KONICA MINOLTA

Giving Shape to Ideas

bizhub C754e/C654e

Quick Start Guide

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1 Introduction

1 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.

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/m^2 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 and Europe region

For U.S.A

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

KONICA MINOLTA branded model C504500 (bizhub C754e and bizhub C654e).

For Canada

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

KONICA MINOLTA branded model C504500 (bizhub C754e and bizhub C654e)

For Mexico

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

KONICA MINOLTA branded model C504500 (bizhub C754e and bizhub C654e).

For Europe

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

KONICA MINOLTA branded model C504500 (bizhub C754e and bizhub C654e)

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.06OE

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.

⚠**WARNING**	Ignoring this warning could cause serious injury or even death.
⚠**CAUTION**	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

⚠**WARNING**

- 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

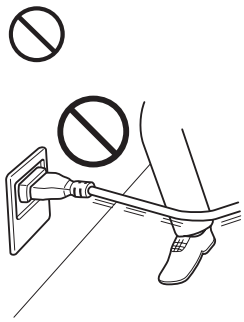
⚠**WARNING**

- 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.

- Use the power cord supplied in the package only for this machine and NEVER use it for any other product. Failure to observe this precaution 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

⚠ WARNING

- Use only the power source voltage specified on the machine. Failure to do that could result in a fire or electrical shock.
- Do not use a multiple outlet adapter to connect any other appliances or machines.
  Use of a power outlet for more than the marked current value could result in a fire or electrical shock.
- Do not use an extension cord in principle. Use of an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required.

⚠ CAUTION

- The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs.

Power plug

⚠ WARNING

- 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.

⚠ CAUTION

- 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

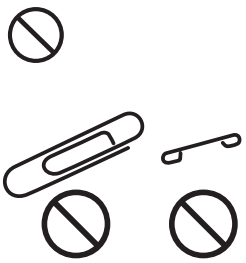
⚠ WARNING

- 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

⚠ WARNING

- 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.

⚠ CAUTION

- 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

⚠ CAUTION

- 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.

Actions in response to troubles

⚠ WARNING

- 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.

⚠ CAUTION

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

Consumables

⚠ WARNING

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

⚠ CAUTION

- 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.

When moving the machine

⚠ CAUTION

- 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.

- 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

⚠ CAUTION

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

Papers

⚠ CAUTION

- 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

⚠ CAUTION

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

1.4 Regulation notices

CE Marking (Declaration of Conformity) for users of the European Union (EU)

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

⚠ 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

This product is GS-certified for the Konica Minolta branded model C504500 (bizhub C754e and bizhub C654e).

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: This means the machine does not produce hazardous laser radiation.

Internal laser radiation

Maximum Average Radiation Power:14.9 µW (C504500 (bizhub C754e and bizhub C654e)) at the laser aperture of the print head unit.

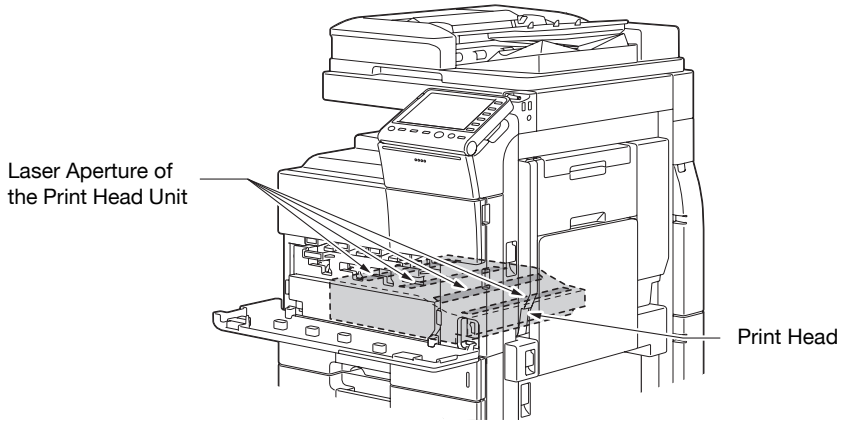
Wavelength: 775-800 nm

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 30 mW and the wavelength is 775-800 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 30 mW and the wavelength is 775-800 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 30 mW og bølgelængden er 775-800 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 30 mW ja aallonpituus on 775-800 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 30 mW och våglängden är 775-800 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

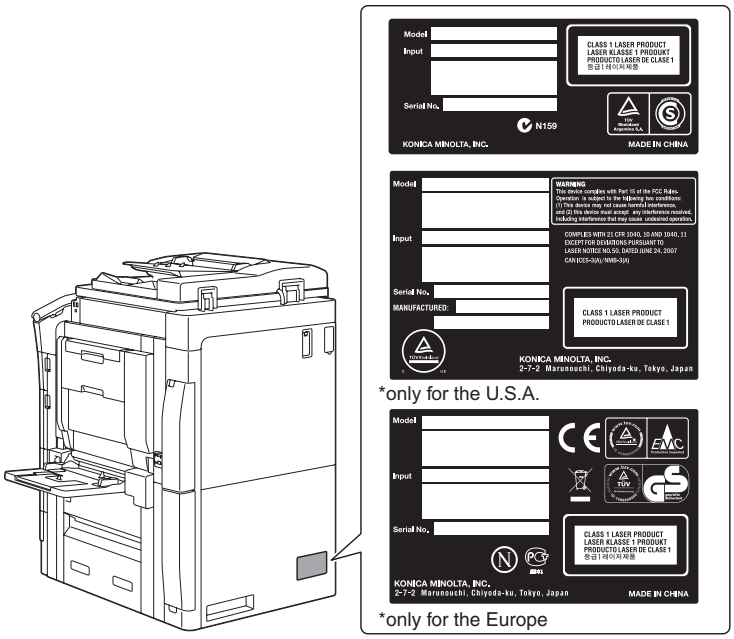
⚠ ADVARSEL!

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 30 mW og bølgelengde er 775-800 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.

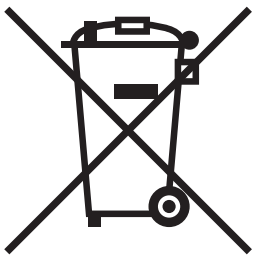
This perchlorate warning applies to perchlorate-containing lithium batteries sold or distributed in California, USA.

"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!

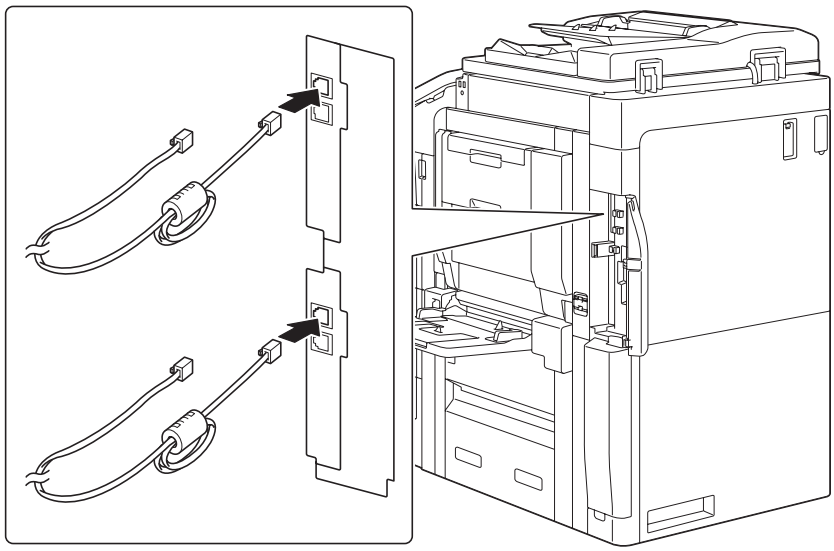
Please refer to the information of your local community or contact our dealers regrading the proper handling of end-of-life electric and electronic equipments. Recycling of this product will help to conserve natural resources and prevent potential negative consequences for the environment and human health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

For EU member states only

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

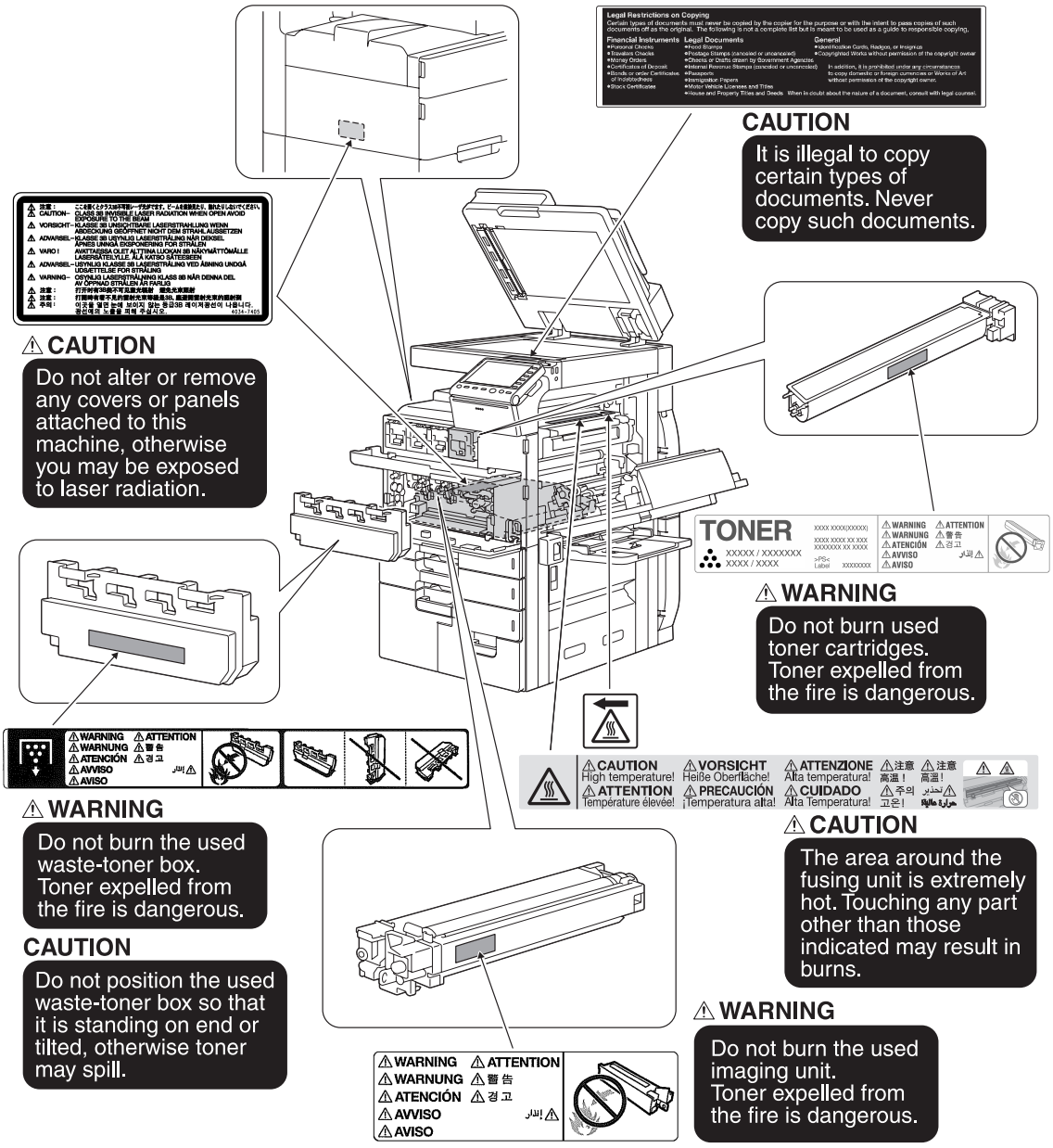
Telephone cable (for users in countries subject to class B regulations)

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.)



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: 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

⚠WARNING

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.

⚠CAUTION

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

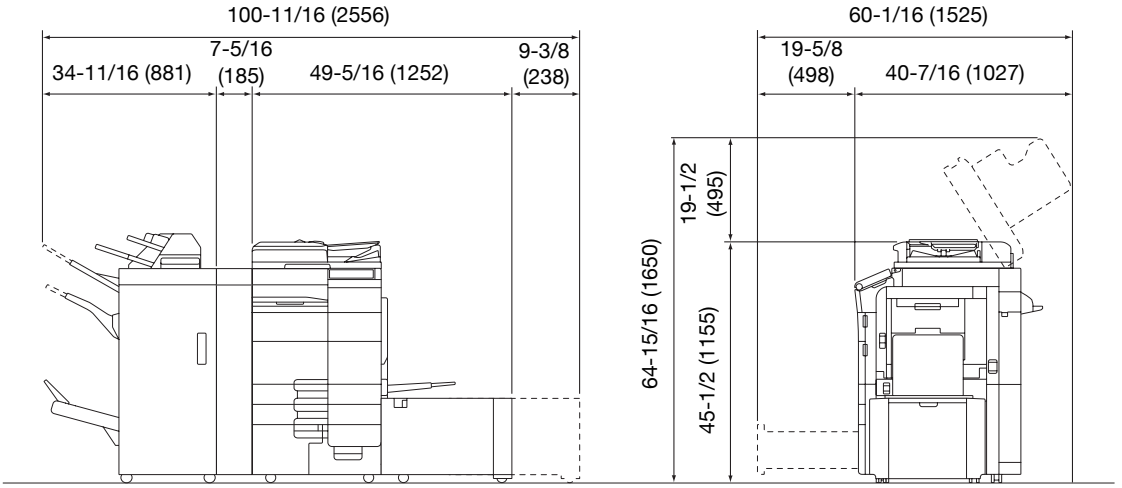
The Facsimile has been approved in accordance with Council Decision 1999/5/ EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give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

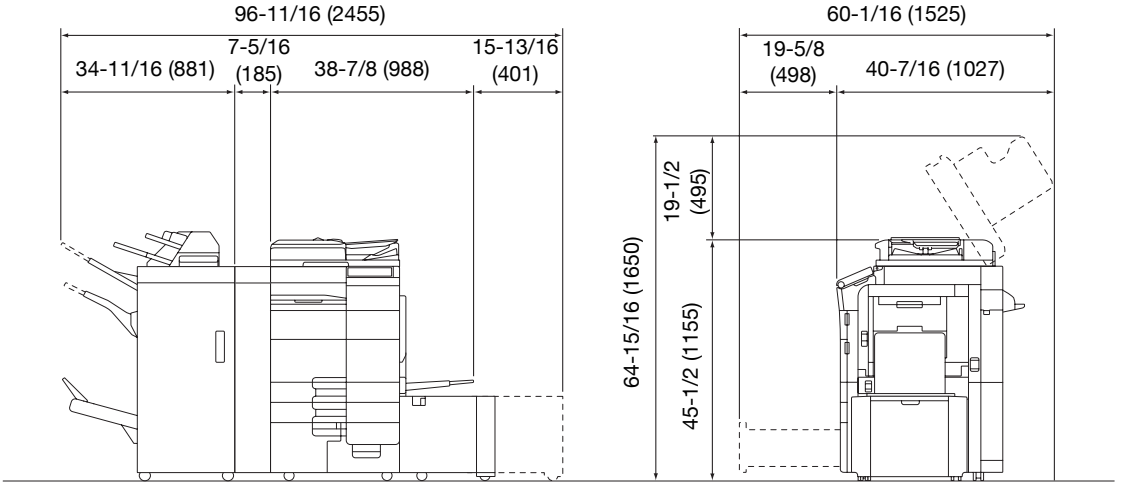
CE

1.7 Space requirements

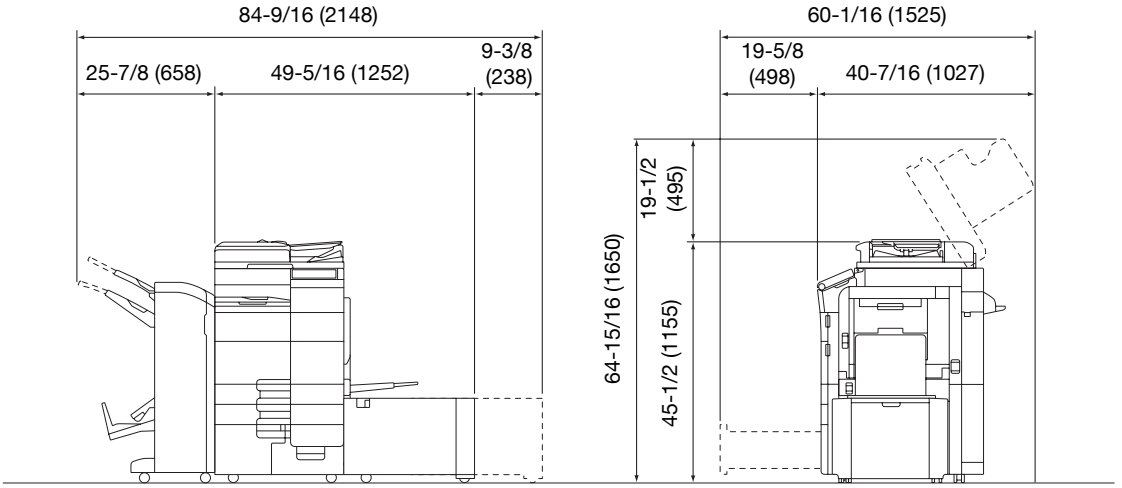
To ensure that machine operation, consumables replenishing, part replacement, and regular maintenance can easily be performed, adhere to the recommended space requirements detailed below.



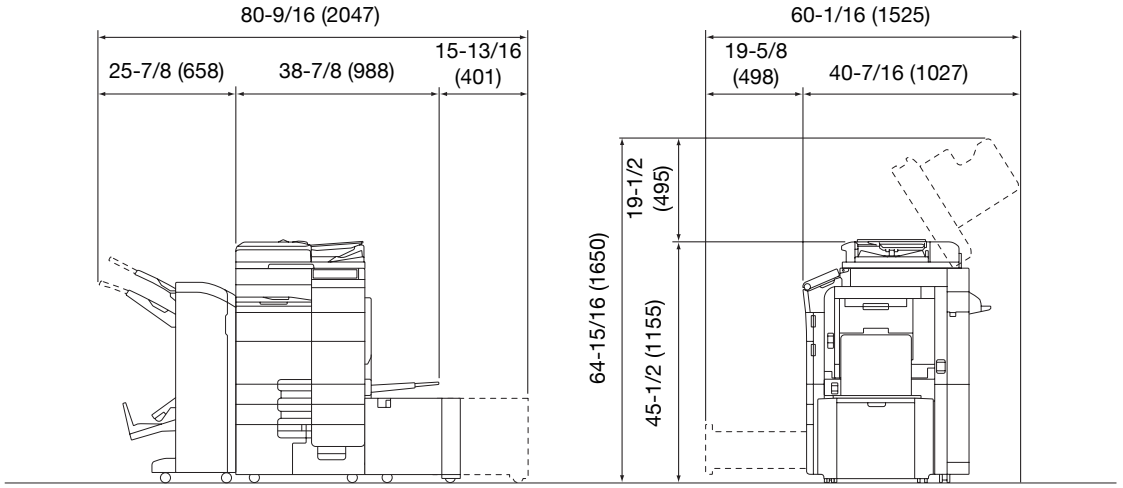
bizhub C754e/C654e + FS-535 + SD-512 + ZU-606 + PI-505 + LU-204 Unit: inch (mm)



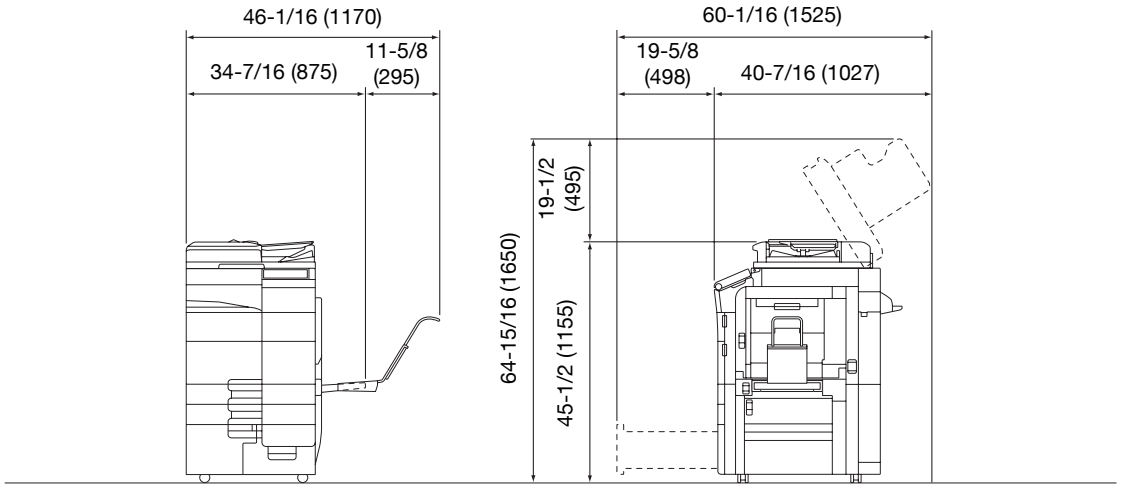
bizhub C754e/C654e + FS-535 + SD-512 + ZU-606 + PI-505 + LU-301 Unit: inch (mm)



bizhub C754e/C654e + FS-534 + SD-511 + LU-204 Unit: inch (mm)



bizhub C754e/C654e + FS-534 + SD-511 + LU-301 Unit: inch (mm)



bizhub C754e/C654e + MK-715 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.

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.

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- Traveler'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

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

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5. You agree not to modify, adapt or translate the Software and Documentation.
6. You agree that you will not attempt to alter, disassemble, decrypt, reverse engineer or decompile the Software.
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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 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.

2.2 Introduction to user's guide

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 procedures. It also introduces major functions, FAQs, and basic troubleshooting procedures to make use of this machine more conveniently. 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.
User's Guide CD	This CD contains basic and detailed information on the functions of this product and also explanations of other various setting functions.

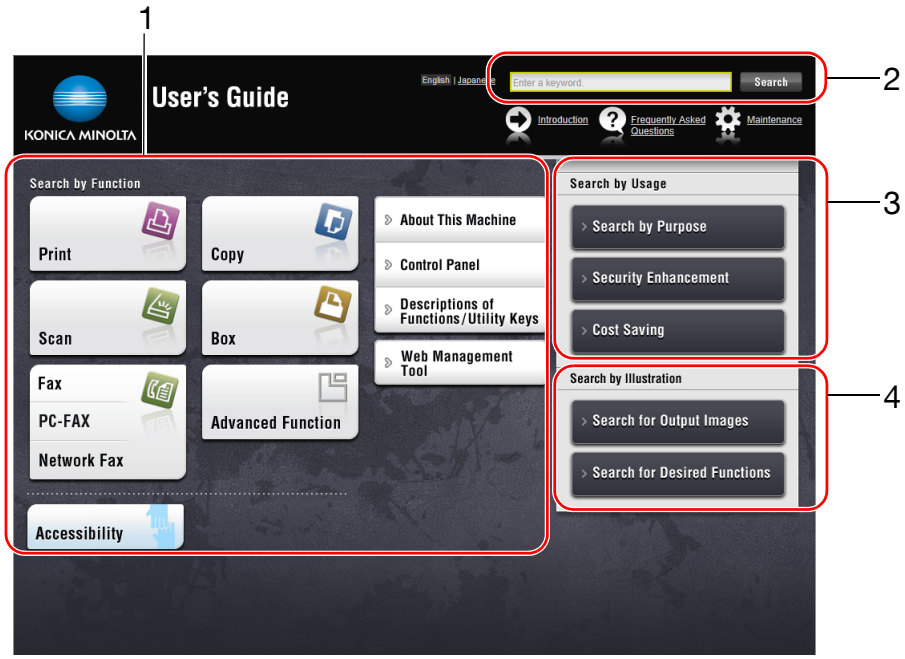
2.2.1 User's Guide CD

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.

Operating environment

Item	Specifications
Supported Operating Systems	Windows XP (SP3), Windows Vista (SP2), Windows 7 (SP1), Windows 8 Mac OS X10.4/10.5/10.6/10.7/10.8
Supported Web browsers	Windows: Internet Explorer 6.x/7.x/8.x/9.x/10.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 • 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

- Windows XP opens the Web browser and displays the top page automatically when the User's Guide CD is inserted into the CD-ROM drive of your computer.
- Windows Vista/7/8 displays a message related to automatic playing when the User's Guide CD is inserted into the CD-ROM drive of your computer. 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

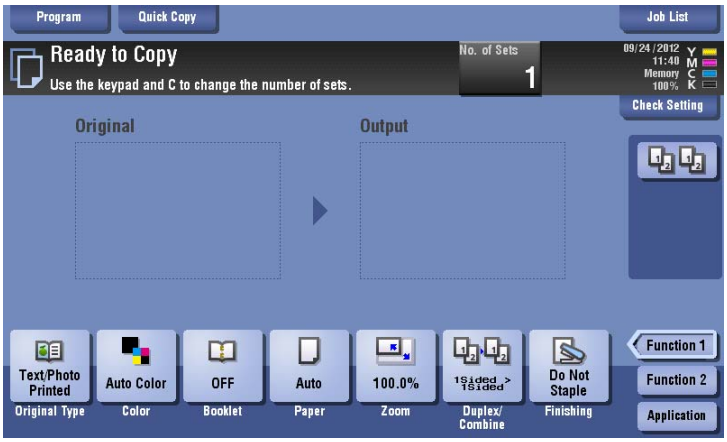
Procedural instruction

✔ 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.



Symbols and notations

Symbols/Notations	Description
⚠**WARNING**	Negligence of the instructions may lead to mishandling that may cause death or serious injury.
⚠**CAUTION**	Negligence of the instructions may lead to mishandling that may cause a minor injury, property or financial damage.
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 topic 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 administrators.
✔	This check mark symbol shows a precondition of a procedure.
➔	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

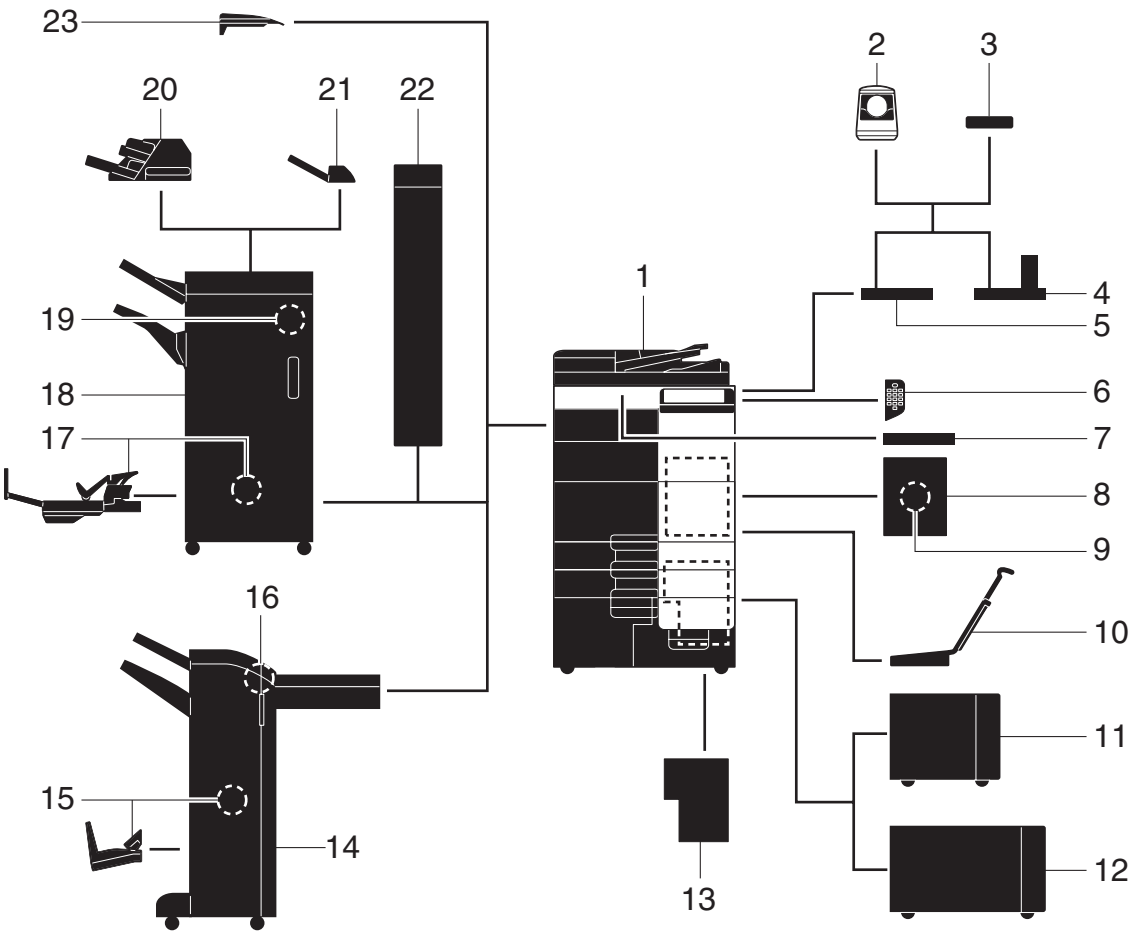
This manual describes application names as shown below.

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

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



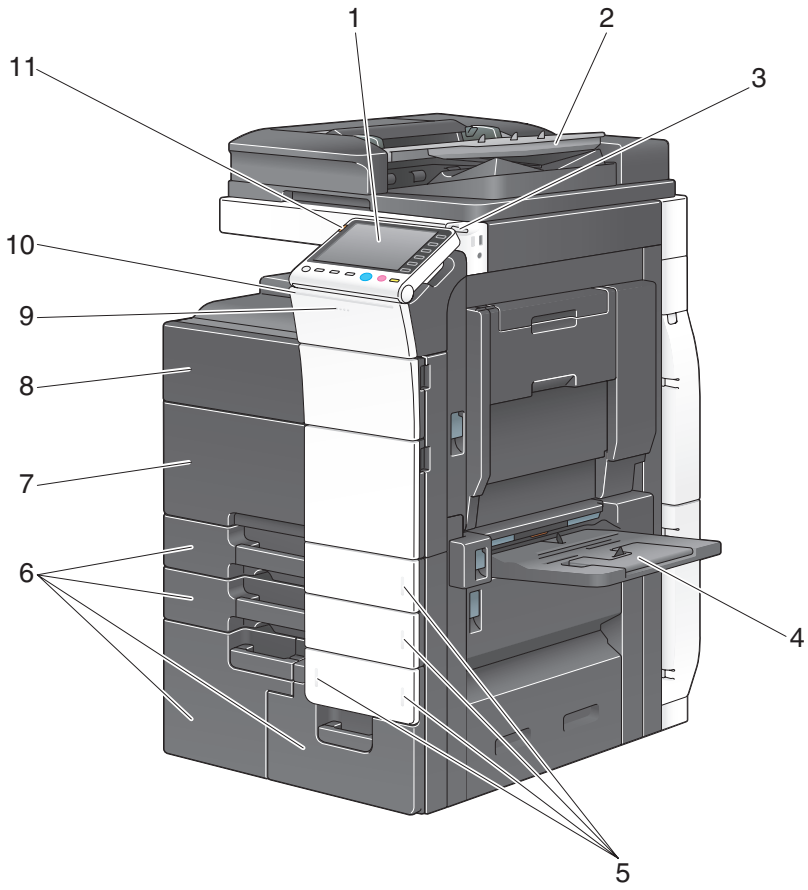
No.	Name	Description
1	Main unit	Scans the original in the scanner section, and prints a scanned image in the printer section.
2	**Authentication Unit AU-102** (Biometric Type)	**Working Table WT-506** or **Working Table WT-509** is required as a stand.
3	**Authentication Unit AU-201** (IC Card Type)	**Working Table WT-506** or **Working Table WT-509** is required as a stand.
4	**Working Table WT-509**	Allows you to move the **Control Panel**. This is also used when the **Authentication Unit** is installed.
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	**Fax Mount Kit MK-728**	This unit is required to install **FAX Kit FK-508**. This option can be used in North America.
9	**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.

No.	Name	Description
10	**Mount Kit MK-715**	Used to print on banner paper.
11	**Large Capacity Unit LU-301**	Allows you to load up to 3000 sheets of 8-1/2 × 11 (A4) size paper.
12	**Large Capacity Unit LU-204**	Allows you to load up to 2500 sheets of SRA3 or 11 × 17 (A3) size paper.
13	**Image Controller IC-414**	Built-in **Image Controller**. Installing this unit provides higher quality printing results.
14	**Finisher FS-534**	Sorts, groups, or staples output sheets as required.
15	**Saddle Stitcher SD-511**	Used to add the bind/fold function to the **Finisher FS-534**.
16	**Punch Kit PK-520**	Used to add the punch function to the **Finisher FS-534**.
17	**Saddle Stitcher SD-512**	Used to add the bind/fold function to the **Finisher FS-535**.
18	**Finisher FS-535**	Sorts, groups, or staples output sheets as required.
19	**Punch Kit PK-521**	Used to add the punch function to the **Finisher FS-535**.
20	**Post Inserter PI-505**	Inserts a cover sheet into copied or printed sheets.
21	**Job Separator JS-602**	Feeds out printed sheets.
22	**Z Folding Unit ZU-606**	Adds the Z-fold or punch function to the **Finisher FS-535**.
23	**Output Tray OT-503**	Collects printed pages.
The following options are not shown in the figure.		
24	**Fax Kit FK-511**	Required to use the fax function.
25	**Stamp Unit SP-501**	Stamps a scanned original when sending a fax.
26	**Spare TX Marker Stamp 2**	A replacement stamp for the **Stamp Unit SP-501**.
27	**Local Interface Kit EK-604**	Install this unit when using the voice guidance function.
28	**Local Interface Kit EK-605**	Install this unit when using the voice guidance function and the linkage function with a Bluetooth-compatible device.
29	**Video Interface Kit VI-506**	This unit is required to install **Image Controller IC-414**.
30	**Security Kit SC-508**	Supports functions such as Copy Guard to prevent unauthorized copying.
31	**i-Option LK-101 v3**	Supports the web browser function that is one of the advanced functions.
32	**i-Option LK-102 v3**	Supports the PDF processing function that is one of the advanced functions.
33	**i-Option LK-104 v3**	Supports the voice guidance function that is one of the advanced functions.
34	**i-Option LK-105 v3**	Supports the searchable PDF function that is one of the advanced functions.
35	**i-Option LK-106**	Used to add a bar code font that is one of special fonts.
36	**i-Option LK-107**	Used to add a unicode font that is one of special fonts.
37	**i-Option LK-108**	Used to add an OCR font that is one of special fonts.
38	**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-functional and high quality data, and the E-mail RX Print function. **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 the available functions, refer to the User's Guide CD.
39	**i-Option LK-111**	Supports the ThinPrint function that is one of the advanced functions.

No.	Name	Description
40	**i-Option LK-115**	You can use TPM (Trusted Platform Module) that is one of the advanced 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**; • Using the My Address function in conjunction with **My Panel Manager**; and • Using the Overlay or Registered Overlay function.
42	**Mount Kit MK-735**	Required to use the machine unit that has **Authentication Unit AU-201** (IC Card Type) built in to it.
43	**Heater HT-508**	Prevents paper in a paper tray from being affected by humidity. • This option may not be available depending on the sales area.

2.3.2 Name of parts (MFP)

Front side



No.	Name	Description
1	**Control Panel**	Use the **Touch Panel** or buttons on this panel to operate this machine.
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 machine.
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 currently 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.

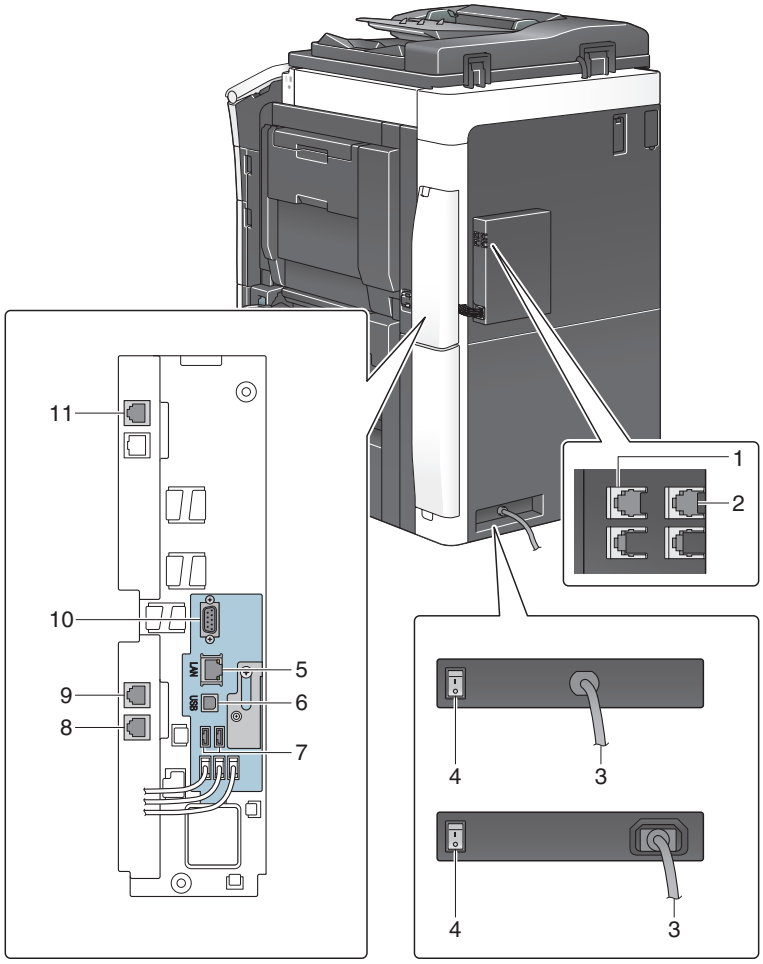
Rear side

The illustration shows the main unit with **Heater**, optional **Fax Kit FK-511**, **FAX Kit FK-508**, and **Fax Mount Kit**.

The **Heater** is handled as an optional unit depending on sales areas.

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

The shape of the **Power Cord** varies depending on the sales region.



No.	Name
1	**Telephone Jack 3 (FAX3)**
2	**Telephone Jack 4 (FAX4)**
3	**Power Cord**
4	**Heater Power Switch**
5	**Network Connector (10Base-T/100Base-TX/1000Base-T)**
6	**USB Port (Type B) USB2.0/1.1**
7	**USB Port (Type A) USB2.0/1.1**
8	**Jack for connecting a telephone (TEL PORT1)**
9	**Telephone Jack 1 (LINE PORT1)**
10	**RS-232C port**
11	**Telephone Jack 2 (LINE PORT2)**

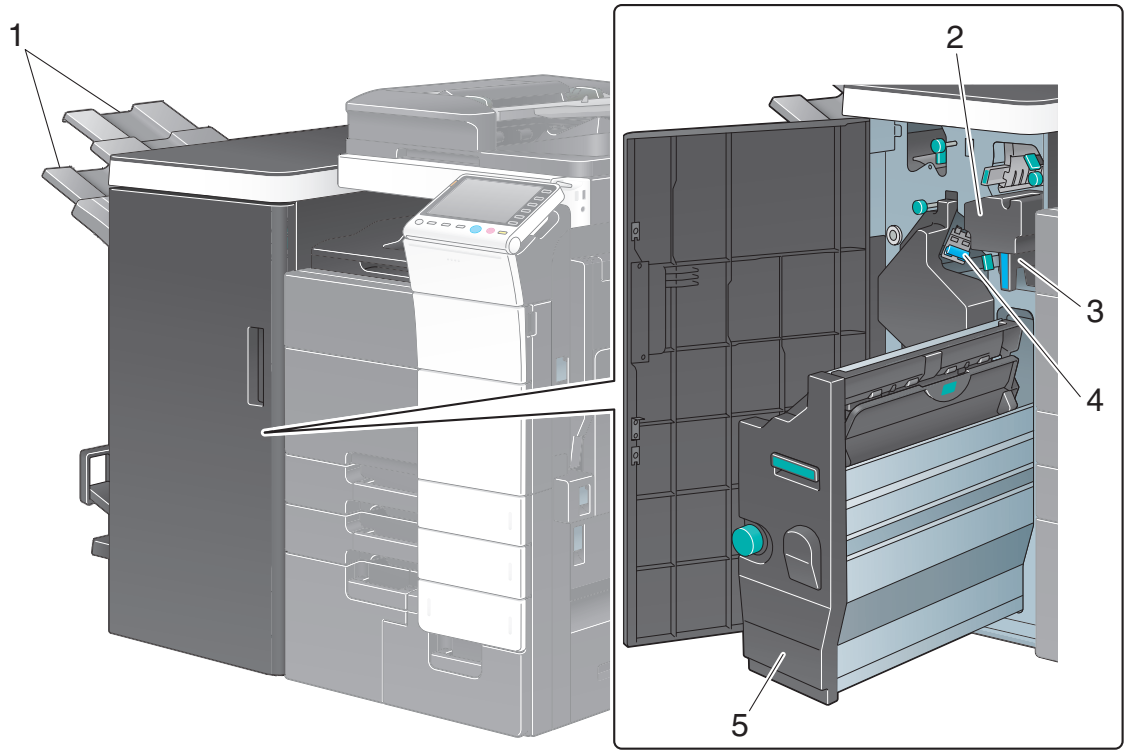
Reference

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

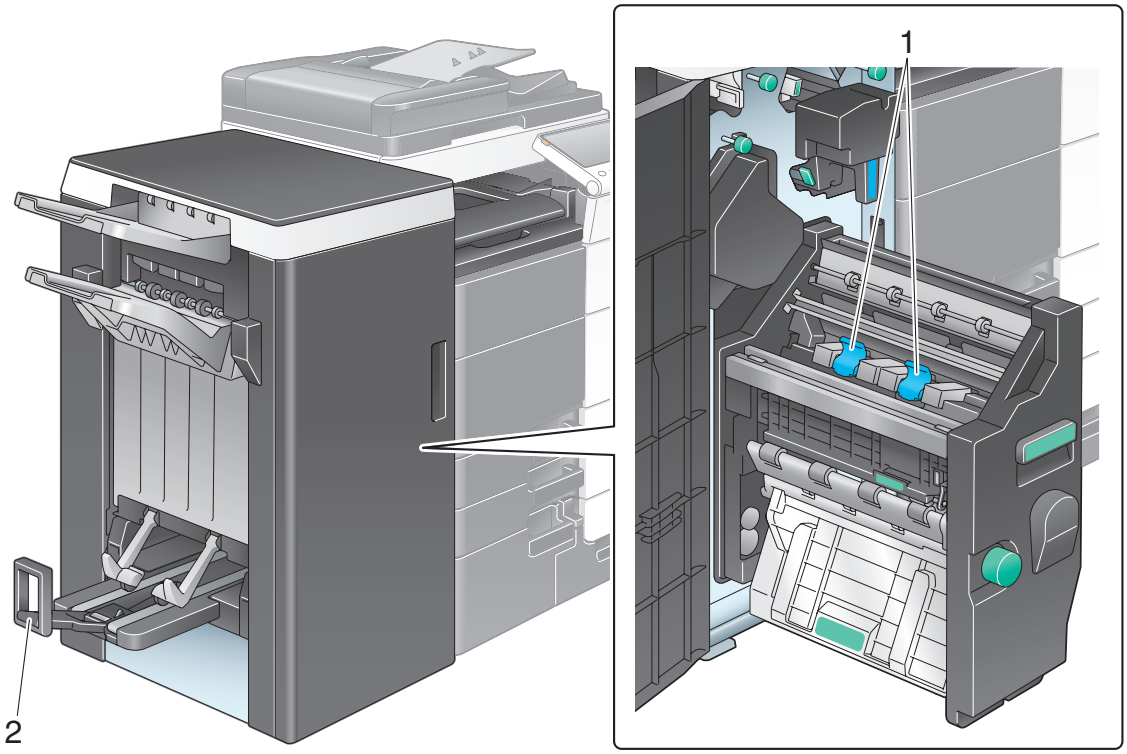
2.3.3 Name of parts (Optional units)

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

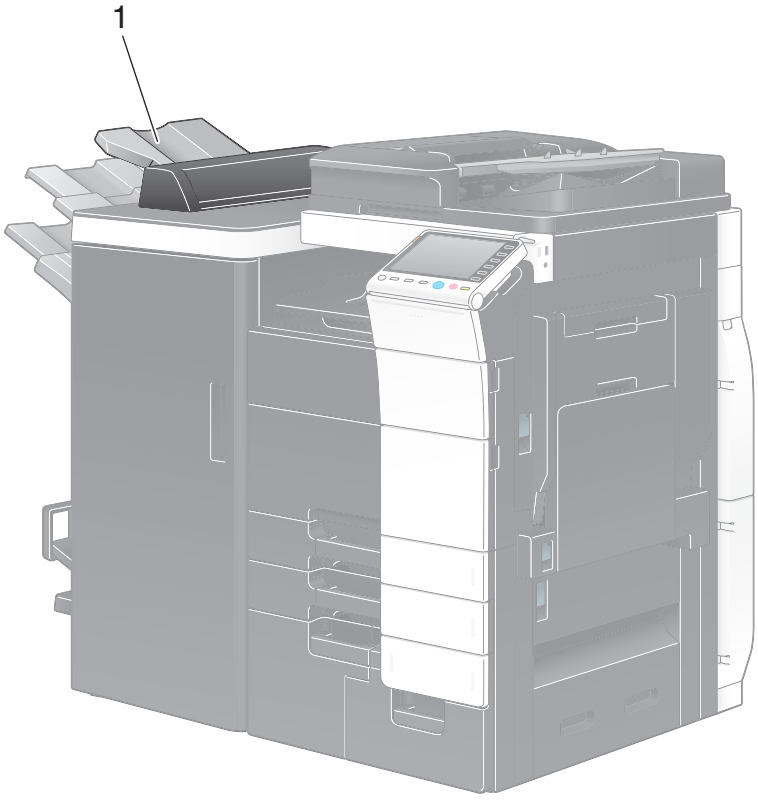


No.	Name
1	**Output Tray**
2	**Punch Kit**
3	**Punch Scrap Box**
4	**Staple Cartridge**
5	**Saddle Stitcher**



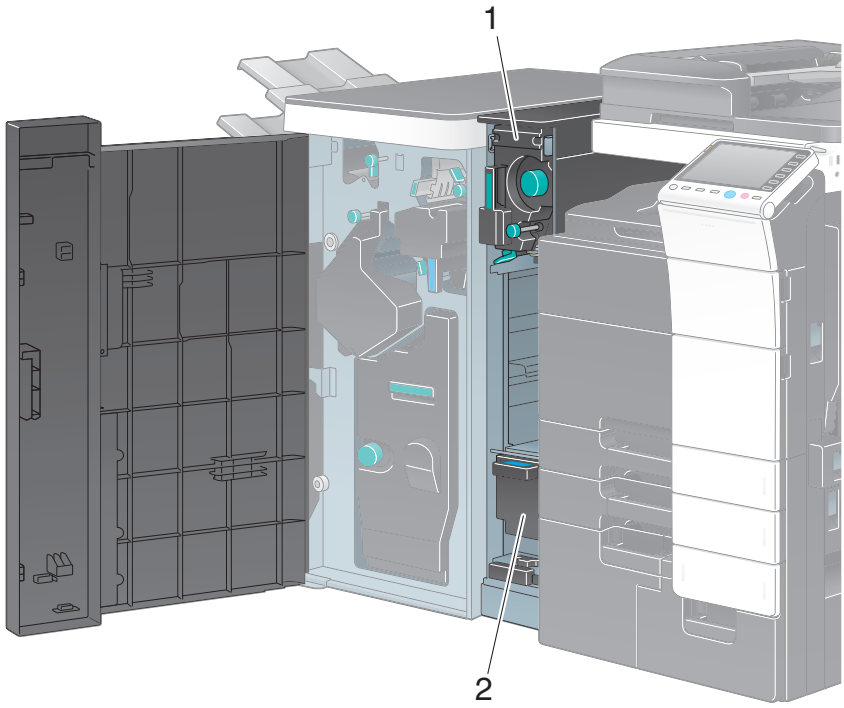
No.	Name
1	**Staple Cartridge**
2	**Folding Output Tray**

Job Separator JS-602



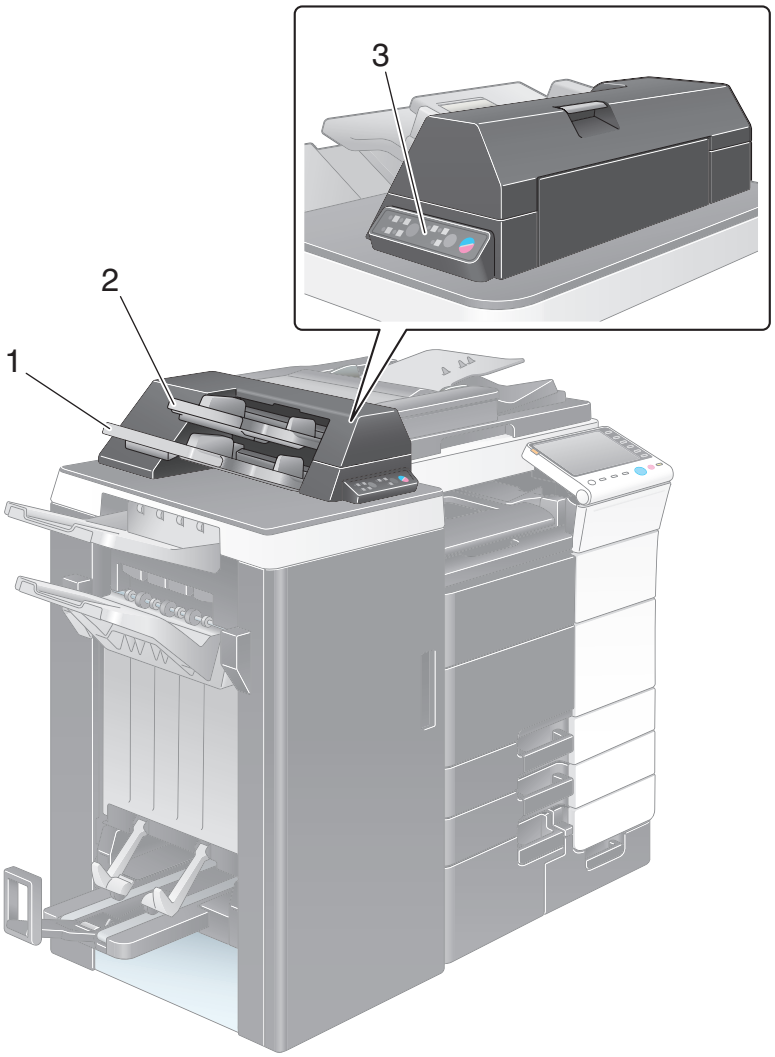
No.	Name
1	Output Tray

Z Folding Unit ZU-606



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

Post Inserter PI-505

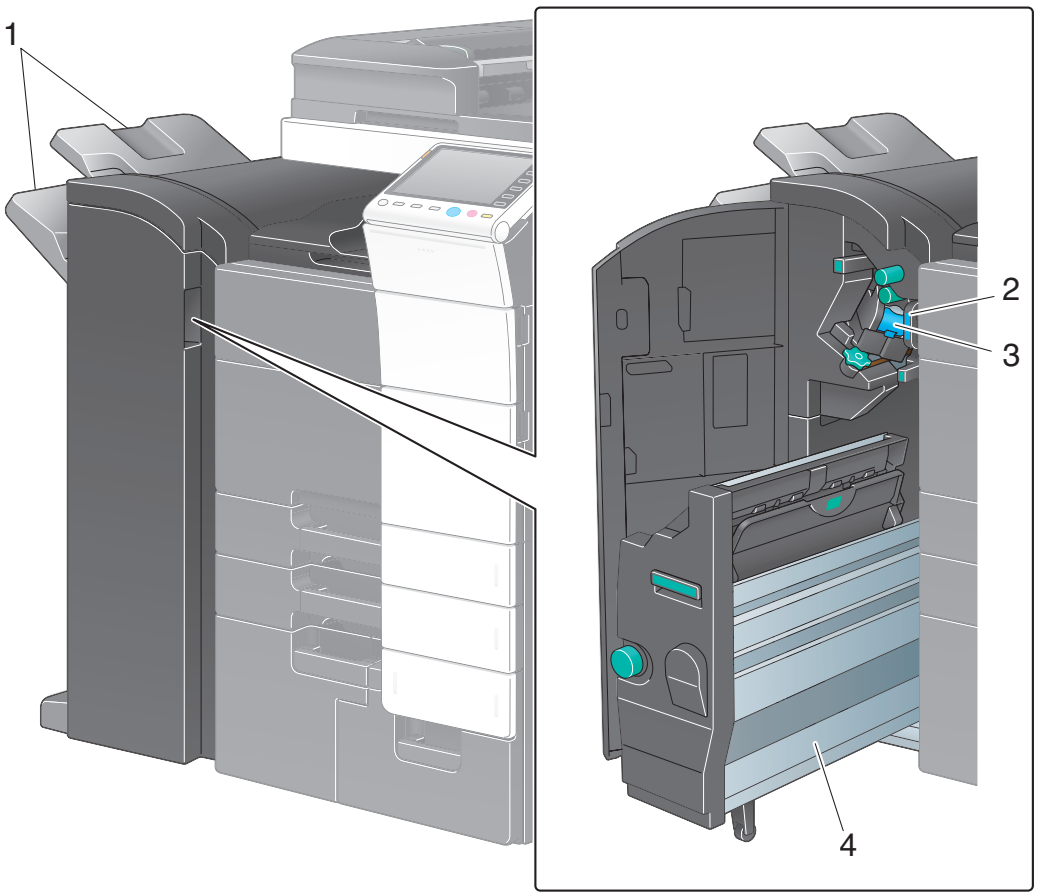


No.	Name
1	**Lower Tray**
2	**Upper Tray**
3	**Post Inserter Control Panel**

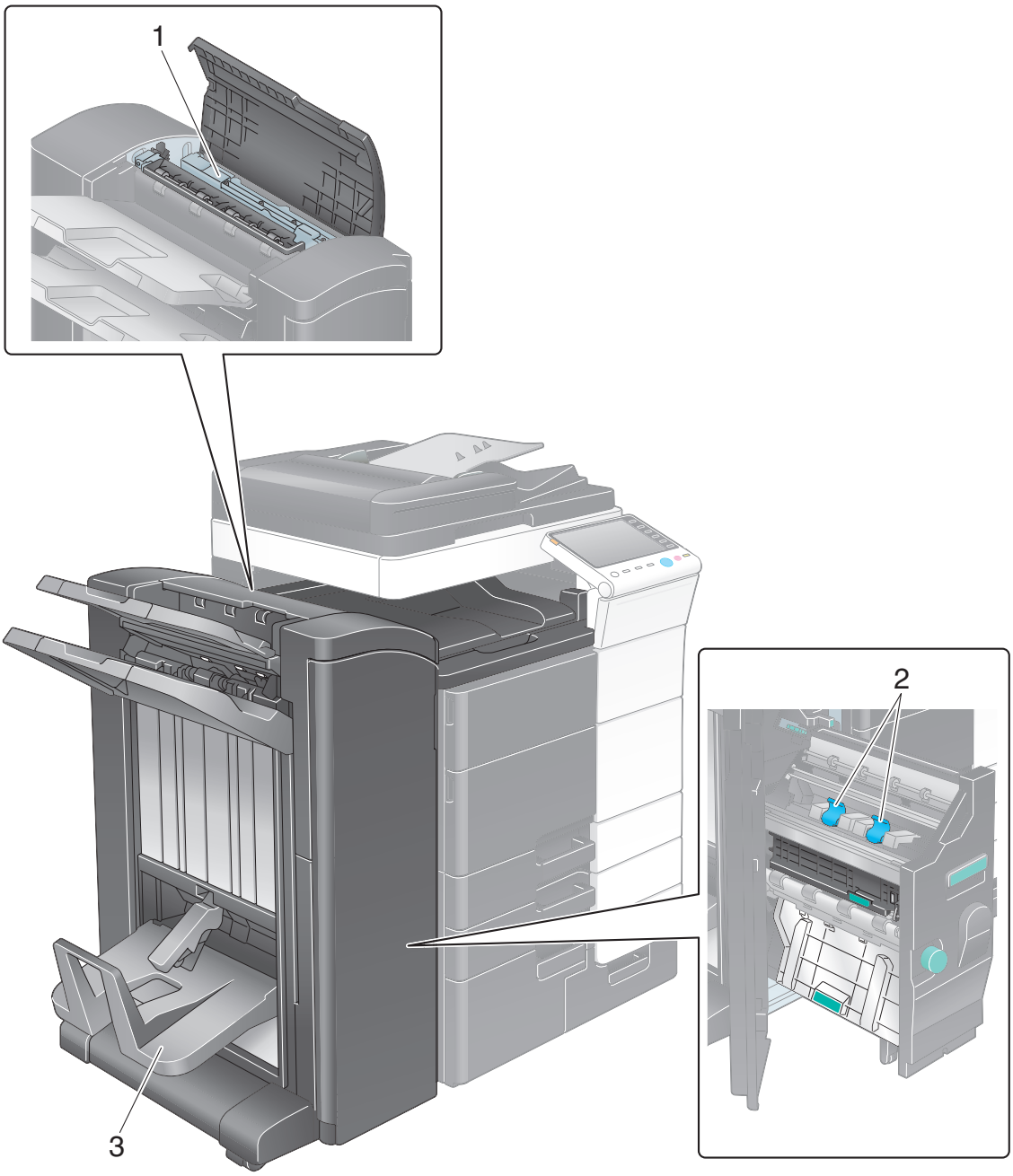
Reference

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

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

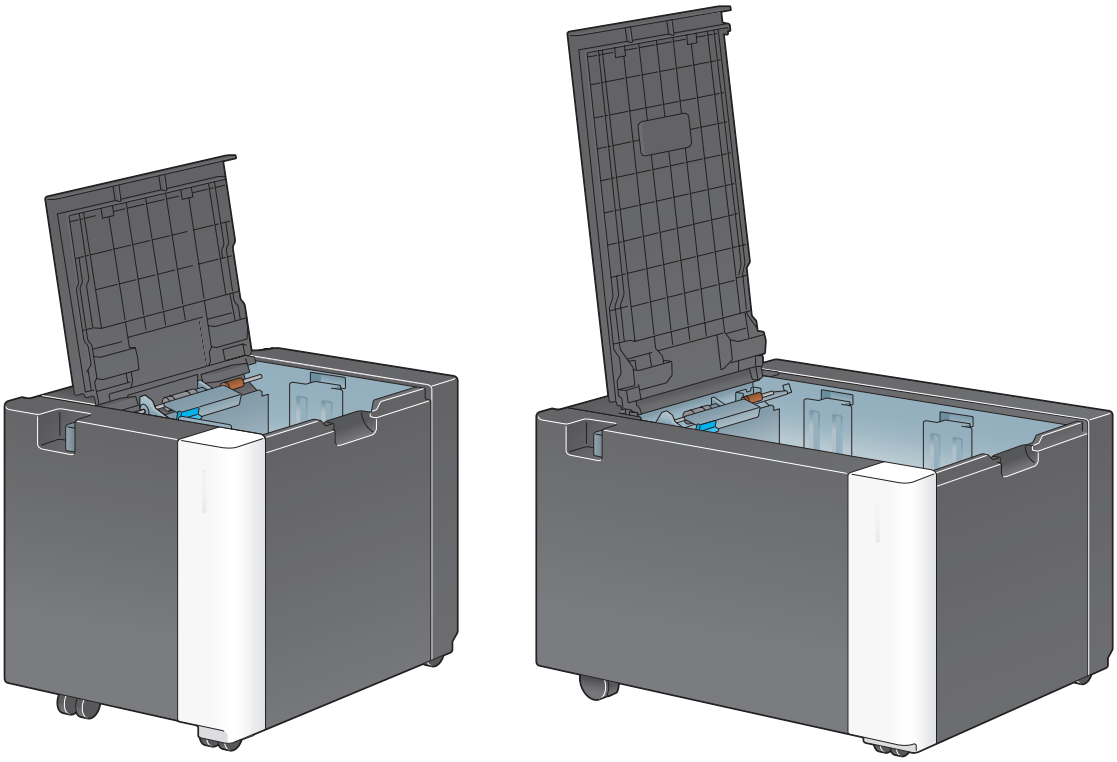


No.	Name
1	**Output Tray**
2	**Punch Scrap Box**
3	**Staple Cartridge**
4	**Saddle Stitcher**



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

Large Capacity Unit LU-301/LU-204



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

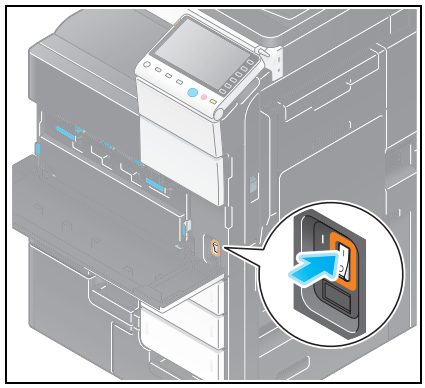
2.4 Power supply

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**, 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

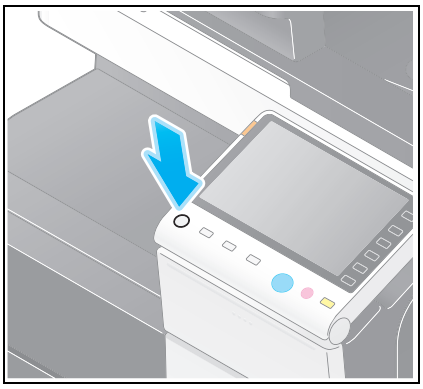
To immediately shift to the power save mode, for example, when work is finished or when not operating this machine for a long period of time, press the **Power** key.

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 received.
	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 operation	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

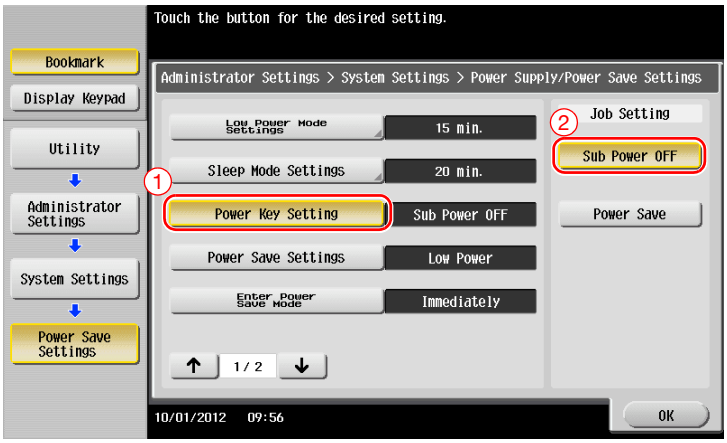
The time required to shift to each mode can be changed in the Administrator Settings. For details, refer to the User's Guide CD.

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 5-52.



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.

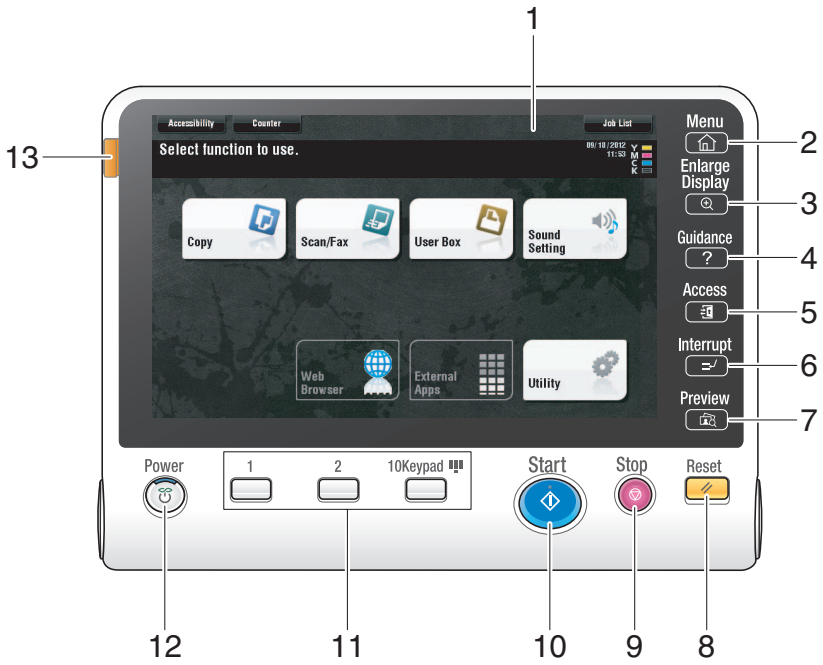
Reference

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

2.5 Control Panel

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

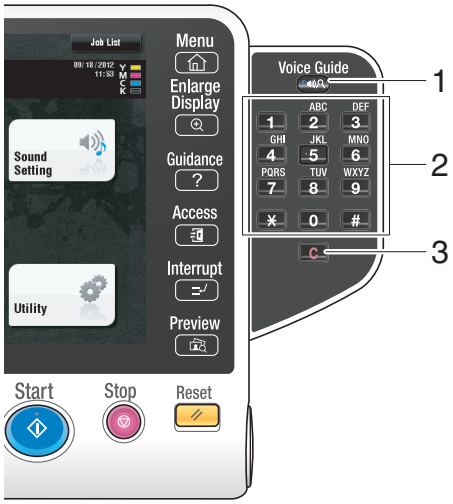
2.5.1 Name of parts



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 descriptions 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 button 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.

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 2-23.
13	**Warning Indicator**	Flashes orange if a warning occurs. Lights up orange if this machine has stopped due to an error.

Equipped with the optional **Keypad KP-101**



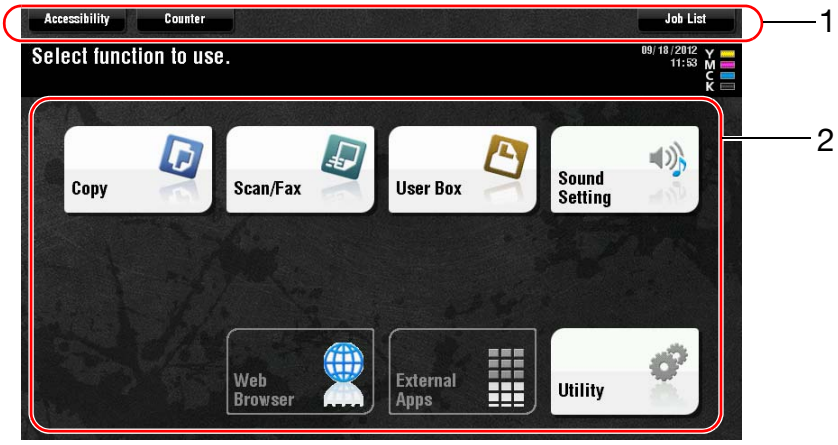
No.	Name	Description
1	**Voice Guide**	Press this key to start the voice guidance function (optional).
2	**Keypad**	Use this **Keypad** to enter numeric values such as the number of copies, zoom ratio, and fax number.
3	**C**	Press this key to cancel numeric values such as the number of copies, zoom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

2.6 Touch Panel

2.6.1 Main menu

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.

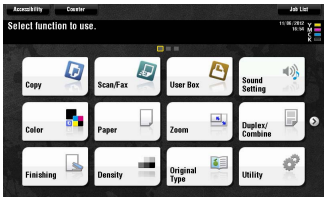
Layout of main menu

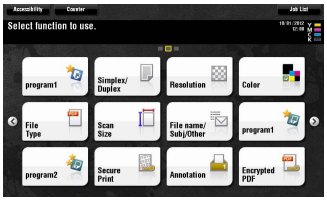


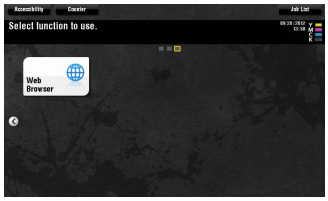
No.	Name	Description
1	[Accessibility]	Tap this button to adjust a **Touch Panel** pressing position, change keying sounds, and configure the operating environment of the **Control Panel**.
	[Counter]	Tap this button to display the total number of pages printed on this machine on a function or color 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 2-33.
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

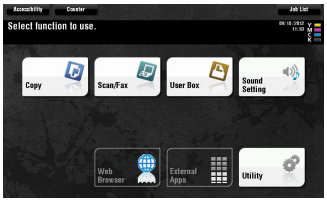
The main menu can be extended to three screens as necessary. Up to 25 keys can be assigned to three main menu screens which can be switched.

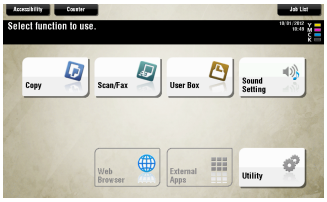


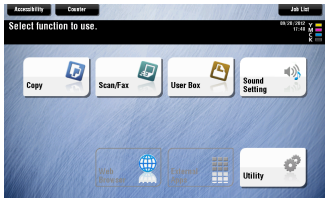




In addition, you can specify your favorite background pattern.







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.

Tap

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

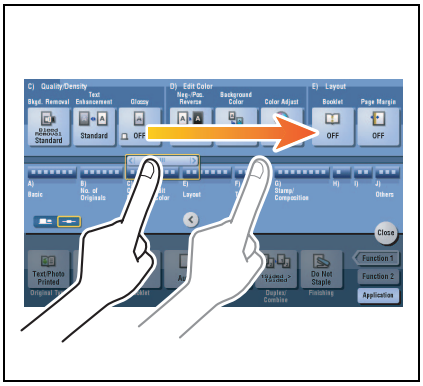
Lightly touch the screen with your finger twice in succession. Used to retrieve detailed information, to enlarge a thumbnail or preview image, and to open a User Box.

Flick

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.

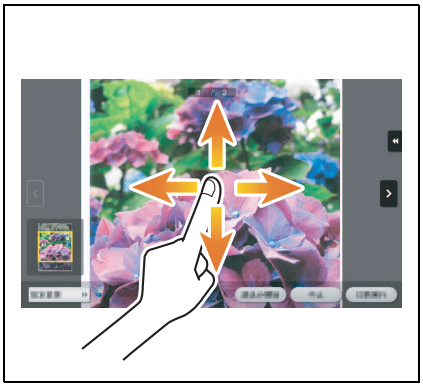
Drag

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



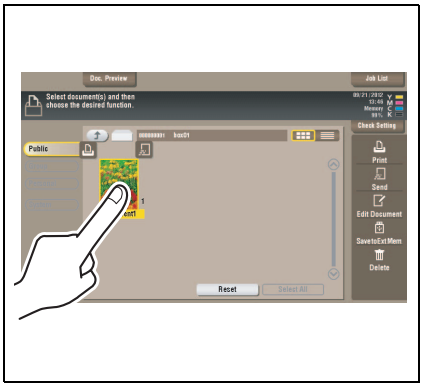
Pan

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.



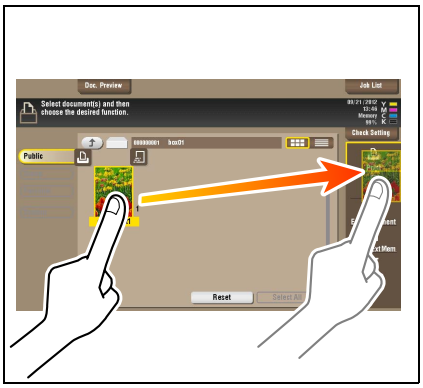
Long-tap

Hold down the document by the finger. Used to display the icon related to the document.



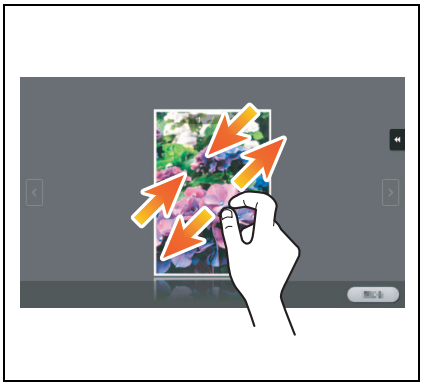
Drag & Drop

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.

Precautions on using the Touch panel

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

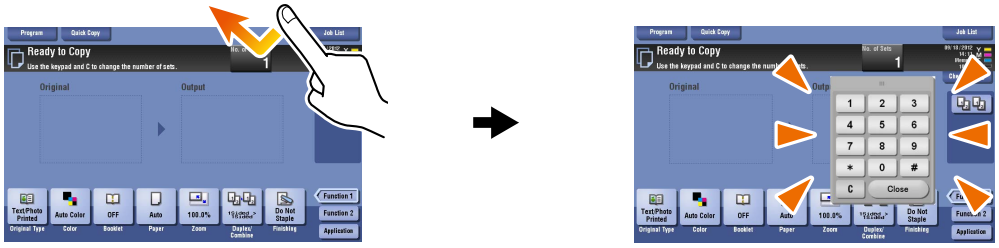
- Use your finger or the **Stylus Pen** supplied with this machine. Note that the **Touch Panel** will not respond appropriately if you operate it using your nail or a pen tip instead of your finger or the **Stylus Pen**.
- Applying a strong force to the **Touch Panel** will damage the **Touch Panel**, 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

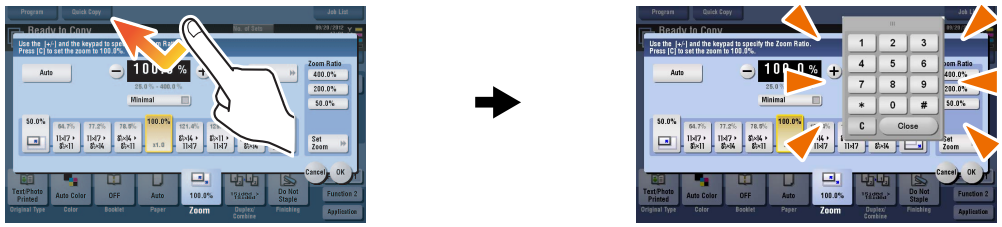
When tapping the input area on the copy screen and etc. for entering the number of copies or entering adjustment values, the **Keypad** will be displayed.

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

Input area for entering the number of copies

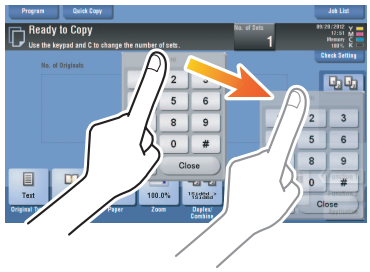


Input area for entering values



How to move the Keypad

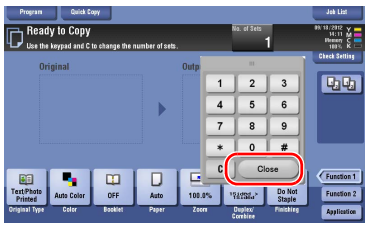
Move your finger while the upper side of **Keypad** is being pressed.



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

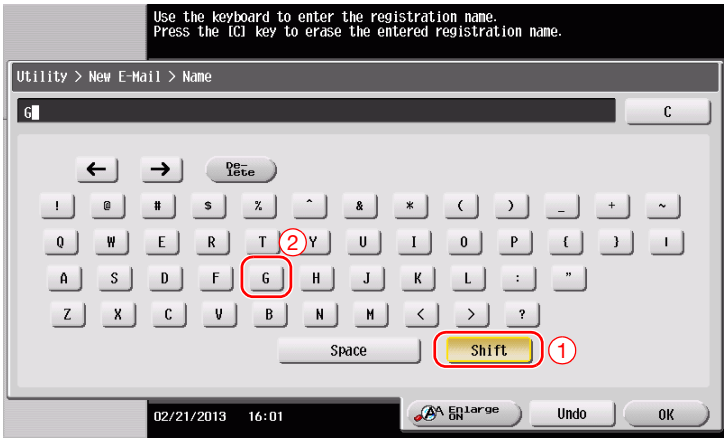
When entering characters to register an address or program, use the keyboard screen displayed on the **Touch Panel**.

When typing in "Group1":

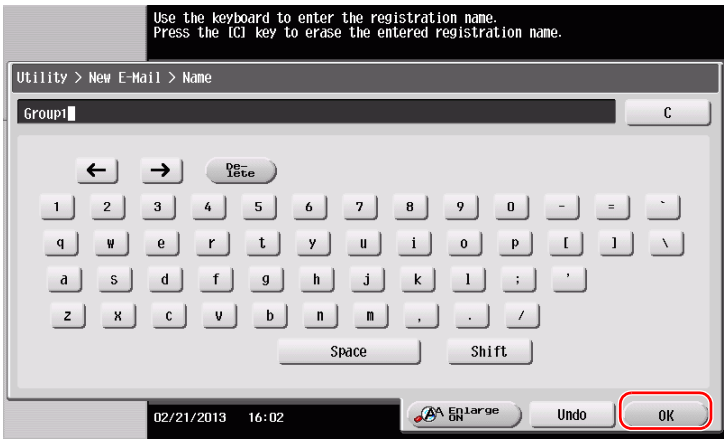
1 To type in uppercase letters or symbols, tap the [Shift] key.

➔ 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.



2 After typing completes, tap [OK].



2.7 Jobs

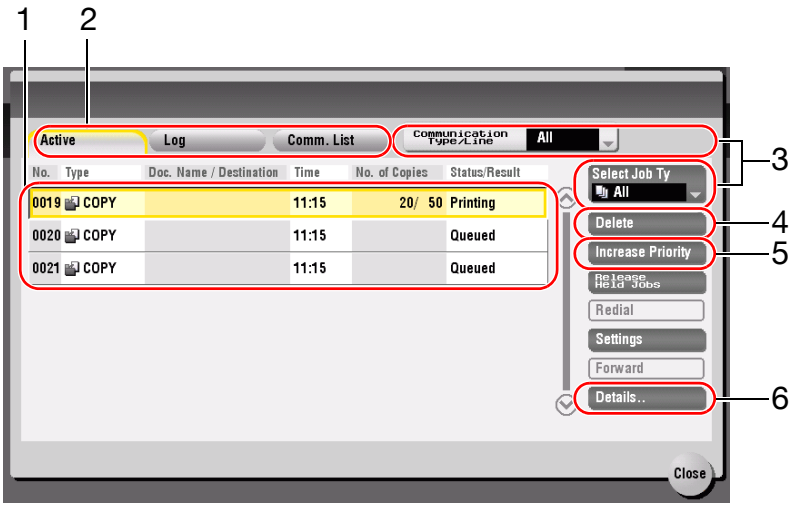
2.7.1 Job screen

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.



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
Copy	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

2.8.1 Loading paper in Tray 1 or Tray 2

Up to 500 sheets of plain paper can be loaded into each tray.

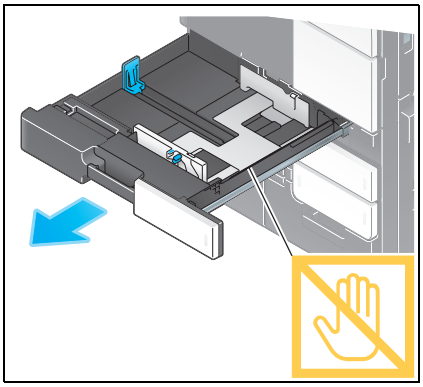
Applicable paper types

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

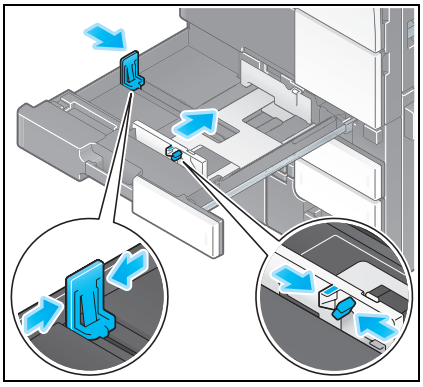
How to load paper

1 Pull out the tray.

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

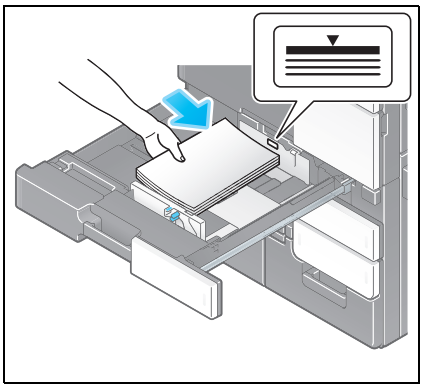


2 Slide the **Lateral Guide** to fit the size of the paper to be loaded.



3 Load paper into the tray.

➔ 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 2-37.

2.8.2 Loading paper into Tray 3 or Tray 4

Up to 1500 sheets of plain paper can be loaded into **Tray 3**, and up to 1000 sheets of plain paper can be loaded into **Tray 4**. It will be convenient to load the most frequently used paper into these trays.

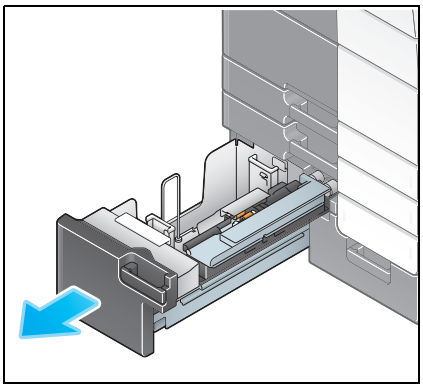
Up to 200 postcards (4 × 6 (A6 Card)) can be loaded into each tray.

Applicable paper types

Plain paper, single-side-only paper, thin paper, special paper, thick paper, letterhead, colored paper, recycled paper, and postcard (4 × 6 (A6 Card))

How to load paper

1 Pull out the tray.



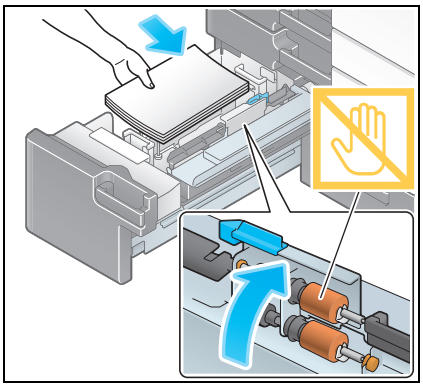
2 Lift the **Paper Feed Roller**, and load paper into the tray.

➔ Load paper into the tray with the print side facing up.

NOTICE

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

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 When loading paper other than plain paper, specify the paper type. For details, refer to page 2-37.

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**.

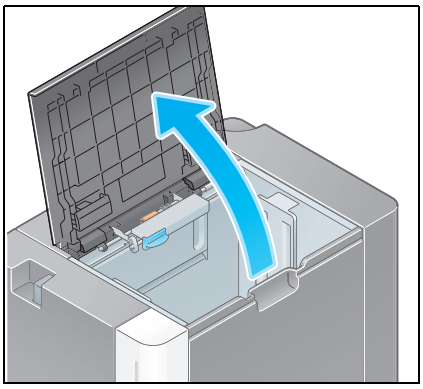
The **Large Capacity Unit** is an option.

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.



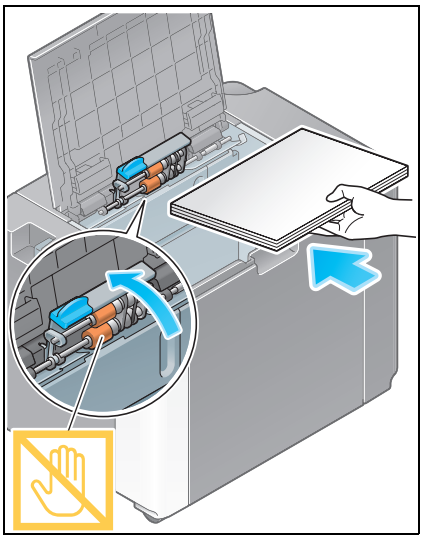
2 Lift the **Paper Feed Roller**, and load paper into the unit.

➔ Load paper into the tray with the print side facing down.

NOTICE

*Exercise care not to touch the surface of the **Paper Feed Roller** 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 2-37.

2.8.4 Bypass Tray

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

Type	Size
Standard-size paper	12 × 18 ▭ to 5-1/2 × 8-1/2 ▭/▯, 4 × 6 ▭, SRA3 ▭, A3 ▭ to A6 ▭, B4 ▭ to B6 ▭, A6 card ▭, 8 × 13 ▭, 16K ▭/▯, 8K ▭, banner paper, envelope (B5 ▭ (6-15/16 inches × 9-13/16 inches (176 mm × 250 mm)), C4 ▭ (9 inches × 12-3/4 inches (229 mm × 324 mm)), C5 ▭ (6-3/8 inches × 9 inches (162 mm × 229 mm)), C6 ▭ (6-3/8 inches × 4-1/2 inches (162 mm × 114 mm)), DL ▭ (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

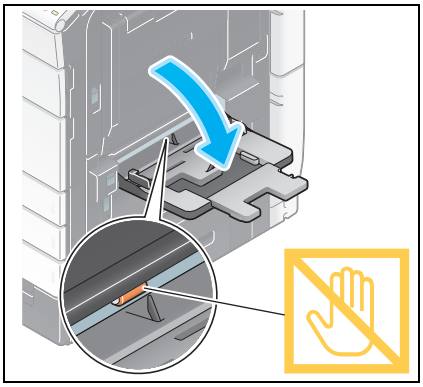
1 Open the tray.

➔ To load large-sized paper, pull out the **Tray Extension**.

➔ To load banner paper, install the **Mount Kit MK-715** for banner paper.

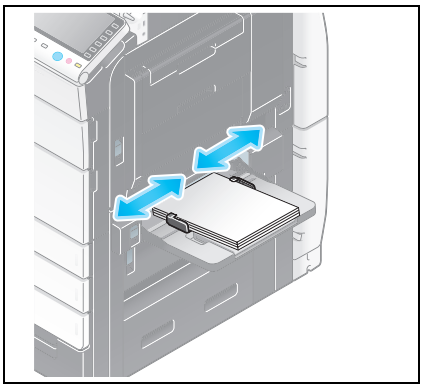
NOTICE

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

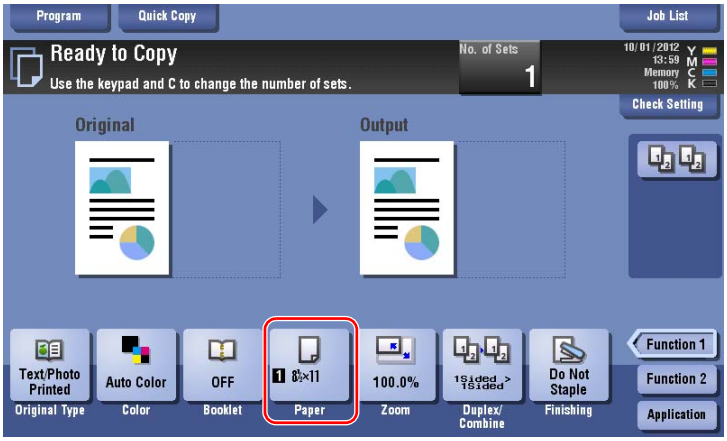


2 After loading paper, adjust the **Lateral Guide**.

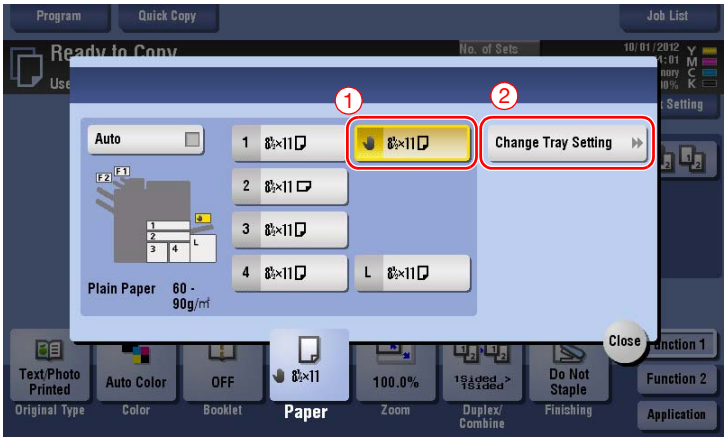
➔ Load paper into the tray with the print side facing down.



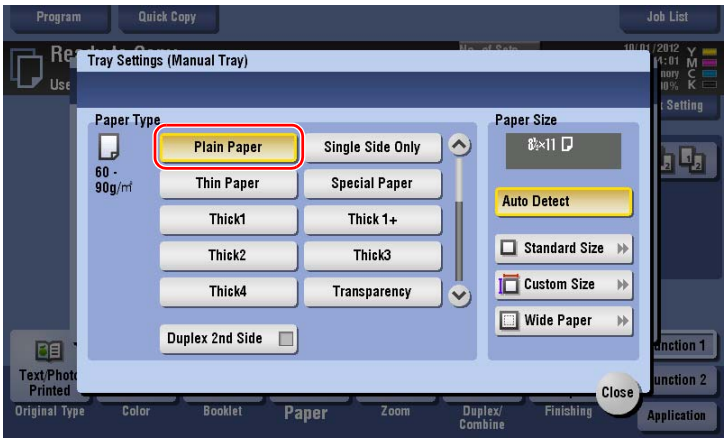
3 Specify the paper type. Tap [Paper].



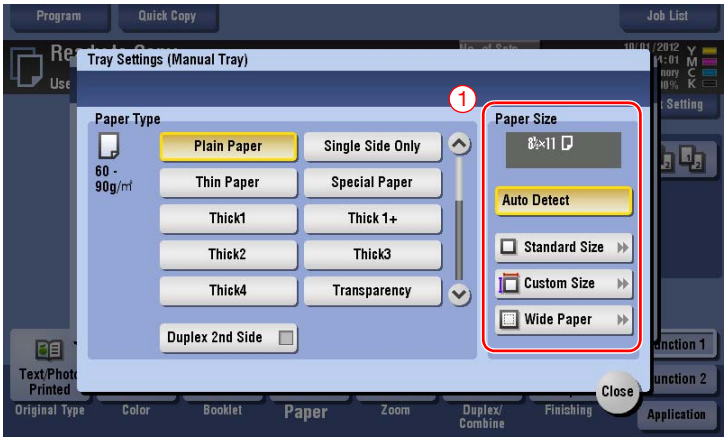
4 Select [✋], then tap [Change Tray Setting].



5 Select the paper type.

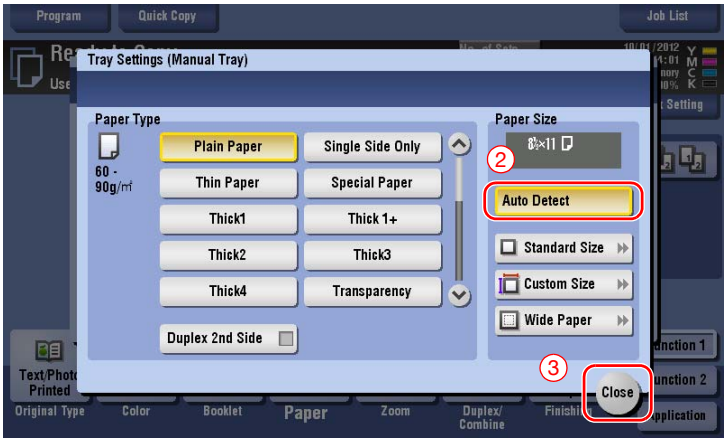


6 Specify the paper size.



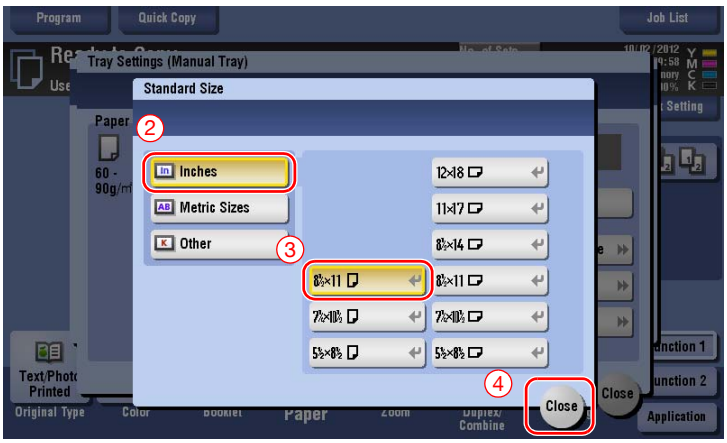
➔ For Auto Detect

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

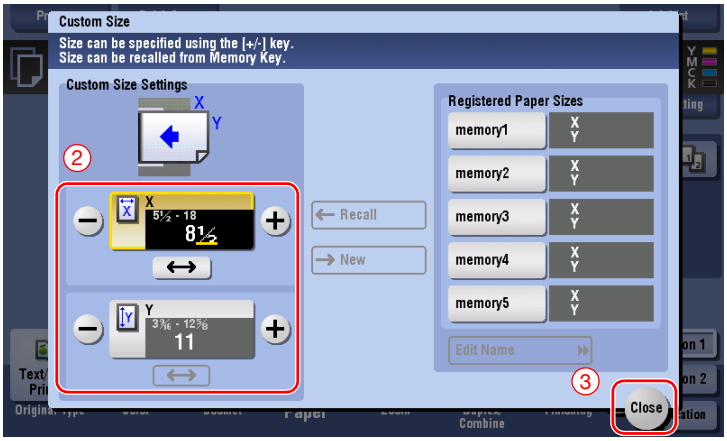


➔ For Standard Size

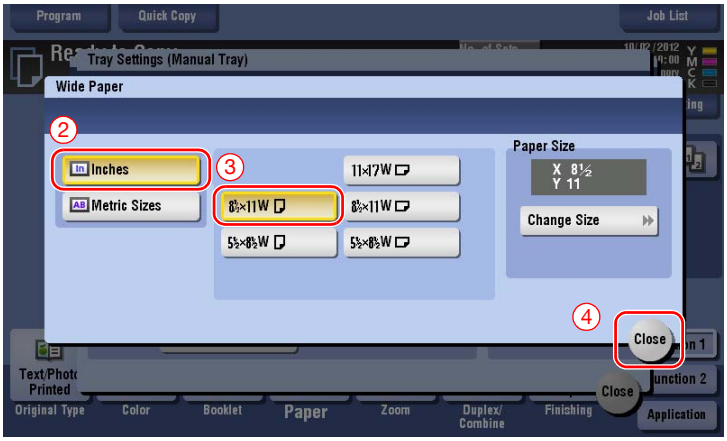
[Standard Size] is available when loading a postcard or standard-size paper for overseas.



➔ For Custom Size



➔ For Wide Paper



3 Basic Settings and Operations

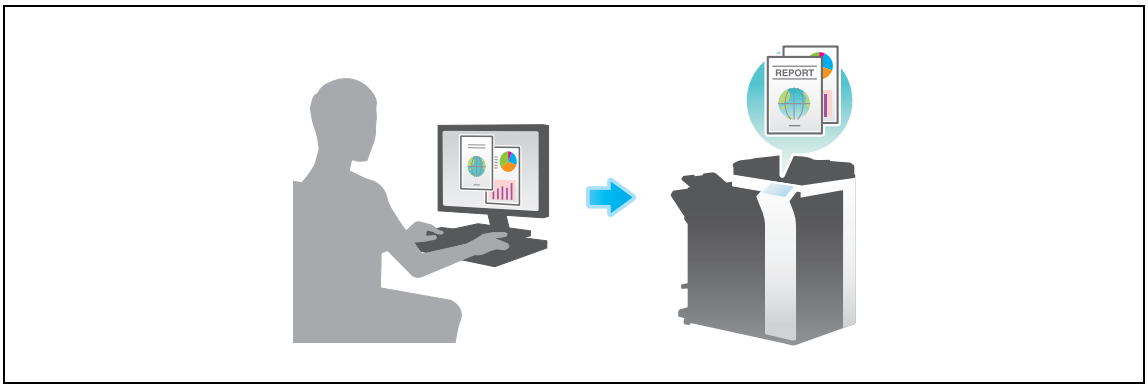
3 Basic Settings and Operations

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

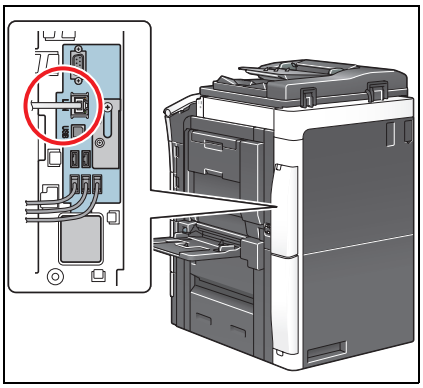
➔ Open the data you want to print using the application software.

2 Configuring the printer driver for printing

➔ Select a printer driver, and change the setting if necessary before printing.

Checking the cable connection

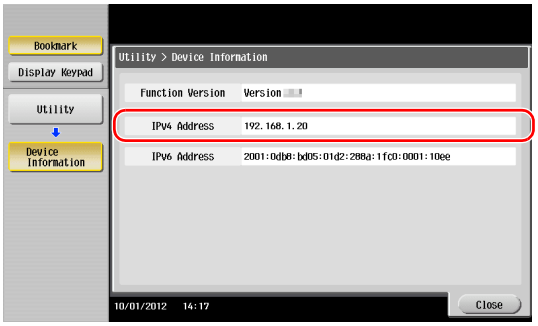
Check that a LAN cable is connected to the LAN port of this machine and the green LED is on.



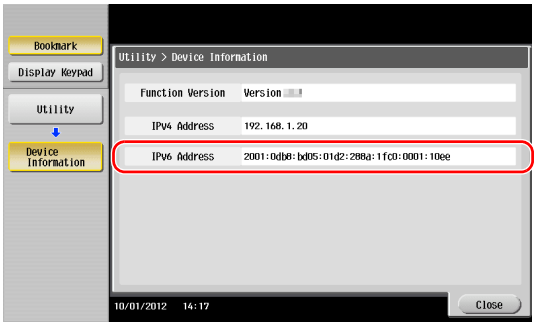
Checking network settings of this machine

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

- For IPv4 environment

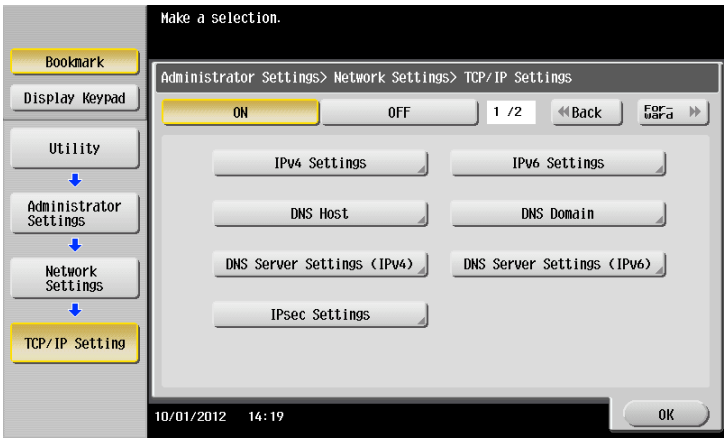


- For IPv6 environment



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 5-52.

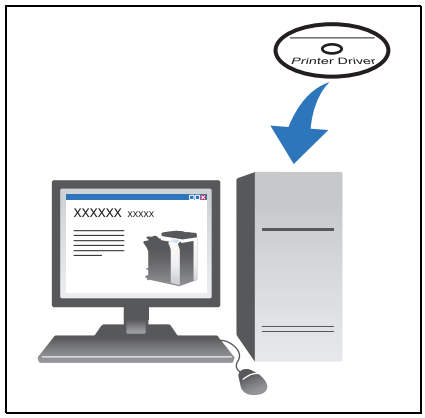


Installing the printer driver

Use the installer to install the printer driver.

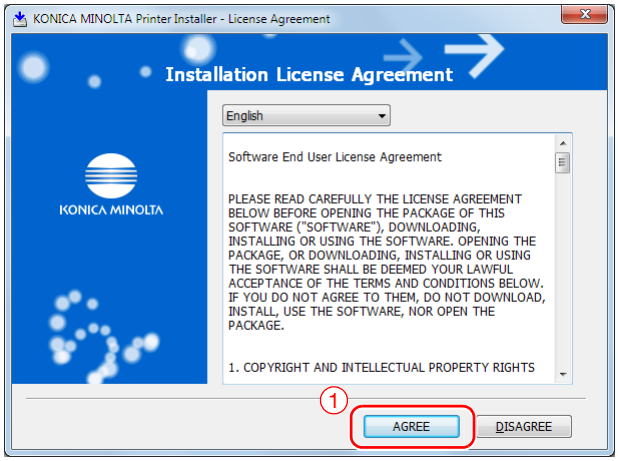
✔ This operation requires administrator privileges for your computer.

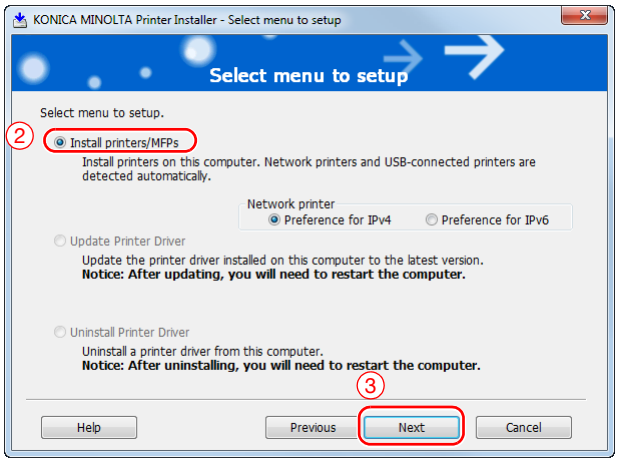
1 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.



2 Click [Printer Install].

3 Proceed with the procedure according to the on-screen instructions.

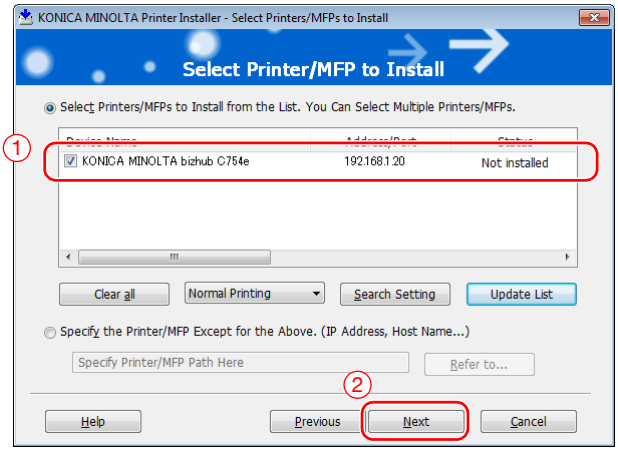




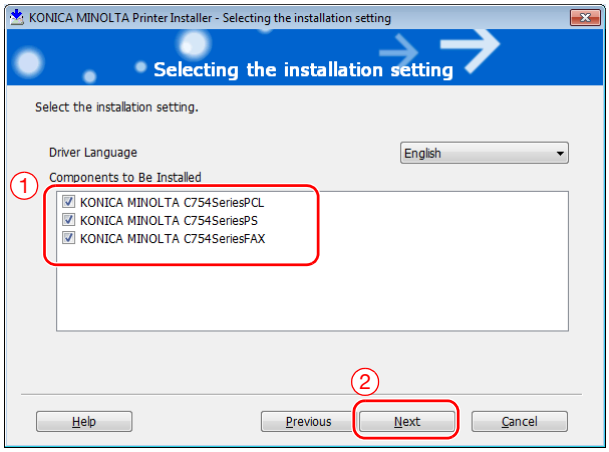
This automatically searches for the appropriate network and displays printers and MFPs that are compatible with the printer driver.

4 Select this machine from the list.

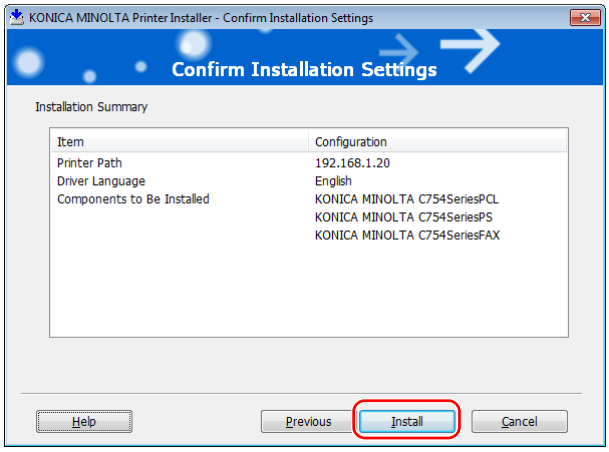
➔ If multiple identical models are displayed, check the IP address to select an appropriate one. For details on how to check the IP address of this machine, refer to page 3-3.



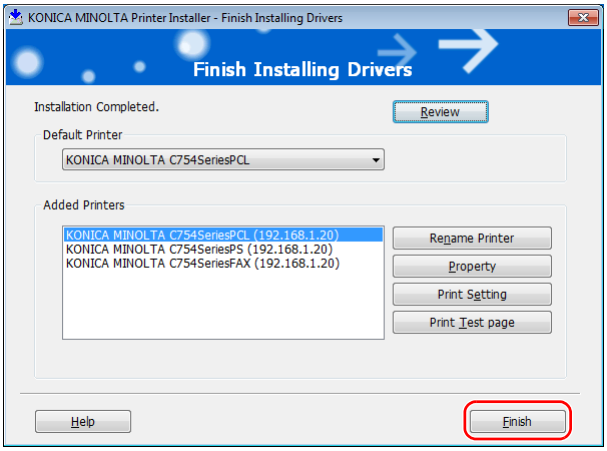
5 Select the check boxes of the printer drivers to be installed.



6 Click [Install].



7 Click [Finish].

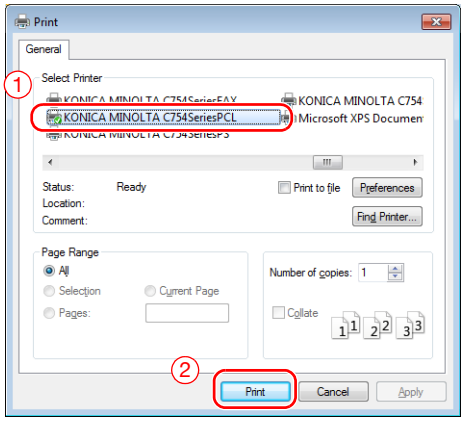


Printing data

1 Open the data you want to print using the application software.

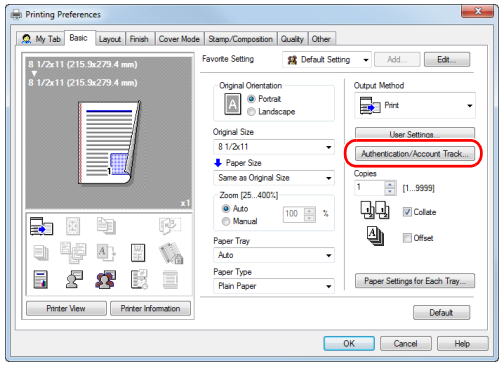
2 In the [File] menu, click [Print].

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



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.



Types of printer drivers

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-compatible application software from Adobe or other vendors. This driver is often used in graphics and light printing applications where good color reproducibility is important.
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)

➔ 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

➔ 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

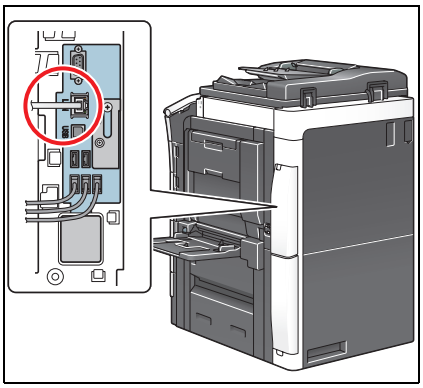
➔ Open the data you want to print using the application software.

2 Configuring the printer driver for printing

➔ Select a printer driver, and change the setting if necessary before printing.

Checking the cable connection

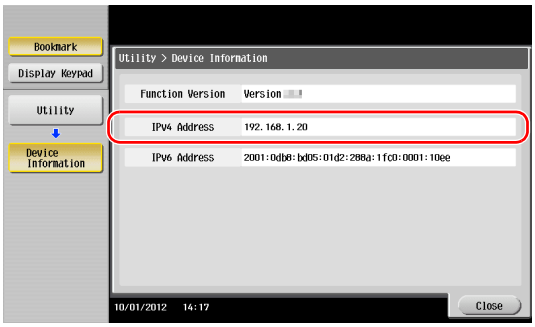
Check that a LAN cable is connected to the LAN port of this machine and the green LED is on.



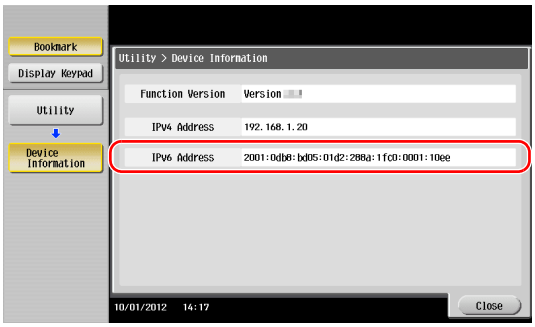
Checking network settings of this machine

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

- For IPv4 environment

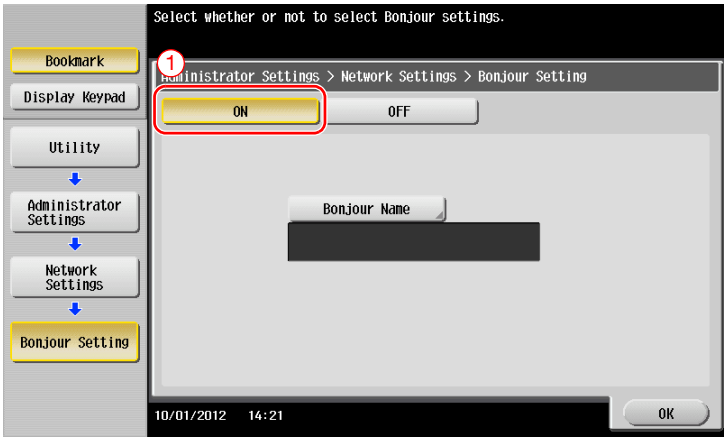


- For IPv6 environment

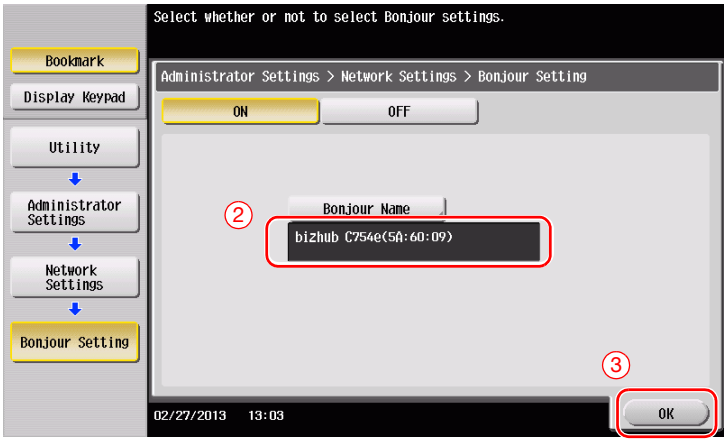


2 Specify the Bonjour name. Tap [Utility], and select [Administrator Settings] - [Network Settings] - [Bonjour Setting] - [ON].

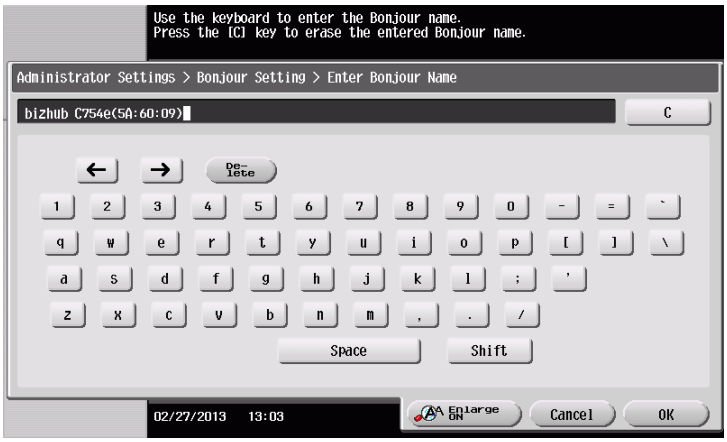
➔ For information on the default administrator password, refer to page 5-52.



➔ The Bonjour name is displayed on the printer driver as a connected device name. For "bizhub C754e (5A:0C:4B)", "bizhub C754e" indicates the product name, and "(5A:0C:4B)" indicates the last three bytes of the MAC address.

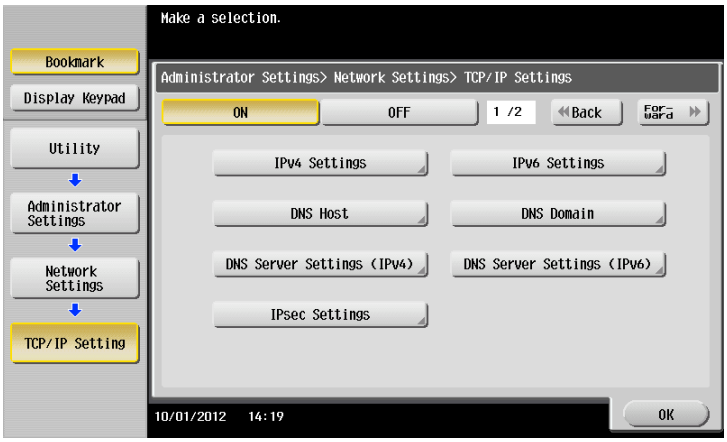


➔ To change the Bonjour name, tap [Bonjour Name], and enter the name using the displayed keyboard.



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 5-52.

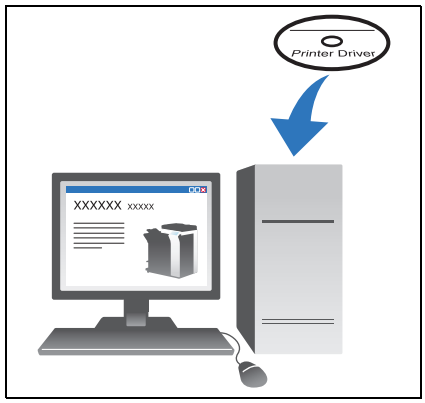


Installing the printer driver

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.

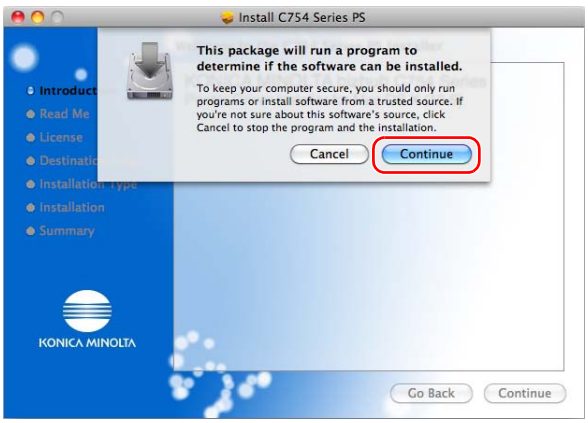
Example: /Driver/OS_10_6_x/Letter/bizhub_C754_106.pkg (Printer driver for OS X 10.6)

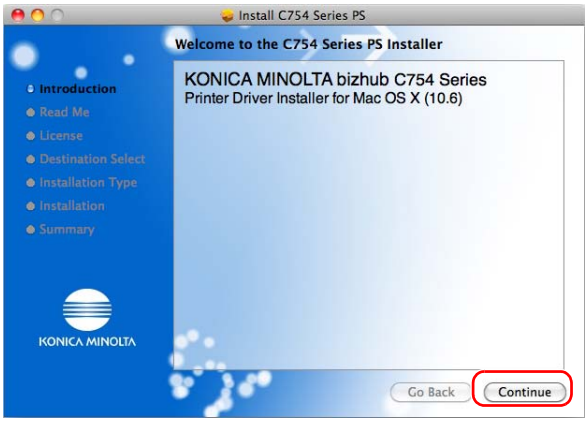
➔ When ordinarily using metric-sized paper, select a printer driver in the "A4" directory.

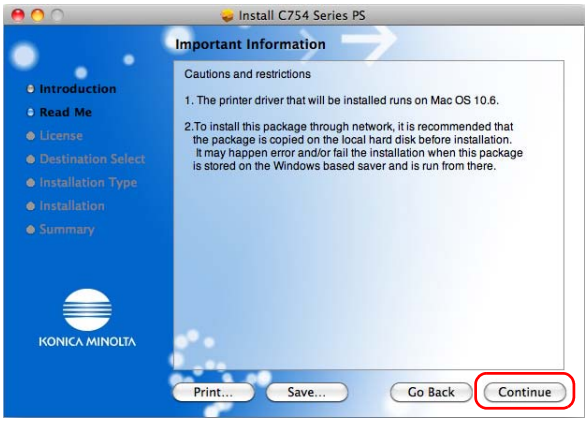
➔ The last three digits of the printer driver name indicate the version of the operating system.

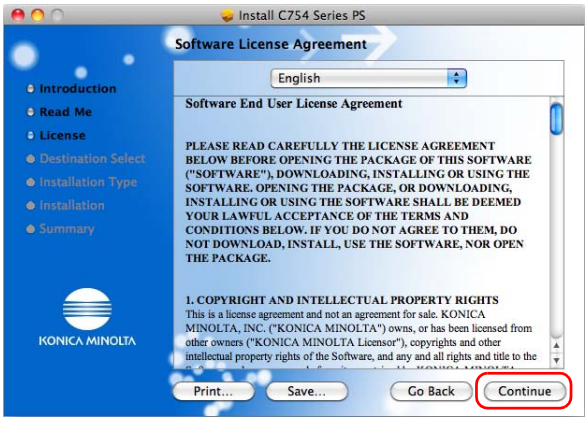
3 Double-click the file copied onto the desktop.

4 Proceed with the procedure according to the on-screen instructions until the installation screen appears.




Install C754 Series PS
Welcome to the C754 Series PS Installer
Introduction
Read Me
License
Destination Select
Installation Type
Installation
Summary
KONICA MINOLTA bizhub C754 Series
Printer Driver Installer for Mac OS X (10.6)
KONICA MINOLTA
Go Back
Continue


Install C754 Series PS
Important Information
Introduction
Read Me
License
Destination Select
Installation Type
Installation
Summary
Cautions and restrictions
1. The printer driver that will be installed runs on Mac OS 10.6.
2.To install this package through network, it is recommended that the package is copied on the local hard disk before installation. It may happen error and/or fail the installation when this package is stored on the Windows based saver and is run from there.
KONICA MINOLTA
Print...
Save...
Go Back
Continue


Install C754 Series PS
Software License Agreement
Introduction
Read Me
License
Destination Select
Installation Type
Installation
Summary
English
Software End User License Agreement
PLEASE READ CAREFULLY THE LICENSE AGREEMENT BELOW BEFORE OPENING THE PACKAGE OF THIS SOFTWARE ("SOFTWARE"). DOWNLOADING, INSTALLING OR USING THE SOFTWARE. OPENING THE PACKAGE, OR DOWNLOADING, INSTALLING OR USING THE SOFTWARE SHALL BE DEEMED YOUR LAWFUL ACCEPTANCE OF THE TERMS AND CONDITIONS BELOW. IF YOU DO NOT AGREE TO THEM, DO NOT DOWNLOAD, INSTALL, USE THE SOFTWARE, NOR OPEN THE PACKAGE.
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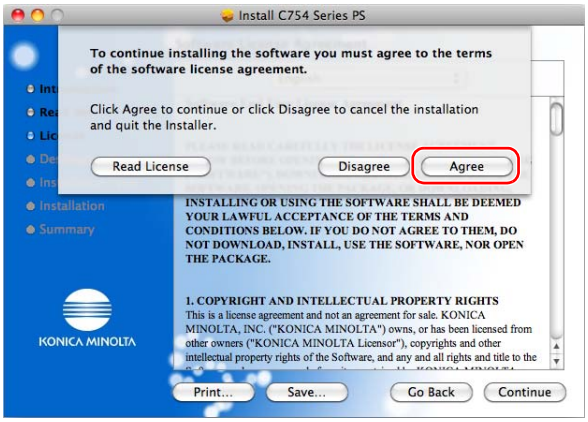
KONICA MINOLTA
Print...
Save...
Go Back
Continue


Install C754 Series PS
To continue installing the software you must agree to the terms of the software license agreement.
Click Agree to continue or click Disagree to cancel the installation and quit the Installer.
Read License
Disagree
Agree
Installation
Summary
INSTALLING OR USING THE SOFTWARE SHALL BE DEEMED YOUR LAWFUL ACCEPTANCE OF THE TERMS AND CONDITIONS BELOW. IF YOU DO NOT AGREE TO THEM, DO NOT DOWNLOAD, INSTALL, USE THE SOFTWARE, NOR OPEN THE PACKAGE.
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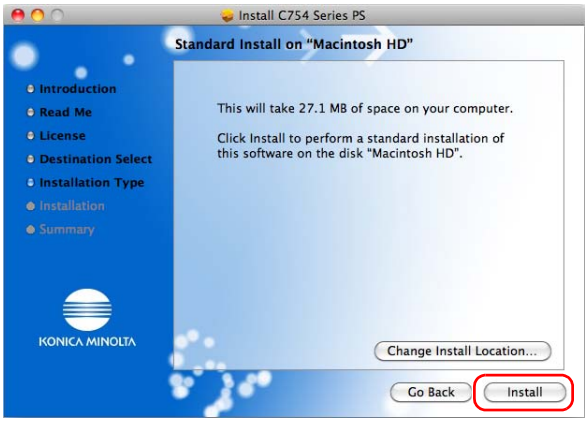
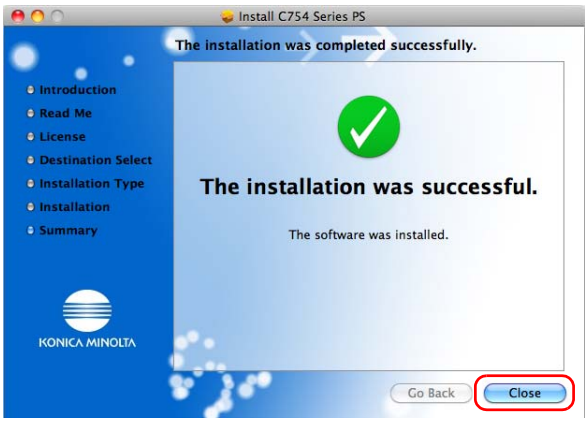
Print...
Save...
Go Back
Continue

5 Click [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.

7 Click [Close].



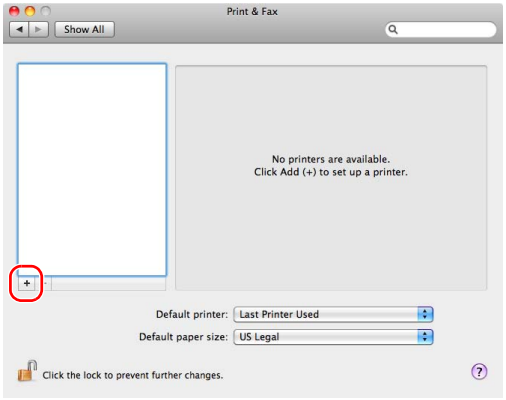
Adding and configuring a printer driver

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

✔ This operation requires administrator privileges for your computer.

1 In the Apple Menu, click [System Preferences] - [Print & Fax].

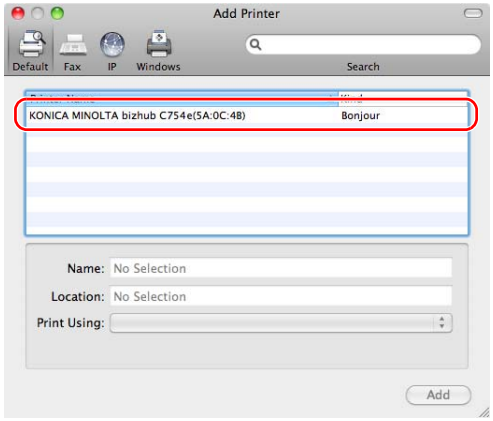
2 Click [+].



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

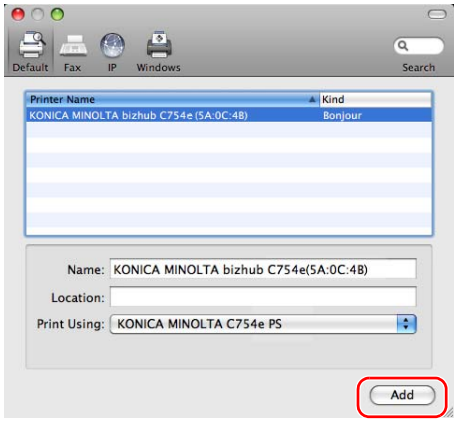
3 Select a printer for the Bonjour connection. Search for this machine from the list of printers for which [Kind] is set to [Bonjour], and click it.

➔ If you cannot identify the connected machine because multiple same product names are listed, check with the administrator.

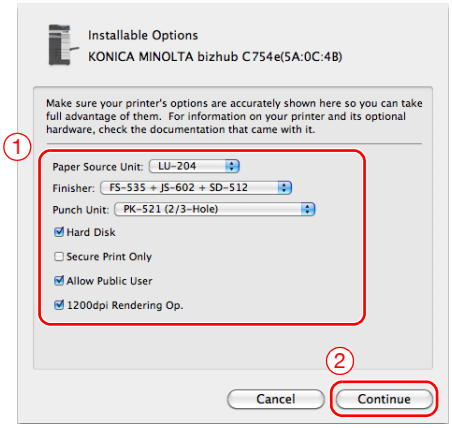


This automatically searches for a printer driver compatible with the selected printer.

4 Check that the printer driver is displayed.



5 Select the installed optional units.

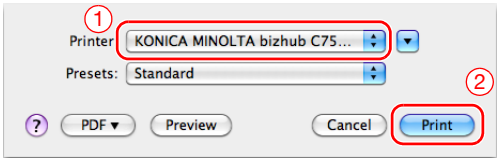


Printing data

1 Open the data you want to print using the application software.

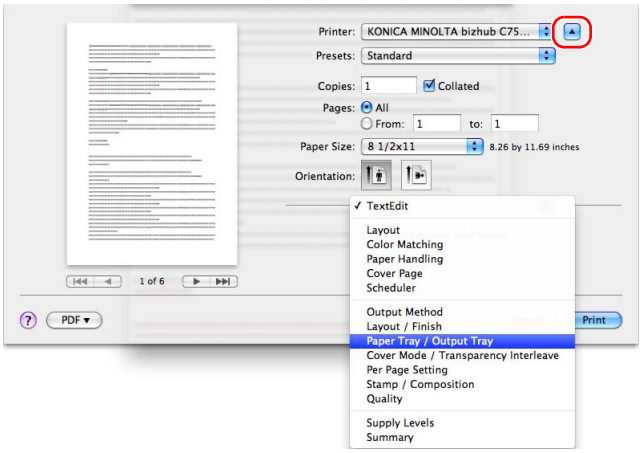
2 From the [File] menu, select [Print].

3 Select the Bonjour name of this machine.



Tips

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



3.2 Scan-to-Send function

3.2.1 Various transmission methods

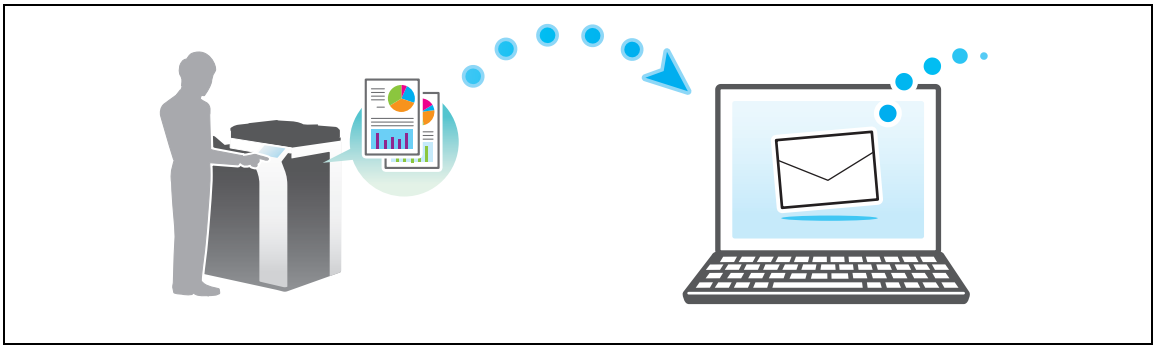
The original data scanned by this machine can be sent and saved using a variety of methods.

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.

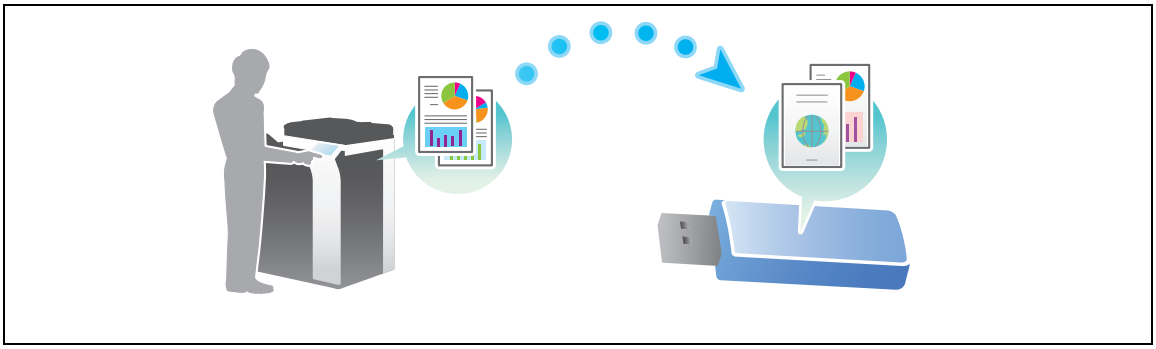
Transmitting data as E-mail attachment (E-mail TX)

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)

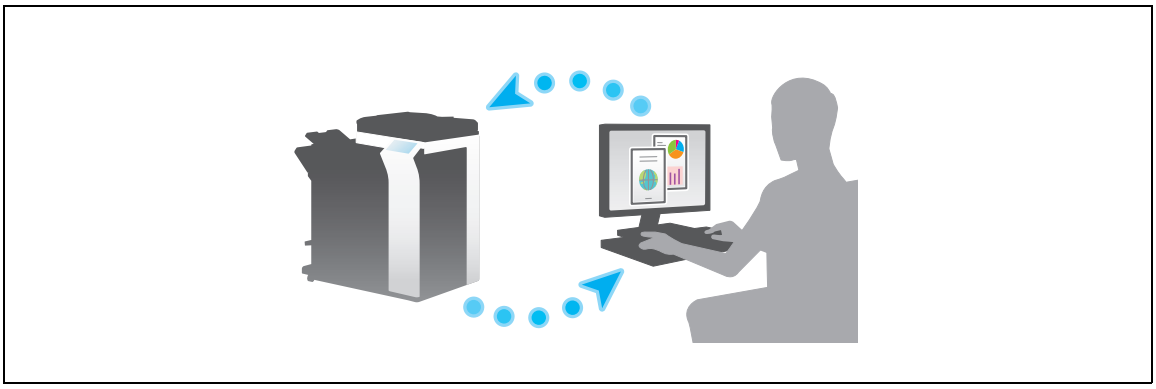
Directly save scanned data on the USB memory device connected to this machine. For details, refer to page 3-77.



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

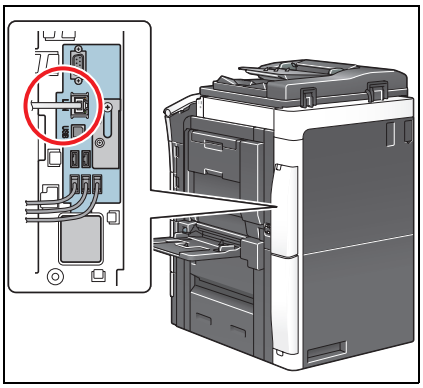
➔ Select a registered destination, and check the settings such as the file type and image quality.

3 Press the **Start** key.

➔ Press the **Start** key to scan the original.

Checking the cable connection

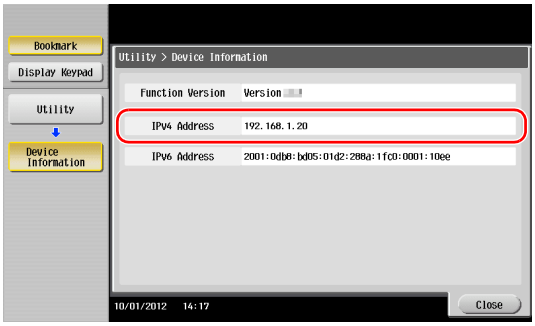
Check that a LAN cable is connected to the LAN port of this machine and the green LED is on.



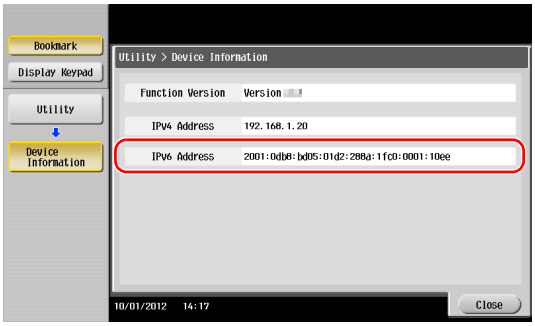
Checking network settings of this machine

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

- For IPv4 environment

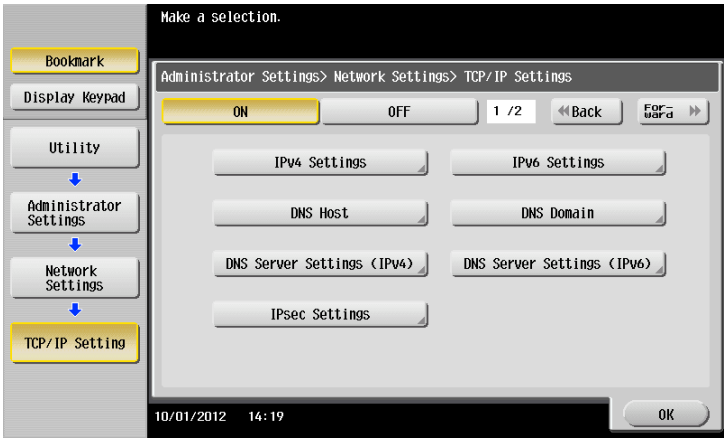


- For IPv6 environment



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 5-52.



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 system administrator.

Checking computer information

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

1 Display the Properties window of the computer.

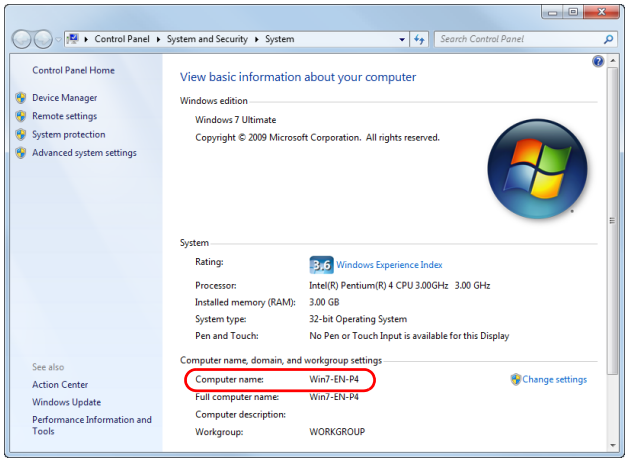
➔ In Windows 8.1, click [⊕] in the Start window, then select [Computer]. On the toolbar, select [Computer] - [System properties].

➔ 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].

➔ In Windows XP, open the Start menu, and right-click on [My Computer], and select [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].

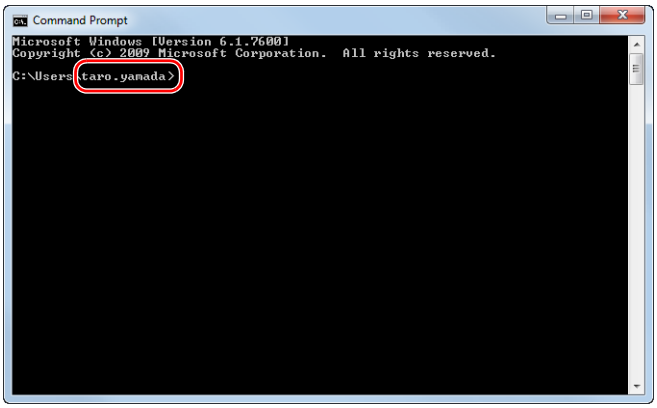
➔ In Windows 8, right-click on the Start window, then select [All apps] - [Command Prompt].

➔ In Windows Vista/7, from the Start menu, select [All Programs] - [Accessories] - [Command Prompt].

➔ In Windows XP, open the Start menu, and select [Programs] - [Accessories] - [Command Prompt].

4 Check the user name, and write it down in the User ID column of the checklist.

➔ In the example shown below, "taro.yamada" is displayed as the user ID.



Configuring your computer

Create a new folder, and enable the sharing settings.

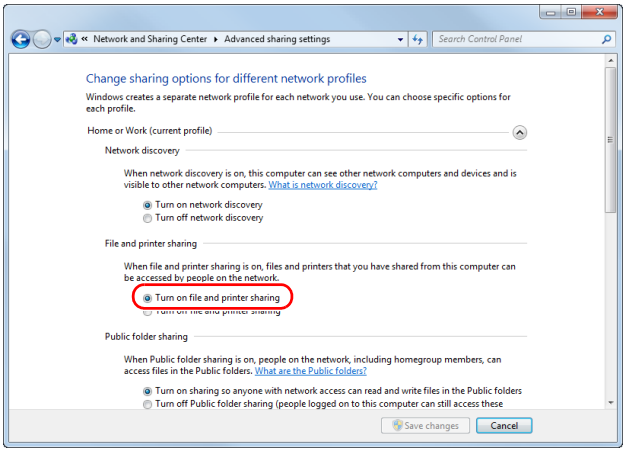
✔ This operation requires administrator privileges for your computer.

1 Display the Network and Sharing Center window to configure a sharing setting.

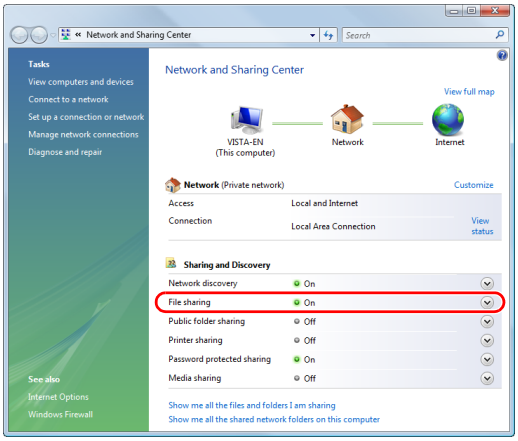
➔ In Windows 8.1, click [ⓓ] in the Start window, select [Control Panel] - [Network and Internet] - [Network and Sharing Center] - [Change advanced sharing settings], then select the [Turn on file and printer sharing] check box.

➔ 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.



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

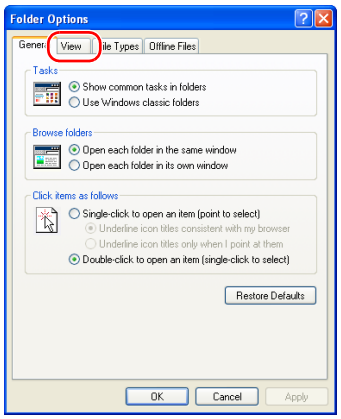


➔ For Windows XP, the control panel setting is not required.

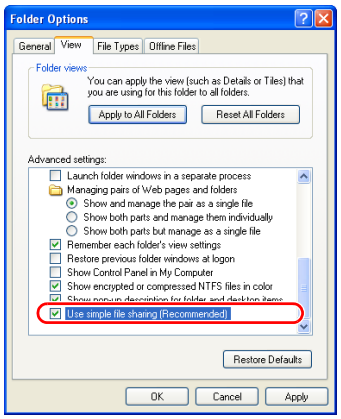
2 Create a new folder, and write down the folder name in the File path column of the checklist.

3 Only for Windows XP, check the folder options.

➔ Double-click the folder, select [Tools] - [Folder Options...] then click the [View] tab.

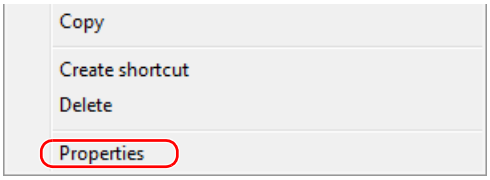


➔ Clear the [Use simple file sharing (Recommended)] check box.



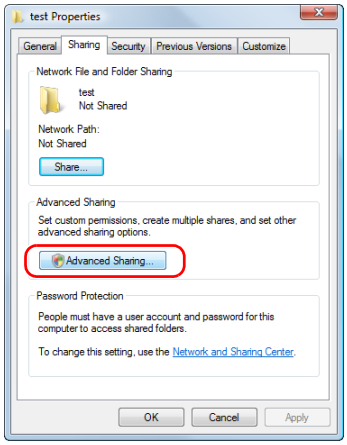
4 Configure the setting to share the folder created in Step 2. Right-click on the folder, then click [Properties].

➔ For Windows XP, right-click on the folder, then click [Sharing and Security].

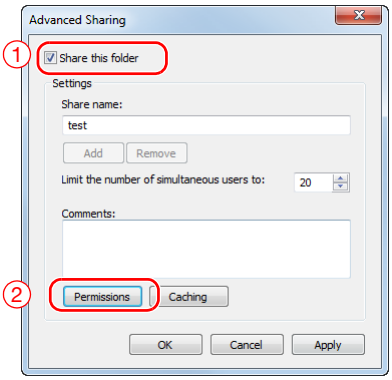


5 Click the [Sharing] tab, then click [Advanced Sharing].

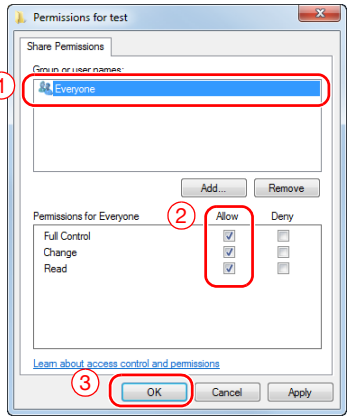
➔ For Windows XP, [Advanced Sharing] does not appear.



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



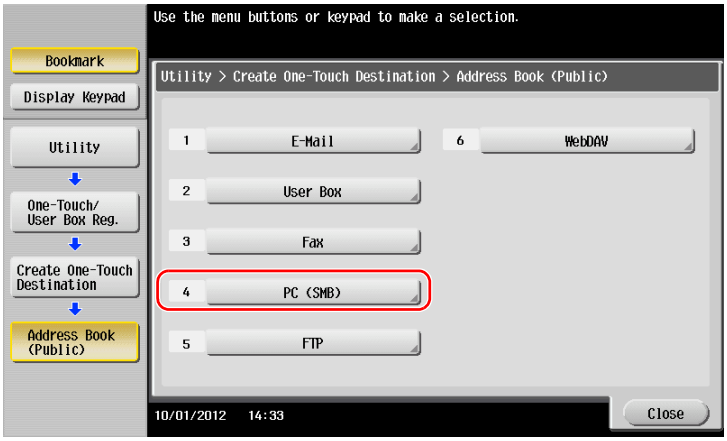
7 Select [Everyone] from the [Group or user names:] list, then select all of the [Allow] check boxes.



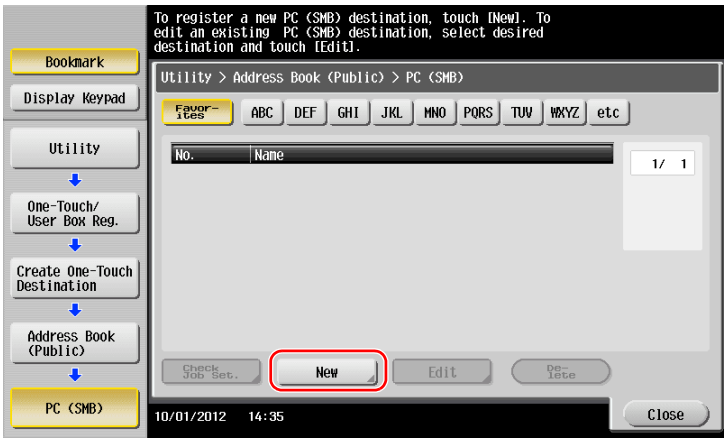
Registering destinations

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)].

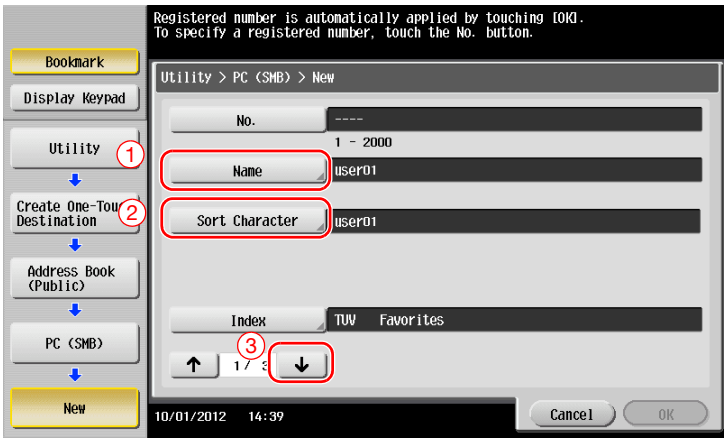


2 Tap [New].



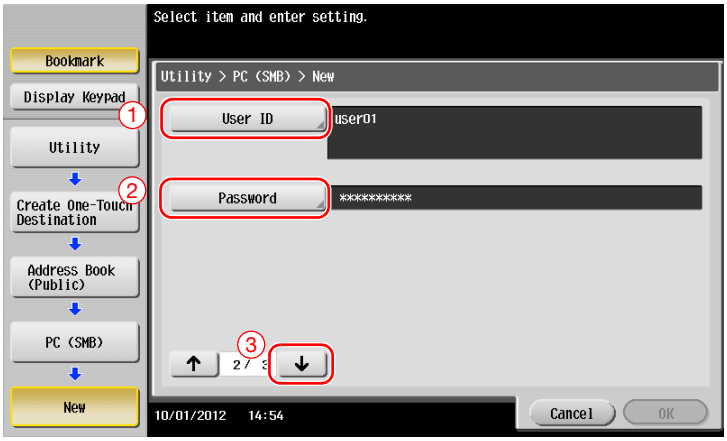
3 For [Name], specify the name to be displayed on the assigned key.

➔ For [Sort Character], enter the same name as [Name].



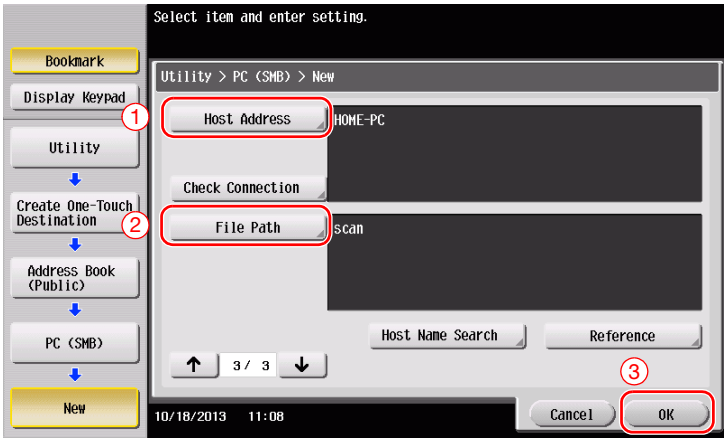
➔ This sets the appropriate index for the name, which you entered into [Name], to [Index]. To change the setting, tap [Index].

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

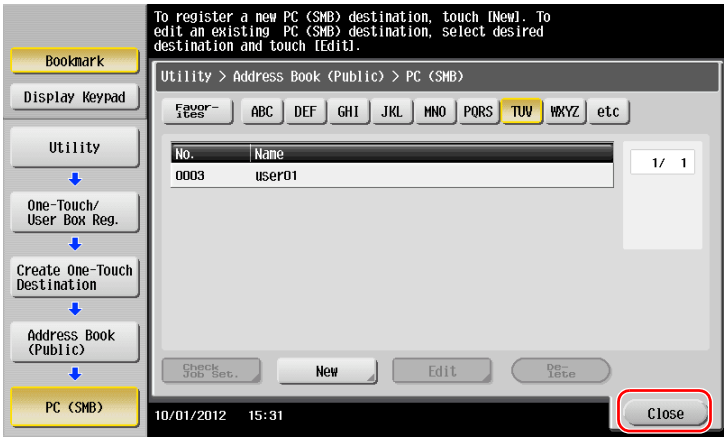


5 While checking the checklist, enter the host address and file path you wrote down.

➔ When not specifying a folder, enter a slash "/" for the file path. When specifying a folder, enter only the folder name without slash "/".

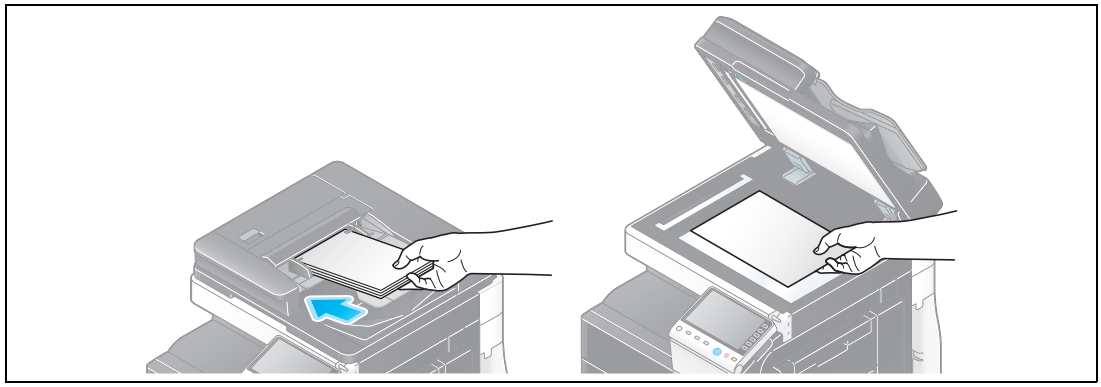


6 Tap [Close].

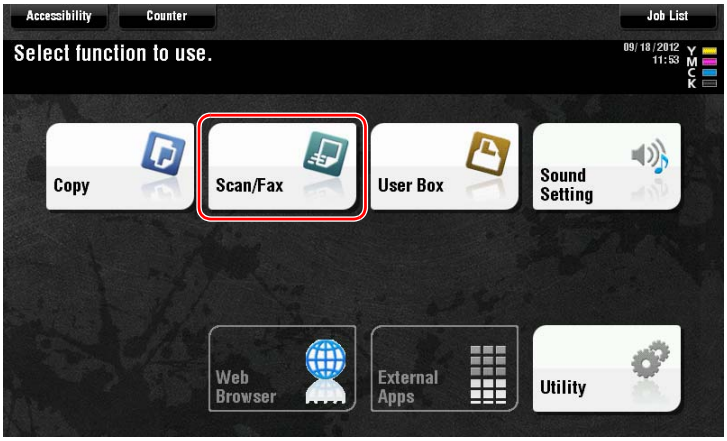


Sending the original

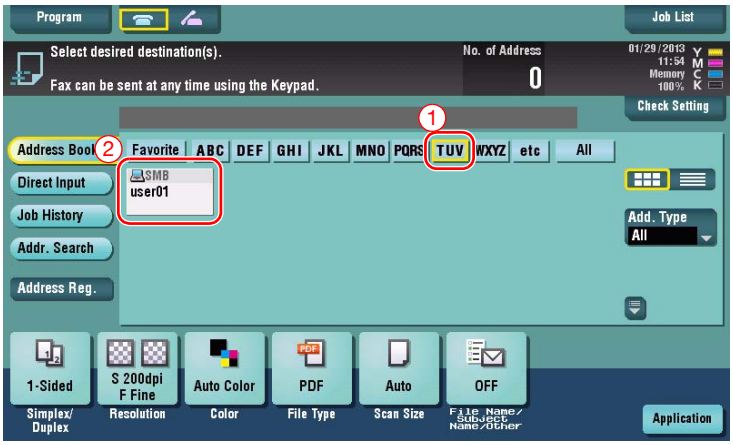
1 Load the original.



2 Tap [Scan/Fax].



3 Select a destination.



4 Check the setting if necessary.

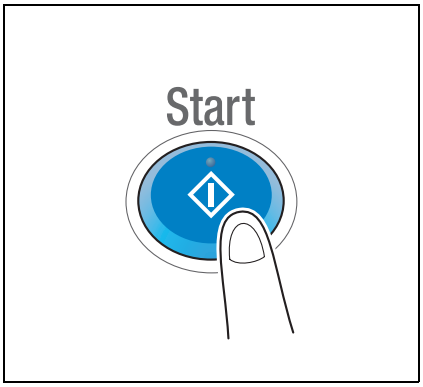
➔ Tap [Check Setting] to check the setting.

➔ 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.
[File Name/Subject Name/Other]	Change the file name or the subject of an E-mail to be sent.

5 Press the **Start** key.



3.2.3 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.

1 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

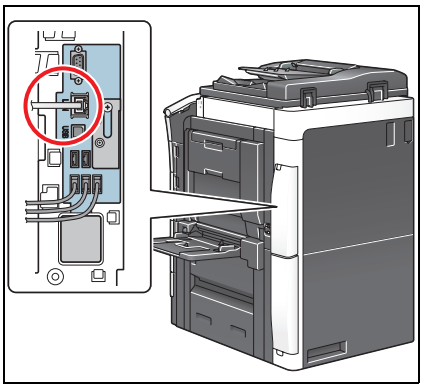
➔ Select a registered destination, and check the settings such as the file type and image quality.

3 Press the **Start** key.

➔ Press the **Start** key to scan the original.

Checking the cable connection

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

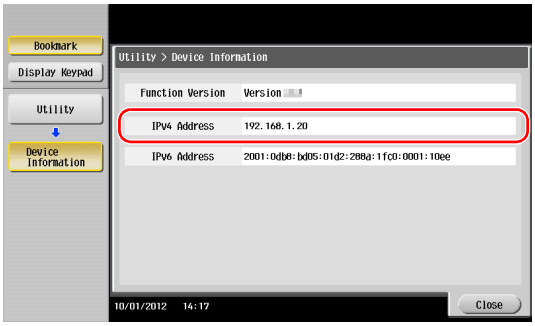


Checking network settings of this machine

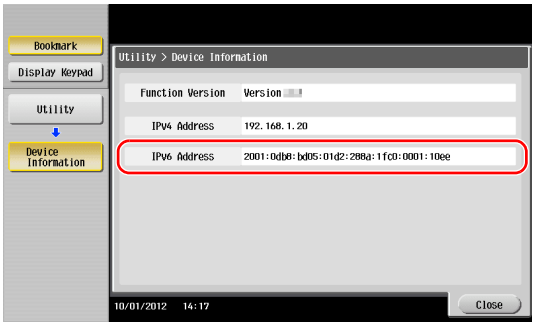
Tap [Utility], and select [Device Information].

Check that the IP address is displayed.

- For IPv4 environment

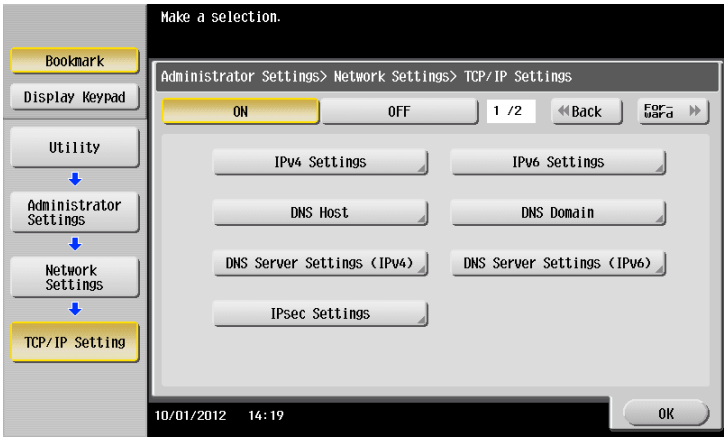


- For IPv6 environment



Tips

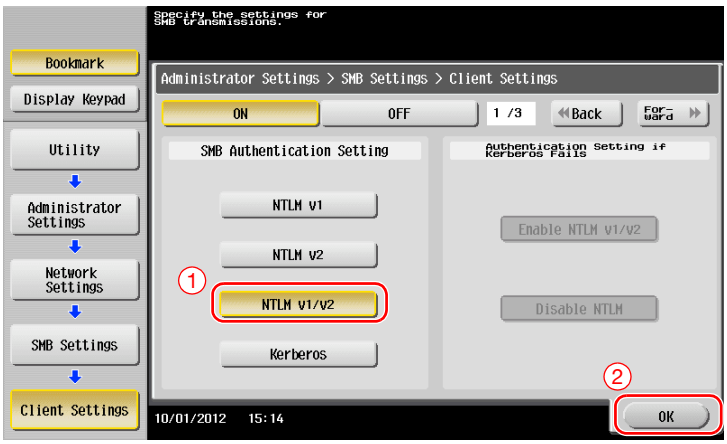
- In Mac OS X10.6 or earlier, the default settings are available during general use, but you need to change settings depending on your network environment.
- If no IP address is displayed, you need to configure the network. Tap [Utility], and select [Administrator Settings] - [Network Settings] - [TCP/IP 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 5-52.



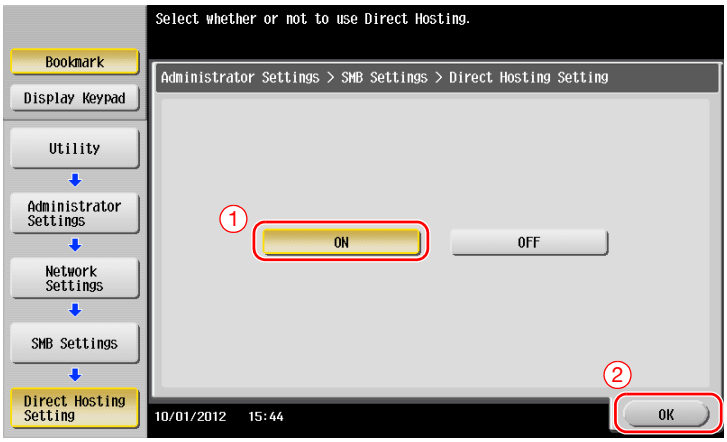
Configuring this machine (Mac OS X 10.7 or later)

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

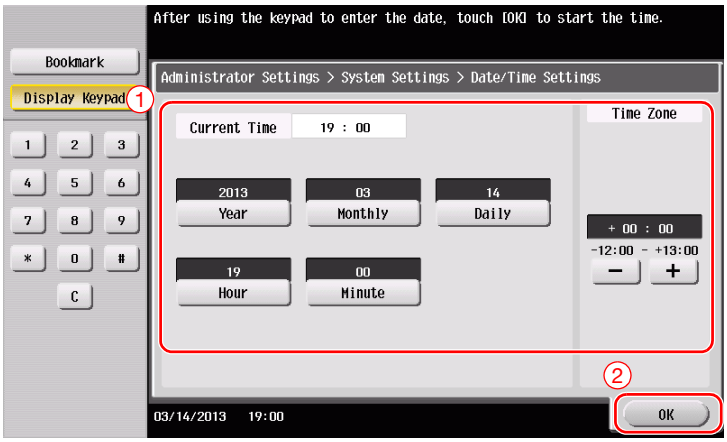
- Select [NTLM v1/v2] in [Utility] - [Administrator Settings] - [Network Settings] - [SMB Settings] - [Client Settings], then tap [OK].



- 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].



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.

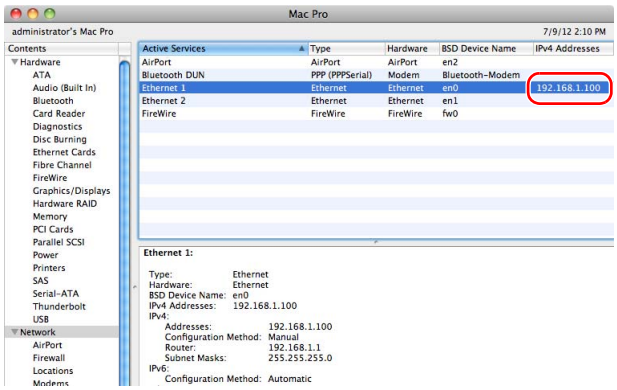
Name	Entry column	Detail
Host Address	IP address to which the scanned data is sent	page 3-33
File Path	Name of the dedicated folder to receive the scanned data	page 3-34
User ID	User name required to log in to the computer	page 3-33
Password	Password required to log in to the computer • Entering the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

Checking computer information

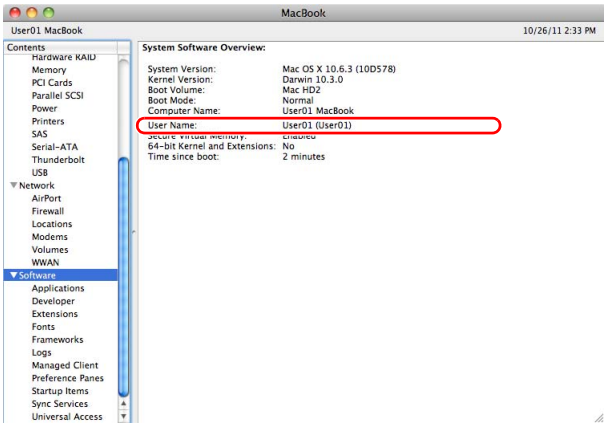
Check the host address and user ID.

✔ 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.



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



Configuring your computer

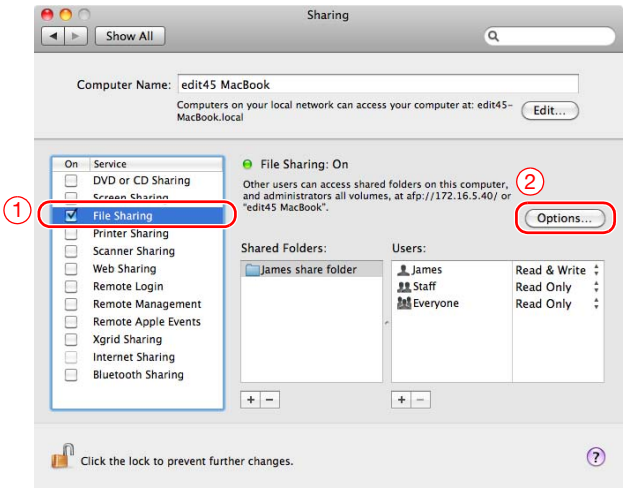
Create a new folder, and enable the sharing settings.

✔ This operation requires administrator privileges for your computer.

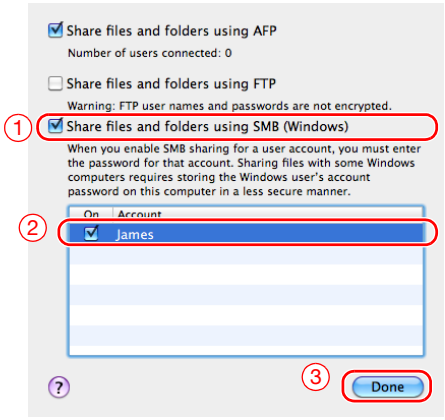
1 Create a new folder, and write down the folder name in the File path column of the checklist.

2 Enable the folder sharing settings. In the Apple menu, select [System Preferences] - [Sharing].

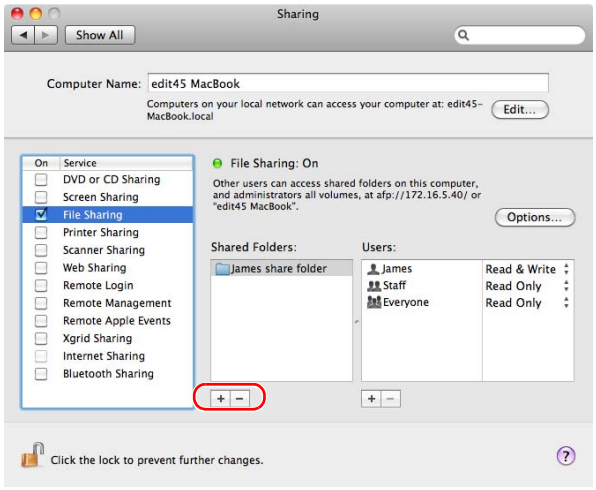
3 Select the [File Sharing] check box, then click [Options...].



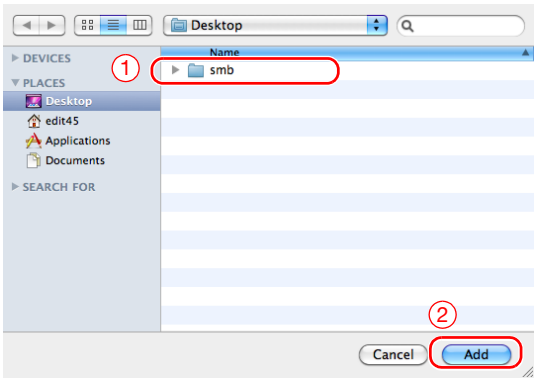
4 Select the [Share files and folders using SMB (Windows)] and user name check boxes, then click [Done].



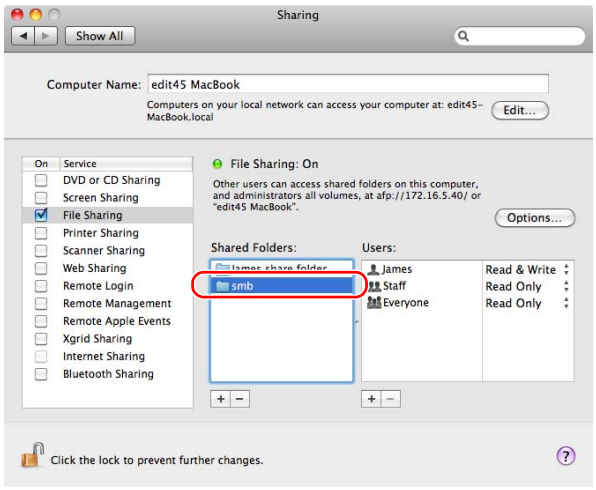
5 Under [Shared Folders:], click [+].



6 Select a new folder.



7 Click the new folder to check the access right.

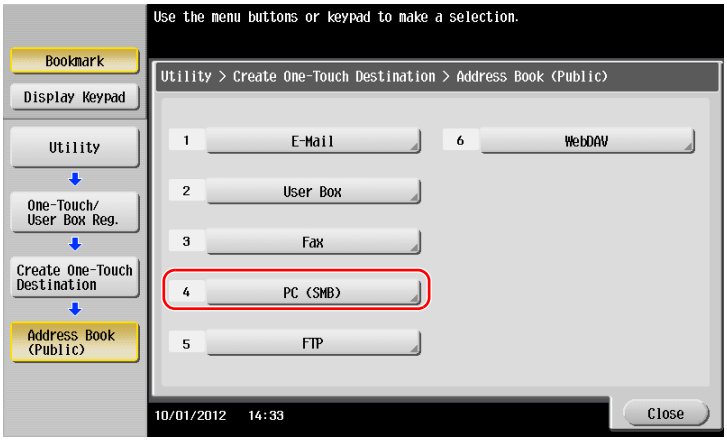


If the access right is changed to [Read & Write], the setting is completed.

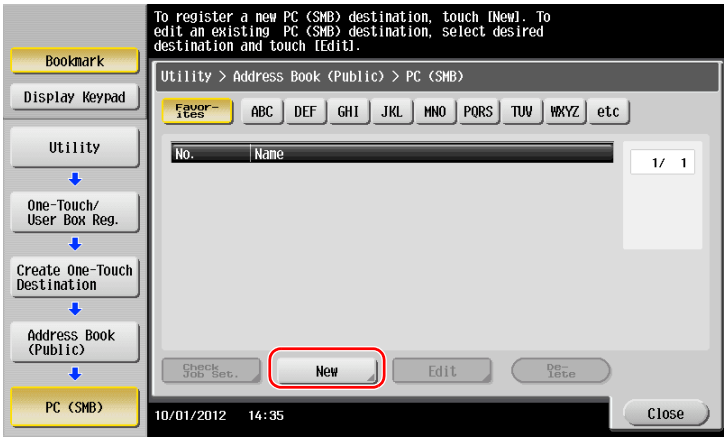
Registering destinations

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)].

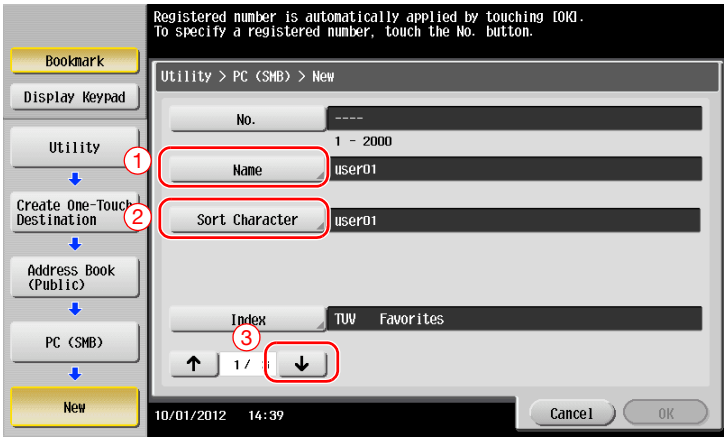


2 Tap [New].



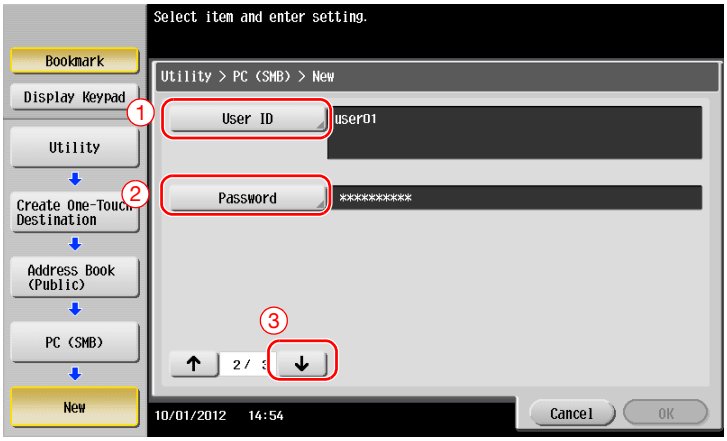
3 For [Name], specify the name to be displayed on the assigned key.

➔ For [Sort Character], enter the same name as [Name].



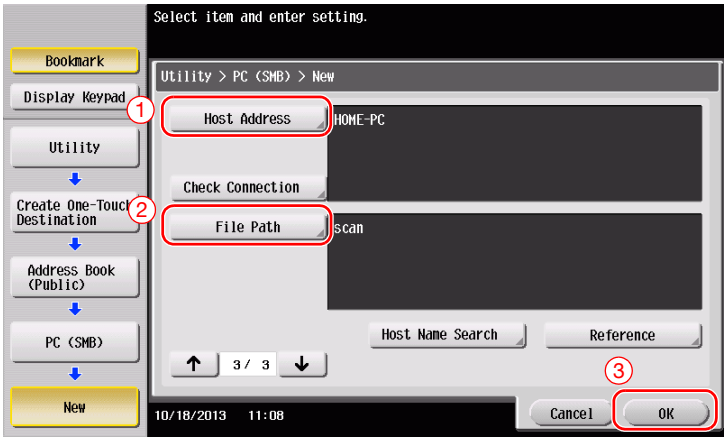
➔ This sets the appropriate index for the name, which you entered into [Name], to [Index]. To change the setting, tap [Index].

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

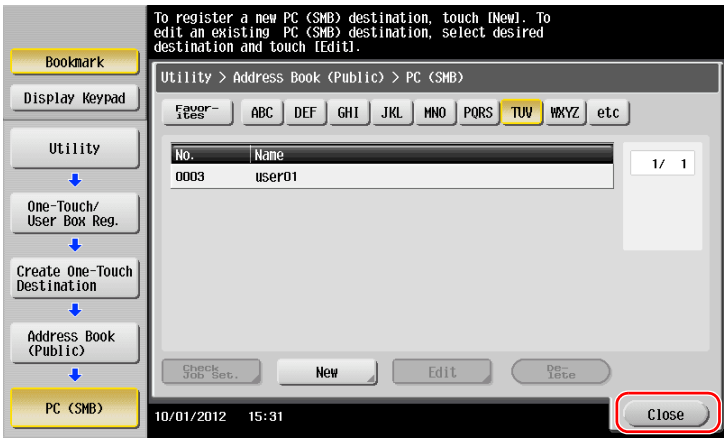


5 While checking the checklist, enter the host address and file path you wrote down.

➔ When not specifying a folder, enter a slash "/" for the file path. When specifying a folder, enter only the folder name without slash "/".

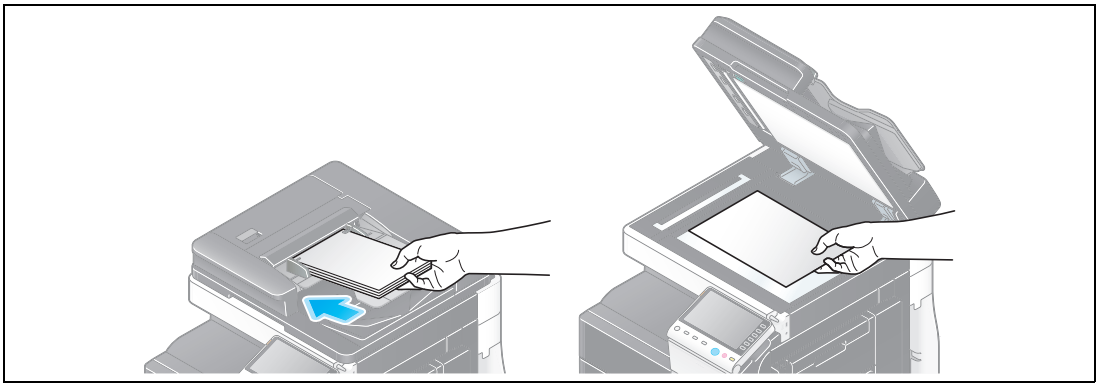


6 Tap [Close].

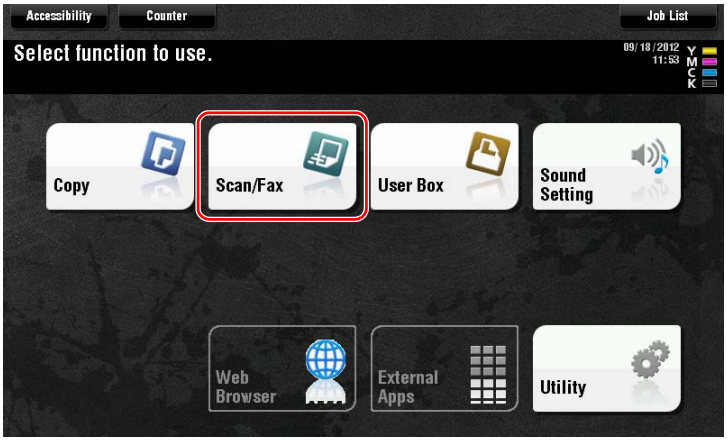


Sending the original

1 Load the original.



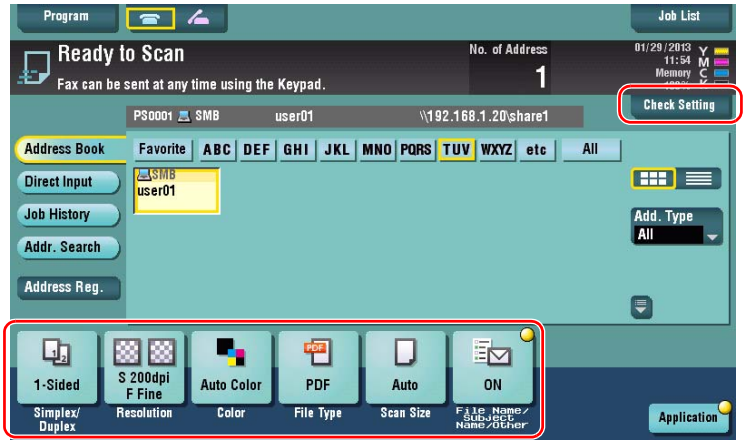
2 Tap [Scan/Fax].



3 Select a destination.

4 Check the setting if necessary.

➔ Tap [Check Setting] to check the setting.

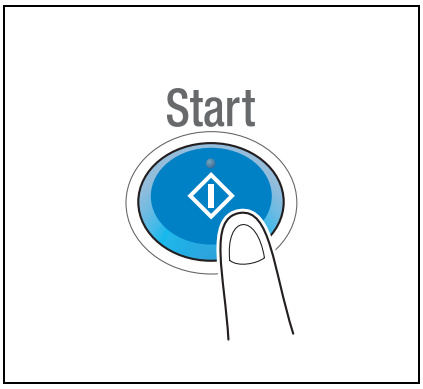


➔ You can also check the setting using the keys displayed on the **Touch Panel**.

➔ 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.
[File Name/Subject Name/Other]	Change the file name or the subject of an E-mail to be sent.

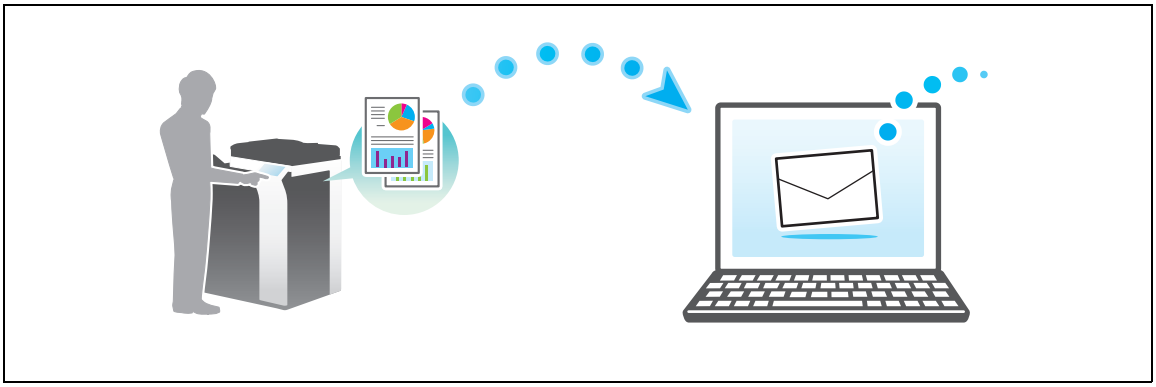
5 Press the **Start** key.



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

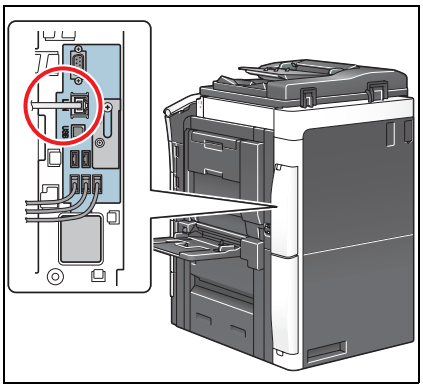
➔ Enter the destination E-mail address, and check the settings such as the file type and image quality.

3 Press the **Start** key.

➔ Press the **Start** key to scan the original.

Checking the cable connection

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

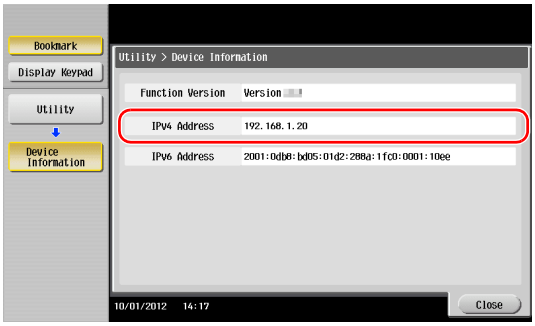


Checking network settings of this machine

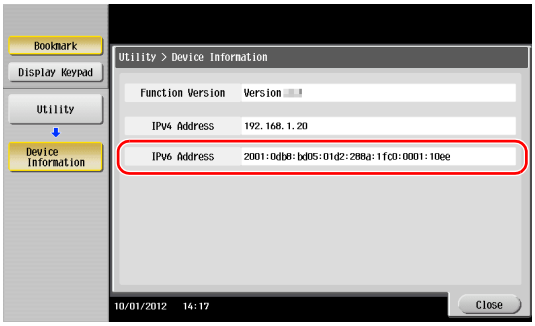
Tap [Utility], and select [Device Information].

Check that the IP address is displayed.

- For IPv4 environment

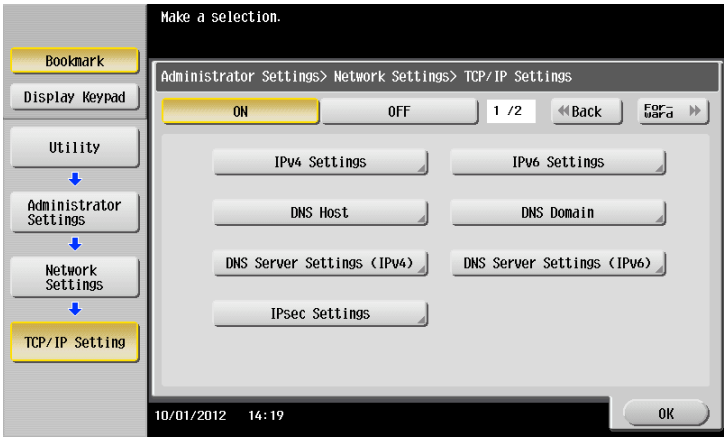


- For IPv6 environment



Tips

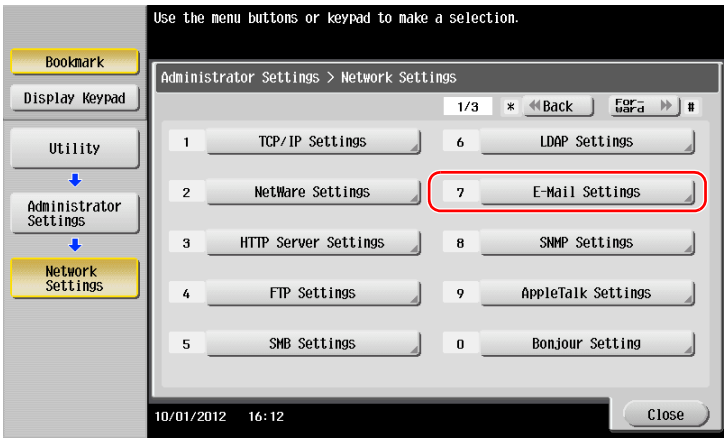
- In general, the default settings are available for network connection; however, some network environments require a change on network settings.
- If no IP address is displayed, you need to configure the network. Tap [Utility], and select [Administrator Settings] - [Network Settings] - [TCP/IP Settings]. 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 5-52.



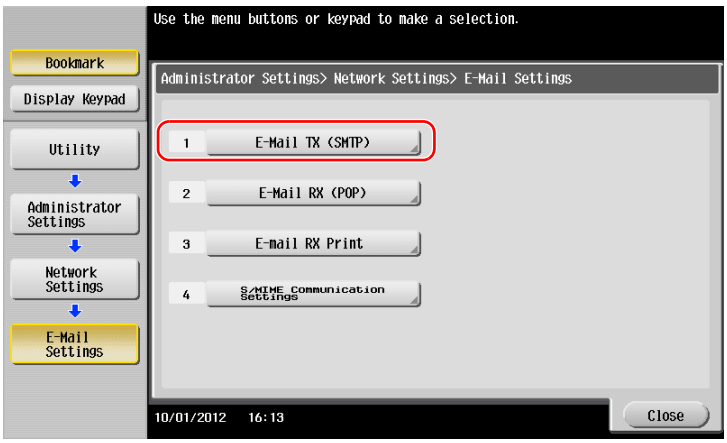
Configuring the E-mail transmission environment

1 Tap [Utility], and select [Administrator Settings] - [Network Settings] - [E-Mail Settings].

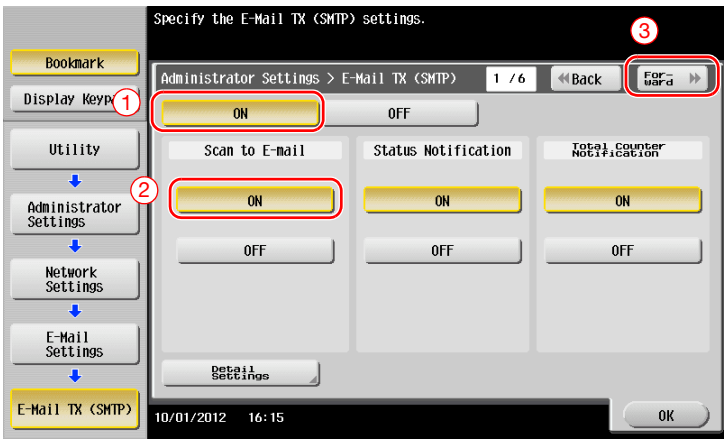
➔ For information on the default administrator password, refer to page 5-52.



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



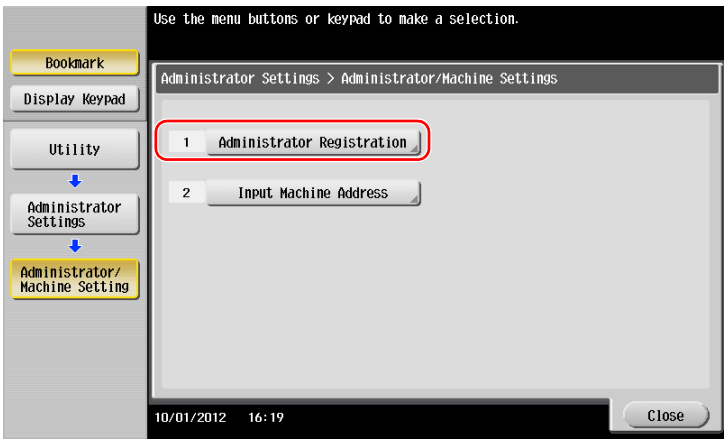
3 Select [ON] to enable E-mail TX (SMTP) settings and E-mail TX function.



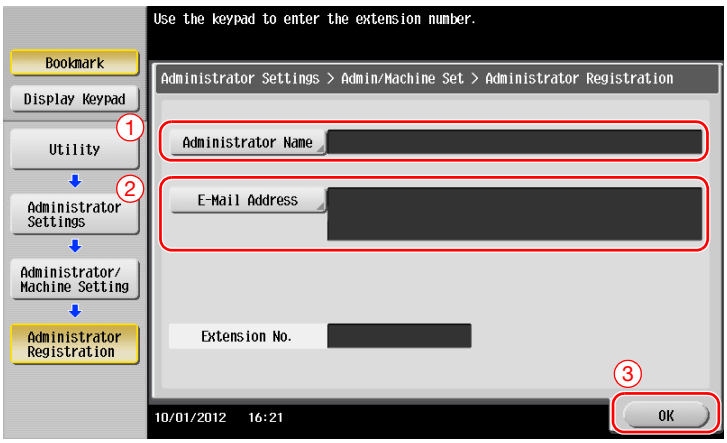
4 Enter the SMTP server address.

Configuring administrator information

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

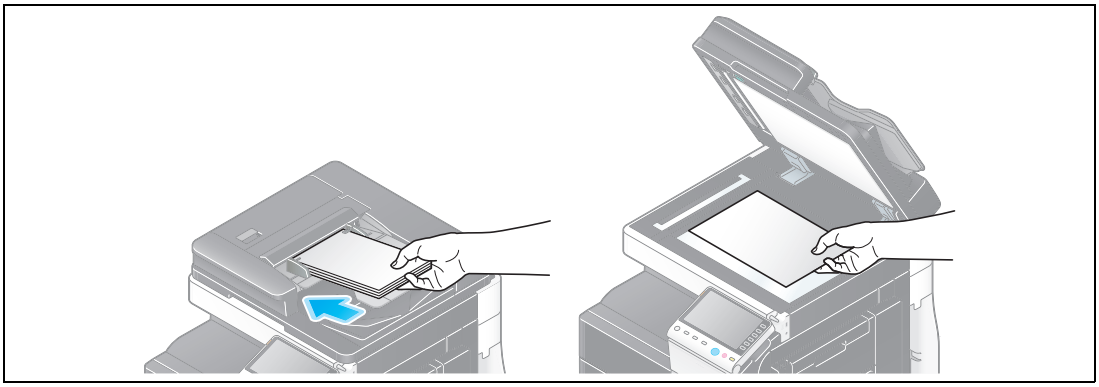


2 Enter the required information, then tap [OK].

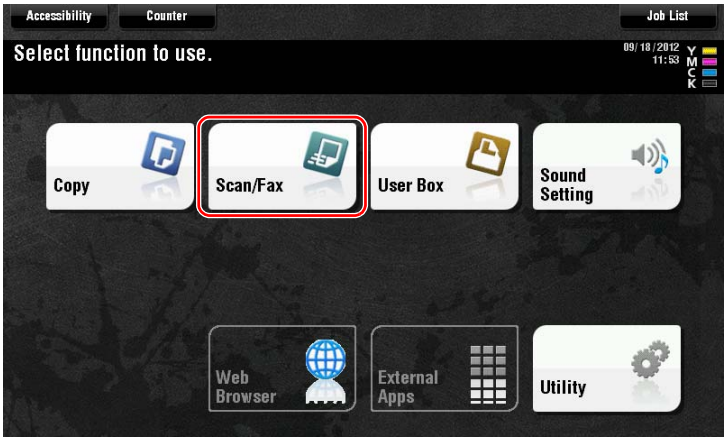


Sending the original

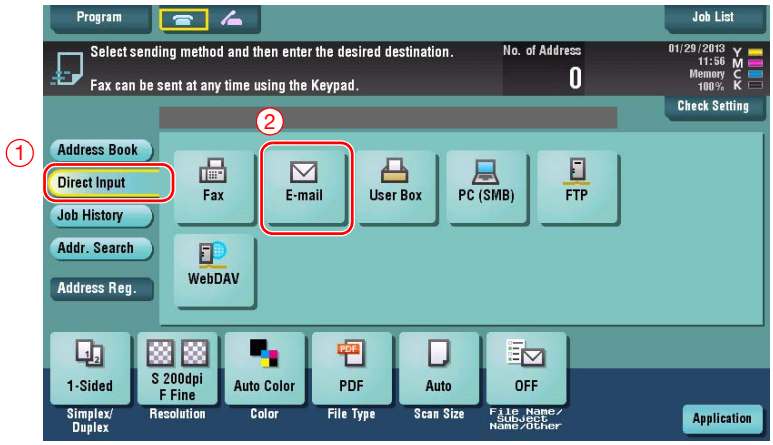
1 Load the original.

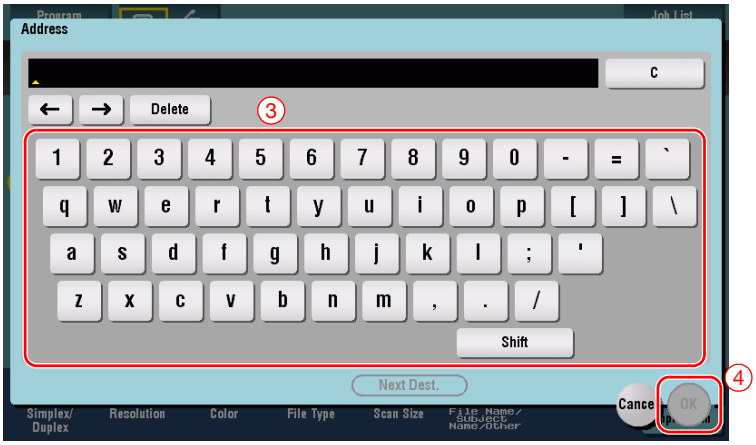


2 Tap [Scan/Fax].



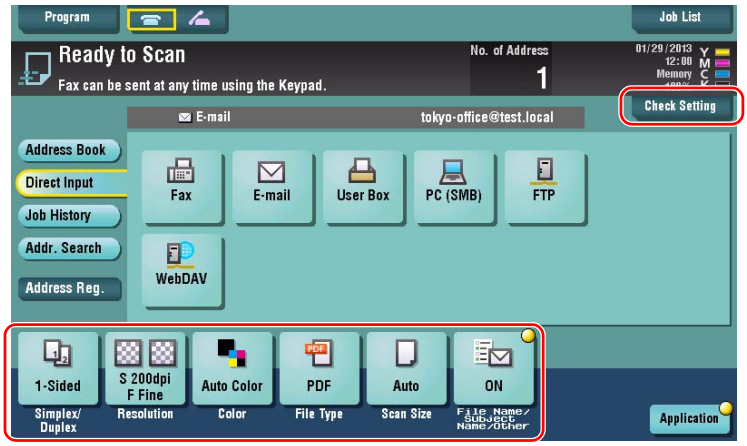
3 Enter a destination.





4 Check the setting if necessary.

➔ Tap [Check Setting] to check the setting.

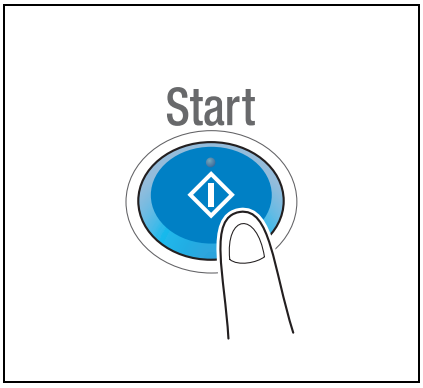


➔ You can also check the setting using the keys displayed on the **Touch Panel**.

➔ 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.
[File Name/Subject Name/Other]	Change the file name or the subject of an E-mail to be sent.

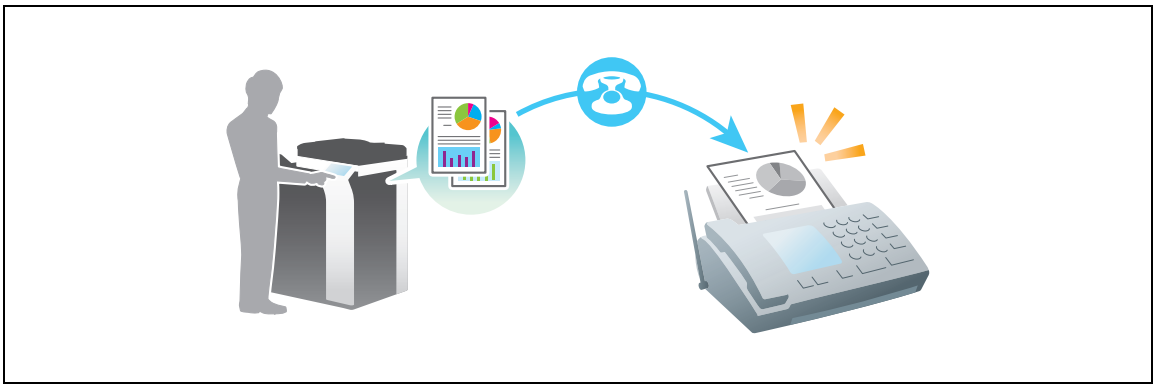
5 Press the **Start** key.



3.3 Fax function

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

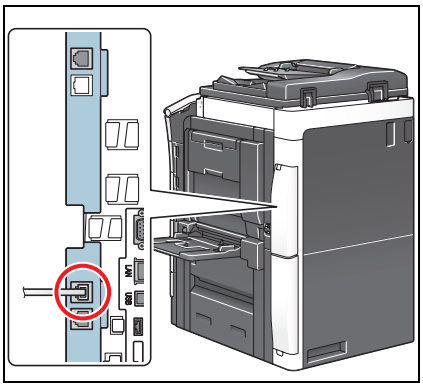
➔ Enter the destination fax number, and check the settings such as the image quality.

3 Press the **Start** key.

➔ Press the **Start** key to send the original.

Checking the cable connection

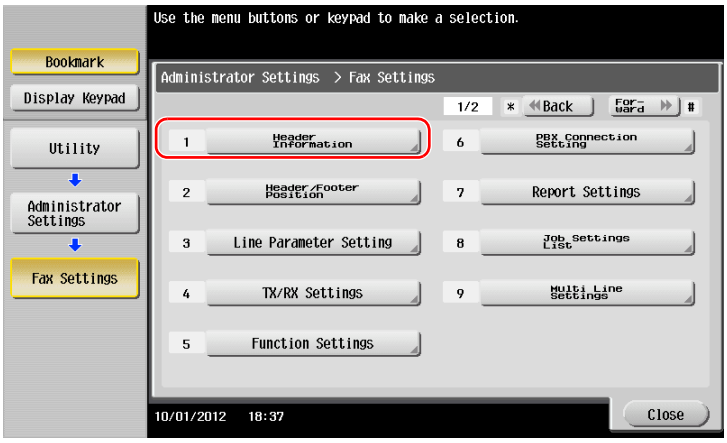
Check that a modular cable is connected to the LINE port of this machine.



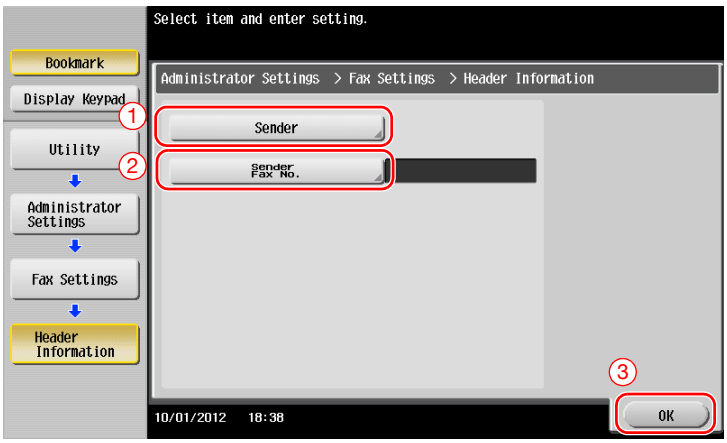
Registering transmission information

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

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

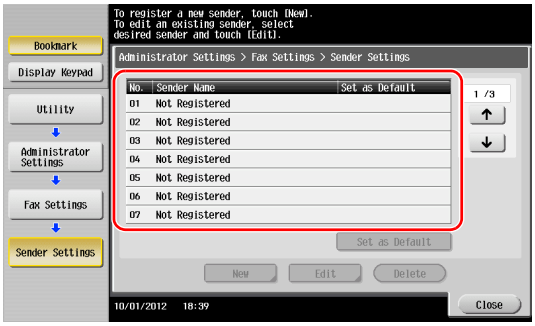


2 Enter the sender information, then tap [OK].



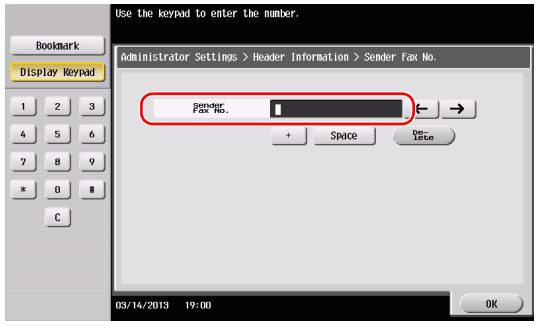
- Sender settings

Enter the name to be displayed as a sender.



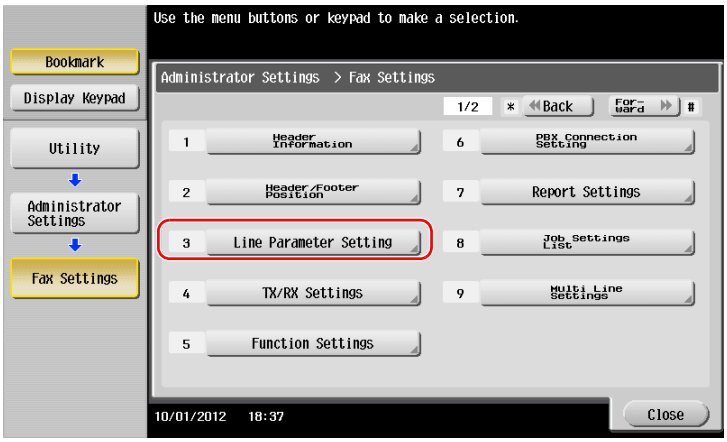
- Sender Fax No. Settings

Enter the fax number to be displayed as a sender.

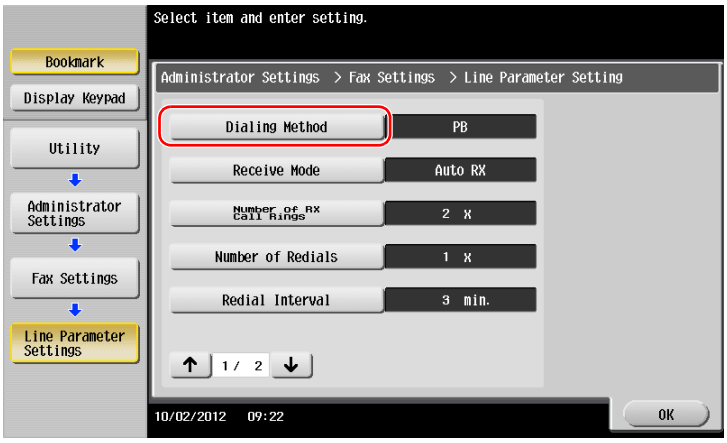


Selecting the dialing method

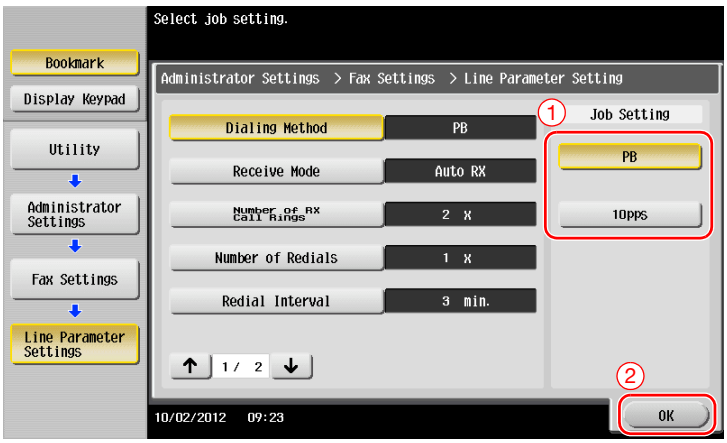
1 Tap [Utility], and select [Administrator Settings] - [Fax Settings] - [Line Parameter Setting].



2 Tap [Dialing Method].



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

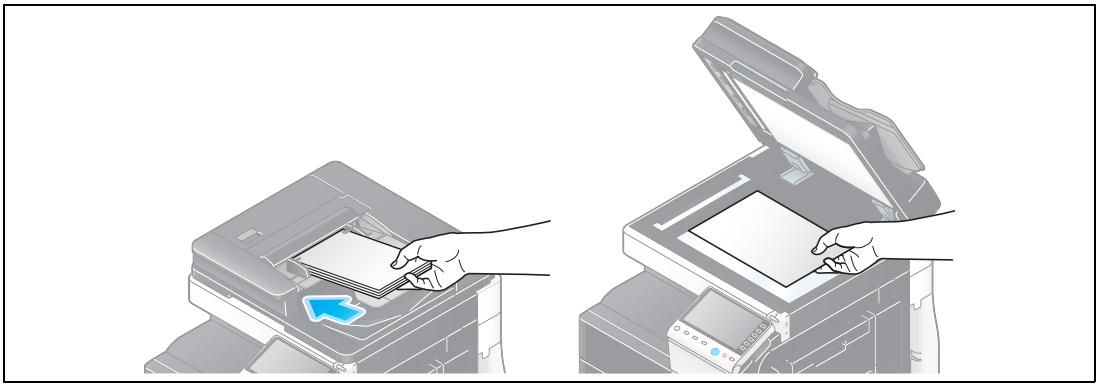


If you do not know the type of the dialing method:

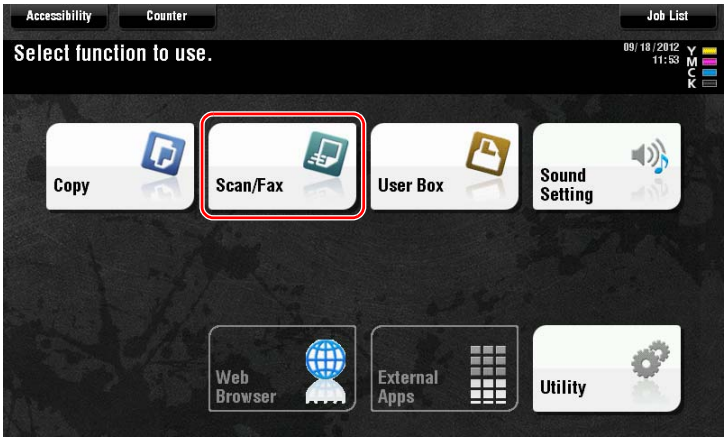
- If you do not know the type of the dialing method, operate push buttons of your phone. When you hear "beep boop beep", set [Dialing Method] to [PB].
- If you do not hear "beep boop beep" after operating push buttons, select [10pps].

Sending the original

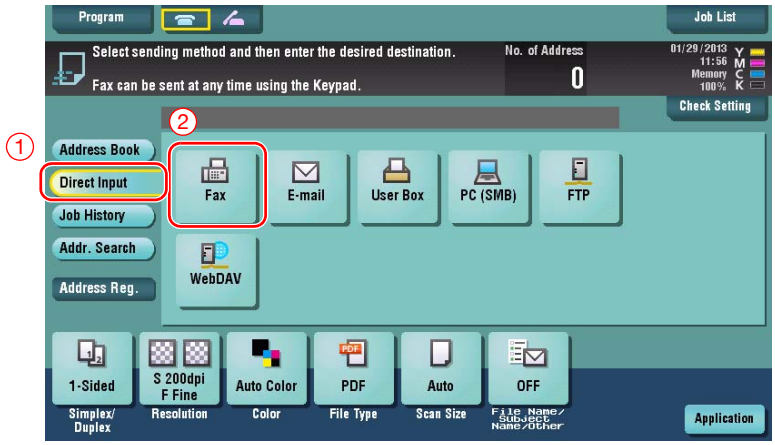
1 Load the original.

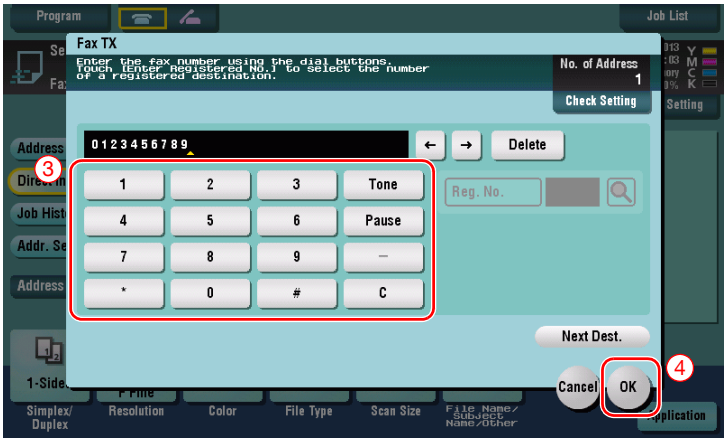


2 Tap [Scan/Fax].



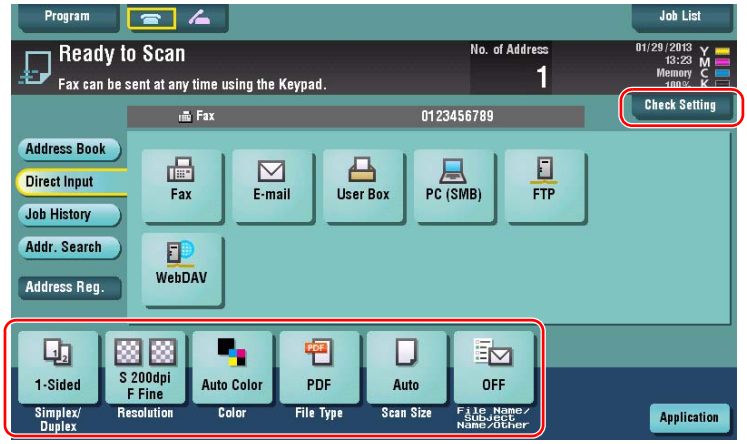
3 Enter a destination.





4 Check the setting if necessary.

➔ Tap [Check Setting] to check the setting.



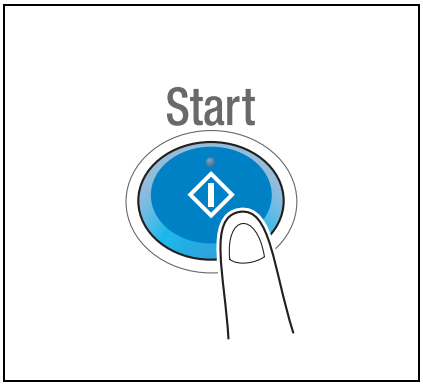
➔ You can also check the setting using the keys displayed on the **Touch Panel**.

➔ 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.

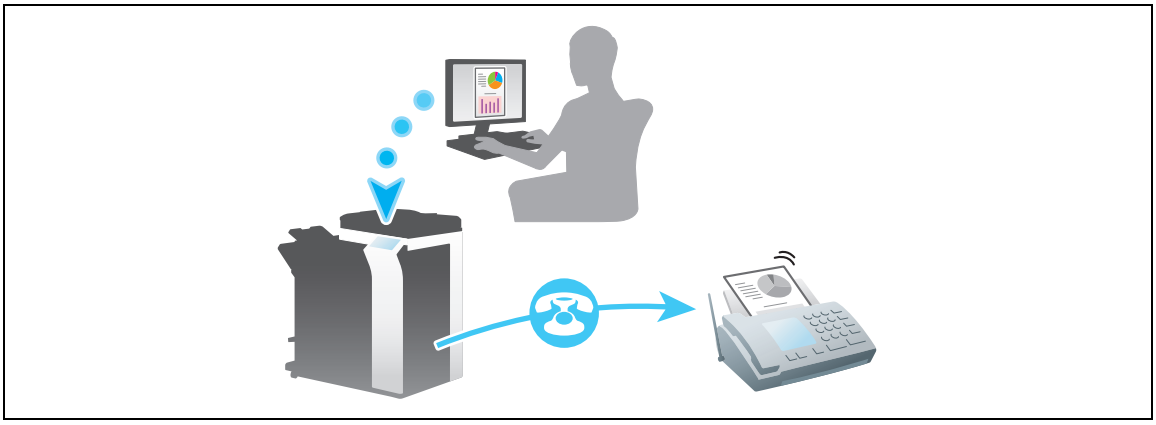


3.3.2 Sending a fax directly from a PC (PC-FAX TX)

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)

➔ 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

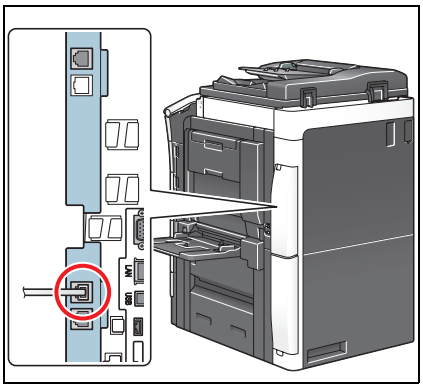
➔ Select a fax driver, and change the setting if necessary.

3 Entering a destination to send data

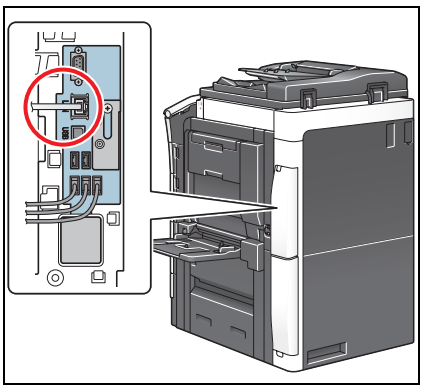
➔ Enter a destination to send data.

Checking the cable connection

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



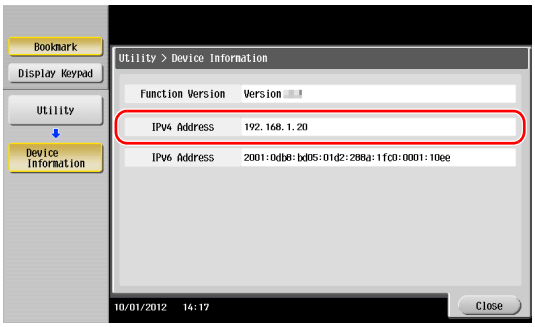
2 Check that a LAN cable is connected to the LAN port of this machine and the green LED is on.



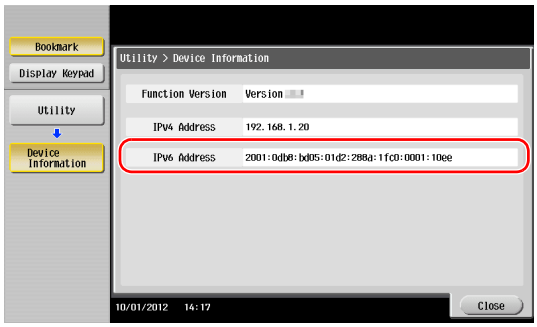
Checking network settings of this machine

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

- For IPv4 environment

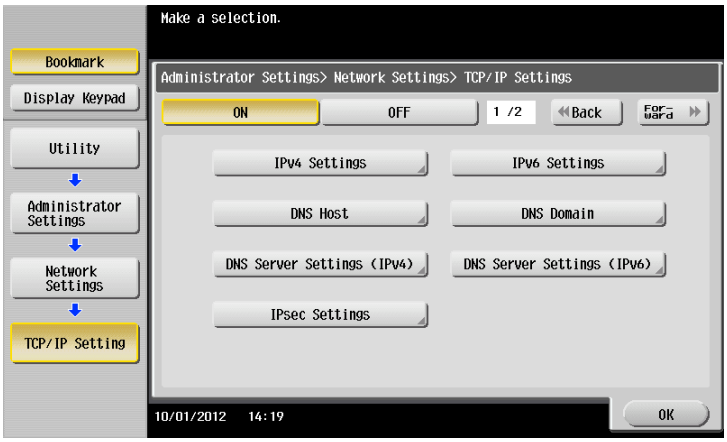


- For IPv6 environment



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 5-52.



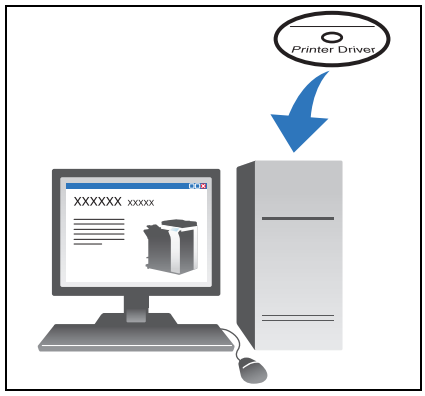
Installing the fax driver

Use the installer to install the fax driver.

This section describes how to configure the standard print settings.

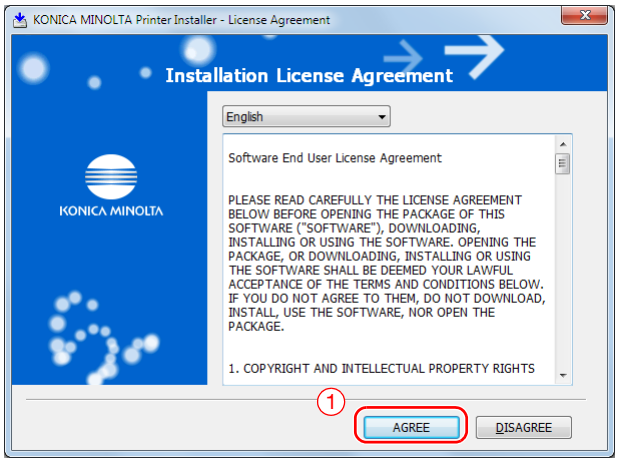
✔ This operation requires administrator privileges for your computer.

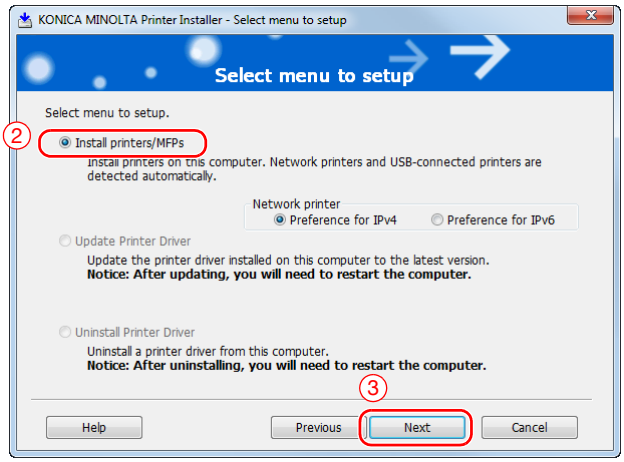
1 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.



2 Click [Printer Install].

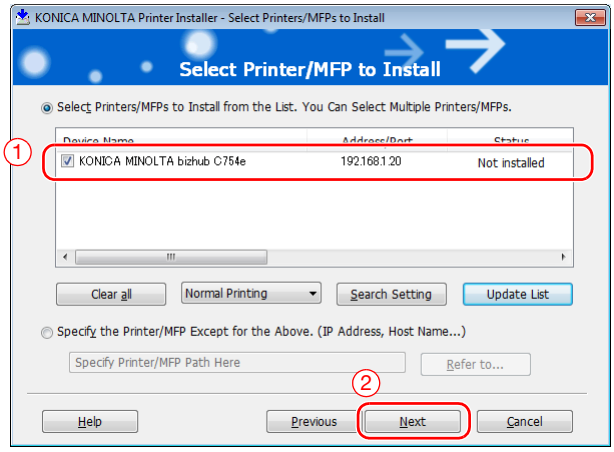
3 Proceed with the procedure according to the on-screen instructions.



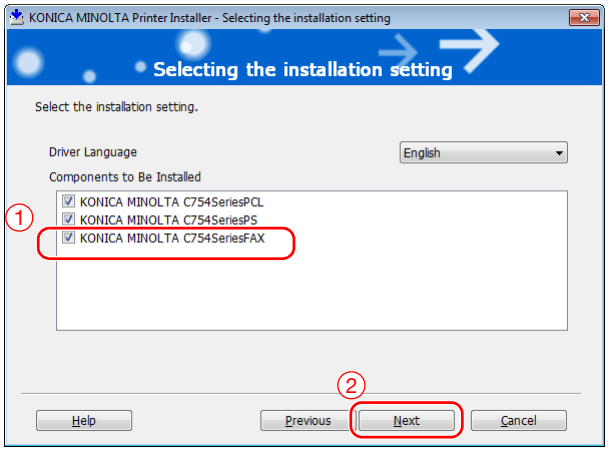


Printers and MFPs connected to the network are automatically searched for.

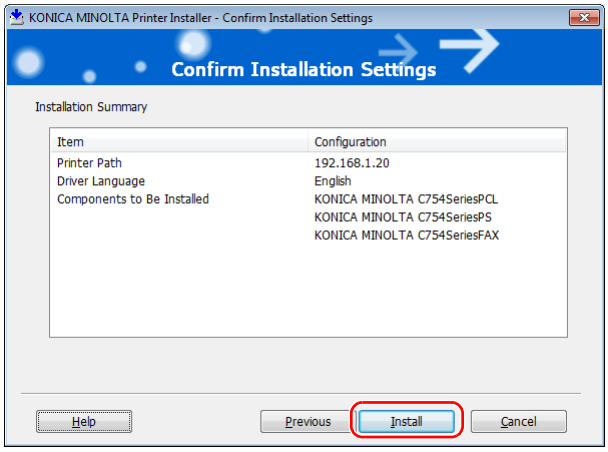
4 Select this machine from the list.



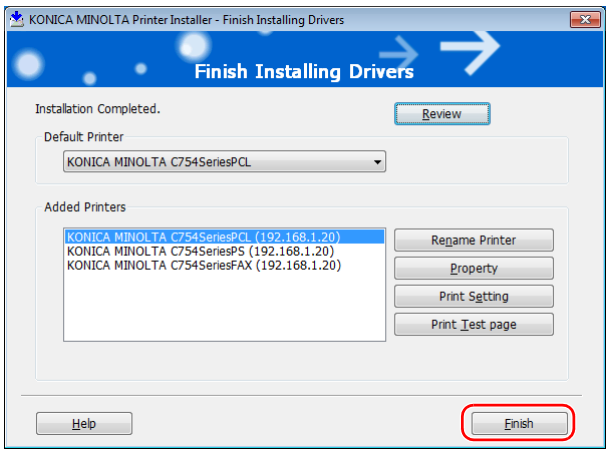
5 Select a fax driver.



6 Click [Install].



7 Click [Finish].

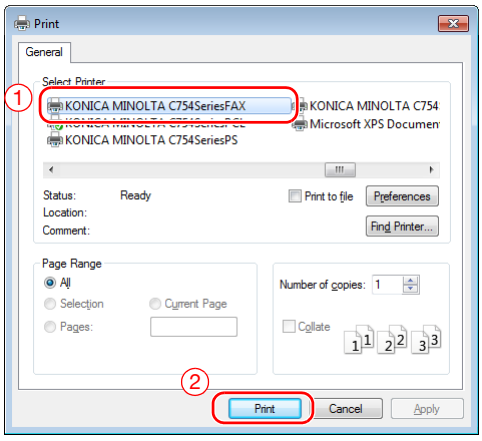


Sending data

1 Create data to be sent using application software.

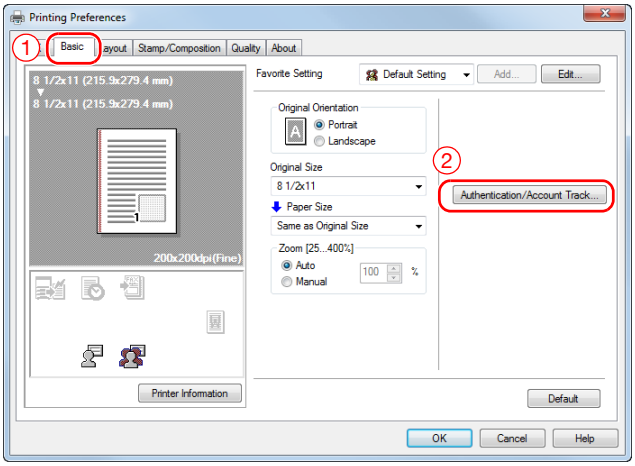
2 From the [File] menu, select [Print].

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



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

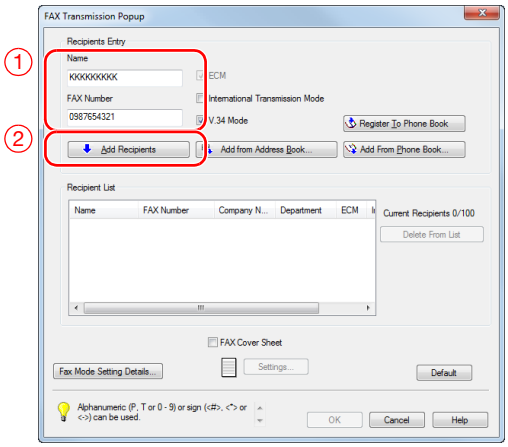
➔ If user authentication is enabled in this machine, specify the required data such as the user name and password.



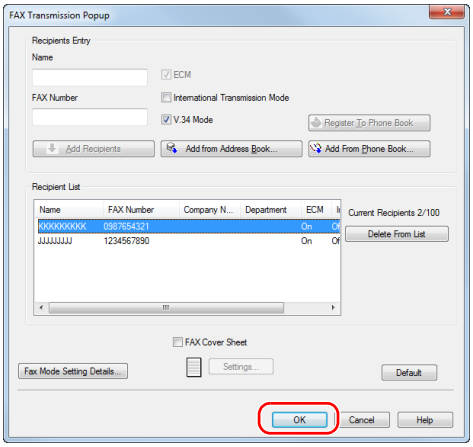
4 Enter the destination [Name] and [FAX Number].

➔ To send data to more than one destination, repeat this step.

➔ Clicking [Add from Address Book] can retrieve the registered destinations of this machine.



5 Click [OK].



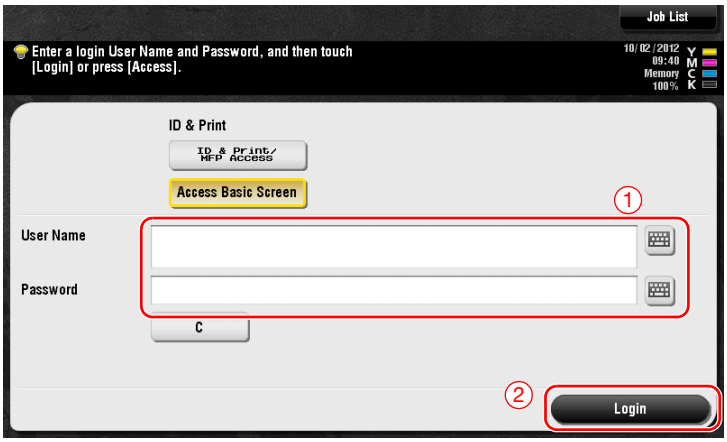
3.4 Copy function

Basic operations

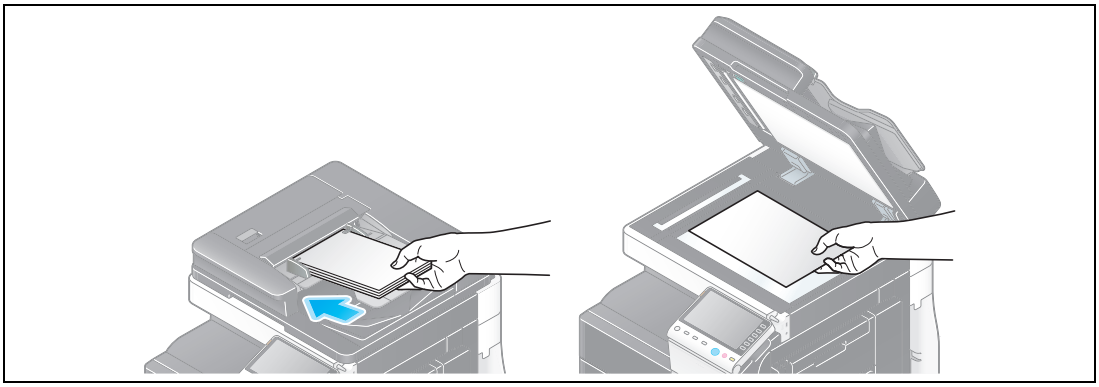
The following describes the basic operations to make a copy.

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].

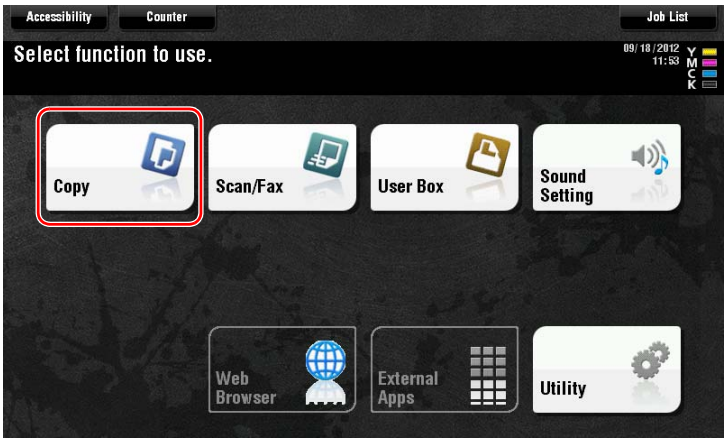
➔ If IC card or biometric authentication is enabled, refer to page 3-61.



2 Load the original.



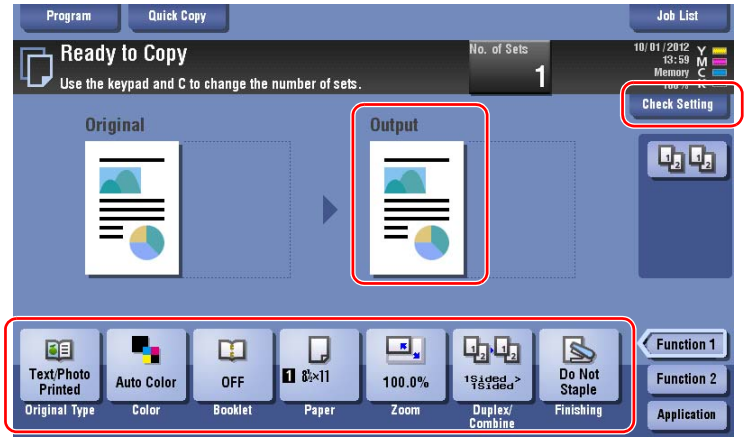
3 Tap [Copy].



4 Check the basic settings.

➔ Check the output image configured as specified while viewing the output illustrations displayed on the **Touch Panel**.

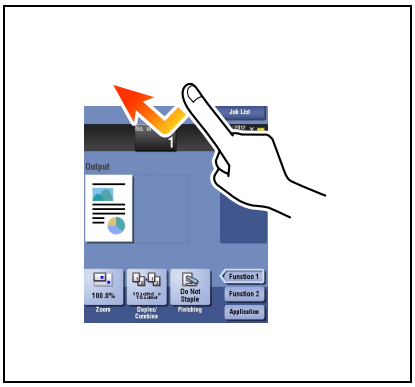
➔ Tapping [Check Setting] can check detailed settings.



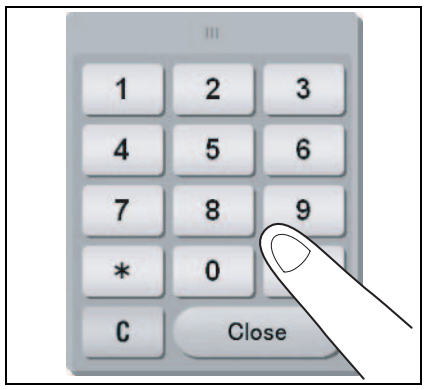
➔ To change the setting, tap the desired key on the **Touch Panel**.

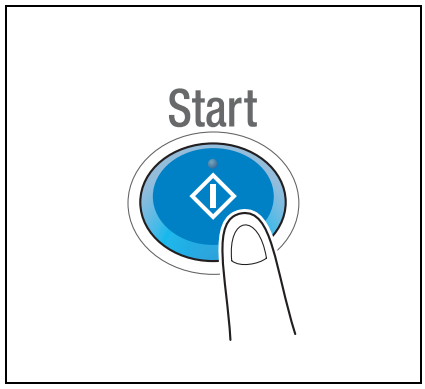
Settings	Description
[Original Type]	Specify the original type of the original.
[Color]	Specify the color to output an image.
[Booklet]	The pages in the original data are arranged and spread in a booklet format and printed on both sides of sheets.
[Paper]	Specify the output paper.
[Zoom]	Specify the 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.

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.



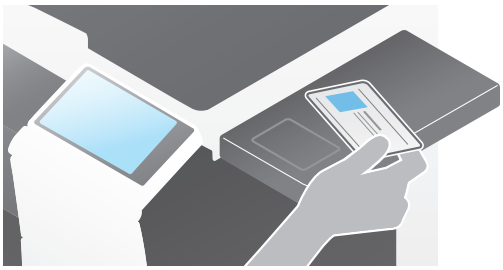


User authentication

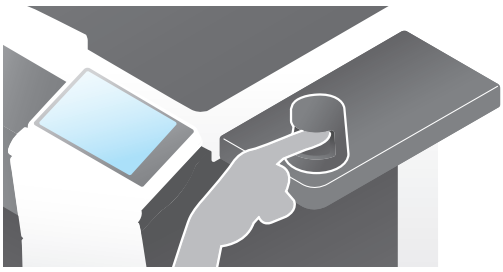
You can perform authentication by user or group in this machine.

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

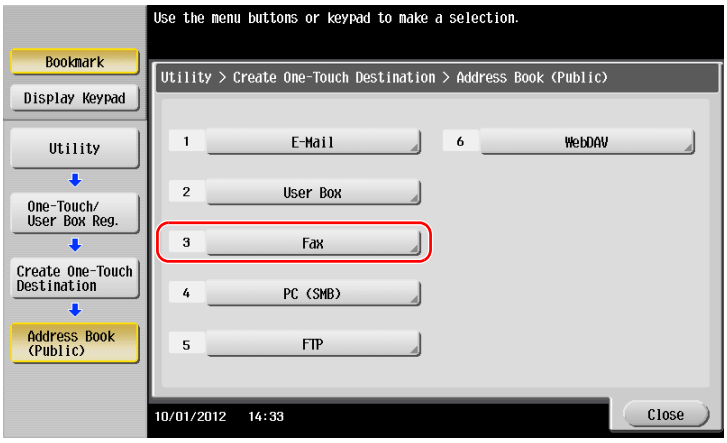
The fax and scan-to-send functions can register the frequently used destinations as address books. This section explains an example to register an address book to which a fax is sent.

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

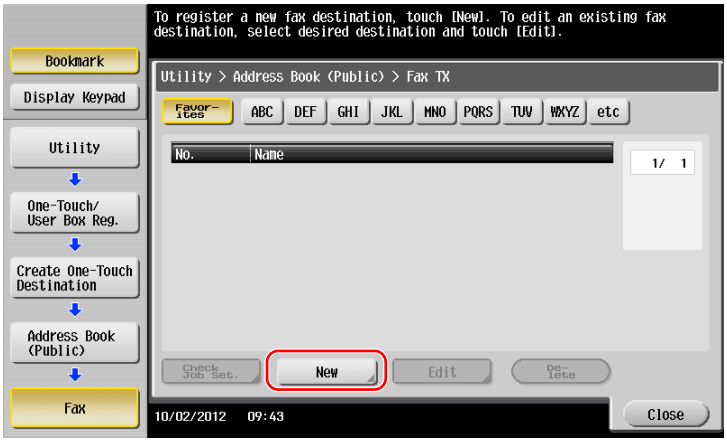
Select a destination type, and register destination information.

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.



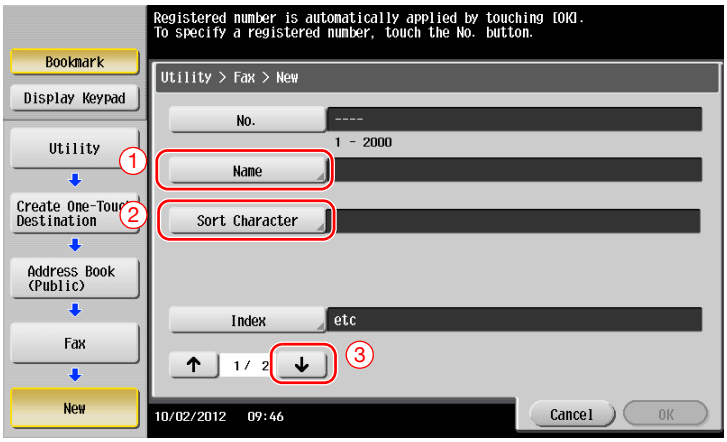
3 Tap [New].



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].

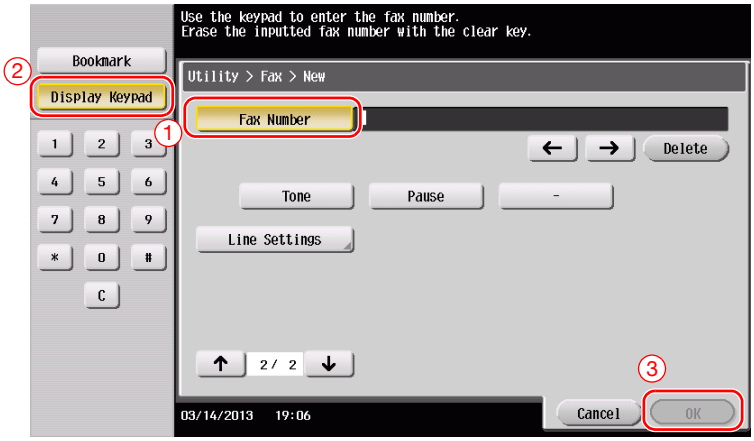


➔ This sets the appropriate index for the name, which you entered into [Name], to [Index]. To change the setting, tap [Index].

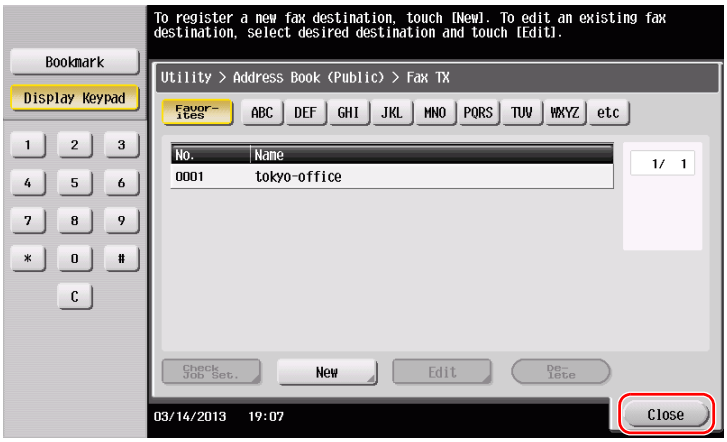
➔ Entry items and the number of setting screens vary depending on the destination type. Use [↑] or [↓] to switch setting screens while entering the required items. For information on entry items, refer to page 3-68.

5 Enter the fax number.

➔ Tap [Display Keypad] to display the **Keypad**, and enter the fax number.



6 Tap [Close].

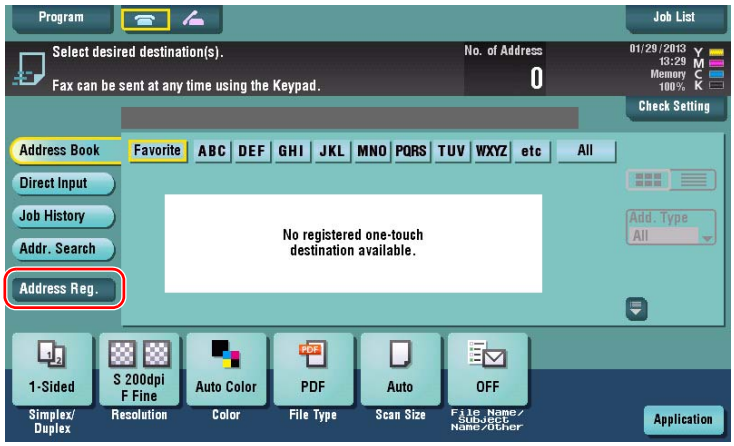


Using the Control Panel to register an address book - Registration in scan/fax mode

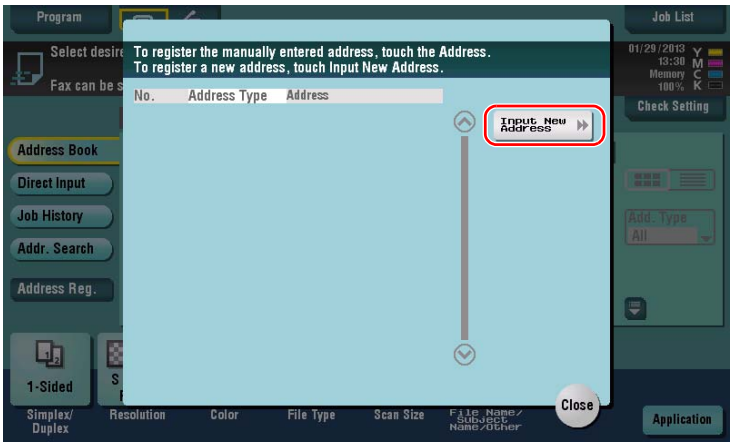
Select a destination type, and register destination information.

1 Display the scan/fax screen.

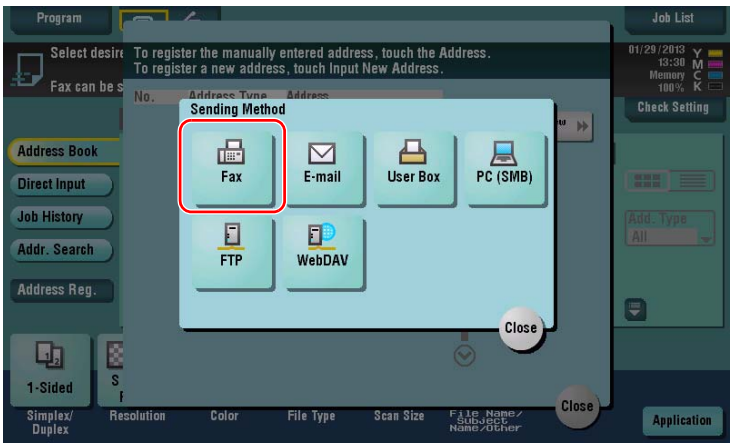
2 Tap [Address Reg.].



3 Tap [Input New Address].



4 Select a destination type.

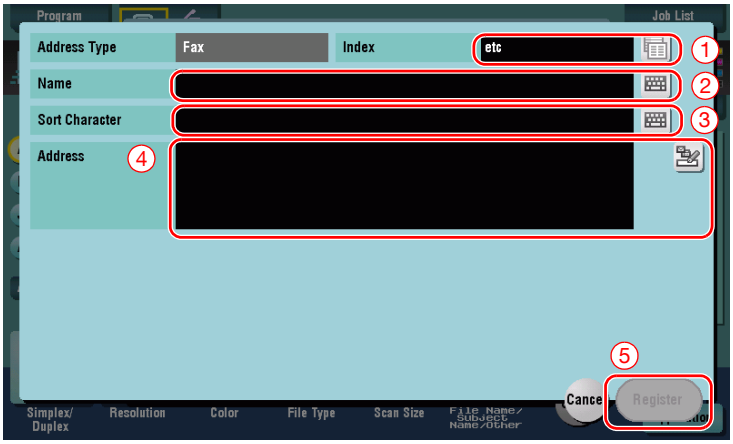


5 Enter the fax number.

➔ For [Index], set searching words corresponding to [Name].

➔ For [Name], enter the destination name to be registered by using the displayed keyboard.

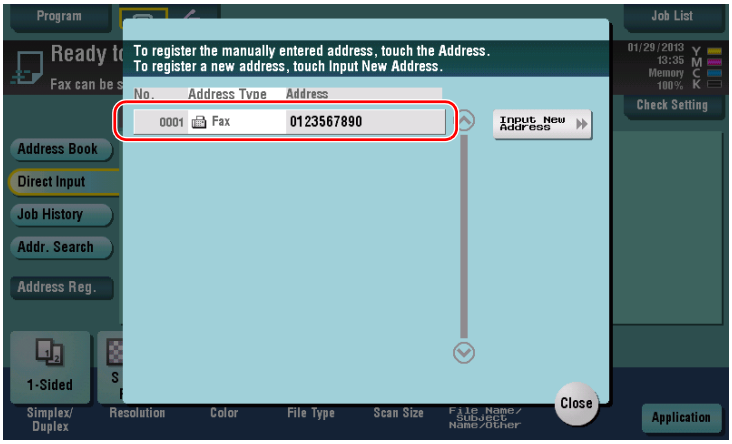
➔ For [Sort Character], enter the same name as [Name].



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

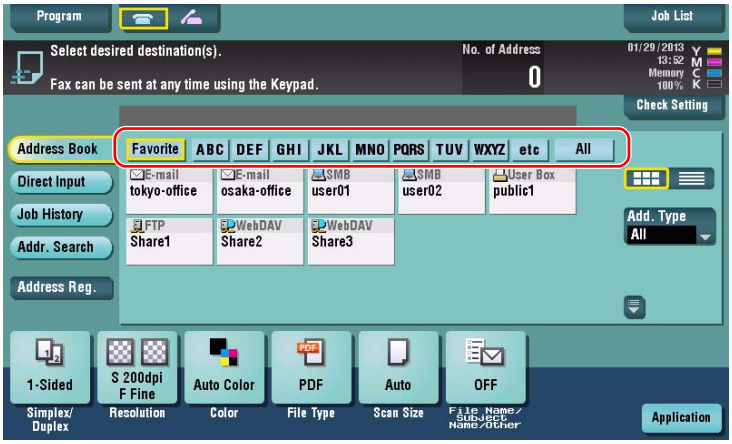
Registration by Direct Input

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



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.



Using a computer to register a one-touch destination

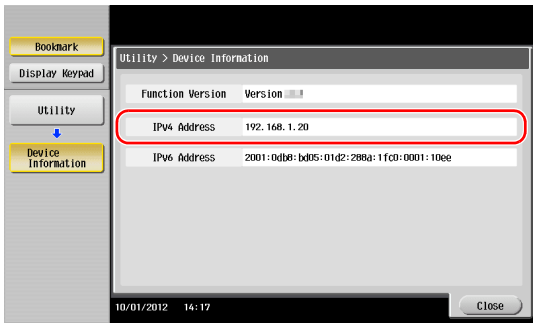
In addition to using the **Control Panel**, address books can be registered from a computer using the utility software, **Web Connection**.

✔ 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.

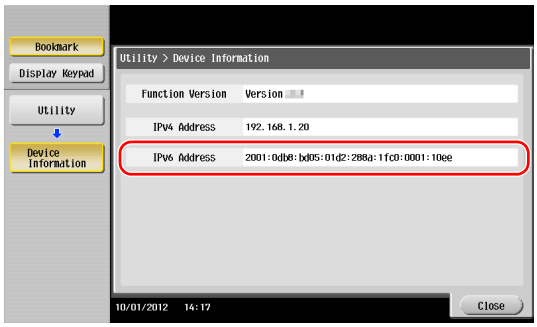
1 Check the IP address of this machine

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

- For IPv4 environment



- For IPv6 environment



➔ If no IP address is displayed, you need to configure the network. For details, refer to the User's Guide CD.

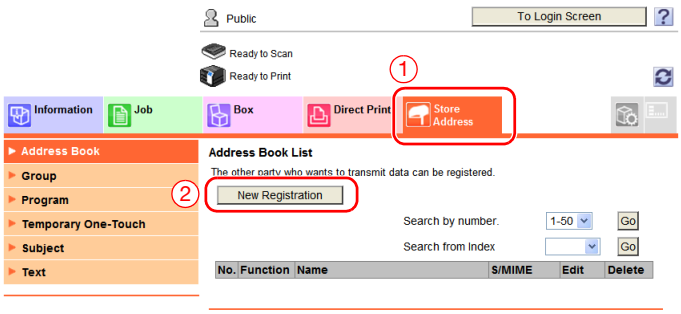
2 Start a Web browser, enter the IP address of this machine into the URL field, then press the [Enter] key.

➔ For "http://192.168.1.20/", "192.168.1.20" is an IP address.

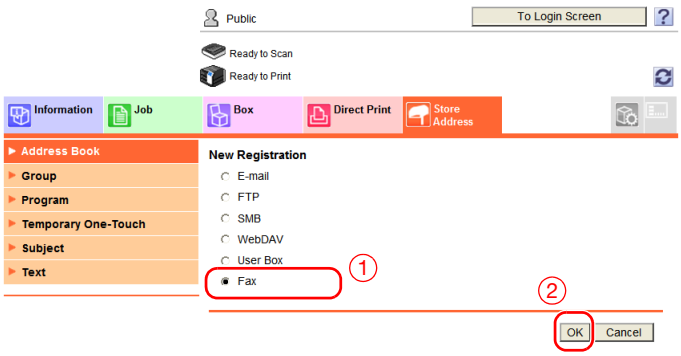
➔ If you use a Web browser other than Internet Explorer 6 in the IPv6 environment, enclose the IPv6 address in [ ]. For example, if the IPv6 address of this machine is "fe80::220:6bff:fe10:2f16", type in "http://[fe80::220:6bff:fe10:2f16]/".

➔ If the login screen appears, enter the required items, then click [Login].

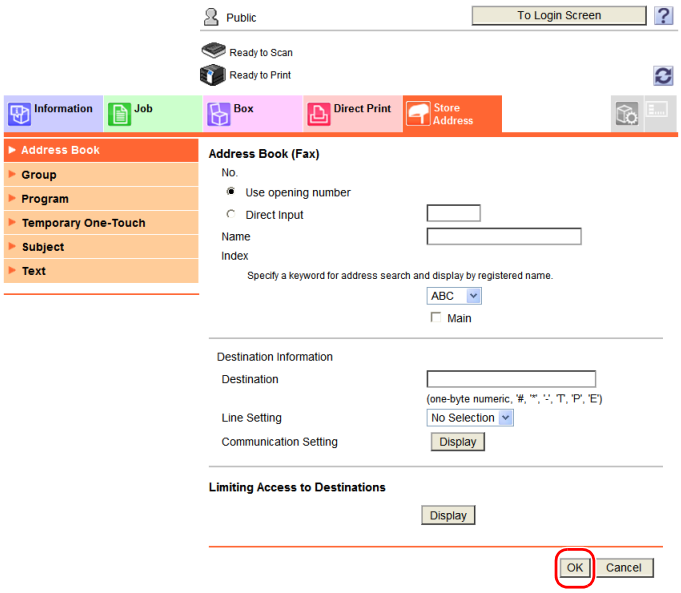
3 Select [Store Address] and click [New Registration].



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



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



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 destination.
[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 WebDAV.
	[Host Address]	Enter the address of the WebDAV server.
	[File Path]	Enter the directory to be used as the destination.

3.5.3 Registering a group

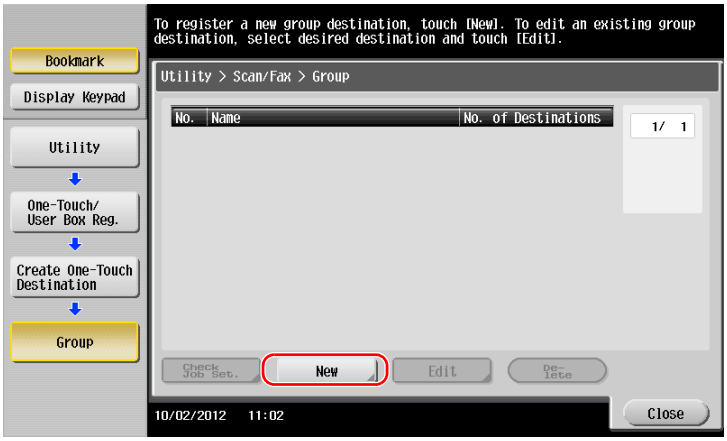
Several address books can be registered as a group.

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].

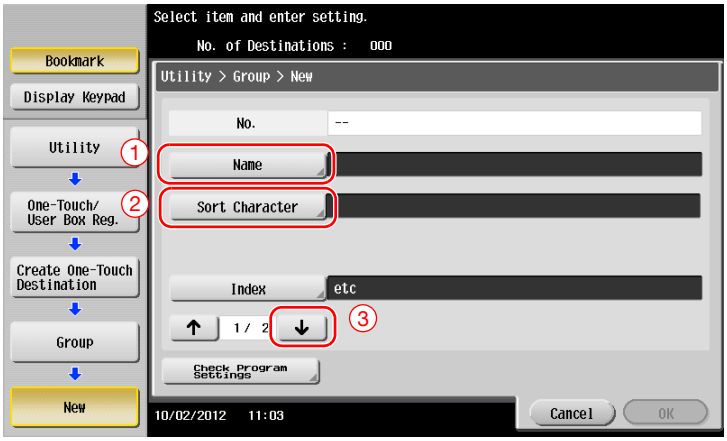
2 Tap [New].



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].

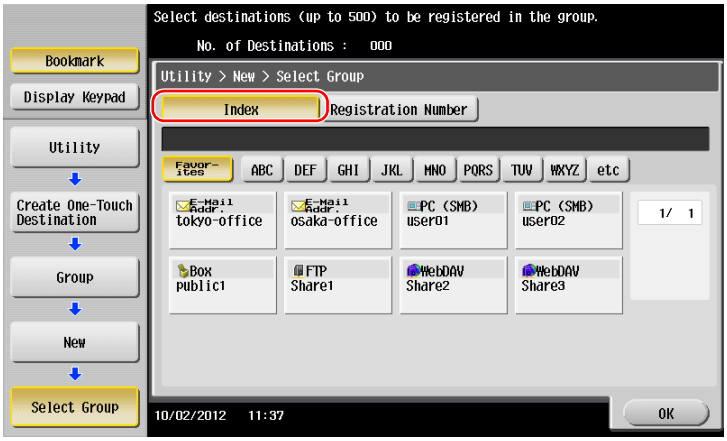


➔ This sets the appropriate index for the name, which you entered into [Name], to [Index]. To change the setting, tap [Index].

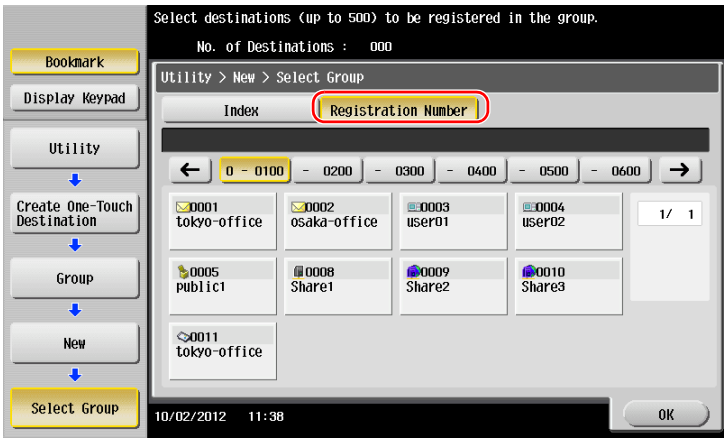
4 Select destinations to be grouped.

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

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



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



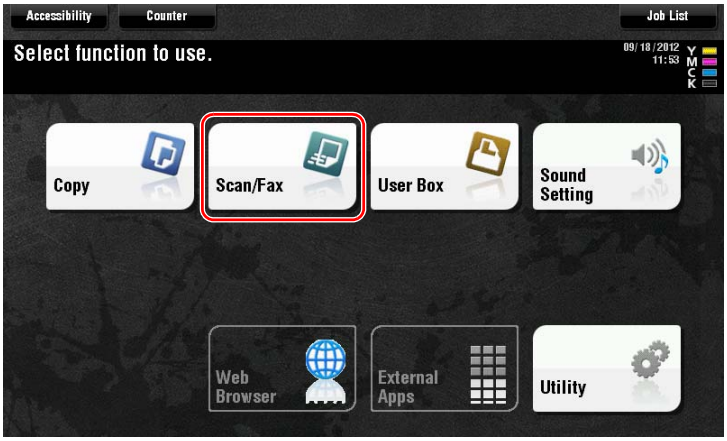
5 Repeat Step 4 until you select all address books to be grouped.

3.5.4 Retrieving a registered destination

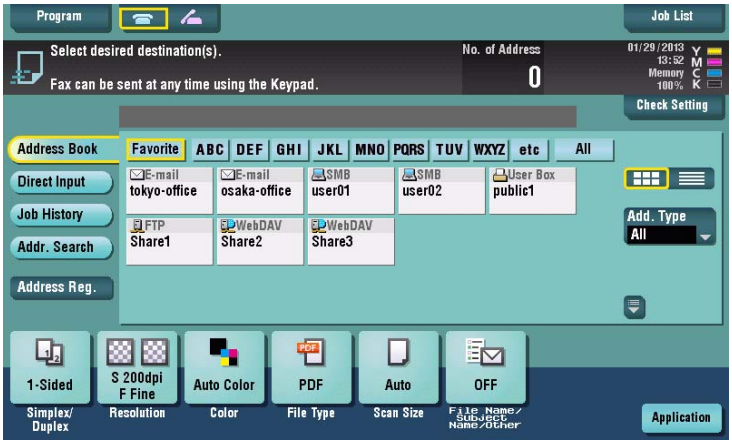
Retrieve an address book or group to specify it as a destination to which data is sent.

Retrieving a destination

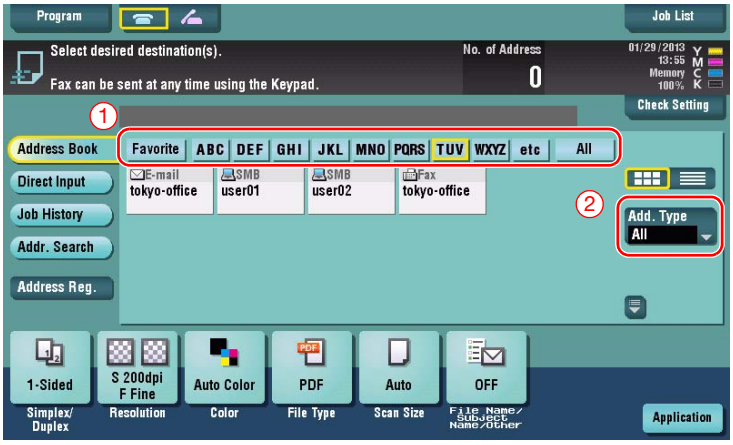
1 Tap [Scan/Fax].

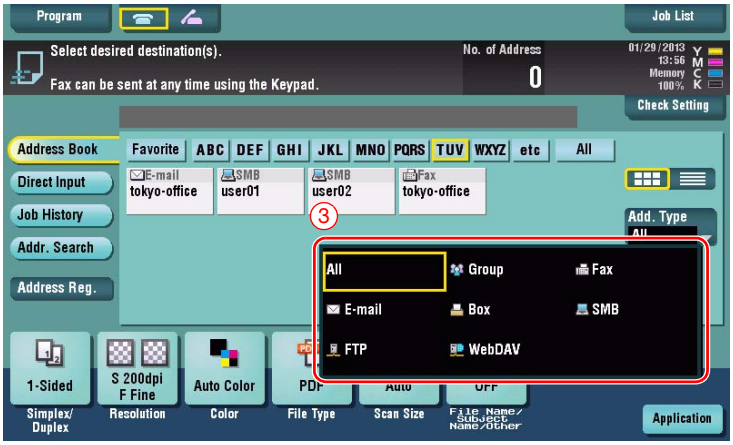


The destinations, which are categorized into [Favorite] when registering indexes, are displayed on the basic screen.



2 Narrow down destinations using index and address type.





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.

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.

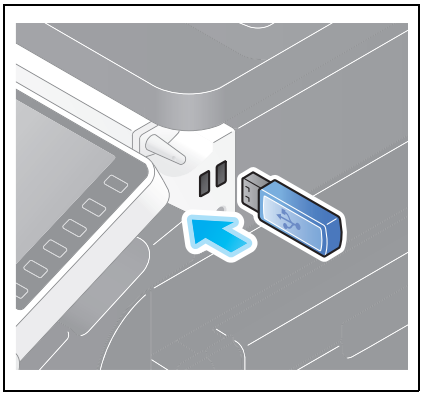
Available printing file types

- 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.

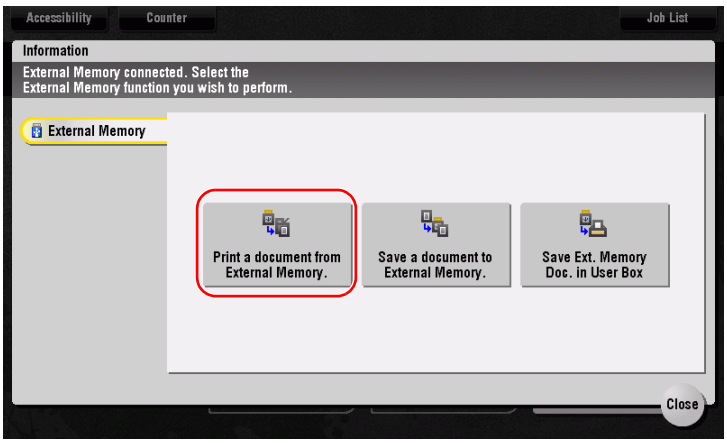


NOTICE

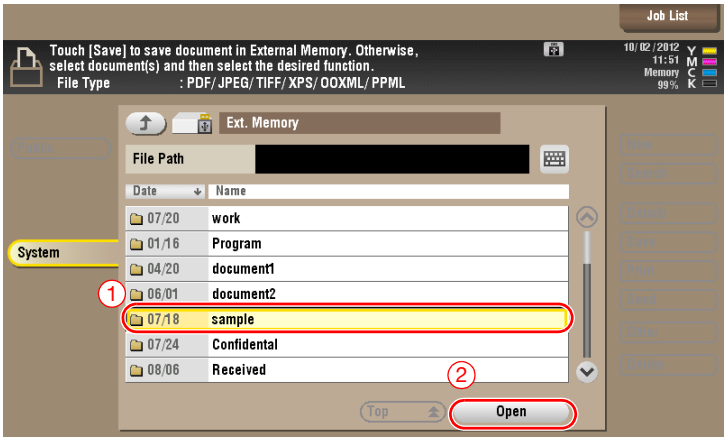
Do not insert the USB memory device into the USB port close to the rear panel of this machine.

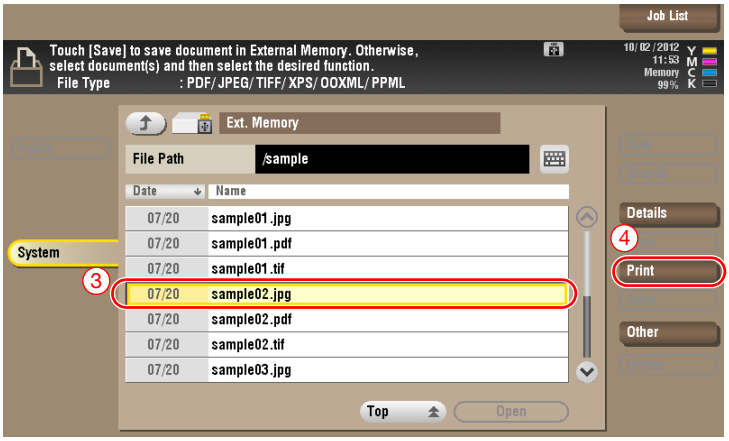
Do not use a USB device other than a flash-memory device.

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



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



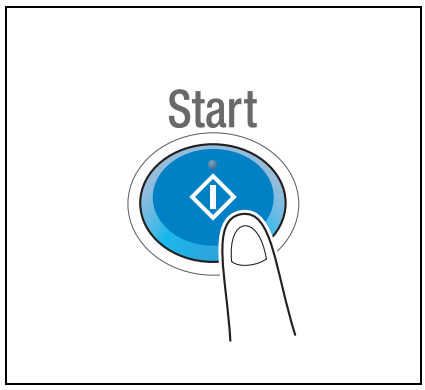


4 Check print settings.

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

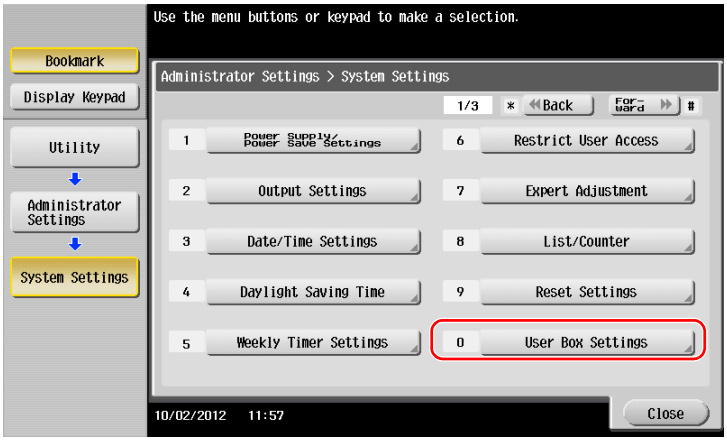
– There is no upper limit for the memory size.

Specifying functions to be permitted for external memory

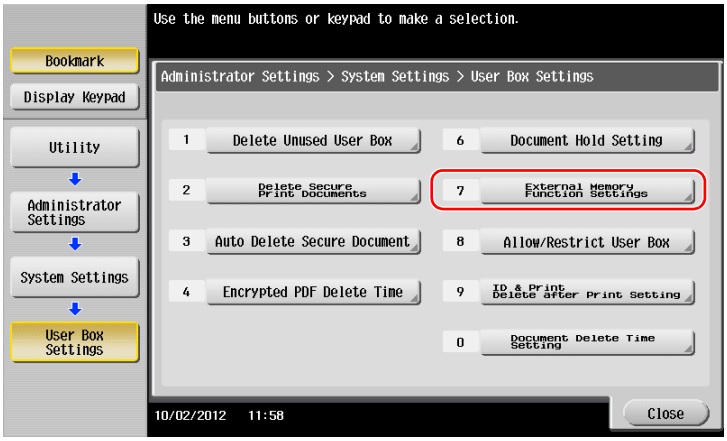
Change the settings to save documents in the USB memory device.

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

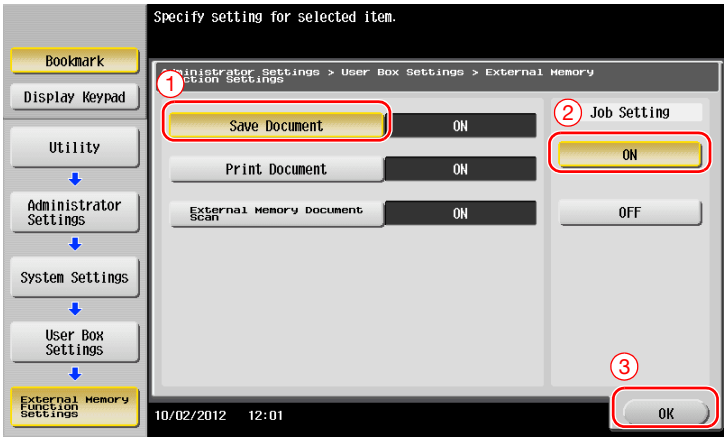
➔ For information on the default administrator password, refer to page 5-51.



2 Tap [External Memory Functional Settings].

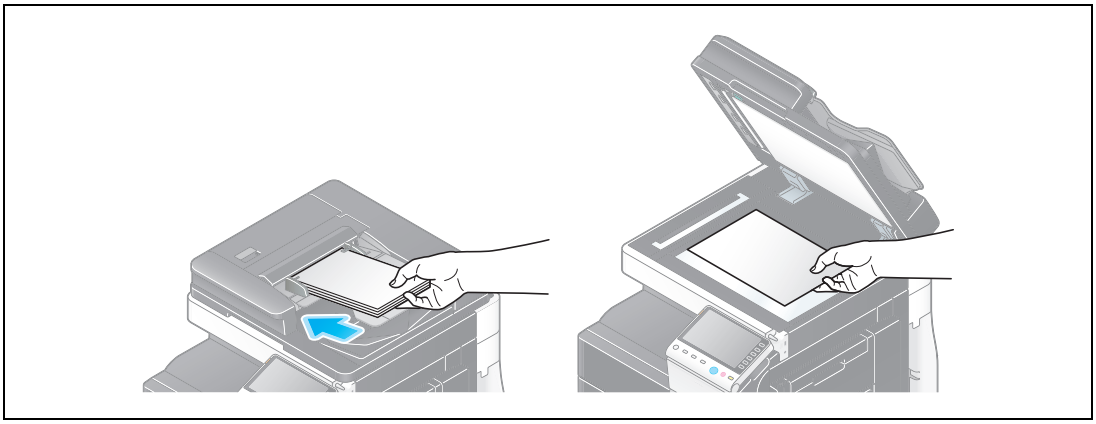


3 Select [Save Document] and [ON]. Tap [OK].

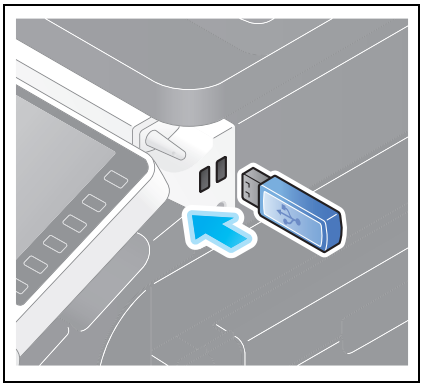


Saving data in the USB memory device

1 Load the original.



2 Connect a USB memory device to this machine.

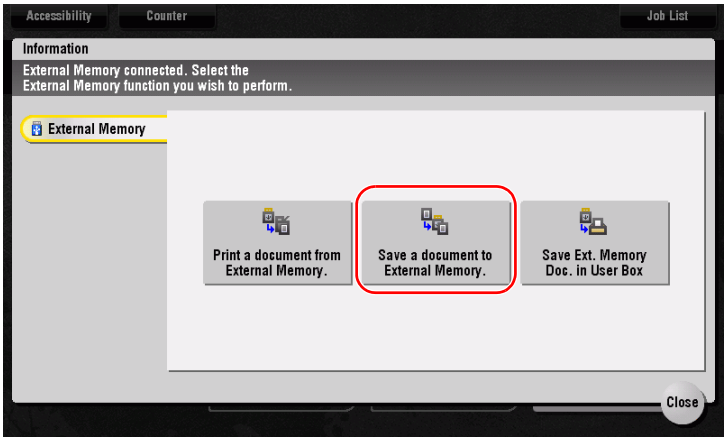


NOTICE

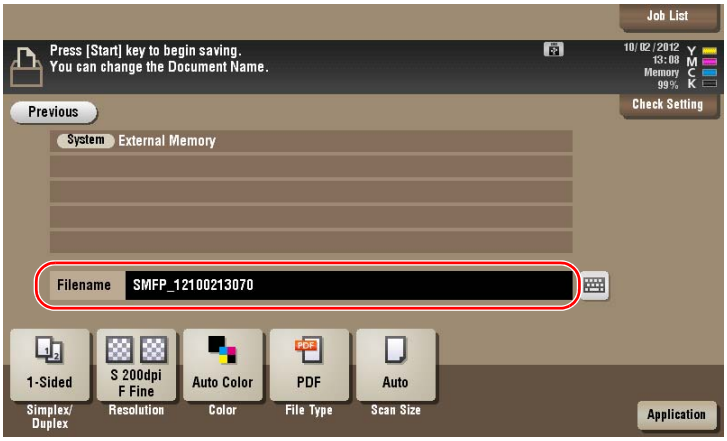
Do not insert the USB memory device into the USB port close to the rear panel of this machine.

Do not use a USB device other than a flash-memory device.

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



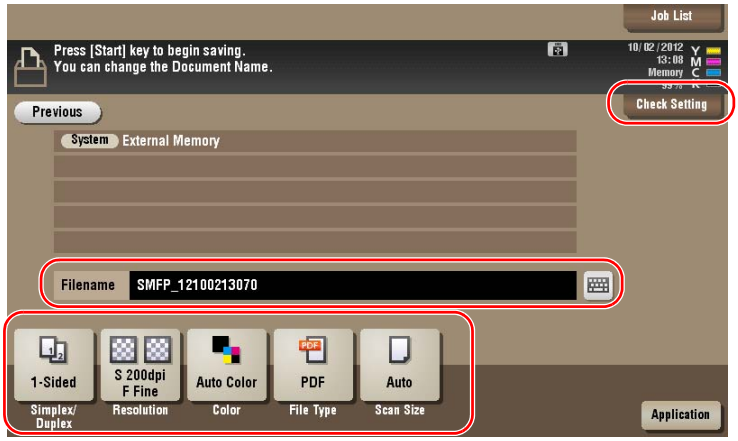
4 Check the file name.



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.



➔ You can also check the setting using the keys displayed on the **Touch Panel**.

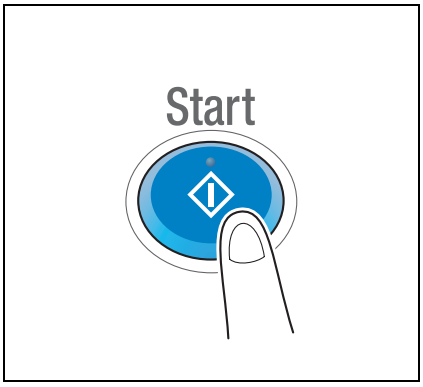
➔ To change the setting, tap the desired key on the **Touch Panel**.

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.

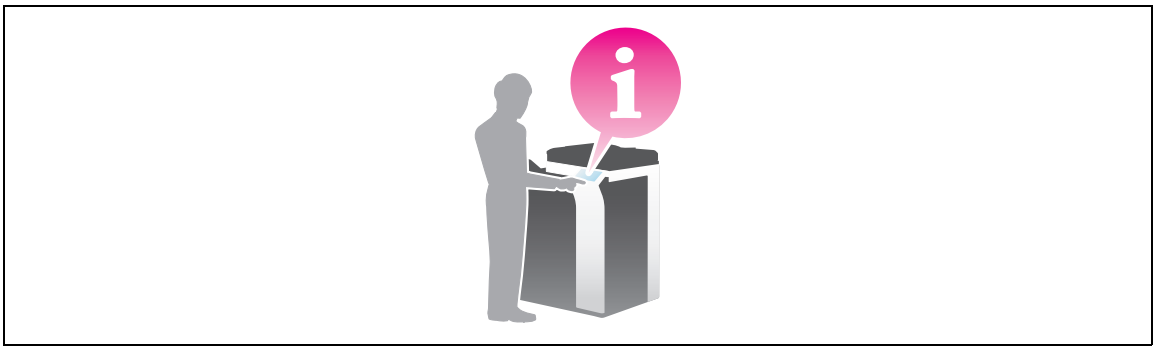


3.7 Using the guidance function

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.

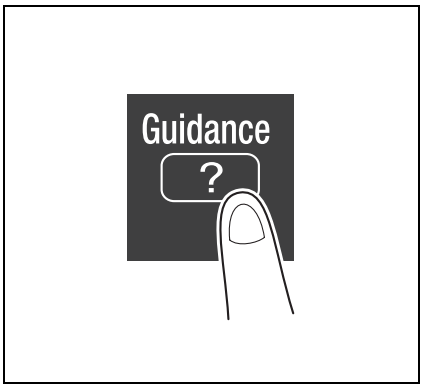
If you have any questions during operation, try to use this guidance function.



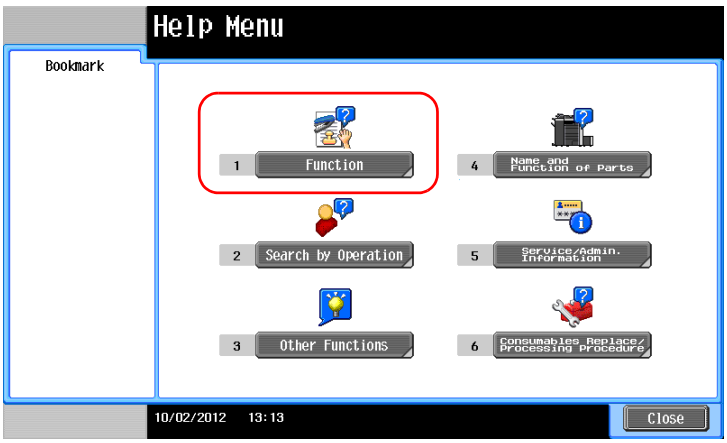
Getting help on the currently displayed screen:

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

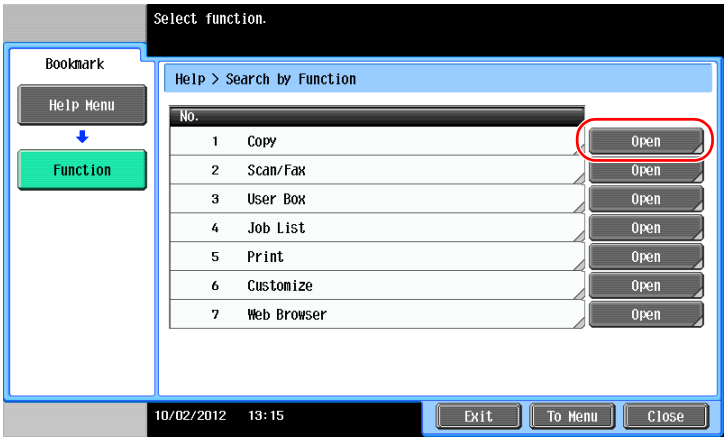
1 Press the **Guidance** key.

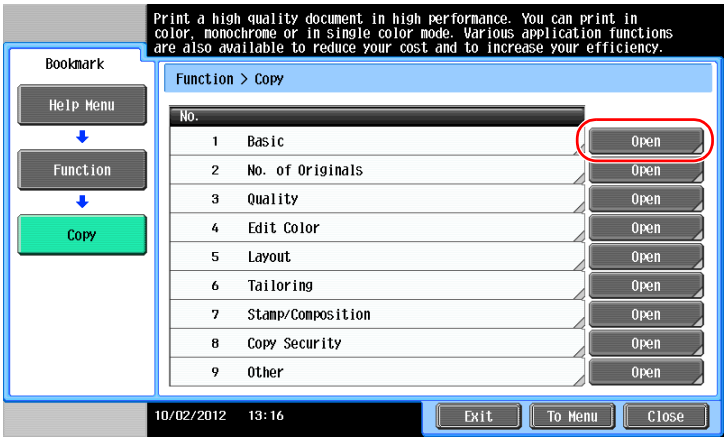


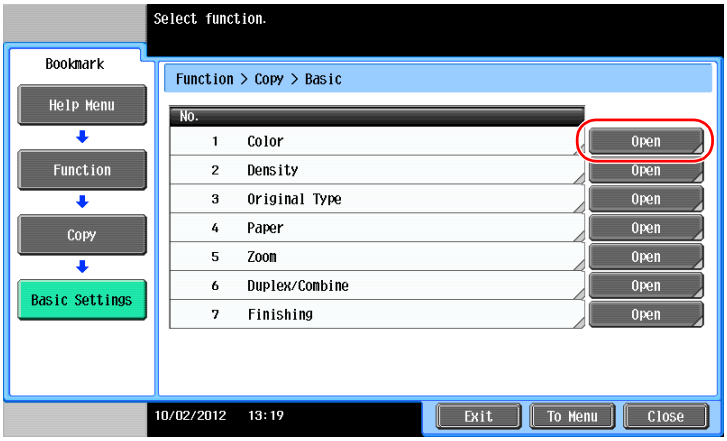
2 Select a menu.

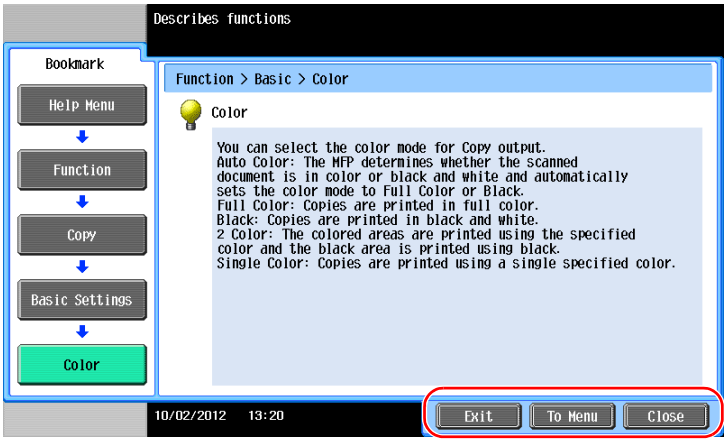


3 Narrow down the information you want to know.







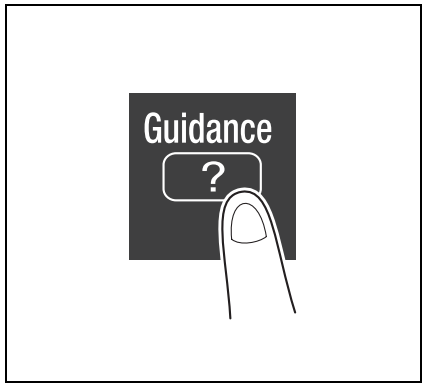


Name	Description
[Exit]	Returns to the main menu.
[To Menu]	Returns to the Help Menu.
[Close]	Returns to the preceding screen.

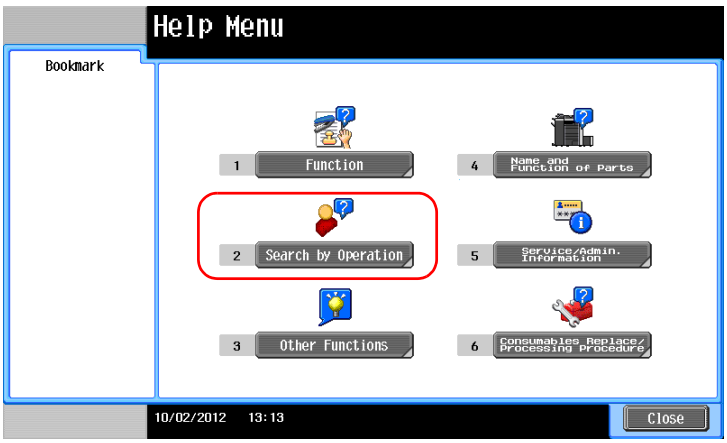
Getting help on the desired function or procedure:

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

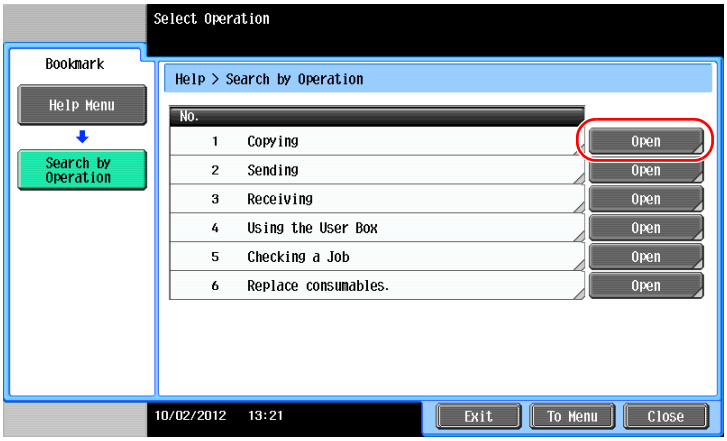
1 Press the **Guidance** key.

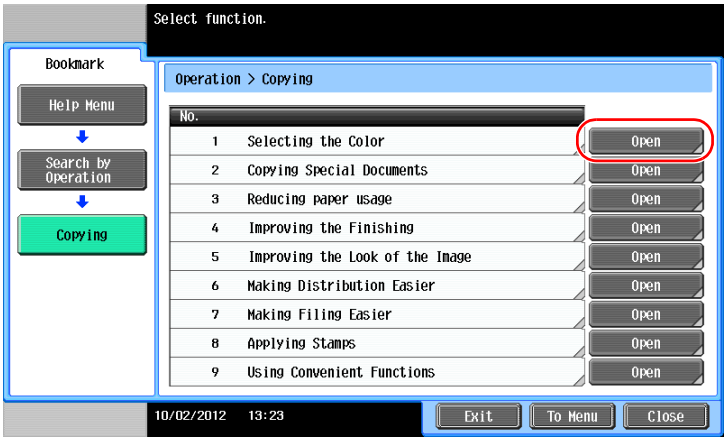


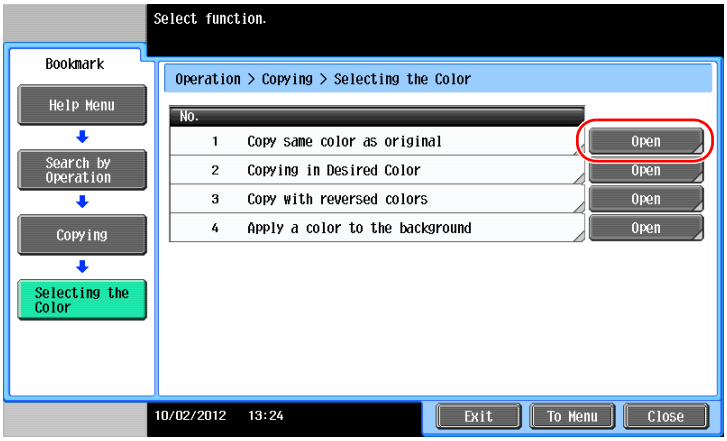
2 Select a menu.



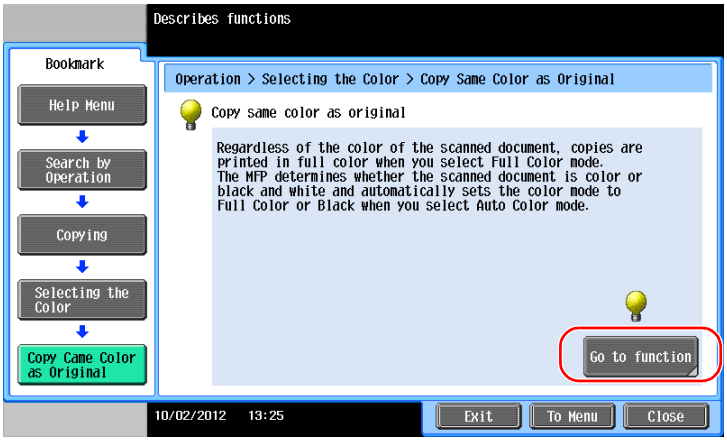
3 Narrow down the information you want to know.







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. Information]	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.

4 Advanced Functions

4 Advanced Functions

4.1 Using advanced functions

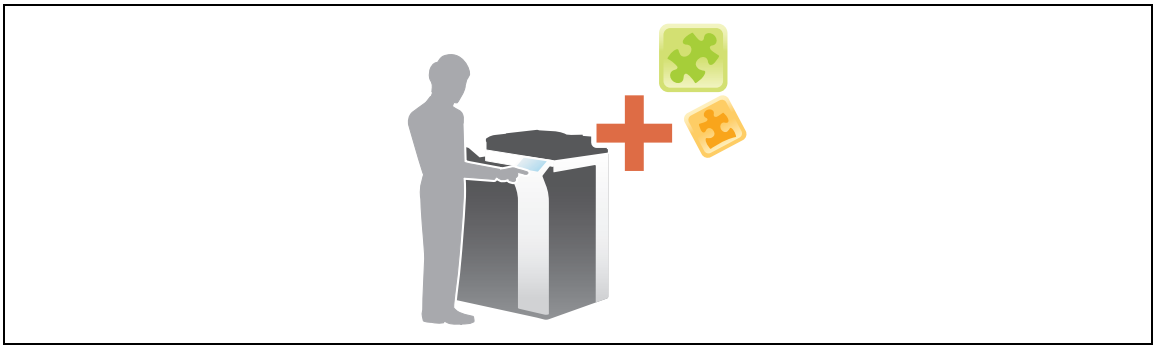
4.1.1 What are advanced functions?

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

- 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 ThinPrint is enabled. • This requires the registration of **i-Option LK-111**.
TPM	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**.
My Panel	You can customize the **Control Panel** display of this machine for each user. • This requires the association with **My Panel Manager**.
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 optional **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 optional **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**.
- **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.

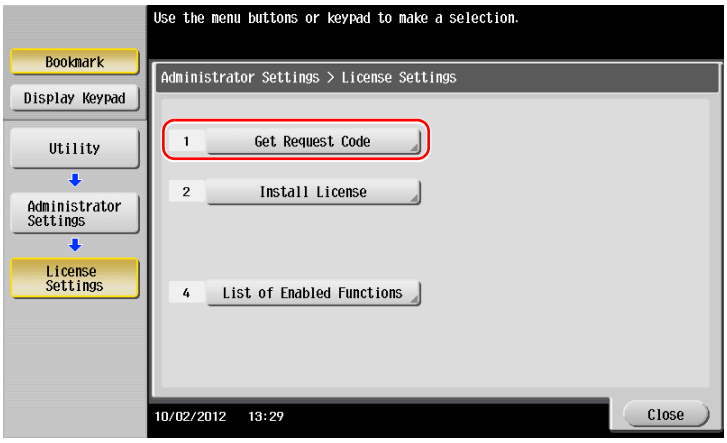
Reference
For details on the procedure, refer to the User's Guide CD.

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 5-52.



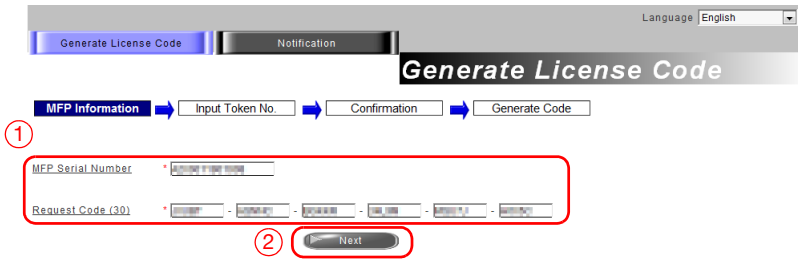
2 Tap [Yes] and [OK].

3 Tapping [Print] prints the serial number and request code.

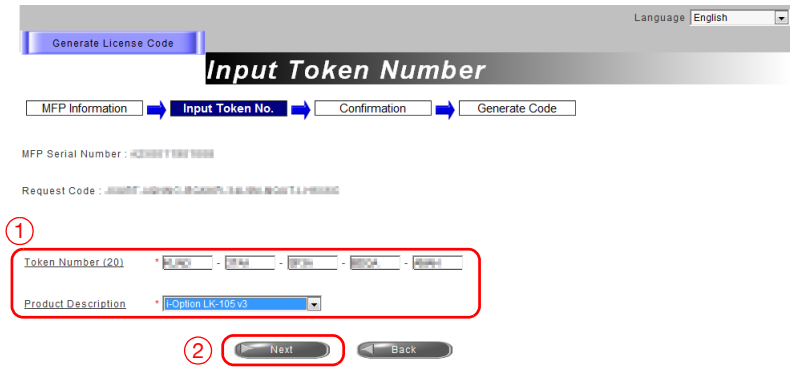
➔ Prepare at hand the printed serial number, request code, and token certificate supplied with **i-Option**.

4 Access the Web site of the License Management Server (LMS). Enter the [MFP Serial Number] and [Request Code], then click [Next].

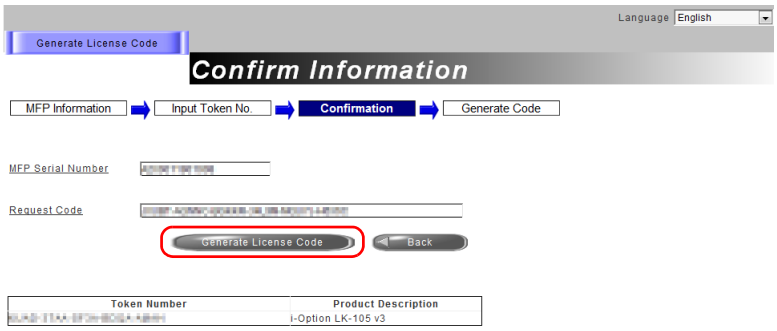
➔ The URL is described in the token certificate.



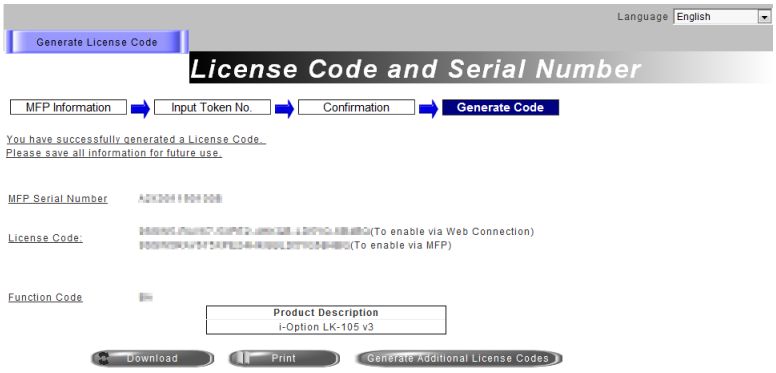
5 Enter the [Token Number], select the option you want to register from the [Product Description] list, then click [Next].



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



7 The license code and function code are issued.



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.

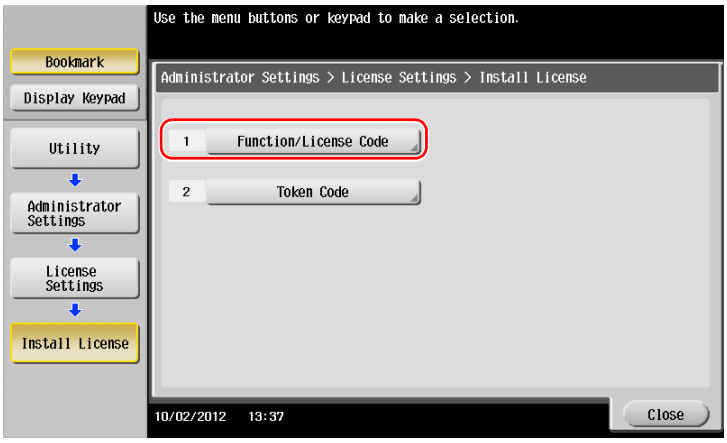
Enabling the i-Option function

Register the license and function codes in this machine.

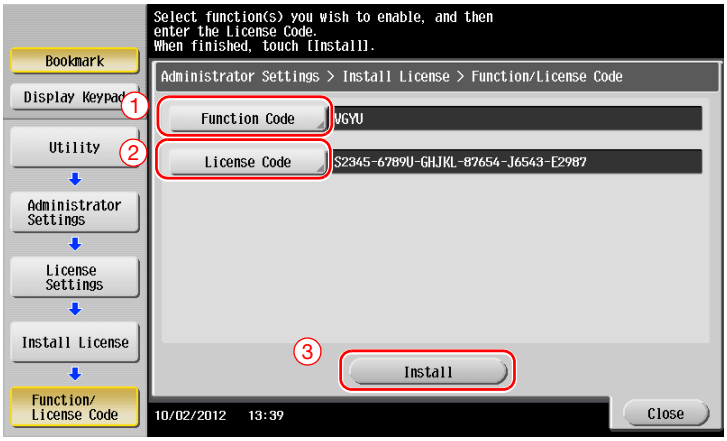
By inputting the codes

1 Tap [Utility], and select [Administrator Settings] - [Forward] - [License Settings] - [Install License] - [Function/Licence Code].

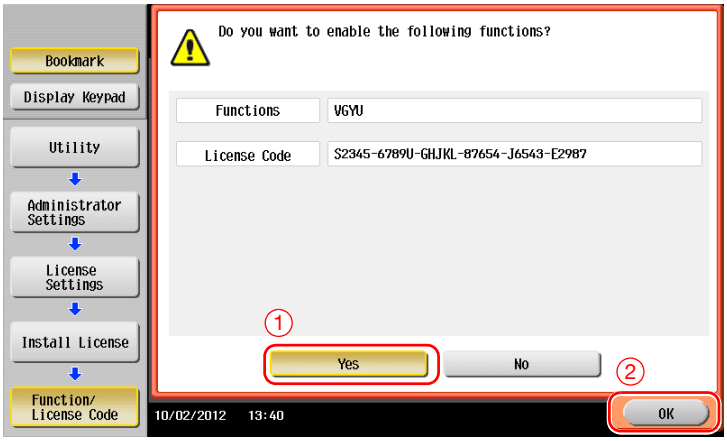
➔ For information on the default administrator password, refer to page 5-52.



2 Enter the license and function codes you wrote down.



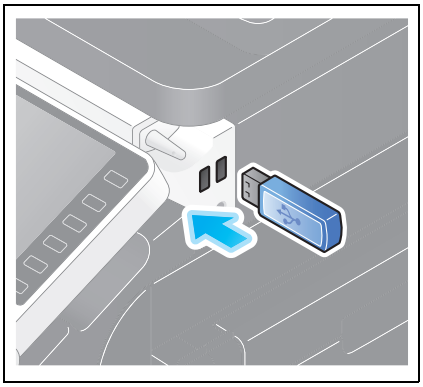
3 Select [Yes], then tap [OK].



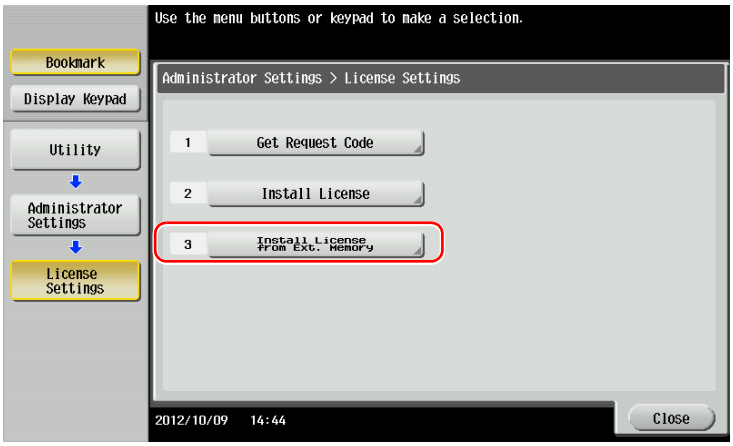
This machine restarts automatically.

By using a USB memory device

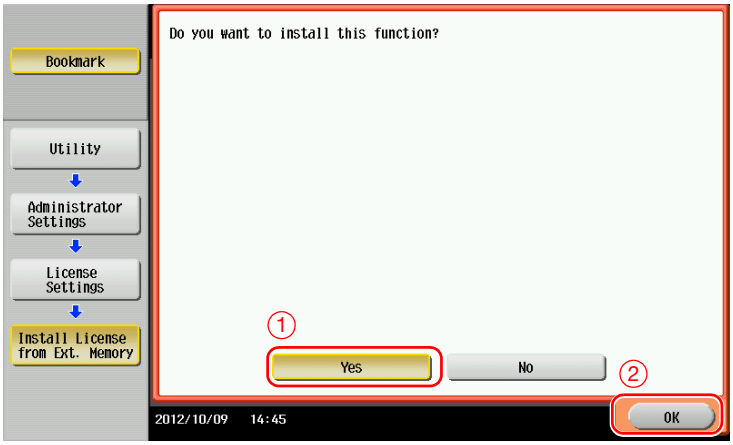
1 Connect the USB memory device stored with the license code.



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



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



This machine restarts automatically.

Configuring each function

Configure the required settings for each advanced function.

Reference

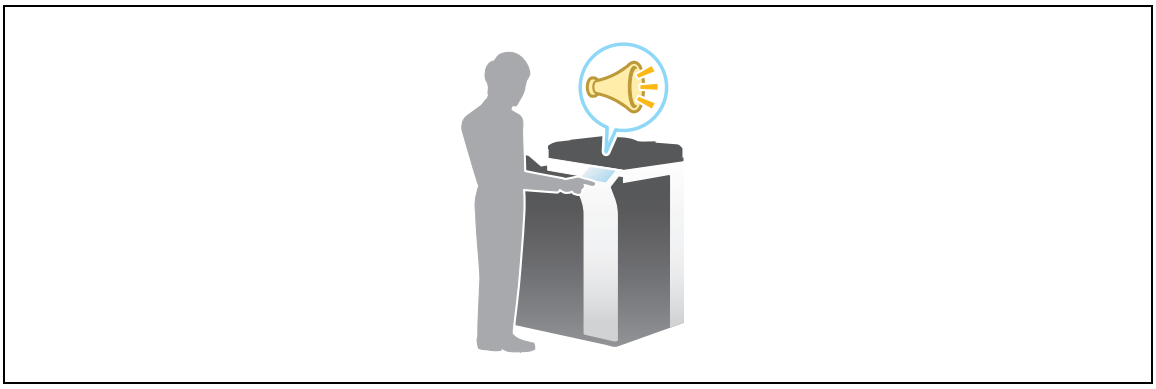
For details on the required setting items for each advanced function, refer to the User's Guide CD.

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 optional **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 optional **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 optional **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 optional **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

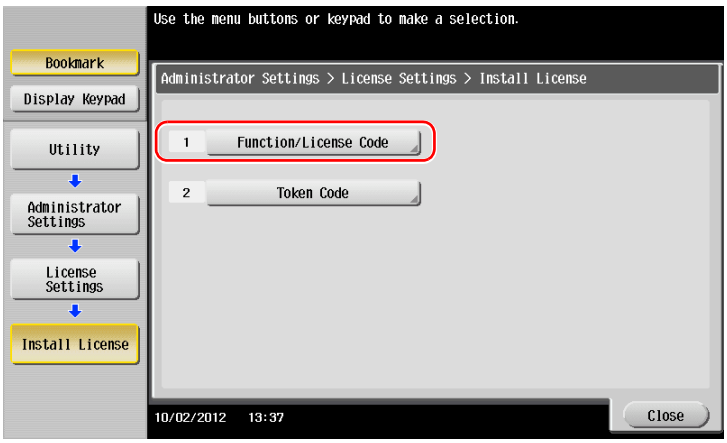
Enabling the voice guidance function

Register the function and license codes in this machine.

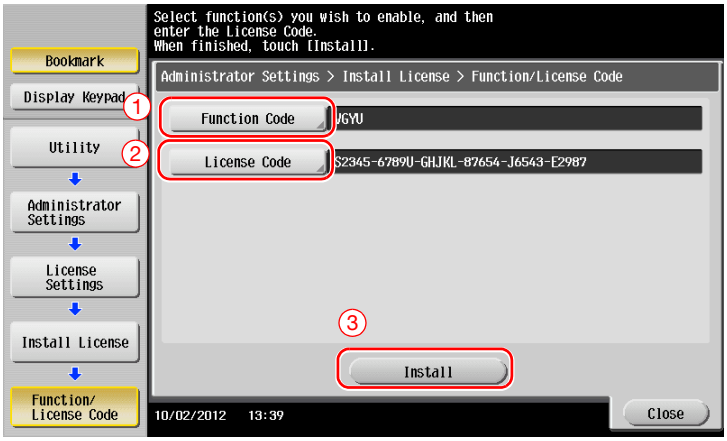
Then, configure settings to start the voice guidance.

1 Enable the i-Option function. Tap [Utility], and select [Administrator Settings] - [Forward] - [License Settings] - [Install License] - [Function/License Code].

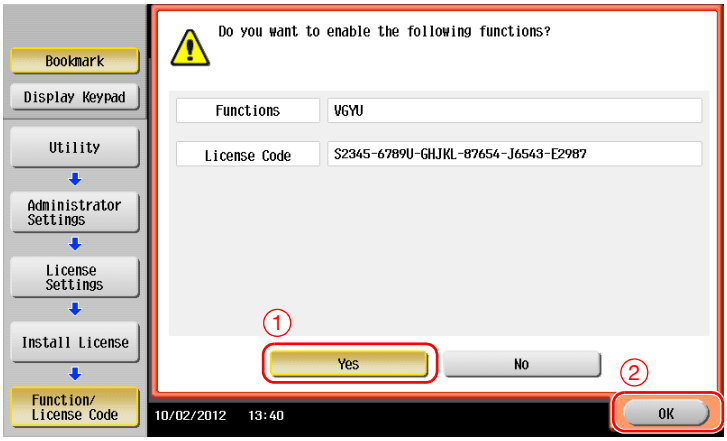
➔ For information on the default administrator password, refer to page 5-52.



2 Enter the license and function codes you wrote down.

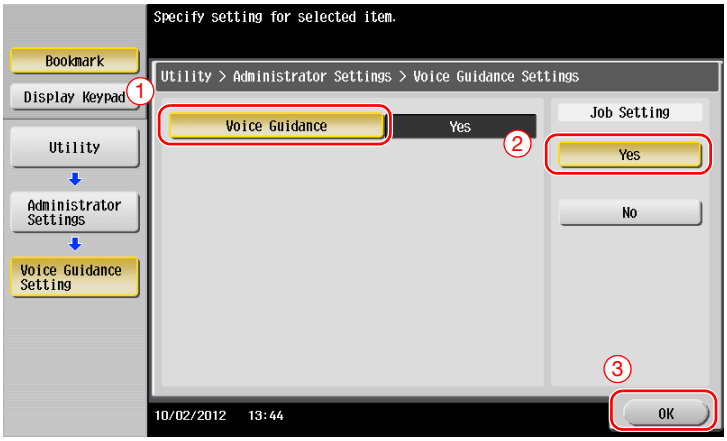


3 Select [Yes], then tap [OK].



This machine restarts automatically.

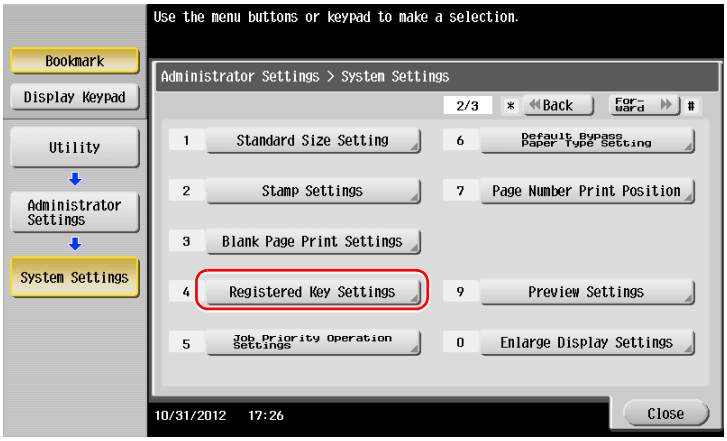
4 Enable the voice guidance. Tap [Utility], and select [Administrator Settings] - [Forward] - [Voice Guidance Settings].



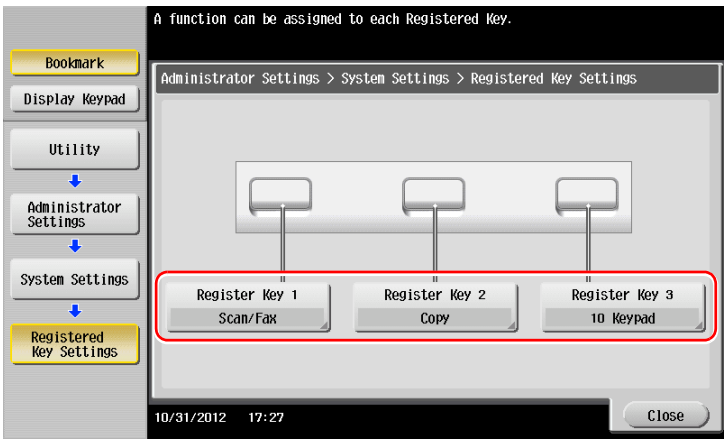
Assigning the voice guidance function to the Register key

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

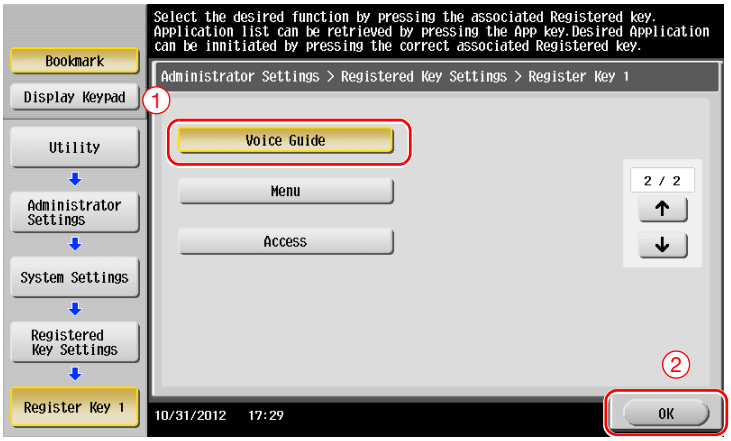
1 Tap [Utility], and select [Administrator Settings] - [System Settings] - [Forward] - [Registered Key Settings].



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



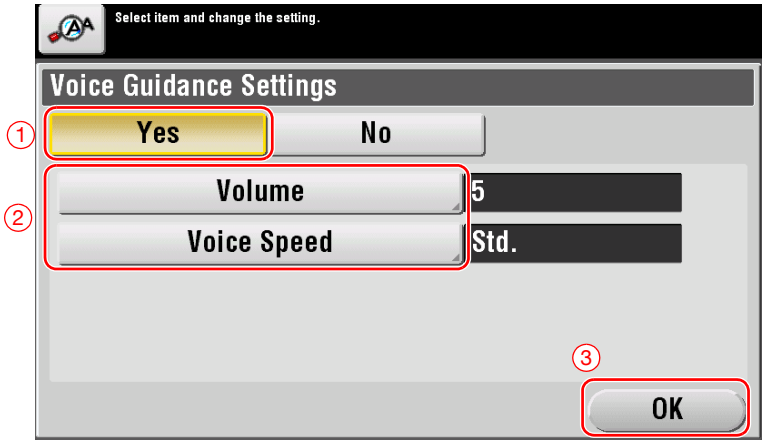
3 Select [Voice Guide], then tap [OK].



Specifying the volume and speed

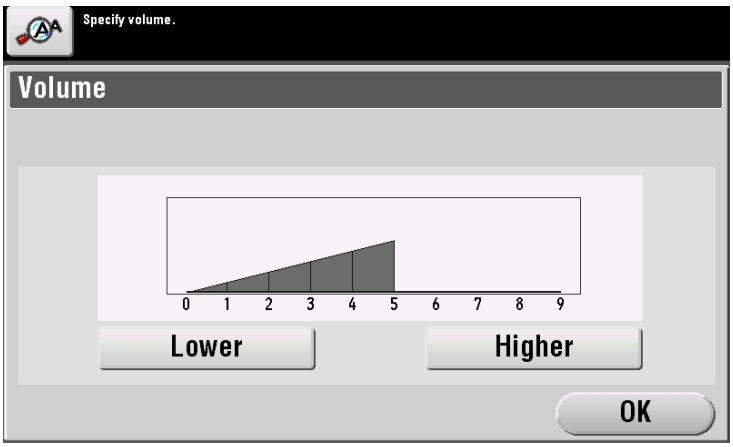
Specify the volume or speed to read out.

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

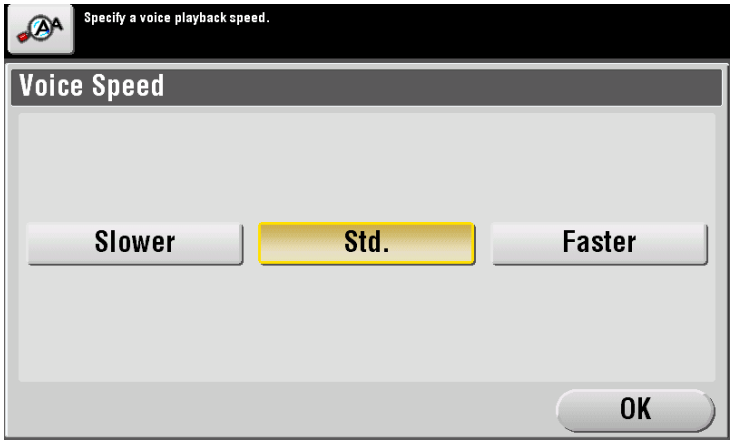


2 Specify the volume or speed.

➔ [Volume]: Use [Higher] or [Lower] to adjust the volume.



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



Operating the voice guidance

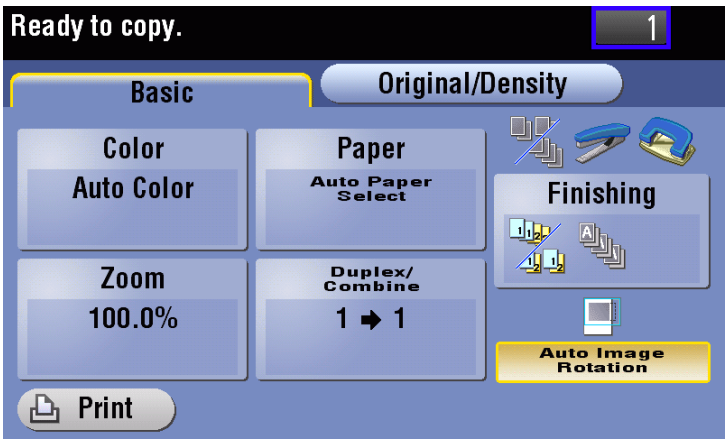
1 Press the **Register** key assigned with the voice guidance on the screen that supports the voice guidance.

➔ For information on the operations when the optional **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.

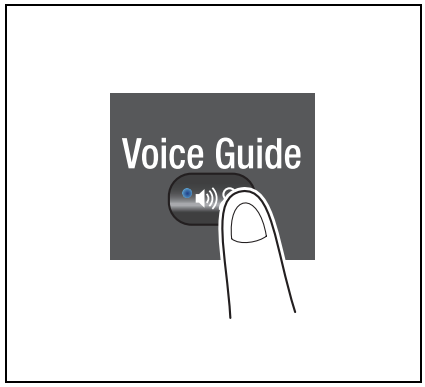


2 Tap the key for which a voice guidance is required.

3 Press the **Register** key assigned with the voice guidance to exit the voice guidance function.

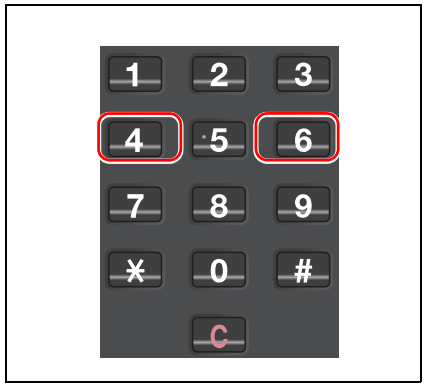
Keypad operations for voice guidance

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

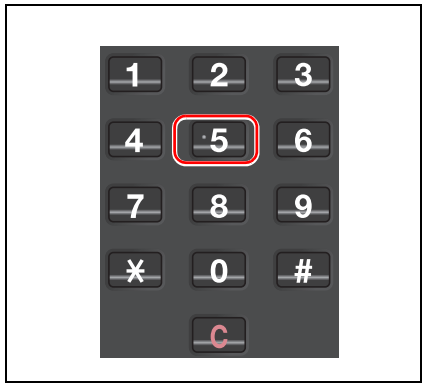


2 Use the **Keypad** to operate the voice guidance.

➔ Position the voice cursor at the key you want to hear the guidance for.

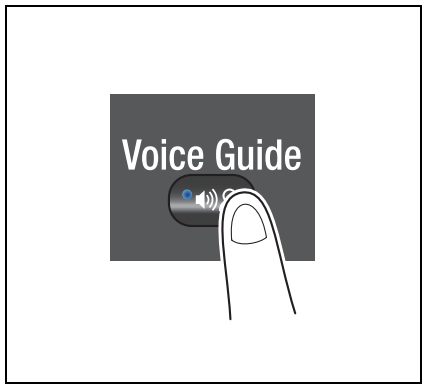


➔ Determine the position of the voice cursor.



➔ Reading out starts.

3 Press **Voice Guide** to end the voice guidance.



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

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.

5 Frequently Asked Questions

5 Frequently Asked Questions

5.1 Print

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.

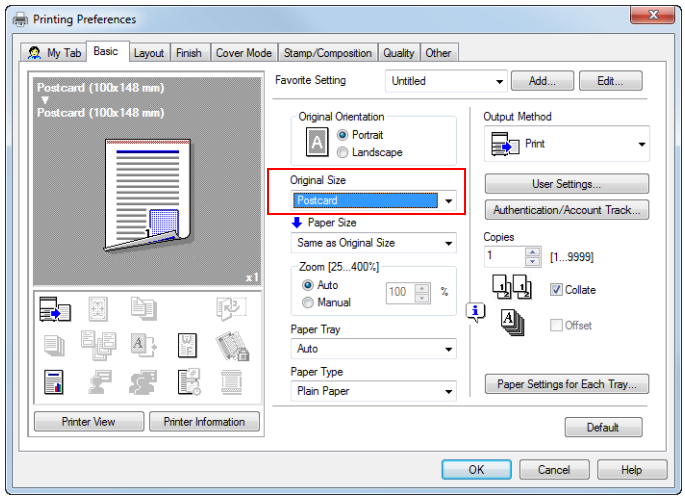
Operation procedure

1 Open the file in the application, and click [File]. Then click [Print] from the menu.

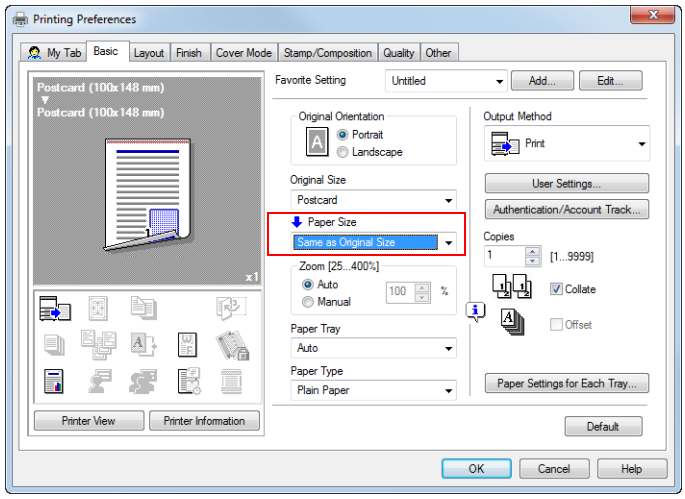
2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).

3 In [Original Size] on the [Basic] tab, select [Envelope] or [Postcard].

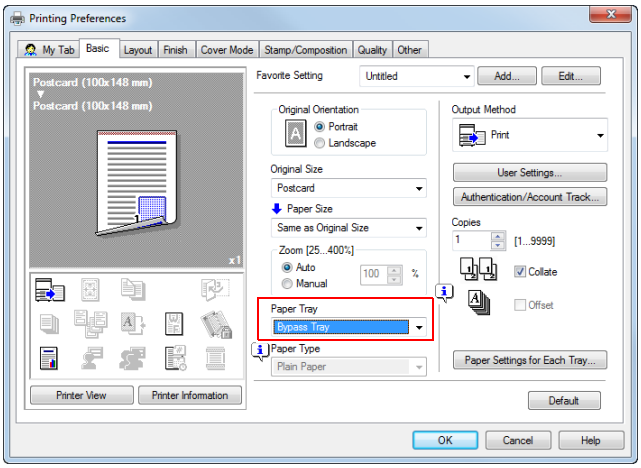
➔ Various sizes of envelopes are available. Select the correct paper size for the envelopes you have loaded.



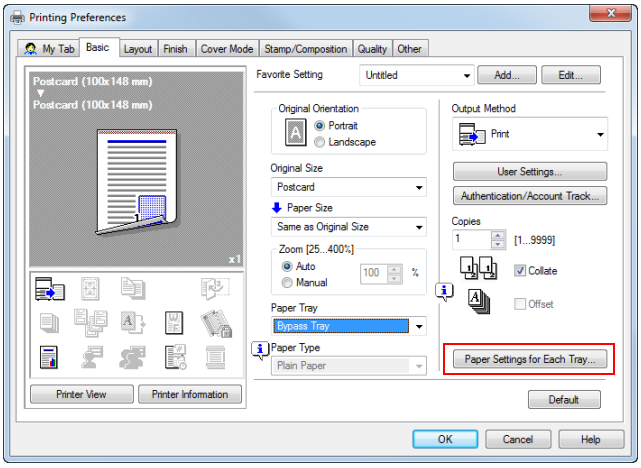
4 Check that [Paper Size] is set to [Same as Original Size].



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

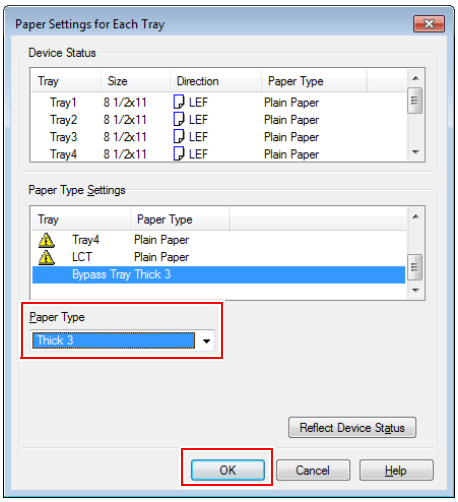


6 Click [Paper Settings for Each Tray].



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].

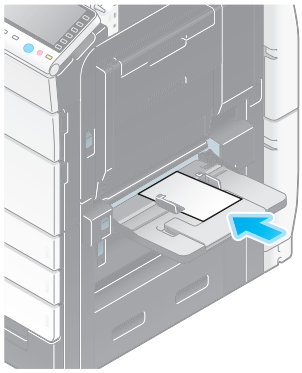


8 Click [OK].

9 Execute printing.

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

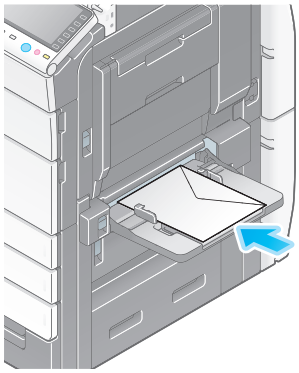
➔ For postcards

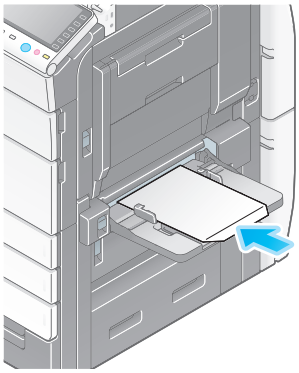


➔ For envelopes

NOTICE

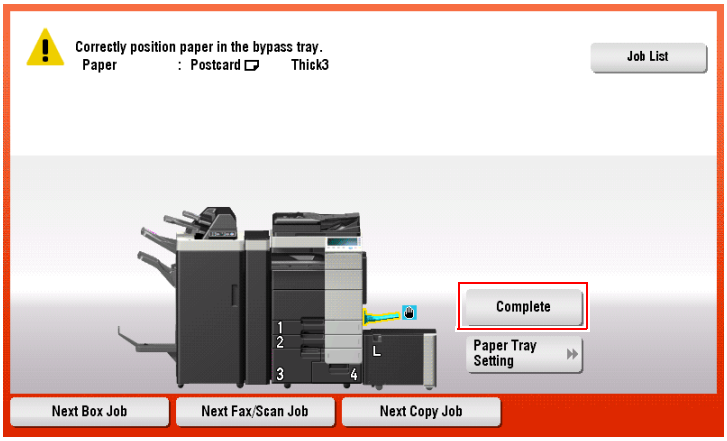
Before loading, remove air from the envelope(s), and securely press along the flap fold line. Otherwise, it will result in an envelope wrinkle or paper jam.





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?

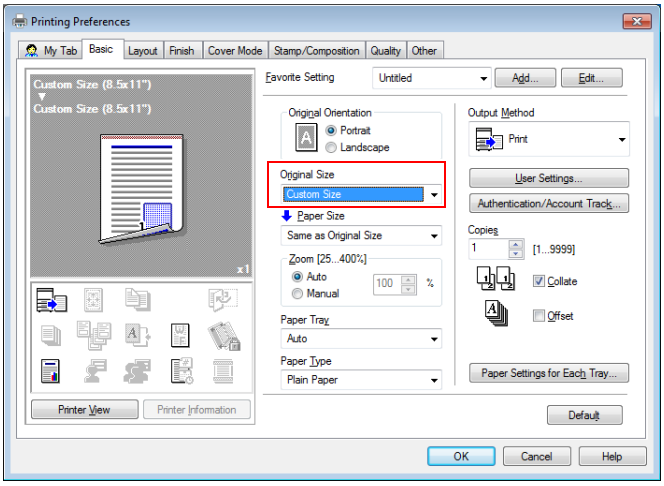
A2. Yes, you can. Specify [Bypass Tray] on the print screen and load custom size paper into the **Bypass Tray**.

Operation procedure

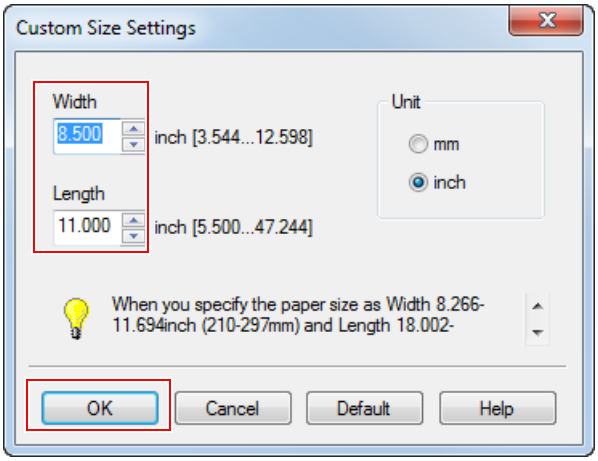
1 Open the file in the application, and click [File]. Then click [Print] from the menu.

2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).

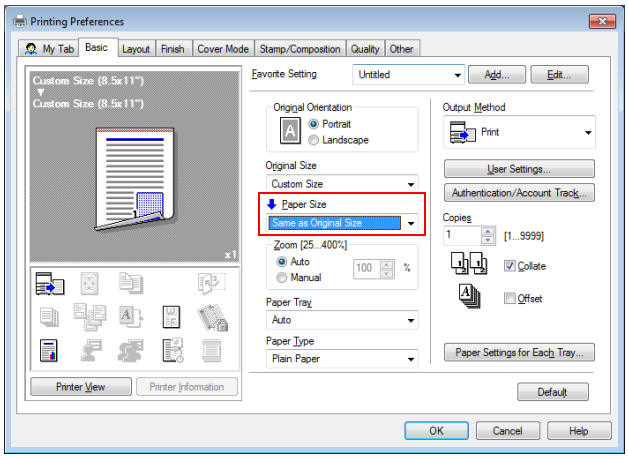
3 In [Original Size] on the [Basic] tab, select [Custom Size].



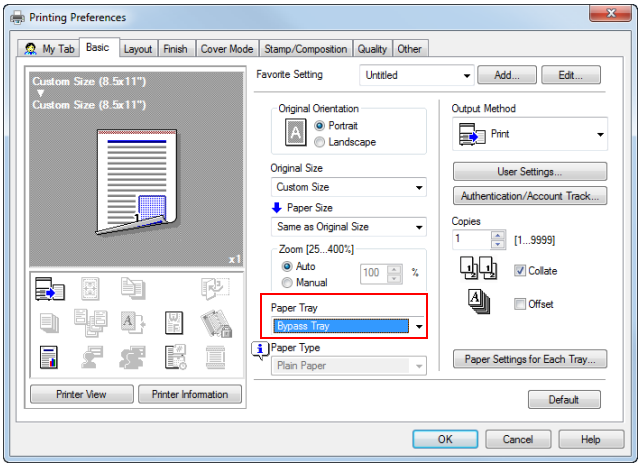
4 Enter the size of the paper you have loaded, then click [OK].



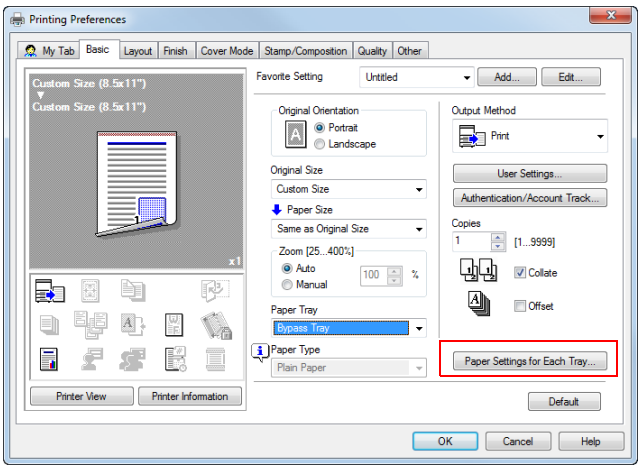
5 Check that [Paper Size] is set to [Same as Original Size].



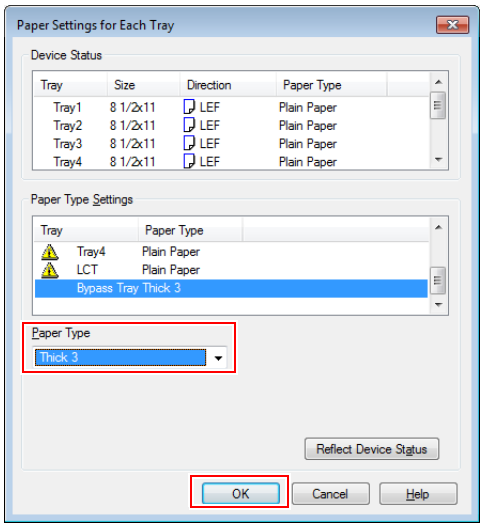
6 Select [Bypass Tray] from [Paper Tray].



7 Click [Paper Settings for Each Tray].



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



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?

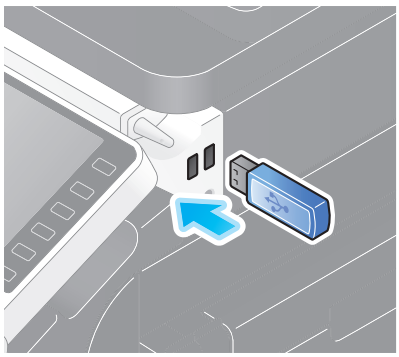
A3. Yes. You can print a file simply by inserting the USB memory into the **USB Port** of the machine.

See the table below for the types of files that can be printed and the operating conditions of the USB memory.

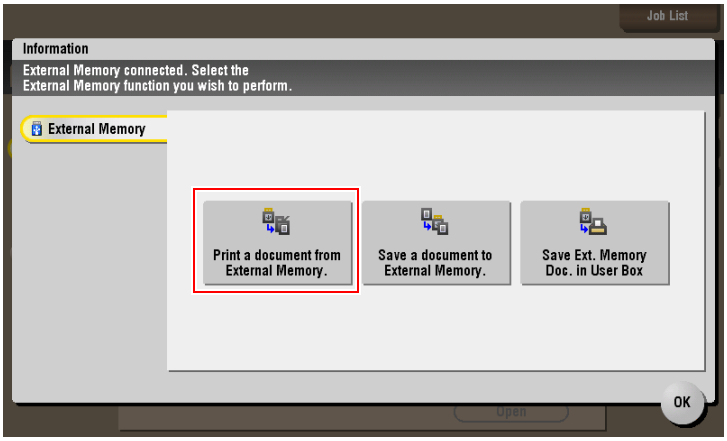
Item	Specifications
Supported standards	USB 2.0/1.1
File system	FAT32
Types of printable files	PDF, Compact PDF, JPEG, TIFF, XPS, Compact XPS, OOXML (.docx/.xlsx/.pptx), and PPML (.ppml/.vdx/.zip)

Operation procedure

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

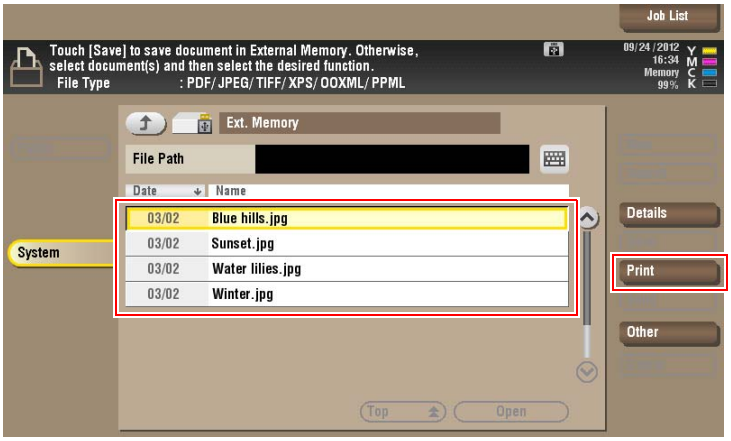


2 Tap [Print a document from External Memory.].

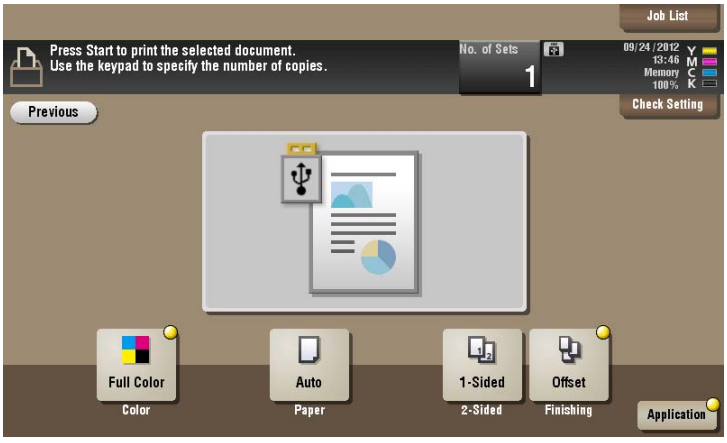


3 Select a file to print, then tap [Print].

➔ Select a folder, then tap [Open] to list documents and folders in the folder. Tap [Top] to return to the location one layer above.



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

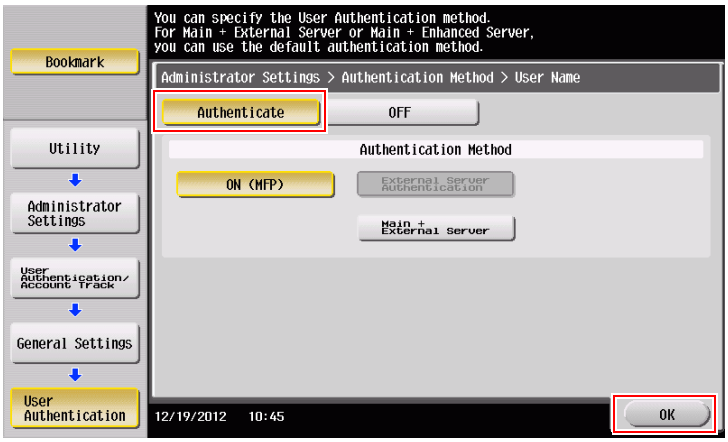
1 Tap [Utility], then select [Administrator Settings].

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.

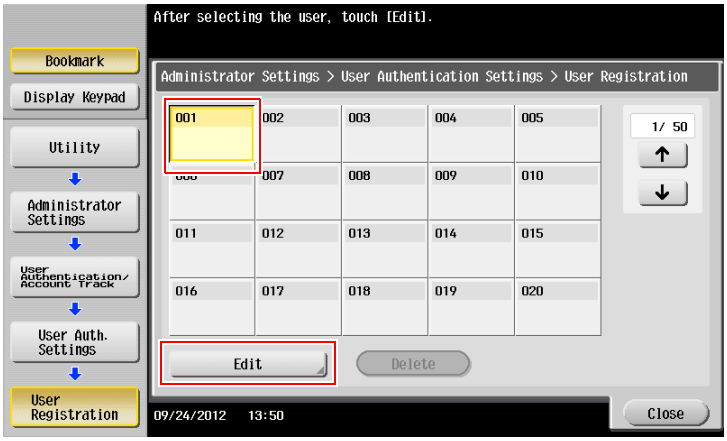


5 Tap [OK].

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

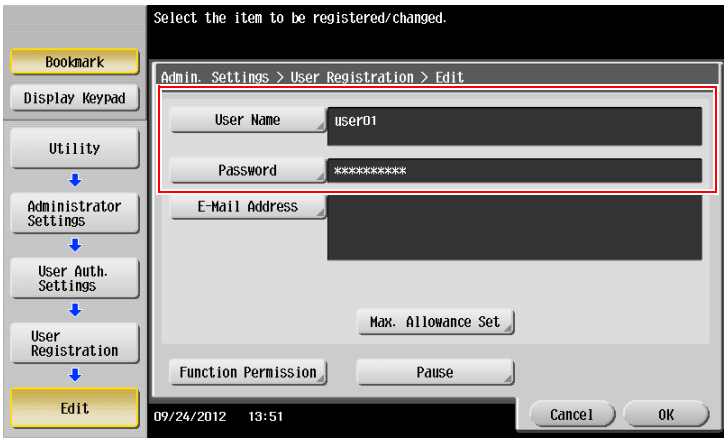
7 Select [User Authentication Settings] - [User Registration].

8 Select the registration number of a target user, then tap [Edit].



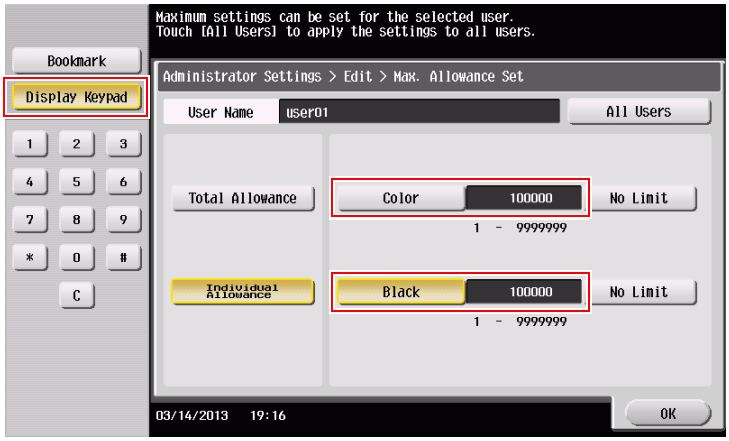
9 Enter the user name and password in [User Name] and [Password].

➔ If you have selected a registered user in Step 8, no information has to be entered.



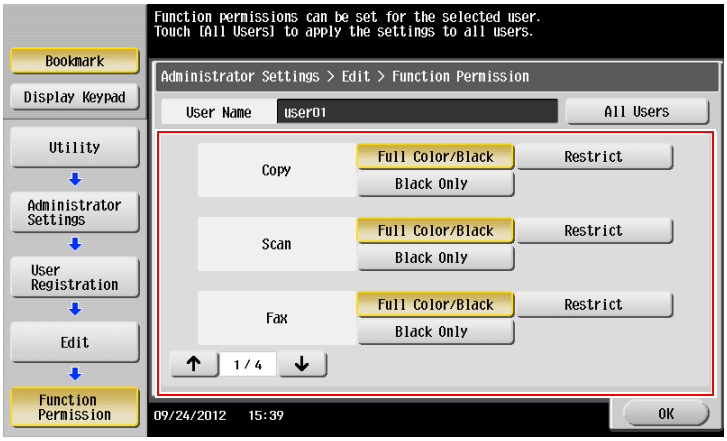
10 Tap [Max. Allowance Set] and [Color] or [Black], then enter the maximum allowance for the number of color/black originals that the user can print, using the **Keypad**.

➔ To manage the upper limit without distinguishing between the color and black originals, tap [Total Allowance]. Then, tap [Total], enter the upper limit using the **Keypad**, and tap [OK].



11 Tap [OK].

12 Tap [Function Permission] to set the limit for the respective functions.



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 Document 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].

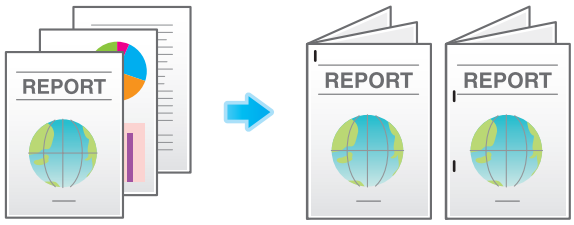
14 Tap [OK].

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

- An optional **Finisher** is required.

Punch

Punching is enabled for filing holes.

Tips

- This function requires either one of the following combinations of optional units.

– **Finisher FS-535** and **Punch Kit PK-521** or **Z Folding Unit**
– **Finisher FS-534** and **Punch Kit PK-520**

Center Staple & Fold

Center stapling is enabled for booklet-like finish.

Tips

- The optional **Finisher** and **Saddle Stitcher** are required.

Fold

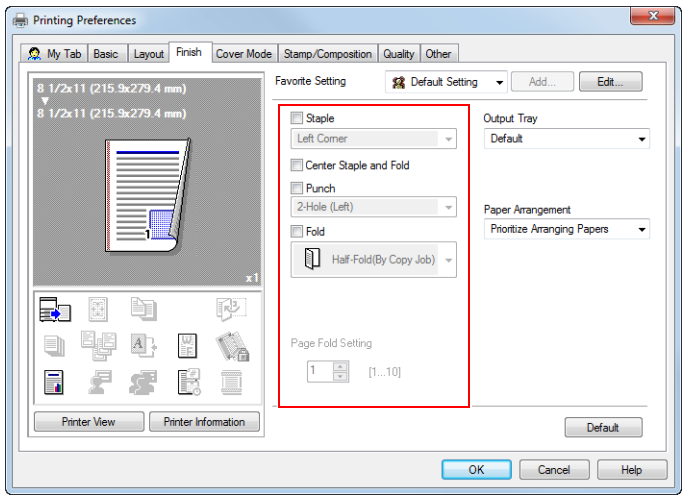
Half-folding, tri-folding, or Z-folding is enabled. This function is useful for direct mail and information notes.

Tips

- To use the Half-Fold or Tri-Fold function, the optional **Finisher** and **Saddle Stitcher** are required.
- To use the Z-fold function, the optional **Finisher FS-535** and **Z Folding Unit** are required.

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.



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 297 mm)	18 to 47-1/4 inches (457.3 to 1200 mm)	33-13/16 to 55-7/8 lb (127 g/m^2 to 210 g/m$^{2)}$

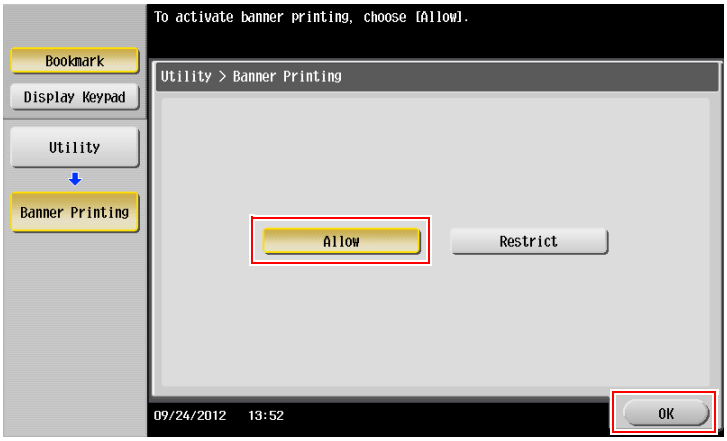
Tips

- When loading long sheets of paper, mount the **Mount Kit MK-715** for long paper.

How to set

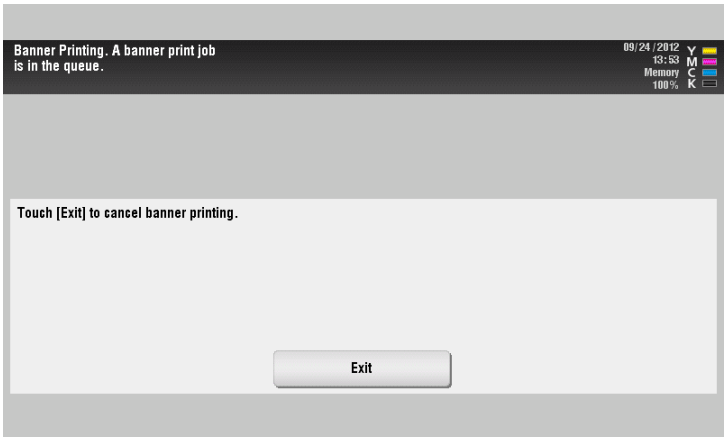
1 Tap [Utility] and select [Banner Printing].

2 Select [Allow], then tap [OK].



3 Check that the screen waiting for banner printing job has appeared.

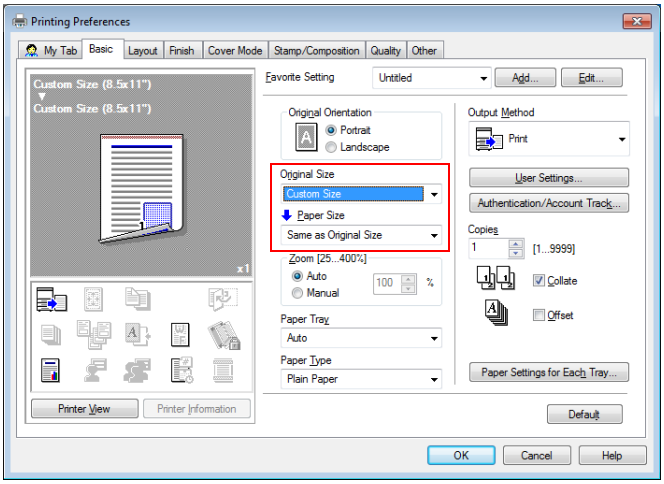
➔ If a print job is received with a paper setting of a non-banner size while the machine is waiting to print on a banner, that job is queued.



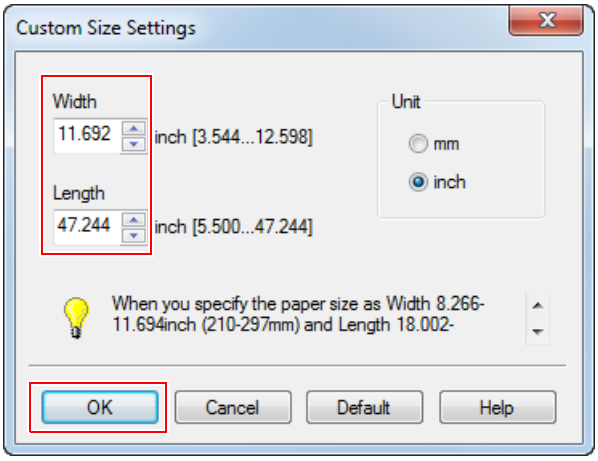
4 Open the file in the application, and click [File]. Then click [Print] from the menu.

5 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).

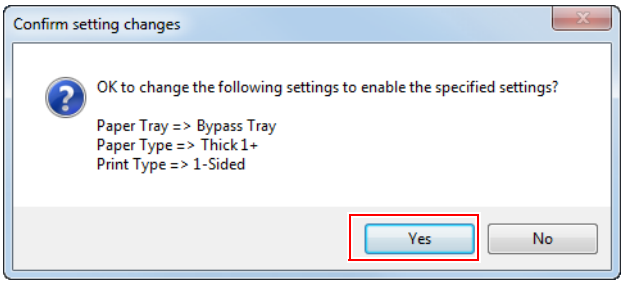
6 In [Original Size] or [Paper Size] on the [Basic] tab, select [Custom Size].



7 Enter values for [Width] and [Length] of the paper for printing, then click [OK].



8 Check the paper tray and paper type settings automatically changed, then click [Yes].



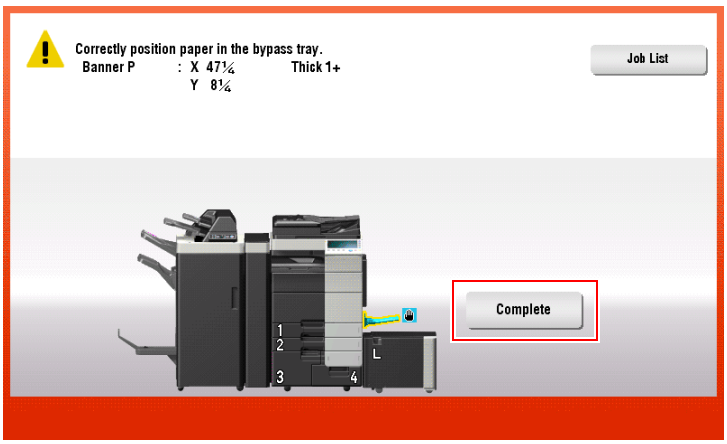
9 Click [OK].

10 Click [Print].

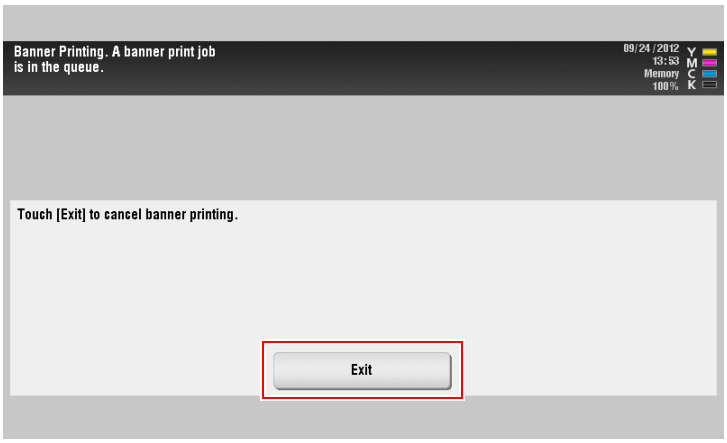
11 Load paper for banner printing with the print side face down then tap [Complete].

Printing on the banner paper starts. Support the ejected banner paper by hand.

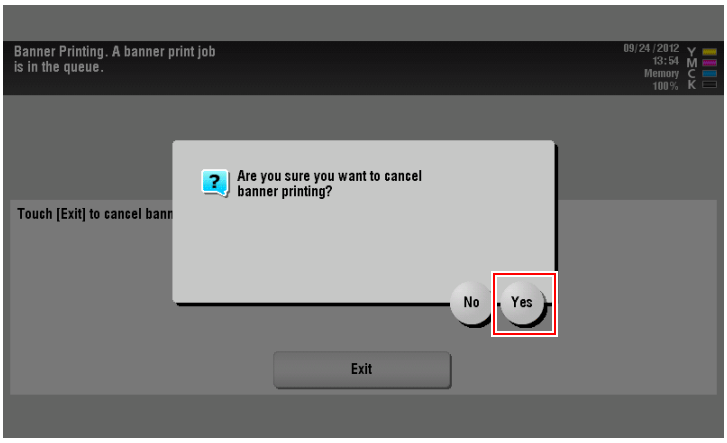
➔ To continue banner printing, execute printing from the computer.



12 Tap [Exit].



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

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

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

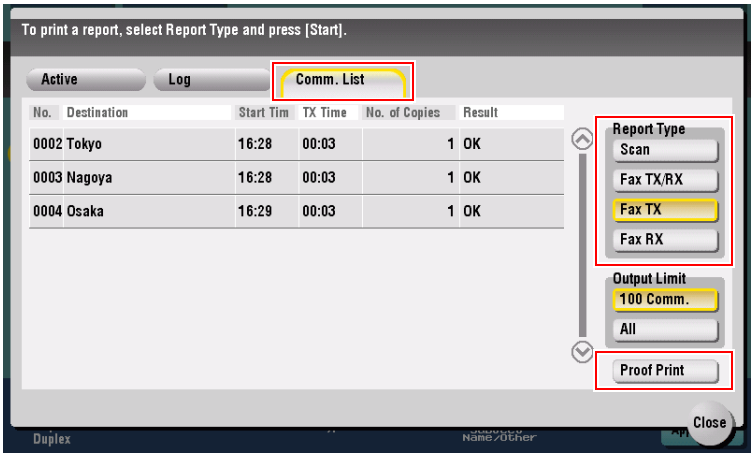
Reports can be prepared for scan and send logs, fax communications (transmission and reception logs), fax transmission logs and fax reception logs.

Operation procedure

1 Tap [Job List].

2 Specify a report type in [Report Type] on the [Comm. List] tab, and tap [Proof Print], then press **Start**.

➔ Set [Output Limit] to specify the number of transmission and reception records to print.



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 book		500 addresses Up to 30 User Boxes
When directly entering addresses	E-mail	5 addresses
	User Box	1 User Box
	Fax	100 addresses

Tips

- 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. [No. of Address] displays the number of selected destinations.

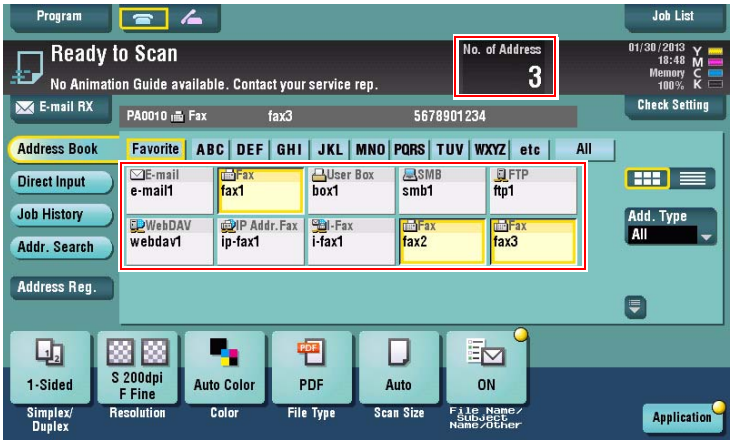
➔ To cancel the destination setting, tap the Address Book key for the destination to be canceled.

➔ 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.

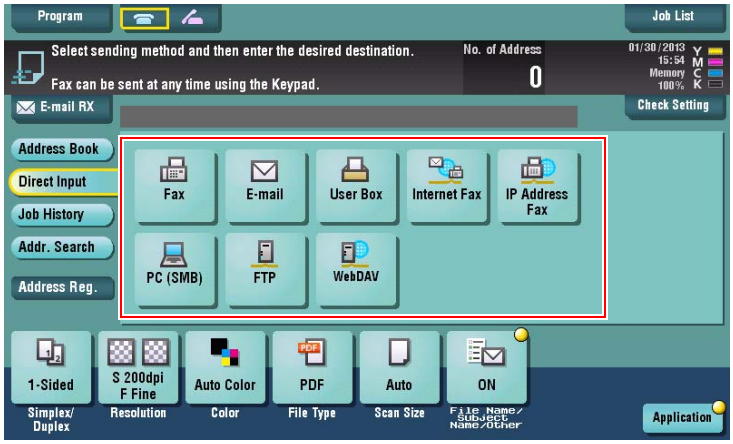


3 Press **Start** to start scanning of the original.

Operation procedure: Directly entering multiple destinations

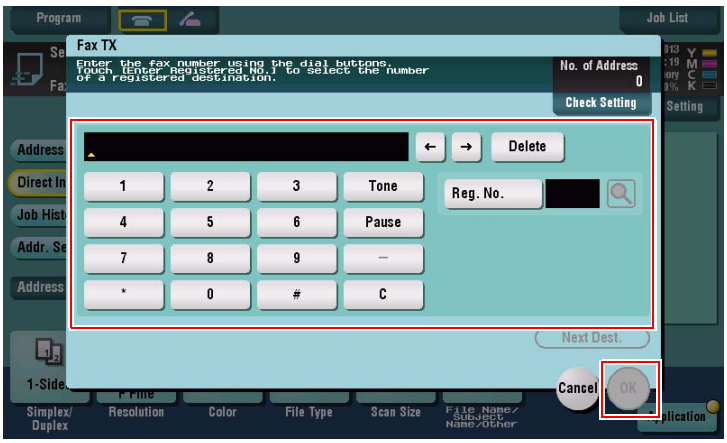
1 Load the original.

2 Tap [Scan/Fax] and select an destination type from [Direct Input].



3 Enter a destination, then tap [OK].

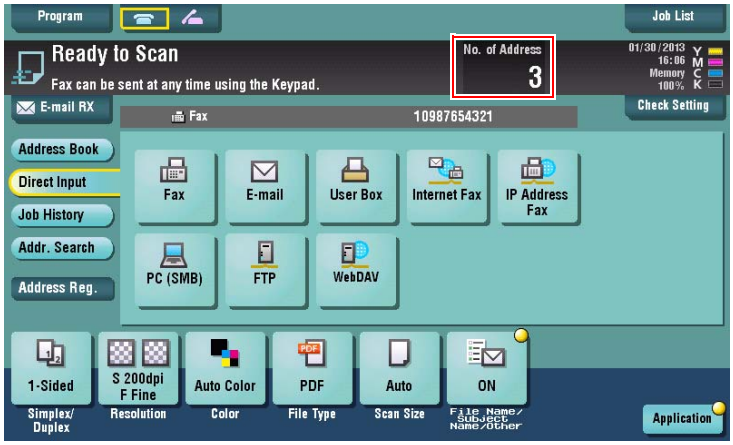
➔ Tap [Next Dest.] on the address input screen to continue address entry (not enabled for a User Box).



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.



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.

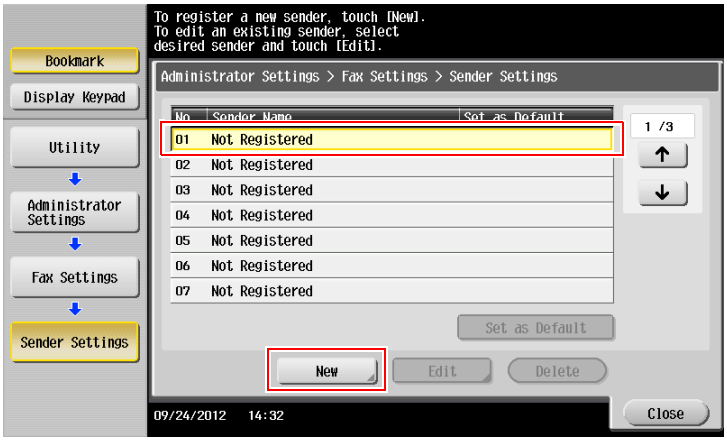
How to set: Registering sender names

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].



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.

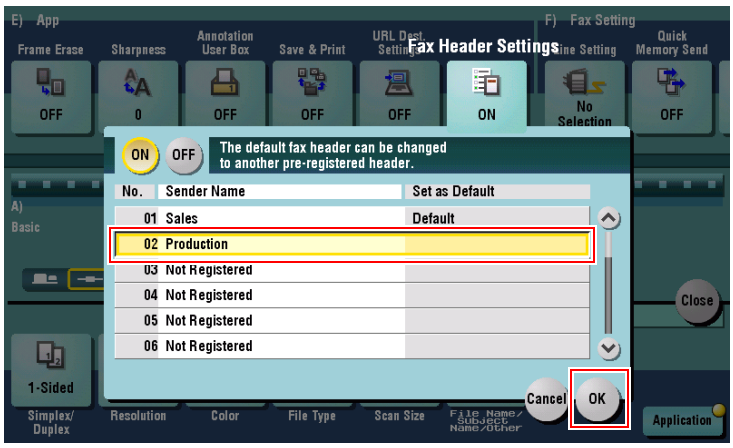
How to set: Selecting a sender name upon fax transmission

1 Load the original.

2 Tap [Scan/Fax] and select a destination.

3 Tap [Application] and select [Fax Header Settings].

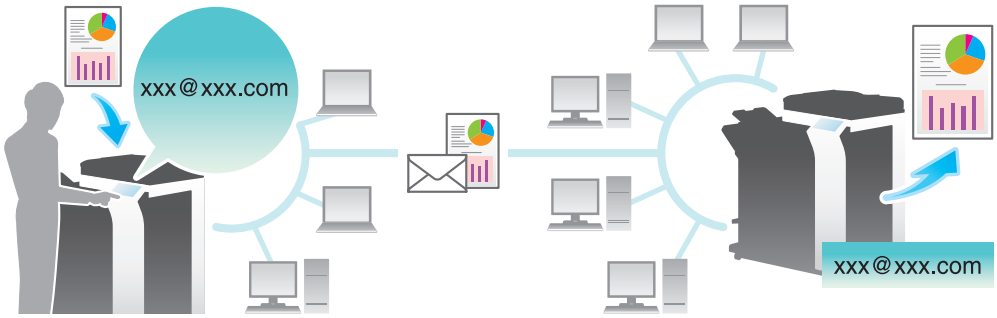
4 Select a sender name to print on the fax and tap [OK].



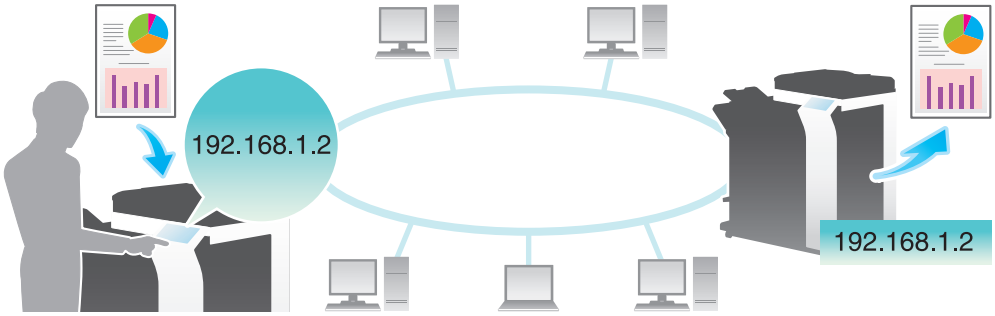
5 Press **Start** to start fax transmission.

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 optional **Fax Kit** is required to use the IP Address Fax function.

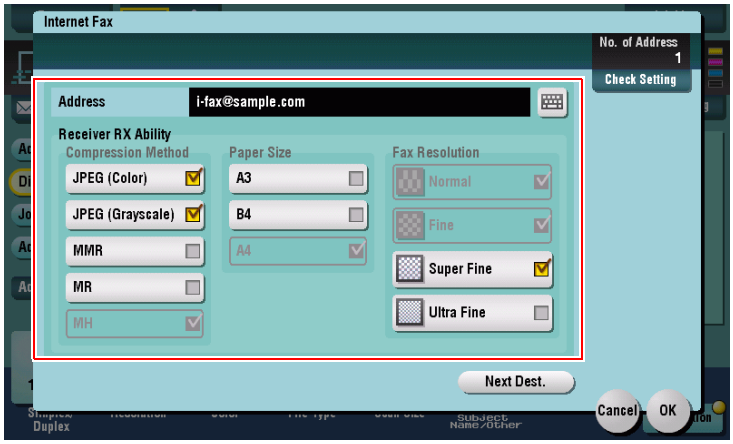
Operation procedure: Sending an Internet fax

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].



4 Tap [OK].

5 Press **Start** to start Internet fax transmission.

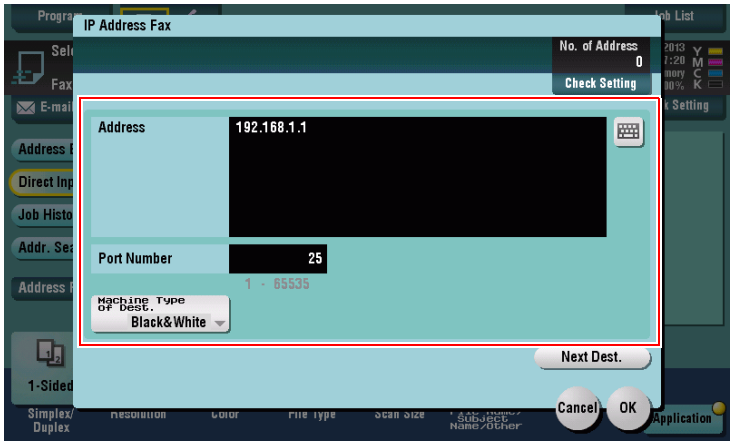
Operation procedure: Sending an IP address fax

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.].

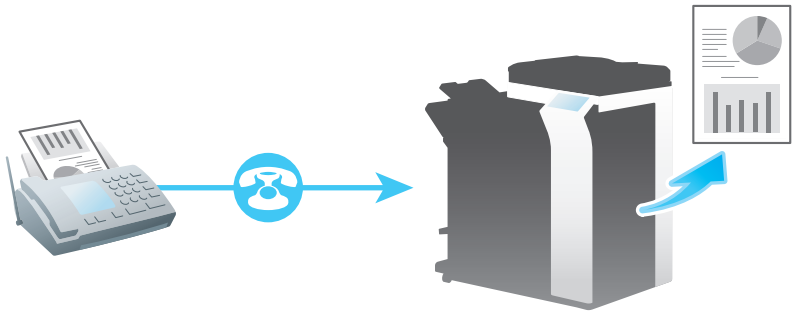


4 Tap [OK].

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.



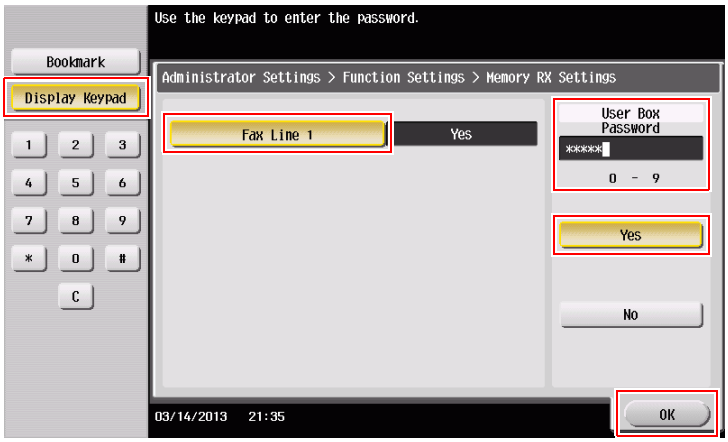
Operation procedure: Configuring to save received faxes in a User Box

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].



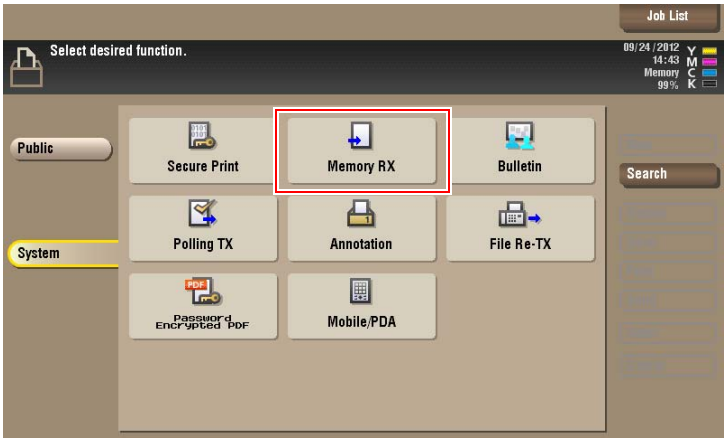
Tips

- 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].

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 to get the same result.

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.

How to set

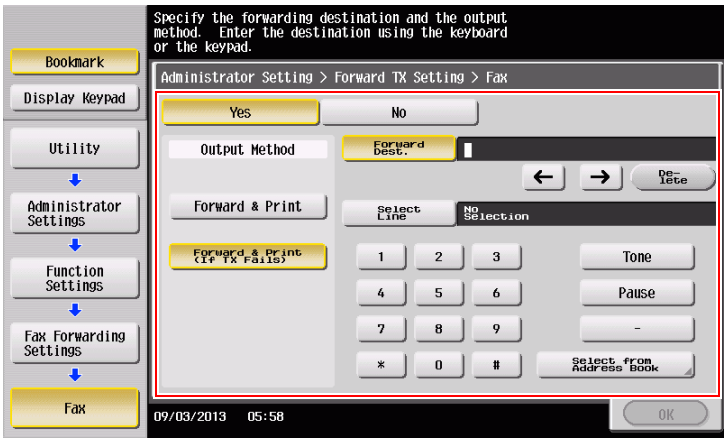
1 Tap [Utility], then select [Administrator Settings].

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.



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 forwarding 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.

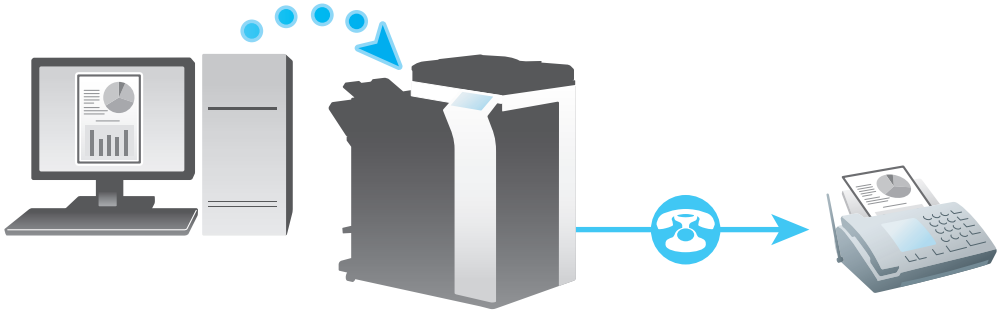
6 Tap [OK].

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.

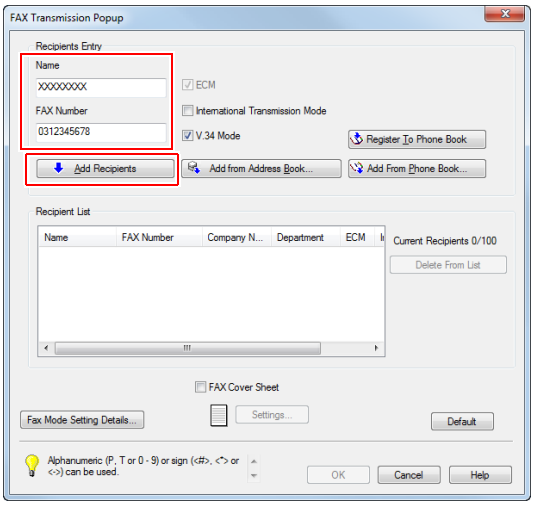


Tips

- 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.
   - ➔ To specify more than one destination, repeat step 3.
   - ➔ To delete a destination you have specified, select the destination to delete from [Recipient List] and click [Delete From List].



4. Click [OK] to start fax transmission.

5.4 Copy

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.

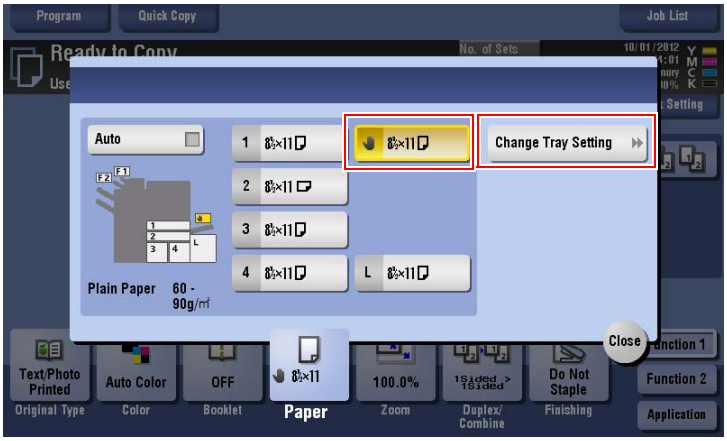
Operation procedure: Copying on paper of a custom size

1 Load the original.

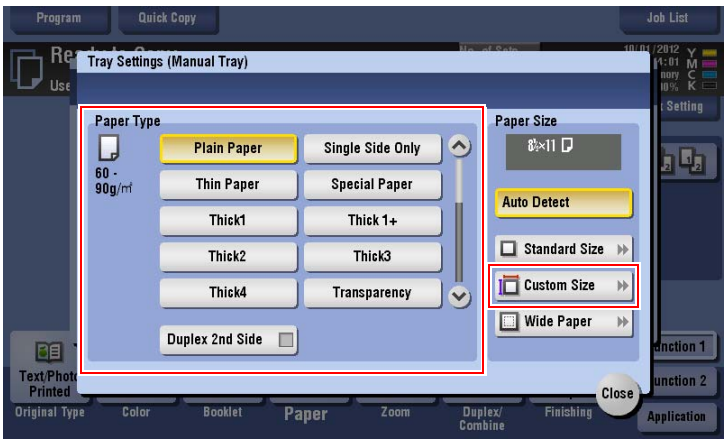
2 Load custom size paper into the **Bypass Tray** with the print side facing down.

3 Tap [Copy].

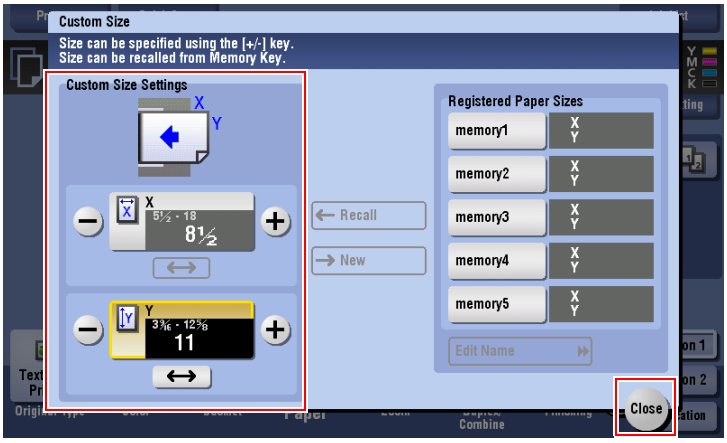
4 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].



5 Select one from the paper type options, then tap [Custom Size].



6 In [Custom Size Settings], specify the paper size by entering values for the lengths along [X] and [Y], then tap [Close].

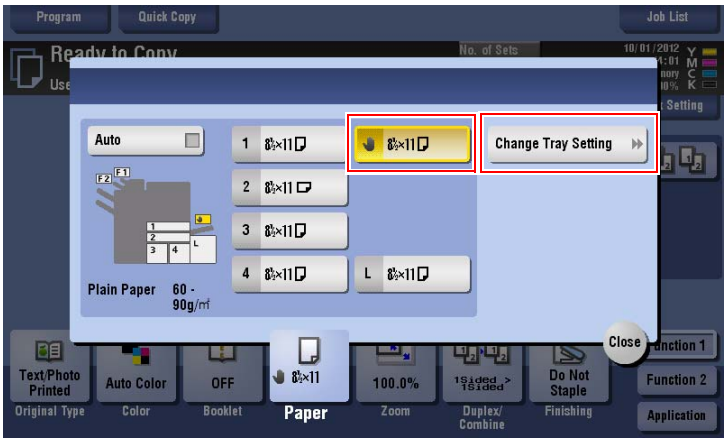


7 Press **Start** to start copying of the original.

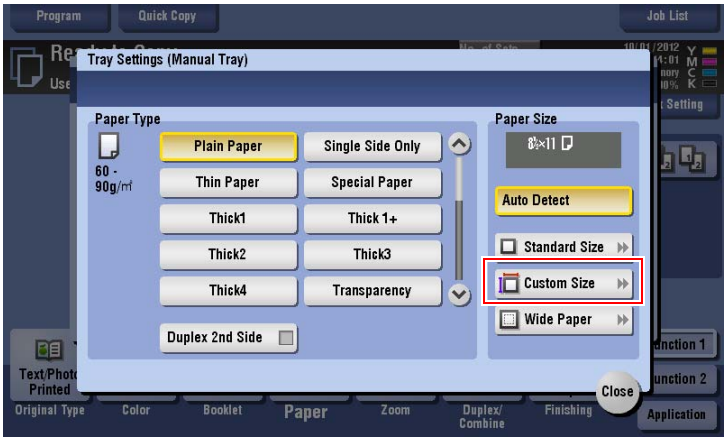
Operation procedure: Registering a custom size of paper in memory

1 Tap [Copy].

2 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].



3 Tap [Custom Size].

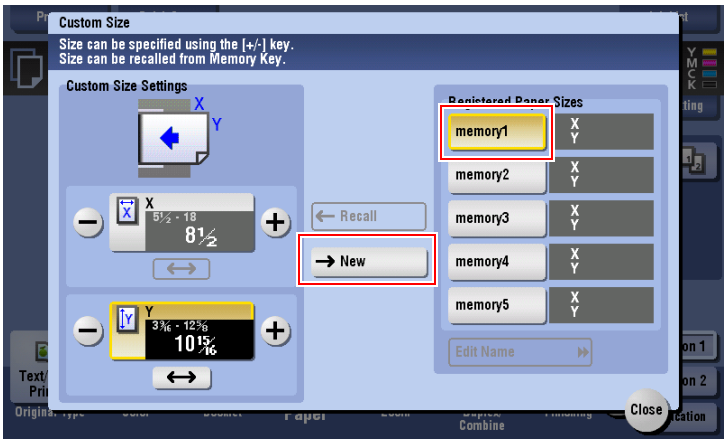


4 In [Custom Size Settings], specify the paper size by entering values for the lengths along the [X] and [Y] directions.

5 In [Registered Paper Sizes], select a location for registration, then tap [New].

➔ Up to five different sizes can be registered in memory.

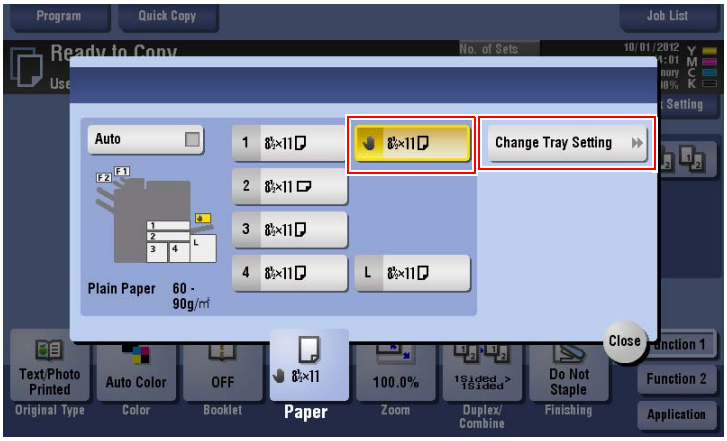
➔ Select Registration Size, then tap [Edit Name] to rename the registration size.



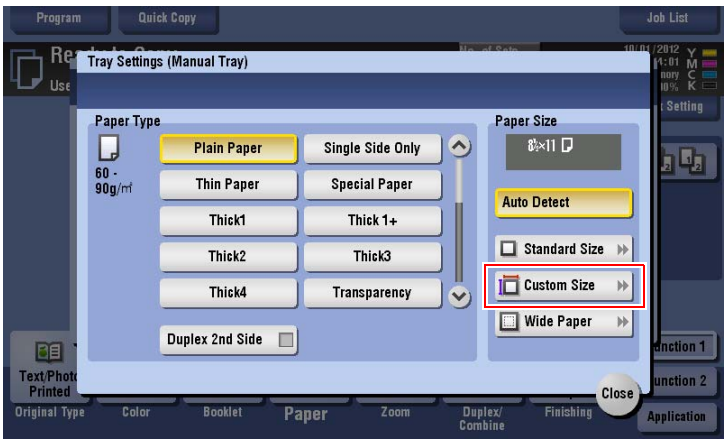
Operation procedure: Recalling the custom size registered in memory

1 Tap [Copy].

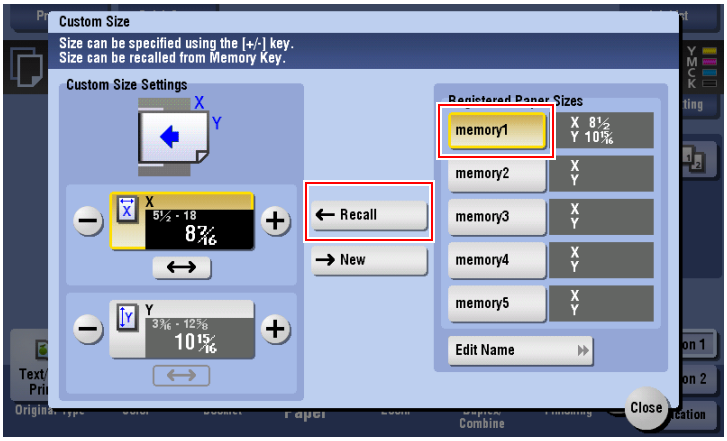
2 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].



3 Tap [Custom Size].



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



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**.

Tips

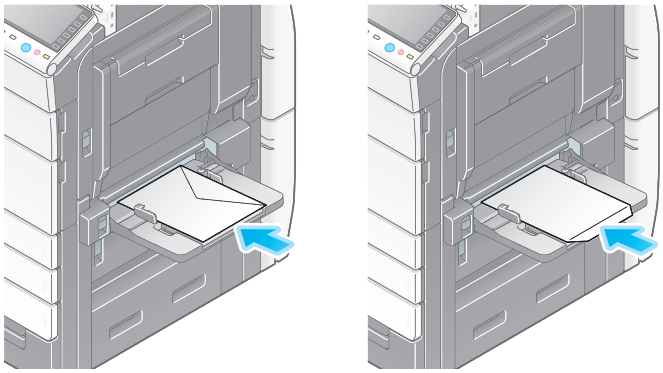
- Postcards can also be loaded into **Tray 3** or **Tray 4**. For details on how to load postcards into those paper trays, contact your service representative.

Operation procedure: Copying on envelopes

1 Load envelopes into the **Bypass Tray** with the print side facing down.

NOTICE

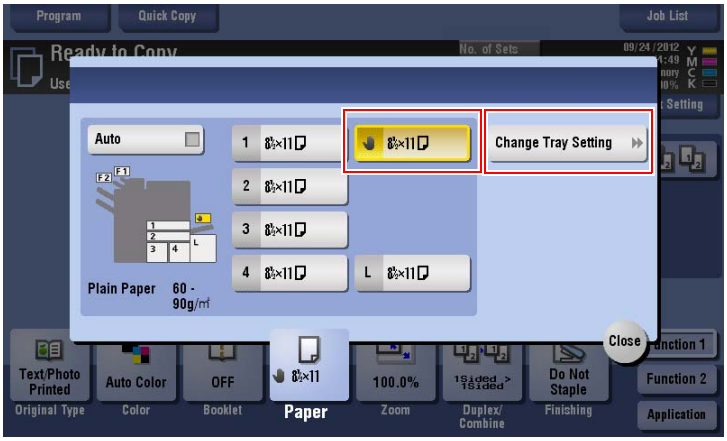
Before loading, remove air from the envelope(s), and securely press along the flap fold line. Otherwise, it will result in an envelope wrinkle or paper jam.



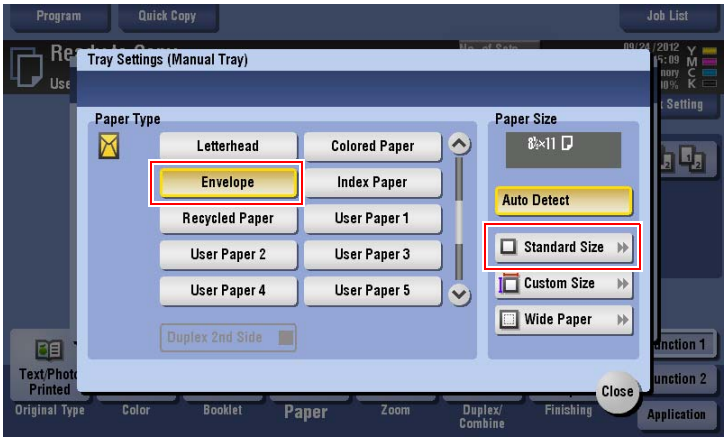
2 Load the original.

3 Tap [Copy].

4 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].

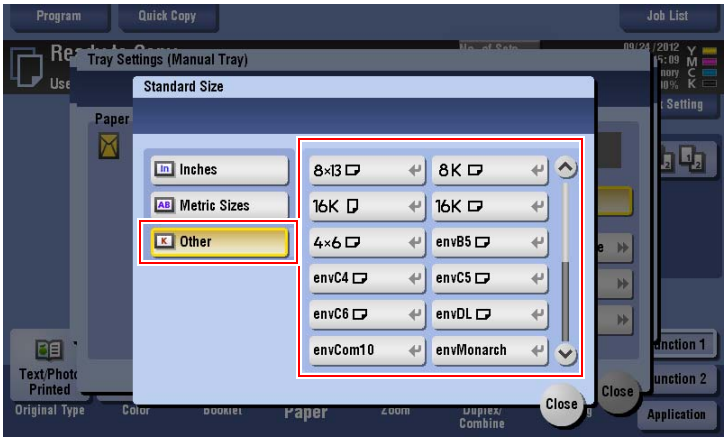


5 Select [Envelope] from [Paper Type], then tap [Standard Size].



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.

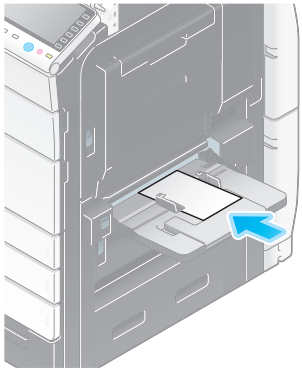


7 Tap [Close].

8 Press **Start** to start copying of the original on envelopes.

Operation procedure: Copying on postcards

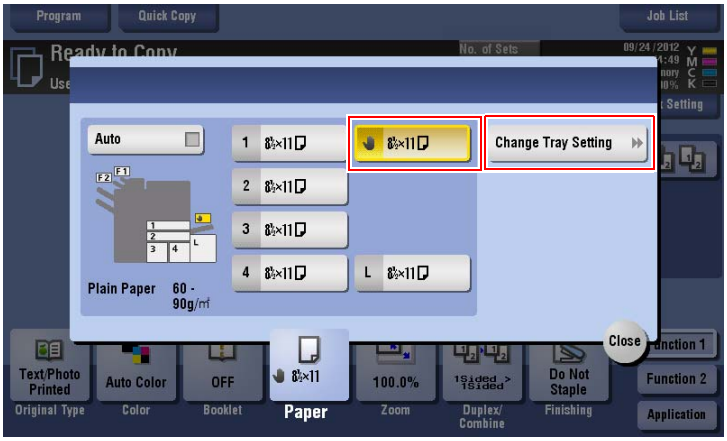
1 Load postcards into the **Bypass Tray** with the print side face down.



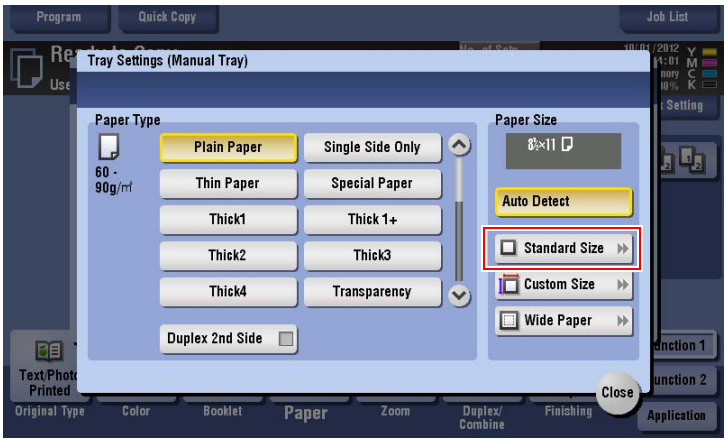
2 Load the original.

3 Tap [Copy].

4 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].

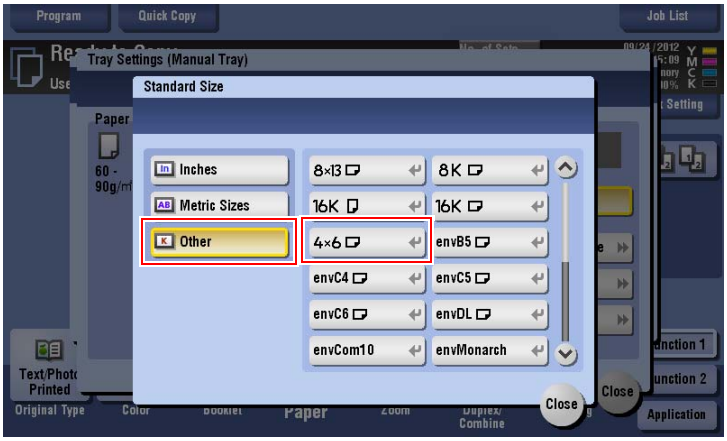


5 Tap [Standard Size].



6 From [Other], select [4 × 6]([A6 Card]).

➔ When [4 × 6]([A6 Card]) is specified for the paper size, the paper type is automatically set to [Thick3].



7 Tap [Close].

8 Press **Start** to start copying of the original on postcards.

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.

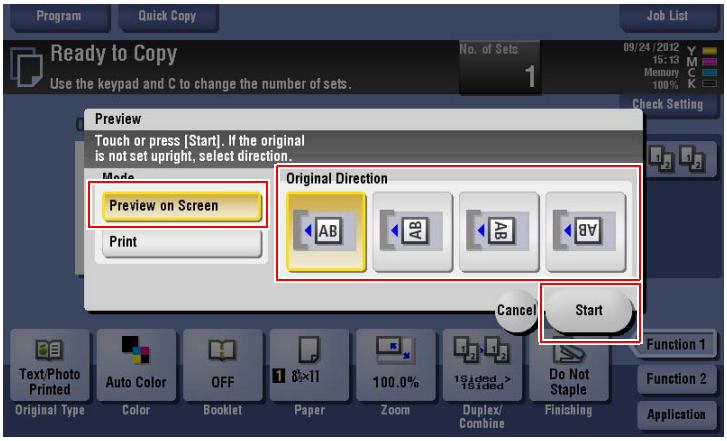
How to set: Checking the finish with a preview image

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].

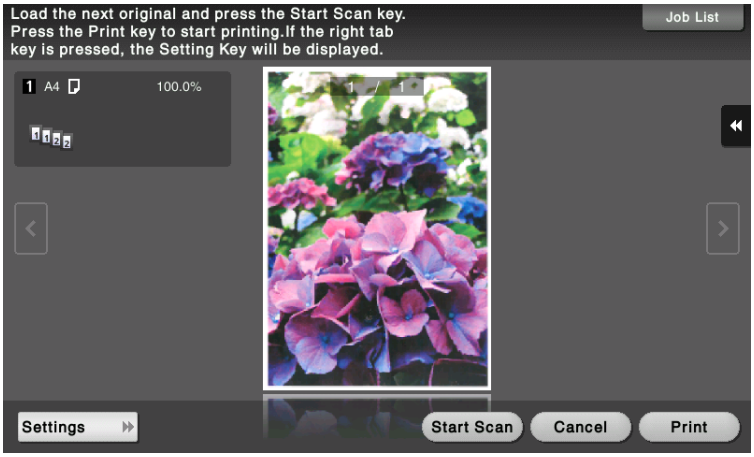
➔ To start copying, tap [Print] or press the **Start** key.

➔ To enlarge the preview image, double-tap the image.

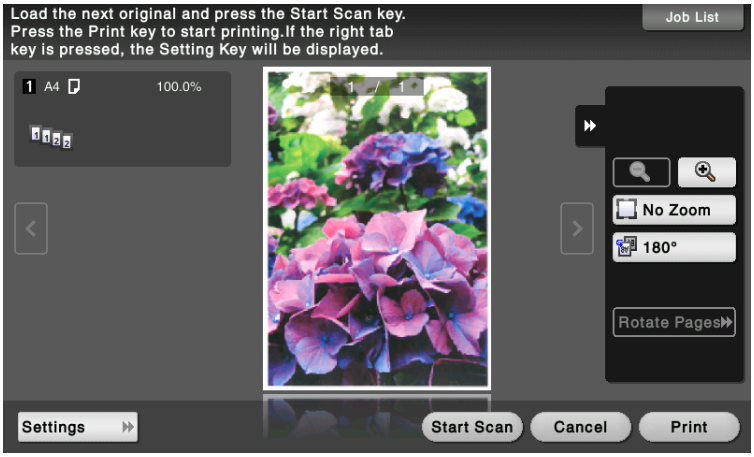
➔ To enlarge or reduce the preview image, pinch-in or pinch-out the image.

➔ 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.



➔ Tapping displays Utility keys to allow you to enlarge or rotate a page.



6 Tap [Print] to start copying the original.

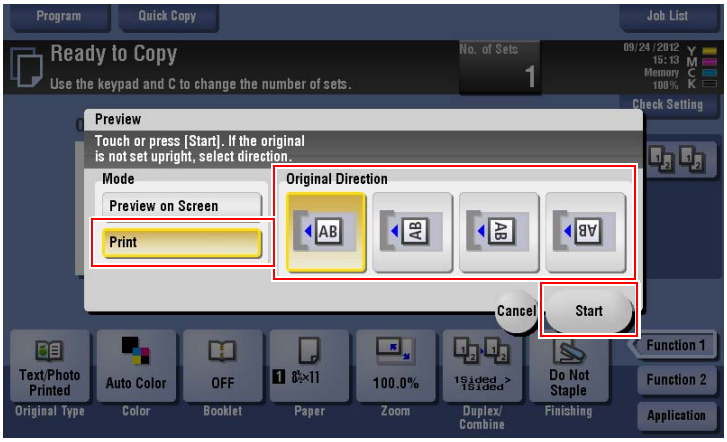
How to set: Checking the finish by outputting one copy

1 Load the original.

2 Tap [Copy].

3 Specify copy settings and the number of copies as necessary, then tap [Preview].

4 Tap [Print], select the original loading direction, then tap [Start].
One copy is output.



5 Check the finishing of the copy.

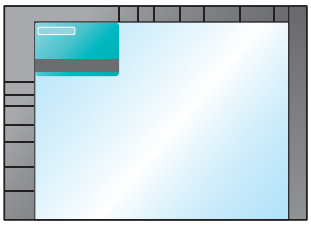
6 If the finishing is acceptable, press **Start**.

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

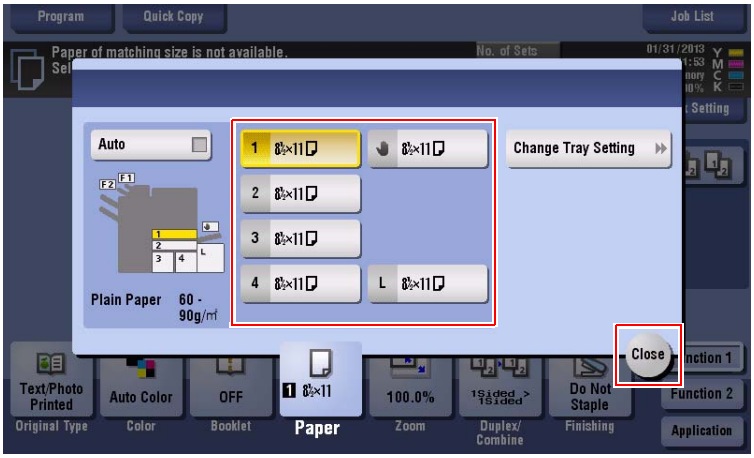
1 Place a card on the **Original Glass**.



2 Tap [Copy].

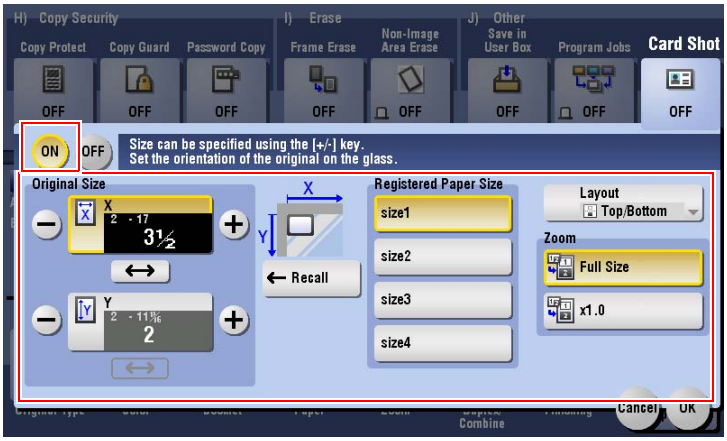
3 Tap [Paper], select a paper tray to load paper into in order to copy a card, then tap [Close].

➔ If you specify [Card Shot], you must specify a paper tray other than [Auto].



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 Size]		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].

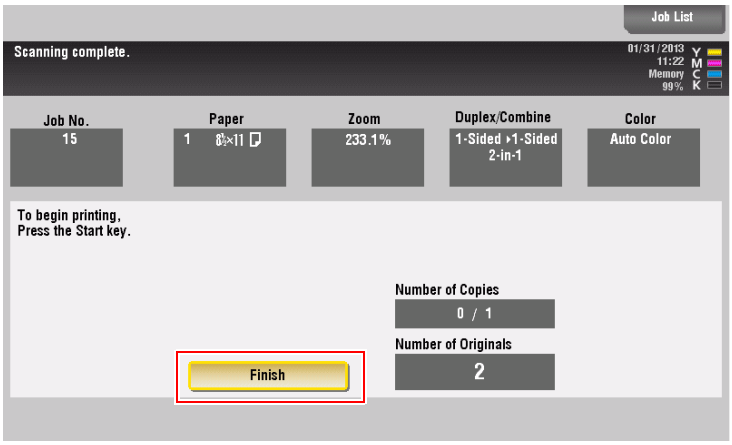
7 Press the **Start** key.

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].



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.

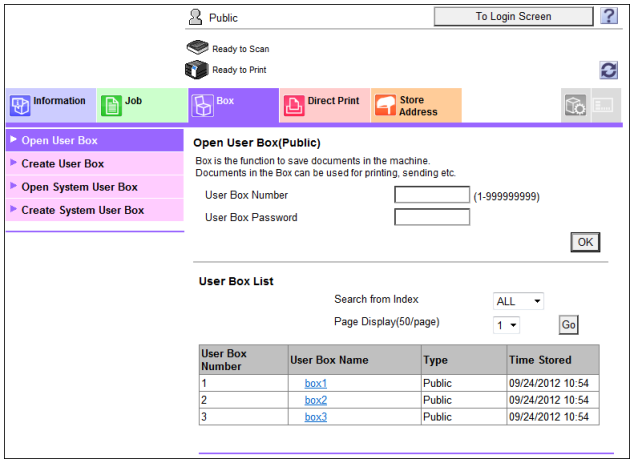
4 Complete the following steps:

➔ 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.



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 in 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.

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 package when saving it.

13 After the creation of the install package is completed, click [OK].

14 Distribute the install package created to users sharing the printer driver settings.

➔ In **Driver Packaging Utility**, click [Configuration] - [Package File] to display the folder storing the install package.

Operation procedure: Executing the install package

1 Copy the folder for the install package to a desired location.

2 Double-click the execution file of the install package you have created.

3 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

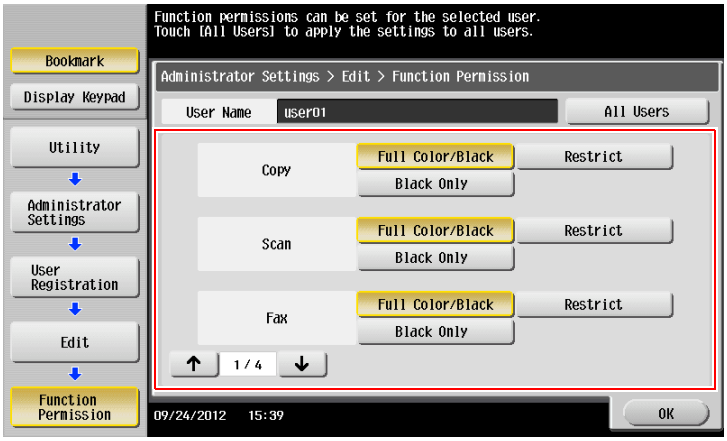
1 Tap [Utility], then select [Administrator Settings].

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 full copy function, select [Full Color/Black]. To allow copying in black and white only, select [Black Only]. To prohibit copying, select [Restrict].
[Scan]	To allow using the full scan function, select [Full Color/Black]. To allow scanning in black and white scan, select [Black Only]. To prohibit scanning, select [Restrict].
[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 full print function, select [Full Color/Black]. To allow printing in black and white only, select [Black Only]. To prohibit printing, select [Restrict].
[User Box]	To allow operating files in User Boxes, select [Allow]. To prohibit operating files in User Boxes, select [Restrict].
[Print Scan/Fax TX]	To allow printing of outgoing files, select [Full Color/Black]. To allow printing of outgoing files in black and white only, select [Black Only]. To prohibit printing of outgoing files, select [Restrict].
[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 Document 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].

Settings	Description
[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.

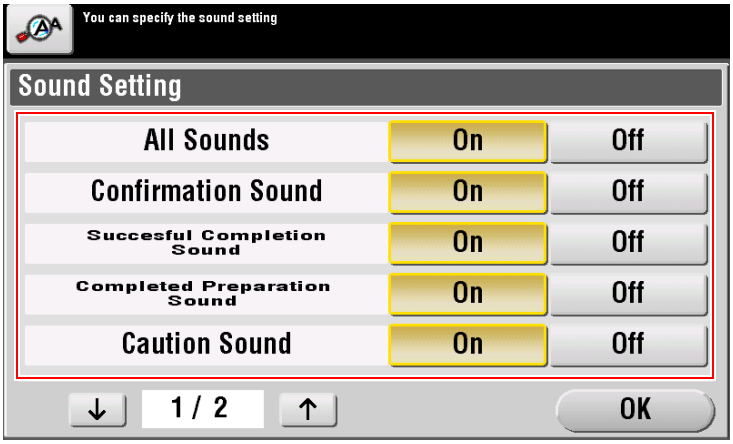
5.6.3 Q3. Can I change the keying and operation sounds of this machine?

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.

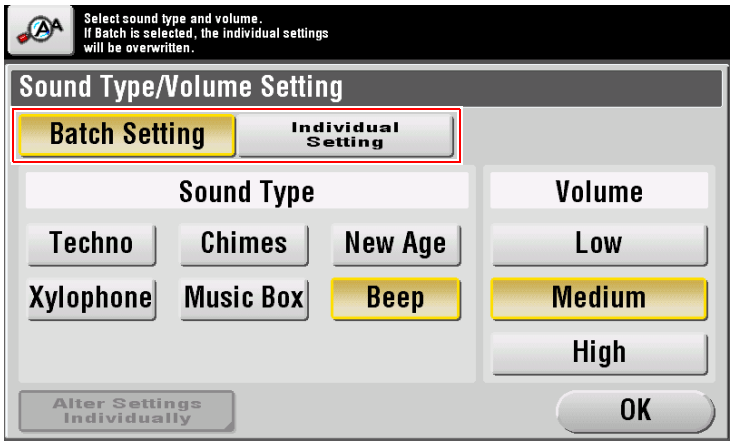


Settings	Description
[All Sounds]	Specify whether to output all sounds.
[Confirmation Sound]	Set whether or not to output a sound notifying that an operation takes place on the **Control Panel** or **Touch Panel**.
[Successful Completion Sound]	Set whether or not to output a sound notifying successful 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 replacement 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.

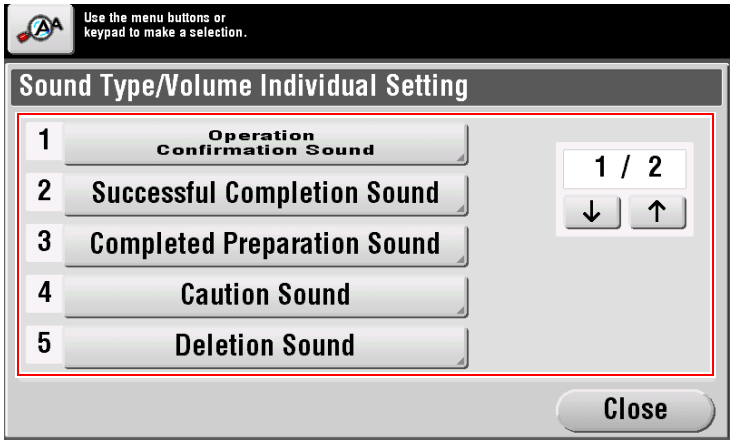
➔ The sound type and volume can not be set for the item where the [Sound Setting] is set to [No].



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].

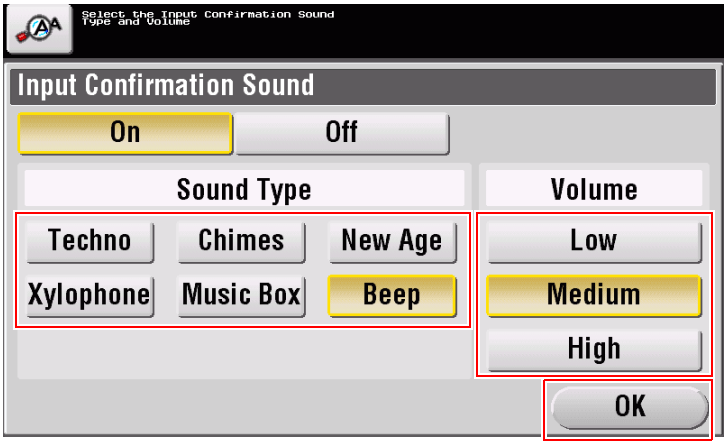
➔ The sound type and volume can not be set for the item where the [Sound Setting] is set to [No].



Settings		Description
[Operation Confirmation 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 volume 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], [Medium], 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], [Medium], or [Low] for adjustment.
[Successful Completion 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], [Medium], 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], [Medium], or [Low] for adjustment.
	[Fax RX Print Complete Sound]	Set the sound type and volume when printing for received 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 displayed on the **Touch Panel** indicating that the replacement 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 adjustment.
	[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 volume from [High], [Medium], or [Low] for adjustment.
	[Low Caution Sound (Level 3)]	Set the sound type and volume when an error has occurred that can be addressed by referring to the message on the screen or instructions in the manual. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
	[Severe Caution Sound]	Specify the sound type and volume when a **Toner Cartridge** or **Waste Toner Box** installation failure or an error to be addressed by a service representative has occurred. Select the sound type from six types and select 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 select the sound volume from [High], [Medium], or [Low] for adjustment.
[Authentication Sound]	[Authentication Successful Sound]	Tap [Login] or [Access] on the Login screen, then specify the sound type and volume when user authentication 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 specify the sound type and volume when user authentication 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].



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?

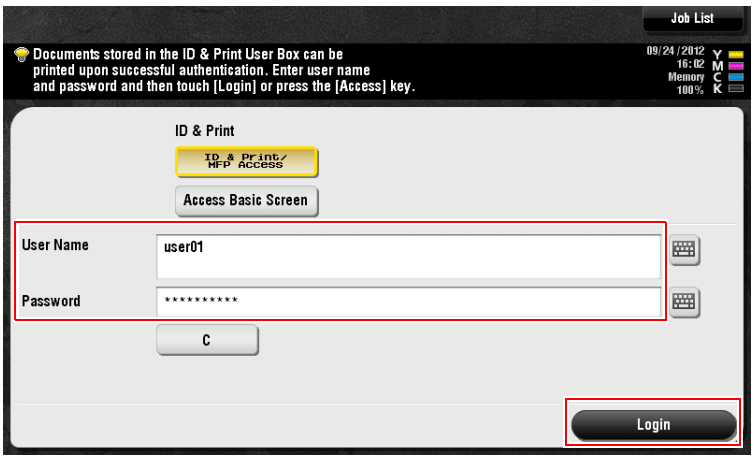
A4. Check with the administrator whether you are a user registered in this machine.

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.

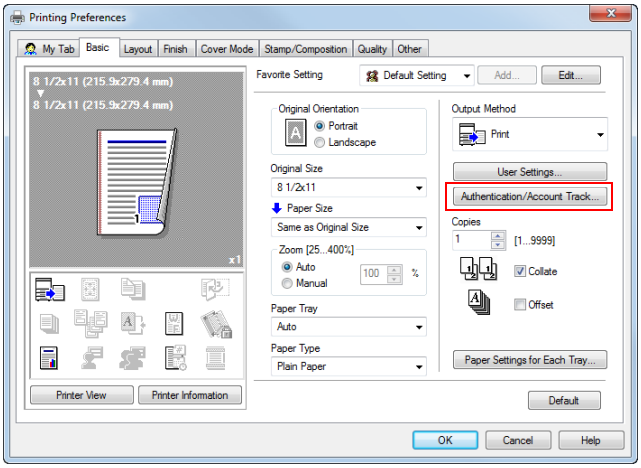


How to set: Getting authenticated as a user on the printer driver

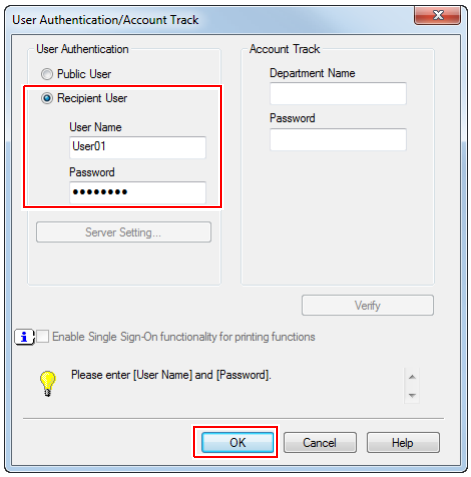
1 Open the file in the application, and click [File]. Then click [Print] from the menu.

2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).

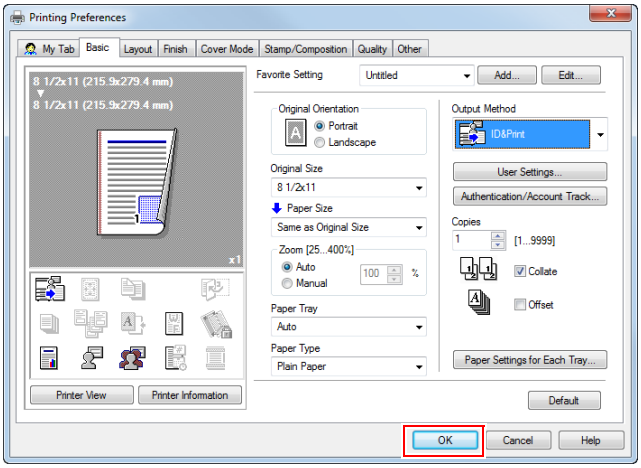
3 On the [Basic] tab, click [Authentication/Account Track].



4 Select [Recipient User], enter the [User Name] and [Password] that are registered in the machine, then click [OK].



5 Click [OK].



6 Click [Print].

After successful user authentication, the file is printed.

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 returning to the normal mode for each day of the week. For example, you can set it up so that the power turns off at the close of business on work days and omit settings for weekends since no one uses the machine.
[Date 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].
[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-Business 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].

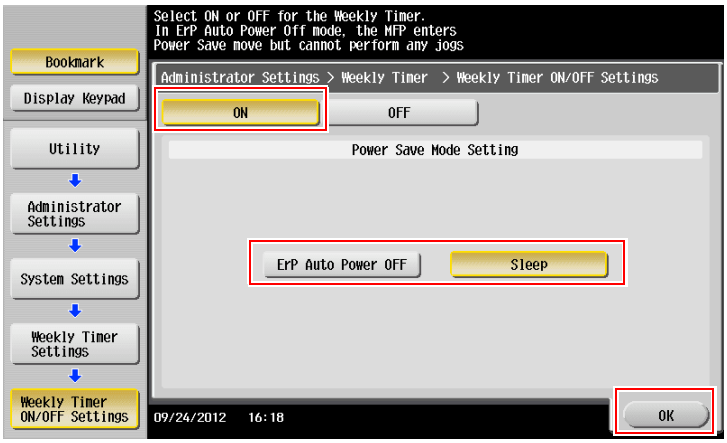
2 Enter the password, then tap [OK].

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.

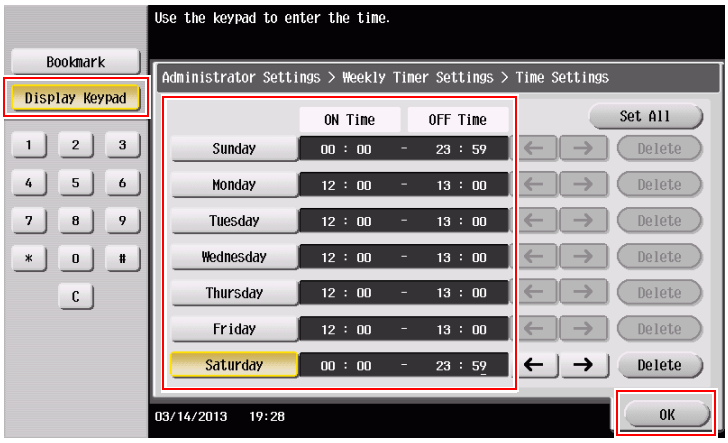


5 Tap [Time Settings].

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 [←][→] to select the target time, then tap [Delete].

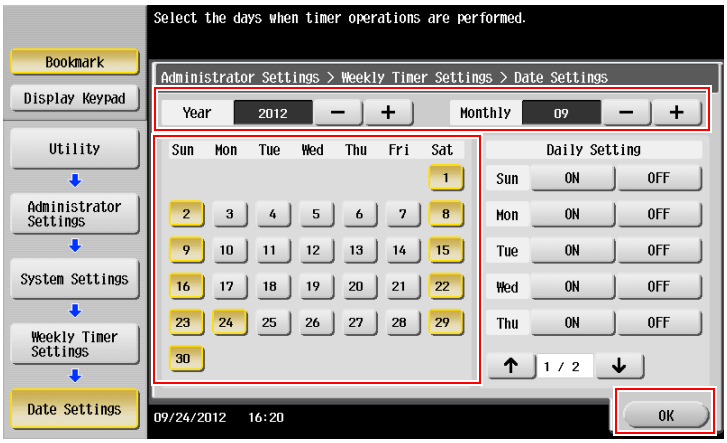
➔ Select the day of the week for which you have specified the times, then tap [Set All], and the settings will be applied to all the other days of the week.



7 To specify the timer date by date, tap [Date Settings].

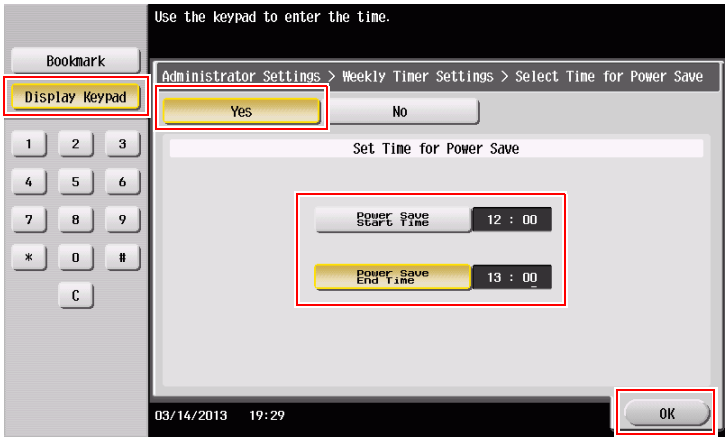
8 Select a year and a month in [Year] and [Monthly], select dates on the calendar, then tap [OK].

➔ You can also use the batch setting by tapping [ON] or [OFF] in the Daily Setting section.



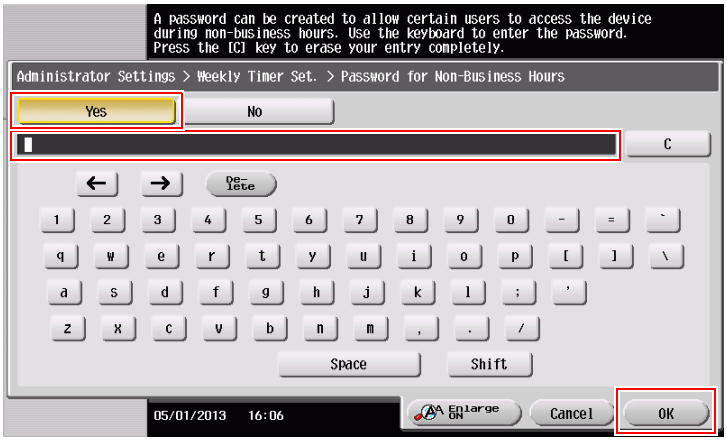
9 To switch to the power save mode temporarily, such as during a lunch break, tap [Select Time for Power Save].

10 Tap [Yes], enter the time period to switch to the power save mode using the **Keypad**, then tap [OK].



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.

6 Troubleshooting

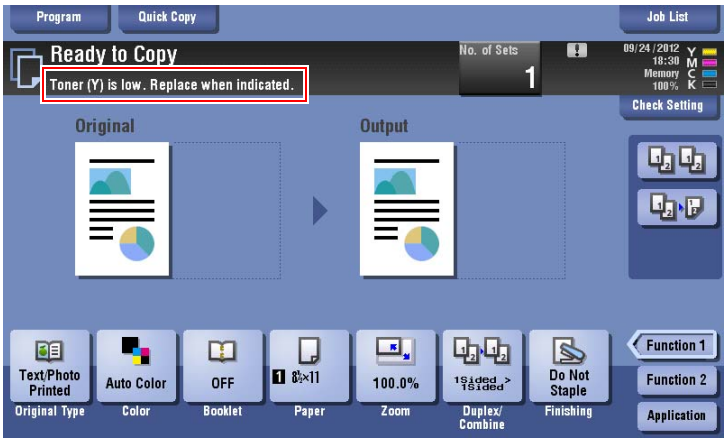
6 Troubleshooting

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 **Imaging Unit**: When the message [The Imaging Unit needs to be replaced.] appears, replace it based on the maintenance contract.
- 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.

6.1.2 When a paper jam message persists

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:

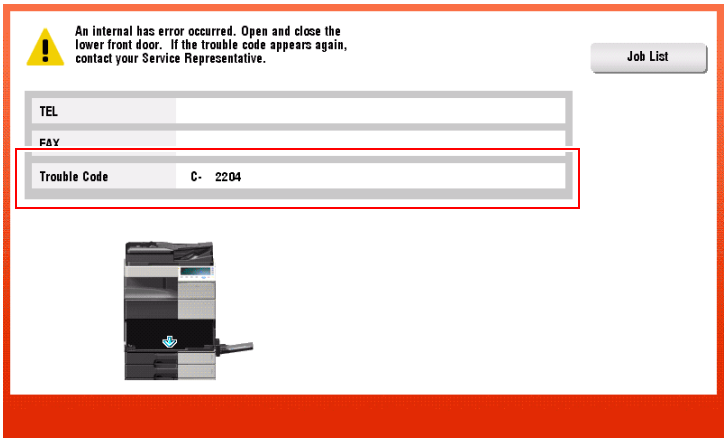
- Check for any pieces of paper left in the back of the section indicated on the **Touch Panel**. If the paper cannot be easily removed, do not continue; instead contact your service representative.
- Once again, open and close the door at the section with the location number indicated on the **Touch 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.



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".

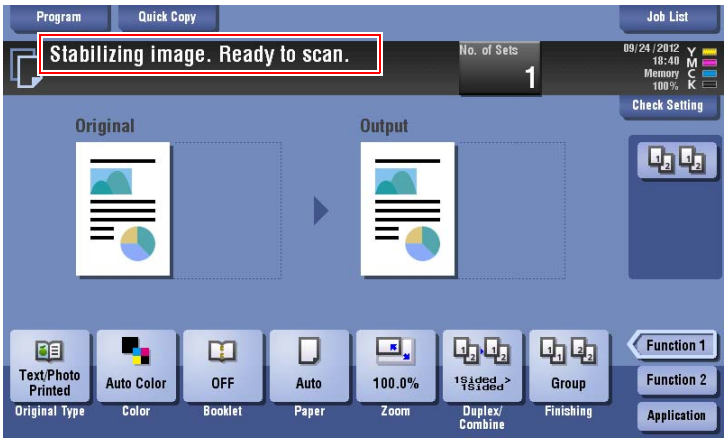


Image stabilization is performed while a large number of copies are being output or the temperature or humidity inside the machine has changed.

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

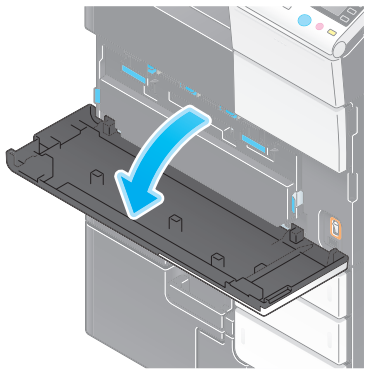
To perform image stabilization on a voluntary basis, refer to the User's Guide CD.

6.2 When printing quality has deteriorated

6.2.1 Cleaning the Electrostatic Charger

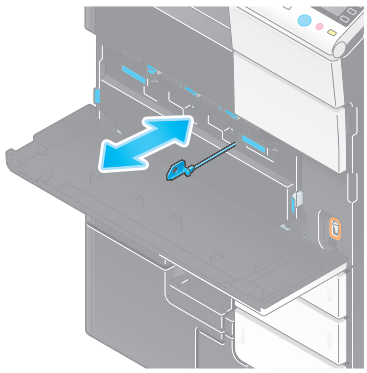
If the **Electrostatic Charger** is dirty, linear smudges may appear on a print image. If this occurs, clean the **Electrostatic Charger** according to the following procedure.

1 Open the **Lower Front Door** 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.

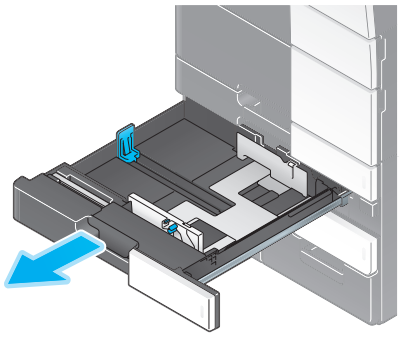


3 Securely press the **Charger Cleaner**, and close the **Lower Front Door** of the machine.

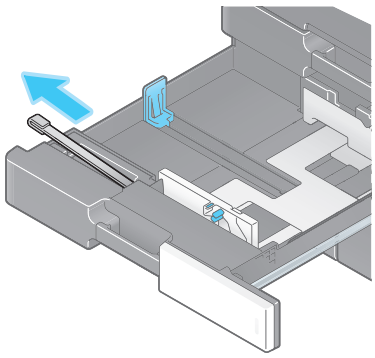
6.2.2 Cleaning the Print Head Glass

Printing quality deteriorates if the **Print Head Glass** is dirty. If this occurs, clean the **Print Head Glass** according to the following procedure.

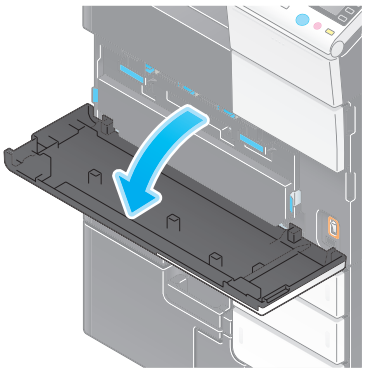
1 Pull out **Tray 2**.



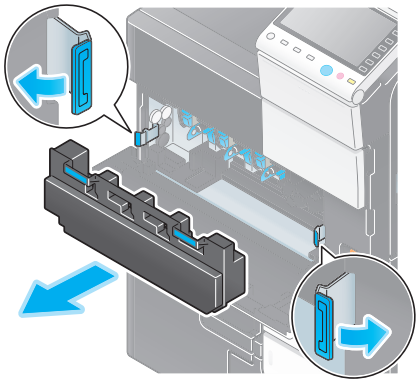
2 Remove the **Printhead Cleaner** from **Tray 2**.



3 Open the **Lower Front Door** of the machine.

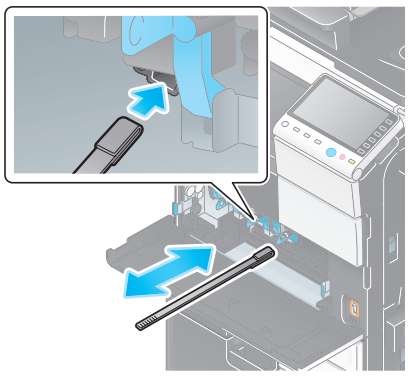


4 Release the **Waste Toner Box Lock Lever**, then remove the **Waste Toner Box**.



5 Slowly insert the **Printhead Cleaner** all the way to the back end of the **Print Head Glass**, and then slowly pull it out.

➔ Repeat this operation approximately three times for all the **Print Head Glass** sections.



6 Install the **Waste Toner Box**.

7 Close the **Lower Front Door** of the machine.

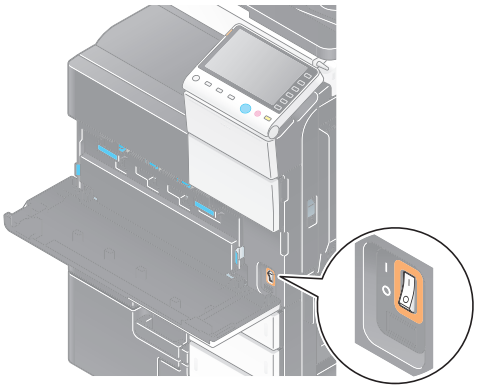
8 Place back the **Printhead Cleaner** to **Tray 2**.

9 Close **Tray 2**.

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.



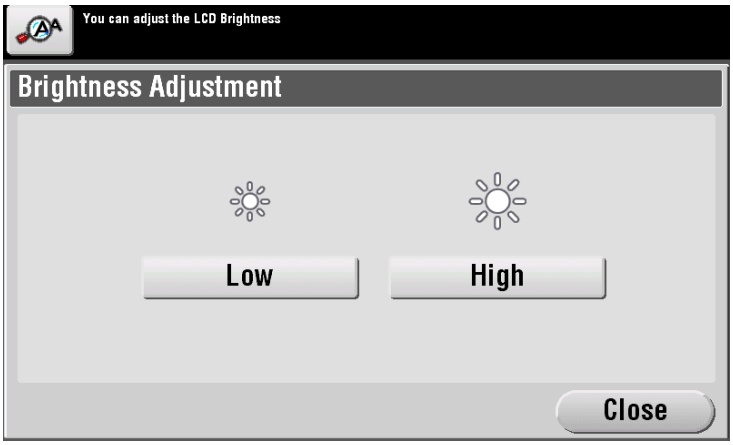
In case the machine cannot be powered on even after checking, contact your service representative.

6.4 When the Touch Panel is not visible

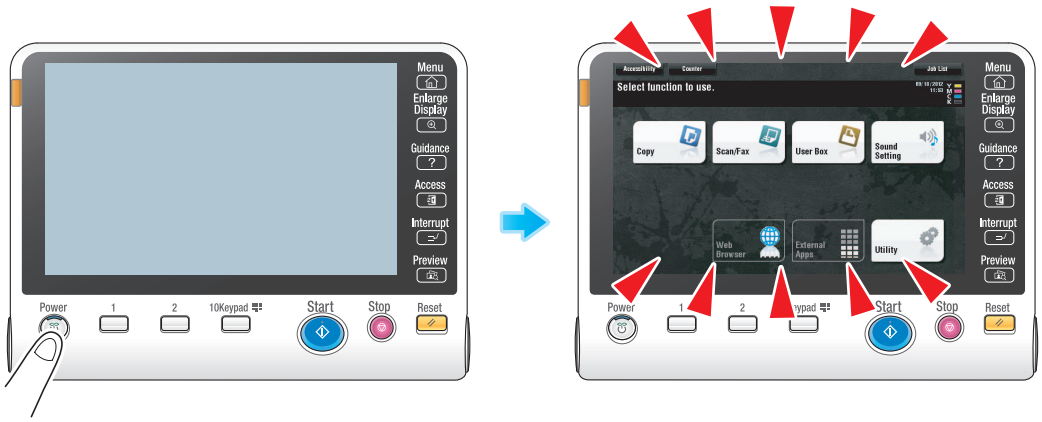
If a certain length of time has elapsed without any operations being carried out on this machine, the **Touch Panel** may turn off.

Check the following items:

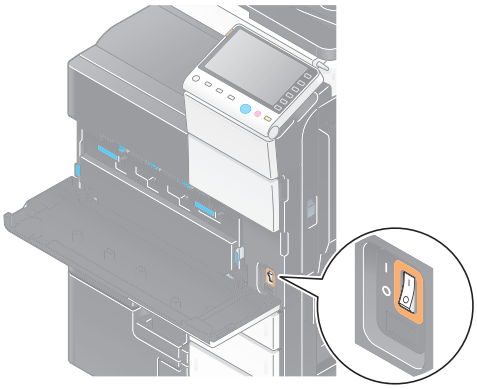
- Tap [Accessibility] and select [Brightness Adjustment], and select [Low] or [High] to adjust the contrast for the **Touch Panel**.



- 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.



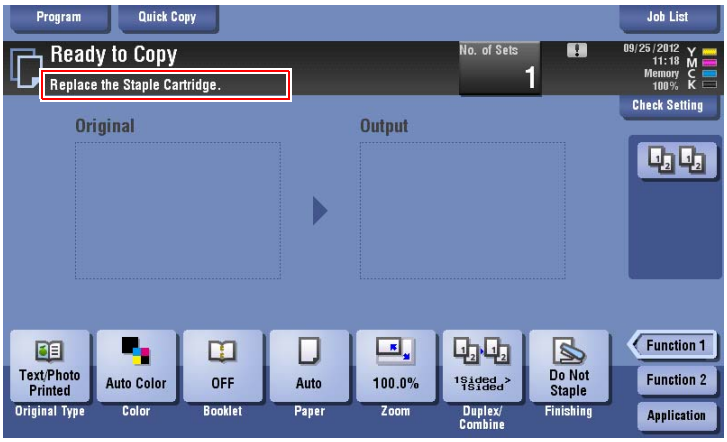
In case the **Touch Panel** does not appear even after checking it, contact your service representative.

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.



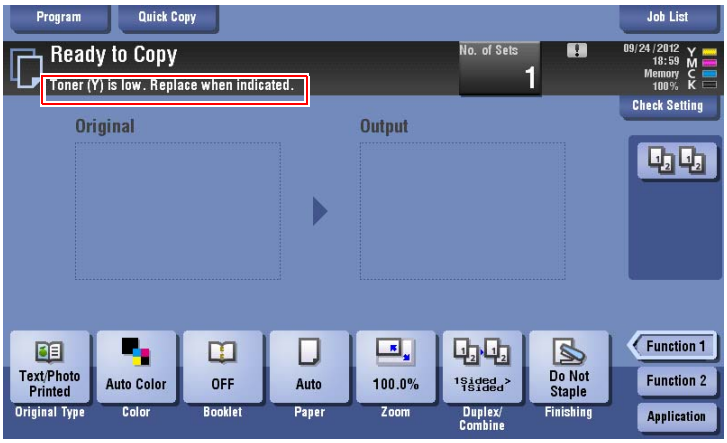
When the punch scrap box is full

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.

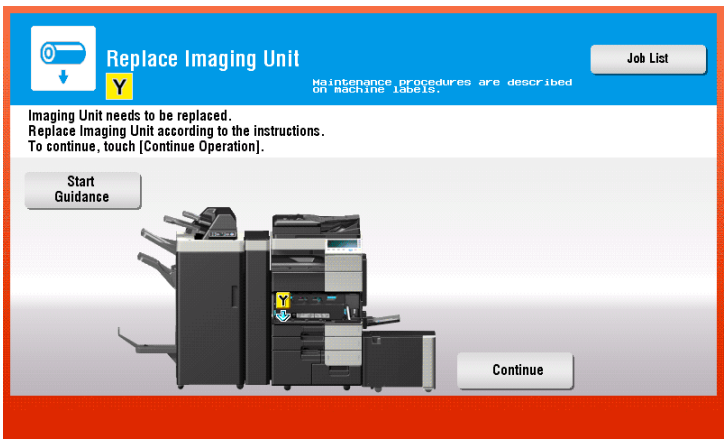
When toner is running out in the Toner Cartridge

When toner is running out in **Toner Cartridge**, a message appears as shown below (at replacement by user).



When the Imaging Unit needs to be replaced

When the replacement time has come for the **Imaging Unit**, the following message appears (at replacement by user). Tap [Start Guidance], then follow the displayed guidance to take an action.

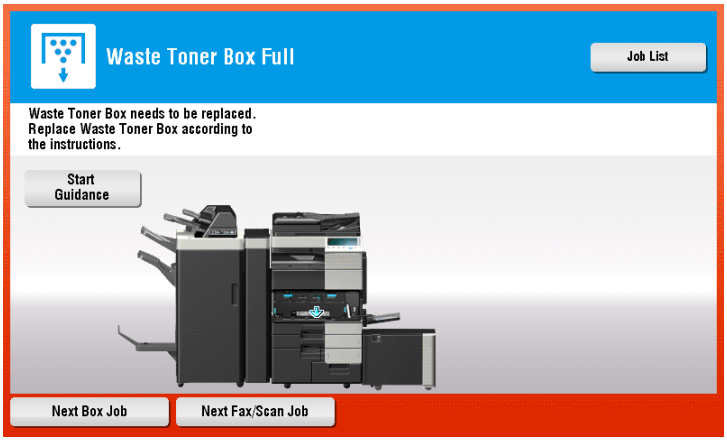


Tips

- 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 **Imaging Unit**. For details, contact your service representative.

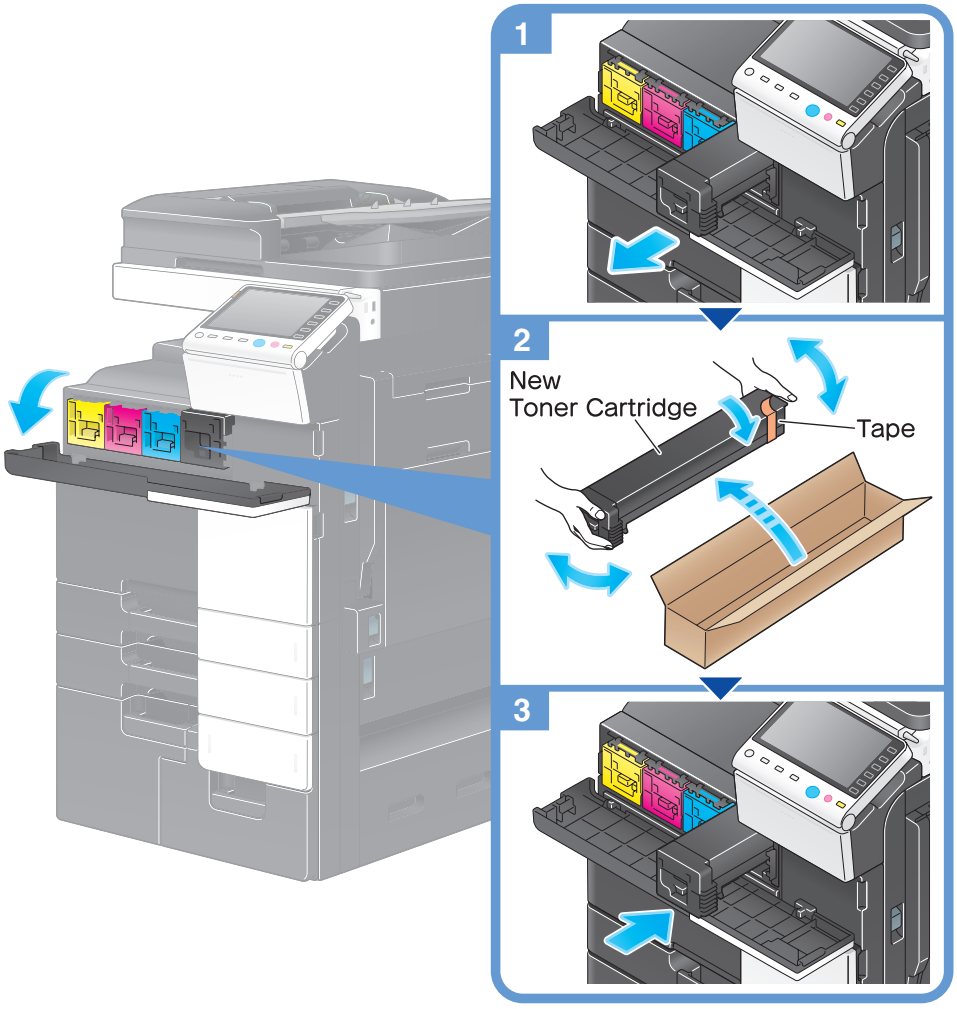
When a Waste Toner Box is full

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

The following example shows how to replace a **Black Toner Cartridge**.



Tips

- Shake a new **Toner Cartridge** well, approximately 5 to 10 times, before installing it.
- If a Toner Cartridge other than for black is empty, printing can be continued forcibly using black. Tap [Continue], and then select a desired print job.
- 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).

NOTICE

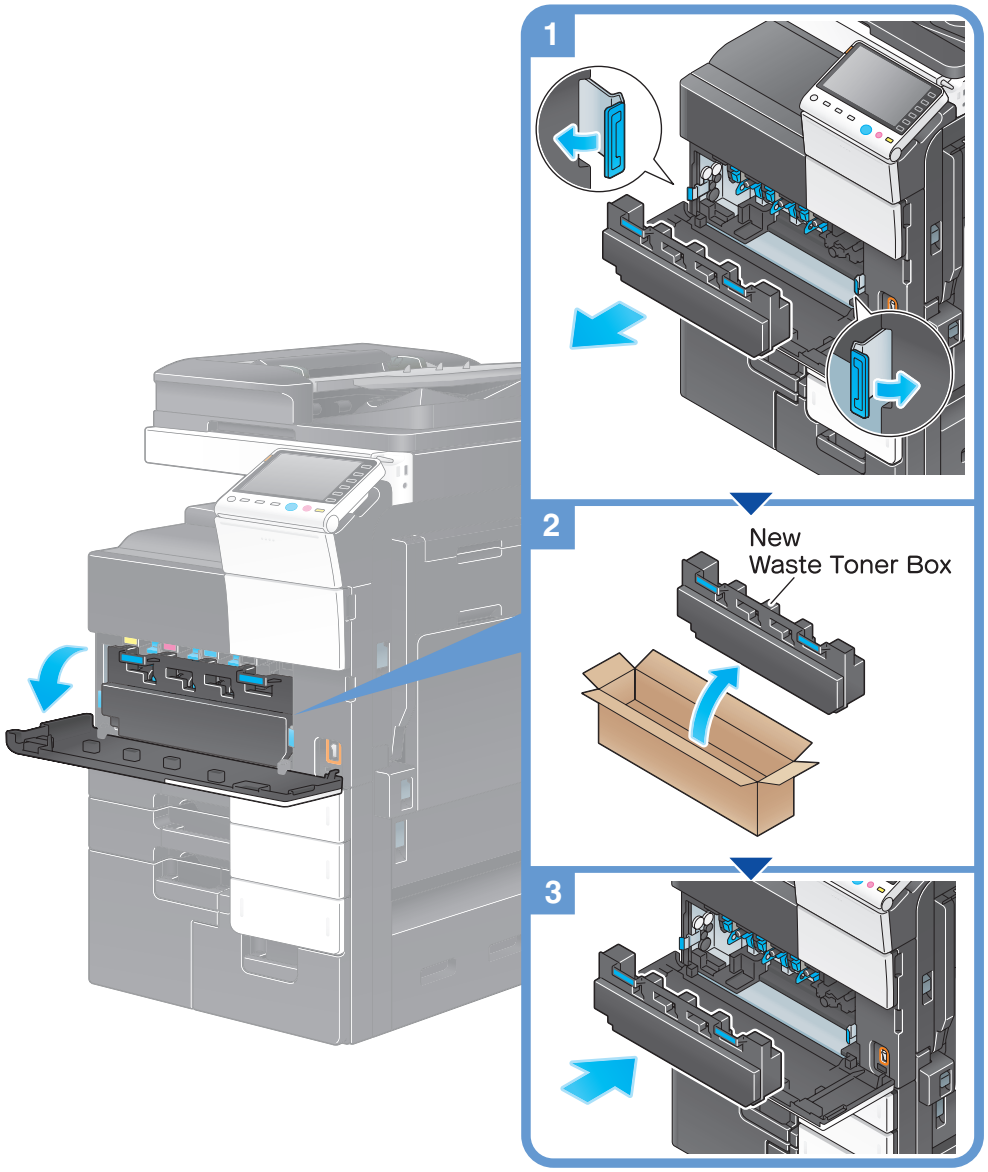
*Install a **Toner Cartridge** for each label color. If you try to forcibly install a Toner Cartridge in the incorrect position, it may result in a failure.*

⚠ 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.

6.5.2 Replacing a Waste Toner Box



Tips

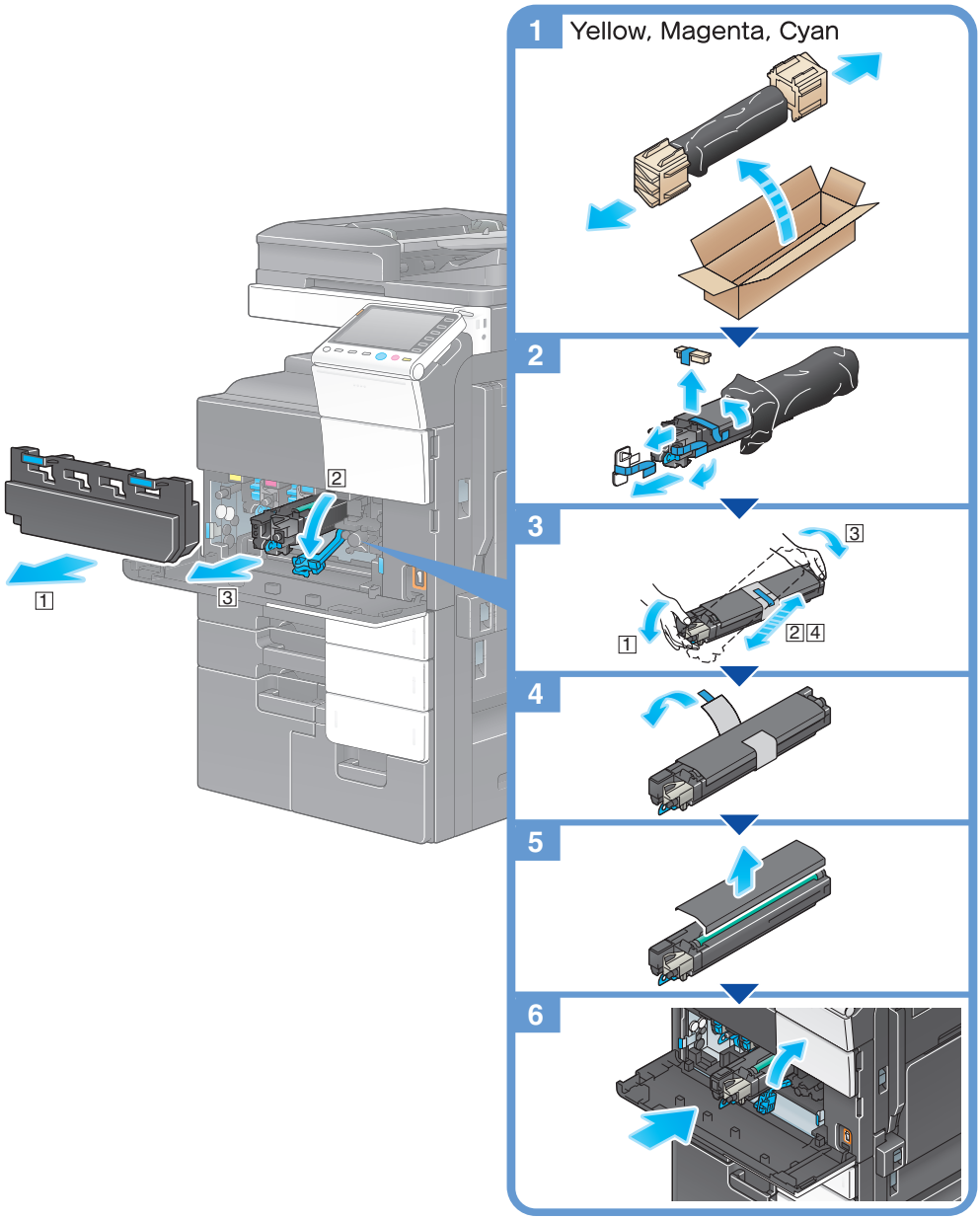
- Your service representative will recover your used **Waste Toner Box**. Place a cap on it and store it in a box.

⚠ 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.

6.5.3 Replacing an Imaging Unit



Tips

- Your service representative will collect your used **Imaging Unit**. Put it in a black plastic bag and store it in a box by itself.
- An **Imaging Unit** may be damaged due to exposure to light. Do not take an imaging unit out of a black plastic bag until just before it is to installed.
- If an **Imaging Unit** other than for black has reached the replacement time, printing can be continued forcibly using black. Tap [Continue], and then select a desired print job.
- After replacing an **Imaging Unit**, be sure to clean the **Print Head Glass** for each color. For details on how to clean the **Print Head Glass**, refer to page 6-5.

⚠ CAUTION

Handling toner and Imaging Unit

- Do not throw an **Imaging 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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