

SHARP®

MODEL: MX-5500N
MX-6200N
MX-7000N

System Settings Guide

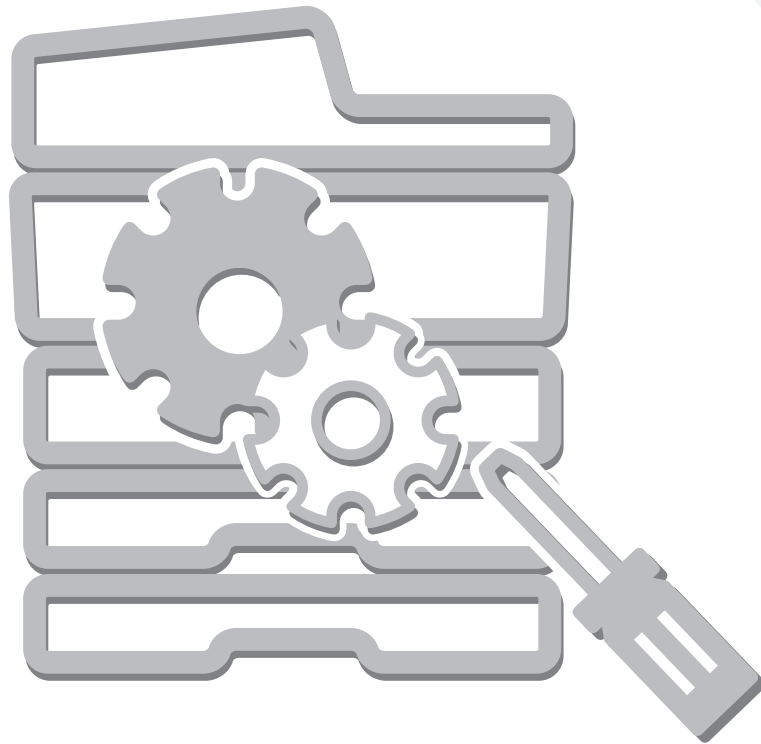


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About This Manual

Please note

- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest authorised service representative.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest authorised service representative.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

Warning

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this manual is subject to change without notice.

Illustrations and the operation panel and touch panel shown in this manual

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment. The explanations in this manual assume that a saddle stitch finisher, punch module, and inserter are installed on the machine. For some functions and procedures, the explanations assume that devices other than the above are installed.

The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

Manuals Provided with the Machine

Printed manuals and manuals stored in PDF format on the machine's hard drive are provided with the machine. When using the machine, read the appropriate manual for the feature you are using.

Printed manuals

Manual name	Contents
Safety Guide	This manual contains instructions for using the machine safely and lists the specifications of the machine and its peripheral devices.
Software Setup Guide	This manual explains how to install the software and configure settings to use the machine as a printer or scanner.
Quick Start Guide	This manual provides easy-to-understand explanations of all the functions of the machine in a single volume. Detailed explanations of each of the functions can be found in the manuals in PDF format.
Troubleshooting	This manual explains how to remove paper misfeeds and provides answers to frequently asked questions regarding the operation of the machine in each mode. Refer to this manual when you have difficulty using the machine.




Operation manuals in PDF format

The manuals in PDF format provide detailed explanations of the procedures for using the machine in each mode. To view the PDF manuals, download them from the hard drive in the machine. The procedure for downloading the manuals is explained in "How to download the manuals in PDF format" in the Quick Start Guide.

Manual name	Contents
User's Guide	This manual provides information, such as basic operation procedures, how to load paper, and machine maintenance.
Copier Guide	This manual provides detailed explanations of the procedures for using the copy function.
Printer Guide	This manual provides detailed explanations of the procedures for using the printer function.
Facsimile Guide	This manual provides detailed explanations of the procedures for using the fax function.
Scanner Guide	This manual provides detailed explanations of the procedures for using the scanner function and the Internet fax function.
Document Filing Guide	This manual provides detailed explanations of the procedures for using the document filing function. The document filing function allows you to save the document data of a copy or fax job, or the data of a print job, as a file on the machine's hard drive. The file can be called up as needed.
System Settings Guide (This manual)	This manual explains the "System Settings", which are used to configure a variety of parameters to suit the aims and the needs of your workplace. Current settings can be displayed or printed out from the "System Settings".

Icons used in the manuals

The icons in the manuals indicate the following types of information:

	This alerts you to a situation where there is a risk of machine damage or failure.
	This provides a supplemental explanation of a function or procedure.
	This explains how to cancel or correct an operation.

1

SYSTEM SETTINGS

System Settings

The system settings are used to configure a variety of parameters to suit the aims and needs of your workplace. The system settings are also used to display or print out the current settings and status of the machine. The system settings allow you to make the machine easier to use.

The system settings consist of settings that are used by general users, and settings that can only be configured by an administrator of the machine. These two groups of settings are distinguished in this manual as follows.

System Settings (General)	System Settings (Administrator) *Login Required
<p>System settings that can be configured by general users (including the administrator). For example, the following settings can be configured:</p> <ul style="list-style-type: none"> • Date and time settings • Paper tray settings (paper size and paper type) • Storing destinations for the fax and scanner functions • Settings related to the printer function • Creating folders for document filing • Displaying the number of pages printed, scanned, and faxed. <p>For more information, see "2. SYSTEM SETTINGS (GENERAL)" (page 8).</p>	<p>System settings that can be configured by the administrator. To configure these settings, login as an administrator is required. For example, the following settings can be configured:</p> <ul style="list-style-type: none"> • Storing users of the machine • Energy save settings • Settings related to the operation panel • Settings for peripheral devices installed on the machine. • Settings related to the copy function • Network connection settings • Transmission/reception settings for faxes and scanned images • Advanced settings for the document filing function <p>For more information, see "3. SYSTEM SETTINGS (ADMINISTRATOR)" (page 29).</p>
Settings for general users	Settings for administrators



• Administrator password

To maintain security, the administrator of the machine should promptly change the password after the machine is purchased. (For the factory default administrator password, see "TO THE ADMINISTRATOR OF THE MACHINE" in the Safety Guide.) To change the password, see "[Change Administrator Password](#)" (page 90).

*To ensure a high level of security, change the password at regular intervals.

- The above groupings of "General" and "Administrator" are used as a convenient means of clarifying the functions of the settings. These groupings do not appear in the touch panel.
- For fax settings, see "[4. SYSTEM SETTINGS FOR FAX](#)" (page 93).

• Web pages

The system settings can also be configured from the Web pages. To configure the system settings from the Web pages, click [System Settings] in the Web page menu.

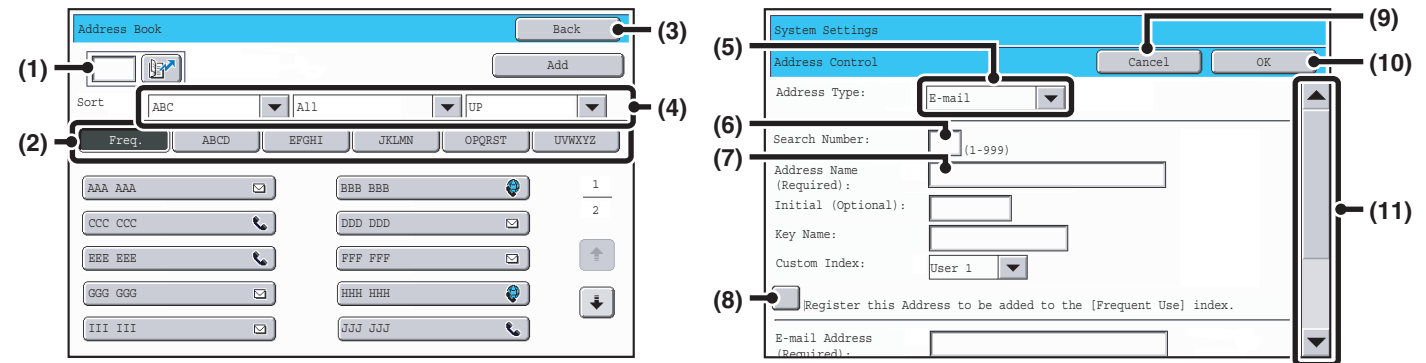
In addition to the system settings, network and security settings can also be configured in the Web pages. For information on the settings, see Help in the Web pages.

Common Operation Methods

This section explains special operation methods that are common to all system settings.

Be sure to read this section, as the information is omitted in the explanations of some of the individual settings.

Example: Address book screen



(1) key

Enter a search number and touch the key to retrieve a destination.

When searching for a user, appears in the icon.

(2) Index keys

Touch an index key to display the corresponding destinations. The index keys that appear vary depending on the "Sort" setting.

(3) [Back] key

Returns you to the previous screen.

(4) "Sort"

Use this to select the method of displaying destinations and the index type.

Example: In the "Address Book" screen, the display can be switched between the following three methods:

- Alphabetical/User index
- Display by mode
- Ascending/Descending/Number order

(5) Select box

Touch to display a list of the items that can be selected. Touch an item in the list to select it.

(6) Text box (numerical)

Touch this box to enter a number. Numbers are entered with the numeric keys.

If you make a mistake, press the [CLEAR] key () to clear the incorrect number.

(7) Text box

Touch this box to open a text entry screen. When you have finished entering text in the screen, the text will appear in the text box. For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

(8) Checkbox

This switches between and each time you touch it. To enable the corresponding setting, touch the checkbox so that a checkmark appears . To disable the setting, clear the checkmark .

Radio buttons () are also used to select settings in this way. (However, radio buttons are used to select a single item out of several.)

(9) [Cancel] key

This cancels a setting and returns you to the previous screen.

(10) [OK] key

Touch this to store the current settings.

(11) Scroll bar

Use this to scroll the screen up and down.

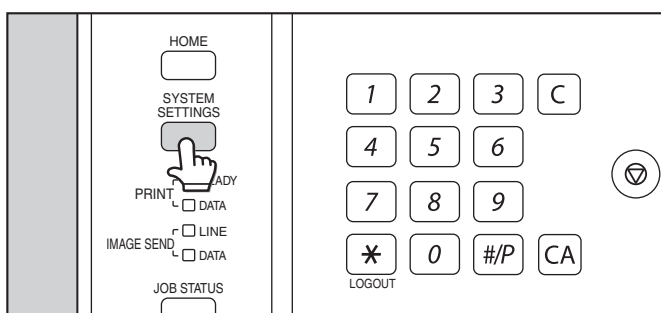
Touch the bar and slide it up or down to move the screen.

You can also move the screen up and down with the keys.

2 SYSTEM SETTINGS (GENERAL)

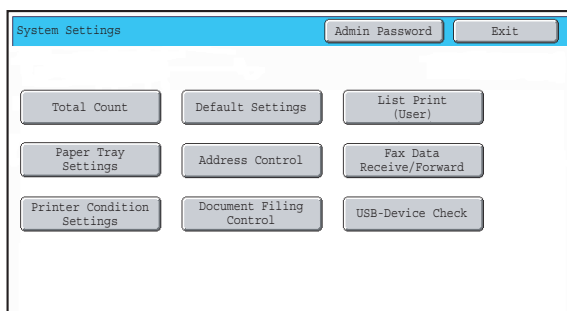
This chapter describes the system settings that can be configured by general users of the machine.

Accessing the System Settings (General)



Make sure that the machine is in the standby state and then press the [SYSTEM SETTINGS] key on the operation panel.

When the [SYSTEM SETTINGS] key is pressed, the following menu screen appears on the touch panel.



Touch the item in this screen that you wish to configure. For detailed explanations of each of the settings, see the following pages of this chapter.



- To quit the system settings, touch the [Exit] key in the top right corner of the screen.
- For the procedure to follow when user authentication is enabled, see "USER AUTHENTICATION" in the User's Guide.

System Settings (General) List

When the system settings are accessed with general rights, the following items appear. For items that can only be accessed with administrator rights, see "[System Settings \(Administrator\) List](#)" (page 32).



- Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.
- For explanations of settings related to the fax function, see "[4. SYSTEM SETTINGS FOR FAX](#)" (page 93).

■ Total Count

Item	Factory default setting	Page
■ Total Count		13
● Job Count	–	13
● Device Count	–	13

■ Default Settings

Item	Factory default setting	Page
■ Default Settings		14
● Clock		14
▶ Clock Adjust	–	
◆ Daylight Saving Time Setting	Enabled	
▶ Date Format	[DD/MM/YYYY], [/], [Last], [24-Hour]	
● Keyboard Select	English (UK)	14

■ List Print (User)

Item	Factory default setting	Page
■ List Print (User)		15
● All Custom Setting List	–	
● Printer Test Page	–	
● Sending Address List	–	
● Document Filing Folder List	–	

■ Paper Tray Settings

Item	Factory default setting	Page
■ Paper Tray Settings		16
● Tray Settings		16
▶ Tray 1	Plain, A4	
▶ Tray 2	Plain, A4	
▶ Tray 3	Plain, Auto-AB	
▶ Tray 4		
▶ Tray 5* ¹	MX-LCX2: Plain, A4 MX-LCX3: Plain, A3	
▶ Bypass	Plain, Auto-AB	
▶ Inserter* ²	Plain, Auto-AB	
● Paper Type Registration	—	18
● Auto Tray Switching	Enabled	18

*1 When a large capacity tray is installed.

*2 When an inserter is installed.

■ Address Control

Item	Factory default setting	Page
■ Address Control		19
● Address Book	–	19
● Custom Index	–	21
● Program	–	21

■ Fax Data Receive/Forward

Item	Factory default setting	Page
■ Fax Data Receive/Forward		23
● I-Fax Settings*		23
▶ Reception Start	–	
▶ Manual Reception Key in Initial Screen	Enabled	
▶ Forward Received Data	–	

* When the Internet fax expansion kit is installed.

■ Printer Condition Settings

Item	Factory default setting	Page
■ Printer Condition Settings		24
● Printer Default Settings		24
▶ Copies	1	
▶ Orientation	Portrait	
▶ Default Paper Size	A4	
▶ Default Output Tray	Varies depending on the machine configuration	
▶ Default Paper Type	Plain Paper	
▶ Line Thickness	5	
▶ 2-Sided Print	1-Sided	
▶ Colour Mode	Colour	
▶ N-Up Print	1-Up	
▶ Fit To Page	Enabled	
● PCL Settings		25
▶ PCL Symbol Set Setting	PC-8	
▶ PCL Font Setting	Internal Font, Courier	
▶ PCL Line Feed Code	0.CR=CR:LF=LF:FF=FF	
▶ Wide A4	Disabled	25
● PostScript Setting*		
▶ Print PS Errors	Disabled	

* When the PS3 expansion kit is installed.

■ Document Filing Control

Item	Factory default setting	Page
■ Document Filing Control		26

■ USB-Device Check

Item	Factory default setting	Page
■ USB-Device Check	—	27

■ User Control

Item	Factory default setting	Page
■ User Control *		28
● Amend User Information	—	28

* When user authentication is enabled and the logged-in user does not have the authority to configure the system settings (administrator) (excluding factory default users).

Total Count

This function shows the page count in each mode. Touch the [Total Count] key to use the function.

Job Count

This displays or prints out the counts of all jobs.



- A3 (11" x 17") size paper is counted as two sheets.
- Each sheet of paper used for automatic two-sided copying is counted as two pages (A3 (11" x 17") paper is counted as four pages).
- An entered paper size of 384 mm (5-1/8") or larger is counted as two pages. (Four pages when two-sided copying is used.)
- Pages printed directly from the machine such as list prints are included in the "Other Prints" count.
- The items displayed (or printed) will vary depending on the machine specifications and peripheral devices installed.

Device Count

This is used to display or print the counts of the peripheral devices installed on the machine.



- **Document feeder**
Each sheet is counted as two pages when two-sided scanning is performed.
- **Stapler (when a finisher or saddle stitch finisher is installed)**
Two-position stapling and pamphlet stapling are counted as "2".
- The items displayed (or printed) will vary depending on the machine specifications and peripheral devices installed.

Default Settings

The default settings for operation of the machine can be configured. Touch the [Default Settings] key and select the settings.

Clock

Use this to set the date and time in the machine's built-in clock.

Clock Adjust

Set the time.

Item	Settings
Date&Time Settings	Select and set the year, month, day, hour, and minute.
Daylight Saving Time Setting	Select whether or not daylight saving time is used. If you want the clock to change automatically at the beginning and end of daylight saving time, select the [Daylight Saving Time Setting] checkbox <input checked="" type="checkbox"/> . When this function is used, the time changes at the beginning and end of daylight saving time as follows: Standard time → Daylight saving time: Last Sunday in March, 1:00 → 2:00 AM Daylight saving time → Standard time: Last Sunday in October, 1:00 → 0:00 AM

Date Format

The format used to print the date on lists and other output can be changed.

Item	Settings
Format	Set the order of display of the year, month, and day (YYYY/MM/DD).
Separator	Select one of three symbols or a blank space for the separator used in the date.
Day-Name Position	Select whether the day name appears before or after the date.
Time Display	Select 12-hour format or 24-hour format for the time.



If "[Disabling of Clock Adjustment](#)" (page 59) has been enabled in the system settings (administrator), the date and time cannot be set.

Keyboard Select

The layout of the keyboard that appears in text entry screens can be changed.

The following selections are available.

English (US)	English (UK)	French	German
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List Print (User)

Lists showing the settings and information stored in the machine can be printed. Touch the [List Print (User)] key and select the settings.

List name	Description
All Custom Setting List	This list shows the hardware status, software status, printer condition settings, system settings, and total counts.
Printer Test Page	This is used to print the PCL Symbol Set List, various font lists, and the NIC page (network interface settings, etc.). <ul style="list-style-type: none">• PCL Symbol Set List• PCL Internal Font List• PCL Extended Font List• PS Font List• PS Extended Font List• NIC Page
Sending Address List	Lists can be printed of various addresses stored in the machine. <ul style="list-style-type: none">• Individual List• Group List• Program List• Memory Box List• All Sending Address List
Document Filing Folder List	This shows the folder names for document filing.



- The items that appear will vary depending on the functions that have been added to the machine.
- If "[Prohibit Test Page Printing](#)" (page 70) has been enabled in the system settings (administrator), it will not be possible to print a test page.

Paper Tray Settings

Paper tray and paper type settings are explained in this section. Touch the [Paper Tray Settings] key to configure the settings.

Tray Settings

These settings specify the paper type, paper size, and functions allowed for each paper tray. When the [Tray Settings] key is touched, a list appears showing the trays and the current settings.

The screenshot shows the 'Tray Settings' screen with a 'Back' button at the top right. It displays settings for two trays, Tray 1 and Tray 2. For each tray, there are fields for 'Type' (set to 'Plain') and 'Size' (set to 'A4'), with a 'Change' button next to the size field. Below these are four checkboxes: 'Fixed Paper Side', 'Disable Duplex', 'Disable Staple', and 'Disable Punch', all of which are currently unchecked. At the bottom of each tray's settings are five checkboxes for 'Copy', 'Print', 'Fax', 'I-Fax', and 'Doc. Filing', all of which are currently checked. The screen has a light blue header and a white background with a vertical scrollbar on the right.

Settings of each tray

Touch the [Change] key in the above screen to change the settings. The following settings can be configured.

Item	Description
Type	Select the type of paper that is loaded in the tray. The paper types that can be selected vary by paper tray. For more information, see " Tray Settings " (page 17). To store a new paper type, see " Paper Type Registration " (page 18).
Size	Select the paper size from the list. The paper sizes that can be selected vary by tray. The sizes that can be selected may also be restricted by the paper type selected above. For more information, see " Tray Settings " (page 17). If the desired size does not appear in the list, select [Custom Size] and directly enter the size (only for tray 3 and the bypass tray). For more information, see " Tray Settings " (page 17).
Feeding Approved Job	Select the modes that can be used. If there is a function that you do not wish to be used with the selected tray, disable the function. When the "Type" is other than plain paper, recycled paper, coloured paper, or a user type, [Fax] and [Internet Fax] cannot be selected.



- If the paper size specified here is different from the size of paper that is loaded in a tray, a problem or misfeed may result when printing.
To change the paper size in a tray, see "User's Guide".
- Paper properties such as "Fixed Paper Side" are automatically set when the paper type is selected. The paper tray properties cannot be changed in this screen.
- If "[Disabling of Tray Setting](#)" (page 64) has been enabled in the system settings (administrator), the tray settings (except for the bypass tray) cannot be configured.

Tray Settings

Paper Tray	Paper Type	Size
Tray 1	Plain, Pre-Printed, Recycled, Letter Head, Pre-Punched, Colour, User Type	A4, 8-1/2" x 11"
Tray 2		A4, 8-1/2" x 11"
Tray 3	In addition to the paper types of trays 1 and 2, Heavy Paper 1*	Auto-AB (A3W, A3, B4, A4, A4R, A5R, B5, B5R, 8-1/2" x 13"), Auto-Inch (12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R, 5-1/2" x 8-1/2"R), Custom Size-AB, Custom Size-Inch, 8K, 16K, 16KR
	Labels	Auto-AB (A4, A4R, B5, B5R), Auto-Inch (8-1/2" x 11", 8-1/2" x 11"R), Custom Size
	Transparency	Auto-AB (A4, A4R), Auto-Inch (8-1/2" x 11", 8-1/2" x 11"R)
	Tab Paper	Auto-AB (A4), Auto-Inch (8-1/2" x 11")
Tray 4	In addition to the paper types of trays 1 and 2, Heavy Paper 1*	Auto-AB (A3W, A3, B4, A4, A4R, B5, B5R, 8-1/2" x 13"), Auto-Inch (12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R), 8K, 16K, 16KR
Tray 5 (When a large capacity tray is installed)		MX-LCX2 A4, 8-1/2" x 11" (paper size change must be performed by a service technician)
		MX-LCX3 A3W, A3, B4, A4, A4R, B5, 216 mm x 330 mm (8-1/2" x 13"), 12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R
Bypass	In addition to the paper types of trays 1 and 2, Thin Paper, Heavy Paper 1*, Heavy Paper 2*	Auto-AB (A3W, A3, A4, A4R, A5R, B4, B5, B5R, 11" x 17", 216 mm x 330 mm (8-1/2" x 13"), 8-1/2" x 11"), Auto-Inch (12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R, 5-1/2" x 8-1/2"R, A3, A4, B4, B5), 8K, 16K, 16KR, Custom Size
	Labels	Auto-AB (A4, A4R, B5, B5R), Auto-Inch (8-1/2" x 11", 8-1/2" x 11"R), Custom Size
	Transparency	Auto-AB (A4, A4R), Auto-Inch (8-1/2" x 11", 8-1/2" x 11"R)
	Tab Paper	Auto-AB (A4), Auto-Inch (8-1/2" x 11")
	Envelope	Com-10, Monarch, DL, C5
Inserter (When an inserter is installed)	Plain, Pre-Punched, Pre-Printed, Recycled, Letter Head, Colour, Thin Paper, Heavy Paper 1*, Heavy Paper 2*, User Type	Auto-AB (A3W, A3, A4, A4R, A5R, B4, B5, B5R, 11" x 17", 8-1/2" x 13"), Auto-Inch (12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2", 5-1/2" x 8-1/2"R), 8K, 16K, 16KR
	Transparency	Auto-AB (A4, A4R), Auto-Inch (8-1/2" x 11", 8-1/2" x 11"R)
	Tab Paper	Auto-AB (A4), Auto-Inch (8-1/2" x 11")

* Heavy Paper 1: 106 g/m2 to 209 g/m2 (28+ - 56 lbs.) heavy paper
Heavy Paper 2: 210 g/m2 to 256 g/m2 (56+ - 68 lbs.) heavy paper

Paper Type Registration

Store a paper type when the desired paper type does not appear as a selection or when you wish to create a new set of paper properties.

Up to 7 paper types can be stored.

Item	Description
Type Name	Store any name. The factory default names are "User Type 1" - "User Type 7".
Fixed Paper Side	Enable this setting when paper with a front and reverse side is used.
Disable Duplex	Enable this setting when paper is loaded that cannot used for two-sided printing.
Disable Staple	Enable this setting when paper is used that cannot be stapled.
Disable Punch	Enable this setting when paper is used that cannot be punched.



The settings that can be selected vary depending on the peripheral devices installed.

Auto Tray Switching

When a tray runs out of paper during printing, this determines whether or not another tray with the same size and type of paper is automatically selected and printing continues.

Address Control

Address Control is used to store, edit, and delete one-touch keys, group keys, program keys, and custom indexes. Touch the [Address Control] key to configure the settings.



- The settings that can be selected vary depending on the peripheral devices installed.
- For explanations of settings related to the fax function, see "[4. SYSTEM SETTINGS FOR FAX](#)" (page 93).

Address Book

Destinations can be stored in the address book for easy retrieval. When the [Address Book] key is touched, the following screen appears.

• [Add] key

Use this to add a new address.

• List display

This displays a list of the currently stored addresses. An address can be selected to open an edit/delete screen for the address.

Storing addresses

Touch the [Add] key in the above screen to store an address. Up to 999 addresses can be programmed. For more information, see "[Settings](#)" (page 20).



- When "[Disable Registering Destination from Operation Panel](#)" (page 74) is enabled in the system settings (administrator) for a function, addresses cannot be stored for that function.
- **To store addresses for Scan to FTP, Scan to Network Folder, and Scan to Desktop...**
Store Scan to FTP and Scan to Network addresses in the Web pages. Store Scan to Desktop addresses using Network Scanner Tool. A combined maximum of 200 addresses can be stored for these three scanning methods.

Editing and deleting addresses

An address can be selected from the list in the above screen to open an edit/delete screen for the address. For more information, see "[Settings](#)" (page 20). Delete an address with the [Delete] key.



If you cannot edit or delete an individual (one-touch) key or group key...

- If the individual key or group key that you are attempting to edit or delete is being used in a reserved transmission (including a timer transmission) or a transmission in progress, wait until the transmission is finished or cancel the transmission.
- If the individual key or group key that you are attempting to edit or delete is included in a group key or program, delete the key from the group or program and then edit or delete the key.
- If your administrator has enabled "[Default Address Setting](#)" (page 77) or "Inbound Routing Settings" / "Document Administration Function" (in the Web pages), editing and deleting will not be possible. Have the key deleted from the above settings and then edit or delete the key.

Settings

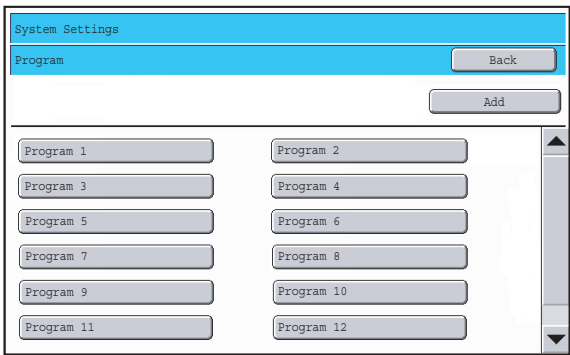
Item	Description
Items stored in all modes	
Address Type	<p>Select the type of address to be stored in the address book.</p> <ul style="list-style-type: none"> • E-mail: Store an e-mail address in a one-touch key. • Internet Fax: Store an Internet fax address in a one-touch key. • Fax: Store a fax number in a one-touch key. • Group: Store multiple addresses as a group for a broadcast transmission.
Search Number	Set a search number. The lowest available number is automatically entered. To change the number, enter a number from 001 to 999. A search number that has already been stored cannot be used.
Address Name	Enter a maximum of 36 characters for the address name.
Initial	Enter up to 5 characters for the initials. The initials you enter here determine the position of the one-touch key in the alphabetical index.
Key Name	Enter the name that you wish to appear in the address book (this is different from the address name).
Custom Index	Select the custom index in which the address will appear.
Register this Address to be added to the [Frequent Use] index.	Frequently used addresses can be stored in the [Frequent Use] index.
Items appearing when an e-mail address is stored	
E-mail Address	Enter an e-mail address (max. 64 characters).
File Format	<p>Specify the format of the file to be generated and the compression mode for black & white mode and colour mode.</p> <ul style="list-style-type: none"> • File Type: Set the format of the file to be generated. • Compression Mode (Black & White): Select the compression mode for black & white transmission. • Compression Ratio (Colour/Greyscale): Select the compression ratio for colour/greyscale transmission.
Items appearing when an Internet fax address is stored	
I-Fax Address	Enter an Internet fax address (max. 64 characters).
Compression Mode	Select the compression mode for transmission.
Request Internet Fax Reception Report	Select whether or not you wish to receive a reception report by e-mail after transmission is completed.
Items appearing when a group is stored	
Address	Select addresses from the address book to be stored in the group. Up to 500 addresses can be stored.
Address Review	This displays a list of the selected addresses. Addresses can be deleted from this list if needed.
Direct Entry	An address that is not stored in the address book can be directly entered. Enter the address in the same way as when storing an address for a mode. Note that when an Internet fax address is directly entered, the compression mode and reception report cannot be selected.

Custom Index

The name of a custom index can be changed for greater ease of use.
Delete the previously entered name and enter a new name (maximum of 6 characters).
The factory default names for the custom indexes are "User 1" to "User 6".

Program

If you frequently use the same settings and/or functions to transmit to the same destination or destinations, the settings and destinations can be stored in a program. This allows the settings and destinations to be selected by simply selecting the program.
When the [Program] key is touched, the following screen appears.



- **[Add] key**
Use this to add a new program.
- **List display**
This displays a list of the currently stored programs. A program can be selected to open an edit/delete screen for the program.

Storing a program

Touch the [Add] key in the above screen to open a registration screen. Up to 48 programs can be stored.
For more information, see "[Settings](#)" (page 22).



- A timer setting cannot be included in a program.
- At least one one-touch key must be specified in a program or the program cannot be stored.

Editing and deleting programs

A program can be selected from the list in the above screen to open an edit/delete screen for the program.
For more information, see "[Settings](#)" (page 22).
Delete a program with the [Delete] key.

Settings

Item	Description
Program Number	Set the number to be assigned to the program. The lowest available number is automatically entered. To change the number, enter a number from 01 to 48. A number that has already been stored cannot be used.
Program Name	Enter a maximum of 36 characters for the program name.
Address	Select the address(es) to be used in the program from the address book. Up to 500 destinations can be stored in one program. (If a Scan to Network Folder destination is selected, only one destination can be stored.)
Address Book screen	This displays a list of the currently stored addresses.
Address Review	This displays a list of the selected addresses. Addresses can be deleted from this list if needed.
Address Mode Setting	Select the mode in which the address is used (Internet fax, scan, etc.) When a mode is selected, the settings for that mode appear.
Mode Settings	Frequently used settings can be stored in the same way as when they are selected for a mode. For more information, see the manuals for each mode.

Fax Data Receive/Forward

This section explains settings for reception and forwarding. Touch the [Fax Data Receive/Forward] key and configure the settings.



For explanations of settings related to the fax function, see "[4. SYSTEM SETTINGS FOR FAX](#)" (page 93).

I-Fax Settings

These settings can be configured when the Internet fax expansion kit is installed.

Reception Start

The machine will connect to your mail server (POP3 server) and check for received Internet faxes. If you have received Internet faxes, the faxes will be retrieved and printed.



To use this function, POP3 server settings must be configured. Configure these settings in the screen that appears when [Application Settings] - [Internet Fax Settings] is selected in the Web page menu.

Manual Reception Key in Initial Screen

This displays the [I-Fax Manual Reception] key in the base screen of Internet fax mode.

Forward Received Data

When the machine cannot print because it is out of paper or out of toner, received faxes can be forwarded to another Internet fax machine.



- To store a forwarding address, see "[Set Address for Data Forwarding](#)" (page 80) in the system settings (administrator).
- If forwarding was not successful because the transmission was cancelled or a communication error occurred, the faxes that were to be forwarded will return to the print queue on the machine.
- If the initial pages of a fax were successfully printed, only those pages that were not printed will be forwarded.
- Forwarding is not possible if no faxes were received or a forwarding address is not programmed.
- If "[Hold Setting for Received Data Print](#)" (page 74) is enabled, you will be prompted to enter a password. Enter the correct password with the numeric keys.



To cancel forwarding...

Press the [JOB STATUS] key, and then cancel the forwarding job in the same way as a transmission job.

Printer Condition Settings

The Printer Condition Settings are used to configure basic printer settings and settings for printing from a DOS application. To configure the settings, touch the [Printer Condition Settings] key.

Printer Default Settings

The default settings are used to set advanced print conditions for printing in an environment where the print driver is not used (such as printing from MS-DOS or from a computer that does not have the provided print driver installed).



When printing using the printer driver, the printer driver settings take precedence over the printer condition settings.

Settings

Item	Selections
Copies	1 - 999 sets
Orientation	<ul style="list-style-type: none">• Portrait• Horizontal
Default Paper Size	A3, B4, A4, B5, A5, 11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 11", 7-1/4" x 10-1/2", 5-1/2" x 8-1/2", 8k, 16k
Default Output Tray	<ul style="list-style-type: none">• Centre Tray• Finisher Upper Tray / Finisher Lower Tray*¹• Right Tray
Default Paper Type	Plain Paper, Letter Head, Pre-Printed, Pre-Punched, Recycle Paper, Colour
Line Thickness* ²	0-9
2-Sided Print	<ul style="list-style-type: none">• 1-Sided• 2-Sided (Book)• 2-Sided (Tablet)
Colour Mode	<ul style="list-style-type: none">• Colour• Black & White
N-Up Print* ³	<ul style="list-style-type: none">• 1-Up• 2-Up• 4-Up
Fit To Page* ⁴	<ul style="list-style-type: none">• <input checked="" type="checkbox"/> (Use Fit to Page)• <input type="checkbox"/> (Do not use Fit to Page)

*¹ When a saddle stitch finisher or finisher is installed.

*² This setting is used to adjust the line width of vector graphics (black & white printing only). Except for CAD and other specialized uses, there is normally no need to change this setting. Information on the selections is shown in "[Selections for the line thickness setting](#)" (page 25).

*³ Paper sizes that can be used with this function are A3, B4, A4, 11" x 17", 8-1/2" x 14", and 8-1/2" x 11". (This function may not take effect with some print methods.)

*⁴ Only effective when printing PDF, JPEG, and TIFF files.

Selections for the line thickness setting

Selection	0	1	2	3	4	5	6	7	8	9
Percentage	Minimum line width*	50%	75%	90%	95%	100%	105%	110%	125%	150%

* All lines are the minimum line width.

PCL Settings

This is used to set the symbol sets, fonts, and line feed code used in a PCL environment.

Settings

Item	Description	Selections
PCL Symbol Set Setting	Specify the symbol set used for printing.	Select from 35 items.
PCL Font Setting	Use this to select the font used for printing.	<ul style="list-style-type: none">• Internal Font• Extended Font (List of internal fonts when extended fonts are not installed.)
PCL Line Feed Code	This setting is used to select how the printer responds when a line feed command is received.	<ul style="list-style-type: none">• 0.CR=CR; LF=LF; FF=FF• 1.CR=CR+LF; LF=LF; FF=FF• 2.CR=CR; LF=CR+LF; FF=CR+FF• 3.CR=CR+LF; LF=CR+LF; FF=CR+FF
Wide A4	When this is enabled, 80 characters per line can be printed on A4 size paper using a 10-pitch font. (When this setting is disabled, up to 78 characters can be printed per line.)	<ul style="list-style-type: none">• <input checked="" type="checkbox"/> (Enabled)• <input type="checkbox"/> (Disabled)

PostScript Setting

When a PS (PostScript) error occurs during PostScript printing, this setting determines whether or not an error notice is printed.

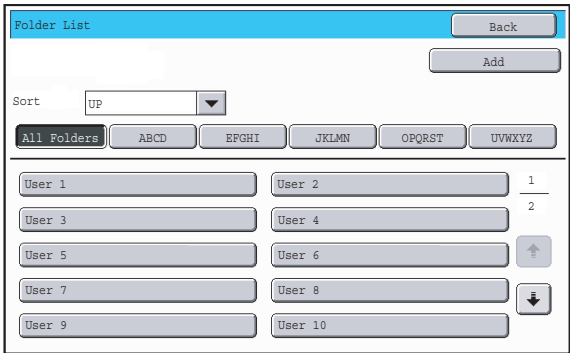


This setting can be configured when the PS3 expansion kit is installed.

Document Filing Control

Document Filing Control is used to create, edit, and delete custom folders for document filing. Touch the [Document Filing Control] key to configure the settings.

When the [Document Filing Control] key is touched, the following screen will appear.



- **[Add] key**

Use this to add a new custom folder.

- **List display**

This displays a list of the currently configured custom folders. A folder can be selected to open an edit/delete screen for the folder.


Creating a custom folder

Touch the [Add] key in the above screen to open a registration screen. Up to 500 custom folders can be created. For more information, see "[Settings](#)" (page 27).

Editing/deleting a custom folder

A custom folder can be selected from the list in the above screen to open an edit/delete screen for the folder. For more information, see "[Settings](#)" (page 27).

Delete a folder with the [Delete] key.



- If the folder has a password, the correct password must be entered before a file can be deleted.
- A folder that contains files cannot be deleted. Either move the files to a different folder or delete them before deleting the folder.

Settings

Item	Description
Folder Name	Enter a name (maximum of 28 characters) for the custom folder to be created. A name cannot be stored if it is already being used for another folder.
Initial of Folder	Enter up to 5 characters for the initials. The initials you enter here determine the position of the one-touch key in the alphabetical index.
Password of Folder	To set a password for the folder, enter the desired number (5 to 8 digits).
Select User Name	Select the desired user name from the user list.

USB-Device Check

This lets you check the connection when a USB device is connected to the machine. Touch the [USB-Device Check] key to use this function.



The status of a USB device that is not compatible with the machine will not appear.

User Control

This section explains settings for user control. Touch the [User Control] key to configure the settings.



- User Control settings can only be configured when "[User Authentication Setting](#)" (page 46) is enabled.
- Depending on the user that logged in, it may not be possible to use the settings below.

Amend User Information

The information of the currently logged in user can be edited.

Settings

Item	Description
User Name	Edit the name of the user (max. 32 characters). This user name is used as the key name in the login screen, the document filing user name, and the sender name. (The user name must be unique.)
Initial	Edit the initials (maximum of 5 characters). The initials determine where the user name will appear in the user name list.
Index	Select the desired custom index. The custom index names are the same as those in the address book.
User Number	This cannot be edited.
Login Name	This cannot be edited.
Password	Enter the password used for user authentication by login name and password (1 to 32 characters). (The password can be omitted.)
E-mail Address	This cannot be edited.
My Folder	This cannot be edited.
Authentication Settings	This cannot be edited.
Pages Limit Group	This cannot be edited.
Authority Group	This cannot be edited.
Favourite Operation Group	The favourite operation group that will be applied at login appears. Check with your administrator for the settings of the Favourite Operation Groups.



The items that appear will vary depending on the user authentication method that is enabled.

3 SYSTEM SETTINGS (ADMINISTRATOR)

This chapter explains the system settings that are configured by the administrator of the machine.

Accessing the System Settings (Administrator)

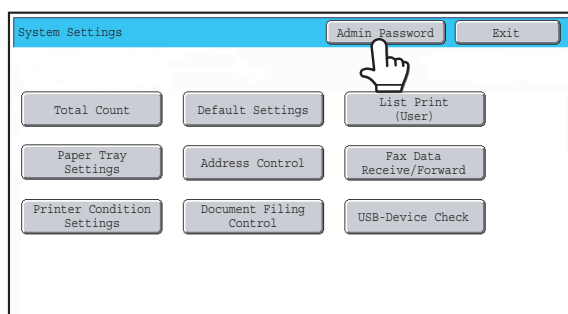
To access the system settings (administrator), the administrator must log in as explained below.

When User Authentication is not Enabled

When "User Authentication Setting" (page 46) is not enabled, follow the procedure below to log in.

Touch the [Admin Password] key.

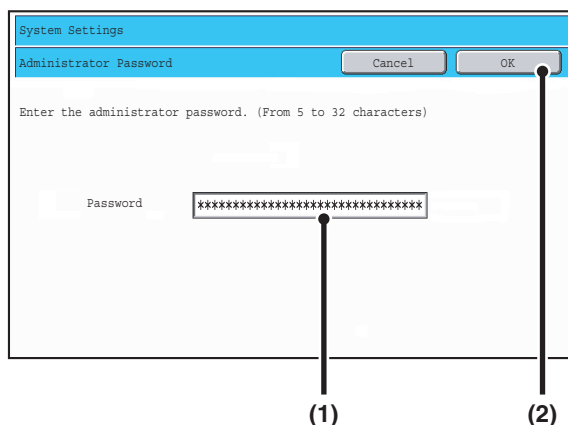
1



Log in.

- (1) Touch the [Password] text box and enter the administrator password.
- (2) Touch the [OK] key.

2



This completes the administrator login procedure. The system settings (administrator) can be used.




- User authentication is initially disabled (factory default setting).

- **To logout...**


Touch the [Logout] key in the top right corner of the screen. You can also touch the [Exit] key to quit the system settings. (If Auto Clear activates, logout will automatically take place.)

When User Authentication is Enabled


When "User Authentication Setting" (page 46) is enabled, follow the procedure below to log in.

 When auto login is enabled, the login screen will not appear.

When user authentication is by login name and password (and e-mail address)

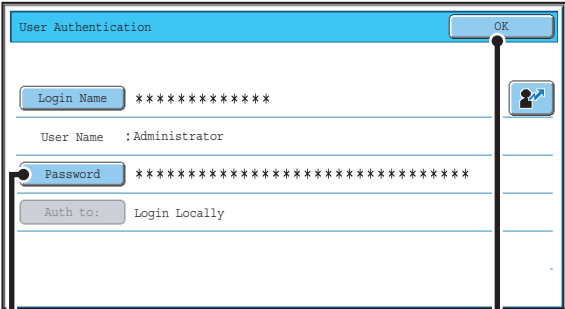
 Administrator login is performed in the user selection screen. For more information on the login procedure when user authentication is enabled, see "USER AUTHENTICATION" in the User's Guide.

1



Touch the [Admin Login] key.


2



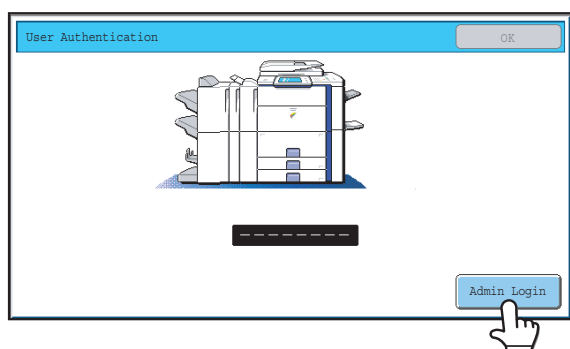
Log in.

(1) Touch the [Password] key.
Enter the administrator password in the administrator password entry screen.

(2) Touch the [OK] key.

- 
- If login name / password / e-mail address is selected for the authentication method, the [E-mail Address] key will appear below the "User Name".
 - For the factory default administrator password, see "TO THE ADMINISTRATOR OF THE MACHINE" in the Safety Guide.
 - This completes the administrator login procedure. The system settings (administrator) can be used.

Login by user number



Touch the [Admin Login] key.


Enter the administrator password in the administrator password entry screen.

This completes the administrator login procedure. The system settings (administrator) can be used.



- In addition to login by touching the [Admin Login] key, the system settings (administrator) can also be accessed when login is performed by selecting a user with administrator rights from the user list or by entering a user number with administrator rights. For more information on login procedures when user authentication is enabled, see "USER AUTHENTICATION" in the User's Guide.

- **To logout...**

Press the [LOGOUT] () key. (Except when entering a fax number.)

(If Auto Clear activates, logout will automatically take place.)

System Settings (Administrator) List

The system settings that appear following administrator login are shown below. The default setting for each item is also shown.



- Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.
- For information on the general settings, see "[System Settings \(General\) List](#)" (page 9).
- For explanations of settings related to the fax function, see "[4. SYSTEM SETTINGS FOR FAX](#)" (page 93).

■ User Control

Item	Factory default setting	Page
■ User Control		46
● User Authentication Setting		46
▶ User Authentication	Disabled	46
▶ Authentication Method Setting	Authenticate a User by Login Name and Password	46
▶ Device Account Mode Setting	Disabled	46
● Other Settings		47
▶ Actions when the Limit of Pages for Output Jobs	Job is Stopped when the Limit of Pages is Reached	47
▶ The Number of User Name Displayed Setting on Operation Panel	12	47
▶ A Warning when Login Fails	Disabled	47
▶ Disabling of Printing by Invalid User	Disabled	47
▶ Default Network Authentication Server Setting	–	47
▶ User Information Print	–	47
● User List	–	48
● Page Limit Group List	–	50
● Authority Group List	–	51
● Favourite Operation Group List*	–	54
▶ Favourite Operation Group Registration*	–	54
▶ Home Screen List*	–	55
● User Count	–	56

* This cannot be set on the machine. Set this in "User Control" in the Web pages.

■ Energy save

Item	Factory default setting	Page
■ Energy Save		58
● Toner Save Mode		58
▶ Print	Disabled	
● Auto Power Shut-Off	Enabled	58
● Auto Power Shut-Off Timer	90 min.	58
● Preheat Mode Setting	15 min.	58

■ Operation Settings

Item	Factory default setting	Page
■ Operation Settings		59
● Other Settings		59
▶ Keys Touch Sound	Middle	59
◆ Key Touch Sound at Initial Point	Disabled	
▶ Auto Clear Setting	60 sec.	59
◆ Cancel Auto Clear Timer	Disabled	
▶ Message Time Setting	6 sec.	59
▶ Display Language Setting	English	59
▶ Disabling of Job Priority Operation	Disabled	59
▶ Disabling of Bypass Printing	Disabled	59
▶ Key Operation Setting	0.0 sec.	59
◆ Disable Auto Key Repeat	Disabled	
▶ Disabling of Clock Adjustment	Disabled	59
▶ Disabling of Covers/Inserts Mode	Disabled	59
● Customize Key Setting ^{*1}		60
▶ Copy		
◆ Customize 1	File	
◆ Customize 2	Quick File	
◆ Customize 3	–	
▶ Scan		
◆ Customize 1	Address Review	
◆ Customize 2	File	
◆ Customize 3	Quick File	

Item	Factory default setting	Page
▶ Internet Fax*2		60
◆ (Same as Scan)		
▶ Fax*3		
◆ (Same as Scan)		
▶ USB Memory Scan		
◆ Customize 1	–	
◆ Customize 2	–	
◆ Customize 3	–	
▶ Data Entry*4		
◆ (Same as Scan)		
● Home Screen Settings*1	–	60
● Display Pattern Setting	Following the System Settings	60

*1 This cannot be set on the machine. Set this in the system settings in the Web pages.

*2 When the Internet fax expansion kit is installed.

*3 When the facsimile expansion kit is installed.

*4 When the application integration module is installed.

■ Device Control

Item	Factory default setting	Page
■ Device Control		61
● Other Settings		61
▶ Original Feeding Mode	All Disabled	61
▶ Saddle Stitch Position Adjust*1	0.0 mm	61
▶ Auto Paper Selection Setting	Plain Paper	61
▶ Tandem Connection Setting		61
◆ IP Address of Slave Machine	0.0.0.0	
◆ Port Number	50001	
◆ Disabling of Master Machine Mode	Disabled	
◆ Disabling of Slave Machine Mode	Disabled	
▶ Detect Standard in Auto Colour Mode	3	61
▶ Auto Switching of Finisher Trays	Enabled	61
▶ Registration Adjustment		62
▶ Optimization of a Hard Disk	–	62
▶ Clear All Job Log Data	–	62
● Original Size Detector Setting		63
▶ Original Detection Size Combination	AB-1	
▶ Cancel Detection at Document Glass	Disabled	

Item	Factory default setting	Page
● Disabling of Devices		64
▶ Disabling of Document Feeder	Disabled	64
▶ Disabling of Duplex	Disabled	64
▶ Disabling of Large Capacity Cassette ^{*2}	Disabled	64
▶ Disabling of Tray Setting	Disabled	64
▶ Disabling of Finisher ^{*3}	Disabled	64
▶ Disabling of Inserter ^{*4}	Disabled	64
▶ Disabling of Offset	Disabled	64
▶ Disabling of Stapler ^{*3}	Disabled	64
▶ Disabling of Punch ^{*5}	Disabled	64
▶ Disabling of Colour Mode ^{*6}	Disabled	64
● Fusing Control Settings	60 - 90 g/m ² (16 - 24 lbs.)	64

*1 When a saddle stitch finisher is installed.

*2 When a large capacity tray is installed.

*3 When a saddle stitch finisher or finisher is installed.

*4 When an inserter is installed.

*5 When a punch module is installed.

*6 When a colour-related problem has occurred.

■ Copy Function Settings

Item	Factory default setting	Page
■ Copy Function Settings		65
● Initial Status Settings		65
▶ Colour Mode	Full Colour	
▶ Paper Tray	Varies depending on the machine configuration	
▶ Exposure Type	Auto	
▶ Copy Ratio	100%	
▶ 2-Sided Copy	1-Side to 1-Side	
▶ Output	–	
● Other Settings		66
▶ Copy Exposure Adjustment		66
◆ Colour	5	
◆ Black & White	5	
▶ Rotation Copy Setting	Enabled	66
▶ Add or Change Extra Preset Ratios	–	66
▶ Setting a Maximum Number of Copies	999	66

Item	Factory default setting	Page
▶ Initial Margin Shift Setting		66
◆ Side 1	10 mm (1/2")	
◆ Side 2	10 mm (1/2")	
▶ Erase Width Adjustment		66
◆ Edge Clearance Width	10 mm (1/2")	
◆ Centre Clearance Width	10 mm (1/2")	
▶ Card Shot Settings		66
◆ Original Size	X: 86 mm (3-3/8"), Y: 54 mm (2-1/8")	
◆ Fit to Page	Disabled	
▶ Automatic Saddle Stitch*	Enabled	66
▶ Initial Tab Copy Setting	10 mm (1/2")	66
▶ Disabling Deletion of Job Programs	Disabled	67
▶ Disabling of Bypass-Tray in Duplex Copy	Disabled	67
▶ Disabling of Auto Paper Selection	Disabled	67
▶ Auto Selection Setting of Tray that is Supplied the Paper	Disabled	67
▶ B/W 600dpi x 600dpi Scanning Mode for Document Feeder	Disabled	67
▶ B/W Quick Scan from Document Glass	Enabled	67
● Colour Adjustments		68
▶ Initial Colour Balance Setting	Factory default state	68
▶ Auto Colour Calibration	–	68

* When a saddle stitch finisher is installed.

■ Network Settings

Item	Factory default setting	Page
■ Network Settings		69
● IP Address Setting	DHCP	69
● Enable TCP/IP	Enabled	69
● Enable NetWare	Enabled	69
● Enable EtherTalk	Enabled	69
● Enable NetBEUI	Enabled	69
● Reset the NIC	–	69
● Ping Command	–	69

■ Printer Settings

Item	Factory default setting	Page
■ Printer Settings		70
● Default Settings		70
▶ Prohibit Notice Page Printing	Enabled	70
▶ Prohibit Test Page Printing	Disabled	70
▶ A4/Letter Size Auto Change	Enabled	70
▶ Print Density Level		70
◆ Colour	3	
◆ Black & White	3	
▶ Bypass Tray Settings		70
◆ Enable Detected Paper Size in Bypass Tray	Disabled	70
◆ Enable Selected Paper Type in Bypass Tray	Enabled	70
◆ Exclude Bypass-Tray from Auto Paper Select	Disabled	70
▶ Job Spool Queuing	Enabled	70
● Interface Settings		71
▶ Hexadecimal Dump Mode	Disabled	71
▶ I/O Timeout	60 sec.	71
▶ Enable USB Port	Enabled	71
▶ USB Port Emulation Switching	Auto	71
▶ Enable Network Port	Enabled	71
▶ Network Port Emulation Switching	Auto	71
▶ Port Switching Method	Switch at End of Job	71
● Auto Colour Calibration	—	72

■ Image Send Settings

Item	Factory default setting	Page
■ Image Send Settings		73
● Operation Settings		73
▶ Other Settings		73
◆ Default Display Settings	Scan (fax when fax is installed)	73
• Hold settings for a while after scanning has been completed	Disabled	
• Switch Automatically to Copy Mode Screen	Disabled	

Item	Factory default setting	Page
◆ Initial Resolution Setting		73
• Apply the Resolution Set when Stored	Disabled	
• Scan	200 X 200 dpi	
• Internet Fax*1	200 X 100 dpi	
• Fax*2	Standard	
◆ Default Exposure Settings	Auto	73
• Original Image Type	Text	
• Moiré Reduction	Disabled	
◆ Must Input Next Address Key at Broadcast Setting	Disabled	73
◆ Scan Complete Sound Setting	Middle	74
◆ The Number of File Name/Subject/Body Keys Displayed Setting	12	74
◆ The Number of Direct Address Keys Displayed Setting	10	74
◆ Disable Switching of Display Order	Disabled	74
◆ Hold Setting for Received Data Print	Disabled	74
▶ Settings to Disable Registration		74
◆ Disable Registering Destination from Operation Panel	Disabled	74
◆ Disable Registering Destination on Web Page*3	Disabled	74
◆ Disable Registration Using Network Scanner Tool*3	Disabled	74
▶ Settings to Disable Transmission		75
◆ Disable [Resend] on Image Send Mode	Disabled	75
◆ Disable Selection From Address Book	Disabled	75
◆ Disable Direct Entry	Disabled	75
◆ Disable PC-I-Fax Transmission*1	Disabled	75
◆ Disable PC-Fax Transmission*2	Disabled	75
● Scan Settings		76
▶ Other Settings		76
◆ Default Sender Set	–	76
◆ Default Colour Mode Settings		76
• Black & White	Mono 2	
• Colour Mode	Auto, Greyscale	
• Disable Change of B/W Setting in Auto Mode	Disabled	

Item	Factory default setting	Page
◆ Initial File Format Setting		76
• File Type	PDF	
• Black & White	MMR (G4)	
• Colour/Greyscale	Medium	
• Specified Pages per File	Disabled	
◆ Compression Mode at Broadcasting		76
• Black & White	MH (G3)	
• Colour/Greyscale	Medium	
◆ Maximum Size of E-mail Attachments (E-mail)	Unlimited	76
◆ Maximum Size of Data Attachments (FTP/Desktop/Network Folder)	Unlimited	77
◆ Bcc Setting		77
• Enable Bcc	Disabled	
• Display Bcc Address on the Job Status Screen	Disabled	
◆ Disable Scan Function		77
• USB Memory Scan	Disabled	
• PC Scan	Disabled	
◆ Pre-Setting Mail Signature	Disabled	77
▶ Default Address Setting	Disabled	77
● I-Fax Settings*1		78
▶ I-Fax Default Settings		78
◆ I-Fax Own Name and Address Set	–	78
◆ Auto Wake Up Print	Enabled	78
◆ Compression Setting	MH (G3)	78
◆ Speaker Volume Setting	–	78
• Receive Signal	Middle	
• Communication Error Signal	Middle	
◆ Original Print on Transaction Report	Print Out Error Report Only	78
◆ Transaction Report Print Select Setting		78
• Single Sending	Print Out Error Report Only	
• Broadcasting	Print Out All Report	
• Receiving	No Printed Report	
◆ Activity Report Print Select Setting		79
• Auto Print at Memory Full	Disabled	
• Print Daily at Designated Time	Disabled	
◆ Body Text Print Select Setting	Disabled	79
◆ Pre-Setting Mail Signature	Disabled	79

Item	Factory default setting	Page
▶ I-Fax Send Settings		79
◆ I-Fax Reception Report On/Off Setting	Disabled	79
◆ I-Fax Reception Report Request Timeout Setting	1 hour	79
◆ Number of Resend Times at Reception Error	2	79
◆ Maximum Size of E-mail Attachments	Unlimited	79
◆ Rotation Sending Setting	All Enabled	80
◆ Printing Page Number at Receiver	Enabled	80
▶ I-Fax Receive Settings		80
◆ Auto Receive Reduce Setting	Enabled	80
◆ Duplex Reception Setting	Disabled	80
◆ Set Address for Data Forwarding	–	80
◆ Letter Size RX Reduce Print	Disabled	80
◆ POP3 Communication Timeout Setting	60 sec.	81
◆ Reception Check Interval Setting	5 min.	81
◆ I-Fax Output Setting	Varies depending on the machine configuration	81
▶ Anti Junk Mail/Domain Name Setting	All Invalid	81

*1 When the Internet fax expansion kit is installed.

*2 When the facsimile expansion kit is installed.

*3 When network connection is enabled.

■ Document Filing Settings

Item	Factory default setting	Page
■ Document Filing Settings		82
● Other Settings		82
▶ Default Mode Settings	Sharing Mode	82
▶ Sort Method Setting	Date	82
▶ Administrator Authority Setting		82
◆ Delete File	Disabled	
◆ Delete Folder	Disabled	
▶ Delete All Quick Files		82
◆ Delete	–	
◆ Delete quick files at power up (protected files excluded)	Enabled	

Item	Factory default setting	Page
▶ Default Colour Mode Settings		82
◆ Colour	Auto	
◆ Black & White	Mono 2	
▶ Default Exposure Settings	Auto	82
◆ Original Image Type	Text	
◆ Moiré Reduction	Disabled	
▶ Initial Resolution Settings	600 x 600 dpi	82
▶ Colour Data Compression Ratio Setting	Medium	83
▶ Default Output Tray	Varies depending on the machine configuration	83
▶ Scan Complete Sound Setting	Middle	83
▶ Disable Stamp for Reprinting	Disabled	83
▶ Batch Print Settings		83
◆ Selection of [All Users] is not allowed.	Enabled	
◆ Selection of [User Unknown] is not allowed.	Enabled	
● Document Output Options		84
▶ Print		
◆ Copy	Enabled	
◆ Print	Enabled	
◆ Scan Send	Disabled	
◆ Internet Fax Send (Incl. PC-I-Fax)	Disabled	
◆ Fax Send (Incl. PC-Fax)	Disabled	
◆ Scan to HDD	Enabled	
▶ Scan Send		
◆ Copy	Disabled	
◆ Scan Send	Enabled	
◆ Internet Fax Send (Incl. PC-I-Fax)	Disabled	
◆ Fax Send (Incl. PC-Fax)	Disabled	
◆ Scan to HDD	Enabled	
▶ Internet Fax Send*1		
◆ Copy	Disabled	
◆ Scan Send	Disabled	
◆ Internet Fax Send (Incl. PC-I-Fax)	Enabled	
◆ Fax Send (Incl. PC-Fax)	Disabled	
◆ Scan to HDD	Disabled	

Item	Factory default setting	Page
▶ Fax Send*2		84
◆ Copy	Disabled	
◆ Scan Send	Disabled	
◆ Internet Fax Send (Incl. PC-I-Fax)	Disabled	
◆ Fax Send (Incl. PC-Fax)	Enabled	
◆ Scan to HDD	Disabled	

*1 When the Internet fax expansion kit is installed.

*2 When the facsimile expansion kit is installed.

■ List Print (Administrator)

Item	Factory default setting	Page
■ List Print (Administrator)		85
● Administrator Settings List	—	85
● Image Sending Activity Report	—	85
● Data Receive/Forward List	—	85
● Web Settings List*1	—	85
● Metadata Set List*2	—	85

*1 When network connection is enabled.

*2 When the application integration module is installed.

■ Security Settings

Item	Factory default setting	Page
■ Security Settings		86
● Setting of SSL		86
▶ HTTPS	Disabled	
▶ IPP-SSL	Disabled	
▶ FTPS	Disabled	
▶ SMTP-SSL	Disabled	
▶ POP3-SSL	Disabled	
▶ Level of Encryption	Disabled	

■ Enable/Disable Settings

Item	Factory default setting	Page
■ Enable/Disable Settings		87
● User Control		87
▶ Disabling of Printing by Invalid User	Disabled	87
● Operation Settings		87
▶ Cancel Auto Clear Timer	Disabled	87
▶ Disabling of Job Priority Operation	Disabled	87
▶ Disabling of Bypass Printing	Disabled	87
▶ Disable Auto Key Repeat	Disabled	87
▶ Disabling of Clock Adjustment	Disabled	87
▶ Disabling of Covers/Inserts Mode	Disabled	87
● Device Control		87
▶ Disabling of Document Feeder	Disabled	87
▶ Disabling of Duplex	Disabled	87
▶ Disabling of Large Capacity Cassette* ¹	Disabled	87
▶ Disabling of Tray Setting	Disabled	87
▶ Disabling of Finisher* ²	Disabled	87
▶ Disabling of Inserter* ³	Disabled	87
▶ Disabling of Offset	Disabled	87
▶ Disabling of Stapler* ²	Disabled	87
▶ Disabling of Punch* ⁴	Disabled	87
▶ Disabling of Colour Mode* ⁵	Disabled	88
▶ Disabling of Master Machine Mode	Disabled	88
▶ Disabling of Slave Machine Mode	Disabled	88
● Copy Function Settings		88
▶ Disabling Deletion of Job Programs	Disabled	88
▶ Disabling of Bypass-Tray in Duplex Copy	Disabled	88
▶ Disabling of Auto Paper Selection	Disabled	88
● Printer Settings		88
▶ Prohibit Notice Page Printing	Enabled	88
▶ Prohibit Test Page Printing	Disabled	88
▶ Exclude Bypass-Tray from Auto Paper Select	Disabled	88

Item	Factory default setting	Page
● Image Send Settings		88
▶ Other Disabling		88
◆ Disable Switching of Display Order	Disabled	88
◆ Disable Scan Function		88
• USB Memory Scan	Disabled	
• PC Scan	Disabled	
▶ Settings to Disable Registration		88
◆ Disable Registering Destination from Operation Panel	Disabled	88
◆ Disable Registering Destination on Web Page ^{*6}	Disabled	89
◆ Disable Registration Using Network Scanner Tools ^{*6}	Disabled	89
▶ Settings to Disable Transmission		89
◆ Disable [Resend] on Image Send Mode	Disabled	89
◆ Disable Selection from Address Book	Disabled	89
◆ Disable Direct Entry	Disabled	89
◆ Disable PC-I-Fax Transmission ^{*7}	Disabled	89
◆ Disable PC-Fax Transmission ^{*8}	Disabled	89
● Document Filing Settings		89
▶ Disable Stamp for Reprinting	Disabled	89
▶ Batch Print Settings		89
◆ Selection of [All Users] is not allowed.	Enabled	
◆ Selection of [User Unknown] is not allowed.	Enabled	

^{*1} When a large capacity tray is installed.

^{*2} When a saddle stitch finisher or finisher is installed.

^{*3} When an inserter is installed.

^{*4} When a punch module is installed.

^{*5} When a colour-related problem has occurred.

^{*6} When network connection is enabled.

^{*7} When the Internet fax expansion kit is installed.

^{*8} When the facsimile expansion kit is installed.

■ Change Administrator Password

Item	Factory default setting	Page
■ Change Administrator Password	See "TO THE ADMINISTRATOR OF THE MACHINE" in the Safety Guide.	90

■ Product Key

Item	Factory default setting	Page
■ Product Key *		91
● PS3 Expansion Kit	—	91
● Internet Fax Expansion Kit	—	91
● E-mail Alert and Status	—	91
● Application Integration Module	—	91
● Serial Number	—	91

* It may not be possible to use some settings, depending on the peripheral devices installed.

■ Initialize and/or Store Settings

Item	Factory default setting	Page
■ Initialize and/or Store Settings		92
● Restore Factory Defaults	—	92
● Store Current Configuration	—	92
● Restore Configuration	—	92

User Control

User Control is used to configure settings for user authentication. Touch the [User Control] key to configure the settings.

User Authentication Setting

These settings enable or disable user authentication and specify the authentication method.

When user authentication is enabled, each user of the machine is registered. When a user logs in, settings for that user are applied. This function allows greater control of security and cost management than on previous machines.



- For the procedure for storing users, see "[User List](#)" (page 48).
- For more information on login procedures when user authentication is enabled, see "USER AUTHENTICATION" in the User's Guide.

User Authentication

When [User Authentication] is enabled, the login screen appears before an operation is begun in any mode except the job status screen*. You must log in as one of the stored users. (After logging in, you can move freely through the modes.)

* The login screen appears when a document filing file is used or when a broadcast transmission is reattempted from the job status screen.

Authentication Method Setting

This selects the authentication method. When using user authentication, be sure to configure this setting first. The items configured for users stored after the user authentication method is set vary depending on the selected authentication method.

Authenticate a User by Login Name and Password

Standard authentication method using a login name and password.

Authenticate a User by Login Name, Password and E-mail Address

In addition to a login name and password, this authentication method also requires the entry of an e-mail address.

Authenticate a User by User Number Only

This can be used as a simple authentication method when network authentication is not used.



- The login screen will vary depending on the authentication method that is selected. For more information, see "USER AUTHENTICATION" in the User's Guide.
- When "Authenticate a User by User Number Only" is selected for the authentication method, network authentication cannot be used.

Device Account Mode Setting

A specific user can be stored as an auto login user.

When this setting is enabled, login can be performed automatically.

This function eliminates the bother of logging in but still allows the settings of the selected user (network settings, favourite operations, etc.) to be applied.



If auto login fails for some reason when auto login is enabled, or the login user does not have administrator rights, all system settings or the system settings (administrator) will lock. In this event, the administrator should touch the [Admin Password] key in the system settings screen and log in again.

Other Settings

Actions when the Limit of Pages for Output Jobs

This setting determines whether or not a job will be completed if the page limit is reached while the job is in progress.

The following selections are available.

- Job is Stopped when the Limit of Pages is Reached
- Job is Completed even when the Limit of Pages is Reached

The Number of User Name Displayed Setting on Operation Panel

The number of users that are displayed in the user selection screen can be selected (6, 12, or 18 users).



This setting also applies to the user selection screen of document filing and the sender selection screen.

A Warning when Login Fails

This setting is used to display a warning and prohibit login for five minutes if login fails three times in a row.

This prevents an unauthorised person from attempting to guess a password. (The number of failed login attempts is retained even if the power is turned off.)



Locking of the operation panel for 5 minutes can be cancelled by clicking [User Control] - [Default Settings] - [Release the Lock on Machine Operation Panel] in the Web page menu.

Disabling of Printing by Invalid User

Printing by users whose information is not stored in the machine, such as printing without entering valid user information in the printer driver or printing of a file on an FTP server from the Web pages, can be prohibited.

Default Network Authentication Server Setting

Use this to set the default network authentication server. When a user logs in from the Web page or sends a print job to the machine using user information that is not stored on the machine, the authentication server is not known. This setting is used to specify one of the LDAP servers stored on the machine as the authentication server.

User Information Print

The following lists can be printed.

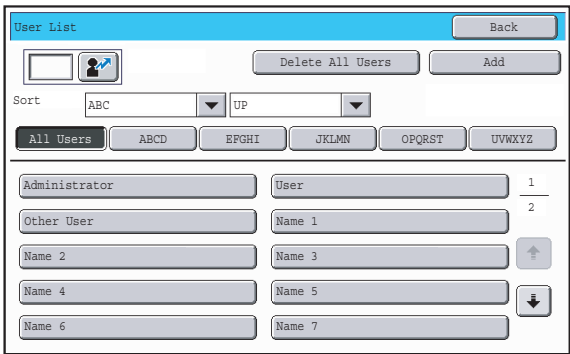
- User List
- List of Number of Pages Used
- Page Limit Group List*
- Authority Group List
- Favourite Operation Group List*
- All User Information Print

Touch the key of the desired list to begin printing.

* Cannot be printed when no groups are stored.

User List

This is used to store, edit, and delete users when user authentication is enabled. When the [User List] key is touched, the following screen appears.




- **[Add] key**
Use this to add a new user.
 - **[Delete All Users] key**
Use this to delete all stored users. (Excluding factory stored users.) This operation can only be performed by an administrator.
- **User List**
This shows the factory-stored users and the currently stored users. A user can be selected to open an edit/delete screen for the user.

Storing a user

Touch the [Add] key in the above screen to open a registration screen. Up to 1000 users can be stored. For more information, see "[Settings](#)" (page 49).

Editing/deleting a user

A user can be selected from the list in the above screen to open an edit/delete screen for the user. For more information, see "[Settings](#)" (page 49). Delete a user with the [Delete] key. (The factory-stored users cannot be deleted.)

 When auto login is enabled, "Delete All Users" cannot be used. The factory-stored users cannot be deleted.

Settings

Item	Description
User Name	Store the name of the user (max. 32 characters). This user name is used as the key name in the login screen, the document filing user name, and the sender name. (The user name must be unique.)
Apply User Name to Log-in Name* ¹	Touch this key to enter the entered user name in the login name.
Initial	This determines where the user name will appear in the user list. Up to 5 characters can be entered.
Index	Select the desired custom index. The custom index names are the same as those in the address book.
User Number* ²	Enter a user number (5 to 8 digits).
Login Name* ¹	Enter the login name used when authentication by login name/password is enabled (maximum of 255 characters). (The login name must be unique.)
Password* ^{1, 3}	Enter the password used when authentication by login name/password is enabled (1 to 32 characters). (The password can be omitted.)
E-mail Address	Enter the e-mail address used in the sender list and for LDAP authentication (maximum of 64 characters).
My Folder	A folder ("My Folder") can be specified as the folder used by the user for document filing. A previously created folder can be selected or you can create and select a new folder.
Authentication Settings* ¹	Select [Login Locally] or [Network Authentication] (when LDAP is enabled) for "Authenticate to:".
Authentication Server	When [Network Authentication] is selected, select the server to be used for user authentication from the list of LDAP servers stored in the Web pages.
Pages Limit Group	Specify page limits for the user by selecting one of the stored page limit groups. The factory default setting is [Unlimited]. For more information, see " Page Limit Group List " (page 50) .
Authority Group	Specify the authority of the user by selecting one of the stored authority groups. The factory default setting is [User]. For more information, see " Authority Group List " (page 51) .
Favourite Operation Group	The favourite operation group that will be applied at login appears. The factory default setting is [Following the System Settings]. The setting can be changed in the [User Control] menu in the Web pages.

*¹ Does not appear when "User Number" is selected for the authentication method.

*² Only appears when "User Number" is selected for the authentication method.

*³ Not required when network authentication is used, as the password stored in the LDAP server is used.

Page Limit Group List

This is used to store groups of Account Limit Settings. The page limits for each user are specified by selecting one of these stored groups when the user is stored.

When the [Page Limit Group List] key is touched, the following screen appears.

- **[Add] key**

Use this to add a new group.

- **List display**

This shows the currently stored groups. A group name can be selected to open an edit/delete screen for that group.

Storing a page limit group

Touch the [Add] key in the above screen to open a registration screen. Up to 8 groups can be stored.

For more information, see "[Settings](#)".

Editing a page limit group

A group can be selected from the list in the above screen to open an edit/delete screen for the group.

For information on the settings, see "[Settings](#)".

To return a group to the factory default state, set "Select the Group Name to be the Registration Model" to "Unlimited" in the editing screen.

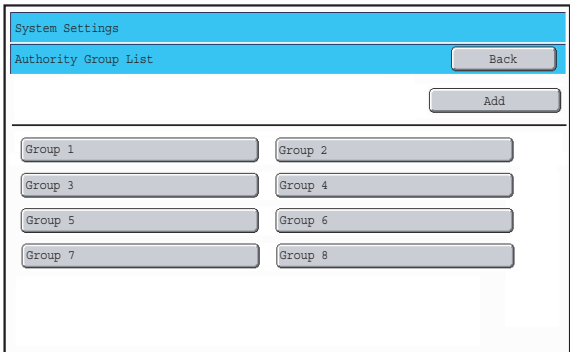
Settings

Item	Description
Group Name	Store the name of the group (max. 32 characters).
Select the Group Name to be the Registration Model	Select one of the previously stored groups for use as a template for the new group. When selected, the group's settings are applied.
Function names	The names of the functions that can be configured are displayed. Set a limit for each function.
Page Limit	When [Prohibited] is selected for a mode, input and output from the mode are prohibited. When [Unlimited] is selected for a mode, there is no limit to the number of pages that can be input/output in that mode. When [Limited] is selected, enter a limit (1 to 99999999 pages).

Authority Group List

Use this to store groups of user authority settings. The authority of each user is specified by selecting one of these stored groups when the user is stored.

When the [Authority Group List] key is touched, the following screen appears.



- **[Add] key**
Use this to add a new group.
- **List display**
This shows the currently stored groups. A group name can be selected to open an edit/delete screen for that group.

Storing an authority group

Touch the [Add] key in the above screen to open a registration screen. Up to 8 groups can be stored. For information on the settings, see "[List of settings and factory default settings of template groups](#)" (page 52).

Editing an authority group

A group can be selected from the list in the above screen to open an edit/delete screen for the group. For information on the settings, see "[List of settings and factory default settings of template groups](#)" (page 52). To return a group to the factory default state, select [Return to Administrator Authority], [Return to User Authority], or [Return to Guest Authority].


List of settings and factory default settings of template groups

Item	Description		
Group Name	Store the name of the group (max. 32 characters).		
Select the Group Name to be the Registration Model	Select one of the previously stored groups for use as a template for the new group. When selected, the group's settings are applied. The factory default groups and their settings are shown below.		
	Admin	User	Guest
Copy			
Colour Mode Approval Setting	All allowed	All allowed	Only Black & White Allowed
Special Modes Usage	Allowed	Allowed	Prohibited
Printer			
Colour Mode Approval Setting	Allowed	Allowed	Only Black & White Allowed
USB Memory Direct Print	Allowed	Allowed	Prohibited
FTP Pull Print	Allowed	Allowed	Prohibited
Image Send			
Approval Settings for Each Mode			
<ul style="list-style-type: none"> • E-mail • FTP • Desktop • Network Folder • USB Memory • PC Scan • Internet Fax Send • PC-I-Fax Send • Fax Send • PC-Fax Send 	All allowed	All allowed	All allowed
Colour Scan	Allowed	Allowed	Prohibited
Special Modes Usage	Allowed	Allowed	Prohibited
Approval Setting for Addressing			
<ul style="list-style-type: none"> • Approval Setting for Direct Entry • Approval Setting to Use a Local Address Book • Approval Settings to Use a Global Address Book 	All allowed	All allowed	All allowed
Document Filing			
Scan to HDD			
• Colour Mode Approval Setting	All allowed	All allowed	Only Black & White Allowed
• Special Modes Usage	Allowed	Allowed	Prohibited
Prints (Document Filing)			
• Colour Mode Approval Setting	All allowed	All allowed	Only Black & White Allowed
• Special Modes Usage	Allowed	Allowed	Prohibited

Item	Description		
Common Functions			
Approval Settings for 2-Sided Print	[1-Sided/2-Sided Approved]	[1-Sided/2-Sided Approved]	[1-Sided/2-Sided Approved]
MFP Settings			
System Settings Operational Authority			
System Settings* ¹	Allowed* ²	Only user authority settings are allowed	All settings prohibited
Web Settings Operational Authority			
Display of Device /Network Status	Allowed	Allowed	Prohibited
Power Reset		Prohibited	
Machine Identification		Prohibited	
Network Settings		Prohibited	
Application Settings (Excluding Registration of Pre-set Text/Forward Table)		Prohibited	
Registration of Pre-set Text/Forward Table		Allowed	
E-mail Alert and Status		Prohibited	
Job Log setting		Prohibited	
Port Control/ Filter Settings		Prohibited	
Storage Backup		Prohibited	
Custom Link Setting		Prohibited	
Operation Manual Download		Allowed	

*1 For information on each setting, see the system settings (general/administrator) lists.

*2 All allowed except "Change Administrator Password".

 Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

Favourite Operation Group List

This is used to store favourite operation groups and home screens.



This setting can only be configured in the Web pages. It cannot be configured in the touch panel of the machine.

Favourite Operation Group Registration

Sets of preferred settings can be as groups. For example, a user who speaks a different language would normally have to change the display language each time he or she uses the machine; however, by storing the language in a favourite operation group, the language is automatically selected when the user logs in.

Settings

Item	Description
Group Name	Store the name of the group (max. 32 characters).
Select the Group Name to be the Registration Model	Select one of the previously stored groups for use as a template for the new group. When selected, the group's settings are applied.
Copy	
Initial Status Settings	Select settings for Colour Mode, Paper Tray, Exposure Type, Copy Ratio, Duplex, and Output.
Image Send	
Initial Status Settings	Select settings for Resolution, Exposure, and File Format. Store the default fax sender name and number.
Document Filing	
Scan to HDD: Initial Status Settings	Select settings for Colour Mode, Resolution, Exposure, and Compression Ratio.
Prints (Document Filing)	Set the default output tray for document filing print.
System Settings	
Original Size Detector Setting	Select whether AB sizes or inch sizes are detected, or disable detection on the document glass.
Display Language Setting	Select the display language.
Key Operation Setting	Set the key input time and Auto Key Repeat setting.
Keys Touch Sound	Set the sound made when keys are touched.
Display Pattern Setting	Select the colour pattern used in the touch panel.
Home Screen Settings	Select the home screen.
Customize Key Setting	
Customize Key Setting	Set customized keys for each mode.

Home Screen List

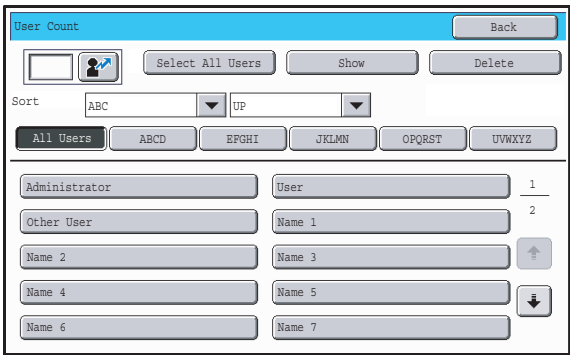
Home screen settings must be previously stored. Select a home screen when storing a favourite operation group.

Settings

Item	Description
Home Screen Name	Enter a maximum of 32 characters for the home screen name.
Select the Home Screen to be the Registration Model	Select one of the previously stored home screens as a template for the new home screen. When selected, the home screen's settings are applied.
Display Title	Show a title on the home screen.
Title	Enter a maximum of 70 characters for the title name.
Display the User Name	Show the currently logged-in user name on the home screen.
Display the Date and Time	Show the date and time on the home screen.
Design Template	A template for the design of the home screen can be selected from the list. A sample of the selected template can be viewed.
Layout of Keys on Screen	The layout of the keys in the home screen is displayed.
Key Number	Select the number of the key that you want to set, referring to "Screen Key Layout".
Key Name	The name of the key selected in "Key Number" can be changed (maximum of 48 characters).
Link Item	Specify the function that you want to use in the key selected in "Key Number".

User Count

This displays the total number of pages printed by each user.
When the [User Count] key is touched, the following screen appears.




- **[Select All Users] key**
This selects all users.
- **[Show] key**
This shows the counts of the selected user.
- **[Delete] key**
Use this to reset the counts of the selected user.
- **User List**
This shows the factory-stored users and the currently stored users. To select a user, select the user name.

Showing user count

Select a user in the above screen and touch the [Show] key. The counts of that user will appear.

Item	Settings
Next	This shows the next user (in the order of the registration numbers).
Previous	This shows the previous user (in the order of the registration numbers).
Show Counts	The counts and the number of pages remaining of the selected user are shown by function.
Page Limit	The page limit set for the user appears in parentheses below the count.



- Counts of devices that are not installed do not appear.
- A user count can be saved in the screen that appears when [User Control] - [User Count] - [Save User Count] is selected in the Web page menu.

Resetting user counts

Select a user in the setting screen and touch the [Reset] key. A count reset screen for that user will appear. The reset screen will vary depending on whether a single user or multiple users were selected. The items displayed in each case are described in the table below.

When a single user is selected

Item	Description
Next	This shows the next user (in the order of the registration numbers).
Previous	This shows the previous user (in the order of the registration numbers).
Show Counts	The counts and the number of pages remaining of the selected user are shown by function.
Clear Count	Reset the count of the selected item to "0".
Clear All Counts	Reset all items of the selected user to "0".

When multiple users are selected

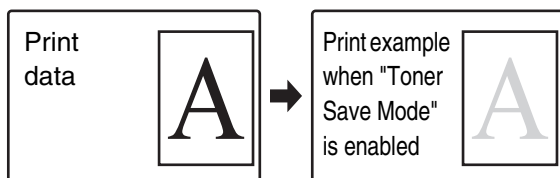
Item	Description
Show Counts	The counts and the number of pages remaining of the selected users are shown by function.
Clear Count	Reset the count of the selected item to "0".
Clear All Count	Reset all items of the selected users to "0".

Energy Save

The Energy Save settings help reduce power costs. From an environmental perspective, these settings also help reduce pollution and conserve natural resources. Touch the [Energy Save] key to configure the settings.

Toner Save Mode

You can reduce the amount of toner used for printing.



[Print] in Toner Save Mode is only effective when the machine's printer driver is not used. When the printer driver is used, the printer driver setting takes precedence.

This function may not operate in some applications and operating systems.

Auto Power Shut-Off

This setting enables or disables Auto Power Shut-Off. Remove the checkmark if you prefer that Auto Power Shut-Off does not operate.

When the set duration of time elapses after printing ends, Auto Power Shut-Off activates and causes the machine to go on standby at a minimal level of power consumption.

This function reduces your power costs, and at the same time helps conserve natural resources and reduce pollution.

If you prefer that auto power shut-off activates as little as possible, it is recommended that you try lengthening the time setting after which activation takes place rather than disabling the function altogether. (The time setting is changed using "[Auto Power Shut-Off Timer](#)" below.)

Auto Power Shut-Off Timer

The time until Auto Power Shut-Off activates can be set to any number of minutes from 1 to 240.

Select the time that best suits your workplace needs.



The timer setting will not be effective if Auto Power Shut-Off is disabled using "[Auto Power Shut-Off](#)".

Preheat Mode Setting

The time until Preheat Mode activates can be set to any number of minutes from 1 to 240.

Preheat Mode will activate when the set duration of time elapses after printing ends and no further operations are performed. This function reduces your power costs, and at the same time helps conserve natural resources and reduce pollution.

Select the time that best suits the needs of your workplace.



Preheat mode cannot be disabled.

Operation Settings

Settings related to machine operation can be configured. Touch the [Operation Settings] key to configure the settings.

Other Settings

Keys Touch Sound

This setting is used to adjust (or turn off) the volume of the beep that sounds when you touch a key. You can also have three beeps sound at initial values when setting the ratio in copy mode or when adjusting the exposure in any mode.

Screen in which setting is effective	Initial value
Ratio setting screen in base screen of copy mode	Ratio 100%
Exposure adjustment screen in base screen of copy mode	Exposure level: 3 (medium)
Exposure adjustment screen in base screen of fax, Internet fax, and network scanner modes	
Exposure adjustment screen for Scan to HDD in document filing mode	

Auto Clear Setting

The time until Auto Clear activates can be set to any number of minutes from 10 to 240.

If the machine is not used for the duration of time set here, the auto clear function will clear any settings that have been selected and return the screen to the base screen of copy mode or the job status screen.

Cancel Auto Clear Timer

This is used to disable the auto clear function.

Message Time Setting

The duration of time that messages appear in the touch panel (the time until a message is automatically cleared) can be set to any number of seconds from 1 to 12.

Display Language Setting

The language that appears in the touch panel can be changed.



When user authentication is enabled and a display language is specified in the favourite operation group, that setting is given priority.

Disabling of Job Priority Operation

This disables the job priority function and hides the [Priority] key in the job status screen.

Disabling of Bypass Printing

This is used to disable bypass printing (printing other jobs ahead of a job that has been stopped* because the paper required for the job is not in any of the trays).

* This does not include cases where the paper ran out during the job.

Key Operation Setting

This setting determines how long a key in the touch panel must be touched until the key input is registered. The time can be set from 0 to 2 seconds in increments of 0.5 seconds.

By lengthening the time setting, key input can be prevented when a key is touched accidentally. Keep in mind, however, that when a longer setting is selected more care is required when touching keys to ensure that key input is registered.

Disable Auto Key Repeat

This is used to disable key repeat.

Key repeat causes a setting to change continuously while a key is touched, not only each time the key is touched.

Disabling of Clock Adjustment

This setting is used to prohibit changing of the date and time.

Disabling of Covers/Inserts Mode

This setting is used to prohibit the use of the covers and inserts function.

Customize Key Setting

Short-cuts to functions that are frequently used can be displayed in the base screen of each mode.

For more information, see the manuals for each mode.

The settings are shown below.

Item	Description
Customized Keys 1 - 3	Enter a name for the customized key (maximum of 14 characters).
Item	Select the function that you want to assign to the key. The functions that can be selected vary by mode.
Return to the Defaults	This returns all customized keys to their factory default state.



This setting can only be configured in the Web pages. It cannot be configured in the touch panel of the machine.

Home Screen Settings

Use this to configure the home screen that appears when the [HOME] key is pressed.

The settings are shown below.

Item	Description
Display Title	Show a title on the home screen.
Title	Enter a maximum of 70 characters for the title name.
Display the User Name*	Show the currently logged-in user name on the home screen.
Display the Date and Time	Show the date and time on the home screen.
Design Template	A template for the design of the home screen can be selected from the list. A sample of the selected template can be viewed.
Key Layout of the Screen	The layout of the keys in the home screen is displayed.
Key Number	Select the number of the key that you want to configure, referring to "Screen Key Layout".
Key Name	The name of the key selected in "Key Number" can be changed (maximum of 48 characters).
Link Item	Specify the function that you want to use in the key selected in "Key Number".

* Does not appear when user authentication is not enabled.



This setting can only be configured in the Web pages. It cannot be configured in the touch panel of the machine.

Display Pattern Setting

One of six colour patterns can be selected for the colour pattern in the touch panel.

A sample of the selected pattern can be viewed.

Device Control

These settings control devices installed on the machine. Touch the [Device Control] key to configure the settings.

Other Settings

Original Feeding Mode

The following original feeding modes can be set to operate by default in copy, Scan to HDD, and image send modes. When a mode is frequently used, this saves you from having to select the mode in the special modes each time you need to use it.

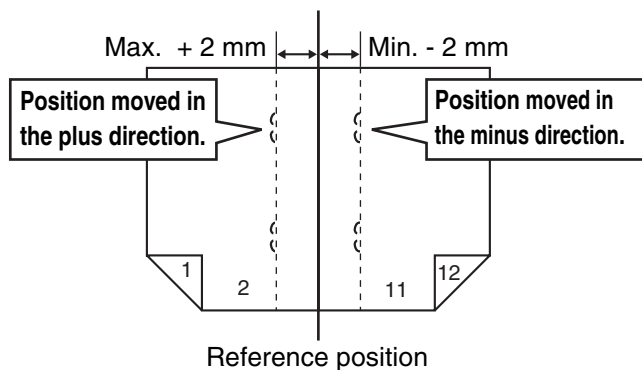
- Mixed Size Original (Same Width/Different Width)
- Slow Scan Mode

Saddle Stitch Position Adjust

(When a saddle stitch finisher is installed.)

When a saddle stitch finisher is installed, this setting is used to adjust the stapling position (folding position) of the pamphlet staple function.

The value can be adjusted in increments of 0.25 mm within a range of ± 2.0 mm from the home position of each paper size.



Auto Paper Selection Setting

The paper types* that the Auto Paper Selection function will select can be specified. Select one of the following settings:

- Plain Paper
- Plain and Recycle Paper
- Recycle Paper

The Auto Paper Selection function will not select any paper types other than the paper types specified with this setting.

* The paper type set for each paper tray using "Paper Tray Settings" (page 16) in the system settings (general).

Tandem Connection Setting

When two machines are used as network printers using TCP/IP protocol, use this setting to configure the port number and IP address of the machine used as the tandem slave machine.

Disabling of Master Machine Mode

To prohibit tandem transmission, enable this setting. (There is normally no need to enable this setting.)

Disabling of Slave Machine Mode

To prohibit tandem reception, enable this setting. (There is normally no need to enable this setting.)



- The factory default setting for the port number is [50001]. Unless you experience difficulty with this setting, do not change the port number.
- To use the tandem function when user authentication is enabled, the same login name and password must be used on both the master machine and slave machine. If the same login name and password are not used, the page count may not be added to the appropriate user count or only the master machine may print.

Detect Standard in Auto Colour Mode

When the colour mode is set to auto in copy mode, the discrimination point for detecting whether originals are colour or black and white can be set to one of 5 levels. To make it easier to detect a black and white original, adjust the setting toward [Black & White]. To make it easier to detect a colour original, adjust the setting toward [Colour].

Auto Switching of Finisher Trays

If the number of sheets on the upper finisher tray reaches the sheet limit, output will automatically switch to the lower tray.

Registration Adjustment

If the colours are out of place on the printed surface when colours printing is performed, the print positions of the colours can be adjusted.

To perform this adjustment, touch the [Auto Adjustment] key. A message will appear. Touch the [Execute] key.

Optimization of a Hard Disk

This function optimizes the hard drive of the machine by defragmenting data. If a job is in progress, a message will appear and optimization will not begin until the job is finished. During optimization, the following operations are not possible:

- Web page access, reception of print data
- Use of keys on the operation panel
- Turning off the power with the main power switch of the machine.
- Auto Power Shut-Off

When optimization is completed, the machine will automatically restart.



When the document filing function is frequently used and output of files seems somewhat slow, optimizing the hard drive may improve performance.

Clear All Job Log Data

This is used to clear the entire job log. (There is normally no need to use this function.)

A log file is kept of jobs run on the machine. The job log can be used to check general use of the machine. The job log can be written to a computer in CSV format using a Web browser.

Original Size Detector Setting

One of the five groups of standard original sizes shown below can be selected for detection by the original size detection function.

Selections	Detectable original sizes	
	Document glass	Document feeder tray (automatic document feeder)
AB-1	A3, A4, A4R, A5, B4, B5, B5R	A3, A4, A4R, A5, B4, B5, B5R, 8-1/2" x 11", 8-1/2" x 14", 11" x 17"
AB-2	A3, A4, A4R, A5, B5, B5R, 216 mm x 330 mm (8-1/2" x 13")	A3, A4, A4R, A5, B4, B5, B5R, 8-1/2" x 11", 11" x 17" 216 mm x 330 mm (8-1/2" x 13")
AB-3	A4, A4R, A5, B4, 8K, 16K, 16KR	A3, A4, A4R, A5, B4, 8K, 16K, 16KR, 8-1/2" x 11", 11" x 17" 216 mm x 330 mm (8-1/2" x 13")
INCH-1	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A4, A3
INCH-2	11" x 17", 8-1/2" x 13" (216 mm x 330 mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 13" (216 mm x 330 mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A4, A3

Cancel Detection at Document Glass

Original size detection on the document glass can be disabled. When this is done, all originals placed on the document glass are treated as special size originals.

Disabling of Devices

Use these settings when a peripheral device on the machine has failed or when you wish to temporarily disable a device.

Disabling of Document Feeder

Use this setting to prohibit the use of the automatic document feeder, such as when the feeder malfunctions. (When the setting is enabled, scanning is still possible using the document glass.)

Disabling of Duplex

This is used to disable two-sided printing, such as when the duplex module malfunctions.

Disabling of Large Capacity Cassette

(When a large capacity tray is installed.)

This setting is used to prohibit the use of the large capacity tray, such as when it malfunctions.

Disabling of Tray Setting

This setting is used to prohibit tray settings (except for the bypass tray).

Disabling of Finisher

(When a saddle stitch finisher or finisher is installed.)

This setting is used to disable the saddle stitch finisher or finisher, such as when the unit malfunctions.

Disabling of Inserter

(When an inserter is installed.)

This setting is used to prohibit the use of the inserter, such as when it malfunctions.

Disabling of Offset

(When a saddle stitch finisher or finisher is installed.)

This setting is used to disable the offset function.

Disabling of Stapler

(When a saddle stitch finisher or finisher is installed.)

This setting is used to prohibit stapling, such as when the stapler unit of the finisher or the saddle stitch finisher malfunctions.

Disabling of Punch

(When a punch module is installed.)

This setting is used to prohibit punching, such as when the punch module of the finisher or the saddle stitch finisher malfunctions.

Disabling of Colour Mode

(When a colour-related problem has occurred.)

When a colour-related problem has occurred and printing is not possible, the use of colour mode can be temporarily prohibited. Black & white printing will still be allowed.





This function is only for use as an emergency measure. Once this setting is enabled, only a service technician can cancel the setting. Promptly contact your dealer or nearest authorised service representative to have a service technician cancel the setting and resolve the colour-related problem.

Fusing Control Settings

This is used to set the weight of paper from 60 to 105 g/m² (16 to 28 lbs.) for control of fusing temperature by paper weight.





To make this setting take effect, press the [POWER] key () to turn the power off, wait briefly, and then press the [POWER] key () again to turn the power on.

Copy Function Settings

The following settings are related to copying. Touch the [Copy Function Settings] key to configure the settings. Default settings selected with these settings apply to all functions of the machine (not just the copy function).

Initial Status Settings

The copier settings are reset when the [POWER] key () is turned on, when the [CLEAR ALL] key () is pressed, or when the auto clear interval has elapsed. These settings are used to change the default settings for copy mode.

The following settings can be changed:

Item	Description
Colour Mode	Configure default colour mode settings.
Paper Tray	Specify the paper tray that is selected by default.
Exposure Type	Configure exposure mode settings.
Copy Ratio	Specify the copy ratio that is selected by default.
2-Sided Copy	Configure the 2-sided mode settings that are selected by default. If this setting is used to change the default setting for the duplex function to other than "1-Side to 1-Side" and the duplex function or automatic document feeder fails or is disabled, the setting will revert to "1-Side to 1-Side".
Output	Set the print output method and output tray that are selected by default.
Return to the Defaults	This returns all items to the factory default settings.

Other Settings

Copy Exposure Adjustment

This is used to adjust the exposure level when [Auto] is used for the copy exposure.

Colour

Use this to set the copy exposure level in colour mode for the document glass and for the automatic document feeder.

Black & White

Use this to set the copy exposure level in black & white mode for the document glass and for the automatic document feeder.

Rotation Copy Setting

When the original and paper are placed in different orientations, this function automatically rotates the image 90 degrees to enable correct copying on the paper.



- Image rotation can only take place when automatic paper selection or automatic ratio selection is enabled.
- The Rotation Copy setting must be enabled when copying an A5 (5-1/2" x 8-1/2") size original on A5R (5-1/2" x 8-1/2"R) paper.

Add or Change Extra Preset Ratios

Two enlargement preset ratios (101% to 400%) and two reduction preset ratios (25% to 99%) can be added. An added preset ratio can also be changed.



Preset ratios other than added preset ratios cannot be changed.

Setting a Maximum Number of Copies

This is used to set the maximum number that can be entered for the number of copies (number of continuous copies). Any number from 1 to 999 can be specified.

Initial Margin Shift Setting

This is used to set the default margin shift amount. Specify a value from 0 mm (0") to 20 mm (1") in increments of 1 mm (1/8") for both the front and reverse sides.

Erase Width Adjustment

This is used to set the default erase width for erase copy. Specify a value from 0 mm (0") to 20 mm (1") in increments of 1 mm (1/8") for both edge erase and centre erase.

Card Shot Settings

This is used to set the default original size for the card shot function.

Both the X (horizontal) and Y (vertical) dimensions of the original can be set from 25 mm (1") to 210 mm (8-1/2") in increments of 1 mm (1/8").

Fit to Page

Enable this setting to have the [Fit to Page] key always appear in the card shot screen.

Automatic Saddle Stitch

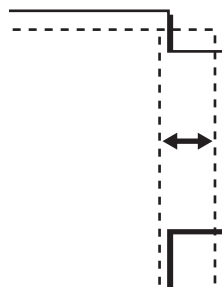
(When a saddle stitch finisher is installed.)

This is used to have saddle stitch stapling take place automatically when the pamphlet copy function is used.

Initial Tab Copy Setting

This is used to set the default image shift width (tab width) for tab copying.

The default width can be set from 0 mm (0") to 20 mm (5/8") in increments of 1 mm (1/8").



Disabling Deletion of Job Programs

This is used to prohibit the deletion and changing of copy settings stored in job programs.

Disabling of Bypass-Tray in Duplex Copy

This is used to prohibit the use of the bypass tray when making two-sided copies.

The bypass tray is often used to feed label sheets, transparency film, and other special media for which two-sided copying is prohibited. If a sheet of one of these special media enters the reversing unit, a misfeed or damage to the unit may result. If special media for which two-sided copying is prohibited is often used, it is recommended that you enable this setting.

Disabling of Auto Paper Selection

This setting is used to disable the Auto Paper Selection function.

When this setting is enabled, automatic selection of paper that is the same size as the original on the document glass or in the automatic document feeder does not take place.

Auto Selection Setting of Tray that is Supplied the Paper

When this setting is enabled and paper is loaded in a tray while the machine is on standby in copy mode, that tray is automatically selected.

B/W 600dpi x 600dpi Scanning Mode for Document Feeder

The resolution for copying in black and white using the automatic document feeder can be changed from 600 x 300 dpi to 600 x 600 dpi (high quality mode).

When high quality mode is used, fine print and thin lines are reproduced with greater clarity, however, the scanning speed is slower.



When high quality mode is not selected, the following conditions must be satisfied in order to scan at 600 x 300 dpi and attain the fastest speed.

- The copy ratio must be set to 100%.
- Do not select a special mode that will change the ratio.
- [Copy of Copy] must not be enabled.
- Do not copy in black and white with the [COLOUR START] key (●●●●●●).

B/W Quick Scan from Document Glass

The resolution for copying in black and white using the document glass can be changed from 600 x 600 dpi to 600 x 300 dpi (high speed mode).

When high speed mode is selected, the first copy time is quicker, however, the copy image is not as clear.



When high speed mode is selected, the following conditions must be satisfied in order to scan at 600 x 300 dpi and attain the fastest speed.

- The copy ratio must be set to 100%.
- Do not select a special mode that will change the ratio.
- [Copy of Copy] must not be enabled.
- Do not copy in black and white with the [COLOUR START] key (●●●●●●).

Colour Adjustments

The following colour settings can be configured.

Initial Colour Balance Setting

Colour balance values obtained using "Colour Balance" in the special modes can be stored in a program (1 to 48), and those values can be retrieved and stored as the initial colour balance setting*. Use this feature when you want to repeatedly use a colour balance setting for a favourite colour or for correction when a change occurs in the colour balance.

* Preset values displayed when you select "Colour Balance" in the special modes.

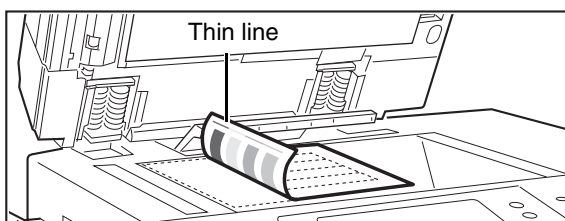
Return to the Factory Default Setting

This returns the stored colour balance values to the factory default values (all colour balance values are "0" for the 8 levels of each colour).

Auto Colour Calibration

This is used to perform automatic colour correction when the colour in colour copies is off. The machine prints a test patch, the test patch is scanned, and the colour is automatically corrected.

After the [Execute] key is touched and a test patch is printed, a message appears prompting you to begin automatic calibration. Place the test patch on the document glass as shown below (so that the thin line at the edge of the page is to the left).



Lay copy paper (about five sheets) that is the same size as the test patch on top of the placed test patch, gently close the automatic document feeder, and touch the [Execute] key.





- Before executing Auto Colour Calibration, check to see if the registration adjustment is correct. If the registration adjustment is not correct, perform "[Registration Adjustment](#)" (page 62).
- If the colour is still off after performing Auto Colour Calibration, repeating Auto Colour Calibration once again may improve the colour.

Network Settings

Network settings are described below. Touch the [Network Settings] key to configure the settings.



When any of these settings are changed, you must exit the system settings, turn off the [POWER] key (), wait a brief interval, and then turn the [POWER] key () back on to make the new settings take effect.

IP Address Setting

When using the machine on a TCP/IP network, use this setting to configure the IP address of the machine.

The settings are shown below.

IP Address

Enter the IP address of the machine.

IP Subnet Mask

Enter the IP Subnet Mask.

IP Gateway

Enter the IP Gateway address.

DHCP

Use this setting to have the IP address obtained automatically using DHCP (Dynamic Host Configuration Protocol). When this setting is enabled, it is not necessary to manually enter an IP address.



- If the machine will be used on a TCP/IP network, be sure to enable "[Enable TCP/IP](#)" below.
- If DHCP is used, the IP address assigned to the machine may change automatically. If the IP address changes, printing will not be possible.

Enable TCP/IP

To use the machine on a TCP/IP network, this setting must be enabled. The IP address of the machine must also be configured using "[IP Address Setting](#)".

Enable NetWare

To use the machine on a NetWare network, this setting must be enabled.

Enable EtherTalk

To use the machine on an EtherTalk network, this setting must be enabled.

Enable NetBEUI

To use the machine on a NetBEUI network, this setting must be enabled.

Reset the NIC

This returns all "Network Settings" to the factory default settings.

Ping Command

Use this function to check if the machine can communicate with a computer on the network. Specify the IP address of the desired computer and touch the [Execute] key. A message will appear indicating whether or not the computer responded.

Printer Settings

Settings related to the printer function can be configured. Touch the [Printer Settings] key to configure the settings.

Default Settings

Printer condition settings are described below.

Prohibit Notice Page Printing

This setting is used to disable printing of notice pages.

Prohibit Test Page Printing

This setting is used to disable printing of test pages. When this setting is enabled, "Printer Test Page" in the system settings cannot be used to print test pages.

A4/Letter Size Auto Change

When printing an A4 (letter) size image, this setting allows letter (A4) size paper to be used if A4 (letter) size paper is not loaded.

Print Density Level

This lightens or darkens the print density of colour and black and white images. The print density can be adjusted to five levels.

Bypass Tray Settings

Enable Detected Paper Size in Bypass Tray

This is used to prohibit printing when the paper size specified for a print job is different from the paper size inserted in the bypass tray.

Enable Selected Paper Type in Bypass Tray

This is used to prohibit printing when the paper type specified for a print job is different from the paper type inserted in the bypass tray.

Exclude Bypass-Tray from Auto Paper Select

When [auto] is selected for paper type selection, the bypass tray can be excluded from the trays that can be selected. This is recommended when special media is often placed in the bypass tray.

Job Spool Queuing

When this function is enabled, received print jobs are displayed in the spool queue of the job status screen. The jobs are moved to the job queue after they have been analyzed by the machine. Multiple jobs that have not yet been analyzed can appear in the spool queue. When this function is disabled, received print jobs are displayed in the job queue without being displayed in the spool queue. However, when an encrypted PDF job is printed, the job appears in the spool queue.

Interface Settings

These settings are used to control and monitor data transmitted to the USB port or network port of the machine.

Hexadecimal Dump Mode

This function is used to print the print data from a computer in hexadecimal format together with the corresponding ASCII text. This allows you to check whether or not print data from the computer is being transmitted to the machine correctly.

Example of a hexadecimal dump

[illegible]

I/O Timeout

The I/O timeout can be set to any number of seconds from 1 to 999.

The I/O timeout function temporarily breaks the connection if the set duration of time elapses without any data being received by the port. After the connection is broken, the port is set to auto selection or the next print job is begun.

Enable USB Port

This is used to enable printing from the USB port.

USB Port Emulation Switching

If the machine is connected using the USB port, select the emulated printer language.

The settings are shown below.

- Auto
- PostScript*
- PCL

* When the PS3 expansion kit is installed.



- The settings are the same as those of "Network Port Emulation Switching".
- Unless printer errors occur frequently, it is recommended that you use the factory default setting "Auto".

Enable Network Port

This is used to enable printing from the network port.

Network Port Emulation Switching

This setting is used to select the emulated printer language when the machine is connected by a network port.

The settings are shown below.

- Auto
- PostScript*
- PCL

* When the PS3 expansion kit is installed.



- The settings are the same as those of "USB Port Emulation Switching".
- Unless printer errors occur frequently, it is recommended that you use the factory default setting "Auto".

Port Switching Method

This setting is used to select when port switching takes place.

Switch at End of Job

The port changes to auto selection when printing ends.

Switch after I/O Timeout

When the time set in "I/O Timeout" elapses, the port changes to auto selection.



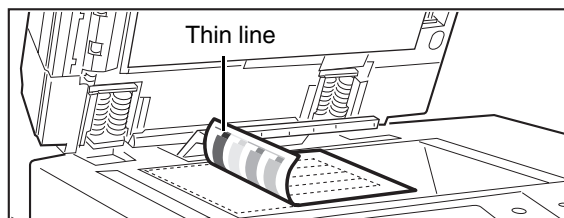
The following two print ports are available on the machine:

- USB port
- Network port

Auto Colour Calibration

This is used to perform automatic colour correction when the colour in colour printing is off. The machine prints a test patch, the test patch is scanned, and the colour is automatically corrected.

After the [Execute] key is touched and a test patch is printed, a message appears prompting you to begin automatic calibration. Place the test patch on the document glass as shown below (so that the thin line at the edge of the page is to the left).




Lay copy paper (about five sheets) that is the same size as the test patch on top of the placed test patch, gently close the automatic document feeder, and touch the [Execute] key.



- Before executing Auto Colour Calibration, check to see if the registration adjustment is correct. If the registration adjustment is not correct, perform "[Registration Adjustment](#)" (page 62).
- If the colour is still off after performing Auto Colour Calibration, repeating Auto Colour Calibration once again may improve the colour.

Image Send Settings

Settings related to the image send function (scan, Internet fax, etc.) can be configured. Touch the [Image Send Settings] key to configure the settings.


 For explanations of settings related to the fax function, see "4. SYSTEM SETTINGS FOR FAX" (page 93).

Operation Settings

The operation settings below apply to all image send functions.

Other Settings

Default Display Settings

You can select one of 6 base screen types for the base screen that appears when the [IMAGE SEND] key is touched or when the [CLEAR ALL] () key is pressed in image send mode.

- Address Book (ABC)
- Address Book (User)
- Scan
- Internet Fax
- Fax
- Data Entry

Hold settings for a while after scanning has been completed

Use this setting to hold the settings after scanning is completed (until Auto Clear Mode activates).

Switch Automatically to Copy Mode Screen

Enable this setting to have the screen automatically switch to the copy mode screen if no action is taken in the image send mode screen for 20 seconds.

Initial Resolution Setting

The following settings are available for the default resolutions of scan, Internet fax, and fax mode.

Scan : 100X100 dpi, 200X200 dpi, 300X300 dpi, 400X400 dpi, 600X600 dpi

Internet fax : 200X100 dpi
200X200 dpi
200X400 dpi
400X400 dpi
600X600 dpi

Half Tone

Fax: Standard
Fine
Super Fine
Ultra Fine

Half Tone

Apply the Resolution Set when Stored

When an image stored by document filing is used, this applies the resolution setting that was stored with the image.

Default Exposure Settings

This is used to set the default exposure settings for scanning a document in image send mode. Select [Auto] or [Manual]. When [Manual] is selected, the exposure can be set to one of 5 levels.

Default Original Image Type

Select the original type beforehand to enable transmission at a resolution suitable for the original (only in scan mode and USB memory mode).

The settings are shown below.

- Text/Printed Photo
- Text/Photo
- Text
- Photo*
- Printed Photo*
- Map*

* Does not appear when the exposure is set to [Auto].

Moiré Reduction

This reduces the moiré effect (line pattern) that occurs when printed matter is scanned (only in scan mode and USB memory mode).

Must Input Next Address Key at Broadcast Setting

This setting is used to require that the [Next Address] key be touched before the next address is entered when performing a broadcast transmission.

When this setting is enabled, the [Next Address] key cannot be omitted even if the next address is entered with a one-touch key.

If a user attempts to enter the next address without touching the [Next Address] key, a double-beep alarm will sound and the entry will be rejected.

Scan Complete Sound Setting

The scan complete sound can be selected.

The Number of File Name/Subject/Body Keys Displayed Setting

This setting is used to select the number of file name / subject keys that are displayed in the screen. The number of keys can be set to 6, 12, or 18.

The Number of Direct Address Keys Displayed Setting

Select 5, 10, or 15 for the number of one-touch keys that appear in the address book screen.

Disable Switching of Display Order

This is used to prohibit changes to the order of display (search number order, ascending, descending) in the address book.

When this setting enabled, touching a tab on the address book screen does not change the order. The display order will remain fixed at the order that is in effect when this setting is enabled.

Hold Setting for Received Data Print

This function holds received faxes and Internet faxes in memory without printing them. The faxes can be printed by entering a password (factory default setting: 0000) with the numeric keys.

Password

When [Hold Setting for Received Data Print] and [Change Password] are enabled, the password (4-digit number) can be changed.

Change Password

Enable this setting to allow the password to be changed.



These settings can only be configured when there is no received data in the machine's memory (excluding data in a confidential or relay broadcast memory box).

Settings to Disable Registration

This is used to prohibit the storing of destinations. Storing from the machine, storing from the Web page, and storing from a computer can each be separately prohibited.

Disable Registering Destination from Operation Panel

This disables address control from the machine.

Configure the setting for each of the following items:

- Group
- E-mail
- Internet Fax
- Fax

Select All: Select all items.

Clear Checked: Clear all selections.

Disable Registering Destination on Web Page

(When network connection is enabled.)

This disables address control from the Web pages.

Configure the setting for each of the following items:

- Group
- E-mail
- FTP
- Desktop
- Network Folder
- Internet Fax
- Fax

Select All: Select all items.

Clear Checked: Clear all selections.

Disable Registration Using Network Scanner Tool

(When network connection is enabled.)

This disables address control from the Network Scanner Tool.

Settings to Disable Transmission

These settings are used to disable the following transmission operations.

Disable [Resend] on Image Send Mode

This setting disables the [Resend] key in the base screen of image send mode.

Disable Selection From Address Book

This disables the selection of destinations from the Address Book.

Configure the setting for each of the following items:

- E-mail
- FTP
- Desktop
- Network Folder
- Internet Fax
- Fax

Select All: Select all items.

Clear Checked: Clear all selections.

Disable Direct Entry

This prohibits the direct entry of addresses.

Configure the setting for each of the following items:

- E-mail
- Internet Fax
- Fax

Select All: Select all items.

Clear Checked: Clear all selections.

Disable PC-I-Fax Transmission

(When the Internet fax expansion kit is installed.)

This prohibits PC-I-Fax transmission.

Disable PC-Fax Transmission

(When facsimile expansion kit is installed.)

This prohibits PC-Fax transmission.

Scan Settings

Settings related to scanning can be configured.

Other Settings

Default Sender Set

The information stored here is used if you do not specify [Reply-To] in the send settings when performing Scan to E-mail.

Sender Name

Enter a default sender name (maximum of 20 characters).

Reply E-mail Address

Enter a default reply address (maximum of 64 characters).



If only the sender name is stored, it will not be used as sender information.

Default Colour Mode Settings

Select a default colour mode setting for both colour and black & white in scan mode.

Black & White

Mono 2, Greyscale

Colour Mode

Auto (Mono 2, Greyscale*), Full Colour

* When scanning a black and white original with the colour mode set to [Auto].

Disable Change of B/W Setting in Auto Mode

This prohibits black & white settings from the base screen when the colour mode is set to Auto.

Initial File Format Setting

This is used to set the default file format for Scan to E-mail and USB memory mode when the e-mail address is entered manually by touching the [Address Entry] key.

File Type

Black & White: PDF, Encrypt PDF, TIFF

Colour/Greyscale: PDF, Encrypt PDF, TIFF, JPEG

Compression Mode (Compression Ratio)

Black & White: None, MH(G3), MMR(G4)

Colour/Greyscale: Low, Medium, High

Specified Pages per File

When multiple pages are scanned, this is used to generate a separate file for each scanned page (or specified number of pages).

When this setting is enabled, the number of pages per file can be specified.



When [JPEG] is selected for the file type, [Specified Pages per File] cannot be selected.

Compression Mode at Broadcasting

This is used to set the compression mode for broadcasting using Scan to E-mail or Internet fax. The compression mode set here is used for all destinations regardless of their individual compression mode settings.

Black & White

MH(G3), MMR(G4)

Colour/Greyscale

Low, Medium, High

Maximum Size of E-mail Attachments (E-mail)

To prevent the transmission of excessively large image files by Scan to E-mail, a file size limit can be set from 1 MB to 10 MB in increments of 1 MB. If the total size of the image files created by scanning the original exceeds the limit, the image files are discarded.

If you do not wish to set a limit, select [Unlimited].



This setting is linked to "[Maximum Size of E-mail Attachments](#)" (page 79) in the Internet Fax Send Settings.

Maximum Size of Data Attachments (FTP/Desktop/Network Folder)

A limit can be set for the size of files that can be sent by Scan to FTP, Scan to Desktop, and Scan to Network Folder. Limits that can be selected are 50 MB, 150 MB, and 300 MB. If the total size of the image files created by scanning the original exceeds the limit, the image files are discarded.

If you do not wish to set a limit, select [Unlimited].



When a broadcast transmission is performed that includes both e-mail and Internet fax destinations, the limit set in "[Maximum Size of E-mail Attachments \(E-mail\)](#)" (page 76) is given priority.

Bcc Setting

Enable Bcc

Enable this setting if you wish to use Bcc delivery. When the setting is enabled, the [Bcc] key will appear in the image send address book screen.

Display Bcc Address on the Job Status Screen

This displays Bcc addresses on the job status screen and address list tab.

Disable Scan Function

This is used to disable PC scan and USB memory scan. When these modes are disabled, they are greyed out when the mode is changed in the base screen.

Pre-Setting Mail Signature

A signature can be automatically appended to the end of the body text of e-mail. This is convenient when it is a corporate policy to append a specific signature at the end of e-mail.

The mail signature to be appended is configured in the Web pages. This setting simply enables or disables the signature.



This setting is linked to "[Pre-Setting Mail Signature](#)" (page 79) in the Internet Fax Initial Settings.

Default Address Setting

A default address can be stored that makes it possible to transmit by simply pressing the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (○●●) without specifying an address.



- When this setting is enabled, the base screen changes to scan mode.
- Only a single default address can be set for Scan to E-mail, Scan to FTP, Scan to Desktop, and Scan to Network Folder.

I-Fax Settings



These settings can be configured when the Internet fax expansion kit is installed.

I-Fax Default Settings

These settings are used to configure the default settings for Internet fax.

I-Fax Own Name and Address Set

This is used to configure the sender name and address for Internet fax. The entered sender name and address are printed at the top of each fax page you send.


Sender Name


Enter a default sender name (max. of 40 characters).

Own Address

Enter a default sender address (maximum of 56 characters).

Auto Wake Up Print

When the [POWER] key () is "off" (but the main power switch is "on") and an Internet fax is received, this function activates the machine and prints the fax.

When this function is disabled, received Internet faxes are not printed until the the [POWER] key () is switched "on".

Compression Setting

This is used to set the default compression mode for Internet fax transmission.

The settings are shown below.

- MH (G3)
- MMR (G4)

Speaker Volume Setting

This is used to adjust the volume of fax receive signals and communication error signals heard through the speaker.

A fax receive signal sounds after the machine checks the mail server and retrieves received faxes. A communication error signal sounds when a delivery failed e-mail is received from the destination Internet fax machine.

Original Print on Transaction Report

When a transaction report is printed, this is used to print part of the first page of the transmitted original on the transaction report. Select one of the settings below.

- Print Out All Report
- Print Out Error Report Only
- No Printed Report

This setting will not be effective if "[Transaction Report Print Select Setting](#)" below is set to "No Printed Report".

Transaction Report Print Select Setting

This is used to select whether or not a transaction report will be printed, and if printed, the condition for being printed. Select a setting for each of the following operations:

Single Sending

- Print Out All Report
- Print Out Error Report Only
- No Printed Report

Broadcasting

- Print Out All Report
- Print Out Error Report Only
- No Printed Report

Receiving

- Print Out All Report
- Print Out Error Report Only
- No Printed Report

When a transaction report is printed, you can have part of the first page of the transmitted original printed on the transaction report. For more information, see "[Original Print on Transaction Report](#)".

Activity Report Print Select Setting

This is used to have the Image Sending Activity Report stored in the machine's memory automatically print at specified times.

The Image Sending Activity Report can be set to automatically print each time the number of transactions reaches 200, and it can also be set to automatically print at a specified time (once a day only). (The settings can be simultaneously enabled.)



- If you only enable the [Print Daily at Designated Time] setting ☒ and the number of recorded transactions exceeds 200 before the specified time, each new transaction will delete the oldest transaction (the oldest transaction will not be printed).
- The Image Sending Activity Report can also be printed manually. See "[List Print \(Administrator\)](#)" (page 85) in the system settings (administrator).

Body Text Print Select Setting

Image files attached to Internet faxes are normally printed. This setting can be enabled to also have the e-mail body text (subject and message) printed. This setting also applies to printing of the body text of e-mail messages without file attachments.



A maximum of 5 pages of body text can be printed.

Pre-Setting Mail Signature

A signature can be automatically appended to the end of the body text of e-mail. This is convenient when it is a corporate policy to append a certain signature at the end of e-mail.

The mail signature to be appended is configured in the Web pages. This setting simply enables or disables the signature.



This setting is linked to "[Pre-Setting Mail Signature](#)" (page 77) in the Scan Settings.

I-Fax Send Settings

I-Fax Send Settings are described below.

I-Fax Reception Report On/Off Setting

This setting is used to request a reception report when an Internet fax is sent.

The reception report is returned to the sender address stored in "[I-Fax Own Name and Address Set](#)" (page 78).

I-Fax Reception Report Request Timeout Setting

The duration of time that the machine will wait for a reception report from the destination machine can be set by any number from 0 minutes to 240 hours in increments of 1 minute.



This setting is only effective when "[I-Fax Reception Report On/Off Setting](#)" is enabled.

Number of Resend Times at Reception Error

The number of resend attempts when an error message is received from an I-Fax recipient can be set to any number from 0 to 15.



This setting is only effective when "[I-Fax Reception Report On/Off Setting](#)" is enabled.

Maximum Size of E-mail Attachments

To prevent the transmission of excessively large image files by Internet fax, a file size limit can be set from 1 MB to 10 MB in increments of 1 MB. If the total size of the image files created by scanning the original exceeds the limit, the image files are discarded.

If you do not wish to set a limit, select [Unlimited].



This setting is linked to "[Maximum Size of E-mail Attachments \(E-mail\)](#)" (page 76) in the Scan Settings.

Rotation Sending Setting

When transmitting an image that is one of the following sizes, this function rotates the image counterclockwise 90 degrees. (The setting can be configured separately for each size.)

A4, B5R, A5R, 8-1/2 x 11", 5-1/2" x 8-1/2"R, 16K



A4R and 8-1/2"x11"R size images are not rotated.

Printing Page Number at Receiver

When the transmitted image is printed by the receiving machine, the page number can be added to the top of each printed page.

I-Fax Receive Settings

I-Fax Receive Settings are described below.

Auto Receive Reduce Setting

When a fax is received that includes printed information such as the sender's name and address, the received image is slightly larger than the standard size. This setting is used to automatically reduce the image to fit the standard size.



- If Auto Receive Reduce is disabled, the edges of the image outside the standard size will be cut off. However, the image will be clearer because it will be printed at the same size as the original.
- Standard sizes are sizes such as A4 and B5 (8-1/2" x 11" and 8-1/2" x 5-1/2").

Duplex Reception Setting

This is used to select whether or not received faxes are printed on both sides of the paper.

When this setting is enabled and a fax consisting of 2 or more pages is received (the pages must be the same size), the pages are printed on both sides of the paper.

Set Address for Data Forwarding

When the machine is unable to print a received fax, the fax can be forwarded to another machine. This setting is used to configure the address of the other machine.

Enter the forwarding address (maximum of 64 characters).



Multiple forwarding addresses cannot be stored.

Letter Size RX Reduce Print

When a letter-R size fax is received, this setting reduces the fax to A4R size.



When this setting is enabled, A4R size faxes are also reduced.

POP3 Communication Timeout Setting

The duration of time the machine waits until stopping reception when a response is not received from the mail server (POP3 server) can be set from 30 to 300 seconds in increments of 30 seconds.

Reception Check Interval Setting

This is used to specify the interval at which the machine automatically checks the mail server (POP3 server) for received Internet faxes. The interval can be set from 0 minutes to 8 hours in increments of 1 minute. When 0 hours 0 minutes is specified, the machine does not automatically check the mail server for received Internet faxes.



The machine also checks the mail server (POP3 server) for received Internet faxes when the main power is switched on. (Except when 0 hours 0 minutes is specified.)

I-Fax Output Setting

This sets the output tray for received Internet faxes. The items that appear will vary depending the machine configuration.

Anti Junk Mail/Domain Name Setting

This setting is used to allow or refuse reception from specified addresses/domains.

Item	Description
Reject Reception	Reception from the stored address/domain is not allowed.
Allow Reception	Reception from the stored address/domain is allowed.
All Invalid	Reception from any address and domain is allowed, regardless of whether or not any addresses or domains have been stored.
Add New	Use this to add a new address or domain (maximum of 50) from which reception is to be rejected or allowed. If the first character of the entry is not "@", the entry is identified as an address. If the first character is "@", the entry is identified as a domain. (xxx@xx.xxx.com is treated as an address, and @xx.xxx.com is treated as a domain.) Storing an address specifies only that address. Storing a domain specifies all addresses that include that domain.
Registration Number List	This shows a list of the stored addresses and domains. An address or domain can be selected in this screen to delete it from the list.



When there are no stored anti junk mail addresses, only the [Add New] key can be selected.


Document Filing Settings

Document filing settings are described below. Touch the [Document Filing Settings] key to configure the settings.

Other Settings

Default Mode Settings

This is used to specify which mode, Sharing or Confidential, is used as the default mode when storing a file.

When [Confidential Mode] is selected, the [Confidential] checkbox in the information screen for filing will be selected .

Sort Method Setting

This setting is used to select the order of display of files stored in the Main Folder, Custom Folder, and Quick File Folder. Select one of the following settings:

- File Name
- User Name
- Date

Administrator Authority Setting

For files and custom folders that have a password, this setting is used to allow an administrator password to be entered to cancel and delete the password.




This setting can only be used to delete a password. It cannot be used to change a password.

Delete All Quick Files

This function deletes all files except protected files from the Quick File Folder.

Delete Quick Files at Power Up

This is used to automatically delete all files in the Quick File Folder (with the exception of protected files) when the [POWER] key () is turned "on".

Default Colour Mode Settings

This sets the default settings for black & white and colour when Scan to HDD is used.

The settings are shown below.

Colour

Auto, Full Colour, 2 Colour

Black & White

Mono 2, Greyscale

Default Exposure Settings

Default exposure settings for document filing can be configured. Select [Auto] or [Manual]. If you select [Manual], set the exposure to one of 5 levels.

Default Original Type

Select the original type beforehand to enable scanning at a resolution suitable for the original.

The settings are shown below.

- Text/Printed Photo
- Text/Photo
- Text
- Photo*
- Printed Photo*
- Map*

* Does not appear when the exposure is set to [Auto].

Moiré Reduction

This reduces the moiré effect (line pattern) that occurs when printed matter is scanned.

Initial Resolution Settings

One of the following resolutions can be selected for the default resolution for Scan to HDD.

- 100X100 dpi
- 200X200 dpi
- 300X300 dpi
- 400X400 dpi
- 600X600 dpi

Colour Data Compression Ratio Setting

[Low], [Medium], or [High] can be selected for the default compression ratio for colour files stored by Scan to HDD.

Default Output Tray

This setting is used to select the default output tray for printing a file stored by Scan to HDD.

The items that appear will vary depending the machine configuration.

Scan Complete Sound Setting

This setting adjusts the volume of the beep that sounds when scanning ends. The beep can also be turned off.

Disable Stamp for Reprinting

When a stored file is retrieved and printed, this setting prohibits the selection of a "Stamp" setting in the special modes. If a stamp setting is already selected, it will not be possible to change the stamp setting.

This function can be used to prevent inconsistencies in the printed information, such as that of the original date in the file and the date the file is retrieved and printed.

Batch Print Settings

When printing files by batch printing, this setting is used to prohibit the selection of the [All Users] key and the [User Unknown] key in the user selection screen.

Document Output Options

The use of a stored file can be allowed or prohibited by operation type and by the mode from which the file was stored.



The items that appear will vary depending on the functions that have been added to the machine.

Item	Description
Print	For each mode, select whether or not printing of stored files is allowed.
Scan Send	For each mode, select whether or not scan send of stored files is allowed.
Internet Fax Send	For each mode, select whether or not I-Fax transmission of stored files is allowed.
Fax Send	For each mode, select whether or not fax transmission of stored files is allowed.

List Print (Administrator)

This is used to print lists and reports that are only for use by the administrator of the machine. Touch the [List Print (Administrator)] key to configure the settings.

Administrator Settings List

Lists of the administrator settings for the following modes can be printed.

- Copy
- Print
- Image Send
- Document Filing
- Security
- Common
- All Administrator Settings List

Image Sending Activity Report

The following Image Sending Activity Reports can each be separately printed.

- Image Sending Activity Report (Scan)
- Image Sending Activity Report (Internet Fax)
- Image Sending Activity Report (Fax)

Data Receive/Forward List

The following lists showing reception settings and forwarding settings can be printed.

- Anti Junk Fax Number List
- Anti Junk Mail/Domain Name List
- Inbound Routing List
- Document Admin List

Web Settings List

(When network connection is enabled.)

This prints a list of the settings that are configured in the Web pages.

Metadata Set List

(When the application integration module is installed.)

This prints a list of the metadata sets stored in the Web pages.

Security Settings

The following settings are related to security. Touch the [Security Settings] key to configure the settings.

Setting of SSL

SSL can be used for data transmission over a network.

SSL is a protocol that enables the encryption of information communicated over a network. Encrypting data makes it possible to transmit and receive sensitive information safely.

SSL can be enabled for the following protocols:

Server Port

- HTTPS: Apply SSL encryption to HTTP communication.
- IPP-SSL: Apply SSL encryption to IPP communication.

Client Port

- FTPS: Apply SSL encryption to FTP communication.
- SMTP-SSL: Apply SSL encryption to SMTP communication.
- POP3-SSL: Apply SSL encryption to POP3 communication.

Level of Encryption

The encryption strength can be set to one of three levels.

Enable/Disable Settings

The following settings are used to prohibit the use of certain functions. Touch the [Enable/Disable Settings] key to configure the settings.



The Enable/Disable Settings control the same parameters as the enable/disable settings in other settings. The settings are linked together (changing one setting changes the other).

User Control

Disabling of Printing by Invalid User

Printing by users whose information is not stored in the machine, such as printing without entering valid user information in the printer driver or printing of a file on an FTP server from the Web pages, can be prohibited.

Operation Settings

Cancel Auto Clear Timer

This setting is used to disable Auto Clear.

Disabling of Job Priority Operation

The job priority function can be disabled. When this is done, the [Priority] key will not appear in the job status screen.

Disabling of Bypass Printing

This setting is used to disable bypass printing (printing other jobs ahead of a job that has been stopped* because the paper required for the job is not in any of the trays).

* This does not include cases where the paper ran out during the job.

Disable Auto Key Repeat

This setting is used to disable the auto key repeat function.

Disabling of Clock Adjustment

This setting is used to prohibit changing of the date and time.

Disabling of Covers/Inserts Mode

This setting is used to prohibit the use of the covers and inserts function.

Device Control

Disabling of Document Feeder

Use this setting to prohibit the use of the automatic document feeder, such as when the feeder malfunctions. (When the setting is enabled, scanning is still possible using the document glass.)

Disabling of Duplex

This is used to disable two-sided printing, such as when the duplex module malfunctions.

Disabling of Large Capacity Cassette

(When a large capacity tray is installed.)

This setting is used to prohibit the use of the large capacity tray, such as when it malfunctions.

Disabling of Tray Setting

This setting is used to prohibit tray settings.

Disabling of Finisher

(When a saddle stitch finisher or finisher is installed.)

This setting is used to disable the saddle stitch finisher or finisher, such as when the unit malfunctions.

Disabling of Inserter

(When an inserter is installed)

This setting is used to prohibit the use of the inserter, such as when it malfunctions.

Disabling of Offset

(When a finisher or saddle stitch finisher is installed.)

This setting is used to disable the offset function.

Disabling of Stapler

(When a finisher or saddle stitch finisher is installed.)

This setting is used to prohibit stapling, such as when the stapler unit of the finisher or the saddle stitch finisher malfunctions.

Disabling of Punch

(When a punch module is installed.)

This setting is used to prohibit punching, such as when the punch module of the finisher or the saddle stitch finisher malfunctions.

Disabling of Colour Mode

(When a colour-related problem has occurred.)

When a colour-related problem has occurred and printing is not possible, the use of colour mode can be temporarily prohibited. Black & white printing will still be allowed.



This function is only for use as an emergency measure. Once this setting is enabled, only a service technician can cancel the setting. Promptly contact your dealer or nearest authorised service representative to have a service technician cancel the setting and resolve the colour-related problem.

Disabling of Master Machine Mode

This prohibits the use of the machine as a master machine for tandem printing.

(Normally this setting is not necessary.)

Disabling of Slave Machine Mode

This prohibits the use of the machine as a slave machine for tandem printing.

(Normally this setting is not necessary.)

Copy Function Settings

Disabling Deletion of Job Programs

This is used to prohibit the deletion and changing of copy settings stored in job programs.

Disabling of Bypass-Tray in Duplex Copy

This is used to prohibit the use of the bypass tray when making two-sided copies.

The bypass tray is often used to feed label sheets, transparency film, and other special media for which two-sided copying is prohibited. If a sheet of one of these special media enters the reversing unit, a misfeed or damage to the unit may result. If special media for which two-sided copying is prohibited is often used, it is recommended that you enable this setting.

Disabling of Auto Paper Selection

This setting is used to disable the Auto Paper Selection function.

When this setting is enabled, automatic selection of paper that is the same size as the original on the document glass or in the automatic document feeder does not take place.

Printer Settings

Prohibit Notice Page Printing

This setting is used to disable printing of notice pages.

Prohibit Test Page Printing

This setting is used to disable printing of test pages.

When this setting is enabled, "Printer Test Page" in the system settings cannot be used to print test pages.

Exclude Bypass-Tray from Auto Paper Select

When [Auto] is selected for paper type selection, the bypass tray can be excluded from the trays that can be selected. This is recommended when special paper is often placed in the bypass tray.

Image Send Settings

Other Disabling

Disable Switching of Display Order

This is used to prohibit changes to the order of display (search number order, ascending, descending) in the address book.

When this setting is enabled, touching a tab on the address book screen does not change the order. The currently selected display order will be the order that is used after the setting is selected.

Disable Scan Function

This is used to disable PC scan and USB memory scan. When these modes are disabled, they are greyed out when the mode is changed in the base screen.

Settings to Disable Registration

Disable Registering Destination from Operation Panel

This disables address control from the machine.

Configure the setting for each of the following items:

- Group
- E-mail
- Internet Fax
- Fax

Select All: Select all items.

Clear Checked: Clear all selections.

Disable Registering Destination on Web Page

(When network connection is enabled.)

This disables address control from the Web pages.

Configure the setting for each of the following items:

- Group
- E-mail
- FTP
- Desktop
- Network Folder
- Internet Fax
- Fax

Select All: Select all items.

Clear Checked: Clear all selections.

Disable Registration Using Network Scanner Tools

(When network connection is enabled.)

This disables address control from the Network Scanner Tool.

Settings to Disable Transmission

These settings are used to disable the following transmission operations.

Disable [Resend] on Image Send Mode

This setting disables the [Resend] key in the base screen of image send mode.

Disable Selection from Address Book

This disables the selection of destinations from the address book.

Configure the setting for each of the following items:

- E-mail
- FTP
- Desktop
- Network Folder
- Internet Fax
- Fax

Select All: Select all items.

Clear Checked: Clear all selections.

Disable Direct Entry

This prohibits the direct entry of addresses.

Configure the setting for each of the following items:

- E-mail
- Internet Fax
- Fax

Select All: Select all items.

Clear Checked: Clear all selections.

Disable PC-I-Fax Transmission

(When the Internet fax expansion kit is installed.)

This prohibits PC-I-Fax transmission.

Disable PC-Fax Transmission

(When the facsimile expansion kit is installed.)

This prohibits PC-Fax transmission.

Document Filing Settings

Disable Stamp for Reprinting

When a stored file is retrieved and printed, this setting prohibits the selection of a "Stamp" setting in the special modes. If a stamp setting is already selected, it will not be possible to change the stamp setting.

This function can be used to prevent inconsistencies in the printed information, such as that of the original date in the file and the date the file is retrieved and printed.

Batch Print Settings

When printing files by batch printing, this setting is used to prohibit the selection of the [All Users] key and the [User Unknown] key in the user selection screen.

Change Administrator Password

This is used to change the administrator password. Touch the [Change Administrator Password] key to change the password.

When changing the password, be sure to remember the new password.
It is recommended that you periodically change the administrator password.

Password

Enter the new administrator password (5 to 32 characters).

Password (confirmation)

Enter the new password once again for confirmation purposes.



For the factory default administrator password, see "TO THE ADMINISTRATOR OF THE MACHINE" in the Safety Guide.

Product Key

The procedures for entering the product keys of the expansion kits are explained below. Touch the [Product Key] key to configure the settings.



- It may not be possible to use some settings, depending on the peripheral devices installed.
- For the product key to be entered, contact your dealer.

PS3 Expansion Kit

Enter the product key of the PS expansion kit.

Internet Fax Expansion Kit

Enter the product key of the Internet fax expansion kit.

E-mail Alert and Status

Enter the product key of e-mail alert and status.



When the fax function is enabled, this is displayed as "E-mail Status".

Application Integration Module

Enter the product key of the application integration module.

Serial Number

This displays the serial number that is required to obtain the product key.



Initialize and/or Store Settings

The current system settings can be stored, previously stored system settings can be retrieved, and the factory default system settings can be restored. Touch the [Initialize and/or Store Settings] key to configure the settings.


Restore Factory Defaults

This is used to return the system settings to the factory default settings. If you wish to create a record of the current settings before restoring the factory default settings, print the current settings using "[List Print \(Administrator\)](#)" (page 85) in the system settings (administrator).



After executing the reset, exit the system settings, turn off the [POWER] key (), wait a brief interval, and then turn the [POWER] key () back on to make the factory default settings take effect.

Store Current Configuration

This is used to store the currently configured system settings. The stored settings will be retained even if the [POWER] key () is turned off. To retrieve the stored settings, use "[Restore Configuration](#)" below.

Items not stored

- Network Settings: These are not stored as unexpected settings may cause damage to the network.
- Product Keys: Product Keys are not stored as reissue of keys may be necessary.

Restore Configuration

Use this to restore settings stored with "[Store Current Configuration](#)".

The current settings will change to the retrieved settings.


4 SYSTEM SETTINGS FOR FAX

This chapter explains system settings that are specifically for the fax function.

The system settings for the fax function can only be configured when the facsimile expansion kit is installed.

System Settings for Fax (General) List

When the system settings for fax are accessed with general rights, the following items appear. For items that can only be accessed with administrator rights, see "[System Settings for Fax \(Administrator\) List](#)" (page 99).

 Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

■ Address Control

Item	Factory default setting	Page
■ Address Control		94
● Address Book	–	94
● F-Code Memory Box	–	96

■ Fax Data Receive/Forward

Item	Factory default setting	Page
■ Fax Data Receive/Forward		98
● Fax Settings		98
▶ Receive Setting	Auto Reception	
▶ Multiple Set Print	Disabled	
▶ Staple*	Disabled	
▶ Forward Received Data	–	

* When a saddle stitch finisher or finisher is installed.

Address Control

Address Book

This section explains items specifically used for fax in "Address Control". For items that are also used for other functions, see "[Address Control](#)" (page 19).

When the [Address Book] key is touched, the following screen appears.

- **[Add] key**

Use this to add a new address.

- **List display**

This displays a list of the currently stored addresses. An address can be selected to open an edit/delete screen for the address.

Storing addresses

Touch the [Add] key in the above screen to open a registration screen. Up to 999 addresses can be stored.

For information on the settings, see "[Settings](#)" (page 95).



When "[Disable Registering Destination from Operation Panel](#)" (page 74) is enabled in the system settings (administrator) for a function, addresses cannot be stored for that function.

Editing and deleting addresses

An address can be selected from the list in the above screen to open an edit/delete screen for the address.

For information on the settings, see "[Settings](#)" (page 95).

Delete an address with the [Delete] key.



- **If you cannot edit or delete a one-touch individual or group key...**

Individual keys and group keys cannot be edited or deleted in the following situations:

- The key is used in a reserved transmission or a transmission in progress.
- The key is included in a group key.
- The key is included in a program.
- The key is specified as an end receiving machine in an F-code relay broadcast transmission.
- The key is specified as a forwarding destination in the "Inbound Routing Settings" or other settings.

If the key is used in a reserved transmission or a transmission that is in progress, cancel the transmission or wait until it is completed and then edit or delete the key.

If the key is included in a group, first delete the key from the group and then edit or delete the key.

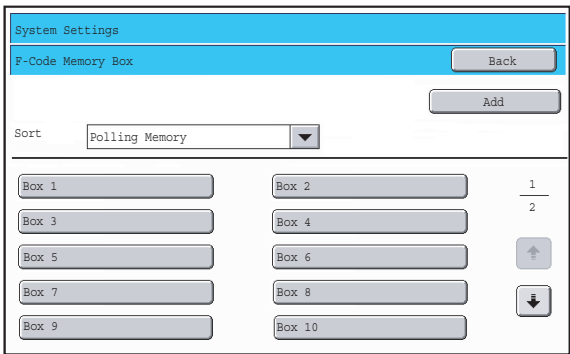
If the key is specified as a forwarding destination, cancel the forwarding destination setting and then edit or delete the key.

Settings

Item	Description
General items stored	
Address Type	Select the type of address to be stored in the address book. In this case, select [Fax].
Search Number	Set a search number. The lowest available number is automatically entered. To change the number, enter a number from 001 to 999. A search number that has already been stored cannot be used.
Address Name	Enter a maximum of 36 characters for the address name.
Initial	Enter up to 5 characters for the initials. The initials you enter here determine the position of the one-touch key in the alphabetical index.
Key Name	Enter the name that you wish to appear in the address book (this is different from the address name).
Custom Index	Select the custom index in which the address will appear.
Register this Address to be added to the [Frequent Use] index.	Frequently used addresses can be stored in the [Frequent Use] index.
Fax Number	<p>Enter the fax number of the destination (maximum of 64 digits).</p> <p>To cancel the PBX settings temporarily when sending a fax... Touch the [R] key before entering a fax number.</p> <p>Entering a pause between digits of the number Touch the [-] key at the place where you wish to enter a pause.</p> <p>To enter an F-code (sub-address and passcode)...</p> <ol style="list-style-type: none"> Enter the destination fax number. Touch the [/] key. Enter the sub address (maximum of 20 digits). Touch the [/] key. Enter the passcode (maximum of 20 digits). <p>A passcode is not necessary if the destination machine does not use a passcode.</p> <p>The destination fax number can be a maximum of 64 digits including all numbers and characters. However, only the first 32 digits will appear in the display.</p>
Transmission Mode	<p>Set the transmission speed and the International Correspondence Mode. Selecting appropriate settings for these items may help eliminate communication errors.</p> <p>Transmission Speed 33.6 kbps, 14.4 kbps, 9.6 kbps or 4.8 kbps can be selected for the transmission speed. Higher numbers are higher transmission speeds. Set the transmission speed only when you know what speed is most suitable, such as when you are sending a fax to a foreign country and telephone line conditions are bad. If you do not know the line conditions, do not change this setting.</p> <p>Transmission Mode No Sound, Mode1, Mode2, or Mode3 can be selected for the International Correspondence Mode. When sending a fax to a foreign country, telephone line conditions can sometimes distort the fax or interrupt the transmission. If errors frequently occur when sending a fax to a foreign country, try each of modes 1 to 3 and select the mode that enables the best transmission.</p>

F-Code Memory Box

This section explains how to store memory boxes for various types of F-code communication. When the [F-Code Memory Box] key is touched, the following screen appears.



- **[Add] key**
Use this to add a new memory box.
- **List display**
This displays a list of the currently stored memory boxes. A memory box can be selected to open an edit/delete screen for the memory box.

Storing a memory box

Touch the [Add] key in the above screen to open a registration screen. A total of 100 F-code memory boxes for all functions (polling memory, confidential, and relay broadcast) can be stored. For information on the settings, see "[Settings](#)" (page 97).

Editing and deleting a memory box

A memory box can be selected from the list in the above screen to open an edit/delete screen for the box. For information on the settings, see "[Settings](#)" (page 97). Delete a memory box with the [Delete] key.

Settings

Item	Description
Items common to all types	
Box Type	<p>Select the type of box.</p> <ul style="list-style-type: none"> • Polling Memory: Store a memory box for F-code polling memory. The sub-address and passcode that you program in the memory box are necessary for the other machine to poll your machine (request transmission) using F-code communication. • Confidential: Store a memory box for F-code confidential reception. In addition, store a "Print PIN" in the memory box to print faxes received by confidential reception. The sub-address and passcode that you program in the memory box are necessary for the other machine to send a fax to your machine by F-code confidential transmission. • Relay Broadcast: Store a memory box for F-code relay broadcast transmission. Store the fax numbers of the end recipients (up to 30) in the memory box. The sub-address and passcode that you program in the memory box are necessary for the other machine to perform an F-code relay request transmission (ask your machine to relay a fax).
Memory Box Name	Enter a name (maximum of 18 characters) for the memory box.
Sub Address / Passcode	<p>Enter a sub-address and passcode. A maximum of 20 digits can be entered for each.</p> <p>Separate a sub-address and passcode by a slash ("/").</p>
Items displayed when storing a confidential memory box	
Print PIN	Set a "Print PIN" for confidential reception. Enter a 4-digit number.
Items displayed when storing a relay broadcast memory box	
Recipients	<p>Select the end recipients of the relay broadcast. Select the recipients from the address book.</p> <ul style="list-style-type: none"> • Address Review: This displays a list of the selected recipients. Addresses can be deleted from this list if needed. • Direct Entry: An address that is not stored in the address book can be directly entered. Enter the address in the same way as when storing an address for a mode.



- When programming a new memory box, a sub-address that is already programmed for another box cannot be used. However, the same passcode can be used for more than one memory box.
- A passcode can be omitted.
- [*] and [#] cannot be used in a sub-address.
- Do not forget the Print PIN. In the event that you forget the Print PIN or need to verify the Print PIN, contact your dealer or nearest authorised service representative.

Fax Data Receive/Forward

This section explains settings for reception and forwarding.

Fax Settings

The following items appear when the "Fax Settings" are configured.

Item	Description
Receive Setting	Set the fax reception method. <ul style="list-style-type: none">• Auto Reception: When a call comes in, the machine rings and then automatically begins fax reception.• Manual Reception: This can be used when an existing extension phone is connected to the machine. Fax reception is begun by manual operation after answering on the extension phone.
Multiple Set Print	Specify whether or not two or more copies of received faxes will be printed. The number of copies is set in " Fax Output Settings ", (page 105).
Staple	Specify whether or not stapling is performed. (Only when a finisher is installed.) Stapling settings are set in " Fax Output Settings ", (page 105).
Forward Received Data	When the machine cannot print because it is out of paper or out of toner, received faxes can be forwarded to another previously stored fax machine.



- If some pages of a fax that is being forwarded were successfully printed, only those pages that were not printed will be forwarded.
- A forwarded fax becomes a fax transmission job. If transmission does not take place because the transmission was cancelled or an error occurred, the fax will be held in memory until it can be printed.
- All faxes received are forwarded. Note, however, that faxes received to an F-code confidential memory box cannot be forwarded.
- To store a forwarding fax number, see "[Set the Telephone Number for Data Forwarding](#)" (page 105) in the system settings (administrator).
- Forwarding is not possible if no faxes were received or a forwarding fax number is not programmed.
- If "[Hold Setting for Received Data Print](#)" (page 74) is enabled, you will be prompted to enter a password. Enter the correct password with the numeric keys.

System Settings for Fax (Administrator) List

When the system settings for fax are accessed with administrator rights, the following items appear. For information on the general settings, see "[System Settings for Fax \(General\) List](#)" (page 93).

- For the procedure for using the system settings (administrator), see "[Accessing the System Settings \(Administrator\)](#)" (page 29).
- Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

■ Image Send Settings

Item	Factory default setting	Page
■ Image Send Settings		101
● Fax Settings		101
▶ Fax Default Settings		101
◆ Fax Own Name and Number Set	–	101
◆ Auto Wake Up Print	Enabled	101
◆ Pause Time Setting	2 sec	101
◆ Speaker Settings		101
• Speaker	Volume: Middle	
• Ringer Volume	Volume: Middle	
• Line Monitor	No Sound	
• Fax Receive Complete Signal	Volume: Middle; Tone Pattern: 3 Transmission Complete Sound Time Setting: 3 sec.	
• Fax Send Complete Signal	Volume: Middle; Tone Pattern: 3 Transmission Complete Sound Time Setting: 3 sec.	
• Fax Communication Error Signal	Volume: Middle; Tone Pattern: 3 Transmission Complete Sound Time Setting: 0.3 sec. each	
• Speaker Volume Details Setting	Speaker / Line Monitor Small: 3, Middle: 6, Big: 8 Ringer Volume / Reception End Signal / Transmission End Signal / Fax Communication Error Signal Small: 2, Middle: 4, Big: 8	
◆ Remote Reception Number Setting	5	101
◆ Original Print on Transaction Report	Print Out Error Report Only	102

Item	Factory default setting	Page
◆ Transaction Report Print Select Setting		102
• Single Sending	Print Out Error Report Only	
• Broadcasting	Print Out All Report	
• Receiving	No Printed Report	
• Confidential Reception	Print Out Notice Page	
◆ Activity Report Print Select Setting		102
• Auto Print at Memory Full	Disabled	
• Print Daily at Designated Time	Disabled	
◆ ECM	Enabled	102
▶ Fax Send Settings		103
◆ Auto Reduction Sending Setting	Enabled	103
◆ Rotation Sending Setting	All Enabled	103
◆ Quick On Line Sending	Enabled	103
◆ Printing Page Number at Receiver	Enabled	103
◆ Date/Own Number Print Position Setting	Outside the Original Image	103
◆ Recall in Case of Line Busy	Recall, Number of Times: 2, Interval: 3 min.	103
◆ Recall in Case of Communication Error	Recall, Number of Times: 1, Interval: 1 min.	103
▶ Registration of Own Name Select	–	104
▶ Fax Receive Settings		104
◆ Number of Calls in Auto Reception	2	104
◆ Duplex Reception Setting	Disabled	104
◆ Auto Receive Reduce Setting	Enabled	104
◆ Print Style Setting	Auto Size Select	105
◆ Set the Telephone Number for Data Forwarding	–	105
◆ Letter Size RX Reduce Print	Disabled	105
◆ Fax Output Settings	Varies depending on the machine configuration	105
▶ Anti Junk Fax Setting	Disabled	105
▶ Fax Polling Security	Enabled	106

Image Send Settings

Settings related to the image send function (scan, Internet fax, etc.) can be configured. Touch the [Image Send Settings] key to configure the settings.

Fax Settings

Fax Default Settings

The fax settings can be enabled or disabled to suit the needs of your workplace.

Fax Own Name and Number Set

Use this setting to enter the fax number of the machine and the name of the user. The entered name and number are printed at the top of each fax page you send.

Sender Name

Enter the sender name. A maximum of 20 characters can be entered for the sender name.



Fax No.

This is used to set the sender fax number.

To insert a pause between digits of the number, touch the [-] key.

To insert a space between digits of the number, touch the [Space] key.

Auto Wake Up Print

When the [POWER] key () is "off" (but the main power switch is "on") and a fax is received, this function automatically activates the machine and prints the fax. When this function is disabled, received faxes are not printed until the the [POWER] key () is switched "on".

Pause Time Setting

Use this to change the length of pauses inserted in fax numbers.

If a hyphen "-" is entered when dialling or storing a fax number, a pause of 2 seconds is inserted.

The pause can be changed to any number of seconds from 1 to 15.


Speaker Settings

Use these settings to set the sound heard from the speaker for the Speaker, Ringer Volume, Line Monitor, Fax Receive Complete Signal, Fax Send Complete Signal, and Fax Communication Error Signal. For the Fax Receive Complete Signal, the Fax Send Complete Signal, and the Fax Communication Error Signal, the Tone Pattern and Transmission Complete Sound Time Setting can be selected in addition to the volume.

Check on Setup Sounds

Use this to check the selected tone pattern and volume.

Remote Reception Number Setting

Fax reception can be activated from an extension phone connected to the machine by entering a 1-digit number and pressing the () key twice on the phone's keypad.

This number is called the remote reception number, and you can set it to any number from "0" to "9".

Original Print on Transaction Report

When a transaction report is printed for a memory transmission, this is used to print part of the first page of the transmitted original on the transaction report. Select one of the settings below.

- Print Out All Report
- Print Out Error Report Only
- No Printed Report

This setting will not be effective if "[Transaction Report Print Select Setting](#)" below is set to "No Printed Report".

Transaction Report Print Select Setting

This is used to select whether or not a transaction report will be printed, and if printed, the condition for being printed. Select a setting for each of the following operations:

Single Sending

- Print Out All Report
- Print Out Error Report Only
- No Printed Report

Broadcasting

- Print Out All Report
- Print Out Error Report Only
- No Printed Report

Receiving

- Print Out All Report
- Print Out Error Report Only
- No Printed Report

Confidential Reception

- Print Out Notice Page
- No Printed Report

When a transaction report is printed, you can have part of the first page of the transmitted original printed on the transaction report. For more information, see "[Original Print on Transaction Report](#)".

Activity Report Print Select Setting

This is used to have the Image Sending Activity Report that is stored in the machine's memory printed at regular intervals.

The Image Sending Activity Report can be set to automatically print each time the number of transactions reaches 200, and it can also be set to automatically print at a specified time (once a day only). (The settings can be simultaneously enabled.)



- If you only select the "Print Daily at Designated Time" setting ☒ and the number of recorded transactions exceeds 200 before the specified time, each new transaction will delete the oldest transaction (the oldest transaction will not be printed).
- The Image Sending Activity Report can also be printed manually. See "[List Print \(Administrator\)](#)" (page 85).

ECM

Line conditions can sometimes distort a transmitted fax image. When ECM (Error Correction Mode) is turned on, pages that are distorted are automatically re-transmitted.



- If the other machine supports Super G3, ECM will function regardless of this setting.

Fax Send Settings

Settings for fax transmission can be configured.

Auto Reduction Sending Setting

This setting is used to have the size of transmitted faxes automatically reduced to match the size of the paper in the receiving machine.

If the setting is disabled, faxes are sent at full size.

Because the size is not adjusted to match the size of the printing paper, part of the received fax may be cut off.

Rotation Sending Setting

When transmitting an image that is one of the following sizes, this function rotates the image counterclockwise 90 degrees. (The setting can be configured separately for each size.)

A4, B5R, A5R, 8-1/2"x11", 5-1/2" x 8-1/2"R, 16K



A4R and 8-1/2" x 11"R originals are not rotated.

Quick On Line Sending

When this setting is enabled, the machine starts transmitting a fax as soon as the first page is scanned. Transmission takes place at the same time as the remaining pages are being scanned.

If you disable this setting, transmission will not begin until all pages have been scanned. Note that this setting does not apply to manual transmission.

Printing Page Number at Receiver

This setting is used to add the page number to the top of each fax page printed by the receiving machine.

Date/Own Number Print Position Setting

This setting determines the position of the date and sender information printed at the top of faxes by the receiving machine. To have the information printed outside the transmitted document image, touch the [Outside the Original Image] key. To have the information printed inside the document image, touch [Inside the Original Image] key. For more information on the print position, see "ADDING YOUR SENDER INFORMATION TO FAXES (Own number sending)" in the Facsimile Guide.

Recall in Case of Line Busy

This program is used to set the number of recall attempts and the interval between recall attempts when a transmission is not successful due to the line being busy or other reason.

Number of Times to Recall When Line is Busy

This setting specifies whether or not recalling is performed when the line is busy. When recalling is performed, you can set the number of recall attempts. Any number from 1 to 10 can be selected.

Interval to Wait Between Recall Attempts (min.) When Line is Busy

The interval between recall attempts can be set. Any number of minutes from 1 to 15 can be selected.



When this setting is enabled, note that your machine will not re-attempt a call when manual transmission or direct transmission is used.

Recall in Case of Communication Error

This determines how many times your machine will automatically re-attempt the call if a fax transmission fails due to a communication error.

Number of Times to Recall in Case of Error

Specify how many times the machine will re-attempt the call when a communication error occurs. Any number from 1 to 5 can be selected.

Interval to Wait Between Recall Attempts (min.) in Case of Error

The interval between recall attempts can be set. Any number of minutes from 1 to 15 can be selected.



When this setting is enabled, note that your machine will not re-attempt a call when manual transmission or direct transmission is used.

Registration of Own Name Select

This is used to store sender names used in "Own Number Select". A maximum of 18 names can be stored.

Add New

Store a sender name. A maximum of 20 characters can be entered for the sender name. Control numbers are from 01 to 18. The lowest number not yet in use is automatically assigned when you begin the storing procedure. This number cannot be changed.

Sender Name List

This shows the currently stored sender names. A sender name can be selected to delete it.

Fax Receive Settings

Settings for fax reception can be configured.

Number of Calls in Auto Reception

This setting is used to select the number of rings on which the machine automatically receives a call and begins fax reception in auto reception mode. Any number from 0 to 15 can be selected.



If you select "0" for the number of rings, the machine will immediately answer and begin fax reception without ringing in auto reception mode.

Duplex Reception Setting

This is used to have received faxes printed on both sides of the paper.

When this setting is enabled and a fax consisting of 2 or more pages is received (the pages must be the same size), the pages are printed on both sides of the paper.

Auto Receive Reduce Setting

When a fax is received that includes the sender's name and number, the received image is slightly larger than the standard size. This setting is used to automatically reduce the image to fit the standard size.



- If Auto Receive Reduce is disabled, the edges of the image outside the standard size will be cut off. However, the image will be clearer because it will be printed at the same size as the original.
- Standard sizes are sizes such as A4 and B5 (8-1/2" x 11" and 8-1/2" x 5-1/2").

Print Style Setting

This setting determines the paper selection condition when printing received faxes. Select one of the three conditions below.

Print Actual Size Cut off Disabled

The received fax image is printed at full size without dividing it onto multiple sheets of paper. If the same size of paper or larger paper is not loaded, the fax will be received in memory and will not be printed until a suitable size of paper is loaded.

However, if the received fax is longer than A3 (11" x 17") size, it will be automatically divided onto multiple sheets of paper.

Print Actual Size Cut off Enabled

Each received image is printed at full size. If necessary, the image is divided onto multiple sheets of paper.

Auto Size Select

Each received image is printed at full size when possible. When not possible, the image is automatically reduced before printing.

Set the Telephone Number for Data Forwarding

When a problem prevents the machine from printing a received fax, the received fax can be forwarded to another fax machine. This setting is used to program the fax number of the destination fax machine. Only one forwarding fax number can be programmed (maximum of 64 digits). To insert a pause between digits of the number, touch the [-] key.

If you wish to specify an F-code confidential memory box in the destination machine, touch the [/] key after entering the fax number and enter the F-code (sub-address and passcode).

Letter Size RX Reduce Print

When a letter-R size fax is received, this setting reduces the fax to A4R size.



When this setting is enabled, A4R size faxes are also reduced.

Fax Output Settings

These settings are used to select the number of copies and output tray for received faxes. When a finisher is installed, the finisher tray can be selected as the output tray and stapling can be selected.

Output tray

Select the output tray for received faxes.

Number of Prints

Set the number of copies of received faxes that are printed.

Staple Settings

When a finisher is installed, set the position at which received faxes are stapled.

Paper Size

When a finisher is installed, select the paper used for printing of received faxes.



- This setting can only be used when the [Multiple Set Print] and [Staple] checkboxes are selected ☒ in "Fax Settings" (page 98).
- The maximum number of sheets that can be stapled is 50. (When the paper is oriented horizontally, the maximum number of sheets that can be stapled is 30.)

Anti Junk Fax Setting

This setting is used to block fax reception from specified fax numbers (anti junk fax numbers).

Up to 50 anti junk fax numbers can be stored.

Add New

Add a new anti-junk fax number. When storing an anti-junk number, a maximum of 20 digits can be entered.

Number Key List

This shows a list of the stored anti-junk numbers. An anti-junk number can be selected to delete it.

Fax Polling Security

The following settings are for regular polling memory using the Public Box.

Set Fax Polling Security

When the memory polling function is used, this setting determines whether any machine will be allowed to poll your machine, or only machines that have been stored in your machine.

Add New

When the Polling Security Setting is enabled, use this setting to store (or delete) the fax numbers of the machines that are allowed to poll your machine. The stored fax numbers are called passcode numbers. Up to 10 passcode numbers can be stored (maximum of 20 digits each).

Passcode Number Key List

This shows a list of the stored passcode numbers. A number can be selected to delete it.



Note that these settings do not apply to F-code polling memory.

System Settings Guide

MODEL: MX-5500N
MX-6200N
MX-7000N



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