

bizhub C754e/C654e



Table of contents

1 Introduction

1.1	Environmental information Environmental initiatives ENERGY STAR®	1-2
	What is an ENERGY STAR® product? Environmental benefits of power management Recycled paper	1-2 1-3
	Duplex printing	
1.2	Certification for USA, Canada, Mexico and Europe region	1-4
	For U.S.A.	
	For Canada For Mexico	
	For Europe	
1.3	Safety information	
	Warning and precaution symbols	1-5
	Meaning of symbols	1-5
1.4	Regulation notices	
	CE Marking (Declaration of Conformity) for users of the European Union (EU) USER INSTRUCTIONS FCC PART 15 - RADIO FREQUENCY DEVICES (for U.S.A. users)	
	INTERFERENCE-CAUSING EQUIPMENT STANDARD (ICES-003 ISSUE 4) (for Canada users).	
	For users in countries not subject to class B regulations	
	GS Certification	1-10
	Laser safety	
	Internal laser radiation	
	CDRH regulations For European users	
	For Denmark users	
	For Finland, Sweden users	
	For Norway users	1-12
	Laser safety label	
	Ozone release	
	Acoustic noise (for European users only) Notification for California customers	
	For EU member states only	
	For EU member states only	
	Telephone cable (for users in countries subject to class B regulations)	
1.5	Caution notations and labels	1-15
1.6	Special notice to user	
	For Canada	
	For U.S.A.	
	For New Zealand For Europe	
	•	
1.7	Space requirements	
1.8	Operation precautions Power source	
	Operating environment	
	Storage of copies	
	Data stored in this machine	1-21
1.9	Legal restrictions on reproduction	1-22
1.10	Trademark acknowledgements	1-23
	Copyright	1-24
	Note	
1.11	SOFTWARE LICENSE AGREEMENT	
1.12	i-Option LK-105 v3 (searchable PDFs) End User License Agreement	1-26

	This Machine	
2.1	Intended use of office MFP devices Intended use	
	Impermissible operating conditions	
	Exclusion of liability	
2.2	Introduction to user's guide	2-3
2.2.1	User's Guide CD	
	Layout of top page	
	Operating environment	
	Viewing the top page	
2.2.2 2.2.3	Target groups Symbols and notations used in this manual	
2.2.3	Procedural instruction	
	Symbols and notations	
	Notations of application names	
2.3	About this machine	2-8
2.3.1	Optional components	
2.3.2	Name of parts (MFP)	
	Front side Rear side	
2.3.3	Name of parts (Optional units)	
2.3.3	Finisher FS-535, Saddle Stitcher SD-512, Punch Kit PK-521	
	Job Separator JS-602	
	Z Folding Unit ZU-606	
	Post Inserter PI-505	
	Finisher FS-534, Saddle Stitcher SD-511, Punch Kit PK-520 Large Capacity Unit LU-301/LU-204	
2.4	Power supply	
2.4.1	Turning the power on and off	
2.4.2	Operating the Power key	
2.4.3	Power save function	
	Reducing power consumption	
2.5	Control Panel	2-24
2.5.1	Name of parts	
2.6	Touch Panel	
2.6.1	Main menu	
	Layout of main menu Customizing the main menu	
0 6 0	Operating the Touch Panel	
2.6.2	Tap	
	Double-tap	
	Flick	
	Drag	
	Pan Long-tap	
	Drag & Drop	
	Pinch in/Pinch out	
	Rotation	
	Precautions on using the Touch panel	
2.6.3	How to display the Keypad How to move the Keypad	
	How to close the Keypad	
	To display the Keypad all the time	
2.6.4	Entering characters	
	When typing in "Group1":	
2.7	Jobs	2-33
2.7.1	Job screen	2-33
2.7.2	Multi-job function	2-33
2.8	Loading paper	2-34

2

2.8.1	Loading paper in Tray 1 or Tray 2	
	Applicable paper types	
	How to load paper	
2.8.2	Loading paper into Tray 3 or Tray 4	
	Applicable paper types	
	How to load paper	
2.8.3	Loading paper into the Large Capacity Unit	
	Applicable paper types	
	How to load paper	
2.8.4	Bypass Tray	
	Applicable paper types	2-37
	Applicable paper sizes	
	How to load paper	

3 Basic Settings and Operations

3.1	Print function	
3.1.1	Required settings and basic operations (For Windows OS)	
	Preparation flow	
	Operation flow	
	Checking the cable connection	
	Checking network settings of this machine Installing the printer driver	
	Printing data	
	Types of printer drivers	
3.1.2	Required settings and basic operations (for Mac OS)	
3.1.2	Preparation flow	
	Operation flow	
	Checking the cable connection	
	Checking network settings of this machine	
	Installing the printer driver	
	Adding and configuring a printer driver	
	Printing data	
3.2	Scan-to-Send function	3-18
3.2.1	Various transmission methods	
	Sending data to your computer (SMB Send)	
	Transmitting data as E-mail attachment (E-mail TX)	
	Saving data to the USB memory device (External memory) Various methods for transmitting and saving data	
3.2.2	Sending data to your Windows computer (SMB Send) Preparation flow	
	Operation flow	
	Checking the cable connection	
	Checking network settings of this machine	
	Checklist	
	Checking computer information	
	Configuring your computer	
	Registering destinations	
	Sending the original	
3.2.3	Sending data to your Mac computer (SMB Send)	
	Preparation flow Operation flow	
	Checking the cable connection	
	Checking network settings of this machine	
	Configuring this machine (Mac OS X 10.7 or later)	
	Checklist	
	Checking computer information	
	Configuring your computer	
	Registering destinations	
	Sending the original	
3.2.4	Transmit the scanned data via E-mail (E-mail TX)	
	Preparation flow	
	Operation flow	3-40

	Checking the cable connection Checking network settings of this machine Configuring the E-mail transmission environment Configuring administrator information	3-41 3-42
	Sending the original	3-44
3.3	Fax function	
3.3.1	Required settings and basic operations	
	Preparation flow	
	Checking the cable connection	
	Registering transmission information	
	Selecting the dialing method	
	Sending the original	3-50
3.3.2	Sending a fax directly from a PC (PC-FAX TX)	
	Preparation flow	
	Operation flow Checking the cable connection	
	Checking network settings of this machine	
	Installing the fax driver	
	Sending data	3-57
3.4	Copy function	3-59
	Basic operations	
	User authentication	
3.5	Registering a destination	
3.5.1	Registering an address book	
	Using the Control Panel to register an address book - Registration from Utility Using the Control Panel to register an address book - Registration in scan/fax mode	
	Using a computer to register a one-touch destination	
3.5.2	Information required to register a destination	
3.5.3	Registering a group	
0.0.0	Registering a group	
3.5.4	Retrieving a registered destination	3-71
	Retrieving a destination	
	Specifying a destination	3-73
3.6	Using a USB memory device	3-74
3.6.1	Printing data in a USB memory device	
	Printing data	
3.6.2	Saving the scanned data in the USB memory device (External memory)	
	Specifying functions to be permitted for external memory	
	Saving data in the USB memory device	
3.7	Using the guidance function	
3.7.1	Guidance screen Getting help on the currently displayed screen:	
	Getting help on the desired function or procedure:	
	Help Menu list	

4 Advanced Functions

4.1	Using advanced functions	4-2
4.1.1	What are advanced functions?	4-2
4.1.2	Association with application	4-3
4.1.3	Registering the i-Option license Preparation flow Registering the i-Option license Enabling the i-Option function Configuring each function	4-3 4-4 4-6
4.2	Using the voice guidance	4-9
4.2.1	Required settings and procedures Preparation flow Operation flow Enabling the voice guidance function	4-9 4-9

Assigning the voice guidance function to the Register key	4-11
Specifying the volume and speed	
Operating the voice guidance	
Keypad operations for voice guidance	4-14

5 Frequently Asked Questions

5.1.1 Q1. Can I print data on an envelope or postcard? 5-2 Qperation procedure 5-2 5.1.2 Q2. Can I print on custom size paper? 5-5 Qperation procedure 5-5 Coperation procedure 5-7 S.1.3 Q3. Can I directly print a file in a USB memory device? 5-7 S.1.4 Q4. Can printing be restricted by user? 5-9 How to set 5-9 How to set 5-9 Staple 5-11 Staple 5-11 Punch 5-12 QB. Can I print on very long sheets of paper such as a banner? 5-12 Operation procedure 5-13 S.2 Scam 5-16 GB. Can I print on very long sheets of paper such as a banner? 5-16 GB. Can I print on very long sheets of paper such as a banner? 5-16 S.3 G3. Can I register more than one sender name 5-17 S.1 Q1. Can I frequently used destinations be registered? 5-16 S.3 G3. Can I sende a fax to a number of destinations at one time? 5-17 S.3 Q2. Can I sende a fax to a number of destinations secon make so that different onest can be used in dif	5.1	Print	
Operation procedure. 5-5 5.1.3 Q3. Can I directly print a file in a USB memory device? 5-7 Operation procedure. 5-7 5.1.4 Q4. Can printing be restricted by user? 5-9 5.1.5 Q5. What types are available for printing finish? 5-9 5.1.5 Q5. What types are available for printing finish? 5-11 Punch 5-11 Center Staple & Fold 5-12 Fold 5-12 Operation procedure 5-13 Fold 5-12 Operation procedure 5-13 Fax 5-14 G1. Can frequently used destinations be registered? 5-16 S.2 Scan 5-17 Operation procedure 5-16 S.3.1 Q1. Can I check fax transmission and reception logs? 5-17 Operation procedure 5-17 Operation p	5.1.1	Q1. Can I print data on an envelope or postcard? Operation procedure	5-2 5-2
Operation procedure. 5-7 5.1.4 Q4. Can printing be restricted by user? 5-9 How to set 5-9 5.1.5 Q5. What types are available for printing finish? 5-11 Punch 5-11 Punch 5-11 Punch 5-11 Center Staple & Fold 5-12 Fold 5-13 How to set 5-13 How to set 5-13 Fold 6-12 Operation procedure. 5-13 5.2 Scan 5-13 5.3 Fax 5-16 5.4 Q1. Can frequently used destinations be registered? 5-16 5.3 Fax 5-17 5.4 Q2. Can l send a fax to a number of destinations at one time? 5-17 Operation procedure. Directly nethering multiple destinations 5-19 5.3.2 Q2. Can l send a fax to a number of destinations at one time? 5-20 How to set: Registering sender name to appear on faxes so that different ones can be used in different use case? 5-20 How to set: Selecting a sender name to appear on faxes so that different ones can be used in different use case? 5-20	5.1.2		
How to set 5-9 5.1.5 Q5. What types are available for printing finish? 5-11 Staple 5-11 Punch 5-11 Punch 5-11 Center Staple & Fold 5-12 Operation procedure. 5-12 Staple 5-13 Fold 5-13 How to set 5-13 5.2 Scan	5.1.3		
Staple 5-11 Punch 5-11 Center Staple & Fold 5-12 Operation procedure. 5-12 Operation procedure. 5-12 5.1.6 Q6. Can I print on very long sheets of paper such as a banner? 5-13 5.2 Scan 5-13 5.2 Scan 5-13 5.2 Scan 5-16 5.3 Fax 5-16 5.3.1 Q1. Can I check fax transmission and reception logs? 5-17 Operation procedure. 5-18 Operation procedure. 5-19 Operation procedure. 5-20 How to set: Registering sender name upon fax transmission 5-22 How to set: Selecting a sender name upon fax transmission 5-23 5.3.4 Q4. Is it possible to cut down on the communications expenses by using a network?	5.1.4		
5.1.6 Q6. Can I print on very long sheets of paper such as a banner? 5-13 How to set 5-13 5.2 Scan 5.1 Q1. Can frequently used destinations be registered? 5.1 Q1. Can I check fax transmission and reception logs? 5.1 Q1. Can I check fax transmission and reception logs? 5.1 Q2. Can I send a fax to a number of destinations at one time? 5.3.2 Q2. Can I send a fax to a number of destinations at one time? 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? 6.4 Mow to set: Selecting multiple datresses from the address book 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? 6.4 Now to set: Selecting a sender name upon fax transmission 5.3.4 Q4. Is it possible to cut down on the communications expenses by using a network? 5.4.3 Operation procedure: Sending an IP address fax 5.3.5 Q5. How can I avoid printing out unwanted faxes? 5.4.4 Operation procedure: Configuring to save received faxes in a User Box 5.3.7 Q7. Can I directly fax a file on my computer without leaving my desk? 6.3.7 Q7. Can	5.1.5	Staple	5-11 5-11 5-12 5-12
 5.2.1 Q1. Can frequently used destinations be registered? 5.1 G1. Can I check fax transmission and reception logs? 5.1 Q1. Can I check fax transmission and reception logs? 5.1 Operation procedure. 5.1 Operation procedure: Selecting multiple addresses from the address book. 5.1 Operation procedure: Directly entering multiple destinations. 5.1 Operation procedure: Directly entering multiple destinations. 5.3 Q3. Can I register more than one sender name to appear on faxes so that different ones can be used in different use cases? 5.20 How to set: Selecting a sender name upon fax transmission 5.21 S.3. Q4. Is it possible to cut down on the communications expenses by using a network? 5.22 Operation procedure: Sending an Internet fax. 5.23 Operation procedure: Configuring to save received faxes in a User Box. 5.24 Operation procedure: Configuring to save received faxes in a User Box. 5.25 A.6 Ge. Can I forward an incoming fax? 5.26 How to set. 5.27 Operation procedure: Copying on paper of a custom size. 5.27 Operation procedure: Registering a custom size of paper in memory. 5.27 Operation procedure: Recalling the custom size registered in memory. 5.28 Operation procedure: Recalling the custom size registered in memory. 5.29 Operation procedure: Recalling the custom size registered in memory. 5.29 Operation procedure: Recalling the custom size registered in memory. 5.20 Operation procedure: Recalling the custom size registered in memory. 5.21 Operation procedure: Recalling the custom size registered in memory. 5.20 Operation procedure: Recalling the custom size registered in memory. 5.21 Operation procedure: Recalling the custom size registered in memory. 5.22 Operation procedure: Copying on postcard? 5.31 Operation procedure: Copying on postcard? 5.33 Operation procedur	5.1.6	Q6. Can I print on very long sheets of paper such as a banner?	5-13
 5.2.1 Q1. Can frequently used destinations be registered? 5.1 G1. Can I check fax transmission and reception logs? 5.1 Q1. Can I check fax transmission and reception logs? 5.1 Operation procedure. 5.1 Operation procedure: Selecting multiple addresses from the address book. 5.1 Operation procedure: Directly entering multiple destinations. 5.1 Operation procedure: Directly entering multiple destinations. 5.3 Q3. Can I register more than one sender name to appear on faxes so that different ones can be used in different use cases? 5.20 How to set: Selecting a sender name upon fax transmission 5.21 S.3. Q4. Is it possible to cut down on the communications expenses by using a network? 5.22 Operation procedure: Sending an Internet fax. 5.23 Operation procedure: Configuring to save received faxes in a User Box. 5.24 Operation procedure: Configuring to save received faxes in a User Box. 5.25 A.6 Ge. Can I forward an incoming fax? 5.26 How to set. 5.27 Operation procedure: Copying on paper of a custom size. 5.27 Operation procedure: Registering a custom size of paper in memory. 5.27 Operation procedure: Recalling the custom size registered in memory. 5.28 Operation procedure: Recalling the custom size registered in memory. 5.29 Operation procedure: Recalling the custom size registered in memory. 5.29 Operation procedure: Recalling the custom size registered in memory. 5.20 Operation procedure: Recalling the custom size registered in memory. 5.21 Operation procedure: Recalling the custom size registered in memory. 5.20 Operation procedure: Recalling the custom size registered in memory. 5.21 Operation procedure: Recalling the custom size registered in memory. 5.22 Operation procedure: Copying on postcard? 5.31 Operation procedure: Copying on postcard? 5.33 Operation procedur	5.2	Scan	5-16
5.3 Fax 5-17 5.3.1 Q1. Can I check fax transmission and reception logs? 5-17 Operation procedure 5-17 Operation procedure: Selecting multiple addresses from the address book 5-18 Operation procedure: Selecting multiple addresses from the address book 5-18 Operation procedure: Directily entering multiple destinations 5-19 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? 5-20 How to set: Registering sender names. 5-20 How to set: Selecting a sender name upon fax transmission 5-21 5.3.4 Q4. Is it possible to cut down on the communications expenses by using a network? 5-22 Operation procedure: Sending an Internet fax 5-23 Operation procedure: Sending an Internet fax 5-24 Operation procedure: Configuring to save received faxes in a User Box. 5-25 5.3.5 Q5. How can I avoid printing out unwanted faxes? 5-26 6.3.7 Q7. Can I directly fax a file on my computer without leaving my desk? 5-27 5.3.6 Q6. Can I forward an incoming fax? 5-26 <t< td=""><td></td><td></td><td></td></t<>			
 5.3.1 Q1. Can I check fax transmission and reception logs?			
Operation procedure. 5-17 5.3.2 Q2. Can I send a fax to a number of destinations at one time? 5-17 Operation procedure: Directly entering multiple addresses from the address book. 5-18 Operation procedure: Directly entering multiple destinations 5-19 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? 5-20 How to set: Registering sender name upon fax transmission 5-21 5.3.4 Q4. Is it possible to cut down on the communications expenses by using a network? 5-22 Operation procedure: Sending an Ihternet fax 5-23 Operation procedure: Configuring to save received faxes in a User Box. 5-24 How to set: Printing faxes saved in a User Box. 5-26 5.3.6 Q6. Can I forward an incoming fax? 5-26 5.3.7 Q7. Can I directly fax a file on my computer without leaving my desk? 5-27 Operation procedure: Copying on paper of a custom size. 5-28 Operation procedure: Registering a custom size of paper in memory. 5-29 Operation procedure: Copying on paper of a custom size. 5-26 5.3.7 Q7. Can I directly fax a file on my computer without leaving my desk? 5-27 Operation procedure			
 5.3.2 Q2. Can I send a fax to a number of destinations at one time? 5.17 Operation procedure: Selecting multiple addresses from the address book. 5.18 Operation procedure: Directly entering multiple destinations 5.19 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? 5.20 How to set: Registering sender names. 5.20 How to set: Selecting a sender name upon fax transmission 5.3.4 Q4. Is it possible to cut down on the communications expenses by using a network? 5.23 Operation procedure: Sending an Internet fax 5.24 Operation procedure: Configuring to save received faxes in a User Box. 5.25 5.3.6 Q5. How can I avoid printing out unwanted faxes? 5.24 How to set: Printing faxes saved in a User Box. 5.25 5.3.6 Q6. Can I forward an incoming fax? 5.26 5.3.7 Q7. Can I directly fax a file on my computer without leaving my desk? 5.27 5.4 Copy 5.4.1 Q1. Can I print on paper of a custom size? 5.28 Operation procedure: Copying on paper of a custom size. 5.28 Operation procedure: Registering a custom size of paper in memory. 5.29 Operation procedure: Copying on paper of a custom size. 5.29 Operation procedure: Copying on explere in memory. 5.29 Operation procedure: Copying on explere in memory. 5.29 Operation procedure: Copying on explere in memory. 5.29 Operation procedure: Copying on expleres. 5.31 Q3. Can I copy on an envelope or postcard? 5.33 5.4.3 Q3. Can I check the finish before starting copying? 5.4.4 Q4. Can I easily copy various cards such as an insurance card or driver license card? 5.4.4 Q4. Can I easily copy various cards such as an insurance card or driver license card? 5.4.5 Operation procedure. 	0.0.1		
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? 5-20 How to set: Registering sender names. 5-20 How to set: Selecting a sender name upon fax transmission 5-21 5.3.4 Q4. Is it possible to cut down on the communications expenses by using a network? 5-22 Operation procedure: Sending an IP address fax 5-23 Operation procedure: Configuring to save received faxes in a User Box. 5-24 Operation procedure: Configuring to save received faxes in a User Box. 5-25 5.3.6 Q6. Can I forward an incoming fax? 5-26 How to set. 5-27 5-26 How to set. 5-26 5-27 5.3.7 Q7. Can I directly fax a file on my computer without leaving my desk? 5-27 5.4 Copy 5-28 5.4.1 Q1. Can I print on paper of a custom size? 5-28 Operation procedure: Registering a custom size of paper in memory 5-29 Operation procedure: Recalling the custom size registered in memory 5-29 Operation procedure: Recalling the custom size registered in memory 5-29 Operation procedure: Copying on postcard? 5-31 <tr< td=""><td>5.3.2</td><td>Q2. Can I send a fax to a number of destinations at one time? Operation procedure: Selecting multiple addresses from the address book</td><td>5-17 5-18</td></tr<>	5.3.2	Q2. Can I send a fax to a number of destinations at one time? Operation procedure: Selecting multiple addresses from the address book	5-17 5-18
can be used in different use cases?5-20How to set: Registering sender names.5-20How to set: Selecting a sender name upon fax transmission5-215.3.4Q4. Is it possible to cut down on the communications expenses by using a network?5-22Operation procedure: Sending an Internet fax5-23Operation procedure: Sending an IP address fax5-235.3.5Q5. How can I avoid printing out unwanted faxes?5-24Appendix on procedure: Configuring to save received faxes in a User Box5-255.3.6Q6. Can I forward an incoming fax?5-26How to set: Printing faxes saved in a User Box5-265.3.7Q7. Can I directly fax a file on my computer without leaving my desk?5-27Operation procedure: Copying on paper of a custom size?5-28Operation procedure: Registering a custom size of paper in memory5-290.5.4.1Q1. Can I opping on paper of a custom size of paper in memory5-290.5.4.2Q2. Can I copy on an envelope or postcard?5-310.5.4.3Q3. Can I check the finish before starting copying?5-341.5.4.3Q3. Can I check the finish bey outputting one copy5-34How to set: Checking the finish with a preview image5-340.5.4.4Q4. Can I easily copy various cards such as an insurance card or driver license card?5-37		Operation procedure: Directly entering multiple destinations	5-19
5.3.4 Q4. Is it possible to cut down on the communications expenses by using a network? 5-22 Operation procedure: Sending an IIP address fax 5-23 0.5.3.5 Q5. How can I avoid printing out unwanted faxes? 5-24 Operation procedure: Configuring to save received faxes in a User Box 5-24 How to set: Printing faxes saved in a User Box 5-26 5.3.6 Q6. Can I forward an incoming fax? 5-26 5.3.7 Q7. Can I directly fax a file on my computer without leaving my desk? 5-27 0.5.4 Copy 5-27 5.4.1 Q1. Can I print on paper of a custom size? 5-28 Operation procedure: Copying on paper of a custom size. 5-28 Operation procedure: Registering a custom size of paper in memory. 5-29 Operation procedure: Copying on envelopes 5-31 Operation procedure: Copying on envelopes 5-31 Operation procedure: Copying on envelopes 5-33 5.4.2 Q2. Can I copy on an envelope or postcard? 5-34 Operation procedure: Copying on postcards 5-33 5.4.3 Q3. Can I check the finish before starting copying? 5-34 How to set: Checking the finish with a preview image 5-34	5.3.3	can be used in different use cases?	
Operation procedure: Sending an Internet fax 5-23 Operation procedure: Sending an IP address fax 5-23 5.3.5 Q5. How can I avoid printing out unwanted faxes? 5-24 Operation procedure: Configuring to save received faxes in a User Box 5-24 How to set: Printing faxes saved in a User Box 5-25 5.3.6 Q6. Can I forward an incoming fax? 5-26 How to set: 5-26 How to set 5-26 Joperation procedure 5-27 Operation procedure 5-26 5.3.7 Q7. Can I directly fax a file on my computer without leaving my desk? 5-27 Operation procedure 5-27 Operation procedure 5-27 5.4 Copy 5-28 Operation procedure: Copying on paper of a custom size? 5-28 Operation procedure: Copying on paper of a custom size. 5-28 Operation procedure: Registering a custom size of paper in memory 5-29 Operation procedure: Recalling the custom size registered in memory 5-30 5.4.2 Q2. Can I copy on an envelope or postcard? 5-31 Operation procedure: Copying on postcard?		How to set: Selecting a sender name upon fax transmission	5-21
5.3.5 Q5. How can I avoid printing out unwanted faxes? 5-24 Operation procedure: Configuring to save received faxes in a User Box. 5-24 How to set: Printing faxes saved in a User Box. 5-25 5.3.6 Q6. Can I forward an incoming fax? 5-26 How to set. 5-26 5.3.7 Q7. Can I directly fax a file on my computer without leaving my desk? 5-27 Operation procedure. 5-27 5.4 Copy 5-28 5.4.1 Q1. Can I print on paper of a custom size? 5-28 Operation procedure: Copying on paper of a custom size 5-29 Operation procedure: Registering a custom size of paper in memory 5-29 Operation procedure: Recalling the custom size registered in memory 5-30 5.4.2 Q2. Can I copy on an envelope or postcard? 5-31 Operation procedure: Copying on postcards 5-33 5.4.3 Q3. Can I check the finish before starting copying? 5-34 How to set: Checking the finish with a preview image 5-34 How to set: Checking the finish by outputting one copy 5-36 5.4.4 Q4. Can I easily copy various cards such as an insurance card or driver license card? 5-37 Ope	5.3.4	Operation procedure: Sending an Internet fax	5-23
5.3.6Q6. Can I forward an incoming fax?5-26How to set5-265.3.7Q7. Can I directly fax a file on my computer without leaving my desk?5-27Operation procedure5-275.4Copy5-285.4.1Q1. Can I print on paper of a custom size?5-28Operation procedure: Copying on paper of a custom size.5-28Operation procedure: Registering a custom size of paper in memory5-29Operation procedure: Recalling the custom size registered in memory5-305.4.2Q2. Can I copy on an envelope or postcard?5-31Operation procedure: Copying on paper of paper in memory5-335.4.3Q3. Can I check the finish before starting copying?5-34How to set: Checking the finish with a preview image5-34How to set: Checking the finish by outputting one copy5-365.4.4Q4. Can I easily copy various cards such as an insurance card or driver license card?5-37Operation procedure5-37	5.3.5	Q5. How can I avoid printing out unwanted faxes? Operation procedure: Configuring to save received faxes in a User Box	5-24 5-24
Operation procedure5-275.4Copy5-285.4.1Q1. Can I print on paper of a custom size?5-28Operation procedure: Copying on paper of a custom size.5-28Operation procedure: Registering a custom size of paper in memory5-29Operation procedure: Recalling the custom size registered in memory5-305.4.2Q2. Can I copy on an envelope or postcard?5-31Operation procedure: Copying on envelopes5-31Operation procedure: Copying on postcards5-335.4.3Q3. Can I check the finish before starting copying?5-34How to set: Checking the finish with a preview image5-365.4.4Q4. Can I easily copy various cards such as an insurance card or driver license card?5-37Operation procedure5-375.4.4Q4. Can I easily copy various cards such as an insurance card or driver license card?5-37Operation procedure5-375.4.4Q4. Can I easily copy various cards such as an insurance card or driver license card?5-37	5.3.6	Q6. Can I forward an incoming fax?	5-26
5.4.1Q1. Can I print on paper of a custom size?5-28Operation procedure: Copying on paper of a custom size.5-28Operation procedure: Registering a custom size of paper in memory.5-29Operation procedure: Recalling the custom size registered in memory.5-305.4.2Q2. Can I copy on an envelope or postcard?5-31Operation procedure: Copying on envelopes.5-31Operation procedure: Copying on postcards5-335.4.3Q3. Can I check the finish before starting copying?5-34How to set: Checking the finish with a preview image5-34How to set: Checking the finish by outputting one copy.5-365.4.4Q4. Can I easily copy various cards such as an insurance card or driver license card?5-375.4.4Operation procedure.5-37	5.3.7		
5.4.1Q1. Can I print on paper of a custom size?5-28Operation procedure: Copying on paper of a custom size.5-28Operation procedure: Registering a custom size of paper in memory.5-29Operation procedure: Recalling the custom size registered in memory.5-305.4.2Q2. Can I copy on an envelope or postcard?5-31Operation procedure: Copying on envelopes.5-31Operation procedure: Copying on postcards5-335.4.3Q3. Can I check the finish before starting copying?5-34How to set: Checking the finish with a preview image5-34How to set: Checking the finish by outputting one copy.5-365.4.4Q4. Can I easily copy various cards such as an insurance card or driver license card?5-375.4.4Operation procedure.5-37	5.4	Сору	5-28
Operation procedure: Recalling the custom size registered in memory.5-305.4.2Q2. Can I copy on an envelope or postcard?5-31Operation procedure: Copying on envelopes5-31Operation procedure: Copying on postcards5-335.4.3Q3. Can I check the finish before starting copying?5-34How to set: Checking the finish with a preview image5-365.4.4Q4. Can I easily copy various cards such as an insurance card or driver license card?5-375.4.4Operation procedure.5-37	5.4.1	Q1. Can I print on paper of a custom size? Operation procedure: Copying on paper of a custom size	5-28 5-28
Operation procedure: Copying on envelopes5-31Operation procedure: Copying on postcards5-335.4.3Q3. Can I check the finish before starting copying?5-34How to set: Checking the finish with a preview image5-34How to set: Checking the finish by outputting one copy5-365.4.4Q4. Can I easily copy various cards such as an insurance card or driver license card?5-37Operation procedure5-37			
How to set: Checking the finish with a preview image5-34How to set: Checking the finish by outputting one copy5-365.4.4Q4. Can I easily copy various cards such as an insurance card or driver license card?5-37Operation procedure5-37	5.4.2	Operation procedure: Copying on envelopes	5-31
5.4.4 Q4. Can I easily copy various cards such as an insurance card or driver license card?	5.4.3	How to set: Checking the finish with a preview image	5-34
	5.4.4	Q4. Can I easily copy various cards such as an insurance card or driver license card?	5-37
	5.5		

5.5.1	Q1. Can I create a User Box, or print or download a file in a User Box? Operation procedure: Using Web Connection	
	Operation procedure: Using the Windows file sharing function	
5.6	Other	5-41
5.6.1	Q1. Can more than one computer use the same settings for the printer driver?	. 5-41
	Operation procedure: Preparing for an install package	
	Operation procedure: Creating an install package	
	Operation procedure: Executing the install package	. 5-42
5.6.2	Q2. Can I restrict available functions by user?	. 5-43
	How to set	. 5-43
5.6.3	Q3. Can I change the keying and operation sounds of this machine?	. 5-44
	How to set	
5.6.4	Q4. User authentication seems to be enabled on this machine. How can I be authenticated and	
0.011	allowed to operate this machine?	
	How to set: Getting authenticated as a user on this machine	
	How to set: Getting authenticated as a user on the printer driver	. 5-48
5.6.5	Q5. The power is input all day. Is there any way to alleviate concerns about electricity	
	charges?	. 5-50
	How to set	. 5-50
5.6.6	Q6. What action should be taken if the administrator password is lost?	. 5-52
Trouble	schooting	

6 Troubleshooting

6.1	Main messages and remedies	6-2
6.1.1	When a message appears to replace consumables or carry out cleaning	6-2
6.1.2	When a paper jam message persists	
6.1.3	When an error message appears	
6.1.4	When [Stabilizing image.] appears	
6.2	When printing quality has deteriorated	6-5
6.2.1	Cleaning the Electrostatic Charger	
6.2.2	Cleaning the Print Head Glass	
6.3	When the machine cannot be powered on	6-7
6.4	When the Touch Panel is not visible	6-8
6.5	When a message appears to replace consumables or carry out cleaning When staples in the finisher have run out When the punch scrap box is full When toner is running out in the Toner Cartridge When the Imaging Unit needs to be replaced When a Waste Toner Box is full	
6.5.1 6.5.2 6.5.3	Replacing a Toner Cartridge Replacing a Waste Toner Box Replacing an Imaging Unit	6-13

7 Index

7-2	2
•	7-:

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.

1

Chapter 1

Introduction

Environmental benefits of power management

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

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

Recycled paper

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

Duplex printing

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

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

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

1.2 Certification for USA, Canada, Mexico 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)

Chapter 1

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.



Ignoring this warning could cause serious injury or even death.

Ignoring this caution could cause injury or damage to property.

Meaning of symbols



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

This symbol warns against cause burns.

A diagonal line indicates a prohibited course of action.

This symbol warns against dismantling the device.

A solid circle indicates an imperative course of action.

E This symbol indicates you must unplug the device.

Disassemble and modification



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



Power cord



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

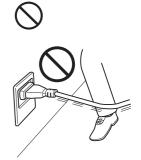


Use the power cord supplied in the package only for this machine and NEVER use it for any other product. Failure to observe this precaution could result in a fire or electrical shock.

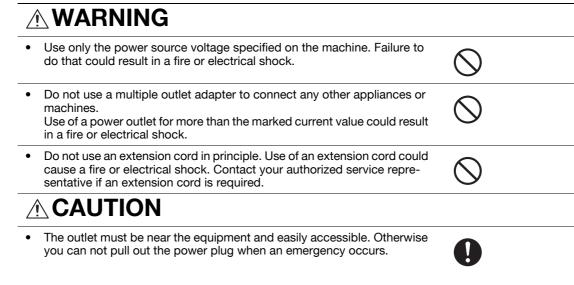


Power cord

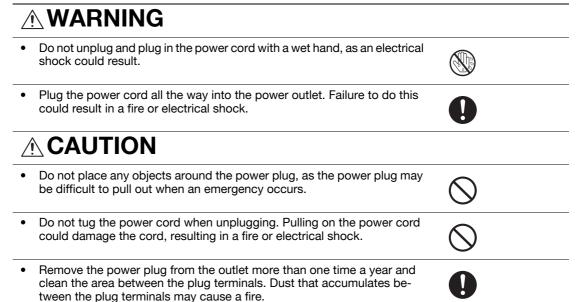
• Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown. Should any of these conditions be found, immediately turn OFF the power switch, unplug the power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



Power source



Power plug



1-6

Introduction



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

Installation



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

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

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



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

Ventilation



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



Introduction

Actions in response to troubles

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

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

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

Consumables



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

- Do not leave toner-related parts (toner units, PC drum units, imaging units or developing units) within easy reach of children. Licking any of these parts or ingesting toner could damage your health.
- Do not store toner-related parts (toner units, PC drum units, imaging units or developing units) near devices susceptible to magnetism, such as precision equipment and data storage devices, otherwise they may malfunction. They could cause these products to malfunction.

When moving the machine



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

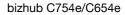


 When moving this product, always hold it at the locations specified in the User's Guide or other documents. If the unit is moved while held at locations other than those specified, it may fall, causing severe personal injury.

When using the machine



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











sult.



When the Fax is not installed:

Before successive holidays



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



1.4 Regulation notices

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

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

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

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

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

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

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

▲ WARNING

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

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

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

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

For users in countries not subject to class B regulations

- 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.

Chapter 1

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.

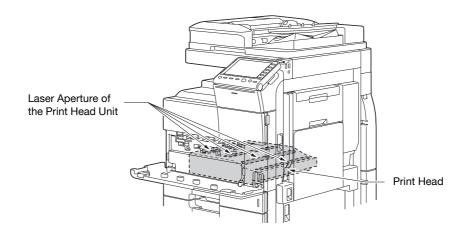
Wavelength: 775-800 nm

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.

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

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!

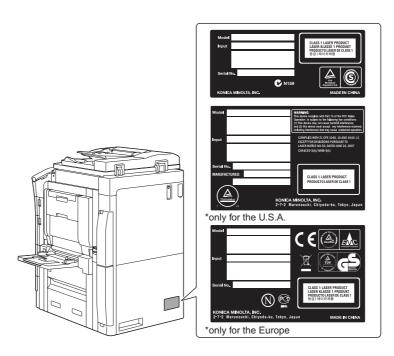
Dersom apparatet brukes på annen måte enn spesifisert i denne bruksanvisning, kan brukeren utsettes for unsynlig laserstråling som overskrider grensen for laser klass 1.

• Dette en halvleder laser. Maksimal effekt till laserdiode er 30 mW og bølgelengde er 775-800 nm.

Introduction

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!

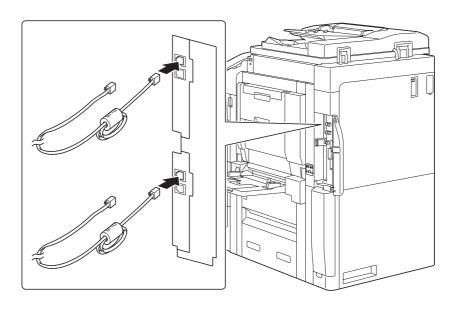
Please refer to the information of your local community or contact our dealers regrading the proper handling of end-of-life electric and electronic equipments. Recycling of this product will help to conserve natural resources and prevent potential negative consequences for the environment and human health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



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

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

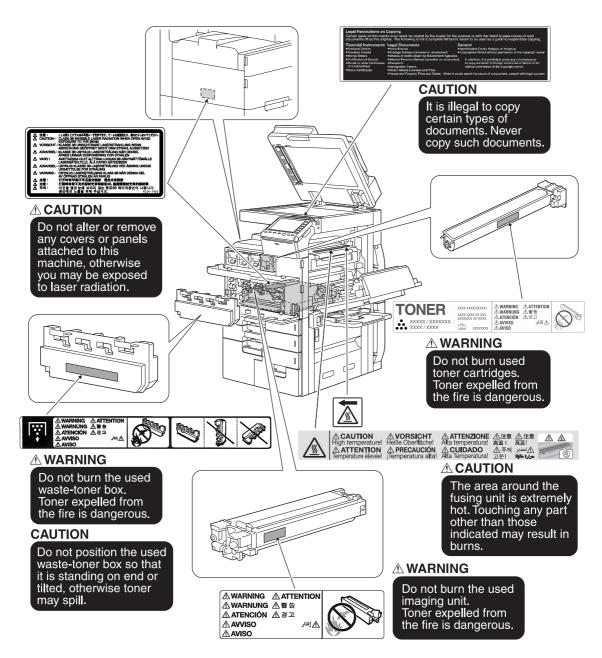
Connect a telephone cable with a ferrite core to the telecommunication port of this machine. (Connect the modular jack on the ferrite-core-equipped end of the telephone cable to the telecommunication port.)



Chapter 1

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

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

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

For New Zealand

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

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

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

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

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

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

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

For Europe

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

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



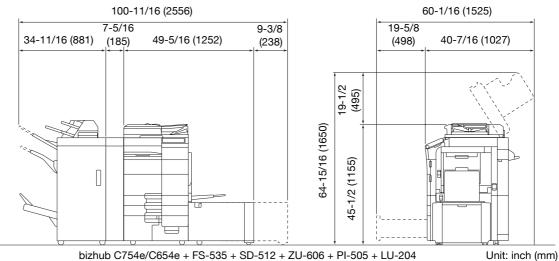
Introduction

1

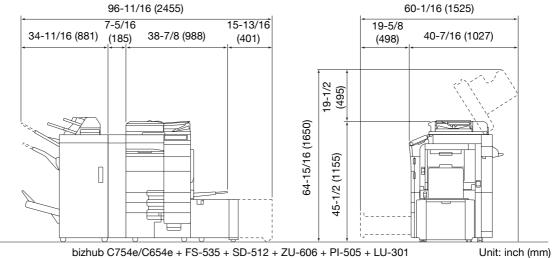
Introduction

1.7 **Space requirements**

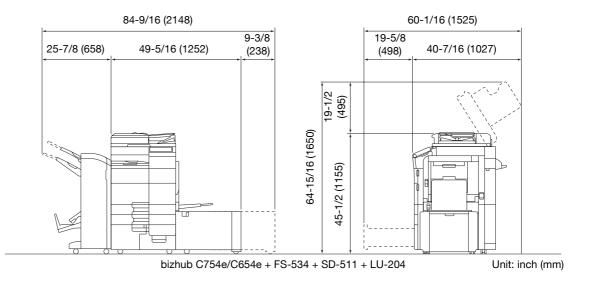
To ensure that machine operation, consumables replenishing, part replacement, and regular maintenance can easily be performed, adhere to the recommended space requirements detailed below.



bizhub C754e/C654e + FS-535 + SD-512 + ZU-606 + PI-505 + LU-204

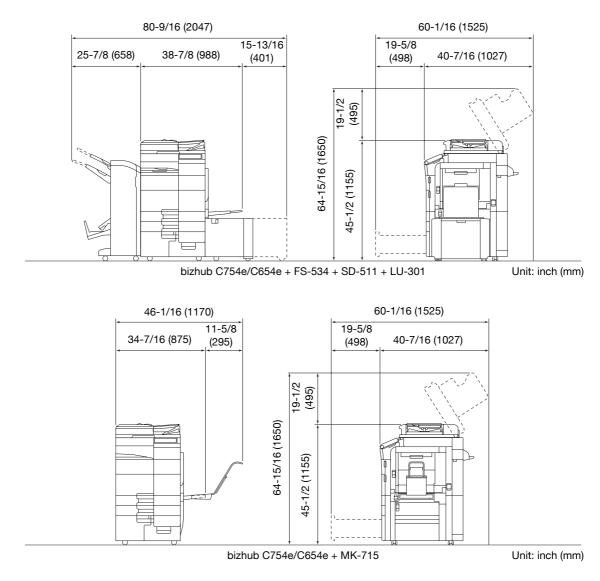


bizhub C754e/C654e + FS-535 + SD-512 + ZU-606 + PI-505 + LU-301





Chapter 1



NOTICE

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

Chapter

1.8 Operation precautions

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

Power source

The power source requirements are as follows.

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

Operating environment

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

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

Storage of copies

To store copies, follow the recommendation listed below.

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

Data stored in this machine

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

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

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

1.9 Legal restrictions on reproduction

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

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

<Financial Instruments>

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

<Legal Originals>

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

<General>

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

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

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

NOTICE

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

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

Introduction

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1

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



2 About This Machine

2.1 Intended use of office MFP devices

Intended use

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

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

The intended use also requires that:

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

Impermissible operating conditions

The system may not be operated if:

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

Exclusion of liability

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

bizhub C754e/C654e

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

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

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

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

Name	Overview
Quick Start Guide	This manual describes basic procedures users will need to know in order to use this machine, as well as setting proce- dures. It also introduces major functions, FAQs, and basic 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 func- tions of this product and also explanations of other various setting functions.

2

2.2.1 User's Guide CD

2

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

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

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

Layout of top page



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

2-4

Operating environment

Item	Specifications
Supported Operating Systems	Windows XP (SP3), Windows Vista (SP2), Windows 7 (SP1), Win- dows 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.

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.

	Quick Co Ly to Copy keypad and C		number of sets		No. of Sets	1	Job List 09/24/2012 Y 11:40 M Memory C 100% K
Or	iginal		►	Output			Check Setting
Text/Photo Printed Original Type	Auto Color Color	OFF Booklet	Auto Paper	5 100.0% Zoom	Combine	Do Not Staple Finishing	Function 1 Function 2 Application

Symbols and notations

Symbols/Notations	Description
企WARNING	Negligence of the instructions may lead to mishandling that may cause death or serious injury.
	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 top- ic as well as options required to use a function.
Reference	This symbol indicates reference functions related to a topic.
Related setting	This shows the settings related to a particular topic for any user.
Related setting (for the administrator)	This shows the settings related to a topic only for admin- istrators.
 ✓ 	This check mark symbol shows a precondition of a pro- cedure.
→	This symbol indicates a supplementary explanation of a procedural instruction.
[]	An item enclosed by brackets [] indicates a key name on the Touch Panel or computer screen, or the name of a user's guide.
Bold text	This presents a key name, part name, product name, or option name on the Control Panel .

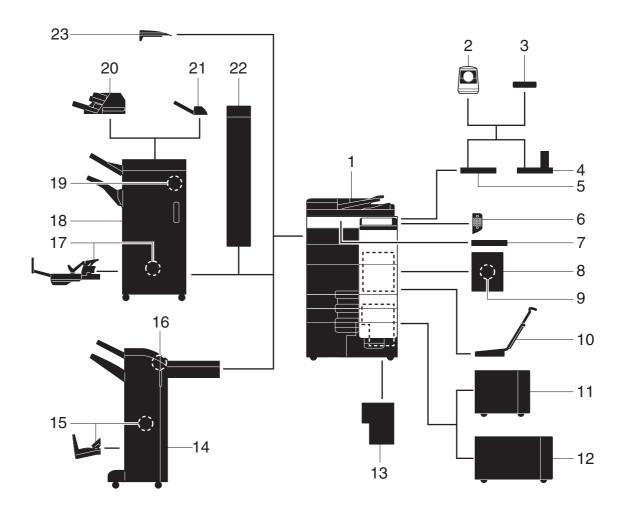
This manual describes application names as shown below.

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 im- age 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

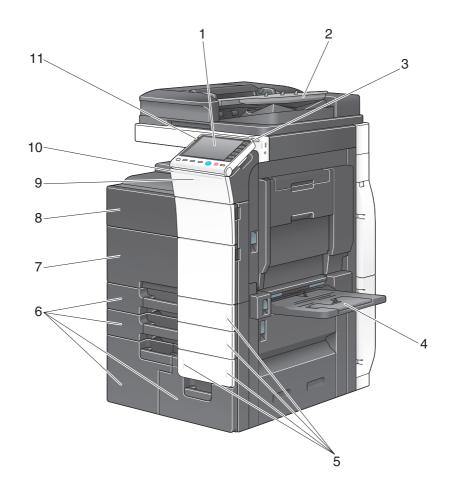
10	Mount Kit MK-715	Used to print on banner paper.
11	Large Capacity Unit LU- 301	Allows you to load up to 3000 sheets of $8-1/2 \times 11$ (A4) size paper.
12	Large Capacity Unit LU- 204	Allows you to load up to 2500 sheets of SRA3 or 11×17 (A3) size paper.
13	Image Controller IC-414	Built-in Image 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 fo	llowing options are not showr	n 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 link- age 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-func- tional and high quality data, and the E-mail RX Print function. i-Op- tion LK-110 includes the function licenses for i-Option LK-102 v3 and i-Option LK-105 v3 . If you purchase i-Option LK-110 , you do not need to purchase i-Option LK-102 v3 or i-Option LK-105 v3 . For details on the available functions, refer to the User's Guide CD.
39	i-Option LK-111	Supports the ThinPrint function that is one of the advanced func- tions.

Description

No.	Name	Description
40	i-Option LK-115	You can use TPM (Trusted Platform Module) that is one of the ad- vanced functions. Security enhancement is realized by encrypting confidential information such as certificates and passwords of this machine.
41	Upgrade Kit UK-204	 Required when: Installing i-Option LK-101 v3/LK-102 v3/LK-104 v3/LK-105 v3/LK-106/LK-107/LK-108/LK-110; 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 ma- chine.
2	Original Tray	Load the original.
3	Stylus Pen	Used to operate the Touch Panel .
4	Bypass Tray	Used to load custom-size paper or special paper.
5	Paper-Empty Indicator	Flashes orange when a tray runs low on paper and lights up orange when the tray runs out of paper.
6	Paper Tray	Used to load standard-size paper.
7	Lower Front Door	Open this door to replace consumables or to maintenance this ma- chine.
8	Upper Front Door	Open this door to replace a Toner Cartridge .
9	Data Indicator	Flashes blue while this machine is receiving a job. If a job is current- ly spooled, this indicator lamp lights up blue.
10	Status Indicator	Flashes white during printing.
11	Warning Indicator	Flashes orange if a warning occurs. Lights up orange if this machine has stopped due to an error.

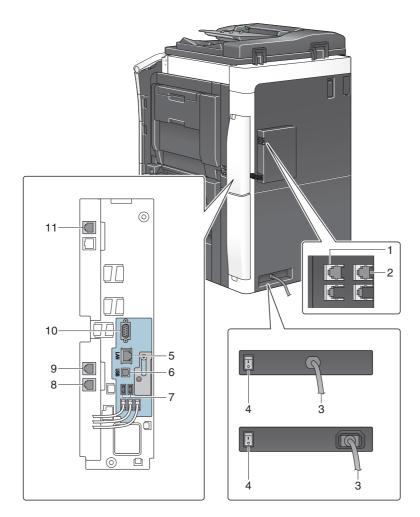
Rear side

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.



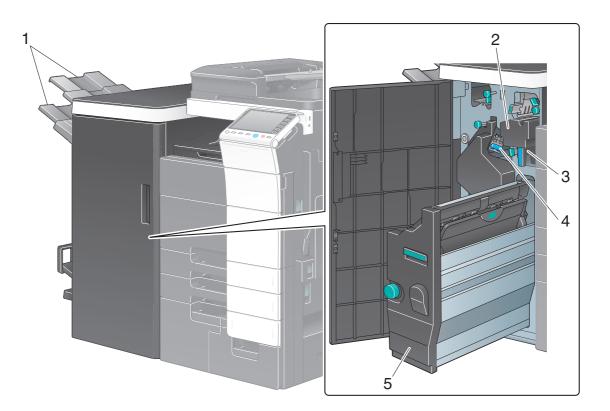
No.	Name
1	Telephone Jack 3 (FAX3)
2	Telephone Jack 4 (FAX4)
3	Power Cord
4	Heater Power Switch
5	Network Connector (10Base-T/100Base-TX/1000Base-T)
6	USB Port (Type B) USB2.0/1.1
7	USB Port (Type A) USB2.0/1.1
8	Jack for connecting a telephone (TEL PORT1)
9	Telephone Jack 1 (LINE PORT1)
10	RS-232C port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

Reference

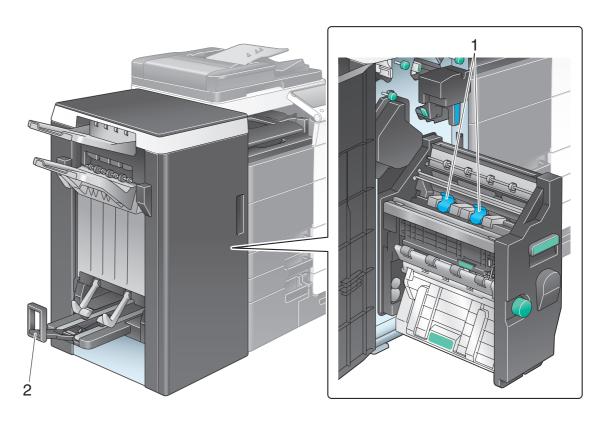
For details, refer to the User's Guide CD.

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



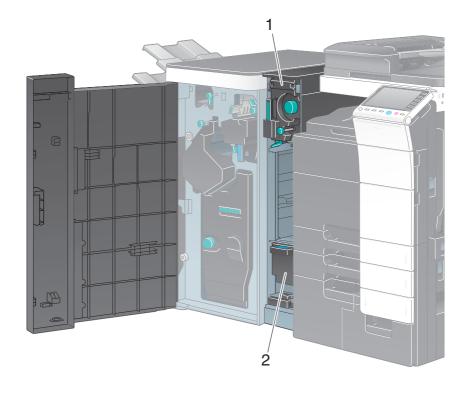
No.	Name	
1	Staple Cartridge	
2	Folding Output Tray	

Job Separator JS-602



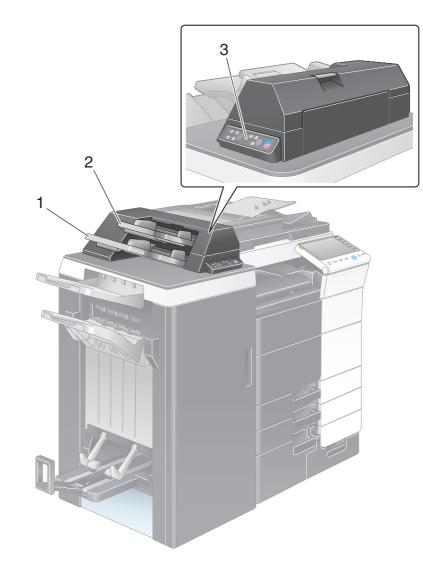
_	No.	Name
-	1	Output Tray

Z Folding Unit ZU-606



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

Post Inserter PI-505

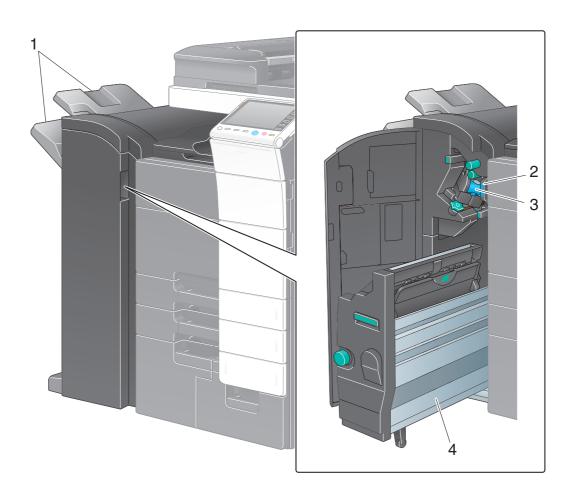


No.	Name	
1	Lower Tray	
2	Upper Tray	
3	Post Inserter Control Panel	

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



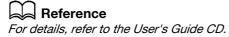
	No.	Name	
	1	Output Tray	
-	2	Punch Scrap Box	
-	3	Staple Cartridge	
	4	Saddle Stitcher	



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

Large Capacity Unit LU-301/LU-204



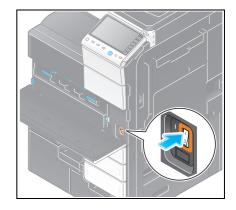


This machine provides two power switches: **Power** key on the **Control Panel** and **Main Power Switch** on the machine. Under normal conditions, operate the **Power** key of the **Control Panel**. Use **Main Power Switch** to restart this machine.

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

Chapter 2

About This Machine

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].

ouch the button for the desired setting Bookmark Administrator Settings > System Settings > Power Supply/Power Save Settings Display Keypad Job Setting Low Power Mode Settings 15 min. Utility Sub Power OFF Sleep Mode Settings 20 min Administrator Settings Power Key Setting Power Save Sub Power OFF Power Save Setting System Settings Enter Power Save Mode ₽ Power Save Settings 1/2 🖌 ↑ OK 0/01/2012 09:56

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.

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

2.5 **Control Panel**

2

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 descrip- tions of the functions and operating procedures on the screen.
5	[Access]	If user authentication or account track is enabled, enter the user name and password for user authentication or the account name and password for account track, then tap this button to start the use of this machine. After a target operation is completed, tap this but- ton once again to end the use of this machine.
6	[Interrupt]	Tap this button to enter the Interrupt mode. The indicator lamp lights up blue in the Interrupt mode. To cancel the Interrupt mode, tap [Interrupt] again.
7	[Preview]	Tap this button to print a single proof copy to be checked before printing a large number of copies. This function can also display a finishing image with the current settings on the Touch Panel .
8	Reset	Press this key to reset all settings, excluding the registered ones, that you entered using the Control Panel .
9	Stop	Press this key to temporarily stop an active copy, scan, or print job.
10	Start	Press to start the copy, scan or fax operation.
11	Register key	 Press each key to switch the display of the Touch Panel to a function assigned to a Register key. 1 (Scan/Fax): Switches to the scan/fax function. 2 (Copy): Switches to the copy function. 10Keypad (Keypad): Displays the Keypad on the Touch panel. The Register key can be assigned to any function in the Administrator Settings to be easy to use.

About This Machine

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	С	Press this key to cancel numeric values such as the number of copies, zoom ratio, and size you entered using the Keypad .

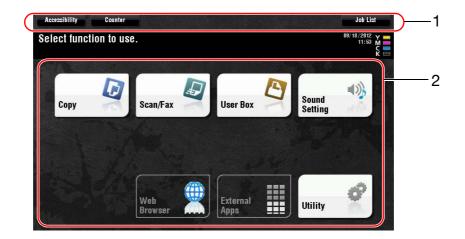
2.6 Touch Panel

2.6.1 Main menu

2

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

Layout of main menu



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

Тар

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



Double-tap

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



Flick

2

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



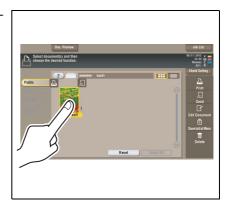
Drag

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

Pan

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.



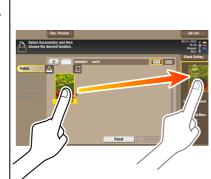


Long-tap

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.



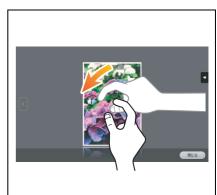
Pinch in/Pinch out

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.

Use the keyboard to enter the registration name. Press the ICJ key to erase the entered registration name.
Utility > New E-Hail > Name
GL
$\leftarrow \rightarrow \qquad $
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$

2 After typing completes, tap [OK].

Use the keyboard to enter the registration name. Press the ICI key to erase the entered registration name.						
Utility > New E-Mail > Name						
_ Group1 C						
← → <u>Pe</u> lete						
1 2 3 4 5 6 7 8 9 0 - = `						
q w e r t y u i o p [] \						
asdfghjkl;'						
z x c v b n n , . /						
Space Shift						
02/21/2013 16:02)					

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
Сору	5	61
Print	10	66
Scan	5	61
Fax memory TX	50	106
Fax RX	100	156
Sharing	56	-

These values may vary depending on conditions.

Reference

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

2.8 Loading paper

2

2.8.1 Loading paper in Tray 1 or Tray 2

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

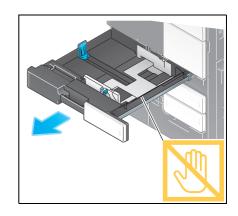
Applicable paper types

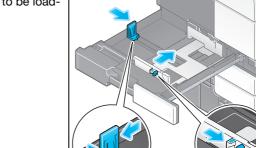
Plain paper, single-side-only paper, thin paper, special paper, thick paper, letterhead, colored paper, and recycled paper

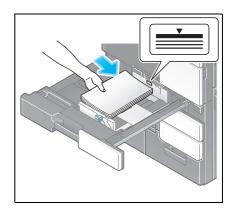
How to load paper

1 Pull out the tray.

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







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

Load paper into the tray.

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

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

About This

Chapter 2

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.

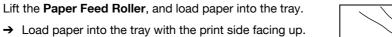
Up to 200 postcards (4×6 (A6 Card)) can be loaded into each tray.

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.



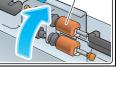
NOTICE

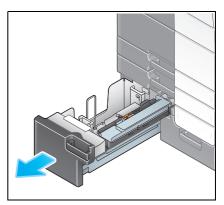
2

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





2-35

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.

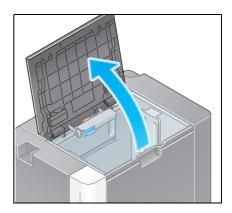
The Large Capacity Unit is an option.

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.

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

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

Applicable paper types

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

Applicable paper sizes

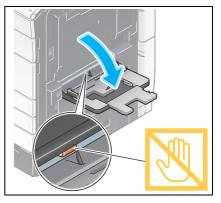
Туре	Size
Standard-size paper	12 × 18 I to 5-1/2 × 8-1/2 III, 4 × 6 I, SRA3 I, A3 I to A6 I, B4 I to B6 I, A6 card I, 8 × 13 I, 16K III, 8K I, banner paper, envelope (B5 III (6-15/16 inches × 9-13/16 inches (176 mm × 250 mm)), C4 I (9 inches × 12-3/4 inches (229 mm × 324 mm)), C5 III (6-3/8 inches ×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

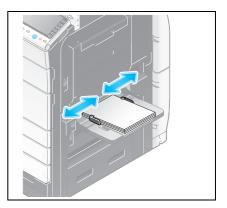
- 1 Open the tray.
 - → To load large-sized paper, pull out the **Tray Extension**.
 - → To load banner paper, install the Mount Kit MK-715 for banner paper.

NOTICE

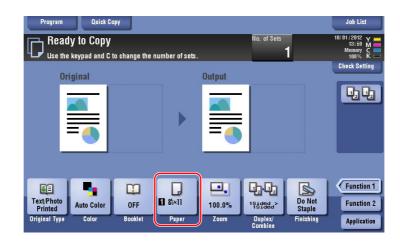
Exercise care not to touch the surface of the **Paper Feed Roll**er with your hands.



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



3 Specify the paper type. Tap [Paper].



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

Program Quick Copy				Job List
Ready to Conv		N	o. of Sets	10/01/2012 Y 4:01 M nory. C 10% K
	C	<u> </u>		t Setting
Auto	1 8½×11D	● 85×11 D	Change Tray Setting	»), Q,)
E2	2 8½×11 🗗			
1 2 2 4	3 8½×11 []			
Plain Paper 60 - 90g/m²	4 8h×11₽	L &x×11		
				lose anction 1
Text/Photo Printed Auto Color OF			ided > Do Not Sided > Staple	Function 2
Original Type Color Book	let Paper		uplex/ Finishing ombine	Application

5 Select the paper type.

	Tray Settings	: (Manual Tray)				14:01 nory 10%
	Paper Type	Plain Paper	Single Side Only		Paper Size	t Sett
	60 -	Thin Paper	Special Paper			
	90g/m	Thick1	Thick 1+		Auto Detect	
		Thick2	Thick3		🔲 Standard Size 🕨	
		Thick4	Transparency		Custom Size	
		Duplex 2nd Side]		🔲 Wide Paper 🛛 🕨	
Text/Photo		Duplex 2nd Side	IJ	_		unctio

6 Specify the paper size.

	Paper Typ	e		U	Paper Size	t Settin
		Plain Paper	Single Side Only	\diamond	8%×11 D	6.6
	60 - 90g/m	Thin Paper	Special Paper		-	
		Thick1	Thick 1+		Auto Detect	
		Thick2	Thick3		🔲 Standard Size	*
		Thick4	Transparency		Custom Size	*
		Duplex 2nd Side			Uide Paper	enction
Text/Photo Printed						
riginal Type	e Color	Booklet Pa	iper Zoom	Dupl	ex/ Finishing	Applicati

→ For Auto Detect

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

Program	Qui	ck Copy				Job List
Re Use	Tray Setting	is (Manual Tray)			of Sata	10/01/2012 Y [4:01 M nory C 10% K 10% K
	Paper Type	9			Paper Size	r Setting
		Plain Paper	Single Side Only		2 ^{81×11} D	h Da I
	60 - 90g/m²	Thin Paper	Special Paper		Auto Detect	
		Thick1	Thick 1+		Auto Detest	
		Thick2	Thick3		Standard Size	**
		Thick4	Transparency		Custom Size	*
		Duplex 2nd Side 📃			Wide Paper	mation 1
Text/Photo Printed					(3)	lose unction 2
Original Typ	e Color	Booklet Pa	per Zoom	Dup	lex/ Finishing	pplication

→ For Standard Size

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

Program Quick Copy			Job List
Re Tray Settings (Manual Tray)		No. of Sata	10/02/2012 Y
Standard Size			10% K
Paper 2			r Setting
60 - 90g/m		12×18 🗗 📌	
AB Metric Sizes		11×17 🗗 📌	
C Other 3		8%×14 🕞 🔶	e 🕨
	85×11 🗗 🔫	8i×11 🗗 🔶	₩
	7%41% 🖸 🔸	7):>10); 🕞 🔶 📢	₩
	5½×8½ 🕞 🔶 🛩	5%×8% 🖙 🔸	dinction 1
Text/Photo Printed		4	Close unction 2
Original Type Color pooklet Ma	per 200m	Combine	Application

→ For Custom Size

Custom Size Settings x 2 x y x z z z z z z z z	v				Custom Size Size can be specified using the [+/-] key. Size can be recalled from Memory Key.	
X Registered Paper Sizes Y memory1 Y memory2 Y memory3 Y memory4	Ňc					
$\begin{array}{c c} 2 \\ \hline \\$	с К tin	per Sizes	Registered Pap		Custom Size Settings	
$\begin{array}{c c} & & & \\ \hline \\ \hline$		X Y	memory1		Y	
	4	X Y	memory2		2	
→ New memory4 X		X Y	memory3	🗲 Recall		
memory5		X Y	memory4	→ New		
		X Y	memory5		Y 336 - 1256	
E 3% - 12% + 11 + Edit Name →	on	•				6
Text	on				\longleftrightarrow	

→ For Wide Paper

Program	Quick Copy				Job List
Re Tray	Settings (Manual	Tray)		No. of Solo	10/02/2012 Y
Wide Pap	er				K 📼 ing
.2					
	ies	3	11×17W 🗗	Paper Size X 8 ¹ / ₂ Y 11	12
AB Met	ric Sizes	85×11₩ 🗗 55×85₩ 🗗	8%×11₩ 🕞 5%×8%₩ 🕞	Change Size	*
		25×05 M P	25×05 M Th	,	
Barris				4	Close In 1
Text/Photo Printed					unction 2
Original Type	Color Bo	^{oklet} Paper	Zoom	Duplex/ Finishing Combine	Application



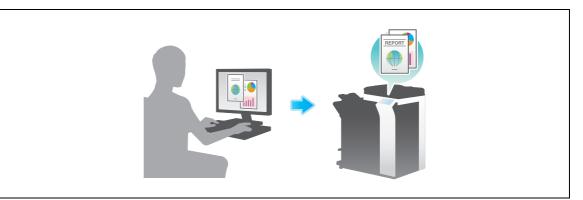
3 Basic Settings and Operations

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.

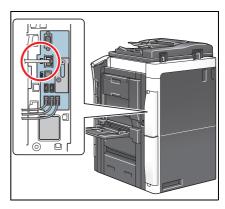
Operation flow

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.

 Booknark

 Display Keyrad

 Utility > Device Information

 Function Version

 Proteion

 Proteion

 Information

 10/01/2012

 14:17

• For IPv4 environment

For IPv6 environment

Booknark			
Display Keypad	Utility > Device Infor	nation	
Utility	Function Version	Version	
↓ Device	IPv4 Address	192. 168. 1. 20	
Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10ee	
	10/01/2012 14:17		Close)

Tips

- In general, the default settings are available for network connection; however, some network environments require a change on network settings.
- If no IP address is displayed, you need to configure the network. Tap [Utility], and select [Administrator Settings] [Network Settings] [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the User's Guide CD.
- For information on the default administrator password, refer to page 5-52.

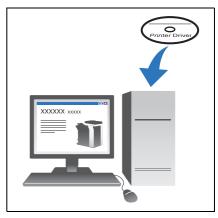
	Make a selection.
Bookmark	Administrator Settings> Network Settings> TCP/IP Settings
Display Keypad	ON OFF 1 /2 «Back Gara »
Utility	IPv4 Settings IPv6 Settings
Administrator Settings	DNS Host DNS Domain
Network Settings	DNS Server Settings (IPv4)
TCP/IP Setting	IPsec Settings
	10/01/2012 14:19

Chapter 3

Installing the printer driver

Use the installer to install the printer driver.

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



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

KONICA MINOLTA Printer Installer	- License Agreement	×
Install	ation License Agreement	
	English 💌	
	Software End User License Agreement	•
	PLEASE READ CAREFULLY THE LICENSE AGREEMENT BELOW BEFORE OPENING THE PACKAGE OF THIS SOFTWARE ('SOFTWARE'), DOWNLOADDING, INSTALLING OR USING THE SOFTWARE. OPENING THE PACKAGE, OR DOWNLOADDING, INSTALLING OR USING THE SOFTWARE SHALL BE DEEMED YOUR LAWFUL ACCEPTANCE OF THE TERMS AND CONDITIONS BELOW.	
1.	ACCEP TARGE OF THE TENNS AND CONDITIONS BELOW. IF YOU DO NOT AGREE TO THEM, DO NOT DOWNLOAD, INSTALL, USE THE SOFTWARE, NOR OPEN THE PACKAGE.	
e 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997	1. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS	-
AGREE DISAGREE		

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

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

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

KONICA MINOLTA Printer Installer - Select Printe	rs/MFPs to Install	[
	\rightarrow	\rightarrow
Select Printe	er/MFP to Install	•
Select Printers/MFPs to Install from the List	. You Can Select Multiple Pri	nters/MFPs.
Device Name	Address/Port	Ctature
KONICA MINOLTA bizhub C754e	192.168.1.20	Not installed
Clear <u>all</u> Normal Printing	Search Setting	Vpdate List
○ Specify the Printer/MFP Except for the Abo	ove. (IP Address, Host Name)
Specify Printer/MFP Path Here	(2)	lefer to

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

* KONICA MINOLTA Printer Installer - Selecting the installat	ion setting
Selecting the instal	ation setting
Select the installation setting.	
Driver Language	English 👻
1 Components to Be Installed KONICA MINOLTA C754SeriesPCL KONICA MINOLTA C754SeriesPS KONICA MINOLTA C754SeriesFAX	
Help Previous	2 Next Cancel

6 Click [Install].

KONICA MINOLTA Printer Installer - Confirm Installation Settings		
Confirm Ins	stallation Settings	
Installation Summary		
Item	Configuration	
Printer Path Driver Language	192.168.1.20 English	
Components to Be Installed	KONICA MINOLTA C754SeriesPCL KONICA MINOLTA C754SeriesPS KONICA MINOLTA C754SeriesFAX	
<u>H</u> elp	Previous Instal Cancel	

Chapter 3

7 Click [Finish].

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S KONICA MINOLTA Printer Installer - Finish Installing Drivers Finish Installing Driv	
Installation Completed. Default Printer KONICA MINOLTA C754SeriesPCL -	Review
Added Printers KONICA MINOLTA C754SenesPCL (192.168.1.20) KONICA MINOLTA C754SenesPS (192.168.1.20) KONICA MINOLTA C754SenesFAX (192.168.1.20)	Regame Printer Property Print Sgtting Print Test page
Нер	Enish

Printing data

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



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

🖶 Print	×
General	
Select Printer	riesPCL Microsoft XPS Documen
•	4
Status: Ready Location: Comment:	Print to file Preferences Find Printer
Page Range All Selection Current R	
• Pages:	Print Cancel Apply

Tips

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

My Tab Basic Layout Finish Cover Mode	Stamp/Composition Quality Other
8 1/2x11 (215.9x279.4 mm)	Favorite Setting 🔹 Add Edit
s 1/22.11 (215.32/278.4 mm)	Organd Overstein Organd Overstein Organd Size Excharge Struck 11 Free Size Zoon (25, 4001) Train Size Ado Train Size Paver Tope Offset Paver Tope Offset Paver Tope Paver Tope Paver Tope Paver Tope
Printer View Printer Information	Default

Types of printer drivers

1

Select a printer driver that will meet your printing requirements.

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

3.1.2 Required settings and basic operations (for Mac OS)

Print data created on your computer via the network.

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



Preparation flow

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

- 1 Checking the cable connection (Administrator)
 - → Check that this machine is correctly connected to the network cable. For details, refer to page 3-10.
- 2 Checking network settings of this machine (Administrator)
 - \rightarrow Check the network settings of this machine. For details, refer to page 3-10. The network can be used with the default settings unless otherwise requested.
- 3 Installing the printer driver
 - → 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.

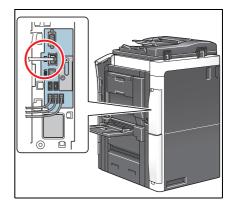
Operation flow

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.

Bookmark Display Keypad	Utility > Device Infor	nation		Bookmark splay Keypad	Utility > Device Infor	nation	
Utility	Function Version	Version 192. 168. 1. 20		Utility	Function Version IPv4 Address	Version 1 192. 168. 1. 20	
Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10ee		Device Information	IPv6 Address	2001 : Od(b8: bd05: 01d2: 288a: 1 fc0: 0001 : 1	lee
	10/01/2012 14:17		Close		10/01/2012 14:17		Close

- 2 Specify the Bonjour name. Tap [Utility], and select [Administrator Settings] [Network Settings] [Bonjour Setting] - [ON].
 - → For information on the default administrator password, refer to page 5-52.

Declaration	Select whether or not to select Bonjour settings.
Bookmark Display Keypad Utility	ON OFF
Administrator Settings	Bonjour Name
Network Settings	
Bonjour Setting	
	10/01/2012 14:21 OK

3

For IPv4 environment

For IPv6 environment

→ 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.

Use the keyboard to enter the Bonjour name. Press the ICl key to erase the entered Bonjour name.
Administrator Settings > Bonjour Setting > Enter Bonjour Name
bizhub C754e(5A:60:09)
← → Pere 1 2 3 4 5 6 7 8 9 0 - = ` q w e r t y u i 0 P [] ` a S d f g h j k 1 : ` Z X C V b n n , . / Space Shift
02/27/2013 13:03

Tips

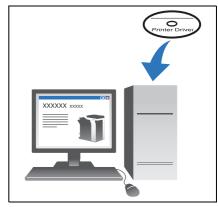
- If no IP address is displayed in Step 1, you need to set up the network. Tap [Utility], and select [Administrator Settings] - [Network Settings] - [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the User's Guide CD.
- For information on the default administrator password, refer to page 5-52.

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

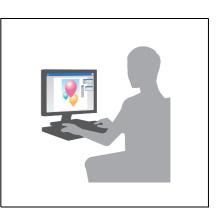
Installing the printer driver

Use the installer to install the printer driver.

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



- 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.

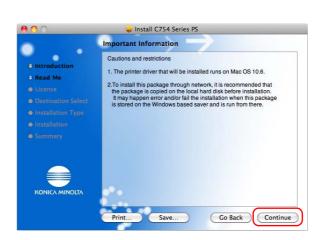
00	🥪 Install C754 Series PS
Introduct Read Me Liconse Destinatio	This package will run a program to determine if the software can be installed. To keep your computer secure, you should only run programs or install software from a trusted source. If you're not sure about this software's source, click Cancel to stop the program and the installation.
 Installation Type Installation 	
	Co Back Continue

Chapter 3

...

. Intro

• •



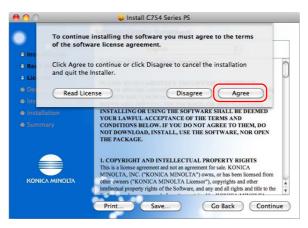
Install C754 Series PS
 Welcome to the C754 Series PS Installer

KONICA MINOLTA bizhub C754 Series

Go Back Continue

Printer Driver Installer for Mac OS X (10.6)





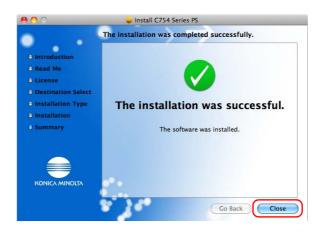
5 Click [Install].

00	🥪 Install C754 Series PS
	Standard Install on "Macintosh HD"
 Introduction Read Me 	This will take 27.1 MB of space on your computer.
• License	Click Install to perform a standard installation of this software on the disk "Macintosh HD".
 Destination Select Installation Type 	this software on the disk macintosh HD .
KONICA MINOLTA	Change Install Location
	Go Back Install

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

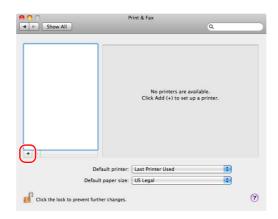
	Type your p changes.	password to allow Installer to make
	Name:	james
	Password:	•••••
▶ Details		
?		Cancel

7 Click [Close].



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 [+].



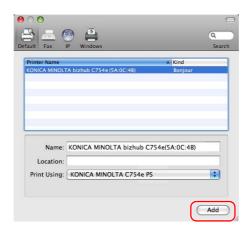
This automatically searches for the appropriate network and displays printers and MFPs that are compatible with the printer driver.

- 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.

lt Fax	IP Windows		Search	
			AND A	
NICA MINOL	TA bizhub C754e(5	A:0C:4B)	Bonjour	
Name:	No Selection			
	No Selection			
	No Selection			4
Location:	No Selection			Å.

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

4 Check that the printer driver is displayed.

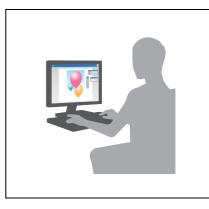


5 Select the installed optional units.

	Installable Options KONICA MINOLTA bizhub C754e(5A:0C:4B)
	Make sure your printer's options are accurately shown here so you can take full advantage of them. For information on your printer and its optional hardware, check the documentation that came with it.
U	Paper Source Unit: LU-204
	Finisher: FS-535 + JS-602 + SD-512
	Punch Unit: PK-521 (2/3-Hole)
	Hard Disk
	Secure Print Only
	Allow Public User
	☑ 1200dpi Rendering Op.
	(2)
	Cancel

Printing data

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

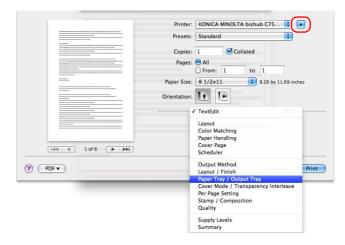


3 Select the Bonjour name of this machine.

Printer KONICA MINOLTA bizhub C75 🛊
Presets: Standard 🗘 (2)
? PDF • Preview Cancel Print

Tips

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



3.2 Scan-to-Send function

3.2.1 Various transmission methods

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

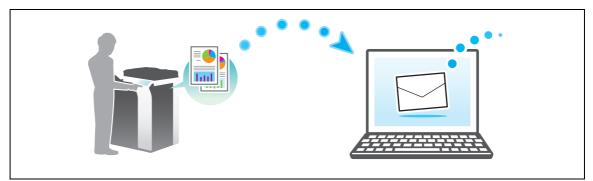
Sending data to your computer (SMB Send)

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



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

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



Saving data to the USB memory device (External memory)

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



Various methods for transmitting and saving data

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

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



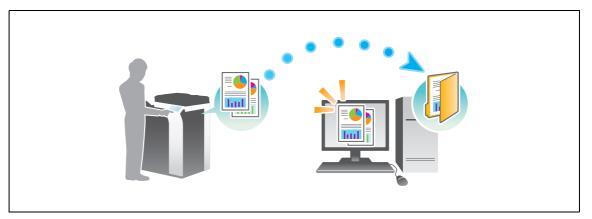
Reference

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

3.2.2 Sending data to your Windows computer (SMB Send)

Send scanned data to a computer on the network.

Once settings are configured, you can send data easily.



Preparation flow

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

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

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

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

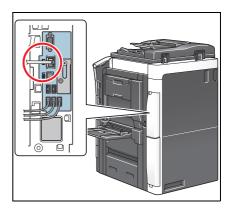
Operation flow

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

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

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.

 Boolmark
 Utility > Device Information

 Display Keyred
 Function Version Version

 Utility
 IPV4 Address 192.168.1.20

 Device Information
 IPV6 Address 2001:0db8:bd05:01d2:288a:1fc0:0001:10ee

 10/01/2012
 14:17
 Close

• For IPv4 environment

For IPv6 environment

Booknark			
	Utility > Device Infor	nation	
Display Keypad			_
	Function Version	Version	
Utility			
	IPv4 Address	192. 168. 1. 20	
Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10ee	
	10/01/2012 14:17		Close

Tips

- In general, the default settings are available for network connection; however, some network environments require a change on network settings.
- If no IP address is displayed, you need to configure the network. Tap [Utility], and select [Administrator Settings] - [Network Settings] - [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the User's Guide CD.
- For information on the default administrator password, refer to page 5-52.

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

Checklist

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

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

Checking computer information

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

- 1 Display the Properties window of the computer.
 - → In Windows 8.1, click [④] in the Start window, then select [Computer]. On the toolbar, select [Computer] [System properties].
 - → In Windows 8, right-click on the Start window, then select [All apps] [Computer]. On the toolbar, select [Computer] [System properties].
 - → In Windows Vista/7, from the Start menu, select [Computer] [System properties].
 - → 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.

🔾 🖉 📲 🕨 Control Panel 🕨	System and Security 🔸 System	▼ 4 ₇	Search Control Panel	م
Control Panel Home Control Panel Home Control Panel Home Remote settings System protection Advanced system settings	View basic information Windows edition Windows 7 Ultimate Copyright © 2009 Microso	about your computer		
	System Rating:	B16 Windows Experience Indi	ex)
	Processor: Installed memory (RAM): System type: Pen and Touch:	Intel(R) Pentium(R) 4 CPU 3.000 3.00 GB 32-bit Operating System No Pen or Touch Input is availa		
See also Action Center Windows Update Performance Information and Tools	Computer name, domain, and Computer name: Full computer name: Computer description: Workgroup:	Win7-EN-P4 Win7-EN-P4 WORKGROUP	😵 Cha	inge settings

- **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.
 - \rightarrow In the example shown below, "taro.yamada" is displayed as the user ID.

Command Prompt	
icrosoft Windows [Uersion 6.1.7600] opyright <u>(c) 2009 Mi</u> crosoft Corporation. All rights reserved. :\Users(taro.yanada)	* E
	-

Configuring your computer

Create a new folder, and enable the sharing settings.

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

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

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

			- 0 - X -
Network and Sha	ing Center	• + Search	٩
Tasks View computers and devices Connect to a network Set up a connection or network Manage network connections Diagnose and repair	Network and Sharing C	enter	View full map — O Internet
	Network (Private networl Access Connection	c) Local and Internet Local Area Connection	Customize View status
	Sharing and Discovery Network discovery	• On	(v)
	File sharing	e On	<u> </u>
	Public folder sharing	e Off	\odot
	Printer sharing	e Off	 Image: Second sec
	Password protected sharing	• On	
See also	Media sharing	© Off	$\overline{\mathbf{S}}$
Internet Options Windows Firewall	Show me all the files and fold Show me all the shared netwo		

- → 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.

Folder Options
Gener View ile Types Offine Files
Tasks
Show common tasks in folders
Use Windows classic folders
Browse folders
Open each folder in the same window
Open each folder in its own window
Click items as follows
Single-click to open an item (point to select)
Underline icon titles consistent with my browser Underline icon titles only when I point at them
Onderine contracts only when point at ment Onderine contracts on the second s
Restore Defaults
OK Cancel Apply

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

Folder Options
General View File Types Offline Files
Folder views
You can apply the view (such as Details or Tiles) that you are using for this folder to all folders.
Apply to All Folders Reset All Folders
Advanced settings:
Launch folder windows in a separate process
Managing pairs of Web pages and folders Show and manage the pair as a single file
Show both parts and manage them individually
 Show both parts but manage as a single file Remember each folder's view settings
Restore previous folder windows at logon
Show Control Panel in My Computer Show encrypted or compressed NTFS files in color
Show ponum description for folder and deckton iteme
Use simple file sharing (Recommended)
Restore Defaults
OK Cancel Apply

- 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].

Сору	
Create shortcut Delete	
Properties	

- 5 Click the [Sharing] tab, then click [Advanced Sharing].
 - → For Windows XP, [Advanced Sharing] does not appear.

🗼 test Properties 📃 🐱			
General Sharing Security Previous Versions Customize			
Network File and Folder Sharing			
Not Shared			
Network Path: Not Shared			
Share			
Advanced Sharing			
Set custom permissions, create multiple shares, and set other advanced sharing options.			
Advanced Sharing			
Password Protection			
People must have a user account and password for this computer to access shared folders.			
To change this setting, use the <u>Network and Sharing Center</u> .			
OK Cancel Apply			

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

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

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

ſ	Permissions for test
1	Smin or user names:
	Add Remove
	Permissions for Everyone 2 Alow Derry Full Control Change Read
	Learn about access control and permissions 3 OK Cancel Apply

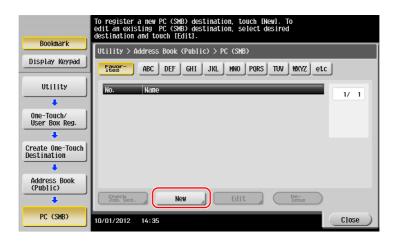
Registering destinations

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

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

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

2 Tap [New].

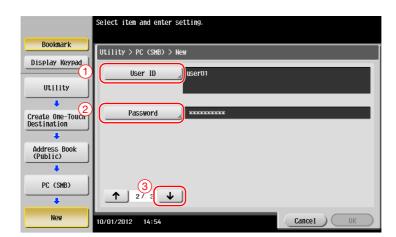


- 3 For [Name], specify the name to be displayed on the assigned key.
 - → For [Sort Character], enter the same name as [Name].

	Registered number is automatically applied by touching IOKI. To specify a registered number, touch the No. button.
Bookmark	Utility > PC (SMB) > New
Display Keypad	No
Utility 🚹	1 - 2000
+	Nane user01
Create One-Tou Destination	Sort Character Juser01
•	
Address Book (Public)	
	Index TUV Favorites
PC (SMB)	↑ 17: ↓
New	10/01/2012 14:39 Cancel OK

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

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



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

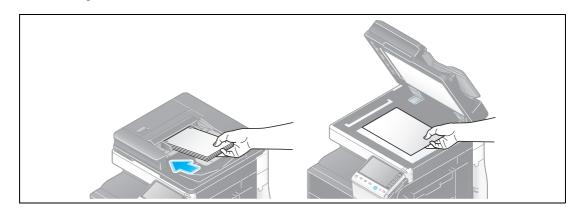
	Select item and enter setting.
Bookmark Display Keypad	Utility > PC (SHB) > New Host Address HOWE-PC
Utility Create One-Touch	Check Connection
Address Book (Public)	File Path
PC (SMB)	Host Name Search Reference
New	10/18/2013 11:08 Cancel OK

6 Tap [Close].

	To register a new PC (SMB) destination, touch (New). To edit an existing PC (SMB) destination, select desired destination and touch (Edit).
Bookmark	Utility > Address Book (Public) > PC (SMB)
Display Keypad	Segr- ABC DEF GHI JKL HNO PORS TUV WXYZ etc
Utility	No. Nane 1/ 1
+	0003 USer01
One-Touch/ User Box Reg.	
+	
Create One-Touch Destination	
Address Book (Public)	Check New Edit
PC (SMB)	10/01/2012 15:31 Close

Sending the original

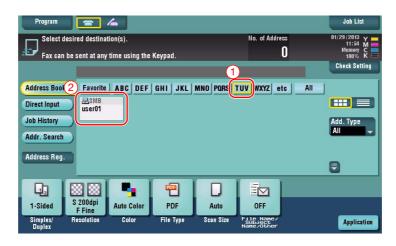
1 Load the original.



2 Tap [Scan/Fax].

Accessibility	Counter						Job Li	st
Select funct	ion to use						09/ 18 /2012 11:53	Y Mox
Сору		Scan/Fax	Ē.	User Box	E	Sound Setting		
		Web Browser		External Apps		Utility	ø	

3 Select a destination.



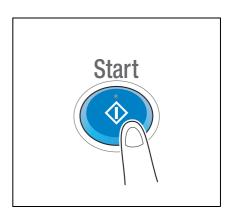
- 4 Check the setting if necessary.
 - → Tap [Check Setting] to check the setting.

Program Ready t Fax can be	o Scan sent at any time using th	e Kevpad.		No. of Address		Job List 01/29/2013 Y = 11:54 M Memory C
	PS0001 🙇 SMB	user01	\\192	.168.1.20\share1		Check Setting
Address Book Direct Input Job History Addr. Search Address Reg.	Favorite ABC DEI	GHI JKL	MNO PORS <mark>1</mark>	TUV WXYZ etc	All	Add. Type All
1-Sided S	200dpi F Fine esolution Color	PDF File Type	Auto Scan Size	ON File Mame / Name / Subjection		Application

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

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

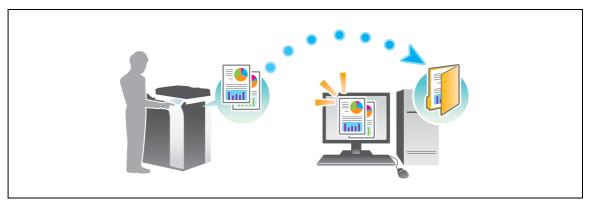
5 Press the Start key.



3.2.3 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.

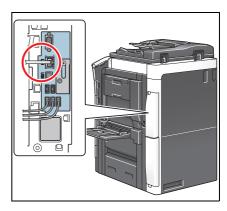
Operation flow

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.

Utility > Device Information

IPv4 Address

IPv6 Address

01/2012 14:17

Function Version Version

192. 168. 1. 20

For IPv4 environment

Booknark

Display Keypad

Utility

Device Information

Bookmark Utility > Device Information Display Keypad Function Version Version Utility 192. 168. 1. 20 IPv4 Address 2001:0db8:bd05:01d2:288a:1fc0:0001:10ee Device Information 2001:0db8:bd05:01d2:288a:1fc0:0001:10ee IPv6 Address 14:15 Close

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.

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

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].

	Specify the settings for SMB transmissions.	
Bookmark	Administrator Settings > SMB Settings	> Client Settings
Display Keypad	ON OFF	1 /3 (HBack Back
Utility	SMB Authentication Setting	Authentication Setting if Kerberos Fails
+		
Administrator Settings	NTLM V1	Enable NTLM v1/v2
+	NTLM v2	
Network Settings		
+	NTLM V1/V2	Disable NTLM
SMB Settings	Kerberos	
+		2
Client Settings	10/01/2012 15:14	ОК

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

	Select whether or not to use Direct Hosting.
Bookmark	Administrator Settings > SMB Settings > Direct Hosting Setting
Display Keypad	
Utility	
Administrator Settings	
Network Settings	
SMB Settings	0
Direct Hosting Setting	10/01/2012 15:44

• 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].

- Parland	After using the keypad to enter the date, touch IOKI to sta	nrt the time.
Bookmark	Administrator Settings > System Settings > Date/Time Setti	ngs
Display Keypad 1		Time Zone
	Current Time 19:00	The Zone
1 2 3		
4 5 6	2013 03 14	
7 8 9	Year Monthly Daily	
<u> </u>		+ 00 : 00
* 0 #	19 00	-12:00 - +13:00
C	Hour Minute	
		2
	03/14/2013 19:00	ОК

Checklist

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

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

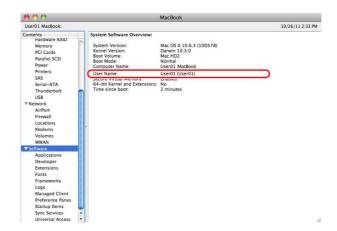
Checking computer information

Check the host address and user ID.

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

0 0	Mac Pro			
administrator's Mac Pro				7/9/12 2:10 P
Contents	Active Services A Type	Hardware	BSD Device Name	IPv4 Addresses
▼ Hardware	AirPort AirPort	AirPort	en2	
ATA	Bluetooth DUN PPP (PPPSeri	al) Modem	Bluetooth-Modem	
Audio (Built In)	Ethernet 1 Ethernet	Ethernet	en0	192.168.1.100
Bluetooth	Ethernet 2 Ethernet	Ethernet	enl	\square
Card Reader	FireWire FireWire	FireWire	fw0	
Diagnostics				
Disc Burning				
Ethernet Cards				
Fibre Channel				
FireWire				
Graphics/Displays				
Hardware RAID				
Memory				
PCI Cards				
Parallel SCSI		*		
Power	Ethernet 1:			
Printers	Type: Ethernet			
SAS	Hardware: Ethernet			
Serial-ATA	BSD Device Name: en0			
Thunderbolt	IPv4 Addresses: 192.168.1.100			
USB	IPv4: Addresses: 192.168.1.100			
	Configuration Method: Manual			
AirPort	Router: 192.168.1.1			
Firewall	Subnet Masks: 255.255.255.0			
Locations Modems	IPv6: Configuration Method: Automatic			

→ 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...].

	Show All	Sharing		٩
Com		t45 MacBook puters on your local network can ac look.local	cess your computer at: ec	dit45- Edit)
	rvice /D or CD Sharing reen Sharing e Sharing inter Sharing anner Sharing	File Sharing: On Other users can access shi and administrators all volu "edit45 MacBook". Shared Folders:	Users:	0/ or Options
Re Re Re Xg	eb Sharing mote Login mote Management mote Apple Events prid Sharing ternet Sharing uetooth Sharing		⊥ James the Staff the Everyone	Read & Write ‡ Read Only ‡ Read Only ‡
Click	the lock to prever	+ -	+ -	(?

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

Share files and folders using AFP Number of users connected: 0	
Share files and folders using FTP	
Warning: FTP user names and passwords are not encrypted.	
1 Share files and folders using SMB (Windows)	\square
When you enable SMB sharing for a user account, you must the password for that account. Sharing files with some Wind computers requires storing the Windows user's account password on this computer in a less secure manner.	
On Account	
2 James	
	_
? (<u>3</u>)	1e

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

Computer Name:	edit45 MacBook		
	Computers on your local network MacBook.local	can access your computer at:	edit45- Edit
On Service DVD or CD Shar Screen Sharing File Sharing Printer Sharing Scanner Sharing	and administrators a "edit45 MacBook".	n iss shared folders on this com il volumes, at afp://172.16.5 Users:	
Scanner Sharing Web Sharing Remote Login Remote Manage Remote Apple E Xgrid Sharing Internet Sharing Bluetooth Sharing	ment vents		Read & Write Read Only Read Only

6 Select a new folder.

	🔲 Desktop	; Q	
► DEVICES	Name		*
V PLACES	F Smb		
💹 Desktop			
👚 edit45			
Applications			
Documents			
► SEARCH FOR			
		(2)
		 	5
		Cancel	Add

7 Click the new folder to check the access right.

C	omputer Name: e	dit45 Ma	Book		
	Co		n your local network can acc	ess your computer at: ed	it45- Edit
0n	Service DVD or CD Sharing Screen Sharing File Sharing Printer Sharing	g	File Sharing: On Other users can access sha and administrators all volu "edit45 MacBook". Shared Folders:		
	Scanner Sharing Web Sharing Remote Login Remote Managem Remote Apple Ever Xgrid Sharing Internet Sharing Bluetooth Sharing	nts	Indeer Orders.	James James Martin Staff Martine Everyone	Read & Write Read Only Read Only

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

Registering destinations

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

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

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

2 Tap [New].

Bookmark	To register a new PC (SMB) destination, touch [New]. To edit an existing PC (SMB) destination, select desired destination and touch [Edit].
DOONIIUTK	Utility > Address Book (Public) > PC (SMB)
Display Keypad	Feer ABC DEF GHI JKL MNO PORS TUV WXYZ etc
Utility	No. Nane 1/ 1
One-Touch/ User Box Reg.	
Create One-Touch Destination	
Address Book (Public)	Sobecker. New Edit Pere
PC (SMB)	10/01/2012 14:35 Close

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

	Registered number is automatically applied by touching [OK]. To specify a registered number, touch the No. button.
Bookmark	Utility > PC (SMB) > New
Display Keypad	No
Utility 1	1 - 2000
+	Name User01
Create One-Touch Destination	Sort Character user01
Address Book	
(Public)	
PC (SMB)	Index TW Favorites
+	
New	10/01/2012 14:39 Cancel OK

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

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

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

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

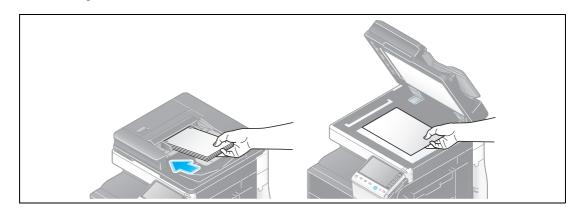
	Select item and enter setting.
Bookmark	Utility > PC (SHB) > New
Display Keypad	Host Address Howe-PC
Utility	Check Connection
Create One-Touch Destination	
Address Book	
+	Host Name Search , Reference ,
PC (SMB)	Host Name Search Reference 3
New	10/18/2013 11:08 Cancel OK

6 Tap [Close].

Bookmark	To register a new PC (SMB) destination, touch (New). To edit an existing PC (SMB) destination, select desired destination and touch [Edit].
DUUKIIIdr K	Utility > Address Book (Public) > PC (SMB)
Display Keypad	Fees ABC DEF GHI JKL MNO PORS TUV WXYZ etc
Utility	No. Nane 1/ 1
+	0003 USer01
One-Touch/ User Box Reg.	
+	
Create One-Touch Destination	
Address Book (Public)	
+	Sheckset. New Edit Pete
PC (SMB)	10/01/2012 15:31 Close

Sending the original

1 Load the original.



2 Tap [Scan/Fax].

Accessibility	Counter						Job Li	ist
Select funct	ion to use	}.					09/ 18 / 2012 11:53	Y M CK
Сору		Scan/Fax	Ð	User Box	E	Sound Setting		
						ſ	0	
		Web Browser		External Apps		Utility	8	

3 Select a destination.



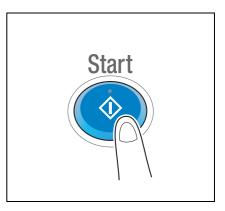
- 4 Check the setting if necessary.
 - → Tap [Check Setting] to check the setting.

Program	- 4				Job List
Fax can be	OSCAN sent at any time using	the Keypad.		No. of Address	01/29/2013 Y == 11:54 M == Memory C ==
	PS0001 🚬 SMB	user01	\\192.*	168.1.20\share1	Check Setting
Address Book Direct Input Job History Addr. Search Address Reg.	Favorite ABC D	EF <u>Ghi jkl</u>	MNO PQRS TI	JV WXYZ etc	All Add. Type All
1-Sided S	200dpi F Fine esolution Color	r PDF File Type	Auto Scan Size	ON File Name/ Subject Name/Okther	Application

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

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

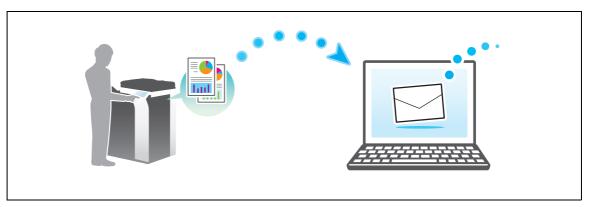
5 Press the Start key.



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

Send scanned data as an E-mail attachment.

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



Preparation flow

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

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

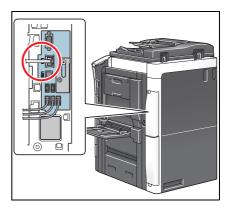
Operation flow

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

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

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.

IPv4 Address

IPv6 Address

01/2012 14:17

For IPv4 environment

Booknark

Display Keypad

Utility

Device Information

Bookmark Utility > Device Information Display Keypad Function Version Version Function Version Version Utility 192. 168. 1. 20 192. 168. 1. 20 IPv4 Address 2001:0db8:bd05:01d2:288a:1fc0:0001:10ee Device Information 2001:0db8:bd05:01d2:288a:1fc0:0001:10ee IPv6 Address 14:15 Close

•

For IPv6 environment

Tips

- In general, the default settings are available for network connection; however, some network environments require a change on network settings.
- If no IP address is displayed, you need to configure the network. Tap [Utility], and select [Administrator Settings] - [Network Settings] - [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the User's Guide CD.
- For information on the default administrator password, refer to page 5-52.

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

Configuring the E-mail transmission environment

Tap [Utility], and select [Administrator Settings] - [Network Settings] - [E-Mail Settings].
 → For information on the default administrator password, refer to page 5-52.

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

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

	Use the menu buttons or keypad to make a selection.
Bookmark Display Keypad	Administrator Settings> Network Settings> E-Mail Settings
Utility	1 E-Hail TX (SHTP)
Administrator Settings	2 E-Mail RX (POP)
+	3 E-mail RX Print
Network Settings	4 SAMINE Communication
E-Mail Settings	
	10/01/2012 16:13 Close

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

	Specify the E-Mail TX (SMTP)	settings.	3
Bookmark	Administrator Settings > E-	Mail TX (SMTP) 176	≪Back
Display Keyp 1	ON	OFF	
Utility	Scan to E-mail	Status Notification	Total Counter Notification
Administrator Settings	ON	ON	ON
Network Settings	OFF	OFF	OFF
E-Mail Settings			
	Detail Settings		
E-Mail TX (SMTP)	10/01/2012 16:15		(ок)

4 Enter the SMTP server address.



Configuring administrator information

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

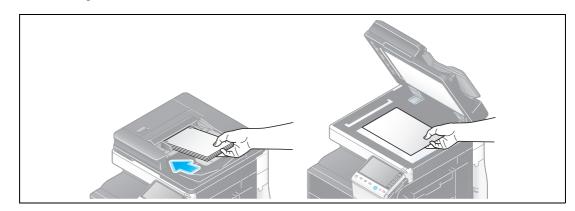
	Use the menu buttons or keypad to make a selection.
Bookmark Display Keypad Utility	Administrator Settings > Administrator/Machine Settings
Administrator Settings Administrator/ Hachine Setting	2 Input Machine Address
	10/01/2012 16:19 Close

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

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

Sending the original

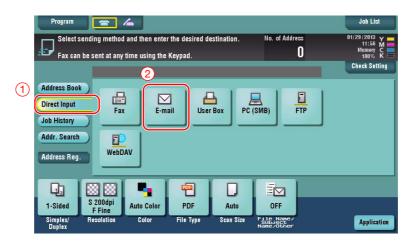
1 Load the original.



2 Tap [Scan/Fax].

Accessibility	Counter					Job Li	st
Select funct	ion to use					09/ 18 / 2012 11:53	¥20⊼
Сору		Scan/Fax	User Box	E	Sound Setting		
		Web	External		Utility	6	

3 Enter a destination.



		C
+	→ Delete 3	
1	2 3 4 5 6 7 8 9 0 -	=
q	wertyuiop[
a	sdfghjkl; '	
Z	x c v b n m , . /	
	Shift	
	(Next Dest.)	

4 Check the setting if necessary.

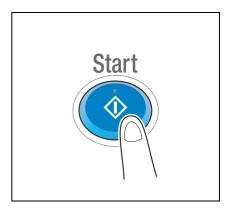
→ Tap [Check Setting] to check the setting.

Program Ready to Fax can be s	● CCAN ent at any time using th ■ E-mail	e Keypad.	No. tokyo-office@	of Address 1 9test.local	Job List 01/29/2013 Y 12:00 M Memory C Check Setting
Address Book Direct Input Job History Addr. Search Address Reg.					
Folueu	200dpi Fine Auto Color solution Color	PDF File Type	Auto O Scan Size	N Name /	Application

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

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

5 Press the **Start** key.

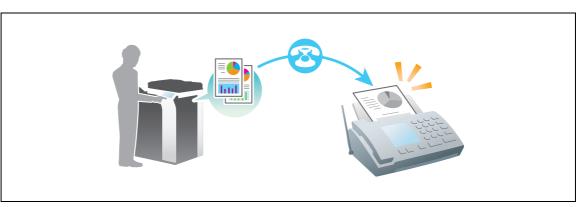


3.3 Fax function

3

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.

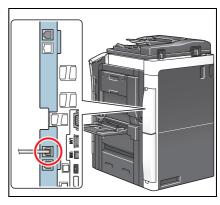
- 1 Checking the cable connection (Administrator)
 - → Check that this machine is correctly connected to the telephone line. For details, refer to page 3-47.
- 2 Registering transmission information (Administrator)
 - → Specify the name and fax number to be displayed as a sender when sending a fax from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

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



Registering transmission information

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

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

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

	Select item and enter setting.
Bookmark Display Keypad	Administrator Settings > Fax Settings > Header Information
Utility	Sender
2	Sender .
Administrator Settings	
Fax Settings	
↓ Header	
Information	3
	10/01/2012 18:38

Sender settings

Booknar

Display Keypad

Utility

Administrator Settings

Fax Settings

Enter the name to be displayed as a sender.

ninistrator Settings > Fax Settings > Sender Settings

New Edit Delete

Set as Default

1 /3

1

↓

Cl

it an existing so od sender and to

Not Registe

Not Registered

Not Registere

Not Registere

Not Registered Not Registered Not Registered

18:39

No. Sender Nane

02

03

04

05 06 • Sender Fax No. Settings

Enter the fax number to be displayed as a sender.

		Use the keypad to enter the number.
	Booknark	Administrator Settings > Header Information > Sender Fax No.
	Display Keypad	HUNTINGER DEUT GELETINGS Z HERRET THTO HREFOIL Z GERRET FRA HO.
	1 2 3	Fax No. ► →
	4 5 6	+ Space Pere
	7 8 9	
	* 0 #	
	С	
\supset		03/14/2013 19:00 OK

Chapter 3

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



2 Tap [Dialing Method].

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

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

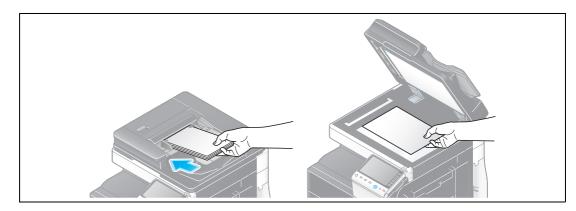
	Select job setting.		
Bookmark			
Disalar Karrad	Administrator Settings > Fax Settin	gs > Line Paramete	r Setting
Display Keypad		(1	Job Setting
	Dialing Method	PB	JOD OCCCINS
Utility		(РВ
	Receive Mode	Auto RX	
+			
Administrator Settings	Number of BX Call Rings	2 X	10pps
		(
+	Number of Redials	1 X	
Fax Settings			
	Redial Interval	з min.	
+		0 1111.	
Line Parameter			
Settings	↑ 1/2 ↓		~
			(2)
	10/02/2012 09:23		ОК

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

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

Sending the original

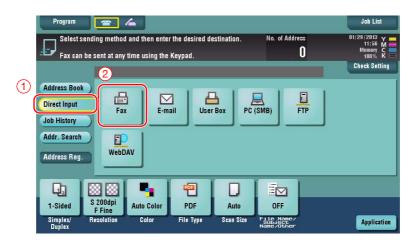
1 Load the original.



2 Tap [Scan/Fax].

Accessibility	Counter						Job Li	st
Select funct	ion to use						09/ 18 / 2012 11: 53	¥20₹
Сору		Scan/Fax	Ð	User Box	E	Sound Setting		
		Web Browser		External Apps		Utility	8	

3 Enter a destination.



3

3-50

Program		4				J	ob List
	ax TX nter the fax ouch lenter B f a registere	number usin egistered No d destinatio	the dial b 1 to selec on.	uttons. t the number		No. of Address 1	013 Y :03 M ory C 0% K □
ra.						Check Setting	Setting
Address	012345678	9		÷	- → Delete	•	
	1	2	3	Tone	Reg. No.		
Job Hist	4	5	6	Pause			
Addr. Se	7	8	9				
Address	•	0	#	C			
						Next Dest.	
1-Side.						Cancel OK	4
Simplex/ Duplex	Resolution	Color	File Type	Scan Size	File Name/ Subject Name/Other		plication

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

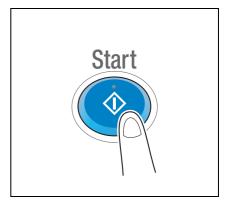
Program Poodv t			No	. of Address	Job List
Fax can be	U SCAII sent at any time using th	e Keypad.		1	13:23 M Memory C 100% K
	i≣i Fax		012345678	9	Check Setting
Address Book Direct Input Job History Addr. Search Address Reg.		nail User Bo	PC (SMB)	FTP	
1-Slueu	200dpi F Fine esolution Color	PDF File Type	Auto	DFF Jector	Application

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

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

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

5 Press the **Start** key.

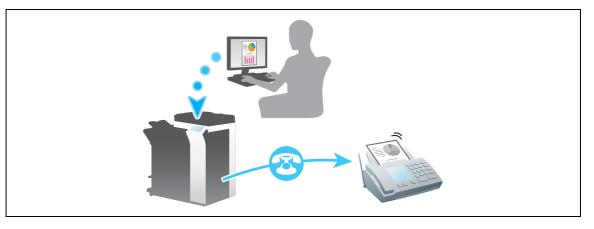


3.3.2 Sending a fax directly from a PC (PC-FAX TX)

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

Advantages to send a fax directly from a computer

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



Tips

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

Preparation flow

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

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

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

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

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

Operation flow

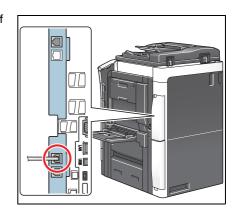
The following describes a flow to send a fax. For details, refer to page 3-57.

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

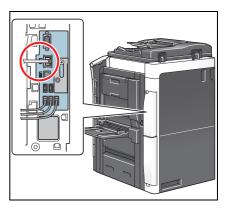
Basic Settings and Operations

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

Booknark	Utility > Device Infor	nation		Bookmark	Utility > Device Infor	mation	
Display Keypad Utility	Function Version	Version 1 192. 168. 1. 20		Display Keypad Utility	Function Version	Naclion Version 192. 168. 1. 20	
Device Information	IPv6 Address	2001:0djd:bd05:01d2:298a:1fc0:0001:10ee		Device Information	IPv6 Address	2001:0d(b8:bd05:01d2:288a:1fc0:0001:10ee	
	10/01/2012 14:17		Close		10/01/2012 14:17		Clos

Tips

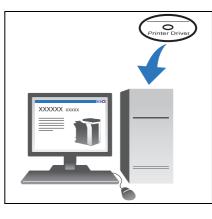
- In general, the default settings are available for network connection; however, some network environments require a change on network settings.
- If no IP address is displayed, you need to configure the network. Tap [Utility], and select [Administrator Settings] - [Network Settings] - [TCP/IP Settings].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

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

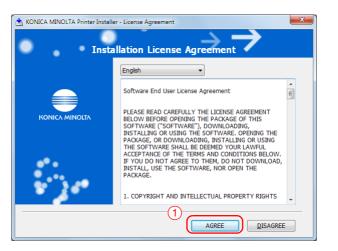
Use the installer to install the fax driver.

This section describes how to configure the standard print settings.

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



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



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

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

4 Select this machine from the list.

* KONICA MINOLTA Printer Installer - Select Printer	s/MFPs to Install	\rightarrow
Select Printers/MFPs to Install from the List. Device Name	You Can Select Multiple Pri	inters/MFPs.
1 KONICA MINOLTA bizhub C754e	192.168.1.20	Not installed
<		4
Clear <u>a</u> ll Normal Printing		Update List
Specify the Printer/MFP Except for the Abo	ve. (IP Address, Host Name	e)
Specify Printer/MFP Path Here	2	<u>R</u> efer to
<u>H</u> elp	revious <u>N</u> ext	Cancel

5 Select a fax driver.

🖄 KONICA MINOLTA Printer Installer - Selecting the installation setting	×
\rightarrow	\rightarrow
Selecting the installation setting	ng 🖉
Select the installation setting.	
Driver Language Englis	h 👻
Components to Be Installed	
(1) KONICA MINOLTA C754SeriesPCL KONICA MINOLTA C754SeriesPS	
KONICA MINOLTA C754SeriesFAX	
2	
Help Previous Next	Cancel

6 Click [Install].

; KONICA MINOLTA Printer Installer - Confirm Confirm Ir Installation Summary	Installation Settings
Item Printer Path Driver Language Components to Be Installed	Configuration 192.168.1.20 English KONICA MINOLTA C754SeriesPCL KONICA MINOLTA C754SeriesPS KONICA MINOLTA C754SeriesFAX
Нер	Previous Install Cancel

7 Click [Finish].

stallation Completed.	Review
Default Printer	
KONICA MINOLTA C754SeriesPCL	•
KONICA MINOLTA C754SeriesPS (192.168.1.20) KONICA MINOLTA C754SeriesFAX (192.168.1.20)	Property Print Setting
	Print Test page
	Print Test page

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].

n Print	(
General	
Select Printer	_
KONICA MINOLTA C754SeriesFAX	KONICA MINOLTA C754
KONICA MINOLTA C754SeriesPS	Microsoft XPS Documen
•	4
Status: Ready	Print to file Preferences
Location: Comment:	Fin <u>d</u> Printer
Page Range	Number of copies: 1
Selection Current Page	Number of gopies.
Pages:	Collate
(2)	
	int Cancel Apply

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

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

Printing Preferences	lity About	
8. 1/2x11 (215.9x279.4 mm) 8. 1/2x11 (215.9x279.4 mm) 200x200dps(Firee) 200x200dps(Firee) E E E E E E E E	Favorte Setting Original Orientat	at dscape 2 Authentication/Account Track
Printer Information		Default
		OK Cancel Help

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

	Recipients Entry Name	_	
Л	KKKKKKKK	C ECM	
	FAX Number	International Transmission Mode	
	0987654321	V.34 Mode	Register To Phone Book
) r	Add Recipients	Add from Address Book	Add From Phone Book
	Recipient List		
	Name FAX	Number Company N Department	ECM II Current Recipients 0/100
			Delete From List
			Delete From List
			Delete From List
	1	m	
	•	m	Delete From List
	٢	III	
	Kan Mode Setting Details	FAX Cover Sheet	

5 Click [OK].

Recipients Entry	(
Name			
		C ECM	
FAX Number		International Transmission Mode	
		V.34 Mode	Register To Phone Book
Add R	ecipients	Add from Address Book	Add From Phone Book
Recipient List			
Name	FAX Number	Company N Department	ECM II Current Recipients 2/100
KKKKKKKK	0987654321		On Of Delete From List
JJJJJJJJJ	1234567890		On Of Delete Holl Day
۲		m	Þ
•		ITT FAX Cover Sheet	ь
•		FAX Cover Sheet	P
<	Details		, Default

3.4 Copy function

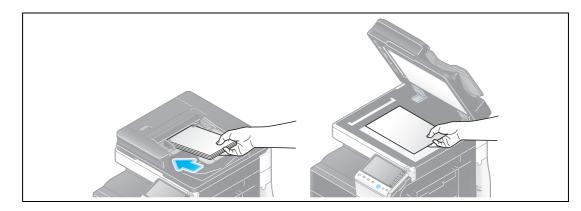
Basic operations

The following describes the basic operations to make a copy.

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

		Job List
Enter a login Use [Login] or press	r Name and Password, and then touch Access].	10/02/2012 ¥ 09:40 M Memory C 100% K
	ID & Print	
	ID & Print/ MFP Access	
	Access Basic Screen	(1)
User Name		
Password		
	С	
		2 Login

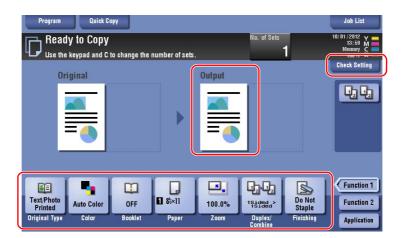
2 Load the original.



3 Tap [Copy].

Accessibility	Counter						Job List	
Select functi	ion to use						09/18/2012 Y 11:53 M C K	
Сору		Scan/Fax	Ð	User Box	E	Sound Setting	₩	
							8	
		Web Browser		External Apps		Utility	×.	

- 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.



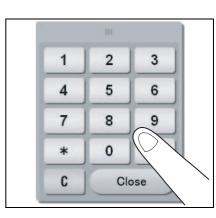
→ To change the setting, tap the desired key on the **Touch Panel**.

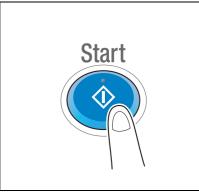
Settings	Description
[Original Type]	Specify the original type of the original.
[Color]	Specify the color to output an image.
[Booklet]	The pages in the original data are arranged and spread in a book- let format and printed on both sides of sheets.
[Paper]	Specify the output paper.
[Zoom]	Specify the zoom ratio.
[Duplex/Combine]	Specify double-sided copying or combine copying.
[Finishing]	Configure the offset, punch, or staple setting for output paper.
[Density]	Adjust the copy density.

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



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



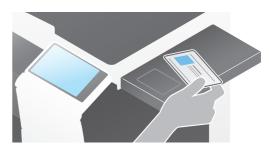


User authentication

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

Installing optional units enables IC card or biometric authentication.

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



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



3.5 Registering a destination

3.5.1 Registering an address book

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

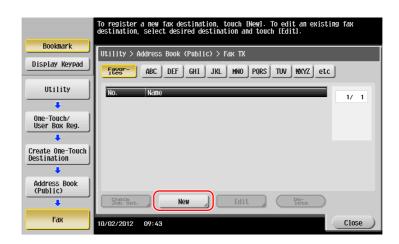
Using the Control Panel to register an address book - Registration from Utility

Select a destination type, and register destination information.

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

	Use the	menu buttons or keyp	ad to make a	sele	ection.	
Bookmark Display Keypad	Utility	> Create One-Touch	Destination >	Ado	lress Book (Public)	
Utility	1	E-Mail User Box		6	WebDAV	4
One-Touch/ User Box Reg.	3	Fax				
Create One-Touch Destination	4	PC (SMB)				
(Public)	5	FTP				
	10/01/20	12 14:33				Close

3 Tap [New].



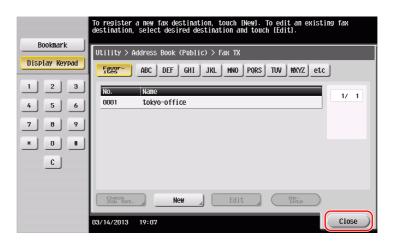
- 4 Enter the destination name you want to register.
 - → Tap [Name], and enter the destination name using the displayed keyboard.
 - → For [Sort Character], enter the same name as [Name].

	Registered number is automatically applied by touc To specify a registered number, touch the No. butt	hing [OK]. on.
Bookmark	Utility > Fax > New	
Display Keypad		
	No	
Utility 🚽	1 - 2000	
(1)	Name	
+ ,		
Create One-Tour Destination (2)	Sort Character	
	Joirt character	
Address Book (Public)		
+		
	Index etc	
Fax		
+		
Hou		
New	10/02/2012 09:46	

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

	Use the keypad to enter the fax number. Erase the inputted fax number with the clear key.	
2 Bookmark Display Keypad 1 2 3 4 5 6 7 8 9 * 0 # C	Utility > Fax > New Fax Number Tone Pause Line Settings	← → Delete -
	↑ 2/ 2 ↓	3
	03/14/2013 19:06	Cancel OK

6 Tap [Close].



Chapter 3

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

Select a destination type, and register destination information.

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



3 Tap [Input New Address].

Program		2					Job List
Fax can be s	To regis To regis	ter the manually ter a new addres	entered addr s, touch Inpu	ess, touch the A It New Address.	Address.		01/29/2013 Y = 13:30 M = Memory C = 100% K =
	No.	Address Type	Address			New W	Check Setting
Address Book Direct Input							
Job History							Add. Type All
Addr. Search Address Reg.							
1-Sided S					\otimes		
Simplex/ Res Duplex	solution	Color	File Type	Scan Size	File Name/ SUbject Name/Other	Close	Application

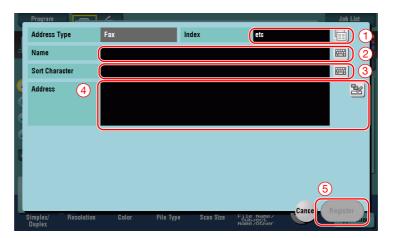
4 Select a destination type.

Program			Job List
Eav can be s	he manually entered addres a new address, touch input M dress Type - Address		01/29/2013 Y 13:30 M Memory C 100% K
Address Book Direct Input Job History Addr. Search	inding Method	User Box PC (SMB)	Add. Type
Address Reg.		Close	
1-Sided S F Simplex/ Resolution Duplex	Color File Type	Scan Size File Name/ Subject Name/Other	Close Application

Chapter 3

Basic Settings and Operations

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



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

Registration by Direct Input

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

Program							
Ready to			entered addres s, touch Input N		ldress.		01/29/2013 13:35 M Memory C
Fax can be s	No. A	ddress Tvpe	Address				100% K 📼 Check Setting
	0001 🖞	🗟 Fax	0123567890		ADBY	t New 🕨	Check Setting
Address Book							
Direct Input							
Job History							
Addr. Search							
Address Reg.							
1-Sided S					0		
					- le bene i	Close	
Simplex/ Res Duplex	solution	Color	File Type	ocali olze	File Name/ Subject Name/Other		Application

What is an index?

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

Program		14				Job List
Select desired destination(s). No. of Address Fax can be sent at any time using the Keypad.						
						Check Setting
Address Book	Favorite	ABC DEF	GHI JKL	MNO PORS 1	TUV WXYZ etc	
Direct Input	tokyo-off	ice osaka-of		LSME user02		
Job History		E WebDi	AV EDWebD	DAV		Add. Type
Addr. Search	Share1	Share2	Share3			All
Address Reg.						_
			•			
1-Sided	S 200dpi F Fine	Auto Color	PDF	Auto	OFF	
Simplex/ Duplex	Resolution	Color	File Type	Scan Size	File Name/ Subject Name/Other	Application

Using a computer to register a one-touch destination

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

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

For IPv6 environment

Booknark	Utility > Device Infor	nation		Bookmark	Utility > Device Info	mation	
Display Keypad	Function Version	Version	_	Display Keypad	Function Version	Version	
Utility	Tunceron berston			Utility	Tunceton version	Version	
• — •	IPv4 Address	192. 168. 1. 20)		IPv4 Address	192. 168. 1. 20	
Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10e		Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10e	же 🔵
	10/01/2012 14:17		Close		10/01/2012 14:17		Close

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



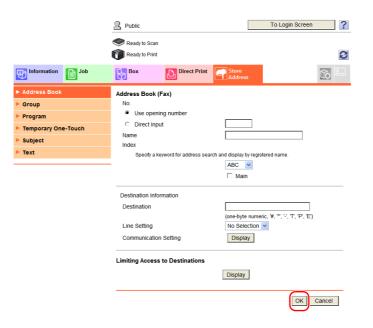
- → If the login screen appears, enter the required items, then click [Login].
- 3 Select [Store Address] and click [New Registration].

	2 Public	To Login Screen
	Ready to Scan Ready to Print	3
Information Job	Box Direct Print Store	s 🔂 🛄
► Address Book	Address Book List	
► Group	The other party who wants to transmit data can be regis	tered.
▶ Program	New Registration	
Temporary One-Touch	Search by nu	imber. 1-50 🖌 Go
Subject	Search from	Index Go
► Text	No. Function Name	S/MIME Edit Delete
	_	

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

	Public			To Login Screen	?
	Ready to Scan Ready to Print				3
Information Job	Box 🕒	Direct Print	Store Address		
▶ Address Book	New Registration				
▶ Group	O E-mail				
▶ Program	O FTP				
Temporary One-Touch	⊂ SMB				
Subject	C WebDAV	~			
▶ Text	User Box Eax	<u>ר</u> (1)		\sim	
		J		(2)	
				ОК	Cancel

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.

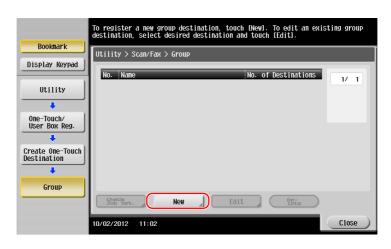
Item		Description
[E-Mail]	[Name]	Enter the name of the destination to be registered as an address book.
	[E-Mail Address]	Enter the E-mail address used as the destination.
[User Box]	[Name]	Enter the name of the destination to be registered as an address book.
	[User Box]	Select a User Box to be used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

Several address books can be registered as a group.

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

Registering a new group

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



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

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

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

4 Select destinations to be grouped.

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

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

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

	Select destinations (up to 500) to be registered in the group.						
Bookmark	No. of Destinations : 000						
DOORMAN	tility > New > Select Group						
Display Keypad	Index Registration Number						
Utility							
	Feeser ABC DEF GHI JKL MNO PORS TUV WXYZ etc						
Create One-Touch Destination	tokyo-office osaka-office user01 user02 1/ 1						
+							
	Sea FTP Interesting Sea						
Group	public1 Share1 Share2 Share3						
+							
New							
+							
Select Group	10/02/2012 11:37 OK						
	10/02/2012 11:37 OK						

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

	Select destinations (up to 500) to be registered in the group.							
Destant	No. of Destinations : 000							
Bookmark	Utility > New > Select Group							
Display Keypad	Index Registration Number							
Utility								
Create One-Touch Destination	≥0001 ≥0002 =0003 =0004 1/ 1 tokyo-office user01 user02 1/ 1							
Group	©0005 ©0008 ©0009 ©0010 public1 Share1 Share2 Share3							
+								
New	©0011 tokyo-office							
+								
Select Group	10/02/2012 11:38 OK							

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.

Program	a 4						Job List
<u> </u>	red destination(sent at any time	s). e using the Keypa	ıd.		No. of Address O		01/29/2013 Y 13:52 M Memory C 100% K Check Setting
Address Book	Favorite A	BC DEF GHI	JKL MNO	PQRS TUV	WXYZ etc		Uneck Detting
Direct Input	⊡E-mail tokyo-office	⊡E-mail osaka-office	ESMB user01	LSMB user02	Bublic1	x	
Job History Addr. Search	EFTP Share1	WebDAV Share2	DWebDAV Share3				Add. Type All
Address Reg.							
	S 200dpi F Fine	-	PDF	Auto	OFF		
Simplex/ F Duplex	Resolution	Color File	e Type So	an Size Fi Na	le Name/ ubject me/Other		Application

2 Narrow down destinations using index and address type.

Program		4					Job List
<u></u>	red destinati	on(s). ime using the	Keypad.		No. of Ad	dress O	01/29/2013 Y 13:55 M Memory C 100% K
1		1240	9777. 				Check Setting
Address Book	Favorite	ABC DEF	GHI JKL	MNO PORS	TUV WXYZ	etc All	
Direct Input Job History Addr. Search Address Reg.	⊡E-mail tokyo-offic	e user01	USELO2	tokyo		2	Add. Type All
	88	•	-				
1-Sided S	200dpi F Fine	Auto Color	PDF	Auto	OFF		
Simplex/ R Duplex	esolution	Color	File Type	Scan Size	File Name Subject Name/Othe	ar ar	Application

Program	a /	4					Job List
Fax can be s		on(s). ime using the	Keypad.		No. of Add	0	01/29/2013 Y 13:56 M Memory C 100% K Check Setting
Address Book	Favorite	ABC DEF	GHI JKL I	MNO PQRS	TUV WXYZ	etc All	
Direct Input	⊡E-mail tokyo-offic	e user01	LSMB user02	Fax tokyo			
Job History			3				Add. Type
Addr. Search			All		🕸 Group	i≣ Fax	
Address Reg.			E-r	mail	Box	a SMB	
				man	BUX	a sind	
		•• I	E FT	P	連 WebDAV		
	200dpi F Fine	Auto Color	PDF	Auto	UFF		
Simplex/ Re Duplex	solution	Color	File Type	Scan Size	File Name, Subject Name/Other		Application

Program 🔁 🖌					Job List
Select desired destination(s). Fax can be sent at any time using	j the Keypad.		No. of Addre	55 0	01/29/2013 Y 13:57 M Memory C 100% K Check Setting
Address Boy Direct Input Job History Addr. Search Address Reg.	DEF GHI JKL	MNO PQRS 1	ruv wxyz ei	ic <u>All</u>	Add. Type E-mail
l 🛛 🖓 🖓 🧣	•				
1-Sided S 200dpi F Fine Auto Col Simplex/ Resolution Color Duplex	or PDF File Type	Auto Scan Size	OFF File Name/ Subject Name/Other		Application

Specifying a destination

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

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

Reference

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

3.6 Using a USB memory device

3.6.1 Printing data in a USB memory device

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

Available USB memory device

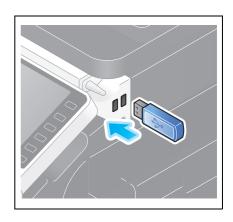
- Compatible with USB version 2.0/1.1 interface
- Formatted in FAT32
- Without security function added, or with security function that can be turned off as required
- There is no upper limit for the memory size.

Available printing file types

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

Printing data

1 Connect a USB memory device to this machine.



NOTICE

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

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

Accessibility Cour	nter		Job List
Information			
External Memory connect External Memory function	ed. Select the you wish to perform.		
External Memory	Print a document from External Memory.	Save a document to External Memory.	Save Ext. Memory Doc. in User Box
R. L. S.			Close

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



					Job List
Touch [Save select docum File Type	nent(s) and the	nent in External Memo n select the desired fur F/ JPEG/ TIFF/ XPS/ OO	iction.	Ē	10/02/2012 Y 11:53 M Memory C 99% K
(7.11)		Ext. Memory			New
(Public)	File Path	/sample			(Search)
	Date ↓	Name			
	07/20	sample01.jpg			Details
System	07/20	sample01.pdf			4
3	07/20	sample01.tif			Print
	07/20	sample02.jpg			Send
	07/20	sample02.pdf			Other
	07/20	sample02.tif			
	07/20	sample03.jpg		$\mathbf{>}$	Delete
			Top 全 🤇	Open	

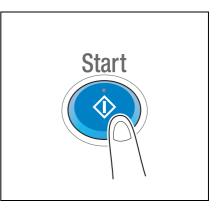
4 Check print settings.



5 Press the Start key.

NOTICE

Do not disconnect the USB memory device during data printing.



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

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

Available USB memory device

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

Specifying functions to be permitted for external memory

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

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

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

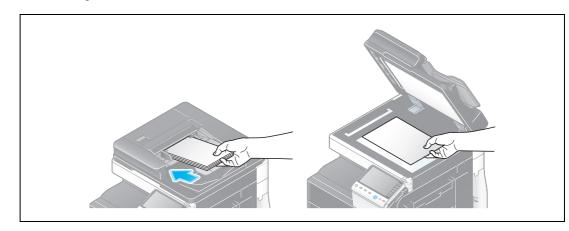
2 Tap [External Memory Functional Settings].



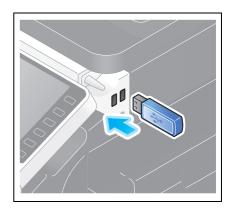
3 Select [Save Document] and [ON]. Tap [OK].

	Specify setting for selected item.		
Bookmark Display Keypad	Dinistrator Settings > User Box Se	ttings > External	Hemory
Utility	Save Document	ON	2 Job Setting
Administrator	Print Document	ON	
Settings	External Memory Document Scan	ON	OFF
System Settings			
User Box Settings			
External Memory Function Settings	10/02/2012 12:01		

1 Load the original.



2 Connect a USB memory device to this machine.



NOTICE

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

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

Accessibility Counte	r	Joh List
Information		
External Memory connected External Memory function y	. Select the pu wish to perform.	
External Memory	Print a document from External Memory.	Save Ext. Memory Doc. in User Box

4 Check the file name.

	Job List
Press [Start] key to begin saving. You can change the Document Name.	10/02/2012 Y 13:08 M 13:08 M Memory C 99% K
Previous	Check Setting
System External Memory	
Filename SMFP_12100213070	
1.Sided S 200dpi Auto Color PDE Auto	
Simplex/ Resolution Color File Type Scan Size	Application
Duplex	Application

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

	Job List
Press [Start] key to begin saving.	10/02/2012 Y == 13:08 M ==
You can change the Document Name.	Memory C
Previous	Check Setting
System) External Memory	
Filename SMFP_12100213070	
1-Sided S 200dpi Auto Color PDF Auto	
Simplex/ Resolution Color File Type Scan Size	
Simplex/ Hesolution Color File type Scan Size	Application

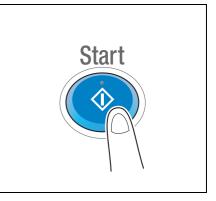
- → You can also check the setting using the keys displayed on the Touch Panel.
- → To change the setting, tap the desired key on the Touch Panel.

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

6 Press the Start key.

NOTICE

Do not disconnect the USB memory device during data saving.

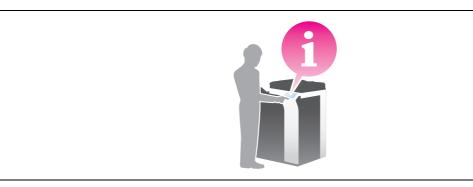




3.7.1 Guidance screen

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

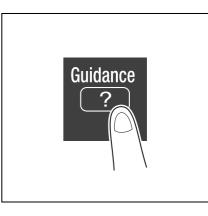
If you have any questions during operation, try to use this guidance function.



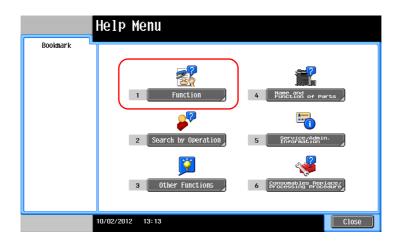
Getting help on the currently displayed screen:

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

1 Press the **Guidance** key.



2 Select a menu.

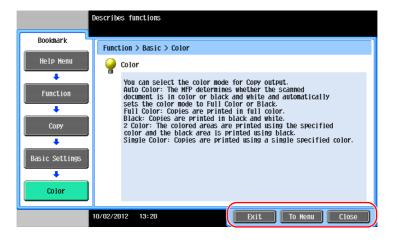


3 Narrow down the information you want to know.

	Select function.	
Bookmark Help Menu	Help > Search by Function	
Function	1 Copy 2 Scan/Fax 3 User Box 4 Job List 5 Print 6 Customize 7 Web Browser	Open Open Open Open Open Open Open Open
	10/02/2012 13:15	Exit To Menu Close

	color, monoc	chrome or in single color	performance. You can prin mode. Various application t and to increase your eff	functions
Bookmark	Function			
Help Menu	No.			
+	1	Basic		Open 🖌
Function	2	No. of Originals		Open
+	3	Quality		Open
Сору	4	Edit Color		Open
	5	Layout		Open
	6	Tailoring		Open
	7	Stamp/Composition		Open
	8	Copy Security		Open
	9	Other		Open
	10/02/2012	13:16	Exit To Menu	Close

Bookmark	Select function. Function > Copy > Basic
Help Menu	No.
+	1 Color Open
Function	2 Density Open
+	3 Original Type Open
Сору	4 Paper Open
	5 Zoon Open
Basic Settings	6 Duplex/Combine Open
Duste seternigs	7 Finishing Open
	10/02/2012 13:19 Exit To Menu Close

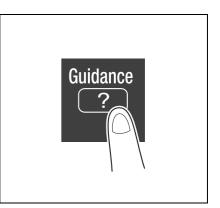


Name	Description
[Exit]	Returns to the main menu.
[To Menu]	Returns to the Help Menu.
[Close]	Returns to the preceding screen.

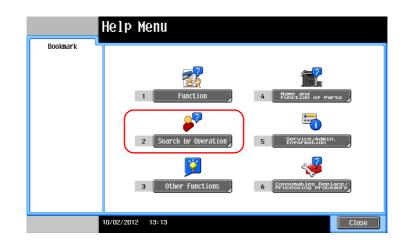
Getting help on the desired function or procedure:

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

1 Press the **Guidance** key.



2 Select a menu.



3 Narrow down the information you want to know.

	Select Oper	ation		
Bookmark Help Menu		earch by Operation		
Search by	No. 1	Copying Sending	(Open Open
Operation	3	Receiving Using the User Box		Open Open
	5	Checking a Job Replace consumables.		Open Open
	10/02/2012	13:21	Exit To Men	u Close

	Select funct	ion.	
Bookmark Help Menu	Operation	> Copying	
	No. 1	Selecting the Color	Open
Search by Operation	2	Copying Special Documents	Open
+	3	Reducing paper usage	Open
Copying	4	Improving the Finishing	Open
	5	Improving the Look of the Image	Open
	6	Making Distribution Easier	Open
	7	Making Filing Easier	Open
	8	Applying Stamps	Open
	9	Using Convenient Functions	Open
	10/02/2012	13:23 Exit To	Menu Close

	Select function.
Bookmark Help Menu	Operation > Copying > Selecting the Color
Search by Operation	1 Copy same color as original Open 2 Copying in Desired Color Open
Copy ing	3 Copy with reversed colors Open 4 Apply a color to the background Open
Selecting the Color	
	10/02/2012 13:24 Exit To Henu Close

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





Help Menu list

The Help Menu provides the following information:

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

Advanced Functions

4 Advanced Functions

4.1 Using advanced functions

4.1.1 What are advanced functions?

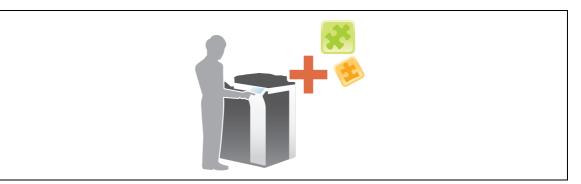
Various functions for further enhancement of the MFP operability are expressed as advanced functions in this manual.

This machine provides the following advanced functions.

Tips

4

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



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

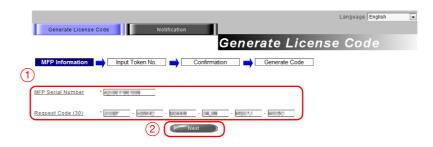
	Use the menu buttons or keypad to make a selection.			
Bookmark Display Keypad	Administrator Settings > License Settings			
Utility	1Get Request Code]			
Administrator	2 Install License			
Settings				
Settings	4 List of Enabled Functions			
	10/02/2012 13:29 Close			

2 Tap [Yes] and [OK].

	Do you want to get a Request Code?
Bookmark	
Display Keypad	
Utility	
Administrator Settings	
License Settings	
Get Request Code	(1) Yes No (2)
	10/02/2012 13:32 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].

	Language English	-
Generate License Code		
Input Token Number		
MFP Information 📄 Input Token No. 📄 Confirmation 🔿 Generate Code		
MFP Serial Number :		
Request Code :		
1		
Token Number (20) * H. HO - 1994 - 1995 - 1995 - 1995		
Product Description * i-Option LK-105 v3		

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



7 The license code and function code are issued.

Generate Licens		•
	License Code and Serial Number	
MFP Information	Input Token No. Confirmation Generate Code	
You have successfully Please save all inform	generated a License Code ation for future use.	
MFP Serial Number	A2X2011101208	
<u>License Code:</u>	Manual Aurol (and a structure of the state o	
Function Code	Product Description i-Option LK-105 v3	
(2	Download 🔵 🕕 Print 📄 Generate Additional License Codes)	

Tips

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

Enabling the i-Option function

Register the license and function codes in this machine.

By inputting the codes

- 1 Tap [Utility], and select [Administrator Settings] [Forward] [License Settings] [Install License] [Function/Licence Code].
 - → For information on the default administrator password, refer to page 5-52.



2 Enter the license and function codes you wrote down.



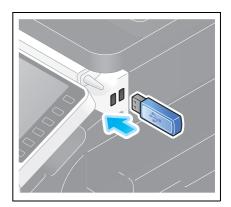
3 Select [Yes], then tap [OK].

Bookmark	Do you want to	enable the following functions?
Display Keypad	Functions	VGYU
Utility	License Code	\$2345-6789U-GHJKL-87654-J6543-E2987
+		
Administrator Settings		
+		
License Settings		
+	(1)	
Install License		Yes No
Function/ License Code	10/02/2012 13:40	ОК

This machine restarts automatically.

By using a USB memory device

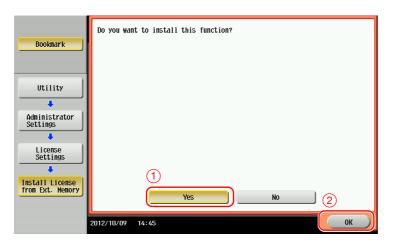
1 Connect the USB memory device stored with the license code.



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

	Use the menu buttons or keypad to make a selection.
Bookmark Display Keypad	Administrator Settings > License Settings
Utility	1 Get Request Code
Administrator Settings	2 Install License
License	3 Install License 470m Ext. Kenory
Settings	
	2012/10/09 14-44
	2012/10/09 14:44

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.

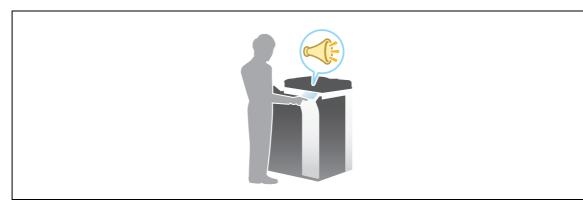


4.2 Using the voice guidance

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)
 - \rightarrow 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.

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

2 Enter the license and function codes you wrote down.

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

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

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

This machine restarts automatically.

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].

	Use the menu buttons or keypad to make a selection.				
Bookmark Administrator Settings > System Settings					
Display Keypad	2/3 * <u>≪Back</u> <u><u><u><u></u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u></u></u>				
Utility	1 Standard Size Setting 6 Performance Setting				
Administrator Settings	2 Stamp Settings 7 Page Number Print Position				
+	3 Blank Page Print Settings				
System Settings	4 Registered Key Settings 9 Preview Settings				
	5 Settings 0 Enlarge Display Settings				
	10/31/2012 17:26 Close				

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

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

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

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

Specifying the volume and speed

Specify the volume or speed to read out.

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

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

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

<u>م</u>	Specify volume.			
Volu	ne			
				1
	0 1 2	345	6789	
	Lower		Higher	
				OK

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

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

Operating the voice guidance

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



- → For information on the operations when the 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.

Ready to copy. 1					
Basic	Original/	Original/Density			
Color	Paper	14 🔊 🔍 🛛			
Auto Color	Auto Paper Select	Finishing			
Zoom	Duplex/ Combine				
100.0%	1 ⇒ 1				
		Auto Image Rotation			
Print					

- 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.



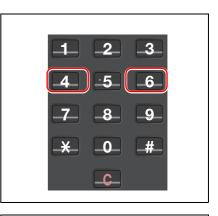
Keypad operations for voice guidance

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.

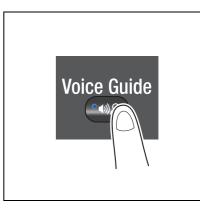




3

→ Reading out starts.





Press Voice Guide to end the voice guidance.

For the voice guidance, use the $\ensuremath{\textbf{Keypad}}$ 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

Frequently Asked Questions 5

5.1 Print

5

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

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

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

Operation procedure

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

My Tab Besic Layout Finish Cover Mode Stemp/Composition Quality Other Postcard (100k148 mm) Postcard (100k148 mm) Postcard Odput Method Postcard (100k148 mm) Postcard Original Otentiation Odput Method Postcard (100k148 mm) Postcard Darkation Odput Method Paper Size Composition Composition Composition Adventication/Account Track. Paper Size Same as Original Size Composition Paper Tray Ado Paper Tray Ado Paper Tray Ado Paper Tray Paper Tra	Printing Preferences	×
Postcard (100:148 mm) Paper Size Paper Size Zoom (25.400%) Paper Tray Paper Tray </th <th>My Tab Basic Layout Finish Cover Mode</th> <th>e Stamp/Composition Quality Other</th>	My Tab Basic Layout Finish Cover Mode	e Stamp/Composition Quality Other
Image: Contract of the second seco	Postcard (100x148 mm)	Favorite Setting Untitled
	Postcard (100x148 mm)	Potrat Otgani Size Paper Size Same as Orginal Size Zoom (25400%) Auto Manual Auto Paper Tray Auto Paper Tray Auto Paper Tray Paper Tray Paper Tray Paper Tray Otfset Auto Default

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

Printing Preferences	
🧟 My Tab Basic Layout Finish Cover Mod	le Stamp/Composition Quality Other
Postcard (100x148 mm)	Favorite Setting Untitled
Postcard (100x148 mm)	Original Orientation © Portrait © Landscape Output Method
	Original Size User Settings Postcard Postcard Authentication/Account Track Copies Conjes Co
	Auto Auto
Printer View Printer Information	Paper Type Plain Paper Paper Settings for Each Tray Default
	OK Cancel Help

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

My Tab Basic Layout Finish Cover 1	lode Stamp/Composition Quality Other				
Postcard (100x148 mm)	Favorite Setting Untitled Add Edit				
Postcard (100x148 mm)	Original Orientation Output Method Output Method Landscape				
	Original Size User Settings				
	Postcard Authentication/Account Track				
	Paper Size Same as Original Size Copies				
	Zoom [25400%]				
, Ran Ra Dan R2	Auto Manual				
	Paper Tray Bypass Tray				
	Paper Type Plain Paper Plain Plain Paper P				
Printer View Printer Information Default					

6 Click [Paper Settings for Each Tray].

🧟 My Tab	Basic	Layout	Finish	Cover Mode	Stamp/Composition	Quality	Other	
Postcard	(100x1	48 mm)			Favorite Setting	Untitle	d	Add Edit
Postcard	(100x1	48 mm)			Original Orientation	t		Output Method Print
		_			Original Size Postcard Vaper Size		•	User Settings Authentication/Account Track
				×1	Same as Original S Zoom [25400%]		•	Copies 1 (19999)
	8		133	F2	Manual Paper Tray	100	*	Contace
	ty 2	а: 5			Bypass Tray Paper Type Plain Paper		• •	Paper Settings for Each Tray
Printe	r View	F	ninter Info	omation				Default
								OK Cancel Help

- 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].

Tray	Size	Direction	Paper Type	
Tray1	8 1/2x11	D LEF	Plain Paper	:
Tray2	8 1/2x11	🕞 LEF	Plain Paper	_
Tray3	8 1/2x11	🕞 LEF	Plain Paper	
Tray4	8 1/2x11	🕞 LEF	Plain Paper	
🚠 LC	T Plain	Paper Paper		
Tray	Pape	er Type		
Ву	pass Tray Thick	c 3		1
aper Type				
Thick 3		-		
				e Status

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

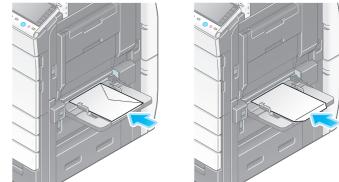
- 10 Load envelopes or postcards into the **Bypass Tray** with the print side facing down.
 - → For postcards



→ 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].

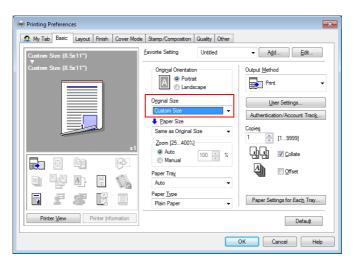


5.1.2 Q2. Can I print on custom size paper?

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].

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

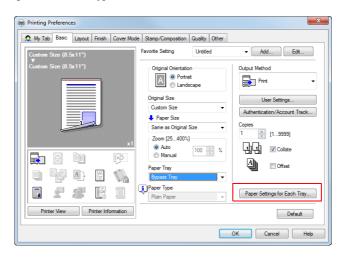
5 Check that [Paper Size] is set to [Same as Original Size].

🕵 My Tab Basic Layout Finish Cover Mode	Stamp/Composition	Quality Other	
Custom Size (8.5x11")	Eavorite Setting	Untitled	✓ Add Edit
Custom Size (8.5x11")	Original Orientation	t	Output Method
	Original Size Custom Size Paper Size Same as Original S Zoom (25400%) @ Auto @ Manual Paper Tray Auto Paper Type Plain Paper		Lier Setings Authentication/Account Track Copies 1 1
Printer View Printer Information			Defauļt
			OK Cancel Held

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

Printing Preferences My Tab Basic Layout Finish Cover Mod	e Stamp/Composition Quality Other	
Custom Size (8.5x11")	Favorite Setting Untitled	Add Edit
Custom Size (8.5x11")	Original Orientation Portrait Call Candocape Original Size	Output Method
xI	Custom Size	Authentication/Account Track Copies 1 (19999) Collate
	Manual Paper Tray Paper Tray Paper Tray Paper Type	Paper Settings for Each Tray
Printer View Printer Information	Plain Paper	Default OK Cancel Help

7 Click [Paper Settings for Each Tray].



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

Tray	Size	Direction	Paper Type	
Tray1	8 1/2x11 8 1/2x11	D LEF	Plain Paper Plain Paper	l
	8 1/2x11		Plain Paper	
Tray4	8 1/2x11		Plain Paper	
-77	bass Tray Thick			
aper Type				
Thick 3				
mer o				

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

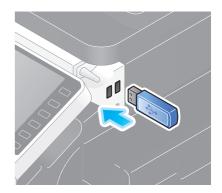
5.1.3 Q3. Can I directly print a file in a USB memory device?

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

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

Operation procedure

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



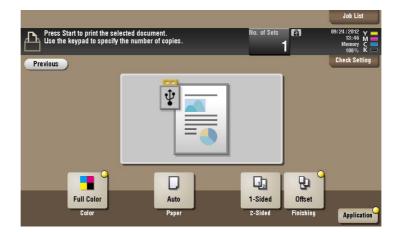
2 Tap [Print a document from External Memory.].

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

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

			Job List
Touch (Save select docur File Type	e) to save document in External Memory. Otherwise, ment(s) and then select the desired function. : PDF/ JPEG/ TIFF/ XPS/ OOXML/ PPML	ē	09/24/2012 Y 16:34 M Memory C 99% K
	🗩 📑 Ext. Memory		
	File Path		
	Date 🔸 Name		_
	03/02 Blue hills.jpg		Details
System	03/02 Sunset.jpg		
ojotom	03/02 Water lilies.jpg		Print
	03/02 Winter.jpg		
L. L			Other
		\otimes	
	(Top 🚖) (Op	ien)	

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



5

Chapter 5

5.1.4 Q4. Can printing be restricted by user?

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

How to set

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

Bookmark	You can specify the User For Main + External Serv you can use the default	ver or Main + Enhanced Server.	
DOOKIIAI K	Administrator Settings	> Authentication Method > User Name	ĺ
	Authenticate	OFF	
Utility		Authentication Method	
+	ON (MFP)	External Server Authentication	
Administrator Settings		Main + External server	
User Authentication/ Account Track			
General Settings			
User Authentication	12/19/2012 10:45		ОК

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

	After select	ing the user,	touch [Edit	i].		
Bookmark	Administrat	or Settings >	User Auther	ntication Set	tings > User	Registration
Display Keypad	001	002	003	004	005	
Utility		UUL	000	004	000	1/ 50
+	000	007	008	009	010	
Administrator Settings						↓
+	011	012	013	014	015	
User Authentication/ Account Track	016	017	018	019	020	
+						
User Auth. Settings		dit]	Dele	ato		
+			(Dere			
User Registration	09/24/2012	13:50				Close

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

	Select the item to be registered/changed.
Bookmark	Admin. Settings > User Registration > Edit
Display Keypad	
I	User Name user01
Utility	Decouved
+	Password
Administrator Settings	E-Mail Address
+	
User Auth. Settings	
+	Max. Allowance Set
User Registration	
+	Function Permission Pause
Edit	09/24/2012 13:51 Cancel OK

- 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].

	Maximum settings can be set for the selected user. Touch [All Users] to apply the settings to all users.	
Bookmark	Administrator Settings > Edit > Max. Allowance Set	T
Display Keypad	User Name User01 All Users	1
1 2 3 4 5 6 7 8 9 * 0 #	Total Allowance Color 100000 No Limit	
C C	Individual Black 100000 No Limit 1 - 9999999	
	03/14/2013 19:16 OK	

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

	Function permissions can be Touch [All Users] to apply		
Bookmark	Administrator Settings > E	dit > Function Permission	
Display Keypad	User Name user01		All Users
Utility	Сору	Full Color/Black	Restrict
+	6067	Black Only	
Administrator Settings			
	Scan	Full Color/Black	Restrict
User	Jour	Black Only	
Registration			
+	Fax	Full Color/Black	Restrict
Edit	Tun	Black Only	
	↑ 1/4 ↓		
+			
Function Permission	09/24/2012 15:39		ОК
1 61 11 13 5 10 11	0//2//2012 10/0/		

Settings	Description	
[Copy]	Specify whether to allow a copy job.	
[Scan]	Specify whether to allow a scan job.	
[Fax]	Specify whether to allow a fax job.	
[Print]	Specify whether to allow a print job for a file.	
[User Box]	Specify whether to allow any operation of a file saved in the User Box.	
[Print Scan/Fax TX]	Specify whether to allow a print job for a file to send.	
[Save to External Memory]	Specify whether to permit saving of files to an external memory.	
[External Memory Docu- ment Scan]	Specify whether to allow scanning of files saved in the User Box.	
[Manual Destination Input]	Specify whether to allow manual input of a destination.	
[Cellular Phone/PDA]	Specify whether to allow transferring of files from Bluetooth devices to this machine.	
[Web Browser]	Specify whether to allow use of the Web browser.	

- 13 Tap [OK].
- 14 Tap [OK].

5.1.5 Q5. What types are available for printing finish?

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

Staple

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



Tips

• 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

Frequently Asked Questions

Center Staple & Fold

Center stapling is enabled for booklet-like finish.



Tips

5

• 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.

Printing Preferences		X
🧟 My Tab Basic Layout Finish Cover Mode	Stamp/Composition Quality Other	
8 1/2x11 (215.9x279.4 mm)	Favorite Setting 🥵 Default Setting	ng 🗸 Add Edit
▼ 8 1/2x11 (215.9x279.4 mm)	Staple	Output Tray
	Left Comer 👻	Default 👻
	Center Staple and Fold	
	2-Hole (Left)	Paper Arrangement
	Fold	Prioritize Arranging Papers 👻
x 1	Half-Fold(By Copy Job) 👻	
	Page Fold Setting	
	1 [110]	
	_	
Printer View Printer Information		Default
		OK Cancel Help

- 4 Click [OK].
- 5 Click [Print].

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

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

The paper types below can be used for banner printing.

Paper width	Paper length	Paper weight
8-1/4 to 11-11/16 inches (210 to	18 to 47-1/4 inches (457.3 to	33-13/16 to 55-7/8 lb
297 mm)	1200 mm)	(127 g/m ² to 210 g/m ²⁾

Tips

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

How to set

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

Bookmark	To activate	banner printing, choose [Allow].	
BUUKIIIdr K	Utility > E	Banner Printing	
Display Keypad			
Utility			
Banner Printing		Allow Restrict	
	09/24/2012	13:52	ОК

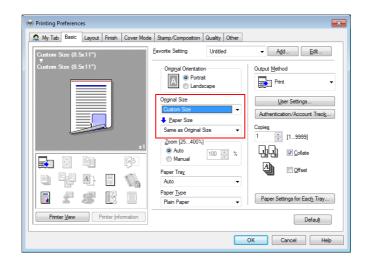
- **3** Check that the screen waiting for banner printing job has appeared.
 - → If a print job is received with a paper setting of a non-banner size while the machine is waiting to print on a banner, that job is queued.

Banner Printing. A banner print job is in the queue.		09/24 /2012 13:53 Memory 100%	M -
Touch [Exit] to cancel banner printing.			
	Exit		

- 4 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 5 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).

Chapter 5

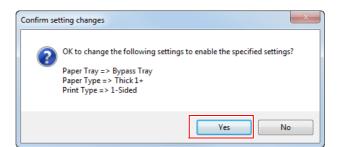
6 In [Original Size] or [Paper Size] on the [Basic] tab, select [Custom Size].



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

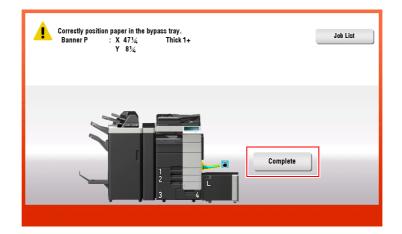
Custom Size Settings	×
Width 11.692 🚔 inch [3.54412.598] Length	Unit © mm @ inch
47.244 inch [5.50047.244]	
OK Cancel Defa	ult Help

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



- 9 Click [OK].
- 10 Click [Print].

- 11 Load paper for banner printing with the print side face down then tap [Complete].
 - Printing on the banner paper starts. Support the ejected banner paper by hand.
 - → To continue banner printing, execute printing from the computer.



12 Tap [Exit].

Banner Printing. A banner print job is in the queue.	_	09/24/2012 y 13:53 M Memory C 100% K ⊏
Touch [Exit] to cancel banner printing.		
	Exit	

13 Tap [Yes].



5.2 Scan

5

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.

ctive Lo	g 🦷	Comm. Li	st			
Destination	Start Tim	TX Time	No. of Copies	Result	-	D
)2 Tokyo	16:28	00:03	1	ОК	\odot	Report Type Scan
)3 Nagoya	16:28	00:03	1	ОК		Fax TX/RX
)4 Osaka	16:29	00:03	1	ок		Fax TX
					⊗_	Output Limit 100 Comm All Proof 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 boo	k	500 addresses Up to 30 User Boxes		
When directly entering ad- dresses	E-mail	5 addresses		
	User Box	1 User Box		
	Fax	100 addresses		

Tips

• When registering a group, even destinations of different types can be registered in one group.

Operation procedure: Selecting multiple addresses from the address book

1 Load the original.

5

- 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.

Program	E 4					Job List	
4	Ready to Scan No. of Address No. of Address 3						
E-mail RX	PA0010 📠 Fax	fax3		567890123	4	Check Setting	
Address Book	Favorite AB	C DEF GHI	JKL MNO	PQRS TUV V	VXYZ etc	AII	
Direct Input	⊡E-mail e-mail1	i Fax fax1	BUser Box	Smb1	EFTP ftp1		
Job History Addr. Search	WebDAV webdav1	@IP Addr.Fax ip-fax1	Gel-Fax i-fax1	fax2	Fax fax3	Add. Type	
Address Reg.	<u> </u>			<u>,</u>			
		. (•					
1-Siueu	FFINE				ON		
Simplex/ R Duplex	esolution (Color File	e Type Sca	n Size File Sub- Name	Name/ Ject /Other	Application	

3 Press Start to start scanning of the original.

Operation procedure: Directly entering multiple destinations

- 1 Load the original.
- 2 Tap [Scan/Fax] and select an destination type from [Direct Input].



- 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).

Progra		4				1	ob List
Fax	Fax TX Enter the fax Touch lenter of a register	number usin Registered k ed destinati	g the dial b 0,1 to selec on.	uttons. t the number	8	No. of Address O	013 Y :19 M ory C 0% K
						Check Setting	Setting
Address				•	- → Delete		
Direct In	1	2	3	Tone	Reg. No.		
Job Hist	4	5	6	Pause			
Addr. Se	7	8	9	-			
Address	*	0	#	C			
					(Next Dest.	
1-Side.	- Fille	_		_		Cancel	
Simplex	/ Resolution	Color	File Type	Scan Size	File Name/ Subject Name/Other		plication

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].

	To register a new sender, touch [New]. To edit an existing sender, select desired sender and touch [Edit].
Bookmark	Administrator Settings > Fax Settings > Sender Settings
Display Keypad	No Sonder Name Sot as Default
Utility	01 Not Registered
+	02 Not Registered 03 Not Registered
Administrator Settings	04 Not Registered
+	05 Not Registered 06 Not Registered
Fax Settings	07 Not Registered
Sender Settings	Set as Default
Jender Jettings	New Edit Delete
	09/24/2012 14:32 Close

- 5 Enter the sender name, then tap [OK].
- 6 Repeat Steps 4 and 5 to complete entry of all sender names.
 - → You can register up to 20 sender names.
 - → To edit a registered sender name, select a sender name and tap [Edit], change the sender name and tap [OK].
 - → To delete a registered sender name, select the sender name and tap [Delete], select [Yes], then tap [OK].
 - → To set the default sender name, select a sender name and tap [Set as Default].

Tips

• If [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Individual Sender Line Setup] is set to [ON] while multiple lines are used, the default sender name can be specified for each line.

How to set: Selecting a sender name upon fax transmission

- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 Tap [Application] and select [Fax Header Settings].
- 4 Select a sender name to print on the fax and tap [OK].

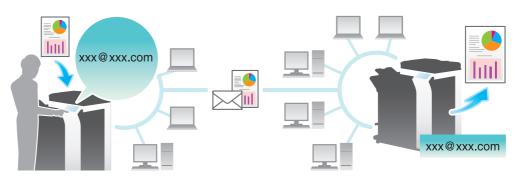


5 Press Start to start fax transmission.

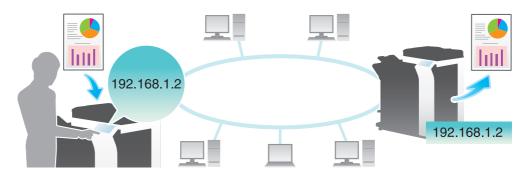
Chapter 5

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].

	nternet Fax					
F					No. of Address 1	
	Address	i-fax@sample.com			Check Setting	
A	Receiver RX Ability Compression Method	Paper Size	Fax Resolut	ion		
O	JPEG (Color)	A3	D Norma	al 🗹		
Jo	JPEG (Grayscale)		📙 🔣 Fine			
A	MMR		Super	r Fine 🗹		
Ac	MR	-) A	Ultra	Fine		
				Next Dest.		
Si Du	plex	ooloi ilic iype	Na	Subject ame/Other	Cancel OK	on

- 4 Tap [OK].
- 5 Press Start to start Internet fax transmission.

Operation procedure: Sending an IP address fax

- 1 Load the original.
- 2 Tap [Scan/Fax] and select [IP Address Fax] from [Direct Input].
 - → If you have registered one-touch destinations for the IP Address Fax function, you can select them from [Address Book].
- 3 Enter either the IP address, host name or E-mail address of the destination in [Address], the port number used for fax transmission in [Port Number], then select [Color] or [Black&White] from [Machine Type of Dest.].

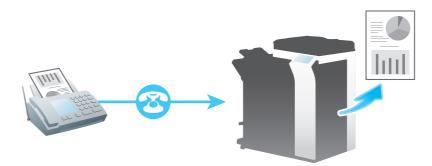
Progra	IP Address Fax						lob List
C Sel						No. of Address O	2013 Y
Fax						Check Setting	nory C 🚍 10% K 🚍
🔀 E-mail							k Setting
Address I	Address	192.168.	1.1				
Direct Inp							
Job Histo							
Addr. Sea	Port Number		25				
Address F	Machine Tune	1 - 65	535				
	Machine Type of Dest. Black&Whi	te 🚽					
12						Next Dest.	1
1-Sided							
Simplex/ Duplex	nesolution	COLOR	rile lype	ocan oize	Subject Name/Other	Cancel OK	Application

- 4 Tap [OK].
- 5 Press Start to start IP address fax transmission.

Chapter

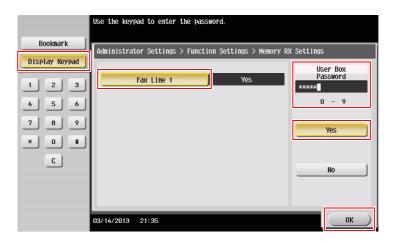
5.3.5 Q5. How can I avoid printing out unwanted faxes?

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].

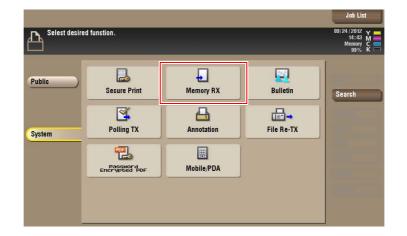


Tips

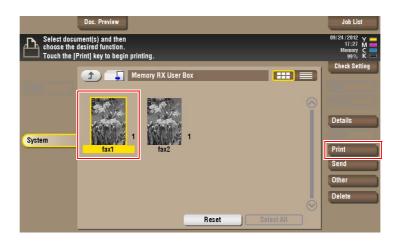
• If [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Individual Receiving Line Setup] is set to [ON] while multiple lines are used, you can specify whether to use the Memory RX function for each line.

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 L 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.

	Specify the forwarding de method. Enter the destin or the keypad.	stination and the output ation using the keyboard	
Bookmark	Administrator Setting >	Forward TX Setting > Fax	
Display Keypad	Yes	No	
Utility	Output Method	Forward Dest.	
+		<u>+</u>	
Administrator Settings	Forward & Print	Select No Line Selection	
+	Forward & Print	1 2 3	Tone
Function Settings		4 5 6	Pause
+		7 8 9	
Fax Forwarding Settings		* 0 #	Select from Address Book
+		* 0 # _	Address Book
Fax	09/03/2013 05:58		ОК

Settings	Description
[Output Method]	To have forwarded faxes printed out on this machine, select [Forward & Print]. To have faxes printed out on this machine only in the case forward- ing has failed, select [Forward & Print (If TX Fails)].
[Forward Dest.]	Enter the fax number of the forwarding destination. You can also tap [Select from Address Book] to specify a registered address book or a group as a forwarding destination.
[Select Line]	When multiple lines are used, select a line used to send a fax.

6 Tap [OK].

Tips

• If [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Individual Receiving Line Setup] is set to [ON] while multiple lines are used, you can specify whether to use the Forward TX function for each line.

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

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



Tips

- The following preparatory steps are required:
- Installing the fax driver to the computer
- Connecting this machine to the network

Operation procedure

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

		X
Recipients Entry		
Name		
XXXXXXXXX	CM ECM	
FAX Number	International Transmission Mode	
0312345678	V.34 Mode	🕉 Register <u>T</u> o Phone Book
Add Recipients	Add from Address Book	Add From Phone Book
		Delete From List
	11	Delete From List
4	m	
4	III FAX Cover Sheet	
K Fax Mode Setting Details		

4 Click [OK] to start fax transmission.

5.4 Copy

5

5.4.1 Q1. Can I print on paper of a custom size?

A1. Yes, you can. Load custom size paper into the **Bypass Tray** and specify the bypass tray on the paper screen of copy mode.

It is a good idea to have the frequently used custom size of paper registered in the memory.

Operation procedure: Copying on paper of a custom size

- 1 Load the original.
- 2 Load custom size paper into the **Bypass Tray** with the print side facing down.
- **3** Tap [Copy].
- 4 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].

Program Quick Copy				Job List
Ready to Conv		No	. of Sets	10/01/2012 Y
LP Use				nory C
				t Setting
Auto	1 8h×11D	● 8%×11□	Change Tray Setting	*
FZ	2 81:×11 🕞	J		
1 2 3 4	3 8½×11 💭			
Plain Paper 60 - 90g/mi	4 8½×11□	L 8%×11D		
90g/m				
		1		lose anction 1
Text/Photo Printed Auto Color OF		100.0% ¹⁵¹	ded > Do Not Staple	Function 2
Original Type Color Book	^{det} Paper		ıplex/ Finishing mbine	Application

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

LJ Use						t Settin
	Paper Type	Plain Paper	Single Side Only	\diamond	Paper Size &×11 🗗	6
	60 - 90g/m²	Thin Paper	Special Paper			
		Thick1	Thick 1+		Auto Detect	
		Thick2	Thick3		🔲 Standard Size 🕨	
		Thick4	Transparency	♥	🔲 Custom Size 🛛 🗰	
		Duplex 2nd Side]		🔲 Wide Paper 🕨	unctio

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

	Size can be specified using the [+/-] key. Size can be recalled from Memory Key. Custom Size Settings				M C K
	X		Registered Pape	er Sizes	ting
	🔶 Y		memory1	X Y	
			memory2	X Y	12
		🗲 Recall	memory3	X Y	
		→ New	memory4	X Y	
	Y 3% - 12%		memory5	X Y	
Text				₩	on '

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

Operation procedure: Registering a custom size of paper in memory

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

Program Quick Copy				Job List
Ready to Conv		No.	. of Sets	10/01/2012 Y 1:01 M nory C 10% K
Auto	1 8b×11D	<mark>●</mark> &×11D	Change Tray Settin	g De la construction de la construcción de la const
FZ	2 8½×11 🕞			
	3 8½×11□			
Plain Paper 60 - 90g/mł	4 8¦×11 □	L &×11D		
Text/Photo Printed Auto Color OFI	₽ 8 ½×11		ded > Do Not Staple	Close Anction 1 Function 2
Original Type Color Book	let Paper		ıplex/ Finishing mbine	Application

3 Tap [Custom Size].

Re Use	Tray octaing	is (Manual Tray)			F4:01 nory 10%
	Paper Type	e		Paper Size	t Sett
	D	Plain Paper	Single Side Only	S‰×11 □	
	60 - 90g/m	Thin Paper	Special Paper		121
		Thick1	Thick 1+	Auto Detect	
		Thick2	Thick3	□ Standard Size →	
		Thick4	Transparency	Custom Size 🕨	
		Duplex 2nd Side 🔲		Wide Paper 🔶	unctio
ext/Photo					unctio

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

Chapter 5

- 5 In [Registered Paper Sizes], select a location for registration, then tap [New].
 - → Up to five different sizes can be registered in memory.
 - → Select Registration Size, then tap [Edit Name] to rename the registration size.

Pr	Custom Size				st
F	Size can be specified using the [+/-] key. Size can be recalled from Memory Key.				Y =
╙┛	Custom Size Settings				Y M C K
	× Y		memory1	Y Sizes	ting
			memory2	X Y	12
		🗲 Recall	memory3	X Y	
		→ New	memory4	X Y	
	Y 3% - 12%		memory5	X Y	
E				•	on 1
Text/ Prii	\leftrightarrow				on 2
Origina	Tipe odd boomer Fd	ihei	Combine	Close	Ication

Operation procedure: Recalling the custom size registered in memory

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

Program Quick Copy		No	, of Sets	Job List 10/01/2012 Y 4:01 M nory C 10% K t Setting
Auto	1 8×110 2 8×110 3 8×110 4 8×110	 €×110 L €×110 	Change Tray Se	tting 💓 j Gj
Plain Paper 60 - 90g/ml Text/Photo Printed Original Type Color Book	1 1 1	100.0%	ded > Do No Stabed uplex/ Finishin mbine	Function 2

3 Tap [Custom Size].

Use						nory 10 %
	Paper Type				Paper Size	
		Plain Paper	Single Side Only		8%×11 🕞	
	60 - 90g/m²	Thin Paper	Special Paper			2
		Thick1	Thick 1+		Auto Detect	
			THICK IT			
		Thick2	Thick3		🔲 Standard Size 🕨	
		Thick4	Transparency		Custom Size 🕨	
					🔲 Wide Paper 🛛 🕨	
		Duplex 2nd Side 🛛 🔲				anci

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

Pr	Custom Size			at a star
F h	Size can be specified using the [+/-] key. Size can be recalled from Memory Key.			й 🗖
┶╌┙	Custom Size Settings		Registered Paper Size	is ting
	Ý		memory1	(8½ (10%
			memory2	
		← Recall	memory3	;
	$\overset{\circ}{\leftrightarrow}$	→ New	memory4	(
	Y Y 336 - 1256		memory5	;
E			Edit Name	▶ on 1
Text/ Prii				on 2
Origin	ariype onen poomer Foa	hei	Combine	Close Cation

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.

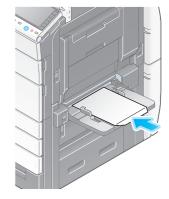
Operation procedure: Copying on envelopes

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

NOTICE

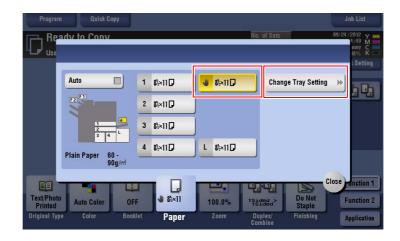
Before loading, remove air from the envelope(s), and securely press along the flap fold line. Otherwise, it will result in an envelope wrinkle or paper jam.





- 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].

Use						10 1 t S
- I	Paper Type	•			Paper Size	
	\bowtie	Letterhead	Colored Paper		8%×11 🗗	
		Envelope	Index Paper			23
	Ľ	Recycled Paper	User Paper 1	1.	Auto Detect	
		User Paper 2	User Paper 3		🔲 Standard Size 🕨	
		User Paper 4	User Paper 5	-	Custom Size 🕨	
					🔲 Wide Paper 🛛 🕨	
						and

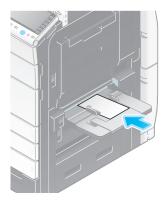
- 6 From [Other], select the size of the envelope.
 - → Various sizes of envelopes are available. Specify the correct paper size for the envelopes you have loaded.

Program	Quick Copy			Job List
Re Tray Se	ettings (Manual Tray)		No. of Solo	09/24 /2012 Y
Use	Standard Size			10% K 📼
Paper				t Setting
	Inches	8×13 🗗 🔸	8K 🗗 🕐 🔿	
_	AB Metric Sizes	16K 🗗 🔸	16K 🗗 🔶	
_	C Other	4×6 ☞ 🔶	envB5 🕞 🔶	e 🕪
_		envC4 🗗 🔸	envC5 🗗 🔶	*
_		envC6 🗗 🔸	envDL 🗗 🔶	₩
		envCom10 🔶	envMonarch 🛛 🕹	anction 1
Text/Photo Printed				Close unction 2
Original Type C	olor pookiel Pa	aper 200m	Close Combine	Application

- 7 Tap [Close].
- 8 Press **Start** to start copying of the original on envelopes.

Operation procedure: Copying on postcards

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



- 2 Load the original.
- **3** Tap [Copy].
- 4 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].

Program Quick Copy				Job List
Ready to Conv		No.	of Sets	09/24/2012 Y 1:49 M nory C 10% K
Auto	1 8½×11 💭	● 85×11D	Change Tray Settin	g → [1 □2]
F2	2 84×11 🕽		<u>J</u> L	
	3 81×11 🕽			
Plain Paper 60 - 90g/mł	4 8i×11 □	L &×11D		
Text/Photo Printed Auto Color OF	b (b) 11		ded > Do Not Staple	Close Function 1 Function 2
Original Type Color Book	et Paper		plex/ Finishing nbine	Application

5 Tap [Standard Size].

Use Use						nory C 10% K
	Paper Type		1. I.		Paper Size	t Settin
		Plain Paper	Single Side Only	\sim	8½×11 🖵	5.5
	60 - 90g/m²	Thin Paper	Special Paper			
		Thick1	Thick 1+	Ι,	Auto Detect	
		Thick2	Thick3		Standard Size	▶
		Thick4	Transparency	•)	Custom Size	*
		Duplex 2nd Side 🔲			Wide Paper)	anction

- 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].

Use Paper	Standard Size						nory C 10% K t Setting
60 -	Inches	8×13 🕞	4	8K 🗗	4		2 4
90g/m	AB Metric Sizes	16K 🛛	*	16K 🗗	*		
	C Other	4×6 🗗	+	envB5 🕞	*	e 🕨	
		envC4 🕞	- ₩]	envC5 🕞	*	*	
		envC6 🕞	*	envDL 🗗	*	*	
		envCom10	4	envMonarch	el 😓		unction 1

- 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.

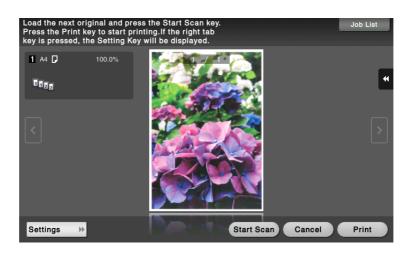
Using a proof copy helps preventing copy errors.

How to set: Checking the finish with a preview image

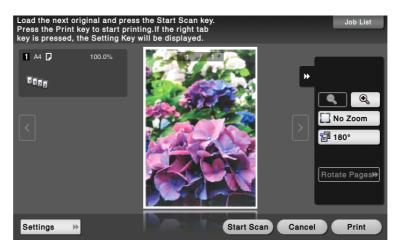
- 1 Load the original.
- 2 Tap [Copy].
- 3 Specify copy settings and the number of copies as necessary, then tap [Preview].
- 4 Tap [Preview on Screen], select the original loading direction, then tap [Start].

Program Quick Copy	Job List
Ready to Copy Use the keypad and C to change the number of sets.	09/24/2012 Y 15:13 M Memory C 100% K
Preview Touch or press [Start]. If the original is not set upright, select direction.	Check Setting
Preview on Screen	
Cancel	
Text/Photo Printed Auto Color OFF SHIT 100.0% 1943842 Do Not Staple	Function 1 Function 2
Original Type Color Booklet Paper Zoom Duplex/ Finishing Combine	Application

- → To continue scanning originals, load the original, then tap [Start Scan].
- → To start copying, tap [Print] or press the **Start** key.
- \rightarrow To enlarge the preview image, double-tap the image.
- → To enlarge or reduce the preview image, pinch-in or pinch-out the image.
- \rightarrow 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 K displays Utility keys to allow you to enlarge or rotate a page.



6 Tap [Print] to start copying the original.

How to set: Checking the finish by outputting one copy

- 1 Load the original.
- 2 Tap [Copy].

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

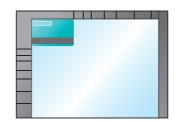
5.4.4 Q4. Can I easily copy various cards such as an insurance card or driver license card?

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.

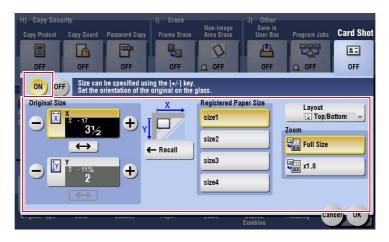


- **2** Tap [Copy].
- 3 Tap [Paper], select a paper tray to load paper into in order to copy a card, then tap [Close].
 → If you specify [Card Shot], you must specify a paper tray other than [Auto].

Program Quick Copy Paper of matching size is not a Sel	vailable.	No.	of Sets	Job List 01/31/2013 Y
Auto	1 65×11 2 65×11 3 65×11 4 65×11	 8i×11 L 8i×11 	Change Tray Setting	
Text/Photo Printed Original Type Color Bool	F 8%×11	Zoom Du	plead > Do Not Staple plex/ Finishing mbine	Function 1 Function 2 Application

4 Tap [Application], then select [Card Shot].

5 Tap [ON], then configure each item so that it corresponds with the finishing image.



Settings		Description			
[Original 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].

				Job List
Scanning complete.				01/31/2013 Y 11:22 M Memory C =
				99% Ř 🗖
Job No.	Paper	Zoom	Duplex/Combine	Color
15	1 &k×11 D	233.1%	1-Sided ▶1-Sided 2-in-1	Auto Color
To begin printing, Press the Start key.				
		Numh	er of Copies	
			0 / 1	
		Numb	er of Originals	
	Finish		2	

11 Press the **Start** key to start to copy the scanned card.

5.5 User Box

5.5.1 Q1. Can I create a User Box, or print or download a file in a User Box?

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

Tips

- To use the Windows file sharing function, use **Web Connection** to configure the SMB server setting and create a Public User Box to share the files in advance. For details, refer to the User's Guide CD.
- The Windows file sharing function is available only for files saved in a Public User Box using the User Box mode or the scan/fax mode.

Operation procedure: Using Web Connection

- 1 Start the Web browser.
- 2 Enter the IP address of the machine in the URL field, and then press [Enter].
 - → You can check the IP address from [Utility] [Device Information].
 - → When user authentication or account tracking is enabled, fill in the [User Name] and [Password], then click [Login].
- 3 Click the [Box] tab.
- 4 Complete the following steps:
 - → Create/edit/delete a User Box.
 - → Print/send a file in a User Box.
 - → Download a file in a User Box to your computer.
 - → Copy/move/delete a file in a User Box.

	A Public			To Log	gin Screen	
	Ready to Scan 👔 Ready to Print				3	
Information Job	Box	Direct Print	Store Address			
▶ Open User Box	Open User Box((Public)				
Create User Box	Box is the function to save documents in the machine. Documents in the Box can be used for printing, sending etc.					
Open System User Box	User Box Number (1-999999999)					
Create System User Box	User Box Password					
	User Box List					
		Search	from Index	A	LL 🔻	
		Page Di	splay(50/page) 1	Go	
	User Box Number	User Box Name	Ту	pe	Time Stored	
	1	box1	Pu	blic	09/24/2012 10:54	
	2	box2		blic	09/24/2012 10:54	
	3	box3	Pu	blic	09/24/2012 10:54	

Tips

- Up to 400 MB of the file size can be downloaded to your computer at one time.
- If the file size exceeds 400 MB, specify the page range setting before downloading 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.
 - \rightarrow 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].

Chapter 5

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 exe- cuted.	
[Destination for saving package log]	Specify the path to the location for saving install package creation logs. Click [Browser] to specify the location in a folder tree.	
[Open the folder containing the package file.]	Check the box if you wish to display the folder for saving the install pack- age when saving it.	

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

Operation procedure: Executing the install package

- 1 Copy the folder for the install package to a desired location.
- 2 Double-click the execution file of the install package you have created.
- 3 Click [Start].
- 4 Select a language and click [Agree].
- 5 Select a package to install and click [Start].
- 6 After the installation of the printer driver is completed, click [Finish].
- 7 Open the properties for the installed printer driver and check the settings.
 - \rightarrow 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	
[Сору]	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 print- ing 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 Docu- ment Scan]	To allow loading data from an external memory device, select [Allow]. To prohibit loading data from an external memory device, select [Restrict].	
[Manual Destination Input]	To allow manual entry of destinations, select [Allow]. To prohibit manual entry of destinations, select [Restrict].	
[Cellular Phone/PDA]	To allow transferring of files from Bluetooth devices to this machine, select [Allow]. To prohibit transferring of files from Bluetooth devices to this machine, select [Restrict].	

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

5

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

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

A3. Can delete the operation sound of the Touch Panel, and adjust the sound type and volume.

How to set

- 1 Tap [Accessibility] and select [Sound Setting].
- 2 To set whether to output keying and other sounds, select [Sound Setting] and set whether to output respective sounds.

You can specify the sound setting			
Sound Setting			
All Sounds	On	Off	
Confirmation Sound	On	Off	
Succesful Completion Sound	On	Off	
Completed Preparation Sound	On	Off	
Caution Sound	On	Off	
↓ 1/2 ↑		OK	

Settings	Description	
[All Sounds]	Specify whether to output all sounds.	
[Confirmation Sound]	Set whether or not to output a sound notifying that an operation takes place on the Control Panel or Touch Panel .	
[Successful Completion Sound]	Set whether or not to output a sound notifying successful completion of an operation.	
[Completed Preparation Sound]	Set whether or not to output a sound notifying that this machine is ready for operation.	
[Caution Sound]	Set whether or not to output a sound notifying the need for part replace- ment or occurrence of an error.	
[Deletion Sound]	Set whether or not to output a sound when Document or Job is deleted.	
[Authentication Sound]	Set whether or not to output a sound in association with the authentication result when logging in.	

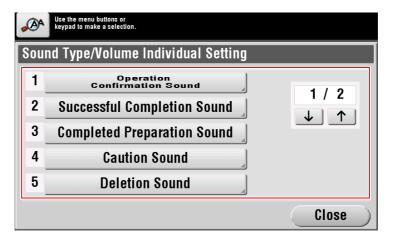
3 Tap [OK].

- 4 Tap [Sound Type/Volume Setting], and set the sound type and volume.
 - → The sound type and volume can not be set for the item where the [Sound Setting] is set to [No].

Select sound type and volume. If Batch is selected, the individual settings will be overwritten.			
Sound Type/Volume Setting			
Batch Setting Individual Setting			
Sound Type	Volume		
Techno Chimes New Age	Low		
Xylophone Music Box Beep	Medium		
	High		
Alter Settings Individually	OK		

Settings	Description	
[Batch Setting]	All the sound type and volume will be set at once. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.	
[Individual Setting]	All the sound type and volume will be set separately.	

- 5 To set the sound type and volume separately, tap [Individual Setting] [Alter Settings Individually].
 - → The sound type and volume can not be set for the item where the [Sound Setting] is set to [No].



Chapter 5	-
luestions	

Settings		Description
[Operation Con- firmation Sound]	[Input Confirmation Sound]	Set the sound type and volume to output when a key is pressed on the Control Panel or Touch Panel . Select the sound type from six types and select the sound vol ume from [High], [Medium], or [Low] for adjustment.
	[Invalid Sound]	Set the sound type and volume when a key pressed on the Control Panel or Touch Panel is invalid. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
	[Basic Sound]	Set the sound type and volume to output when the de fault 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], [Medi- um], or [Low] for adjustment.
	[Window Pop-Up Sound]	Set the sound type and volume when Island Window or Balloon Window is opened. Select the sound type from six types and select the sound volume from [High], [Me dium], or [Low] for adjustment.
	[Keyboard Operation Sound]	Set the sound type and volume when Keyboard screen or Keypad is operated. Select the sound type from six types and select the sound volume from [High], [Medi- um], or [Low] for adjustment.
[Successful Com- pletion Sound]	[Operation Complete Sound]	Set the sound type and volume when an operation has ended normally. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
	[Transmission Complete Sound]	Set the sound type and volume when a communication has ended normally. Select the sound type from six types and select the sound volume from [High], [Medi- um], or [Low] for adjustment.
	[Print Job Complete Sound]	Set the sound type and volume when printing in PC is normally completed. Select the sound type from six types and select the sound volume from [High], [Medi- um], or [Low] for adjustment.
	[Fax RX Print Complete Sound]	Set the sound type and volume when printing for re- ceived Fax is normally completed. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
[Completed Prepar	ation Sound]	Set the sound type and volume when the preparation of this machine has completed. Select the sound type from six types and select the sound volume from [High]. [Medium], or [Low] for adjustment.
[Caution Sound]	[Low Caution Sound (Level 1)]	Set the volume of sound output when a message is dis played on the Touch Panel indicating that the replace ment time is nearing for supplies or replaceable parts. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for ad- justment.
	[Low Caution Sound (Level 2)]	Set the sound type and volume when the user has made a mistake while operating this machine. Select the sound type from six types and select the sound vol ume from [High], [Medium], or [Low] for adjustment.
	[Low Caution Sound (Level 3)]	Set the sound type and volume when an error has oc- curred that can be addressed by referring to the mes- sage on the screen or instructions in the manual. Select the sound type from six types and select the sound vol ume from [High], [Medium], or [Low] for adjustment.
	[Severe Caution Sound]	Specify the sound type and volume when a Toner Car tridge or Waste Toner Box installation failure or an err ror to be addressed by a service representative has occurred. Select the sound type from six types and se lect the sound volume from [High], [Medium], or [Low] for adjustment.

Settings		Description
[Deletion Sound]		Set the sound type and volume when Document or Job is deleted. Select the sound type from six types and se- lect the sound volume from [High], [Medium], or [Low] for adjustment.
[Authentication Sound]	[Authentication Success- ful Sound]	Tap [Login] or [Access] on the Login screen, then spec- ify the sound type and volume when user authentica- tion or account track has succeeded. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
	[Authentication Failure Sound]	Tap [Login] or [Access] on the Login screen, then spec- ify the sound type and volume when user authentica- tion or account track has failed. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.

6 Select the sound type and volume, then tap [OK].

Select the Input Confirmation Sound			
Input Confirmation Sound			
On Off			
Sound Type		Volume	
Techno Ch	imes New Age	Low	
Xylophone Mus	ic Box Beep	Medium	
		High	
		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.

		Job List
Documents stored in the ID & Print User Box can be printed upon successful authentication. Enter user name and password and then touch [Login] or press the [Access] key.		09/24/2012 Y 16:02 M Memory C 100% K
	ID & Print	
User Name	user01	
Password	*****	
	C	Login

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

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 On the [Basic] tab, click [Authentication/Account Track].

Printing Preferences	×
👷 My Tab Basic Layout Finish Cover Mode	e Stamp/Composition Quality Other
8 1/2x11 (215.9x279.4 mm)	Favorite Setting Value Add Edit
8 1/2x11 (215.9x273 4 mm)	Original Orientation Output Method Image: Constraint on the state of the stat
	Same as Original Size Copies Zoom (25, 400%) 1
	Paper Tray Offset
	Paper Type Plain Paper Plain P
Printer View Printer Information	Default
L	OK Cancel Help

4

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

User Authentication/Account Track	×
User Authentication	Account Track
Public User	Department Name
Recipient User	
User Name	Password
User01	
Password	
•••••	
Server Setting	
	Verify
Enable Single Sign-On functionality f	or printing functions
Please enter [User Name] and [F	Password].
13	~
	OK Cancel Help

5 Click [OK].

My Tab Basic Layout Fin	sh Cover Mode Stamp	/Composition Quality (Dther
8 1/2x11 (215.9x279.4 mm)	Favorite	Setting Untitled	▼ Add Edit
▼ 8 1/2x11 (215.9x279.4 mm)		iginal Orientation Portrait Landscape	Output Method
	8 1	nal Size /2x11 Paper Size me as Original Size	User Settings ✓ Authentication/Account Track ✓ Copies 1 (19999)
	x1 @	om [25400%] Auto Manual	
		er Tray to	Offset
i 2 2 1		er Type in Paper	▼ Paper Settings for Each Tray
Printer View Printe	Information		Default

6 Click [Print].

After successful user authentication, the file is printed.

5.6.5 Q5. The power is input all day. Is there any way to alleviate concerns about electricity charges?

A5. If no operation takes place for a certain period of time, the power-saving function starts automatically, and the machine enters the power-saving mode.

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

The weekly timer function provides the following functions:

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

How to set

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [System Settings] [Weekly Timer Settings] [Weekly Timer ON/OFF Settings].
- 4 Select [ON], select [ErP Auto Power OFF] or [Sleep], then tap [OK].
 - → Select [ErP Auto Power OFF] when there is no need to receive a job in the power save mode and you wish to cut off power consumption whenever you can.
 - → Select [Sleep] if a Fax Kit is installed and you need to receive a job even in the power save mode.

	Select ON or OFF for the Weekly Timer. In ErP Auto Power Off mode, the MFP enters Power Save nove but cannot perform any jogs
Bookmark	Administrator Settings > Weekly Timer > Weekly Timer ON/OFF Settings
Display Keypad	ON OFF
Utility	Power Save Mode Setting
+	
Administrator Settings	
+	
System Settings	ErP Auto Power OFF Sleep
+	
Weekly Timer Settings	
Weekly Timer ON/OFF Settings	09/24/2012 16:18

5 Tap [Time Settings].

Chapter 5

- 6 Select a day of the week you want to set the weekly timer to, enter the ON and OFF times using the **Keypad**, then tap [OK].
 - → To erase the time you have specified, tap $[\leftarrow][\rightarrow]$ to select the target time, then tap [Delete].
 - → Select the day of the week for which you have specified the times, then tap [Set All], and the settings will be applied to all the other days of the week.

	Use the keypad to enter the time.
Bookmark	Administrator Settings > Weekly Timer Settings > Time Settings
Display Keypad	ON Time OFF Time Set All
1 2 3	Sunday 00 : 00 - 23 : 59 ← → Delete
4 5 6	Honday 12 : 00 - 13 : 00 ← → Delete
7 8 9	Tuesday 12 : 00 - 13 : 00 ← → Delete
* 0 #	Wednesday 12:00 - 13:00 - Delete
C	Thursday 12:00 - 13:00 (> Delete
	Friday 12:00 - 13:00 - Delete
	Saturday 00 : 00 - 23 : 59 $\leftarrow \rightarrow$ Delete
	03/14/2013 19:28

- 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].

Bookmark	Administra	ntor Setti	ings > Week	ly Time	r Settin	igs > Da	te Setting	\$
Display Keypad	Year	2012		+)	Mo	nthly	09	_] +
Utility	Sun Mo	n Tue	Wed Thu	Fri	Sat]	Daily Se	tting
+					1	Sun	ON	OFF
Administrator Settings	2 3	- 4	5 6] _	8	Mon	ON	OFF
+	9 10	11	12 13	14	15	Tue	ON	0FF
System Settings	16 17	18	19 20	21	22	₩ed	ON	OFF
Head by Theme	23 24	25	26] 27	28	29	Thu	ON] OFF
Weekly Timer Settings	30					↑	1/2	↓

→ 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].

	Use the keypad to enter the time.
Bookmark Display Keypad 1 2 3 4 5 6 7 8 9 * 0 #	Administrator Settings > Weekly Timer Settings > Select Time for Power Save Yes No Set Time for Power Save BCWFE Free 12 : 00
3	03/14/2013 19:29

- 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].

A password can be created to allow certain users to access the device during non-business hours. Use the keyboard to enter the password. Press the [C] key to erase your entry completely.						
Administrator Settings > Weekly Timer Set. > Password for Non-Business Hours						
Yes No						
C						
← → Dere						
1 2 3 4 5 6 7 8 9 0 - = `						
qwertyuiop[1\						
a s d f g h j k l ; '						
z x c v b n n , . /						
Space Shift						
05/01/2013 16:06 @A Entarge Cancel 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.

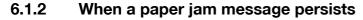
Replace consumables mentioned in the displayed message or clean the Slit Scan Glass.



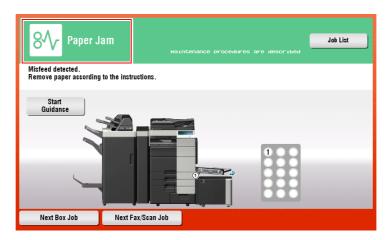
A message recommending that parts be replaced indicates that certain consumables are running out. Although you can still continue to print for a while after the message is displayed, it is advisable to promptly prepare replacement consumables.

- 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.



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:

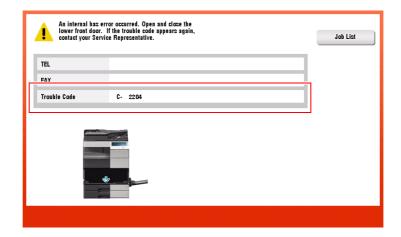
- Check for any pieces of paper left in the back of the section indicated on the **Touch Panel**. If the paper cannot be easily removed, do not continue; instead contact your service representative.
- Once again, open and close the door at the section with the location number indicated on the **Touch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

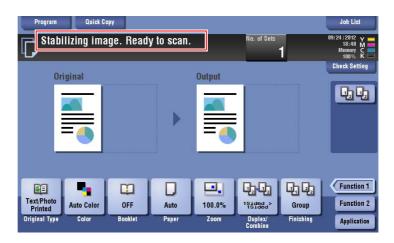


Image stabilization is performed while a large number of copies are being output or the temperature or humidity inside the machine has changed.

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.

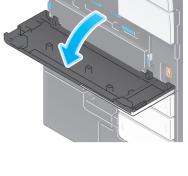
- 2 Carefully pull out the **Charger Cleaner** towards yourself up to the position at which it stops. Then, carefully press it against the back side.
 - → Repeat the steps above three times.

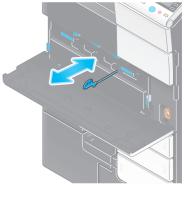
3 Securely press the **Charger Cleaner**, and close the **Lower Front Door** of the machine.

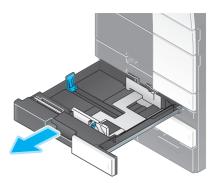
6.2.2 Cleaning the Print Head Glass

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.

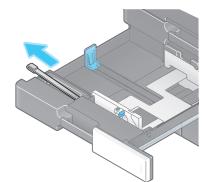








2 Remove the **Printhead Cleaner** from **Tray 2**.



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

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

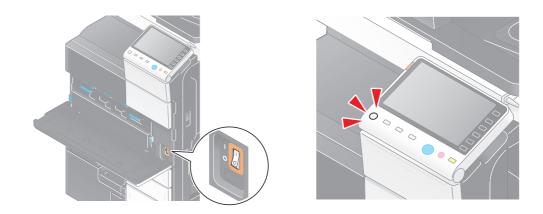
- 5 Slowly insert the **Printhead Cleaner** all the way to the back end of the **Print Head Glass**, and then slowly pull it out.
 - → Repeat this operation approximately three times for all the Print Head Glass sections.

- 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:

6

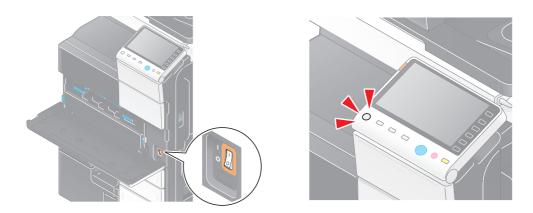
 Tap [Accessibility] and select [Brightness Adjustment], and select [Low] or [High] to adjust the contrast for the **Touch Panel**.

You can a	djust the LCD Brightness		
Brightness	Adjustment		
	-0°-		
	Low	High	
		Cl	ose

- 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.

4_ Replace	Quick Co ly to Copy e the Staple Ca iginal			Output	No. of Sets	1	Job List 09/25/2012 Y 11:18 M Memory C 100% K Check Setting
			►				44
Text/Photo Printed Original Type	Auto Color Color	OFF Booklet	Auto Paper	Ry 100.0% Zoom	Duplex/ Combine	Do Not Staple Finishing	Function 1 Function 2 Application

When the punch scrap box is full

When the punch scrap box is full, the following message appears (at replacement by user). Take action while referring to the label inside the machine.

	Quick Colored Action				No. of Sets	1	Joh List 09/25/2012 Y 11:17 M Memory C 100% K
Or	iginal		Þ	Output			Check Setting
Text/Photo Printed Original Type	Auto Color Color	OFF Booklet	Auto Paper	5 100.0% Zoom	Duplex/ Combine	Do Not Staple Finishing	Function 1 Function 2 Application

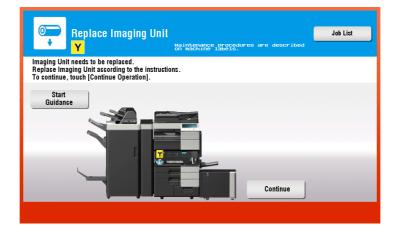
When toner is running out in the Toner Cartridge

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

Program Quick Copy Ready to Copy Toner (Y) is low. Replace when indicated. Original				No. of Sets 1 Output			Joh List 09/24 /2012 Y 18:59 M Memory C 100% K Check Setting
			•				99
Text/Photo Printed Original Type	Auto Color Color	OFF Booklet	Auto Paper	R4 100.0% Zoom	Duplex/ Combine	Do Not Staple Finishing	Function 1 Function 2 Application

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.

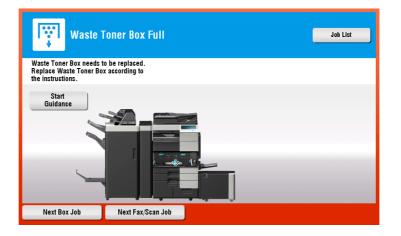


Tips

- 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.

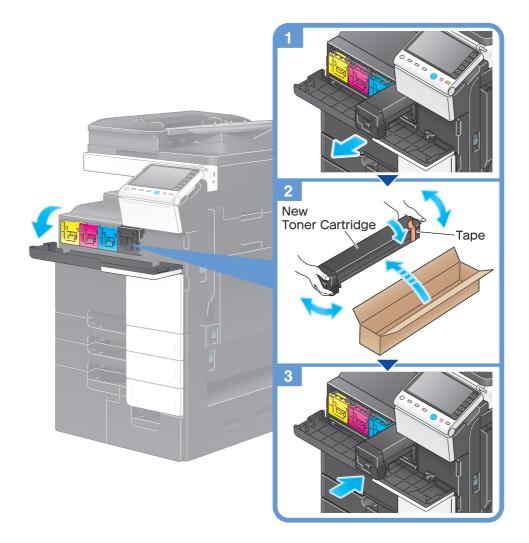
When a Waste Toner Box is full

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

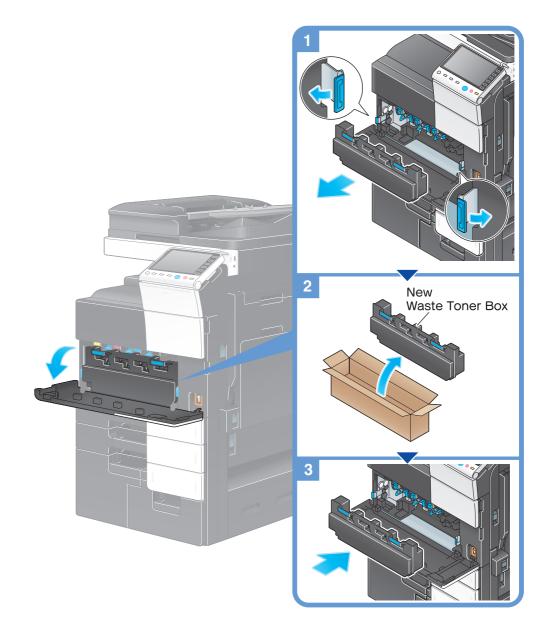
Install a **Toner Cartridge** for each label color. If you try to forcibly install a Toner Cartridge in the incorrect position, it may result in a failure.

▲ 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

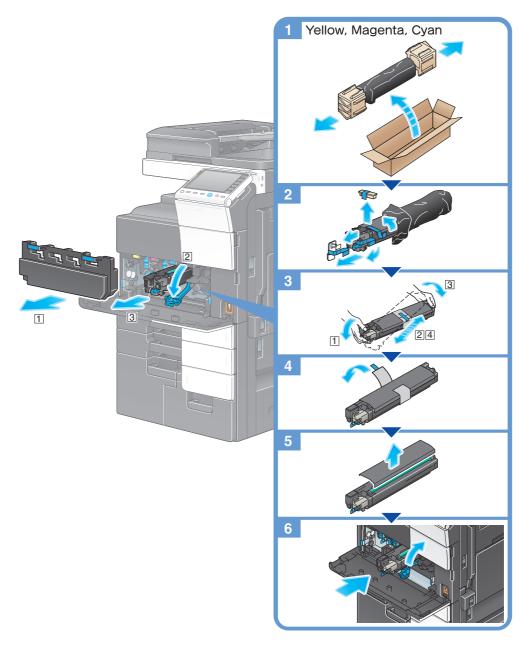
• Your service representative will recover your used **Waste Toner Box**. Place a cap on it and store it in a box.

▲ 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.



7 Index

7

7.1 Index by item

A
Address Book
Advanced Functions4-2
C
-
Control Panel
Copy function
D
Dialing Method
E
E-mail TX3-40
Entering Characters2-32
ErP Auto Power OFF2-23
F
- Fax TX3-46
G
Group
Guidance function
1
Installing the fax driver3-55
Installing the printer driver
i-Option4-3
J
Job2-33
K
Keypad2-31
L
License Management Server (LMS)4-4
Loading Paper
Low Power mode2-23
М
Main Menu2-26
MFP
Multi-job2-33
Options2-8, 2-13
P
PC-Fax TX
PCL
Power Save mode
Print Function
Printing from a USB memory device

PS	3-8
R	
Request Code	
S	
Safety information	
Saving the scanned data	
Search	
Sender Fax No. Settings	
Sender settings	
Sleep mode	2-23
SMB Send	
Sub Power OFF	2-22
т	
Token Certificate	
Touch Panel	
U	
User authentication	3-61
V	
Voice Guidance	
Х	
XPS	





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