



User Guide



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1. Read This First

How to Find Information about Operations and Troubleshooting

1

You can find support information about operating the machine and troubleshooting in the Operating Manual (printed), Operating Manual (digital format), and Help (online).

Operating Manual (Printed)

The following manuals are provided with this machine.
(You can also refer to the digital data on the Ricoh website.)

Safety Information

This manual explains the safety precautions that should be followed when using the machine. Be sure to read this manual before using the machine.

Setup Guide

This manual explains how to set up the machine. It also explains how to remove the machine from the packaging and how to connect it to a computer.

Operating Manual (Digital Format)

Operating manuals can be viewed from Ricoh's website.

Viewing from a web browser

Access the Internet from a web browser.
Confirm that the computer or the machine is connected to the network.
Download the operating manuals from <https://www.ricoh.com/>.

How to Read This Manual

1

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Symbols Used in This Manual

In this manual, the following important symbols are used:

WARNING

Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

CAUTION

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

Important

Indicates points to pay attention to when using functions. This symbol indicates points that may result in the product or service becoming unusable or result in the loss of data if the instructions are not obeyed. Be sure to read these explanations.

Note

Indicates supplementary explanations of the product's functions and instructions on resolving user errors.

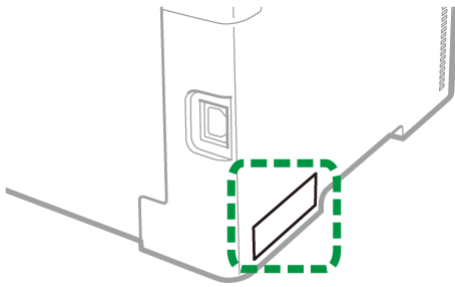
[]

Indicates the names of keys or buttons on the product or display.

Model-Specific Information

This section explains how you can identify the region your machine belongs to.

There is a label on the rear of the machine, located in the position shown below. The label contains details that identify the region your machine belongs to. Read the label.



The following information is region-specific. Read the information under the symbol that corresponds to the region of your machine.

 **Region A** (mainly Europe and Asia)

If the label contains the following, your machine is a region A model:

- CODE XXXX -27, -25, -29, -21
- 220–240 V

 **Region B** (mainly North America)

If the label contains the following, your machine is a region B model:

- CODE XXXX-17, -19
- 120–127 V (mainly North America)
- 110 V (Taiwan)

Note

- If your machine is a region A model and "CODE XXXX -27" is printed on the label, see " **Region A** (mainly Europe)" also.
- If your machine is a region A model and "CODE XXXX -25, -29" is printed on the label, see " **Region A** (mainly Asia)" also.
- If your machine is a region A model and "CODE XXXX -21" is printed on the label, see " **Region A** (China)" also.
- If your machine is a region B model and "CODE XXXX -17" is printed on the label, see " **Region B** (mainly North America)" also.
- If your machine is a region B model and "CODE XXXX -19" is printed on the label, see " **Region B** (Taiwan)" also.
- Dimensions in this manual are given in two units of measure: metric and inch. If your machine is a Region A model, refer to the metric units. If your machine is a Region B model, refer to the inch units.

Disclaimer

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this machine, losses of the

registered data, or the use or non-use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of the data registered in this machine. Documents or data might be erased due to your operational errors or malfunctions of the machine.

In no event will the manufacturer be responsible for any documents created by you using this machine or any results from the data executed by you.

Notes

Contents of this manual are subject to change without prior notice.

Two kinds of size notation are employed in this manual.

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

For good output quality, the manufacturer recommends that you use genuine toner from the manufacturer.

The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

Notes for Wireless LAN

This product is equipped with wireless LAN.

Depending on the machine type, wireless LAN is optional.

The product uses the 2.4/5 GHz frequency range for wireless LAN communication. Communications using radio waves may be interrupted by noise or interference. If you want to use this product for external communication, please be aware that communication failures may occur.

It is prohibited by law to disassemble or modify this product. The company takes no responsibility for illegal modifications that are made to the wireless module of this product.

No measures to prevent or block data tampering are available for devices that use radio waves for communication. The company takes no responsibility for security problems arising due to wireless LAN specifications or other conditions.

The frequency range used by this product may also be used by other products (industrial, scientific, or medical devices) manufactured by other companies. The outdoor use of wireless devices may be restricted. Pay attention to where you use this function.

Some applications of this product use the wireless function. Depending on the environment where you use the wireless function, communication may be interrupted due to radio wave interference.

In infrastructure mode, the wireless LAN function's usable frequencies vary depending on the access point you use.

Notas sobre IFETEL, México

La operación de este equipo está sujeta a las siguientes dos condiciones: (1) es posible que este equipo o dispositivo no cause interferencia perjudicial y (2) este equipo o dispositivo debe aceptar cualquier interferencia, incluyendo la que pueda causar su operación no deseada.

Note to Administrator

Password

★ Important

- **No password is set at the factory.**

Certain configurations of this machine can be password-protected to prevent unauthorized modifications by others.

The following are the passwords that must be specified by the administrator during the Initial Setup, which are required after turning on the machine for the first time. For details, see Setup Guide.

- Panel Admin. Tools Lock

This is the password for access to [Address Book], [Network Settings], and [Administrator Tools] on the control panel menu.

This can be changed in [Admin. Tools Lock], located in [Administrator Tools]. See page 234 "Administrator Tools Settings".

- Web Page Administrator Password

This is the password to configure [System Settings], [Scan Destination], [Fax Destination], [Special Sender], [Restrict Available Functions], [Network Settings], [IPsec Settings], and [Administrator Tools] on the Web Image Monitor.

This can be changed in [Administrator Settings] on the Web Image Monitor. See page 322 "Configuring the Administrator Settings".

- FTP Password

This is the password for access to the FTP server for operations such as printing via FTP and firmware updates.

This can be changed in [Network Print Setting] on the Web Image Monitor. See page 298 "Configuring the Network Settings".

Note that these passwords will be cleared if the settings are reset. For the default password, see the applicable settings.

User restriction

You can restrict the use of certain functions of this machine to users with proper authentication.

Using Web Image Monitor, you can select the functions you want to restrict, and register the users who can use that function upon authentication.

Note

- For details about creating passwords and configuring the user restriction settings, see page 292 "Restricting Machine Functions According to User".

List of Option

Option List	Referred to as
Paper Feed Unit PB1210	Paper feed unit
Caster Table Type M57	Caster table

Note

- If Paper feed unit is attached, "Tray 2" appears on the machine's control panel.

About IP Address

In this manual, "IP address" covers both IPv4 and IPv6 environments. Read the instructions that are relevant to the environment you are using.

Supplied Items

Open the box and take out all supplied items. Check that all the following items are present:

1

- Power Cord
- Modular cable  **Region B** (mainly North America)
- Setup Guide
- Safety Information
- Warranty  **Region A** (mainly Europe) /  **Region B** (mainly North America)
- Customer registration form  **Region B** (mainly North America)
- Sheet - EULA (End User License Agreement)

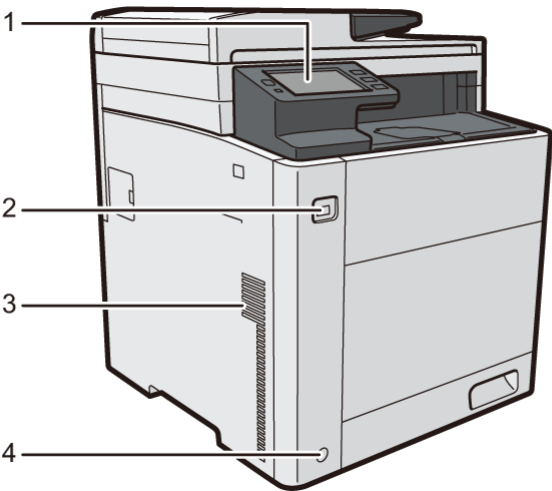
2. Guide to the Machine

This chapter describes preparations for using the machine and its operating instructions.

Guide to Components

This section introduces the names of the various parts on the front and rear side of the machine and outlines their functions.

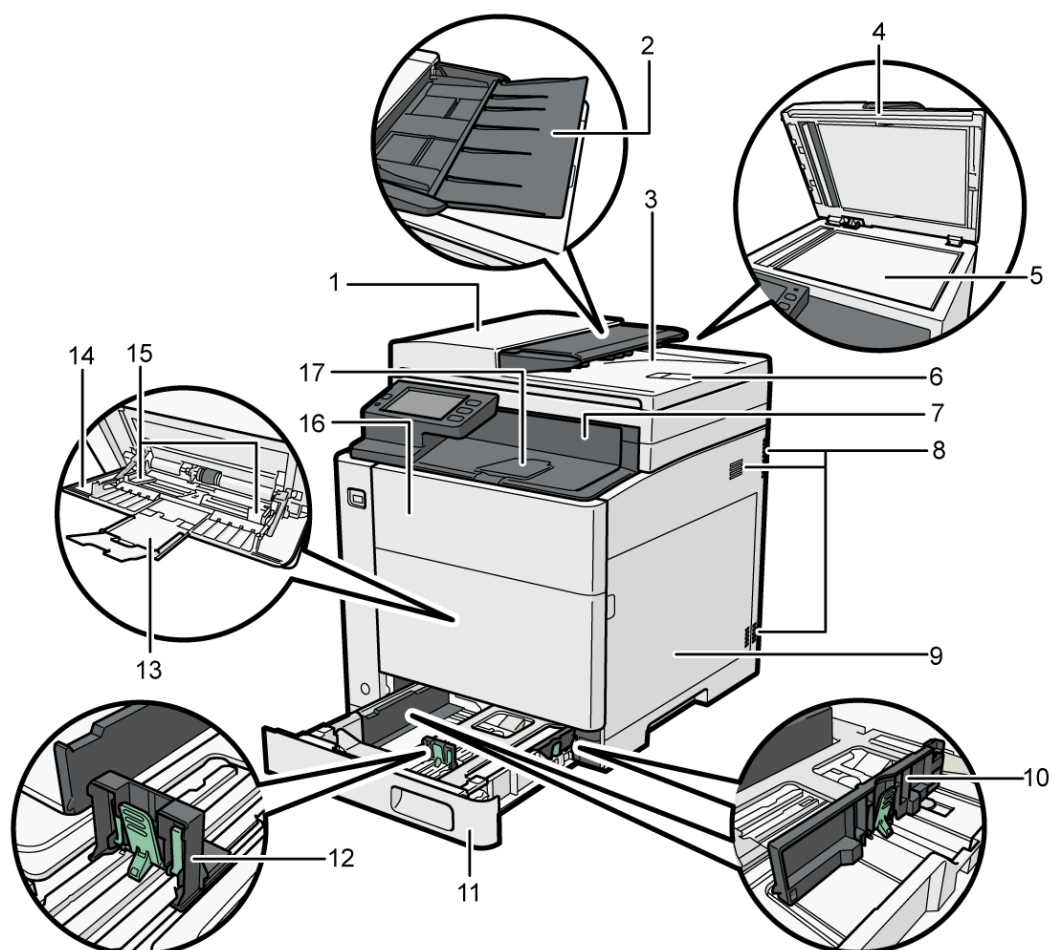
Exterior: Front and Left view



No.	Name	Description
1	Control panel	Contains a screen and keys for machine control.
2	USB flash disk port	Insert a USB flash disk for using the Scan to USB function. • Use the media formatted in FAT16 or FAT32. • Certain types of USB flash memory devices such as one that supports encryption may not be used on the machine. • A USB extension cable, hub, or card reader cannot be used. • If the power of the machine is turned off or the media is removed from the machine while the machine is reading the data in the media, check the data in the media.
3	Ventilation holes	Prevent the machine's internal components to overheat.

No.	Name	Description
		After large-volume printing, the ventilation fan may continue to work to lower the temperature inside the machine. Do not turn off or unplug the machine while the machine indicates the cooling down status.
4	Power switch	Push this key to turn the power of the machine on or off. The indicator on the control panel lights up in blue when you turn on the power of the machine. Press the key for three seconds or longer to turn off the power. If you cannot turn the power off even after pressing the power switch for more than three seconds, press the power switch and [Clear/Stop] keys simultaneously for more than three seconds to force the machine to turn off. Do not press the power switch within 3 minutes of disconnecting the power cord.

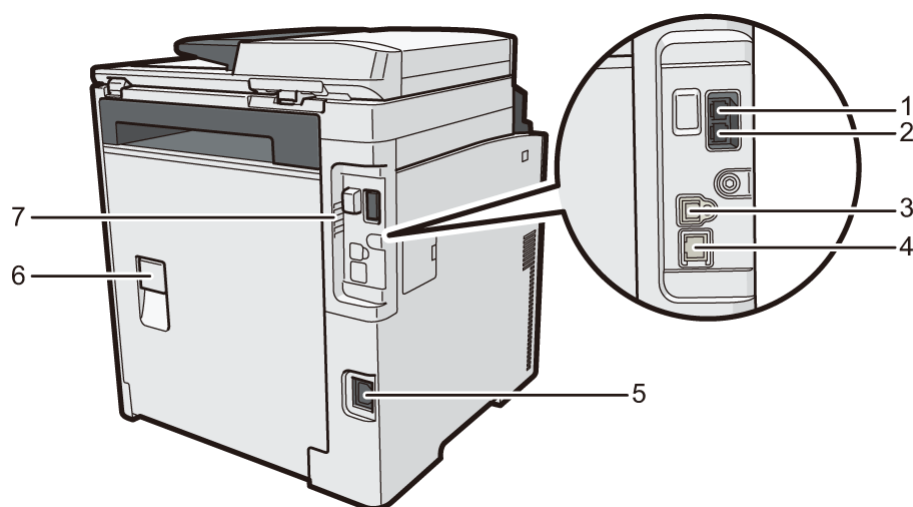
Exterior: Front and Right view



No.	Name	Description
1	ADF cover	Open this cover to remove originals jammed in the ADF.
2	Input tray for the ADF (Auto document feeder)	Place stacks of originals here. They will feed in automatically. This tray can hold up to 50 sheets of plain paper.
3	Output tray for the ADF	Originals scanned with the ADF are delivered from here.
4	Auto document feeder/Exposure glass cover	The ADF is integrated with the exposure glass cover. Open this cover to place originals on the exposure glass.
5	Exposure glass	Place originals here sheet by sheet.
6	Extender for the ADF tray	Extend these when placing paper longer than A4 in the input tray for ADF.

No.	Name	Description
7	Standard tray	Printed paper is delivered to this tray. Up to 150 sheets of plain paper can be stacked here.
8	Ventilation holes	Prevent the machine's internal components to overheat. After large-volume printing, the ventilation fan may continue to work to lower the temperature inside the machine. Do not turn off or unplug the machine while the machine indicates the cooling down status.
9	Right cover/Waste toner bottle	Collects the excess toner that is produced during printing. A message appears on the screen when the waste toner bottle needs to be replaced or a new replacement bottle needs to be prepared.
10	Side fence	Adjust this fence to the paper size.
11	Tray 1	This tray can hold up to 250 sheets of plain paper.
12	End fence	Adjust this fence to the paper size.
13	Bypass tray extension guide	Extend this guide when you load paper that is longer in length than standard paper.
14	Bypass cover/Bypass tray	You can load up to 50 sheets of paper.
15	Paper guides	Adjust the paper guides to fit the loaded paper size when you load paper on the bypass tray.
16	Front cover	Open this cover to replace a print cartridge.
17	Paper holder	This holder prevents the ejected paper to fall off the tray. Raise the holder when you output a large number of sheets at one time.

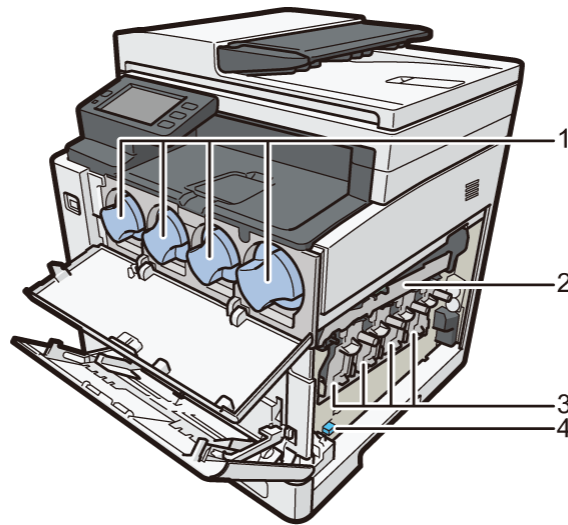
Exterior: Rear View



2

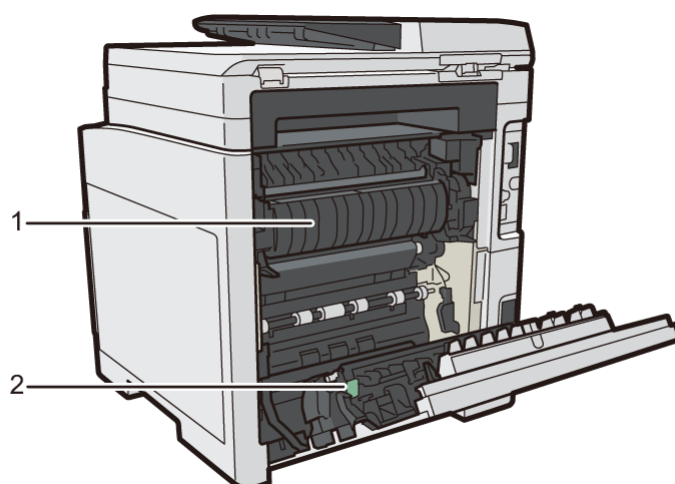
No.	Name	Description
1	G3 (analog) line interface connector	For connecting a telephone line.
2	External telephone connector	For connecting an external telephone.
3	USB port	For connecting the machine to a computer using a USB cable.
4	Ethernet port	For connecting the machine to the network using a network interface cable.
5	Power socket	For connecting the power cord to the machine.
6	Open/close lever of the rear cover	To open the Rear Cover, pull the lever toward you.
7	Ventilation holes	Prevent the machine's internal components to overheat. After large-volume printing, the ventilation fan may continue to work to lower the temperature inside the machine. Do not turn off or unplug the machine while the machine indicates the cooling down status.

Interior: Front View



No.	Name	Description
1	Print cartridge	Set the print cartridge in the machine, in the order of yellow (Y), magenta (M), cyan (C), and black (K) from left to right. Messages appear on the screen when print cartridges need to be replaced, or new ones need to be prepared.
2	Transfer unit (Intermediate transfer unit)	Transfers the image that is rendered on the transfer belt onto the paper. A message appears on the screen when you need to replace the transfer unit or to prepare a replacement for the unit.
3	Drum unit	From the front to back, set the drum units in the following order: yellow (Y), magenta (M), cyan (C), and black (K). A message appears on the screen when the drum Unit needs to be replaced, or a replacement for the unit needs to be prepared.
4	Cleaning rod	Remove it from the machine when you clean the dustproof glass. page 357 "Cleaning the Dustproof Glass"

Interior: Rear View



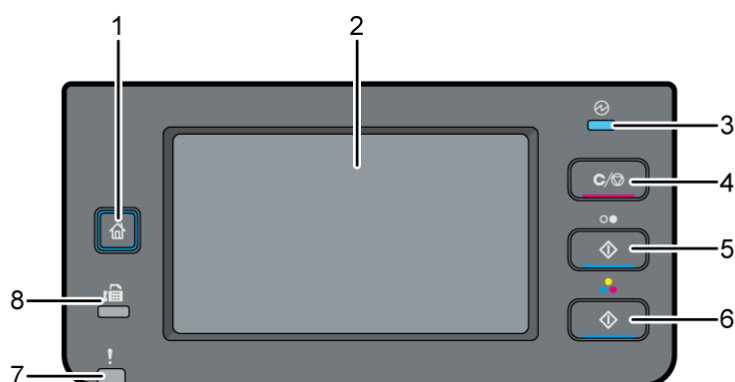
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No.	Name	Description
1	Fusing unit	Fixes the toner on the paper. You may need to handle the unit to check the location of, or resolve a problem when a paper jam occurs.
2	Transfer unit (Transfer roller)	A message appears on the screen when the Transfer unit needs to be replaced, or a replacement for the unit needs to be prepared.

Note

- For details about the messages that appear on the screen when consumables need to be replaced, see page 367 "Error and Status Messages on the Screen".

Control Panel



No.	Name	Description
1	[Home] key	Press to display the Home screen. For details, see page 33 "How to Use the Home Screen".

No.	Name	Description
2	Display panel	This is a touch panel display that features icons, keys, and shortcuts that allow you to navigate the screens of the various functions and provide you with information about operation status and other messages. You can display the software keyboard by double tapping the entry area on the display.
3	Power indicator	This indicator lights up blue when the machine is turned on.
4	[Clear/Stop] key	• While the machine is processing a job: press to cancel the current job. • While configuring the machine settings: press to cancel the current setting and return to standby mode. • While in standby mode: press to cancel temporary settings such as image density or resolution.
5	[B&W Start] key	Press to scan or copy in black and white, or start sending a fax.
6	[Color Start] key	Press to scan or copy in color.
7	Alert indicator	Flashes yellow when the machine will require maintenance soon (such as replacing consumables), or lights up red when a machine error occurs. When an alert is issued, check the messages on the screen. For details about the messages that appear on the screen, see page 367 "Error and Status Messages on the Screen".
8	Fax indicator	Indicates the status of the fax functions. Lights up when received faxes that have not been printed out exist in the machine's memory. Flashes when the machine is unable to print out the faxes due to machine errors such as an empty paper tray or a paper jam.

 Note

- The backlight of the screen is turned off when the machine is in Energy Saver mode. Furthermore, after the specified lapse of time for Energy Saver Mode 2, all LEDs except for the power indicator will go out.

- When the machine is processing a job, you cannot display the menu for configuring the machine. You can confirm the machine's status by checking messages on the screen. If you see messages such as "Printing...", "Black & White Copying...", "Color Copying...", or "Processing...", wait until the current job is finished.

Installing Option

This section explains how to install options.

2

Attaching Paper Feed Unit

WARNING

- Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.
- Do not handle the power cord plug with wet hands. Doing so can result in electric shock.

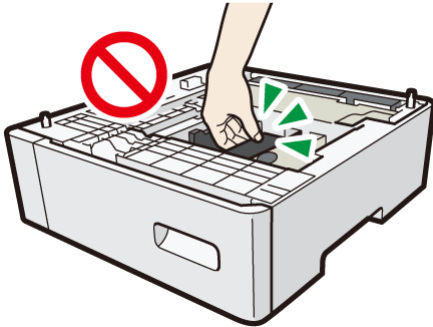
CAUTION

- The machine weighs approximately 29.9 kg (66 lb.). When moving the machine, use the inset grips on both sides, and lift slowly in pairs. The machine will break or cause injury if dropped.
- Lifting the paper feed unit carelessly or dropping may cause injury.
- Before moving the machine, unplug the power cord from the wall outlet. If the cord is unplugged abruptly, it could become damaged. Damaged plugs or cords can cause an electrical or fire hazard.
- Do not hold the exposure glass cover to lift the machine.
- When moving the machine, make sure to unplug the power cord from the wall outlet and confirm that line cords and other connecting cables have been removed. Otherwise, the power cord is damaged, possibly resulting in fire or electric shock.

Important

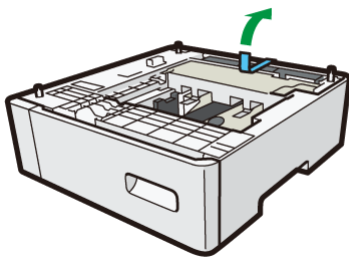
- **The machine must be lifted by two people.**
- **Do not hold the tray to lift the machine.**
- **When moving the machine, do not touch the following parts:**
 - The operation panel, the ADF, and parts around them
 - Places indicated on the labels attached to the machine
 - The bottom of the optional paper tray

- Do not hold the part indicated below when you lift the paper feed unit.

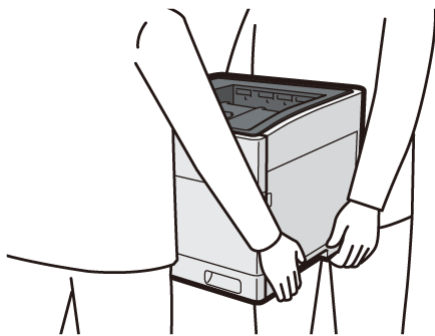


2

1. Remove the adhesive tape from the paper feed unit.



2. Turn the machine off and unplug the power cord.
3. Hold the carrying handles on both sides of the machine from the front and back as shown, carefully lift the machine using two people, and then move it horizontally over the optional paper feed unit.

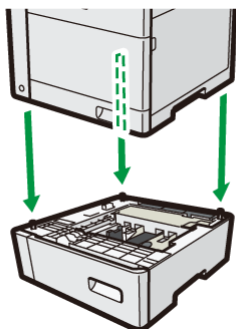


Lifting the machine requires two people.

When moving the machine, do not touch the following parts:

- Places indicated on the labels attached to the machine
- The bottom of the optional paper tray

4. **Align the three upright pins of the optional paper feed unit with the holes on the underside of the machine, and then lower the machine carefully.**



5. **Plug in the power cord, and then turn on the machine.**
6. **Print the configuration page to confirm that the unit was attached correctly.**

The information on "Tray 2" appears under "Paper Tray" in the system settings list when the optional tray is attached correctly.

Note

- After installing the optional paper feed unit, select Tray 2 in the printer driver. For details, see page 86 "Configuring Option Settings for the Printer".
- If the new device is listed in the column of configuration options, it has been properly installed.
- If the optional paper feed unit is not installed properly, try to install it again by repeating the procedure. If the problem persists, contact your sales or service representative.
- For details about printing the configuration page, see page 246 "Printing or Storing Lists/Reports".
- When installing the caster table, place the optional paper feed unit on the caster table. For details, see the installation guides provided with the options.

How to Use the Home Screen

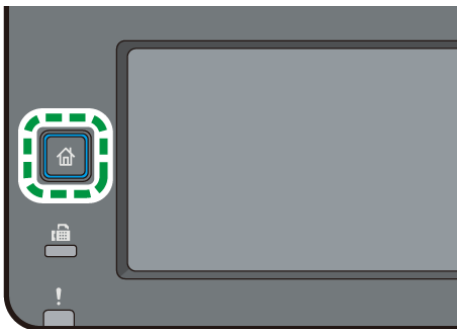
↓ Note

- The Home screen is set as the default screen when the machine is turned on. You can change this default setting under Function Priority. See page 234 "Administrator Tools Settings".

2

Displaying the Home Screen

1. Press the [Home] key.



↓ Note

- Function or shortcut icons will be displayed on the Home screen. For details, see page 33 "How to Use the Home Screen".
- To use a different function, press the icon of the function you want to use.

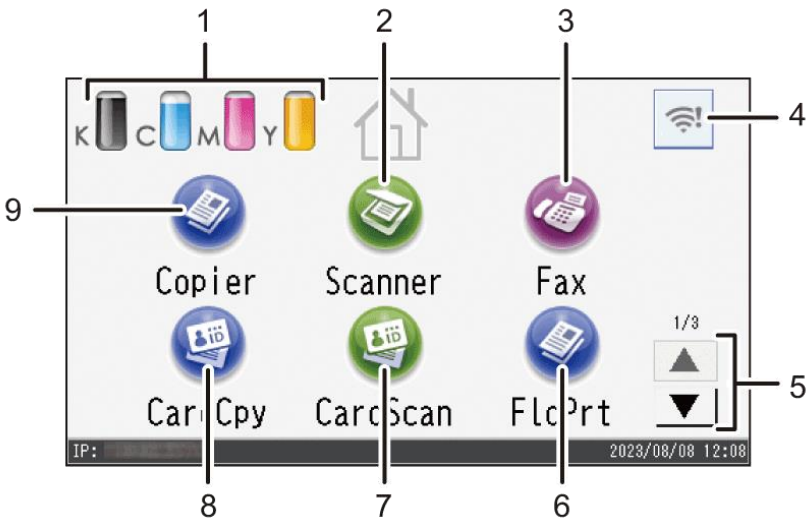
How to Use the Home Screen

The icons of each function are displayed on the Home screen.

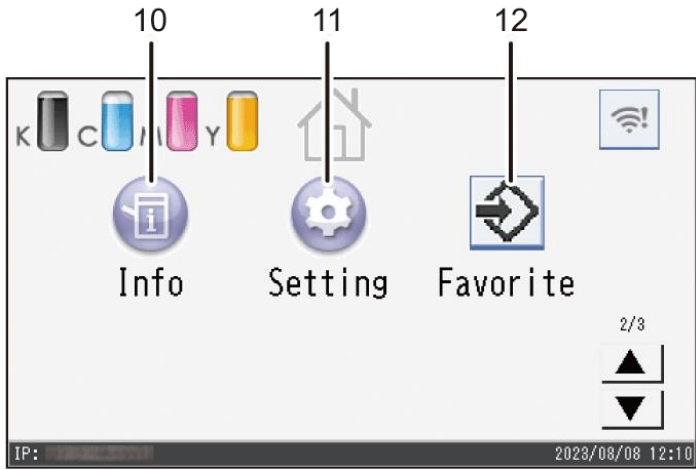
You can add shortcuts to favorite items to Home screens 2 and 3. The icons of added shortcuts appear on the Home screen. You can recall favorite items by pressing the shortcut icons.

To display the Home screen, press the [Home] key.

Home screen 1



Home screen 2



Home screen 3



1. **Supply Information icon**

Displays the remaining amount of toner.

2. **[Scanner]**

Press to scan originals and save images as files.

For details about how to use the scanner function, see page 125 "Scanning Originals".

3. **[Fax]**

Press to send or receive faxes.

For details about how to use the fax function, see page 175 "Sending and Receiving a Fax".

4. **Wireless LAN icon**

Press to display the [Wi-Fi Configuration] screen.

This icon appears when Wireless LAN is enabled.

When wireless LAN connection is enabled, the  icon appears.

When Wi-Fi Direct connection is enabled, the  icon appears.

5. **▲/▼**

Press to switch pages when the icons are not displayed on 1 page.

6. **[FldPrt]**

Press to use the Folder Print function.

For the procedure to use the Folder Print function, see page 122 "Printing the Original Scanned and Saved in the Folder".

7. **[CardScan]**

Press this to scan an ID Card.

For the procedure to use the ID Card Scan function, see page 157 "Scanning and Sending an ID Card".

8. **[Card Cpy]**

Press to make ID card copies.

For the procedure to use the ID Card Copy function, see page 117 "Copying an ID Card".

9. **[Copier]**

Press to make copies.

For details about how to use the copy function, see page 249 "Copier Settings".



10. **[Info]**

Press to check the machine's system status, operational status of each function, and Locked Print jobs. You can also display the machine's maintenance information.

11. **[Setting]**

Press to customize the default settings of the machine to meet your requirements.

12. **[Favorite]**

You can register a shortcut to your favorite in the folder. For details about how to register shortcuts, see page 37 "Adding to the Home Screen Shortcuts to Favorite Items".

For details about examples of shortcuts that you can register, see page 39 "Example of favorite items".

13. **Shortcut icon**

The shortcut icon to a favorite that is stored in the [Favorite] folder also appears on the Home screen.



Note

- You can change the order of favorite item icons. For details, see page 37 "Changing the Order of Icons on the Home Screen".

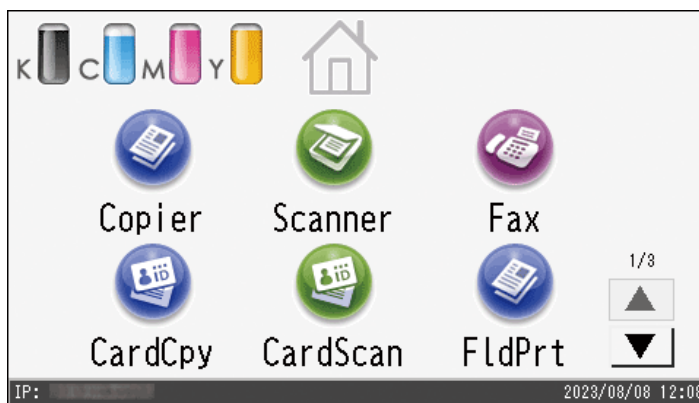
Customizing the Home Screen

You can add shortcuts to favorite items in the Home screen. You can recall favorite items by pressing the shortcut icons. You can rearrange the order of the function and shortcut icons.

You can customize the Home screen to make it more accessible.

The icons of each application are displayed on the Home screen. You can also add shortcuts to favorite items registered in some applications.

For details about the items on the Home screen, see page 33 "How to Use the Home Screen".



Note

- When you register a favorite item, the shortcut to the favorite item appears on Home screens 3 or 4. If Home screens 3 and 4 do not have enough space for more icons, registering any more favorite items becomes impossible.
- You can register a total of 12 icons for shortcuts to favorite items, 6 icons on each of the 2 pages.

Adding to the Home Screen Shortcuts to Favorite Items

When you register frequently used settings for functions such as copier and fax functions as favorite items, the shortcuts to them appear on Home screens 3 or 4. For details about how to register a favorite item, see page 39 "Registering Functions in a Favorite Item".

Changing the Order of Icons on the Home Screen

You can change the order of the favorite item icons on Home screen 3 and 4 to make them more accessible.

1. Press and hold an icon that you want to move.

2. Select [Move Up] or [Move Down].

The position of an icon switches from that of another icon located ahead or behind.

Note

- You cannot change the order of the icons on the Home screen 1.

2

Deleting an Icon on the Home Screen

Delete unused favorite item icons. You can only display icons and shortcuts that you use.

When a shortcut to a favorite item on the Home screen is deleted, the registered favorite item is also deleted. For details about how to delete a favorite item, see page 41 "Deleting a Favorite Item".

Note

- You cannot delete icons on the Home screen 1.

Registering Frequently Used Functions

You can store frequently used job settings in the machine memory and recall them easily.

Registering Functions in a Favorite Item

2

You can register up to 12 favorite items for each function.

This section explains how to register functions to a favorite item by using each application.

1. Edit the settings so all functions you want to register to a favorite item are selected on the [Copier], [Fax], [Scanner], [Card Cpy] or [CardScan] screen.
2. Press the favorite item icon (🔖) in the upper right of the screen.
3. Press the [Input favorite item name:] box.
4. Enter the favorite item name, and then press [OK].
5. Confirm the name you entered is displayed, and then press [OK].
6. Press the [Home] key.

A favorite is registered in the "Favorite" folder and on the Home screen.

Note

- You can enter up to 8 characters for a favorite item name.
- Favorite items are not deleted by turning the power off or by pressing the [Clear/Stop] key unless the favorite item is deleted or overwritten.
- Favorite items can be registered to the Home screen, and can be recalled easily. For details, see page 37 "Adding to the Home Screen Shortcuts to Favorite Items".

Example of favorite items

Copier

Favorite item name	Favorite item description	Effect
Eco copy	Specify [Sim to Dup].	You can save paper and toner.
Thumbnail copy	Specify settings to combine and print a multiple pages on one side or both sides of paper in [Other Settings].	You can copy up to four pages onto one side of a sheet, so that you can save paper.

Fax

Favorite item name	Favorite item description	Effect
Duplex fax transmission	In [TX Settings], specify [Duplex] for [Original Settings].	After scanning the originals printed on both sides of the paper, you can send faxes.

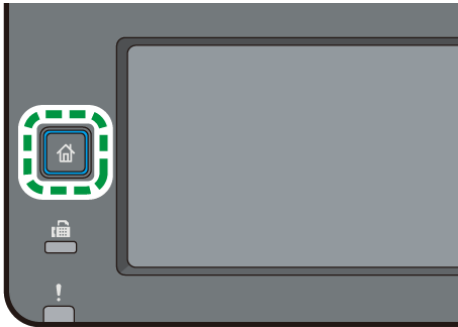
↓ Note

- The names of favorite items given above are just examples. You can assign any name to a favorite item according to your objectives.
- Depending on your business details or the type of documents to be scanned, registering a favorite item cannot be recommended.

Recalling a Favorite Item

You can recall the favorite item and operate the machine using the stored settings.

1. Press the [Home] key.



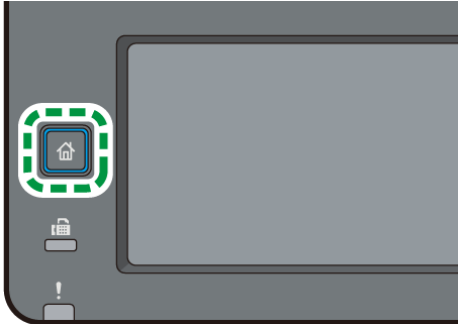
2. Press [▼] until the favorite item icon you want appears.
3. Press the favorite item icon.

↓ Note

- Using the favorite item causes the previous settings to be cleared.

Deleting a Favorite Item

1. Press the [Home] key.



2

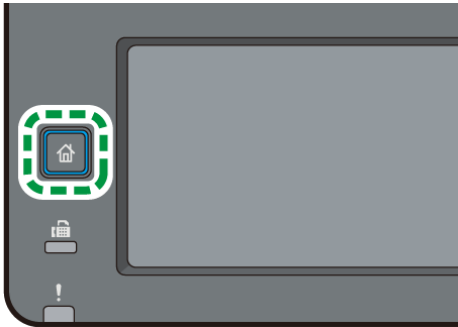
2. Press [▼] until the favorite item icon you want appears.
3. Press and hold down the favorite item icon.
4. Press [Delete].

Displaying Frequently Used Modes Preferentially

Specify the mode to be displayed immediately after the operation switch is turned on, or when System Reset mode is turned on.

2

1. Press the [Home] key.



2. Press the [Setting] icon on the Home screen.
3. Press [Administrator Tools].
4. Enter the password using the number keys, and then press [OK].
5. Press [▼].
6. Press [Function Priority].
7. Specify the mode to be displayed preferentially.
8. Press the [Home] key.

↓ Note

- For details about which modes you can specify, see "page 234 "Administrator Tools Settings".

Multi-access

This machine can perform multiple jobs using different functions, such as copying and faxing, at the same time. Performing multiple functions simultaneously is called "Multi-access".

The following table shows the functions that can be performed simultaneously.

Current job	Types of jobs that can be executed simultaneously
Copying	• Fax memory reception^{*1} • Internet Fax reception^{*1}
Scanning (Pull-type)	• Fax memory reception^{*1} • Internet Fax reception^{*1} • LAN-Fax transmission • Receiving a Lan-Fax job from a computer • Printing
Scanning (Push-type)	• Fax memory reception^{*1} • Internet Fax reception^{*1} • LAN-Fax transmission • Receiving a Lan-Fax job from a computer • Printing
Scan to USB	• Fax memory reception^{*1} • Internet Fax reception^{*1} • LAN-Fax transmission • Receiving a Lan-Fax job from a computer • Printing
Fax transmission	• Internet Fax reception^{*1} • Printing
Fax receiving and printing	• Internet Fax reception^{*1}
Fax memory reception (storing a received fax into the machine's memory)	• Copying • Scanning (Pull-type)

Current job	Types of jobs that can be executed simultaneously
	• Scanning (Push-type) • Scan to USB • Internet Fax transmission • Internet Fax receiving and printing • Internet Fax reception^{*1} • Printing a Fax job in the machine's memory • Printing • Mobile printing (from a device)
Printing a Fax job in the machine's memory	• Fax memory reception^{*1} • Internet Fax reception^{*1}
• Receiving a LAN-Fax job from a computer • LAN-Fax transmission	• Scanning (Pull-type) • Scanning (Push-type) • Scan to USB • Internet Fax reception^{*1}
Internet Fax transmission	• Fax memory reception^{*1} • Printing
Internet Fax reception	• Fax memory reception^{*1}
Printing	• Scanning (Pull-type) • Scanning (Push-type) • Scan to USB • Fax transmission • Fax memory reception^{*1} • Internet Fax transmission • Internet Fax reception^{*1}
Mobile printing (from a device)	• Fax memory reception^{*1} • Internet Fax reception^{*1}

^{*1} You cannot print received fax.

Note

- If you try to use a function that cannot be performed simultaneously, you will hear a beep sound from the machine or see a failure message pop up on your computer screen. In this case, try again after the current job is finished.

Configuration Method

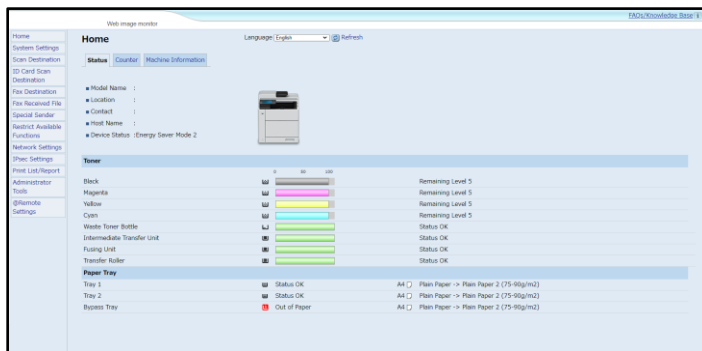
This section explains the operation tools of this machine.

Control Panel

The control panel contains a screen and keys for controlling the machine. They allow you to configure the machine's various settings.

For details about how to use the control panel, see page 221 "Configuring the Machine Using the Control Panel".

Web Image Monitor



You can check the machine's status and configure its settings by accessing the machine directly using Web Image Monitor.

For details about how to use Web Image Monitor, see page 271 "Configuring the Machine Using Utilities".

Entering Characters

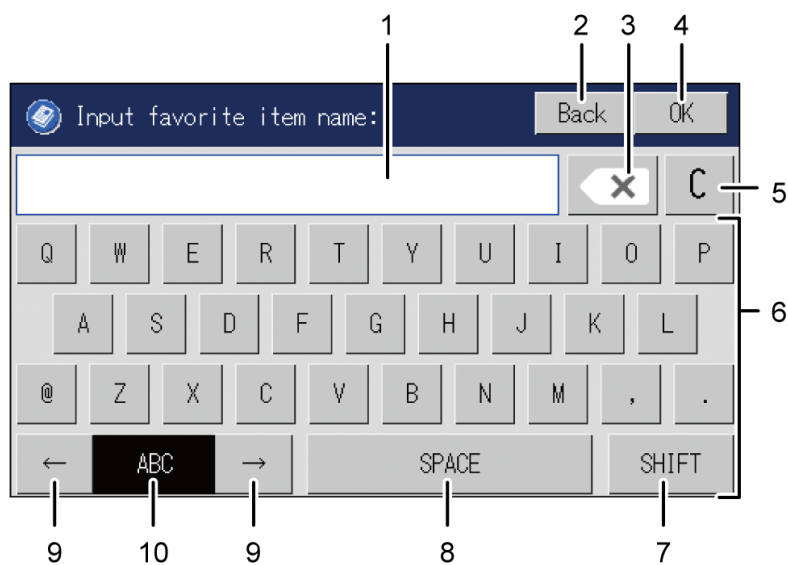
This section describes how to enter text on the screens of the functions such as copier or fax or on the Setting screen.

The cursor appears if you tap the text field. If you tap the text field again after the cursor appears, the keyboard appears.

2

Character Entry Display

This section explains the entry screen and the keys displayed on it.



ECC206

1. **Characters you enter are displayed on the text field.**
2. **Cancels the entered text and closes the character entry display.**
3. **Deletes the character to the left of the cursor.**
4. **Confirms text and closes the character entry display.**
5. **Deletes all characters that have been input.**
6. **Enters characters.**
7. **Switches between uppercase and lowercase.**
8. **Enters a space.**
9. **You can switch the input method from the menu displayed pressing this key. Press to enter numbers, symbols, and some special characters.**
10. **Displays the current input method.**

Available Characters

You can enter the following characters:

- Alphabetic characters
- Symbols
- Numerals

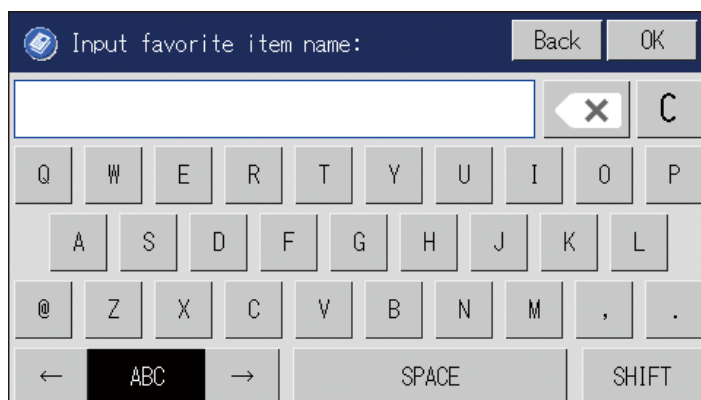
0123456789

Entering Text

When you enter a character, it appears at the position of the cursor.

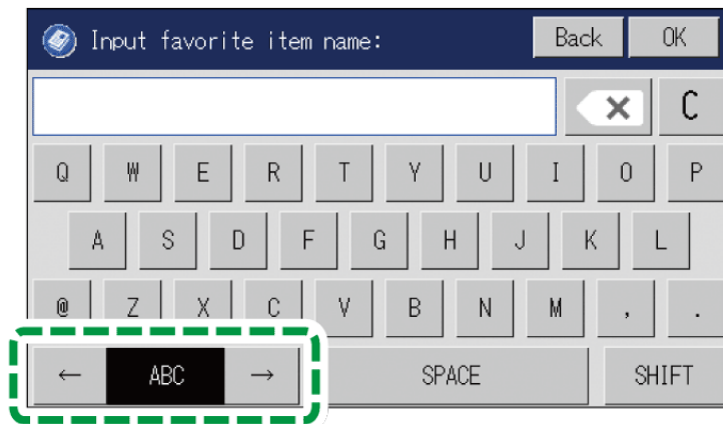
Entering letters

1. **Press the letters you want to enter.**



Entering alphanumeric characters and symbols

1. Press [←] or [→] to select [123], [,-&@%], or [Latin].

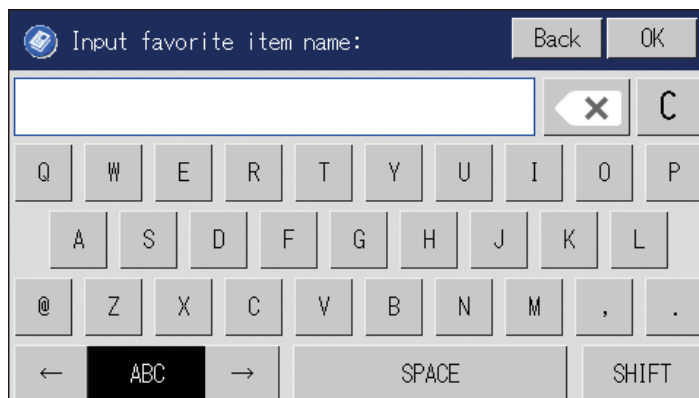


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2. Press the numbers or symbols you want to enter.

Deleting characters

1. Press [✕] to delete characters.



Using RICOH Smart Device Connector

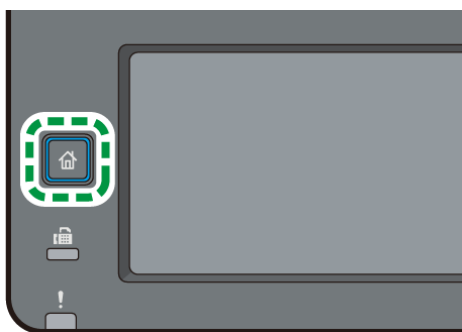
To use RICOH Smart Device Connector, access the App Store or Google Play with your smart device, search for and download the "RICOH Smart Device Connector" application from the site.

2

Check the App Store or Google Play to see the functions you can use on RICOH Smart Device Connector.

Follow the procedure below to connect to the machine using RICOH Smart Device Connector.

1. **Press the [Home] key.**



2. **Press the [Info] icon on the Home screen.**

3. **Press the [Machine info] tab.**

The QR code is displayed on the screen.

4. **Start the application on the smart device, and then read the QR code.**

Follow the instructions displayed on the application.

3. Paper Specifications and Adding Paper

Workflow for Loading Paper and Configuring Paper Sizes and Types

This section explains how to load paper and operations required after paper is loaded. After following the procedures below, you can copy or print on the paper that is loaded in the machine.

- 1. Load paper into paper tray.**

See page 52 "Loading Paper".

- 2. Specify the paper type and size.**

There are two ways to specify the paper type and size.

- When using the control panel

See page 60 "Specifying Paper Type and Paper Size Using the Control Panel".

- When using Web Image Monitor

See page 63 "Specifying Paper Type and Paper Size Using Web Image Monitor".

- 3. Specify the paper type and size on the printer driver.**

See page 64 "Specifying Paper Type and Paper Size Using the Printer Driver".

For details about supported paper, see page 66 "Supported Paper".

Loading Paper

This section explains how to load paper into the paper tray and the bypass tray.

CAUTION

- When pulling out the paper tray, do not pull it out swiftly. The tray may fall and cause injury.
- Do not use stapled sheets of paper, aluminum foil, carbon paper, or any kind of conductive paper. Doing so can result in fire.
- There are highly-heated parts inside the machine. When removing misfed paper, do not touch areas other than those specified in this manual. Touching those areas can result in burns.
- When replacing paper or removing jammed paper, make sure not to trap or injure your fingers.

For information about supported paper, precautions for storing paper and print areas, see page 66 "Supported Paper".

Loading Paper into Tray 1 and 2

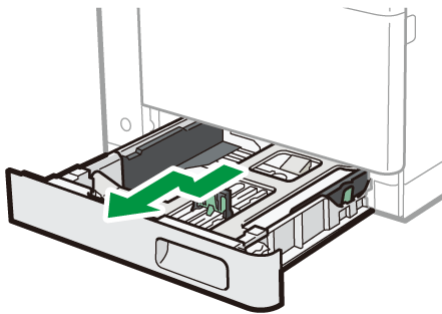
The following example explains the loading procedure for the standard paper tray (Tray 1).

The same procedure applies to loading paper in Tray 2.

Important

- **Curled paper may jam. Straighten curled paper before loading.**
- **After loading paper in the tray, specify the paper type and size using the control panel to avoid printing problems. This machine does not detect the paper size automatically.**
- **Make sure the paper stack does not exceed the upper limit mark inside the paper tray. Excessive stacking can cause paper jams.**
- **If paper jams occur frequently, flip the paper stack in the tray.**
- **Do not mix different types of paper in the same paper tray.**
- **After loading paper, specify the paper size using the control panel and paper type using the control panel. When printing a document, specify the same paper size and type in the printer driver as specified on the printer.**
- **Load a new stack of paper only after the paper in the tray runs out. Adding paper to the existing stack may cause double feeds or paper jams.**

- Do not move the side fences and end fence forcefully. Doing so may damage the tray.
 - Do not slide the paper tray in forcefully when inserting the loaded tray into the printer. Otherwise, the side and end fences or the paper guide of the bypass tray might move.
 - Load the sheets of label paper one by one in Tray 2.
1. Pull out the paper tray carefully until it stops, and then pull the tray completely out of the machine while slightly raising the front end of the tray.

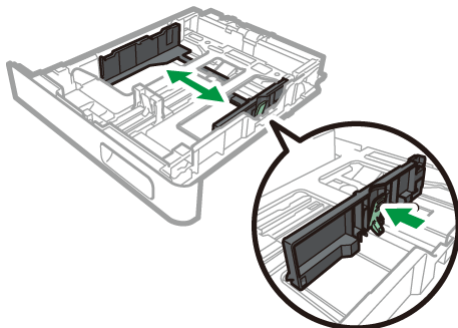


Place the tray on a flat surface.

2. Pinch the clip on the side fence, and slide the side fences outward.

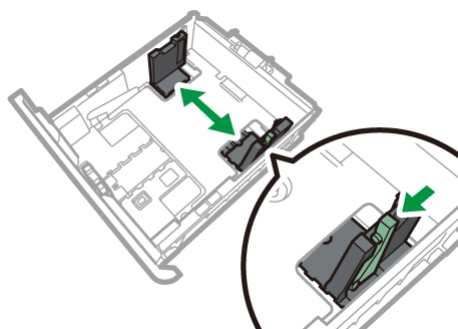
- Tray 1

Expand them wider than the width of the paper you are loading.



- Tray 2

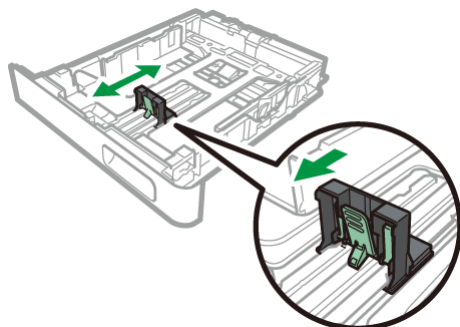
Fit to the size of the paper you are loading.



3. Pinch the clip on the end fence, and slide the end fence outward.

- Tray 1

Expand them wider than the width of the paper you are loading.



3

- Tray 2

Fit to the size of the paper you are loading.



4. Fan the paper before loading it.

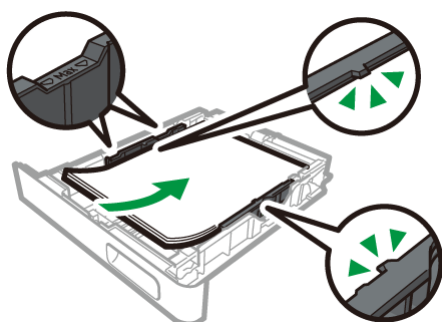


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5. Load the paper in the tray with the print side faced up.

Make sure the paper is not stacked higher than the upper limit marked inside the tray.

Make sure the paper is not stacked higher than the projection on the side fences.



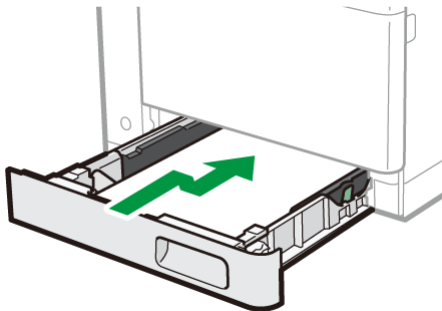
6. Pinch the clip on the side and end fences, and slide the fences to fit the paper size.

For Tray 1, pinch and hold the clip, and then adjust the side fences and the end fence to the size of the paper.

7. Check there are no gaps between the paper and the fences; both side and end fences.

- If there is a gap between the paper and the side fences or the end fence is pressing tightly against the paper, paper jams may occur. In this case, adjust the position of the fences.
- Do not move the paper too much inside the paper tray. The paper may become caught in the gap between the bottom plate and the paper tray, and it may cause a paper jam or folding paper.

8. While raising the front end of the tray slightly, carefully slide the tray back into the machine until it stops.



Push the tray straight in. If the paper tray is damaged, it may cause a paper jam. Also, if you push the tray forcibly, the side fence of the tray may be moved.

To avoid paper jams, make sure the tray is securely inserted.

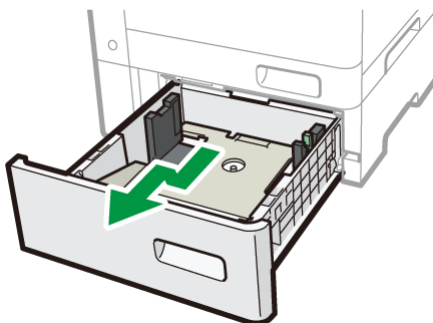
Extending tray 1 to load paper (Tray 2 only)

You can load paper that is longer than A4 (297 mm, 11.7 inches) when the optional extension unit is attached.

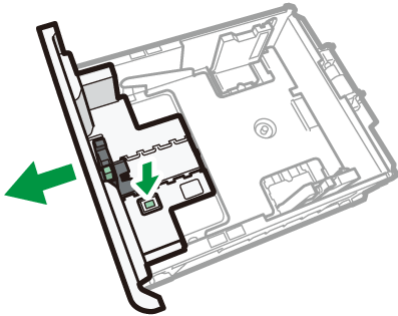
This section explains how to load paper longer than A4 into the machine.

1. Pull out the paper tray carefully until it stops, and then pull the tray completely out of the machine while slightly raising the front end of the tray.

Place the tray on a flat surface.

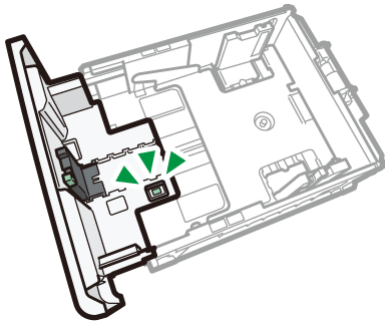


2. While pushing on the green lock on the edge of the bottom plate, pull out the front part of the paper tray.



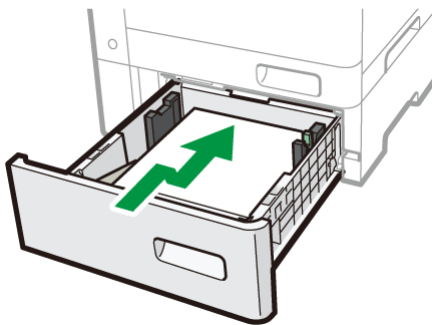
3

Pull it out until it is locked in place, and you hear a click.

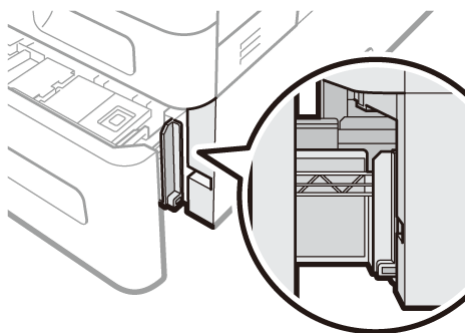


3. Follow Steps 2 to 7 in page 52 "Loading Paper into Tray 1 and 2".
4. While raising the front end of the tray slightly, carefully slide the tray back into the machine until it stops.

Push the tray straight in. If the paper tray is damaged, it may cause a paper jam. Also, if you push the tray forcibly, the side fence of the tray may be moved.



The tray protrudes from the exterior of the machine when you extend it, so push in the part of the tray that is indicated in the illustration until it is aligned with the front of the expansion tray.



To avoid paper jams, make sure the tray is securely inserted.

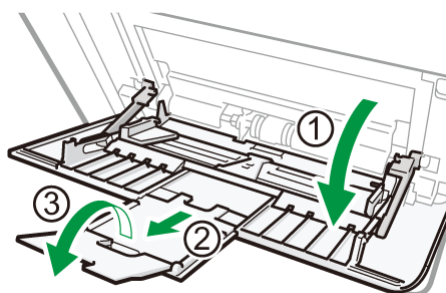
3

Loading Paper into Bypass Tray

This section describes the procedure for loading paper on the bypass tray.

★ Important

- When the paper to be loaded has a curl, straighten the curl by bending it in the opposite direction of the curl before you load it on the tray.
 - Specify the paper type and size on the control panel after you load the paper. The machine does not detect the paper size automatically, and printing may not be performed properly if you do not specify the correct setting.
 - Load paper so that it's not stacked above the upper limit signs on the paper guide. Failure to do so may cause a paper jam to occur.
 - You can load up to five sheets of Thick Paper 2.
 - If paper jams occur frequently, remove the stack of paper that is loaded in the tray, flip the front back sides of the stack, and set it on the tray again.
 - Do not load paper comprising mixed sizes.
 - Do not add additional paper to the stack already loaded on the tray before the existing stack is depleted. Doing so may cause a paper jam to occur.
 - Do not move the paper guide forcefully. Doing so may cause the machine to malfunction.
1. Pull on the right side of the bypass tray toward you to open the tray, and extend the bypass tray extension guide.

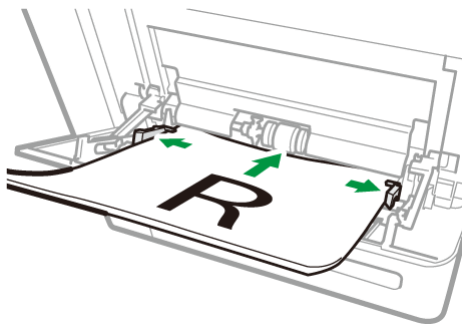


2. Fan the paper before loading it.

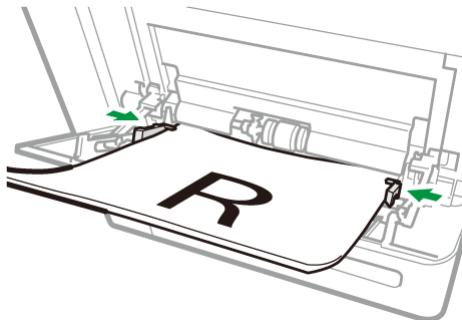


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3. Spread out the paper guide, and insert paper with the print side facing up until it stops.



4. Adjust the paper guide to fit the width of the paper.



Loading Envelopes

★ Important

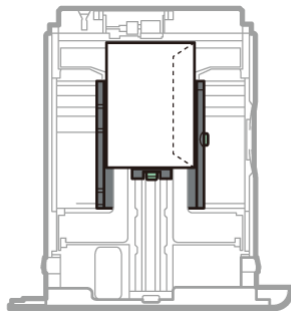
- **Avoid using self-adhesive envelopes. They may cause machine malfunctions.**
- **Check there is no air in the envelopes before loading.**
- **Load only one size and type of envelope at a time.**
- **Before loading envelopes, flatten their leading edges (the edge going into the machine) by running a pencil or ruler across them.**
- **Some kinds of envelope might cause misfeeds, wrinkles or print poorly.**
- **Print quality on envelopes may be uneven if parts of an envelope have different thicknesses. Print one or two envelopes to check print quality.**

- **In a hot and humid environment, the envelope might be output creased or improper printing quality.**
- **Load envelopes with their flaps closed.**

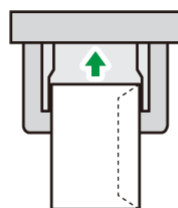
For details about loading an envelope, see page 52 "Loading Paper into Tray 1 and 2", and page 57 "Loading Paper into Bypass Tray". Note that you cannot load an envelope in Tray 2.

Note

- If printed envelopes come out badly creased, load the envelopes in the opposite direction, and then rotate the print object by 180 degrees using the printer driver before printing. For details, see the printer driver Help.
- When Using Tray 1
 - If the envelope flap is on a long side, place the envelope with the flap side on the right.



- When Using the Bypass Tray
 - If the envelope flap is on a long side, place the envelope with the flap side on the right.



Specifying Paper Type and Paper Size Using the Control Panel

This section describes how to specify the paper size and paper type using the control panel.

Note

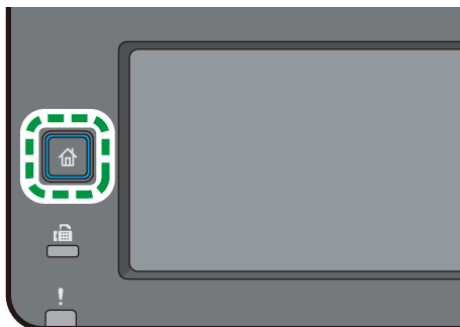
- Paper type and size can also be specified using the printer driver. For details, see the printer driver Help.
- For prints from the bypass tray or Tray 1, you can select to print according to either the printer driver settings or the control panel settings with [Bypass Tray Priority] or [Tray 1 Priority] under [Paper Settings]. For details about [Bypass Tray Priority] and [Tray 1 Priority], see page 229 "Paper Settings".

3

Specifying the Paper Type

This section describes how to specify the paper type.

1. Press the [Home] key.

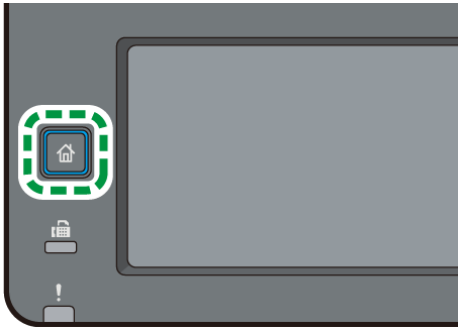


2. Press the [Setting] icon on the Home screen.
3. Press [Paper Settings].
4. Select the tray for which you want to specify the paper type.
5. Select the desired paper type.
6. Press the [Home] key.

Specifying the Standard Paper Size

This section describes how to specify the standard paper size.

1. Press the [Home] key.



2. Press the [Setting] icon on the Home screen.
3. Press [Paper Settings].
4. Select the tray for which you want to specify the paper size.
5. Select the desired paper size.
6. Press the [Home] key.

3

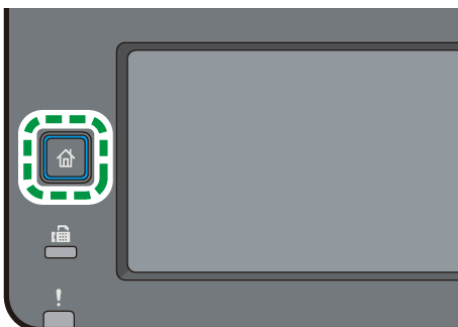
Specifying a Custom Paper Size

This section describes how to specify a custom paper size.

★ Important

- **Custom size paper cannot be loaded in tray 2.**
- **When you perform printing, make sure that the paper size specified with the printer driver matches the paper size specified with the control panel. If a paper size mismatch occurs, a message appears on the display. To ignore the error and print using mismatched paper, see page 91 "If a Paper Mismatch Occurs".**

1. Press the [Home] key.



2. Press the [Setting] icon on the Home screen.
3. Press [Paper Settings].
4. Select the tray for which you want to specify the paper size.
5. Press [▼] twice.
6. Press [Custom Size].
7. Select [mm] or [inch].
8. Press [Horiz:].
9. Enter the horizontal size, and then press [OK].

You can display the software keyboard by double tapping the entry area on the display.

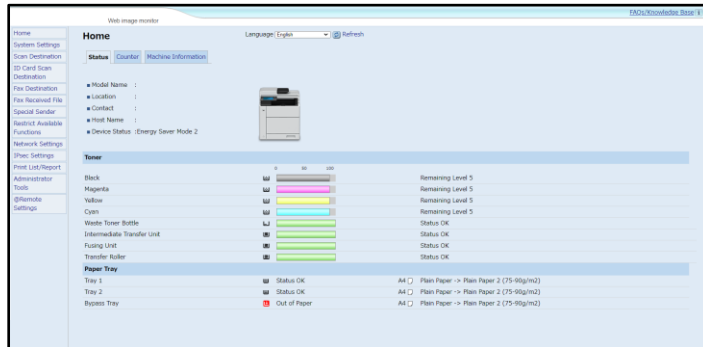
10. Press [Vert:].
11. Enter the vertical size, and then press [OK].
12. Confirm the size you entered is displayed, and then press [OK].
13. Press the [Home] key.

Specifying Paper Type and Paper Size Using Web Image Monitor

This section describes how to specify paper sizes and types using Web Image Monitor.

1. Start the web browser and access the machine by entering its IP address.

The top page of Web Image Monitor appears.



2. Click [System Settings].
3. Click [Tray Paper Settings] tab.
4. Select the paper type and paper size for the tray you want to use.
5. Enter the administrator password.
6. Click [OK].
7. Close the web browser.

Specifying a Custom Paper Size

1. Start the web browser and access the machine by entering the IP address.
2. Click [System Settings].
3. Click [Tray Paper Settings] tab.
4. Select [Custom Size] in the [Paper Size] list.
5. Select [mm] or [Inch] and specify the width and length.
6. Enter the administrator password.
7. Click [OK].
8. Close the web browser.

Specifying Paper Type and Paper Size Using the Printer Driver

★ Important

- **Make sure that the paper type and size specified with the printer driver matches the type and size of the paper loaded in the tray. Since this machine does not detect paper sizes automatically, the type or size of the paper may be mismatched and the print job may not print correctly.**

3

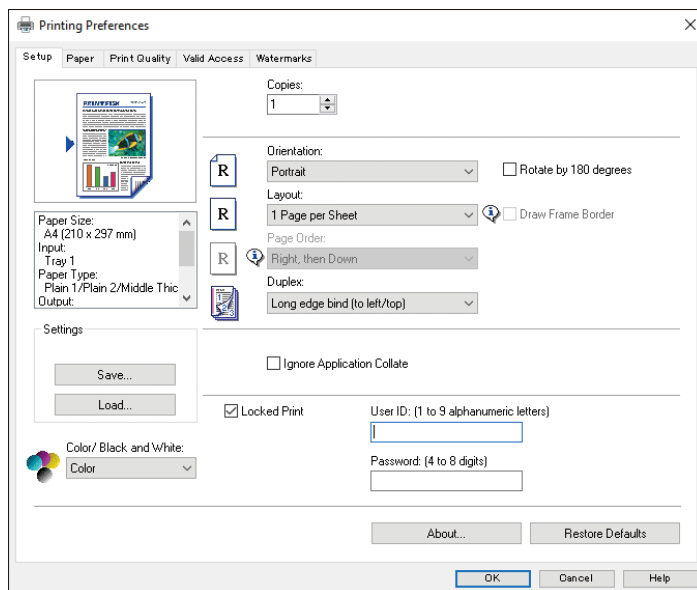
When Using Windows

The procedure in this section is an example based on Windows 10. The actual procedure may vary depending on the operating system you are using.

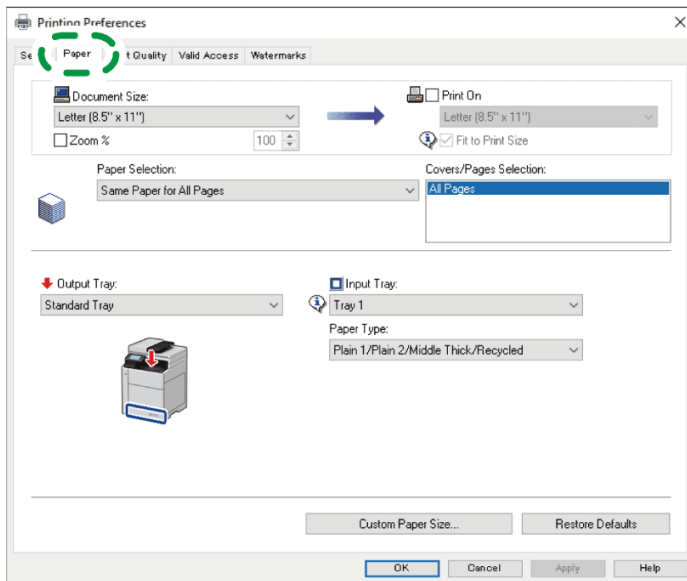
1. Open the [Printing Preferences] dialog box from the printer driver.

For information of how to open the printer driver properties from [Devices and Printers], see page 88 "Displaying the Printing Preferences Dialog Box".

The [Printing Preferences] dialog box appears.



2. Click the [Paper] tab.



3. In the [Input Tray:] list, select the paper tray you want to use for printing.
4. In the [Paper Type:] list, select the type of paper that is loaded in the paper tray.
5. Select the [Print On] check box and select the size of the paper that is loaded in the paper tray.
Clear the [Fit to Print Size] check box as necessary.
6. Click [OK].

When Using macOS

The procedure in this section is an example based on macOS 12. The actual procedure may vary depending on the operating system you are using.

1. Open the document to print.
2. Select [Print...] on the [File] menu.
3. In the [Printer] list, select the printer you are using.
4. In the [Paper Size] list, select the size of the document to be printed.

Supported Paper

★ Important

- After loading paper in the tray, specify the paper type and size using the control panel. This machine does not detect the paper size automatically.
- When loading custom size paper, specify the width and length using the control panel and the printer driver.
- When printing on custom size paper from the bypass tray, you can print without specifying the paper type or paper size from the control panel depending on the settings for [Bypass Tray Priority].

3

Tray 1

Type	Size	Weight	Capacity
Plain Paper 1 Plain Paper 2 Middle Thick Paper Recycled Paper Thick Paper 1 Thick Paper 2 Thin Paper Letterhead Preprinted Paper Label Paper Bond Paper Cardstock Color Paper Envelope Coated Paper	A4, B5 JIS, A5 LEF, A5 SEF, B6 JIS, A6, 8 ¹ / ₂ × 11, 5 ¹ / ₂ × 8 ¹ / ₂ , 7 ¹ / ₄ × 10 ¹ / ₂ , 8 × 10, 16K, 4 ¹ / ₈ × 9 ¹ / ₂ , 3 ⁷ / ₈ × 7 ¹ / ₂ , C5 Env, C6 Env, DL Env	60 to 200 g/m ² (16 to 53 lb.)	250 (80 g/m ² , 20 lb., Paper Thickness 100μm)
Plain Paper 1 Plain Paper 2 Middle Thick Paper Recycled Paper Thick Paper 1	Custom size: 98 to 216 mm in width, 148 to 297 mm in length (3.86 to 8.50 inches in width, 5.83 to 11.69 inches in length)	60 to 200 g/m ² (16 to 53 lb.)	250 (80 g/m ² , 20 lb., Paper Thickness 100μm)

Type	Size	Weight	Capacity
Thick Paper 2 Thin Paper Letterhead Preprinted Paper Label Paper Bond Paper Cardstock Color Paper Envelope Coated Paper			

Tray 2 (option)

Type	Size	Weight	Capacity
Plain Paper 1 Plain Paper 2 Middle Thick Paper Recycled Paper Thick Paper 1 Thick Paper 2 Thin Paper Letterhead Preprinted Paper Label Paper ^{*1} Bond Paper Cardstock Color Paper Envelope Coated Paper ^{*1}	A4, B5 JIS, A5 SEF, $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 11$, $5\frac{1}{2} \times 8\frac{1}{2}$, $7\frac{1}{4} \times 10\frac{1}{2}$, 8×13 , 8×10 , $8\frac{1}{2} \times 13$, $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$, 16K, $8\frac{1}{2} \times 12$, $8\frac{1}{2} \times 13\frac{3}{5}$	60 to 200 g/m ² (16 to 53 lb.)	500 (80 g/m ² , 20 lb., Paper Thickness 100μm) 1 (Label Paper)
Plain Paper 1 Plain Paper 2	Custom size: 139.7 to 216 mm in width, 210 to 356 mm in length	60 to 200 g/m ²	500

Type	Size	Weight	Capacity
Middle Thick Paper Recycled Paper Thick Paper 1 Thick Paper 2 Thin Paper Letterhead Preprinted Paper Label Paper ^{*1} Bond Paper Cardstock Color Paper Envelope Coated Paper ^{*1}	(5.50 to 8.50 inches in width, 8.27 to 14.01 inches in length)	(16 to 53 lb.)	(80 g/m ² , 20 lb., Paper Thickness 100μm) 1 (Label Paper)

*1 Selectable but might cause paper jams.

Bypass tray

Type	Size	Weight	Capacity
Plain Paper 1 Plain Paper 2 Middle Thick Paper Recycled Paper Thick Paper 1 Thick Paper 2 Thin Paper Letterhead Envelope Label Paper Bond Paper Cardstock Color Paper Coated Paper	A4, B5 JIS, A5 LEF, A5 SEF, B6 JIS, B6 JIS LEF, A6, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 11, 5 ¹ / ₂ × 8 ¹ / ₂ , 5 ¹ / ₂ × 8 ¹ / ₂ LEF, 7 ¹ / ₄ × 10 ¹ / ₂ , 8 × 13, 8 × 10, 8 ¹ / ₂ × 13, 8 ¹ / ₄ × 14, 8 ¹ / ₄ × 13, 16K, 4 ¹ / ₈ × 9 ¹ / ₂ , 3 ⁷ / ₈ × 7 ¹ / ₂ , C5 Env, C6 Env, DL Env, 8 ¹ / ₂ × 12, 8 ¹ / ₂ × 13 ³ / ₅	60 to 200 g/m ² (16 to 53 lb.)	50 (80 g/m ² , 20 lb., Paper Thickness 100μm) 5 (Thick Paper 2)

Type	Size	Weight	Capacity
Plain Paper 1	Custom size: 76.2 to 216 mm in width, 127 to 356 mm in length (3.00 to 8.50 inches in width, 5.00 to 14.01 inches in length)	60 to 200 g/m ² (16 to 53 lb.)	50 (80 g/m ² , 20 lb., Paper Thickness 100µm)
Plain Paper 2			
Middle Thick Paper			
Recycled Paper			
Thick Paper 1			
Thick Paper 2			
Thin Paper			
Letterhead			
Envelope			
Label Paper			
Bond Paper			
Cardstock			
Color Paper			
Coated Paper			

↓ Note

- You cannot print on Legal size paper in the following cases:
 - PCL printer driver
 - When [Gradation:] in [Print Quality] is set to [Fine]

Specifications of Paper Types

The following tables describe the types of paper that can be used with this machine.

★ Important

- Depending on the paper type, the toner may take a while to dry. Before handling printed sheets, make sure that they have fully dried. Otherwise, the toner may smudge.**
- Print quality can be guaranteed only if recommended paper is used. For more information about the recommended paper, contact your sales or service representative.**

Plain Paper 1

Item	Description
Paper thickness	66 to 74 g/m ² (18 to 20 lb.)
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A4, A5, B5 JIS, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 13, 8 ¹ / ₂ × 11, 7 ¹ / ₄ × 10 ¹ / ₂ , 8 × 13, 8 × 10, 8 ¹ / ₄ × 14, 8 ¹ / ₄ × 13, 5 ¹ / ₂ × 8 ¹ / ₂ , 16K, 8 ¹ / ₂ × 12, 8 ¹ / ₂ × 13 ³ / ₅

Plain Paper 2

Item	Description
Paper thickness	75 to 90 g/m ² (20 to 24 lb.)
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A4, A5, B5 JIS, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 13, 8 ¹ / ₂ × 11, 7 ¹ / ₄ × 10 ¹ / ₂ , 8 × 13, 8 × 10, 8 ¹ / ₄ × 14, 8 ¹ / ₄ × 13, 5 ¹ / ₂ × 8 ¹ / ₂ , 16K, 8 ¹ / ₂ × 12, 8 ¹ / ₂ × 13 ³ / ₅

Middle Thick Paper

Item	Description
Paper thickness	91 to 128 g/m ² (24 to 34 lb.)
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A4, A5, B5 JIS, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 13, 8 ¹ / ₂ × 11, 7 ¹ / ₄ × 10 ¹ / ₂ , 8 × 13, 8 × 10, 8 ¹ / ₄ × 14, 8 ¹ / ₄ × 13, 5 ¹ / ₂ × 8 ¹ / ₂ , 16K, 8 ¹ / ₂ × 12, 8 ¹ / ₂ × 13 ³ / ₅
Notes	The number of sheets that can be printed per minute is approximately half that of middle plain paper.

Thick Paper 1

Item	Description
Paper thickness	129 to 163 g/m ² (34 to 43 lb.)

Item	Description
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A4, A5, B5 JIS, $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, $7\frac{1}{4} \times 10\frac{1}{2}$, 8×13 , 8×10 , $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$, $5\frac{1}{2} \times 8\frac{1}{2}$, 16K, $8\frac{1}{2} \times 12$, $8\frac{1}{2} \times 13\frac{3}{5}$
Notes	The number of sheets that can be printed per minute is approximately half that of plain paper.

Thick Paper 2

Item	Description
Paper thickness	164 to 200 g/m ² (44 to 53 lb.)
Supported paper tray	Tray 1 and bypass tray
Duplex supported size	A4, A5, B5 JIS, $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, $7\frac{1}{4} \times 10\frac{1}{2}$, 8×13 , 8×10 , $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$, $5\frac{1}{2} \times 8\frac{1}{2}$, 16K, $8\frac{1}{2} \times 12$, $8\frac{1}{2} \times 13\frac{3}{5}$
Notes	- The number of sheets that can be printed per minute is approximately half that of plain paper. - You can load up to five sheets of Thick Paper 2 in the bypass tray.

Thin Paper

Item	Description
Paper thickness	60 to 65 g/m ² (16 to 17 lb.)
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A4, A5, B5 JIS, $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, $7\frac{1}{4} \times 10\frac{1}{2}$, 8×13 , 8×10 , $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$, $5\frac{1}{2} \times 8\frac{1}{2}$, 16K, $8\frac{1}{2} \times 12$, $8\frac{1}{2} \times 13\frac{3}{5}$

Recycled Paper

Item	Description
Paper thickness	66 to 74 g/m ² (20 to 24 lb.)
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A4, A5, B5 JIS, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 13, 8 ¹ / ₂ × 11, 7 ¹ / ₄ × 10 ¹ / ₂ , 8 × 13, 8 × 10, 8 ¹ / ₄ × 14, 8 ¹ / ₄ × 13, 5 ¹ / ₂ × 8 ¹ / ₂ , 16K, 8 ¹ / ₂ × 12, 8 ¹ / ₂ × 13 ³ / ₅
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper 2], [Middle Thick Paper], [Thick Paper 1], or [Thick Paper 2].

Color Paper

Item	Description
Paper thickness	66 to 74 g/m ² (20 to 24 lb.)
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A4, A5, B5 JIS, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 13, 8 ¹ / ₂ × 11, 7 ¹ / ₄ × 10 ¹ / ₂ , 8 × 13, 8 × 10, 8 ¹ / ₄ × 14, 8 ¹ / ₄ × 13, 5 ¹ / ₂ × 8 ¹ / ₂ , 16K, 8 ¹ / ₂ × 12, 8 ¹ / ₂ × 13 ³ / ₅
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper 2], [Middle Thick Paper], [Thick Paper 1], or [Thick Paper 2].

Preprinted Paper

Item	Description
Paper thickness	75 to 90 g/m ² (20 to 24 lb.)
Supported paper tray	Tray 1 and Tray 2
Duplex supported size	A4, B5 JIS, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 11, 7 ¹ / ₄ × 10 ¹ / ₂ , 8 × 13, 8 ¹ / ₂ × 13, 8 ¹ / ₄ × 13, 16K, 8 ¹ / ₂ × 13 ² / ₅ , 8 ¹ / ₂ × 13 ³ / ₅
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper 1], [Middle Thick Paper], [Thick Paper 1], or [Thick Paper 2].

Letterhead

Item	Description
Paper thickness	66 to 74 g/m ² (20 to 24 lb.)
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A4, A5, B5 JIS, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 13, 8 ¹ / ₂ × 11, 7 ¹ / ₄ × 10 ¹ / ₂ , 8 × 13, 8 × 10, 8 ¹ / ₄ × 14, 8 ¹ / ₄ × 13, 5 ¹ / ₂ × 8 ¹ / ₂ , 16K, 8 ¹ / ₂ × 12, 8 ¹ / ₂ × 13 ³ / ₅
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper 2], [Middle Thick Paper], [Thick Paper 1], or [Thick Paper 2].

Bond Paper

Item	Description
Paper thickness	75 to 90 g/m ² (20 to 24 lb.)
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A4, A5, B5 JIS, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 13, 8 ¹ / ₂ × 11, 7 ¹ / ₄ × 10 ¹ / ₂ , 8 × 13, 8 × 10, 8 ¹ / ₄ × 14, 8 ¹ / ₄ × 13, 5 ¹ / ₂ × 8 ¹ / ₂ , 16K, 8 ¹ / ₂ × 12, 8 ¹ / ₂ × 13 ³ / ₅
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper 1], [Middle Thick Paper], [Thick Paper 1], or [Thick Paper 2].

Cardstock

Item	Description
Paper thickness	129 to 163 g/m ² (34 to 43 lb.)
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A4, A5, B5 JIS, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 13, 8 ¹ / ₂ × 11, 7 ¹ / ₄ × 10 ¹ / ₂ , 8 × 13, 8 × 10, 8 ¹ / ₄ × 14, 8 ¹ / ₄ × 13, 5 ¹ / ₂ × 8 ¹ / ₂ , 16K, 8 ¹ / ₂ × 12, 8 ¹ / ₂ × 13 ³ / ₅
Notes	The number of sheets that can be printed in one minute is approximately half that of plain paper.

Item	Description
	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper 1], [Plain Paper 2], [Middle Thick Paper] or [Thick Paper 2].

Label Paper

Item	Description
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	None
Notes	- The number of sheets that can be printed per minute is approximately half that of plain paper. (For Thick Paper 1, 2) - Avoid using adhesive label paper on which glue is exposed. Glue may stick to the inner parts of the machine, which can cause paper feed problems, deterioration in print quality, or premature wear of the print cartridge's photo conductor unit. - Label paper is selectable for Tray 2, but paper jams might occur.

Coated Paper

Item	Description
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	None
Notes	- The number of sheets that can be printed per minute is approximately half that of plain paper. (For Thick Paper 1, 2) - Coated paper is selectable for Tray 2, but paper jams might occur.

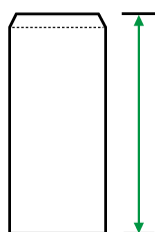
Envelope

Item	Description
Supported paper tray	Tray 1 and bypass tray

Item	Description
Duplex supported size	None

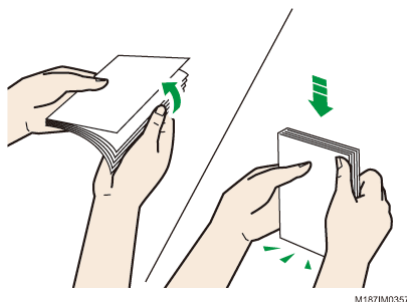
Notes

- Avoid using self-adhesive envelopes. They may cause machine malfunctions.
- The number of envelopes that can be printed per minute is approximately half that of plain paper.
- Paper can be loaded only up to the lower of the two paper limit marks of the tray.
- If printed envelopes come out badly creased, load the envelopes in the opposite direction. Also, configure the printer driver to rotate the print object 180 degrees. For details about changing the orientation see the printer driver Help.
- Environmental factors can degrade the print quality on both recommended and non-recommended envelopes.
- If envelopes are severely curled after printing, flatten them by bending them back against the curl.
- After printing, envelopes sometimes have creases along their long edges and toner smear on their unprinted sides. Print images might also be blurred. When printing large, black-solid areas, striping can occur as a result of the envelopes overlapping.
- If the thickness of the envelope is not uniform for all parts, uniform printing may not be possible. Print on several envelopes to check the printing result.
- When printing in an environment with a high temperature or humidity, printing may not be performed as expected or envelopes may be wrinkled.
- When printing on paper of a different size after printing on multiple envelopes, printing may take up to one minute to start due to machine adjustments.
- To correctly specify the length of an envelope whose flap opens along its short edge, be sure to include the open flap when measuring.



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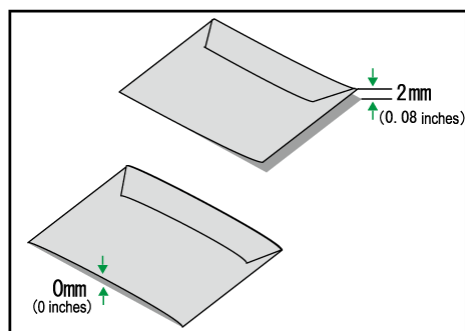
- Fan envelopes, and then align their edges before loading.



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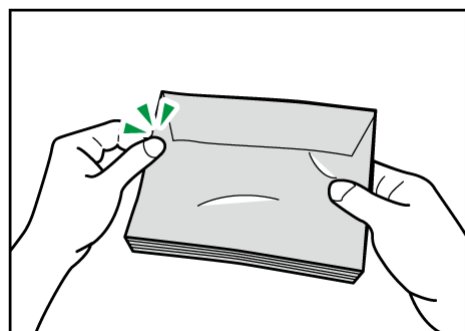
3

- When fanning envelopes, make sure they are not stuck together. If they are stuck together, separate them.
- When fanning envelopes, make sure the envelope flaps are not stuck. If they are stuck, separate them.
- Before loading envelopes, flatten them out so that their curl does not exceed that shown as shown below.



M0EQIC0107

- If the curl is severe, flatten out the envelopes using your fingers, as shown below.



DAC575

Note

- You may not be able to perform duplex printing on 8 × 13, 8¹/₂ × 13, Folio (8¹/₄ × 13 inches), or 16K (195 mm × 267 mm) size paper in the following cases:
 - PCL printer driver
 - When [Gradation:] in [Print Quality] is set to [Fine]

Non-Recommended Paper Types

Do not use the following types of paper:

- Ink-jet printer paper
It may stick onto the fusing unit and may cause paper jams.
- Bent, folded, or creased paper
- Curled or twisted paper
- Torn paper
- Wrinkled paper
- Damp paper
- Dirty or damaged paper
- Paper that is dry enough to emit static electricity
- Paper that has already been printed onto, except a preprinted letterhead paper.
Malfunctions are especially likely when using paper printed on by other than a laser printer (e.g. monochrome and color copiers, ink-jet printers, etc.)
- Special paper, such as thermal paper and carbon paper
- OHP transparencies
- Paper weighing heavier or lighter than the limit
- Paper with windows, holes, perforations, cutouts, or embossing
- Adhesive label paper on which glue or base paper is exposed
- Paper with clips or staples

↓ Note

- When loading paper, take care not to touch the surface of the paper.
- Even if paper is adequate for the machine, poorly stored paper can cause paper misfeeds, print quality degradation, or malfunctions.

Paper Storage

★ Important

- **Store paper appropriately. If the paper is stored incorrectly, misfeeds, lower printing quality, or malfunctions may result.**

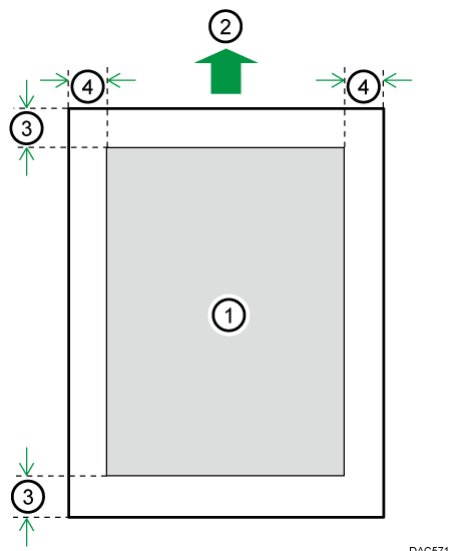
When storing paper:

- Do not store paper in a humid place.
- Do not store paper in direct sunlight.
- Do not stand paper on its edge.
- Store any leftover paper in a wrapping or box supplied with the paper.

Print Area

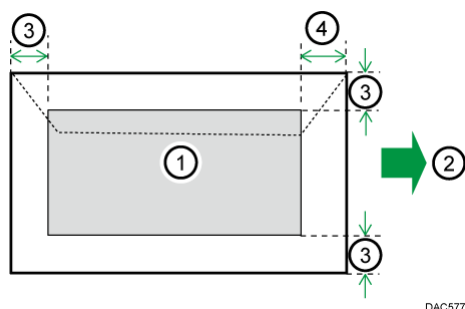
The diagram below shows the area of the paper that the machine can print on.

From the printer driver



1. Print area
2. Feed direction
3. Approx. 4.2 mm (0.2 inches)
4. Approx. 4.2 mm (0.2 inches)

Envelope



1. Print area
2. Feed direction
3. Approximately 10 mm (0.4 inches)
4. Approximately 15 mm (0.6 inches)

↓ Note

- Borderless printing is not supported.
- For better envelope printing, we recommend you set the right, left, top, and bottom print margins to at least 15 mm (0.6 inches) each.

Placing Originals

This section describes the types of originals you can set and how to place them.

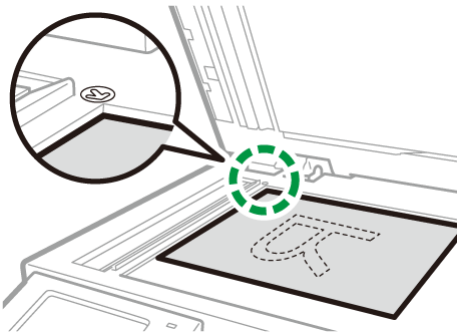
Placing Originals on the Exposure Glass

This section describes the procedure for placing originals on the exposure glass.

★ Important

- **Do not place originals before any correction fluid and toner has completely dried. Doing so may make marks on the exposure glass that will appear on copies.**
- **The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.**
- **Be careful not to hold the input tray when lifting the ADF, for the tray might be damaged.**

1. Lift the ADF.
2. Place the original face down on the exposure glass. The original should be aligned to the rear left corner.



3. Lower the ADF.

Hold down the ADF with your hands when using thick, folded, or bound originals and when the ADF cannot be lowered completely.

↓ Note

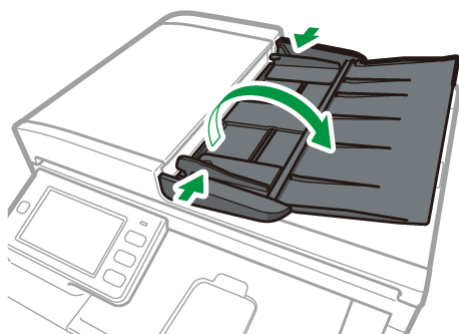
- When you close the Auto Document Feeder (ADF) with a thick book or three-dimensional object loaded, the far side of the Auto Document Feeder (ADF) rises by the thickness of the original, and the hinge may come off. Set the hinge in its original position if it comes off. The original may get damaged or abnormalities may appear on the scanned image if you perform scanning while the hinge is not properly attached.

Placing Originals in the Auto Document Feeder

By using the ADF, you can scan multiple pages at once.

★ Important

- Do not place different size originals in the ADF at once.
 - Straighten curls in the originals before placing them in the ADF.
 - To prevent multiple sheets from being fed at once, fan the pages of your original before placing them in the ADF.
 - Place the original squarely.
 - Adjust the paper guide so there is no gap between the original and the paper guide after you place the original on the machine. The original may get damaged if you perform scanning when the original is placed incorrectly.
1. Open the cover of the input tray for the ADF and adjust the guides according to the size of the original.



2. Place the aligned originals face up in the ADF. The last page should be on the bottom.



↓ Note

- When placing originals longer than A4 or $8\frac{1}{2} \times 11$, pull out the ADF tray's extender.

About Originals

This section describes the types of originals that can be placed and the parts of the original that are unscannable.

Recommended size of originals

This section describes the recommended size of the original.

Exposure glass

Up to 216 mm (8.5 inches) in width, up to 297 mm (11.7 inches) in length

ADF

- Paper size: 105 to 215.9 mm ($4\frac{1}{8}$ to $8\frac{1}{2}$ inches) in width, 139.7 to 355.6 mm ($5\frac{1}{2}$ to 14 inches) in length
- Paper weight: 52 to 105 g/m² (13.8 to 28.0 lb.)

Note

- Only 1 sheet of an original can be placed on the exposure glass at a time.
- In the ADF, up to 50 sheets of originals can be placed at once (when using paper weighing 80 g/m², 20 lb.).

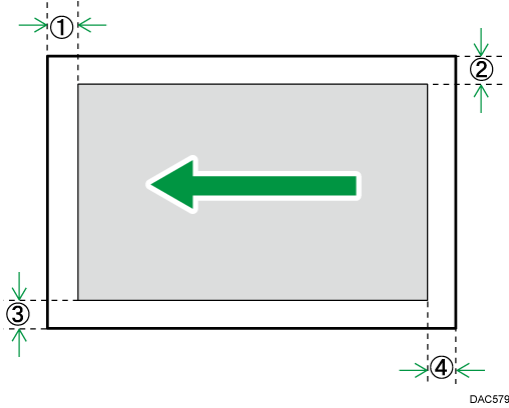
Types of originals not supported by the Auto Document Feeder

If placed in the ADF, the following types of original might be damaged or become jammed, or result in gray or black lines appearing on prints:

- Originals larger or heavier than recommended
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin, highly flexible originals
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper
- Originals that are wet with toner or white out

Unscannable image area

Even if you correctly place originals in the ADF or on the exposure glass, margins of a few millimeters on all four sides of the original might not be scanned.



Margins when using exposure glass

	In copier mode	In scanner mode	In fax mode
① Top	4.2 mm (0.17 inches)	0 mm (0 inches)	4.3 mm (0.17 inches) (Legal) 4.0 mm (0.16 inches) (Letter) 4.2 mm (0.17 inches) (A4)
② Right	3.0 mm (0.12 inches)	0 mm (0 inches)	2.3 mm (0.09 inches) (Letter/Legal) 2.0 mm (0.08 inches) (A4)
③ Left	3.0 mm (0.12 inches)	0 mm (0 inches)	2.3 mm (0.09 inches) (Letter/Legal) 2.0 mm (0.08 inches) (A4)
④ Bottom	4.0 mm (0.16 inches)	0 mm (0 inches)	4.3 mm (0.17 inches) (Legal) 4.0 mm (0.16 inches) (Letter) 4.2 mm (0.17 inches) (A4)

Margins when using ADF

	In copier mode	In scanner mode	In fax mode
① Top	4.2 mm (0.17 inches)	0 mm (0 inches)	4.3 mm (0.17 inches) (Legal) 4.0 mm (0.16 inches) (Letter) 4.2 mm (0.17 inches) (A4)
② Right	3.0 mm (0.12 inches)	0 mm (0 inches)	2.3 mm (0.09 inches) (Letter/Legal) 2.0 mm (0.08 inches) (A4)
③ Left	3.0 mm (0.12 inches)	0 mm (0 inches)	2.3 mm (0.09 inches) (Letter/Legal) 2.0 mm (0.08 inches) (A4)
④ Bottom	4.0 mm (0.16 inches)	2.0 mm (0.08 inches)	4.3 mm (0.17 inches) (Legal) 4.0 mm (0.16 inches) (Letter) 4.2 mm (0.17 inches) (A4)

Note

- The print area may vary depending on the paper size, printer language and printer driver settings.

4. Printing Documents

This chapter describes how to configure settings on the printer driver and print documents.

What You Can Do with the Printer Function

Duplex printing

You can print on both sides of a sheet of paper. For details, see the printer driver Help.



DSG261

Combined printing

You can combine multiple pages and print them on a single sheet of paper. For details, see the printer driver Help.



DSG262

Configuring Option Settings for the Printer

When bidirectional communication works correctly, your computer obtains information about option, paper size and paper feed direction settings from the machine automatically. Bidirectional communication also allows you to monitor machine status.

Conditions for Bidirectional Communication

To support bidirectional communication, the following conditions must be met:

When connected with the network

- The Standard TCP/IP port must be used.
- In addition to the above, one of the following conditions must also be met:
 - The TCP/IP protocol or the IPP protocol is used. (When using the IPP protocol, the IPP port name must include the IP address.)

When connected with USB

- The machine must be connected to the computer's USB port using the USB cable.
- The computer must support bidirectional communication.
- [Enable bidirectional support] must be selected, and [Enable printer pooling] must not be selected on the [Ports] tab with the printer driver.

If Bidirectional Communication is Disabled

This section describes how to set up option and setting of paper size for each tray on your computer manually.

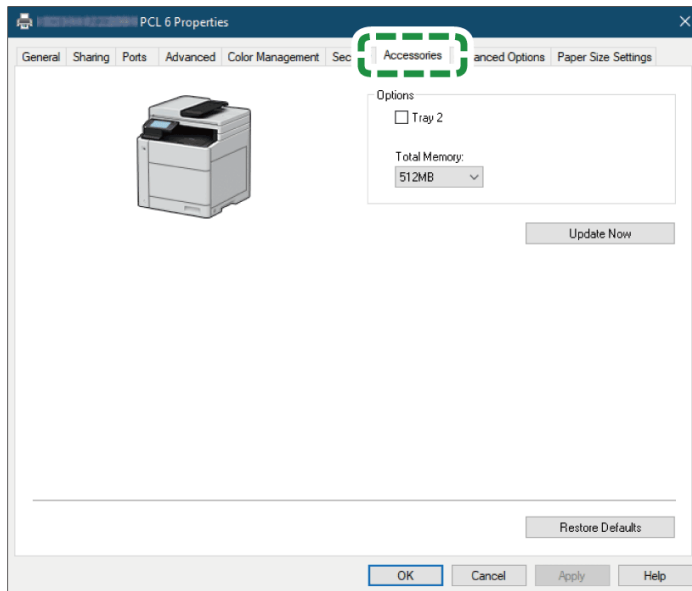


- **Manage Printers permission is required to change the printer properties. Log on as an Administrators group member.**

When using Windows

The procedure in this section is an example based on Windows 10.

1. On the [Start] menu, select [Control Panel] under [Windows System].
2. Click [View devices and printers].
3. Right-click the machine's icon, and then click [Printer properties].
4. Click the [Accessories] tab.



5. Select options installed from the [Options] area, and then make the necessary settings.
6. Click [Paper Size Settings] tab.
7. In [Input Tray:] select which trays to use, and then, in [Paper Size:] select the size of the paper that you want to load in each tray.
Click [Update] to apply the setting for each tray.
8. Click [Apply].
9. Click [OK] to close the printer properties window.

When using macOS

The following procedure is explained using macOS 12 as an example.

1. On the Apple menu, click [System Preferences...].
2. Click [Printers & Scanners].
3. Select the printer you are using, and then click [Options & Supplies...].
4. Click [Options], and then configure settings as needed.
5. Click [OK].
6. Quit System Preferences.

Displaying the Printing Preferences Dialog Box

To change the default settings of the printer driver, configure settings in the [Printing Preferences] dialog box.

To change the default settings of all applications, open the [Printing Preferences] dialog box from the OS. For details, see page 88 "Displaying the Printing Preferences Dialog Box from the [Start] Menu". To change the default settings of a specific application, open the [Printing Preferences] dialog box from that application. For details, see page 88 "Displaying the Printing Preferences Dialog Box in an Application".

4

Displaying the Printing Preferences Dialog Box from the [Start] Menu

This section explains how to open the [Printing Preferences] dialog box from [Devices and Printers].

Important

- **When the printer driver is distributed from the print server, the setting values specified by the server are displayed as the default for [Printing Defaults...].**
 - **You cannot configure different print settings for each logged-in user. The settings configured in this dialog box are used for all logged-in users.**
1. On the [Start] menu, click [Control Panel] under [Windows System].
 2. Click [View devices and printers].
 3. Right-click the icon of the printer you want to use.
 4. Click [Printing preferences].

Displaying the Printing Preferences Dialog Box in an Application

You can make printer settings for a specific application. To make printer settings for a specific application, open the [Printing Preferences] dialog box from that application.

The settings displayed in the [Printing Preferences] dialog box opened from the [Devices and Printers] window are applied as the default in the [Printing Preferences] dialog box opened in an application. When printing from an application, modify the settings as required.

The screens displayed may differ depending on the application.

Displaying the printing preferences dialog box in an application when using Windows

The following procedure explains how to print documents from an application using WordPad in Windows 10 as an example.

1. Click [File] in the upper left corner of the window, and then click [Print].
2. In the [Select Printer] list, select the printer you want to use.
3. Click [Preferences].

Note

- Procedures for opening the [Printing Preferences] dialog box vary depending on the application. For details, see the printer driver Help or the manuals provided with the application.

4

Displaying the printing preferences dialog box in an application when using macOS

The following procedure is explained using macOS 12 as an example.

1. Open the document to print.
2. Select [Print...] on the [File] menu.
3. Check that the machine name or IP address you are using is selected in the [Printer:] popup menu.

If the machine name or IP address you are using is not selected in the [Printer:] list, click the list, and then select the machine.

Basic Operation of Printing

The following procedure explains how to perform basic printing.

★ Important

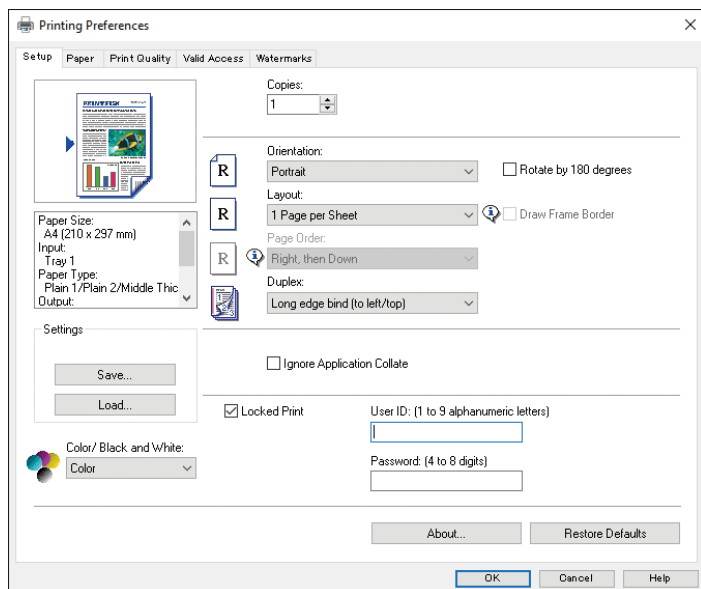
- **Duplex printing is selected as the default setting.**

When Using Windows

The procedure in this section is an example based on Windows 10. The actual procedure may vary depending on the operating system you are using.

For details of printing options, see the printer driver Help.

1. **Open the printer properties dialog box in your document's application.**



For details about each setting, click [Help]. You can also click the information icons (i) to show configuration information.

2. **Set printing options as necessary, and then click [OK].**

The printer properties dialog box closes.

3. **Click [Print].**

↓ Note

- When printing a job (Color/B&W or Color only) is restricted, specify the user code in the printer properties of the printer driver before printing. For details about user code, see page 292 "Restricting Machine Functions According to User".
- You can specify which paper tray is selected first in [Paper Tray Priority] under [Paper Settings] when the trays are automatically selected while you are printing. For details about [Paper Tray Priority], see page 229 "Paper Settings".

- If a paper jam occurs, printing stops after the current page has been printed out. After the jammed paper is removed, printing restarts from the jammed page automatically. For details about how to remove the jammed paper, see page 378 "Removing Paper Jams".

When Using macOS

The procedure in this section is an example based on macOS 12. The actual procedure may vary depending on the operating system you are using.

1. Open the printer properties dialog box in your document's application.

For details, see page 89 "Displaying the printing preferences dialog box in an application when using macOS".

2. Set printing options as necessary, and then click [OK].

The printer properties dialog box closes.

3. Click [Print].

Note

- When printing a job (Color/B&W or B&W only) is restricted, specify the user code in the printer properties of the printer driver before printing. For details about user code, see page 292 "Restricting Machine Functions According to User".
- You can specify which paper tray is selected first in [Paper Tray Priority] under [Paper Settings] when the trays are automatically selected while you are printing. For details about [Paper Tray Priority], see page 229 "Paper Settings".
- If a paper jam occurs, printing stops after the current page has been printed out. After the jammed paper is removed, printing restarts from the jammed page automatically. For details about how to remove the jammed paper, see page 378 "Removing Paper Jams".

If a Paper Mismatch Occurs

The machine reports an error if:

- The paper type does not match the print job's settings when [Input Tray:] is set to [Auto Tray Select] on the printer driver.

There are two ways to resolve these errors:

Continue printing using mismatched paper

Ignore the error and print using mismatched paper.

Cancel the print job

Cancel printing.

Note

- If [Auto Continue] under [System Settings] is enabled, the machine ignores the paper type and size settings and prints on whatever paper is loaded. Printing stops temporarily when the error is detected, and restarts automatically after about ten seconds using the settings made on the control panel. For details about [Auto Continue], see page 223 "System Settings".

Continuing printing using mismatched paper

If the paper is too small for the print job, the printed image will be cropped.

1. Press [Continue Printing] while the error message is being displayed.

4

Resetting a print job

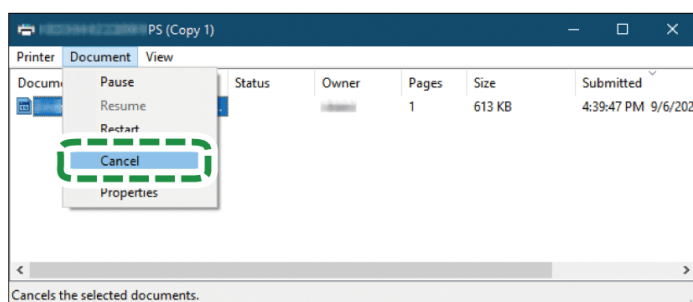
1. Press [Job Reset] while the error message is being displayed.

Canceling a Print Job

You can cancel print jobs using either the machine's control panel or your computer, depending on the status of the job.

Canceling a print job before printing has started

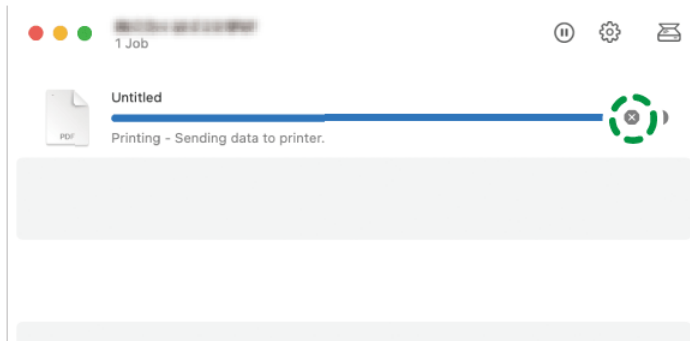
- Windows
 1. Double-click the printer icon on the task tray of your computer.
 2. Select the print job you want to cancel, click the [Document] menu, and then click [Cancel].



3. Click [Yes].

- macOS

1. On the Apple menu, click [System Preferences...].
2. Click [Printers & Scanners].
3. Select the printer you are using, and then click [Open Print Queue...].
4. Select the queue you want to delete.
5. Click [×].



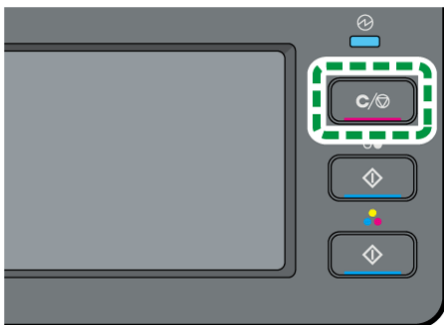
4

↓ Note

- If you cancel a print job that has already been processed, printing may continue for a few pages before being canceled.
- It may take a while to cancel a large print job.

Canceling a print job while printing

1. Press the [Clear/Stop] key.



2. Press [Print Jobs] on the [Cancel Jobs] screen.

Printing Confidential Documents

By the Locked Print function, you can password-protect print jobs.

This means that your job is printed only after you enter the password using the machine's control panel.

This function prevents unauthorized users from seeing sensitive documents at the machine.

★ Important

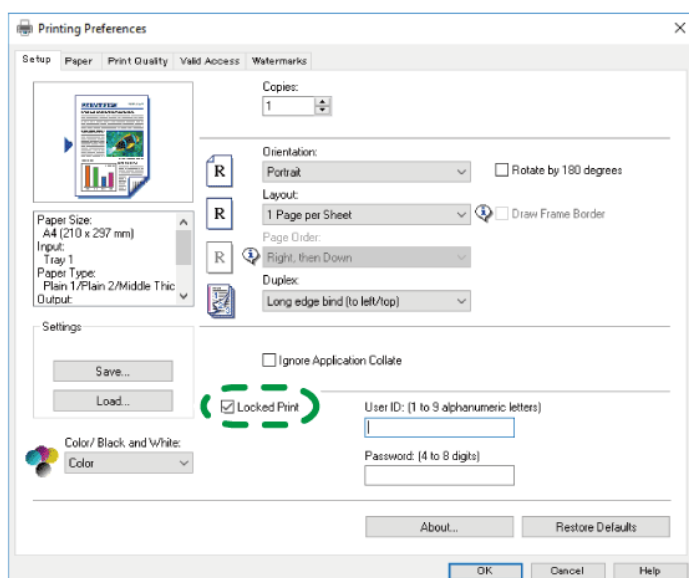
- **This function is only available when using the PCL printer driver, and printing from a computer running a Windows operating system.**
- **The procedure in this section is an example based on Windows 10.**

4

Storing a Locked Print file

This section explains how to store a Locked Print file in the machine using the printer driver.

1. Open the file you want to print on your computer.
2. On the [File] menu, click [Print...].
3. In the [Select Printer] area, select the name of this machine, and then click [Preferences].
4. Click the [Setup] tab, and then select the [Locked Print] check box.



The [Password:] and [User ID:] text boxes become available.

The [User ID:] text box contains the login user name of your computer account or the user code used for the previous Locked Print job.

5. Type the user ID (containing 1 to 9 alphanumeric characters) and password (containing 4 to 8 digits), and then click [OK].

The user ID will be used to identify your Locked Print file on the machine's control panel.

6. Execute a print command.

The print job is stored in the machine as a Locked Print file. You can print the file by entering the password using the control panel.

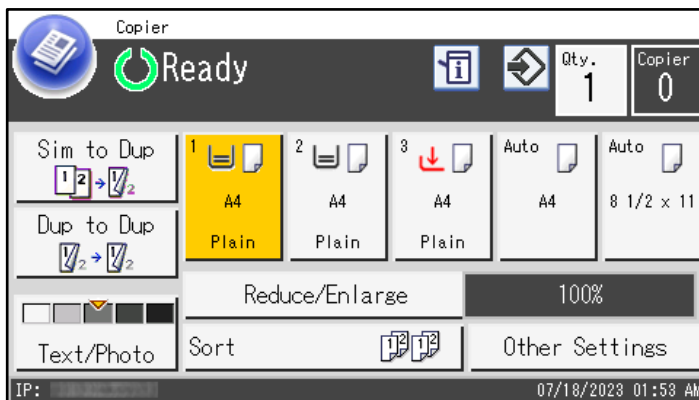
Note

- The Locked Print file is automatically erased from the machine's memory when it is printed out, or when the machine's power is turned off.
- The machine can store up to 5 jobs or 5 MB of Locked Print data at a time.
- Even if the machine cannot store any more Locked Print files, the machine holds a new Locked Print file for the period of time specified in [Locked Print] in [I/O Timeout] under [System Settings] before canceling the job. Within this time, you can print or delete the new Locked Print file. You can also print or delete an existing Locked Print file so that the new Locked Print file can be stored in the machine.

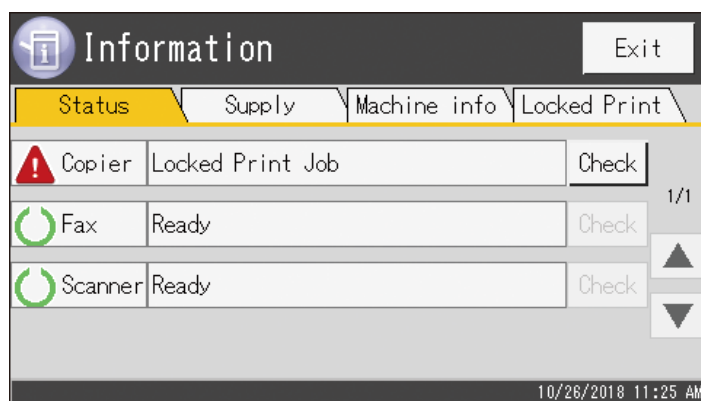
4

Printing a Locked Print File

When there is a Locked Print file stored in the machine, "Locked Print Job" appears on the machine's control panel display in each mode.



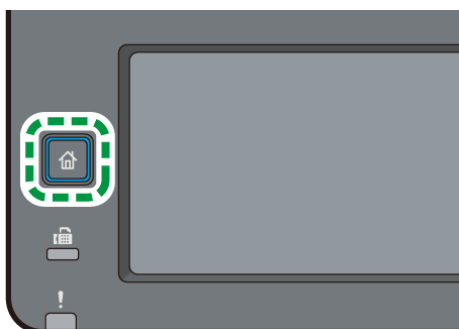
Also, "Locked Print Job" appears on the [Info] screen.



Use the following procedure to unlock and print the Locked Print file.

1. Press the [Home] key.

4



2. Press the [Info] icon on the Home screen.
3. Press the [Locked Print] tab.
4. Select the file you want to print.

Identify the Locked Print file by checking its time stamp and user ID.

5. Press [Print Jobs].
6. Press the [Locked Print Password:] box.
7. Enter the password, and then press [OK] twice.

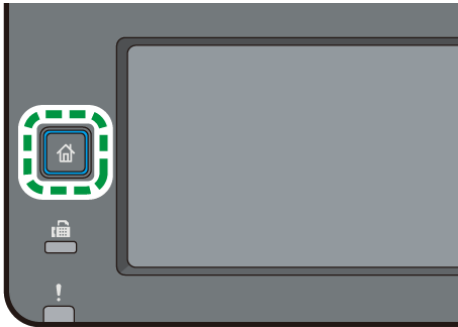
↓ Note

- While entering a password using the control panel, the machine cannot process other print jobs.
- The Locked Print file is automatically erased from the machine's memory when it is printed out, or when the machine's power is turned off.
- You can also display the Locked Print file list by pressing [Check] on the [Status] tab in Step 3.

Deleting a Locked Print File

Use the following procedure to delete a Locked Print file. You do not need to enter a password to delete a Locked Print file.

1. Press the [Home] key.



2. Press the [Info] icon on the Home screen.
3. Press the [Locked Print] tab.
4. Select the file you want to delete.

Identify the Locked Print file by checking its time stamp and user ID.

5. Press [Delete Jobs].

The Locked Print file is deleted.

Note

- You can also display the Locked Print file list by pressing [Check] on the [Status] tab in Step 3.

Using Various Print Functions

This section briefly describes various print functions that you can configure with the printer driver to make printouts appropriate for your purposes.

Print Quality Functions

Print quality and color tone can be adjusted to suit the print data. Some of the print quality settings you can configure are described below.

Printing color documents in black and white

The black produced in black and white printing is a more distinct black than that produced in color printing.

Separating the print data into CMYK and printing in designated color only

Normally, all four colors (CMYK) are used for color printing. If you do not want to use certain colors, you can disable the use of those colors and print using other colors only.

Saving toner when printing (Economy Color printing)

You can save toner by printing with lower toner consumption.

Changing the image printing method

You can select to print with priority on print quality or print speed. When printing images, the higher the resolution of images is, the longer the time is required for printing.

Changing the dither pattern

A dither pattern is a pattern of dots used to simulate a color or shade of an image. If the pattern is changed, the characteristics of the image will also change. You can select a pattern suitable for the image to be printed.

Changing the color profiling pattern

You can select a color profiling pattern to adjust the tone of colors according to the colors displayed on the computer screen.

Because colors on the computer screen are created using the three RGB colors while colors for printing are composed of the four CMYK colors, colors need to be converted during the printing process. Therefore, images on the printed paper may look different from those on the computer screen if adjustment is not performed.

Printing grayscale images using black or CMYK

You can print black or gray sections of an image using black toner only, instead of using all CMYK toners. Compared to the black printed with CMYK toner, this results in a black that is flatter and purer.

Using ICM (Image Color Matching)

You can use Windows ICM function to reproduce colors that appear on the computer screen as close as they are on printed paper.

To use this function, the color profile must be added to the computer. For information about adding a color profile, search Windows Help for "color profile", and then see the appropriate topic.

Note

- Some of the functions described above might not be available depending on the printer driver or operating system. For details, see the printer driver Help.

Print Output Functions

You can specify the form of print outputs according to your purposes. This section briefly describes some of the settings that you can specify.

Printing multiple sets of a document

You can print multiple sets of the same document.

Collating the output in document batches

You can print complete sets of a multiple-page document one set at a time (P1, P2, P1, P2 ...). If this function is not used when printing multiple sets, prints will be output in page batches (P1, P1, P2, P2 ...). This function is useful when, for example, making presentation materials.

Changing orientation or rotating the image

You can change the orientation of an image to portrait or landscape. You can also rotate the image by 180 degrees. Use rotation to prevent an image from being printed upside down when using paper with a predefined top and bottom (such as letterhead paper).

Printing multiple pages per sheet

You can print multiple pages onto one sheet of paper.

When using this function, a suitable reduction ratio is selected automatically based on the paper size and the number of pages you want to fit on each sheet.

Printing on both sides of paper (duplex printing)

You can print on both sides of paper.

Reducing or enlarging the document

You can reduce or enlarge documents by a specific ratio, from 25% to 400% in 1% increments.

You can also reduce or enlarge documents automatically to fit a specific paper size. This function is useful, for example, when printing Web pages.

If the [Enable Large Papers] option is selected, A3/11 × 17/B4/8K documents can be scaled to a size that the machine supports, so that it can then be printed out.

4

Not printing of blank pages (only PostScript 3 printer driver)

If a print job contains blank pages, they can be prevented from being printed.

Note that this setting has higher priority than [Blank Page Print] under [Printer Settings] of the control panel.

Printing with a cover page

You can add a cover page to the print job.

You can select to leave the cover page blank, or print the first page of the document on the cover page. If a cover page is inserted into a duplex job, you can print on its back side also.

Paper for the cover page can either be the same as or different from the remaining pages.

Printing on custom size paper

You can print using non-standard size paper by specifying the size of the paper as custom size.

To specify the custom paper size, select [Custom Paper Size] from the [Document Size:] list, and then click the [Custom Paper Size...] button in the lower part of the dialog box to configure the paper size.

Superimposing text on prints (watermark)

You can superimpose watermark text on prints. Various predefined watermarks are provided. You can also create your own watermarks.

↓ Note

- Some of the functions described above might not be available depending on the printer driver or operating system. For details, see the printer driver Help.

5. Copying Originals

This chapter describes the basic and advanced procedures for making copies and how to specify settings.

What You Can Do with the Copier Function

Duplex copying

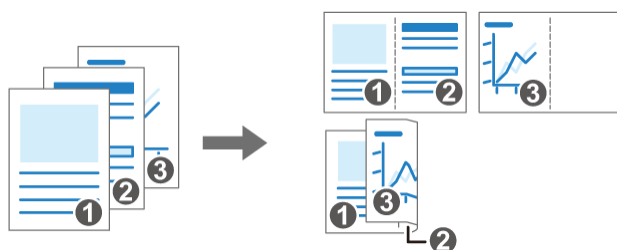
You can copy two pages onto both sides of a single sheet of paper. For details about the settings, see page 108 "Copying Single-Sided Originals with 2-Sided and Combined Printing" and page 112 "Copying 2-Sided Originals with 2-Sided and Combined Printing".



5

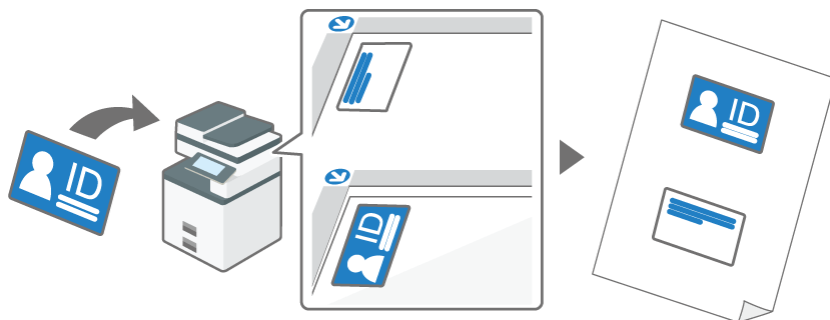
Combined copying

You can copy multiple pages onto a single sheet of paper. For details about the settings, see page 108 "Copying Single-Sided Originals with 2-Sided and Combined Printing" and page 112 "Copying 2-Sided Originals with 2-Sided and Combined Printing".



ID card copying

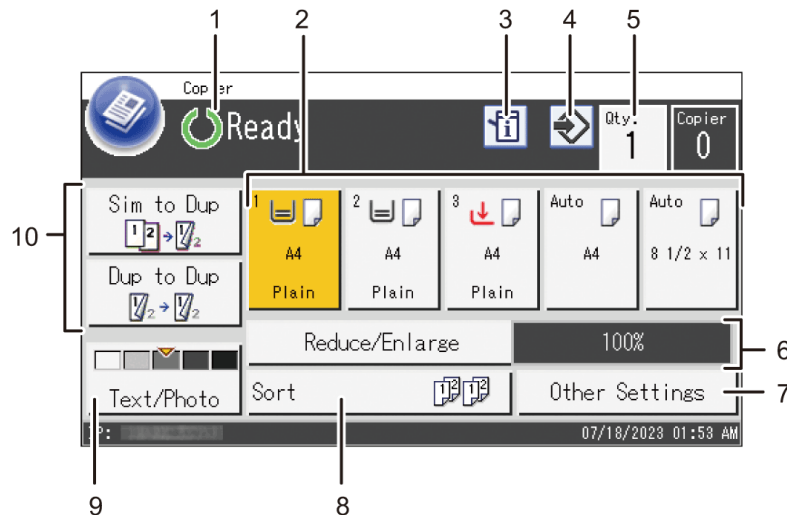
ID card copying allows you to copy the front and back sides of an ID card or passport onto one side of a sheet of paper. For details, see page 117 "Copying an ID Card".



Copier Mode Screen

This section provides information about the screen when the machine is in copier mode.

Screen in standby mode



1. Current status or messages

Displays the current status or messages.

2. Paper tray status indicators

Displays paper tray settings.

3. Information icon

Press to check the information.

4. Favorite item icon

Press to register current settings to a favorite item.

5. [Qty.]

Press to specify the number of copies.

6. Reduce/Enlarge ratio

You can specify the enlargement and reduction ratios if [Reduce/Enlarge] is pressed.

7. [Other Settings]

Press to display the functions you can use.

8. [Sort]

Configures the machine to sort the output pages into sets when making multiple copies of a multipage document.

9. Original and scanning settings

Press to specify the original type and image density level.

10. **[Dup to Dup], [Sim to Dup]**

Press to set the duplex function.

Note

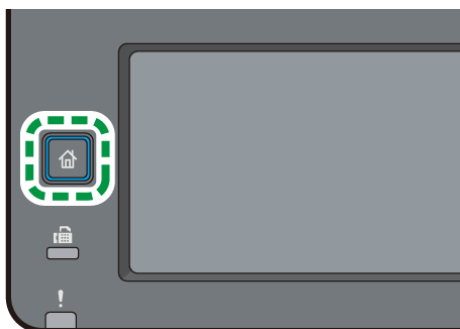
- The start-up mode can be specified in the [Function Priority] setting under [Administrator Tools]. For details, see page 234 "Administrator Tools Settings".

Basic Operation of Copying

★ Important

- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.

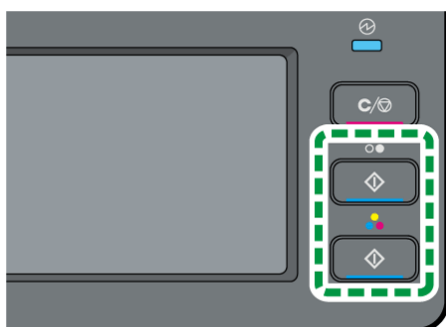
1. Press the [Home] key.



2. Press the [Copier] icon on the Home screen.
3. Place the original on the exposure glass or in the ADF.

To place the original, see page 79 "Placing Originals". If necessary, configure advanced photocopy settings.

4. To make multiple copies, press [Qty.] to specify the number of copies.
5. Press the [B&W Start] key or [Color Start] key.



To make black-and-white photocopies, press the [B&W Start] key.

To make color photocopies, press the [Color Start] key.

↓ Note

- The maximum number of copies is 99.
- You can change the paper tray for the current job. If tray 2 is installed, you can select to change the paper tray automatically according to the paper size (A4 or Letter).
- You can select the paper tray for printing out copies in [Select Paper] under copy settings. If you set the machine to switch between Tray 1 and 2 automatically depending on the paper size in this setting, you can also specify the tray the machine uses first in [Paper Tray Priority] under [Paper Settings]. For [Select Paper], see page 249 "Copier Settings". For [Paper Tray Priority], see page 229 "Paper Settings".

- When making multiple copies of a multi-page document, you can select whether copies are output in collated sets, or in page batches in the [Sort] setting under copy settings. [Sort] cannot be used with the bypass tray. For [Sort], see page 249 "Copier Settings".
- If a paper jam occurs, printing stops after the current page has been printed out. After the jammed paper is removed, printing restarts from the jammed page automatically.
- If a scanning jam occurs in the ADF, copying is canceled immediately. In this case, copy the originals again starting from the jammed page. For the direction to remove the jammed paper, see page 378 "Removing Paper Jams".
- Perform one of the following if you see streaks appear on the printed result when copying an original on the Automatic Document Feeder (ADF).
 - Specify [Text/Photo] or [Photo] as the document type.
page 120 "Selecting the Document Type According to Original"
 - Copy the original on the exposure glass.

Canceling a Copy

While scanning the original

If copying is canceled while the machine is scanning the original, copying is cancelled immediately and there is no printout.

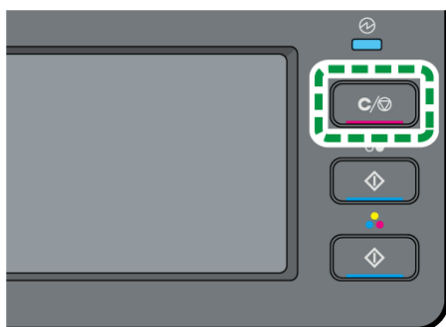
When the original is set in the ADF, scanning stops immediately but pages that have already been scanned completely will be copied.

While printing

If copying is canceled during printing, the photocopy process is canceled after the current page has been printed out.

Follow the procedure below to cancel copying.

1. Press the [Clear/Stop] key.



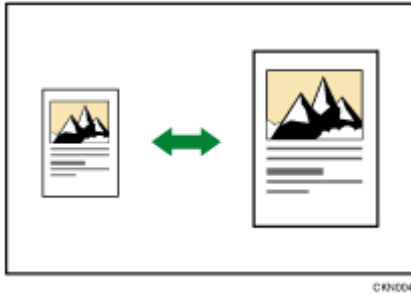
When the [Cancel Jobs] screen appears, proceed to Step 2.

2. Press [Copy Jobs].

Making Enlarged or Reduced Copies

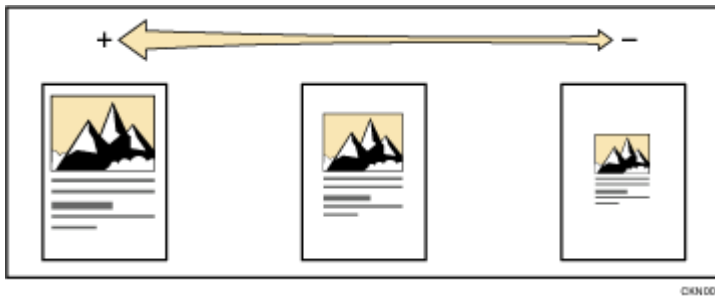
There are two ways to set the scaling ratio: using a preset ratio or manually specifying a customized ratio.

Preset ratio



- **Region A** (mainly Europe and Asia) / **Region B** (Taiwan)
50%, 71%, 82%, 93%, 122%, 141%, 200%, 400%
- **Region B** (mainly North America)
50%, 65%, 78%, 93%, 129%, 155%, 200%, 400%

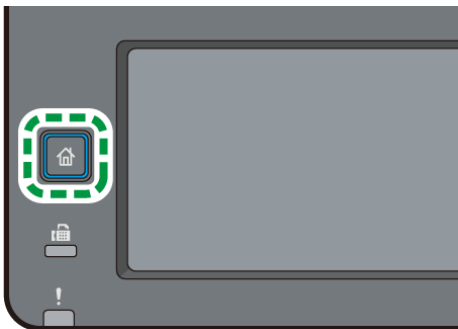
Custom ratio



25% to 400% in 1% increments.

Specifying Reduce/Enlarge

1. Press the [Home] key.



2. Press the [Copier] icon on the Home screen.
3. Press [Reduce/Enlarge].
4. Select a ratio from the list or enter the ratio you require. Also, you can specify the ratio by pressing [+] or [-] in increments of 1%.
5. Press [OK].

Note

- You can change the machine's default [Reduce/Enlarge] setting to always make photocopies in the specified ratio. For details, see page 249 "Copier Settings".
- Temporary job settings are cleared in the following cases:
 - When no input is received for the period of time specified in [System Reset Timer] while the initial screen is displayed. For details, see page 234 "Administrator Tools Settings".
 - When the [Clear/Stop] key is pressed while the initial screen is displayed.
 - When the machine's mode is changed.
 - When the power is turned off.
 - When the machine's default for the same setting is changed.

Copying Single-Sided Originals with 2-Sided and Combined Printing

This section explains how to combine and print a multiple pages (two or four pages) on one side or both sides of paper.

★ Important

- This function is only available when the original is set in the ADF, not when it is set on the exposure glass.
- To combined copy, the paper size used for printing copies must be set to A4, Letter or Legal.
- To use 2-sided copy, the paper size used for printing copies must be set to A4, A5, B5 JIS, Legal, $5\frac{1}{2} \times 8\frac{1}{2}$, Letter, Executive, 8×13 , 8×10 , $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 12$, $8\frac{1}{2} \times 13\frac{2}{5}$, $8\frac{1}{4} \times 13$, Folio, 16K, or Government Legal.
- The types of paper that can be used for 2-sided copy are plain paper 1, plain paper 2, middle thick, thick 1, recycled, special paper 1 to 3, preprinted, cardstock, and letterhead.

There are following copy modes. Select a copy mode according to your original and how you want the copy outputs to appear.

Combined copy on one side

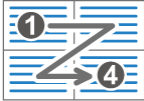
In this mode, a two or four-page original is combined and printed on one side of paper.

1S 2Org->Cmb 2on1 1S

Original Orientation	Copy
	
	

1S 4Org->Cmb 4on1 1S

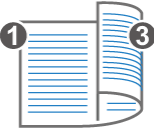
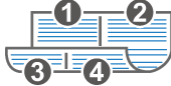
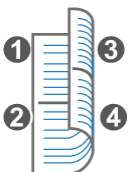
Original Orientation	Left to Right	Top to Bottom
		

Original Orientation	Left to Right	Top to Bottom
		

Combined copy on both sides

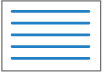
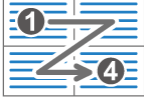
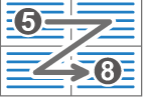
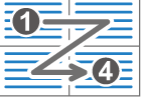
In this mode, a multiple-page original is combined and printed on both sides of paper.

1S 40rg->Cmb 2on1 2S

Original Orientation	Top to Top	Top to Bottom
		
		

1S 80rg->Cmb 4on1 2S

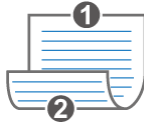
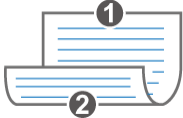
Original Orientation	Left to Right, Top to Top		Left to Right, Top to Bottom	
	Front	Back	Front	Back
				
				

Original Orientation	Top to Bottom, Top to Top		Top to Bottom, Top to Bottom	
	Front	Back	Front	Back
				

Original Orientation	Top to Bottom, Top to Top		Top to Bottom, Top to Bottom	
	Front	Back	Front	Back
				

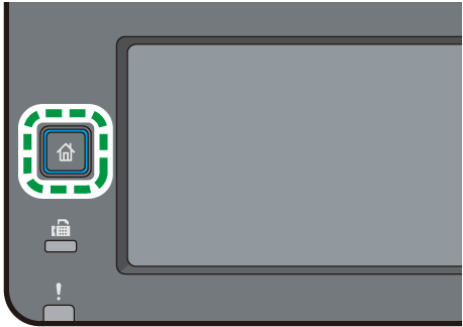
1S Orig->2S Copy

In this mode, one-sided pages are printed on the front and back sides of paper without being combined.

Original Orientation	Top to Top	Top to Bottom
		
		

Specifying Combined and 2-sided Copies

1. Press the [Home] key.



2. Press the [Copier] icon on the Home screen.
3. Press [Other Settings].
4. Press [Simplex to Duplex].
5. Select the desired copy mode, and then press [OK].
6. Press [OK].

 Note

- Setting combined and 2-sided copying automatically disables the ID Card Copy setting.
- You can change the machine's default [Duplex/Combine] setting to always make photocopies in the specified ratio. For details, see page 249 "Copier Settings".
- Temporary job settings are cleared in the following cases:
 - When no input is received for the period of time specified in [System Reset Timer] while the initial screen is displayed. For details, see page 234 "Administrator Tools Settings".
 - When the [Clear/Stop] key is pressed while the initial screen is displayed.
 - When the machine's mode is changed.
 - When the power is turned off.
 - When the machine's default for the same setting is changed.

Copying 2-Sided Originals with 2-Sided and Combined Printing

This section explains how to make 2-sided copies of 2-sided originals, or copy two original pages to one sheet, or copy four original pages to one sheet with two pages per side.

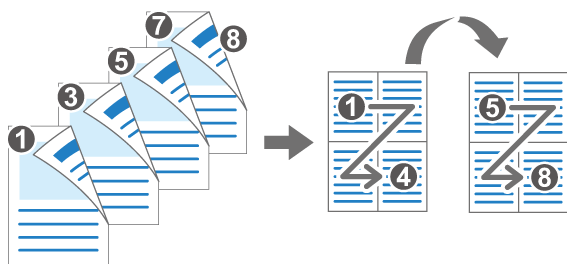
Making 2-sided copies of 2-sided originals



Copying 2-up copies of two-sided originals



Copying 4-up copies of two-sided originals



★ Important

- [2S 10rg->Cmb 2on1 1S], [2S 20rg->Cmb 4on1 1S], [2S Orig->2S Copy], [2S 20rg->Cmb 2on1 2S], or [2S 40rg->Cmb 4on1 2S] is available for copying using the ADF, but not using the exposure glass.
- Copy to the front and back of the sheet in the same color mode. If you try to copy in a different mode, an alarm sounds.
- Make sure the same number of pages will be printed on the front and back of all sheets. Otherwise, the job will be reset.

There are six types of settings for copying 2-Sided originals with 2-Sided and Combined Printing.

2S 10rg->Cmb 2on1 1S

Copies one 2-sided original to one side of a sheet.

2S 2Org->Cmb 4on1 1S

Copies two 2-sided originals to one side of a sheet.

2S Orig->2S Copy

Makes 2-sided copies of 2-sided originals.

2S 2Org->Cmb 2on1 2S

Copies both sides of one 2-sided original to one side of a sheet, and both sides of another 2-sided original to the other side of the sheet.

2S 4Org->Cmb 4on1 2S

Copies four 2-sided originals to one sheet with four pages per side.

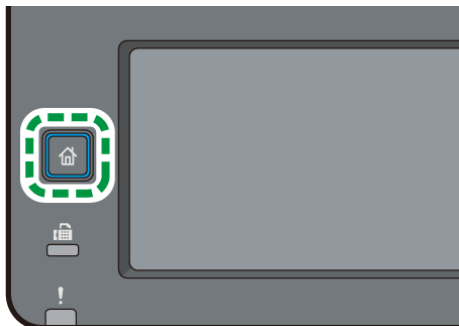
Manual Duplex Scan

Select this mode to make 2-sided copies using the exposure glass.

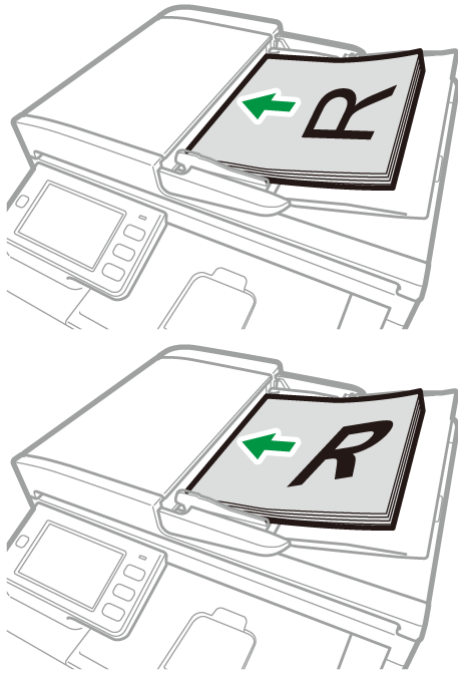
5

Duplex Copying Using the ADF

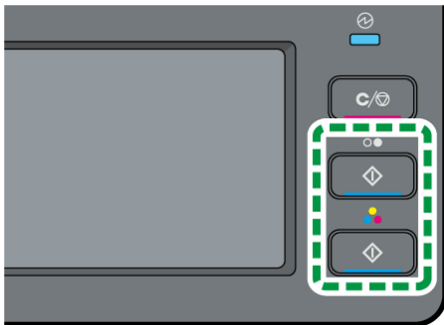
1. Press the [Home] key.



2. Press the [Copier] icon on the Home screen.
3. Press [Other Settings].
4. Press [Duplex to Duplex].
5. Select the desired copy mode, and then press [OK].
6. Press [OK].
7. Place all 2-sided originals into the ADF with their fronts facing up.



8. Press the [B&W Start] key or [Color Start] key.



To make black-and-white photocopies, press the [B&W Start] key.

To make color photocopies, press the [Color Start] key.

After all pages have been scanned, copying starts.

Note

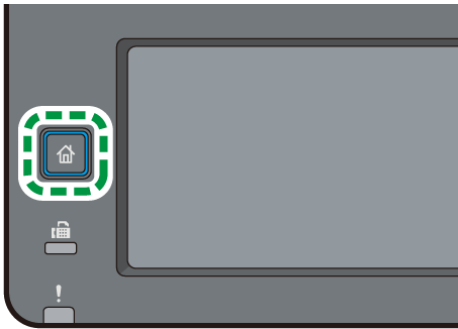
- After you place the originals, press the [B&W Start] key or [Color Start] key within the time specified in [System Reset Timer]. Otherwise, the job is canceled. For details, see page 234 "Administrator Tools Settings".
- If the memory becomes full while originals are being scanned, the job is canceled.

Duplex Copying Manually Using the Exposure Glass

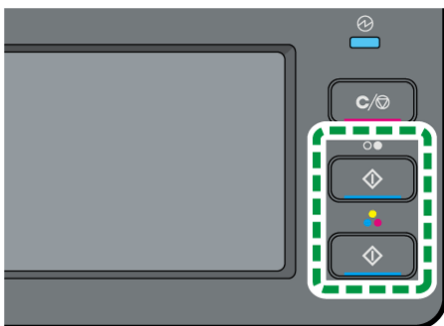
★ Important

- When printing odd pages in [Manual 2Sd Scan Mode], the last page cannot be printed. Before printing the last page, set the [Duplex/Combine] to [Off].

1. Press the [Home] key.



2. Press the [Copier] icon on the Home screen.
3. Press [Other Settings].
4. Press [Manual Duplex Scan].
5. Place the original front side down in the upper-left corner of the exposure glass.
Place the originals one by one.
6. Press the [B&W Start] key or [Color Start] key.



A message prompting you to place the original back side down on the exposure glass appears on the display.

7. Place the original with the back side faced down in the upper-left corner of the exposure glass.
8. Press [Start].

Use the same mode (color or black-and-white) for both sides.

When all originals have been scanned, press [Job Finished].

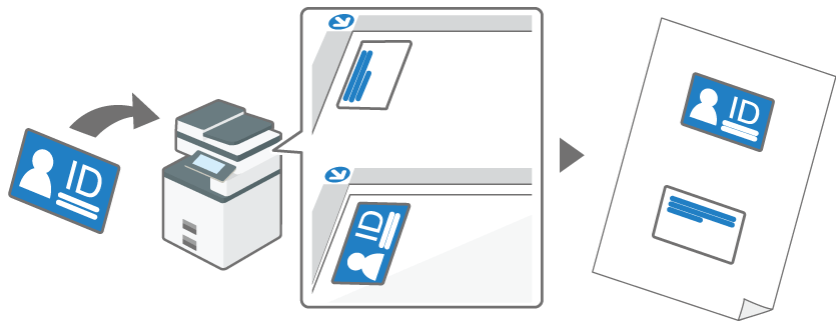
↓ Note

- After you load the original, press the [B&W Start] key or [Color Start] key within the time specified in [System Reset Timer]. Otherwise, the job is canceled. For details, see page 234 "Administrator Tools Settings".

- Sort is not available.

Copying an ID Card

This section describes how to copy the front and back sides of an ID card or other small documents onto one side of a paper.

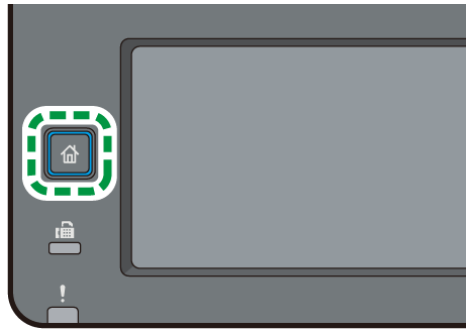


★ Important

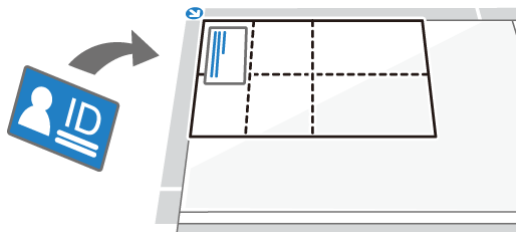
- **This function is available only when the original is set on the exposure glass, not when it is set in the ADF.**
- **To use this function, the paper size used for printing copies must be set to A6, A5, A4, or Letter.**

Printed paper size	Scanned paper size
A4	A5 (148×210 mm)
Letter	Half Letter (140×216 mm)
A5	A6 (105×148 mm)
A6	A7 (74×105 mm)

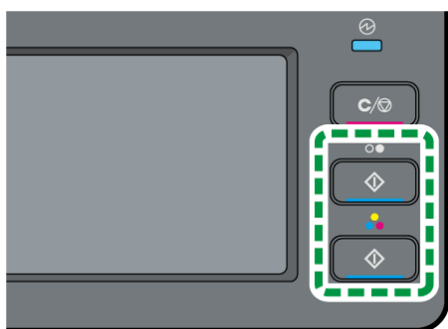
1. Press the [Home] key.



2. Press the [Card Cpy] icon on the Home screen.
3. To make multiple copies, press [Qty.] to specify the number of copies.
4. Place the original in the upper-left corner of the exposure glass.



5. Press the [B&W Start] key or [Color Start] key.



A message prompting you to place the original back side down on the exposure glass appears on the display.

6. Place the original with the back side faced down in the upper-left corner of the exposure glass, and then press [Start].

Use the same mode (color or black-and-white) for both sides.

↓ Note

- For the ID card copy function, you can set the machine to print a line in the middle of the printed paper. Specify [Center Line] in [ID Card Setting] under [Copier Settings].
- You can change the scanning size for the ID card function. Specify [Card Size] in [ID Card Setting] under [Copier Settings].
- After you load the originals, press the [B&W Start] key or [Color Start] key within the time specified in [System Reset Timer]. Otherwise, the job is canceled. For details, see page 234 "Administrator Tools Settings".
- Regardless of the machine's reduction or enlargement ratio setting, an ID card copy will always be made at 100%.
- Temporary job settings are cleared in the following cases:
 - When no input is received for the period of time specified in [System Reset Timer] while the initial screen is displayed. For details, see page 234 "Administrator Tools Settings".
 - When the [Clear/Stop] key is pressed while the initial screen is displayed.
 - When the machine's mode is changed.

- When the power is turned off.
- When the machine's default for the same setting is changed.

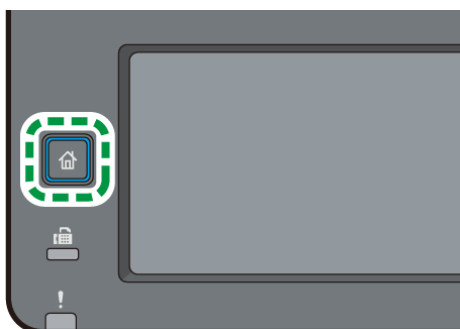
Specifying Scan Settings for Copying

This section describes how to specify image density and scan quality for the current job.

Adjusting Image Density

There are five image density levels. The higher the density level, the darker the printout.

1. Press the [Home] key.



2. Press the [Copier] icon on the Home screen.
3. Press [Text/Photo].
4. Press [◀] or [▶] to select the desired density level, and then press [OK].

Note

- You can change the machine's default [Density] setting to always make copies with a specific density level. For details, see page 249 "Copier Settings".
- Temporary job settings are cleared in the following cases:
 - When no input is received for the period of time specified in [System Reset Timer] while the initial screen is displayed. For details, see page 234 "Administrator Tools Settings".
 - When the [Clear/Stop] key is pressed while the initial screen is displayed.
 - When the machine's mode is changed.
 - When the power is turned off.
 - When the machine's default for the same setting is changed.

Selecting the Document Type According to Original

There are three document types:

Text/Photo

Select this when the original contains both text and photographs or pictures.

Text

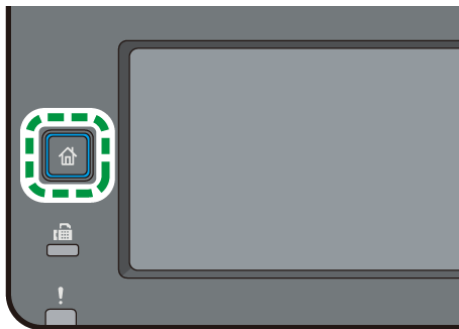
Select this when the original contains only text and no photographs or pictures.

Photo

Select this when the original contains only photographs or pictures. Use this mode for the following types of original:

- Photographs
- Pages that are entirely or mainly photographs or pictures, such as magazine pages.

1. Press the [Home] key.



2. Press the [Copier] icon on the Home screen.

3. Press [Text/Photo].

4. Select the desired document type, and then press [OK].

Note

- You can change the machine's default [Original Type] setting to always make copies with a specific document type. For details, see page 249 "Copier Settings".
- Temporary job settings are cleared in the following cases:
 - When no input is received for the period of time specified in [System Reset Timer] while the initial screen is displayed. For details, see page 234 "Administrator Tools Settings".
 - When the [Clear/Stop] key is pressed while the initial screen is displayed.
 - When the machine's mode is changed.
 - When the power is turned off.
 - When the machine's default for the same setting is changed.

Printing the Original Scanned and Saved in the Folder

The Folder Print function allows you to scan and save a copy of the original in the machine's memory and print it as many times as you need.

It is useful when copying a format such as an application form frequently, for example.

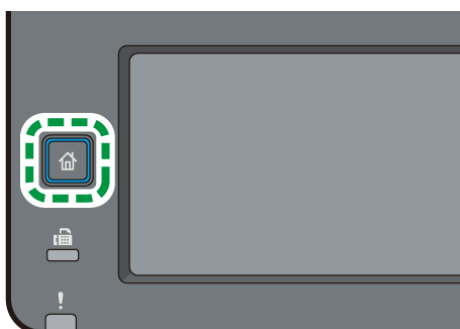
Saving the Copy of the Original in the Folder

You can save up to three originals in the folder of the machine.

★ Important

- The saved document is not deleted even if the main power of the machine is turned off.
- The number of pages and size of the original that can be saved in a folder are as follows:
 - A4/Letter or smaller size originals: maximum two single sided originals
 - Originals larger than A4/Letter: maximum one single sided original
 - 210 × 297 mm (8.27 × 11.69 inches) or smaller custom size originals: maximum two single sided originals
 - Custom size originals larger than 210 × 297 mm (8.27 × 11.69 inches): maximum one single sided original
 - The size of the original that can be saved in a folder is 90 - 148 × 216 - 356 mm (3.54 - 5.83 × 8.5 - 14 inches).
- Depending on the administrator's setting, the screen prompting you to enter the password is displayed when you press the [FldPrt] icon. Enter the correct password to display the Folder Print mode screen.

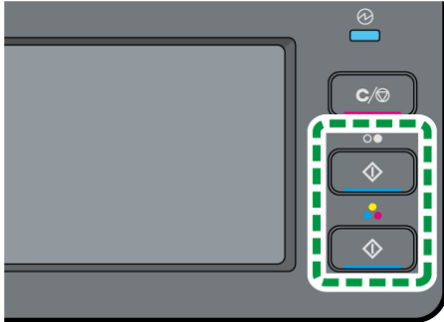
1. Press the [Home] key.



2. Press the [FldPrt] icon in the Home screen.
3. Place the original on the exposure glass or in the ADF.

To place the original, see page 79 "Placing Originals".

4. In the [Folder] tab, select the folder ([1] to [3]) in which the copy of the original is stored.
5. Configure the scan settings as necessary.
6. Press the [B&W Start] key or [Color Start] key.



7. Enter the file name in [Name Entry].
8. Press [OK].
9. When all originals have been scanned, press [Job Finished].

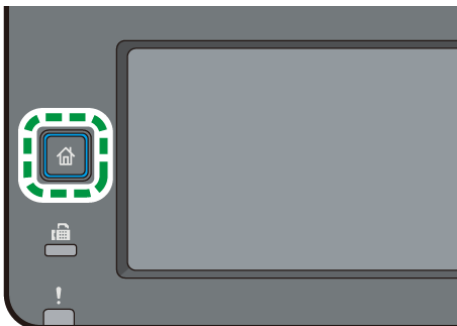
The copy of the original is saved in the machine.

Note

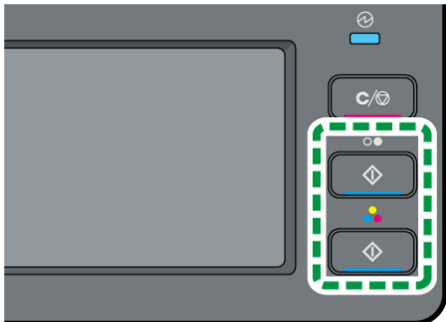
- The saved document is not deleted after printing.
- You cannot overwrite the existing document.
- To delete the saved document, select the document to be deleted in the [Folder] or [Print] tab, and then press [Clear].

Printing the Saved Document

1. Press the [Home] key.



2. Press the [FldPrt] icon in the Home screen.
3. In the [Print] tab, select the document to print.
4. Press the [B&W Start] key or [Color Start] key.



Note

- The saved document is not deleted after printing.

6. Scanning Originals

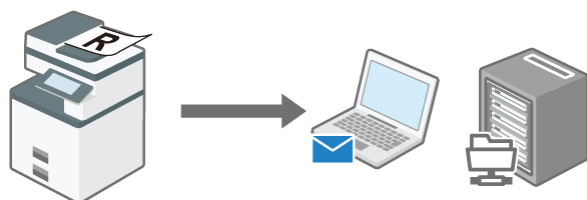
This chapter describes how to specify settings and use the scanner function.

What You Can Do with the Scanner Function

Send Scanned Documents to a Folder on a Client Computer or to an E-mail Address

You can send scanned documents to a folder on a client computer. For details, see page 129 "Preparation for Registering Scan Destinations (Scan to Folder)".

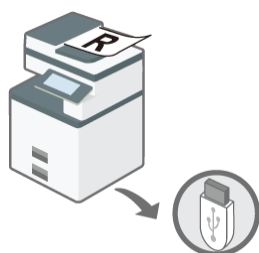
You can also send scanned documents as a file attached to an e-mail. For details, see page 134 "Preparation for Registering Scan Destinations (Scan to E-mail)".



6

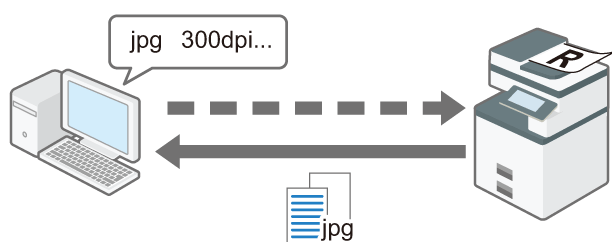
Saving Scan Files on a USB Flash Memory Device

You can save scanned files to the USB flash memory device inserted into the machine. For details, see page 150 "Basic Procedures for Saving Scan Files on a USB Flash Memory Device".



Scanning Documents from RICOH Scan Utility V2

You can scan the documents from RICOH Scan Utility V2. For details, see page 160 "Basic Operation for RICOH Scan Utility V2".



Scanning Documents from a Client Computer

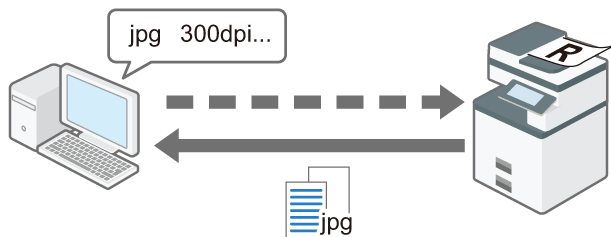
You can use the TWAIN, WIA, ICA or SANE scanner.

For details, see page 164 "Basic Operation for TWAIN Scanning".

For details, see page 168 "Basic Operation for WIA Scanning".

For details, see page 169 "Basic Operation for ICA Scanning".

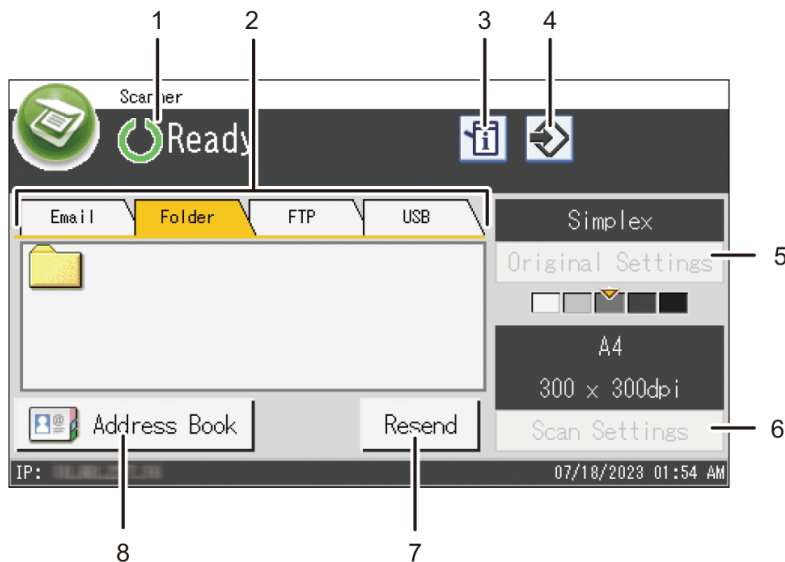
For details, see page 173 "Using SANE Scanning".



Scanner Mode Screen

This section provides information about the screen in scanner mode.

Screen in standby mode



1. Current status or messages

Displays the current status or messages.

2. Email / Folder / FTP / USB

Press these tabs to switch between the [Email] screen, [Folder] screen, [FTP] screen, and [USB] screen.

- When [Email] is selected, you can specify e-mail destinations.
- When [Folder] is selected, you can specify folder destinations.
- When [FTP] is selected, you can send scanned documents to an FTP server.
- When [USB] is selected, you can save scanned files to the USB flash memory device inserted into the machine.

3. Information icon

Press to check the information.

4. Favorite item icon

Press to register current settings to a favorite item.

5. Original Settings

Specify the original orientation and scanning method to one-sided or two-sided.

Also allows you to scan the original set in the ADF rotating the image by 180 degrees.

6. Scan Settings

Allows you to specify scan settings.

For details, see page 153 "Specifying Scan Settings".

7. Resend

Press this to specify the last used destination as the destination for the current job.

8. Address Book

Allows you to recall destinations registered in the machine.

 Note

- The machine's default mode at power on can be specified in the [Function Priority] setting under [Administrator Tools]. For [Function Priority], see page 234 "Administrator Tools Settings".

Preparation for Registering Scan Destinations (Scan to Folder)

This section explains the preparations and procedures to send scanned documents to a folder on a client computer.

After following the procedures below, you can send scanned documents from the machine to a shared folder on a computer.

1. Print the check sheet.

page 174 "Printing the Check Sheet"

2. Check the user name and computer name.

page 129 "Checking the User Name and Computer Name"

3. Create a shared folder on a computer.

page 131 "Creating a Shared Folder on a Computer"

4. Specify access privileges for the created shared folder. ^{*1}

page 133 "Specifying Access Privileges for the Created Shared Folder"

5. Register the shared folder to the machine's Address Book.

page 137 "Registering Scan Destinations"

6. Send a file to the shared folder.

page 147 "Basic Procedures for Sending Scan Files"

*1 only Windows

Note

- Files can be sent via SMB using the SMB (139/TCP, 137/UDP) or CIFS (445/TCP) protocol.
- Files can be sent via SMB (139/TCP, 137/UDP) in a NetBIOS over TCP/IP environment only.
- Files cannot be sent via SMB in a NetBEUI environment.

Checking the User Name and Computer Name

Checking the user name and computer name when running Microsoft Windows

Check the user name and the name of the computer you will send scanned documents to.

1. On the [Start] menu, click [Windows System], and then click [Command Prompt].
2. Enter the command "ipconfig /all", and then press the [Enter] key.
3. Check the name of the computer, the active settings of the DHCP server, and the IPv4 address, and then write them in [1] on the check sheet.

The computer's name is displayed under [Host Name].

The address displayed under [IPv4 Address] is the IPv4 address of the computer.

Active settings of DHCP server are displayed under [DHCP Enabled].

4. Next, enter the command "set user", and then press the [Enter] key.

Be sure to put a space between "set" and "user".

5. Check the domain name/working group name and the user name, and then write them in [2] on the check sheet.

The user name is displayed under [USERNAME].

Check the computer's login password and write it in [3] on the check sheet.

Next, create a shared folder on a computer.

page 131 "Creating a Shared Folder on a Computer"

6

Note

- Depending on the operating system or security settings, it might be possible to specify a user name that does not have a password assigned. However, we recommend that for greater security you select a user name that has a password.

Checking the user name and computer name when running macOS

Check the user name and the name of the computer you will send scanned documents to. Confirm the values, and then write them on the check sheet.

1. On the Apple menu, click [About This Mac].
2. Click [System Report...].
3. In the left pane, click [Software], and then confirm the computer name and user name under "System Software Overview:".

The computer name is displayed next to [Computer Name].

The user name is displayed next to [User Name].

On the check sheet, write the computer name in [1] and the user name in [2].

Next, create a shared folder on a computer.

page 131 "Creating a Shared Folder on a Computer"

Note

- Depending on the operating system or security settings, you might be able to specify a user name that does not have a password assigned. However, we recommend that you select a user name that has a password.
- To check the IP address on the Apple menu, click [System Preferences...], and then click [Network] on the System Preferences window. Then click [Ethernet] or [Wi-Fi]. The address displayed in the IP address field is the IP address of the computer.

Creating a Shared Folder on a Computer

Creating a shared folder on a computer running Microsoft Windows

Create a shared destination folder in Windows and enable sharing. In the following procedure, a computer which is running under Windows 10 Pro and participating in a domain is used as an example.

Important

- **You must log in as an Administrators group member to create a shared folder.**
 - **If "Everyone" is left selected in Step 6, the created shared folder will be accessible by all users. This is a security risk, so we recommend that you give access rights only to specific users. Use the following procedure to remove "Everyone" and specify user access rights.**
 - **Do not use double-byte characters.**
1. Create a folder, just as you would create a normal folder, in a location of your choice on the computer. Write the folder name in [4] on the check sheet.
 2. Right-click the folder, and then click [Properties].
 3. On the [Sharing] tab, select [Advanced Sharing...].
 4. Select the [Share this folder] check box.
 5. Click [Permissions].
 6. In the [Group or user names:] list, select "Everyone", and then click [Remove].
 7. Click [Add...].

If the [Enter network credentials] screen appears, enter the user name and password.

In the [Select Users or Groups] window, add groups or users to whom you want to grant access. In the following procedure, the procedure to give access privileges to users that you wrote on the check sheet is used as an example.

8. Click [Advanced...].
9. Specify one or more object types, select a location, and then click [Find Now].
10. From the list of results, select the groups and users you want to grant access to (the name you wrote in [2] on the check sheet), and then click [OK].
11. Click [OK].
12. In the [Group or user names:] list, select a group or user (the name you wrote in [2] on the check sheet), and then, in the [Allow] column of the permissions list, select either the [Full Control] or [Change] check box.

Configure the access permissions for each group and user.

13. Click [OK] three times.

If you want to specify access privileges for the created folder to allow other users or groups to access it, proceed to page 133 "Specifying Access Privileges for the Created Shared Folder".

If not, proceed to page 137 "Registering Scan Destinations".

6 **Creating a shared folder on a computer running macOS**

The following procedures explain how to create a shared folder on a computer running macOS, and how to confirm the computer's information. macOS 12 is used in these examples.

Important

- **You must log in as an administrator to create a shared folder.**
 - **Do not use double-byte characters.**
1. Create the folder that you want to send scan files to.
Write the folder name into [4] in the check sheet.
 2. On the Apple menu, click [System Preferences...].
 3. Click [Sharing].
 4. Select the [File Sharing] check box.
 5. Click [Options...].
 6. Select the [Share files and folders using SMB] check box.
 7. Select the account that will be used to access the shared folder.
 8. If the [Authenticate] screen appears, enter the password for the account, click [OK], and then click [Done].
 9. Under the [Shared Folders:] list, click [+].
 10. Select the folder you have created, and then click [Add].
 11. Make sure that the permissions for the user who will access this folder are set to [Read & Write].

Next, register scan destinations.

page 137 "Registering Scan Destinations"

Specifying Access Privileges for the Created Shared Folder

If you wish to specify access privileges for the created folder to allow other users or groups to access it on Windows, configure it as follows:

This is not necessary if not you do not wish to specify access privileges.

1. **Right-click the folder created in Step 3, and then click [Properties].**
2. **On the [Security] tab, click [Edit...].**
3. **Click [Add...].**
If the [Enter network credentials] screen appears, enter the user name and password.
4. **Click [Advanced...].**
5. **Specify one or more object types, select a location, and then click [Find Now].**
6. **From the list of results, select the groups and users you want to grant access to, and then click [OK].**
7. **Click [OK].**
8. **In the [Groups or user names:] list, select a group or user, and then, in the [Allow] column of the permissions list, select either the [Full control] or [Modify] check box.**
9. **Click [OK] twice.**

Next, register scan destinations.

page 137 "Registering Scan Destinations"

Send files to the registered destinations.

page 147 "Basic Procedures for Sending Scan Files"

Note

- If you are creating a shared folder for the first time on this computer, you must enable the file sharing function. For details, see Windows Help.

Preparation for Registering Scan Destinations (Scan to E-mail)

This section explains the preparations and procedures to send scanned documents as a file attached to an e-mail.

After following the procedures below, you can send scanned documents to the specified e-mail address.

1. **Configure SMTP server and DNS settings.** (page 134 "Configuring SMTP and DNS Settings")
2. **Register the destination e-mail address in the Address Book.** (page 137 "Registering Scan Destinations")
3. **Send scanned files by e-mail.** (page 147 "Basic Procedures for Sending Scan Files")

Configuring SMTP and DNS Settings

6

To send files via e-mail, SMTP and DNS settings must be configured properly.

For details about SMTP server information, contact the network administrator of your Internet service provider.

Configure SMTP and DNS information using Web Image Monitor.

1. **Start the web browser and access the machine by entering its IP address.**

The top page of Web Image Monitor appears.

2. **Click [Network Settings].**

3. **Click the [DNS] tab.**

4. **Register information as necessary.**

For details, see page 302 "[DNS] Tab".

5. **Enter the administrator password.**

6. **Click [OK].**

7. **Click the [SMTP] tab.**

8. **Register information as necessary.**

For details, see page 308 "[SMTP] Tab".

9. **Enter the administrator password.**

10. **Click [OK].**

11. **Close the web browser.**

Next, register the destination e-mail address to the Address Book.

page 137 "Registering Scan Destinations"

Send files to the registered destinations.

page 147 "Basic Procedures for Sending Scan Files"

Preparation for Registering Scan Destinations (Scan to FTP)

This section explains the preparations and instructions to send scanned documents to an FTP server.

After following the procedures below, you can send scanned documents to an FTP server.

- 1. Check the FTP Server Address.**

To send files to an FTP server, configure FTP server settings properly. For details about FTP servers, contact your network administrator.

- 2. Register the destination FTP server address in the Address Book. (page 137 "Registering Scan Destinations")**

- 3. Send scanned files to the FTP server. (page 147 "Basic Procedures for Sending Scan Files")**

Registering Scan Destinations

This section describes how to register scan destinations in the Address Book. To send scanned files to an e-mail address (Scan to E-mail), FTP server (Scan to FTP), or a shared folder on a network computer (Scan to Folder), you must first register the destination in the Address Book using Web Image Monitor.

★ Important

- **The Address Book data could be damaged or lost unexpectedly. The manufacturer shall not be responsible for any damages resulting from such data loss. Be sure to create backup files of the Address Book data periodically. For details about creating backup files, see page 323 "[Backup Setting] Tab".**
- **Depending on your network environment, the Scan to FTP and Scan to Folder functions may require a user name and password to be correctly entered in the destination information. In such cases, after registering destinations, check that the user name and password are correctly entered by sending test documents to those destinations.**

The Address Book can contain up to 100 entries.

1. **Start the web browser and access the machine by entering its IP address.**

The top page of Web Image Monitor appears.

2. **Click [Scan Destination].**
3. **From the [Destination Type] list, select [E-mail Address], [FTP], or [Folder].**
4. **Register information as necessary.**

The information you must register varies depending on the destination type. For details, see the tables below.

5. Enter the administrator password.
6. Click [Apply].
7. Close the web browser.

Scan to E-mail Settings

Program/Change E-mail Address Destination

☒ Frequent : ☐ Yes ☒ No
☒ Name (Required) :
☒ Index (Optional) : Half-width character only
☒ Destination E-mail Address (Required) :
☒ Notification E-mail Address (Optional) :
☒ Subject (Required) :
☒ Sender's Name (Optional) :
☒ File Format (Color/Gray Scale) : PDF
☒ File Format (Black & White) : TIFF
☒ Original : 1 Sided
☒ Scan Size : A4 210 x 297
☒ Resolution : 300 x 300dpi
☒ Density :

Please enter Administrator Password.

Apply Cancel

Item	Setting	Description
Frequent	Required	Select [Yes] to display the destination in the [Frequent] tab in the Address Book.
Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 16 characters.
Phonetic	Optional	Index name used when searching the destination. Can contain up to 20 characters.
Destination E-mail Address (Required)	Required	E-mail address of the destination. Can contain up to 64 characters.
Notification E-mail Address (Optional)	Optional	E-mail address to which a notification is sent after transmission. Can contain up to 64 characters.
Subject	Required	Subject of the e-mail. Can contain up to 64 characters.
Sender's Name (Optional)	Optional	Name of e-mail sender. The name specified here will be shown under "From" or a similar field of the recipient's email application. Can contain up to 32 characters.

Item	Setting	Description
File Format (Color/Gray Scale)	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format (Black & White)	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.
Original	Required	Select the sides of the original (1 side or 2-sides) to scan according to the page and binding orientation.
Scan Size	Required	Select the scanning size for the original from A5, B5, A4, $7\frac{1}{4} \times 10\frac{1}{2}$, $8\frac{1}{2} \times 5\frac{1}{2}$, $8\frac{1}{2} \times 11$, $8\frac{1}{2} \times 14$, or custom size. If you select custom size, select [mm] or [Inch], and then specify the width and length.
Resolution	Required	Select the scan resolution from 100×100, 150×150, 200×200, 300×300, 400×400, or 600×600 dpi.
Density	Required	Specify the image density by clicking the right or left button. is the lightest, and is the darkest.

Scan to FTP Settings

Program/Change FTP Destination

☒ Frequent : ☐ Yes ☒ No

☒ Name (Required) :

☒ Index (Optional) : Half-width character only

☒ Hostname or IP Address (Required) :

☒ File Format (Color/Gray Scale) : PDF ▼

☒ File Format (Black & White) : TIFF ▼

☒ FTP User Name (Optional) :

☒ FTP Password (Optional) :

☒ Directory (Optional) :

☒ Notification E-mail Address (Optional) :

☒ Original : 1 Sided ▼

☒ Scan Size : A4 210 x 297 ▼

☒ Resolution : 300 x 300dpi ▼

☒ Density :

Please enter Administrator Password.

Item	Setting	Description
Frequent	Required	Select [Yes] to display the destination in the [Frequent] tab in the Address Book.
Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 16 characters.
Phonetic	Optional	Index name used when searching the destination. Can contain up to 20 characters.
Hostname or IP Address (Required)	Required	Name or IP address of the FTP server. Can contain up to 64 characters.
File Format (Color/Gray Scale)	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format (Black & White)	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.
FTP User Name (Optional)	Optional	User name for logging in to the FTP server. Can contain up to 32 characters.
FTP Password	Optional	Password for logging in to the FTP server. Can contain up to 32 characters.
Directory	Optional	Name of the FTP server directory where scanned files are stored. Can contain up to 64 characters.
Notification E-mail Address (Optional)	Optional	E-mail address to which a notification is sent after transmission. Can contain up to 64 characters.
Original	Required	Select the sides of the original (1 side or 2-sides) to scan according to the page and binding orientation.
Scan Size	Required	Select the scanning size for the original from A5, B5, A4, $7\frac{1}{4} \times 10\frac{1}{2}$, $8\frac{1}{2} \times 5\frac{1}{2}$, $8\frac{1}{2} \times 11$, $8\frac{1}{2} \times 14$, or custom size. If you select custom size, select [mm] or [Inch], and then specify the width and length.
Resolution	Required	Select the scan resolution from 100×100, 150×150, 200×200, 300×300, 400×400, or 600×600 dpi.

Item	Setting	Description
Density	Required	Specify the image density by clicking the right or left button. ■ □ □ □ □ is the lightest, and ■ ■ ■ ■ ■ is the darkest.
Connection Test	-	A connection test is performed to check whether the specified FTP server exists.

Scan to Folder Settings

Program/Change Folder Destination

☒ Frequent : ☐ Yes ☒ No
☒ Name (Required) : Entry Name 1 A-Z,a-z,0-9 Others
☒ Index (Optional) : Half-width character only
☒ Service Name (Required) : ¥¥ Computer Name or IP Address ¥ Shared Folder Name
☒ Domain (Optional) : User Name@Domain Name
☒ Login User Name (Optional) : Login User Name
☒ Login Password (Optional) :
☒ Directory (Optional) : Directory
☒ Notification E-mail Address (Optional) : E-mail Address

Connection Test

☒ File Format (Color/Gray Scale) : PDF
☒ File Format (Black & White) : TIFF
☒ Original : 1 Sided
☒ Scan Size : A4 210 x 297
☒ Resolution : 300 x 300dpi
☒ Density :

Please enter Administrator Password.

6

Item	Setting	Description
Frequent	Required	Select [Yes] to display the destination in the [Frequent] tab in the Address Book.
Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 16 characters.
Phonetic	Optional	Index name used when searching the destination. Can contain up to 20 characters.
Service Name	Required	Path to the directory where scanned files will be stored. Consists of the IP address or name of the destination computer (can contain up to 64 characters), and name of the shared folder (can contain up to 32 characters).
Domain (Optional)	Optional	Specify the name of the domain to which the computer belongs. Can contain up to 15 characters.

Item	Setting	Description
Login User Name	Optional	User name for logging in to the destination computer. Can contain up to 32 characters. Depending on the network environment, it may be necessary to enter this.
Login Password	Optional	Password for logging in to the destination computer. Can contain up to 32 characters. Depending on the network environment, it may be necessary to enter this.
Directory	Optional	Directory within the shared folder for storing scanned files. Can contain up to 64 characters.
Notification E-mail Address (Optional)	Optional	E-mail address to which a notification is sent after transmission. Can contain up to 64 characters.
Connection Test	-	A connection test is performed to check whether the specified FTP server exists.
File Format (Color/Gray Scale)	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format (Black & White)	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.
Original	Required	Select the sides of the original (1 side or 2-sides) to scan according to the page and binding orientation.
Scan Size	Required	Select the scanning size for the original from A5, B5, A4, $7\frac{1}{4} \times 10\frac{1}{2}$, $8\frac{1}{2} \times 5\frac{1}{2}$, $8\frac{1}{2} \times 11$, $8\frac{1}{2} \times 14$, or custom size. If you select custom size, select [mm] or [Inch], and then specify the width and length.
Resolution	Required	Select the scan resolution from 100×100, 150×150, 200×200, 300×300, 400×400, or 600×600 dpi.
Density	Required	Specify the image density by clicking the right or left button. ■□□□□ is the lightest, and ■■■■■ is the darkest.

Note

- To send files via e-mail, SMTP and DNS settings must be configured properly. For details, see page 134 "Configuring SMTP and DNS Settings".

- If you are using the Scan to E-mail function, select a time zone according to your geographic location to send email with correct transmission date and time. For details, see page 234 "Administrator Tools Settings".
- To send files to an FTP server or computer, the user name, password, and directory must be configured properly.
- On a network that uses a DNS server, specify a computer name in [Service Name] and the name of the domain to which the computer belongs in [Domain (Optional)]. In this case, also configure the DNS related settings using Web Image Monitor. For details, see page 302 "[DNS] Tab".
- Scan destinations cannot be registered using the control panel.

Modifying/Deleting Scan Destinations

This section describes how to modify or delete the information of registered destinations.

- 1. Start the web browser and access the machine by entering its IP address.**

The top page of Web Image Monitor appears.

- 2. Click [Scan Destination].**

- 3. Click the [E-mail Address], [FTP], or [Folder] tab.**

- 4. Modify or delete destinations.**

- When modifying destinations

1. Select the entry to modify, and then click [Change].
2. Modify settings as necessary.

- When deleting destinations

1. Select the entry to delete, and then click [Delete].
2. Confirm that the entry you have selected is the entry that you want to delete.

- 5. Enter the administrator password.**

- 6. Click [Apply].**

- 7. Close the web browser.**

Note

- The machine will notify you if the destination you want to modify or delete is set as a forwarding destination of received faxes. For details about fax forwarding settings, see page 284 "[Fax] Tab".

Testing Transmission

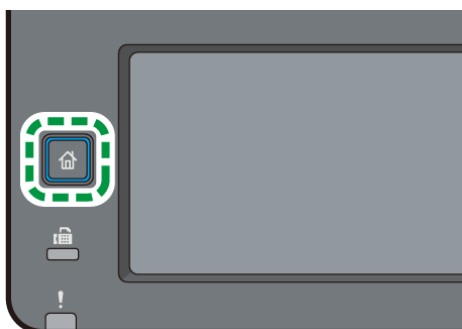
★ Important

- **When a USB flash memory device is inserted into the machine, scanned documents will be stored in the USB flash memory device. Confirm that there are no USB flash memory devices inserted into the machine.**

1. Place the original on the exposure glass or in the ADF.

To place the original, see page 79 "Placing Originals".

2. Press the [Home] key.



3. Press the [Scanner] icon on the Home screen.

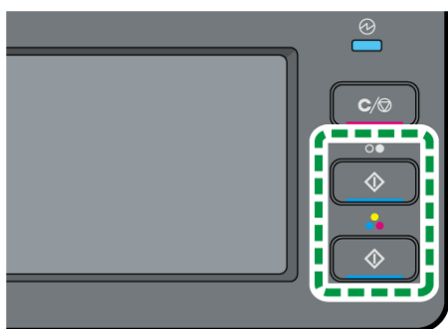
4. Press [Address Book].

5. Select the desired destination, and then press [OK].

Press the check box for the desired destination, and then make sure that the box is checked.

When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book. If necessary, you can change the scan settings using the control panel. For scan settings, see page 153 "Specifying Scan Settings".

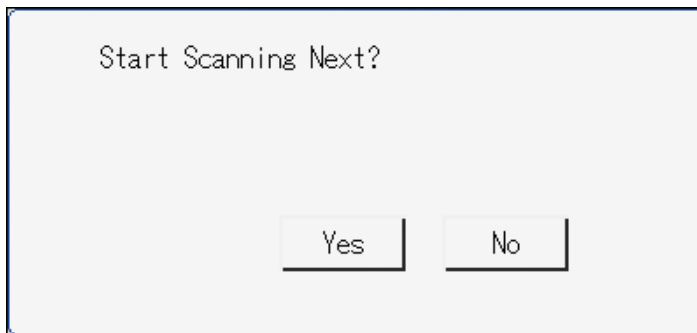
6. Press the [B&W Start] key or [Color Start] key.



To scan in black and white, press the [B&W Start] key.

To scan in color, press the [Color Start] key.

Depending on the machine's settings, you may see the following screen on the display when scanning from the exposure glass.



If you see this screen, proceed to the next step.

7. **If you have more originals to scan, place the next original on the exposure glass, and then press [Yes].**

Repeat this step until all originals are scanned.

8. **When all originals have been scanned, press [No] to start sending the scanned file.**

Scanning starts and scanned documents will be stored in a shared folder.

Note

- If the machine fails to transmit the file, confirm the following items.
 - The destination is registered to the Address Book correctly.
 - Disable the security software or firewall of the destination computer and try the job again. For details about security software or the firewall settings, contact your network administrator.
 - If there are several destination computers, test the job with other computers. Compare the settings with the computer the file was transmitted from. For details, contact your network administrator.
 - There is enough disk space on the destination computer.

Registering ID Card Scan Destination

This section describes how to register the destination to send the scanned ID card files in the Address Book. You can register only one destination from e-mail address, a shared folder, or an FTP server. Use Web Image Monitor to register the destination.

1. **Start the web browser and access the machine by entering its IP address.**

The top page of Web Image Monitor appears.

2. **Click [ID Card Scan Destination].**
3. **From the [Destination Type] list, select [E-mail Address], [FTP], or [Folder].**
4. **Register information necessary for sending scanned files to the destination.**

The necessary information varies depending on the destination type. For details, see page 137 "Registering Scan Destinations".

5. **Enter the administrator password.**
6. **Click [Apply].**
7. **Close the web browser.**

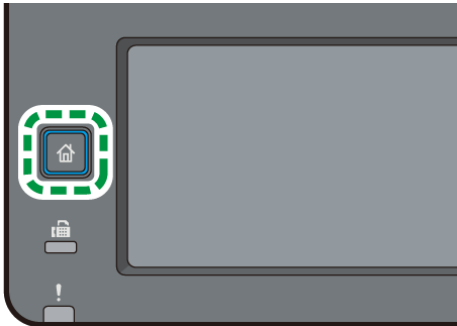
Note

- To delete the destination, click [Delete] after Step 2.

Basic Procedures for Sending Scan Files

★ Important

- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.
 - Register the scan destination in the Address Book using Web Image Monitor. For details, see page 137 "Registering Scan Destinations".
 - When a USB flash memory device is inserted into the machine, scanned documents will be stored in the USB flash memory device. Confirm that there are no USB flash memory devices inserted into the machine.
1. Place the original on the exposure glass or in the ADF.
To place the original, see page 79 "Placing Originals".
 2. Press the [Home] key.

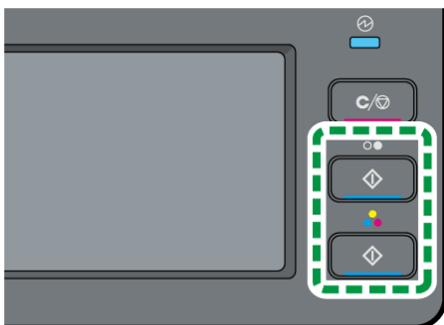


3. Press the [Scanner] icon on the Home screen.
4. Press the [Email], [Folder] or [FTP] tab.
If the message with the tip for specifying the Scan to Folder setting appears after pressing the [Folder] tab, press [OK].

5. Press [Address Book].
6. Select the desired destination, and then press [OK].

The scan settings specified in the Address Book are applied automatically. You can change the scan settings as necessary. For details, see page 153 "Specifying Scan Settings".

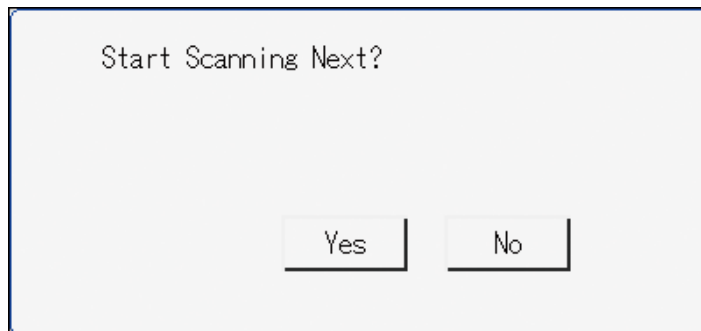
7. Press the [B&W Start] key or [Color Start] key.



To scan in black and white, press the [B&W Start] key.

To scan in color, press the [Color Start] key.

Depending on the machine's settings, you may see the following screen on the display when scanning from the exposure glass.



If you see this screen, proceed to the next step.

8. **If you have more originals to scan, place the next original on the exposure glass, and then press [Yes].**

Repeat this step until all originals are scanned.

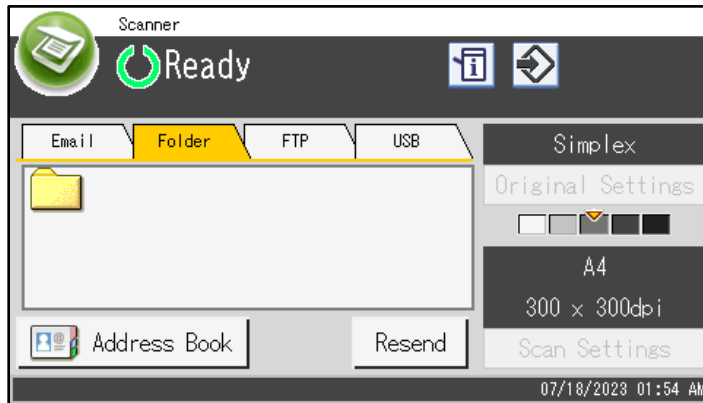
9. **When all originals have been scanned, press [No] to start sending the scanned file.**

Note

- To cancel scanning, press the [Clear/Stop] key. The scan files are discarded.
- You can also specify a destination using [Resend]. For details, see page 149 "Specifying the Scan Destination Using [Resend]".
- You can specify whether or not to display the hint message in [Folder Hint] in [Scanner Settings]. For details about [Folder Hint], see page 254 "Scanner Settings".

Specifying the Scan Destination Using [Resend]

1. Press [Resend] to select the last used destination.



Note

- When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book. If necessary, you can change the scan settings using the control panel. For details, see page 153 "Specifying Scan Settings".
- [Resend] is not effective for the first scan job after the machine is turned on.
- You can press the [Clear/Stop] key to clear the destination.

Basic Procedures for Saving Scan Files on a USB Flash Memory Device

This section explains basic operations of Scan to USB. Files are saved to the USB flash memory device inserted into the machine.

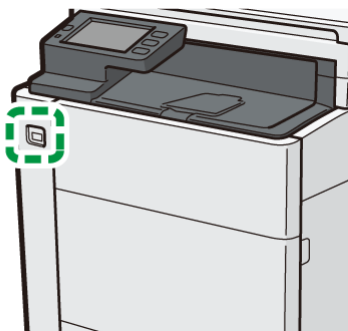
⚠ CAUTION

- Keep a USB flash memory devices out of reach of children. If a child accidentally swallows a USB flash memory device, consult a doctor immediately.

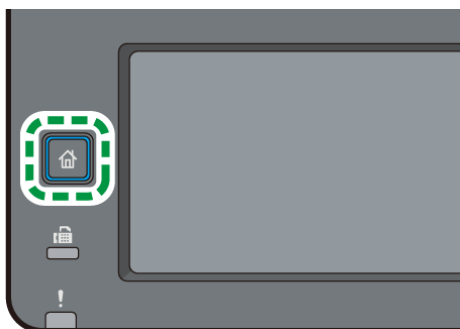
★ Important

- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.
- This machine does not support the use of external USB hubs.
- Not all types of USB flash memory devices are supported.
- When using Scan to USB, set [Save Scn Data to USB] to [Active]. For details, see page 234 "Administrator Tools Settings".

1. Insert the USB flash memory device into the USB port.



2. Press the [Home] key.

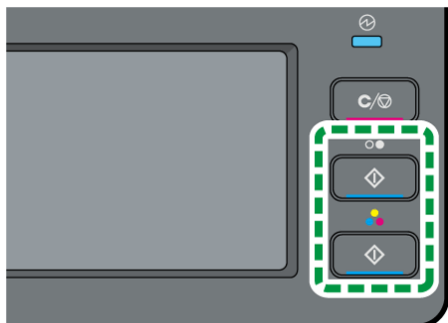


3. Press the [Scanner] icon on the Home screen.
4. Press the [USB] tab.
5. Place the original on the exposure glass or in the ADF.

To place the original, see page 79 "Placing Originals".

Specify the scanning settings as necessary. For details of specifying the scanning settings, see page 153 "Specifying Scan Settings".

6. Press the [B&W Start] key or [Color Start] key.

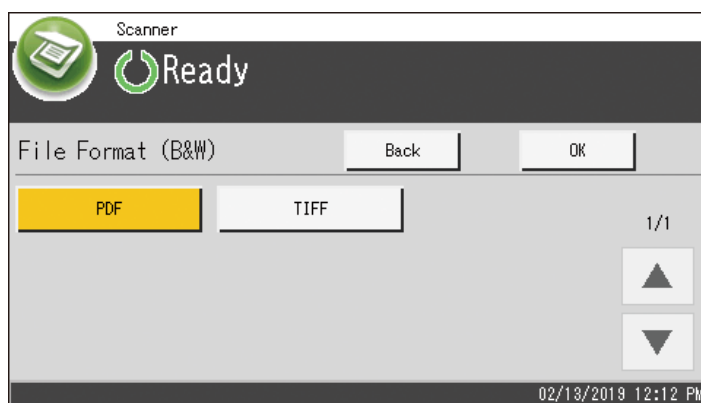


To scan in black and white, press the [B&W Start] key.

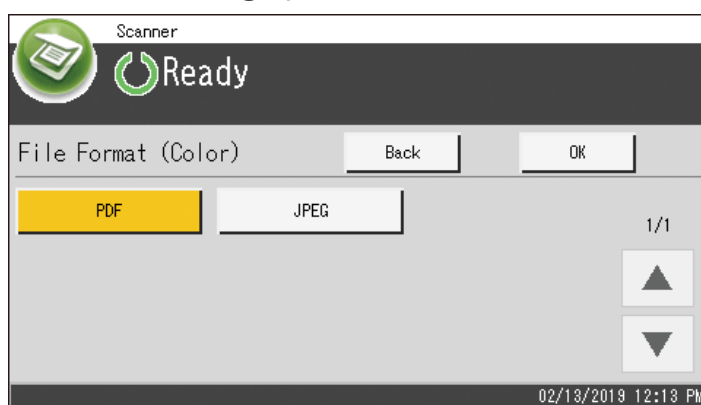
To scan in color, press the [Color Start] key.

Depending on the machine's setting, you will see the following screen on the display.

- When in halftone black-and-white scanning mode:

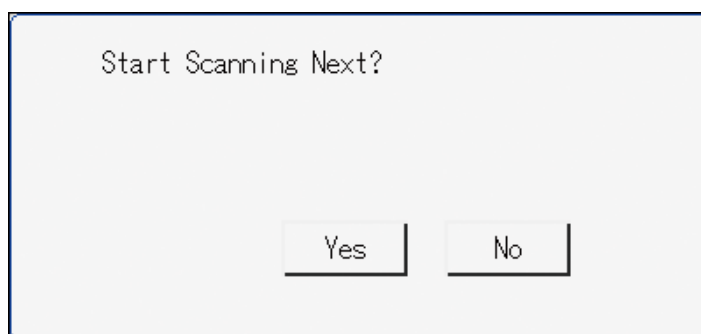


- When in color or gray scale black-and-white scanning mode:



7. Press the appropriate selection key according to the desired file format, and then press [OK].

Depending on the machine's settings, you may see the following screen on the display when scanning from the exposure glass.



If you see this screen, proceed to the next step.

8. **If you have more originals to scan, place the next original on the exposure glass, and then press [Yes].**

Repeat this step until all originals are scanned.

9. **When all originals have been scanned, press [No] to start sending the scanned file.**

10. **Wait until Completed the Process is displayed on the screen.**

Scanned files are saved in the root directory of the USB flash memory device.

11. **Remove the USB flash memory device from the machine.**

Note

- To cancel scanning, press the [Clear/Stop] key. The scan files are discarded.
- You can configure the machine to perform black-and-white scanning in halftone or grayscale by changing [B&W scanning mode] setting under [Scanner Settings]. For details about [B&W scanning mode], see page 254 "Scanner Settings".
- If the [Limitless Scan] setting under [Scanner Settings] is enabled, you can place originals on the exposure glass repeatedly in a single scan procedure. For details about [Limitless Scan], see page 254 "Scanner Settings".
- If the [Single/ Multi Page] setting under scanner settings is set to [Multi-page], you can scan multiple pages to create a single PDF or TIFF file containing all pages. However, if the file format is JPEG, a single-page file will be created for every page scanned. For details about [Single/ Multi Page], see page 254 "Scanner Settings".
- If paper is jammed in the ADF, the scan job will be put on hold. To resume the current job, remove the jammed paper and scan the originals again starting from the jammed page. For details about how to remove the paper jammed in the ADF, see page 380 "Removing a Paper Jam".

Specifying Scan Settings

When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book. If necessary, you can change the scan settings for the current job using the control panel.

↓ Note

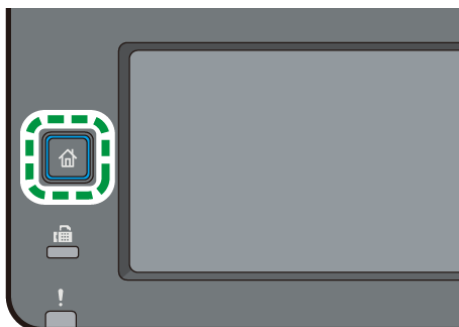
- The machine maintains the preset scan settings for the current destination until the machine returns to standby mode.
- Changing the preset scan settings for the current destination does not change the information registered in the Address Book.
- If you specify the last used destination, the preset scan settings become effective again, even if you have changed the settings for the previous job.
- Temporary job settings are cleared in the following cases:
 - When no input is received for the period of time specified in [System Reset Timer] while the initial screen is displayed. For details, see page 234 "Administrator Tools Settings".
 - When the [Clear/Stop] key is pressed while the initial screen is displayed.
 - When the machine's mode is changed.
 - When the power is turned off.
 - When the machine's default for the same setting is changed.

6

Specifying the Scanning Size According to the Size of the Original

This section describes how to specify the scanning size according to the size of the current original.

1. Press the [Home] key.



2. Press the [Scanner] icon on the Home screen.
3. Select the desired destination tab.
4. Press [Address Book].
5. Select the desired destination, and then press [OK].

Press the check box for the desired destination, and then make sure that the box is checked.

6. Press [Scan Settings].
7. Press [Scan Size...].
8. Select the size of the original, and then press [OK].

If you selected anything other than [Custom Size], you do not need to perform the remaining steps of the procedure.

9. Select [mm] or [inch].
10. Press [Set Width...].
11. Enter the width, and then press [OK].
12. Press [Set Length...].
13. Enter the length, and then press [OK].
14. Confirm the scan size you entered is displayed, and then press [OK].

Note

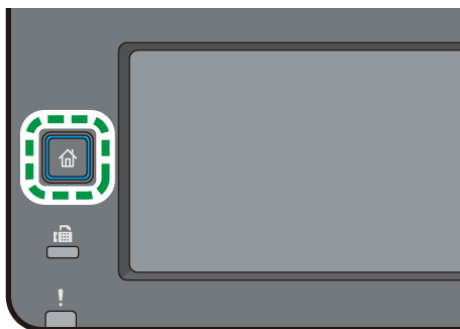
- You can change the machine's default [Scan Size] setting to always scan originals with a specific scanning size. For details, see page 254 "Scanner Settings".

Adjusting Image Density

This section describes how to adjust image density for the current job.

There are five image density levels. The higher the density level, the darker the scanned image.

1. Press the [Home] key.



2. Press the [Scanner] icon on the Home screen.

3. Select the desired destination tab.

When you select a destination, a check mark appears against the selected destination.

4. Press [Address Book].

5. Select the desired destination, and then press [OK].

Press the check box for the desired destination, and then make sure that the box is checked.

6. Press [Scan Settings].

7. Press [◀] or [▶] to select the desired density level, and then press [OK].

Note

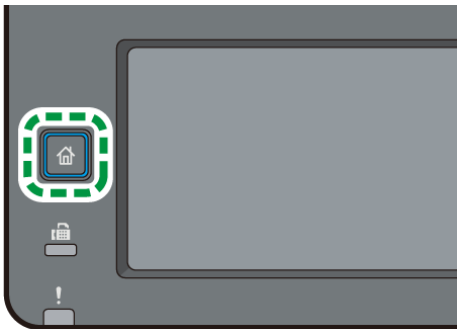
- You can change the machine's default [Density] setting to always scan with a specific density level. For details, see page 254 "Scanner Settings".

Specifying Resolution

This section describes how to specify the scan resolution for the current job.

There are six resolution settings. The higher the resolution, the higher the quality but greater the file size.

1. Press the [Home] key.



2. Press the [Scanner] icon on the Home screen.

3. Select the desired destination tab.

4. Press [Address Book].

5. Select the desired destination, and then press [OK].

Press the check box for the desired destination, and then make sure that the box is checked.

6. Press [Scan Settings].
7. Press [Resolution...].
8. Select the desired resolution, and then press [OK].
9. Confirm the resolution you selected is displayed, and then press [OK].

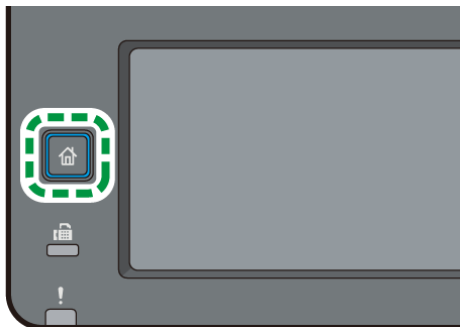
Note

- You can change the machine's default [Resolution] setting to always scan with a specific resolution level. For details, see page 254 "Scanner Settings".

Specifying Multi-Page Setting

This section describes how to send multiple pages as a single file when scanning a multiple-page document.

1. Press the [Home] key.



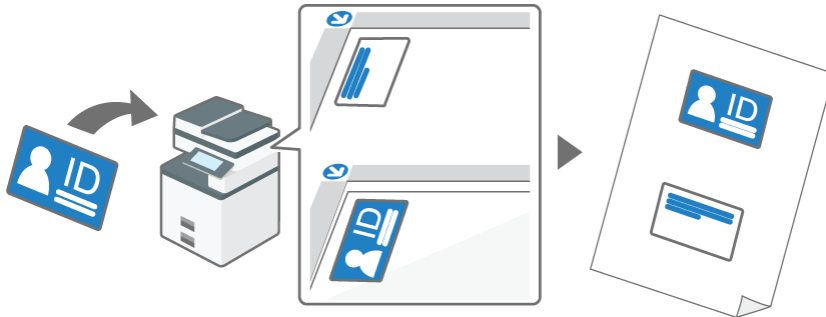
2. Press the [Scanner] icon on the Home screen.
3. Select the desired destination tab.
4. Press [Address Book].
5. Select the desired destination, and then press [OK].
6. Press the check box for the desired destination, and then make sure that the box is checked.
7. Press [Scan Settings].
8. Press [Multi-page].
9. Press [OK].

Note

- You can change the machine's default [Multi-page] setting to always scan with a specific setting. For details, see page 254 "Scanner Settings".

Scanning and Sending an ID Card

This section describes how to scan the front and back sides of an ID card or other small documents and send it via network or save it in a USB flash memory as a single file.



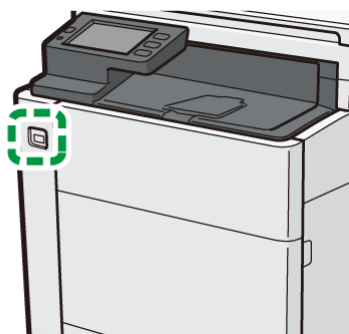
⚠ CAUTION

- Keep a USB flash memory devices out of reach of children. If a child accidentally swallows a USB flash memory device, consult a doctor immediately.

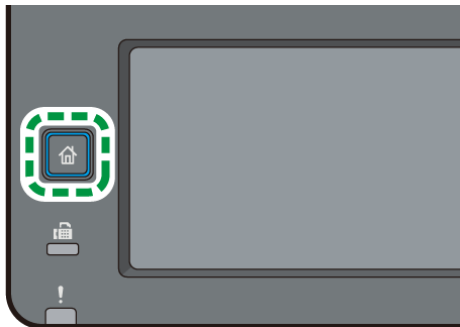
★ Important

- **This function is available only when the original is set on the exposure glass, not when it is set in the ADF.**
 - **Register the ID card scan destination in the Address Book using Web Image Monitor. For details, see page 137 "Registering Scan Destinations".**
 - **When a USB flash memory device is inserted into the machine, scanned documents will be stored in the USB flash memory device. Confirm that there are no USB flash memory devices inserted into the machine.**
1. **When saving the scanned file of an ID card in the USB flash memory, insert the USB flash memory device into the USB port.**

When sending the file via network, skip this step.



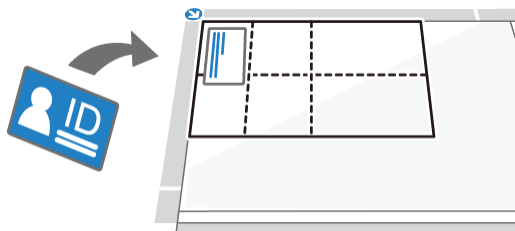
2. Press the [Home] key.



3. Press the [CardScan] icon on the Home screen.

4. Press [OK].

5. Place the original in the upper-left corner of the exposure glass.



6

6. Press the [Network] or [USB] tab.

- When sending the file via network

1. Press the [Network] tab.

The registered destination (a shared folder, a folder in the FTP server, or an e-mail address)

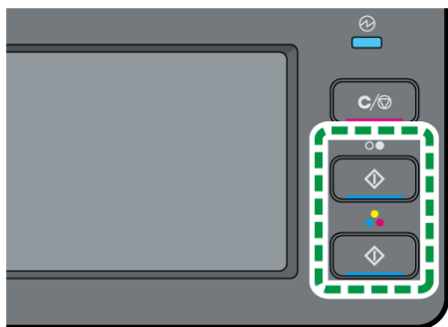
- When saving the file in the USB flash memory

1. Press the [USB] tab.

7. Specify the card size and scan settings as necessary.

When selecting the destination in the [Network] tab, the scan settings registered in the Address Book are applied automatically. You can change the scan settings as necessary.

8. Press the [B&W Start] key or [Color Start] key.



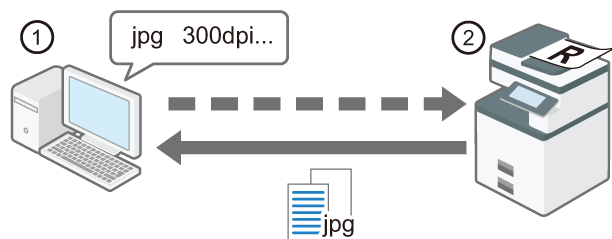
A message prompting you to place the original back side down on the exposure glass appears on the display.

9. Place the original on the exposure glass with the back side faced down, and then press [Start].

Note

- You can change the scanning size for the ID card function. Specify [ID Card Size]. For details, see page 254 "Scanner Settings".
- After you load the originals, press the [B&W Start] key or [Color Start] key within the time specified in [System Reset Timer]. Otherwise, the job is canceled. For details, see page 234 "Administrator Tools Settings".
- Regardless of the machine's reduction or enlargement ratio setting, an ID card scan will always be made at 100%.
- Temporary job settings are cleared in the following cases:
 - When no input is received for the period of time specified in [System Reset Timer] while the initial screen is displayed. For details, see page 234 "Administrator Tools Settings".
 - When the [Clear/Stop] key is pressed while the initial screen is displayed.
 - When the machine's mode is changed.
 - When the power is turned off.
 - When the machine's default for the same setting is changed.

Basic Operation for RICOH Scan Utility V2



1. Your Computer (RICOH Scan Utility V2 already installed)
Instruct the machine to start scanning the original that is set on the machine.
2. This Machine
The original that is set on the machine is scanned, and its data is sent to a client computer.

★ Important

- **RICOH Scan Utility V2 is available only for Windows OS.**

6

Preparations for Using RICOH Scan Utility V2

This section describes the preparations needed for scanning from RICOH Scan Utility V2.
To use RICOH Scan Utility V2:

- Make sure that the machine connects to the network environment.
- Configure the network settings under [Network Settings].
- Install RICOH Scan Utility V2.

★ Important

- **To use the USB port, install the TWAIN driver and WIA driver in advance.
Download the latest drivers from the manufacturer's website.**

Using RICOH Scan Utility V2 to Scan to a Computer

1. Place the original on the exposure glass or in the ADF.
To place the original, see page 79 "Placing Originals".
2. On the [Start] menu, click [C320FW Software Utilities].
3. Click [RICOH Scan Utility V2 for C320FW].
RICOH Scan Utility V2 starts.

4. Click [Select Machine], and then select the scanner you want to use.

Select the scanner by specifying the IP address or pressing [Search Network Scanner], and then select from the list displayed.

5. On the [General] tab, specify settings according to the types of originals and scanning, and the orientation of the original.

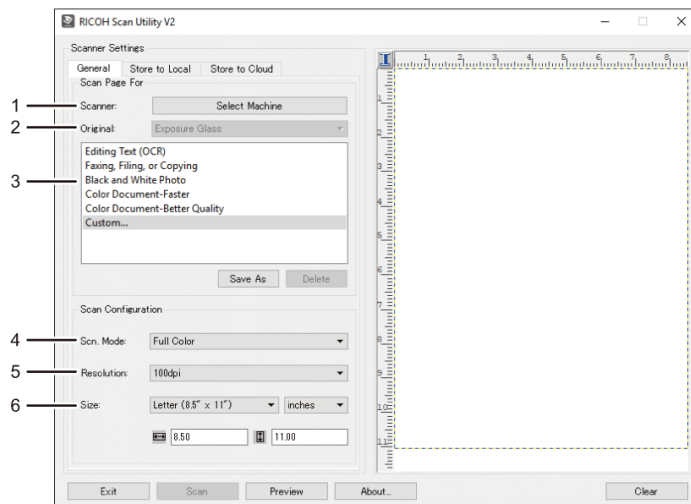
6. On the [Store to Local] and [Store to Cloud] tabs, specify the file format and the directory to save the file.

7. Click [Scan].

8. After all originals are scanned, click [Exit].

Settings you can configure in the RICOH Scan Utility V2 dialog box

[General] tab



1. Scanner:

Select the scanner you want to use.

2. Original:

Select [Exposure Glass] to scan from the exposure glass, or [Automatic Document Feeder] to scan from the ADF.

3. Original type

According to your original, select a setting from the list of options detailed below, or select [Custom...] to configure your own scan settings. [Scn. Mode:], [Resolution:], and [Size:] under [Scan Configuration] will change according to the original type setting you selected here.

- When using the exposure glass:

[Editing Text (OCR)]

[Faxing, Filing, or Copying]

[Black and White Photo]

[Color Document-Faster]

[Color Document-Better Quality]

[Custom...]

- When using the ADF:

[ADF-Faster]

[ADF-Better]

[ADF-Gray]

[Custom...]

4. **Scn. Mode:**

Select from [Full Color], [Grayscale], [Black and White].

5. **Resolution:**

Select a resolution from the list.

100, 200, 300, 600 dpi

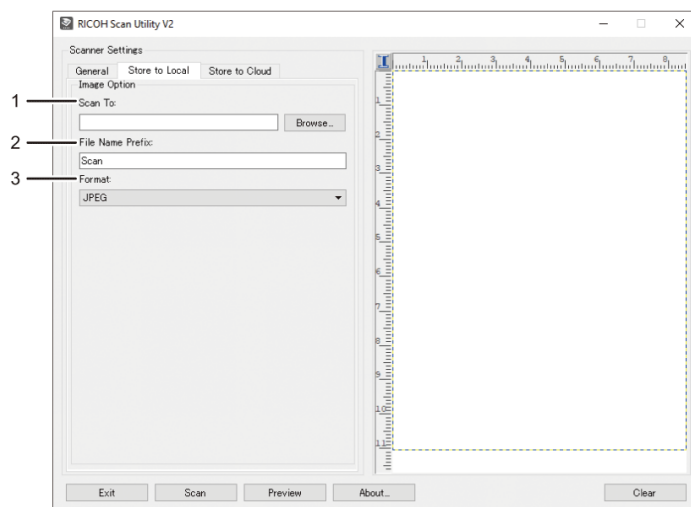
6. **Size:**

Select the scanning size from the list. If you select [Exposure Glass] in [Original:] and select [User defined] in [Size:], enter the scanning size directly in the edit box. Also, you can change the scanning size with your mouse in the preview area. You can select the unit of measure from [cm], [inches], or [pixels].

Note

- [Duplex] appears only when you select [Automatic Document Feeder] in [Original:]. Select the check box when scanning both sides of the original, and then specify the orientation.

[Store to Local] tab



1. **Scan To:**

Specify the directory to save the file.

2. File Name Prefix:

Specify the file name prefix.

The file name is given automatically in the following format:

(file name prefix)_(date)_(time).(file name extension)

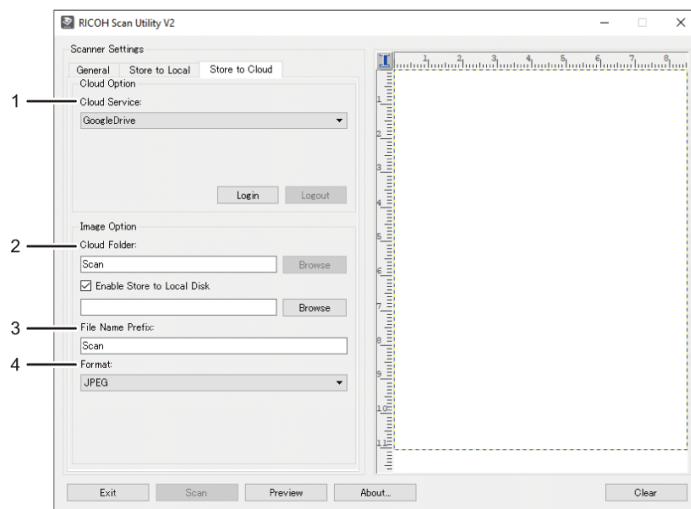
Example: when "Scan" is specified for [File Name Prefix:]

Scan_20231212_093015.jpg

3. Format:

Select the file format of the scanned document from JPEG, TIFF, or PDF.

[Store to Cloud] tab



1. Cloud Service:

Specify the service to save the file. Select from GoogleDrive, OneDrive, Evernote, or Dropbox.

2. Cloud Folder:

Specify the directory to save the file.

3. File Name Prefix:

Specify the file name prefix.

The file name is given automatically in the following format:

(file name prefix)_(date)_(time).(file name extension)

Example: when "Scan" is specified for [File Name Prefix:]

Scan_20231212_093015.jpg

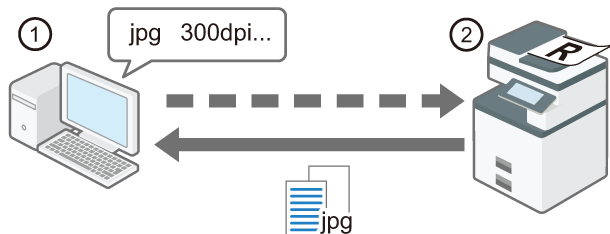
4. Format:

Select the file format of the scanned document from JPEG, TIFF, or PDF.

Basic Operation for TWAIN Scanning

This section describes the basic TWAIN scanning operation.

TWAIN scanning is possible if a TWAIN-compatible application is running on your computer.



1. Your Computer (TWAIN driver already installed)

Instruct the machine to start scanning the original that is set on the machine.

2. This Machine

The original that is set on the machine is scanned, and its data is sent to a client computer.

Using TWAIN Scanner

This section describes the preparations for using the TWAIN scanner.

★ Important

- **To use the TWAIN scanner, you must download the latest driver from the manufacturer's website and install it on your computer.**
- **To use the TWAIN scanner, a TWAIN-compliant application must be installed.**

To use the machine as a TWAIN scanner, first do the following:

- Install the TWAIN driver.
- Install a TWAIN-compliant application.

TWAIN Scanning

TWAIN scanning is possible if your computer is running a TWAIN-compatible application.

The following is a general scan procedure with the TWAIN driver, so the actual operation may differ depending on the applications you use. For details, see the application's Help.

1. **Start a TWAIN-compliant application.**
2. **Place the original on the exposure glass or in the ADF.**

To place the original, see page 79 "Placing Originals".

3. Open the Scanner Control dialog box.

The Scanner Control dialog box is used to control the scanner using the TWAIN driver. To open the Scanner Control dialog box, select the correct TWAIN scanner using the TWAIN-compliant application. For details, see the application's Help.

4. Make settings according to such factors as the type of original, type of scanning, and orientation of the original.

For details, see the TWAIN driver Help.

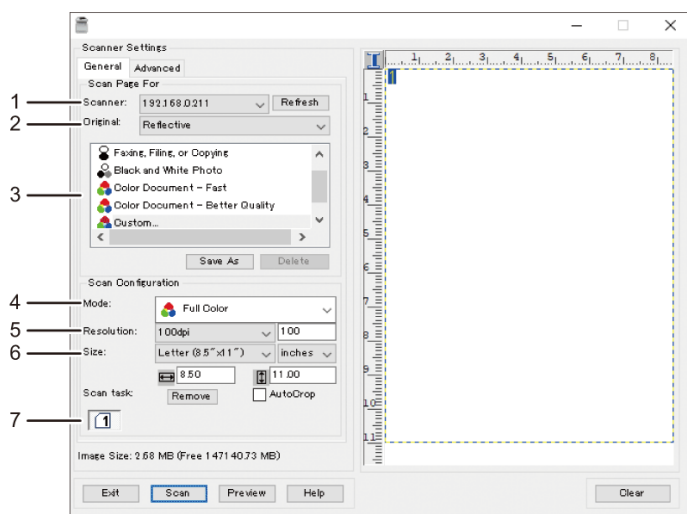
5. In the Scanner Control dialog box, click [Scan].

Depending on the security setting, if you press [Scan], a dialog box for entering the user name and password may appear.

If there are more originals to be scanned, place the next original, and then click [Continue].

If there are no more originals to be scanned, click [Complete].

Settings You Can Configure in the TWAIN Dialog Box



1. **Scanner:**

Select the scanner you want to use. The scanner you select becomes the default scanner. Click [Refresh] to discover all available scanners connected via USB or the network.

2. **Original:**

Select [Reflective] to scan from the exposure glass, or [Automatic Document Feeder] to scan from the ADF.

3. **Original type**

Select an original type or select [Custom...] to configure your own scan settings. [Mode:], [Resolution], and [Size] under [Scan Configuration] will change according to the original type setting you selected here.

- When using the exposure glass:
[Editing Text(OCR)]
[Faxing, Filing, or Copying]
[Black and White Photo]
[Color Document - Fast]
[Color Document-Better Quality]
[Custom...]
- When using the ADF:
[ADF-Faster]
[ADF-Better]
[ADF-Gray]
[Custom...]

4. **Mode:**

Select from [Full Color], [Grayscale], or [Black and White].

5. **Resolution:**

Select a resolution from the list. If you select [User defined], enter a resolution value directly in the edit box. Note that increasing the resolution also increases the file size and scanning time.

Selectable resolutions vary depending on where the original is set.

- When using the exposure glass:
75, 100, 150, 200, 300, 400, 500, 600, 1200, 2400, 4800, 9600, 19200 dpi,
User defined
- When using the ADF:
75, 100, 150, 200, 300, 400, 500, 600 dpi, User defined

6. **Size:**

Select the scanning size from the list. If you select [Reflective] in [Original:] and select [User defined] in [Size:], enter the scanning size directly in the edit box. Also, you can change the scanning size with your mouse in the preview area. You can select the unit of measure from [cm], [inches], or [pixels]. Selectable resolutions vary depending on where the original is set. For details, see the TWAIN Help.

7. **Scan task: (when using the exposure glass)**

Displays up to 10 previously used scan areas. To remove a scan task, select the number of the task, and then click [Remove]. You can select [AutoCrop] to let the scanner automatically detect the size of your original.

Note

- If the scan data is larger than the memory capacity, an error message appears and scanning is canceled. If this happens, specify a lower resolution and scan the original again.
- [Duplex] appears only when you select [Automatic Document Feeder] in [Original:]. Select the check box when scanning both sides of the original, and then specify the orientation.

Basic Operation for WIA Scanning

Important

- **You can use the WIA scanner under USB connection.**
- 1. **Place the original on the exposure glass or in the ADF.**
To place the original, see page 79 "Placing Originals".
- 2. **On the [Start] menu, click [Control Panel] under [Windows System].**
- 3. **Click [View devices and printers].**
- 4. **Right-click the icon of the printer model you want to use, and then click [Start scan] to open the dialog box for the scan settings.**
- 5. **In the dialog box, configure the scan settings as required, and then click [Scan].**
- 6. **Click [Import].**

Basic Operation for ICA Scanning

This section describes the basic ICA scanning operation.

You can use the ICA scanner over both USB and network connections.

Installing the ICA Driver

1. Download the driver from the web site.
2. Open the package file.
3. Follow the instructions on the screen.

Using ICA Scanner

This section describes the preparations and procedure for using the ICA scanner.

To use the network connection, configure the network setting.

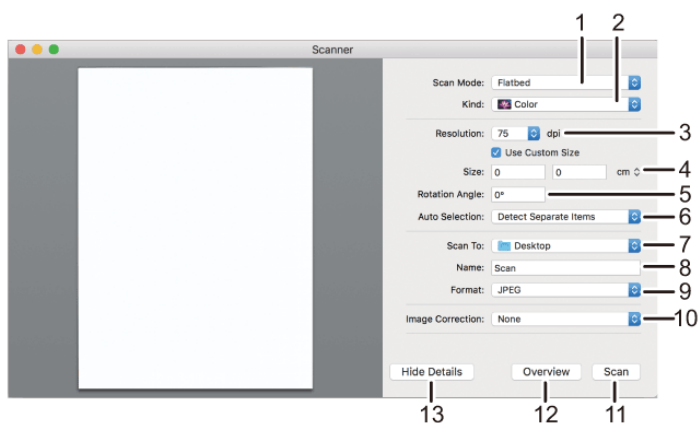
Install an ICA-compliant application.

ICA Scanning

Setting procedures using macOS 12 are shown as an example. The actual procedure may differ depending on the macOS version you are using.

1. Place the original on the exposure glass or in the ADF.
2. On the Apple menu, click [System Preferences...].
3. Click [Printers & Scanners].
4. Select the scanner you want to use from the list.
5. Select [Open Scanner...] in the [Scan] button.

Settings You Can Configure in the ICA Dialog Box



1. Scan Mode:

Select where the original is placed.

- Flatbed
If the original is placed on the exposure glass, select [Flatbed].
- Document Feeder
If the original is placed in the ADF, select [Document Feeder].

2. Kind:

Set the type of original to [Text], [Black & White], or [Color].

[Text] is suitable for scanning originals containing mainly text.

3. Resolution:

Select a resolution from the list.

Note that increasing the resolution also increases the file size and scanning time.

Selectable resolutions vary depending on where the original is set.

- When using the exposure glass:
75, 100, 150, 200, 300, 400, 500, 600, 1200, 2400, 4800 dpi
- When using the ADF:
75, 100, 150, 200, 300, 400, 500, 600 dpi

4. Size:

Specify the original paper size.

If [Scan Mode:] is set to [Flatbed] and the [Use Custom Size] is checked, you can specify the width and height of the original to be scanned in [Size]. You can specify these dimensions in pixels, inches, or centimeters.

If [Scan Mode:] is set to [Document Feeder], select the original size and orientation.

5. **Rotation Angle: (This appears only if [Use Custom Size] is checked.)**

You can specify how many degrees to rotate the scan image clockwise.

6. **Auto Selection: (This appears only if [Use Custom Size] is checked.)**

- Detect Separate Items

You can scan multiple originals together and store each scan image as a separate file.

- Detect Enclosing Box

You can scan multiple originals placed on the exposure glass and store their scan images as a single file.

7. **Scan to:**

Select where to store the scan data.

8. **Name:**

Name the scan data.

9. **Format:**

Select the format of the scan data. The available format differs depending on the original type specified in [Kind:].

- JPEG
- HEIC
- TIFF
- PNG
- JPEG 2000
- GIF
- BMP
- PDF

10. **Image Correction:**

By selecting [Manual], you can adjust settings such as brightness and contrast.

11. **Scan**

Click to start scanning.

12. **Overview (This appears only if [Scan Mode:] is set to [Flatbed].)**

Click to preview the scan image.

13. **Hide Details**

Click to hide the settings.

 Note

- If the scan data is larger than the memory capacity, an error message appears and scanning is canceled. If this happens, specify a lower resolution and scan the original again.
- [Duplex] appears only when you select [Document Feeder] in [Scan Mode:]. Select the check box when scanning both sides of the original. If you select the check box, the screen will display settings in which you can specify the orientation for both sides in duplex printing.
- [Orientation] appears only when you select [Document Feeder] in [Scan Mode:]. Specify the image rotation.

Using SANE Scanning

This driver allows you to scan images and edit them using SANE compatible software.

Supported Linux distributions are as follows:

- openSUSE Leap (x64) 15.3, 15.4
- Ubuntu 16.04LTS/18.04LTS/20.04LTS
- Red Hat Enterprise Linux 7(x64) 7.3, 7.4, 7.5, 7.6, 7.7, 7.8, 7.9
Red Hat Enterprise Linux 8(x64)
Red Hat Enterprise Linux 9(x64)
- BOSS Linux 9

Printing the Check Sheet

To send a scanned document to a shared folder on the computer, register the shared folder created in the computer in the address book as a Scan to Folder destination beforehand. To write down the information of the computer where the shared folder is created and its configuration values, print out the following check sheet.

How to use the check sheet to make a list of the setting values.

page 129 "Checking the User Name and Computer Name"

page 131 "Creating a Shared Folder on a Computer"

★ Important

- **After registering scan destinations to the Address Book, discard the completed check sheet to prevent leakage of personal information.**

Check Sheet

No.	Check Item (Entry Example)	Entry Column
[1]	Computer name (ex. YamadaPC)	
	Active settings of DHCP server ([Yes] or [No])	
	Computer's IP address (ex. 192.168.0.152)	
[2]	Domain Name/Working Group Name (ex. ABCD-NET)	USERDNSDOMAIN
		USERDOMAIN
	Computer's user name (ex. TYamada)	
[3]	Computer's login password (ex. Administrator)	
[4]	Computer's shared folder name (ex. scan)	

↓ Note

- Depending on the network environment, USERDNSDOMAIN or USERDOMAIN may not be displayed. Write the domain name or working group name in the check sheet.

7. Sending and Receiving a Fax

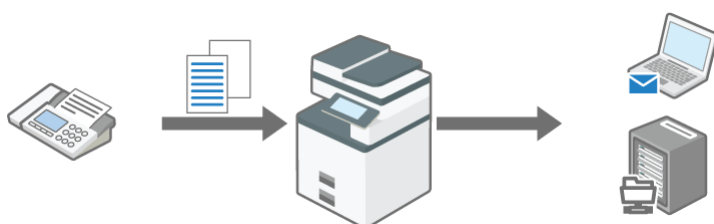
This chapter describes how to use the fax function and specify the settings.

What You Can Do with the Fax Function

Forward received faxes to receive them wherever you are

By forwarding received faxes to an e-mail address or a folder, you can receive them anytime, anywhere you are.

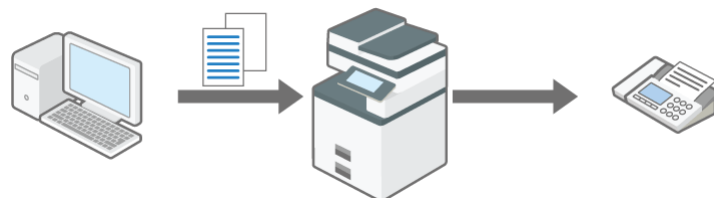
For details, see page 213 "Forwarding or Storing Faxes in Memory".



Send faxes by data to save paper

By using a LAN-Fax Driver, you can send documents from your computer without printing them.

For details, see page 201 "Using the Fax Function from a Computer (LAN-Fax)".



Send faxes via the Internet

The machine converts scanned documents to TIFF files and sends them as e-mail attachments to e-mail addresses.

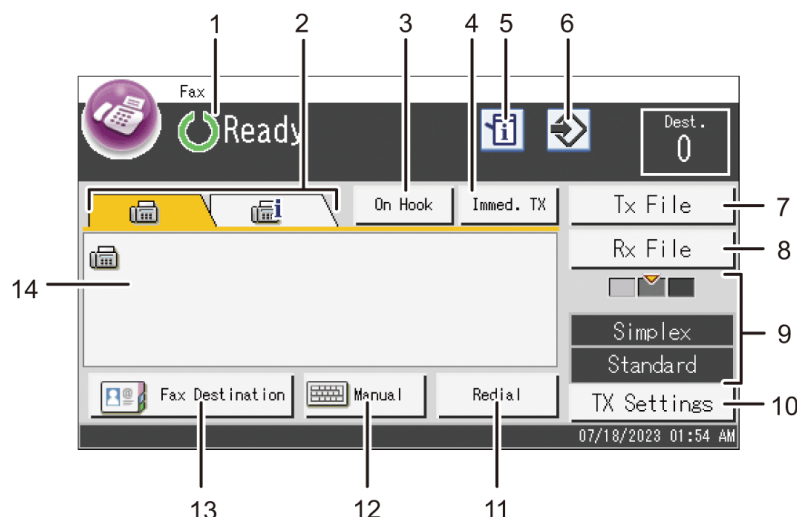
For details, see page 190 "Internet Fax Transmission".



Fax Mode Screen

This section provides information about the screen in fax mode.

Screen in standby mode



1. Current status or messages

Displays the current status or messages.

2. Fax and Internet Fax

Press a tab to switch the transmission type between the [Fax] (📠) screen and [Internet Fax] (🌐) screen.

When the [Fax] (📠) tab is selected, you can specify fax destinations.

When the [Internet Fax] (🌐) tab is selected, you can specify Internet Fax destinations.

3. [On Hook]

Allows you to dial while listening to the tone from the internal speaker. You can send a fax checking the connection.

4. [Immed. TX]

Press to select Immediate Transmission mode. For details, see page 189 "Selecting Transmission Mode".

5. Information icon

Press to check the information.

6. Favorite item icon

Press to register current settings to a favorite item.

7. [Tx File]

Press to display the list of transmission files in memory.

8. [Rx File]

Press to display the list of received files in memory.

9. Current settings

Displays the current duplex, resolution, and density settings.

10. [TX Settings]

Press to specify scan settings.

11. [Redial]

Press to select destinations from recent destinations.

While entering a destination, press this key to insert a pause.

12. [Manual]

Press to specify destinations manually.

13. [Fax Destination]

Press to select destinations registered in the machine.

14. Entered number

Displays the entered number of a destination.

Note

- The machine's default mode at power on can be specified in the [Function Priority] setting under [Administrator Tools]. For [Function Priority], see page 234 "Administrator Tools Settings".
- The display format for time and date can be specified in [Set Date/Time] under [Administrator Tools]. For setting the date and time, see page 178 "Setting the Date and Time".
- If the Alert indicator flashes on the initial fax display, press the [Home] key, press the [Info] icon, and check the displayed message.

Fax Setting Workflows

This section explains the preparations and procedures to send fax documents.

After following the procedures below, you can send fax documents from the machine.

1. Set the date and time.

page 178 "Setting the Date and Time"

2. Register the fax number and fax name of the machine.

page 179 "Registering the Fax Number and Name"

3. Connect the machine to a telephone line.

page 180 "Connecting to a Telephone Line"

4. Select the telephone line type and telephone network connection type.

page 181 "Selecting the Telephone Line Type and Telephone Network Connection Type"

5. Set the outside line access number. ^{*1}

page 182 "Setting the Outside Line Access Number"

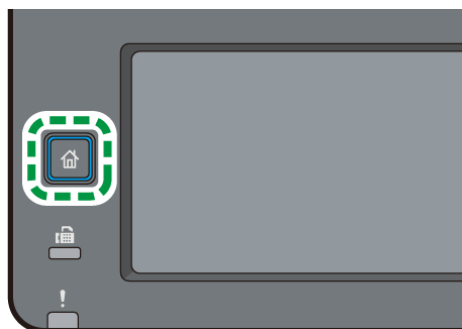
6. Specify the reception mode.

page 207 "Selecting Reception Mode"

*1 Specify when using an extension line or a PBX.

Setting the Date and Time

1. Press the [Home] key.



2. Press the [Setting] icon on the Home screen.
3. Press [Administrator Tools].
4. Enter the password using the number keys, and then press [OK].
5. Press [Set Date/Time].
6. Press [Set Time Zone].
7. Specify the time zone of the location where the machine is located.
8. Press [Set Date].
9. Select the date format.
10. Press the box, enter the current date, and then press [OK].
11. Confirm the date you entered is displayed, and then press [OK].
12. Press [Set Time].
13. Select 24- or 12-hour time format.
14. Press the box, enter the current time, and then press [OK].
15. Confirm the time you entered is displayed, and then press [OK].
16. Press the [Home] key.

↓ Note

- A password for accessing [Administrator Tools] can be specified in [Admin. Tools Lock]. For [Admin. Tools Lock], see page 234 "Administrator Tools Settings".

7

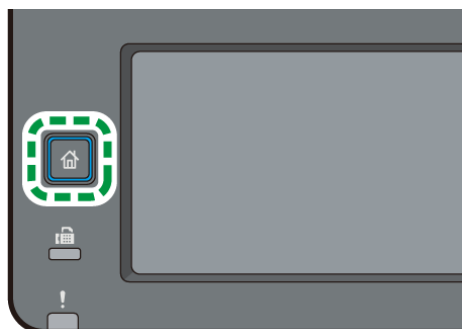
Registering the Fax Number and Name

This section explains how to register the sender's information (the machine's number and name).

The target destination will receive faxes with the number and name registered in this setting.

You may have registered the fax number and name when you turned the power on for the first time after purchase. You can change them as necessary.

1. Press the [Home] key.



2. Press the [Setting] icon on the Home screen.
3. Press [Administrator Tools].
4. Enter the password using the number keys, and then press [OK].
5. Press [Program Fax Info.].
6. Press [Number:], and then specify the fax number of the machine using up to 20 characters, including 0 to 9, space, and "+".
7. Press [Name:], and then specify the fax name of the machine using up to 20 alphanumeric characters and symbols.
For details about entering characters, see page 47 "Entering Characters".
8. Confirm the setting, and then press [OK].
9. Press the [Home] key.

Note

- A password for accessing [Administrator Tools] can be specified in [Admin. Tools Lock]. For [Admin. Tools Lock], see page 234 "Administrator Tools Settings".
- When [Print Fax Header] in [Fax Settings] is set to [On], the registered number, name and transmission date and time is printed in the header of all faxes you send. For details, see page 257 "Fax Settings".

7

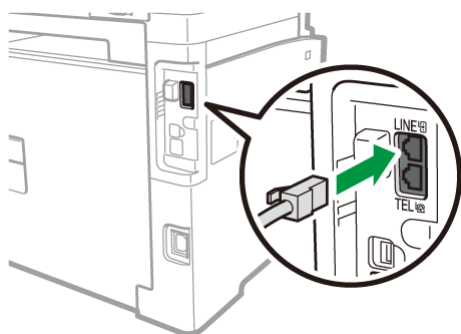
Connecting to a Telephone Line

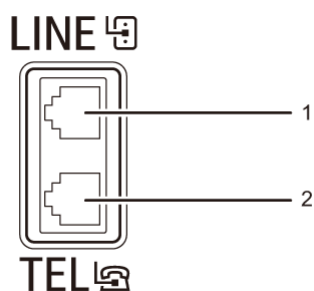
Perform connection according to the environment in which the machine is used.

Connect an external telephone to use the same line for conversation.

Connect a telephone line cord to LINE.

If using an external telephone, connect the telephone to TEL.





1. Port For LINE
2. Port For External Telephone

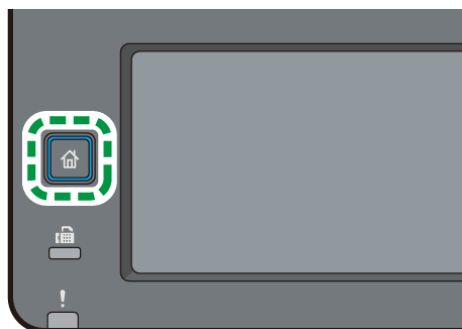
Note

- You cannot use the external telephone's functions that the machine does not support.

Selecting the Telephone Line Type and Telephone Network Connection Type

Select the telephone line type from the push phone and dial phone.

1. Press the [Home] key.



2. Press the [Setting] icon on the Home screen.
3. Press [Administrator Tools].
4. Enter the password using the number keys, and then press [OK].
5. Press [Dial/Push Phone].
6. Press the telephone line type appropriate for your telephone service.
7. Press [PSTN / PBX].
8. Press [PSTN] or [PBX].
9. Press the [Home] key.

Note

- A password for accessing [Administrator Tools] can be specified in [Admin. Tools Lock]. For [Admin. Tools Lock], see page 234 "Administrator Tools Settings".

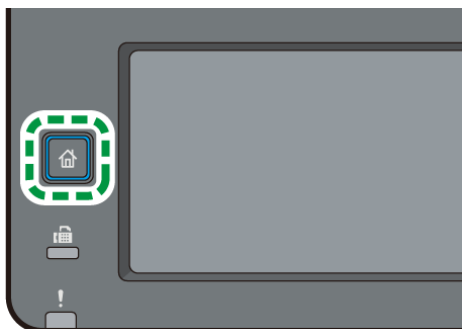
Setting the Outside Line Access Number

If you have selected PBX, use the following procedure.

★ Important

- **Specify the outside line access number correctly. Otherwise, fax transmission to the outside line may fail.**

1. Press the [Home] key.



2. Press the [Setting] icon on the Home screen.
3. Press [Administrator Tools].
4. Enter the password using the number keys, and then press [OK].
5. Press [External Access No.].
6. Enter the outside line access number using the number keys, and then press [OK].
For details about entering characters, see page 47 "Entering Characters".
7. Confirm the setting, and then press [OK].
8. Press the [Home] key.

↓ Note

- A password for accessing [Administrator Tools] can be specified in [Admin. Tools Lock]. For [Admin. Tools Lock], see page 234 "Administrator Tools Settings".

Registering Fax Destinations

This section describes how to register fax destinations in the Address Book using the control panel. For entering characters, see page 47 "Entering Characters".

The Address Book can also be edited using Web Image Monitor.

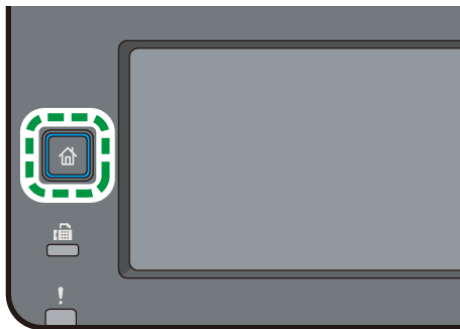
The Address Book can contain up to 220 entries.

★ Important

- **The Address Book data could be damaged or lost unexpectedly. The manufacturer shall not be responsible for any damages resulting from such data loss. Be sure to create backup files of the Address Book data periodically. For details about creating backup files, see page 323 "[Backup Setting] Tab".**

Registering Fax Destinations Using the Control Panel

1. Press the [Home] key.



2. Press the [Setting] icon on the Home screen.
3. Press [Fax Destination].
4. Enter the password using the number keys, and then press [OK].
5. Select the number (1 to 220) you want to register.
6. Press [Number:].
7. Enter the fax number, and then press [OK].
8. Press [Name:].
9. Enter the fax name, and then press [OK].
10. Press [Phonetic:].
11. Enter the index name for the destination, and then press [OK].
12. Select the [Frequent] check box to display the destination in the [Frequent] tab in the Address Book.

You can register up to 20 destinations as [Frequent].

13. Confirm the setting, and then press [OK].

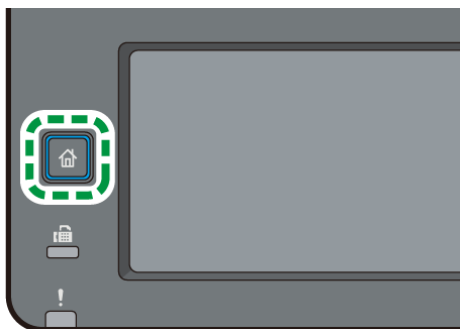
14. Press the [Home] key.

Note

- For details about entering characters, see page 47 "Entering Characters".
- A fax number can contain 0 to 9, pause, "✳", "#", and space.
- If necessary, insert a pause in the fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Time] setting under [Transmission Setting]. For [Pause Time], see page 257 "Fax Settings".
- To use tone services on a pulse-dialing line, insert "✳" in the fax number. The numbers entered after "✳" become tone signals.
- If the machine is connected to the telephone network through a PBX, make sure to enter the outside line access number specified in [External Access No.] before the fax number. For [External Access No.], see page 182 "Setting the Outside Line Access Number".
- Use Web Image Monitor to register an Internet Fax destination (an e-mail address). For details about registering an Internet Fax destination, see page 183 "Registering Fax Destinations".
- A password for accessing the [Fax Destination] menu can be specified in [Admin. Tools Lock]. For [Admin. Tools Lock], see page 234 "Administrator Tools Settings".

Modifying or deleting fax destinations

1. Press the [Home] key.



2. Press the [Setting] icon on the Home screen.

3. Press [Fax Destination].

4. Enter the password using the number keys, and then press [OK].

5. Select the number you want to modify or delete.

- When modifying destinations

1. Press and modify [Name:], [Phonetic:], or [Number:].
2. Confirm the setting, and then press [OK].
 - When deleting destinations
1. Press [Name:].
2. Press [C] to clear the entry, and then press [OK].
3. Clear the entry in [Number:] and [Phonetic:] using the same procedure.

6. Press the [Home] key.

Note

- For details about entering characters, see page 47 "Entering Characters".

Registering Fax Destinations Using Web Image Monitor

1. **Start the web browser and access the machine by entering its IP address.**
The top page of Web Image Monitor appears.
2. **Click [Fax Destination].**
3. **From the [Destination Type] list, select [Fax].**
4. **Select a registration number, and then click [Change].**
5. **Register necessary information.**
For details, see the table below.
6. **Enter the administrator password.**
7. **Click [Apply].**
8. **Close the web browser.**

7

Fax destination settings

Program/Change Fax Destination

■ No. :

■ Frequent : ☐ Yes ☒ No

■ Name :

■ Phonetic : One-byte characters only

■ Fax Number :

■ E-mail Address :

Please enter Administrator Password.

Item	Setting	Description
Frequent	Required	Select [Yes] to display the destination in the [Frequent] tab in the Address Book.

Item	Setting	Description
No.	Required	Select the number to which you want to fax destination. You can register a fax destination and an Internet Fax destination to a single number.
Name	Optional	Name of the destination. The name specified here will be shown on the screen when selecting a fax destination. Can contain up to 20 characters.
Phonetic	Required	Index name used when searching the destination. Can contain up to 20 characters.
Fax Number	Required	Fax number of the destination. Can contain up to 40 characters. If the machine is connected to the telephone network through a PBX, make sure to enter the outside line access number specified in [External Access No.] before the fax number. For [External Access No.], see page 182 "Setting the Outside Line Access Number".
E-mail Address	Optional	E-mail address of the destination of the Internet Fax. Can contain up to 64 characters.

Note

- A fax number can contain 0 to 9, "P" (pause), "✳", "#", "-", and space.
- If necessary, insert a pause in the fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Time] setting under [Transmission Setting]. For [Pause Time], see page 257 "Fax Settings".
- For details about using Web Image Monitor, see page 271 "Configuring the Machine Using Utilities".
- To use tone services on a pulse-dialing line, insert "✳" in the fax number. "✳" switches the dialing mode from pulse to tone temporarily.

Modifying or deleting fax destinations

This section describes how to modify or delete the information of registered destinations.

1. Start the web browser and access the machine by entering its IP address.

The top page of Web Image Monitor appears.

2. Click [Fax Destination].
3. Select the entry to modify, and then click [Change].

If you want to delete the entry, click [Delete].

4. Modify settings as necessary.
To delete the entry, confirm the entry you have selected.
5. Enter the administrator password.
6. Click [Apply].
7. Close the web browser.

Preventing Transmission to the Wrong Destination

If you want to prevent documents being sent to the wrong destination, you can configure the machine to prompt users twice for the destination, or to display the entered destination prior to transmission.

Re-entering a fax number to confirm destination

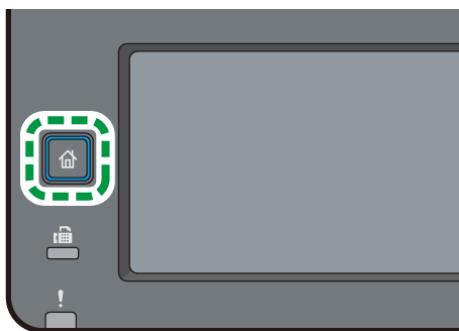
Enter the fax number again to confirm the destination is correct.

Transmission is disabled if the confirmation fax number does not match the first fax number. This function helps prevent users accidentally sending faxes to the wrong destination.

★ Important

- This function is available only when an administrator password is specified.

1. Press the [Home] key.



2. Press the [Setting] icon on the Home screen.
3. Press [Administrator Tools].
4. Enter the password using the number keys, and then press [OK].
5. Press [▼] twice.
6. Press [Fax No. Confirmation].
7. Select [On].
8. Press the [Home] key.

 Note

- A password for accessing the [Administrator Tools] menu can be specified in [Admin. Tools Lock]. For [Admin. Tools Lock], see page 234 "Administrator Tools Settings".

Sending a Fax

Selecting Transmission Mode

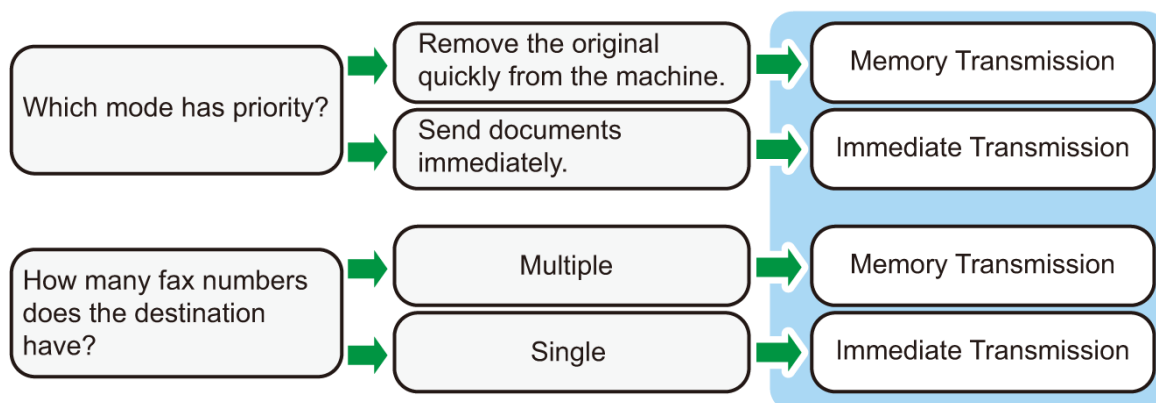
The following explains the transmission modes of the fax function and how to select them.

Types of transmission modes

There are two types of transmission:

- Memory transmission
- Immediate transmission

Selecting the transmission mode



7

Description of transmission modes

- Memory transmission

In this mode, the machine scans several originals into memory and sends them all at once. This is convenient when you are in a hurry and want to remove the document from the machine. In this mode, you can send a fax to multiple destinations. If the [Auto Redial] under [Transmission Setting] is enabled, the machine redials the fax destination automatically when the line is busy or a transmission error occurs. The number of redial attempts is set to two or three in five-minute intervals, depending on the [Country/Region] setting under [Administrator Tools]. You can disable [Auto Redial] under [Fax Settings]. For details, see page 257 "Fax Settings".

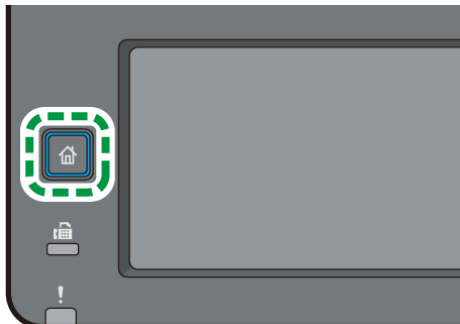
- Immediate transmission

In this mode, the machine scans the original and faxes it simultaneously. This is convenient when you want to send an original quickly or when you want to check the destination you are sending to. The original is not stored in memory. You can only specify one destination. If fax is not received normally, an error message appears on the control panel.

Immediate transmission is disabled by default.

Configuring the transmission mode

1. Press the [Home] key.



2. Press the [Setting] icon on the Home screen.
3. Press [Fax Settings].
4. Press [▼].
5. Select [Transmission Setting].
6. Press [Immediate TX].
7. Select [Off], [On], or [Next Fax Only].

- [Off]:

You can use the immediate transmission mode by pressing [Immed. TX] on the Fax screen.

- [On]:

All faxes are sent using the immediate transmission mode.

- [Next Fax Only]:

Only the next fax transmission will be in the immediate transmission. [Immediate TX] will be set to [Off] after transmission.

8. Press the [Home] key.

Internet Fax Transmission

You can send faxes over the Internet. When you send faxes to Internet Fax destinations, the machine converts scanned images to TIFF-S (MH encoding) files and send them as attachments to e-mail.

★ Important

- **The level of security for Internet communications is low. It is recommended that you use the telephone network for confidential communications.**
- **Internet Fax delivery might be delayed due to network congestion. Use a telephone line if the fax needs to be delivered in a timely manner.**

↓ Note

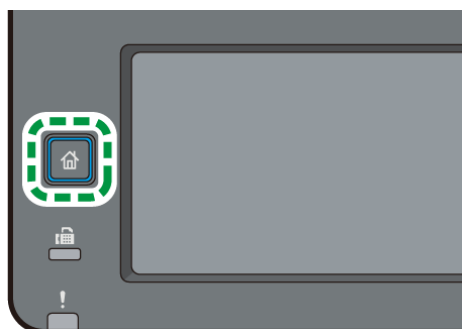
- The Internet Fax function supported by this machine is compliant with ITU-T Recommendation T.37 (Simple Mode).
- To use the Internet Fax function, network settings must be configured properly. For details about network settings, see page 298 "Configuring the Network Settings".
- Internet Fax transmission may take some time before it starts. The machine needs a certain amount of time to convert data in memory prior to transmission.
- Depending on e-mail environment conditions, you may not be able to fax large images.
- The "Photo" resolution is not available for Internet Faxes. Faxes will be sent using "Detail" resolution if "Photo" resolution has been specified.
- If the faxes are received on a computer, a viewer application needs to be installed in order to view the documents.
- The Internet Fax destinations can only be registered using Web Image Monitor. For details, see page 185 "Registering Fax Destinations Using Web Image Monitor".

Basic Operation for Sending a Fax

★ Important

- **The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.**

1. Press the [Home] key.

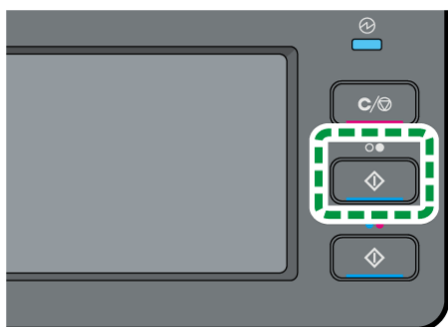


2. Press the [Fax] icon on the Home screen.
3. Place the original on the exposure glass or in the ADF.
To place the originals, see page 79 "Placing Originals".
4. Select the [Fax] (📠) tab or [Internet Fax] (🌐) tab.
5. Select [Address Book], [Manual], or [Redial].
6. Enter the fax number (up to 40 characters), or specify a destination.
 - For details about entering characters, see page 47 "Entering Characters".
 - For details about specifying destinations, see page 195 "Specifying the Fax Destination".

- If the machine is connected to the telephone network through a PBX, make sure to enter the outside line access number specified in [External Access No.] before the fax number. For [External Access No.], see page 182 "Setting the Outside Line Access Number".

7. Press [OK].

8. Press the [B&W Start] key.



- Depending on the machine's settings, you may be prompted to enter the fax number again if you manually entered the destination fax number. In this case, re-enter the number within 60 seconds, and then press the [B&W Start] key. If the fax numbers do not match, go back to Step 6. For [Fax No. Confirmation], see page 187 "Preventing Transmission to the Wrong Destination".
- When using the exposure glass in Memory Transmission mode, you will be prompted to place another original. In this case, proceed to the next step.

9. If you have more originals to scan, press [Yes] within 60 seconds, place the next original on the exposure glass, and then press [OK]. Repeat this step until all originals are scanned.

If you do not press [Yes] within 60 seconds, the machine will start to dial the destination.

10. When all originals have been scanned, press [No] or the [B&W Start] key to start sending the fax.

↓ Note

- A fax number can contain 0 to 9, pause, "*", "#", and space.
- If necessary, insert a pause in a fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Time] setting under [Transmission Setting]. For [Pause Time], see page 257 "Fax Settings".
- To use tone services on a pulse-dialing line, insert "*" in a fax number. "*" switches the dialing mode from pulse to tone temporarily.
- You can specify multiple destinations and broadcast the fax you are sending. For sending a fax using the broadcast function, see page 195 "Specifying the Fax Destination".
- When [Fax No. Confirmation] is set to [On], the machine prompts you to enter the fax number twice only when you dial the destination manually. Destinations specified

using the Address Book or [Redial] need not be confirmed. For details about [Fax No. Confirmation], see page 187 "Preventing Transmission to the Wrong Destination".

- When in Memory Transmission mode, you can enable the [Auto Redial] setting under [Transmission Setting] to set the machine to automatically redial the destination if the line is busy or an error occurs during transmission. For [Auto Redial], see page 257 "Fax Settings".
- When in Memory Transmission mode, the machine's memory may become full while scanning the originals. In this case, the screen prompts you to cancel the transmission or to send only the pages that have been scanned successfully.
- You can scan 2-sided originals from the ADF in Memory Transmission mode. Specify how to scan 2-sided originals in the [Fax Original] setting under [Transmission Setting]. For [Fax Original], see page 257 "Fax Settings".
- If paper is jammed in the ADF, the jammed page has not been scanned properly. When the machine is in Immediate Transmission mode, resend the fax starting from the jammed page. When in Memory Transmission mode, scan the entire originals again. For details about removing paper jammed in the ADF, see page 378 "Removing Paper Jams".
- The machine can store up to 5 unsent fax jobs.

Canceling a Transmission

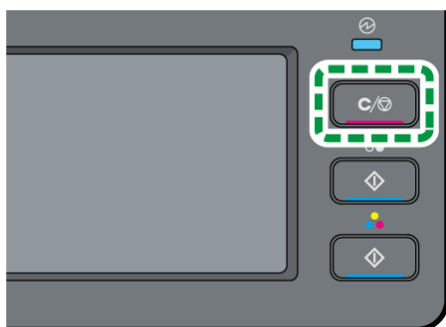
7

This section explains how to cancel a fax transmission.

Canceling a transmission before the original is scanned

Use this procedure to cancel a transmission before pressing the [B&W Start] key.

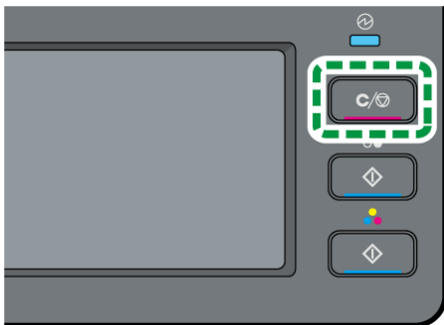
1. Press the [Clear/Stop] key.



Canceling a transmission while the original is being scanned

Use this procedure to cancel scanning or transmitting of the original while it is being scanned.

1. Press the [Clear/Stop] key.

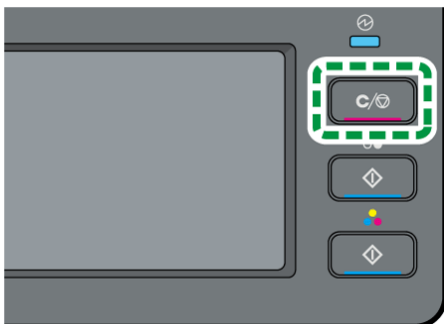


2. Press [Fax Jobs] on the [Cancel Jobs] screen.

Canceling a transmission after the original is scanned (While a transmission is in progress)

Use this procedure to delete a file that is being sent after the original is scanned.

1. Press the [Clear/Stop] key while Transmitting... is displayed on the display.



2. Press [Fax Jobs] on the [Cancel Jobs] screen.

Note

- The transmission is halted as soon as you finish the cancellation procedure. However, some pages of the document may already have been sent and received at the other end.
- If the transmission finishes while this procedure is being processed, the transmission is not canceled. Note that the transmission duration is short if an Internet Fax is being executed.
- If you cancel sending a fax while broadcasting, only the fax to the current destination is canceled. The fax will be sent to the subsequent destinations as normal. For details about sending a fax using the broadcast function, see page 195 "Specifying the Fax Destination".

Canceling a transmission after the original is scanned (Before a transmission starts)

Use this procedure to delete a file stored in memory before its transmission starts.

Use the following procedure to delete a file stored in memory (such as automatic redial) before its transmission starts.

1. Confirm that the initial screen for Fax settings is shown on the display.

For details about the initial screen, see page 176 "Fax Mode Screen".

2. Press [Tx File].

3. Select the file you want to delete.

4. Press [Delete] or [Delete All].

- [Delete]

To delete a fax job, select the desired job, and then select [Yes]. Selecting [No] exits to the previous level of the menu tree without deleting the fax job.

- [Delete All]

To delete the fax jobs, select [Yes]. Selecting [No] exits to the previous level of the menu tree without deleting the fax job.

5. Press [Exit].

Note

- You cannot view files that are in the process of being sent.
- If you delete a broadcast document whose transmission is not started, transmission to all destinations is canceled. If the transmission to a broadcast destination is already started, you cannot delete the document.

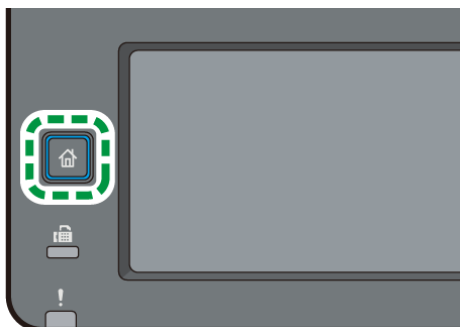
Specifying the Fax Destination

Other than entering the destination fax number using the number keys, you can specify destinations using the following functions:

- Using the Address Book
- Broadcast function
- Redial function

Specifying the destination using the Address Book

1. Press the [Home] key.



2. Press the [Fax] icon on the Home screen.
3. Press [Fax Destination].
4. Select the desired destination, and then press [OK].

A check mark appears against the selected destination.

Note

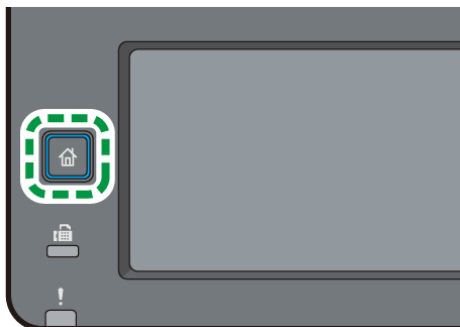
- You can check the registered names and fax numbers by printing a report. For printing the list, see page 246 "Printing or Storing Lists/Reports".

Specifying the destination using the broadcast function

You can send a fax to multiple destinations (up to 100 destinations) simultaneously.

Faxes are sent to destinations in the order they were specified.

1. Press the [Home] key.



2. Press the [Fax] icon on the Home screen.
3. Add a destination by using one of the following methods:
 - To add a destination from the Address Book: press [Fax Destination], select a destination, and then press [OK]. You can select multiple destinations at a time.
 - To add a manually-specified destination: press [Manual Entry], press the box, enter the destination fax number. To specify multiple destinations, repeat the procedure until you specify all manual-entry destinations.

Note

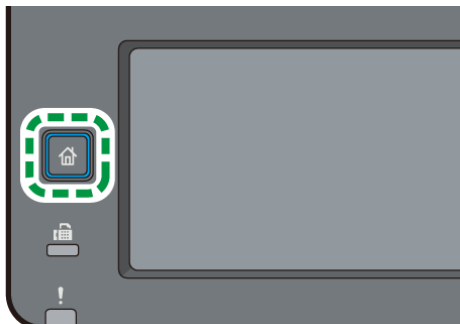
- While specifying multiple destinations, you can press the [Clear/Stop] key to clear all destinations.
- If you specify multiple destinations in Immediate Transmission mode, the mode switches to Memory Transmission mode temporarily.
- While broadcasting, pressing [Clear] cancels the fax to the current destination only.
- If the destinations contain both normal fax destinations and Internet Fax destinations, the fax will be sent to the Internet Fax destinations first.

Specifying the destination using the redial function

You can specify the last used destination as the destination for the current job.

This function saves time when you are sending to the same destination repeatedly, as you do not have to enter the destination each time.

1. Press the [Home] key.



2. Press the [Fax] icon on the Home screen.
3. Press [Redial].
4. Specify the destination, and then press the [B&W Start] key.

Specifying Scan Settings for Faxing

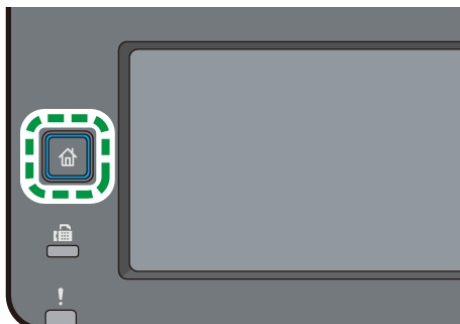
7

Adjusting image density

This section describes how to adjust image density for the current job.

There are three image density levels. The darker the density level, the darker the printout.

1. Press the [Home] key.



2. Press the [Fax] icon on the Home screen.
3. Press [TX Settings].
4. Press [◀] or [▶] to select the desired density level, and then press [OK].
5. Press [OK].

Note

- You can change the machine's default [Density] setting to always scan with a specific density level. For [Density], see page 257 "Fax Settings".

Specifying the resolution

This section describes how to specify the scan resolution for the current job.

There are three resolution settings:

Standard

Select this when the original is a printed or typewritten document with normal-sized characters.

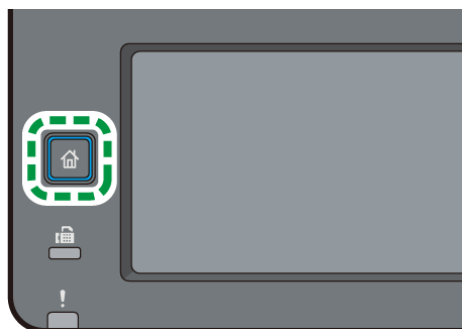
Detail

Select this when the original is a document with small print.

Photo

Select this when the original contains images such as photographs or shaded drawings.

1. Press the [Home] key.



2. Press the [Fax] icon on the Home screen.
3. Press [TX Settings].
4. Press [Resolution].
5. Select the desired resolution, and then press [OK].
6. Confirm the resolution you selected is displayed, and then press [OK].

Note

- You can change the machine's default [Resolution] setting to always scan with a specific resolution level. For [Resolution], see page 257 "Fax Settings".

Useful Sending Functions

You can check the status of the other party's machine easily before sending a fax by using the On Hook Dial function. Using an external telephone, you can talk and send a fax in one call.

★ Important

- **This function is not available with Internet Fax.**

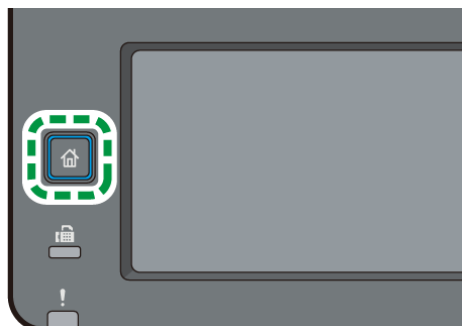
Sending a fax using On Hook Dial

The On Hook Dial function allows you to check the destination's status while listening to the tone from the internal speaker. This function is useful when you want to ensure that the fax will be received.

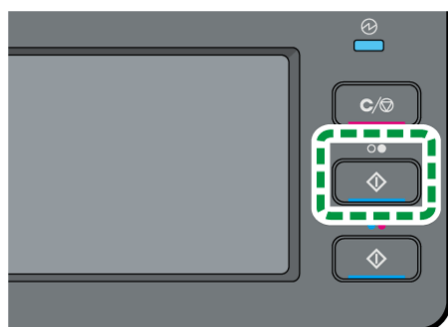
★ Important

- **The On Hook Dial function cannot be used when [Fax No. Confirmation] under [Administrator Tools] is enabled.**

1. Place the original.
2. Press the [Home] key.



3. Press the [Fax] icon on the Home screen.
4. Press [On Hook].
[On Hook] appears on the screen.
5. Specify the destination using the number keys.
6. If you hear a high pitched tone, press the [B&W Start] key.



7. Press [TX], and then press the [B&W Start] key.

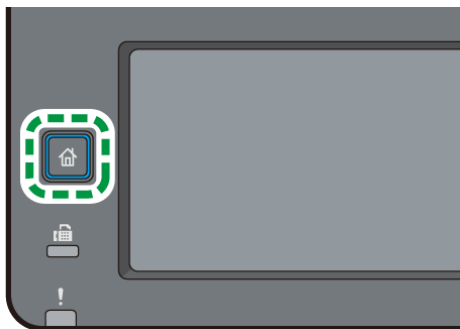
Note

- For details about selecting the transmission mode, see page 189 "Selecting Transmission Mode".
- For details about [Fax No. Confirmation], see page 234 "Administrator Tools Settings".

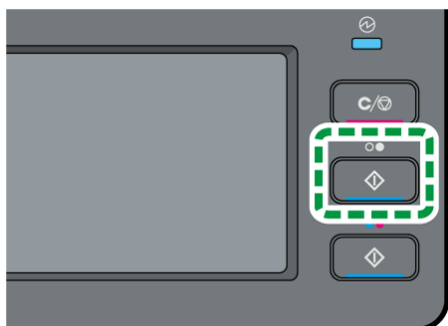
Sending a fax after a conversation

An external telephone allows you to send a fax after finishing your conversation without having to disconnect and redial. This function is useful when you want to ensure that the fax has been received.

1. Place the original.
2. Press the [Home] key.



3. Press the [Fax] icon on the Home screen.
4. Pick up the handset of the external telephone.
5. Specify the destination using the external telephone.
6. When the other party answers, tell the receiver that you want to send them a fax document (ask them to switch to facsimile mode).
7. If you hear a high pitched tone, press the [B&W Start] key.



8. If the original is placed on the exposure glass, press [TX], and then press the [B&W Start] key.
9. Replace the handset.

Using the Fax Function from a Computer (LAN-Fax)

This section describes how to use the fax function of the machine from a computer.

You can send a document directly from a computer through this machine to another fax machine, without printing the document.

Basic Operation for Sending Faxes from a Computer

This section describes the basic operation for sending faxes from a computer.

You can select a destination from the LAN-Fax address book or enter a fax number manually. You can send faxes to up to 100 destinations at one time.

The procedure in this section is an example based on Windows 10.

★ Important

- **Using LAN-Fax, you can send up to 10 pages (including the cover sheet) at a time.**
- **Before sending a fax, the machine stores all the fax data in memory. If the machine's memory becomes full while storing this data, the fax transmission will be canceled. If this happens, lower the resolution or reduce the number of pages and try again.**

1. Open the file you want to send.
2. On the [File] menu, click [Print...].
3. Select the LAN-Fax driver as the printer, and then click [Print].
4. Specify a destination.
 - To specify a destination from the LAN-Fax address book:
Select a destination from [User List:], and then click [Add to List].
Repeat this step to add more destinations.
 - To enter a fax number directly:
Click the [Specify Destination] tab, and enter a fax number (up to 40 digits) in [Fax Number:], and then click [Add to List].
Repeat this step to add more destinations.
5. **To attach a cover sheet, click [Edit Cover Sheet] on the [Specify Destination] tab, and then select the [Attach a Cover Sheet] check box.**
Edit the cover sheet as necessary, and then click [OK].
For details about editing a fax cover sheet, see page 206 "Editing a Fax Cover Sheet".

6. Click [Send].

Note

- For details, see the LAN-Fax driver help.
- A fax number can contain 0 to 9, "P" (pause), "✳", "#", "-", and space.
- If necessary, insert a pause in a fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Time] setting under [Transmission Setting]. For [Pause Time], see page 257 "Fax Settings".
- To use tone services on a pulse-dialing line, insert "✳" in a fax number. "✳" switches the dialing mode from pulse to tone temporarily.
- To delete an entered destination, select the destination in the [Destination List:], and then click [Delete from List].
- You can register the fax number you entered in the [Specify Destination] tab in the LAN-Fax Address Book. Click [Save to Address Book] to open the dialog box for registering a destination.
- From the [View:] list, you can select the types of destinations to display.
 - [All]: Displays all destinations.
 - [Group]: Displays groups only.
 - [User]: Displays individual destinations only.
- If sending faxes via LAN-Fax is restricted, you must enter a user code in the LAN-Fax driver's property before sending a fax. For details about entering a user code, see page 296 "When Machine Functions are Restricted".

Canceling a fax

You can cancel sending a fax using either the machine's control panel or your computer, depending on the status of the job.

Canceling while the machine is receiving a fax from the computer

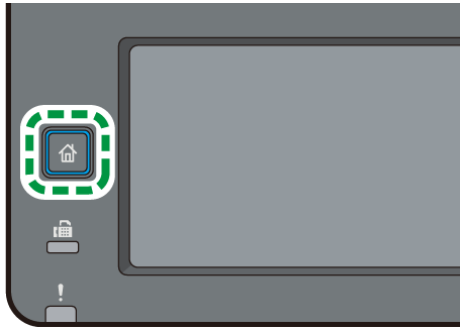
If the machine is shared by multiple computers, be careful not to cancel the fax of another user.

1. **Double-click the printer icon on the task bar of your computer.**
2. **Select the print job you want to cancel, click the [Document] menu, and then click [Cancel].**
3. **Click [Yes].**

Canceling while sending a fax

Cancel the fax using the control panel.

1. Press the [Home] key.



2. Press the [Fax] icon on the Home screen.
3. Press the [Clear/Stop] key.

Configuring Transmission Settings

This section describes how to configure transmission settings in the LAN-Fax driver's properties.

Properties are set separately for each application.

1. On the [File] menu, click [Print...].
2. Select the LAN-Fax driver as the printer, and then click a button such as [Preferences].

LAN-Fax driver properties dialog box appears.

3. Click the [Setup] tab.
4. Configure settings as necessary, and then click [OK].

For details about the settings, see the LAN-Fax driver help.

Configuring the LAN-Fax Address Book

This section describes the LAN-Fax address book. Configure the LAN-Fax address book on the computer. The LAN-Fax address book allows you to specify LAN-Fax destinations quickly and easily.

The LAN-Fax address book can contain up to 1000 entries, including individual destinations and groups of destinations.

Opening the LAN-Fax address book

1. On the [Start] menu, click [Control Panel] under [Windows System].
2. Click [View devices and printers].
3. Right-click the LAN-Fax driver icon, and then click [Printing preferences].
4. Click the [Address Book] tab.

Registering destinations

1. Open the LAN-Fax address book, and then click [Add User].
2. Enter the destination information, and then click [OK].
You must enter a contact name and fax number.
3. Confirm the setting, and then click [OK].

Modifying destinations

1. Open the LAN-Fax address Book, select the destination you want to modify from the [User List:], and then click [Edit].
2. Modify information as necessary, and then click [OK].
Click [Save as new User] if you want to register a new destination with similar information. This is useful when you want to register a series of destinations that contain similar information. To close the dialog box without modifying the original destination, click [Cancel].
3. Confirm the setting, and then click [OK].

Registering groups

1. Open the LAN-Fax address Book, and then click [Add Group].
2. Enter the group name in [Group Name].
3. Select the destination you want to include in the group from [User List:], and then click [Add].
To delete a destination from a group, select the destination you want to delete from [List of Group Members:], and then click [Delete from List].
4. Click [OK].
5. Confirm the setting, and then click [OK].

Note

- A group must contain at least one destination.
- A group name must be specified for a group. No two groups can have the same group name.

- A single destination can be included in more than one group.

Modifying groups

1. Open the LAN-Fax address Book, select the group you want to modify from the [User List:], and then click [Edit].
2. To add a destination to the group, select the destination you want to add from [User List:] and click [Add].
3. To delete a destination from the group, select the destination you want to delete from [List of Group Members:], and then click [Delete from List].
4. Click [OK].
5. Confirm the setting, and then click [OK].

Note

- A message appears if the name you specified already exists in the LAN-Fax Address Book. Click [OK] and register it under a different name.

Deleting individual destinations or groups

1. Open the LAN-Fax Address Book, select the destination you want to delete from [User List:], and then click [Delete].
A confirmation message appears.
2. Click [Yes].
3. Confirm the setting, and then click [OK].

Note

- A destination is automatically deleted from a group if that destination is deleted from the LAN-Fax Address Book. If you are deleting the last destination from a group, a message asking you to confirm the deletion appears. Click [OK] if you want to delete the group.
- Deleting a group does not delete the destinations it contains from the LAN-Fax Address Book.

Exporting/Importing LAN-Fax Address Book data

Important

- The following procedure is based on Windows 10 as an example. If you are using another operating system, the procedure might vary slightly.

Exporting LAN-Fax Address Book data

LAN-Fax Address Book data can be exported to a file in CSV (Comma Separated Values) format.

Follow this procedure to export LAN-Fax Address Book data.

1. **Open the LAN-Fax Address Book, and then click [Export].**
2. **Navigate to the location to save the LAN-Fax Address Book data, specify a name for the file, and then click [Save].**

Importing LAN-Fax Address Book data

LAN-Fax Address Book data can be imported from files in CSV format. You can import address book data from other applications if the data is saved as a CSV file.

1. **Open the LAN-Fax Address Book, and then click [Import].**
2. **Select the file containing the address book data, and then click [Open].**

A dialog box for selecting the items to import appears.

3. **For each field, select an appropriate item from the list.**

Select [*empty*] for fields for which there is no data to import. Note that [*empty*] cannot be selected for [Name] and [Fax].

4. **Click [OK].**

For details about the settings, see the LAN-Fax driver help.

Note

- CSV files are exported using Unicode encoding.
- LAN-Fax Address Book data can be imported from CSV files whose character encoding is Unicode or ASCII.
- Group data cannot be exported or imported.
- Up to 1000 destinations can be registered in the LAN-Fax Address Book. If this limit is exceeded during importing, the remaining destinations will not be imported.

Editing a Fax Cover Sheet

1. **On the [File] menu, click [Print...].**
2. **Select the LAN-Fax driver as the printer, and then click [Print].**
3. **Click the [Specify Destination] tab, and then click [Edit Cover Sheet].**
4. **Configure settings as necessary, and then click [OK].**

For details about the settings, see the LAN-Fax driver help.

Receiving a Fax

★ Important

- **The machine may not be able to receive faxes when the amount of free memory space is low.**

↓ Note

- You can use an external telephone to use this machine as a telephone.
- Only A4, Letter, or Legal size paper can be used for printing faxes.

Selecting Reception Mode

The following explains the reception modes of the fax function and how to select them.

★ Important

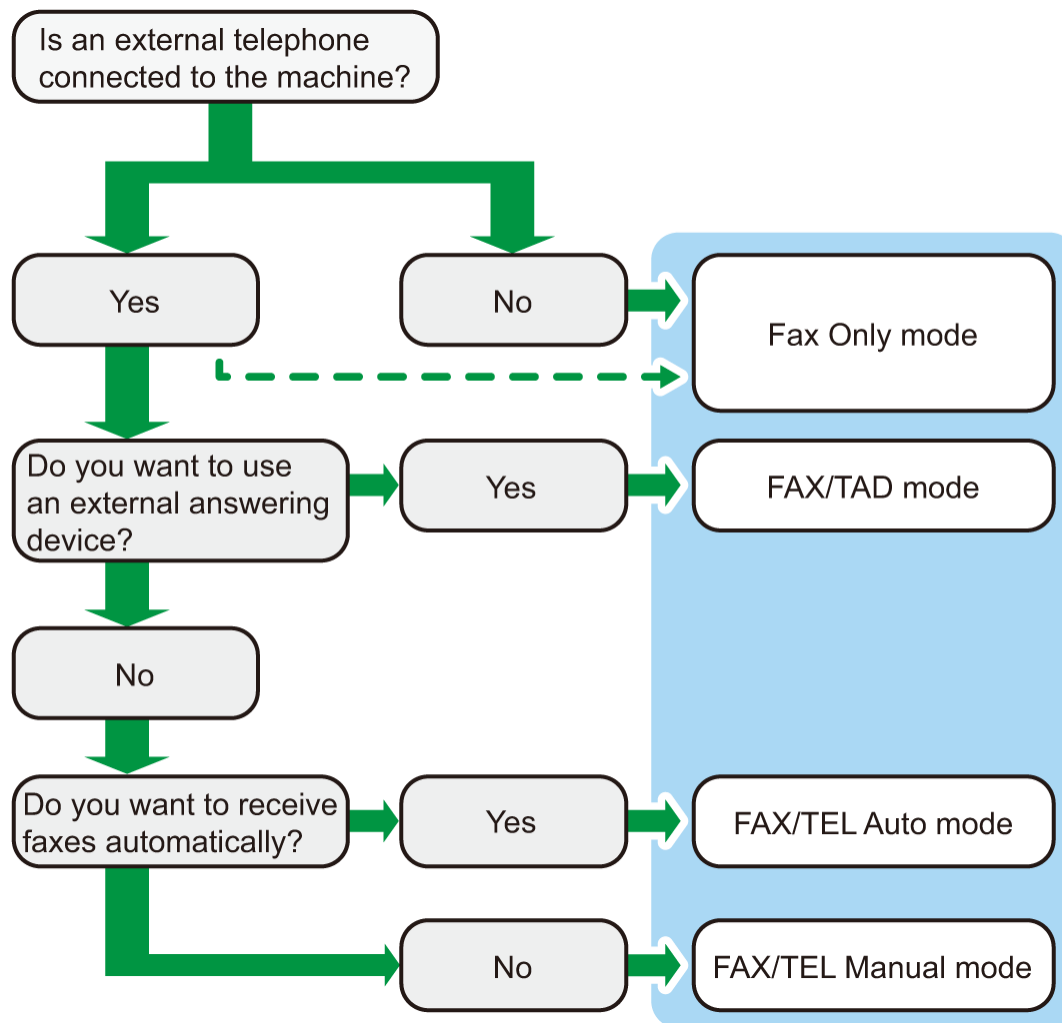
- **In FAX/TAD mode, the machine receives the fax automatically after the external telephone answering device rings the number of times specified in [No. of Rings (TAD)]. Set the external telephone answering device to ring before receiving a fax. For details about [No. of Rings (TAD)], see page 257 "Fax Settings".**

Types of reception mode

There are four types of reception:

- Fax Only mode
- FAX/TAD mode
- FAX/TEL Auto mode
- FAX/TEL Manual mode

Selecting the reception modes



Description of reception modes

- **Fax Only mode (auto reception)**
 - When an external telephone is not connected
The machine automatically answers all incoming calls in fax reception mode.
 - When an external telephone is connected
The machine automatically answers all incoming calls in fax reception mode after the external telephone rings the number of times specified. It is convenient for those who only use telephones for outgoing calls.
- **FAX/TAD mode (auto reception)**
In this mode, the external telephone answering device answers and records messages when the machine receives telephone calls. If the incoming call is a fax call, the machine receives the fax automatically. For details, see page 210 "Receiving a fax in FAX/TAD mode".
- **FAX/TEL Auto mode (auto reception)**

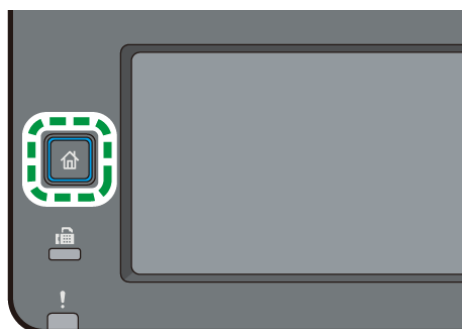
In this mode, the machine receives faxes automatically if a fax calling tone is detected from an incoming call. For details, see page 210 "Receiving a fax in FAX/TEL Auto mode".

- FAX/TEL Manual mode (manual reception)

In this mode, you must answer calls with the handset or an external telephone. If a call is a fax call, you must start the fax reception manually. For details, see page 211 "Receiving a fax in FAX/TEL Manual mode".

Configuring the reception mode

1. Press the [Home] key.



2. Press the [Setting] icon on the Home screen.
3. Press [Fax Settings].
4. Press [Reception Settings].
5. Press [Switch Recep. Mode].
6. Select the desired reception mode.
7. Press the [Home] key.

Note

- In FAX/TAD mode, the machine automatically starts to receive faxes after the external telephone answering device rings the number of times specified in [No. of Rings (TAD)] under [Fax Settings]. Make sure to set the external telephone answering device to answer calls before the machine starts to receive faxes. For [No. of Rings (TAD)], see page 257 "Fax Settings".
- An external telephone is required to use this machine as a telephone.

Receiving a fax in Fax Only mode

When the reception mode is set to Fax Only mode, the machine automatically answers all incoming calls in fax reception mode.

Note

- You can specify the number of times the machine rings before answering a call in the [Number of Rings] setting under [Fax Settings]. For [Number of Rings], see page 257 "Fax Settings".

- If you answer a call with the external telephone while the machine is ringing, a normal telephone call starts. If you hear a fax calling tone or no sound, receive the fax manually. To receive the fax manually, see page 211 "Receiving a fax in FAX/TEL Manual mode".

Receiving a fax in FAX/TAD mode

When the reception mode is set to FAX/TAD mode, the external telephone answering device answers and records messages when the machine receives telephone calls. If the incoming call is a fax call, the machine receives the fax automatically.

1. When there is an incoming call, the external telephone answering device rings the number of times specified in [No. of Rings (TAD)] under [Fax Settings].

For [No. of Rings (TAD)], see page 257 "Fax Settings".

If the external telephone answering device does not answer, the machine starts to receive the fax automatically.

2. If the external telephone answering device answers, the machine monitors silence on the line for 30 seconds (silence detection).

- If a fax calling tone or no sound is detected, the machine starts to receive the fax automatically.
- If a voice is detected, a normal telephone call starts. The external telephone answering device records messages.

Note

- You can manually receive a fax during silence detection. To receive the fax manually, see page 211 "Receiving a fax in FAX/TEL Manual mode".
- Silence detection does not terminate for 30 seconds even if the external telephone answering device goes on-hook, unless you press the [Clear/Stop] key and disconnect the call.

Receiving a fax in FAX/TEL Auto mode

When the reception mode is set to FAX/TEL Auto mode, the machine receives faxes automatically if a fax calling tone is detected from an incoming call.

If you answer a call with the external telephone while the machine is ringing, a normal telephone call starts. If you hear a fax calling tone, receive the fax manually. To receive the fax manually, see page 211 "Receiving a fax in FAX/TEL Manual mode".

Note

- You can specify how long the machine rings before it receives faxes in the [RX Mode Switch Time] setting under [Fax Settings]. For [RX Mode Switch Time], see page 257 "Fax Settings".

Receiving a fax in FAX/TEL Manual mode

★ Important

- **To receive faxes, be sure to first remove any originals loaded in the ADF.**
1. **Pick up the handset of the external telephone to answer the call.**
A normal telephone call starts.
 2. **When you hear a fax calling tone or no sound, press the [Home] key, press the [Fax] icon, and then press the [B&W Start] key.**
 3. **Press [RX].**
 4. **Press the [B&W Start] key.**
 5. **Replace the handset.**

Receiving an Internet Fax

You can set the machine to periodically check for e-mails (Internet Faxes) and receive them automatically, or you can manually check and receive them.

★ Important

- **Specify the e-mail address of this machine for receiving Internet Faxes in User Account under POP3 settings of Web Image Monitor. For details, see page 309 "[POP3] Tab".**
- **This machine may not be able to receive e-mails in HTML format.**

Automatic reception

When [Automatic POP] under Internet Fax settings of Web Image Monitor is enabled, the machine periodically connects to the POP3 server, as specified in [POP Interval (minutes)], to check for new e-mails. The machine will download them if there are any.

Manual reception

When [Automatic POP] is disabled, use the control panel to manually connect to the POP3 server and check for new e-mails.

Specifying automatic reception of Internet Fax

1. **Start the Web browser, and access the machine by entering its IP address.**
The top page of Web Image Monitor appears.

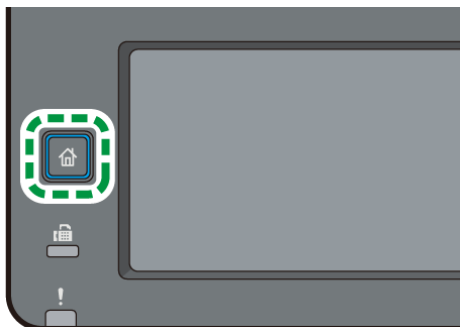
2. Click [Network Settings].
3. Click the [POP3] tab.
4. Configure the POP3 setting as necessary.
For details, see page 309 "[POP3] Tab".
5. Enter the administrator password.
6. Click [OK].
7. Click the [Internet Fax] tab.
8. Set "Automatic POP" to [Active] , and then specify the interval to check the POP server in [POP Interval (minutes)].
9. Enter the administrator password.
10. Click [OK].
11. Close the Web browser.

Note

- If the e-mail reception fails and [Error Notification E-mail] under Internet Fax settings of Web Image Monitor is enabled, an error notification e-mail will be sent to the original sender. For details about settings of Web Image Monitor, see page 310 "[Internet Fax] Tab".
- If [Error Notification E-mail] is disabled or the error notification e-mail failed, the machine will print out an error report.

Receiving an Internet Fax manually

1. Press the [Home] key.



2. Press the [Setting] icon on the Home screen.
3. Press [Fax Settings].
4. Press [Reception Settings].
5. Press [▼] twice.
6. Press [Manual POP].
7. In the confirmation screen, press [Yes].

The machine checks for new e-mails and downloads them if there is any.

Forwarding or Storing Faxes in Memory

To prevent unauthorized users from seeing sensitive faxes, you can set the machine to forward received faxes to a preset destination, or store them in memory without printing them out.

Note

- The table below shows what happens after forwarding succeeds or fails depending on the machine's configuration.

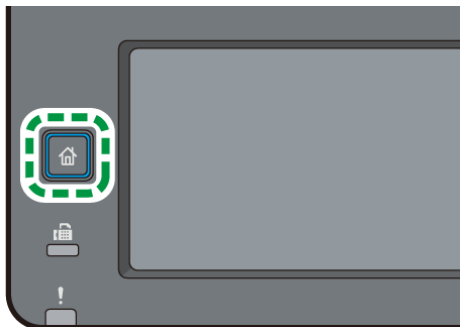
Forwarding	[Print Forwarded File]	[Print Received File]	Results
Success	Off	Not applicable	The machine deletes the fax from memory.
Success	On	On	The machine prints out the fax and deletes it from memory.
Success	On	Off	The machine stores the fax in memory for later manual printing.
Failure	Off	Not applicable	Even though [Print Forwarded File] is disabled, the machine prints out a forwarding failure report, prints out the fax, and then deletes it from memory.
Failure	On	On	The machine prints out a forwarding failure report, prints out the fax, and then deletes it from memory.
Failure	On	Off	The machine prints out a forwarding failure report, prints out the fax, and then deletes it from memory.

- If the machine is unable to print out a fax due to machine errors such as an empty paper tray or a paper jam, the fax will remain in memory and the Fax Received indicator will flash. The remaining pages will start printing as soon as the problem is resolved.
- The number of forwarding attempts and the attempt interval time can be specified using Web Image Monitor. For details about the forwarding destination, forwarding trials and interval settings, see page 280 "Configuring the System Settings".
- The faxes can be forwarded or stored in memory as TIFF or PDF files. The image file format can be specified in [Forwarded File Format] on the [Fax] tab. For details about specifying the image file format, see page 284 "[Fax] Tab".

Forwarding settings

To specify the forwarding conditions for received faxes, configure the machine as follows:

1. Press the [Home] key.



2. Press the [Setting] icon on the Home screen.
3. Press [Fax Settings].
4. Press [Reception Settings].
5. Press [▼].
6. Press [Reception File Sett.].
7. Select [Forward].

To send e-mail notifications after faxes are forwarded, proceed to Step 8.

8. Press [▼].
9. Press [Notify Forwarding].
10. Press [Active].
 - [Active]: Send an e-mail notification after forwarding. When the forwarding destination is [E-mail Address], the notification is sent to the administrator's e-mail address. When the forwarding destination is [Scan Destination], the notification is sent to the notification e-mail address registered for the destination.
 - [Inactive]: An e-mail notification is not sent.
11. Press the [Home] key.

Specifying the forwarding destination using Web Image Monitor

1. Start the web browser and access the machine by entering its IP address.

The top page of Web Image Monitor appears.
2. Click [System Settings].
3. Click the [Fax] tab.
4. Specify the forwarding destination in [Forwarding Destination].
 - [E-mail Address]: Enter a destination e-mail address.

- [Scan Destination]: Select a scan destination as a forwarding destination.

For details, see page 284 "[Fax] Tab".

5. Enter the administrator password.

6. Click [OK].

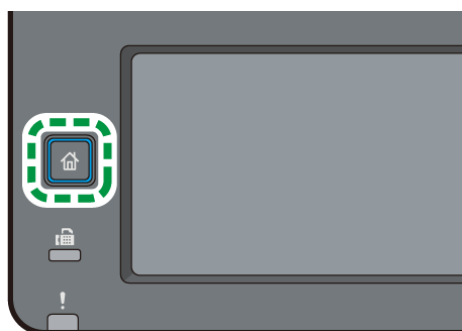
7. Close the web browser.

For details about using Web Image Monitor, see page 280 "Configuring the System Settings".

Configuring the storing conditions

To specify the storing conditions for received faxes, configure the machine as follows:

1. Press the [Home] key.



2. Press the [Setting] icon on the Home screen.

3. Press [Fax Settings].

4. Press [Reception Settings].

5. Press [▼].

6. Press [Reception File Sett.].

7. Select [Print] or [Forward].

8. Press [Print Received File].

9. Select [On] or [Off].

- [On]: Automatically print out the received faxes and delete from memory.
- [Off]: Store the received faxes in memory for later manual printing.

If you select [On], proceed to the next step. If you select [Off], press [OK], and then proceed to Step 11.

10. Enter the start time and the end time, and then press [OK].

The machine prints out the received faxes and delete from memory within the specified time.

11. Press the [Home] key.

Note

- When the fax is successfully printed out, it will be deleted from memory.

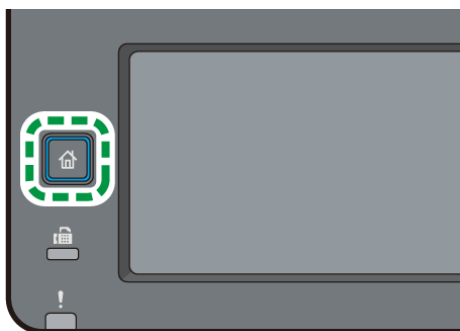
- If the machine is unable to print out a fax due to machine errors such as an empty paper tray or a paper jam, the fax will remain in memory even if [Print Received File] is set to [On]. The remaining pages will start printing as soon as the problem is resolved.

Printing out faxes stored in memory

This section explains how to print out received faxes stored in the machine's memory.

If the Data-In indicator is lit, there is a fax in machine's memory. Follow the procedure below to print the fax.

1. Press the [Home] key.



2. Press the [Fax] icon on the Home screen.
3. Press [Rx File].
4. Select the file, and then press [Print].
5. Press [Yes].

The machine prints out the stored fax and deletes it from memory.

6. Press the [Home] key.

Note

- If tray 2 is installed, you can select which tray to feed paper from in [Select Paper Tray] under fax feature settings. If you set the machine to switch between Tray 1 and 2 automatically in this setting, you can also specify the tray the machine uses first in [Paper Tray Priority] under [Paper Settings]. For details about [Select Paper Tray], see page 257 "Fax Settings" and [Paper Tray Priority], see page 229 "Paper Settings".
- If the Fax Received indicator is flashing, there is a received fax in the machine's memory that could not be printed out due to machine errors such as an empty paper tray or a paper jam. The printing will start as soon as the problem is resolved.

Receiving or Rejecting Faxes from Special Senders

You can set the machine to receive (or reject) faxes only from the registered Special Senders. This helps you screen out unwanted documents, such as junk faxes, and prevents the wasting of fax paper.

To use this function, you must first register Special Senders using Web Image Monitor, and then select whether to accept or reject faxes from them.

★ Important

- **This function is not available with Internet Fax.**

Registering the Special Senders

This section explains how to register Special Senders.

Up to 30 Special Senders can be registered.

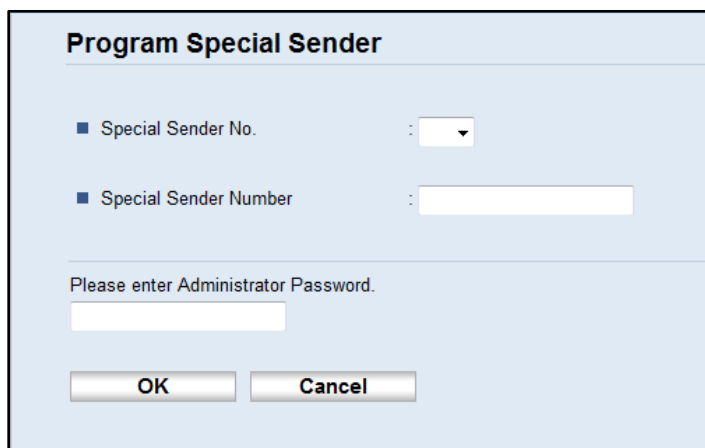
1. **Start the Web browser, and access the machine by entering its IP address.**

The top page of Web Image Monitor appears.

2. **Click [Special Sender].**

No.	Special Sender Number
☐ 01	
☐ 02	
☐ 03	
☐ 04	
☐ 05	

3. From the [Destination Type] list, select [Special Sender].



Program Special Sender

■ Special Sender No. :

■ Special Sender Number :

Please enter Administrator Password.

4. Select the Special Sender number from the list (1 to 30).
5. Enter the Special Sender's fax number (up to 20 characters).
6. Enter the administrator password.
7. Click [OK].
8. Close the Web browser.

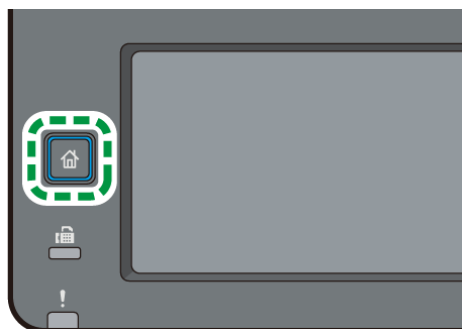
Note

- A fax number can contain 0 to 9, +, and space.

Limiting the incoming faxes

This section explains how to set the machine to receive (or reject) faxes only from the programmed Special Senders.

1. Press the [Home] key.



2. Press the [Setting] icon on the Home screen.
3. Press [Fax Settings].
4. Press [Reception Settings].
5. Press [Authorized Reception].
6. Press [Active].
7. Press [Auth.RX: Conditions].
8. **Specify whether to receive or reject faxes from registered Special Senders.**
 - Special Sender: Receives faxes from Special Senders and rejects faxes from all other senders. If a Special Sender is not registered with a TSI (Transmitting Subscriber Identification), the machine does not receive faxes from it even if registered as a Special Sender.
 - Not Special Sender: Rejects faxes from Special Senders and receives faxes from all other senders. The machine also rejects faxes from senders without a registered TSI.
9. Press the [Home] key.

8. Configuring the Machine Using the Control Panel

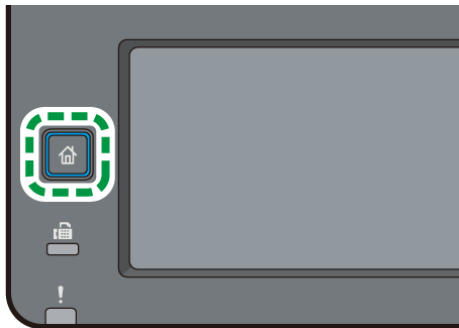
This chapter describes how to configure the machine using the control panel.

Basic Operation

Use the following procedure to access the machine settings.

To check which category the function you want to configure belongs to, see page 222 "Menu Chart".

1. Press the [Home] key.



2. Press the [Setting] icon on the Home screen.
3. Select the settings you want to use.

For a list of available items, see page 222 "Menu Chart".

If you select [Address Book], [Network Settings], or [Administrator Tools] menu, you might be requested to enter a password. Enter the eight-digit password, and then press [OK]. For details about the password, see [Admin. Tools Lock] on page 234 "Administrator Tools Settings".

4. To confirm setting items and values displayed, press [OK].
5. To go back to the previous item, press [Back] or [Exit].

Menu Chart

This section lists the parameters included in each menu.

★ Important

- **Some items might not appear depending on the model type or machine's configuration.**
- **Some items can also be configured using Web Image Monitor. For details, see page 271 "Configuring the Machine Using Utilities".**

System Settings

For details, see page 223 "System Settings".

Paper Settings

For details, see page 229 "Paper Settings".

Administrator Tools

For details, see page 234 "Administrator Tools Settings".

Fax Destination

For details, see page 241 "Fax Destination".

Network Settings

For details, see page 242 "Network Settings".

Print List/Report

For details, see page 246 "Printing or Storing Lists/Reports".

Copier Settings

For details, see page 249 "Copier Settings".

Scanner Settings

For details, see page 254 "Scanner Settings".

Fax Settings

For details, see page 257 "Fax Settings".

Printer Settings

For details, see page 265 "Printer Settings".

System Settings

Adjust Sound Volume

Specifies the volume of the sounds produced by the machine.

Item	Description	Value
Panel Key Sound	Specifies the volume of the beep that sounds when a key is pressed.	• Off • Low • Middle • High Default: Low
Ring Volume	Specifies the volume of the ringing tone.	• Off • Low • Middle • High Default: Middle
On Hook Mode	Specifies the volume of the sound from the speaker during on hook mode.	• Off • Low • Middle • High Default: Middle
Job End Tone	Specifies the volume of the beep that sounds when a job is complete.	• Off • Low • Middle • High Default: Middle
Job Error Tone	Specifies the volume of the beep that sounds when a fax transmission error occurs.	• Off • Low • Middle • High Default: Middle
Alarm Volume	Specifies the volume of the alarm that sounds when an operation error occurs.	• Off • Low • Middle

Item	Description	Value
		• High Default: Middle

I/O Timeout

Item	Description	Value
USB	Specifies how many seconds the machine waits for print data, if the data is interrupted while it is being sent from the computer via USB. If the machine does not receive any more data within the time specified here, the machine only prints the data it has received. If printing is frequently interrupted by data from other ports, increase the timeout period.	• 15 sec. • 60 sec. • 300 sec. Default: 60 sec.
Network	Specifies how many seconds the machine waits for print data, if the data is interrupted while it is being sent from the computer via network. If the machine does not receive any more data within the time specified here, the machine only prints the data it has received. If printing is frequently interrupted by data from other ports, increase the timeout period.	• 15 sec. • 60 sec. • 300 sec. Default: 15 sec.

Item	Description	Value
Locked Print	Specifies how many seconds the machine holds a new Locked Print file, when the machine cannot store any more Locked Print files. Within this time, you can print or delete the new Locked Print file. You can also print or delete an existing Locked Print file so that the new Locked Print file can be stored in the machine.	0 to 300 seconds, in increments of 1 second Default: 60 sec.
User Auth. (Copy)	Specifies how many seconds a user stays authenticated after paper is output when copying with the exposure glass. Note that authentication for other functions will expire immediately after using that function. This setting appears only when the user restriction function is enabled via Web Image Monitor.	5 to 60 seconds, in increments of 1 second Default: 30 sec.
Fixed USB Port	Specifies whether the same printer/LAN-Fax driver can be used for multiple machines or not under USB connection.	- Off You must install the printer/LAN-Fax driver separately for individual machines, because the machine other than the original will be recognized as a new device upon USB connection. - On The same printer/LAN-Fax driver you have installed in your computer can be used with any machine other than the one originally used for installation, if the machine is of the same model.

Item	Description	Value
		Default: Off

Auto Continue

Item	Description	Value
Auto Continue	Sets the machine to ignore an error with paper size or type and continue printing. The printing stops temporarily when an error is detected, and restarts automatically after about ten seconds using the settings made on the control panel. However, if the size of paper specified on the control panel and that of the paper loaded in the paper tray or the paper size specified for the print job do not match when printing restarts, it may cause a paper jam.	• Off • On Default: Off

Toner Saving

Item	Description	Value
Toner Saving	Sets the machine to print using a reduced amount of toner (for prints made by the copier function only).	• Off • On Default: Off

Color Registration

Item	Description	Value
Color Registration	Adjusts color registration as necessary. (This adjustment is usually executed by the machine automatically.) Press [Yes] to execute color registration adjustment.	-

Item	Description	Value
	Press [No] to exit to the previous level of the menu tree without adjusting color registration.	

Auto Power Off (mainly Europe)

Item	Description	Value
Auto Power Off	The machine shuts down automatically if it remains in energy saver mode and does not connect to the host for 2 hours or more.	• Off • On Default: On

Fixing Quality Mode

Item	Description	Value
Fixing Quality Mode	Set this item to [Fix Quality Improved] to increase the toner fusibility in order to improve its adherence, etc.	• Normal • Fix Quality Improved Default: Normal

Curl Prevention Mode

Item	Description	Value
Curl Prevention Mode	Set this to [Curl Prevented] to reduce paper curl.	• Normal • Curl Prevented Default: Normal

Cleaning Mode

Item	Description	Value
Cleaning Mode	Clean the fusing unit if black dots appear on the printed image. To perform cleaning, set A4 or letter size paper in the bypass tray, and then press [Yes].	

PM Parts

Item	Description	Value
Adjust Transfer Belt Unit	Adjust the transfer belt unit voltage. Change the voltage value to the "Darken" side when the edges of the image are faint or white spots appear in the images. Change the voltage value to the "Lighten" side when the images in the halftone area are faint or an afterimage is printed.	• Adj Transfer Belt Unit: K • Adj Trsfr Belt Unit: YMC
Adj Ppr Trsfr Rllr Unit	Adjust the paper transfer roller unit voltage for each paper type. Change the voltage value to the "Darken" side when some parts of the image are missing. Change the voltage value to the "Lighten" side when many white spots appear in the image.	• Plain Paper 1 • Plain Paper 2 • Middle Thick Paper • Thin Paper • Thick Paper 1 • Thick Paper 2 • Special Paper 1 • Special Paper 2 • Special Paper 3
Image Transfer Voltage Auto Adjust	Perform auto adjustment of the image transfer belt unit voltage.	
Counter Clear: Trsfr Unit	Clears the transfer unit counter after replacing the image transfer belt unit or paper transfer roller unit.	

Image Quality

Item	Description	Value
Image Quality	Adjust the print image density to prevent faint spots or smears from appearing on printed pages.	• Adjust Image Density Adjust the print image density when the print image appears faint or dark.

Item	Description	Value
		Auto Adjustment Image Quality Image density may change when the machine is not used for a long time or the environment changes drastically. In such cases, perform auto adjustment of image quality.

Paper Settings

Item	Description	Value
Paper Size: Tray 1		A4, B5 JIS, A5, A5 LEF, B6 JIS, A6, $8\frac{1}{2} \times 11$, 8×10 , $5\frac{1}{2} \times 8\frac{1}{2}$, $7\frac{1}{4} \times 10\frac{1}{2}$, $4\frac{1}{8} \times 9\frac{1}{2}$, $3\frac{7}{8} \times 7\frac{1}{2}$, 16K, C5 Env, C6 Env, DL Env, Custom Size  Region A (mainly Europe and Asia) /  Region B (Taiwan) Default: A4  Region B (mainly North America) Default: $8\frac{1}{2} \times 11$
Paper Size: Tray 2	Specifies the paper size for Tray 2. This setting appears only when the optional paper feed unit is installed.	A4, B5 JIS, A5, $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$, 8×13 , 8×10 , $5\frac{1}{2} \times 8\frac{1}{2}$, $7\frac{1}{4} \times 10\frac{1}{2}$, $8\frac{1}{2} \times 12$, $8\frac{1}{2} \times 13\frac{2}{5}$, 16K, Custom Size  Region A (mainly Europe and Asia) /  Region B (Taiwan) Default: A4  Region B (mainly North America) Default: $8\frac{1}{2} \times 11$

Item	Description	Value
Paper Size: Bypass		A4, B5 JIS, A5, A5 LEF, B6 JIS, B6 JIS LEF, A6, $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 11$, $8\frac{1}{4} \times 14$, $5\frac{1}{2} \times 8\frac{1}{2}$, $8\frac{1}{2} \times 5\frac{1}{2}$, $7\frac{1}{4} \times 10\frac{1}{2}$, 8×13, 8×10, $8\frac{1}{2} \times 12$, $8\frac{1}{2} \times 13\frac{2}{5}$, $8\frac{1}{2} \times 13$, $8\frac{1}{4} \times 13$, $4\frac{1}{8} \times 9\frac{1}{2}$, $3\frac{7}{8} \times 7\frac{1}{2}$, 16K, C5 Env, C6 Env, DL Env, Custom Size  Region A (mainly Europe and Asia) /  Region B (Taiwan) Default: A4  Region B (mainly North America) Default: $8\frac{1}{2} \times 11$
Paper Type: Tray 1	Specifies the paper type and thickness for tray 1.	- Media Type Plain Paper, Recycled Paper, Color Paper, Special Paper 1, Special Paper 2, Special Paper 3, Letterhead, Preprinted Paper, Bond Paper, Cardstock, Label Paper, Envelope, Coated - Thickness - Thin(60-65g/m2) - Plain1(66-74g/m2) - Plain2(75-90g/m2) - M-Thick(91-128g/m2) - Thick1(129-163g/m2) - Thick2(164-200g/m2) Default: Plain Paper
Paper Type: Tray 2	Specifies the paper type and thickness for Tray 2. This setting appears only when the optional paper feed unit is installed.	Media Type

Item	Description	Value
		Plain Paper, Recycled Paper, Color Paper, Special Paper 1, Special Paper 2, Special Paper 3, Letterhead, Preprinted Paper, Bond Paper, Cardstock, Label Paper, Envelope, Coated • Thickness • Thin(60-65g/m2) • Plain1(66-74g/m2) • Plain2(75-90g/m2) • M-Thick(91-128g/m2) • Thick1(129-163g/m2) • Thick2(164-200g/m2) Default: Plain Paper
Paper Type: Bypass	Specifies the paper type and thickness for bypass tray.	• Media Type Plain Paper, Recycled Paper, Color Paper, Special Paper 1, Special Paper 2, Special Paper 3, Letterhead, Preprinted Paper, Bond Paper, Cardstock, Label Paper, Envelope, Coated • Thickness • Thin(60-65g/m2) • Plain1(66-74g/m2) • Plain2(75-90g/m2) • M-Thick(91-128g/m2) • Thick1(129-163g/m2) • Thick2(164-200g/m2) Default: Plain Paper
Tray 1 Priority	Specifies how print jobs using Tray 1 are handled.	• Machine Setting(s)

Item	Description	Value
		The paper settings configured on the machine's control panel are applied to all print jobs. An error occurs when the paper settings specified by the printer driver or the print command do not match the machine's settings. • Driver / Command When executing a print job specifying the paper tray, the paper settings specified in the printer driver or in the print command are applied regardless of the machine's settings. Default: Driver / Command
Bypass Tray Priority	Specifies how print jobs using the bypass tray are handled.	• Machine Setting(s) The machine prints all print jobs according to the machine's settings. An error will occur if the paper size/type settings of the machine and printer driver do not match. • Driver / Command When executing a print job specifying the paper tray, the paper settings specified in the printer driver or in the print command are applied regardless of the machine's settings. • Any Size/Type The machine prints all print jobs according to the printer driver's settings.

Item	Description	Value
		Printing proceeds even if the paper size/type settings of the machine and printer driver do not match. However, if the paper is too small for the print job, the printed image will be cropped. Any Custom Size/Type The machine prints custom size print jobs according to the printer driver's settings and prints standard size print jobs according to the machine's settings. For custom size print jobs, printing proceeds even if the paper size/type settings of the machine and printer driver do not match. However, if the paper is too small for the print job, the printed image will be cropped. For standard size print jobs, an error will occur if the paper size/type settings of the machine and printer driver do not match. Default: Driver / Command
Paper Tray Priority	Specifies the tray that the machine uses first for print jobs, printing out copies, or printing out faxes. If multiple trays contain valid paper, the first tray the machine finds will be used for printing; when that tray runs out of paper, the machine automatically switches to the next tray to continue printing.	- Printer If automatic tray selection is specified for the print job and all trays contain paper that matches the print job, the machine starts to print from the specified tray. - Tray 1 - Tray 2 - Bypass Tray

Item	Description	Value
	If Tray 2 is not installed, [Tray 2] does not appear.	• Copier Selects a tray to check first when [A4], or [8 1/2 × 11] is selected for [Select Paper] under copy settings and all trays contain paper of that size, the machine starts to print from the specified tray. • Tray 1 • Tray 2 • Bypass Tray • Facsimile [Auto] is selected for [Select Paper Tray] under fax feature settings, and both Tray 1 and Tray 2 contain paper of the same size, the machine starts to print from the specified tray. • Tray 1 • Tray 2 Default: Tray 1
Paper Setting Confirmation	Specifies whether to display the Paper Setting Confirmation screen when removing and inserting the paper tray or loading paper in the bypass tray.	• Invalid • Valid Default: Valid

Administrator Tools Settings

Item	Description	Value
Set Date/Time	Configure the settings for the machine's internal clock. (Default may differ depending on the [Country/Region] setting under [Administrator Tools].)	• Set Time Zone

Item	Description	Value
		Specifies the time zone according to your geographic location. Selecting a different time zone may cause transmission date and time to be incorrect for email sent by the Scan to E-mail function, even when the machine's clock is set correctly. • Set Date Specifies the date of the machine's internal clock. Only dates that correspond with the year and month can be set. Incompatible dates will be refused. • Date format: Year/Month/Day, Month/Day/Year, or Day/Month/Year - Year: 2000 to 2099 - Month: 1 to 12 - Day: 1 to 31 • Set Time Sets the time of the machine's internal clock. • Time format: 12-hour Format, 24-hour Format - AM/PM stamp: AM, PM (for 12-hour Format) - Hour: 0 to 23 (for 24-hour Format), or 1 to 12 (for 12-hour Format) - Minute: 0 to 59
Program Fax Info..	Specifies the fax name and fax number of the machine.	• Number:

Item	Description	Value
		Specifies the fax number of the machine using up to 20 characters, including 0 to 9, space, and "+". • Name: Specifies the fax name of the machine using up to 20 alphanumeric characters and symbols.
Dial/Push Phone	Specifies the line type of the telephone line. To configure this setting, contact your telephone company and select the setting based on your telephone line. Selecting a wrong setting may cause failures in fax transmissions. [Dial Phone (20PPS)] appears only if the country/region is set to [Thailand].	• Push Phone • Dial Phone (10PPS) • Dial Phone (20PPS) Default: Push Phone
PSTN / PBX	Sets the machine to connect to the public switched telephone network (PSTN) or a private branch exchange (PBX).	• PSTN • PBX Default: PSTN
External Access No.	Specifies the dial number to access the outside line when the machine is connected to a PBX. Make sure that this setting matches the setting of your PBX. Otherwise, you may not be able to send faxes to outside destinations.	0 to 999 Default: 9
Function Priority	Specifies the mode that is activated when the power is turned on, or if the time specified for [System Reset Timer] elapses without activity while the initial screen of the current mode is displayed.	• Home • Copier • Facsimile • Scanner Default: Home

Item	Description	Value
System Reset Timer	Sets the machine to return to the mode specified in [Function Priority]. This setting is also applied to the timeout for copying the next document while ID card copy and manual 2-sided copy is performed.	• Off • 30 sec. • 1 min. • 2 min. • 3 min. • 5 min. • 10 min. Default: 1 min.
Energy Saver Mode	Sets the machine to enter Energy Saver Mode 2, to reduce power consumption. The machine recovers from Energy Saver Mode when it receives a print job, prints a received fax, or one of the keys on the control panel is pressed.	• Energy Saver Mode 2 The machine enters Energy Saver Mode 2 after the period of time specified for this setting is passed. 1 to 60 minutes Default: 1 minute
Language	Specifies the language used on the screen and in reports. The default value for this setting is the language you have specified during the Initial Setup, which is required after turning on the machine for the first time.	• English • German • French • Italian • Spanish • Dutch • Swedish • Norwegian • Danish • Finnish • Portuguese • Czech • Hungarian • Polish • Japanese • Simplified Chinese • Russian • Brazilian Portuguese

Item	Description	Value
		• Turkish • Traditional Chinese • Arabic • Vietnamese • Korean • Slovak
Country/Region	Selects the country/region in which the machine is used. The country/region you specify determines the time and date display format and the default values of the fax transmission-related settings. Make sure to select the country/region correctly. Selecting a wrong country/region may cause failures in fax transmissions. The default value for this setting is the country/region you have specified during the Initial Setup, which is required after turning on the machine for the first time.	Algeria, Argentina, Australia, Austria, Belgium, Bolivia, Brazil, Bulgaria, Canada, Chile, China, Colombia, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Dominican Republic, Ecuador, Egypt, El Salvador, Estonia, Finland, France, Germany, Greece, Guam, Guatemala, Honduras, Hong Kong, Hungary, Iceland, India, Ireland, Israel, Italy, Japan, Jordan, Korea, Kuwait, Latvia, Lebanon, Liechtenstein, Lithuania, Luxembourg, Malaysia, Malta, Mexico, Montenegro, Morocco, Netherlands, New Zealand, Nicaragua, Nigeria, Norway, Oman, Panama, Paraguay, Peru, Philippines, Poland, Portugal, Puerto Rico, Romania, Russia, Saudi Arabia, Senegal, Serbia, Singapore, Slovakia, Slovenia, South Africa, Spain, Sri Lanka, Sweden, Switzerland, Taiwan, Thailand, Trinidad and Tobago, Tunisia, Turkey,

Item	Description	Value
		UAE, UK, Uruguay, USA, Venezuela, Vietnam, Virgin Islands, Yemen
Reset Settings	Be sure not to clear the settings by mistake.	• Reset All Settings Resets the machine's settings to their defaults except the following: • Language settings • Country/Region settings • Network settings • Fax destinations and special senders Press [Yes] to execute. Press [No] to exit to the previous level of the menu tree without clearing the settings. • Reset Network Sett. Resets the network settings to their defaults. Press [Yes] to execute. Press [No] to exit to the previous level of the menu tree without clearing the settings. • Clear Fax Destination Clears the fax destinations and special senders. Press [Yes] to execute. Press [No] to exit to the previous level of the menu tree without clearing the destinations.
Admin. Tools Lock	Specifies an eight-digit password for accessing the [Fax Destination], [Network Settings], [Administrator Tools], and Wi-Fi Setup Wizard.	• On (00000000 to 99999999) • Off Default: On

Item	Description	Value
	The password must be specified during the Initial Setup, which is required after turning on the machine for the first time. For details, see Setup Guide. Do not forget this password. The default password is "00000000".	
IPSec	Selects whether to enable or disable IPsec. This function appears only when a password is specified under [Admin. Tools Lock].	• Inactive • Active Default: Inactive
Fax No. Confirmation	Sets the machine to require a fax number to be entered twice when specifying a destination manually. When this function is enabled, you cannot use the On Hook Dial function. This function appears only when a password is specified under [Admin. Tools Lock].	• Off • On Default: Off
Save Scn Data to USB	Specify whether to enable or disable Scan to USB. This function appears only when a password is specified under [Admin. Tools Lock].	• Inactive • Active Default: Active
Locked Folder Print	Specifies whether to enable Locked Folder Print.	• On (00000000 to 99999999) • Off When [On] is selected, specify eight-digit password (0000 to 9999). Enter this password when printing documents using Folder Print function. Default: Off

Item	Description	Value
Save List/Report	Enabling [Save List/Report] allows you to save lists and reports in the following manner: - Pressing [Setting] ► [Print List/Report] in the control panel and selecting [USB] - Clicking [Download] in [Print List/Report] in Web Image Monitor This function appears only when a password is specified under [Admin. Tools Lock].	- Inactive - Active Default: Active

Fax Destination

Item	Description	Value
Fax Destination List	Specifies the fax number and name for the fax destinations to be registered in the Address Book. You can register up to 220 fax destinations.	- No. Specifies the registration number. - Number: Specifies the fax number to be registered. The fax number can contain up to 40 characters, including 0 to 9, pause, "✖", "#", and space. - Name: Specifies the name for the destination. The name can contain up to 20 characters. - Phonetic: Specifies the phonetic name for the destination. The name can contain up to 20 characters.

Network Settings

★ Important

- Depending on the settings you change, the machine might need to be restarted.
- Depending on the model you are using, some items might not appear.

Wi-Fi Enable

Item	Description	Value
Wi-Fi Enable	Select whether to enable or disable Wireless LAN. If [Disable] is set, [Wi-Fi Configuration] is not displayed.	• Disable • Enable Default: Disable

Connection Mode

Item	Description	Value
Connection Mode	Select the network connection mode.	• Ethernet • Wi-Fi Default: Ethernet

Ethernet

Item	Description	Value
MAC Address	Displays the machine's MAC address.	-
Ethernet Speed	Displays the current Ethernet speed setting.	• 1000Mbps Full Duplex • 100Mbps Full Duplex • 100Mbps Half Duplex • 10Mbps Full Duplex • 10Mbps Half Duplex • No Ethernet Connection Appears when a network cable is not connected.
Set Ethernet Speed	Specifies the speed for Ethernet communication. Select a speed that matches your network environment.	• Auto Select • 1000Mbps Full Duplex • 100Mbps Full Duplex • 100Mbps Half Duplex

Item	Description	Value
	For most networks, the default setting is the optimum setting.	• 10Mbps Full Duplex • 10Mbps Half Duplex Default: Auto Select

IPv4 Configuration

Item	Description	Value
DHCP/Manual	Specifies whether to obtain IPv4 address, subnet mask, and default gateway address automatically from a DHCP server or specify them manually.	• Manual • IP Address: Specifies the machine's IPv4 address. Default: 11.22.33.44 • Subnet Mask: Specifies the machine's subnet mask. It is not possible to enter 0.0.0.0 or 255.255.255.255. Default: 255.255.255.0 • Gateway Address: Specifies the machine's default gateway address. Default: 11.22.33.44 • DHCP You can check the current IP address, subnet mask, and gateway address. Default: DHCP
IP Address Method	Displays the IP address acquisition method.	• DHCP • Auto IP • Manual Configuration • Default IP

Item	Description	Value
Wi-Fi Direct IP Addr	Displays the IP address of Wi-Fi Direct.	-

IPv6 Configuration

Item	Description	Value
IPv6	Select whether to enable or disable IPv6.	• Inactive • Active Default: Active
DHCP/Manual	Specifies whether to obtain IPv6 address automatically from a DHCP server or specify it manually.	• Manual • Manually Set Address Specifies the machine's IPv6 address. Can contain up to 39 characters. • Prefix Length: Specifies the prefix length, using a value between 0 and 128. • Gateway Address: Specifies the IPv6 address of the default gateway. Can contain up to 39 characters. For details about entering characters, see page 47 "Entering Characters". • DHCP Press [IP Address:] to check the current IP address, prefix length, and gateway address. Default: Manual
Stateless Address	Displays the IPv6 stateless addresses obtained from a Router Advertisement.	• 1: • 2: • 3:

Item	Description	Value
		• 4:
Link-local Address	Displays the IPv6 link local address.	-

Wi-Fi Configuration

Item	Description	Value
Wi-Fi Direct Type	Selects the Wi-Fi Direct type.	• 2.4 GHz • 5 GHz Default: 2.4 GHz
Wi-Fi Direct	Enables devices to communicate directly with each other without using a central access point.	-
Wi-Fi Status	• Status Displays the current connection status. • Mac Address Displays the machine's MAC address. • SSID Displays detailed information about the SSID.	-
Setup Wizard	Displays the procedure for manually connecting to a wireless LAN. It leads you step-by-step through configuring the settings for connecting with a wireless LAN.	-
WPS	Connects with one touch using WPS (Wi-Fi Protected Setup). For details, see Setup Guide.	• PBC • PIN
Wi-Fi Direct SSID	• Name: Displays the current SSID of the machine. • Password:	-

Item	Description	Value
	Specify the password for Wi-Fi Direct connection.	

Ethernet 802.1X Auth.

Item	Description	Value
Ethernet 802.1X Auth.	Specifies whether to enable IEEE 802.1X Authentication for Ethernet.	• Inactive • Active Default: Inactive

Note

- Contact your network administrator for information about the network configuration.

Printing or Storing Lists/Reports

Printing or storing the Configuration Page

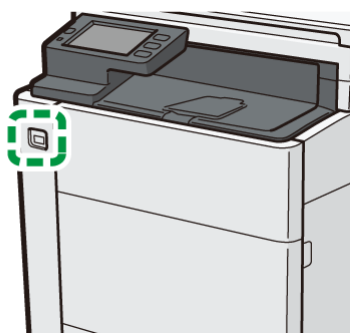
This section describes how to print the Configuration Page or save it in a USB flash memory.

CAUTION

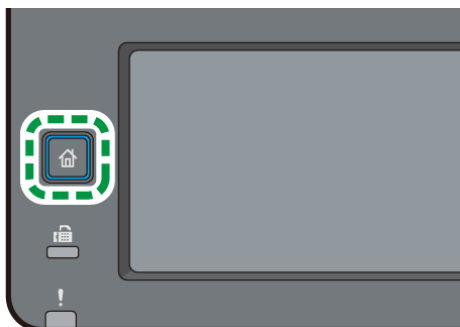
- Keep a USB flash memory devices out of reach of children. If a child accidentally swallows a USB flash memory device, consult a doctor immediately.

1. **When saving the Configuration Page in the USB flash memory, insert the USB flash memory device into the USB port.**

When printing lists and reports, skip this step.



2. Press the [Home] key.



3. Press the [Setting] icon on the Home screen.

4. Press [Print List/Report].

5. Press [Configuration Page].

6. Press [Print] or [USB].

- [Print]

The Configuration Page is printed.

- [USB]

The Configuration is saved in the USB flash memory.

Types of Lists/Reports

Item	Description
Configuration Page	Prints or downloads general information and the current configurations of the machine.
Fax Journal	Prints or downloads a fax transmission and reception journal for the last 50 jobs.
TX/RX Standby Files	Prints or downloads a list of fax jobs remaining in the machine's memory to be printed, sent, or forwarded.
Fax Destination List	Prints or downloads a list of fax destinations. • By No. Prints or downloads the list with the entries sorted by registration number. • By Name Prints or downloads the list with the entries sorted by name.
Scanner Dest. List	Prints or downloads a list of scan destinations.
Scanner Journal	Prints or downloads a scanner journal for the last 100 Scan to E-mail, Scan to FTP, and Scan to Folder transmissions.

Item	Description
Maintenance Page	Prints or downloads the maintenance page.
Special Sender List	Prints or downloads a list of fax Special Senders.

 Note

- Reports will be printed on A4 or Letter size paper. Load one of these sizes of paper into the tray before printing reports.

Understanding the Fax Journal

Item	Description
No.	Job numbers are recorded.
Date/Time	For transmission, the date and time when the transmission started is recorded. For reception, the date and time when the machine received the fax is recorded.
Comm. Type	The following are recorded: • Send: fax transmission • Receive: fax reception • PC FAX: LAN-Fax transmission • ISend: Internet Fax transmission • IReceive: Internet Fax reception • Forward: fax forwarding
Duration	Communication time for transmission or reception is recorded.
Duration	For reception, the number registered in the sender's machine or the sender's e-mail address is recorded. For transmission, the following are recorded according to the transmission method: • When external telephone is used, the number registered in the destination machine is recorded. • Otherwise, the destination name is recorded when registered. When not registered, e-mail address is recorded for Internet Fax, and fax number for fax transmission.
Pages	Total number of pages sent or received without an error.

Item	Description
Results	Communication results are recorded. If an error occurs during transmission or reception, an error code is recorded. For details about error codes, see page 420 "Error Code".

Understanding TX/RX Standby File List

Item	Description
No.	Job numbers are recorded.
Date/Time	The date and time when the fax job is stored in memory is recorded.
Type	The following are recorded: • Memory TX: memory transmission • Redial: redialing • Broadcast: broadcasting • Receive: fax reception • Forward: fax forwarding
Sender/Destination	For reception, the number registered in the sender's machine or the sender's e-mail address is recorded. For transmission, the following are recorded according to the transmission method: • When external telephone is used, the number registered in the destination machine is recorded. Otherwise, the destination name is recorded when registered. When not registered, e-mail address is recorded for Internet Fax, and fax number for fax transmission.
Pages	Number of stored pages.

Copier Settings

Item	Description	Value
Select Paper	Specifies the paper size used for printing copies. When a tray is selected, the machine prints from that tray only.	• Tray 1 • Tray 2 • Bypass Tray • A4

Item	Description	Value
	When a paper size is selected, the machine prints from the trays that contain the paper of the specified size, except the bypass tray. If Tray 1 and tray 2 both contain the paper of the specified size, the machine starts to print from the tray specified as the priority tray in [Paper Tray Priority] under [Paper Settings]. If that tray runs out of paper, the machine automatically switches to the other tray to continue printing. If Tray 2 is not installed, only [Tray 1] and [Bypass Tray] appear.	• 8 ¹/₂ × 11 Default: Tray 1
Sort	Configures the machine to sort the output pages into sets when making multiple copies of a multi-page document (P1, P2, P1, P2...).	• Off • On Default: Off
Original Type	Specifies the content of originals, to optimize copy quality.	• Text/Photo Select this when the original contains both text and photographs or pictures. • Text Select this when the original contains only text and no photographs or pictures. • Photo Select this when the original contains photographs or pictures. Use this mode for the following types of original: • Photographs

Item	Description	Value
		• Pages that are entirely or mainly photographs or pictures, such as magazine pages. •  Region A (China) /  Region B (Taiwan) • Voucher Use this mode when copying a voucher. This mode is available only when the original is set on the exposure glass. • Diazo Use this mode to make a blueprint of the original. This mode is available only when the original is set on the exposure glass. Default: Text/Photo
Density	Specifies the image density for photocopying.	Increase the level (black squares) to increase the density. Default: The default setting is the middle of 5 adjustment levels.
Reduce/Enlarge	Specifies the percentage by which copies are enlarged or reduced.	 Region A (mainly Europe and Asia) /  Region B (Taiwan) • 50% (A4->A6) • 71% (A4->A5 B5->B6) • 82% (8x13->A4) • 93% • 100% • 122% (A5->B5J) • 141% (A5->A4 B6->B5) • 200% (A6->A4) • 400% • Manual Entry  Region B (mainly North America)

Item	Description	Value
		• 50% • 0.65 • 78% • 93% • 100% • 1.29 • 1.55 • 200% • 400% • Manual Entry (25% to 400%) Default: 100%
Color Adjustment	Specify the color balance of red, blue and green. Adjust the color tastes using [◀] or [▶].	Default: The default setting is the middle of 5 adjustment levels.
Duplex/Combine	Specifies combined copying. Select a copy mode according to your original and how you want the copy outputs to appear. For more details, see page 108 "Copying Single-Sided Originals with 2-Sided and Combined Printing" and page 112 "Copying 2-Sided Originals with 2-Sided and Combined Printing". Note that enabling combined copying automatically disables ID card copying.	• Off • 1S 2Org->Cmb 2on1 1S • 1S 4Org->Cmb 4on1 1S • 1S Orig->2S Copy • 1S 4Org->Cmb 2on1 2S • 1S 8Org->Cmb 4on1 2S • 2S Orig->1S Copy • 2S 1Org->Cmb 2on1 1S • 2S 2Org->Cmb 4on1 1S • 2S Orig->2S Copy • 2S 2Org->Cmb 2on1 2S • 2S 4Org->Cmb 4on1 2S • Manual 2Sd Scan Mode Default: Off
B&W Quality Setting	Specify an image quality for black-and-white printing. The scanning speed using [Fine] is slower than that using [Speed].	• Speed • Fine Default: Speed

Item	Description	Value
ID Card Setting	Specifies the ID Card Copy setting.	• Card Size You can change the ID card copy scanning size. • Vertical: 50 to 148 mm (1.90 to 5.83 inches) • Horizontal: 50 to 216 mm (1.90 to 8.50 inches) Default (horizontal × vertical): 64×96 mm (2.52×3.78 inches) • Center Line Specify whether to draw a center line when making ID card copy. • Print • Do not Print Default: Do not Print • Original Type Specifies the content of originals, to optimize copy quality. • Text/Photo Select this when the original contains both text and photographs or pictures. • Text Select this when the original contains only text and no photographs or pictures. • Photo Select this when the original contains photographs or pictures. Use this mode for the following types of original: • Photographs

Item	Description	Value
		Pages that are entirely or mainly photographs or pictures, such as magazine pages. Default: Text/Photo
Orig. Counter Display	Specifies whether to display the number of sheets of the original on the control panel during copying.	- Off - On Default: Off
180 Degree Rotation	You can copy the original set in the ADF rotating the image by 180 degrees. It is useful when copying an original with the holes of stapler nails and setting the original in the ADF rotated by 180 degrees to prevent original jams. This function does not work when the original is not set in the ADF even if it is enabled.	- Inactive - Active Default: Inactive

Scanner Settings

Item	Description	Value
Scan Size	Specifies the scanning size according to the size of the original.	8 1/2 × 14, 8 1/2 × 11, 5 1/2 × 8 1/2, 7 1/4 × 10 1/2, A4, B5 JIS, A5, Custom Size  Region A (mainly Europe and Asia) /  Region B (Taiwan) Default: A4  Region B (mainly North America) Default: 8 1/2 × 11
B&W scanning mode	Specifies the scanning mode for black-and-white scanning using the control panel.	Halftone The machine creates 1-bit black-and-white images. Images contain only black and white colors.

Item	Description	Value
		• Gray Scale The machine creates 8-bit black-and-white images. Images contain black and white, and intermediate gray colors. Default: Halftone
Maximum Email Size	Specifies the maximum size of a file that can be sent by e-mail.	• 1 MB • 2 MB • 3 MB • 4 MB • 5 MB • No Limit Default: 1 MB
Density	Specifies the image density for scanning originals.	Increase the level (black squares) to increase the density. Default: The default setting is the middle of 5 adjustment levels.
Resolution	Specifies the resolution for scanning the original.	• 100 x 100dpi • 150 x 150dpi • 200 x 200dpi • 300 x 300dpi • 400 x 400dpi • 600 x 600dpi Default: 300 x 300dpi
Compression (Color)	Specifies the color compression ratio for JPEG files. The lower the compression ratio, the higher the quality but greater the file size.	• Low • Medium • High Default: Medium
Limitless Scan	Sets the machine to request next originals when scanning with the exposure glass.	• Off • On Default: Off

Item	Description	Value
Single/ Multi Page	Specifies whether to create a multi-page file containing all pages or separate single-page files when scanning multiple pages. Note that a scanned file can contain multiple pages only when the file format is PDF or TIFF. If the file format is JPEG, a single-page file is created for each scanned page.	• Multi-page • Single Page Default: Multi-page
Scan Original	Specifies the orientation to scan and whether to have scanned in double side.	• Simplex Portrait • Dup.Portrait:T to T • Dup.Portrait:T to B • Dup.Landscape:T to T • Dup.Landscape:T To B Default: Simplex Portrait
ID Card Size	• Specifies the scan size when scanning ID cards using [CardScan].	• Horiz: 50 - 148 mm 1.90 - 5.83 inches • Vert: 50 - 216 mm 1.90 - 8.50 inches • Unit • mm • inch Default (horizontal × vertical): 64 × 96 mm (2.52 × 3.78 inches)
Folder Hint	Specify whether or not to display the message with the tip for specifying the Scan to Folder setting. The message appears when selecting the [Folder] tab in scanner mode.	• Off • On Default: On

Item	Description	Value
Default Scan Display	Specifies the destination type displayed first when you press [Address Book] in the scanner mode screen.	• Folder • Email • FTP Default: Folder
Rotate 180 Degree	You can scan the original set in the ADF rotating the image by 180 degrees. It is useful when scanning an original with the holes of stapler nails and setting the original in the ADF rotated by 180 degrees to prevent original jams. This function does not work when the original is not set in the ADF even if it is enabled.	• Inactive • Active Default: Inactive

Fax Settings

Reception Settings

Specifies the settings for receiving a fax.

Item	Description	Value
Switch Recep. Mode	Specifies the reception mode.	• Fax Only The machine automatically answers all incoming calls in fax reception mode. • FAX/TEL(Manually) The machine rings when it receives incoming calls. The machine receives faxes only when you manually receive faxes. • FAX/TAD

Item	Description	Value
		The machine receives faxes automatically when a fax call is received. Otherwise, the connected telephone answering device answers the call. FAX/TEL(Auto) The machine receives faxes automatically if a fax calling tone is detected from an incoming call. If you answer the call with the external telephone while the machine is ringing, a normal telephone call starts. If you hear a fax calling tone, receive the fax manually. Default: Fax Only
Auto Reduction	Sets the machine to reduce the size of a received fax if it is too large to print on a single sheet of paper. Note that the machine only reduces the size down to 74%. If further reduction is required to fit the fax on a single sheet, it will be printed on separate sheets without being reduced.	- Off - On Default: On Default may be [Off] depending on the [Country/Region] setting under [Administrator Tools].
No. of Rings (TAD)	Specifies the number of times the external telephone answering device rings before the machine starts to receive faxes in FAX/TAD mode.	1 to 20 times, in increments of 1 Default: 5 times
Number of Rings	Specifies the number of times the machine rings before it starts to receive faxes in Fax Only mode.	3 to 5 times Default: 3 times

Item	Description	Value
RX Mode Switch Time	Specifies how long the machine rings before it starts to receive faxes in FAX/TEL(Auto) mode.	5 to 99 seconds Default: 15 seconds
Authorized Reception	Sets the machine to receive (or reject) faxes only from the programmed Special Senders. This helps you screen out unwanted documents, such as junk faxes, and prevents the wasting of fax paper.	• Inactive • Active Default: Inactive
Auth.RX: Conditions	Specifies whether to receive or reject faxes from the programmed Special Senders. This setting is available when [Authorized Reception] is enabled.	• Special Sender Receive faxes from the Special Senders and reject faxes from all other senders. • Not Special Sender Reject faxes from the Special Senders and receive faxes from all other senders. Default: Special Sender
Reception File Sett.	Sets the machine to store received faxes into memory for printing or forward them to a preset destination. Use Web Image Monitor to specify the forwarding destination (for details, see page 280 "Configuring the System Settings").	• Print • Forward Default: Print
Print Received File	Sets the machine to automatically print the faxes received into memory or store them for later manual printing.	• On Automatically print out the received faxes and delete from memory. The machine prints out the received faxes and deletes them from memory within the specified time.

Item	Description	Value
		• Off Store the received faxes in memory for manual printing specified time. Default: On
Print Forwarded File	Sets the machine to store the faxes in memory for printing or delete them after forwarding.	• On Store the faxes in memory for printing after forwarding. • Off Delete the faxes from memory after forwarding. Default: Off
Notify Forwarding	Sets the machine to send e-mail notifications after faxes are forwarded. The e-mail notification destination depends on how the forwarding destination is configured using Web Image Monitor (for details, see page 284 "[Fax] Tab").	• Inactive • Active Default: Inactive
Manual POP	Connects to the POP3 server to receive e-mail messages manually. Press [Yes] to connect to the POP3 server and receive e-mail messages. Press [No] to exit to the previous level of the menu tree without connecting to the POP3 server. This function is only performed when selected.	-
Duplex Print	Specify whether or not received fax documents are to be printed on both sides of the paper.	• Off • Duplex Portrait: T to T • Duplex Portrait: T to B Default: Off

Select Paper Tray

Item	Description	Value
Select Paper Tray	Specifies the tray for printing received faxes. Note that only A4, Letter, or Legal size paper can be used for printing faxes. Make sure to select a tray that contains paper of the valid size. If Tray 2 is not installed, only [Tray 1] appears.	• Auto The machine uses Tray 1 and Tray 2 if they contain paper of the same size. In this case, the machine starts to print from the tray specified as the priority tray in [Paper Tray Priority] under [Paper Settings]. If that tray runs out of paper, the machine automatically switches to the other tray to continue printing. • Tray 1 • Tray 2 Default: Auto

Delete TX Stand.File

Deletes unsent fax jobs remaining in the machine's memory. The machine can store up to 5 unsent fax jobs. This function is only performed when selected.

Item	Description	Value
Delete Selected File	To delete a fax job, select the desired job, press [Delete], and then press [Yes]. Pressing [Exit] without pressing [Delete] exits to the previous level of the menu tree without deleting the fax job.	—
Delete All Files	To delete the fax jobs, press [Delete All], and then press [Yes]. Pressing [Exit] without pressing [Delete All] exits to the previous level of the menu tree without deleting the fax jobs.	—

Communication Sett.

Item	Description	Value
ECM Transmission	Sets the machine to automatically resend parts of the data that are lost during transmission.	• Off • On Default: On
ECM Reception	Sets the machine to automatically receive parts of the data that are lost during reception.	• Off • On Default: On
Dial Tone Detect	Sets the machine to detect a dial tone before the machine begins to dial the destination automatically.	• Detect • Not Detect Default: Detect
Transmission Speed	Specifies the transmission speed for the fax modem.	• 33.6 Kbps • 14.4 Kbps • 9.6 Kbps • 7.2 Kbps • 4.8 Kbps • 2.4 Kbps Default: 33.6 Kbps
Reception Speed	Specifies the reception speed for the fax modem.	• 33.6 Kbps • 14.4 Kbps • 9.6 Kbps • 7.2 Kbps • 4.8 Kbps • 2.4 Kbps Default: 33.6 Kbps
JBIG	Enables transmission and reception of JBIG-compressed images. Note that to use this function, [ECM Transmission] and [ECM Reception] must also be enabled. This function is not available with Internet Fax.	• Inactive • Active Default: Active

Report Print Setting

Item	Description	Value
Print TX Status	Sets the machine to print a transmission report automatically after a fax transmission. When the machine is in Immediate Transmission mode, the image of the original will not be reproduced on the report, even if [Error Only(Image)] or [Every TX (Image)] is selected. Note that if a memory error occurs for LAN-Fax transmission, a transmission report will always be printed regardless of this setting. The transmission report will be printed on A4 or Letter size paper.	• Error Only Prints a report when a transmission error occurs. • Error Only(Image) Prints a report with an image of the original when transmission error occurs. • Every TX Prints a report for every fax transmission. • Every TX (Image) Prints a report with an image of the original for every fax transmission. • Do not Print Default: Every TX (Image)
Print Fax Journal	Sets the machine to print a fax journal automatically for every 50 fax jobs (both sent and received). This machine's fax transmission history is deleted after printing each fax journal. The fax journal will be printed using the tray set for [Facsimile] under [Paper Tray Priority] in [Paper Settings], on A4 or Letter size paper.	• Auto Print • Do not Auto Print Default: Auto Print

Transmission Setting

Item	Description	Value
Immediate TX	Sets the machine to send a fax immediately when the original is scanned.	• Off

Item	Description	Value
		You can use the immediate transmission mode by pressing [Immed. TX] on the Fax screen. • On All faxes are sent using the immediate transmission mode. • Next Fax Only Only the next fax transmission will be in the immediate transmission. [Immediate TX] will be set to [Off] after transmission. Default: Off
Resolution	Specifies the resolution to use for scanning originals. "Photo" resolution is not available for Internet Faxes. Faxes will be sent using "Detail" resolution if "Photo" resolution has been specified.	• Standard Select this when the original is a printed or typewritten document with normal-sized characters. • Detail Select this when the original is a document with small print. • Photo Select this when the original contains images such as photographs or shaded drawings. Default: Standard
Density	Specifies the image density to use for scanning originals.	Press [►] to increase the density. Default: The default setting is the middle of 3 adjustment levels.

Item	Description	Value
Pause Time	Specifies the length of pause time when a pause is inserted between the digits of a fax number.	1 to 15 seconds Default: 3 seconds
Auto Redial	Sets the machine to redial the fax destination automatically when the line is busy or a transmission error occurs, if the machine is in Memory Transmission mode. The number of redial attempts is preset to two or three times, depending on the [Country/Region] setting under [Administrator Tools], in five-minute intervals.	• Off • On Default: On
Print Fax Header	Sets the machine to add a header to every fax you send. The header includes the current date and time, user fax name and fax number of the machine, job ID, and page information.	• Off • On Default: On
Fax Original	Specifies the orientation to fax and whether to have faxes printed in both sides when the original is set in the ADF.	• Simplex Portrait • Dup.Portrait:T to T • Dup.Portrait:T to B • Dup.Landscape:T to T • Dup.Landscape:T To B Default: Simplex Portrait

Printer Settings

List/Test Print

Prints lists showing configurations on the machine.

The lists will be printed using the tray set for [Printer] under [Paper Tray Priority] in [Paper Settings] on A4 or Letter size paper.

Item	Description	Value
Configuration Page	Prints general information and the current configurations of the machine.	—
Menu List	Prints the machine's function menus.	—
Test Page	Prints a test page for checking the single-sided printing condition. The test page contains network settings.	—
PCL Font List	Prints installed PCL font list.	—
PS Font List	Prints installed PostScript font list.	—

System

Item	Description	Value
Copies	Sets the machine to print the specified number of sets. This setting is disabled if the number of pages to print is specified by the printer driver.	1 to 999 Default: 1
Sub Paper Size	Sets the machine to print onto paper of another size if the specified paper is not loaded in any tray. Alternative sizes are preset to A4 and Letter.	- Off - Auto Default: Off
Default Page Size	Specifies the paper size to be used when the paper size is not specified in the print job.	A4, A5, A6, 8 1/2 × 11, 7 1/4 × 10 1/2, 8 × 10, 8 1/2 × 13, 8 1/2 × 14, 16K, 3 7/8 × 7 1/2, C6 Env, B5, B6, B6 JIS LEF, 8 1/2 × 12, 8 1/2 × 14, 5 1/2 × 8 1/2, 8 1/2 × 5 1/2, 8 × 13, 8 1/4 × 13, 8 1/4 × 14, 4 1/8 × 9 1/2, C5 Env, A5 LEF, 8 1/2 × 13 2/5, DL Env  Region A (mainly Europe and Asia) /  Region B (Taiwan)

Item	Description	Value
		Default: A4  Region B (mainly North America) Default: 8 1/2 × 11
Duplex	Sets the machine to print on both sides of paper according to the specified binding method.	• None • Long Edge Bind • Short Edge Bind Default: None
Blank Page Print	Sets the machine to print blank pages. When cover sheet printing is enabled from the printer driver, cover sheets are inserted even if you select [Off]. Note that this setting has lower priority than the PostScript 3 printer driver's blank page setting.	• Off • On Default: On
B&W Page Detect	Sets the machine to print all monochrome pages in monochrome mode even if color printing is specified.	• Off • On Default: On
Print Error Report	Sets the machine to print an error page when the machine detects a printer or memory error.	• Off • On Default: Off

PCL Menu

Specifies conditions when using PCL for printing.

Item	Description	Value
Orientation	Specifies the page orientation.	• Portrait • Landscape Default: Portrait
Form Lines	Specifies the number of lines per page.	5 to 128  Region A (mainly Europe and Asia) /  Region B (Taiwan)

Item	Description	Value
		Default: 64  (mainly North America) Default: 60
Font Number	Specifies the ID of the default font you want to use.	0 to 89 Default: 0
Point Size	Specifies the point size for the default font. This setting is effective only for a variable-space font.	4.00 to 999.75 Default: 12.00 points You can change the value in 0.25 increments.
Font Pitch	Specifies the number of characters per inch for the default font. This setting is effective only for fixed-space fonts.	0.44 to 99.99 Default: 10.00 pitch
Symbol Set	Specifies the character set for the default font. The following sets are available:	Roman-8, Roman-9, ISO L1, ISO L2, ISO L5, PC-8, PC-8 D/N, PC-850, PC-852, PC-858, PC8-TK, Win L1, Win L2, Win L5, Desktop, PS Text, VN Intl, VN US, MS Publ, Math-8, PS Math, VN Math, Pifont, Legal, ISO 4, ISO 6, ISO 11, ISO 15, ISO 17, ISO 21, ISO 60, ISO 69, Win 3.0, MC Text, ISO L6, ISO L9, PC-775, PC-1004, Win Baltic Default: PC-8
Courier Font	Specifies a courier-type font.	• Regular • Dark Default: Regular

Item	Description	Value
Extend A4 Width	Sets the machine to extend the width of the printable area of A4 size paper, reducing side margin width. Normally, you can print up to 78 characters of Courier 10 Pitch Font per line on A4 paper in portrait orientation. If you set this to [On], you can print up to 80 characters under the same conditions.	• Off • On Default: Off
Append CR to LF	Sets the machine to append a CR code to each LF code to print text data clearly.	• Off • On Default: Off
PCL Resolution	Specifies the print resolution in dots per inch.	• 600 x 600 1bit • 600 x 600 2bit • 600 x 600 4bit Default: 600 x 600 1bit

PS Menu

Specifies conditions when using PostScript for printing.

Item	Description	Value
PS Resolution	Specifies the print resolution in dots per inch.	• 600 x 600 1bit • 600 x 600 2bit • 600 x 600 4bit Default: 600 x 600 1bit
Color Profile	Specifies the color profile.	• Off • Solid Color • Presentation • Photographic Default: Solid Color

9. Configuring the Machine Using Utilities

This chapter describes how to configure the machine using utilities.

Available Setting Functions Using Web Image Monitor

Use Web Image Monitor to change the configuration of the machine from a computer.

Available operations for Web Image Monitor is as follows:

The following operations can be performed remotely using Web Image Monitor on a computer:

- Displaying the machine's status or settings
- Configuring the machine's settings
- Registering the scan and fax destinations
- Registering the fax Special Senders
- Configuring the user restriction settings
- Configuring the network settings
- Configuring the IPsec settings
- Printing and downloading lists and reports
- Setting the administrator password and e-mail address
- Resetting the machine's configuration to the factory default
- Creating backup files of the machine's configuration
- Restoring the machine's configuration from backup files
- Configuring the machine's date and time
- Configuring the machine's Energy Saver mode setting

Using Web Image Monitor

★ Important

- **Some items might not appear, depending on the model type you are using.**
- **Some items can also be configured using the control panel.**

Recommended web browsers

- Microsoft Edge
- Google Chrome 3.0 or later
- Firefox 3.0 or later
- Safari 11.0 or later

↓ Note

- To operate the machine via Web Image Monitor, you must first configure the machine's TCP/IP or wireless LAN settings. For details, see page 427 "Configuring Network Settings".

Displaying Top Page

When you access the machine using Web Image Monitor, the top page appears in your browser's window.

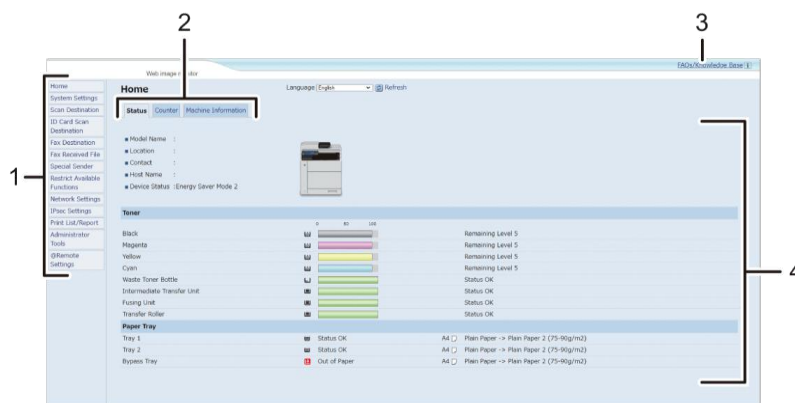
1. Launch the Web browser.
2. In the Web browser's address bar, enter "https://(machine's IP address)/" to access the machine.

If a DNS server is used and the machine's host name has been specified, you can enter the host name instead of the IP address.

The top page of Web Image Monitor appears.

Top page

Every Web Image Monitor page is divided into the following areas:



1. Menu area
Clicking a menu shows its contents in the main area.
2. Tab area
Contains tabs for switching between information and settings you want to see or configure.
3. FAQs/Knowledge Base
Provides answers to frequently asked questions and other useful information about using this machine.
An internet connection is required to view this information.
4. Main area
Displays the contents of the item selected in the menu area.
Information in the main area is not automatically updated. Click [Refresh] at the upper-right in the main area to update the information. Click the Web browser's [Refresh] button to refresh the entire browser screen.

 Note

- If you use an older version of a supported Web browser or the Web browser has JavaScript and cookies disabled, display and operation problems may occur.
- If you are using a proxy server, configure the Web browser settings as necessary. For details about the settings, contact your network administrator.
- The previous page may not appear even if the back button of the Web browser is clicked. If this happens, click the refresh button of the Web browser.
- The FAQs (Frequently Asked Questions)/Knowledge Base are not available in certain languages.
- Information about Tray 2 appears only if the applicable paper tray is installed.

Changing the Interface Language

Select the desired interface language from the [Language] list.

Checking the System Information

Click [Home] to display the main page of Web Image Monitor. You can check the current system information on this page.

This page contains three tabs: [Status], [Counter], and [Machine Information].

[Status] Tab

Item	Description
Model Name	Shows the name of the machine.
Location	Shows the location of the machine as registered on the [SNMPv1/v2] page.
Contact	Shows the contact information of the machine as registered on the [SNMPv1/v2] page.
Host Name	Shows the host name specified in [Host Name] on the [DNS] page.
Device Status	Shows the current messages on the machine's display.

Toner

Item	Description
Black	Shows the amount of black toner remaining.
Magenta	Shows the amount of magenta toner remaining.
Yellow	Shows the amount of yellow toner remaining.
Cyan	Shows the amount of cyan toner remaining.
Waste Toner Bottle	Shows the remaining life of the waste toner bottle, as Status OK, Almost Full or Full.
Intermediate Transfer Unit	Shows the remaining life of the intermediate transfer unit, as Status OK, Replacement Required Soon or Replacement Required. For replacing, contact your sales or service representative.
Fusing Unit	Shows the remaining life of the fusing unit, as Status OK, Replacement Required Soon or Replacement Required. For replacing, contact your sales or service representative.

Item	Description
Transfer Roller	Shows the remaining life of the transfer roller, as Status OK, Replacement Required Soon or Replacement Required. For replacing, contact your sales or service representative.

Paper Tray

Item	Description
Tray 1	Shows the current state and paper size/type setting of Tray 1.
Tray 2	Shows the current state and paper size/type setting of Tray 2.
Bypass Tray	Shows the current state and paper size/type setting of the bypass tray.

Note

- If a non-genuine print cartridge is installed, toner life cannot be reliably indicated.
- The information about Tray 2 appears only when it is installed.

[Counter] Tab

Printer

Item	Description
Print Counter	Shows the following for pages printed using the printer function: • Total number of pages • Number of color pages • Number of black-and-white pages

Print

Item	Description
Copy	Shows the following for pages printed using the copier function: • Total number of pages • Number of color pages • Number of black-and-white pages

Item	Description
Print	Shows the following for pages printed using the printer function: • Total number of pages • Number of color pages • Number of black-and-white pages
Received Fax	Shows the following for pages printed using the fax reception function: • Total number of pages • Number of color pages • Number of black-and-white pages

Sent/Received

Item	Description
Fax	Shows the following for pages transmitted and received using fax function: • Total number of pages • Number of received pages • Number of transmitted pages
Scan	Shows the following for pages scanned using the scanner function: • Total number of pages • Number of color pages • Number of black-and-white pages

Coverage

Item	Description
Black	Shows the following for pages printed using the printer, copier, and fax functions, and lists/reports: • Accumulated value of black toner A4 page coverage (in percent) • Accumulated value of black toner consumption (converted into fully-covered A4 pages)
Yellow	Shows the following for pages printed using the printer, copier, and fax functions, and lists/reports:

Item	Description
	- Accumulated value of yellow toner A4 page coverage (in percent) - Accumulated value of yellow toner consumption (converted into fully-covered A4 pages)
Magenta	Shows the following for pages printed using the printer, copier, and fax functions, and lists/reports: - Accumulated value of magenta toner A4 page coverage (in percent) - Accumulated value of magenta toner consumption (converted into fully-covered A4 pages)
Cyan	Shows the following for pages printed using the printer, copier, and fax functions, and lists/reports: - Accumulated value of cyan toner A4 page coverage (in percent) - Accumulated value of cyan toner consumption (converted into fully-covered A4 pages)

Economy Color Prints

Item	Description
Economy Color Prints (Color)	Shows the number of pages printed in Economy Color Printing mode using the printer function.
Black	Shows the following for pages printed in Economy Color Printing mode using the printer function: - Accumulated value of black toner A4 page coverage (in percent) - Accumulated value of black toner consumption (converted into fully-covered A4 pages)
Yellow	Shows the following for pages printed in Economy Color Printing mode using the printer function: - Accumulated value of yellow toner A4 page coverage (in percent) - Accumulated value of yellow toner consumption (converted into fully-covered A4 pages)
Magenta	Shows the following for pages printed in Economy Color Printing mode using the printer function:

Item	Description
	- Accumulated value of magenta toner A4 page coverage (in percent) - Accumulated value of magenta toner consumption (converted into fully-covered A4 pages)
Cyan	Shows the following for pages printed in Economy Color Printing mode using the printer function: - Accumulated value of cyan toner A4 page coverage (in percent) - Accumulated value of cyan toner consumption (converted into fully-covered A4 pages)

Duplex

Item	Description
2 Sided Print	Shows the total number of sheets printed on both sides.

Note

- A sheet printed on both sides counts as two printed pages except for the duplex counter.

[Machine Information] Tab**Machine Information**

Item	Description
Firmware Version	Shows the version of firmware installed on the machine.
Engine FW Version	Shows the version of firmware for the machine engine.
PCL Version	Shows the version of the PCL interpreter.
PS Version	Shows the version of the PS interpreter.
Machine ID	Shows the identification number of the machine.
Fax Card	Shows that a fax card is installed.
Total Memory	Shows the total memory installed on the machine.

Configuring the System Settings

Click [System Settings] to display the page for configuring the system settings.

This page contains the following tabs: [Sound Volume Adjustment], [Tray Paper Settings], [Copier], [Fax], [Priority Tray], [Toner Saving], and [I/O Timeout].

[Sound Volume Adjustment] Tab

Sound Volume Adjustment

Item	Description
Panel Key Sound	Select the volume of the beep that sounds when a key is pressed from [Off], [Low], [Middle], or [High].
Ring Volume	Select the volume of the ring when a call is received from [Off], [Low], [Middle], or [High].
On Hook Mode	Select the volume of the sound from the speaker during on hook mode from [Off], [Low], [Middle], or [High].
Job End Tone	Select the volume of the beep that sounds when a job is complete from [Off], [Low], [Middle], or [High].
Job Error Tone	Select the volume of the beep that sounds when a fax transmission error occurs from [Off], [Low], [Middle], or [High].
Alarm Volume	Select the volume of the alarm that sounds when an operation error occurs from [Off], [Low], [Middle], or [High].

[Tray Paper Settings] Tab

Tray 1

Item	Description
Paper Size	Select the paper size for Tray 1 from the following: A4, A5, A6, B5 JIS, B6 JIS, 8 1/2 × 11, 8 × 10, 5 1/2 × 8 1/2, 7 1/4 × 10 1/2, 4 1/8 × 9 1/2, 3 7/8 × 7 1/2, C5 Env, C6 Env, DL Env, 16K, Custom Size
Paper Type	Select the paper type for Tray 1 from the following:

Item	Description
	Plain Paper, Recycled Paper, Color Paper, Special Paper 1, Special Paper 2, Special Paper 3, Letterhead, Preprinted Paper, Bond Paper, Cardstock, Label Paper, Envelope, Coated Paper
Paper Weight	Select the paper weight for Tray 1 from the following: Thin Paper (60-65g/m ²), Plain Paper 1 (66-74g/m ²), Plain Paper 2 (75-90g/m ²), Middle Thick Paper (91-128g/m ²), Thick Paper 1 (129-163g/m ²), Thick Paper 2 (164-200g/m ²)

Tray 2

Item	Description
Paper Size	Select the paper size for Tray 2 from the following: A4, A5, B5 JIS, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 13, 8 × 10, 5 1/2 × 8 1/2, 7 1/4 × 10 1/2, 8 1/2 × 12, 8 1/2 × 13 2/5, 16K, Custom Size
Paper Type	Select the paper type for Tray 2 from the following: Plain Paper, Recycled Paper, Color Paper, Special Paper 1, Special Paper 2, Special Paper 3, Letterhead, Preprinted Paper, Bond Paper, Cardstock, Label Paper, Coated Paper
Paper Weight	Select the paper weight for Tray 2 from the following: Thin Paper (60-65g/m ²), Plain Paper 1 (66-74g/m ²), Plain Paper 2 (75-90g/m ²), Middle Thick Paper (91-128g/m ²), Thick Paper 1 (129-163g/m ²), Thick Paper 2 (164-200g/m ²)

Bypass Tray

Item	Description
Paper Size	Select the paper size for the bypass tray from the following: A4, A5, A6, B5 JIS, B6 JIS, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 13, 8 × 10, 5 1/2 × 8 1/2, 5 1/2 × 8 1/2 LEF, 7 1/4 × 10 1/2, 8 1/2 × 12, 8 1/2 × 13 2/5, 4 1/8 × 9 1/2, 3 7/8 × 7 1/2, C5 Env, C6 Env, DL Env, 16K, Custom Size
Paper Type	Select the paper type for the bypass tray from the following:

Item	Description
	Plain Paper, Recycled Paper, Color Paper, Special Paper 1, Special Paper 2, Special Paper 3, Letterhead, Preprinted Paper, Bond Paper, Cardstock, Label Paper, Envelope, Coated Paper
Paper Weight	Select the paper weight for the bypass tray from the following: Thin Paper (60-65g/m²), Plain Paper 1 (66-74g/m²), Plain Paper 2 (75-90g/m²), Middle Thick Paper (91-128g/m²), Thick Paper 1 (129-163g/m²), Thick Paper 2 (164-200g/m²)

Tray 1 Priority

Item	Description
Tray 1 Priority	Select how print jobs using the Tray 1 are handled. • System Settings The paper settings configured on the machine's control panel are applied to all print jobs. An error occurs when the paper settings specified by the printer driver or the print command do not match the machine's settings. • Driver/Command When executing a print job specifying the paper tray, the paper settings specified in the printer driver or in the print command are applied regardless of the machine's settings.

Bypass Tray Setting Priority

Item	Description
Bypass Tray Setting Priority	Select how print jobs using the bypass tray are handled. • System Settings The paper settings configured on the machine's control panel are applied to all print jobs. An error occurs when the paper settings specified by the printer driver or the print command do not match the machine's settings. • Driver/Command When executing a print job specifying the paper tray, the paper settings specified in the printer driver or in the print command are applied regardless of the machine's settings.

Item	Description
	- Any Size/Type Printing proceeds even if the paper size/type settings of the machine and printer driver do not match, but if the paper is too small for the print job, the printed image will be cropped. - Any Custom Size/Type The machine prints custom size print jobs according to the printer driver's settings and prints standard size print jobs according to the machine's settings. For custom size print jobs, printing proceeds even if the paper size/type settings of the machine and printer driver do not match, but if the paper is too small for the print job, the printed image will be cropped. For standard size print jobs, an error will occur if the paper size/type settings of the machine and printer driver do not match.

 Note

- The information about Tray 2 appears only when it is installed.

[Copier] Tab

Select Paper

Item	Description
Select Paper	Select the paper size used for printing copies from the following: [Tray 1], [Tray 2], [Bypass Tray], [A4], or [8 1/2 × 11]. When a tray is selected, the machine prints from that tray only. When a paper size is selected, the machine checks the trays for the paper of the specified size in the order of priority as set in [Copier] in the [Priority Tray] page. If multiple trays contain valid paper, the first tray the machine finds will be used for printing; when that tray runs out of paper, the machine automatically switches to the next tray to continue printing.

 Note

- The information about Tray 2 appears only when it is installed.

[Fax] Tab

Select Paper Tray

Item	Description
Select Paper Tray	Select the tray for printing faxes from the following: [Auto], [Tray 1], or [Tray 2]. If [Auto] is selected, the machine uses Tray 1 and Tray 2 if they contain paper of the same size. In this case, the machine starts to print from the tray specified as the priority tray for [Fax] in the [Priority Tray] page. If that tray runs out of paper, the machine automatically switches to the other tray to continue printing. Only A4, Letter, or Legal size paper can be used for printing faxes. Make sure to select a tray that contains paper of the valid size. If Tray 2 is not installed, only [Tray 1] appears.

Fax Number Confirmation

Item	Description
Fax Number Confirmation	Enable this setting to configure the machine to require a fax number to be entered twice when specifying a destination manually. This setting appears only when the administrator password is set in the [Administrator] page.

Fax Received File Processing

Item	Description
Received File Processing	Select whether received faxes are stored into the machine's memory for printing or forwarded to a destination specified for [Forwarding Destination].
Print Automatically	Select whether the faxes received into the machine's memory are printed automatically or stored for later manual printing.
Print Forwarded File	Sets the machine to automatically print the faxes received into memory or store them for later manual printing. [Active]: Store the faxes in memory for printing after forwarding.

Item	Description
	• [Inactive]: Delete the faxes from memory after forwarding.
Notify Forward Status	Select whether e-mail notifications are sent after forwarding faxes or not. Email notification destination depends on how [Forwarding Destination] is specified: • If specified with [E-mail Address]: the notification will be sent to the administrator e-mail address specified in [Administrator E-mail Address] in the [Administrator] page. • If specified with [Scan Destination]: the notification will be sent to the notification destination specified for the selected scan destination. Note that if a destination e-mail address is not specified, no notification will be sent even if this setting is enabled.
Forwarded File Format ^{*1}	Select either TIFF or PDF as the format of the forwarded file.
Forwarding Destination ^{*1}	Specifies the forwarding destination. • [E-mail Address]: Enter a destination e-mail address. Can contain up to 64 characters. • [Scan Destination]: Select a scan destination as a forwarding destination.
Number of Trials of Forwarding (time) ^{*1}	Specifies how many times the machine attempts to forward a fax (1 to 255 times).
Interval of Forwarding Trial (min.) ^{*1}	Specifies how many minutes the machine waits between forwarding attempts (1 to 255 minutes).

^{*1} These settings are available only in Web Image Monitor.

Authorized Reception

Item	Description
Authorized Reception	Enable this setting to set the machine to receive (or reject) faxes only from the programmed Special Senders. This helps you screen out unwanted documents, such as junk faxes, and prevents the wasting of fax paper. Special Senders can be programmed in the [Special Sender] page.

Item	Description
Receive Conditions	Specifies whether to receive or reject faxes from the programmed Special Senders. • Special Sender Receive faxes from the Special Senders and reject faxes from all other senders. • Other Than Special Sender Reject faxes from the Special Senders and receive faxes from all other senders.

2 Sided Print

Item	Description
2 Sided Print	Specify whether to print received faxes on both sides of paper : [Off], [2 Sided Portrait: Top to Top], or [2 Sided Portrait: Top to Bottom].

↓ Note

- The information about Tray 2 appears only when it is installed.

[Priority Tray] Tab

Priority Tray

Item	Description
Printer	Select the tray that the machine checks first for paper that can be used for the job from [Tray 1], [Tray 2] or [Bypass Tray]. If automatic tray selection is specified for the print job and multiple trays contain valid paper, the first tray the machine finds will be used for printing; when that tray runs out of paper, the machine automatically switches to the next tray to continue printing.
Copier	Select the tray that the machine checks first for paper that can be used for the job from [Tray 1], [Tray 2] or [Bypass Tray].

Item	Description
	If [A4] or [8 1/2 × 11] is selected for [Select Paper] in the [Copier] page and multiple trays contain valid paper, the first tray the machine finds will be used for printing; when that tray runs out of paper, the machine automatically switches to the next tray to continue printing.
Fax	Select the tray that the machine uses first for printing out faxes from [Tray 1] or [Tray 2]. If [Auto] is selected for [Select Paper Tray] in the [Fax] page and both Tray 1 and Tray 2 contain paper of the same size, the machine starts to print from the specified tray. If that tray runs out of paper, the machine automatically switches to the other tray to continue printing.

 Note

- The information about Tray 2 appears only when it is installed.

[Toner Saving] Tab

Toner Saving

Item	Description
Toner Saving	Enable this setting to print using a reduced amount of toner when printing out copies.

[I/O Timeout] Tab

I/O Timeout

Item	Description
Fixed USB Port	Specifies whether the same printer/LAN-Fax driver can be used for multiple machines or not under USB connection. If this setting is enabled, the same printer/LAN-Fax driver you have installed in your computer can be used with any machine other than the one originally used for installation, if the machine is of the same model. If disabled, you must install the printer/LAN-Fax driver separately for individual machines, because the machine other than the original will be recognized as a new device upon USB connection.

Item	Description
Locked Print Timeout (seconds)	Specifies how many seconds the machine holds a new Locked Print file, when the machine cannot store any more Locked Print files (0 to 300 seconds). Within this time, you can print or delete the new Locked Print file.  Note You can also print or delete an existing Locked Print file so that the new Locked Print file can be stored in the machine.

Registering Destinations

Scan and fax destinations can be registered using Web Image Monitor.

Up to 100 scan destinations and 220 fax destinations can be registered. See the scan and fax sections for more information on registering destinations.

↓ Note

- For details about registering scan destinations, see page 137 "Registering Scan Destinations".
- For details about registering fax destinations using Web Image Monitor, see page 183 "Registering Fax Destinations".

Printing or Deleting Faxed Documents

Click [Fax Received File] to print or delete fax documents received and stored in the memory.

Item	Description
Print Selected File	Select the document to be printed, and then click [Print Selected File]. The selected document is printed.
Delete Selected File	Select the document to be deleted, and then click [Delete Selected File]. The selected document is deleted.
Delete All Files	Click [Print Selected File]. All documents are deleted.

Registering Fax Special Senders

Fax Special Senders can be registered using Web Image Monitor.

Up to 30 Special Senders be registered. For details about registering Special Senders, see page 207 "Receiving a Fax".

Restricting Machine Functions According to User

You can configure settings to require a user code when someone tries to use certain machine functions.

To enable this setting, you must first configure the machine settings via Web Image Monitor.

★ Important

- **To print jobs that require authentication you can use only the Windows PCL printer driver. Printing such jobs from the PostScript 3 printer driver is not possible.**

↓ Note

- For details about using Web Image Monitor, see page 272 "Using Web Image Monitor".

Enabling the User Restriction Settings

This section explains how to configure settings to permit only authorized users to use certain machine functions.

Using Web Image Monitor, enable user restriction for all or some of the functions listed below, and then register users who can use those functions.

- Copying (both color and black-and-white)
- Color copying
- Sending faxes
- Scan to E-mail/FTP/Folder
- Scan to USB
- Printing (both color and black-and-white)
- Color printing
- Sending faxes via LAN-Fax

You can specify functions available to each user upon authentication. Up to 30 users can be registered.

1. **Start the Web browser, and access the machine by entering its IP address.**

The top page of Web Image Monitor appears.

2. Click [Restrict Available Functions].
3. Under "Available Functions", select [Restrict] for the functions you want to restrict, and then click [Apply].

Restrict Available Functions

Available Functions Available Functions per User

☒ Copying : ☐ Restrict ☒ Do not Restrict
☒ Color Copying : ☐ Restrict ☒ Do not Restrict
☒ Fax Transmitting : ☐ Restrict ☒ Do not Restrict
☒ Scanner Sending : ☐ Restrict ☒ Do not Restrict
☒ Scanner Sending (USB) : ☐ Restrict ☒ Do not Restrict
☒ Printing : ☐ Restrict ☒ Do not Restrict
☒ Color Printing : ☐ Restrict ☒ Do not Restrict
☒ PC Fax Transmitting : ☐ Restrict ☒ Do not Restrict

Please enter Administrator Password.

Apply **Cancel**

Select [Do not Restrict] for the functions you do not want to restrict.

The user restriction setting is enabled for the selected function. Proceed to the following steps to register users.

4. Enter the administrator password.
5. Click [Apply].
6. Click [Available Functions per User].

A list of currently registered user entries appears.

Restrict Available Functions

Available Functions Available Functions per User

☒ Change ☐ Delete

No.	User Name	Copying	Color Copying	Fax Transmitting	Scanner Sending	Scanner Sending (USB)	Printing	Color Printing	PC Fax Transmitting
☒ 01									
☐ 02									
☒ 03									
☐ 04									
☒ 05									
☐ 06									
☒ 07									
☐ 08									
☒ 09									
☐ 10									

7. Select a user entry, and then click [Change].

The following window appears.

8. Enter the user name in [User Name] using up to 16 alphanumeric characters.

9. Enter the user code in [User Code] using up to 8 digits.

The user code will be used to authenticate users when they try to use a restricted function.

10. Select the functions you want to make available to the user upon authentication.

Unselected functions will be unavailable to users authenticated under this user code.

11. Enter the administrator password.

12. Click [Apply].

13. Close the Web browser.

Note

- You must enter both the user name and user code to register a user entry.
- Make sure that different user entries do not share the same user name or user code.

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Modifying user entries

This section explains how to modify user entries.

1. Start the Web browser, and access the machine by entering its IP address.

The top page of Web Image Monitor appears.

2. Click [Restrict Available Functions].

3. Enter the administrator password.

4. Click [Apply].

5. Click [Available Functions per User].

A list of currently registered user entries appears.

6. **Select the entry to modify, and then click [Change].**
7. **Modify settings as necessary.**
8. **Enter the administrator password.**
9. **Click [Apply].**
10. **Close the Web browser.**

Note

- To remove a restriction itself, select [Do not Restrict] in [Available Functions].

Deleting user entries

This section explains how to delete user entries.

1. **Start the Web browser, and access the machine by entering its IP address.**

The top page of Web Image Monitor appears.

2. **Click [Restrict Available Functions].**
3. **Enter the administrator password.**
4. **Click [Apply].**
5. **Click [Available Functions per User].**

A list of currently registered user entries appears.

6. **Select the entry to delete, and then click [Delete].**
7. **Confirm that the entry you have selected is the entry that you want to delete.**
8. **Enter the administrator password.**
9. **Click [Apply].**
10. **Close the Web browser.**

When Machine Functions are Restricted

Restricted functions can be used only by authorized users.

Depending on the restricted function, users will be authenticated from the machine's control panel or in the printer/LAN-Fax driver.

★ Important

- **To print jobs that require authentication you can use only the Windows PCL printer driver. Printing such jobs from the PostScript 3 printer driver is not possible.**
- **The procedure in this section is an example based on Windows 10.**

The table below shows the functions that can be restricted, and how users can be authenticated to use them.

Restricted Function	Authentication method
• Copying (both color and black-and-white) • Color copying • Sending faxes • Scan to E-mail/FTP/Folder • Scan to USB	The machine requests for a user code when a user presses the [B&W Start] or [Color Start] key. The user must enter a valid user code from the control panel.
• Printing (both color and black-and-white) • Color printing • Sending faxes via LAN-Fax	The user must enter a valid user code in the printer or LAN-Fax driver before executing a print command.

Authentication using the control panel

1. **If the machine requests for the user code, press the box, enter a user code, and then press [OK].**

If you enter a wrong user code 3 times, the machine beeps and denies further attempts of authentication.

2. **If the printer requests for a user code, enter a user code.**

If you enter a wrong user code, the printer denies further attempts of authentication.

3. Press [OK].

Authentication using the printer or LAN-Fax driver

1. Open the file you want to print on your computer.
2. On the [File] menu, click [Print...].
3. In the [Select Printer] area, select the name of this machine, and then click [Preferences].
4. Click the [Valid Access] tab or the [Setup] tab.
5. Enter the user code using 1 to 8 digits, and then click [OK].
6. Execute a print command.

If an incorrect user code is entered, the job will be canceled automatically.

Configuring the Network Settings

Click [Network Settings] to display the page for configuring the network settings.

This page contains the following tabs: [Network Status], [TLS Security], [IPv6 Configuration], [Network Application], [DNS], [Auto E-mail Notification], [SNMPv1/v2], [SNMPv3], [SMTP], [POP3], [Internet Fax], [Wireless], [IEEE802.1X], and [Certificate].

★ Important

- Depending on the settings you change, the machine might need to be restarted.
- Depending on the model you are using, some items might not appear.

[Network Status] Tab

General Status

Item	Description
Ethernet Speed	Shows the type and speed of the network connection.
IPP Printer Name	Shows the name used to identify the machine on the network.
Network Version	Shows the version of the machine's network module (a part of the machine firmware).
Ethernet MAC Address	Shows the Ethernet MAC address of the machine.
IEEE 802.1X Authentication for Ethernet	Specifies whether to enable IEEE 802.1X Authentication for Ethernet.
Active Interface	Shows the active communication method.
Wi-Fi Direct IP Address	Shows the IP address of Wi-Fi Direct.

TCP/IP Status

Item	Description
DHCP	Select whether the machine should receive a dynamic IPv4 address automatically using DHCP. To use DHCP, select [Active]. When enabled, the items below cannot be configured.
IP Address	Enter the IPv4 address for the machine. It is not possible to enter 0.0.0.0 or 255.255.255.255.
Subnet Mask	Enter the subnet mask of the network.

Item	Description
	It is not possible to enter 0.0.0.0 or 255.255.255.255.
Gateway	Enter the IPv4 address of the network gateway. It is not possible to enter 0.0.0.0 or 255.255.255.255.

[IPv6 Configuration] Tab

IPv6

Item	Description
IPv6	Select whether to enable or disable IPv6. You cannot disable IPv6 using Web Image Monitor if the machine is currently in use in an IPv6 environment. In this case, use the control panel to disable [IPv6] under network settings. When disabled, [DHCP], [Manual Configuration Address], [Prefix Length], and [Gateway Address] below cannot be configured.

IPv6 Address

Item	Description
DHCP	Select whether or not the machine obtains its IPv6 address from a DHCP server.
IP Address (DHCP)	Displays the IPv6 address obtained from the DHCP server when [DHCP] is set to [Active].
Stateless Address	Displays up to four stateless auto addresses.
Gateway Address	Displays the machine's default gateway address.
Link-local Address	Displays the link local address of the machine. The link local address is an address that is valid only inside the local network (local segment).
Manual Configuration Address	Enter the machine's IPv6 address. Can contain up to 39 characters.
Prefix Length	Enter the prefix length, using a value between 0 and 128.
Gateway Address	Enter the default gateway's IPv6 address. Can contain up to 39 characters.

[Network Application] Tab

Scanner Send Setting

Item	Description
E-mail	Select to enable the Scan to E-mail feature.
Max. E-mail Size	Select the maximum size of scan files that can be attached to an e-mail message (1 to 5 MB, or no limit).
FTP	Select to enable the Scan to FTP feature.
Folder	Select to enable the Scan to Folder feature.

Network Print Setting

Item	Description
IPP	Select to enable network printing using Internet Print Protocol (via TCP port 631/80).
FTP	Select to enable network printing using an embedded FTP server in the machine (via TCP port 20/21).
User Name	User name for logging in to the FTP server. Can contain up to 32 characters. The default name is "sysadm".
Password	Password for logging in to the FTP server. Can contain up to 32 characters. The default password is "sysadm".
RAW	Select to enable network raw printing.
Port No.	Enter the TCP port number to use for raw printing. The valid range is 1024 to 65535, except 5222, 5353, 6006, 28900, 29102, 49999, and 53550 (default is 9100).
LPR	Select to enable network printing using LPR/LPD (via TCP port 515).

HTTPS/HTTP

Item	Description
Force To Use HTTPS	Specify whether or not to make the use of HTTPS mandatory. If this is enabled, the connection to HTTP Port 80 is automatically redirected to Port 443. Furthermore, if the user accesses the web page by entering the URL "http://...", the access is redirected to "https://...".

Item	Description
	Note that Port 80 cannot be used for IPP printing.

mDNS Setting

Item	Description
mDNS	Select to enable Multicast DNS (via UDP port 5353). If disabled, the item below cannot be configured.
Printer Name	Enter the name of the machine. Can contain up to 32 characters.

[TLS Security] Tab

TLS Security Level Settings

Item	Description
TLS Level	Select the TLS security level from [High], [Medium] or [Low].
TLS 1.3	Specify whether or not to enable TLS 1.3. If [TLS Level] is set to [High], this setting is automatically enabled and cannot be disabled. If [TLS Level] is set to [Medium] or [Low], this setting can be enabled/disabled manually.
TLS 1.2	Specify whether or not to enable TLS 1.2. If [TLS Level] is set to [High], this setting is automatically disabled and cannot be enabled. If [TLS Level] is set to [Medium] or [Low], this setting can be enabled/disabled manually.
TLS 1.1	Specify whether or not to enable TLS 1.1. If [TLS Level] is set to [High] or [Medium], this setting is automatically disabled and cannot be enabled. If [TLS Level] is set to [Low], this setting can be enabled/disabled manually.

Note

- At least one of TLS 1.3, TLS 1.2, and TLS1.1 must be enabled.

[DNS] Tab

DNS

Item	Description
DNS Method	Select whether to specify domain name servers manually or receive DNS information from the network automatically. When set to [Auto-Obtain (DHCP)], [Primary DNS Server], [Secondary DNS Server], and [Domain Name] below become unavailable.
Primary DNS Server	Enter the IPv4 address of the primary DNS.
Secondary DNS Server	Enter the IPv4 address of the secondary DNS.
Domain Name	Enter the IPv4 domain name for the machine. Can contain up to 32 characters.
IPv6 DNS Method	Select whether to specify the domain server manually or have the machine obtain its DNS information automatically. When set to [Auto-Obtain (DHCP)], [Primary IPv6 DNS Server], [Secondary IPv6 DNS Server], and [IPv6 Domain Name] below become unavailable.
Primary IPv6 DNS Server	Enter the IPv6 address of the primary IPv6 DNS server. Can contain up to 39 characters.
Secondary IPv6 DNS Server	Enter the IPv6 address of the secondary IPv6 DNS server. Can contain up to 39 characters.
IPv6 Domain Name	Enter the IPv6 domain name of the machine. Can contain up to 32 characters.
DNS Resolve Priority	Select whether to give priority to IPv4 or IPv6 for DNS name resolution.
DNS Timeout (seconds)	Enter the number of seconds the machine waits before considering a DNS request to have timed out (1 to 999 seconds).
Host Name	Enter a host name for the machine. Can contain up to 15 characters.

[Auto E-mail Notification] Tab

E-mail Notification 1/E-mail Notification 2

Item	Description
Display Name	Enter a sender name for notification e-mail. Can contain up to 32 characters.
E-mail Address	Enter the address of the recipient of the alert email. Can contain up to 64 characters.
Paper Misfeed	Select to send an alert e-mail to the specified address if a paper jam occurs.
Out of Paper	Select to send an alert e-mail to the specified address if paper runs out.
Toner Almost Empty	Select to send an alert e-mail to the specified address if toner becomes low.
Call Service	Select to send an alert e-mail to the specified address if the machine requires servicing.
Out of Toner	Select to send an alert e-mail to the specified address if toner runs out.
Cover Open	Select to send an alert e-mail to the specified address if a cover is open.

[SNMPv1/v2] Tab

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SNMPv1/v2

Item	Description
SNMPv1/v2	Select whether to enable the machine to use SNMPv1/v2 services.

Trap (SNMPv1)

Item	Description
SNMPv1 Trap	Select whether to enable the machine to send SNMPv1 traps to the management host (NMS). When disabled, [SNMP Management Host 1] and [SNMP Management Host 2] below become unavailable.

Item	Description
SNMP Management Host 1	Enter the IP address or host name of a management host. Can contain up to 64 characters.
SNMP Management Host 2	Enter the IP address or host name of a management host. Can contain up to 64 characters.

Trap (SNMPv2)

Item	Description
SNMPv2 Trap	Select whether to enable the machine to send SNMPv2 traps to the management host (NMS). When disabled, [SNMP Management Host 1] and [SNMP Management Host 2] below become unavailable.
SNMP Management Host 1	Enter the IP address or host name of a management host. Can contain up to 64 characters.
SNMP Management Host 2	Enter the IP address or host name of a management host. Can contain up to 64 characters.

Community

Item	Description
Get Community	Enter the community name to use for authentication of Get requests. Can contain up to 32 characters.
Set Community	Enter the community name to use for authentication of Set requests. Can contain up to 32 characters.
Trap Community	Enter the community name to use for authentication of Trap requests. Can contain up to 32 characters.

System

Item	Description
Location	Enter the location of the machine. The location entered here is displayed on the main page. Can contain up to 64 characters.
Contact	Enter the contact information of the machine. The contact information entered here is displayed on the main page. Can contain up to 64 characters.

[SNMPv3] Tab

SNMPv3

Item	Description
SNMPv3	Select whether to enable the machine to use SNMPv3 services.
Context Name	Displays the context name of the device. The context name is fixed to "GWNCS".

User Account

Item	Description
User Name (Required)	Enter the user name for logging in to the SNMPv3. Can contain up to 32 characters.
Security Settings	Specify the user account security setting by selecting one of the following: [Authentication Encryption]: It is necessary to specify [Authentication Algorithm], [Authentication Password], [Encryption Algorithm], and [Encryption Password]. [Authentication Non-Encryption]: It is necessary to specify [Authentication Algorithm] and [Authentication Password]. [Encryption Algorithm] and [Encryption Password] cannot be specified. [Non-Authentication Encryption]: [Authentication Algorithm], [Authentication Password], [Encryption Algorithm] and [Encryption Password] cannot be specified.
Authentication Algorithm	Specify the authentication algorithm from the following: [MD5], [SHA1], [SHA224], [SHA256], [SHA384], [SHA512]
Authentication Password (Required)	Enter a password for the User account. Can contain up to 32 characters.
Encryption Algorithm	Specify the encryption algorithm from the following: [AES128], [DES]
Encryption Password (Required)	Enter a password for encrypting the User account password. Can contain up to 32 characters.
MIB Access Type	Select an access type for the user account to access MIB from the following:

Item	Description
	[read-only], [Not Accessible]

Administrator Account

Item	Description
User Name (Required)	Enter the user name for logging in to the SNMPv3. Can contain up to 32 characters.
Security Settings	Specify the user account security setting by selecting one of the following: [Authentication Encryption]: It is necessary to specify [Authentication Algorithm], [Authentication Password], [Encryption Algorithm], and [Encryption Password]. [Authentication Non-Encryption]: It is necessary to specify [Authentication Algorithm] and [Authentication Password]. [Encryption Algorithm] and [Encryption Password] cannot be specified. [Non-Authentication Encryption]: [Authentication Algorithm], [Authentication Password], [Encryption Algorithm] and [Encryption Password] cannot be specified.
Authentication Algorithm	Specify the authentication algorithm from the following: [MD5], [SHA1], [SHA224], [SHA256], [SHA384], [SHA512]
Authentication Password (Required)	Enter a password for the Admin account. Can contain up to 32 characters.
Encryption Algorithm	Specify the encryption algorithm from the following: [AES128], [DES]
Encryption Password (Required)	Enter a password for encrypting the Admin account password. Can contain up to 32 characters.
MIB Access Type	Select an access type for the administrator account to access MIB from the following: [read-only], [write-only], [read-write], [Not Accessible]

SNMPv3 Trap

Item	Description
User Name (Required)	Enter the user name for logging in to the SNMPv3. Can contain up to 32 characters.
Security Settings	Specify the user account security setting by selecting one of the following: [Authentication Encryption]: It is necessary to specify [Authentication Algorithm], [Authentication Password], [Encryption Algorithm], and [Encryption Password]. [Authentication Non-Encryption]: It is necessary to specify [Authentication Algorithm] and [Authentication Password]. [Encryption Algorithm] and [Encryption Password] cannot be specified. [Non-Authentication Encryption]: [Authentication Algorithm], [Authentication Password], [Encryption Algorithm] and [Encryption Password] cannot be specified.
Authentication Algorithm	Specify the authentication algorithm from the following: [MD5], [SHA1], [SHA224], [SHA256], [SHA384], [SHA512]
Authentication Password (Required)	Enter a password for the Admin account. Can contain up to 32 characters.
Encryption Algorithm	Specify the encryption algorithm from the following: [AES128], [DES]
Encryption Password (Required)	Enter a password for encrypting the Admin account password. Can contain up to 32 characters.
MIB Access Type	Select an access type for the administrator account to access MIB from the following: [read-only], [write-only], [read-write], [Not Accessible]

[SMTP] Tab**SMTP**

Item	Description
Primary SMTP Server	Enter the IP address or host name of the SMTP/POP3 server. Can contain up to 64 characters.
Encryption	Select the encryption method from among the items below. • [None]: Does not perform encryption. • [SSL/TLS]: Performs encryption from the start to end of SMTP communications. • [STARTTLS]: Performs encryption from the middle of communication if requested by the SMTP server.
Port No.	Enter the port number for SMTP (1 to 65535). • If [None] is selected for [Encryption], "25" automatically appears in [Port No.]. • If [SSL/TLS] is selected for [Encryption], "465" automatically appears in [Port No.]. • If [STARTTLS] is selected for [Encryption], "587" automatically appears in [Port No.].
Authentication Method	Select an authentication method from the following: [Anonymous]: The user name and password are not necessary. [SMTP]: The machine supports NTLM and LOGIN authentication. [POP before SMTP]: The POP3 server is used for authentication. When sending e-mails to an SMTP server, you can enhance the SMTP server security level by connecting to the POP server for authentication.
User Name	Enter the user name for logging in to the SMTP server. Can contain up to 32 characters.
Password	Enter the password for logging in to the SMTP server. Can contain up to 32 characters.
Device E-mail Address	Enter the machine's e-mail address. This address is used as the sender's address of e-mail messages sent from this machine, such as notification e-mails. Can contain up to 64 characters.

Item	Description
Server Timeout (seconds)	Enter the number of seconds the machine waits before considering an SMTP operation to have timed out (1 to 999).

[POP3] Tab

POP3 Settings

Item	Description
POP3 Server	Enter the IP address or host name of the POP3 server for e-mail reception. The POP3 server specified here will be used for [POP before SMTP]. Can contain up to 64 characters.
SSL/TLS	Select the encryption method from among the items below. • [None]: Does not perform encryption. • [SSL/TLS]: Performs encryption from the start to end of SMTP communications. • [STARTTLS]: Performs encryption from the middle of communication if requested by the SMTP server.
Port No.	Enter the port number for POP3 (1 to 65535). • If [None] is selected for [Encryption], "25" automatically appears in [Port No.]. • If [SSL/TLS] is selected for [Encryption], "465" automatically appears in [Port No.]. • If [STARTTLS] is selected for [Encryption], "587" automatically appears in [Port No.].
User Account	Enter the user name for logging in to the POP3 server. Can contain up to 32 characters.
User Password	Enter the password for logging in to the POP3 server. Can contain up to 32 characters.
Authentication	Select an authentication method from the following: [None]: Password will not be encrypted. [APOP Authentication]: Password will be encrypted. [Auto]: Password will be encrypted or not encrypted according to the POP3 server's settings.

[Internet Fax] Tab

Item	Description
Internet Fax Transmission	Select whether to enable or disable the Internet Fax function.
Error Notification E-mail	Select whether to send a notification e-mail to the sender of the Internet Fax or not when e-mail reception fails. The text will include the machine's host name (as set in the DNS settings page), model name, and contact e-mail address (as set in the administrator settings page).
Insert System-fixed Text	Select whether to include system-fixed text in the body of the e-mail or not when sending Internet Faxes. The text will include the machine's host name (as set in the DNS settings page), model name, and contact e-mail address (as set in the administrator settings page).
Automatic POP	Select whether to automatically connect to the POP3 server to check for new e-mails or not. If this setting is enabled, the connection will be made at an interval specified in [POP Interval (minutes)].
POP Server: E-mail Reception Setting	Select whether to leave or delete e-mails in the POP3 server after receiving them. [No]: Delete e-mails from the server after receiving them. [Save E-mail]: Leave e-mails on the server after receiving them. [Save Only Error Info]: Delete e-mails that are successfully received from the server only.
POP Interval (minutes)	Specifies how many minutes the machine waits between automatic connections to the POP3 server to acquire new e-mails (2 to 1440 minutes).

[Wireless] Tab

Wireless LAN Status

Item	Description
Wireless LAN Status	Displays the status of the connection to the wireless LAN.
MAC Address	Displays the MAC address.

Item	Description
Communication Mode	Displays the communication mode that the machine is connecting in.
SSID	Displays the SSID of the access point that the machine is connected to.
Wireless Signal Status	Displays the strength of the wireless signal that is being received.
Wireless	Specifies whether or not to use the wireless LAN.

Wireless LAN Settings

Item	Description
SSID	Enter the SSID of the access point. The SSID can contain up to 32 characters. When you click [Scan List], a list of available access points is displayed. You can select the SSID from the list.
Communication Mode	[Infrastructure] is selected by default. Therefore, connect the machine to a wireless router or access point.
Authentication	Select an authentication method.
Encryption	Select an encryption method.
WPA Passphrase	If [WPA2-PSK] or [Mixed Mode WPA/WPA2] is selected for [Authentication], enter the WPA encryption key.
WEP Key Length	If [WEP] is selected for [Encryption], select 64 bits or 128 bits for the length of the encryption key.
WEP Transmit Key ID	Select an ID number to identify each WEP key in case multiple WEP connections are configured.
WEP Key Format	Select a format for entering the WEP key.
WEP Key	Enter the WEP key. The number and type of characters you can enter vary depending on the length and format selected for the key. See the following: • WEP key length: [64bit], Format: [Hexadecimal] WEP key max length: 10 characters (0-9, A-F, a-f) • WEP key length: [64bit], Format: [ASCII] WEP key max length: 5 characters (0x20-0x7e) • WEP key length: [128bit], Format: [Hexadecimal]

Item	Description
	WEP key max length: 26 characters (0-9, A-F, a-f) • WEP key length: [128bit], Format: [ASCII] WEP key max length: 13 characters (0x20-0x7e)

Note

- When [Wireless] is set to [Active], [Wireless LAN Settings] appears and you can change the settings there.
- If you are configuring the connection settings manually, check the SSID, authentication method, or encryption key of the access point or wireless router in advance.

Wi-Fi Direct Settings

Item	Description
Wi-Fi Direct Type	Select 2.4 GHz or 5 GHz as the wireless LAN frequency.
SSID	Enter the SSID name. The SSID can contain up to 32 characters.
WPA Passphrase	Enter the passphrase for Wi-Fi Direct connection. You can enter 8 to 32 characters for a passphrase.

Note

- When [Wireless] is set to [Active], [Wi-Fi Direct Settings] appears and you can change the settings there.

[IEEE802.1X] Tab

Item	Description
User Name	Enter the user name for accessing the RADIUS server. The user name can contain up to 31 characters.
EAP Type	Select the EAP type from the following: [EAP-TLS], [EAP-TTLS], [PEAP] If the client uses EAP-TLS, you need to install the certificate.
Phase 2 Method	When the EAP type is EAP-TTLS, select from the following: [CHAP], [MSCHAP], [MSCHAPv2], [PAP], [MD5] When the EAP type is PEAP, select from the following: [MSCHAPv2], [TLS]

Item	Description
	If the client uses PEAP, you need to install the certificate.
Phase 2 User Name	Enter the user name used for EAP-TTLS or PEAP. The user name can contain up to 31 characters.
Password	Enter the password to access to the RADIUS server. The password can contain up to 128 characters. You do not need to specify password when the EAP type is EAP-TTLS or is PEAP with the Phase 2 method set to TLS.
Enable RADIUS Server Authentication	Specify whether to enable RADIUS server authentication. When enabled, you need to install the root certificate of the server.
Device Certificate	Install the device certificate.
Device Authentication Key Password	Enter the device authentication key password. The password can contain up to 128 characters.
Site Certificate	Install the site certificate.

[Certificate] Tab

You can use the following two types of certificates on this machine:

- Certificates created by the machine.
- Certificates issued by certification authorities.

You can install only one certificate on the machine.

If you execute [Create New Self-Signed Certificate], [Create Certificate Request], [Install Certificate], or [Import Certificate and Private Key], the existing certificate on the machine is deleted.

Follow the procedure below to set items:

1. Check the item you want to set.
2. Enter the password.
3. Click [Next].

Certificate

Item	Description
Create New Self-Signed Certificate	Select this item to create a new self-signed certificate.

Item	Description
Create Certificate Request	Select this item to request the certification authority to issue a new certificate. You can submit a certificate created using this setting to the certificate authority. Note that you cannot submit a certificate to the certification authority directly via Web Image Monitor.
Install Certificate	Select this item to install the certificate issued by the certification authority.
Import Certificate and Private Key	Select this item to install the certificate created by the machine. You can use certificates that are in the following formats: • PEM • PKCS12
Export Certificate	Select this item to back-up the certificate installed on the machine. The certificate is exported in PKCS12 format.
View Certificate	Select this item to check details about the certificate that is installed on the machine.

Create New Self-Signed Certificate

Item	Description
Common Name (Required)	Enter the common name of the certificate. The name can have up to 32 characters.
Organization (Optional)	Enter the name of the organization requesting the certificate (company or group name). The name can have up to 32 characters.
Organizational Unit (Optional)	Enter the name of the department requesting the certificate (company or group name). The name can have up to 32 characters.
City/Locality (Optional)	Enter the name of the city or town where the machine is located. The name can have up to 32 characters.
State/Province (Optional)	Enter the name of the state or province where the machine is located. The name can have up to 32 characters.
Country/Region (Optional)	Enter the two-character country/region for where the machine is located.
Validity Period (days) (Required)	Enter the four-digit validity period. For example, if the validity period is a year, enter "0365".

Item	Description
Signature Algorithm	Select the signature algorithm from the following: [RSA (1024bit)], [RSA (2048bit)], [ECDSA]

Create Certificate Request

Item	Description
Common Name (Required)	Enter the common name of the certificate. The name can have up to 32 characters.
Organization (Optional)	Enter the name of the organization requesting the certificate (company or group name). The name can have up to 32 characters.
Organizational Unit (Optional)	Enter the name of the department requesting the certificate (company or group name). The name can have up to 32 characters.
City/Locality (Optional)	Enter the name of the city or town where the machine is located. The name can have up to 32 characters.
State/Province (Optional)	Enter the name of the state or province where the machine is located. The name can have up to 32 characters.
Country/Region (Optional)	Enter the two-character country/region for where the machine is located.
Signature Algorithm	Select the signature algorithm from the following: [RSA (1024bit)], [RSA (2048bit)], [ECDSA]

Install Certificate

Item	Description
File Name	Click [Choose File], and then select the certificate to install.

Import Certificate and Private Key

Item	Description
File Name	Click [Choose File], and then select the certificate to install.
Password	Enter the password of the private key.

Export Certificate

Item	Description
Password	Enter the password of the private key. The password has 4 to 32 characters.
Confirm Password	Enter the same password as for [Password].

View Certificate

Show the installed certificates.

Configuring the IPsec Settings

Click [IPsec Settings] to display the page for configuring the IPsec settings.

This page contains the following tabs: [IPsec Global Settings] and [IPsec Policy List].

★ Important

- This function is available only when an administrator password is specified.

[IPsec Global Settings] Tab

Item	Description
IPsec Function	Select whether to enable or disable IPsec.
Default Policy	Select whether to allow for the default IPsec policy.
Broadcast and Multicast Bypass	Select the services that you do not want to apply IPsec from the following: [DHCPv4], [DHCPv6], [SNMP], [mDNS], [NetBIOS], [UDP Port 53550]
All ICMP Bypass	Select whether to apply IPsec to ICMP packets (IPv4 and IPv6) from the following: [Active]: All ICMP packets will be bypassed without IPsec protection. "ping" command (echo request and echo reply) is not encapsulated by IPsec. [Inactive]: Some ICMP message types will be bypassed without IPsec protection.

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[IPsec Policy List] Tab

Item	Description
No.	IPsec policy number.
Name	Displays the name of the IPsec policy.
Address Settings	Displays the IP address filter of the IPsec policy as below: Remote address/Prefix length
Action	Displays the action of the IPsec policy as Allow, Drop, or Require Security.

Item	Description
Status	Displays the status of the IPsec policy as Active or Inactive.

To configure IPsec policies, select the desired IPsec policy, and then click [Change] to open the IPsec Policy Settings page. The following settings can be made on the IPsec Policy Settings page.

IP Policy Settings

Item	Description
No.	Specify a number between 1 and 10 for the IPsec policy. The number you specify will determine the position of the policy in the IPsec Policy List. Policy searching is performed according to the order of the list. If the number you specify is already assigned to another policy, the policy you are configuring will take the number of the earlier policy, and the earlier policy and any subsequent policies will be renumbered accordingly.
Activity	Select whether to enable or disable the policy.
Name	Enter the name of the policy. Can contain up to 16 characters.
Address Type	Select IPv4 or IPv6 as the type of IP address to be used in IPsec communication.
Local Address	Displays the IP address of this printer.
Remote Address	Enter the IPv4 or IPv6 address of the device with which to communicate. Can contain up to 39 characters.
Prefix Length	Enter the prefix length of the Remote Address, using a value between 1 and 128. If this setting is left blank, "32" (IPv4) or "128" (IPv6) will be automatically selected.
Action	Specify how the IP packets are processed from the following: • [Allow]: IP packets are both sent and received without IPsec applied to them. • [Drop]: IP packets are discarded. • [Require Security]: IPsec is applied to IP packets that are both sent and received. If you have selected [Require Security], you must configure [IPsec Settings] and [IKE Settings].

IPsec Settings

Item	Description
Encapsulation Type	Specify the encapsulation type from the following: • [Transport]: Select this mode to secure only the payload section of each IP packet when communicating with IPsec compliant devices. • [Tunnel]: Select this mode to secure every section of each IP packet. We recommend this type for communication between security gateways (such as VPN devices).
Security Protocol	Select the security protocol from the following: • [AH]: Establishes secure communication that supports authentication only. • [ESP]: Establishes secure communication that supports both authentication and data encryption. • [ESP&AH]: Establishes secure communication that supports both data encryption and authentication of packets, including packet headers. Note that you cannot specify this protocol when [Tunnel] is selected for [Encapsulation Type].
Authentication Algorithm for AH	Specify the authentication algorithm to be applied when [AH] or [ESP&AH] is selected for [Security Protocol] from the following: [MD5], [SHA1]
Encryption Algorithm for ESP	Specify the encryption algorithm to be applied when [ESP] or [ESP&AH] is selected for [Security Protocol] from the following: [None], [DES], [3DES], [AES-128], [AES-192], [AES-256]
Authentication Algorithm for ESP	Specify the authentication algorithm to be applied when [ESP] is selected for [Security Protocol] from the following: [MD5], [SHA1]
Life Time	Specify the life time of the IPsec SA (Security Association) as a time period or data volume. The SA will expire when the time period you specify elapses or the volume of data you specify reaches the volume carried. If you specify both a time period and a data volume, the SA will expire as soon as either is reached, and a new SA will then be obtained by negotiation.

Item	Description
	To specify the life time of the SA as a time period, enter a number of seconds (300-172800). To specify the life time of the SA as a data volume, enter a number of KBs (20480-2147483647).
Key Perfect Forward Secrecy	Select whether to enable or disable PFS (Perfect Forward Secrecy).

IKE Settings

Item	Description
IKE Version	Displays the IKE version.
Encryption Algorithm	Specify the encryption algorithm from the following: [DES], [3DES], [AES-128], [AES-192], [AES-256]
Authentication Algorithm	Specify the authentication algorithm from the following: [MD5], [SHA1]
IKE Life Time	Specify the life time of the ISAKMP SA as a time period. Enter a number of seconds (300-172800).
IKE Diffie-Hellman Group	Select the IKE Diffie-Hellman Group to be used in the generation of the IKE encryption key from the following: [DH1], [DH2]
Pre-Shared Key	Specify the PSK (Pre-Shared Key) to be used for authentication of a communicating device. Can contain up to 32 characters.
Key Perfect Forward Secrecy	Select whether to enable or disable PFS (Perfect Forward Secrecy).

Printing or Downloading Lists/Reports

Click [Print List/Report] to display the page for printing reports. Then, select an item and click [Print] or [Download] to print out or download information for that item.

Print List/Report

Item	Description
Configuration Page	Prints general information about the machine and its current configuration.
Fax Journal	Prints a fax transmission and reception journal for the last 50 jobs. For details about automatic fax journal printing, see page 257 "Fax Settings". By clicking [View] on the right of the item, you can view the fax journal on Web Image Monitor.
Fax TX/RX Standby File List	Prints a list of fax jobs remaining in the machine's memory to be printed, sent, or forwarded.
Fax Destination List	Prints a list of fax destinations.
Scanner Destination List	Prints a list of scan destinations.
Scanner Journal	Prints a scanner journal for the last 100 Scan to E-mail, Scan to FTP, and Scan to Folder transmissions.
Maintenance Page	Prints the maintenance page.

Note

- Reports cannot be printed via Web Image Monitor if other jobs are printing. Before printing reports, confirm that machine is not printing.
- Reports will be printed on A4 or Letter size paper. Load one of these sizes of paper into the tray before printing reports.

Configuring the Administrator Settings

Click [Administrator Tools] to display the page for configuring the administrator settings. This page contains the following tabs: [Administrator], [Reset Settings], [Backup Setting], [Restore Setting], [Set Date/Time], and [Energy Saver Mode].

[Administrator] Tab

Administrator Settings

Item	Description
Change Password	Check this to configure the administrator password.
New Password	Enter the new administrator password. Can contain up to 16 characters.
Confirm New Password	Enter the same password again, to confirm.
Change E-mail Address	Check this to configure the administrator e-mail address.
Administrator E-mail Address	Enter the administrator e-mail address. If the machine's e-mail address is not configured in the [SMTP] page, this address will be used as the sender's address of e-mails sent from this machine, such as notification e-mails and Internet Faxes. Can contain up to 64 characters.

Note

- To change the password, it is necessary to enter the current password.
- The password must be specified during the Initial Setup, which is required after turning on the machine for the first time. For details, see Setup Guide. Note that the password is cleared when the settings are reset.

[Reset Settings] Tab

Reset Settings

Item	Description
Reset Network Settings	Select to clear the settings configured under the [Network Settings].
Reset Menu Settings	Select to clear the settings that are not related to the network to their defaults.

Item	Description
Reset Scan Destination	Select to clear the scan destinations.
Reset Settings of Available Functions	Select to clear the user restriction settings.
Clear Fax Destination	Select to clear the fax destinations.
Reset IPsec Settings	Select to clear the IPsec settings.

 Note

- [Reset IPsec Settings] appears only when the administrator password is specified.

[Backup Setting] Tab

 Important

- **When sending the machine for repair, it is important that you create backup files in advance. The machine's settings are returned to the default after repair.**

Backup Setting

Item	Description
Back up Network Settings	Backs up settings configured under the [Network Settings]. Note that, however, [Max. E-mail Size] setting under [Network Application] will not be backed up here; it will be backed up by [Back up Menu Settings] instead.
Back up Menu Settings	Backs up settings that are not related to the network.
Back up Fax Destination	Backs up fax destinations to a file.
Back up Scan Destination	Backs up scan destinations to a file.
Back up Settings of Available Functions	Backs up user restriction settings to a file.
Back up IPsec Settings	Backs up the IPsec settings to a file.

Follow the procedure below to create configuration backup files.

1. **Select the radio button for the type of data you wish to back up.**
2. **Enter the administrator password.**
3. **Click [OK].**

 Note

- [Back up IPsec Settings] appears only when the administrator password is specified.

Export CSV file

Item	Description
Back up Fax Destination	Create a backup file of fax destinations in CSV format and download it to a computer.
Back up Scan Destination	Create a backup file of scan destinations in CSV format and download it to a computer.

[Restore Setting] Tab**★ Important**

- **When the machine is returned from repair, it is important that you restore the machine's settings from the backup files. The machine's settings are returned to the default after repair.**

Restore Setting

Item	Description
File to Restore	Enter the path and name of the file to restore, or click [Choose File] to select the file.

Follow the procedure below to restore configuration backup files.

1. Click [Choose File].
2. Navigate to the directory containing the backup file to restore.
3. Select the backup file, and click [Open].
4. Enter the administrator password.
5. Click [OK].

↓ Note

- If the settings are not restored successfully, an error message appears. Try again to restore the file completely.

Import CSV file to Address Book

Item	Description
Fax Destination	Imports fax destinations to the Address Book. Enter the name of the file to be imported or click [Browse] to select the file.
Scan Destination	Imports scan destinations to the Address Book. Enter the name of the file to be imported or click [Browse] to select the file.

Import Address Book from CSV file created by Device Manager NX

Item	Description
Fax Destination	Imports fax destinations to the Address Book. Enter the name of the file to be imported or click [Browse] to select the file.
Scan Destination (Folder)	Imports Scan to Folder destinations to the Address Book. Enter the name of the file to be imported or click [Browse] to select the file.
Scan Destination (E-mail Address)	Imports Scan to Email destinations to the Address Book. Enter the name of the file to be imported or click [Browse] to select the file.
Scan Destination (FTP)	Imports Scan to FTP destinations to the Address Book. Enter the name of the file to be imported or click [Browse] to select the file.

[Set Date/Time] Tab**Set Date**

Item	Description
Year	Enter the current year (2000 to 2099).
Month	Enter the current month (1 to 12).
Day	Enter the current day (1 to 31).
Date Format	Select the date format from [MM/DD/YYYY], [DD/MM/YYYY], or [YYYY/MM/DD].

Set Time

Item	Description
Time Format	Select 24- or 12-hour time format.
Time (AM/PM)	Select [AM] or [PM] if 12-hour time format is selected.
hour (0-23)	Enter the current hour if 24-hour time format is selected (0-23).
hour (1-12)	Enter the current hour if 12-hour time format is selected (1-12).
min. (0-59)	Enter the current minute (0-59).

Time Zone

Item	Description
Time Zone	Select a time zone according to your geographic location. Selecting a different time zone may cause transmission date and time to be incorrect for email sent by the Scan to E-mail function, even when the machine's clock is set correctly.

[Energy Saver Mode] Tab

Energy Saver Mode

Item	Description
Energy Saver Mode 2	Set the machine to enter Energy Saver Mode 2 after the period of time specified for [Waiting Time (1 min. - 60 min.)] is passed (1 to 60 minutes).

↓ Note

- The machine recovers from Energy Saver mode when it receives a print job, prints a received fax, or one of the keys on the control panel is pressed.

10. Maintaining the Machine

Replacing the Print Cartridge

When replacing the print cartridge, refer to the replacement procedure described on the box of the new print cartridge.

★ Important

- Store the print cartridge in a dry environment away from direct sunlight and generally under the temperature below 35°C (95°F).
- Keep the print cartridge horizontal when storing it.
- Replace the print cartridge after the message prompting replacement is displayed on the control panel.
- If you continue to use the print cartridge set in the machine at the time of purchase after the message prompting you to replace it appears, the machine may stop working.
- When you replace the print cartridge, replace it with a replacement print cartridge.
- Once you remove the print cartridge set in the machine at the time of purchase and replace it with a replacement print cartridge, you will not be able to use it again.
- The machine may become damaged if you use print cartridge of a different type.
- Do not turn off the power of the machine when replacing the print cartridge. If you turn off the power when replenishing the print cartridge, the specified settings are canceled, and printing will not resume afterwards.
- After removing the print cartridge from the machine, do not shake it while its opening is facing downward. The remaining toner may spill out.
- After removing the print cartridge, do not touch the interior of the machine.
- Do not pull out and put back the print cartridge repeatedly. The remaining toner may leak.
- Actual printable numbers vary depending on image volume and density, number of pages printed at a time, paper type and size, and environmental conditions such as temperature and humidity. Toner quality degrades over time. Early replacement of the print cartridge might be necessary. Therefore, we recommend you always keep a new print cartridge ready.
- For good print quality, the manufacturer recommends that you use genuine print from the manufacturer.
- The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

- **Do not allow paper clips, staples, or other small objects to fall inside the machine.**
 - **If cyan, magenta, or yellow toner runs out, you can print in black and white using just the black toner. Change the color mode setting to Black and White using the machine's driver.**
 - **If black toner runs out, you cannot print in black and white or color until the black print cartridge is replaced.**
- * The text that is displayed in the parentheses indicates the color of the toner (Black, Cyan, Magenta, or Yellow).**

The current print cartridge is approaching the end of its service life when the following message appears on the machine's control panel. Prepare a new print cartridge for replacement.

- "Replace Required Soon: Toner(Black)"
- "Replace Required Soon: Toner(Cyan)"
- "Replace Required Soon:Toner(Magenta)"
- "Replace Required Soon: Toner(Yellow)"

Replace the print cartridge when the following message appears on the machine's control panel.

- "Replacement Required: Toner(Black)"
- "Replacement Required: Toner(Cyan)"
- "Replacement Required: Toner(Magenta)"
- "Replacement Required: Toner(Yellow)"

You can see the procedure in the video.

http://support.rioh.com/services/device/video/M0FB/toner/ww/index.html?utm_source=Ricoh&utm_medium=manual&utm_campaign=D0F3

Note

- You cannot reuse exhausted toners.
- Make sure to cover the old print cartridge with the protective cover for recycling and environmental purposes.
-  **Region A** (mainly Europe and Asia) /  **Region B** (Taiwan)

If you want to discard your used print cartridge, please contact your local sales office. If you discard it by yourself, treat it as general plastic waste material.

-  **Region B** (mainly North America)

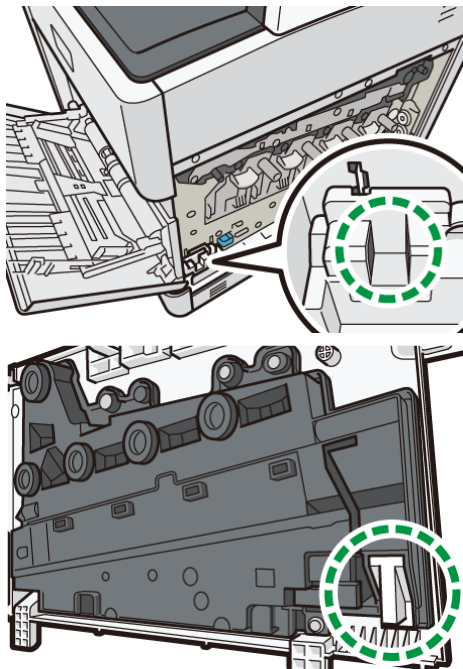
Please see our local company website for information on the recycling of supply products, or you can recycle items according to the requirements of your local municipalities or private recyclers.

Replacing the Waste Toner Bottle

Read the replacement instruction provided with the new consumable thoroughly before you replace a consumable.

★ Important

- **Waste toner bottles cannot be reused.**
- **When removing the waste toner bottle, make sure not to tilt it.**
- **When you remove the waste toner bottle, keep holding the bottle leveled, with its cover side facing downward.**
- **Before removing the waste toner bottle, place a sheet of paper such as the enclosed replacement instructions on the floor to the right of the machine to prevent your workplace from getting dirty with the removed waste toner bottle.**
- **Some of the internal components of this machine are fragile. Do not touch the sensors shown below when removing the waste toner bottle. Doing so may cause malfunctions.**



The current waste toner bottle is approaching the end of its service life when the following message appears on the machine's control panel. Prepare a new waste toner bottle for replacement.

"ReplaceRequiredSoon:Waste Tnr. Btl."

Replace the waste toner bottle when the following message appears on the machine's control panel.

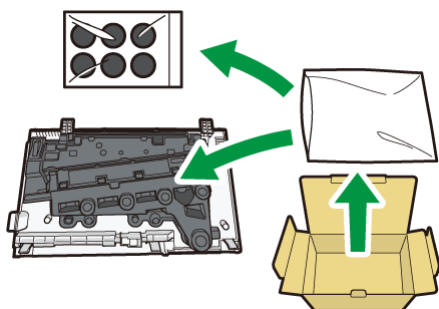
"ReplacementRequired:Waste Tnr. Btl."

You can see the procedure in the video.

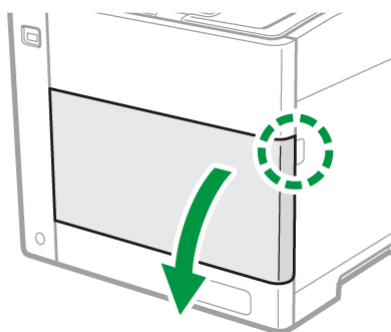
http://support.rioh.com/services/device/video/M0FB/wtoner/ww/index.html?utm_source=Ricoh&utm_medium=manual&utm_campaign=D0F3

1. Take the waste toner bottle and the stickers for disposal out of the box.

Be careful not to drop the waste toner bottle when taking it out of the bag.

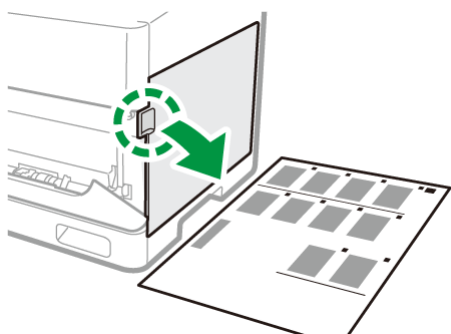


2. Pull the right side of the bypass cover to open the bypass cover.



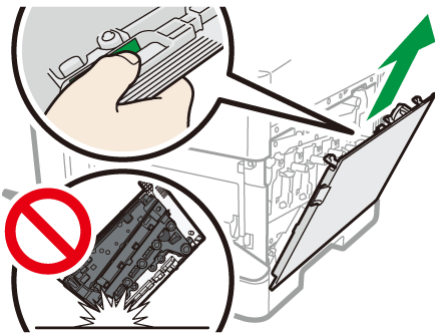
3. Hold the tab firmly and open the right cover of the waste toner bottle.

Before removing the waste toner bottle from the machine, spread the included replacement instructions on the floor.



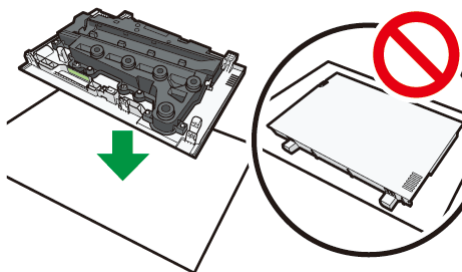
4. Grab the handle at the upper front of the right cover of the waste toner bottle and remove the waste toner bottle in the upper right direction.

Be careful not to drop the waste toner bottle when removing it.



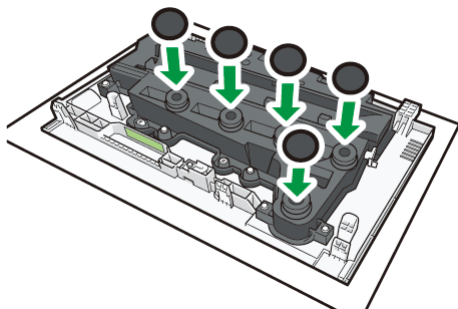
5. Place the removed waste toner bottle on the replacement instructions.

Place the removed waste toner bottle horizontally on a sheet of paper with the inside facing up. Otherwise, the waste toner may spill.

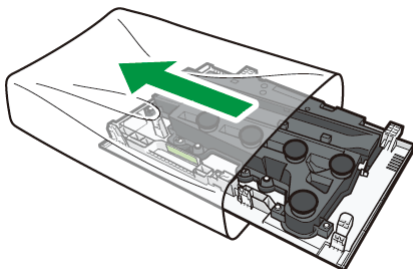


6. Place five stickers for disposal onto the removed waste toner bottle.

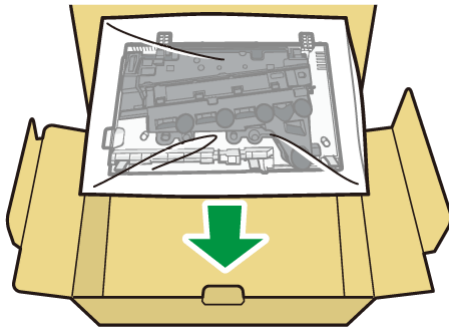
Place them in the locations indicated in the illustration. Discard any remaining stickers.



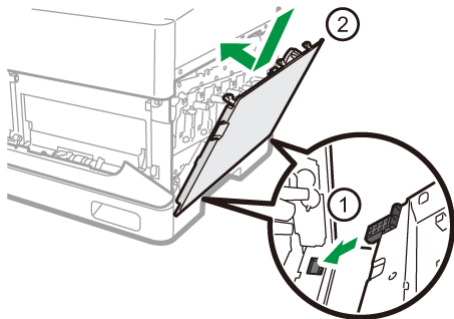
7. Place the removed waste toner bottle into the bag of the new waste toner bottle.



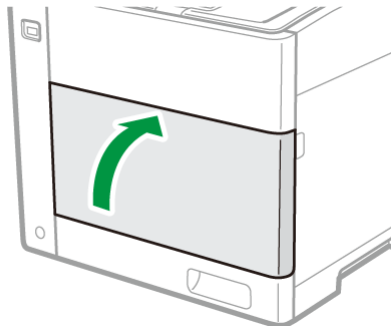
8. Place the removed waste toner bottle into the box.



9. Insert the two protruding parts on the right cover of the new waste toner bottle while aligning them with the holes on the machine, and then close the right cover.
Make sure that the right cover is firmly seated before closing it.



10. Close the bypass cover.



10

Note

- For easy replacement, we recommend you purchase and store extra waste toner bottles.
- When disposing the used waste toner bottle, place the bottle in a box or plastic bag while paying attention not to spill any toner powder.
-  **Region A** (mainly Europe and Asia) /  **Region B** (Taiwan)

If you want to discard your used waste toner bottle, please contact your local sales office. If you discard it by yourself, treat it as general plastic waste material.

-  **Region B** (mainly North America)

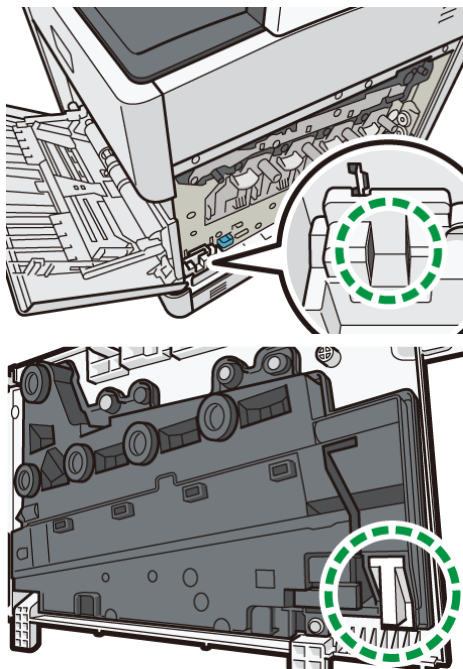
Please see our local company website for information on the recycling of supply products, or you can recycle items according to the requirements of your local municipalities or private recyclers.

Replacing the Drum Unit

Before you replace a consumable, read the replacement instructions provided with the new consumable carefully.

★ Important

- When you replace the drum unit, replace it with a replacement drum unit.
- Once you remove the drum unit set in the machine at the time of purchase and replace it with a replacement drum unit, you will not be able to use it again.
- The performance of the drum unit may deteriorate if you expose the unit to light for an extended period of time. Replace the unit quickly.
- The drum unit (green cylinder) is fragile and easily scratched. Handle the unit carefully.
- Do not leave the machine unattended with the drum unit removed.
- Before removing the waste toner bottle, spread the included plastic sheet on the floor on the right of the machine to prevent your workplace from getting dirty with the removed waste toner bottle.
- Some of the internal components of this machine are fragile. Do not touch the sensors shown below when removing the right cover (waste toner bottle). Doing so may cause malfunctions.



10

The current drum unit is approaching the end of its service life when the following message appears on the machine's control panel. Prepare a new drum unit for replacement.

- "Rpl Rqrd Soon: Drum Unit (Black)"
- "Rpl Rqrd Soon: Drum Unit (Magenta)/(Cyan)/(Yellow)"

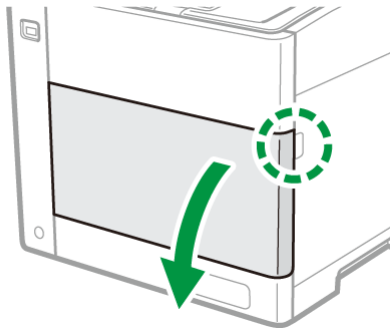
Replace the drum unit when the following message appears on the machine's control panel.

- "Replace Drum Unit: Black"
- "Replace Drum Unit: Magenta/Cyan/Yellow"

You can see the procedure in the video.

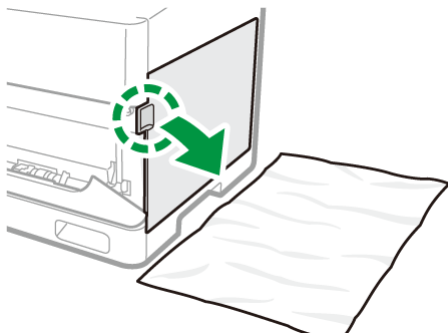
http://support.rioh.com/services/device/video/M0FB/pcdw/index.html?utm_source=Ricoh&utm_medium=manual&utm_campaign=D0F3

1. Pull the right side of the bypass cover to open the bypass cover.



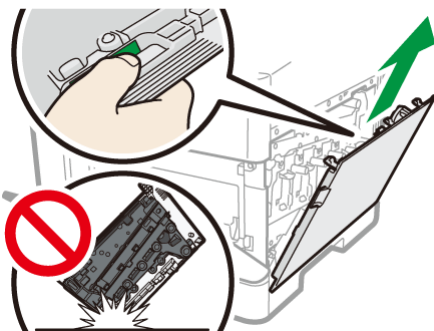
2. Hold the tab firmly and open the right cover of the waste toner bottle.

Before removing the waste toner bottle from the machine, spread the plastic sheet provided with the drum unit on the floor.



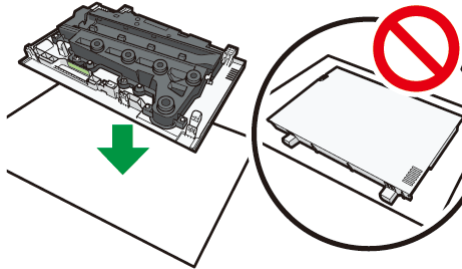
3. Grab the handle at the upper front of the right cover of the waste toner bottle and remove the waste toner bottle in the upper right direction.

Be careful not to drop the waste toner bottle when removing it.

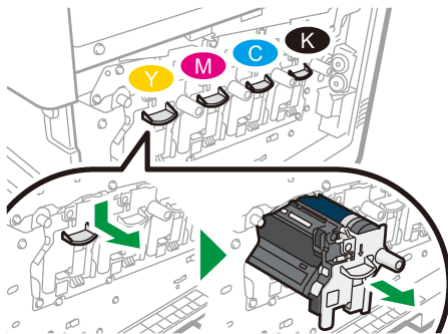
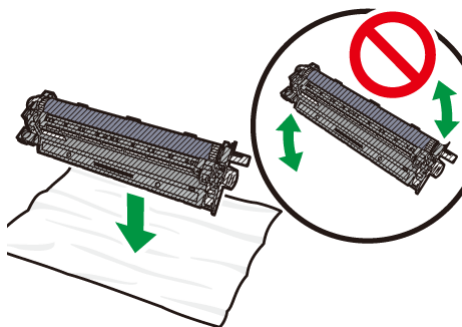
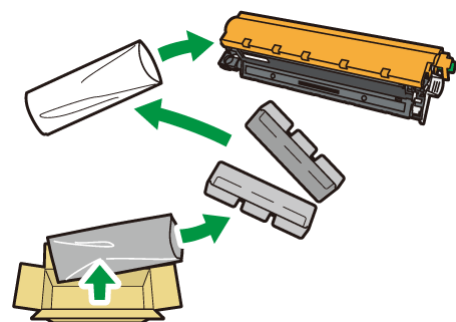


4. Place the removed waste toner bottle on the plastic sheet.

Place the removed waste toner bottle horizontally on a sheet of paper with the inside facing up. Otherwise, the waste toner may spill.

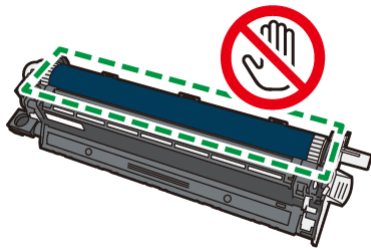
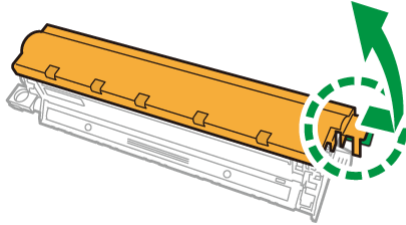
**5. Push down and pull the handle of the drum unit to be replaced, and then pull the drum unit out of the machine carefully.**

Hold the drum unit level to prevent toner spills.

**6. Place the removed drum unit on a sheet of paper.****7. Take the drum unit out of the box.**

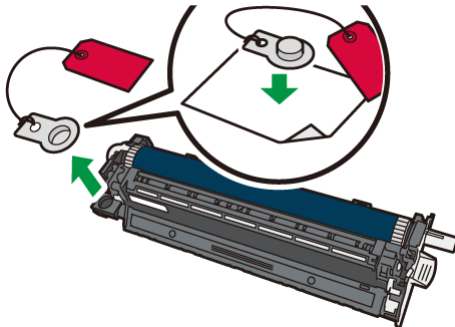
8. Remove the cover from the new drum unit.

Pull the tab of the cover toward you and lift it up to remove.



9. Remove the cap from the new drum unit.

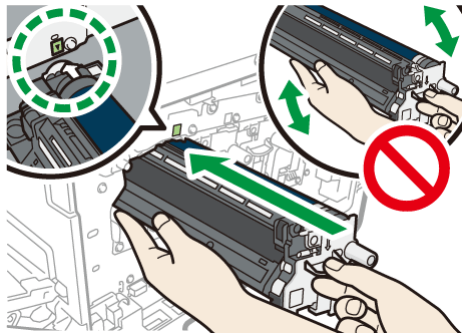
Place the removed cap on a sheet of paper with the protruding part facing up as shown in the illustration.



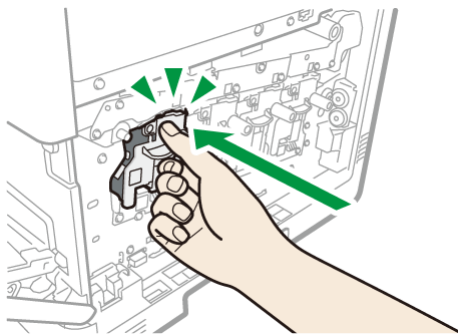
10. Insert the new drum unit carefully into the machine.

- Hold the drum unit level to prevent toner spills.

- When inserting the drum unit, align the arrows on the machine and the drum unit.

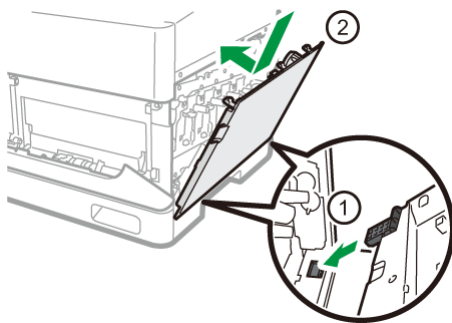


11. Push in the top of the handle of the drum unit until it clicks.

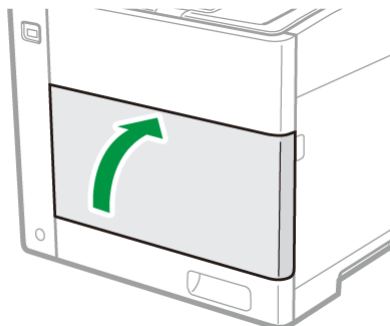


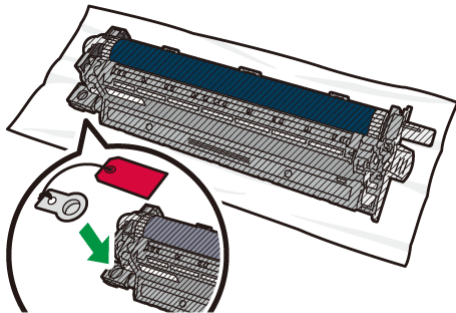
12. Insert the two protruding parts on the right cover of the waste toner bottle while aligning them with the holes on the machine, and then close the right cover.

Make sure that the right cover is firmly seated before closing it.

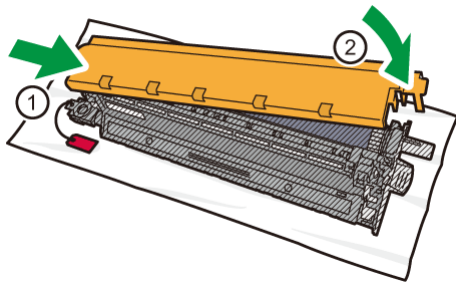
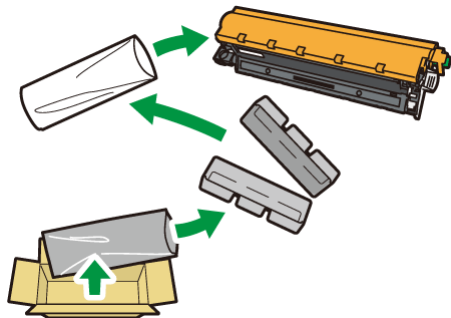


13. Close the bypass cover.



14. Attach the cap removed in Step 8 to the removed drum unit.**15. Attach the cover removed in Step 8 to the removed drum unit.**

Align the cover with the drum unit from the opposite side of the tab, and then cover the drum unit while pulling the tab toward you.

**16. Put the removed drum unit in the box.****Note**

- When disposing the used drum unit, place the bottle in a box or plastic bag while paying attention not to spill any toner powder.
- **Region A** (mainly Europe and Asia) / **Region B** (Taiwan)

If you want to discard your used drum unit, please contact your local sales office. If you discard it by yourself, treat it as general plastic waste material.

- **Region B** (mainly North America)

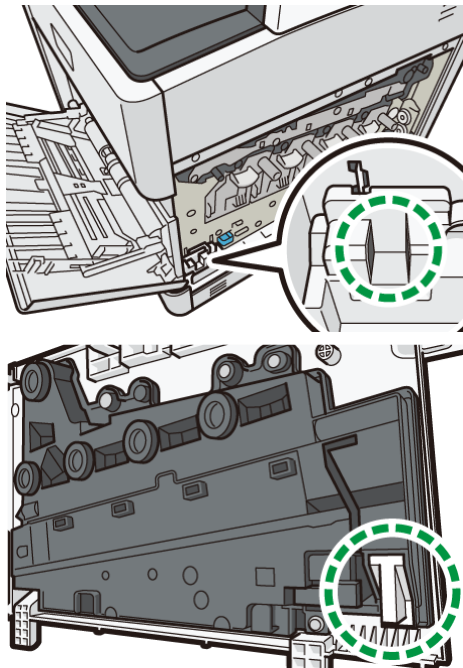
Please see our local company website for information on the recycling of supply products, or you can recycle items according to the requirements of your local municipalities or private recyclers.

Replacing the Transfer Unit

Before you replace a consumable, read the replacement instructions provided with the new consumable carefully.

★ Important

- The performance of the drum unit may deteriorate if you expose the unit to light for an extended period of time. Replace the unit quickly.
- The drum unit (green cylinder) is fragile and easily scratched. Handle the unit carefully.
- Do not leave the machine unattended with the drum unit removed.
- Before removing the waste toner bottle, spread the included plastic sheet on the floor to the right of the machine to prevent your workplace from getting dirty with the removed waste toner bottle.
- Some of the internal components of this machine are fragile. Do not touch the sensors indicated below when removing the right cover (waste toner bottle). Doing so may cause malfunctions.



The current transfer unit is approaching the end of its service life when the following message appears on the machine's control panel. Prepare a new drum unit for replacement.

"Replace Required Soon: Transfer Unit"

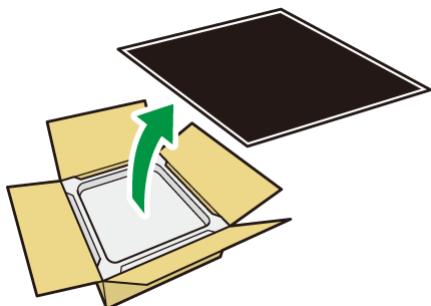
Replace the transfer unit when the following message appears on the machine's control panel.

"Replacement Required: Transfer Unit"

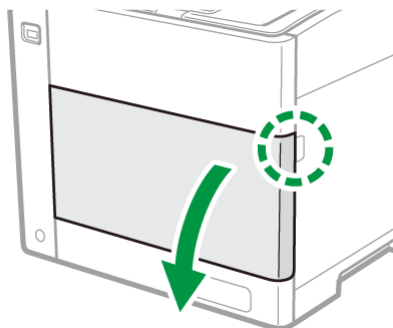
You can see the procedure in the video.

http://support.rioh.com/services/device/video/M0FB/tu/ww/index.html?utm_source=Rioh&utm_medium=manual&utm_campaign=D0F3

1. **Take the black lightproof paper out of the box.**

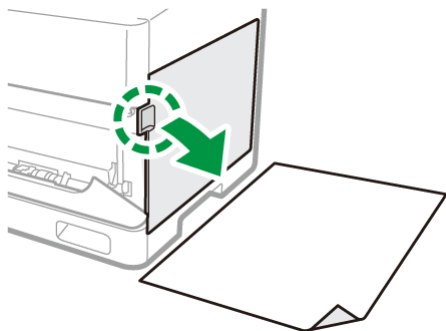


2. **Pull the right side of the bypass cover to open the bypass cover.**



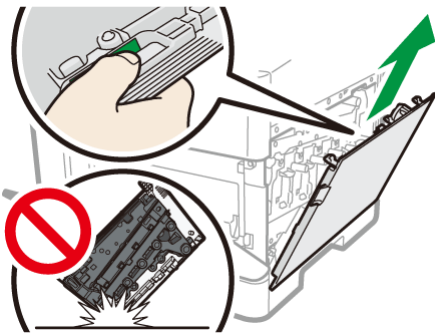
3. **Hold the tab firmly and open the right cover of the waste toner bottle.**

Before removing the waste toner bottle from the machine, spread a sheet of paper on the floor.



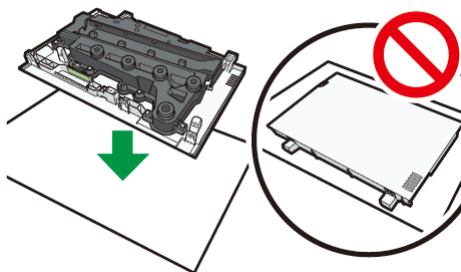
4. **Grab the handle at the upper front of the right cover of the waste toner bottle and remove the waste toner bottle in the upper right direction.**

Be careful not to drop the waste toner bottle when removing it.



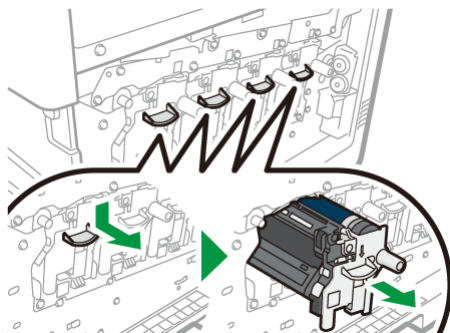
5. Place the removed waste toner bottle on the plastic sheet.

Place the removed waste toner bottle horizontally on a sheet of paper with the inside facing up. Otherwise, the waste toner may spill.

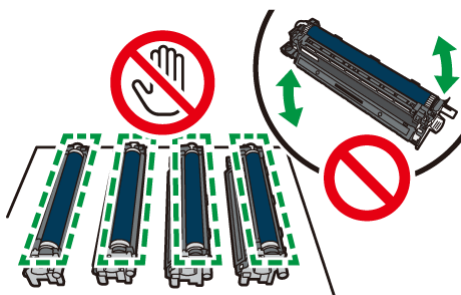


6. Push down and pull the handle of the drum unit to be replaced, and then pull the drum unit out of the machine carefully.

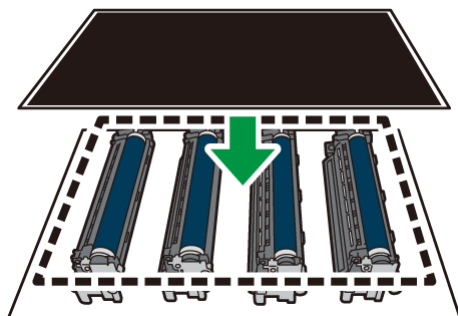
- Remove all drum units (yellow, magenta, cyan, and black).
- Hold the removed drum units level to prevent toner spills.



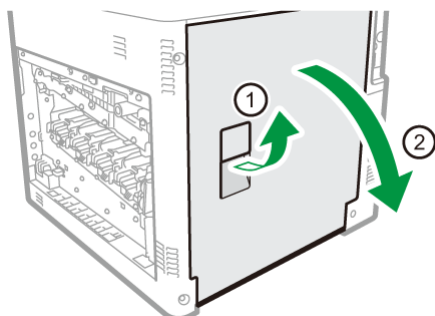
7. Place the removed drum units on a sheet of paper.



8. Cover the four drum units with the lightproof paper you have prepared in Step 1.

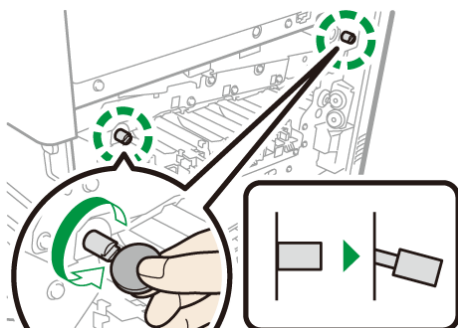


9. Pull the rear cover open lever (1) and open the rear cover (2).

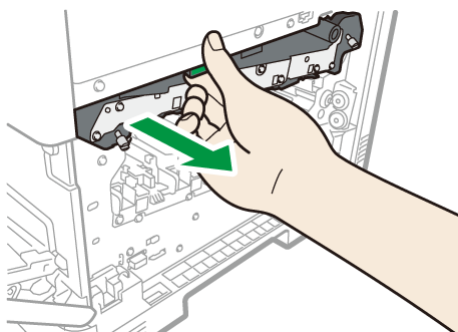


10. Loosen two coin screws using a coin.

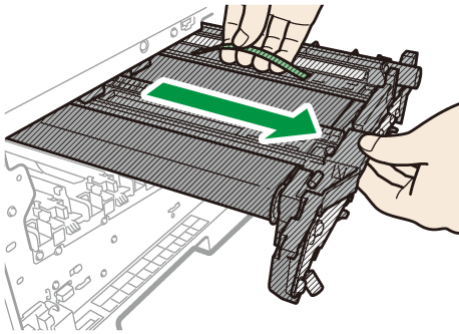
Loosen the coin screws completely until the tips are tilted.



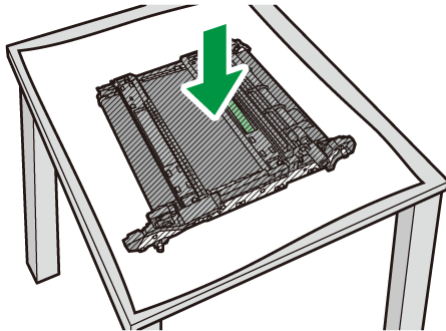
11. While holding the green knob, carefully pull out the transfer unit (intermediate transfer belt) halfway.



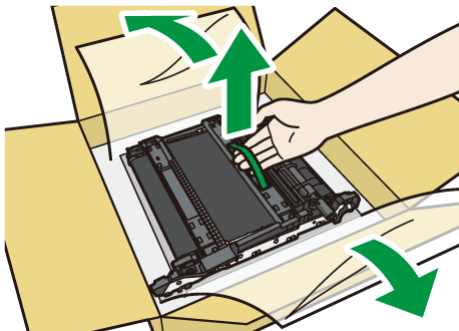
12. While holding the green knob and green handle as shown in the illustration, carefully pull out the transfer unit (intermediate transfer belt).



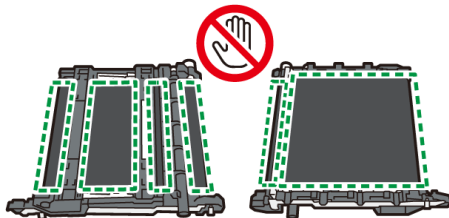
13. Place the removed transfer unit (intermediate transfer belt) on a sheet of paper.
Place the removed transfer unit (intermediate transfer belt) horizontally on a sheet of paper.



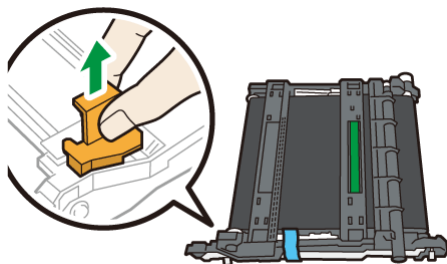
14. Take the new transfer unit (intermediate transfer belt) out of the box.



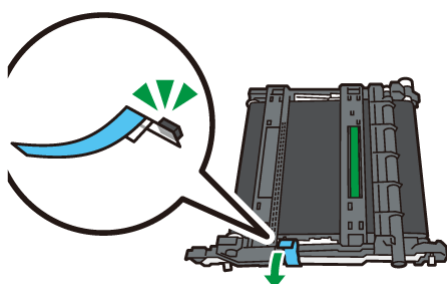
Do not touch the belt area of the transfer unit (intermediate transfer belt).



15. Remove the cap of the new transfer unit (intermediate transfer belt).

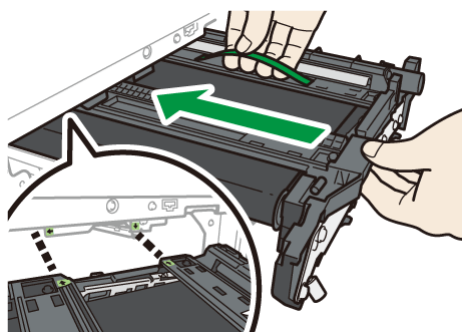


16. Peel off the protective tape, and then remove the packing materials from the transfer unit (intermediate transfer belt).



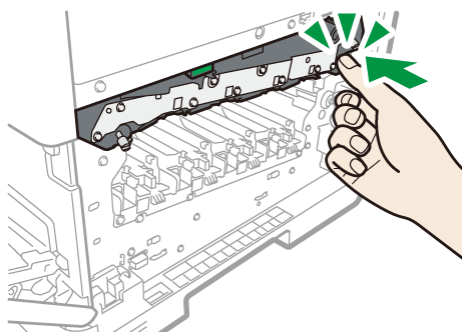
17. Carefully insert the new transfer unit (intermediate transfer belt) into the machine.

When inserting, align the two arrows on the machine and the transfer unit (intermediate transfer belt).



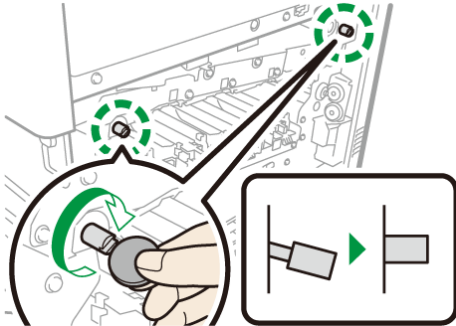
18. Push the position indicated in the illustration to push the transfer unit (intermediate transfer belt) in.

Be sure to push it in all the way.

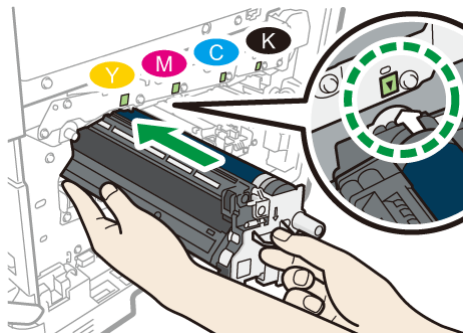
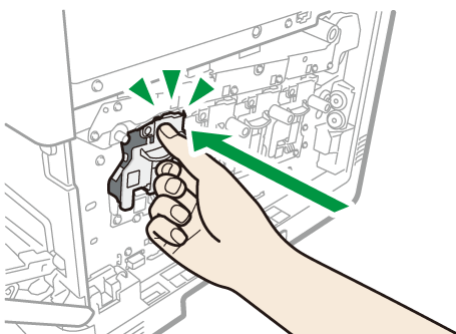


19. Tighten the two coin screws using a coin.

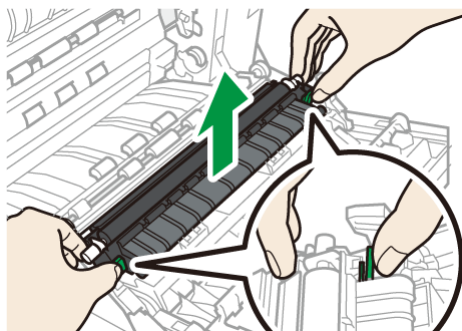
Be sure to tighten the coin screws completely to the position indicated in the illustration.

**20. Insert the drum unit carefully into the machine.**

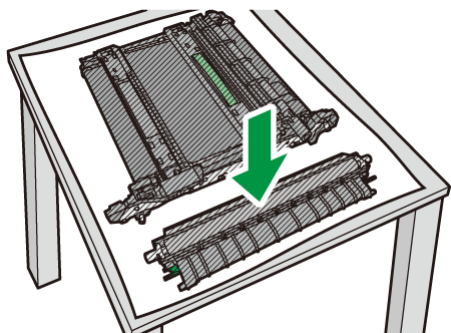
- Install all drum units (yellow, magenta, cyan, and black).
- Hold the drum unit level to prevent toner spills.
- When inserting the drum unit, align the arrows on the machine and the drum unit.

**21. Push in the top of the handle of the drum unit until it clicks.**

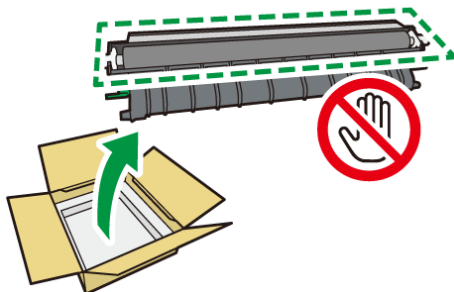
22. While pushing the knobs on both sides, pull up and out the transfer unit (transfer roller).



23. Place the removed transfer unit (transfer roller) on a sheet of paper.



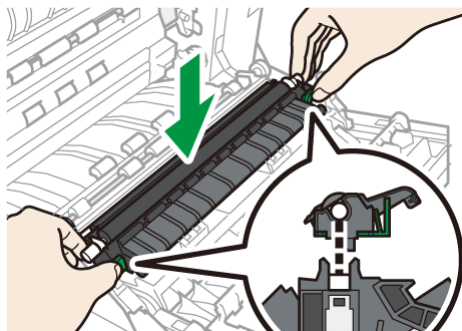
24. Take the new transfer unit (transfer roller) out of the box.



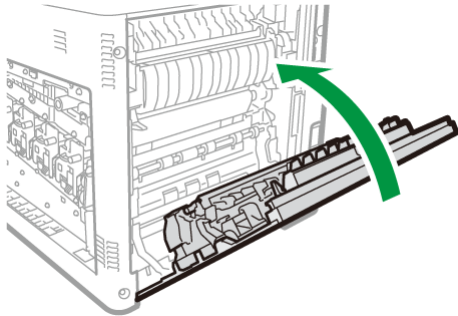
10

25. Install the new transfer unit (transfer roller).

Insert it straight as shown in the illustration until it clicks.

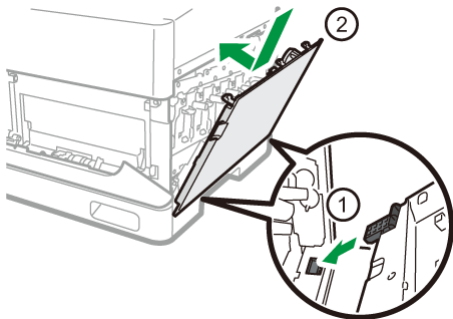


26. Close the rear cover.

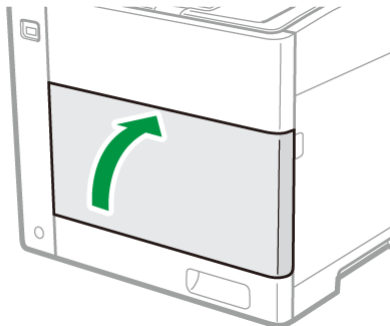


27. Insert the two protruding parts on the right cover of the waste toner bottle while aligning them with the holes on the machine, and then close the right cover.

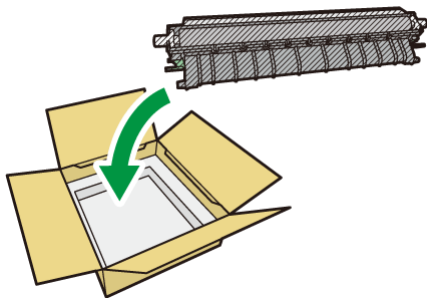
Make sure that the right cover is firmly seated before closing it.



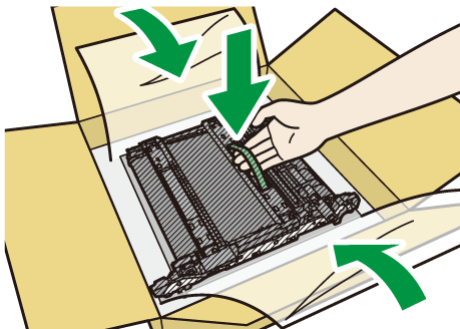
28. Close the bypass cover.



29. Place the removed transfer unit (transfer roller) into the box.



- 30. Place the removed transfer unit (intermediate transfer belt) into the box.**



- 31. After you replace the transfer unit, reset the counter on the operation panel.**

[Setting] ► [System Settings] ► [PM Parts] ► [Counter Clear: Trsfr Unit]

Replacing the Fusing Unit

If the Alert indicator on the control panel lights up and the "Replacement Required: Fusing Unit" message appears on the machine's control panel, contact your sales or service representative.

Cleaning the Machine

Disinfecting the Machine

From the viewpoint of infectious disease prevention measures, we will explain how to disinfect the parts of the product that come into contact with the hands.

Read This before Cleaning and Disinfecting the Product

- Be sure to turn off the power of the product and disinfect it with the power plug and battery removed.
- When cleaning the product, spray the disinfectant lightly on a soft, dry cloth, and wipe the area lightly and quickly where the product come into contact with the hands.
- Do not spray the disinfectant directly on the product (because the product is a precision instrument, it may malfunction or smoke due to corrosion, and so on if chemicals enter the inside of it).
- Be sure not to allow water to get into the ventilation openings, the gaps around the operation buttons, and the connectors and battery terminals.

Prohibited solvents

- Do not use chemicals such as cleaners and organic solvents such as flammable sprays, thinner, or benzene. They may seep through the gap or melt the plastic of the main body, causing a malfunction or fire.
- Do not use detergents containing bleach or abrasives.

Precautions after disinfecting floors

- After disinfecting floors and walls, wipe disinfectants off with a dry cloth so that no disinfectants pool in the space near our products (floors, walls, and so on). The intake fan of the product may suck moisture into the machine.

Cautions When Cleaning

Clean the machine periodically to maintain high print quality.

Dry wipe the exterior with a soft cloth. If dry wiping is not sufficient, wipe with a soft, damp cloth that has been wrung out thoroughly. If you still cannot remove the stain or grime, use a neutral detergent, wipe over the area with a thoroughly-wrung damp cloth, and then dry wipe the area and allow it to dry.

★ Important

- To avoid deformation, discoloration, or cracking, do not use volatile chemicals, such as benzine and thinner, or spray insecticide on the machine.
- When there is dust or grime inside the machine, wipe it off with a clean, dry cloth.
- You must disconnect the plug from the wall outlet at least once a year. Clean away any dust and grime from the plug and outlet before reconnecting. Accumulated dust and grime pose a fire hazard.
- Do not allow paper clips, staples, or other small objects to fall inside the machine.

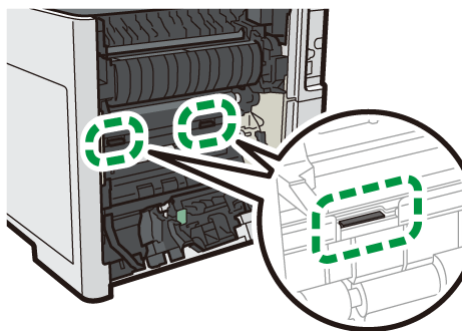
Cleaning the Toner Density Sensor

Clean the toner density sensor when the message prompting you to clean it is displayed on the control panel.

⚠ CAUTION

- There are highly-heated parts inside the machine. When cleaning, do not touch areas other than those specified in this manual. Touching those areas can result in burns.

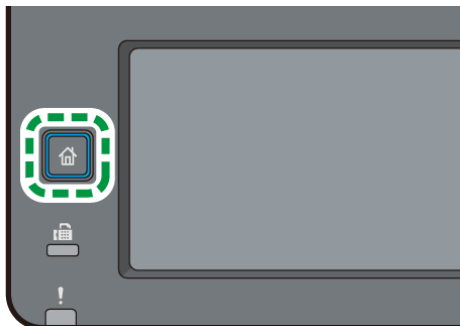
1. Turn off the power.
2. Unplug the power cord from the wall outlet.
3. Open the rear cover.
4. Use a cotton swab that is soaked in water and then thoroughly wrung out to wipe the toner density sensor.



5. Close the rear cover.
6. Insert the plug of the power cord into the wall socket securely.
7. Turn on the power.

Cleaning the Fusing Unit

1. Press the [Home] key.



2. Press the [Setting] icon on the Home screen.
3. Press [System Settings] ► [Cleaning Mode].
4. Load A4 or letter size paper on the bypass tray, and then press [Yes].

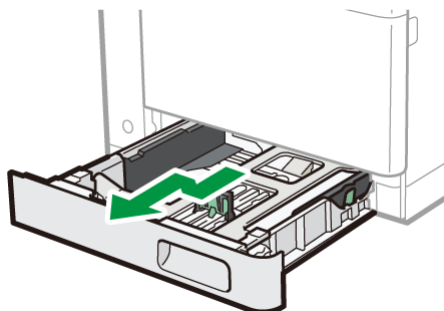
Cleaning the Friction Pad and Paper Feed Roller (Trays 1 to 2)

If the friction pad or paper feed roller is dirty, a multi-feed or misfeed might occur. In this case, clean the friction pad and paper feed roller as follows:

★ Important

- Do not use chemical cleaning fluids or organic solvents such as thinner or benzene.

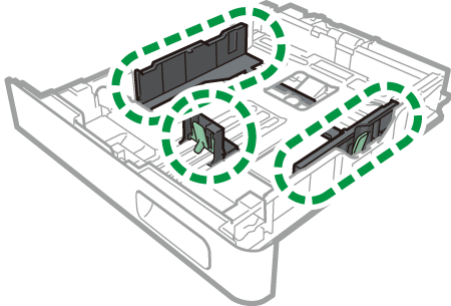
1. Turn off the power.
2. Unplug the power cord from the wall outlet.
3. Pull out the paper tray carefully until it stops, and then pull the tray completely out of the machine while slightly raising the front end of the tray.



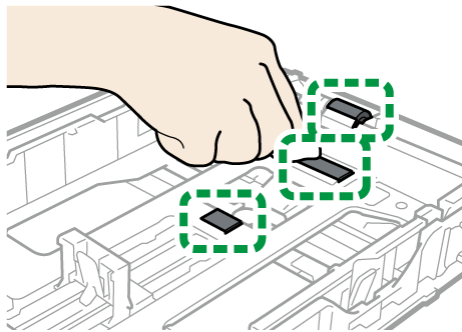
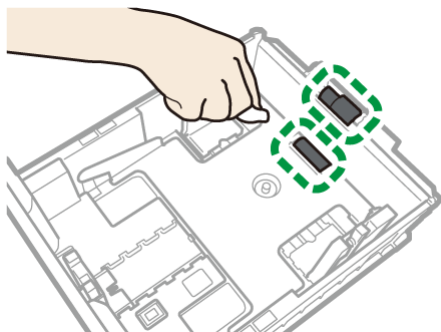
Place the tray on a flat surface. If there is paper in the tray, remove it.

4. Wipe the inside of the paper tray.

Wipe the parts indicated in the illustration below using a cloth soaked in water and then thoroughly wrung out. Then, use a clean, dry cloth to remove any moisture.

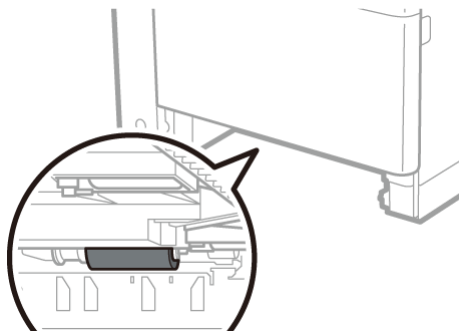
**5. Wipe the feed roller and friction pad.**

Wipe the parts indicated in the illustration below using a cloth soaked in water and then thoroughly wrung out. Then, use a clean, dry cloth to remove any moisture.

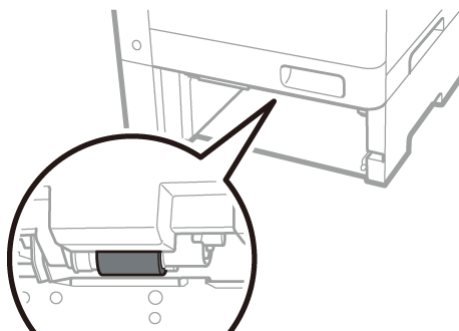
Tray 1**Tray 2****6. Wipe the feed roller.**

Wipe the whole separator roller by rolling it and using a moistened and firmly wrung out cloth. Then, use a clean, dry cloth to remove any moisture.

Tray 1

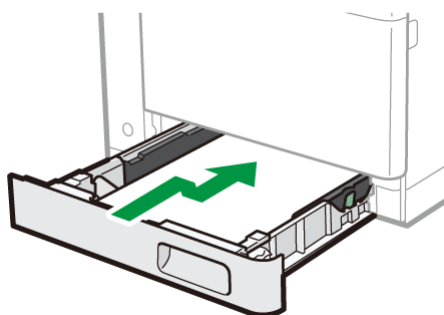


Tray 2



7. While raising the front end of the tray slightly, carefully slide the tray back into the machine until it stops.

To avoid paper jams, make sure the tray is securely inserted.



10

8. Insert the plug of the power cord into the wall socket securely.
9. Turn on the power.

Note

- If jams or multi-sheet feeds occur after cleaning the friction pad, contact your sales or service representative.

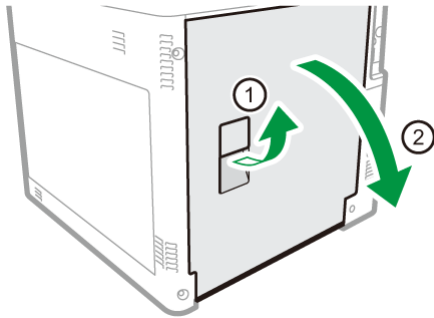
Cleaning the Transfer Guide

Clean the transfer guide when white spots appear on printouts because of paper specks.

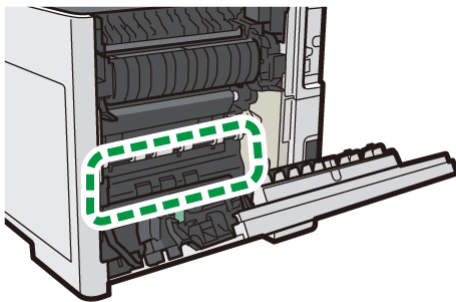
Important

Do not use alcohol or detergents.

1. Turn off the machine and disconnect the power plug from the wall outlet.
2. Pull the rear cover open lever to open the rear cover.

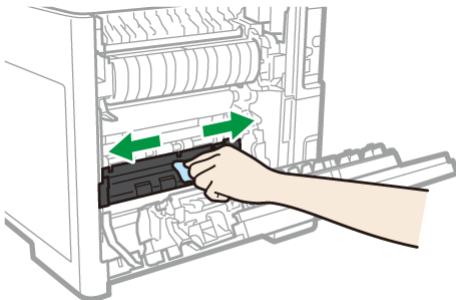


The transfer guide is located where shown in the illustration below.

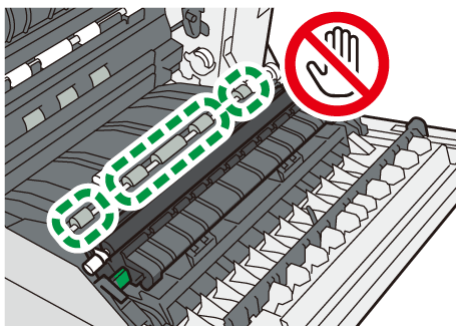


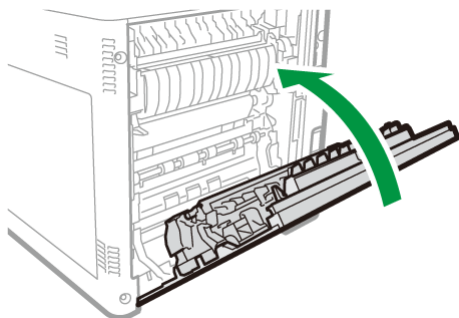
3. Wipe the transfer guide using a cloth soaked in water and then thoroughly wrung out.

Next, use a clean, dry cloth to remove any moisture.

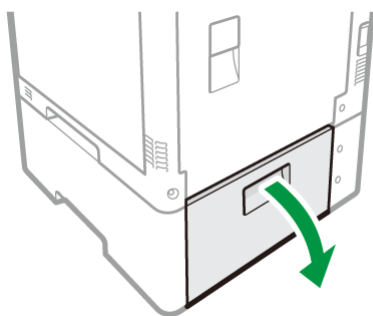
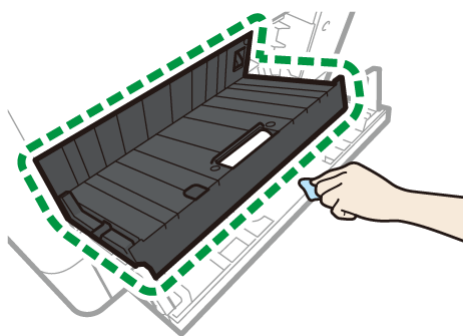
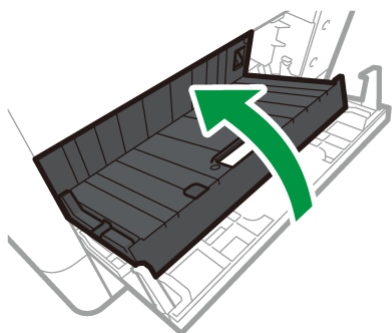
**10**

Do not touch the registration roller.



4. Close the rear cover.

If the optional paper feed unit is installed, follow the procedure below to clean the transfer guide at the rear of the paper feed unit. If the optional paper feed unit is not installed, proceed to Step 8.

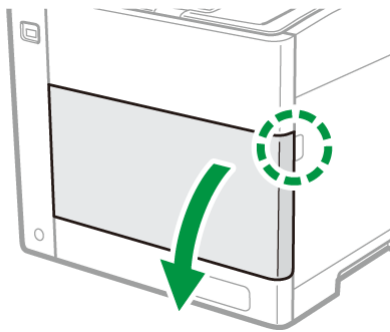
5. Open the rear cover of the optional paper feed unit.**6. Wipe the parts shown in the illustration (the transfer guide and the white roller) using a cloth soaked in water and then thoroughly wrung out. Next, use a clean, dry cloth to remove any moisture.****7. Close the rear cover of the optional paper feed unit.**

8. Insert the power plug into the wall outlet and turn on the machine.

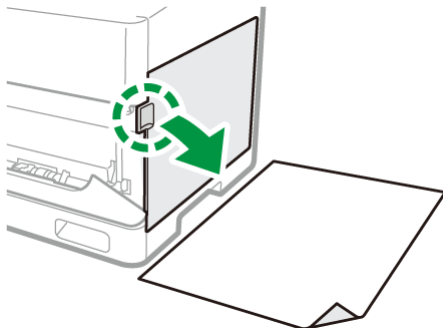
Cleaning the Dustproof Glass

Clean the dustproof glass when a streak or dirty spot appears on the print result.

1. Turn off the power of the machine.
2. Unplug the power cable from the wall outlet. Remove all cables from the machine.
3. Pull the right side of the bypass cover toward you to open the bypass cover.

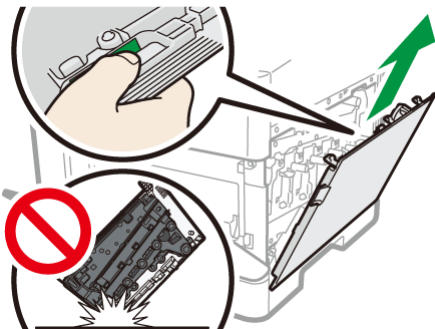


4. While holding the tab firmly, open the right cover of the waste toner bottle.
Prepare a sheet of paper and lay it down to put the removed waste toner bottle on.



5. Grab the handle at the top front of the right cover of the waste toner bottle and remove the waste toner bottle in the upper right direction.

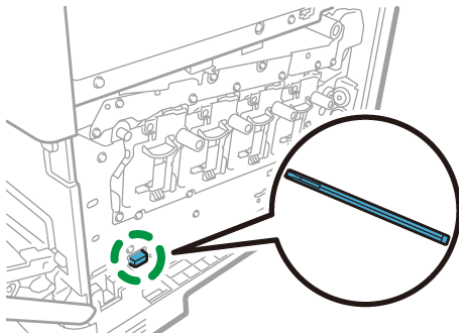
Be careful not to drop the waste toner bottle when removing it.



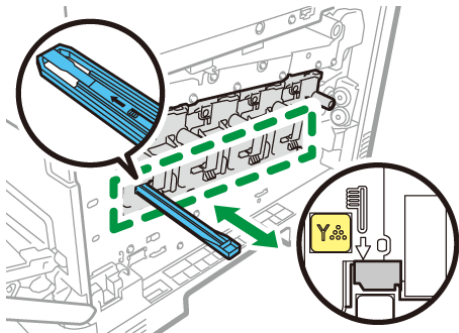
Before removing the waste toner bottle, place a sheet of paper on the floor to the right of the machine.

6. Take out the cleaning rod from its stored location.

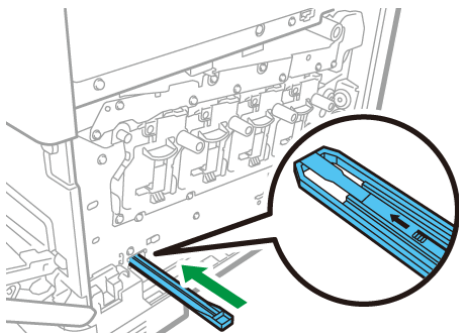
While holding the handle on the cleaning rod, pull it out slowly toward you.

**7. While keeping the surface with the arrow facing up, insert and then pull out the rod in each of the four slots.**

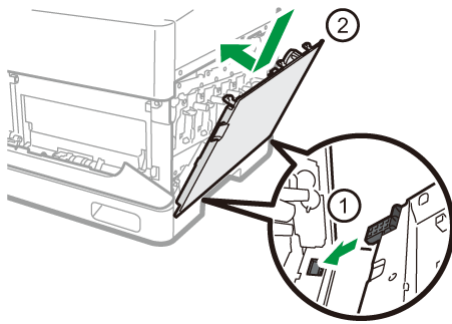
Insert the rod carefully until it stops and then pull it out.

**8. Return the cleaning rod to the location where it was stored.**

Hold the handle while keeping the surface with an arrow facing up, and push it in carefully until it stops.

**9. Close the right cover while aligning the two protrusions on the cover with the holes on the machine.**

Before you close the right cover, check that the cover is securely inserted in its proper location.



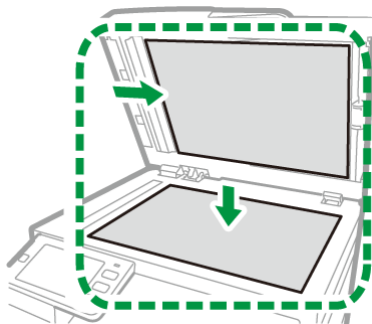
10. Close the bypass cover.
11. Insert the plug of the power cord into the wall socket securely.
12. Turn on the power.

Cleaning the Exposure Glass

1. Lift the ADF.

Be careful not to hold the input tray when lifting the ADF, for the tray might be damaged.

2. Wipe the parts indicated in the illustration below using a cloth soaked in water and then thoroughly wrung out. Next, use a clean, dry cloth to remove any moisture.

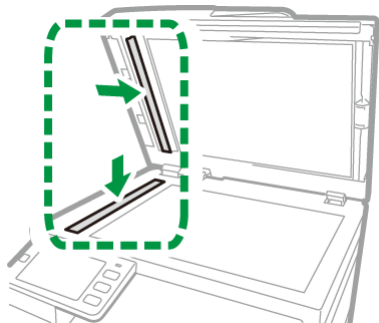


Cleaning the Auto Document Feeder

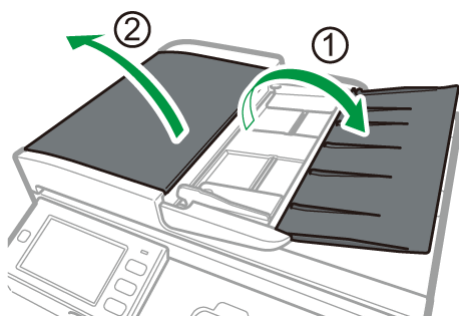
1. Lift the ADF.

Be careful not to hold the input tray when lifting the ADF, for the tray might be damaged.

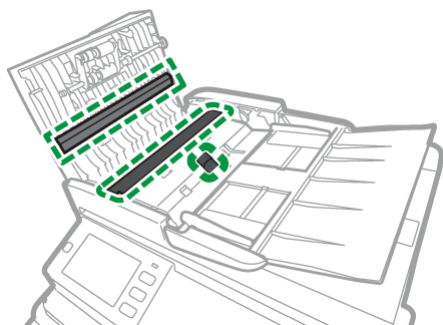
2. Wipe the parts indicated in the illustration below using a cloth soaked in water and then thoroughly wrung out. Next, use a clean, dry cloth to remove any moisture.



3. Close the ADF.
4. Open the cover of the input tray for the ADF and the ADF cover.



5. Clean the parts indicated below.



6. Close the cover of the input tray for the ADF and the ADF cover.

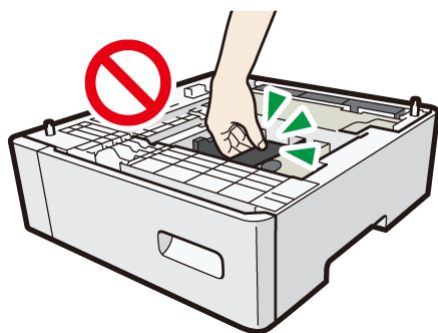
Moving and Transporting the Machine

This section provides cautions that you must follow when moving the machine both short and long distances.

Repack the machine in its original packing materials when moving it over a long distance.

★ Important

- **Be sure to disconnect all cables from the machine before transporting it.**
- **The machine is a precision piece of machinery. Be sure to handle it carefully when moving it.**
- **Make sure to move the machine horizontally. Take extra caution when carrying the machine up or down stairs.**
- **If Tray 2 is installed, remove it from the machine, and move them separately.**
- **Do not remove the print cartridge and drum unit.**
- **Be sure to hold the machine level while carrying it. To prevent toner from spilling, move the machine carefully.**
- **Keep the machine away from salt-bearing air and corrosive gases. Also, do not install the machine in places where chemical reactions are likely (laboratories, etc.), as doing so will cause the machine to malfunction.**
- **When moving the machine, do not touch the following parts:**
 - The operation panel, the ADF, and parts around them
 - Places indicated on the labels attached to the machine
 - The bottom of the optional paper tray
- **Do not hold the part indicated below when you lift the paper feed unit.**



- **After moving the machine, use the caster fixture to fix it in place. Otherwise, the machine might move or topple over to cause injury.**
- **Do not push the ADF when moving the machine. Applying force to the ADF may shift the ADF against the main unit, which may distort copied or scanned images.**

Ventilation

When you use this machine in a confined space without good ventilation for a long time or print large quantities, you might detect an odd smell.

This might cause the output paper to also have an odd smell.

When you detect an odd smell, regularly ventilate in order to keep the workplace comfortable.

- Set up the machine so that it does not directly ventilate towards people.
- Ventilation should be more than 3 times/hr/person.

New machine smell

When a machine is new, it might have a unique smell. This smell will subside in about one week.

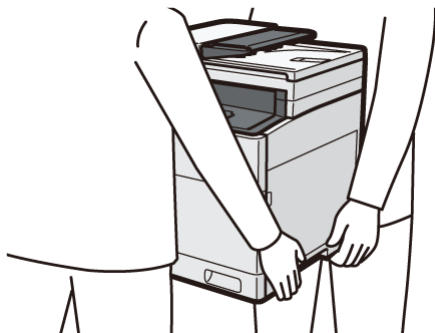
When you detect an odd smell, sufficiently ventilate and circulate the air in the room.

1. Be sure to check the following points:

- The power switch is turned off.
- The power cord is unplugged from the wall outlet.
- All other cables are unplugged from the machine.

2. If Tray 2 is installed, remove it.

3. Standing at the front and back of the machine, two persons should lift the machine using the inset grips on the sides. Move it horizontally to the place where you want to use it.



4. If you have removed Tray 2, reinstall it.

Note

- To move the machine over a long distance, pack it well and empty all the paper trays. Take care not to tip or tilt the machine during transit.
- Toner might spill inside the machine if the machine is not kept level during transit.
- For more information about moving the machine, contact your sales or service representative.

Disposal

Ask your sales or service representative for information about correct disposal of this machine.

Where to Inquire

Contact your sales or service representative for further information about the topics included in this manual or to inquire about other topics not included in this manual.

11. Troubleshooting

This chapter provides solutions for error messages and other problems.

Common Problems

Problem	Cause	Solution
The power of the machine cannot be turned on.	• The power cable of the machine is not plugged into a wall outlet. • There is a problem with the wall outlet or other part of the power source.	• Make sure the power cable is plugged securely into a wall outlet. • Also, try plugging the cable to another device that you know for sure it functions properly to check if the outlet for malfunctions.
You hear a strange noise.	An optional device or consumable is not attached to the machine correctly.	Check if all options and consumables are attached or installed correctly.
An error message is displayed on the screen.	A condition that requires user action is occurring on the machine.	Check the message, and operate as required. For details, see page 367 "Error and Status Messages on the Screen".
Printing cannot be performed.	• Receiving data. • The cable is disconnected. • An unusable cable is connected.	• The machine is receiving data when [Processing...] is displayed on the screen. Wait a while until the message changes to [Printing...]. • Disconnect the cable from the machine, and then connect it again. • Also check if you are using the correct type of interface cable for the connection.
You cannot perform printing after restarting your computer.	The printer is set to offline on the computer.	Windows 10 is used as an example in the following description:

Problem	Cause	Solution
		1. In the Windows Start menu, click [Windows System], and then [Control Panel]. 2. Click [View devices and printers]. 3. Click the machine's icon, and then click [See what's printing]. 4. Click [Printer] on the menu bar, and then uncheck [Use Printer Offline].
When you want to change the volume of sounds the machine emits.	-	You can adjust the volume of sounds the machine emits from its speaker. For details, see page 223 "System Settings".

Note

- If any of these problems persist, turn off the power, pull out the power cord, and contact your sales or service representative.

Error and Status Messages on the Screen

Messages are listed in alphabetical order in the table below.

"X" indicates a number in an error code that appear differently depending on a specific situation.

★ Important

- If the alert indicator lights up continuously or flashes, press the [Info] icon on the Home screen and check the displayed message.

When a Messages Appears and the Machine Does Not Allow User Operation

Message	Causes	Solutions
ADF Original Misfeed Open ADF Cover and remove paper.	An original has been jammed inside the ADF.	• Remove jammed originals, and then place them again. See page 378 "Removing Paper Jams" and page 387 "Paper Feed Problems". • Check the originals are suitable for scanning. See page 79 "Placing Originals".
Density SensorRequire Cleaning	The density sensor is dirty and adjustment of color registration has failed.	Clean the toner density sensor. See page 351 "Cleaning the Toner Density Sensor".
Independent Print Cart.: Magenta Independent Print Cartridge: XX (Black, Cyan, Yellow)	A non-supported print cartridge is installed for the indicated color.	Remove and replace it with a print cartridge specified by an authorized dealer.
Internal Misfeed	Paper has been jammed in the machine.	Remove the jammed paper. See page 378 "Removing Paper Jams".
Misfeed: Duplex Unit Remove Paper	Paper has been jammed in the duplex unit.	Remove the jammed paper. See page 378 "Removing Paper Jams".
Misfeed: Paper Tray	Paper has been jammed in the paper tray.	Remove the jammed paper. See page 378 "Removing Paper Jams".

Message	Causes	Solutions
Misfeed: Standard Tray	Paper has been jammed in the paper exit area.	Remove the jammed paper. See page 378 "Removing Paper Jams".
Misfeed: Tray 1	Paper has been jammed in the tray 1 paper input area.	Remove the jammed paper. See page 378 "Removing Paper Jams".
Misfeed: Tray 2	Paper has been jammed in the paper tray.	Remove the jammed paper. See page 378 "Removing Paper Jams".
Out of Paper: XX	The indicated tray has run out of paper.	Load paper to the indicated tray. See page 52 "Loading Paper".
Replace Drum Unit: XX	The drum unit needs to be replaced.	Replace the drum unit. For details, see page 333 "Replacing the Drum Unit".
Please Restart Machine	The machine needs to be restarted.	Turn off the power, and then turn it back on.
Replacement Required: Transfer Unit	The transfer unit is no longer usable, and must be replaced.	Contact your sales or service representative.
Rpl Rqrd Soon: Print Cart. (XX)	The print cartridge is almost empty.	Prepare a new print cartridge.
ReplaceRequir edSoon:Waste Tnr. Btl.	The waste toner bottle needs to be replaced soon.	Prepare a new waste toner bottle.
Replacement Required: Fusing Unit	The fusing unit is no longer usable, and must be replaced.	Contact your sales or service representative.
Repl Rqrd: Print Cart. (XX)	The machine has run out of toner.	Replace the print cartridge. See page 327 "Replacing the Print Cartridge".
Rpl Rqrd Soon: Drum Unit (XX)	The drum unit needs to be replaced soon.	Prepare a new drum unit.
Right or Rear Cover open	The right cover or rear cover is open.	Close the right cover or rear cover securely.
SCXX	A fatal hardware error has occurred, and the machine cannot function.	Turn off the machine, and then turn it on again. If the same message continues to be displayed, contact your service representative.

Message	Causes	Solutions
SC491	Dew condensation may have occurred inside the machine due to temperature changes.	Turn off the machine until dew condensation is eliminated and the machine has adapted to the environment.
Toner cover open	The front cover is open.	Close the front cover securely.
Waste Toner Bottle Setting Error	The waste toner bottle has been installed incorrectly.	Reinstall the waste toner bottle. See page 329 "Replacing the Waste Toner Bottle".

When a Message Appears While Using the Copier Function

Message	Causes	Solutions
Available: ID Card Copy A4, 8 1/2 x 11, A5, A6	ID Card Copy could not be performed. A paper size not supported by ID Card Copy is specified.	- Set the machine to print copies using the A4 or Letter size paper in the [Select Paper] setting. See page 249 "Copier Settings". - Specify the A4, Letter, A5, or A6 size paper for the tray selected for printing copies. See page 229 "Paper Settings".
Available: 2 Sided Copy	Paper of a size that cannot be used with 2-sided copy is loaded. 2-sided copy is available for the following paper: A4, B5, Letter, Legal, Executive, 8 x 13 inches, 8 1/2 x 13 inches, Folio, or 16K	- Select the tray containing the A4, B5, Letter, Legal, or Executive size paper (other than the bypass tray) in the [Select Paper] setting. See page 249 "Copier Settings". - Specify the A4, B5, Letter, Legal, Executive, 8 x 13 inches, 8 1/2 x 13 inches, Folio, or 16K size for the tray selected for printing copies. See page 229 "Paper Settings".
Cannot Copy This Setting Combine: 2 page on 1 / 4 page on 1	Two-page or four-page combined copying could not be performed. The specified paper size is not supported by combined copying.	Set the machine to print copies using the A4, Letter, or Legal size paper in the [Select Paper] setting. See page 249 "Copier Settings".

Message	Causes	Solutions
		Specify the A4, Letter, or Legal size paper for the tray selected for printing copies. See page 229 "Paper Settings".
Cannot copy. Set original to ADF.	Combined copying could not be performed because the originals were not placed in the ADF.	- Use the Auto Document Feeder (ADF) regardless of the number of sheets in the original when you perform two-page or four-page combined copying or duplex copying with the current settings. - If you need to use the exposure glass, select [Off] or [Manual 2Sd Scan Mode] in [Duplex/Combine] under [Copier Settings], and then try again. See page 249 "Copier Settings".
Sort Copy was Cancelled	The machine's memory reached capacity while originals were being scanned from the ADF to perform sort copying.	Press [Clear] to eject the originals that could not be scanned into the memory from the ADF, and then perform collate copying of the scanned originals. Perform collate copying again for the originals that could not be scanned, and then merge the printed paper with the previously printed paper.
Unavailable Paper Type	2-sided copy could not be performed because the tray does not contain the valid type paper, which is thin, plain, middle thick, recycled, color, preprinted or prepunched.	- Specify the tray containing the valid type paper (other than the bypass tray) in the [Select Paper] setting. See page 249 "Copier Settings". - Specify the valid paper type for the tray selected for printing copies. See page 229 "Paper Settings".

When a Message Appears While Using the Fax Function

Message	Causes	Solutions
2XXX14	The machine was not able to print the received fax, or the machine's memory reached capacity while receiving a fax because the document was too large.	• The paper tray was empty. Load paper in the paper tray. See page 52 "Loading Paper". • The paper tray did not contain A4, Letter, or Legal size paper. Load valid size paper in the tray, and configure the paper size settings under [Select Paper] accordingly. • A cover or tray was open. Close the cover or tray. • There was a paper jam. Remove the jammed paper. See page 378 "Removing Paper Jams". • A print cartridge was empty. Replace the print cartridge. See page 327 "Replacing the Print Cartridge". • The received fax was too large. Ask the sender to resend the document in parts as several smaller individual faxes, or to send at a lower resolution.
Busy	Fax transmission could not be completed because the destination's line was busy.	Wait for a while and send the fax again.
Connection Failed	The line could not be connected correctly.	• Confirm that the telephone line is properly connected to the machine. See page 180 "Connecting to a Telephone Line". • Disconnect the telephone line from the machine, and connect a standard telephone in its place. Confirm that you can make calls using the telephone. If you cannot make calls this way, contact your telephone company.

Message	Causes	Solutions
Dial Failed	The fax could not be sent.	• Confirm that the fax number you dialed is correct. • Confirm that the destination is a fax machine. • Confirm that the line is not busy. • While entering the destination phone number, press [P] to adjust the interval. For example, if the telephone line you are connected to requires time to connect to the public line after you dial the external number, enter a pause after entering the number to specify the time to wait before dialing the number. • Check that [PSTN / PBX] in [Administrator Tools] has been specified in accordance with the telephone line in use. See page 234 "Administrator Tools Settings".
Fax Job Memory Overflow	The number of fax jobs in memory (unsent or unprinted faxes) has reached maximum, so new jobs cannot be stored.	Wait until pending jobs have been transmitted or printed.
I-Fax POP3 Failed	The machine is not connected to the network correctly, or the POP3 server could not be found.	• Confirm that the Ethernet cable is properly connected to the machine. • Confirm that the network settings such as IP address, DNS, and POP3 settings have been configured properly (make sure that no double-byte character is used). See page 242 "Network Settings".

Message	Causes	Solutions
Memory Overflow	- The machine's memory reached capacity while scanning the first page of the original to store a fax job in memory before transmission. - The machine's memory reached capacity while storing a fax in memory in Memory Transmission mode.	Resend the fax in parts as several smaller individual faxes, or send at a lower resolution. For details about specifying the resolution, see page 197 "Specifying Scan Settings for Faxing".
On Hook or Stop key	The machine has been off-hook for an extended period of time.	Put down the handset phone or press the [Clear/Stop] key.
RX Communication Error	A reception error occurred, and the fax could not be received correctly.	- Check the solution for when a fax cannot be received. For details, see page 414 "When You Cannot Send or Receive Fax Messages As Wanted". - If possible, contact the sender of the fax and ask them to resend it.
Set Correct Paper	The tray selected in [Select Paper Tray] under [Fax Settings] does not contain A4, Letter, or Legal size paper.	While the message is displayed, press [Set Size]. A menu for changing the paper size of the current tray appears. Load A4/Letter/ Legal size paper in the tray, and then select the corresponding paper size. Note that the paper size setting for the tray under [Paper Settings] will be changed. See page 229 "Paper Settings".
TX Communication Error	A transmission error occurred, and the fax could not be transmitted correctly.	If the [Auto Redial] setting is enabled in [Transmission Setting] of [Fax Settings], the machine will redial the number automatically. If all attempts fail, or if the machine is in Immediate Transmission mode, the fax will not be transmitted. Try the operation again.

When a Message Appears While Using the Printer Function

Message	Causes	Solutions
Check Paper Size	The paper size set for the document differs from the size of the paper in the indicated tray.	Press [Continue Printing] to begin printing, or press [Job Reset] to cancel the job.
Check Paper Type	The paper type set for the document differs from the type of the paper in the indicated tray.	Press [Continue Printing] to begin printing, or press [Job Reset] to cancel the job.
Memory Overflow	- The data is too large or complex to print. - When performing printing on Legal size paper under certain print quality setting, print data becomes too large and the job may be canceled. - If you try to print a Locked Print file stored in the machine with the printer driver's [Gradation:] set to [Fine] in the [Print Quality] tab, printing may be canceled depending on the machine's current memory usage.	- Select [600 x 600 1bit] in [PCL Resolution] in [PCL Menu] or [PS Resolution] in [PS Menu] under [Printer Settings] to reduce the size of data. See page 265 "Printer Settings". - If using the PCL printer driver, set [Gradation:] in [Print Quality] to [Speed] or [Standard]. If using the PostScript 3 printer driver, set [Print Quality] in [Printer Features] to [Standard] or [High Quality]. - Print or delete other Locked Print files in the machine, and then print the Locked Print file that the machine failed to print. Alternately, resend the Locked Print file to the machine with [Gradation:] set to [Speed] or [Standard], and then print the Locked Print file.

When a Message Appears While Using the Scanner Function

Message	Causes	Solutions
Exceeded Maximum Email Size	The file size of the scanned data exceeds the size specified in [Maximum Email Size] of [Scanner Settings].	- Specify [Settings] ► [Scanner Settings] ► [Resolution], and to reduce the scanning resolution. See page 254 "Scanner Settings". - Configure [Maximum Email Size] under [Scanner Settings] to increase the allowed size. See page 254 "Scanner Settings".
Failed to Access File Press Clear key	The Scan to USB function failed because the machine could not access the USB flash disk properly.	Use a USB flash disk that is not password- or write-protected.
Failed to Create File Press Clear key	The Scan to USB function failed because there was not enough memory on the USB flash disk.	Use a USB flash disk with enough memory.
Net Communication Error	Connection with the server was lost while sending or receiving data.	Contact the network administrator.
Network is not Ready	A scanned file could not be sent because the machine has not received IP address information from the DHCP server completely.	Wait until the machine receives the IP address information completely, and then try the operation again.
Scan (NW) Disconnected	A scanned file could not be sent because the Ethernet cable was not connected properly.	Reconnect the Ethernet cable properly, and then try the operation again.
Scan (USB) Disconnected	The USB cable was disconnected while scanning from a computer.	Reconnect the USB cable properly, and then try the operation again.

Message	Causes	Solutions
Server Connection Failed	A scanned file could not be sent because the destination could not be reached.	Confirm that the destination is registered correctly, and then try the operation again. For details, see page 137 "Registering Scan Destinations".
Server Response Error	An error occurred in communication with the server before beginning transmission.	Confirm that the destination is registered correctly, and then try the operation again. For details, see page 137 "Registering Scan Destinations". If the problem could not be solved, contact the network administrator.
Set Original to ADF Cannot use exposure glass with set. in [Scan Size].	Scanning could not be performed because the originals were not placed in the ADF, even though the machine is set to scan originals larger than A4/Letter size.	- To proceed with the current settings, set the original on the Auto Document Feeder (ADF) regardless of the size of the original to scan. - If you need to use the exposure glass, set A4/Letter or smaller size in [Scan Size...] under [Scan Settings], and then try again. See page 153 "Specifying Scan Settings".
Unsupported Device Please Remove	A USB device other than a USB flash drive is connected to the machine, and USB memory transmission failed.	Connect a USB flash drive to the machine. Note that RICOH does not guarantee operation of the machine with all USB flash drives available on the market. so If a USB memory device connected to the machine encounters a problem, try connecting a different USB flash drive, and see if it works.
USB Disconnected Press Clear key	The Scan to USB function failed because the USB flash disk was removed before the operation could be completed.	Check that the USB flash disk is securely inserted in the machine. Do not pull out the USB flash disk until [Ready] appears on the display.
USB Memory Overflow Press Clear key	The Scan to USB function failed because there was not enough memory on the USB flash disk.	Use a USB flash disk with enough memory.

Message	Causes	Solutions
Write Protect Press Clear key	The Scan to USB function failed because the machine could not access the USB flash disk properly.	Use a USB flash disk that is not password- or write-protected.

Removing Paper Jams

If a paper jam occurs, one of the following messages appears on the control panel:

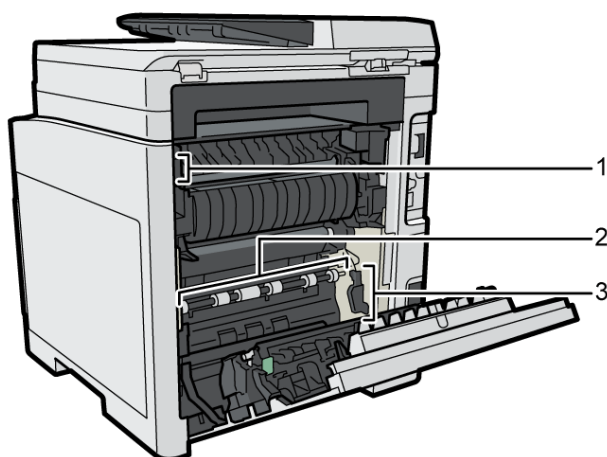
Notes on Removing a Paper Jam

CAUTION

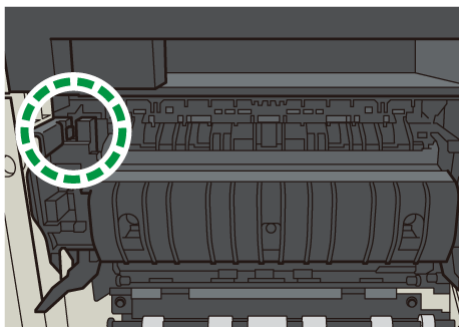
- The inside of this machine becomes very hot. Do not touch the parts labeled "⚠" (indicating a hot surface).
- Some of this machine's internal components get very hot. For this reason, take care when removing misfed paper. Not doing so could result in burns.
- Some of the internal components of this machine might be fragile. When you remove jammed paper, do not touch the sensors, connectors, LEDs, or other fragile parts that are shown in this manual. Doing so may cause malfunctions.

For the location of the sensors in the machine and extended options, see the following illustrations.

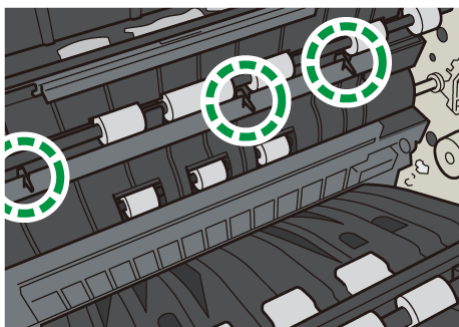
Machine (back-left side)



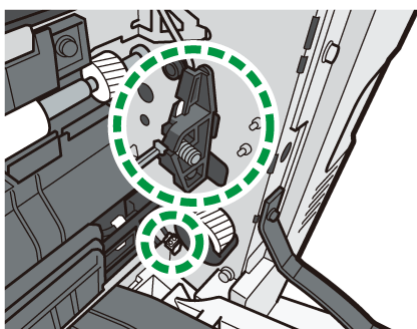
1.



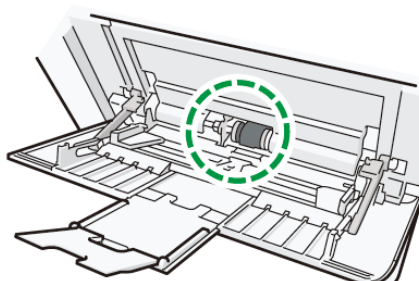
2.



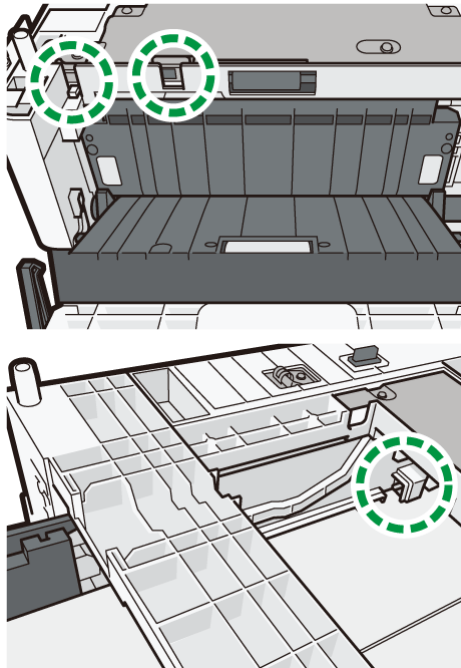
3.



Bypass tray



Paper feed unit



★ Important

- Jammed paper may be covered in toner. Be careful not to get toner on your hands or clothes.
- Toner on prints made immediately after clearing a paper jam may be insufficiently fused and may smudge. Make test prints until smudges no longer appear.
- Do not forcefully remove jammed paper, as it may tear. Torn pieces remaining inside the machine will cause further jams and possibly damage the machine.
- If the paper tray is set, it may be difficult to remove the jammed paper. Pull out the tray completely before removing the jammed paper.
- Paper jam can cause pages to be lost. Check your print job for missing pages and reprint any pages that did not print out.

11

Removing a Paper Jam

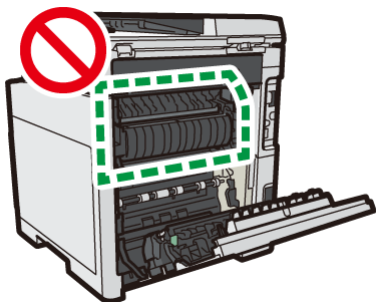
Follow the procedure shown in the animation on the control panel to remove the paper jam.

Be careful not to rip the paper and leave small pieces of it inside the machine when removing jammed paper. To pull the paper out, hold its left and right ends with both hands and pull on the paper evenly.

★ Important

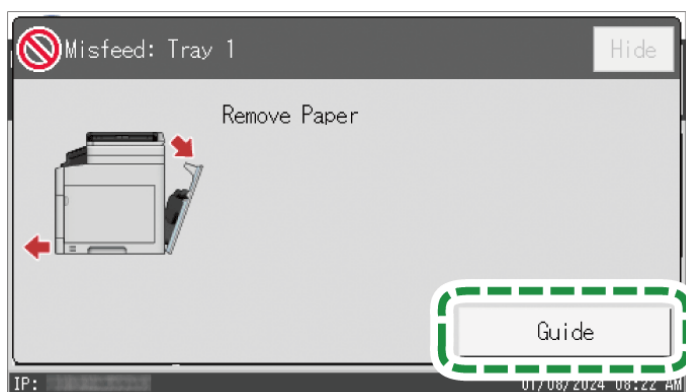
- Do not turn off the machine when removing paper. The specified settings and values are canceled when you turn off the power.

- Perform only the procedure that is shown in the animation. If you fail to do so, the print quality may degrade, or a malfunction may occur.
- The area near the fusing unit becomes very hot. Wait until the temperature of the unit and its surroundings cool down adequately before you remove the jammed paper.



- When you raise the Auto Document Feeder (ADF), do not hold on to its paper tray. Doing so may damage the tray.

1. Check the location of the paper jam on the screen, and then press [Guide].

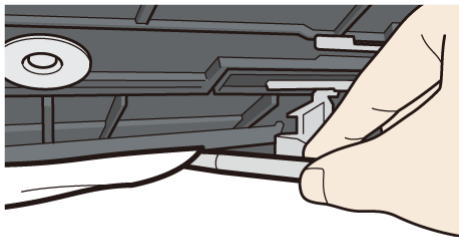


2. Follow the procedure shown in the animation to remove the paper jam.

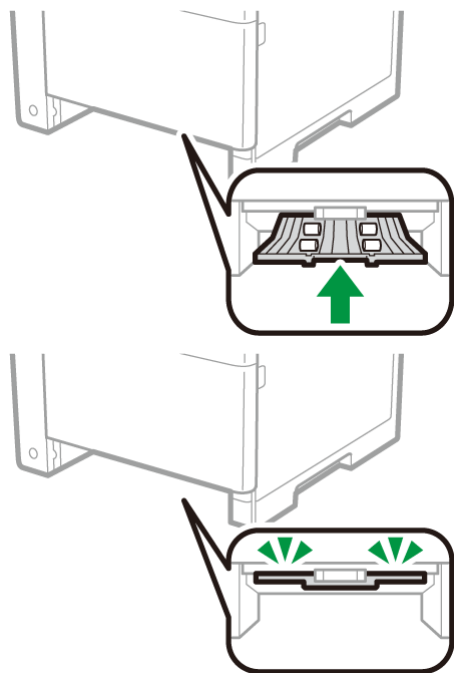


3. Close the cover(s) and other part(s) that you opened.**Note**

- Use a pen or other thin stick if you cannot remove the jammed original from the paper exit port while removing a paper jam in the Auto Document Feeder (ADF).

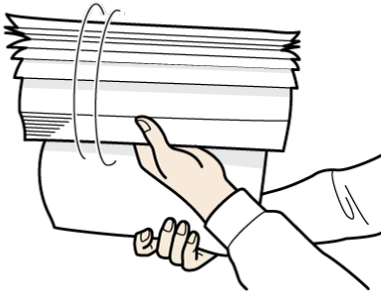


- After removing jammed paper by opening the bypass guide behind the paper tray, push up the center of the bypass guide until it clicks and closes. If the paper tray cannot be pushed all the way in, check whether the bypass guide is pushed up completely.

**If Paper Jam Frequently**

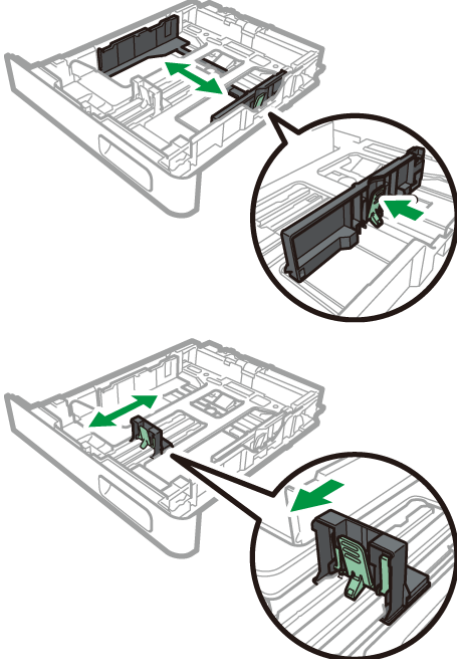
Check that the paper are loaded properly, and that the related settings are specified correctly.

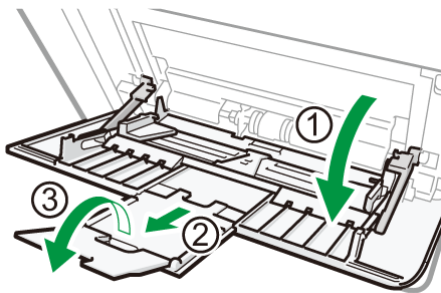
Condition of paper

Items to check	Solution if applicable
Are the sheets of paper stuck to each other?	Fan the sheets of paper thoroughly before loading them in the tray.  DOC MIC1421
Are the sheets of paper curled?	- Correct the curl before loading the paper in the tray. When the paper supports duplex printing, fan the paper thoroughly and turn over the paper. - To prevent paper becoming curled, store the paper horizontally on a flat surface.
Are the sheets of paper folded or wrinkled? Has the paper not been printed on previously?	- Load new paper with no folds or wrinkles. - Do not use paper that has been used for copying or printing on a copy, printer, or MFP other than the machine.
Is the paper dry and not moist?	- Load paper that has been stored in a dry environment. - Store paper in an environment where the humidity is below 70 %. Once the packaging material containing the paper has been opened, place the paper in a plastic bag to keep it dry.
Are the cut surface of the paper smooth and clean?	If the cut surface is uneven, set the paper in a different orientation so that the cut surface faces another direction. When the paper supports duplex printing, turn over the paper.
Is the paper too thick? Is the paper too thin?	Check the specifications for the paper that can be used on the machine, and load paper that is supported. page 66 "Supported Paper"

Items to check	Solution if applicable
Is there any paper left inside the machine when you feed paper from the bypass tray?	Paper may remain in a location that is not visible from outside the machine. See page 380 "Removing a Paper Jam", and remove any remaining paper.

Condition of the loaded paper

Items to check	Solution if applicable
Are too many sheets of paper loaded?	Load paper below the upper limit mark in the tray.
Are the side fence and end fence in the paper source tray of the mainframe properly adjusted to the paper size?	- Adjust the side fence or end fence so that there is no gap between the fence and loaded paper. - When loading only a small amount of paper in the tray, adjust the fences so that they do not press too tight against the paper. - When using the paper feed unit, adjust the side fences and the end fence to the size of the paper before loading it. Do not move the paper too much inside the paper tray after loading. The paper edges may become caught in the gap between the bottom plate and the paper tray, causing a paper jam or folded paper. 

Items to check	Solution if applicable
	Push the paper tray slowly in to the machine. If the tray is pushed with force, the side fence may move slightly.
Is the bypass tray used correctly?	- Set the machine in a location where the bypass tray and the loaded paper do not come in contact with the wall. - Adjust the paper guides on the left and right sides of the tray to match the paper size. - Pull out the bypass tray extension guide. 

- Also check the basic procedure for loading paper into the machine again.
page 52 "Loading Paper"

Tray/Paper Settings

Points to Check	Action to Take
Does the size of the loaded paper match the setting in [Paper Setting]?	Specify the paper tray to select its paper size in [Paper Setting], and configure the paper size.

- Also check the sizes of paper that can be loaded on the machine again. For details, see page 52 "Loading Paper".

Note

- If you cannot remove the originals jammed in the original output area of the ADF, remove them using a thin device that is not pointed, such as a pen.

When You Cannot Print Test Page

Possible cause	Solution
The power cord, a USB cable, or an Ethernet cable is not connected correctly.	Make sure that the power cord, USB cable, and Ethernet cable are connected correctly. Also confirm that they are not damaged. For details, see the "Connecting the Machine via Ethernet or USB", Setup Guide.
The port connection is not established correctly.	1. In the Windows Start menu, click [Windows System], and then [Control Panel]. 2. In the "Hardware and Sound" category, click [View devices and printers]. 3. Right-click the icon of the machine, and then click [Printer properties]. 4. Click the [Ports] tab, and then make sure that the port is set as a USB or network printer.

Paper Feed Problems

If the machine is operating but paper will not feed or paper jams occur frequently, check the condition of the machine and paper.

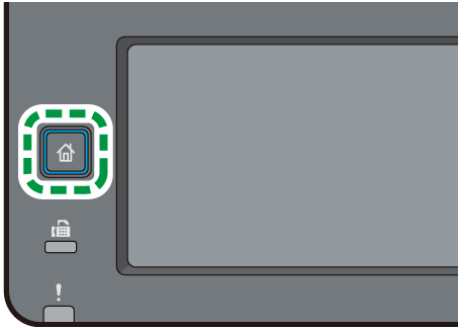
Problem	Solution
Paper does not feed smoothly.	• Check if the paper is too thick or thin. Use supported types of paper. See page 66 "Supported Paper". • Load paper correctly, making sure that the side or end fences of the paper tray, or the paper guides of the bypass tray are properly adjusted. See page 52 "Loading Paper". • If the paper is curled, straighten the paper. • Take out the paper from tray and fan it well. Then, reverse the top and bottom of the paper, and put it back in the tray.
Paper jams occur frequently.	• If there are gaps between the paper and the side or end fences of the paper tray, or the paper guides of the bypass tray, adjust the side or end fences of the paper tray, or the paper guides of the bypass tray to remove the gaps. • We recommend that you specify single-sided printing when printing data that consumes a large amount of toner, such as pictures or photos comprising areas filled with colors or tones. • Use supported types of paper. See page 66 "Supported Paper". • Load paper only as high as the upper limit markings on the side fence. • Make sure that the friction pads and paper feed rollers are clean. See page 352 "Cleaning the Friction Pad and Paper Feed Roller (Trays 1 to 2)".
Multiple sheets of paper are fed at one time.	• Fan the paper well before loading. Also make sure that the edges are even by tapping the stack on a flat surface such as a desk. • Make sure that the side or end fences are in the right position. • Use supported types of paper. See page 66 "Supported Paper". • Load paper only as high as the upper limit markings on the side fence. • Make sure that the friction pads and paper feed rollers are clean. • Check that paper was not added while there was still some left in the tray. Only add paper when there is none left in the tray.
Paper gets wrinkles.	• Paper is damp. Use paper that has been stored properly. See page 66 "Supported Paper".

Problem	Solution
	- Paper is too thin. See page 66 "Supported Paper". - If there are gaps between the paper and the side or end fences of the paper tray, or the paper guides of the bypass tray, adjust the side or end fences of the paper tray, or the paper guides of the bypass tray to remove the gaps.
The printed paper is curled.	- Load the paper upside down in the paper tray. - If the paper curl is severe, take prints from the output tray more frequently. - Paper is damp. Use paper that has been stored properly. See page 66 "Supported Paper". - Select [Curl Prevented] in [Curl Prevention Mode] under [System Settings].
The output sheet falls from the output tray	- Extend the paper stopper. For details, see page 23 "Exterior: Front and Right view". - When the paper is curled, see the solution in "The printed paper is curled." above, and perform the procedure accordingly to resolve the problem. - If there are burrs (returns created when the paper is cut), load the paper in the feed tray with the front and back of the paper reversed.
Images are not printed in the right position 	Adjust the front end fence and both side fences to match the paper size. See page 52 "Loading Paper".

When a Misregistration of Color Occurs

A misregistration of colors may occur when you move the machine, or while you perform printing operations repeatedly. If this occurs, perform [System Settings] ► [Color Registration] to adjust the machine. The adjustment process takes approximately 40 seconds.

1. Press the [Home] key.



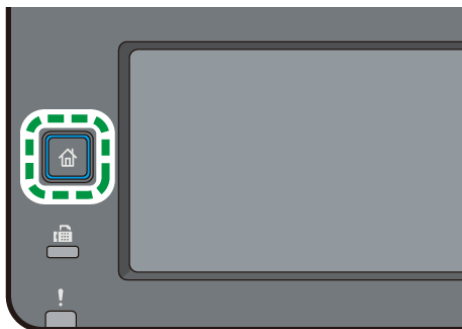
2. Press the [Setting] icon.
3. Press [System Settings] ► [Color Registration] ► [Yes].

When the Image Quality Varies

The density on the printed image may change after the machine has not been used for an extended period of time, or when you move the machine to another location where the operating environment is significantly different. If this occurs, perform [System Settings]

▶ [Auto Adjustment Image Quality] to adjust the machine.

1. Press the [Home] key.



2. Press the [Setting] icon.
3. Press [System Settings] ▶ [Auto Adjustment Image Quality] ▶ [Yes].

Printer Problems

When You Cannot Print Properly

Status	Cause	Solution
An Error Appears on the Screen of a Computer When You Perform Printing.	The name of the printer icon that is registered on the computer is inappropriate.	Check that the number of characters in the name of the printer icon registered on the computer does not exceed 32 alphanumeric characters. If it does, shorten it.
	Another application that is running on the computer is affecting the operation of the machine.	Check that no other application is running on the computer. Close any other applications, as they may be interfering with printing. If the problem is not resolved, close unneeded processes too.
	The printer driver you are using is not up to date.	Check that the latest printer driver is being used. For details, see "Driver Installation Guide".
A print job is canceled.	[I/O Timeout] in [System Settings] is set to 15 seconds.	If [I/O Timeout] under [System Settings] is set to 15 seconds, increase the time period. A print job may be canceled if printing is frequently interrupted by data from other ports, or if printing data is large and takes time for processing. page 223 "System Settings"
A Locked Print file is canceled.	Five secure print documents or 5 MB of document memory is stored in the machine already.	Print data. Print or delete an existing Locked Print file. page 94 "Printing Confidential Documents"

Status	Cause	Solution
		Even if the machine cannot store any more Locked Print files, the machine holds the new Locked Print file for the period of time specified in [Locked Print] under [System Settings] before canceling that file. Within this time, you can print or delete the new Locked Print file. You can also print or delete an existing Locked Print file so that the new Locked Print file can be stored in the machine. page 223 "System Settings"
	A secure document contains too many pages, or its file size is too large.	Reduce the number of pages to print, or print with a lower setting for [Gradation:] in [Print Quality]. For details, see the printer driver Help.
Documents are not printed properly when using a certain application, or image data is not printed properly. Some characters are printed faintly or not printed.	- The application uses low resolution when printing. - The application is somehow affecting the image quality.	- Windows Select [Fine] in [Gradation:] in the [Print Quality] tab. - macOS Change the image quality using the [Print Quality] menu in the [Printer Features] menu. - Adjust the image quality according to the condition using the image quality function of the printer driver. For details, see page 98 "Print Quality Functions".
A printed image is different from the image on the computer's display.	Scaling up or down is specified.	When you use some functions, such as enlargement and reduction, the layout of the image might be different from that displayed in the computer display.
	The page layout is not configured appropriately in the application.	Check that the page layout settings are properly configured in the application.

Status	Cause	Solution
	An incorrect paper size is specified in the printer driver.	Make sure the paper size selected in the printer properties dialog box matches the size of the paper loaded. For details, see the printer driver Help.
Images are cut off, or excess pages are printed.	Paper of a small size is specified in the printer driver.	If you are using paper whose size is smaller than the paper size selected in the application, use the same size paper selected in the application. If you cannot load paper of the correct size, use the reduction function to reduce the image, and then print. See the printer driver Help.
The color of the printout is different from the color on the computer's display.	Color systems used for the colors on the screen and printed output do not match.	The colors made using color toner may be different from colors displayed on the display due to the difference of methods to reproduce colors.
	[Toner Saving] is specified in the printer driver.	Color gradation might appear differently if On is selected for [Economy Color] on the [Print Quality] tab in the printer driver's dialog box. See the printer driver Help.
	A misregistration of colors has occurred when you move the machine or while you are performing printing operations repeatedly.	Turn off the main power, and then turn it back on. If the color still appears different on the printout, perform the [Color Registration] under [System Settings]. page 389 "When a Misregistration of Color Occurs" If this procedure fails to resolve the problem, contact your service representative.
Color changes extremely when adjusted with the printer driver.	The color setting in the printer driver is specified inappropriately.	Do not make extreme settings for the color balance under the [Print Quality] tab in the printer driver's dialog box. See the printer driver Help.

When You Cannot Print Clearly

Status	Cause	Solution
Paper is stained when printing.	Non-recommended paper is used.	Use recommended paper.
	The paper thickness is specified incorrectly.	- In the paper type setting, specify the correct paper type for the tray you use for printing. page 229 "Paper Settings" - Change [Paper Type:] on the [Paper] tab in the printer driver.
	Paper with poor toner fusibility is used.	Specify [Fix Quality Improved] when dirty spots appear on the printed side of the paper. Select [Fix Quality Improved] in [Fixing Quality Mode] in [Settings] ► [System Settings].
	The inside of the machine is dirty.	Clean the fusing unit and dustproof glass. page 352 "Cleaning the Fusing Unit" page 357 "Cleaning the Dustproof Glass"
	Paper dust is accumulated in the primary transfer unit, causing toner to fall.	Contact your service representative.
Smudges appear around the image.	The secondary transfer voltage is specified inappropriately.	Select the thickness of paper to be adjusted in [Setting] ► [System Settings] ► [PM Parts] ► [Adj Ppr Trsfr Rllr Unit], and increase the value. page 223 "System Settings"
A white band appears on a transparent sheet.	Paper dust that has fallen off paper is adhering to the transparent sheet.	Use a dry cloth to wipe paper dust off the back side of the transparent sheet.
White spots or stains appear in the form of water droplets.	Water vapor evaporated from the paper is adhering to the paper.	- Use paper that is stored in a dry environment. - Place the machine in a location where it is not exposed to low temperature. For details, see Setup Guide.

Status	Cause	Solution
A void occurs at the bottom edge of the image.	The image transfer voltage is inappropriate.	- Perform [Image Transfer Voltage Auto Adjust] in [PM Parts] in [Settings] ► [System Settings]. - If the problem persists even after performing [Image Transfer Voltage Auto Adjust], increase the value in [Adjust Transfer Belt Unit] in [PM Parts] in [Settings] ► [System Settings].
White lines appear. 	Dustproof glass is dirty.	Clean the dustproof glass. page 357 "Cleaning the Dustproof Glass"
Horizontal streaks appear every several millimeters (inches).	The image transfer voltage is inappropriate.	- Perform [Image Transfer Voltage Auto Adjust] in [PM Parts] in [Settings] ► [System Settings]. - If the problem persists even after performing [Image Transfer Voltage Auto Adjust], increase the value in [Adjust Transfer Belt Unit] in [PM Parts] in [Settings] ► [System Settings].
The printed image appears blurred or faint. 	[Toner Saving] is specified in the printer driver.	Disable [Toner Saving] on the [Print Quality] tab of the printer driver.
	Coarse paper or paper with a processed surface is used.	Use recommended paper.
	The paper contains a lot of moisture.	Use paper that is stored in a dry environment.
	There is a problem with the tint setting of the machine.	Perform [Setting] ► [System Settings] ► [Auto Adjustment Image Quality].
	Toner is depleted.	Replace the toner when the message prompting replacement is displayed. page 327 "Replacing the Print Cartridge"

Status	Cause	Solution
	The dustproof glass is dirty.	Clean the dustproof glass. page 357 "Cleaning the Dustproof Glass"
The printed image becomes blurred when rubbed with a finger. (Toner is fused inadequately) 	The paper type setting does not match that of the paper you use when using thick or other type of paper.	Change [Paper Type:] on the [Paper] tab in the printer driver.
Partial white spots appear on the printed page. 	The paper contains a lot of moisture.	• Use paper that is stored in a dry environment. • Select the thickness of paper to be adjusted in [Setting] ► [System Settings] ► [PM Parts] ► [Adj Ppr Trsfr Rllr Unit], and increase the value. page 223 "System Settings"
A blank area occurs in the vertical direction. 	The drum unit is not installed properly.	Insert the drum unit all the way in.
Page is not output in the color you specified.	The graphic process was applied to the machine when you printed the page from a Windows computer.	Specify [Raster] in the [Print Quality] tab ► [Graphics Mode] of the printer driver, and see whether the problem improves.

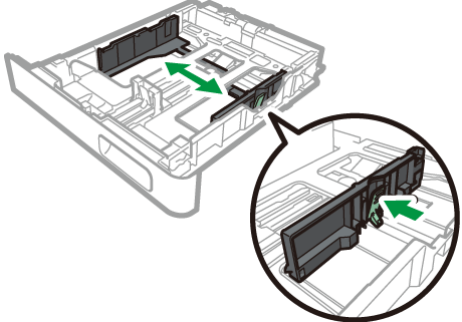
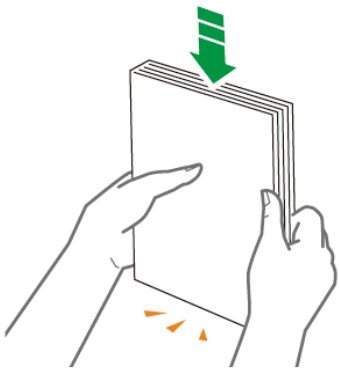
Status	Cause	Solution
The color original is printed in black and white.	Color printing is not specified in the printer driver.	- Windows Specify [Color] in [Color/ Black and White:]. - macOS Specify [Color] in [Color/ Black and White:] on the [Printer Features] menu.
An after image of characters and images is printed.	The primary transfer voltage is set too low.	- Perform [Setting] ► [System Settings] ► [PM Parts] ► [Image Transfer Voltage Auto Adjust]. page 223 "System Settings" - If the problem persists even after performing [Image Transfer Voltage Auto Adjust], adjust using [Setting] ► [System Settings] ► [PM Parts] ► [Adjust Transfer Belt Unit].   - When the afterimage is darker than the background color, increase the adjustment value. - When the afterimage is lighter than the background color, decrease the adjustment value.
Images are printed in lower resolution.	The application you use reduces the resolution when printing.	- Windows Specify [Fine] in the [Print Quality] tab ► [Gradation:], or increase the resolution. - macOS Change the image quality using the [Print Quality] menu in the [Printer Features] menu.

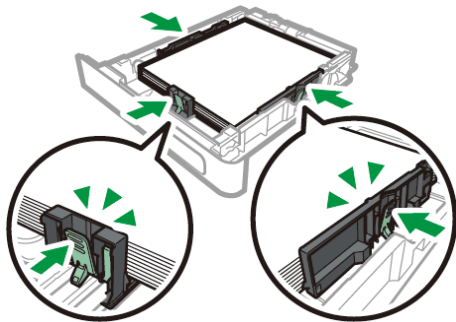
Status	Cause	Solution
Solid lines are printed as dotted or blurred lines.	An incorrect dithering pattern is specified in the printer driver.	- Windows Change the setting in [Dithering:] under the [Print Quality] tab ► [Advanced]. - macOS Check [Dithering] in the [Print Quality] menu in the [Printer Features] menu.
Thin lines are not printed, or they are printed jaggedly or vary in thickness.	A fine line is specified in the document.	- Windows Change the setting in [Dithering:] under the [Print Quality] tab ► [Advanced]. - macOS Check [Dithering] in the [Print Quality] menu in the [Printer Features] menu. - If the problem persists, change the line thickness in the application.
Images are printed slanted. 	Paper is being fed at an angle.	Check that the side fence on the paper source tray is set correctly.
The width of the leading margins vary on each page.	The paper loaded on the source tray is either too thin or too thick.	- Check the thickness of paper that can be loaded on the machine. page 66 "Supported Paper" - When the thickness is close to the minimum or maximum paper thickness, specify the paper type matching the paper used in [Setting] ► [System Settings] ► [Paper Settings].

Status	Cause	Solution
Images are cut off in the middle, or an extra page is printed.	Paper of a smaller size is specified in the printer driver.	Check the paper size specified in the document, and see if the setting matches the setting in [Print On] in the printer driver. If the paper of the same size is not available, adjust the scaling factor.
Page layout is off, or the last character of a line is sent to the next line.	The page in a document exceeds the maximum printable area of the machine.	• The actual printable area varies depending on the printer. Check the printable area on the machine. page 78 "Print Area" • Select the check box of the [Paper] tab ► [Print On] ► [Fit to Print Size]. • When you specify scaling or combining in the printer driver, adjust the layout and character size in the document.
Japanese characters, external characters, or specific characters are not printed properly. (garbled characters)	The graphic process was applied to the machine when you printed the page from a Windows computer.	Specify [Raster] in the [Print Quality] tab ► [Graphics Mode] of the printer driver.
The data is printed inverted vertically when you print on label paper.	You are printing on label paper or other paper that needs to be loaded in the specific orientation.	If you cannot reverse the orientation of loaded paper, change the setting in the printer driver to print the image rotated by 180 degrees. Select the check box of [Rotate by 180 Degrees] on the [Basic] tab.
Data is not printed in the correct position.	The drum unit is not installed properly.	Insert the drum unit all the way in.

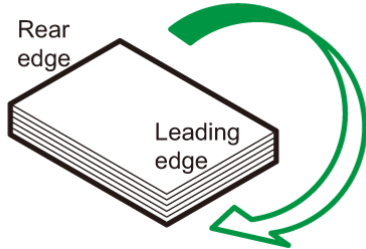
When Paper Is Not Fed or Ejected Properly

Status	Cause	Solution
Printed sheets fall in front of the machine.	The paper stopper is not extended when you make a large number of prints.	Extend the paper stopper. page 23 "Exterior: Front and Right view"
Printed sheets are not stacked properly.	The paper contains a lot of moisture.	Use paper that is stored in a dry environment.
	The paper stopper is not extended when you make a large number of prints.	Extend the paper stopper. page 23 "Exterior: Front and Right view"
	Paper is curled.	Specify [Curl Prevented] in [Setting] ► [System Settings] ► [Curl Prevention Mode].
Print sheets are curled.	The paper contains a lot of moisture.	Use paper that is stored in a dry environment.
	Paper is curled.	- Set the paper loaded in the source tray upside down, and try again. - If the output sheets become badly curled, remove the output sheets frequently from the output tray. - Specify [Curl Prevented] in [Setting] ► [System Settings] ► [Curl Prevention Mode].
Paper is not fed from the source tray that you specified on the control panel, or paper is not output in the feeding orientation specified on the source tray.	[Driver/Command] is specified in the paper tray setting.	- Specify the setting in [Input Tray:] on the [Paper] tab in the printer driver. - Change the setting in [Setting] ► [Paper Setting] ► [Tray 1 Priority] or [Bypass Tray Priority] to [Machine Setting(s)].
	Paper is too thin.	Use recommended paper.

Status	Cause	Solution
Paper is wrinkled.	The paper contains a lot of moisture.	Use paper that is stored in a dry environment.
	Paper is loaded incorrectly.	See the checkpoints when a paper jam occurs frequently, and check that the paper is loaded correctly. page 382 "If Paper Jam Frequently" If the wrinkles persist, open the side fence, remove the paper, and place it again after aligning the bundle. Then, adjust the side fences to the size of the paper, and check that there is no gap left between the paper and the side and end fences.  

Status	Cause	Solution
		3. 
The outer edge of paper becomes buckled.	Non-recommended paper is used.	Use recommended paper.
	The paper contains a lot of moisture.	Use paper that is stored in a dry environment.
	Paper is loaded incorrectly.	See the checkpoints when a paper jam occurs frequently, and check that the paper is loaded correctly. page 382 "If Paper Jam Frequently"
More than one sheet of paper is fed together at a time. (double-feed)	Sheets of paper are sticking to each other.	Fan the sheets thoroughly before setting them on the paper tray, or load one sheet of paper at a time when printing.
	You added paper to the tray when paper was already loaded.	Do not add paper to the tray when paper remains in the tray. Load a new stack of paper only after the paper in the tray runs out.
	You have touched the center of the paper when loading it.	When loosening the paper or loading it in the tray, be sure to hold the paper by its corners. If you load paper while touching its center, dirt on the paper may cause double feeding.
Duplex printing could not be performed.	Paper is too thick, or too thin.	Check the thickness of paper that is supported in duplex printing, and load appropriate paper. page 69 "Specifications of Paper Types"
	A paper type that is not supported in duplex printing on the tray you use is specified in [Paper Setting].	Check the paper type setting on the source tray to use in [Setting] ► [Paper Setting].

Status	Cause	Solution
Envelope is not fed, or a double-feed or paper jam occurs.	Envelope is curled.	Correct the curl on the envelope, and load it again. page 69 "Specifications of Paper Types"
Paper jam occurs when printing.	Non-recommended paper is used.	Use recommended paper.
	Paper is loaded incorrectly.	See the checkpoints when a paper jam occurs frequently, and check that the paper is loaded correctly. page 382 "If Paper Jam Frequently"
	Paper size and type are not specified correctly in the printer driver when printing from the bypass tray.	Check whether the paper size and type settings are specified correctly.
The printed paper is curled.	The paper contains moisture.	• Load paper stored in a place with low humidity. • If the paper curls a lot, remove the paper from the output tray frequently. • Select [Curl Prevented] in [Setting] ► [System Settings] ► [Curl Prevention Mode].
	The paper is loaded with the side that is easy to curl facing up.	Load the paper upside down in the paper tray.
The printed paper falls from the output tray.	The paper is curled.	Correct the curl of the paper before loading.
	The edges of the paper are uneven.	Load the paper in the paper tray by changing the leading edge and the rear edge.

Status	Cause	Solution
		
	The paper stopper is lowered.	Raise the paper stopper before printing. page 23 "Exterior: Front and Right view"

Other Troubleshooting

Status	Cause	Solution
It takes a long time to print the first sheet after you operate the machine.	The machine is in the energy saving mode and is taking time to recover.	- When you print on the machine after the machine has not been used for a long time, wait until it recovers from the energy saving mode. - You can specify the period of time the machine waits before entering the energy saving mode in [Setting] ► [Administrator Tools] ► [Energy Saver Mode].
It takes a long time to perform printing.	The data to be printed comprises a lot of photos and diagrams, and your computer is taking time to process them.	- The machine is receiving data while "Processing..." is displayed on the control panel. Wait a while. - In Windows, specify [Speed] in [Gradation:] on the [Print Quality] tab.
It takes a long time to perform printing. (Wi-Fi connection)	The signal condition is not good.	Move to a different location or remove obstacles between the machine and your computer, and see if the situation improves.
	Another Wi-Fi device is interfering with your signal.	Turn off the Wi-Fi device, and see if the situation improves.

Status	Cause	Solution
	A microwave oven, cordless phone, or similar device that uses the same radio frequency is interfering with your device.	Turn off the device that is suspected of interfering with your device, and see if the situation improves.
A connected option is not recognized.	When the machine is connected to a Windows computer via USB, bidirectional communication is not enabled in the printer driver.	Windows 10 is used as an example. 1. On the [Start] menu in Windows, click [Control Panel] under [Windows System]. 2. Click [View devices and printers]. 3. Right-click the printer icon of the machine, and click [Printer properties]. 4. Click the [Port] tab, and select the [Enable bidirectional support] check box.
	The option is not configured in macOS.	The option is not recognized automatically in macOS. Specify the option that is attached to the machine in [System Preferences...] ► [Printers & Scanners] ► (specify the machine) ► [Options & Supplies...] ► [Options].
Combine printing or auto enlarge/reduce function cannot be performed as specified.	The original orientation and size settings in the printer driver do not match those of the document.	Check that the original orientation and size match those specified in the document.
A blank page is output.	There is a problem with the printer driver, application, or data.	Print a test page. On the [Devices and Printers] screen, right-click the icon of the machine and click [Printer properties] ► [Print Test Page]. • If the test page is printed as a blank page, reinstall the printer driver. If the problem persists even after you reinstall the driver, consult your service representative.

Status	Cause	Solution
		If the test page is printed as a blank page, there may be a problem with the application or data. Consult the supplier of the application or data.
The printer settings cannot be changed.	You do not have the privilege required to change the printer settings.	Consult the administrator of your computer.
The selection items for duplex printing, paper size, and other settings are not displayed on the print screen under macOS.	The setting of the [Kind] item in the printer driver is incorrect.	Click the machine on [System Preferences...] ► [Printers & Scanners] screen, check that the [Kind] item matches the driver name of the machine. If the driver name in the item differs from [Generic PostScript Printer] or the machine, reinstall the printer driver.
It is hard to return the bypass guide behind the paper tray to its original position.	The bypass guide is not pushed up completely.	Push up the center of the bypass guide until it clicks and closes. page 380 "Removing a Paper Jam"
The paper tray cannot be pushed all the way in when inserting it into the machine.	The bypass guide at the back of the paper tray is not closed.	Push up the center of the bypass guide until it clicks and closes. Then, push the paper tray in.

Copier Problems

When You Cannot Make Clear Copies

Status	Cause	Solution
The printed copy is blank.	The side of the original that is set on the machine is incorrect.	When using the exposure glass, place originals copy side down. When using the ADF, place them copy side up. page 79 "Placing Originals"
The wrong original was copied.	There is an original set on the ADF when you are copying from the exposure glass.	If copying from the exposure glass, make sure that there are no originals in the ADF.
Copied pages do not look the same as the originals.	A scan method that is not appropriate for the type of the original to be scanned is specified.	Select the correct scan mode according to the type of original. page 120 "Specifying Scan Settings for Copying"
Black spots appear when photocopying a photographic print.	High humidity is causing the photographic print to adhere to the exposure glass.	Place the original on the exposure glass, and then place two or three sheets of white paper on top of it. Leave the ADF open when copying.
A moire pattern is produced. 	There are places where lines and dots overlap on the original.	Switching the setting for image quality between [Photo] and [Text/Photo] may eliminate the moire pattern. page 120 "Specifying Scan Settings for Copying"
The printed copy is dirty.	The density is set too high.	Adjust the image density. page 120 "Adjusting Image Density"
	The exposure glass or ADF is dirty.	Do not touch printed surfaces immediately after copying. Remove freshly printed sheets one by one, taking care not to touch printed areas. • Clean the exposure glass or ADF. page 359 "Cleaning the Exposure Glass"

Status	Cause	Solution
		page 359 "Cleaning the Auto Document Feeder" Check that the ink or correction fluid is dried completely before you place the original on the ADF or exposure glass.
	A misregistration of color occurs.	Perform [Setting] ► [System Settings] ► [Color Registration]. page 389 "When a Misregistration of Color Occurs"
A colored streak or streak-like smudge appears on the output.	The exposure glass or ADF is dirty.	- Clean the exposure glass or ADF. page 359 "Cleaning the Exposure Glass" page 359 "Cleaning the Auto Document Feeder" - Check that the ink or correction fluid is dried completely before you place the original on the ADF or exposure glass.
A white streak appears on the output. 	The exposure glass or ADF is dirty.	- Clean the exposure glass or ADF. page 359 "Cleaning the Exposure Glass" page 359 "Cleaning the Auto Document Feeder" - Check that the ink or correction fluid is dried completely before you place the original on the ADF or exposure glass.
	Toner is depleted.	Replace the toner when the message prompting replacement is displayed. page 327 "Replacing the Print Cartridge"
White spots or stains appear in the form of water droplets.	Water vapor evaporated from the paper is adhering to the paper.	- Use paper that is stored in a dry environment. - Place the machine in a location where it will not be exposed to low temperature. For details, see Setup Guide.

Status	Cause	Solution
The printed image appears blurred or faint. 	[Toner Saving] is specified in the printer driver.	Disable [Toner Saving] on the [Print Quality] tab of the printer driver.
	Coarse paper or paper with a processed surface is used.	Use recommended paper.
	The paper contains a lot of moisture.	Use paper that is stored in a dry environment.
	There is a problem with the tint setting of the machine.	Execute [Setting] ► [System Settings] ► [Auto Adjustment Image Quality].
	Toner is depleted.	Replace the toner when the message prompting replacement is displayed. page 327 "Replacing the Print Cartridge"
Some parts of the original are not copied.	The paper contains a lot of moisture.	Use paper that is stored in a dry environment.
An image is truncated.	The original is set at an incorrect position or an inappropriate paper size is specified.	- Place the original correctly, and check [Select Paper]. - To trim the original by a few millimeters on the edges on the output sheet, specify [Reduce/Enlarge] to reduce the scaling factor slightly.
An artifact (image that is not on the original) appears on the copied page.	The exposure glass or ADF is dirty.	- Clean the exposure glass or ADF. page 359 "Cleaning the Exposure Glass" page 359 "Cleaning the Auto Document Feeder" - Check that the ink or correction fluid is dried completely before you place the original on the ADF or exposure glass.

Status	Cause	Solution
The backside of the original shows through to the copied image.	The density is set to a high value.	Reduce the density value. page 120 "Adjusting Image Density"
The halftone section on the copied page differs in density from the section on the original.	[Text/Photo] is specified as the original type.	Press [Text/Photo], and then specify [Text] or [Photo].
Images are copied slanted. 	An original is fed at an angle.	Check that the original is set on the machine correctly. When you place the original on the ADF, check that the paper guide is set correctly.
	Paper is being fed at an angle.	Check that the side fence on the paper source tray is set correctly.

When You Cannot Make Copies as Wanted

Status	Cause	Solution
Photocopied pages are not in correct order.	[Sort] is specified incorrectly.	Change the setting in [Setting] ► [Copier Settings] ► [Sort]. page 249 "Copier Settings"
Copied pages are too dark or too light.	The density setting is inappropriate.	Adjust the image density. page 120 "Adjusting Image Density"
Cannot make copies with satisfactory tones.	The adjustment of colors in [Color Adjustment] is inappropriate.	Adjust the tone in [Color Adjustment] in [Copier Settings]. You can adjust the intensity of red, blue and green. page 249 "Copier Settings"

Scanner Problems

When Documents Cannot Be Transmitted As Desired

Status	Cause	Solution
The data scanned using Scan to Folder cannot be transmitted temporarily.	The network adapter is turned off when the computer enters Sleep mode.	Configure your computer so its network adapter remains on.
	There is a problem with the computer or the connected Ethernet cable.	Use another Ethernet cable.
	The same IP address as the computer is specified on another computer.	Consult your network administrator.
You cannot access the network while specifying the destination folder to save the scanned data in Scan to Folder.	The IP address or subnet mask is not specified correctly on the machine.	Check the settings. page 298 "Configuring the Network Settings"
	[Folder] of the address book is not registered correctly.	Check the registration of [Folder] in Web Image Monitor. page 137 "Registering Scan Destinations"
The data is not transferred to the destination folder when scanning data using Scan to Folder.	You do not have the access privilege to the shared folder specified as the destination.	Check the access privilege of the shared folder on the destination computer.

Status	Cause	Solution
A web browser does not start, and you cannot browse the document when you click the URL in a message sent by Send by Mail.	The solution to the problem depends on the environment on your computer.	If you still cannot display the document when you try again, copy and paste the URL address into the address bar of your web browser to browse the document.

When Scanning Is Not Done As Expected

Status	Cause	Solution
The machine does not start scanning.	The ADF or the exposure glass cover is open.	Close the ADF or its cover.
The scanned image is dirty.	The exposure glass or ADF is dirty.	• Clean the exposure glass or ADF. page 359 "Cleaning the Exposure Glass" • Clean the exposure glass or ADF. page 359 "Cleaning the Auto Document Feeder" • Before setting originals, make sure that toner or correction fluid is dry.
The scanned image is distorted or out of position.	The original shifted while scanning is in progress.	Do not move the original during scanning.
The scanned image is upside down.	The original was placed upside down.	Place the original in the correct orientation. page 79 "Placing Originals"
The scanned image is blank.	The original was placed with its front and back sides reversed.	When using the exposure glass, place originals copy side down. When using the ADF, place originals copy side up. page 79 "Placing Originals"

Status	Cause	Solution
The scanned image is too dark or too light.	The density is set too high or too low.	Adjust the image density. page 153 "Specifying Scan Settings"
You cannot specify the machine in a TWAIN supporting application.	The machine is not connected to the network correctly.	Check that the machine is connected to the network correctly and configured with an IPv4 or IPv6 address.

Fax Problems

When You Cannot Send or Receive Fax Messages As Wanted

Printing

Status	Cause	Solution
Received image is too light.	When using moist, rough, or processed paper, areas of print may not be fully reproduced.	Use the recommended paper. page 66 "Supported Paper"
	The image density has been specified too low.	Increase the image density. page 120 "Adjusting Image Density"
	The original of the transmitted fax was printed on paper that is too thin.	Ask the sender to reprint the original on thicker paper, and then fax it again.
The Receiving File indicator lights up and the received document is not printed.	The received faxes are stored in memory because: • The paper tray is running out of paper. • Paper is jammed. • The toner, drum unit, or waste toner bottle needs to be replaced or is not set correctly. • The cover is open.	• Load paper into the tray. • Remove the jammed paper. • Check the status of the toner, drum unit, and waste toner bottle. • Close the cover securely.
The machine does not print received fax documents.	• [Fax Settings] is configured to store received documents. • Check the status of the toner or drum unit.	• Print the fax documents using Web browser or the Print Stored RX File function. page 216 "Printing out faxes stored in memory" and page 284 "[Fax] Tab".

Status	Cause	Solution
		You can configure the machine not to store faxes in Setting ► [Fax Settings] ► [Reception Settings] ► [Reception File Sett.].
The fax you received is split or reduced unexpectedly causing an unwanted margin.	The sending fax machine failed to detect the original size correctly when sending the fax.	When the sending fax machine fails to detect a B6-size original correctly and transmits the fax as B5-size, for example, the receiving fax machine prints the received fax on B5-size paper even when B6-size paper is loaded.

Note

- Depending on the condition of the paper and how it is loaded on the machine, the output page may be printed dirtied. See the solution when using the printer function. For details, see page 394 "When You Cannot Print Clearly".

Reception

Status	Cause	Solution
Cannot receive files.	The telephone line may be disconnected.	Check if the telephone line is properly connected to the machine. For details, see page 180 "Connecting to a Telephone Line".
The machine failed to print received fax documents.	The paper has run out.	Load paper into the tray.
You cannot send or receive any fax. (G3 line)	The telephone line is not connected to the machine correctly.	Check that the phone line is connected correctly to the machine. For details, see Setup Guide.
The machine cannot receive a fax. (G3 line)	Dial the fax number of the machine on another telephone. The solution varies depending on the sound you hear on the phone.	
	If you hear the machine ringing: The machine is not switching the line to the fax.	Answer the incoming call on the phone, and then switch to the fax. page 211 "Receiving a fax in FAX/TEL Manual mode"

Status	Cause	Solution
		If you are using the machine in an environment where you cannot pick up the phone, specify [FAX/TEL(Auto)] in [Setting] ► [Fax Settings] ► [Reception Settings] ► [Switch Recep. Mode].
	If you hear a busy tone: The telephone line is in use, or the caller ID display is not configured correctly.	- Check that no one is using another phone that is connected to the same telephone line as the machine and that the phone line is not busy. - If you are using the machine on a line with caller ID, change [Setting] ► [Fax Settings] ► [Reception Settings] ► [Ring Type] to [Number Display]. If the line remains busy, consult your telephone line provider.
	If you hear a voice saying "Your call has been received by..." or another message: A problem is occurring with the phone line.	Consult your telephone line provider.
You cannot receive faxes from a specific origin.	You changed your telephone line to an optical telephone line.	Contact your service representative.
The fax indicator flashes while the machine is receiving a fax, but it remains flashing and the receiving operation continues without receiving the fax.	A malfunction is occurring on the machine temporarily.	Turn off the power, and then turn it on again. After the machine is turned on, request the sender to transmit the fax again.

Status	Cause	Solution
Some documents cannot be received.	When receive to memory is specified, the machine fails to receive a large document or a detailed document due to insufficient memory.	You can configure the machine not to store faxes in the memory in [Setting] ► [Fax Settings] ► [Reception Settings] ► [Reception File Sett.].

Transmission

Status	Cause	Solution
Cannot send files.	The telephone line may be disconnected.	Check if the telephone line is properly connected to the machine. see Setup Guide.
	The machine cannot accept a new fax job because there are 5 unsent faxes in memory already.	Wait until any of these faxes is transmitted completely, or use the [Delete TX Stand.File] function to delete unnecessary faxes. page 257 "Fax Settings"
Reception is possible, but transmission is not.	There are regions and telephone exchanges where a dial tone cannot be detected.	Contact your service representative.
Transmission failed due to "maximum e-mail size" error.	If the e-mail size specified on the machine is too large, the Internet Fax document cannot be sent.	Change the setting for [Maximum Email Size] in [Scanner Settings]. page 254 "Scanner Settings"
When using On Hook Dial, [Receiving...] appears and transmission is not allowed.	If the machine fails to detect the size of the original when the [B&W Start] key is pressed, it performs a receiving operation.	Press [Scan Size] in [Scanner Settings], select the scan size, and then resend the document.
LAN-Fax Driver does not work.	The entered login user name, login password, or driver encryption key is incorrect.	Check your login user name, login password, or driver encryption key, and then enter them correctly. For details, contact your administrator.

Other

Status	Cause	Solution
Black lines appear on the file printed at the destination.	The exposure glass or ADF is dirty.	• Clean the exposure glass or ADF. page 359 "Cleaning the Exposure Glass" • Check that the ink or correction fluid is dried completely before you place the original on the ADF or exposure glass.
The background of received images appears dirty. Images from the back of the page appear.	Image density is too high.	Adjust the image density. page 153 "Specifying Scan Settings"
Document appears blank at the other end.	The original was placed upside down.	The original was placed upside down. Place the original in the correct orientation. page 79 "Placing Originals"
You cannot send an original in the form of bubble sheet such as an order form properly.	The original is placed incorrectly on the exposure glass.	Place the original horizontally on the exposure glass while keeping it aligned and not slanted. page 79 "Placing Originals on the Exposure Glass"

When an Error Is Notified via a Report or E-mail**When a report is printed from the machine****Error Report**

An Error Report is printed if a document cannot be successfully sent or received.

Possible causes include a problem with the machine or noise on the telephone line. If an error occurs during transmission, resend the original. If an error occurs during reception, ask the sender to resend the document.

- If an error happens frequently, contact your service representative.
- The "Page" column gives the total number of pages.

Power Failure Report

- Right after recovery from power failure, the internal battery needs to be sufficiently recharged to guard against future data loss. Keep the machine plugged in and the power on for about 24 hours after the power loss.

Even if the power is turned off, the contents of the machine memory (for example, programmed numbers) will not be lost. Lost items will include any fax documents stored in memory using Memory Transmission or Reception.

If a file deleted from memory, Power Failure Report is automatically printed as soon as the power is restored.

This report can be used to identify lost files. If a document stored for Memory Transmission was lost, resend it. If a document received by Memory Reception was lost, ask the sender to resend it.

Error Report (E-mail)

The Error Report (E-mail) is printed by the machine when it is unable to send an Error notification Email.

Transmission Error Report

The Transmission Error Report is printed by the machine when it is unable to send a Transmission Error Mail Notification.

When an error notification E-mail is received

Error notification e-mail

The machine sends the Error Notification Email to the sender when it is unable to successfully receive a particular e-mail message by Internet Fax Function. A "cc" of this notification is also sent to the administrator's e-mail address if the address has been specified.

- If an incoming Internet Fax from another party bypasses the SMTP server, even if reception is not successful, an Error Mail Notification is not sent to the sender.
- You can select to send Error Notification Email using Web Image Monitor. For details, see page 298 "Configuring the Network Settings".
- If Error Notification Email cannot be sent, the Error Report (E-mail) is printed by the machine.
- If an error occurs when an e-mail is received via SMTP, the SMTP server sends an error notification e-mail to the originator of the document.

Server-generated error e-mail

The transmitting server sends this error e-mail to the originator of an e-mail that has failed to be transmitted successfully (due to reasons such as specifying an incorrect e-mail address).

- If an Internet Fax transmission bypasses the SMTP server, even if transmission is not successful, an error e-mail is not sent from the server.
- After a server-generated error e-mail is printed, the first page of the sent document is printed.

Transmission Error Mail Notification

If an e-mail fails to be sent due to a transmission error, the machine sends the Transmission Error Mail Notification to the sender. If an e-mail could not be sent using the forward function, the Transmission Error Mail Notification will be sent to the destination e-mail address for forwarding.

If there is an additional user-registered e-mail address or administrator e-mail address, the Transmission Error Mail Notification will be sent to that address.

- If Transmission Error Mail Notification cannot be sent, Transmission Error Report is printed by the machine.

Error Code

The table below describes the meaning of error codes that appear under "Results" on Fax Journal or transmission status report, and what to do when a particular error code appears.

"X" indicates a number in an error code that appear differently depending on the situation.

Error Code	Solution
1XXX11	An original has been jammed inside the ADF while sending a fax in Immediate Transmission mode. • Remove jammed originals, and then place them again. See page 387 "Paper Feed Problems". • Check the originals are suitable for scanning. See page 79 "Placing Originals".
1XXX21	The line could not be connected correctly. • Check if the telephone line is properly connected to the machine. See page 180 "Connecting to a Telephone Line".

Error Code	Solution
	• Disconnect the telephone line cord from the machine, and connect the cord to a telephone. Check if you can make calls using the telephone. If you cannot make calls this way, contact your telephone company. • If the problem persists, contact your service representative.
1XXX22 to 1XXX23	Dial fails when trying to send faxes. • Check if that the fax number you dialed is correct. • Check if that the destination is a fax machine. • Check if that the line is not busy. • While entering the destination phone number, press [P] to adjust the interval. For example, if the telephone line you are connected to requires time to connect to the public line after you dial the external number, enter a pause after entering the number to specify the time to wait before dialing the number. • Check if [PSTN / PBX] under [Administrator Tools] has been specified properly for your connection method to the telephone network. See page 234 "Administrator Tools Settings".
1XXX32 to 1XXX84	An error occurred while sending a fax. • Check if the telephone line is properly connected to the machine. See page 180 "Connecting to a Telephone Line". • Disconnect the telephone line cord from the machine, and connect the cord to a telephone. Check if you can make calls using the telephone. If you cannot make calls this way, contact your telephone company. • If the problem persists, contact your service representative.
2XXX14	The machine was not able to print the received fax, or the machine's memory reached its capacity while receiving a fax because the document was too large. • The paper tray was empty. Load paper in the paper tray. See page 52 "Loading Paper". • The tray selected in [Select Paper Tray] under [Fax Settings] did not contain A4, Letter, or Legal size paper. Load valid size paper in the tray, and configure the paper size settings under [Paper Settings] accordingly. • A cover or tray was open. Close the cover or tray. • There was a paper jam. Remove the jammed paper. See page 378 "Removing Paper Jams".

Error Code	Solution
	• A print cartridge was empty. Replace the print cartridge. See page 327 "Replacing the Print Cartridge". • The received fax was too large. Ask the sender to re-send the document in parts as several smaller faxes, or to send the fax at a lower resolution.
2XXX32 to 2XXX84	An error occurred while receiving a fax. • Check if the telephone line is properly connected to the machine. See page 180 "Connecting to a Telephone Line". • Disconnect the telephone line cord from the machine, and connect the cord to a telephone. Check if you can make calls using the telephone. If you cannot make calls this way, contact your telephone company. • If the problem persists, contact your service representative.
3XXX11	Connection to the server failed while sending an Internet Fax. • Check if the Ethernet cable is properly connected to the machine. See page 180 "Connecting to a Telephone Line". • Check if the network settings such as the IP address, DNS, and SMTP settings have been configured properly (make sure that no double-byte character is used). See page 272 "Using Web Image Monitor", page 298 "Configuring the Network Settings".
3XXX12	E-mail transmission failed while sending an Internet Fax. • There was an error in the header of the e-mail. Check if the network settings such as the IP address, DNS, and SMTP settings have been configured properly (make sure that no double-byte character is used). See page 272 "Using Web Image Monitor", page 298 "Configuring the Network Settings".
3XXX13	E-mail transmission failed while sending an Internet Fax. • There was an error in the part header of the e-mail. Check if the network settings such as the IP address, DNS, and SMTP settings have been configured properly (make sure that no double-byte character is used). See page 272 "Using Web Image Monitor", page 298 "Configuring the Network Settings".
3XXX14	E-mail transmission failed while sending an Internet Fax. • There was an error in the converted TIFF file. Check if the network settings such as the IP address, DNS, and SMTP settings have been configured properly (make sure that no double-byte character is used). See page 272 "Using Web Image Monitor", page 298 "Configuring the Network Settings".

Error Code	Solution
3XXX33	The machine memory reached capacity while sending an Internet Fax. • The fax is too large in size. Send the fax again dividing it into several smaller parts. • Select [Standard] in [Resolution], and send it again. For details, see page 203 "Configuring Transmission Settings"
4XXX21	Connection to the server failed while receiving an Internet Fax. • Check if the Ethernet cable is properly connected to the machine. • Check if the network settings such as the IP address, DNS, and POP3 settings have been configured properly (make sure that no double-byte character is used). See page 272 "Using Web Image Monitor", page 298 "Configuring the Network Settings".
4XXX22	E-mail reception failed while receiving an Internet Fax. • LIST command to the POP3 server failed. Request the server administrator to check the POP server.
4XXX23	E-mail reception failed while receiving an Internet Fax. • There was an error in the header of the e-mail. Check that POP3 is configured correctly. For details about the network settings, see page 309 "[POP3] Tab".
4XXX24	E-mail reception failed while receiving an Internet Fax. • The e-mail had an invalid Content-Type, or an unsupported type of file (such as PDF or JPEG) was received. Ask the sender to check the file type.
4XXX25	E-mail reception failed while receiving an Internet Fax. • There was an error in the text part of the part body of the e-mail. Ask the sender to check whether the main body of the email message contains special characters or other unsupported characters.
4XXX26	E-mail reception failed while receiving an Internet Fax. • The header information of the received TIFF file cannot be obtained properly. Check the connection.
4XXX42	E-mail reception failed while receiving an Internet Fax. • The combination of Content-Type and Charset or Content-Transfer-Encoding is incorrect. Ask the sender to change the setting of the character set or encoding, and send the fax again.

Error Code	Solution
4XXX43	A TIFF file could not be received via Internet Fax properly. • The compression method of the received TIFF file was other than MH/MR/MMR. Ask the sender to check the compression format of attachments when sending Internet faxes.
4XXX44	A TIFF file could not be received via Internet Fax properly. • The resolution of the TIFF file was not supported, or the width of the TIFF file was that of A3 or B4 paper. Ask the sender to lower the resolution, or reduce the original size when sending Internet faxes.
4XXX45	A TIFF file could not be received via Internet Fax properly. • The format of the TIFF file was other than TIFF-S/F. Ask the sender to check the file format of attachments when sending Internet faxes.
4XXX46	The machine memory reached its capacity while receiving an Internet Fax. • The fax was too large. Ask the sender to resend the document in parts as several smaller faxes, or send at a lower resolution.

When you cannot connect to the machine using the Wi-Fi Direct function

Status	Cause and Solution
Problems occur even after you configure the connection settings again.	• In [Wi-Fi Direct Settings], check if the SSID or password is specified correctly. For details, see page 272 "Using Web Image Monitor", page 310 "[Wireless] Tab". • You can enter a maximum of 32 characters, which includes "DIRECT-"
A connection has been established but the wireless LAN cannot be used.	If there is another wireless network nearby, the wireless connection may fail. Wait for a while, and then connect to the network again.

12. Configuring Network Settings

This chapter describes how to connect the machine to the network and specify the network settings.

Configurations differ according to the communication environment of your system.

Connecting the Machine to a Wired Network

Configuring the IPv4 Setting

1. Press the [Setting] icon on the Home screen.

2. Press [Network Settings].

3. Enter the password using the number keys, and then press [OK].

You can display the software keyboard by double tapping the entry area on the display.

A password for accessing the [Network Settings] menu can be specified in [Admin. Tools Lock] under [Administrator Tools] menu.

4. Press [IPv4 Configuration].

5. Press [DHCP/Manual].

6. Select [DHCP] to automatically obtain the IP address or [Manual] to specify the IP address manually.

If you have selected [DHCP], proceed to Step 10.

7. Enter the machine's IPv4 address in [IP Address:].

8. Enter the subnet mask in [Subnet Mask:].

9. Enter the gateway address in [Gateway Address:].

10. Press [OK].

11. Turn off the machine, and then turn it back on.

Setup is completed.

Configuring the IPv6 Setting

1. Press the [Setting] icon on the Home screen.

2. Press [Network Settings].

3. Enter the password using the number keys, and then press [OK].

You can display the software keyboard by double tapping the entry area on the display.

A password for accessing the [Network Settings] menu can be specified in [Admin. Tools Lock] under [Administrator Tools] menu.

4. Press [IPv6 Configuration].

5. Press [DHCP/Manual].

6. Select [DHCP] to automatically obtain the IP address or [Manual] to specify the IP address manually.

If you have selected [DHCP], proceed to Step 11.

7. Press [Manually Set Address].

8. Enter the machine's IPv6 address in [Manually Set Address].

9. Enter the prefix length in [Prefix Length:].

10. Enter the gateway address in [Gateway Address:].

11. Press [OK].

12. Turn off the machine, and then turn it back on.

Setup is completed.

Connecting the Machine to a Wireless Network

There are four methods for connecting the machine to a wireless network:

- Using the Wi-Fi Setup Wizard
See page 429 "Using the Wi-Fi Setup Wizard".
- Using the WPS button
See page 430 "Using the WPS Button".
- Using a PIN code
See page 432 "Using a PIN Code".
- Using the Wi-Fi Direct
See page 434 "Connecting the Machine to a Wi-Fi Direct".

Using the Wi-Fi Setup Wizard

A router (access point) is needed to set up a connection.

Checking the SSID and encryption key

The SSID and Encryption key for the router (access point) may be printed on a label affixed to the router (access point). For details about the SSID and Encryption key, refer to the router (access point) manual.

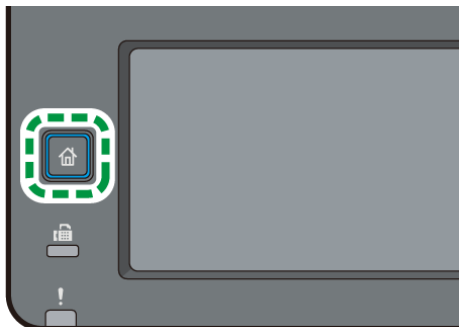
Configuring settings using the control panel

Make sure the Ethernet cable is not connected to the machine.

1. Check that the router (access point) is working correctly.

If [Detailed Setup] is selected in the initial settings, select [Wireless (Wi-Fi)] and proceed to Step 11.

2. Press the [Home] key.



3. Press the [Setting] icon on the Home screen.

4. Press [Network Settings].

5. Enter the password using the number keys, and then press [OK].

You can display the software keyboard by double tapping the entry area on the display.

A password for accessing the [Network Settings] menu can be specified in [Admin. Tools Lock] under [Administrator Tools] menu.

6. Press [Wi-Fi Enable].

7. Press [Enable].

8. Turn off the machine, and then turn it back on.

9. Press the wireless LAN icon.

10. Enter the password using the number keys, and then press [OK].

You can display the software keyboard by double tapping the entry area on the display.

A password for accessing the [Wi-Fi Configuration] menu can be specified in [Admin. Tools Lock] under [Administrator Tools] menu.

11. Press [Setup Wizard].

12. Press the SSID of the router (access point) from the searched SSID list.

13. Enter the encryption key using the number keys, and then press the [Connect].

As the passphrase, you can enter either 8 to 63 ASCII characters (0x20-0x7e) or 64 hexadecimal digits (0-9, A-F, a-f).

14. Check the result.

- Connection has succeeded:
Configuring the Wi-Fi settings is complete.

- Connection has failed:
Check the configuration for the router (access point), and then try the connection again.

Using the WPS Button

12

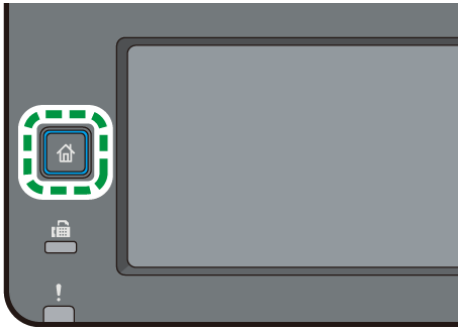
A router (access point) is needed to set up a connection.

Make sure the Ethernet cable is not connected to the machine.

1. Check that the router (access point) is working correctly.

If [Detailed Setup] is selected in the initial settings, select [Wireless (Wi-Fi)] and proceed to Step 11.

2. Press the [Home] key.



3. Press the [Setting] icon on the Home screen.
4. Press [Network Settings].
5. Enter the password using the number keys, and then press [OK].

You can display the software keyboard by double tapping the entry area on the display.

A password for accessing the [Network Settings] menu can be specified in [Admin. Tools Lock] under [Administrator Tools] menu.

6. Press [Wi-Fi Enable].
7. Press [Enable].
8. Turn off the machine, and then turn it back on.
9. Press the wireless LAN icon.
10. Enter the password using the number keys, and then press [OK].

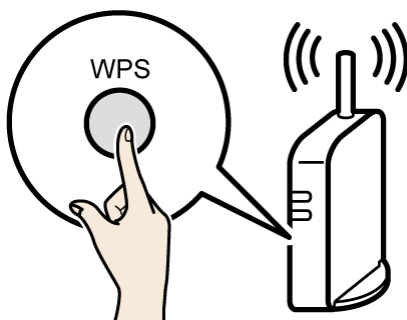
You can display the software keyboard by double tapping the entry area on the display.

A password for accessing the [Wi-Fi Configuration] menu can be specified in [Admin. Tools Lock] under [Administrator Tools] menu.

11. Press [WPS].
12. Press [PBC].
13. Press [Connect].

Please wait for 2 minutes appears, and the machine starts to connect in PBC method.

14. Press the WPS button on the router (access point) within two minutes.



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For details about how to use the WPS button, refer to the manuals for the router (access point).

15. Check the result.

- Connection has succeeded:
Press [OK] to return to the screen displayed in Step 12, and then press the [Home] key to return to the initial screen.
Configuring the Wi-Fi settings is complete.
- Connection has failed:
Press [OK] to return to the screen displayed in Step 12. Check the configuration for the router (access point), then try the connection again.

Using a PIN Code

A router (access point) is needed to set up a connection. To establish a connection using the PIN code, use a computer that is connected to the router (access point).

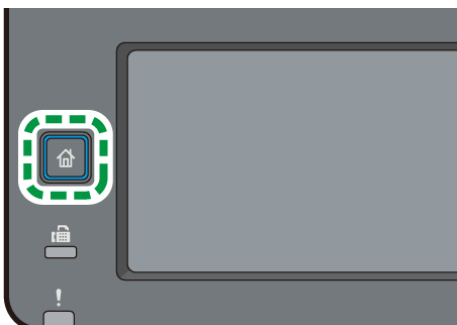
Make sure the Ethernet cable is not connected to the machine.

1. Check that the router (access point) is working correctly.
2. Open the PIN code configuration window (web page) for the router (access point) on your computer.



If [Detailed Setup] is selected in the initial settings, select [Wireless (Wi-Fi)] and proceed to Step 12.

3. Press the [Home] key.



4. Press the [Setting] icon on the Home screen.

5. Press [Network Settings].

6. Enter the password using the number keys, and then press [OK].

You can display the software keyboard by double tapping the entry area on the display.

A password for accessing the [Network Settings] menu can be specified in [Admin. Tools Lock] under [Administrator Tools] menu.

7. Press [Wi-Fi Enable].

8. Press [Enable].

9. Turn off the machine, and then turn it back on.

10. Press the wireless LAN icon.

11. Enter the password using the number keys, and then press [OK].

You can display the software keyboard by double tapping the entry area on the display.

A password for accessing the [Wi-Fi Configuration] menu can be specified in [Admin. Tools Lock] under [Administrator Tools] menu.

12. Press [WPS].

13. Press [PIN].

14. Check the PIN code.

Write down the PIN code in case you might forget it.

15. Enter the machine's PIN code (8 digits) on the router (access point)'s web page (The web page accessed in Step 2).

16. Execute WPS (PIN system) from the router (access point)'s web page.

17. Press [Connect].

Please wait for 2 minutes and connecting with PIN method starts.

18. Check the result.

- Connection has succeeded:

Press [OK] to return to the screen displayed in Step 13, and then press the [Home] key to return to the initial screen.

Configuring the Wi-Fi settings is complete.

- Connection has failed:

Press [OK] to return to the screen displayed in Step 13. Check the configuration for the router (access point), then try the connection again.

Connecting the Machine to a Wi-Fi Direct

Connecting to the Machine Using the Wi-Fi Direct Function.

Checking the SSID

★ Important

- Before doing the following procedure, install the printer driver. For details, see **Setup Guide**.
- Make sure the **Ethernet cable is not connected to the machine**.

1. Print the configuration page.

For details about printing the configuration page, see page 321 "Printing or Downloading Lists/Reports".

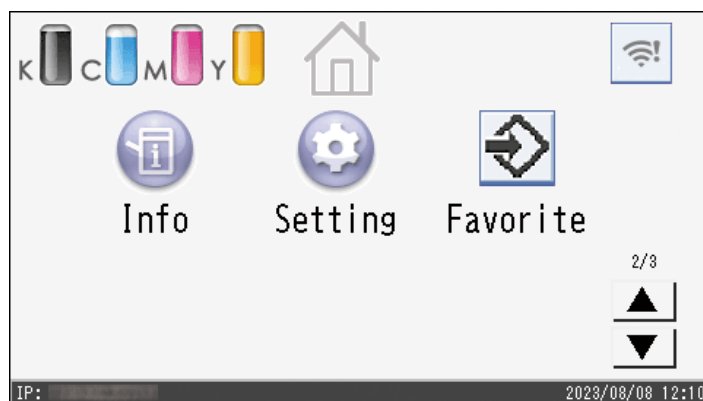
2. Write down the SSID shown under "Wireless Direct Settings" on the configuration page.

Connecting Using Windows

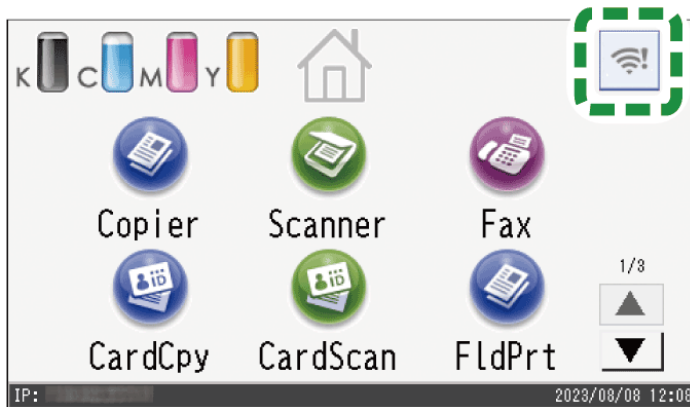
★ Important

- Before doing the following procedure, enable the Wi-Fi Direct function on your computer. For details about enabling the Wi-Fi Direct function, see the computer manual.
- In Steps 11 to 15, configure each setting within two minutes.

1. Press [Setting].



2. Press [Network Settings].
3. Enter the password using the number keys, and then press [OK].
4. Press [Wi-Fi Enable].
5. Press [Enable].
6. Press [Connection Mode].
7. Press [Wi-Fi].
8. Turn off the machine, and then turn it back on.
9. Press the wireless LAN icon.



10. Enter the password using the number keys, and then press [OK].
11. Press [Wi-Fi Direct].
12. Press [OK].
13. Select the SSID (DIRECT-XXXXXX) of the machine from available wireless connection in your computer, and then click [Connect].



DYG620

A window for entering the encryption key opens.

14. Enter the encryption key for Wi-Fi Direct.

The default encryption key is "admin123".

For details about changing the encryption key, see page 434 "Connecting the Machine to a Wi-Fi Direct".

15. Confirm the status of the selected SSID changes to "Connected".

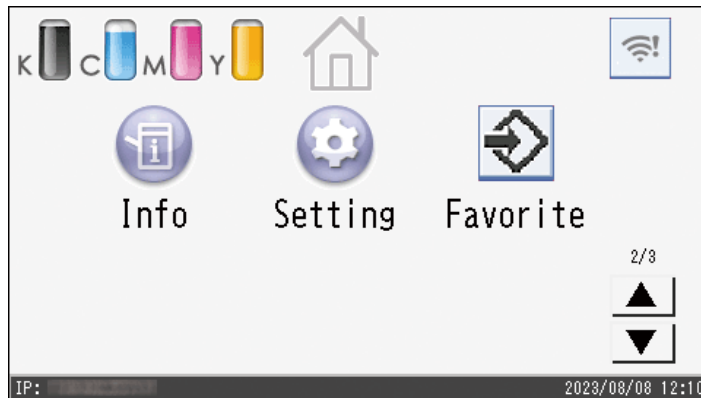
Configuring the Wi-Fi settings is complete.

Connecting Using Mac

★ Important

- In Steps 11 to 18, configure each setting within two minutes.

1. Press [Setting].



2. Press [Network Settings].

3. Enter the password using the number keys, and then press [OK].

4. Press [Wi-Fi Enable].

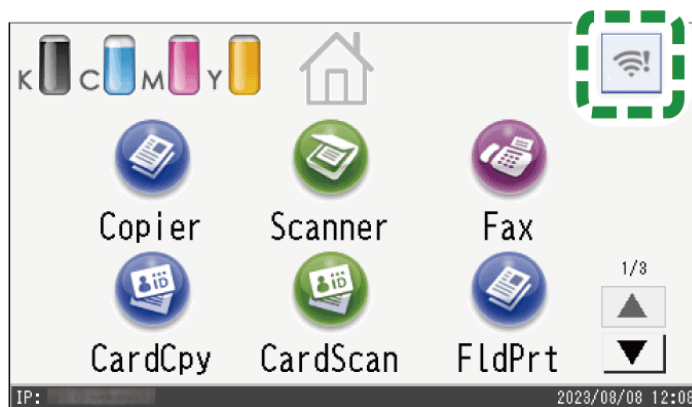
5. Press [Enable].

6. Press [Connection Mode].

7. Press [Wi-Fi].

8. Turn off the machine, and then turn it back on.

9. Press the wireless LAN icon.



10. Enter the password using the number keys, and then press [OK].
11. Press [Wi-Fi Direct].
12. Press [OK].
13. Start System Preferences in your computer.
14. Click [Network].
15. Click [Wi-Fi].
16. Select the SSID (DIRECT-XXXXXX) of the machine from the [Network Name] pop-up menu.

The window for entering an encryption key is displayed.

17. Enter the encryption key for Wi-Fi Direct.

The default encryption key is "admin123".

For details about changing the encryption key, see page 434 "Connecting the Machine to a Wi-Fi Direct".

18. Confirm the status of the selected SSID changes to "Connected".

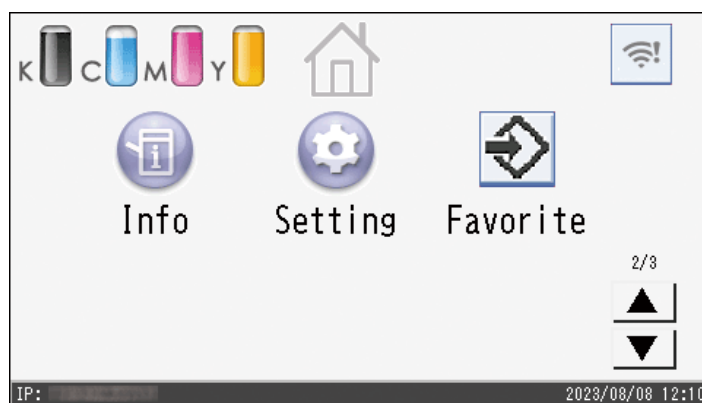
Configuring the Wi-Fi settings is complete.

Connecting Using Android Device

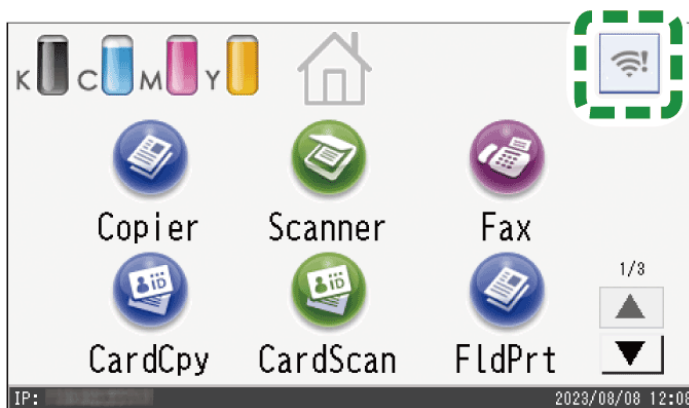
★ Important

- In Steps 11 to 18, configure each setting within two minutes.

1. Press [Setting].



2. Press [Network Settings].
3. Enter the password using the number keys, and then press [OK].
4. Press [Wi-Fi Enable].
5. Press [Enable].
6. Press [Connection Mode].
7. Press [Wi-Fi].
8. Turn off the machine, and then turn it back on.
9. Press the wireless LAN icon.



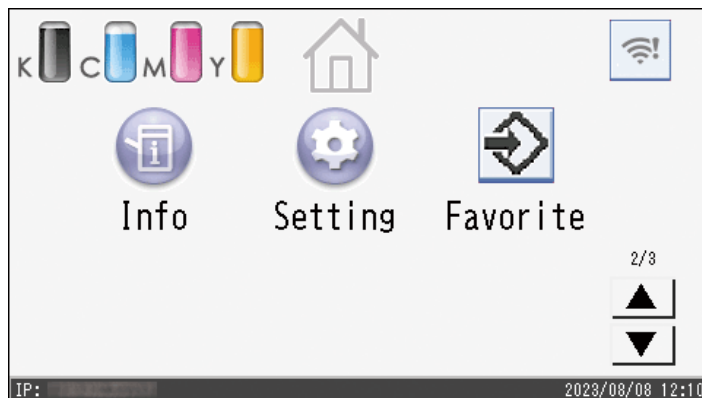
10. Enter the password using the number keys, and then press [OK].
11. Press [Wi-Fi Direct].
12. Press [OK].
13. Open the advanced menu from available wireless connection screen in your Android device.
14. Tap [Network & internet].
15. Tap [WLAN].
16. Tap the SSID (DIRECT-XXXXXX) of the machine.
The screen for entering an encryption key is displayed.
17. Enter the encryption key for Wi-Fi Direct.
The default encryption key is "admin123".
For details about changing the encryption key, see page 434 "Connecting the Machine to a Wi-Fi Direct".
18. Confirm the string under the SSID of the machine changes to "connected".
Configuring the Wi-Fi settings is complete.

Connecting Using iOS Device

★ Important

- In Steps 11 to 17, configure each setting within two minutes.

1. Press [Setting].



2. Press [Network Settings].

3. Enter the password using the number keys, and then press [OK].

4. Press [Wi-Fi Enable].

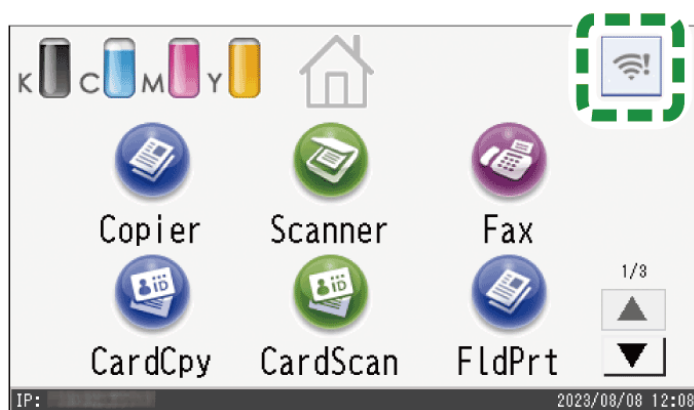
5. Press [Enable].

6. Press [Connection Mode].

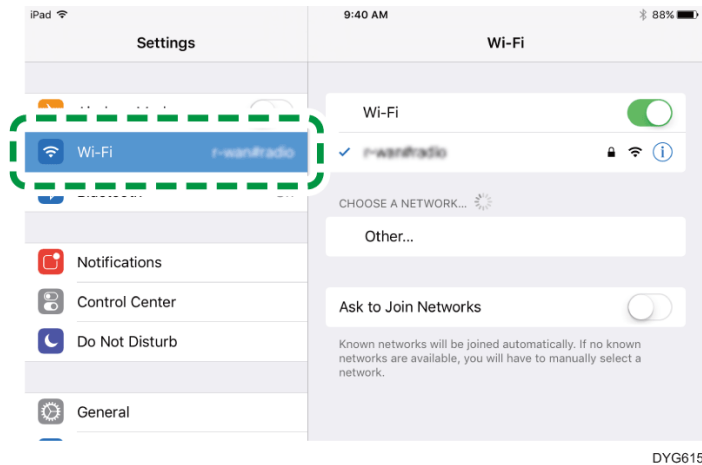
7. Press [Wi-Fi].

8. Turn off the machine, and then turn it back on.

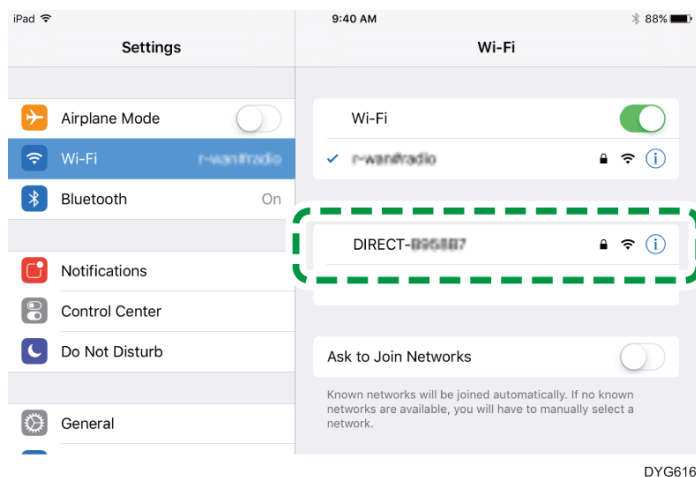
9. Press the wireless LAN icon.



10. Enter the password using the number keys, and then press [OK].
11. Press [Wi-Fi Direct].
12. Press [OK].
13. Tap [Settings] (⚙️) in your iOS device.
14. Tap [Wi-Fi].



15. Tap the SSID (DIRECT-XXXXXX) of the machine.



The screen for entering an encryption key is displayed.

16. Enter the encryption key for Wi-Fi Direct.

The default encryption key is "admin123".

For details about changing the encryption key, see page 434 "Connecting the Machine to a Wi-Fi Direct".

17. Confirm the selected SSID is checked.

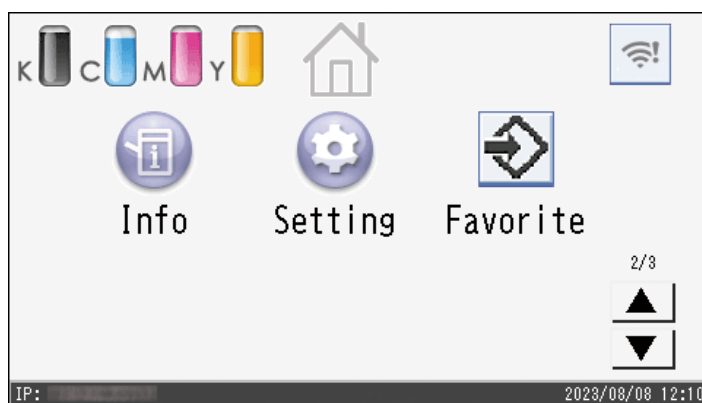
Configuring the Wi-Fi settings is complete.

How to Change the Encryption Key of Wi-Fi Direct

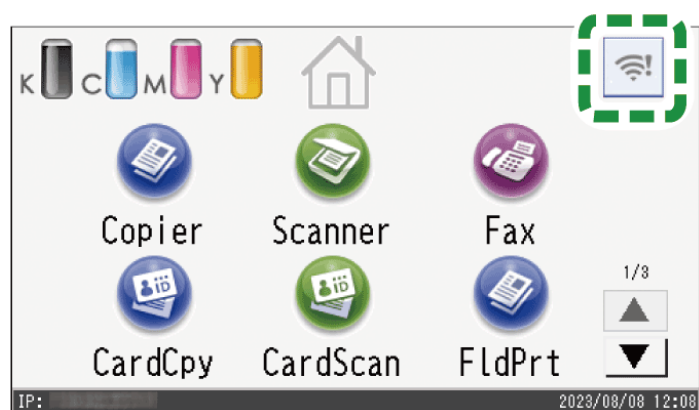
You can change the encryption key of Wi-Fi Direct by using the control panel or Web Image Monitor.

Configuring Settings Using the Control Panel

1. Press [Setting].



2. Press [Network Settings].
3. Enter the password using the number keys, and then press [OK].
4. Press [Wi-Fi Enable].
5. Press [Enable].
6. Press [Connection Mode].
7. Press [Wi-Fi].
8. Turn off the machine, and then turn it back on.
9. Press the wireless LAN icon.



10. Enter the password using the number keys, and then press [OK].
11. Press [Wi-Fi Direct SSID].
12. Press [Password:].
13. Enter the password of Wi-Fi Direct, and then press [OK].
14. Turn the machine off and then on.

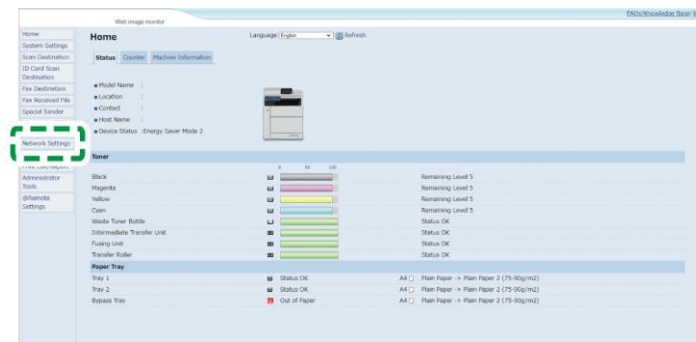
Configuring Settings Using Web Image Monitor

1. Start your web browser.
2. Enter "http://(machine's IP address or host name)/" in your web browser's URL bar.

Top Page of Web Image Monitor appears.

If the machine's host name has been registered on the DNS server, you can enter it.

3. Click [Network Settings].



4. Click the [Wireless] tab.
5. Enter the encryption key in [WPA Passphrase] under [Wi-Fi Direct Settings].
6. Click [OK].
7. Enter the administrator password.
8. Close your web browser.

13. Appendix

This chapter describes the machine specifications and consumables.

Transmission Using IPsec

For securer communications, this machine supports the IPsec protocol. When applied, IPsec encrypts data packets at the network layer using shared key encryption. The machine uses encryption key exchange to create a shared key for both sender and receiver. To achieve even higher security, you can also renew the shared key on a validity period basis.

★ Important

- **IPsec is not applied to data obtained through DHCP or DNS.**
- **Some setting items are not supported depending on the operating system. Make sure the IPsec settings you specify are consistent with the operating system's IPsec settings.**
- **If you cannot access Web Image Monitor due to IPsec configuration problems, disable IPsec under [Administrator Tools] on the control panel, and then access Web Image Monitor.**

↓ Note

- For details about specifying the IPsec settings using Web Image Monitor, see page 317 "Configuring the IPsec Settings".
- For details about enabling and disabling IPsec using the control panel, see page 234 "Administrator Tools Settings".

Encryption and Authentication by IPsec

IPsec consists of two main functions: the encryption function, which ensures the confidentiality of data, and the authentication function, which verifies the sender of the data and the data's integrity. This machine's IPsec function supports two security protocols: the ESP protocol, which enables both of the IPsec functions at the same time, and the AH protocol, which enables only the authentication function.

ESP Protocol

The ESP protocol provides secure transmission through both encryption and authentication. This protocol does not provide header authentication.

- For successful encryption, both the sender and receiver must specify the same encryption algorithm and encryption key. The encryption algorithm and encryption key are specified automatically.

- For successful authentication, the sender and receiver must specify the same authentication algorithm and authentication key. The authentication algorithm and authentication key are specified automatically.

AH Protocol

The AH protocol provides secure transmission through authentication of packets only, including headers.

- For successful authentication, the sender and receiver must specify the same authentication algorithm and authentication key. The authentication algorithm and authentication key are specified automatically.

AH Protocol + ESP Protocol

When combined, the ESP and AH protocols provide secure transmission through both encryption and authentication. These protocols provide header authentication.

- For successful encryption, both the sender and receiver must specify the same encryption algorithm and encryption key. The encryption algorithm and encryption key are specified automatically.
- For successful authentication, the sender and receiver must specify the same authentication algorithm and authentication key. The authentication algorithm and authentication key are specified automatically.

Note

- Some operating systems use the term "Compliance" in place of "Authentication".

Security Association

This machine uses encryption key exchange as the key setting method. With this method, agreements such as the IPsec algorithm and key must be specified for both sender and receiver. Such agreements form what is known as an SA (Security Association). IPsec communication is possible only if the receiver's and sender's SA settings are identical.

The SA settings are auto configured on both parties' machines. However, before the IPsec SA can be established, the ISAKMP SA (Phase 1) settings must be auto configured. When this is done, the IPsec SA (Phase 2) settings, which allow actual IPsec transmission, will be auto configured.

Also, for further security, the SA can be periodically auto updated by applying a validity period (time limit) for its settings. This machine only supports IKEv1 for encryption key exchange.

Multiple settings can be configured in the SA.

Settings 1-10

You can configure ten separate sets of SA details (such as different shared keys and IPsec algorithms).

IPsec policies are searched through one by one, starting at [No.1].

Encryption Key Exchange Settings Configuration Flow

This section explains the procedure for specifying encryption key exchange settings.

Machine	PC
1. Set the IPsec settings on Web Image Monitor.	1. Set the same IPsec settings as the machine on PC.
2. Enable IPsec settings.	2. Enable IPsec settings.
3. Confirm IPsec transmission.	

Note

- After configuring IPsec, you can use "ping" command to check if the connection is established correctly. Because the response is slow during initial key exchange, it may take some time to confirm that transmission has been established.
- If you cannot access Web Image Monitor due to IPsec configuration problems, disable IPsec under [Administrator Tools] on the control panel, and then access Web Image Monitor.
- For details about disabling IPsec using the control panel, see page 234 "Administrator Tools Settings".

Specifying Encryption Key Exchange Settings

Important

- **This function is available only when an administrator password is specified.**
1. **Start the web browser and access the machine by entering its IP address.**
The top page of Web Image Monitor appears.

2. Click [IPsec Settings].
3. Click the [IPsec Policy List] tab.
4. Select the number of the setting you want to modify in the list.
5. Enter the administrator password, and then click [Change].
6. Modify the IPsec related settings as necessary.
7. Enter the administrator password, and then click [Apply].
8. Click the [IPsec Global Settings] tab, and then select [Active] in [IPsec Function].
9. If necessary, specify [Default Policy], [Broadcast and Multicast Bypass], and [All ICMP Bypass] also.
10. Enter the administrator password, and then click [Apply].

Note

- An administrator password can be specified in the [Administrator] tab.

Specifying IPsec Settings on the Computer

Specify exactly the same settings for IPsec SA settings on your computer as are specified for the IPsec Settings on the machine. Setting methods differ according to the computer's operating system. The following procedure is based on Windows 10 in an IPv4 environment as an example.

1. On the [Start] menu, click [Control Panel], [System and Security], and then click [Administrative Tools].
2. Double-click [Local Security Policy], and then click [IP Security Policies on Local Computer].
3. In the "Action" menu, click [Create IP Security Policy...].
The IP Security Policy Wizard appears.
4. Click [Next].
5. Enter a security policy name in "Name", and then click [Next].
6. Clear the "Activate the default response rule" check box, and then click [Next].
7. Select "Edit properties", and then click [Finish].
8. In the "General" tab, click [Settings...].
9. In "Authenticate and generate a new key after every", enter the same validity period (in minutes) that is specified on the machine in [IKE Life Time], and then click [Methods...].
10. Confirm that the Encryption Algorithm ("Encryption"), Hash Algorithm ("Integrity"), and IKE Diffie-Hellman Group ("Diffie-Hellman Group") settings in "Security method preference order" all match those specified on the machine in [IKE Settings].

If the settings are not displayed, click [Add...].

11. Click [OK] twice.
12. Click [Add...] in the "Rules" tab.
The Security Rule Wizard appears.
13. Click [Next].
14. Select "This rule does not specify a tunnel", and then click [Next].
15. Select the type of network for IPsec, and then click [Next].
16. Click [Add...] in the IP Filter List.
17. In [Name], enter an IP Filter name, and then click [Add...].
The IP Filter Wizard appears.
18. Click [Next].
19. In [Description:], enter a name or a detailed explanation of the IP filter, and then click [Next].
You may click [Next] and proceed to the next step without entering any information in this field.
20. Select "My IP Address" in "Source address", and then click [Next].
21. Select "A specific IP Address or Subnet" in "Destination address", enter the machine's IP address, and then click [Next].
22. For the IPsec protocol type, select "Any", and then click [Next].
23. Click [Finish], and then click [OK].
24. Select the IP filter that you have just created, and then click [Next].
25. Click [Add...] in the Filter Action.
The Filter Action Wizard appears.
26. Click [Next].
27. In [Name], enter a Filter Action name, and then click [Next].
28. Select "Negotiate security", and then click [Next].
29. Select one of options for computers allowed to communicate with, and then click [Next].
30. Select "Custom" and click [Settings...].
31. When [ESP] is selected for the machine in [Security Protocol] under [IPsec Settings], select [Data integrity and encryption (ESP)], and configure the following settings:
Set the value of [Integrity algorithm] to the same value as the [Authentication Algorithm for ESP] specified on the machine.
Set the value of [Encryption algorithm] to the same value as the [Encryption Algorithm for ESP] specified on the machine.

- 32. When [AH] is selected for the machine in [Security Protocol] under [IPsec Settings], select [Data and address integrity without encryption (AH)], and configure the following settings:**

Set the value of [Integrity algorithm] to the same value as the [Authentication Algorithm for AH] specified on the machine.

Clear the [Data integrity and encryption (ESP)] check box.

- 33. When [ESP&AH] is selected for the machine in [Security Protocol] under [IPsec Settings], select [Data and address integrity without encryption (AH)], and configure the following settings:**

Set the value of [Integrity algorithm] under [Data and address integrity without encryption (AH)] to the same value as [Authentication Algorithm for AH] specified on the machine.

Set the value of [Encryption algorithm] under [Data integrity and encryption (ESP)] to the same value as [Encryption Algorithm for ESP] specified on the machine.

- 34. In the Session key settings, select "Generate a new key every", and enter the same validity period (in [Seconds] or [Kbytes]) as that specified for [Life Time] on the machine.**

- 35. Click [OK], and then click [Next].**

- 36. Click [Finish].**

If you are using IPv6, you must repeat this procedure from Step 12 and specify ICMPv6 as an exception. When you reach Step 22, select [58] as the protocol number for the "Other" target protocol type, and then set [Negotiate security] to [Permit].

- 37. Select the filter action that you have just created, and then click [Next].**

- 38. Select one of options for an authentication method, and then click [Next].**

- 39. Click [Finish], and then click [OK] twice.**

The new IP security policy (IPsec settings) is specified.

- 40. Click [IP Security Policies on Local Computer].**

- 41. Select the security policy that you have just created, right click on it, and then click [Assign].**

IPsec settings on the computer are enabled.

Note

- To disable the computer's IPsec settings, select the security policy, right click, and then click [Un-assign].

Enabling and Disabling IPsec Using the Control Panel

Important

- This function is available only when an administrator password is specified.

1. Press the [Setting] icon on the Home screen.
2. Press [Administrator Tools].
3. Enter the password using the number keys, and then press [OK].

You can display the software keyboard by double tapping the entry area on the display.

A password for accessing the [Network Settings] menu can be specified in [Admin. Tools Lock] under [Administrator Tools] menu.

4. Press [IPSec].
5. Press [Active] or [Inactive].

 Note

- A password for accessing the [Administrator Tools] menu can be specified in [Admin. Tools Lock]. For details about [Admin. Tools Lock], see page 234 "Administrator Tools Settings".
- You can press [Exit] to exit to the previous level of the menu tree.

Notes About the Toner

- Proper operation cannot be guaranteed if any third-party toner is used.
- Depending on printing conditions, there are cases where the printer cannot print the number of sheets indicated in the specifications.
- Replace the print cartridge if the printed image suddenly becomes pale or blurred.
- When operating the machine for the first time, use the print cartridge supplied with this machine. If this cartridge is not initially used, the following problems may occur:
 - "Replace Required Soon: Toner(Black), (Cyan), (Yellow), or (Magenta)" will be displayed before the toner runs out.
 - "Replacement Required: Toner(Black), (Cyan), (Yellow), or (Magenta)" will be displayed when the toner runs out, but instead the printed image suddenly becomes pale or blurred.
- If you continue to use the print cartridge set in the machine at the time of purchase after the message prompting you to replace it appears, the machine may stop working.
- When you replace the print cartridge, replace it with a replacement print cartridge.
- Once you remove the print cartridge set in the machine at the time of purchase and replace it with a replacement print cartridge, you will not be able to use it again.

Specifications for the Main Unit

This section lists the machine's specifications.

Note

- We have obtained each author's permission for the use of applications including open-source software applications.

General Function Specifications

Item	Description
Configuration	Desktop
Print process	Laser beam scanning and dry two-component electrophotography
CPU	QB6310-19U/833MHz
Memory	512 MB
Maximum paper size for scanning using the exposure glass	A4, Letter (8 ¹ / ₂ × 11 inches)
Maximum paper size for scanning using the ADF	A4, Letter (8 ¹ / ₂ × 11 inches), Legal (8 ¹ / ₂ × 14 inches)
Maximum paper size for printing	Legal (8 ¹ / ₂ × 14 inches)
Warm-up time (23 °C, 71.6 °F)	22 seconds or less
Paper sizes	For details, see page 66 "Supported Paper".
Paper type	For details, see page 66 "Supported Paper".
Paper output capacity (80 g/m ² , 20 lb)	150 sheets
Paper input capacity (80 g/m ² , 20 lb)	• Tray 1 250 sheets • Tray 2 500 sheets • Bypass tray 50 sheet

Item	Description
ADF capacity (80 g/m ² , 20 lb)	50 sheets
Duplex	Standard
Power requirements	 Region A (mainly Europe and Asia) 220-240 V, 6 A, 50/60 Hz  Region B (mainly North America) 120-127 V, 12 A, 60 Hz  Region B (Taiwan) 110 V, 12 A, 60 Hz
Power consumption  Region A (mainly Europe and Asia) The power level when the main switch is turned off and the power cord is plugged into an outlet: 1 W or less	• Maximum 1420 W or less • Ready 22.1 W • During printing Color: 452.0 W B&W: 431.2 W
Power consumption  Region B (mainly North America and Taiwan) The power level when the main switch is turned off and the power cord is plugged into an outlet: 1 W or less	• Maximum 1500 W or less • Ready 21.3 W • During printing Color: 453.1 W B&W: 431.8 W
Noise emission	• Sound power level Stand-by: 42.6 dB (A) During printing: Color: 67.6 dB (A) B&W: 67.2 dB (A) • Sound pressure level Stand-by: 36.6 dB (A) During printing:

Item	Description
	Color: 61.6 dB (A) B&W: 61.2 dB (A)
Machine dimensions (Width × Depth × Height)	410 × 429 × 483 mm (16.2 × 16.9 × 19.0 inches)
Weight (machine body with consumables)	29.9 kg (66.0 lb.) or less

Note

- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.
- Sound pressure level is measured from the position of the bystander.

Specifications for Copier

Item	Description
Maximum resolution (scanning and printing)	• Exposure glass Scanning: 600 × 600 dpi Printing: 600 × 600 dpi • ADF Scanning: 300 × 400 dpi (Full Color), 600 × 600 dpi (Black and white) Printing: 600 × 600 dpi
First copy speed (A4, at 25 °C, 77 °F)	20 seconds or less
Gradation	Scanning: 256 levels Printing: Four-value
Multiple copy speed (Countries other than European countries)	• When copying multiple simplex originals (simplex printing) • 32 pages per minute (A4) • When copying multiple copies of simplex originals one by one (simplex printing) • Black and white: 30 pages per minute • Full Color: 30 pages per minute

Item	Description
	- When copying multiple copies of two-sided originals one by one (duplex scanning, duplex printing) - Black and white: 16 pages per minute - Full Color: 16 pages per minute
Reproduction ratio	- Fixed ratio  Region A (mainly Europe and Asia) /  Region B (Taiwan) 50%, 71%, 82%, 93%, 122%, 141%, 200%, 400%  Region B (mainly North America) 50%, 65%, 78%, 93%, 129%, 155%, 200%, 400% - Zoom ratio 25% to 400%
Copy quantity	99

Specifications for Scanner

Item	Description
Maximum scanning area (horizontal × vertical)	- Exposure glass 216 × 297 mm (8.5 × 11.7 inches) - ADF 216 × 356 mm (8.5 × 14 inches)
Maximum resolution when scanning from the control panel (Scan to E-mail, Scan to FTP, Scan to Folder, Scan to USB)	- Exposure glass 600 × 600 dpi - ADF 600 × 600 dpi
Maximum resolution when scanning from a computer (TWAIN)	- Exposure glass 19200 × 19200 dpi - ADF 600 × 600 dpi
Maximum resolution when scanning from a computer (WIA)	- Exposure glass 600 × 600 dpi - ADF

Item	Description
	600 × 600 dpi
Gradation	• Input: 16 bit color processing • Output: 8 bit color processing
Scanning time	• Black and white: 5 seconds or less • Color: 10 seconds or less (A4/600 dpi/Compressed) Not including transfer time.
ADF throughput	• Black and white: • 30 image per minute (Simplex/200 dpi) • 42 image per minute (Duplex/200 dpi) • Full Color: • 27 image per minute (Simplex/200 dpi) • 42 image per minute (Duplex/200 dpi)
Interface	Ethernet (10BASE-T, 100BASE-TX, 1000BASE-T), USB 2.0, USB2.0 Host, Wi-Fi (Ethernet and Wi-Fi cannot be used at the same time.)
Sendable file formats	TIFF, JPEG, PDF
Address book	Maximum 100 items Number of redials: 1

Specifications for Facsimile

Fax transmission and reception

Item	Description
Access line	• Public switched telephone networks (PSTN) • Private branch exchange (PBX)
Transmission mode	ITU-T Group 3 (G3)
Scan line density	• 8 dots per mm × 3.85 line per mm (200 × 100 dpi) • 8 dots per mm × 7.7 line per mm (200 × 200 dpi)
Transmission time	3 seconds (200×100 dpi, 33.6 kbps, MMR, ITU-T # 1 chart)
Transfer rate	33.6 kbps to 2400 bps (auto shift down system)

Item	Description
Data compression methods	MH, MR, MMR, JBIG
Memory capacity	• Transmission only 100 sheets • Reception only 95 sheets (8 dots per mm × 3.85 line per mm, MMR, ITU-T # 1 chart)
Address book	220 items • Number of redials for Fax 1

Internet Fax transmission and reception

Item	Description
Interface	Ethernet (10BASE-T, 100BASE-TX, 1000BASE-T), Wi-Fi (Ethernet and Wi-Fi cannot be used at the same time.)
Communication protocols	• Transmission SMTP, TCP/IP • Reception POP3, TCP/IP
Transmission function	E-mail
E-mail format	Single/Multi-part, MIME Conversion Attached file forms (transmission): TIFF-S (MH encoding) Attached file forms (reception): TIFF-S/TIFF-F (MH/MR/MMR encoding)
Authentication method	SMTP-AUTH, POP before SMTP, A-POP
Original size	A4 (Length is up to 356 mm)
Scan line density	8 dots per mm × 3.85 line per mm (200 × 100 dpi) 8 dots per mm × 7.7 line per mm (200 × 200 dpi)
Destination machine specifications	• Communication protocols • Transmission SMTP, TCP/IP • Reception

Item	Description
	POP3, TCP/IP - E-mail format - Format MIME, Base64 - Content-Type Image/tiff Multipart/mixed (text/plain, Image/tiff (attached file forms)) - Data format - Profile TIFF-S - Encoding MH - Original size A4 - Resolution (dpi) 200 × 100, 200 × 200

Specifications for Printer

Item	Description
Printing speed	Black and white: 32 pages per minute (Simplex/A4, Letter), 16 pages per minute (Duplex/A4, Letter) Color: 32 pages per minute (Simplex/A4, Letter), 16 pages per minute (Duplex/A4, Letter)
Resolution	600 × 600 dpi
First print speed	Black and white: 7.4 seconds Color: 8.1 seconds (A4, Letter (8¹/₂ × 11 inches), tray 1)
Interface	- Ethernet (10BASE-T, 100BASE-TX, 1000BASE-T) - USB 2.0 - Wi-Fi (Ethernet and Wi-Fi cannot be used at the same time.)

Item	Description
Printer language	PCL6
Fonts (PCL6)	90 fonts

Specifications for Paper Feed Unit

Item	Description
Paper capacity	500 sheets
Paper size	For details, see page 66 "Supported Paper".
Dimensions (Width × Depth × Height)	When retracted: 410 × 429 × 127 mm (16.2 × 16.9 × 5 inches) or less ^{*1} When extended: 410 × 487 × 127 mm (16.2 × 19.2 × 5 inches) or less ^{*1} ^{*1} Not including connectors and other protruding parts.
Paper weight	For details, see page 66 "Supported Paper".
Weight	Less than 6 kg (13.3 lb.)

Specifications for Caster table

Item	Description
Dimensions (Width × Depth × Height)	410 × 429 × 89 mm (16.2 × 16.9 × 3.5 inches) (excluding the upright pins)
Weight	Approx. 5 kg (11.1 lb.)

Consumables

CAUTION

- Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.

Print Cartridge

Print cartridge	Average printable number of pages per cartridge ^{*1}
Black	10,500 pages (Large capacity type)/3,000 pages
Cyan	7,500 pages (Large capacity type)/2,000 pages
Magenta	7,500 pages (Large capacity type)/2,000 pages
Yellow	7,500 pages (Large capacity type)/2,000 pages

*1 The number of printable pages is based on pages that are compliant with ISO/IEC 19798 with the image density set as the factory default. ISO/IEC 19798 is an international standard for measurement of printable pages, set by the International Organization for Standardization.

Note

- For information about consumables, see our website.
- If print cartridges are not changed when necessary, printing will become impossible. For easy replacement, we recommend you purchase and store extra print cartridges.
- The actual number of printable pages varies depending on the image volume and density, number of pages printed at a time, paper type and paper size used, and environmental conditions such as temperature and humidity.
- Print cartridges may need to be changed sooner than indicated above due to deterioration over the period of use.
- You can print up to approximately 2,500 black and white pages and 1,500 color pages with the supplied print cartridges.
- If you continue to use the print cartridge set in the machine at the time of purchase after the message prompting you to replace it appears, the machine may stop working.
- When you replace the print cartridge, replace it with a replacement print cartridge.
- Once you remove the print cartridge set in the machine at the time of purchase and replace it with a replacement print cartridge, you will not be able to use it again.

Waste Toner Bottle

Name	Average printable number of pages per cartridge ^{*1}
Waste Toner Bottle IM C320	11,000 pages

*1 A4/Letter 5% test chart, 3 pages per job, printing in 50% black and white/color.

↓ Note

- The actual number of printable pages varies depending on the image volume and density, number of pages printed at a time, paper type and paper size used, and environmental conditions such as temperature and humidity.
- If the waste toner bottle is not changed when necessary, printing will become impossible. For easy replacement, we recommend you purchase and store extra waste toner bottles.

Drum Unit

Name	Number of printable pages
Black Drum Unit M C320	60,000 pages
Color Drum Unit M C320	48,000 pages

↓ Note

- When you replace the drum unit, replace it with a replacement drum unit.
- Once you remove the drum unit set in the machine at the time of purchase and replace it with a replacement drum unit, you will not be able to use it again.

Transfer Unit

Name	Number of printable pages
Transfer Unit M C320	100,000 pages

Information for This Machine

User Information on Electrical & Electronic Equipment (mainly Europe and Asia)

Users in the countries where this symbol shown in this section has been specified in national law on collection and treatment of E-waste

Our Products contain high quality components and are designed to facilitate recycling. Our products or product packaging are marked with the symbol below.



The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

All Other Users

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

For Users in India

This product including components, consumables, parts and spares complies with the "India E-waste Rule" and prohibits use of lead, mercury, hexavalent chromium, polybrominated biphenyls or polybrominated diphenyl ethers in concentrations exceeding 0.1 weight % and 0.01 weight % for cadmium, except for the exemptions set in the Rule.

For Turkey only

AEEE Yönetmeliğine Uygundur. Bu sistem sarf malzemeleri ve yedek parçaları da dahil olmak üzere AEEE Yönetmeliğine Uygundur.

Üretici:

Ricoh Company, Ltd.

3-6, Nakamagome 1-chome,

Ohta-ku, Tokyo 143-8555 Japan

+81-3-3777-811(English only/Sadece İngilizce)

Note for the Battery and/or Accumulator Symbol (For EU countries only)



In accordance with the Battery Directive 2006/66/EC Article 20 Information for end-users Annex II, the above symbol is printed on batteries and accumulators.

This symbol means that in the European Union, used batteries and accumulators should be disposed of separately from your household waste.

In the EU, there are separate collection systems for not only used electrical and electronic products but also batteries and accumulators.

Please dispose of them correctly at your local community waste collection/recycling centre.

Environmental Advice for Users (mainly Europe)

Users in the EU, Switzerland and Norway

Consumables yield

Please refer to either the User's Manual for this information or the packaging of the consumable.

Recycled paper

The machine can use recycled paper which is produced in accordance with European standard EN 12281:2002 or DIN 19309. For products using EP printing technology, the machine can print on 64 g/m² paper, which contains less raw materials and represents a significant resource reduction.

Duplex printing (if applicable)

Duplex printing enables both sides of a sheet of paper to be used. This saves paper and reduces the size of printed documents so that fewer sheets are used. We recommend that this feature is enabled whenever you print.

Toner and ink cartridge return program

Toner and ink cartridge for recycling will be accepted free of charge from users in accordance with local regulations.

For details about the return program, please refer to the Web page below or consult your service person.

<https://www.rioh-return.com/>

Energy efficiency

The amount of electricity a machine consumes depends as much on its specifications as it does on the way you use it. The machine is designed to allow you to reduce electricity costs by switching to Ready mode after it prints the last page. If required, it can immediately print again from this mode. If no additional prints are required and a specified period of time passes, the device switches to an energy saving mode.

In these modes, the machine consumes less power (watts). If the machine is to print again, it needs a little longer to return from an energy saving mode than from Ready mode.

For maximum energy savings, we recommend that the default setting for power management is used.

Information for China energy efficiency label (China)

Specification model	M C320FW
Manufacturer name	Ricoh Company, Ltd.
Energy efficiency index	1
Typical energy consumption (kW/h)	1.11
According to the national standards	GB21521-2014

Notes to users in the state of California (Notes to Users in USA)

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

ENERGY STAR Program (mainly North America)

ENERGY STAR® Program Requirements for Imaging Equipment



This company is a participant in the ENERGY STAR® Program.

This machine is compliant with the regulations specified by the ENERGY STAR® Program.

The ENERGY STAR® Program Requirements for Imaging Equipment encourage energy conservation by promoting energy efficient computers and other office equipment.

The program backs the development and dissemination of products that feature energy saving functions.

It is an open program in which manufacturers participate voluntarily.

Energy Star standards and logos are internationally uniform.

Note

- For details about the "default delay time", see page 466 "Saving Energy Functions".

Saving Energy Functions

To reduce its power consumption, this machine has the following functions:

Energy Saver Mode

If this machine remains idle for a specified period, it automatically reduces its electrical consumption.

Specifications

Reduced Electrical Consumption by Energy Saver Mode	 Region A (mainly Europe and Asia)
	0.58 W
	 Region B (mainly North America and Taiwan)

	0.53 W
Default transition time to Energy Saver Mode	1 minute
Time of Switch out from Energy Saver Mode	10 seconds or less
Duplex Function ^{*1}	Standard

^{*1} Achieves ENERGY STAR energy savings; product fully qualifies when packaged with (or used with) a duplex tray and the duplex function is enabled as an option.

For details about Energy Saver modes, see page 234 "Administrator Tools Settings".

The time it takes to switch out from energy saving functions and electrical consumption may differ depending on the conditions and environment of the machine.

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Evernote is a registered trademark or trademark of Evernote Corporation.

macOS is a trademark of Apple Inc., registered in the United States and other countries.

App Store is a trademark of Apple Inc., registered in the United States and other countries.

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Firefox is registered trademark of the Mozilla Foundation.

LINUX® is the registered trademark of Linus Torvalds in the U.S. and other countries.

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Wi-Fi Direct® is a registered trademark of Wi-Fi Alliance.

WPA™ is a trademark of Wi-Fi Alliance.

WPA2™ is a trademark of Wi-Fi Alliance.

The proper name of Edge is Microsoft® Edge™.

The proper names of the Windows operating systems are as follows:

- The product names of Windows 10 are as follows:

Microsoft® Windows® 10 Home

Microsoft® Windows® 10 Pro

Microsoft® Windows® 10 Enterprise

Microsoft® Windows® 10 Education

- The product names of Windows 11 are as follows:

Microsoft® Windows® 11 Home

Microsoft® Windows® 11 Pro

Microsoft® Windows® 11 Pro Education

Microsoft® Windows® 11 Pro for Workstations

Microsoft® Windows® 11 Education

- The product names of Windows Server 2012 are as follows:

Microsoft® Windows Server® 2012 Foundation

Microsoft® Windows Server® 2012 Essentials

Microsoft® Windows Server® 2012 Standard

- The product names of Windows Server 2012 R2 are as follows:

Microsoft® Windows Server® 2012 R2 Foundation

Microsoft® Windows Server® 2012 R2 Essentials

Microsoft® Windows Server® 2012 R2 Standard

- The product names of Windows Server 2016 are as follows:

Microsoft® Windows Server® 2016 Essentials

Microsoft® Windows Server® 2016 Standard

Microsoft® Windows Server® 2016 MultiPoint® Premium Server

- The product names of Windows Server 2019 are as follows:

Microsoft® Windows Server® 2019 Standard

Microsoft® Windows Server® 2019 Essentials

- The product names of Windows Server 2022 are as follows:

Microsoft® Windows Server™ 2022 Standard

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

Microsoft product screen shots reprinted with permission from Microsoft Corporation.

14. How to use this manual

Moving pages



Click to expand or collapse all the items in the table of contents at once.

To expand or collapse items individually, click  or  next to each title in the table of contents.

14

Top Page > Copy > Basic Copying

Indicates which chapter and items are shown on the current page. You can click a page to move to it.



Click to move to the previous or next page in the table of contents.

Displaying pages with smart devices



Click to display the URL of the current page as a QR code.

Changing the size of characters



Changes the size of characters in 3 stages. Each time you click, the size of the characters changes.

Searching for keywords

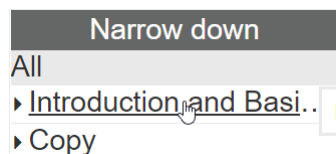
Pages including the entered keyword are displayed as the search results.

Substitute words and related keywords appear according to the entered keywords.

To refine the search results:

Enter multiple keywords (up to three keywords). (Pages including all keywords are searched for.)

- Select the title from the "Narrow down" list on the search result screen, and then click the search button (🔍) again to limit the scope of searching within the selected title.



Meanings of the used symbols

WARNING

Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

CAUTION

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

Important

Indicates points to pay attention to when using functions. This symbol indicates points that may result in the product or service becoming unusable or result in the loss of data if the instructions are not obeyed. Be sure to read these explanations.

Note

Indicates supplementary explanations of the product's functions and instructions on resolving user errors.

[]

Indicates the names of keys or buttons on the product or display.

#Sample screenshots are used.

