is not available while the machine is asleep. The time required for the machine to wake up from power save mode and resume normal operation will be longer than for normal Sleep Mode.

For more information on Sleep Level (Energy Saver) Mode settings, refer to the following:

Quick Setup Wizard (page 3-13)

Energy Saver Recovery Level

This machine can reduce power consumption when recovering from Energy Saver Mode.

For Energy Saver Recovery Level, "Full Recovery", "Normal Recovery" or "Power Saving Recovery" can be selected.

The factory default is "Normal Recovery".

For more information on Energy Saver Mode settings, refer to the following:

Quick Setup Wizard (page 3-13)

Energy Saver Recovery Level (page 15-8)

Weekly Timer Settings

Set the machine to automatically turn to sleep and wake up at times specified for each day.

For more information on Weekly Timer Settings, refer to the following:

Quick Setup Wizard (page 3-13)

Power Off Timer (models for Europe)

If the machine is not used while in sleep mode, the power automatically turns off. The Power Off Timer is used to set the time until the power turns off.

The factory setting for the time until the power turns off: 3 days

Power Off Timer (models for Europe) (page 15-8)

Network Setup

The machine is equipped with network interface, which is compatible with network protocols such as TCP/IP (IPv4), TCP/IP (IPv6), NetBEUI, and IPSec. It enables network printing on the Windows, Macintosh, UNIX and other platforms.

Set up TCP/IP (IPv4) to connect to the Windows network.

Be sure to connect the network cable before configuring the settings.

Connecting Network Cable (page 3-3)

The configuration methods are as follows:

Configuration Method	Description	Reference Page
Configuring the Connection from the Operation Panel on This Machine	Use Quick Setup Wizard when configuring the network in a wizard-style screen, without setting individually in System menu.	Quick Setup Wizard (page 3-13)
Configuring Connections on the Web Page	For the equipped network interface, the connection can be set by using Command Center RX.	**Command Center RX User Guide**

For other network settings, refer to the following:

Network Settings (page 15-51)

NOTE

If user login administration is enabled, you can only change the settings by logging in with administrator privileges. If user login administration is disabled, the user authentication screen appears. Enter a login user name and password, and select [**Login**].

The factory default login user name and login password are both set as 15000.

IPv4 setting

1 Display the screen.

[**System Menu/Counter**] key > [**Network Settings**] > [**Wired Network Settings**] > [**IPv4 Settings**]

2 Configure the settings.

When using DHCP server

- [**DHCP**]: Set to [**On**].

When setting the static IP address

- [**DHCP**]: Set to [**Off**].
- [**Auto-IP**]: Set to [**Off**].
- [**IP Address**]: Enter the address.
- [**Subnet Mask**]: Enter the subnet mask in decimal representation (0 to 255).
- [**Default Gateway**]: Enter the address.

When using the Auto-IP

Enter "0.0.0.0" in [**IP Address**].

When setting the DNS server

In the following cases, set the IP address of DNS (Domain Name System) server.

- When using the host name with "DHCP" setting set to [**Off**].
- When using the DNS server with IP address that is not assigned by DHCP automatically.

Select [**Use DNS Server from DHCP**] or [**Use following DNS Server**]. When [**Use following DNS Server**] is selected, you can enter static DNS server information in the Primary and Secondary fields provided.

IMPORTANT

After changing the setting, restart the network from System Menu, or turn the machine OFF and then ON.

Restart Network (page 15-58)

NOTE

Ask your network administrator for the IP address in advance, and have it ready when you configure this setting.

Quick Setup Wizard

The following settings can be configured in a wizard-style screen.

- **Paper Setup**

  Configures the paper size and media type of paper to be used in cassettes and multipurpose tray.
- **Energy Saver Setup**

  Configures sleep mode and low power mode.
- **Network Setup**

  Configures network settings.
- **Email Setup**

  Configures the protocols used for sending E-mail.

NOTE

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. The factory default login user name and login password are both 15000.

1 Display the screen.

[**System Menu/Counter**] key > [**Quick Setup Wizard**]

2 Select a function.

3 Configure the settings.

Start the wizard. Follow the instructions on the screen to configure settings.

NOTE

If you experience difficulty configuring the settings, refer to the following:

Help Screen (page 4-6)

Control	Description
End	Exits the wizard. Settings configured so far are applied.
Previous	Returns to the previous item.
Skip	Advances to the next item without setting the current item.
Next	Advances to the next screen.
Back	Returns to the previous screen.
Complete	Register the settings and exit the wizard.

Installing Software

Install appropriate software on your PC from the DVD image file (Product Library) which we provide if you want to use the printer function of this machine.

Software on DVD Image (Windows)

You can use either [**Express Install**] or [**Custom Install**] can be selected for the installation method. [**Express Install**] is the standard installation method. To install components that cannot be installed by [**Express Install**], use [**Custom Install**].

For details on Custom Installation, refer to the following:

Custom Install (page 3-17)

Software	Description	Express Install
KX DRIVER	This driver enables files on a computer to be printed by the machine. Multiple page description languages (PCL XL, KPDL, etc.) are supported by a single driver. This printer driver allows you to take full advantage of the features of the machine. Use this driver to create PDF files.	○
FONTS	These are display fonts that enable the machine's built-in fonts to be used in a software application.	○

NOTE

Installation on Windows must be done by a user logged on with administrator privileges.

Installing Software in Windows

Express Install

The following procedure is an example for installing the software in Windows 10 using [**Express Install**].

For details on Custom Installation, refer to the following:

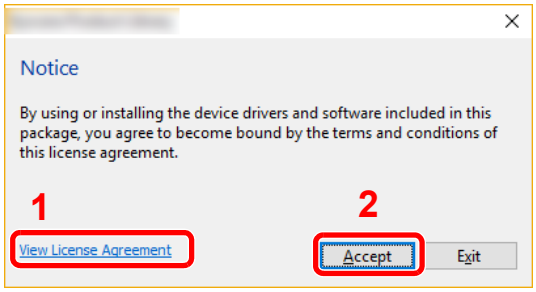
Custom Install (page 3-17)

1 Start Product Library from the DVD image file.

NOTE

- Installation on Windows must be done by a user logged on with administrator privileges.
- If the "Welcome to the Found New Hardware Wizard" dialog box displays, select [**Cancel**].
- If the autorun screen is displayed, click [**Run setup.exe**].
- If the user account management window appears, click [**Yes**] ([**Allow**]).

2 Display the screen.

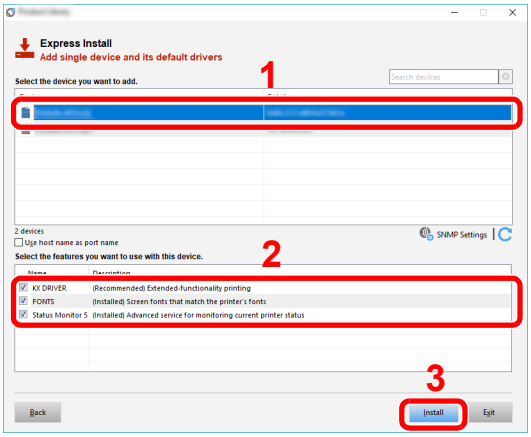


1 Click [**View License Agreement**] and read the License Agreement.

2 Click [**Accept**].

3 Select [Express Install].

4 Install the software.



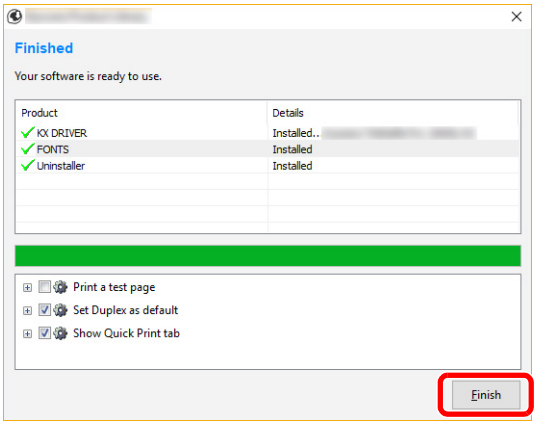
Select the model name of the machine. You can also select [**Use host name as port name**] and set to use the host name of the standard TCP/IP port. (A USB connection cannot be used.)

When you click [**Install**], a screen asking for your cooperation with data collection will be displayed. Select one of the answer choices and click [**OK**].

NOTE

- The machine cannot be detected unless it is on. If the computer fails to detect the machine, verify that it is connected to the computer via a network or USB cable and that it is turned on and click (Reload).
- If the Windows security window appears, click [**Install this driver software anyway**].

5 Finish the installation.



When "Your software is ready to use." appears, you can use the software. To print a test page, click the "Print a test page" checkbox and select the machine.

Click [**Finish**] to exit the wizard.

If a system restart message appears, restart the computer by following the screen prompts. This completes the printer driver installation procedure.

Custom Install

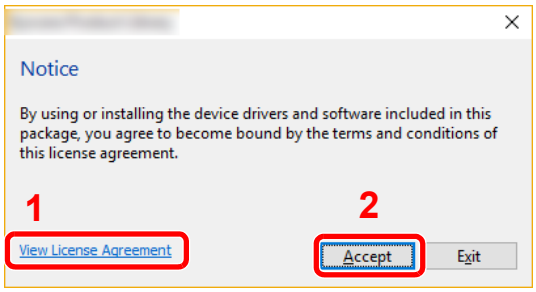
The following procedure is an example for installing the software in Windows 10 using [**Custom Install**].

1 Start Product Library from the DVD image file.

NOTE

- Installation on Windows must be done by a user logged on with administrator privileges.
- If the "Welcome to the Found New Hardware Wizard" dialog box displays, select [**Cancel**].
- If the autorun screen is displayed, click [**Run setup.exe**].
- If the user account management window appears, click [**Yes**] ([**Allow**]).

2 Display the screen.



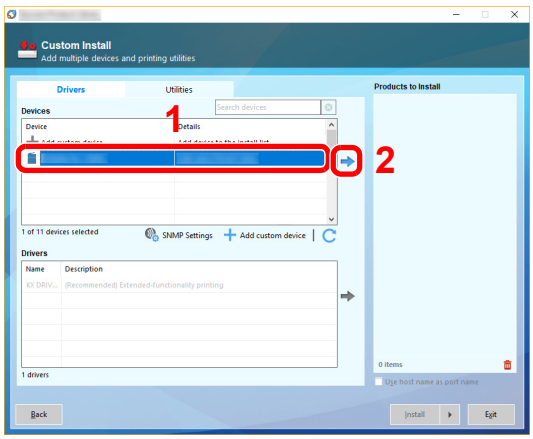
1 Click [**View License Agreement**] and read the License Agreement.

2 Click [**Accept**].

3 Select [Custom Install].

4 Install the software.

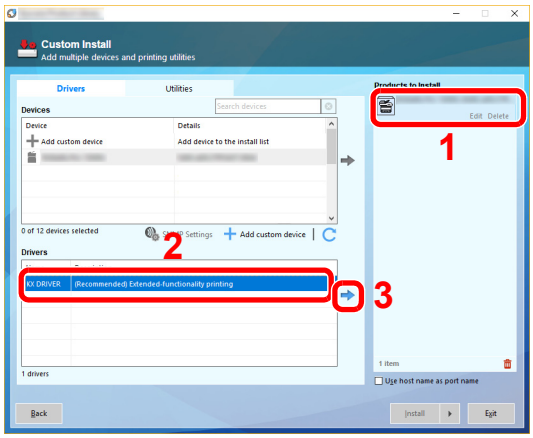
1 Select the device to be installed.



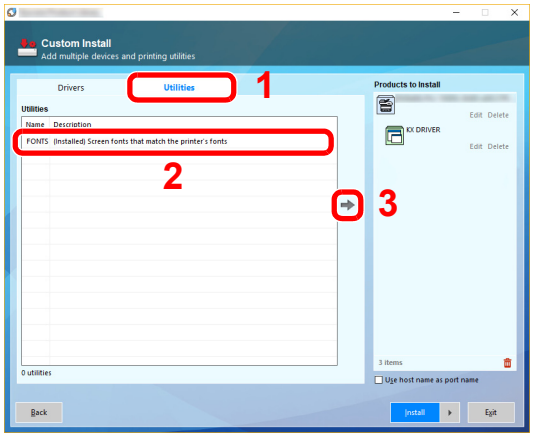
NOTE

- The machine cannot be detected unless it is on. If the computer fails to detect the machine, verify that it is connected to the computer via a network or USB cable and that it is turned on and click (Reload).
- If the desired device does not appear, select [**Add custom device**] to directly select the device.

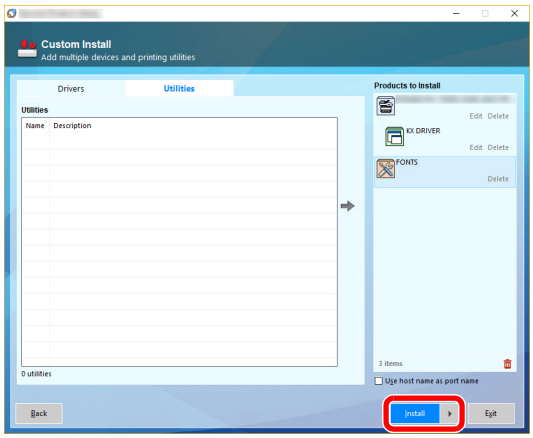
2 Select the driver to be installed.



3 Click [**Utilities**] tab and select the utility to be installed.

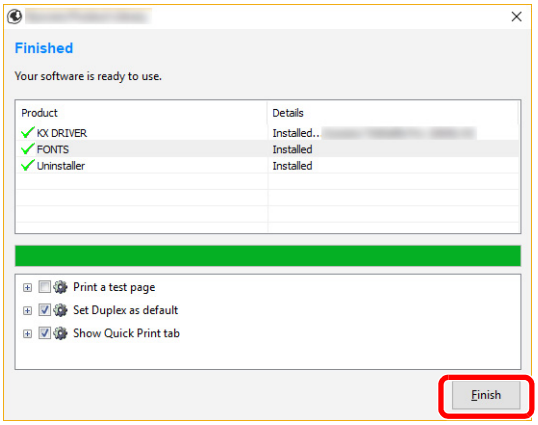


4 Click [**Install**].



When you click [**Install**], a screen asking for your cooperation with data collection will be displayed. Select one of the answer choices and click [**OK**].

5 Finish the installation.



When "Your software is ready to use." appears, you can use the software. To print a test page, click the "Print a test page" checkbox and select the machine.

Click [**Finish**] to exit the wizard.

If a system restart message appears, restart the computer by following the screen prompts. This completes the printer driver installation procedure.

Uninstalling the Software

Perform the following procedure to delete the Software from your computer.

NOTE

Uninstallation on Windows must be done by a user logged on with administrator privileges.

1 Display the screen.

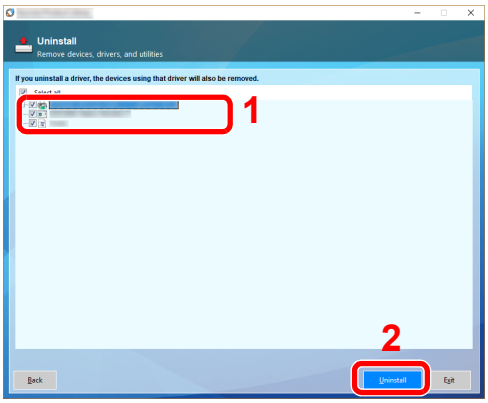
Click the search box in the taskbar, and type "Uninstall Kyocera Product Library" in there. Select [**Uninstall Kyocera Product Library**] in the search list. The Software Uninstall Wizard is displayed.

NOTE

In Windows 8.1, click [**Search**] in charms, and enter "Uninstall Kyocera Product Library" in the search box. Select [**Uninstall Kyocera Product Library**] in the search list.

2 Uninstall the software.

Place a check in the check box of the software to be deleted.



3 Finish uninstalling.

If a system restart message appears, restart the computer by following the screen prompts. This completes the software uninstallation procedure.

NOTE

The software can also be uninstalled using the Product Library.

In the Product Library screen, click [**Uninstall**], and follow the on-screen instructions to uninstall the software.

Additional Preparations for the Administrator

In addition to the information provided in this chapter, the administrator of this machine should check the following, and configure the settings as needed.

Sending Documents to a PC

To Send to a Shared Folder (Send to Folder (SMB))

To send a document that has been loaded, you need to create a shared folder to receive the document on your computer.

Preparation for Sending a Document to a Shared Folder in a PC (page 3-23)

To E-mail Scanned Images (Send as E-mail)

You can send a scanned original image as an E-mail attachment.

E-mail Settings (page 3-51)

Strengthening the Security

This machine is shipped with two default users registered one with Machine Administrator rights, and another with Administrator rights. Logging in as this user will allow you to configure all settings; therefore, please change the login user name and password.

In addition, this machine is equipped with user authentication function, which can be configured to limit the access to this machine to only those who have a registered login name and password.

User Authentication and Job Accounting (page 16-1)

I want to...	Function	Reference page
Restrict the users of the machine.	Auto Panel Reset	page 15-7
Prevent another user from handling the documents stored in the machine.	Document Box	page 12-2
Prevent the data stored in the machine from being leaked.	Data Overwrite*1	Refer to the **Data Security Kit (E) Operation Guide**.
	Encryption*1	
	PDF Encryption Functions	page 13-52
Completely delete the data on the machine before disposing of the machine.	Data Sanitization	page 15-62

*1 The optional Data Security Kit is required.

I want to...	Function	Reference page
Record the operation history of users.	Login History Settings	page 15-34
	Device Log History Settings	page 15-35
	Secure Comm. Error Log	page 15-36
Protect the transmission from interception and wiretapping.	IPP over SSL	page 15-56
	HTTPS	page 15-56
	LDAP Security	Refer to the **Command Center RX User Guide**.
	SMTP Security	page 15-55
	POP3 Security	page 15-55
	FTP Encrypted TX	page 13-56
	IPSec	page 15-58
	SNMPv3	page 15-56
Verify the software in the machine.	Software Verification	page 15-73

Preparation for Sending a Document to a Shared Folder in a PC

Check the information that needs to be set on the machine and create a folder to receive the document on your computer. Screens of Windows 10 are used in the following explanation. The details of the screens will vary in other versions of Windows.

NOTE

Log on to Windows with administrator privileges.

Making a Note of the Computer Name and Full Computer Name

Check the name of the computer name and full computer name.

1 Display the screen.

Click [**Start**] button on the Windows and then select [**Windows System**], [**Control Panel**], [**System and Security**], [**System**].

NOTE

In Windows 8.1, right-click [**PC**] in the Start screen and select [**Properties**]. Or, right-click the Window icon and select [**System**].

2 Check the computer name.



Check the computer name and full computer name.

Screen example:
Computer name: PC001
Full computer name: PC001.abcdnet.com

After checking the computer name, click the [**Close**] button to close the "**System**" screen.

Making a Note of the User Name and Domain Name

Check the domain name and user name for logging onto Windows.

1 Display the screen.

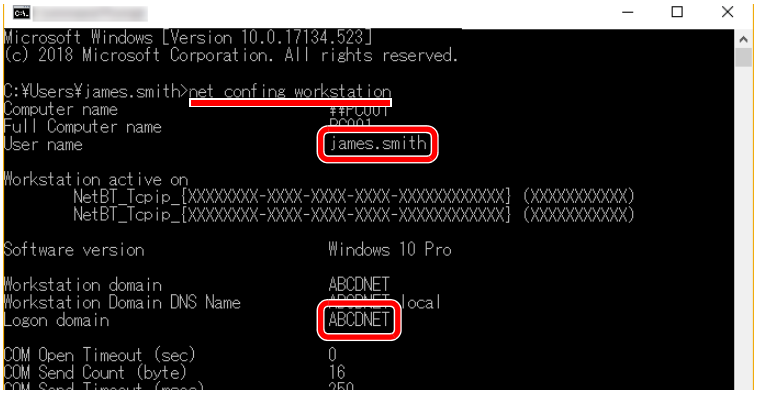
Click the search box in the taskbar, and type "Command Prompt" in there. Right-click [**Command Prompt**] in the search list and select [**Run as administrator**].

The Command Prompt window appears.

> **NOTE**
> In Windows 8.1, click [**Search**] in charms, and enter "Command Prompt" in the search box. Select [**Command Prompt**] in the search list.

2 Check the domain name and user name.

At the Command Prompt, enter "net config workstation" and then press [**Enter**].



Check the user name and domain name.

Screen example:
User Name: james.smith
Domain Name: ABCDNET

Configuring Shared Folder Access Permissions

If there is a workgroup item in System Properties, configure the settings below to limit folder access to a specific user or group.

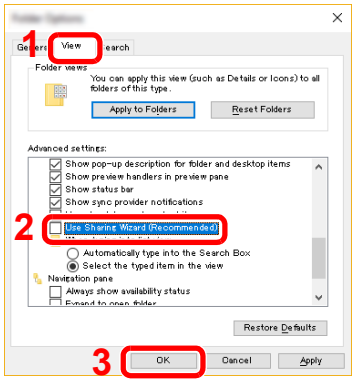
1 Display a screen.

Open up a window in File Explorer and select [**View**], and then [**Options**].

> **NOTE**
> In Windows 8.1, select [**Settings**] in charms on Desktop, and select [**Control Panel**], [**Appearance and Personalization**], and then [**Folder Options**].

2 Configure the settings.

After confirming that the [**View**] tab is displayed, clear the check box next to [**Use Sharing Wizard (Recommended)**] under "Advanced settings".



3 Click on the [OK] button.

Creating a Shared Folder, Making a Note of a Shared Folder

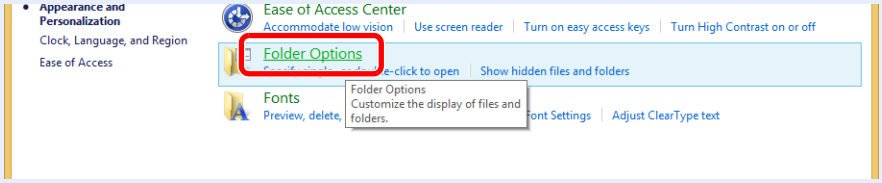
Create a shared folder to receive the document in the destination computer.

NOTE

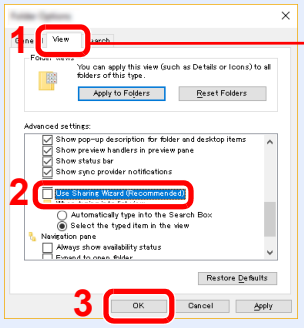
If there is a workgroup in System Properties, configure the settings below to limit folder access to a specific user or group.

1 Open up a window in File Explorer and select [**View**], and then [**Options**].

In Windows 8.1, select [**Settings**] in charms on Desktop, and select [**Control Panel**], [**Appearance and Personalization**], and then [**Folder Options**].



2



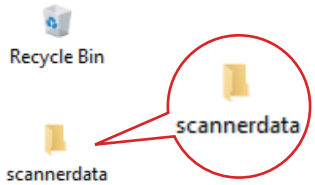
Make sure that the [**View**] tab is selected.

Remove the checkmark from [**Use Sharing Wizard (Recommended)**] in "Advanced settings".

1 Create a folder.

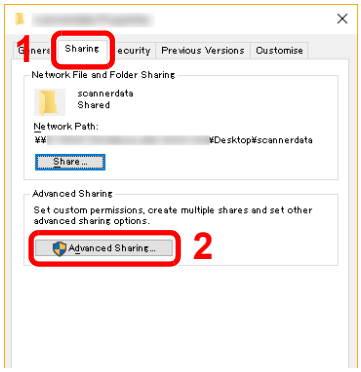
Create a folder on your computer.

For example, create a folder with the name "**scannerdata**" on the desktop.

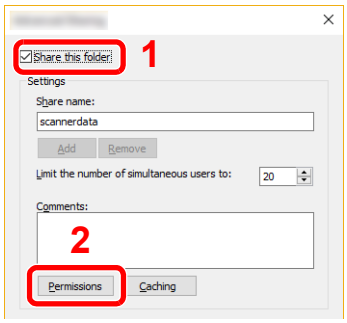


2 Configure permission settings.

1 Right-click the "**scannerdata**" folder, and click [**Properties**] > [**Sharing**] tab > [**Advanced Sharing**].

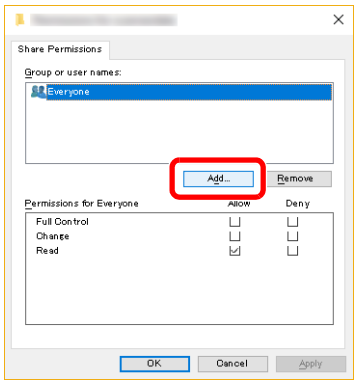


2 Select the [**Share this folder**] checkbox and click the [**Permissions**] button.

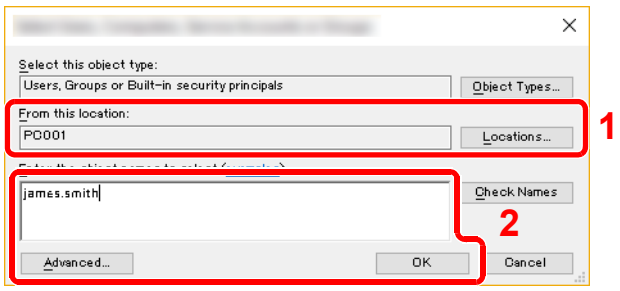


3 Make a note of the [**Share name**].

4 Click the [**Add**] button.



5 Specify the location.

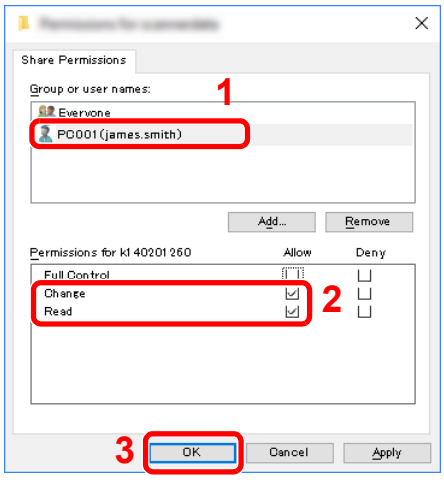


1 If the computer name that you made a note of on page 3-23 is the same as the domain name:
If the computer name is not shown in "From this location", click the [**Locations**] button, select the computer name, and click the [**OK**] button.
Example: PC001
If the computer name that you made a note of on page 3-23 is not the same as the domain name:
If the text after the first dot (.) in the full computer name that you made a note of does not appear in "From this location", click the [**Locations**] button, select the text after the dot (.), and click the [**OK**] button.
Example: abcdnet.com

Making a Note of the User Name and Domain Name (page 3-24)

2 Enter the user name that you made a note of on page in the text box, and click the [**OK**] button.
Also the user name can be made by clicking the [**Advanced**] button and selecting a user.

6 Set the access permission for the user selected.



1 Select the user you entered.

2 Select the [**Allow**] checkbox of the "Change" and "Read" permissions

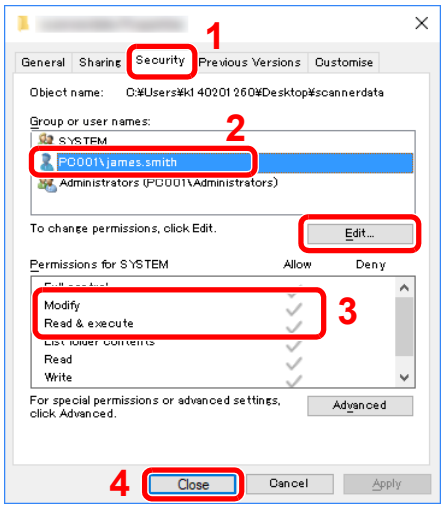
3 Press [**OK**].

NOTE

"**Everyone**" gives sharing permission to everyone on the network. To strengthen security, it is recommended that you select "**Everyone**" and remove the "**Read**" [**Allow**] checkmark.

7 Click the [**OK**] button in the "**Advanced Sharing**" screen to close the screen.

8 Check the details set in the [**Security**] tab.



1 Select the [**Security**] tab.

2 Select the user you entered.
If the user does not appear on "Group or user names", click [**Edit**] button to add user in a similar way of "configuration of permission settings".

3 Make sure that checkmarks appear on [**Allow**] checkbox for the "**Modify**" and "**Read & execute**" permissions.

4 Click the [**Close**] button.

Sharing File and Printers

NOTE

Log on to Windows with administrator privileges.

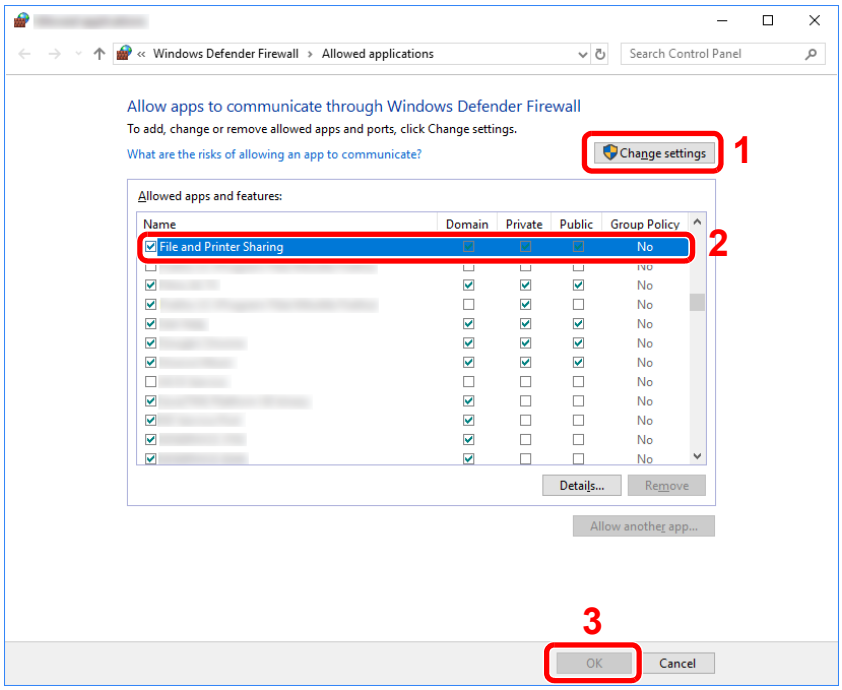
1 Display the screen.

Click [**Start**] button on the Windows and then select [**Windows System**], [**Control Panel**], [**System and Security**], [**Windows Firewall**], [**Allow an app or feature through Windows Firewall**].

NOTE

- In Windows 8.1: From the desktop charms: [**Settings**] > [**Control Panel**] > [**System and Security**] > [**Allow an app through Windows Firewall**].
- If the User Account Control dialog box appears, click the [**Continue**] button.

2 Select the [File and Printer Sharing] checkbox.



Configuring Windows Firewall

Permit sharing of files and printers and set the port used for SMB transmission.

NOTE

Log on to Windows with administrator privileges.

1 Display the screen.

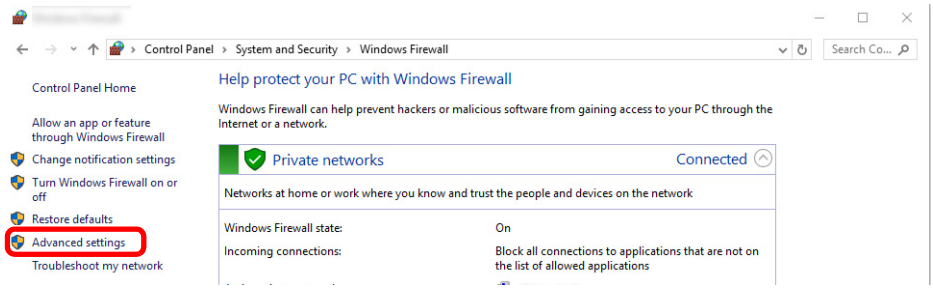
Click [**Start**] button on the Windows and then select [**Windows System**], [**Control Panel**], [**System and Security**], [**Windows Firewall**], [**Allow an app or feature through Windows Firewall**].

NOTE

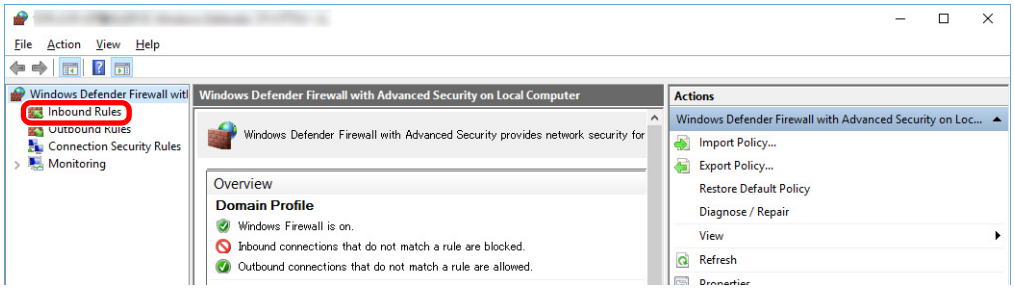
- In Windows 8.1: In charms on Desktop, click [**Settings**], [**Control Panel**], [**System and Security**], and then [**Windows Firewall**].
- If the User Account Control dialog box appears, click the [**Continue**] button.

2 Add a port.

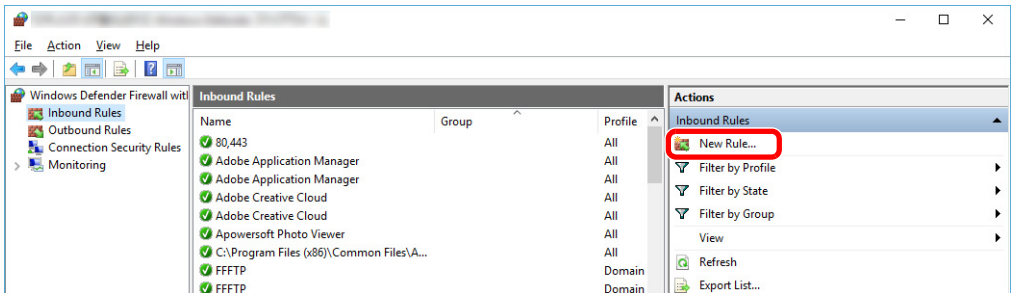
1 Select [**Advanced settings**].



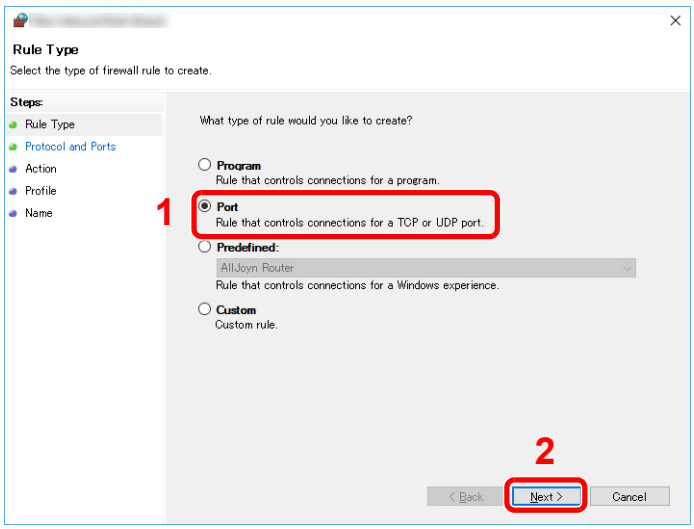
2 Select [**Inbound Rules**].



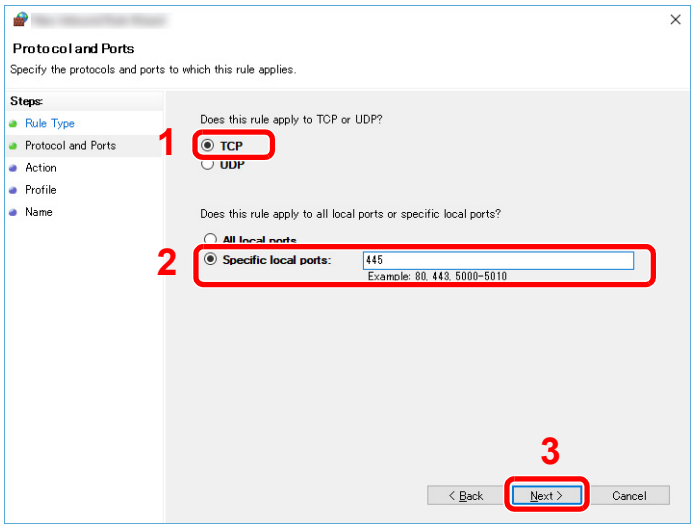
3 Select [**New Rule**].



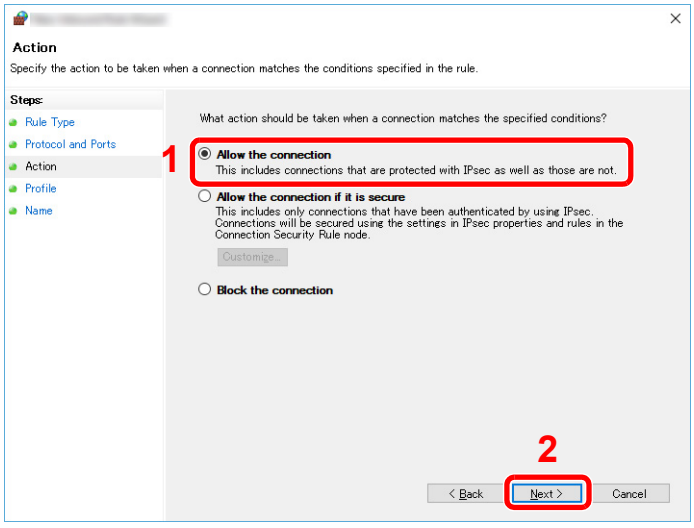
4 Select [**Port**] and then click the [**Next**] button.



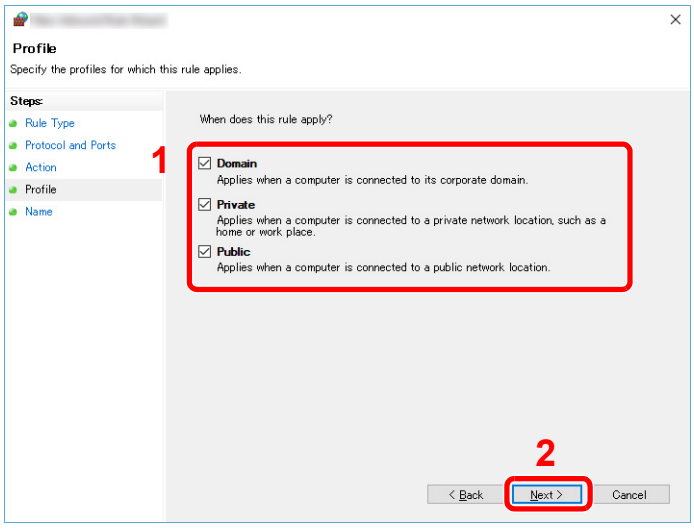
5 Select [**TCP**] as the port to apply the rule to. Then select [**Specific local ports**] and enter "445" then click the [**Next**] button.



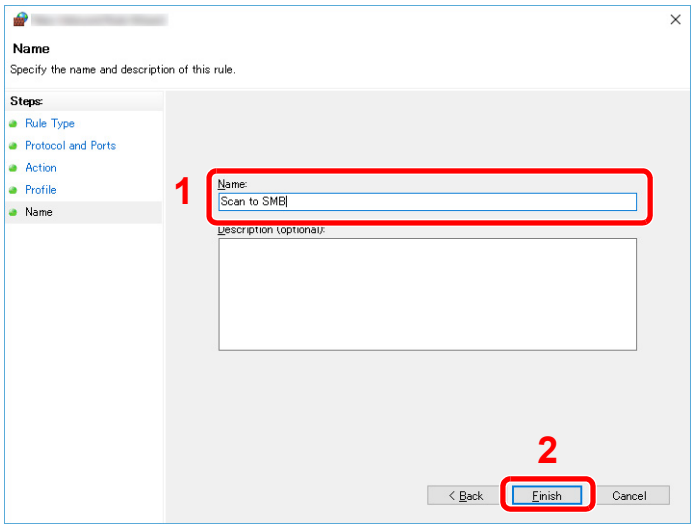
6 Select [**Allow the connection**] and click the [**Next**] button.



7 Make sure all checkboxes are selected and click the [**Next**] button.



8 Enter **"**Scan to SMB" in "Name" and click [**Finish**].



Registering Destinations in the Address Book

Save frequently used destinations to the Address Book or One Touch Keys. The saved destinations can be changed. The destinations are available for Send as E-mail and Send to Folder.

NOTE

- Registering and editing of the Address Book can also be done in Command Center RX.
  Registering Destinations (page 3-55)
- Editing of the Address Book and One Touch Keys can be restricted to administrators.
  Edit Restriction (page 15-45)

Adding a Destination (Address Book)

Add a new destination to the Address Book. There are two registering methods, contacts and groups. When adding a group, enter the group name and select group members from the Address Book.

NOTE

If registering and editing of the Address Book is restricted to administrators, you can edit the Address Book by logging in with administrator privileges.

Edit Restriction (page 15-45)

Command Center RX User Guide

Registering a contact address

A maximum of 2,000 contact addresses can be registered. Each address can include the information such as destination name, E-mail address, FTP server folder path, and computer folder path.

1 Display the screen.

[**System Menu/Counter**] key > [**Function Settings**] > [**Address Book**] > [**Add/Edit Machine Address Book**] > [**Add**] > [**Contact**]

2 Add the name.

1 Enter an address number.

To have the number assigned automatically, select [**Auto**].

NOTE

Address Number is an ID for a destination. You can select any available number out of 2,000 numbers for contacts and 500 numbers for groups.

If you specify an address number that is already in use, an error message appears when you select [**Save**] and the number cannot be registered. If you set [**Auto**] (0000) as the address number, the address is registered under the lowest available number.

2 Enter the destination name to be displayed on the Address Book.

NOTE

Refer to the following for details on entering characters.

Character Entry Method (page 4-8)

3 Add the address.

Select the address type icon.

 : E-mail Address



: Folder (SMB) Address



: Folder (FTP) Address

E-mail Address

Select the entry field, and enter the E-mail address.

NOTE

Refer to the following for details on entering characters.

Character Entry Method (page 4-8)

The Folder (SMB) Address

- To search for a folder on a PC on the network, select [**Search Folder from Network**] or [**Search Folder by Host Name**].

  If you selected [**Search Folder from Network**], you can search all PCs on the network for a destination.

  If you selected [**Search Folder by Host Name**], you can enter the "Domain/Workgroup", and "Host Name" to search PCs on the network for the destination.

  A maximum of 500 addresses can be displayed. Select the host name (PC name) that you want to specify in the screen that appears, and select [**OK**]. The login user name and login password entry screen appears.

  Select the folder from the Search Results list.

- To directly specify the SMB folder, enter the "Host Name," "Folder Path," "Login User Name" and "Login Password."

NOTE

For the computer name, share name, domain name, and user name, enter the information that you noted when you created the shared folder. For details on creating shared folders, refer to the following:

Preparation for Sending a Document to a Shared Folder in a PC (page 3-23)

The table below explains the items to be entered.

Item	Description
Host Name	Computer name You can also specify the port number. Enter the following format separated by a colon. "Host name: port number" or "IP address: port number" To enter the IPv6 address, enclose the address in brackets [ ]. (Example: [2001:db8:a0b:12f0::10]:445) If the port number is not specified, the default port number is 445.
Port	Port number If the port number is not specified, the default port number is 445.
Folder Path	Share name For example: scannerdata If saving in a folder in the shared folder: share name\folder name in shared folder
Login User Name	• If the computer name and domain name are the same: User Name For example: james.smith • If the computer name and domain name are different: Domain name\User name For example: abcdnet\james.smith
Login Password	Windows logon password **(Case sensitive.)**

NOTE

- Refer to the following for details on entering characters.
  Character Entry Method (page 4-8)
- Select [**Connection Test**] to check the connection to the server you chose. If the connection fails, check the entries you made.

The Folder (FTP) Address

Enter "Host Name", "Port", "Path", "Login User Name" and "Login Password".

The table below explains the items to be entered.

Item	Descriptions
Host Name	Host name or IP address of FTP server You can also specify the port number. Enter the following format separated by a colon. "Host name: port number" or "IP address: port number" To enter the IPv6 address, enclose the address in brackets [ ]. (Example: [2001:db8:a0b:12f0::10]:21) If the port number is not specified in [Host Name], the default port number is 21.
Port	Port number If the port number is not specified, the default port number is 21.
Folder Path	Path for the file to be stored For example: User\ScanData If no path is entered, the file is stored in the home directory. **NOTE** When the FTP server is based on Linux/UNIX, the path including the sub-folder is combined by the slash "/" not using the back-slash.
Login User Name	FTP server login user name
Login Password	FTP server login password

NOTE

- Refer to the following for details on entering characters.
  Character Entry Method (page 4-8)
- Select [**Connection Test**] to check the connection to the FTP server you chose. If the connection fails, check the entries you made.

4 Check if the destination entry is correct > [Register]

The destination is added to the Address Book.

To add a new address to the One Touch Key, select [**Register**] and follow the on-screen instructions to enter the necessary information.

NOTE

Refer to the following for registering the One Touch Key.

Adding a Destination on One Touch Key (One Touch Key) (page 3-41)

Add the group

Compile two or more contacts into a group. Designations in the group can be added at the same time. When adding a group, a maximum of 500 groups can be added in the Address Book.

NOTE

To add a group, you need individually added destinations. Register one or more individual destinations as needed before proceeding. Up to 100 destinations for the E-mail, and a total of 10 destinations for the FTP and SMB can be registered per group.

1 Display the screen.

[**System Menu/Counter**] key> [**Function Settings**] > [**Address Book**] > [**Add/Edit Machine Address Book**] > [**Add**] > [**Group**]

2 Add the name.

1 Enter an address number.

To have the number assigned automatically, select [**Auto**].

NOTE

- Address Number is an ID for a group. You can select any available number out of 2,000 numbers for contacts and 500 numbers for groups.
- If you specify an address number that is already in use, an error message appears when you select [**Save**] and the number cannot be registered. If you set [**Auto**] (0000) as the address number, the address is registered under the lowest available number.

2 Enter the group name displayed on the Address Book.

NOTE

Refer to the following for details on entering characters.

Character Entry Method (page 4-8)

3 Select the destinations.

Select destinations (contacts) to add to the group. Put a checkmark in the checkbox to select an item and remove the checkmark to cancel the selection.

NOTE

Destinations can be sorted or searched by destination name or address number.

Destination Search (page 4-15)

4 Check if the group entry is correct > [Save]

The group is added to the Address Book.

To add a new address to the One Touch Key, select [**Register**] and follow the on-screen instructions to enter the necessary information.

NOTE

Refer to the following for registering the One Touch Key.

Adding a Destination on One Touch Key (One Touch Key) (page 3-41)

Editing Address Book Entries

Edit the destinations (contacts) you added to the Address Book.

1 Display the screen.

1 [**System Menu/Counter**] key > [**Function Settings**] > [**Address Book**] > [**Add/Edit Machine Address Book**]

2 Select [ ] (information icon) for the destination or group to edit.

NOTE

Destinations can be sorted or searched by destination name or address number.

Destination Search (page 4-15)

2 Edit the destination.

Editing a Contact

1 Change "Name", "No." (address number) and destination type and address.

Refer to the following for editing.

Adding a Destination (Address Book) (page 3-34)

2 [**Save**] > [**OK**]

Register the changed destination.

Editing a destination to a group

1 Change "Name" and "No." (address number).

Refer to the following for editing.

Add the group (page 3-38)

2 Change the destination. Put a checkmark in the checkbox to select an item and remove the checkmark to cancel the selection.

3 [**Save**] > [**OK**]

Register the changed destination.

Deleting Address Book Entries

Delete the destinations (contacts) you added to the Address Book.

1 Display the screen.

1 [**System Menu/Counter**] key > [**Function Settings**] > [**Address Book**] > [**Add/Edit Machine Address Book**]

2 Select a destination or group to delete.

NOTE

Destinations can be sorted or searched by destination name or address number.

Choosing from the Address Book (page 4-14)

2 [Delete] > [Delete]

Delete the contact or group.

Adding a Destination on One Touch Key (One Touch Key)

Assign a new destination (contact or group) to an one touch key. A maximum of 1,000 destinations can be registered.

NOTE

- Refer to the following for use of One Touch Key.
  - Checking and Editing Destinations (page 4-17)
- You can add One Touch keys and change their settings on Command Center RX.
  - Registering Destinations (page 3-55)
- If registering and editing of the One Touch Keys is restricted to administrators, you can edit the One Touch Keys by logging in with administrator privileges.
  - Edit Restriction (page 15-45)
  - **Command Center RX User Guide**

1 Display the screen.

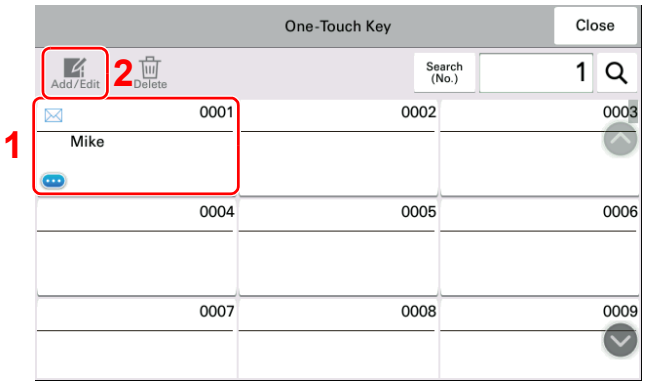
[**System Menu/Counter**] key > [**Function Settings**] > [**One-Touch Key**] > [**Add/Edit One Touch Key**]

2 Add One Touch Keys.

1 Select a One Touch Key number for the destination > [**Add/Edit**]

Enter a number in "Search (No.)" and select [🔍] (search icon) to display that One Touch Key.

Select a One Touch Key with no registered destination.



2 Enter the One Touch Key name displayed in the send base screen.

NOTE

Refer to the following for details on entering characters.

- Character Entry Method (page 4-8)

3 Select [**Destination**].

The Address Book appears.

4 Select a destination (contact or group) to add to the One Touch Key number > [**OK**]

Selecting [ ] (information icon) shows the detailed information of the selected destination.

NOTE

Destinations can be sorted or searched by destination name or address number.

Checking and Editing Destinations (page 4-17)

5 Select [**OK**].

The destination will be added to the One Touch Key.

Editing One Touch Key

The destination registered in the One Touch Key can be edited.

1 Display the screen.

1 [**System Menu/Counter**] key > [**Function Settings**] > [**One-Touch Key**] > [**Add/Edit One Touch Key**]

2 Select a One Touch Key number to edit > [**Add/Edit**]

Enter a number in "Search (No.)" and select [ ] (search icon) to display that One Touch Key.

NOTE

Select [ ] (information icon) for the One Touch Key to display the information registered in the One Touch Key.

2 Change the Registered Information.

1 Change "Display Name".

NOTE

Refer to the following for details on entering characters.

Character Entry Method (page 4-8)

2 Select [**Destination**], and select a new destination (contact or group). Selecting [ ] (information icon) shows the detailed information of the selected destination.

NOTE

Destinations can be sorted or searched by destination name or address number.

Destination Search (page 4-15)

3 [**OK**] > [**OK**] > [**OK**]

Add the destination to the One Touch Key.

Deleting the Destination to the One Touch Key

The destination registered in the One Touch Key can be deleted.

1 Display the screen.

1 [**System Menu/Counter**] key > [**Function Settings**] > [**One-Touch Key**] > [**Add/Edit One Touch Key**]

2 Select a One Touch Key number to delete.

Enter a number in "Search (No.)" and select [🔍] (search icon) to display that One Touch Key.

2 Delete the Registered Information.

[**Delete**] > [**Delete**]

The data registered in the One Touch Key is deleted.

Accessibility Functions (Magnifying the View)

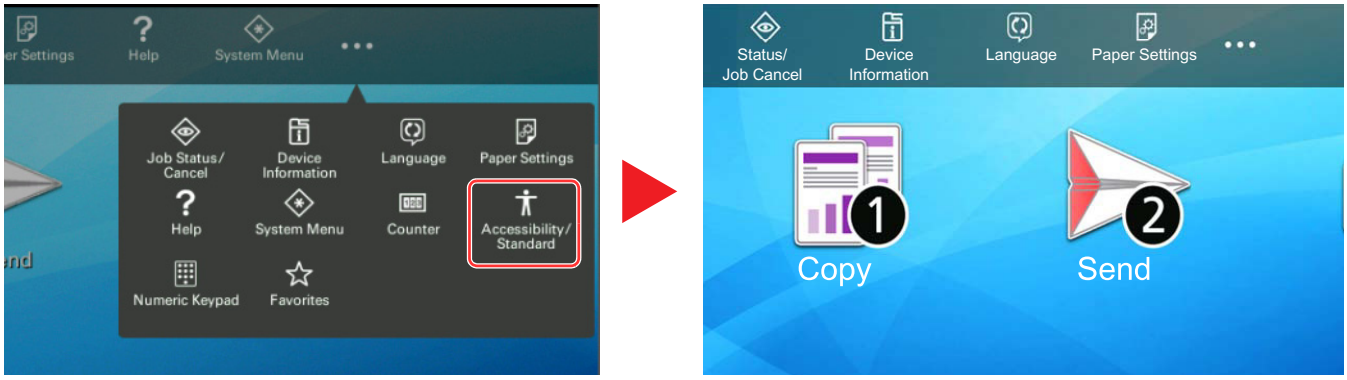
You can magnify the text and keys displayed on the touch panel. You can also select items and move to the next screen using the numeric keys.

Select [**Home**](⌂) key > [**...**] > [**Accessibility/Standard**]

Large keys and text appear on the touch panel.

NOTE

- This function can be used on the Home screen and on the functions that were registered via Copy/Send Quick Setup.
- To configure any functions that are not displayed on the Accessibility screen, you need to return to the original view. Select [**Accessibility/Standard**] again.
- Long press the [**Home**](⌂) key to switch between the Standard screen and the Accessibility screen.



You can also control the screen using the numeric key corresponding to the number in circle. (Example: Select the [2] key on the numeric key pad to display the Send screen.)

Control the functions according to the display on the screen.

Command Center RX

If the machine is connected to the network, you can configure various settings using Command Center RX.

This section explains how to access Command Center RX, and how to change security settings and the host name.

Command Center RX User Guide

NOTE

To fully access the features of the Command Center RX pages, enter the User Name and Password and click [**Login**]. Entering the predefined administrator password allows the user to access all pages, including Document Box, Address Book, and Settings on the navigation menu. The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: **Admin**
Login Password: **Admin**

Settings that the administrator and general users can configure in Command Center RX are as follows.

Setting	Description	Administrator	General User
Device Information	The machine's structure can be checked.	○	○
Job Status	Displays all device information, including print and scan jobs, storing jobs, scheduled jobs, and job log history.	○	○
Document Box	Add or delete document boxes, or delete documents within a document box.	○	○
Address Book	Create, edit, or delete addresses and address groups.	○	○
Device Settings	Configure the advanced settings of the machine.	○	—
Function Settings	Configure the advanced function settings.	○	—
Network Settings	Configure the network advanced settings.	○	—
Security Settings	Configure the security advanced settings.	○	—
Management Settings	Configure the advanced management settings.	○	—

Accessing Command Center RX

1 Display the screen.

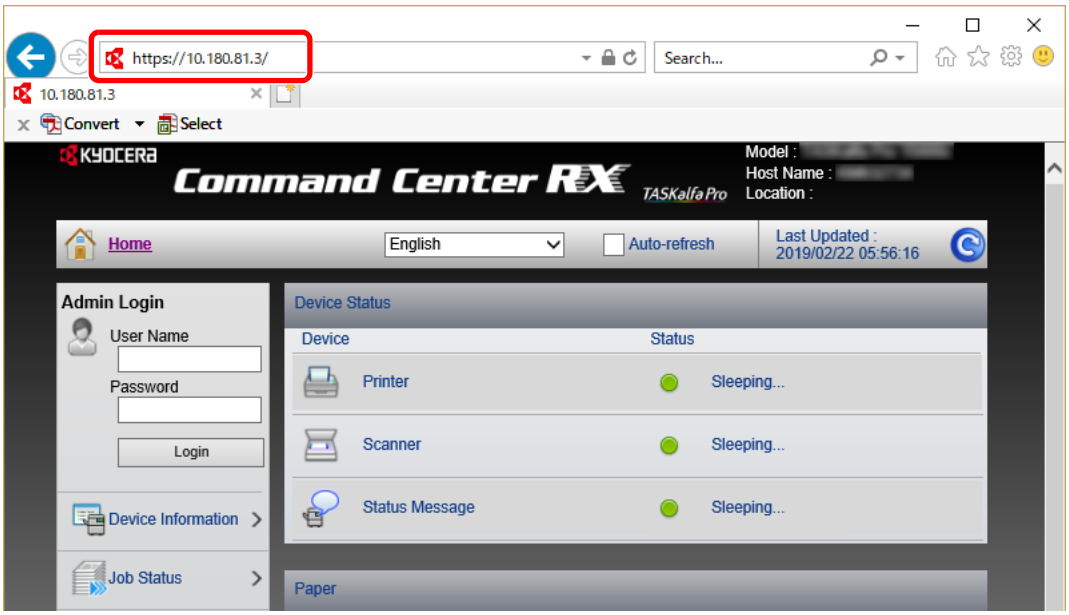
1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

[**Device Information**] in the home screen > [**More (Detail)**] > [**Identification/Wired Network**]

Examples: https://10.180.81.3/ (for IP address)
https://MFP001 (if the host name is "MFP001")



The web page displays basic information about the machine and Command Center RX as well as their current status.

NOTE

If the screen "There is a problem with this website's security certificate." is displayed, configure the certificate.

Command Center RX User Guide

You can also continue the operation without configuring the certificate.

2 Configure the function.

Select a category from the navigation bar on the left of the screen.

NOTE

To fully access the features of the Command Center RX pages, enter the User Name and Password and click [**Login**]. Entering the predefined administrator password allows the user to access all pages, including Document Box, Address Book, and Settings on the navigation menu. The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: **Admin**
Login Password: **Admin**

Changing Security Settings

1 Display the screen.

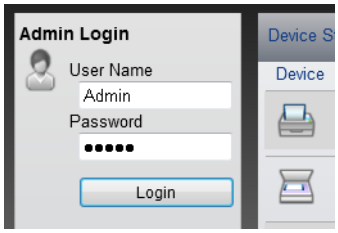
1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

[**Device Information**] in the home screen > [**More (Detail)**] > [**Identification/Wired Network**]

3 Log in with administrator privileges.



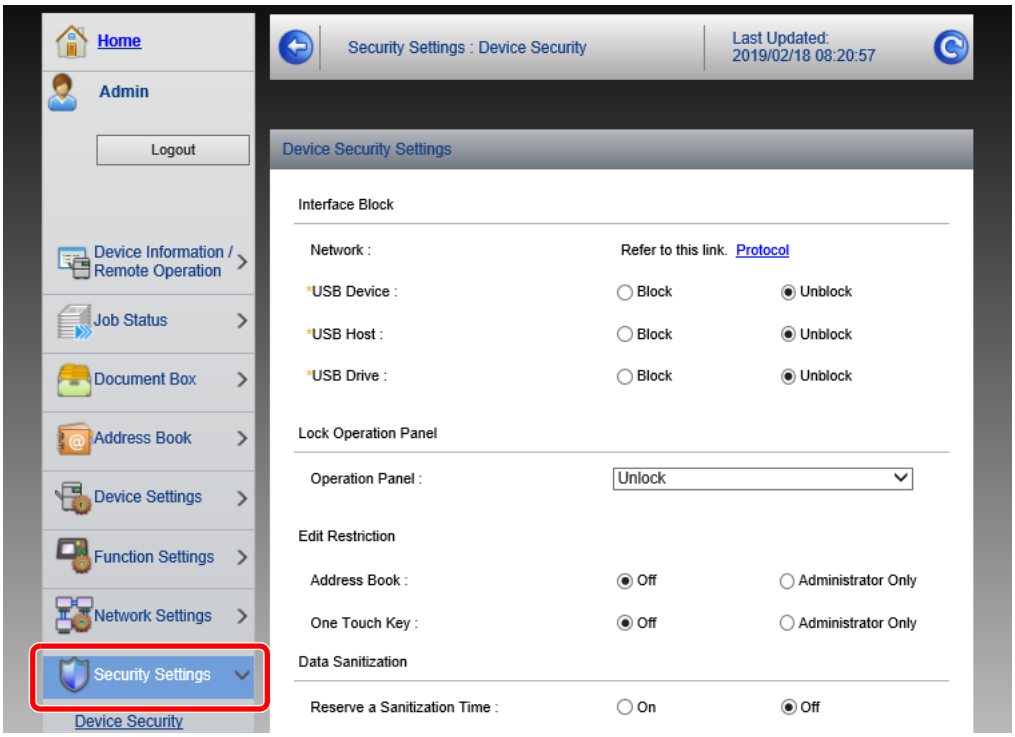
The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: Admin
Login Password: Admin

4 Click [**Security Settings**].

2 Configure the Security Settings.

From the [**Security Settings**] menu, select the setting you want to configure.



NOTE

For details on settings related to certificates, refer to the following:

Command Center RX User Guide

Changing Device Information

1 Display the screen.

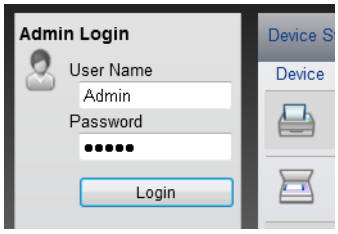
1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

[**Device Information**] in the home screen > [**More (Detail)**] > [**Identification/Wired Network**]

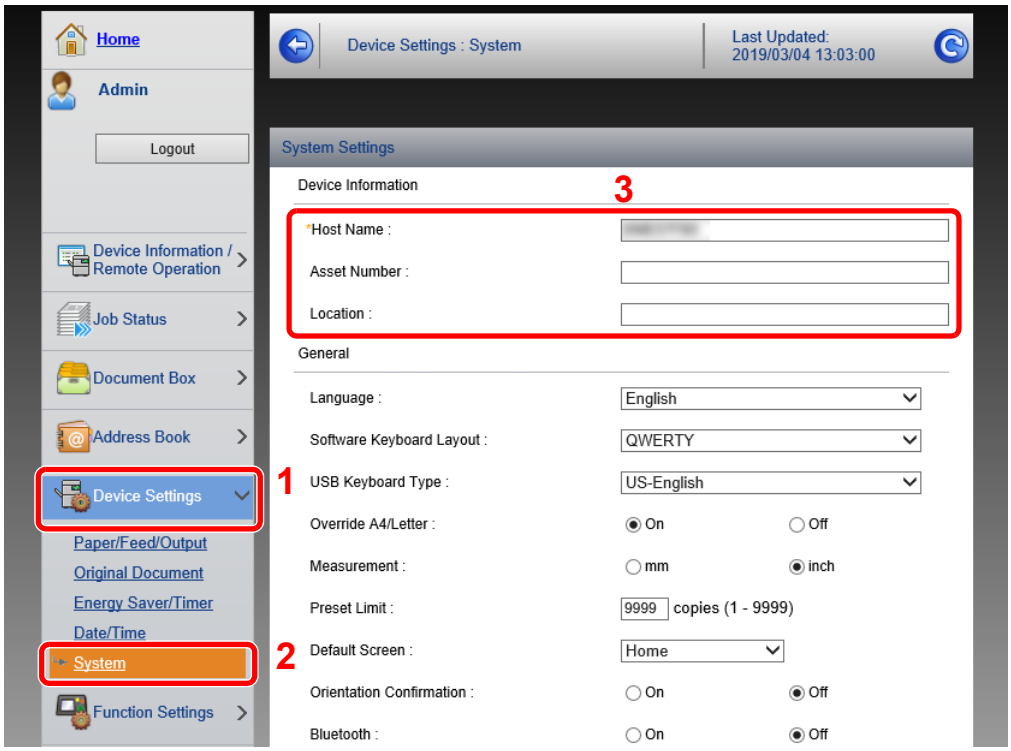
3 Log in with administrator privileges.



The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: Admin
Login Password: Admin

4 From the [**Device Settings**] menu, click [**System**].



2 Specify the host name.

Enter the device information, and then click [**Submit**].

IMPORTANT

After changing the setting, restart the network or turn the machine OFF and then ON.

To restart the network interface card, click [Reset] in the [Management Settings] menu, and then click [Restart Network] in "Restart".

E-mail Settings

By configuring the SMTP settings, it is possible to send the images scanned by the machine as E-mail attachments and to send E-mail notices when jobs have been completed.

To use this function, this machine must be connected to a mail server using the SMTP protocol.

In addition, configure the following.

- SMTP settings
  Item: "SMTP Protocol" and "SMTP Server Name" in "SMTP"
- The sender address when the machine sends E-mails
  Item: "Sender Address" in "E-mail Send Settings"
- The setting to limit the size of E-mails
  Item: "E-mail Size Limit" in "E-mail Send Settings"

The procedure for specifying the SMTP settings is explained below.

1 Display the screen.

Display the SMTP Protocol screen.

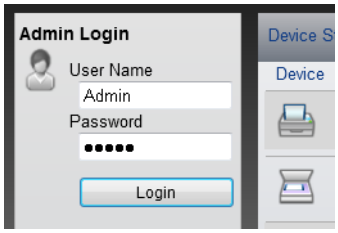
1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

[**Device Information**] in the home screen > [**More (Detail)**] > [**Identification/Wired Network**]

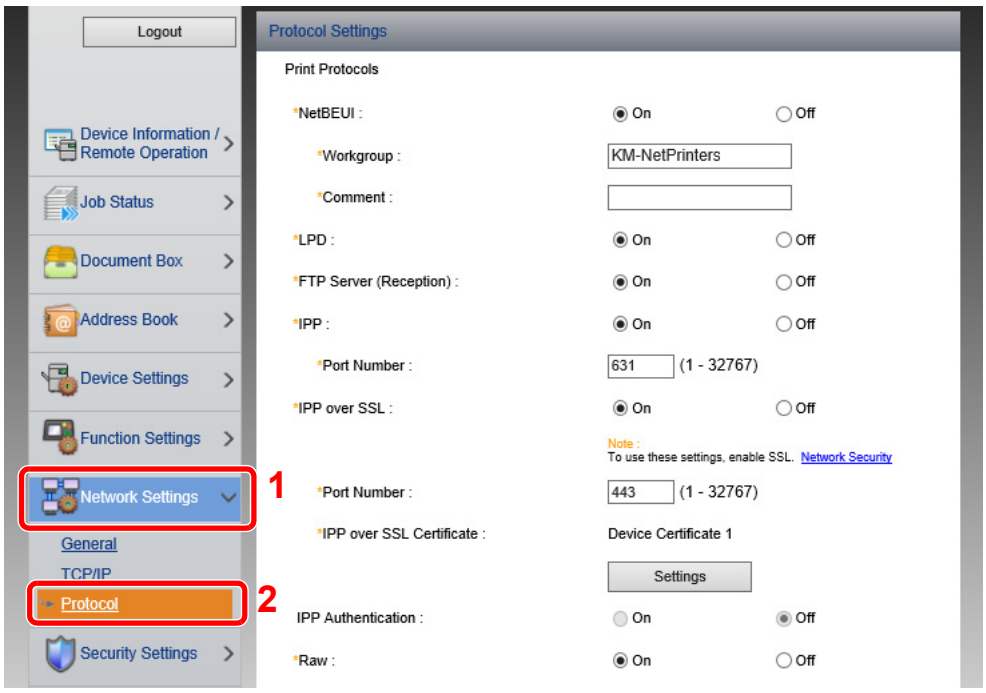
3 Log in with administrator privileges.



The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

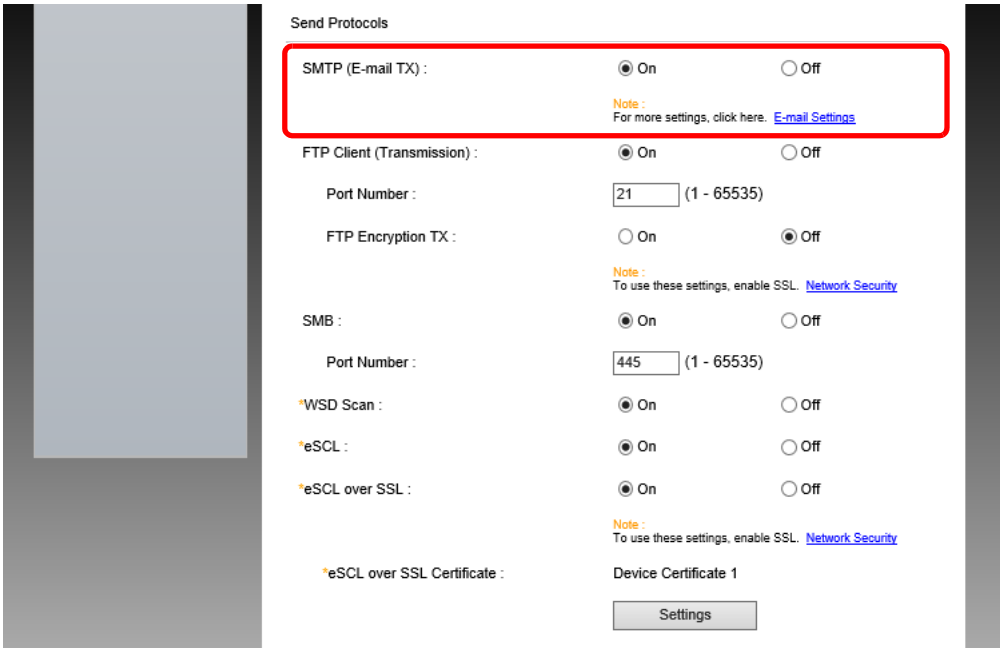
Login User Name: Admin
Login Password: Admin

4 From the [**Network Settings**] menu, click [**Protocol**].



2 Configure the settings.

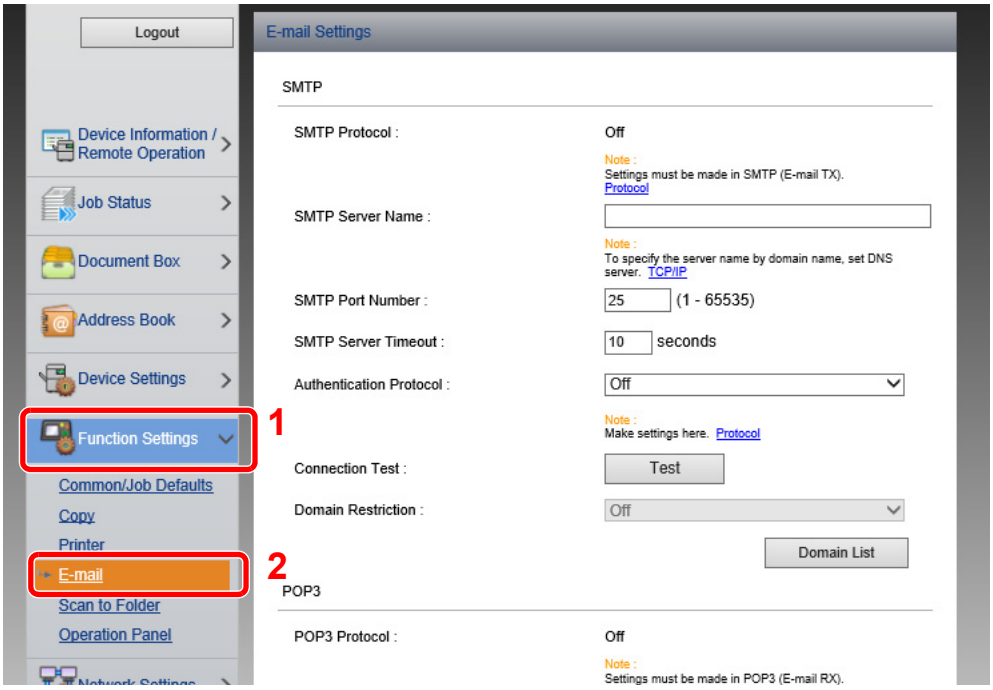
Set "SMTP (E-mail TX)" to [**On**] in the "Send Protocols".



3 Display the screen.

Display the E-mail Settings screen.

From the [**Function Settings**] menu, click [**E-mail**].



4 Configure the settings.

Enter "SMTP" and "E-mail Send Settings" items.

Setting		Description
SMTP		Set to send e-mail from the machine.
	SMTP Protocol	Displays the SMTP protocol settings. Check that "SMTP Protocol" is set to [**On**]. If [**Off**] is set, click [**Protocol**] and set the SMTP protocol to [**On**].
	SMTP Server Name[*1]	Enter the host name or IP address of the SMTP server.
	SMTP Port Number	Specify the port number to be used for SMTP. The default port number is 25.
	SMTP Server Timeout	Set the amount of time to wait before time-out in seconds.
	Authentication Protocol	To use SMTP authentication, enter the user information for authentication.
	Connection Test	Tests to confirm that the E-mail function is operating under the settings without sending a mail.
	Domain Restriction	To restrict the domains, click the [**Domain List**] and enter the domain names of addresses to be allowed or rejected. Restriction can also be specified by e-mail address.

Setting		Description
POP3	**POP3 Protocol**	You don't need to set the following items when you only enable the function of sending e-mail from the machine. Set the following items if you want to enable the function of receiving e-mail on the machine. ➔ **Command Center RX User Guide**
	Check Interval	
	Run once now	
	Domain Restriction	
	POP3 User Settings	
E-mail Send Settings	**E-mail Size Limit**	Enter the maximum size of E-mail that can be sent in kilobytes. When E-mail size is greater than this value, an error message appears and E-mail sending is cancelled. Use this setting if you have set E-mail Size Limit for SMTP server. If not, enter a value of 0 (zero) to enable E-mail sending regardless of the size limit.
	Sender Address*1	Specify the sender address for when the machine sends E-mails, such as the machine administrator, so that a reply or non-delivery report will go to a person rather than to the machine. The sender address must be entered correctly for SMTP authentication. The maximum length of the sender address is 128 characters.
	Signature	Enter the signature. The signature is free form text that will appear at the end of the E-mail body. It is often used for further identification of the machine. The maximum length of the signature is 512 characters.
	Function Defaults	Change the function default settings in [**Common/Job Default Settings**] page.

*1 Be sure to enter the items.

5 Click [Submit].

Registering Destinations

1 Display the screen.

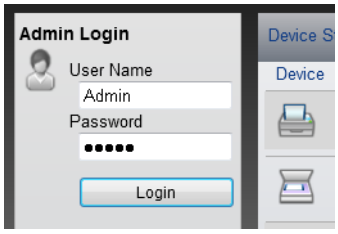
1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

[**Device Information**] in the home screen > [**More (Detail)**] > [**Identification/Wired Network**]

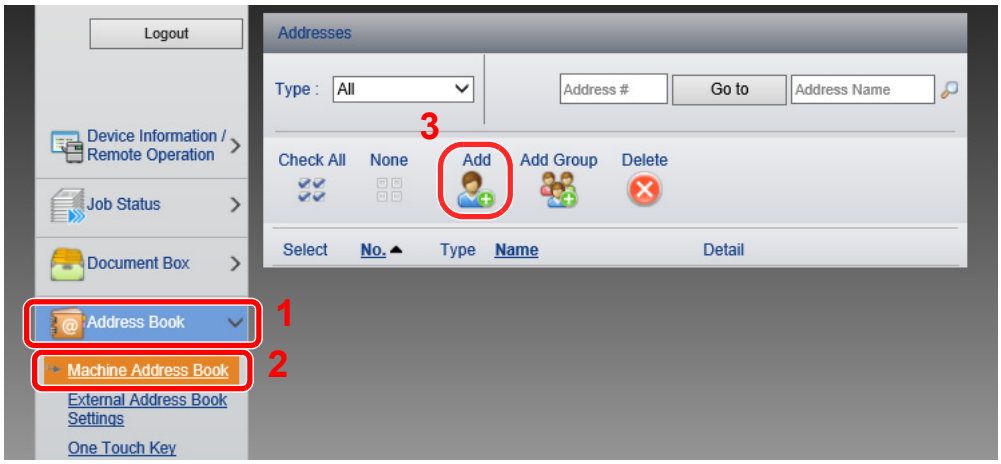
3 Log in with administrator privileges.



The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: Admin
Login Password: Admin

4 From the [**Address Book**] menu, click [**Machine Address Book**].



5 Click [**Add**].

2 Populate the fields.

1 Enter the destination information.

Enter the information for the destination you want to register. The fields to populate are the same as when registering via operation panel.

Registering Destinations in the Address Book (page 3-34)

2 Click [**Submit**].

Creating a New Custom Box

1 Display the screen.

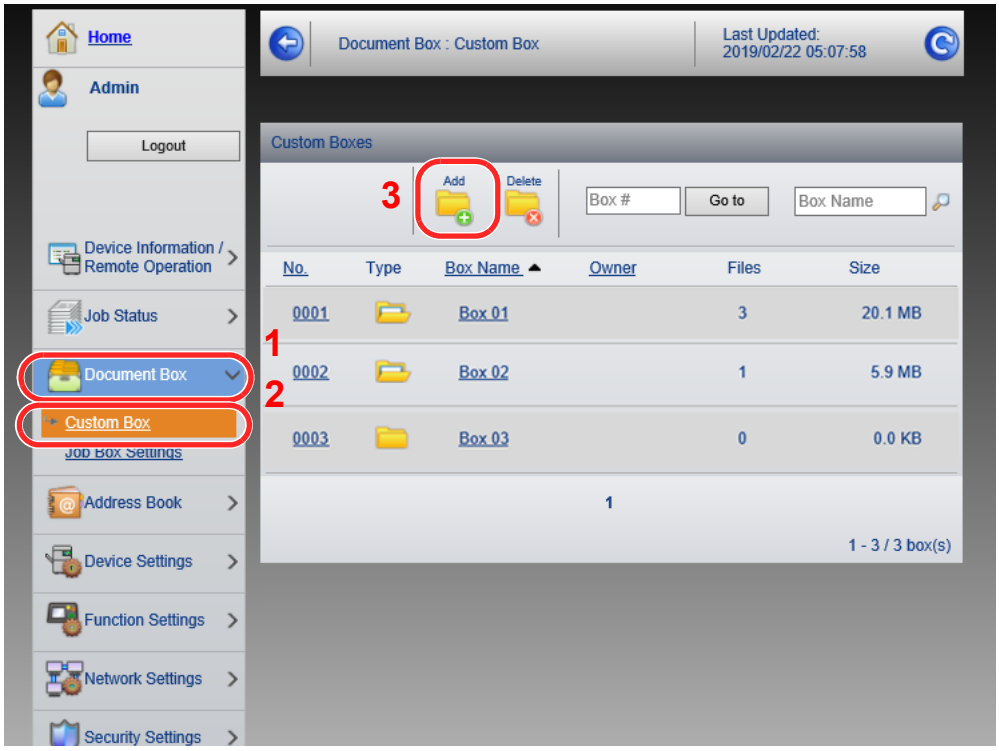
1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

[**Device Information**] in the home screen > [**More (Detail)**] > [**Identification/Wired Network**]

3 From the [**Document Box**] menu, click [**Custom Box**].



4 Click [**Add**].

2 Configure the Custom Box.

1 Enter the box details.

Enter the information for the custom box you want to register. For details on the fields to populate, refer to the following:

Command Center RX User Guide

2 Click [**Submit**].

Printing a document stored in a Custom Box

1 Display the screen.

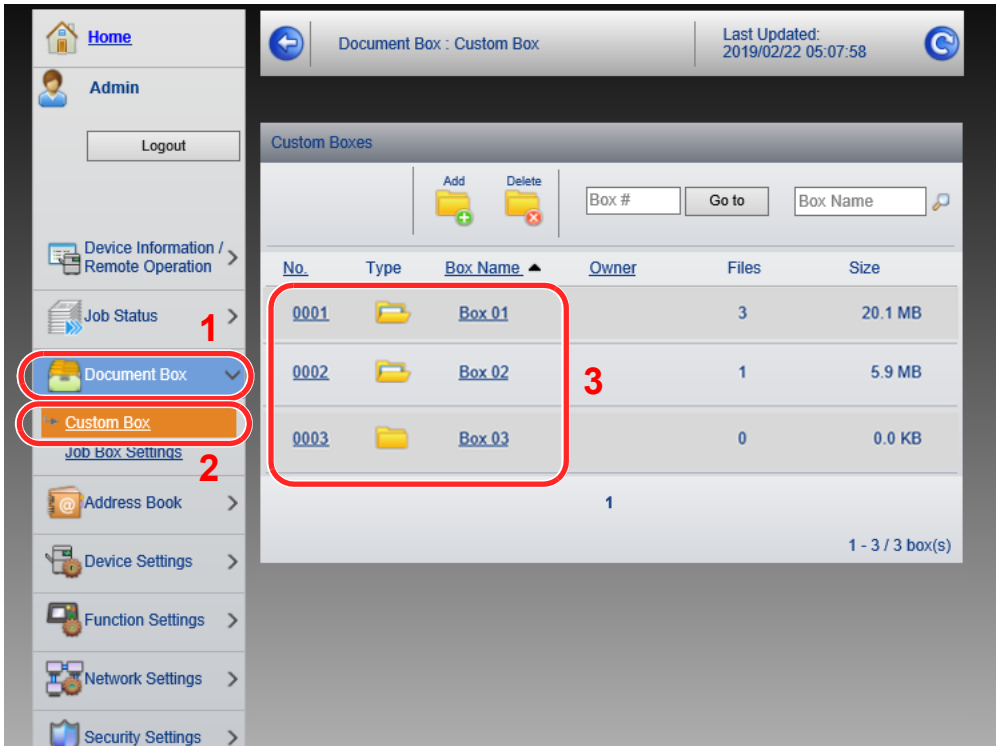
1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

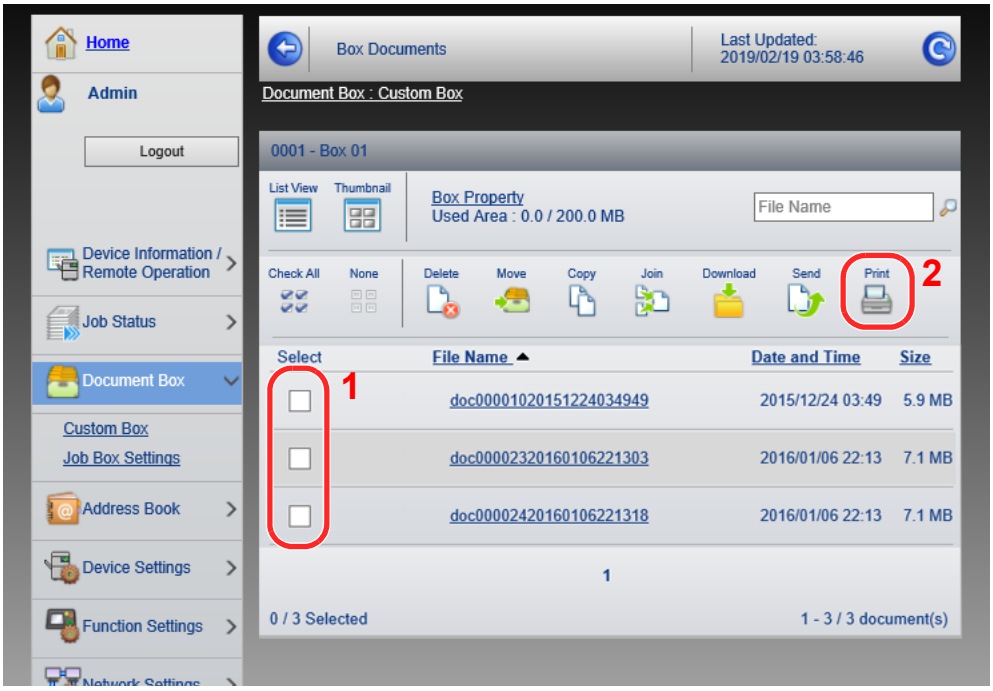
[**Device Information**] in the home screen > [**More (Detail)**] > [**Identification/Wired Network**]

3 From the [**Document Box**] menu, click [**Custom Box**].



4 Click the number or name of the Custom Box in which the document is stored.

2 Print the document.



1 Select the document you wish to print.

Select the checkbox of the document to be printed.

2 Click [**Print**].

3 Configure settings for printing, click [**Print**].

4 Basic Operation

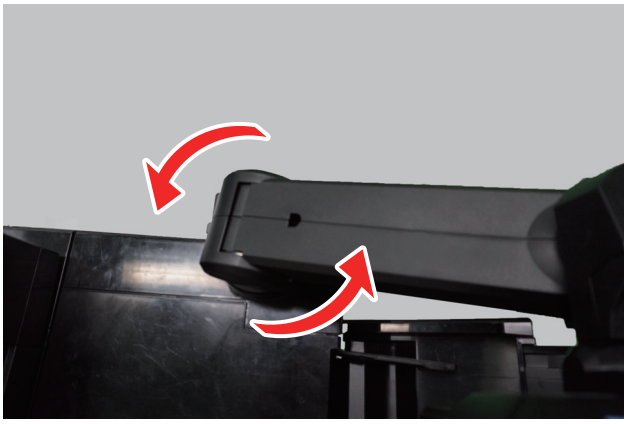
This chapter explains the basic procedures for operating the machine.

Adjusting the Operation Panel Angle 4-2
Basic Operation of Operation Panel 4-3
Display Setting Screen 4-3
Display of Keys That Cannot Be Set 4-4
Original Preview 4-4
Entering Numbers 4-6
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Choosing from the Address Book 4-14
Choosing from the One Touch Key 4-16
Checking and Editing Destinations 4-17
Recall 4-17
Using the Internet Browser 4-18
Launching and Exiting the Browser 4-18
Using the Browser Screen 4-19
Loading Originals 4-20
Placing Originals on the Platen 4-20
Loading Originals in the Document Processor 4-21

Adjusting the Operation Panel Angle

The angle of the operation panel can be adjusted.



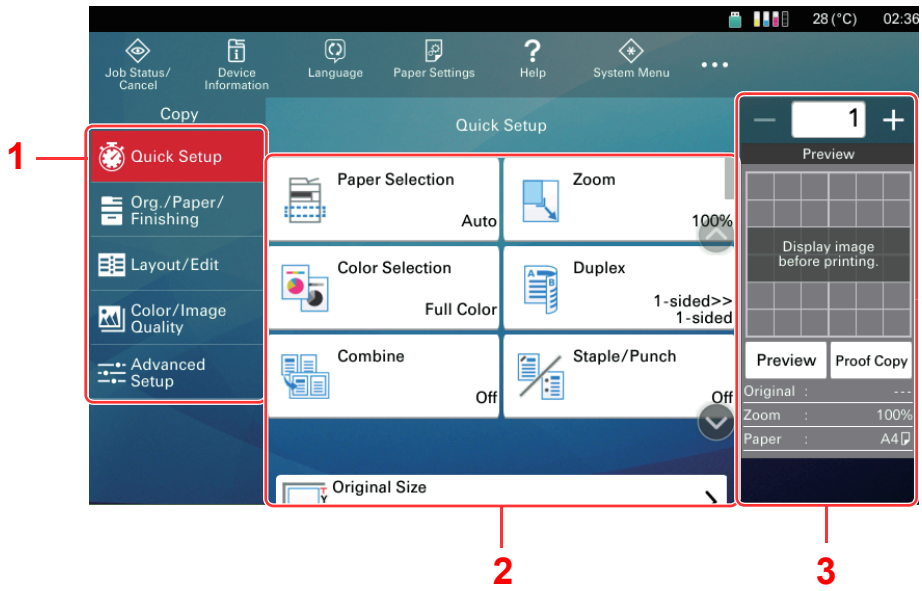




Basic Operation of Operation Panel

Display Setting Screen

The following procedure is an example of the Copy screen.

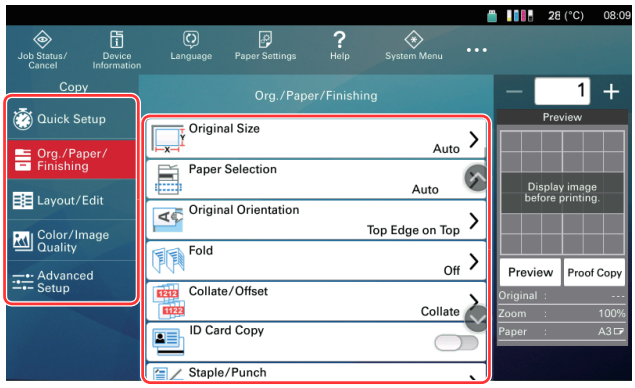


1 Global Navigation
Displays the function categories.

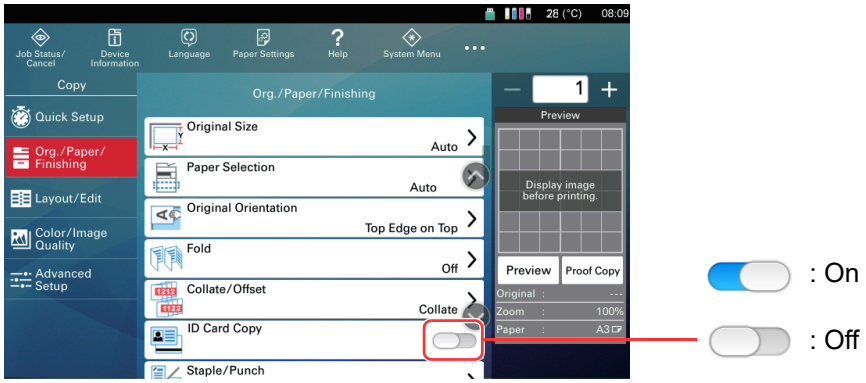
2 Body
Displays each copy function.

3 Right Pane Area
Displays shortcuts and specific functions.

Select Global Navigation and configure each function.

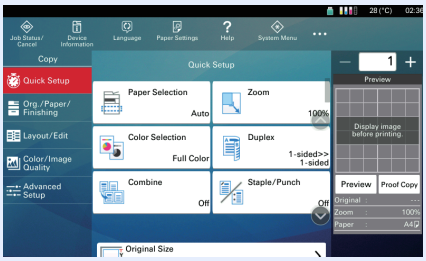
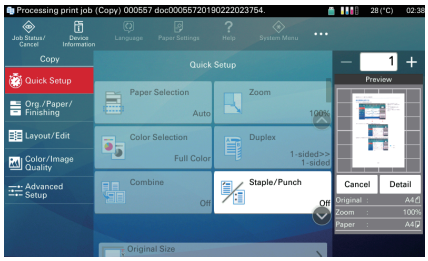
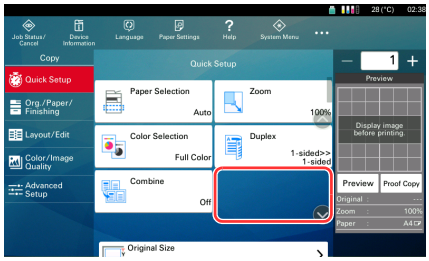


When an On/Off Flip switch is displayed for a function, select the switch to change between ON and OFF.



Display of Keys That Cannot Be Set

Keys of features that cannot be used due to feature combination restrictions or non-installation of options are in a non-selectable state.

Normal	Grayed out	Hidden
	 In the following cases, the key is grayed out and cannot be selected. • Cannot be used in combination with a feature that is already selected. • [**Preview**] has been selected. • For functions that cannot be changed when using proof copy.	 Cannot be used because an option is not installed.

NOTE

If a key that you wish to use is grayed out, the settings of the previous user may still be in effect. In this case, select the [**Reset**] key and try again.

Original Preview

You can display a preview image of the scanned document on the panel.

NOTE

To view a preview of an image stored in a Custom Box, refer to the following:

Previewing Documents/Checking Document Details (page 12-5)

The procedure described here is for copying a single-page original.

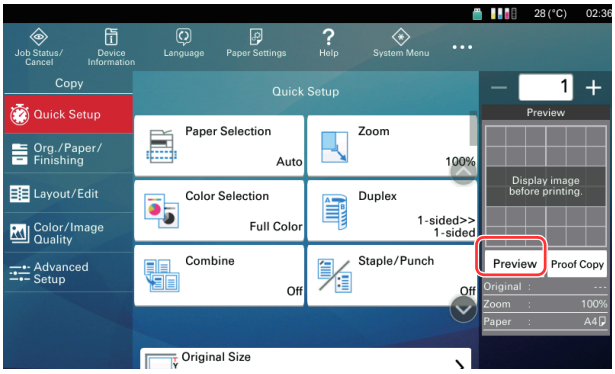
1 Display the screen.

[**Home**](⌂) key > [**Copy**]

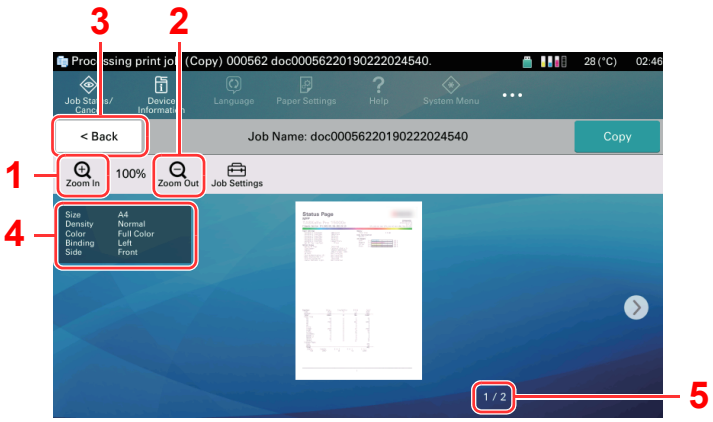
2 Place the originals.

3 Display a preview image.

1 [**Preview**] > [**Detail**]



The machine starts scanning the original. When scanning is completed, the preview image appears on the panel.



1 Zoom out.

2 Zoom in.

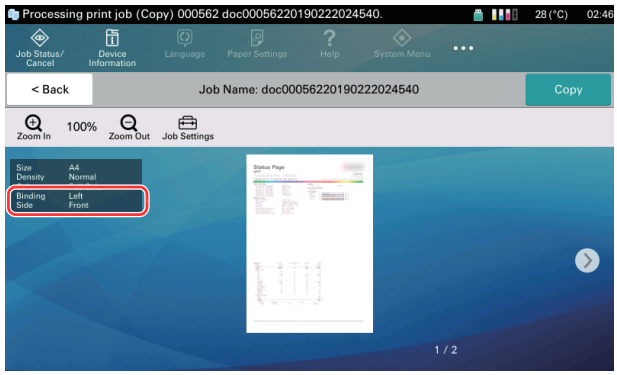
3 Close the Preview screen.

4 Displays the data information.

5 Displays the current number of pages and overall number of pages.

Duplex Printing

Settings for duplex printing appear.



NOTE

- To change the quality or the layout, select [**Back**].
  Change the settings and select [**Preview**] again to see a preview image with the new settings.
- Depending on the function you are using, even if you scan a multi-page original, only the first page can be previewed.

2 If there is no problem with the preview image, select [**Copy**].

Copying starts.

Entering Numbers

You can enter numbers by the following methods.

- Use Numeric Keypad attached with the Operation Panel
- Select [Numeric Keypad] displayed on taskbar
- Use Numeric Keypad displayed by selecting entry area

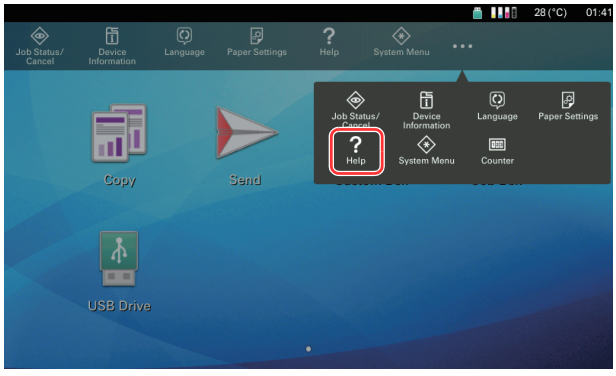


Help Screen

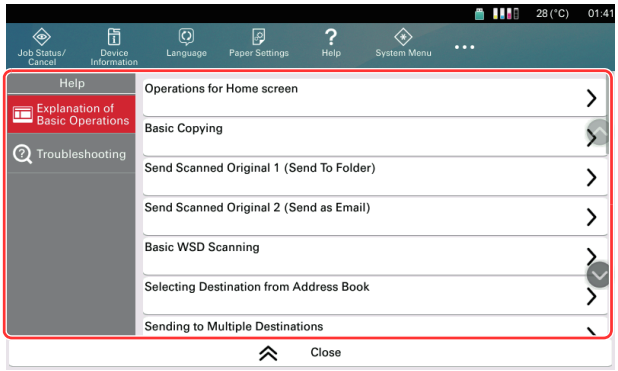
If you have difficulty operating the machine, you can check how to operate it using the touch panel.

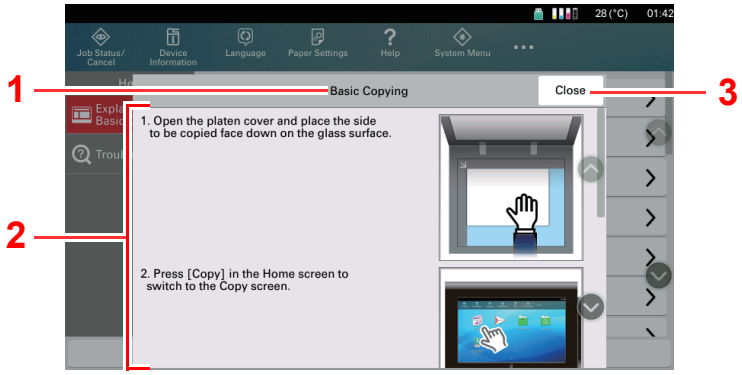
Select [**Help**] on the Home screen to show the Help list.

1 [Home](⌂) key > [...] > [Help]



2 Select the items to check from the list.





1 Help titles

2 Displays information about functions and machine operation.

3 Closes the Help screen and returns to the original screen.

Character Entry Method

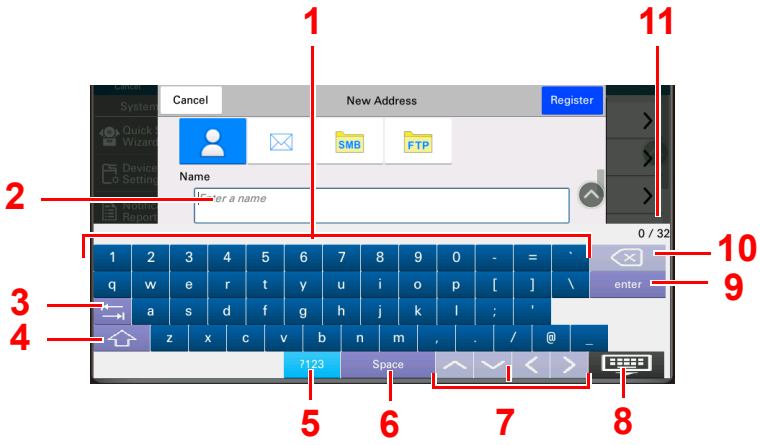
To enter characters for a name, use the on-display keyboard in the touch panel following the steps as explained below.

NOTE

Keyboard Layout
"QWERTY", "QWERTZ" and "AZERTY" are available as keyboard layouts the same as a PC keyboard. Select the [**System Menu/Counter**] key, [**Device Settings**], [**Keyboard**] and then [**Keyboard Layout**] to choose the desired layout. "QWERTY" layout is used here as an example. You may use another layout following the same steps.

Entry Screens

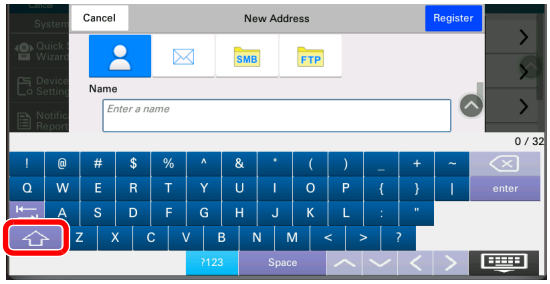
Lower-case Letter Entry Screen



No.	Display/Key	Description
1	Keyboard	Select the character to enter.
2	Input box	Enter characters in the selected box.
3	Tab key	Select to move to the next input box.
4	Shift key	Select to switch between upper case and lower case.
5	[**?123**] / [**ABC**]	Select the characters that are entered.
6	Space key	Select to insert a space.
7	Cursor key	Select to move the cursor on the display.
8	Close key	Select to close the entry screen.
9	Enter key	Select to finalize entry and return to the screen before the entry.
10	Backspace key	Select to delete a character to the left of the cursor.
11	Input / Limit display	Displays maximum number of characters and the number of characters entered.

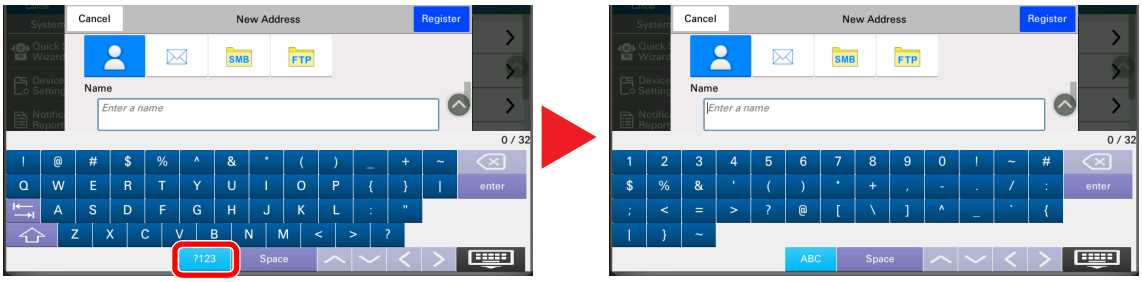
Upper-case Letter Entry Screen

Select the Shift key.



Number/Symbol Entry Screen

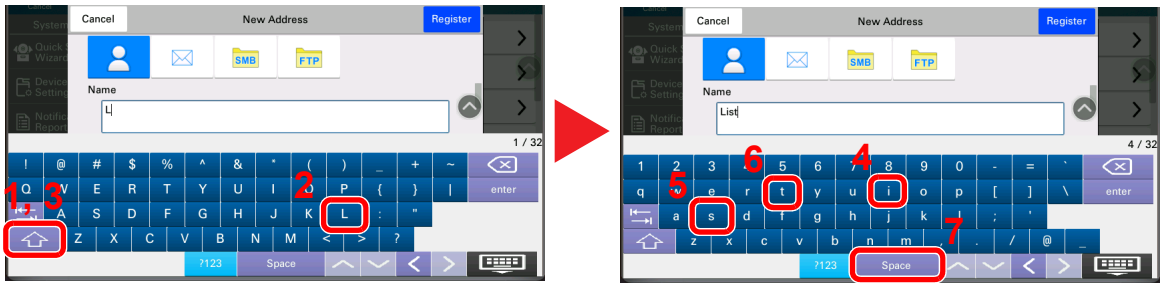
Select [**?123**].



Entering Characters

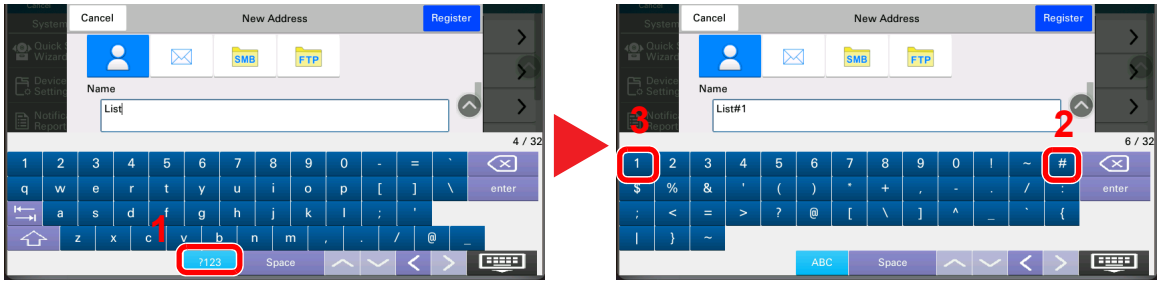
Follow the steps below to enter 'List #1' for an example.

1 Enter 'List', (space).



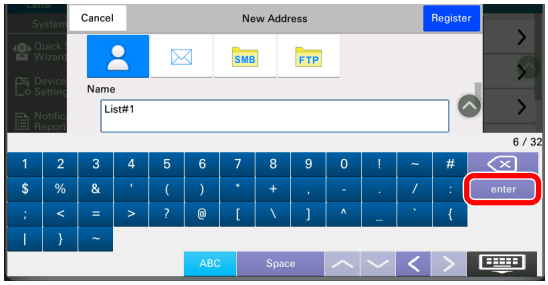
To switch between upper case and lower case, select the Shift key.

2 Enter '#' and '1'.



To enter numbers or symbols, select [**?123**].

3 Check that the entry is correct.



Check that the entry is correct. Select [**enter**].

Login/Logout

If you are setting a function that requires administrator rights, or if user login administration is enabled, you must enter your login user name and login password.

NOTE

The factory default login user name and login password are both set as 15000.

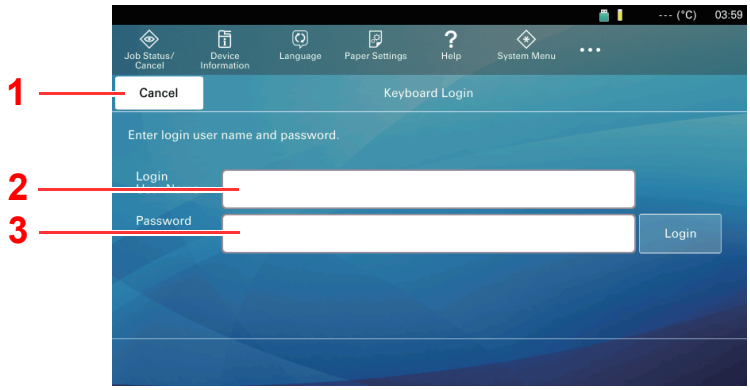
You will be unable to login if you forget your login user name or login password. In this event, login with administrator privileges and change your login user name or login password.

Login

Normal login

1 Enter the login user name and login password to login.

If this screen is displayed during operations, enter the login user name and login password.



1 Cancel the login.

2 Enter the login user name.

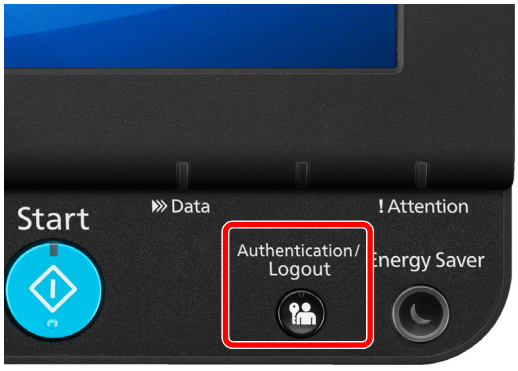
Character Entry Method (page 4-8)

3 Enter the login password.

Character Entry Method (page 4-8)

2 Select [Login].

Logout



To logout from the machine, select the [**Authentication/Logout**] key to return to the login user name/login password entry screen.

Users are automatically logged out in the following circumstances:

- When the machine enters the sleep state.
- When the auto panel reset function is activated.

Checking the Counter

Check the number of sheets printed and scanned.

1 Display the screen.

[**Home**](⌂) key > [**...**] > [**Counter**]

2 Check the counter.

Handling Destination

This section explains how to select and confirm the destination.

Specifying Destination

Select the destination using either of the following methods except entering address directly:

- Choosing from the Address Book
  Choosing from the Address Book (page 4-14)
- Choosing from the External Address Book
  For details on the External Address Book, refer to the following:
  Command Center RX User Guide
- Choosing from One Touch key
  Choosing from the One Touch Key (page 4-16)

NOTE

You can set the machine up so that the address book screen appears when you select the [**Send**] key.

Default Screen (page 15-9)

Choosing from the Address Book

For more information about how to register destinations in the Address Book, refer to the following:

Registering Destinations in the Address Book (page 3-34)

1 In the basic screen for sending, select [ ] (Address Book icon).

NOTE

For details on the External Address Book, refer to the following:

Command Center RX User Guide

2 Select the destinations.

Select the checkbox to select the desired destination from the list. The selected destinations are indicated by a checkmark in the check box. To use an address book on the LDAP server, select [**Selection**] > [**Ext Address Book**].

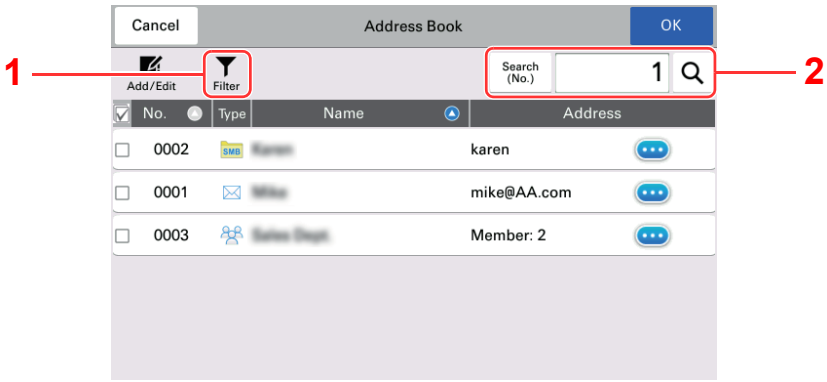
You can change the order in which the destinations are listed by selecting [**Name**] or [**No.**].

NOTE

To deselect, select the checkbox again and remove the checkmark.

Destination Search

Destinations registered in the Address Book can be searched. Advanced search by type or by initial letter is also available.



Keys used	Search type	Subjects searched
1	Filter	Advanced search by type of registered destination (E-mail, Folder, or Group). You can set this function up so that destination types are selected when the address book is displayed. For details, refer to the following: ➡ Narrow Down (page 15-45)
2	Search (No.)	Search by registered address number.
	Search (Name)	Advanced search by initial letter of registered name.

The steps for performing each type of search are as follows.

Filter

Select [**E-mail**], [**Folder**], or [**Group**]. Stored destinations of the selected type are displayed.

Search (No.)

With [**Search (No.)**] displayed, select the entry box. Enter the address number you want to find, and select [🔍] (search icon).

Search (Name)

With [**Search (Name)**] displayed, select the entry box. Enter the name you want to find, and select [🔍] (search icon).

3 Accept the destination > [OK]

Destinations can be changed later.

➡ Checking and Editing Destinations (page 4-17)

NOTE

- To delete the destination, select [⌄] > [🗑] (delete icon) for the destination you want to delete > [**Delete**]
- You can set the default sort setting of the address for the address book.
  ➡ Sort (page 15-45)

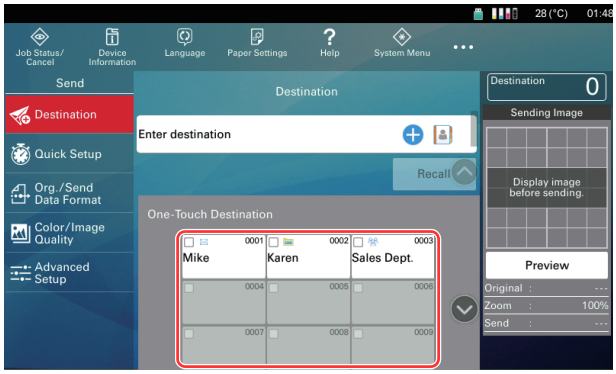
Choosing from the One Touch Key

In the basic screen for sending, select the One Touch Keys where the destination is registered.

NOTE

If the One Touch Key of the destination does not appear on the touch panel, select [**More**]. One Touch Keys that did not appear are displayed. This procedure assumes that One Touch Keys have already been registered.
For more information on adding One Touch keys, refer to the following:

Adding a Destination on One Touch Key (One Touch Key) (page 3-41)



Checking and Editing Destinations

1 Display the screen.

Specify the destination.

Specifying Destination (page 4-14)

2 Check and edit the destination.

Select [⌄] to display a destination list.

- Select [ ] (information icon) to check the destination.
- Select [ ] (edit icon) to edit the destination.
- Select [ ] (delete icon) to remove the destination from the list.

NOTE

When selecting [**On**] for Destination Check before Send, the confirmation screen appears after pressing the [**Start**] key.

Recall (page 4-17)

Recall

Recall is a function allowing you to send the last entered destination once again. When you want to send the image to the same destination, select [**Recall**], and you can call the destination you sent on the destination list.

1 Select [Recall].

The destination you sent is displayed on the destination list.

NOTE

When the last sending included E-mail destinations, they are also displayed. If necessary, add or delete the destination.

2 Press the [Start] key.

Sending starts.

NOTE

Recall information is canceled in the following conditions.

- When you turn the power off
- When you send a next image (new recall information is registered)
- When you log out

Using the Internet Browser

If the machine is connected to the network, you can browse the Internet on the touch panel.

NOTE

- If you are using Internet Browser, you need to select [**On**] in "**Internet Browser**" in [**Device Settings**] from the system menu.

Internet Browser (page 15-50)

- After setting the Internet browser, register it on Home screen.

Launching and Exiting the Browser

1 Display the screen.

1 [**Home**](⌂) key > [**Internet Browser**]

The Internet browser starts up.

2 Use the browser screen to browse web pages.

For information on how to use the browser screen, refer to the following:

Using the Browser Screen (page 4-19)

3 To exit the browser, select [**X**] (Close) and then select [**OK**] in the exit confirmation screen.

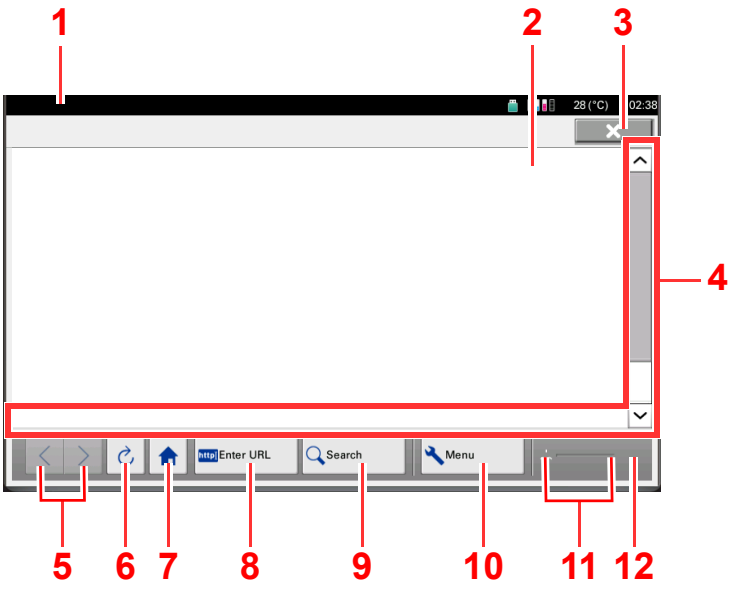
NOTE

You can specify preferences such as the way the Internet browser screen is displayed.

Browser Environment (page 15-50)

Using the Browser Screen

The operations available in the Internet browser screen are shown below.



1 **Title bar**: Displays the page title.

2 **Text box**: Pressing the text box displays a keyboard that allows you to type text.

3 **Close**: Closes the Internet browser and returns you to the extended function list screen.

4 **Scroll bar**: These allow you to scroll the displayed page up, down, left and right by selecting **[∧]**, **[∨]**, **[〈]** or **[〉]** or by moving one of the slide bars with your finger.

5 **Back/Forward**: Displays the previous page or the next page.

6 **Reload**: Updates the page.

7 **Home page**: Displays your specified home page.

You can set your home page in the Browser Environment (page 15-50).

8 **Enter URL**: Use this to display a desired web page by entering the URL for that page.

9 **Search (Search Internet/Retrieval in page)**: Displays a search menu in which you can select "Retrieval in page" or an Internet search site.

Search Internet: Use the selected search site to search with the entered keyword.

Retrieval in page: Search from the entered keyword in the currently displayed page. You can continue your search by selecting [**SearchUp**] or [**SearchDown**].

10 **Menu**: Displays the browser setup menu. You can use this menu to specify the browser's display magnification, set the text encoding scheme and check the server certificate.

11 **Loader/Progress bar**: Shows the status of page loading. When the browser is loading a web page, the loader changes to an animated display.

12 **Security lock icon**: Displayed when you are viewing a protected page.

NOTE

Selecting the [**Reset**] key while the Internet browser is displayed will exit the browser and return you to the extended function list screen without displaying the browser exit.

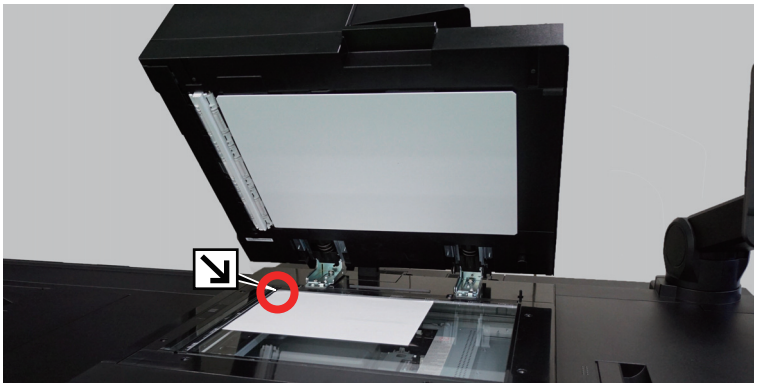
Loading Originals

Load the originals on the platen or document processor, depending on the original size, type, volume, and function.

- Platen: Place the sheet, book, and postcards.
- Document Processor: Place the multiple originals. You can also place the two sided originals.

Placing Originals on the Platen

You may place books or magazines on the platen in addition to ordinary sheet originals.



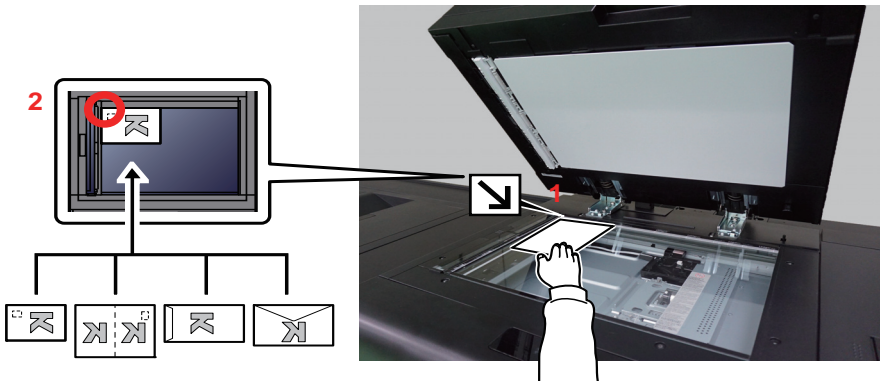
1 Put the scanning side facedown.

2 Align it flush against the original size indicator plates with the back left corner as the reference point.

NOTE

- A5□ is detected as A4▭. Set the paper size to A5□ by using the function key on the touch panel.
  Original Size (page 13-3)
- For details on Original Orientation, refer to the following:
  Original Orientation (page 13-5)

When you place envelopes or cardstock on the platen



1 Put the scanning side facedown.

2 Align it flush against the original size indicator plates with the back left corner as the reference point.

NOTE

For the procedure for feeding cardstock, refer to the following:

Loading Envelopes and Cardstock in the Multipurpose Tray (page 7-32)
Loading Envelopes and Cardstock in the Multipurpose Tray (page 7-53)

CAUTION

Do not leave the document processor open as there is a danger of personal injury.

IMPORTANT

- **Do not push the document processor forcefully when you close it. Excessive pressure may crack the platen glass.**
- **When placing books or magazines on the machine, do so with the document processor in the open position.**

Loading Originals in the Document Processor

The document processor automatically scans each sheet of multiple originals. Both sides of two-sided originals are scanned.

The document processor supports the following types of originals.

Detail	Document Processor
Weight	1-side: 35 to 220 g/m^2 Duplex: 50 to 220 g/m^2
Sizes	Maximum A3⏍/Ledger⏍ (11.69" × 17"/ 297 × 432 mm) (Long-sized 11.69" × 86.62"/ 297 × 2,200 mm) to Minimum A6⏍/Statement⏍ (4.13" × 5.82"/105 × 148 mm)
No. of sheets	270 sheets (50 to 80 g/m^2) maximum

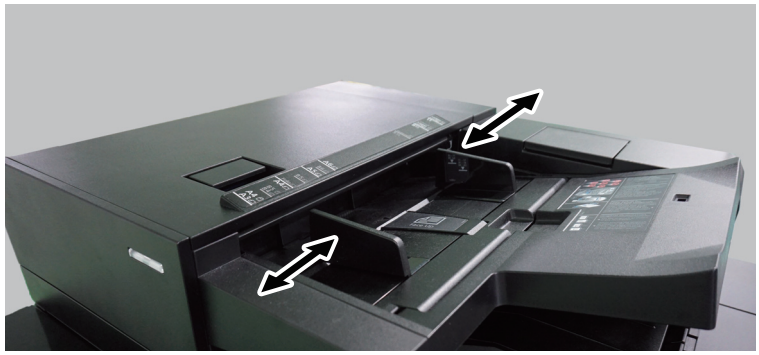
Do not use the document processor for the following types of originals. Otherwise, the originals may be jammed or the document processor may become dirty.

- Originals bound with clips or staples (Remove the clips or staples and straighten curls, wrinkles or creases before loading. Failure to do so may cause the originals to jam.)
- Originals with adhesive tape or glue
- Originals with cut-out sections
- Curled original
- Originals with folds (Straighten the folds before loading. Failure to do so may cause the originals to jam.)
- Carbon paper
- Crumpled paper

IMPORTANT

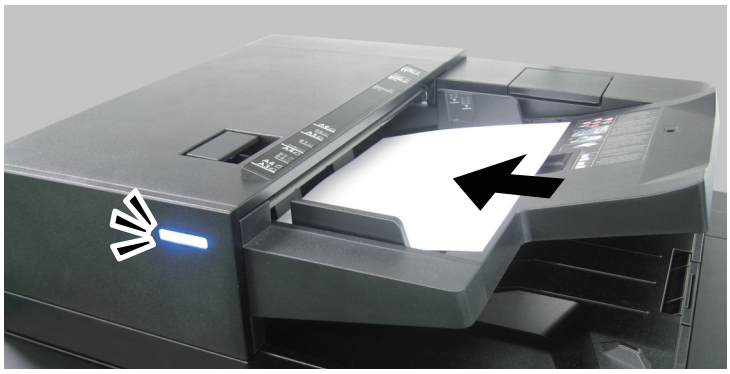
- **Before loading originals, be sure that there are no originals left on the original eject table. Originals left on the original eject table may cause the new originals to jam.**
- **Do not make an impact on the document processor top cover, such as aligning the originals on the top cover. It may cause an error in the document processor.**
- **Do not load the printouts from this machine on the document processor as original. Ink may adhere to the feed roller in the document processor, which may cause streaks in the scanned image.**

1 Adjust the original width guides.



2 Place the originals.

1 Put the side to be scanned (or the first side of two-sided originals) face-up. Slide the leading edge into the document processor as far as it will go. The original loaded indicator lights when the original is placed correctly.



NOTE

For details on Original Orientation, refer to the following:

Original Orientation (page 13-5)

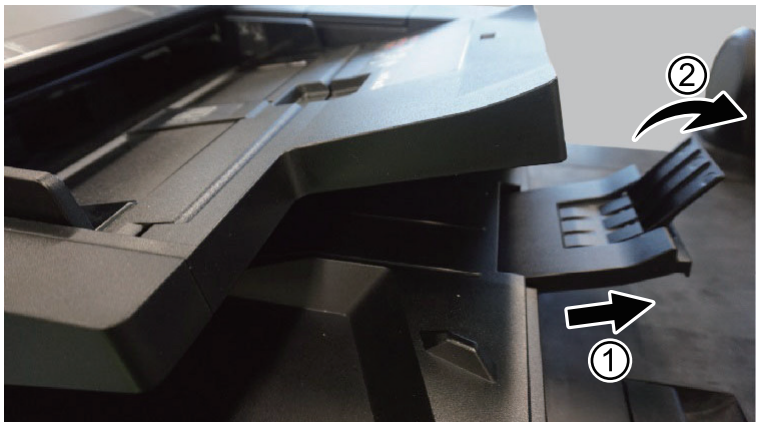
IMPORTANT

- **Confirm that the original width guides exactly fit the originals. If there is a gap, readjust the original width guides. The gap may cause the originals to jam.**



- **Ensure that loaded originals do not exceed the level indicator. Exceeding the maximum level may cause the originals to jam.**
- **Originals with punched holes or perforated lines should be placed in such a way that the holes or perforations will be scanned last (not first).**

2 Open the original stopper to fit the size of the original set (Original size: B4/Legal or more).



5 Using Paper Catalog

This chapter explains how to use Paper Catalog to print. Color drift adjustment is supported only for color model.

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Associating a Paper Source with Paper Catalog 5-3
Associating from the Operation Panel 5-3
Associating from Command Center RX 5-3
Operation When Fiery Controller is Installed 5-5
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Preventing Paper Jams (Cassette 1 to 4) 5-7
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About Paper Catalog

Paper Catalog is a data base for paper that lets you associate and save the attributes of each paper brand. The basic characteristics of each paper brand (Paper Entry) are registered in Paper Catalog.

By specifying a paper brand registered in Paper Catalog for a paper source, you can print in accordance with the basic characteristics (size, weight, coating, etc.) of that paper brand. If the paper you want to use is included in Paper Catalog, you can omit the task of selecting settings such as the paper size, type, weight, and so-on.

In addition, for paper with the same basic characteristics but also characteristics that vary by brand, you can adjust machine parameters such as the distance between heads and edge timing correction for each paper brand.

To use a paper brand registered in Paper Catalog, after loading the paper you will need to associate the paper cassette with the paper from the machine's Operation Panel or Command Center RX.

The Paper Entries in Paper Catalog consist of two groups of parameters (paper characteristics and machine adjustments).

Paper characteristic parameters Basic information Size, basis weight, grain long/short paper Performance information With or without coat	The characteristics of the paper. These are adjusted using Fiery Controller.
Machine adjustment parameters Edge timing adjustment Resist loop amount setting Curl adjustment control Speed adjustment	Machine adjustment parameters for each paper. These are adjusted using the machine's Operation Panel or Command Center RX.

Associating a Paper Source with Paper Catalog

Associating from the Operation Panel

Select the paper brand registered in Paper Catalog from the Operation Panel, and associate the paper brand with the paper source.

IMPORTANT

When printing on paper of a size different from the wasted paper, load the paper in cassette 2 and specify cassette 2 as the paper source.

Checking the Counter (page 4-13)

Cassette 1 (to 8) Settings (page 15-13)

NOTE

This can be done from the Operation Panel regardless of whether Fiery Controller is installed.

A paper brand can also be associated with a paper source from Command WorkStation in Fiery Controller. For details, refer to the Fiery Controller manual.

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **8**) **Settings**] > [**Paper Catalog**]

2 Select the paper brand.

The Paper Catalog list appears. Select the paper brand you want to associate with the paper source.

NOTE

In the Paper Catalog list, only standard sized paper brands that are automatically detected by the paper source are displayed (except for Cassettes 3 and 4).

3 Select [Close].

Associating from Command Center RX

Select the paper brand registered in Paper Catalog using Command Center RX, and associate the paper brand with the paper source.

NOTE

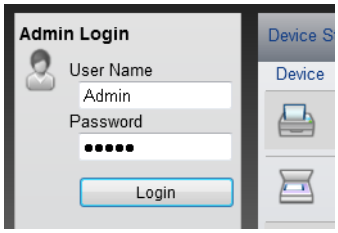
You can also associate a paper brand in Paper Catalog that was registered with Fiery Controller.

1 Display the screen.

1. Launch your Web browser.
2. In the address or location bar, enter the machine's IP address or the host name.

   Click in the following order to check the machine's IP address and the host name.

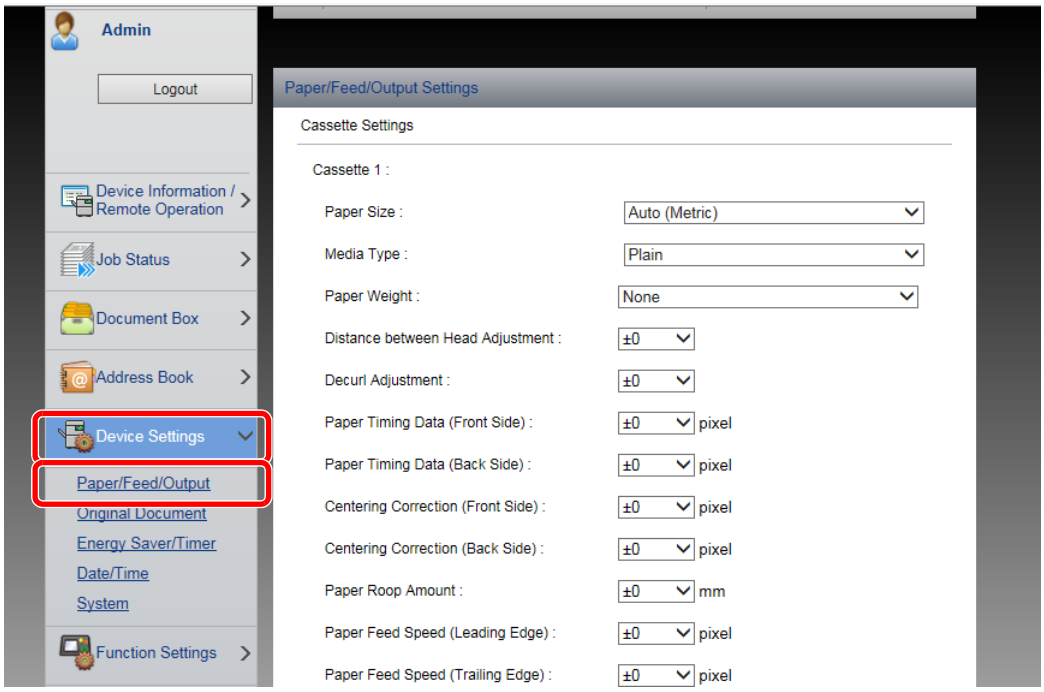
   [**Device Information**] in the machine's home screen > [**More (Detail)**] > [**Identification/ Wired Network**]
3. Log in with administrator privileges.



The user name and password for the factory default user with administrator privileges are as follows (these are case sensitive).

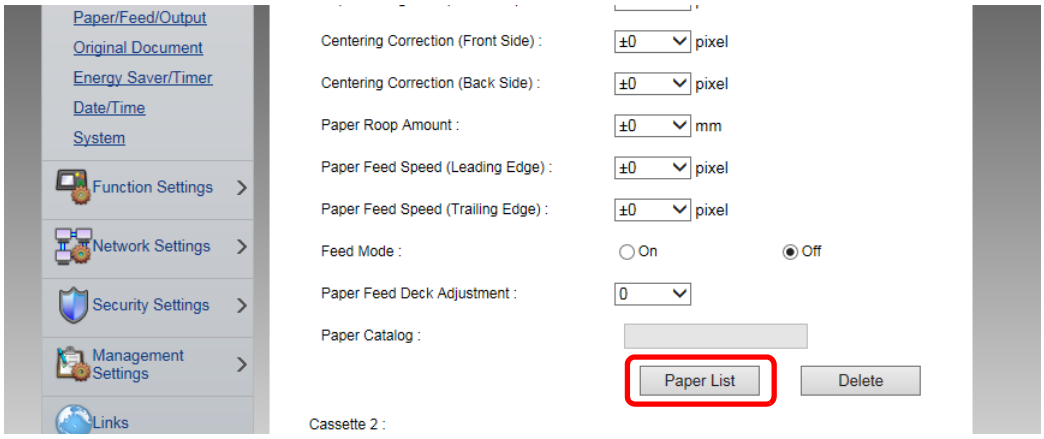
Login User Name: Admin
Login Password: Admin

4 From the [**Device Settings**] menu, click [**Paper/Feed/Output**].



2 Configure the settings.

1 Click [**Paper List**] in the "Paper Catalog" of the desired paper source (cassette).



2 Select the paper of the brand from the Paper List and click [**Submit**].

The paper of the brand is associated with the paper source.

Operation When Fiery Controller is Installed

Adding/Deleting Paper Brands to/from Paper Catalog

The steps for adding or deleting paper brands to/from Paper Catalog when Fiery Controller is installed on the machine are as follows.

1 Register a Paper Entry using Fiery Controller, and set the paper parameters.

For details, refer to the Fiery Controller manual.

2 Set the machine adjustment parameters from the machine's Operation Panel.

1. [**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > [**Paper Catalog**]
2. Select the paper brand you registered in step 1.
3. Select [ ] (information icon) > [**Edit**] > Select and edit adjustment items

NOTE

Adjustment of the machine itself is effective for the paper brand newly added from Fiery Controller. To adjust the machine itself, refer to the following sections.

- Preventing Paper Jams (Cassette 1 to 4) (page 5-7)
- Preventing Paper Jams (Cassette 5 to 8) (page 5-7)
- Reducing Paper Curl When Outputting to the Right Tray (page 5-8)
- Reducing Paper Curling When Outputting to the 5,000-sheet Stacker or Finisher (page 5-9)
- Preventing Image Rubbing (page 5-10)
- Correcting Paper Skew (page 5-11)
- Adjusting the Print Position to Correct Image Drift (page 5-13)
- Adjusting Color Drift (page 5-18)

Editing Paper Characteristic Parameters

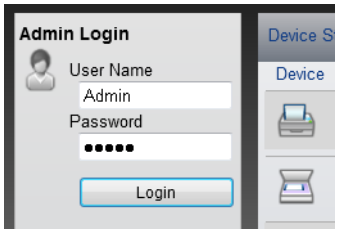
Paper characteristic parameters can be edited using Fiery Controller and Command Center RX. This subsection describes how to edit parameters from Command Center RX. For editing operations from the Fiery controller, refer to the Fiery Controller manual.

1 Display the screen.

1. Launch your Web browser.
2. In the address or location bar, enter the machine's IP address or the host name.

   Click in the following order to check the machine's IP address and the host name.

   [**Device Information**] in the home screen > [**More (Detail)**] > [**Identification/Wired Network**]
3. Log in with administrator privileges.



The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: Admin
Login Password: Admin

4 From the [**Device Settings**] menu, Click [**Paper/Feed/Output**]

2 Configure the settings.

1 From “Paper Entry Settings”, click [**Settings**].

The paper characteristic parameters of the paper brand newly registered on the Fiery controller are displayed.

2 Edit the parameter as necessary.

NOTE

You can also edit the machine adjustment parameters.

3 Click [**Submit**].

Preventing Paper Jams (Cassette 1 to 4)

If a paper jam occurs in the paper feeder, or a paper jam occurs with a particular type of paper, adjust the paper feed speed.

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **4**) **Settings**] > [**Paper Catalog**]

2 Select the paper brand > [ ] (information icon) > [Main Unit Paper Feed Speed]

3 Configure the settings.

Select [**Normal**] or [**Low**]. If paper jams frequently occur, select [**Low**].

Preventing Paper Jams (Cassette 5 to 8)

Adjust if double feeding or non-feeding occurs when feeding paper from an optional paper feeder (Cassettes 5 to 8).

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 5** (to **8**) **Settings**] > [**Paper Catalog**]

2 Select the paper brand > [ ] (information icon) > [Paper Feeder Action]

3 Configure the settings.

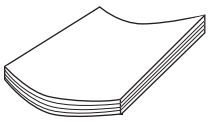
The setting items are shown in the table below.

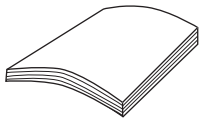
Item	Description
Standard	—
Reduce Multifeed	Sets the paper feeder fan to slightly low flow.
Reduce Multifeed (Maximum)	Sets the paper feeder fan to low flow.
Facilitate Feed	Sets the paper feeder fan to slightly high flow.
Facilitate Feed (Maximum)	Sets the paper feeder fan to high flow.

Reducing Paper Curl When Outputting to the Right Tray

Adjust this setting if curling occurs during two-sided printing or when outputting to the right tray. There are two types of curling: upward curling and downward curling.

Upward curling **Downward curling**





The direction of curl (warpage) after printing changes depending on the difference in the moisture content (ink volume) on the front and back sides of the paper.

For example, if the moisture content on the front surface of the paper is higher than the back surface, or if printing on single side of the front surface, the printout tends to curl downward.

On the other hand, when printing on double-sided, if the moisture content on the back surface of the paper is higher than the front surface, the printout tends to curl upward. For example, the image is printed on the entire of back side of the paper, and a small amount of text is printed on the front side.

In addition, the direction of curl may increase if the curl adjustment value is configured large in the plus or minus direction.

NOTE

- If the moisture content (ink volume) on the front and back surfaces is similar even in double-sided printing, the direction of the curl will be canceled and it will be wave edge.
- If you want to print in large quantities, check the image quality and print format (single side or double side) of the original to be printed, make trial prints and check the condition of curl while correcting it.

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **8**) **Settings**] > [**Paper Catalog**]

2 Select the paper brand > [ ] (information icon) > [Main Unit Decurl Adjustment]

3 Configure the settings.

You can adjust decurling to a value from [**-5 (Low)**] to [**+5 (High)**].

If strong upward curling occurs, adjust the value in the + direction.

If strong downward curling occurs, adjust the value in the - direction.

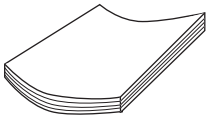
IMPORTANT

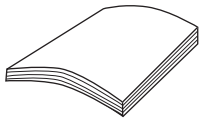
If the adjustment value is too large, curling may increase in the reverse direction. For example, upward curling may change to downward curling.

Reducing Paper Curling When Outputting to the 5,000-sheet Stacker or Finisher

Adjust this setting if curling occurs when outputting to the optional 5,000-sheet Stacker or the Finisher. There are two types of curling: upward curling and downward curling.

Upward curling **Downward curling**





The direction of curl (warpage) after printing changes depending on the difference in the moisture content (ink volume) on the front and back sides of the paper.

For example, if the moisture content on the front surface of the paper is higher than the back surface, or if printing on single side of the front surface, the printout tends to curl downward.

On the other hand, when printing on double-sided, if the moisture content on the back surface of the paper is higher than the front surface, the printout tends to curl upward. For example, the image is printed on the entire of back side of the paper, and a small amount of text is printed on the front side.

In addition, the direction of curl may increase if the curl adjustment value is configured large in the plus or minus direction

NOTE

- If the moisture content (ink volume) on the front and back surfaces is similar even in double-sided printing, the direction of the curl will be canceled and it will be wave edge.
- The curl is corrected and the printouts are discharged with the front side facing down when printing on both single-sided and double-sided, except for the 5,000-sheet Stacker and Finisher tray B. However, the condition of the wave edge may become the downward curling.
- If you want to print in large quantities, check the image quality and print format (single side or double side) of the original to be printed, make trial prints and check the condition of curl while correcting it.

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **8**) **Settings**] > [**Paper Catalog**]

2 Select the paper brand > [ ] (information icon) > [Decurl Adj. (Inverter and Decurler Unit)]

3 Configure the settings.

You can adjust decurling to a value from [**-5 (Low)**] to [**+5 (High)**].

If strong upward curling occurs, adjust the value in the + direction.

If strong downward curling occurs, adjust the value in the - direction.

IMPORTANT

If the adjustment value is too large, curling may increase in the reverse direction. For example, upward curling may change to downward curling.

Preventing Image Rubbing

If the print head comes into contact with the paper and the image is rubbed, adjust the distance between the paper and the print head.

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **8**) **Settings**] > [**Paper Catalog**]

2 Select the paper brand > [ ] (information icon) > [Ink Discharge Distance]

3 Configure the settings.

Select [**Normal**] or [**Wide**].

If the image is rubbed when you print on heavy paper or ink jet matte paper, select [**Wide**].

IMPORTANT

If a paper jam occurs under the print head when [Normal] is selected, contact your service representative.

Correcting Paper Skew

To feed paper correctly, the amount of play of the paper (amount of resistance play) in the main unit resistance roller must be adjusted. Adjust this setting if the leading edge of the paper folds (skewed feeding) or creases appear.

IMPORTANT

- **You can also adjust an amount of play of paper by registering the Paper Entry on the Fiery Controller and configuring the paper characteristics parameters.**
- **If the amount of resistance play is too small, the paper will skew. If the amount of resistance play is too large, creases will appear in the output.**
- **If the paper skew is not resolved even when adjusting the amount of resistance play, confirm whether the paper is loaded correctly. If the problem is not solved, the optional paper feeder is not installed correctly. Contact your dealer or service representative.**

NOTE

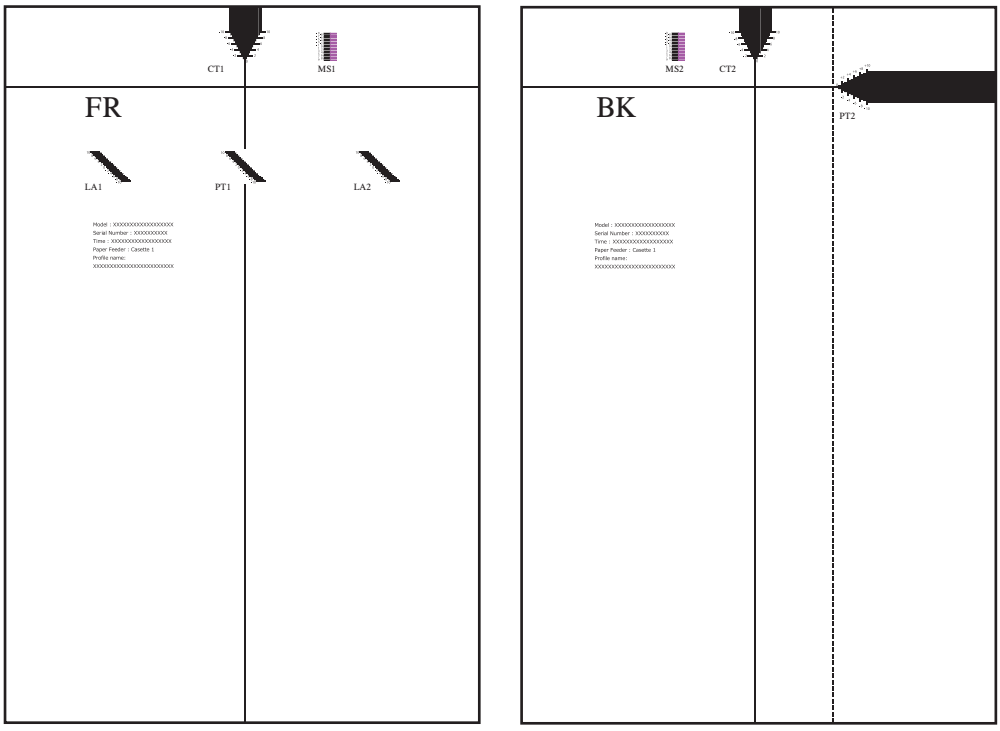
To adjust skewed feeding, load A4□/Letter□ size or larger paper in the paper source to be adjusted.

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **8**) **Settings**] > [**Paper Catalog**]

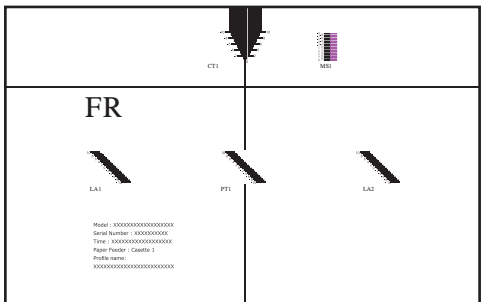
2 Select the paper brand > [ ] (information icon) > "Adjustment Items" [Print Chart/Help] > "Print Chart" [Print]

A test chart is printed.

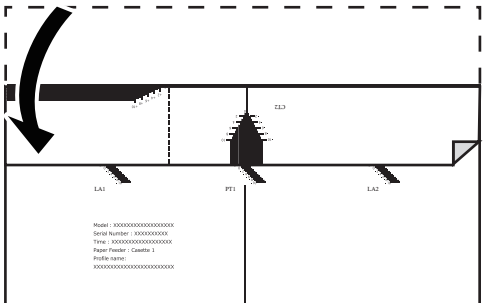


3 Measure the correction value for paper skewing.

1 Place the chart face printed as "FR" face up.

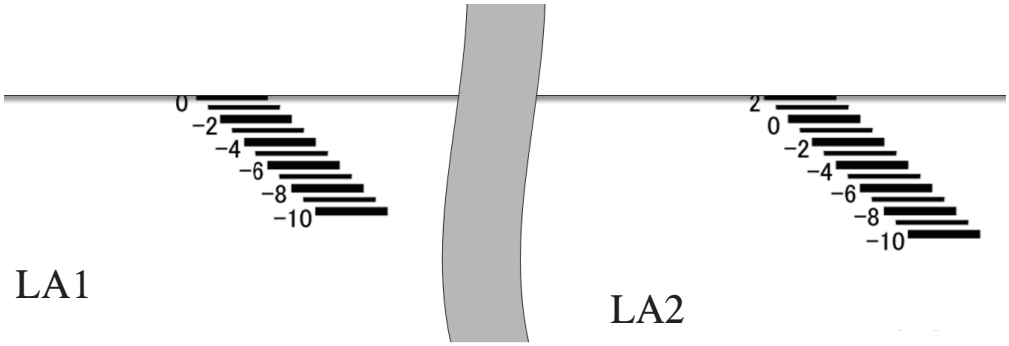


2 Valley fold the chart along the horizontal line at the top of the chart.



3 Find the skewing correction value from the difference between the LA1 and LA2 scales.

In the example below, LA1 can be read as "0" and LA2 can be read as "+2" from the chart, so the correction value is 2 from the difference between LA1 and LA2.



4 Enter the skewing correction value.

1 [**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **8**) **Settings**] > [**Paper Catalog**]

2 Select the paper brand > [ ] (information icon) > "Adjustment Items" [**Paper Loop Amount Adjustment**]

3 Use [+] and [-] to specify the correction value found in step 3-3.

4 [**OK**] > [**Close**]

Adjusting the Print Position to Correct Image Drift

If the starting image print position is off, or the starting print positions on the front and back sides are not aligned in two-sided printing, you can adjust the timing of the starting print position in the direction perpendicular to the paper movement direction. This is referred to as "Starting Timing Adjustment".

If the center of the printed image does not match the center of the paper, you can move the printed image along the paper movement direction to align the center of the image with the center of the paper. This is referred to as "Centering Correction".

NOTE

To adjust print position, load A4▱/Letter▱ size or larger paper in the paper source to be adjusted.

1 Display the screen.

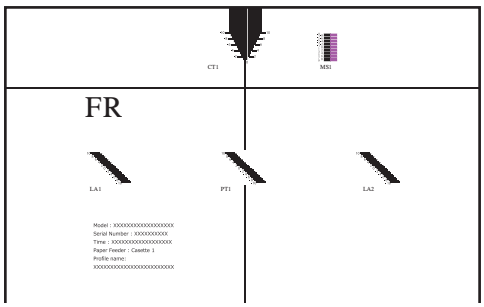
[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **8**) **Settings**] > [**Paper Catalog**]

2 Select the paper brand > [ ] (information icon) > "Adjustment Items" [Print Chart/Help] > "Print Chart" [Print]

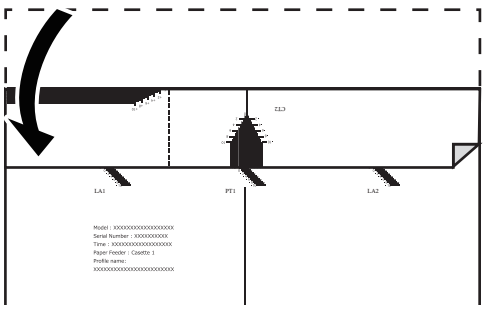
A test chart is printed.

3 Measure the correct value of front side.

1 Place the chart face printed as "FR" face up.

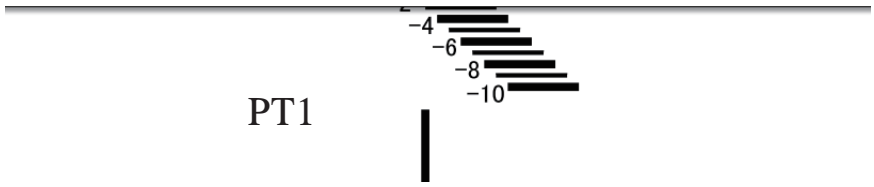


2 Valley fold the chart along the horizontal line at the top of the chart.

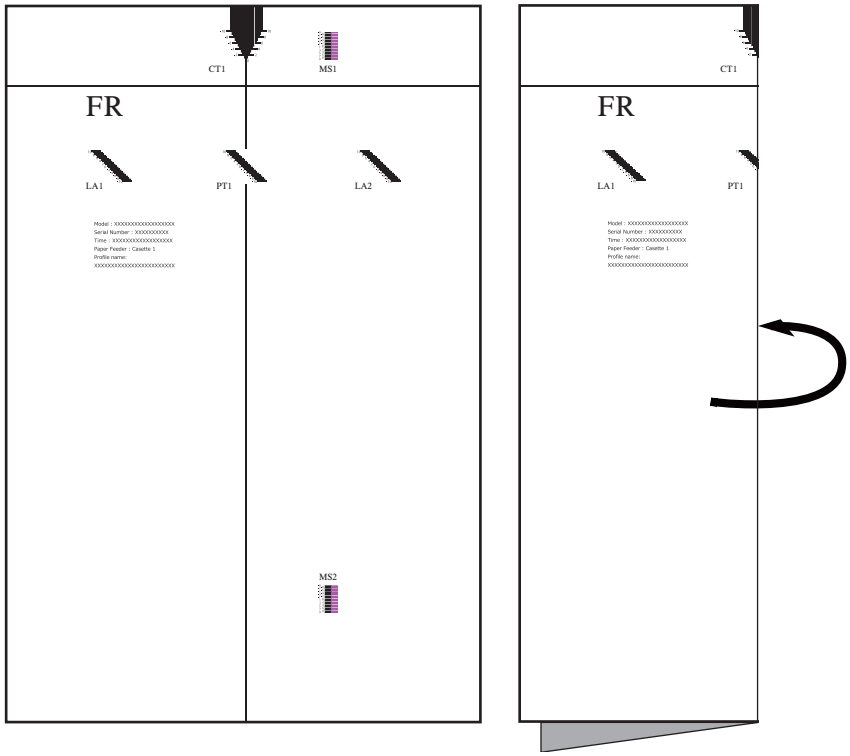


3 Read the scale "PT1" and find the value where the leading edge of the paper and the starting timing overlap.

In the example below, the line above -4 overlaps the leading edge of the paper, so "-3" is the correction value.

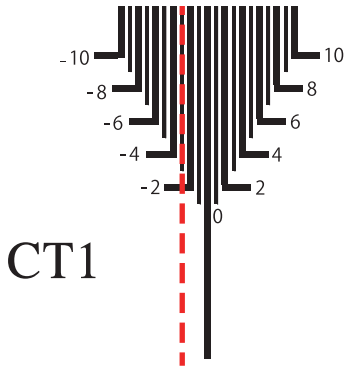


4 Align the right and left edges of the chart and mountain fold it.



5 Unfold the chart and read the value of the crease in the scale "CT1".

If the red broken line coincides with the central fold line, the correction value is "-3".



4 Enter the correction value.

1 [**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **8**) **Settings**] > [**Paper Catalog**]

2 Select the paper brand > [ ] (information icon) > "Adjustment Items" [**Front Side**]

3 In [**Paper Timing**], use [**+**] and [**-**] to specify the correction value found in step 3-3.

You can also select the entry box and enter the correction value with the numeric keys.

4 In [**Centering**], use [**+**] and [**-**] to specify the correction value found in step 3-5.

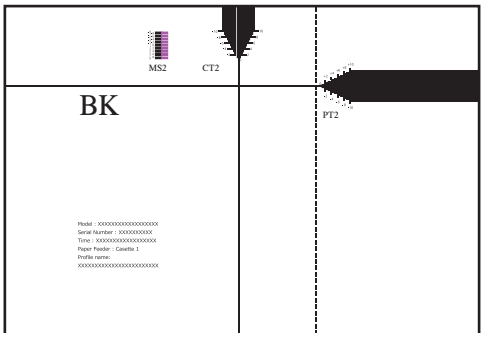
You can also select the entry box and enter the correction value with the numeric keys.

5 [**OK**] > [**Close**]

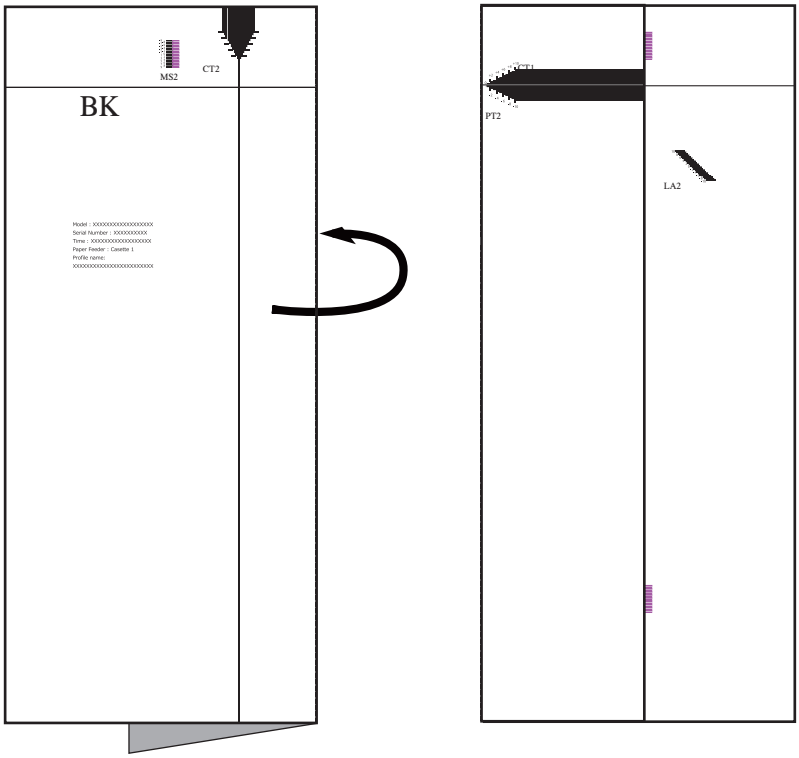
6 [**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **8**) **Settings**] > [**Paper Catalog**]

5 Measure the correction value on the back side.

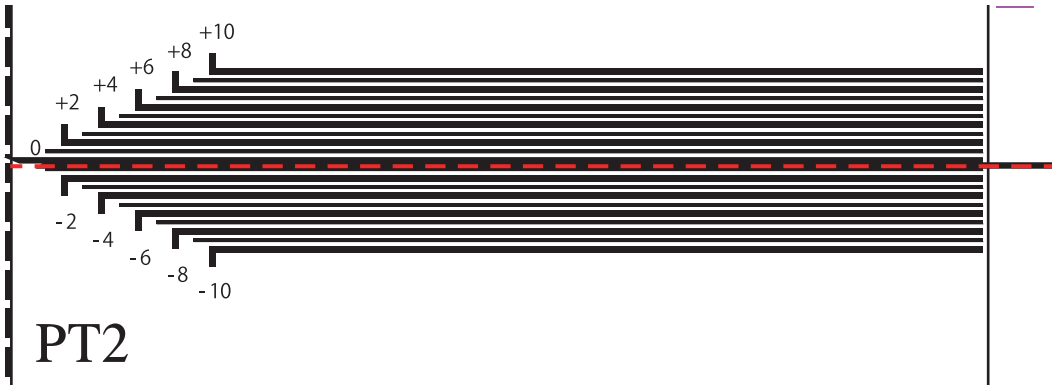
1 Place the chart face printed as "BK" face up.



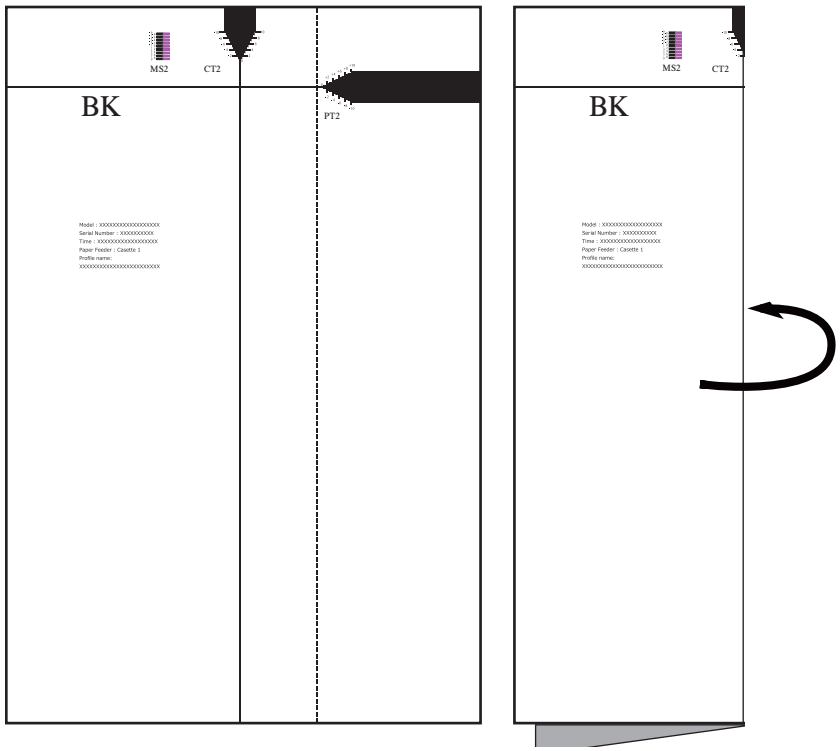
2 Mountain fold the chart along the vertical dotted line and turn it over.



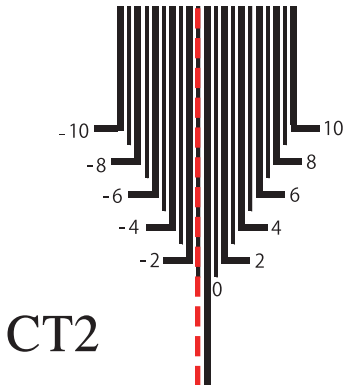
3 Read the scale "PT2" value where the horizontal line on the "FR" side matches.



4 Align the right and left edges of the chart and valley fold it.



5 Unfold the chart and read the value of the crease in the scale "CT2".



6 Enter the correction value.

1 [**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **8**) **Settings**] > [**Paper Catalog**]

2 Select the paper brand > [ ] (information icon) > "Adjustment Items" [**Back Side**]

3 In [**Paper Timing**], use [**+**] and [**-**] to specify the correction value found in step 4-3.

You can also select the entry box and enter the correction value with the numeric keys.

4 In [**Centering**], use [**+**] and [**-**] to specify the correction value found in step 4-5.

You can also select the entry box and enter the correction value with the numeric keys.

5 [**OK**] > [**Close**]

Adjusting Color Drift

Follow the step to adjust the speed of the motor to conveying paper if there is color drift in only the leading edge or trailing edge of the paper.

Color drift adjustment is supported only for color model.

NOTE

To adjust color drift, load A4/Letter size or larger paper in the paper source to be adjusted.

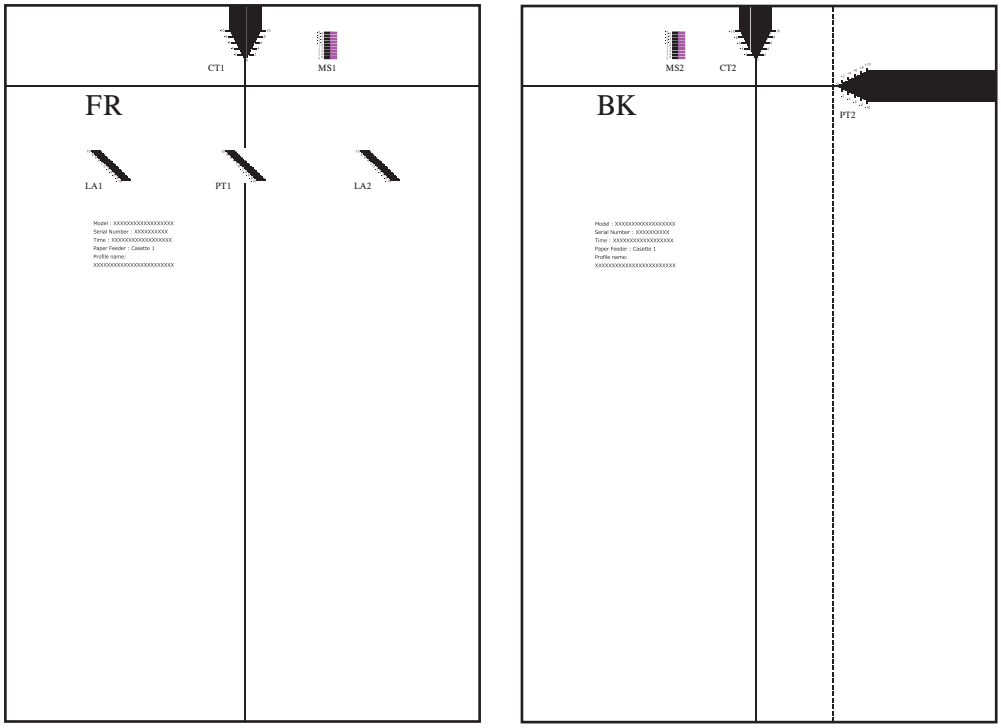
1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **8**) **Settings**] > [**Paper Catalog**]

2 Select the paper brand > [ ] (information icon) > "Adjustment Items" [Print Chart/Help] > "Print Chart" [Print]

A test chart is printed.

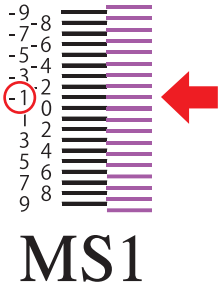
Chart Example



3 Measure the correction value for the leading edge of the paper.

Check scale "MS1", and find the value of the location where the black lines and red lines align.

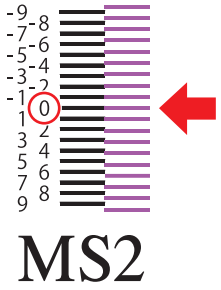
In the example below, the lines align at -1, so "-1" is the correction value.



4 Measure the correction value for the trailing edge of the paper.

Check scale "MS2", and find the value of the location where the black lines and red lines align.

In the example below, the lines align at 0, so a correction value is not needed.



NOTE

The scale “MS2” may not be printed depending on the paper size used. In this case, you do not have to enter the correction value for the trailing edge of the paper.

5 Enter the correction value.

1. [**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **8**) **Settings**] > [**Paper Catalog**]
2. Select the paper brand > [ ] (information icon) > "Adjustment Items" [**Adjust Motor Speed**]
3. Enter the adjustment value for the leading edge of the paper found in step 3.
4. Enter the adjustment value for the trailing edge of the paper found in step 4.
5. [**OK**] > [**Close**]

Operation When Fiery Controller is not Installed

Certain restrictions apply when using Paper Catalog if Fiery Controller is not installed on the machine.

Adding/Deleting Paper Brands to/from Paper Catalog

To add or delete a paper brand to/from Paper Catalog, consult your dealer or our service technician.

IMPORTANT

A certain period of time is required to add or delete a paper brand to/from Paper Catalog.

Restrictions

If Fiery Controller is not installed, the parameters of paper brands registered in Paper Catalog cannot be edited.

Browsing Paper Catalog

You can browse the paper brands that are registered in Paper Catalog.

NOTE

You can also browse the paper parameters of the paper brands that are registered in Paper Catalog from Command WorkStation.

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > [**Paper Catalog**]

The Paper Catalog list appears.

2 Select [ ] (information icon) of the paper you want to use from the list.

NOTE

- You can enter the name of the paper brand in the [**Search**] text box to search for a paper brand.
- To show a paper size and weight filter list, select the [**Filter**] icon. You can select a size and weight to filter the paper brand search results by that size and weight.

3 Check the paper information > [Close]

Browsing the Paper Catalog List

All information registered in Paper Catalog is printed.

1 Display the screen.

[**System Menu/Counter**] key > [**Notification/Report**] > [**Print Report/List**]

2 [Paper Catalog] > [Print]

The Paper Catalog List is printed.

6 Using Custom Paper

This chapter explains how to use custom paper to print. Color drift adjustment is supported only for color model.

Operation Flow 6-2
Setting from the Operation Panel 6-3
Setting the Paper 6-3
Preventing Paper Jams (Cassette 1 to 4) 6-4
Preventing Paper Jams (Cassette 5 to 8) 6-4
Reducing Paper Curl When Outputting to the Right Tray 6-5
Reducing Paper Curling When Outputting to the 5,000-sheet Stacker or Finisher 6-6
Preventing Image Rubbing 6-7
Correcting Paper Skew 6-8
Adjusting the Print Position to Correct Image Drift 6-10
Adjusting Color Drift 6-15
Adjusting Cassette Bottom Plate Speed 6-17
Adjusting Lift Amount of Cassette Bottom Plate 6-18
Adjusting Monitoring Start Timing of Paper Floating State 6-19
Adjusting No-paper Judgment Condition 6-20
Setting from Command Center RX 6-21

Operation Flow

The steps required to print from the machine using custom paper are as follows.

1 Load custom paper in the paper source.

IMPORTANT

When printing on paper of a size different from the spoilage, load the paper in other than cassette 1 and specify the paper source from the system menu.

Checking the Counter (page 4-13)

Cassette 1 (to 8) Settings (page 15-13)

2 Set the paper size, type, and weight.

Setting the Paper (page 6-3)

NOTE

The paper can also be set for each paper source from Command Center RX.

Setting from Command Center RX (page 6-21)

3 Perform a trial print and check the result.

- If a paper jam occurs, adjust the main unit paper feeding speed or ink discharge distance.

  Preventing Paper Jams (Cassette 1 to 4) (page 6-4)

  Preventing Image Rubbing (page 6-7)

- If double-feeding or non-feeding occurs, adjust the flow of the paper feeder fan.

  Preventing Paper Jams (Cassette 5 to 8) (page 6-4)

- If the printouts are not output properly due to paper curl, adjust the degree of the curl.

  Reducing Paper Curl When Outputting to the Right Tray (page 6-5)

  Reducing Paper Curling When Outputting to the 5,000-sheet Stacker or Finisher (page 6-6)

- If skewed folding of the leading edge of the paper occurs, or creases appear, use the test chart to correct the skew.

  Correcting Paper Skew (page 6-8)

- If the print start positions on the front side and back side are out of place, use the chart to correct the print start positions.

  Adjusting the Print Position to Correct Image Drift (page 6-10)

- If there is color drift on only the leading edge or trailing edge of the paper, use the test chart to adjust the color drift.

  Adjusting Color Drift (page 6-15)

Setting from the Operation Panel

Setting the Paper

If you will use a paper that is not registered in Paper Catalog, follow the steps below to set the paper.

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**]

2 Select the paper source.

Select from [**Cassette 1** (to **8**) **Settings**] or [**MP Tray Settings**].

3 Select the paper size.

[**Manual**] > [**Paper Size**]

When [**Auto (Metric)**] or [**Auto (Inch)**] is selected, the paper size is automatically detected and selected.

NOTE

- Paper sizes that can be used in Cassettes 3 and 4 are A4, Letter, and B5. To set the paper size, consult an experienced user or your service technician.
- Paper sizes that can be detected by a cassette are A3, A4, A5, A6, B4, B5, B6, Ledger, Letter, Legal, Statement, and Folio.

4 Select the paper type.

NOTE

To print on preprinted paper, prepunched paper, letterhead, or inkjet matte paper, refer to the following section:

Special Paper Action (page 15-22)

5 Select the paper weight.

You can specify the weight for each selected paper type.

CAUTION

Do not select [None] for the weight. This may cause paper jams.
If the paper weight is not set correctly, ink splashing or color drift may occur on the paper. In addition, the paper may contact the print head and cause a paper jam.

Preventing Paper Jams (Cassette 1 to 4)

If a paper jams occur in the paper feeder, or paper jams occur when using a particular type of paper, adjust the speed of paper feed from the main unit cassettes.

NOTE

This adjustment is only effective for Cassettes 1 to 4.

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **4**) **Settings**] > [**Manual**] > [**Main Unit Paper Feed Speed**]

2 Configure the settings.

Select [**Normal**] or [**Low**]. If paper jams frequently occur, select [**Low**].

Preventing Paper Jams (Cassette 5 to 8)

Adjust if double feeding or non-feeding occurs when feeding paper from an optional paper feeder (Cassettes 5 to 8).

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 5** (to **8**) **Settings**] > [**Manual**] > [**Paper Feeder Action**]

2 Configure the settings.

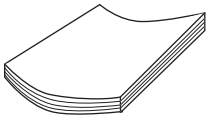
The setting items are shown in the table below.

Item	Description
Standard	—
Reduce Multifeed	Sets the paper feeder fan to slightly low flow.
Reduce Multifeed (Maximum)	Sets the paper feeder fan to low flow.
Facilitate Feed	Sets the paper feeder fan to slightly high flow.
Facilitate Feed (Maximum)	Sets the paper feeder fan to high flow.

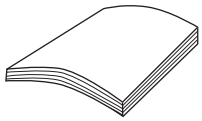
Reducing Paper Curl When Outputting to the Right Tray

Adjust this setting if curling occurs during two-sided printing or when outputting to the right tray. There are two types of curling: upward curling and downward curling.

Upward curling



Downward curling



The direction of curl (warpage) after printing changes depending on the difference in the moisture content (ink volume) on the front and back sides of the paper.

For example, if the moisture content on the front surface of the paper is higher than the back surface, or if printing on single side of the front surface, the printout tends to curl downward.

On the other hand, when printing on double-sided, if the moisture content on the back surface of the paper is higher than the front surface, the printout tends to curl upward. For example, the image is printed on the entire of back side of the paper, and a small amount of text is printed on the front side.

In addition, the direction of curl may increase if the curl adjustment value is configured large in the plus or minus direction.

NOTE

- If the moisture content (ink volume) on the front and back surfaces is similar even in double-sided printing, the direction of the curl will be canceled and it will be wave edge.
- If you want to print in large quantities, check the image quality and print format (single side or double side) of the original to be printed, make trial prints and check the condition of curl while correcting it.

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **8**) **Settings**] > [**Manual**] > [**Main Unit Decurl Adjustment**]

2 Configure the settings.

You can adjust decurling to a value from [**-5 (Low)**] to [**+5 (High)**].

If strong upward curling occurs, adjust the value in the + direction.

If strong downward curling occurs, adjust the value in the - direction.

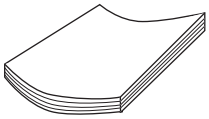
IMPORTANT

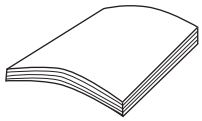
If the adjustment value is too large, curling may increase in the reverse direction. For example, upward curling may change to downward curling.

Reducing Paper Curling When Outputting to the 5,000-sheet Stacker or Finisher

Adjust this setting if curling occurs when outputting to the optional 5,000-sheet Stacker or the Finisher. There are two types of curling: strong upward curling, strong downward curling, minor upward curling, and minor downward curling.

Upward curling **Downward curling**





The direction of curl (warpage) after printing changes depending on the difference in the moisture content (ink volume) on the front and back sides of the paper.

For example, if the moisture content on the front surface of the paper is higher than the back surface, or if printing on single side of the front surface, the printout tends to curl downward.

On the other hand, when printing on double-sided, if the moisture content on the back surface of the paper is higher than the front surface, the printout tends to curl upward. For example, the image is printed on the entire of back side of the paper, and a small amount of text is printed on the front side.

In addition, the direction of curl may increase if the curl adjustment value is configured large in the plus or minus direction

NOTE

- If the moisture content (ink volume) on the front and back surfaces is similar even in double-sided printing, the direction of the curl will be canceled and it will be wave edge.
- The curl is corrected and the printouts are discharged with the front side facing down when printing on both single-sided and double-sided, except for the 5,000-sheet Stacker and Finisher tray B. However, the condition of the wave edge may become the downward curling.
- If you want to print in large quantities, check the image quality and print format (single side or double side) of the original to be printed, make trial prints and check the condition of curl while correcting it.

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **8**) **Settings**] > [**Manual**] > **Decurl Adj. (Inverter and Decurler Unit)**]

2 Configure the settings.

You can adjust decurling to a value from [**-5 (Low)**] to [**+5 (High)**].

If strong upward curling occurs, adjust the value in the + direction.

If strong downward curling occurs, adjust the value in the - direction.

IMPORTANT

If the adjustment value is too large, curling may increase in the reverse direction. For example, upward curling may change to downward curling.

Preventing Image Rubbing

If the print head comes into contact with the paper and the image is rubbed, adjust the distance between the paper and the print head.

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **8**) **Settings**] > [**Manual**] > [**Ink Discharge Distance Settings**]

2 Configure the settings.

Select [**Normal**] or [**Wide**].

If the image is rubbed when you print on heavy paper or ink jet matte paper, select [**Wide**].

IMPORTANT

If a paper jam occurs under the print head when [Normal] is selected, contact your service representative.

Correcting Paper Skew

To feed paper correctly, the amount of play of the paper (amount of resistance play) in the main unit resistance roller must be adjusted. Adjust this setting if the leading edge of the paper folds (skewed feeding) or creases appear.

IMPORTANT

- **If the amount of resistance play is too small, the paper will skew. If the amount of resistance play is too large, creases will appear in the output.**
- **If the paper skew is not resolved even when adjusting the amount of resistance play, confirm whether the paper is loaded correctly. If the problem is not solved, the optional paper feeder is not installed correctly. Contact your dealer or service representative.**

NOTE

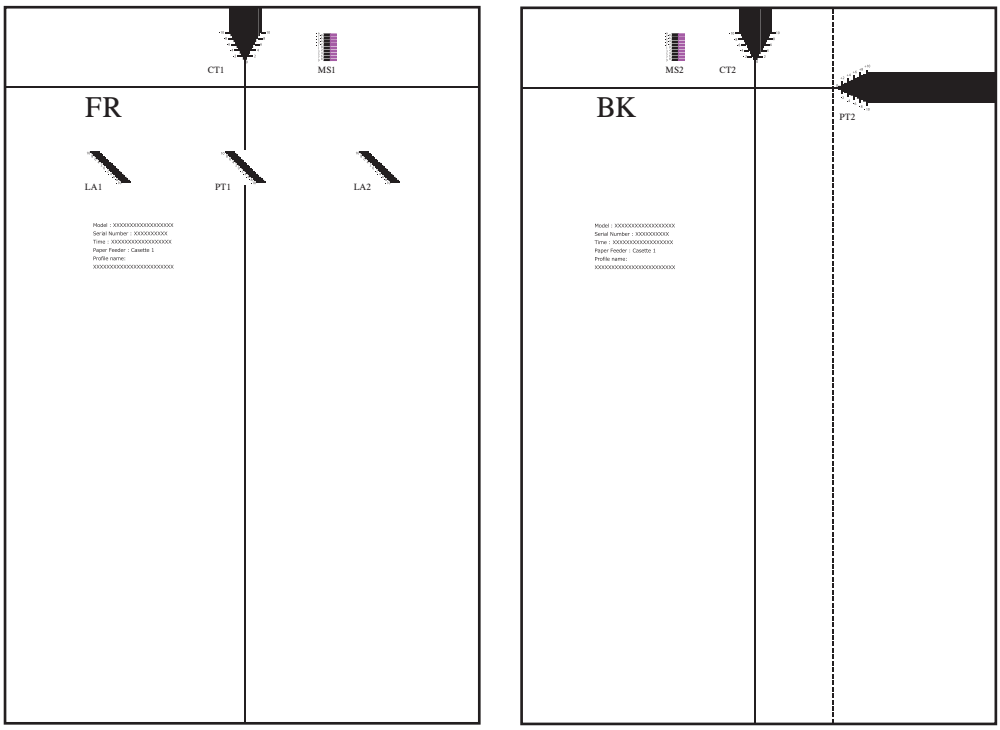
To adjust skewed feeding, load A4□/Letter□ size or larger paper in the paper source to be adjusted.

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **8**) **Settings**] > [**Manual**]

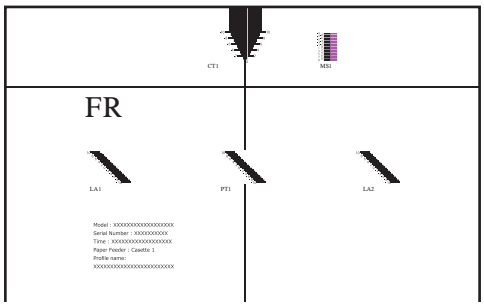
2 "Adjustment Items" [Print Chart/Help] > [Print]

A test chart is printed.

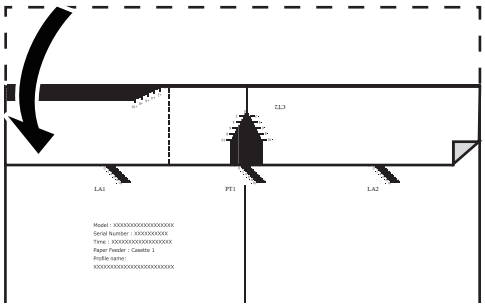


3 Measure the correction value for paper skewing.

1 Place the chart face printed as "FR" face up.

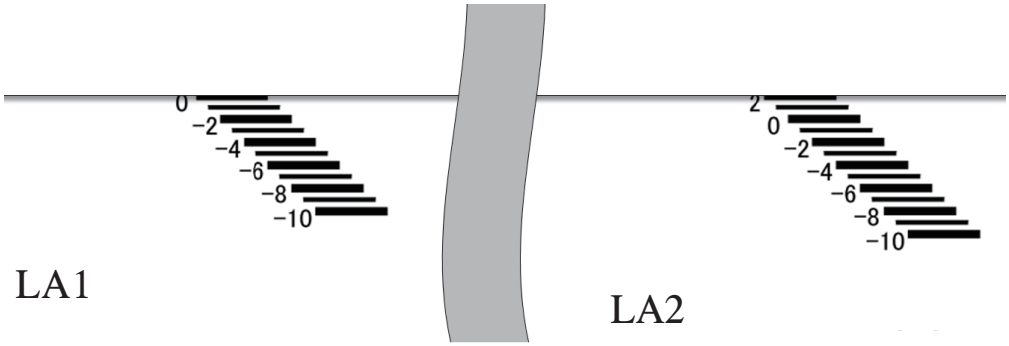


2 Valley fold the chart along the horizontal line at the top of the chart.



3 Find the skewing correction value from the difference between the LA1 and LA2 scales.

In the example below, LA1 can be read as "0" and LA2 can be read as "+2" from the chart, so the correction value is 2 from the difference between LA1 and LA2.



4 Enter the skewing correction value.

1 [**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **8**) **Settings**] > [**Manual**] > "Adjustment Items" [**Paper Loop Amount Adjustment**]

2 Use [**+**] and [**-**] to specify the correction value found in step 3-3.

3 [**OK**] > [**Close**]

Adjusting the Print Position to Correct Image Drift

Follow the step to adjust the speed of the motor to conveying paper if there is color drift in only the leading edge or trailing edge of the paper.

Color drift adjustment is supported only for color model.

NOTE

To adjust print position, load A4/Letter size or larger paper in the paper source to be adjusted.

1 Display the screen.

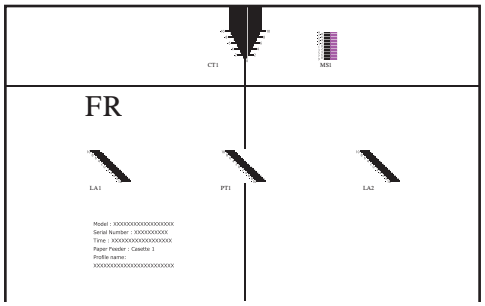
[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **8**) **Settings**] > [**Manual**]

2 "Adjustment Items" [Print Chart/Help] > [Print]

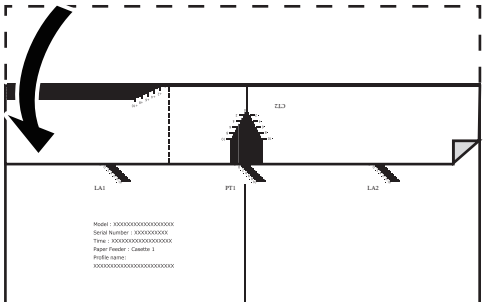
A test chart is printed.

3 Measure the correct value of front side.

1 Place the chart face printed as "FR" face up.

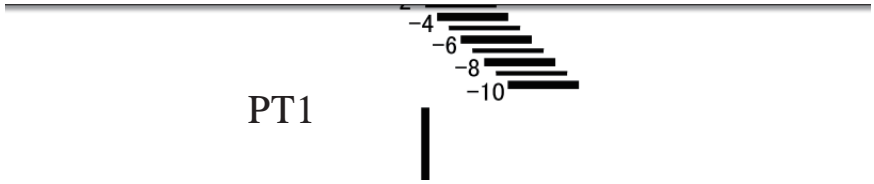


2 Valley fold the chart along the horizontal line at the top of the chart.

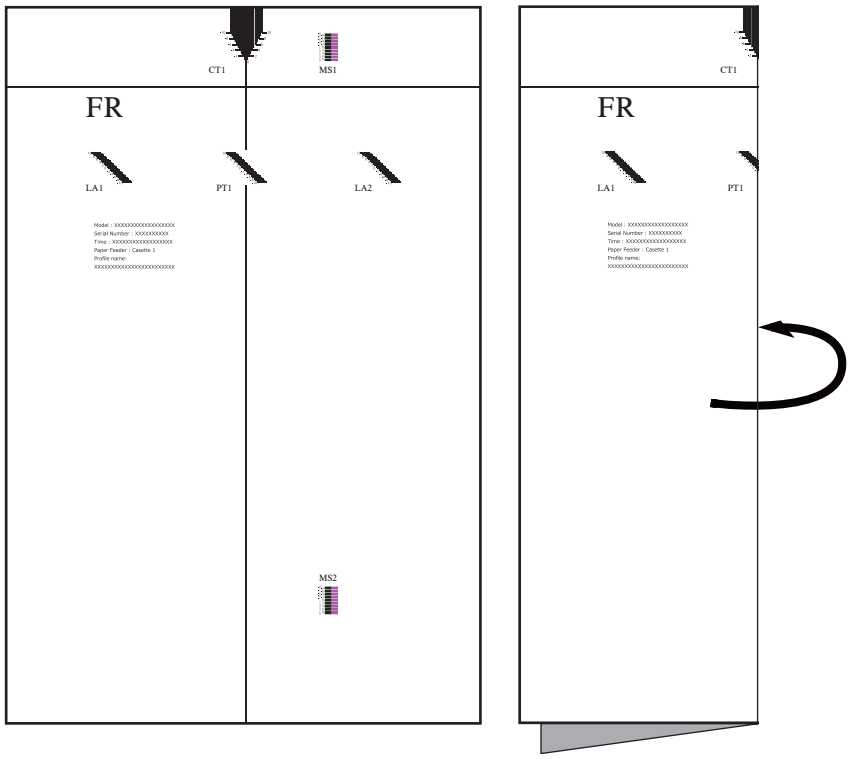


3 Read the scale "PT1" and find the value where the leading edge of the paper and the starting timing overlap.

In the example below, the line above -4 overlaps the leading edge of the paper, so "-3" is the correction value.

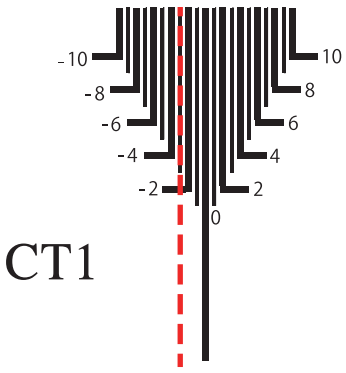


4 Align the right and left edges of the chart and mountain fold it.



5 Unfold the chart and read the value of the crease in the scale "CT1".

If the red broken line coincides with the central fold line, the correction value is "-3".



4 Enter the correction value.

1 [**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **8**) **Settings**] > [**Manual**] > "Adjustment Items" [**Front Side**]

2 In [**Paper Timing**], use [**+**] and [**-**] to specify the correction value found in step 3-3.

You can also select the entry box and enter the correction value with the numeric keys.

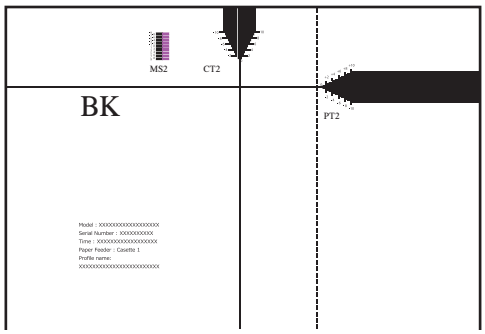
3 In [**Centering**], use [**+**] and [**-**] to specify the correction value found in step 3-5.

You can also select the entry box and enter the correction value with the numeric keys.

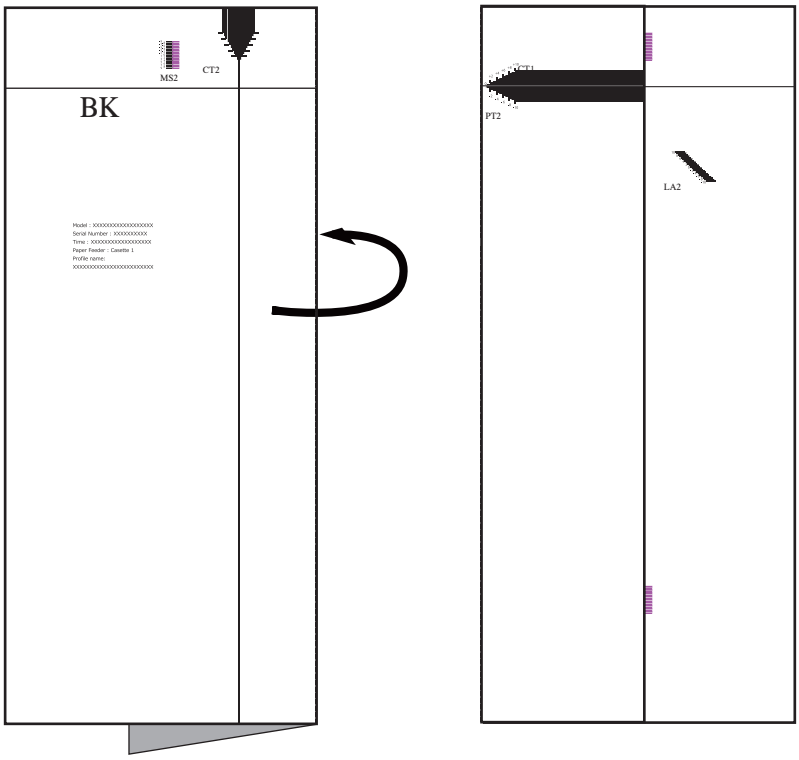
4 [**OK**] > [**Close**]

5 Measure the correction value on the back side.

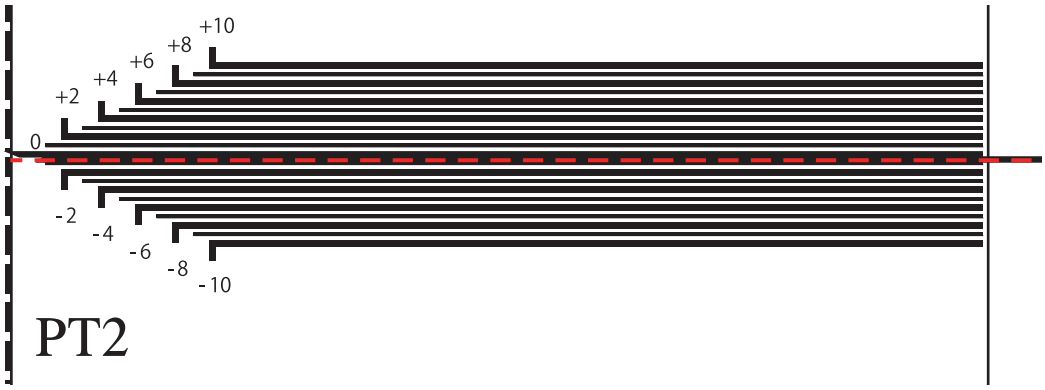
1 Place the chart face printed as "BK" face up.



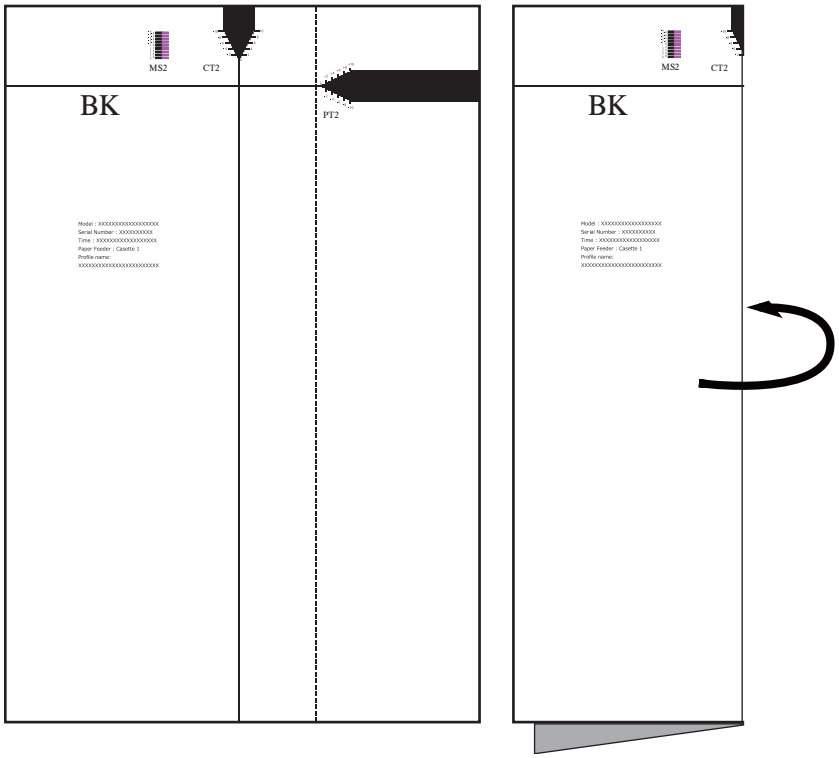
2 Mountain fold the chart along the vertical dotted line and turn it over.



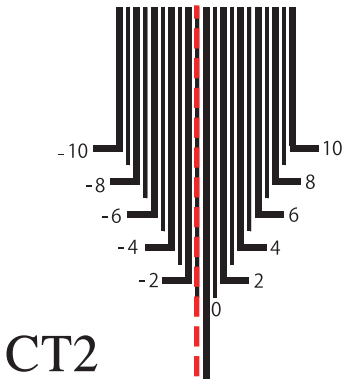
3 Read the scale "PT2" value where the horizontal line on the "FR" side matches.



4 Align the right and left edges of the chart and valley fold it.



5 Unfold the chart and read the value of the crease in the scale "CT2".



6 Enter the correction value.

IMPORTANT

Since the adjustment result of leading edge of the paper is not reflected in the mask area of the image, if you enter a large adjustment value, ink may be ejected out of the paper. Adjust the scale one by one while checking the print results.

1. [**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **8**) **Settings**] > [**Manual**] > "Adjustment Items" [**Back Side**]
2. In [**Paper Timing**], use [**+**] and [**-**] to specify the correction value found in step 4-3.

   You can also select the entry box and enter the correction value with the numeric keys.
3. In [**Centering**], use [**+**] and [**-**] to specify the correction value found in step 4-5.

   You can also select the entry box and enter the correction value with the numeric keys.
4. [**OK**] > [**Close**]

Adjusting Color Drift

Follow the step to adjust the speed of the motor to conveying paper if there is color drift in only the leading edge or trailing edge of the paper.

Color drift adjustment is supported only for color model.

NOTE

To adjust color drift, load A4/Letter size or larger paper in the paper source to be adjusted.

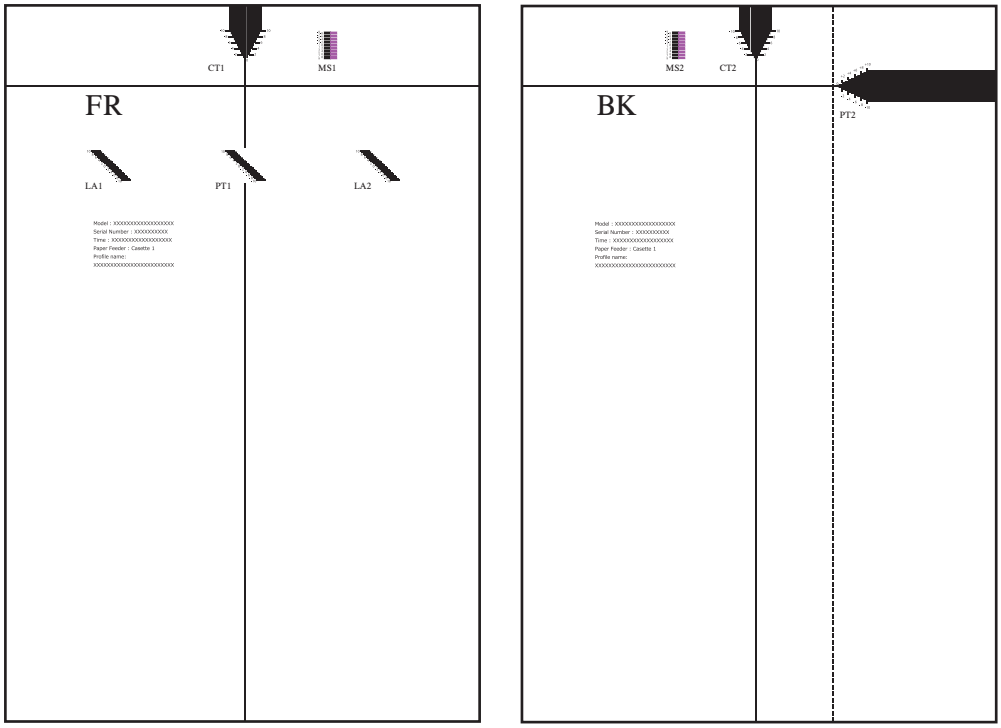
1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **8**) **Settings**] > [**Manual**]

2 "Adjustment Items" [Print Chart/Help] > [Print]

A test chart is printed.

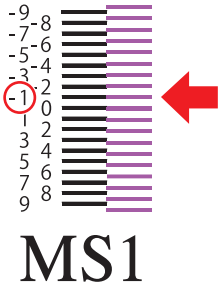
Chart Example



3 Measure the correction value for the leading edge of the paper.

Check scale "MS1", and find the value of the location where the black lines and red lines align.

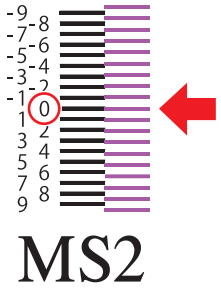
In the example below, the lines align at -1, so "-1" is the correction value.



4 Measure the correction value for the trailing edge of the paper.

Check scale "MS2", and find the value of the location where the black lines and red lines align.

In the example below, the lines align at 0, so a correction value is not needed.



NOTE

The scale “MS2” may not be printed depending on the paper size used. In this case, you do not have to enter the correction value for the trailing edge of the paper.

5 Enter the correction value.

1. [**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **8**) **Settings**] > [**Manual**] > "Adjustment Items" [**Adjust Motor Speed**]
2. Enter the adjustment value for the leading edge of the paper found in step 3.
3. Enter the adjustment value for the trailing edge of the paper found in step 4.
4. [**OK**] > [**Close**]

Adjusting Cassette Bottom Plate Speed

If the paper does not float easily due to the thickness (weight) of the paper, such as cardboard or envelopes, follow the procedure below to adjust the rising speed of the cassette bottom plate.

This function is supported only when the PF-9100 (A) is installed.

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 3** (to **8**) **Settings**] > [**Manual**]

2 Configure the settings.

1 [**Tray Lift Assist**] > [**Tray Speed**]

2 Select the speed.

Options are [**Very Slow**], [**Slow**], [**Normal**], [**Fast**], and [**Very Fast**].

Adjusting Lift Amount of Cassette Bottom Plate

If the paper is not fed at the initial stage after paper feed starts, adjust the height of the bottom plate of the cassette by following the procedure below.

This function is supported only when the PF-9100 (A) is installed.

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 3** (to **8**) **Settings**] > [**Manual**]

2 Configure the settings.

[**Paper Rejection Improvement**] > [**On**]

The default setting is [**Auto**].

Adjusting Monitoring Start Timing of Paper Floating State

You can adjust the monitoring start timing of paper floating state immediately after paper feed starts. Shortening the time will improve non-feed and lengthening the time will improve multi-feed.

This function is supported only when the PF-9100 (A) is installed.

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 3** (to **8**) **Settings**] > [**Manual**]

2 Configure the settings.

1 Select [**Waiting Time for Lifted Paper Stable**].

2 Select the monitoring start timing.

You can select [**3 sec**], [**3.5 sec**], [**4 sec**], [**4.5 sec**], or [**5 sec**].

Adjusting No-paper Judgment Condition

Enable this setting if unfed paper is likely to occur when there is very little paper remaining. If this setting is enabled (On), the printer will detect that there is no paper even when there is only a small amount of paper remaining.

This function is supported only when the PF-9100 (A) is installed.

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 3** (to **8**) **Settings**] > [**Manual**]

2 Configure the settings.

[**Paper Near End**] > [**On**] or [**Off**]

Setting from Command Center RX

You can set a paper that is not registered in Paper Catalog from Command Center RX.

1 Display the screen.

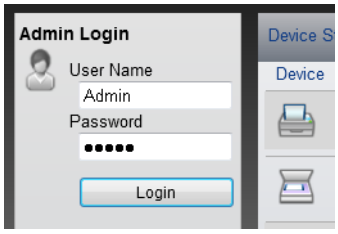
1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

[**Device Information**] in the machine's home screen > [**More (Detail)**] > [**Identification/ Wired Network**]

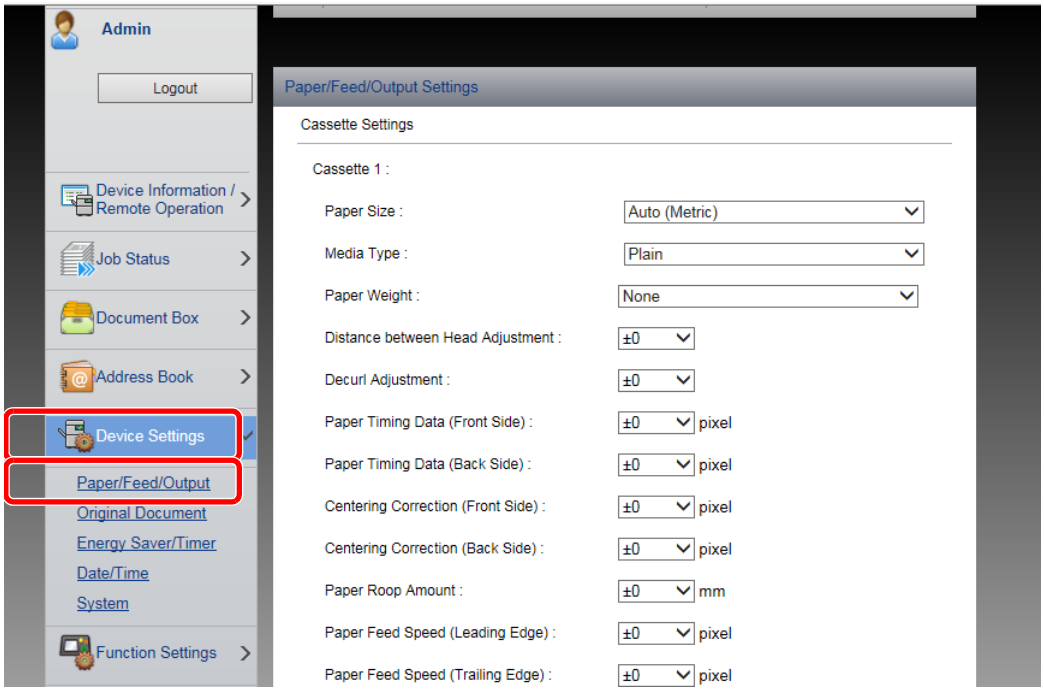
3 Log in with administrator privileges.



The user name and password for the factory default user with administrator privileges are as follows (these are case sensitive).

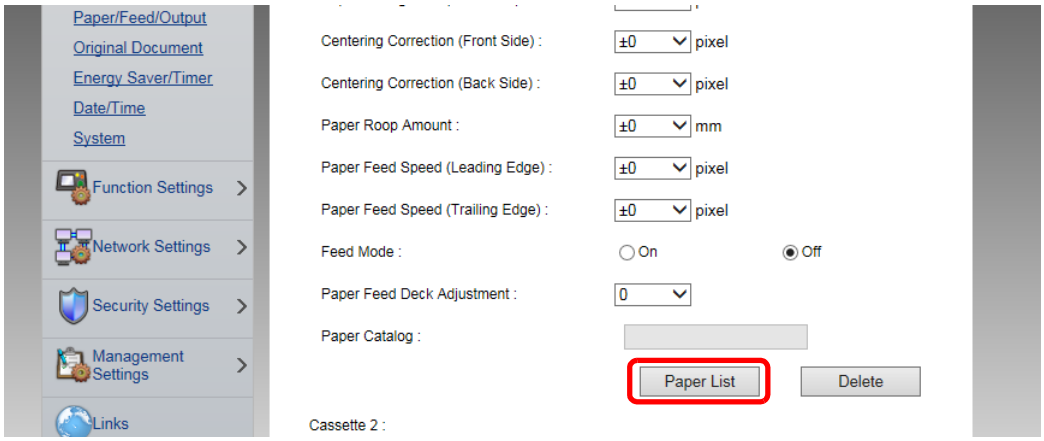
Login User Name: Admin
Login Password: Admin

4 From the [**Device Settings**] menu, click [**Paper/Feed/Output**].



2 Configure the settings.

1 Select the desired paper source, and set the paper size, type, and weight.



2 Perform main unit adjustments as necessary.

3 Click [**Submit**].

The custom paper is associated with the paper source, and the settings are entered.

7 Paper Handling

This chapter explains the specifications of paper that can be used with the machine, cautionary points when loading paper, and how to load paper in each paper source.

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Configuring the Switching Priority and Timing for Paper Source 7-60

Available Paper Size and Type

This section explains the paper sizes and types that can be used in the paper source.

Basic Paper Specifications

The machine is designed to print without problem on any paper that is registered in Paper Catalog, and it can also print on a variety of other types of paper if the paper is within the limit ranges indicated in this chapter.

Select paper carefully, as printing on paper that is not suitable for the machine may result in paper jams and curling or creases in the output.

Basic Paper Specifications that can be Used with This Machine

The basic specifications of paper that can be used with the machine are shown below. Refer to the subsequent sections for further details.

Criteria	Specifications
Weight	Cassettes: 52 to 360 g/m^2
	Multipurpose tray: 52 to 300 g/m^2
Dimensional accuracy	±0.7 mm
Squareness of corners	90° ±0.2°
Moisture content	4 to 6%
Pulp content	80% or more

We are not responsible for the problems occurred from the use of paper that does not conform to our specifications.

Choosing the Appropriate Paper

This section describes guidelines for choosing paper.

Condition

Avoid using paper with bent corners or that is curled, dirty, or torn. Do not use paper that has a rough surface or paper fiber lint, or that is especially delicate. Use of paper in any of these conditions will not only deliver poor copies but may also cause jams and shorten the useful life of the machine. Choose paper with a smooth and even surface; however, avoid coated paper or paper with a treated surface as it may shorten the lifetime of the machine.

Ingredients

Be sure to use the standard paper that contains at least 80% pulp, i.e., not more than 20% of the total paper content consists of cotton or other fibers.

Smoothness

The paper surface should be smooth, but it must be uncoated. With paper that is too smooth and slippery, several sheets may accidentally be supplied at once, causing jams.

Basis Weight

In countries that use the metric system, basis weight is the weight in grams of one sheet of paper one square meter in area. In the United States, basis weight is the weight in pounds of one ream (500 sheets) of paper cut to the standard size (or trade size) for a specific grade of paper. Paper that is too heavy or too light may be supplied incorrectly or cause paper jams, which may cause excessive wear of the machine. If the paper thickness is not constant, double feed may occur or the printouts may become unclear due to poor ink ejection.

Even if the paper weight is within the specification, paper jam or paper skew may occur due to the stiffness of the paper.

Moisture Content

Paper moisture content is the ratio of moisture to dryness expressed as a percentage. Moisture affects how the paper is supplied, the electrostatic chargeability of the paper, and how the ink adheres.

Paper moisture content varies depending on the relative humidity in the room. When the humidity is high and the paper becomes too moist, the edges of the paper may expand and curl or form a wave-like shape. If the humidity is too low and the paper becomes extremely dry, the edges of the paper may shrink and curl into a tight edge state, and the print contrast may be faint.

If you attempt to use paper with a wave edge or tight edge, the paper may not adhere to the feeding belt and slip out of place, and a paper jam may result. Try to keep the moisture content between 4 to 6%.

To maintain the right level of moisture content, bear in mind the following considerations.

- Store paper in a cool, well-ventilated place.
- Store paper flat and unopened in the package. Once the package is opened, reseal it if the paper is not to be used for a while.
- Store paper sealed in the original package and box. Put a pallet under the carton to keep it raised above the floor. Especially during rainy seasons keep the paper a sufficient distance away from wooden or concrete floors.
- Before using paper that has been stored, keep it at the proper moisture level for at least 48 hours.
- Do not store paper where it is exposed to heat, sunlight, or dampness.

Moisture absorption

The moisture absorption of paper affects the rigidity of paper and color expression.

If high-density printing is performed on paper with a low moisture content or plain paper, curling may occur, and when ejected from the right tray, may push away other paper, fail to stack, or jam. To avoid this problem, use heavy paper.

Long grain and short grain paper

Paper has a direction that is easy to tear, and a direction that is difficult to tear. This is because the orientation of the fibers varies depending on the direction the pulp is discharged while manufacturing the paper. It is easy to tear paper along the orientation of the fibers, and difficult to tear perpendicular to the orientation of the fibers. The orientation that is easy to tear is long grain, and the orientation that is difficult to tear is the short grain.

When short-grain paper is used for printing, it tends to bow and does not stack evenly when output.

Make sure there are no tears, creases, folding, or dirt

Check the condition of the paper before loading it. Tears, creases, and folds may cause paper jams, double-feeding, and skewing. Ink may soil the inside of the machine if a paper jam occurs under the print head. Dirt on the paper may adhere to the feeding rollers and cause subsequent paper to become dirty.

Make sure there is no burring

The machine supports cut paper, but make sure there is no burring on the cut edge before loading the paper. If the cut edges are uneven and there is burring (a ridge that forms when the paper is cut), the paper will not feed correctly and skewing, double-feeding, or paper jams may occur. Due to paper dust caused by burring, white streaks may appear in the image or paper jams may occur. Do not use paper with burring.

Make sure there is no curling

Most paper naturally tends to curl after the package is opened. Using curled paper without correction may damage the print head and white streaks may appear on the printouts. Curled paper may also cause paper jams. If turning the paper over does not correct the curl, open a new package of paper and use that paper.

Other Paper Specifications

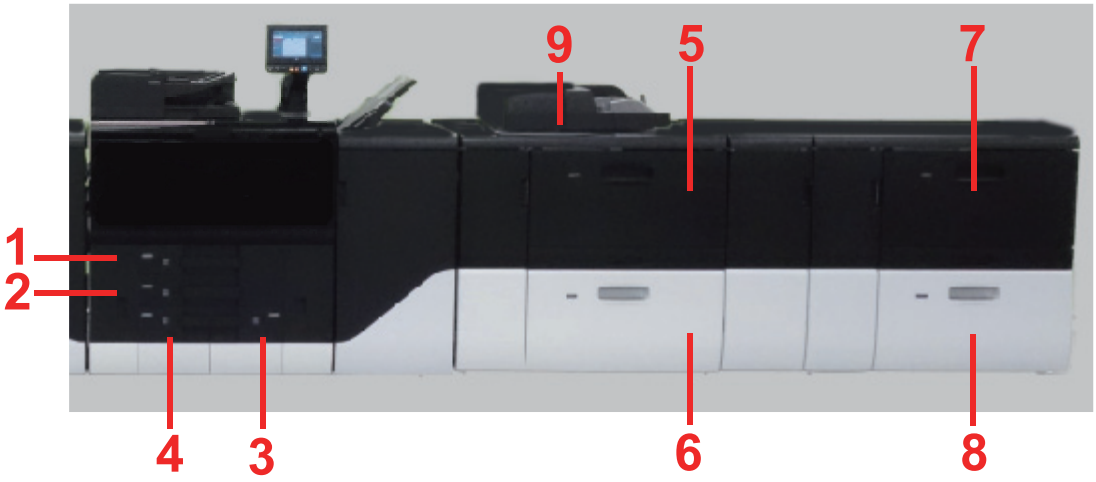
Porosity: The density of the paper fibers.

Stiffness: Paper must be stiff enough or it may buckle in the machine, causing jams.

Whiteness: Paper whiteness affects print contrast. Use whiter paper for sharper, brighter copies.

Packaging: Choose paper that is properly packaged and stacked in boxes. Ideally, the packaging itself should have been treated with a coating to inhibit moisture.

Select the paper source according to the size and type of paper you are loading.





No.	Name	Paper Size	Paper Type	Capacity	Reference Page
1	Cassette 1	A3□, A4*1, A5*1, A6□, B4□, B5*1, B6□, Folio□, 216×340mm□, SRA3□, Ledger□, Letter*1, Legal□, Statement*1, 12"×18"□, Executive□, Oficio II□, 8K□, 16K*1, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki, Oufukuhagaki (Return postcard), Kakugata 2, Youkei 4, Youkei 2, Younaga 3, Custom (98 × 148 mm to 320 × 457.2 mm/ 3.86" × 5.83" to 12.6" × 18.0")	Plain, Rough, Vellum, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelopes, Thick, Inkjet Paper, Inkjet Matte Paper, Custom 1 to 8	500 sheets (80 g/m^2)	page 7-18
2	Cassette 2				
3	Cassette 3	A4, B5, Letter	Plain, Rough, Vellum, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, Inkjet Paper, Inkjet Matte Paper, Custom 1 to 8	1,500 sheets (80 g/m^2)	page 7-26
4	Cassette 4				

No.	Name	Paper Size	Paper Type	Capacity	Reference Page
5	Cassette 5	13"×19.2"□, 13"×19"□, SRA3□, A3□, A4*1, A5*1, A6□, B4□, B5*1, B6□, Folio□, 216×340 mm□, Ledger□, Letter*1, Legal□, Statement□, 12"×18"□, Executive□, Oficio II□, 8K□, 16K*1, ISO B5, Envelope #10*1, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL*1, Envelope C5*1, Envelope C4*1, Hagaki, Oufukuhagaki (Return postcard), Kakugata 2, Youkei 4*1, Youkei 2*1, Younaga 3*1, Custom (100 × 148 mm to 330.2 × 487.7 mm/3.94" × 5.83" to 13.0" × 19.2")	Plain, Rough, Vellum, Preprinted, Bond, Labels, Envelopes, Cardstock, Color, Prepunched, Letterhead, Thick, Index tab divider, Inkjet Paper, Inkjet Matte Paper, Custom 1 to 8	2,440 sheets (80 g/m^2)	page 7-34
6	Cassette 6				
7	Cassette 7				
8	Cassette 8				
9	550-sheet Multipurpose Tray	13"×19.2"□, 13"×19"□, SRA3□, A3□, A4*1, A5*1, A6□, B4□, B5*1, B6□, Folio□, 216×340 mm□, Ledger□, Letter*1, Legal□, Statement□, 12"×18"□, Executive□, Oficio II□, 8K□, 16K*1, ISO B5, Envelope #10*1, Envelope DL*1, Envelope C5*1, Envelope C4*1, Hagaki, Oufukuhagaki (Return postcard), Kakugata 2, Youkei 4*1, Youkei 2*1, Younaga 3*1, Custom (98 × 148 mm to 330 × 488 mm/ 3.86" × 5.83" to 13.0" × 19.21") Banner paper (210 × 488.1 mm to 330.2 × 1,220 mm/ 8.27" × 19.22" to 13.0" × 48.03") **NOTE** When feeding banner sheet, an optional banner tray is required.		500 sheets (80 g/m^2)	page 7-50

No.	Name	Paper Size	Paper Type	Capacity	Reference Page
10	Multipurpose Tray	13"×19.2"□, 13"×19"□, SRA3□, A3□, A4*1, A5*1, A6□, B4□, B5*1, B6□, Folio□, 216×340 mm□, Ledger□, Letter*1, Legal□, Statement□, Executive□, 12"×18"□, Oficio II□, 8K□, 16K*1, ISO B5, Envelope #10, Envelope #9, Envelope #6□, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki, Oufukuhagaki (Return postcard), Kakugata 2, Youkei 4, Youkei 2, Younaga 3, Custom (98 × 148 mm to 330.2 × 1,220 mm/3.86" × 5.83" to 13.0" × 48.03") Long-sized (210 × 488.1 to 330.2 × 1,220 mm/8.26" × 19.22" to 13.0" × 48.0") **NOTE** Banner sheet can also be fed from the optional banner tray.	Plain, Rough, Vellum, Preprinted, Bond, Labels, Envelopes, Cardstock, Color, Prepunched, Letterhead, Thick, Index tab dividers, Inkjet Paper, Inkjet Matte Paper, Custom 1 to 8	150 sheets (80 g/m^2)	page 7-29

*1 Includes □ and □.

CAUTION

Do not use paper that has a special coating or embellishment on the front side. This may cause paper jams or other failure.

IMPORTANT

If the width of the paper is A3 (297 mm) or more, the front side of the paper as seen from the machine has a hole, tear, or other defect, and part of the image will print on that defect, ink may remain and soil subsequent sheets of paper. When you use prepunched paper wider than A3 width, load it so that the side with the hole is behind you as viewed from the machine.

NOTE

- The number of sheets that can be held depends on your operating environment and the paper type.
- If you need to perform high quality color printing, use inkjet paper or inkjet matte paper.

Precautions on Paper

Precautions when Loading Paper

Before loading paper that you have taken out of its packaging, follow the steps below to fan the paper and align the edges.

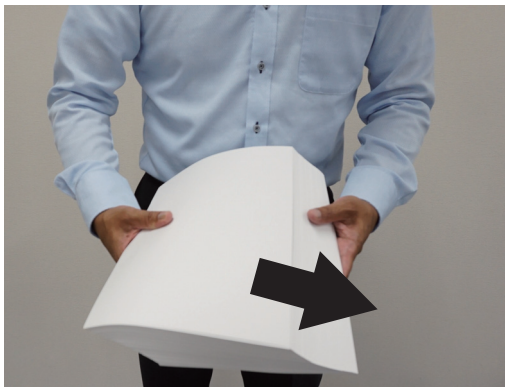
CAUTION

- **To prevent paper jams and paper misfeeds, remove several sheets from the top and bottom of the unwrapped stack paper.**
- **Printing on paper with unaligned edges may cause a paper jam that damages the print head. If an error code (Cxxx, xxx are numerics) appears on the operation panel, contact your service technician.**

1 Deflect the paper bundle up and down.



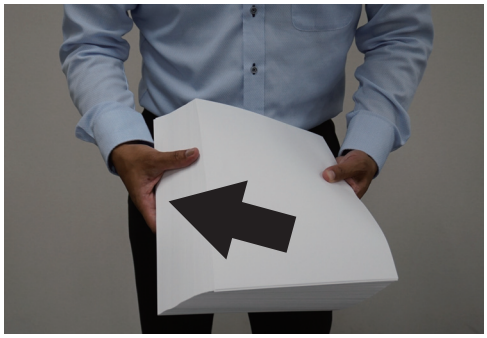
2 Shift the end face of the paper bundle.



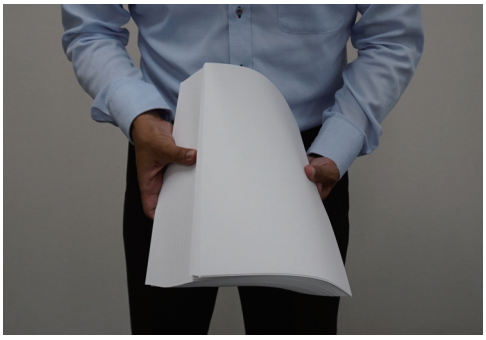
3 **Flip the paper.**



4 **Shift the other end side face of the paper bundle.**



5 **Flip the paper.**



6 **Adjust the end face.**



CAUTION

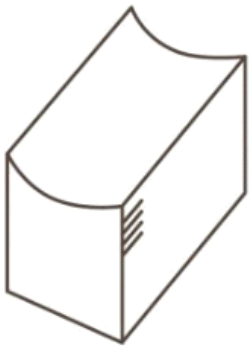
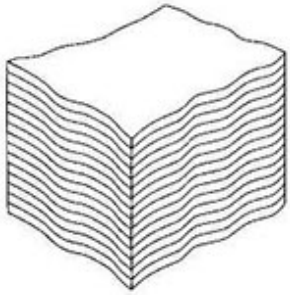
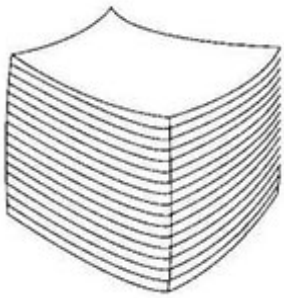
- **Except for preprinted paper, do not reuse paper that has already been printed on. Using paper with marks or other traces of staples or clips may cause image defects and damage the print head.**
- **Remove paper with folds or curling. Folds or curling may cause paper jams or defective printing due to print head damage.**

IMPORTANT

- **Leaving opened paper in a high humidity environment may cause problems due to moisture. Remove any paper that remains in the cassettes and store the paper sealed in a paper storage bag. Remove any paper that remains in the multipurpose tray and store the paper sealed in a paper storage bag.**
- **If the machine will not be used for a prolonged period of time, protect any remaining paper from humidity by removing it from the cassettes and storing it sealed in a paper storage bag.**

Precautions when Storing Paper

Since the paper is made of dietary fiber, it is sensitive to moisture and humidity. Therefore, if the environmental conditions of the warehouse and the printing location are different, it is necessary to transport the paper to the printing place beforehand and to familiarize it to the temperature. Due to sudden changes in temperature and humidity, paper causes various changes as if it were alive. It is a symptom that is said to be "paper habit", and there are three kinds of "Curl", "Wave Edge", and "Tight Edge" in roughly divided.

Name	Condition	Description
Curl		A state in which the paper warps in the same direction as either the front or back of the paper is bent
Wave Edge		The end of the paper sucked up moisture in the atmosphere and stretched and waved
Tight Edge		The phenomenon that the four corners of the paper are rounded and the center is recessed by releasing moisture from the periphery of the paper into the outside air There is also "Inverted tight edge" where the center of the paper gets higher.

If paper is set in the cassette or multipurpose tray while "paper habit" is occurring, "wrinkle" or "paper jam", "misjudge" in which printing is misaligned, it may occur the image distortion due to rubbing against the head.

General specifications and guidelines on paper storage are as follows.

Environment of paper storage room	Recommended value
Temperature	68 to 78.8 °F (20 to 26 °C) Please stabilize the temperature as much as possible.
Relative humidity	30 to 60% Please stabilize the relative humidity as much as possible.

Storage	Important notes
Storage location	• Please store in a dark location, low humidity and flat bookcase. • Please do not place directly on the floor. • Please do not place in direct sunlight. • Do not place near the humidity exterior wall. • Please do not place that have steps and inclines. • Please do not place in a place where static electricity is generated. • Do not place near air conditioners, heaters, ducts and water pipes.
Storage method	• Please seal the remaining paper after opening by original wrapping so that dust will not stick. • If you do not use the paper remaining in the cassette on that day, please wrap it in the packaged paper and seal it.

Precautions of Special Paper

This section describes printing onto special paper and print media.

Hagaki (Cardstock)

Fan postcards and align the edges before loading. When feeding postcards from a main unit cassette, load with the print side down. When feeding from the main unit multipurpose tray, or the optional paper feeder or 550-sheet multipurpose tray, load with the print side up. If a postcard has even a slight amount of curl, do not load it.

Use unfolded Oufuku hagaki (Return postcard) (available at post offices). If the back side has even a slight amount of burring (a thin ridge caused by cutting the paper) do not load.

Envelopes

Due to the structure of envelopes, printing evenly over the entire surface may not be possible in some cases. Thin envelopes in particular may be wrinkled by the machine in some cases as they pass through. Try testing a sample to ensure the print quality.

Storing envelopes for a long period may cause them to become wrinkled. Thus, keep the package sealed until you are ready to use them.

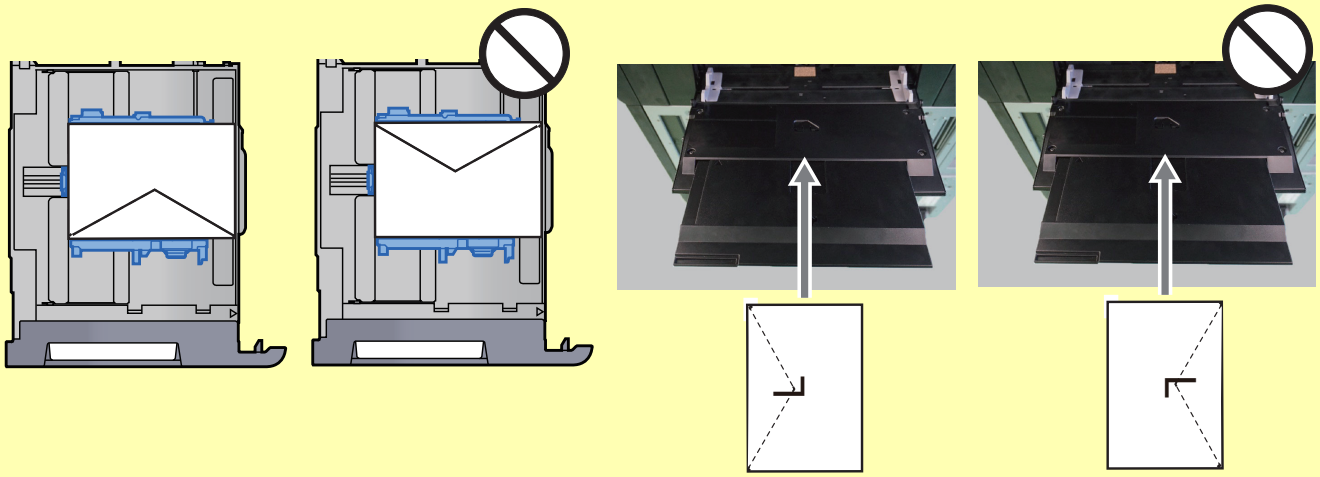
When printing onto envelopes, you must be liable for the print quality and possible trouble.

Keep the following points in mind.

- Do not use envelopes with exposed adhesive. In addition, do not use the type of envelope in which the adhesive is exposed after the top layer is peeled off. Serious damage may be caused if the paper covering the adhesive comes off in the machine.
- Do not use envelopes with certain special features. For example, do not use envelopes with a grommet for winding a string to close the flap or envelopes with an open or film-covered window.
- Do not use an envelope with significant curling or a wave-like shape. This may cause soiling of the inside of the machine and paper jams.
- If paper jams occur, load fewer envelopes at once.

CAUTION

- **When loading the Envelope C5 in cassette 1 and cassette 2, change the direction of the envelope so that the flap is in front of the machine as shown in the figure. When loading the Envelope C5 into the multipurpose tray, change the direction of the envelope so that the flap is on the left side when viewed from the front of the multipurpose tray. If the Envelope C5 is set in the wrong direction, the flap will contact the printhead, causing paper jams, defect images, or print head damage.**



- **When loading the Envelope C5 into the cassette 5 to 8 and 550-sheet multipurpose tray (optional), open the envelope flap so that the flap is to the right of the cassette or tray.**
  - Loading Envelopes and Cardstock in the Paper Feeder (Cassette 5 to 8) (page 7-40)
  - Loading Paper in the Optional Multipurpose Tray (page 7-50)

IMPORTANT

Select Envelope for the media type before printing. The machine falsely detects the media type and double feed or paper jam may occur.

NOTE

Before using envelopes in volume, try testing a sample to ensure satisfactory print quality.

Index Tab Dividers

To print on index tab divider that has not been registered in Paper Catalog for that paper source, select [**Index Tab Dividers**] for the media type.

When printing onto index tab dividers, you must be liable for the print quality and possible trouble.

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 5** (to **8**) **Settings**]

2 [Manual] > [Media Type] > [Index Tab Dividers]

NOTE

For the procedure for loading index tab divider in a paper source, refer to the following section.

- Loading Index Paper in the Paper Feeder (Cassette 5 to 8) (page 7-44)
- Loading Index Paper in the Multipurpose Tray (page 7-33)
- Loading Index Paper in the Multipurpose Tray (page 7-54)

Letterhead

Because letterhead paper has a top and a bottom and a front and a back, loading in the wrong orientation may result in incorrect printing. Before loading letterhead that has not been registered in Paper Catalog in the paper source, check the orientation of the top and bottom and the front and back. Select [**Letterhead**] for the media type.

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 1** (to **8**) **Settings**]

2 [Manual] > [Media Type] > [Letterhead]

3 Set the action for special paper types.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > [**Paper Feed Settings**] > [**Special Paper Action**]

4 Configure the settings.

Select [**Adjust Print Direction**] or [**Speed Priority**].

Banner Paper

When directly feeding banner paper from the main unit multipurpose tray, load one sheet at a time. If Banner Guide 10 is installed, you can load up to 10 sheets at once. When using Banner Guide 11, you can feed sheets of banner paper up to 700 mm in length continuously. If over 700 mm, you must load one sheet at a time.

Rough Paper

Rough paper must conform to the specifications; however, its whiteness may be considered separately.

- Basic Paper Specifications that can be Used with This Machine (page 7-2)

NOTE

Before using rough paper in volume, try testing a sample to ensure satisfactory print quality.

Thin Paper

When thin paper is fed, the machine may falsely detect defects (holes or tears) in the paper and mask a certain area around that location. Before loading the paper, hold it up to light and make sure there are no defective parts.

When printing onto thin paper, you must be liable for the print quality and possible trouble.

Colored Paper

Colored paper must conform to the specifications.

Basic Paper Specifications that can be Used with This Machine (page 7-2)

Thick Paper

Before feeding thick paper, fan it and align the edges. If there is burring (a thin ridge caused by cutting the paper), place the paper on a flat surface and use a ruler to gently stroke the paper once or twice to remove the burring. Attempting to print on paper with burring may result in incorrect feeding such as skewing, double-feeding, and paper jams. The burring may also cause paper dust that will degrade print quality. Do not use paper from which burring cannot be removed.

Do not use thick paper with convex or concave curling, or a wave edge.

CAUTION

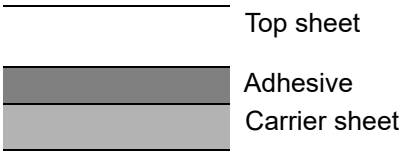
Do not feed thick paper if you have not specified thick paper for the media type. The paper may contact the print head and damage it.

Label

Be sure to feed labels from the multipurpose tray.

For selecting labels, use extreme care so that the adhesive may not come in direct contact with any part of the machine and that the labels are not easily peeled from the carrier sheet. Adhesives that stick to the drum or rollers and peeled labels remaining in the machine may cause a failure.

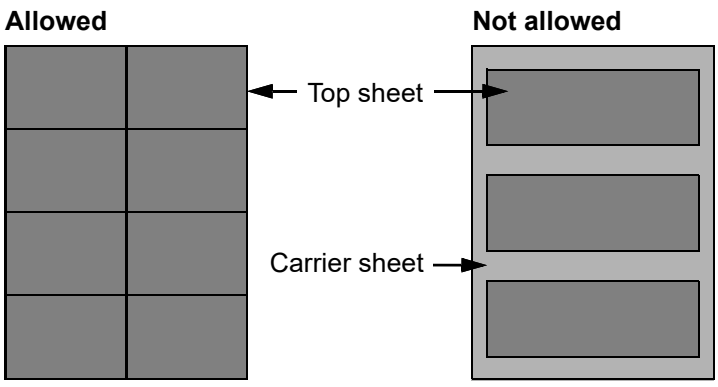
When printing onto labels, you must be liable for the print quality and possible trouble.



Labels consist of three layers as shown in the illustration. The adhesive layer contains materials that are easily affected by the force applied in the machine. The carrier sheet bears the top sheet until the label is used. This composition of labels may cause more problems.

The label surface must be covered completely with the top sheet. Gaps between labels may cause peeling of labels, resulting in a serious failure.

Some label paper has large margins on the top sheet. When using such paper, do not peel these margins from the carrier sheet before completing output.



Use label paper that conforms to the following specifications.

Top sheet weight	52 to 74 g/m²
Basis weight (overall paper weight)	104 to 151 g/m²
Top sheet thickness	0.086 to 0.107 mm
Overall paper thickness	0.115 to 0.145 mm
Moisture content	4 to 6 % (composite)

NOTE

Before using labels in volume, try testing a sample to ensure satisfactory print quality.

Prepunched Paper

When printing on prepunched paper, the ink is ejected at a position 2 mm away from the periphery of the punched hole so that the print conveyance belt is not soiled by the ink leaked from the punched hole.

Inkjet Paper

Inkjet paper is paper only for use with ink jet printers.

The front side of the paper is coated with a special chemical agent to make it smoother and allow the ink to go on better. These agents are used either to coat both sides of the paper or just one side. The coated side is slightly glossy. This paper features excellent expression of color, and high water resistance that reduces bleeding. Load the paper so that the coated side is the print side.

Inkjet Matte Paper

This paper has a matte coating on the front to reduce gloss. It is suitable for printing text, photos, and illustrations. Features of the paper are little bleeding and quick drying. Load the paper so that the glossy side is the print side.

Loading Paper

Loading Paper in the Cassette 1 and 2

Load the paper in Cassette 1 and Cassette 2. The procedures here represent the Cassette 1.

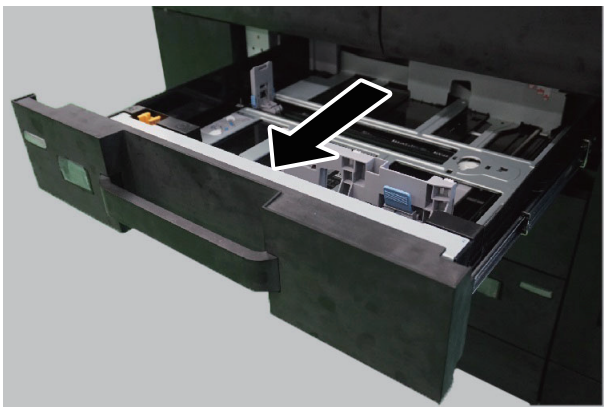
IMPORTANT

When printing on paper of a size different from the wasted paper, load the paper in cassette 2 and specify cassette 2 as the paper source.

About Wasted Paper (page 18-2)

Cassette 1 (to 8) Settings (page 15-13)

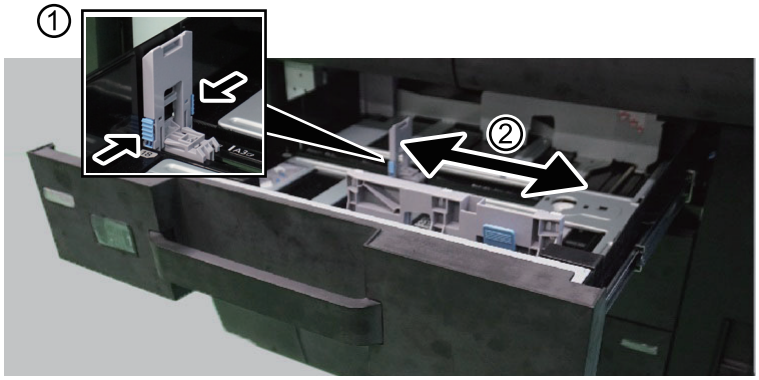
1 Pull the cassette completely out of the machine.



NOTE

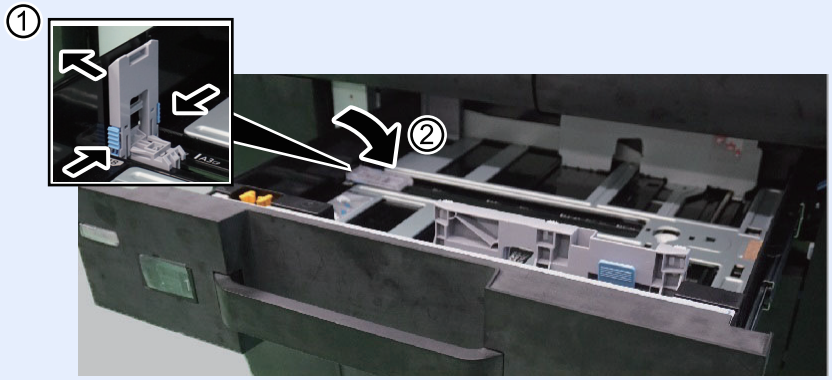
Do not pull out more than one cassette at a time.

2 Adjust the paper length guide to the paper size required.

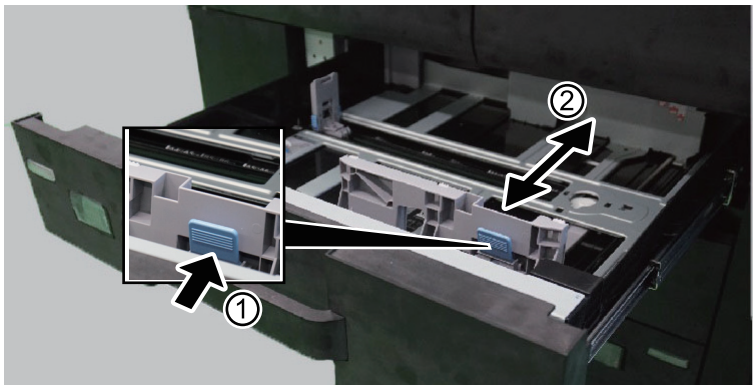


NOTE

When using 12×18" size paper, move the paper length guide to the extreme left and lay it down.

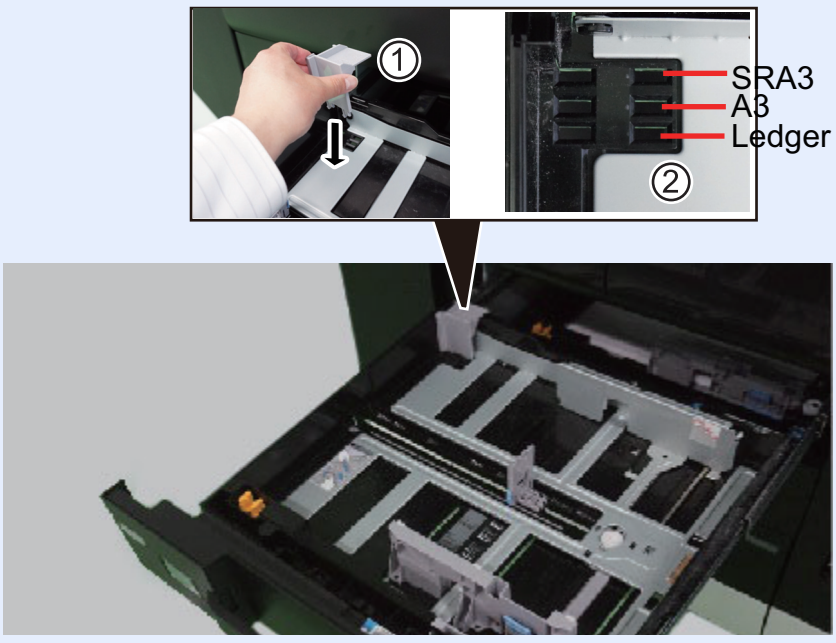


3 Adjust the position of the paper width guides located on the left and right sides of the cassette.

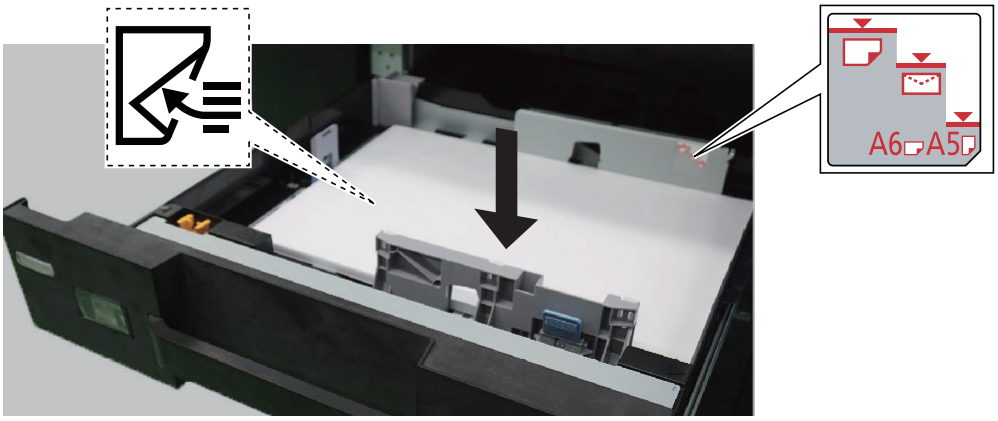


NOTE

When using SRA3/12×18", A3, or Ledger size paper, move the paper length guide to the extreme left and lay it down.



4 Load paper.



CAUTION

- **The top/bottom and sides of the paper must be even when loading the paper. Any part that is out of place may fold, contact the print head, and cause failure or a paper jam.**
- **Before loading the paper, make sure that it is not curled or folded. The fold or curl may damage the print head or cause a paper jam.**
- **Adjust the paper length guide and paper width guide so that there are no gaps between the guides and the paper. Any part of the paper that is out of place may fold, contact the print head, and cause print head damage, skewed feeding, or a paper jam.**

IMPORTANT

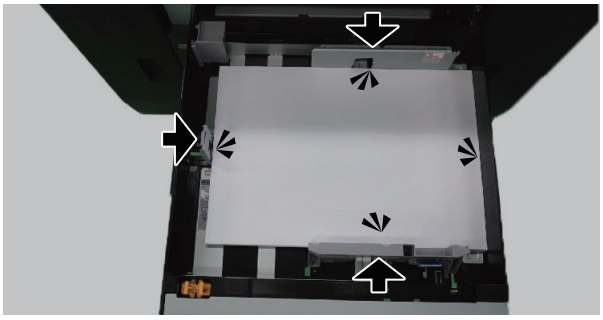
- **Remove the paper from its packaging and load immediately before use.**
- **After removing new paper from its packaging, fan the paper before loading it in the cassette.**

Precautions on Paper (page 7-8)

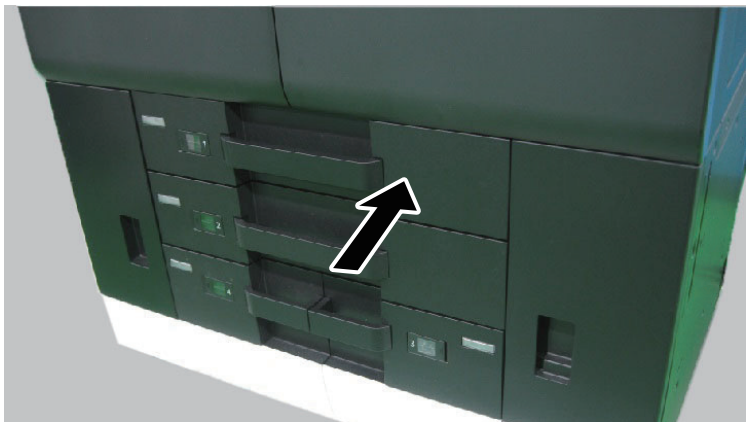
- **Load the paper with the print side down.**
- **Align the edges of the paper before loading it.**
- **The stack of paper should not be higher than the line on the label that indicates the paper limit (see the illustration).**
- **To add paper, remove any remaining paper from the cassette, combine with the paper to be added, fan the paper, align the edges, and reload.**
- **When adding paper that has not been registered in Paper Catalog, remove the top and bottom sheets after opening the packaging to prevent double-feeding.**
- **Leaving paper in the cassette for a long time may cause discoloration of the paper due to heat from the cassette heater.**

5 Be sure that the paper length and width guides rest securely against the paper.

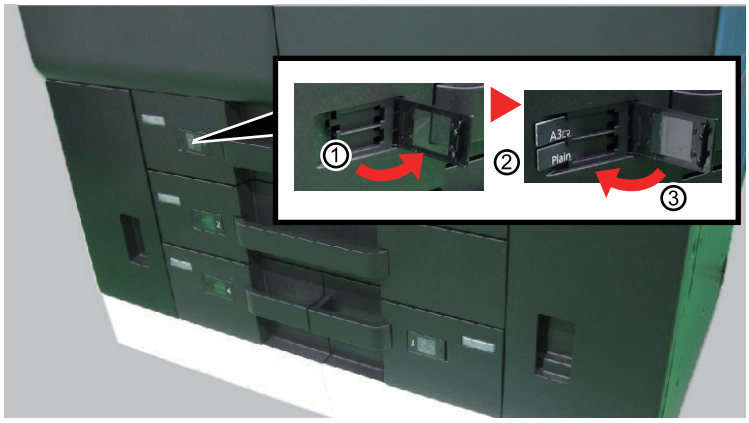
If there is a gap, readjust the guides to fit the paper.



6 Gently push the cassette back in.



7 Insert a sheet of the required paper size and type, as shown in the illustration.



8 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > [**Cassette 1 Settings**]

9 Configure the function.

Select the paper size and paper type.

➡ Cassette 1 (to 8) Settings (page 15-13)

NOTE

Paper size can be automatically detected and selected, refer to the following.

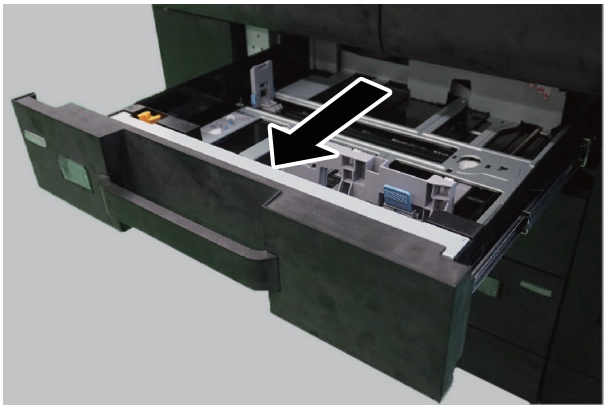
Paper Selection (page 13-4)

Cassette 1 (to 8) Settings (page 15-13)

Loading Envelopes and Cardstock in the Cassette 1 and 2

Load the envelopes and cardstock in Cassette 1 and Cassette 2. The procedures here represent the Cassette 1.

1 Pull the cassette completely out of the machine.



NOTE

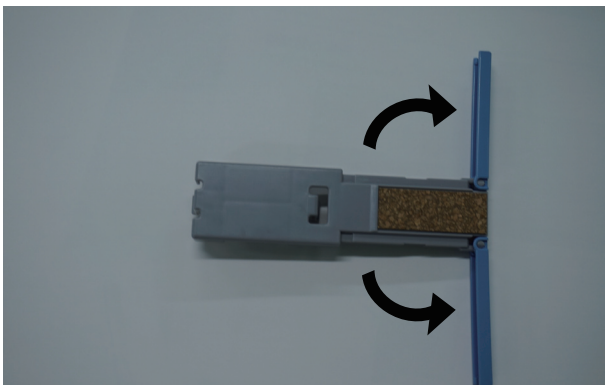
Do not pull out more than one cassette at a time.

2 Remove the envelope feed guide.

When loading cardstock, go to step 5.

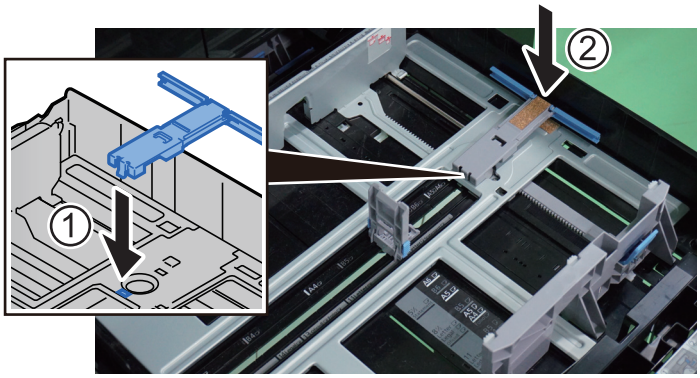


3 **Expand the lever of the envelope feed guide when loading envelopes larger than Envelope C5 which has a width of 162 mm (6.4").**

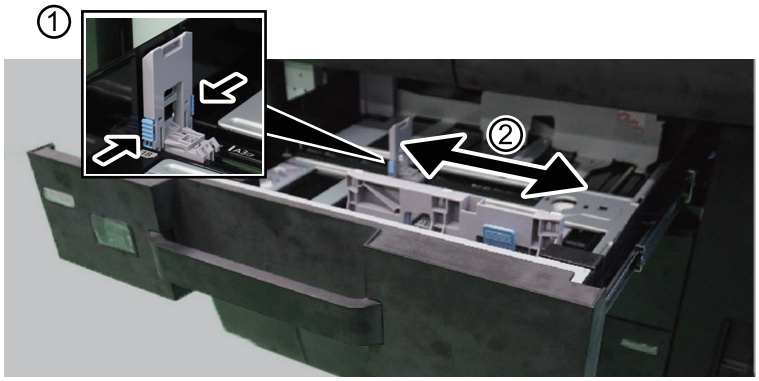


4 **Attach the envelope feed guide as shown in the illustration.**

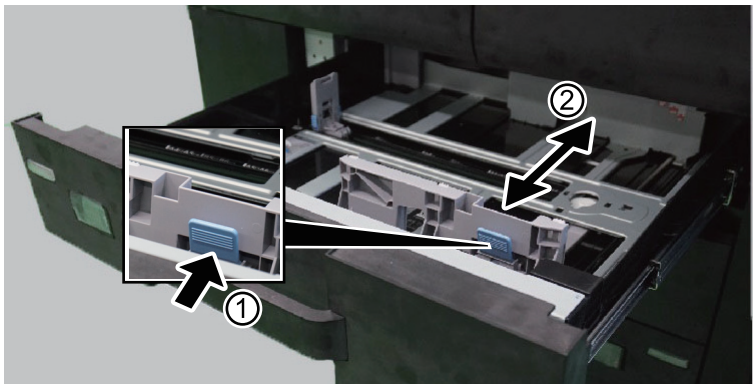
The illustration below shows that the lever of the envelope feed guide is expanded.



5 **Adjust the paper length guide to the paper size required.**



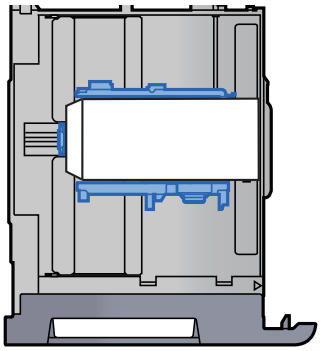
6 Adjust the position of the paper width guides located on the left and right sides of the cassette.



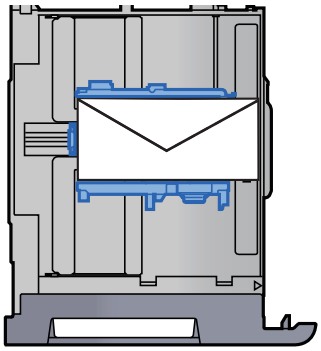
7 Load the postcard with the print side facing down.

Example: When printing the address.

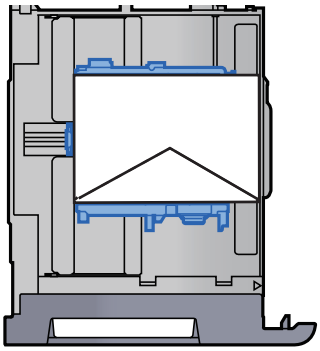
Portrait form envelopes



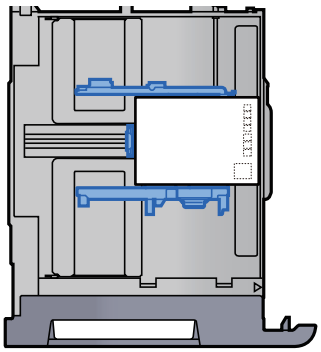
Landscape form envelopes



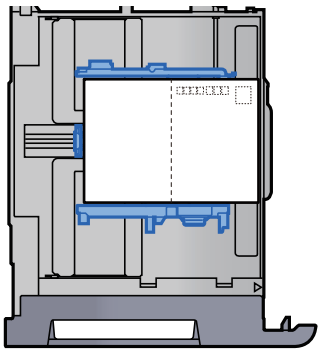
Landscape form envelopes (Envelope C5)



Hagaki (Cardstocks)

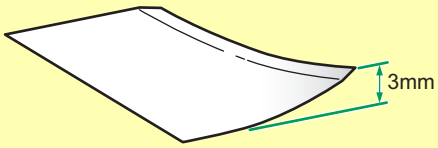


Oufuku hagaki (Return postcard)

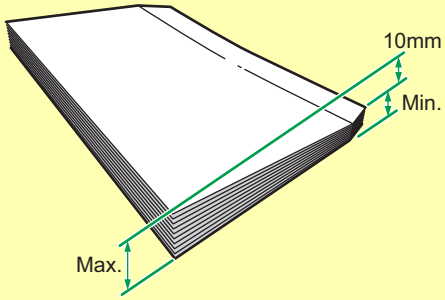


IMPORTANT

- **The stack of paper should not be higher than the line on the label that indicates the paper limit.**
- **How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.**
- **Before loading envelopes, press down on them to remove any air inside and flatten edges or creases.**
- **Straighten curled or warped envelopes before loading (keep the amount of curling or warping for each envelope within 3 mm).**



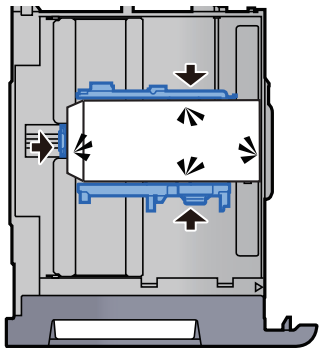
- **Set the envelopes so that the difference in the height of the stacks is less than 10 mm.**



- **When loading an envelope that has an self-adhesive flap and releasing paper, make sure the releasing paper is not curled or peeled off.**
- **Use unfolded Oufuku hagaki (Return postcard).**

8 Be sure that the paper length and width guides rest securely against the paper.

If there is a gap, readjust the guides to fit the paper.



9 Gently push Cassette 1 back in.

10 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > [**Cassette 1 Settings**]

11 Configure the function.

Select the paper size and type.

Cassette 1 (to 8) Settings (page 15-13)

NOTE

Paper size can be automatically detected and selected, refer to the following.

Paper Selection (page 13-4)

Cassette 1 (to 8) Settings (page 15-13)

12 Set by using the printer driver on the PC.

Select the paper size and type using the printer driver on the PC.

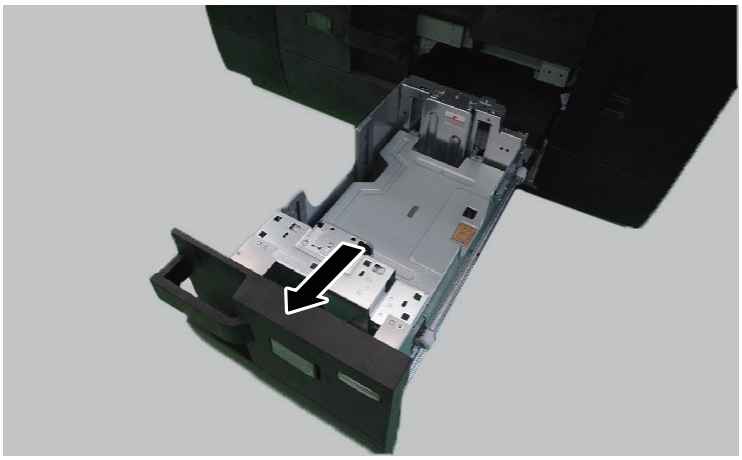
Printing on Standard Sized Paper (page 9-4)

Printing on Non-standard Sized Paper (page 9-6)

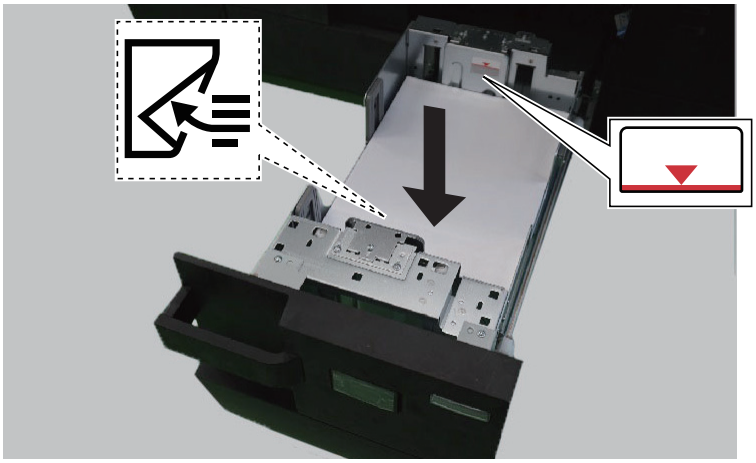
Loading Paper in the Cassette 3 and 4

Load the paper in Cassette 3 and Cassette 4. The procedures here represent the Cassette 4.

1 Pull the cassette completely out of the machine.



2 Load paper.



CAUTION

- **The top/bottom and sides of the paper must be even when loading the paper. Any part that is out of place may fold, contact the print head, and cause failure or a paper jam.**
- **Before loading the paper, make sure that it is not curled or folded. The fold or curl may damage the print head or cause a paper jam.**
- **Adjust the paper length guide and paper width guide so that there are no gaps between the guides and the paper. Any part of the paper that is out of place may fold, contact the print head, and cause print head damage, skewed feeding, or a paper jam.**

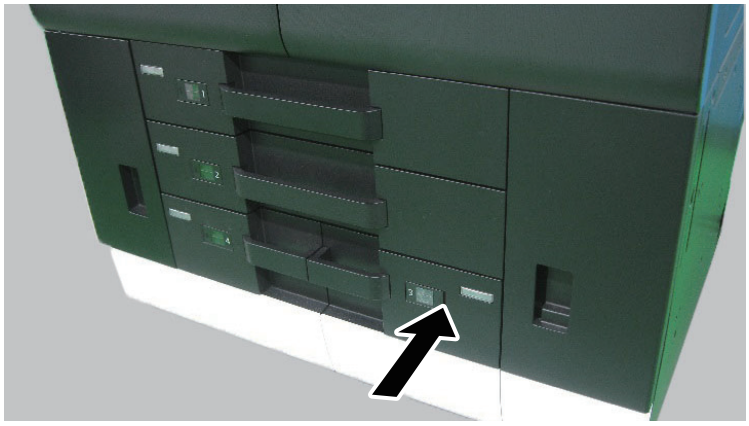
IMPORTANT

- **Remove the paper from its packaging and load immediately before use.**
- **After removing new paper from its packaging, fan the paper before loading it in the cassette.**

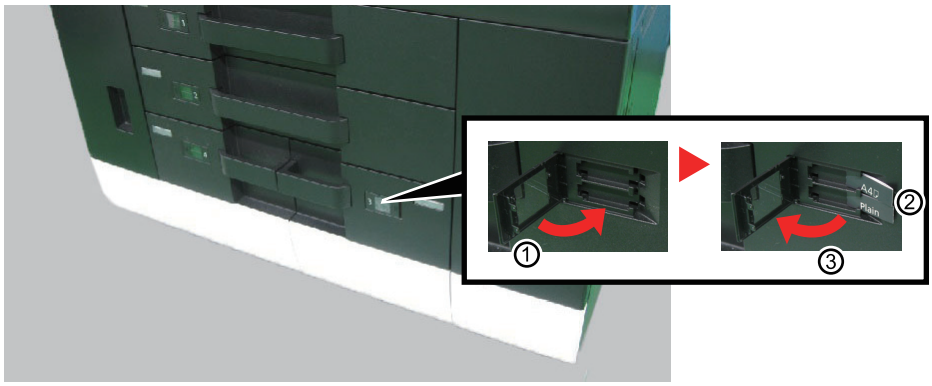
Precautions on Paper (page 7-8)

- **Load the paper with the print side down.**
- **Align the edges of the paper before loading it.**
- **The stack of paper should not be higher than the line on the label that indicates the paper limit (see the illustration).**
- **When adding paper that has not been registered in Paper Catalog, remove the top and bottom sheets after opening the packaging to prevent double-feeding.**
- **Leaving paper in the cassette for a long time may cause discoloration of the paper due to heat from the cassette heater.**

3 Gently push the cassette back in.



4 Insert a sheet of the required paper size and type, as shown in the illustration.



5 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > [**Cassette 3 Settings**]

6 Configure the function.

Select the paper size and paper type.

Cassette 1 (to 8) Settings (page 15-13)

Loading Paper in the Multipurpose Tray

For details of the supported paper sizes, refer to the following:

Precautions of Special Paper (page 7-13)

For the paper type setting, refer to the following:

Paper Feed Settings (page 15-21)

Be sure to use the multipurpose tray when you print on any special paper.

IMPORTANT

If you are using a paper weight of 106 g/m^2 or more, set the media type to Thick and set the weight of the paper you are using.

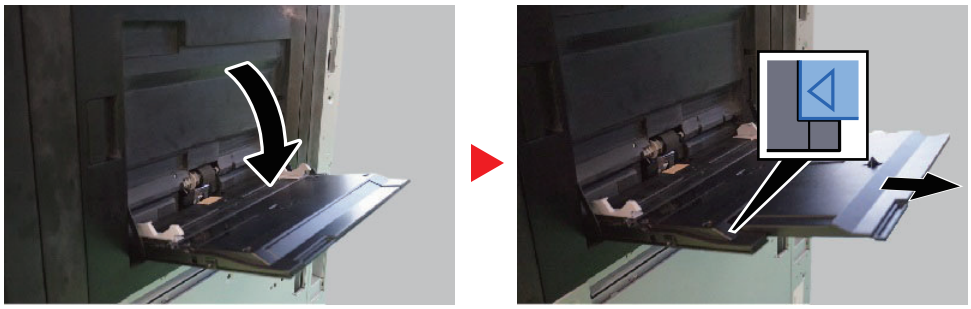
The capacity of the multipurpose tray is as follows.

- A4 or smaller plain paper (80 g/m^2): 150 sheets
- A4 or larger plain paper (80 g/m^2): 50 sheets
- Thick paper (300 g/m^2): 10 sheets
- Thick paper (209 g/m^2): 10 sheets
- Thick paper (200 g/m^2): 10 sheets
- Thick paper (163 g/m^2): 50 sheets
- Thick paper (157 g/m^2): 50 sheets
- Thick paper (104.7 g/m^2): 50 sheets
- Inkjet paper: 10 sheets
- Inkjet matte paper: 10 sheets
- Banner paper: 470.1 mm (18.51") to a maximum of 1220.0 mm (48"): 1 sheet (manual feed), 10 sheets (when optional banner tray is attached)
- Index tab dividers: 15 sheets

NOTE

- When you load custom size paper, enter the paper size by referring to the following:
  Paper Feeding (page 15-12)
- When you use special paper such as thick paper, select the media type by referring to the following:
  MP Tray Settings (page 15-16)
- Paper size can be automatically detected and selected, refer to the following:
  Paper Selection (page 13-4)
  MP Tray Settings (page 15-16)

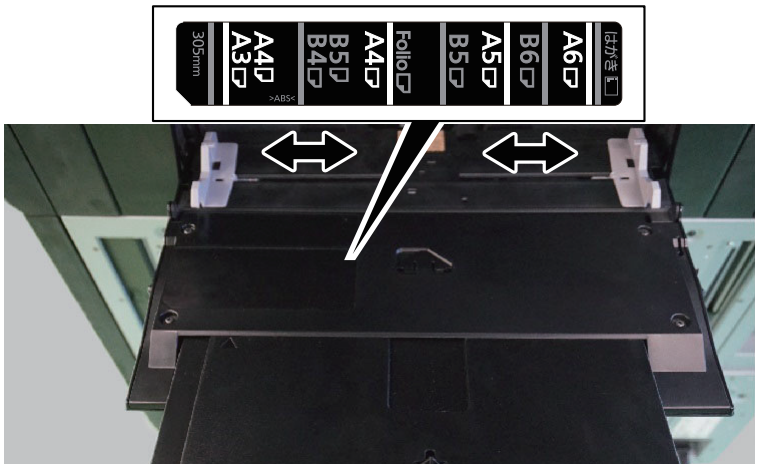
1 Open the multipurpose tray.



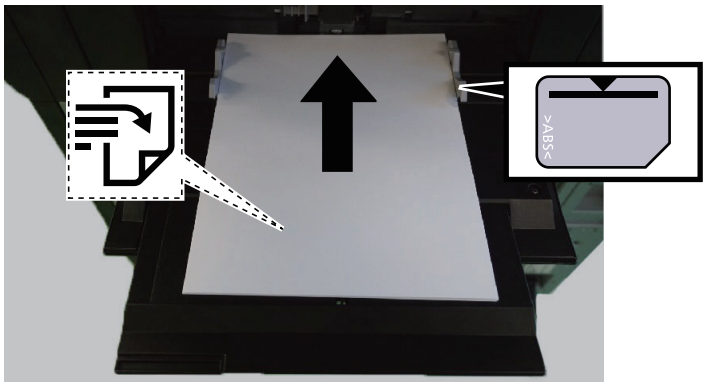
When loading paper sizes 12×18" and from A3 to B4 and Ledger to Legal, extend the support tray section of the multipurpose tray until the "Δ" mark is fully appeared.

2 Adjust the multipurpose tray size.

Paper sizes are marked on the multipurpose tray.



3 Load paper.



Insert the paper along the paper width guides into the tray until it stops.

After removing new paper from its packaging, fan the paper before loading it in the multipurpose tray.

Precautions on Paper (page 7-8)

CAUTION

Adjust the paper guide so that there are no gaps between the guide and the paper. Any part of the paper that is out of place may fold, contact the print head, and cause print head damage, skewed feeding, or a paper jam.

IMPORTANT

- **Load the paper with the print side up.**
- **Do not use paper with burring.**
- **Before loading paper in the multipurpose tray, check that there is no paper remaining in the tray from a previous job. If there is just a small amount of paper remaining in the multipurpose tray and you want to add more, remove the remaining paper from the tray and combine it with the new paper before loading in the tray.**
- **Ensure that the loaded paper does not exceed the paper limit mark.**

4 Specify the type of paper loaded in the multipurpose tray using the operation panel.

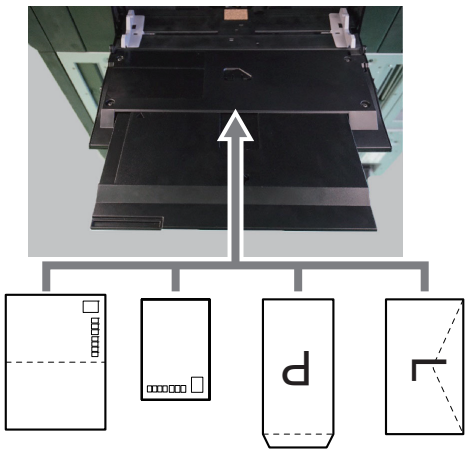
MP Tray Settings (page 15-16)

Loading Envelopes and Cardstock in the Multipurpose Tray

Load the paper with the print side facing up. For the procedure for printing, refer to the following:

Printer Driver User Guide

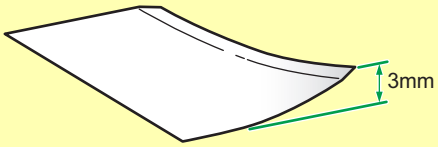
Example: When printing the address.



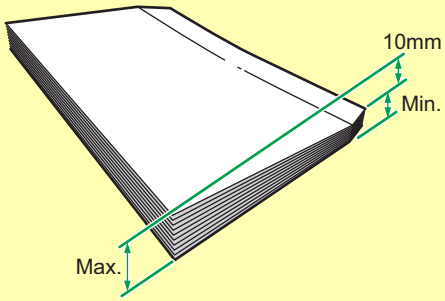
1 Oufuku hagaki (Return postcard)
2 Hagaki (Cardstocks)
3 Portrait form envelopes (Open the flap)
4 Landscape form envelopes (Close the flap)

IMPORTANT

- **Ensure that the loaded paper does not exceed the paper limit mark.**
- **How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.**
- **Before loading envelopes, press down on them to remove any air inside and flatten edges or creases.**
- **Straighten curled or warped envelopes before loading (keep the amount of curling or warping for each envelope within 3 mm).**



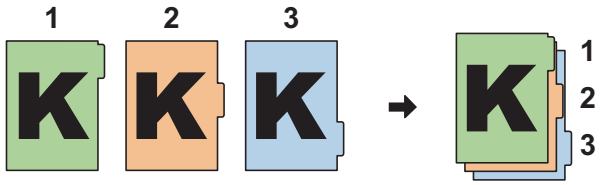
- **Set the envelopes so that the difference in the height of the stacks is less than 10 mm.**



- **Use unfolded Oufuku hagaki (Return postcard).**

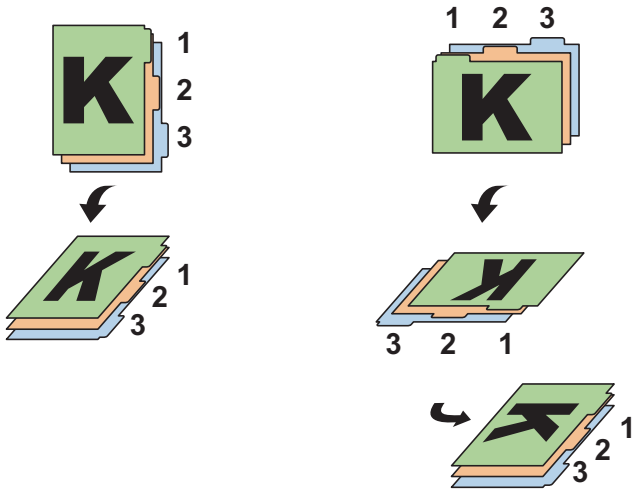
Loading Index Paper in the Multipurpose Tray

1 Prepare paper.



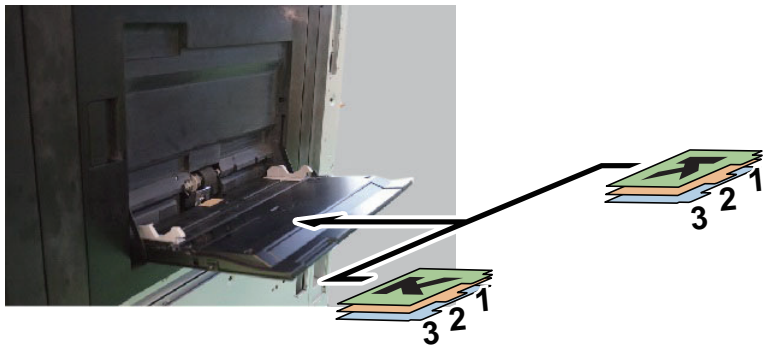
2 Orient the paper in the same orientation.

Place the paper print side up, oriented so that the tabs are on the trailing side of the paper when it feeds in.



3 Load paper.

Load paper in the tray.



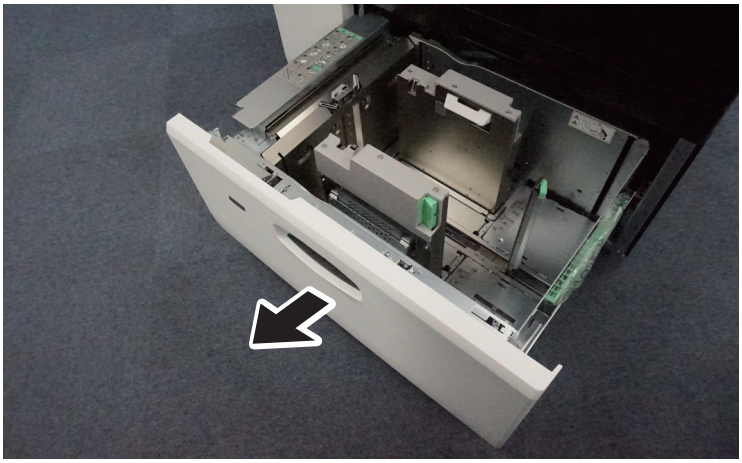
For the procedure for printing, refer to the **Printer Driver User Guide**. Index paper must meet the following conditions.

Item	Description
Paper size	A4/Letter
Paper weight	136 to 256 g/m^2
Number of tabs	1 to 15
Length of tabs	50 mm or less

Loading in the Paper Feeder (Cassette 5 to 8)

Load paper in the paper feeder (Cassette 5 to 8). Cassette 6 is used as an example.

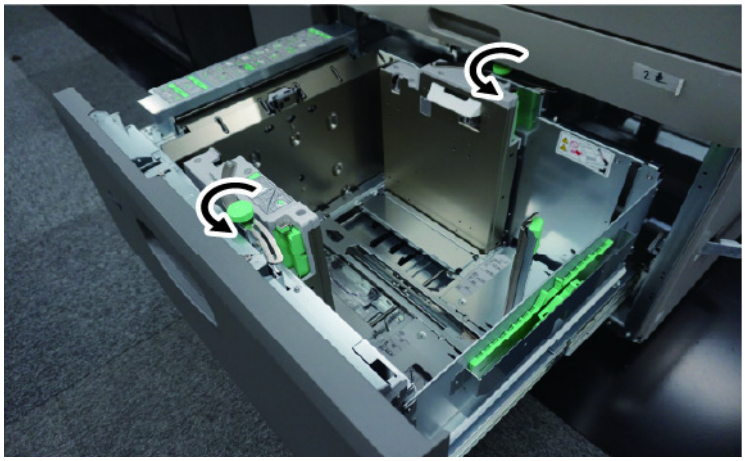
1 **Pull the cassette completely out until it stops.**



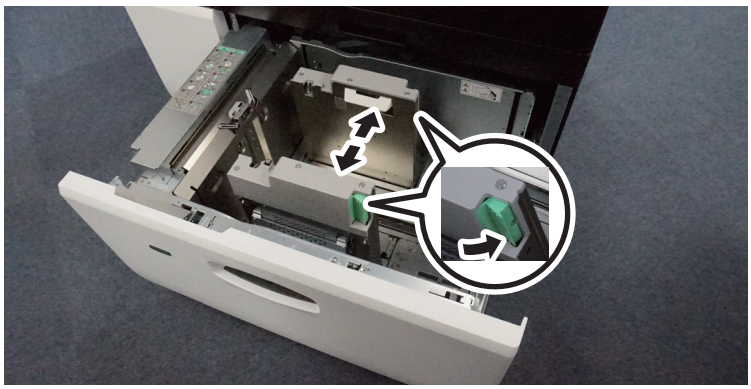
2 **Release the paper length guide.**



3 **(For PF-9100 (A)) Loosen the screw on the arm that secures the paper width guide.**



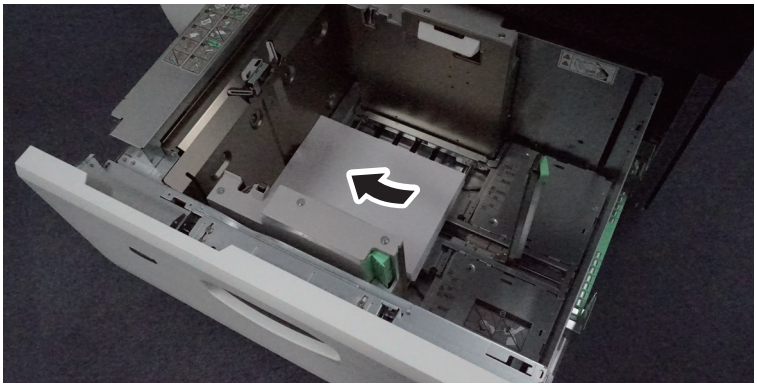
4 Release the paper width guide.



NOTE

Pinch the knobs (x2) on the paper width guide to release the lock.

5 Load paper by aligning the paper with the left side of the cassette.



CAUTION

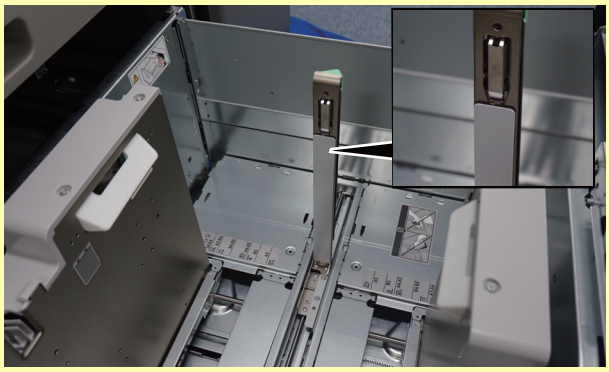
- **The top/bottom and sides of the paper must be even when loading the paper. Any part that is out of place may fold, contact the print head, and cause failure or a paper jam.**
- **Before loading the paper, make sure that it is not curled or folded. The fold or curl may damage the print head or cause a paper jam.**

IMPORTANT

- **Remove the paper from its packaging and load immediately before use.**
- **After removing new paper from its packaging, fan the paper before loading it in the cassette.**

Precautions on Paper (page 7-8)

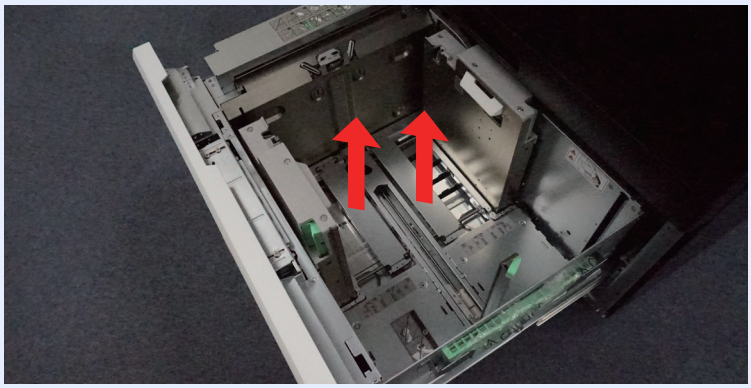
- **Load the paper with the print side facing up.**
- **Align the edges of the paper before loading it.**
- **To evenly align the widths and lengths of the paper, load only the top 5 to 10 mm of the stack. After adjusting the paper width in the following step, add the paper required for printing.**
- **Load the paper so that both ends rest on the auxiliary plate of the paper width guide.**
- **The stack must not be higher than the limit mark.**
- **When adding paper, remove the top and bottom sheets after opening the packaging to prevent double-feeding.**
- **When loading paper which weight is Heavy 4 to 6 (221 to 360 g/m^2) in the cassette, attach the magnet sheet included in the paper feeder to the length guide of the cassette (Only applicable for PF-9100).**



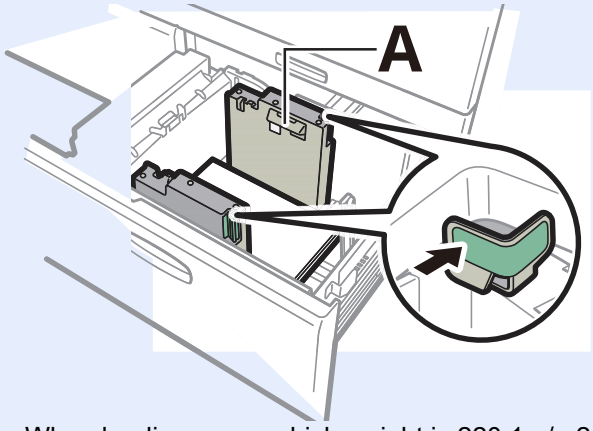
- **Push both corners at the bottom of the magnet sheet against the metal plates strongly (Only applicable for PF-9100).**
- **Make sure that the top of the magnet sheet does not obstruct the opening in the length guide (Only applicable for PF-9100).**

NOTE

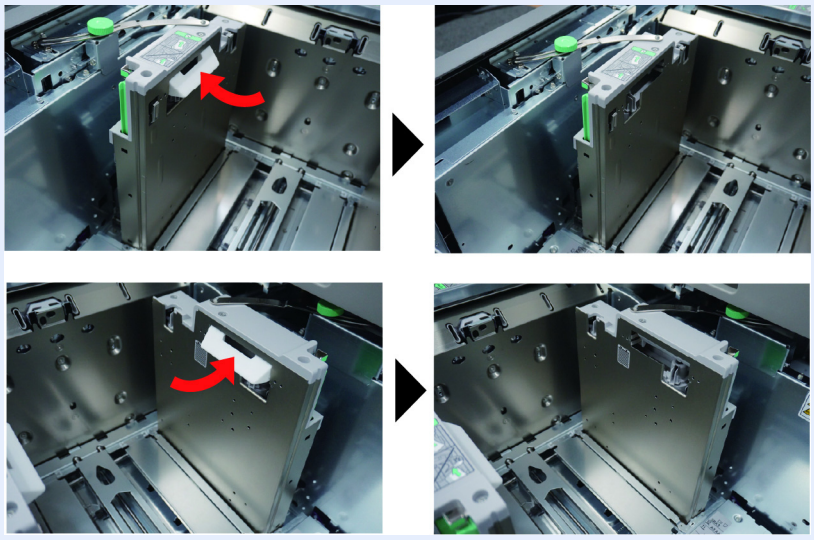
- When loading paper that is 204 mm (8.04 inches) or narrower, remove the supporting plates from the bottom of the paper tray and store them in the pocket located on the right side of the source tray.



- When loading paper which weight is 220 g/m2 or less in PF-9100(A), make sure that the left and right paper holder guides (A part shown in the figure) are pulled out. Press the lever of the paper width guide to pull out the paper holder guide.



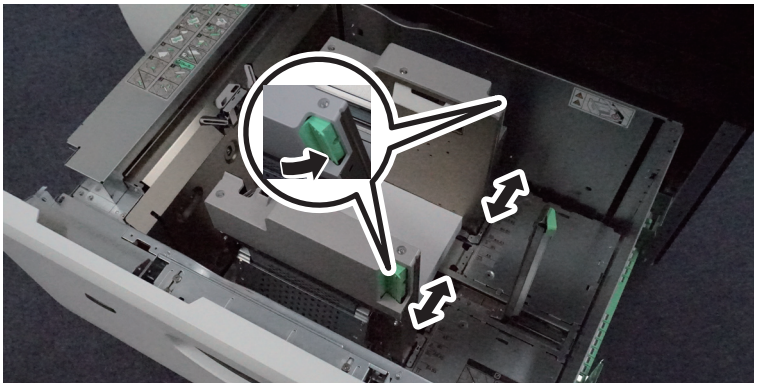
- When loading paper which weight is 220.1 g/m2 or more in PF-9100(A), make sure that the left and right paper holder guides are retracted. If they are not stored, push them in as shown in the figure.



- Use the paper size indicators on the bottom of the paper tray to adjust the paper width guides the space provided by the paper width guides is somewhat wider than the paper size. Load paper so that both sides are on the auxiliary paper width guides.

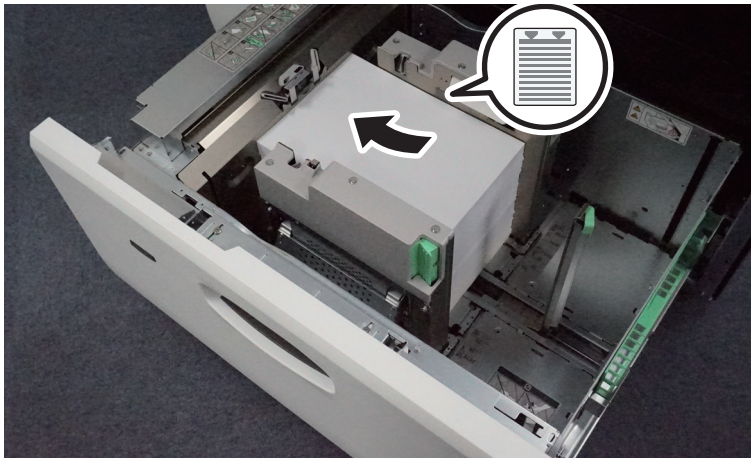
6 Take the grip of the paper width guides with your fingers, and adjust the paper width guides to the paper size.

Load the paper so that it is not warped or lifted by the edge.



7 Load additional sheets, if necessary.

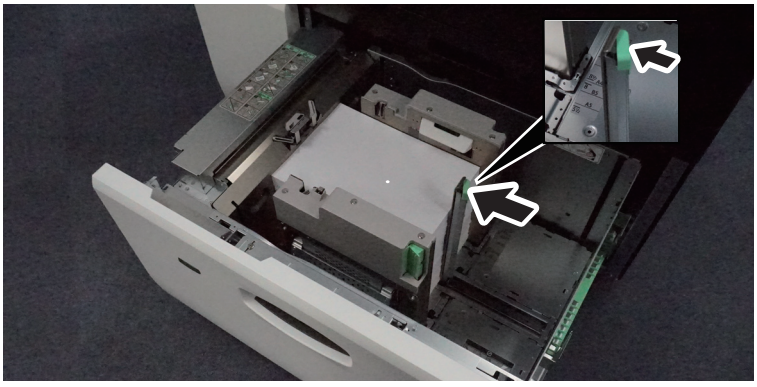
Load the paper so that it is not warped or lifted by the edge.



IMPORTANT

The stack of paper should not be higher than the line on the label that indicates the paper limit (see the illustration).

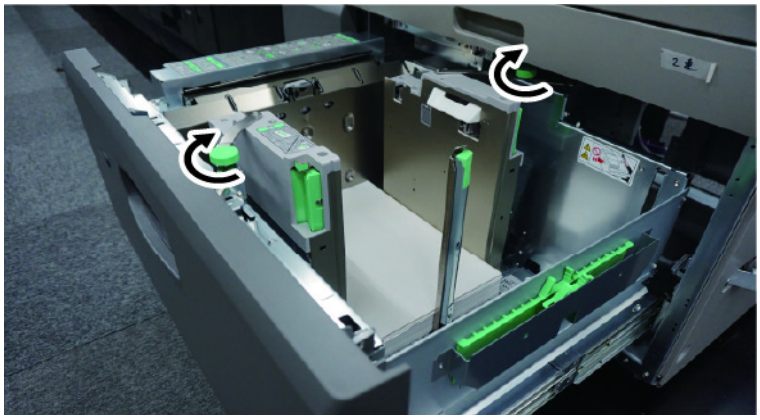
8 Tightly fit the paper length guide to the loaded paper, and then re-lock the paper length guide again.



CAUTION

Make sure there are no gaps between the paper and paper length guide. Any part of the paper that is out of place may fold, contact the print head, and cause print head damage, skewed feeding, or a paper jam.

9 (For PF-9100 (A)) Tighten the screws on the arm that holds the paper width guide.



10 Push the paper tray fully in until it clicks.

NOTE

- Paper feeder can be loaded cardstocks. Load the cardstocks in the correct direction.
- If the top paper holders of the paper feeder are pushed in at an angle, they may not return to their original positions. Return them to their original positions by hand.

11 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > [**Cassette 5 Settings**]

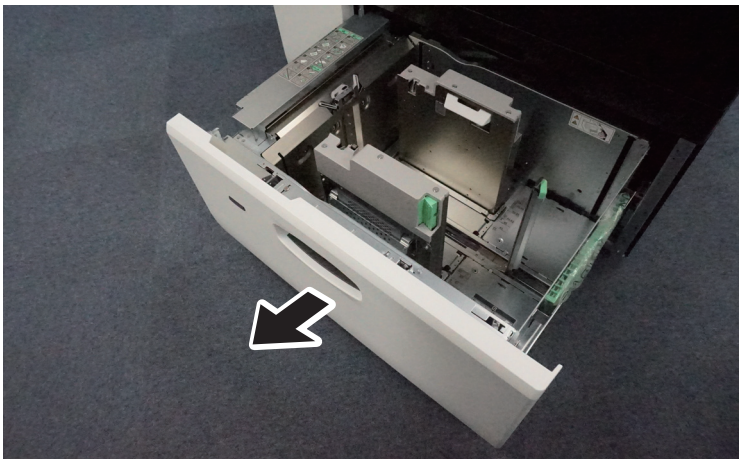
12 Configure the function.

Select the paper type.

Cassette 1 (to 8) Settings (page 15-13)

Loading Envelopes and Cardstock in the Paper Feeder (Cassette 5 to 8)

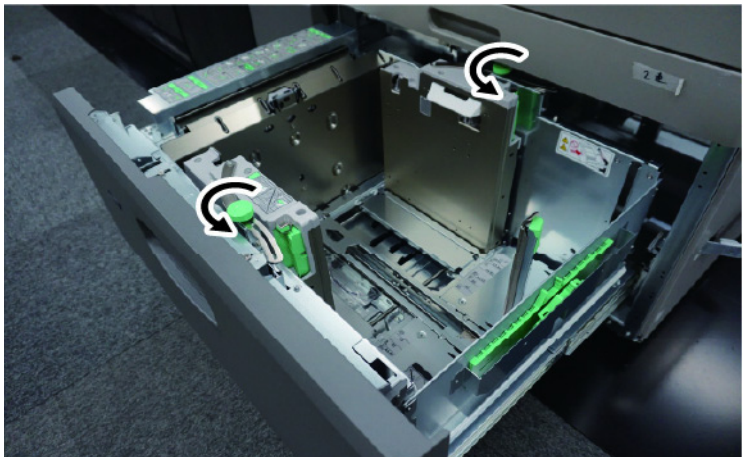
1 **Pull the cassette completely out until it stops.**



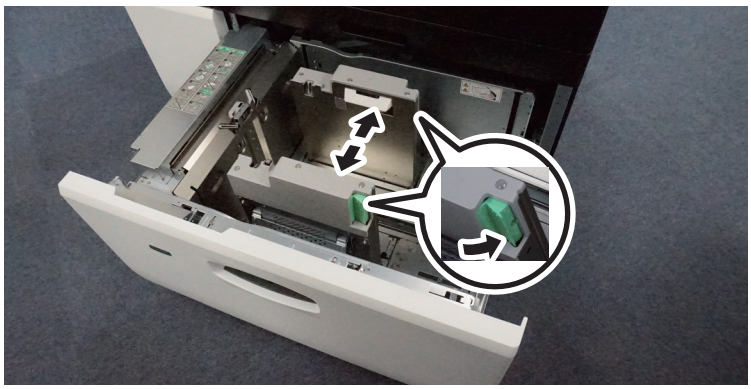
2 **Release the paper length guide.**



3 **(For PF-9100 (A)) Loosen the screw on the arm that secures the paper width guide.**



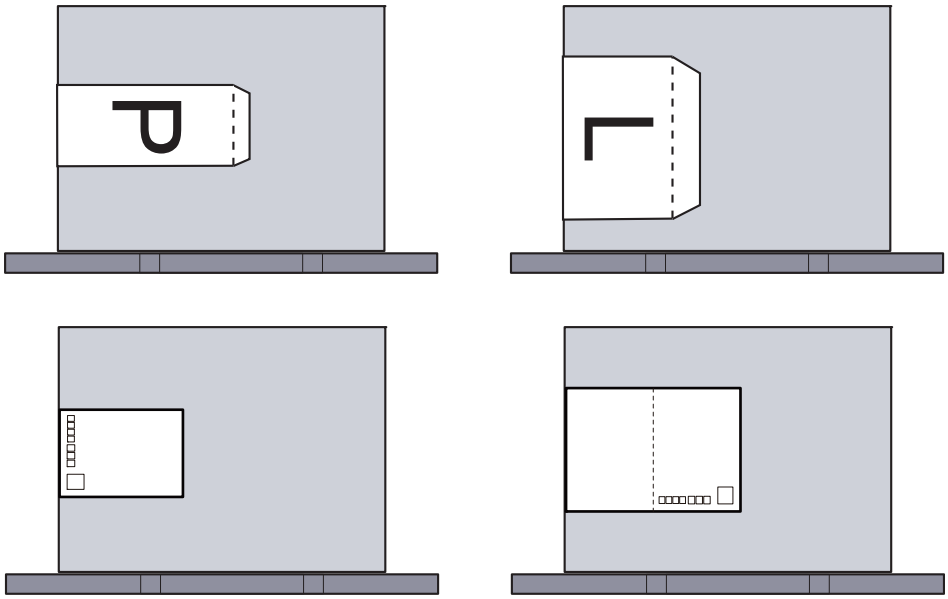
4 Release the paper width guide.



NOTE

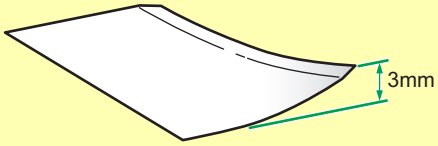
Pinch the knobs (x2) on the paper width guide to release the lock.

5 Load the Envelopes and cardstock.

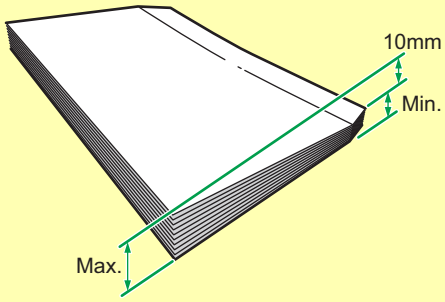


IMPORTANT

- **Load the envelopes with the print side facing up.**
- **Open the flap of the envelope and load so that the flap is on the right side of the tray.**
- **Before loading envelopes, press down on them to remove any air inside and flatten edges or creases.**
- **Straighten curled or warped envelopes before loading (keep the amount of curling or warping for each envelope within 3 mm).**

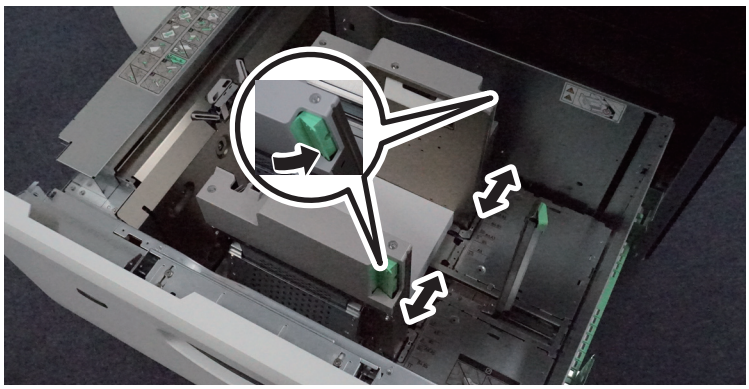


- **Set the envelopes so that the difference in the height of the stacks is less than 10 mm.**



- **When loading an envelope that has an self-adhesive flap and releasing paper, make sure the releasing paper is not curled or peeled off.**
- **When loading envelope that is 204 mm (8.04 inches) or narrower, remove the supporting plates from the bottom of the cassette and store them in the pocket located on the right side of the cassette.**

6 Take the grip of the paper width guides with your fingers, and adjust the paper width guides to the paper size.



IMPORTANT

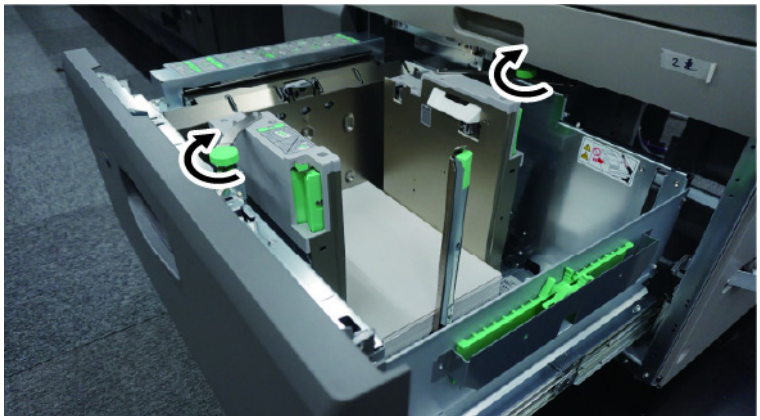
Load the cardstocks so that the edges of the paper do not bend.

7 Tightly fit the paper length guide to the loaded cardstock, and then re-lock the paper length guide again.

CAUTION

Adjust the paper guide so that there are no gaps between the guide and the paper. Any part of the paper that is out of place may fold, contact the print head, and cause print head damage, skewed feeding, or a paper jam.

8 (For PF-9100 (A)) Tighten the screws on the arm that holds the paper width guide.



9 Push the paper tray fully in until it clicks.

NOTE

If the top paper holders of the paper feeder are pushed in at an angle, they may not return to their original positions. Return them to their original positions by hand.

10 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > [**Cassette 5 Settings**]

11 Configure the function.

Select the paper type.

Cassette 1 (to 8) Settings (page 15-13)

12 Set by using the printer driver on the PC.

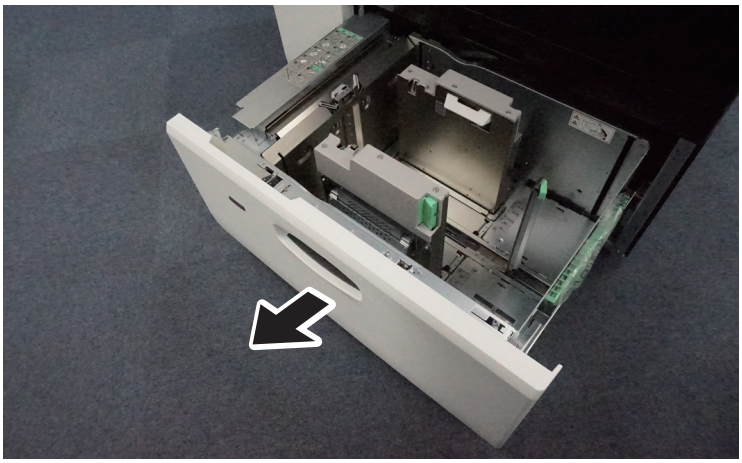
Select the paper size and type using the printer driver on the PC.

Printing on Standard Sized Paper (page 9-4)

Printing on Non-standard Sized Paper (page 9-6)

Loading Index Paper in the Paper Feeder (Cassette 5 to 8)

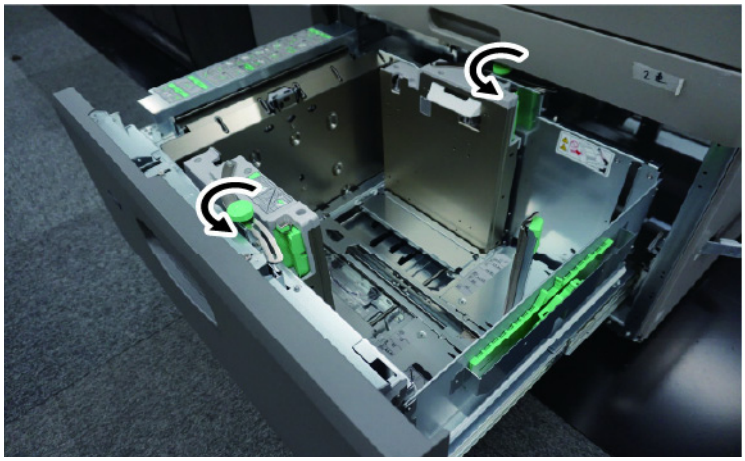
1 **Pull the cassette completely out until it stops.**



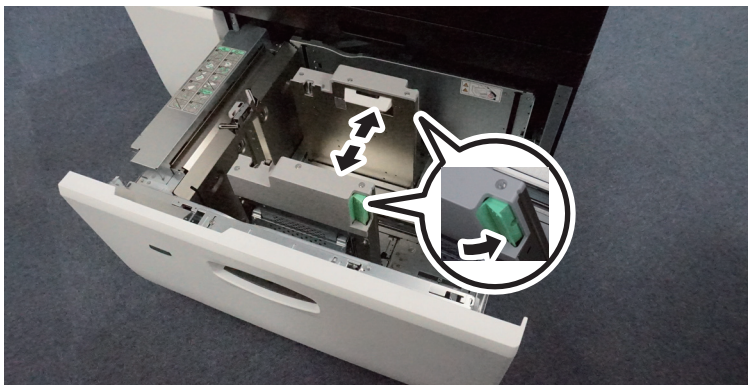
2 **Release the paper length guide.**



3 **(For PF-9100 (A)) Loosen the screw on the arm that secures the paper width guide.**



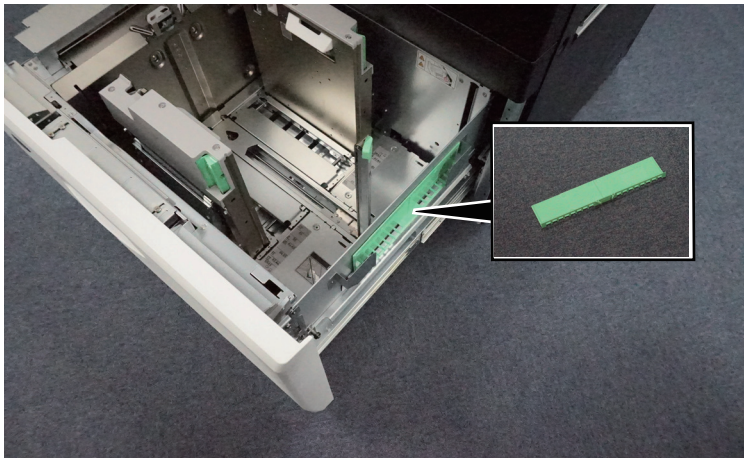
4 Release the paper width guide.



NOTE

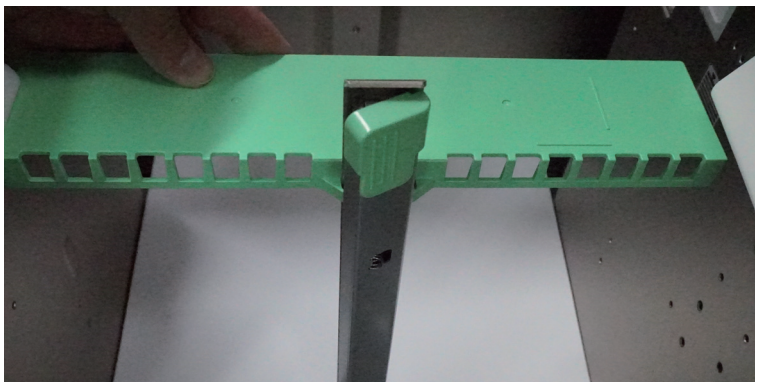
Pinch the knobs (x2) on the paper width guide to release the lock.

5 Take out the tab fence (large) from the pocket on the right-hand side of the cassette.



6 Set the paper width guides to the size of the paper to be loaded, and then load index paper into the cassette.

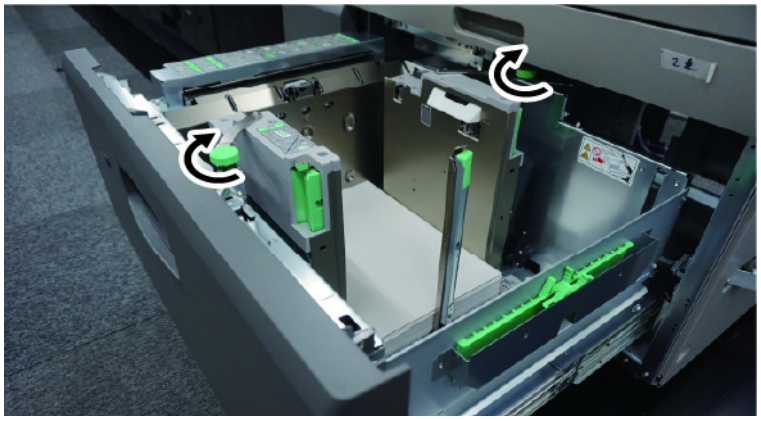
7 Attach the tab fence (large).



8 **Align the paper length guide gently against the paper you loaded while pressing the release button of the paper length guide.**



9 **(For PF-9100 (A)) Tighten the screws on the arm that holds the paper width guide.**



10 **Push the cassette fully in until it clicks.**

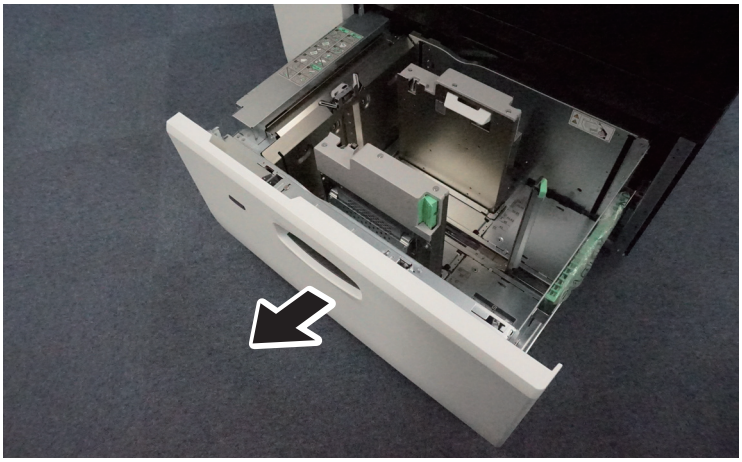
NOTE

Replace the tab fence (large) after use.

Loading Small-size Paper in the Paper Feeder (Cassette 5 to 8)

When printing on small index paper or when the paper width is 182 to 225 mm, attach the tab fence (small).

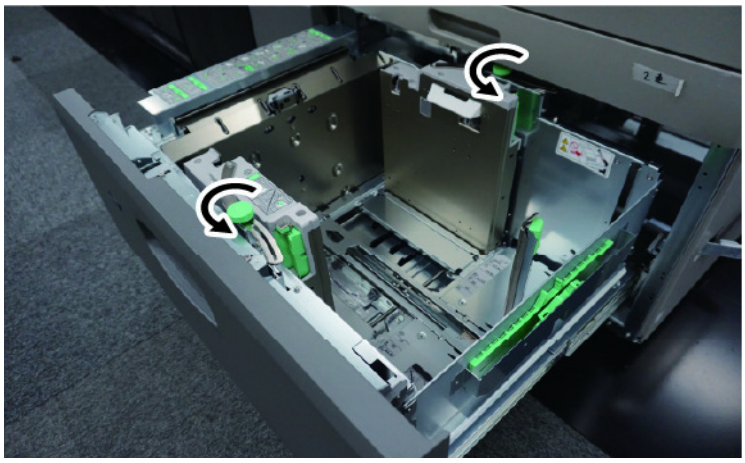
1 **Pull the cassette completely out until it stops.**



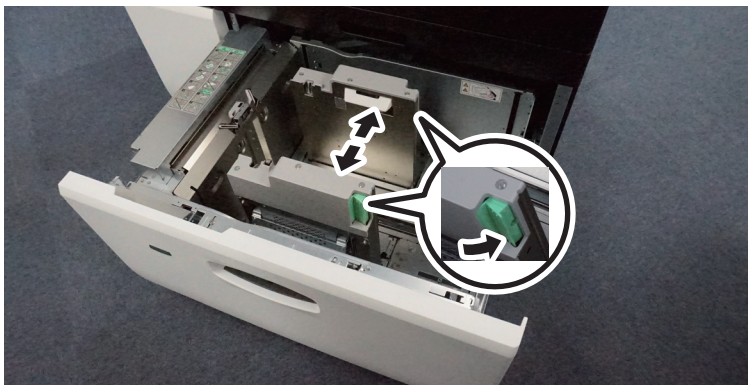
2 **Release the paper length guide.**



3 **(For PF-9100 (A)) Loosen the screw on the arm that secures the paper width guide.**



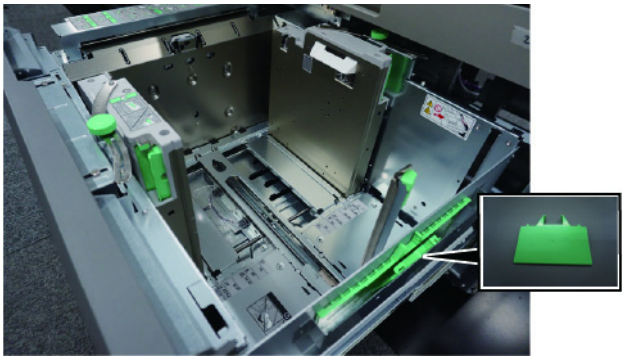
4 Release the paper width guide.



NOTE

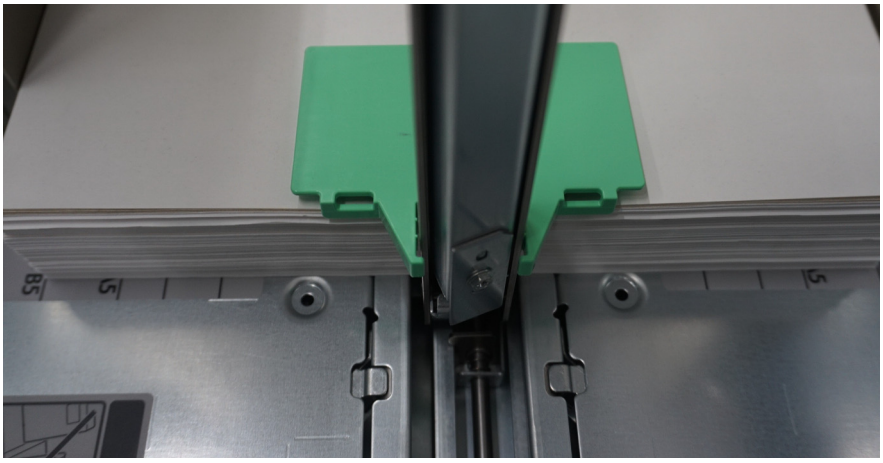
Pinch the knobs (x2) on the paper width guide to release the lock.

5 Take out the tab fence (small) from the pocket on the right-hand side of the cassette.



6 Set the paper width guides to the size of the paper to be loaded, and then load index paper into the cassette.

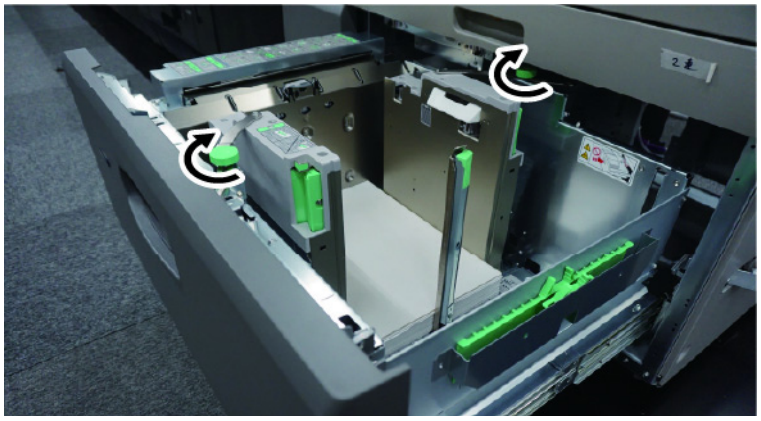
7 Attach the tab fence (small).



8 **Align the paper length guide gently against the paper you loaded while pressing the release button of the paper length guide.**



9 **(For PF-9100 (A)) Tighten the screws on the arm that holds the paper width guide.**



10 **Push the cassette fully in until it clicks.**

NOTE

Replace the tab fence (small) after use.

Loading Paper in the Optional Multipurpose Tray

For details of the supported paper sizes, refer to the following:

Precautions of Special Paper (page 7-13)

For the paper type setting, refer to the following:

Paper Feed Settings (page 15-21)

Be sure to use the multipurpose tray when you print on any special paper.

IMPORTANT

If you are using a paper weight of 106 g/m^2 or more, set the media type to Thick and set the weight of the paper you are using.

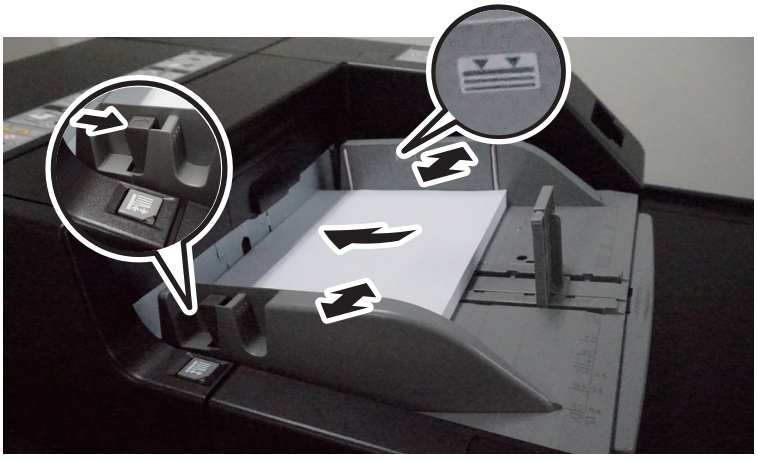
Media types and amounts that can be loaded in the 550-sheet multipurpose tray are as follows.

- Plain paper: 550 sheets (Paper thickness 0.1 mm conversion)
- Banner paper (when the banner tray (option) is installed): 1 sheet (length 701 to 1,220 mm), 500 sheets (length 470.1 to 700 mm)
- Thick paper, Index tab divider: A number of sheets that does not exceed the limit mark.

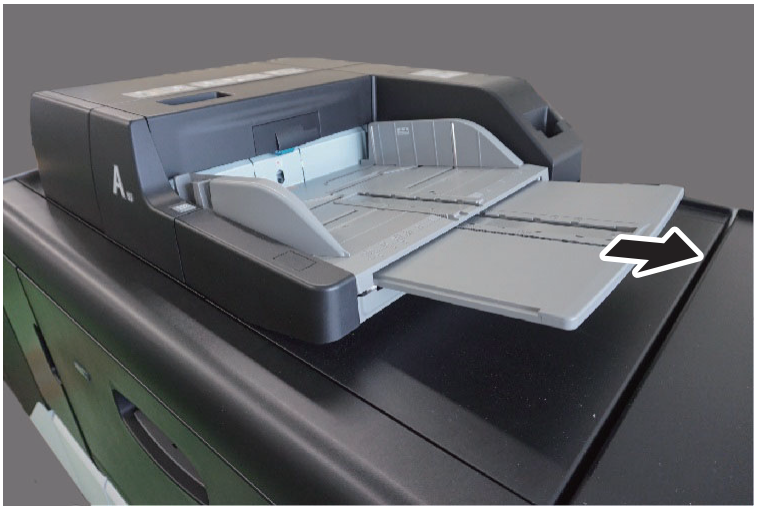
NOTE

- When you load custom size paper, enter the paper size by referring to the following:
  Paper Feeding (page 15-12)
- When you use special paper such as transparencies or thick paper, select the media type by referring to the following:
  MP Tray Settings (page 15-16)
- Paper size can be automatically detected and selected, refer to the following:
  Paper Selection (page 13-4)
  MP Tray Settings (page 15-16)

1 Adjust the multipurpose tray size by pressing the release lever, and load paper.



To load paper larger than A4▱ or 81/2 x 11▱, pull out the extension tray.



Insert the paper along the paper width guides into the tray until it stops.

After removing new paper from its packaging, fan the paper before loading it in the multipurpose tray.

Precautions on Paper (page 7-8)

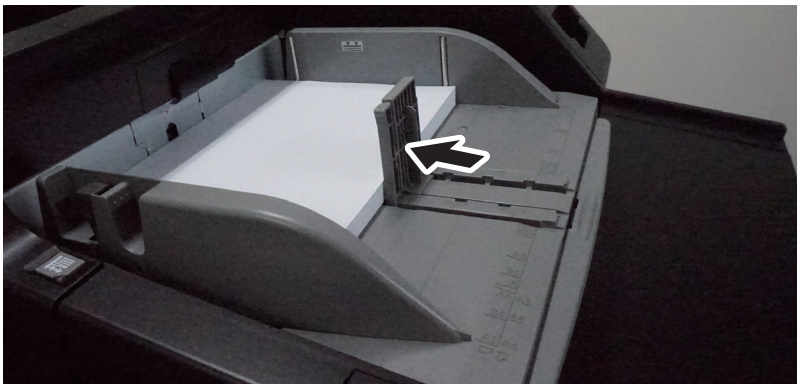
CAUTION

Adjust the paper width guide so that there are no gaps between the guide and the paper. Any part of the paper that is out of place may fold, contact the print head, and cause print head damage, skewed feeding, or a paper jam.

IMPORTANT

- **Load the paper with the print side up.**
- **Do not use paper with burring.**
- **Before loading paper in the multipurpose tray, check that there is no paper remaining in the tray from a previous job. If there is just a small amount of paper remaining in the multipurpose tray and you want to add more, remove the remaining paper from the tray and combine it with the new paper before loading in the tray.**
- **Ensure that the loaded paper does not exceed the paper limit mark.**

2 Move the paper length guide to fit the paper.

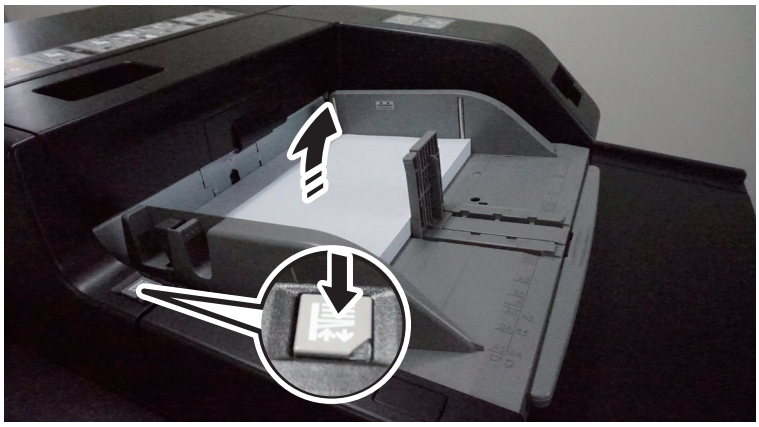


NOTE

To remove the paper length guide, slide it to the right by pressing the stopper down.



3 Press the tray moving key on the multipurpose tray.



The lamp of the tray moving key is blinking while the tray is going up, and keeps lit when it stops.

Press the tray moving key to move down the tray if you want to either add paper or remove jammed ones.

NOTE

- Letterhead paper must be loaded in a specific orientation.
- Optional multipurpose tray can be loaded cardstocks. Load the cardstocks in the correct direction.
- Specify the sizes of paper that are not automatically detected.

MP Tray Settings (page 15-16)

4 Specify the type of paper loaded in the multipurpose tray using the operation panel.

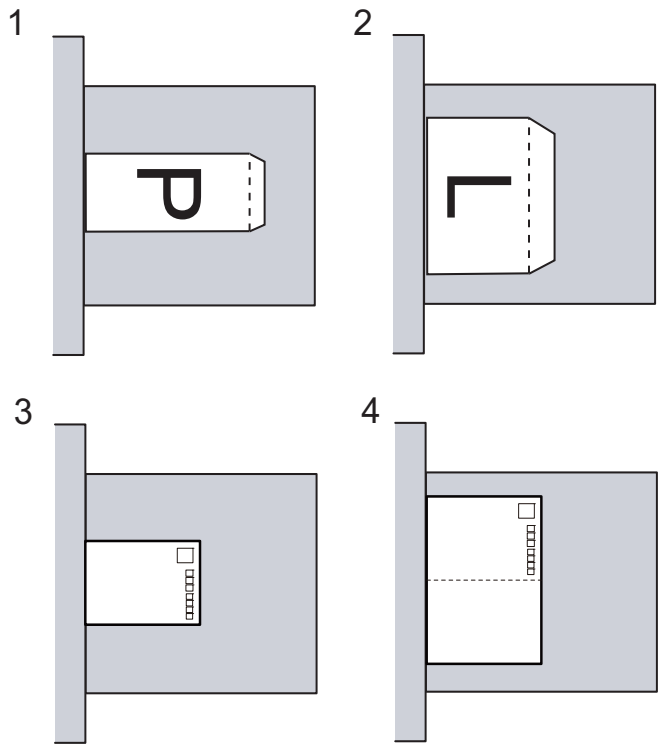
MP Tray Settings (page 15-16)

Loading Envelopes and Cardstock in the Multipurpose Tray

Load the paper with the print side facing up. For the procedure for printing, refer to the following:

Printer Driver User Guide

Example: When printing the address.



1 Portrait form envelopes (Open the flap)

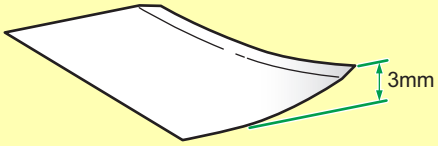
2 Landscape form envelopes (Open the flap)

3 Hagaki (Cardstocks)

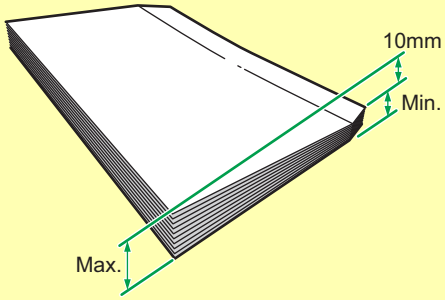
4 Oufuku hagaki (Return postcard)

IMPORTANT

- **How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.**
- **Before loading envelopes, press down on them to remove any air inside and flatten edges or creases.**
- **Straighten curled or warped envelopes before loading (keep the amount of curling or warping for each envelope within 3 mm).**



- **Set the envelopes so that the difference in the height of the stacks is less than 10 mm.**

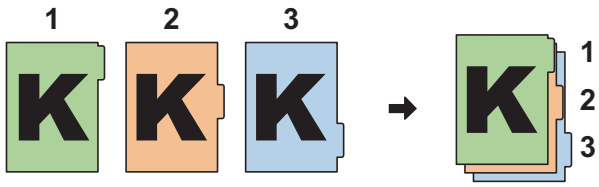


- **When loading an envelope that has an self-adhesive flap and releasing paper, make sure the releasing paper is not curled or peeled off.**
- **Use unfolded Oufuku hagaki (Return postcard).**

Loading Index Paper in the Multipurpose Tray

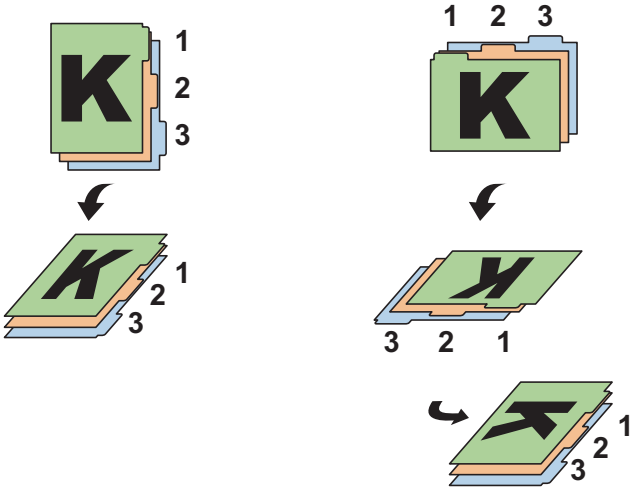
When loading index paper, always use the tab fence. Index papers must be set at the right side of the multipurpose tray.

1 Prepare paper.



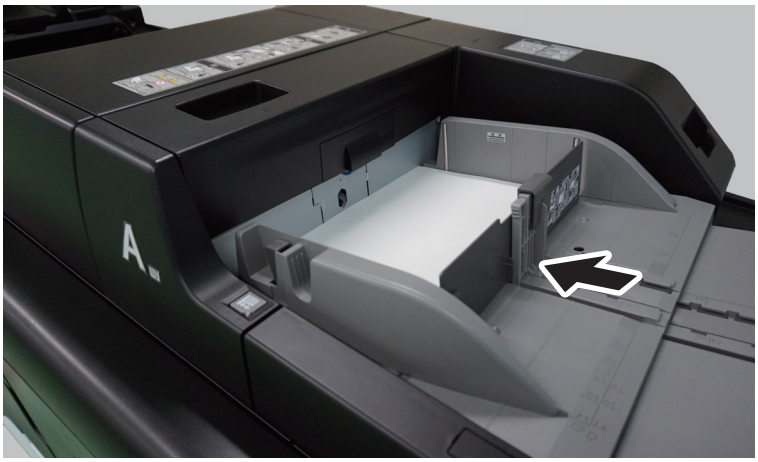
2 Orient the paper in the same orientation.

Place the paper print side up, oriented so that the tabs are on the trailing side of the paper when it feeds in.



3 Load paper.

Load paper in the tray.



For the procedure for printing, refer to the **Printer Driver User Guide**.

Index paper must meet the following conditions.

Item	Description
Paper size	A4/Letter
Paper weight	136 to 256 g/m^2
Number of tabs	1 to 15
Length of tabs	50 mm or less

Loading Paper in the Inserter Tray

For details of the supported paper sizes, refer to the following:

Precautions of Special Paper (page 7-13)

For the paper type setting, refer to the following:

Paper Feed Settings (page 15-21)

Be sure to use the multipurpose tray when you print on any special paper.

IMPORTANT

If you are using a paper weight of 106 g/m^2 or more, set the media type to Thick and set the weight of the paper you are using.

The paper sizes, types, and weights that can be loaded into the inserter tray are as follows.

Tray	Paper Size	Media Type	Weight
1 2	Auto (Metric), Auto (Inch), A3, A4*1, A5*1, B4, B5*1, Folio*2, 216×340mm*2, SRA3, Ledger, Letter*1, Legal*2, Statement*1, 13"×19.2"*1*2, 12"×18", Executive*2, Oficio II*2, ISO B5*2, Size entry (140 × 148 mm to 330 × 487 mm/5.50" × 5.83" to 13.00" × 19.20")	Plain, Rough, Vellum, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, Coated, Index tab dividers, Custom 1 to 8	Normal (52 to 360 g/m^2) Coated paper (106 to 350 g/m^2)

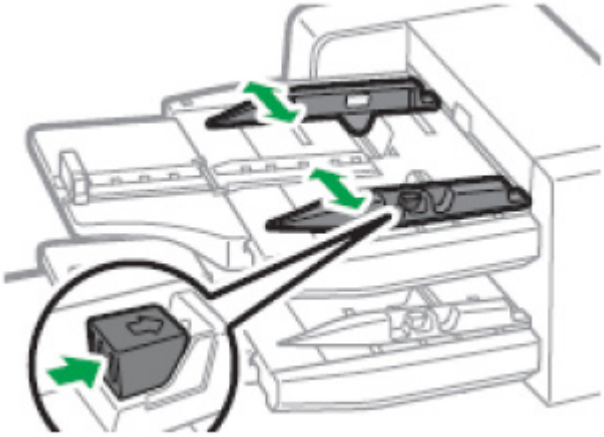
*1 Includes and .

*2 This paper size is not automatically detected.

NOTE

- When you load custom size paper, enter the paper size by referring to the following:
  Inserter Tray 1 (to 2) (page 15-19)
- When you use special paper such as transparencies or thick paper, select the media type by referring to the following:
  Inserter Tray 1 (to 2) (page 15-19)
- Paper size can be automatically detected and selected, refer to the following:
  Paper Selection (page 13-4)

1 Adjust the paper width guide to match the paper size by pressing the release lever.

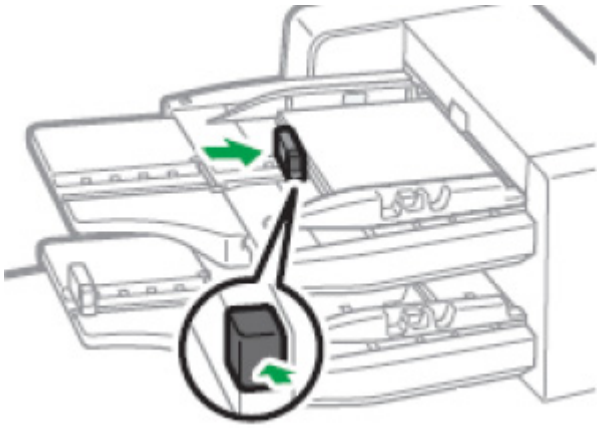


Insert the paper along the paper width guides into the tray until it stops.

After removing new paper from its packaging, fan the paper before loading it in the inserter tray.

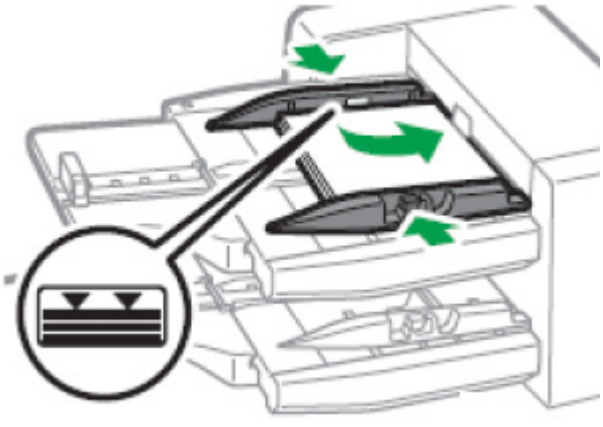
Precautions on Paper (page 7-8)

2 Move the paper length guide to fit the paper.



3 Load paper.

Load paper in the tray.



IMPORTANT

- **Do not use paper with burring.**
- **Ensure that the loaded paper does not exceed the paper limit mark.**
- **Load the paper in the inserter tray with the same orientation as the paper fed from the machine's cassette and paper feeder.**

NOTE

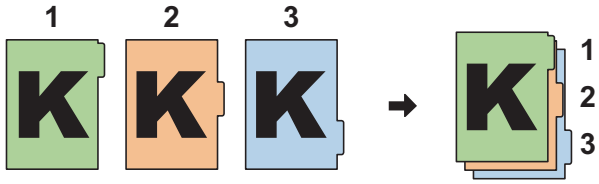
- Letterhead paper must be loaded in a specific orientation.
- When loading index paper, make sure the tab is facing the rear in the paper feed direction.

4 Specify the type of paper loaded in the multipurpose tray using the operation panel.

Inserter Tray 1 (to 2) (page 15-19)

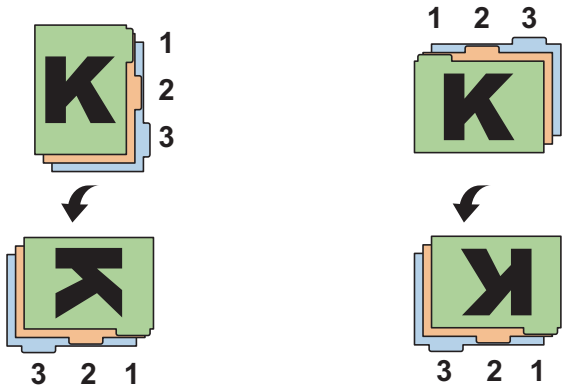
Loading Index Paper in the Inserter Tray

1 Prepare paper.

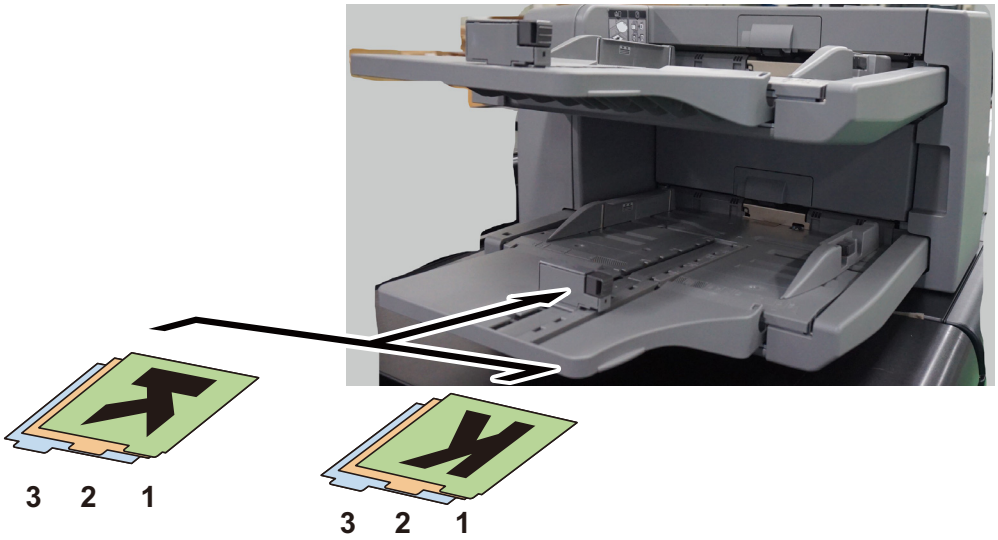


2 Orient the paper in the same orientation.

Place the side to be printed on face up and orient it so that the tab is at the rear of the paper feed direction.



3 Load paper.



4 Specify the type of paper loaded in the multipurpose tray using the operation panel.

Inserter Tray 1 (to 2) (page 15-19)

Configuring the Switching Priority and Timing for Paper Source

You can configure the search order of the paper source, the search range, and the switching condition of the paper source for automatic paper feeding, from Command Center RX. For example, use this function to exclude a specific paper source from the switching target, specify only the optional paper feeder as the paper source, or give priority use to only the specific paper feeder.

1 Display the screen.

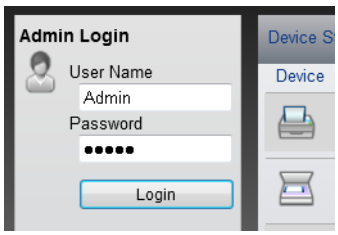
1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

[**Device Information**] in the home screen > [**More (Detail)**] > [**Identification/Wired Network**]

3 Log in with administrator privileges.



The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: Admin
Login Password: Admin

4 From the [**Device Settings**] menu, Click [**Paper/Feed/Output**]

2 Configure the settings.

1 From "Paper Switching Rules (Auto Paper Selection) Settings", click [**Settings**].

2 Select the order in which you want to switch to the paper source you prefer to use, from the "Priority" drop-down list. The smaller the value of "Priority", the higher the priority.

If you do not want to automatically switch to a specific paper source, select [**Exclude**].

For example, if you want to print only wasted paper from Cassette 1, you must set "Cassette 1" to [**Exclude**].

3 Select the conditions for switching to a specific paper source from the "When to Switch" drop-down list.

If you want to switch to a specific paper source after paper ran out in currently-used cassette, select [**No Paper**].

Select [**Priority Cassette Refilled**] if you want to switch when paper is supplied to the paper source with a higher priority than the one currently in use.

For example, configure the priority order to Cassettes 5, 6, 2, 3, and 4, and set the switching timing to [**Priority Cassette Refilled**] for Cassettes 2, 5, and 6, and to [**No Paper**] for Cassettes 3 and 4. As soon as the paper is refilled in the Cassette 5 while using Cassette 2, the paper source is switched to Cassette 5.

If all the settings of specified paper source are selected to [**No Paper**], the paper source switches according to the priority (Cassette 5, 6, 2, 3, 4) when there is no paper.

4 Click [**Submit**].

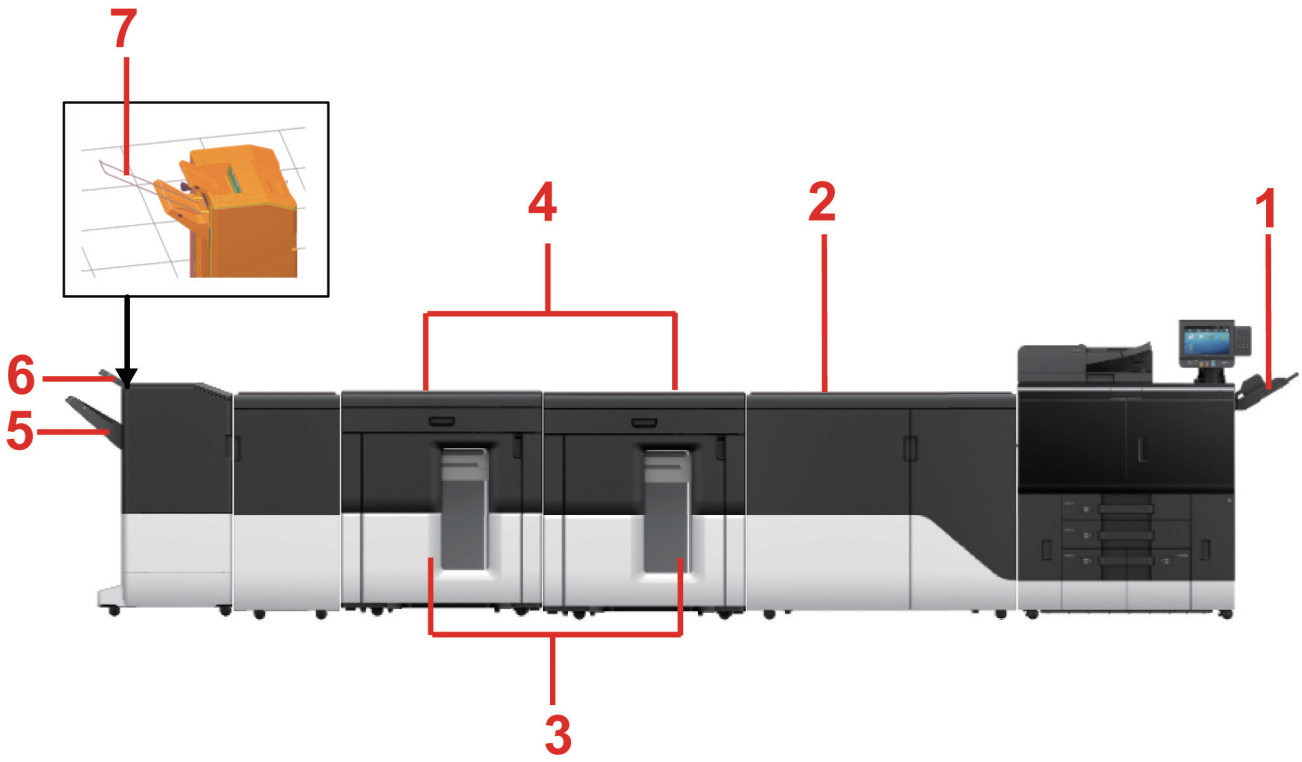
8 Finishing Paper

This chapter explains the specifications of paper that can be output, the steps for outputting paper, and cautionary points.

Finished Paper Size and Type 8-2
Finishing Paper 8-5
Finishing Paper from Right Tray 8-5
Finishing Paper from Inverter and Decurler Unit 8-5
Finishing Paper from 5,000-sheet Stacker 8-5
Finishing Paper from 4,000-sheet Finisher 8-9
Finishing Paper from Paper Output Tray for Banner 8-9
Precautions for Outputting Paper 8-10
Finishing Large Size Paper from Right Tray 8-10
Finishing Paper in High Density from Right Tray 8-10
Manual Staple 8-12

Finished Paper Size and Type

The sizes and types of paper that can be output are as follows.



No.	Name	Paper Size	Paper Type	Capacity	Reference Page
1	Right Tray	A3, A4*1, A5*1, A6, B4, B5*1, B6, Folio, 216×340mm, SRA3, Ledger, Letter*1, Legal, Statement, 13"×19.2", 13"×19", 12"×18", Executive, OficioII, 8K, 16K*1, ISO B5, Custom (98 × 148 mm to 320 × 457.2 mm/3.86" × 5.83" to 12.6" × 18.0")	Plain, Rough, Vellum, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, Index tab divider, Inkjet Paper, Inkjet Matte Paper, Custom 1 to 8	500 sheets (80 g/m^2)	page 8-5
2	Top Tray for Inverter and Decurler Unit	Custom (210 × 488.1 mm to 330.2 × 1,220 mm/8.27" × 19.22" to 13.0" × 48.03")	Custom (Banner Paper)	1 sheet	page 8-5
3	5,000 sheet Stacker	13"×19.2", 13"×19", SRA3, A3, A4*1, A5, B4, B5*1, Folio, 216×340 mm, Ledger, Letter*1, Legal, Statement, 12"×18", Executive, Oficio II, 8K, 16K*1, ISO B5, Custom (139.7 × 148 mm to 330.2 × 487.68 mm/5.5" × 5.83" to 13.0" × 19.2")	Plain, Rough, Vellum, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, Inkjet Paper, Inkjet Matte Paper, Custom 1 to 8	5,000 sheets: printouts except B5, A5, Statement 2,500 sheets: B5, A5, Statement	page 8-5

No.	Name	Paper Size	Paper Type	Capacity	Reference Page
4	Top Tray for 5,000 sheet Stacker (Printed in face up)	Envelope #10*1, Envelope DL*1, Envelope C5*1, A5, A6, Envelope C4*1, Hagaki, Oufukuhagaki (Return postcard), Kakugata 2, Youkei 4*1, Youkei 2*1, Younaga 3, Custom (100 × 139.7 mm to 330.2 × 487.68 mm/3.94" × 5.5" to 13" × 19.2")	Labels, Cardstock, Envelopes, Index Paper	250 sheets	page 8-5
	Top Tray for 5,000 sheet Stacker (Printed in face down)	13"×19.2", 13"×19", SRA3, 12"×18", Envelope C5, Executive, Letter*1, Legal, A4*1, B5*1, A3, B4, Ledger, A5, B6, ISO B5, Envelope C4*1, Oficio II, 216×340 mm, Statement, 8K, 16K*1, Folio, Oufukuhagaki (Return postcard), Kakugata 2, Custom (100 × 139.7 mm to 330.2 × 487.68 mm/3.94" × 5.5" to 13" × 19.2")	Plain, Rough, Vellum, Preprinted, Bond, Color, Prepunched, Letterhead, Envelopes, Thick, Index tab divider, Inkjet Paper, Inkjet Matte Paper		page 8-5
5	4,000 sheet Finisher Tray A	13"×19.2", 13"×19", SRA3, A3, A4*1, A5, B4, B5*1, Folio, 216×340mm, Ledger, Letter*1, Legal, 12"×18", Executive, OficioII, 8K, 16K*1, Statement, Custom (98 × 148 mm to 330 × 488 mm/3.86" × 5.83" to 13.0" × 19.21")*2	Plain, Vellum, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, Index tab divider, Inkjet Paper, Inkjet Matte Paper, Custom 1 to 8	4,000 sheets (80 g/m^2)	page 8-9

No.	Name	Paper Size	Paper Type	Capacity	Reference Page
6	4,000 sheet Finisher Tray B (Printed in face up)	A5, A6, Envelope Monarch, Envelope #10*1, Envelope #9, Envelope #6, Envelope DL*1, Envelope C5*1, Envelope C4*1, Hagaki (Cardstock), Oufuku Hagaki (Return postcard), Kakugata 2, Youkei 4*1, Youkei 2*1, Younaga 3*1, Custom (98 × 148 mm to 330.2 × 488.1 mm/ 3.86" × 5.83" to 13.0" × 19.22")	Labels, Cardstock, Envelopes, Index Paper	200 sheets (80 g/m^2)	page 8-9
	4,000 sheet Finisher Tray B (Printed in face down)	13"×19.2", 13"×19", SRA3, 12"×18", Envelope C5, Executive, Letter*1, Legal, A4*1, B5*1, A3, B4, Ledger, A5, B6, ISO B5, Envelope C4*1, Oficio II, 216×340 mm, Statement, 8K, 16K*1, Folio, Oufukuhagaki (Return postcard), Kakugata 2	Plain, Rough, Vellum, Preprinted, Bond, Color, Prepunched, Letterhead, Cardstock, Envelopes, Thick, Index tab divider, Inkjet Paper, Inkjet Matte Paper, Custom 1 to 8		page 8-9
7	Output Tray for Banner Paper	Custom (210 × 488.1 mm to 330.2 × 1,220 mm/8.27" × 19.22" to 13.0" × 48.03")	Custom (Banner Paper)	10 sheets: Paper length is shorter than 700 mm 1 sheet: Paper length is 700 mm or more	page 8-9

*1 Includes and .

*2 When the optional banner guide (Banner Guide 10) is installed, the paper of which paper length up to 1,220 mm can be output.

Finishing Paper

Finishing Paper from Right Tray

Paper other than cardstocks can be output from the main unit Right Tray. Before outputting a large run from the 5,000-sheet Stacker or 4,000-sheet Finisher, we recommended that you print a sample from the Right Tray.

NOTE

The wasted paper is output from the main unit Right Tray.

About Wasted Paper (page 18-2)

Finishing Paper from Inverter and Decurler Unit

Banner Paper 488.1 mm (19.22") or longer can be output one sheet at a time from the Top Tray of the Inverter and Decurler Unit.

Finishing Paper from 5,000-sheet Stacker

Paper other than cardstocks and Banner Paper can be output to the 5,000-sheet Stacker.

The steps for removing output stacked in the stacker tray are as follows.

IMPORTANT

- **Use the stacker cart for transporting paper from the high capacity stacker. Do not use the stacker cart for any other purpose.**
- **Do not attempt to get inside the 5,000-sheet Stacker.**
- **The paper press might leave a mark on the top of the paper stack. To prevent this, put several sheets of unwanted paper or a protective sheet between the paper press and the paper stack.**

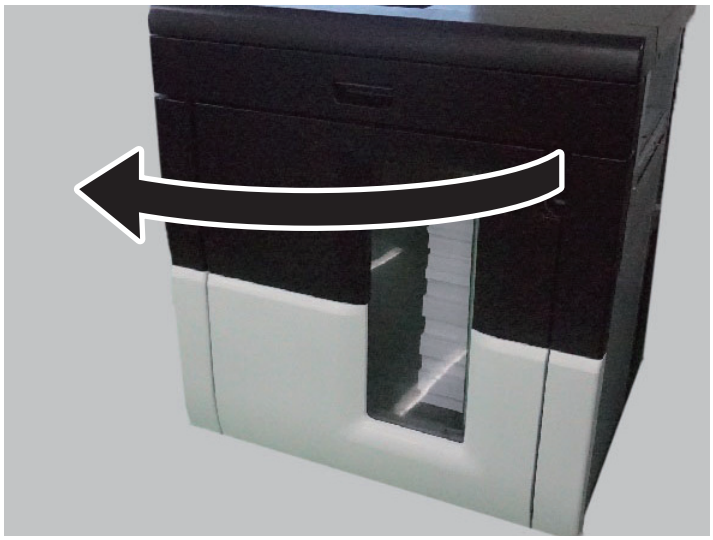
1 Open the cover of the stacker control panel, and then press the lower tray button.



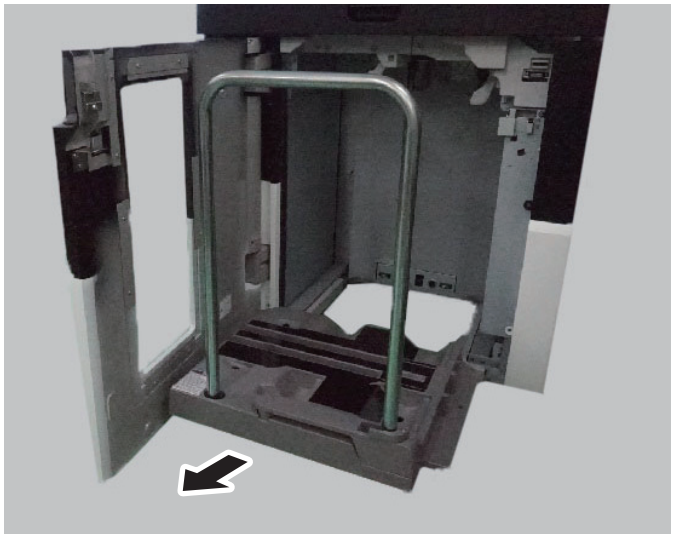
To stop the lowering stacker tray, press the lower tray button again.

When the stacker tray is fully lowered, the tray moving indicator stops flashing and remains lit.

2 **Open the stacker front cover.**



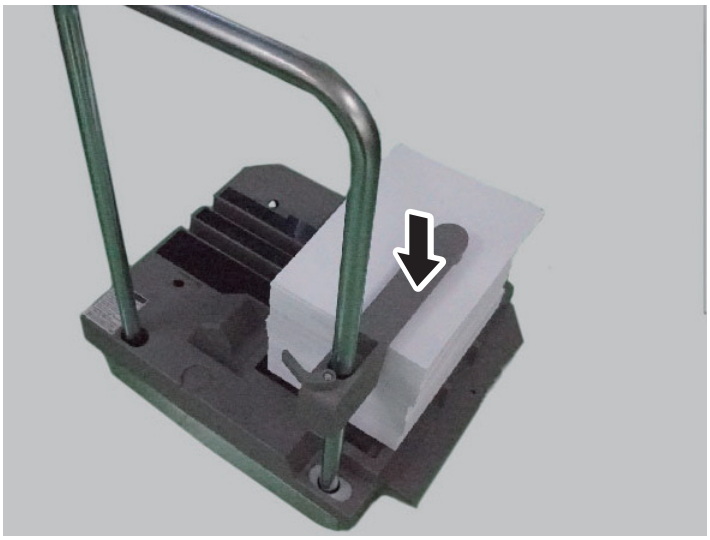
3 **Carefully pull out the stacker cart.**



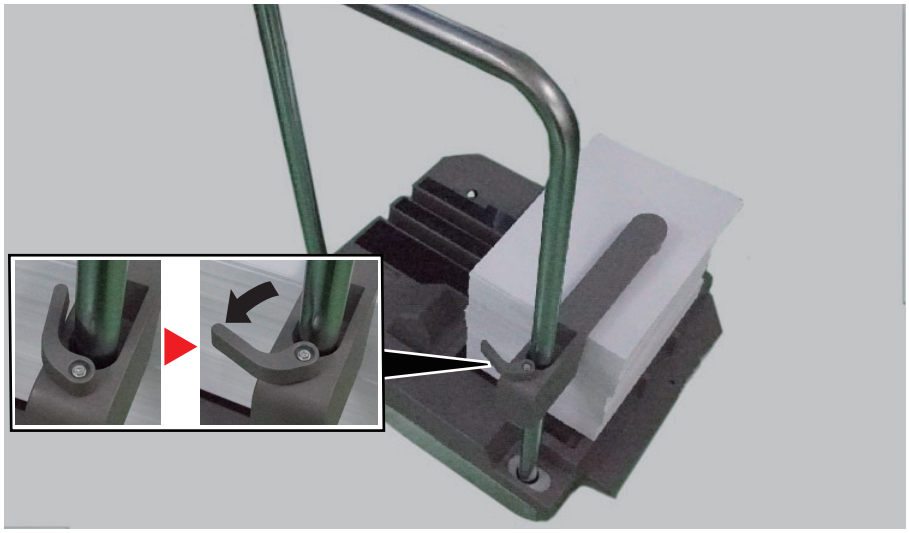
Take care not to let the paper stack topple.

When the stacker tray is full, the top of the paper stack might slip off. If this happens, place the paper press on top of the paper stack before pulling out the stacker cart.

4 **Rest the paper press on top of the paper stack.**

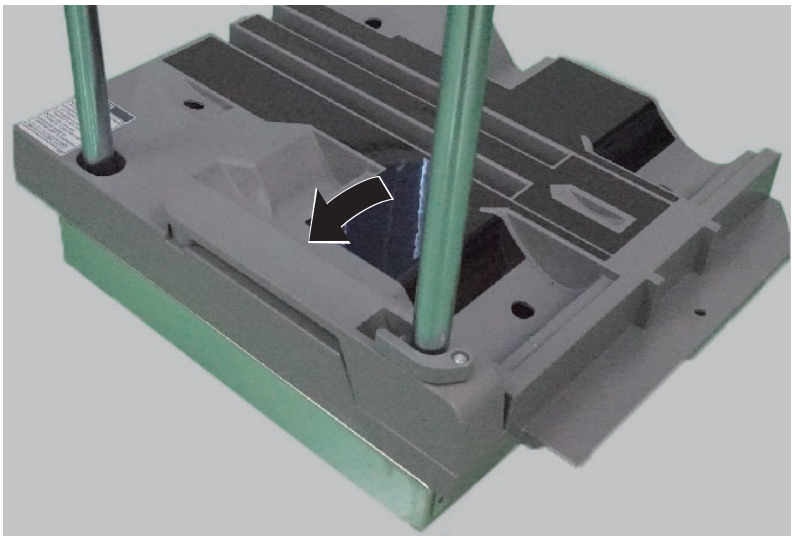


5 **Pull the lever on the paper press toward you.**

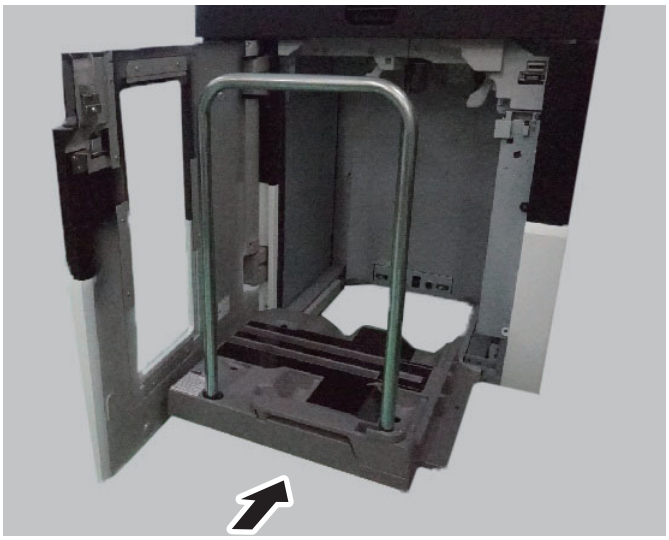


6 **Transport the paper to where it is required, and then unload the stacker cart.**

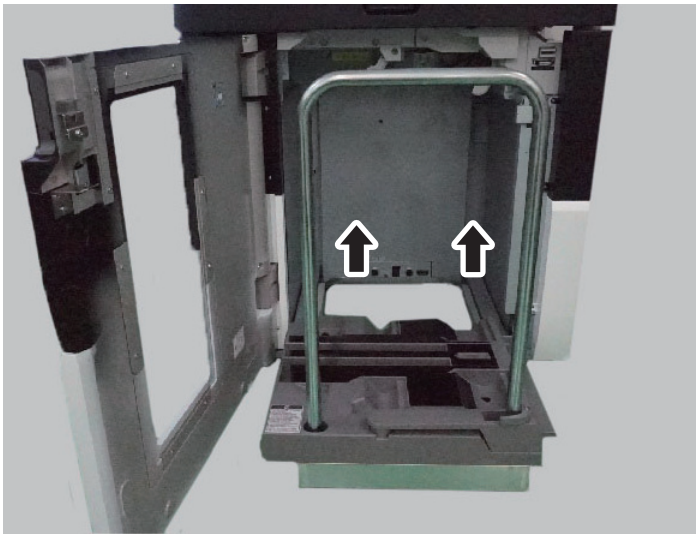
7 **Return the paper press to its original position.**



8 Put the stacker cart back inside the 5,000-sheet Stacker.



Be careful to push the stacker cart in straight, not at an angle.



9 Close the stacker front cover.

The stacker tray begins elevating automatically and the tray moving indicator begins flashing. When the tray moving indicator stops flashing, the tray is fully elevated.

Depending on the size and type of paper, the paper is output with the printed side up or down from the Top Tray of the 5,000-sheet Stacker. Paper with a small size (A5, all cardstocks), and paper whose type is Index tab divider or cardstock are output print side down. All other paper is output print side up.



Finishing Paper from 4,000-sheet Finisher

Paper is output to Tray A or Tray B, depending on the size and type of the paper. For A4 size, up to 100 sheets can be stapled. When the optional Punch Unit or Folding Unit is installed, punch holes can be opened or the printed material can be folded to form a simple book.

IMPORTANT

When the index paper is output from a 4,000-sheet Finisher designated as the paper output, the back side of paper is reversed. You can avoid this behavior by changing the paper output to the Right tray, using the printer driver or Fiery controller.

NOTE

For the specifications of the 4,000-sheet Finisher and Punch Unit, refer to the following section.

- 4,000-sheet Finisher (DF-9100) (page 20-23)
- Hole Punch Unit for 4,000-sheet Finisher (PH-7A/7C/7D) (page 20-24)

Finishing Paper from Paper Output Tray for Banner

The Paper Output Tray for Banner can be installed on the 4,000-sheet Finisher. Banner Paper up to 700 mm in length can be output continuously. Output Banner Paper longer than 700 mm one sheet at a time.

Precautions for Outputting Paper

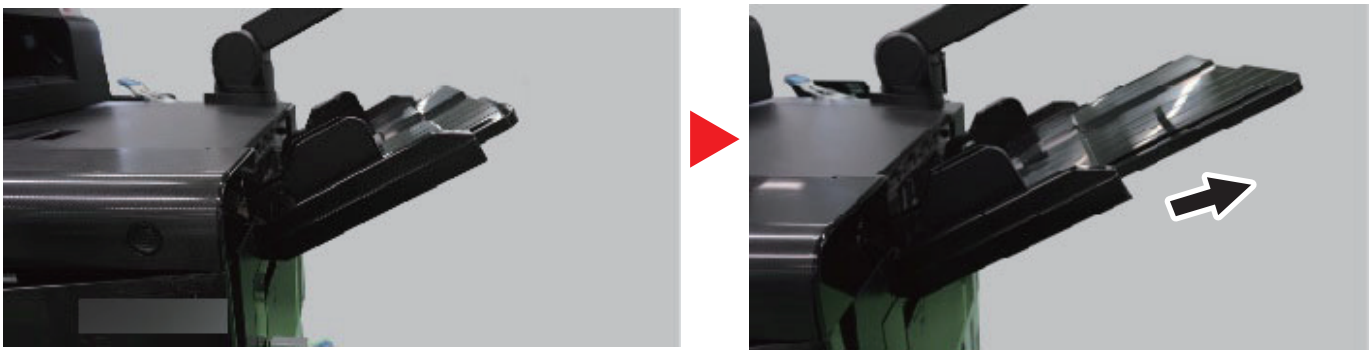
Finishing Large Size Paper from Right Tray

IMPORTANT

When outputting paper with a low moisture content or plain paper with high density printing, the output may push away other output due to curling, and the print order may become inconsistent. Adjust using main unit decurl adjustment, or use heavy paper or paper with a high moisture content to avoid this problem.

Reducing Paper Curl When Outputting to the Right Tray (page 6-5)

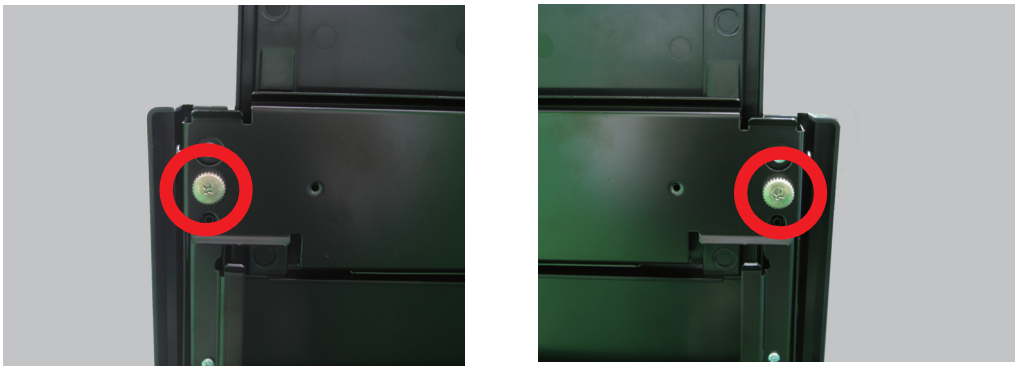
To output large paper of A3 or greater size from the Right Tray, open the tray as shown.



Finishing Paper in High Density from Right Tray

If you print on large paper at a high print density, the paper may bow. You can avoid bowing by changing the angle of the Right Tray.

1 Loosen and remove the screws (x2) on the rear side of the Right Tray with your fingers.



2 **Bend and extend the Right Tray so that it is straight.**



3 **Attach the screws removed in step 1 to the Right tray.**

Manual Staple

You can staple copied paper manually without any print operation. It is useful when you have forgotten to set the staple sort mode before starting copying, or when you want to staple originals.

NOTE

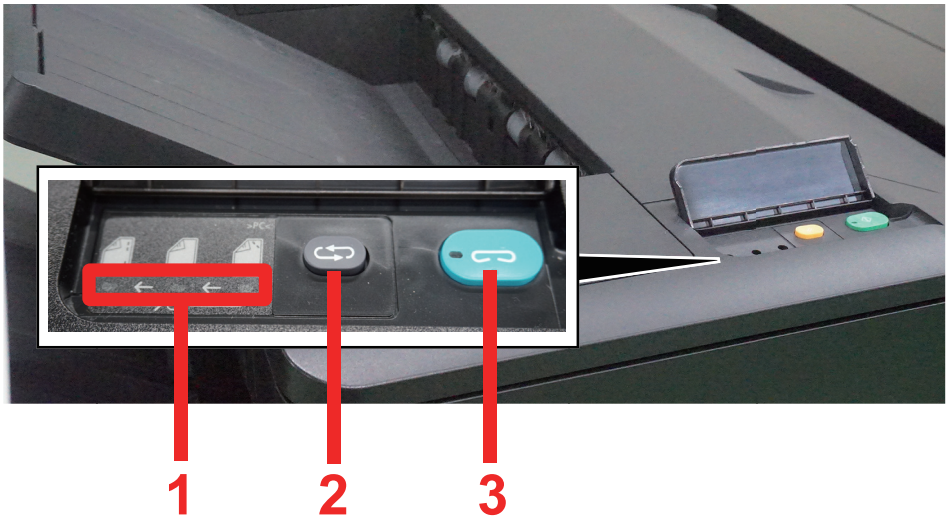
- This function requires the optional Document Finisher:
  4,000-sheet Finisher (DF-9100) (page 20-23)
- If there are no staples when manual stapling is performed, the stapling position lamps and stapling position key LEDs all blink. Add staples.
  Replacing Staples (4,000-sheet Finisher) (page 17-21)
- Manual stapling cannot be executed when the machine is in operation.

Maximum number of sheets available for manual stapling

Paper size	Paper weight (75 to 90 g/m²)	Paper weight (91 to 105 g/m²)
A4*1, B5*1, Letter*1	100 sheets	70 sheets
12"×18"▱,A3▱, B4▱, Ledger▱, Legal▱	50 sheets	35 sheets

*1 Includes ▱ and ▱.

Use the keys on the control section of the Finisher (optional) for manual stapling.



1 Stapling position lamps
2 Stapling position key
3 Stapling key / lamp

1 Press the stapling position key on the stapling control section.

The shutter of the paper exit area is opened and this equipment enters into the manual staple mode.

2 Set the staple position.

Press the stapling position key to select the stapling position (Back / Front / 2 Points).

Operation is not possible while the stapling position lamps are blinking. Operate after the lamps light solidly.

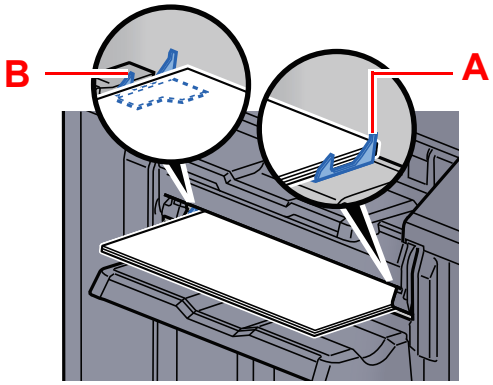
3 Load the paper.

Straighten the edges of the paper well and place the paper front side down in the shutter opening of the output unit.

If the near side of the paper ( ) will be stapled, place the paper against the front guide (A).

If the far side of the paper ( ) will be stapled, place the paper against the back guide (B).

If the edge of the paper ( ) will be stapled at two points, place the paper with the center aligned to the center point between the two side guides (A and B).



CAUTION

Do not insert your hand inside the open shutter.

NOTE

- Press the stapling position key before you place the paper. Once the paper is placed, the stapling position key cannot be used.
- The stapling lamp lights when the paper is properly placed. If it does not light, replace the paper.

4 Staple the paper.

Let go of the paper, and then press the stapling key.

Stapling starts. Stapling finishes and the output is delivered to tray A.

CAUTION

Be sure that your hands are away from the paper while stapling is in progress.

Finishing the manual staple mode

Press the stapling position key several times until the stapling position lamps turn off. The shutter of the paper exit area closes. It means that manual stapling is finished.
If no operation is performed for approx. 10 seconds, the manual staple mode will be automatically finished.

NOTE

The time after which manual staple mode is automatically exited can be changed.

Manual Staple (page 15-51)

9 Printing from PC

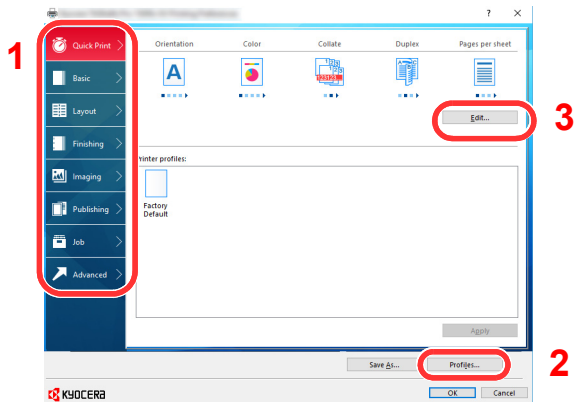
This chapter explains the procedure for printing from PC, banner printing, and printing with Job Box.

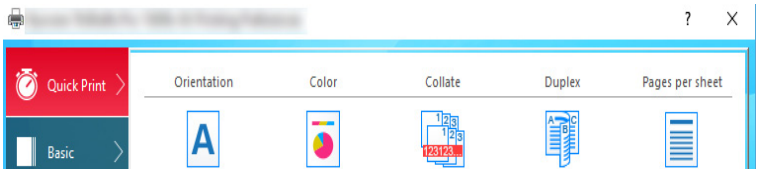
Printer Driver Properties Screen 9-2
Displaying the Printer Driver Help 9-3
Changing the Default Printer Driver Settings 9-3
Printing from PC 9-4
Printing on Standard Sized Paper 9-4
Printing on Non-standard Sized Paper 9-6
Banner Printing 9-9
Print from Fiery Controller 9-18
Canceling Printing from a Computer 9-19
Printing Data Saved in the Printer 9-20
Specifying the Job Box from a Computer and Storing the Job 9-20
Printing Documents from Private Print Box 9-21
Deleting the Documents Stored in the Private Print Box 9-21
Printing Document from Stored Job Box 9-22
Deleting the Documents Stored in the Stored Job Box 9-22
Printing Document from Quick Copy Box 9-23
Deleting the Documents Stored in the Quick Copy Box 9-23
Printing Document from Proof and Hold Box 9-24
Deleting the Documents Stored in the Proof and Hold Box 9-24

Printer Driver Properties Screen

The printer driver properties screen allows you to configure a variety of print-related settings.

Printer Driver User Guide

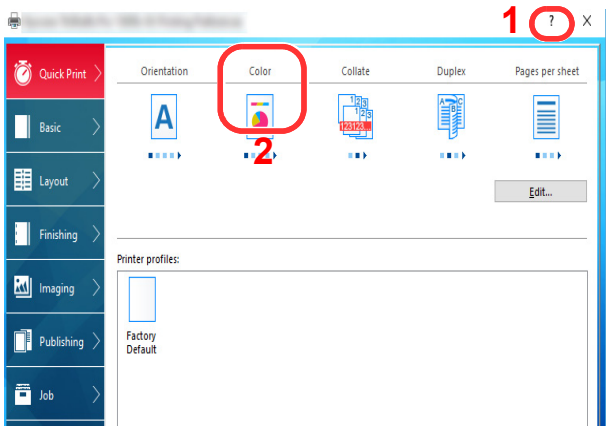


No.	Description
1	**[Quick Print] tab** Provides icons that can be used to easily configure frequently used functions. Each time you click an icon, it changes to an image resembling the print results and applies the settings.  **[Basic] tab** This tab groups basic functions that are frequently used. You can use it to configure the paper size, destination, and duplex printing. **[Layout] tab** This tab lets you configure settings for printing various layouts, including booklet printing, combine mode, poster printing, and scaling. **[Finishing] tab** This tab lets you configure settings related to finishing of printed media, including binding and stapling. **[Imaging] tab** This tab lets you configure settings related to the quality of the print results. **[Publishing] tab** This tab lets you create covers and inserts for print jobs and put inserts between sheets of OHP film. **[Job] tab** This tab lets you configure settings for saving print data from the computer to the machine. Regularly used documents and other data can be saved to the machine for easy printing later. Since saved documents can be printed directly from the machine, this function is also convenient when you wish to print a document that you don't want others to see. **[Advanced] tab** This tab lets you configure settings for adding text pages or watermarks to print data.
2	**[Profiles]** Printer driver settings can be saved as a profile. Saved profiles can be recalled at any time, so it's a convenient practice to save frequently used settings.

No.	Description
3	**[Reset]** Click to revert settings to their initial values.

Displaying the Printer Driver Help

The printer driver includes Help. To learn about print settings, open the printer driver print settings screen and display Help as explained below.



1 Click the [**?**] button in the upper right corner of the screen.

2 Click the item you want to know about.

NOTE

The Help appears, even when you click the item you want to know about and press the [**F1**] key on your keyboard.

Changing the Default Printer Driver Settings

The default printer driver settings can be changed. By selecting frequently used settings, you can omit steps when printing. For the settings, refer to the following:

IMPORTANT

For monochrome model, make sure to set to [Black] after installation.

Printer Driver User Guide

1 Click [Start] button on the Windows and then select [Windows System], [Control Panel], and [View devices and printers].

NOTE

In Windows 8.1, select [**Settings**] in charms on Desktop, and select [**Control Panel**], and then [**Devices and Printers**].

2 Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.

3 Click the [Preferences] button on the [General] tab.

4 Select the default settings and click the [OK] button.

Printing from PC

This section provides the printing method using the KX DRIVER.

NOTE

- To print the document from applications, install the printer driver on your computer from the supplied DVD image (Product Library).
- When printing the cardstock, load the cardstock in the multipurpose tray before performing the following procedure.
  - Loading Envelopes and Cardstock in the Cassette 1 and 2 (page 7-22)
  - Loading Envelopes and Cardstock in the Paper Feeder (Cassette 5 to 8) (page 7-40)
  - Loading Envelopes and Cardstock in the Multipurpose Tray (page 7-32)
  - Loading Envelopes and Cardstock in the Multipurpose Tray (page 7-53)

Printing on Standard Sized Paper

If you loaded a paper size that is included in the print sizes of the machine, select the paper size in the [**Basic**] tab of the print settings screen of the printer driver.

NOTE

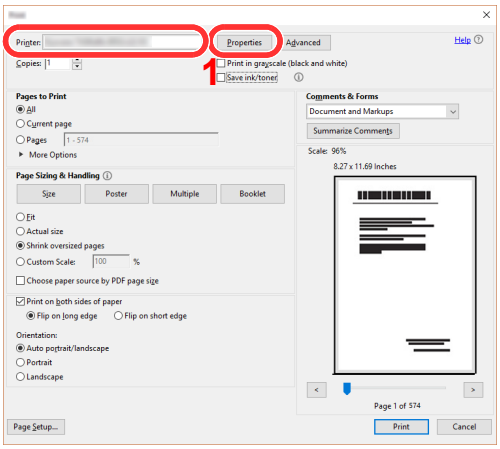
- Specify the paper size and media type to print from the operation panel.
  - Paper Feeding (page 15-12)
- To print on paper that has been registered in a paper entry, associate the paper with the paper source.
  - Browsing Paper Catalog (page 5-21)

1 Display the screen.

Click [**File**] and select [**Print**] in the application.

2 Configure the settings.

1 Select the machine from the "Printer" menu and click the [**Properties**] button.



2 Select the [**Basic**] tab.

3 Click "Print size" menu and select the paper size for printing.

To load the paper of size that is not included in print sizes of the machine such as cardstock, the paper size needs to be registered.

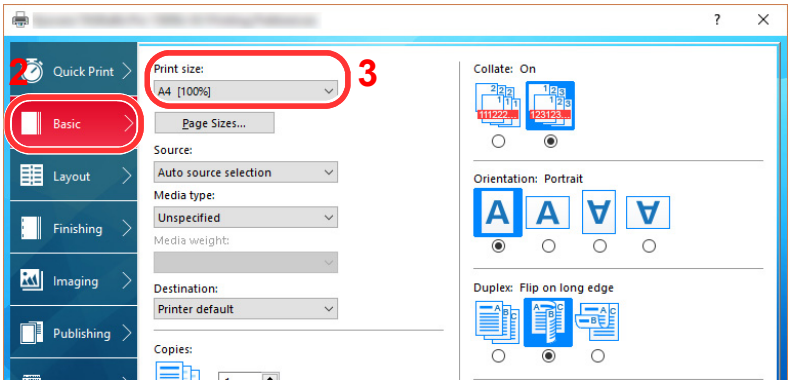
Printing on Non-standard Sized Paper (page 9-6)

NOTE

If "Auto Cassette Change" is set to [**Off**], select the paper source that has the paper you want to use in "Source".

Auto Cassette Change (page 15-48)

To print on the special paper such as thick paper, click "Media type" menu and select the media type.



To print on paper that is registered in a paper entry, set the "Paper Size", "Source", "Media type" and "Media weight" settings to the same values as the attributes of the paper brand specified in Command Center RX.

IMPORTANT

Confirm that the paper attribute specified in KX DRIVER is matching with the paper brand configured in Command Center RX. If there is even one inconsistency between settings, you cannot obtain an appropriate print result.

4 Change other print settings as necessary.

IMPORTANT

The default setting for the printer driver is [Full color]. For monochrome model, make sure to set to [Black] after installation.

5 Click [**OK**] button to return to the Print dialog box.

3 Start printing.

Click the [**OK**] button.

Printing on Non-standard Sized Paper

If you loaded a paper size that is not included in the print sizes of the machine, register the paper size in the [**Basic**] tab of the print settings screen of the printer driver.

The registered size can be selected from the "Print size" menu.

NOTE

To execute printing at the machine, set the paper size and type in the following:

Paper Feeding (page 15-12)

1 Display the screen.

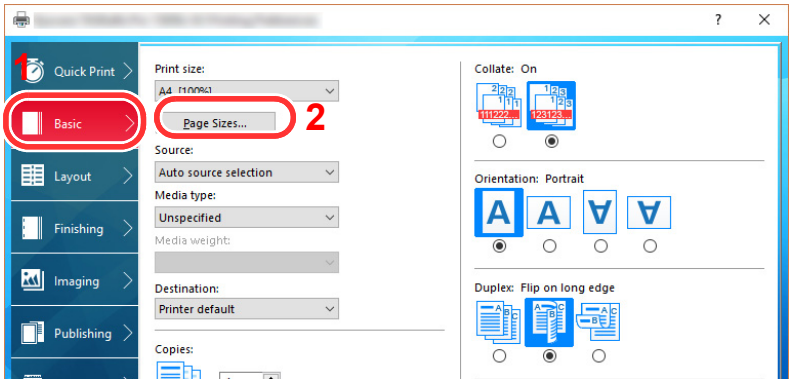
1 Select [**Settings**] in charms on Desktop, and select [**Control Panel**], and then [**Devices and Printers**].

2 Right-click the printer driver icon of the machine, and click the [**Printer properties**] menu of the printer driver.

3 Click the [**Preferences**] button on the [**General**] tab.

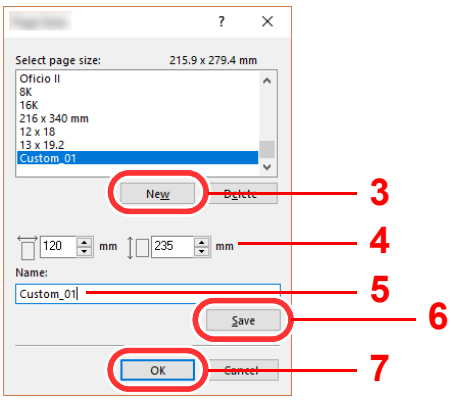
2 Register the paper size.

1 Click the [**Basic**] tab.



2 Click the [**Page Sizes...**] button.

3 Click the [**New**] button.



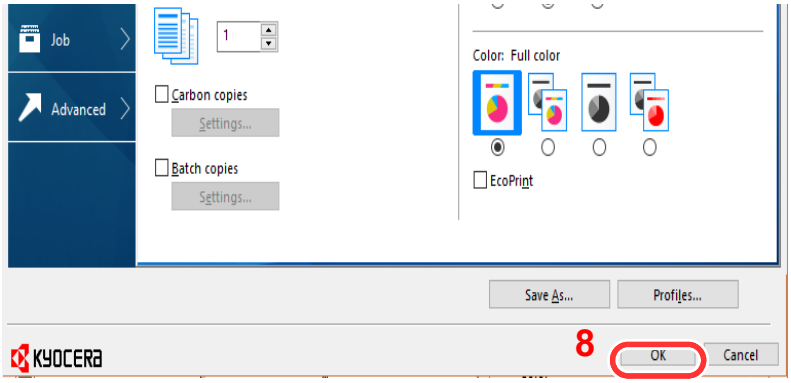
4 Enter the paper size.

5 Enter the name of the paper.

6 Click the [**Save**] button.

7 Click the [**OK**] button.

8 Click the [**OK**] button.

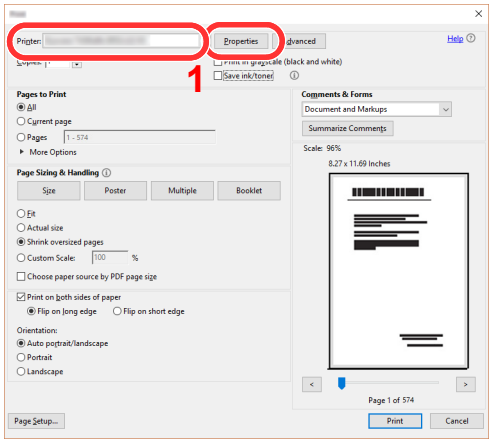


3 Display the print settings screen.

Click [**File**] and select [**Print**] in the application.

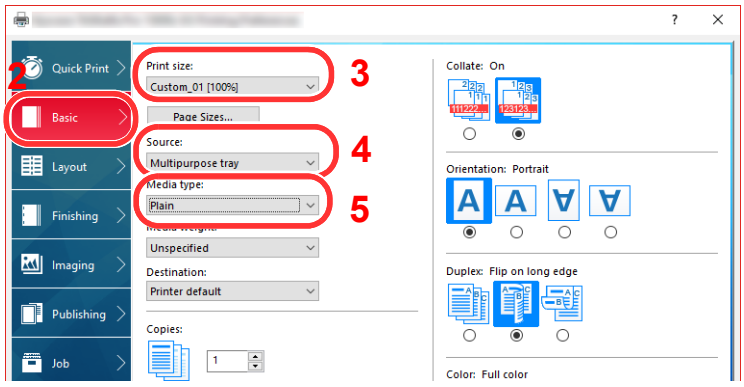
4 Select the paper size and type of non-standard size paper.

1 Select the machine from the "Printer" menu and click the [**Properties**] button.



2 Select the [**Basic**] tab.

3 Click "Print size" menu and select the paper size registered in step 2.



NOTE

If you loaded a postcard, select [**Cardstock**] in the "Media type" menu.

4 Select the paper source in the "Source" menu.

5 To print on the special paper such as thick paper, click "Media type" menu and select the media type.

6 Change other print settings as necessary.

IMPORTANT

The default setting for the printer driver is [Full color]. For monochrome model, make sure to set to [Black] after installation.

7 Click [**OK**] button to return to the Print dialog box.

5 Start printing.

Click the [**OK**] button.

Banner Printing

When a document length from 470.1 mm (18.5") to a maximum of 1,220.0 mm (48") is specified for printing, the print job is treated as banner printing.

Max. number of sheets	1 sheet (Multipurpose Tray) 10 sheets (when the banner tray for the main unit multipurpose tray is installed*1) 500 sheets (when the banner tray for the 550-sheet multipurpose tray is installed*2)
Paper width	210 mm to 330.2 mm (8.26" to 13.0")
Paper length	488.1 mm to 1,220 mm (19.22" to 48.03")
Paper weight	136 to 163 g/m^2
Media type	Heavy 2

*1 When the banner tray (option) is used, up to 10 sheets of banner paper can be fed continuously For details, refer to the follows:
➡ Using the Banner Tray (Option) (page 9-12)

*2 Length 700 mm (27.55 inches) or less When the length is 700.1 to 1220 mm (27.56 to 48.03 inches), only one sheet can be fed.
For the steps for loading banner paper, refer to the following section.
➡ Using the Banner Tray (Option for 550-sheet Multipurpose Tray) (page 9-15)

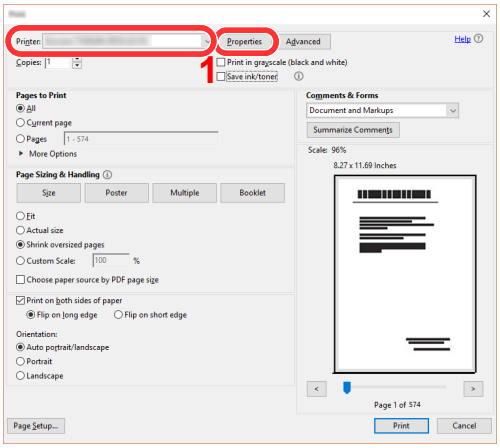
Using the Multipurpose Tray

1 Display the screen.

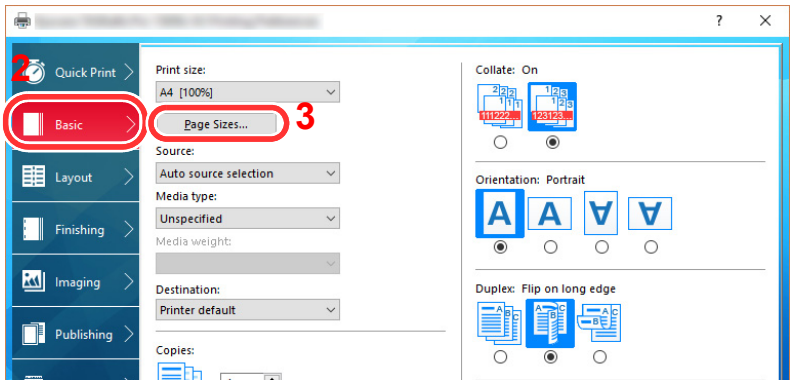
Click [**File**] and select [**Print**] in the application.

2 Configure the settings.

1 Select the machine from the "Printer" menu and click the [**Properties**] button.

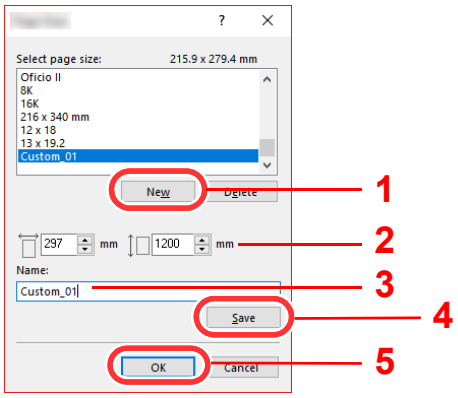


2 Select the [**Basic**] tab.



3 Click the [**Page Sizes...**] button.

3 Register the paper size.



1 Click the [**New**] button.

2 Enter the length (470.1 mm (18.51") or longer), and width of the custom paper size being registered.

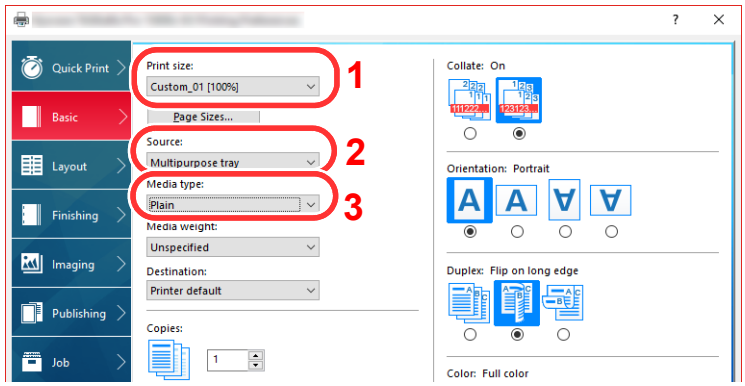
3 Enter the name of the paper.

4 Click the [**Save**] button.

5 Click the [**OK**] button.

4 Configure the print paper size.

1 Click "Print size" menu and select the paper size registered in step 3.



2 Click "Source" menu and select [**Multipurpose tray**].

3 Click "Media type" menu and select [**Plain**].

4 Click the [**OK**] button.

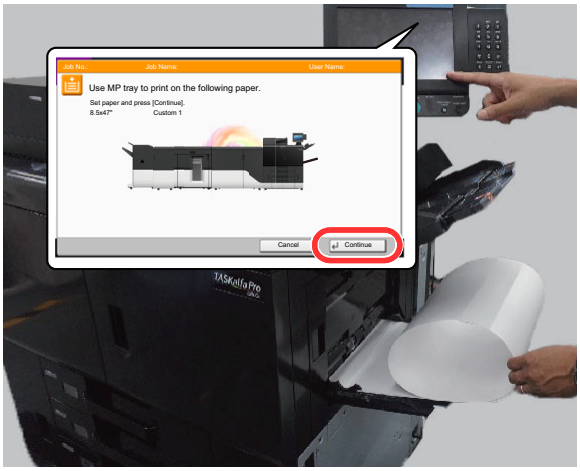
NOTE

When banner printing, a resolution of 600 dpi is set.

5 Start printing.

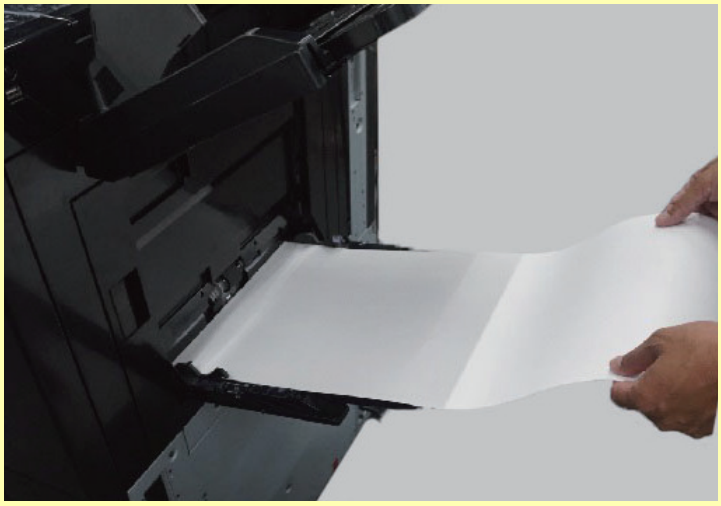
Click the [**OK**] button.

When you execute printing in this case, a message appears on the machine's operation panel. Place the paper in the Multipurpose Tray, continue to support it so that it does not fall, and select [**Continue**]. To cancel printing, select [**Cancel**].



IMPORTANT

- **If you select a tray in the printer driver that cannot be specified as an output tray for banner paper, such as the 5,000-sheet Stacker, the setting will automatically change to an output tray that can be used.**
- **After pressing [Continue], support the paper with both hands so that it feeds in correctly.**



- **After printing starts, catch the paper when it is output so that it does not fall.**

Set whether the confirmation screen appears before each sheet is printed when printing multiple banner sheets.

Message Banner Print (page 15-48)

Using the Banner Tray (Option)

When the banner tray (option) is used, up to 10 sheets of banner paper can be fed continuously.

The operation procedure for setting the banner paper by using the printer driver is the same as that of using the multipurpose tray.

Using the Multipurpose Tray (page 9-9)

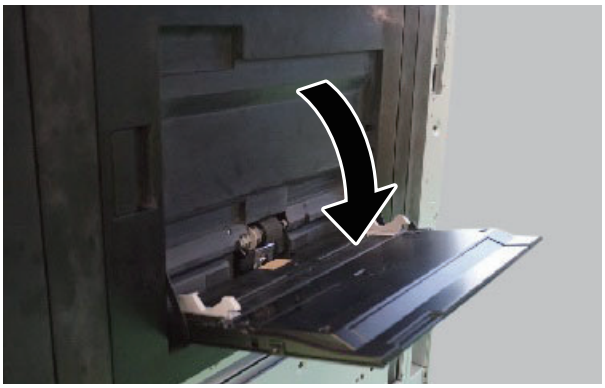
NOTE

The paper length supported in banner tray is 900 mm to 1,220 mm (35.44" to 48").

1 Open the multipurpose tray.

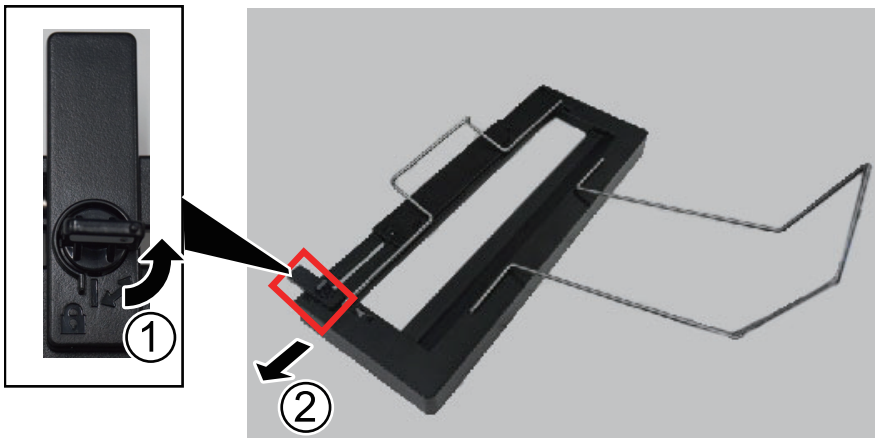
Open the multipurpose tray until it stops.

Do not extend the support tray section of the multipurpose tray.



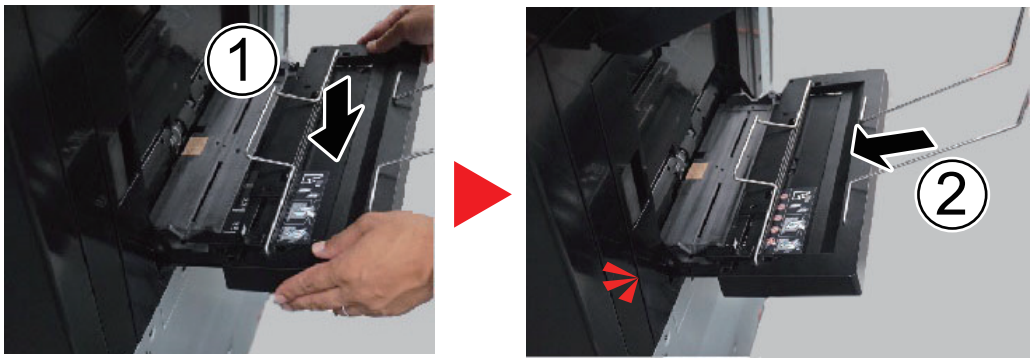
2 Attach the banner tray.

1 Release the paper width guide lock on the banner tray and open to the maximum width.



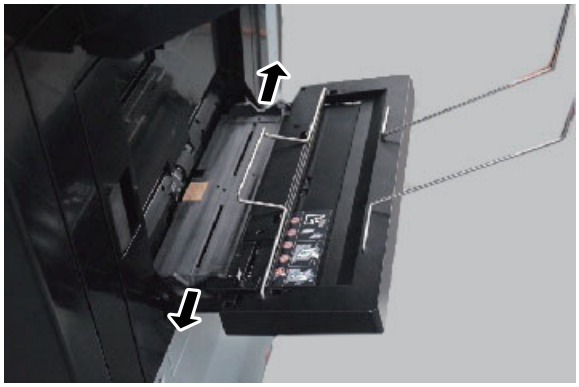
2 Attach the banner tray to the multipurpose tray.

Make sure that the banner tray is attached so that the paper width guides on the banner tray are outside the paper width guides on the multipurpose tray.

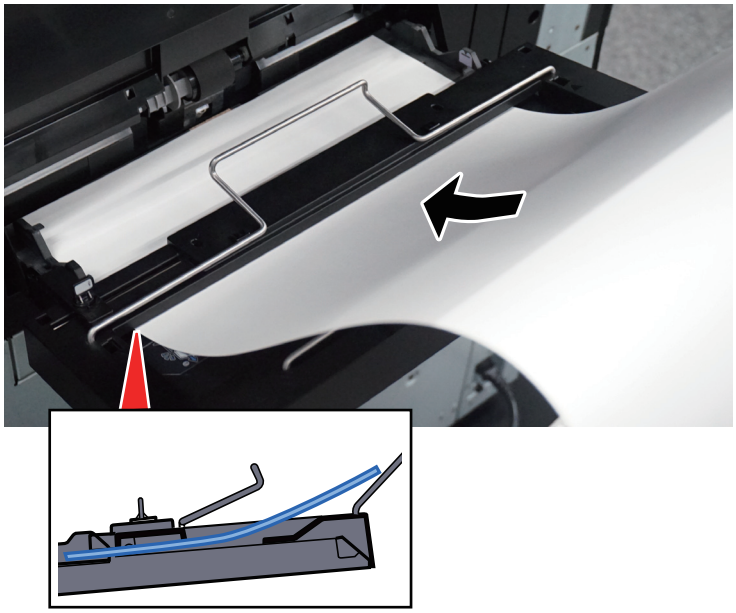


3 Load paper.

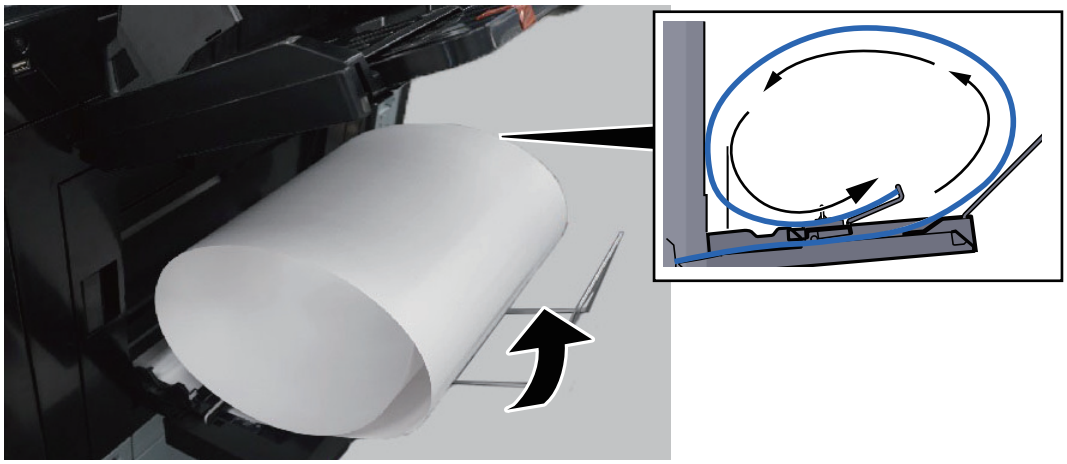
1 Open the paper width guides on the multipurpose tray to the maximum width.



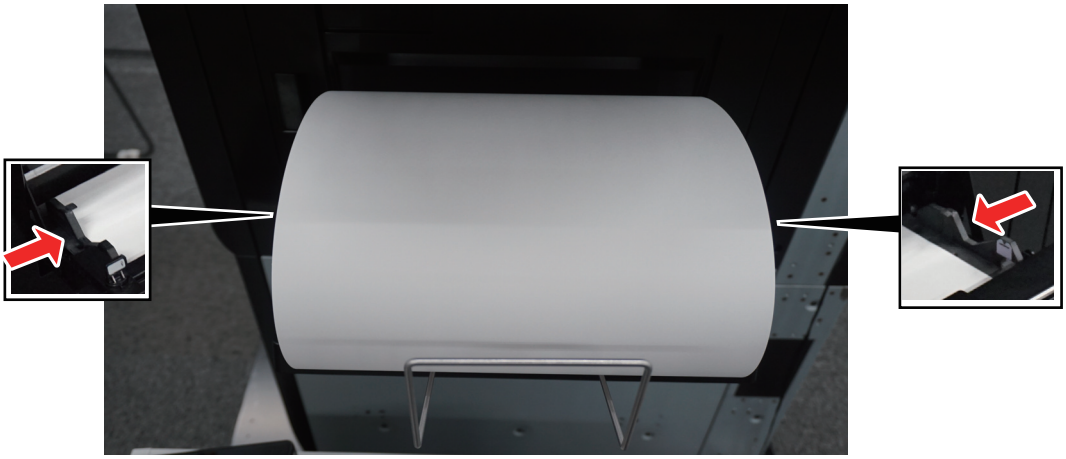
2 Load banner paper so that it passes under the paper clamp bar.



3 Loop the banner paper back and place the end on the paper support.



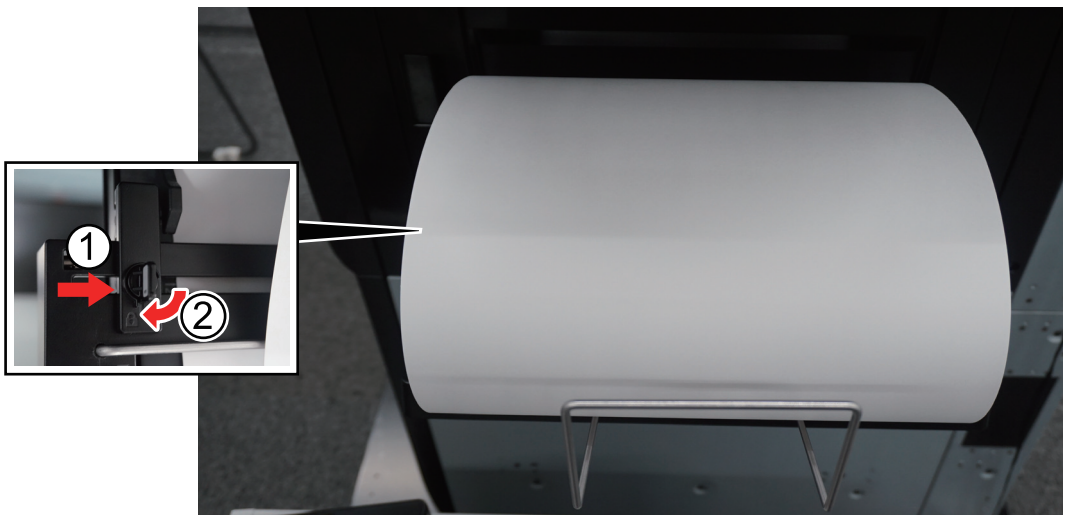
4 Adjust the paper width guides to the width of the paper.



IMPORTANT

If there is a gap between the paper and the paper width guides, readjust the guides to fit the paper in order to prevent skewed feeding and paper jams.

5 Adjust the paper width guides on the banner tray to the same width as the paper width guides on the multipurpose tray and lock.



IMPORTANT

Remove the paper when banner printing finishes, or when you are not using the banner tray.

NOTE

The print confirmation screen can be set in System Menu to not appear when the banner tray is attached. This will allow continuous printing on multiple sheets. Refer to the follows:

Message Banner Print (page 15-48)

Using the Banner Tray (Option for 550-sheet Multipurpose Tray)

When the banner tray (option) is used, up to 550 sheets of banner paper can be fed continuously.

The operation procedure for setting the banner paper by using the printer driver is the same as that of using the multipurpose tray.

Using the Multipurpose Tray (page 9-9)

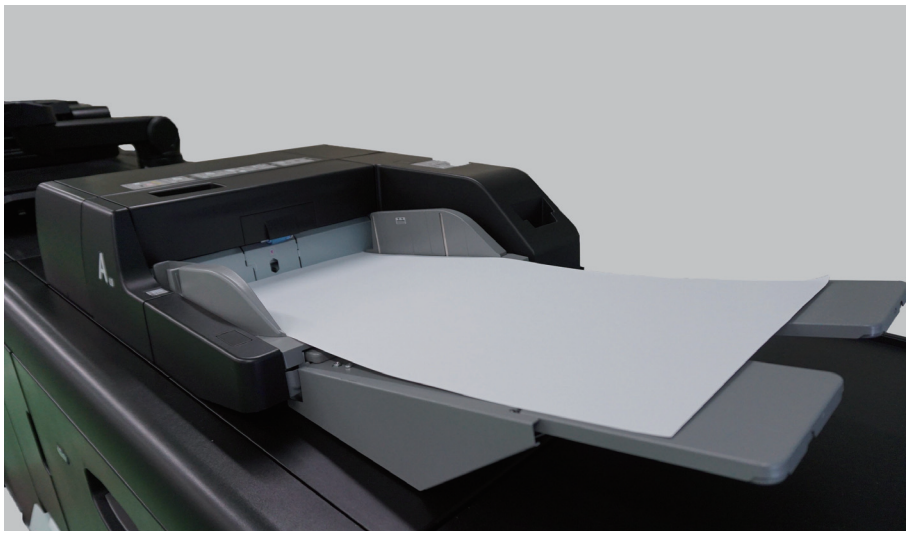
NOTE

The paper length supported in banner tray is 700 mm to 1,260 mm (27.56" to 49.6").

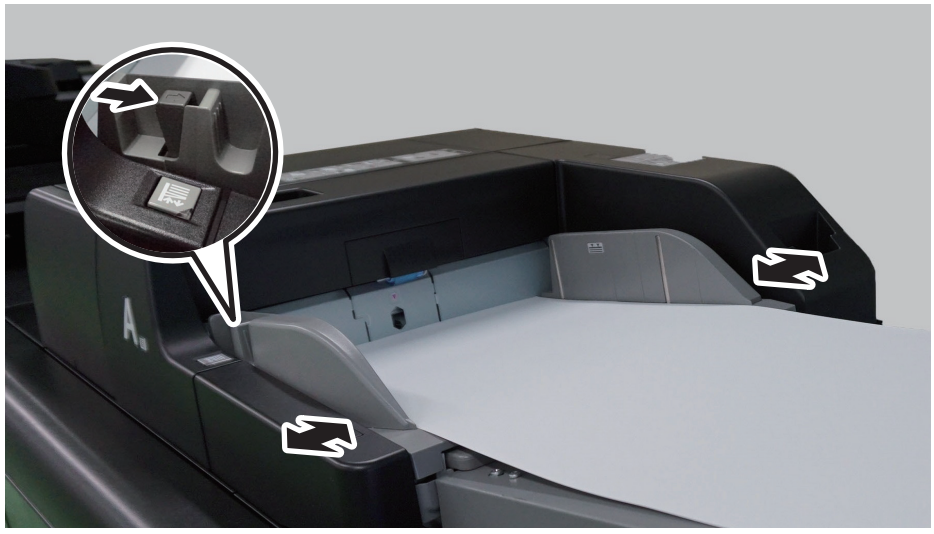
1 Open the paper width guides on the multi purpose tray to the maximum width.



2 Load paper.



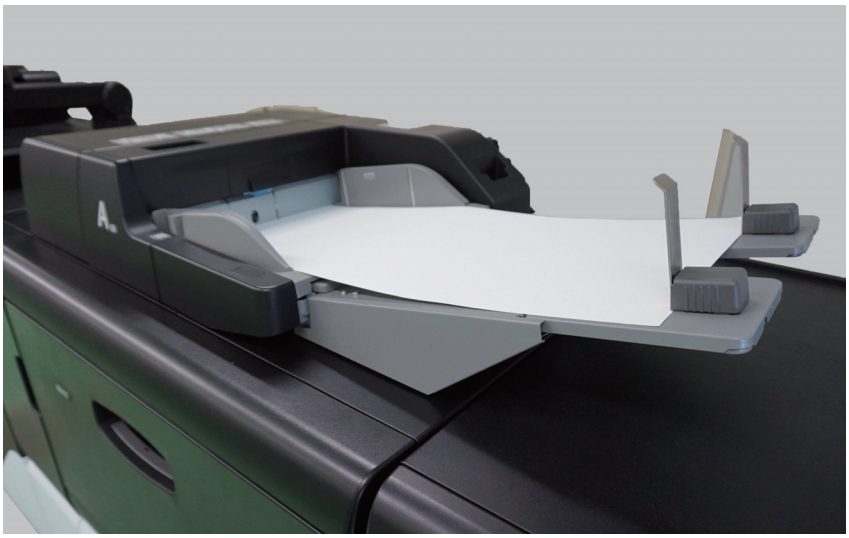
3 Adjust the paper width guides on the multipurpose tray.



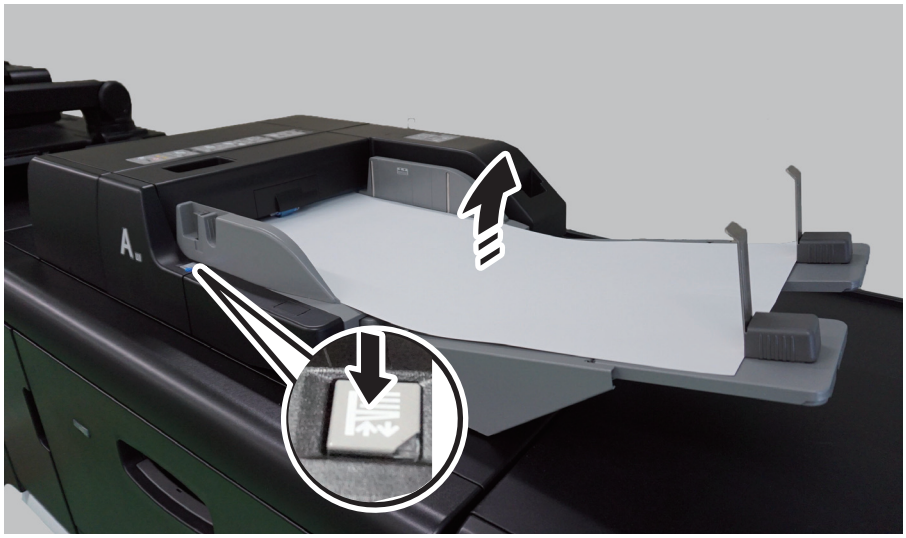
CAUTION

Adjust the paper width guide so that there are no gaps between the guide and the paper. Any part of the paper that is out of place may fold, contact the print head, and cause print head damage, skewed feeding, or a paper jam.

4 Attach the stopper.



5 Press the Tray Moving Key.



When the Tray Moving Key light changes from flashing to solidly lit, the bottom plate has finished moving up and you can feed paper.

When you need to add or remove paper, press the Tray Moving Key to lower the bottom plate.

6 Start printing.

The procedure for configuring the banner paper from the printer driver and printing is the same as when using the multipurpose tray.

Using the Multipurpose Tray (page 9-9)

Refer to the following for instructions on how to configure the banner paper on the Fiery controller and print.

Print from Fiery Controller (page 9-18)

IMPORTANT

Remove the paper when banner printing finishes, or when you are not using the banner tray.

Print from Fiery Controller

The steps to print jobs from Fiery Controller are as follows. For details, refer to the Printing System 50 user guides.

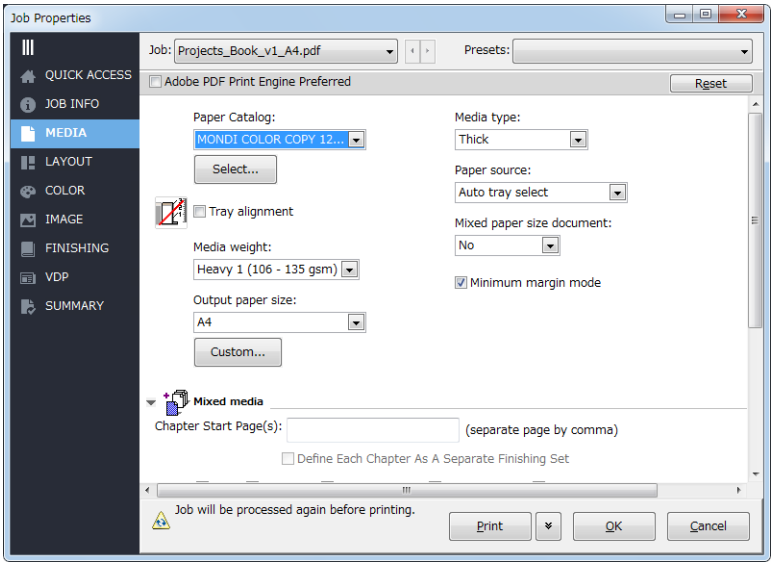
You can download the user guide from the URL below.

https://services.efi.com/support/vfigs/3784295173/default.aspx

1 Select the job you want to print from Fiery Controller (Fiery Command WorkStation), and right-click to select Properties.

The Job Properties screen appears.

2 Click the [Select] button and select the paper with the same brand as the paper you loaded.



To print without using Paper Catalog, select [**none**] from the [**Paper Catalog**] drop-down list.

3 Configure the layout and color setting as necessary.

IMPORTANT

Fiery driver is set to [Color] by default. For monochrome model, make sure to set to [Grayscale] after installation.

4 Click the [Print] button.

Canceling Printing from a Computer

To cancel a print job executed using the printer driver before the printer begins printing, do the following:

NOTE

When canceling printing from this machine, refer to the following:

Canceling Jobs (page 10-7)

1 **Double-click the printer icon ( ) displayed on the taskbar at the bottom right of the Windows desktop to display a dialog box for the printer.**

2 **Click the file for which you wish to cancel printing and select [Cancel] from the "Document" menu.**

Printing Data Saved in the Printer

You can save the print job into the Job Box of this device and print it as necessary.

If you configure settings in the [**Job**] tab of the printer driver and then print, the print job will be saved in the Job Box (memory) and printing can be executed at the machine.

Follow the work flow below when using Job Box.

Specifying the Job Box from a computer and sending the print job. (page 9-20)



Using the operation panel to specify a file within a Box and printing it.

You can print the documents from the following boxes.

- Printing Documents from Private Print Box (page 9-21)
- Printing Document from Stored Job Box (page 9-22)
- Printing Document from Quick Copy Box (page 9-23)
- Printing Document from Proof and Hold Box (page 9-24)

NOTE

To maintain free space on the box, you can set the maximum number of stored jobs.

- Printing Documents in Custom Box (page 12-9)
- Printing Documents Stored in USB Drive (page 12-21)

Specifying the Job Box from a Computer and Storing the Job

1 Click [File] and select [Print] in the application.

The Print dialog box displays.

2 Select the machine from the "Name" menu.

3 Click the [Properties] button.

The Properties dialog box displays.

4 Click the [Job] tab and select the [Job storage (e-MPS)] check box to set the function.

NOTE

For information on how to use the printer driver software, refer to the following:

- **Printer Driver User Guide**

5 Click [Print] button.

The print job are stored.

Printing Documents from Private Print Box

In Private Printing, you can specify that a job is not to be printed until you operate the machine. When sending the job from the application software, specify a password in the printer driver. The job is released for printing by entering the password on the operation panel, ensuring confidentiality of the print job. The data will be deleted upon completion of the print job or after the power switch is turned off.

1 Display the screen.

1 [**Home**](⌂) key > [**Job Box**]

2 Select [**Private Print/Stored Job**].

3 Select the creator of the document.

2 Print the document.

1 Select the document to print > [**Print**]

2 Enter the password.

3 Specify the number of copies to print as desired.

4 Select [**Start Print**].

Printing starts.
Upon completion of printing, the Private Print job is automatically deleted.

Deleting the Documents Stored in the Private Print Box

1 Display the screen.

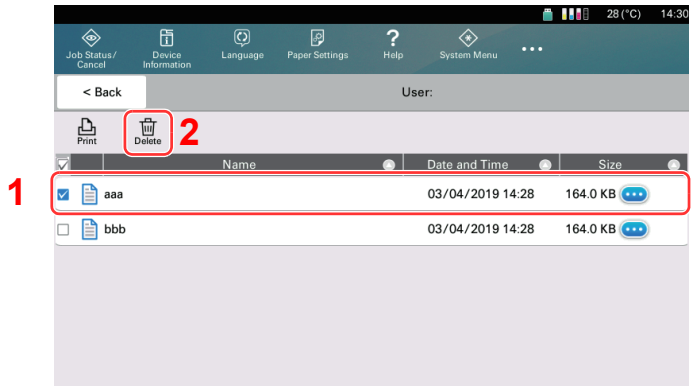
1 [**Home**](⌂) key > [**Job Box**]

2 Select [**Private Print/Stored Job**].

3 Select the creator of the document.

2 Delete the document.

Select the document to delete > [**Delete**] > enter the password



The document is deleted.

Printing Document from Stored Job Box

In Stored Job, the print data sent from the application is saved to the machine. You can set up a password as necessary. If you set up a password, enter the password when printing. Print data will be stored in the Stored Job Box after printing. This will allow printing of the same print data repeatedly.

1 Display the screen.

1 [**Home**](⌂) key > [**Job Box**]

2 Select [**Private Print/Stored Job**].

3 Select the creator of the document.

2 Print the document.

1 Select the document to print > [**Print**]

2 Specify the number of copies to print as desired.

3 Select [**Start Print**].

Printing starts.

NOTE

If the document is protected by a password, the password entry screen will be displayed. Enter the password using the numeric keys.

Deleting the Documents Stored in the Stored Job Box

1 Display the screen.

1 [**Home**](⌂) key > [**Job Box**]

2 Select [**Private Print/Stored Job**].

3 Select the creator of the document.

2 Delete the document.

1 Select the document to delete > [**Delete**] > [**Delete**]

2 If the document is protected by a password, enter the password.

The document is deleted.

Printing Document from Quick Copy Box

Quick Copy feature facilitates additional prints of a document already printed. Activating Quick Copy and printing a document using the printer driver allow the print data to be stored in the Quick Copy Job Box. When additional copies are required, you can reprint the required number of copies from the touch panel. By default, up to 32 documents can be stored. When power is turned off, all stored jobs will be deleted.

NOTE

- When the number of jobs reaches the limit, the oldest job will be overwritten by the new one.
- To maintain free space on the box, you can set the maximum number of stored jobs.

Quick Copy Job Retention (page 15-49)

1 Display the screen.

1 [**Home**](⌂) key > [**Job Box**]

2 Select [**Quick Copy/Proof and Hold**].

3 Select the creator of the document.

2 Print the document.

1 Select the document to print > [**Print**]

2 Specify the number of copies to print as desired.

3 Select [**Start Print**].

Printing starts.

Deleting the Documents Stored in the Quick Copy Box

1 Display the screen.

1 [**Home**](⌂) key > [**Job Box**]

2 Select [**Quick Copy/Proof and Hold**].

3 Select the creator of the document.

2 Delete the document.

Select the document to delete > [**Delete**] > [**Delete**]

The document is deleted.

Printing Document from Proof and Hold Box

The Proof and Hold feature produces only a single proof print of multiple-print job and holds printing of the remaining copies. Printing a multiple-print job in Proof and Hold using the printer driver allows only a single copy to be printed while maintaining the document data in the Job Box. To continue to print the remaining copies, use the touch panel. You can change the number of copies to print.

1 Display the screen.

1 [**Home**](⌂) key > [**Job Box**]

2 Select [**Quick Copy/Proof and Hold**].

3 Select the creator of the document.

2 Print the document.

1 Select the document to print > [**Print**]

2 Specify the number of copies to print as desired.

3 Select [**Start Print**].

Printing starts.

Deleting the Documents Stored in the Proof and Hold Box

1 Display the screen.

1 [**Home**](⌂) key > [**Job Box**]

2 Select [**Quick Copy/Proof and Hold**].

3 Select the creator of the document.

2 Delete the document.

Select the document to delete > [**Delete**] > [**Delete**]

The document is deleted.

10 Copying

This chapter explains the basic and various operations of copy.

Copying 10-2
Basic Operation 10-2
About Copy Functions 10-3
Proof Copy 10-6
Canceling Jobs 10-7

Copying

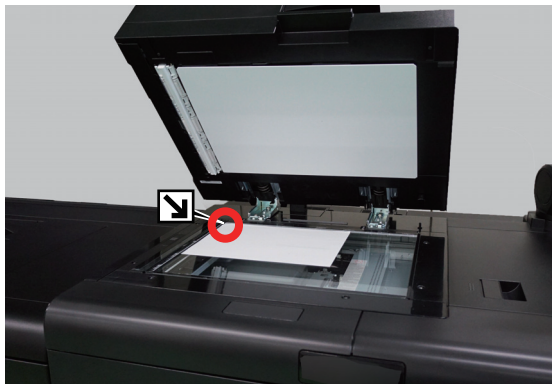
The procedures here represent the basic copy operation and how to cancel the copy.

Basic Operation

1 [Home](⌂) key > [Copy]

2 Place the originals.





Loading Originals (page 4-20)

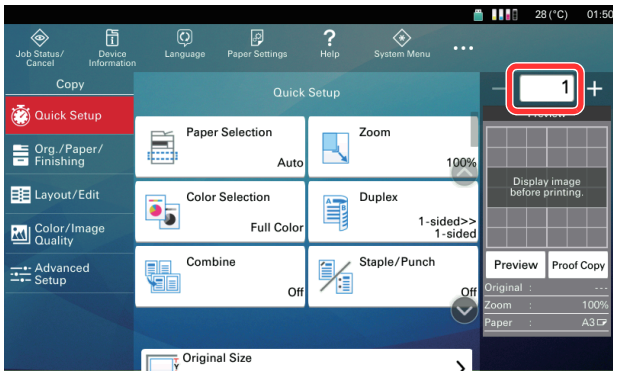
3 Select the functions.

To configure the settings for functions, select the Global Navigation.

About Copy Functions (page 10-3)

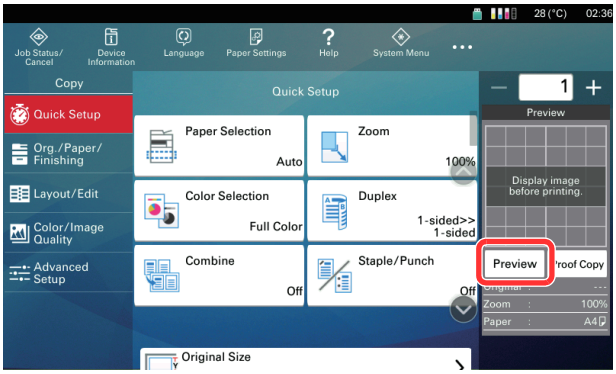
4 Use the numeric keys to enter the copy quantity.

Specify the desired number up to 9,999.



5 Check the preview image.

Select [**Preview**] to show a preview image.



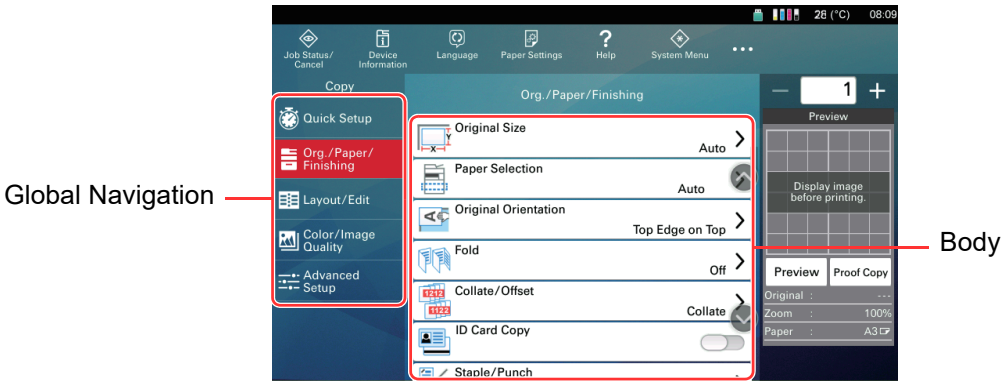
Original Preview (page 4-4)

6 Press the [Start] key.

Copying begins.

About Copy Functions

Each function is displayed in the Body when Global Navigation is selected.



For details on each function, see the table below.

Global Navigation	Function	Description	Reference page
Org./Paper/Finishing Configure the settings for originals, paper, and finishing such as collate and staple.	**Original Size**	Specify the original size to be scanned.	page 13-3
	Paper Selection	Select the cassette or multipurpose tray that contains the required paper size.	page 13-4
	Original Orientation	Select the orientation of the original document top edge to scan correct direction.	page 13-5
	Fold	Fold the finished documents.	page 13-6
	Collate/Offset	Offsets the output by page or set.	page 13-7
	ID Card Copy	Use this when you want to copy a driver's license or an insurance card. When you scan the front and back of the card, both sides will be combined and copied onto a single sheet.	page 13-7
	Staple/Punch	Staples or punches printed documents.	page 13-8
	Paper Output	Specify the output tray.	page 13-9
Layout/Edit Configure the settings for duplex printing and stamp.	**Zoom**	Adjust the zoom to reduce or enlarge the image.	page 13-18
	Combine	Combines 2 or 4 original sheets into 1 printed page.	page 13-20
	Margin/Centering	Margin: Add margins (white space). In addition, you can set the margin width and the back page margin. Centering: Centers the original image on the paper when copying onto paper different from the original size.	page 13-22
	Border Erase	Erases the black border that forms around the image.	page 13-24
	Erase Shadowed Areas	When scanning with the document processor open, erase the extra shaded area.	page 13-32
	Booklet	Scan multiple original pages, then print copies so that they can be folded into a single booklet, with a cover.	page 13-26
	Duplex	Produces two-sided copies. You can also create single-sided copies from two-sided originals.	page 13-29
	Page #	Adds page numbers to the finished documents.	page 13-32
	Memo Page	Delivers copies with a space for adding notes.	page 13-36
	Insert Sheets/ Chapters	Insert a separator sheet, or make the first page of the chapter the front page.	page 13-35
	Text Stamp	You can add a text stamp on the documents.	page 13-38
	Bates Stamp	You can add a bates stamp on the documents.	page 13-42

Global Navigation	Function	Description	Reference page
Color/Image Quality Configure the settings for density, quality of copies, and color balance.	**Density**	Adjust density.	page 13-10
	Original Image	Select original image type for best results.	page 13-10
	Color Selection[*1]	Select the color mode setting. This function is available only for color model.	page 13-11
	EcoPrint	EcoPrint saves ink when printing.	page 13-13
	Hue Adjustment[*1]	Adjust the color (hue) of images. This function is available only for color model.	page 13-13
	Sharpness	Adjusts the sharpness of image outlines.	page 13-15
	Background Density Adj. (Background Density Adjustment)	Removes dark background from originals, such as newspapers.	page 13-16
	Saturation[*1]	Adjust the color saturation of the image. This function is available only for color model.	page 13-16
	Prevent Bleed-thru	Hides background colors and image bleed-through when scanning thin original.	page 13-17
	Contrast	You can adjust the contrast between light and dark areas of the image.	page 13-15
	Trapping	Remove hollow spaces in text and on images.	page 13-17
Advanced Setup Configure the settings for continuous scanning, mirror image copies, and Skip Blank Page function.	**Continuous Scan**	Scans a large number of originals in separate batches and then produce as one job.	page 13-45
	Auto Image Rotation	When original and paper source size are the same, but their orientation is different, rotate image 90 degrees when copying.	page 13-45
	Job Finish Notice	Sends E-mail notice when a job is complete. It is also available that send a notice when a job is interrupted.	page 13-46
	File Name Entry	Adds a file name.	page 13-46
	Priority Override	Suspends the current job and gives a new job top priority.	page 13-47
	Repeat Copy	Enables additional copies in the desired quantity as necessary after a copy job is completed.	page 13-47
	DP Read Action	When the document processor is used, select the scanning operation for the document processor.	page 13-48
	Skip Blank Page	When there are blank pages in a scanned document, this function skips the blank pages and prints only pages that are not blank.	page 13-48

*1 Available only for color model.

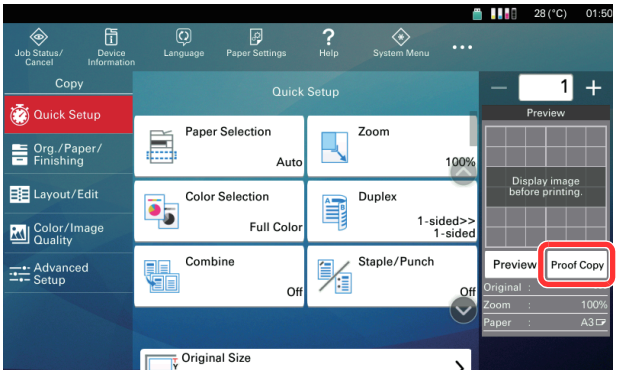
Proof Copy

It is possible to copy one sheet before copying a large number of sheets. This enables you to check the contents and finishing and copy the desired number of sheets without scanning the original if you are satisfied with the result. If you want to make changes, you can change the settings and copy only one sheet again.

1 Configure the settings.

Place the originals onto the machine, and configure the copy settings.

2 Select [Proof Copy].



A confirmation copy is printed.

3 Check.

Check contents and finishing.

Modify copy settings according to results. All functions except for functions whose keys are grayed out on the touch panel can be corrected.

To perform a proof copy again, select [**Proof Copy**].

4 Press the [Start] key.

Remaining sheets are copied.

Canceling Jobs

1 Select the [Stop] key with the copy screen displayed.

2 Cancel a job.

When there is a job is being scanned

The copy job is canceled.

When there is a job printing or on standby

The canceling job screen appears.

Select the job you wish to cancel > [**Cancel**] > [**Yes**]

11 Scanning

This chapter explains the basic and convenient functions for scanning.

Frequently-Used Sending Method 11-2
Sending Document via E-mail 11-3
Configuring Settings before Sending 11-3
Sending Scanned Document via E-mail 11-3
Send 11-4
Sending Document to Desired Shared Folder on a Computer (Scan to PC) 11-6
Configuring Settings before Sending 11-6
Sending Document to Desired Shared Folder on a Computer 11-6
Sending Document to Folder on an FTP Server (Scan to FTP) 11-9
Configuring Settings before Sending 11-9
Sending Document to Folder on an FTP Server 11-9
Useful Sending Method 11-11
WSD Scan 11-12
Installing the Driver 11-12
Executing WSD scan 11-13
DSM Scan 11-15
Configuring Settings before Sending 11-15
Executing DSM Scan 11-15
Sending to Different Types of Destinations (Multi Sending) 11-17
Canceling Sending Jobs 11-18

Frequently-Used Sending Method

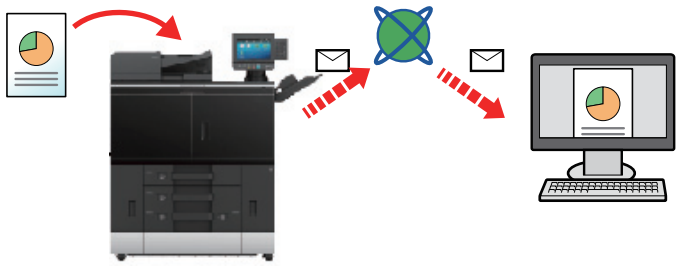
This machine can send a scanned image as an attachment of an E-mail message or to a PC linked to the network. In order to do this, it is necessary to register the sender and destination (recipient) address on the network.

A network environment which enables the machine to connect to a mail server is required in order to send E-mail. It is recommended that a Local Area Network (LAN) be used to assist with transmission speed and security issues.

Follow the steps below for basic sending. The following four options are available.

- Send as E-mail (E-mail Addr Entry): Sends a scanned original image as an E-mail attachment.

Sending Document via E-mail (page 11-3)

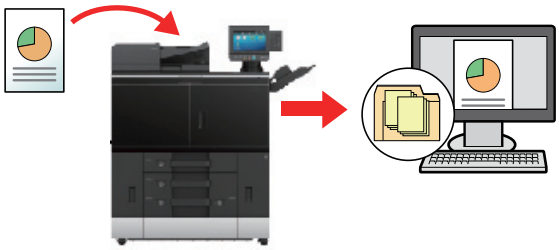


- Send to Folder (SMB): Stores a scanned original image in a shared folder of any PC.

Sending Document to Desired Shared Folder on a Computer (Scan to PC) (page 11-6)

- Send to Folder (FTP): Stores a scanned original image in a folder of an FTP server.

Sending Document to Folder on an FTP Server (Scan to FTP) (page 11-9)



NOTE

Different sending options can be specified in combination.

Sending to Different Types of Destinations (Multi Sending) (page 11-17)

Sending Document via E-mail

Configuring Settings before Sending

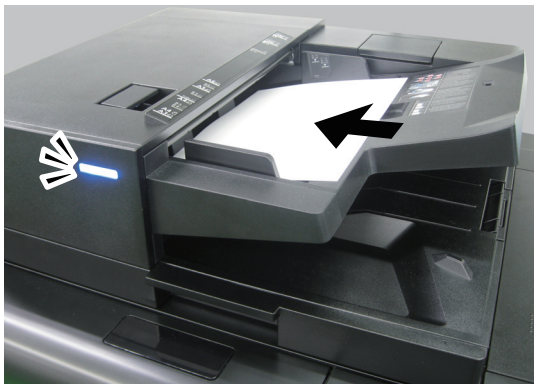
Before sending an E-mail, configure the SMTP and E-mail settings using the Command Center RX.

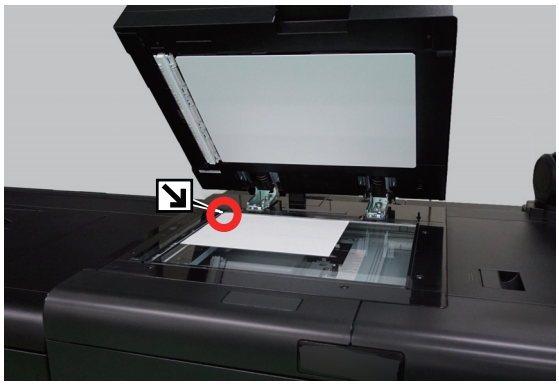
E-mail Settings (page 3-51)

Sending Scanned Document via E-mail

1 [Home](⌂) key > [Send]

2 Place the originals.





Loading Originals (page 4-20)

3 In the basic screen for sending, select [+] > [Email]

4 Enter destination E-mail address > [OK]

Up to 256 characters can be entered.

Character Entry Method (page 4-8)

To enter multiple destinations, select [**Next Destination**] and enter the next destination. Up to 100 E-mail addresses can be specified.

You can register the entered E-mail address in the Address Book by selecting [**Add to Address Book**]. You can also replace the information for a previously registered destination.

Destinations can be changed later.

Checking and Editing Destinations (page 4-17)

5 Select the functions.

Select the Global Navigation to display other functions.

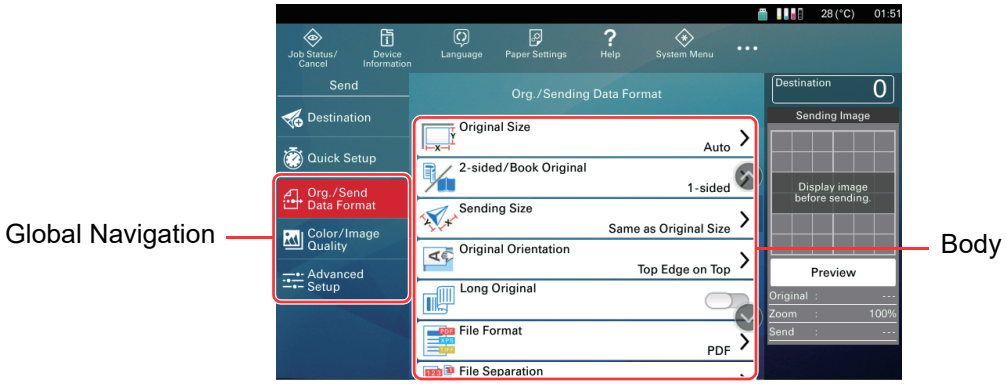
Send (page 11-4)

6 Press the [Start] key.

Sending starts.

Send

Each function is displayed in the Body when Global Navigation is selected.



For details on each function, see the table below.

Global Navigation	Function	Description	Reference page
Org./Send Data Format Configure the settings for original type and file format.	**Original Size**	Specify the original size to be scanned.	page 13-3
	2-sided/Book Original	Select the type and orientation of the binding based on the original.	page 13-48
	Sending Size	Select size of image to be sent.	page 13-49
	Original Orientation	Select the orientation of the original document top edge to scan correct direction.	page 13-5
	Long Original	Reads long-sized original documents using a document processor.	page 13-57
	File Format	Specify the image file format. Image quality level can also be adjusted.	page 13-50
	File Separation	Creates several files by dividing scanned original data page by specified number of pages, and sends the files.	page 13-54
Color/Image Quality Configure the settings for density, quality of copies, and color balance.	**Density**	Adjust density.	page 13-10
	Original Image	Select original image type for best results.	page 13-10
	Scan Resolution	Select fineness of scanning resolution.	page 13-55
	Color Selection	Select the color mode setting. This function is available only for color model.	page 13-11
	Sharpness	Adjusts the sharpness of image outlines.	page 13-15
	Background Density Adj.	Removes dark background from originals, such as newspapers.	page 13-16
	Prevent Bleed-thru	Hides background colors and image bleed-through when scanning thin original.	page 13-17
	Contrast	You can adjust the contrast between light and dark areas of the image.	page 13-15

Global Navigation	Function	Description	Reference page
Advanced Setup Configure the settings for transmission copy, encrypted transmission, and file size confirmation.	**Border Erase**	Erases the black border that forms around the image.	page 13-24
	Erase Shadowed Areas	When scanning with the document processor open, erase the extra shaded area.	page 13-32
	Zoom	Adjust the zoom to reduce or enlarge the image.	page 13-18
	Job Finish Notice	Sends E-mail notice when a job is complete. It is also available that send a notice when a job is interrupted.	page 13-46
	File Name Entry	Adds a file name.	page 13-46
	Continuous Scan	Scans a large number of originals in separate batches and then produce as one job.	page 13-45
	Email Subject/ Body	Adds subject and body when sending a document.	page 13-55
	Centering	Centers the original image on the paper when sending onto paper different from the original size.	page 13-22
	Send and Store	Prints a copy of the document being sent.	page 13-55
	FTP Encrypted TX	Encrypts images when sending via FTP.	page 13-56
	Text Stamp	You can add a text stamp on the documents.	page 13-38
	Bates Stamp	You can add a bates stamp on the documents.	page 13-42
	File Size Confirmation	Checks the file size before sending/storing the original.	page 13-56
	Skip Blank Page	When there are blank pages in a scanned document, this function skips the blank pages and sends only pages that are not blank.	page 13-48

Sending Document to Desired Shared Folder on a Computer (Scan to PC)

You can store the scanned document into the desired shared folder on a computer.

Configuring Settings before Sending

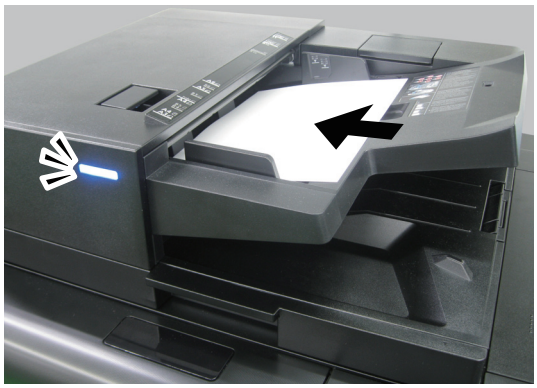
Before sending a document, configure the following settings.

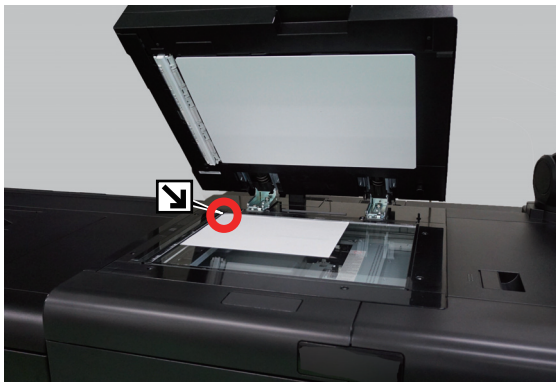
- Make a note of the computer name and full computer name
  Making a Note of the Computer Name and Full Computer Name (page 3-23)
- Make a note of the user name and domain name
  Making a Note of the User Name and Domain Name (page 3-24)
- Create a shared folder and make a note of a shared folder
  Creating a Shared Folder, Making a Note of a Shared Folder (page 3-26)
- Configure the Windows firewall
  Configuring Windows Firewall (page 3-30)

Sending Document to Desired Shared Folder on a Computer

1 [Home](⌂) key > [Send]

2 Place the originals.





Loading Originals (page 4-20)

3 In the basic screen for sending, select [+] > [SMB]

4 Enter the destination information.

- To search for a folder on a PC on the network, select [**Search Folder from Network**] or [**Search Folder by Host Name**].

  If you selected [**Search Folder from Network**], you can search all PCs on the network for a destination.

  If you pressed [**Search Folder by Host Name**], you can enter the "Domain/Workgroup Name", and "Host Name" to search PCs on the network for the destination.

  Up to 500 addresses can be displayed. Select the host name (PC name) that you want to specify in the screen that appears, and select [**OK**]. The login user name and login password entry screen appears.

After you enter the login user name and login password name of the destination PC, the shared folders appear. Select the folder that you want to specify and select [**OK**]. The address of the selected shared folder is set.

Select the folder from the Search Results list.

- To directly specify the SMB folder, select [**Folder Path Entry**] and enter each item.

  Character Entry Method (page 4-8)

  The table below lists the items to be set.

Item	Description
Host Name	Computer name You can also specify the port number. Enter the following format separated by a colon. "Host name: port number" or "IP address: port number" To enter the IPv6 address, enclose the address in brackets [ ]. (Example: [2001:db8:a0b:12f0::10]:445) If the port number is not specified, the default port number is 445.
Port	Port number If the port number is not specified, the default port number is 445.
Folder Path	Share name For example: scannerdata If saving in a folder in the shared folder: share name\folder name in shared folder
Login User Name	• If the computer name and domain name are the same: User Name For example: james.smith • If the computer name and domain name are different: Domain name\User name For example: abcdnet\james.smith
Login Password	Windows logon password **(Case sensitive.)**

5 Check the status.

1 Check the information.

Change the delay as required.

2 Select [**Connection Test**] to check the connection.

"Connected." appears when connection to the destination is correctly established. If "Cannot connect." appears, review the entry.

To enter multiple destinations, select [**Next Destination**] and enter the next destination.

You can register the entered information in the Address Book by selecting [**Add to Address Book**].

6 Select [OK].

Destinations can be changed later.

Checking and Editing Destinations (page 4-17)

7 Select the functions.

Select the Global Navigation to display other functions.

Send (page 11-4)

8 Press the [Start] key.

Sending starts.

Sending Document to Folder on an FTP Server (Scan to FTP)

Configuring Settings before Sending

Before sending a document, configure the FTP Client (Transmission).

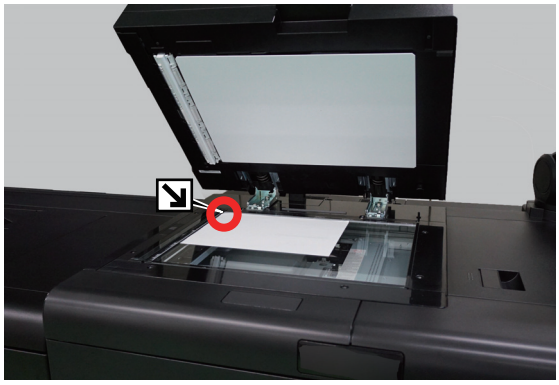
Protocol Settings (page 15-55)

Sending Document to Folder on an FTP Server

1 [Home](⌂) key > [Send]

2 Place the originals.





Loading Originals (page 4-20)

3 In the basic screen for sending, select [+] > [FTP]

4 Enter the destination information.

Character Entry Method (page 4-8)

The table below lists the items to be set.

Item	Descriptions
Host Name	Host name or IP address of FTP server You can also specify the port number. Enter the following format separated by a colon. "Host name: port number" or "IP address: port number" To enter the IPv6 address, enclose the address in brackets [ ]. (Example: [2001:db8:a0b:12f0::10]:21) If the port number is not specified in [Host Name], the default port number is 21.
Port	Port number If the port number is not specified, the default port number is 21.

Item	Descriptions
Folder Path	Path for the file to be stored For example: User\ScanData If no path is entered, the file is stored in the home directory. **NOTE** When the FTP server is based on Linux/UNIX, the path including the sub-folder is combined by the slash "/" not using the back-slash.
Login User Name	FTP server login user name
Login Password	FTP server login password **(Case sensitive.)**

5 Check the status.

1 Check the information.

Change the delay as required.

2 Select [**Connection Test**] to check the connection.

"Connected." appears when connection to the destination is correctly established. If "Cannot connect." appears, review the entry.

To enter multiple destinations, select [**Next Destination**] and enter the next destination.

You can register the entered information in the Address Book by selecting [**Add to Address Book**].

6 Select [OK].

Destinations can be changed later.

Checking and Editing Destinations (page 4-17)

7 Select the functions.

Select the Global Navigation to display other functions.

Send (page 11-4)

8 Press the [Start] key.

Sending starts.

Useful Sending Method

You can specify the following useful scanning (sending) methods.

- WSD Scan: Saves images of originals scanned on this machine as files on a WSD-compatible computer.
  ➔ WSD Scan (page 11-12)
- DSM Scan: A scanned document can be automatically saved in any format or sent to any destination by reading a scan process from Active Directory.
  ➔ DSM Scan (page 11-15)
- Sending to different types of destinations (Multi sending): Sends to different types of destination (E-mail addresses, folders, etc.) in a single operation.
  ➔ Sending to Different Types of Destinations (Multi Sending) (page 11-17)

WSD Scan

WSD Scan saves images of originals scanned on this machine as files on a WSD-compatible computer.

NOTE

- To use WSD Scan, confirm that the computer used for WSD scanning and the machine is network-connected, and "WSD Scan" is set to [**On**] in the network settings.
  WSD Scan (page 15-44)
- For information on operating the computer, refer to the computer's help or the operation guide of your software.

Installing the Driver

For Windows 10

1 Click [Start] button on the Windows and then select [Windows System], [Control Panel], and [View devices and printers].

2 Install the driver.

Click [**Add a device**]. Select the machine's icon and then click [**Next**].

When the machine's icon is displayed in "**Printers**" on the [**Devices and Printers**] screen, the installation is completed.

For Windows 8.1 and Microsoft Windows Server 2012

1 Click [Search] in charms, [Control Panel], and then [View devices and printers].

2 Install the driver.

Click [**Add a device**]. Select the machine's icon and then click [**Next**].

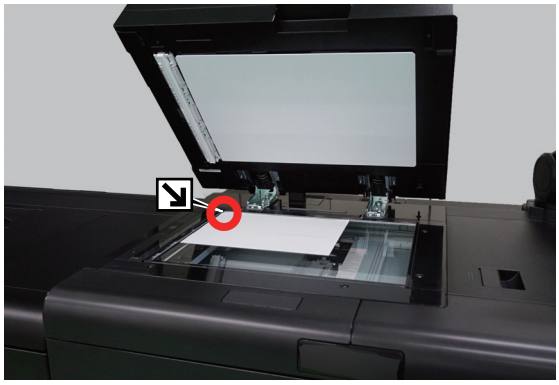
When the machine's icon is displayed in "**Printers**" on the [**Devices and Printers**] screen, the installation is completed.

Executing WSD scan

1 [Home](⌂) key > [Send]

2 Place the originals.





Loading Originals (page 4-20)

3 Display the screen.

In the basic screen for sending, select [**+**] > [**WSD Scan**]

4 Scan the originals.

Procedure using this machine

1 [**From Operation Panel**] > [**Next**]

2 Select the destination computer > [**OK**]

Select [**Reload**] to reload the computer list.

You can view information on the selected computer by selecting [ ] (information icon).

3 Set the type of original, file format, etc., as desired.

4 Press the [**Start**] key.

Sending begins and the software installed on the computer is activated.

Procedure from Your Computer

1 [**From Computer**] > [**Start**]

2 Use the software installed on the computer to send the images.

DSM Scan

A scanned document can be automatically saved in any format or sent to any destination by reading a scan process from Active Directory. This function only supports the computers installed Windows Server 2008 R2 or Windows Server 2012.

Configuring Settings before Sending

If you are performing DSM scan, check the items below.

- The machine is connected to an Active Directory on the network that the scan process can reference.
- "DSM Scan", "LDAP" and "HTTP" are set to [**On**] in Network.
  Protocol Settings (page 15-55)
- "Network" [**SSL**] is set to [**On**] in Security Settings.
  SSL (page 15-70)
- [**Network Authentication**] is set in.
  Enabling User Login Administration (page 16-3)

NOTE

If the Active Directory that the scan process can reference is not on the network authentication server, DSM must be set in Command Center RX.

Command Center RX User Guide

Executing DSM Scan

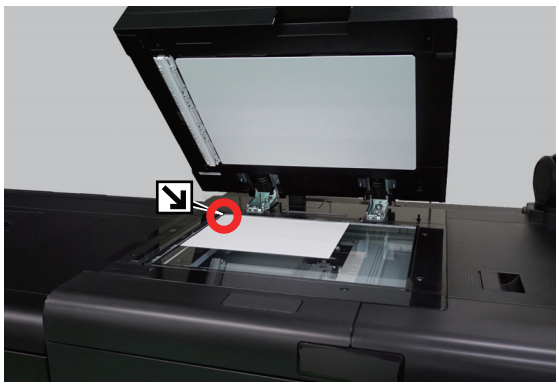
1 [Home]( ) key > [Send]

NOTE

Depending on the settings, the address book screen may appear. In this event, select [**Cancel**] to display the destination screen for sending.

2 Place the originals.





Loading Originals (page 4-20)

3 Display the screen.

In the destination screen for sending, select [**+**] > [**DSM Scan**]

4 Select the scan process to be used > [OK].

Select [**Reload**] to reload the computer list.

To check the settings, select [ ] (information icon).

5 Change the settings and add destinations as needed.

Only E-mail addresses can be added as destinations.
In the send destination screen, select [**Detail/Edit**], [**Destination**], and then [**Address Book**] or [**E-mail Addr Entry**], and add a destination.
In some scan processes, it may not be possible to change settings or add destinations.

6 Press the [Start] key.

Sending starts.

Sending to Different Types of Destinations (Multi Sending)

You can specify destinations that combine E-mail addresses and folders (SMB or FTP). This is referred to as Multi Sending. This is useful for sending to different types of destination (E-mail addresses, folders, etc.) in a single operation.



No. of broadcast items: Up to 500

However, number of items are restricted for the following sending options.

- E-mail: Up to 100
- Folders (SMP, FTP): Total of 10 SMB and FTP

Also, depending on the settings, you can send and print at the same time.

Procedures are the same as used in specifying the destinations of respective types. Continue to enter E-mail address or folder path so that they appear in the destination list. Press the [**Start**] key to start transmission to all destinations at one time.

Canceling Sending Jobs

1 Select the [Stop] key with the send screen displayed.

2 Cancel a job.

When there is a job is being scanned

Job Cancel appears.

When there is a job sending or on standby

Canceling job screen appears.
Select the job you wish to cancel > [**Cancel**] > [**Yes**]

NOTE

Selecting the [**Stop**] key will not temporarily stop a job that you have already started sending.

12 Box Function

This chapter explains the procedures using Custom Box or USB Drive.

Using Document Boxes 12-2
What is Custom Box? 12-2
What is Job Box? 12-2
What is USB Drive Box? 12-3
Basic Operation for Document Box 12-3
Creating a New Custom Box 12-7
Editing Custom Box 12-8
Deleting Custom Box 12-9
Storing Documents to a Custom Box 12-9
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Saving Scanned Documents to a Custom Box 12-11
Custom Box (Storing) 12-12
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Moving Documents in Custom Box 12-16
Copying Documents in Custom Box into Other Boxes 12-16
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Job Box 12-20
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USB Drive (Storing Documents) 12-26
Check the USB Drive Information 12-27
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Using Document Boxes

Document Box is a function for saving print data from a computer and sharing it with multiple users.

The available Document Boxes are as follows: Custom Box, Job Box, and USB Drive Box.

What is Custom Box?

Custom Box is a component box which you can create within the Document Box and store data for later retrieval. You can create or delete a Custom Box.

The following operations are possible:

- Creating a new Custom Box
- Printing Document in a Custom Box
- Saving scanned documents to a Custom Box
- Sending Documents in a Custom Box
- Editing Documents in a Custom Box
- Deleting Documents in a Custom Box

NOTE

The operation on Custom Box you perform from operation panel can also be made using Command Center RX.

Command Center RX User Guide

What is Job Box?

Job Box is a generic name for the "Private Print/Stored Job Box", "Quick Copy/Proof and Hold Box", "Repeat Copy Box", and "Form for Form Overlay Box". These Job Boxes cannot be created or deleted by a user.

NOTE

- You can set up the machine so that temporary documents in job boxes are automatically deleted.
  Deletion of Job Retention (page 15-49)
- For details on operating the Job Box, refer to the following:
  Printing Data Saved in the Printer (page 9-20)

Repeat Copy Box

Repeat Copy feature stores the copied original document data in the Job Box and allows you to print additional copies later. By default, up to 32 documents can be stored. When power is turned off, all stored jobs will be deleted.

Outputting Repeat Copy Jobs (page 12-20)

NOTE

Repeat Copy function is not available when the optional Data Security Kit is installed.

What is USB Drive Box?

A USB drive can be connected to the USB Port on the machine to print a saved file. You can print data directly from the USB drive without a PC. Image files scanned using this machine can also be saved to USB drive in the PDF, TIFF, JPEG, XPS, OpenXPS, high compression PDF, Word, Excel or PowerPoint format (Scan to USB).

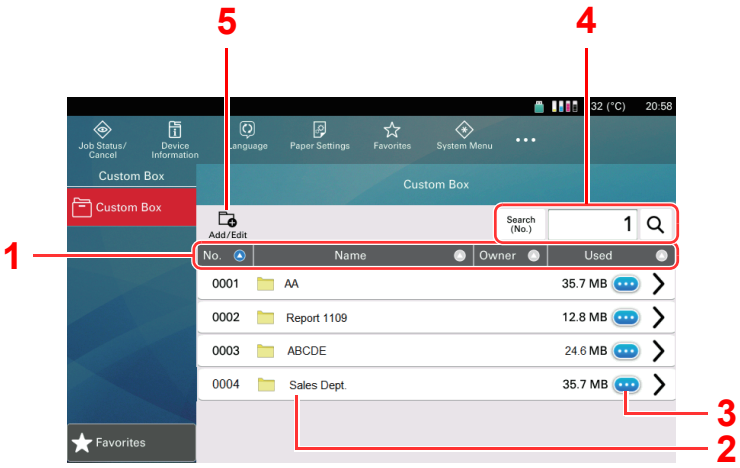
NOTE

Word, Excel and PowerPoint will be saved in a Microsoft Office 2007 or later file format.

Basic Operation for Document Box

This section explains basic operations for document boxes, using examples where tasks are carried out with custom boxes.

Box List



1 Sorts the box number, box name, owner name and size of data saved in the box in ascending/ descending order.

2 This is a custom box. Select it to open it.

3 Displays the details for the selected box.

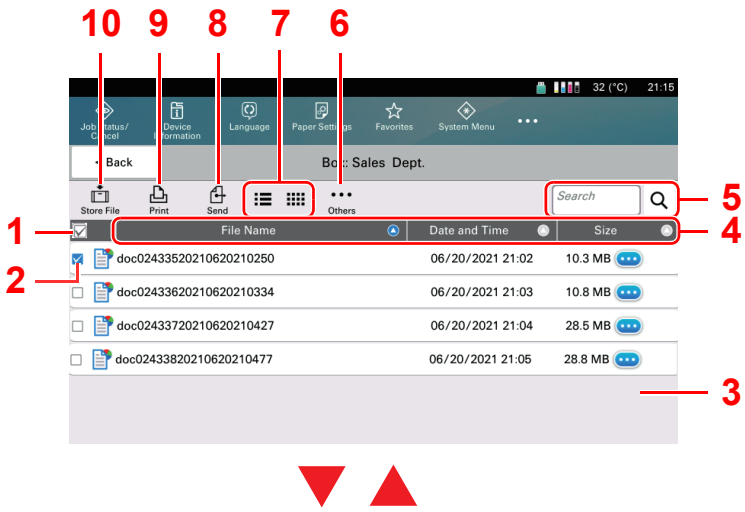
4 A box can be searched for by Box No. or Box Name. Select either [**Search (No.)**] or [**Search (Name)**] to switch between [**Search (No.)**] and [**Search (Name)**].

5 Registers new boxes and checks, modifies or deletes box information.

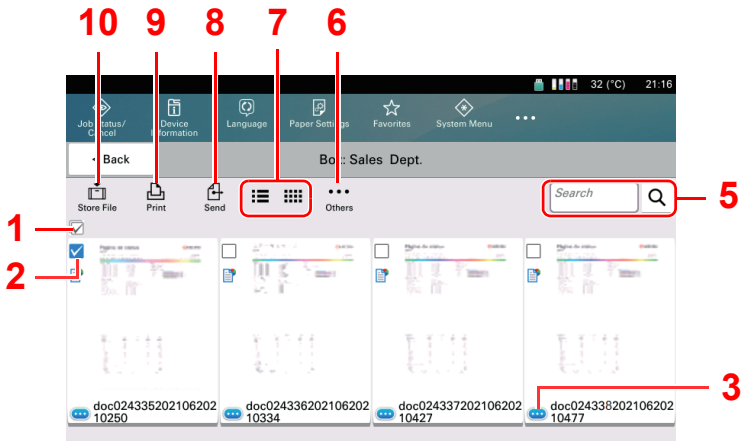
Document List

The document list is a list of the documents stored in the custom box. Documents can be listed either by name or as thumbnails. The list can be used as shown below.

List



Thumbnail



1 Selecting more than one document at a time.

2 Selecting documents by checking checkboxes.

3 Display the details for the selected document.

4 Sorts the file name, date and time and size of data in ascending/descending order.

5 A document can be searched for by Name.

6 The menu for document operations will be displayed.

7 Switches between list display and thumbnail display.

8 Sends the selected documents.

9 Prints the selected documents.

10 Saves the document in the open box.

NOTE

You can select multiple documents by pressing the respective document checkboxes. However, note that you cannot select multiple documents when you are sending documents.

Viewing Box Details

1 Select [ ] (information icon) for the box whose details you wish to check in the box list screen.

NOTE

If a custom box is protected by a password, enter the correct password.

2 Check the box details.

3 Select [Close].

The display returns to the default Document Box screen.

Editing Box Details

If you change the information for the custom box, perform the following procedures.

1 Select [Add/Edit] in the box list screen.

2 Select the box whose details you wish to edit and select [Edit].

NOTE

If a custom box is protected by a password, enter the correct password.

3 Edit the box details.

4 If you have changed the details, select [OK] and then select [Yes] in the confirmation screen.

If you do not change the details, select [**No**].

5 Select [Close].

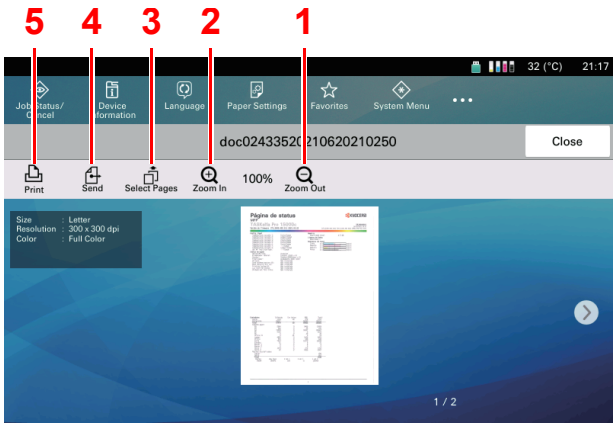
The display returns to the default Document Box screen.

Previewing Documents/Checking Document Details

1 Select a document to preview and then select [Others] > [Preview].

2 Preview the document or check the document details.

The operations available in the preview screen are shown below.



1 Zoom out.

2 Zoom in.

3 Select to select any page of the open document and print, send or copy to USB drive.

Selecting a Page (page 12-6)

4 Sends the selected documents.

5 Prints the selected documents.

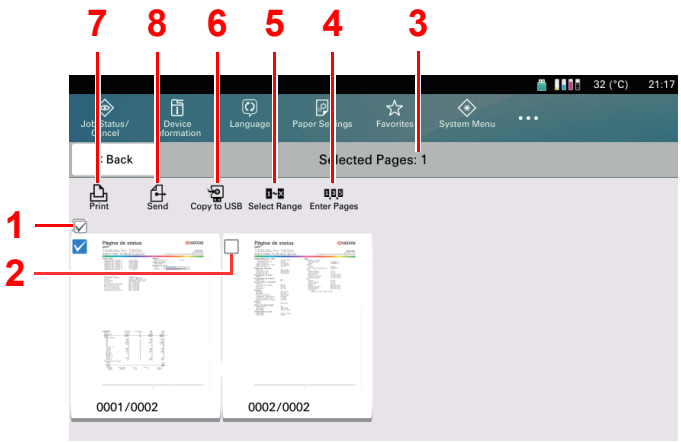
3 Confirm the document and select [Close].

Selecting a Page

When printing, sending, or copying a document within a Custom Box, you can specify any pages at will.

Select [**Others**] > [**Page Selection**] in the document list screen of the Custom Box, or [**Page Selection**] in the Preview screen, to display the page selection screen.

Select the pages you want to work with, and select [**Print**], [**Send**], or [**Copy to USB**].



1 Selecting more than one document at a time.

2 Selecting documents by checking checkboxes.

3 Displaying the page number selected.

4 Use a “,” (comma) to separate numbers when specifying pages that are not consecutive.

5 Use a “-” (hyphen) to separate numbers when specifying continuous page ranges.

6 Selected pages can be copied to USB drive.

7 Selected pages can be sent.

8 Selected pages can be printed.

- Printing Documents in Custom Box (page 12-9)
- Sending Documents in Custom Box (page 12-14)
- Moving Documents in Custom Box (page 12-16)

Creating a New Custom Box

1 Display the screen.

[**Home**](⌂) key > [**Custom Box**] > [**Add/Edit**]

2 Register the Custom Box.

1 [**Add**] > Enter the information for each item

The table below lists the items to be set.

Item	Description
Box Name	Enter a box name consisting of up to 32 characters. ➔ Character Entry Method (page 4-8)
Box No.	Enter the box number by selecting [**+**], [**-**] or number keys. The box number can be from 0001 to 1000. A Custom Box should have a unique number. If you select [**Auto**] (0000), the smallest number available will be automatically assigned.
Permission	Select whether to share the box. Not displayed when "Owner" is set to [**No Owner**].
Box Password	User access to the box can be restricted by specifying a password to protect the box. Entering a password is not mandatory. Enter the same password of up to 16 characters in both "Box Password" and "Confirmation". This can be set if [**Shared**] is selected in Permission.
Usage Restriction	The usage for a box can be restricted. To enable a capacity restriction enter a value for the storage capacity of the Custom Box in megabytes by selecting [**-**], [**+**] or number keys. You can enter a limit between 1 and 30,000 (MB).
Free Space	Displays the free space on the box.
Overwrite Setting	Specifies whether or not old stored documents are overwritten when new documents are stored. To overwrite old documents, select [**Permit**]. To retain old documents, select [**Prohibit**].
Auto File Deletion	Automatically deletes stored documents after a set period of time. Select [**On**] to enable automatic deletion and then use [**+**] and [**-**] or the numeric keys to enter the number of days for which documents are stored. You can enter any number between 1 and 31 (day(s)). To disable automatic file deletion, select [**Off**].
Delete after Printed	Automatically delete a document from the box once printing is complete. To delete the document, select [**On**]. To retain the document, select [**Off**].

2 Select [**OK**].

The Custom Box is created.

Editing Custom Box

1 Display the screen.

[**Home**](⌂) key > [**Custom Box**] > [**Add/Edit**]

2 Edit the custom box.

Select the box > [**Edit**] > Enter the information for each item

NOTE

- When you have logged in as a user, you can only edit a box whose owner is set to that user.
- When you have logged in as administrator, you can edit all boxes.

Privileges	Settings that can be changed
Administrator	Box Name
	Box No.
	Owner
	Permission
	Box Password
	Usage Restriction
	Auto File Deletion
	Overwrite Setting
	Delete after Printed
User	Box Name
	Box Password
	Permission
	Auto File Deletion
	Overwrite Setting
	Delete after Printed

For details on each items, refer to the following:

Creating a New Custom Box (page 12-7)

3 [OK] > [Close]

The display returns to the default Document Box screen.

Deleting Custom Box

1 Display the screen.

[**Home**](⌂) key > [**Custom Box**] > [**Add/Edit**]

2 Delete the custom box.

Select the box > [**Delete**] > [**Delete**]

Storing Documents to a Custom Box

Custom box stores the print data which is sent from a PC. For the operation of the printing from the PC, refer to the following:

Printer Driver User Guide

Printing Documents in Custom Box

1 Display the screen.

1 [**Home**](⌂) key > [**Custom Box**]

2 Select the box containing the document you want to print.

NOTE
If a custom box is protected by a password, enter the correct password.

3 Select [**Open**].

2 Print the document.

1 Select the document in the list that you want to print by selecting the checkbox.

The document is marked with a checkmark.

NOTE
To deselect, select the checkbox again and remove the checkmark.

2 Select [**Print**].

3 Set the paper selection, duplex printing, etc., as desired.

For the features that can be selected, refer to the following:

Custom Box (Printing) (page 12-10)

If a document stored from a computer is selected, the print settings selection screen appears.

To use the settings used at the time of printing (when the document was saved), select [**Print As Is**]. Select [**Start Print**] to start printing.

If you select a document saved in Custom Box of the machine or use the settings saved with the document, select **Print after Change Settings (Do Not Use File Settings)**].

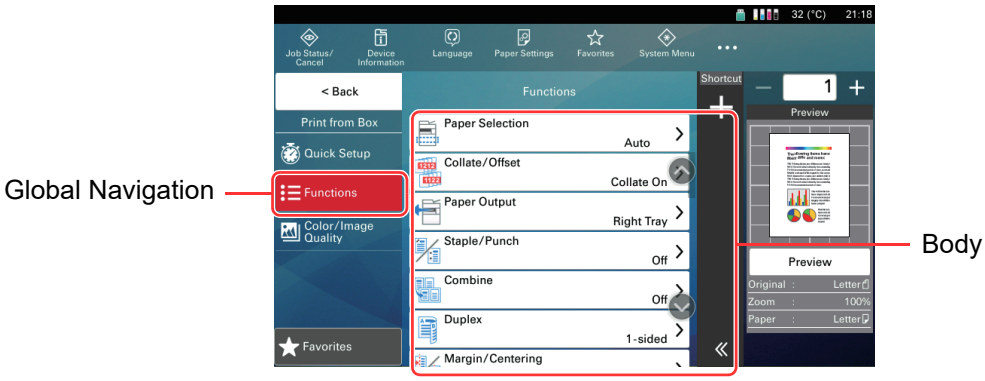
To change the print settings, select [**Print after Change Settings (Use File Settings)**].

4 Press the [**Start**] key.

Printing of the selected document begins.

Custom Box (Printing)

Each function is displayed in the Body when Global Navigation is selected.



For details on each function, see the table below.

Global Navigation	Function	Description	Reference page
Functions Configure the settings for paper selection and duplex printing when printing from the Custom Box.	**Paper Selection**	Select the cassette or multipurpose tray that contains the required paper size.	page 13-4
	Collate/Offset	Offsets the output by page or set.	page 13-7
	Paper Output	Specify the output tray.	page 13-9
	Staple/Punch	Staples or punches printed documents.	page 13-8
	Combine	Combines 2 or 4 original sheets into 1 printed page.	page 13-20
	Duplex	Prints 1-sided or open book originals to 2-sided, or 2-sided or open book originals to 1-sided.	page 13-29
	Margin/Centering	Margin: Add margins (white space). In addition, you can set the margin width and the back page margin. Centering: Centers the original image on the paper when copying onto paper different from the original size.	page 13-22
	Page #	Adds page numbers to the finished documents.	page 13-32
	Booklet	Print document so that it can be folded into a single booklet, with a cover.	page 13-26
	File Name Entry	Adds a file name.	page 13-46
	Job Finish Notice	Sends E-mail notice when a job is complete. It is also available that send a notice when a job is interrupted.	page 13-46
	EcoPrint	EcoPrint saves ink when printing. Use this function for test prints or any other occasion when high quality print is not required.	page 13-13
	Priority Override	Suspends the current job and gives a new job top priority.	page 13-47

Global Navigation	Function	Description	Reference page
Functions Configure the settings for paper selection and duplex printing when printing from the Custom Box.	**Zoom**	Adjust the zoom to reduce or enlarge the image.	page 13-18
	Fold	Fold the finished documents.	page 13-6
	Text Stamp	You can add a text stamp on the documents.	page 13-38
	Bates Stamp	You can add a bates stamp on the documents.	page 13-42
	Hue Adjustment*1	Adjust the color (hue) of images. This function is available only for color model.	page 13-13
	Saturation*1	Adjust the color saturation of the image. This function is available only for color model.	page 13-16
	Trapping	Remove hollow spaces in text and on images.	page 13-17
Color/Image Quality Configure the settings for density, quality of copies, and color balance.	**Density**	Adjust density.	page 13-10
	Original Image	Select original image type for best results.	page 13-10
	Color Selection*1	Select the color mode setting. This function is available only for color model.	page 13-11
	Sharpness	Adjusts the sharpness of image outlines.	page 13-15
	Background Density Adj.	Removes dark background from originals, such as newspapers.	page 13-16
	Prevent Bleed-thru	Hides background colors and image bleed-through when scanning thin original.	page 13-17
	Contrast	You can adjust the contrast between light and dark areas of the image.	page 13-15

*1 Available only for color model.

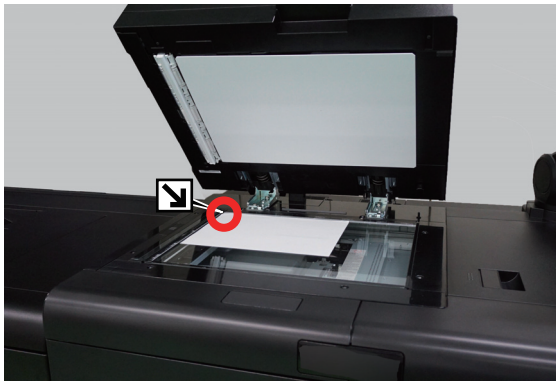
Saving Scanned Documents to a Custom Box

1 Display the screen.

[**Home**](⌂) key > [**Custom Box**]

2 Place the originals.





Loading Originals (page 4-20)

3 Store the document.

1 Select the box > [**Store File**]

2 Select the functions.

For the features that can be selected, refer to the following:

Custom Box (Storing) (page 12-12)

NOTE

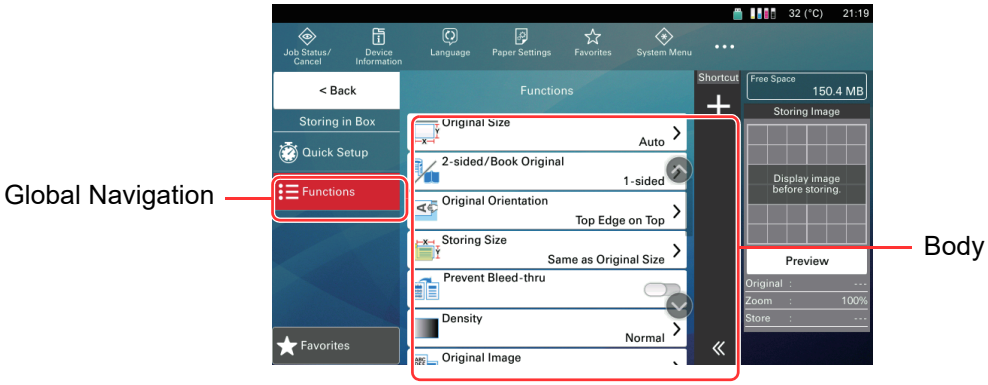
Enter up to 32 characters as the file name.

3 Press the [**Start**] key.

The original is scanned and the data is stored in the specified Custom Box.

Custom Box (Storing)

Each function is displayed in the Body when Global Navigation is selected.



For details on each function, see the table below.

Global Navigation	Function	Description	Reference page
Functions Configure the settings when storing the document in the Custom Box.	**Original Size**	Specify the original size to be scanned.	page 13-3
	2-sided/Book Original	Select the type and orientation of the binding based on the original.	page 13-48
	Original Orientation	Select the orientation of the original document top edge to scan correct direction.	page 13-5
	Prevent Bleed-thru	Hides background colors and image bleed-through when scanning thin original.	page 13-17
	Density	Adjust density.	page 13-10

Global Navigation
Functions Configure the settings when storing the document in the Custom Box.

Function	Description	Reference page
Original Image	Select original image type for best results.	page 13-10
Scan Resolution	Select fineness of scanning resolution.	page 13-55
Color Selection	Select the color mode setting. This function is available only for color model.	page 13-11
Sharpness	Adjusts the sharpness of image outlines.	page 13-15
Background Density Adj.	Removes dark background from originals, such as newspapers.	page 13-16
Zoom	Adjust the zoom to reduce or enlarge the image.	page 13-18
Centering	Centers the original image on the paper when storing onto paper different from the original size.	page 13-22
Border Erase	Erases the black border that forms around the image.	page 13-24
Erase Shadowed Areas	When scanning with the document processor open, erase the extra shaded area.	page 13-32
Continuous Scan	Scans a large number of originals in separate batches and then produce as one job.	page 13-45
Job Finish Notice	Sends E-mail notice when a job is complete. It is also available that send a notice when a job is interrupted.	page 13-46
File Name Entry	Adds a file name.	page 13-46
Skip Blank Page	When there are blank pages in a scanned document, this function skips the blank pages and stores only pages that are not blank.	page 13-48
Contrast	You can adjust the contrast between light and dark areas of the image.	page 13-15

Sending Documents in Custom Box

1 Display the screen.

[**Home**](⌂) key > [**Custom Box**] > Select the box

NOTE

If a custom box is protected by a password, enter the correct password.

2 Send the document.

1 Select the document you wish to send by checking the checkbox.

The document is marked with a checkmark.

NOTE

- You cannot select and send multiple documents.
- To deselect, select the checkbox again and remove the checkmark.

2 Select [**Send**].

NOTE

Depending on the settings, the address book screen may appear.

3 Set the destination.

For more information on selecting destinations, refer to the following:

Specifying Destination (page 4-14)

4 Set the sending size, original image, etc., as desired.

For the features that can be set, refer to the following:

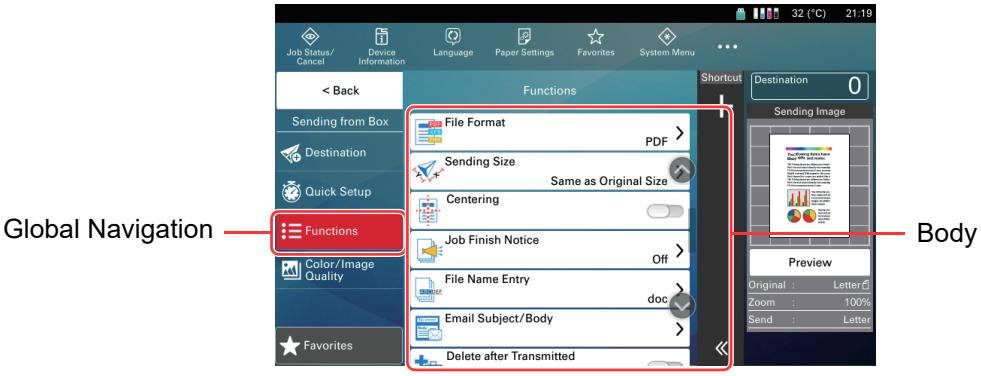
Custom Box (Storing) (page 12-12)

5 Press the [**Start**] key.

Sending of the selected document begins.

Custom Box (Sending)

Each function is displayed in the Body when Global Navigation is selected.



For details on each function, see the table below.

Global Navigation	Function	Description	Reference page
Functions Configure the settings for file format when sending from the Custom Box.	**File Format**	Specify the image file format. Image quality level can also be adjusted.	page 13-50
	Sending Size	Select size of image to be sent.	page 13-49
	Centering	Centers the original image on the paper when sending onto paper different from the original size.	page 13-22
	Job Finish Notice	Sends E-mail notice when a job is complete. It is also available that send a notice when a job is interrupted.	page 13-46
	File Name Entry	Adds a file name.	page 13-46
	Email Subject/ Body	Adds subject and body when sending a document.	page 13-55
	Delete after Transmitted	Automatically deletes a document from the box once transmission is complete.	page 13-57
	FTP Encrypted TX	Encrypts images when sending via FTP.	page 13-56
	Zoom	Adjust the zoom to reduce or enlarge the image.	page 13-18
	File Separation	Creates several files by dividing scanned original data page by specified number of pages, and sends the files.	page 13-54
	Text Stamp	You can add a text stamp on the documents.	page 13-38
	Bates Stamp	You can add a bates stamp on the documents.	page 13-42
	File Size Confirmation	Checks the file size before sending/storing the original.	page 13-56

Global Navigation	Function	Description	Reference page
Color/Image Quality Configure the settings for density, quality of copies, and color balance.	**Density**	Adjust density.	page 13-10
	Original Image	Select original image type for best results.	page 13-10
	Resolution	Select fineness of scanning resolution.	page 13-55
	Color Selection	Select the color mode setting. This function is available only for color model.	page 13-11
	Sharpness	Adjusts the sharpness of image outlines.	page 13-15
	Background Density Adj.	Removes dark background from originals, such as newspapers.	page 13-16
	Prevent Bleed-thru	Hides background colors and image bleed-through when scanning thin original.	page 13-17
	Contrast	You can adjust the contrast between light and dark areas of the image.	page 13-15

Moving Documents in Custom Box

1 Display the screen.

[**Home**](⌂) key > [**Custom Box**] > Select the box

NOTE

If a custom box is protected by a password, enter the correct password.

2 Move the documents.

1 Select the document in the list that you want to move by selecting the checkbox.

The document is marked with a checkmark.

NOTE

To deselect, select the checkbox again and remove the checkmark.

2 [**Others**] > [**Move/Copy**] > [**Move to Custom Box**] > select the destination of move > [**Move**] > [**Move**]

The selected document is moved.

NOTE

If the box to which the document is to be moved is protected by a password, enter the correct password.

Copying Documents in Custom Box into Other Boxes

1 Display the screen.

[**Home**](⌂) key > [**Custom Box**] > Select the box

NOTE

If a custom box is protected by a password, enter the correct password.

2 Copy the documents.

1 Select the document in the list that you want to copy by selecting the checkbox.

The document is marked with a checkmark.

NOTE

To deselect, select the checkbox again and remove the checkmark.

2 [**Others**] > [**Move/Copy**] > [**Copy to Custom Box**] > select the destination of copy > [**Copy**] > [**Copy**]

The selected document is copied.

NOTE

If the box to which the document is to copied is protected by a password, enter the correct password.

Copying Documents in Custom Box to USB Drive

1 Display the screen.

[**Home**](⌂) key > [**Custom Box**] > Select the box

NOTE

If a custom box is protected by a password, enter the correct password.

2 Copy the documents.

1 Select the document in the list that you want to copy by selecting the checkbox.

The document is marked with a checkmark.

NOTE

To deselect, select the checkbox again and remove the checkmark.

2 [**Others**] > [**Move/Copy**] > [**Copy to USB Drive**] > select the destination of copy > [**Next**] > select the function > [**Start**] key

The selected document is copied.

Joining Documents in Custom Box

You can join documents within a custom box into one file.

NOTE

You can only join a document to other documents in the same custom box. If necessary, move the documents to be joined beforehand.

1 Display the screen.

[**Home**](⌂) key > [**Custom Box**] > Select the box

NOTE

If a custom box is protected by a password, enter the correct password.

2 Join the document.

1 Select the documents in the list that you wish to join by selecting the checkbox.

The document is marked with a checkmark.

You can join up to 10 documents.

> **NOTE**
> To deselect, select the checkbox again and remove the checkmark.

2 [**Others**] > [**Join**].

3 Arrange the documents into the order in which they are to be joined.

Select the document you want to rearrange and select [**Up**] or [**Down**] to move it to the correct place in the sequence.

4 [**Next**] > Enter the file name for the joined document

> **NOTE**
> Enter up to 64 characters as the file name.

5 [**Join**] > [**Join**]

The documents are joined.

> **NOTE**
> After joining, the original documents are left unchanged. Delete the documents if they are no longer needed.

Deleting Documents in Custom Box

1 Display the screen.

1 [**Home**](⌂) key > [**Custom Box**]

2 Select the box containing the document.

> **NOTE**
> If a custom box is protected by a password, enter the correct password.

2 Delete the document.

1 Select the document in the list that you want to delete by selecting the checkbox.

The document is marked with a checkmark.

> **NOTE**
> - [**Delete**] is disabled until a document is selected.
> - To deselect, select the checkbox again and remove the checkmark.

2 [**Others**] > [**Delete**] > [**Delete**]

The document is deleted.

Job Box

This section explains the Repeat Copy Box and the Form for Form Overlay Box. For Private Print/Stored Job Box and Quick Copy/Proof and Hold Box, refer to the following:

Printing Data Saved in the Printer (page 9-20)

Outputting Repeat Copy Jobs

Repeat Copy feature stores the copied original document data in the Job Box and allows you to print additional copies later. By default, up to 32 documents can be stored. When power is turned off, all stored jobs will be deleted. This section explains how to print documents saved by the Repeat Copy function.

Repeat Copy (page 13-47)

1 Display the screen.

[**Home**](⌂) key > [**Job Box**] > [**Repeat Copy**]

2 Print the document.

1 Select the document to print > [**Print**]

If the document is protected by a password, enter the password using the numeric keys.

2 Specify the number of copies to print as desired > [**Start Print**]

Printing begins. The Repeat Copy box job will be deleted when the power switch is turned off.

Operating using USB Drive

Plugging USB drive directly into the machine enables you to quickly and easily print the files stored in the USB drive without having to use a computer.

The following file types can be printed:

- PDF file (Version 1.7 or older)
- TIFF file (TIFF V6/TTN2 format)
- JPEG file
- XPS file
- OpenXPS file
- Encrypted PDF file

In addition, you can store scanned image files in USB drive connected to the machine.

The following file types can be stored:

- PDF file format
- TIFF file format
- JPEG file format
- XPS file format
- OpenXPS file format
- High-compression PDF file format
- Word file format
- Excel file format
- PowerPoint file format

NOTE

Word, Excel and PowerPoint will be saved in a Microsoft Office 2007 or later file format.

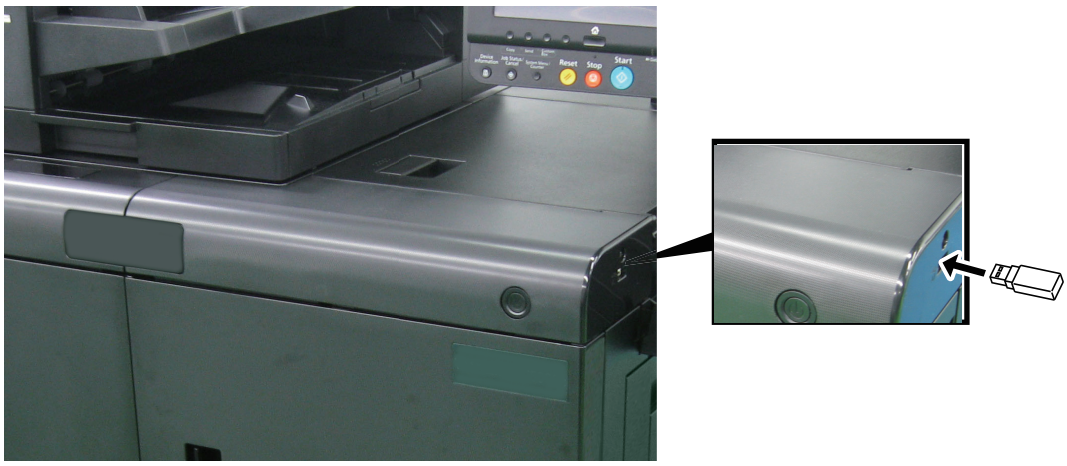
Printing Documents Stored in USB Drive

NOTE

- PDF files you wish to print should have an extension (.pdf).
- Files to be printed should be saved no further down than the top 3 folder levels, including the root folder.
- Use USB drive properly formatted by this machine.
- Plug the USB drive directly into the USB Port.

1 Plug the USB drive.

1 Plug the USB drive into the USB Port.



2 When the machine reads the USB drive, "USB Drive is recognized. Displaying files." may appear. Select [**Continue**].

Displays the USB Drive screen.

> **NOTE**
> If the message does not appear, select [**USB Drive**] on the Home screen.

2 Print the document.

1 Select the folder containing the file to be printed.

The machine will display documents in the top 3 folder levels, including the root folder.

> **NOTE**
> - 1,000 documents can be displayed.
> - To return to a higher level folder, select [**Back**].

2 Select the file to be printed > [**Print**]

3 Change the number of copies, duplex printing, etc. as desired.

For the features that can be selected, refer to the following:

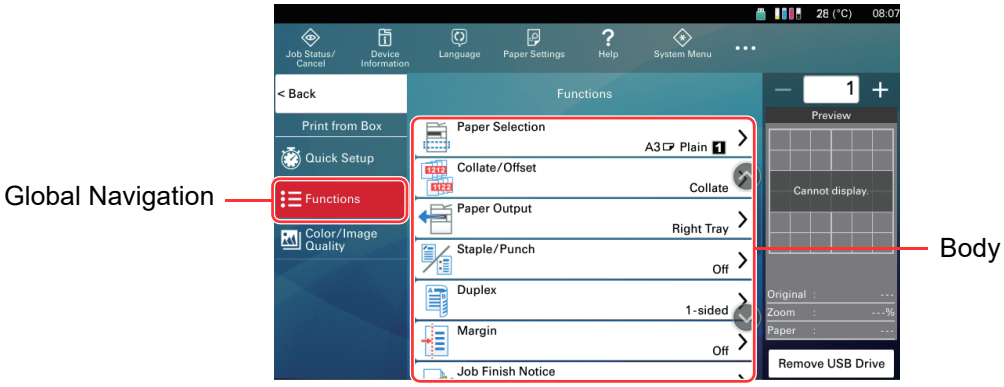
USB Drive (Printing) (page 12-23)

4 Press the [**Start**] key.

Printing of the selected file begins.

USB Drive (Printing)

Each function is displayed in the Body when Global Navigation is selected.



For details on each function, see the table below.

Global Navigation	Function	Description	Reference page
Functions Configure the settings for color selection and document name when storing the document in the USB drive.	**Paper Selection**	Select the cassette or multipurpose tray that contains the required paper size.	page 13-4
	Collate/Offset	Offsets the output by page or set.	page 13-7
	Paper Output	Specify the output tray.	page 13-9
	Staple/Punch	Staples or punches printed documents.	page 13-8
	Duplex	Print a document to 1-sided or 2-sided sheets.	page 13-29
	Margin	Add margins (white space). In addition, you can set the margin width and the back page margin.	page 13-22
	Job Finish Notice	Sends E-mail notice when a job is complete. It is also available that send a notice when a job is interrupted.	page 13-46
	EcoPrint	EcoPrint saves ink when printing. Use this function for test prints or any other occasion when high quality print is not required.	page 13-13
	Fold	Fold the finished documents.	page 13-6
	Priority Override	Suspends the current job and gives a new job top priority.	page 13-47
	Text Stamp	You can add a text stamp on the documents.	page 13-38
	Bates Stamp	You can add a bates stamp on the documents.	page 13-42
	Encrypted PDF Password	Enter the preassigned password to print the PDF data.	page 13-57
	JPEG/TIFF Print	Select the image size when printing JPEG or TIFF files.	page 13-57
	XPS Fit to Page	Reduces or enlarges the image size to fit to the selected paper size when printing XPS file.	page 13-58

Global Navigation	Function	Description	Reference page
Color/Image Quality Configure the color mode settings.	**Color Selection**[*1]	Select the color mode setting. This function is available only for color model.	page 13-11

*1 Available only for color model.

Saving Documents to USB Drive (Scan to USB)

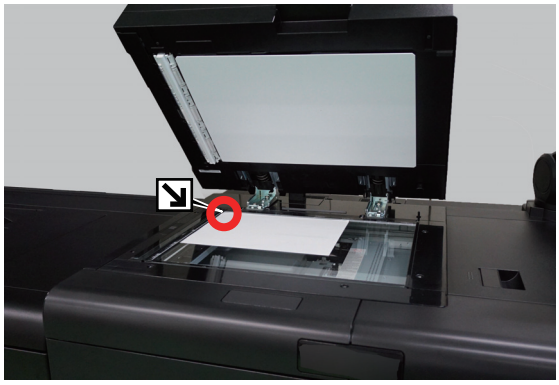
You can store scanned documents to a removal USB drive.

NOTE

The maximum number of the storable files is 1,000.

1 Place the originals.

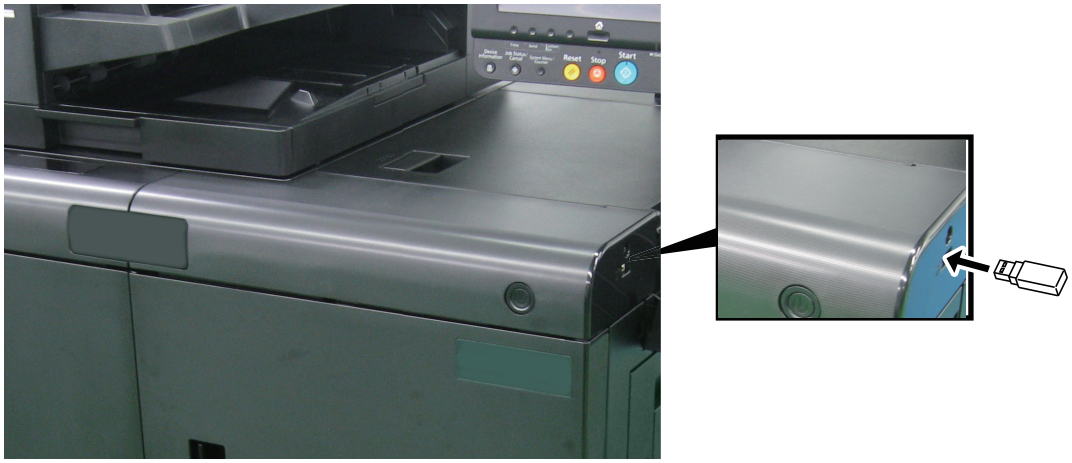




Loading Originals (page 4-20)

2 Plug the USB drive.

1 Plug the USB drive into the USB Port.



2 When the machine reads the USB drive, "USB Drive is recognized. Displaying files." may appear. Select [**Continue**].

Displays the USB Drive screen.

NOTE

If the message does not appear, select [**USB Drive**] on the Home screen.

3 Store the document.

1 Select the folder where the file will be stored.

The machine will display the top 3 folder levels, including the root folder.

2 Select [**Store File**].

3 Set the type of original, file format, etc., as desired.

For the features that can be set, refer to the following:

USB Drive (Storing Documents) (page 12-26)

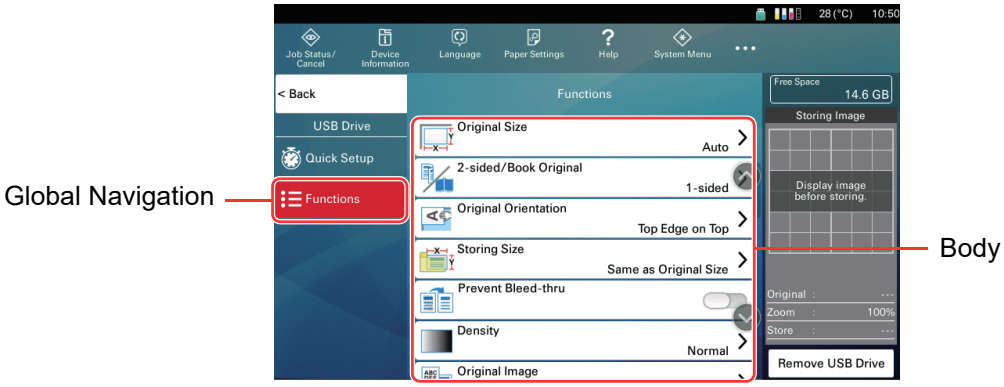
4 Check the storing image.

5 Press the [**Start**] key.

The original is scanned and the data is stored in the USB drive.

USB Drive (Storing Documents)

Each function is displayed in the Body when Global Navigation is selected.



For details on each function, see the table below.

Global Navigation	Function	Description	Reference page
Functions Configure the settings for color selection and document name when storing the document in the USB drive.	**Original Size**	Specify the original size to be scanned.	page 13-3
	2-sided/Book Original	Select the type and orientation of the binding based on the original.	page 13-48
	Original Orientation	Select the orientation of the original document top edge to scan correct direction.	page 13-5
	Prevent Bleed-thru	Hides background colors and image bleed-through when scanning thin original.	page 13-17
	Density	Adjust density.	page 13-10
	Original Image	Select original image type for best results.	page 13-10
	Scan Resolution	Select fineness of scanning resolution.	page 13-55
	Color Selection	Select the color mode setting. This function is available only for color model.	page 13-11
	Sharpness	Adjusts the sharpness of image outlines.	page 13-15
	Background Density Adj.	Removes dark background from originals, such as newspapers.	page 13-16
	Zoom	Adjust the zoom to reduce or enlarge the image.	page 13-18
	Centering	Centers the original image on the paper when storing onto paper different from the original size.	page 13-22
	Border Erase	Erases the black border that forms around the image.	page 13-24
	Erase Shadowed Areas	When scanning with the document processor open, erase the extra shaded area.	page 13-32
	Continuous Scan	Scans a large number of originals in separate batches and then produce as one job.	page 13-45
	File Name Entry	Adds a file name.	page 13-46

Global Navigation	Function	Description	Reference page
Functions Configure the settings for color selection and document name when storing the document in the USB drive.	**File Format**	Specify the image file format. Image quality level can also be adjusted.	page 13-50
	Job Finish Notice	Sends E-mail notice when a job is complete. It is also available that send a notice when a job is interrupted.	page 13-46
	File Separation	Creates several files by dividing scanned original data page by specified number of pages, and sends the files.	page 13-54
	Text Stamp	You can add a text stamp on the documents.	page 13-38
	Bates Stamp	You can add a bates stamp on the documents.	page 13-42
	Contrast	You can adjust the contrast between light and dark areas of the image.	page 13-15
	Skip Blank Page	When there are blank pages in a scanned document, this function skips the blank pages and stores only pages that are not blank.	page 13-48
	Long Original	Reads long-sized original documents using a document processor.	page 13-57

Check the USB Drive Information

1 In the USB Drive screen, select [USB Info].

2 Once you confirm the information, select [Close].

Removing USB Drive

IMPORTANT

Be sure to follow the proper procedure to avoid damaging the data or USB drive.

1 Display the screen.

[**Home**](⌂) key > [**USB Drive**]

2 Select [Remove USB].

Select [**OK**], and remove the USB drive after "USB Drive can be safely removed." is displayed.

NOTE

USB drive can also be removed after checking the status of the device.

Device Status (page 14-13)

13 Using Various Functions

This chapter explains the overview and settings of various functions available for Copy, Send, Custom Box, and USB Drive.

Function Icons 13-2
About Functions 13-3
Original Size 13-3
Paper Selection 13-4
Original Orientation 13-5
Fold 13-6
Collate/Offset 13-7
ID Card Copy 13-7
Staple/Punch 13-8
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Color Selection 13-11
EcoPrint 13-13
Hue Adjustment 13-13
Sharpness 13-15
Contrast 13-15
Background Density Adj. (Background Density Adjustment) ... 13-16
Saturation 13-16
Prevent Bleed-thru 13-17
Trapping 13-17
Zoom 13-18
Combine 13-20
Margin/Centering, Margin, Centering 13-22
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Insert Sheets/Chapters 13-35
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Text Stamp 13-38
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Send and Store 13-56
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Registering Shortcuts (Copy, Send, and Document Box Settings) 13-62
Adding Shortcuts 13-62
Editing Shortcuts 13-62
Deleting Shortcuts 13-63

Function Icons

This chapter uses icons to indicate the operations that each function can be used for (copying, sending, user box, USB drive).

Icon	Description
 Org./Paper /Finishing	Access to the function from the Copy screen is indicated by icons. The example on the left means that Selecting [**Org./Paper/Finishing**] tab in the Copy screen allows you to access the function you want to use.
 Org./Send Data Format	Access to the function from the Send screen is indicated by icons. The example on the left means that Selecting [**Org./Send Data Format**] tab in the Send screen allows you to access the function you want to use.
 Functions	Access to the function from the Custom Box screen is indicated by icons. The example on the left means that Selecting [**Functions**] tab in the Custom Box screen allows you to access the function you want to use.
 Functions	Access to the function from the USB Drive screen is indicated by icons. The example on the left means that Selecting [**Functions**] tab in the USB Drive screen allows you to access the function you want to use.

About Functions

Original Size

Copy Org./Paper /Finishing Send Org./Send Data Format Custom Box Functions USB Memory Functions

Specify the original size to be scanned.

Select [**Auto**], [**Metric**], [**Inch**], [**Others**] or [**Size Entry**] to select the original size.

Item	Value	Description
Auto	—	Have the size of original detected automatically.
Metric	A3⏍, A4*1, A5*1, A6⏍, B4⏍, B5*1, B6*1, Folio⏍, 216×340 mm⏍	Select from the metric sizes.
Inch	Ledger⏍, Letter*1, Legal⏍, Statement*1, 11"×15"⏍, Oficio II⏍	Select from the inch sizes.
Others	8K⏍, 16K*1, Hagaki (Cardstock), Oufuku hagaki (Return postcard)	Select from the other sizes.
Size Entry	Metric X: 50 to 432 mm (in 1 mm increments) Y: 50 to 297 mm (in 1 mm increments)	Enter the size not included in the Metric, Inch, and Others. When you have selected [**Size Entry**], select [**+**] or [**-**] to set the sizes of "X" (horizontal) and "Y" (vertical). Select [**# Keys**] to use the numeric keys for entry. The input units can be changed in System Menu. For details, refer to the following: ➔ Measurement (page 15-6)
	Inch X: 2.00 to 17.00" (in 0.01" increments) Y: 2.00 to 11.69" (in 0.01" increments)	

*1 Includes ⏍ and ⏍.

NOTE

Be sure to always specify the original size when using custom size original.

Paper Selection

Copy Org./Paper /Finishing Custom Box Functions USB Memory Functions

Select the cassette or multipurpose tray that contains the required paper size.

If [**Auto**] is selected, the paper matching the size of the original is selected automatically.

NOTE

- Before a cassette can be selected, you must register the size, weight, and type of paper loaded in the cassette.
  - Paper Size (page 15-13)
  - Media Type (page 15-13)
  - Paper Weight (page 15-14)
- Before the multipurpose tray can be selected, you must register the size, weight, and type of paper loaded in the tray.
  - Paper Size (page 15-16)
  - Media Type (page 15-16)
  - Paper Weight (page 15-17)
- Cassettes 5 and higher are displayed when the optional paper feeder is installed.
- If the specified size of paper is not loaded in a cassette or the multipurpose tray, a confirmation screen appears. When [**Auto**] is set, a confirmation screen will appear if there is no paper of the same size as the detected original size. Add the paper you want to use in the desired paper source. Printing or Copying starts.

Original Orientation

Copy Org./Paper /Finishing | Send Org./Send Data Format | Custom Box Functions | USB Memory Functions

Select the orientation of the original document top edge to scan correct direction.

To use any of the following functions, the document's original orientation must be set.

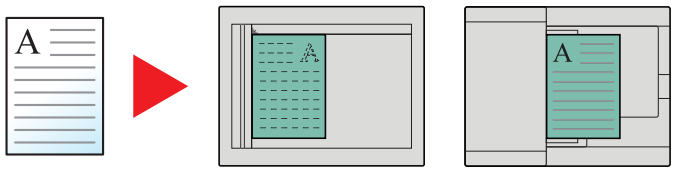
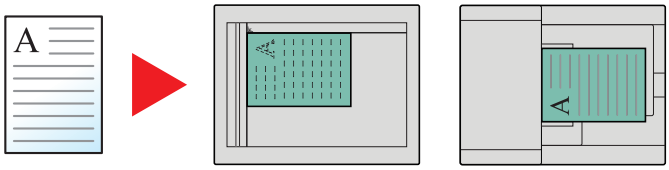
- Zoom (XY Zoom)
- Duplex
- Margin/Centering
- Border Erase
- Combine
- Memo page
- Page #
- Booklet
- Stapling/Punch (optional feature)
- 2-sided/Book Original
- Text Stamp
- Bates Stamp

NOTE

If [**On**] is selected in the setting for Orientation Confirmation in System Menu, the selection screen for original orientation appears when you select any of the above functions.

Orientation Confirmation (page 15-25)

Select original orientation from [**Top Edge on Top**], [**Top Edge on Left**] or [**Auto**].

Item	Image
Top Edge on Top	 Original Original orientation
Top Edge on Left	 Original Original orientation
Auto	

NOTE

The default setting for Original Orientation can be changed.

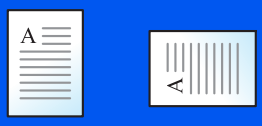
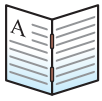
Orientation Confirmation (page 15-25)

Fold

Copy Org./Paper /Finishing Custom Box Functions USB Memory Functions

Folds the finished documents. Select the fold method.

The following folding options and orientations are available.

Item			Original orientation: Orientation: Landscape 	Original orientation: Orientation: Portrait 
Off			-	
Bi-Fold				
	Saddle Stitch			
Tri-Fold	Inside	R to L/B to T		
		L to R/T to B		
	Outside	R to L/B to T		
		L to R/T to B		

NOTE

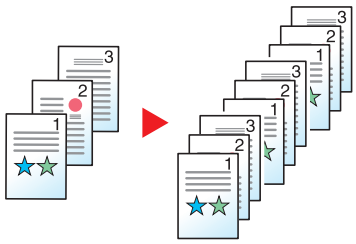
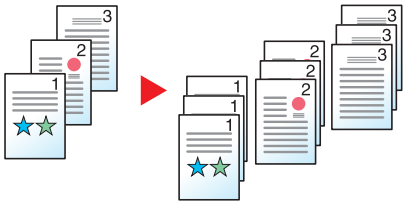
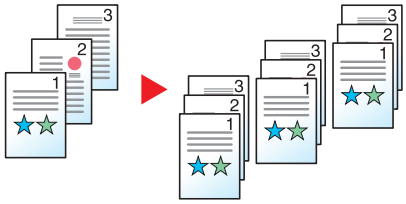
- Folding requires the optional 4,000-sheet Finisher or 100-sheet Staple Finisher, and the folding unit.
- For details on paper sizes and numbers of sheets that can be folded, refer to the following:

Folding Unit for 4,000-sheet Finisher (page 20-25)

Collate/Offset

Copy Org./Paper /Finishing Custom Box Functions USB Memory Functions

Offsets the output by page or set.

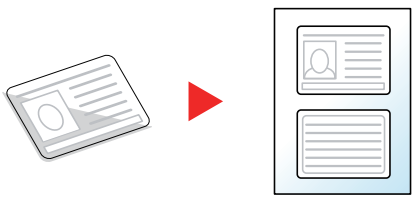
Item	Image	Description
Off		
Collate On		Scans multiple originals and delivers complete sets of copies as required according to page number.
Offset Each Page	Without Document Finisher (Option) 	Printed copies are produced after each page. **NOTE** To use offsetting, the same size of paper as the selected paper tray must be loaded in a different orientation in a different paper tray. The paper sizes supported in Offset: A4, B5, Letter and 16K.
Offset Each Set	With Document Finisher (Option) 	Printed copies are segregated after each set of copies (or after each page). **NOTE** • The optional Document Finisher is required. ➡ 4,000-sheet Finisher (DF-9100) (page 20-23) • The paper sizes supported in Offset: A3, A4, B4, B5, 216×340 mm, Letter, Legal, Ledger, Oficio II, 8K and 16K.

ID Card Copy

Copy Org./Paper /Finishing

Use this when you want to copy a driver's license or an insurance card. When you scan the front and back of the card, both sides will be combined and copied onto a single sheet.

(**Value**: [**Off**] / [**On**])



Staple/Punch

Copy Org./Paper /Finishing Custom Box Functions USB Memory Functions

Staple

NOTE

This function requires the optional Document Finisher. For details on paper sizes and numbers of sheets that can be stapled, refer to the following:

- 4,000-sheet Finisher (DF-9100) (page 20-23)
- Folding Unit for 4,000-sheet Finisher (page 20-25)

Staples the finished documents. The staple position can be selected.

Item	Value	Description
Staple	Off	
	Top Left	Select the staple position.
	Top Right	
	2 staples Left	
	2 staples Top	
	2 staples Right	
	Saddle Stitch	Select whether to fold the finished documents in two with staples in the center. When placing originals, be sure to place the cover page at the bottom. For details on saddle stitching, refer to the following: Booklet (page 13-26)

NOTE

One position staple is not slanted for the following paper sizes.

B5, 16K

Punch

Punches holes in sets of finished documents.

NOTE

- This function requires the optional 4,000-sheet Finisher and Punch Unit.
- For details on paper sizes that can be punched, refer to the following:
  Hole Punch Unit for 4,000-sheet Finisher (PH-7A/7C/7D) (page 20-24)
- The inch model provides two-hole and three-hole punching. The metric model provides two-hole and four-hole punching.

Item	Value	Description
Punch	Off	
	2 holes Left	Select the position of punch holes.
	2 holes Top	
	2 holes Right	
	4 holes Left	
	4 holes Top	
	4 holes Right	

NOTE

The inch model provides two-hole and three-hole punching. The metric model provides two-hole and four-hole punching.

Paper Output

Copy Org./Paper /Finishing Custom Box Functions USB Memory Functions

Specify the output tray.

Item	Description
Right Tray	Outputs to the Right Tray of the machine.

with optional 5,000-Sheet Stacker

Item	Description
Right Tray	Outputs to the Right Tray of the machine.
(Stacker 1) Stacker Cart	Delivery to the stacker cart of the Stacker 1.
(Stacker 1) Top Tray	Outputs to the Top Tray of the Stacker 1.
(Stacker 2) Stacker Cart	Delivery to the stacker cart of the Stacker 2.
(Stacker 2) Top Tray	Outputs to the Top Tray of the Stacker 2.

with optional 4,000-sheet Finisher

Item	Description
Right Tray	Outputs to the Right Tray of the machine.
Tray A	Delivery to the Tray A of the optional Document Finisher.
Tray B	Delivery to the Tray B of the optional Document Finisher.

NOTE

The default setting for Paper Output can be changed.

Paper Output (page 15-23)

Density

Copy: Color/Image Quality | Send: Color/Image Quality | Custom Box: • Functions • Color/Image Quality | USB Memory: • Functions • Color/Image Quality

Adjust density.

(**Value**: [**-4**] (Lighter) to [**+4**] (Darker))



Original Image

Copy: Color/Image Quality | Send: Color/Image Quality | Custom Box: • Functions • Color/Image Quality | USB Memory: • Functions • Color/Image Quality

Select original image type for best results.

Copying

Item	Description
Text+Photo	Best for mixed text and photo documents printed on this machine originally.
Photo	Best for photos printed on this machine originally.
Text	Best for documents that are mostly text and were originally printed on this machine.

NOTE

If gray text is not printed completely using [**Text + Photo**], selecting [**Text**] may improve the result.

Sending/Printing/Storing

Item	Description
Text+Photo	Best for mixed text and photo documents.

Item	Description
Photo	Best for photos taken with a camera.
Text	Sharply renders pencil text and fine lines. Select [**Text**], [**Light Text/Fine Line**] or [**Text (for OCR)**]. When [**Text (for OCR)**] is selected, scanning produces an image that is suitable for OCR. This function is only available when Color Selection is set to Black and White. Color Selection (page 13-11)

Color Selection

Copy Color/Image Quality

Send Color/Image Quality

Custom Box • Functions • Color/Image Quality

USB Memory • Functions • Color/Image Quality

Select the color mode setting. This function is available only for color model.

Copying

IMPORTANT

For monochrome model, select [Black & White].

Item		Description
Auto Color		Automatically recognizes whether documents are color or black and white.
Full Color		Prints documents in full color.
Black & White		Prints documents in black and white.
Single Color	**Cyan**	Specify one of the colors and produce copies in that color regardless of original type.
	Magenta	
	Yellow	
	Red	
	Green	
	Blue	

Printing Documents in Custom Box or USB Drive

IMPORTANT

For monochrome model, select [Black & White] or [Grayscale].

Item	Description
Auto Color (Color/Grayscale)	The color of the stored document is automatically detected. A color document is printed in full color, and a black & white document is printed in grayscale. Not displayed when printing from USB Drive.
Auto Color (Color/B & W)	The color of the stored document is automatically detected. A color document is printed in full color, and a black & white document is printed in black & white. Not displayed when printing from USB Drive.
Full Color	Prints documents in full color.
Grayscale	Prints documents in grayscale. Not displayed when printing from USB Drive.
Black & White	Prints documents in black and white.

Sending/Storing

Item	Description
Auto Color (Color/Grayscale)	Automatically recognizes whether the document is color or black and white, and scan color documents in Full Color and black and white documents in Grayscale.
Auto Color (Color/B & W)	Automatically recognizes whether the document is color or black and white, and scan color documents in Full Color and black and white documents in Black and White.
Full Color	Scans the document in full color.
Grayscale	Scans the document in grayscale. Produces a smooth, detailed image.
Black & White	Scans the document in black and white.

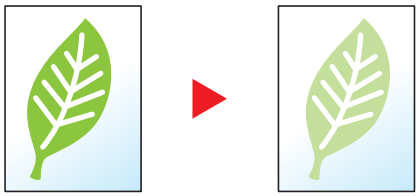
NOTE

This feature is used with full color and auto color copying.

EcoPrint

Copy Color/Image Quality Custom Box Functions USB Memory Functions

EcoPrint saves ink when printing. Use this function for test prints or any other occasion when high quality print is not required.



Item	Value	Description
Off		
On	[1] (Lower) to [5] (Higher)	Adjust the Ink Save Level.

Hue Adjustment

Copy Color/Image Quality Custom Box Functions

Adjust the color (hue) of images. This function is available only for color model.

Make adjustments such as adjusting red to a strong yellow-red or yellow to a strong green-yellow to make more creative copies.

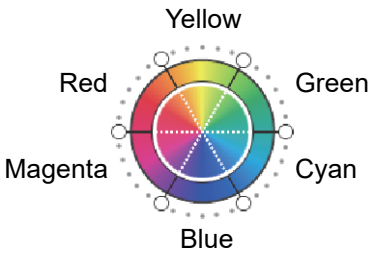
Original



When adjusting yellow to more green, blue to more magenta (the ▼ part)

When adjusting yellowish-red to more yellow, bluish-cyan to more blue (the ▼ part)

The following settings can be set.



Item	Description
Off	
All	Adjust hue for all colors. Select [↺] or [↻] to adjust the hue.
Individual	Select individual colors to adjust the hue. Select [**Red**], [**Magenta**], [**Blue**], [**Yellow**], [**Green**] or [**Cyan**] and then select [↺] or [↻] to adjust the hue.

NOTE

- This feature is used with full color and auto color copying.
- These adjustments are especially useful on rich color images.

Sharpness

Copy: Color/Image Quality
Send: Color/Image Quality
Custom Box: • Functions • Color/Image Quality
USB Memory: Functions

Adjusts the sharpness of image outlines.

When copying penciled originals with rough or broken lines, clear copies can be taken by adjusting sharpness toward "Sharpen". When copying images made up of patterned dots such as magazine photos, in which moire*1 patterns appear, edge softening and weakening of the moire effect can be obtained by setting the sharpness toward "Blur".

When [**All**] is selected, select [**-3**] to [**3**] (Blur - Sharpen) to adjust the sharpness.
When [**Text/Fine Line**] is selected, select [**0**] to [**3**] (Normal - Sharpen) to adjust the sharpness.

Less Sharp ◀ **Original** ▶ **More Sharp**



Item	Value	Description
All	**[+1] to [+3] (Sharpen)**	Emphasizes the image outline.
	[-1] to [-3] (Blur)	Blurs the image outline. Can weaken a Moire*1 effect.
Text/Fine Line	**[0] to [3] (Normal - Sharpen)**	Makes letters and lines appear sharper. Only text and fine lines are emphasized.

*1 Patterns that are created by irregular distribution of halftone dots.

Contrast

Copy: Color/Image Quality
Send: Color/Image Quality
Custom Box: • Functions • Color/Image Quality
USB Memory: Functions

You can adjust the contrast between light and dark areas of the image.

Lower ◀ **Original** ▶ **Higher**



Item	Description
[+1] to [+4] (Higher)	Increases the sharpness of colors.
[-1] to [-4] (Lower)	Creates smoother colors.

Background Density Adj. (Background Density Adjustment)

Copy: Color/Image Quality
Send: Color/Image Quality
Custom Box: • Functions • Color/Image Quality
USB Memory: Functions

Removes dark background from originals, such as newspapers.

If the ground color is obtrusive, select [**Auto**]. If [**Auto**] does not remove the ground color, select [**Manual**] and adjust the density of the ground color.

Item	Description
Off	Does not adjust the ground color.
Auto	Automatically adjusts the background density based on the original.
Manual	Select [**1**] to [**5**] (Lighter - Darker) to adjust the background density manually.

Saturation

Copy: Color/Image Quality
Custom Box: Functions

Adjust the color saturation of the image. This function is available only for color model.

Grayish ◀ **Original** ▶ **Vivid**



Results in paler color. Results in more vivid color.

NOTE

This feature is used with full color and auto color. Saturation is disabled if Auto Color detects black and white originals.

Item	Description
[-1] to [-3] (Grayish)	Results in paler color.
[+1] to [+3] (Vivid)	Results in more vivid color.

Prevent Bleed-thru

Copy Color/Image Quality

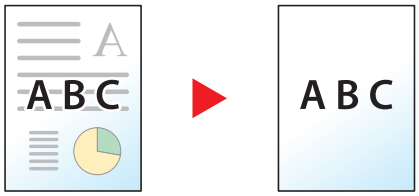
Send Color/Image Quality

Custom Box • Functions • Color/Image Quality

USB Memory Functions

Hides background colors and image bleed-through when scanning thin original.

(**Value**: [**Off**] / [**On**])

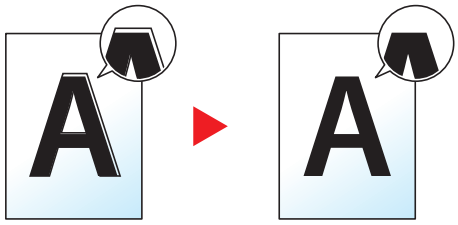


Trapping

Copy Color/Image Quality

Custom Box Functions

Remove blank areas if characters and the image outline in black have blank areas because of color drift.



IMPORTANT

If Trapping is set, the outline may be highlighted.

Item		Value	Description
Off			
On	**Trapping Level**	Light, Medium, Heavy	Set Trapping Level. A higher level eliminates more blank areas.

Zoom

Copy Layout/Edit Send Advanced Setup Custom Box Functions USB Memory Functions

Adjust the zoom to reduce or enlarge the image.

Copying

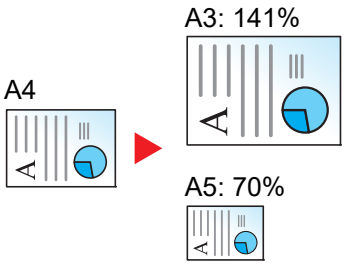
The following zoom options are available.

100%

Reproduces the original size.

Auto

Adjusts the image to match the paper size.



Standard Zoom

Reduces or enlarges at preset magnifications.

Item		Value	Description
Standard Zoom			
	Metric	400% Max., 200% A5>>A3 141% A4>>A3 A5>>A4, 127% Folio>>A3 106%, 11" x 15">>A3, 100%, 90% Folio>>A4 75% 11" x 15">>A4, 70% A3>>A4 A4>>A5, 50%, 25% Min.	Select a preset ratio.
	Inch	400% Max., 200% Statement>>Ledger, 154% Statement>>Legal, 129% Letter>>Ledger, 121% Legal>>Ledger, 100%, 78% Legal>>Letter, 77% Ledger>>Legal, 64% Ledger>>Letter, 50% Ledger>>Statement, 25% Min.	

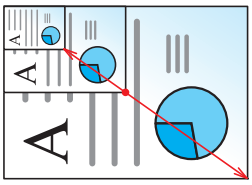
Others

Reduces or enlarges at preset magnifications other than standard zoom.

Item	Value	Description
Others	129% Statement>>Letter, 115% B5>>A4, 90% Folio>>A4, 86% A4>>B5, 78% Legal>>Letter, 64% Ledger>>Letter	Select a preset ratio.

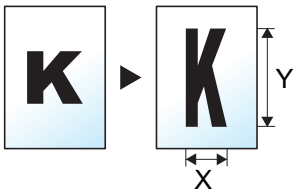
Zoom Entry

Manually reduces or enlarges the original image in 1% increments between 25% and 400%. Use the numeric keys or select [+] or [-] to enter the any magnification.



XY Zoom

Select vertical and horizontal magnifications individually. Magnifications can be set in 1% increments between 25% and 400%.



Item		Value	Description
XY Zoom		X: 25 to 400% (in 1% increments) Y: 25 to 400% (in 1% increments)	Select vertical and horizontal magnifications individually. Select [**+**] or [**-**] to change the displayed magnifications of "X" (horizontal) and "Y" (vertical). Select [**# Keys**] to use the numeric keys for entry.
	Original Orientation	Top Edge on Top, Top Edge on Left, Auto	Select the orientation of the original document top edge to scan correct direction. Select [**Original Orientation**] to choose orientation of the originals, either [**Top Edge on Top**] or [**Top Edge on Left**]. Then select [**OK**].

Printing/Sending/Storing

Item	Description
100%	Reproduces the original size.
Auto	Reduces or enlarges original to sending/storing size.

NOTE

- To reduce or enlarge the image, select the paper size, sending size, or storing size.
  - Paper Selection (page 13-4)
  - Sending Size (page 13-49)
- Some combinations of original size and paper size or sending size may cause the image to be positioned at the edge of the paper. To center the original vertically and horizontally on the page, use the Centering function.
  - Margin/Centering, Margin, Centering (page 13-22)

Combine

Copy Layout/Edit Custom Box Functions

Combines 2 or 4 original sheets into 1 printed page.

You can select the page layout and the type of boundary lines around the pages.

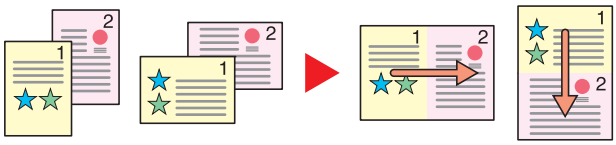
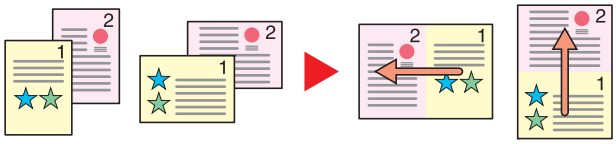
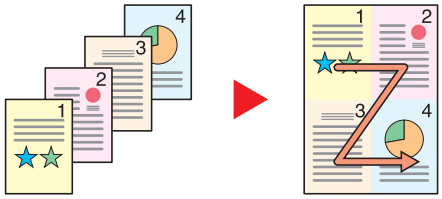
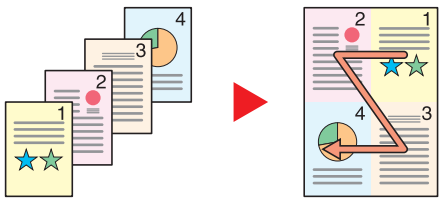
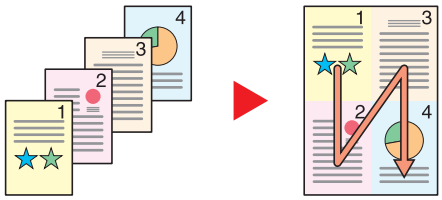
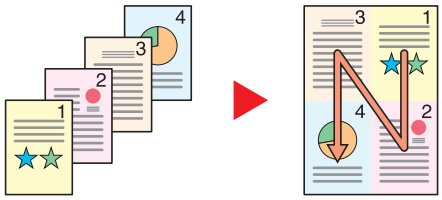
The following types of the boundary lines are available.



Item		Value	Description
Off			
2 in 1	**Layout**	2 in 1 (Left to Right/Top to Bottom, 2 in 1 (Right to Left/Bottom to Top)	Select the page layout of scanned originals.
	Border Line	None, Solid Line, Dotted Line, Positioning Mark	Select the boundary line type. Select [**Border Line**] to select the page boundary line, and select [**OK**].
	Original Orientation	Top Edge on Top, Top Edge on Left	Select the orientation of the original document top edge to scan correct direction. Select [**Original Orientation**] to choose orientation of the originals, either [**Top Edge on Top**] or [**Top Edge on Left**]. Then select [**OK**].

Item		Value	Description
4 in 1	**Layout**	4 in 1 (Right then Down), 4 in 1 (Left then Down), 4 in 1 (Down then Right), 4 in 1 (Down then Left)	Select the page layout of scanned originals.
	Border Line	None, Solid Line, Dotted Line, Positioning Mark	Select the boundary line type. Select [**Border Line**] to select the page boundary line, and select [**OK**].
	Original Orientation	Top Edge on Top, Top Edge on Left	Select the orientation of the original document top edge to scan correct direction. Select [**Original Orientation**] to choose orientation of the originals, either [**Top Edge on Top**] or [**Top Edge on Left**]. Then select [**OK**].

Layout image

Item		Image
2 in 1	**L to R/T to B**	
	R to L/B to T	
4 in 1	**Right then Down**	
	Left then Down	
	Down then Right	
	Down then Left	

NOTE

- The paper sizes supported in Combine mode: A3, A4, A4, A5, B4, B5, B5, Folio, 216×340 mm, Ledger, Letter, Letter, Legal, Statement, Oficio II, 8K, 16K and 16K.
- When placing the original on the platen, be sure to copy the originals in page order.

Margin/Centering, Margin, Centering

Copy Layout/Edit | Send Advanced Setup | Custom Box Functions | USB Memory Functions

Copying/Printing

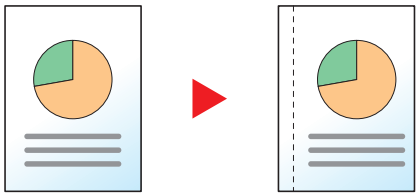
Add margins (white space). In addition, you can set the margin width and the back page margin.

Centering: Centers the original image on the paper when copying onto paper different from the original size.

NOTE

The default setting for margin width can be changed.

Margin Default (page 15-40)



Item		Value	Description
Off			
Margin	**Left/Right**	Metric: -18 mm to +18 mm (in 1 mm increments) Inch: -0.75" to +0.75" (in 0.01" increments)	Set the margin width. Enter the margins for "Left/Right" and "Top/Bottom" by selecting [**+**] or [**-**], or by using the numeric keys. The input units can be changed in System Menu. For details, refer to the following: ➔ Measurement (page 15-6)
	Top/Bottom		
	Back Page	Auto, Manual	For duplex copying, select [**Back Page**] and select [**Auto**] or [**Manual**]. When [**Auto**] is selected, an appropriate margin is applied automatically on the rear page depending on a margin specified for the front page and a binding orientation. When [**Manual**] is set, you can set a different margin than the front on the back. Set the margin in the screen that is displayed. The setting selections are the same as for the front.
	Original Orientation	Top Edge on Top, Top Edge on Left, Auto	Select the orientation of the original document top edge to scan correct direction. Select [**Original Orientation**] to choose orientation of the originals, either [**Top Edge on Top**] or [**Top Edge on Left**]. Then select [**OK**].
Centering	**Original Orientation**	Top Edge on Top, Top Edge on Left, Auto	Select the orientation of the original document top edge to scan correct direction. Select [**Original Orientation**] to choose orientation of the originals, either [**Top Edge on Top**] or [**Top Edge on Left**]. Then select [**OK**]. **NOTE** Not displayed when printing from USB drive.

Sending/Storing

When you have sent/stored the original after specifying the original size and sending/storing size, depending on these sizes, a margin is created at the bottom, left, or right side of paper. By using the Centering function, the image is placed with a margin equally created for all edges.

(**Value**: [**Off**] / [**On**])

Border Erase

Copy Layout/Edit Send Advanced Setup Custom Box Functions USB Memory Functions

Erases the black border that forms around the image.

The following modes are available.

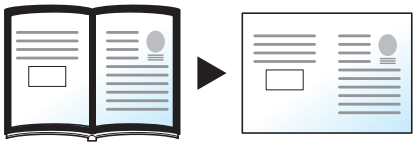
Border Erase Sheet



Original Copy

Erases black borders around the single sheet original.

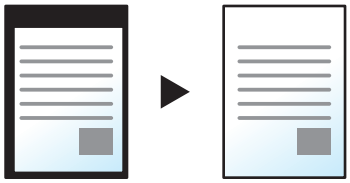
Border Erase Book



Original Copy

Erases black borders around the edges and in the middle of the original such as a thick book. You can specify the widths individually to erase the borders around the edges and in the center of the book.

Individual Border Erase



Original Copy

You can specify border erase widths individually for all edges.

NOTE

- The default setting for border erase width can be changed.
  Border Erase Default (page 15-38)
- The default width for back page can be changed.
  Border Erase to Back Page (page 15-38)

Item			Value	Description
Off				
Border Erase Sheet	**Border**		Metric: 0 mm to 50 mm (in 1 mm increments) Inch: 0.00" to 2.00" (in 0.01" increments)	Set the border erase width. Set the value by selecting [**+**] or [**-**], or by using the numeric keys. The input units can be changed in System Menu. For details, refer to the following: ➔ Measurement (page 15-6)
	Back Page		Same as Front Page, Do Not Erase	For 2-sided originals, select [**Back Page**] and then select [**Same as Front Page**] or [**Do Not Erase**].
Border Erase Book	**Border**	**Border**	Metric: 0 mm to 50 mm (in 1 mm increments) Inch: 0.00" to 2.00" (in 0.01" increments)	Set the border erase width. Set the value by selecting [**+**] or [**-**], or by using the numeric keys. The input units can be changed in System Menu. For details, refer to the following: ➔ Measurement (page 15-6)
		Gutter		
	Back Page		Same as Front Page, Do Not Erase	For 2-sided originals, select [**Back Page**] and then select [**Same as Front Page**] or [**Do Not Erase**].
Individual Border Erase	**Border**	**Top**	Metric: 0 mm to 50 mm (in 1 mm increments) Inch: 0.00 to 2.00" (in 0.01" increments)	Set the border erase width. Set the value by selecting [**+**] or [**-**], or by using the numeric keys. The input units can be changed in System Menu. For details, refer to the following: ➔ Measurement (page 15-6)
		Bottom		
		Left		
		Right		
	Back Page		Same as Front Page, Do Not Erase	For 2-sided originals, select [**Back Page**] and then select [**Same as Front Page**] or [**Do Not Erase**].
	Original Orientation		Top Edge on Top, Top Edge on Left, Auto	Select the orientation of the original document top edge to scan correct direction. Select [**Original Orientation**] to choose orientation of the originals, either [**Top Edge on Top**] or [**Top Edge on Left**]. Then select [**OK**].

Booklet

Copy Layout/Edit Custom Box Functions

The Booklet option allows you to copy sheet originals and produce booklets such as small brochures or pamphlets. A booklet, such as a magazine, is made by folding at the center.

NOTE

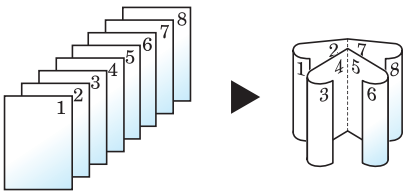
Using the optional 4,000-sheet Finisher and the folding unit enables you to saddle stitch your copies (fold them in two with staples in the center). Supported paper sizes are A3, A4, B4, Ledger, Letter, Legal, Oficio II and 8K.

Type of original	Original size	Paper size
One-sided original, Two-sided original	All*1	A3, A4*2, B4, B5*2, Ledger, Letter*2, Legal, Oficio II and 8K
Book Original	A3, A4, A5, B4, B5, Ledger, Letter and 8K	

*1 Except for custom sized originals.

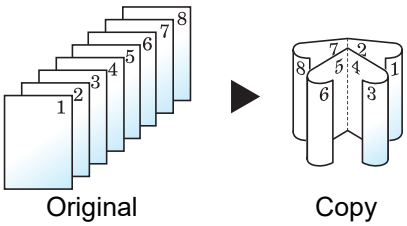
*2 Includes and .

Binding on the left side



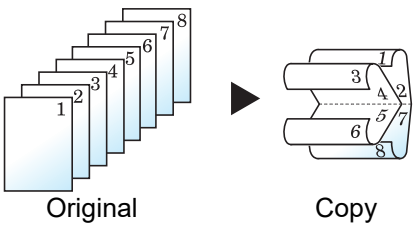
The folded copies can be read from left to right.

Binding on the right side



The folded copies can be read from right to left.

Top binding



The folded copies can be read from top to bottom.

Copying

Item		Value	Description
Off			
1-sided >> Booklet	**Finishing**	Binding Left, Binding Right, Binding Top	Select the binding orientation of copies.
	Original Orientation	Top Edge on Top, Top Edge on Left, Auto	Select the orientation of the original document top edge to scan correct direction. Select [**Original Orientation**] to choose orientation of the originals, either [**Top Edge on Top**] or [**Top Edge on Left**]. Then press [**OK**].
	Staple/Fold	Off, Fold Only, Saddle Stitch	To fold finished copies in half, select [**Staple/Fold**] and then select [**Fold Only**]. To use saddle stitching, select [**Staple/Fold**] and then select [**Saddle Stitch**].
2-sided >> Booklet	**Original**	Binding Left/Right, Binding Top	Select the binding direction of originals.
	Finishing	Binding Left, Binding Right, Binding Top	Select the binding orientation of copies.
	Original Orientation	Top Edge on Top, Top Edge on Left, Auto	Select the orientation of the original document top edge to scan correct direction. Select [**Original Orientation**] to choose orientation of the originals, either [**Top Edge on Top**] or [**Top Edge on Left**]. Then press [**OK**].
	Staple/Fold	Off, Fold Only, Saddle Stitch	To fold finished copies in half, select [**Staple/Fold**] and then select [**Fold Only**]. To use saddle stitching, select [**Staple/Fold**] and then select [**Saddle Stitch**].
Book >> Booklet[*1]	**Original**	Binding Left, Binding Right	Select the binding direction of originals.
	Finishing	Binding Left, Binding Right	Select the binding orientation of copies.
	Staple/Fold	Off, Fold Only, Saddle Stitch	To fold finished copies in half, select [**Staple/Fold**] and then select [**Fold Only**]. To use saddle stitching, select [**Staple/Fold**] and then select [**Saddle Stitch**].

*1 [**Top Edge on Top**] is set for "Original Orientation".

Printing

Item			Value	Description
Off				
Booklet	**Binding**		Left, Right, Top	Select the binding orientation of copies.
	Cover	**Off**		
		Cover: Front Cover Print Setting	Not Print, Front Only, Back Only, Duplex	Select whether to add the cover. Select the printing method for the cover to be inserted. Select [**Cover**], and then [**Cover**], and specify the print setting for the cover to be inserted. Select from [**Not Print**], [**Back Only**], [**Front Only**], and [**Duplex**], and press [**OK**].
		Cover: Back Cover Print Setting	Not Print, Front Only, Back Only, Duplex	
	Staple/Fold		Off, Fold Only, Saddle Stitch	To fold finished copies in half, select [**Staple/Fold**] and then select [**Fold Only**]. To use saddle stitching, select [**Staple/Fold**] and then select [**Saddle Stitch**].

NOTE

- The number of sheets that can be folded or Saddle Stitch stapled varies depending on paper weight. For details, refer to the following:
  Folding Unit for 4,000-sheet Finisher (page 20-25)
- When placing the original on the platen, be sure to place the originals in page order.

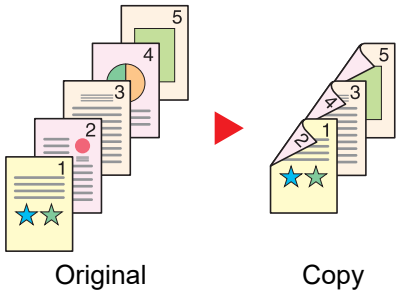
Duplex

Copy Layout/Edit Custom Box Functions USB Memory Functions

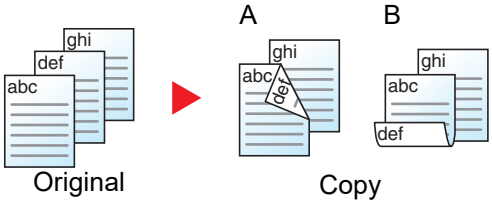
Produces two-sided copies. You can also create single-sided copies from two-sided originals.

The following modes are available.

One-sided to Two-sided



Produces two-sided copies from one-sided originals. In case of an odd number of originals, the back side of the last copy will be blank.

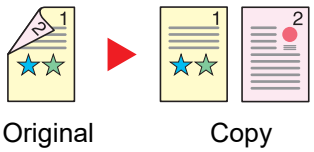


The following binding options are available.

A Binding Left/Right: Images on the second sides are not rotated.

B Binding Top: Images on the second sides are rotated 180 degrees. Copies can be bound on the top edge, facing the same orientation when turning the pages.

Two-sided to One-sided

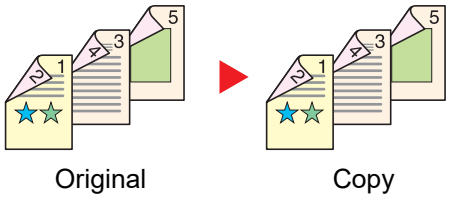


Copies each side of a two-sided original onto two individual sheets. Place originals in the document processor.

The following binding options are available.

- Binding Left/Right: Images on the second sides are not rotated.
- Binding Top: Images on the second sides are rotated 180 degrees.

Two-sided to Two-sided

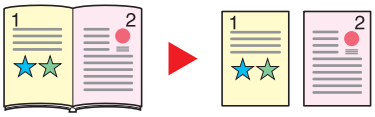


Produces two-sided copies from two-sided originals. Place originals in the document processor.

NOTE

The paper sizes supported in Duplex mode: A3, A4, A4, A5, B4, B5, B5, 216×340 mm, Ledger, Letter, Letter, Legal, Statement, Executive, Oficio II, Folio, 8K, 16K and 16K.

Book to One-sided

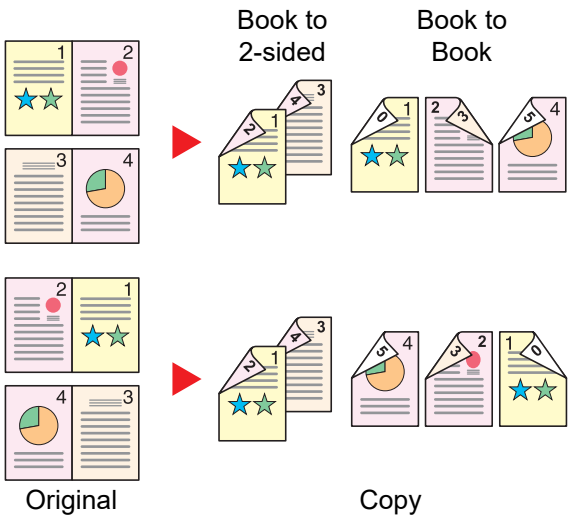


Produces a 1-sided copy of a 2-sided or open book original.
The following binding options are available.
Binding Left: Originals with facing pages are copied from left to right.
Binding Right: Originals with facing pages are copied from right to left.

NOTE

- The original sizes supported in Book to One-sided mode: A3, A4, A5, B4, B5, Ledger, Letter and 8K
- The paper sizes supported in Book to One-sided mode: A4, A4, B5, B5, Letter, Letter, 16K and 16K

Book to Two-sided



Produces two-sided copies from an open book original with facing pages.

NOTE

- The original sizes supported in Book to Two-sided mode: A3, A4, A5, B4, B5, Ledger, Letter and 8K
- The paper sizes supported in Book to Two-sided mode: A4, A4, B5, B5, Letter, Letter, 16K and 16K

Copying

Prints 1-sided or open book originals to 2-sided, or 2-sided or open book originals to 1-sided. Select the binding orientation for original and finished documents.

Item		Value	Description
1-sided >> 1-sided		—	Disables the function.
1-sided >> 2-sided	**Finishing**	Left/Right, Top	Select the binding orientation of copies.
	Original Orientation	Top Edge on Top, Top Edge on Left, Auto	Select the orientation of the original document top edge to scan correct direction. Select [**Original Orientation**] to choose orientation of the originals, either [**Top Edge on Top**] or [**Top Edge on Left**]. Then select [**OK**].

Item		Value	Description
2-sided >> 1-sided	**Original**	Left/Right, Top	Select the binding orientation of originals.
	Original Orientation	Top Edge on Top, Top Edge on Left, Auto	Select the orientation of the original document top edge to scan correct direction. Select [**Original Orientation**] to choose orientation of the originals, either [**Top Edge on Top**] or [**Top Edge on Left**]. Then select [**OK**].
2-sided >> 2-sided	**Original**	Left/Right, Top	Select the binding direction of originals.
	Finishing	Left/Right, Top	Select the binding orientation of copies.
	Original Orientation	Top Edge on Top, Top Edge on Left, Auto	Select the orientation of the original document top edge to scan correct direction. Select [**Original Orientation**] to choose orientation of the originals, either [**Top Edge on Top**] or [**Top Edge on Left**]. Then select [**OK**].
Book >> 1-sided	**Original**	Left, Right	Select the binding direction of originals. **NOTE** [**Top Edge on Top**] is set for "Original Orientation".
Book >> 2-sided	**Original**	Left, Right	Select the binding direction of originals. **NOTE** [**Top Edge on Top**] is set for "Original Orientation".
	Finishing	Book>>2-sided, Book>>Book	Select the desired Duplex option.

When placing the original on the platen, consecutively replace each original and press the [**Start**] key.

After scanning all originals, select [**Finish Scan**] to start copying.

Printing

Print a document to 1-sided or 2-sided sheets.

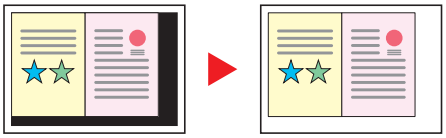
Item		Value	Description
1-sided		—	Disables the function.
2-sided	**Finishing**	Left/Right	Prints a 2-sided document so that the sheets are aligned properly for binding on the left or right.
		Top	Prints a 2-sided document so that the sheets are aligned properly for binding on the top.

Erase Shadowed Areas

Copy Layout/Edit Send Advanced Setup Custom Box Functions USB Memory Functions

When scanning with the document processor open, erase the extra shaded area.

(**Value**: [**Off**] / [**On**])

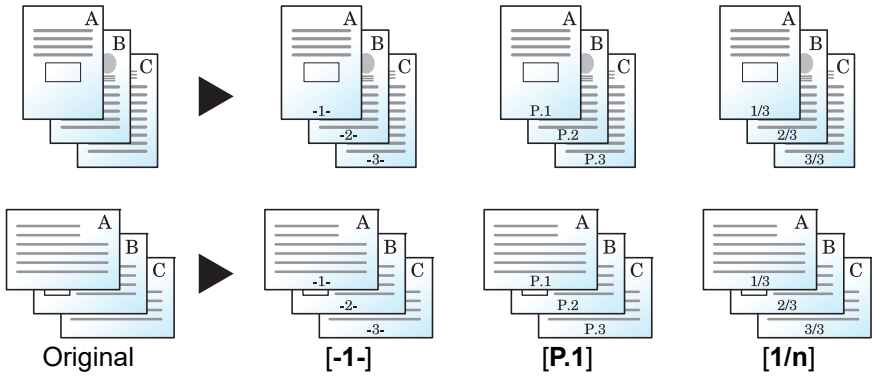


Page

Copy Layout/Edit Custom Box Functions

Adds page numbers to the finished documents.

The available formats for numbering are [**-1-**], [**P.1**] and [**1/n**]. The format [**1/n**] prints the total number of pages in the place of "n".



Select the numbering format from [**-1-**], [**P.1**] or [**1/n**].

Item	Value	Description
Off		

Item			Value	Description
-1-, P.1, 1/n	**Position**	**Position**	Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right	Select the print position of page number. You can specify the detailed stamp position using numeric values, and set the stamp position ([**Same as Front Page**], [**Mirror Front Page**]) when a stamp is placed on the back side of the paper in duplex printing.
		Nudge	Top/Bottom: -10 to +10 mm Left/Right: -10 to +10 mm	Adjust the page number position slightly.
		Back Page	Same as Front Page, Mirror Front Page	Set whether the page number will be placed in the same position as the front side.
	1st Page		1 to 10	To start page numbering from a page other than the first page, select [**+**] or [**-**] in "1st Page" to specify the starting page.
	Start #		1 to 999	To start the numbering with a number other than 1, select [**+**] or [**-**] in "Start Number" to specify the starting number.
	Denominator#		Auto, Manual (1 to 999)	The total number of pages "n" in the format [**1/n**] can be changed manually. Select [**Denominator #**] and select [**Manual**]. Select [**+**] or [**-**] to enter the total number of pages and select [**OK**].
	Last Page		Auto, Manual (-10 to 0)	If you do not want page numbering through to the last page, select [**Last Page**]. Select [**Manual**] and select [**+**] or [**-**] to specify the final page to be numbered (a negative number of pages counting backwards from the last page), and then select [**OK**]. Specify the desired number up to -10.

Item			Value	Description
-1-, P.1, 1/n	**Font**	**Font**	Courier, Letter Gothic	Set the font of page number.
		Size	Font sizes registered in "Text (Text Stamp)" are displayed. ➡ Font Size (Page #) (page 15-39)	Set the font size of page number.
		Color	Black, Cyan, Magenta, Yellow, Red, Green, Blue, White	Set the color of page number.
		Style	None, Bold, Italic, Bold/Italic	Set the font style of page number. Select a font style by checking the checkbox.
		Display Pattern	Clipping, Overwrite	Set the display method of page number.
		Density	10 to 100% (in 10% increments)	Set the density of the color of page number. Set the value by selecting [**+**] or [**-**].
	Original Orientation		Top Edge on Top, Top Edge on Left, Auto	Select the orientation of the original document top edge to scan correct direction. Select [**Original Orientation**] to choose orientation of the originals, either [**Top Edge on Top**] or [**Top Edge on Left**]. Then select [**OK**]. **NOTE** When you select [**P.1**] or [**1/n**], [**Original Orientation**] can be set.
	Count Blank Page		On, Off	When a scanned document contains blank pages, select [**On**] if you require blank pages to be numbered. select [**Off**] to skip blank pages. **NOTE** When you select [**P.1**] or [**1/n**], [**Count Blank Page**] can be set.

Insert Sheets/Chapters

Copy Layout/Edit

Insert a separator sheet, or make the first page of the chapter the front page when performing duplex printing.

The configured pages are displayed on the list.

Item				Value	Description
Off					
On	**Add**	**Separator**	**Separator Sheet**	1 to 998	Enter document page numbers where separators get inserted. Enter the page number by selecting [**+**] or [**-**], or by using the numeric keys.
			Paper Source	Cassette 1 to 8, MP Tray	Select the source of the paper for the separator.
		Chapter	**Chapter Page**	2 to 998	Enter the page numbers of the original document where you want to insert the chapters. Enter the page number by selecting [**+**] or [**-**], or by using the numeric keys.
	Edit			—	Change the configuration of the chapter page and separator. The method of operation is the same as that of a new addition.
	Delete			—	Delete the page selected in the list.
	Next >	**Sheets Setting**		Do Not Print, Front Only, Back Only*1, Duplex*1	After selecting [**Next**], select [**Do Not Print**], [**Front Only**], [**Back Only**], or [**Duplex**] for the print setting of the inserted paper.

*1 This item appears when finishing is set to 2-sided in "Duplex".

Duplex (page 13-29)

Memo Page

Copy Layout/Edit

Delivers copies with a space for adding notes.

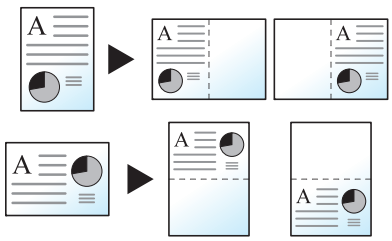
You can also print two originals onto the same sheet with a space or add lines to indicate page boundaries.

Select [**Layout A**] or [**Layout B**] and select the page layout from "Layout".

NOTE

The paper sizes supported in Memo mode: A3, A4, A4, A5, B4, B5, B5, 216×340 mm, Ledger, Letter, Letter, Legal, Statement, Oficio II, Folio, 8K, 16K and 16K

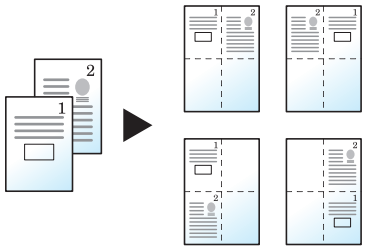
Layout A



Original Copy

Reduces images of each original page for printing onto half of a page, leaving the other half blank for notes.

Layout B



Original Copy

Reduces images of two original pages for printing onto half of a page, leaving the other half blank for notes.

Item		Value	Description
Off			
Layout A	**Layout**	Left/Top, Right/Bottom	Select how to lay out the pages of scanned original.
	Border Line	None, Solid Line, Dotted Line, Positioning Mark	Select the boundary line type. Select [**Border Line**] to select the page boundary line, and select [**OK**].
	Original Orientation	Top Edge on Top, Top Edge on Left	Select the orientation of the original document top edge to scan correct direction. Select [**Original Orientation**] to choose orientation of the originals, either [**Top Edge on Top**] or [**Top Edge on Left**]. Then select [**OK**].

Item		Value	Description
Layout B	**Layout**	Top Left to Right, Top Right to Left, Top Left to Bottom, Top Right to Bottom	Select how to lay out the pages of scanned original.
	Border Line	None, Solid Line, Dotted Line, Positioning Mark	Select the boundary line type. Select [**Border Line**] to select the page boundary line, and select [**OK**].
	Original Orientation	Top Edge on Top, Top Edge on Left	Select the orientation of the original document top edge to scan correct direction. Select [**Original Orientation**] to choose orientation of the originals, either [**Top Edge on Top**] or [**Top Edge on Left**]. Then select [**OK**].

Text Stamp

Copy Layout/Edit Send Advanced Setup Custom Box Functions USB Memory Functions

You can add a text stamp on the documents.

Copying/Printing

NOTE

This cannot be set when Text Stamp is set in the system settings.

Printing Jobs (page 15-63)

Item			Value	Description
Off				
On	**Stamp**		Entry with Keyboard, Template 1 to 8	Select the entry field and enter the text string to be printed, or select a text stamp from the displayed templates. Select [**Next**] to configure the other settings. **NOTE** Templates that have been set will appear. For details on registering templates, refer to the following: Text (Text Stamp) (page 15-39)
	Stamp Method		Each Print Page, Each Original Page	Select the stamp method. Select [**Stamp Method**] and set the stamp method for text stamp.
	Position	**Position**	Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right	Set the stamp position to be printed. Select [**Position**] and select the text stamp position. You can specify the detailed stamp position using numeric values, and to set the stamp position when a stamp is placed on the back side of the paper in duplex printing.
		Nudge	Top/Bottom: -10 to +10 mm Left/Right: -10 to +10 mm	Fine adjust the position of the stamp.
		Back Page	Same as Front Page, Mirror Front Page	Set whether the stamp will be placed in the same position as the front side.
		Rotation	0 to 359 degrees	Set how many degrees you want to rotate the stamp from the left or right.

Item			Value	Description
On	**Font**	**Font**	Courier, Letter Gothic	Set the font of text stamp.
		Size	Registered font sizes are displayed.	Set the font size of text stamp. For details on registering font sizes, refer to the following: Font Size (Text Stamp) (page 15-39)
		Character Border	Off, Circle, Rectangle, Underline	Set the character border and underline.
		Color	Black, Cyan, Magenta, Yellow, Red, Green, Blue, White	Set the color of text stamp.
		Style	None, Bold, Italic, Bold/Italic	Set the font style of text stamp. Select a font style by checking the checkbox.
		Display Pattern	Clipping, Overwrite	Set the display method of text stamp.
		Density	10 to 100% (in 10% increments)	Set the density of text stamp color. Set the value by selecting [**+**] or [**-**].
	Original Orientation		Top Edge on Top, Top Edge on Left, Auto	Select the orientation of the original document top edge to scan correct direction. Select [**Original Orientation**] to choose orientation of the originals, either [**Top Edge on Top**] or [**Top Edge on Left**]. Then select [**OK**].

Sending/Storing

NOTE

This cannot be set when Text Stamp is set in the system settings.

Sending Jobs (page 15-66)

Storing Jobs (page 15-68)

Item			Value	Description
Off				
On	**Stamp**		Any text string (32 characters or less), Template 1 to 8	Select the text entry box and enter the text string you want to print, or select the text stamp you want to print from the displayed templates. After selecting the stamp, select [**Next**]. **NOTE** Templates that have been set will appear. Text (Text Stamp) (page 15-39)
	Stamp Method		Each Print Page, Each Original Page	Select the stamp method. Select [**Stamp Method**] and set the stamp method for text stamp.
	Position	**Position**	Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right	Set the stamp position to be printed. Select [**Position**] and select the text stamp position. You can set stamp position details and the angle of the stamp.
		Nudge	Top/Bottom: -10 to +10 mm Left/Right: -10 to +10 mm	Fine adjust the position of the stamp.
		Rotation	0 to 359 degrees	Set how many degrees you want to rotate the stamp from the left or right.

Item			Value	Description
On	**Font**	**Font**	Courier, Letter Gothic	Set the font of text stamp.
		Size	Registered font sizes	Set the font size of text stamp. For details on registering font sizes, refer to the following: Font Size (Text Stamp) (page 15-39)
		Character Border	Off, Circle, Rectangle, Underline	Set the character border and underline.
		Color	Black, Cyan, Magenta, Yellow, Red, Green, Blue, White	Set the color of text stamp.
		Style	None, Bold, Italic, Bold/Italic	Set the font style of text stamp. Select a font style by checking the checkbox.
		Display Pattern	Clipping, Overwrite	Set the display method of text stamp.
		Density	10 to 100% (in 10% increments)	Set the display method of text stamp. Set the value by selecting [**+**] or [**-**].
	Original Orientation		Top Edge on Top, Top Edge on Left, Auto	Select the orientation of the original document top edge to scan correct direction. Select [**Original Orientation**] to choose orientation of the originals, either [**Top Edge on Top**] or [**Top Edge on Left**]. Then select [**OK**].

Bates Stamp

Copy Layout/Edit Send Advanced Setup Custom Box Functions USB Memory Functions

You can add a bates stamp on the documents.

Copying/Printing

NOTE

This cannot be set when Bates Stamp is set in the system settings.

Printing Jobs (page 15-63)

Item			Value	Description
Off				
On	**Stamp**		Date, User Name, Serial Number, Numbering, Text 1, Text 2	Set the stamp to be printed. When [**Text 1**] or [**Text 2**] is selected, select [**Change**] below and enter the text string. If you selected [**Date**], select [**Date Format**] and select [**MM/DD/YYYY**], [**DD/MM/YYYY**], or [**YYYY/MM/DD**] to set the date format. To set [**Numbering**], select [**Numbering Default**] and set the starting sequence number (1 to 9999999). If you select [**Fixed Digit Number**] > [**On**], you can set the number of digits of the serial number (1 to 7 digits).
	Date Format		YYYY/DD/MM, DD/MM/YYYY, YYYY/MM/DD	Set the format of the date. This appears if you selected [**Date**] in "Stamp".
	Numbering Default		1 to 9999999	Set the starting consecutive number. To set the number of digits (1 to 7) of the consecutive number, select [**Fixed Digit Number**] > [**On**]. This appears if you selected [**Numbering**] in "Stamp".
	Position	**Position**	Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right	Set the stamp position to be printed. Select [**Position**] and select the bates stamp position. You can specify the detailed stamp position using numeric values, and set the stamp position when a stamp is placed on the back side of the paper in duplex printing.
		Nudge	Top/Bottom: -10 to +10 mm Left/Right: -10 to +10 mm	Fine adjust the position of the stamp.
		Back Page	Same as Front Page, Mirror Front Page	Set whether the stamp will be placed in the same position as the front side.

Item			Value	Description
On	**Font**	**Font**	Courier, Letter Gothic	Set the font of bates stamp.
		Size	Registered font sizes are displayed.	Set the font size of bates stamp. For details on registering font sizes, refer to the following: ➡ Font Size (Bates Stamp) (page 15-39)
		Color	Black, Cyan, Magenta, Yellow, Red, Green, Blue, White	Set the color of the bates stamp.
		Style	None, Bold, Italic, Bold/Italic	Set the font style of bates stamp. Select a font style by checking the checkbox.
		Display Pattern	Clipping, Overwrite	Set the display method of the bates stamp.
		Density	10 to 100% (in 10% increments)	Set the density of bates stamp color. Set the value by selecting [**+**] or [**-**].
	Original Orientation		Top Edge on Top, Top Edge on Left, Auto	Select the orientation of the original document top edge to scan correct direction. Select [**Original Orientation**] to choose orientation of the originals, either [**Top Edge on Top**] or [**Top Edge on Left**]. Then select [**OK**].

Sending/Storing

NOTE

This cannot be set when Bates Stamp is set in the system settings.

➡ Sending Jobs (page 15-66)

➡ Storing Jobs (page 15-68)

Item		Value	Description
Off			
On	**Stamp**	Date, User Name, Serial Number, Numbering, Text 1, Text 2	Set the stamp to be printed. To set any text string, select the entry box of [**Text 1**] or [**Text 2**], enter the text string you want to print, and select [**Text 1**] or [**Text 2**]. After selecting the stamp, select [**Next**].
	Date Format	MM/DD/YYYY, DD/MM/YYYY, YYYY/MM/DD	Set the format of the date. This appears if you selected [**Date**] in "Stamp".

Item			Value	Description
On	**Numbering Default**		1 to 9999999	Set the starting consecutive number. To set the number of digits (1 to 7) of the consecutive number, select [**Fixed Digit Number**] > [**On**]. This appears if you selected [**Numbering**] in "Stamp".
	Position	**Position**	Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right	Set the print position of the stamp. Select [**Position**] and select the text stamp print position. You can set stamp position details.
		Nudge	Top/Bottom: -10 to +10 mm Left/Right: -10 to +10 mm	Fine adjust the position of the stamp.
	Font	**Font**	Courier, Letter Gothic	Set the font of bates stamp.
		Size	Registered font sizes	Set the font size of bates stamp. For details on registering font sizes, refer to the following section. Font Size (Bates Stamp) (page 15-39)
		Color	Black, Cyan, Magenta, Yellow, Red, Green, Blue, White	Set the color of the bates stamp.
		Style	None, Bold, Italic, Bold/Italic	Set the font style of bates stamp. Select a font style by checking the checkbox.
		Display Pattern	Clipping, Overwrite	Set the display method of the bates stamp.
		Density	10 to 100% (in 10% increments)	Set the density of bates stamp color. Set the value by selecting [**+**] or [**-**].
	Original Orientation		Top Edge on Top, Top Edge on Left, Auto	Select the orientation of the original document top edge to scan correct direction. Select [**Original Orientation**] to choose orientation of the originals, either [**Top Edge on Top**] or [**Top Edge on Left**]. Then select [**OK**].

Continuous Scan

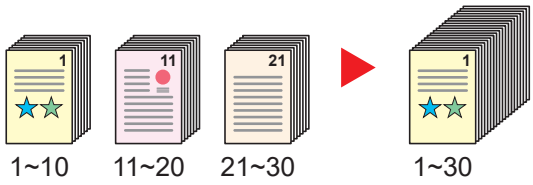
Copy Advanced Setup | Send Advanced Setup | Custom Box Functions | USB Memory Functions

Scans a large number of originals in separate batches and then produce as one job.

Originals will be scanned continuously until you select [**Finish Scan**].

Select [**On**] to use continuous scanning. To use Job Build, select [**Job Build**]. You can set the functions that appear on the screen during scanning.

(**Value**: [**Off**] / [**On**] / [**Job Build**])



Job Build

When [**Job Build**] is selected when copying or printing, the binding orientation for finished documents can be selected from [**Binding Left**], [**Binding Right**] or [**Binding Top**].

The following functions can be selected during scanning.

Item	Description
Scan next copy page	Select this to copy another page.
Next Copy: On Back	In duplex copying, prints on the back side if the next page is to be printed on the front side. Select [**Next Copy: On Back**] to use this function.
Next Copy: On Front	In duplex copying, prints on the front side if the next page is to be printed on the back side. Select [**Next Copy: On Front**] to use this function.
Sheet Insertion	Inserts a blank paper in the next page. Select [**Sheet Insertion**] to use this function.

Auto Image Rotation

Copy Advanced Setup

Automatically rotates the image 90 degrees when the sizes of the original and the loaded paper matches but the orientations are different.

(**Value**: [**Off**] / [**On**])

NOTE

- You can select whether to rotate the image automatically in the default settings.

Auto Image Rotation (Copy) (page 15-40)

- When you have enabled this function, you can select how the images are rotated.

Auto Image Rotation Action (page 15-40)

Job Finish Notice

Copy Advanced Setup | Send Advanced Setup | Custom Box Functions | USB Memory Functions

Sends E-mail notice when a job is complete. It is also available that send a notice when a job is interrupted.

Users can be notified of the completion of a job while working at a remote desk, saving the time spent waiting beside the machine to finish.

NOTE

- PC should be configured in advance so that E-mail can be used.

Command Center RX (page 3-45)

- E-mail can be sent to a single destination.

Item		Description
Off		
Address Book		Select the notification destination from the address book.
	Address Book	Select the notification destination on the address book screen, then select [**OK**].
	[ ] (information icon)	Information on the selected destination can be viewed.
	Notify when interrupted	Select [**On**] if you require an e-mail notification when a job is interrupted.
Direct Entry		Enter E-mail address directly (up to 256 characters), and select [**OK**].
	Notify when interrupted	Add a check mark if you require an e-mail notification when a job is interrupted.

File Name Entry

Copy Advanced Setup | Send Advanced Setup | Custom Box Functions

Adds a file name.

Additional information such as job number and date and time can also be set. You can check a job history or job status using the file name, date and time, or job number specified here.

Enter the file name (up to 32 characters), and select [**OK**].

To add date and time, select [**Date and Time**]. To add job number, select [**Job No.**]. The added information will be displayed in "Additional Info".

Priority Override

Copy Advanced Setup | Custom Box Functions | USB Memory Functions

Suspends the current job and gives a new job top priority.

The suspended job resumes after the other job is finished.

(**Value**: [**Off**] / [**On**])

NOTE

- This function is not available if current job was an override.
- Priority override may not be available depending on the status of the current print job and memory usage.

Repeat Copy

Copy Advanced Setup

Enables additional copies in the desired quantity as necessary after a copy job is completed.

For confidential documents, you can set up a password for the use of Repeat Copy. In such a case, the correct password must be entered to perform Repeat Copy.

To register a password, enter a 4-digit password.

IMPORTANT

- **A Repeat Copy job is cleared when the power switch is turned off.**
- **If you forget the password, Repeat Copy cannot be performed for that document. Make a note of the password beforehand if necessary.**

(**Value**: [**Off**] / [**On**])

Repeat Copy is not available when the machine is equipped with the optional Data Security Kit.

When the maximum number of Repeat Copy jobs to retain in the document box is set to 0 (zero), this function cannot be used.

Repeat Copy Job Retention (page 15-49)

You can select Repeat Copy as the default setting.

Repeat Copy (page 15-40)

Giving a file name to a copy job will facilitate identification of the data when copying.

File Name Entry (page 13-46)

Repeat Copy

The Repeat Copy jobs are stored in the Job Box. Refer to Outputting Repeat Copy Jobs to print out the Repeat Copy jobs.

Outputting Repeat Copy Jobs (page 12-20)

DP Read Action

Copy Advanced Setup

When the document processor is used, select the scanning operation for the document processor.

Item	Description
Speed Priority	Gives priority to scanning speed.
Quality Priority	Gives priority to image quality at a slightly slower scan speed.

Skip Blank Page

Copy Advanced Setup Send Advanced Setup Custom Box Functions USB Memory Functions

When there are blank pages in a scanned document, this function skips the blank pages and prints only pages that are not blank.

Blank pages can be set as pages that include ruled lines and a small number of characters.

The machine detects blank pages, saving unnecessary printing without the need to check for blank pages in the document.

Select [**Blank Pages + Ruled Lines**], [**Blank Pages Only**] or [**Blank Pages + Some Text**] from [**Defect Items to Skip**] in [**On**].

NOTE

The originals with punched holes or originals printed on a colored substrate may not be recognized as blank pages.

2-sided/Book Original

Send Org./Send Data Format Custom Box Functions USB Memory Functions

Select the type and orientation of the binding based on the original.

Item		Value	Description
1-sided		—	"2-sided/Book Original" is not set.
2-sided	**Binding**	Left/Right, Top	Select the binding orientation of originals.
	Original Orientation	Top Edge on Top, Top Edge on Left, Auto	Select the orientation of the original document top edge to scan correct direction. Select [**Original Orientation**] to choose orientation of the originals, either [**Top Edge on Top**] or [**Top Edge on Left**]. Then select [**OK**].
Book	**Binding**	Left, Right	Select the binding orientation of originals.

Sample image

Value		Image
2-sided	**Binding Left/Right**	
	Binding Top	
Book	**Binding Left**	
	Binding Right	

Sending Size

Send Org./Send Data Format Custom Box Functions

Select size of image to be sent.

Select [**Same as Original Size**], [**Metric**], [**Inch**], or [**Others**] to select the storing size.

Item	Value	Description
Same as Original Size	—	The same size as the original is automatically selected for the send size.
Metric	A3, A4, A5, A6, B4, B5, B6, Folio, 216×340 mm	Select the metric size.
Inch	Ledger, Letter, Legal, Statement, 11"×15", Oficio II	Select the inch size.
Others	8K, 16K, Hagaki (Cardstock), Oufukuhagaki (Return postcard)	Select the other sizes except Metric and Inch.

Relationship between Original Size, Sending Size, and Zoom

Original Size, Sending Size, and Zoom are related to each other. For details, see the table below.

Original size and sending size are	the same	different
Original Size (page 13-3)	Specify as necessary.	Specify as necessary.
Sending Size	Select [**Same as Original Size**].	Select the desired size.
Zoom (page 13-18)	Select [**100%**] (or [**Auto**]).	Select [**Auto**].

NOTE

When you specify the sending size that is different from the original size, and select the zoom of [**100%**], you can send the image as the actual size (No Zoom).

File Format

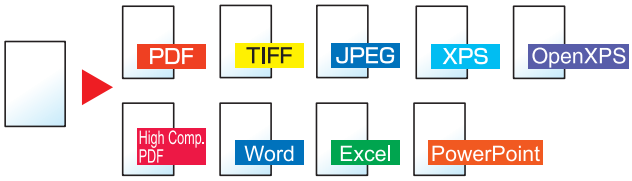
Send Org./Send Data Format Custom Box Functions USB Memory Functions

Specify the image file format. Image quality level can also be adjusted.

Select the file format from [**PDF**], [**TIFF**], [**JPEG**], [**XPS**], [**OpenXPS**], [**High Comp. PDF**], [**Word**], [**Excel**], and [**PowerPoint**].

When the color mode in scanning has been selected for Grayscale or Full Color, set the image quality.

If you selected [**PDF**] or [**High Comp. PDF**], you can specify encryption or PDF/A settings.



Item	Value	Color mode
PDF *1*2*3	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White
TIFF		
XPS		
JPEG		Auto Color (Color/Grayscale), Full Color, Grayscale
OpenXPS		Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White
High Comp. PDF *1*2*3	Compression Ratio Priority, Standard, Quality Priority	Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale
Word*4	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Auto Color (Color/Grayscale), Full Color, Grayscale
Excel*4		
PowerPoint*4		

*1 You can create Searchable PDF file by running OCR on the scanned document.
➡ OCR Text Recognition (page 13-51)
*2 Set the PDF/A. (**Value**: [**Off**] / [**PDF/A-1a**] / [**PDF/A-1b**] / [**PDF/A-2a**] / [**PDF/A-2b**] / [**PDF/A-2u**]).
*3 Set PDF encryption.
➡ PDF Encryption Functions (page 13-52)
*4 Word, Excel and PowerPoint will be saved in a Microsoft Office 2007 or later file format.
➡ Scan to Office Function (page 13-53)

NOTE

- When [**High Comp. PDF**] is selected, you cannot adjust the image quality.
- You can use PDF encryption functions.
➡ PDF Encryption Functions (page 13-52)
- If encryption is enabled, PDF/A settings cannot be specified.

OCR Text Recognition

When [**PDF**] or [**High Comp. PDF**] is selected for the file format, you can create Searchable PDF file by running OCR on the scanned document. Select [**OCR Text Recognition**], and then [**On**], select the language of the document, and select [**OK**].

Item	Description
Off	Do not create Searchable PDF file.
On	Create Searchable PDF file. Select the language to extract from the languages that appear on the touch panel.

NOTE

- This function cannot be set when you send from the Custom Box.
- If the proper language is not selected, PDF creation may take a long time or the creation may fail.
  The default language can be changed in System Menu.
  Primary OCR Language (page 15-42)
- If you do not set an original in the correct orientation, the text of the document may not be recognized as characters. In addition, it may take some time to create the PDF. Check the following:
  - The original orientation is correct.
- The accuracy of the text recognition depends on the original condition. The following condition may result in decreasing the recognition accuracy.
  - Repeatedly copied documents (as copied copy)
  - Originals with the character space too narrow or wide
  - Originals with the lines on the text
  - Originals with the special fonts
  - Binding part of the book
  - A handwritten texts

PDF Encryption Functions

If you have selected PDF or High Comp. PDF for file format, you can restrict the access level for displaying, printing, and editing PDF's by assigning a secure password.

Select [**PDF**] or [**High Comp. PDF**] in [**File Format**], and select [**Encryption**].

Items that can be set vary depending on the setting selected in [**Compatibility**].

When [Acrobat 3.0 and later, Encryption Level: Middle(40-bit)] is selected

Item		Value	Description
Password to Open Document		Off, On	Enter the password to open the PDF file. Select [**On**], enter a password (up to 256 characters) and then select [**Next**]. Enter the password again for confirmation, and select [**OK**].
Password to Edit/Print Document		Off, On	Enter the password to edit the PDF file. Select [**On**], enter a password (up to 256 characters) and then select [**Next**]. Enter the password again for confirmation, and select [**OK**]. When you have entered the password and selected [**Detail**] to edit/print document, you can specifically limit the operation.
	Printing Allowed	Not Allowed, Allowed	Restricts printing of the PDF file.
	Changes Allowed	Not Allowed	Disables the change to the PDF file.
		Commenting	Can only add commenting.
		Page Layout except extracting Pages	Can change the page layout except extracting the pages of the PDF file.
		Any except extracting Pages	Can conduct all operations except extracting the pages of the PDF file.
	Copying of Text/ Images/Others	Disable, Enable	Restricts the copying of text and objects on the PDF file.

When [Acrobat 5.0 and later, Encryption Level: High(128-bit)] is selected

Item	Value	Description
Password to Open Document	Off, On	Enter the password to open the PDF file. Select [**On**], enter a password (up to 256 characters) and then select [**Next**]. Enter the password again for confirmation, and select [**OK**].

Item		Value	Description
Password to Edit/Print Document		Off, On	Enter the password to edit the PDF file. Select [**On**], enter a password (up to 256 characters) and then select [**Next**]. Enter the password again for confirmation, and select [**OK**]. When you have entered the password and selected [**Detail**] to edit/print document, you can specifically limit the operation.
	Printing Allowed	Not Allowed	Disables the printing of PDF file.
		Allowed (Low Resolution only)	Can print the PDF file only in low resolution.
		Allowed	Can print the PDF file in original resolution.
	Changes Allowed	Not Allowed	Disables the change to the PDF file.
		Inserting/Deleting/Rotating Pages	Can only insert, delete, and rotate the pages of the PDF file.
		Commenting	Can only add commenting.
		Any except extracting Pages	Can conduct all operations except extracting the pages of the PDF file.
	Copying of Text/ Images/Others	Disable, Enable	Restricts the copying of text and objects on the PDF file.

Scan to Office Function

This machine provides the function which converts scanned documents including text, figures and pictures into searchable and editable Microsoft Office (Word, Excel and PowerPoint) 2007 or later data format, via OCR processing.

NOTE

The scanned result may not be realized perfectly according to condition of the documents.

1 Display the screen.

[**Home**](⌂) key > [**Send**] > [**Org./Send Data Format**] > [**File Format**]

2 Configure the settings.

1 Select [**Word**], [**Excel**] or [**PowerPoint**] as a file format.

2 Select [**OCR Text Recognition**] > [**On**].

NOTE

When you select [**Off**], the documents are converted into the Microsoft Office data (scanned image).

3 Select the language of the document which you wish to scan > [**OK**].

4 Select [**OCR Output Format**] and select an OCR output mode from the table below > [**OK**].

Item	Description
Text + Graphics	Converts the scanned documents into the editable and searchable Microsoft Office data format.
Text + Graphics w/ Scan Image	Converts the scanned documents into two types of data: one is the editable and searchable Microsoft Office data format and the other one is the Microsoft Office data format with scanned image. You can edit text and layout of the editable data by referring the scanned image.
Scanned Image w/ Srchable Txt	Converts the scanned documents into the searchable Microsoft Office data format (scanned image).

3 Press the [Start] key.

File Separation

Send Org./Send Data Format Custom Box Functions USB Memory Functions

Creates several files by dividing scanned original data page by specified number of pages, and sends the files.



NOTE

A three-digit serial number such as "abc_001.pdf, abc_002.pdf..." is attached to the end of the file name.

Item		Value	Description
Off			
On			Set file separation. Select [**+**] or [**-**] to specify the number of pages. And then, select [**Next**].
	Method of Attachment to Email	All Files in 1 Email, 1 file per Email	After selecting [**Next**], select how to attach the files to the E-mail. Select [**All files in 1 E-mail**] to attach and send all files in a single E-mail. Select [**1 file per E-mail**] to attach and send 1 file per E-mail.

Scan Resolution

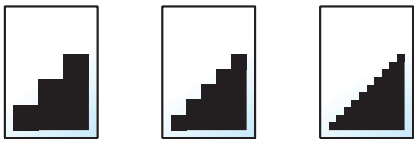
Send: Color/Image Quality

Custom Box: • Functions • Color/Image Quality

USB Memory: Functions

Select fineness of scanning resolution.

(**Value**: [**600 × 600dpi**] / [**400 × 400dpi Ultrafine**] / [**300 × 300dpi**] / [**200 × 400dpi Superfine**] / [**200 × 200dpi Fine**] / [**200 × 100dpi Normal**])



NOTE

The larger the number, the better the image resolution. However, better resolution also means larger file sizes and longer send times.

E-mail Subject/Body

Send: Advanced Setup

Custom Box: Functions

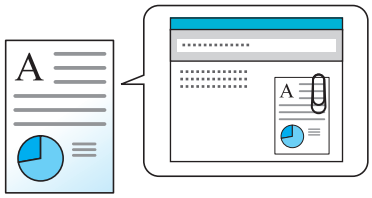
Adds subject and body when sending a document.

Select [**Subject**] / [**Body**] to enter the E-mail subject/body.

NOTE

- The subject can include up to 256 characters, and the body can include up to 500 characters.
- Select [**Body 1**], [**Body 2**], or [**Body 3**] to enter stored text for the body text. For details on registering templates, refer to the following:

Email Subject/Body (page 15-42)



Send and Print

Send: Advanced Setup

Prints a copy of the document being sent.

(**Value**: [**Off**] / [**On**])

Send and Store

Send Advanced Setup

Saves a copy of the document being sent in a Custom Box.

(**Value**: [**Off**] / [**On**])

NOTE

- When [**On**] is selected, select the Custom Box in which the copy is to be stored. If a password entry screen for the Custom Box appears, enter the password.
- You can view information on the selected Custom Box by selecting [ ] (information icon).



FTP Encrypted TX

Send Advanced Setup Custom Box Functions

Encrypts images when sending via FTP.

Encryption secures the document transmission.

(**Value**: [**Off**] / [**On**])

NOTE

Click [**Security Settings**], and then [**Network Security**] in the Command Center RX. Be sure that "SSL" of Secure Protocol Settings is "On" and one or more effective encryption are selected in Client side settings.

Command Center RX User Guide

File Size Confirmation

Send Advanced Setup Custom Box Functions

Checks the file size before sending the original. To change the file size, change the settings of each function. When you select [**Recalculate**], the file size is recalculated.

(**Value**: [**Off**] / [**On**])

Delete after Transmitted

Custom Box Functions

Automatically deletes a document from the box once transmission is complete.

(**Value**: [**Off**] / [**On**])

Long Original

Send Org./Send Data Format

Reads long-sized original documents using a document processor.

(**Value**: [**Off**] / [**On**])

NOTE

- Long originals are sent in black and white.
- Only a single side of a long original can be scanned. Originals of up to 1,900 mm / 74.8" long can be scanned.
- A resolution of 300 × 300 dpi or smaller can be selected.
- This cannot be set when Bates Stamp is set.

Encrypted PDF Password

USB Memory Color

Enter the preassigned password to print the PDF data.

Enter the Password, and select [**OK**].

NOTE

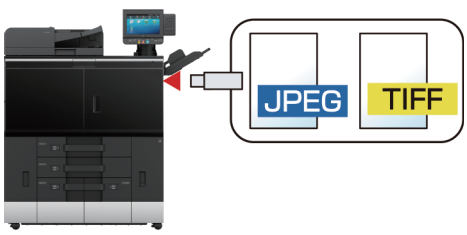
For details on entering the password, refer to the following:

Character Entry Method (page 4-8)

JPEG/TIFF Print

USB Memory Color

Select the image size when printing JPEG or TIFF files.



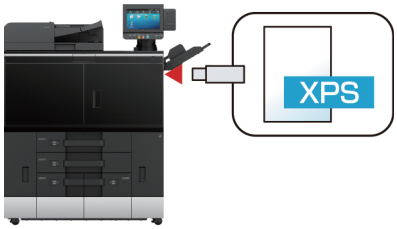
Item	Description
Fit to Paper Size	Fits the image size to the selected paper size.
Image Resolution	Prints at resolution of the actual image.
Fit to Print Resolution	Fits the image size to the print resolution.

XPS Fit to Page

USB Memory Color

Reduces or enlarges the image size to fit to the selected paper size when printing XPS file.

(**Value**: [**Off**] / [**On**])



Assigning Functions to Function Keys

Function keys are keys to which various functions and extended functions, including copy and scan, can be assigned. Frequently used functions and extended functions can be assigned and the screen can easily be displayed.

For this machine, the following functions are pre-assigned; however, alternative functions can be registered by re-assigning these functions.

- [**F1**] (Function key 1): Copy
- [**F2**] (Function key 2): Send
- [**F3**] (Function key 3): Custom box

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Function Key Assignment**]

NOTE

If user login administration is enabled, you can only change the settings by logging in with administrator privileges. The factory default login user name and login password are both set as 15000.

2 Configure the settings.

1 Select the function key to be set.

2 Select the function to be assigned.

Function	Description	Reference page
None	No function has been assigned.	—
Copy	Displays the Copy screen.	page 10-2
Send	Displays the Send screen.	page 11-2
Custom Box	Displays the Custom Box screen.	page 12-2
Job Box	Displays the Job Box screen.	page 9-20
USB Drive	Displays the USB Drive screen.	page 12-21
Internet Browser	Displays the Internet Browser screen.	page 4-18
Extended Function Name	Displays the selected extended function.	—

3 Select [**OK**].

Favorites

After you add frequently used functions to Favorites, you can recall them quickly and easily. You can also name the favorites for easy identification when recalling.

NOTE

- Up to 50 functions combining copying and sending can be registered in the favorites.
- If user login administration is enabled, you can only register functions by logging in with administrator privileges.

Registering Favorites

The following procedure is an example of registering the copying function.

1 Display the screen.

1 [**Home**](⌂) key > [**Copy**]

2 Select [**Favorites**] while the copy mode is accessed.

2 Register the favorite.

1 [**Add/Edit**] > Select a number (01 to 50) for the favorite number

NOTE

If you register on a favorite number already registered, delete the currently registered favorite before registering.

2 Enter the new favorite name > [**Register**]

The favorite is registered.

To display a registered favorite on the Home screen, select **[Add]** on the confirmation screen that appears, proceed to step 2-3.

3 Specify the position in which you want to display the icon of registered favorite.

4 Select [**OK**].

Recalling Favorites

1 Recall the favorite.

1 [**Home**](⌂) key > [**...**] > [**Favorites**] or select the icon of a favorite.

If you selected the icon of a favorite, that favorite will be recalled. If you selected [**Favorites**], proceed to step 1-2.

2 Select the favorite number you want to recall.

Select [**Search**] to enter the favorite number (01 to 50) directly for recalling.

NOTE

If the favorite cannot be recalled, the Document Box or the form overlay specified in the favorite might have been deleted. Check the Document Box.

2 Execute the favorite.

Place the originals > [**Start**] key

> **NOTE**
> [**Favorites**] can be selected in each function to call up the favorite registered for the function.

Editing Favorites

You can change favorite number and favorite name.

1 Display the screen.

1 [**Home**](⌂) key > [**...**] > [**Favorites**]

2 Select [**Add/Edit**].

2 Edit the favorite.

1 Select corresponding to the favorite number (01 to 50) to change.

2 Select [**Edit**] to change the favorite number and favorite name.

Registering Favorites (page 13-60)

3 [**OK**] > [**OK**]

Deleting Favorites

1 Display the screen.

1 [**Home**](⌂) key > [**...**] > [**Favorites**]

2 Select [**Add/Edit**].

2 Delete the favorite.

1 Select corresponding to the favorite number (01 to 50) to delete.

2 [**Delete**] > [**Delete**]

Registering Shortcuts (Copy, Send, and Document Box Settings)

You can register shortcuts for easy access to the frequently used functions. A function name linked to a registered shortcut can be changed as necessary.

Adding Shortcuts

Shortcut registration is performed in the basic screen of each function.

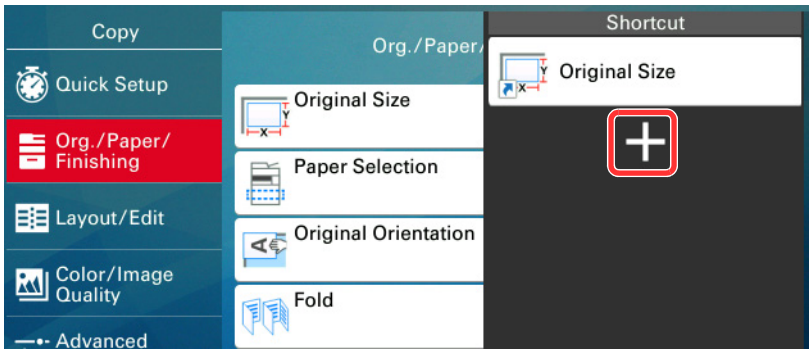
1 Display the basic screen you want to register.

2 Register the shortcuts.

1 Select [≪] for "Shortcut".

Display the shortcut menu.

2 Select [**+**].



3 Select the settings you want to add > [**Next >**]

4 Enter the shortcut name > [**Next >**].

NOTE

The function name will be displayed if you do not enter a shortcut key.

5 Confirm the entry.

Select [**Shortcut Name**], [**Function**], or [**Permission**] to change the settings.

NOTE

[Permission] is displayed when the user login administration is enabled.

6 Select [**Finish**].

The shortcut is registered.

Editing Shortcuts

1 Display the screen.

1 Select [≪] for "Shortcut".

Display the shortcut menu.

2 Select [✎] (edit icon).

2 Edit the shortcut.

1 Select the shortcut key you want to edit.

2 Select [**Edit**].

3 Select [**Shortcut Name**] or [**Function**] > Change the settings > [**OK**].

4 [**Finish**] > [**Update**]

Deleting Shortcuts

1 Display the screen.

1 Select [≪] for "Shortcut".

Display the shortcut menu.

2 Select [✎] (edit icon).

2 Delete the shortcut.

Select the shortcut key you want to delete > [**Delete**] > [**Delete**]

14 Managing Job/ Supplies/Device

This chapter explains how to check the status and history of jobs, how to manipulate jobs, and how to check device information.

Checking Job Status 14-2
Details of the Status Screens 14-3
Checking Detailed Information of Jobs 14-7
Checking Job History 14-8
Checking the Detailed Information of Histories 14-9
Sending the Log History 14-9
Job Operation 14-10
Pause and Resumption of Jobs 14-10
Canceling of Jobs 14-10
Switching Priority Mode of Print Job 14-11
Reordering Print Jobs 14-12
Device Status 14-13
Checking the Remaining Amount of Ink and Paper (Supplies/Paper) 14-15

Checking Job Status

Check the status of jobs being processed or waiting to be printed.

Available Status Screens

The processing and waiting statuses of jobs are displayed as a list on the touch panel in four different screens - Printing Jobs, Sending Jobs, Storing Jobs, and Scheduled Jobs.

The following job statuses are available.

Status Display	Job status to be displayed
Print Job Status	• Copy • Printer • Printing from Document Box • E-mail reception • Printing data from removable memory • Printing data by using extended function • Job Report/List
Send Job Status	• E-mail • Folder transmission • Printing data by using extended function • Multiple destination
Store Job Status	• Scan • Printer • Join Box Document • Copy Box Document

Displaying Status Screens

1 Display the screen.

Select the [**Job Status/Cancel**] key.

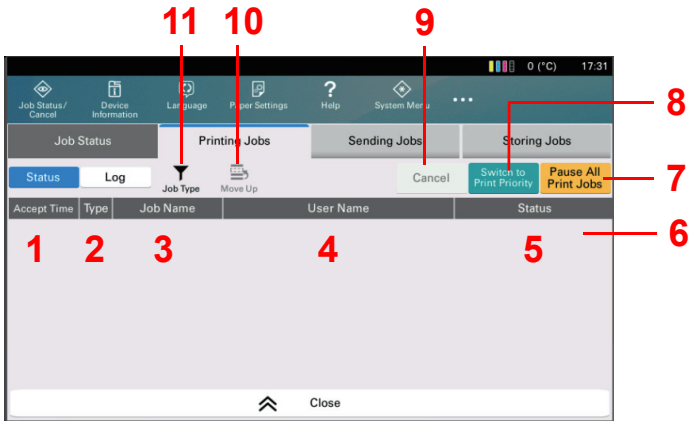
2 Select the job you want to check.

Select either of [**Printing Jobs**], [**Sending Jobs**] or [**Storing Jobs**] to check the status.

- Printing Jobs Screen (page 14-3)
- Sending Jobs screen (page 14-5)
- Storing Jobs screen (page 14-6)

Details of the Status Screens

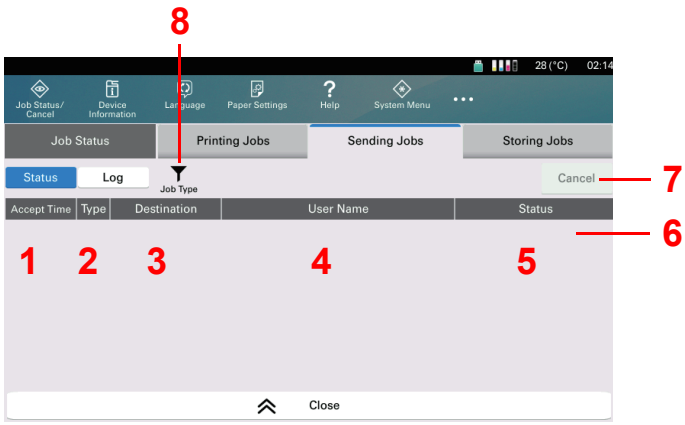
Printing Jobs Screen



No.	Item	Description
1	Accept Time	Accepted Time of job
2	Type	Icons that indicate the job type Copy job Printer job Job from Document Box E-mail reception Data from removable memory Extended function Report/List
3	Job Name	Job Name or file name
4	User Name	User Name for the executed job
5	Status	Status of job InProcess: The status before starting to print. Printing: Printing Waiting: Print Waiting Canceling: Canceling the job
6	[ ] (information icon)	Select the icon of the job whose detailed information you want to display. Checking Detailed Information of Jobs (page 14-7) You can select [ ] (information icon) in “Copies” in the detailed information screen to change the number of copies that are printed.
7	[**Pause All Print Jobs**]	Pauses all the printing jobs. By pressing this key again, the printing jobs will be resumed.

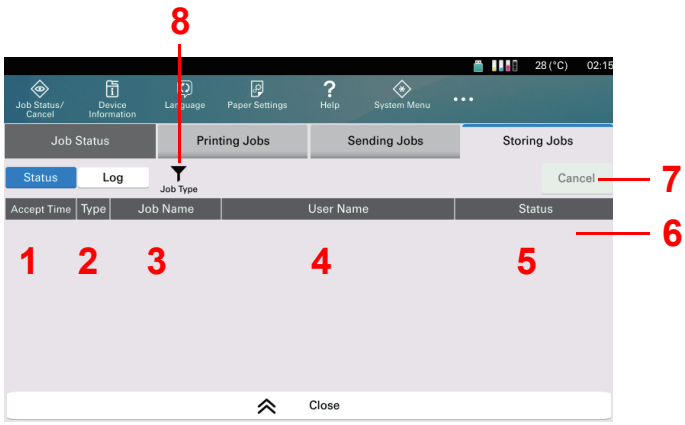
No.	Item	Description
8	[**Switch to Print Priority**]/[**Switch to Quality Priority**]	Select this key when switching to [Print] or [Quality]. ➡ Switching Priority Mode of Print Job (page 14-11)
9	[**Cancel**]	Select the job you want to cancel from the list, and select this key.
10	[**Move Up**]	In the list, select the job that you want to move up the job queue and select this key. ➡ Reordering Print Jobs (page 14-12)
11	[**Job Type**]	Only selected type of jobs is displayed.

Sending Jobs screen



No.	Item	Description
1	Accept Time	Accepted Time of job
2	Type	Icons that indicate the job type Sending Job E-mail Sending Job Folder Sending Job Extended function Multi Sending
3	Destination	Destination (Either destination name, E-mail address, or server name)
4	User Name	User Name for the executed job
5	Status	Status of job InProcess: The status before starting sending such as during scanning originals Sending: Sending Waiting: Waiting Sending Canceling: Canceling the job Pause: Pausing the job
6	[ ] (information icon)	Select the icon of the job whose detailed information you want to display. Checking Detailed Information of Jobs (page 14-7)
7	[**Cancel**]	Select the job you want to cancel from the list, and select this key.
8	[**Job Type**]	Only selected type of jobs is displayed.

Storing Jobs screen



No.	Item	Description
1	Accept Time	Accepted Time of job
2	Type	Icons that indicate the job type Storing Job Scan Storing Job Printer Join Box Document Copy Box Document
3	Job Name	Job name or file name is displayed.
4	User Name	User Name for the executed job
5	Status	Status of job InProcess: The status before starting to save such as during scanning originals Storing: Storing Data Canceling: Canceling the job Pause: Pausing the job
6	[ ] (information icon)	Select the icon of the job whose detailed information you want to display. Checking Detailed Information of Jobs (page 14-7)
7	[**Cancel**]	Select the job you want to cancel from the list, and select this key.
8	[**Job Type**]	Only selected type of jobs is displayed.

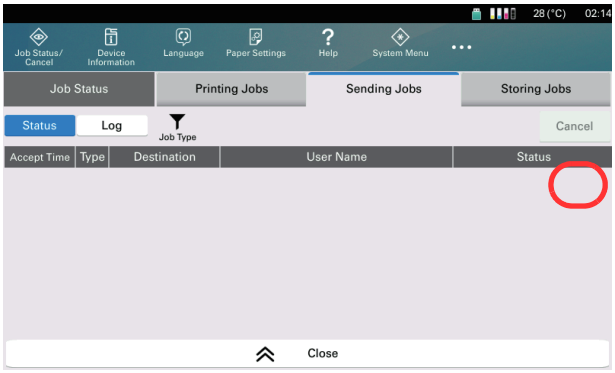
Checking Detailed Information of Jobs

1 Display the screen.

Details of the Status Screens (page 14-3)

2 Check the information.

1 Select [ ] (information icon) for the job for which you wish to display detailed information.



Detailed information of the selected job is displayed.

In Sending Jobs, you can check the destination by selecting [ ] (infomation icon) in "Destination" or "Status/Destination".
"Status/Destination" is displayed when address is selected. Select [ ] (infomation icon) to display the list. Select a destination and select [ ] (infomation icon). Information on the selected job is displayed for checking.

2 To exit from the detailed information, select [**Close**].

Checking Job History

NOTE

You can check Job history using Command Center RX from PC.

Command Center RX User Guide

Available Job History Screens

The job histories are displayed separately in three screens - Printing Jobs, Sending Jobs, and Storing Jobs. The following job histories are available.

Screen	Job histories to be displayed
Print Job Log	• Copy • Printer • Printing from Document Box • E-mail reception • Printing data from removable memory • Printing data by using extended function • Job Report/List
Send Job Log	• E-mail • Folder • Printing data by using extended function • Multiple destination
Store Job Log	• Scan • Printer • Join Box Document • Copy Box Document

Displaying Job History Screen

1 **Display the screen.**

Select the [**Job Status/Cancel**] key.

2 **Select the job to check details.**

Select the [**Log**] tab, and select the job to check details from the list.

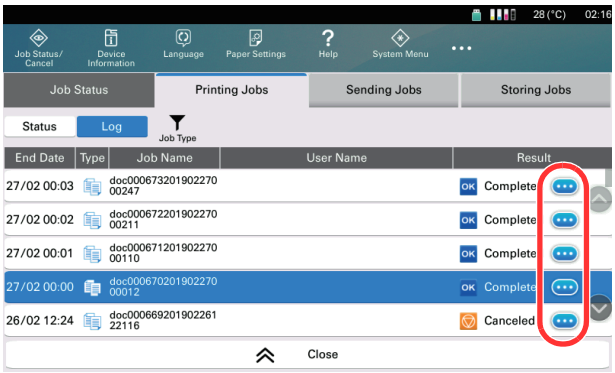
Checking the Detailed Information of Histories

1 **Display the screen.**

Displaying Job History Screen (page 14-9)

2 **Check the information.**

1 Select [ ] (information icon) for the job you want to check.



Detailed information of the selected job is displayed.

2 To exit from the detailed information, select [**Close**].

Sending the Log History

You can send the log history by E-mail. You can either send it manually as needed or have it sent automatically whenever a set number of jobs is reached.

Sending Log History (page 15-33)

Job Operation

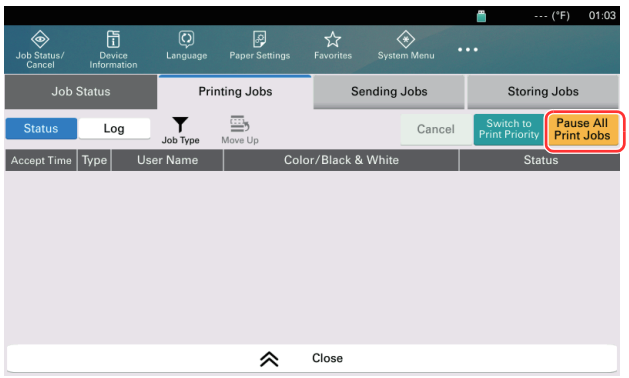
Pause and Resumption of Jobs

Pause/resume all printing jobs in printing/waiting.

1 Display the screen.

Select the [**Job Status/Cancel**] key.

2 Select [Pause All Print Jobs] on the printing jobs status screen.



Printing is paused.

When resuming the printing of jobs that have been paused, select [**Resume All Print Jobs**].

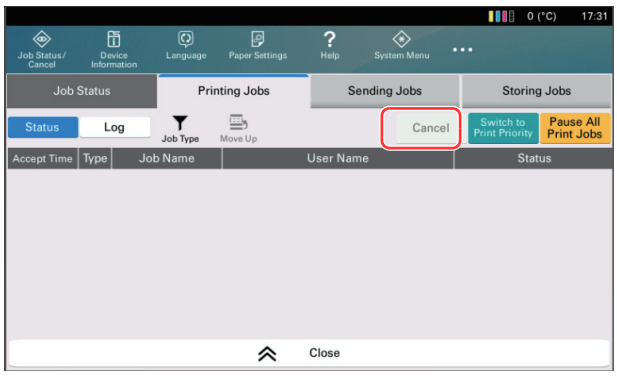
Canceling of Jobs

A job in printing/waiting status can be canceled.

1 Display the screen.

Select the [**Job Status/Cancel**] key.

2 Select the job to be canceled from the list, and select [Cancel].



3 Select [Yes] in the confirmation screen.

Switching Priority Mode of Print Job

Selecting this key switches the job being printed to print priority or quality priority mode.

Selecting [**Switch to Print Priority**] allows you to print even if the ink temperature is below the recommended printing temperature.

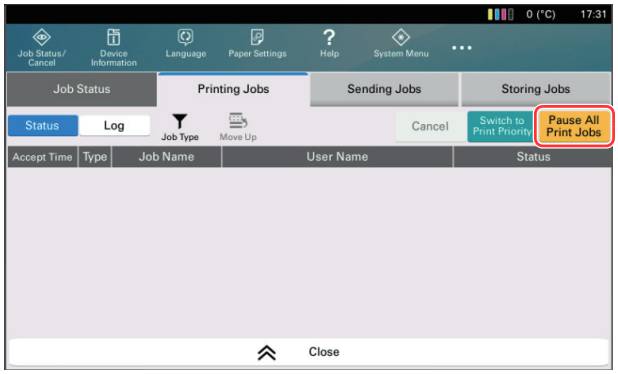
Selecting [**Switch to Quality Priority**] waits printing until the ink temperature reaches the recommended printing temperature, and the machine will prohibit printing.

This subsection describes an example of switching the job being printed to the [**Print**] mode.

1 Display the screen.

Select the [**Job Status/Cancel**] key.

2 Select [Switch to Print Priority] in the print job status screen.



3 Select [Yes] in the confirmation screen.

The job being printed is switched to the [Print] mode.

Reordering Print Jobs

This function allows you to select a queued print job and raise its output priority.

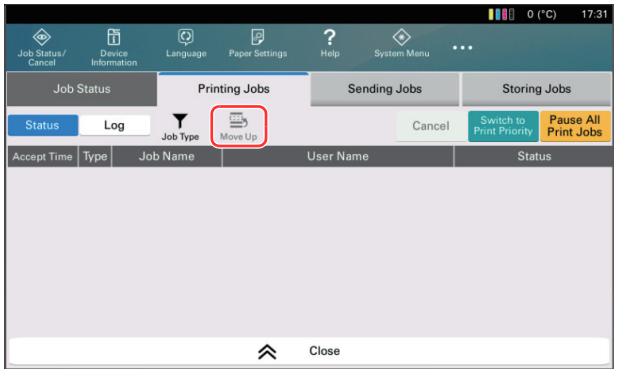
NOTE

The second job cannot be raised its output priority.

1 Display the screen.

Select the [**Job Status/Cancel**] key.

2 Select [Move Up] in the print job status screen.



3 Select [Yes] in the confirmation screen.

The priority of the selected job is increased by 1.

To further raise the job's priority, select [**Move Up**] again. Each time you select [**Move Up**], the priority increases by 1.

Device Status

Configure the devices/lines installed or connected to this machine or check their status.

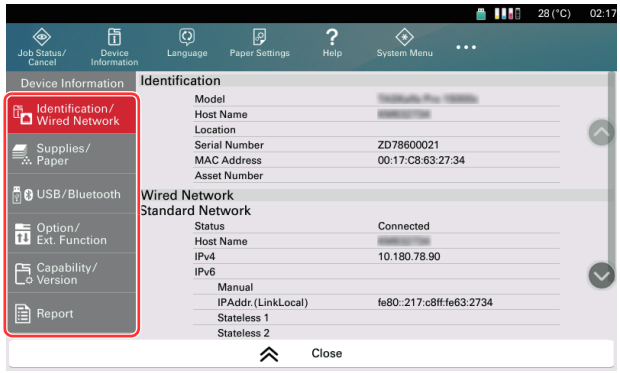
1 Display the screen.

Select [**Device Information**] key.

NOTE

You can also select [**Device Information**] on the taskbar to display the Device Information screen.

2 [More (Detail)] > Check device information



The items you can check are described below.

Identification/Wired Network

You can check ID information such as the model name, serial number, host name and location, and the IP address of the wired network.

Supplies/Paper

You can check the remaining amount of ink, and paper.

Checking the Remaining Amount of Ink and Paper (Supplies/Paper) (page 14-15)

USB/Bluetooth

You can check the connection status of USB Drive or Bluetooth.

- Select [**Format**] for "USB Drive" to format external media.

IMPORTANT

When [Format] is selected, all data in the external media is erased.

- Select [**Remove**] for "USB Drive" to safely remove the external media.

Option/Ext. Function

You can check information on the options and extended functions that are used.

Capability/Version

You can check the software version and performance.

Report

You can print various reports and lists.

Remote Operation Status

You can check the situation of remote operation.

Checking the Remaining Amount of Ink and Paper (Supplies/Paper)

Check the remaining amount of ink, and paper on the touch panel.

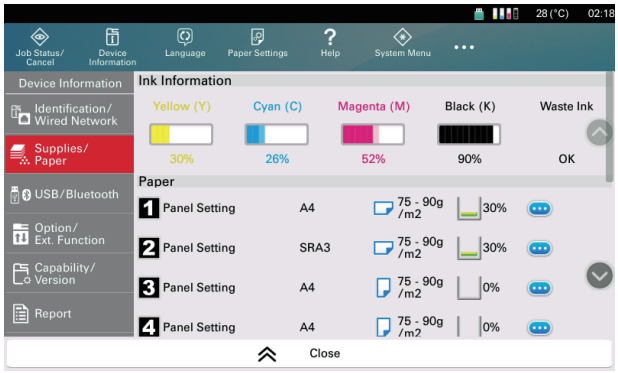
1 Display the screen.

1 Select the [**Device Information**] key.

2 Select [**More (Detail)**].

3 Select [**Supplies/Paper**].

2 Check the status.



The items you can check are described below.

Ink Information

The amount of ink remaining is shown in levels. And you can check the status of waste ink box.

Paper

You can check the size, orientation, type, and remaining amount of paper in each paper source. The amount of paper remaining is shown in levels.

Others

You can check the status of staples, and punch and staple waste box.

15 Setting up from System Menu

This chapter explains the contents of the system menu, which relates to the overall operation of the machine. Change the default settings as appropriate for how you use the machine.

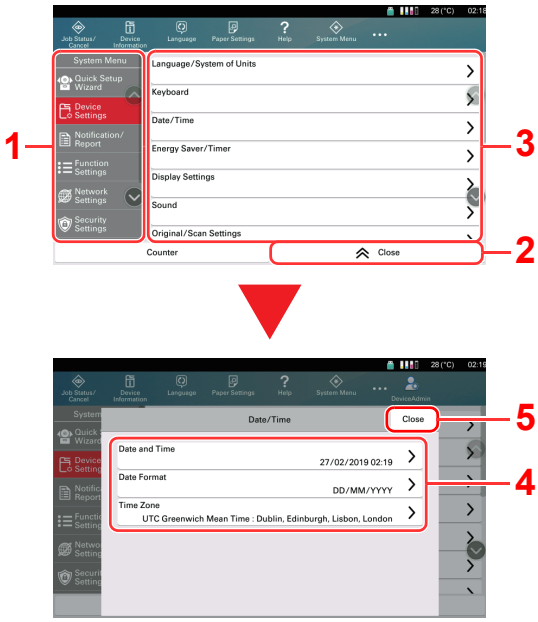
How to Access the System Menu 15-2
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Device Settings 15-6
Language/System of Units 15-6
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Add Ext. Function 15-70
Optional Function 15-70
Adjustment/Maintenance 15-71
Image Adjustment 15-71
Behavior Adjustment 15-72
Others 15-73

How to Access the System Menu

1 Display the screen.

Select the [**System Menu/Counter**] key.

2 Select a function.



1 Displays the System Menu items. Items that are not displayed can be displayed by swiping the screen up and down.

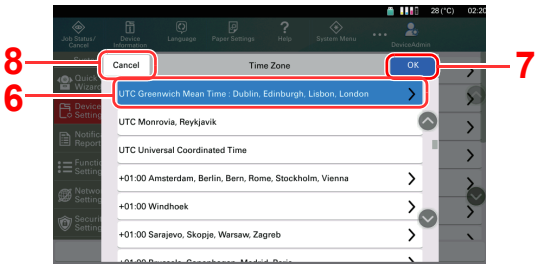
2 Returns to the previous screen.

3 Displays setting items.

4 Select the key of a function to display the setting screen.

5 Returns to the previous screen.

3 Configure the function.



6 Enter a setting by selecting it and return to the previous screen.

7 Accepts the settings and exits.

8 Returns to the previous screen without making any changes.

NOTE

- In order to change settings that require administer privileges, you must log in with administrator privileges. The factory default login user name and login password are both set as 15000.
- If function default settings have been changed, the [**Reset**] key can be selected in each function screen to immediately change the settings.

Refer to System Menu Settings on the following page and configure as needed.

System Menu Settings

This section explains the functions that can be configured in System Menu. To configure the settings, select the item in System Menu and select the setting item. For details on each function, see the table below.

Item	Description	Reference Page
Quick Setup Wizard	The Quick Setup Wizard configures Energy Saver, Network and E-mail settings.	page 3-13
Device Settings	Configure overall machine operation.	page 15-6
Language/System of Units	Set the language to use for the touch panel display, and select inch or metric for the unit for paper dimensions.	page 15-6
Keyboard	Change the layout of the touch panel keyboard used to enter characters.	page 15-6
Date/Time	Configures settings related to the date and time.	page 15-6
Energy Saver/Timer	Configure the Energy Saver settings.	page 15-7
Display Settings	Select the brightness of the screen, the wallpaper, and the initial screen that appears after you turn on the power. You can also store simple settings for each function.	page 15-9
Sound	Set options for buzzer sound during the machine operations. You can mute the buzzer sound of Status Indicator Light from this setting.	page 15-10
Original/Scan Settings	Configure settings for originals.	page 15-11
Paper Feeding[*1]	Configure the paper and paper source settings.	page 15-12
Paper Output[*1]	You can specify different output locations respectively for copying, printing from a document box, and printing from a computer.	page 15-23
Function Key Assignment	Assign a function to each function key.	page 15-25
Operation Assist	It is possible to configure the settings for the Orientation Selection screen display and the Preset Limit on the number of copies that can be made at one time.	page 15-25
Error Handling	Select whether to cancel or continue the job when error has occurred.	page 15-26
Ink Settings	Configure settings for printing when there is no color ink, low ink notification, and full waste ink container notification.	page 15-27
Notification/Report	Print reports to check the machine settings, status, and history. Settings for printing reports can also be configured.	page 15-28
Printing Report/List	Print various reports and lists.	page 15-28
Result Report Setting	Configure settings for notices for sending and receiving.	page 15-30
Device Status Notification	Set the machine status display.	page 15-31
Message Board Settings	Configure settings for message board.	page 15-32
History Settings	Configure settings for printing the history of the machine use.	page 15-33

Item		Description	Reference Page
Function Settings		Configures settings for copying, sending and Document Box functions.	page 15-38
	Function Defaults	Defaults are the values automatically set after the warm-up is completed or the [**Reset**] key is selected. Set the defaults for available settings such as copying and sending. Setting the frequently-used values as defaults makes subsequent jobs easier.	page 15-38
	Copy/Print	Configures settings for copying and printing functions.	page 15-42
	Send/Store	Configures settings for sending and storing functions.	page 15-43
	Email	Configure settings for email transmission and receipt.	page 15-43
	Sending Job - Folder	Configures settings for Sending Job Folder functions.	page 15-44
	WSD	Configure settings for WSD Scan and WSD Print.	page 15-44
	DSM Scan	Configure settings for DSM Scan.	page 15-44
	Address Book	Configures Address Book settings.	page 15-45
	One-Touch Key	Configures One Touch Key settings.	page 15-45
	Printer[*2]	Printing from computers, settings are generally made on the application software screen. However, the following settings are available for configuring the defaults to customize the machine.	page 15-46
	Document Box	Configure settings for Document Box.	page 15-49
	Job Box	Configure settings for Job Box.	page 15-49
	Home	Configures settings for Home screen.	page 15-49
	Status	Configure settings for Status.	page 15-50
	Internet Browser	Configure settings related to the Internet.	page 15-50
	Manual Staple	Select whether to use Manual Staple.	page 15-51
	Remote Services	Configure settings for remote service.	page 15-51

Item		Description	Reference Page
Network Settings		Configure machine system settings.	page 15-51
	Host Name	Check the host name of the machine.	page 15-51
	Proxy	Set the proxy for connection to the Internet from an extended function.	page 15-52
	Wired Network Settings	Configure wired network settings.	page 15-53
	Protocol Settings	Configure protocol settings.	page 15-55
	Ping	Checks if communication with the destination by entering the host name or IP address of the destination is possible.	page 15-57
	Bonjour	Select whether to use Bonjour.	page 15-58
	IP Filter (IPv4)	Configure IP filters (IPv4).	page 15-58
	IP Filter (IPv6)	Configure IP filters (IPv6).	page 15-58
	IPSec	Select whether to use IPSec.	page 15-58
	Restart Network	Restarts the network.	page 15-58
	Connectivity	Configure settings for Bluetooth and Remote Operation.	page 15-59
	Others	Restart the device. Restart the machine without turning the main power switch off. Use this to deal with any unstable operation by the machine. (Same as the computer restart.)	page 15-59
Security Settings		Configures security settings.	page 15-60
	Interface Block Setting	This allows you to protect this machine by blocking the interface with external devices such as USB hosts or optional interfaces.	page 15-60
	Device Security Settings	Configures the device security settings.	page 15-60
	System Stamp	Configure settings for header, footer, and stamp.	page 15-63
	Network	Configure security settings on the network.	page 15-70
Job Accounting		Configures settings related to machine management. Job Accounting: ➡ Enabling Job Accounting (page 16-27)	page 15-70
Add Ext. Function		You can use the extended function installed on this machine.	page 20-2
Optional Function		You can use the optional functions installed on this machine.	page 20-4
Adjustment/Maintenance		Adjust printing quality and conduct machine maintenance.	page 15-71
	Image Adjustment*2	Perform Image Adjustment.	page 15-71
	Behavior Adjustment	Perform Behavior Adjustment of this machine.	page 15-72
	Others	Adjust Others.	page 15-73

*1 The settings when feeding or outputting the paper.

*2 The settings when adjusting image.

Device Settings

Configures overall machine operation.

Language/System of Units

[**System Menu/Counter**] key > [**Device Settings**] > [**Language/System of Units**]

Item	Description
Language	Set the language to use for the touch panel display.
Measurement	Select inch or metric for the unit for paper dimensions. **Value: mm, inch**
Temperature	Select Fahrenheit or Celsius for the unit for temperature. **Value: Fahrenheit, Celsius**

Keyboard

[**System Menu/Counter**] key > [**Device Settings**] > [**Keyboard**]

Item	Description
Keyboard Layout	Change the layout of the touch panel keyboard used to enter characters. **Value: QWERTY, QWERTZ, AZERTY**
Optional Keyboard Type	Select the type of optional keyboard that you want to use. **Value: US-English, US-English with Euro, French, German, UK-English**

Date/Time

[**System Menu/Counter**] key > [**Device Settings**] > [**Date/Time**]

Item	Description
Date and Time	Set the date and time for the location where you use the machine. If you perform Send as E-mail, the date and time set here will be displayed on the header. **Value: Year (2000 - 2035), Month (1 - 12), Day (1 - 31), Hour (00 - 23), Min. (00 - 59), Second (00 - 59)** **NOTE** If you change the date/time while using the trial version of an option or extended function, you will no longer be able to use the option or extended function.
Date Format	Select the display format of year, month, and date. The year is displayed in Western notation. **Value: MM/DD/YYYY, DD/MM/YYYY, YYYY/MM/DD**
Time Zone	Set the time difference from GMT. Choose the nearest listed location from the list. If you select a region that utilizes summer time, configure settings for summer time. Setting Date and Time (page 3-8)

Energy Saver/Timer

[**System Menu/Counter**] key > [**Device Settings**] > [**Energy Saver/Timer**]

Item	Description
Auto Panel Reset	If no jobs are run for a certain period of time, automatically reset settings and return to the default setting. Select to use Auto Panel Reset or not. **Value: Off, On** For setting the time until the panel is automatically reset, refer to the following: Panel Reset Timer (page 15-7)
Panel Reset Timer	If you select [**On**] for Auto Panel Reset, set the amount of time to wait before Auto Panel Reset. **Value: 5 to 495 seconds (in 5 seconds increments)** **NOTE** This function is displayed when [**Auto Panel Reset**] is set to [**On**].
Sleep Timer	Set amount of time before entering Sleep. **Value: 1 to 120 minutes (1 minute increments)**
Sleep Rules (models for Europe)	Select whether to use the Sleep mode for the following functions individually: • Extended Function **Value: Off, On** **NOTE** • If the sleep condition is not turned off, the ID card cannot be recognized. • This function will not be displayed when the Fiery controller is installed.
Sleep Level (models except for Europe)	Select the sleep level. Set the Energy Saver mode to reduce power consumption even more than normal Sleep mode. **Value: Quick Recovery, Energy Saver** **NOTE** This function will not be displayed when the Fiery controller is installed.
Sleep Rules	Select whether to use the Energy Saver mode for the following functions individually: • Network • USB Cable • Extended Function **Value: Off, On** **NOTE** When the machine enters Energy Saver sleep mode, the machine will not wake up from sleep mode even if print data is received from a computer connected by USB cable.

Item		Description
Weekly Timer Settings		Configure settings for entering sleep mode and waking it automatically at a specified time for each day of the week.
	Weekly Timer	Select whether to use Weekly Timer. **Value: Off, On**
	Schedule	Specify the time for each day of the week at which the machine enters sleep mode.
	Retry	Set the number of retries for entering sleep mode. **Value: Limited Retries, Unlimited Retries** **NOTE** • If [**Limited Retries**] is selected, set the number of retry. The setting range is 0 to 10. Retry is not performed when "0" is set. • If [**Unlimited Retries**] is selected, retry is performed until the machine enters sleep mode. • To make retry attempts, enter the retry interval with [**-**] [**+**] or the numeric keys. You can set an interval from 10 to 60 seconds in increments of 10 seconds.
Power Off Timer (models for Europe)		Select whether to turn off the power automatically after a period of inactivity. **Value: 1 hour, 2 hours, 3 hours, 4 hours, 5 hours, 6 hours, 9 hours, 12 hours, 1 day, 2 days, 3 days, 4 days, 5 days, 6 days, 1 week**
Power Off Rule (models for Europe)		Select whether or not the machine enters Power Off mode for the following function. Select [**On**] to set the Power Off mode. • Network • USB Cable • USB HOST • Extended Function **Value: Off, On** **NOTE** Even when [**Network**] or [**USB Cable**] is set to [**Off**], if the machine does not communicate with the other devices, the machine will enter Power Off Mode.
Energy Saver Recovery Level		Select the method of recovery from energy saver. **Value:** **Full Recovery**: This mode enables the use of all functions immediately. However, this mode saves less energy. **Normal Recovery**: In this mode, you can select the method from the following: enabling the use of all functions immediately or enabling the use of desired functions only. If you want to use all functions immediately, select the [**Energy Saver**] key to execute recovery. **Power Saving Recovery**: This mode enables the use of desired functions only. This mode saves energy most effectively.
Ping Timeout		Set the time until timeout occurs when [**Ping**] is executed in "Network Settings". **Value: 1 to 30 seconds (in 1 second increments)**

Display Settings

[**System Menu/Counter**] key > [**Device Settings**] > [**Display Settings**]

Item	Description
Display Brightness	Set the brightness of the touch panel. **Value: 1 (Darker), 2, 3, 4, 5 (Lighter)**
Default Screen	Select the screen appearing right after start-up (default screen). **Value: Home, Copy, Send, Status, Device Information, Custom Box, Job Box, USB Drive, Extended Function Name, Internet Browser** **NOTE** The extended function name shows the extended function that is running.
Wallpaper	Editing the Home Screen (page 2-12)
Show Power Off Message	Set the mode whether display a confirmation message in power supply off. **Value: Off, On**
Quick Setup Registration (Copy)	Select the functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed as necessary. Six items in the following options are available. **Value: Off, Paper Selection, Zoom, Staple/Punch, Density, Duplex, Combine, Collate/ Offset, Original Image, Original Size, Original Orientation, Color Selection, Continuous Scan, Background Density Adj.** **NOTE** [**Staple/Punch**] is displayed when the optional Document Finisher is installed. When a punching unit is not installed, this item name is [**Staple**].
Quick Setup Registration (Send)	Select the functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed as necessary. Six items in the following options are available. **Value: Off, Original Size, 2-sided/Book Original, Sending Size, Original Orientation, File Format, Density, Original Image, Scan Resolution, Color Selection, Zoom, Continuous Scan, Background Density Adj.**
Quick Setup Registration (Storing in Box)	Select the functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed as necessary. Six items in the following options are available. **Value: Off, Color Selection, Storing Size, Density, 2-sided/Book Original, Scan Resolution, Zoom, Original Orientation, Original Size, Original Image, Continuous Scan, Background Density Adj.**
Quick Setup Registration (Box Print)	Select the functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed as necessary. Six items in the following options are available. **Value: Off, Paper Selection, Collate/Offset, Staple/Punch, Duplex, Combine, Delete after Printed, Color Selection** **NOTE** [**Staple/Punch**] is displayed only when an optional Document Finisher is installed. When a punching unit is not installed, this item name is [**Staple**].
Quick Setup Registration (Sending from Box)	Select the functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed as necessary. Six items in the following options are available. **Value: Off, Sending Size, File Format, Delete after Transmitted, Color Selection**

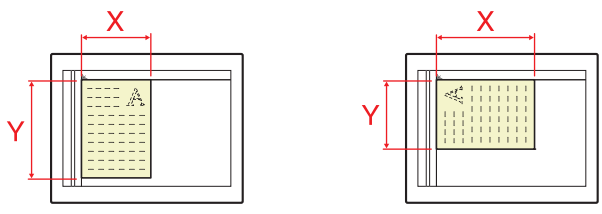
Sound

[**System Menu/Counter**] key > [**Device Settings**] > [**Sound**]

Item		Description
Buzzer		Set options for buzzer sound during the machine operations.
	Volume	Set the buzzer volume level. **Value: 0 (Mute), 1 (Minimum), 2, 3 (Medium), 4, 5 (Maximum)** **NOTE** Select [0 (Mute)] to mute the buzzer sound of Status Indicator Light.
	Key Confirmation	Emit a sound when the operation panel and touch panel keys are selected. **Value: Off, On**
	Job Finish	Emit a sound when a print job is normally completed. **Value: Off, On**
	Ready	Emit a sound when the warm-up is completed. **Value: Off, On**
	Warning	Emit a sound when errors occur. **Value: Off, On**
	Optional Keyboard	Emit a sound to confirm key presses with a sound. **Value: Off, On**

Original/Scan Settings

[**System Menu/Counter**] key > [**Device Settings**] > [**Original/Scan Settings**]

Item		Description
Auto Detect Original Size		Select whether to automatically detect originals of special or non-standard size.
	System of Units	Select [**Metric**] when automatically detecting the originals in centimeter sizes. Select [**Inch**] when detecting the originals in inch sizes. **Value: Metric, Inch**
	Legal/Oficioll/ 216x340 mm	Set the original sizes for the device to detect automatically. **Value: Legal, Oficioll, 216×340 mm** **NOTE** This appears when [**Inch**] is selected in [**Length Units**].
	A6/Hagaki	You can select A6 or Hagaki. **Value: A6/Hagaki** **NOTE** This appears when [**Metric**] is selected in [**Length Units**].
	Folio	Set whether or not Folio is detected. **Value: Off, On** **NOTE** This appears when [**Metric**] is selected in [**Length Units**].
	11"x15"	Set whether or not 11" x 15" is detected. **Value: Off, On** **NOTE** This appears when [**Metric**] is selected in [**Length Units**].
Custom Original Size		Set up frequently-used custom original size. Up to four custom original sizes can be added. The custom size option is displayed on the screen to select original size. Set [**Custom 1** (to **4**)] to [**On**] and select [**On**] and enter the desired size. **Value** **Metric** **X: 50 to 432 mm (in 1 mm increments)** **Y: 50 to 297 mm (in 1 mm increments)** **Inch** **X: 2.00 to 17.00" (in 0.01" increments)** **Y: 2.00 to 11.69" (in 0.01" increments)** **X=Length, Y=Width** Vertical Horizontal 
Prevent Light Reflection		Prevent light reflection when using the Erase Shadowed Areas feature. **Value: Off, On**

Paper Feeding

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**]

Configure the paper and paper source settings.

Paper Catalog

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > [**Paper Catalog**]

Item	Description
Paper Catalog	Select [ ] (information icon) of the desired paper brand from the list. The detailed information of the paper appears. Select [**Close**] after confirmation. **NOTE** • You can enter the name of the paper brand in the [**Search**] text box to search for a paper brand. • To show a paper size and weight filter list, select the [**Filter**] icon. You can select a size and weight to filter the paper brand search results by that size and weight.

Cassette 1 (to 8) Settings

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > [**Cassette 1** (to **8**) **Settings**]

NOTE

[**Cassette 5 Settings**] to [**Cassette 8 Settings**] are displayed when the optional paper feeder is installed.

Item		Description
Paper Catalog		Select the desired paper brand from the list > [**Close**].
Manual	**Paper Size**	Select paper size. Paper size is automatically detected and selected when [**Auto (Metric)**] or [**Auto (Inch)**] is selected. **Value:** **Cassette 1, 2: Auto (Metric), Auto (Inch), A3, A4/, A5/, A6, B4, B5/, B6, Folio, 216 x 340 mm, SRA3, Ledger, Letter/, Legal, Statement, 12"×18", Executive, OficioII, 8K, 16K/, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki, Oufukuhagaki (Return postcard), Kakugata 2, Youkei 4, Youkei 2, Younaga 3, Size Entry** **NOTE** • When using Cassette 3 or 4, you can only specify A4, B5, or Letter. • When using Cassette 5 to 8, 13"×19.2", 13"×19", Envelope #10, Envelope DL, Envelope C5, Envelope C4, Youkei 4, Youkei 2, and Younaga 3 can also be loaded, in addition to the above paper sizes. • Paper size automatically detected in the cassette: A3, A4/, A5/, A6, B5/, B6, Letter/, Legal, Statement/, Folio • The range that can be specified by size entry differs depending on the cassette.
	Media Type	Select the media type. **Value** **Plain, Rough, Vellum, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelopes, Thick, Inkjet Paper, Inkjet Matte Paper, Custom 1 - 8** **NOTE** • When using Cassette 5 to 8, Labels and Index tab dividers can also be loaded, in addition to the above paper types. • To change to a media type other than "Plain". ➔ Media for Auto (Color) (page 15-21) ➔ Media for Auto (B & W) (page 15-21) When a paper weight that cannot be loaded in the cassette is set for a media type, that media type does not appear. • To print on preprinted paper, prepunched paper, letterhead, or inkjet matte paper ➔ Special Paper Action (page 15-22)

Item		Description
Manual	**Paper Weight**	The weights that can be selected vary by media type. **Value** Plain: None, Normal 1 (60 to 74 g/m^2), Normal 2 (75 to 90 g/m^2), Normal 3 (91 to 105 g/m^2) Vellum: None, Light (52 to 59 g/m^2) Labels: None, Normal 1 to 3, Heavy 1 (106 to 135 g/m^2), Heavy 2 (136 to 163 g/m^2), Heavy 3 (164 to 220 g/m^2), Heavy 4 (221 to 256 g/m^2), Heavy 5 (257 to 300 g/m^2), Heavy 6 (301 to 360 g/m^2) Preprinted: None, Normal 1 to 3, Heavy 1 to 6 Bond: None, Normal 1 to 3, Heavy 1 to 4 Cardstock: None, Heavy 1 to 6 Color: None, Normal 1 to 3, Heavy 1 to 6 Prepunched: None, Normal 1 to 3 Letterhead: None, Normal 1 to 3, Heavy 1 to 6 Envelopes: None, Heavy 1 to 6 Thick: None, Heavy 1 to 6 Index Tab Dividers: None, Heavy 2 to 4 Inkjet Paper: None, Light, Normal 1 to 3, Heavy 1 to 6 Inkjet Matte Paper: None, Light, Normal 1 to 3, Heavy 1 to 6 Custom 1 to 8: None, Light, Normal 1 to 3, Heavy 1 to 6 **NOTE** • Select [**Weight Entry**] to specify the paper weight manually. • [**Labels**] and [**Index Tab Divider**] appear when Cassettes 5 to 8 are used. • [**Envelopes**] and [**Cardstock**] appear when Cassettes 1, 2 and 5 to 8 are used.
	Paper Color	You can specify the color type of paper. **Value** None, White, Black, Blue, Cream, Golden rod, Gray, Green, Ivory, Orange, Pink, Purple, Red, Yellow, Others
	Main Unit Paper Feed Speed	If a paper jam occurs in the paper feeder, or a paper jam occurs with a particular type of paper, adjust the paper feed speed. **Value** **Normal**, **Low**
	Paper Feeder Action	Adjust if double feeding or non-feeding occurs when feeding paper from a Paper Feeder. **Value** **Standard**, **Reduce Multifeed**, **Reduce Multifeed (Maximum)**, **Facilitate Feed**, **Facilitate Feed (Maximum)**
	Tray Lift Assist	If the paper does not float easily due to the thickness (weight) of the paper, such as cardboard or envelopes, adjust the speed at which the cassette bottom plate rises. Select [Tray Speed] and then select the speed. **Value** **Very Slow**, **Slow**, **Normal**, **Fast**, **Very Fast**

Item		Description
Manual	**Paper Near End**	Enable this setting if unfed paper is likely to occur when there is very little paper remaining. If this setting is enabled (On), the printer will detect that there is no paper even when there is only a small amount of paper remaining. **Value** **On**, **Off**
	Waiting Time for Lifted Paper Stable	You can adjust the monitoring start timing of paper floating state immediately after paper feed starts. Shortening the time will improve non-feed and lengthening the time will improve multi-feed. **Value** **3 sec**, **3.5 sec**, **4 sec**, **4.5 sec**, **5 sec**
	Paper Rejection Improvement	If the paper is not fed at the initial stage after paper feed starts, adjust the height of the bottom plate of the cassette. **Value** **On**, **Off**, **Auto**
	Main Unit Decurl Adjustment	Adjust this setting if curling occurs when outputting to the right tray. **Value** You can adjust decurling to a value from [**-5 (Low)**] to [**+5 (High)**].
	Decurl Adj. (Inverter and Decurler Unit)	Adjust this setting if curling occurs when outputting from the 4,000-sheet Finisher or 5,000-sheet Stacker. **Value** You can adjust decurling to a value from [**-5 (Low)**] to [**+5 (High)**].
	Ink Discharge Distance Settings	Perform this adjustment if ink splashing or color drift occurs on the output result, or paper jams occur. **Value** **Normal**, **Wide** **IMPORTANT** • **Selecting [Wide] may cause ink splashing and color drift.** • **If a paper jam occurs under the print head when [Normal] is selected, contact your service representative.**
	Adjustment Items	Set this to perform fine adjustment of the machine. Correcting Paper Skew (page 6-8) Adjusting the Print Position to Correct Image Drift (page 6-10) Adjusting Color Drift (page 6-15)*1

*1 Available only for color model.

MP Tray Settings

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > [**MP Tray Settings**]

Item		Description
Paper Catalog		Select the paper brand from the [**Select From Paper Catalog**] list.
Manual	**Paper Size**	Select the paper size. When [**Auto (Metric)**] or [**Auto (Inch)**] is selected, the paper size is automatically detected and selected. **Value:** **Multipurpose Tray: Auto (Metric), Auto (Inch), A3, A4/, A5/, A6, B4, B5/, B6, Folio, 216 x 340 mm, SRA3, Ledger, Letter/, Legal, Statement, 13"×19.2", 13"×19", 12"×18", Executive, Oficioll, 8K, 16K/, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki, Oufukuhagaki (Return postcard), Kakugata 2, Youkei 4, Youkei 2, Younaga 3, Size Entry** **550-sheet Multipurpose Tray (option): Auto (Metric), Auto (Inch), A3, A4/, A5/, A6, B4, B5/, B6, Folio, 216 x 340 mm, SRA3, Ledger, Letter/, Legal, Statement, 13"×19.2", 13"×19", 12"×18", Executive, Oficioll, 8K, 16K/, ISO B5, Envelope #10/, Envelope DL/, Envelope C5/, Envelope C4/, Hagaki, Oufukuhagaki (Return postcard), Kakugata 2, Youkei 4/, Youkei 2/, Younaga 3/, Size Entry** **NOTE** The range that can be specified by size entry differs depending on the multipurpose tray (main unit or option).
	Media Type	Select the media type **Value:** **Plain, Rough, Vellum, Labels, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelopes, Thick, Index Tab Dividers, Inkjet Paper, Inkjet Matte Paper, Custom 1 to 8** **NOTE** • To change to a media type other than "Plain", refer to the following sections. ➔ Media for Auto (Color) (page 15-21) ➔ Media for Auto (B & W) (page 15-21) When a paper weight that cannot be loaded in the cassette is set for a media type, that media type does not appear. • To print on preprinted paper, prepunched paper, letterhead, or inkjet matte paper, refer to the following section. ➔ Special Paper Action (page 15-22)

Item		Description
Manual	**Paper Weight**	Select the paper weight. The weights that can be selected vary by media type. **Value:** **Main unit Multipurpose Tray** Plain: None, Normal 1 to 3 Rough: None, Normal 1 to 3, Heavy 1 to 5 Vellum: None, Light Labels: None, Normal 1 to 3, Heavy 1 to 5 Preprinted: None, Normal 1 to 3, Heavy 1 to 5 Bond: None, Normal 1 to 3, Heavy 1 to 4 Cardstock: None, Heavy 1 to 5 Color: None, Normal 1 to 3 Prepunched: None, Normal 2 to 3 Letterhead: None, Normal 2 to 3, Heavy 1 to 5 Envelopes: None, Heavy 1 to 5 Thick: None, Heavy 1 to 5 Index Tab Dividers: None, Heavy 2 to 4 Inkjet Paper: None, Light, Normal 1 to 3, Heavy 1 to 5 Inkjet Matte Paper: None, Light, Normal 1 to 3, Heavy 1 to 5 Custom 1 to 8: None, Light, Normal 1 to 3, Heavy 1 to 5 **550-sheet Multipurpose Tray (option)** Plain: None, Normal 1 to 3 Rough: None, Normal 1 to 3, Heavy 1 to 3 Vellum: None, Light Labels: None, Normal 1 to 3, Heavy 1 to 3 Preprinted: None, Normal 1 to 3 Bond: None, Normal 1 to 3, Heavy 1 to 3 Cardstock: None, Heavy 1 to 3 Color: None, Normal 1 to 3, Heavy 1 to 3 Prepunched: None, Normal 1 to 3 Letterhead: None, Normal 1 to 3, Heavy 1 to 3 Envelopes: None, Heavy 1 to 3 Thick: None, Heavy 1 to 3 Index Tab Dividers: None, Heavy 2 to 3 Inkjet Paper: None, Light, Normal 1 to 3, Heavy 1 to 3 Inkjet Matte Paper: None, Light, Normal 1 to 3, Heavy 1 to 3 Custom 1 to 8: None, Light, Normal 1 to 3, Heavy 1 to 3
	Paper Color	You can specify the color type of paper. **Value** None, White, Black, Blue, Cream, Golden rod, Gray, Green, Ivory, Orange, Pink, Purple, Red, Yellow, Others
	Main Unit Decurl Adjustment	Adjust this setting if curling occurs during two-sided printing or when outputting to the right tray. **Value:** You can adjust decurling to a value from [**-5 (Low)**] to [**+5 (High)**].

Item		Description
Manual	**Decurl Adj. (Inverter and Decurler Unit)**	Adjust this setting if curling occurs when outputting from the Finisher or 5,000-sheet Stacker. **Value:** You can adjust decurling to a value from [**-5 (Low)**] to [**+5 (High)**].
	Ink Discharge Distance Setting	Perform this adjustment if ink splashing or color drift occurs in the print result, or paper jams occur. **Value:** **Normal, Wide** **IMPORTANT** • **Selecting [Wide] may cause ink splashing and color drift.** • **If a paper jam occurs under the print head when [Normal] is selected, contact your service representative.**
	Adjustment items	Set to perform fine adjustment of the machine. Correcting Paper Skew (page 6-8) Adjusting the Print Position to Correct Image Drift (page 6-10) Adjusting Color Drift (page 6-15)*1

*1 Available only for color model.

Inserter Tray 1 (to 2)

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > [**Inserter Tray 1 (to 2)**]

NOTE

[**Inserter Tray 1**] and [**Inserter Tray 2**] are displayed when an optional inserter tray is installed.

Item		Description
Paper Catalog		Select the paper brand from the [**Select From Paper Catalog**] list.
Manual **Manual**	**Paper Size**	Select the paper size. When [**Auto (Metric)**] or [**Auto (Inch)**] is selected, the paper size is automatically detected and selected. **Value:** Auto (Metric), Auto (Inch), A3, A4*1, A5*1, B4, B5*1, Folio*2, 216×340mm*2, SRA3, Ledger, Letter*1, Legal*2, Statement*1, 13"×19.2"*1*2, 12"×18", Executive*2, Oficio II*2, ISO B5*2, Size entry (140 × 148 mm to 330 × 487 mm/5.50" × 5.83" to 13.00" × 19.20")
	Media Type	Select the media type **Value:** Plain, Rough, Vellum, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, Coated, Index tab dividers, Custom 1 to 8 **NOTE** • To change to a media type other than "Plain", refer to the following sections. Media for Auto (Color) (page 15-21) Media for Auto (B & W) (page 15-21) When a paper weight that cannot be loaded in the cassette is set for a media type, that media type does not appear. • To print on preprinted paper, prepunched paper, or letterhead, refer to the following section. Special Paper Action (page 15-22)
	Paper Weight	Select the paper weight. The weights that can be selected vary by media type. **Value:** None, Normal 1 (60 to 74 g/m^2), Normal 2 (75 to 90 g/m^2), Normal 3 (91 to 105 g/m^2), Heavy 1 (106 to 135 g/m^2), Heavy 2 (136 to 163 g/m^2), Heavy 3 (164 to 220 g/m^2), Heavy 4 (221 to 256 g/m^2), Heavy 5 (257 to 300 g/m^2), Heavy 6 (301 to 360 g/m^2), Weight Entry (60 to 105 g/m^2) **NOTE** Select [**Weight Entry**] to enter a paper weight.
Multifeed Detection		Sets whether inserter tray detects paper jams on special paper (paper with overlapping labels, etc.). Set to [**Off**] to prevent false positives. **Value** On, Off
Air Assist Setting		Sets the fan operation of inserter tray. When set to [On], air is blown out of the duct in the inserter tray. Air is blown against the edge of the paper to make the stuck paper easier to peel off. When set to [Manual], air flow can be adjusted in increments of 10% (range: 0 to 90%). **Value:** Off, Auto, Manual

*1 Includes and .

*2 This paper size is not automatically detected.

Show Paper Setup Message

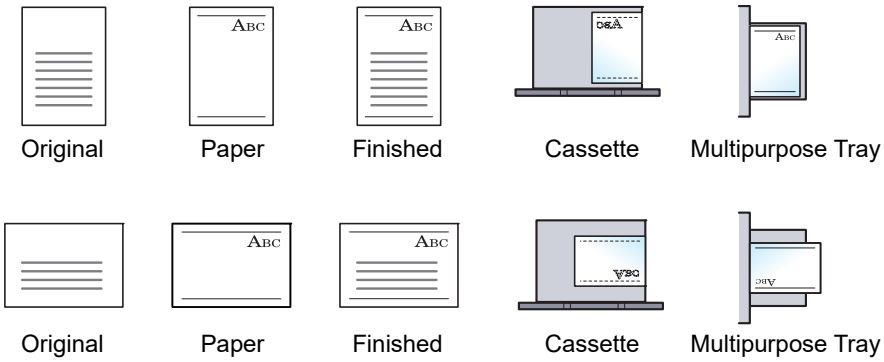
[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > [**Show Paper Setup Message**]

Item		Description
Show Paper Setup Message		Set whether to display the confirmation screen for the paper setting when a new paper is set for each cassette. **Value: Off, On** **NOTE** [**Cassette 5**] to [**Cassette 8**] are displayed when the optional paper feeder is installed.
	Cassette 1 to 8	
	MP Tray	

Paper Feed Settings

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > [**Paper Feed Settings**]

Item	Description
Default Paper Source	Select the default paper source. **Value: Cassette 1** (to **8**)**, MP Tray** **NOTE** • [**Cassette 5**] to [**Cassette 8**] are displayed when the optional paper feeder is installed. • [**MP Tray**] appears when the optional Paper Feeder is not installed, or when the 550-sheet Multipurpose Tray is installed.
Paper Selection	Set the default paper selection. **Value: Auto, Default Paper Source**
Auto Paper Selection	If [**Auto**] is selected for Paper Selection, set the paper size selection method when the zoom changes. **Value** **Most Suitable Size**: Selects paper size based on the current zoom and the size of the original. **Same as Original Size**: Selects paper that matches the size of the original, regardless the zoom.
Media for Auto (Color)*1 **Media for Auto (B & W)**	Select a default media type for auto paper selection when [**Auto**] is selected of Paper Selection. If [**Plain**] is selected, the paper source with plain paper loaded in the specific size is selected. Select [**All Media Types**] for the paper source with any kind of paper loaded in the specific size. **Value: All Media Types, Plain, Rough, Vellum, Labels, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelopes, Thick, Index Tab Dividers, Inkjet Paper, Inkjet Matte Paper, Custom 1 to 8**
Separator Paper Source	Select the default paper source for separator sheets. **Value: Cassette 1** (to **8**)**, MP Tray** **NOTE** [**Cassette 5**] to [**Cassette 8**] are displayed when the optional paper feeder is installed.

Item	Description
Special Paper Action	When printing on Prepunched, Preprint, Letterhead, and Inkjet Matte Paper, punch-holes might not be aligned or the print direction might be upside-down depending on how originals are set and the combination of copying functions. In such a case, select [**Adjust Print Direction**] to adjust the print direction. When paper orientation is not important, select [**Speed Priority**]. If [**Adjust Print Direction**] is selected, load paper according to the steps below. Example: copying on Letterhead  **Value: Adjust Print Direction, Speed Priority**
Inkjet Matte Paper Action	Select the action when using Inkjet Matte Paper. **Value:** **Standard**: Transfers the Matter Paper in normal speed. **High Print Coverage Mode**: Transfers the Matter Paper in a half speed. **NOTE** To print a document with a high coverage rate, select [**High Print Coverage Mode**].
Reference for Center Positioning	Select the setting to adjust the center position. **Value:** **Both Sides of Paper**: Defines the both sides of paper as a center position. **Back of Main Unit**: Defines the back of main unit as a center position. **Front of Main Unit**: Defines the front of main unit as a center position.
Spool Print Data	Select the priority of the spool mode. **Value:** **On**: Print the data without spooling. **Off**: Spools the print data.

*1 Available only for color model.

Paper Output

[**System Menu/Counter**] key > [**Device Settings**] > [**Paper Output**]

Item		Description
Paper Output	**Copy/Box**	Select the output tray respectively for copy jobs and print jobs from Document Box. **Value:** **with no option** • Right Tray: Outputs to the Right Tray of the machine. **with optional 5,000-Sheet Stacker** • Right Tray: Outputs to the Right Tray of the machine. • (Stacker 1) Stacker Cart: Delivery to the stacker cart of the Stacker 1. • (Stacker 1) Top Tray: Outputs to the Top Tray of the Stacker 1. • (Stacker 2) Stacker Cart: Delivery to the stacker cart of the Stacker 2. • (Stacker 2) Top Tray: Outputs to the Top Tray of the Stacker 2. **with optional 4,000-sheet Finisher** • Right Tray: Outputs to the Right Tray of the machine. • Tray A: Delivery to the Tray A of the optional Document Finisher • Tray B: Delivery to the Tray B of the optional Document Finisher
	Printer	Select the output tray respectively for print jobs from computers data. **Value:** **with no option** • Right Tray: Outputs to the Right Tray of the machine. **with optional 5,000-Sheet Stacker** • Right Tray: Outputs to the Right Tray of the machine. • (Inverter and Decurler Unit) Top Tray: Outputs to the Top Tray of the Inverter and Decurler Unit. • (Stacker 1) Stacker Cart: Delivery to the stacker cart of the Stacker 1. • (Stacker 1) Top Tray: Outputs to the Top Tray of the Stacker 1. • (Stacker 2) Stacker Cart: Delivery to the stacker cart of the Stacker 2. • (Stacker 2) Top Tray: Outputs to the Top Tray of the Stacker 2. **with optional 4,000-sheet Finisher** • Right Tray: Outputs to the Right Tray of the machine. • (Inverter and Decurler Unit) Top Tray: Outputs to the Top Tray of the Inverter and Decurler Unit. • Tray A: Delivery to the Tray A of the optional Document Finisher • Tray B: Delivery to the Tray B of the optional Document Finisher

Item		Description
Paper Output Behavior	**Offset Documents by Job**	Select whether to offset documents by Job. **Value: Off, On** **NOTE** This function is displayed when an optional 4,000-sheet Finisher is installed.
	Offset One Page Documents	Set whether one-page documents are sorted. **Value: Off, On** **NOTE** This function is displayed when an optional 4,000-sheet Finisher is installed.
Paper Removal Indicator Time		Depending on the type of paper, the machine may notify that the paper is full when the number is less than the actual number of sheets that can be loaded. In order to avoid paper jams due to overloading, you can configure an approximate stacking capacity to remove paper from the paper output destination.
	Tray A	**Value:** 100% (Maximum Stacking Capacity), 50% **NOTE** This function is displayed when an optional 4,000-sheet Finisher is installed.
	(Stacker 1) Stacker Cart Large Paper	**Value:** 100% (Maximum Stacking Capacity), 75%, 50%, 25% **NOTE** This function is displayed when an optional 5,000-sheet Stacker (1, 2) is installed.
	(Stacker 1) Stacker Cart Small Paper	
	(Stacker 2) Stacker Cart Large Paper	
	(Stacker 2) Stacker Cart Small Paper	
	Folding Tray	**Value:** 100% (Maximum Stacking Capacity), 50% **NOTE** This function is displayed when an optional 4,000-sheet Finisher and Folding Unit are installed.

Function Key Assignment

[**System Menu/Counter**] key > [**Device Settings**] > [**Function Key Assignment**]

Item	Description
Function Key 1	Assign a function to each function key. **Value: None, Copy, Send, Custom Box, Job Box, USB Drive, Fiery, Internet Browser** **NOTE** • You can select [**Filter**] to filter the settings by [**All**], [**Extended Function**], or [**Other**]. • For the extended function, the registered extended function name will be displayed.
Function Key 2	
Function Key 3	

Operation Assist

[**System Menu/Counter**] key > [**Device Settings**] > [**Operation Assist**]

Item	Description
Orientation Confirmation	Select whether to display a screen for selecting the orientation of the originals to be placed on the platen when using the following functions. Original Orientation (page 13-5) • Zoom (XY Zoom) • Duplex • Margin/Centering • Border Erase • Combine • Memo Page • Page # • Staple/Punch (optional feature) • 2-sided/Book Original • Text Stamp • Bates Stamp **Value: Off, On**
Preset Limit	Restrict the number of copies that can be made at one time. **Value: 1 to 9999 copies**

Error Handling

[**System Menu/Counter**] key > [**Device Settings**] > [**Error Handling**]

Item	Description
Wrong Size Paper Loaded	Set what to do when it is detected that the multipurpose tray paper size setting does not match the actual paper size that is fed. **Value** **Ignore**: The setting is ignored and the job is printed. **Display Error**: Message to cancel printing is displayed.
Skewed or Multi Originals	Set what to do when the machine detects the skewed paper or multiple originals. **Value** **Ignore**: The setting is ignored and the job is printed. **Display Error**: Message to cancel printing is displayed.
Paper Centering Error	Set what to do when the paper centering error occurs during printing. When the machine detects paper centering error, the message "Paper centering error. Check if the paper is correctly set." appears on the operation panel. **Value** **Ignore**: Printing continues with current setting. **Display Error**: Message to cancel printing is displayed.
Eject Ink Where There is No Paper	Set what to do when the machine detects that the paper has holes required masking processing which does not eject ink around the holes in the paper. **Value** **Do Not Eject Ink - Continue Printing**: Printing continues without ejecting ink around the holes in the paper. **Display Error**: Message to cancel printing is displayed.
Paper Jam before Staple	The page from which printing is resumed when a paper jam occurs during a job with stapling can be selected. **Value** **Resume at Top of Page**: Resume printing from the first page of the document. **Resume at Jammed Page**: Resume printing from the page where the jam occurred. **NOTE** Requires the optional 4,000-sheet Finisher.

Item	Description
Error Job Skip	Set whether a job for which a "Add paper in cassette #" or "Add paper in Multipurpose Tray" error occurred when the job was started is automatically skipped after a set period of time elapses. **Value: Off, On** **NOTE** • When a job is skipped, it is moved to the end of the job queue. • If [**On**] is selected, set the time until the job is skipped. The setting range is 5 to 90 (5 second increments).
Auto Error Clear	If an error occurs during processing, processing stops to wait for the next step to be taken by the user. In the Auto Error Clear mode, automatically clear the error after a set amount of time elapses. **Value: Off, On** **NOTE** If you select [**On**] for Auto Error Clear, set the amount of time to wait before automatically clearing errors. The setting range is 5 to 495 seconds (in 5 second increments).

Ink Settings

[**System Menu/Counter**] key > [**Device Settings**] > [**Ink Settings**]

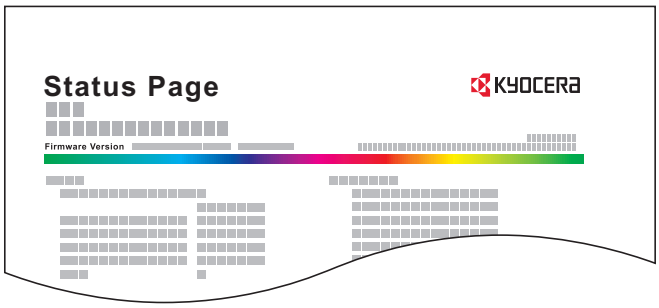
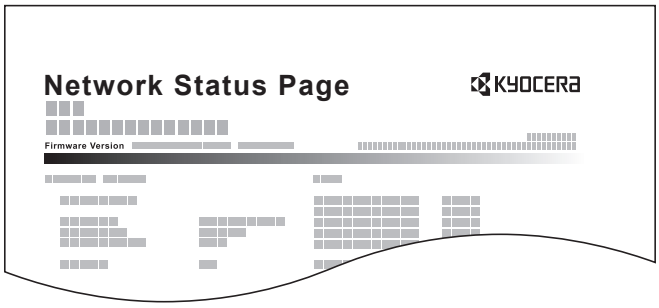
Item	Description
Low Ink Alert	Set the amount of remaining ink to notify the administrator when to order an ink when the ink is running low. This notification is used for event report, Status Monitor, SNMP Trap. **Value: Off, On** **NOTE** If [**On**] is selected, set the amount of remaining ink to alert. The setting range is 5 to 100% (in 1% increments).

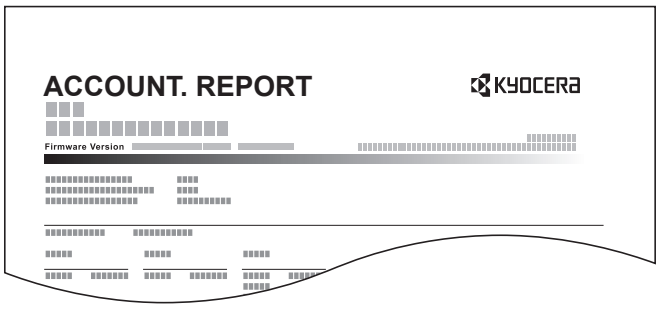
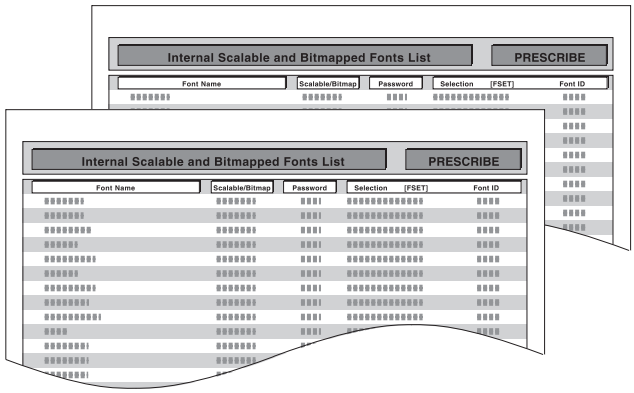
Notification/Report

Print reports to check the machine settings, status, and history. Settings for printing reports can also be configured.

Printing Report/List

[**System Menu/Counter**] key > [**Notification/Report**] > "Print Report/List" [**Print Report/List**]

Item	Description
Status Page	Prints the status page, allowing you to check the information including current settings, available memory space, and optional equipment installed. 
Service Status	Prints the service status. More detailed information is available than on the Status Page. Service personnel usually print the service status pages for maintenance purpose.
Network Status	Prints the network status, allowing you to check the information including network interface firmware version, network address and protocol. 

Item	Description
Print Accounting Report	The total pages counted of all relevant accounts can be printed as an accounting report. Reports have different formats depending on how the count of copiers and printers is administered. **When "Individual" is selected for Managing the Copy/Printer Count**  When Count by Paper Size is used, the report will show sheet counts by paper size.
Font List	Prints the font list, allowing you to check the font samples installed in the machine. 
One-Touch List (All)	Prints One Touch List, allowing you to check the destinations that have been registered on the One Touch Keys.
Configuration List	Prints the settings in System Menu as a list.
Extended Function Status	Prints Extended Function Status, allowing you to check the information on the extended function installed in the machine.
Data Sanitization Report	Prints the data sanitization report.
Paper Catalog	Print the paper catalog.

Result Report Setting

[**System Menu/Counter**] key > [**Notification/Report**] > "Result Report Setting"

Item		Description
Send Result Report		Automatically print a report of transmission result when a transmission is complete.
	Email/Folder	Automatically print a report of transmission result when E-mail or SMB/FTP transmission is complete. **Value: Off, On, Error Only**
	Canceled before Sending	Print a send result report if the job is canceled before being sent. **Value: Off, On** When "E-mail/Folder" is set to [**Off**], this function will not be displayed.
	Recipient Format	Select the Recipient Format for the send result report. **Value: Name or Destination, Name and Destination** When "E-mail/Folder" is set to [**Off**], this function will not be displayed.

Device Status Notification

[**System Menu/Counter**] key > [**Notification/Report**] > "Device Status Notification"

Item		Description
Low Ink Alert		Low Ink Alert (page 15-27)
Notify on Device		Configures the replacement timing of consumables and the On/Off of notification.
	Low Ink	Set the remaining amount to detect when the ink becomes near empty. When the specified value is reached, a message prompting replacement is displayed. **Value: 5 to 100 % (1 % increment)**
	Ink Waste Full	Set whether to notify that the waste ink tank is almost full. **Value: Off**, **On**
	Low Head Cleaning Fluid	Set whether or not to notify that the head cleaning liquid is near empty. **Value: Off**, **On**
	Time for Maintenance	Set the rate at which messages prompting user to replace each consumable part are displayed ahead of the timing set by service representative. For example, if you want to display a message at the same timing as when a service representative sets it with a special tool, set 0%. On the other hand, if you want to display the message ahead of timing at which he/she sets, set it in the range of 5 to 90%. **Value** **Image Conveying Unit** (Main Unit), **Cassette 1** (to **4**) (Main Unit), **Cassette 5** (to **8**) (Option), **Multipurpose Tray** (Option), **Decurler** (Main Unit), **Decurler DE** (Option), **Punch Unit** (Option): **0 to 90 % (5 % increments)** **IMPORTANT** **Contact your service representative if you have changed this setting.**
	Lighting Settings of Status Indicator Light	When changing this setting, Status Indicator Light flashes yellow for the specified time only when the status occurs or when the job ends. The optional Status Indicator Light flashes yellow when the following status occurs. • Ink is near empty. • Waste ink tank is almost full. • Head cleaning liquid is near empty. • Time to replace consumable parts. **Value** **Specify Lighting Duration: Off**, **On** When setting to **On**, the flashing time can be specified in 10 to 60 seconds (5 seconds increments).

Message Board Settings

[**System Menu/Counter**] key > [**Notification/Report**] > "Message Board Settings"

Item			Description
Message Board			Select whether to use the Message Board. **Value: Off, On**
Message List			Configure settings for the registered message board.
	Add		Add a new message board.
		Title/Body	Enter the title and body to display on the message board. The title can include up to 30 characters, and the body can include up to 300 characters.
		Device to Show	Select where to show the message. **Value** **Hide**: Displays no message. **Operation Panel**: Displays a message on the operation panel. **Embedded Web Server**: Displays a message in Command Center RX. **Panel + Web Server**: Displays a message in the operation panel and the Command Center RX.
		Place to Show	Select where to show the message in the touch panel. **Value** **Login Screen**: Login screen of user login administration **Home Screen**: Home Screen
		Message Type	Select the message type. **Value: Normal, Alert, Prohibition**
		Priority Show	Displays the message on the message board. **Value: Off, On**
	Raise Priority		Raise the priority of the message board selected on the list.
	Low Priority		Lower the priority of the message board selected on the list.
	Delete		Deletes the message board selected on the list.
	[ ] (information icon)		Display information on the selected message board.

History Settings

[**System Menu/Counter**] key > [**Notification/Report**] > "History Settings"

NOTE

For details on the Log History, refer to the following:

History Management (page 15-37)

Item		Description
Sending Log History	**Auto Sending**	This function automatically sends the log history to the specified destinations whenever a set number of jobs has been logged. **Value: Off, On** **NOTE** If [**On**] is selected, specify the number of job histories. The setting range is 1 to 1,500.
	Destination	Set the destination to which log histories are sent. Only E-mail address can be set. **Value** **Email Address Book**: Select the E-mail address from the address book. **Email Address Entry**: Enter the E-mail address. The E-mail Address can include up to 256 characters.
	Subject	Set the subject automatically entered when sending log histories by E-mail. **Value: Up to 256 characters**
	Personal Information	Select whether to include personal information in the job log. **Value: Include, Exclude**
	Send Log History	You can also send the log history to the specified destinations manually.

Item		Description
Login History Settings	**Login History**	Select whether to record the Login History. **Value: Off, On** **NOTE** If [**On**] is selected, set the number of histories to be recorded. The setting range is 1 to 1,000.
	Auto Sending	Select whether the login history is automatically sent to the set address when the number of entries reaches the number set in "Login History". **Value: Off, On** **NOTE** This function is displayed when "Login History" is set to [**On**].
	Destination	Set the destination to which login histories are sent. E-mail address only can be set as destination. **Value:** **Email Address Book**: Select the E-mail address from the address book. **Email Address Entry**: Enter the E-mail address. The E-mail Address can include up to 256 characters. **NOTE** This function is displayed when "Login History" is set to [**On**].
	Subject	Set the subject automatically entered when sending login histories by E-mail. **Value:** Up to 256 characters **NOTE** This function is displayed when "Login History" is set to [**On**].
	Log Reset	Resets the recorded login histories.

Item		Description
Device Log History Settings	**Device Log History**	Select whether to record the device log history. **Value: Off, On** **NOTE** If [**On**] is selected, set the number of histories to be stored. The setting range is 1 to 1,000.
	Auto Sending	Select whether the device log history is automatically sent to the set address when the number of entries reaches the number set in "Device Log History". **Value: Off, On** **NOTE** This function is displayed when "Device Log History" is set to [**On**].
	Destination	Set the destination to which device log histories are sent. E-mail address only can be set as destination. **Value:** **Email Address Book**: Select the E-mail address from the address book. **Email Address Entry**: Enter the E-mail address. The E-mail Address can include up to 256 characters. **NOTE** This function is displayed when "Device Log History" is set to [**On**].
	Subject	Set the subject automatically entered when sending device log histories by E-mail. **Value: Up to 256 characters** **NOTE** This function is displayed when "Device Log History" is set to [**On**].

Item		Description
Secure Comm. Error Log	**Secure Comm. Error Log**	Select whether to record the secure communication error log history. **Value: Off, On** **NOTE** If [**On**] is selected, set the number of histories to be stored. The setting range is 1 to 1,000.
	Auto Sending	Select whether the secure communication error log history is automatically sent to the set address when the number of entries reaches the number set in "Secure Comm. Error Log". **Value: Off, On** **NOTE** This function is displayed when "Secure Communication Error Log History" is set to [**On**].
	Destination	Set the destination to which secure communication error log histories are sent. E-mail address only can be set as destination. **Value:** **Email Address Book**: Select the E-mail address from the address book. **Email Address Entry**: Enter the E-mail address. The E-mail Address can include up to 256 characters. **NOTE** This function is displayed when "Secure Communication Error Log History" is set to [**On**].
	Subject	Set the subject automatically entered when sending secure communication error log histories by E-mail. **Value: Up to 256 characters** **NOTE** This function is displayed when "Secure Communication Error Log History" is set to [**On**].

History Management

It is possible to perform Log Management for the following logs on this machine.

Item	Log subject	Log information
Jobs Log	Copy/Scan/Send/Print job completion	• Event occurrence date and time • Event type • Information on users logged in (or users who attempted to log in) • Event results (Success/ Failure)
	Checking job status/Changing of jobs/Canceling of jobs	
Login History	Login/logout success and failure	
	User Account Lockout occurrence and cancellation	
Device Log History	Power on	
	Power off	
	Changing user properties	
	User information login password registration and change failure	
	Changing date and time	
	Changing security settings	
	Displaying and deletion of image data stored in Document Box	
Secure Communication Error Log	Communications failure in TLS and IPsec communications	

NOTE

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are both set as 15000.

Function Settings

Configures settings for copying, sending and Document Box functions.

Function Defaults

[**System Menu/Counter**] key > [**Function Settings**] > [**Function Defaults**]

Common

[**System Menu/Counter**] key > [**Function Settings**] > [**Function Defaults**] > [**Common**]

Item		Description
File Name Entry		Set an automatically entered name (default) for jobs. Additional information such as Date and Time and Job No. can also be set. **Value:** **File Name Entry**: Up to 32 characters can be entered. **Additional Info: None, Job No., Date and Time, [Job No.] & [Date and Time], [Date and Time] & [Job No.]**
Border Erase Default		Set the default width to be erased as a border. **Value:** **Metric: 0 to 50 mm (in 1 mm increments)** **Inch: 0 to 2" (in 0.01" increments)** **NOTE** To specify border erase widths around original, set the value in "Border". To specify border erase widths in the middle of original, set the value in "Gutter".
	Border Erase to Back Page	Select the Border Erase Method for Back Page of a sheet. **Value: Same as Front Page, Do Not Erase**
Zoom		Select the enlarged/reduced default when paper size/sending size changed after the originals set. **Value: 100%, Auto**

Item		Description
System Stamp (Basic Settings)		Configure settings for stamps.
	Text (Text Stamp)	Edit the test string for a template. Up to 8 templates can be registered.
	Font Size (Page #)	Set the font size for page numbers when printing them. **Value:** **Size 1 to 3: 6.0 to 64.0 pt**
	Font Size (Bates Stamp)	When a bates stamp is used, set the font sizes that can be set. **Value:** **Size 1 to 3: 6.0 to 64.0 pt**
	Font Size (Text Stamp)	Set the font size for stamps when printing them. **Value:** **Size 1 to 3: 6.0 to 64.0 pt**
DP Read Action		Set the operation when a document is scanned from the document processor. **Value: Speed Priority, Quality Priority**

Copy/Print

[**System Menu/Counter**] key > [**Function Settings**] > [**Function Defaults**] > [**Copy/Print**]

Item	Description
Original Orientation (Copy)	Set the original orientation defaults. **Value: Top Edge on Top, Top Edge on Left, Auto**
Color Selection (Copy)*1	Set the default copying color mode setting. **Value: Auto Color, Full Color, Single Color, Black & White**
Original Image (Copy)	Set the default original document type for copying. **Value: Text+Photo, Photo, Text**
Background Density Adj. (Copy)	Set the default Background Density (Copy). **Value: Off, Auto, Manual (Darker 5)**
Continuous Scan (Copy)	Select the default Continuous Scan (Copy) setting. **Value: Off, On**
Prevent Bleed-through (Copy)	Set the default value for preventing bleed-through (Copy). **Value: Off, On**
Skip Blank Page (Copy)	Select the default Skip Blank Page (Copy) settings. **Value: Off, On**
EcoPrint	Select the EcoPrint default. **Value: Off, On**
Ink Save Level (EcoPrint)	Select the default Ink Save Level (EcoPrint). **Value: 1 (Lower) to 5 (Higher)** **NOTE** Raising the level reduces ink consumption, but image quality degrades.

Item	Description
Margin Default	Set the default margin. **Value:** **Metric** **Left/Right**: -18 to 18 mm (in 1 mm increments) **Top/Bottom**: -18 to 18 mm (in 1 mm increments) **Inch** **Left/Right**: -0.75 to 0.75" (in 0.01" increments) **Top/Bottom**: -0.75 to 0.75" (in 0.01" increments)
Collate/Offset	Set the defaults for Collate/Offset. **Value: Off, Collate On, Offset Each Page, Offset Each Set**
Auto Image Rotation (Copy)	Select the default Auto Image Rotation setting. **Value: Off, On**
Repeat Copy	Select the Repeat Copy default. **Value: Off, On** **NOTE** • This function will not be displayed when the optional Data Security Kit is installed. • This function will not be displayed when Repeat Copy Job Retention is set to 0.
Trapping	Select the default trapping level. **Value: Off, Light, Medium, Heavy**
JPEG/TIFF Print	Select the image size (resolution) when printing JPEG or TIFF file. **Value: Fit to Paper Size, Image Resolution, Fit to Print Resolution**
XPS Fit to Page	Set the default value for the XPS fit to page function. **Value: Off, On**
Reserve Next Priority	Specify whether the default screen appears when a subsequent copy job is reserved while printing is in progress. To have the default screen appear, select [**On**]. **Value: Off, On**
Auto Image Rotation Action	Set whether the image is rotated when the orientation of the document to be printed is different from the orientation of the paper. **Value: Unrotated Manual Copy, Apply All, Follow Image Size**
Auto % Priority	When a paper source of different size from the original is selected, select whether automatic zoom (reduce/zoom) is performed. **Value: Off, On**
Paper Size for Small Original	Specify the paper size to be used for a case where the original is too small to be detected in the Auto Paper Selection mode. **Value: Default Paper Source, A4, A4□, A5, A6□, B5, B5□, B6□, Letter, Letter□, Statement□**
Original Size of Undetected Original	This specifies the size to use for the original when the original size is not detected. **Value: Default Paper Source, Show Confirmation**

*1 Available only for color model.

Send/Store

[**System Menu/Counter**] key > [**Function Settings**] > [**Function Defaults**] > [**Send/Store**]

Item	Description
Original Orientation (Send/Store)	Set the original orientation defaults. **Value: Top Edge on Top, Top Edge on Left, Auto**
Color Selection (Send/Store)	Select the default color mode for scanning documents. **Value: Auto Color (Color/Gray), Auto Color (Color/B & W), Full Color, Grayscale, Black & White**
Color Type	Set the color type when you send color documents. **Value: RGB (Profile: SP_C5000d.icm), sRGB**
Scan Resolution	Select the default scanning resolution. **Value: 600 × 600dpi, 400 × 400dpi Ultrafine, 300 × 300dpi, 200 × 400dpi Superfine, 200 × 200dpi Fine, 200 × 100dpi Normal**
Orig. Image (Send/ Store)	Set the default original document type for sending/storing. **Value: Text+Photo, Photo, Text, Text (Fine Line), Text (for OCR)**
Background Density Adj. (Send/Store)	Set the default Backgrnd Density (Send/Store). **Value: Off, Auto, Manual (Darker 5)**
Continuous Scan (Send/Store)	Select the default Continuous Scan (Send/Store) setting. **Value: Off, On**
Prevent Bleed-through (Send/Store)	Set the default Prevent Bleed (Send/Store). **Value: Off, On**
Skip Blank Page (Send/Store)	Select the default Skip Blank Page settings. **Value: Off, On**
File Format	Set the default type of the files. **Value: PDF, TIFF, JPEG, XPS, OpenXPS, High Comp. PDF, Word, Excel, PowerPoint**
Image Quality (File Format)	Select the default PDF/TIFF/JPEG/XPS/OpenXPS/Word/Excel/PowerPoint file quality. **Value: 1 Low Quality (High Comp) to 5 High Quality (Low Comp)**
High Comp. PDF Image	Select the default quality setting for high compressed PDF files. **Value: Compression Ratio Priority, Standard, Quality Priority**
HighCompressionPDF Mode	Select the compression method for sending High-Compression PDF. **Value: Text Priority, File Size Priority**
Color TIFF Compression	Select the compression method for sending the color documents in the TIFF format. **Value: TIFF V6, TTN2**
PDF/A	Select the default PDF/A setting. **Value: Off, PDF/A-1a, PDF/A-1b, PDF/A-2a, PDF/A-2b, PDF/A-2u**
OCR Text Recognition Act.	Configure settings for OCR Text Recognition Action. **Value: Speed Priority, Quality Priority**

Item	Description
OCR Text Recognition	Set the default OCR Text Recognition. **Value: Off, On**
Primary OCR Language	Set the default language of the text to be extracted. ([**English**] is selected as a default.) Select the language to extract from the options displayed on the touch panel.
OCR Output Format	Set the default OCR output format. **Value: Text + Graphics, Text + Graphics with Scanned Image, Scanned Image with Searchable Text**
File Separation	Select the default file separation setting. **Value: Off, On** **NOTE** • If you select [**On**], set the number of pages to be divided. The setting range is 1 to 500 pages. • Select [**All Files in 1 E-mail**] or [**1 file per E-mail**].
Email Subject/Body	Set the subject and body automatically entered (default subject and body) when sending the scanned originals by E-mail. Three body messages can be registered, and the default template can be used to choose which body message is used. **Value:** **Subject: Up to 256 characters can be entered.** **Body 1 to 3: Up to 500 characters can be entered.**

Copy/Print

[**System Menu/Counter**] key > [**Function Settings**] > [**Copy/Print**]

Item	Description
Quick Setup Registration (Copy)	Quick Setup Registration (Copy) (page 15-9)

Send/Store

[**System Menu/Counter**] key > [**Function Settings**] > [**Send/Store**]

Item	Description
Default Screen	Set the default screen displayed when you select the [**Send**] key. **Value: Destination, Address Book**
Quick Setup Registration (Send)	Quick Setup Registration (Send) (page 15-9)

Email

[**System Menu/Counter**] key > [**Function Settings**] > [**Email**]

Item		Description
Email Settings	**SMTP (Email TX)**	Select whether to send E-mail using SMTP. **Value: Off, On**
	SMTP Server Name	Enter the host name or IP address of the SMTP server.
	SMTP Port Number	Specify the port number to be used for SMTP. The default port number is 25. **Value: 1 to 65535 (Port number)**
	Sender Address	Specify the sender address for when the machine sends Emails, such as the machine administrator, so that a reply or non-delivery report will go to a person rather than to the machine. The sender address must be entered correctly for SMTP authentication. The maximum length of the sender address is 256 characters.
	SMTP Auth and Sender Address	When the user login is set to ON, login user name, password and E-mail address of login user are used for SMTP authentication and e-mail sender address. **Value** **Use System Settings**: Information set with [Sender Address] is used for SMTP authentication and E-mail sender address information. **Use Login User Information**: Login User information is used for SMTP authentication and E-mail sender address information. **NOTE** If there is no e-mail address set for the user who logged in, the Sender Address set with [**Sender Address**] is used for E-mail sender address information.
POP3	**POP3**	Select whether to receive E-mail using POP3. **Value: Off, On**

Sending Job - Folder

[**System Menu/Counter**] key > [**Function Settings**] > [**Sending Job - Folder**]

Item	Description
FTP Settings	Select whether to send documents using FTP. To use the FTP Client, set the protocol to [**On**] for "Protocol Settings". The default port number is 21. **Value: Off, On, 1 to 65535 (Port number)**
SMB Settings	Select whether to send documents using SMB. To use the SMB Client, set the protocol to [**On**] for "Protocol Settings". The default port number is 445. **Value: Off, On, 1 to 65535 (Port number)**

WSD

[**System Menu/Counter**] key > [**Function Settings**] > [**WSD**]

Item		Description
WSD Scan	**Protocol Settings**	Select whether to use WSD Scan. The setting will be changed after restarting the device or network. **Value: Off, On**
WSD Print	**Protocol Settings**	Set whether to use our proprietary web services. The setting will be changed after restarting the device or network. **Value: Off, On**

DSM Scan

[**System Menu/Counter**] key > [**Function Settings**] > [**DSM Scan**]

Item		Description
Basic	**Using DSM**	Select whether to use DSM scan.*1 **Value: Off, On**
LDAP		Select whether to use LDAP. **Value: Off, On**

*1 The setting will be changed after restarting the device or network.

Address Book

[**System Menu/Counter**] key > [**Function Settings**] > [**Address Book**]

Item		Description
Add/Edit Machine Address Book		Configure settings for address book. ➡ Adding a Destination (Address Book) (page 3-34)
Machine Address Book	**Sort**	Select the default sort setting of the address for the address book. **Value: No., Name**
	Narrow Down	This procedure can be used to filter (narrow down) the types of destination listed when the address book is displayed. **Value: Off, Email, Folder, Group**
	Edit Restriction	Restrict editing of the address book. If you selected [**Administrator Only**], you can only edit the Address Book by logging in with administrator privileges. **Value: Off, Administrator Only**
External Address Book		Select whether to use LDAP. **Value: Off, On** Set expansion server details in Command Center RX. ➡ **Command Center RX User Guide**
Address Book Type		Select whether the machine's address book or the External Address Book appears when the address book is displayed. **Value: Machine Address Book, Ext Address Book**

One-Touch Key

[**System Menu/Counter**] key > [**Function Settings**] > [**One-Touch Key**]

Item	Description
Add/Edit One-Touch Key	Configure settings for One Touch Key. ➡ Adding a Destination on One Touch Key (One Touch Key) (page 3-41)
Edit Restriction	Restrict editing of the One Touch Key. If you selected [**Administrator Only**], you can only edit the One Touch Key by logging in with administrator privileges. **Value: Off, Administrator Only**

Printer

[**System Menu/Counter**] key > [**Function Settings**] > [**Printer**]

Item	Description
Emulation	Select the emulation for operating this machine by commands oriented to other types of printers. **Value: PCL6, KPDL, KPDL (Auto)** **NOTE** • When you have selected [**KPDL (Auto)**], set "Alt Emulation", too. • When you have selected [**KPDL**] or [**KPDL (Auto)**], set "KPDL Error Report", too.
KPDL Error Report	When an error has occurred during printing in KPDL emulation mode, set whether or not the error report is output. **Value: Off, On**
Color Setting	You can choose whether reports are printed in color or black and white. For monochrome model, select [**Black & White**]. **Value: Color, Black & White**
EcoPrint	EcoPrint conserves ink when printing. This is recommended for test copies where faded printing is not a problem. **Value: Off, On**
Ink Save Level (EcoPrint)	Select the default Ink Save Level (EcoPrint). **Value: 1 (Lower) to 5 (Higher)** **NOTE** Raising the level reduces ink consumption, but image quality falls.

Item	Description
Override A4/Letter	Select whether to treat A4 size and Letter, which are similar in size, as the same size when printing. **Value** **Off: A4 and Letter are not regarded as the same in size.** **On: A4 and Letter are regarded as the same in size. The machine will use whichever size is in the paper source.**
Duplex	Select binding orientation for duplex mode. **Value: 1-sided, 2-sided (Bind Long Edge), 2-sided (Bind Short Edge)**
Copies	Set the default number of copies, from 1 to 9999. **Value: 1 to 9999 copies**
Orientation	Set the default orientation, [**Portrait**] or [**Landscape**]. **Value: Portrait, Landscape**
Form Feed TimeOut	Receiving print data from the computer, the machine may sometimes wait if there is no information signaling that the last page does not have any more data to be printed. When the preset timeout passes, the machine automatically prints paper. The options are between 5 and 495 seconds. **Value: 5 to 495 seconds (in 5 second increments)**
LF Action	Set the line feed action when the machine receives the line feed code (character code 0AH). **Value: LF Only, LF and CR, Ignore LF**
CR Action	Set the character return action when the machine receives the character return code (character code 0DH). **Value: CR Only, LF and CR, Ignore CR**
Job Name	Set whether the job name set in the printer driver is displayed. **Value: Off, On** **NOTE** When selecting [**On**], select the job name to be displayed from [**Job Name**], [**Job No. & Job Name**], or [**Job Name & Job No.**].
User Name	Set whether the user name set in the printer driver is displayed. **Value: Off, On**
Paper Feed Mode	While printing from the computer, select how to feed paper when the paper source and type are specified. **Value** **Auto: Search the paper source that matches the selected paper size and type.** **Fixed: Print on paper loaded in the specified paper source.**

Item	Description
Auto Cassette Change	Select the following actions when the paper runs out in the paper source while printing. **Value: Off, On** **NOTE** • When selecting [**Off**], the machine displays "Add the following paper in cassette #." (# is a cassette number) or "Add the following paper in the multipurpose tray.", and stops printing. • Load the paper according to the paper source displayed to resume printing. • To print from the other paper cassette, select [**Paper Selection**]. Select the desired paper source. • When selecting [**On**], the machine continues printing automatically when the other cassette contains the same paper as the currently-used cassette.
Message Banner Print	Set whether the confirmation screen appears before each sheet is printed when printing multiple banner sheets. **Value: Off, On**
Wide A4	Turn this to on to increase the maximum number of characters that can be printed in a line for an A4 page (78 characters at 10 pitch) and Letter size page (80 characters at 10 pitch). This setting is only effective in PCL6 emulation. **Value: Off, On**
Resolution	Set the resolution used for printing. **Value**: **600 dpi, 1200 dpi** **NOTE** Settings that are received from the printer driver have priority over the operation panel settings.
KIR	Select the default KIR (smoothing) setting. **Value: Off, On**
Printing Job Terminator	You can select the condition which regarded as a job termination if the print job could not be processed until the end due to your environment and the other reason. **Value:** **EOJ (End of Job)**: The command recognized as a termination of the job data is regarded as one job until it is detected. **End of Network Session**: The data included in a network session at network connection is regarded as one job. **UEL (Universal Exit Language)**: The UEL included in the termination of the job data is regarded as one job until it is detected.

Document Box

[**System Menu/Counter**] key > [**Function Settings**] > [**Document Box**]

Item	Description
Document Box - Add/Edit	Configure settings for Document Box. ➡ Creating a New Custom Box (page 12-7)
Auto File Deletion Time	Set the time to automatically delete stored documents.
Quick Setup Registration (Storing in Box)	➡ Quick Setup Registration (Storing in Box) (page 15-9)
Quick Setup Registration (Box Print)	➡ Quick Setup Registration (Box Print) (page 15-9)
Quick Setup Registration (Sending from Box)	➡ Quick Setup Registration (Sending from Box) (page 15-9)

Job Box

[**System Menu/Counter**] key > [**Function Settings**] > [**Job Box**]

Item	Description
Quick Copy Job Retention	To maintain free space on the hard disk, you can set the maximum number of stored jobs. **Value: number between 0 and 300** **NOTE** When 0 is set, Quick Copy cannot be used.
Repeat Copy Job Retention	To maintain free space on the hard disk, you can set the maximum number of stored jobs. **Value: number between 0 and 50** **NOTE** • This function will not be displayed when the optional Data Security Kit is activated. • When 0 is set, Repeat Copy cannot be used.
Deletion of Job Retention	This setting specifies that documents, such as Private Printing, Quick Copying, or Proof and Hold Printing, saved temporarily in the job box are automatically deleted after they have been saved for a set time. **Value: Off, 1 hour, 4 hours, 1 day, 1 week** **NOTE** This function is valid for documents saved after the function is set. Regardless of this function setting, temporary documents are deleted when the power switch is turned off.

Home

[**System Menu/Counter**] key > [**Function Settings**] > [**Home**]

Configure settings for Home screen.

➡ Editing the Home Screen (page 2-12)

Status

[**System Menu/Counter**] key > [**Function Settings**] > [**Status**]

Item		Description
Display Settings		Set the items that appear in the status screens for printing jobs, sending jobs, and storing jobs.
	Printing Jobs Column 1	**Value: Job Name, User Name, Print Pages x Copies, Total Printed Pages, Color/Black & White**
	Printing Jobs Column 2	**Value: Job Name, User Name, Print Pages x Copies, Total Printed Pages, Color/Black & White**
	Sending Jobs Column 1	**Value: Job Name, User Name, Destination, Original Pages, Color/Black & White**
	Sending Jobs Column 2	**Value: Job Name, User Name, Destination, Original Pages, Color/Black & White**
	Storing Jobs Column 1	**Value: Job Name, User Name, Original Pages, Color/Black & White**
	Storing Jobs Column 2	**Value: Job Name, User Name, Original Pages, Color/Black & White**
Display Status/Log		**Set the display method of the Status/Log.**
	Display Jobs Detail Status	**Value: Show All, My Jobs Only, Hide All**
	Display Jobs Log	**Value: Show All, My Jobs Only, Hide All**

Internet Browser

[**System Menu/Counter**] key > [**Function Settings**] > [**Internet Browser**]

Item	Description
Internet Browser	Select whether to use the Internet browser. **Value: Off, On**
Browser Environment	This specifies Internet browser preferences such as your home page setting and how pages are displayed. **Value:** **Home page: (Enter the address for Home page.)** **Text Size: Large, Medium, Small** **Display Mode: Normal, Just-Fit Rendering, Smart-Fit Rendering** **Cookie: Accept All, Reject All, Prompt before Accepting** **NOTE** This setting is not displayed if you selected [**Off**] for "Internet Browser".
Proxy	Proxy (page 15-52)

Manual Staple

[**System Menu/Counter**] key > [**Function Settings**] > [**Manual Staple**]

NOTE

Only displayed when the optional 4,000-Sheet Finisher is installed.

Item	Description
Manual Staple	Select whether to use Manual Staple. **Value: Off, On** **NOTE** If you selected [**On**], set the time until manual stapling mode is automatically cancelled. The setting range is 5 to 60 seconds (in 5-second increments).
Staple Position	Set the default Staple Position. **Value: A4, Letter**

Remote Services

[**System Menu/Counter**] key > [**Function Settings**] > [**Remote Services**]

When the trouble occurs on this product, it is possible to explain the operational procedure and the troubleshooting method through the Internet from our sales office by accessing the operation panel screen of this product while operating the screen.

NOTE

When using the remote service settings, it is necessary to make a contract with our company. Please contact our sales office or our authorized dealer (purchase source) for the details.

Network Settings

Configures network settings.

Host Name

[**System Menu/Counter**] key > [**Network Settings**] > "Network Settings" [**Host Name**]

Item	Description
Host Name	Check the host name of the machine. Host name can be changed from Command Center RX. Changing Device Information (page 3-49)

Proxy

[**System Menu/Counter**] key > [**Network Settings**] > "Network Settings" [**Proxy**]

Item		Description
Proxy	**Proxy**	Set the proxy for connection to the Internet from an extended function. **Value: Off, Use Different Proxy Server, Use the Same Proxy Server for All Protocols**
	Proxy Server (HTTP)	Set a proxy server (HTTP). **Value: (Enter the proxy address and port number.)**
	Proxy Server (HTTPS)	Set a proxy server (HTTPS). This setup is available when "Proxy" is [**Use the Same Proxy Server for All Protocol**]. **Value: (Enter the proxy address and port number.)**
	Do Not Use Proxy for Following Domains	Set domains for which no proxy is used. **Value: (Enter the domain name.)**

Wired Network Settings

[**System Menu/Counter**] key > [**Network Settings**] > "Network Settings" [**Wired Network Settings**]

Configure wired network settings.

TCP/IP Settings

Item		Description
TCP/IP		Select whether to use TCP/IP Protocol. **Value: Off, On**
IPv4 Settings		Set up TCP/IP (IPv4) to connect to the network. This setting is available when [**TCP/IP**] is set to [**On**].
	DHCP	Select whether to use the DHCP (IPv4) server. **Value: Off, On**
	Auto-IP	Select whether to use Auto-IP. **Value: Off, On**
	IP Address	Set the IP address. **Value: ###.###.###.###** **NOTE** When DHCP is set to [**On**], this function will be grayed out and the value cannot be entered.
	Subnet Mask	Set the IP subnet mask. **Value: ###.###.###.###** **NOTE** When DHCP is set to [**On**], this function will be grayed out and the value cannot be entered.
	Default Gateway	Set the IP gateway address. **Value: ###.###.###.###** **NOTE** When DHCP is set to [**On**], this function will be grayed out and the value cannot be entered.
	DNS Server Address	Set the IP address of DNS (Domain Name System) server. **Value: Use DNS Server from DHCP, Use the following DNS Server** **NOTE** When [**Use the following DNS Server**] is selected, you can enter static DNS server information in the Primary and Secondary fields provided.

IMPORTANT

- **When setting the Auto-IP, enter "0.0.0.0" in [IP Address].**
- **After changing the setting, restart the network or turn the machine OFF and then ON.**

Item		Description
IPv6 Settings		Set up TCP/IP (IPv6) to connect to the network. This setting is available when [**TCP/IP**] is [**On**].
	IPv6	Select whether to use IPv6. **Value: Off, On** **NOTE** Selecting [**On**] displays IP address in [**IP Address (Link Local)**] after restarting the network.
	Manual Setting	Manually specify the IP address, prefix length, and gateway address of TCP/IP (IPv6). **Value** **IP Address (Manual)**: 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:). **Prefix Length**: 0 to 128 **Default Gateway**: 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:). **NOTE** • This function is displayed when [**IPv6**] is set to [**On**]. • To enter "Default Gateway", set [**RA (Stateless)**] to [**Off**].
	RA (Stateless)	Select whether to use RA (Stateless). **Value: Off, On** **NOTE** • This function is displayed when [**IPv6**] is set to [**On**]. • Selecting [**On**] displays IP address in [**IP Address 1** (to **5**) **(Stateless)**] after restarting the network.
	DHCP	Select whether to use the DHCP (IPv6) server. **Value: Off, On** **NOTE** • This function is displayed when [**IPv6**] is set to [**On**]. • Selecting [**On**] displays IP address in [**IP Address (Stateful)**] after restarting the network.
	DNS Server Address	Set the IP address of DNS (Domain Name System) server. **Value: Use DNS Server from DHCP, Use the following DNS Server** **NOTE** When [**Use the following DNS Server**] is selected, you can enter static DNS server information in the [**DNS Server (Primary)**] and [**DNS Server (Secondary)**].

IMPORTANT

After changing the setting, restart the network or turn the machine OFF and then ON.

Others

Item	Description
LAN Interface	Specify the settings for the LAN interface to be used. **Value: Auto, 10BASE-T Half, 10BASE-T Full, 100BASE-TX Half, 100BASE-TX Full, 1000BASE-T**

IMPORTANT

After changing the setting, restart the network or turn the machine OFF and then ON.

Protocol Settings

[**System Menu/Counter**] key > [**Network Settings**] > "Network Settings" [**Protocol Settings**]

Configure protocol settings.

Item		Description
SMTP (Email TX)		SMTP (Email TX) (page 15-43)
POP3 (Email RX)		POP3 (page 15-43)
FTP Client (Transmission)		FTP Settings (page 15-44)
FTP Server (Reception)	**Protocol Settings**	Select whether to receive documents using FTP. The setting will be changed after restarting the device or network. **Value: Off, On**
SMB Client (Transmission)		SMB Settings (page 15-44)
NetBEUI	**Protocol Settings**	Selects whether to receive documents using NetBEUI. The setting will be changed after restarting the device or network. **Value: Off, On**
WSD Scan		WSD Scan (page 15-44)
WSD Print		WSD Print (page 15-44)
DSM Scan		DSM Scan (page 15-44)
LPD	**Protocol Settings**	Selects whether to receive documents using LPD. The setting will be changed after restarting the device or network. **Value: Off, On**
Raw	**Protocol Settings**	Select whether to receive documents using Raw Port. The setting will be changed after restarting the device or network. **Value: Off, On**
IPP	**Protocol Settings**	Selects whether to receive documents using IPP. To use the IPP protocol, set [**IPP**] to [**On**], and set [**SSL**] to [**Off**]. In addition, select [**Not Secure (IPP&IPPS)**] on IPP Security under Security Settings from the Command Center RX. The default port number is 631. The setting will be changed after restarting the device or network. **Value: Off, On**

Item		Description
IPP over SSL	**Protocol Settings**	To use the IPP protocol, set [**IPP**] and [**SSL**] to [**On**]. The default port number is 443. The setting will be changed after restarting the device or network. **Value: Off, On** **NOTE** • When selecting [**On**], it also requires a certificate for SSL. the default certificate is the self-certificate of the machine. • Set "SSL" to [**On**] in Security Settings. SSL (page 15-70)
HTTP	**Protocol Settings**	Select whether to communicate using HTTP. The setting will be changed after restarting the device or network. **Value: Off, On**
HTTPS	**Protocol Settings**	Select whether to communicate using HTTPS. The setting will be changed after restarting the device or network. **Value: Off, On** **NOTE** Set "SSL" to [**On**] in Security Settings. SSL (page 15-70)
LDAP		Select whether to use LDAP. **Value: Off, On**
SNMPv1/v2c	**Protocol Settings**	Select whether to communicate using SNMP. The setting will be changed after restarting the device or network. **Value: Off, On**
SNMPv3	**Protocol Settings**	Select whether to communicate using SNMPv3. The setting will be changed after restarting the device or network. **Value: Off, On**
eSCL	**Protocol Settings**	Selects whether to receive scanned documents using eSCL. The setting will be changed after restarting the device or network. **Value: Off, On**
eSCL over SSL	**Protocol Settings**	Selects whether to receive scanned documents using eSCL over SSL. The setting will be changed after restarting the device or network. **Value: Off, On** **NOTE** Set "SSL" to [**On**] in Security Settings. SSL (page 15-70)
VNC (RFB)	**Protocol Settings**	This is set when starting up a VNC Viewer (E.g. RealVNC) to use the Remote Operation. The default port number is 9062. The setting will be changed after restarting the device or network. **Value: Off, On**

Item		Description
VNC (RFB) over SSL	**Protocol Settings**	This is set when starting up a VNC Viewer (E.g. RealVNC) to use Remote Operation protected by SSL. The default port number is 9063. The setting will be changed after restarting the device or network. **Value: Off, On** **NOTE** • When selecting [**On**], it also requires a certificate for SSL. The default certificate is the self-certificate of the machine. • Set "SSL" to [**On**] in Security Settings. SSL (page 15-70)
Enhanced VNC (RFB) over SSL	**Protocol Settings**	This is set when starting up Command Center RX to use Remote Operation protected by SSL. The default port number is 9061. The setting will be changed after restarting the device or network. **Value: Off, On** **NOTE** • The default setting is [**On**]. • When selecting [**On**], it also requires a certificate for SSL. The default certificate is the self-certificate of the machine. • Set "SSL" to [**On**] in Security Settings. SSL (page 15-70)
REST	**Protocol Settings**	Select whether to communicate using REST. The default port number is 9080. The setting will be changed after restarting the device or network. **Value: Off, On**
REST over SSL	**Protocol Settings**	Select whether to communicate using REST over SSL. The default port number is 9081. The setting will be changed after restarting the device or network. **Value: Off, On** **NOTE** • When selecting [**On**], it also requires a certificate for SSL. the default certificate is the self-certificate of the machine. • Set "SSL" to [**On**] in Security Settings. SSL (page 15-70)

Ping

[**System Menu/Counter**] key > [**Network Settings**] > "Network Settings" [**Ping**]

Item	Description
Ping	Checks if communication with the destination by entering the host name or IP address of the destination is possible.
Ping Timeout	Ping Timeout (page 15-8)

Bonjour

[**System Menu/Counter**] key > [**Network Settings**] > "Network Settings" [**Bonjour**]

Item		Description
Bonjour	**Protocol Settings**	Select whether to use Bonjour. **Value: Off, On**

IP Filter (IPv4)

[**System Menu/Counter**] key > [**Network Settings**] > "Network Settings" [**IP Filter (IPv4)**]

Item	Description
IP Filter (IPv4)	Configure IP filters. IP filters restrict access to the machine based on the IP addresses and protocols. Specify the IP addresses or network addresses of the hosts to which access is granted from Command Center RX. If nothing is specified on this page, access from all hosts is allowed. **Value: Off, On** **Command Center RX User Guide**

IP Filter (IPv6)

[**System Menu/Counter**] key > [**Network Settings**] > "Network Settings" [**IP Filter (IPv6)**]

Item	Description
IP Filter (IPv6)	Configure IP filters. IP filters restrict access to the machine based on the IP addresses and protocols. Specify the IP addresses or network addresses of the hosts to which access is granted from Command Center RX. If nothing is specified on this page, access from all hosts is allowed. **Value: Off, On** **Command Center RX User Guide**

IPSec

[**System Menu/Counter**] key > [**Network Settings**] > "Network Settings" [**IPSec**]

Item	Description
IPSec	Select whether to use IPSec. **Value: Off, On**

Restart Network

[**System Menu/Counter**] key > [**Network Settings**] > "Network Settings" [**Restart Network**]

Item	Description
Restart Network	Restarts the network.

Connectivity

[**System Menu/Counter**] key > [**Network Settings**] > "Connectivity"

Item	Description
Remote Operation	Configure settings for remote operation. **Value: Off, On** If [**On**] is selected, set User Restriction ([**Use Password**] or [**Administrator Only**]). When selecting [**Off**], users without administrator privileges can also execute remote operation. When selecting [**Use Password**], enter the password, then re-enter it to confirm. When selecting [**Administrator Only**], only administrator can execute remote operation. **NOTE** When selecting [**Administrator Only**], the remote operation using VNC software is unavailable.

Others

[**System Menu/Counter**] key > [**Network Settings**] > "Others"

Item	Description
Restart Entire Device	Restart the machine without turning the main power switch off. Use this to deal with any unstable operation by the machine. (Same as the computer restart.)

Security Settings

Configures security settings.

Interface Block Setting

[**System Menu/Counter**] key > [**Security Settings**] > "Interface Block Setting"

This allows you to protect this machine by blocking the interface with external devices such as USB hosts or optional interfaces.

Item	Description
USB HOST	This locks and protects the USB port (USB host). **Value: Unblock, Block**
USB Device	This locks and protects the USB interface connector (USB Device). **Value: Unblock, Block**
USB Storage	This locks and protects the USB Port. **Value: Unblock, Block** **NOTE** This function is available when USB HOST is set to [**Unblock**].
Restart Entire Device	Restart the machine without turning the power switch off. After changing "Interface Block Setting", restart the network or turn the machine OFF and then ON.

Device Security Settings

[**System Menu/Counter**] key > [**Security Settings**] > "Device Security Settings"

Item		Description
Display Status/ Log	**Display Jobs Detail Status**	Specify the display level of detailed job status. **Value: Show All, My Jobs Only, Hide All**
	Display Jobs Log	Specify the display level of job log. **Value: Show All, My Jobs Only, Hide All**
Security Level		Specify the security level. **Value** **Low**: This mode is used during maintenance. Do not use normally. **High**: This is the security setting we recommend. Use this setting normally. **Very High**: In addition to [**High**] setting, this setting disables the machine settings to be changed from external command. **NOTE** This function is available when you have logged in as machine administrator.
Software Verification		Verify the extended functions and optional functions. Select [**Start Verification**] to start verification. If an error occurs during software verification, contact your dealer or service representative.

Data Security

[**System Menu/Counter**] key > [**Security Settings**] > "Device Security Settings" [**Data Security**]

Configure settings for data stored in the SSD, hard disk, and machine's memory.

Item		Description
Hard Disk Initialization		Change security functions. **NOTE** • This function is displayed when the optional Data Security Kit is activated. • Enter the security password to change security functions.
	Data Overwrite Method	The method used to overwrite data can be changed. Refer to the following for details. **Data Security Kit (E) Operation Guide** **Value** **1-time Overwrite Method**: The 1-time overwrite method overwrites unneeded data areas (in the case of overwriting) or all the data areas (in the case of system initialization) with specific numbers to prevent data restoration. **3-time Overwrite Method (A)**: The 3-time overwrite method complies with DoD 5220.22-M, and overwrites unneeded data areas (in the case of overwriting) or all the data areas (in the case of system initialization) with specific numbers, their complements, and random numbers to prevent data restoration. Data restoration is not possible even through a sophisticated restoration technique. **NOTE** The 3-time Overwrite Method (A) may take more time than the 1-time Overwrite Method.
	Security Password	Customize the security password so that only the administrator can use the security kit. Enter a new security password 6 to 16 alphanumeric characters and symbols. Enter the password again for confirmation. **IMPORTANT** **Avoid any easy-to-guess numbers for the security password (e.g. 11111111 or 12345678).**
	System Initialization	Overwrite all the data stored in the hard disk/SSD when disposing of the machine. **IMPORTANT** **If you accidentally turn the power switch off during initialization, the hard disk might possibly crash or initialization might fail.** **NOTE** If you accidentally turn the power switch off during initialization, turn the power switch on again. Initialization automatically restarts.

Item		Description
Data Sanitization		Return the following information registered in the machine to the factory defaults. • Address Book • System settings • Data saved in Custom Box • Optional extended functions **NOTE** • Print the data sanitization report and then confirm that security data is deleted. ➔ Data Sanitization Report (page 15-29) • Once in progress, the processing cannot canceled. • Before performing this function, disconnect modular, network, and other cables. • Before performing this function, set all interface block settings to [**Unblock**]. ➔ Interface Block Setting (page 15-60) • Do not turn the power off while sanitizing the data. If the power is turned off during data erasing, erasing will be executed automatically when the power is restored, however, complete erasure cannot be guaranteed.
	Run Immediately	Data Sanitization will be performed.
	Reserve a Sanitization Time	Completely erase address and image data saved in the device at the scheduled time. **Value: Off, On** If [**On**] is selected, set the date and time that sanitization is to be performed. The setting range is Year (2000 to 2035), Month (1 to 12), Day (1 to 31), Hour (00 to 23).
	Device Use After Sanitization	The device use restriction after the data sanitization is completed. The device cannot be used if [**Prohibit**] is selected. **Value: Permit, Prohibit**
	Data Sanitization Report	Print the data sanitization report.

Information erased

Category	Data erased
Devices/jobs	• Job settings configured by users • Network settings • Image data saved in Document Box, etc. • Data registered in One Touch keys • Job histories • User information (user list, address book, Document Box registered by the user, etc.) • Account information of job accounting • Network certificates • Initial screen on machine changed by service representative
Extended function	Extended function added by a user or service representative

System Stamp

[**System Menu/Counter**] key > [**Security Settings**] > "System Stamp"

Printing Jobs

[**System Menu/Counter**] key > [**Security Settings**] > "System Stamp" [**Printing Jobs**]

Configure settings for stamps when a document is printed.

After configuring the setting, return to the Copying Functions or Custom Box (Printing a Document) screen from System Menu, and select the [**Reset**] key.

Item			Description
Text Stamp	**Text Stamp**		Select whether to print a text stamp on all sending jobs. **Value: Off, On** **NOTE** When [**On**] is selected, the Text Stamp settings cannot be changed when sending.
	Edit Text		Select a text string to be stamped from templates, or enter a maximum of 32 characters for the text string. **NOTE** Templates that have been set will appear. For details on registering templates, refer to the following: Text (Text Stamp) (page 15-39)
	Stamp Method		Select the text stamp method. **Value: Each Print Page, Each Original Page**
	Position	**Position**	Set the text stamp position. **Value: Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right** **NOTE** Specify the detailed stamp position using numeric values, and to set the stamp angle.
		Nudge	Set the nudge. **Value:** Top/Bottom: -10 to 10 mm (in 1 mm increments) Left/Right: -10 to 10 mm (in 1 mm increments)
		Back Page	Set the text stamp position when a page number is placed on the back side of the paper in duplex printing. **Value: Same as Front Page, Mirror Front Page**
		Rotation	Set how many degrees you want to rotate the stamp from the left or right. You can enter the angle from 0 to 359 degrees.

Item		Description
Text Stamp	**Font**	Set the font of the text stamp. **Value:** **Font: Courier, Letter Gothic** **Size: Font sizes registered in Font (Text Stamp) are displayed.** ➡ Font Size (Text Stamp) (page 15-39) **Character Border: Off, Circle, Rectangle, Underline** **Color: Black, Cyan, Magenta, Yellow, Red, Green, Blue, White** **Style: None, Bold, Italic, Bold/Italic** **Display Pattern: Clipping, Overwrite** **Density: 10 to 100% (in 10% increments)**

Item			Description
Bates Stamp	**Bates Stamp**		Select whether to print a bates stamp on all sending jobs. **Value: Off, On** **NOTE** When [**On**] is selected, the Bates Stamp settings cannot be changed when printing.
	Edit Text		Set the default Bates Stamp. **NOTE** To set [**Text 1**] or [**Text 2**], enter a maximum of 32 characters for the text string.
	Date Format		Set the date display format. **Value: MM/DD/YYYY (Month/Day/Year), DD/MM/YYYY (Day/Month/Year), YYYY/MM/DD (Year/Month/Day)**
	Numbering Default		Set the starting sequence number. If you select [**Fixed Digit Number**] > [**On**], you can set the number of digits of the serial number (1 to 7 digits). **Value:** **Start #: 1 to 9999999** **Fixed Digit Number: Off, On**
	Position	**Position**	Set the stamp position to be printed. **Value: Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right** **NOTE** Specify the detailed stamp position using numeric values, and to set the stamp position when a stamp is placed on the back side of the paper in duplex printing.
		Nudge	Set the nudge. **Value:** Top/Bottom: -10 to 10 mm (in 1 mm increments) Left/Right: -10 to 10 mm (in 1 mm increments)
		Back Page	Set the text stamp position when a page number is placed on the back side of the paper in duplex printing. **Value: Same as Front Page, Mirror Front Page**
	Font		Set the font of the text stamp. **Value:** **Font: Courier, Letter Gothic** **Size: Font sizes registered in Font (Text Stamp) are displayed.** Font Size (Bates Stamp) (page 15-39) **Color: Black, Cyan, Magenta, Yellow, Red, Green, Blue, White** **Style: None, Bold, Italic, Bold/Italic** **Display Pattern: Clipping, Overwrite** **Density: 10 to 100% (in 10% increments)**

Sending Jobs

[**System Menu/Counter**] key > [**Security Settings**] > "System Stamp" [**Sending Jobs**]

Configure stamp settings for sending documents.

After configuring the setting, return to the Sending Functions or Custom Box (Sending Documents) screen from System Menu, and select the [**Reset**] key.

Item			Description
Text Stamp	**Text Stamp**		Select whether to print a text stamp on all sending jobs. **Value: Off, On** **NOTE** When [**On**] is selected, the Text Stamp settings cannot be changed when sending.
	Edit Text		Select a text string to be stamped from templates, or enter a maximum of 32 characters for the text string. **NOTE** Templates that have been set will appear. For details on registering templates, refer to the following: Text (Text Stamp) (page 15-39)
	Position	**Position**	Set the text stamp position. **Value: Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right** **NOTE** Specify the detailed stamp position using numeric values, and to set the stamp angle.
		Nudge	Set the nudge. **Value:** Top/Bottom: -10 to 10 mm (in 1 mm increments) Left/Right: -10 to 10 mm (in 1 mm increments)
		Rotation	Set how many degrees you want to rotate the stamp from the left or right. You can enter the angle from 0 to 359 degrees.
	Font		Set the font of the text stamp. **Value:** **Font: Courier, Letter Gothic** **Size: Font sizes registered in Font (Text Stamp) are displayed.** Font Size (Text Stamp) (page 15-39) **Character Border: Off, Circle, Rectangle, Underline** **Color: Black, Cyan, Magenta, Yellow, Red, Green, Blue, White** **Style: None, Bold, Italic, Bold/Italic** **Display Pattern: Clipping, Overwrite** **Density: 10 to 100% (in 10% increments)**

Item			Description
Bates Stamp	**Bates Stamp**		Select whether to print a bates stamp on all sending jobs. **Value: Off, On** **NOTE** When [**On**] is selected, the Bates Stamp settings cannot be changed when printing.
	Edit Text		Set the default Bates Stamp. **NOTE** To set [**Text 1**] or [**Text 2**], enter a maximum of 32 characters for the text string.
	Date Format		Set the date display format. **Value: MM/DD/YYYY (Month/Day/Year), DD/MM/YYYY (Day/Month/Year), YYYY/MM/DD (Year/Month/Day)**
	Numbering Default		Set the starting sequence number. If you select [**Fixed Digit Number**] > [**On**], you can set the number of digits of the serial number (1 to 7 digits). **Value** **Start #: 1 to 9999999** **Fixed Digit Number: Off, On**
	Position	**Position**	Set the stamp position to be printed. **Value: Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right** **NOTE** Specify the detailed stamp position using numeric values, and to set the stamp position when a stamp is placed on the back side of the paper in duplex printing.
		Nudge	Set the nudge. **Value** Top/Bottom: -10 to 10 mm (in 1 mm increments) Left/Right: -10 to 10 mm (in 1 mm increments)
	Font		Set the font of the text stamp. **Value** **Font: Courier, Letter Gothic** **Size: Font sizes registered in Font (Text Stamp) are displayed.** ➡ Font Size (Bates Stamp) (page 15-39) **Color: Black, Cyan, Magenta, Yellow, Red, Green, Blue, White** **Style: None, Bold, Italic, Bold/Italic** **Display Pattern: Clipping, Overwrite** **Density: 10 to 100% (in 10% increments)**

Storing Jobs

[**System Menu/Counter**] key > [**Security Settings**] > "System Stamp" [**Storing Jobs**]

Configure stamp settings for storing documents in USB drive.

After configuring the setting, return to the Custom Box (Storing Documents) screen from System Menu, and select the [**Reset**] key.

Item			Description
Text Stamp	**Text Stamp**		Select whether to print a text stamp on all sending jobs. **Value: Off, On** **NOTE** When [**On**] is selected, the Text Stamp settings cannot be changed when sending.
	Edit Text		Select a text string to be stamped from templates, or enter a maximum of 32 characters for the text string. **NOTE** Templates that have been set will appear. For details on registering templates, refer to the following: Text (Text Stamp) (page 15-39)
	Position	**Position**	Set the text stamp position. **Value: Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right** **NOTE** Specify the detailed stamp position using numeric values, and to set the stamp angle.
		Nudge	Set the nudge. **Value:** Top/Bottom: -10 to 10 mm (in 1 mm increments) Left/Right: -10 to 10 mm (in 1 mm increments)
		Rotation	Set how many degrees you want to rotate the stamp from the left or right. You can enter the angle from 0 to 359 degrees.
	Font		Set the font of the text stamp. **Value:** **Font: Courier, Letter Gothic** **Size: Font sizes registered in Font (Text Stamp) are displayed.** Font Size (Text Stamp) (page 15-39) **Character Border: Off, Circle, Rectangle, Underline** **Color: Black, Cyan, Magenta, Yellow, Red, Green, Blue, White** **Style: None, Bold, Italic, Bold/Italic** **Display Pattern: Clipping, Overwrite** **Density: 10 to 100% (in 10% increments)**

Item			Description
Bates Stamp	**Bates Stamp**		Select whether to print a bates stamp on all sending jobs. **Value: Off, On** **NOTE** When [**On**] is selected, the Bates Stamp settings cannot be changed when printing.
	Edit Text		Set the default Bates Stamp. **NOTE** To set [**Text 1**] or [**Text 2**], enter a maximum of 32 characters for the text string.
	Date Format		Set the date display format. **Value: MM/DD/YYYY (Month/Day/Year), DD/MM/YYYY (Day/Month/Year), YYYY/MM/DD (Year/Month/Day)**
	Numbering Default		Set the starting sequence number. If you select [**Fixed Digit Number**] > [**On**], you can set the number of digits of the serial number (1 to 7 digits). **Value:** **Start #: 1 to 9999999** **Fixed Digit Number: Off, On**
	Position	**Position**	Set the stamp position to be printed. **Value: Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right** **NOTE** Specify the detailed stamp position using numeric values, and to set the stamp position when a stamp is placed on the back side of the paper in duplex printing.
		Nudge	Set the nudge. **Value:** Top/Bottom: -10 to 10 mm (in 1 mm increments) Left/Right: -10 to 10 mm (in 1 mm increments)
	Font		Set the font of the text stamp. **Value:** **Font: Courier, Letter Gothic** **Size: Font sizes registered in Font (Text Stamp) are displayed.** Font Size (Bates Stamp) (page 15-39) **Color: Black, Cyan, Magenta, Yellow, Red, Green, Blue, White** **Style: None, Bold, Italic, Bold/Italic** **Display Pattern: Clipping, Overwrite** **Density: 10 to 100% (in 10% increments)**

Network

[**System Menu/Counter**] key > [**Security Settings**] > "Network"

Item	Description
SSL	Select whether to use SSL for communication. **Value: Off, On**
Network Access	Select whether to communicate using SNMP and IPSec. SNMPv1/v2c (page 15-56) SNMPv3 (page 15-56) IPSec (page 15-58)

Job Accounting

[**System Menu/Counter**] key > [**Job Accounting**]

Configure settings related to machine management.

Overview of Job Accounting (page 16-26)

Add Ext. Function

[**System Menu/Counter**] key > [**Add Ext. Function**] > "Extended Function"

Configure settings for Extended Function.

Extended Function (page 20-2)

Optional Function

[**System Menu/Counter**] key > [**Add Ext. Function**] > "Optional Function"

Configure settings for Optional Function.

Optional Function (page 20-4)

Adjustment/Maintenance

Adjust printing quality and conduct machine maintenance.

Image Adjustment

[**System Menu/Counter**] key > [**Adjustment/Maintenance**] > "Image Adjustment"

Item			Description
Density			Adjust density.
	Copy		Adjust copy density. Adjustment can be made in 7 levels. **Value: -3 (Lighter), -2, -1, 0 (Normal), +1, +2, +3 (Darker)**
	Send/Box		Adjust scan density when sending or storing the data in Document Box. Adjustment can be made in 7 levels. **Value: -3 (Lighter), -2, -1, 0 (Normal), +1, +2, +3 (Darker)**
Background Density Adj.			Darkens or lightens overall background density adjustment.
	Copy (Auto)		Darkens or lightens overall background density adjustment during copying. Adjustment can be made in 7 levels. **Value: -3 (Lighter), -2, -1, 0 (Normal), +1, +2, +3 (Darker)**
	Send/Box (Auto)		Darkens or lightens overall background density when sending images or storing them in the Document Box. Adjustment can be made in 7 levels. **Value: -3 (Lighter), -2, -1, 0 (Normal), +1, +2, +3 (Darker)**
Sharpness Adjustment			Adjust the sharpness of the image outline.
	Copy (Auto)	**All**	Sharpen or blur overall image outlines during copying. Adjustment can be made in 7 levels. **Value: -3 (Blur), -2, -1, 0, +1, +2, +3 (Sharpen)**
		Text/Fine Line	Sharpen text/fine line during copying. Adjustment can be made in 4 levels. **Value: 0 (Normal), 1, 2, 3 (Sharpen)**
	Send/Box (Auto)	**All**	Sharpen or blur overall image outlines when sending or storing them in the Document Box. Adjustment can be made in 7 levels. **Value: -3 (Blur), -2, -1, 0, +1, +2, +3 (Sharpen)**
		Text/Fine Line	Adjust sharpness of the text/fine line when during sending or storing them in the Document Box. Adjustment can be made in 4 levels. **Value: 0 (Normal), 1, 2, 3 (Sharpen)**
Contrast			You can increase or decrease the overall contrast.
	Copy		Increases or decreases the overall contrast of copies. **Value: -3 (Lower), -2, -1, 0 (Normal), +1, +2, +3 (Higher)**
	Send/Box		Increases or decreases the overall contrast when documents are sent or saved in a document box. **Value: -3 (Lower), -2, -1, 0 (Normal), +1, +2, +3 (Higher)**

Item	Description
Auto Color Correction	This setting allows you to adjust the detection level used by the machine to determine whether the original is color or black and white in Auto Color Selection Mode. Setting a lower value will result in more originals being identified as color, while a larger value will tend to increase the number of originals being identified as black and white. **Value: 1 (Color), 2, 3, 4, 5 (B & W)**
Correcting Black Line	Correct fine lines (streaks caused by contamination), which may appear on the image, when the document processor is used. **Value** **Off: No correction performed.** **On (Low): Correction performed. The reproduction of fine lines on the original may become lighter than when using [Off].** **On (High): Select this item if a streak remains after using [On (Low)]. The reproduction of fine lines on the original may become lighter than when using [On (Low)].**
Color Registration - Auto*1	When first installing the machine or moving it to a new location, color drift during printing may occur. Use this function to correct the color position of each of cyan, magenta and yellow to resolve color drift. Correcting Color Drift (page 18-4)
Color Registration - Manual*1	
Head Cleaning	When the printed images are totally, too light, periodically faint or show white lines, use this function to clean the print head or correct the nozzle state. Reducing color dropout and white streaks (page 18-9)

*1 Available only for color model.

Behavior Adjustment

[**System Menu/Counter**] key > [**Adjustment/Maintenance**] > "Behavior Adjustment"

Item	Description
Correct Paper Curl	Select the method to correct the paper curl. **Value:** **Auto**: Automatically corrects the paper curl. **Reduce Downcurl**: Reduces the downcurl of the paper. **Reduce Upcurl**: Reduces the upcurl of the paper.

Others

[**System Menu/Counter**] key > [**Adjustment/Maintenance**] > "Others"

Item		Description
Diagnostics	**Memory Diagnostics**	Perform this function to check the machine memory. **Value: Main Memory, Video Memory**
	Software Verification	Software Verification (page 15-60)
Restart/ Initialization	**Restart Network**	Restart Network (page 15-58)
	Restart Entire Device	Restart Entire Device (page 15-59)
	System Initialization	System Initialization (page 15-61)

16 User Authentication and Job Accounting

This chapter explains how to use job accounting function.

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Overview of User Login Administration

User login administration specifies how the user access is administered on this machine. Enter a correct login user name and password for user authentication to login.

1 Enable User Login Administration (page 16-3)



2 Set the user (page 16-6)



3 Enter the login user name and password and execute the job (page 16-25)



Access are in three levels - "User", "Administrator", and "Machine Administrator". The security levels can be modified only by the "Machine Administrator".

Managing the Job Account from PC

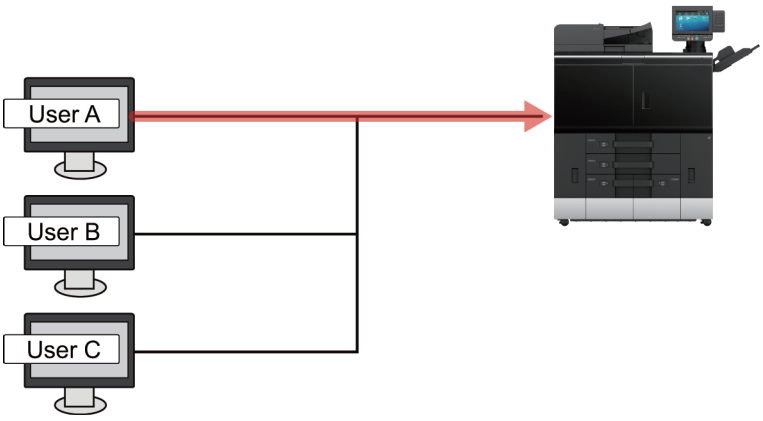
In addition to the above settings, the following are necessary to manage the job account from PC.

To Manage the Users to Print from PCs

Printer driver settings are necessary to manage the users that print on the machine from PCs.

1 Set the User Login Administration on the printer driver (page 16-12)

2 Print



Enabling User Login Administration

This enables user login administration. Select one of the following authentication methods:

Item	Descriptions
Local Authentication	User authentication based on user properties on the local user list stored in the machine.
Network Authentication	User authentication based on Authentication Server. Use a user property stored in Authentication Server to access the network authentication login page.

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting/Authentication**]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login as an administrator or as a user with privileges to carry out this setting.

The factory default login user name and login password are both set as 15000.

2 Select "User Login Setting" [**User Login**].

2 Configure the settings.

Select [**Local Authentication**] or [**Network Authentication**].

Select [**Off**] to disable user login administration.

If you select [**Local Authentication**], set [**Local Authorization**].

Local Authorization (page 16-13)

If you select [**Network Authentication**], set [**Server Settings**].

Server Settings (page 16-13)

NOTE

If you cannot login because of the setting of the machine, login with any administrator registered in the local user list and correct the settings.

Setting User Login Administration

This registers, alters and deletes users and configures the settings for User Login Administration.

Authentication Security

If user authentication is enabled, configure the user authentication settings.

User Account Lockout Setting

You can prohibit the use of a user account if an incorrect password is entered repeatedly to login with that account.

1 Display the screen.

[**System Menu/Counter**] key > [**Job Accounting/Authentication**] > "Authentication Security" [**User Account Lockout Settings**]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login as an administrator or as a user with privileges to carry out this setting.

The factory default login user name and login password are both set as 15000.

2 Configure the settings.

The following settings can be selected.

Item	Descriptions
Lockout	Select whether or not account lockout policy is enabled. **Value: Off, On**
Lockout Policy	Specify the conditions and the extent to which the account lockout is applied. **Value** **Number of Retries until Locked:** **Specify how many login retries are allowed until the account is locked out. (1 to 10 times)** **Lockout Duration:** **Specify how long the account is to be locked out until it is unlocked. (1 to 60 minutes)** **Lockout Target:** **Specify the extent to which the account lockout is applied. You can select from [All] or [Remote Login Only]. Remote Login Only locks out all operations from outside the operation panel.**
Locked out Users List	Displays a list of locked out users. You can unlock a user by selecting the user in the list, and selecting [**Unlock**]. **NOTE** This function is displayed when account lockout policy is enabled.

Password Policy Settings

You can prohibit the setting and use of passwords that do not comply with the password policy.

Setting the Password Policy makes it more difficult to break the password.

1 Display the screen.

[**System Menu/Counter**] key > [**Job Accounting/Authentication**] > "Authentication Security" [**Password Policy Settings**]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login as an administrator or as a user with privileges to carry out this setting.

The factory default login user name and login password are both set as 15000.

2 Configure the settings.

The following settings can be selected.

Item	Descriptions
Password Policy	Select whether or not password policy is enabled. **Value: Off, On**
Minimum Password Length	Set the minimum password length of characters for password. **Value: Off, On (1 to 64 characters)**
Password Complexity	Set the password complexity. **Value** **No more than two consecutive identical char: Off, On** **At least one uppercase letter (A-Z): Off, On** **At least one lowercase letter (a-z): Off, On** **At least one number (0-9): Off, On** **At least one symbol: Off, On**
Maximum Password Age	Set the maximum password age. **Value: Off, On (1 to 180 days)**
Policy Violated User List	List of users do not meet password policy requirements.

Adding a User (Local User List)

You can add up to 1000 users (including the default login user name).

NOTE

By default, one of each default user with machine administrator rights and administrator privileges is already stored. Each user's properties are:

Machine Administrator

User Name: DeviceAdmin

Login User Name: 15000

Login Password: 15000

Access Level: Machine Administrator

Administrator

User Name: Admin

Login User Name: Admin

Login Password: Admin

Access Level: Administrator

* Upper case and lower case letters are distinguished (case sensitive).

It is recommended to periodically change the user name, login user name and login password regularly for your security.

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting/Authentication**]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login as an administrator or as a user with privileges to carry out this setting.

The factory default login user name and login password are both set as 15000.

2 Select "User Login Setting" [**Add/Edit Local User**].

2 Enter the user information.

[**Add**] > Enter the user information

Item	Descriptions
User Name[*1]	Enter the name displayed on the user list (up to 32 characters).
Login User Name[*1]	Enter the login user name to login (up to 64 characters). The same login user name cannot be registered.
Login Password[*1]	Enter the password to login (up to 64 characters). Reenter the same password for confirmation.

Item	Descriptions
Access Level[*1]	Select "Administrator" or "User" for user access privileges.
Account Name	Add an account where the user belongs. The user, who registered his/her account name, can login without entering the account ID. Overview of Job Accounting (page 16-26) **NOTE** • Search by account ID or account name. Select either [**Search (No.)**] or [**Search (Name)**] to switch between [**Search (No.)**] and [**Search (Name)**]. • Select [**Account Name**] or [**Account ID**] to sort the account list.
Email Address	The user can register his/her E-mail address. The registered address will be automatically selected for subsequent operations that need any E-mail function.
ID Card Info	Register ID card information. Place the ID card on the ID card reader. **NOTE** This function is displayed when the optional ID Card Authentication Kit is activated. Card Authentication Kit (page 2-21)

Item		Descriptions
Local Authorization*2		Set usage authority for each user.
	Print Restriction	Select whether or not use of the print function of the printer is prohibited. Applicable print functions are as follows: • Print from Box • Print from USB Drive • Print Report • Print from PC
	Print Restriction (Color)*3	Select whether or not use of the print function (color) of the printer is prohibited. Applicable print functions are as follows: • Print from Box • Print from USB Drive • Print Report • Print from PC
	Copy Restriction	Select whether or not use of the copy print function is prohibited.
	Copy Restriction (Color)*3	Select whether or not use of the copy print function (color) is prohibited.
	Copy Restr. (Full Color)*3	Select whether or not use of the copy print function (full color) is prohibited.
	Duplex Restriction	Select whether only duplex printing is allowed.
	Combine Restriction	Specify whether only Combine is allowed.
	EcoPrint Restriction	Specify whether only EcoPrint is allowed.
	Send Restriction	Select whether or not use of the send function is prohibited.
	Storing Restriction in Box	Select whether or not use of the box store function is prohibited.
	Storing Restr. in USB	Select whether or not use of the USB Drive store function is prohibited.
My Panel		You can register the language selection, initial screen, and shortcut settings for each user. Settings registered here can be applied simply by logging in.

*1 Be sure to enter the items.
*2 Displayed when Local Authorization is enabled.
➡ Local Authorization (page 16-13)

*3 Available only for color model.

NOTE

- For details on entering characters, refer to the following:
  Character Entry Method (page 4-8)
- If you selected [**Send**] in the Default Screen for "My Panel", select the screen to display from [**Destination**] or [**Machine Address Book**].

3 Select [Save].

A new user is added on the local user list.

NOTE

If simple login is enabled, a confirmation screen appears when new registration is finished asking if you will configure simple login settings. To configure simple login settings, select [**Yes**]. If you select [**No**], you will return to the user list screen.

For the procedure for configuring simple login settings, refer to the following:

Simple Login Settings (page 16-21)

Changing User Properties

Types of user properties that could be changed may be different depending on user access privilege.

NOTE

To change the user information of the machine administrator, you must log in with machine administrator authority. You can only view user information if you log in as a regular user.

The factory default login user name and login password are both set as 15000.

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting/Authentication**]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login as an administrator or as a user with privileges to carry out this setting.

The factory default login user name and login password are both set as 15000.

2 Select "User Login Setting" [**Add/Edit Local User**].

2 Change the user properties.

Changing user properties

1 Select [ ] (information icon) for the user whose properties you wish to change.

NOTE

- Select [**User Name**] or [**Login User ID**] to sort the user list.
- Search by name or login user name. Select either [**Search (Login)**] or [**Search (Name)**] to switch between [**Search (Login)**] and [**Search (Name)**].

2 Enter the user information.

Item
User Name
Login User Name*1
Login Password
Access Level*1
Account Name*1
Email Address
ID Card Information*1
Local Authorization*1*2
My Panel

*1 You can change only when you log in with machine administrator authority.
*2 Displayed when Local Authorization is enabled.
Local Authorization (page 16-13)

For details on each items, refer to step 3 of "Adding a User (Local User List)" to change a user property.

Adding a User (Local User List) (page 16-6)

3 Select [**Save**].

The user information is changed.

Deleting a user

1 Select the user to delete.

2 [**Delete**] > [**Delete**]

The selected user will be deleted.

NOTE

The default user with machine administrator rights cannot be deleted.

User Login Administration for Printing

It is possible to manage the users that print on this machine from a PC.

Setting Printer Driver

To manage the users that print on this machine from a PC, the following settings are necessary in the printer driver. Instructions are based on interface elements as they appear in Windows 10.

1 Display the screen.

1 Click **[Start]** button on the Windows, and then select **[Windows System]**, **[Control Panel]**, and **[View devices and printers]**.

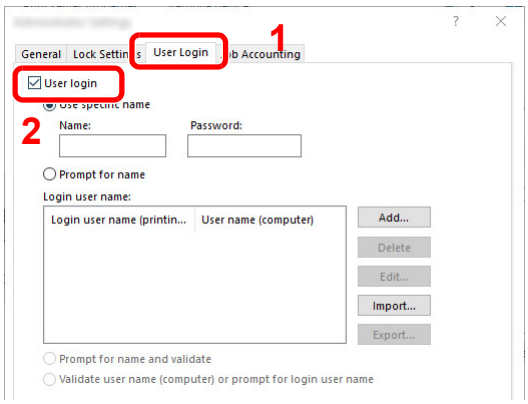
> **NOTE**
> In Windows 8.1, select [**Settings**] in charms on Desktop, and select [**Control Panel**], and then [**Devices and Printers**].

2 Right-click the printer driver icon of the machine, and click the [**Printer properties**] menu of the printer driver.

3 Click [**Administrator**] on the [**Device Settings**] tab.

2 Configure the settings.

1 Select [**User Login**] on the [**User Login**] tab.



2 Set the User Login Administration.

[**Use specific name**]: This option can be used to specify a user name and password to use the same User login for every print job. If this option is selected, the user does not have to type the name and password for each print job.

[**Prompt for name**]: A screen for entering the user name and password will be displayed when attempting a printing. The user name and password must be entered each time a printing is attempted.

[**Prompt for name and validate**]: A screen for entering the user name and password will be displayed when attempting a printing. The user name and password stored in the Login user name list needs to be entered. The user name and password must be entered each time a printing is attempted.

[**Validate user name (computer) or prompt for login user name**]: When printing, the Windows user name is searched in the "Login user names" and printing is possible if the name is registered. If the name is not registered, the printing will be canceled for users with only user authority. If the user has administrator privileges, the screen to enter the user name and password will appear.

3 Click [**OK**].

NOTE

For other settings of job accounting, refer to the following:

Printer Driver User Guide

Local Authorization

Select whether or not to use Local Authorization.

NOTE

When using Local Authorization, the user authentication type must be set to [**Local Authentication**].

Enabling User Login Administration (page 16-3)

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting/Authentication**]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login as an administrator or as a user with privileges to carry out this setting.

The factory default login user name and login password are both set as 15000.

2 Select "User Login Setting" [**Local Authorization**].

2 Configure the settings.

Select [**Off**] or [**On**].

Server Settings

Set the server type when network authentication is enabled.

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting/Authentication**]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login as an administrator or as a user with privileges to carry out this setting.

The factory default login user name and login password are both set as 15000.

2 Select "User Login Setting" [**User Login**] > [**Network Authentication**]

2 Configure the settings.

1 Select [**NTLM**], [**Kerberos**] or [**Ext.**] as the server type and enter the host name (256 characters or less) for the Authentication Server.
When selecting [**Ext.**] as the server type, enter the port number.

NOTE

- Selecting [**Add/Edit/Delete Domain**] displays the domain registration list. In the domain registration list screen, select [**Add/Edit**], and enter the domain name. Up to 10 domain names can be registered.
- If two or more domains are registered, select [**Default Domain**] and select the default domain.

2 Select [**OK**].

NOTE

If the login user name and password are rejected, check the following settings.

- Network Authentication setting of the machine
- User property of the Authentication Server
- Date and time setting of the machine and the Authentication Server

Group Authorization Settings

Set restrictions of the machine usage by each individual group registered in the authentication server.

NOTE

To use the group authorization settings, [**Network Authentication**] must be selected for the authentication method in "Enabling User Login Administration". Select [**On**] for "LDAP" in "Protocol Settings".

Enabling User Login Administration (page 16-3)

Protocol Settings (page 15-55)

Group Authorization

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting/Authentication**]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login as an administrator or as a user with privileges to carry out this setting.

The factory default login user name and login password are both set as 15000.

2 Select "User Login Setting" [**Group Authorization**].

2 Configure the settings.

Select [**On**] or [**Off**].

Group List (Up to 20)

Register the groups that are restricted the machine usage. Other users and groups belong to "Others".

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting/Authentication**]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login as an administrator or as a user with privileges to carry out this setting.

The factory default login user name and login password are both set as 15000.

2 Select "User Login Setting" [**Group List**].

2 Configure the settings.

[**Add**] > Add information on each item

Item	Descriptions
Group Name	Enter the name displayed on the group list (up to 32 characters).
Group ID[*1]	Enter the ID displayed on the group list (between 1 and 4294967295).
Access Level	Select [**Administrator**] or [**User**] for group access privileges.

Item	Descriptions
Print Restriction	Select whether or not to reject usage of print functions for the printer. Applicable print functions are as follows: • Print from Box • Print from USB Drive • Print Report • Print from PC
Print Restriction (Color)*2	Select whether or not to reject usage of color print functions for the printer. Applicable print functions are as follows: • Print from Box • Print from USB Drive • Print Report • Print from PC
Copy Restriction	Select whether or not to reject usage of copy functions.
Copy Restriction (Color)*2	Select whether or not to reject usage of color copy functions.
Copy Restriction (Full Color)*2	Select whether or not to reject usage of only full-color print functions for copies.
Duplex Restriction	Select whether only duplex printing is allowed.
Combine Restriction	Specify whether only Combine is allowed.
EcoPrint Restriction	Specify whether only EcoPrint is allowed.
Send Restriction	Select whether or not to reject usage of the send functions.
Storing Restriction in Box	Select whether or not to reject usage of storing in the document boxes.
Storing Restr. in USB	Select whether or not to reject usage of storing in the USB drive.

*1 For "Group ID", specify PrimaryGroupID assigned by Active Directory of Windows. If you are using Windows Server 2008, check Attribute Editor tab of user properties.

*2 Available only for color model.

NOTE

For details on entering characters, refer to the following:

Character Entry Method (page 4-8)

3 Register the group.

Select [**Save**].

A new group is added on the group list.

Guest Authorization Settings

When User Login Administration is enabled, set the functions that guest users who cannot log in to the machine are allowed to use.

NOTE

To use Guest Authorization Set., User Login Administration must be enabled in "Enabling User Login Administration".

Enabling User Login Administration (page 16-3)

Enabling Guest Authorization

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting/Authentication**]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login as an administrator or as a user with privileges to carry out this setting.

The factory default login user name and login password are both set as 15000.

2 Select "User Login Setting" [**Guest Authorization Set.**].

2 Configure the settings.

Select [**On**] or [**Off**].

NOTE

- If the guest authorization setting is enabled, the [**Authentication/Logout**] key must be selected when logging in.
- In the guest user default settings, only monochrome copying can be used. If you wish to use a different function, log in as a user who can use that function, or change the settings in the guest properties.

Configuring Guest Property

Register guest user information and functions that are restricted.

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting/Authentication**]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login as an administrator or as a user with privileges to carry out this setting.

The factory default login user name and login password are both set as 15000.

2 Select "User Login Setting" [**Guest Property**].

2 Configure the settings.

Check the settings and change or add information as needed.

Item	Descriptions
User Name	Enter the name displayed on the user list (up to 32 characters). The default setting is "GuestUser".
Access Level	The authority of the user appears. This cannot be changed.
Account Name	Add an account where the user belongs. If the user does not belong to any account, select [**Other Account**].
Authorization Rules	Set usage authority for each user. The items you can restrict the access level with are as follows. **Print Restriction:** Select whether or not use of the print function of the printer is prohibited. Applicable print functions are as follows: • Print from Box • Print from USB Drive **Print Restriction (Color)*1:** Select whether or not use of the print function (color) of the printer is prohibited. Applicable print functions are as follows: • Print from Box • Print from USB Drive **Copy Restriction:** Select whether or not use of the copy print function is prohibited. **Copy Restriction (Color)*1:** Select whether or not use of the copy print function (color) is prohibited. **Copy Restriction (Full Color)*1:** Select whether or not use of the copy print function (full color) is prohibited. **Duplex Restriction:** Select whether only duplex printing is allowed. **Combine Restrict.:** Specify whether only Combine is allowed. **EcoPrint Restriction:** Specify whether only EcoPrint is allowed. **Send Restriction:** Select whether or not use of the send function is prohibited. **Storing Restriction in Box:** Select whether or not use of the box store function is prohibited. **Storing Restr. in USB:** Select whether or not use of the USB Drive store function is prohibited.

*1 Available only for color model.

3 Register the guest user information.

Select [**OK**].

Obtain NW User Property

Set the required information to obtain the network user property from the LDAP server. The user name and E-mail address obtained with this setting is shown in the user information, the status confirmation screen, and the header of E-mail.

NOTE

To obtain the network user property from the LDAP server, [**Network Authentication**] must be selected for the authentication method in "Enabling User Login Administration". Select [**On**] for "LDAP" in "Protocol Settings".

Enabling User Login Administration (page 16-3)
Protocol Settings (page 15-55)

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting/Authentication**]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login as an administrator or as a user with privileges to carry out this setting.

The factory default login user name and login password are both set as 15000.

2 Select "User Login Setting" [**Obtain NW User Property**].

2 Configure the settings.

Select [**On**] for "Obtain NW User Property" and add information on each item

Item		Descriptions
LDAP Server Information		
	Server Name[*1]	Enter the LDAP server name or the IP address (up to 64 characters). If a server name is not entered, user information will be acquired from the server set for Network Authentication.
	Port	Port number for LDAP server. The default port number is 389.
Acquisition of User Information		
	Name 1[*2]	Enter the LDAP Attribute to obtain the user name to be displayed from the LDAP server (up to 32 characters).
	Name 2[*3]	Enter the LDAP Attribute to obtain the user name to be displayed from the LDAP server (up to 32 characters).
	Email Address[*4]	Enter the LDAP Attribute to obtain the E-mail address from the LDAP server (up to 256 characters).
Authentic at Type[*5]		Set the authentication method. Select [**Simple**] or [**SASL**]. After changing the setting, restart the system or turn the power off and then on.
Search Timeout		Set the amount of time to wait before time-out in seconds (from 5 to 255 seconds).
LDAP Security		Select the type of encryption according to the type of security employed by the LDAP server. The value is [**Off**], [**SSL/TLS**] or [**STARTTLS**].

*1 If using Active Directory of Windows, the server name may be the same as the server name entered in the network authentication.
*2 If using Active Directory of Windows, display Name of Attribute may be used as "Name 1".
*3 "Name 2" can be left out. When you assign display Name in "Name 1" and department in "Name 2", and if the value of displayName is "Mike Smith" and the value of department is "Sales" in Active Directory of Windows, the user name appears as "Mike Smith Sales".
*4 If using Active Directory of Windows, mail of Attribute may be used as E-mail Address.
*5 Appears when the server type is set to "Kerberos" in "Network Authentication".

3 Select [OK].

Simple Login Settings

The simple login function allows users to log in simply by selecting a user name. Users must be registered in advance to use this functionality.

NOTE

- For user registration, refer to the following:
  Adding a User (Local User List) (page 16-6)
- To use Simple Login, User Login Administration must be enabled in "Enabling User Login Administration".
  Enabling User Login Administration (page 16-3)
- When the guest authorization setting is enabled, the Simple Login screen is not displayed.

Enabling Simple Login

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting/Authentication**]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login as an administrator or as a user with privileges to carry out this setting.

The factory default login user name and login password are both set as 15000.

2 Select "User Login Setting" [**Simple Login**].

2 Configure the settings.

Select [**On**] or [**Off**].

Simple Login Key

Register users to use simple login. You can add up to 20 users.

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting/Authentication**]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login as an administrator or as a user with privileges to carry out this setting.

The factory default login user name and login password are both set as 15000.

2 Select "User Login Setting" [**Simple Login Key**].

2 Enter the user information.

1 Select the key to which you want to register a user.

2 Enter the user name to be displayed.

NOTE

For details on entering characters, refer to the following:

Character Entry Method (page 4-8)

3 Select [**Select user**].

4 To specify the user from local users, select [**Local User**]. To specify from network users, select [**Network User**].

The procedure differs depending on the transmission method selected.

Specifying the user from local users

Select the user to be set for simple login.

NOTE

- Search by login user name or name. Select either [**Search (Login)**] or [**Search (Name)**] to switch between [**Search (Login)**] and [**Search (Name)**].
- Select [**User Name**] or [**Login User Name**] to sort the user list.

Specifying the user from network users



Select the entry field for "Login User Name" and "Login Password", enter the information of the user to be registered, and select [**OK**].

If you are specifying a user for whom a domain is set in network authentication, select the "Domain" and select the domain where the user is registered.

NOTE

For details on entering characters, refer to the following:

Character Entry Method (page 4-8)

5 Select [**On**] or [**Off**] for "Password".

6 Select the user icon to be displayed.

3 Register the user.

Select [**Save**].

ID Card Settings

If ID card authentication is enabled, select the authentication type.

NOTE

This functions appears when the Card Authentication kit is activated.

Card Authentication Kit (page 2-21)

Keyboard Login

When ID card authentication is enabled, select whether or not login by keyboard is allowed.

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting/Authentication**]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login as an administrator or as a user with privileges to carry out this setting.

The factory default login user name and login password are both set as 15000.

2 Select "ID Card Settings" [**Keyboard Login**].

2 Configure the settings.

Select [**Permit**] or [**Prohibit**].

Additional Authentication

Select whether or not to require password entry after authenticating by ID card.

NOTE

This function does not appear when the server type is set to [**NTLM**] or [**Kerberos**] in "Network Authentication".

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting/Authentication**]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login as an administrator or as a user with privileges to carry out this setting.

The factory default login user name and login password are both set as 15000.

2 Select "ID Card Settings" [**Additional Authentication**].

2 Configure the settings.

Select [**Off**], [**Use Password**] or [**Use PIN Code**].

NOTE

[**Use PIN Code**] is displayed only when using PIN Code Authorization.

PIN Login (page 16-24)

PIN Login

NOTE

When using PIN Code Authorization, the network authentication must be enabled and [**Ext.**] must be selected for server type.

Enabling User Login Administration (page 16-3)

Server Settings (page 16-13)

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting/Authentication**]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login as an administrator or as a user with privileges to carry out this setting.

The factory default login user name and login password are both set as 15000.

2 Select "User Login Setting" [**PIN Login**].

2 Configure the settings.

Select [**On**] or [**Off**].

Using User Login Administration

This section explains procedures while setting job accounting.

Login/Logout

If user login administration is enabled, the login user name and login password entry screen appears each time you use this machine.
Use the procedure below to login and logout.

Login

If the login user name entry screen appears during operations, log in by referring to the following:

Login (page 4-11)

Logout

When the operations are complete, select the [**Authentication/Logout**] key to return to the login user name and login password entry screen.

Overview of Job Accounting

Job accounting manages the copy/print/scan count accumulated by individual accounts by assigning an ID to each account.

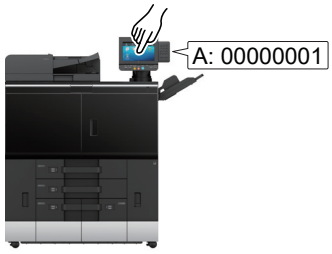
1 Enable job accounting. (page 16-27)



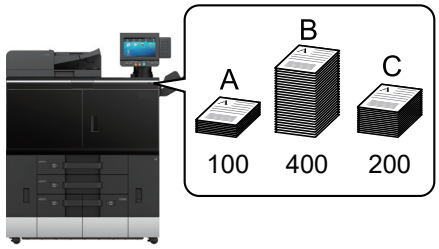
2 Setting an account. (page 16-28)



3 Enter the assigned account ID when performing the job. (page 16-39)



4 Count the number of pages copied, printed, and scanned.



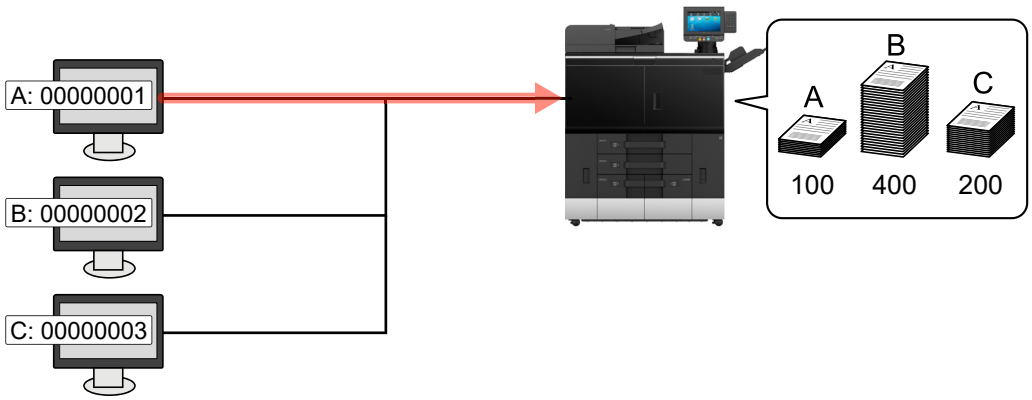
To Manage the Number of Sheets Used on Jobs Printed from a PC

To manage the number of jobs to be printed from the PC on the network, you need to configure settings by using the printer driver on the PC.

1 Set Job Accounting for the PC on the network by using the printer driver. (page 16-32)

2 Execute printing.

3 Count the number of pages printed.



Enabling Job Accounting

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting**]

> **NOTE**
> If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.
> The factory default login user name and login password are both set as 15000.

2 Select "Job Accounting Setting" [**Job Accounting**].

2 Configure the settings.

1 Select [**Local**].

Select [**Off**] to disable job accounting.

2 Select [**OK**].

> **NOTE**
> When the display returns to System Menu default screen, logout is automatically executed and the screen to enter the Account ID appears. To continue the operation, enter the Account ID.

Job Accounting (Local)

You can add, change and delete an account and set the restriction for each account.

Adding an Account

Up to 1000 individual accounts can be added.

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting**]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

The factory default login user name and login password are both set as 15000.

2 Select "Job Accounting Setting" [**Add/Edit Job Accounting**].

2 Enter the account information.

1 [**Add**] > Add information on each item

Item	Description
Account Name	Enter the account name (up to 32 characters).
Account ID	Enter the account ID as many as eight digits (between 0 and 99999999).
Restriction	This prohibits printing/scanning or restricts the number of sheets to load. Restricting the Use of the Machine (page 16-29)

NOTE

- For details on entering characters, refer to the following:
  Character Entry Method (page 4-8)
- Any "Account ID" that has already registered cannot be used. Enter any other account ID.

2 Select [**Register**].

A new account is added on the Account List.

Restricting the Use of the Machine

This section explains how to restrict the use of the machine by account or the number of sheets available.

The items that can be restricted differ depending on whether "Individual" or "Total" is selected for "Copy/Printer Count".

Copy/Printer Count (page 16-41)

Restriction Items

[**Individual**] selected for "Copy/Printer Count"

Item	Description
Copy Restriction (Total)	Limits the number of sheets used for copying.
Copy Restriction (Full Color)*1	Limits the number of pages used for full-color copying.
Copy Restriction (SingleColor)*1	Limits the number of pages used for single-color copying.
Print Restriction (Total)	Limits the number of sheets used for printing. Applicable print functions are as follows: • Print from Box • Print from USB Drive • Print Report • Print from PC
Print Restriction (Full Color)*1	Limits the number of pages used for full-color printing. Applicable print functions are as follows: • Print from Box • Print from USB Drive • Print Report • Print from PC
Scan Restriction (Others)	Limits the number of sheets scanned (excludes copying).

*1 Available only for color model.

[**Total**] selected for "Copy/Printer Count"

Item	Description
Print Restriction (Total)	Limits the total number of sheets used for copying and printing.
Print Restriction (Full Color)*1	Limits the number of pages used for full-color copy and printing.
Print Restriction (SingleCol.)*1	Limits the number of pages used for single-color printing.
Scan Restriction (Others)	Limits the number of sheets scanned (excludes copying).

*1 Available only for color model.

Applying Restriction

Restriction can be applied in the following modes:

Item	Description
Off	No restriction is applied.
Counter Limit	Restricts the print counter in one-page increments up to 9,999,999 copies.
Reject Usage	Restriction is applied.

Editing an Account

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting**]

> **NOTE**
> If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.
> The factory default login user name and login password are both set as 15000.

2 Select "Job Accounting Setting" [**Add/Edit Job Accounting**].

2 Edit an account.

1 Select [ ] (information icon) for the account name you wish to edit.

> **NOTE**
> - Search by account ID or account name. Select either [**Search (ID)**] or [**Search (Name)**] to switch between [**Search (ID)**] and [**Search (Name)**].
> - Select [**Account Name**] or [**Account ID**] to sort the account list.

2 Change the account information.

3 [**Save**] > [**OK**]

The account information is changed.

Deleting an Account

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting**]

> **NOTE**
> If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.
> The factory default login user name and login password are both set as 15000.

2 Select "Job Accounting Setting" [**Add/Edit Job Accounting**].

2 Delete an account.

1 Select the account name you wish to delete.

> **NOTE**
> - Search by account ID or account name. Select either [**Search (ID)**] or [**Search (Name)**] to switch between [**Search (ID)**] and [**Search (Name)**].
> - Select [**Account Name**] or [**Account ID**] to sort the account list.

2 [**Delete**] > [**Yes**]

The account is deleted.

Job Accounting for Printing

The number of jobs to be printed from the computer can be managed by Job Accounting.

Setting Printer Driver

To manage the number of jobs to be printed from the PC on the network, you need configure the following settings by using the printer driver on the PC. Instructions are based on interface elements as they appear in Windows 10.

1 Display the screen.

1 Click [**Start**] button on the Windows and then select [**Windows System**], [**Control Panel**], and [**View devices and printers**].

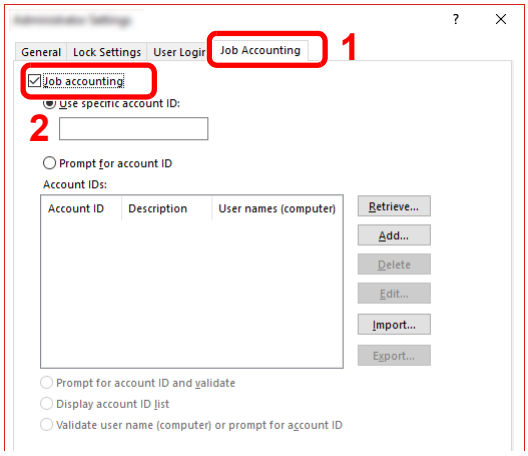
> **NOTE**
> In Windows 8.1, select [**Settings**] in charms on Desktop, and select [**Control Panel**], and then [**Devices and Printers**].

2 Right-click the printer driver icon of the machine, and click the [**Printer properties**] menu of the printer driver.

3 Click [**Administrator**] on the [**Device Settings**] tab.

2 Configure the settings.

1 Select [**Job accounting**] on the [**Job Accounting**] tab.



2 Set the Account ID.

[**Use specific account ID**]: Enter the Account ID. Printing will be performed using the entered Account ID. If this option is selected, the user does not have to enter the Account ID for each print job.

[**Prompt for account ID**]: A screen for entering the Account ID will be displayed when attempting a printing. The Account ID must be entered each time a printing is attempted.

[**Prompt for account ID and validate**]: A screen for entering the Account ID will be displayed when attempting a printing. The Account ID stored in the Account ID list needs to be entered. The Account ID must be entered each time a printing is attempted.

[**Display account ID list**]: The Account ID list is displayed when printing. The Account ID to be used needs to be selected from the list.

[**Validate user name (computer) or prompt for account ID**]: When printing, the Windows user name is searched in the "Account IDs" and printing is possible if the name is registered. If the Account ID is not registered, the screen for entering the Account ID will appear.

3 Click [**OK**].

NOTE

For other settings of job accounting, refer to the following:

Printer Driver User Guide

Configuring Job Accounting

Default Counter Limits

When you add a new account, you can change the default restrictions on the number of sheets used. You can set any number from 1 to 9,999,999.

The items that can be set differ depending on whether [**Individual**] or [**Total**] is selected for "Copy/Printer Count".

Copy/Printer Count (page 16-41)

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting**]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

The factory default login user name and login password are both set as 15000.

2 Select "Job Accounting Setting" [**Job Accounting Setting**].

2 Configure the settings.

Select the item for "Default Counter Limit" > use [**+**], [**-**] or the numeric keys to enter the default restriction on the number of sheets > [**OK**]

[**Individual**] selected for "Copy/Printer Count"

Item	Description
Copy Restriction (Total)	Sets the default restriction on the number of sheets used for copying.
Copy Restriction (Full Color)[*1]	Sets the default restriction on the number of sheets used for full-color copying.
Copy Restriction (SingleColor)[*1]	Sets the default restriction on the number of sheets used for single-color copying.
Print Restriction (Total)	Sets the default restriction on the number of sheets used for printing. Applicable print functions are as follows: • Print from Box • Print from USB Drive • Print Report • Print from PC

Item	Description
Print Restriction (Full Color)*1	Sets the default restriction on the number of sheets used for full-color printing. Applicable print functions are as follows: • Print from Box • Print from USB Drive • Print Report • Print from PC
Scan Restriction (Others)	Sets the default restriction on the number of sheets used for scanning (excludes copying).

*1 Available only for color model.

[**Total**] selected for "Copy/Printer Count"

Item	Description
Print Restriction (Total)	Sets the default restriction on the total number of sheets used for copying and printing.
Print Restriction (Full Color)*1	Sets the default restriction on the number of sheets used for full-color printing.
Print Restriction (SingleCol.)*1	Sets the default restriction on the number of sheets used for single-color printing.
Scan Restriction (Others)	Sets the default restriction on the number of sheets used for scanning (excludes copying).

*1 Available only for color model.

Count by Paper Size

This counts the number of pages by paper size (e.g. Letter).

NOTE

Paper size is available in five types, 1 to 5. These types are specified in accounting reports.

Print Accounting Report (page 16-38)

In addition to paper size, media type can also be specified (e.g. count the letter-size color paper used). If you do not specify the media type, the number of used sheets will be counted for the specified sheet size, regardless of the media type.

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting**]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

The factory default login user name and login password are both set as 15000.

2 Select "Job Accounting Setting" [**Job Accounting Setting**].

2 Configure the settings.

1 "Count by Paper Size" [**Paper Size 1** (to **4**)] > [**On**]

2 Select [**Paper Size**].

3 Select the paper size.

4 Select [**Media Type**] to specify media type.

5 Select the media type.

6 Select [**OK**].

Counting the Number of Pages Printed

This counts the number of pages printed. Counts are classified into Total Job Accounting and Each Job Accounting. A new count can also be started after resetting the count data which was stored for a certain period of time.

The table below lists the item you can view.

Item		Description
Printed Pages		Displays the number of pages used in printing for each of the following item.
	Count by Function	Displays the number of pages used to copy, print and their total, for each color mode.
	Count by Paper Size	Displays the number of sheets used of specific sizes of paper. Count by Paper Size (page 16-35)
	Count by Duplex	Displays the number of pages used in Duplex (1-sided) mode, Duplex (2-sided) mode and the total for both.
	Count by Combine	Displays the number of pages used in Combine (None) mode, Combine (2 in 1) mode, Combine (4 in 1) mode and the total for all three.
Scanned Pages		Displays the number of pages scanned for copying and printer functions, as well as the total number of pages used.
Counter Reset		Resets the counter. Select [**Reset**] in the confirmation screen.

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting**]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

The factory default login user name and login password are both set as 15000.

2 Select "Job Accounting Setting" [**Job Accounting Counter**].

2 Check the number of pages.

Total Accounting

This counts the number of pages for all accounts and resets the counts for those accounts together at the same time.

1 Select [**Total**] to check the count.

Select [**Counter Reset**] to reset the counter.

2 Confirm the count and select [**Close**].

Each Job Account

This counts the number of pages for each account and resets the counts by account. When checking Each Job Accounting, select the account for which you want to check the count.

1 Select the account to check the count.

NOTE

- Search by account ID or account name. Select either [**Search (ID)**] or [**Search (Name)**] to switch between [**Search (ID)**] and [**Search (Name)**].
- Select [**Account Name**] or [**Account ID**] to sort the account list.
- To display an account other than your own account, select [**Other Account**].

2 Select [ ] (information icon) > check the number of pages.

Select [**Counter Reset**] to reset the counter.

3 Select [**Close**].

NOTE

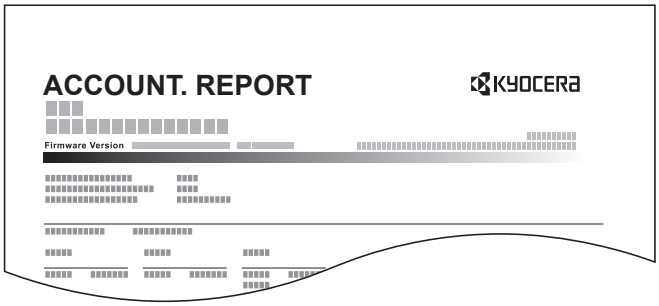
Select [**Other Account**] to display the number of sheets used for jobs with an unknown account ID.

Print Accounting Report

The total pages counted of all relevant accounts can be printed as an accounting report.

Reports have different formats depending on how the count of copiers and printers is administered.

When "Individual" is selected for Managing the Copy/Printer Count



When Count by Paper Size is used, the report will show sheet counts by paper size.

Use the procedure below to print a job accounting report.

1 Prepare paper.

Check that A4 or Letter paper is loaded in the cassette.

2 Display the screen.

[**System Menu/Counter**] key > [**Job Accounting**]

> **NOTE**
> If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.
> The factory default login user name and login password are both set as 15000.

3 Print the report.

"Job Accounting Setting" [**Print Accounting Report**] > [**Print**]

Accounting report is printed.

Using Job Accounting

This section explains procedures while setting job accounting.

Login/Logout

If job accounting is enabled, an account ID entry screen appears each time you use this machine.

The steps for logging in and logging out are as follows.

Login

When you use the machine and the account ID entry screen appears, follow the steps below.

1 Enter the account ID using the numeric keys > Select [Login].

NOTE

- If you entered a wrong character, select the [**C**] (Clear) key and enter the account ID again.
- If the entered account ID does not match the registered ID, a warning beep will sound and login will fail. Enter the correct account ID.
- By selecting [**Check Counter**], you can refer to the number of pages printed and the number of pages scanned.

2 Proceed to complete the rest of the steps.

Logout

When the operations are complete, select the [**Authentication/Logout**] key to return to the account ID entry screen.

Setting the Action to be Taken When a Count Limit is Reached

This specifies how the machine behaves when the counter has reached the limit of restriction. The table below describes the action taken.

Item	Description
Immediately	Job stops when the counter reaches its limit. The next job will be prohibited in sending or in storing in the box.
Subsequently	Printing/scanning of the job continues but the subsequent job will be rejected.
Alert Only	Job continues while displaying an alert message.

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting**]

> **NOTE**
> If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.
> The factory default login user name and login password are both set as 15000.

2 "Job Accounting Setting" [**Job Accounting Setting**] > "Default Setting" [**Apply Limit**]

2 Configure the settings.

Select [**Immediately**], [**Subsequently**], or [**Alert Only**].

Copy/Printer Count

You can select how the copying and printing page counts are shown - either the total of both or each of copying and printing individually. The selection may influence restriction on the count and count method. For details, refer to the following:

- Restricting the Use of the Machine (page 16-29)
- Counting the Number of Pages Printed (page 16-36)
- Print Accounting Report (page 16-38)

1 Display the screen.

1 [**System Menu/Counter**] key > [**Job Accounting**]

> **NOTE**
> If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.
> The factory default login user name and login password are both set as 15000.

2 "Job Accounting Setting" [**Job Accounting Setting**] > "Default Setting" [**Copy/Printer Count**]

2 Configure the settings.

Select [**Total**] or [**Individual**].

17 Maintenance

This chapter explains how to perform maintenance on the machine and its options, and how to replace consumable items.

Regular Maintenance 17-2
Cleaning the Slit Glass on the Conveyance Path 17-3
Cleaning Glass Platen 17-5
Cleaning inside of the Document Processor and Slit Glass 17-6
Cleaning the Filter 17-8
Option Maintenance 17-9
Cleaning the Filter in the Paper Feeder 17-9
Replacement of Consumables 17-10
Ink Container Replacement 17-10
Large Capacity Ink Container Replacement 17-15
Replacing Staples (4,000-sheet Finisher) 17-21
Replacing Staples (Folding Unit) 17-23
Disposing of the Punch Waste 17-27

Regular Maintenance

Clean the machine regularly to ensure optimum printing quality.

CAUTION

For safety, always unplug the power cord before cleaning the machine.

Cleaning the Slit Glass on the Conveyance Path

If paper dust accumulates on the slit glass on the conveyance path, the following message will appear on the Operation Panel.

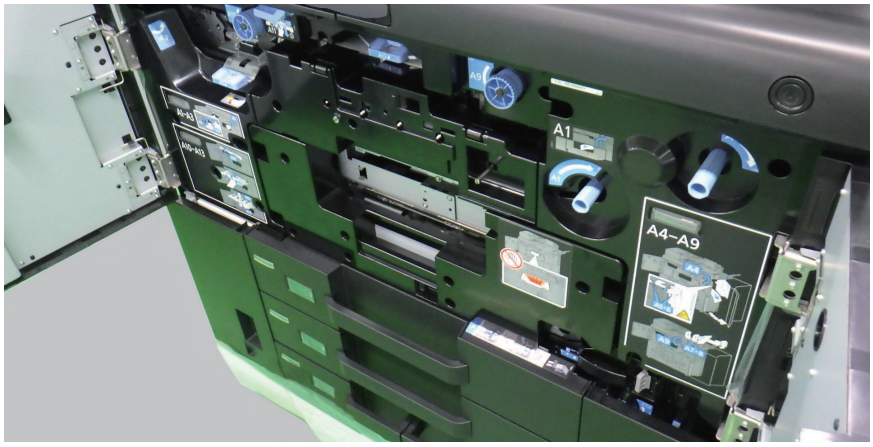
"Clean the slit glass on the conveyance path."

Leaving the slit glass uncleaned may cause the following problems to occur.

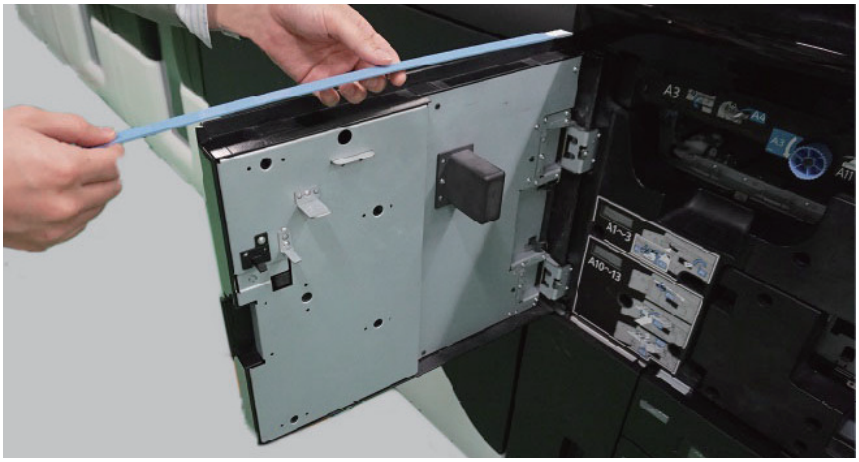
- Paper shifts out of center position
- Misdetection of the paper size (paper size mismatch error)
- Soiling of the inside of the machine due to ink discharge onto the print conveyance belt.

Follow the steps below to wipe off paper dust.

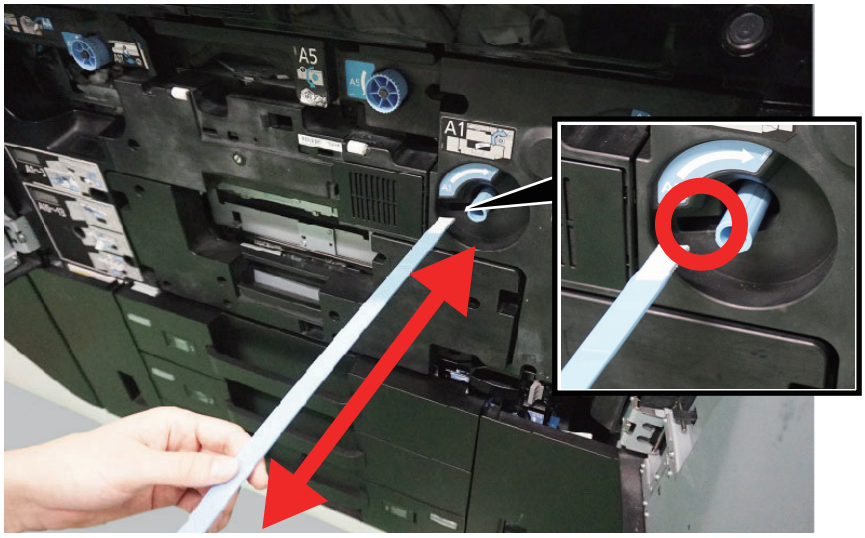
1 Open Front Cover 1 and 2.



2 Remove the glass cleaner from Front Cover 1.



3 **Insert the glass cleaner all the way into the cleaning port, and pull out.**



4 **Repeat this step 2 or 3 times.**

5 **Attach the glass cleaner to Front Cover 1, and close Front Cover 1 and 2.**

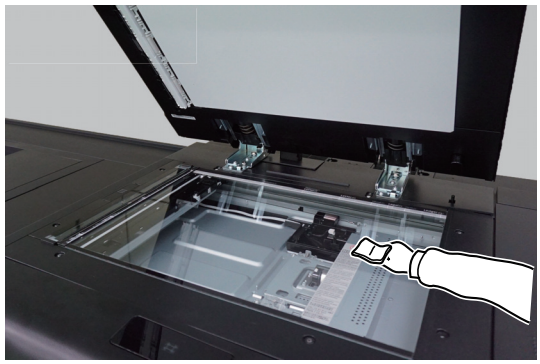
If paper dust was removed on the slit glass on the conveyance path, the message will disappear.

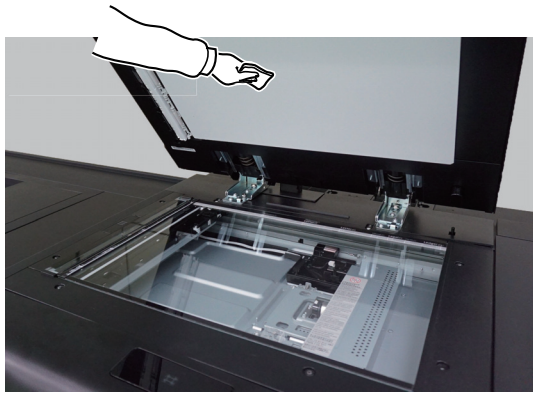
Cleaning Glass Platen

Wipe the inside of the document processor and the glass platen with a soft cloth dampened with alcohol or mild detergent.

IMPORTANT

Do not use thinner or other organic solvents.





Cleaning inside of the Document Processor and Slit Glass

Clean the dual scanning unit with the supplied cleaning cloth.

IMPORTANT

Do not use thinner or other organic solvents.

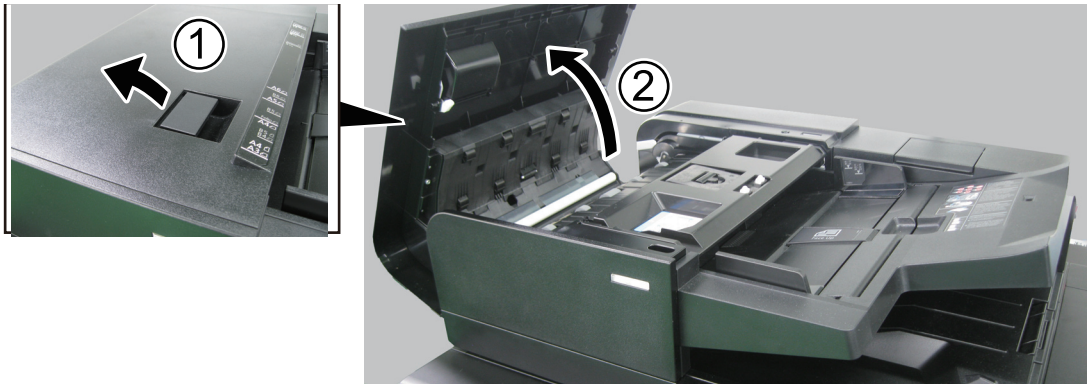
NOTE

Soiling of the slit glass and the reading guide may cause appearance of black lines on the paper stack.

1 Remove the cloth from the cleaning cloth compartment.



2 Open the document processor cover.



3 Clean inside of the document processor.





4 Clean the slit glass surface and the reading guide.

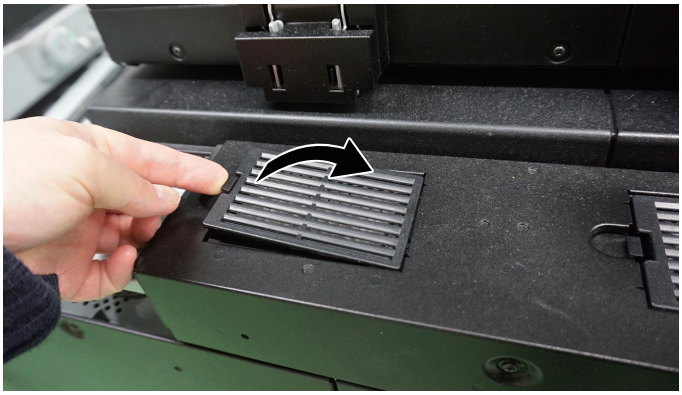




Cleaning the Filter

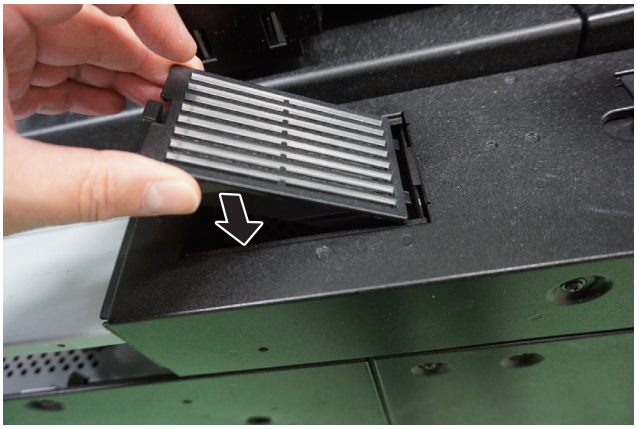
Clean two filters on the back of the main unit.

1 **Remove the filter from the back of the main unit.**



2 **Use a vacuum cleaner to remove dust from the filter.**

3 **Attach the filter to the main unit.**



Option Maintenance

Cleaning the Filter in the Paper Feeder

1 **Remove the filter from the back of the paper feeder.**



2 **Use a vacuum cleaner to remove dust from the filter.**

3 **Attach the filter to the paper feeder.**



Replacement of Consumables

When ink or paper is empty, the message will be displayed. Replace consumables according to the message.

IMPORTANT

Store ink containers in an environment of 82.4 to 86 °F (28 to 30 °C). Keep the temperature at 25°C before replacing.

Ink Container Replacement

When ink is empty, the following message will be displayed.

"Ink [C][M][Y][K] are empty."

When ink runs low, the following message will be displayed. Make sure you have a new ink container available for replacement.

"Ink is low. [C][M][Y][K] (Replace when empty.)"

IMPORTANT

To keep the print head in good condition, all colors of ink will be consumed even when printing is not taking place due to head cleaning and other maintenance actions.

NOTE

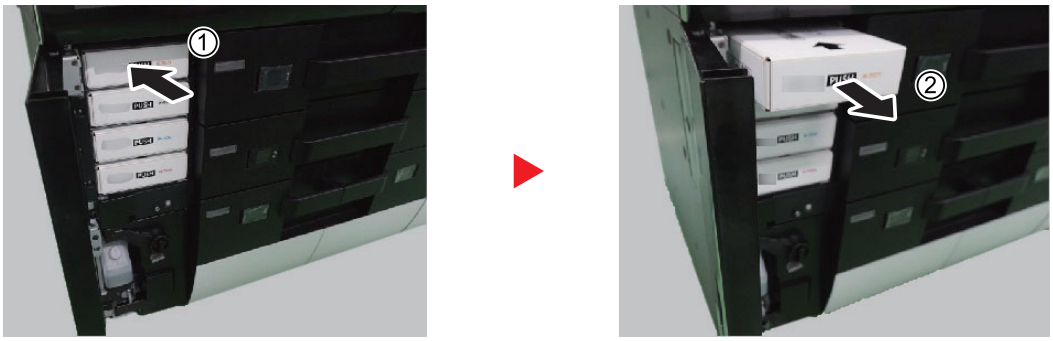
- For the ink container, always use a genuine ink container. Using a ink container that is not genuine may cause image defects and product failure.
- The memory chip in the ink container of this product stores information necessary for improving customer convenience, operation of the recycling system for used ink container, and planning and development of new products. The stored information does not include information that makes it possible to identify individuals, and is only used anonymously for the above purposes.

Installation procedures of the ink container is same for every color. Here, we'll explain the procedures for the yellow ink container, as an example.

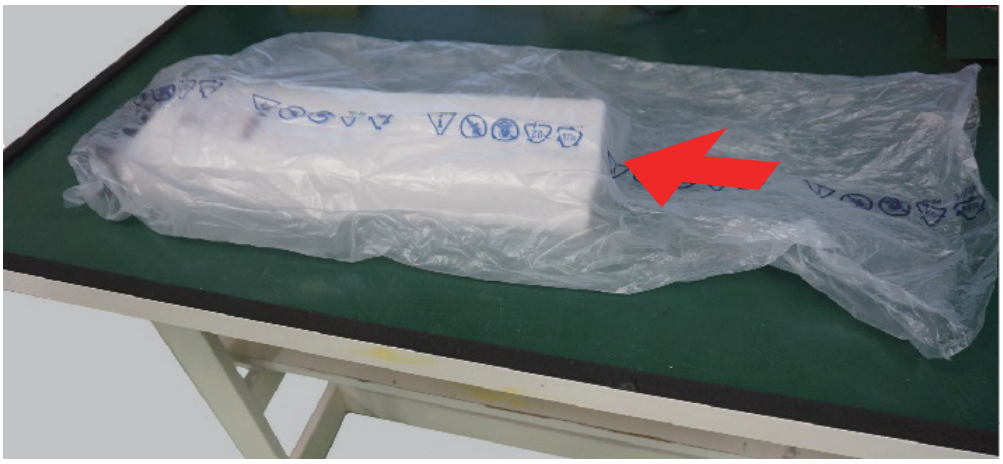
1 Open the front cover 3.



2 Press lightly on the front of the ink container and remove the cartridge.



3 Put used ink container into the plastic waste bag.



IMPORTANT

- **Place the used ink container in the plastic waste bag in a horizontal state. Ink may drip if you tilt the tip of the container down.**
- **The plastic waste bag is included with the replacement ink container.**
- **Place the used ink container in the plastic waste bag with the ink joint first.**

4 Press air out of the plastic waste bag, and tie the opening in a knot.



5 **Prepare the new ink container.**



6 **Invert the orientation of the container so that the side marked "THIS SIDE UP" and the arrow mark is on top.**

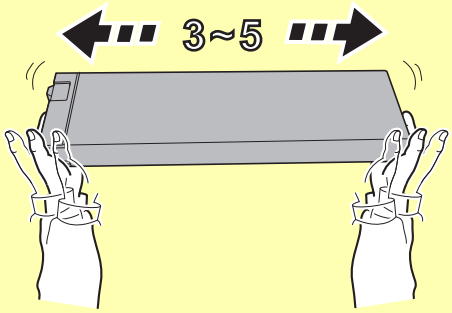


IMPORTANT

- **Do not touch the points shown below.**



- **If an ink container is left unused for a year or more after being purchased, the ink components will precipitate out. Before installing in the machine, gently shake the container 3 to 5 times.from side to side. If you install the ink container in the machine without shaking it, you may not be able to obtain suitable print results.**



7 Insert the ink container until it stops.

IMPORTANT

When installing an ink container, make sure you hear a "click" sound.



8 Close the front cover 3.



NOTE

If the front cover does not close, check that the new ink container is installed correctly.

IMPORTANT

Dispose the exhausted ink container in accordance with the relevant regulations.

Large Capacity Ink Container Replacement

When ink is empty, the following message will be displayed.

"Ink [C][M][Y][K] are empty."

When ink runs low, the following message will be displayed. Make sure you have a new ink container available for replacement.

"Ink is low. [C][M][Y][K] (Replace when empty.)"

IMPORTANT

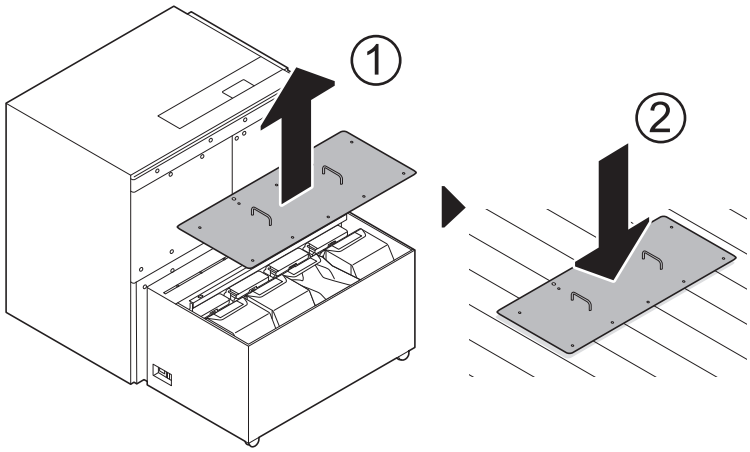
To keep the print head in good condition, all colors of ink will be consumed even when printing is not taking place due to head cleaning and other maintenance actions.

NOTE

- For the ink container, always use a genuine ink container. Using a ink container that is not genuine may cause image defects and product failure.
- The memory chip in the ink container of this product stores information necessary for improving customer convenience, operation of the recycling system for used ink container, and planning and development of new products. The stored information does not include information that makes it possible to identify individuals, and is only used anonymously for the above purposes.

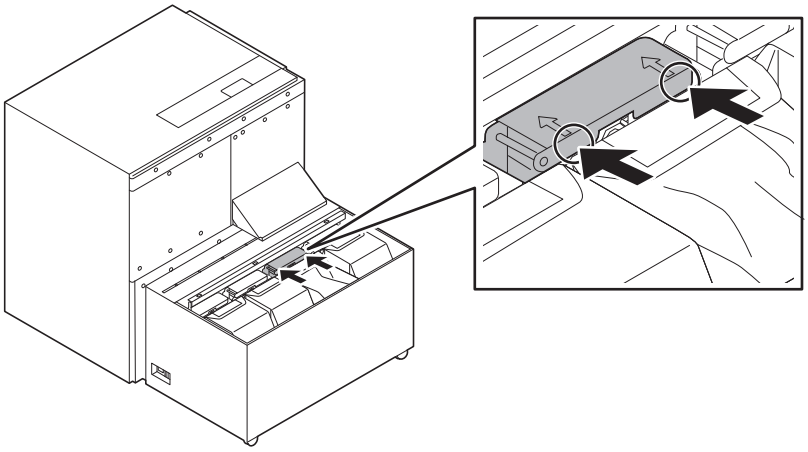
Installation procedures of the ink container is same for every color. Here, we'll explain the procedures for the cyan ink container, as an example.

1 Remove the top cover.

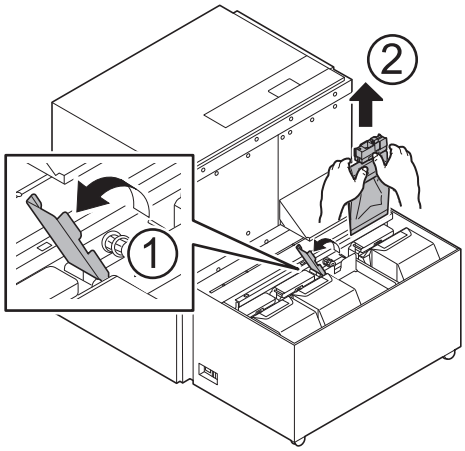


Place the removed cover on a flat surface with no obstacles.

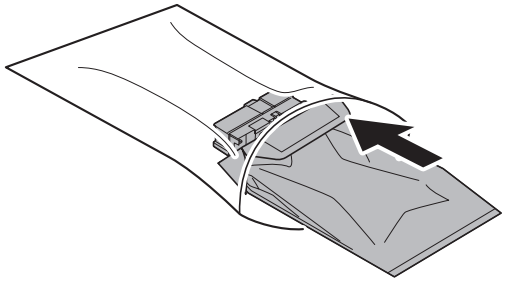
2 Press the bottom part of the arrow mark to unlock the ink container.



3 Open the lock cover to remove the container.



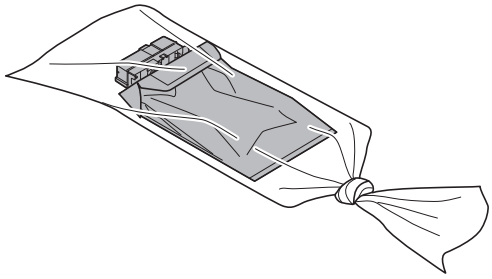
4 Put used ink container into the plastic waste bag.



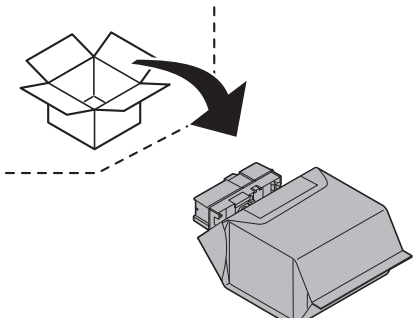
IMPORTANT

- **Place the used ink container in the plastic waste bag in a horizontal state. Ink may drip if you tilt the tip of the container down.**
- **The plastic waste bag is included with the replacement ink container.**
- **Place the used ink container in the plastic waste bag with the ink joint first.**

5 Press air out of the plastic waste bag, and tie the opening in a knot.

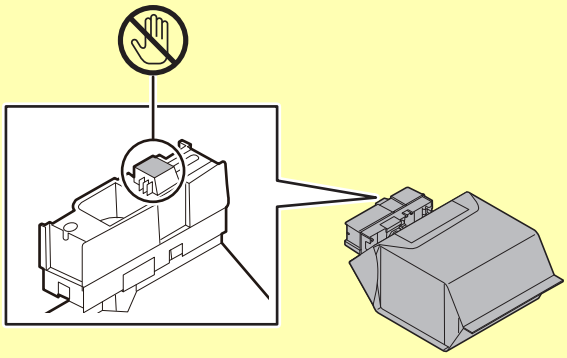


6 Prepare the new ink container.

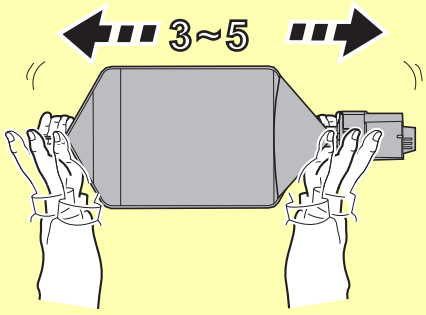


IMPORTANT

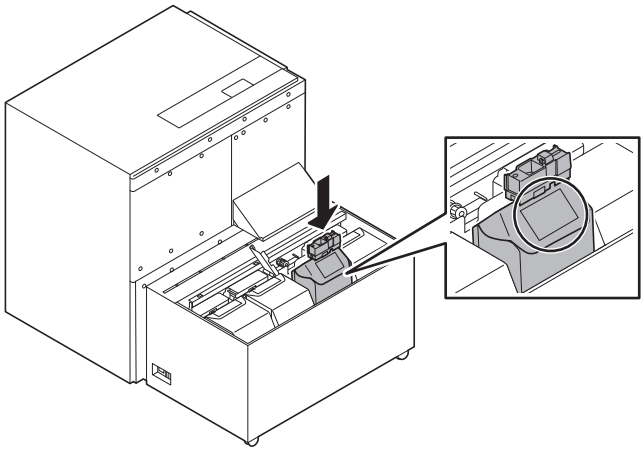
- **Do not touch the points shown below.**



- **Before installing in the machine, gently shake the container 3 to 5 times.from side to side. If you install the ink container in the machine without shaking it, you may not be able to obtain suitable print results.**



7 Place the new container shown on the figure.

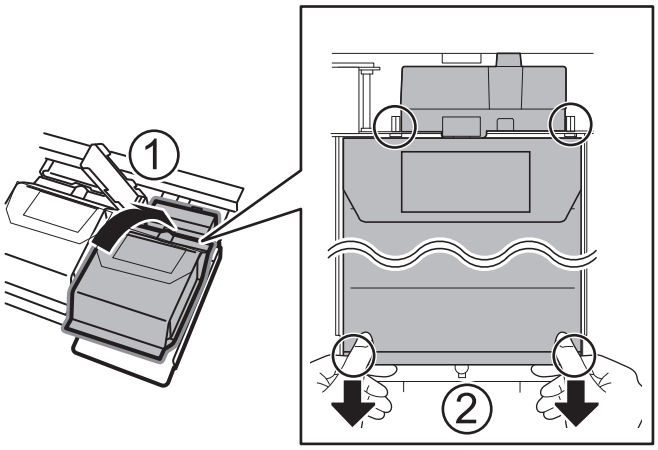


Lean it so that the ink container label is visible from the front of the external ink supply unit.

IMPORTANT

Install the ink container of the same color as the label attached to the unit.

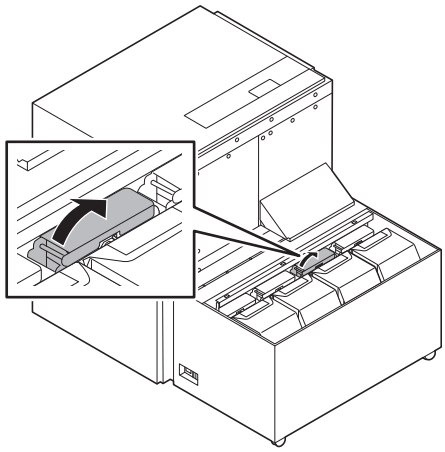
8 Tilt the ink container sideways and install it along the guide pins.



IMPORTANT

After installing the ink container, hold the bottom of the container and gently pull it downward. If there are wrinkles on the container, the ink level may not be detected correctly, or the top cover may not close and the ink may not be installed properly.

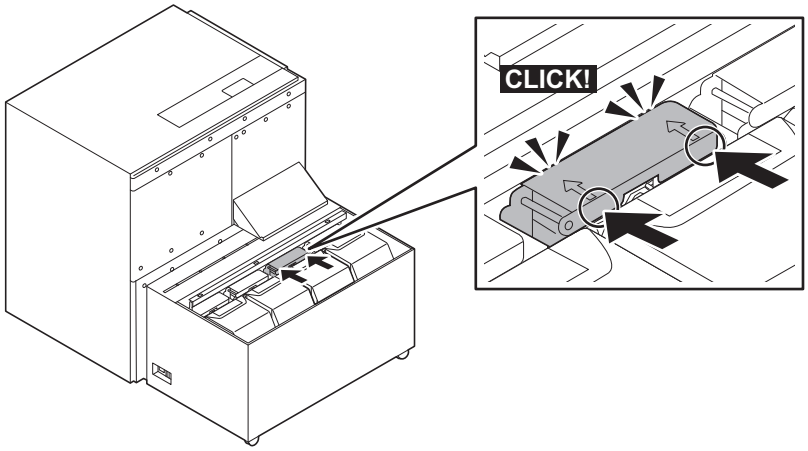
9 Close the lock cover.



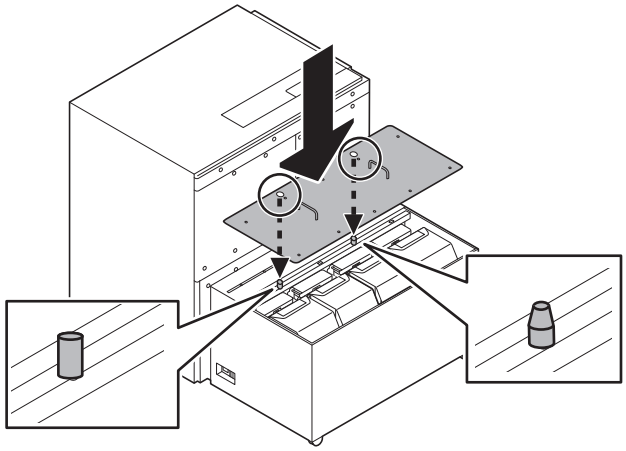
10 Press the bottom part of the arrow mark to insert the ink container until it stops.

IMPORTANT

When installing an ink container, make sure you hear a "click" sound.



11 Attach the top cover.



NOTE

- Check the orientation of the cover so that it fits the pins of the external ink supply uni, and then attach it.
- If an error message appears, confirm whether the ink container is installed correctly.

IMPORTANT

Dispose the exhausted ink container in accordance with the relevant regulations.

Replacing Staples (4,000-sheet Finisher)

When the Staple Unit runs out of staples, the following messages will be displayed. The staple cartridge holder need to be replenished with staples.

"Staple is empty."

NOTE

If the Staple Unit runs out of staples, contact your dealer or service representative.

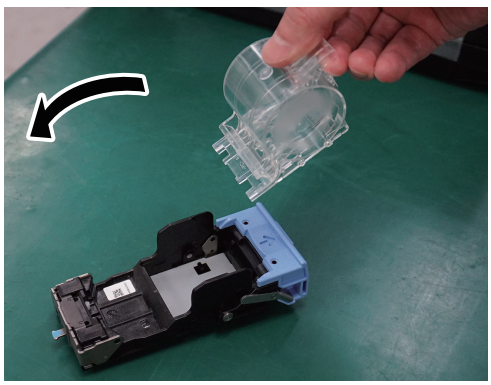
1 Open the finisher front cover 1.

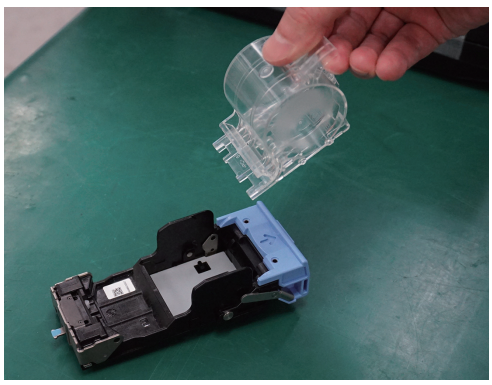


2 Remove the Staple Cartridge Holder (A).

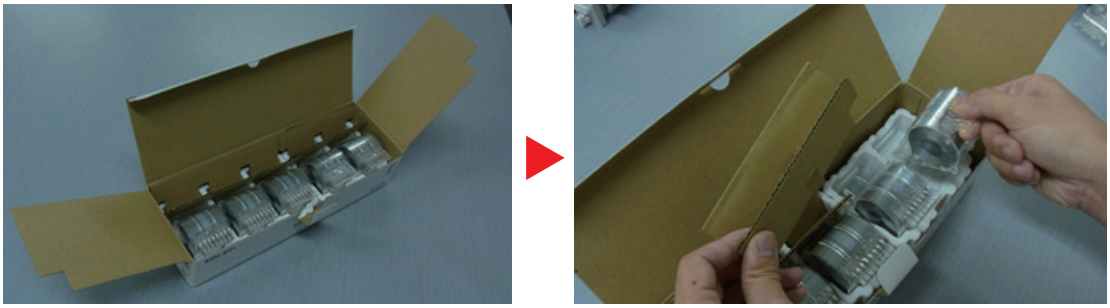


3 Pull out the empty cartridge.

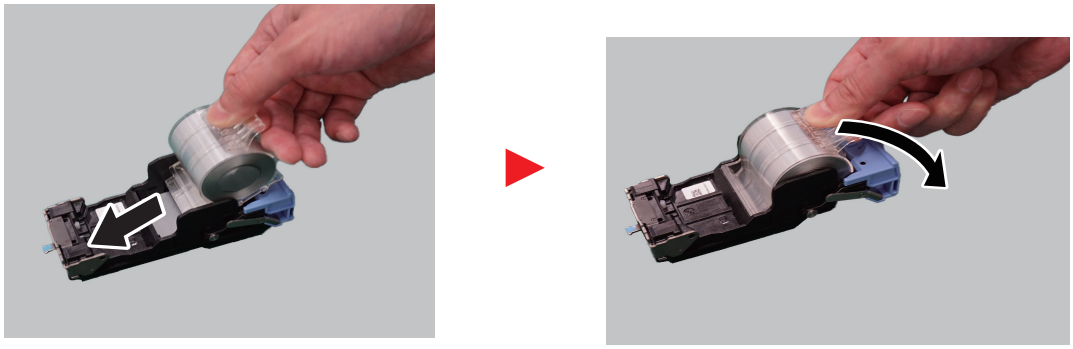




4 **Remove the new refill staple case from the box.**



5 **Install the new refill staple to the cartridge.**



6 **Install the Staple Cartridge Holder (A).**



7 **Close the cover.**



Replacing Staples (Folding Unit)

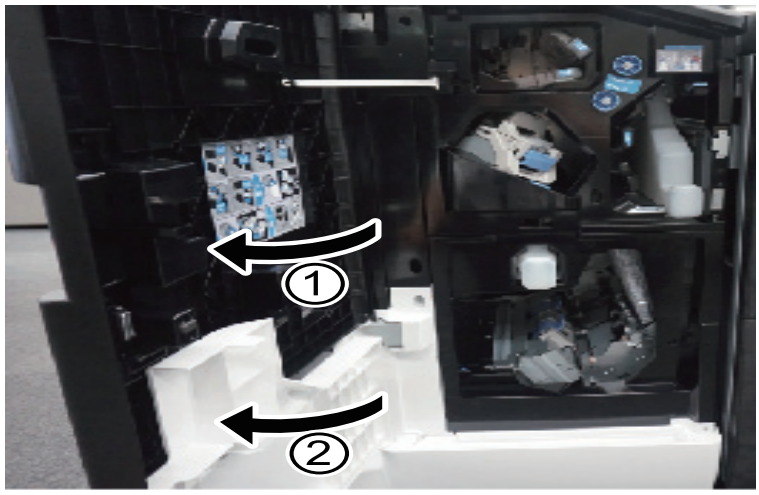
When the Staple Unit runs out of staples, the following messages will be displayed. The staple cartridge holder need to be replenished with staples.

"Staple is empty."

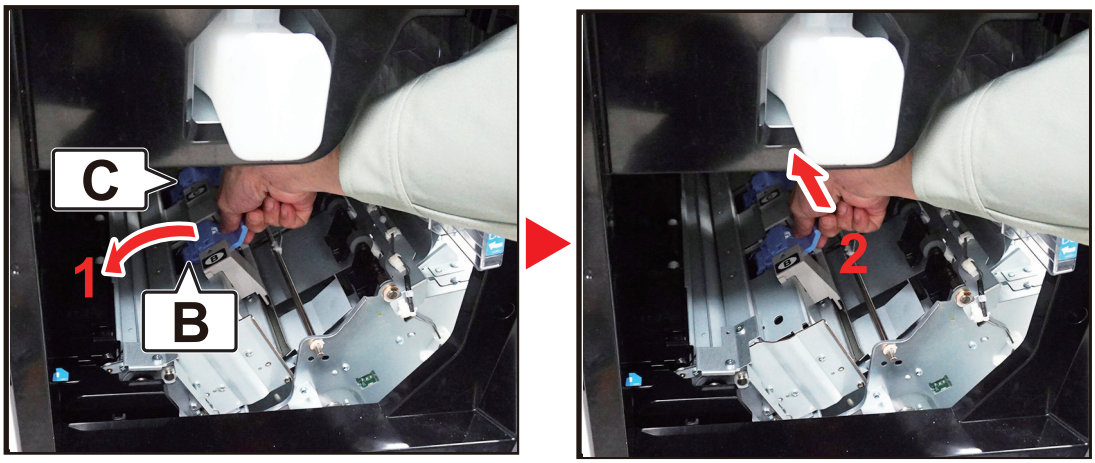
NOTE

If the Staple Unit runs out of staples, contact your dealer or service representative.

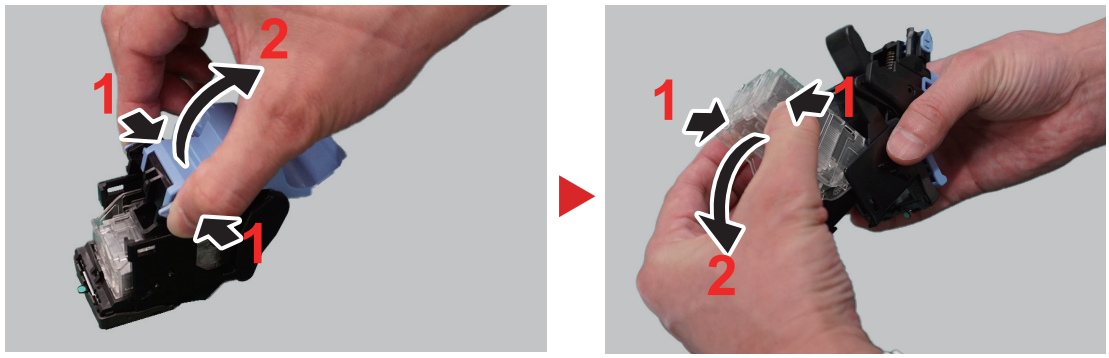
1 Open the finisher front cover 1 and 2.



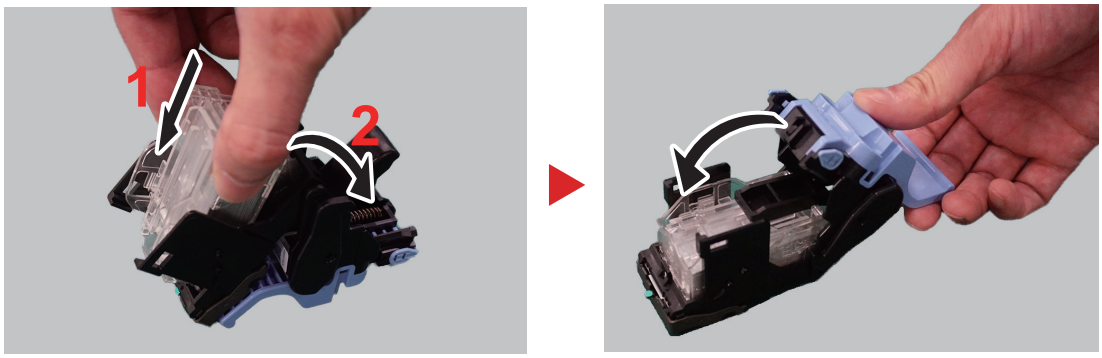
2 Remove the Staple Cartridge Holder (B) or (C).



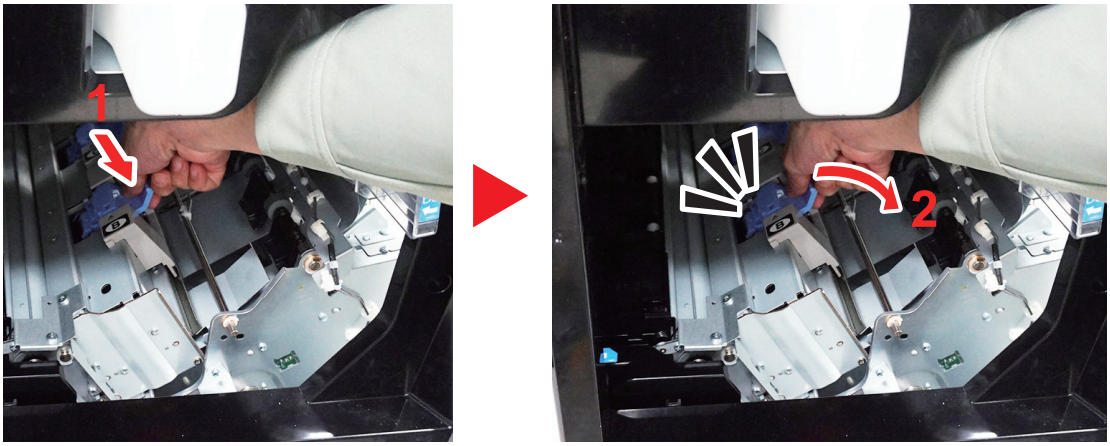
3 Remove the empty refill case.



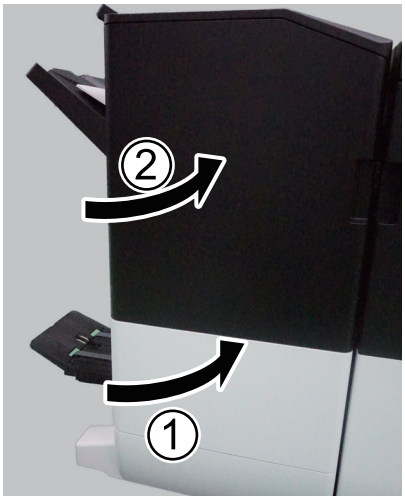
4 Replace the new staple refill case.



5 Install the Staple Cartridge Holder (B) or (C).



6 Close the covers.



Disposing of the Staple Waste

When the waste staple box is full, the following messages will be displayed. Empty the staple waste box.

"Empty the staple waste box."

Leave the power switch on the machine switched ON while performing this procedure.

1 Open the finisher front cover 1.



2 Remove the Staple Waste Box.



NOTE

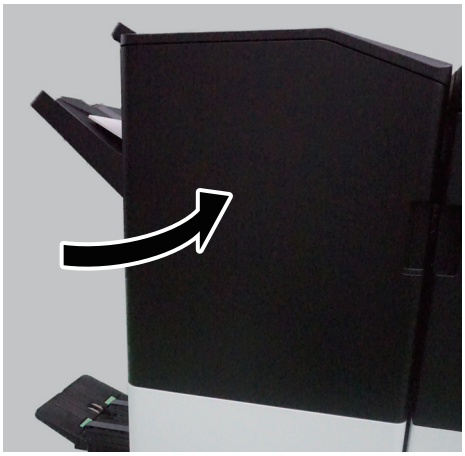
Take care not to spill the waste staple scraps when removing the box.

3 Empty the Staple Waste Box.

4 **Install the Staple Waste Box.**



5 **Close the cover.**



Disposing of the Punch Waste

When the waste punch box is full, the following messages will be displayed. Empty the punch waste box.

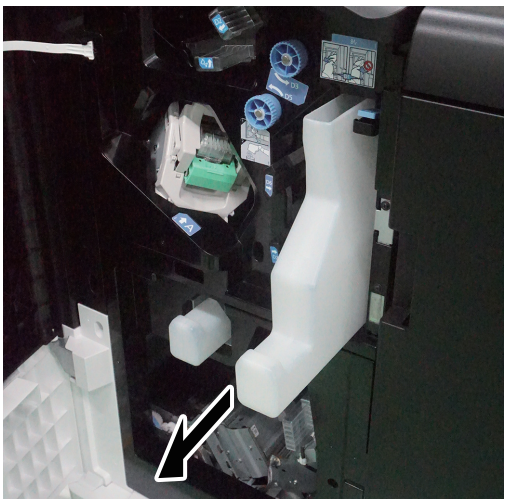
"Empty the punch waste box."

Leave the power switch on the machine switched ON while performing this procedure.

1 Open the finisher front cover 1.



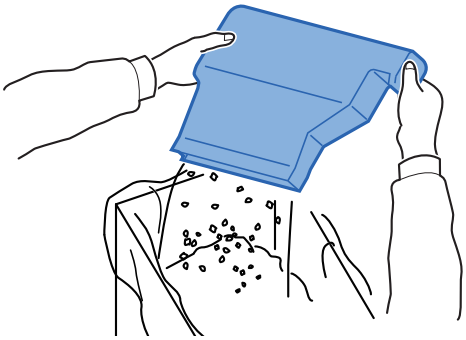
2 Remove the Punch Waste Box.



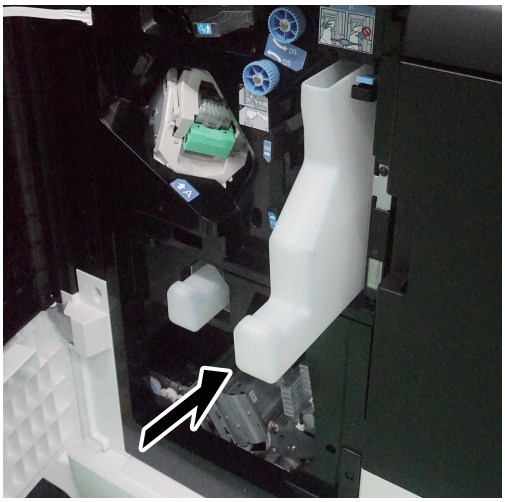
NOTE

Take care not to spill the waste hole punch scraps when removing the box.

3 **Empty the Punch Waste Box.**



4 **Install the Punch Waste Box.**



5 **Close the cover.**



18 Adjustment/ Maintenance Menu

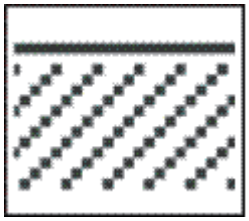
This chapter explains how to perform various adjustments using the adjustment/maintenance menu.

About Wasted Paper 18-2
Overview of Adjustment/Maintenance 18-3
Correcting Color Drift 18-4
Color Registration Procedure (Auto Correction) 18-4
Color Registration Procedure (Manual Correction) 18-7
Reducing color dropout and white streaks 18-9
Detecting Defective Nozzles 18-9
Head Cleaning 18-12
Nozzle Correction 18-13

About Wasted Paper

At the beginning of a print job or at fixed intervals during the job, a sheet like the following (wasted paper) for image quality maintenance may be printed to the Right tray.





IMPORTANT

- **The wasted paper is printed when the [Set Paper Discharge Mode] is set to [Off]. Contact your service representative for details.**
- **To print the wasted paper, load the paper of 279.4 x 210 mm (11 "x 8.27") or more.**
- **If there is an ink ejection failure, such as white streaks on the printouts or wasted paper, pause the print job and perform print head cleaning. After cleaning, resume the print job.**

Pause and Resumption of Jobs (page 14-10)

Head Cleaning (page 18-12)

Overview of Adjustment/Maintenance

If there is an image problem and the message to run adjustment or maintenance menu appears, run Adjustment/Maintenance in the system menu.

The table below lists the item you can carry out.

Item	Description	Reference Page
Color Registration[*1]	Correct the color position to resolve color drift.	page 18-4
Print Head Cleaning	If the print image is too bright overall, occasionally patchy, or white lines appear, use this function to clean the print head. If the problem is not solved using head cleaning, perform nozzle recovery to recover clogged nozzles.	page 18-9

*1 Available only for color model.

Correcting Color Drift

Use this function to correct the color position of each of cyan, magenta and yellow to resolve color drift.

Auto registration and manual registration are available for Color Registration. Color drift can be largely corrected through auto registration. However, if it is not resolved or to perform more detailed settings, use the manual registration.

This function is available only for color model.

NOTE

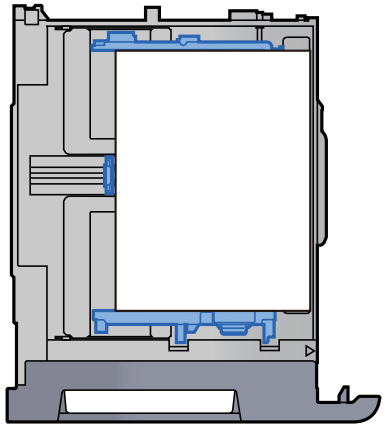
Before correcting color drift, perform the head cleaning. Head cleaning consumes the ink.

Head Cleaning (page 18-12)

Color Registration Procedure (Auto Correction)

This section explains how to print a chart from Cassette 1 (as an example) to correct the position of color printing.

1 Load paper.



CAUTION

- **The top/bottom and sides of the paper must be even when loading the paper. Any part of the paper that is out of place may fold, contact the print head, and cause failure or a paper jam.**
- **Before loading the paper, be sure that it is not curled or folded. The fold or curl may damage the print head or cause a paper jam.**
- **Adjust the paper length guide and paper width guide so that there are no gaps between the guides and the paper. Any part of the paper that is out of place may fold, contact the print head, and cause print head damage, skewed feeding, or a paper jam.**

IMPORTANT

- **Load A4/Letter size paper or larger.**
- **After removing new paper from its packaging, fan the paper before loading it in the cassette.**

  Precautions on Paper (page 7-8)
- **Load the paper with the print side facing down.**
- **To print a chart from Cassette 5 to 8, the Multipurpose Tray, or the 550-sheet Multipurpose Tray, load the paper with the print side up.**
- **Align the edges of the paper before loading it.**
- **Ensure that the loaded paper does not exceed the level indicator (see illustration above).**

2 Display the screen.

[**System Menu/Counter**] key > [**Adjustment/Maintenance**] > [**Color Registration - Auto**]

3 Print the chart.

Select [**Start**].

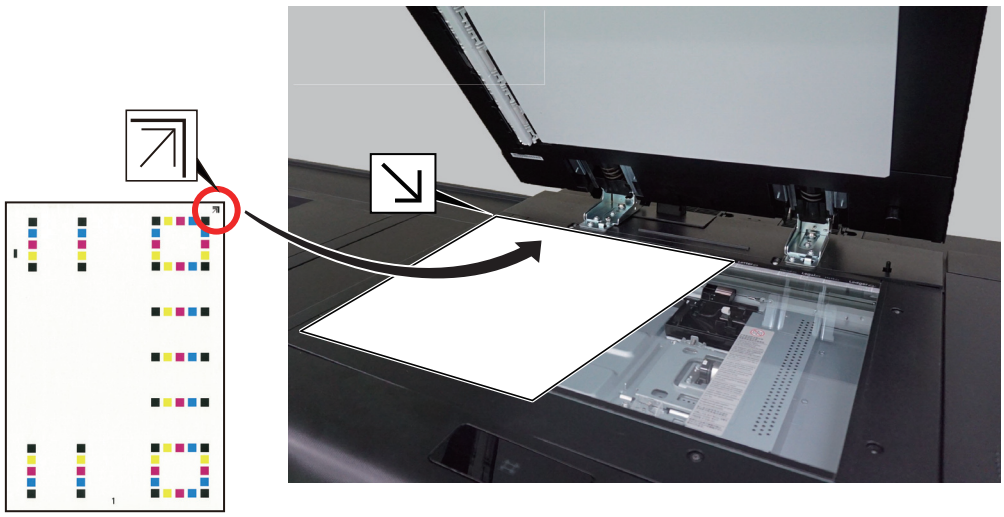
A chart is printed.

Chart Example



4 Perform the color registration.

1 As shown in the illustration, place the printed side down on the platen with the edge with the arrows toward the back.



2 Select [**Start**] to scan the chart.

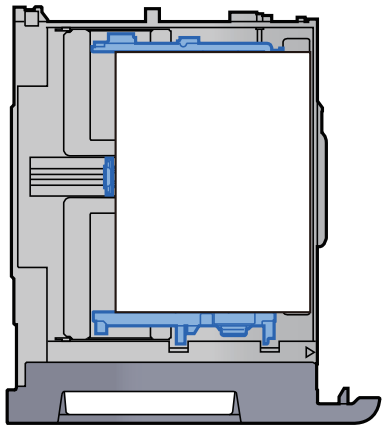
When scanning is finished, color printing position correction starts.

3 When color printing position correction ends, select [**OK**].

Color Registration Procedure (Manual Correction)

This section explains how to print a chart from Cassette 1 (as an example) to correct the position of color printing.

1 Load paper.



CAUTION

- **The top/bottom and sides of the paper must be even when loading the paper. Any part of the paper that is out of place may fold, contact the print head, and cause failure or a paper jam.**
- **Before loading the paper, be sure that it is not curled or folded. The fold or curl may damage the print head or cause a paper jam.**
- **Adjust the paper length guide and paper width guide so that there are no gaps between the guides and the paper. Any part of the paper that is out of place may fold, contact the print head, and cause print head damage, skewed feeding, or a paper jam.**

IMPORTANT

- **Load A4/Letter size paper or larger.**
- **After removing new paper from its packaging, fan the paper before loading it in the cassette.**

→ Precautions on Paper (page 7-8)

- **Load the paper with the print side facing down.**
- **To print a chart from Cassette 5 to 8, the Multipurpose Tray, or the 550-sheet Multipurpose Tray, load the paper with the print side up.**
- **Align the edges of the paper before loading it.**
- **Ensure that the loaded paper does not exceed the level indicator (see illustration above).**

2 Display the screen.

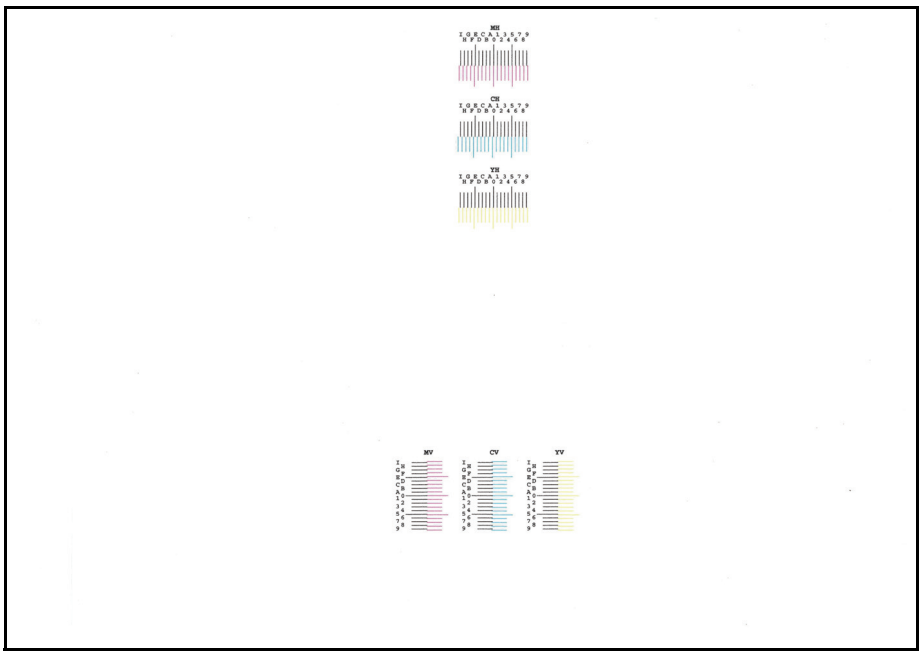
[**System Menu/Counter**] key > [**Adjustment/Maintenance**] > [**Color Registration - Manual**]

3 Print the chart.

Select [**Print Chart**].

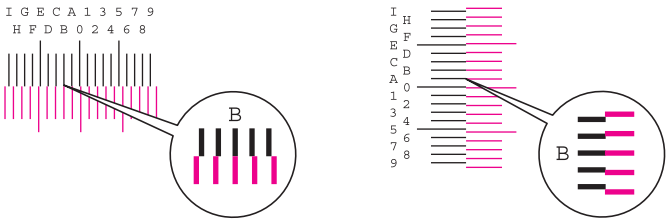
A chart is printed. On the chart, for each of M (magenta), C (cyan) and Y (yellow), charts for H-1 to 7 and V-1 to 5 are printed.

Chart Example



4 Enter the appropriate value.

1 Find the location on each chart where 2 lines most closely match. If this is the 0 position, registration for that color is not required. For the illustration, B is the appropriate value.



From charts V-1 to V-5, read only the values from V-3 (center).

2 Select [**Registration**].

3 Select the chart to be corrected.

4 Select the values (0-9, A-I) read from the chart.

5 Repeat steps 3 and 4 to enter the registration values for each chart.

6 Select [**Start**] after all values have been entered. Color registration begins.

7 Select [**OK**] after color registration is complete.

Reducing color dropout and white streaks

If there are any white streaks and color dropouts in the printed image, select print head cleaning and nozzle recovery from the system menu to reduce them.

Detecting Defective Nozzles

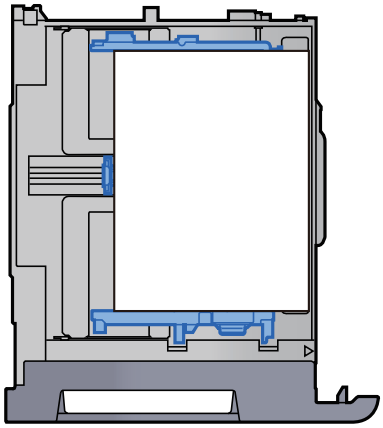
If the printed image has any of missing colors or white streaks, the nozzle may be clogged or the ink drop may not be landing correctly. This section describes the procedure for detecting whether there are clogged nozzles or nozzles with ink drop mis-landing.

Each nozzle detection requires five sheets of paper.

IMPORTANT

When you perform this procedure, the printer detects clogged nozzles and then nozzles with ink drop mis-landing. If you cancel the operation in the middle, detection will also be canceled.

1 Load paper.



CAUTION

- **The top/bottom and sides of the paper must be even when loading the paper. Any part of the paper that is out of place may fold, contact the print head, and cause failure or a paper jam.**
- **Before loading the paper, be sure that it is not curled or folded. The fold or curl may damage the print head or cause a paper jam.**
- **Adjust the paper length guide and paper width guide so that there are no gaps between the guides and the paper. Any part of the paper that is out of place may fold, contact the print head, and cause print head damage, skewed feeding, or a paper jam.**

IMPORTANT

- **Load the paper whose size is A4/Letter or larger.**
- **After removing new paper from its packaging, fan the paper before loading it in the cassette.**
  Precautions on Paper (page 7-8)
- **Load the paper with the print side facing down.**
- **To print a chart from Cassette 5 to 8, the Multipurpose Tray, or the 550-sheet Multipurpose Tray, load the paper with the print side up.**
- **Align the edges of the paper before loading it.**
- **Ensure that the loaded paper does not exceed the level indicator (see illustration above).**

2 Display the screen.

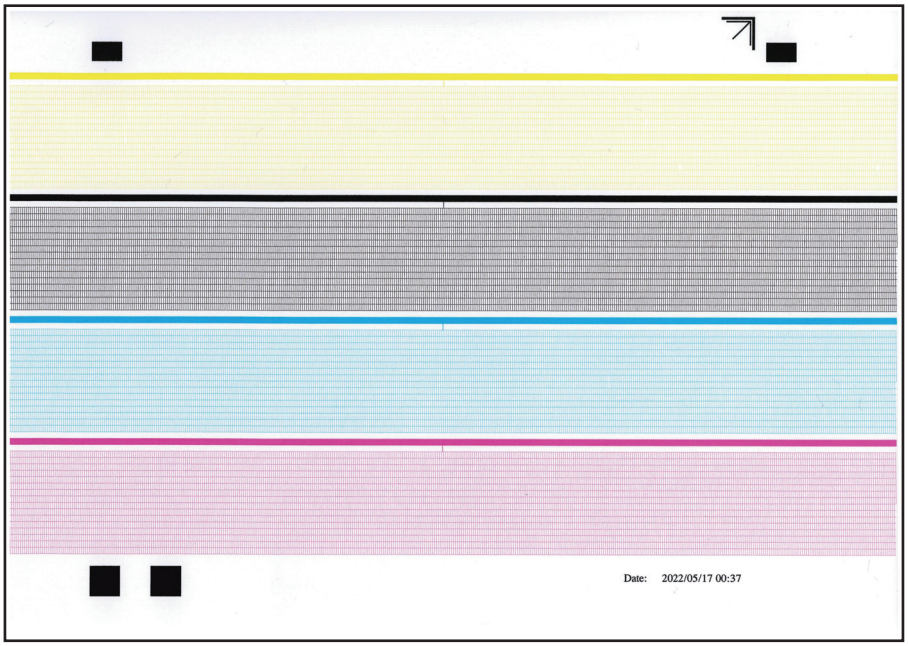
[**System Menu/Counter**] key > [**Adjustment/Maintenance**] > [**Head Cleaning**] > [**Nozzle Check**]

3 Detect clogged nozzles

1 Select [Execute].

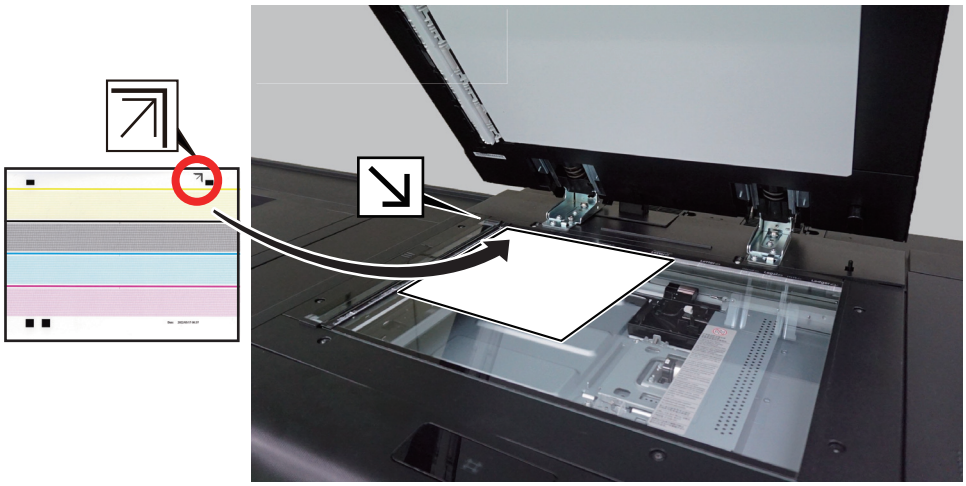
A chart for nozzle check is printed.

Chart sample for nozzle check



2 After printing a chart, select [OK].

3 As shown in the illustration, place the chart on the glass platen with the printed side down and the edge with the arrows toward the back.



NOTE

The printed position of the arrows in the chart for nozzle check may be in from the edge, depending on the size of the chart. Regardless of the position of the arrows, place the chart in the upper left corner of the glass platen.

4 Select [**Start**] to scan the chart.

Clogged nozzles are detected.

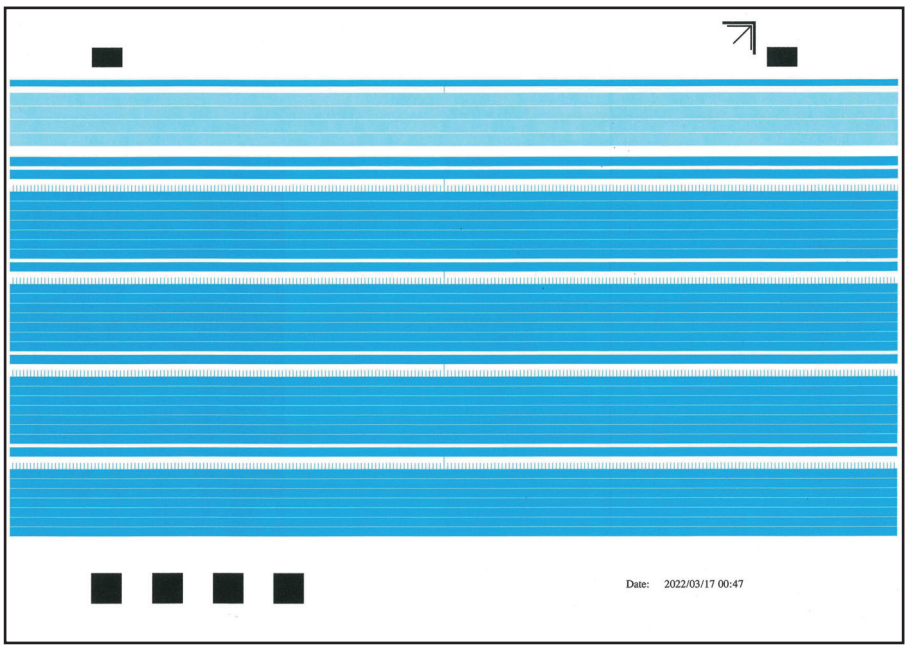
4 Detect nozzles with ink drop mis-landing

1 [Execute] > [Start].

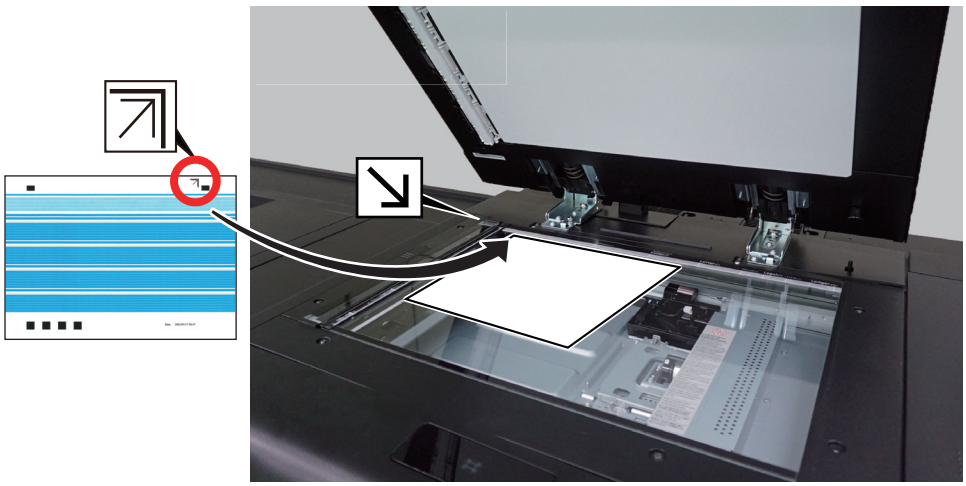
The charts for nozzle check (cyan, magenta, yellow, black) are printed.

> **NOTE**
> The monochrome model prints one black chart.

Chart sample for nozzle check



2 As shown in the illustration, place the chart on the glass platen with the printed side down and the edge with the arrows toward the back.



NOTE

The printed position of the arrows in the chart for nozzle check may be in from the edge, depending on the size of the chart. Regardless of the position of the arrows, place the chart in the upper left corner of the glass platen.

3 Select [**Start**] to scan the chart.

IMPORTANT

If there are lots of nozzles with ink drop mis-landing, it may take some time to detect.

4 Repeat steps 4-2 and 4-3 to scan the chart in the order of magenta, yellow, and black.

IMPORTANT

- **Scan all four charts. If you cancel scanning in the middle, the nozzle detection for ink drop mis-landing will not be completed.**
- **For monochrome model, only black chart is printed. Place the black chart on the platen and scan it in sequence of cyan, magenta, yellow, and black.**

Nozzles nozzles with ink drop mis-landing are detected.

After scanning all the charts, the number of clogged nozzle and nozzles with ink drop mis-landing are displayed for each Head color.

5 After confirming the results, select [OK].

If even one defective nozzle is detected, perform the head cleaning or nozzle correction described below.

Head Cleaning

If even one defective nozzle is detected, perform head cleaning to solve the problem.

NOTE

Head cleaning consumes the ink.

1 Display the screen.

[**System Menu/Counter**] key > [**Adjustment/Maintenance**] > [**Head Cleaning**] > [**Head Cleaning**]

2 Select the color of the nozzles with ink discharge failures > [Start]

The head cleaning begins. While cleaning is in progress, the time remaining until cleaning finishes appears.

Repeat the head cleaning several times until the clogged nozzles are cleared.

If the nozzle is still clogged, proceed to the next step to correct the nozzle.

Nozzle Correction

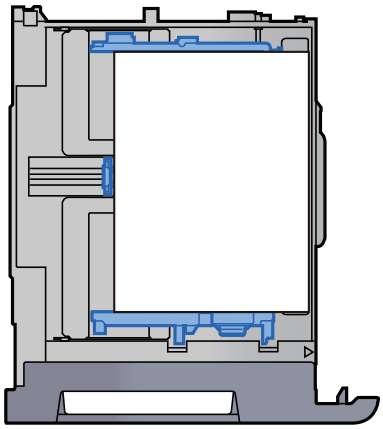
If the clogged nozzles and nozzles with ink drop mis-landing are not resolved after performing head cleaning, perform nozzle correction (nozzle recovery). When you perform nozzle recovery, the clogged nozzles are corrected, and then nozzles with ink drop mis-landing are corrected. This section explains how to print a chart for nozzle recovery from Cassette 1 and run nozzle recovery.

Each nozzle detection requires five sheets of paper

IMPORTANT

- **When performing nozzle recovery again, the previously corrected nozzle clogs and ink drop mis-landing are canceled.**
- **If you cancel the operation after the correction of the clogged nozzle is completed, the nozzle correction of the ink drop mis-landing is disabled.**

1 Load paper.



CAUTION

- **The top/bottom and sides of the paper must be even when loading the paper. Any part of the paper that is out of place may fold, contact the print head, and cause failure or a paper jam.**
- **Before loading the paper, be sure that it is not curled or folded. The fold or curl may damage the print head or cause a paper jam.**
- **Adjust the paper length guide and paper width guide so that there are no gaps between the guides and the paper. Any part of the paper that is out of place may fold, contact the print head, and cause print head damage, skewed feeding, or a paper jam.**

IMPORTANT

- **Load the paper whose size is A4/Letter or larger.**
- **After removing new paper from its packaging, fan the paper before loading it in the cassette.**

  Precautions on Paper (page 7-8)
- **Load the paper with the print side facing down.**
- **To print a chart from Cassette 5 to 8, the Multipurpose Tray, or the 550-sheet Multipurpose Tray, load the paper with the print side up.**
- **Align the edges of the paper before loading it.**
- **Ensure that the loaded paper does not exceed the level indicator (see illustration above).**

2 Display the screen.

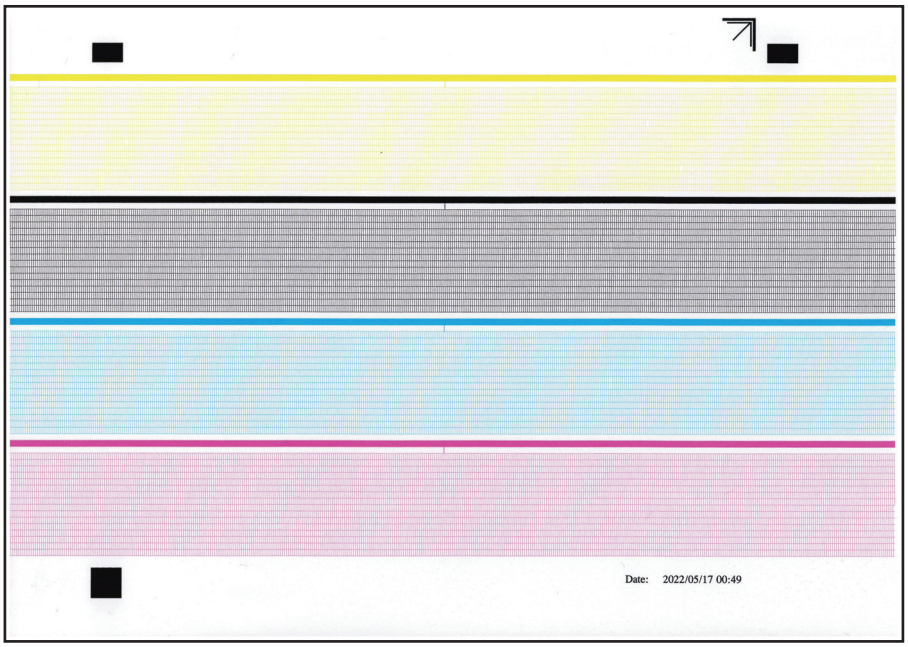
[**System Menu/Counter**] key > [**Adjustment/Maintenance**] > [**Head Cleaning**] > [**Nozzle Recovery**]

3 Correct the clogged nozzles.

1 Select [Start].

A chart for nozzle recovery is printed.

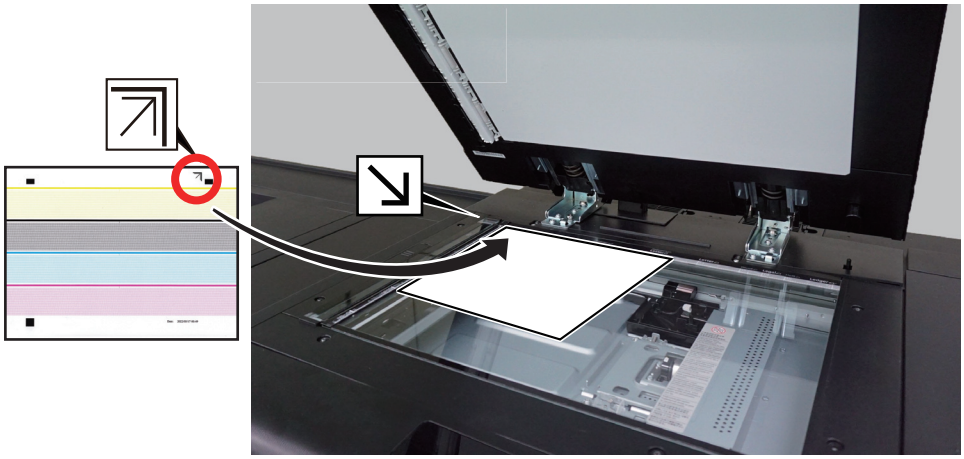
Chart sample for nozzle recovery



2 As shown in the illustration, place the printed side down on the platen with the edge with the arrows toward the back

NOTE

The printed position of the arrows in the chart for nozzle recovery may be in from the edge, depending on the size of the chart. Regardless of the position of the arrows, place the chart in the upper left corner of the glass platen.



3 Select [**Start**].

Correction of the clogged nozzle begins. After completion, correct the nozzles with ink drop mis-landing.

4 Corect nozzles with ink drop mis-landing.

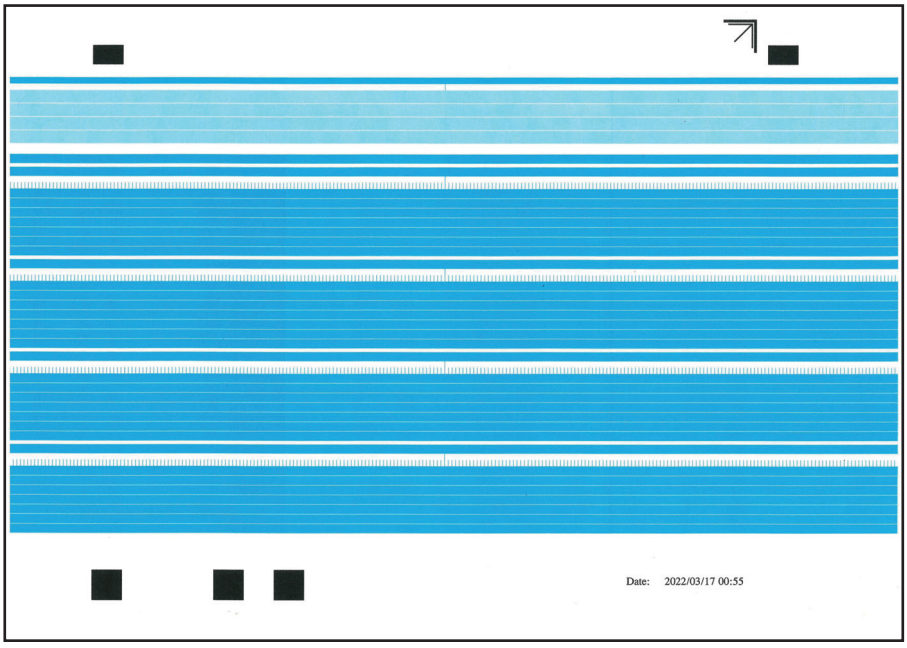
At first, use the cyan chart to correct nozzles.

1 [Start] > [Start].

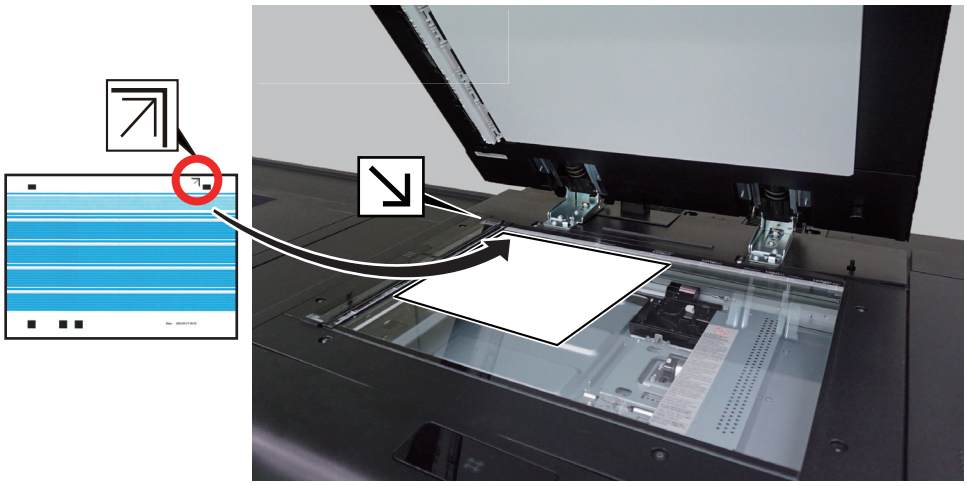
The charts for nozzle recovery (cyan, magenta, yellow, black) are printed.

> **NOTE**
> The monochrome model prints one black chart.

Chart sample for nozzle recovery



2 As shown in the illustration, place the pattern on the glass platen with the printed side down and the edge with the arrows toward the back.



NOTE

The printed position of the arrows in the chart for nozzle recovery may be in from the edge, depending on the size of the chart. Regardless of the position of the arrows, place the chart in the upper left corner of the glass platen.

3 Select [**Start**] to scan the chart.

4 Repeat steps 4-2 and 4-3 to scan the chart in the order of magenta, yellow, and black.

IMPORTANT

- **Scan all four charts. If you cancel scanning in the middle, the nozzle correction for ink drop mis-landing will not be completed.**
- **For monochrome model, only black chart is printed. Place the black chart on the platen and scan it in sequence of cyan, magenta, yellow, and black.**

After scanning all the charts, nozzle correction for ink drop mis-landing is completed.

IMPORTANT

If the number of clogged nozzles or ink drop mis-landing nozzles exceeds 40, correction is interrupted and the message "Cannot correct a part of the nozzle." is displayed.

5 Select [OK].

19 Troubleshooting

This chapter describes the message list, troubleshooting for printed images and paper feeding, and clearing paper jam procedures.

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When Buzzer of Status Indicator Sounds 19-3
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When Trouble Occurred

Some of the symptoms that appear to be problems can be solved by yourself. This section describes how to solve such problems. If any trouble occurs, look into the following checkpoints before considering this as a failure.

When the print or copy image trouble occurs, refer to the following.

Troubleshooting When Printing or Copying Image (page 19-6)

When the paper feeding/output problem occurred, refer to the following.

Troubleshooting When Feeding Paper (page 19-25)
Clearing Paper Jams (page 19-38)
Clearing a Staple Jam (page 19-49)

If other problems such as printing can not start or transmission was failed, refer to the following.

Printing does not start (page 19-59)
Troubleshooting When Using Send Function (page 19-61)
About paper output when a specific error occurs (page 19-68)
Responding to Messages (page 19-72)

If the problem was not solved even after implementing the action described here, contact your Service Representative.

NOTE

- When contacting us, the product name and serial number will be necessary.
  To check the serial number, refer to the following:

Display Setting Screen (page 4-3)

- If any message, error code (Cxxx) or jam code (Jxxx) is displayed on the operation panel, take note and inform us of it when making an inquiry.

When Attention indicator turns on or blinks

The Attention indicator will light up or blink, depending on the status of the machine.



If an error code in the format Fxxx (where x is a number) appears on the Operation Panel, the Attention indicator will light up. Switching the power switch off and then on may fix the problem, but if the Attention indicator remains on after doing so, contact your service technician.

When Buzzer of Status Indicator Sounds

When the optional Status Indicator Light is attached to this machine, the light flashes in red with a buzzer if a problem such as a paper jam occurs.

The buzzer sound and the flashing lights will disappear if the problem is solved, but if you are concerned about the buzzer sound turn off the sound follow the steps below.

1 Display the screen.

[**System Menu/Counter**] key > [**Device Settings**] > [**Sound**]

2 Configure the setting.

"**Buzzer**" [**Volume**] > [**0 (Mute)**]

NOTE

After the trouble was solved, restore the volume of buzzer to the original setting.

Remote Operation

This function enables the system administrator to explain how to operate the panel and troubleshoot to user, by accessing operation panel of the machine at remote using browser and VNC software.

Executing Remote Operation from Browser

The supported Browser is as follows. We recommend the latest version of browser to use Remote Operation.

- Google Chrome (Version 21.0 or later)
- Internet Explorer (Version 9.0 or later)
- Microsoft Edge
- Mozilla Firefox (Version 14.0 or later)
- Safari (Version 5.0 or later)

This procedure explains how to execute Remote Operation from Command Center RX using Google Chrome.

NOTE

To execute Remote Operation using other browsers, refer to the following:

Command Center RX User Guide

1 Display the screen.

System Menu/Counter key > [**Network Settings**] > "Network Settings" [**Protocol Settings**]

2 Set "Enhanced VNC over SSL" to [On].

Protocol Settings (page 15-55)

NOTE

You can configure the protocol settings using Command Center RX.

Command Center RX User Guide

3 Configure settings for remote operation.

1 **System Menu/Counter** key > [**Network Settings**] > "Connectivity" [**Remote Operation**] > [**On**]

2 Select [**Off**], [**Use Password**], or [**Administrator Only**].

When you select [**Use Password**], enter the password in "Password" and "Confirm Password", then select [**OK**].

Remote Operation (page 15-59)

NOTE

You can configure settings for remote operation using Command Center RX

Command Center RX User Guide

4 Restart the machine.

Restart Entire Device (page 15-59)

5 Start up the browser.

Enter "https://" and host name of the machine to access the Command Center RX

Accessing Command Center RX (page 3-46).

6 Select [Device Information/Remote Operation] > [Remote Operation].

7 Click [Start] button.

NOTE

- If the user is logged in to the device, the permission confirmation screen will be displayed on the operation panel. Select [**Yes**].
- If pop-up blocking of the browser occurs during connection of the Remote Operation, select Always allow pop-ups from https:// [host name], and click Done. Perform Remote Operation after waiting 1 minute or more.

When the Remote Operation is started up, the operation panel screen will be displayed on the system administrator's or user's PC screen.

Executing Remote Operation from VNC Software

1 Display the screen.

System Menu/Counter key > [**Network Settings**] > "Network Settings" [**Protocol Settings**]

2 Set "Enhanced VNC (RFB)" to [On].

Protocol Settings (page 15-55)

NOTE

- When setting "VNC (RFB) over SSL" to [**On**], the communication is encrypted.
- You can configure the protocol settings using Command Center RX.
  Command Center RX User Guide

3 Startup the remote operation.

1 Start up the VNC software.

2 Enter the following format separated by a colon to start up the remote operation.

"IP address: port number"

NOTE

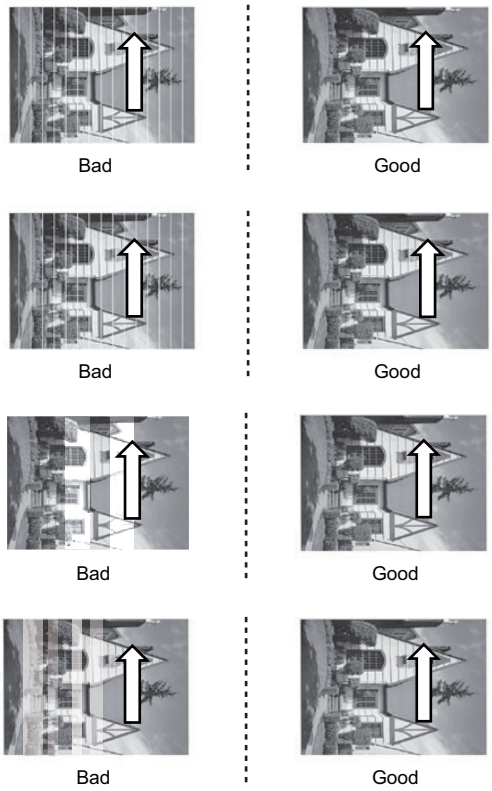
When setting "VNC (RFB)" to [**On**] in step 2, the default port number is 9062. When setting "VNC (RFB) over SSL " to [**On**], the default port number is 9063.

Protocol Settings (page 15-55)

Troubleshooting When Printing or Copying Image

When the following printed or copied image trouble occurs, implement appropriate procedures.

Vertical void line, band or stripes



1 Check ink

Guaranteed ink is not used.

1 Replace to the guaranteed ink.

2 In case that no improvement is observed, then go to next step.

2 Check ink

Ink get old and deteriorated

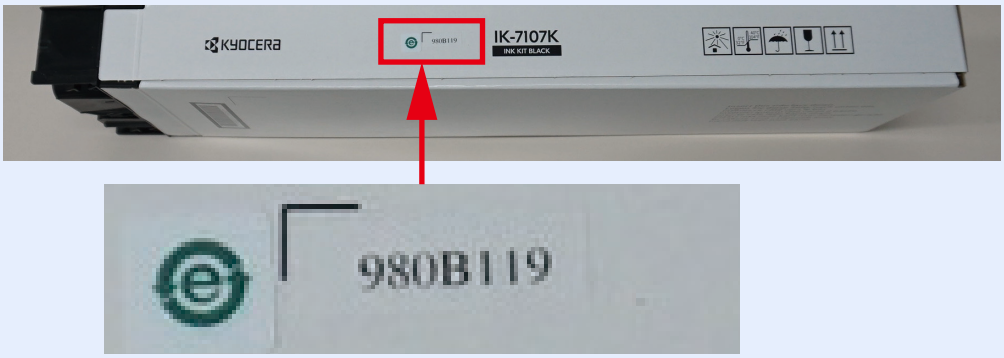
1 Check usage period with lot number and replace it to new one.

2 In case that no improvement is observed, then go to next step.

NOTE

The product year/month can be found by checking lot number on ink container. The first digit represents the year and the second digit represents the month.

Example: 98B119 (August 2019 production)



3 Check ink container

Detection error of Ink empty

1 Replace ink container.

Ink Container Replacement (page 17-10)

2 In case that no improvement is observed, then go to next step.

4 Check print coverage

The print mode is not set correctly when printing an original with high coverage on inkjet matte paper.

1 Select [High Print Coverage Mode] to print an original with high coverage on inkjet matte paper.

Inkjet Matte Paper Action (page 15-22)

2 In case that no improvement is observed, then go to next step.

5 Check paper

You are printing a high coverage image on paper with low moisture absorbency.

1 Change to a paper with high moisture absorbency, such as thick paper.

2 In case that no improvement is observed, then go to next step.

6 Check media setting

Thick paper setting is selected for normal paper and landing accuracy get worse because the gap, throw distance is wider than it should be.

1 Check paper weight setting from System menu and correct it if it is wrong.

Media Type (page 15-13)

Media Type (page 15-16)

Paper Weight (page 15-14)

Paper Weight (page 15-17)

2 In case that no improvement is observed, then go to next step.

7 Check media setting

Discharged ink is not proper amount since plain paper setting is selected for inkjet paper or inkjet matte paper.

1 Check media type setting from System menu and correct it if it is wrong.

Media Type (page 15-13)

Media Type (page 15-16)

2 In case that no improvement is observed, then go to next step.

8 Check print head temperature

Discharge failure happen with delay of ink supply due to low print head temperature (below 26°C/78.8F) that makes ink high viscosity.

1 [Switch to Print Priority] > [Switch to Quality Priority].

Switching Priority Mode of Print Job (page 14-11)

2 In case that no improvement is observed, then go to next step.

9 Check print head temperature

Discharge failure happen with delay of ink supply due to high print head temperature (over 32.5°C/90.5F) that makes ink low viscosity.

1 Cool down room temperature.

2 If no improvement is overdosed, then go to next step.

10 Execute print head cleaning

Discharge amount get small because of high viscosity ink. In addition, white streaks occur when the ink landing position shifts. Execute print head cleaning when printing small size paper such as A5 size paper continuously and then printing large size paper such as A3 size or Ledger size paper.

1 Execute print head cleaning from System menu.

Head Cleaning (page 18-12)

2 In case that no improvement is observed, then go to next step.

11 Correct nozzles

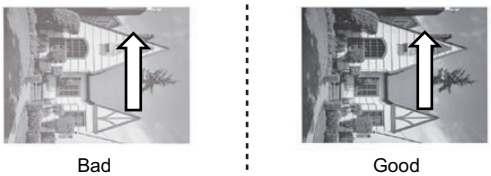
Correct nozzles that are clogged and nozzles that have misaligned ink landing positions.

1 Execute nozzle recovery from System menu.

Nozzle Correction (page 18-13)

2 In case that no improvement is observed, contact your dealer or service representative.

Light image (low image density)



Bad Good

1 Check ink

Guaranteed ink is not used.

1 Replace to the guaranteed ink.

2 In case that no improvement is observed, then go to next step.

2 Check ink

Ink get old and deteriorated

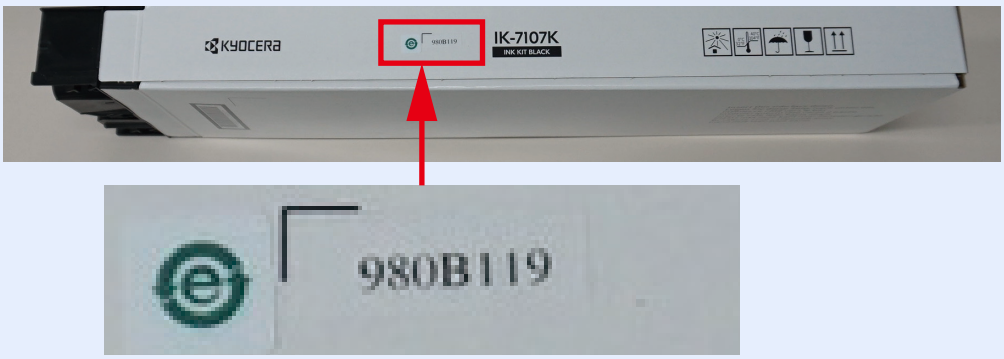
1 Check usage period with lot number and replace it to new one.

2 In case that no improvement is observed, then go to next step.

NOTE

The product year/month can be found by checking lot number on ink container. The first digit represents the year and the second digit represents the month.

Example: 98B119 (August 2019 production)



3 Check print mode

Ink saving mode "Eco mode" is active.

1 Set [EcoPrint] to [Off] from System menu.

EcoPrint (page 15-46)

2 In case that no improvement is observed, then go to next step.

4 Check media setting

Discharged ink is not proper amount since IJ/Plain paper setting is selected for Inkjet matte paper.

Discharged ink is not proper amount since Plain paper setting is selected for Inkjet paper.

1 Check media type setting from System menu and select [Inkjet Paper].

2 Check media type setting of paper source from System menu.

Media Type (page 15-13)

Media Type (page 15-16)

3 In case that no improvement is observed, then go to next step.

5 Paper change

Paper with low color development is used.

1 Output with recommended paper.

2 In case that no improvement is observed, then go to next step.

6 Check print head temperature

Discharge failure happen with delay of ink supply due to low print head temperature (below 26°C/78.8F) that makes ink high viscosity.

1 Select [Job Status/Cancel] key > [Switch to Quality Priority].

Switching Priority Mode of Print Job (page 14-11)

2 In case that no improvement is observed, contact your dealer or service representative.

Blurred image



Bad Good

1 Check media setting

Thick paper setting is selected for normal paper and landing accuracy get worse because the gap, throw distance is wider than it should be.

1 Check paper weight setting from System menu and correct it if it is wrong.

Media Type (page 15-13)

Media Type (page 15-16)

Paper Weight (page 15-14)

Paper Weight (page 15-17)

2 Select [Ink Discharge Distance Settings] from System menu, and select [Normal] when the setting is set to [Wide].

Ink Discharge Distance Settings (page 15-15)

Ink Discharge Distance Setting (page 15-18)

3 In case that no improvement is observed, then go to next step.

2 Execute print head cleaning

Discharge amount get small because of high viscosity ink.

1 Execute print head cleaning from System menu.

Head Cleaning (page 18-12)

2 In case that no improvement is observed, then go to next step.

3 Check paper

Paper get moisture since it is stored in high humidity environment.

1 Output with out of box paper.

2 In case that no improvement is observed, then go to next step.

4 Paper change

Paper that get ink bleed easily.

1 Output with recommended paper.

2 In case that no improvement is observed, then go to next step.

5 Check ink

Guaranteed ink is not used.

1 Replace to the guaranteed ink.

2 In case that no improvement is observed, then go to next step.

6 Check Sharpness setting.

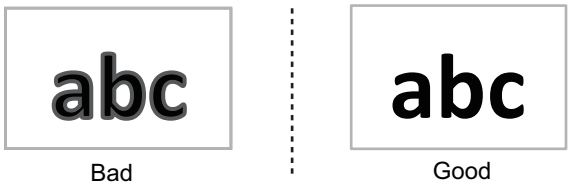
If the sharpness setting is too weak when copying penciled originals with rough or broken lines, the outline may be blurred.

1 Select [Color/Image Quality] of the copy function, and set [Sharpness] to [+1] to [+3].

Sharpness (page 13-15)

2 In case that no improvement is observed, contact your dealer or service representative.

Thick fine lines



Bad Good

1 Check media setting

Thick paper setting is selected for normal paper and landing accuracy get worse because the gap, throw distance is wider than it should be.

1 Check paper weight setting from System menu and correct it if it is wrong.

- Media Type (page 15-13)
- Media Type (page 15-16)
- Paper Weight (page 15-14)
- Paper Weight (page 15-17)

2 Select [Ink Discharge Distance Settings] from System menu, and select [Normal] when the setting is set to [Wide].

- Ink Discharge Distance Settings (page 15-15)
- Ink Discharge Distance Setting (page 15-18)

2 Execute print head cleaning

Discharge amount get small because of high viscosity ink.

1 Execute print head cleaning from System menu.

- Head Cleaning (page 18-12)

2 In case that no improvement is observed, then go to next step.

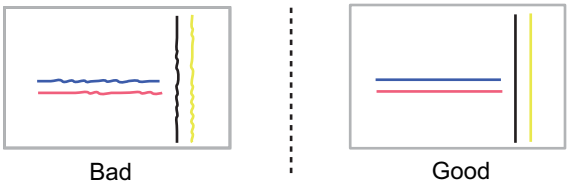
3 Check paper

Paper get moisture since it is stored in high humidity environment.

1 Output with out of box paper.

2 In case that no improvement is observed, contact your dealer or service representative.

Distorted line



Bad Good

1 Check media setting

Thick paper setting is selected for normal paper and landing accuracy get worse because the gap, throw distance is wider than it should be.

1 Check paper weight setting from System menu and correct it if it is wrong.

- Media Type (page 15-13)
- Media Type (page 15-16)
- Paper Weight (page 15-14)
- Paper Weight (page 15-17)

2 Select [Ink Discharge Distance Settings] from System menu, and select [Normal] when the setting is set to [Wide].

- Ink Discharge Distance Settings (page 15-15)
- Ink Discharge Distance Setting (page 15-18)

3 In case that no improvement is observed, then go to next step.

2 Execute print head cleaning

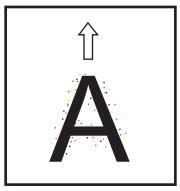
Discharge amount get small because of high viscosity ink.

1 Execute print head cleaning from System menu.

- Head Cleaning (page 18-12)

2 In case that no improvement is observed, contact your dealer or service representative.

Scattered text/line



1 Check media setting

Thick paper setting is selected for normal paper and landing accuracy get worse because the gap, throw distance is wider than it should be.

1 Check paper weight setting from System menu and correct it if it is wrong.

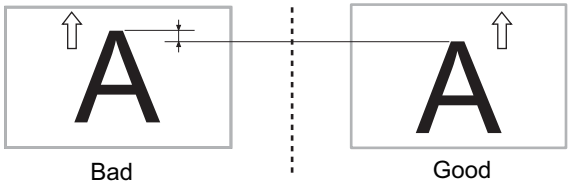
- Media Type (page 15-13)
- Media Type (page 15-16)
- Paper Weight (page 15-14)
- Paper Weight (page 15-17)

2 Select [Ink Discharge Distance Settings] from System menu, and select [Normal] when the setting is set to [Wide].

- Ink Discharge Distance Settings (page 15-15)
- Ink Discharge Distance Setting (page 15-18)

3 In case that no improvement is observed, contact your dealer or service representative.

Front/Back position shift



1 Check paper

The front and back registration is not adjusted according to the paper.

Paper is not square

1 Check if paper is same as adjusted and use paper that adjusted if it solve or not.

If the setting is greater than ±1mm, set from Fiery Controller.

➡ Printing System 50 user guides

You can download the user guide from the URL below.

https://services.efi.com/support/vfigs/3784295173/default.aspx

NOTE

The expansion or shrinkage of the paper varies depending on the amount of ink that coats the paper, and thus must be adjusted each time according to the media type and ink coverage.

2 When using cut paper, use only paper whose cut dimensions do not deviate, and whose angle of cutting is a right angle. If no improvement is seen, change to new paper.

3 In case that no improvement is observed, then go to next step.

2 Check paper

You are printing a high coverage image on paper with low moisture absorbency.

1 Change to a paper with high moisture absorbency, such as thick paper.

2 In case that no improvement is observed, then go to next step.

3 Paper load check

Paper is loaded inappropriately

1 Adjust paper position in cassette.

2 In case that no improvement is observed, then go to next step.

4 Check print mode

Ink saving mode "Eco mode" is active.

1 Set [EcoPrint] to [Off] from System menu.

➡ EcoPrint (page 15-46)

2 In case that no improvement is observed, then go to next step.

5 Check the print zoom.

1 If you are using Fiery Controller, adjust the print zoom of the second side (back side) in increments of 0.1%.

➡ Printing System 50 user guides

You can download the user guide from the URL below.

https://services.efi.com/support/vfigs/3784295173/default.aspx

NOTE

In a job that consists of multiple pages, the enlargement/reduction percentage cannot be adjusted on individual pages.

2 In case that no improvement is observed, then go to next step.

6 Check image sensor

Detection error with dirty image sensor surface.

1 Clean up the image sensor.

➡ Cleaning the Slit Glass on the Conveyance Path (page 17-3)

2 In case that no improvement is observed, contact your dealer or service representative.

Color/Dot shift



Bad Good

1 Check media setting

Thick paper setting is selected for normal paper and landing accuracy get worse because the gap, throw distance is wider than it should be.

1 Check paper weight setting from System menu and correct it if it is wrong.

➡ Media Type (page 15-13)

➡ Media Type (page 15-16)

➡ Paper Weight (page 15-14)

➡ Paper Weight (page 15-17)

2 Select [Ink Discharge Distance Settings] from System menu, and select [Normal] when the setting is set to [Wide].

➡ Ink Discharge Distance Settings (page 15-15)

➡ Ink Discharge Distance Setting (page 15-18)

3 In case that no improvement is observed, then go to next step.

2 Execute print head cleaning

Landing point is shifted because of high viscosity.

1 Execute print head cleaning from System menu.

Head Cleaning (page 18-12)

2 In case that no improvement is observed, then go to next step.

3 Execute color registration

Use color registration function to correct the color position of each color.

1 Execute auto color registration. In case that no improvement is observed, use the manual color registration.

Color Registration Procedure (Auto Correction) (page 18-4)

Color Registration Procedure (Manual Correction) (page 18-7)

2 In case that no improvement is observed, contact your dealer or service representative.

Faint at the leading edge

The ink in the nozzle that has not been discharged for a while has increased in viscosity due to evaporation of moisture, etc., making it difficult to discharge.

1 Execute print head cleaning

1 Execute purge against the color where missing image at the leading edge section from System Menu.

Head Cleaning (page 18-12)

2 In case that no improvement is observed, contact your dealer or service representative.

Dirty print out

1 Check media setting

Normal paper setting is selected for thick paper and the gap between the print head and paper (throw distance) is narrower than it should be.

1 Check paper weight setting from System menu and correct it if it is wrong.

Media Type (page 15-13)

Media Type (page 15-16)

Paper Weight (page 15-14)

Paper Weight (page 15-17)

2 Select [Ink Discharge Distance Settings] from System menu, and select [Wide] when the setting is set to [Normal].

Ink Discharge Distance Settings (page 15-15)

Ink Discharge Distance Setting (page 15-18)

3 In case that no improvement is observed, then go to next step.

2 Execute print head cleaning

During the head cleaning, ink accumulates on the end surface of the print head, and the ink falls on the paper path.

1 Execute print head cleaning from System menu.

Head Cleaning (page 18-12)

2 In case that no improvement is observed, contact your dealer or service representative.

Smudge or Dirty paper edge



1 Paper change

Recommended is not used

1 Output with recommended paper.

2 In case that no improvement is observed, then go to next step.

2 Check media setting

Too much ink is discharged to the media.

1 Check paper weight setting from System menu and correct it if it is wrong.

Media Type (page 15-13)
Media Type (page 15-16)
Paper Weight (page 15-14)
Paper Weight (page 15-17)

2 In case that no improvement is observed, then go to next step.

3 Check paper size

When using paper of width A3 (297 mm)/Ledger (11") or wider, and there are holes or a cut shape on the right side, ink may adhere to the following paper.

1 Change to paper without holes or a cut shape, or reverse the orientation of the loaded paper.

2 In case that no improvement is observed, then go to next step.

4 Paper load check

Coated face is not set as print face in inkjet paper.

1 Set print face correctly.

Print face has to be upside on multi purpose tray or optional paper feeder, and downside in cassette of main unit.

Loading Paper (page 7-18)

2 In case that no improvement is observed, then go to next step.

5 Check print coverage

The print mode is not set correctly when printing an original with high coverage on inkjet matte paper.

1 Select [High Print Coverage Mode] to print an original with high coverage on inkjet matte paper.

Inkjet Matte Paper Action (page 15-22)

2 In case that no improvement is observed, then go to next step.

6 Check paper

Paper get moisture since it is stored in high humidity environment.

1 Output with out of box paper.

2 In case that no improvement is observed, then go to next step.

7 Check paper

If there are any torn, holes, or watermarks on the paper, the felled ink on the paper path may adhere to the following paper.

1 If there are any torn, holes, or watermarks on the paper, replace with the new paper.

2 In case that no improvement is observed, then go to next step.

8 Check usage environment

Not use in recommended condition.

1 Change room temperature and humidity condition to properly.

2 Otherwise move machine to recommended condition.

3 In case that no improvement is observed, contact your dealer or service representative.

Leading edge of the paper becomes soiled in duplex printing

When printing a document with a partially high coverage, curling occurs locally, and the leading edge gets dirty when the curled paper touches the print head.

1 Check print mode

Ink saving mode "Eco mode" is active.

1 Set [EcoPrint] to [Off] from System menu.

EcoPrint (page 15-46)

2 In case that no improvement is observed, then go to next step.

2 Check printer driver setting

The margin at the trailing edge of the 1st side (front side) is 4 mm or less.

1 Set a larger margin on the trailing edge.

➡ Printer Driver User Guide

2 In case that no improvement is observed, then go to next step.

3 Check print coverage

1 Print fainter colors in a high coverage image at the leading edge, using Fiery Controller.

➡ Printing System 50 user guides

You can download the user guide from the URL below.

https://services.efi.com/support/vfigs/3784295173/default.aspx

2 In case that no improvement is observed, then go to next step.

4 Check the amount of curling.

1 Adjust the amount of curling with the decurl setting (main unit or Inverter and Decurler Unit).

➡ Reducing Paper Curl When Outputting to the Right Tray (page 5-8)

➡ Reducing Paper Curling When Outputting to the 5,000-sheet Stacker or Finisher (page 5-9)

➡ Reducing Paper Curl When Outputting to the Right Tray (page 6-5)

➡ Reducing Paper Curling When Outputting to the 5,000-sheet Stacker or Finisher (page 6-6)

2 In case that no improvement is observed, then go to next step.

5 Check paper

You are printing a high coverage image on paper with low moisture absorbency.

1 Change to a paper with high moisture absorbency, such as thick paper.

2 In case that no improvement is observed, then go to next step.

6 Check paper

If you are using paper of width 190 mm or less, leading edge of the paper may be soiled.

1 Use the combine pages function to print the pages on one large sheet of paper, and then cut the paper.

➡ Printer Driver User Guide

2 In case that no improvement is observed, then go to next step.

7 Check paper

You are using short grain paper.

1 Change the long grain paper.

2 In case that no improvement is observed, contact your dealer or service representative.

Ink bleed

1 Check media setting

Thick paper setting is selected for normal paper and landing accuracy get worse because the gap, throw distance is wider than it should be.

1 Check paper weight setting from System menu and correct it if it is wrong.

- Media Type (page 15-13)
- Media Type (page 15-16)
- Paper Weight (page 15-14)
- Paper Weight (page 15-17)

2 In case that no improvement is observed, then go to next step.

2 Check media setting

Discharged ink is not proper amount since inkjet matte paper setting is selected for plain or inkjet paper.

1 Check media type setting on screen and correct it if it is wrong.

- Media Type (page 15-13)
- Media Type (page 15-16)

2 In case that no improvement is observed, then go to next step.

3 Execute print head cleaning

Landing point is shifted because of high viscosity.

1 Execute print head cleaning from System menu.

- Head Cleaning (page 18-12)

2 In case that no improvement is observed, then go to next step.

4 Check paper

Paper get moisture since it is stored in high humidity environment.

1 Output with out of box paper.

2 In case that no improvement is observed, then go to next step.

5 Paper change

Ink infiltrate sideways with paper that is quick infiltration.

1 Change paper with slow infiltration.

2 In case that no improvement is observed, contact your dealer or service representative.

Bleeding

1 Check media setting

Discharged ink is not proper amount since inkjet matt paper setting is selected for plain or inkjet paper.

1 Check media type setting on screen and correct it if it is wrong.

→ Media Type (page 15-13)

→ Media Type (page 15-16)

2 In case that no improvement is observed, then go to next step.

2 Check paper

Paper get moisture since it is stored in high humidity environment.

1 Output with out of box paper.

2 In case that no improvement is observed, then go to next step.

3 Paper change

Thin paper or paper with quick infiltration is used.

1 Use thick paper or paper with slow infiltration.

2 In case that no improvement is observed, then go to next step.

4 Check the Prevent Bleed-thru setting

Background colors and image may bleeds-through when scanning thin original.

1 Select [Color/Image Quality] of the copy function, and set [Prevent Bleed-thru] to [On].

→ Prevent Bleed-thru (page 13-17)

2 In case that no improvement is observed, contact your dealer or service representative.

Lose image by touching

1 Dry of ink

Ink can not dry at once so that touching print side may lose the image.

1 Check drying time.

It generally takes the ink about 30 minutes to dry.

2 Problem happen even if drying time is over specification, then go to next step.

2 Check media setting

Discharged ink is not proper amount since inkjet matte paper setting is selected for plain or inkjet paper.

1 Check media type setting on screen and correct it if it is wrong.

Media Type (page 15-13)

Media Type (page 15-16)

2 In case that no improvement is observed, then go to next step.

3 Check paper

Paper get moisture since it is stored in high humidity environment.

1 Output with out of box paper.

2 In case that no improvement is observed, then go to next step.

4 Paper change

Ink does not get dry since ink does not infiltrate deep and stay on surface.

1 Change paper with quick infiltration.

2 In case that no improvement is observed, contact your dealer or service representative.

Blank patches (holes) in the printed image.

1 Check paper

If there are any torn, holes, or watermarks on the paper, the machine will falsely detect it as a hole and will not eject ink onto a certain area around the hole.

1 Check the condition of the paper by holding it up to light and seeing if light shines through, and replace with paper that does not have holes.

2 In case that no improvement is observed, contact your dealer or service representative.

White dots in the printed image

1 Check paper

If you use paper with much filler, white dots may appear in the printed image.

1 Change to paper with little filler.

2 In case that no improvement is observed, contact your dealer or service representative.

"Eject Ink Where There is No Paper" error occurs frequently

If printing stops frequently due to "Eject Ink Where There is No Paper" error, follow the steps below.

1 Check paper

Confirm that the paper size is uniform, the paper is square, and the paper is not curled. If there is any problem on paper, replace it with paper of uniform dimensions. If you have a cutting machine, cut it again.

In case that no improvement is observed, then go to next step.

2 Paper load check

Loading Paper (page 7-18)

In case that no improvement is observed, then go to next step.

3 When using custom paper, adjust the paper size and type in System menu.

Paper Size (page 15-13)

Paper Size (page 15-16)

Media Type (page 15-13)

Media Type (page 15-16)

In case that no improvement is observed, then go to next step.

4 Adjusting the Print Position to Correct Image Drift

Adjusting the Print Position to Correct Image Drift (page 6-10)

IMPORTANT

Since the adjustment result of leading edge of the paper is not reflected in the mask area of the image, if you enter a large adjustment value, ink may be ejected out of the paper. Adjust the scale one by one while checking the print results.

In case that no improvement is observed, then go to next step.

5 Check the installation conditions of optional paper feeder

If the paper is skewed with respect to the image, the optional paper feeder may be installed at an angle to the machine. Contact your service representative.

Moire (dots grouped together in patterns and not aligned uniformly) occurs when copying image

1 Check original quality

1 Select [Color/Image Quality] of the copy function, and set [Original Image] to [Text + Photo] or [Photo].

Original Image (page 13-10)

2 In case that no improvement is observed, then go to next step.

2 Check Sharpness setting.

1 Select [Color/Image Quality] of the copy function, and set [Sharpness] to [-1] to [-3].

Sharpness (page 13-15)

2 In case that no improvement is observed, contact your dealer or service representative.

Gray scale shifting

1 Check color setting

1 Access to [Basic] tab in the printer driver, and select color setting to [Auto Color].

➡ Printer Driver User Guide

2 When copying the original, select [Color/Image Quality] of the copy function, and set [Color Selection] to [2-color] or [Single Color].

➡ Color Selection (page 13-11)

3 In case that no improvement is observed, contact your dealer or service representative.

Troubleshooting When Feeding Paper

If problems occur in paper feeding and output, such as paper jams and multifeeds, implement appropriate procedures.

Paper jam with cover open detection

1 Check front cover open/close.

Front cover is not close

1 Open front cover and close it firmly.

2 Check ink container and waste ink tank

Ink container and waste ink tank is not installed properly.

1 Check if ink container and waste ink tank is installed correctly.

2 Reset them if necessary.

3 Check right cover open/close.

Right cover is not close

1 Open right cover and close it firmly.

Paper jam with paper quality

1 Check paper

Paper get curled.

1 Load the paper with up side down.

If the curl is not solved, use new unopened paper.

2 Check paper

Paper get moisture.

1 Replace paper.

3 Check paper

Paper separating is not enough. Or cutting surface get crushed.

1 Separate paper well and load it with lead side trail.

➡ Precautions when Loading Paper (page 7-8)

➡ Loading Paper (page 7-18)

2 Fix or replace paper if it has dog ear.

4 Check paper

Paper edge get waved

1 Fix or replace paper.

2 In case of hard to replace, set paper with lead side trail or up side down.

5 Check paper

Using paper that is out of specification or paper get foreign material.

1 Use recommended paper only.

2 Remove the paper that get foreign material.

Paper jam with paper guide

1 Check paper guide

Paper guide get dirty or foreign material.

1 If the guide get dirty with ink, paper powder or foreign material then clean up with cloth.

Paper jam with paper loading

1 Reset paper width guides

Position of the width guides does not fit with paper size.

1 In case that skew, crease, paper jam happen, reset the width guides as paper size.

2 Check paper

Paper separating is not enough.

1 Load the paper after separate paper well.

→ Precautions when Loading Paper (page 7-8)

→ Loading Paper (page 7-18)

2 If there is paper that get folded then remove it.

3 Check paper (For large capacity paper feeder)

Paper is not loaded properly.

1 Paper in the large capacity paper feeder should not be on guide, if so, reset paper as paper corner do not cover the gap in deck.

Paper jam with poor paper

1 Check paper

Using paper that is out of specification.

1 Use recommended paper only.

Paper jam with setting or detection

1 Reset paper width guides

Paper size is not detected correctly.

1 In order to detect paper size correctly, reset the width guides as paper size.

Loading Paper (page 7-18)

2 Check setting

Media type and paper weight are not set properly.

1 Check media type and paper weight from System menu. Select the correct setting if it is wrong.

Media Type (page 15-13)
Media Type (page 15-16)
Paper Weight (page 15-14)
Paper Weight (page 15-17)

Multi feed occurs frequently in Paper Feeder

1 Adjust the monitoring timing of the paper floating state (only PF-9100 (A) is supported).

You can adjust the monitoring start timing of paper floating state immediately after paper feed starts.

Adjusting Monitoring Start Timing of Paper Floating State (page 6-19)

1 [**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 5** (to **8**) **Settings**] > [**Manual**]

2 [**Waiting Time for Lifted Paper Stable**] > select the monitoring start timing.

Lengthening the time will improve multi-feed.

3 In case that no improvement is observed, then go to next step.

2 Check paper

Paper separating is not enough.

1 Separate paper well and load it with lead side trail.

Precautions on Paper (page 7-8)
Loading in the Paper Feeder (Cassette 5 to 8) (page 7-34)

2 In case that no improvement is observed, then go to next step.

3 Check paper

Paper edge get waved. Or cutting surface get crushed.

1 Remove the waved or crushed paper and load the paper with lead side trail.

Loading in the Paper Feeder (Cassette 5 to 8) (page 7-34)

Use new unopened paper, if possible.

2 In case that no improvement is observed, then go to next step.

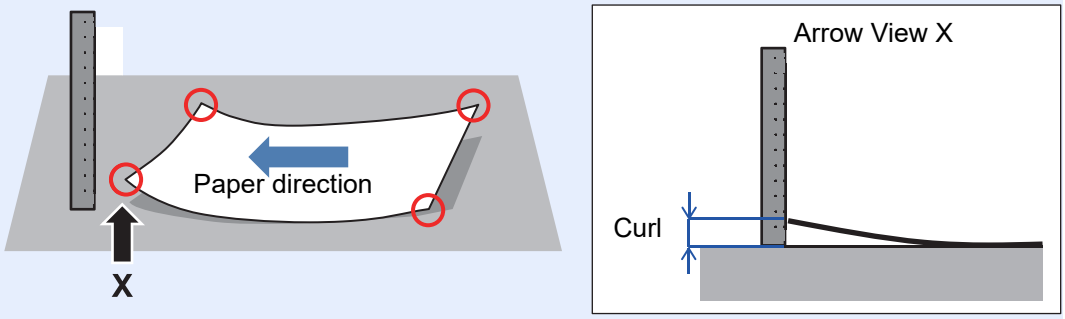
4 Correct the paper curl

The paper loaded in the paper feeder or the opened paper itself is curled.

1 Place a sheet of paper on the flat table and measure the distance from the flat surface to each of 4 corner edges by using a metal scale.

NOTE

Place the paper in the upward curl side at measurement.



2 The maximum value among 4 corners is the curl amount of the paper.

Tolerable value of the curl amount is as follows.

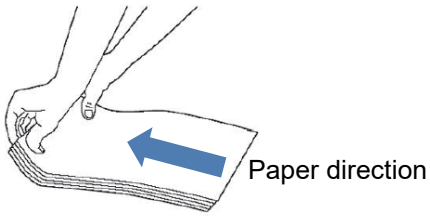
Paper weight	Tolerable value of the curl amount
52.3 to 299.9 g/m^2	5 mm or less
300 to 360 g/m^2	3 mm or less

In case the curl amount exceeds the tolerable value at the above measurement, correct the curl in the next step 3-3.

In case the curl amount is within the tolerable value, go to step 4,

3 Place the paper bundle on the flat surface with the curl side face-down.

4 Hold the leading edge of the paper bundle in the paper feed direction and correct the curl by rolling up the paper in the reverse direction of the curl.



5 Hold the trailing edge of the paper bundle and correct the curl as done at above step 3-4.

6 Turn over the upward curl paper and reload it in the paper tray.

Loading in the Paper Feeder (Cassette 5 to 8) (page 7-34)

7 In case that no improvement is observed, then go to next step.

5 Adjust the left and right paper holder guides according to the weight of the paper.

When loading paper which weight is 220 g/m^2 or less in the cassette, pull out the left and right paper holder guides.

Loading in the Paper Feeder (Cassette 5 to 8) (page 7-34)

When loading paper which weight is 220 g/m^2 or more in the cassette or in case that no improvement is observed, then go to next step.

6 When printing on the index paper, attach the tab fence (large).

Loading Index Paper in the Paper Feeder (Cassette 5 to 8) (page 7-44)

In case that no improvement is observed, then go to next step.

7 Change paper feeding setting

1 [**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > [**Cassette 1 (to 8) Settings**] > [**Manual**] > [**Paper Feeder Action**]

NOTE

You can select [**Paper Settings**] from taskbar, and then access to [**Cassette 5 (to 8) Settings**] > [**Manual**] > [**Paper Feeder Action**].

2 Select [**Reduce Multifeed**].

Check the operation and if the phenomenon is not solved, change to [**Reduce Multifeed (Maximum)**].

NOTE

If you change the paper type after setting, change the setting suitable for that paper.

3 In case that no improvement is observed, contact your dealer or service representative.

No feed occurs frequently in Paper Feeder

1 Adjust the monitoring timing of the paper floating state (only PF-9100 (A) is supported).

You can adjust the monitoring start timing of paper floating state immediately after paper feed starts.

Adjusting Monitoring Start Timing of Paper Floating State (page 6-19)

1 [**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 5** (to **8**) **Settings**] > [**Manual**]

2 [**Waiting Time for Lifted Paper Stable**] > select the monitoring start timing time.

Shortening the time will improve no feed.

3 In case that no improvement is observed, then go to next step.

2 Adjusting the height of the cassette bottom plate (only PF-9100 (A) is supported).

1 [**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 5** (to **8**) **Settings**] > [**Manual**]

2 [**Paper Rejection Improvement**] > [**On**]

Adjusting Lift Amount of Cassette Bottom Plate (page 6-18)

3 In case that no improvement is observed, then go to next step.

3 Adjusting No-paper Judgment Condition (only PF-9100 (A) is supported).

Set this setting if no feed tend to occur when there is very little paper remaining.

Adjusting No-paper Judgment Condition (page 6-20)

1 [**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > "Cassette Settings" [**Cassette 5** (to **8**) **Settings**] > [**Manual**]

2 [**Paper Near End**] > [**On**]

3 In case that no improvement is observed, then go to next step.

4 Check paper

Paper separating is not enough.

1 Separate paper well and load it with lead side trail.

Precautions on Paper (page 7-8)

Loading in the Paper Feeder (Cassette 5 to 8) (page 7-34)

2 In case that no improvement is observed, then go to next step.

5 Check paper

Paper edge get waved. Or cutting surface get crushed.

1 Remove the waved or crushed paper and load the paper with lead side trail.

Loading in the Paper Feeder (Cassette 5 to 8) (page 7-34)

Use new unopened paper, if possible.

2 In case that no improvement is observed, then go to next step.

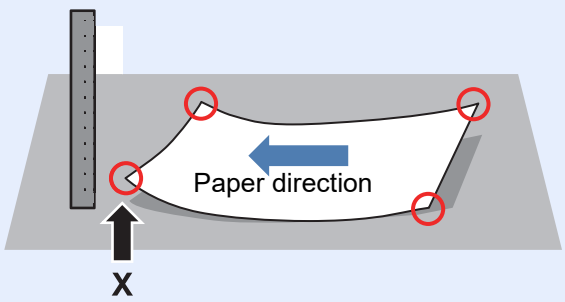
6 Correct the paper curl

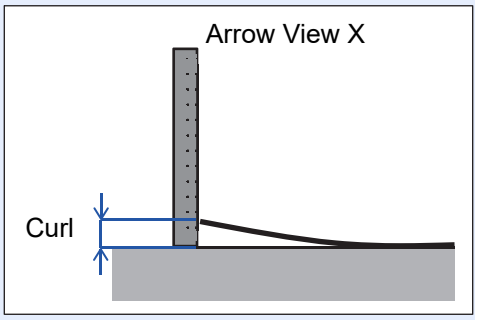
The paper loaded in the paper feeder or the opened paper itself is curled.

1 Place a sheet of paper on the flat table and measure the distance from the flat surface to each of 4 corner edges by using a metal scale.

NOTE

Place the paper in the upward curl side at measurement.





2 The maximum value among 4 corners is the curl amount of the paper.

Tolerable value of the curl amount is as follows.

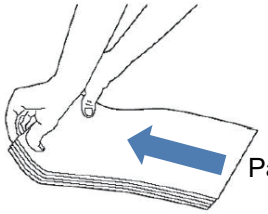
Paper weight	Tolerable value of the curl amount
52.3 to 299.9 g/m^2	5 mm or less
300 to 360 g/m^2	3 mm or less

In case the curl amount exceeds the tolerable value at the above measurement, correct the curl in the next step 3-3.

In case the curl amount is within the tolerable value, go to step 4,

3 Place the paper bundle on the flat surface with the curl side face-down.

4 Hold the leading edge of the paper bundle in the paper feed direction and correct the curl by rolling up the paper in the reverse direction of the curl.



5 Hold the trailing edge of the paper bundle and correct the curl as done at above step 3-4.

6 Turn over the upward curl paper and reload it in the paper tray.

➡ Loading in the Paper Feeder (Cassette 5 to 8) (page 7-34)

7 In case that no improvement is observed, then go to next step.

7 Adjust the left and right paper holder guides according to the weight of the paper (only PF-9100 (A) is supported).

When loading paper which weight is 220.1 g/m^2 or more in the cassette, push the left and right paper holder guides to store them.

When loading paper which weight is 220 g/m^2 or less in the cassette, pull out the left and right paper holder guides.

➡ Loading in the Paper Feeder (Cassette 5 to 8) (page 7-34)

In case that no improvement is observed, then go to next step.

8 If the paper width is between 182 and 225 mm, attach the tab fence (small).

Loading Small-size Paper in the Paper Feeder (Cassette 5 to 8) (page 7-47)

Paper width is not applicable or in case that no improvement is observed, then go to next step.

9 Change paper feeding setting

1 [**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > [**Cassette 1 (to 8) Settings**] > [**Manual**] > [**Paper Feeder Action**]

NOTE

You can select [**Paper Settings**] from taskbar, and then access to [**Cassette 5 (to 8) Settings**] > [**Manual**] > [**Paper Feeder Action**].

2 Select [**Facilitate Feed**].

Check the operation and if the phenomenon is not solved, change to [**Facilitate Feed (Maximum)**].

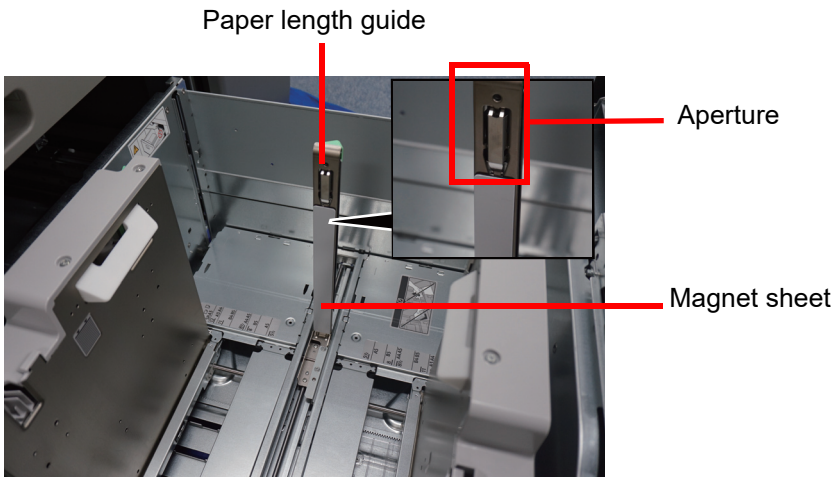
NOTE

If you change the paper type after setting, change the setting suitable for that paper.

3 In case that no improvement is observed, then go to next step.

10 Attach the bundled magnet sheet (only applicable for PF-9100)

Loading in the Paper Feeder (Cassette 5 to 8) (page 7-34)



IMPORTANT

- **Align the both bottom corners of the magnet sheet to the metal plate at the bottom of the paper length guide.**
- **Take care the upper part of the magnet sheet coves the aperture of the paper length guide.**

In case that no improvement is observed, then go to next step.

11 Set [Tray Lift Assist] to [On] (only PF-9100 (A) is supported).

IMPORTANT

If you set this to [On], a paper jam may occur due to other reasons. To solve the problem, set it back to [Off].

Adjusting Cassette Bottom Plate Speed (page 6-17)

In case that no improvement is observed, then go to next step.

12 Change [Tray Speed] of [Tray Lift Assist] (only PF-9100 (A) is supported).

If [**Tray Speed**] is set to [**Slow**], change it to [**Normal**] or [**Fast**].

Adjusting Cassette Bottom Plate Speed (page 6-17)

NOTE

If the paper not being fed occurs near the end of the paper, you may be able to avoid the paper jam by setting [**Paper Near End**] to [**On**]. To enable this setting, [**Tray Lift Assist**] must be set to [**Off**].

In case that no improvement is observed, contact your dealer or service representative.

Paper skew occurs frequently in the paper feeder

1 Check paper

Paper separating is not enough.

1 Separate paper well and load it with lead side trail.

Precautions on Paper (page 7-8)

Loading in the Paper Feeder (Cassette 5 to 8) (page 7-34)

2 In case that no improvement is observed, then go to next step.

2 Check paper

Paper edge get waved. Or cutting surface get crushed.

1 Remove the waved or crushed paper and load the paper with lead side trail.

Loading in the Paper Feeder (Cassette 5 to 8) (page 7-34)

Use new unopened paper, if possible.

2 In case that no improvement is observed, then go to next step.

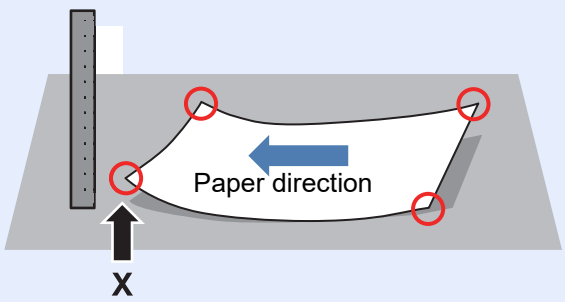
3 Correct the paper curl

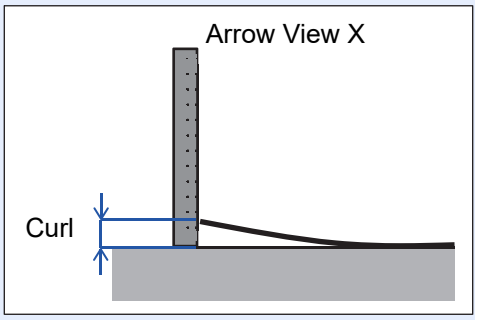
The paper loaded in the paper feeder or the opened paper itself is curled.

1 Place a sheet of paper on the flat table and measure the distance from the flat surface to each of 4 corner edges by using a metal scale.

NOTE

Place the paper in the upward curl side at measurement.





2 The maximum value among 4 corners is the curl amount of the paper.

Tolerable value of the curl amount is as follows.

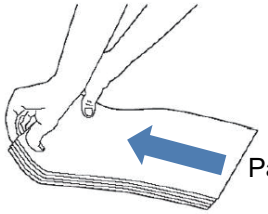
Paper weight	Tolerable value of the curl amount
52.3 to 299.9 g/m^2	5 mm or less
300 to 360 g/m^2	3 mm or less

In case the curl amount exceeds the tolerable value at the above measurement, correct the curl in the next step 3-3.

In case the curl amount is within the tolerable value, go to step 4,

3 Place the paper bundle on the flat surface with the curl side face-down.

4 Hold the leading edge of the paper bundle in the paper feed direction and correct the curl by rolling up the paper in the reverse direction of the curl.



5 Hold the trailing edge of the paper bundle and correct the curl as done at above step 3-4.

6 Turn over the upward curl paper and reload it in the paper tray.

➔ Loading in the Paper Feeder (Cassette 5 to 8) (page 7-34)

7 In case that no improvement is observed, then go to next step.

4 Adjust the left and right paper holder guides according to the weight of the paper (only PF-9100 (A) is supported).

When loading paper which weight is 220 g/m^2 or less in the cassette, pull out the left and right paper holder guides.

➔ Loading in the Paper Feeder (Cassette 5 to 8) (page 7-34)

When loading paper which weight is 220.1 g/m^2 or more in the cassette or in case that no improvement is observed, then go to next step.

5 Attach the tab fence (large or small).

If the paper width is 297 mm or more, attach the tab fence (large).

Loading Index Paper in the Paper Feeder (Cassette 5 to 8) (page 7-44)

If the paper width is less than 297 mm, attach the tab fence (small).

Loading Small-size Paper in the Paper Feeder (Cassette 5 to 8) (page 7-47)

In case that no improvement is observed, then go to next step.

6 Change paper feeding setting

1 [**System Menu/Counter**] key > [**Device Settings**] > [**Paper Feeding**] > [**Cassette 1 (to 8) Settings**] > [**Manual**] > [**Paper Feeder Action**]

NOTE

You can select [**Paper Settings**] from taskbar, and then access to [**Cassette 5 (to 8) Settings**] > [**Manual**] > [**Paper Feeder Action**].

2 Select [**Facilitate Feed**].

Check the operation and if the phenomenon is not solved, change to [**Facilitate Feed (Maximum)**].

NOTE

If you change the paper type after setting, change the setting suitable for that paper.

3 In case that no improvement is observed, contact your dealer or service representative.

Multi feed or no feed occurs frequently in inserter tray

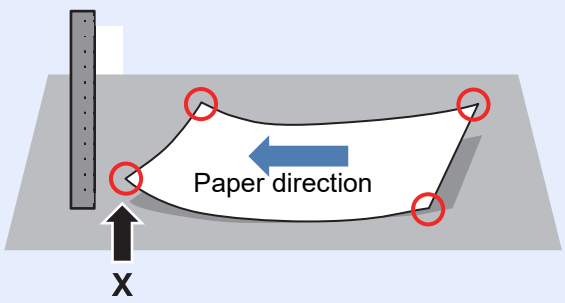
1 Correct the paper curl

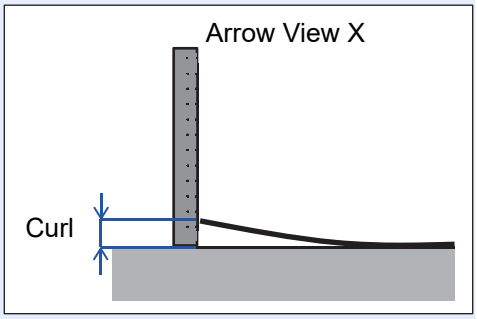
The paper loaded in the inserter tray or the opened paper itself is curled.

1 Place a sheet of paper on the flat table and measure the distance from the flat surface to each of 4 corner edges by using a metal scale.

NOTE

Place the paper in the upward curl side at measurement.





2 The maximum value among 4 corners is the curl amount of the paper.

Tolerable value of the curl amount is as follows.

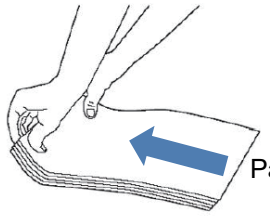
Paper weight	Tolerable value of the curl amount
52.3 to 299.9 g/m^2	5 mm or less
300 to 360 g/m^2	3 mm or less

In case the curl amount exceeds the tolerable value at the above measurement, correct the curl in the next step 3-3.

In case the curl amount is within the tolerable value, go to step 4,

3 Place the paper bundle on the flat surface with the curl side face-down.

4 Hold the leading edge of the paper bundle in the paper feed direction and correct the curl by rolling up the paper in the reverse direction of the curl.



5 Hold the trailing edge of the paper bundle and correct the curl as done at above step 3-4.

6 Turn over the upward curl paper and reload it in the inserter tray.

Loading Paper in the Inserter Tray (page 7-56)

7 In case that no improvement is observed, then go to next step.

2 Check paper

Paper separating is not enough.

1 Separate paper well and load it with lead side trail.

Precautions on Paper (page 7-8)

Loading Paper in the Inserter Tray (page 7-56)

2 In case that no improvement is observed, then go to next step.

3 Check paper

Paper edge get waved. Or cutting surface get crushed.

1 Remove the waved or crushed paper and load the paper with lead side trail.

Loading Paper in the Inserter Tray (page 7-56)

Use new unopened paper, if possible.

2 In case that no improvement is observed, then go to next step.

4 Adjust the airflow of the inserter tray.

Change the air flow of the fan to make it easier to remove adhered paper.

1 [System Menu/Counter] key > [Device Settings] > [Paper Feeding] > [Inserter Tray 1] or [Inserter Tray 2] > [Air Assist Setting] > [Manual]

If [Air Assist Setting] is [Off], set it to [Manual].

2 When the airflow is set, change it to the value shown in the table below.

Current Value	Value to be Changed
10%	30%
30%	50%
50%	80%
80%	90%

3 In case that no improvement is observed, then go to next step.

5 Separate the paper again.

1 Separate the paper again, and then reload it into inserter tray.

➡ Precautions on Paper (page 7-8)

➡ Loading Paper in the Inserter Tray (page 7-56)

2 In case that no improvement is observed, then go to next step.

6 Adjust the airflow of the inserter tray.

Change the air flow of the fan to make it easier to remove adhered paper.

1 [System Menu/Counter] key > [Device Settings] > [Paper Feeding] > [Inserter Tray 1] or [Inserter Tray 2] > [Air Assist Setting] > [Manual]

If [Air Assist Setting] is [Off], set it to [Manual].

2 When the airflow is set, change it to the value shown in the table below.

Current Value	Value to be Changed
30%	50%
50%	80%
80%	90%

3 In case that no improvement is observed, then go to next step.

7 Separate the paper again.

1 Separate the paper again, and then reload it into inserter tray.

➡ Precautions on Paper (page 7-8)

➡ Loading Paper in the Inserter Tray (page 7-56)

2 In case that no improvement is observed, then go to next step.

8 Load only one sheet of paper in the inserter tray and try to print.

In case that no improvement is observed, contact your dealer or service representative.

Clearing Paper Jams

When Paper Jams Occur

If a paper jam occurs, printing stops and the location at which the paper jam has occurred and the following message appear on the touch panel.

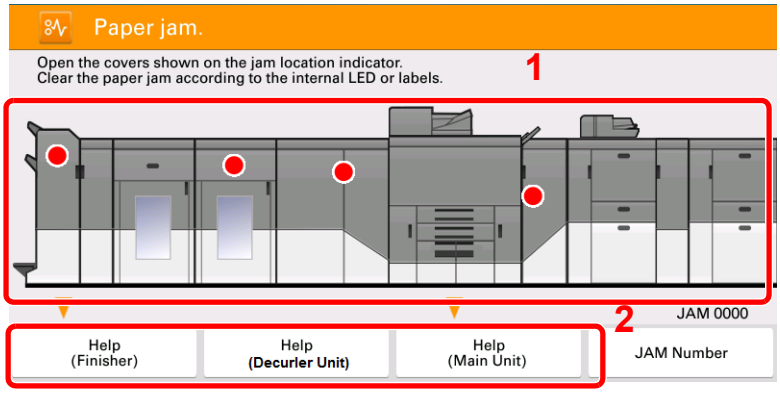
"Paper Jam."

Refer to these procedures to remove the jammed paper.

IMPORTANT

Remove the jammed paper in the order of the paper finishing option, the printer, and the paper feed option.

Jam Location Indicators



1 Shows the location of a paper jam.

2 Shows the HELP to remove the jammed paper.

If a paper jam occurs, the covers which you have to clear the jam will be displayed with red double circle on the touch panel. Open the cover and remove the jammed paper by referring LED, JAM guidance and labels inside. Depending on the component, the jam clearing method differs as follows.

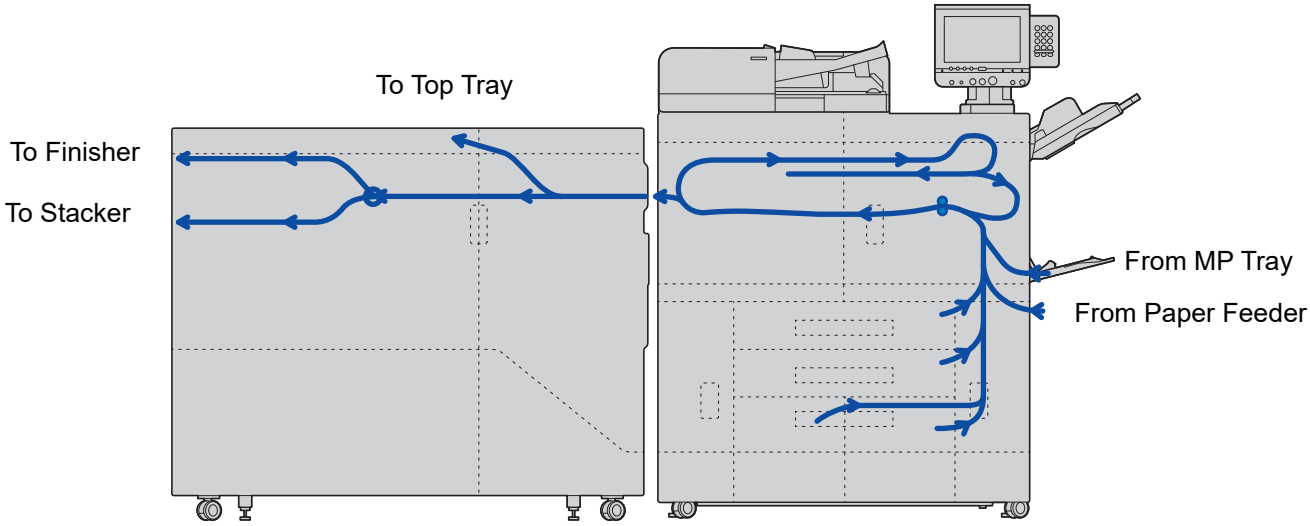
NOTE

Even when multiple covers are opened in the Inverter and Decurler Unit, only one red circle is displayed in the priority order of Front Cover, Top Cover 1 and Top Cover 2.

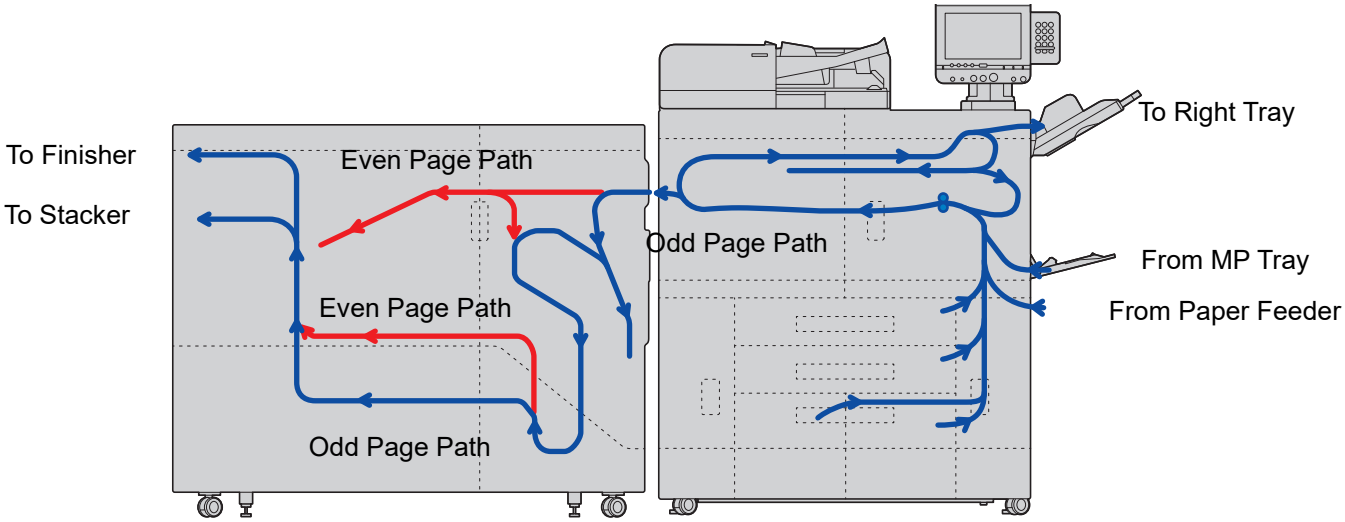
Component	JAM Clearing Method		
	LED	Label	JAM Guidance
Main Body	×	×	×
Multi Purpose Tray	—	—	×
Document Processor	—	×	×
Inverter and Decurler Unit	×	×	×
4000-sheet Finisher	—	×	×
Optional Paper Feeder and Stacker	—	×	×
Other optional unit except above	—	×	×

To find jam location easily, look at the paper path below according to your print job type, such as duplex print or odd page print.

The figure shown below is the paper path when printing with face-up.



The figure shown below is the paper path when printing with face-down.



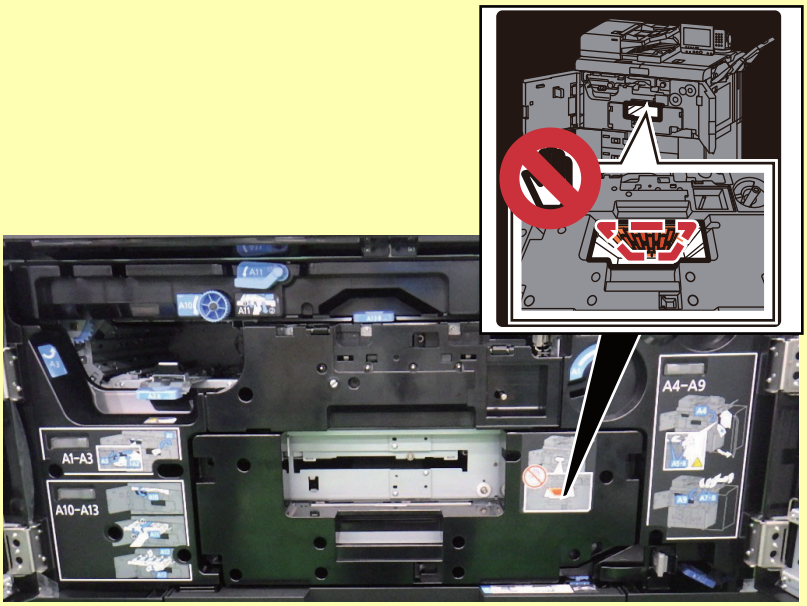
CAUTION

- **Do not reuse jammed papers.**
- **If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.**
- **If the paper jam is not resolved, write down the message and jam code (Jxxx), and then consult your sales representative or dealer.**

Clearing Jammed Paper in Main Body and Inverter and Decurler Unit

CAUTION

- **Do not to touch the print head (red square in the figure below) when clearing paper jams inside the machine. It may cause image problems or damage of the print head. If paper jam is not solved, contact our service representative.**



- **Be sure to wear the gloves in the inside of the Front Cover 1 to clear paper jams in the Inverter and Decurler Unit.**

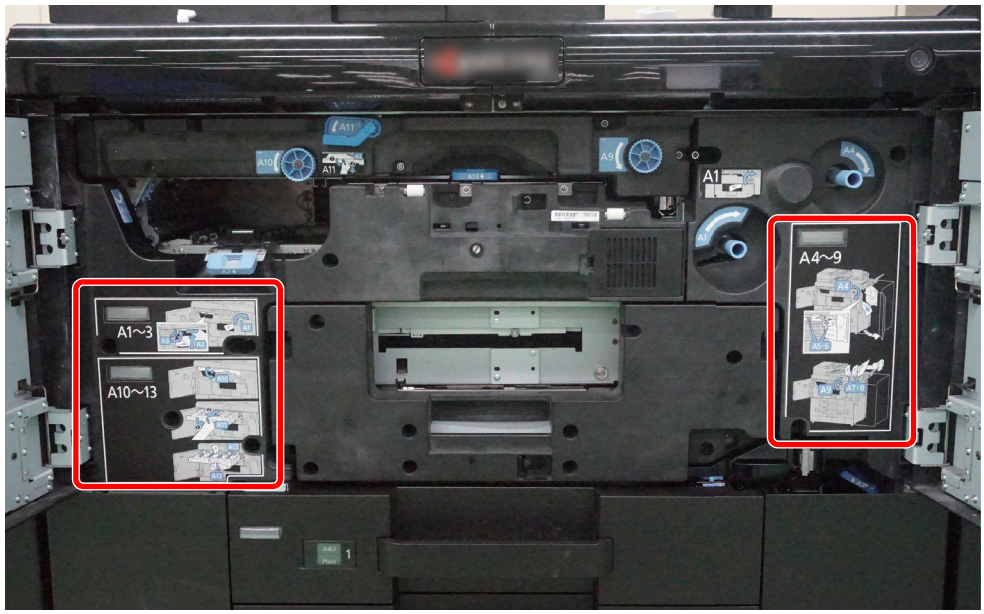
1 Open the Front Cover which you have to clear the jam by referring the jam location indicator.

IMPORTANT

If any jam position is displayed on the front cover, confirm whether there is jammed paper on the descended image conveying belt.

2 Find the flashing LED.

The location where the LED flashes indicates the position of the label the user has to refer first.



3 Clear the jammed paper by referring label.

If the jammed paper is cleared, the flashing LED turns off and another LED which you have to clear the jam next flashes.

NOTE

The other LEDs which is not completed clearing the paper jam are lit.

4 Continue the steps 2 and 3 until all the paper jams are cleared.

5 Close the Front Cover.

If the jammed paper is cleared, the red double circle on the jam location indicator will disappear on the touch panel.

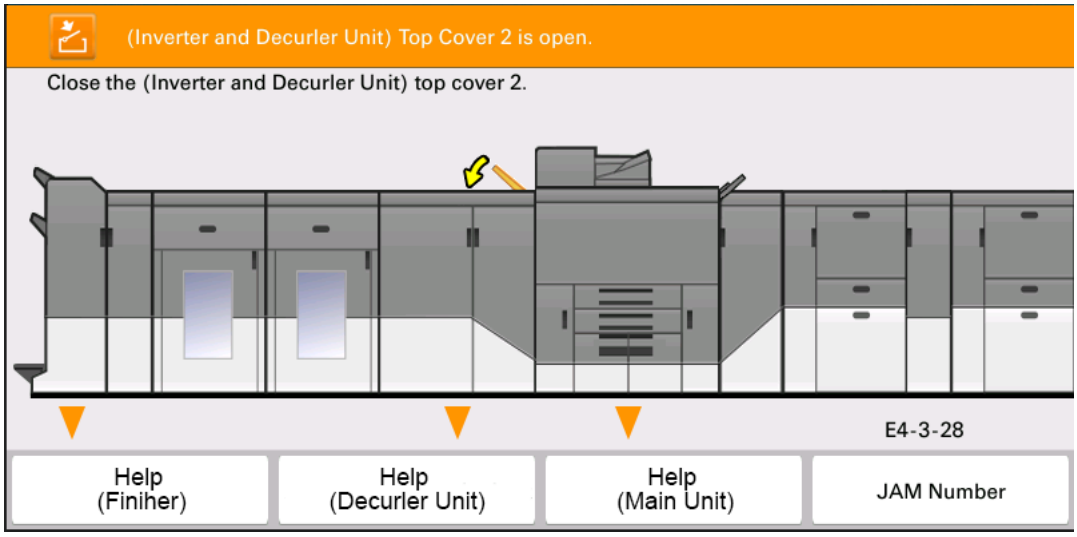
IMPORTANT

When you remove the jammed paper after opening the cassette, the lock may be released by touching the lock lever of cassette feed unit. After removing the jammed paper, make sure that the cassette feed unit is securely installed before closing the Front Cover of the machine.

6 Remove the paper in Escape Tray of Inverter and Decurler Unit.



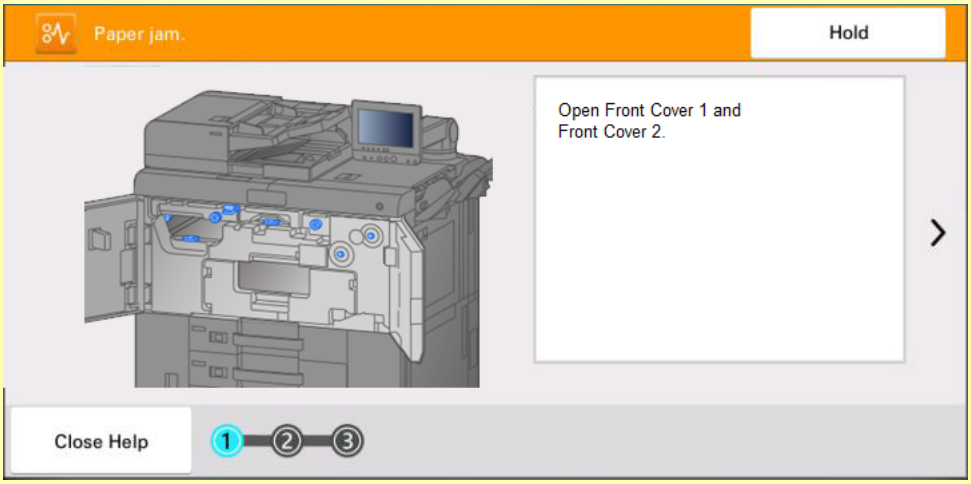
If the paper is removed, the message to close the cover appears on the touch panel.



7 Close the Top Cover.

IMPORTANT

If you cannot resolve the paper jam using LED and labels, look at the jam guidance to solve the problem.

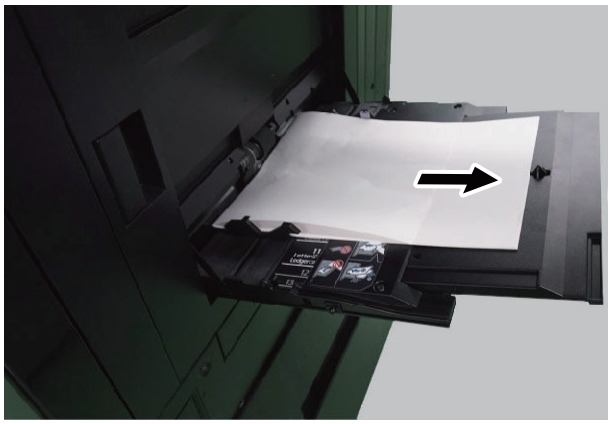


NOTE

The paper jam has occurred in Main Unit and Document Processor, clear the jammed paper in Document Processor first by referring jam guidance, and then remove the jammed paper using the regular steps in Main Body.

Clearing Jammed Paper in the Multi Purpose Tray

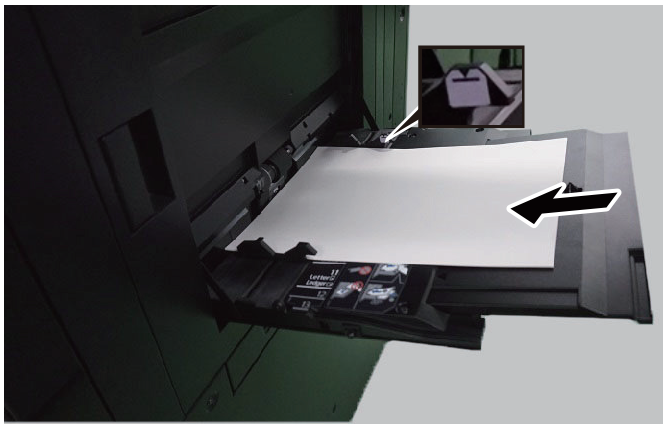
1 Remove any jammed paper.



2 **Remove all the paper.**



3 **Reload the paper.**



Loading Paper in the Multipurpose Tray (page 7-29)

Clearing Jammed Paper in Optional Unit

1 **Open the front cover which you have to clear the jam by referring the jam location indicator.**

2 **Clear the jammed paper by referring labels.**

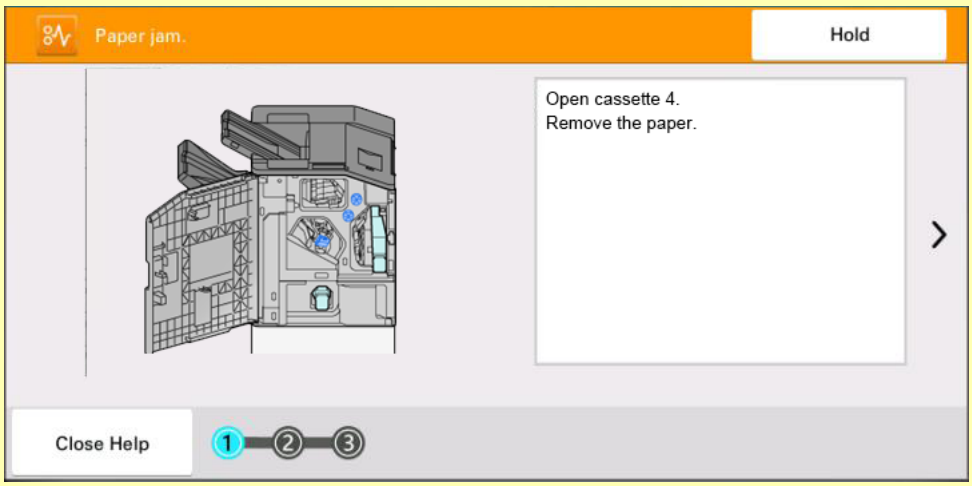
3 **Close the front cover.**

If the jammed paper is cleared, the red double circle on the jam location indicator will disappear.

4 **Continue the steps 1 to 3 until all the paper jams are cleared.**

IMPORTANT

If you cannot resolve the paper jam using labels, look at the jam guidance to solve the problem.

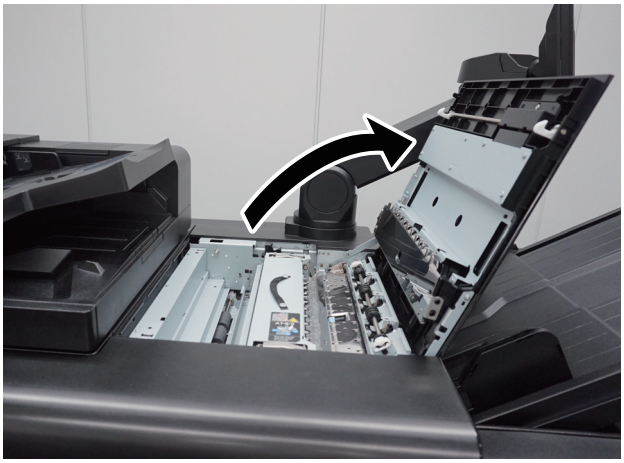


Clearing Jammed Paper in Decurl Unit (Main Unit)

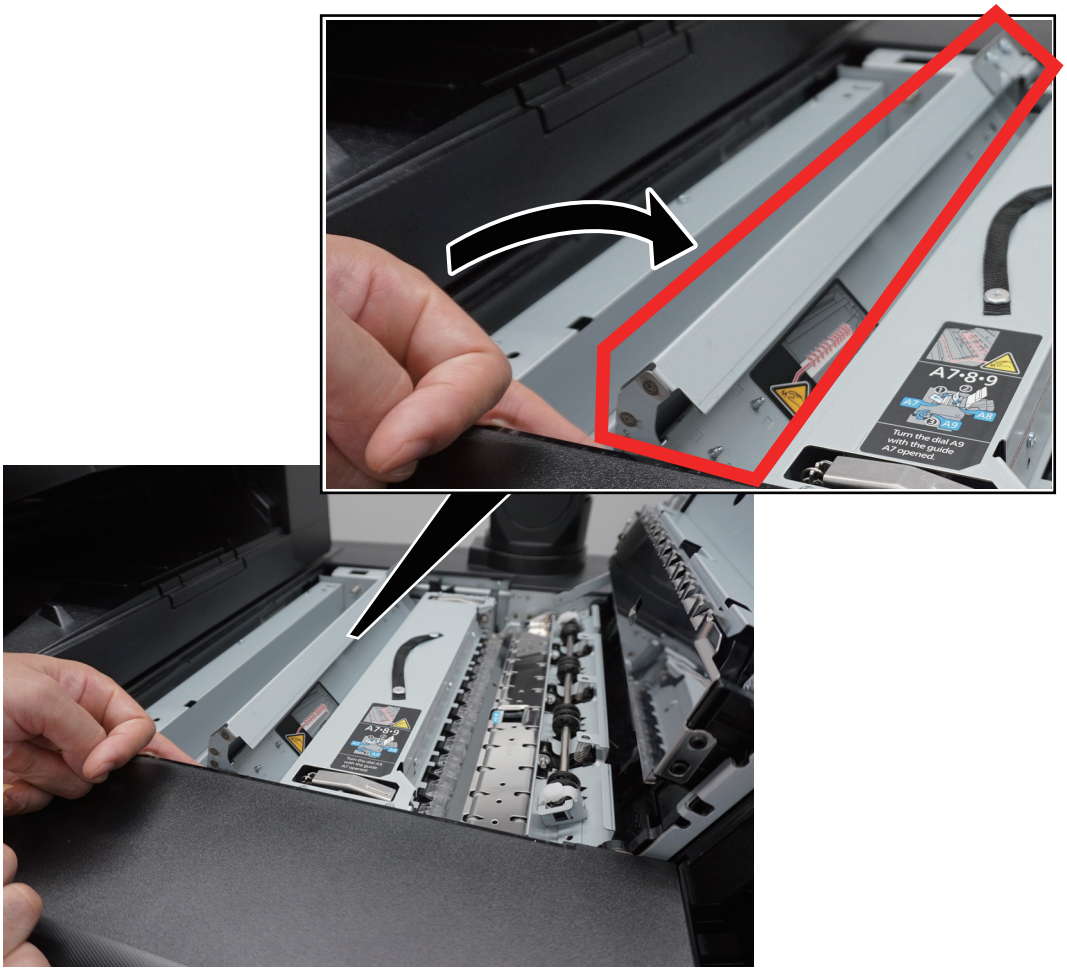
1 **Rotate operation panel shown below.**



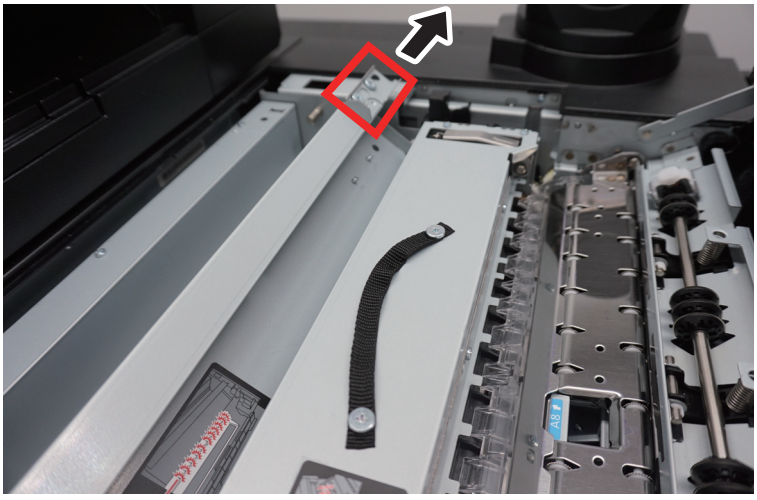
2 **Open exit upper cover.**



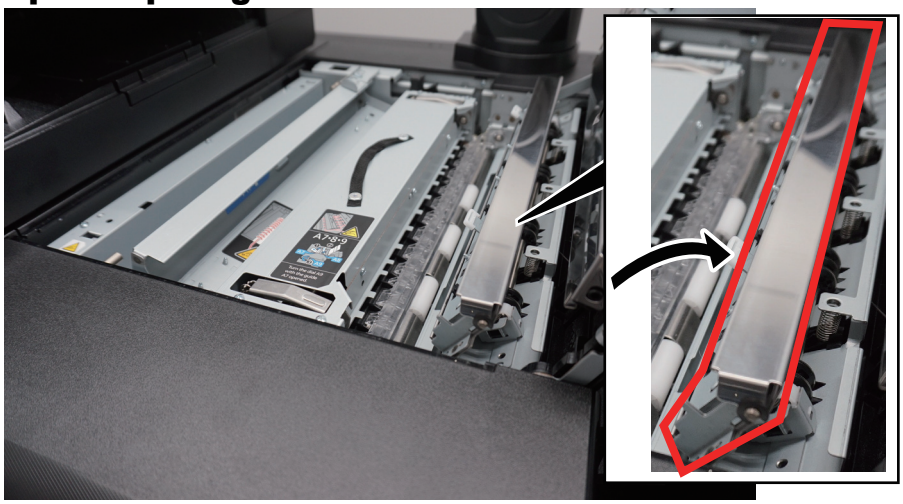
3 **Rotate decurl left guide to the direction of arrow.**



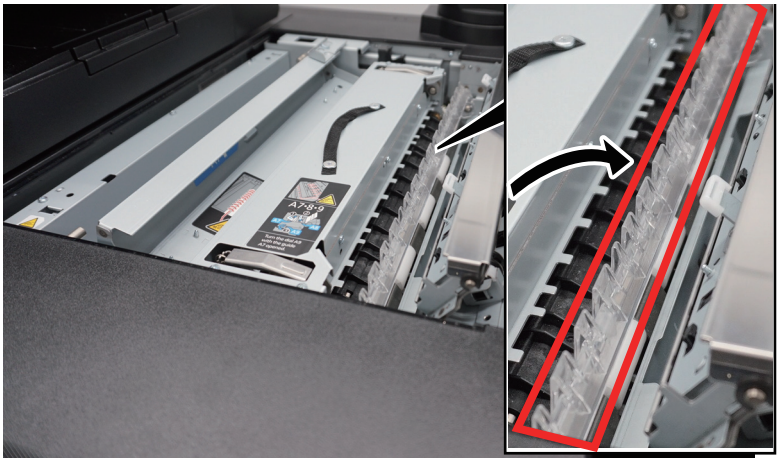
4 **Pull out the lock plate onto the side plate.**



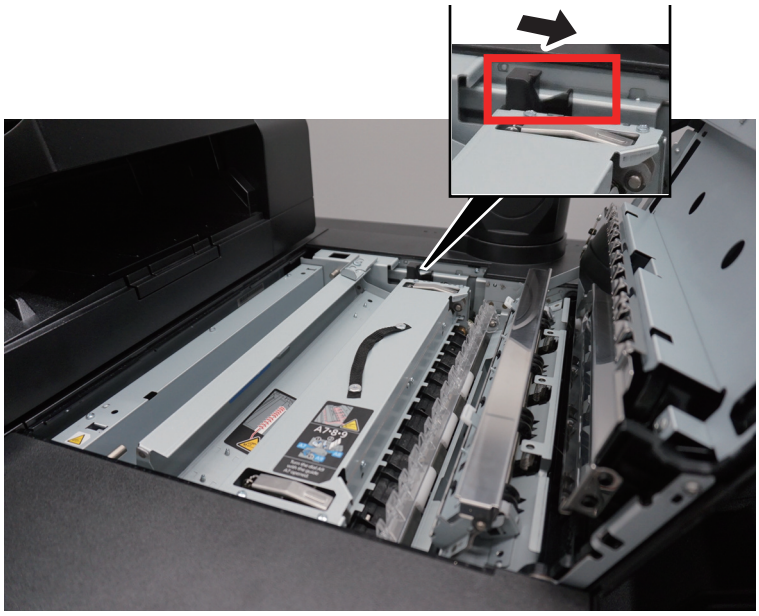
5 **Open duplex guide.**



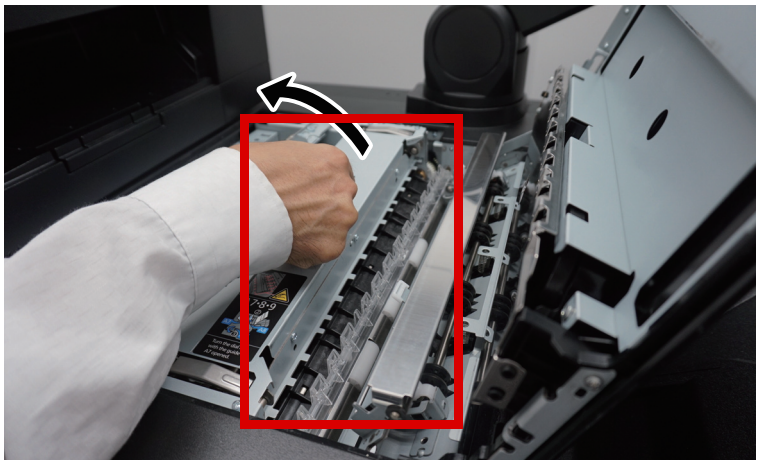
6 **Open right branch guide .**



7 **Release decurl lock plate in the direction of the arrow.**



8 **Hold handle and take out decurl unit in the direction of arrow.**



9 **Find the jammed paper and remove it.**

10 **Attach the unit in the reverse step of removing the decurl unit.**

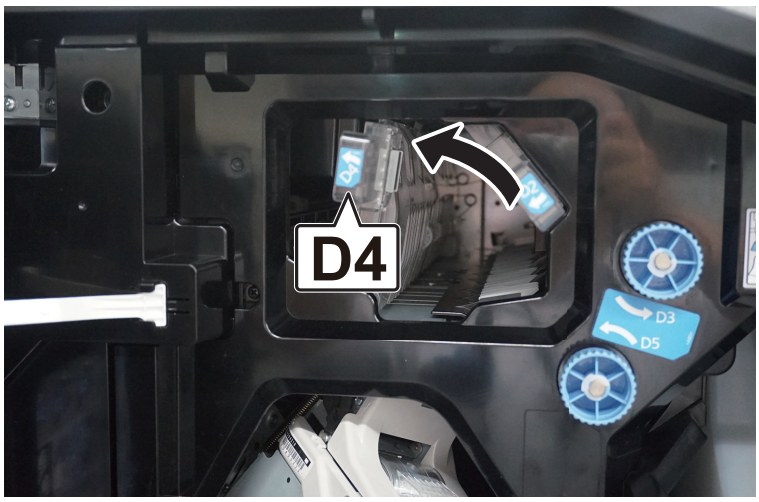
Clearing a Staple Jam

Clearing a Staple Jam of the 4,000-Sheet Finisher

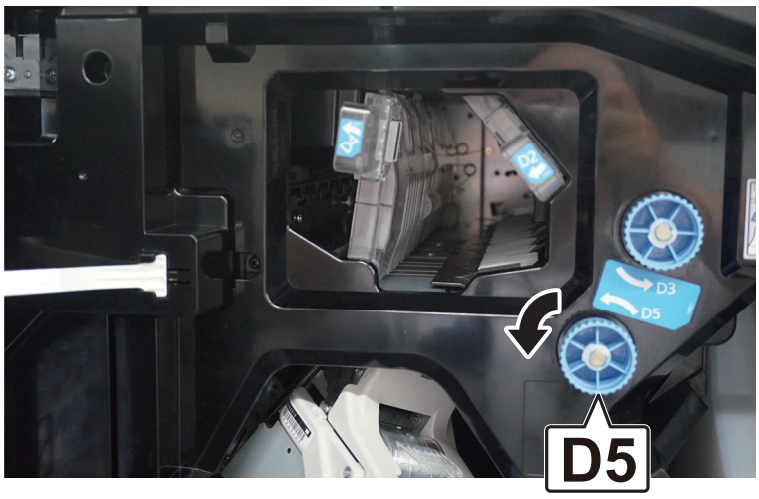
1 **Open the finisher front cover 1.**



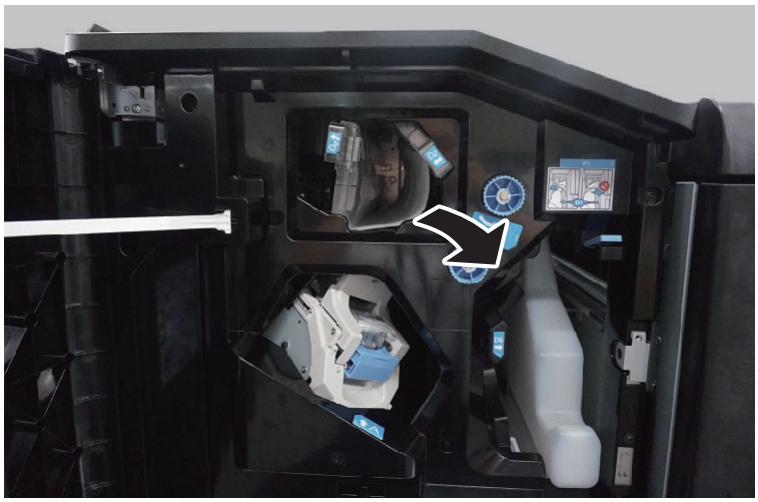
2 **Open the conveyor guide (D4).**



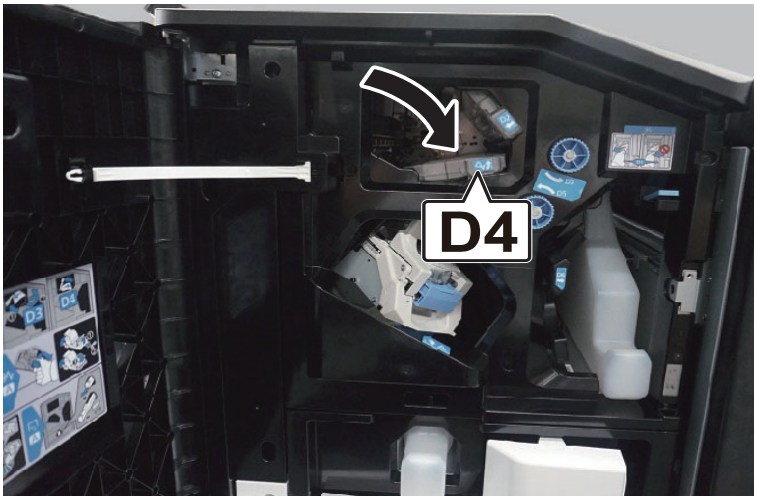
3 **Turn knob (D5).**



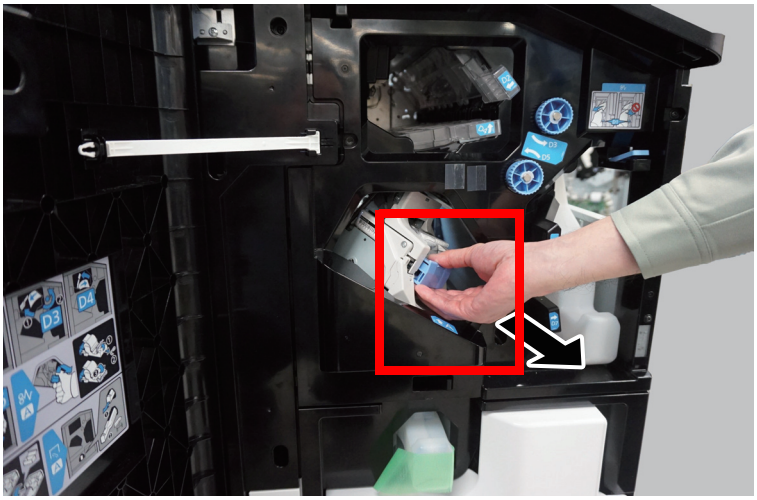
4 **Remove any jammed paper.**



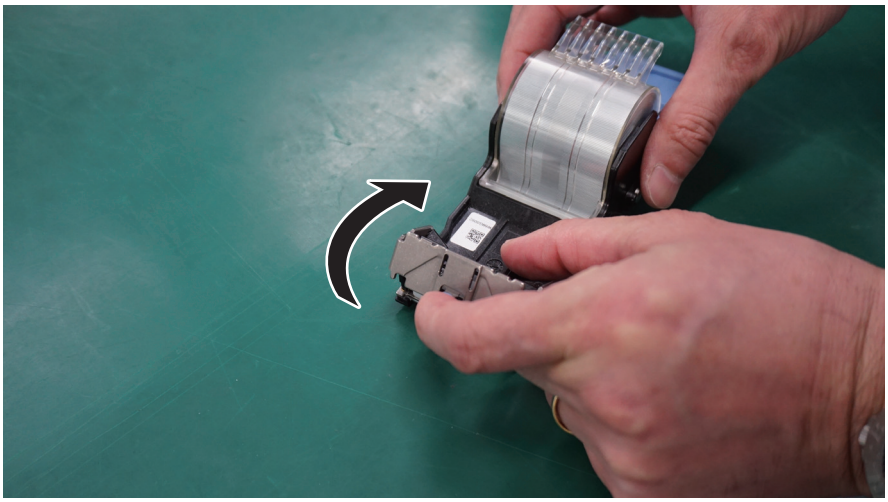
5 **Return the conveyor guide (D4) to the original position.**



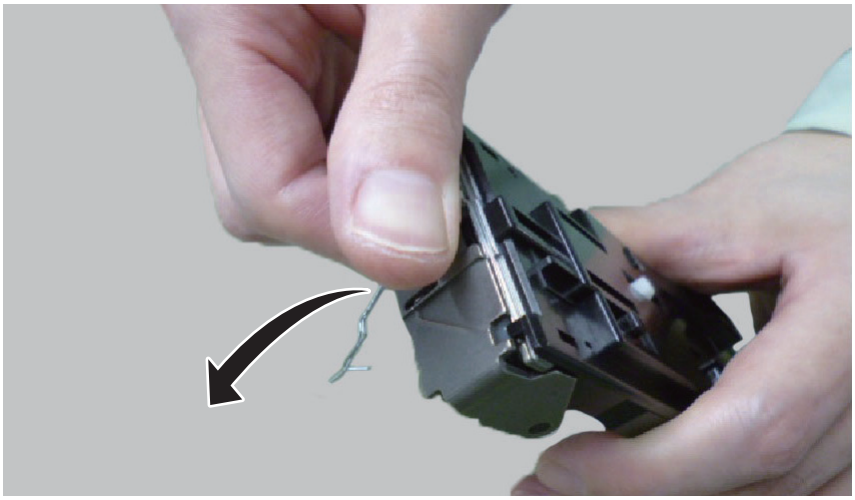
6 **Remove the Staple Cartridge Holder (A).**



7 Open the face pale of the Staple Cartridge Holder (A).



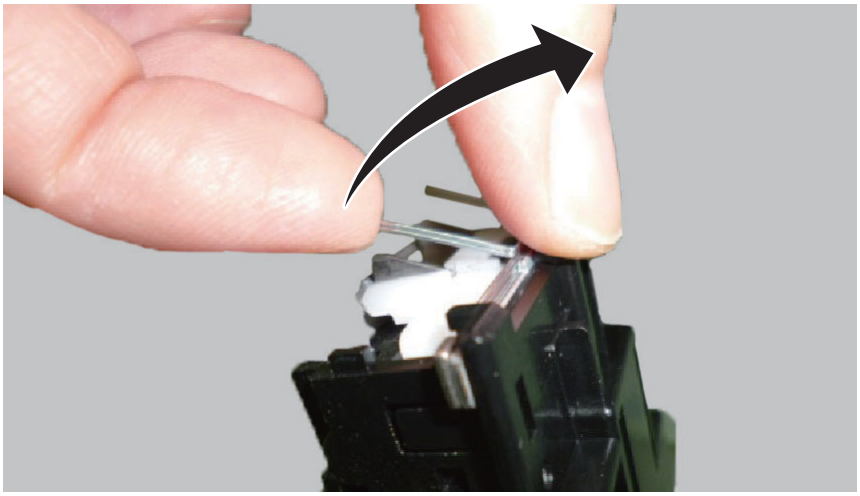
8 Remove the jammed staple.



IMPORTANT

Remove the protruding staple so as not to injure with it.

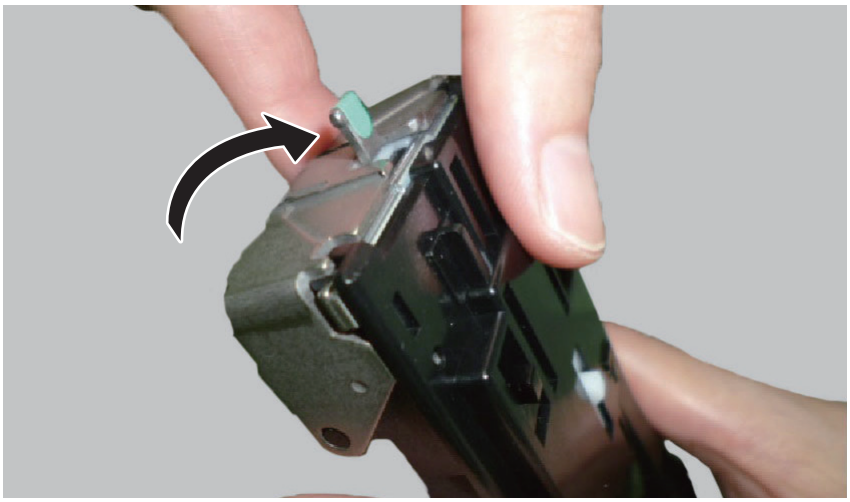
9 Remove the staples left at the tip of the cartridge.



IMPORTANT

If you close the face plate with the staple remaining, staple jam may occur again and cause the damage in the machine.

10 Close the face plate.



11 Install the Staple Cartridge Holder (A).

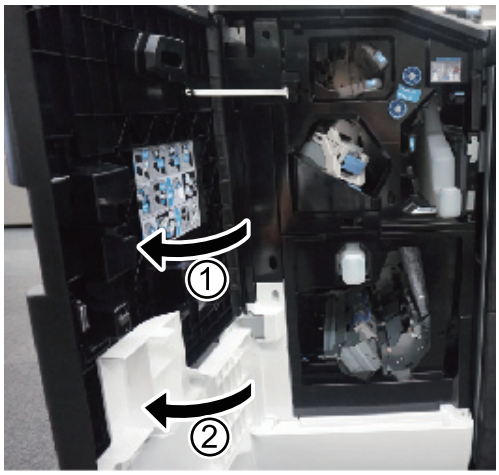


12 Return the Front Cover 1 to the original position.

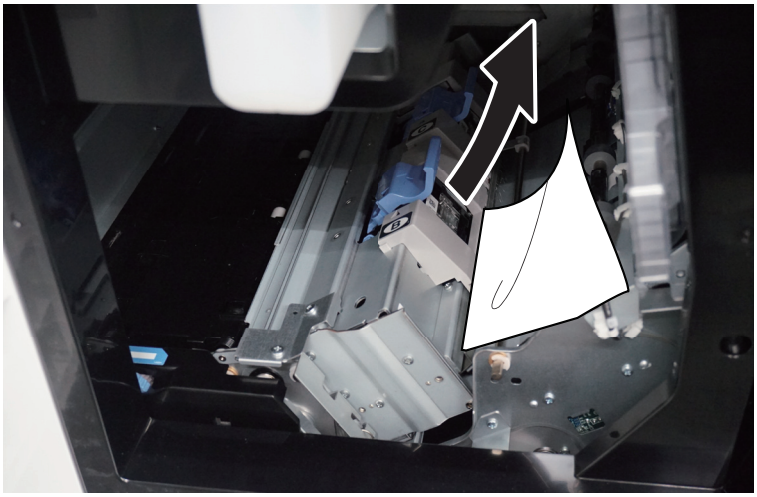


Clearing a Staple Jam of the Folding Unit

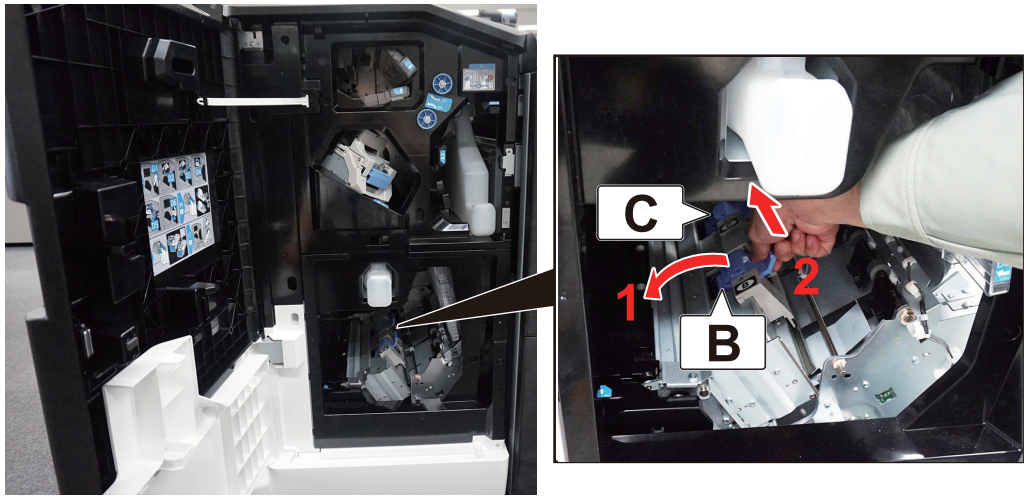
1 **Open the finisher front cover 1 and 2.**



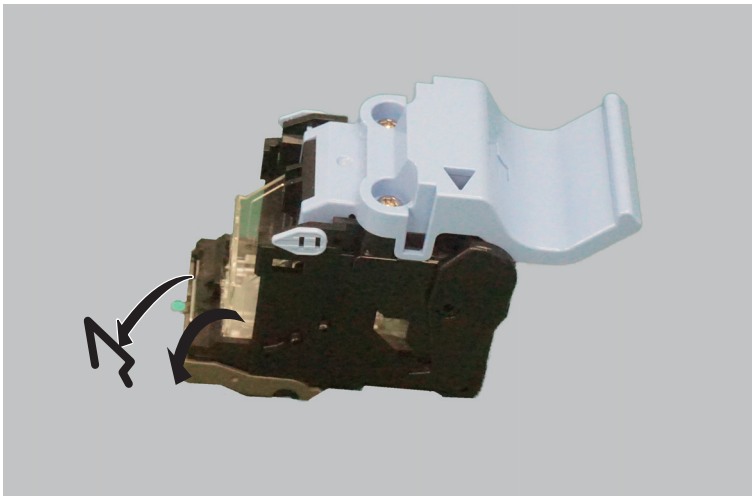
2 **Remove paper from inside the finisher.**



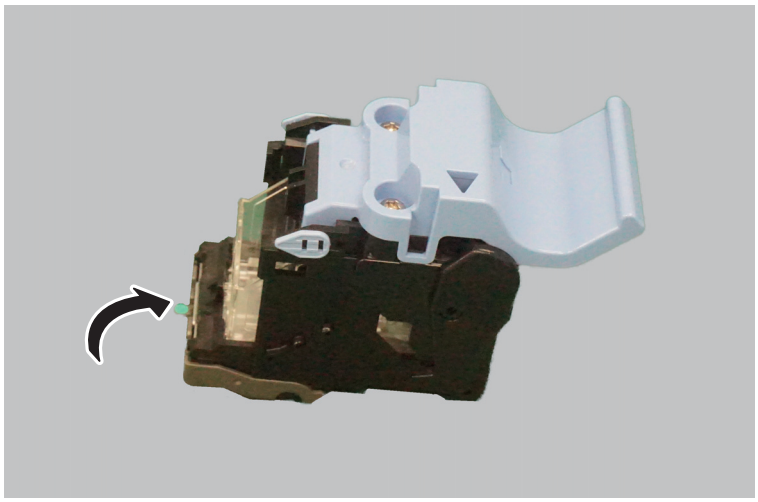
3 **Remove the Staple Cartridge Holder (B) or (C).**



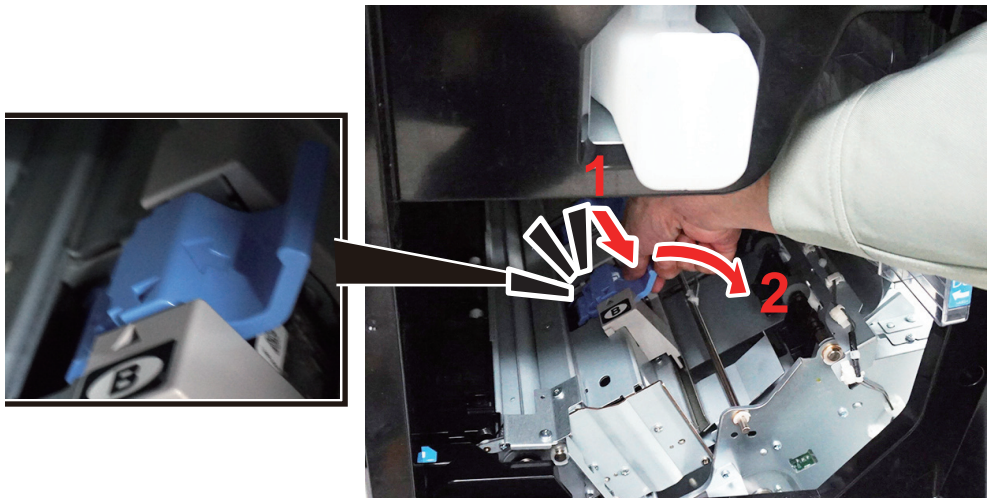
4 **Open the face plate of the Staple Cartridge Holder and remove the jammed staple.**



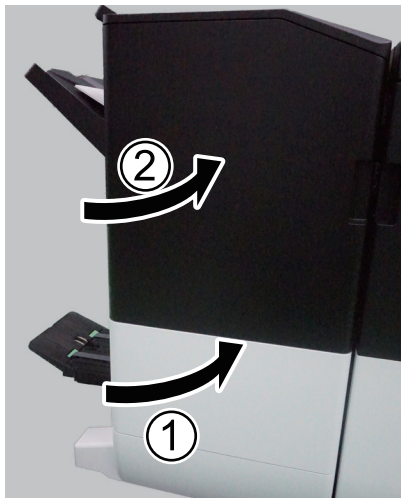
5 **Close the face plate.**



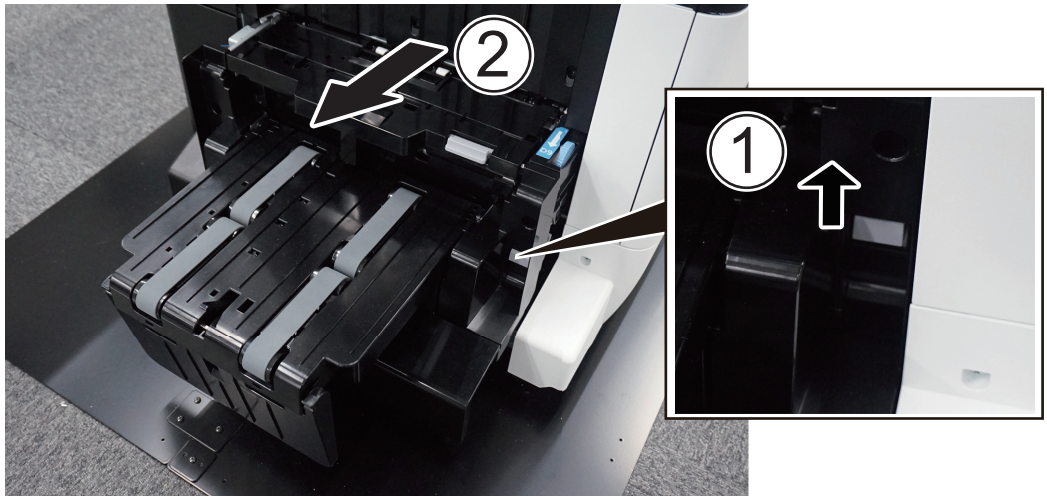
6 **Install the Staple Cartridge Holder (B) or (C).**



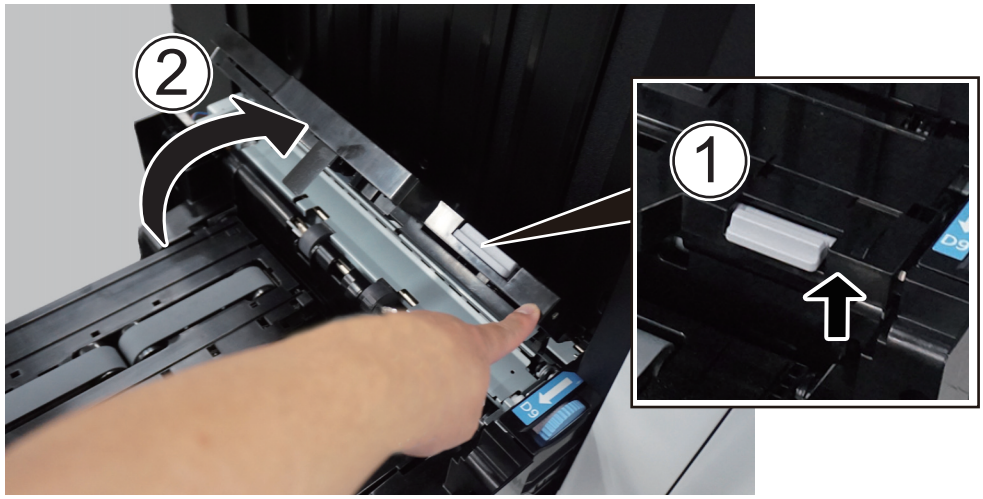
7 **Return the Front Cover 1 and 2 to the original position.**



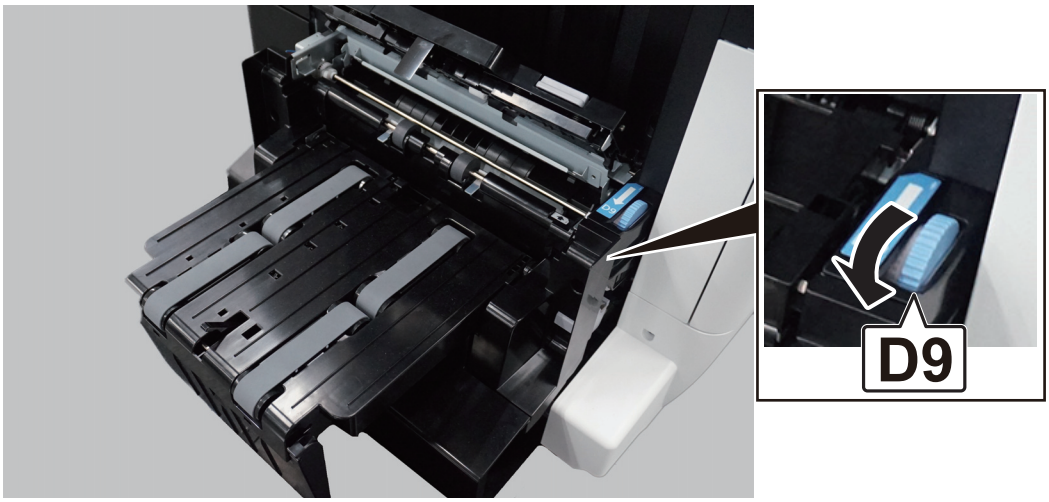
8 **Press the release lever to pull the folding unit out.**



9 **Open the folding unit top cover.**



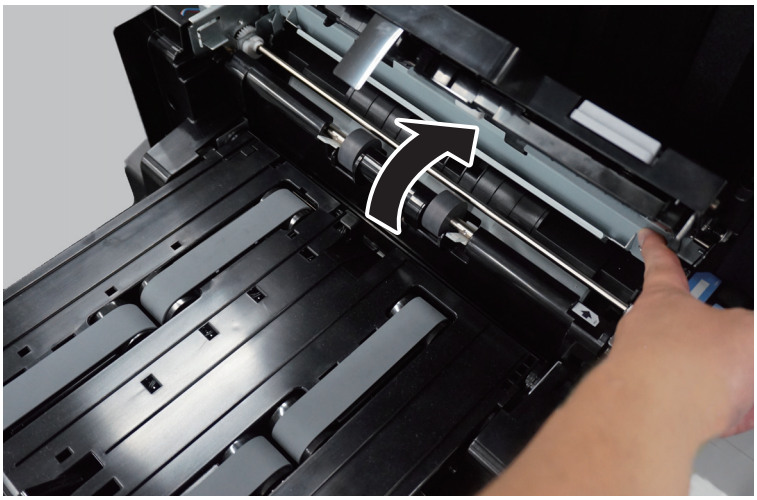
10 **Turn dial (D9).**



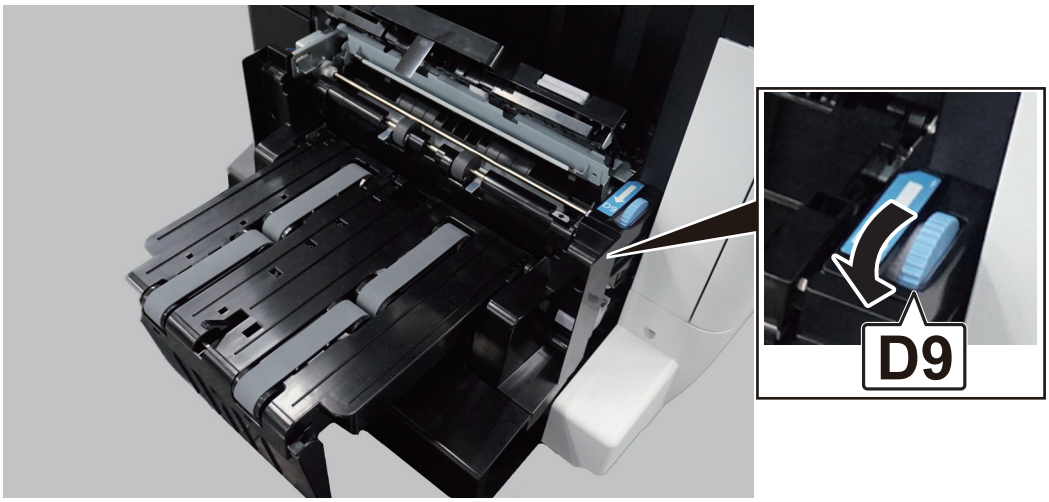
11 **Remove any jammed paper.**



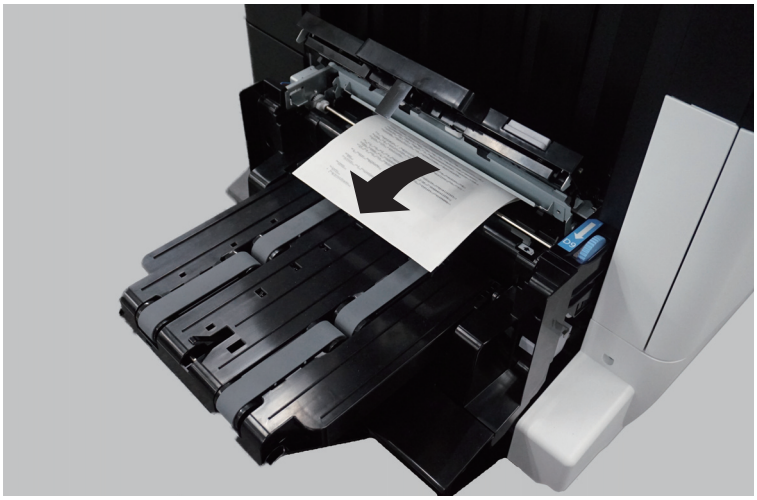
12 **Open the conveyor cover of the folding unit.**



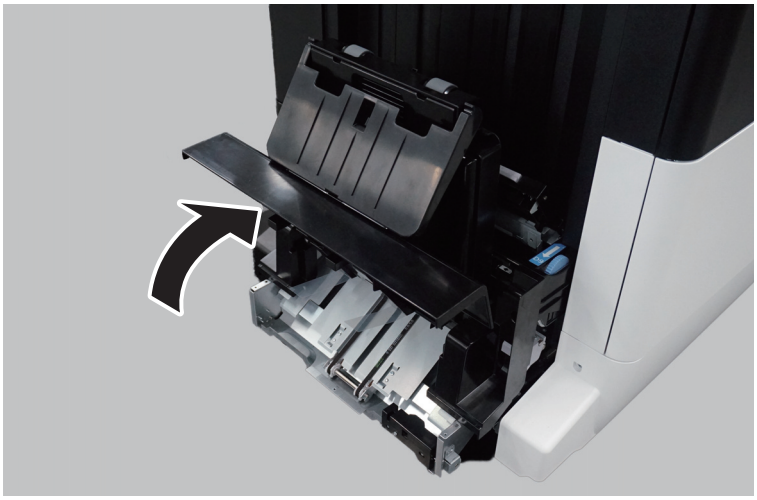
13 Turn dial (D9).



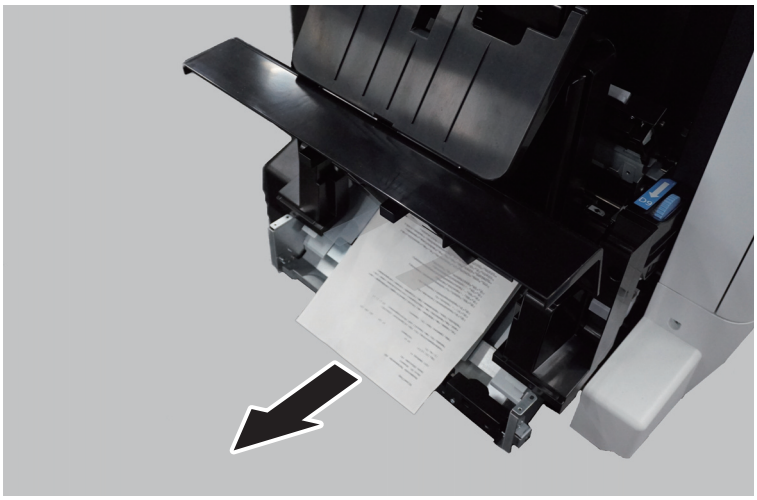
14 Remove any jammed paper.



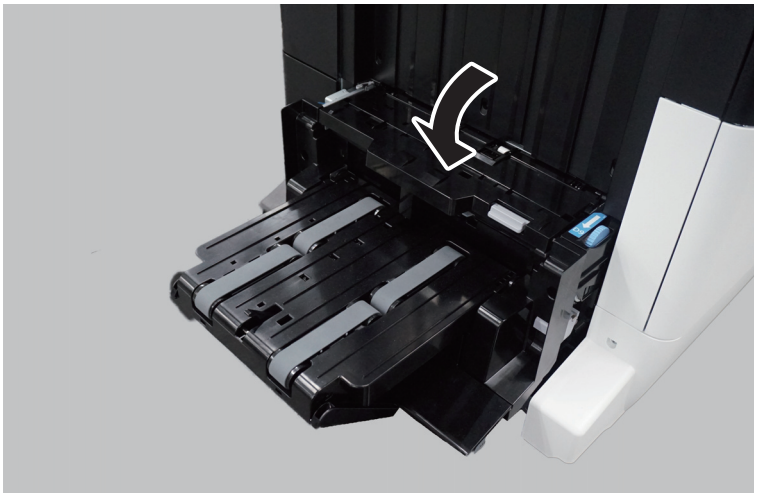
15 Lift up the folding tray.



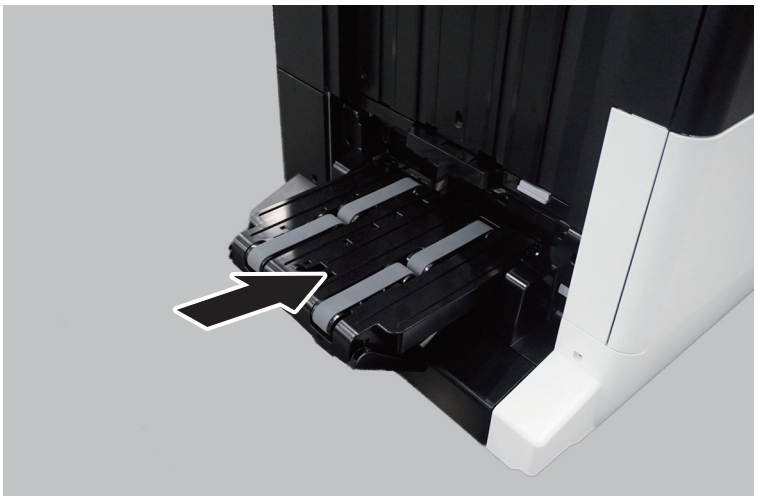
16 **Remove any jammed paper.**



17 **Return the folding tray and conveyor cover to the original position.**



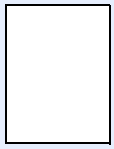
18 **Return the folding unit to the original position.**



Other Trouble

Printing does not start

When the following machine operation troubles occur, implement appropriate procedures.

Symptom	Checkpoints	Corrective Actions	Reference Page
An extended function does not start.	Is the Auto Panel Reset time short?	Set the Auto Panel Reset time to 30 seconds or more.	page 15-7
The screen does not respond when the power switch is turned on.	Is the machine plugged in?	Plug the power cord into an AC outlet.	—
	Is the machine powered on?	Turn on the main power switch.	page 3-5
Cannot print by sending a job from the printer driver.	Is there a message on the screen?	Determine the appropriate response to the message and respond accordingly.	page 19-72
	Is the machine in Sleep mode?	Select any key on the operation panel to recover the machine from Sleep mode.	page 3-9
Blank sheets are ejected. 	—	Check that the settings of the application software.	—
	Are the originals loaded correctly?	When placing originals on the platen, place them face-down and align them with the original size indicator plates.	page 4-20
		When placing originals in the document processor, place them face-up.	page 4-21
Cannot print.	Is the machine plugged in?	Plug the power cord into an AC outlet.	—
	Is the machine powered on?	Turn on the main power switch.	page 3-5
	Are the USB cable and network cable connected?	Connect the correct USB cable and network cable securely.	page 3-4
	When the network is configured using the name resolution, does the IP address (private address) of the other network which can not access coexists?	The number of host name and domain name which can be used with the machine is one respectively. Configure the network under this restriction.	—
		Change the settings of name resolution such as NetBEUI and DNS, or network environment settings.	**Command Center RX User Guide**
Cannot print with USB memory.	Is the USB host blocked?	Select [**Unblock**] in the USB host settings.	page 15-60
USB memory not recognized.	—	Check that the USB memory is securely plugged into the machine.	—

Symptom	Checkpoints	Corrective Actions	Reference Page
While "Auto-IP" is already set to [**On**], the IP address is not assigned automatically.	Is a value other than "0.0.0.0" entered for the link local address of TCP/IP(v4)?	Enter "0.0.0.0" for the IP address of TCP/IP(v4).	page 3-11

Troubleshooting When Using Send Function

Symptom	Checkpoints	Corrective Actions	Reference Page
Cannot send via SMB.	Is the network cable connected?	Connect the correct network cable securely.	page 3-3
	Have the network settings for the equipment been configured properly?	Configure the TCP/IP settings properly.	page 15-51
	Have the folder sharing settings been configured properly?	Check sharing settings and access privileges under the folder properties.	page 3-25
	Has the SMB protocol been set to [**On**]?	Set the SMB protocol setting to [**On**].	page 15-55
	Has [**Host Name**] been entered properly? *1	Check the name of the computer to which data is being sent.	page 11-6
	Has [**Path**] been entered properly?	Check the share name for the shared folder.	page 11-6
	Has [**Login User Name**] been entered properly? *1 *2	Check the domain name and login user name.	page 11-6
	Has the same domain name been used for [**Host Name**] and [**Login User Name**]?	Delete the domain name and backslash ("/") from [**Login User Name**].	page 11-6
	Has [**Login Password**] been entered properly?	Check the login password.	page 11-6
	Have exceptions for Windows Firewall been configured properly?	Configure exceptions for Windows Firewall properly.	page 3-30
	Do the time settings for the equipment, domain server, and data destination computer differ?	Set the equipment, domain server, and data destination computer to the same time.	—
	Is the screen displaying Send error?	Refer to Responding to Send Error.	page 19-63
Cannot send via the e-mail.	Is the E-mail send size limit set in the SMTP server registered on the machine?	Check the limit value is entered to "E-mail Size Limit" of [**E-mail**] setting in Command Center RX and change the value as necessary.	page 3-51
The machine is emitting steam in the area around the paper ejection slot.	Check the room temperature to see if it is low, or if damp paper was used.	Depending on the printing environment and the paper's condition, the heat generated during printing will cause the moisture in the paper to evaporate, and the steam emitted may look like smoke. This is not a problem, and you can continue printing. If the steam concerns you, raise the room temperature, or replace the paper with a newer, dryer paper.	—

Symptom	Checkpoints	Corrective Actions	Reference Page
Cannot create Searchable PDF file.	Is the proper language selected?	Check the language to extract.	page 13-51
	Can the texts on the original not be recognized as texts, or is the PDF creation time taken?	Check the following: • The original orientation is correct. • When setting the originals with the mixed orientation at once, [**On**] is selected for [**Auto Image Rotation**].	page 13-51
Cannot search a text that you want to search on the PDF file.	Have you set [**OCR Text Recognition**] in [**File Format**]?	Set [**OCR Text Recognition**] in [**File Format**].	page 13-51
	Are the texts of the scanned original fainted or too light?	Set [**Density**] to darker level.	page 13-10
	Is the background of the scanned original too dark and the texts are difficult to recognize?	Set [**Background Density Adj.**] to [**On**] or [**Manual**] and manually adjust the density lighter. Otherwise, set [**Density**] to darker level.	page 13-10 page 13-16
	Is the text or image on the back of the original visible on the front?	Set [**Prevent Bleed-through**] to [**On**].	page 13-17
Cannot find the machine with WSD.	Did you search by specifying the machine's IP address or host name?	For security reasons, [**HTTP**] protocol is set to [**Off**], and therefore you cannot search by IP address or host name.	—

*1 You can also enter a full computer name as the host name (for example, pc001.abcdnet.com).
*2 You can also enter login user names in the following formats:
Domain_name/user_name (for example, abcdnet/james.smith)
User_name@domain_name (for example, james.smith@abcdnet)

Responding to Send Error

Error Code	Message	Corrective Actions	Reference Page
1101	Failed to send the e-mail.	Check the host name of the SMTP server on the Command Center RX.	page 3-51
	Failed to send via FTP.	Check the host name of FTP.	page 11-9
	Failed to send via SMB.	Check the host name of SMB.	page 11-6
1102	Failed to send via SMB.	Check the SMB settings. • Login user name and login password **NOTE** If the sender is a domain user, specify the domain name. • Host name • Path	page 11-6
	Failed to send the e-mail.	Check the following on the Command Center RX. • SMTP login user name and login password • POP3 login user name and login password • E-mail size limit	page 3-51
	Failed to send via FTP.	Check the FTP settings. • Login user name and login password **NOTE** If the sender is a domain user, specify the domain name. • Path • Folder share permissions of the recipient	page 11-9
1103	Failed to send via SMB.	Check the SMB settings. • Login user name and login password **NOTE** If the sender is a domain user, specify the domain name. • Path • Folder share permissions of the recipient	page 11-6
	Failed to send via FTP.	Check the FTP settings. • Path • Folder share permissions of the recipient	page 11-9
1104	Failed to send the e-mail.	Check the e-mail address. **NOTE** If the address is rejected by the domain, you cannot send the email.	page 11-3

Error Code	Message	Corrective Actions	Reference Page
1105	Failed to send via SMB.	Check the following settings. [**System Menu/Counter**] key > [**Network Settings**] > “Network Settings” [**Protocol Settings**] > [**SMB Client (Transmission)**]	page 15-55
	Failed to send the e-mail.	Select [**On**] of the SMTP settings on the Command Center RX.	page 3-51
	Failed to send via FTP.	Check the following settings. [**System Menu/Counter**] key > [**Network Settings**] > “Network Settings” [**Protocol Settings**] > [**FTP Client (Transmission)**]	page 15-55
1106	Failed to send the e-mail.	Check the sender address of SMTP on the Command Center RX.	page 3-51
1131	Failed to send via FTP.	Enable the SSL. [**System Menu/Counter**] key > [**Security Settings**] > “Network Settings” [**SSL**]	page 15-70
1132	Failed to send the e-mail.	Check the following of the SMTP server. • Is SMTP over SSL available? • Is the encryption available?	—
	Failed to send via FTP.	Check the following of the FTP server. • Is FTPS available? • Is the encryption available?	—
2101	Failed to send via SMB.	Check the network and SMB settings. • The network cable is connected. • The hub is not operating properly. • The server is not operating properly. • Host name and IP address • Port number	—
	Failed to send via FTP.	Check the network and FTP settings. • The network cable is connected. • The hub is not operating properly. • The server is not operating properly. • Host name and IP address • Port number	—
	Failed to send the e-mail.	Check the network and Command Center RX. • The network cable is connected. • The hub is not operating properly. • The server is not operating properly. • POP3 server name of the POP3 user • SMTP server name	page 3-51

Error Code	Message	Corrective Actions	Reference Page
2102 **2103**	Failed to send via FTP.	Check the network. • The network cable is connected. • The hub is not operating properly. • The server is not operating properly.	—
		Check the following of the FTP server. • Is FTP available? • The server is not operating properly.	—
	Failed to send the e-mail.	Check the network. • The network cable is connected. • The hub is not operating properly. • The server is not operating properly.	—
2201 **2202** **2203**	Failed to send the e-mail. Failed to send via FTP. Failed to send via SMB.	Check the network. • The network cable is connected. • The hub is not operating properly. • The server is not operating properly.	—
2204	Failed to send the e-mail.	Check the e-mail size limit of the SMTP settings on the Command Center RX.	page 3-51
3101 **3102**	Failed to send the e-mail.	Check the authentication methods of both the sender and the recipient.	—
	Failed to send via FTP.	Check the network. • The network cable is connected. • The hub is not operating properly. • The server is not operating properly.	—
3201	Failed to send the e-mail.	Check the SMTP user authentication method of the recipient.	—
0007 **4201** **4701** **5101** **5102** **5103** **5104** **7101** **7102** **7103** **720f**	—	Turn the power switch off and back on. If this error occurs several times, make a note of the displayed error code and contact your service representative.	page 3-5
9181	—	The scanned original exceeds the acceptable number of pages of 999. Send the excess pages separately.	—

Responding to Printing System Error

Error Code	Message	Checkpoints	Corrective Actions
1020	Machine interface board failure. Call service.	—	Printing System failure has occurred. Make a note of the error code displayed on the touch panel. Call service.
1030	Failed to connect to the Printing System. Check the connection to the Printing System. > Printing System power > Interface cable connection	Is the power switch of Printing System turned ON?	Turn the power switch of Printing System on.
		Is the power cable of Printing System plugged?	Turn the power switch of the machine off and check that the power cable of Printing System is correctly plugged. After checking the power cable, turn the power switch of the machine on.
		Is the interface cable (DVI) connected from the machine to Printing System?	Check that the interface cable is correctly connected.
1031	Failed to connect to the Printing System. Check the connection to the Printing System. > Interface cable connection	—	Check that the interface cable is correctly connected. If the error exists, Printing System failure has occurred. Make a note of the error code displayed on the touch panel. Call service.
1040	Failed to connect to the Printing System. Check the connection to the Printing System. > Network cable connection > Network settings	Is the network cable connected from the machine to Printing System?	Check the network. • The network cable is connected. • The hub is not operating properly. • The server is not operating properly.
		Are the network settings correct?	Select [**System Menu/ Counter**] key, [**Network Settings**] and then [**Wired Network Settings**] of “Network Settings” and configure the following settings: • TCP/IP: On • IPv6: On

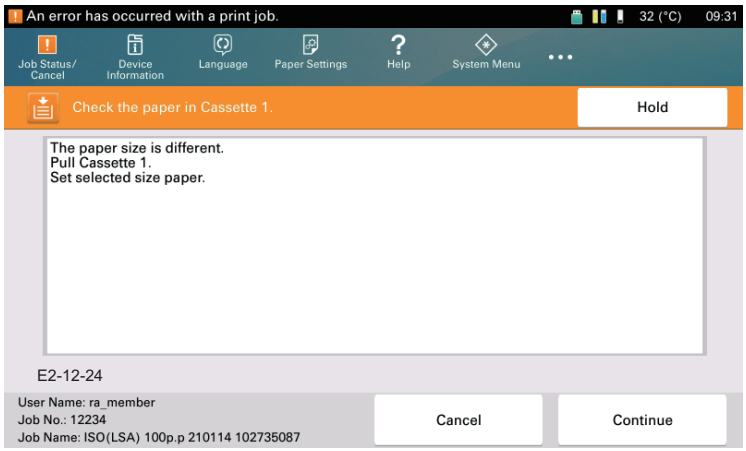
Error Code	Message	Checkpoints	Corrective Actions
2000	Failed to connect to the Printing System. Check the connection to the Printing System. > Both machine and Printing System > Firmware versions installed on the machine and Printing System	—	Make a note of the error code displayed on the touch panel. Call service.
2010 **2020**	Failed to connect to the Printing System. Check the connection to the Printing System. > Both machine and machine interface board > Firmware versions installed on the machine and Printing System	—	Make a note of the error code displayed on the touch panel. Call service.
3000	Failed to connect to the Printing System. Check the connection to the Printing System. > Network settings > Both machine and Printing System	—	Turn the power switch off and on. If the error exists, Printing System failure has occurred. Make a note of the error code displayed on the touch panel. Call service.

About paper output when a specific error occurs

If you select [**Display error**] in [**Error Handling**] when the following error occurs, a message is displayed and printing is stopped.

Wrong Size Paper Loaded

If the loaded paper size is different from the size configured, the following message will be displayed.

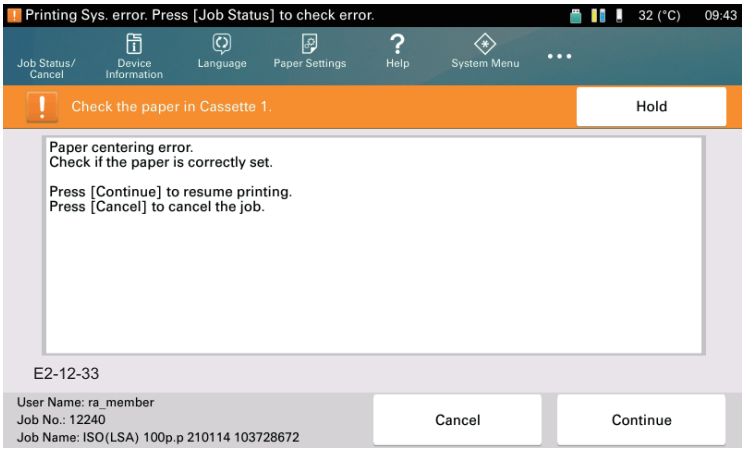


The causes and corrective actions of error are as follows.

Causes	Corrective Actions	Reference Page
The loaded paper size is different from the size configured.	Match the loaded paper and paper size settings.	page 15-13
Paper is not loaded correctly.	Adjust the paper length guide and width guide to the paper size required.	page 7-8 page 7-18 page 7-26 page 7-34
There are any folding, tears, and missing on the edge of the paper.	Change to new paper.	page 7-3 page 7-11

Paper Centering Error

If the loaded paper is conveyed out of alignment in the forward or backward direction of the machine, the following message will be displayed.

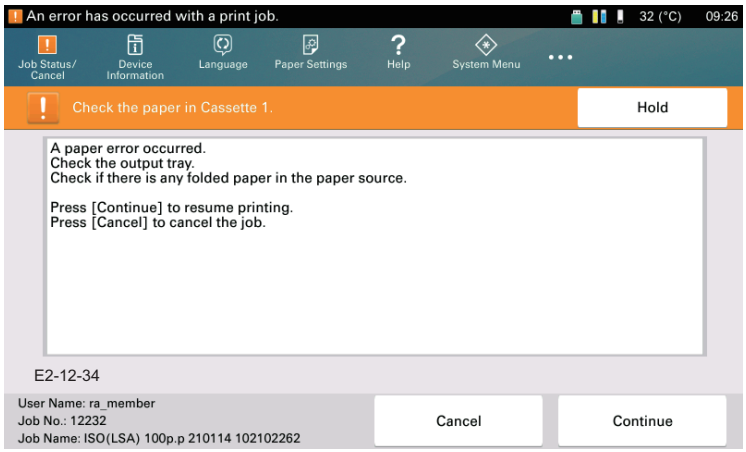


The causes and corrective actions of error are as follows.

Causes	Corrective Actions	Reference Page
The loaded paper size is different from the size configured.	Match the loaded paper and paper size settings.	page 15-13
If the image is printed obliquely with respect to the leading edge of the paper, the paper will skew.	Adjust the paper length guide and width guide to the paper size required.	page 7-8 page 7-18 page 7-26 page 7-34
There are any folding, tears, and missing on the edge of the paper.	Change to new paper.	page 7-3 page 7-11
The fed paper is conveyed at an angle (the image is printed at an angle to the leading edge of the paper).	Increase the deflection (resistance play) amount of machine's registration roller.	page 5-11 page 6-8

Eject Ink Where There Is No Paper

This machine has a function to detect and mask (do not eject ink) if there are missing parts such as punch holes in the paper. If the machine detects defects such as holes or creases in the area where the image should be printed, the following message will be displayed.



The causes and corrective actions of error are as follows.

Causes	Corrective Actions	Reference Page
The loaded paper is smaller than the size configured.	Match the loaded paper and paper size settings.	page 15-13
Paper is not loaded correctly.	Adjust the paper length guide and width guide to the paper size required.	page 7-8 page 7-18 page 7-26 page 7-34
There are any folding, tears, and missing on the edge of the paper.	Change to new paper.	page 7-3 page 7-11
When using thin paper, machine may falsely detect defects (holes or tears) in the paper.	Hold the thin paper up to light and make sure there are no defective parts.	page 7-15
You are using prepunched paper.	• Stop using prepunched paper and switch to plain paper. • Make sure that images are not printed on punched holes or missing parts of the paper, such as by adjusting the position of the document. • Configure [**Eject Ink Where There is No Paper**] in [**Error Handling**] to [**Do Not Eject Ink - Continue Printing**]. **NOTE** If you select [**Do Not Eject Ink - Continue Printing**], the area around the punch holes will not be printed because the ink will not be ejected to the area that should be printed.	page 15-26

When 4,000-sheet Finisher or 5,000-sheet Stacker is specified as the paper output, the paper after the error occurs is output to the Top tray of the Inverter and Decurler Unit. If switching of the output can not be made in time, it will be output to the internal tray of the Inverter and Decurler Unit.

IMPORTANT

In the following cases, the paper output is not changed after an error is detected.

- **When the paper output is the Right tray**
- **When discharging the banner paper from the Top tray of the Inverter and Decurler Unit**
- **When switching to the Top tray of the Inverter and Decurler Unit is not in time when discharging to the Top tray of 5,000-sheet Stacker (For index paper, postcard and paper length is 280 to 488.1 mm)**
- **When switching to the Top tray of the Inverter and Decurler Unit can not be made in time when discharging to the 4,000-sheet Finisher (when the paper length is 488.1 to 700 mm)**

Since the normal print job and error paper are mixed, remove the wasted paper from the paper output.

Responding to Messages

If the touch panel or the printing system displays any of these messages or error codes, follow the corresponding procedure.

NOTE

When contacting us, the serial number will be necessary. To check the serial number, refer to the following:

Display Setting Screen (page 4-3)

A

Message	Checkpoints	Corrective Actions	Reference Page
Acceptable staple count exceeded.[*1]	Is the acceptable number of sheets exceeded?	Select [**Continue**] to print without using Staple. Select [**Cancel**] to cancel the job.	—
Activation error.	—	Failed to activate the extended function. Contact administrator.	—
Add paper in cassette #.	Is the indicated cassette out of paper?	Load paper. Select the available paper. Select [**Continue**] to print.	page 7-18 page 7-26 page 7-34
Add paper in multipurpose tray.	Is the paper of the selected size loaded in the multipurpose tray?	Load paper. Select the available paper. Select [**Continue**] to print.	page 7-29 page 7-50
Adjusting Scanner.	—	The machine is under the adjustment to maintain its quality. Please wait.	—
Adjusting...	—	The machine is under the adjustment to maintain its quality. Please wait.	—

*1 When Auto Error Clear is set to [**On**], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

Auto Error Clear (page 15-27)

B

Message	Checkpoints	Corrective Actions	Reference Page
Box is not found.	—	The specified box cannot be found. Job is canceled. Select [**End**].	—

Message	Checkpoints	Corrective Actions	Reference Page
Box limit exceeded.[*1]	Is [**End**] displayed on the screen?	The specified box is full, and no further storage is available. Job is canceled. Select [**End**]. Try to perform the job again after printing or deleting data from the box.	—
	—	Repeat Copy box is full, and no further repeat copy is available. Select [**Continue**] to print scanned pages. Select [**Cancel**] to cancel the job.	—
Broadcast error.	—	An error has occurred during broadcast transmission. The job is canceled. Select [**End**].	—

*1 When Auto Error Clear is set to [**On**], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:
Auto Error Clear (page 15-27)

C

Message	Checkpoints	Corrective Actions	Reference Page
Cannot Banner Print.	—	System stamp is set up. Banner print cannot be carried out. Job is canceled. Select [**End**].	—
Cannot connect to Authentication Server.[*1]	—	Set machine time to match the server's time.	page 3-8
	—	Check the domain name.	—
	—	Check the host name.	—
	—	Check the connection status with the server.	—
Cannot connect to Server.	—	Check the connection status with the server.	—
Cannot duplex print on this paper.[*1]	Did you select a paper size/type that cannot be duplex printed?	If the selected paper is not changed and [**Continue**] is selected, duplex is released. Select the available paper. Select [**Continue**] to print.	—

Message	Checkpoints	Corrective Actions	Reference Page
Cannot find the destination computer. Check the computer.	Is the machine and the PC to which the scanned image is to be sent connected to the network?	Check the network and SMB settings. • The network cable is connected. • The hub is not operating properly. • The server is not operating properly. • Host name and IP address • Port number	page 3-11
	Is the account information (user ID, password) used to access the shared folder to which the scanned image is to be sent incorrect?	Check the following settings of the PC to which the scanned image is to be sent. • Host name • Path • Login user name **NOTE** If the sender is a domain user, specify the domain name. [Login User ID]@[Domain Name] Example: sa720XXXX@km • Login password • Folder share permissions of the recipient	—
Cannot offset this paper.*1	Did you select a paper size/type that cannot be offset?	If the selected paper is not changed and [**Continue**] is selected, offset is released. Select the available paper. Select [**Continue**] to print.	—
Cannot perform remote printing.	—	Remote printing is prohibited. The job is canceled. Select [**End**].	—
Cannot print the specified number of copies.*1	—	Only one copy is available. Select [**Continue**] to continue printing. Select [**Cancel**] to cancel the job.	—
Cannot process this job.*1	—	Restricted by Job Accounting. The job is canceled. Select [**End**].	—
Cannot punch at the specified position.	Have you selected a position that cannot be punched?	If the selected paper is not changed and [**Continue**] is selected, punch is released. Select the available paper. Select [**Continue**] to print.	page 13-8

Message	Checkpoints	Corrective Actions	Reference Page
Cannot punch this paper.	Did you select a paper size/type that cannot be punched?	If the selected paper is not changed and [**Continue**] is selected, punch is released. Select the available paper. Select [**Continue**] to print.	—
Cannot staple at the specified position.	Have you selected a position that cannot be stapled?	If the selected paper is not changed and [**Continue**] is selected, staple is released. Select the available paper. Select [**Continue**] to print.	page 13-8
Cannot staple this paper.*1	Did you select a paper size/type that cannot be stapled?	If the selected paper is not changed and [**Continue**] is selected, staple is released. Select the available paper. Select [**Continue**] to print.	—
Cannot use ##### due to a failure.	—	Contact your service representative.	—
Check the document processor.	Is the top cover of the document processor open?	Close the document processor cover.	—
	Is the document processor open?	Close the document processor.	—
Check the main unit right tray.	Is the acceptable storage capacity exceeded?	Remove the paper. Printing then resumes.	—
Check the paper in Cassette #. **The paper size is different.** **Pull Cassette #.** **Set selected size paper.**	Is the loaded paper size correct?	Make sure that the loaded paper matches the size setting.	page 15-13 page 19-68
	Is the paper loaded correctly?	Adjust the paper length guide and width guide to the paper size required.	page 7-8 page 7-18 page 7-26 page 7-34 page 19-68
	Are there any folds, tears, chips, or watermarks at the leading edge of the paper?	Check the condition of the paper. If there is any problem on the paper, replace new paper.	page 7-3 page 7-11 page 19-68
Check the paper in Cassette #. **Paper centering error.** **Check if the paper is correctly set.** **Press [Continue] to resume printing.** **Press [Cancel] to cancel the job.**	Is the loaded paper size correct?	Make sure that the loaded paper matches the size setting.	page 15-13 page 19-69
	Is the paper loaded correctly?	Adjust the paper length guide and width guide to the paper size required.	page 7-8 page 7-18 page 7-26 page 7-34 page 19-69
	Are there any folds, tears, chips, or watermarks at the leading edge of the paper?	Check the condition of the paper. If there is any problem on the paper, replace new paper.	page 7-3 page 7-11 page 19-69

Message	Checkpoints	Corrective Actions	Reference Page
Check the paper in Cassette #. **A paper error occurred.** **Check the output tray.** **Check if there is any folded paper in the paper source.** **Press [Continue] to resume printing.** **Press [Cancel] to cancel the job.**	Is the loaded paper size correct?	Make sure that the loaded paper matches the size setting.	page 7-3 page 7-11 page 19-70
	Is the paper loaded correctly?	Adjust the paper length guide and width guide to the paper size required.	page 15-13 page 19-70
	Are there any folds, tears, chips, or watermarks at the leading edge of the paper?	Check the condition of the paper. If there is any problem on the paper, replace new paper.	page 7-8 page 7-18 page 7-26 page 7-34 page 19-70
	Are you using thin paper?	Hold the thin paper up to light and make sure there are no defective parts.	page 7-15
	Are you using prepunched paper?	Stop using prepunched paper and switch to plain paper.	—
		Make sure that images are not printed on punched holes or missing parts of the paper, such as by adjusting the position of the document.	—
		Configure [**Eject Ink Where There is No Paper**] in [**Error Handling**] to [**Do Not Eject Ink - Continue Printing**]. **NOTE** If you select [**Do Not Eject Ink - Continue Printing**], the area around the punch holes will not be printed because the ink will not be ejected to the area that should be printed.	page 15-26
Check the paper in the multipurpose tray.	—	The paper size is different. Set selected size paper and select [**Continue**].	page 7-29 page 7-50
Check the paper feeder.	—	The paper feeder is not installed correctly. Attach the paper feeder.	—
Check staple waste box.	Is the staple waste box full?	Dispose the staple waste.	page 17-25
Confidential document was detected.	—	The machine detects the document guard pattern. Job is canceled. Select [**End**].	—

*1 When Auto Error Clear is set to [**On**], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:
➡ Auto Error Clear (page 15-27)

E

Message	Checkpoints	Corrective Actions	Reference Page
Empty the punch waste box.	Is the punch waste box full?	Follow the instructions on the screen. and empty the punch waste box.	page 17-27
Error occurred at cassette #.	—	Open the cassette. Check inside the machine and remove the paper.	—

F

Message	Checkpoints	Corrective Actions	Reference Page
Failed to specify Job Accounting.[*1]	—	Failed to specify Job Accounting when processing the job externally. The job is canceled. Select [**End**].	—
Failed to store job retention data.	—	The job is canceled. Select [**End**].	—

*1 When Auto Error Clear is set to [**On**], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:
➡ Auto Error Clear (page 15-27)

H

Message	Checkpoints	Corrective Actions	Reference Page
Hard Disk error.	—	An error has occurred on the hard disk. Job is canceled. Select [**End**]. The error cords are as follows. 01: The amount of data that can be saved at once has been exceeded. Restart the system or turn the power OFF/ON. If the error still occurs, divide the file into smaller files. If the error occurs after the file is divided, the hard disk is damaged. Execute [**System Initialization**]. 04: Insufficient space on the hard disk to complete this operation. Move data or delete unneeded data.	—
Hard disk failure. Call service.	—	Contact your service representative.	—
Head Cleaning Fluid is empty.	—	Contact your service representative.	—

I

Message	Checkpoints	Corrective Actions	Reference Page
Incorrect account ID.*1	—	The account ID was incorrect when processing the job externally. The job is canceled. Select [**End**].	—
Incorrect box password.	—	The box password was incorrect when processing the job externally. The job is canceled. Select [**End**].	—
Ink [C][M][Y][K] are empty.	—	Replace the ink container.	page 17-10
Ink is low. [C][M][Y][K](Replace when empty.)	—	It is almost time to replace the ink container. Obtain a new ink container.	—
Install the punch waste box.	—	Follow the instructions on the screen. and install the punch waste box.	page 17-27
Install Waste Ink Box.	—	Contact your service representative.	—

*1 When Auto Error Clear is set to [**On**], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:
➡ Auto Error Clear (page 15-27)

J

Message	Checkpoints	Corrective Actions	Reference Page
Job Accounting restriction exceeded.*1	Is the acceptable printing count restricted by Job Accounting exceeded?	The printing count exceeded the acceptable count restricted by Job Accounting. Cannot print any more. The job is canceled. Select [**End**].	—

*1 When Auto Error Clear is set to [**On**], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:
➡ Auto Error Clear (page 15-27)

K

Message	Checkpoints	Corrective Actions	Reference Page
KPDL error. *1	—	PostScript error has occurred. The job is canceled. Select [**End**].	—

*1 When Auto Error Clear is set to [**On**], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:
➡ Auto Error Clear (page 15-27)

M

Message	Checkpoints	Corrective Actions	Reference Page
Machine failure.	—	Internal error has occurred. Make a note of the error code displayed on the screen. Call service.	—
Maximum number of scanned pages.	Is the acceptable scanning count exceeded?	Cannot scan pages any more. Follow the instructions on the screen.	—
Memory is full.[*1]	—	The memory is full and the job cannot be continued. Select [**Continue**] to print the scanned pages. The print job cannot be processed completely. Select [**Cancel**] to cancel the job.	—
	—	The process cannot be performed due to insufficient memory. If only [**End**] is available, select [**End**]. The job will be canceled. When insufficient memory occurred frequently, contact your dealer or service representative.	—

*1 When Auto Error Clear is set to [**On**], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:
➡ Auto Error Clear (page 15-27)

P

Message	Checkpoints	Corrective Actions	Reference Page
Paper cannot be sent to any tray.	Have you selected a size or type of paper, and paper output that is not available?	Check the size and type of paper that is available on the paper output. Change the paper and configure paper feeding settings, and then specify the paper output.	—
Paper centering error. **Check if the paper is correctly set.**	Is the paper loaded correctly?	Load paper correctly in the paper source.	page 7-18
Paper jam.	—	If a paper jam occurs, the machine will stop and the location of the jam will be indicated on the screen. Leave the machine on and follow the instructions to remove the jammed paper.	page 19-38
Paper left.	—	Remove paper from the document finisher.	—

Message	Checkpoints	Corrective Actions	Reference Page
Preparing to print.	—	The machine is under the adjustment to maintain its quality. Please wait.	—
Printing System error.	—	An error has occurred on Printing System. Refer to Responding to Printing System Error for the error code and corrective actions.	page 19-66
Printing System error. Press Status/Job Cancel key to check error.	Select [**Status/Job Cancel**] key. Is the [**Printing System Error.**] message displayed?	An error has occurred on Printing System. Refer to Responding to Printing System Error for the error code and corrective actions.	page 19-66
	Select [**Status/Job Cancel**] key. Is the [**Device/Communication**] screen displayed?	An error has occurred on Printing System. Select [**Printing Sys Err**] of the [**Device/Communication**] screen and check error.	page 19-66

R

Message	Checkpoints	Corrective Actions	Reference Page
Regulating the temperature...	—	The machine is under the adjustment to maintain its quality. Please wait.	—
Remove originals in the document processor.	Are there any originals left in the document processor?	Remove originals from the document processor.	—
Replace all originals and press [Continue].	—	Remove originals from the document processor, put them back in their original order, and place them again. Select [**Continue**] to resume printing. Select [**Cancel**] to cancel the job.	—
Running security function...	—	Running security function. Please wait.	—

S

Message	Checkpoints	Corrective Actions	Reference Page
Scanner memory is full.[*1]	—	Scanning cannot be performed due to insufficient memory of the scanner. Follow the instructions on the screen.	—
Send error.[*1]	—	An error has occurred during transmission. The job is canceled. Select [**End**]. Refer to Responding to Send Error for the error code and corrective actions.	page 19-63
Skewed originals or multi originals fed at once.	—	See the caution attached on the document processor and check the originals. If the originals are jammed, follow the instructions on the screen to remove the originals.	—
Staple is empty. [*1]	Has the staple cartridge holder run out of staples?	If the staples are depleted, the machine will stop and the location of staple depletion will be indicated on the screen. Leave the machine on and follow the instructions to replace the staple case. Select [**Continue**] to print without stapling. Select [**Cancel**] to cancel the job.	page 17-21 page 17-23
Staple is empty. (Manual Staple)	Has staple cartridge holder A run out of staples?	Add staples to staple cartridge holder A.	page 17-21
Staple jam.	—	If a staple jam occurs, the machine will stop and the location of the jam will be indicated on the screen. Leave the machine on and follow the instructions to remove the jammed staple.	page 19-49
System error.	—	System error has occurred. Follow the instructions on the screen.	—

*1 When Auto Error Clear is set to [**On**], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:
➡ Auto Error Clear (page 15-27)

T

Message	Checkpoints	Corrective Actions	Reference Page
The cover is open.	Is there any cover which is open?	Close the cover indicated on the screen.	—
The removable memory is not formatted.	Is the removable memory formatted by this machine?	Perform [**Format**] on this machine.	page 14-13
The slit glass requires cleaning.	—	Clean the slit glass using the cleaning cloth supplied with the document processor.	page 17-6
This user account is locked out.	—	Contact administrator. The job is canceled. Select [**End**].	—
Time for maintenance soon. #####	—	Contact your service representative.	—
Tray # is full of paper.	Is the acceptable storage capacity exceeded?	Remove the paper. Printing then resumes.	—
	Is the paper curled?	Adjust the curl value from the decurl setting of Main unit or Inverter and Decurler Unit.	page 5-8 page 5-9 page 6-5 page 6-6

U

Message	Checkpoints	Corrective Actions	Reference Page
Unknown Ink Installed. PC [C][M][Y][K]	Does the installed ink container's regional specification match the machine's?	Install the specified cartridge.	—

Message	Checkpoints	Corrective Actions	Reference Page
USB Drive error.[*1]	Is writing to a removable memory prohibited?	An error occurred in the removable memory. The job stopped. Select [**End**]. The error cord is as follows. 01: Connect a removable memory that can be written to.	—
	—	An error occurred in the removable memory. The job stopped. Select [**End**]. The error cord is as follows. 01: The amount of data that can be saved at once has been exceeded. Restart the system or turn the power OFF/ON. If the error still occurs, the removable memory is not compatible with the machine. Use the removable memory formatted by this machine. If the removable memory cannot be formatted, it is damaged. Connect a compatible removable memory.	—
USB Drive is full.[*1]	—	The job is canceled. Select [**End**]. Insufficient free space in the removable memory. Delete unneeded files.	—

*1 When Auto Error Clear is set to [**On**], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:
➡ Auto Error Clear (page 15-27)

W

Message	Checkpoints	Corrective Actions	Reference Page
Warning for high temperature. Adjust the room temperature.	—	Print quality may be deteriorated. Adjust the temperature and the humidity of your room.	—
Warning for low temperature. Adjust the room temperature.	—	Print quality may be deteriorated. Adjust the temperature and the humidity of your room.	—
Warning low memory.	—	Cannot start the job. Try again later.	—
Waste ink box almost full.	—	Contact your service representative.	—
Waste Ink Box is full.	Is the waste ink box full?	Contact your service representative.	—

Y

Message	Checkpoints	Corrective Actions	Reference Page
You cannot use this box.	—	You cannot use the specified box. Job is canceled. Select [**End**].	—

20 Appendix

This chapter explains how to set up extended functions and optional functions, as well as the specifications of the main unit and options, and provides a glossary.

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Extended Function

You can use various extended functions. For details, contact your sales representative and dealer.

Activating Extended Functions

To use extended functions, you need to start up them.

1 Display the screen.

[**System Menu/Counter**] key > [**Activate Ext. function**] > "Extended Function" [**Extended Function List**]

NOTE

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

2 Activate the extended function.

1 Select the desired extended function > [**Activate**]

You can view detailed information on the selected extended function by selecting [ ] (information icon).

2 Enter the license key > [**Official**]

Some functions do not require you to enter a license key. If the license key entry screen does not appear, go to step 2-3. To use the extended function as a trial, select [**Trial**] without entering the license key.

3 Select [**Yes**].

IMPORTANT

- **If you change the date/time while using the trial version of an extended function, you will no longer be able to use it.**
- **Icons of activated extended function are displayed in the Home screen.**

3 Select the extended function icon in the Home screen.

Select the extended function icon.

The extended function will start up.

Deactivating Extended Functions

1 Display the screen.

[**System Menu/Counter**] key > [**Activate Ext. Function**] > "Extended Function" [**Extended Function List**]

NOTE

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

2 Deactivate the extended function.

Select the desired function to exit > [**Deactivate**]

NOTE

- Select [**x**] on the screen if you want to exit the already activated extended function.
- The procedure for exiting some functions may differ.

Optional Function

Overview of the Optional Function

The function listed below are installed on this machine.

Function
Data Security Kit
Card Authentication Kit

Starting Function Use

1 Display the screen.

[**System Menu/Counter**] key > [**Activate Ext. Function**] > "Optional Function" [**Optional Function List**]

NOTE

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are both set as 15000.

2 Select the desired function > [Activate]

You can view detailed information on the selected function by selecting [ ] (information icon).

3 Enter the license key > [Official]

4 Select [Yes] in the confirmation screen.

NOTE

Icons of activated function are displayed in the Home screen.

Checking Details of Optional Function

1 Display the screen.

[**System Menu/Counter**] key > [**Activate Ext. Function**] > "Optional Function" [**Optional Function List**]

NOTE

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are both set as 15000.

2 Select [ ] (information icon) for the function whose detailed information you want to check.

You can view detailed information on the selected function.

The table below lists the item you can view.

Item
Function Name
License
Status

About Workflow Solutions

This machine can perform variable data printing using the following software from Objectif Rune.

Item	Description
PrintShop Mail	Software for direct mail creation. The information in the database is inserted as variable data in a fixed format document at any place, and only the conditions specified in advance are printed.
PlanetPress	Business processing software for high-volume or on-demand printing, such as invoices and statements. You can also manage document workflow.

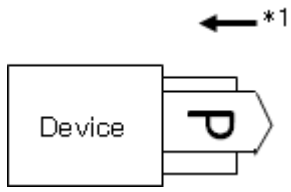
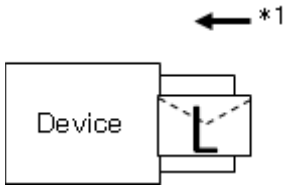
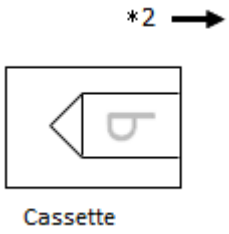
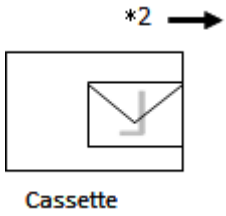
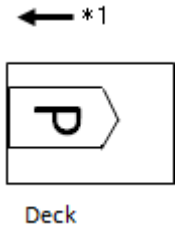
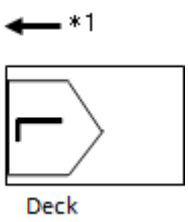
Contact your dealer or service representative for product details.

Special Paper Print Orientation

Paper setting orientation is defined for some media type, such as Envelope, Hagaki, or Ofuku hagaki. The following is supplemental descriptions for each specification.

Envelope

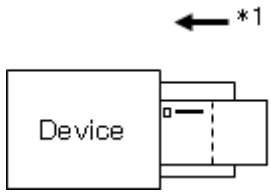
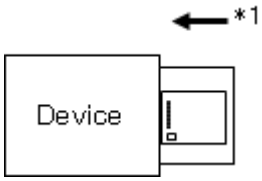
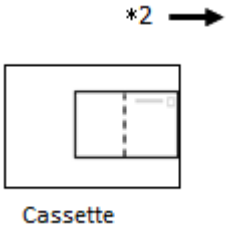
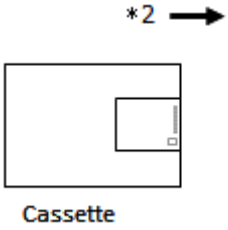
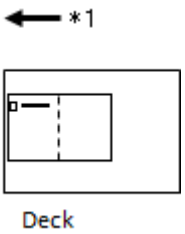
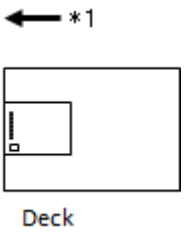
If Envelope has been selected for Media type or Paper catalog, match the finishing form to your paper setting orientation.

Paper Source	Orientation	Description
Machine's multipurpose tray		Open the flap, and place the envelope with its print side facing up and the flap directed to the opposite side from the paper feeding slot.
		Close the flap, and place the envelope with its print side facing up and its flap directed to the far end of the device.
Cassette 1 and 2		Open the flap, and place the envelope with its print side facing down and the flap directed to the opposite side from the paper feeding slot.
		Close the flap, and place the envelope with its print side facing down and the flap directed to the far end of the device.
Cassette 5 to 8 Optional multipurpose tray		Open the flap, and place the envelope with its print side facing up and the flap directed to the opposite side from the paper feeding slot.
		Open the flap, and place the envelope with its print side facing up and the flap directed to the opposite side from the paper feeding slot.

*1 Seeing the device from the above, the left side of the paper set is the paper feeding direction.

Cardstock

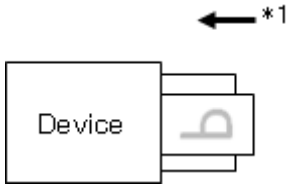
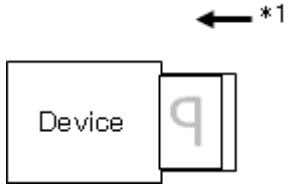
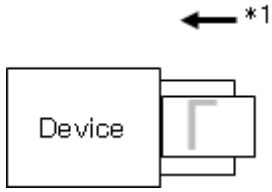
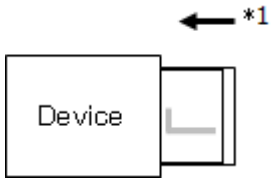
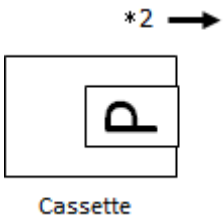
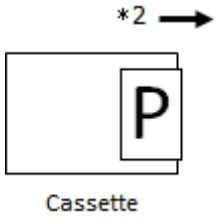
If Cardstock or Return postcard (Hagaki pr Oufuku hagaki) has been selected for Media type or Paper catalog, match the finishing form to your paper setting orientation.

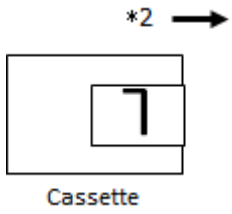
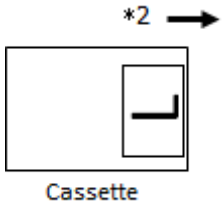
Paper Source	Orientation	Description
Machine's multipurpose tray		Place the Oufuku hagaki with its print side facing up and the top edge directed to the far end of the device.
		Place the hagaki with its print side facing up and the top edge directed to the same as the paper feed slot.
Cassette 1 and 2		Place the Oufuku hagaki with its print side facing down and the top directed to the far end of the device.
		Place the Hagaki with its print side facing down and its top edge directed to the same as the paper feed slot.
Cassette 5 to 8 Optional multipurpose tray		Place the Oufuku hagaki with its print side facing up and the top edge directed to the far end of the device.
		Place the hagaki with its print side facing up and the top edge directed to the same as the paper feed slot.

*1 Seeing the device from the above, the left side of the paper set is the paper feeding direction.

Preprinted/Letterhead/Inkjet matte paper

If Preprinted, Letterhead, or Inkjet matte paper is selected for Media type or Paper catalog and if Special paper orientation is set at the same orientation, match the finishing form to the user's paper setting orientation.

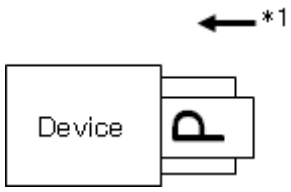
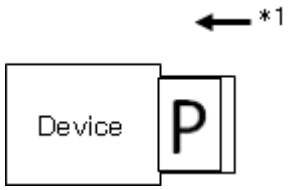
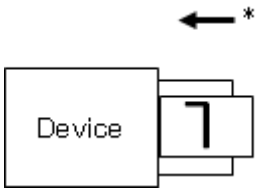
Paper Source	Orientation	Description
Machine's multipurpose tray/ Optional multipurpose tray/ Cassette 5 to 8		Portrait original: Short edge feed Place a sheet with its front print side facing down and its top edge directed to the opposite from the paper feeding inlet.
		Portrait original: Long edge feed Place a sheet with its front print side facing down and the top edge directed to the far end.
		Landscape original: Short edge feed Place a sheet with its front print side facing down and its top edge directed to the near side.
		Landscape original: Long edge feed Place a sheet with its front print side facing down and its top edge directed to the opposite side from the paper inlet.
Cassette 1 and 2		Portrait original: Short edge feed Place a sheet with its front print side facing up and its top edge directed to the opposite side from the paper inlet.
		Portrait original: Long edge feed Place a sheet with its front print side facing up and its top edge directed to the far end.

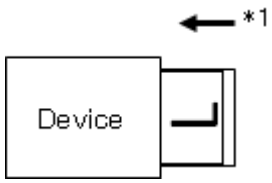
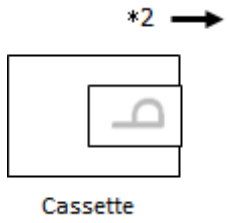
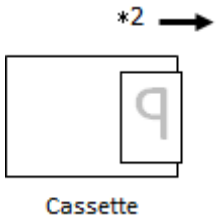
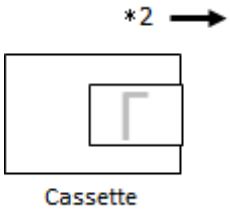
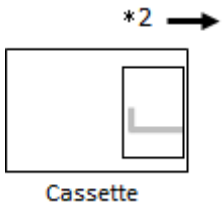
Paper Source	Orientation	Description
Cassette 1 and 2		Landscape original: Short edge feed Place a sheet with its front print side facing up and its top edge directed to the near side.
		Landscape original: Short edge feed Place a sheet with its front print side facing up and its top edge directed to the opposite side from the paper inlet.

*1 Seeing the device from the above, the left side of the paper set is the paper feeding direction.
*2 Seeing the device from the above, the right side of the paper set is the paper feeding direction.

If Preprinted, Letterhead, or Inkjet matte paper is selected for Media type or Paper catalog and Special paper orientation is set at [Speed priority] (same as the base operation), load the paper as shown in the below.

IMPORTANT
The machine will not work properly with the paper orientation when printing on double-sided.

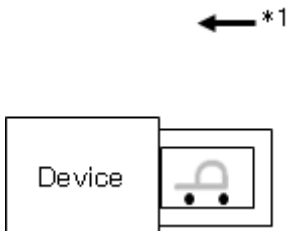
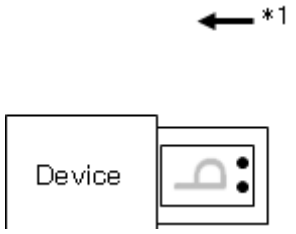
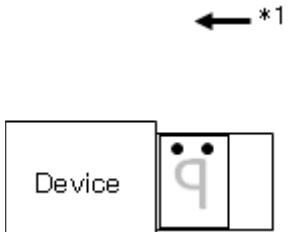
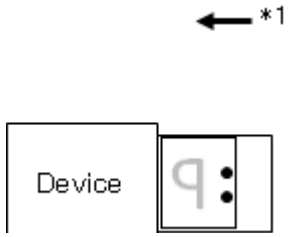
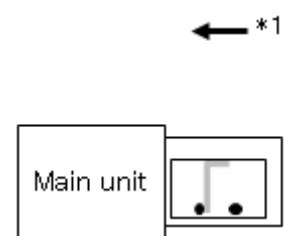
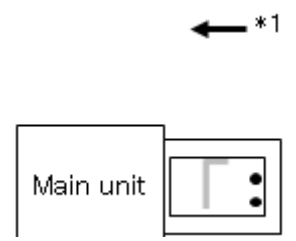
Paper Source	Orientation	Description
Machine's multipurpose tray/ Optional multipurpose tray/ Cassette 5 to 8		Portrait original: Short edge feed Place a sheet with its print side facing up and the top of the image directed to the same side as the paper inlet.
		Portrait original: Long edge feed Place a sheet with its print side facing up and the top of the image directed to the far end.
		Landscape original: Short edge feed Place a sheet with its print side facing up and the top of the image directed to the near side.

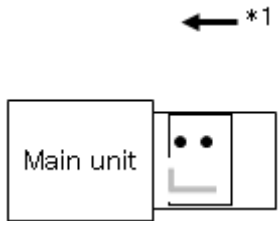
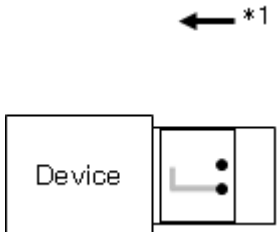
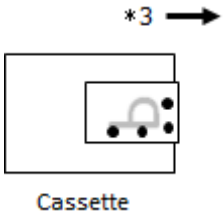
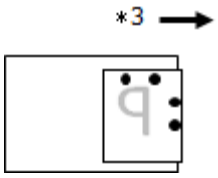
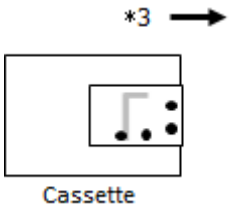
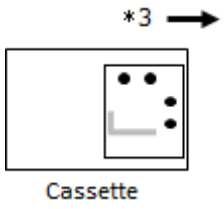
Paper Source	Orientation	Description
Machine's multipurpose tray/ Optional multipurpose tray/ Cassette 5 to 8		Landscape original: Long edge feed Place a sheet with its print side facing up and the top of the image directed to the same side as the paper inlet.
Cassette 1 and 2		Portrait original: Short edge feed Place a sheet with its print side facing down and the top of the image directed to the same side as the paper inlet.
		Portrait original: Long edge feed Place a sheet with its print side facing down and the top of the image directed to the far end.
		Landscape original: Short edge feed Place a sheet with its print side facing down and the top of the image directed to the near side.
		Landscape original: Short edge feed Place a sheet with its print side facing down and the top of the image directed to the same side as the paper inlet.

*1 Seeing the device from the above, the left side of the paper set is the paper feeding direction.
*2 Seeing the device from the above, the right side of the paper set is the paper feeding direction.

Prepunched

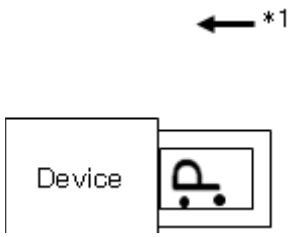
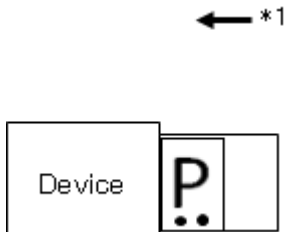
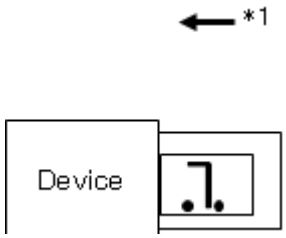
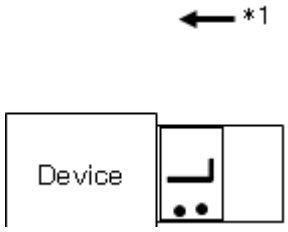
If Prepunched is selected for Media type or Paper catalog and if Special paper orientation is set at the same orientation, match the finishing form to the user's paper setting orientation.

Paper Source	Orientation	Description
Machine's multipurpose tray/ Optional multipurpose tray/ Cassette 5 to 8		Portrait original: Short edge feed Place a sheet with its print side facing down and the top of the image directed to the opposite side from the paper inlet, and direct its punch holes to the near side.
		Portrait original: Short edge feed Place a sheet with its print side facing down and the top of the image directed to the opposite side from the paper inlet and direct the punch holes to the trailing edge for the paper feeding direction.*2
		Portrait original: Long edge feed Place a sheet with its print side facing down and the top of the image directed to the far end, and direct the punch holes to the far end of the paper feeder.
		Portrait original: Long edge feed Place a sheet with its print side facing down and the top of the image directed to the far side, and direct the punch holes to the trailing edge to the paper feeding direction.*2
		Portrait original: Short edge feed Place a sheet with its print side facing down and the top of the image directed to near side, and direct its punch holes to the near side.
		Portrait original: Short edge feed Place a sheet with its print side facing down and the top of the image directed to the near side, and direct the punch holes to the trailing edge for the paper feeding direction.

Paper Source	Orientation	Description
Machine's multipurpose tray/ Optional multipurpose tray/ Cassette 5 to 8		Portrait original: Long edge feed Place a sheet with its print side facing down and the top of the image directed to the far end, and direct the punch holes to the far end of the paper feeder.
		Portrait original: Long edge feed Place a sheet with its print side facing down and direct the top of the image to the opposite side from the paper inlet with the punch holes directed to the opposite side from the paper inlet.*2
Cassette 1 and 2		Portrait original: Short edge feed Place a sheet with its print side facing down and direct the top of the image to the opposite side from the paper inlet with the punch holes directed to the opposite side from the paper inlet.
		Portrait original: Long edge feed Place a sheet with its print side facing down and direct the top of the image to the far side with the punch holes directed to the far side or the right side of the paper feeder.
		Landscape original: Short edge feed Place a sheet with its print side facing down and direct the top of the image to the near side with the punch holes directed to the near side or the right side of the paper feeder.
		Landscape original: Short edge feed Place a sheet with its print side facing down and direct the top of the image to the paper inlet with the punch holes directed to the far side or the right side of the paper feeder.

*1 Seeing the device from the above, the left side of the paper set is the paper feeding direction.
*2 Due to the placement of prepunched paper that is not supported by these paper sources, double feed jams may occur.
*3 Seeing the device from the above, the right side of the paper set is the paper feeding direction.

If Prepunched paper is selected for Media type or Paper catalog and Special paper orientation is set at [Speed priority] (same as the base operation), load the paper as shown in the below.

Paper Source	Orientation	Description
Optional multipurpose tray/ Cassette 5 to 8		Portrait original: Short edge feed Place a sheet with its print side facing up and direct the top of the image to the paper inlet with the punch holes directed to the near side or the near side fence.*2
		Portrait original: Short edge feed Place a sheet with its print side facing up and direct the top of the image to the far side with the punch holes directed to the near side fence.
		Portrait original: Short edge feed Place a sheet with its print side facing up and direct the top of the image to the near side with the punch holes directed to the near side fence.*3
		Portrait original: Short edge feed Place a sheet with its print side facing up and direct the top of the image to the paper inlet with the punch holes directed to the near side fence.

*1 Seeing the device from the above, the left side of the paper set is the paper feeding direction.

*2 If placed a sheet with punch holes on the top edge of a Portrait original of a size which cannot be placed in the long edge feed position, double feed jam may occur.

*3 If placed a sheet with punch holes on the left edge of a Landscape original of a size which cannot be placed in the long edge feed position, double feed jam may occur.

Index Tab Divider

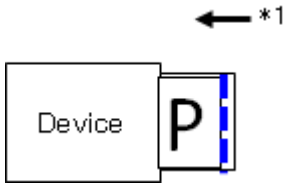
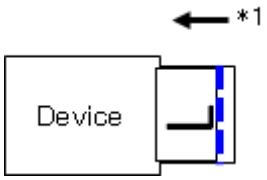
If Index tab divider is selected for Media type or Paper catalog, match the finishing form to the user's paper setting orientation.

Only simplex printing is applicable for Index tab divider. In addition, the index position and paper setting direction are restricted.

Even if there are any holes in the index tab divider, the orientation is prioritized. Double feed jam may occur depending on the hole position.

NOTE

This machine does not support short edge feeding of index tab divider.

Paper Source	Orientation	Description
Machine's multipurpose tray/ Optional multipurpose tray/ Cassette 5 to 8		Portrait original: Long edge feed Place a sheet with its print side facing up and its edge with a index tab directed to the opposite side from the paper inlet.
		Landscape original: Long edge feed Place a sheet with its print side facing up and its edge with a index tab directed to the opposite side from the paper inlet.

*1 Seeing the device from the above, the left side of the paper set is the paper feeding direction.

Specifications

IMPORTANT
Specifications are subject to change without notice.

Machine

Item		Description
Type		Console
Printing Method		Line inkjet system
Paper Weight	**Cassette**	75 to 360 g/m^2
	Multipurpose Tray	75 to 300 g/m^2
Paper Type	**Cassette**	Plain, Rough, Vellum, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelopes (for Cassette 1 and 2), Thick, Inkjet Paper, Inkjet Matte Paper, Custom 1 to 8 (Duplex: Same as Simplex)
	Multipurpose Tray	Plain, Rough, Vellum, Preprinted, Bond, Labels, Envelopes, Cardstock, Color, Prepunched, Letterhead, Thick, Index tab dividers, Inkjet Paper, Inkjet Matte Paper, Custom 1 to 8
Paper Size	**Cassette 1, 2**	A3, A4*1, A5*1, A6, B4, B5*1, B6, Folio, 216×340mm, SRA3, Ledger, Letter*1, Legal, Statement*1, 12"×18", Executive, Oficio II, 8K, 16K*1, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki, Oufukuhagaki (Return postcard), Kakugata 2, Youkei 4, Youkei 2, Younaga 3, Custom (98 × 148 mm to 320 × 457.2 mm/3.86" × 5.83" to 12.6" × 18.0")
	Cassette 3, 4	A4, B5, Letter
	Multipurpose Tray	13"×19.2", 13"×19", SRA3, A3, A4*1, A5*1, A6, B4, B5*1, B6, Folio, 216×340 mm, Ledger, Letter*1, Legal, Statement, Executive, 12"×18", Oficio II, 8K, 16K*1, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki, Oufukuhagaki (Return postcard), Kakugata 2, Youkei 4, Youkei 2, Younaga 3, Custom (98 × 148 mm to 330.2 × 1,220 mm/3.86" × 5.83" to 13.0" × 48.03") Banner sheet (210 × 488.1 to 330.2 × 1,220 mm/8.27" × 19.2" to 13.0" × 48.03")
Printable Area		Except 13"×19.2": Print margin for top, bottom and both sides is 4.0 mm 13"×19.2": Print margin for top and bottom sides is 4.0 mm/both sides is 7.1 mm
Paper Capacity	**Cassette 1, 2**	500 sheets (80 g/m^2)*2
	Cassette 3, 4	1,500 sheets (80 g/m^2)*2
	Multipurpose Tray	150 sheets (A4/Letter or smaller) (80 g/m^2), 50 sheets (larger than A4/Letter) (80 g/m^2) 1 sheet (Banner sheet (210 × 488.1 to 330.2 × 1,220 mm/8.27" × 19.22" to 13.0" × 48.03")
Output Tray Capacity (Right Tray)		500 sheets (80 g/m^2)
Head Method		Piezoelectric Drop-On-Demand
Memory		4.5 GB

Item		Description
Large Capacity Storage		SSD 32 GB/Hard Disk 1 TB
Interface	**Standard**	Hi-Speed USB: 1 Network interface: 1 (1000Base-T/100Base-Tx/10BASE-T (IPv6, IPv4, IPSec)) Hi-Speed USB: 4 (USB flash memory slot)
Operating Environment*3	**Temperature**	15 to 30°C/59 to 86°F
	Humidity	15 to 80 %
	Altitude	3,500 m/11,482 ft maximum
	Brightness	1,500 lux maximum
Dimension (W × D × H)		37.99" × 29.13" × 48.03" 965 × 740 × 1,220 mm
Weight		Approx. 668.12 lb/Approx. 303 kg or less (without ink container)
Space Required (W × D) **(Using multipurpose tray)**		50.0" × 29.13" 1,270 × 740 mm
Power Source		120 V Specification Model: 120 V ~ 60 Hz 8.5 A 230 V Specification Model: 220 to 240 V ~ 50/60 Hz 5.0 A
The power consumption of the product in networked standby (If all network ports are connected.)		The information is available at the website below. https://www.kyoceradocumentsolutions.eu/en/about-us/our-brand/environmental-policy.html
Options		SD/SDHC Memory Card (page 2-22)

*1 Includes and .

*2 Up to upper limit height line in the cassette.

*3 It is recommended that the machine operates in room temperature of, 64.4 to 80.6°F/18 to 27°C, and humidity between 30 to 80% for optimum performance.

Copy Functions

Item		Description		
Copy Speed (Paper is fed from main unit cassette)			Black and White Copying	Full Color Copying*1
		12"×18"□/SRA3□	74/75 sheets/min	74/75 sheets/min
		A4/Letter	150/146 sheets/min	150/146 sheets/min
		A4□/Letter□	110 sheets/min	110 sheets/min
		A3□/Ledger□	88/86 sheets/min	88/86 sheets/min
		B4□/Legal□	98 sheets/min	98 sheets/min
		B5	150 sheets/min	150 sheets/min
		B5□	110 sheets/min	110 sheets/min
		A5□	150 sheets/min	150 sheets/min
		A6□	150 sheets/min	150 sheets/min
First Copy Time (A4, place on the platen, feed from Cassette)	**Black and White**	5.0 seconds or less		
	Color*1	5.0 seconds or less		
Zoom Level		Manual mode: 25 to 400%, 1% increments Auto mode: Preset Zoom		
Continuous Copying		1 to 9,999 sheets		
Resolution		600 × 600 dpi (multi-bit)		
Supported Original Types		Sheet, Book, 3-dimensional objects (maximum original size: A3/Ledger)		
Original Feed System		Fixed		

*1 Available only for color model.

Printer Functions

Item		Description
Printing Speed		Specifications are the same as those of Copy Speed.
First Print Time (A4, feed from Cassette)	**Black and White**	5.5 seconds or less
	Color*1	5.5 seconds or less
Resolution		600 × 600 dpi, 600 × 1200 dpi*2 (multi-bit)
Operating System		Windows 8.1, Windows 10, Windows Server 2012/R2, Windows Server 2016, Windows Server 2019
Interface		USB Interface Connector: 1 (Hi-Speed USB) Network interface: 1 (1000Base-T/100Base-Tx/10BASE-T (IPv6, IPv4, IPSec))
Emulations		PCL6 (PCL-XL, PCL-5c, PCL-5e), KPDL3 (PostScript3 compatible), PDF, XPS, OpenXPS

*1 Available only for color model.

*2 When 600 × 1200 dpi is selected, the printing speed will be slower than when 600 × 600 dpi is selected.

Scanner Functions

Item	Description
Resolution	600 dpi, 400 dpi, 200×400 dpi, 300 dpi, 200 dpi, 200×100 dpi
File Format	TIFF, JPEG, XPS, Open XPS, PDF (MMR/JPEG compression/High compressive PDF/OCR Text Recognition PDF)
Scanning Speed*1 **(A4, 300 dpi, Image quality: Text/Photo original)**	1-sided B/W 120 Images/min Color 120 Images/min 2-sided B/W 220 Images/min Color 220 Images/min
Interface	Ethernet (10 BASE-T/100 BASE-TX/1000 BASE-T)
Transmission System	SMB, SMTP, FTP, FTP over SSL, USB, WSD

*1 When using the document processor (Dual Scan DP)

Document Processor

Item	Description
Original Feed Method	Automatic feed
Supported Original Types	Sheet originals
Paper Size	Maximum: A3/Ledger 11.69" × 17"/297 × 432 mm
	Minimum: A6/Statement 4.13" × 5.82"/105 × 148 mm
Paper Weight	1-sided: 35 to 220 g/m^2 2-sided: 50 to 220 g/m^2
Loading Capacity	270 sheets (50 to 80 g/m^2)*1 maximum

*1 Up to upper limit height line in the document processor.

Inverter and Decurler Unit (DE-9100)

Item	Description
Paper Conveying Speed	423 to 762 mm/s
Paper Size	13"×19.2", 13"×19", SRA3, A3, A4*1, A5, A6, B4, B5*1, B6, Folio, 216×340 mm, Ledger, Letter*1, Legal, Statement, 12"×18", Executive, Oficio II, 8K, 16K*1, ISO B5, Envelope #10*1, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL*1, Envelope C5*1, Envelope C4, Hagaki, Oufukuhagaki (Return postcard), Kakugata 2, Youkei 4*1, Yokei 2*1, Younaga 3*1, Custom (98 × 148 mm to 330.2 × 1,220 mm/3.86" × 5.83" to 13.0" × 48.03")
Tray Capacity	Banner sheet: One sheet can be stacked on a designated tray.
Paper Weight	52 to 360 g/m^2
Dimensions (W × D × H)	47.25" × 28.74" × 39.76" 1,200 × 730 × 1,010 mm

Item	Description
Weight	Approx. 410 lbs. / Approx. 186 kg
Power Source	120 V Specification Model: 120 V ~ 60 Hz 10.7 A + 11.2 A 230 V Specification Model: 220 to 240 V ~ 50/60 Hz 4.9 A + 5.0 A

*1 Includes ▭ and ▭.

Paper Feeder (PF-9100)

Item	Description
Paper Supply Method	Air assist paper pickup method (No. Sheets: 2,440 sheets (paper weight 0.1 mm) × 2 cassettes
Paper Size	13"×19.2"▭, 13"×19"▭, SRA3▭, A3▭, A4*1, A5*1, A6▭, B4▭, B5*1, B6▭, Folio▭, 216×340 mm▭, Ledger▭, Letter*1, Legal▭, Statement▭, 12"×18"▭, Executive▭, Oficio II▭, 8K▭, 16K*1, ISO B5, Envelope #10*1, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL*1, Envelope C5*1, Envelope C4*1, Hagaki, Oufukuhagaki (Return postcard), Kakugata 2, Youkei 4*1, Youkei 2*1, Younaga 3*1, Custom (100 × 148 mm to 330.2 × 487.7 mm/3.94" × 5.83" to 13.0" × 19.2")
Supported Paper	Paper weight: 52 to 360 g/m^2 Media types: Plain, Rough, Vellum, Preprinted, Bond, Rough, Labels, Envelopes, Cardstock, Color, Prepunched, Letterhead, Thick, Index tab divider, Inkjet Paper, Inkjet Matte Paper, Custom 1 to 8
Dimensions (W × D × H)	41.50" × 28.74" × 39.37" 1,054 × 730 × 1,000 mm
Weight	Approx. 485.1 lbs. / Approx. 220 kg

*1 Includes ▭ and ▭.

Paper Feeder (PF-9100(A))

Item	Description
Paper Supply Method	Air assist paper pickup method (No. Sheets: 2,440 sheets (paper weight 0.1 mm) × 2 cassettes
Paper Size	13"×19.2"□, 13"×19"□, SRA3□, A3□, A4*1, A5*1, A6□, B4□, B5*1, B6□, Folio□, 216×340 mm□, Ledger□, Letter*1, Legal□, Statement□, 12"×18"□, Executive□, Oficio II□, 8K□, 16K*1, ISO B5, Envelope #10*1, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL*1, Envelope C5*1, Envelope C4*1, Hagaki, Oufukuhagaki (Return postcard), Kakugata 2, Youkei 4*1, Youkei 2*1, Younaga 3*1, Custom (100 × 148 mm to 330.2 × 487.7 mm/3.94" × 5.83" to 13.0" × 19.2")
Supported Paper	Paper weight: 52 to 360 g/m^2 Media types: Plain, Rough, Vellum, Preprinted, Bond, Rough, Labels, Envelopes, Cardstock, Color, Prepunched, Letterhead, Thick, Index tab divider, Inkjet Paper, Inkjet Matte Paper, Custom 1 to 8
Dimensions (W × D × H)	41.50" × 28.74" × 39.37" 1,054 × 730 × 1,000 mm
Weight	Approx. 507.1 lbs. / Approx. 230 kg

*1 Includes □ and □.

550-sheet Multipurpose Tray Kit (PF-9110)

Item	Description
Max. number of sheets	550 sheets (paper weight 0.1 mm)
Paper Size	13"×19.2"□, 13"×19"□, SRA3□, A3□, A4*1, A5*1, A6□, B4□, B5*1, B6□, Folio□, 216×340 mm□, Ledger□, Letter*1, Legal□, Statement□, 12"×18"□, Executive□, Oficio II□, 8K□, 16K*1, ISO B5, Envelope #10*1, Envelope DL*1, Envelope C5*1, Envelope C4*1, Hagaki, Oufukuhagaki (Return postcard), Kakugata 2, Youkei 4*1, Youkei 2*1, Younaga 3*1, Custom (98 × 148 mm to 330 × 488 mm/3.86" × 5.83" to 13.0" × 19.21"), Banner paper (210 × 488.1 mm to 330.2 × 1,220 mm/8.27" × 19.22" to 13.0" × 48.03")
Supported Paper	Paper weight: 52 to 216 g/m^2 Media types: Plain, Rough, Vellum, Preprinted, Bond, Rough, Labels, Envelopes, Cardstock, Color, Prepunched, Letterhead, Thick, Index tab divider, Inkjet Paper, Inkjet Matte Paper, Custom 1 to 8
Dimensions (W × D × H)	27.17" × 22.09" × 8.27" 690 × 561 × 210 mm
Weight	Approx. 44.1 lbs. / Approx. 20 kg

*1 Includes □ and □.

Banner Tray for 550-sheet Multipurpose Tray Kit (Banner Guide 11)

Item	Description
Max. number of sheets	550 sheets (80 g/m^2)
Paper width	210 to 330.2 mm (8.27" to 13")
Paper length	488.1 to 700 mm (19.22" to 27.56") Maximum 1220 mm (48.03") with attachments
Supported Paper	Paper weight: 52 to 216 g/m^2 Paper type: Heavy 3
Dimensions (W × D × H)	42.91" × 22.09" × 8.27" 1,090 × 561 × 210 mm
Weight	Approx. 7.72 lbs. / Approx. 3.5 kg

5,000-sheet Stacker (ST-9100)

Item		Description
Paper Size	Stacker	13"×19.2"◻, 13"×19"◻, SRA3◻, A3◻, A4*1, A5◻, B4◻, B5*1, Folio◻, 216×340 mm◻, Ledger◻, Letter*1, Legal◻, Statement◻, 12"×18"◻, Executive◻, Oficio II◻, 8K◻, 16K*1, ISO B5, Custom (139.7 × 148 mm to 330.2 × 487.68 mm/5.5" × 5.83" to 13.0" × 19.2")
	Top Tray (Printed in face up):	Envelope #10*1, Envelope DL*1, Envelope C5*1, A5, A6, Envelope C4*1, Hagaki, Oufukuhagaki (Return postcard), Kakugata 2, Youkei 4*1, Youkei 2*1, Younaga 3, Custom (100 × 139.7 mm to 330.2 × 487.68 mm/3.94" × 5.5" to 13" × 19.2")
	Top Tray (Printed in face down)	13"×19.2"◻, 13"×19"◻, SRA3◻, 12"×18"◻, Envelope C5◻, Executive◻, Letter*1, Legal◻, A4*1, B5*1, A3◻, B4◻, Ledger◻, A5◻, B6◻, ISO B5, Envelope C4*1, Oficio II◻, 216×340 mm◻, Statement◻, 8K◻, 16K*1, Folio◻, Oufukuhagaki (Return postcard), Kakugata 2, Custom (100 × 139.7 mm to 330.2 × 487.68 mm/3.94" × 5.5" to 13" × 19.2")
Supported Paper		Paper weight: 75 to 360 g/m^2 Media types: Plain, Rough, Vellum, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelopes, Thick, Index Tab Dividers, Inkjet Paper, Inkjet Matte Paper, Custom 1 to 8
Maximum Number		13×19.2"◻, A3◻, B4◻, A4, Ledger◻, Letter, Legal◻: 5,000 sheets
		B5, A5◻, Statement: 2,500 sheets
Dimensions (W × D × H)		35.43" × 28.74" × 39.37" 900 × 730 × 1,000 mm
Weight		Stacker: Approx. 264.6 lbs. / Approx. 120 kg Stacker Cart: Approx. 33.08 lbs. / Approx. 15 kg

*1 Includes ◻ and ◻.

4,000-sheet Finisher (DF-9100)

Item		Description	
Number of Trays		3 trays	
Paper Size (80 g/m²)	**Tray A (Non-Stapling)**	13"×19.2"□, 13"×19"□, SRA3□, A3□, B4□, B5□, 216×340 mm□, Ledger□, Legal□, Executive□, 12"×18"□, Oficio II□, Folio□, 8K□: Height 227 mm (equivalent to 1,500 sheets) A4*1, B5, Letter*1, 16K*1: Height 495 mm (equivalent to 4,000 sheets) A5□, Statement□: Height 91 mm (equivalent to 500 sheets)	
	Tray B	13"×19.2"□, 13"×19"□, SRA3□, A3□, A4*1, A5□, A6□, B4□, B5*1, B6□, 216×340 mm□, Ledger□, Letter*1, Legal□, Statement□, Executive□, 12"×18"□, Oficio II□, Folio□, 8K□, 16K*1, ISO B5, Envelope C4□, Hagaki, Oufukuhagaki (Return postcard): Height 45 mm (equivalent to 200 sheets)	
Supported Paper Weight		Non-stapling: 52 to 360 g/m² Stapling: 105 g/m² or less	
Stapling	**Maximum Number**	12"×18"□, A3□, B4□, Ledger□, Legal□	50 sheets (75 to 90 g/m²) 35 sheets (91 to 105 g/m²) 2 cover sheet only (106 to 360 g/m²)
		A4*1, B5*1, Letter*1	100 sheets (75 to 90 g/m²) 70 sheets (91 to 105 g/m²) 2 cover sheet only (106 to 360 g/m²)
	Media types	Plain, Rough, Vellum, Preprinted, Bond, Color, Prepunched, Letterhead, Cardstock, Envelopes, Thick, Index tab divider, Inkjet Paper, Inkjet Matte Paper, Custom 1 to 8	
Dimensions (W × D × H)		29.55" × 27.02" × 43.68" 750.5 × 686.4 × 1,109.5 mm	
Weight		Approx. 125.66 lbs. or less / Approx. 57 kg or less	
Space Required (W × D) (When pulling the tray)		34.16" × 27.02" 867.6 × 686.4 mm	
Power Source		DC24 V (Supplied from DE-9100)	

*1 Includes □ and □.

Hole Punch Unit for 4,000-sheet Finisher (PH-7A/7C/7D)

Item			Description
Supported Paper Size	**Inch**	**2 Hole**	A3, A4*1, A5, B4, B5*1, Ledger, Letter, Legal, Statement, 12"×18", Folio, 8K, 16K*1
		3 Hole	A3, A4, Letter, Ledger, 12"×18", 8K, 16K
	cm	**2 Hole**	A3, A4*1, A5, B4, B5*1, Ledger, Letter*1, Legal, Statement, 12"×18", Folio, 8K, 16K*1
		4 Hole	A3, A4, Letter, Ledger, 12"×18", 8K, 16K
Supported Paper Weight			75 - 300 g/m^2
Media types			Plain, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, Inkjet Paper, Inkjet Matte Paper, Custom 1 to 8

*1 Includes and .

Folding Unit for 4,000-sheet Finisher

Item		Description
Sizes	**Bi-Fold**	A3, SRA3, B4, A4, Ledger, Letter, Legal, Oficio II, 8K, 13"×19.2", 12"×18"
	Saddle Stitch	A3, SRA3, B4, A4, Ledger, Letter, Legal, Oficio II, 8K, 13"×19.2", 12"×18"
	Tri-Fold	A4, Letter
Number of Sheets	**Bi-Fold**	5 sheets (52 to 90 g/m^2) 3 sheets (91 to 105 g/m^2) 1 sheet (106 to 135 g/m^2)
	Saddle Stitch	20 sheets (52 to 90 g/m^2) 13 sheets (91 to 105 g/m^2) 1 cover sheet only (106 g/m^2 or heavier)
	Tri-Fold	5 sheets (60 to 90 g/m^2) 3 sheets (91 to 105 g/m^2)
Maximum Number for Storage (80 g/m^2)	**Bi-Fold**	5 sheets or less per set: 25 sets 6 to 10 sheets per set: 10 sets 11 to 20 sheets per set: 10 sets
	Saddle Stitch	5 sheets or less per set: 25 sets 6 to 10 sheets per set: 10 sets 11 to 20 sheets per set: 10 sets
	Tri-Fold	1 sheet per set: 50 sets 2 to 5 sheets per set: 25 sets
Media types	**Bi-Fold**	Plain, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, Inkjet Paper, Inkjet Matte Paper, Custom
	Saddle Stitch	Plain, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, Inkjet Paper, Inkjet Matte Paper, Custom
	Tri-Fold	Plain, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, Inkjet Paper, Inkjet Matte Paper, Custom

Banner Tray (Banner Guide 10)

Item	Description
Max. number of sheets	10 sheets (Multipurpose Tray)
Paper width	210 to 304.8 mm (8.27" to 12")
Paper length	Max. 1220.0 mm (48.03")
Paper Type	Paper weight: 136 to 163 g/m^2 Paper type: Heavy 2
Dimensions (W × D × H)	9.85" × 14.73" × 5.99" 250 × 374 × 152 mm
Weight	Approx. 0.8 lbs. / Approx. 0.352 kg

Inserter Tray (IS-9100)

Item	Description
Number of Trays	2 trays
Paper Size	Auto (Metric), Auto (Inch), A3, A4*1, A5*1, B4, B5*1, Folio*2, 216×340mm*2, SRA3, Ledger, Letter*1, Legal*2, Statement*1, 13"×19.2"*1*2, 12"×18", Executive*2, Oficio II*2, ISO B5*2, Size entry (140 × 148 mm to 330 × 487 mm/5.50" × 5.83" to 13.00" × 19.20")
Paper Type	Plain, Rough, Vellum, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, Coated, Index tab dividers, Custom 1 to 8
Dimensions (W × D × H)	29.14" × 28.74" × 53.15" 740 × 730 × 1,350 mm
Weight	Approx. 132.3 lbs. / Approx. 60 kg

*1 Includes and .

*2 This paper size is not automatically detected.

External Ink Supply Unit (IF-9100)

Item	Description
Dimensions (W × D × H)	36.61" × 22.6" × 23.35" 930 × 575 × 593 mm
Weight	Approx. 119.07 lbs. / Approx. 54 kg
Power Source	120 V Specification Model: 120 V ~ 60 Hz 5.4 A 230 V Specification Model: 220 to 240 V ~ 50/60 Hz 2.9 A

NOTE

Consult your dealer or service representative for recommended paper types.

Glossary

Auto Form Feed Timeout

During data transmission, the machine may sometimes have to wait until receiving the next data. This is the auto form feed timeout. When the preset timeout passes, the machine automatically prints output. However, no output is performed if the last page has no data to be printed.

Auto-IP

Auto-IP is a module that enables dynamic IPv4 addresses to be assigned to a device on startup. However, DHCP requires a DHCP server. Auto-IP is a server-less method of choosing an IP address. IP addresses between 169.254.0.0 to 169.254.255.255 are reserved for Auto-IP and assigned automatically.

Auto Sleep

A mode designed for electrical power saving, activated when the machine is left unused or there is no data transfer for a specific period. In Sleep mode, power consumption is kept to a minimum.

Bonjour

Bonjour, also known as zero-configuration networking, is a service that automatically detects computers, devices and services on an IP network. Bonjour, because an industry-standard IP protocol is used, allows devices to automatically recognize each other without an IP address being specified or DNS server being set. Bonjour also sends and receives network packets by UDP port 5353. If a firewall is enabled, the user must check that UDP port 5353 is left open so that Bonjour will run correctly. Some firewalls are set up so as to reject only certain Bonjour packets. If Bonjour does not run stably, check the firewall settings and ensure that Bonjour is registered on the exceptions list and that Bonjour packets are accepted.

Custom Box

The Custom Box function stores print data for each individual user on the printer and allows the user to print single or multiple copies of the stored data later using the printer's operation panel.

Default Gateway

This indicates the device, such as a computer or router, that serves as the entrance/exit (gateway) for accessing computers outside the network that you are on. When no specific gateway is designated for a destination IP address, data is sent to the host designated as the Default Gateway.

DHCP (Dynamic Host Configuration Protocol)

Dynamic Host Configuration Protocol (DHCP) that automatically resolves IP addresses, subnet masks, and gateway addresses on a TCP/IP network. DHCP minimizes the load of network management employing a large number of client computers because it relieves individual clients including printers from the IP address being assigned.

DHCP (IPv6)

DHCP (IPv6) is the next-generation of the Internet's Dynamic Host Configuration Protocol and supports IPv6. It extends the BOOTP startup protocol that defines the protocols used for transferring configuration information to hosts on the network. DHCP (IPv6) permits the DHCP server to use its expanded functionality to send configuration parameters to an IPv6 node. Because the network addresses that can be used are allocated automatically, the IPv6 node management workload is reduced in systems where the administrator has to exercise close control over IP address allocation.

dpi (dots per inch)

A unit for resolution, representing the number of dots printed per inch (25.4 mm).

EcoPrint Mode

A printing mode that helps save ink. Copies made in this mode are thus lighter than normal.

Emulation

The function to interpret and execute other printers' page description languages. The machine emulates operation of PCL6, KPDL3 (PostScript 3 compatible).

FTP (File Transfer Protocol)

A protocol to transfer files on the TCP/IP network, whether the Internet or an intranet. Along with HTTP and SMTP/POP, FTP is now frequently used on the Internet.

Grayscale

A computer color expression. Displayed images of this sort are typically composed of shades of gray, varying from black at the weakest intensity to white at the strongest, without any other colors. Gray levels are displayed in numerical levels: that is, white and black only for 1 bit; 256 gray levels (including white and black) for 8 bits; and 65,536 gray levels for 16 bits.

Help

A ? (Help) key is provided on this machine's operation panel. If you are unsure of how to operate the machine, would like more information on its functions or are having problems getting the machine to work properly, press the ? (Help) key to view a detailed explanation on the touch panel.

IP Address

An Internet protocol address is a unique number that represents a specific computer or related device on the network. The format of an IP address is four sets of numbers separated by dots, e.g. 192.168.110.171. Each number should be between 0 and 255.

IPP

IPP (Internet Printing Protocol) is a standard that uses TCP/IP networks such as the Internet to enable print jobs to be sent between remote computers and printers. IPP is an extension of the HTTP protocol used to view websites and enables printing to be carried out via routers on printers in remote locations. It also supports the HTTP authentication mechanisms along with SSL server and client authentication as well as encryption.

Job Box

The Job Box function stores print data on the printer and allows users to print single or multiple copies of the stored data later using the printer's operation panel.

KPDL (Kyocera Page Description Language)

Kyocera's PostScript page description language compatible with Adobe PostScript Level 3.

Multipurpose (MP) Tray

The paper supply tray on the right side of the machine. Use this tray instead of the cassettes when printing onto Hagaki (Cardstock).

NetBEUI (NetBIOS Extended User Interface)

An interface, developed by IBM in 1985, as an update from NetBIOS. It enables more advanced functions on smaller networks than other protocols such as TCP/IP, etc. It is not suitable for larger networks due to lack of routing capabilities to choose the most appropriate routes. NetBEUI has been adopted by IBM for its OS/2 and Microsoft for its Windows as a standard protocol for file sharing and printing services.

PDF/A

This is "ISO 19005-1. Document management - Electronic document file format for long-term preservation - Part 1: Use of PDF (PDF/A)", and is a file format based on PDF 1.4. It has been standardized as ISO 19005-1, and is a specialization of PDF, which has been mainly used for printing, for long-term storage. A new part, ISO 19005-2 (PDF/A-2), is currently being prepared.

POP3 (Post Office Protocol 3)

A standard protocol to receive E-mail from the server in which the mail is stored on the Internet or an intranet.

PostScript

A page description language developed by Adobe Systems. It enables flexible font functions and highly-functional graphics, allowing higher quality printing. The first version called Level 1 was launched in 1985, followed by Level 2 that enabled color printing and two-byte languages (e.g. Japanese) in 1990. In 1996, Level 3 was released as an update for the Internet access and PDF format as well as gradual improvements in implementation technologies.

PPM (prints per minute)

This indicates the number of A4 size printouts made in one minute.

Printer Driver

The software to enable you to print data created on any application software. The printer driver for the machine is contained in the DVD image file we provided. Install the printer driver on the computer connected to the machine.

RA (Stateless)

The IPv6 router communicates (transmits) information such as the global address prefix using ICMPv6. This information is the Router Advertisement (RA).

ICMPv6 stands for Internet Control Message Protocol, and is a IPv6 standard defined in the RFC 2463 "Internet Control Message Protocol (ICMPv6) for the Internet Protocol Version 6 (IPv6) Specification".

Send as E-mail

A function to send the image data stored in the machine as an E-mail attachment. E-mail addresses can be selected from the list or entered at each time.

SMTP (Simple Mail Transfer Protocol)

A protocol for E-mail transmission over the Internet or an intranet. It is used for transferring mail between mail servers as well as for sending mail from clients to their servers.

Status Page

The page lists machine conditions, such as the memory capacity, total number of prints and scans, and paper source settings.

Subnet Mask

The subnet mask is a way of augmenting the network address section of an IP address.

A subnet mask represents all network address sections as 1 and all host address sections as 0. The number of bits in the prefix indicates the length of the network address. The term "prefix" refers to something added to the beginning and, in this context, indicates the first section of the IP address. When an IP address is written, the length of the network address is indicated by the prefix length after a forward slash (/). For example, "24" in the address "133.210.2.0/24". In this way, "133.210.2.0/24" denotes the IP address "133.210.2.0" with a 24-bit prefix (network section). This new network address section (originally part of the host address) made possible by the subnet mask is referred to as the subnet address. When you enter the subnet mask, be sure to set the "DHCP" setting to "Off".

TCP/IP (Transmission Control Protocol/Internet Protocol)

TCP/IP is a suite of protocols designed to define the way computers and other devices communicate with each other over a network.

TCP/IP (IPv6)

TCP/IP (IPv6) is based on the current Internet protocol, TCP/IP (IPv4). IPv6 is the next-generation Internet protocol and expands the available address space, which resolves the problem of the lack of addresses under IPv4, while also introducing other improvements such as additional security functionality and the capacity to prioritize data transmission.

USB (Universal Serial Bus) 2.0

A USB interface standard for Hi-Speed USB 2.0. The maximum transfer rate is 480 Mbps. This machine is equipped with USB 2.0 for high-speed data transfer.


QUALITY
CERTIFICATE
This machine has passed
all quality controls and
final inspection

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