

bizhub 554e/454e/364e/284e/224e



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Introduction

Introduction

Introduction

This [Quick Start Guide] uses illustrations to describe operating procedures for the most commonly used functions in an easy-to-understand way.

Start by using this manual to become proficient with the useful functions that this machine offers.

For details on the various functions, refer to the User's Guides on the User's Guide CD included with this machine.

In order to operate the machine safely and properly, be sure to read the safety information on page 1-5 of this manual before use.

In addition, this manual contains the following information. Be sure to read the manual before using the machine.

- Items that must be observed to use the machine safely
- Information regarding product safety
- Precautions when using the machine
- Descriptions on trademarks and copyrights

The illustrations and screens used in this manual may appear slightly different from views of the actual equipment and screens.

Tips

 Please keep this manual as well as the attached CD/DVD in a safe place where you can access them easily.

1.1 Environmental information

Environmental initiatives

The company continuously strives to reduce the negative environmental impacts of all stages of its business operations.

As part of such activities, the company is implementing resource-saving steps by reducing the number of pages in the User's Guide.

For the information necessary to operate the machine, please refer to the bundled User's Guide CD (HTML format). This guide has an excellent search function.

Functions such as keyword search and filtering by purpose are very useful to help users find what they need to know.

ENERGY STAR[®]



As an ENERGY STAR[®] Partner, this machine meets the ENERGY STAR[®] Guidelines for energy efficiency.

What is an ENERGY STAR[®] product?

An ENERGY STAR[®] product has a special feature that allows it to automatically switch to a "low-power mode" after a period of inactivity. An ENERGY STAR[®] product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

Chapter 7

Introduction

Environmental benefits of power management

Electricity consumption of a device depends on both its properties and the way of using the device.

Suitable power management setting offers you resource saving usage way. By setting the time to go into power saving modes (e.g. sleep mode) shorter (or optimal), electricity consumption can be reduced.

Recycled paper

This product can print on recycled paper and environmental stewardship initiatives certified paper which complies with European standard EN 12281 as well as virgin paper. In addition it can print on lighter paper, 64g/m² for example. Using such light paper contributes to resources-saving.

Duplex printing

With a product which has a duplex unit, you can print on both sides of paper automatically.

Using this function leads to reducing consumption of natural resources and your cost.

Attached printer driver provides this duplex printing function as initial setting in your computer (The setting can be changed after installation manually).

1.2 Certification for USA, Canada, Mexico, Brazil and Europe area

For U.S.A

This product is certified by the following model name in U.S.A.

Konica Minolta branded model bizhub 554e, bizhub 454e, 302300 (bizhub 364e, bizhub 284e and bizhub 224e), and bizhub 224e.

For Canada

This product is certified by the following model name in Canada.

Konica Minolta branded model bizhub 554e, bizhub 454e, 302300 (bizhub 364e, bizhub 284e and bizhub 224e), and bizhub 224e.

For Mexico

This product is certified by the following model name in Mexico.

Konica Minolta branded model bizhub 554e, bizhub 454e, 302300 (bizhub 364e, bizhub 284e and bizhub 224e), and bizhub 224e.

For Brazil

This product is certified by the following model name in Brazil.

Konica Minolta branded model bizhub 554e, bizhub 454e, 302300 (bizhub 364e, bizhub 284e and bizhub 224e), and bizhub 224e.

For Europe

This product is certified by the following model name in Europe.

Konica Minolta branded model bizhub 554e, bizhub 454e, 302300 (bizhub 364e, bizhub 284e and bizhub 224e), and bizhub 224e.

Chapter 1

Chapter

1.3 Safety information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual.

Please read the following section before connecting the machine to the supply. It contains important information related to user safety and preventing equipment problems.

Make sure you observe all of the precautions appear in each section of this manual.

KM_Ver.07D_OE

Reference

• Some parts of the contents of this section may not correspond with the purchased product.

Warning and precaution symbols

The following indicators are used on the warning labels or in the manuals to categorize the level of safety warnings.



Ignoring this warning could cause serious injury or even death.

Ignoring this caution could cause injury or damage to property.

Meaning of symbols



A triangle indicates a danger against which you should take precaution.

This symbol warns against cause burns.

A diagonal line indicates a prohibited course of action.

This symbol warns against dismantling the device.

A solid circle indicates an imperative course of action.

This symbol indicates you must unplug the device.

Disassemble and modification



- Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness.
- Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness.



Power cord

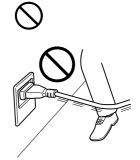


- Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock.
- Do not use the power cord other than being supplied in the package. If a
 power cord is not supplied, only use the power cord and plug that is
 specified in POWER CORD INSTRUCTION. Failure to use this cord could
 result in a fire or electrical shock.

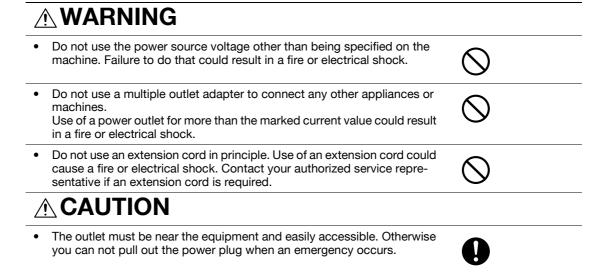


Power cord

• Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown. Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.



Power source



Power plug



- Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.
- Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.

- Do not place any objects around the power plug, as the power plug may be difficult to pull out when an emergency occurs.
- Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.
- Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.

Grounding



Make sure to ground this product. (Connect the power cord to an electrical outlet that is equipped with a grounding terminal.) Failure to do so and an unlikely event of leakage could result in a fire or electrical shock.

Installation



• Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown.

Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.

 Do not use flammable sprays, liquids, or gases inside or near this machine. Do not clean the inside of this machine using a flammable gas duster. A fire or explosion could result.



- After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.
- Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.
- Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.
- Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.

Ventilation



 Using this product in a poorly ventilated room for a long time or producing a large volume of copies or prints may cause the odor of exhaust air from the machine. Ventilate the room well.



- Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.
- Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.





The inside of this product has areas subject to high temperature, which may cause burns.

When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label.

Consumables



• Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.

- Do not leave toner-related parts (toner units, PC drum units, imaging units or developing units) within easy reach of children. Licking any of these parts or ingesting toner could damage your health.
- Do not store toner-related parts (toner units, PC drum units, imaging units or developing units) near devices susceptible to magnetism, such as precision equipment and data storage devices, otherwise they may malfunction. They could cause these products to malfunction.
- Do not force open the toner-related parts (toner units, PC drum units, imaging units or developing units). If toner tumbles from the toner bottle, take utmost care to avoid inhaling it or even getting skin contact.
- If toner lands on your skin or clothing, wash thoroughly with soap and water.
- If you inhale toner, move to a place with fresh air and gargle with a lot of water repeatedly. Should you get symptoms such as coughing, seek medical advice.
- If you get toner into your eyes, immediately rinse them with running water for over 15 minutes. Seek medical advice if irritation persists.
- If you swallow toner, rinse out your mouth and drink a few glasses of water. Seek medical advice if necessary.

When moving the machine



• Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.



Introduction

When moving the machine

When moving this product, always hold it at the locations specified in the • User's Guide or other documents. If the unit is moved while held at locations other than those specified, it may fall, causing severe personal injury.

When using the machine

🗥 WARNING

- This machine generates a weak magnetic field. If you experience any unusual symptoms with your implantable medical equipment (cardiac pacemaker, etc.) while near the machine, move away from the machine and see a doctor immediately.
- If you use an implantable medical equipment (cardiac pacemaker, etc.), do not bring the IC card reader close from the implant within 12 cm at all times. The radio waves may affect implantable medical equipment (cardiac pacemaker, etc.) operations.

When using the machine, do not look at the light of the lamp for a prolonged time. Eyestrain could result.

Papers

Do not use stapled paper, conductive paper (such as silver paper or carbon paper) or treated heat-sensitive/inkjet paper, otherwise a fire may result.

When the Fax is not installed:

Before successive holidays



Unplug the product when you will not use the product for long periods of time.



1.4 Regulation notices

This product complies with the following EU directives: 2009/125/EC, 2006/95/EC, 2004/108/EC and 1999/5/EC directives.

This declaration is valid for the area of the European Union.

This device must be used with a shielded interface cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

D.o.C. is available at "http://www.konicaminolta.eu/".

USER INSTRUCTIONS FCC PART 15 - RADIO FREQUENCY DEVICES (for U.S.A. users)

NOTE: 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.

▲ WARNING

- The design and production of this unit conform to FCC regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.
- This device must be used with a shielded interface cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under FCC rules.

INTERFERENCE-CAUSING EQUIPMENT STANDARD (ICES-003 ISSUE 4) (for Canada users)

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

For users in countries not subject to class B regulations

M WARNING

- This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.
- This device must be used with a shielded interface cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

GS Certification

Konica Minolta branded model bizhub 554e, bizhub 454e, 302300 (bizhub 364e, bizhub 284e and bizhub 224e), and bizhub 224e.

Laser safety

This is a digital machine which operates using a laser. There is no possibility of danger from the laser provided the machine is operated according to the instructions in the manuals.

Since radiation emitted by the laser is completely confined within protective housing, the laser beam cannot escape from the machine during any phase of user operation.

This machine is certified as a Class 1 laser product per IEC 60825-1: 2007: This means the machine does not produce hazardous laser radiation.

Chapter 1

Internal laser radiation

Maximum Average Radiation Power: 11.2 μ W (bizhub 554e) / 9.4 μ W (bizhub 454e) / 7.4 μ W (302300 (bizhub 364e, bizhub 284e and bizhub 224e)) at the laser aperture of the print head unit.

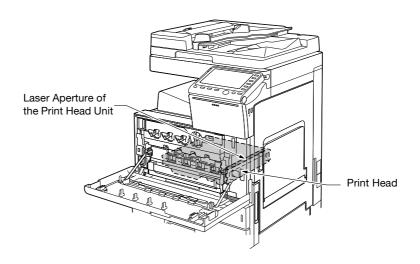
Wavelength: 770-800 nm

This product employs a Class 3B laser diode that emits an invisible laser beam.

The laser diode and the scanning polygon mirror are incorporated in the print head unit.

The print head unit is NOT A FIELD SERVICE ITEM:

Therefore, the print head unit should not be opened under any circumstances.



CDRH regulations

This machine is certified as a Class 1 Laser product under Radiation Performance Standard according to the Food, Drug and Cosmetic Act of 1990. Compliance is mandatory for Laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U.S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.

The label shown on page 1-13 indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

▲ CAUTION

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

 This is a semiconductor laser. The maximum power of the laser diode is 15 mW and the wavelength is 770-800 nm.

For European users

▲ CAUTION

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

• This is a semiconductor laser. The maximum power of the laser diode is 15 mW and the wavelength is 770-800 nm.

For Denmark users

ADVARSEL

Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse for stråling. Klasse 1 laser produkt der opfylder IEC60825 sikkerheds kravene.

Dette er en halvlederlaser. Laserdiodens højeste styrke er 15 mW og bølgelængden er 770-800 nm.

For Finland, Sweden users

LOUKAN 1 LASERLAITE

KLASS 1 LASER APPARAT

▲ VAROITUS

Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

Tämä on puolijohdelaser. Laserdiodin sunrin teho on 15 mW ja aallonpituus on 770-800 nm.

▲ VARNING

Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

 Det här är en halvledarlaser. Den maximala effekten för laserdioden är 15 mW och våglängden är 770-800 nm.

▲ VAROITUS

Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle. Älä katso säteeseen.

▲ VARNING

Osynlig laserstrålning när denna del är öppnad och spärren är urkopplad. Betrakta ej strålen.

For Norway users

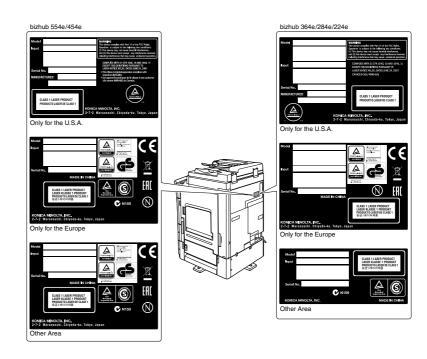
▲ ADVARSEL!

Dersom apparatet brukes på annen måte enn spesifisert i denne bruksanvisning, kan brukeren utsettes for unsynlig laserstråling som overskrider grensen for laser klass 1.

• Dette en halvleder laser. Maksimal effekt till laserdiode er 15 mW og bølgelengde er 770-800 nm.

Laser safety label

A laser safety label is attached to the outside of the machine, as shown below.



Ozone release

Locate the Machine in a Well-Ventilated Room

A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy and safe operating environment, it is recommended that the room be well ventilated.

Placer l'appareil dans une pièce largement ventilée

Une quantité d'ozone négligable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnment réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce ou se trouve l'appareil.

Acoustic noise (for European users only)

Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779.

Notification for California customers

This product uses a CR Lithium Battery which contains perchlorate material.

This perchlorate warning applies to perchlorate-containing lithium batteries sold or distributed in California, USA.

"Perchlorate Material - Special handling may apply, See www.dtsc.ca.gov/hazardouswaste/perchlorate."

Recycling batteries (For Taiwan Users Only)

根據地方規定處理使用的電池。



For EU member states only



This symbol means: Do not dispose of this product together with your household waste!

Please refer to the information of your local community or contact our dealers regrading the proper handling of end-of-life electric and electronic equipments. Recycling of this product will help to conserve natural resources and prevent potential negative consequences for the environment and human health caused by inappropriate waste handling.

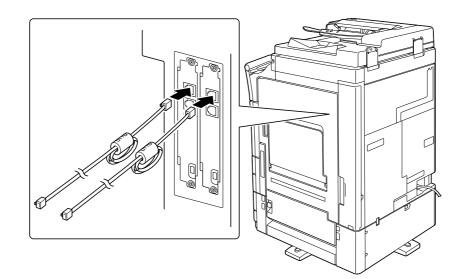


For EU member states only

This product complies with RoHS (2011/65/EU) Directive.

Telephone cable (for users in countries subject to class B regulations)

Connect a telephone cable with a ferrite core to the telecommunication port of this machine. (Connect the modular jack on the ferrite-core-equipped end of the telephone cable to the telecommunication port.)

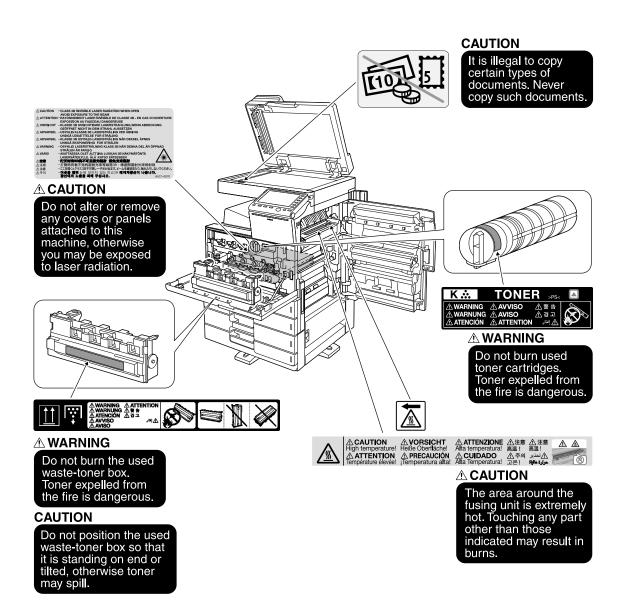


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1.5 Caution notations and labels

Safety precaution notations and labels appear on this machine at the following positions. Be very careful that an accident does not occur when operations such as removing paper jams and staple jams are performed.



NOTICE

Do not remove caution labels or notations. If any caution label or caution notation is soiled, please clean to make legible. If you cannot make them legible, or if the caution label or notation is damaged, please contact your service representative.

1.6 Special notice to user

For Canada

NOTICE:

This product meets the applicable Industry Canada technical specifications.

The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

AVIS:

Le present materiel est conforme aux specifications techniques applicables d'Industrie Canada.

L'indice d'equivalence de la sonnerie (IES) sert a indiquer le nombre maximal de terminaux qui peuvent etre raccordes a une interface telephonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, a la seule condition que la somme d'indices d'equivalence de la sonnerie de tous les dispositifs n'excede pas 5.

For U.S.A.

FCC PART 68 REQUIREMENTS:

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the cover of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If required, this information must be provided to the telephone company.

This equipment uses certification jack USOC RJ11C.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA.

A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0).

To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US: AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this equipment FK-511 and FK-508 causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

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

If trouble is experienced with this equipment FK-511 and FK-508, for repair or warranty information, please contact the Konica Minolta dealer location where you purchased this equipment. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information. If you home has specially wired alarm equipment connected to the telephone line, ensure the installation of FK-511 and FK-508 does not disable you alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

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

In order to program this information into your FAX machine, you should complete the following steps: See [Sending by Renaming the Sender ([Fax Header Settings])], of the User's Guide [Fax].

WARNING/CAUTION Explained

The exclamation point within an equilateral triangle followed by the word "Warning" is intended to alert the user to the possibility that a disregard for the warning may result in fatal hazards or critical injuries. Be sure to focus your attention on the Warning headings when reading this Quick Start Guide.

The exclamation point within an equilateral triangle followed by the word "Caution" is intended to alert the user to the possibility that a disregard for the caution may result in minor injuries or in physical damage. Be sure to focus your attention on the Caution headings when reading this Quick Start Guide.

For New Zealand

This device is equipped with pulse dialing while the Telecom standard is DTMF tone dialing. There is no guarantee that Telecom lines will always continue to support pulse dialing.

Use of pulse dialing, when this equipment is connected to the same line as other equipment, may give rise to bell tinkle or noise and may also cause a false answer condition. Should such problems occur, the user should not contact the Telecom Fault Service.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

This equipment does not fully meet Telecom's impedance requirements. Performance limitations may occur when used in conjunction with some parts of the network. Telecom will accept no responsibility should difficulties arise in such circumstances.

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

The automatic calling functions of this equipment must not be used to cause a nuisance to other customers.

Telepermitted equipment only may be connected to the auxiliary telephone port. The auxiliary port is not specifically designed for 3-wire connected equipment. 3-wire might not respond to incoming ringing when connected to this port.

For Europe

The Facsimile has been approved in accordance with Council Decision 1999/5/ EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network terminal point.

In the event of problems, you should contact your equipment supplier in the first instance.



Introduction

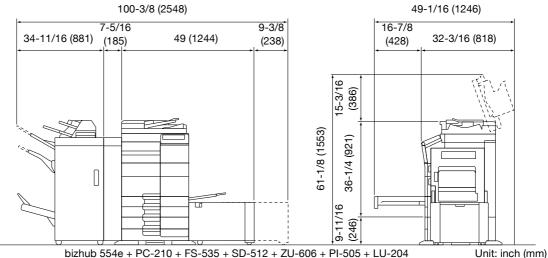
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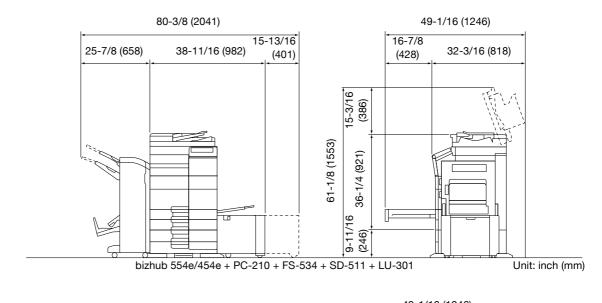
1.7 **Space requirements**

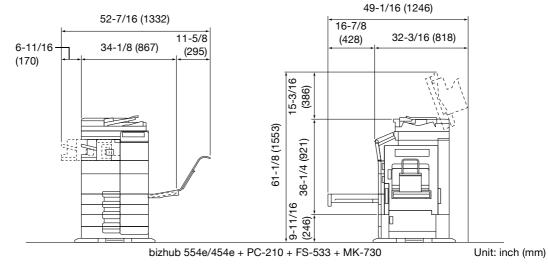
To ensure that machine operation, consumables replenishing, part replacement, and regular maintenance can easily be performed, adhere to the recommended space requirements detailed below.

bizhub 554e/454e

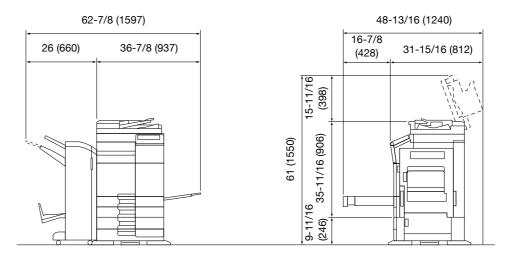


bizhub 554e + PC-210 + FS-535 + SD-512 + ZU-606 + PI-505 + LU-204



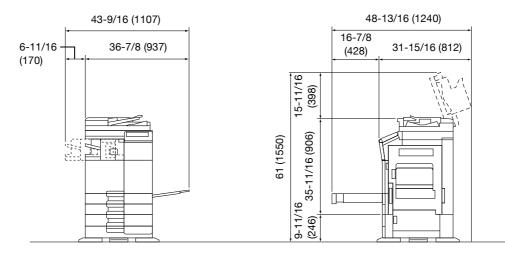


bizhub 364e/284e/224e



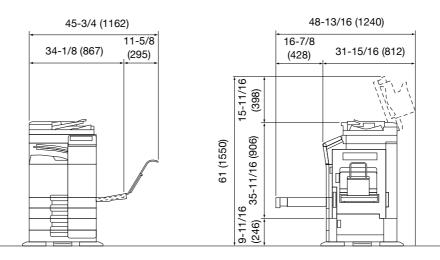
Unit: inch (mm)

bizhub 364e/284e/224e + DF-624 + PC-210 + FS-534 + SD-511





Unit: inch (mm)



bizhub 364e/284e/224e + DF-624 + PC-210 + JS-506 + MK-730 Unit: inch (mm)

NOTICE

Be sure to allow a clearance of 8 inches (200 mm) or more at the back of this machine for the ventilation duct.

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1.8 Operation precautions

To ensure the optimum performance of this machine, observe the precautions described below.

Power source

The power source requirements are as follows.

- Voltage fluctuation: Maximum ± 10% (at 110 V/120 V/220 to 240 V AC)
- Frequency fluctuation: Maximum ± 3 Hz (at 50 Hz/60 Hz)
- Use a power source with as little voltage or frequency fluctuations as possible.

Operating environment

The environmental requirements for correct operation of the machine are as follows.

- Temperature: 50°F (10°C) to 86°F (30°C) with fluctuations of no more than 18°F (10°C) within an hour
- Humidity: 15% to 85% with fluctuations of no more than 10% within an hour

Storage of copies

To store copies, follow the recommendation listed below.

- Copies that are to be kept for a long time should be kept where they are not exposed to light in order to prevent them from fading.
- Adhesive that contains solvent (e.g., spray glue) may dissolve the toner on copies.
- Color copies have a thicker layer of toner than normal black-and-white copies. Therefore, when a color copy is folded, the toner at the fold may peel off.

Data stored in this machine

For the machine with hard disk, it is suggested to delete all data stored in all hard disk areas using the overwrite all data function to prevent leakage of data prior to transfer or disposal of the machine, or returning of the leased machine.

For details of the overwrite all data function, refer to the User's Guide CD. Contact your service representative before deleting data.

It is recommended to backup HDD periodically as the measures for HDD defect. For the detail information of HDD backup, contact your service representative.

1.9 Legal restrictions on reproduction

Certain types of originals must never be reproduced with the purpose or intent to pass reproductions of such originals off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible reproduction.

<Financial Instruments>

- Personal checksTraveler's checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

<Legal Originals>

- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

<General>

- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to reproduce domestic or foreign currencies, or works of art without permission of the copyright owner.

When in doubt about the nature of an original, consult with legal counsel.

NOTICE

This machine provides the forgery prevention function in order to prevent financial instruments from being reproduced illegally.

We appreciate your understanding that printed images may infrequently have some noise or image data may not be stored under certain circumstances due to this forgery prevention function.

Introduction

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- 7. This license shall automatically terminate upon a failure on your part to comply with any term or condition of this Agreement, in which case you agree to immediately stop use of the Program.
- 8. This Agreement shall be governed by the laws of Japan.



2 About This Machine

2.1 Intended use of office MFP devices

Intended use

This Multi Function Product incorporates the functionality of multiple office devices in one. It is designed to be used as an office system for the following purposes:

- Print, copy, scan and fax documents.
- Use available finishing functions such as duplexing, stapling, hole-punching and booklet creation if appropriate options are installed.
- Store scanned documents on external USB memory devices; send scanned documents to network scan destinations such as FTP, WebDAV and Email.

The intended use also requires that:

- The system is used within the limits of device specifications and specifications of optional components,
- All safety instructions in the related user's guides are observed,
- Legal restrictions on reproduction (see page 1-22) are observed,
- Inspection and maintenance instructions are adhered to,
- General, national and company safety provisions are observed.

Impermissible operating conditions

The system may not be operated if:

- Errors or damage have been discovered,
- Maintenance intervals have been exceeded,
- Mechanical or electrical functions do not work as they should.

Exclusion of liability

The manufacturer of the system assumes no liability for damages if the system was operated under impermissible conditions.

bizhub 554e/454e/364e/284e/224e

The user's guide of this product consists of the booklet manual and the User's Guide CD.

The booklet manual describes basic machine procedures and frequently asked questions.

If you want to learn about more detailed functions or operation methods, refer to the User's Guide included in the User's Guide CD.

In addition, you can access [Frequently Asked Questions] on the top page (home) of the relevant file on the User's Guide CD for detailed information on FAQs and troubleshooting.

Name	Overview			
Quick Start Guide	This manual describes basic procedures users will need to know in order to use this machine, as well as setting proce- dures. It also introduces major functions, FAQs, and basic			
Cong Days to Non-	troubleshooting procedures to make use of this machine more conveniently.			
bizhub 554e/454e/364e/284e/224e	This manual also contains notes and precautions that should be followed in order to use this machine. Please be sure to read this manual before using this machine.			
Quick Start Guide				
User's Guide CD	This CD contains basic and detailed information on the func- tions of this product and also explanations of other various setting functions.			
RONEA MIROLA				
Uise User's Guide				
bizhub 554e(454e)/364e/284e/224e				

2.2.1 User's Guide CD

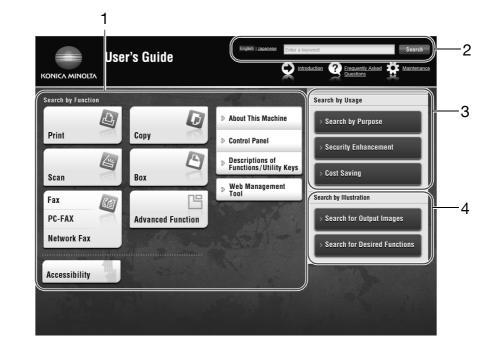
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The User's Guide CD is provided with this machine.

Select a desired function on the top page (Home), and check the details of the function.

Selecting [Introduction] on the top page (Home) allows you to view detailed methods for using the User's Guide.

Layout of top page



No.	Name	Description
1	[Search by Function]	Searches for desired information using functions such as printing or scanning and buttons displayed on the Touch Panel .
2	[Search]	Enter one or multiple keywords to search within the User's Guide. (Some pages are not targeted for searching.)
3	[Search by Usage]	Searches for the required operations of this machine based on the request format of "wanting to do something". This function provides security measures against various situations and methods to bring about cost reductions.
4	[Search by Illustration]	Searches for the required operations of this machine based on the output result, functions, and operation images.

2-4

Operating environment

Item	Specifications
Supported Operating Systems	Windows Vista (SP2), Windows 7 (SP1), Windows 8, Windows 8.1 Mac OS X10.4/10.5/10.6/10.7/10.8/10.9
Supported Web browsers	 Windows: Internet Explorer 6.x/7.x/8.x/9.x/10.x (Desktop version)/ 11.x (Desktop version), Firefox 3.x/4.x/ESR 10.0 or later, Google Chrome Mac OS: Safari 3.1 or later /4.x/5.x/6.x/7.x We recommend that you use the latest Web browser that is compatible with your operating system to help you use this machine more conveniently and comfortably. Check that JavaScript in your Web browser is enabled. The User's Guide uses JavaScript for the page display and search functions. In Internet Explorer 6.x/7.x, it may take some time for a page to display after you click a button or a menu in the table of contents.
Display resolution	1024 × 768 pixels or more

Viewing the top page

For Windows

- When the User's Guide CD is inserted into the CD-ROM drive of your computer, the AutoPlay dialog box will be displayed. Clicking [rundll32.exe] displays the top page.
- If the top page does not appear, select [My Computer] or [Computer], right-click on the [Users_Guide_CD] icon, then click [Open]. If you double-click [index.html] in the folder, the top page will open.

For Macintosh

• Double-click the CD icon on the desktop, then [index.html] to display the top page.

2.2.2 Target groups

The user's guides (see page 2-3) are intended for the following users of the system:

User	Persons using the system for its intended use (see page 2-2) as well as managing system functions and consumables according to the assigned user rights.
Administrator	Persons managing consumables, system functions, users and access rights; adjusting system settings, and establishing network connections.

Everyone who uses this system must have read and understood the related user's guides.

2.2.3 Symbols and notations used in this manual

Procedural instruction

- ✓ This check mark symbol shows a precondition of a procedure.
- 1 This format number "1" represents the first step.

- 2 This format number represents the order of serial steps.
 - → This symbol indicates a supplementary explanation of a procedural instruction.

Use the	Quick Co y to Copy keypad and C iginal		number of sets	Output	No. of Sets	1	Job List 04/22/2013 (20) 17:43 Memory (100%) 100% Check Setting
			•				
Text Original Type	OFF Booklet	Auto Paper	x 100.0% Zoom	Duplex/ Combine	1. 2 Group Finishing	Condonnal Standard Density	Function 1 Function 2 Application

Symbols and notations

Symbols/Notations	Description		
≜ WARNING	Improper handling can cause serious injury or death.		
▲ CAUTION	Improper handling can cause minor injury or damage to houses and property.		
NOTICE	This symbol indicates a risk that may result in damage to this machine or documents. Follow the instructions to avoid property damage.		
Tips	This symbol indicates supplemental information of a top- ic as well as options required to use a function.		
Reference	This symbol indicates reference functions related to a topic.		
Related setting	This shows the settings related to a particular topic for any user.		
Related setting (for the administrator)	This shows the settings related to a topic only for admin- istrators.		
V	This check mark symbol shows a precondition of a pro- cedure.		
→	This symbol indicates a supplementary explanation of a procedural instruction.		
[]	An item enclosed by brackets [] indicates a key name on the Touch Panel or computer screen, or the name of a user's guide.		
Bold text	This presents a key name, part name, product name, or option name on the Control Panel .		

Notations of application names

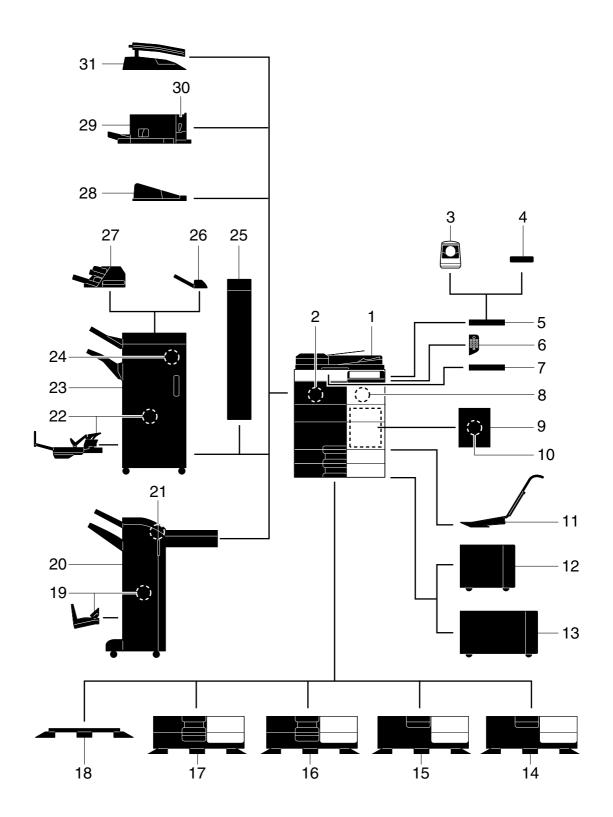
This manual describes application names as shown below.

Application name	Notations used in this manual	
PageScope Web Connection	Web Connection	
PageScope My Panel Manager	My Panel Manager	

2.3 About this machine

2.3.1 Optional components (bizhub 554e/454e)

Various optional components can be added to meet your office requirements.



No.	Name	Description		
1	Main unit	Scans the original in the scanner section, and prints a scanned im- age in the printer section.		
2	Fax Kit FK-511	Required to use the fax function.		
3	Authentication Unit AU-102 (Biometric Type)	Working Table WT-506 is required as a stand.		
4	Authentication Unit AU-201 (IC Card Type)	Working Table WT-506 is required as a stand.		
5	Working Table WT-506	Provides an area to temporarily place an original or other materials This is also used when the Authentication Unit is installed.		
6	Keypad KP-101	It is equipped on the side of the Control Panel . Allows you to enter numbers by using the Hardware Keypad .		
7	Keyboard Holder KH-102	Install this holder to use an external keyboard.		
8	Security Kit SC-508	Supports functions such as Copy Guard to prevent unauthorized copying.		
9	Fax Mount Kit MK-728	This unit is required to install FAX Kit FK-508 . This option can be used in North America.		
10	FAX Kit FK-508	Used to add telephone lines. Fax Mount Kit MK-728 is required to install FAX Kit FK-508. This option can be used in North America.		
11	Mount Kit MK-730	Used to print on banner paper.		
12	Large Capacity Unit LU-301	Allows you to load up to 3000 sheets of $8-1/2 \times 11$ (A4) size paper		
13	Large Capacity Unit LU-204	Allows you to load up to 2500 sheets of SRA3 or 11×17 (A3) size paper.		
14	Desk DK-510	Used to place this machine on the floor.		
15	Paper Feed Cabinet PC-410	Can load up to 2500 sheets of $8-1/2 \times 11$ (A4) size paper.		
16	Paper Feed Cabinet PC-210	Can load up to 500 sheets respectively into the top and bottom trays.		
17	Paper Feed Cabinet PC-110	Can load up to 500 sheets into the top tray. (The bottom tray is a storage box.)		
18	Desk DK-705	Used to place this machine on the floor.		
19	Saddle Stitcher SD-511	Used to add the bind/fold function to the Finisher FS-534.		
20	Finisher FS-534	Sorts, groups, or staples output sheets as required.		
21	Punch Kit PK-520	Used to add the punch function to the Finisher FS-534.		
22	Saddle Stitcher SD-512	Used to add the bind/fold function to the Finisher FS-535 (only fo bizhub 554e).		
23	Finisher FS-535	Sorts, groups, or staples output sheets as required (only for bizhuk 554e).		
24	Punch Kit PK-521	Used to add the punch function to the Finisher FS-535 (only for bizhub 554e).		
25	Z Folding Unit ZU-606	Adds the Z-fold or punch function to the Finisher FS-535 (only for bizhub 554e).		
26	Job Separator JS-602	Feeds out printed sheets (only for bizhub 554e).		
27	Post Inserter PI-505	Inserts a cover sheet into copied or printed sheets (only for bizhuk 554e).		
28	Output Tray OT-506	Collects printed pages.		
29	Finisher FS-533	Sorts, groups, or staples output sheets as required. This unit can be installed in this machine.		
30	Punch Kit PK-519	Used to add the punch function to the Finisher FS-533.		
31	Job Separator JS-506	Used to separate output sheets into two trays in the body of the machine.		

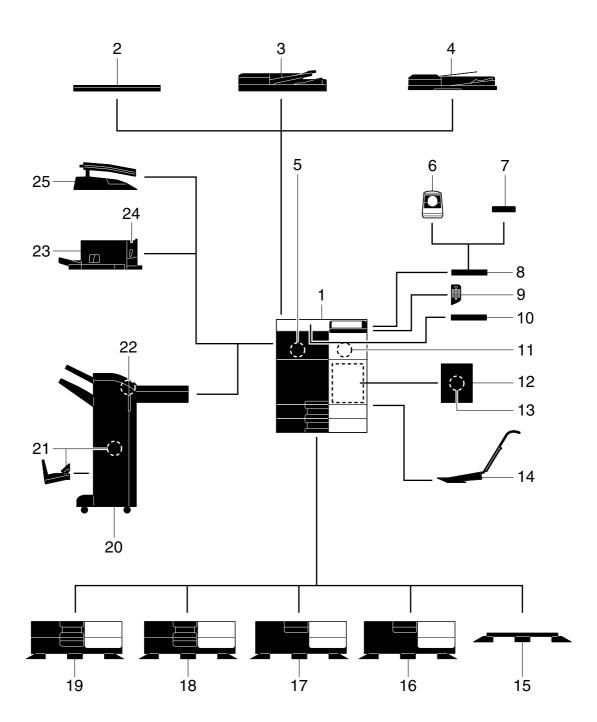
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No.	Name	Description			
The f	The following options are built into this machine and are not shown in the figure above.				
32	Stamp Unit SP-501	Stamps a scanned original when sending a fax.			
33	Spare TX Marker Stamp 2	A replacement stamp for the Stamp Unit SP-501.			
34	Local Interface Kit EK-606	Install this unit when using the voice guidance function.			
35	Local Interface Kit EK-607	Install this unit when using the voice guidance function and the link- age function with a Bluetooth-compatible device.			
36	i-Option LK-101 v3	Supports the web browser function that is one of the advanced functions.			
37	i-Option LK-102 v3	Supports the PDF processing function that is one of the advanced functions.			
38	i-Option LK-104 v3	Supports the voice guidance function that is one of the advanced functions.			
39	i-Option LK-105 v3	Supports the searchable PDF function that is one of the advanced functions.			
40	i-Option LK-106	Used to add a bar code font that is one of special fonts.			
41	i-Option LK-107	Used to add a unicode font that is one of special fonts.			
42	i-Option LK-108	Used to add an OCR font that is one of special fonts. In the standard, the OCR-B font (PostScript) is available. Installing the i-Option LK-108 allows use of the OCR-A font (PCL).			
43	i-Option LK-110	Supports advanced functions such as a function that converts a file into a DOCX or XLSX type, a function that generates highly-func- tional and high quality data, and the E-mail RX Print function. i-Op- tion LK-110 includes the function licenses for i-Option LK-102 v3 and i-Option LK-105 v3 . If you purchase i-Option LK-110 , you do not need to purchase i-Option LK-102 v3 or i-Option LK-105 v3 . For details on the available functions, refer to the User's Guide CD.			
44	i-Option LK-111	Supports the ThinPrint function that is one of the advanced func- tions.			
45	i-Option LK-114	Supports the universal print function that is one of the advanced functions. The universal print function may not be available in some countries or regions.			
46	i-Option LK-115	You can use TPM (Trusted Platform Module) that is one of the ad- vanced functions. Security enhancement is realized by encrypting confidential information such as certificates and passwords of this machine.			
47	Upgrade Kit UK-204	 Required when: Installing i-Option LK-101 v3/LK-102 v3/LK-104 v3/LK-105 v3/LK-106/LK-107/LK-108/LK-110/LK-114; Using the My Address function in conjunction with My Panel Manager; and Using the Overlay or Registered Overlay function. 			
48	Upgrade Kit UK-208	Allows you to use this machine in a wireless network environment.			
The fo	ollowing options are not showr	n in the figure.			
49	Heater HT-509	Prevents paper in a paper tray from being affected by humidity. Desk DK-510 or Paper Feed Cabinet is required to install this unit.			
50	Power Supply BOX MK-734	Used to turn Heater operations on or off.			
51	Mount Kit MK-735	Required to use the machine unit that has Authentication Unit AU-201 (IC Card Type) built in to it.			

2.3.2 Optional components (bizhub 364e/284e/224e)

Various optional components can be added to meet your office requirements.



No.

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Name

Main unit

Original Cover OC-511

ument Feeder DF-624

Dual Scan Document

Authentication Unit

Authentication Unit

Keypad KP-101

FAX Kit FK-508

Mount Kit MK-730

Paper Feed Cabinet

Paper Feed Cabinet

Paper Feed Cabinet

Saddle Stitcher SD-511

Finisher FS-534

Punch Kit PK-520

Punch Kit PK-519

Job Separator JS-506

Finisher FS-533

Desk DK-705

Desk DK-510

PC-410

PC-210

PC-110

AU-201 (IC Card Type)

Working Table WT-506

Keyboard Holder KH-102

Security Kit SC-508

Fax Mount Kit MK-728

AU-102 (Biometric Type)

Feeder DF-701

Fax Kit FK-511

Reverse Automatic Doc-

Sorts, groups, or staples output sheets as required. This unit can be installed in this machine. Used to add the punch function to the Finisher FS-533. Used to separate output sheets into two trays in the body of the machine.

Description

copying.

trays.

storage box.)

age in the printer section.

Used to fix the loaded originals.

enables higher-speed scanning.

Required to use the fax function.

Automatically feeds and scans originals by page.

The Working Table WT-506 is required as a stand.

The Working Table WT-506 is required as a stand.

numbers by using the Hardware Keypad.

Install this holder to use an external keyboard.

This unit is required to install FAX Kit FK-508.

This option can be used in North America.

This option can be used in North America.

Used to place this machine on the floor.

Used to place this machine on the floor.

Used to add telephone lines.

Used to print on banner paper.

Scans the original in the scanner section, and prints a scanned im-

Scans the front and back sides of the sheet at the same time. This

Provides an area to temporarily place an original or other materials. This is also used when the Authentication Unit is installed.

It is equipped on the side of the Control Panel. Allows you to enter

Supports functions such as Copy Guard to prevent unauthorized

Fax Mount Kit MK-728 is required to install FAX Kit FK-508.

Can load up to 2500 sheets of $8-1/2 \times 11$ (A4) size paper.

510 or Paper Feed Cabinet is required to install this unit.

Used to add the bind/fold function to the Finisher FS-534.

Used to add the punch function to the Finisher FS-534.

Can load up to 500 sheets respectively into the top and bottom

Can load up to 500 sheets into the top tray. (The bottom tray is a

Sorts, groups, or staples output sheets as required. The Desk DK-

26	Stamp Unit SP-501	Stamps a scanned original when sending a fax.
27	Spare TX Marker Stamp 2	A replacement stamp for the Stamp Unit SP-501.
28	Local Interface Kit EK-606	Install this unit when using the voice guidance function.
29	Local Interface Kit EK-607	Install this unit when using the voice guidance function and the link- age function with a Bluetooth-compatible device.
30	i-Option LK-101 v3	Supports the web browser function that is one of the advanced functions.

2-12

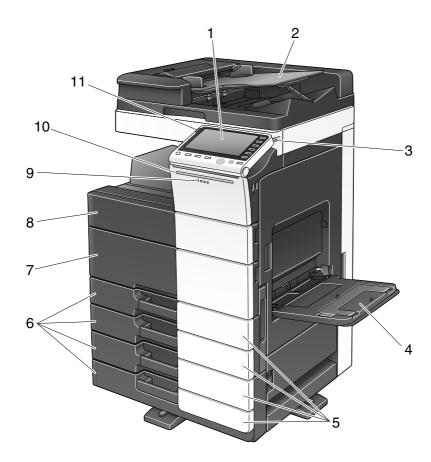
No.	Name	Description
31	i-Option LK-102 v3	Supports the PDF processing function that is one of the advanced functions.
32	i-Option LK-104 v3	Supports the voice guidance function that is one of the advanced functions.
33	i-Option LK-105 v3	Supports the searchable PDF function that is one of the advanced functions.
34	i-Option LK-106	Used to add a bar code font that is one of special fonts.
35	i-Option LK-107	Used to add a unicode font that is one of special fonts.
36	i-Option LK-108	Used to add an OCR font that is one of special fonts. In the standard, the OCR-B font (PostScript) is available. Installing the i-Option LK-108 allows use of the OCR-A font (PCL).
37	i-Option LK-110	Supports advanced functions such as a function that converts a file into a DOCX or XLSX type, a function that generates highly-func- tional and high quality data, and the E-mail RX Print function. i-Op- tion LK-110 includes the function licenses for i-Option LK-102 v3 and i-Option LK-105 v3 . If you purchase i-Option LK-110 , you do not need to purchase i-Option LK-102 v3 or i-Option LK-105 v3 . For details on the available functions, refer to the User's Guide CD.
38	i-Option LK-111	Supports the ThinPrint function that is one of the advanced func- tions.
39	i-Option LK-114	Supports the universal print function that is one of the advanced functions. The universal print function may not be available in some countries or regions.
40	i-Option LK-115	You can use TPM (Trusted Platform Module) that is one of the ad- vanced functions. Security enhancement is realized by encrypting confidential information such as certificates and passwords of this machine.
41	Upgrade Kit UK-204	 Required when: Installing i-Option LK-101 v3/LK-102 v3/LK-104 v3/LK-105 v3/LK-106/LK-107/LK-108/LK-110/LK-114; Using the My Address function in conjunction with My Panel Manager; and Using the Overlay or Registered Overlay function.
42	Upgrade Kit UK-208	Allows you to use this machine in a wireless network environment.
43	Upgrade Kit UK-209	 Used to connect an Android/iOS tablet terminal to this machine and display the Control Panel on the Android/iOS tablet terminal, enabling remote-control operations. This unit is required when using Reverse Automatic Document Feeder. If you are using Dual Scan Document Feeder, Upgrade Kit UK-209 (dual scan board) is already installed on this machine. To use an Android/iOS tablet terminal, settings must be made on this machine by a service engineer. For details, contact your service representative. To use an Android/iOS tablet terminal, a dedicated application must be installed on the terminal.

44	Heater HT-509	Prevents paper in a paper tray from being affected by humidity. Desk DK-510 or Paper Feed Cabinet is required to install this unit.
45	Power Supply BOX MK-734	Used to turn Heater operations on or off.
46	Mount Kit MK-735	Required to use the machine unit that has Authentication Unit AU-201 (IC Card Type) built in to it.

2.3.3 Name of parts (MFP) (bizhub 554e/454e)

Front side

The illustration shows the main unit that contains the **Output Tray** and **Paper Feed Cabinet**.



No.	Name	Description
1	Control Panel	Use the Touch Panel or buttons on this panel to operate this ma- chine.
2	Original Tray	Load the original.
3	Stylus Pen	Used to operate the Touch Panel.
4	Bypass Tray	Used to load custom-size paper or special paper.
5	Paper-Empty Indicator	Flashes orange when a tray runs low on paper and lights up orange when the tray runs out of paper.
6	Paper Tray	Used to load standard-size paper.
7	Lower Front Door	Open this door to replace consumables or to maintenance this ma- chine.
8	Upper Front Door	Open this door to replace a Toner Cartridge .
9	Data Indicator	Flashes blue while this machine is receiving a job. If a job is current- ly spooled, this indicator lamp lights up blue.
10	Status Indicator	Flashes white during printing.
11	Warning Indicator	Flashes orange if a warning occurs. Lights up orange if this machine has stopped due to an error.

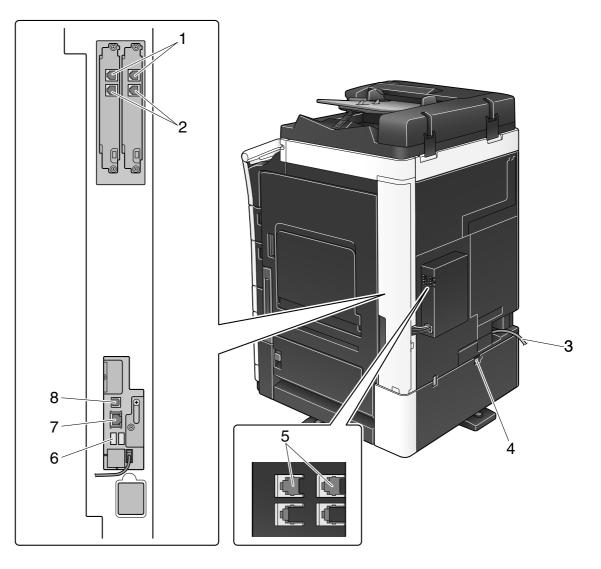
bizhub 554e/454e/364e/284e/224e

Rear side

2

The illustration shows the main unit that contains the Paper Feed Cabinet, Fax Kit FK-511, FAX Kit FK-508, Fax Mount Kit, and Power Supply BOX.

(FAX Kit FK-508 and Fax Mount Kit can be used in North America.)



No.	Name

1	Telephone Jack 1/2 (LINE PORT1/2)
2	Jack for connecting a telephone (TEL PORT1/2)
3	Power Cord
4	Heater Power Switch
5	Telephone Jack 3/4 (FAX3/4)
6	USB Port (Type A) USB2.0/1.1
7	Network Connector (10Base-T/100Base-TX/1000Base-T)
8	USB Port (Type B) USB2.0/1.1

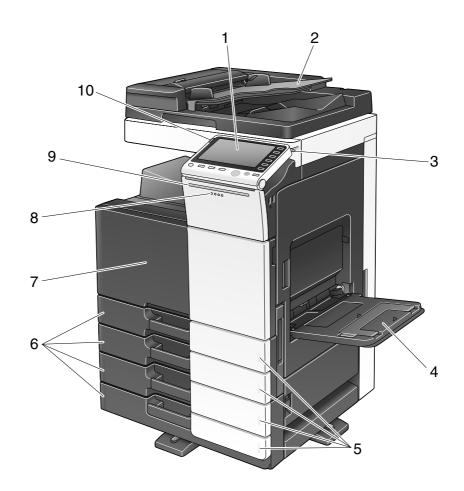
Reference

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

2.3.4 Name of parts (MFP) (bizhub 364e/284e/224e)

Front side

The illustration shows the main unit that contains the **Reverse Automatic Document Feeder** and **Paper Feed Cabinet**.

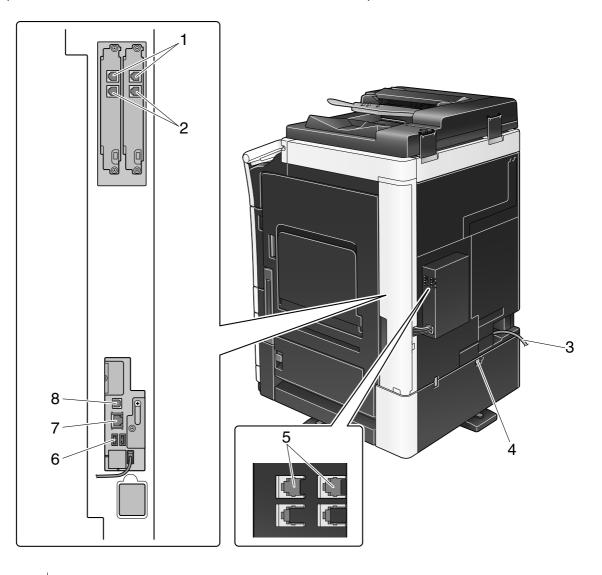


No.	Name	Description
1	Control Panel	Use the Touch Panel or buttons on this panel to operate this ma- chine.
2	Original Tray	Load the original.
3	Stylus Pen	Used to operate the Touch Panel.
4	Bypass Tray	Used to load custom-size paper or special paper.
5	Paper-Empty Indicator	Flashes orange when a tray runs low on paper and lights up orange when the tray runs out of paper.
6	Paper Tray	Used to load standard-size paper.
7	Front Door	Open this door to replace consumables or to maintenance this ma- chine.
8	Data Indicator	Flashes blue while this machine is receiving a job. If a job is current- ly spooled, this indicator lamp lights up blue.
9	Status Indicator	Flashes white during printing.
10	Warning Indicator	Flashes orange if a warning occurs. Lights up orange if this machine has stopped due to an error.

Rear side

2

The illustration shows the main unit that contains the **Reverse Automatic Document Feeder**, **Paper Feed Cabinet**, **Fax Kit FK-511**, **FAX Kit FK-508**, **Fax Mount Kit**, and **Power Supply BOX**. (FAX Kit FK-508 and Fax Mount Kit can be used in North America.)



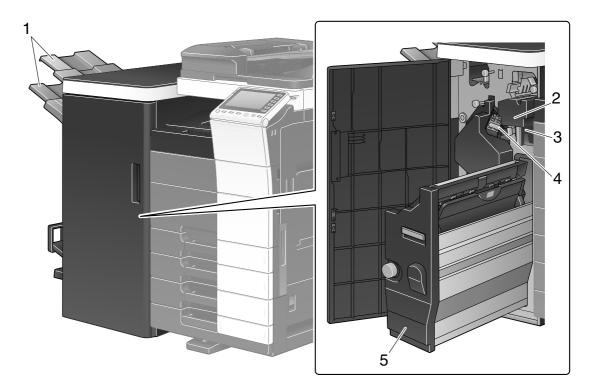
No.	Name
1	Telephone Jack 1/2 (LINE PORT1/2)
2	Jack for connecting a telephone (TEL PORT1/2)
3	Power Cord
4	Heater Power Switch
5	Telephone Jack 3/4 (FAX3/4)
6	USB Port (Type A) USB2.0/1.1
7	Network Connector (10Base-T/100Base-TX/1000Base-T)
8	USB Port (Type B) USB2.0/1.1

Reference

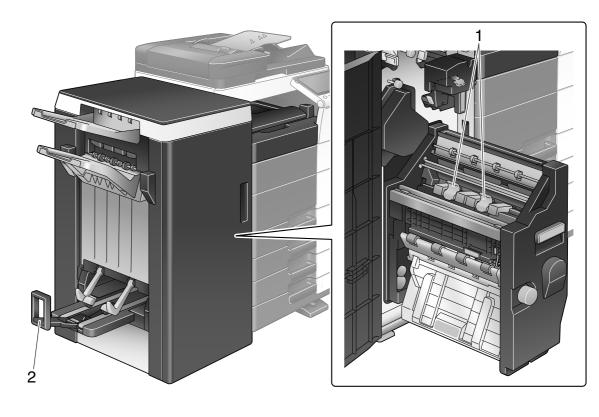
For details, refer to the User's Guide CD.

This section shows the names of distinctive parts for each optional unit that can be installed in this machine.

Finisher FS-535, Saddle Stitcher SD-512, Punch Kit PK-521 (bizhub 554e)

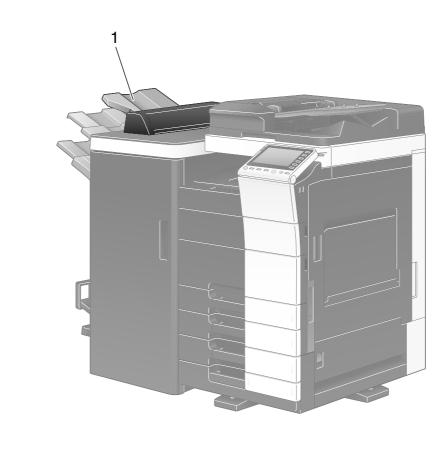


No.	Name
1	Output Tray
2	Punch Kit
3	Punch Scrap Box
4	Staple Cartridge
5	Saddle Stitcher



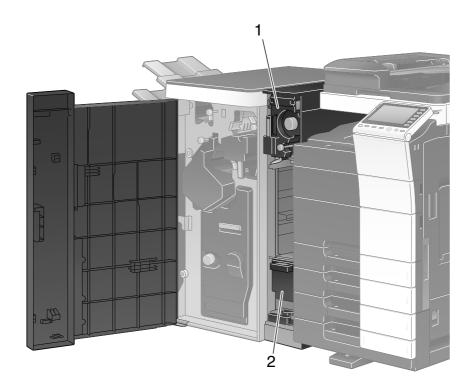
No.	Name
1	Staple Cartridge
2	Folding Output Tray

Job Separator JS-602 (bizhub 554e)



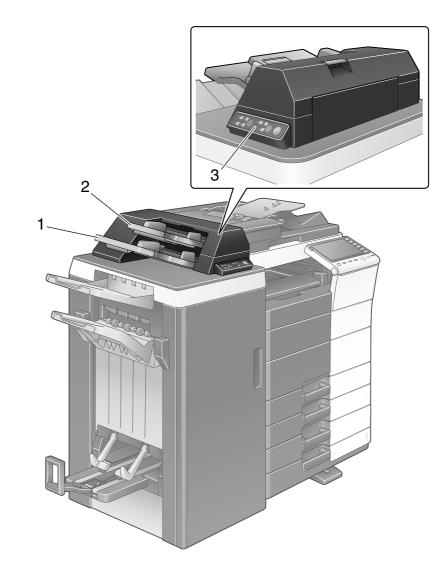
	No.	Name
-	1	Output Tray

Z Folding Unit ZU-606 (bizhub 554e)



No.	Name
1	Z Folding/Conveyance Unit
2	Punch Scrap Box

Post Inserter PI-505 (bizhub 554e)

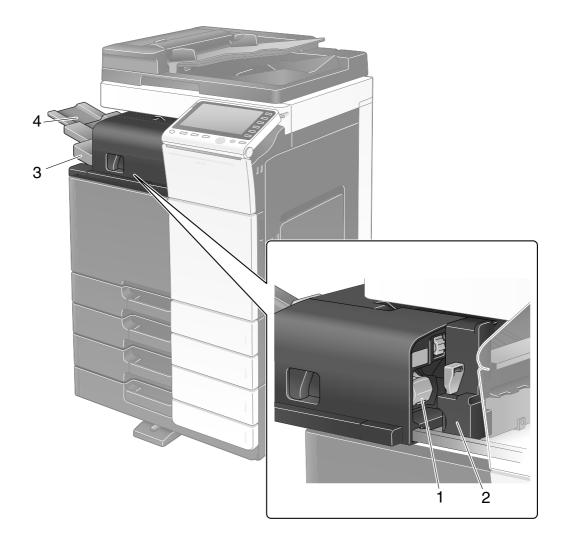


No.	Name	
1	Lower Tray	
2	Upper Tray	
3	Post Inserter Control Panel	

Reference

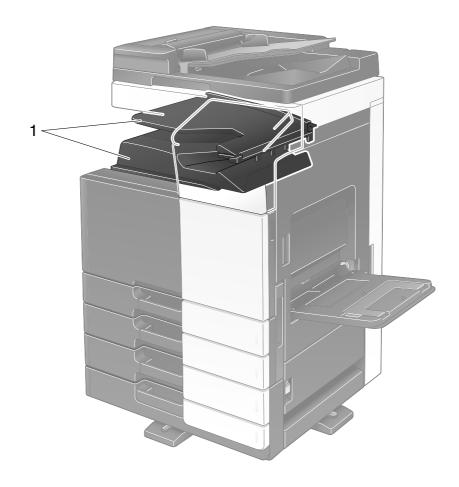
For details on how to use the Post Inserter Control Panel, refer to the User's Guide CD.





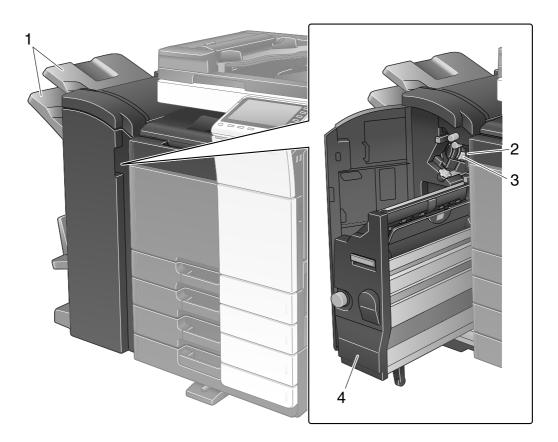
No.	Name	
1	Staple Cartridge	
2	Punch Kit	
3	Output Tray	
4	Tray Extension	

Job Separator JS-506



_	No.	Name
-	1	Output Tray

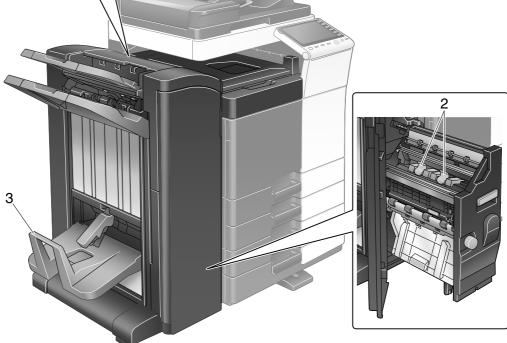
Finisher FS-534, Saddle Stitcher SD-511, Punch Kit PK-520



	No.	Name	
	1	Output Tray	
	2	Punch Scrap Box	
	3	Staple Cartridge	
-	4	Saddle Stitcher	

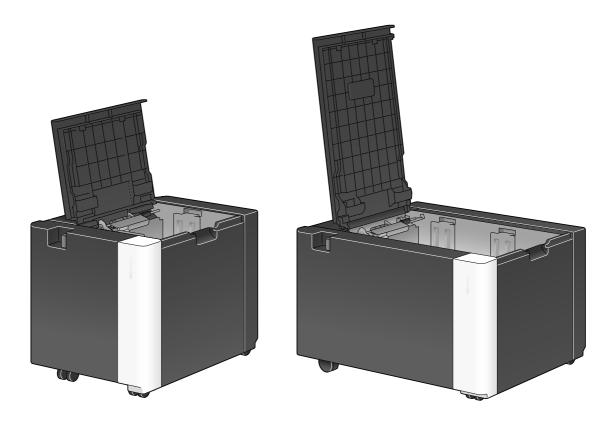
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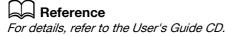




No.	Name	
1	Punch Kit	
2	Staple Cartridge	
3	Folding Output Tray	

Large Capacity Unit LU-301/LU-204





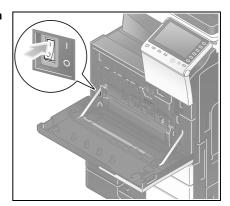
2.4 Power supply

This machine provides two power switches: **Power** key on the **Control Panel** and **Main Power Switch** on the machine. Under normal conditions, operate the **Power** key of the **Control Panel**. Use **Main Power Switch** to restart this machine.

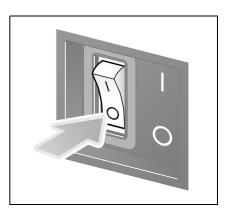
2.4.1 Turning the power on and off

Turn the power on and off only when necessary, for example, when the administrative settings are changed or a power failure occurs.

1 Open the Lower Front Door or Front Door, and turn the Main Power Switch on.



2 Turn the Main Power Switch off.



NOTICE

To restart this machine, turn the Main Power Switch off and on again after 10 or more seconds have passed.

2.4.2 Operating the Power key

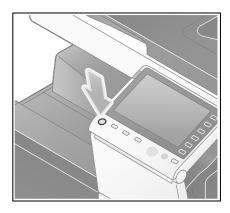
To immediately shift to the power save mode, for example, when work is finished or when not operating this machine for a long period of time, press the **Power** key.

The machine shifts to different power save modes depending on how long the Power key is pressed.

Pressing the **Power** key briefly during operation shifts to the low power or sleep mode. Holding down the Power key shifts to the Sub Power OFF mode.

To return this machine from the power save mode to the normal mode, press the **Power** key again.

In the low power or sleep mode, you can return this machine from the power save mode to the normal mode simply by placing your hand close to the **Control Panel**.



Status of this machine		Description
Power Save mode	Low Power or Sleep mode	Flashes blue. This machine returns to the normal mode when data or faxes are re- ceived.
	Sub Power OFF mode	Lights up orange. This machine can receive data or faxes, but cannot scan or print an original. If data or faxes are received when the machine is in the Sub Power OFF mode, they are printed when the machine returns to the normal mode.
Normal mode	During oper- ation	Lights up blue.

2.4.3 Power save function

If the specified time (default: 15 minutes) elapses after the machine becomes inactive, the machine automatically shifts to the power save mode; for example, the **Touch Panel** display is turned off. The **Power** key flashes blue in the power save mode. The power save mode returns to the normal mode by pressing any key on the **Control Panel** for instance.

There are two power save modes: the low power mode and the sleep mode. Sleep mode provides a greater power saving effect than Low Power mode. However, the time required to return to Normal mode is longer than the time required to revert to Low Power mode.

Reference

The time required to shift to each mode can be changed in the Administrator Settings. For details, refer to the User's Guide CD.

Reducing power consumption

To reduce power consumption in the standby state, change [Power Key Setting] to [Sub Power OFF].

Tap [Utility], and select [Administrator Settings] - [System Settings] - [Power Supply/Power Save Settings] - [Power Key Setting].

For information on the default administrator password, refer to page 5-51.



After the setting is changed, the power save mode shifts as shown below depending on how the **Power** key is pressed.

- Pressing the **Power** key
- This machine shifts to the Sub Power OFF mode.
- In the Sub Power OFF mode, the machine can receive data or faxes, but cannot scan or print an original.
- If data or faxes are received when the machine is in the Sub Power OFF mode, they are printed when the machine returns to the normal mode.
- Holding down the **Power** key
- This machine shifts to the ErP Auto Power OFF mode.
- In the ErP Auto Power OFF mode, this machine cannot receive data or faxes and also cannot scan or print an original.
- This function provides a greater power saving effect than the Sub Power OFF mode, which is close to the state where the main power is turned off.

To enable the machine to return to the normal mode from the Sub Power OFF or ErP Auto Power OFF mode, press the **Power** key again.

Reference

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

2.5 Control Panel

The Keypad KP-101 is equipped on the right side of the Control Panel.

2.5.1 Name of parts



No.	Name	Description
1	Touch Panel	Various screens and messages are displayed. Directly touch the Touch Panel to configure each setting.
2	[Menu]	Tap this button to display the main menu.
3	[Enlarge Display]	Enters Enlarge Display mode.
4	[Guidance]	Tap this button to display the Help Menu. You can display descrip- tions of the functions and operating procedures on the screen.
5	[Access]	If user authentication or account track is enabled, enter the user name and password for user authentication or the account name and password for account track, then tap this button to start the use of this machine. After a target operation is completed, tap this but- ton once again to end the use of this machine.
6	[Interrupt]	Tap this button to enter the Interrupt mode. The indicator lamp lights up blue in the Interrupt mode. To cancel the Interrupt mode, tap [Interrupt] again.
7	[Preview]	Tap this button to print a single proof copy to be checked before printing a large number of copies. This function can also display a finishing image with the current settings on the Touch Panel .
8	Reset	Press this key to reset all settings, excluding the registered ones, that you entered using the Control Panel .
9	Stop	Press this key to temporarily stop an active copy, scan, or print job.
10	Start	Press to start the copy, scan or fax operation.
11	Register key	 Press each key to switch the display of the Touch Panel to a function assigned to a Register key. 1 (Scan/Fax): Switches to the scan/fax function. 2 (Copy): Switches to the copy function. 10Keypad (Keypad): Displays the Keypad on the Touch Panel. The Register key can be assigned to any function in the Administrator Settings to be easy to use.

0	
-2	,
-	

No.	Name	Description
12	Power	Press this key to switch to the power save mode. In the normal mode, the key lights up blue. In the power save mode, the key blinks blue or lights up orange. To create a higher power saving effect, you can change the setting in [Power Key Setting] of Administrator Settings. For [Power Key Setting], refer to page 2-29.
13	Warning Indicator	Flashes orange if a warning occurs. Lights up orange if this machine has stopped due to an error.

Equipped with the Keypad KP-101



No.	Name	Description
1	Voice Guide	Press this key to start the voice guidance function (optional).
2	Keypad	Use this Keypad to enter numeric values such as the number of copies, zoom ratio, and fax number.
3	C	Press this key to cancel numeric values such as the number of copies, zoom ratio, and size you entered using the Keypad .

2.6 **Touch Panel**

2.6.1 Main menu

2

Tap [Menu] on the Control Panel to display the main menu. In the main menu, you can configure settings such as frequently used functions or a shortcut key for jumping to each mode.

Layout of main menu



No.	Name	Description
1	[Accessibility]	Tap this button to adjust a Touch Panel pressing position, change keying sounds, and configure the operating environment of the Control Panel .
	[Counter]	Tap this button to display the total number of pages printed on this machine on a function basis.
	[Job List]	Tap this button to display active or standby jobs. If necessary, you can view job logs or print a communication report. For details, refer to page 2-39.
2	Main menu keys	Display shortcut keys assigned to any function. By default, the main menu shows [Copy], [Scan/Fax], [User Box], [Sound Setting], and [Utility].
	[Utility]	Tap this button to configure settings of this machine or view the use status of this machine.[Utility] is always displayed.

Customizing the main menu

The main menu can be extended to three screens as necessary. Up to 25 keys can be assigned to three main menu screens which can be switched.



In addition, you can specify your favorite background pattern.



Reference

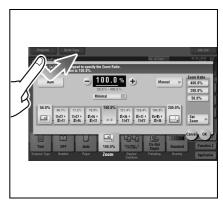
For details, refer to the User's Guide CD.

2.6.2 Operating the Touch Panel

The **Touch Panel** of this machine supports user-friendly operations, such as, sliding a finger on the Touch Panel.

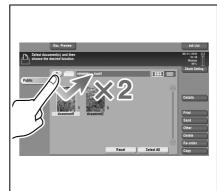
Тар

Lightly touch the screen with your finger, then remove your finger from the screen immediately. This action can select or determine a menu.



Double-tap

Lightly touch the screen with your finger twice in succession. Used to retrieve detailed information, to enlarge a thumbnail or preview image, and to open a User Box.

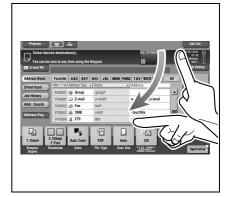


A • V

Flick

2

Make a slight fillip while sliding your finger on the screen. Used to scroll the destination/job list or to feed a page in the Main menu screen/Preview screen.



Drag

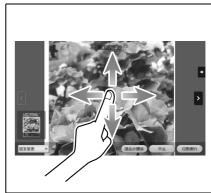
To move the scroll bar or document, place your finger on it and move your finger. Used to move the scroll bar or document.

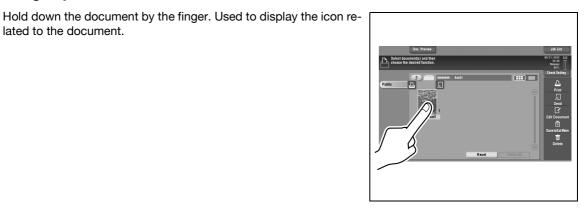
Pan

Long-tap

lated to the document.

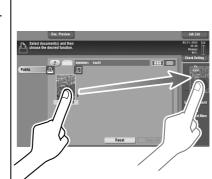
Slide your finger parallel in a front-to-back and side-to-side direction on the screen. Used to move to the intended display location if data spans multiple screens.





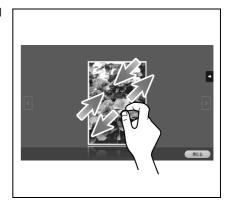
Drag & Drop

Slide your finger to the intended place and release it while a document is selected. Used to move the document to the intended place.



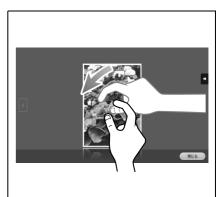
Pinch in/Pinch out

Place two fingers on the screen and then open or close them. Used to enlarge or reduce a preview image.



Rotation

Place two fingers on the screen and then rotate them. Used to rotate a preview image.



This machine features a capacitance-base touch panel. Note the following points when operating the **Touch Panel**.

- Use your finger or the **Stylus Pen** supplied with this machine. Note that the **Touch Panel** will not respond appropriately if you operate it using your nail or a pen tip instead of your finger or the **Stylus Pen**.
- Applying a strong force to the **Touch Panel** will damage the **Touch Panel**, and potentially cause a breakage.
- When operating in the **Touch Panel**, do not press on it using excessive force or with a pointed object such as a mechanical pencil.
- The **Touch Panel** may not respond appropriately, if operated with a wet finger.
- The **Touch Panel** will not respond appropriately, if operated with hands with gloves on. It is recommended that you use the **Stylus Pen** supplied with this machine or your finger.
- The **Touch Panel** may not respond appropriately, if the distance between you and a fluorescent lamp is 20 inches (50 cm) or less while you are operating the **Touch Panel**.
- Avoid using the **Touch Panel** at a site near a device that generates electric noise (such as a generator and an air conditioner). The electric noise may cause the **Touch Panel** to operate erratically.

2.6.3 How to display the Keypad

When tapping the input area on the copy screen and etc. for entering the number of copies or entering adjustment values, the **Keypad** will be displayed.

It can also be displayed by pressing the **10Keypad** provided for the **Register** key.

Input area for entering the number of copies





Input area for entering values





How to move the Keypad

Move your finger while the upper side of Keypad is being pressed.



How to close the Keypad

After entering, tap [Close] to close the Keypad.

It can also be closed by pressing the **10Keypad** provided for the **Register** key.



To display the Keypad all the time

The Keypad can be displayed all the time on the copy screen, print setting screen for boxes or browser.

Reference

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

2.6.4 Entering characters

When entering characters to register an address or program, use the keyboard screen displayed on the **Touch Panel**.

When typing in "Group1":

- 1 To type in uppercase letters or symbols, tap the [Shift] key.
 - → If you mistyped, tap [←] or [→] to move the cursor to the character you want to clear, then tap the [Delete] key.
 - → Tap the [Shift] key again to return to the original keyboard screen.

Use the keyboard to enter the registration name. Press the ICJ key to erase the entered registration name.
Utility > New E-Mail > Name
G
← → Pe- lete
! @ # \$ % ^ & * () _ + ~
Q W E R T 2Y U I O P () I
ASDFGHJKL:"
$Z X C V B N H \langle \rangle ?$
Space Shift
02/21/2013 16:01 (A ER ^{1arge}) Undo OK

2 After typing completes, tap [OK].

Use the keyboard to enter the registration name. Press the ICJ key to erase the entered registration name.	
Utility > New E-Mail > Name	
Group1	C J
← → Pe-	
1 2 3 4 5 6 7 8 9 0 -	= •
q w e r t y u i o p [
asdfghjkl;,	
Z X C V b n m , . /	
Space Shift	
02/21/2013 16:02	ОК

2.7 Jobs

2.7.1 Job screen

A job refers to an operation such as printing, sending, receiving, or saving.

When you tap [Job List] in the main menu or the main screen of each mode, the Job screen appears.

In the Job screen, you can view a list or history of a job currently being executed or print a sending-receiving result report.

In general, jobs are executed starting from the job at the top of the list of currently active jobs. If you are in a hurry to execute any particular jobs, you can rearrange the job execution order.

Active	V 1	0	Comm	unication pe∕Line	AII
o. Type	Log Doc. Name / Destination	Comm. Li	No. of Copies	Status/Result	
019 📸 COPY		11:15	20/ 50	Printing	
020 📸 COPY		11:15		Queued	Delete
021 📸 COPY		11:15		Queued	Helease Helease
					Redial
					Settings
					Forward
					Details

No.	Description
1	Displays jobs.
2	Select a job type. In [Comm. List], you can also print a sending-receiving result report.
3	Tap this button to narrow down the jobs to be displayed.
4	Tap this button to delete a job.
5	Tap this button to select a job to be executed preferentially.
6	Tap this button to view details of a selected job.

2.7.2 Multi-job function

While a job is active, you can register another job. Up to 251 jobs can be registered in total.

The table below shows the maximum number of jobs that can be registered for each function.

Function	Minimum number of jobs	Maximum number of jobs
Сору	5	61
Print	10	66
Scan	5	61
Fax memory TX	50	106
Fax RX	100	156
Sharing	56	-

These values may vary depending on conditions.

Reference

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

2.8 Loading paper

2

2.8.1 Loading paper in Tray 1 to Tray 4

Up to 500 sheets of plain paper can be loaded into each tray. Tray3 and Tray4 are optional.

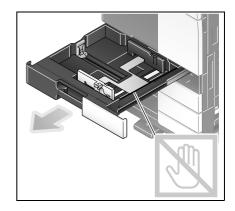
Applicable paper types

Plain paper, single-side-only paper, thin paper, special paper, thick paper, letterhead, colored paper, and recycled paper

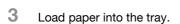
How to load paper

1 Pull out the tray.

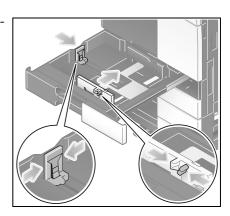
NOTICE Be careful not to touch the **Film**.

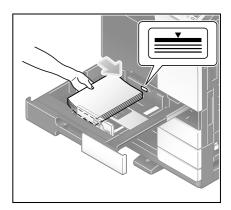


2 Slide the Lateral Guide to fit the size of the paper to be loaded.



 \rightarrow Load paper into the tray with the print side facing up.





4 When loading paper other than plain paper, specify the paper type. For details, refer to page 2-43.

4

2.8.2 LCT (built-in)

Up to 2500 sheets of plain paper can be loaded into the LCT (built-in). The LCT (built-in) is an option.

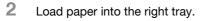
Applicable paper types

Plain paper, single-side-only paper, thin paper, special paper, thick paper, letterhead, colored paper, and recycled paper

How to load paper

1 Pull out the tray.

NOTICE Be careful not to touch the **Film**.

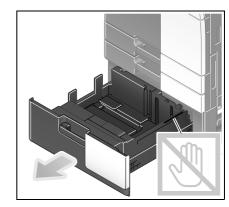


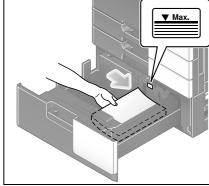
→ Load paper into the tray with the print side facing up. *NOTICE*

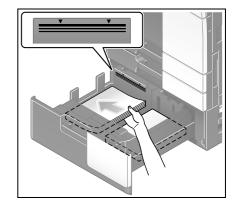
Do not load the tray with paper of a size other than that previously specified. To change the paper size, contact your service representative.

- 3 Load paper into the left tray.
 - \rightarrow Load paper into the tray with the print side facing up.

When loading paper other than plain paper, specify the paper type. For details, refer to page 2-43.







2.8.3 Loading paper into the Large Capacity Unit

Up to 3000 sheets of plain paper can be loaded into Large Capacity Unit LU-301, and up to 2500 sheets of plain paper into Large Capacity Unit LU-204.

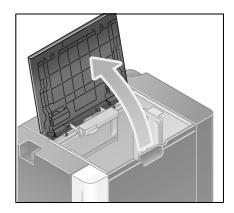
The Large Capacity Unit is an option.

Applicable paper types

Plain paper, single-side-only paper, thin paper, special paper, thick paper, letterhead, colored paper, recycled paper

How to load paper

1 Open the door.

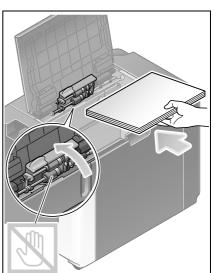


2 Lift the **Paper Feed Roller**, and load paper into the unit.

→ Load paper into the tray with the print side facing down. **NOTICE**

Exercise care not to touch the surface of the **Paper Feed Roll**er with your hand.

Do not load the **Large Capacity Unit** with paper of a size other than that previously specified. To change the paper size, contact your service representative.



3 When loading paper other than plain paper, specify the paper type. For details, refer to page 2-43.

2-42

Use the **Bypass Tray** when printing on a paper size other than for paper trays, or printing on envelopes or transparencies.

To use the **Bypass Tray**, load paper and specify the paper type.

Applicable paper types

Plain paper, single-side-only paper, special paper, thick paper, postcard (4×6 (A6 Card)), transparency, letterhead, colored paper, envelope, label sheets, index paper, recycled paper, and banner paper

Applicable paper sizes

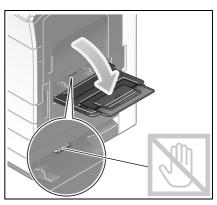
Туре	Size
Standard-size paper	12 × 18 \Box to 5-1/2 × 8-1/2 \Box /, 4 × 6 \Box , SRA3 \Box , A3 \Box to A6 \Box , B4 \Box to B6 \Box , A6 card \Box , 8 × 13 \Box , 16K \Box /, 8K \Box , banner paper, envelope (B5 \Box (6-15/16 inches × 9-13/16 inches (176 mm × 250 mm)), C4 \Box (9 inches × 12-3/4 inches (229 mm × 324 mm)), C5 \Box (6-3/8 inches × 9 inches (162 mm × 229 mm)), C6 \Box (6-3/8 inches × 4-1/2 inches (162 mm × 114 mm)), DL \Box (8-11/16 inches × 4-5/16 inches (220 mm × 110 mm)), Com10 (4-1/8 inches × 9-1/2 inches (104.7 mm × 241.3 mm)), Monarch (3-7/8 inches × 7- 1/2 inches (98.4 mm × 190.5 mm)))
Custom-size paper	Paper width: 3-9/16 to 12-5/8 inches (90 mm to 320 mm) Paper length: 5-1/2 to 47-1/4 inches (139.7 mm to 1,200 mm)

How to load paper

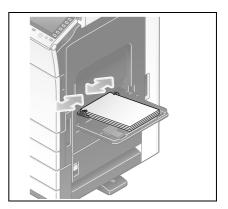
- 1 Open the tray.
 - → To load large-sized paper, pull out the **Tray Extension**.
 - → To load banner paper, install the Mount Kit MK-730 for banner paper.

NOTICE

Exercise care not to touch the surface of the **Paper Feed Roll**er with your hands.



- 2 After loading paper, adjust the Lateral Guide.
 - \rightarrow Load paper into the tray with the print side facing down.



3 Specify the paper type. Tap [Paper].



4 Select [^(h)], then tap [Change Tray Setting].

Program	Quick	Сору					Job List
Ready	to Con	v			No. of Sets		04/30/2013 🔝
Use Use				1	2		6:58 nory 10%
100	•						
A	uto		&%×11₽	8%×11□	Chan	ge Tray Setting	
		2	&i×11 ⊡				
		• •	1				
	2 3 4	3	&¦×11 □	J			
		4	8%×11₽				
Pla	in Paper	60 90g/mi		,			
							lose anction 1
							anction 1
Text	OFF		100.0%	1Sided > 1Sided	Do Not Staple	Standard	Function 2
Original Type	Booklet	Paper	Zoom	Duplex/ Combine	Finishing	Density	Application

5 Select the paper type.

Program Qui	ck Copy				Job List
	s (Manual Tray)		No. of	Sete	04/30/2013 ⊡ 16:58 nory
Use					t Setting
Paper Type	Plain Paper	Single Side Only		Paper Size &:×11 🖵	
60 - 90g/m	Special Paper	Thick1		Auto Datast	
	Thick 1+	Thick2		Auto Detect	
	Thick3	Thick4		Standard Size	
	Transparency		_ ❤)	Custom Size	*
	Duplex 2nd Side 🔲			🔲 Wide Paper	mation 1
Text					close unction 2
Original Type Booklet	Paper	Zoom Duplex/ Combine	Finishi	ng Density	Application

6 Specify the paper size.

	Tray Settings	s (Manual Tray)	_	1 Paper S	16:58 nory 10% t Setting
		Plain Paper	Single Side Only		×11 🖸
	60 - 90g/m	Special Paper	Thick1		
		Thick 1+	Thick2	Auto D	letect
		Thick3	Thick4	🗖 Sta	andard Size 🕨
		Transparency		😓 🖬 Cu	stom Size 🕨
		Duplex 2nd Side 🔲	,]		de Paper 📦 anction 1
Text					Close unction 2
Original Type	e Booklet	Paper	Zoom Duplex/ Combine	Finishing	Density Application
original type	. Downer	гары	Combine	rmonng	Applicatio

→ For Auto Detect

[Auto Detect] detects the paper size automatically when standard-size paper is loaded into a tray.

Program	Qui	ck Copy		Na	of Casta	Job List
	Tray Setting	s (Manual Tray)	_			16:58 nory 10%
	Paper Type				Paper Size	, setting
		Plain Paper	Single Side Only	0	⁸ ×11 ₽	
	60 - 90g/m²	Special Paper	Thick1		Auto Detect	
		Thick 1+	Thick2		Auto Delect	
		Thisk3	Thick4		Standard Size	*
		Transparency		⊂ (~)	Custom Size	₩
					Wide Paper	₩
		Duplex 2nd Side				unction 1
Text					3	ose unction 2
Original Typ	e Booklet	Paper ²	oom Duplex/ Combine	Finis		pplication

→ For Standard Size

[Standard Size] is available when loading a postcard or standard-size paper for overseas.

Program	Quick Copy			Job List
Re Tray S	ettings (Manual Tray)		No. of Sata	04/30/2013 IAI 14:58 □
LJ Use	Standard Size			10%
Pape		_		t Setting
60 -	Inches		12×18 🕞 📌	
90g/r	AB Metric Sizes		11×17 🗗 📌	
	C Other (3)		8½×14 🗗 📌	e 🗰
		8 ¹ /₂×11 🔽	+)&×11 □ +	₩
		7%×10% 🖸	+ 7×10k 🗗 + +	*
		5%×8% D	← 5½×8½ □ ←	anction 1
Text		0001	(4) Clo	Close unction 2
Original Type B	pokier Paper 4	com Duple Combi	A) ETHISHING MARKE	Application

→ For Custom Size

Custom Size		Trt
Size can be specified using the [+/-] key. Size can be recalled from Memory Key.		
Custom Size Settings	Registered Paper Sizes	ting
Y Y	memory1 X Y	
	memory2 X Y	
	memory3 X Y	
→ New	memory4 X Y	
(-) Y 3% 12% ++	memory5 X Y	
	Edit Name	on 1
Origings the nonuer Lafter count outlier	(3) Close	on 2
Combine		

→ For Wide Paper

Program	Quick Copy				Job List
Wide Pape	Settings (Manual er	Tray)	_	No. of Solo	04.130 / 2013
2				Barran Qina	ling
	es	3	11×17W 🕞	Paper Size	
AB Met	ric Sizes	8%×11₩ D 5½×8½₩ D	8%×11₩ 🕞	Change Size	
		52×02W	<u>52×02</u> W		
				4	Close
Text					unction 2
	Booklet Pa	per Zoom	Duplex/ Combine	Finishing Density	Close Application

2-46



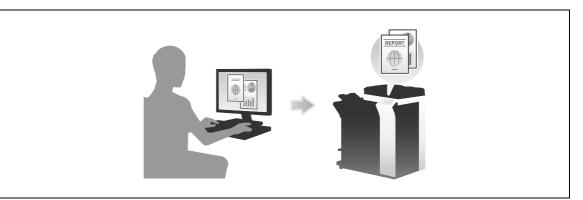
3 Basic Settings and Operations

3.1 Print function

3.1.1 Required settings and basic operations (for Windows OS)

Print data created on your computer via the network.

This section describes how to configure standard print settings using the installer.



Preparation flow

The following describes a preparation flow to print data. For details, refer to the relevant page.

This preparation is not required the second time or subsequent times.

- 1 Checking the cable connection (Administrator)
 - → Check that this machine is correctly connected to the network cable. For details, refer to page 3-3.
- 2 Checking network settings of this machine (Administrator)

→ Check the network settings of this machine. For details, refer to page 3-3. The network can be used with the default settings unless otherwise requested.

- 3 Installing the printer driver
 - → Install the printer driver on the computer. For details, refer to page 3-4.

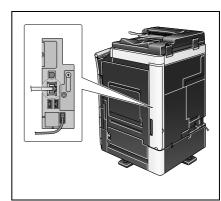
Operation flow

The following describes a flow to print data from your computer. For details, refer to page 3-7.

- 1 Opening original data
 - → Open the data you want to print using the application software.
- 2 Configuring the printer driver for printing
 - → Select a printer driver, and change the setting if necessary before printing.

Checking the cable connection

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



Checking network settings of this machine

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

• For IPv4 environment

For IPv6 environment

Booknark	Utility > Device Infor	nation		Booknark	Utility > Device Infor	nation	
Display Keypad	Function Version IPv4 Address IPv6 Address Serial Number Fertersone Number	Version 1 192. 168. 1. 20 2001: 0db8: bd05: 01d2: 208a: 1 fc0: 0001: 10ee	1/2 ↑ ↓	Display Keypad Utility • Device Information	Function Version IPv4 Address IPv6 Address Serial Number F805855me Number	Version 1 192, 168, 1, 20 2001: Odbé: bdos: 01d2: 2084: 11fc0: 0001: 10ee	
	06/20/2014 04:02		Close		06/20/2014 04:02		Close

Tips

- In general, the default settings are available for network connection; however, some network environments require a change on network settings.
- If no IP address is displayed, you need to configure the network. Tap [Utility], and select [Administrator Settings] [Network Settings] [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the User's Guide CD.
- For information on the default administrator password, refer to page 5-51.

	Make a selection.
Bookmark	Administrator Settings> Network Settings> TCP/IP Settings
Display Keypad	ON OFF 1.72 ≪Back Gara >>
Utility	IPv4 Settings IPv6 Settings
Administrator Settings	DNS Host DNS Domain
Network Settings	DNS Server Settings (IPv4) DNS Server Settings (IPv6)
■ TCP/IP Setting	IPsec Settings
	10/01/2012 14:19 OK

Installing the printer driver

Use the installer to install the printer driver.

- ✓ This operation requires administrator privileges for your computer.
- 1 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.



- 2 Click [Printer Install].
- **3** Proceed with the procedure according to the on-screen instructions.

📩 KONICA MINOLTA Printer Installer -	- License Agreement	x
Install	ation License Agreement	
	English	
	Software End User License Agreement	* 11
KONICA MINOLTA	PLEASE READ CAREFULLY THE LICENSE AGREEMENT BELOW BEFORE OPENING THE PACKAGE OF THIS SOFTWARE ('SOFTWARE'), DOWNLOADDING, INSTALLING OR USING THE SOFTWARE. OPENING THE PACKAGE, OR DOWNLOADDING, INSTALLING OR USING ACCEPTANCE OF THE TERMS AND CONDITIONS BELOW. JE YOU DO NOT AGREE TO THEM, DO NOT DOWNLOAD, INSTALL, USE THE SOFTWARE, NOR OPEN THE PACKAGE.	
	1. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS	-

🖄 KONICA MINOLTA Printer Installer - Se	lect menu to setup	
Sele	ect menu to setup	\rightarrow
Select menu to setup.		
(Install printers/MFPs Install printers on this compute	ter. Network printers and USB-o	connected printers are
detected automatically.	ter, network priliters and USB-0	connecceu princers ale
	Network printer	
	Preference for IPv4	Preference for IPv6
 Update Printer Driver 		
	alled on this computer to the la ou will need to restart the co	
🔿 Uninstall Printer Driver		
Uninstall a printer driver from	this computer. you will need to restart the	computer
notice. After uninstalling,		compacer
Help	Previous Ne	xt Cancel

This automatically searches for the appropriate network and displays printers and MFPs that are compatible with the printer driver.

- 4 Select this machine from the list.
 - → If multiple identical models are displayed, check the IP address to select an appropriate one. For details on how to check the IP address of this machine, refer to page 3-3.

-				
*	KO	NICA MINOLTA Printer Installer - Select Printer	rs/MFPs to Install	×
)	Select Printe	r/MFP to Install	→
	0	Select Printers/MFPs to Install from the List.	You Can Select Multiple Prir	nters/MFPs.
5		Davisa Nama	Addross/Bort	Ctatur
Ψ	(KONICA MINOLTA bizhub 554e	192.168.1.20	Not installed
		<		•
	O	Clear all Normal Printing Specify the Printer/MFP Except for the Abo	 <u>Search Setting</u> ve. (IP Address, Host Name. 	Update List
		Specify Printer/MFP Path Here	2	Refer to
		<u>H</u> elp	Previous Next	<u>C</u> ancel

5 Select the check boxes of the printer drivers to be installed.

KONICA MINOLTA Printer Installer - Selecting the installa Selecting the instal	$\rightarrow \rightarrow$
Select the installation setting.	
Driver Language Components to Be Installed Image: Components to Be Installed <	English -
Help Previous	2 <u>Next</u> <u>Cancel</u>

6 Click [Install].

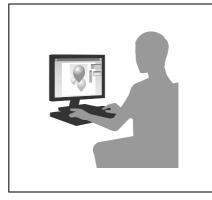
KONICA MINOLTA Printer Installer - Confir Confirm 1 Installation Summary	Installation Settings
Item Printer Path Driver Language Components to Be Installed	Configuration 192.168.1.20 English KONICA MINOLTA 554eSeriesPCL KONICA MINOLTA 554eSeriesPS KONICA MINOLTA 554eSeriesFAX
Нер	Previous Install Cancel

7 Click [Finish].

🖄 KONICA MINOLTA Printer Installer - Finish Installing Drivers	×		
Finish Installing Drivers			
Installation Completed.	Review		
Default Printer			
KONICA MINOL TA 554eSeriesPCL -			
Added Printers KONICA MINOLTA 5546ScriesPCL (192.168.1.20) KONICA MINOLTA 554eScriesPS (192.168.1.20) KONICA MINOLTA 554eScriesFAX (192.168.1.20)	Rename Printer Property Print Setting		
	Print <u>T</u> est page		
Пер	Einish		

Printing data

- 1 Open the data you want to print using the application software.
- 2 In the [File] menu, click [Print].



3 Select the installed printer driver, and click [Print].

	Print		×
Ge	eneral		
1 C	KONICA	MINOLTA 554 eSeriesFAY MINOLTA 554 eSeriesPCL MINOLTA 334 eSeriesP3	
	•		■ III
	Status: Location: Comment:	Ready	Print to file Preferences
	Page Range		
	Aļ		Number of copies: 1
	Selecțion	Current Page	
	Pages:		Collate
		(2)	int Cancel Apply

Tips

- Clicking [Preferences] can change the setting of the printer driver as required.
- If user authentication is enabled in this machine, specify the required data such as the user name and password.

Printing Preferences		
My Tab Basic Layout Finish 8 1/2x11 (215.9x279.4 mm)	Cover Made Stamp/Composition Quality Other Favorite Setting S2 Default Setting V Add Edit	1
1/211 (215.9273 4 m) 1/211 (215.9273 4 m)	Origod Overation Outur (genico) © Instruction Outur (genico) © Instruction Outur (genico) © Origod Size Isocial Size Same as Opania Size Isocial Size Zoom (25, 4003) Image Size © Origod New Size Image Size Zoom (25, 4003) Image Size Park Image Size	•
Printer Mew Printer	Defauțt]
	OK Cancel Hel;	,

Types of printer drivers

1

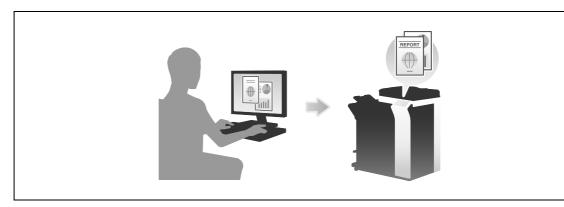
Select a printer driver that will meet your printing requirements.

Driver type	Description
PCL	This is a standard driver for printing general office documents. Among the three drivers, this driver provides the fastest printing speed.
PS	This driver is effective to exactly print data that is created using PostScript-com- patible application software from Adobe or other vendors. This driver is often used in graphics and light printing applications where good color reproducibility is im- portant.
XPS	Developed after Windows Vista, this driver supports XML Paper Specification (XPS). This driver has several advantages, including high-quality reproduction of translucence.

3.1.2 Required settings and basic operations (for Mac OS)

Print data created on your computer via the network.

This section describes how to configure a printer driver, for the OS X 10.6 environment, Bonjour connection, and use of metric-size paper as major conditions.



Preparation flow

The following describes a preparation flow to print data. For details, refer to the relevant page. This preparation is not required the second time or subsequent times.

- 1 Checking the cable connection (Administrator)
 - → Check that this machine is correctly connected to the network cable. For details, refer to page 3-10.
- 2 Checking network settings of this machine (Administrator)
 - \rightarrow Check the network settings of this machine. For details, refer to page 3-10. The network can be used with the default settings unless otherwise requested.
- 3 Installing the printer driver
 - \rightarrow Install the printer driver on the computer. For details, refer to page 3-12.
- 4 Adding and configuring a printer driver
 - → Set up your computer so that data can be printed using the installed printer driver. For details, refer to page 3-15.

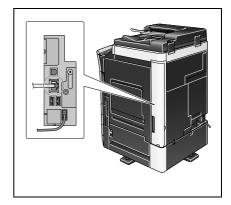
Operation flow

The following describes a flow to print data from your computer. For details, refer to page 3-17.

- 1 Opening original data
 - → Open the data you want to print using the application software.
- 2 Configuring the printer driver for printing
 - → Select a printer driver, and change the setting if necessary before printing.

Checking the cable connection

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



Checking network settings of this machine

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

Booknark	Utility > Device Infor	mation	
Display Keypad	Function Version	Version	1/ 2
Utility	IPv4 Address	192. 168. 1. 20	
Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10ee	•
	Serial Number	AL 21-10-001	
	Contact Telephone Number	1	

For IPv4 environment

For IPv6 environment

Booknark			
DOONNET	Utility > Device Infor	nation	· [
Display Keypad			
	Function Version	Version	1/ 2
Utility			
+	IPv4 Address	192. 168. 1. 20	
Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10ee) •
	Serial Number	ALT-0.00	
	Contact Telephone Number	1	
	06/20/2014 04:02		Close

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

•

→ For information on the default administrator password, refer to page 5-51.

	Select Whet	her or not to select Bonjour settings.	
Bookmark	1 Ininistra	tor Settings > Network Settings > Bonjour Setting	
Display Keypad	(ON OFF	
Utility			
+			
Administrator Settings		Bonjour Name	
+			
Network Settings			
+			
Bonjour Setting			
	10 (01 (0010		ок
	10/01/2012	14:21	UK

→ The Bonjour name is displayed on the printer driver as a connected device name. For "bizhub 554e (5A:0C:4B)", "bizhub 554e" indicates the product name, and "(5A:0C:4B)" indicates the last three bytes of the MAC address.



→ To change the Bonjour name, tap [Bonjour Name], and enter the name using the displayed keyboard.

Use the keyboard to enter the Bonjour name. Press the ICI key to erase the entered Bonjour name.					
Administrator Settings > Bonjour Setting > Enter Bonjour Name					
bizhub 554e(5A:0C:4B)					
← → Pre 1 2 3 4 5 6 7 8 9 0 - = `					
q w e r t y u i o p t t \lambda a S d f g h j k 1 : ' z x c v b n m . /					
Space Shift 04/30/2013 17:06					

Tips

- If no IP address is displayed in Step 1, you need to set up the network. Tap [Utility], and select [Administrator Settings] - [Network Settings] - [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the User's Guide CD.
- For information on the default administrator password, refer to page 5-51.

	Make a selection.
Bookmark Display Keypad	Administrator Settings> Network Settings> TCP/IP Settings
	ON OFF 1 /2 (Back Eara)
Utility	IPv4 Settings IPv6 Settings
Administrator Settings	DNS Host DNS Domain
Network Settings	DNS Server Settings (IPv4) DNS Server Settings (IPv6)
■ TCP/IP Setting	IPsec Settings
	10/01/2012 14:19

Installing the printer driver

Use the installer to install the printer driver.

- ✔ This operation requires administrator privileges for your computer.
- 1 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.



- 2 Select the target printer driver, and copy it to the desktop. Example: /Driver/OS_10_6_x/Letter/bizhub_554e_106.pkg (Printer driver for OS X 10.6)
 - → When ordinarily using metric-sized paper, select a printer driver in the "A4" directory.
 - → The last three digits of the printer driver name indicate the version of the operating system.

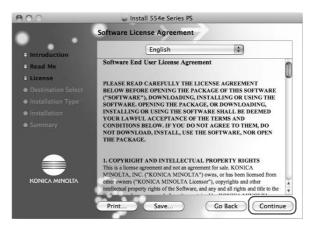


- 3 Double-click the file copied onto the desktop.
- 4 Proceed with the procedure according to the on-screen instructions until the installation screen appears.











bizhub 554e/454e/364e/284e/224e

5 Click [Install].

00	🥪 Install 554e Series PS
	Standard Install on "Macintosh HD"
Introduction	
Read Me	This will take 27.4 MB of space on your computer.
License	Click Install to perform a standard installation of
O Destination Select	this software on the disk "Macintosh HD".
Installation Type	
KONICA MINOLTA	Change Install Location
	Go Back Install

6 When a prompt message appears to ask you to enter the name and password, type in the name and password of the user with administrator privileges.

	Type your password to allow Installer to make changes.
	Name: james
	Password:
▶ Details	
?	Cancel

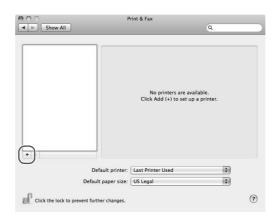
7 Click [Close].



Adding and configuring a printer driver

Set up your computer so that data can be printed using the installed printer driver.

- \checkmark This operation requires administrator privileges for your computer.
- 1 In the Apple Menu, click [System Preferences] [Print & Fax].
- 2 Click [+].



This automatically searches for the appropriate network and displays printers and MFPs that are compatible with the printer driver.

- 3 Select a printer for the Bonjour connection. Search for this machine from the list of printers for which [Kind] is set to [Bonjour], and click it.
 - → If you cannot identify the connected machine because multiple same product names are listed, check with the administrator.

	IP Windows		Search	
·····			5 101 - d	
ONICA MINOLI	TA bizhub 554e(5A:	DC:4B)	Bonjour	
Name:	No Selection			
	No Selection No Selection			
	No Selection			¢

This automatically searches for a printer driver compatible with the selected printer.

4 Check that the printer driver is displayed.

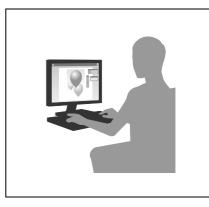
3 - (3	ō,	Ad	dd Printer				
	IP	Windows	5			Search	ŝ	
Printer Name						Kind		
KONICA MINOLI	TA bi:	zhub 554	e (5A:0C:	48)	_	Bonjour		
Name:	ко	NICA MI	NOLTA	bizhub 554	ŧe(5A:0C	:4B)		
Name: Location:	ко	NICA MI	NOLTA	bizhub 554	4e(5A:0C	:4B)		
					4e(5A:0C	:4B)		\$
Location:					ŧe(5A:0C	:4B)		•

5 Select the installed optional units.

	Installable Options KONICA MINOLTA bizhub 554e(5A:0C:4B)
(1	Make sure your printer's options are accurately shown here so you can take full advantage of them. For information on your printer and its optional hardware, check the documentation that came with it.
Y	Paper Source Unit: PC-210
	Finisher: FS-534 + SD-511 🛟
	Punch Unit: PK-520 (2/3-Hole)
	✓ Hard Disk
	Secure Print Only
	☑ Allow Public User
	☑ 1200dpi Rendering Op.
	(2)
	Cancel

Printing data

- 1 Open the data you want to print using the application software.
- 2 From the [File] menu, select [Print].

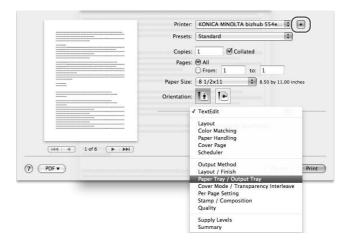


3 Select the Bonjour name of this machine.

Printer KONICA MINOLTA bizh	ub 554e 🗘 🔻
Presets: Standard	2
PDF▼ Preview	Cancel Print

Tips

• If necessary, you can change the settings of the printer driver.



3.2 Scan-to-Send function

3.2.1 Various transmission methods

The original data scanned by this machine can be sent and saved using a variety of methods.

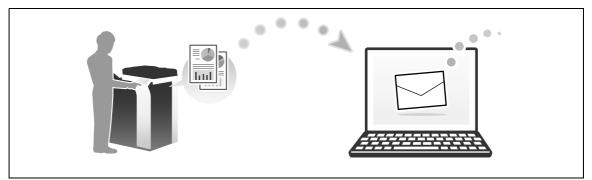
Sending data to your computer (SMB Send)

Send scanned data to a computer on the network. Once settings are configured, you can send data easily. For details, refer to page 3-20 and page 3-30.



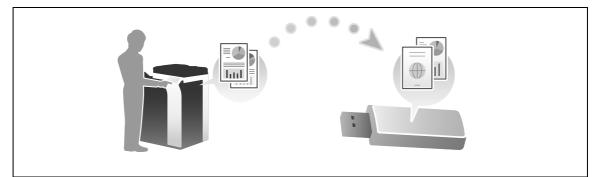
Transmitting data as E-mail attachment (E-mail TX)

Send scanned data as an E-mail attachment. This function is useful when you want to forward data to an outside location. For details, refer to page 3-40.



Saving data to the USB memory device (External memory)

Directly save scanned data on the USB memory device connected to this machine. For details, refer to page 3-77.



Various methods for transmitting and saving data

In addition to the above, data can be sent and saved in various methods. Select the appropriate one to meet your needs.

- Issuing a scan instruction from a computer (Web service function)
- Saving data to a User Box on the HDD (Save in User Box)
- Sending to an FTP server (FTP TX)
- Sending to a WebDAV server (WebDAV Send)



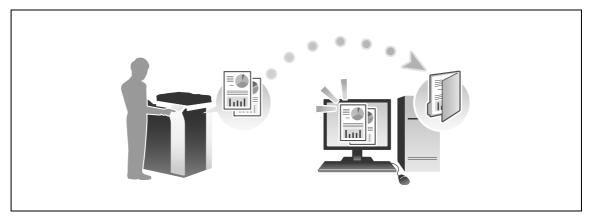
Reference

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

3.2.2 Sending data to your Windows computer (SMB Send)

Send scanned data to a computer on the network.

Once settings are configured, you can send data easily.



Preparation flow

The following describes a preparation flow for sending scanned data. For details, refer to the relevant page. This preparation is not required the second time or subsequent times.

- 1 Checking the cable connection (Administrator)
 - → Check that this machine is correctly connected to the network cable. For details, refer to page 3-21.
- 2 Checking network settings of this machine (Administrator)
 - → Check the network settings of this machine. For details, refer to page 3-21.

The network can be used with the default settings unless otherwise requested.

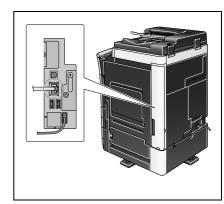
- **3** Checking computer information
 - → Check the information required for Store Address, and fill out the checklist. For details, refer to page 3-22.
- 4 Configuring your computer
 - → Configure settings to share a computer, or create a dedicated folder to receive files. For details, refer to page 3-23.
- 5 Registering destinations
 - → Register destinations to which files are sent while checking the checklist. For details, refer to page 3-26.

Operation flow

The following describes a transmission flow. For details, refer to page 3-28.

- 1 Loading the original
- 2 Selecting a destination
 - → Select a registered destination, and check the settings such as the file type and image quality.
- 3 Press the Start key.
 - → Press the Start key to scan the original.

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



Checking network settings of this machine

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

Booknarl Utility > Device Info Display Keypad 1/ 2 nction Version Utility 1 IPv4 Address 192.168.1.20 ↓) Device Information 2001:0db8:bd05:01d2:288a:1fc0:0001:10e IPv6 Address Contac 20/2014 04:02 Clo

For IPv4 environment

For IPv6 environment

Booknark			
DUUKIIdF K	Utility > Device Inform	nation	Ī
Display Keypad			_
	Function Version	Version	1/ 2
Utility			1
+	IPv4 Address	192. 168. 1. 20	
Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10ee) •
	Serial Number	0.000	
	Contact Telephone Number	1	
	06/20/2014 04:02		Close)

Tips

٠

- In general, the default settings are available for network connection; however, some network environments require a change on network settings.
- If no IP address is displayed, you need to configure the network. Tap [Utility], and select [Administrator Settings] [Network Settings] [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the User's Guide CD.
- For information on the default administrator password, refer to page 5-51.

	Make a selection.
Bookmark	Administrator Settings> Network Settings> TCP/IP Settings
Display Keypad	0N 0FF 1 /2 ≪Back 59°a ≫
Utility	IPv4 Settings IPv6 Settings
Administrator Settings	DNS Host DNS Domain
Network Settings	DNS Server Settings (IPv4)
TCP/IP Setting	IPsec Settings
)	
	10/01/2012 14:19 OK

Checklist

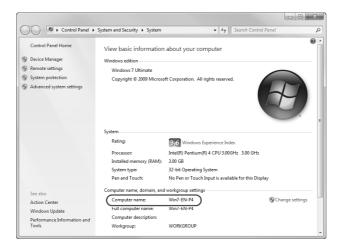
While making notes in the checklist shown below, check computer information and configure settings for preparation. The completed checklist is used for Store Address.

Name	Entry column	Detail	
Host Address	Host name or IP address to which the scanned data is sent	page 3-22	
File Path	Name of the dedicated folder to receive the scanned data	page 3-23	
User ID	User name required to log in to the computer	page 3-22	
Password	 Password required to log in to the computer You should not enter this column for security reasons. 	Contact your sys- tem administra- tor.	

Checking computer information

Check the host address and user ID, and write them down.

- 1 Display the Properties window of the computer.
 - → In Windows 8.1, click [④] in the Start window, then select [Computer]. On the toolbar, select [Computer] [System properties].
 - → In Windows 8, right-click on the Start window, then select [All apps] [Computer]. On the toolbar, select [Computer] [System properties].
 - → In Windows Vista/7, from the Start menu, select [Computer] [System properties].
- 2 Check the computer name, and write it down in the Host address column of the checklist.



- 3 Open the command prompt.
 - → In Windows 8.1, click [()] in the Start window, then select [Command Prompt].
 - → In Windows 8, right-click on the Start window, then select [All apps] [Command Prompt].
 - → In Windows Vista/7, from the Start menu, select [All Programs] [Accessories] [Command Prompt].

- 4 Check the user name, and write it down in the User ID column of the checklist.
 - \rightarrow In the example shown below, "taro.yamada" is displayed as the user ID.

Command Prompt		- • ×
icrosoft Windows (Version 6.1.7600) opyright <u>(c) 2009 Mi</u> crosoft Corporation. :\Userr ⁽ taro.yamada)	. All rights reserved.	E

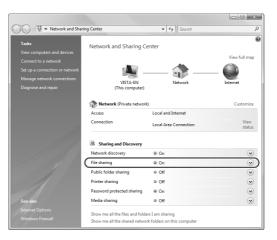
Configuring your computer

Create a new folder, and enable the sharing settings.

- ✓ This operation requires administrator privileges for your computer.
- 1 Display the Network and Sharing Center window to configure a sharing setting.
 - → In Windows 8.1, click [④] in the Start window, select [Control Panel] [Network and Internet] [Network and Sharing Center] [Change advanced sharing settings], then select the [Turn on file and printer sharing] check box.
 - → In Windows 8, right-click on the Start window, select [All apps] [Control Panel] [Network and Internet] [Network and Sharing Center] [Change advanced sharing settings], then select the [Turn on file and printer sharing] check box.
 - → In Windows 7, from the Start menu, select [Control Panel] [Network and Internet] [Network and Sharing Center] - [Change advanced sharing settings] then select the [Turn on file and printer sharing] check box.

🖏 « Network and Sharing Center 🔸 Advanced sharing settings 🔹 👻 4 y Search Control Panel	
Change sharing options for different network profiles	
Windows creates a separate network profile for each network you use. You can choose specific options for each profile.	
Home or Work (current profile)	
Network discovery	
When network discovery is on, this computer can see other network computers and devices and is visible to other network computers. <u>What is network discovery?</u>	
 Turn on network discovery Turn off network discovery 	
File and printer sharing	
When file and printer sharing is on, files and printers that you have shared from this computer can be accessed by people on the network.	
Public folder sharing	
When Public folder sharing is on, people on the network, including homegroup members, can access files in the Public folders. <u>What are the Public folders?</u>	
Turn on sharing so anyone with network access can read and write files in the Public folders Turn off Public folder sharing (people logged on to this computer can still access these	
Save changes Cancel	

→ In Windows Vista, open the Start menu, select [Control Panel] - [Network and Sharing Center], then turn on [File sharing].



- 2 Create a new folder, and write down the folder name in the File path column of the checklist.
- **3** Configure the setting to share the folder created in Step 2. Right-click on the folder, then click [Properties].

	Сору
	Create shortcut
	Delete
(Properties

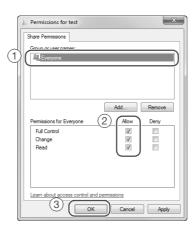
4 Click the [Sharing] tab, then click [Advanced Sharing].

General	Sharing Security Previous Versions Customize
Netwo	k File and Folder Sharing
	test Not Shared
Netwo Not S	rk Path: nared
Sł	are
	stom permissions, create multiple shares, and set other ced sharing options.
	Advanced Sharing
Passw	Advanced Sharing
Peopl	
Peopl	ord Protection

5 Select the [Share this folder] check box, then click [Permissions].

A	dvanced Sharing
1	Share this folder
	Settings
	Share name:
	test
	Add Remove
	Limit the number of simultaneous users to: 20
	Comments:
(2)	Permissions D Caching
	OK Cancel Apply

6 Select [Everyone] from the [Group or user names:] list, then select all of the [Allow] check boxes.



Registering destinations

While checking the created checklist, register the folder for receiving the scanned data as an address book of this machine.

1 Tap [Utility], and select [One-Touch/ User Box Reg.] - [Create One-Touch Destination] - [Address Book (Public)] - [PC (SMB)].

	Use the men	u buttons or keypad	to make a	sele	ction.		
Bookmark	Utility >	Create One-Touch Des	stination >	• Add	ress Book	(Public)	
Display Keypad				_			
Utility	1	E-Mail		6		WebDAV	
↓ One-Touch/ User Box Reg.	2	User Box					
+	3	Гах	_				
Create One-Touch Destination	4	PC (SMB)					
Address Book (Public)	5	FTP					
	10/01/2012	14:33	-		-		Close

2 Tap [New].



- 3 For [Name], specify the name to be displayed on the assigned key.
 - → For [Sort Character], enter the same name as [Name].

	Registered number is automatically applied by touching [OK]. To specify a registered number, touch the No. button.
Bookmark	Utility > PC (SNB) > New
Display Keypad	No
Utility (1)	1 - 2000
+	Name user01
Create One-Tou Destination	Sort Character Juser01
+	
Address Book (Public)	
+	Index TUV Favorites
PC (SMB)	
+	
New	10/01/2012 14:39 Cancel OK

→ This sets the appropriate index for the name, which you entered into [Name], to [Index]. To change the setting, tap [Index].

4 While checking the checklist, enter the user ID and password you wrote down.

	Select item and enter setting.
Bookmark	Utility > PC (SMB) > New
Display Keypad 1 Utility	User ID User01
+ 2	Password
Create One-Touch Destination	PGSSW010 Antoniocodek
Address Book (Public)	
PC (SMB)	3
+	
New	10/01/2012 14:54 Cancel OK

- 5 While checking the checklist, enter the host address and file path you wrote down.
 - → When not specifying a folder, enter a slash "/" for the file path. When specifying a folder, enter only the folder name without slash "/".

	Select item and enter setting.
Bookmark	Utility > PC (SWB) > New
Display Keypad	Host Address HOME=PC
Utility	Check Connection
Create One-Touch Destination 2	File Path scan
Address Book (Public)	
PC (SMB)	Host Name Search Reference
+	<u>↑ 3/3</u>
New	10/18/2013 11:08 Cancel OK

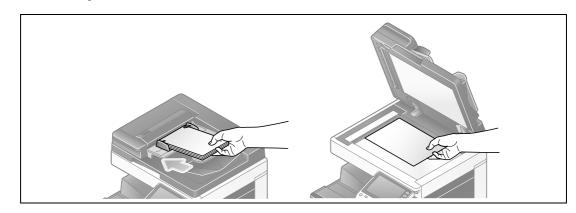
6 Tap [Close].

	To register a new PC (SMB) destination, touch [New]. To edit an existing PC (SMB) destination, select desired destination and touch [Edit].
Bookmark	Utility > Address Book (Public) > PC (SMB)
Display Keypad	Egger- ABC DEF GHI JKL MNO PORS TUV WMYZ etc
Utility	No. Name 1/ 1
+	0003 user01
One-Touch/ User Box Reg.	
+	
Create One-Touch Destination	
Address Book (Public)	
+	Ghecket. New A Edit Pere
PC (SMB)	10/01/2012 15:31 Close

Chapter 3

Sending the original

1 Load the original.



2 Tap [Scan/Fax].

Accessibility Counter	Job List	۱
Select function to use.	09/ 18/2012 11:53	
Copy Scan/Fax User Box	Sound Setting	
	Utility	

3 Select a destination.



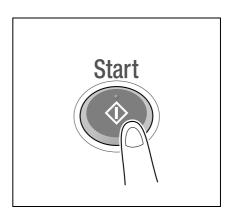
- 4 Check the setting if necessary.
 - → Tap [Check Setting] to check the setting.

Program Ready t Fax can be s	O Scan	he Keypad.		No. of Address	Job List 04/38/2013 🖄 18:09 Memory 100°
	PS0001 📃 SMB	user01	\\192	.168.1.20\share1	Check Setting
Address Book Direct Input Job History Addr. Search Address Reg.	Favorite ABC DE	F GHI JKL	MNO PORS 1	FUV WXYZ etc	All Add. Type
1-Sided	200dpi F Fine esolution Color	PDF File Type	Auto Scan Size	ON File Name/ Subject Name/Other	Application

- → You can also check the setting using the keys displayed on the **Touch Panel**.
- \rightarrow To change the setting, tap the desired key on the **Touch Panel**.

Settings	Description
[Simplex/Duplex]	Select whether to scan one or both sides of the original.
[Resolution]	Specify the scanning resolution.
[Color]	Select whether to scan the original in color or black and white mode.
[File Type]	Select the type of the file to save scanned data.
[Scan Size]	Specify the size of the original to be scanned.
[File Name/Subject Name/Other]	Change the file name or the subject of an E-mail to be sent.

5 Press the Start key.



Chapter 3

Basic Settings and Operations

3.2.3 Sending data to your Mac computer (SMB Send)

Send scanned data to a computer on the network.

Once settings are configured, you can send data easily.



Preparation flow

The following describes a preparation flow for sending scanned data. For details, refer to the relevant page. This preparation is not required the second time or subsequent times.

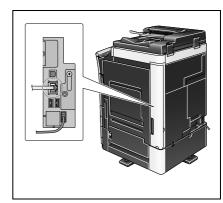
- Checking the cable connection (Administrator)
 - → Check that this machine is correctly connected to the network cable. For details, refer to page 3-31.
- 2 Checking network settings of this machine (Administrator)
 - → Check the network settings of this machine. For details, refer to page 3-31.
- 3 Checking computer information
 - → Check the information required for Store Address, and fill out the checklist. For details, refer to page 3-33.
- 4 Configuring your computer
 - → Configure settings to share a computer, or create a dedicated folder to receive files. For details, refer to page 3-34.
- 5 Registering destinations
 - → Register destinations to which files are sent while checking the checklist. For details, refer to page 3-36.

Operation flow

The following describes a transmission flow. For details, refer to page 3-38.

- 1 Loading the original
- 2 Selecting a destination
 - → Select a registered destination, and check the settings such as the file type and image quality.
- 3 Press the Start key.
 - → Press the Start key to scan the original.

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



Checking network settings of this machine

Tap [Utility], and select [Device Information].

Check that the IP address is displayed.

- For IPv4 environment
- Booknarl Bookmark Display Keypad Display Keypad Function Version Version 1/ 2 Function Version Version Utility Utility <u>
 </u> IPv4 Addres 192. 168. 1. 20 192, 168, 1, 20 1. ↓ Device Information 2001:0db8:bd05:01d2:288a:1fc0:0001:10e Device Informatio 2001:0db8:bd05:01d2:288a:1fc0:0001:10ee Address IPv6 Address 100 -Serial Number Contact Telephone Number Contact 014 04:02 04:02 C105

Tips

• In Mac OS X10.6 or earlier, the default settings are available during general use, but you need to change settings depending on your network environment.

•

For IPv6 environment

- If no IP address is displayed, you need to configure the network. Tap [Utility], and select [Administrator Settings] [Network Settings] [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the User's Guide CD.
- For information on the default administrator password, refer to page 5-51.

	Make a selection.
Bookmark	Administrator Settings> Network Settings> TCP/IP Settings
Display Keypad	0N 0FF 1 /2 (Back 5%7 a)
Utility	IPv4 Settings IPv6 Settings
Administrator Settings	DNS HostDNS Domain
Network Settings	DNS Server Settings (IPv4) DNS Server Settings (IPv6)
■ TCP/IP Setting	IPsec Settings
	10/01/2012 14:19 OK

<u>3</u>

1/ 2

1

↓

Close

Configuring this machine (Mac OS X 10.7 or later)

The following settings are only required in Mac OS X 10.7 or later.

 Select [NTLM v1/v2] in [Utility] - [Administrator Settings] - [Network Settings] - [SMB Settings] - [Client Settings], then tap [OK].



 Select [ON] in [Utility] - [Administrator Settings] - [Network Settings] - [SMB Settings] - [Direct Hosting Setting], then tap [OK].



• Select [Utility] - [Administrator Settings] - [System Settings] - [Date/Time Settings] to specify the same date/time and time zone between this machine and your computer, then tap [OK].

	After using the keypad to enter the date, touch [OK] to sta	art the time.
Bookmark	Administrator Settings > System Settings > Date/Time Setti	ings
Display Keypad 1		
	Current Time 17 : 09	Time Zone
ABC DEF		
1 2 3		
GHI JKL MNO	2013 04 30	
4 5 6	Year Monthly Daily	+ 00 : 00
PQRS TUV WXYZ		-12:00 - +13:00
7 8 9	17 09	
	Hour Minute	
* 0 #		
)
с		2
	04/30/2013 17:09	ОК

Checklist

While making notes in the checklist shown below, check computer information and configure settings for preparation. The completed checklist is used for Store Address.

Name	Entry column	Detail
Host Address	IP address to which the scanned data is sent	page 3-33
File Path	Name of the dedicated folder to receive the scanned data	page 3-34
User ID	User name required to log in to the computer	page 3-33
Password	 Password required to log in to the computer Entering the password here is not recommended for security reasons. 	Contact your sys- tem administra- tor.

Checking computer information

Check the host address and user ID.

- ✓ This operation requires administrator privileges for your computer.
- 1 Check the IP address and user name, and write it down in the Host Address and User ID columns of the checklist.

000		Mac Pro			
administrator's Mac Pro					7/9/12 2:10 PM
Contents	Active Services	Туре	Hardware	BSD Device Name	IPv4 Addresses
▼ Hardware	AirPort	AirPort	AirPort	en2	
ATA	Bluetooth DUN	PPP (PPPSerial)	Modem	Bluetooth-Modem	
Audio (Built In)	Ethernet 1	Ethernet	Ethernet	en0	192.168.1.100
Bluetooth	Ethernet 2	Ethernet	Ethernet	enl	
Card Reader	FireWire	FireWire	FireWire	fw0	
Diagnostics					
Disc Burning					
Ethernet Cards					
Fibre Channel					
FireWire					
Graphics/Displays					
Hardware RAID					
Memory					
PCI Cards	11				
Parallel SCSI		1			
Power	Ethernet 1:				
Printers	Type: Ethernet				
SAS	Type: Ethernet Hardware: Ethernet				
Serial-ATA	BSD Device Name: en0				
Thunderbolt	IPv4 Addresses: 192.168.1.10	0			
USB	IPv4:				
Network	Addresses: 192.1 Configuration Method: Manu	68.1.100			
AirPort		68.1.1			
Firewall	Subnet Masks: 255.2	55.255.0			
Locations	IPv6:				
Modems	Configuration Method: Autor	natic			

→ In the following example, the computer name is set to "User01", and the user name to "User01".

000		MacBook	
User01 MacBook	20 mm		10/26/11 2:33 PM
Contents Hardware RAID Memory PCI Cards Parallel SCSI Power	System Software Overview: System Version: Kernel Version: Boot Volume: Boot Mode: Computer Name:	Mac OS X 10.6.3 (10D578) Darwin 10.3.0 Mac HOZ Normal User01 MacBook	
Printers	User Name:	User01 (User01)	
SAS Serial-ATA Thunderbolt USB Network AirPort Firewall Locations Modems Volumes WWAN VSoftware	oreant stream memory. 64-bit Kernel and Extensions: Time since boot:	CHEDICO	
Applications Developer Extensions Fonts			
Frameworks			
Managed Client Preference Panes			
Startup Items	J		
Sync Services			
Universal Access			

Configuring your computer

Create a new folder, and enable the sharing settings.

- ✓ This operation requires administrator privileges for your computer.
- 1 Create a new folder, and write down the folder name in the File path column of the checklist.
- 2 Enable the folder sharing settings. In the Apple menu, select [System Preferences] [Sharing].
- 3 Select the [File Sharing] check box, then click [Options...].

	000	Sharing		
	Show All		Q	
	Computer Name:	edit45 MacBook		
		Computers on your local network can ac MacBook.local	ccess your computer at: edit45- Edit	
1	On Service DVD or CD Shar Creaen Sharing File Sharing Scanner Sharing Scanner Sharing	"edit45 MacBook".	ared folders on this computer, 2 umes, at afp://172.16,5.40/ or Users:	\sum
	Web Sharing Remote Login Remote Manage Remote Apple E Xgrid Sharing Internet Sharing Bluetooth Shari	James share folder	また。 また、 また、 また、 また、 また、 また、 また、 また、	
	Click the lock to p	revent further changes.	*-	•

4 Select the [Share files and folders using SMB (Windows)] and user name check boxes, then click [Done].

		Share files and folders using AFP Number of users connected: 0
(1		Share files and folders using FTP Warning: FTP user names and passwords are not encrypted. Share files and folders using SMB (Windows)
Ċ		When you enable SMB sharing for a user account, you must enter the password for that account. Sharing files with some Windows computers requires storing the Windows user's account password on this computer in a less secure manner.
(2)(On Account Image: Comparison of the second
	?	3 (Done)

3

bizhub 554e/454e/364e/284e/224e

5 Under [Shared Folders:], click [+].

c	and the second se	MacBook rs on your local network can acc local	ess your computer at: eo	lit45- Edit)
On	Service DVD or CD Sharing Screen Sharing File Sharing Printer Sharing Scanner Sharing	 File Sharing: On Other users can access sha and administrators all volue "edit45 MacBook". Shared Folders: 		
	Web Sharing Remote Login Remote Management Remote Apple Events Xgrid Sharing Internet Sharing Bluetooth Sharing	James share folder	L James L Staff L Everyone	Read & Write Read Only Read Only

6 Select a new folder.

	Desktop	\$	٩
► DEVICES	Name smb		*
V PLACES	5110		
💹 Desktop			
☆ edit45			
Applications			
Documents			
▶ SEARCH FOR			
			\bigcirc
			(2)
		Canc	el (Add

7 Click the new folder to check the access right.

DVD or CD Sharing Screen Sharing File Sharing Scanner Sharing Web Sharing Web Sharing Web Sharing Remote Login Remote Login Remote Management		Sharin		
Computers on your local network can access your computer at: edit45- MacBook.local	Show All		_	<u>a</u>
MacBook.local	Computer Name:	edit45 MacBook		
DVD or CD Sharing Screen Sharing Other users can access shared folders on this computer, and administrators all volumes, at dp://172.16.5.40/ or File Sharing Scanner Sharing Scanner Sharing Shared Folders: Users: Users: Agrid Sharing Internet Sharing Internet Sharing Bluetooth Sharing Henote Management The Sharing Stared Apple Events Agrid Sharing Henote Management The Sharing Shared Folders: Stare Apple Events Agrid Sharing Henote Management The Sharing Shared Folders: Stare Apple Events Agrid Sharing Shared Folders Stare Apple Events Agrid Sharing Shared Folders Shared Folders: Stare Apple Events Shared Folders: Shared Folders: Stare Apple Events Shared Folders:			an access your computer at: ec	dit45- Edit
Screen Sharing Screen Sharing Frites Sharing Scanner Sharing Scanner Sharing Well be Sharing Scanner Sharing Web Sharing Remote Login Remote Login Remote Apple Events Agrid Sharing Bluetooth Sharing H = + =	On Service	\varTheta File Sharing: O	n	
Itel Sharing Options Printer Sharing Shared Folders: Users: Users: Web Sharing Immer choos dotter Remote Login Immer choos dotter Remote Annagement Immer choos dotter Agrid Sharing Immer choos dotter Bluetooth Sharing Immer choos dotter Bluetooth Sharing Immer choos dotter	_	and administrators al		
Scanner Sharing Web Sharing Remote Login Remote Management Agrid Sharing Bluetooth Sharing Hames Read & Write Staff Read & Write Share Folders: Users: James Staff Read & Write Staff Read Only Remote Apple Events Hames Read & Write Staff Read Only Remote Apple Events Hames Read & Write Staff Read Only Hames Re	File Sharing	edit45 MacBook .		Options
Web Sharing Itemac chara folder Remote Login Itemac chara folder Remote Management Itematic Sharing Internet Sharing Itematic Sharing Bluetooth Sharing + -	-	Channel Californi	Union	
Remote Login Remote Management Remote Management Xgrid Sharing Internet Sharing Bluetooth Sharing + - + -				1
Remote Management Remote Apple Events Varial Sharing Bluetooth Sharing + - + -			James	
Remote Apple Events Xgrid Sharing Internet Sharing Bluetooth Sharing + - + -		JEL_Destored		
Xgrid Sharing Internet Sharing Bluetooth Sharing + -			and Everyone	Read Only
Internet Sharing Bluetooth Sharing		ins in the second se	<u></u>	
Bluetooth Sharing				
	_			
0	9	-		
P		+ -	+ -	
P				
	Click the lock to p	revent further changes		(

If the access right is changed to [Read & Write], the setting is completed.

Registering destinations

While checking the created checklist, register the folder for receiving the scanned data as an address book of this machine.

1 Tap [Utility], and select [One-Touch/ User Box Reg.] - [Create One-Touch Destination] - [Address Book (Public)] - [PC (SMB)].

	Use the menu buttons or keypad to make a selection.	
Bookmark	Utility > Create One-Touch Destination > Address Book (Public)	
Display Keypad		
Utility	1 E-Mail 6 WebDAV	
● One-Touch/ User Box Reg.	2 User Box	
+	3 Fax	
Create One-Touch Destination	4 PC (SHB)	
Address Book (Public)	5	
	10/01/2012 14:33 Close	5

2 Tap [New].



- 3 For [Name], specify the name to be displayed on the assigned key.
 - → For [Sort Character], enter the same name as [Name].

	Registered number is automatically applied by touching [OK]. To specify a registered number, touch the No. button.
Bookmark	Utility > PC (SNB) > New
Display Keypad	No
Utility 🚽	NO. 1 - 2000
+	Name User01
Create One-Touch Destination	Sort Character Juser01
+	
Address Book (Public)	
+ ,	Index TUV Favorites
PC (SMB)	
+	
New	10/01/2012 14:39 Cancel OK

→ This sets the appropriate index for the name, which you entered into [Name], to [Index]. To change the setting, tap [Index].

4 While checking the checklist, enter the user ID and password you wrote down.

	Select item and enter setting.
Bookmark Display Keypad	Utility > PC (SMB) > New User ID User01
Utility Create One-Touch Destination	Password
Address Book (Public) PC (SMB)	
New	10/01/2012 14:54 Cancel OK

- 5 While checking the checklist, enter the host address and file path you wrote down.
 - → When not specifying a folder, enter a slash "/" for the file path. When specifying a folder, enter only the folder name without slash "/".

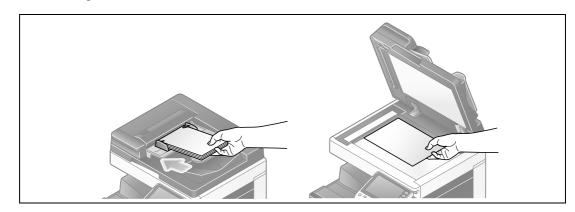
	Select item and enter setting.
Bookmark	Utility > PC (SMB) > New
Display Keypad	Host Address
Utility	
+	Check Connection
Create One-Touch Destination	File Path scan
Address Book (Public)	
+	Hard Hard Count - 1
PC (SMB)	Host Name Search Reference
+	<u>↑</u> 3/ 3 <u>↓</u> (3)
New	10/18/2013 11:08 Cancel OK

6 Tap [Close].

Bookmark	To register a new PC (SMB) destination, touch [New]. To edit an existing PC (SMB) destination, select desired destination and touch [Edit].
	Utility > Address Book (Public) > PC (SMB)
Display Keypad	Fees ABC DEF GHI JKL MNO PORS TUV WXYZ etc
Utility	No. Name 1/ 1
+	0003 user01
One-Touch/ User Box Reg.	
+	
Create One-Touch Destination	
Address Book (Public)	
+	Ghecket. New Edit Edit
PC (SMB)	10/01/2012 15:31 Close

Sending the original

1 Load the original.



2 Tap [Scan/Fax].

Accessibility	Counter					Job Lis	t
Select funct	ion to us	e.				09/ 18 / 2012 11: 53	
Сору	D	Scan/Fax	User Box	E	Sound Setting		
						0	
Marine S					Utility		

3 Select a destination.



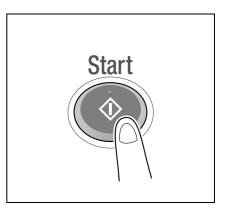
- 4 Check the setting if necessary.
 - → Tap [Check Setting] to check the setting.

Program	24				Job List
Fax can be	OSCAN sent at any time using t	he Keypad.		No. of Address	04/30/2013 🖾 18:09 Memory 10095
	PS0001 💻 SMB	user01	\\19;	2.168.1.20\share1	Check Setting
Address Book Direct Input Job History Addr. Search Address Reg.	Favorite ABC DE	F <u>GHIJKL</u>	MNO PORS	TUV WXYZ etc	All Add. Type All
Autress freg.					
1-Slueu	200dpi F Fine esolution Color	PDF File Type	Auto Scan Size	ON File Name/ Subject Name/Other	Application

- → You can also check the setting using the keys displayed on the **Touch Panel**.
- \rightarrow To change the setting, tap the desired key on the **Touch Panel**.

Settings	Description
[Simplex/Duplex]	Select whether to scan one or both sides of the original.
[Resolution]	Specify the scanning resolution.
[Color]	Select whether to scan the original in color or black and white mode.
[File Type]	Select the type of the file to save scanned data.
[Scan Size]	Specify the size of the original to be scanned.
[File Name/Subject Name/Other]	Change the file name or the subject of an E-mail to be sent.

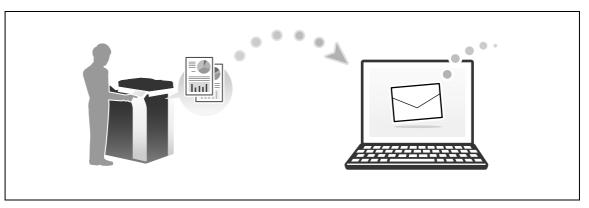
5 Press the Start key.



3.2.4 Transmit the scanned data via E-mail (E-mail TX)

Send scanned data as an E-mail attachment.

This function allows you to receive data at an outside location, which is useful when a quick measure is required.



Preparation flow

The following describes a preparation flow for sending scanned data. For details, refer to the relevant page. This preparation is not required the second time or subsequent times.

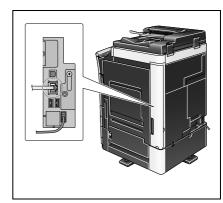
- 1 Checking the cable connection (Administrator)
 - → Check that this machine is correctly connected to the network cable. For details, refer to page 3-41.
- 2 Checking network settings of this machine (Administrator)
 - → Check the network settings of this machine. For details, refer to page 3-41.
- 3 Configuring the E-mail transmission environment (Administrator)
 - → Configure a server for E-mail TX. For details, refer to page 3-42.
- 4 Configuring administrator information (Administrator)
 - → Register the administrator name and E-mail address used as the sender's address of an E-mail to be sent. For details, refer to page 3-43.

Operation flow

The following describes a transmission flow. For details, refer to page 3-44.

- 1 Loading the original
- 2 Entering a destination
 - → Enter the destination E-mail address, and check the settings such as the file type and image quality.
- 3 Press the Start key.
 - → Press the Start key to scan the original.

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



Checking network settings of this machine

Tap [Utility], and select [Device Information].

Check that the IP address is displayed.

- For IPv4 environment
- Booknarl Bookmark Display Keypad Display Keypad Function Version Version 1/ 2 Function Version Version 1/ 2 Utility Utility <u>
 </u> 1 IPv4 Addres 192. 168. 1. 20 1. ↓ ↓ Device Information 2001:0db8:bd05:01d2:288a:1fc0:0001:10e Device Informatio 2001:0db8:bd05:01d2:288a:1fc0:0001:10e IPv6 Address 1000 -Serial Number -----Contact Telephone Number Contact 014 04:02 C105 04:02 Close

•

For IPv6 environment

Tips

- In general, the default settings are available for network connection; however, some network environments require a change on network settings.
- If no IP address is displayed, you need to configure the network. Tap [Utility], and select [Administrator Settings] [Network Settings] [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the User's Guide CD.
- For information on the default administrator password, refer to page 5-51.

	Make a selection.
Bookmark	Administrator Settings> Network Settings> TCP/IP Settings
Display Keypad	0N 0FF 1 /2 ((Back 53Fa >>)
Utility	IPv4 Settings IPv6 Settings
Administrator Settings	DNS HostDNS Domain
Network Settings	DNS Server Settings (IPv4) DNS Server Settings (IPv6)
↓ TCP/IP Setting	IPsec Settings
	10/01/2012 14:19 OK

Configuring the E-mail transmission environment

- 1 Tap [Utility], and select [Administrator Settings] [Network Settings] [E-Mail Settings].
 - \rightarrow For information on the default administrator password, refer to page 5-51.

	Use the menu buttons or keypad to make a selection.
Bookmark	Administrator Settings > Network Settings
Display Keypad	1/3 * <u>**Back</u> <u>587a</u> **
Utility	1 TCP/IP Settings 6 LDAP Settings
↓ Administrator Settings	2 NetWare Settings 7 E-Mail Settings
+	3 HTTP Server Settings 8 SNMP Settings
Network Settings	4 FTP Settings 9 AppleTalk Settings
	5 SMB Settings 0 Bonjour Setting
	10/01/2012 16:12 Close

2 Tap [E-Mail TX (SMTP)].

	Use the menu buttons or keypad to make a selection.
Bookmark Display Keypad	Administrator Settings> Network Settings> E-Mail Settings
Utility	E-Hail TX (SHTP)
Administrator Settings	2 E-Hail RX (POP)
+	3 E-mail RX Print
Network Settings	4 SATTME Communication
E-Mail Settings	
	10/01/2012 16:13 Close

3 Select [ON] to enable E-mail TX (SMTP) settings and E-mail TX function.

	Specify the E-Mail TX (SMTP)	settings.	3
Bookmark	Administrator Settings > E-	Mail TX (SMTP) 1/6	≪Back
Display Keyp	ON	OFF	
Utility	Scan to E-mail	Status Notification	Total Counter Notification
Administrator Settings	0N)	
↓ Network Settings	OFF)	OFF
E-Mail Settings			
+	Detail Settings		
E-Mail TX (SMTP)	10/01/2012 16:15		ОК

4 Enter the SMTP server address.



Configuring administrator information

1 Tap [Utility], and select [Administrator Settings] - [Administrator/Machine Settings] - [Administrator Registration].

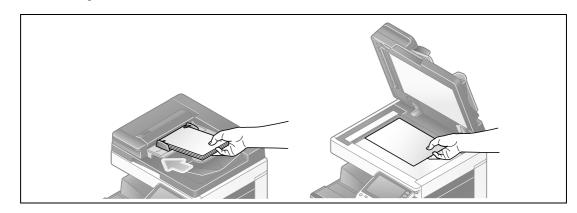


2 Enter the required information, then tap [OK].

	Use the keypad to enter the extension number.
Bookmark	Administrator Settings > Admin/Machine Set > Administrator Registration
Display Keypad	
Utility	Administrator Name
Administrator Settings	E-Mail Address
Administrator/ Machine Setting	
Administrator Registration	Extension No.
	3
	10/01/2012 16:21 OK

Sending the original

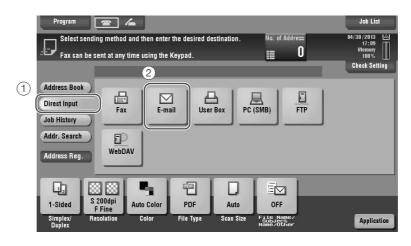
1 Load the original.



2 Tap [Scan/Fax].

Accessibility	Counter					Job Lis	t 👘
Select funct	ion to use	9.				09/ 18 / 2012 11: 53	
Сору	E	Scan/Fax	User Box	E	Sound Setting		
					Utility	8	

3 Enter a destination.



Address Job List
$\begin{array}{c} & \\ \leftarrow \rightarrow & \text{Delete} & 3 \end{array}$
1 2 3 4 5 6 7 8 9 0 - = ` q w e r t y u i o p [] \ a s d f g h j k i ; ' z x c v b n m , . / shift
Next Dest. Cance Cance

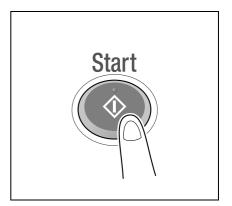
- 4 Check the setting if necessary.
 - → Tap [Check Setting] to check the setting.

Program Ready to Sca Fax can be sent at		Keypad.		No. of Address	Job List 04/30/2013 & 18:17 Memory
Fax can be sent at any time using the Keypad. Image: Check State S					
1-Sided Simplex/ Duplex	Auto Color	PDF File Type	Auto Scan Size	ON File Name/ Subject Name/Other	Application

- → You can also check the setting using the keys displayed on the **Touch Panel**.
- \rightarrow To change the setting, tap the desired key on the **Touch Panel**.

Settings	Description
[Simplex/Duplex]	Select whether to scan one or both sides of the original.
[Resolution]	Specify the scanning resolution.
[Color]	Select whether to scan the original in color or black and white mode.
[File Type]	Select the type of the file to save scanned data.
[Scan Size]	Specify the size of the original to be scanned.
[File Name/Subject Name/Other]	Change the file name or the subject of an E-mail to be sent.

5 Press the **Start** key.

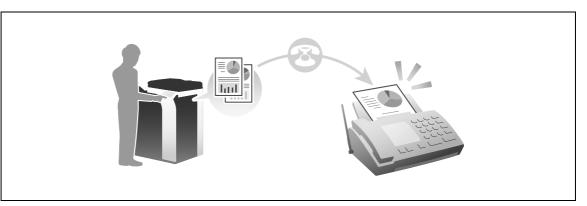


3.3 Fax function

R

3.3.1 Required settings and basic operations

This section describes the settings required to send and receive a fax via a telephone line as well as the basic operations.



Preparation flow

The following describes a preparation flow to send a fax. For details, refer to the relevant page. This preparation is not required the second time or subsequent times.

- 1 Checking the cable connection (Administrator)
 - → Check that this machine is correctly connected to the telephone line. For details, refer to page 3-47.
- 2 Registering transmission information (Administrator)
 - → Specify the name and fax number to be displayed as a sender when sending a fax from this machine. For details, refer to page 3-48.
- 3 Selecting the dialing method (Administrator)
 - → Select the dialing method to suit your environment. For details, refer to page 3-49.

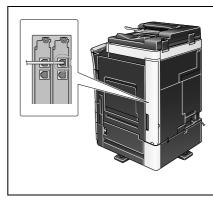
Operation flow

The following describes a flow to send a fax. For details, refer to page 3-50.

- 1 Loading the original
- 2 Entering a destination
 - → Enter the destination fax number, and check the settings such as the image quality.
- 3 Press the Start key.
 - → Press the Start key to send the original.

Checking the cable connection

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



Registering transmission information

Tap [Utility], and select [Administrator Settings] - [Fax Settings] - [Header Information].
 → For information on the default administrator password, refer to page 5-51.

	Use the menu buttons or keypad to make a	selection.
Bookmark	Administrator Settings > Fax Settings	
Display Keypad		1/2 * ≪Back Eara → #
Utility	1 Header	6 PBX Connection
↓ Administrator Settings	2 Header/Footer	7 Report Settings
+	3 Line Parameter Setting	8 Job Settings
Fax Settings	4 TX/RX Settings	9 Multi Line
	5 Function Settings	
	10/01/2012 18:37	Close

2 Enter the sender information, then tap [OK].

	Select item	and enter se	etting.			
Bookmark Display Keypad	Administrat	or Settings	> Fax Settings	> Header I	nformation	
Utility		Sender				
2		Sender Fax No.				
Administrator Settings						
Fax Settings						
Header						
Information					3	
	10/01/2012	18:38				ок

• Sender settings

Display Key

Utility

4

Administrator Settings

Fax Settings

↓ Sender Settings

Enter the name to be displayed as a sender.

or Settings > Fax Set

No. Sender Nane

02

03

04

06

Not Register

Not Registered

Not Registered

Not Registered Not Registered

Not Registered

Not Registere

/01/2012 18:39

nder Settings

New Edit Delete

1 /3

<u>
</u>

↓

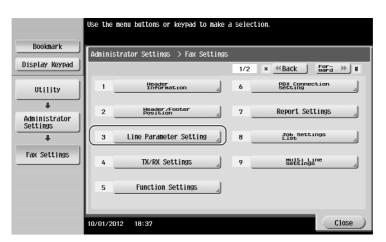
Clo

• Sender Fax No. Settings

Enter the fax number to be displayed as a sender.

	Use the keypad to enter the number.
Bookmark Display Keypad	Administrator Settings > Header Information > Sender Fax No.
ABC DEF 1 2 3 GHI JKL MNO 4 5 6 PORS TUV WXYZ 7 8 9 * 0 8 C	PER*RE. ► → + SPace Seco
	04/80/2013 17:11

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



2 Tap [Dialing Method].

	Select item and enter setting.
Bookmark	Administrator Settings > Fax Settings > Line Parameter Setting
Display Keypad	Dialing Method PB
Utility	Receive Hode Auto RX
↓ Administrator Settings	Number of BX Call Rings 2 X
+	Number of Redials 1 x
Fax Settings	Redial Interval 3 min.
Line Parameter Settings	↑ 1/ 2 ↓
	10/02/2012 09:22

3 For the push-button type, select [PB], and for the dial-pulse type, select [10pps].

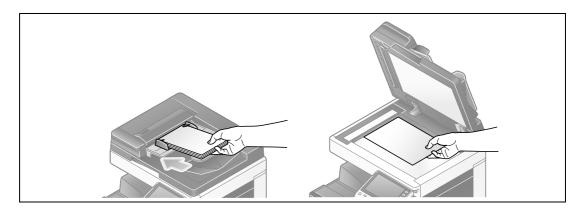
	Select job setting.
Bookmark	Administrator Settings > Fax Settings > Line Parameter Setting
Display Keypad	Dialing Method PB
Utility	Receive Hode Auto RX PB
Administrator Settings	Number, Dr. RX Call Rings 2 X 10pps
	Number of Redials
Fax Settings	Redial Interval 3 min.
Line Parameter Settings	<u>↑ 1/ 2</u> <u>↓</u> 2
	10/02/2012 09:23

If you do not know the type of the dialing method:

- If you do not know the type of the dialing method, operate push buttons of your phone. When you hear "beep boop beep", set [Dialing Method] to [PB].
- If you do not hear "beep boop beep" after operating push buttons, select [10pps].

Sending the original

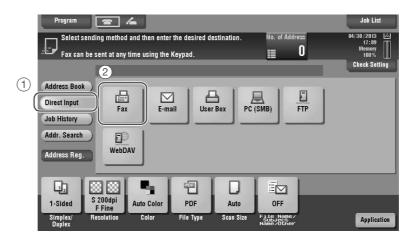
1 Load the original.



2 Tap [Scan/Fax].

Accessibility	Counter				Job Lis	st
Select function to use.						
Сору	E	Scan/Fax	User Box	Sound Setting	₩	
				Inclusion	Ô	
Allas				Utility	Ă,	

3 Enter a destination.



Program	E	4					Job List
	ax TX Dier the fax Duch TEnter F a registere	number usir Registered i d destinat:	ng the dial b No.l to selec ion.	uttons. t the number		No. of Address 1	013 🖄 : 19 :ory 0%
						Check Setting	Setting
Hadross	012345678	3 9 <u>_</u>		•	- → Delete	•	
Dires. II	1	2 ABC	3 DEF	Tone	Reg. No.		
Job Hist	4 GHI	5 JKL	6 MNO	Pause			
Addr. Se	7 PQRS	8 TUV	9 WXYZ	_			
Address	<u> </u>	0	#	C			
					, 	Next Dest.	
1-Side						Cancel, OK	4
Simplex/ Duplex	Resolution	Color	File Type	Scan Size	File Name/ Subject Name/Other		Application

- 4 Check the setting if necessary.
 - → Tap [Check Setting] to check the setting.

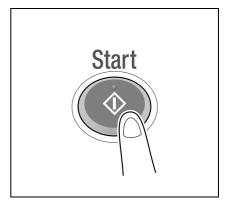
Program Ready to Fax can be s	Scan ent at any time using the	e Keypad.	No. of J	Address 1	Joh List 04/30/2013 (益 19:12 Memory 1005
Address Book Direct Input Job History Addr. Search Address Reg.	Line La	ail User I	0123456789 Box PC (SMB)	FTP	Check Setting
1-Slueu	200dpi Fine solution Color	PDF File Type	Auto OFF Scan Size Fale Na Name 200	ne/ her	Application

- → You can also check the setting using the keys displayed on the **Touch Panel**.
- → To change the setting, tap the desired key on the **Touch Panel**.

[Color], [File Type], and [File Name/Subject Name/Other] are not available when sending to a fax number.

Settings	Description
[Simplex/Duplex]	Select whether to scan one or both sides of the original.
[Resolution]	Specify the scanning resolution.
[Scan Size]	Specify the size of the original to be scanned.

5 Press the Start key.

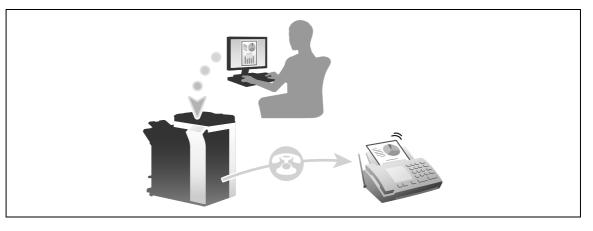


3.3.2 Sending a fax directly from a PC (PC-FAX TX)

You can send a fax to the destination fax machine in the same manner as you print out data created on your computer.

Advantages to send a fax directly from a computer

- Realizing paper saving
- Completing fax operations without leaving your desk
- Offering clear images by sending data directly from a computer



Tips

• This function is not supported in the Mac operating system.

Preparation flow

The following describes a preparation flow to send a fax from a computer. For details, refer to the relevant page.

This preparation is not required the second time or subsequent times.

- 1 Checking the cable connection (Administrator)
 - → Check that this machine is correctly connected to the telephone line and network cable. For details, refer to page 3-53.
- 2 Checking network settings of this machine (Administrator)

 \rightarrow Check the network settings of this machine. For details, refer to page 3-54. The network can be used with the default settings unless otherwise requested.

- 3 Installing the fax driver on your computer
 - → Install the printer driver on your computer. For details, refer to page 3-55.

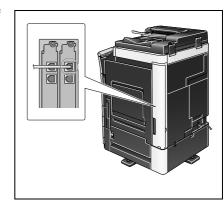
Operation flow

The following describes a flow to send a fax. For details, refer to page 3-57.

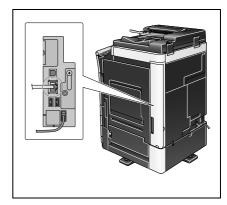
- 1 Creating data
 - → Create data to be sent using application software.
- 2 Configuring the fax driver
 - \rightarrow Select a fax driver, and change the setting if necessary.
- 3 Entering a destination to send data
 - → Enter a destination to send data.

Checking the cable connection

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



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



Checking network settings of this machine

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

• For IPv4 environment

• For IPv6 environment

Display Keypad	Utility > Device Infor		
	Function Version	Version	1/ 2
Utility	IPv4 Address	192. 168. 1. 20	↑ ↓
Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10ee	•
	Serial Number	AC 21-08-080	
	Contact Telephone Number	1	

Destaut			
Booknark	Utility > Device Infor	nation	
Display Keypad			
	Function Version	Version	1/ 2
Utility	IPv4 Address	192. 168. 1. 20	<u> </u>
Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10ee) 🔸
	Serial Number	a	
	Contact Telephone Number	1	
	06/20/2014 04:02		Close

Tips

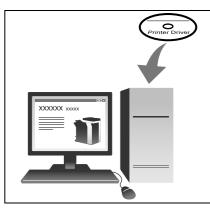
- In general, the default settings are available for network connection; however, some network environments require a change on network settings.
- If no IP address is displayed, you need to configure the network. Tap [Utility], and select [Administrator Settings] - [Network Settings] - [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the User's Guide CD.
- For information on the default administrator password, refer to page 5-51.

	Make a selection.
Bookmark	Administrator Settings> Network Settings> TCP/IP Settings
Display Keypad	ON OFF 1 /2 «Back Egra »
Utility	IPv4 Settings IPv6 Settings
Administrator Settings	DNS Host DNS Domain
↓ Network Settings	DNS Server Settings (IPv4)
+	IPsec Settings
TCP/IP Setting	
	10/01/2012 14:19 OK

Use the installer to install the fax driver.

This section describes how to configure the standard print settings.

- ✓ This operation requires administrator privileges for your computer.
- 1 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.



- 2 Click [Printer Install].
- 3 Proceed with the procedure according to the on-screen instructions.



📩 KONICA MINOLTA Printer Installer - Select menu to setup
Select menu to setup
Select menu to setup.
2 Install printers/MFPs
Install printers on this computer. Network printers and USB-connected printers are detected automatically.
Network printer
Preference for IPv4 Preference for IPv6
🔿 Update Printer Driver
Update the printer driver installed on this computer to the latest version. Notice: After updating, you will need to restart the computer.
🔿 Uninstall Printer Driver
Uninstall a printer driver from this computer. Notice: After uninstalling, you will need to restart the computer.
3
Help Previous Next Cancel

Printers and MFPs connected to the network are automatically searched for.

4 Select this machine from the list.

KONICA MINOLTA Printer Installer - Select Print	ter/MFP to Install
Select Printers/MFPs to Install from the Li	ist. You Can Select Multiple Printers/MFPs.
1 KONICA MINOLTA bizhub 554e	192.168.1.20 Not installed
Clear gl Normal Printing	Search Setting Update List
© Specify the Printer/MFP Except for the Al	bove. (IP Address, Host Name)
Help	Previous Next Cancel

5 Select a fax driver.

😤 KONICA MINOLTA Printer Installer - Selecting the installation setting	×
Selecting the installation s	
Select the installation setting.	
Driver Language	English 👻
Components to Be Installed	
KONICA MINOLTA 554eSeriesPCL KONICA MINOLTA 554eSeriesPS KONICA MINOLTA 554eSeriesFAX	
2	
<u>H</u> elp	Next <u>C</u> ancel

6 Click [Install].

🖄 KONICA MINO	LTA Printer Installer - Confi Confirm	Installation Settings
Installation Su	immary	
Item		Configuration
Printer Pa Driver Lar Compone		192.168.1.20 English KONICA MINOLTA 554eSeniesPCL KONICA MINOLTA 554eSeniesPS KONICA MINOLTA 554eSeniesFAX
Help		Previous Install Cancel

7 Click [Finish].

KONICA MINOLTA Printer Installer - Finish Installing Drivers	\rightarrow
Installation Completed. Default Printer KONICA MINOLTA 554eSeriesPCL Added Printers	Review
KONICA MINOLTA 554eSeriesPCL (192.168.1.20) KONICA MINOLTA 554eSeriesPS (192.168.1.20) KONICA MINOLTA 554eSeriesFAX (192.168.1.20)	Rename Printer Property Print Setting Print Test page
Нер	Einish

Sending data

- 1 Create data to be sent using application software.
- 2 From the [File] menu, select [Print].



3 Select the fax driver of this machine, and click [Print].

🚌 Print	X
General	
Select Printer	
4	4
Status: Ready Location: Comment:	Print to file Preferences
Page Range	
All Selection Current Page	Number of <u>c</u> opies: 1
Pages:	Collate
2	Print Cancel Apply

→ Clicking [Preferences] can change the setting of the printer driver as required.

→ If user authentication is enabled in this machine, specify the required data such as the user name and password.

Printing Preferences	×
1 Basic ayout Stamp/Composition Qua	lity Other
8 1/2x11 (215.9x279.4 mm)	Eavorite Setting 🖌 Add Edit
8 1/2x11 (215.9x279.4 mm)	Qrignal Orientation Image: Constraint on the second sec
Printer Information	Default
	OK Cancel Help

- 4 Enter the destination [Name] and [FAX Number].
 - \rightarrow To send data to more than one destination, repeat this step.
 - → Clicking [Add from Address Book] can retrieve the registered destinations of this machine.

FAX	(Transmission Popup
	Recipients Entry
IC	Name
	KKKKKKKK
	FAX Number 🔲 International Transmission Mode
	0987654321 V.34 Mode Register To Phone Book
Ć	Add from Address Book 😒 Add From Ehone Book
	Recipient List
	Name FAX Number Company N Department ECM In Current Recipients 0/10
	Delete From List
	e (
	FAX Cover Sheet
	Fax Mode Setting Details Default
(Alphanumetic (P, T or 0 - 9) or sign (<#>, <> or ^ g <>>) can be used.

5 Click [OK].

Recipients Entry			
Name			
		C ECM	
FAX Number		International Transmission Mode	
		V.34 Mode	Register To Phone Book
Add Rec	cipients	Add from Address Book	Add From Phone Book
Recipient List			
Name	FAX Number	Company N., Department	ECM In Current Recipients 2/10
KKKKKKKKK	0987654321	· · · · ·	On Of Delete From List
11111111	1234567890		On Of Delete From List
•		m	×
•		m	Þ
•		III FAX Cover Sheet	Þ
× Mode Setting D	etails		Pefault
	etails	FAX Cover Sheet	

3.4 Copy function

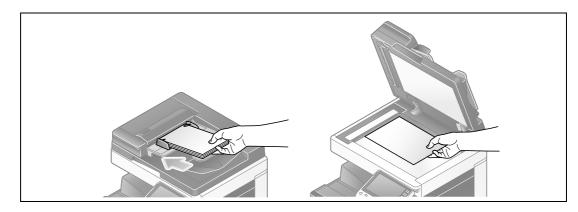
Basic operations

The following describes the basic operations to make a copy.

- 1 If user authentication is enabled, the login screen appears. Tap the entry field or keyboard icon to enter the required item, then tap [Login] or [Access].
 - → If IC card or biometric authentication is enabled, refer to page 3-61.

		Job List
Enter a login Use [Login] or press (r Name and Password, and then touch Access].	04/30/2013 ☆ 17:14 Memory 100%
	ID & Print	
User Name		
Password	C	
		2 Login

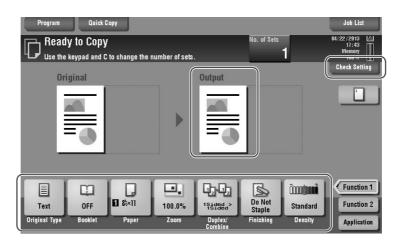
2 Load the original.



3 Tap [Copy].

Accessibility	Counter						Job Lis	i
Select funct	ion to use	! .					09/ 18 /2012 11:53	
Сору	E	Scan/Fax	Ð	User Box	E	Sound Setting		
	-A							
						Utility	9	

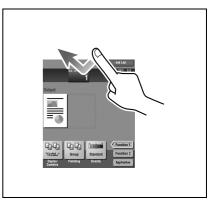
- 4 Check the basic settings.
 - → Check the output image configured as specified while viewing the output illustrations displayed on the Touch Panel.
 - → Tapping [Check Setting] can check detailed settings.



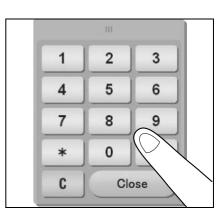
 \rightarrow To change the setting, tap the desired key on the **Touch Panel**.

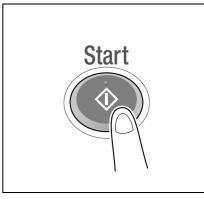
Settings	Description
[Original Type]	Specify the original type of the original.
[Booklet]	The pages in the original data are arranged and spread in a book- let format and printed on both sides of sheets.
[Paper]	Specify the output paper.
[Zoom]	Specify the zoom ratio.
[Duplex/Combine]	Specify double-sided copying or combine copying.
[Finishing]	Configure the offset, punch, or staple setting for output paper.
[Density]	Adjust the copy density.
[Bkgd. Removal]	Adjust the background density when the print on the back side may be reproduced on the front side of the copy or when the orig- inal background is colored.

5 Tap the input area for entering the number of copies.



6 Enter the number of copies using the **Keypad**, and press the **Start** key.



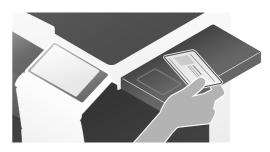


User authentication

You can perform authentication by user or group in this machine.

Installing optional units enables IC card or biometric authentication.

If IC card authentication is enabled, pass or place the IC card over or on the card reader of the authentication unit.



If biometric authentication is enabled, put your finger on the finger vein reader of the authentication unit.



3.5 Registering a destination

3.5.1 Registering an address book

The fax and scan-to-send functions can register the frequently used destinations as address books. This section explains an example to register an address book to which a fax is sent.

Using the Control Panel to register an address book - Registration from Utility

Select a destination type, and register destination information.

- 1 Tap [Utility], and select [One-Touch/ User Box Reg.] [Create One-Touch Destination] [Address Book (Public)].
- 2 Select the type of the destination you want to register.

	Use the me	nu buttons or keypad	to make a	sele	ection.	
Bookmark	[Create One-Touch De	otination		koco Dook (Dublic)	
Display Keypad	ULIIILY >	create one-touch be	STHUTTON	> HQ(iress book (Public)	_
Utility	1	E-Mail		6	WebDAV	A
One-Touch/	2	User Box				
User Box Reg.	3	Fax				
Create One-Touch Destination	4	PC (SMB)	A			
Address Book (Public)	5	FTP				
	_					
	10/01/2012	14:33				Close

3 Tap [New].



- 4 Enter the destination name you want to register.
 - → Tap [Name], and enter the destination name using the displayed keyboard.
 - → For [Sort Character], enter the same name as [Name].

	Registered number is automatically applied by touching IOKI. To specify a registered number, touch the No. button.
Bookmark	
	Utility > Fax > New
Display Keypad	
	No
1	1 - 2000
Utility (1)	
+	Name
Create One-Toug	
Destination 🕑	Sort Character
+	
Address Book	
(Public)	
+	Index
Fax	
Tax	
+	
New	
MGA	10/02/2012 09:46 Cancel OK

- → This sets the appropriate index for the name, which you entered into [Name], to [Index]. To change the setting, tap [Index].
- → Entry items and the number of setting screens vary depending on the destination type. Use [↑] or [↓] to switch setting screens while entering the required items. For information on entry items, refer to page 3-68.
- 5 Enter the fax number.
 - → Tap [Display Keypad] to display the **Keypad**, and enter the fax number.

				Use the keypad to enter the fax number. Erase the inputted fax number with the clear key.
2	Display Keypad		\equiv	Utility > Fax > New Fax Number Delete
	1 GHI 4 PQRS 7	2 JKL 5 TUV 8	3 MNO 6 WXYZ 9	Tone Pause -
	*	0 C	•	↑ 2/ 2 ↓ 3
				04/30/2013 18:32 Cancel OK

6 Tap [Close].



Basic Settings and Operations

Using the Control Panel to register an address book - Registration in scan/fax mode

Select a destination type, and register destination information.

- 1 Display the scan/fax screen.
- 2 Tap [Address Reg.].



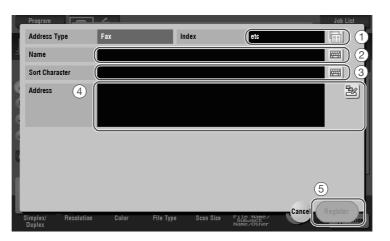
3 Tap [Input New Address].

Program		<u> </u>					Job List
Select desire	To regist To regist	er the manually er a new addres	entered addres s, touch input i	ss, touch the <i>l</i> New Address.	Address.		04/30/2013 .☆. 17:24 Memory
- Fax can be s	No.	Address Type	Address				100% Check Setting
Address Book					Address	ew 🕨	
Direct Input							
Job History							Add. Type
Addr. Search							All
Address Reg.							
					\otimes		
1-Sided F Simplex/ Res	olution	Color	File Type	Scan Size	File Name/	Close	Application
Duplex					Subject Name/Other		Application

4 Select a destination type.

Program					ì	Job List
Eav can be s	o register the manually o o register a new address	s, touch input N	s, touch the A lew Address.	ddress.		04/30/2013 (A) 17:24 Memory 100%
Address Book	Sending Method		Д		₩ >>	Check Setting
Direct Input	Fax	E-mail	User Box	PC (SMB)		
Job History Addr. Search	FTP	EP WebDAV				Add. Type All
Address Reg.				Close		Ţ
1-Sided S					Close	
Simplex/ Resolu Duplex	ution Color	File Type	Scan Size	File Name/ Subject Name/Other	Citose	Application

- 5 Enter the fax number.
 - → For [Index], set searching words corresponding to [Name].
 - → For [Name], enter the destination name to be registered by using the displayed keyboard.
 - → For [Sort Character], enter the same name as [Name].



→ Entry items and the number of setting screens vary depending on the destination type. For information on entry items, refer to page 3-68.

Registration by Direct Input

• The destination entered by using the [Direct Input] button can be registered before sending data as well.

Program							Job List
Ready	To regi	ster the manually ster a new addres	entered addres s, touch input i	s, touch the Addres New Address.	S.		04/30/2013 17:30 Memory 100%
Fax can l	bes No.	Address Type	Address				
	000)1 💼 Fax	1234567890		Input Ne Address		Check Setting
Address Book						_	
Direct Input							
Job History	D						
Addr. Search	D						
Address Reg.							
_							
12	8			\odot			
1-Sided	S					Close)	
Simplex/ Duplex	Resolution	Color	File Type		Name/ Ject /Other	Undate	Application

What is an index?

- This is used as an index of a registered destination. Tap the Index key to narrow down a target destination.
- If [Favorite] is selected as an index, the destination appears in the basic screen of the transmission screen after it has been registered in the address book; enabling the user to easily select a destination.

Program	24						Job List
	esired destination	s).			No. of Address		04/30/2013 🖄 19:14 🔳
Fax can	be sent at any tim	e using the Keyp	ad.				Memory 100%
							Check Setting
Address Book	Favorite A	BC DEF GH	I JKL M	NO PORS T	UV WXYZ etc	All	
Direct Input	D ⊡E-mail tokyo-office	⊡E-mail osaka-office	LSMB user01	LSMB user02	BUser Bo	x	
Job History		EPWebDAV	EPWebDA	v			Add. Type
Addr. Search	share1	share2	share3				
Address Reg.							
							8
Q.		P 2 2	PDE	DI			
1-Sided	S 200dpi F Fine A	uto Color	PDF	Auto	OFF		
Simplex/ Duplex	Resolution	Color Fil	le Type	Scan Size	File Name/ Subject Name/Other		Application

Using a computer to register a one-touch destination

In addition to using the **Control Panel**, address books can be registered from a computer using the utility software, **Web Connection**.

- ✓ When using Internet Explorer 6 in the IPv6 environment, you need to correct the hosts file in advance. For details, refer to the User's Guide CD.
- 1 Check the IP address of this machine
 - → Tap [Utility], and select [Device Information]. Check that the IP address is displayed.
- For IPv4 environment

For IPv6 environment

Bookmark Display Keypad Utility Utility Device Information	Utility > Device Infor Function Version IPv4 Address IPv6 Address	nation Version 1 192.168.1.20 2001:0db8:bd06:01d2:2884:1fc0:0001:1066		Bookmark Display Keypad Utility & Device Information	Utility > Device Infor Function Version IPv4 Address	nation Version 11 192, 168, 1, 20 2001: 0db8: bd05: 01d2: 288a: 1 fc0: 0001: 10e6	
	Serial Number Foltarts Number Number 06/20/2014 04:02		Close		Serial Number Felepione Number 06/20/2014 04:02	1	Close

- → If no IP address is displayed, you need to configure the network. For details, refer to the User's Guide CD.
- 2 Start a Web browser, enter the IP address of this machine into the URL field, then press the [Enter] key.
 - → For "http://192.168.1.20/", "192.168.1.20" is an IP address.
 - → If you use a Web browser other than Internet Explorer 6 in the IPv6 environment, enclose the IPv6 address in []. For example, if the IPv6 address of this machine is "fe80::220:6bff:fe10:2f16", type in "http://[fe80::220:6bff:fe10:2f16]/".



- → If the login screen appears, enter the required items, then click [Login].
- 3 Select [Store Address] and click [New Registration].

	Public	To Login Screen
	Ready to Scan Ready to Print	0
Information Job	Box Direct Print Store	
▶ Address Book	Address Book List	
▶ Group	The other party who wants to transmit data can be regist	ered.
▶ Program (2	New Registration	
Temporary One-Touch	Search by nu	mber. 1-50 🛩 Go
▶ Subject	Search from I	ndex 🗸 Go
▶ Text	No. Function Name	S/MIME Edit Delete

4 Select the type of the destination you want to register.

	Public	To Login Screen ?
	Ready to Scan Ready to Print	Ø
Information Job	Box Direct Print	Store Address
▶ Address Book	New Registration	
▶ Group	O E-mail	
▶ Program	C FTP	
Temporary One-Touch	C SMB	
Subject	O WebDAV	
▶ Text	• Fax	2
		OK

5 Enter the required information such as the name, fax number, and index.

	Public	To Login Screen
	Ready to Scan	
	Ready to Print	a
	•	
Information Job	Box Direct Print	Address
▶ Address Book	Address Book (Fax)	
▶ Group	No.	
▶ Program	Use opening number	
Temporary One-Touch	 Direct Input 	
Subject	Name	
▶ Text	Index	
r lext	Specify a keyword for address search a	ABC
		ABC Main
		□ wan
	Destination Information	
	Destination	
		(one-byte numeric, '#, '*', '-', 'T, 'P', 'E')
	Line Setting	No Selection 🗸
	Communication Setting	Display
	Limiting Access to Destinations	
		Display
		OK

3.5.2 Information required to register a destination

The items to be entered or the number of screens required to register a destination vary depending on the transmission type. This section describes specific information required to register a destination. Tips

• Setting items that can generally be used with defaults are omitted in this table.

Item		Description
[E-Mail]	[Name]	Enter the name of the destination to be registered as an address book.
	[E-Mail Address]	Enter the E-mail address used as the destination.
[User Box]	[Name]	Enter the name of the destination to be registered as an address book.
	[User Box]	Select a User Box to be used as a destination.
[Fax]	[Name]	Enter the name of the destination to be registered as an address book.
	[Fax Number]	Enter the fax number of the destination.
[PC (SMB)]	[Name]	Enter the name of the destination to be registered as an address book.
	[User ID]	Enter the login name of the destination computer.
	[Password]	Enter the password required to log in to the computer.
	[Host Address]	 Enter the computer name or IP address. Only uppercase letters are available for the computer name.
	[File Path]	Enter the folder name to be used as the destina- tion.
[FTP]	[Name]	Enter the name of the destination to be registered as an address book.
	[Host Address]	Enter the address of the FTP server.
	[File Path]	Enter the directory to be used as the destination.
	[User ID]	Enter the user ID required to log in with FTP.
	[Password]	Enter the password required to log in with FTP.
[WebDAV]	[Name]	Enter the name of the destination to be registered as an address book.
	[User ID]	Enter the user ID required to log in with WebDAV.
	[Password]	Enter the password required to log in with Web- DAV.
	[Host Address]	Enter the address of the WebDAV server.
	[File Path]	Enter the directory to be used as the destination.

Several address books can be registered as a group.

This function is useful when you have jobs involving sending data to specified members at periodic intervals.

Registering a new group

- 1 Tap [Utility], and select [One-Touch/ User Box Reg.] [Create One-Touch Destination] [Group].
- **2** Tap [New].



- 3 Enter the destination name you want to register.
 - → Tap [Name], and enter the destination name using the displayed keyboard.
 - → For [Sort Character], enter the same name as [Name].

	Select item and enter setting.
Bookmark	No. of Destinations : 000
	Utility > Group > New
Display Keypad	
	No
Utility 1	Name
● One-Touch/ (2)	
One-Touch/ User Box Reg.	Sort Character
+	
Create One-Touch Destination	Index
+	
Group	
	Check Program Settings
New	10/02/2012 11:03

→ This sets the appropriate index for the name, which you entered into [Name], to [Index]. To change the setting, tap [Index].

4 Select destinations to be grouped.

Display and select the target address book on the destination selection screen. The following two methods can be used to search for a destination.

	Select item and enter setting.	
Bookmark	No. of Destinations : 000	
	Utility > Group > New	
Display Keypad	Select Group	
Utility		
+	Registered Address Shared Group	
One-Touch/ User Box Reg.		
Create One-Touch Destination		
Group	↑ 2/2 ↓	
+	Check Program Settings	
New	10/02/2012 11:06	Cancel OK

→ Search by index: Searches for the target destination name using an index.

	Select destinations (up to 500) to be registered in the group.
Bookmark	No. of Destinations : 000
BUUKIIAF K	Utility > New > Select Group
Display Keypad	Index Registration Number
Utility	
+	Fever ABC DEF GHI JKL MNO PORS TUV WXYZ etc
Create One-Touch Destination	Carteria Carteria Carteria Carteria Carteria Control of the second se
+	
Group	Box FTP WebDAV WebDAV public1 Share1 Share2 Share3
+	
New	
+	
Select Group	10/02/2012 11:37 OK

→ Search by registration number: Searches for the target destination using a registration number.

	Select destinatio	ns (up to 500) t	o be registered	in the group.		
Bookmark	No. of Destinations : 000					
BUUKIIIdr K	Utility > New > :	Select Group				
Display Keypad	Index	Registrat	tion Number			
Utility						
+	← 0 - 010	0] - 0200] -	0300 - 0400	- 0500] - 0	600 →	
Create One-Touch Destination	⊠0001 tokyo-office	⊠0002 osaka-office	■0003 user01	©30004 User02	1/ 1	
+						
Group	%0005 Public1	#0008 Share1	©0009 Share2	©0010 Share3		
+	Publici	Sharet	Sharez	andrea		
New	©0011 tokyo-office					
+	· ·					
Select Group	10/02/2012 11:3	8			ОК	

5 Repeat Step 4 until you select all address books to be grouped.

3.5.4 Retrieving a registered destination

Retrieve an address book or group to specify it as a destination to which data is sent.

Retrieving a destination

1 Tap [Scan/Fax].



The destinations, which are categorized into [Favorite] when registering indexes, are displayed on the basic screen.

	ed destination(s	s). using the Keypa	ad.		o. of Address	Joh List 04/30/2013 🖄 19:14 Memory 100% Check Setting
Address Book Direct Input Job History Addr. Search	Favorite Al E-mail tokyo-office FTP share1	BC DEF GHI ©E-mail osaka-office ©WebDAV share2	JKL MNO SMB user01 WebDAV share3	PORS TUV	WXYZ etc User Box public1	All Add. Type
1-Slueu	FFine	to Color F		Auto	OFF e Name / by Other	E Application

2 Narrow down destinations using index and address type.

Program	a						Job List
	red destination		ypad.		No. of Add	iress O	04/30/2013 🖾 19:27 Memory 100%
1							Check Setting
Address Book					UV WXYZ	etc All	/
Direct Input Job History	⊡E-mail tokyo-office	显SMB user01	USELO2	tokyo-	office	2	Add. Type
Addr. Search							
Address Reg.							
		51	PE				
	S 200dpi A	uto Color	PDF	Auto	OFF		
Simplex/ F Duplex	Resolution	Color	File Type	Scan Size	File Name. Subject Name/Other		Application

Program Select desire	ed destinat	ion(s).	Komod		o. of Address		Joh List 30/2013 (A) 19:32 Memory
Fax call be s	sent at any	une using men	кеурац.			C	100%
Address Book	Favorite	ABC DEF	GHI JKL MI	NO PORS TUV	WXYZ etc	All	
Direct Input	⊡E-mail tokyo-offi	ce user01	LSMB user02	tokyo-office		E	
Job History			3			Ad	i. Type
Addr. Search				tyt (Group	i≣ Fax	
Address Reg.			E-ma			📇 SMB	
		- 1					
	200dpi		E FTP	<u>n</u> e, 1	VebDAV		
1-Sided	F Fine	Auto Color Color	PDr File Type	Scan Size Fall	e Name/		
Duplex ne	solution	COLOR	File Type		e Name/ bject e/Other		Application

Program 🚖 💪					Job List
Select desired destination(s). Fax can be sent at any time using the	Keypad.		No. of Addre	ss 0	04/30/2013 🖾 19:36 Memory 100%
					Check Setting
Address Bork Favorite ABC DEF	GHI JKL	MNO PQRS	TUV WXYZ et	tc All	
Direct Input					
Job History					Add. Type Fax
Addr. Search					
Address Reg.					A
				8	9
- La (2020)	E C				
1-Sided S 200dpi F Fine Auto Color	PDF	Auto	OFF		
Simplex/ Resolution Color Duplex	File Type	Scan Size	File Name/ Subject Name/Other		Application

Specifying a destination

In addition to retrieving a registered destination, a destination can be specified in various methods.

Method	Description
Direct Input	Directly enter a destination using the keyboard screen or Keypad.
Job History	Specify a target destination in the job history (latest five destinations) on the scan/fax screen.
Addr. Search	Retrieves destination candidates by the prefix search function using the name (registered destination name) or address (fax number, E- mail address, or computer name). This function is convenient when there are too many registered destinations.

Reference

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

Basic Settings and Operations

3.6 Using a USB memory device

3.6.1 Printing data in a USB memory device

Data saved in the USB memory device can be printed. This function is useful when printing data created on a computer that is not connected to the network.

Available USB memory device

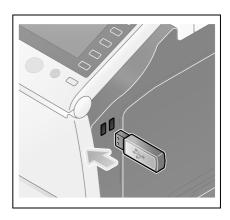
- Compatible with USB version 2.0/1.1 interface
- Formatted in FAT32
- Without security function added, or with security function that can be turned off as required
- There is no upper limit for the memory size.

Available printing file types

- PDF, Compact PDF, JPEG, TIFF, XPS, Compact XPS, OOXML (.docx/.xlsx/.pptx), and PPML (.ppml/.vdx/.zip)
- Other file types are not supported on this machine.

Printing data

1 Connect a USB memory device to this machine.



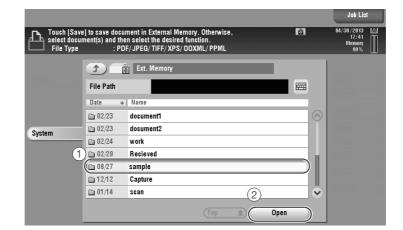
NOTICE

Do not insert the USB memory device into the USB port close to the rear panel of this machine. Do not use a USB device other than a flash-memory device.

2 Tap [Print a document from External Memory.].

Accessibility Cou	nter		Job List
Information External Memory connect External Memory function	ted. Select the 1 you wish to perform.		
External Memory	Print a document from External Memory.	Save a document to External Memory.	Save Ext. Memory Doc. in User Box

3 Select data to be printed, and tap [Print].



					Job List
Touch [Save select docum File Type	ient(s) and the	ment in External Memory in select the desired func F/ JPEG/ TIFF/ XPS/ OOX	tion.	Ē	04/30/2013 🖄 17:42 Memory 99%
		Ext. Memory	_		
(Public)	File Path	/sample		E	
	Date 🔸	Name			
	07/20	sample01.jpg		\otimes	Details
System	07/20	sample01.pdf			4
3	07/20	sample01.tif			Print
	07/20	sample02.jpg			Sand
	07/20	sample02.pdf			Other
	07/20	sample02.tif			Other
	07/20	sample03.jpg		\mathbf{S}	
			Top 🚖 🤇	Open	

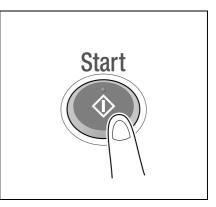
4 Check print settings.



5 Press the Start key.

NOTICE

Do not disconnect the USB memory device during data printing.



3.6.2 Saving the scanned data in the USB memory device (External memory)

The data scanned on this machine can be saved to the USB memory device, so it is convenient when printing data created on a computer that is not connected to the network.

Available USB memory device

- Compatible with USB version 2.0/1.1 interface
- Formatted in FAT32
- Without security function added, or with security function that can be turned off as required
- There is no upper limit for the memory size.

Specifying functions to be permitted for external memory

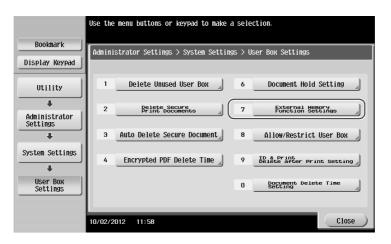
Change the settings to save documents in the USB memory device.

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

→ For information on the default administrator password, refer to page 5-51.

	Use the menu buttons or keypad to make a	selection.
Bookmark	Administrator Settings > System Settings	
Display Keypad	Huministrator Settings / System Settings	7 1/3 * ≪Back [ara ≫] #
Utility	1 Power Supply/ Power Save Settings	6 Restrict User Access
Administrator Settings	2 Output Settings	7 Expert Adjustment
+	3 Date/Time Settings	8 List/Counter
System Settings	4 Daylight Saving Time	9 Reset Settings
	5 Weekly Timer Settings	0 User Box Settings
	10/02/2012 11:57	Close

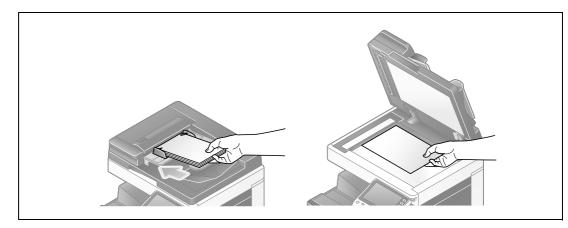
2 Tap [External Memory Functional Settings].



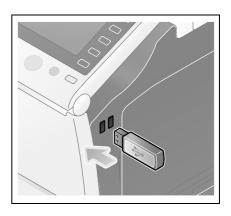
3 Select [Save Document] and [ON]. Tap [OK].

	Specify setting for selected item.	
Bookmark	Tinistrator Settings > User Box Settings > External Memory	
Display Keypad	Save Document ON	
Utility	Print Document ON ON)
Administrator Settings	Sternal Hemory Document ON OFF	
↓ System Settings		
+		
User Box Settings	3	
External Memory Function Settings	10/02/2012 12:01 OK)

1 Load the original.



2 Connect a USB memory device to this machine.



NOTICE

Do not insert the USB memory device into the USB port close to the rear panel of this machine. Do not use a USB device other than a flash-memory device.

3 Tap [Save a document to External Memory.].

Accessibility Coun	ler	Job List
Information		
External Memory connecto External Memory function	ıd. Select the you wish to perform.	
External Memory	Print a document from External Memory. Bave a document to External Memory. Bave Ext. Memory. Bave Ext. Memory. Bave Ext. Memory. Bave Ext. Memory.	
		Close

4 Check the file name.

		Job List
Press [Start] key to begin saving. You can change the Document Name.	ē	04/30/2013 🖾 17:44 Memory 99%
Previous		Check Setting
System External Memory		
6		
Filename SMFP_13043017430		
1.Sided S 200dpi Auto Color PDE Auto		
Simplex/ Resolution Color File Type Scan Size		Annitastian
Duplex Tecontrol Solor The type Soundize		Application

- 5 If necessary, check the setting to save data.
 - → Tap [Check Setting] to check the setting.
 - → To change a file name, tap the file name or keyboard icon.

	Joh List
Press [Start] key to begin saving. You can change the Document Name.	€ 04/30/2013 17:44 Memory
Previous	Check Setting
System External Memory	
Filename SMFP_13043017430	
1-Sided S 200dpi F Fine Auto Color PDF Auto	
Simplex/ Resolution Color File Type Scan Size	Application

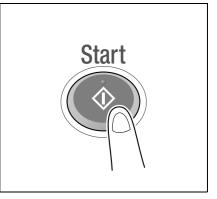
- → You can also check the setting using the keys displayed on the Touch Panel.
- → To change the setting, tap the desired key on the Touch Panel.

Settings	Description
[Simplex/Duplex]	Select whether to scan one or both sides of the original.
[Resolution]	Specify the scanning resolution.
[Color]	Select whether to scan the original in color or black and white mode.
[File Type]	Select the type of the file to save scanned data.
[Scan Size]	Specify the size of the original to be scanned.

6 Press the Start key.

NOTICE

Do not disconnect the USB memory device during data saving.

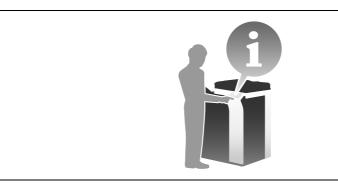




3.7.1 Guidance screen

This machine provides the guidance function to display the description of a function on the screen and view an operation procedure with moving images.

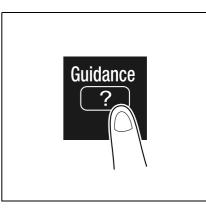
If you have any questions during operation, try to use this guidance function.



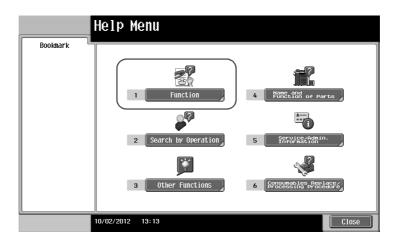
Getting help on the currently displayed screen:

Select [Function] on the Help Menu to display the guidance screen.

1 Press the **Guidance** key.



2 Select a menu.



3 Narrow down the information you want to know.

	Select func	tion.		
Bookmark Help Menu		earch by Function		
Function	No. 1 2 3 4 5 6 7	Copy Scan/Fax User Box Job List Print Customize Web Browser		Open Open Open Open Open Open Open
	10/02/2012	13: 15	Exit To Men	u Close

	Print a high Various appl your cost a	quality document in high ication functions are als d to increase your effici	performance. o available to reduce ency.	
Bookmark	Function			
Help Menu	No.			
+	1	Basic		Open
Function	2	No. of Originals		Open
+	3	Quality		Open
Сору	4	Edit Image		Open
	5	Layout		Open
	6	Tailoring		Open
	7	Stamp/Composition		Open
	8	Copy Security		Open
	9	Other		Open
	04/30/2013	17:45	Exit To Menu	Close

	Select function.	
Bookmark Help Menu	Function > Copy > Basic	
+	1 Density	Open
Function	2 Original Type	Open
+	3 Paper	Open
Сору	4 Zoom	Open
+	5 Duplex/Combine	Open
Basic Settings	6 Finishing	Open
	04/30/2013 17:46	Exit To Menu Close



Bookmark	Function > Basic > Zoom
Help Menu	Zoon
↓ Function ↓ Copy ↓ Basic Settings ↓ Zoon	Allows you to enlarge or reduce the document image size. You can select [Auto Zoom], [Full Size], [Minimal] or select a fixed or registered zoom ratio. You can also enter zoom ratios directly. Touch the UManuall key to switch to the zoom screen and enter the vertical and horizontal zoom ratios separately.
	04/30/2013 17:46

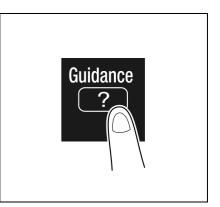
Describes functions

Name	Description
[Exit]	Returns to the main menu.
[To Menu]	Returns to the Help Menu.
[Close]	Returns to the preceding screen.

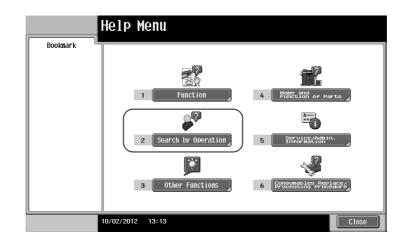
Getting help on the desired function or procedure:

Open the Help Menu, and select a menu depending on an objective to display the guidance screen.

1 Press the **Guidance** key.



2 Select a menu.



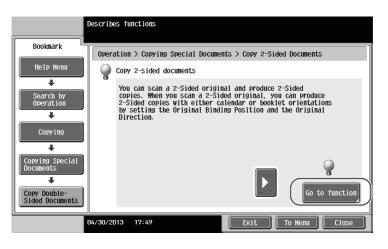
3 Narrow down the information you want to know.

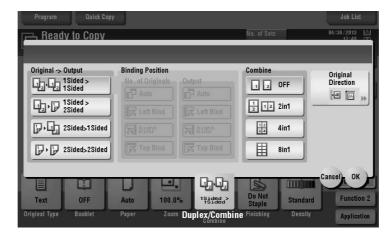
	Select Oper	ation		
Bookmark Help Menu	Help > S	earch by Operation		
Search by Operation	1 2 3 4 5 6	Copying Sending Receiving Using the User Box Checking a Job Replace consumables.		Open Open Open Open Open Open
	10/02/2012	13:21	Exit To Men	u Close

	Select funct	tion.		
Bookmark Help Menu		n > Copying		
Search by	No.	Copying Special Document	S	Open
Operation	3	Reducing paper usage Improving the Finishing	- 1	Open Open
Copying	5	Improving the Look of th Making Distribution Easi		Open Open
	6	Making Filing Easier Applying Stamps		Open Open
	8	Using Convenient Functio	ns	Open
	04/30/2013	17:47	Exit To	Menu Close

	Select funct	tion.		
Bookmark Help Menu		n > Copying > Copying Spec	ial Documents	
+	No. 1	Scan many originals	1	Open
Search by Operation	2	Copy 2-sided documents		Open
+	3	Copy mixed originals		Open
Copying	4	Copy a book		Open
+	5	Copy a booklet from a bo	oklet	Open
Copying Special	6	Copy originals with fold		Open
Documents	7	Copy ID Card onto 1 Shee of Paper	ь 	Open
	8	Print without blank page	5	Open
	9	Scan Thin Original		0pen 🖌
	04/30/2013	17:48	Exit To Menu	Close

4 Tapping [Go to function] opens the setting screen of a target function, enabling you to configure the settings immediately.





Help Menu list

The Help Menu provides the following information:

Name	Description
[Function]	Tap this button to display the guidance menu that has been sorted according to the function names to be displayed on the screen.
[Search by Operation]	Tap this button to display operation examples and explanations of this machine sorted by function.
[Other Functions]	Tap this button to display the guidance menu of the functions and settings that make it easier to use this machine.
[Name and Function of Parts]	Tap this button to check the name or function of each part of this machine.
[Service/Admin. Informa- tion]	Tap this button to display the service or administrator information, administrator name, extension number, and E-mail address.
[Consumables Replace/ Processing Procedure]	Tap this button to check the consumables replacement or punch scrapping procedure with moving images.

3.8 Using the [Quick Security] function

3.8.1 [Quick Security]

[Quick Security] allows you to configure the settings for enhancing the security level of this machine. In order to use this machine securely, we recommend that you use the [Quick Security] function to configure the settings.

Required settings

- 1 Tap [Utility], and select [Administrator Settings] [Security Settings] [Forward] [Quick Security Setting].
 - → For information on the default administrator password, refer to page 5-51.

	Use the menu buttons or keypad to make a selection.
Bookmark	Administrator Settings> Security Settings
Display Keypad	2/2 * ≪Back 5573 → #
Utility	1 FIPS Settings
+	
Administrator Settings	
+	3 Maintenance Mode Access
Security Settings	4 Quick Security Setting
	07/10/2014 19:34 Close

2 Configure a setting for each option.

	Use the menu buttons or keypad to make a selection.
Bookmark	Administrator Setting > Security Settings > Quick Security Setting
Display Keypad	Haminison door scoring / scorings / quick scorings / quick scoring
Utility	1 Administrator Password
Administrator Settings	2 Password Rules
+	3 Quick IP Filtering
Security Settings	4 PSWC Setting
Quick Security Setting	5 <u>Security Secting</u>
	05/27/2014 10:25 Close

Settings	Description	
[Administrator Password]	Change the administrator password of this machine.	
[Password Rules]	Configure whether to enable the password rules. Once you enable them, the number of characters and text types that are available for passwords is restricted.	
[Quick IP Filtering]	Allows you to restrict the devices that can access this machine using the IP address (IPv4/IPv6). The range of IP addresses for which access is to be restricted is specified automatically.	
[PSWC Setting]	Select whether to use Web Connection.	
[Security Warning Display Setting]	Select whether to display the security warning screen if the admin- istrator password remains set to the default or if password rules are not satisfied.	

→ When [Security Warning Display Setting] is set to [Display], the following security warning screen appears if the administrator password remains set to the default or if password rules are not satisfied. Tap [Set Now] to configure the [Quick Security] function.

4	You must set the Administrator Password/Password Rules to improve Security level. Do you want to access the Quick Security Setting screen?		Job List
	Set Now	Set Later	J
			ОК

Tips

- You can specify whether to display the [Quick Security] key on the main menu. This key is not displayed in the default state. To display the key, tap [Utility], and select [Administrator Settings] [System Settings] [Custom Display Settings] [Main Menu Default Settings] [Main Menu Key].
- For information on the default administrator password, refer to page 5-51.

Reference

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

3

3-88

Advanced Functions

4 Advanced Functions

4.1 Using advanced functions

4.1.1 What are advanced functions?

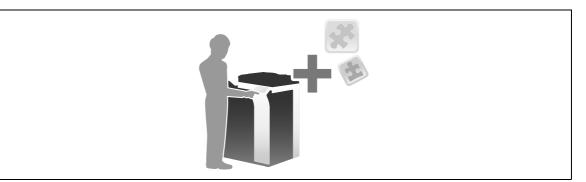
Various functions for further enhancement of the MFP operability are expressed as advanced functions in this manual.

This machine provides the following advanced functions.

Tips

4

• To use an advanced function, you need to register **i-Option** or associate with the **My Panel Manager** application.



Name	Description
PDF processing	 You can configure the required settings when converting scanned data to a PDF file. This requires the registration of i-Option LK-102 v3 or i-Option LK-110.
Voice Guidance	 You can use the voice guidance in order to assist operations or prevent the machine from operating incorrectly. This requires the registration of i-Option LK-104 v3.
Searchable PDF	 You can convert the scanned data to a searchable PDF file. This requires the registration of i-Option LK-105 v3 or i-Option LK-110.
Web Browser	 You can use the Web browser on the Touch Panel of this machine. You can access contents on the Internet or intranet. This requires the registration of i-Option LK-101 v3.
File Type Extension	 Supports functions such as a function that converts a file into a DOCX or XLSX type, a function that generates highly-functional and high quality data, and the E-mail RX Print function. This requires the registration of i-Option LK-110.
ThinPrint	 Allows you to use this machine as ThinPrint Client (.print Client) when Thin-Print is enabled. This requires the registration of i-Option LK-111.
ТРМ	 You can use the Trusted Platform Module to enhance security by encrypting confidential information such as certificates and passwords of this machine. This requires the registration of i-Option LK-115.
Universal Printing	 Allows you to execute print jobs, which were stored on a device from your computer, from any device in the same universal print group. This requires the registration of i-Option LK-114.
My Panel	 You can customize the Control Panel display of this machine for each user. This requires the association with My Panel Manager.

Name	Description
My Address	You can use the address book for personal use (My Address Book). • This requires the association with My Panel Manager .

In addition, this machine supports advanced functions such as the barcode font, unicode font, and OCR font.

Reference

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

4.1.2 Association with application

To use the My Panel or My Address function, you need to purchase **My Panel Manager** and enable the target function in the application side.

For details on how to enable such a function, refer to the **My Panel Manager** User's Guide.

Tips

• The Upgrade Kit UK-204 is required to use the My Address function.

4.1.3 Registering the i-Option license

To add an optional function to this machine, you need to purchase **i-Option** and register its license. Tips

- The Upgrade Kit UK-204 is required to use i-Option LK-101 v3/LK-102 v3/LK-104 v3/LK-105 v3/LK-106/LK-107/LK-108/LK-110/LK-114.
- i-Option LK-110 includes the function licenses for i-Option LK-102 v3 and i-Option LK-105 v3. If you
 purchase i-Option LK-110, you do not need to purchase i-Option LK-102 v3 or i-Option LK-105 v3.

For details on how to purchase or install an optional unit, contact your service representative.

Preparation flow

The following describes a preparation flow to use advanced functions. For details, refer to the relevant page. This preparation is not required the second time or subsequent times.

- 1 Registering the i-Option license (Administrator)
 - → Register the option license on a dedicated Web site. For details, refer to page 4-4.
- 2 Enabling the i-Option function (Administrator)
 - → Enter the license code to enable the function. For details, refer to page 4-6.
- 3 Configuring each function (Administrator)
 - → Configure the required settings for each advanced function. For details, refer to page 4-8.

Reference

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

bizhub 554e/454e/364e/284e/224e

Registering the i-Option license

Register the request code and the contents of the token certificate on the Web site of the License Management Server (LMS).

- 1 Tap [Utility], and select [Administrator Settings] [Forward] [License Settings] [Get Request Code].
 - → For information on the default administrator password, refer to page 5-51.

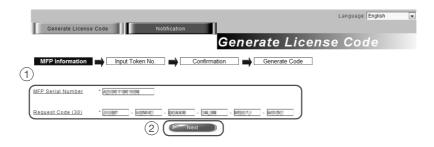
	Use the menu buttons or keypad to make a selection.	
Bookmark Display Keypad	Administrator Settings > License Settings	
Utility	1 Get Request Code	
Administrator Settings	2 Install License	
Settings	4 List of Enabled Functions	
	10/02/2012 13:29 Close)

2 Tap [Yes] and [OK].

	Do you wai	nt to get a	Request Code?			
Bookmark						
Display Keypad						
Utility						
+						
Administrator Settings						
+						
License Settings						
+		1				
Get Request Code			Yes		No	2
	10/02/2012	13:32		_		ОК

- 3 Tapping [Print] prints the serial number and request code.
 - → Prepare at hand the printed serial number, request code, and token certificate supplied with i-Option.

- 4 Access the Web site of the License Management Server (LMS). Enter the [MFP Serial Number] and [Request Code], then click [Next].
 - → The URL is https://lms.konicaminolta.com/index.aspx.



5 Enter the [Token Number], select the option you want to register from the [Product Description] list, then click [Next].

	Language	English	·
Generate License Code			
Input Token Number			
MFP Information 🚔 Input Token No. 📫 Confirmation 🛋 Generate Code			
MFP Serial Number :			
Request Code :			
1			
Token Number (20) * HURC - 1184 - 1938 - 1938 - 1938			
Product Description * I-Option LK-105 v3			
(2) (The Next) (The Back			

6 Confirm the registration contents, then click [Generate License Code].

					_
		L	anguage En	glish	•
Generate License Code					
Confir	m Information				
MFP Information MFP Input Token No.	Confirmation Generat	e Code			
MFP Serial Number					
Request Code	+400/h+4000				
Generale Lice	nse Code Back				
Token Number	Product Description				
KAD TAA INI HOLAABHI	i-Option LK-105 v3				

7 The license code and function code are issued.

Generate Licens		-
MFP Information	📫 Input Token No. 🛋 Confirmation 🖬 Generate Code	
You have successfully Please save all inform	generated a License Code ation for future use.	
MFP Serial Number	A2X2011001008	
<u>License Code:</u>	Manuel Aurol Connection) Manuel Aurol Connection) Manuel Connection (To enable via MFP)	
Function Code	Product Description I-Option LK-105 v3	
	Download 🔵 👔 Print 🔰 Generate Additional License Codes)	

Tips

- The issued license code and function code are required to enable **i-Option**. You should write them down on a memo pad or print them out on paper by clicking [Print].
- You could also store them in your USB memory device. The license code input could be omitted by using a USB memory device to achieve a convenient operation.
- When using a USB memory device, insert the USB memory device and click [Download] to store the license code.

Enabling the i-Option function

Register the license and function codes in this machine.

By inputting the codes

- 1 Tap [Utility], and select [Administrator Settings] [Forward] [License Settings] [Install License] [Function/Licence Code].
 - → For information on the default administrator password, refer to page 5-51.



2 Enter the license and function codes you wrote down.



3 Select [Yes], then tap [OK].

Bookmark	Do you want to	enable the following functions?
Display Keypad	Functions	VGYU
Utility	License Code	\$2345-6789U-GHJKL-87654-J6543-E2987
+		
Administrator Settings		
+		
License Settings		
+		
Install License		
+		Yes No 2
Function/ License Code	10/02/2012 13:40	ОК

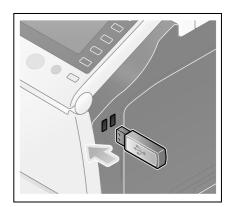
This machine restarts automatically.

Chapter 4

Δ

By using a USB memory device

1 Connect the USB memory device stored with the license code.



2 Tap [Utility], and select [Administrator Settings] - [Forward] - [License Settings] - [Install License from Ext. Memory].

	Use the menu buttons or keypad to make a selection.	
Bookmark Display Keypad	Administrator Settings > License Settings	
Utility	1 Get Request Code	
Administrator Settings	2 Install License 3 Install_License 3 Install_License	
License Settings		
	2012/10/09 14:44	Close

3 Select [Yes], then tap [OK].



This machine restarts automatically.

Configuring each function

Configure the required settings for each advanced function.

Reference

For details on the required setting items for each advanced function, refer to the User's Guide CD.

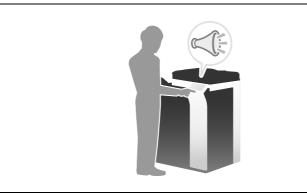


4.2 Using the voice guidance

4.2.1 Required settings and procedures

Using the voice guidance, you can confirm explanations of screens, keys, and key-related operations by voice.

The voice guidance is available on the Enlarge Display screen, Guidance screen, and Accessibility Settings screen, and useful to assist operations or prevent this machine from operating incorrectly.



Tips

- The Upgrade Kit UK-204 is required to use the voice guidance.
- You need to purchase i-Option LK-104 v3 and register its license.
- You need to install the Local Interface Kit on this machine.
- To use the voice guidance, administrator settings are required in advance.
- The voice guidance function for operating the **Register** key is not required for this machine equipped with the **Keypad KP-101**. Also, the voice guidance can be operated by using the **Keypad**.

Preparation flow

The following describes a preparation flow to use the voice guidance. For details, refer to the relevant page. This preparation is not required the second time or subsequent times.

- 1 Enabling the voice guidance function (Administrator)
 - → Enter the voice guidance of the machine side to enable its function. For details, refer to page 4-10.
- 2 Assigning the voice guidance function to the **Register** key (Administrator)
 - → For details, refer to page 4-11
 - → This setting is not required when the Keypad KP-101 is equipped on this machine.
- **3** Specifying the volume and speed
 - → Specify the volume or speed to read out. For details, refer to page 4-12.

Operation flow

The following describes an operation flow. For details, refer to page 4-13.

- **1** Starting the voice guidance
- 2 Playing the voice guidance
 - → Move the voice cursor to operate the voice guidance.
- 3 Ending the voice guidance

Enabling the voice guidance function

Register the function and license codes in this machine.

Then, configure settings to start the voice guidance.

- 1 Enable the i-Option function. Tap [Utility], and select [Administrator Settings] [Forward] [License Settings] [Install License] [Function/License Code].
 - → For information on the default administrator password, refer to page 5-51.

	Use the menu buttons or keypad to make a selection.
Bookmark Display Keypad	Administrator Settings > License Settings > Install License
Utility Administrator Settings License Settings Install License	1 Function/License Code 2 Token Code
	10/02/2012 13:37 Close

2 Enter the license and function codes you wrote down.

Select function(s) you wish to enable, and then enter the License Code. When finished, touch [Install]. Bookmark				
BOUKIIIdr K	Administrator Settings > Install License > Function/License Code			
Display Keypad	Function Code			
Utility 2	License Code 52345-6789U-GHJKL-87654-J6543-E2987			
Administrator Settings				
+				
License Settings				
+	3			
Install License	Install			
Function/ License Code	10/02/2012 13:39 Close			

3 Select [Yes], then tap [OK].

Bookmark	Do you want to	enable the following functions?
Display Keypad	Functions	VGYU
Utility	License Code	\$2345-6789U-6HJKL-87654-J6543-E2987
+		
Administrator Settings		
License Settings		
+		
Install License		Yes No 2
· · · · · ·		
Function/ License Code	10/02/2012 13:40	ОК

This machine restarts automatically.

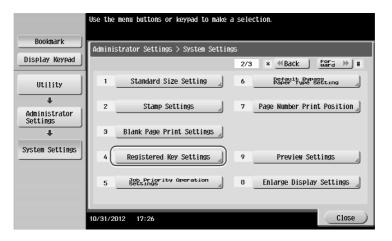
4 Enable the voice guidance. Tap [Utility], and select [Administrator Settings] - [Forward] - [Voice Guidance Settings].



Assigning the voice guidance function to the Register key

Assign the voice guidance function to any of the **Register** keys.

1 Tap [Utility], and select [Administrator Settings] - [System Settings] - [Forward] - [Registered Key Settings].



2 Select the [Register key] to be assigned with the voice guidance function.

	A function can be assigned to each Registered Key.
Bookmark	Administrator Settings > System Settings > Registered Key Settings
Display Keypad	
Utility	
↓ Administrator Settings	
+	
System Settings	Register Key 1 Register Key 2 Register Key 3 Scan/Fax Copy 10 Keypad
Registered Key Settings	Scan/Fax Copy 10 Keypad
	10/31/2012 17:27 Close

3 Select [Voice Guide], then tap [OK].

Bookmark	Select the desired function by pressing the associated Registered Application list can be retrieved by pressing the App key.Desire can be innitiated by pressing the correct associated Registered	ed Application
DUUKIIAI K	Administrator Settings > Registered Key Settings > Register Key	/ 1
Display Keypad		
Utility	Voice Guide	
+	Menu	2 / 2
Administrator Settings		<u> </u>
+	Access	_↓
System Settings		
+		
Registered Key Settings		
+		(2)
Register Key 1	10/31/2012 17:29	OK

Specifying the volume and speed

Specify the volume or speed to read out.

1 Tap [Accessibility], and select [↑] - [Voice Guidance Settings].

	Select item and change the setting.				
	Voice Guidance Settings				
1	Yes	No			
	Volume		5		
(2)	Voice Speed		Std.		
				3	
				OK	

- 2 Specify the volume or speed.
 - → [Volume]: Use [Higher] or [Lower] to adjust the volume.

A	Specify volum	Ie.												
Volu	me													
						1	1							
		0	1	2	3	4	5	6	7	8	9			
		Lov	ver							Hig	ner			
											C	C)K	\bigcirc

→ [Voice Speed]: Select the speed to read out.

Specify a voice playback speed.	
Voice Speed	
Slower Std.	Faster
	OK

Operating the voice guidance

1 Press the **Register** key assigned with the voice guidance on the screen that supports the voice guidance.



- → For information on the operations when the **Keypad KP-101** is equipped, refer to page 4-14.
- → The following screens support the voice guidance.
 - Enlarge Display screen
 - Guidance screen
 - Accessibility Settings screen

You will hear a voice to announce the start of the voice guidance, and the blue-frame voice cursor will be displayed.

Ready to copy.		1
Basic	Sca	
Density/ Background	Paper	1792
Density	Auto Paper Select	Finishing
Zoom	Duplex/ Combine	
100.0%	1 ⇒ 1	
		Auto Image Rotation
🕒 Print		

4-13

- 2 Tap the key for which a voice guidance is required.
- **3** Press the **Register** key assigned with the voice guidance to exit the voice guidance function.



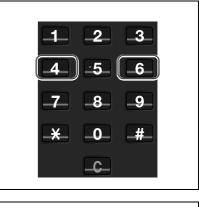
Keypad operations for voice guidance

1 Press **Voice Guide** on the screen that supports the voice guidance.



- 2 Use the **Keypad** to operate the voice guidance.
 - → Position the voice cursor at the key you want to hear the guidance for.

→ Determine the position of the voice cursor.





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3

→ Reading out starts.

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Voice Guide ္ ())

For the voice guidance, use the Keypad to perform various operations.

Press Voice Guide to end the voice guidance.

Key	Description
0	Reads out the explanation of a function assigned to each key.
1	Reads out the explanation of the currently displayed screen.
2	Reads out the setting items configured by the currently displayed function. (Available only in copy or scan/fax mode on the Enlarge Display screen)
3	Stops the currently replayed voice guidance.
4	Moves the voice cursor to the previous.
5	Determines the position of the voice cursor.
6	Moves the voice cursor to the next.
7	Reads out the setting items configured by the currently displayed function. (Available only in copy or scan/fax mode on the Enlarge Display screen)
8	Reads out the previously read-out information again.
9	Reads out the currently selected key.
#	Turns up the volume by one level.The volume can be adjusted at any time while using the voice guidance.
*	Turns down the volume by one level.The volume can be adjusted at any time while using the voice guidance.

Chapter 4

Advanced Functions

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4-15

5 Frequently Asked Questions

5 Frequently Asked Questions

5.1 Print

5

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

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

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

Operation procedure

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 In [Original Size] on the [Basic] tab, select [Envelope] or [Postcard].
 - → Various sizes of envelopes are available. Select the correct paper size for the envelopes you have loaded.

Printing Preferences		×
My Tab Basic Layout Finish Cover Mode	Stamp/Composition Quality	/ Other
Postcard (100x148 mm)	Favorite Setting Untit	led • A <u>d</u> d Edit
Postcard (100:148 mm) Image: State of the st	Original Orientation Original Size Postcard Postcard Postcard Postcard Postcard Postcard Comparison Same as Original Size Zoom [25400%] Original Size Zoom [25400%] Itoo Paper Tray Auto	Output Method User Settings Authentication/Account Track Copies 1 (19999) 1 (2.0late 1 (2.0late 1 (2.0late 1 (2.0late 1 (2.0late) 1 (2.0late)
	Paper <u>T</u> ype Plain Paper	Paper Settings for Each Tray
Printer View Printer Information		Default
		OK Cancel Help

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

Printing Preferences		×
👷 My Tab Basic Layout Finish Cover Mod	e Stamp/Composition Quality Other	
Postcard (100x148 mm)	Eavorite Setting Untitled	✓ Add
Postcard (100x148 mm)	Original Orientation Portrait Landscape	Output Method
	Otiginal Size Postcard Peaper Size Same as Original Size Zoom [25400%]	User Settings Authentication/Account Track Copieg 1 (19999)
	Auto Manual 100 × % Paper Tray Auto	J.J. ♥ Collate ↓ J _ Offset
	Paper <u>Typ</u> e Plain Paper ▼	Paper Settings for Each Tray
Printer View Printer Information		Defauļt
		OK Cancel Help

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

🞗 My Tab	Basic	Layout	Finish	Cover Mode	Stamp/Composition Qua	lity Other	
Postcard	(100x1	48 mm)			Eavorite Setting Un	ntitled	✓ Add
Postcard	(100x1	48 mm)			Original Orientation A Portrait Landscape Original Size Postcard	•	Output Method Print User Settings
				×1	Eaper Size Same as Original Size Zoom [25400%] Auto 10	•	Authentication/Account Track
	e 16	D) A):	B	ß.	Manual Paper Tray Bypass Tray		
	£	5			Paper Type Plain Paper	Ŧ	Paper Settings for Each Tray
Printe	r <u>V</u> iew	F	^p rinter <u>I</u> nfo	omation			Default

6 Click [Paper Settings for Each Tray].

🔍 My Tab	Basic	Layout	Finish	Cover Mode	Stamp/Composition	Quality	Other			
Postcard	(100x1-	48 mm)			Eavorite Setting	Untitled	I	-	A <u>d</u> d	<u>E</u> dit
Postcard ((100x1	48 mm)			Origi <u>n</u> al Orientatio	it		Output M	ethod Print	
					Original Size Postcard Paper Size		•	Authen	User Setting	js punt Trac <u>k</u>
		1		x1	Same as Original 3		•	Copie <u>s</u>	[1999]	9]
		Đ		P	 Auto Manual Paper Tray 	100	2	년 년 1911년 1911년 1911년	Colla	
	LF -	A	E.		Bypass Tray		•	_		
	5	5			Paper Type Plain Paper		Ŧ	Paper	Settings for B	Eac <u>h</u> Tray
Printer	View	P	hinter Info	mation						Defauļt

- 7 Select the relevant paper type from [Paper Type] then click [OK].
 - → To print on postcards, select [Thick 3] or [Thick 3 (Side2)]. To print on envelopes, select [Envelope].

	0	D: //	о т	
Tray	Size	Direction	Paper Type	_
Tray1	8 1/2x11	🗗 LEF	Plain Paper	5
Tray2	8 1/2x11	LEF	Plain Paper	_
Tray3	8 1/2x11		Plain Paper	
Tray4	8 1/2x11	D LEF	Plain Paper	
<u> A</u> Traț <u>A</u> Traț		Paper Paper		
Tray		ar Type		^
	ass Tray Thick	: 3		
				•
aper Type				
Thick 3				

- 8 Click [OK].
- 9 Execute printing.

Chapter 5

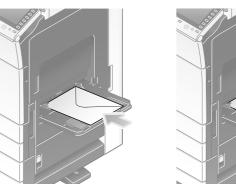
- 10 Load envelopes or postcards into the **Bypass Tray** with the print side facing down.
 - → For postcards



→ For envelopes

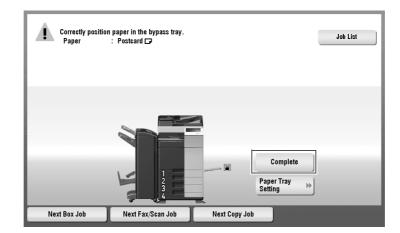
NOTICE

Before loading, remove air from the envelope(s), and securely press along the flap fold line. Otherwise, it will result in an envelope wrinkle or paper jam.





- **11** If the paper setting of [Bypass Tray] in this machine is the same as that of [Original Size] in step 3 or [Paper Type] in step 7, printing starts without further setting.
 - If the paper setting is different, the following screen appears. Tapping [Complete] starts printing.
 - → If you cannot tap [Complete], remove the envelopes or postcards loaded in the Bypass Tray and reload them, then tap [Complete].

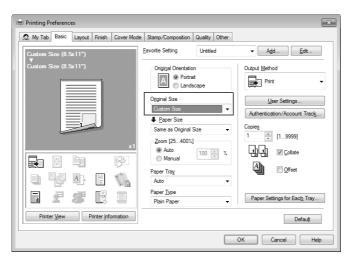


5.1.2 Q2. Can I print on custom size paper?

A2. Yes, you can. Specify [Bypass Tray] on the print screen and load custom size paper into the Bypass Tray.

Operation procedure

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 In [Original Size] on the [Basic] tab, select [Custom Size].



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

Custom Size Settings	×				
Width BISDD Length 11.000 inch [5.50047.244]	Unit ⊚mm ⊚inch				
When you specify the paper size as Width 8.266- 11.694inch (210-297mm) and Length 18.002-					
OK Cancel Defau	ult Help				

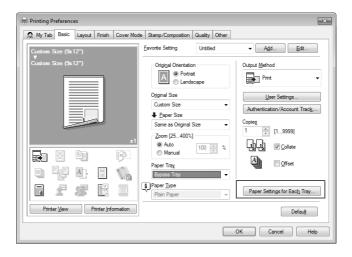
5 Check that [Paper Size] is set to [Same as Original Size].

Printing Preferences	ode Stamp/Composition	Quality 0	Xher
Custom Size (3:12") Custom Size (3:12")	Eevote Setting Orignel Orientatio ● Porter Orignel Size Custom Size ● Papore Size ■ Custom Size ● Papore Size ■ Custom Size ■ Custo	it scape Size	

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

🕵 My Tab 🛛 Basic	Layout Finis	sh Cover Mode	Stamp/Composition	Quality	Other	
Custom Size (9x1 ▼ Custom Size (9x1		-	Eavorite Setting	Untitle	ł	✓ Add
Custom Size (ax i	-)		Origi <u>n</u> al Orientatio	t		Output Method Print
			Original Size Custom Size		•	User Settings Authentication/Account Track
			Paper Size Same as Original Zoom [25400%]		•	Copies 1 (19999)
	Da)		 Auto Manual 	100	2	IJIJ ℤ <u>C</u> ollate
	A U		Paper Tra <u>v</u> Bypass Tray		•	A Offset
	s [Paper Type Plain Paper		Ŧ	Paper Settings for Each Tray
Printer View	Printer	Information				Defau <u>i</u> t

7 Click [Paper Settings for Each Tray].



8 Select the relevant paper type from [Paper Type], then click [OK].

Tray	Size	Direction	Paper Type	
Tray1	8 1/2x11	D LEF	Plain Paper	
	8 1/2x11	🖵 LEF	Plain Paper	
	8 1/2x11	LEF	Plain Paper	
Tray4	8 1/2x11	D LEF	Plain Paper	
ner Tine		1		
aper Type				
aper Type Thick 3		•		
		•		

- 9 Click [OK].
- **10** Execute printing.
- **11** Load custom size paper into the **Bypass Tray** with the print side facing down.
- **12** Tap [Complete] on the **Control Panel** of the machine.

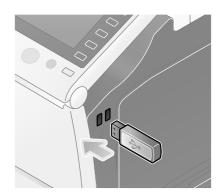
5.1.3 Q3. Can I directly print a file in a USB memory device?

A3. Yes. You can print a file simply by inserting the USB memory into the **USB Port** of the machine. See the table below for the types of files that can be printed and the operating conditions of the USB memory.

Item	Specifications
Supported standards	USB 2.0/1.1
File system	FAT32
Types of printable files	PDF, Compact PDF, JPEG, TIFF, XPS, Compact XPS, OOXML (.docx/.xl- sx/.pptx), and PPML (.ppml/.vdx/.zip)

Operation procedure

1 Insert a USB memory into the **USB Port** of the machine.



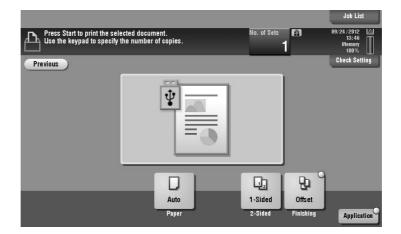
2 Tap [Print a document from External Memory.].

Information External Memory connecte External Memory function	d. Select the you wish to perform.		Job List
External Memory	Print a document from External Memory.	Save a document to External Memory.	Save Ext. Memory Doc. in User Box
	_	(Ope	ок

- 3 Select a file to print, then tap [Print].
 - → Select a folder, then tap [Open] to list documents and folders in the folder. Tap [Top] to return to the location one layer above.

			Job List
Touch [Sav select docu File Type	e) to save document in External Memory. Otherwise, ment(s) and then select the desired function. : PDF/ JPEG/ TIFF/ XPS/ OOXML/ PPML	Ē	09/24/2012 🖄 16:34 Memory 99%
	Ext. Memory		
	File Path		
ī	Date + Name		
	03/02 Blue hills.jpg	<u>></u>	Details
System	03/02 Sunset.jpg		
	03/02 Water lilies.jpg		Print
	03/02 Winter.jpg		
l l			Other
		\odot	
	(Top 🚖 🤇	Open)	

4 Change the print settings as necessary, and press **Start** on the **Control Panel**.



5.1.4 Q4. Can printing be restricted by user?

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

How to set

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [User Authentication/Account Track] [General Settings] [User Authentication].
- 4 Select [Authenticate], select an authentication method, then tap [OK].
 - → The authentication status may be [ON (MFP)], [External Server Authentication], [Main + External Server], [Enhanced Server Authentication], or [Main + Enhanced Server] authentication. For information on server-based user authentication, contact the server administrator.

Bookmark	You can specify the User of For Main + External Serve you can use the default a	Authentication method. r or Main + Enhanced Server, uthentication method.	
DOOKIIIAI K	Administrator Settings >	Authentication Method $>$ User Name	
	Authenticate	OFF	
Utility		Authentication Method	
+	ON (MFP)	External Server Authentication	
Administrator Settings		Main + External Server	
+			
User Authentication/ Account Track			
+			
General Settings			
+			
User Authentication	12/19/2012 10:45	ОК	\Box

- 5 Tap [OK].
- 6 Select [Yes], then tap [OK].
- 7 Select [User Authentication Settings] [User Registration].
- 8 Select the registration number of a target user, then tap [Edit].

	After selec	cting the user	, touch [E	dit].		
Bookmark	Administra	ator Settings	> User Aut	hentication S	ettings > User	Registration
Display Keypad	001		003	004	005	
Utility						1/ 50
+	000	007	008	009	010	→
Administrator Settings						•
+	011	012	013	014	015	
User Authentication/ Account Track	016	017	018	019	020	
+	010	017	010	019	020	
User Auth. Settings						
+		Edit 🦼		elete		
User Registration	09/24/2012	13:50				Close

- 9 Enter the user name and password in [User Name] and [Password].
 - → If you have selected a registered user in Step 8, no information has to be entered.

	Select the item to be registered/changed.
Bookmark	Admin. Settings > User Registration > Edit
Display Keypad	User Name Juser01
Utility	Password XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Administrator Settings	E-Mail Address
User Auth. Settings	
User	Max. Allowance Set
Registration	Function Permission
Edit	09/24/2012 13:51 Cancel OK

10 Tap [Max. Allowance Set], then enter the maximum allowance for the number of originals that the user can print, using the **Keypad**.

	Maximum settings can be set for the selected user. Touch [All Users] to apply the settings to all users.
Bookmark	Administrator Settings > Edit > Max. Allowance Set
Display Keypad	User Name UserO1 All UserS
ABC DEF	Total Allowance
1 2 3 GHI JKL MNO	
4 5 6	
PQRS TUV WXYZ	0 No Limit
7 8 9	1 - 9999999
* 0 #	
С	
	03/04/2013 02:31

- 11 Tap [OK].
- **12** Tap [Function Permission] to set the limit for the respective functions.

	Function permissions can be set for the selected user. Touch fall Users! to apply the settings to all users.				
Bookmark	Administrator Settings > Edit > Function Permission				
Display Keypad	User Name user01		All Users		
Utility					
+	Сору	A110W	Restrict		
Administrator Settings					
Jettings	Scan	Full Color/Black	Restrict		
User		Black Only			
Registration		Full Color/Black	Restrict		
+	Fax	Black Only	Restrict		
Edit	↑ 1/4 ↓				
+	T 174 V				
Function Permission	02/27/2013 08:11		ОК		

Settings	Description
[Copy]	Specify whether to allow a copy job.
[Scan]	Specify whether to allow a scan job.
[Fax]	Specify whether to allow a fax job.
[Print]	Specify whether to allow a print job for a file.
[User Box]	Specify whether to allow any operation of a file saved in the User Box.
[Print Scan/Fax TX]	Specify whether to allow a print job for a file to send.
[Save to External Memory]	Specify whether to permit saving of files to an external memory.
[External Memory Docu- ment Scan]	Specify whether to allow scanning of files saved in the User Box.
[Manual Destination Input]	Specify whether to allow manual input of a destination.
[Cellular Phone/PDA]	Specify whether to allow transferring of files from Bluetooth devices to this machine.
[Web Browser]	Specify whether to allow use of the Web browser.

- 13 Tap [OK].
- 14 Tap [OK].

5.1.5 Q5. What types are available for printing finish?

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

Staple

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

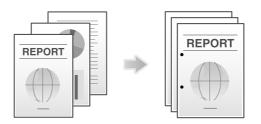


Tips

• The Finisher is required to use the Staple function.

Punch

Punching is enabled for filing holes.



Tips

- To use the Punch function:
- The Finisher FS-534 and Punch Kit PK-520 or the Finisher FS-533 and Punch Kit PK-519 are required.
- The Finisher FS-535 and Punch Kit PK-521 or the Z Folding Unit ZU-606 are required (only for bizhub 554e).

Center Staple & Fold

Center stapling is enabled for booklet-like finish.



Tips

- To use the Center Staple & Fold function:
- The Finisher FS-534 and Saddle Stitcher SD-511 are required.
- The Finisher FS-535 and Saddle Stitcher SD-512 are required (only for bizhub 554e).

Fold

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



Tips

- To use the Half-Fold or Tri-Fold function:
- The Finisher FS-534 and Saddle Stitcher SD-511 are required.
- The Finisher FS-535 and Saddle Stitcher SD-512 are required (only for bizhub 554e).
- To use the Z-Fold function:
- The Finisher FS-535 and Z Folding Unit ZU-606 are required (only for bizhub 554e).

Operation procedure

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).

- 3 Select the check box for the desired finish on the [Finish] tab. If you have selected the [Staple], [Punch] or [Fold] check box, specify the quantity, positions and other necessary settings.
 - → The number of punched holes varies depending on the country you are in.

Printing Preferences		×
A My Tab Basic Layout Finish Cover Mode	Stamp/Composition Quality Other	
8_1/2x11 (215.9x279.4 mm)	Eavorite Setting	ng 🗸 A <u>d</u> d <u>E</u> dit
8 1/2x11 (215.9x279.4 mm)	Stagle	Output Tray Default
a la	Center Staple and Fold Punch 2-Hole (Left) Feld Half-Fold(By Copy Job)	Paper Arrangement Prioritize Arranging Papers -
	Page Fold Setting	
Finite Tiew		Defauļt
		OK Cancel Help

- 4 Click [OK].
- 5 Click [Print].

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

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

The paper types below can be used for banner printing.

Paper width	Paper length	Paper weight
8-1/4 to 11-11/16 inches (210 to	18 to 47-1/4 inches (457.3 to	33-13/16 to 55-7/8 lb
297 mm)	1200 mm)	(127 g/m ² to 210 g/m ²⁾

Tips

• When loading long sheets of paper, mount the **Mount Kit MK-730** for long paper.

How to set

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

	To activate	banner printing, choose [Allow].
Bookmark		Banner Printing
Display Keypad		
Utility # Banner Printing		Allow Restrict
	09/24/2012	13:52 OK

Chapter 5

- 3 Check that the screen waiting for banner printing job has appeared.
 - → If a print job is received with a paper setting of a non-banner size while the machine is waiting to print on a banner, that job is queued.

Banner Printing. A banner print job is in the queue.		09/24 /2012 🖾 13:53 Memory 100%
Touch [Exit] to cancel banner printing.		
	Exit	

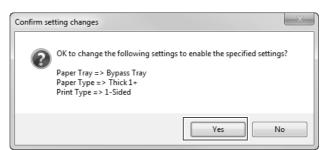
- 4 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 5 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 6 In [Original Size] or [Paper Size] on the [Basic] tab, select [Custom Size].

🖶 Printing Preferences		×
👷 My Tab Basic Layout Finish Cover Mod	e Stamp/Composition Quality Othe	er
Custom Size (8.5x11")	Eavorite Setting Untitled	✓ A <u>d</u> d <u>E</u> dit
Custom Size (8.5x11")	Original Orientation Portrait Landscape	Output Method
x	Otiginal Size Custom Size Baper Size Same as Otiginal Size Zoom (25400%) Marual 100 2 2	User Settings Authentication/Account Tracks Copies 1 ↓ <
	Paper Tra <u>v</u>	Qffset ▼
Printer View Printer Information	Plain Paper	Paper Settings for Each Tray Default
L	(OK Cancel Help

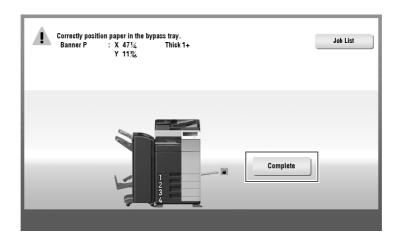
7 Enter values for [Width] and [Length] of the paper for printing, then click [OK].

Custom Size Settings	×
Width 11.692 inch [3.54412.598]	Unit mm (inch
Length 47.244 inch [5.50047.244]	
When you specify the paper size as 11.694inch (210-297mm) and Leng	th 18.002-
OK Cancel Defau	ult Help

8 Check the paper tray and paper type settings automatically changed, then click [Yes].



- 9 Click [OK].
- 10 Click [Print].
- 11 Load paper for banner printing with the print side face down then tap [Complete]. Printing on the banner paper starts. Support the ejected banner paper by hand.
 - \rightarrow To continue banner printing, execute printing from the computer.



12 Tap [Exit].

Banner Printing. A banner print job is in the queue.		09/24 /2012 13:53 Memory 100%	
Touch [Exit] to cancel banner printing.			
	1		
	Exit		

Chapter 5

13 Tap [Yes].



5.2 Scan

5.2.1 Q1. Can frequently used destinations be registered?

A1. Yes. You can register frequently used destinations in the address book. For details, refer to page 3-62.

You can also put a number of one-touch destinations in one group and register them as a group. For details, refer to page 3-69.

Once you have registered a one-touch or group destination, you can recall it by simply tapping the assigned key. For details, refer to page 3-71.

Tips

- You can register up to 2,000 one-touch destinations in the address book.
- Up to 100 group destinations can be registered.
- To register a group destination, members must have been registered as one-touch destinations.

5.3 Fax

5

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

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

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

Operation procedure

- 1 Tap [Job List].
- 2 Specify a report type in [Report Type] on the [Comm. List] tab, and tap [Selection Confirm], then press **Start**.
 - → Set [Output Limit] to specify the number of transmission and reception records to print.

Active Log		Comm. Li:	st		
o. Destination	Start Tim	TX Time	No. of Copies	Result	eport Type
102 Tokyo	16:28	00:03	1	ОК	Scan
103 Nagoya	16:28	00:03	1	ок	Fax TX/RX
104 Osaka	16:29	00:03	1	ок	Fax TX
					Fax RX utput Limit 100 Comm. All Bengstin

5.3.2 Q2. Can I send a fax to a number of destinations at one time?

A2. Yes, you can.

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

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

Item		Specifications
When using the address boo	k	500 addresses Up to 30 User Boxes
When directly entering ad- dresses	E-mail	5 addresses
	User Box	1 User Box
	Fax	100 addresses

Tips

• When registering a group, even destinations of different types can be registered in one group.

Operation procedure: Selecting multiple addresses from the address book

1 Load the original.

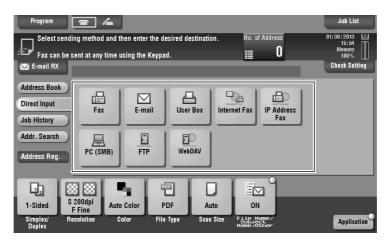
- 2 Tap [Scan/Fax] and select a destination.
 - → You can select more than one one-touch destination from the address book. Tap [No. of Address] to display the broadcast destination list and check or delete the specified destinations.
 - ightarrow To cancel the destination setting, tap the Address Book key for the destination to be canceled.
 - → Select an index to narrow down destinations to display.
 - → Specify [Add. Type] to narrow down the types of destinations to display.
 - → Tap [Check Setting] to check detailed information on the destinations you have set or to cancel destinations.
 - → You can also select a group.

Program	24			1		Job List 01/30/2013 I∴I
Fax can be		e using the Keypa	ad.		o. of Address 3	18:48 Memory 100%
E-mail RX	PA0010 📠 Fax	fax3		56789012	34	Check Setting
Address Book	Favorite A	BC DEF GHI	JKL MNO	PQRS TUV	WXYZ etc	All
Direct Input	⊡E-mail e-mail1	fax 1	BUser Box	Smb1	E FTP ftp1	
Job History Addr. Search	WebDAV webdav1	ip-fax1	Sel-Fax i-fax1	Fax fax2	fax3	Add. Type All
Address Reg.				_		
	38	5 9				
1-Slueu	S 200dpi F Fine Resolution			uto In Size Fili Name	ON e Name/ bject e/other	Application

3 Press **Start** to start scanning of the original.

Operation procedure: Directly entering multiple destinations

- 1 Load the original.
- 2 Tap [Scan/Fax] and select an destination type from [Direct Input].



Frequently Asked Questions

- 3 Enter a destination, then tap [OK].
 - → Tap [Next Dest.] on the address input screen to continue address entry (not enabled for a User Box).

a register	ed destinat	ng the dial E NO.I to selection.	o one nomo	cr	No. of Address 1
					Check Setting
123 - 456 -	7890			← → Dele	ete
1	2 ABC	3 DEF	Tone	Reg. No.	
4 GHI	5 JKL	6 MNO	Pause		
7 PQRS	8 TUV	9 WXYZ	-		
•	0	(#	С)	

4 Repeat steps 2 and 3 to complete entry of all destinations.

[No. of Address] displays the number of entered destinations.

→ Tap [Check Setting] to check detailed information on the destinations you have entered or to cancel destinations.

Program	<u>e</u> 4			Job List
Fax can be s	D Scan sent at any time using the	Keypad.	No. of Address	01/30/2013 🖾 16:06 Memory 100%
🔀 E-mail RX	📾 Fax	10!	987654321	Check Setting
Address Book Direct Input	Fax E-m		The IP Address	
Job History			IP Address Fax	
Addr. Search	PC (SMB) FT	test conference		
Address Reg.				
	388 5			
1-Slueu	200dpi F Fine Auto Color solution Color	PDF Auto File Type Scan Size	ON File Name/	
Duplex		The type Ocall Olde	File Name/ Subject Name/Other	Application

- 5 Press Start to start scanning of the original.
- 5.3.3 Q3. Can I register more than one sender name to appear on faxes so that different ones can be used in different use cases?

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

How to set: Registering sender names

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [Fax Settings] [Header Information] [Sender].

4 Select a number, then select [New].

Bookmark	o register a new sender, touch [New]. o edit an existing sender, select lesired sender and touch [Edit].	
DOOKIIAI K	Administrator Settings > Fax Settings > Sender Settings	
Display Keypad		
Utility	No. Sonder Name Sot as Default 1 /3 01 Not Registered ↑	
	02 Not Registered	
	03 Not Registered 🗸	
Administrator Settings	04 Not Registered	
+	05 Not Registered	
Fax Settings	06 Not Registered	
	07 Not Registered	
+	Set as Default	
Sender Settings		
	New Edit Delete	
	19/24/2012 14:32 Close)

- 5 Enter the sender name, then tap [OK].
- 6 Repeat Steps 4 and 5 to complete entry of all sender names.
 - → You can register up to 20 sender names.
 - → To edit a registered sender name, select a sender name and tap [Edit], change the sender name and tap [OK].
 - → To delete a registered sender name, select the sender name and tap [Delete], select [Yes], then tap [OK].
 - → To set the default sender name, select a sender name and tap [Set as Default].

Tips

• If [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Individual Sender Line Setup] is set to [ON] while multiple lines are used, the default sender name can be specified for each line.

How to set: Selecting a sender name upon fax transmission

- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 Tap [Application] and select [Fax Header Settings].
- 4 Select a sender name to print on the fax and tap [OK].

E) App		Annotation				F) Fax Settin	g Quick
Frame Erase	Sharpness	User Box	Save & Print	URL Dest. Settingax H	eader Sett	i ngs ine Setting	Memory Send
Q.	Â	8		凰	1	1	5
OFF	0	OFF	OFF	OFF	ON	No Selection	OFF
			ault fax header (ier pre-registere				
	No. Sen	ider Name		Set as	Default		
	01 Sal	es		Defaul	lt	\sim	
	02 Pro	duction					
	U3 Not	Registered					_
	04 Not	Registered					Close
	05 Not	Registered					
	06 Not	Registered		_		\odot	
1-Sided						Cancel OK	
Simplex/ Duplex	Resolution	Color	File Type	Scan Size	File Name/ Subject Name/Other		Application

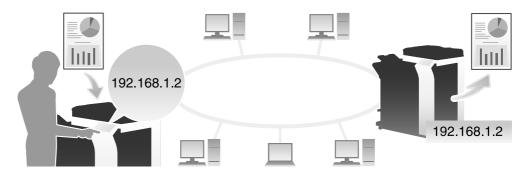
5 Press Start to start fax transmission.

5.3.4 Q4. Is it possible to cut down on the communications expenses by using a network?

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



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



Tips

- To use the Internet Fax and IP Address Fax functions, ask your service representative to configure settings. For details, contact your service representative.
- To use the Internet Fax function, this machine must be connected to the network and you have an environment enabled for E-mail transmissions and receptions.
- The Fax Kit is required to use the IP Address Fax function.

Operation procedure: Sending an Internet fax

- 1 Load the original.
- 2 Tap [Scan/Fax] and select [Internet Fax] from [Direct Input].
 - → If you have registered one-touch destinations for the Internet Fax function, you can select them from [Address Book].

3 Enter the E-mail address of the destination in [Address] and select a compression format, paper size and resolution supported by the recipient machine from [Receiver RX Ability].

Address	i-fax@sa	ample.com			Check Setting
Receiver RX Abilit Compression Me		iper Size	Fax Resolution		
JPEG (Color)	M A		Normal		
JPEG (Grayscal	e) 🗹 🛛 🛛	4	Fine		
MMR		14	Super Fine	d	
MR					
			Ultra Fine		

- 4 Tap [OK].
- 5 Press **Start** to start Internet fax transmission.

Operation procedure: Sending an IP address fax

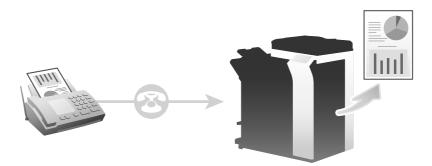
- 1 Load the original.
- 2 Tap [Scan/Fax] and select [IP Address Fax] from [Direct Input].
 - → If you have registered one-touch destinations for the IP Address Fax function, you can select them from [Address Book].
- 3 Enter either the IP address, host name or E-mail address of the destination in [Address], the port number used for fax transmission in [Port Number], then select [Color] or [Black&White] from [Machine Type of Dest.].

Progra	IP Address Fax						lab List
Sel(No. of Address O	2013 🖾 7:20
-EF Fax						Check Setting	nory 10%
E-mail	Address	400	168.1.1				k Setting
Address E	Address	192	108.1.1				
Direct Inp							
Job Histo							
Addr. Sea							
Audi. See	Port Number		25				
Address F	Machine Type of Dest.	1	- 65535				
	Black&Whi	te 🖵					
12	P					Next Dest.	
1-Sided							
Simplex/ Duplex	nesolution	LOIOF	rile lype	ocau oize	Subject Name/Other	Cancel OK	Application

- 4 Tap [OK].
- 5 Press Start to start IP address fax transmission.

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

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



Operation procedure: Configuring to save received faxes in a User Box

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [Fax Settings] [Function Settings] [Memory RX Setting].
- 4 Select a line, tap [Yes], enter the password for processing faxes saved in a User Box using the **Keypad**, then tap [OK].



Tips

• If [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Individual Receiving Line Setup] is set to [ON] while multiple lines are used, you can specify whether to use the Memory RX function for each line.

How to set: Printing faxes saved in a User Box

1 Tap [User Box].

Chapter 5

2

From [System], select [Memory RX].



- 3 Enter the password, then tap [OK].
- 4 Select a file then tap [Print].
 - → You can also long-tap the target file to display the menu icon, then drag and drop it to the same result.

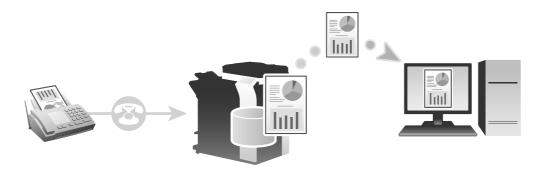
Doc. Preview Select document(s) and then choose the desired function. Touch the [Print] key to begin printing.			Job List 09/24/2012 (2) 17:27 Memory 99%
System	(User Box	Select All	Check Setting Details Print Other Delete

5 Check the message, then tap [Yes].

The fax is printed and automatically deleted from the Memory RX User Box.

5.3.6 Q6. Can I forward an incoming fax?

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



Frequently Asked Questions

How to set

5

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [Fax Settings] [Function Settings] [Forward TX Setting].
- 4 Tap [Fax].
- 5 Select [Yes] and configure the respective items for forwarding faxes.

Declaration	Specify the forwarding des method. Enter the destina or the keypad.	tination and the output tion using the keyboard	
Bookmark	Administrator Setting > F	Forward TX Setting > Fax	
Display Keypad	Yes	No	
Utility	Output Method	Forward Dest.	
+		<u>+</u>	$- \rightarrow \underline{Pe_{\text{lete}}}$
Administrator Settings	Forward & Print	Select No Selection	
↓ Function	Forward & Print (If TX Fails)	1 2 3	Tone
Settings		4 5 6	Pause
Fax Forwarding		7 8 9	-
Settings		* 0 #	Select from Address Book
Бах	09/03/2013 05:58		ОК

Settings	Description
[Output Method]	To have forwarded faxes printed out on this machine, select [Forward & Print]. To have faxes printed out on this machine only in the case forward- ing has failed, select [Forward & Print (If TX Fails)].
[Forward Dest.]	Enter the fax number of the forwarding destination. You can also tap [Select from Address Book] to specify a registered address book or a group as a forwarding destination.
[Select Line]	When multiple lines are used, select a line used to send a fax.

6 Tap [OK].

Tips

• If [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Individual Receiving Line Setup] is set to [ON] while multiple lines are used, you can specify whether to use the Forward TX function for each line.

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

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



Tips

- The following preparatory steps are required:
- Installing the fax driver to the computer
- Connecting this machine to the network

Operation procedure

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

		_
Recipients Entry		
Name		
XXXXXXXXX	CM ECM	
FAX Number	International Transmission Mode	
0312345678	V.34 Mode	🕉 Register Io Phone Book
Add Recipients	Add from Address Book	Add From Phone Book
		Delate Emm List
		Delete From List
۲		Delete From List
4	III	
ax Mode Setting Details		

4 Click [OK] to start fax transmission.

5.4 Copy

5

5.4.1 Q1. Can I print on paper of a custom size?

A1. Yes, you can. Load custom size paper into the **Bypass Tray** and specify the bypass tray on the paper screen of copy mode.

It is a good idea to have the frequently used custom size of paper registered in the memory.

Operation procedure: Copying on paper of a custom size

- 1 Load the original.
- 2 Load custom size paper into the **Bypass Tray** with the print side facing down.
- **3** Tap [Copy].
- 4 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].

Program Quick Copy			Job List
Ready to Conv		No. of Sets	01/28/2013 🖾 2:01
			2:01 nory 10%
			t Setting
Auto	1 8%×11.	11 🕞 🛛 Change T	ray Setting →
	2 8%×11		
	3 8%×11		
2 3 4	3 8%×11		
Plain Paper 60 -	4 8%×11₽		
90g/m			
			Close anction 1
Text OFF ♥ ₺×11	And and a second s	Do Not	tandard Function 2
Original Type Booklet Pape		x/ Finishing	Density Application

5 Select one from the paper type options, then tap [Custom Size].

Program	Quie	k Copy				Job List	
Ref	Tray Setting	s (Manual Tray)		Ma	of Sato	01/28/2013 🔝 2:01 nory	
Use					1	io%	
	Paper Type				Paper Size		
	60 -	Plain Paper	Single Side Only		8ä×11 ⊡		
	90g/m	Special Paper	Thick1		Auto Detect		f
		Thick 1+	Thick2				
		Thick3	Thick4		Standard Size		
		Transparency	J	- Ö	Custom Size	*	
		Duplex 2nd Side	1		Wide Paper		2
			ļ			unction 1	ų
Text				-		Close unction 2	
Original Type	Booklet	Paper	Zoom Duplex/ Combine	Finis		Application	Ì

6 In [Custom Size Settings], specify the paper size by entering values for the lengths along [X] and [Y], then tap [Close].

Custom Size Size can be specified using the [+/-] key. Size can be recalled from Memory Key.			st 🔝
Custom Size Settings		Registered Paper Sizes memory1	ting
		memory2 X Y	
	← Recall	memory3 X Y memory4 X	
		memory5 X Y	
		Edit Name	on 1 on 2
Originaritype source raper es	Combine	Clos	e Sation

7 Press **Start** to start copying of the original.

Operation procedure: Registering a custom size of paper in memory

- 1 Tap [Copy].
- 2 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].

Program Quick Copy				Job List
Ready to Conv		No), of Sets	01/28/2013 🖾 ?:01 nory 10%
Auto	1 8%×110	8 %×11 ⊡	Change Tray Setting	t Setting
	2 8%×11			
1	3 8½×11D			
Plain Paper 60 - 90g/m	4 &i×11 □			
	1 100.0%	1Sided > D	o Not taple	Close Anction 1 Function 2
Original Type Booklet Pape	er Zoom		rishing Density	Application

3 Tap [Custom Size].

Program	Quic	:k Copy				Job List
	Tray Settings	s (Manual Tray)	_	Mo	of Sata	01/28/2013 总 P:01 nory
Use Use	Paper Type				Paper Size	r Setting
		Plain Paper	Single Side Only		81×11 🕞	
	60 - 90g/m²	Special Paper	Thick1	j II	Auto Detect	
		Thick 1+	Thick2		Auto Detect	
		Thick3	Thick4		Standard Size	*
		Transparency			Custom Size	*
		Duplex 2nd Side 🔲			Wide Paper	mation 1
Text				_	C	lose unction 2
Original Typ	e Booklet	Paper 2	Zoom Duplex/ Combine	Finis		Application

4 In [Custom Size Settings], specify the paper size by entering values for the lengths along the [X] and [Y] directions.

- 5 In [Registered Paper Sizes], select a location for registration, then tap [New].
 - → Up to five different sizes can be registered in memory.
 - → Select Registration Size, then tap [Edit Name] to rename the registration size.

Pr	Custom Size				st	
F	Size can be specified using the [+/·] key. Size can be recalled from Memory Key.					
لوله	Custom Size Settings		Desistered Daner	Sizes	ting	
	↓ ↓ ↓		memory1	X Y		
			memory2	X Y		
		🗲 Recall	memory3	X Y		
	\longleftrightarrow	→ New	memory4	X Y		
	Y 3% • 12%		memory5	X Y		
	9			•	on 1	
Te	\leftrightarrow			Class	on 2	
Origina	puthe popular Laher -	Combine		Close	Ication	

Operation procedure: Recalling the custom size registered in memory

- 1 Tap [Copy].
- 2 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].

Program Quick Copy				Job List
Ready to Conv		No	, of Sets	01/28/2013 🖄 ?:01 nory 10%
Har Use		_		10%
Auto	1 8%×11₽	🖉 84×11 🗗	Change Tray Set	ting 🕨
	2 8%×11]		
1	3 8%×11]		
Plain Paper 60 - 90g/m	4 8%×110	J		
				Close anction 1
	By×11 100.0%	1Sided > D	o Not taple Standard	Function 2
Original Type Booklet P	aper Zoom	Duplex/ Fin Combine	ishing Density	Application

3 Tap [Custom Size].

Program	Quic	k Copy				Job List
Rer 🕇	ray Settings	s (Manual Tray)		No	of Sato	01/28/2013 🖾 2:01
Use Use						nory 10%
	Paper Type			_	Paper Size	r Setting
	G	Plain Paper	Single Side Only		8ä×11 ⊡	
	60 - 90g/m	Special Paper	Thick1		Auto Detect	
		Thick 1+	Thick2		Auto Delett	
		Thick3	Thick4		Standard Size	*
		Transparency			Custom Size	
		Duplex 2nd Side 🔲			🔲 Wide Paper	enction 1
Text				_	CI	unction 2
Original Type	Booklet	Paper 2	zoom Duplex/	Finis	hing Density	Application

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

	Custom Size Size can be specified using the [+/-] key. Size can be recalled from Memory Key.			nt Mai
4.9	Custom Size Settings		Banistered Daner Sizes memory1 X 12 Y 9 memory2 X Y	
	$-) \underbrace{\mathbb{X}}_{5^{5/2} \cdot 18}^{5} + \\ \underbrace{\longrightarrow}_{}$	← Recall → New	memory3 X memory4 X Y	
Te			memory5 X Edit Name	on 1 on 2
Origin	a in the province Laher -	Combine	Clo	ose fication

5.4.2 Q2. Can I copy on an envelope or postcard?

A2. Yes, you can also copy on an envelope and postcard.

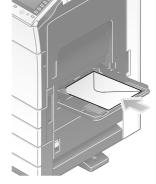
Load envelopes or postcards into the **Bypass Tray**, then specify the paper type and paper size of the **Bypass Tray**.

Operation procedure: Copying on envelopes

1 Load envelopes into the **Bypass Tray** with the print side facing down.

NOTICE

Before loading, remove air from the envelope(s), and securely press along the flap fold line. Otherwise, it will result in an envelope wrinkle or paper jam.





- 2 Load the original.
- 3 Tap [Copy].
- 4 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].

Program Quick Copy				Job List
Ready to Conv		No. c	of Sets	01/28/2013 🖾 ?:01 nory 10%
Auto	1 8×110	● 8k×11 □	Change Tray Setting	t Setting
	2 &k×11 ⊡ 3 &k×11 □			
Plain Paper 60 - 90g/mi	4 8%×11D			
Text OFF Sixt	terminated and	15ided > Do I Stated > State	Not Standard	Function 1
Original Type Booklet Pap	er Zoom	Duplex/ Finisl	hing Density	Application

5 Select [Envelope] from [Paper Type], then tap [Standard Size].



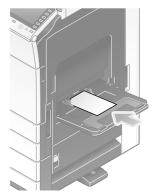
- 6 From [Other], select the size of the envelope.
 - → Various sizes of envelopes are available. Specify the correct paper size for the envelopes you have loaded.

Program	Quick Copy				Job List
	ettings (Manual Tray)		llo of Sol		01/28/2013 🖾 12:20 nory
LP Use	Standard Size				10%
Paper					t Setting
	Inches	8×13 🕞	€ 8K 🗗	*	
_	AB Metric Sizes	16K 🛛	4) 16K 🗗	*	
	K Other	4×6 🗗	🕶 envB5 🕞	*	: >>]
_		envC4 🕞	envC5 🗗	*	*
		envC6 🕞	🛩 envDL 🗗	4)	H
		envCom10	envMonarch	e) 😓	unction 1
Text					Close unction 2
Original Type Bo	okiel Paper 4		prex/ rinisning nbine	Close	Application

- 7 Tap [Close].
- 8 Press **Start** to start copying of the original on envelopes.

Operation procedure: Copying on postcards

1 Load postcards into the **Bypass Tray** with the print side face down.



- 2 Load the original.
- **3** Tap [Copy].

4 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].



5 Tap [Standard Size].

Program	Quic	k Copy				Job List
Rea t	ray Settings	: (Manual Tray)		No. a	f Sata	01/28/2013 ⊠ P:01 nory 10%
	Paper Type			_	Paper Size	t Setting
		Plain Paper	Single Side Only		8‰×11 ⊡	
	60 - 90g/m²	Special Paper	Thick1)	Auto Detect	
		Thick 1+	Thick2) _	Auto Delect	
		Thick3	Thick4		Standard Size	₩
		Transparency			Custom Size	₩
		Duplex 2nd Side 🔲			Wide Paper	enction 1
Text					CI	unction 2
Original Type	Booklet	Paper ^z	oom Duplex/ Combine	Finist		Application

- 6 From [Other], select $[4 \times 6]([A6 Card])$.
 - → When [4 × 6]([A6 Card]) is specified for the paper size, the paper type is automatically set to [Thick3].

- Deceluted	Quick Copy	_	_	No. of Sete	_		Job List 8/2013 🗠 12:21
Use	Standard Size	_	_	_			10% t Setting
60	In Inches	8×13 🗗		8K 🗗	e 🔊		
90g/m	AB Metric Sizes	16K 🛛	*	16K 🗖	*		
	Conter Conter	4×6 🗗		envB5 🕞	*	e 👐	
		envC4 🕞	*	envC5 🕞	~	*	
		envC6 🕞	*	envDL 🗗	~	*	
		envCom10	•	envMonarch	••		unction 1
Text					Close .	Close	unction 2

- 7 Tap [Close].
- 8 Press **Start** to start copying of the original on postcards.

Chapter 5

Frequently Asked Questions

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

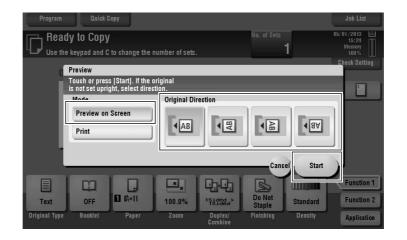
A3. Yes, you can check the finish by outputting a proof copy.

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

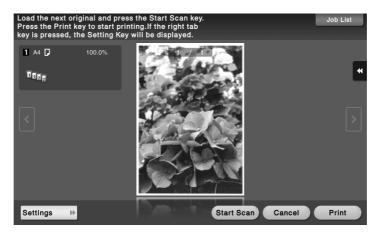
Using a proof copy helps preventing copy errors.

How to set: Checking the finish with a preview image

- 1 Load the original.
- 2 Tap [Copy].
- 3 Specify copy settings and the number of copies as necessary, then tap [Preview].
- 4 Tap [Preview on Screen], select the original loading direction, then tap [Start].

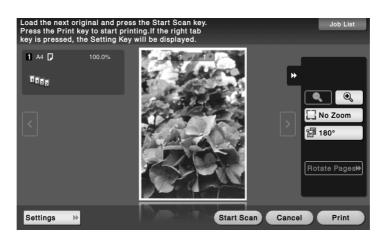


- 5 Check the preview display, and rotate the page or change settings as required.
 - → To continue scanning originals, load the original, then tap [Start Scan].
 - → To start copying, tap [Print] or press the **Start** key.
 - \rightarrow To enlarge the preview image, double-tap the image.
 - → To enlarge or reduce the preview image, pinch-in or pinch-out the image.
 - → To rotate the image 180 degrees, rotate the preview image.
 - → If a multi-page original has been scanned, you can flick the preview image to feed pages forward or backward.



5

→ Tapping K displays Utility keys to allow you to enlarge or rotate a page.



6 Tap [Print] to start copying the original.

How to set: Checking the finish by outputting one copy

- 1 Load the original.
- **2** Tap [Copy].
- 3 Specify copy settings and the number of copies as necessary, then tap [Preview].
- Tap [Print], select the original loading direction, then tap [Start].One copy is output.



- 5 Check the finishing of the copy.
- 6 If the finishing is acceptable, press **Start**.

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

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



Operation procedure

1 Place a card on the Original Glass.

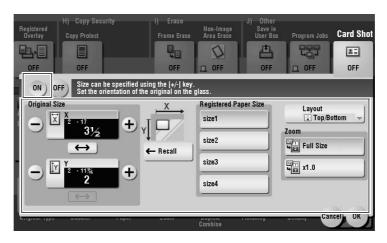
2 Tap [Copy].

3 Tap [Paper], select a paper tray to load paper into in order to copy a card, then tap [Close].
 → If you specify [Card Shot], you must specify a paper tray other than [Auto].

Program Quick Copy Paper of matching size is not Sel	available.	_	No. of Sets		Job List 5/01/2013 (A) 5:35 nory 10%
Auto	1 8×110 2 8×110 3 8×110 4 8×110	€ 8×11 □	Change	Tray Setting	c Setting
Text OFF OFF Pa	100.0 %	15 ided 15 ided Duplex/ Combine	Do Not Staple Finishing	Standard Density	sepenction 1 Function 2 Application

4 Tap [Application], then select [Card Shot].

5 Tap [ON], then configure each item so that it corresponds with the finishing image.



Settings		Description
[Original Siz	ze]	Enter the size of a card to be copied. Alternatively, you can recall the pre- registered size from [Registered Paper Size].
[Layout]		Select how to arrange the front and back sides of a card on paper.
[Zoom]	[Full Size]	Copy the card by enlarging it according to the paper size.
	[x1.0]	Copy the card to the same size as the original (card).

- 6 Tap [OK].
- 7 Press the Start key.

The front side of the card is scanned.

- 8 Turn the card over, and place it on the **Original Glass**.
- 9 Press the Start key.
- 10 After both sides of the card have been scanned, tap [Finish].

Scanning complete.				Job List 05/01/2013 🖄 15:39 Memory 99%
Job No. 11	Paper 1 &k×II □	Zoom 233.1%	Duplex/Combine 1-Sided >1-Sided 2-in-1	Density
To begin printing, Press the Start key.	Finish		er of Copies 0 / 1 er of Originals 2	

11 Press the **Start** key to start to copy the scanned card.

5.5 User Box

5.5.1 Q1. Can I create a User Box, or print or download a file in a User Box?

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

Tips

- To use the Windows file sharing function, use **Web Connection** to configure the SMB server setting and create a Public User Box to share the files in advance. For details, refer to the User's Guide CD.
- The Windows file sharing function is available only for files saved in a Public User Box using the User Box mode or the scan/fax mode.

Operation procedure: Using Web Connection

- **1** Start the Web browser.
- 2 Enter the IP address of the machine in the URL field, and then press [Enter].
 - → You can check the IP address from [Utility] [Device Information].
 - → When user authentication or account tracking is enabled, fill in the [User Name] and [Password], then click [Login].
- 3 Click the [Box] tab.
- 4 Complete the following steps:
 - → Create/edit/delete a User Box.
 - → Print/send a file in a User Box.
 - → Download a file in a User Box to your computer.
 - → Copy/move/delete a file in a User Box.

	A Public		T	o Login Screen
	Ready to Scan	1		
	Ready to Print			Q
Information Job	Box	Direct Print	Store Address	
Open User Box	Open User Bo	ox(Public)		
Create User Box		n to save documents in the n e Box can be used for printing		
Open System User Box	User Box Nun	nber		-9999999999)
Create System User Box	User Box Pas	sword		,
				OK
	User Box Lis	t		
		Search from I	ndex	ALL 🔻
		Page Display	(50/page)	1 - Go
	User Box Number	User Box Name	Туре	Time Stored
	1	box1	Public	09/24/2012 10:54
			Public	09/24/2012 10:54
	2	box2	Public	09/24/2012 10:54

Tips

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

Operation procedure: Using the Windows file sharing function

- 1 Open the network on your computer.
- 2 Search for this machine using the host name.
 - → To view the host name of this machine, select [Utility] [Administrator Settings] [Network Settings]
 [SMB Settings] [SMB Server Settings] [SMB Server Common Settings] [SMB Host Name].

- 3 Open the shared folder of this machine to search for the target file.
 - → The shared folder of this machine is named in the format, "(9-digit User Box number)_(User Box name)".
 - → If the ID and password are required to open the shared folder, enter the following information. ID: User Box number Password: Password specified for the Public User Box
- 4 Complete the following steps:
 - → Download a file to your computer.
 - → Copy or delete a file.

Frequently Asked Questions

5.6 Other

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

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

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

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

Operation procedure: Preparing for an install package

- 1 Insert Driver & Utilities CD-ROM Vol.1 or Driver & Utilities CD-ROM Vol.2 into the CD drive.
- 2 Select [PageScope Utilities].
- 3 Download the Driver Packaging Utility file from the download page to a desired location.
- 4 Double-click the Driver Packaging Utility file you have downloaded and decompress it to a desired location.

Operation procedure: Creating an install package

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

12 Configure settings for respective items and click [Save].

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

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

Operation procedure: Executing the install package

- 1 Copy the folder for the install package to a desired location.
- 2 Double-click the execution file of the install package you have created.
- 3 Click [Start].
- 4 Select a language and click [Agree].
- 5 Select a package to install and click [Start].
- 6 After the installation of the printer driver is completed, click [Finish].
- 7 Open the properties for the installed printer driver and check the settings.
 → For the display of the properties, refer to the User's Guide CD.

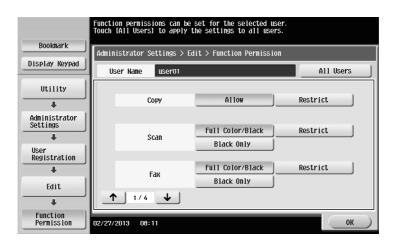
5.6.2 Q2. Can I restrict available functions by user?

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

How to set

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [User Authentication/Account Track] [User Authentication Settings] [User Registration].
- 4 Select a user whose access to functions needs to be limited, then tap [Edit].

5 Tap [Function Permission] to set the limit for the respective functions.



Settings	Description
[Copy]	To allow using the copy function, select [Allow]. To prohibit copying, select [Restrict].
[Scan]	To allow using the full scan function, select [Full Color/Black]. To allow scanning in black and white scan, select [Black Only]. To prohibit scanning, select [Restrict].
[Fax]	To allow using the full fax function, select [Full Color/Black]. To allow only black-and-white fax transmission, select [Black Only]. To prohibit fax transmission, select [Restrict].
[Print]	To allow using the print function, select [Allow]. To prohibit printing, select [Restrict].
[User Box]	To allow operating files in User Boxes, select [Allow]. To prohibit operating files in User Boxes, select [Restrict].
[Print Scan/Fax TX]	To allow printing of outgoing files, select [Allow]. To prohibit printing of out- going files, select [Restrict].
[Save to External Memory]	To allow saving of data to an external memory device, select [Allow]. To prohibit saving of data to an external memory device, select [Restrict].
[External Memory Docu- ment Scan]	To allow loading data from an external memory device, select [Allow]. To prohibit loading data from an external memory device, select [Restrict].
[Manual Destination Input]	To allow manual entry of destinations, select [Allow]. To prohibit manual entry of destinations, select [Restrict].
[Cellular Phone/PDA]	To allow transferring of files from Bluetooth devices to this machine, select [Allow]. To prohibit transferring of files from Bluetooth devices to this machine, select [Restrict].
[Web Browser]	To give permission to use Web browser, select [Allow]. To give no permission to use Web browser, select [Restrict].

6 Tap [OK].

7 Tap [OK].

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

Tips

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

5.6.3 Q3. Can I change the keying and operation sounds of this machine?

A3. Can delete the operation sound of the Touch Panel, and adjust the sound type and volume.

How to set

- 1 Tap [Accessibility] and select [Sound Setting].
- 2 To set whether to output keying and other sounds, select [Sound Setting] and set whether to output respective sounds.

You can specify the sound setting		
Sound Setting		
All Sounds	On	Off
Confirmation Sound	On	Off
Succesful Completion Sound	On	Off
Completed Preparation Sound	On	Off
Caution Sound	On	Off
↓ 1/2 ↑		OK

Settings	Description
[All Sounds]	Specify whether to output all sounds.
[Confirmation Sound]	Set whether or not to output a sound notifying that an operation takes place on the Control Panel or Touch Panel .
[Successful Completion Sound]	Set whether or not to output a sound notifying successful completion of an operation.
[Completed Preparation Sound]	Set whether or not to output a sound notifying that this machine is ready for operation.
[Caution Sound]	Set whether or not to output a sound notifying the need for part replace- ment or occurrence of an error.
[Deletion Sound]	Set whether or not to output a sound when Document or Job is deleted.
[Authentication Sound]	Set whether or not to output a sound in association with the authentication result when logging in.

3 Tap [OK].

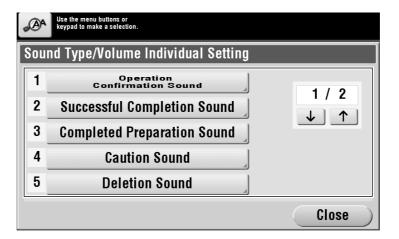
- 4 Tap [Sound Type/Volume Setting], and set the sound type and volume.
 - → The sound type and volume can not be set for the item where the [Sound Setting] is set to [No].

Select sound type and volume. If Batch is selected, the individual settings will be overwritten.		
Sound Type/Volume Setting		
Batch Setting Individual Setting		
Sound Type	Volume	
Techno Chimes New Age	Low	
Xylophone Music Box Beep	Medium	
	High	
Alter Settings Individually	OK	

Settings	Description
[Batch Setting]	All the sound type and volume will be set at once. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
[Individual Setting]	All the sound type and volume will be set separately.

5 To set the sound type and volume separately, tap [Individual Setting] - [Alter Settings Individually].

→ The sound type and volume can not be set for the item where the [Sound Setting] is set to [No].



5

5-44

Settings		Description
[Operation Con- firmation Sound]	[Input Confirmation Sound]	Set the sound type and volume to output when a key is pressed on the Control Panel or Touch Panel . Select the sound type from six types and select the sound vol- ume from [High], [Medium], or [Low] for adjustment.
	[Invalid Sound]	Set the sound type and volume when a key pressed on the Control Panel or Touch Panel is invalid. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
	[Basic Sound]	Set the sound type and volume to output when the default option is selected from a list of options where one is selected in rotation. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
	[Window Pop-Up Sound]	Set the sound type and volume when Island Window or Balloon Window is opened. Select the sound type from six types and select the sound volume from [High], [Me dium], or [Low] for adjustment.
	[Keyboard Operation Sound]	Set the sound type and volume when Keyboard screen or Keypad is operated. Select the sound type from six types and select the sound volume from [High], [Medi- um], or [Low] for adjustment.
[Successful Com- pletion Sound]	[Operation Complete Sound]	Set the sound type and volume when an operation has ended normally. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
	[Transmission Complete Sound]	Set the sound type and volume when a communication has ended normally. Select the sound type from six types and select the sound volume from [High], [Medi- um], or [Low] for adjustment.
	[Print Job Complete Sound]	Set the sound type and volume when printing in PC is normally completed. Select the sound type from six types and select the sound volume from [High], [Medi- um], or [Low] for adjustment.
	[Fax RX Print Complete Sound]	Set the sound type and volume when printing for re- ceived Fax is normally completed. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
[Completed Preparation Sound]		Set the sound type and volume when the preparation of this machine has completed. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
[Caution Sound]	[Low Caution Sound (Level 1)]	Set the volume of sound output when a message is dis- played on the Touch Panel indicating that the replace- ment time is nearing for supplies or replaceable parts. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for ad- justment.
	[Low Caution Sound (Level 2)]	Set the sound type and volume when the user has made a mistake while operating this machine. Select the sound type from six types and select the sound vol- ume from [High], [Medium], or [Low] for adjustment.
	[Low Caution Sound (Level 3)]	Set the sound type and volume when an error has oc- curred that can be addressed by referring to the mes- sage on the screen or instructions in the manual. Select the sound type from six types and select the sound vol- ume from [High], [Medium], or [Low] for adjustment.
	[Severe Caution Sound]	Specify the sound type and volume when a Toner Car- tridge or Waste Toner Box installation failure or an er- ror to be addressed by a service representative has occurred. Select the sound type from six types and se- lect the sound volume from [High], [Medium], or [Low] for adjustment.

Settings		Description
[Deletion Sound]		Set the sound type and volume when Document or Job is deleted. Select the sound type from six types and se- lect the sound volume from [High], [Medium], or [Low] for adjustment.
[Authentication Sound]	[Authentication Success- ful Sound]	Tap [Login] or [Access] on the Login screen, then spec- ify the sound type and volume when user authentica- tion or account track has succeeded. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
	[Authentication Failure Sound]	Tap [Login] or [Access] on the Login screen, then spec- ify the sound type and volume when user authentica- tion or account track has failed. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.

6 Select the sound type and volume, then tap [OK].

Select the Input Confirmation Sound	
Input Confirmation Sound	
On Off	
Sound Type	Volume
Techno Chimes New Age	Low
Xylophone Music Box Beep	Medium
	High
	ОК

Tips

- If an Android/iOS tablet terminal is connected to this machine, [Device Sound] is displayed as a sound type option. Tapping [Device Sound] enables you to specify the tablet terminal output sound from the list of device sound files.
- When [Operation Confirmation Sound] [Window Pop-Up Sound] is set to [On], no sound is output if the pop-up window is not displayed in animation view. For details, refer to the User's Guide CD.

5.6.4 Q4. User authentication seems to be enabled on this machine. How can I be authenticated and allowed to operate this machine?

A4. Check with the administrator whether you are a user registered in this machine.

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

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

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

→ Enter the [User Name] and [Password] registered in this machine and tap [Login]. When successfully authenticated, you are allowed to operate this machine.

Sec. 1		Job List
Enter a login Us [Login] or press	ser Name and Password, and then touch [Access].	05/01/2013 (☆) 15:51 Memory 100%
	ID & Print ID & Print HEP Access Access Basic Screen	
User Name	user01	
Password	*****	
	C	
		Login

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

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 On the [Basic] tab, click [Authentication/Account Track].

🖷 Printing Preferences	×
🙍 My Tab Basic Layout Finish Cover Mode	e Stamp/Composition Quality Other
M My Tab Battic Layout Printh Cover Mode 8 1/2x11 (215 9:279 4 mm) 8 1/2x11 (215 9:279 4 mm) Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode	Stamp/Composition Quality Other Eavorite Setting Add
Printer View Printer Information	Default
	OK Cancel Help

4 Select [Recipient User], enter the [User Name] and [Password] that are registered in the machine, then click [OK].

	hentication/Account Track	×
User	Authentication	Account Track
© F	Public User	Department Name
@ F	Recipient User	
	User Name	Password
	User01	
	Password	
	Server Setting	
		Verify
) — E	nable Single Sign-On functiona	ality for printing functions
Ŷ	Please enter [User Name] a	nd [Password].
	Г	OK Cancel Help

5 Click [OK].

Printing Preferences		×
💭 My Tab Basic Layout Finish Cover Mod	e Stamp/Composition Quality Other	
8_1/2x11 (215.9x279.4 mm)	Eavorite Setting Untitled	✓ Add <u>E</u> dit
8 1/2x11 (215.9x279.4 mm)	Original Orientation	Output Method
	Original Size 8 1/2x11	Liser Settings Authentication/Account Track Copies
	Zoom [25400%] (a) Auto (b) Manual	1 (19999)
	Paper Tra <u>v</u> Auto	Qffset
	Paper <u>T</u> ype Plain Paper ▼	Paper Settings for Each Tray
Printer View Printer Information		Defau <u>it</u>
		OK Cancel Help

6 Click [Print].

After successful user authentication, the file is printed.

5.6.5 Q5. The power is input all day. Is there any way to alleviate concerns about electricity charges?

A5. If no operation takes place for a certain period of time, the power-saving function starts automatically, and the machine enters the power-saving mode.

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

The weekly timer function provides the following functions:

Function	Description
[Time Settings]	Specify the time for switching to the power save mode and the time for re- turning to the normal mode for each day of the week. For example, you can set it up so that the power turns off at the close of business on work days and omit settings for weekends since no one uses the machine.
[Date Settings]	Configure the days you want to apply the weekly timer to one by one. This function is useful when the schedule for holidays is irregular or when this machine must be powered on or off on a specific day regardless of the setting in [Time Settings].

Function	Description
[Select Time for Power Save]	Specify the time period to temporarily switch to the power save mode. This allows you to temporarily switch to the power save mode in the time period such as a lunch break in which this machine is inactive.
[Password for Non-Busi- ness Hours]	Using the weekly timer restricts the use of this machine in the Power Save mode with a password.

How to set

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [System Settings] [Weekly Timer Settings] [Weekly Timer ON/OFF Settings].
- 4 Select [ON], select [ErP Auto Power OFF] or [Sleep], then tap [OK].
 - → Select [ErP Auto Power OFF] when there is no need to receive a job in the power save mode and you wish to cut off power consumption whenever you can.
 - → Select [Sleep] if a **Fax Kit** is installed and you need to receive a job even in the power save mode.

Bookmark	Select ON or OFF for the Weekly Timer. In EPP Anto Power Off mode, the MFP enters Power Save move but cannot perform any jogs
BUUKIIIdr K	Administrator Settings > Weekly Timer > Weekly Timer ON/OFF Settings
Display Keypad	ON OFF
Utility	Power Save Mode Setting
+	
Administrator Settings	
+	
System Settings	ErP Auto Power OFF Sleep
+	
Weekly Timer Settings	
+	
Weekly Timer ON/OFF Settings	09/24/2012 16:18

- **5** Tap [Time Settings].
- 6 Select a day of the week you want to set the weekly timer to, enter the ON and OFF times using the **Keypad**, then tap [OK].
 - → To erase the time you have specified, tap $[\leftarrow][\rightarrow]$ to select the target time, then tap [Delete].
 - → Select the day of the week for which you have specified the times, then tap [Set All], and the settings will be applied to all the other days of the week.

			Us	se the keypad to en	ter the time.			
B	ookmar	k]	1	Administrator Setti	nas > Wookiv	Time	or Sottings >	Time Settings
Disp	Display Keypad				The Settings			
			1		ON Time		OFF Time	Set All
	ABC 2	DEF 3	L	Sunday	00 : 00	-	23 : 59	← → Delete
GHI	JKL	MNO	L	Monday	12 : 00	-	13 : 00	←→ Delete
4	5	6	L	Tuesday	12 : 00	-	13 : 00	← → Delete
PQRS	TUV	WXYZ	L	Wednesday	12 : 00	-	13 : 00	← → Delete
	<u> </u>		L	Thursday	12 : 00	-	13 : 00	← → Delete
*	_		L	Friday	12 : 00	-	13 : 00	← → Delete
	c		L	Saturday	00 : 00	-	23 : 5 <u>9</u>	← → Delete
			0	5/01/2013 16:04		-		ОК

- 7 To specify the timer date by date, tap [Date Settings].
- 8 Select a year and a month in [Year] and [Monthly], select dates on the calendar, then tap [OK].
 - → You can also use the batch setting by tapping [ON] or [OFF] in the Daily Setting section.

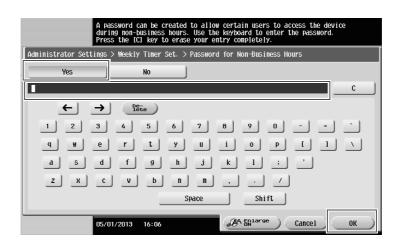
	Select the days when timer operations are per	formed.
Bookmark	Administrator Settings > Weekly Timer Settin	gs > Date Settings[
Display Keypad	Year 2012 — + Moi	1th1y 09 - +
Utility	Sun Mon Tue Wed Thu Fri Sat	Daily Setting
+	1	Sun ON OFF
Administrator Settings	2 3 4 5 6 7 8	Mon ON OFF
+	9 10 11 12 13 14 15	Tue ON OFF
System Settings	16 17 18 19 20 21 22	Wed ON OFF
₩eekly Timer	23 24 25 26 27 28 29	Thu ON OFF
Settings	30	↑ 1/2 ↓
Date Settings	09/24/2012 16:20	ОК

- 9 To switch to the power save mode temporarily, such as during a lunch break, tap [Select Time for Power Save].
- 10 Tap [Yes], enter the time period to switch to the power save mode using the Keypad, then tap [OK].

	Use the keypad to enter the time.
Bookmark	Administrator Cottings > Medily Times Cottings > Coloot Time for Daves Cone
Display Keypad	Administrator Settings > Weekly Timer Settings > Select Time for Power Save Yes No
ABC DEF 1 2 3 GHI JKL MNO	Set Time for Power Save
4 5 6 PQRS TUV WXYZ	Power Save Start Time 12 : 00
7 8 9	Pouer Save 13 : 00
* 0 #	
С	05/01/2013 16:05

11 When using the weekly timer to restrict the use of this machine in the Power Save mode with a password, tap [Password for Non-Business Hours].

12 Select [Yes], enter the password, then tap [OK].



5.6.6 Q6. What action should be taken if the administrator password is lost?

A6. The administrator password is set to [1234567812345678] by factory default. Try this password if the administrator password has not been changed.

If it has been changed, contact your service representative.

5

6 Troubleshooting

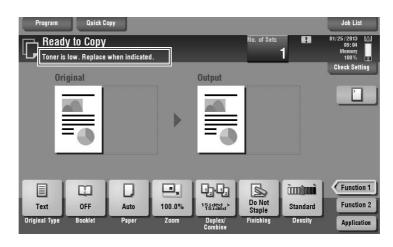
6 Troubleshooting

6.1 Main messages and remedies

6.1.1 When a message appears to replace consumables or carry out cleaning

A message appears indicating the time(s) that expiring consumables used in this machine should be replaced. Also, a message appears when the **Slit Scan Glass** is dirty.

Replace consumables mentioned in the displayed message or clean the Slit Scan Glass.



A message recommending that parts be replaced indicates that certain consumables are running out. Although you can still continue to print for a while after the message is displayed, it is advisable to promptly prepare replacement consumables.

- For a **Toner Cartridge**: [Toner is low. Replace when indicated.] appears, followed by [Replace Toner Cartridge.]. Replace the Toner Cartridge based on the maintenance contract.
- For **Drum Unit**: When the message [The Drum Unit needs to be replaced.] appears, replace it based on the maintenance contract.
- For **Developing Unit**: When the message [The Developing Unit needs to be replaced.] appears, contact your service representative.
- For **Waste Toner Box**: When the message [Waste Toner Box needs to be replaced.] appears, replace it based on the maintenance contract.

Contact your service representative if the messages continue to appear even after replacement or cleaning has been carried out.



There may be a paper jam occurring in sections other than those indicated on the **Touch Panel**. Check the sections again not shown on the **Touch Panel**.



Check the following items:

- Check for any pieces of paper left in the back of the section indicated on the **Touch Panel**. If the paper cannot be easily removed, do not continue; instead contact your service representative.
- Once again, open and close the door at the section with the location number indicated on the **Touch Panel**. This action may clear the message.

Contact your service representative if the paper jam indication persists even after you have checked.

6.1.3 When an error message appears

When an error is detected, the following message appears. Take the appropriate action according to the message displayed on the screen. If you cannot resolve the error, write down the [Trouble Code], and contact your service representative with the power plug disconnected from the power outlet.

In normal circumstances, the phone number and fax number for your service representative appear in the center of the screen.

An internal has the front door. contact your Ser	error occurred. Open and then close If the trouble code appears again, vice Representative.	Job List
TEL		
EAV		
Trouble Code	C- 5103	
	*	

NOTICE

If a defective part can be separated in order to be able to continue operations after a problem has been detected, [Continue] or [Recover Data] is displayed. To continue operations, select any key. However, the problem has not been resolved, so contact your service representative immediately.

6.1.4 When [Stabilizing image.] appears

This automatically performs a function to adjust printing quality in order to maintain a certain level of color reproduction quality. This "printing quality adjustment" is referred to as "image stabilization".

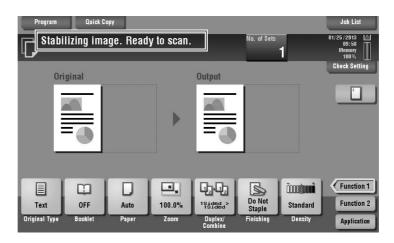


Image stabilization is performed while a large number of copies are being output or the temperature or humidity inside the machine has changed.

Upon completion of image stabilization, printing is automatically resumed. Wait for a moment.

In case image stabilization does not finish after a short while, contact your service representative.

NOTICE

You cannot interrupt or prohibit image stabilization.

Reference

To perform image stabilization on a voluntary basis, refer to the User's Guide CD.

6.2 When printing quality has deteriorated

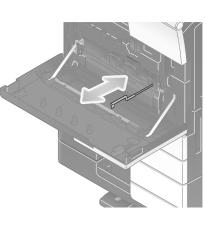
6.2.1 Cleaning the Electrostatic Charger

If the **Electrostatic Charger** is dirty, linear smudges may appear on a print image. If this occurs, clean the **Electrostatic Charger** according to the following procedure.

1 Open the **Lower Front Door** or **Front Door** of the machine.

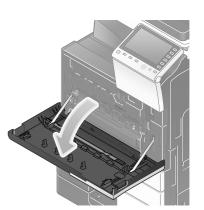
- 2 Carefully pull out the **Charger Cleaner** towards yourself up to the position at which it stops. Then, carefully press it against the back side.
 - → Repeat the steps above three times.

3 Securely press the **Charger Cleaner**, and close the **Lower Front Door** or **Front Door** of the machine.



Chapter 6

Troubleshooting



6.2.2 Cleaning the Print Head Glass

6

Printing quality deteriorates if the **Print Head Glass** is dirty. If this occurs, clean the **Print Head Glass** according to the following procedure.

1 Open the Lower Front Door or Front Door of the machine.

2 Release the Waste Toner Box Lock Lever, then remove the Waste Toner Box.

3 Remove the **Printhead Cleaner** from the **Lower Front Door** or **Front Door** of this machine.

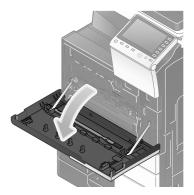
4 Slowly insert the **Printhead Cleaner** all the way to the back end of the **Print Head Glass** section, and then slowly pull it out.

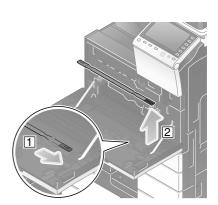
Close the Lower Front Door or Front Door of the machine.

→ Repeat this operation approximately three times.

Install the Waste Toner Box.

Mount the Printhead Cleaner onto the Lower Front Door or Front Door of this machine.







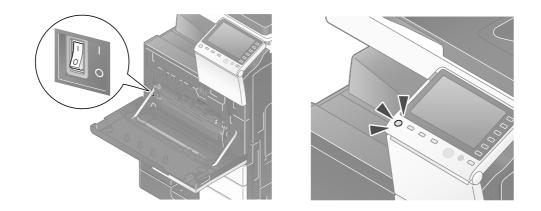
5

6

6.3 When the machine cannot be powered on

This machine has two power sources. Check the Main Power Switch and the Power key for the status.

- Check whether the power plug of this machine is firmly plugged into the power outlet. Also check that the breaker has not tripped.
- Check to see that the **Main Power Switch** and the **Power** key are turned ON.



In case the machine cannot be powered on even after checking, contact your service representative.

6.4 When the Touch Panel is not visible

If a certain length of time has elapsed without any operations being carried out on this machine, the **Touch Panel** may turn off.

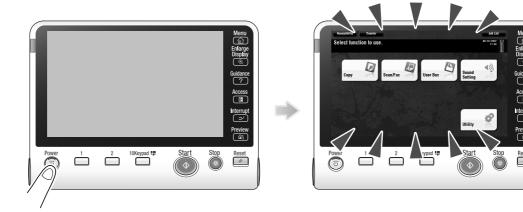
Check the following items:

6

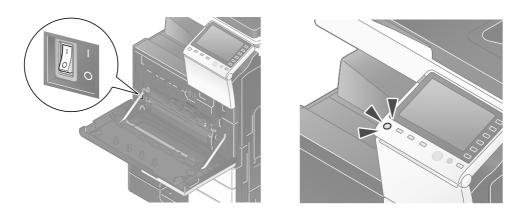
 Tap [Accessibility] and select [Brightness Adjustment], and select [Low] or [High] to adjust the contrast for the **Touch Panel**.

You can a	idjust the LCD Brightness		
Brightness	s Adjustment		
	-0°-		
	Low	High	
			Close

- Touch the **Touch Panel**. In Power Save (Low Power/Sleep) mode, this machine returns from Power Save mode when the **Touch Panel** is touched or a key on the **Control Panel** is pressed, and the **Touch Panel** appears normally.
- On the **Control Panel**, press the **Power** key. If the Weekly Timer setting has put the machine in Erp Auto Power OFF mode, press the **Power** key to display the **Touch Panel**. To use it outside the preset operating hours, follow the on-screen instructions.



• Check to see that the **Main Power Switch** and the **Power** key are turned ON.



In case the Touch Panel does not appear even after checking it, contact your service representative.

6.5 When a message appears to replace consumables or carry out cleaning

When staples in the finisher have run out

When staples in the Finisher have run out, the following message appear.

Take action while referring to the label inside the machine.

	Quick Co y to Copy the Staple Ca				No. of Sets	1	Job List 05/01/2013 (20) 16:39 Memory 100% Check Setting
Ori	iginal		Þ	Output			
Text Original Type	OFF Booklet	Auto Paper	Es 100.0% Zoom	Combine	Do Not Staple Finishing	Conconni Standard Density	Function 1 Function 2 Application

When the punch scrap box is full

When the punch scrap box is full, the following message appears (at replacement by user). Take action while referring to the label inside the machine.

Empty th	Quick Co y to Copy ne hole-punch s]	Output	No. of Sets	1	Job List 01/25/2013 🖄 09:14 Memory 100% Check Setting
			•				
Text Driginal Type	OFF Booklet	Auto Paper	x 100.0% Zoom	Listed Sisted Duplex/ Combine	Do Not Staple Finishing	Coocontat Standard Density	Function 1 Function 2 Application

When toner is running out in the Toner Cartridge

When toner is running out in Toner Cartridge, a message appears as shown below (at replacement by user).



When the Drum Unit needs to be replaced

When the replacement time has come for the **Drum Unit**, the following message appears (at replacement by user). Tap [Start Guidance], then follow the displayed guidance to take an action.



Tips

- By the factory default status, this message is displayed only in some area.
- The settings by the service representative are required to display a message about Drum Unit. For details, contact your service representative.

When the replacement time has come for a **Developing Unit**, the following message appears. If the message appears, contact your service representative.



Tips

- By the factory default status, this message is displayed only in some area.
- The settings by the service representative are required to display a message about **Developing Unit**. For details, contact your service representative.

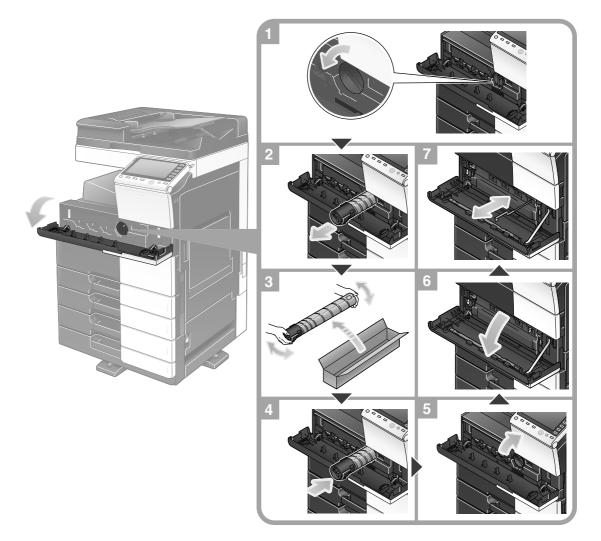
When a Waste Toner Box is full

When the **Waste Toner Box** is full, the following message appears (at replacement by user). Tap [Start Guidance], then follow the displayed guidance to take an action.



6.5.1 Replacing a Toner Cartridge

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Tips

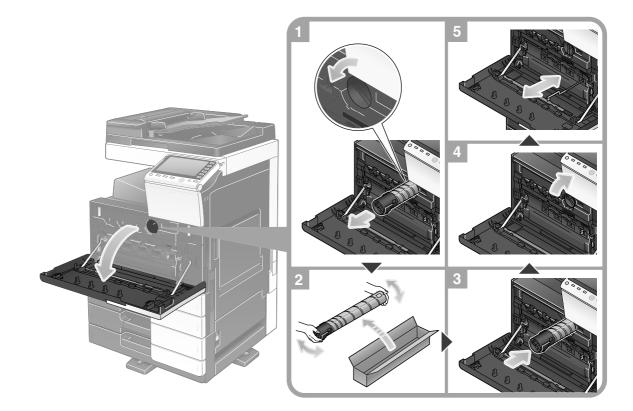
- Shake a new Toner Cartridge well, approximately 5 to 10 times, before installing it.
- Do not forcedly open or disassemble a Toner Cartridge (toner container).
- Do not forcedly remove or dispose of toner that remains in a Toner Cartridge (toner container).
- After replacing a **Toner Cartridge**, be sure to clean the **Electrostatic Charger**. For details on how to clean the **Electrostatic Charger**, refer to page 6-5.

▲ CAUTION

Handling toner and Toner Cartridge

- Do not throw a toner or **Toner Cartridge** into a fire. Doing so may cause hot toner to spray in all directions, which may cause burn injuries.
- Be careful not to get the inside of the machine, your clothes, or hands dirty with toner.
- If any toner does get on your hand, wash it off using water or neutral detergent.
- If any toner gets into your eyes, immediately wash it out with water and consult your doctor.

bizhub 364e/284e/224e



Tips

- Shake a new Toner Cartridge well, approximately 5 to 10 times, before installing it.
- Do not forcedly open or disassemble a Toner Cartridge (toner container).
- Do not forcedly remove or dispose of toner that remains in a Toner Cartridge (toner container).
- After replacing a **Toner Cartridge**, be sure to clean the **Electrostatic Charger**. For details on how to clean the **Electrostatic Charger**, refer to page 6-5.

▲ CAUTION

Handling toner and Toner Cartridge

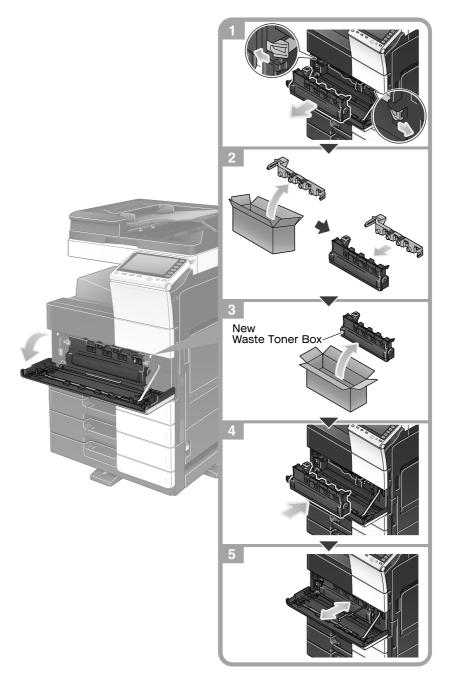
- Do not throw a toner or **Toner Cartridge** into a fire. Doing so may cause hot toner to spray in all directions, which may cause burn injuries.
- Be careful not to get the inside of the machine, your clothes, or hands dirty with toner.
- If any toner does get on your hand, wash it off using water or neutral detergent.
- If any toner gets into your eyes, immediately wash it out with water and consult your doctor.

Troubleshooting

6.5.2 Replacing a Waste Toner Box

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6



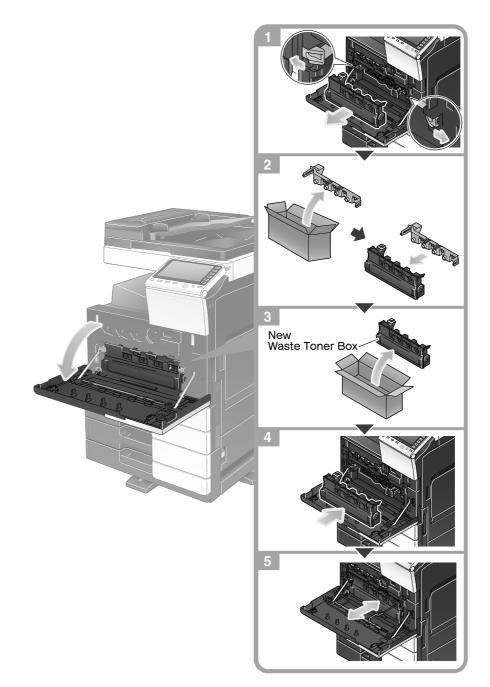
Tips

- Your service representative will recover your used **Waste Toner Box**. Place a cap on it and store it in a box.
- After replacing a **Waste Toner Box**, be sure to clean the **Electrostatic Charger**. For details on how to clean the **Electrostatic Charger**, refer to page 6-5.

▲ CAUTION

Handling toner and Waste Toner Box

- Do not throw a toner or **Waste Toner Box** into a fire. Doing so may cause hot toner to spray in all directions, which may cause burn injuries.
- Be careful not to get the inside of the machine, your clothes, or hands dirty with toner.
- If any toner does get on your hand, wash it off using water or neutral detergent.
- If any toner gets into your eyes, immediately wash it out with water and consult your doctor.



Tips

- Your service representative will recover your used **Waste Toner Box**. Place a cap on it and store it in a box.
- After replacing a **Waste Toner Box**, be sure to clean the **Electrostatic Charger**. For details on how to clean the **Electrostatic Charger**, refer to page 6-5.

▲ CAUTION

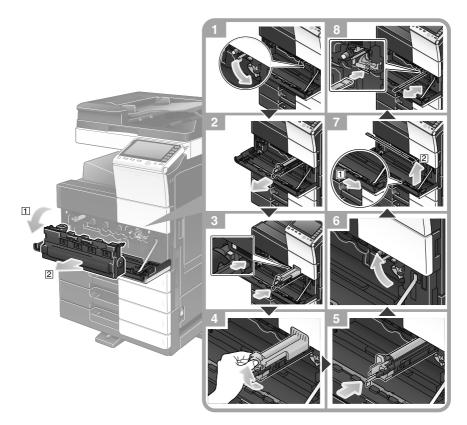
Handling toner and Waste Toner Box

- Do not throw a toner or **Waste Toner Box** into a fire. Doing so may cause hot toner to spray in all directions, which may cause burn injuries.
- Be careful not to get the inside of the machine, your clothes, or hands dirty with toner.
- If any toner does get on your hand, wash it off using water or neutral detergent.
- If any toner gets into your eyes, immediately wash it out with water and consult your doctor.

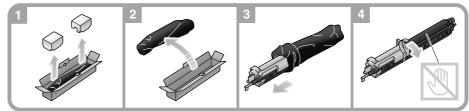
Chapter 6

6.5.3 Replacing a Drum Unit

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Unpacking the Drum Unit



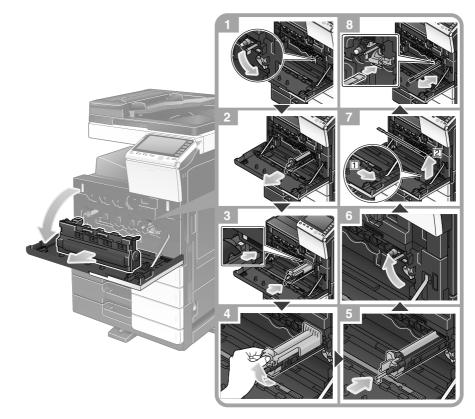
Tips

- Your service representative can recover your used Drum Unit. Put it in a black plastic bag and store it in a box by itself.
- A **Drum Unit** may be damaged due to exposure to light. Do not take a Drum Unit out of a black plastic bag until just before it is to be installed.
- After replacing a Drum Unit, be sure to clean the Print Head Glass. For details on how to clean the Print Head Glass, refer to page 6-6.

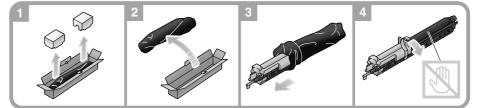
Handling toner and Drum Unit

- Do not throw a **Drum Unit** into a fire. Doing so may cause hot toner to spray in all directions, which may cause burn injuries.
- Be careful not to get the inside of the machine, your clothes, or hands dirty with toner.
- If any toner does get on your hand, wash it off using water or neutral detergent.
- If any toner gets into your eyes, immediately wash it out with water and consult your doctor.

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Unpacking the Drum Unit



Tips

- Your service representative will collect your used **Drum Unit**. Put it in a black plastic bag and store it in a box by itself.
- A **Drum Unit** may be damaged due to exposure to light. Do not take a Drum Unit out of a black plastic bag until just before it is to installed.
- After replacing a **Drum Unit**, be sure to clean the **Print Head Glass**. For details on how to clean the **Print Head Glass**, refer to page 6-6.

▲ CAUTION

Handling toner and Drum Unit

- Do not throw a **Drum Unit** into a fire. Doing so may cause hot toner to spray in all directions, which may cause burn injuries.
- Be careful not to get the inside of the machine, your clothes, or hands dirty with toner.
- If any toner does get on your hand, wash it off using water or neutral detergent.
- If any toner gets into your eyes, immediately wash it out with water and consult your doctor.





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