Questo manuale d’istruzione è fornito da trovaprezzi.it. Scopri tutte le offerte per Kyocera ECOSYS MA2600cwfx o cerca il tuo prodotto tra le migliori offerte di Stampanti e scanner

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KYOCERA

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# Operation Guide

## ECOSYS MA2600cwfx ECOSYS MA2600cfx ECOSYS MA2600cwx

2024.07
C0DKDEN200



# Contents


## 1 Please Read First....1

Preface....2
Machine Features....3
Optimize your office workflow....3
Save energy and cost....5
Create attractive documents....6
Strengthen security....7
Use functions more efficiently....9
Color and Image Quality Functions....11
Basic Color Modes....11
Adjusting Image Quality and Color....12
Guides Provided with the Machine....14
About the Operation Guide (this Guide)....16
Structure of the guide....16
Conventions Used in This Guide....17
Notice....22
Safety Conventions in This Guide....22
Environment....23
Precautions for Use....24
SAFETY OF LASER BEAM (USA)....25
Laser Safety (Europe)....26
Safety Instructions Regarding the Disconnection of Power....27
Compliance and Conformity....28
Radio Tag Technology....30
Other precautions (for users in California, the United States)....31
Warranty (the United States and Canada)....32
Legal Restriction on Copying/Scanning....33
Wireless Connection (Mexico only)....34
Security Precautions when Using Wireless LAN (If equipped)....35
Limited Use of This Product (If equipped)....36
Legal and Safety Information....37
Energy Saving Control Function....40
Automatic 2-Sided Print Function....41
Resource Saving - Paper....42
Environmental benefits of "Power Management"....43
ENERGY STAR Program....44

## 2 Installing and Setting up the Machine....45

Part Names (Machine Exterior)....46
Part Names (Connectors/Interior)....48
Part Names (With Optional Equipments Attached)....50
Connecting the Machine and Other Devices....51
Connecting Cables....53
Connecting LAN Cable....53
Connecting USB Cable....54
Connecting the Power Cable....55
Power On/Off....56
Power on....56
Power off....57
Using the Operation Panel....58
Operation Panel Keys....58
Touch Panel....60
Using the Touch Panel....60
Home screen....62
Display for Device Information....67

Display Setting Screen ..... 68
Display of Keys That Cannot Be Set ..... 70
Help Screen ..... 72
Login/Logout ..... 74
Login ..... 74
Simple Login ..... 75
Logout ..... 76
Default Settings of the Machine ..... 77
Setting Date and Time ..... 77
Network Setup ..... 78
Energy Saver function ..... 90
Quick Setup Wizard ..... 97
Configuring Settings Quick Setup Wizard ..... 98
Installing Software ..... 100
Published Software (Windows) ..... 100
Installing Software in Windows ..... 102
Using the web installer ..... 104
Uninstalling Windows Software ..... 110
Installing Software on a Mac OS Computer ..... 112
Setting TWAIN Driver ..... 117
Setting WIA Driver ..... 119
Checking the Counter ..... 121
Additional Preparations for the Administrator ..... 122
Administrator Privileges Overview ..... 122
Log in as Machine Administrator or Administrator ..... 123
Strengthening the Security ..... 124
Command Center RX ..... 126
Accessing Command Center RX ..... 127
Changing Security Settings ..... 128
Changing Device Information ..... 129
SMTP and E-mail Settings ..... 130
Registering Destinations ..... 134
Transferring Data from Our Other Products ..... 135
Migrating the Address Book ..... 135

**3 Preparation before Use ..... 144**
Load Paper ..... 145
Loading Paper ..... 145
Precaution for Loading Paper ..... 147
Paper Specifications available in the Cassettes ..... 148
Loading in the Cassettes ..... 149
Paper Specifications available in the Multipurpose Tray ..... 153
Loading Paper in the Multipurpose Tray ..... 154
Specifying Paper Size and Media Type ..... 156
Paper Stopper ..... 158
Preparation for Sending a Document to a Shared Folder in a PC ..... 159
Making a Note of the Computer Name and Full Computer Name ..... 159
Making a Note of the User Name and Domain Name ..... 160
Creating a Shared Folder, Making a Note of a Shared Folder ..... 161
Configuring Windows Firewall ..... 166
Scan to Folder Setup Tool for SMB ..... 171
Registering Destinations in the Address Book ..... 177
Adding a Destination (Address Book) ..... 177
Adding a Destination on One Touch Key ..... 189

**4 Print from PC ..... 192**
Printer Driver Print Settings Screen ..... 193
Displaying the Printer Driver Help ..... 194
Changing the Default Printer Driver Settings (Windows 10) ..... 195

Changing the Default Printer Driver Settings (Windows 11) ..... 196
Printing from PC ..... 197
Printing on Standard Size Paper ..... 197
Printing on Non-standard Size Paper ..... 199
Printing with Universal Print ..... 203
Canceling Printing from a Computer ..... 207
Printing from the Mobile Device ..... 208
Printing by AirPrint ..... 208
Printing by Mopria ..... 209
Printing with Wi-Fi Direct ..... 210
Printing Data Saved in the Printer ..... 211
Specifying the Job Box from a Computer and Storing the Job ..... 211
Printing Documents from Private Print Box ..... 212
Deleting the Documents Stored in the Private Print Box ..... 213
Printing Document from Stored Job Box ..... 214
Deleting the Documents Stored in the Stored Job Box ..... 215
Printing Document from Quick Copy Box ..... 216
Deleting the Documents Stored in the Quick Copy Box ..... 217
Printing Document from Proof and Hold Box ..... 218
Deleting the Documents Stored in the Proof and Hold Box ..... 219
Printing Documents from PIN Print Box ..... 220
Deleting the Documents Stored in the PIN Print Box ..... 221
Printing Document from Universal Print Box ..... 222
Deleting the Documents Stored in the Universal Print Box ..... 224
Configure the Job Box ..... 225
Monitoring the Printer Status (Status Monitor) ..... 226
Accessing the Status Monitor ..... 226
Exiting the Status Monitor ..... 227
Quick View State ..... 228
Printing Progress Tab ..... 229
Paper Tray Status Tab ..... 230
Toner Status Tab ..... 231
Alert Tab ..... 232
Status Monitor Context Menu ..... 233
Status Monitor Notification Settings ..... 234

**5 Operation on the Machine ..... 236**

Loading Originals ..... 237
Placing Originals on the Platen ..... 237
Original Specifications available in the Document Processor ..... 239
Recalling Frequently Used Functions (Favorites) ..... 242
Register Favorites (Wizard Mode) ..... 244
Register Favorites (Program Mode) ..... 245
Recalling Favorites (Program Mode) ..... 246
Recalling Favorites (Wizard Mode) ..... 247
Editing Favorites ..... 248
Deleting Favorites ..... 249
Registering Shortcuts (Copy, Send, and Document Box Settings) ..... 250
Creating new shortcuts ..... 250
Editing Shortcuts ..... 252
Deleting Shortcuts ..... 254
Copying ..... 256
Basic Operation ..... 256
Canceling Jobs ..... 257
Basic Scanning (Sending) ..... 258
Sending Document via E-mail ..... 259
Sending Document to Desired Shared Folder on a Computer (Scan to PC) ..... 261
Sending Document to Folder on an FTP Server (Scan to FTP) ..... 265
Scanning using TWAIN or WIA ..... 268
Useful Sending Method ..... 270

WSD Scan ..... 271
Install the Driver (for Windows 10) ..... 271
Install the Driver (for Windows 11) ..... 272
Executing WSD scan ..... 273
Scanning with FMU Connection ..... 275
Sending to different types of destinations (Multi sending) ..... 277
Sending to different types of destinations ..... 277
Sending Documents to E-mail Address of Logged in User (to myself) ..... 279
Using a Fax Server to Send (Fax Server Send) ..... 280
Canceling Sending Jobs ..... 282
Handling Destination ..... 283
Specifying Destination ..... 283
Choosing from the Address Book ..... 284
Choosing from One Touch Key ..... 286
Choosing from the Search (No.) ..... 287
Checking and Editing Destinations ..... 288
Confirmation Screen of Destinations ..... 289
Re-entering the New Destination ..... 290
Recall ..... 291
How to use the FAX Function ..... 292
Using Document Boxes ..... 293
What is Job Box? ..... 293
What is USB Drive Box? ..... 294
What is a Fax Memory RX Box/Subaddress Box/Polling Box? ..... 295
Sending Documents to E-mail Address of Logged in User (to myself) ..... 296
Using Removable USB Drive ..... 297
Printing Documents Stored in Removable USB Drive ..... 297
Saving Documents to USB Drive (Scan to USB) ..... 299
Check the USB Drive Information ..... 301
Removing USB Drive ..... 302

**6 Using Various Functions ..... 303**

About Functions Available on the Machine ..... 304
Copy ..... 304
Send ..... 307
USB Drive (Store File, Printing Documents) ..... 310
Functions ..... 313
Original Size ..... 313
Paper Selection ..... 315
Mixed Size Originals ..... 317
Original Orientation ..... 319
Collate ..... 320
ID Card Copy ..... 321
Density ..... 322
Original Image ..... 323
EcoPrint ..... 326
Color Selection ..... 327
Color Balance ..... 328
Hue Adjustment ..... 329
Sharpness ..... 331
Background Density Adj. ..... 332
Saturation ..... 333
Prevent Bleed-thru ..... 334
Contrast ..... 335
Erase Colors ..... 336
Zoom ..... 337
Combine ..... 340
Border Erase, Border Erase/Full Scan ..... 343
Duplex ..... 346
Continuous Scan ..... 350

Job Finish Notice....351
File Name Entry....352
Priority Override....353
Detect Folded Corner Orig....354
Skip Blank Page....355
Duplex....356
Sending Size....357
File format....359
File Separation....365
Scan Resolution, Resolution....366
Clarify Text (Noise Removal)....367
Email Subject/Body....368
FTP Encrypted TX....369
Email Encrypted TX....370
Digital Signature to Email....371
Storing Size....373
Encrypted PDF Password....375
JPEG/TIFF Print....376
XPS Fit to Page....377

**7 Status/Job Cancel....378**
Checking Job Status....379
Displaying Status Screens....379
Details of the Status Screens....380
Checking Detailed Information of Jobs....386
Checking Job History....387
Displaying Job History Screen....387
Checking the Detailed Information of Histories....388
Sending the Log History....389
Job Operation....390
Pause and Resumption of Jobs....390
Canceling of Jobs....391
Device Information....392
Checking the Remaining Amount of Toner and Paper....394

**8 System Menu....395**
Operation Method....396
System Menu Settings....398
Device Settings....403
Language/System of Units....403
Keyboard....404
Date/Time....405
Energy Saver/Timer....406
Display Settings....409
Sound....410
Original/Scan Settings....411
Paper Feeding....413
Operation Assist....420
Error Handling....421
Toner Settings....422
Notification/Report....423
Print Report/List....423
Result Report Setting....425
Low Toner Alert....426
Fax Communication Report....427
Sending Log History....428
FunctionSettings....430
Function Defaults....430
Copy/Print....436

Send/Store ..... 437
Email ..... 439
Sending Job - Folder ..... 441
Fax ..... 442
WSD ..... 443
Address Book ..... 444
One-Touch Key ..... 445
Send and Forward ..... 446
Forward setting ..... 447
Printer ..... 448
Job Box ..... 452
Cloud Access Setting ..... 453
Subaddress Box ..... 454
Fax Memory RX Box ..... 455
Home ..... 456
Status ..... 457
Remote Services ..... 458
TWAIN/WIA ..... 459
Network Settings ..... 460
Host Name ..... 460
Proxy ..... 461
Wi-Fi Direct Settings ..... 462
Wi-Fi Settings ..... 464
Wired Network Settings ..... 470
Protocol Settings ..... 475
Ping ..... 481
Bonjour ..... 482
IP Filter (IPv4) ..... 483
IP Filter (IPv6) ..... 484
IPSec ..... 485
Restart the network ..... 486
Connectivity ..... 487
Others ..... 488
Security Settings ..... 489
Security Quick Setup ..... 489
Configuring Security Quick Setup ..... 490
Interface Block Setting ..... 491
Device Security Settings ..... 492
Authentication Security ..... 497
Unknown User Settings ..... 498
Network ..... 499
Job Accounting/Authentication ..... 500
Add/Delete Application ..... 501
Adjustment/Maintenance ..... 502
Image Adjustment ..... 502
Others ..... 513

**9 User Authentication and Accounting (User Login, Job Accounting) ..... 519**

Overview of User Login Administration ..... 520
Managing the Job Account from PC ..... 520
Enable User Login Administration ..... 522
Setting User Login Administration ..... 523
Authentication Security ..... 523
Adding a User (Local User List) ..... 525
Changing User Properties ..... 528
Deleting a User ..... 530
Managing the Users that Print on This Machine from a PC ..... 531
Managing the Users to Scan Using TWAIN ..... 533
Managing the Users to Scan Using WIA ..... 534

Managing the Users that Send Faxes from a PC....535
Local Authorization....536
Server Settings....537
Configure Network User Rights....538
Group Authorization Settings....539
Guest Authorization Settings....542
Obtain NW User Property....545
Simple Login Settings....547
ID Card Settings....550
PIN Login....553
Using User Login Administration....554
Overview of Job Accounting....555
Enabling Job Accounting....557
Job Accounting (Local)....558
Adding an Account....558
Restricting the Use of the Machine....559
Editing an Account....561
Deleting an Account....562
Job Accounting for Printing....563
Job Accounting for Scan Using TWAIN....565
Job Accounting for Scan Using WIA....566
Job Accounting for the FAX Transmitted from a Computer....567
Configuring Job Accounting....568
Default Counter Limit....568
Counting the Number of Pages Printed....570
Print Accounting Report....572
Using Job Accounting....573
Apply Limit....575
Copier/Printer Count....576
Unknown User Settings....577

**10 Troubleshooting....579**

Regular Maintenance....580
Cleaning....580
Cleaning Platen....581
Cleaning Slit Glass....582
Cleaning Paper Transfer Unit....583
Replacing the Toner Container....584
Troubleshooting....588
Solving Malfunctions....588
Machine Operation Trouble....589
Printed Image Trouble....635
Color Printing Trouble....651
Remote Operation....657
Responding to Messages....660
List of Transmission Error Codes....729
Adjustment/Maintenance....783
Overview of Adjustment/Maintenance....783
Color Registration Procedure....784
Perform image adjustment....788
Clearing Paper Jams....789
Jam Location Indicators....789
Remove any jammed paper in the Multipurpose Tray....791
Remove any jammed papers in Cassette 1....793
Remove any jammed paper in Cassette 2....794
Remove the paper jammed in the Rear Cover 1....796
Remove any jammed paper in the Document Processor (Reverse Automatic)....799

11 Appendix....801
Optional Equipment....802
Option configuration....802
Overview of the Applications....803
Starting Application Use....803
Checking Details of Application....804
Character Entry Method....805
Entry Screens....805
Entering Characters....808
About Paper....809
Basic Paper Specifications....809
Choosing the Appropriate Paper....810
Special Paper....814
Specifications....824
Machine....824
Copy Functions....826
Printer Function....827
Scanner Functions....828
Document Processor....829
Paper Feeder (250-sheet)....830
Backing up your data....831
Backing up your data using KYOCERA Net Viewer....831
Backing up your data using Command Center RX....832
Security Quick Setup Function List....833
TLS....833
Serverside Settings....834
Clientside Settings....835
IPv4 Settings (Wired Network)....836
IPv4 Settings (Wireless Network)....837
IPv6 Settings (Wired Network)....838
IPv6 Settings (Wireless Network)....839
Send Protocols: FTP Client (Transmission)....840
Other Protocols: HTTP (Client)....841
Other Protocols: SOAP....842
Other Protocols: LDAP....843
Send Protocols: SMTP (E-mail TX)....844
Email: POP3 User Settings....845
Print protocols....846
Send Protocol....848
Other Protocols....849
TCP/IP: Bonjour Settings....851
Network Settings....852
Connectivity....853
Interface Block Setting....854
Energy Saver/Timer....855
User Account Lockout Setting....856
Job Status/Job Logs Settings....857
Edit Restriction....858
Prevent Mis-sending Settings....859

# 1 Please Read First

Preface ..... 2
Machine Features ..... 3
Color and Image Quality Functions ..... 11
Guides Provided with the Machine ..... 14
About the Operation Guide (this Guide) ..... 16
Notice ..... 22

# Preface

Thank you for purchasing this machine.

This Operation Guide is intended to help you operate the machine correctly, perform routine maintenance, and take simple troubleshooting measures as needed so that the machine can always be used in the optimum condition.

Please read this Operation Guide before using the machine.

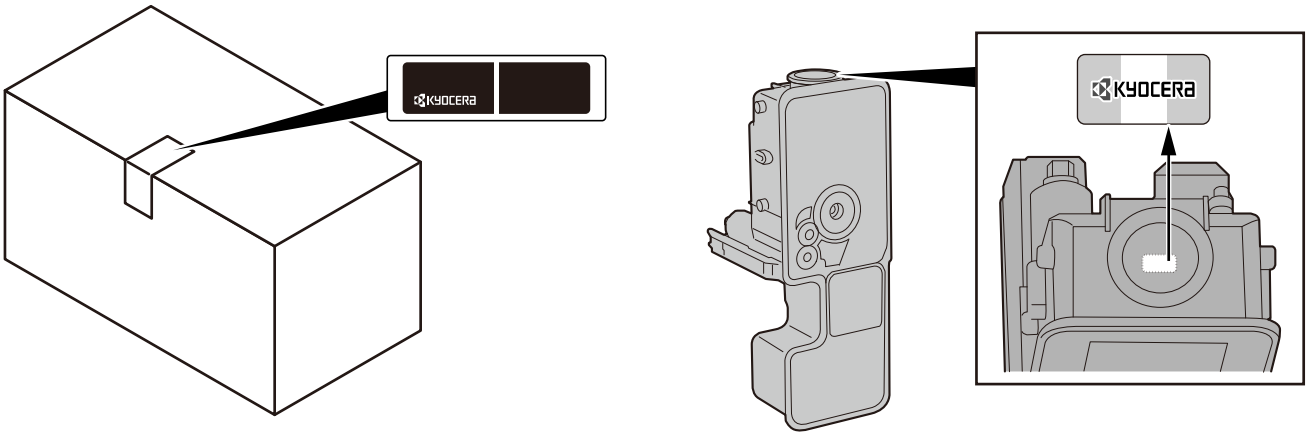
The product illustrations, screens, settings, etc., in this guide may differ depending on the machine you are using.

## We recommend the use of our genuine toner containers, which have passed rigorous quality control testing, to maintain quality.

The use of non-genuine toner containers may cause failure.

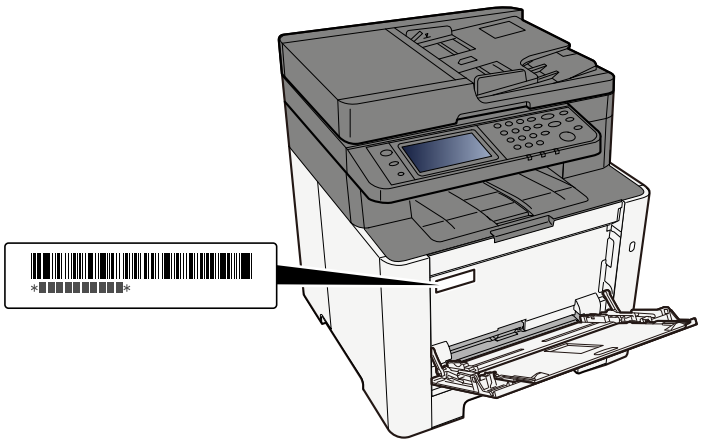
We will not be liable for any damages caused by the use of third-party supplies in this machine.

A label is affixed to our genuine supplies, as shown below.




## Checking the Equipment's Serial Number

The equipment's serial number is printed in the location shown in the figure.



You'll need the equipment's serial number when contacting your Service Representative. Please check the number before contacting your service representative.

# Machine Features

The machine is equipped with many useful functions.

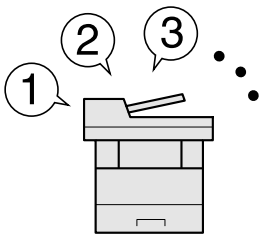
➡ Using Various Functions (page 303)

Here are some examples.

## Optimize your office workflow

### Access to frequently used functions with just one touch (Favorites)

You can preset frequently used functions. Once you register frequently used settings as favorite, you can call up the settings easily. Using this favorite brings the same results even if operated by another person.

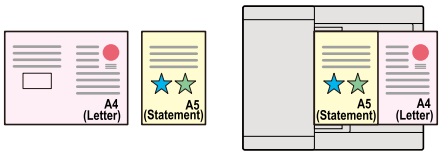



➡ Recalling Frequently Used Functions (Favorites) (page 242)

### Scan originals of different sizes at a time (Mixed Size Originals)

It is useful when preparing conference materials.

You can set the different sized originals at one time so you don't need to reset the originals regardless of size.

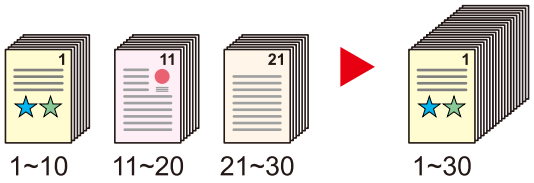



➡ Mixed Size Originals (page 317)

### Scan a large number of originals in separate batches and produce as one job (Continuous Scan)

It is useful when preparing many-page handouts.

When a large number of originals cannot be placed in the document processor at one time, the originals can be scanned in separate batches and then copied or sent as one job.



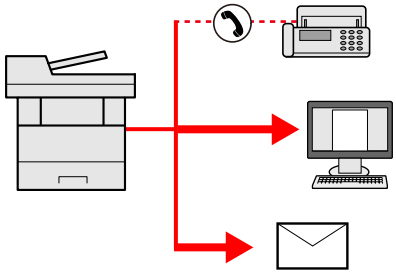

➡ Continuous Scan (page 350)

## Send one time with multiple sending options (Multi Sending)

You can send the same document to the multiple destinations using a different method.

You can specify multiple destinations of different send methods such as Email, Folder (SMB/FTP), and Fax.

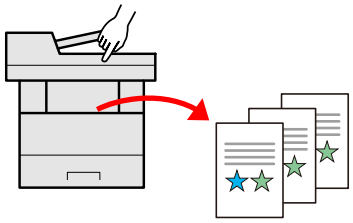
You can reduce your workflow by sending a job at once.



➡ Sending to different types of destinations (Multi sending) (page 277)

## Save frequently used documents in the machine

You can save the frequently used document in the machine and print it when needed.



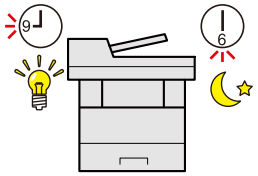
➡ Using Document Boxes (page 293)

# Save energy and cost

## Save energy as needed (Energy Saver function)

The machine is equipped with Energy Saver function that automatically switches the machine into Sleep Mode.

You can set appropriate Energy Saver Recovery Level depending on the operation.



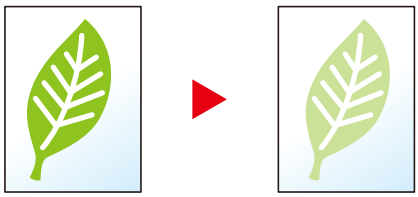
➡ Energy Saver function (page 90)

## Printing with reduced toner consumption (EcoPrint)

You can save toner consumption with this function.

When you only need to check the printed content, such as a trial print run or documents for internal confirmation, use this function to save toner.

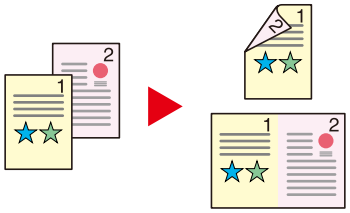
Use this function when a high-quality print is not required.



➡ EcoPrint (page 326)

## Reduce paper use (Paper Saving Printing)

You can print originals on both sides of the paper. You can also print multiple originals onto one sheet.

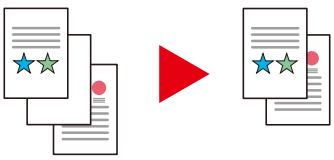



➡ Combine (page 340)

➡ Duplex (page 346)

## Skip blank pages when printing (Skip Blank Page)

When there are blank pages in a scanned document, this function skips the blank pages and prints only pages that are not blank.

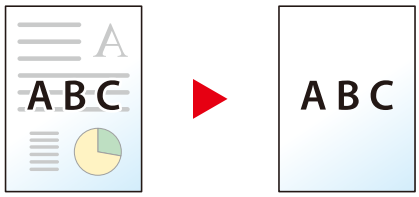


➡ Skip Blank Page (page 355)

# Create attractive documents

## Prevent image bleed-thru (Prevent Bleed-thru)

You can prevent image bleed-through from the reverse side when scanning thin originals.

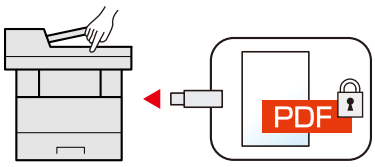



➡ Prevent Bleed-thru (page 334)

# Strengthen security

## Password-protect a PDF file (PDF Encryption Functions)

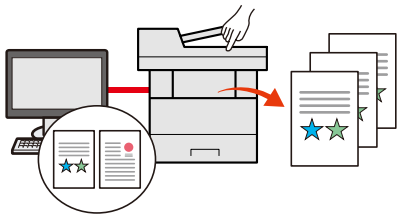
Use the PDF format's password security options to restrict document viewing, printing and editing.




➡ PDF Encryption Functions (page 360)

## Prevent loss of finished documents (Private Print)

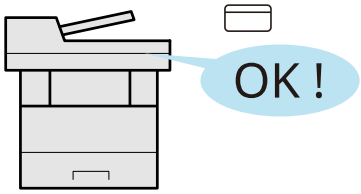
Temporarily saving print jobs in the main unit document box and outputting them when in front of the device can prevent documents from being taken by others.



➡ Printing Documents from Private Print Box (page 212)

## Log in by ID card (Card Authentication)

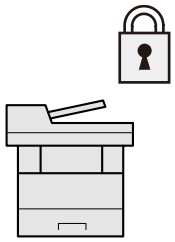
You can log in simply by touching an ID card. You don't need to enter your user name and password.




➡ Card Authentication Kit(B) AC <IC card authentication kit (Activate)> (page 802)

## Strengthen security (Settings for Administrator)

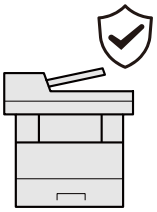
Various functions are available for administrators to strengthen security.



➡ Strengthening the Security (page 124)

## Prevent the execution of malware (Allowlisting)

Prevent malware from running and prevent software tampering and maintain system reliability.

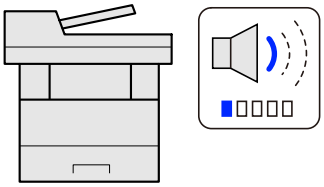


➡ Device Security Settings (page 492)

# Use functions more efficiently

## Make the machine quiet (Quiet Mode)

You can make the machine quiet by reducing its running noise.

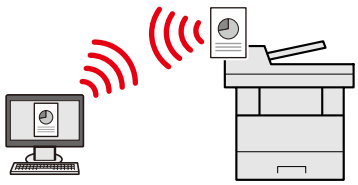


Quiet Mode

## Install the machine without concerning the network cables (Wireless Network)

(Machine equipped with Wi-Fi module)

If there is a wireless LAN environment, it is possible to install the unit without worrying about the network wiring. In addition, Wi-Fi Direct, etc. are supported.



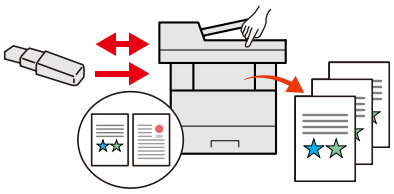
➡ Configuring the Wireless Network (page 80)

## Use USB drive(USB Drive)

It is useful when you need to print documents outside your office or you cannot print documents from your PC.

You can print the document from the USB drive by plugging it directly into the machine.

Original scanned at the machine can be saved in the USB drive also.

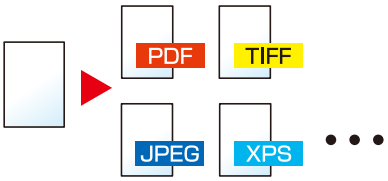


➡ Using Removable USB Drive (page 297)

➡ Saving Documents to USB Drive (Scan to USB) (page 299)

## Specify image file format (File Format)

You can select the various file formats when sending/storing images.

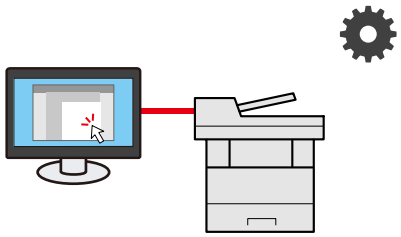



➡ File format (page 359)

## Perform remote operation (Command Center RX)

You can access to the machine remotely to print, send or download data.

Administrators can configure the machine behavior or management settings.



➡ Command Center RX (page 126)

# Color and Image Quality Functions

The machine is equipped with various color and image quality functions. You can adjust the scanned image as desired.

## Basic Color Modes

The basic color modes are as follows.

### Auto Color

Automatically recognizes whether a document being scanned is color or black & white.

**Reference Image**

| Before | After |
|---|---|
|  |  |

### Full Color

Scans the document in full color.

**Reference Image**

| Before | After |
|---|---|
|  |  |

### Grayscale

Scans a document in grayscale.

**Reference Image**

| Before | After |
|---|---|
|  |  |

### Black & White

Scans the document in black and white.

**Reference Image**

| Before | After |
|---|---|
|  |  |

For details, refer to the following.

➡ Color Selection (page 327)

# Adjusting Image Quality and Color

To adjust the image quality or color of an image, use the following functions.

## Adjust the color precisely

| I want to... | Sample image (before) | Sample image (after) | Function |
|---|---|---|---|
| Adjust the density. |  |  | Density |
| Adjust the color by strengthening blue or red tones.<br>Example: Strengthening red |  |  | Color Balance |
| Change the image by individually adjusting each of the six colors: red, blue, green, cyan, magenta, and yellow.<br>Example: Changing red tones close to yellow to yellow, and cyan tones close to blue to blue |  |  | Hue Adjustment |
| Adjust the saturation. |  |  | Saturation |

For details, refer to the following:


➡ Density (page 322)

➡ Color Balance (page 328)

➡ Hue Adjustment (page 329)

➡ Saturation (page 333)


## Adjust the image quality precisely

| I want to... | Sample image (before) | Sample image (after) | Function |
|---|---|---|---|
| Emphasize or blur the image outline.<br>Example: Emphasize the image outlines |  |  | Sharpness |
| Adjust the difference between dark and light parts of the image. |  |  | Contrast |

| I want to... | Sample image (before) | Sample image (after) | Function |
|---|---|---|---|
| Darken or lighten the background (the area with no texts or images) of a document.<br>Example: Lightening the background |  |  | Background Density |
| Prevent bleed-through in 2-sided originals. |  |  | Prevent Bleed-thru |

For details, refer to the following:

➡ Sharpness (page 331)

➡ Contrast (page 335)

➡ Background Density Adj. (page 332)

➡ Prevent Bleed-thru (page 334)

## Adjust the scanned image

| I want to... | Sample image (before) | Sample image (after) | Function |
|---|---|---|---|
| Decrease the file size and produce the characters clearly. |  |  | File format<br>[High Comp. PDF] |

For details, refer to the following:

➡ File format (page 359)

# Guides Provided with the Machine

The following guides are provided with the machine. Refer to each guide as needed. The guides can be downloaded from the Download Center (https://kyocera.info/). To view the guides on a computer, Adobe Reader Version 8.0 or later needs to be installed.

The contents of the guides are subject to change without notice for the purpose of improvement of machine performance.

| | |
|---|---|
| To set up the machine: | **Setup Guide**<br>Explains the setup procedure to follow in order to print with this machine.<br>This printed guide is provided together with the machine. |
| Start using the machine quickly | **Quick Guide**<br>Explains frequently-used operations and what to do when problems occur.<br>This printed guide is provided together with the machine. |
| For safe use of the machine | **Safety Guide**<br>Provides safety and cautionary information for installation environment and use of the machine. Be sure to read this guide before using the machine.<br>This printed guide is provided together with the machine.<br>**Safety Guide (ECOSYS MA2600cwfx/ ECOSYS MA2600cfx/ ECOSYS MA2600cwx)**<br>Indicates the space required for machine installation, and describes the cautionary labels and other safety information. Be sure to read this guide before using the machine.<br>This printed guide is provided together with the machine. |
| Use the machine to its fullest | **Operation Guide (this guide)**<br>Explains how to load paper and perform copy, print and scan operations, and indicates default settings and other information. |
| Use the fax functions | **FAX Operation Guide**<br>Explains how to use the fax function. |
| Use the ID card | **Card Authentication Kit (B) Operation Guide**<br>Explains how to perform authentication using the ID card. |
| Strengthen security | **Data Encryption/Overwrite Operation Guide**<br>Explains how to introduce and use the Data Encryption/Overwrite Function, and how to overwrite and encrypt data. |
| Easily register machine information and configure settings | **Command Center RX User Guide**<br>Explains how to access the machine from a Web browser on your computer to check and change settings. |
| Print data from a computer | **Printer Driver User Guide**<br>Explains how to install the printer driver and use the printer function. |

| | |
|---|---|
| Monitor the machine and printers on the network | **KYOCERA Net Viewer User Guide**<br>Explains how to monitor your network printing system (the machine) with KYOCERA Net Viewer. |
| Scan images and save with information | **File Management Utility User Guide**<br>Explains how to use File Management Utility to set various parameters and send and save scanned documents. |
| Print without using the printer driver | **PRESCRIBE Commands Command Reference**<br>Describes the native printer language (PRESCRIBE commands).<br>**PRESCRIBE Commands Technical Reference**<br>Describes the PRESCRIBE command functions and control for each type of emulation. |
| Directly print a PDF file | **KYOCERA Net Direct Print Operation Guide**<br>Explains how to print PDF files without launching Adobe Acrobat or Reader. |
| Adjust the print or scan position | **Maintenance Menu User Guide**<br>Maintenance Menu provides the explanation on how to configure the print, scan, and other settings |

# About the Operation Guide (this Guide)

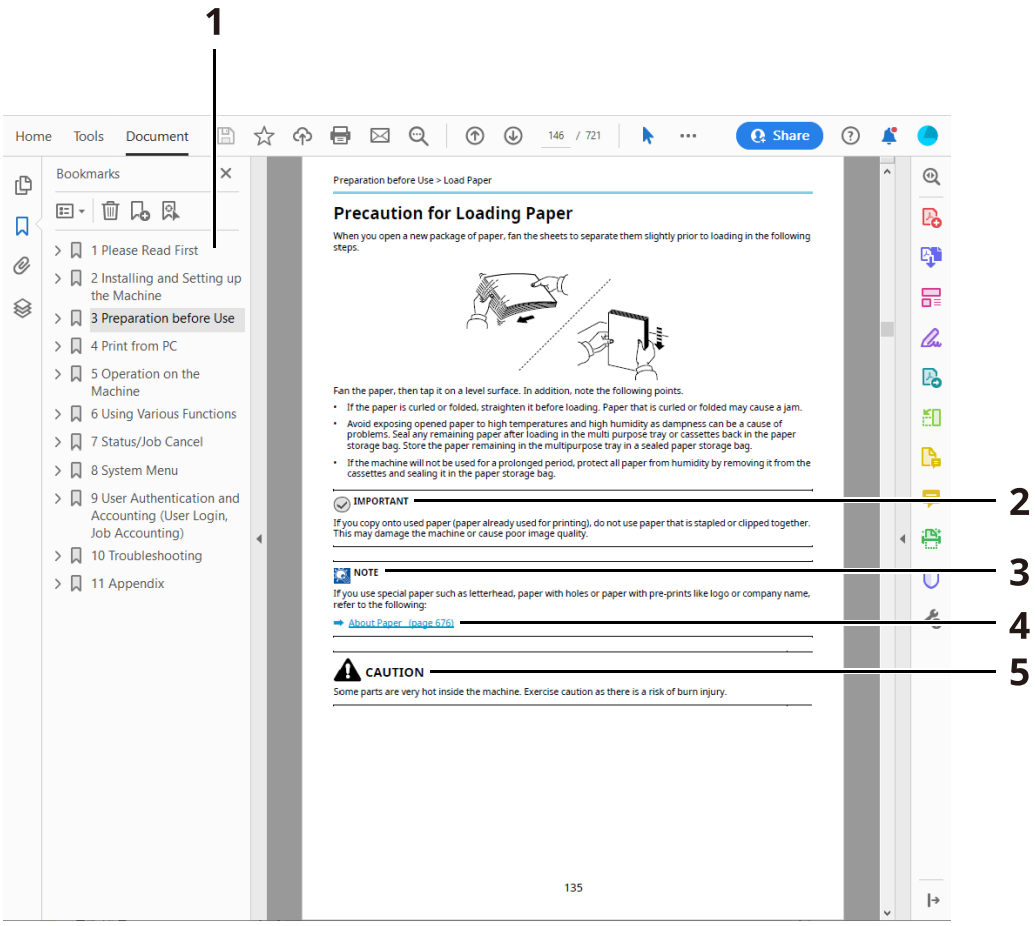
## Structure of the guide

The Operation Guide contains the following chapters.

| Chapter | Contents |
|---|---|
| Please Read First | Provides precautions regarding use of the machine and trademark information. |
| Installing and Setting up the Machine | Explains part names, cable connections, installation of the software, login, logout, and other matters related to administration of the machine. |
| Preparation before Use | Explains preparations and settings that are required in order to use the machine, such as how to load paper and create an address book. |
| Print from PC | Explains the basic printing method. |
| Operation on the Machine | Explains the basic procedures for using the machine, such as placing originals, making copies, sending documents, and using document boxes. |
| Using Various Functions | Explains convenient functions that are available on the machine. |
| Status/Job Cancel | Explains how to check the status of a job and the job history, and how to cancel jobs being printed or waiting to print. Also explains how to check paper and toner levels, how to check the device status, and how to cancel fax transmission. |
| System Menu | Explains System Menu and how it relates to the operation of the machine. |
| User Authentication and Accounting (User Login, Job Accounting) | Explains user login and job accounting. |
| Troubleshooting | Explains what to do when toner runs out, an error is displayed, or a paper jam or other problem occurs. |
| Appendix | Describes convenient options that are available for the machine. Provides information on media types and paper sizes, and gives a glossary of terms. Explains how to enter characters, and lists the specifications of the machine. |

# Conventions Used in This Guide

Adobe Reader is used as an example in the explanations below.




1 Click an item in the Table of Contents to jump to the corresponding page.

2 Indicates operational requirements and restrictions to operate the machine correctly, and avoid damage to the machine or property.

3 Indicates supplemental explanations and reference information for operations.

4 Click the underlined text to jump to the corresponding page.

5 Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

**NOTE**

The items that appear in Adobe Reader vary depending on how it is used. If the Table of Contents or tools do not appear, refer to Adobe Reader Help.

Certain items are indicated in this guide by the conventions described below.

| Convention | Description |
|---|---|
| [ ] | Indicates keys and buttons. |
| " " | Indicates a message. |

## Conventions Used in Procedures for Operating the Machine

In this Operation Guide, continuous operation of the keys on the touch panel is as follows:

### Actual procedure

1 Press the [System Menu/Counter] key.

2 Select [DeviceSettings].

3 Move the screen downwards (i.e. swiping)

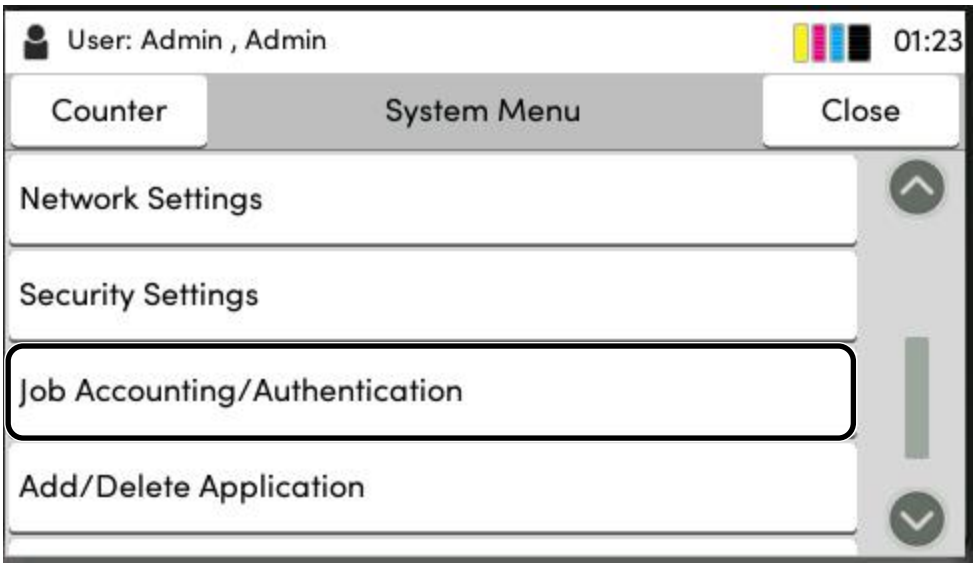
4 Select [Sound].

### Procedure indicated in this guide

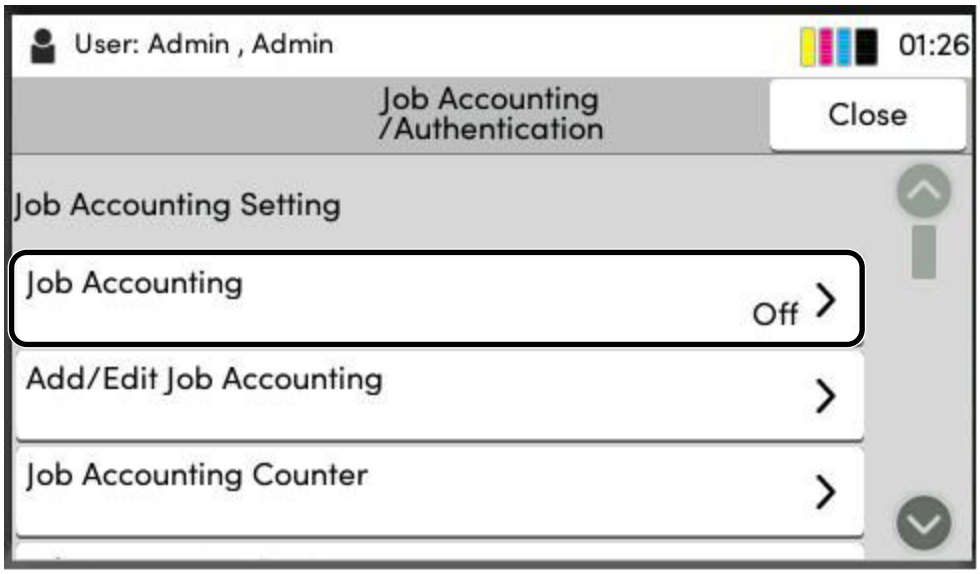
[System Menu/Counter] key > [DeviceSettings] > [Sound]

### Actual procedure

1 Select [Job Accounting/Authentic.].




2 Select [Job Accounting] from "Job Accounting Setting".



## Procedure indicated in this guide

[Job Accounting/Authentic.] > "Job Accounting Setting" [Job Accounting]

For details on touch panel operation, refer to the following:

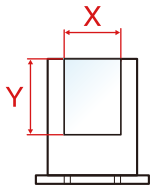
➡ Using the Touch Panel (page 60)

# Size of Paper

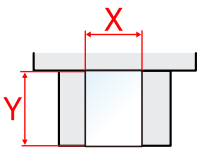
Paper sizes such as A5 can be used in both the horizontal and vertical orientations. To distinguish the orientations when these sizes are used, "R" is added to sizes used in the horizontal orientation.

## Set the paper in vertical orientation

### When loading in a cassette

| Setting Position (X=Width, Y=Length) | Icon on the touch panel | Indicated size in this Guide |
|---|---|---|
|  |  | A5-R |

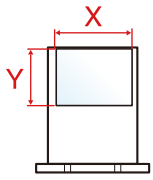
### When loading in the multipurpose tray

| Setting Position (X=Width, Y=Length) | Icon on the touch panel | Indicated size in this Guide |
|---|---|---|
|  |  | A5-R |

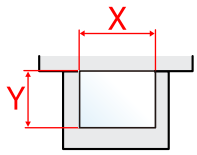
Paper sizes that can be used vary depending on the function and paper feeder unit. For details, refer to the following.

## Set the paper in horizontal orientation

### When loading in a cassette

| Setting Position (X=Width, Y=Length) | Icon on the touch panel | Indicated size in this Guide |
|---|---|---|
|  |  | A5 |

### When loading in the multipurpose tray

| Setting Position (X=Width, Y=Length) | Icon on the touch panel | Indicated size in this Guide |
|---|---|---|
|  |  | A5 |

Paper sizes that can be used vary depending on the function and paper feeder unit. For details, refer to the following.

➡ Specifications (page 824)

# Notice

## Safety Conventions in This Guide

The sections of this guide and parts of the machine marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the machine. The symbols and their meanings are indicated below.

**WARNING:**

Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

**CAUTION:**

Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

### Symbols

The △ symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.

[General warning]

[Warning of high temperature]

The ⃠ symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.

[Warning of prohibited action]

[Disassembly prohibited]

The ● symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.

[Alert of required action]

[Remove the power plug from the outlet]

[Always connect the machine to an outlet with a ground connection]

---

**NOTE**

An original which resembles a bank note closely may not be copied properly in some rare cases because this machine is equipped with a counterfeiting prevention function.

---

# Environment

The service environmental conditions are as follows:

| | |
|---|---|
| Temperature | 10 to 32.5°C/50 to 90.5°F<br>But humidity should be 70% or less when temperature is 90.5 °F (32.5 °C). |
| Humidity | 10 to 80%<br>But temperature should be 86 °F (30 °C) or less when humidity is 80%. |

Avoid the following locations when selecting a site for the machine.

- Avoid locations near a window or with exposure to direct sunlight.
- Avoid locations with vibrations.
- Avoid locations with drastic temperature fluctuations.
- Avoid locations with direct exposure to hot or cold air.
- Avoid poorly ventilated locations.

During copying, some ozone is released, but the amount does not cause any ill effect to one's health.

If, however, the machine is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant.

To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.

# Precautions for Use

## Cautions when handling consumables

### CAUTION

Do not attempt to incinerate parts which contain toner. Dangerous sparks may cause burns.

Keep parts which contain toner out of the reach of children.

If toner happens to spill from parts which contain toner, avoid inhalation and ingestion, as well as contact with your eyes and skin.

- If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.
- If you do happen to ingest toner, rinse your mouth with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.
- If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.
- If toner does happen to get on your skin, wash with soap and water.

Do not attempt to force open or destroy parts which contain toner.

## Other precautions

Return the exhausted toner container to your dealer or service representative. The collected toner container will be recycled or disposed in accordance with the relevant regulations.

Store the machine while avoiding exposure to direct sunlight.

Store the machine in a place where the temperature stays below 40 °C while avoiding sharp changes of temperature and humidity.

If the machine will not be used for an extended period of time, remove the paper from the cassette and the Multipurpose (MP) Tray, return it to its original package and reseal it.

# SAFETY OF LASER BEAM (USA)

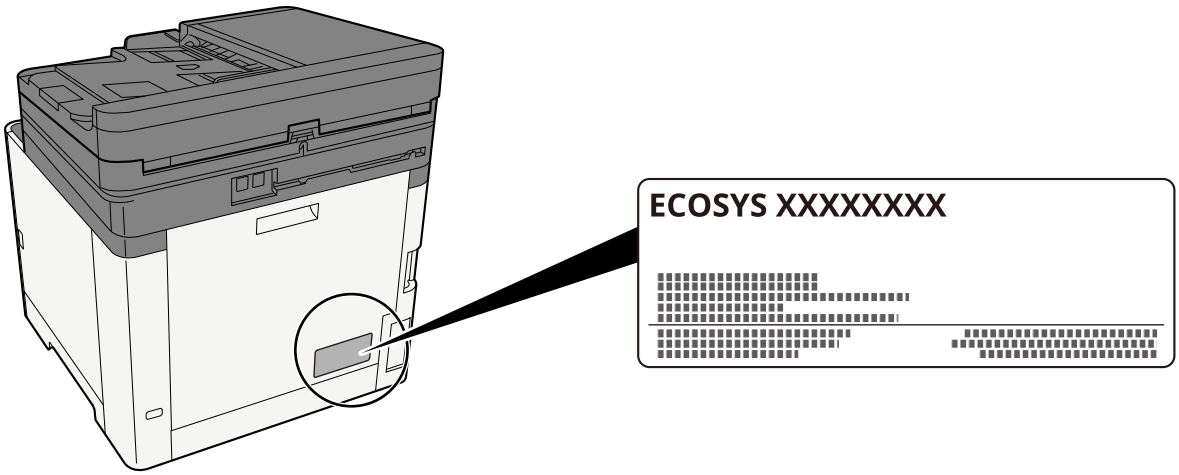
## Safety of laser beam

This machine has been certified by the manufacturer to Class 1 level under the radiation performance standards established by the U.S.DHHS (Department of Health and Human Services) in 1968. This indicates that the product is safe to use during normal operation and maintenance. The laser optical system, enclosed in a protective housing and sealed within the external covers, never permits the laser beam to escape.

## The CDRH Act

A laser-product-related act was implemented on Aug. 2, 1976, by the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration (FDA). This act prohibits the sale of laser products in the U.S. without certification, and applies to laser products manufactured after Aug. 1, 1976. The label shown below indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

The position of the rating label is show below.




## Optical unit

When checking the optical unit, avoid direct exposure to the laser beam, which is invisible. Shown at below is the label located on the cover of the optical unit.




## Maintenance

For safety of the service personnel, follow the maintenance instructions in the other section of this manual.

# Laser Safety (Europe)

Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this machine is hermetically sealed within the protective housing and external cover. In the normal operation of the product by user, no radiation can leak from the machine.

This machine is classified as Class 1 laser product under IEC/EN 60825-1:2014.

Caution: Performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

These labels are attached to the laser scanner unit inside the machine and are not in a user access area.




Regarding CLASS 1 laser products, information is provided on the rating label.



# Safety Instructions Regarding the Disconnection of Power

Caution: The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

# Compliance and Conformity

Hereby, KYOCERA Document Solutions Inc. declares that the radio equipment type ECOSYS MA2600cwfx, ECOSYS MA2600cfx, and ECOSYS MA2600cwx are in compliance with Directive 2014/53/EU.

The full text of the EU declaration of conformity is available at the following internet address:

https://www.kyoceradocumentsolutions.eu/index/service/dlc.html

**NOTE**

Use shielded interface cables.

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

These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.
- The use of a non-shielded interface cable with the referenced device is prohibited.

FCC Caution: Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

This device complies with Part 15 of FCC Rules.

Operation is subject to the following two conditions; (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

## IMPORTANT NOTE:

**Radiation Exposure Statement:**

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20 cm between the radiator & your body.

## Industry Canada statement:

This device contains licence-exempt transmitter(s) / receiver(s) that complies with Innovation, Science and Economic Development Canada’s licence-exempt RSS (s). Operation is subject to the following two conditions:

1 This device may not cause interference.

2 This device must accept any interference, including interference that may cause undesired operation of the device.

The antenna(s) used for this transmitter must be installed to provide a separation distance of at least 20 cm from all persons and must not be co-located or operating in conjunction with any other transmitter.

Industry Canada ICES-003 Compliance Label: CAN ICES-3B/NMB-3B

* The above statements are valid only in the United States of America and Canada.

NOTE — Use shielded interface cables.

## Caution:

The device for operation in the band 5150-5250 MHz is only for indoor use to reduce the potential for harmful interference to co-channel mobile satellite systems;

Operations in the 5.25-5.35GHz band are restricted to indoor usage only.

## Radiation Exposure Statement:

This equipment complies with Canada radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20cm between the radiator & your body. * These above statements are valid in the United States of America, Canada and EU.

# Radio Tag Technology

In some countries the radio tag technology used in this equipment to identify the toner container may be subject to authorization and the use of this equipment may consequently be restricted.

# Other precautions (for users in California, the United States)

Perchlorate Material - special handling may apply. See www.dtsc.ca.gov/hazardouswaste/perchlorate.

# Warranty (the United States and Canada)

## ECOSYS MA2600cwfx/ ECOSYS MA2600cfx/ ECOSYS MA2600cwx COLOR MULTIFUNCTIONAL PRODUCT LIMITED WARRANTY

KYOCERA Document Solutions America, Inc. and KYOCERA Document Solutions Canada, Ltd. (both referred to as "KYOCERA") warrant the Customer's new color Multifunctional Product (referred to as "MFP"), and the new accessories installed with the initial installation of the MFP, against any defects in material and workmanship for a period of one year, or 100,000 copies/prints from date of installation, whichever first occurs. In the event the MFP or an accessory is found to be defective within the warranty period, KYOCERA's only obligation and the Customer's exclusive remedy shall be replacement of any defective parts. KYOCERA shall have no obligation to furnish labor.

This warranty is valid only for the original retail purchaser (referred to as the "Customer") of a new KYOCERA MFP in the United States of America or Canada, based upon the country of purchase.

In order to obtain performance of this warranty, the Customer must immediately notify the Authorized KYOCERA Dealer from whom the product was purchased. If the KYOCERA Dealer is not able to provide service, write to KYOCERA at the address below for the name and address of the Authorized KYOCERA Dealer in your area, or check KYOCERA's website at https://www.kyoceradocumentsolutions.com for KYOCERA Document Solutions America, Inc. or https://www.kyoceradocumentsolutions.ca for KYOCERA Document Solutions Canada, Ltd.

This warranty does not cover MFPs or accessories which: (a) have become damaged due to operator negligence, misuse, accidents, improper storage or unusual physical or electrical stress, (b) have used parts or supplies which are not genuine KYOCERA brand parts or supplies, (c) have been installed or serviced by a technician not employed by KYOCERA or an Authorized KYOCERA Dealer, or (d) have had the serial number modified, altered, or removed.

This warranty gives the Customer specific legal rights. The Customer may also have other rights, which vary from state to state, or province to province. Neither the seller, nor any other person, is authorized to extend the time period or expand this warranty on behalf of KYOCERA.

THIS WARRANTY IS MADE IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS, EXPRESS OR IMPLIED, AND KYOCERA SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THIS WARRANTY SHALL NOT EXTEND TO, AND KYOCERA SHALL NOT BE LIABLE FOR, ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES WHICH MAY ARISE OUT OF THE USE OF, OR INABILITY TO USE, THE MFP.

**KYOCERA Document Solutions America, Inc.**
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**KYOCERA Document Solutions Canada, Ltd.**
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Canada

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# Wireless Connection (Mexico only)

The operation of this equipment is subject to the following two conditions:

(1) it is possible that this equipment or device may not cause harmful interference, and (2) this equipment or device must accept any interference, including interference that may cause undesired operation.

La operación de este equipo está sujeta a las siguientes dos condiciones:

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# Security Precautions when Using Wireless LAN (If equipped)

Wireless LAN allows information to be exchanged between wireless access points instead of using a network cable, which offers the advantage that a WLAN connection can be established freely within an area in which radio waves can be transmitted.

On the other hand, the following problems may occur if security settings are not configured, because radio waves can pass through obstacles (including walls) and reach everywhere within a certain area.

## Secretly Viewing Communication Contents

A third person with malicious objectives may intentionally monitor radio waves and gain unauthorized access to the following communication contents.

- Personal information including ID, passwords, and credit card numbers
- Contents of email messages

## Illegal Intrusion

A third party with malicious intent may gain unauthorized access to personal or company networks and conduct the following illegal actions.

- Extracting personal and confidential information (information leak)
- Entering into communication while impersonating a specific person and distributing unauthorized information (spoofing)
- Modifying and retransmitting intercepted communications (falsification)
- Transmitting computer viruses and destroying data and systems (destruction)

Wireless LAN cards and wireless access points contain built-in security mechanisms to address these problems and to reduce the possibility of these problems occurring by configuring the security settings of wireless LAN products when the product is used.

We recommend that customers take responsibility and use their judgment when configuring the security settings and that they ensure that they fully understand the problems that can occur when the product is used without configuring the security settings.

# Limited Use of This Product (If equipped)

(Machine equipped with Wi-Fi module)

- Radio waves transmitted from this product may affect medical equipment. When using this product in a medical institution or in the vicinity of medical instruments, either use this product according to the instructions and precautions provided by the administrator of the institution or those provided on the medical instruments.
- Radio waves transmitted from this product may affect automatic control equipment including automatic doors and fire alarms. When using this product in the vicinity of the automatic control equipment, use this product according to the instructions and precautions provided on the automatic control equipment.
- If this product is used in devices that are directly related to service including airplanes, trains, ships, and automobiles or this product is used in applications requiring high reliability and safety to function and in devices requiring accuracy including those used in disaster prevention and crime prevention and those used for various safety purposes, please use this product after considering the safety design of the entire system including adoption of a fail-safe design and redundancy design for reliability and safety maintenance of the entire system. This product is not intended for use in applications requiring high reliability and safety including aerospace instruments, trunk communication equipment, nuclear power control equipment, and medical equipment; hence, the decision as to whether to use this product in these applications needs to be fully considered and determined.

## Sólo México (Mexico only)

Este equipo utiliza el módulo de interfaz de red inalámbrica modelo LBWA1ZZ1CA para conectarse a las redes Inalámbricas.

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https://kyocera.info/

# Energy Saving Control Function

To reduce power consumption when idle, the device comes equipped with a power management function that automatically shifts to "Sleep" to minimize power consumption after a certain period of time has passed since the device was last used.

➡ Sleep (page 90)

➡ Power Off Timer (models for Europe) (page 96)

# Automatic 2-Sided Print Function

This device includes 2-sided printing as a standard function. For example, by printing two 1-sided originals onto a single sheet of paper as a 2-sided print, it is possible to lower the amount of paper used.

➡ Duplex (page 346)

Printing in duplex mode reduces paper consumption and contributes to the conservation of forest resources. Duplex mode also reduces the amount of paper that must be purchased, and thereby reduces cost. It is recommended that machines capable of duplex printing be set to use duplex mode by default.

# Resource Saving - Paper

For the preservation and sustainable use of forest resources, it is recommended that recycled as well as virgin paper certified under environmental stewardship initiatives or carrying recognized ecolabels, which meet EN 12281:2002* or an equivalent quality standard, be used.

This machine also supports printing on 64 g/$m^2$ paper. Using such paper containing less raw materials can lead to further saving of forest resources.

* : EN12281:2002 "Printing and business paper - Requirements for copy paper for dry toner imaging processes"

Contact your dealer or service representative for recommended paper types.

# Environmental benefits of "Power Management"

To reduce power consumption when idle, this machine is equipped with a power management function that automatically activates energy-saving mode when the machine is idle for a certain period of time.

Although it takes the machine a slight amount of time to return to READY mode when in energy-saving mode, a significant reduction in energy consumption is possible. It is recommended that the machine be used with the activation time for energy-saving mode set to the default setting.

# ENERGY STAR Program

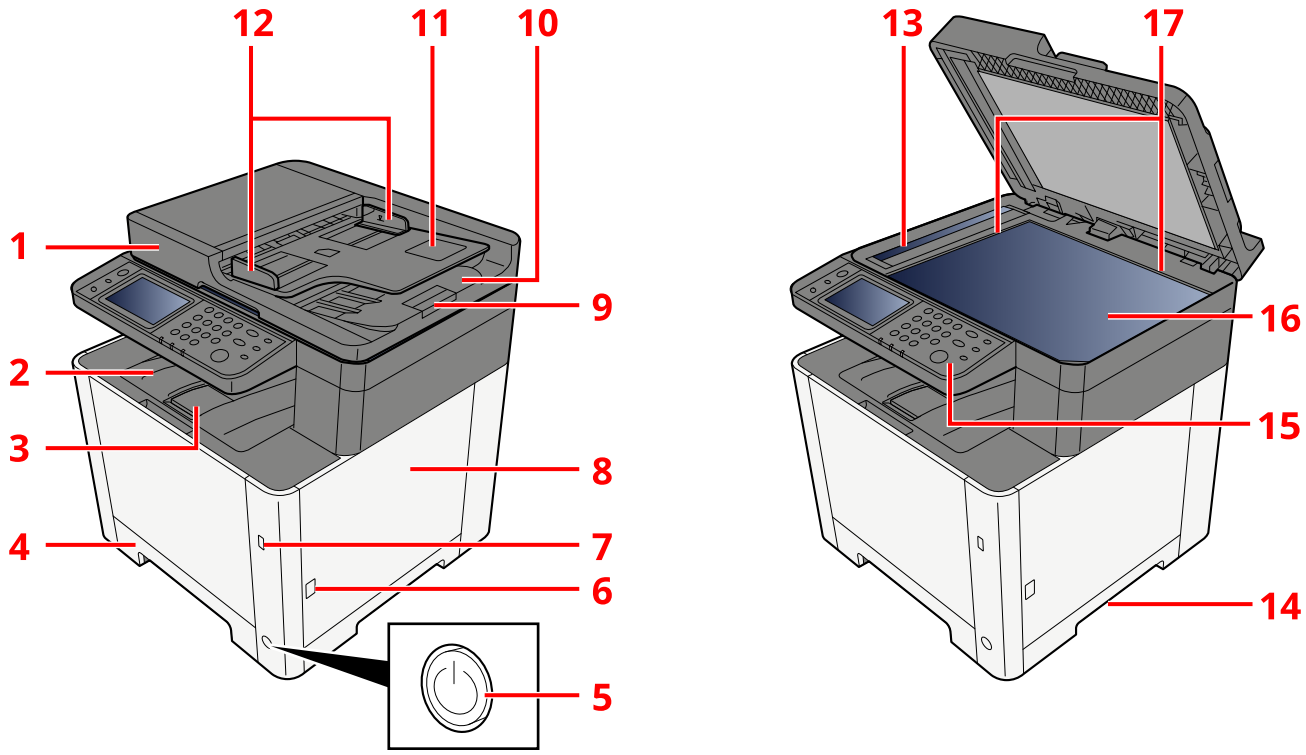
We participate in the ENERGY STAR® Program. We provide the products that comply with ENERGY STAR standards to the market.

ENERGY STAR is an energy efficiency program with the goal of developing and promoting the use of products with high energy efficiency in order to help prevent global warming. By purchasing the products that comply with ENERGY STAR, customers can help reduce emissions of greenhouse gases during product use and cut energy-related costs.

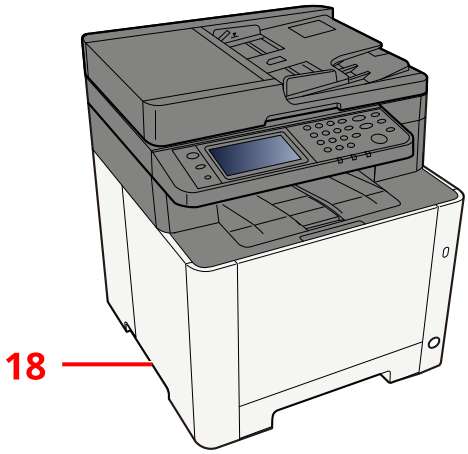
# 2 Installing and Setting up the Machine

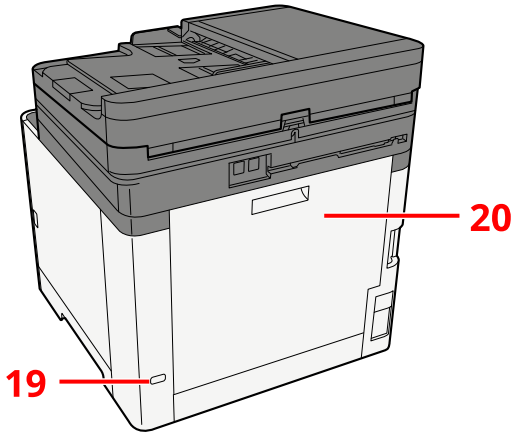
Part Names (Machine Exterior) ..... 46
Part Names (Connectors/Interior) ..... 48
Part Names (With Optional Equipments Attached) ..... 50
Connecting the Machine and Other Devices ..... 51
Connecting Cables ..... 53
Power On/Off ..... 56
Using the Operation Panel ..... 58
Touch Panel ..... 60
Login/Logout ..... 74
Default Settings of the Machine ..... 77
Quick Setup Wizard ..... 97
Installing Software ..... 100
Checking the Counter ..... 121
Additional Preparations for the Administrator ..... 122
Command Center RX ..... 126
Transferring Data from Our Other Products ..... 135

# Part Names (Machine Exterior)




1 Document processor
2 Inner tray
3 Paper stopper
4 Cassette 1
5 Power Switch
6 Button (Right Cover Open)
7 USB Memory Slot
8 Right Cover
9 Original Stopper (Not supported in some regions)
10 Original Eject Table
11 Original Table
12 Original Width Guide
13 Pet Film
14 Handles
15 Operation Panel
16 Platen
17 Original Size Indicator Plates



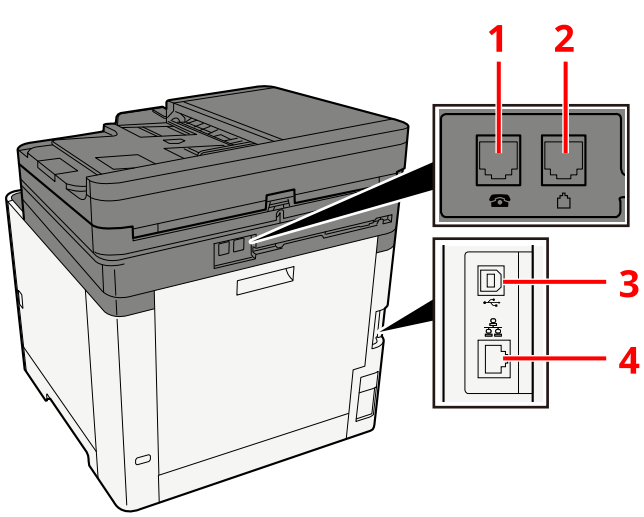



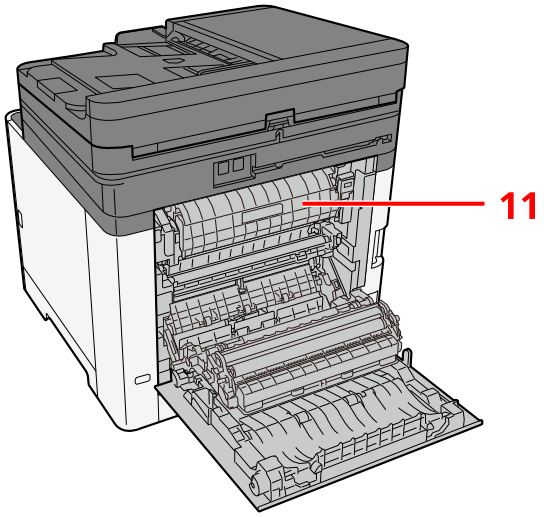

18 Handles

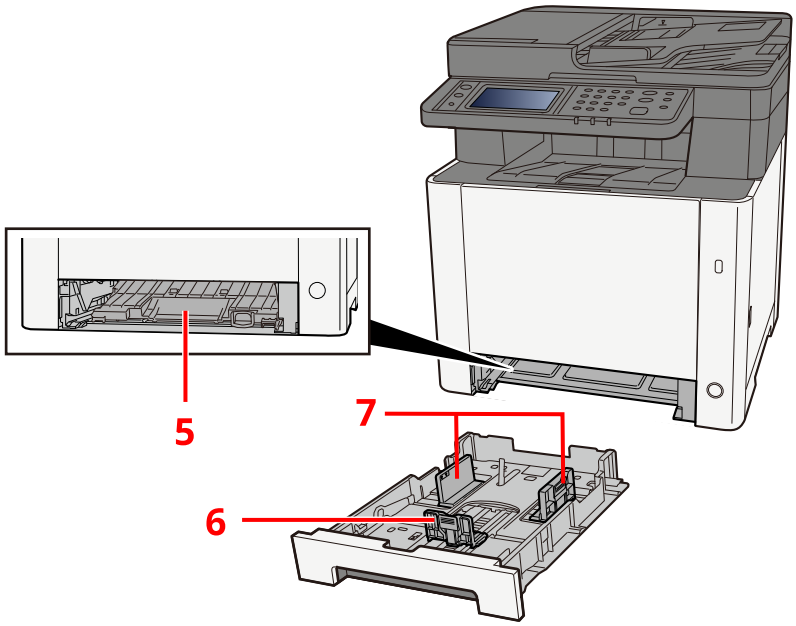
19 Anti-theft Lock Slot

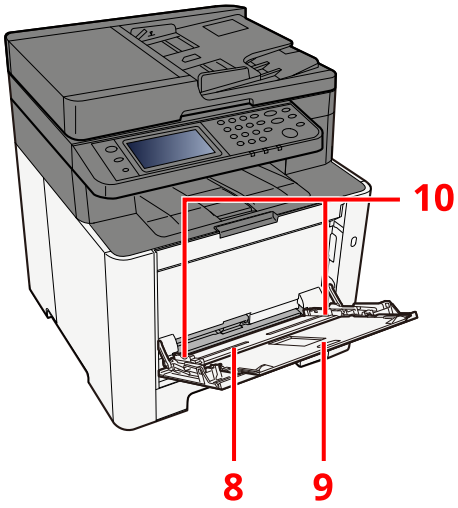
20 Rear Cover 1

# Part Names (Connectors/Interior)

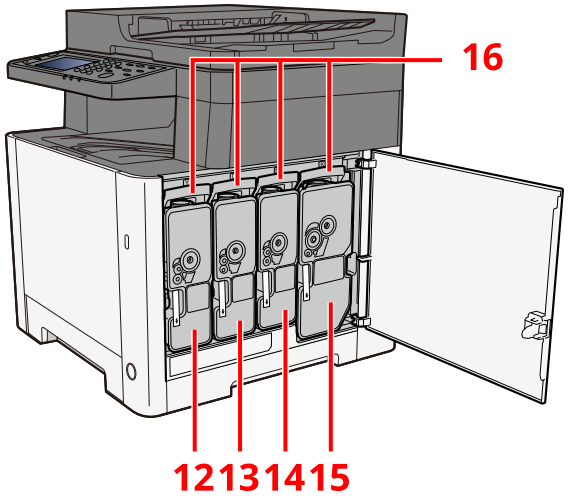



1 TEL Connector
2 LINE Connector
3 USB Interface Connector
4 Network Interface Connector
5 Feed Cover
6 Paper Length Guide
7 Paper Width Guides
8 Multipurpose Tray
9 Tray Extension
10 Paper Width Guides
11 Fuser cover




12 Toner Container (Yellow)

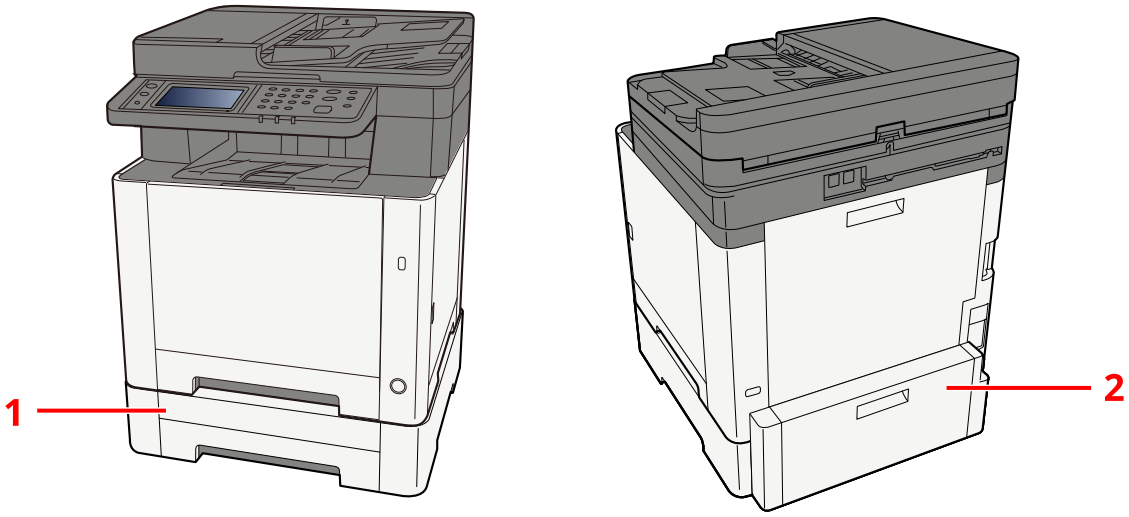
13 Toner Container (Magenta)

14 Toner Container (Cyan)

15 Toner Container (Black)

16 Toner Container Lock Lever

# Part Names (With Optional Equipments Attached)




1 Cassette 2

2 Rear Cover 2

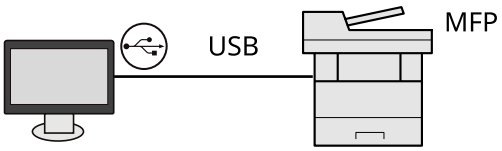
For details of options, refer to the following:

➡ Option configuration (page 802)

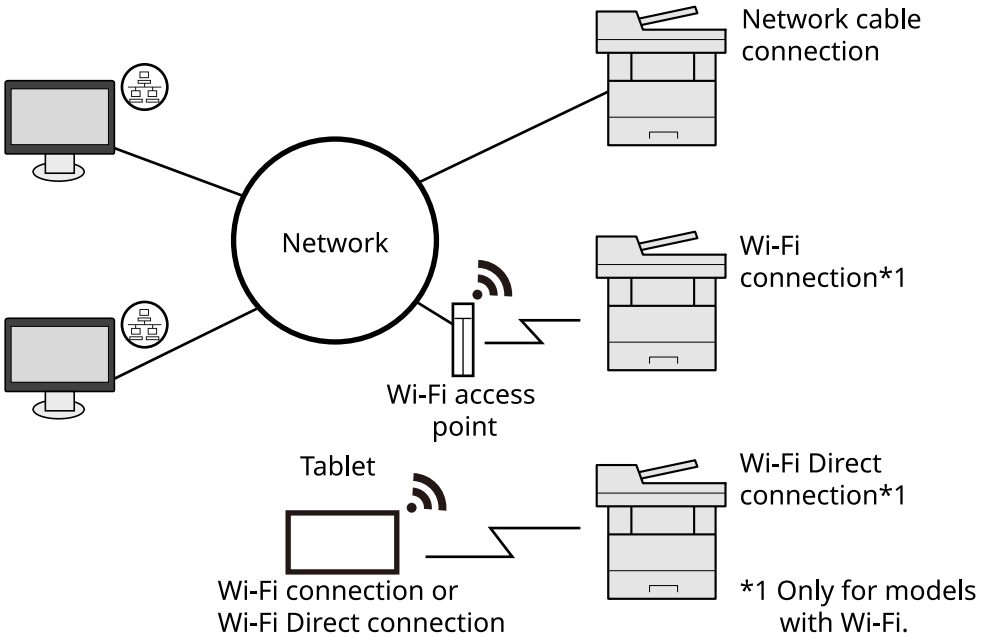
# Connecting the Machine and Other Devices

Prepare the cables necessary to suit the environment and purpose of the machine use.

## When Connecting the Machine to the PC via USB




## When Connecting the Machine to the PC or Tablet by network cable, Wi-Fi, or Wi-Fi direct




**NOTE**

If you are using wireless LAN, refer to the following.

➡ Configuring the Wireless Network (page 80)

## Cables that Can Be Used

**When a network cable is used to connect the machine**

| Function | Necessary Cable |
|---|---|
| Printer/Scanner/Network FAX*2 | LAN cable (10BASE-T, 100BASE-TX, 1000BASE-T) |

**When a USB cable is used to connect the machine**

| Function | Necessary Cable |
|---|---|
| Printer/Scanner (TWAIN/WIA) | USB 2.0 compatible cable (Hi-Speed USB compliant, max. 5.0 m, shielded) |

*2 The fax function can be used on products equipped with fax capability. For more information on Network FAX, refer to the following:

➡ **FAX Operation Guide**

**IMPORTANT**

Using a cable other than a USB 2.0 compatible cable may cause failure.

# Connecting Cables

## Connecting LAN Cable

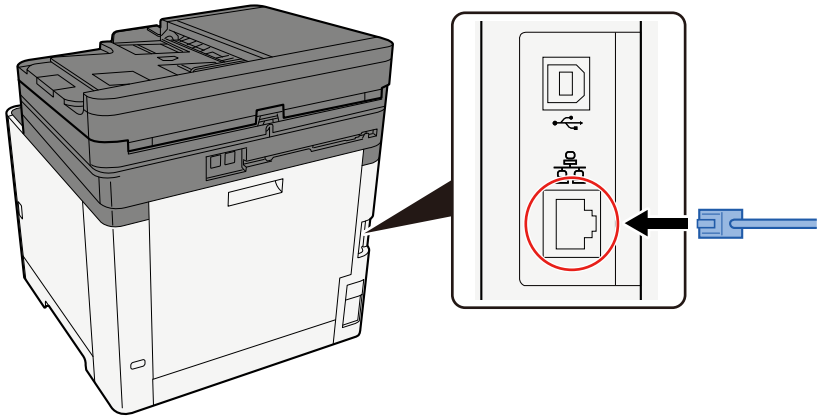
**IMPORTANT**

If the power is on, turn the power switch off.

Power off (page 57)

### 1 Connect the cable to the machine.

1 Connect the LAN cable to the network interface connector.



2 Connect the other end of the cable to the hub.

### 2 Power on the machine and configure the network.

Network Setup (page 78)

# Connecting USB Cable

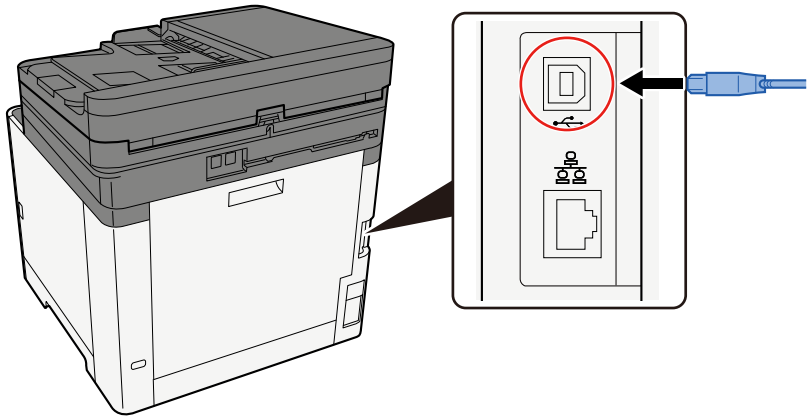
**IMPORTANT**

If the power is on, turn the power switch off.

➡ Power off (page 57)

## 1 Connect the cable to the machine.

1 Connect the USB cable to the USB interface connector.



2 Connect the other end of the cable to the PC.

## 2 Power on the machine.

# Connecting the Power Cable

## 1 Connect the cable to the machine.

Connect one end of the supplied power cable to the machine and the other end to a power outlet.

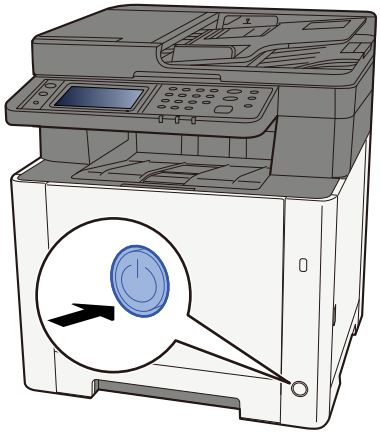
**IMPORTANT**

Only use the power cable that comes with the machine.

# Power On/Off

## Power on

**1** **Turn the power switch on.**

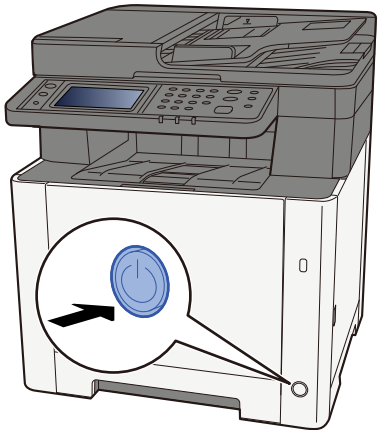


**IMPORTANT**

When turning off the power switch, do not turn on the power switch again immediately. Wait more than 5 seconds, and then turn on the power switch.

# Power off

## 1 Turn the power switch off.



The confirmation message for power supply off is displayed.

It takes approximately 3 minutes for power off.

**CAUTION**

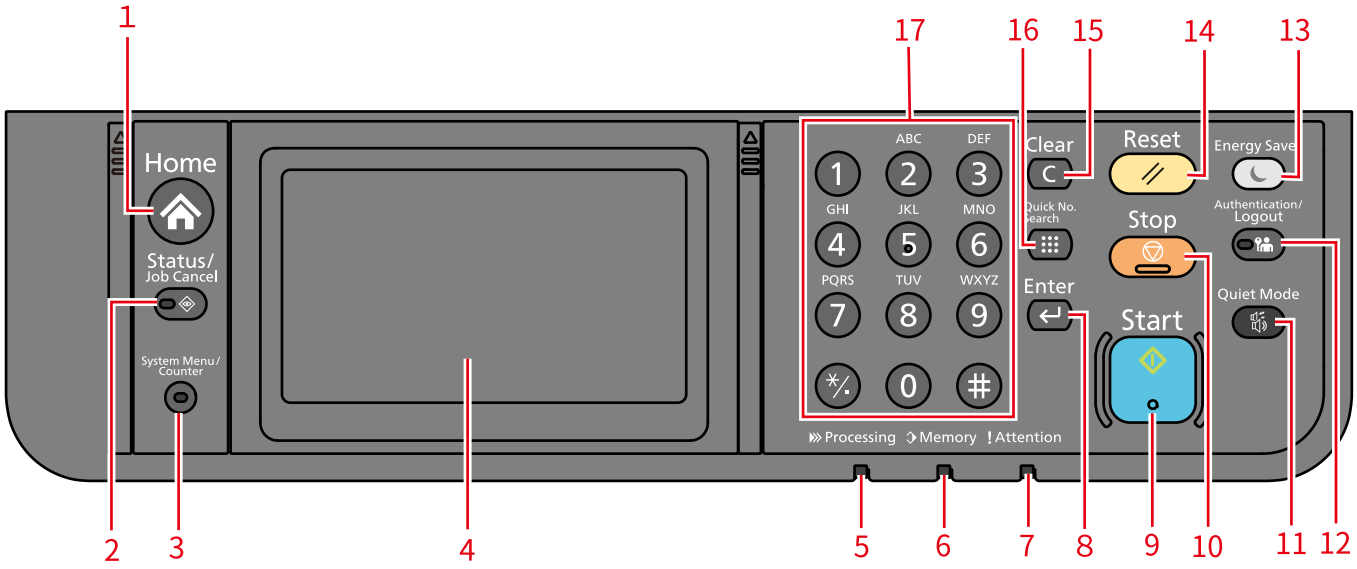
If this machine will be left unused for an extended period (e.g. overnight), turn it off at the power switch. If the machine will not be used for an even longer period of time (e.g. vacation), remove the power plug from the outlet as a safety precaution.

**IMPORTANT**

- If using the products equipped with the fax function, note that turning the machine off at the power switch disables fax transmission and reception.
- Remove paper from the cassettes and seal it in the paper storage bag to protect it from humidity.

# Using the Operation Panel

## Operation Panel Keys




1 [Home] key

Displays the Home screen.

2 [Status/Job Cancel] key

Displays the Status/Job Cancel screen.

3 [System Menu/Counter] key

Displays the System Menu/Counter screen.

4 Touch panel

This is a touch panel. Touch this key to make each settings.

5 [Processing] indicator

Blinks while printing or TX processing. And lights up when there is a reserved job.

6 [Memory ] indicator

Blinks while the machine is accessing the machine memory or fax memory.

7 [Attention] indicator

Lights or blinks when an error occurs and a job is stopped.

8 [Enter] key

Confirms the manually entered values. Operates linked with the on-screen [OK].

9 [Start ] key

Starts Copy, Scan, and sets the operation processes while the LED light is solid.

10 [Stop ] key

Suspends the printing job in operation.

11 [Quiet mode] key

Switching button for silent mode.

12 [Authentication/Logout] key

Authentication of the switching users and finish operation of each user (Log out).

13 [Energy Saver] key

Make this main unit into the Sleep Mode condition. Recovers from the Sleep Mode in case of the sleep mode condition.

14 [Reset] key

Return settings to the default condition.

15 [Clear] key

Clears entered numbers and characters.

16 [Quick No. Search] key

Specifies registered information such as address numbers and user IDs by number.

17 Numeric key

Call the numeric key board when inputting the number or the symbol.

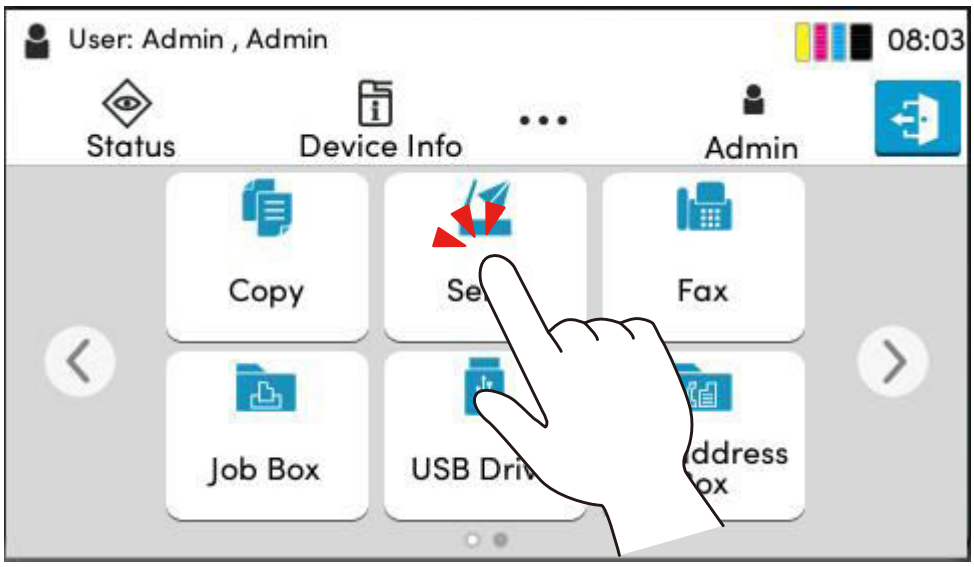
# Touch Panel

## Using the Touch Panel

This section explains the basic operation of the touch panel.

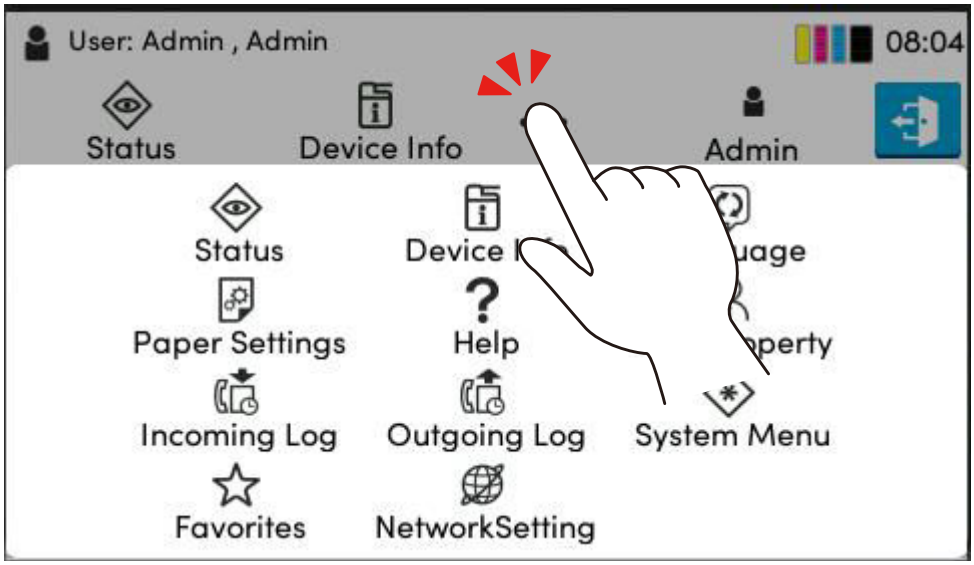
### Tapping

This is the operation used to select an icon or key. In this guide, the tap operation is expressed as "select."




### Popover

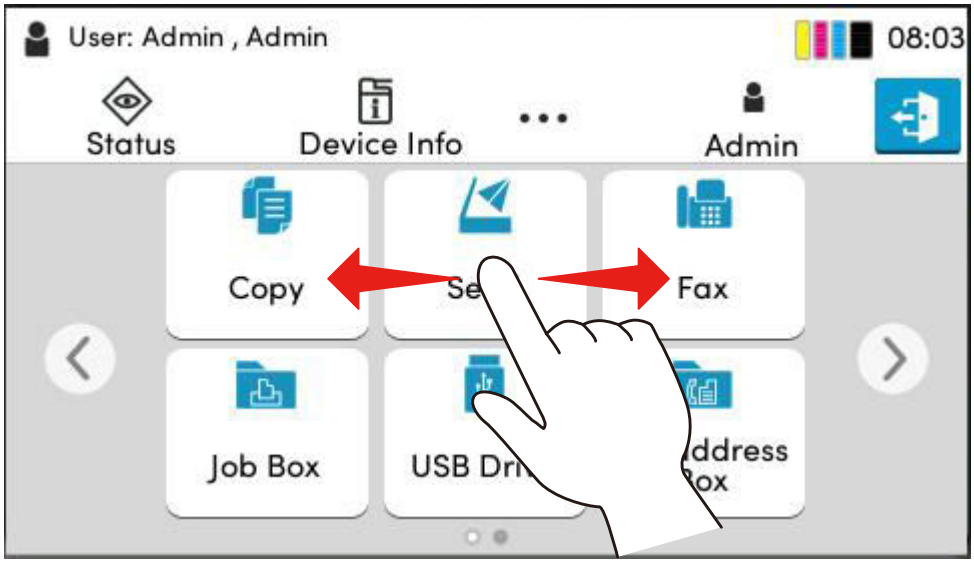
Tap the icons and keys to display detailed information on the icons and menus. A popover displays information and menus without switching between screens.



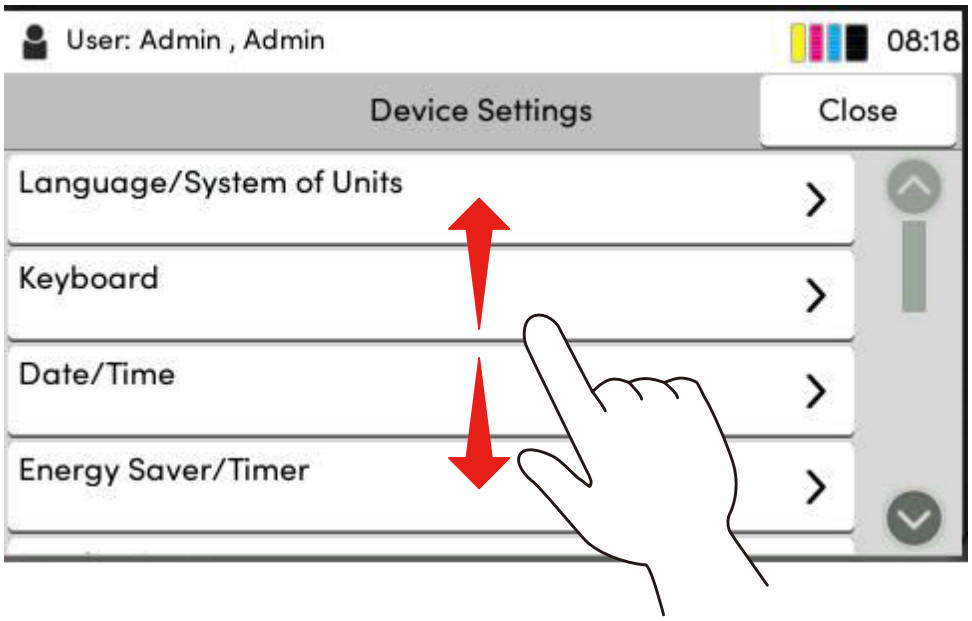

### Swiping

This is the operation used to switch between screens and to display items that are not displayed in the list. Move in one direction as if tracing on the screen.

The figure shown below is an example of swiping Home Screen. Move the screen to the left and right.



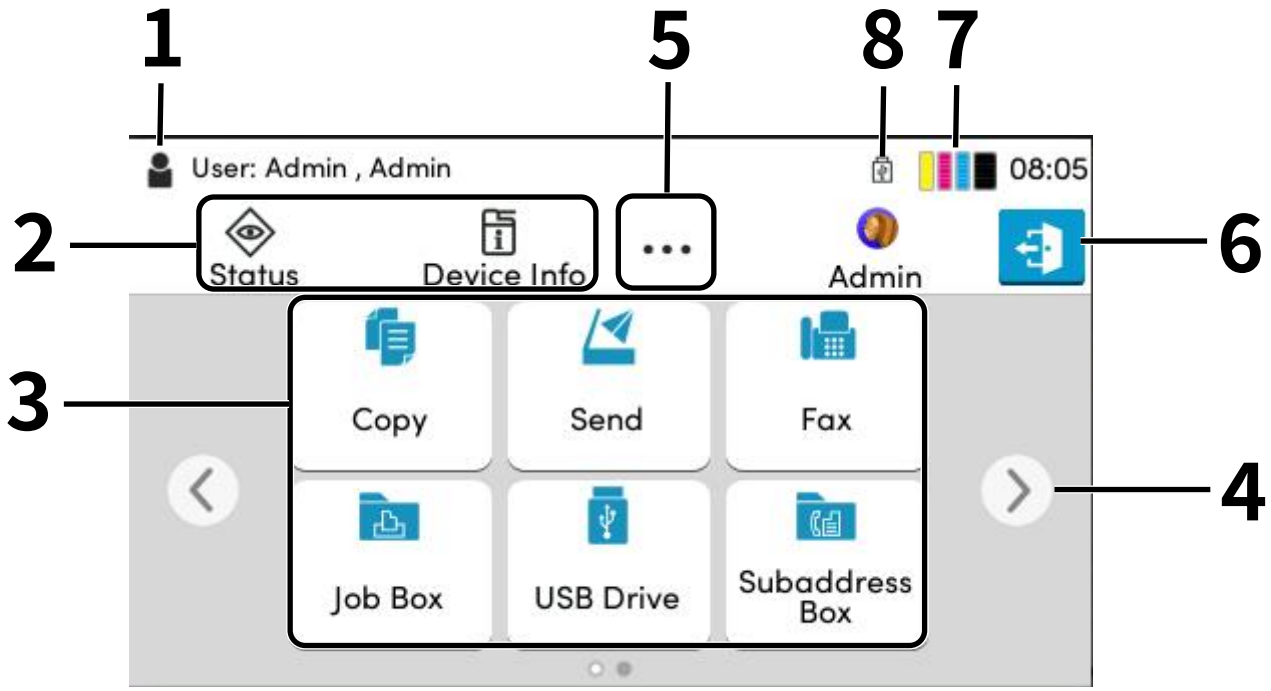

The figure shown below is an example of swiping System Menu Screen. Move the screen up and down.



# Home screen

This screen is displayed by selecting the [Home] key on the operation panel. Touching an icon will display the corresponding screen. You can change the icons to display on the Home screen as well as its background.

➡ Editing the Home Screen (page 64)




The appearance may differ from your actual screen, depending on your configuration and option settings.

| No. | Item | Description |
|---|---|---|
| 1 | Status Area | Displays the messages and status icons for the current status. Displays the logged-in user name when user login administration is enabled. |
| 2 | Taskbar | Displays task icons. If an error occurs, the [Status/Job Cancel] icon "!" will show. Once the error clears, the display will return to normal. |
| 3 | Desktop | Displays the application icons. Also displays registered favorite features. Icons that are not displayed on the first page will appear by changing the page. |
| 4 | Screen-switching keys | Use these buttons to switch between desktop pages.<br>**NOTE**<br>It is also possible to use swiping to switch between displays.<br>➡ Using the Touch Panel (page 60) |
| 5 | [...] | Displays every task icons including the icons displayed in a taskbar area in a popover. |
| 6 | [Login]/[Logout] | Logs in or logs out when user login administration is enabled. |
| 7 | Remaining amount of toner | Displays the remaining amount of toner. Select this icon to display details of the remaining amount of toner in a popover. |

| No. | Item | Description |
|---|---|---|
| 8 | Sub status icons | Displays the icons that indicate the status of the machine. Five icons can be displayed. Select this area to display the icon information in a popover. |
| | Status icon (Wi-Fi) | The icon "" is displayed when Wi-Fi is connected. When Wi-Fi is not connected, "" is displayed. |
| | Status icon (Security level: Low) | "" is displayed when the security level is set at [Low]. |
| | Status icon (Remote operation) | "" is displayed when using the remote operation. |
| | Status icon (FAX Memory RX Box capacity) | "" is displayed when the capacity of the FAX Memory RX Box is 10% or less. |
| | Status icon (USB drive) | "" is displayed when a USB drive is connected to this machine.<br>Tapping the USB drive icon and selecting [Remove USB] allows you to safely remove the USB drive. |

# Editing the Home Screen

You can change the background of the Home screen as well as which icons are displayed.

## 1 Display the screen.

[System Menu/Counter] key > [Function Settings] > [Home]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

## 2 Configure the function.

The following settings can be configured.

**Customize Desktop**

Specify the function icons to display on the desktop. Displays function icons including the installed applications and the functions that can be used when options are installed.

Select [Add] to display the screen for selecting the functions to display. Select [Filter] to narrow down the functions by application and favorites. Select the function to display and [OK].

Select an icon and [Previous] or [Next] to change the display position of the selected icon on the Desktop.

To delete an icon from the desktop, select the desired one and select [Delete].

**Customize Taskbar**

Specify the task icons to display on the taskbar. Select [Taskbar Button 1]. Select the function to display and [OK]. One task icon can be displayed.

**NOTE**

Functions that are hidden can be displayed by selecting [...] (popover icon) on the right end of the taskbar.

Taskbar buttons for which [None] has been selected will not be displayed. Other taskbar buttons will be displayed from left to right.

**Wallpaper**

Configure the wallpaper of the Home screen.

Value: Images 1 to 8

## Available Functions to Display on Desktop

| Function | Icon | Description |
|---|---|---|
| Copy*1 |  | Displays the Copy screen.<br>➡ Basic Operation (page 256) |
| Send*1 |  | Displays the Send screen.<br>➡ Basic Scanning (Sending) (page 258) |
| Fax Server*2 |  | Displays the Fax Server Send screen.<br>➡ Using a Fax Server to Send (Fax Server Send) (page 280) |
| Fax*3 |  | Displays the Fax screen.<br>➡ **FAX Operation Guide** |
| Job Box*5 |  | Displays the Job Box screen.<br>➡ Printing Data Saved in the Printer (page 211) |
| USB Drive*1 |  | Displays the USB Drive screen.<br>➡ Using Removable USB Drive (page 297) |
| Subaddress Box*3 |  | Displays the Subaddress Box screen.<br>➡ **FAX Operation Guide** |
| Polling Box*3 |  | Displays the Polling Box screen.<br>➡ **FAX Operation Guide** |
| Fax Memory RX Box*3 |  | Displays the Fax Memory RX Box screen.<br>➡ **FAX Operation Guide** |
| Send to Me (Email)*4 |  | Displays the Send screen. The E-mail address of the logged-in user is set as the destination.<br>➡ Sending Documents to E-mail Address of Logged in User (to myself) (page 279) |
| Favorites |  | Calls up the registered favorite. The icon will change according to the function of the favorite.<br>➡ Recalling Frequently Used Functions (Favorites) (page 242) |

*1 Selected at the time of shipment from factory.

*2 This is displayed when the external server (Fax Server) is set.

*3 This item is displayed for fax-compatible machines.

*4 Displayed when user login administration is enabled.

## Available Functions to Display on Taskbar

| Function | Icon | Description |
|---|---|---|
| Status/Job Cancel*1 |  | Displays the Status/Job Cancel screen. |
| Device Information*1 |  | Displays the Device Information screen. Check the system and network information, and information on the options that are used. It is also possible to print various reports and lists.<br>➡ Display for Device Information (page 67) |
| Network Settings |  | Displays the Network settings screen in System Menu.<br>➡ Network Settings (page 460) |
| Language*1 |  | Displays the Language setting screen in System Menu.<br>➡ Language/System of Units (page 403) |
| Paper Settings*1 |  | Displays the Paper setting screen in System Menu.<br>➡ Paper Feeding (page 413) |
| Wi-Fi Direct*2 |  | Wi-Fi Direct is set and a list of information relating to the machine that can use the network appears.<br>➡ Setting Wi-Fi Direct (page 87) |
| Help |  | Displays the Help screen.<br>➡ Help Screen (page 72) |
| User Property |  | Displays the User Property screen.<br>➡ Changing User Properties (page 528) |
| Incoming Fax Log*3 |  | Displays the Incoming Fax Log screen.<br>➡ **FAX Operation Guide** |
| Outgoing Fax Log*3 |  | Displays the Outgoing Fax Log screen.<br>➡ **FAX Operation Guide** |
| System Menu |  | Displays the System Menu screen.<br>➡ Operation Method (page 396) |
| Counter |  | Displays the Counter screen.<br>➡ Checking the Counter (page 121) |
| Favorites |  | Displays the favorite list screen.<br>➡ Recalling Frequently Used Functions (Favorites) (page 242) |

*1 Selected at the time of shipment from factory.

*2 Displayed when the optional Wireless Network Interface Kit is installed.

*3 This item is displayed for fax-compatible machines.

# Display for Device Information

Shows Device Information. It is possible to check the status of the system and network, the status of consumables such as toner and paper and the situation of the options being used. It is also possible to print various reports and lists.

## 1 [Home] key > [DeviceInformation]

## 2 Check the Device Information.

**[Identification/Wired Network]**

You can check ID information such as the model name, serial number, host name and location, and the IP address of the wired network.

**[Wi-Fi Direct/Wi-Fi]**

You can check the status of Wi-Fi connection, such as the device name, network name and IP address.

Displayed when the optional Wireless Network Interface Kit is installed.

**[Supplies/Paper]**

You can check the availability of toner and paper.

**[Fax]**

You can check the local fax number, local fax name, local fax ID and other fax information.

This item is displayed only for fax-compatible machines.

**[USB/Bluetooth]**

You can check the connection status of USB drive and Bluetooth keyboard.

**[Option/Application]**

You can check information on the options and applications that are used.

**[Capability/Version]**

You can check the software version and performance.

**[Security]**

You can check the security information on the machine.

**[Report]**

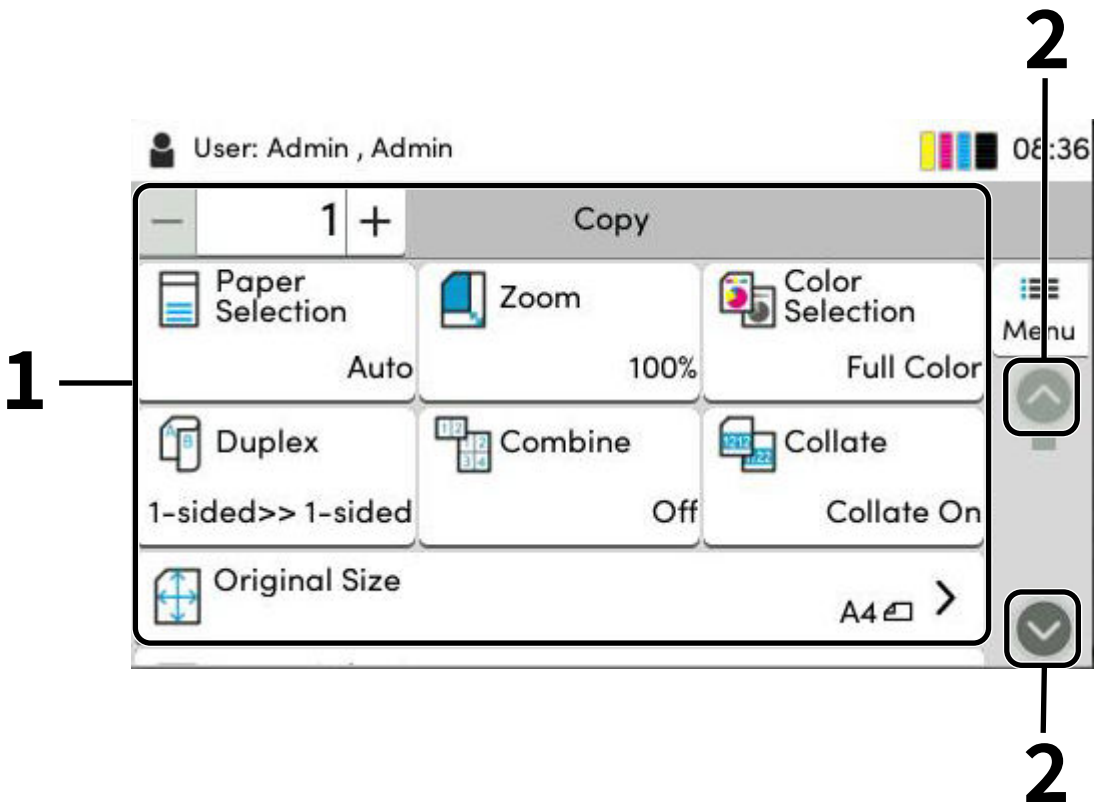
You can print various reports and lists.

**[Remote Operation Status]**

You can check the status of remote operation.

# Display Setting Screen

The following procedure is an example of the Copy screen.



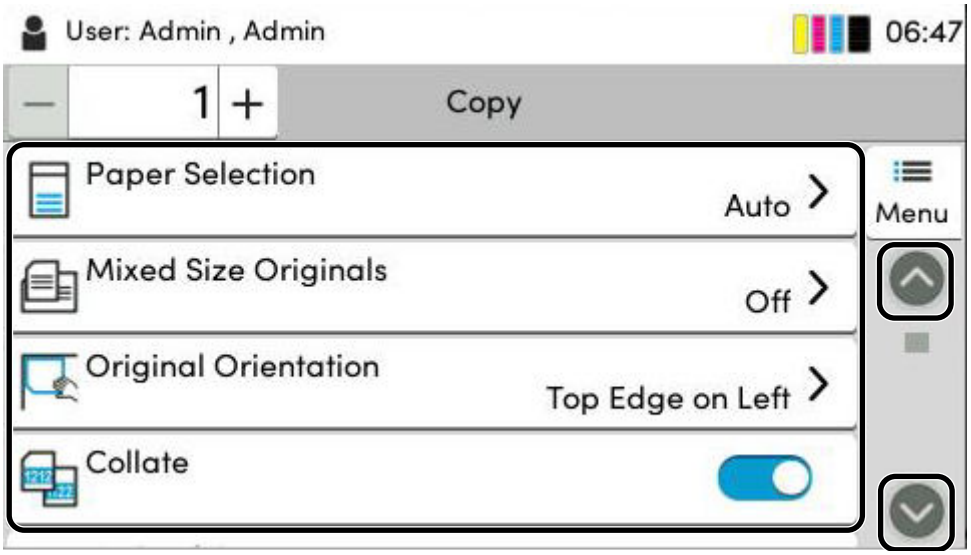

1 Body

Displays various Task screen functions.

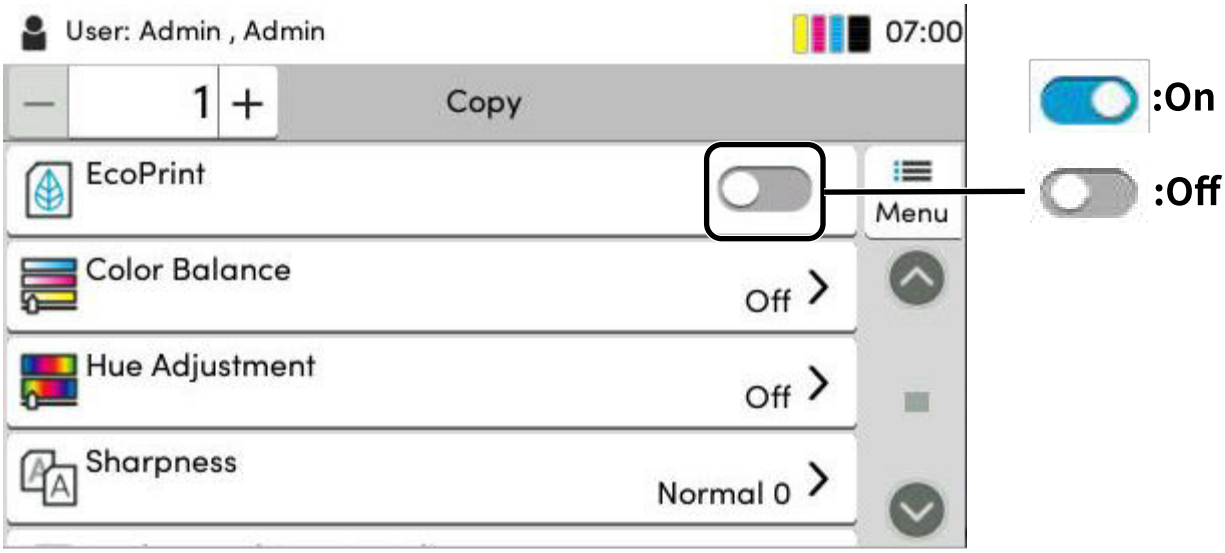
2 Arrow Button

Move the screen up and down.

To configure the settings for functions, select the Paper Settings. Select the Arrow Button to display the following functions.



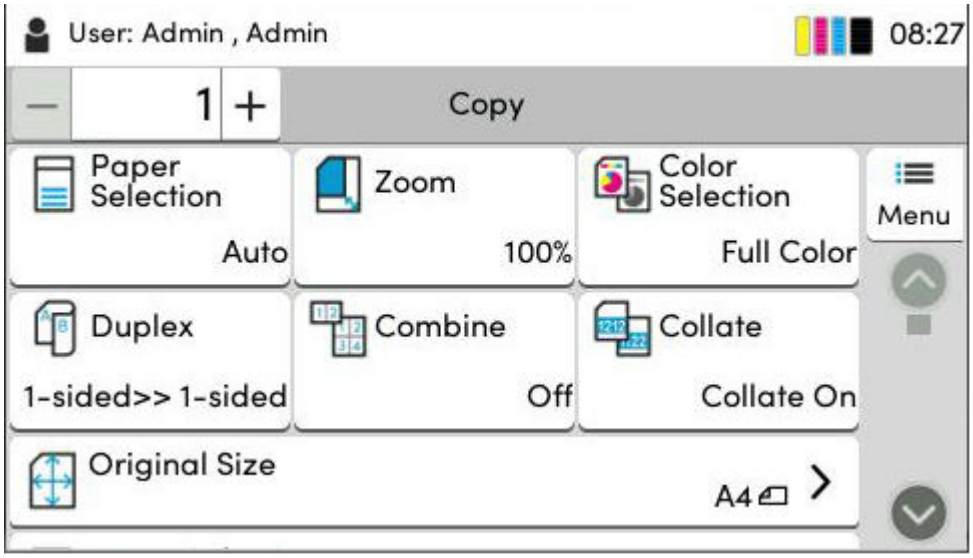

When an On/Off Flip switch is displayed for a function, select the switch to change between ON and OFF.


User: Admin , Admin
07:00
1
Copy
EcoPrint
Menu
Color Balance
Off
Hue Adjustment
Off
Sharpness
Normal 0
:On
:Off

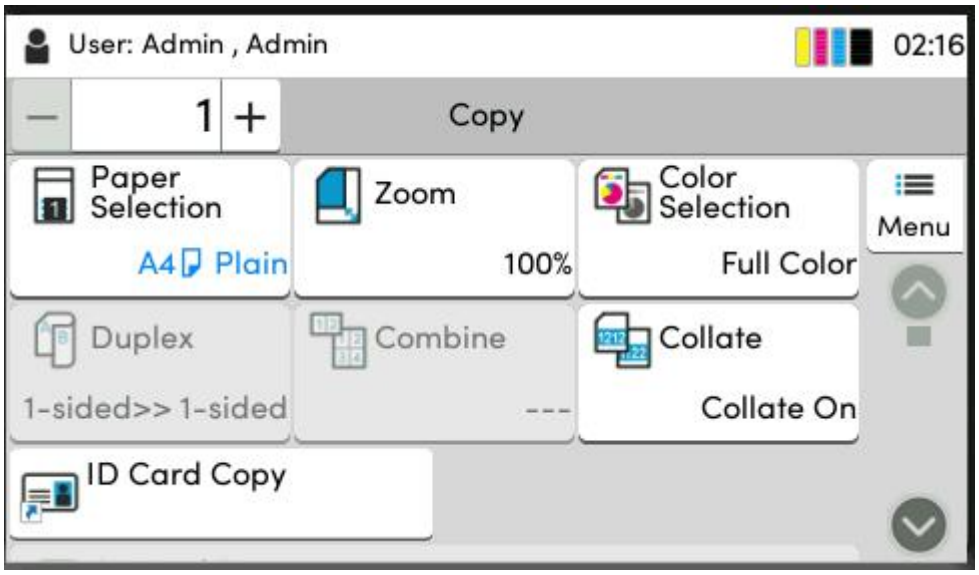
# Display of Keys That Cannot Be Set

Keys of features that cannot be used due to feature combination restrictions or non-installation of options are in a non-selectable state.

## Normal




## Grayed out



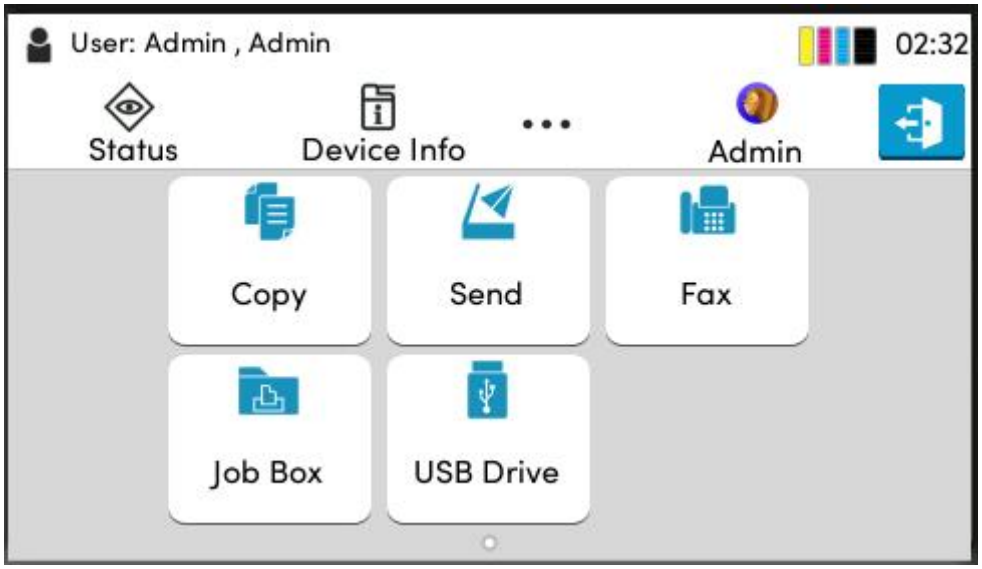

In the following cases, the key is grayed out and cannot be selected.

- Cannot be used in combination with a feature that is already selected.
- Use prohibited by user control.
- For functions that cannot be changed when using proof copy.

## Normal




## Hidden




Cannot be used because an option is not installed.

Example) The [Subaddress Box] is displayed only for fax-compatible models.

**NOTE**

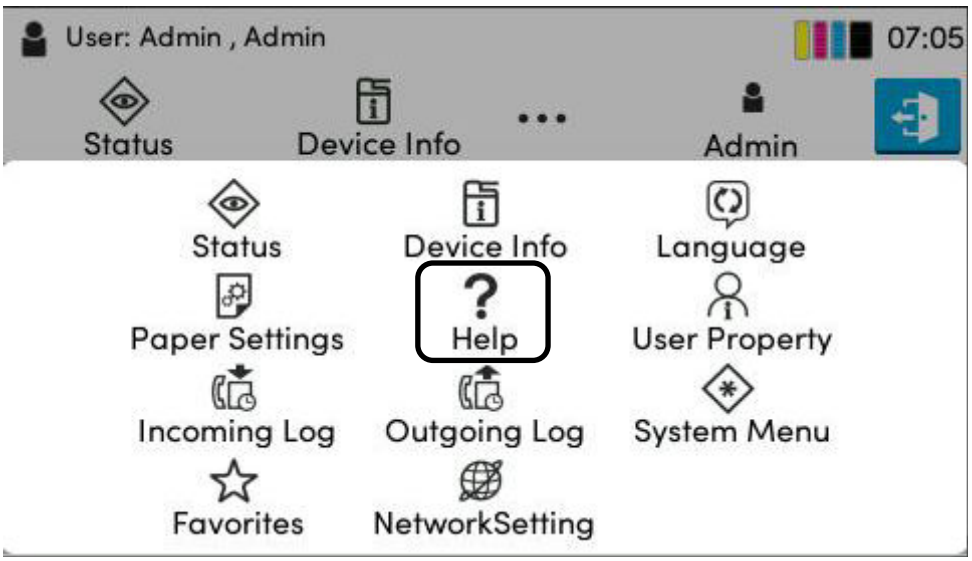
- If a key that you wish to use is grayed out, the settings of the previous user may still be in effect. In this case, select the [Reset] key and try again.
- If the key is still grayed out after the [Reset] key is selected, it is possible that you are prohibited from using the function by user login administration. Check with the administrator of the machine.
- If a key that you wish to use is grayed out, the settings of the previous user may still be in effect. In this case, select the [Reset] key and try again.
- If the key is still grayed out after the [Reset] key is selected, it is possible that you are prohibited from using the function by user login administration. Check with the administrator of the machine.

# Help Screen

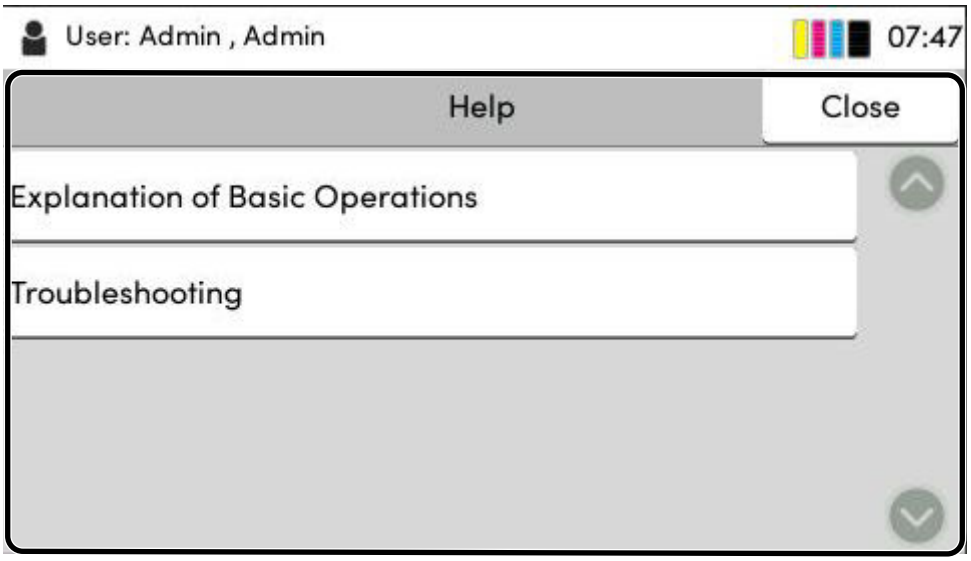
If you have difficulty operating the machine, you can check how to operate it using the touch panel.

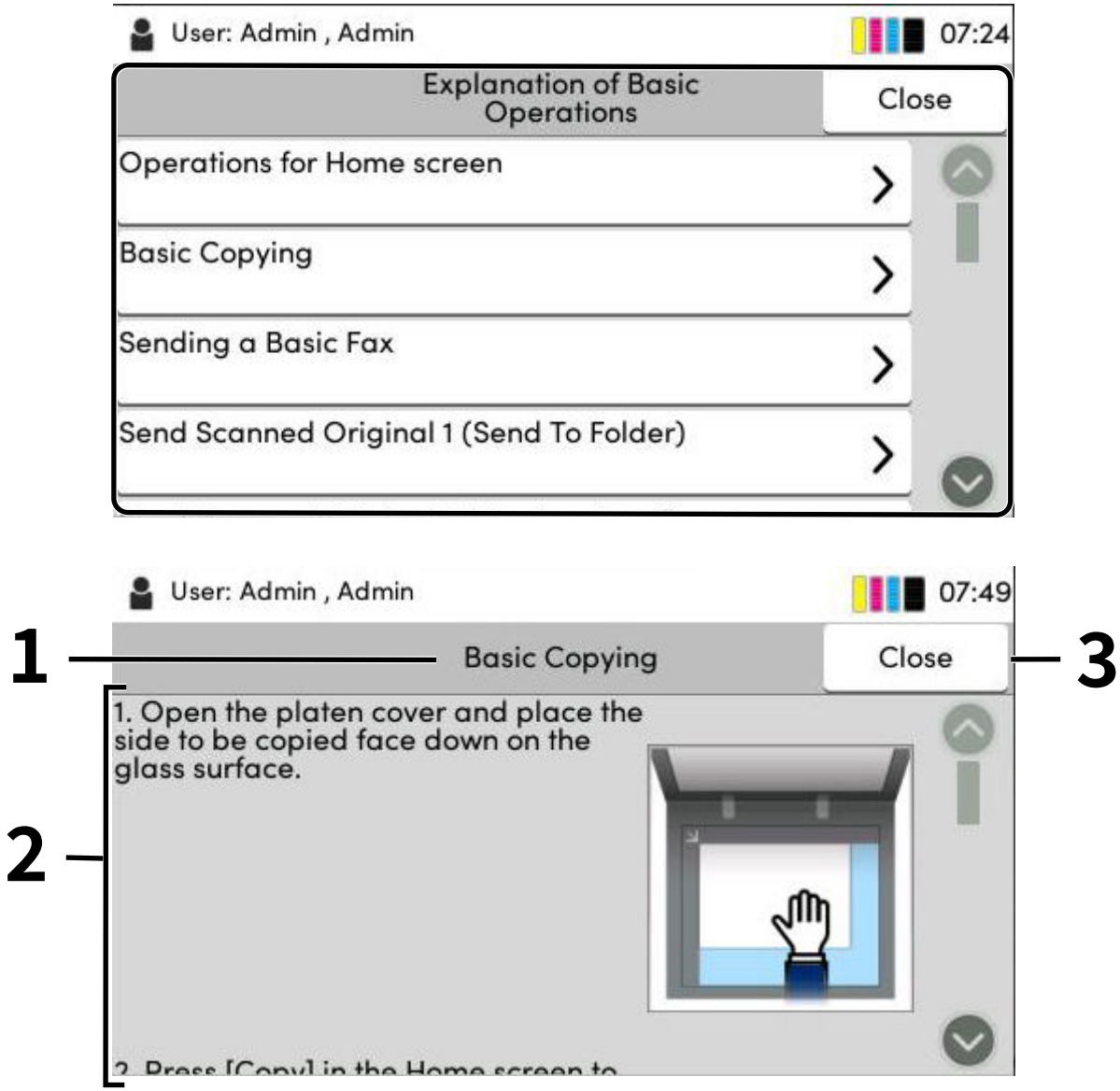
Select [Help] on the Home screen to show the Help list.

## 1 [Home] key > [...] > [Help]




## 2 Select the items to check from the list.






1 Help titles

2 Displays information about functions and machine operation.

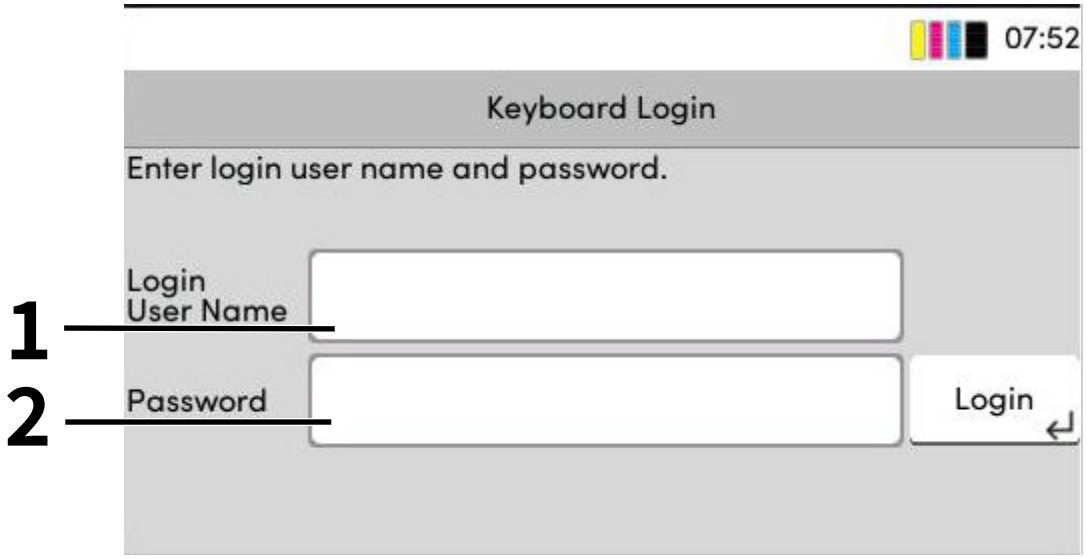
3 Closes the Help screen and returns to the original screen.

# Login/Logout

## Login

### 1 Enter the login user name and login password to login.

If this screen is displayed during operations, enter the login user name and login password.




1 If the user authentication method is set to [Network Authentication], the authentication destination is displayed. Select [Local] or [Network] for the authentication destination.

2 Enter the login user name.

**NOTE**

If you do not know your login User Name, please contact your Administrator.

3 Enter the login password.

➡ Character Entry Method (page 805)

**NOTE**

If you do not know your login Password, please contact your Administrator.

4 Select [Simple Login], [PIN Login], or [ID Card Login] as the login method.

➡ User Authentication and Accounting (User Login, Job Accounting) (page 519)

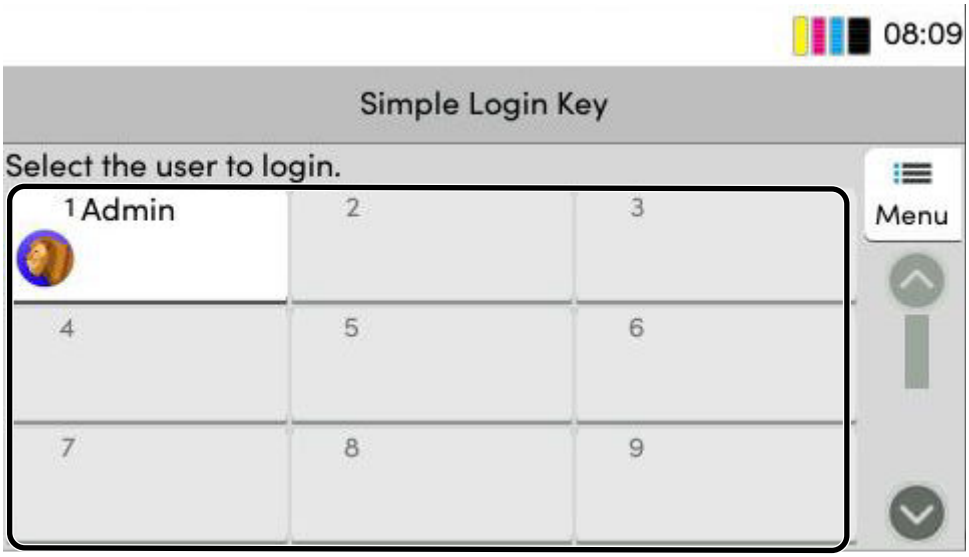
5 Check the Wi-Fi Direct environment.

6 Refer to the number of pages printed and the number of pages scanned. Displayed when job accounting is enabled.

### 2 Select [Login].

# Simple Login

**1 If the following screen is displayed during operations, select a user and log in.**



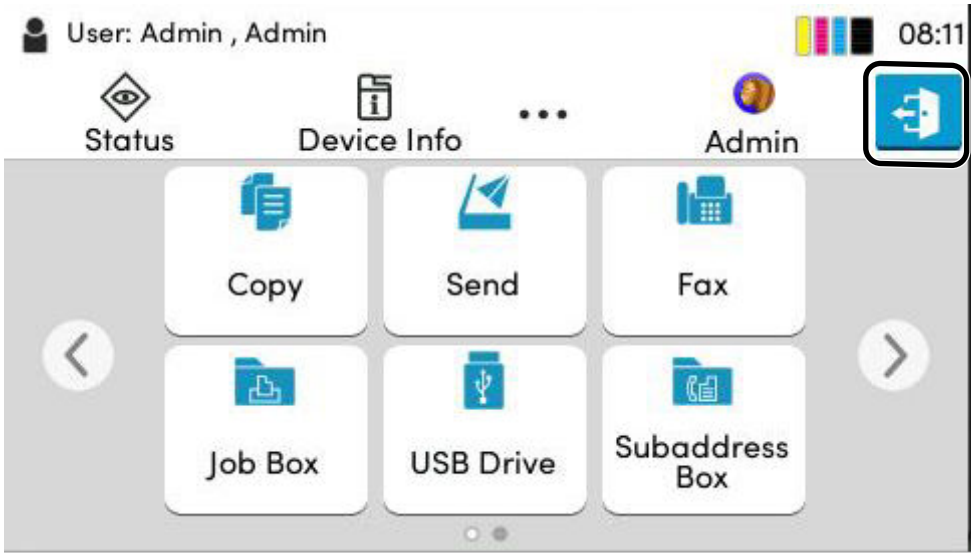

**NOTE**

If a user password is required, an input screen will be displayed.

# Logout

## 1 Select [Logout].

Return to the login user name/login password entry screen.




**NOTE**

Users are automatically logged out in the following circumstances:

- When the machine enters the sleep state.
- When the auto panel reset function is activated.
- When you select the [Authentication/Logout] key on the operation panel.

# Default Settings of the Machine

The default settings of the machine can be changed in System Menu. Before using this machine, configure such settings as date and time, network configuration, and energy saving functions as needed.

**NOTE**

For settings that are configurable from System Menu, refer to the following:

➡ System Menu (page 395)

## Setting Date and Time

Follow the steps below to set the local date and time at the place of installation. When you send an E-mail using the transmission function, the date and time as set here will be printed in the header of the E-mail message. Set the date, time and time difference from GMT of the region where the machine is used.

**NOTE**

- To make changes after this initial configuration, refer to the following:

  ➡ Date/Time (page 405)

- The correct time can be periodically set by obtaining the time from the network time server.

  ➡ **Command Center RX User Guide**

### 1 Display the screen.

[System Menu/Counter] key > [DeviceSettings] > [Date/Time]

### 2 Configure the settings.

Select and set [Time Zone] > [Date and Time] > [Date Format] in this order.

**[Time Zone]**

Set the time difference from GMT. Choose the nearest listed location from the list. If you select a region that utilizes summer time, configure settings for summer time.

**[Date and Time]**

Set the date and time for the location where you use the machine. If you perform Send as Email, the date and time set on the machine will be displayed on the header.

Value: Year (2000 to 2035), Month (1 to 12), Day (1 to 31), Hour (0 to 23), Minute (0 to 59), Second (0 to 59)

**[Date Format]**

Select the display format of year, month, and date. The year is displayed in Western notation.

Value: [MM/DD/YYYY], [DD/MM/YYYY], [YYYY/MM/DD]

# Network Setup

## Configuring the Wired Network

The machine is equipped with network interface, which is compatible with network protocols such as TCP/IP (IPv4), TCP/IP (IPv6), NetBEUI, and IPSec. It enables network printing on the Windows, Mac, UNIX and other platforms. The configuration methods are as follows:

| Configuration Method | Description |
|---|---|
| Configuring the Connection from the Operation Panel on This Machine | Use Quick Setup Wizard when configuring the network in a wizard-style screen, without setting individually in System menu.<br>➡ Configuring Settings Quick Setup Wizard (page 98)<br>Use Wired Network Settings or Optional Network to configure the network in details from System menu.<br>➡ Wired Network Settings (page 470) |
| Configuring Connections on the Web Page | For the equipped network interface, the connection can be set by using Command Center RX. For the IB-50, the connection can be set on the dedicated Web page.<br>➡ **Command Center RX User Guide** |

**NOTE**

To switch to the network interface other than Wired (default), select the preferred setting on [Primary Network (Client)].

➡ Others (page 488)

For other network settings, refer to the following:

➡ Network Settings (page 460)

### TCP/IP (IPv4) setting

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

**1 Display the screen.**

[System Menu/Counter] key > [NetworkSettings] [Wired Network Settings] > "TCP/IP Settings" [IPv4 Settings]

## 2 Configure the settings.

- When using DHCP server
  - [DHCP]: On
- When setting the static IP address
  - [DHCP]: Off
  - [Auto-IP]: Off
  - [IP Address]: Enter the address.
  - [Subnet Mask]: Enter the subnet mask in decimal representation (0 to 255).
  - [Default Gateway]: Enter the address.
- When using the Auto-IP

  Enter "0.0.0.0" in IP Address.
- When setting the DNS server

  In the following cases, set the IP address of DNS (Domain Name System) server.
  - When using the host name with [DHCP] setting set to Off.
  - When using the DNS server with IP address that is not assigned by DHCP automatically.

Select [Use DNS Server from DHCP] or [Use the following DNS Server]. If you selected [Use the following DNS Server], enter the [DNS Server (Primary)] and [DNS Server (Secondary)].

**IMPORTANT**

After changing the setting, restart the network from System Menu, or turn the machine OFF and then ON.

➡ Restart the network (page 486)

**NOTE**

Ask your network administrator for the IP address in advance, and have it ready when you configure this setting.

# Configuring the Wireless Network

When the connection settings are configured through a Wi-Fi module-installed model, it is possible to print or send in a wireless network (wireless LAN) environment.

The configuration methods are as follows:

| Configuration Method | Description |
|---|---|
| Configuring the Connection from the Operation Panel on This Machine | Use Quick Setup Wizard when configuring the network in a wizard-style screen, without setting individually in System menu.<br>➡ Configuring Settings Quick Setup Wizard (page 98)<br>Use Wi-Fi Settings to configure the network details from System menu.<br>➡ Wi-Fi Settings (page 464) |
| Setting the Connection by Using the Wi-Fi Setup Tool | This is a tool that can be downloaded from Download Center (https://kyocera.info/). You can configure the connection according to the instructions provided by the wizard.<br>➡ Wired Connection with LAN Cable Using Wi-Fi Setup Tool (page 80) |
| Configuring Connections on the Web Page | The connection can be set using Command Center RX.<br>➡ **Command Center RX User Guide** |

**NOTE**

To switch to the network interface other than Wired (default), select the preferred setting on [Primary Network (Client)].

➡ Others (page 488)

## Wired Connection with LAN Cable Using Wi-Fi Setup Tool

To send the Wi-Fi settings configured in the Wi-Fi Setup Tool to the machine, connect the computer or mobile device with the machine locally. To use a wired LAN cable directly connected to the machine, the Auto-IP (Link-local) address will be assigned to the machine and the computer. This machine applies Auto-IP as the default settings.

**NOTE**

Configure the settings on the operation panel if your computer supports WPS.

➡ Wi-Fi Settings (page 464)

### 1 Connect the machine with a computer.

1 Connect the machine with a computer via LAN cable when the machine is powered on.

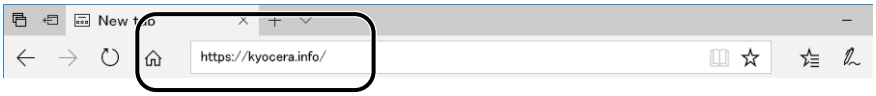
2 Turn on the computer.

IP addresses (link local addresses) of the machine and computer are generated automatically.

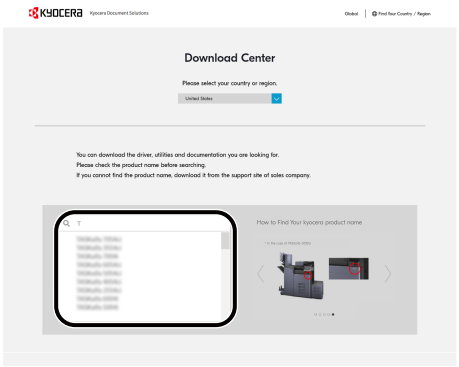
## 2 Launch the Wi-Fi Setup Tool.

1 Launch your Web browser.

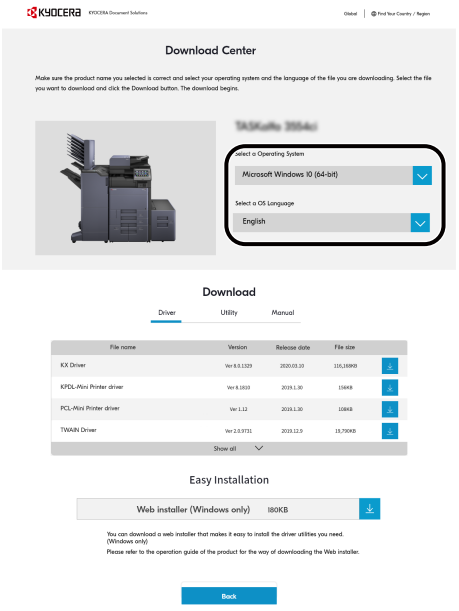
2 Enter "https://kyocera.info/" into the browser's address bar or location bar.




3 Enter and search the product name, and select this product from the candidate list.

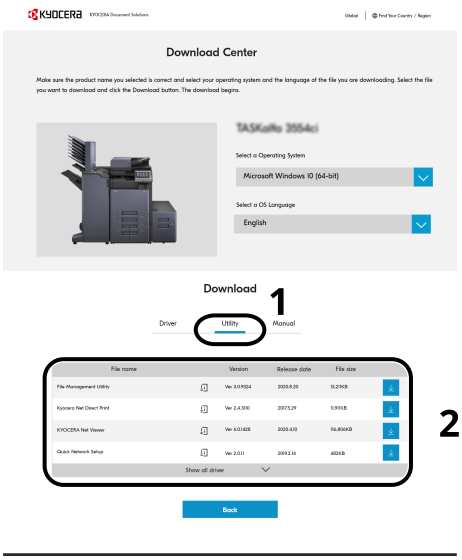



4 Change the selected operating system and its language setting as needed.



5 Utility tab > [Wi-Fi Setup Tool]

The Wi-Fi Setup Tool will be downloaded.




6 Double-click the downloaded installer to launch.

**NOTE**

- Installation on Windows must be done by a user logged on with administrator privileges.
- If the user account management window appears, click [Yes] (Allow).

## 3 Configure the settings.

1 [Do not use automatic configuration] > [Next] > [Next]

2 [Use LAN cable] > [Next] > [Next]

3 [Easy setup] > [Next]

The machine is detected.

**NOTE**

- Only one machine can be searched using Wi-Fi Setup Tool. It may take times to search the machine.
- If the machine is not detected, select [Advanced setup] > [Next]. Select [Express] or [Custom] as device discovery method and specify the IP address or host name to search the machine.

4 Select the machine > [Next]

5 Select [Use the device settings.] on [Authentication mode], and enter the administrator's login user name and password.

6 Configure the communication settings > [Next]

7 Change the settings of access point as necessary > [Next]

The network is configured.

## Wireless LAN Connection by Wi-Fi Direct Using Wi-Fi Setup Tool

To send the Wi-Fi settings configured in the Wi-Fi Setup Tool to the machine, connect the computer or mobile device with the machine locally.

To use Wi-Fi Direct, confirm that the Wi-Fi Direct is enabled (Wi-Fi Direct is set to ON) and Restart Network from the operation panel, before your computer will be connected to this machine with Wi-Fi Direct.

**NOTE**

Configure the settings on the operation panel if your computer supports WPS.

➡ Wi-Fi Settings (page 464)

### 1 Display the screen.

[System Menu/Counter] key > [NetworkSettings] > "Network Settings" [Wi-Fi Direct Settings]

### 2 Configure the settings.

[Wi-Fi Direct]: On > [Close]

### 3 Restart the network.

[System Menu/Counter] key > [NetworkSettings] > "Network Settings"[Restart Network] > [Restart]

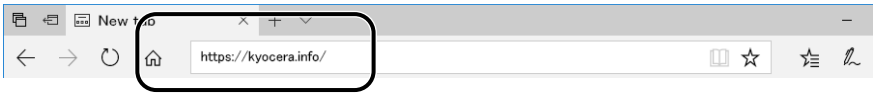
### 4 Connect a computer or a mobile device with the machine.

➡ Setting Wi-Fi Direct (page 87)

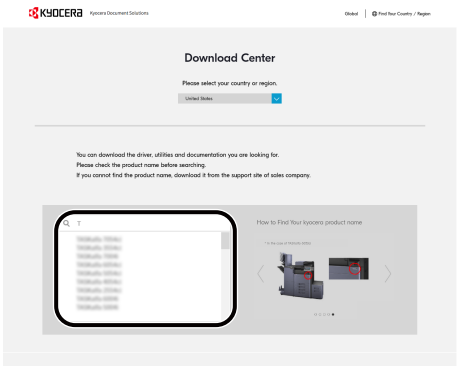
## 5 Launch the Wi-Fi Setup Tool.

1 Launch your Web browser.

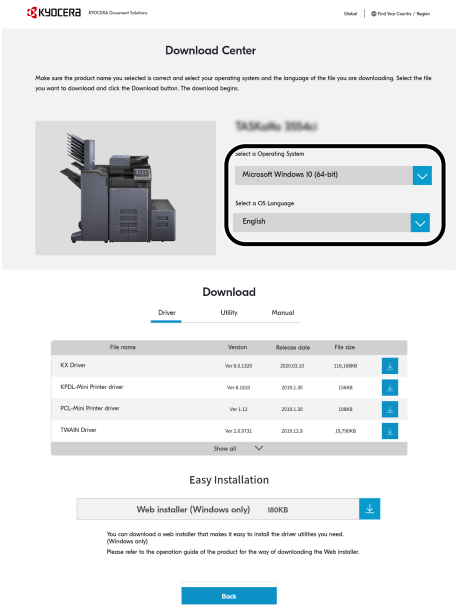
2 Enter "https://kyocera.info/" into the browser's address bar or location bar.




3 Enter and search the product name, and select this product from the candidate list.

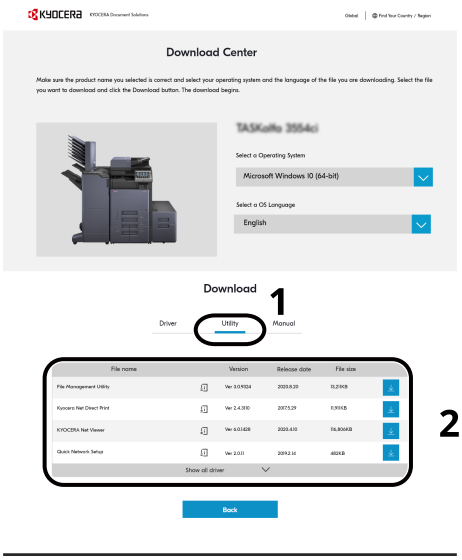



4 Change the selected operating system and its language setting as needed.



5 Utility tab > [Wi-Fi Setup Tool]

The Wi-Fi Setup Tool will be downloaded.




6 Double-click the downloaded installer to launch.

**NOTE**

- Installation on Windows must be done by a user logged on with administrator privileges.
- If the user account management window appears, click [Yes] (Allow).

## 6 Configure the settings.

1 [Do not use automatic configuration] > [Next] > [Next]

2 [Wi-Fi Direct] > [Next] > [Next]

3 [Advanced setup] > [Next]

Select [Express] or [Custom] as the device discovery method. You can specify an IP address or hostname as the discovery method.

4 Select the machine > [Next]

5 Select [Use the device settings.] on [Authentication mode], and enter the administrator's login user name and password.

6 Configure the communication settings > [Next]

7 Change the settings of access point as necessary > [Next]

The network is configured.

# Setting Wi-Fi Direct

When the connection settings are configured, this enables you to print from the Wi-Fi Direct environment. The configuration methods are as follows:

- Configuring the connection from the operation panel on this machine
- Configuring the connection by using push button

## Connecting to Computers or Mobile Devices that Support Wi-Fi Direct

### 1 Display the screen.

[System Menu/Counter] key > [NetworkSettings] > "Network Settings" [Wi-Fi Direct Settings]

### 2 Configure the settings.

"Wi-Fi Direct": On > [OK]

### 3 Restart the network.

[System Menu/Counter] key > [NetworkSettings] > "Network Settings" [Restart Network] > [Restart]

### 4 Specify the machine name from the computer or mobile device.

If a confirmation message appears on the operation panel of the machine, select [Yes].

The network between this machine and the computer or mobile device is configured.

## Connecting to Computers or Mobile Devices Unsupported Wi-Fi Direct

Here, we'll explain the procedures for connecting to iOS mobile devices.

### 1 Display the screen.

[System Menu/Counter] key > [NetworkSettings] > "Network Settings" [Wi-Fi Direct Settings]

### 2 Configure the settings.

"Wi-Fi Direct": On > [OK]

### 3 Restart the network.

[System Menu/Counter] key > [NetworkSettings] > "Network Settings" [Restart Network] > [Restart]

### 4 [Home] key > [DeviceInformation] > [Wi-Fi Direct/Wi-Fi]

### 5 Note the network name (SSID), IP address, and password of "Wi-Fi Direct"

### 6 Configure the mobile device.

1. [Settings] > [Wi-Fi]
2. Select the network name (SSID) appeared in step 5 from the list.
3. Enter the password that was provided in step 5 > [Connect]
   The network between this machine and the computer or mobile device is configured.

## Configuring the Connection by Using Push Button

When your computer or mobile device does not support Wi-Fi Direct but supports WPS, you can configure the network using push button.

### 1 Display the screen.

[System Menu/Counter] key > [NetworkSettings] > "Network Settings" [Wi-Fi Direct Settings]

### 2 Configure the settings.

"Wi-Fi Direct": On >[Close]

### 3 Restart the network.

[System Menu/Counter] key > [NetworkSettings] > "Network Settings" [Restart Network] > [Restart]

### 4 [Home] key > [DeviceInformation] > [Wi-Fi Direct/Wi-Fi]

### 5 Press the push button on the computer or mobile device and select "Wi-Fi Direct" [Push Button Setup] > [OK] on the screen of operation panel.

The network between this machine and the computer or mobile device is configured.

**IMPORTANT**

You can connect up to 10 mobile devices at the same time using Wi-Fi Direct setting. When the devices that support Wi-Fi Direct are connected, if you want to connect other device, disconnect the already connected devices from the network. The disconnection methods are as follows:

- Disconnect the network from the computer or mobile devices
- Disconnecting all devices from the network on the operation panel

  Select the [Home] key > [DeviceInformation] > [Wi-Fi Direct/Wi-Fi] > "Wi-Fi Direct" [Device] > [Disconnect] > [Disconnect].
- Configuring auto disconnecting time from the System menu

  ➡ Wi-Fi Direct Settings (page 462)
- Configuring auto disconnecting time from the Command Center RX

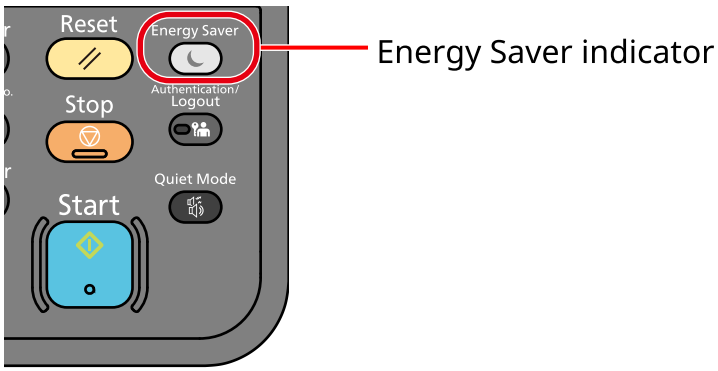
  ➡ **Command Center RX User Guide**

# Energy Saver function

If a certain period of time elapses after the machine is last used, the machine automatically enters Sleep to minimize power consumption.

## Sleep

To enter Sleep, select the [Energy Saver] button, touch panel and all indicators on the operation panel will go out to save a maximum amount of power except the Energy Saver indicator. This status is referred to as Sleep.




If print data is received during Sleep, the machine automatically wakes up and starts printing.

For fax-compatible models, when fax data arrives while the machine is in Sleep, the machine automatically wakes up and starts printing.

In addition, the machine wakes up when the following operations are performed:

- Select any key on the touch panel.
- Touch the touch panel.

Recovery time from Sleep Mode is as follows.

11.0 seconds or less

Note that ambient environmental conditions, such as ventilation, may cause the machine to respond more slowly.

## Auto Sleep

Auto Sleep automatically switches the machine into Sleep if left idle for a preset time.

The amount of time before entering Sleep is as follows.

- 1 minutes (default setting)

To change the preset sleep time, refer to the following:

➡ Configuring Settings Quick Setup Wizard (page 98)

## Sleep Rules

You can set whether sleep mode operates for each function. When the machine enters sleep mode, the ID card cannot be recognized.

For more information on Sleep Rules settings, refer to the following:

➡ Date/Time (page 405)

## Sleep Level (Energy Saver) (models except for Europe)

Sleep can be switched to two modes: Energy Saver mode and Quick Recovery mode. The default setting is Energy Saver mode.

**NOTE**

- Use the Energy Saver mode under normal circumstances. Use the Quick Recovery mode only when the computer does not recognize USB-connected devices. Note that this will consume more power.

For more information on Sleep Level, refer to the following:

➡ Configuring Settings Quick Setup Wizard (page 98)

## Energy Saver Recovery Level

This machine can reduce power consumption when recovering from Energy Saver Mode. For Energy Saver Recovery Level, [Full Recovery], [Normal Recovery] or [Power Saving Recovery] can be selected. The factory default is [Normal Recovery].

For more information on Energy Saver Mode settings, refer to the following:

➡ Configuring Settings Quick Setup Wizard (page 98)

➡ Energy Saver/Timer (page 406)

## Quiet Mode

Enables you to set the operating sound of the machine. When [Quiet Mode] is selected, its key light turns on.

## Power Off Timer (models for Europe)

If there is no external connection, the machine will automatically turn off when not used for a certain period of time. The Power Off Timer is used to set the time until the power turns off.

The factory setting for the time until the power turns off: 20 minutes

➡ Energy Saver/Timer (page 406)

# Quick Setup Wizard

The following settings can be configured in a wizard-style screen.

## Fax Setup

Configures basic fax settings. This item is displayed only for fax-compatible machines.

➡ **FAX Operation Guide**

| Items | Contents |
|---|---|
| Dialing/RX Mode | Dialing Type<br>Reception Mode |
| Local Fax Information | Local Fax Station Name<br>Local Fax Station Number<br>Local Fax ID<br>TTI |
| Volume | Fax Speaker Volume<br>Fax Monitor Volume<br>Job Finish |
| Rings | Rings (Normal)<br>Rings (TAD)<br>Rings (Fax/Phone) |
| Paper Source/Output | Paper Source Settings |
| Redial | Retry Times |
| Show Power Off Message | Show Power Off Message |

## Paper setup

Configure the paper used for printing.

| Items | Contents |
|---|---|
| Cassette | Paper size (Cassette 1 to Cassette 2)<br>Paper type (Cassette 1 to Cassette 2) |
| Multipurpose Tray | Paper size<br>Paper Type |

## Energy Saver Setup

Configures sleep mode.

| Items | Contents |
|---|---|
| Sleep Mode | Sleep Timer<br>Sleep Rules<br>Sleep Level |

| Items | Contents |
|---|---|
| Recovery Mode | Energy Saver Recovery Level |

### Network Setup

Configures network settings.

| Items | Contents |
|---|---|
| Network | Network Selection*1<br>Wi-Fi*2*3<br>DHCP*4<br>IP Address<br>Subnet Mask*5<br>Default Gateway*5 |

*1 This function is displayed only on models equipped with Wi-Fi module.
*2 This function is displayed when [Wi-Fi] is selected on network selection.
*3 When Wi-Fi is selected, [Available Network] list is displayed. Select the access point to use, then select [Connect] to configure.
*4 This function is displayed when Network Selection is set to [Wired Network].
*5 This function is not displayed when DHCP is set to [On].

### Email Setup

Set SMTP server name and sender address to enable mail sending.

| Items | Contents |
|---|---|
| Email | SMTP (Email TX)<br>SMTP Server Name*1<br>SMTP Port Number*1<br>Sender Address*1 |

*1 This function is displayed when SMTP (Email TX) is set to [On].

### Security Setup

Specify the security level by Security Quick Setup.

### Notification Setup

Set whether the panel notifies that the replacement time for consumables is approaching.

## Configuring Settings Quick Setup Wizard

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

## 1 Display the screen.

[System Menu/Counter] key > [Quick Setup Wizard]

## 2 Select a function.

## 3 Configure the settings.

Start the wizard. Follow the instructions on the screen to configure settings.

**NOTE**

If you experience difficulty configuring the settings, refer to the following:

➡ Help Screen (page 72)

**[End]**

Exits the wizard. Settings configured so far are applied.

**[<< Previous]**

Returns to the previous item.

**[Skip>>]**

Advances to the next item without setting the current item.

**[Next>]**

Advances to the next screen.

**[< Back]**

Returns to the previous screen.

**[Finish]**

Register the settings and exit the wizard.

# Installing Software

To use printer function, TWAIN/WIA connection, or network fax function, download and install the required software from Download Center (https://kyocera.info/).

## Published Software (Windows)

| Software | Description | Recommended software |
|---|---|---|
| KX DRIVER | This driver enables files on a computer to be printed by the machine. Multiple page description languages (PCL XL, KPDL, etc.) are supported by a single driver. This printer driver allows you to take full advantage of the features of the machine.<br>Use this driver to create PDF files. | ○ |
| KPDL mini-driver/PCL mini-driver | This is a Microsoft Minidriver that supports PCL and KPDL. There are some restrictions on the machine features and option features that can be used with this driver. | — |
| FAX Driver | This makes it possible to send a document created in a computer software application as a fax via the machine. | — |
| TWAIN Driver | This driver enables scanning on the machine using a TWAIN compliant software application. | ○ |
| WIA Driver | WIA (Windows Imaging Acquisition) is a function of Windows that enables reciprocal communication between an imaging device such as a scanner and an image processing software application. An image can be acquired using a WIA-compliant software application, which is convenient when a TWAIN-compliant software application is not installed in the computer. | — |
| KYOCERA Net Viewer | This is a utility that enables monitoring of the machine on the network. | — |
| Status Monitor 5 | This is a utility that monitors the printer status and provides an ongoing reporting function. | ○ |
| File Management Utility | This makes it possible to send and save a scanned document to a specified network folder. | — |
| KYOCERA Net Direct Print | This makes it possible to print a PDF file without starting Adobe Acrobat/Reader. | — |
| FONTS | These are display fonts that enable the machine's built-in fonts to be used in a software application. | ○ |
| Quick Network Setup Tool | A tool to configure the network (wired LAN) settings of the machine. | — |
| Wi-Fi Setup Tool | A tool to configure the wireless network (wireless LAN) settings of the machine. | — |
| Scan to Folder Setup Tool for SMB | A tool for creating shared folders on your PC, setting the created shared folders as destination folders on this machine, and the like. | — |
| Kyocera Printer Setup Tool | A tool for connecting your printer to a wireless network, and installing recommended drivers and utilities. | ○ |

| Software | Description | Recommended software |
|---|---|---|
| Kyocera Cloud Access | A tool for enabling the use of cloud services from the operation panel of this machine. | — |

**NOTE**

- Installation on Windows must be done by a user logged on with administrator privileges.
- The fax function can be used on products equipped with fax capability.

# Installing Software in Windows

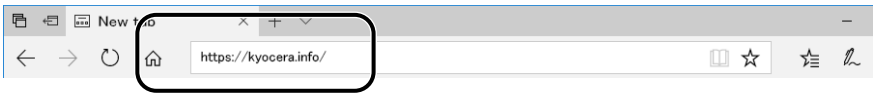
## Downloading and installing from the website

Download and install a software from our website.

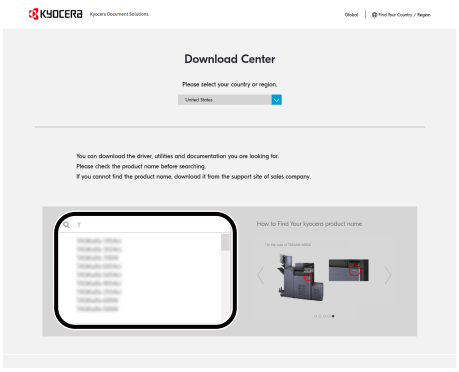
### 1 Download a software from the website.

1 Launch your Web browser.

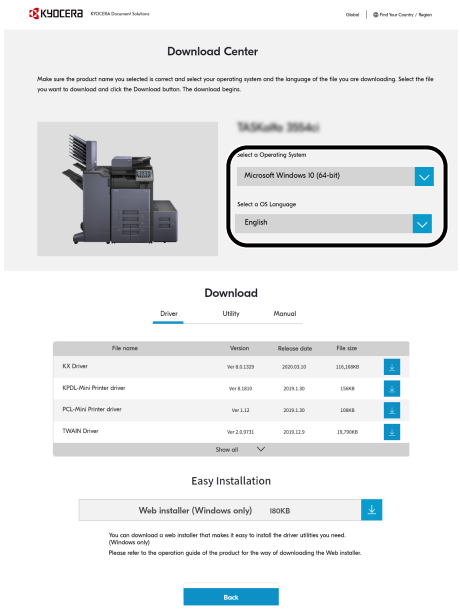
2 Enter "https://kyocera.info/" into the browser's address bar or location bar.




3 Enter and search the product name, and select this product from the candidate list.

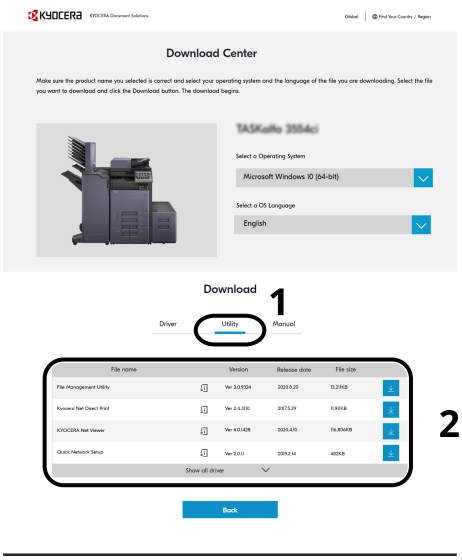


4 Change the selected operating system and its language setting as needed.




5 Driver tab or Utility tab > ⬇ of the software you want to download.

An installer of the selected software will be downloaded.




## 2 Double-click the downloaded installer to launch.

Follow the guidance on the screen to install the software.

**NOTE**

- Installation on Windows must be done by a user logged on with administrator privileges.
- If the user account management window appears, click [Yes] (Allow).

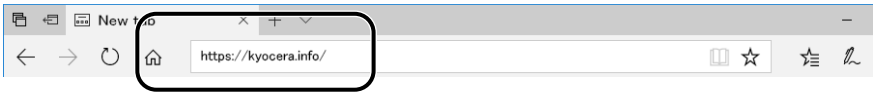
# Using the web installer

Install a software by using a web installer downloaded from our website.

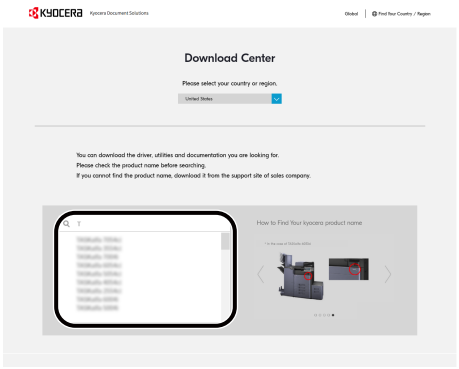
## 1 Download a software from the website.

1 Launch your Web browser.

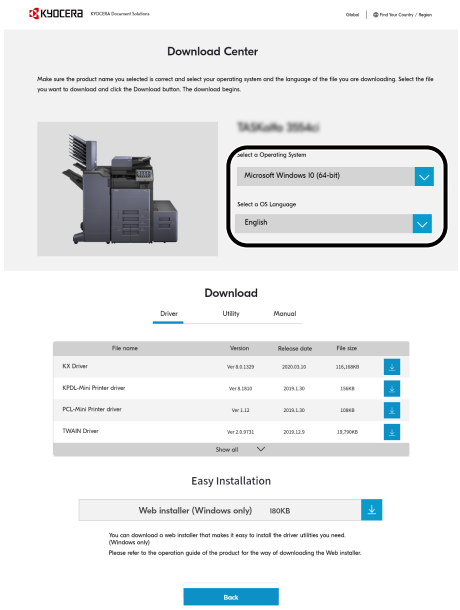
2 Enter "https://kyocera.info/" into the browser's address bar or location bar.




3 Enter and search the product name, and select this product from the candidate list.

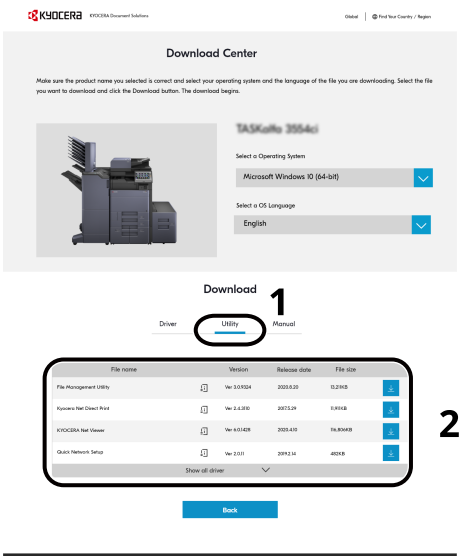


4 Change the selected operating system and its language setting as needed.




5 Utility tab > [↓] of "Web installer".

A web installer will be downloaded.

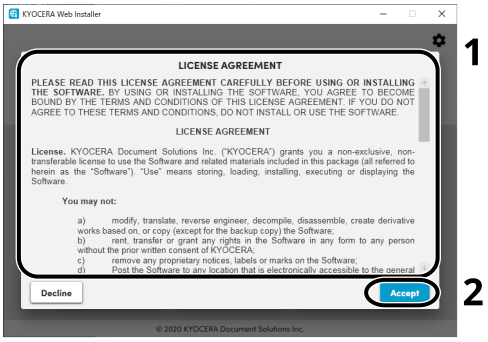



## 2 Double-click the downloaded installer to launch.

**NOTE**

- Installation on Windows must be done by a user logged on with administrator privileges.
- If the user account management window appears, click [Yes] (Allow).

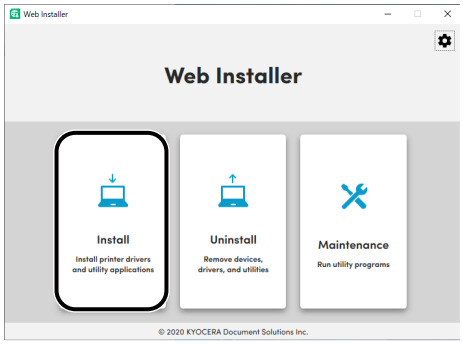
## 3 Display the screen.



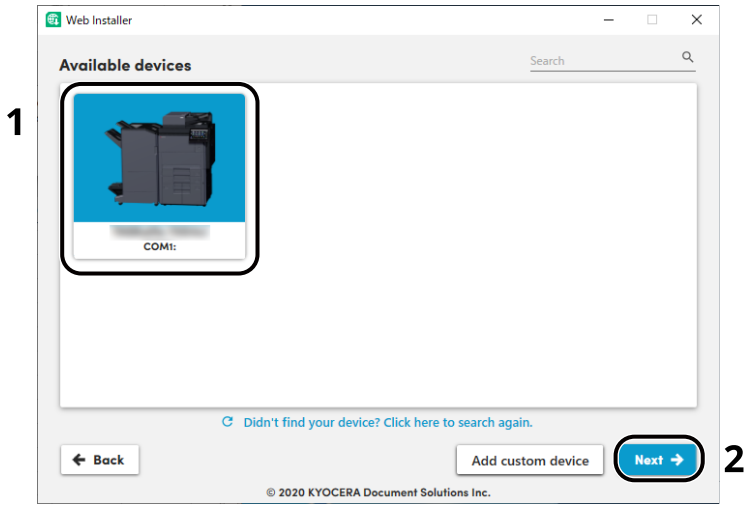

1 Read the license agreement.

2 Click [Accept] if there is no problem.

## 4 Click [Install].



## 5 Select a model and click [Next].




**NOTE**

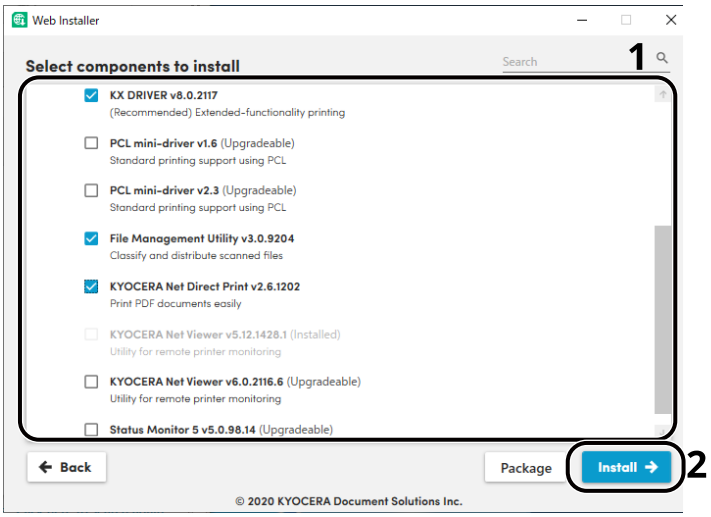
- The machine cannot be detected unless it is on. If the computer fails to detect the machine, verify that it is connected to the computer via a network or USB cable.
- If a desired device is not displayed, select [Add custom device] to directly select the device you want to use.

# 6 Install the software.

1 Select software you want to install.

**NOTE**

Software recommended to install have ☑ in their checkboxes by default. Change as required.

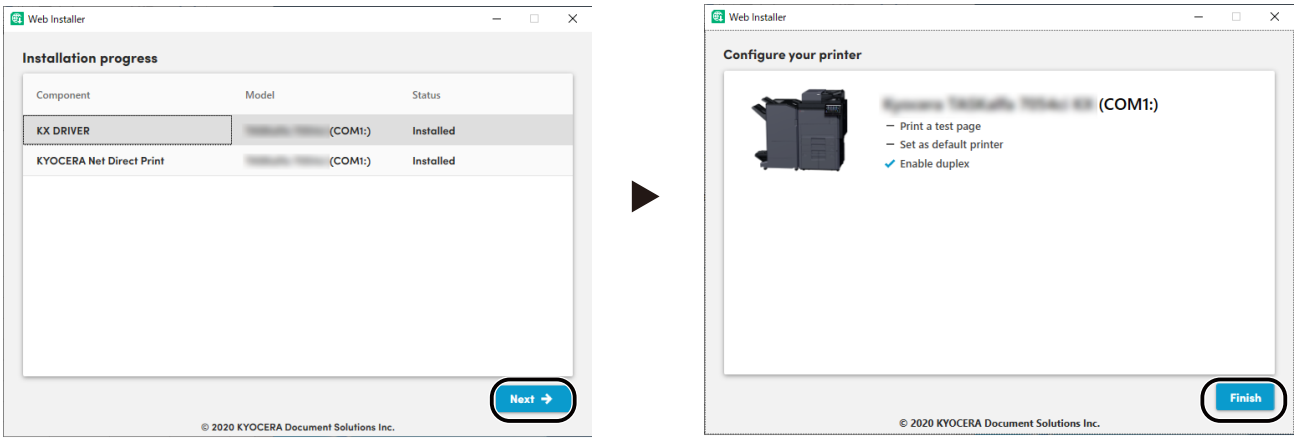



2 Click [Install].

**NOTE**

If the Windows security screen appears, click [Install this driver software anyway].

# 7 Finish the installation.




Click [Next] > [Finish] to finish the installation wizard.

If a system restart message appears, restart the computer by following the screen prompts. This completes the printer driver installation procedure.

If you are installing the TWAIN driver, continue by configuring the following:

➡ Setting TWAIN Driver (page 117)

# Uninstalling Windows Software

Use a web installer to uninstall software. The web installer can be downloaded from the Download Center (https://kyocera.info/).

**NOTE**

For details on how to download the web installer, refer to the following:

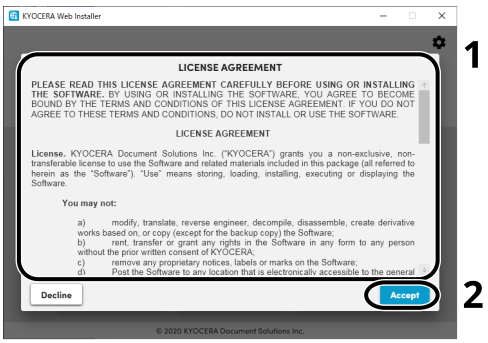
➡ Using the web installer (page 104)

## 1 Double-click the downloaded installer to launch.

**NOTE**

Uninstallation on Windows must be done by a user logged on with administrator privileges.

## 2 Display the screen.



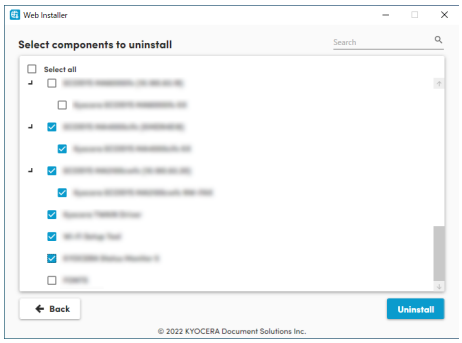

1 Read the license agreement.

2 Click [Accept] if there is no problem.

## 3 Click [Uninstall].

## 4 Uninstall the software.

1 Select software you want to uninstall.




2 Click [Uninstall].

## 5 Finish uninstalling.

Click [Finish].

Restart the system for the uninstall to take effect.

# Installing Software on a Mac OS Computer

A printer driver can be installed for a Macintosh computer.

**NOTE**

- Installation on Mac OS must be done by a user logged on with administrator privileges.
- When installing for a Mac, set the machine's emulation to [KPDL] or [KPDL (Auto)].

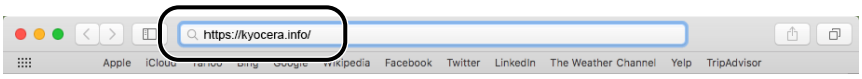
  ➡ Printer (page 448)
- If connecting by Bonjour, enable Bonjour in the machine's network settings.

  ➡ Bonjour (page 482)
- In the Authenticate screen, enter the name and password used to log in to the operating system.
- When printing via AirPrint, you do not have to install the software.

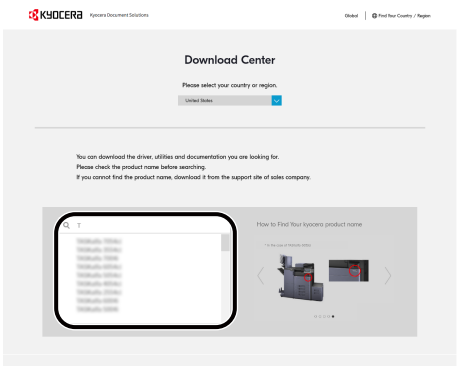
## 1 Download a software from the website.

1 Launch your Web browser.

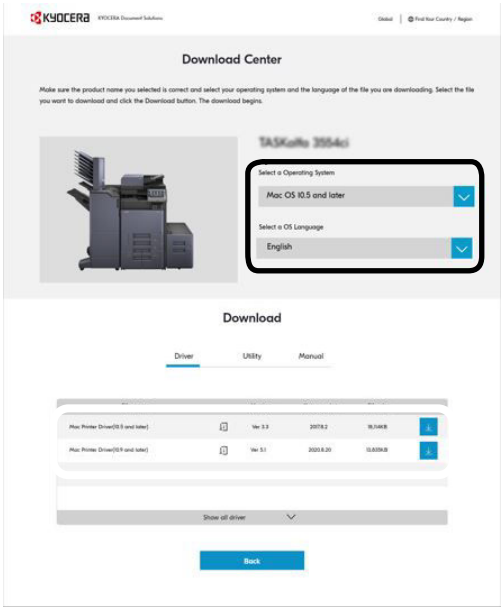
2 Enter "https://kyocera.info/" into the address bar.




3 Enter and search the product name, and select this product from the candidate list.

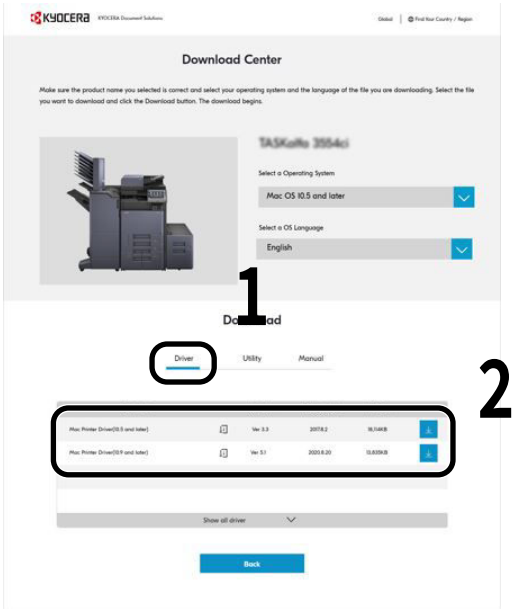


4 Change the selected operating system and its language setting as needed.



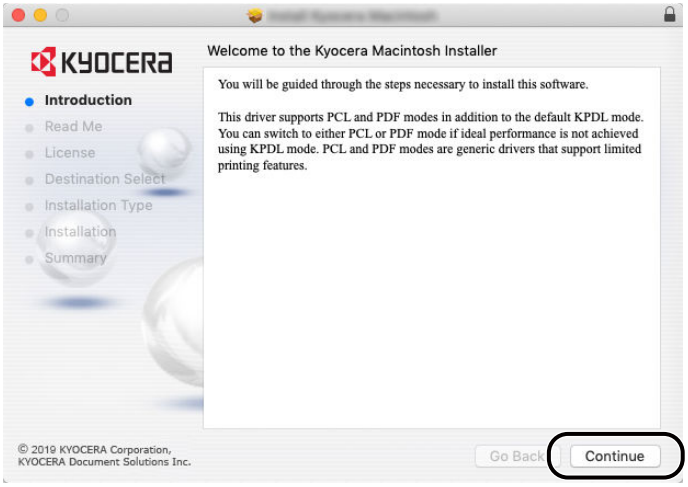

5 Driver tab > "Mac Printer Driver (x.x and later)"

An installer of the selected software will be downloaded.




## 2 Install the Printer Driver.

Double click to launch the downloaded installer.

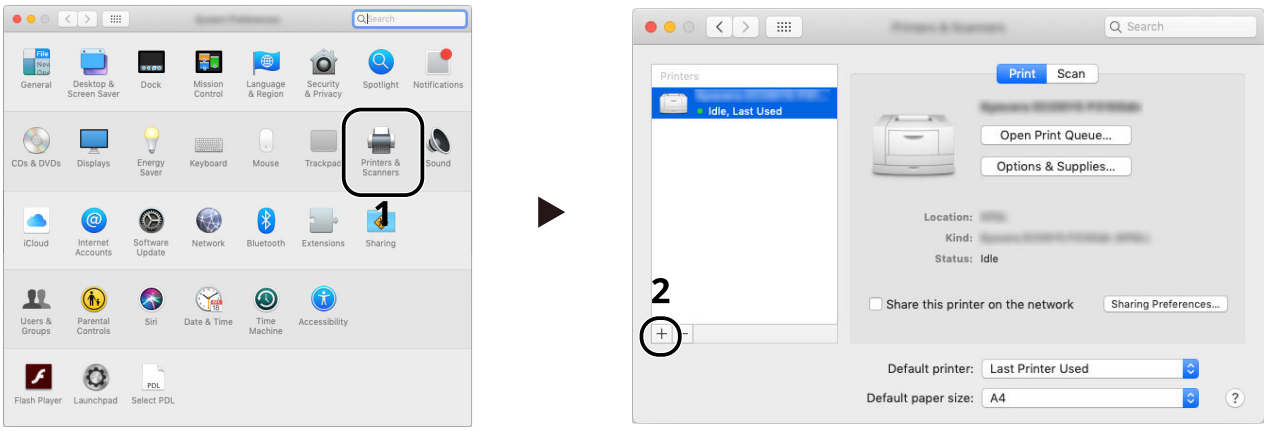



Install the printer driver as directed by the instructions in the installation software. This completes the printer driver installation.

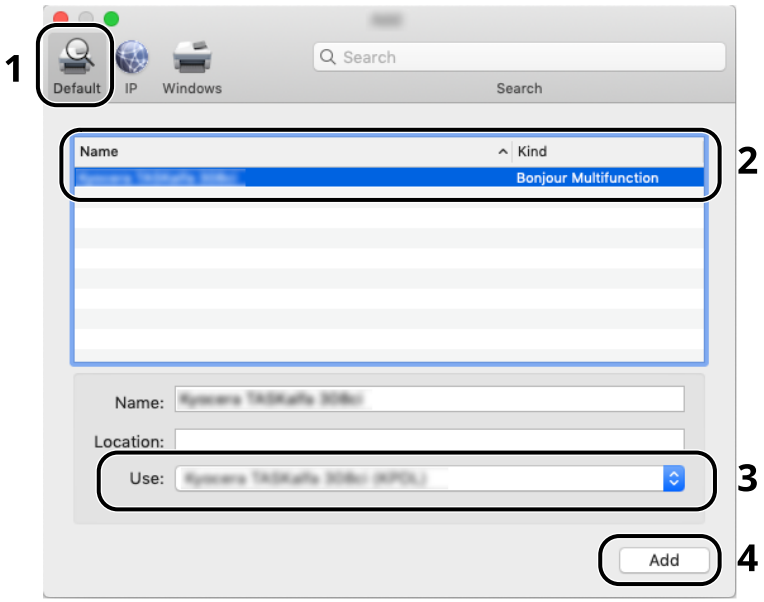
If a USB connection is used, the machine is automatically recognized and connected. If an IP connection is used, the settings below are required.

## 3 Configure the printer.

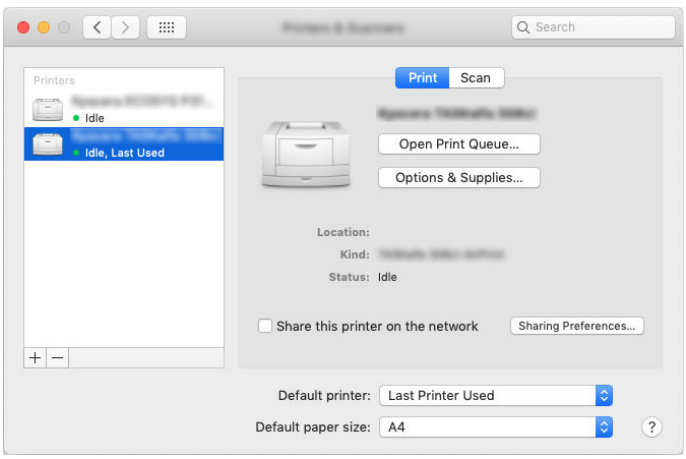
1 Open System Preferences and add the printer.




2 Select [Default] and click the item that appears in "Name" and then select the driver in Use.



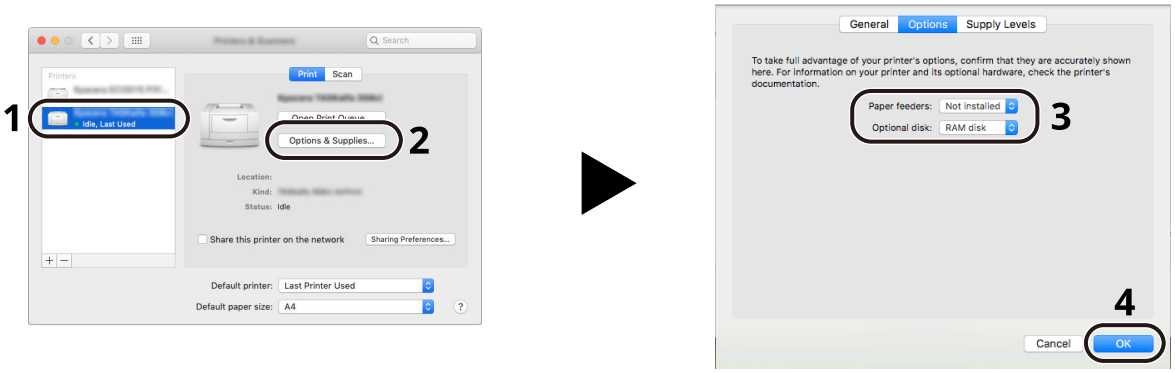

The selected machine is added.



**NOTE**

When using an IP connection, click the IP icon for an IP connection and then enter the host name or IP address. The number entered in "Address" will automatically appear in "Name". Change as required.

3 Select the options equipped with the machine.

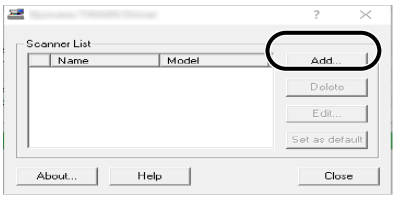


# Setting TWAIN Driver

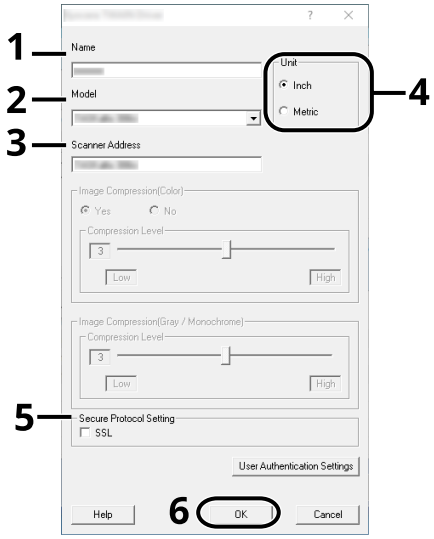
Register this machine to the TWAIN Driver. Instructions are based on interface elements as they appear in Windows 10.

## 1 Display the screen.

1. Click search box in the taskbar, and enter "TWAIN Driver Setting" in the search box. Select [TWAIN Driver Setting] in the search list. TWAIN Driver Settings screen is displayed.
2. Click [Add].




## 2 Configure TWAIN Driver.



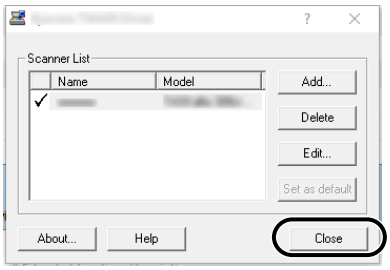

1. Enter the machine name.
2. Select this machine from the list.
3. Enter the machine's IP addresses or host name.
4. Set units of measurement.
5. When using SSL, select the checkbox beside SSL.

6 Click [OK].

**NOTE**

When the machine's IP address or host name is unknown, contact Administrator.

## 3 Finish registering.




**NOTE**

Click [Delete] to delete the added machine. Click [Edit] to change names.

# Setting WIA Driver

Register this machine to the WIA Driver. Instructions are based on interface elements as they appear in Windows 10.

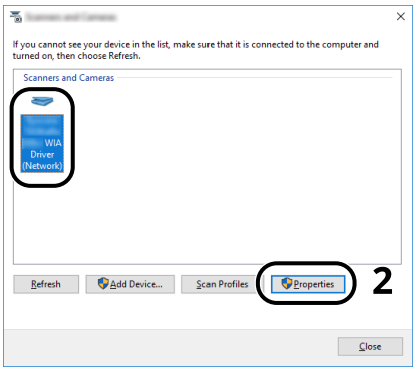
## 1 Display the screen.

1 Click search box in taskbar, and enter "View scanners and cameras" in the search box. Select [View scanners and cameras] in the search list then the Scanners and Cameras screen is displayed.

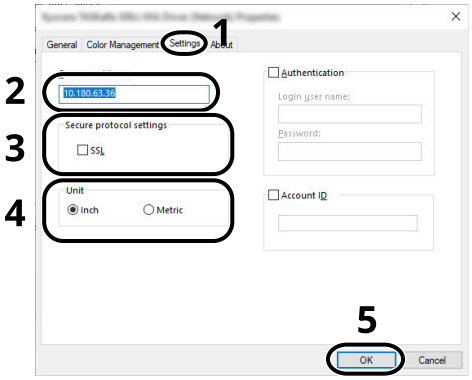
**NOTE**

For Windows 11, select the [Start] button → [All apps] → [Windows Tools] → [Control Panel]. Enter "Scanner" into the search field on the control panel. Select [View scanners and cameras] in the search list then the Scanners and Cameras screen appears.

2 Select the same name as this machine from WIA Drivers and press [Properties].




## 2 Configure WIA Driver.




1 Click the [Settings] tab.

2 Enter the machine's IP addresses or host name.

3 When using SSL, select the checkbox beside SSL.

4 Set units of measurement.

5 Click [OK].

# Checking the Counter

Check the number of sheets printed and scanned.

### 1 Display the screen.

[Home] key > [...] > [System Menu] > [Counter]

### 2 Check the counter

# Additional Preparations for the Administrator

## Administrator Privileges Overview

This machine is shipped with two default users registered one with Machine Administrator privileges, and another with Administrator privileges. The user with Machine Administrator privileges and the user with Administrator privileges can configure important settings for the machine. The differences in the privileges are as follows:

**User with Machine Administrator privileges**

This user can configure the product’s network settings, security settings such as user registration, and the machine's security level.

➡ Device Security Settings (page 492)

**User with Administrator privileges**

This user can configure the product’s network settings, and security settings such as user registration. This user cannot set the machine’s security level.

# Log in as Machine Administrator or Administrator

The user with Machine Administrator privileges or the user with Administrator privileges must log in to configure important settings for the product, such as network settings and security settings. The factory default login user name and login password are set as shown below.

**Machine Administrator**

| | |
|---|---|
| User Name | DeviceAdmin |
| Login User Name | 2600 |
| Login Password | 2600 |

**Administrator**

| | |
|---|---|
| User Name | Admin |
| Login User Name | Admin |
| Login Password | xxxxxxxxxx (Serial Number)<br>➡ Checking the Equipment's Serial Number (page 2) |

**IMPORTANT**

To ensure security, be sure to change the factory default user name, login user name, and login password. Also, change your password regularly.

➡ Changing User Properties (page 528)

# Strengthening the Security

This machine is shipped with two default users registered one with Machine Administrator rights, and another with Administrator rights. Logging in as this user will allow you to configure all settings; therefore, please change the login user name and password.

In addition, this machine is equipped with user authentication function, which can be configured to limit the access to this machine to only those who have a registered login name and password. For details, refer to the following:

➡ User Authentication and Accounting (User Login, Job Accounting) (page 519)

**NOTE**

This product has an optional security chip called TPM (UG-51) (Trusted Platform Module). The encryption key used to encrypt confidential information on this machine is stored in a dedicated storage area on the TPM chip. Since this storage area cannot be read from outside the TPM, confidential information can be safely protected.

## Restrict the users of the machine

- User Login

  ➡ Overview of User Login Administration (page 520)
- Authentication Security

  ➡ Authentication Security (page 523)
- Auto Panel Reset

  ➡ Auto Panel Reset (page 406)
- ID Card Settings

  The optional IC Card Authentication Kit is required.

  ➡ ID Card Settings (page 550)

## Restrict the basic functions that can be used

- Local Authorization

  ➡ Local Authorization (page 536)
- Group Authorization Set

  ➡ Group Authorization Settings (page 539)
- Guest Authorization Set

  ➡ Guest Authorization Settings (page 542)

## Output the document stored in the machine at the time when user operates the device via operation panel

- Remote Printing

  ➡ Printer (page 448)

## Prevent the data stored in the machine from being leaked

- PDF Encryption Functions

  ➡ PDF Encryption Functions (page 360)

## Completely delete the data on the machine before disposing of the machine

- Data Sanitization

  ➡ Security Settings (page 489)

## Protect the transmission from interception and wiretapping

- IPP over TLS

  ➡ [IPP over TLS] (page 477)
- HTTPS

  ➡ [HTTPS] (page 477)
- LDAP Security

  ➡ **Command Center RX User Guide**
- SMTP (Email TX)

  ➡ Email (page 439)
- FTP Encrypted TX

  ➡ FTP Encrypted TX (page 369)
- POP3 (Email TX)

  ➡ [POP3 (Email RX)] (page 475)
- Enhanced WSD over TLS

  ➡ TWAIN/WIA (page 459)
- IPSec

  ➡ IPSec (page 485)
- SNMPv3

  ➡ [SNMPv3] (page 478)

## Verify the software in the machine

- Software Verification

  ➡ Security Settings (page 489)

## Preventing from execution of the unauthorized programs

- Allowlisting

  ➡ Security Settings (page 489)

# Command Center RX

If the machine is connected to the network, you can configure various settings using Command Center RX. This section explains how to access Command Center RX, and how to change security settings and the host name.

➡ **Command Center RX User Guide**

**NOTE**

To fully access the features of the Command Center RX pages, you must enter the user name and password and log in. Entering the predefined administrator password allows the user to access all pages, including Document Box, Address Book, and Settings on the navigation menu.

Settings that the administrator and general users can configure in Command Center RX are as follows.

| Setting | Description | Administrator | General User |
|---|---|---|---|
| Device Information/ Remote Operation | The machine's structure can be checked. | Yes | Yes |
| Job Status | Displays all device information, including print and scan jobs, storing jobs, scheduled jobs, and job log history. | Yes | Yes |
| Document Box | Add or delete document boxes, or delete documents within a document box.<br>The logged in user may not be able to configure some settings, depending on the privilege of the user. | Yes | Yes |
| Address Book | Create, edit, or delete addresses and address groups.<br>The logged in user may not be able to configure some settings, depending on the privilege of the user. | Yes | Yes |
| Device Settings | Configure the advanced settings of the machine. | Yes | No |
| Function Settings | Configure the advanced function settings. | Yes | No |
| Network Settings | Configure the network advanced settings. | Yes | No |
| Security Settings | Configure the security advanced settings. | Yes | No |
| Management Settings | Configure the advanced management settings. | Yes | No |

**NOTE**

The fax function can be used on products equipped with fax capability. Here, information on the FAX settings has been omitted.

➡ **FAX Operation Guide**

# Accessing Command Center RX

## 1 Display the screen.

1 Launch your Web browser.

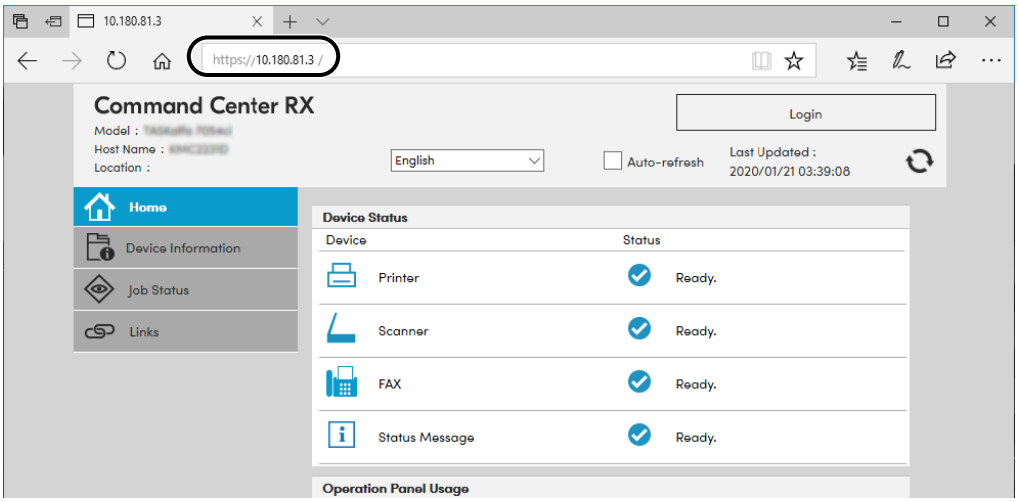
2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

In the home screen [...] > [Device Information] > [Identification/Wired NW] > [Wired Network]

Example: https://10.180.81.1 (in the case of /IP address)

https://MFP001 (if the host name is MFP001)




The web page displays basic information about the machine and Command Center RX as well as their current status.

**NOTE**

If the screen "There is a problem with this website's security certificate." is displayed, configure the certificate.

➡ **Command Center RX User Guide**

You can also continue the operation without configuring the certificate.

## 2 Configure the settings.

Select a category from the navigation bar on the left of the screen.

**NOTE**

To fully access the features of the Command Center RX pages, you must enter the user name and password and log in. Entering the predefined administrator password allows the user to access all pages, including Document Box, Address Book, and Settings on the navigation menu.

# Changing Security Settings

## 1 Display the screen.

1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.
Click in the following order to check the machine's IP address and the host name.
In the home screen [...] > [Device Information] > [Identification/Wired NW] > [Wired Network]

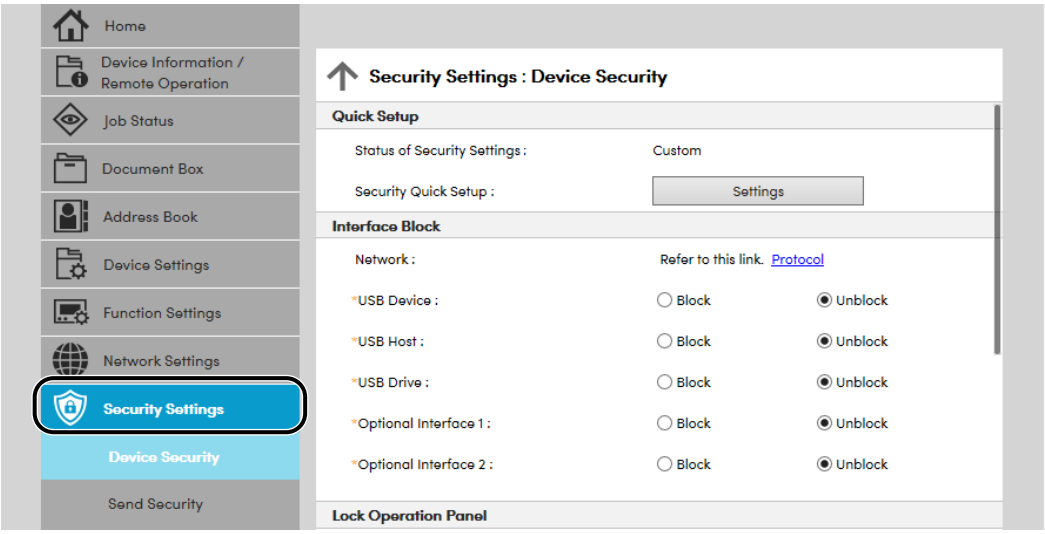
3 Log in with administrator privileges.




4 Click [Security Settings].

## 2 Configure the settings.

From the [Security Settings] menu, select the setting you want to configure.




**NOTE**

For details on settings related to certificates, refer to the following:

➡ **Command Center RX User Guide**

# Changing Device Information

## 1 Display the screen.

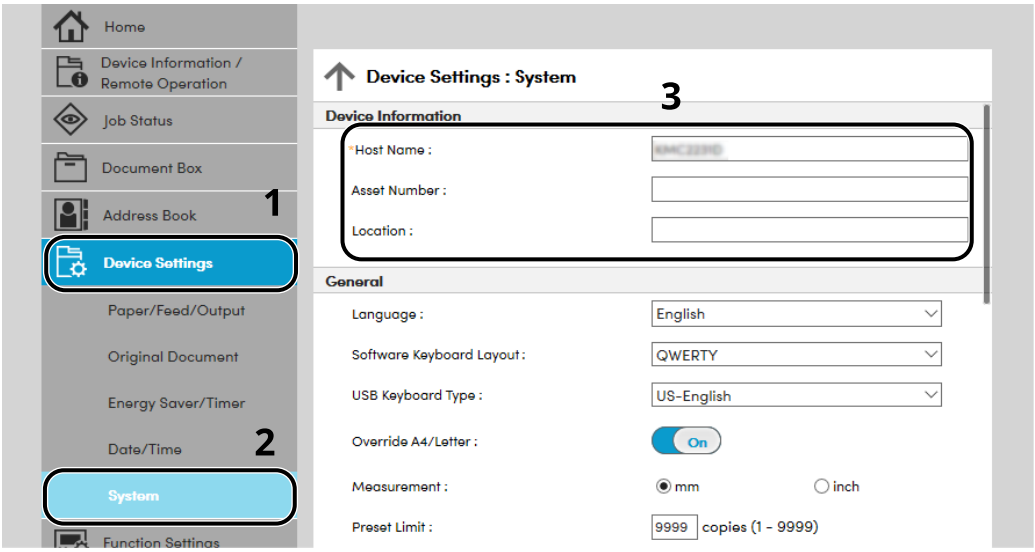
1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.
Click in the following order to check the machine's IP address and the host name.
In the home screen [...] > [Device Information] > [Identification/Wired NW] > [Wired Network]

3 Log in with administrator privileges.




4 Click [System] from the [Device Settings] menu.




## 2 Specify the host name.

Enter the device information, and then click [Submit].

**IMPORTANT**

After changing the setting, restart the network or turn the machine OFF and then ON. To restart the network interface card, click [Reset] in the [Management Settings] menu, and then click [Restart Network] in "Restart".

# SMTP and E-mail Settings

By configuring the SMTP settings, it is possible to send the images scanned by the machine as E-mail attachments and to send E-mail notices when jobs have been completed. To use this function, this machine must be connected to a mail server using the SMTP protocol.

In addition, configure the following.

**SMTP settings**

"SMTP Protocol" and "SMTP Server Name" in "SMTP"

**The sender address when the machine sends E-mails**

"Sender Address" in "E-mail Send Settings"

**The setting to limit the size of E-mails**

"E-mail Size Limit" in "E-mail Send Settings"

The procedure for specifying the SMTP settings is explained below.

## 1 Display the screen.

Display the SMTP Protocol screen.

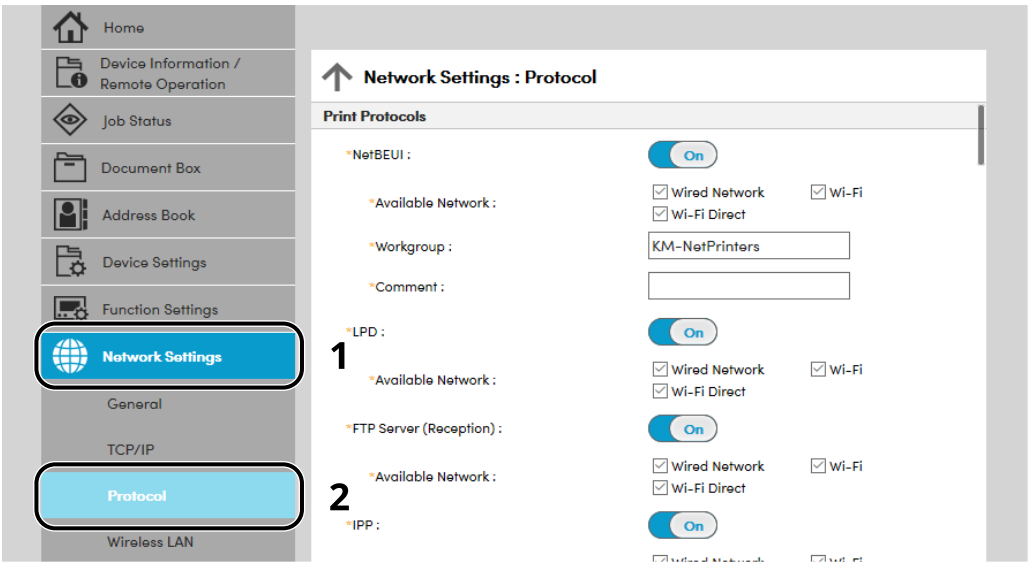
1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.
Click in the following order to check the machine's IP address and the host name.
In the home screen [...] > [Device Information] > [Identification/Wired NW] > [Wired Network]

3 Log in with administrator privileges.

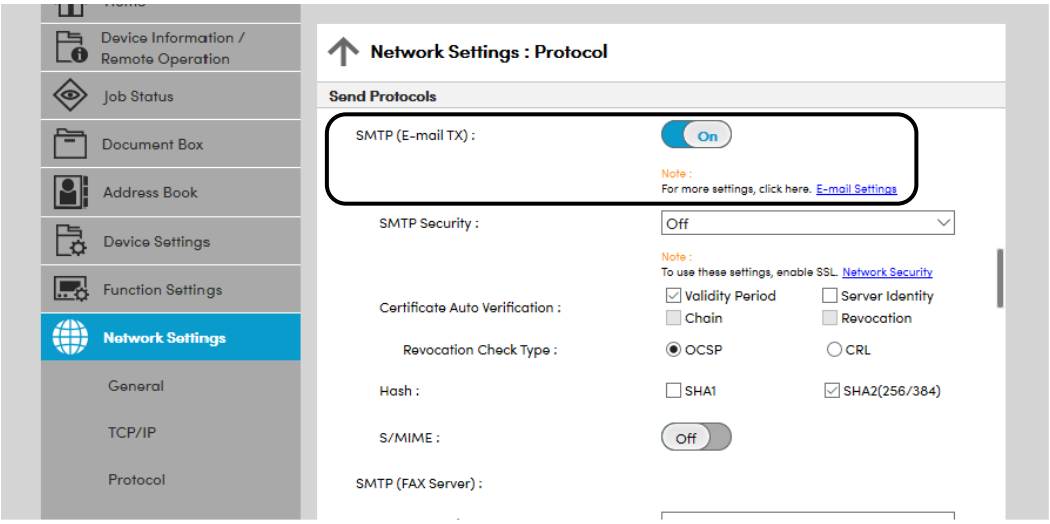



4 Click [Protocol] from the [Network Settings] menu.




## 2 Configure the settings.

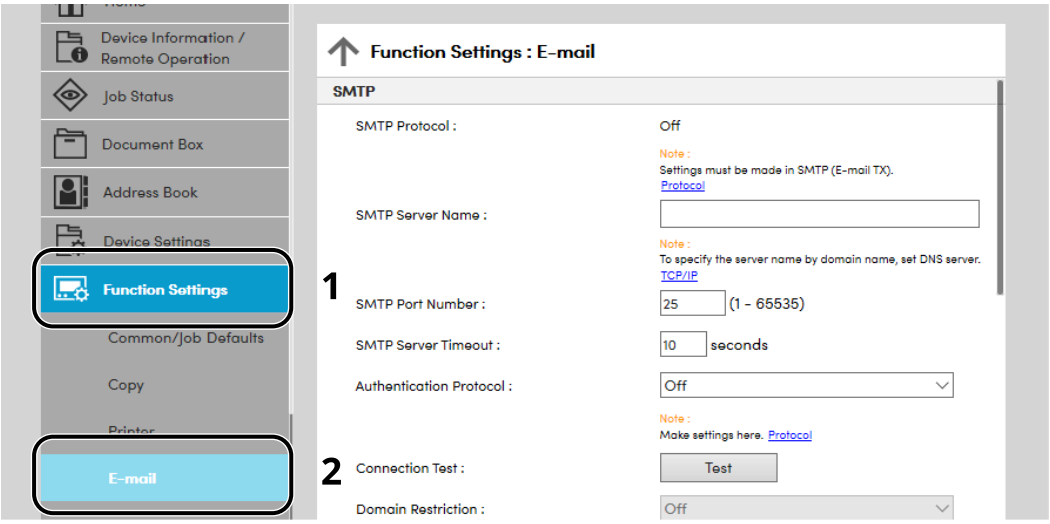
Set "SMTP (E-mail TX)" to [On] in the "Send Protocol".




## 3 Display the screen.

Display the E-mail Settings screen.

Click [E-mail] from the [Function Settings] menu.




## 4 Configure the settings.

Enter "SMTP" and "E-mail Send Settings" items.

**SMTP**

Set to send e-mail from the machine.

**[SMTP Protocol]**

Displays the SMTP protocol settings. Check that [SMTP Protocol] is set to [On]. If [Off] is set, click [Protocols] and set the SMTP protocol to [On].

**[SMTP Server Name]**

Enter the host name or IP address of the SMTP server. Be sure to enter the items.

**[SMTP Port Number]**

Specify the port number to be used for SMTP. The default port number is 25.

**[SMTP Server Timeout]**

Set the amount of time to wait before time-out in seconds.

**[Authentication Protocol]**

To use SMTP authentication, enter the user information for authentication.

**[SMTP Security]**

Set [SMTP Security] of "SMTP (E-mail TX)" on the "Protocol" page.

**[Connection Test]**

Tests to confirm the proper operation under the settings without sending an email.

**[Domain Restrictions]**

To restrict the domains, click the [Domain List] and enter the domain names of addresses to be allowed or rejected. Restriction can also be specified by e-mail address.

**POP3**

You don't need to set the items when you only use the function of sending e-mail from the machine. Set the items if you want to enable the function of receiving e-mail on the machine.

➡ **Command Center RX User Guide**

**E-mail Send Settings**

**[E-mail Size Limit]**

Enter the maximum size of E-mail that can be sent in kilobytes. When E-mail size is greater than this value, an error message appears and E-mail sending is canceled. Use this setting if you have set E-mail Size Limit for SMTP server. If not, enter a value of 0 (zero) to enable E-mail sending regardless of the size limit.

**[Sender Address]**

Specify the sender address for when the machine sends E-mails, such as the machine administrator, so that a reply or non-delivery report will go to a person rather than to the machine. The sender address must be entered correctly for SMTP authentication. The maximum length of the sender address is 256 characters. Be sure to enter the items.

**[Signature]**

Enter the signature. The signature is free form text that will appear at the end of the E-mail body. It is often used for further identification of the machine. The maximum length of the signature is 512 characters.

**[SMTP Authentication and Sender Address]**

Select either [Use Device Setting] or [Use Login User Information].

**[Function Default]**

Change the function default settings in [Common/Job Defaults] page.

## 5 Click [Submit].

# Registering Destinations

## 1 Display the screen.

1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

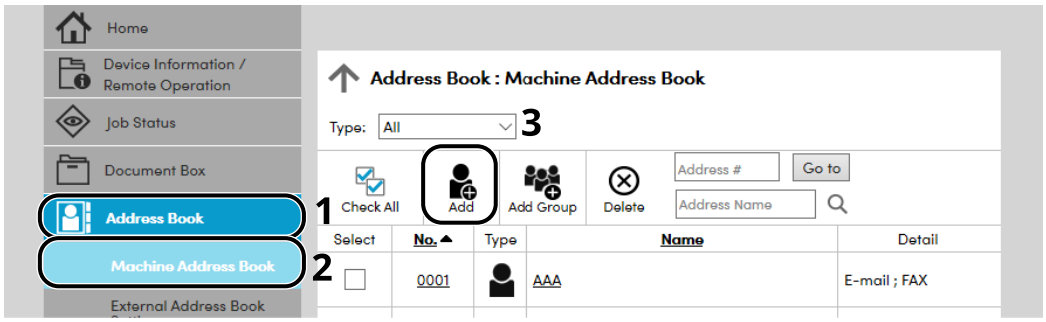
Click in the following order to check the machine's IP address and the host name.

In the home screen [...] > [Device Information] > [Identification/Wired NW] > [Wired Network]

3 Log in with administrator privileges.




4 In the [Address Book] menu, click [Machine Address Book].




5 Click [Add].

## 2 Populate the fields.

1 Enter the destination information.

Enter the information for the destination you want to register. The fields to populate are the same as when registering via operation panel.

➡ Registering Destinations in the Address Book (page 177)

2 Click [Submit].

# Transferring Data from Our Other Products

By using the machine's utility, you can smoothly migrate address books when the machine is to be replaced. This section explains how to transfer data between our products.

## Migrating the Address Book

The Address Book registered on the machine can be backed up or migrated using the KYOCERA Net Viewer downloaded from Download Center (https://kyocera.info/).

For details on KYOCERA Net Viewer operation, refer to the following:

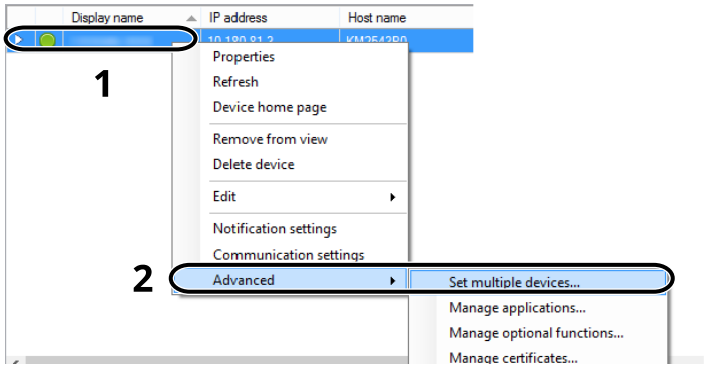
➡ **KYOCERA Net Viewer User Guide**

### Backing up Address Book Data to PC

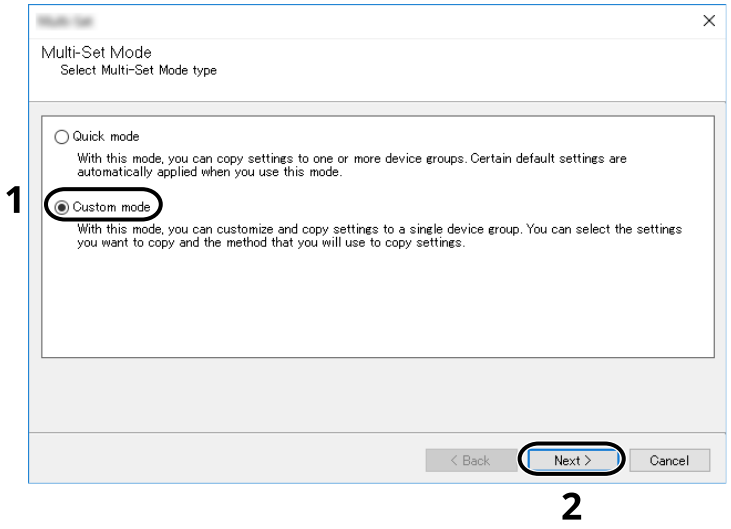
**1 Start up KYOCERA Net Viewer.**

## 2 Create a backup.

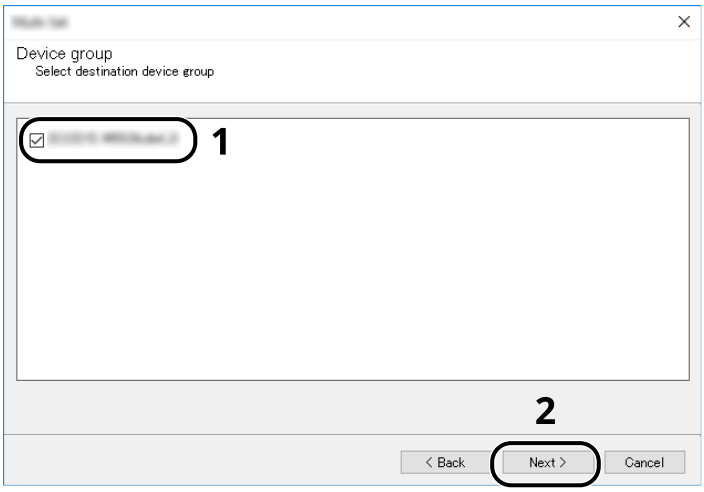
1 Right-click on the name of the model from which you want to back up the Address Book, and select [Advanced] > [Set multiple devices].



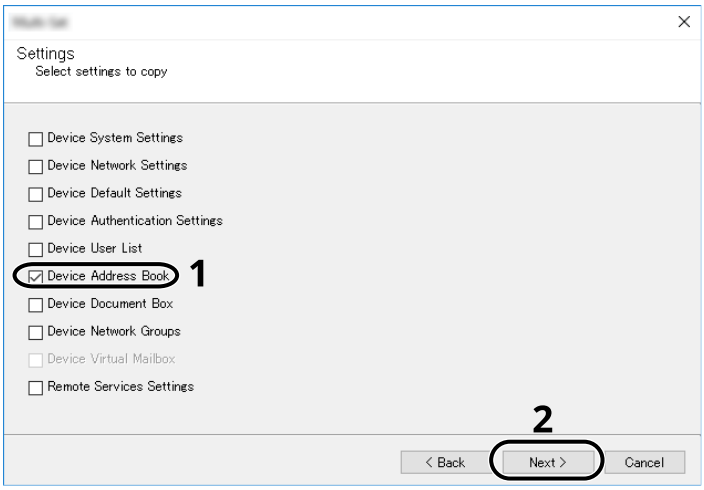

2 Select [Custom Mode] and click [Next].



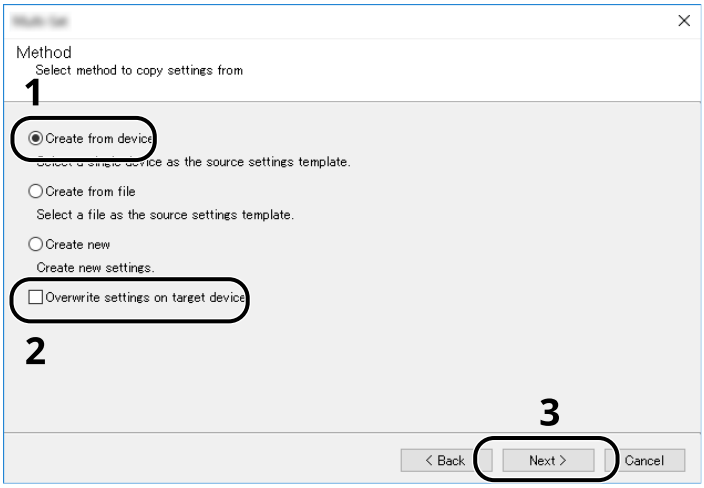
3 Select destination device group and click [Next].



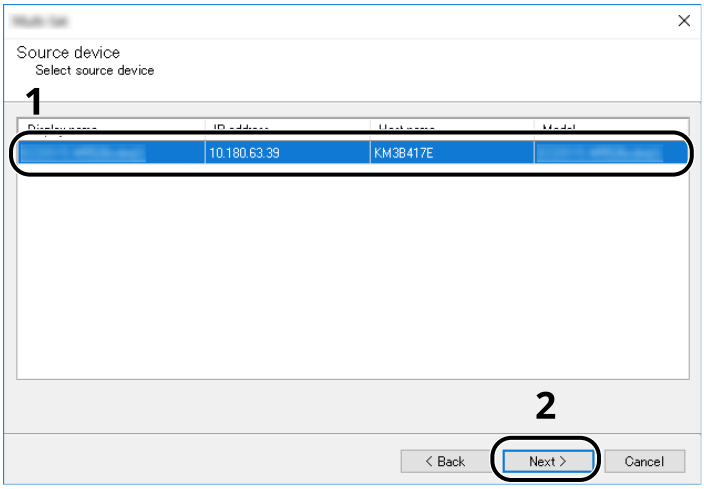

4 Select [Device Address Book] and click [Next].



5 Select [Create from device] and remove the checkmark from [Overwrite settings on target device], and then click [Next].



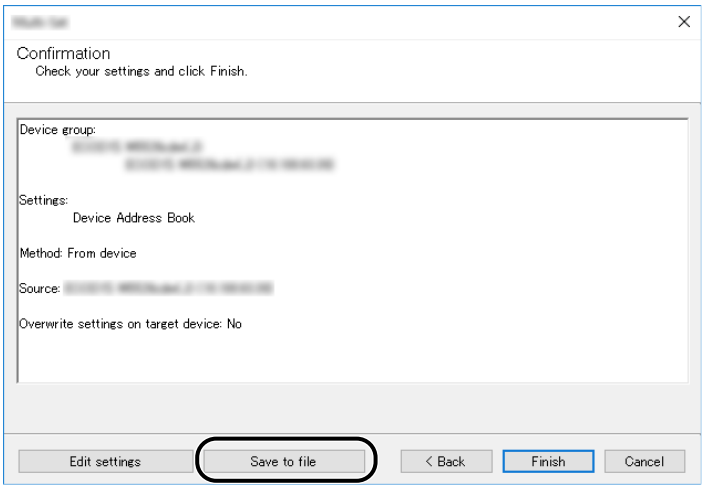

6 Select the model you want to back up, and click [Next].




**NOTE**

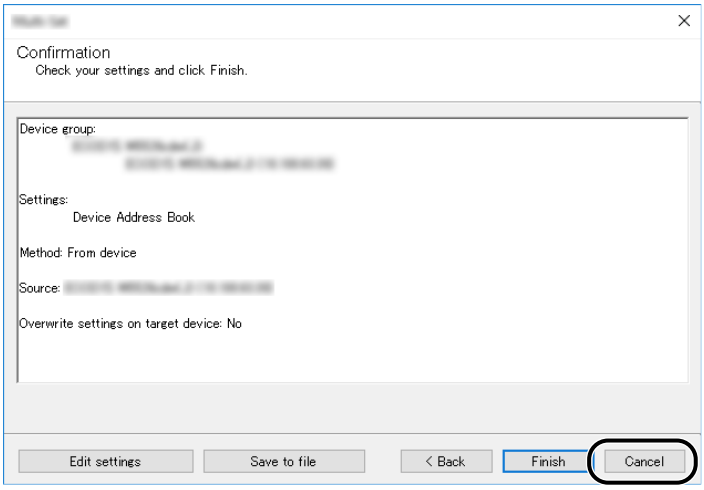
If the "Admin Login" screen appears, enter the administrator's login user name and password, and then click [OK].

7 Click on [Save to file].




8 Specify the location to save the file, enter the file name, and then click [Save].
For "Save as type", make sure to select "XML File".

9 After saving the file, always click [Cancel] to close the screen.



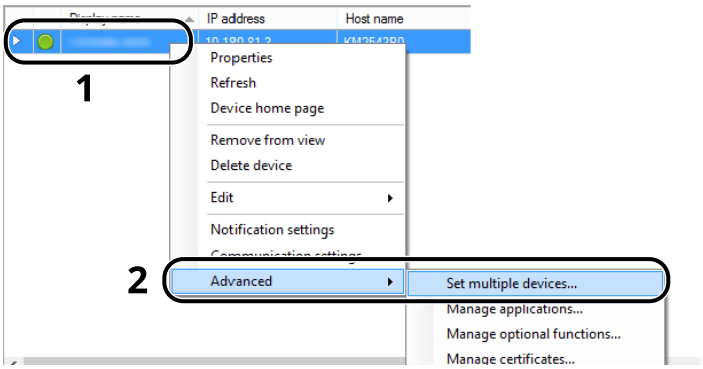

Please note that selecting [Finish] will write the data to the machine's Address Book.

# Writing Address Book Data to the Machine

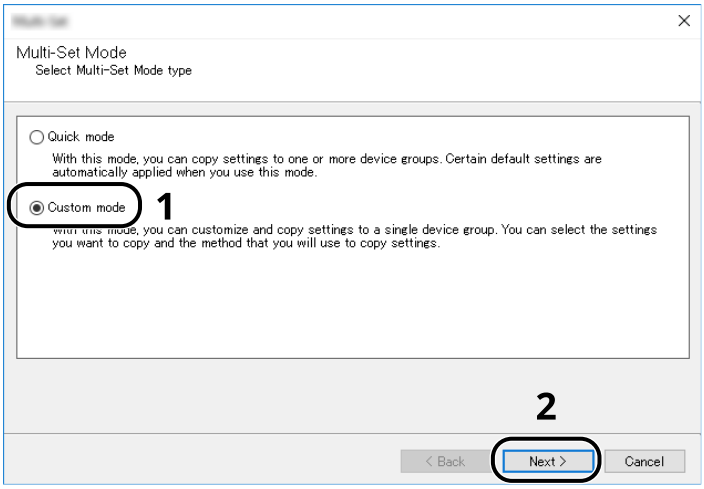
## 1 Start up KYOCERA Net Viewer.

## 2 Load the Address Book data.

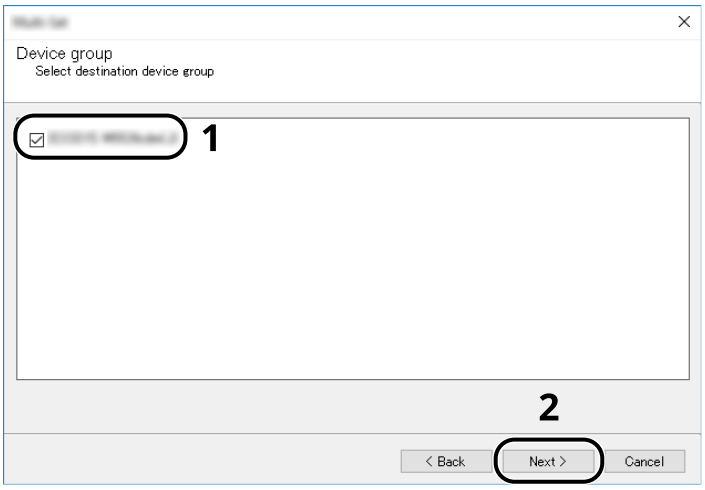
1 Right-click on the model name to which you want to transfer the Address Book, and select [Advanced] - [Set multiple devices].



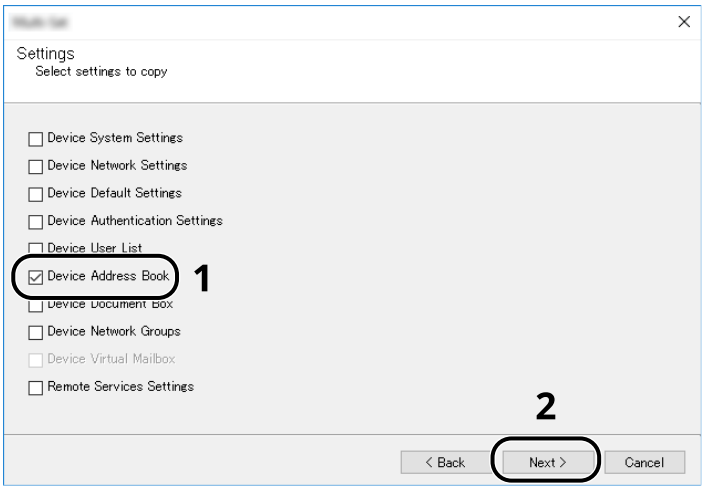

2 Select [Custom Mode] and click [Next].



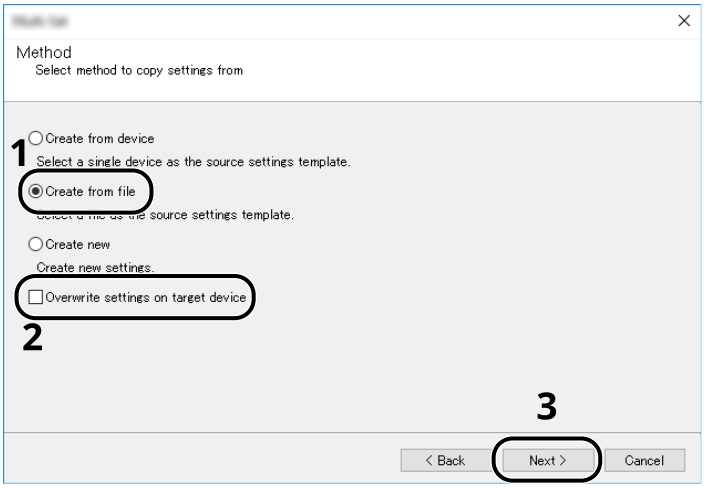
3 Select destination device group and click [Next].




4 Select [Device Address Book] and click [Next].

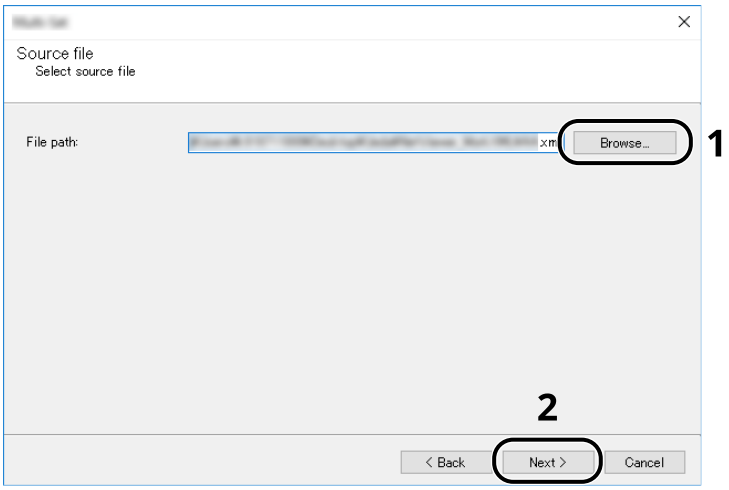


5 Select [Create from file] and remove the checkmark from [Overwrite settings on target device], and then click [Next].

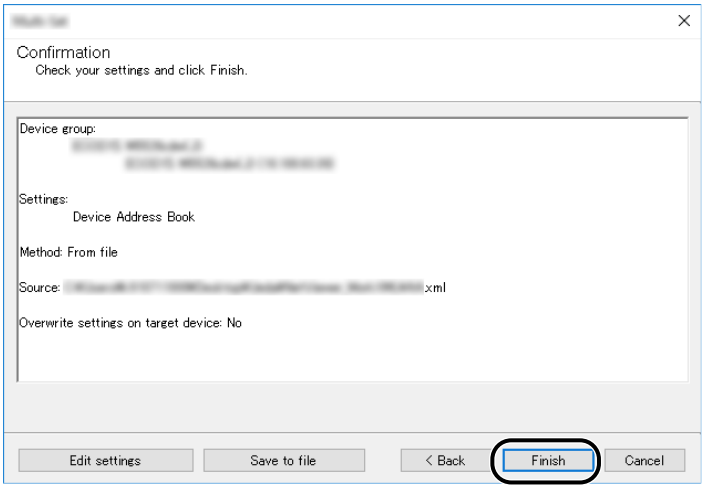



Selecting the [Overwrite settings on target device] checkbox will overwrite the machine's Address Book from entry No.1.

6 Click [Browse] and select the backup Address Book file, and then click [Next].



7 Click [Finish].




The write process of the Address Book data starts.

8 Once the write process is complete, click [Close].

# 3 Preparation before Use

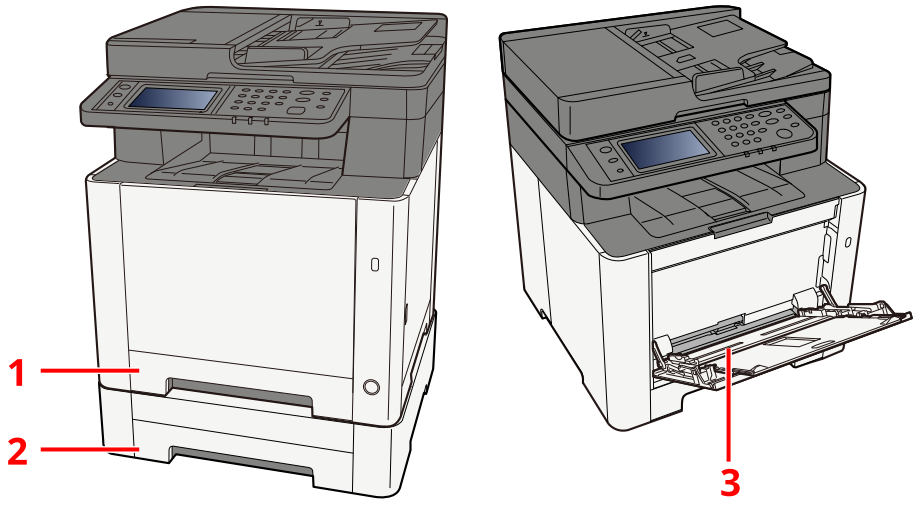
Load Paper ..... 145
Paper Stopper ..... 158
Preparation for Sending a Document to a Shared Folder in a PC ..... 159
Registering Destinations in the Address Book ..... 177

# Load Paper

## Loading Paper

Load paper in the cassettes and multipurpose tray.

For the paper load methods for each cassette, refer to the page below.




| No. | Name | Paper Size | Paper Type | Capacity | Page |
|---|---|---|---|---|---|
| 1 | Cassette 1 | A4, B5, A5-R, A6, B6, Legal, Oficio II, Letter, Executive, Statement-R, Folio, 16K, 216mmx340mm, B5(ISO), Custom | Plain, Preprinted, Bond, Recycled, Rough, Letterhead, Color, Prepunched, Thick, High Quality, Custom 1 to 8 | 250 sheets (80 g/m$^2$) | ➡ Loading in the Cassettes (page 149) |
| 2 | Cassette 2 | | | | |

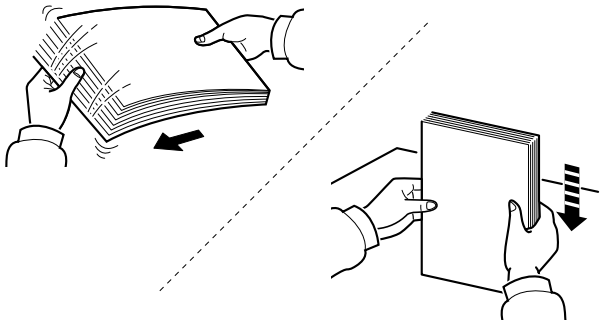
| No. | Name | Paper Size | Paper Type | Capacity | Page |
|---|---|---|---|---|---|
| 3 | Multipurpose Tray | A4, A5, A5-R, A6, B5, B6, Letter, Legal, 216 × 340 mm, Executive, Oficio II, 16K, Statement/ Statement-R, Folio, ISO B5, Envelope Monarch, Envelope #10, Envelope DL, Envelope C5, Envelope #9, Envelope #6 3/4, Hagaki (Cardstock), Oufukuhagaki (Return postcard), Youkei 2, Youkei 4, Nagagata 3, Nagagata 4, Younaga 3, Custom (70 × 148 to 216 × 356 mm) | Plain, Transparency (OHP Film), Rough, Vellum, Preprinted, Bond, Recycled, Letterhead, Color, Prepunched, Thick, High Quality, Labels, Envelope, Hagaki (Cardstock), Coated, Custom 1 to 8 | 50 sheets (80 g/m$^2$) | ➡ Loading Paper in the Multipurpose Tray (page 154) |

**NOTE**

- The number of sheets that can be held varies depending on your environment and paper type (thickness).
- Do not use inkjet printer paper or paper with special coatings. (Doing so may lead to failures such as paper jams.)
- Use paper made for color printing if you want higher-quality color prints.

# Precaution for Loading Paper

When you open a new package of paper, fan the sheets to separate them slightly prior to loading in the following steps.



Fan the paper, then tap it on a level surface. In addition, note the following points.

- If the paper is curled or folded, straighten it before loading. Paper that is curled or folded may cause a jam.
- Avoid exposing opened paper to high temperatures and high humidity as dampness can be a cause of problems. Seal any remaining paper after loading in the multipurpose tray or cassettes back in the paper storage bag.
- If the machine will not be used for a prolonged period, protect all paper from humidity by removing it from the cassettes and sealing it in the paper storage bag.

**IMPORTANT**

If you print onto used paper, make sure that it is not stapled or clipped. This may damage the machine or cause poor image quality.

**NOTE**

If you use special paper such as letterhead, paper with holes or paper with pre-prints like logo or company name, refer to the following:

➡ About Paper (page 809)

# Paper Specifications available in the Cassettes

The cassettes can hold plain paper, recycled paper or color paper. The number of sheets that can be loaded in each cassette is shown below.

| Cassette | Capacity |
|---|---|
| Cassette 1 | 250 sheets (Plain paper: 80 g/m$^2$) |
| Cassette 2 | 250 sheets (Plain paper: 80 g/m$^2$) |

For details of the supported paper sizes, refer to the following:

➡ Choosing the Appropriate Paper (page 810)

For the paper type setting, refer to the following:

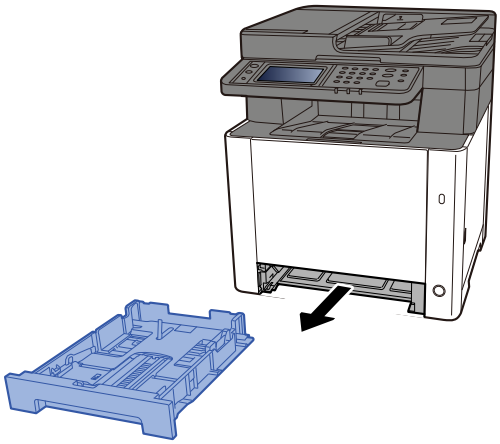
➡ [Media Type Setting] (page 417)

**IMPORTANT**

- The Cassettes 1 to 2 can hold paper with weight between 60 to 220 g/m$^2$ .
- If you are using a paper weight of 106 g/m$^2$ or more, set the media type to Thick and set the weight of the paper you are using.

# Loading in the Cassettes

**1 Pull the Cassette 1 completely out of the machine.**

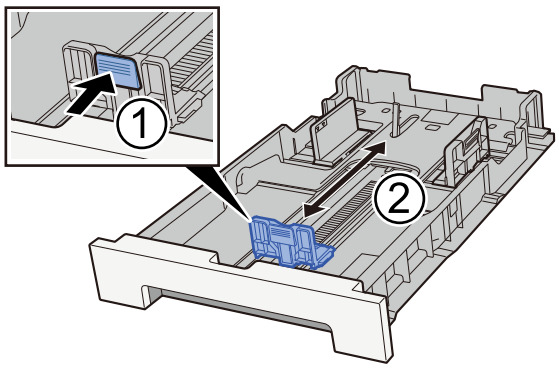


**NOTE**

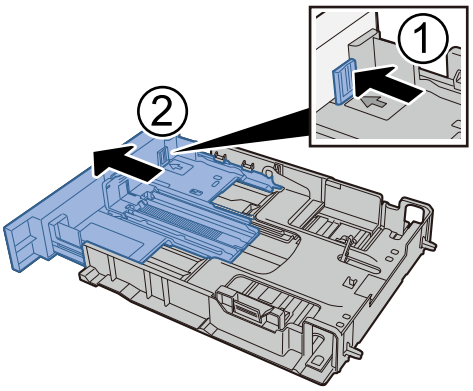
When pulling the cassette out of the machine, ensure it is supported and does not fall out.

## 2 Adjust the cassette size.

1 Adjust the paper length guide to the paper size required. Press the paper length adjusting tab and slide the guides to the paper size required.




2 Adjust the paper length guides to the paper size required. Press the paper length adjusting tab and slide the guides to the paper size required. (Cassette 1 only)



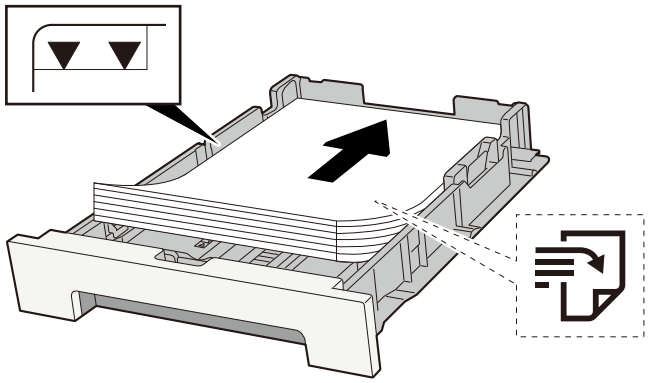

**NOTE**

It is necessary to set the paper size from the operation panel. ➡ Specifying Paper Size and Media Type (page 156)

## 3 Load paper.

1 Fan the paper, then tap it on a level surface to avoid paper jams or skewed printing.

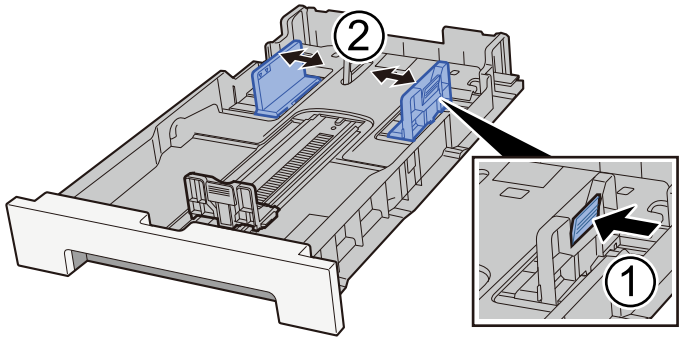
2 Load the paper in the cassette.



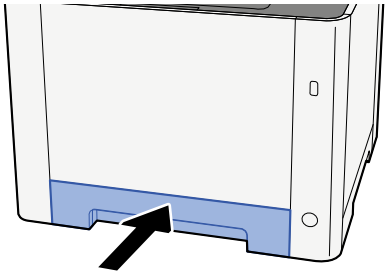
**IMPORTANT**

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan out the paper before loading it in the cassettes.

  ➡ Precaution for Loading Paper (page 147)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

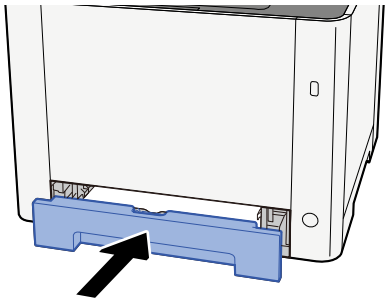


## 4 Gently push the Cassette 1 back in.



**NOTE**

When Folio, Oficio II or Legal is used, the cassette will extend out from the machine.



## 5 Display the screen.

[System Menu/Counter] > [Device Settings] > [Paper Feeding] > [Cassette/MP Tray Settings]

## 6 Configure the function

Select the paper size and paper type.

➡ [Cassette 1 Settings] to [Cassette 2 Settings] (page 413)

➡ [MP Tray Settings] (page 414)

# Paper Specifications available in the Multipurpose Tray

Up to 100 sheets of normal paper (64 g/m $^2$) can be added to the multipurpose tray.

For details of the supported paper sizes, refer to the following:

➡ Choosing the Appropriate Paper (page 810)

For the paper type setting, refer to the following:

➡ [Media Type Setting] (page 417)

Be sure to use the multipurpose tray when you print on any special paper.

**IMPORTANT**

- If you are using a paper weight of 106 g/m$^2$ or more, set the media type to Thick and set the weight of the paper you are using.

The capacity of the multipurpose tray is as follows.

- Plain paper (64 g/m $^2$), recycled paper, and colored paper: 100 sheets
- Thick paper (209 g/m $^2$): 15 sheets
- Thick paper (157 g/m $^2$): 30 sheets
- Thick paper (104.7 g/m $^2$): 50 sheets
- Hagaki (Cardstock): 30 sheets
- Envelope DL, Envelope C5, Envelope #10, Envelope #9, Envelope #6 3/4, Envelope Monarch, Youkei 4, Youkei 2: 5 sheets
- Coated: 30 sheets

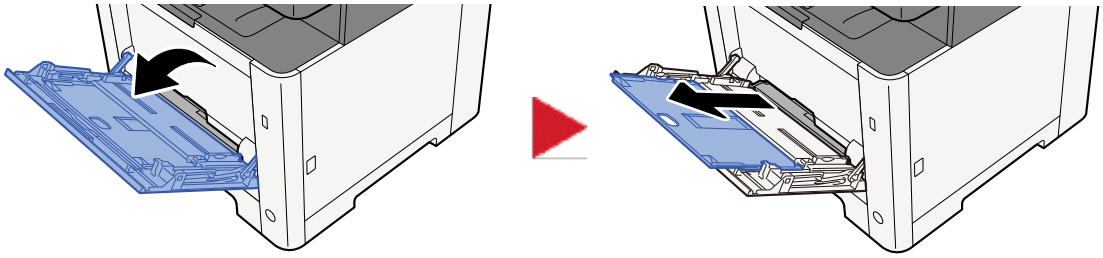
**NOTE**

- When you load custom size paper, enter the paper size by referring to the following:

  ➡ [MP Tray Settings] (page 414)

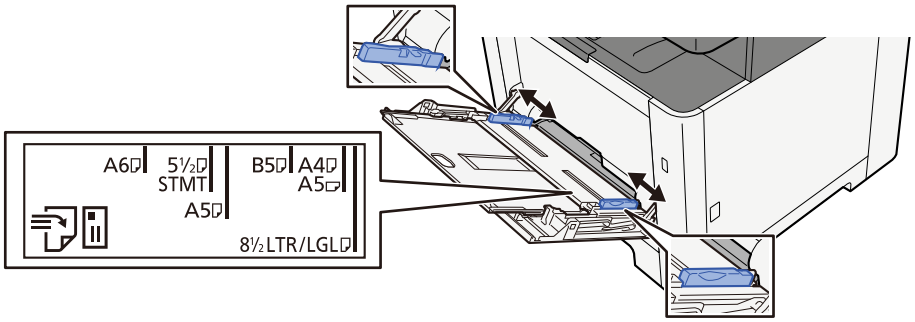
# Loading Paper in the Multipurpose Tray

## 1 Open the multipurpose tray.

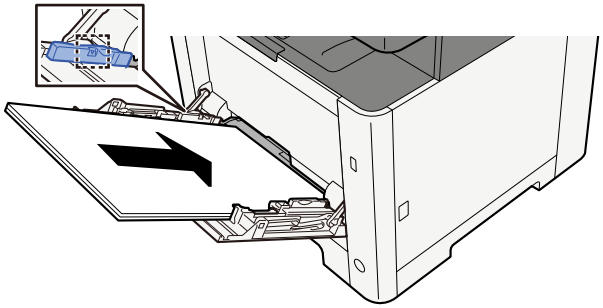


## 2 Adjust the multipurpose tray size.

Paper sizes are marked on the multipurpose tray.




## 3 Load paper.



Insert the paper along the paper width guides into the tray until it stops.

After removing new paper from its packaging, fan the paper before loading it in the multipurpose tray.

➡ Precaution for Loading Paper (page 147)

**IMPORTANT**

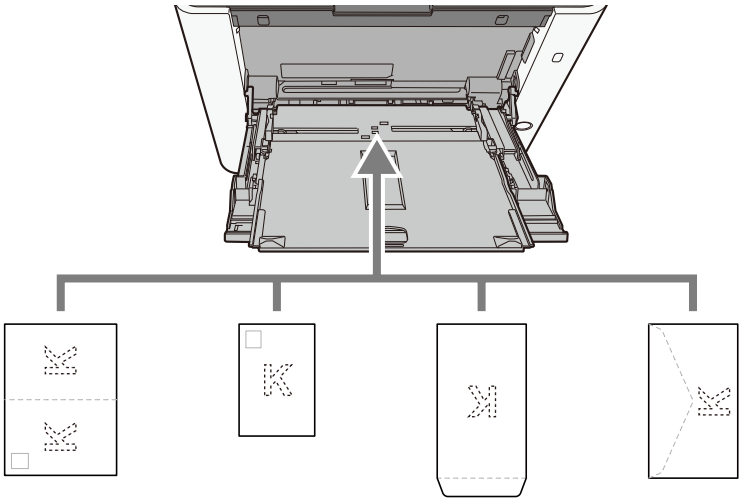
- When loading the paper, keep the print side facing up.
- Curled paper must be uncurled before use.
- When loading paper into the multipurpose tray, check that there is no paper left over in the tray from a previous job before loading the paper. If there is just a small amount of paper left over in the multipurpose tray and you want to add more, first remove the left-over paper from the tray and include it with the new paper before loading the paper back into the tray.

- If there is a gap between the paper and the paper width guides, readjust the guides to fit the paper in order to prevent skewed feeding and paper jams.
- Ensure that the loaded paper does not exceed the load limits.

When you load envelopes or cardstock in the multipurpose tray, load the paper with the print side facing up. For the procedure for printing, refer to the Printer Driver User Guide.

➡ **Printer Driver User Guide**

**Example: When printing the address.**



**IMPORTANT**

- Use unfolded Oufukuhagaki (Return postcard).
- How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.

**NOTE**

When you load envelopes in the multipurpose tray, select the envelope type by referring to the following:

➡ [MP Tray Settings] (page 414)

## 4 Specify the type of paper loaded in the multipurpose tray using the operation panel.

➡ Specifying Paper Size and Media Type (page 156)

# Specifying Paper Size and Media Type

The default paper size setting for cassette 1, for the multipurpose tray and for the optional paper feeder (cassette 2) is "A4" or "Letter", and the default media type setting is "Plain". To change the type of paper to be used in cassettes, specify the paper size and media type.

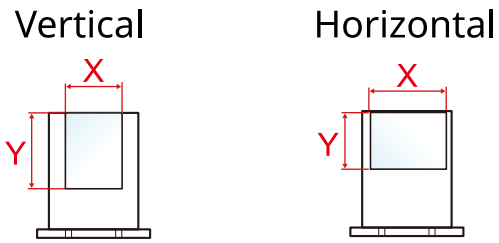
## 1 Display the screen.

[System Menu/Counter] key > [DeviceSettings] > [Paper Feeding] > Select cassette

## 2 Select the paper size and paper type.

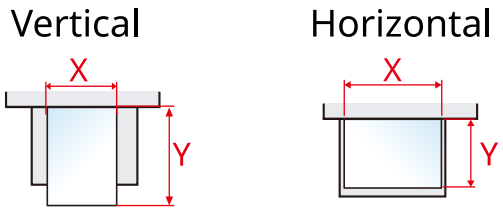
## Cassette Paper Size and Media Type

Set the size of paper and Media type used in cassettes.

| Item | Description |
|---|---|
| [Paper Size] | Select the paper size.<br>**Value (Cassette 1, 2)**<br>[A4], [A5-R], [A5], [A6], [B5], [B6], [Folio], [216 x 340 mm], [Letter], [Legal], [Statement], [Executive], [OficioII], [16K], [ISO B5], [Custom]<br>  |
| [Media Type] | **Value (Cassette 1, 2)**<br>[Plain], [Rough], [Recycled], [Preprinted], [Bond], [Color], [Prepunched], [Letterhead], [Thick], [High Quality], [Custom 1] to [Custom 8]<br>• To change to a media type other than "Plain," refer to the following<br>➡ [Media Type Setting] (page 417)<br>• When a paper weight that cannot be loaded in the cassette is set for a media type, that media type does not appear.<br>• To print on preprinted or prepunched paper or on letterhead, refer to the following:<br>➡ Paper Feed Settings (page 419) |

## Multipurpose Tray Paper Size and Media Type

Set the size of paper and media type used in the multipurpose tray.

| Item | Description |
|---|---|
| [Paper Size] | Select the paper size.<br>Value: [A4], [A5], [A5-R], [A6], [B5], [B6], [Folio], [216 x 340 mm], [Letter], [Legal], [Statement], [Statement-R], [Executive], [OficioII], [16K], [ISO B5], [Envelope #10], [Envelope #9], [Envelope #6], [Envelope Monarch], [Envelope DL], [Envelope C5], [Hagaki], [Oufukuhagaki], [Youkei 4], [Youkei 2], [Younaga 3], [Nagagata 3], [Nagagata 4], [Custom]<br>For custom paper size, set the size for each cassette.<br>➡ [Custom Paper Settings] (page 415)<br>  |
| [Media Type] | Select the media type.<br>Value: [Plain], [Transparency], [Rough], [Labels], [Recycled], [Preprinted], [Bond], [Hagaki], [Color], [Prepunched], [Letterhead], [Envelope], [Thick], [Coated], [High Quality], [Custom 1] to [Custom 8]<br>To change to a media type other than “Plain,” refer to the following.<br>➡ [Media Type Setting] (page 417)<br>To print on preprinted or prepunched paper or on letterhead, refer to the following:<br>➡ Paper Feed Settings (page 419) |

**NOTE**

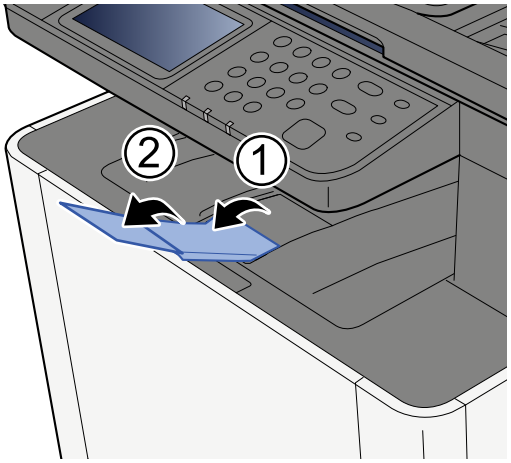
The available media types for printing received faxes are as shown below.

[Plain], [Labels], [Bond], [Recycled], [Color], [Envelope], [Hagaki], [Coated], [Thick], [High Quality], [Custom 1] to [Custom 8]

The fax function can be used on products equipped with fax capability.

# Paper Stopper

When using paper A4/Letter or larger, open the paper stopper shown in the figure.



# Preparation for Sending a Document to a Shared Folder in a PC

Check the information that needs to be set on the machine and create a folder to receive the document on your computer. Screens of Windows 10 are used in the following explanation. The details of the screens will vary in other versions of Windows.

**NOTE**

Log on to Windows with administrator privileges.

## Making a Note of the Computer Name and Full Computer Name

Check the name of the computer name and full computer name.

### 1 Display the screen.

Select the Windows [Start] button → [Windows System Tool] → [Control Panel] → [System and Security] → [System].

**NOTE**

For Windows 11, select the Windows [Start] button → [All apps] → [Settings] → [System] → [About] → [Advanced system settings].

### 2 Check the computer name.




Check the computer name and full computer name.

**Screen example:**

Computer name: PC001

Full computer name: PC001.abcdnet.com

After checking the computer name, click the [Close] button to close the "System" screen.

# Making a Note of the User Name and Domain Name

Check the domain name and user name for logging onto Windows.

## 1 Display the screen.

Click the [Start] button on the Windows and then select → [Windows System] → [Command Prompt].

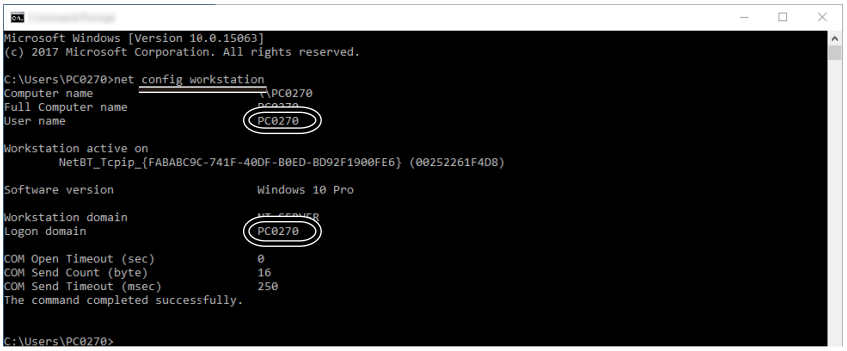
**NOTE**

For Windows 11, select the [Start] button → [All apps] → [Windows Tools] → [Command Prompts].

The Command Prompt window appears.

## 2 Check the domain name and user name.

At the Command Prompt, enter "net config workstation" and then press [Enter].




Check the user name and domain name.

**Screen example:**

User Name: PC0270

Domain Name: PC0270

# Creating a Shared Folder, Making a Note of a Shared Folder

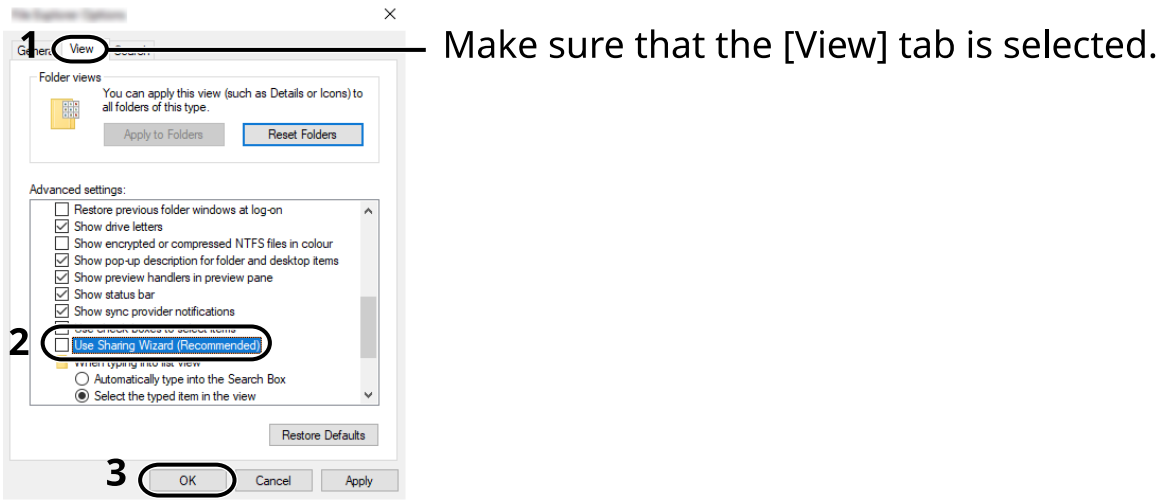
Create a shared folder to receive the document in the destination computer.

**NOTE**

If there is a workgroup in System Properties, configure the settings below to limit folder access to a specific user or group.

1 In Windows 10, open up a window in File Explorer and select [View], → [Options], and then → [Folder Options].

In Windows 11, open up a window in File Explorer and select [...], →, and then [Options].

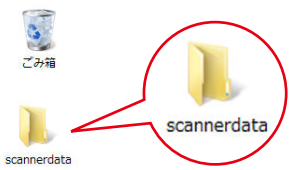



2 Remove the checkmark from [Use Sharing Wizard (Recommended)] in "Advanced settings".

3 Click [OK].

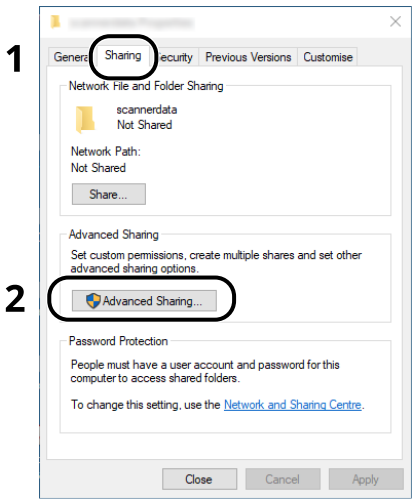
## 1 Create a folder.

Create a folder on your computer. For example, create a folder with the name "scannerdata" on the desktop.

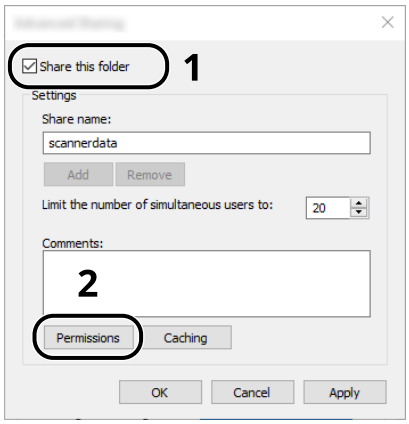


## 2 Configure permission settings.

1 Right-click the "scannerdata" folder, select [Property] →, and click [Sharing] tab, and → [Advanced Sharing].

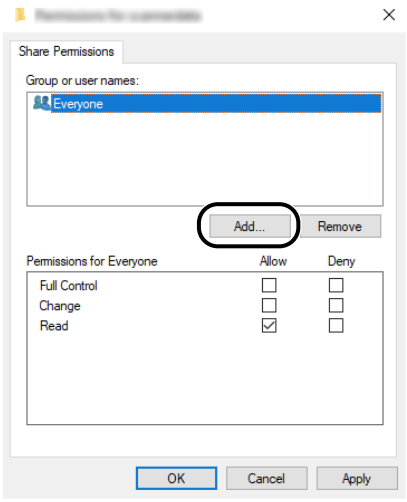



2 Select the [Share this folder] checkbox and click the [Permissions] button.

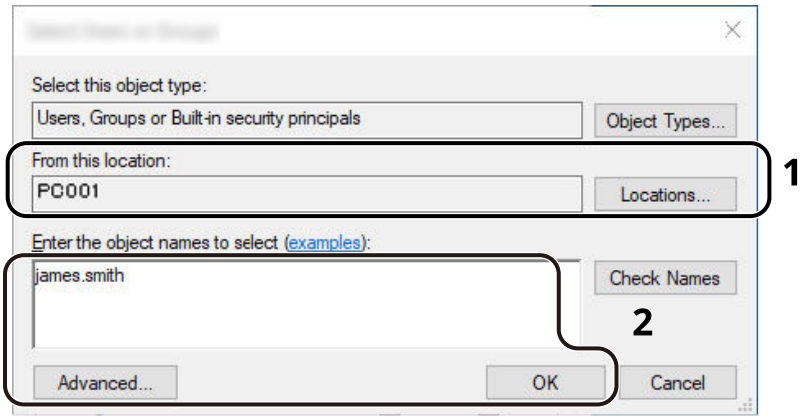



3 Make a note of the Share name.

4 Click the [Add] button.




5 Specify the location.




1 If the computer name that you made a note is the same as the domain name:

If the computer name is not shown in the "From this location" , click the [Locations] button, select the computer name, and click the [OK] button.

Example: PC001

If the computer name that you made a note is not the same as the domain name:

If the text after the first dot (.) in the full computer name that you made a note of does not appear in the "From this location" , click the [Locations] button, select the text after the dot (.), and click the [OK] button.

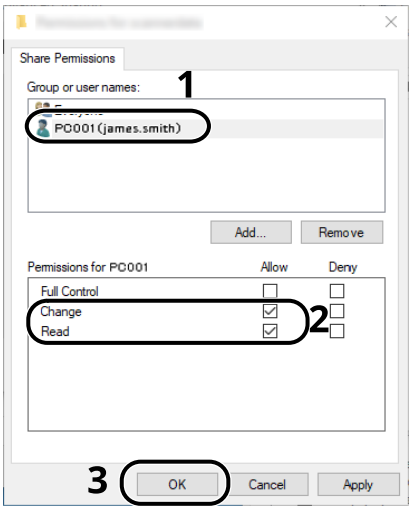
Example: abcdnet.com

➡ Making a Note of the Computer Name and Full Computer Name (page 159)

2 Enter the user name that you made a note of on page in the text box, and click the [OK] button.

Also the user name can be made by clicking the [Advanced] button and selecting a user.

6 Set the access permission for the user selected.




1 Select the user you entered.

2 Select the [Allow] checkbox of "Change" and "Read"

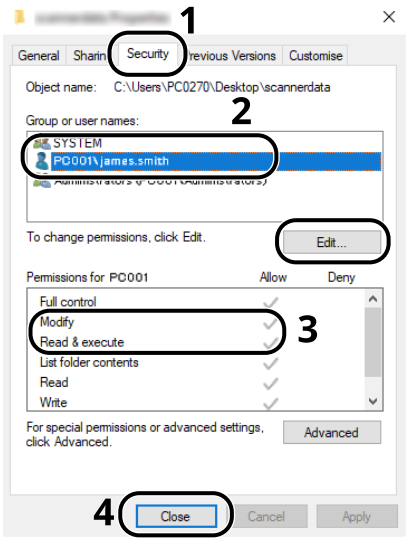
3 Click the [OK] button.

**NOTE**

"Everyone" gives sharing permission to everyone on the network. To strengthen security, it is recommended that you select "Everyone" and remove the [Allow] checkmark of "Read".

7 Click the [OK] button in the "Advanced Sharing" screen to close the screen.

**8** Check the details set in the [Security] tab.




1 Select the [Security] tab.

2 Select the user you entered.

If the user does not appear on "Group or user names", click [Edit] button to add user in a similar way of "configuration of permission settings".

3 Make sure that checkmarks appear on [Allow] checkbox for the "Modify" and "Read & execute".

4 Click the [Close] button.

# Configuring Windows Firewall

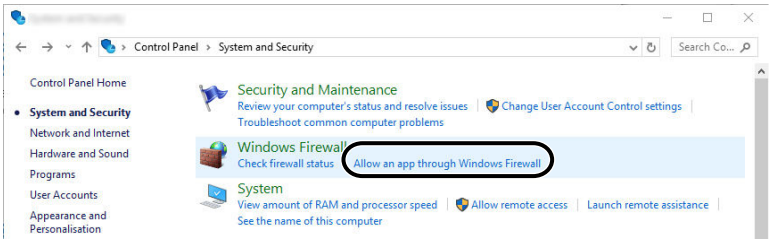
Permit sharing of files and printers and set the port used for SMB transmission.

**NOTE**

Log on to Windows with administrator privileges.

## 1 Check file and printer sharing.

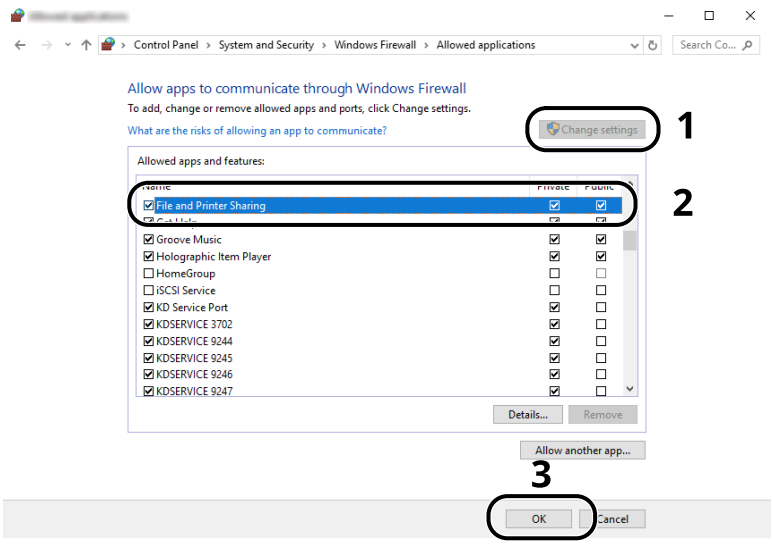
1 Select the Windows [Start] button → [Windows System] → [Control Panel] → [System and Security] → [Allow an app through Windows Firewall].




**NOTE**

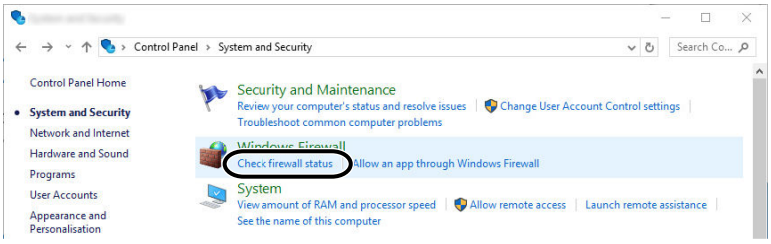
- For Windows 11, select the Windows [Start] button → [All apps] → [Windows Tools] → [Control Panel] → [System and Security] → [Allow an app through Windows Firewall].
- If the User Account Control dialog box appears, click the [Continue] button.

2 Select the [File and Printer Sharing] checkbox.

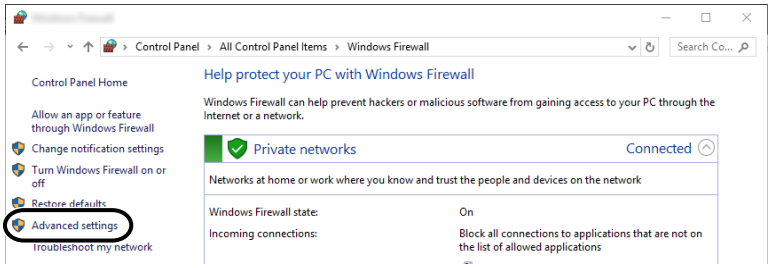


## 2 Add a port.

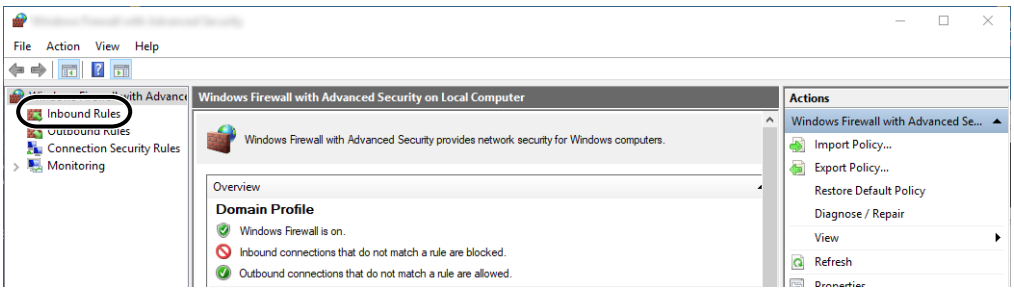
1 Select the Windows [Start] button → [Windows System] → [Control Panel] → [System and Security] → [Check firewall status].



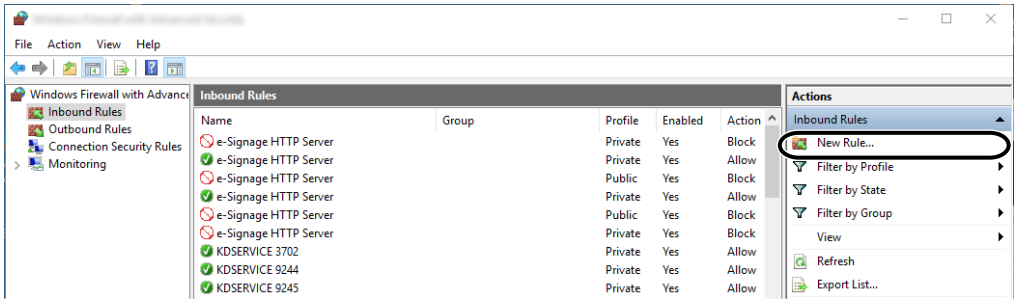

2 Select [Advanced settings].



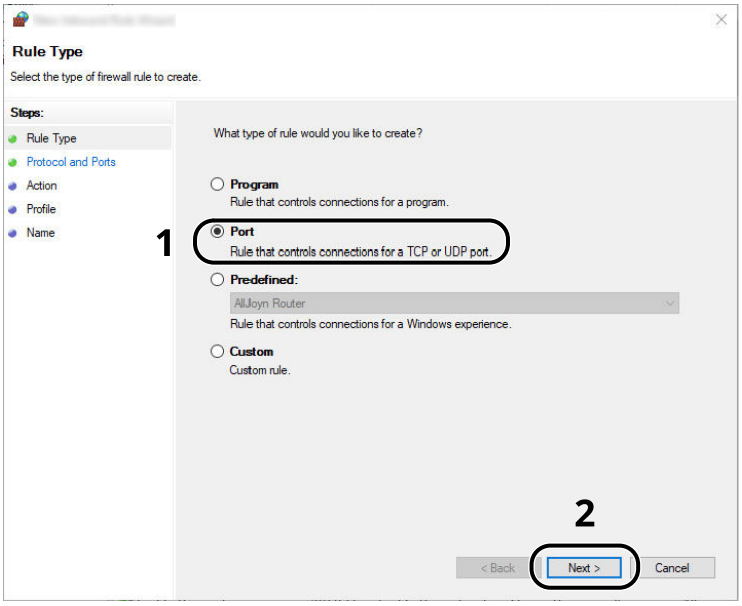

3 Select [Inbound Rules].



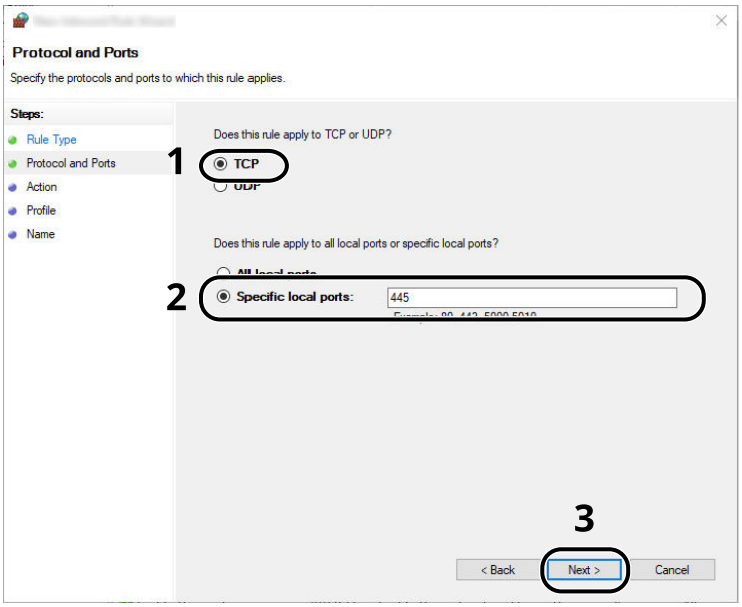

4 Select [New Rules].



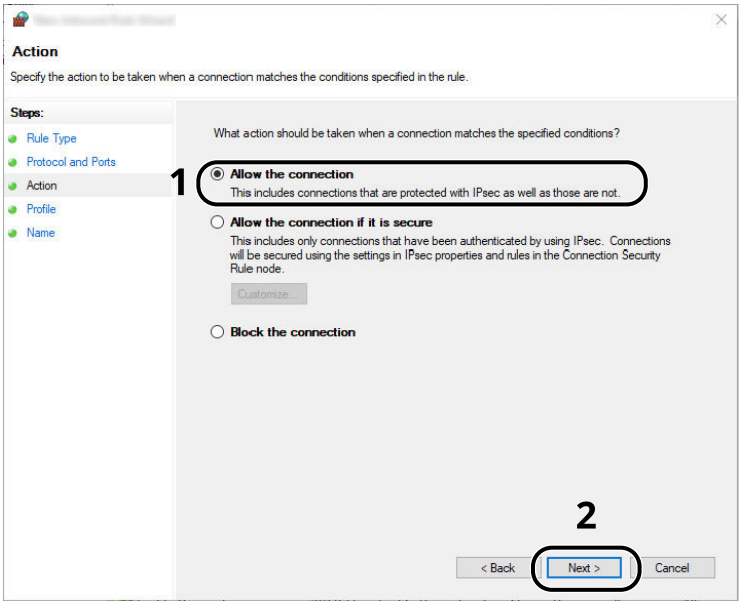
5 Select [Port].



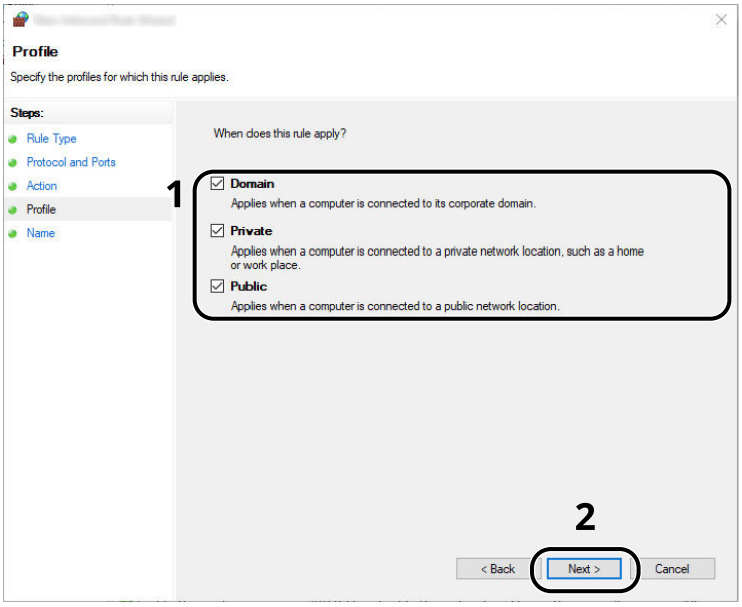

6 Select [TCP] as the port to apply the rule to. Then select [Specific local ports] and enter "445" then click [Next].



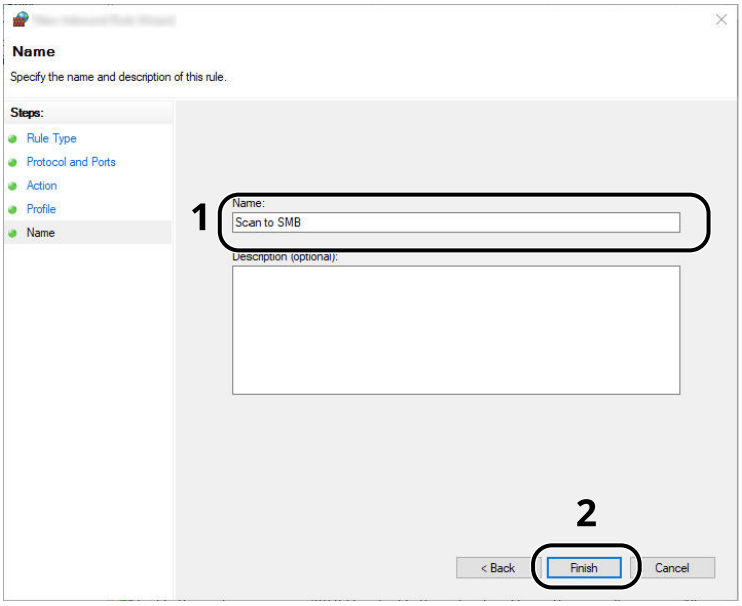
7 Select [Allow the connection] and click the [Next] button.




8 Make sure all checkboxes are selected and click the [Next] button.



9 Enter "Scan to SMB" in "Name" and click [Finish].



# Scan to Folder Setup Tool for SMB

An environment for sending a document to Windows can be set up smoothly by using the Scan to Folder Setup Tool for SMB downloaded from Download Center (https://kyocera.info/).

By operating the Scan to Folder Setup Tool for SMB, you can configure the following settings.

- Create a shared folder in a PC for receiving documents:

  A new folder can be easily created on the desktop. Also, the newly created folder is automatically set as a shared folder.

- Set the created shared folder as an address on this machine:

  Information about such things as the name of the computer and shared names for the shared folder is easily recorded in the address book of this machine with a sequence of actions. Can also be registered on the One Touch Keys.

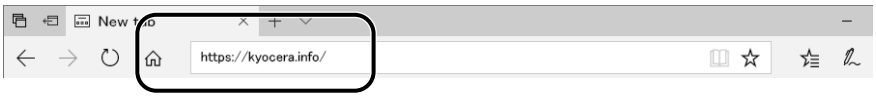
**NOTE**

- Log on to Windows with administrator privileges.
- If user login administration is enabled, log in with administrator privileges or as a user with execution authority.

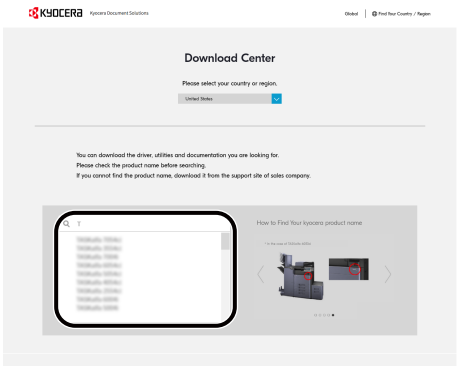
## 1 Download a software from the website.

1 Launch your Web browser.

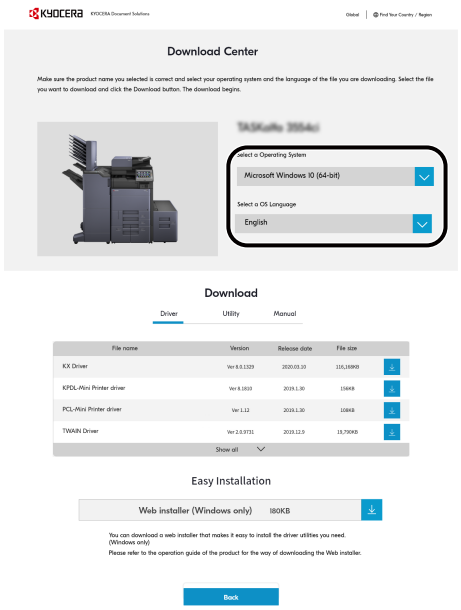
2 Enter "https://kyocera.info/" to the browser's address bar or location bar.




3 Enter and search the product name, and select this product from the candidate list.

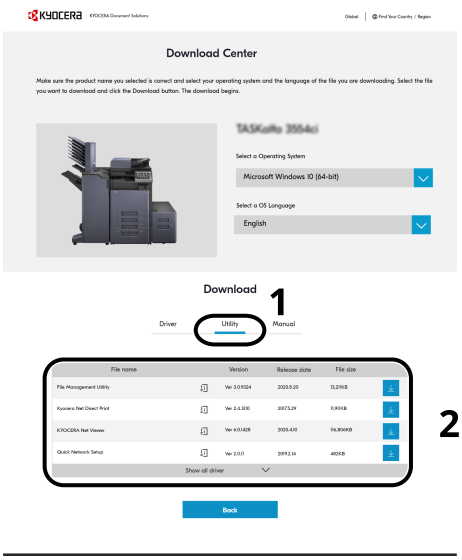


4 Change the selected operating system and its language setting as needed.




5 "Utility" tab > ⬇ of "Scan to Folder Setup Tool for SMB"

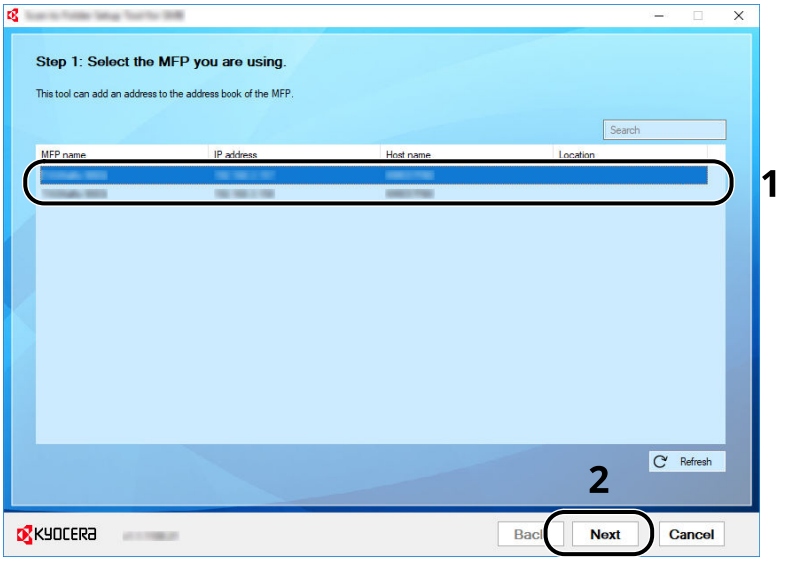
The Scan to Folder Setup Tool for SMB will be downloaded.




6 Double-click the downloaded installer to launch.

## 2 Configure the settings.

1 Select the device to use and click [Next].

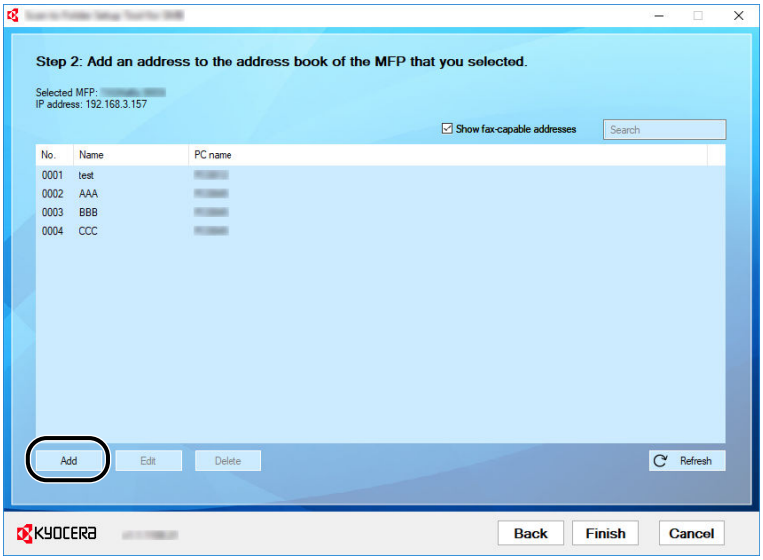



**NOTE**

- The machine cannot be detected unless it is on. If the computer fails to detect the machine, verify that it is connected to the computer via a network cable and that it is turned on and click [Refresh].
- If user administration is valid on this machine, the user authentication screen appears. Log in with administrator privileges or as a user with execution authority.

The address book of the device appears.

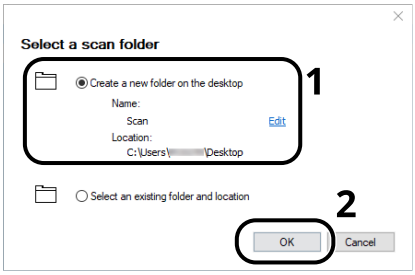
2 Select [Add].




**NOTE**

- Clicking on [Edit] after selecting the registered address allows you to change the content of the registration.
- Unchecking the [Show fax-capable addresses] check-box will hide the address containing the fax.

3 Create a new folder.

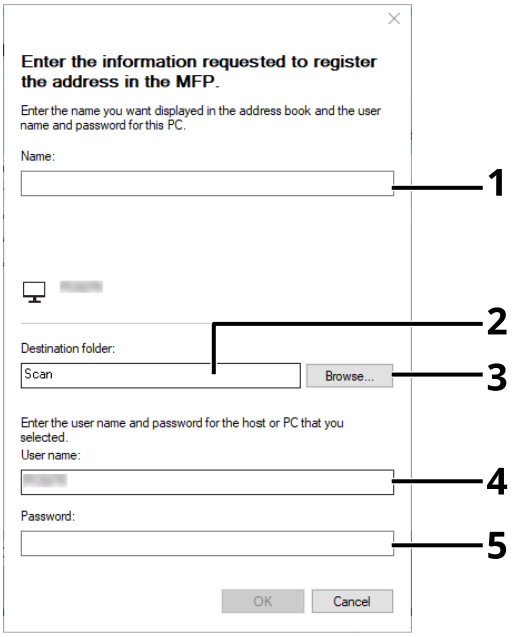



Select "Create a new folder on the desktop" and click [OK] to create a new folder on the desktop. (The default folder name is "Scan".)

**NOTE**

- Click [Edit] to change the desktop folder name.
- Selecting [Select an existing folder and address] allows you to select an existing folder that is already set as a shared folder on the PC.

4 Enter the information requested to register the address.




1 Enter the name for display in the address book.

2 Display the folder name and path to the shared folder.

3 Shared folders can be selected from a PC on the network.

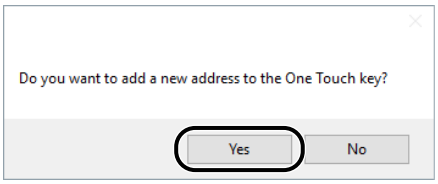
4 Display the user name of the selected PC.

5 Enter the password corresponds to the log in user name of the selected PC.

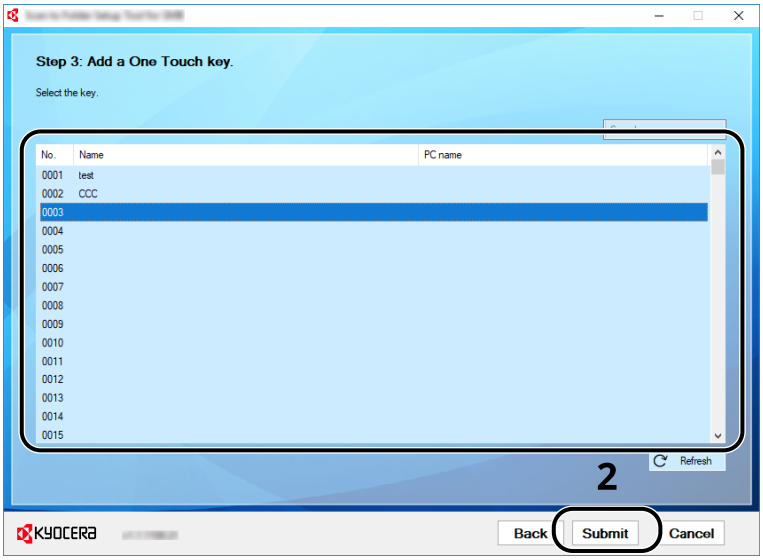
5 Click [OK] to register the address to the address book.

6 Click [Close].

7 To register the registered address in a One Touch key, click [Yes].



8 Select a One Touch Key with no registered destination, and click [Submit].




9 Click [Close].

10 Click [Finish] to exit the Scan to Folder Setup Tool for SMB.

# Registering Destinations in the Address Book

Save frequently used destinations to the Address Book or One Touch Keys. The saved destinations can be changed. The destinations are available for Send as E-mail, Send to Folder, and Fax Transmission (Only on products with the fax function installed).

**NOTE**

- Registering and editing of the Address Book can also be done in Command Center RX.

  ➡ Registering Destinations (page 134)
- Editing of the Address Book and One Touch Keys can be restricted to administrators.

  ➡ One-Touch Key (page 445)

## Adding a Destination (Address Book)

Add a new destination to the Address Book. There are two registering methods, contacts and groups. When adding a group, enter the group name and select group members from the Address Book.

**NOTE**

If registering and editing of the Address Book is restricted to administrators, you can edit the Address Book by logging in with administrator privileges.

➡ One-Touch Key (page 445)

➡ **Command Center RX User Guide**

### Registering an Address (E-mail Address)

The registering method of an E-mail address to Address Book is as follows.

**1 Display the screen.**

[System Menu/Counter] key > [Function Settings] > [Address Book] > [Add/Edit Machine Address Book] > [Menu] > [Add] > [Contact]

## 2 Add the name.

1 Enter the destination name to be displayed on the Address Book.

**NOTE**

For details on entering characters, refer to the following:

➡ Character Entry Method (page 805)

2 Enter an address number.

To have the number assigned automatically, select [Auto] (000).

**NOTE**

- Address Number is an ID for a destination. You can select any available number out of 200 numbers for contacts and 50 numbers for groups.
- If you specify an address number that is already in use, an error message appears when you select [Register] and the number cannot be registered. If you set [Auto] (000) as the address number, the address is registered under the lowest available number.

## 3 Add the address.

1 Select ✉.

2 Select the entry field, and enter the E-mail address.

**NOTE**

For details on entering characters, refer to the following:

➡ Character Entry Method (page 805)

## 4 Check if the destination entry is correct > [Register]

The destination is added to the Address Book.

To add a new address to the One Touch Key, select [Register] and follow the on-screen instructions to enter the necessary information.

**NOTE**

Refer to the following for registering the One Touch Key.

➡ Adding a Destination on One Touch Key (page 189)

# Registering an Address (Folder (SMB) Address)

The registering method of a folder (SMB) address to Address Book is as follows.

## 1 Display the screen.

[System Menu/Counter] key > [Function Settings] > [Address Book] > [Add/Edit Machine Address Book] > [Menu] > [Add] > [Contact]

## 2 Add the name.

1 Enter the destination name to be displayed on the Address Book.

**NOTE**

For details on entering characters, refer to the following:

➡ Character Entry Method (page 805)

2 Enter an address number.

To have the number assigned automatically, select [Auto] (000).

**NOTE**

- Address Number is an ID for a destination. You can select any available number out of 200 numbers for contacts and 50 numbers for groups.
- If you specify an address number that is already in use, an error message appears when you select [Register] and the number cannot be registered. If you set [Auto] (000) as the address number, the address is registered under the lowest available number.

## 3 Add the address.

1 Select SMB.

2 To directly specify the SMB folder, enter "Host Name", "Port", "Folder Path", "Login User Name" and "Login Password".

**NOTE**

For the computer name, share name, domain name, and user name, enter the information that you noted when you created the shared folder. For details on creating shared folders, refer to the following:

➡ Preparation for Sending a Document to a Shared Folder in a PC (page 159)

You can search for a folder on a PC on the network. Select [Search Folder from Network] or [Search Folder by Host Name]. Select the folder from the Search Results list.

**NOTE**

- If you selected [Search Folder from Network], you can search all PCs on the network for a destination.
- If you selected [Search Folder by Host Name], you can enter the "Domain/Workgroup", and "Host Name" to search PCs on the network for the destination.
- A maximum of 500 addresses can be displayed. Select the host name (PC name) that you want to specify in the screen that appears, and select [OK]. The login user name and login password entry screen appears.
- After you enter the login user name and login password name of the destination PC, the shared folders appear. Select the folder that you want to specify and select [OK]. The address of the selected shared folder is set.

The table below explains the items to be entered.

**"Host Name"**

Computer name.

Specify "Host name" or "IP address". To enter the IPv6 address, enclose the address in brackets [ ].

(Example: [2001:db8:a0b:12f0::10])

**"Port"**

Port number

If the port number is not specified, the default port number is 445.

**"Folder Path"**

Share name.

For example: scannerdata

If saving in a folder in the shared folder:

share name\folder name in shared folder

**"Login User Name"**

- If the computer name and domain name are the same

  User Name

  For example: james.smith.

- If the computer name and domain name are different

  Domain name\User name

  For example: abcdnet\james.smith

  If the computer name and domain name are different because "\" is not available, use @ to enter the user name in the following format:

User name@Domain name

(Example: james.smith@abcdnet)

**"Login Password"**

Windows logon password

(Case sensitive)

**NOTE**

- For details on entering characters, refer to the following:

  ➡ Character Entry Method (page 805)

- Select [Connection Test] to check the connection to the server you chose. If the connection fails, check the entries you made.

## 4 Check if the destination entry is correct > [Register]

The destination is added to the Address Book.

To add a new address to the One Touch Key, select [Register] and follow the on-screen instructions to enter the necessary information.

**NOTE**

Refer to the following for registering the One Touch Key.

➡ Adding a Destination on One Touch Key (page 189)

# Registering an Address (Folder (FTP) Address)

The registering method of a folder (FTP) address to Address Book is as follows.

## 1 Display the screen.

[System Menu/Counter] key > [Function Settings] > [Address Book] > [Add/Edit Machine Address Book] > [Menu] > [Add] > [Contact]

## 2 Add the name.

1 Enter the destination name to be displayed on the Address Book.

**NOTE**

For details on entering characters, refer to the following:

➡ Character Entry Method (page 805)

2 Enter an address number.

To have the number assigned automatically, select [Auto] (000).

**NOTE**

- Address Number is an ID for a destination. You can select any available number out of 200 numbers for contacts and 50 numbers for groups.
- If you specify an address number that is already in use, an error message appears when you select [Register] and the number cannot be registered. If you set [Auto] (000) as the address number, the address is registered under the lowest available number.

## 3 Add the address.

1 Select FTP.

2 Enter "Host Name", "Port", "Folder Path", "Login User Name" and "Login Password".

The table below explains the items to be entered.

**"Host Name"**

Host name or IP address of FTP server

To enter the IPv6 address, enclose the address in brackets [ ].

(Example: [2001:db8:a0b:12f0::10])

**"Port"**

Port number

If the port number is not specified, the default port number is 21.

**"Folder Path"**

Path for the file to be stored.

For example: User\ScanData

If no path is entered, the file is stored in the home directory.

When the FTP server is based on Linux/UNIX, the path including the sub-folder is combined by the slash "/" not using the back-slash.

**"Login User Name"**

FTP server login user name

**"Login Password"**

FTP server login password

**NOTE**

- For details on entering characters, refer to the following:

  Character Entry Method (page 805)

- Select [Connection Test] or [Connection Test (Encrypted TX)] to check the connection to the server you chose. If the connection fails, check the entries you made.

## 4 Check if the destination entry is correct > [Register]

The destination is added to the Address Book.

To add a new address to the One Touch Key, select [Register] and follow the on-screen instructions to enter the necessary information.

**NOTE**

Refer to the following for registering the One Touch Key.

Adding a Destination on One Touch Key (page 189)

## Add the group

Compile two or more contacts into a group. Designations in the group can be added at the same time. When adding a group, a maximum of 50 groups can be added in the Address Book.

**NOTE**

To add a group, you need individually added destinations. Register one or more individual destinations as needed before proceeding. Up to 100 destinations for the E-mail, FAX, and a total of 5 destinations for the FTP and SMB can be registered per group.

### 1 Display the screen.

[System Menu/Counter] key > [Function Settings] > [Address Book] > [Add/Edit Machine Address Book] > [Menu] > [Add] > [Group]

### 2 Add the name.

1 Enter an address number.

To have the number assigned automatically, select [Auto] (000).

**NOTE**

- Address Number is an ID for a destination. You can select any available number out of 200 numbers for contacts and 50 numbers for groups.
- If you specify an address number that is already in use, an error message appears when you select [Register] and the number cannot be registered. If you set [Auto] (000) as the address number, the address is registered under the lowest available number.

2 Enter the group name displayed on the Address Book.

**NOTE**

For details on entering characters, refer to the following:

➡ Character Entry Method (page 805)

### 3 Select the destinations.

1 Select destinations (contacts), then [OK] to add to the group.

Put a checkmark in the checkbox to select an item and remove the checkmark to cancel the selection.

**NOTE**

Destinations can be sorted or searched by destination name or address number.

➡ Choosing from the Address Book (page 284)

## 4 Check if the group entry is correct > [Register]

The group is added to the Address Book.

To add a new address to the One Touch Key, select [Register] and follow the on-screen instructions to enter the necessary information.

**NOTE**

Refer to the following for registering the One Touch Key.

➡ Adding a Destination on One Touch Key (page 189)

# Editing Contact Address in Address Book

Edit the destinations (contacts) you added to the Address Book.

## 1 Display the screen.

1. [System Menu/Counter] key > [Function Settings] > [Address Book] > [Add/Edit Machine Address Book]

## 2 Edit a contact address.

1. Change "Name", "Address Number" and destination type and address.
   - Registering an Address (E-mail Address) (page 177)
   - Registering an Address (Folder (SMB) Address) (page 179)
   - Registering an Address (Folder (FTP) Address) (page 182)
2. [Save] > [OK]

   Register the changed destination.

# Editing Group Address in Address Book

Edit the destinations (group address) you added to the Address Book.

## 1 Display the screen.

1. [System Menu/Counter] key > [Function Settings] > [Address Book] > [Add/Edit Machine Address Book]

## 2 Edit a destination to a group.

1. Change "Name" and "Address Number".

   ➡ Add the group (page 184)

2. Change the destination.

   Put a checkmark in the checkbox to select an item and remove the checkmark to cancel the selection.

3. [Save] > [OK]

   Register the changed destination.

## Deleting Address Book Entries

Delete the destinations (contacts) you added to the Address Book.

### 1 Display the screen.

1 [System Menu/Counter] key > [Function Settings] > [Address Book] > [Add/Edit Machine Address Book]

**NOTE**

Destinations and group can be sorted or searched by destination name or address number.

➡ Choosing from the Address Book (page 284)

### 2 [Menu] > [Delete] > [Delete]

Delete the contact or group.

# Adding a Destination on One Touch Key

Assign a new destination (contact or group) to a one touch key.

**NOTE**

- Refer to the following for use of One Touch Key.

  ➡ Choosing from One Touch Key (page 286)
- You can add One Touch Keys and edit their settings on Command Center RX.

  ➡ **Command Center RX User Guide**
- If registering and editing of the One Touch Keys is restricted to administrators, you can edit the One Touch Keys by logging in with administrator privileges.

  ➡ One-Touch Key (page 445)

  ➡ **Command Center RX User Guide**

## 1 Display the screen.

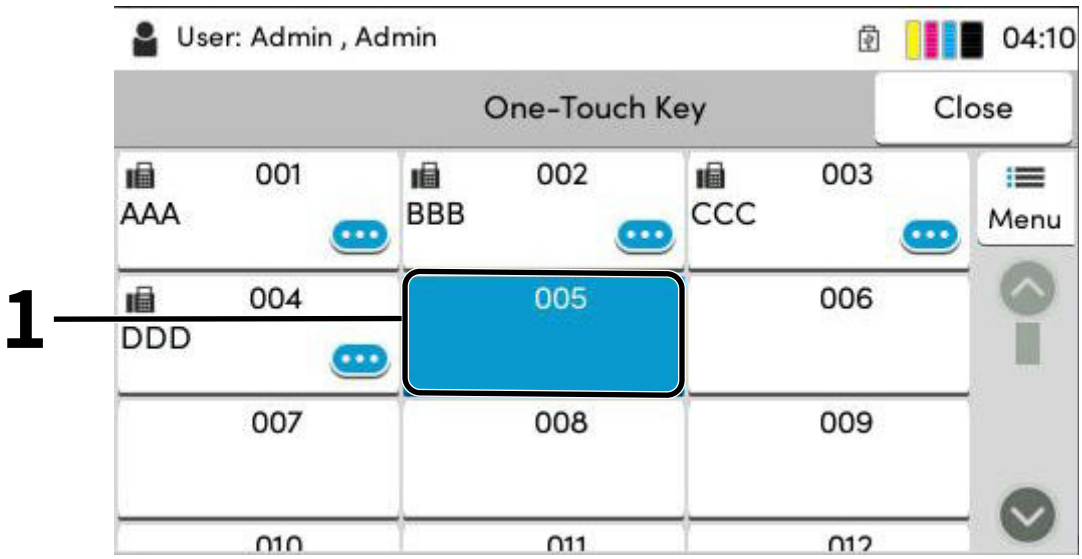
[System Menu/Counter] key > [Function Settings] > [One-Touch Key] > [Add/Edit One-Touch Key]

## 2 Add One Touch Keys.

1 Select a One Touch Key number for the destination > [Menu] > [Add/Edit]

Enter a number in [Search (No.)] and select (search icon) to display that One Touch Key.

Select a One Touch Key with no registered destination.




2 Enter the One Touch Key name displayed in the send base screen.

**NOTE**

For details on entering characters, refer to the following:

➡ Character Entry Method (page 805)

3 Select [Destination].

The Address Book appears.

4 Select a destination (contact or group) to add to the One Touch Key number > [OK]

Selecting (information icon) shows the detailed information of the selected destination.

**NOTE**

Destinations can be sorted or searched by destination name or address number.

➡ Choosing from the Address Book (page 284)

5 Select [OK].

The destination will be added to the One Touch Key.

## Editing the Destination to the One Touch Key

### 1 Display the screen.

1 [System Menu/Counter] key > [Function Settings] > [One-Touch Key] > [Add/Edit One-Touch Key]

Enter a number in [Search (No.)] and select (search icon) to display that One Touch Key.

**NOTE**

Select (information icon) for the One Touch Key to display the information registered in the One Touch Key.

### 2 Change the Registered Information.

1 Change "Display Name".

**NOTE**

For details on entering characters, refer to the following:

➡ Character Entry Method (page 805)

2 Select [Destination], and select a new destination (contact or group). Selecting (information icon) shows the detailed information of the selected destination.

**NOTE**

Destinations can be sorted or searched by destination name or address number.

➡ Choosing from the Address Book (page 284)

3 [OK] > [OK]

The destination will be added to the One Touch Key.

# Deleting the Destination to the One Touch Key

## 1 Display the screen.

1 [System Menu/Counter] key > [Function Settings] > [One-Touch Key] > [Add/Edit One-Touch Key]
Enter a number in [Search (No.)] and select (search icon) to display that One Touch Key.

## 2 Delete the Registered Information.

[Menu] > [Delete] > [Delete]

The data registered in the One Touch Key is deleted.

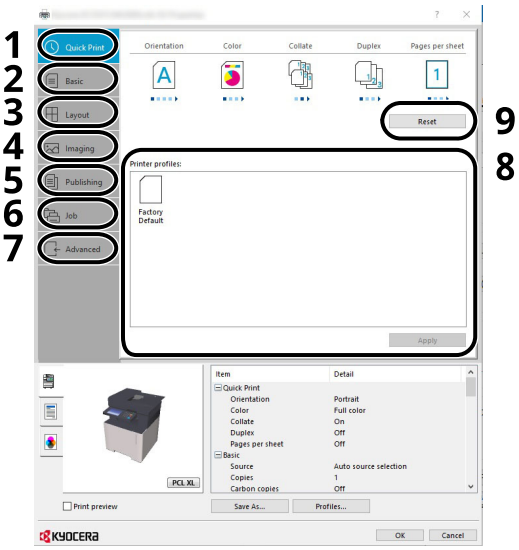
# 4 Print from PC

Printer Driver Print Settings Screen ..... 193
Printing from PC ..... 197
Printing from the Mobile Device ..... 208
Printing Data Saved in the Printer ..... 211
Monitoring the Printer Status (Status Monitor) ..... 226

# Printer Driver Print Settings Screen

The printer driver print settings screen allows you to configure a variety of print-related settings.

➡ **Printer Driver User Guide**




**1 [Quick Print] tab**

Provides icons that can be used to easily configure frequently used functions. Each time you click an icon, it changes to an image resembling the print results and applies the settings.

**2 [Basic] tab**

This tab groups basic functions that are frequently used. You can use it to configure the paper size, destination, and duplex printing.

**3 [Layout] tab**

This tab lets you configure settings for printing various layouts, including booklet printing, combine mode, poster printing, and scaling.

**4 [Imaging] tab**

This tab lets you configure settings related to the quality of the print results.

**5 [Publishing] tab**

This tab lets you create covers and inserts for print jobs and put inserts between sheets of OHP film.

**6 [Job] tab**

This tab lets you configure settings for saving print data from the computer to the machine. Regularly used documents and other data can be saved to the machine for easy printing later. Since saved documents can be printed directly from the machine, this function is also convenient when you wish to print a document that you don't want others to see.

**7 [Advanced] tab**

This tab lets you configure settings for adding text pages or watermarks to print data.

**8 [Profiles]**

Printer driver settings can be saved as a profile. Saved profiles can be recalled at any time, so it's a convenient practice to save frequently used settings.

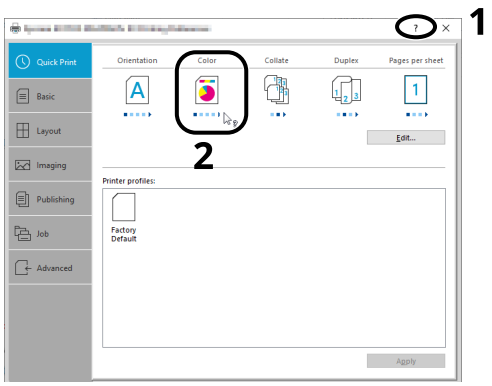
**9 [Reset]**

Click to revert settings to their initial values.

# Displaying the Printer Driver Help

The printer driver includes Help. To learn about print settings, open the printer driver print settings screen and display Help as explained below.

## 1 Click the [?] button in the upper right corner of the screen.




## 2 Click the item you want to know about.

**NOTE**

The Help appears, even when you click the item you want to know about and press the [F1] key on your keyboard.

# Changing the Default Printer Driver Settings (Windows 10)

The default printer driver settings can be changed. By selecting frequently used settings, you can omit steps when printing. For the settings, refer to the following:

➡ **Printer Driver User Guide**

1. **Click [Start] button on the Windows and then select → [Windows System] → [Control Panel] and → [Devices and Printers].**
2. **Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.**
3. **Click the [Preference...] button on the [General] tab.**
4. **Select the default settings and click the [OK] button.**

# Changing the Default Printer Driver Settings (Windows 11)

The default printer driver settings can be changed. By selecting frequently used settings, you can omit steps when printing. For the settings, refer to the following:

➡ **Printer Driver User Guide**

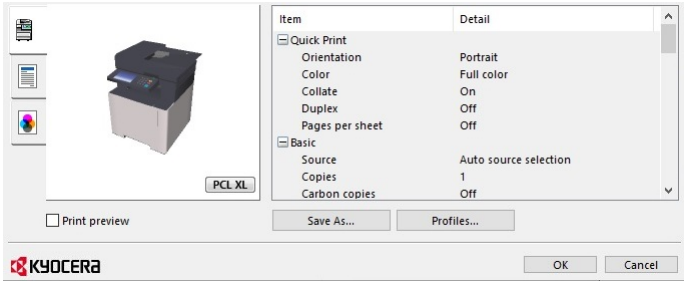
1. **Click the [Start] button → [Control Panel] → [Devices and Printers]**
2. **Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.**
3. **Click the [Preference...] button on the [General] tab.**
4. **Select the default settings and click the [OK] button.**

# Printing from PC

This section provides the printing method using the KX DRIVER.

**NOTE**

- To print the document from applications, install the printer driver downloaded from Download Center (https://kyocera.info/) on your computer.
- In some environments, the current settings are displayed at the bottom of the printer driver.




- When printing the cardstock or envelopes, load the cardstock or envelopes in the multipurpose tray before performing the following procedure.

  ➡ Loading Paper in the Multipurpose Tray (page 154)

## Printing on Standard Size Paper

If you loaded a paper size that is included in the print sizes of the machine, select the paper size in the [Basic] tab of the print settings screen of the printer driver.

**NOTE**

Specify the paper size and media type to print from the operation panel.

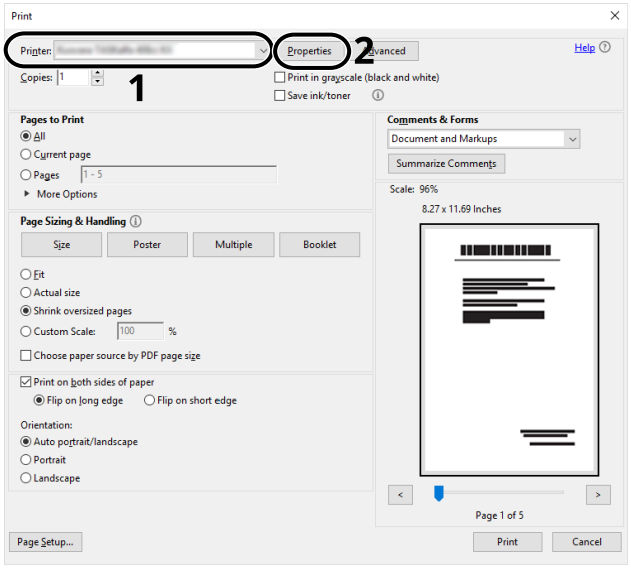
➡ Paper Feeding (page 413)

### 1 Display the screen.

Click [File] and select [Print] in the application.

## 2 Configure the settings.

1 Select the machine from the "Printer" menu and click the [Properties] button.



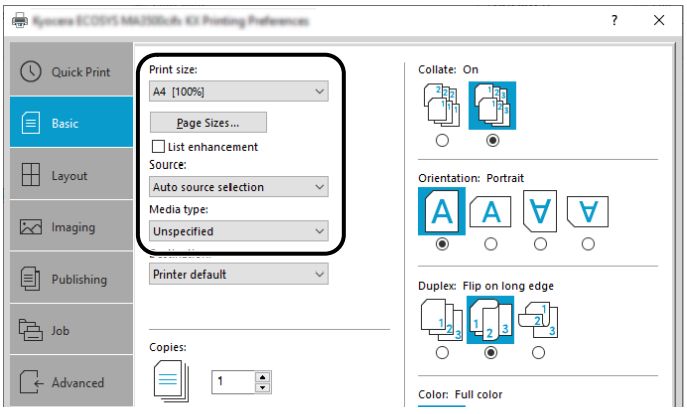

2 Select the [Basic] tab.

3 Click "Print size" menu and select the paper size to use for printing.

To load the paper of size that is not included in print sizes of the machine such as cardstock or envelopes, the paper size needs to be registered.

➡ Printing on Non-standard Size Paper (page 199)

To print on the special paper such as thick paper or transparency, click "Media type" menu and select the media type.




4 Click [OK] button to return to the Print dialog box.

## 3 Start printing.

Click the [OK] button.

# Printing on Non-standard Size Paper

If you loaded a paper size that is not included in the print sizes of the machine, register the paper size in the [Basic] tab of the print settings screen of the printer driver.

The registered size can be selected from the "Print size" menu.

**NOTE**

Specify the paper size and media type to print from the operation panel.

➡ Paper Feeding (page 413)

## 1 Display the screen.

1 Select the Windows [Start] button → [Windows System Tool] → [Control Panel] → [Devices and Printers].

**NOTE**

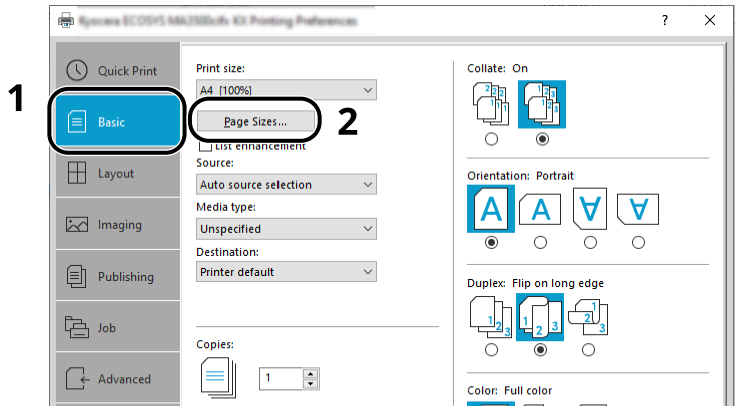
For Windows 11, select the [Start] button → [All apps] → [Windows Tools] → [Control Panel] → [Devices and Printers].

2 Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.

3 Click the [Preferences] button on the [General] tab.

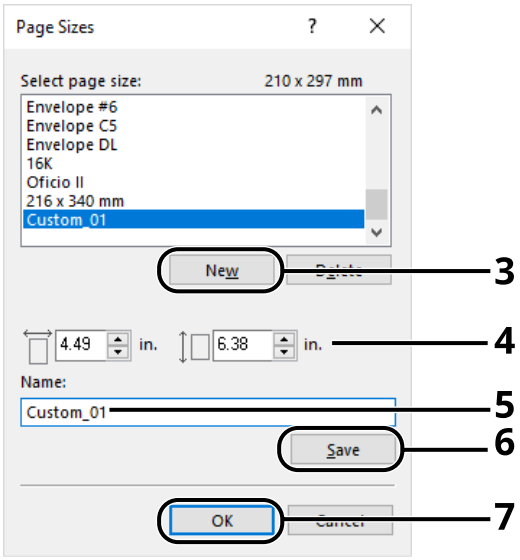
## 2 Register the group.

1 Click the [Basic] tab.




2 Click the [Page Sizes] button.

3 Click the [New] button.



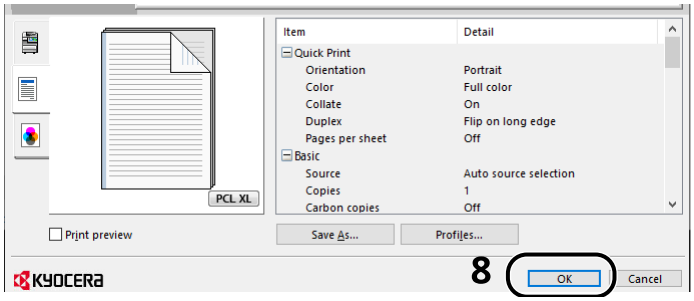

4 Enter the paper size.

5 Enter the name of the paper.

6 Click the [Save] button.

7 Click the [OK] button.

8 Click the [OK] button.

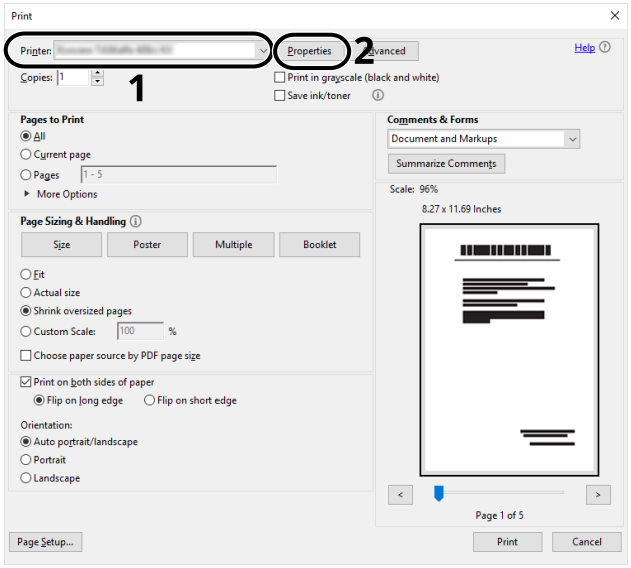



## 3 Display the print settings screen.

Click [File] and select [Print] in the application.

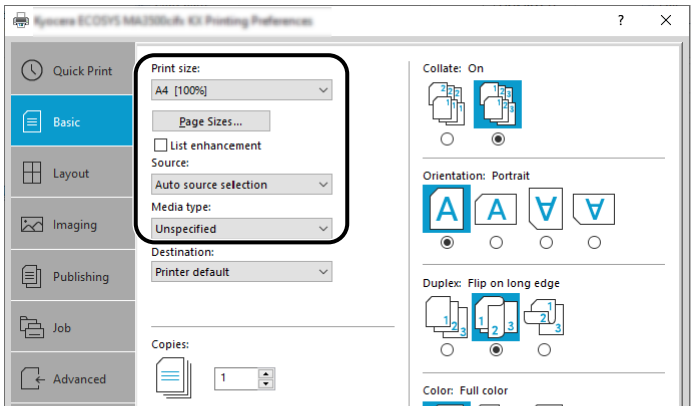
## 4 Select the paper size and type of non-standard size paper.

1 Select the machine from the "Printer" menu and click the [Properties] button.




2 Select the [Basic] tab.

3 Click "Print size" menu and select the paper size registered in step 2.




To print on the special paper such as thick paper or transparency, click [Media type] menu and select the media type.

**NOTE**

If you loaded a postcard or envelope, select [Cardstock] or [Envelope] in the "Media type" menu.

4 Select the paper source in the "Source" menu.

5 Click [OK] button to return to the Print dialog box.

## 5 Start printing.

Click the [OK] button.

# Printing with Universal Print

Jobs can be printed via the cloud by using the cloud service "Universal Print" provided by Microsoft Corporation. Users authorized in the Azure Active Directory can print to Universal Print ready printers from anywhere.

**NOTE**

- A Microsoft 365 license and an Azure Active Directory account are necessary in order to use Universal Print. If you do not have one, please obtain these licenses and accounts.
- In order to use Universal Print, the following prerequisites need to be met:
  - A Universal Print-eligible license must be assigned to the user account used
  - Printer Administrator or Global Administrator privileges must be assigned to all administrators

## Registering the Machine to Universal Print

### 1 Start up the browser.

Specify https://[Host name of this Machine] and start Command Center RX.

### 2 Display the screen.

[Function Settings] > [Printer] > "Universal Print Settings" > [Settings]

### 3 Configure the settings.

1 Enter "Printer Name" in "Basic".

**NOTE**

Set the proxy if required.

➡ **Command Center RX User Guide**

2 Click [Register] in "Universal Print".

A Microsoft URL and an access code are displayed.

3 Click the URL and enter the access code obtained in Step 2 > [Next]

4 Log in as Azure administrator.

**NOTE**

Credential is required only when you register for the first time. Click [Approve].

5 Close the Microsoft web page and return to the Command Center RX screen.

6 Click [OK].

Returns to the Universal Print Settings screen.

**NOTE**

Once registration is complete, [Register] in "Universal Print" will change to [Unregister], and the expiration date of certificate will be shown. Click [Refresh] if the display remains unchanged.

7 Click [Edit] in "Universal Print Preferences" and copy the unregister URL.

8 Open a new tab in the browser and paste the URL.

You will be redirected to the Universal Print web page.

9 Click [Printers].

Registered printers are displayed.

10 Check the box for this machine and click [Share].

The "Shares printers" screen is displayed.

11 Select the users you want to share this machine with from the "Select member(s)" menu and click the [Share Printer] button.

**NOTE**

Enable [Allow access to everyone in my organization] to share this machine with all users in your organization.

12 Close the Universal Print web page.

# Registering a Shared Printer to a Computer

To use Universal Print, it is necessary to add a shared printer registered with Universal Print to the computer.

## 1 Login

1 Select the Windows Start button → [Settings] → [Accounts] → [Access work or school].

2 Confirm that the Azure administrator account name is displayed in [Work or school account], and click it.

**NOTE**

If the Azure administrator account name is not displayed, click [+] (Connect), and use the Azure administrator account name and password to log in.

## 2 Display the screen.

Select [Home] → [Devices] → [Printers & scanners].

## 3 Configure the function.

1 Click [Add a printer or scanner].

2 Select the shared printer and click [Add device].

The shared printer is registered.

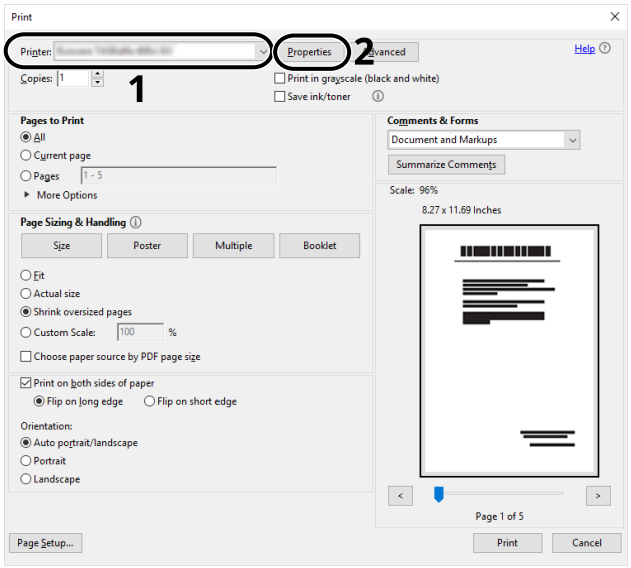
# Print the Job

## 1 Display the screen.

Click [File] and select [Print] in the application.

## 2 Configure the settings.

1 Select a registered shared printer from the [Printer] menu and click the [Properties] button.




2 Set the paper size, printer function, etc., as desired.

3 Click [OK] button to return to the Print dialog box.

## 3 Start printing.

Click the [OK] button.

# Canceling Printing from a Computer

To cancel a print job executed using the printer driver before the printer begins printing, do the following:

**NOTE**

When canceling printing from this machine, refer to the following:

➡ Canceling Jobs (page 257)

1. **Double-click the printer icon ( ) displayed on the taskbar at the bottom right of the Windows desktop to display a dialog box for the printer.**
2. **Click the file for which you wish to cancel printing and select [Cancel] from the "Document" menu.**

# Printing from the Mobile Device

This machine supports the AirPrint and Mopria. According to the supported OS and application, you can print the job from any mobile device or computer without installing a printer driver.

## Printing by AirPrint

AirPrint is a printing function that is included standard in iOS 4.2 and later products, and Mac OS X 10.7 and later products. To use the AirPrint, make sure that the AirPrint setting is enabled in the Command Center RX.

➡ **Command Center RX User Guide**



# Printing by Mopria

Mopria is a standard on printing function included in Android 4.4 or later products. Mopria Print Service needs to be installed and enabled in advance. For details on how to use, refer to a Web site of Mopria Alliance.



# Printing with Wi-Fi Direct

Wi-Fi Direct is a wireless LAN standard that Wi-Fi Alliance has been established. This is one of the functions of the wireless LAN, without a wireless LAN access point or wireless LAN router, between devices can communicate directly on a peer-to-peer basis.

The printing procedure by the Wi-Fi Direct is the same as that from the normal mobile devices.

When you use a printer name or Bonjour name on the port settings of the printer property, you can print the job by specifying the name at Wi-Fi Direct connection. When you use an IP address for the port, specify the IP address of this machine.

# Printing Data Saved in the Printer

You can save the print job into the Job Box of this device and print it as necessary. If you configure settings in the [Job] tab of the printer driver and then print, the print job will be saved in the Job Box (memory) and printing can be executed at the machine.

To print the job in Job Box, specify the Job Box from a computer and sending the print job, then specify a file within a Box and printing it, using the operation panel.

You can print the documents from the following boxes.

- Private Print Box
  ➡ Printing Documents from Private Print Box (page 212)
- Stored Job Box
  ➡ Printing Document from Stored Job Box (page 214)
- Quick Copy Box
  ➡ Printing Document from Quick Copy Box (page 216)
- Proof and Hold Box
  ➡ Printing Document from Proof and Hold Box (page 218)
- PIN Print Box
  ➡ Printing Documents from PIN Print Box (page 220)
- Universal Print Box
  ➡ Printing the Documents Stored in the Universal Print Box (page 223)

## Specifying the Job Box from a Computer and Storing the Job

**1 Click [File] and select [Print] in the application.**

The Print dialog box displays.

**2 Click the [▼] button of the Name to select the machine from the list.**

**3 Click the [Properties] button.**

The Properties dialog box displays.

**4 Click the [Job] tab and select the [Job storage (e-MPS)] check box to set the function.**

**NOTE**

For information on how to use the printer driver software, refer to the following:

➡ **Printer Driver User Guide**

# Printing Documents from Private Print Box

In Private Printing, you can specify that a job is not to be printed until you operate the machine. When sending the job from the application software, specify a password in the printer driver. The job is released for printing by entering the password on the operation panel, ensuring confidentiality of the print job. The data will be deleted upon completion of the print job or after the power switch is turned off.

## 1 Display the screen.

1. [Home] key > [Job Box]
2. Select [Private Print/Stored Job].
3. Select the creator of the document.

## 2 Print the document.

1. Select the document to print > [Print]
2. Enter the password.
3. Specify the number of copies to print as desired.
4. Select [Start Print].

Printing starts. Upon completion of printing, the Private Print job is automatically deleted.

# Deleting the Documents Stored in the Private Print Box

## 1 Display the screen.

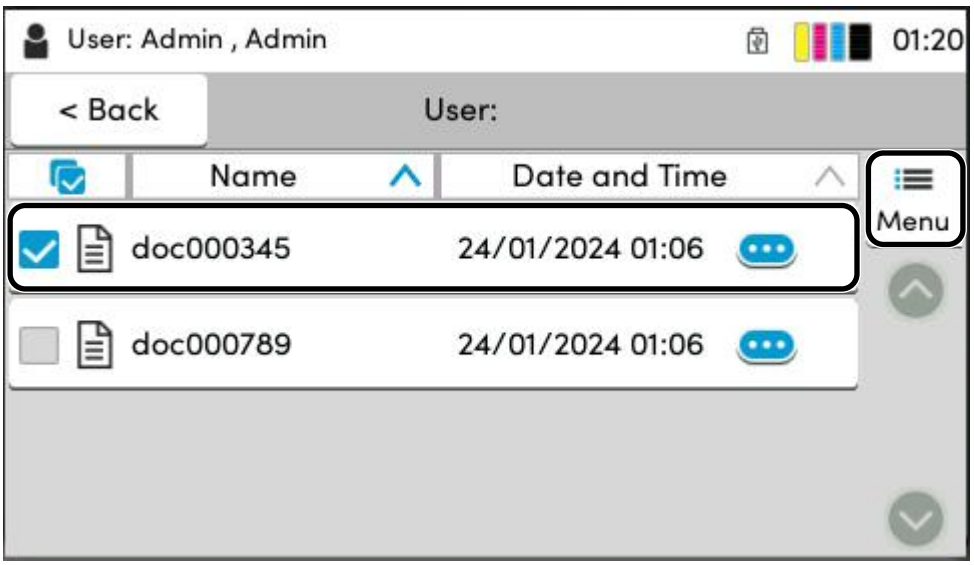
1 [Home] key > [Job Box]

2 Select [Private Print/Stored Job].

3 Select the creator of the document.

## 2 Delete the document.

1 Select the document to delete > [Menu] > [Delete]




2 Enter the password.

The document is deleted.

# Printing Document from Stored Job Box

In Stored Job, the print data sent from the application is saved to the machine. You can set up a password as necessary. If you set up a password, enter the password when printing. Print data will be stored in the Stored Job Box after printing. This will allow printing of the same print data repeatedly.

## 1 Display the screen.

1. [Home] key > [Job Box]
2. Select [Private Print/Stored Job].
3. Select the creator of the document.

## 2 Print the document.

1. Select the document to print > [Print]
2. Enter the password.
3. Specify the number of copies to print as desired.
4. Select [Start Print].

   Printing starts.

**NOTE**

If the document is protected by a password, the password entry screen will be displayed. Enter the password.

## Simple Job Printing

When you save a print job performed via user login to the Stored Job Box, logging in with an IC card at the time of printing displays a list of your print jobs in the Stored Job Box. When you run the print job, printing starts immediately.

User login administration that uses the optional IC Card Authentication Kit is required. For details on user login administration for printing, refer to the following:

➡ Adding a User (Local User List) (page 525)

➡ Managing the Users that Print on This Machine from a PC (page 531)

For IC card settings, refer to the following:

➡ ID Card Settings (page 550)

For Simple Job Printing settings, refer to the following:

➡ Quick Job Printing (page 552)

# Deleting the Documents Stored in the Stored Job Box

## 1 Display the screen.

1. [Home] key > [Job Box]
2. Select [Private Print/Stored Job].
3. Select the creator of the document.

## 2 Delete the document.

1. Select the document to delete > [Delete]
2. If the document is protected by a password, enter the password.
   The document is deleted.

# Printing Document from Quick Copy Box

Quick Copy feature facilitates additional prints of a document already printed. Activating Quick Copy and printing a document using the printer driver allow the print data to be stored in the Quick Copy Job Box. When additional copies are required, you can reprint the required number of copies from the touch panel. By default, up to 32 documents can be stored. When power is turned off, all stored jobs will be deleted.

**NOTE**

- When the number of jobs reaches the limit, the oldest job will be overwritten by the new one.
- To maintain free space on the hard disk, you can set the maximum number of stored jobs.

➡ Quick Copy Job Retention (page 452)

## 1 Display the screen.

1 [Home] key > [Job Box]

2 Select [Quick Copy/Proof and Hold].

3 Select the creator of the document.

## 2 Print the document.

1 Select the document to print > [Print]

2 Specify the number of copies to print as desired.

3 Select [Start Print].

Printing starts.

# Deleting the Documents Stored in the Quick Copy Box

## 1 Display the screen.

1. [Home] key > [Job Box]
2. Select [Quick Copy/Proof and Hold].
3. Select the creator of the document.

## 2 Delete the document.

Select the document to delete > [Delete] > [Delete]

The document is deleted.

# Printing Document from Proof and Hold Box

The Proof and Hold feature produces only a single proof print of multiple-print job and holds printing of the remaining copies. Printing a multiple-print job in Proof and Hold using the printer driver allows only a single copy to be printed while maintaining the document data in the Job Box. To continue to print the remaining copies, use the touch panel. You can change the number of copies to print.

## 1 Display the screen.

1. [Home] key > [Job Box]
2. Select [Quick Copy/Proof and Hold].
3. Select the creator of the document.

## 2 Print the document.

1. Select the document to print > [Print]
2. Specify the number of copies to print as desired.
3. Select [Start Print].

Printing starts.

# Deleting the Documents Stored in the Proof and Hold Box

## 1 Display the screen.

1. [Home] key > [Job Box]
2. Select [Quick Copy/Proof and Hold].
3. Select the creator of the document.

## 2 Delete the document.

Select the document to delete > [Delete] > [Delete]

The document is deleted.

# Printing Documents from PIN Print Box

This PIN Print Box holds printing when printing is executed from applications that use the IPP protocol, such as AirPrint and Mopria. A pending print job can be output by entering the PIN code that was set at the time of printing.

## 1 Display the screen.

1. [Home] key > [Job Box]
2. Select [PIN Print].
3. Select the creator of the document.

## 2 Print the document.

1. Select the document to print > [Print]
2. Enter the PIN code.
3. Select [Print].

Printing starts.

# Deleting the Documents Stored in the PIN Print Box

## 1 Display the screen.

1. [Home] key > [Job Box]
2. Select [PIN Print].
3. Select the creator of the document.

## 2 Delete the document.

1. Select the document to delete > [Delete]
2. Enter the PIN code.
3. Select [Delete].
   The document is deleted.

# Printing Document from Universal Print Box

For added security, Universal Print can set a PIN code for the printing jobs. Jobs with a PIN code will be saved in the cloud without being printed. By entering the PIN code from the operation panel, jobs from this machine can be printed.

**NOTE**

- To use Universal Print, this machine must be registered as a shared printer.

  ➡ Registering the Machine to Universal Print (page 203)

- To use the Universal Print box, you need a Windows 11 and Microsoft 365 license and an Azure Active Directory account.

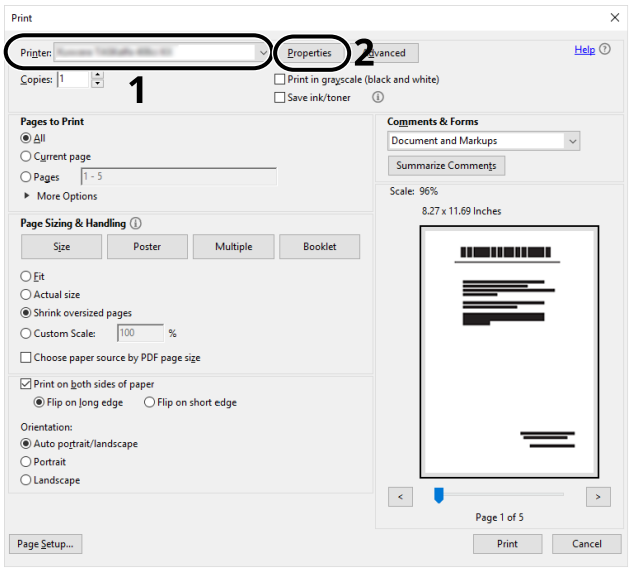
## Storing a Job in the Universal Print Box

### 1 Display the screen.

Click [File] and select [Print] in the application.

### 2 Configure the settings.

1 Select a registered shared printer from the "Printer" menu and click the [Properties] button.




2 Select [Advanced settings].

3 Set [PIN-protected printing] to [On], and set a PIN code (4 digits) as the [PIN-protected printing PIN].

4 Click [OK] button > [OK] button to return to the Print dialog box.

### 3 Start printing.

Click the [OK] button.

# Printing the Documents Stored in the Universal Print Box

## 1 Display the screen.

1. Select [Universal Print] in the Home screen.
2. Select the creator of the document.

## 2 Print the document.

1. Select the document to print > [Print]
2. Enter the PIN code.
3. Select [Start Print].
   Printing starts.
   Upon completion of printing, the Universal Print data is automatically deleted.

# Deleting the Documents Stored in the Universal Print Box

## 1 Display the screen.

1. Select [Universal Print] in the Home screen.
2. Select the creator of the document.

## 2 Delete the document.

1. Select the document to delete > [Delete]
2. Enter the PIN code.
3. Select [Delete].

# Configure the Job Box

Configure settings for Job Box.

## 1 Display the screen.

[System Menu/Counter] key > [Function Settings]

## 2 Configure the settings.

The following settings can be configured.

**[Quick Copy Job Retention]**

To maintain free space on the box, you can set the maximum number of stored jobs.

Value: number between 0 and 300

**NOTE**

When 0 is set, Quick Copy cannot be used.

**[Deletion of Job Retention]**

This setting specifies that documents, such as Private Printing, Quick Copying, or Proof and Hold Printing, saved temporarily in the job box are automatically deleted after they have been saved for a set time.

Value: [Off], [1 hour], [4 hours], [1 day], [1 week]

**NOTE**

This function is valid for documents saved after the function is set. Regardless of this function setting, temporary documents are deleted when the power switch is turned off.

# Monitoring the Printer Status (Status Monitor)

The Status Monitor monitors the printer status and provides an ongoing reporting function.

**NOTE**

When you activate Status Monitor, check the status below.

- KX DRIVER is installed.
- Either [Enhanced WSD] or [Enhanced WSD over TLS] is enabled.

➡ Protocol Settings (page 475)

## Accessing the Status Monitor

The Status Monitor also starts up when printing is started.

# Exiting the Status Monitor

Use either of the methods listed below to exit the Status Monitor.

**Exit manually**

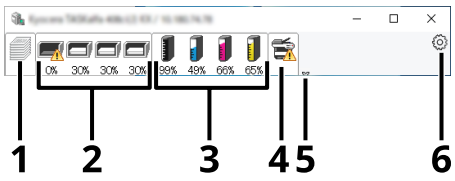
Click the settings icon and select Exit in the menu to exit the Status Monitor.

**Exit automatically**

The Status Monitor automatically shuts down if it is not being used.

# Quick View State

The status of the printer is displayed using icons. Detailed information is displayed when the Expand button is clicked.




1 Printing progress tab

2 Paper tray status tab

3 Toner Status Tab

4 Alert tab

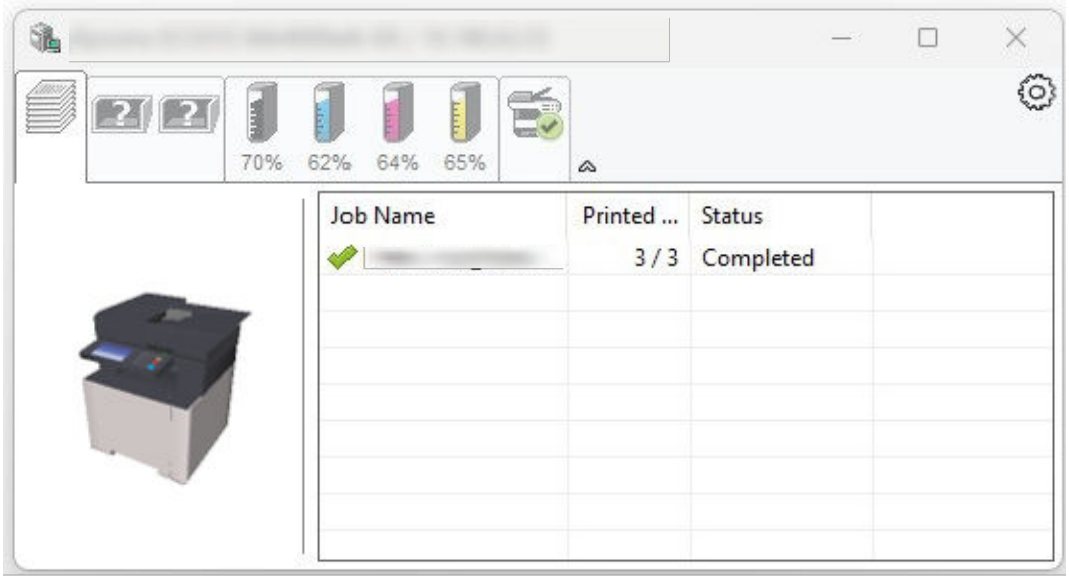
5 Expand button

6 Settings icon

Detailed information is displayed by clicking on each icon tab.

# Printing Progress Tab

The status of the print jobs is displayed.



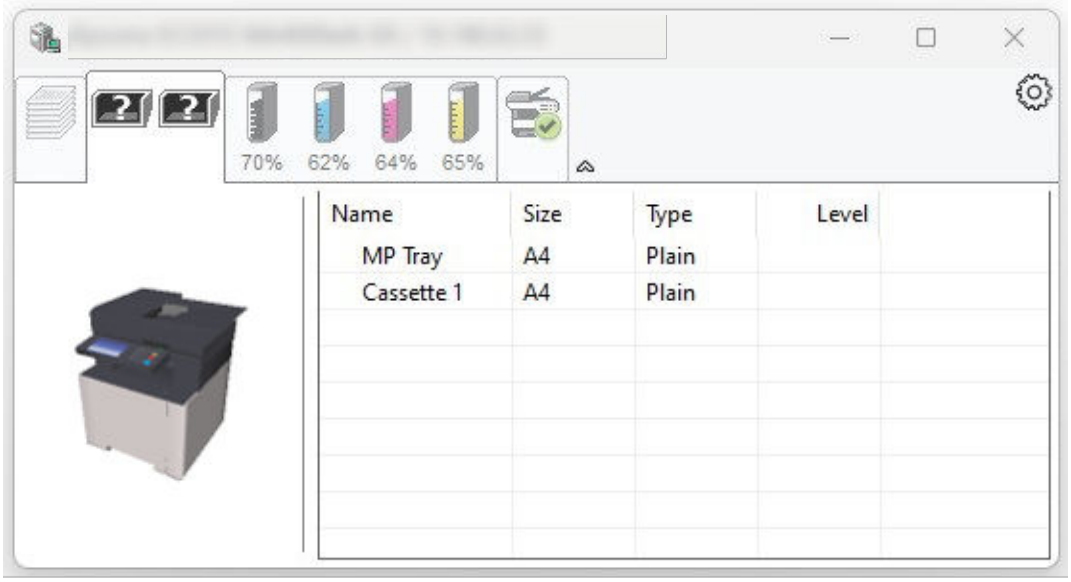

1 Status icon

2 Job list

Select a job on the job list and it can be canceled using the menu displayed with a right-click.

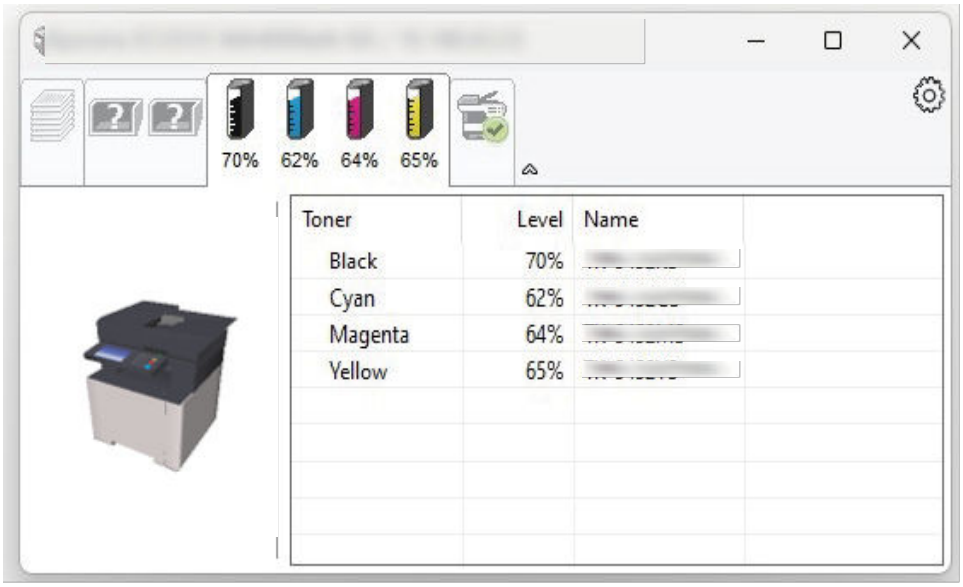
# Paper Tray Status Tab

Information is displayed about the paper in the printer and about the amount of paper remaining.



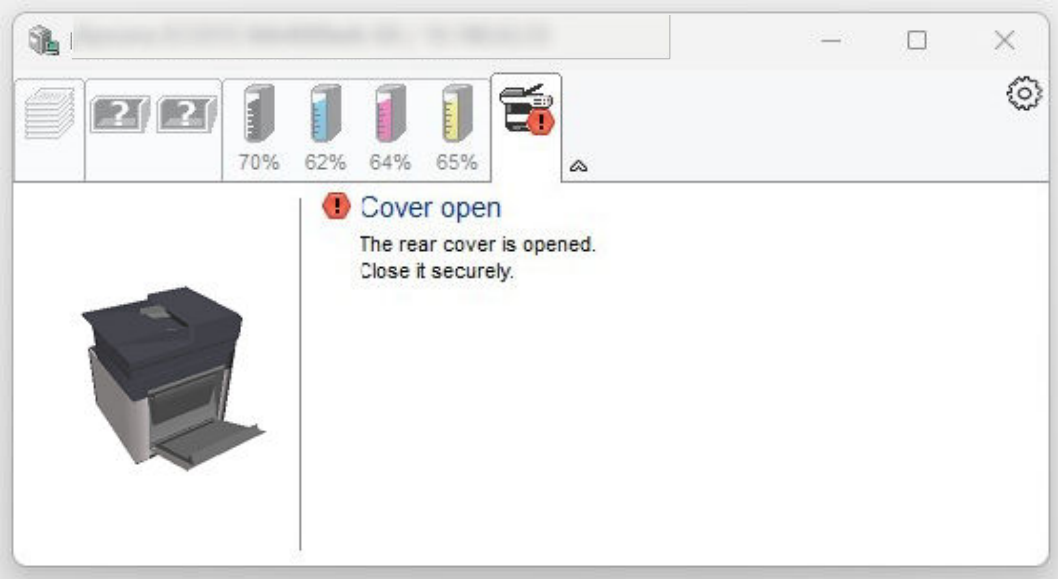
# Toner Status Tab

The amount of toner remaining is displayed.



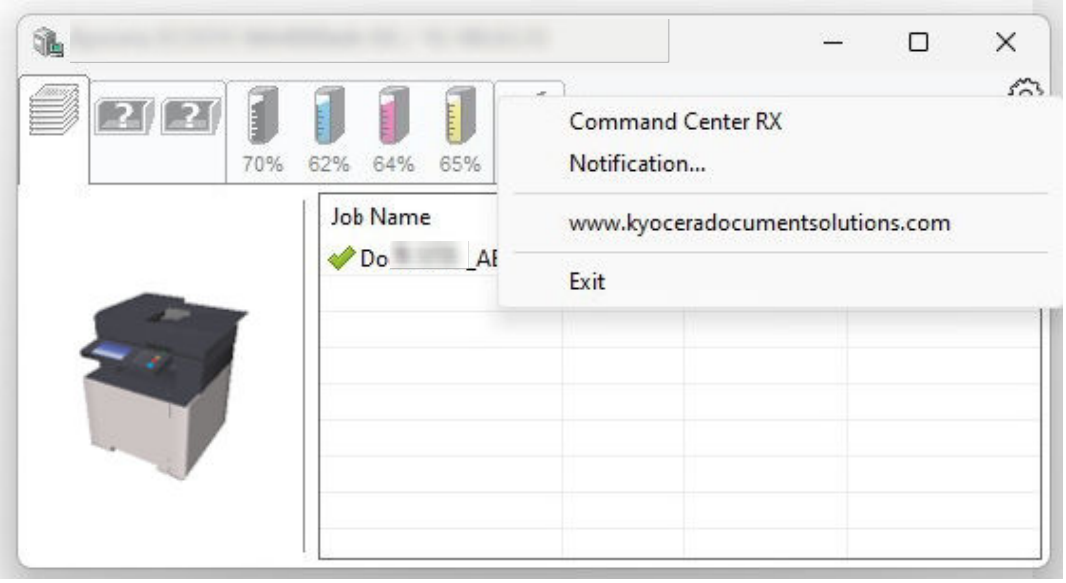
# Alert Tab

If an error occurs, a notice is displayed using a 3D image and a message.



# Status Monitor Context Menu

The following menu is displayed when the settings icon is clicked.




**[Command Center RX]**

If the printer is connected to a TCP/IP network and has its own IP address, use a web browser to access the Command Center RX to modify or confirm the network settings. This menu is not displayed when using USB connection.

➡ **Command Center RX User Guide**

**[Notification...]**

This sets the display of the Status Monitor.

➡ Status Monitor Notification Settings (page 234)

**[www.kyoceradocumentsolutions.com]**

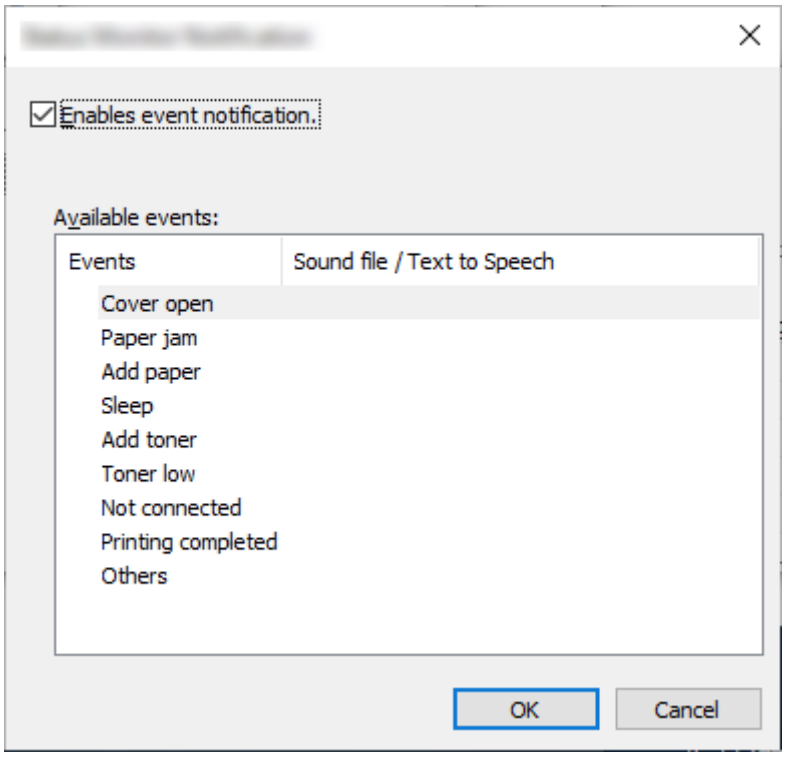
Open our website.

**[Exit]**

Exits the Status Monitor.

# Status Monitor Notification Settings

The Status Monitor settings and event list details are displayed.




Select whether notification is performed when an error in the event list occurs.

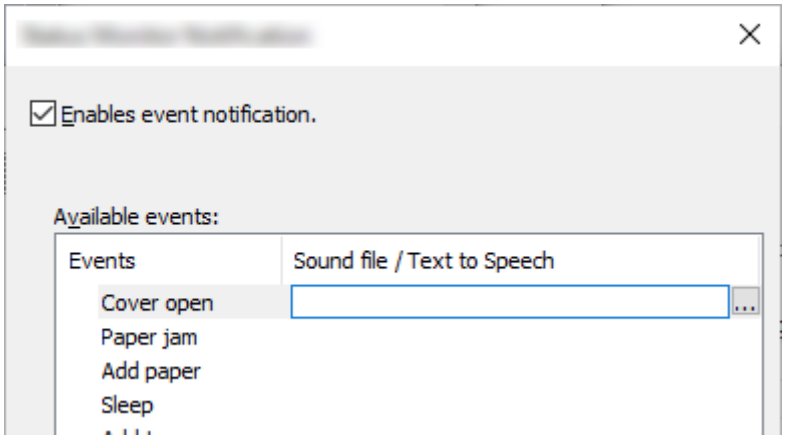
**1** **Select "Enable event notification".**

If this setting is set to Off, then the Status Monitor will not start up even when printing is executed.

**2** **Select an event to use with the text to speech function in Available events.**

## 3 Click "Sound file / Text to Speech" column.

Click the browse (...) button to notify the event by sound file.




**NOTE**

The available file format is WAV.

When customizing the message texts to read on the screen aloud, enter the texts in the text box.

# 5 Operation on the Machine

Loading Originals ..... 237
Recalling Frequently Used Functions (Favorites) ..... 242
Registering Shortcuts (Copy, Send, and Document Box Settings) ..... 250
Copying ..... 256
Basic Scanning (Sending) ..... 258
Sending Document via E-mail ..... 259
Sending Document to Desired Shared Folder on a Computer (Scan to PC) ..... 261
Sending Document to Folder on an FTP Server (Scan to FTP) ..... 265
Scanning using TWAIN or WIA ..... 268
Useful Sending Method ..... 270
WSD Scan ..... 271
Scanning with FMU Connection ..... 275
Sending to different types of destinations (Multi sending) ..... 277
Sending Documents to E-mail Address of Logged in User (to myself) ..... 279
Using a Fax Server to Send (Fax Server Send) ..... 280
Canceling Sending Jobs ..... 282
Handling Destination ..... 283
How to use the FAX Function ..... 292
Using Document Boxes ..... 293
Using Removable USB Drive ..... 297

# Loading Originals

Load the originals on the platen or document processor, depending on the original size, type, volume, and function.

**Platen**

Place the sheet, book, postcards, and envelopes.

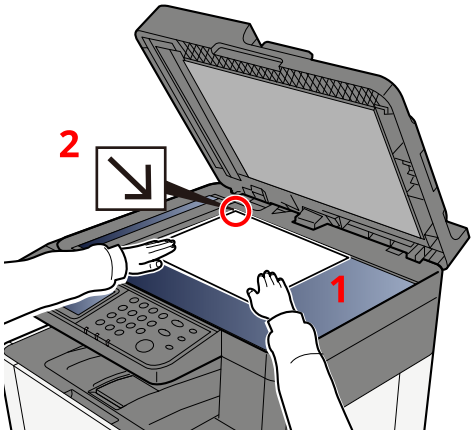
**Document processor**

Place the multiple originals. You can also place the two-sided originals.

## Placing Originals on the Platen

You may place books or magazines on the platen in addition to ordinary sheet originals.

### 1 Put the scanning side facedown.




### 2 Align it flat against the original size indicator plates with the back left corner as the reference point.

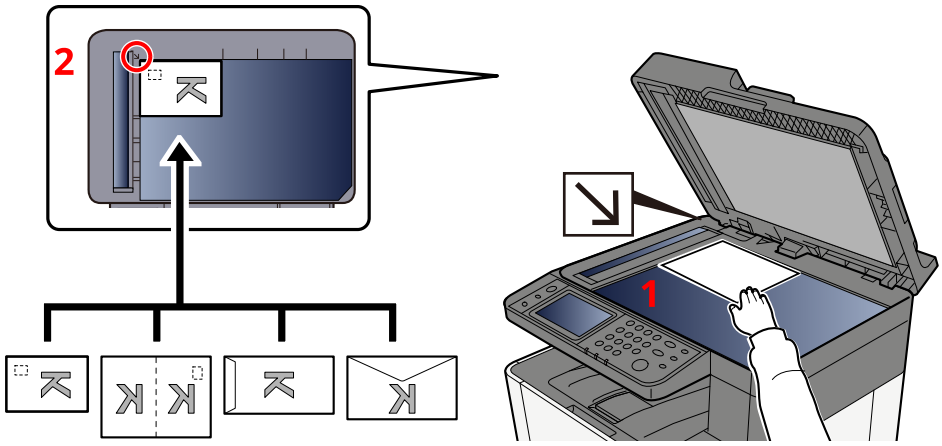
**NOTE**

For details on Original Orientation, refer to the following:

➡ Original Size (page 313)

# Placing Envelopes or Cardstock on the Platen

## 1 Put the scanning side facedown.




## 2 Align it flat against the original size indicator plates with the back left corner as the reference point.

**NOTE**

For the procedure for feeding envelopes or cardstock, refer to the following:

➡ Loading Paper in the Multipurpose Tray (page 154)

**CAUTION**

Do not leave the Document Processor open. Doing so may cause injury.

**IMPORTANT**

- Do not push the document processor forcefully when you close it. Excessive pressure may crack the platen glass.
- When placing books or magazines on the machine, do so with the document processor in the open position.

# Original Specifications available in the Document Processor

The document processor automatically scans each sheet of multiple originals.

## Originals Supported by the Document Processor

The document processor supports the following types of originals.

| Setting | Description |
|---|---|
| Thickness | 60 to 90 g/m$^2$ (duplex: 50 to 160 g/m$^2$) |
| Size | Maximum Folio (Legal) to Minimum A6 (Statement) |
| No. of sheets | Plain paper 80 g/m$^2$: 50 sheets or less (Mixed size originals: 30 sheets) |

## Originals Not Supported by the Document Processor

Do not use the document processor for the following types of originals. Otherwise, the originals may be jammed or the document processor may become dirty.

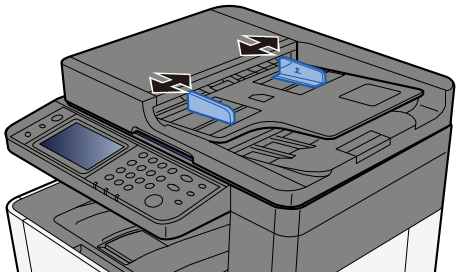
- Originals bound with clips or staples (Remove the clips or staples and straighten curls, wrinkles or creases before loading. Failure to do so may cause the originals to jam.)
- Originals with adhesive tape or glue
- Originals with cut-out sections
- Curled original
- Originals with folds (Straighten the folds before loading. Failure to do so may cause the originals to jam.)
- Carbon paper
- Crumpled paper

## Loading Originals in the Document Processor

**IMPORTANT**

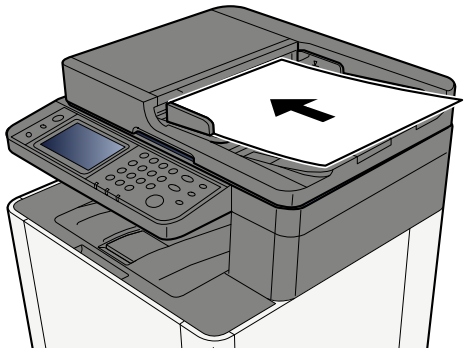
- Before loading originals, be sure that there are no originals left on the original eject table. Originals left on the original eject table may cause the new originals to jam.
- Do not make an impact on the document processor top cover, such as aligning the originals on the top cover. It may cause an error in the document processor.
- Depending on the timing of using Document Processor, the loading speed may decrease.
- Attach the Original Stopper bandled in the box when scanning legal-sized original to avoid from falling original from tray. (The stopper may not bandle for some countries.)

## 1 Adjust the original width guides.



## 2 Place the original.

1 Put the side to be scanned (or the first side of two-sided originals) face-up. Slide the leading edge into the document processor as far as it will go.



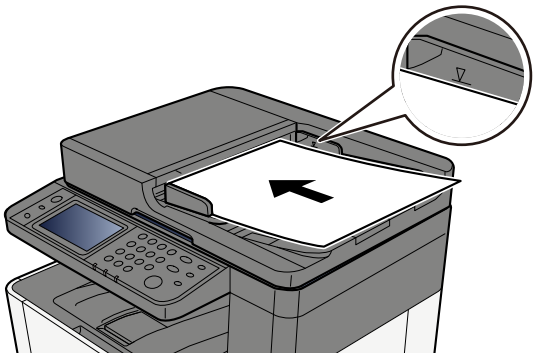
**NOTE**

For details on Original Orientation, refer to the following:

➡ Original Orientation (page 319)

**IMPORTANT**

Confirm that the original width guides exactly fit the originals. If there is a gap, readjust the original width guides. The gap may cause the originals to jam.



Ensure that loaded originals do not exceed the level indicator. Exceeding the maximum level may cause the originals to jam.

Originals with punched holes or perforated lines should be placed on the right side (so that they will be scanned last).

# Recalling Frequently Used Functions (Favorites)

After you add frequently used functions to Favorites, you can recall them quickly and easily.

Favorites are registered by selecting from two types of recalling methods.

- Wizard Mode (Selection Dialog): Recall the registered settings in order and configure while confirming or modifying them.
- Program Mode: When you select a key registered as a favorite, the setting is recalled immediately.

The favorites below have been preregistered. The registered contents can be re-registered for easier use in your environment.

---

**NOTE**

- Up to 20 functions combining copying and sending can be registered in the favorites.
- If user login administration is enabled, you can only register functions by logging in with administrator privileges.

---

## ID Card Copy

Use this when you want to copy a driver's license or an insurance card. When you scan the front and back of the card, both sides will be combined and copied onto a single sheet.

**Default Registration**

- Copy Functions
- ID Card Copy
- Color Selection: [Black & White]
- Paper Selection: [Cassette 1]
- Zoom: [100%]

## Paper Saving Copying

Use when you want to save paper. Follow the instructions on the screen to configure page aggregation or 2-sided copying.

**Default Registration**

- Copy Functions
- Color Selection: [Black & White]
- Combine: [2 in 1]
- Duplex: [1-sided>>2-sided]
- Paper Selection: Cassette 1
- Number of copies printed: 1

## Simple Sending Job Folder (Destination Entry)

Use when you want to send images to a shared folder on any computer or to a folder on the FTP server. Follow the instructions on the screen to configure the settings, such as the destination or color selection.

**Default Registration**

- Sending Function
- Destination: New Folder
- Color Selection: [Auto Color (Color/Grayscale)]
- File Name Entry: Default value
- File Format: [PDF]
- Continuous Scan: On
- Scan Resolution: [300x300dpi]

## Simple Sending Job Folder (Address Book)

Use when you want to send images to a shared folder on a computer registered in the address book or to a folder on the FTP server. Follow the instructions on the screen to configure the settings, such as the destination or color selection.

**Default Registration**

- Sending Function
- Destination: Address Book
- Color Selection: [Auto Color (Color/Grayscale)]
- File Name Entry: Default value
- File Format: [PDF]
- Continuous Scan: On
- Scan Resolution: [300x300dpi]

## Simple Sending Email (Destination Entry)

Use when you want to send images to any email address. Follow the instructions on the screen to configure the settings, such as the destination or color selection.

**Default Registration**

- Sending Function
- Destination: New Email Address
- Color Selection: [Auto Color (Color/Grayscale)]
- File Name Entry: Default value
- File Format: [PDF]
- Continuous Scan: On
- Scan Resolution: [300x300dpi]
- Email Subject: Default Value
- Email Body: Default Value

### Simple Sending Email (Address Book)

Use when you want to send images to an email address registered in the address book. Follow the instructions on the screen to configure the settings, such as the destination or color selection.

**Default Registration**

- Sending Function
- Destination: Address Book
- Color Selection: [Auto Color (Color/Grayscale)]
- File Name Entry: Default value
- File Format: [PDF]
- Continuous Scan: On
- Scan Resolution: [300x300dpi]
- Email Subject: Default Value
- Email Body: Default Value

## Register Favorites (Wizard Mode)

The following procedure is an example of registering the copying function.

### 1 Display the screen.

1. [Home] key > [Copy]
2. Select [Menu] > [Favorites].

### 2 Register Favorites.

1. [Menu] > [Add] > Select a number (01 to 20) for the favorite number.

   **NOTE**

   If you register on a favorite number already registered, delete the currently registered favorite before registering.

2. Select [Wizard].
3. Select the function to recall > [Next >].
4. Enter the new favorite name > [Register].

   The favorite is registered.

   To display a registered favorite on the Home screen, select [Add] on the confirmation screen that appears.

5. Select [OK].

# Register Favorites (Program Mode)

When selecting the program format, first set the copy function, transmission function, fax function, destination, etc. to be registered.

## 1 Display the screen

1. Select [Copy] in the Home screen.
2. Select [Menu] > [Favorites] while the copy mode is accessed.

## 2 Register Favorites.

1. [Menu] > [Add] > Select a number (01 to 20) for the favorite number.

   **NOTE**

   If you register on a favorite number already registered, delete the currently registered favorite before registering.

2. Select [Program].
3. Enter the new favorite name > [Register].

   The favorite is registered.

   To display a registered favorite on the Home screen, select [Add] on the confirmation screen that appears.
4. Select [OK].

# Recalling Favorites (Program Mode)

## 1 Recall the favorite.

1 Select [Favorites] of the task bar of the home screen or [Favorites] of the [Copy] functions screen, the [Send] functions screen, or the like, or select a registered favorites icon.

If you selected the icon of a favorite, that favorite will be recalled. If you selected [Favorites], proceed to the next step.

2 Select the number of the favorite you want to recall.

Select [Search], enter the number of the favorite (01 to 20), and select [OK] to call up that favorite.

**NOTE**

If the favorite cannot be recalled, the Document Box or the form overlay specified in the favorite might have been deleted. Check the Document Box.

## 2 Execute the favorite.

Place the originals > [Start] key

# Recalling Favorites (Wizard Mode)

## 1 Recall the favorite.

1 Select [Favorites] of the task bar of the home screen or [Favorites] of the [Copy] functions screen, the [Send] functions screen, or the like, or select a registered favorites icon.

If you selected the icon of a favorite, that favorite will be recalled. If you selected [Favorites], proceed to the next step.

2 Select the favorite number you want to recall.

Select [Search], enter the favorite number (01 to 20), and select [OK] to call up that favorite.

**NOTE**

If the favorite cannot be recalled, the Document Box or the form overlay specified in the favorite might have been deleted. Check the Document Box.

## 2 Execute the favorite.

1 The screens will be displayed in order, so make the settings then select [>].

After setting to the end, a confirmation screen will be displayed.

**NOTE**

If you need to change the settings, select [<] and change the settings.

2 Place the originals > [Start] key

# Editing Favorites

You can change favorite number and favorite name.

## 1 Display the screen.

1. [Home] key > [...] > [Favorites]
2. Select [Menu] > [Edit].

## 2 Edit the favorite.

1. Select corresponding to the favorite number (01 to 20) to change.
2. Select [Menu] > [Edit] to change the favorite number and name.

➡ Register Favorites (Wizard Mode) (page 244)

3. [OK] > [OK]

# Deleting Favorites

## 1 Display the screen.

1. [Home] key > [...] > [Favorites]
2. Select [Menu] > [Edit].

## 2 Deleting Favorites.

1. Select the corresponding favorite number (01 to 20) to delete.
2. [Menu] > [Delete] > [Delete]

# Registering Shortcuts (Copy, Send, and Document Box Settings)

You can register shortcuts for easy access to the frequently used functions. A function name linked to a registered shortcut can be changed as necessary.

## Creating new shortcuts

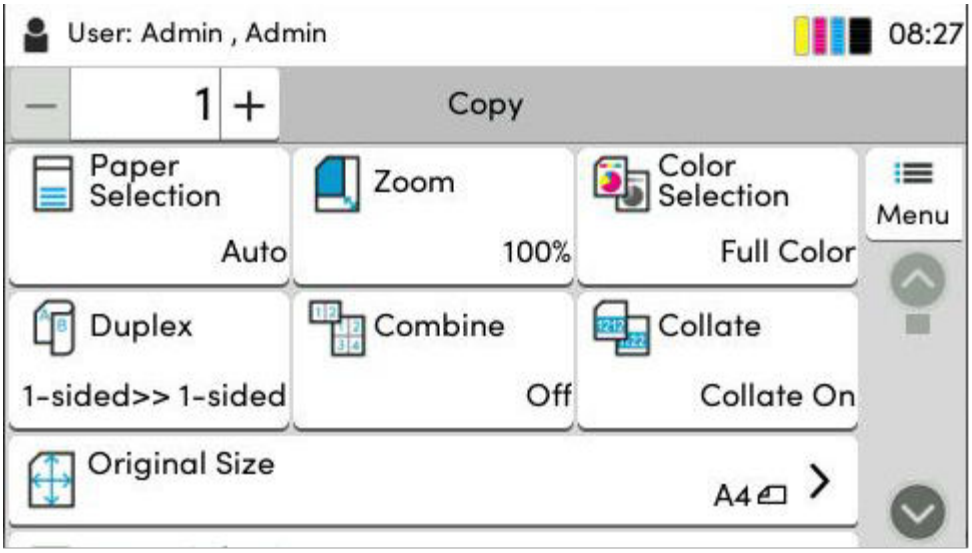
New shortcuts can be created in the basic screen of each function.

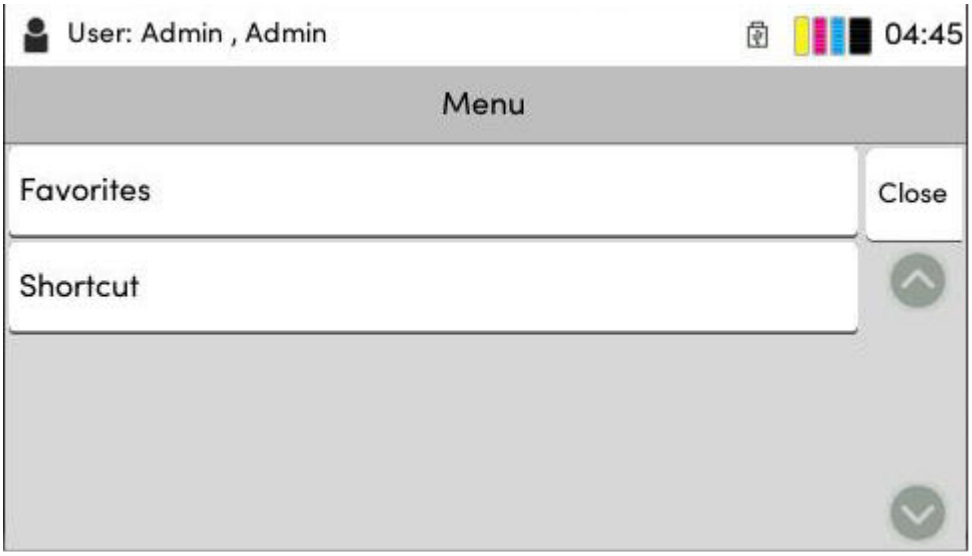
### 1 Display the basic screen you want to register.

### 2 Register the shortcuts.

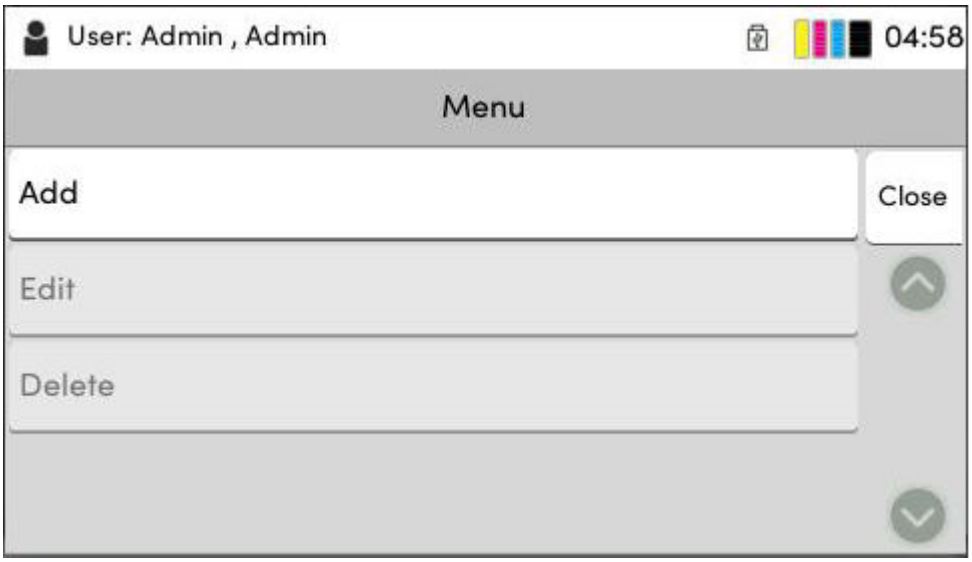
1 Select [Menu] > [Shortcut].

The Add/Edit Shortcut screen is displayed.



2 Select [Add].




3 Select the function you want to register > [Next >].

4 Enter the shortcut name > [Next >].

**NOTE**

The function name will be displayed if you do not enter a shortcut name.

5 Confirm the entry.

Select [Shortcut Name], [Function], or [Permission] to change the settings.

**NOTE**

[Permission] is displayed when the user login administration is enabled.

6 Select [Finish].

The shortcut is registered.

# Editing Shortcuts

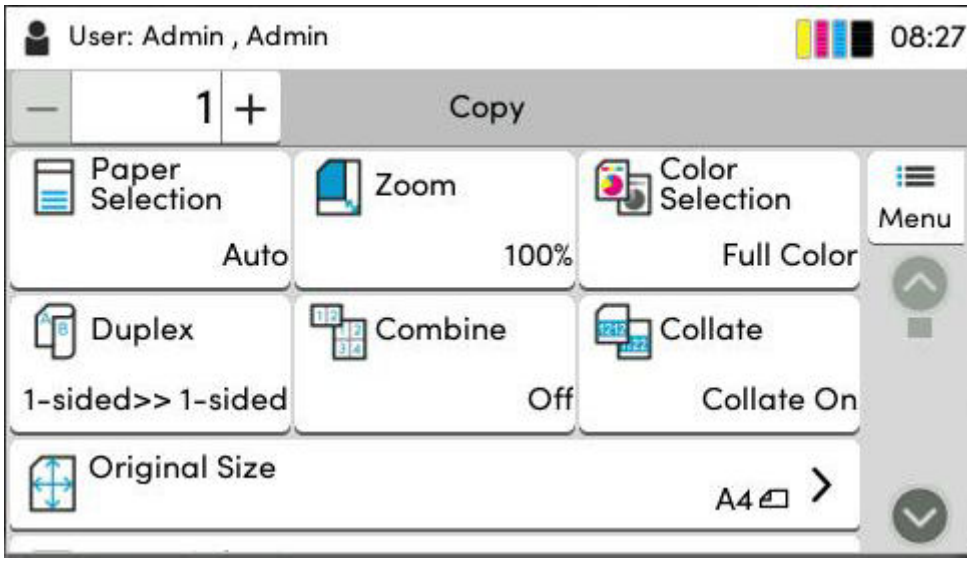
Shortcut editing is performed in the basic screen of each function.

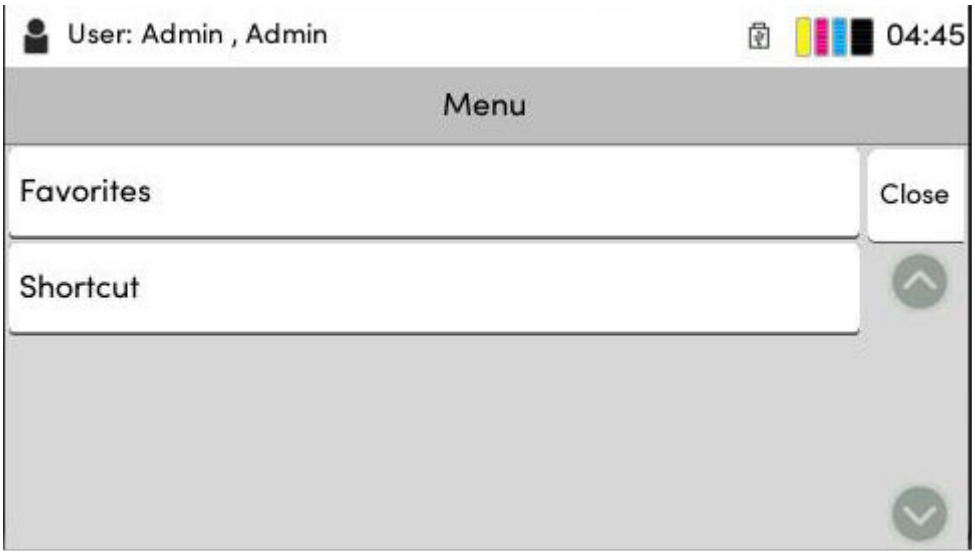
## 1 Display the basic screen you want to register.

## 2 Edit the shortcut.

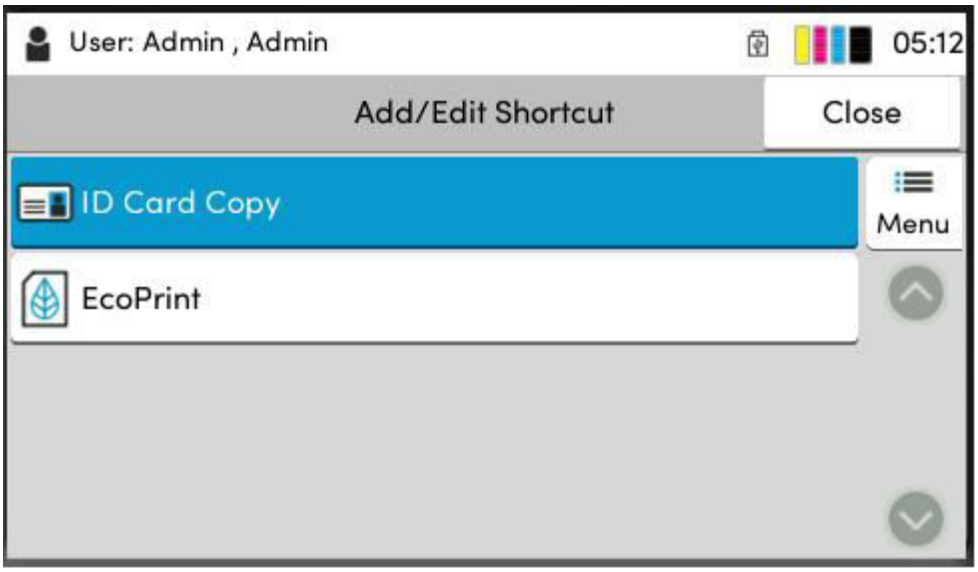
1 Select [Menu] > [Shortcut].

The Add/Edit Shortcut screen is displayed.

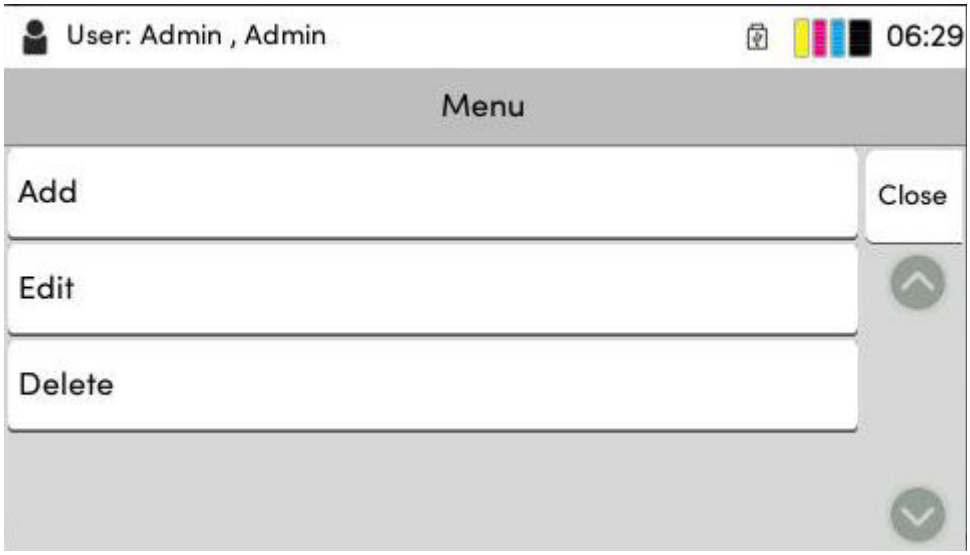


2 Select the shortcut you prefer to edit.




3 Select [Edit].




4 [Shortcut Name] or [Function] > Change the Settings > [OK]

5 [Finish] > [Update]

# Deleting Shortcuts

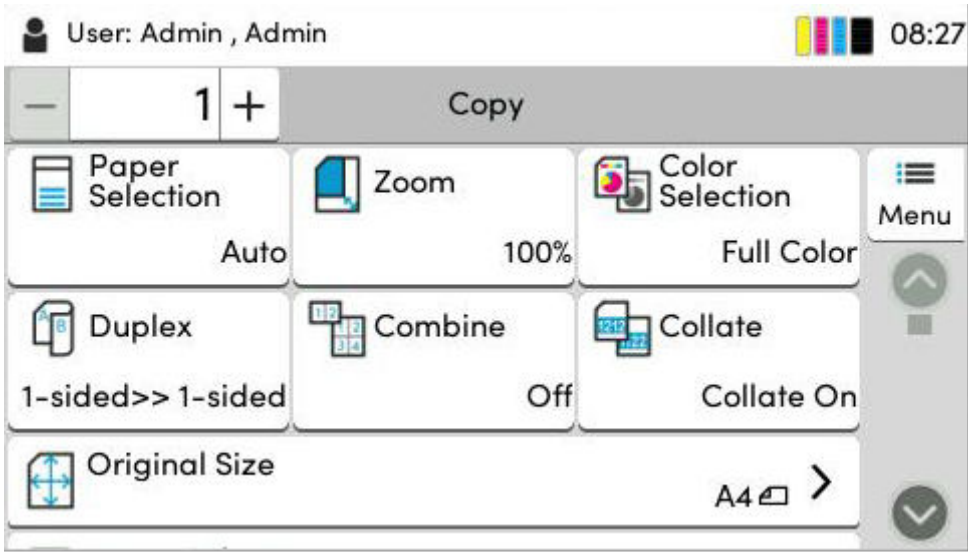
Shortcut deletion is performed in the basic screen of each function.

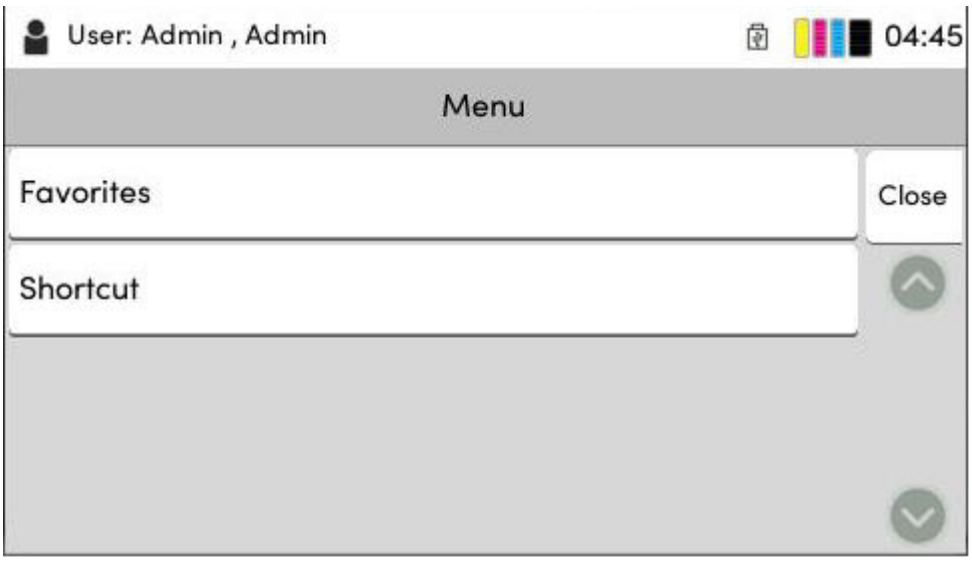
## 1 Display the basic screen you want to register.

## 2 Delete the shortcuts.

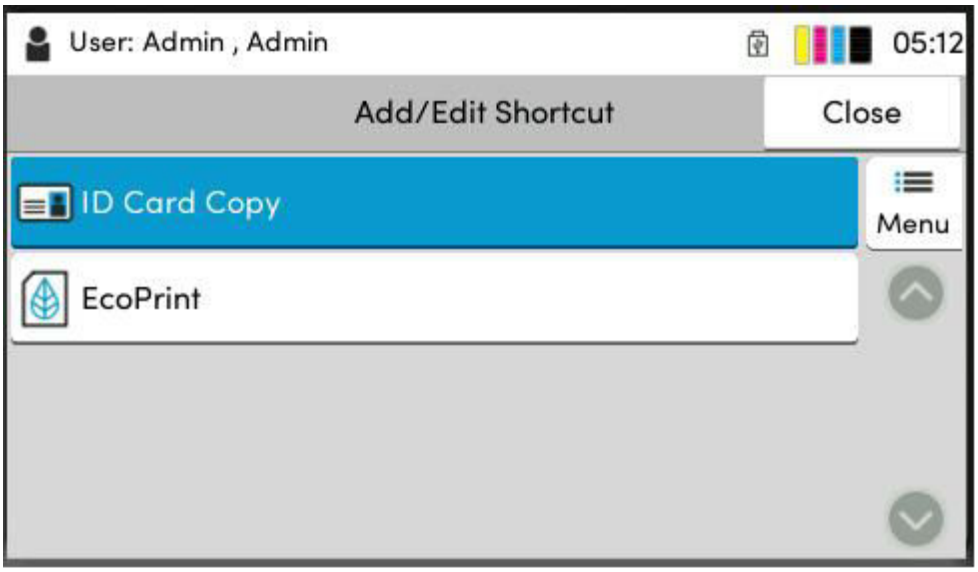
1 Select [Menu] > [Shortcut].

The Add/Edit Shortcut screen is displayed.



2 Select the shortcut you want to delete > [Menu] > [Delete] > [Delete].



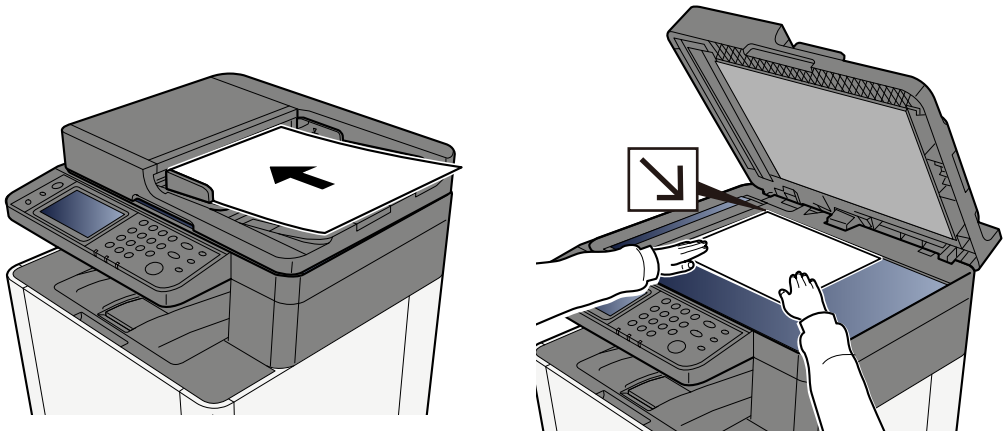
# Copying

The procedures here represent the basic copy operation and how to cancel the copy.

## Basic Operation

**1** **[Home] key > [Copy]**

**2** **Place the original.**



➡ Loading Originals (page 237)

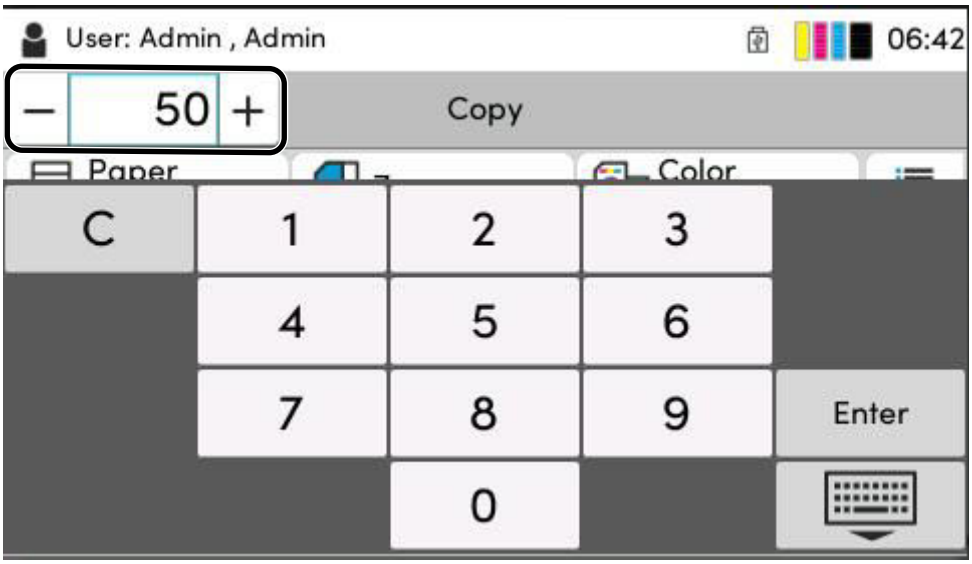
**3** **Configure the functions.**

Scroll the window to display the functions, then configure the settings.

➡ About Functions Available on the Machine (page 304)

**4** **Use the numeric keys to enter the copy quantity.**

Select the area for inputting the number of sheets to display the numeric keypad. Or, use [+] or [-] to enter the number of sheets. Specify the desired number up to 999.




**5** **Press the [Start] key.**

Copying begins.

# Canceling Jobs

## 1 Select the [Stop] key with the copy screen displayed.

## 2 Cancel a job.

When there is a job is being scanned, the copy job is canceled.

When there is a job printing or on standby, canceling job screen appears. The current print job is temporarily interrupted.

Select the job you wish to cancel > [Cancel] > [Yes]

# Basic Scanning (Sending)

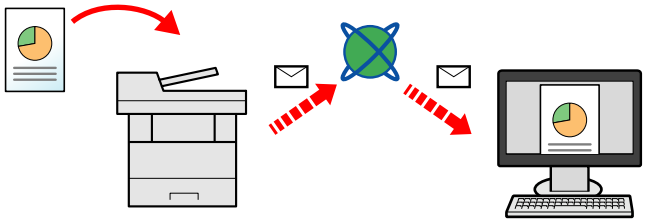
This machine can send a scanned image as an attachment of an E-mail message or to a PC linked to the network. In order to do this, it is necessary to register the sender and destination (recipient) address on the network.

A network environment which enables the machine to connect to a mail server is required in order to send E-mail. It is recommended that a Local Area Network (LAN) be used to assist with transmission speed and security issues.

Follow the steps below for basic sending. The following four options are available.

- Send as E-mail (E-mail Addr Entry): Sends a scanned original image as an E-mail attachment.

  ➡ Sending Document via E-mail (page 259)

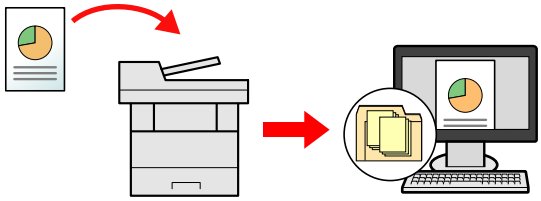


- Send to Folder (SMB): Stores a scanned original image in a shared folder of any PC.

  ➡ Sending Document to Desired Shared Folder on a Computer (Scan to PC) (page 261)

- Send to Folder (FTP): Stores a scanned original image in a folder of an FTP server.

  ➡ Sending Document to Folder on an FTP Server (Scan to FTP) (page 265)



- Image Data Scanning with TWAIN / WIA: Scan the document using a TWAIN or WIA compatible application program.

  ➡ Scanning using TWAIN or WIA (page 268)

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**NOTE**

- Different sending options can be specified in combination.

  ➡ Sending to different types of destinations (Multi sending) (page 277)

- The fax function can be used for sending.

  The fax function can be used on products equipped with fax capability.

  ➡ **FAX Operation Guide**

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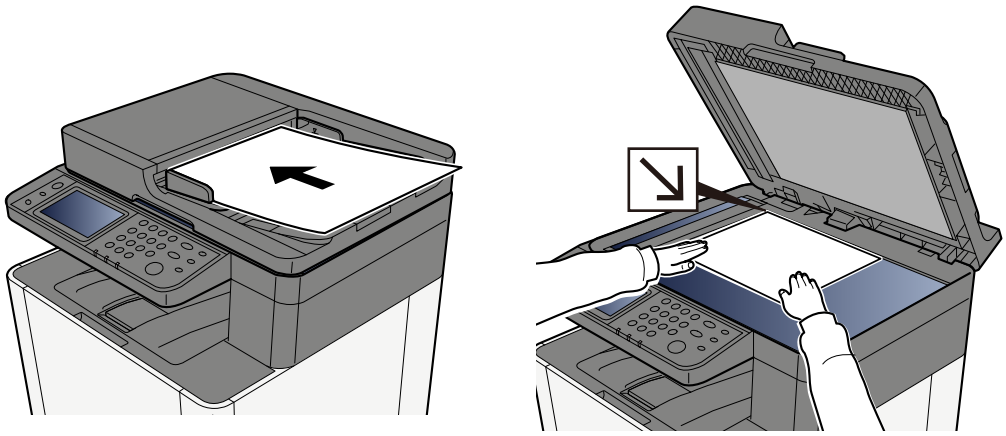
# Sending Document via E-mail

**NOTE**

- When transmitting using wireless LAN, select the interface dedicated to the send function in advance.
  ➡ Others (page 488)
- Before sending the scanned document with an E-mail, configure the SMTP and E-mail settings.
  ➡ SMTP and E-mail Settings (page 130)

**1** **[Home] key > [Send]**

**2** **Place the original.**



➡ Loading Originals (page 237)

**3** **In the destination screen for sending, select [Enter destination] > [Email]**

**4** **Enter destination E-mail address > [OK]**

Up to 256 characters can be entered.

➡ Character Entry Method (page 805)

When selecting On for "Entry Check for New Dest.", the re-entering screen for the destination information appears.

➡ Re-entering the New Destination (page 290)

To enter multiple destinations, select [Next Destination] and enter the next destination. Up to 100 E-mail addresses can be specified.

You can register the entered E-mail address in the Address Book by selecting [Add to Address Book]. You can also replace the information for a previously registered destination.

Destinations can be changed later.

➡ Checking and Editing Destinations (page 288)

**NOTE**

- If "Broadcast" is set to [Prohibit], multiple destinations cannot be entered.

  ➡ Send/Store (page 437)

## 5 Configure the settings.

Select the function, then configure the settings.

➡ Send (page 307)

**IMPORTANT**

- [Email Encrypted TX] or [Digital Signature to Email] is displayed when S/MIME is configured from Command Center RX.

  ➡ **Command Center RX User Guide**

- When using [Email Encrypted TX] and [Digital Signature to Email], specify the Email addresses which have encryption certificate, from the address book. Cannot be set from the directly-entered address.

## 6 Press the [Start] key.

**NOTE**

When selecting On for "Destination Check before Send", the confirmation screen appears.

➡ Confirmation Screen of Destinations (page 289)

## 7 Press the [Start] key.

**NOTE**

A confirmation prompt is displayed on the screen if more than one destination is specified. Confirm and select [Yes]. Sending starts.

# Sending Document to Desired Shared Folder on a Computer (Scan to PC)

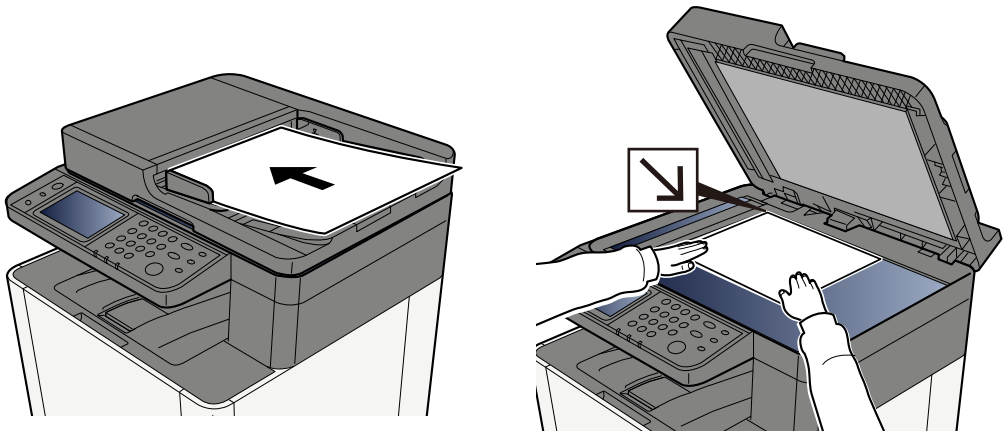
You can store the scanned document into the desired shared folder on a computer.

**NOTE**

- When transmitting using wireless LAN, select the interface dedicated to the send function in advance.
  ➡ Others (page 488)
- Before sending the scanned document to the shared folder on your computer, you must configure the following settings:
  - Make a note of the computer name and full computer name
    ➡ Making a Note of the Computer Name and Full Computer Name (page 159)
  - Make a note of the user name and domain name
    ➡ Making a Note of the User Name and Domain Name (page 160)
  - Create a shared folder and make a note of the shared folder name
    ➡ Creating a Shared Folder, Making a Note of a Shared Folder (page 161)
  - Configure the Windows firewall
    ➡ Configuring Windows Firewall (page 166)

## 1 [Home] key > [Send]

## 2 Place the original



➡ Loading Originals (page 237)

## 3 In the destination screen for sending, select [Enter destination] > [SMB]

## 4 Enter the destination information

To directly specify the SMB folder, select [Folder Path Entry] and enter each item.

**NOTE**

When selecting On for "Entry Check for New Dest.", the re-entering screen for the destination information appears.

➡ Re-entering the New Destination (page 290)

The table below explains the items to be entered.

| Setting | Detail |
|---|---|
| Host Name | Computer name.<br>Enter "Host Name" or "IP Address". To enter the IPv6 address, enclose the address in brackets [ ].<br>Limited character count: 256 characters or less<br>Example: [2001:db8:a0b:12f0::10] (Example: [2001:db8:a0b:12f0::10]) |
| Port | Port number<br>If the port number is not specified, the default port number is 445. |
| Folder Path | Share name<br>Limited character count: 260 characters or less<br>For example: scannerdata<br>If saving in a folder in the shared folder:<br>share name\folder name in shared folder |
| Login User Name | • If the computer name and domain name are the same<br>User Name<br>For example: james.smith.<br>• If the computer name and domain name are different<br>Domain name\User name<br>For example: abcdnet\james.smith<br>Limited character count: 64 characters or less<br>If the computer name and domain name are different because "\" is not available, use @ to enter the user name in the following format:<br>User name@Domain name<br>(Example: james.smith@abcdnet) |
| Login Password | Login password.<br>Limited character count: 128 characters or less<br>Upper case and lowercase letters are distinguished (case sensitive). |

You can search for a folder on a PC on the network. Select [Search Folder from Network] or [Search Folder by Host Name]. Select the folder from the Search Results list.

**NOTE**

- If you selected [Search Folder from Network], you can search all PCs on the network for a destination.
- If you selected [Search Folder by Host Name], you can search for a destination from among PCs that are connected to the network by entering "Domain/Workgroup Name"/"Host Name".
- A maximum of 500 addresses can be displayed. Select the host name (PC name) that you want to specify in the screen that appears, and select [OK]. The login user name and login password entry screen appears.
- After you enter the login user name and login password of the destination PC, the shared folders appear. Select the folder that you want to specify and select [OK]. The address of the selected shared folder is set.

## 5 Check the information.

1 Check the information.

Change the settings as required.

2 Select [Connection Test] to check the connection.

"Connected." appears when connection to the destination is correctly established. If "Cannot connect." appears, review the entry.

To enter multiple destinations, select [Next Destination] and enter the next destination.

You can register the entered information in the Address Book by selecting [Add to Address Book].

**NOTE**

- If "Broadcast" is set to [Prohibit], multiple destinations cannot be entered.

## 6 Select [OK].

Destinations can be changed later.

## 7 Configure the functions.

Select the Global Navigation to display other functions.

## 8 Press the [Start] key.

**NOTE**

When selecting On for "Destination Check before Send", the confirmation screen appears.

➡ Confirmation Screen of Destinations (page 289)

## 9 Press the [Start] key.

**NOTE**

A confirmation prompt is displayed on the screen if more than one destination is specified. Confirm and select [Yes]. Sending starts.

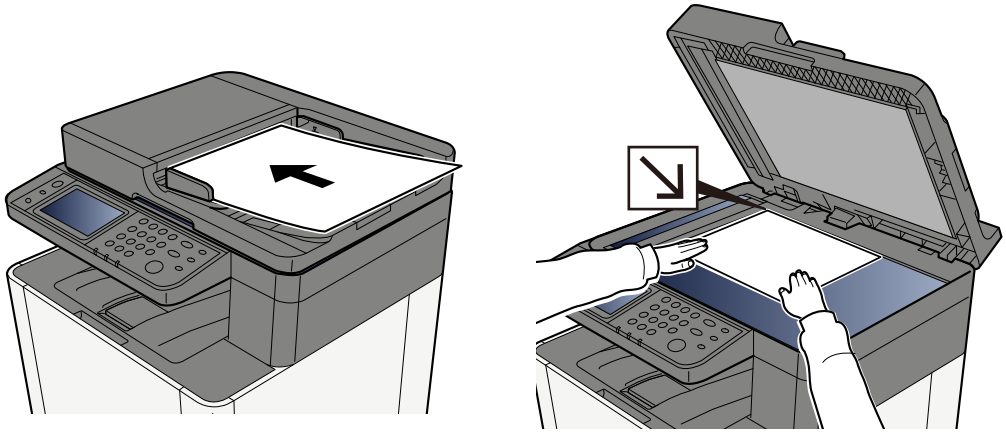
# Sending Document to Folder on an FTP Server (Scan to FTP)

**NOTE**

- When transmitting using wireless LAN, select the interface dedicated to the send function in advance.
  ➡ Others (page 488)
- Before sending a document, configure the FTP Client (Transmission).
  ➡ Protocol Settings (page 475)

## 1 [Home] key > [Send]

## 2 Load paper.



➡ Loading Originals (page 237)

## 3 In the destination screen for sending, select [Enter destination] > [FTP]

## 4 Enter the destination details.

➡ Character Entry Method (page 805)

**NOTE**

When selecting On for "Entry Check for New Dest.", the re-entering screen for the destination information appears.

➡ Re-entering the New Destination (page 290)

The table below explains the items to be entered.

| Setting | Detail |
|---|---|
| Host Name | Host name or IP address of FTP server<br>To enter the IPv6 address, enclose the address in brackets [ ].<br>Limited character count: 64 characters or less<br>Example: [2001:db8:a0b:12f0::1] |
| Port | Port number<br>If the port number is not specified, the default port number is 21. |
| Folder Path | Path for the file to be stored<br>Limited character count: 128 characters or less<br>For example: User\ScanData<br>If no path is entered, the file is stored in the home directory.<br>When the FTP server is based on Linux/UNIX, the path including the sub-folder is combined by the slash "/" not using the back-slash. |
| Login User Name | FTP server login user name<br>Limited character count: 64 characters or less |
| Login Password | FTP server login password<br>Limited character count: 64 characters or less<br>Upper case and lower-case letters are distinguished (case sensitive). |

## 5 Check the information.

1 Check the information.

Change the settings as required.

2 Select [Connection Test] to check the connection.

"Connected." appears when connection to the destination is correctly established. If "Cannot connect." appears, review the entry.

To enter multiple destinations, select [Next Destination] and enter the next destination.

You can register the entered information in the Address Book by selecting [Add to Address Book].

**NOTE**

- If "Broadcast" is set to [Prohibit], multiple destinations cannot be entered.

➡ Send/Store (page 437)

## 6 Select [OK].

Destinations can be changed later.

➡ Checking and Editing Destinations (page 288)

## 7 Configure the functions.

Select the Global Navigation to display other functions.

➡ Send (page 307)

## 8 Press the [Start] key.

**NOTE**

When selecting On for "Destination Check before Send", the confirmation screen appears.

➡ Confirmation Screen of Destinations (page 289)

## 9 Press the [Start] key.

**NOTE**

A confirmation prompt is displayed on the screen if more than one destination is specified. Confirm and select [Yes]. Sending starts.

# Scanning using TWAIN or WIA

This subsection explains how to scan an original using TWAIN. The WIA driver is used in the same way.

**NOTE**

- When transmitting using wireless LAN, select the interface dedicated to the send function in advance.
  ➡ Others (page 488)
- Before sending a document, confirm that TWAIN/WIA driver is installed on a computer and the settings are configured.
  ➡ Setting TWAIN Driver (page 117)
  ➡ Setting WIA Driver (page 119)

## 1 Display the screen.

1 Activate the TWAIN compatible application software.

2 Select the machine using the application and display the dialog box.

**NOTE**

For selecting the machine, see the Operation Guide or Help for each application software.

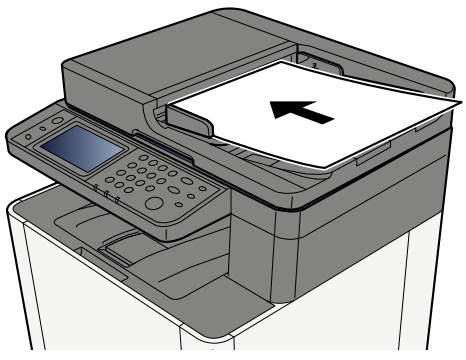
## 2 Configure the settings.

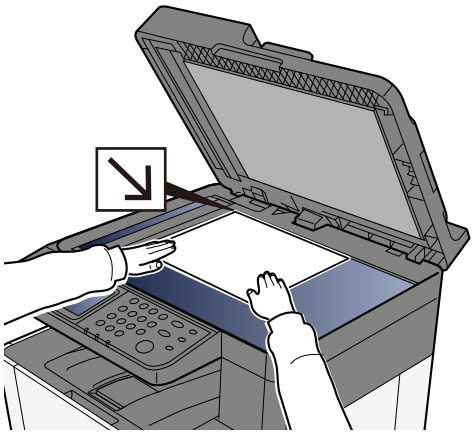
Select scanning settings in the dialog box that opens.

**NOTE**

For the settings, refer to Help in the dialog box.

## 3 Place the original.





➡ Loading Originals (page 237)

**4** **Scan the originals.**

Click the [Scan] button. The document data is scanned.

# Useful Sending Method

You can specify the following useful scanning (sending) methods.

**WSD Scan**

Saves images of originals scanned on this machine as files on a WSD-compatible computer.

➡ Executing WSD scan (page 273)

**Scanning using File Management Utility**

Scans a document using the settings of File Management Utility and saves the image data and scanning information on a specified server or in a specified folder.

➡ Scanning with FMU Connection (page 275)

**Scanning using the fax server**

You can send a scanned document via a fax server.

➡ Using a Fax Server to Send (Fax Server Send) (page 280)

**Sending to different types of destinations (Multi sending)**

Sends to different types of destination (E-mail addresses, folders, etc.) in a single operation.

➡ Sending to different types of destinations (Multi sending) (page 277)

**Send to Me (Email)**

Sends to the E-mail address of the logged in user when user login is enabled.

➡ Sending Documents to E-mail Address of Logged in User (to myself) (page 279)

# WSD Scan

WSD Scan saves images of originals scanned on this machine as files on a WSD-compatible computer.

**NOTE**

- To use WSD Scan, confirm that the computer used for WSD scanning and the machine is network-connected, and "Sending Job - WSD Scan" is set to [On] in the network settings.

  ➡ WSD Scan (page 443)

- For information on operating the computer, refer to the computer's help or the operation guide of your software.
- When transmitting using wireless LAN, select the interface dedicated to the send function in advance.

  ➡ Others (page 488)

## Install the Driver (for Windows 10)

**1 Right-click the [Start] button in Windows and select [Control Panel] → [Devices and Printers]**

**2 Install the driver.**

Click [Add Device]. Select the icon that displays the machine model name, and click [Next].

When the machine model icon is displayed as a "printer" on the "Devices and Printers" screen, installation is complete.

# Install the Driver (for Windows 11)

**1** **Click the [Start] button → [Control Panel] → [Devices and Printers]**

**2** **Install the driver.**

Click [Add Device]. Select the icon that displays the machine model name, and click [Next].

When the machine model icon is displayed as a "printer" on the "Devices and Printers" screen, installation is complete.

# Executing WSD scan

WSD Scan saves images of originals scanned on this machine as files on a WSD-compatible computer.

**NOTE**

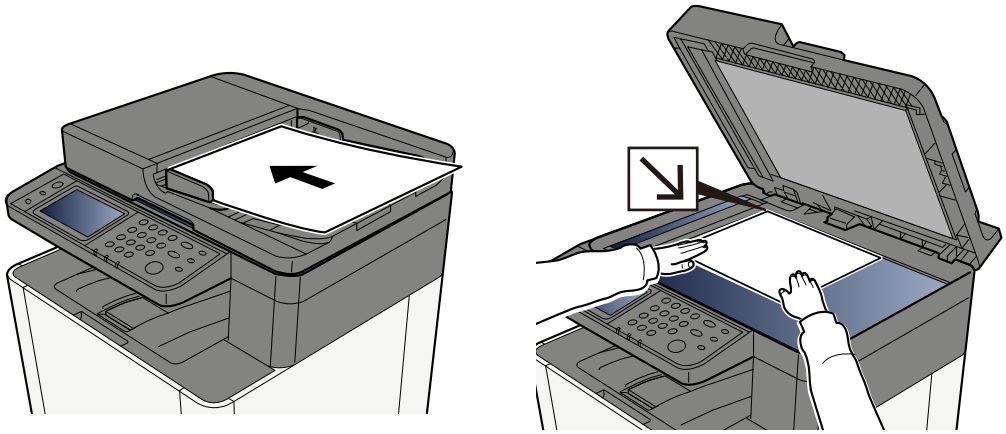
- When transmitting using wireless LAN, select the interface dedicated to the send function in advance.

  ➡ Others (page 488)
- To use WSD Scan, confirm that the computer used for WSD scanning and the machine are network-connected, and "WSD Scan" is set to [On] in the network settings.

  ➡ WSD Scan (page 443)
- For information on operating the computer, refer to the computer's help or the operation guide of your software.

**1** **[Home] key > [Send]**

**2** **Place the original.**



➡ Loading Originals (page 237)

**3** **In the destination screen for sending, select [Enter destination] > [WSD Scan]**

**4** **Scan the originals.**

- For operations on this machine, refer to steps 5 to 8.
- For operations on PC, refer to steps 9 and 10.

**5** **(Procedure using this machine) [From Operation Panel] > [Next >]**

**6** **Select the destination computer > [OK]**

Select [Reload] to reload the computer list.

You can view information on the selected computer by selecting (information icon).

**7** **Set the type of original, file format, etc., as desired.**

**8** **Press the [Start] key.**

Sending begins and the software installed on the computer is activated.

**9** **(Procedure from your computer) [From Computer] > [Start]**

**10** **Use the software installed on the computer to send the images.**

# Scanning with FMU Connection

"FMU Connection" is installed on the machine as a standard application. FMU Connection can be used to scan an original according to the settings configured with "File Management Utility" (downloaded from Download Center (https://kyocera.info/)), and save the image data and scanning information on a specified server or folder. Unlike regular transmission functions, this application lets you use metadata such as the scan date and time and the data format.

## 1 Configure the settings.

The first time you use FMU Connection, you must start it up in System Menu.

Activating Applications

To use FMU Connection, you must install File Management Utility on your computer and configure the multifunction machine to be used, scanning conditions, and the file save location. For installation of File Management Utility, refer to the following:

➡ Installing Software (page 100)

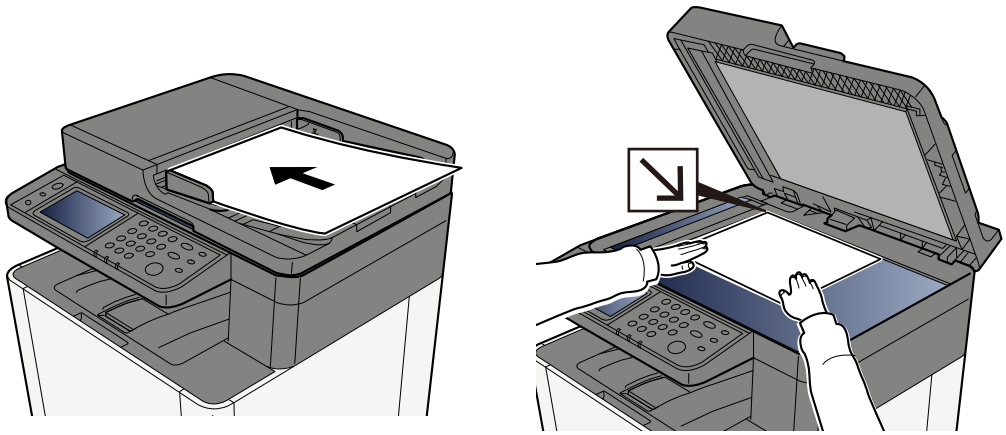
**NOTE**

For information on using File Management Utility, refer to the following:

➡ **File Management Utility User Guide**

## 2 Make sure that File Management Utility is running on the computer (or server) on which File Management Utility is installed.

## 3 Place the original.



## 4 Select [FMU Connection].

FMU Connection will start up.

## 5 Follow the on-screen instructions to enter the necessary information and select [Next].

## 6 When the scan settings screen appears, select each item and configure the necessary settings.

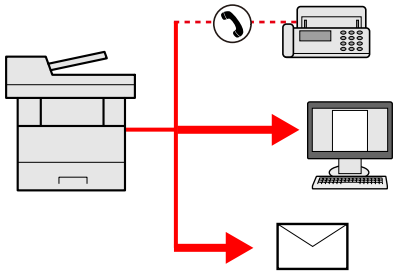
The features that can be set depend on File Management Utility.

**7** **Press the [Start] key.**

Sending starts.

# Sending to different types of destinations (Multi sending)

You can specify destinations combining E-mail addresses, folders (SMB or FTP), and fax numbers. This is referred to as Multi Sending. This is useful for sending to different types of destination (E-mail addresses, folders, etc.) in a single operation.



No. of broadcast items: Up to 50

However, number of items are restricted for the following sending options.

- E-mail and fax: Up to 100 in total
- Folders (SMB, FTP): Total of 5 SMB and FTP

Also, depending on the settings, you can send and print at the same time.

Procedures are the same as used in specifying the destinations of respective types. Continue to enter E-mail address or folder path so that they appear in the destination list. Press the [Start] key to start transmission to all destinations at one time.

**NOTE**

- If the destinations include a fax, the images sent to all destinations will be black and white.
- If [Broadcast] is set to [Prohibit], multiple destinations cannot be entered.

➡ Send/Store (page 437)

## Sending to different types of destinations

**1** **[Home] key > [Send]**

**2** **Place the original.**

**3** **Specify the recipient.**

**4** **Configure the settings.**

Select the Global Navigation to display other functions.

➡ Send (page 307)

## 5 Press the [Start] key.

**NOTE**

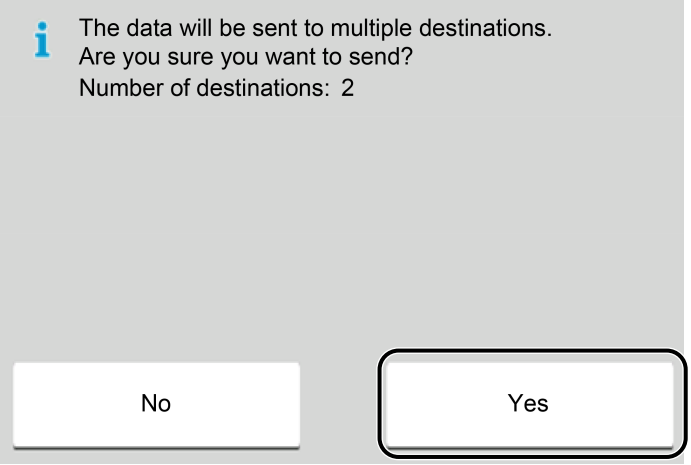
When selecting On for "Destination Check before Send", the confirmation screen appears.

➡ Confirmation Screen of Destinations (page 289)

## 6 Press the [Start] key.

**NOTE**

A confirmation prompt is displayed on the screen. Confirm and select [Yes].




Sending starts.

# Sending Documents to E-mail Address of Logged in User (to myself)

Sends to the E-mail address of the logged in user when user login is enabled.

## 1 Configure the settings.

Before using this function, the following are necessary.

- The function icon must be displayed in the home screen.

  ➡ Editing the Home Screen (page 64)

- An E-mail address must be set in user login for the user who logs in.

  ➡ Adding a User (Local User List) (page 525)

## 2 Select the [Home] key

## 3 Select [Send to Me (Email)].

**NOTE**

When this function is used, functions other than transmission cannot be used.

# Using a Fax Server to Send (Fax Server Send)

You can send a scanned document via a fax server.

**NOTE**

- A fax server is required to use this function. For information about the fax server, contact the applicable administrator.
- FAX server settings must be configured to send a FAX. For details, refer to the following:

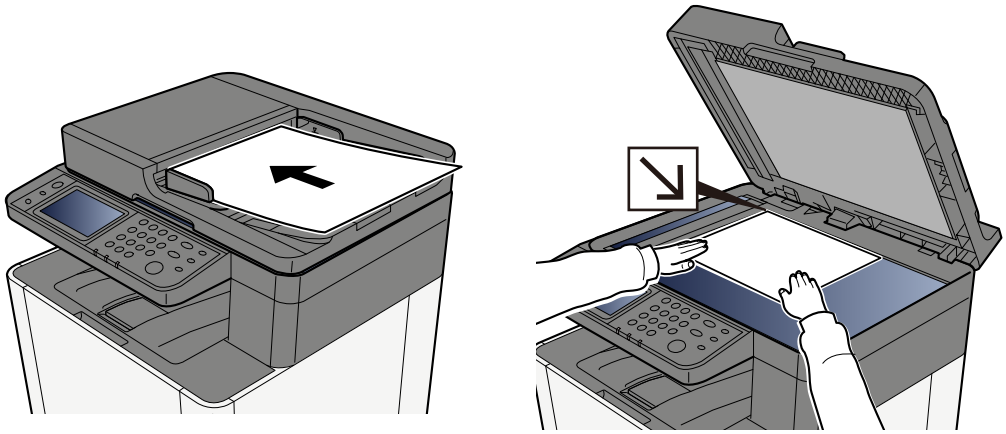
  ➡ **Command Center RX User Guide**

  ➡ Connectivity (page 487)

## 1 [Home] key > [Send]

You can specify the destination by configuring the FAX settings with the icon displayed on the desktop.

## 2 Place the original.



➡ Loading Originals (page 237)

## 3 Display the screen.

In the destination screen for sending, select [+] > [Fax Server].

## 4 Enter the recipient information.

1 Select [Fax No. Entry].

2 Enter the fax number > [OK].

**NOTE**

- Use the numeric keys to enter a number.
- When selecting On for "Entry Check for New Dest.", the re-entering screen for the destination information appears.

➡ Re-entering the New Destination (page 290)

Destinations can be changed later.

➡ Checking and Editing Destinations (page 288)

**NOTE**

- When selecting the information from the Address Book, select [Address Book], and specify the destination > [OK].

➡ Choosing from the Address Book (page 284)

- When selecting the information from an External Address Book, select [External Address Book], and specify the destination > [OK].

  For details on the External Address Book, refer to the following:

  ➡ **Command Center RX User Guide**

## 5 Configure the functions.

Scroll the window to display other functions.

➡ Send (page 307)

## 6 Press the [Start] key.

**NOTE**

When selecting On for "Destination Check before Send", the confirmation screen appears.

➡ Confirmation Screen of Destinations (page 289)

## 7 Press the [Start] key.

**NOTE**

A confirmation prompt is displayed on the screen if more than one destination is specified. Confirm and select [Yes]. Sending starts.

# Canceling Sending Jobs

**1** **Select the [Stop] key with the send screen displayed.**

**2** **Cancel a job.**

When there is a job is being scanned, Job Cancel appears.

When there is a job sending or on standby, Canceling job screen appears. Select the job you wish to cancel > [Cancel] > [Yes]

**NOTE**

Selecting the [Stop] key will not temporarily stop a job that you have already started sending.

# Handling Destination

This section explains how to select and confirm the destination.

## Specifying Destination

Select the destination using either of the following methods except entering address directly:

- Choosing from the Address Book
  ➡ Choosing from the Address Book (page 284)
- Choosing from the External Address Book

  For details on the External Address Book, refer to the following:

  ➡ **Command Center RX User Guide**
- Choosing from One Touch key
  ➡ Choosing from One Touch Key (page 286)
- Choosing from the Search (No.)
  ➡ Choosing from the Search (No.) (page 287)
- Choosing from the FAX

  The fax function can be used on products equipped with fax capability.

  ➡ **FAX Operation Guide**

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**NOTE**

- You can set the machine up so that the address book screen appears when you select the [Send] key.
  ➡ Send/Store (page 437)
- If you are using the products equipped with the fax function, you can specify the fax destination. Enter the other party number using the numeric keypad.

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# Choosing from the Address Book

For more information about how to register destinations in the Address Book, refer to the following:

➡ Registering Destinations in the Address Book (page 177)

## 1 In the Destination screen for sending, select [Address Book] >

**NOTE**

For details on the External Address Book, refer to the following:

➡ **Command Center RX User Guide**

## 2 Select the destinations.

Select the checkbox to select the desired destination from the list. Multiple destinations can be selected. The selected destinations are indicated by a checkmark in the check box. To use an address book on the LDAP server, select [Select] > [Address Book] > [External Address Book].

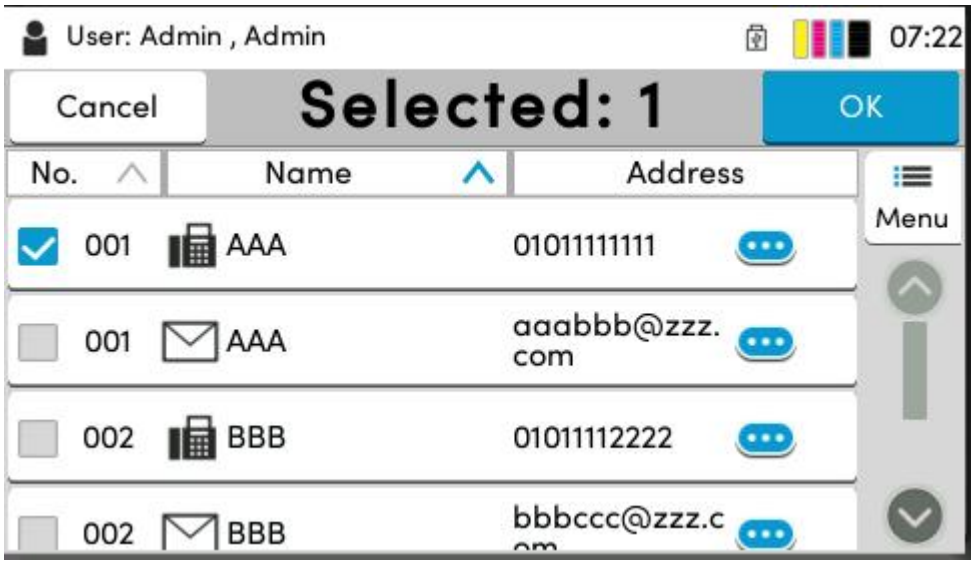
Select [Name] or [No.] to sort the destination list.

**NOTE**

- To deselect, select the checkbox again and remove the checkmark.
- If "Broadcast" is set to [Prohibit], multiple destinations cannot be selected. This also applies to a group in which multiple destinations are registered.

  ➡ Send/Store (page 437)

Destinations registered in the Address Book can be searched.




1 [Filter]

Advanced search by type of registered destination (Email, Folder, Fax or Group). (Fax: Only when the optional FAX Kit is installed.) You can set up this function so that destination types are selected when the address book is displayed.

➡ Address Book (page 444)

2 [Search(No.)] or [Search(Name)]

Search by registered address number or name. Select either [Search(No.)] or [Search(Name)] to switch between [Search(No.)] and [Search(Name)].

## 3 Accept the destination > [OK]

Destinations can be changed later.

➡ Checking and Editing Destinations (page 288)

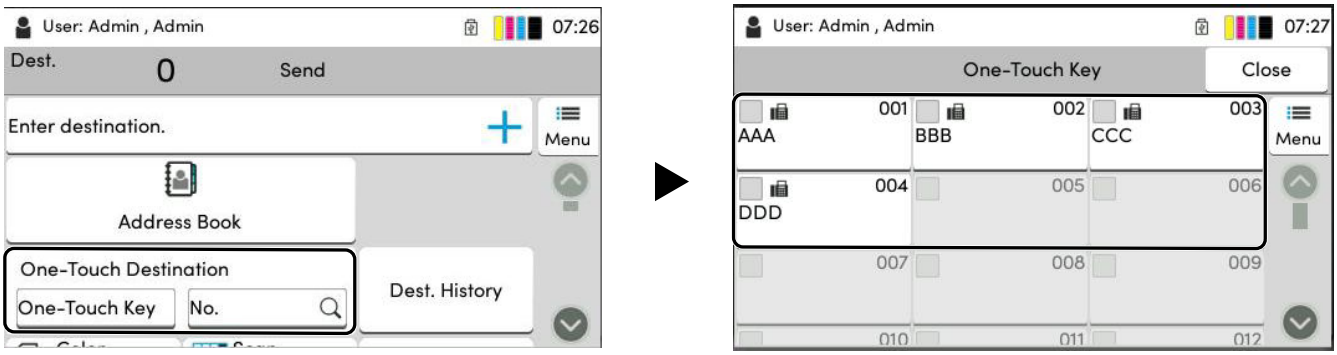
**NOTE**

You can set the default sort setting of the address for the address book.

➡ Address Book (page 444)

# Choosing from One Touch Key

## 1 In the destination screen for sending, select the One Touch Keys where the destination is registered.




**NOTE**

- If the One Touch Key for the desired destination is hidden on the touch panel, select or . Displays One Touch Keys that are hidden. This procedure assumes that One Touch Keys have already been registered. For more information on adding One Touch keys, refer to the following:

  ➡ Adding a Destination on One Touch Key (page 189)

- The No. key has the same function as [Search (No.)] displayed on the touch panel. Use to directly enter a number with the numeric keys, such as specifying a transmission address using a one-touch key number, or calling up a stored program using the program number. For information on one-touch key numbers, refer to the following:

  ➡ Choosing from the Search (No.) (page 287)

# Choosing from the Search (No.)

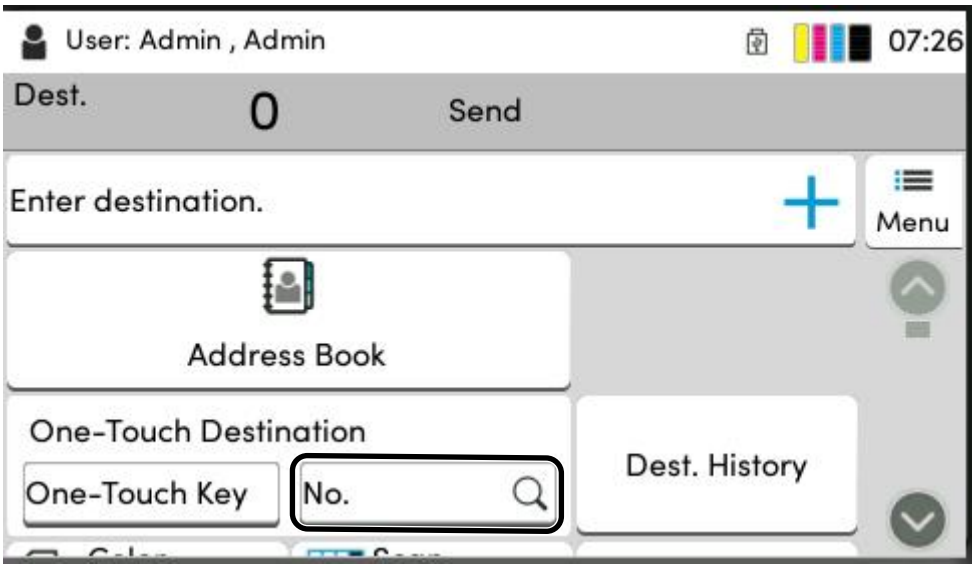
[Home] key > [...] > [System Menu] > [Function Settings] > [One-Touch Key] > [Add/Edit One-Touch Key]

Access the destination by specifying the 4-digit (0001 to 1000) One Touch Key number.

**1 In the destination screen for sending, select [Search (No.)] to display the numeric entry screen. Select the number entry field and enter the One-Touch Key number with the numeric keypad.**

**NOTE**

If you entered the One Touch Key in 1 to 3-digit, select [OK].



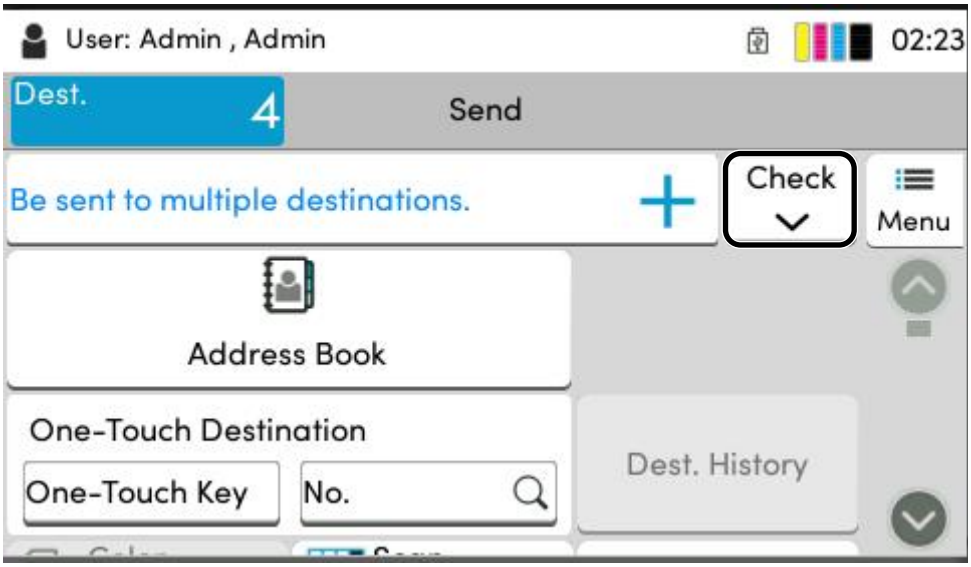
# Checking and Editing Destinations

## 1 Display the screen.

Specify the destination.

➡ Specifying Destination (page 283)

## 2 Check and edit the destination.




Select ∨ to display a destination list.

- Select (information icon) to check the destination.
- Select (delete icon) to remove the destination from the list.

**NOTE**

- When selecting On for "Entry Check for New Dest.", the confirmation screen appears. Enter the same destination again, and select [OK].

  ➡ Send/Store (page 437)

- If "Destination Check before Send" is set to On, the confirmation screen appears when the [Start] key is pressed.

  ➡ Send/Store (page 437)

  ➡ Confirmation Screen of Destinations (page 289)

# Confirmation Screen of Destinations

When selecting On for "Destination Check before Send", the confirmation screen of destinations appears after pressing the [Start] key.

➡ Send/Store (page 437)

## 1 Move the screen to the bottom and confirm all destinations.




Selecting (information icon) shows the detailed information of the destination.

To delete the destination, select the destination you want to delete > [Delete] > [Delete]

To add the destination, select [Close] and then return to the destination screen.

## 2 Select [Check].

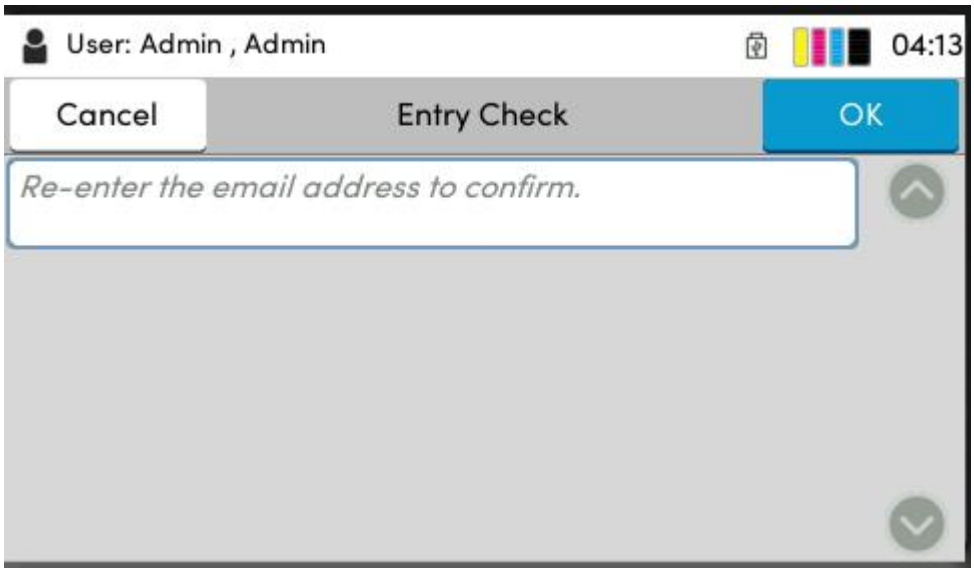
**NOTE**

Be sure to confirm all destination by displaying them on the touch panel. You cannot select [Check] unless you have confirmed all destination.

# Re-entering the New Destination

If the "Entry Check for New Dest." is set to on, the re-entering screen for the destination information is displayed.

➡ Send/Store (page 437)




Enter the same destination information again, and select [OK].

# Recall

"Recall" is a function allowing you to send the last entered destination once again. To send to the same destination again, select [Recall] to call the destination to the destination list.

## 1 Select [Recall].

The destination you sent is displayed on the destination list.

**NOTE**

When the last sending included FAX, folders and E-mail destinations, they are also displayed. If necessary, add or delete the destination.

## 2 Press the [Start] key.

Sending starts.

**NOTE**

- If "Destination Check before Send" is set to On, the destination confirmation screen appears when the [Start] key is pressed.

  ➡ Confirmation Screen of Destinations (page 289)

- Recall information is canceled in the following conditions.
  - When you turn the power off
  - When you send a next image (new recall information is registered)
  - When you log out

# How to use the FAX Function

On products with a FAX function, it is possible to use the FAX function. The fax function can be used on products equipped with fax capability. For details, refer to the following:

➡ **FAX Operation Guide**

# Using Document Boxes

Document Box is a function for saving print data from a computer and sharing it with multiple users. The following types of document boxes are available:

- Job Box
- USB Drive Box
- Fax Memory RX Box (only for fax-compatible models)
- Subaddress Communication Box (only for fax-compatible models)
- Polling Box (only for fax-compatible models)

## What is Job Box?

Job Box is a generic name for the "Private Print/Stored Job Box", "Quick Copy/Proof and Hold Box", and "PIN Print Box".

These Job Boxes cannot be created or deleted by a user.

---

**NOTE**

- You can set up the machine so that temporary documents in job boxes are automatically deleted.

  ➡ Deletion of Job Retention (page 452)

- For details on operating the "Private Print/Job Hold Box", "Quick Copy/Proof and Hold Box", or "PIN Print Box", refer to the following:

  ➡ Printing Data Saved in the Printer (page 211)

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# What is USB Drive Box?

A USB drive can be connected to the USB memory slot on the machine to print a saved file. You can print data directly from the USB drive without a PC.

Image files scanned using this machine can also be saved to USB drive in the PDF, TIFF, JPEG, XPS, OpenXPS, high compression PDF.

# What is a Fax Memory RX Box/Subaddress Box/Polling Box?

Fax Box store the fax data. The fax function can be used on products equipped with fax capability. For details, refer to the following:

➡ **FAX Operation Guide**

# Sending Documents to E-mail Address of Logged in User (to myself)

Sends to the E-mail address of the logged in user when user login is enabled.

## 1 Configure the settings.

Before using this function, the following are necessary.

- The function icon must be displayed in the home screen.

  ➡ Editing the Home Screen (page 64)

- An E-mail address must be set in user login for the user who logs in.

  ➡ Adding a User (Local User List) (page 525)

## 2 Select the [Home] key

## 3 Select [Send to Me (Email)].

**NOTE**

When this function is used, functions other than transmission cannot be used.

# Using Removable USB Drive

Plugging USB drive directly into the machine enables you to quickly and easily print the files stored in the USB drive without having to use a computer.

The following file types can be printed:

- PDF file (Version 1.7 or older)
- TIFF file (TIFF V6/TTN2 format)
- JPEG file
- XPS file
- OpenXPS file
- Encrypted PDF file

In addition, you can store scanned image files in USB drive connected to the machine. The following file formats can be stored:

- PDF file
- TIFF file
- JPEG file
- XPS file
- OpenXPS file
- High-compression PDF file format

**NOTE**

Word, Excel and PowerPoint will be saved in a Microsoft Office 2007 or later file format.

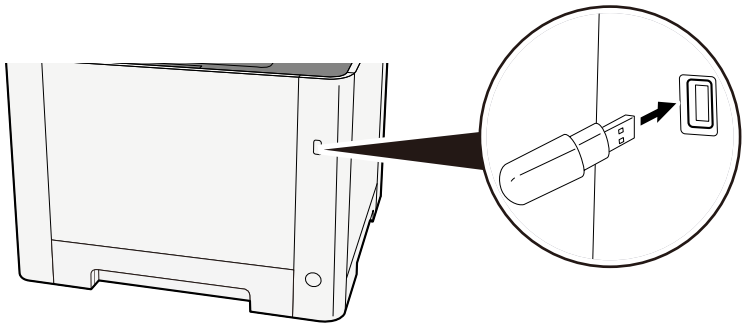
## Printing Documents Stored in Removable USB Drive

**NOTE**

- PDF files you wish to print should have an extension (.pdf).
- Use USB drive properly formatted by this machine.
- Plug the USB drive directly into the USB Memory Slot.

## 1 Plug the USB drive.

1 Plug the USB drive into the USB memory Slot.



When the machine recognizes the USB drive, the message "USB Drive is recognized. Displaying files." appears.

2 Select [Continue].

Displays the USB drive operation screen.

**NOTE**

If the message does not appear, select [USB Drive] on the Home screen.

## 2 Print the document.

1 Select the folder containing the file to be printed.

**NOTE**

- 1,000 documents can be displayed.
- To return to a higher-level folder, select [Up].

2 Select the file to be printed > [Menu] > [Print]

3 Change the number of copies, duplex printing, etc. as desired.

For the features that can be set, refer to the following:

➡ USB Drive (Printing Documents) (page 312)

**NOTE**

After a document saved in the machine is selected, [Use File Settings] may appear in the setting screen for the feature to be used.

- To use the settings saved with the document, select [Use File Settings].
- If you need to change the print settings, select the desired feature.

4 Press the [Start] key.

Printing of the selected file begins.

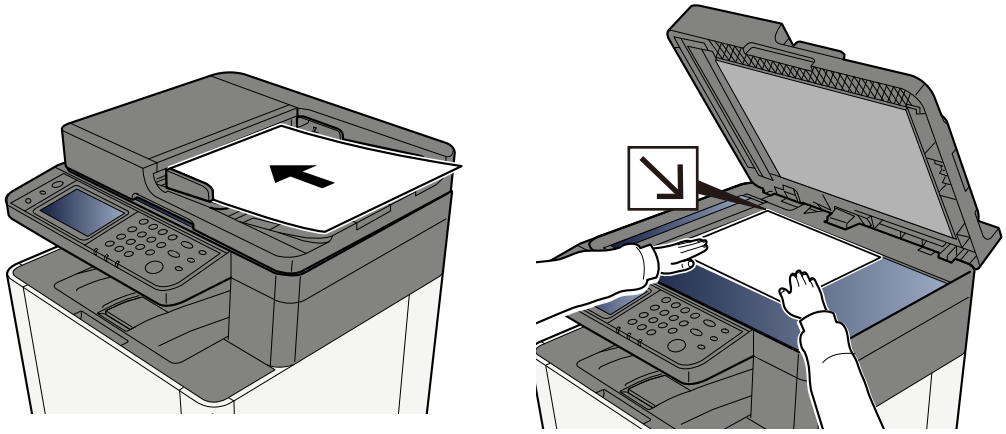
# Saving Documents to USB Drive (Scan to USB)

You can store scanned documents to a removable USB drive.

**NOTE**

The maximum number of the storable files is 1,000.

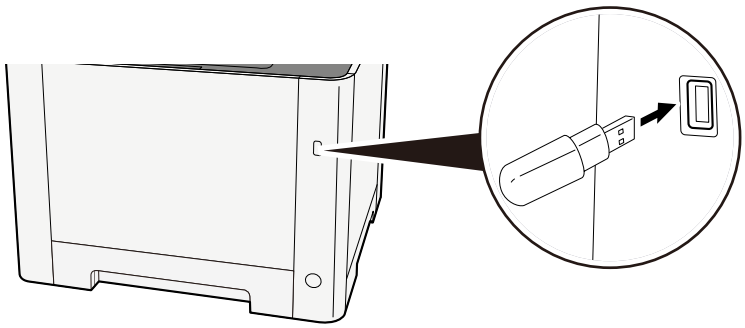
## 1 Place the original.



Loading Originals (page 237)

## 2 Plug the USB Drive.

1 Plug the USB drive into the USB Memory Slot.



When the machine recognizes the USB drive, the message "USB Drive is recognized. Displaying files." appears.

2 Select [Continue].

Displays the USB Drive screen.

**NOTE**

If the message does not appear, select [USB Drive] on the Home screen.

## 3 Store the document.

1. Select the folder where the file will be stored.
2. Select [Store File].
3. Set the type of original, file format, etc., as desired.
   For the features that can be set, refer to the following:
   ➡ USB Drive (Store File) (page 310)
4. Check the storing image.
5. Press the [Start] key.
   The original is scanned and the data is stored in the USB drive.

# Check the USB Drive Information

1. **In the USB Drive screen, select [Menu] > [USB Info].**
2. **Once you confirm the information, select [Close].**

# Removing USB Drive

**IMPORTANT**

Be sure to follow the proper procedure to avoid damaging the data or USB drive.

## 1 Display the screen.

[Home] key > [USB Drive] > [Menu]

## 2 Select [Remove USB].

When "USB Drive can be safely removed." is displayed, select [OK] then remove the USB drive.

**NOTE**

USB drive can also be removed via Device Information.

➡ Device Information (page 392)

Tapping the USB drive icon shown at the top of the touch panel and selecting [Remove USB] allows you to safely remove the USB drive.

➡ Home screen (page 62)

# 6 Using Various Functions

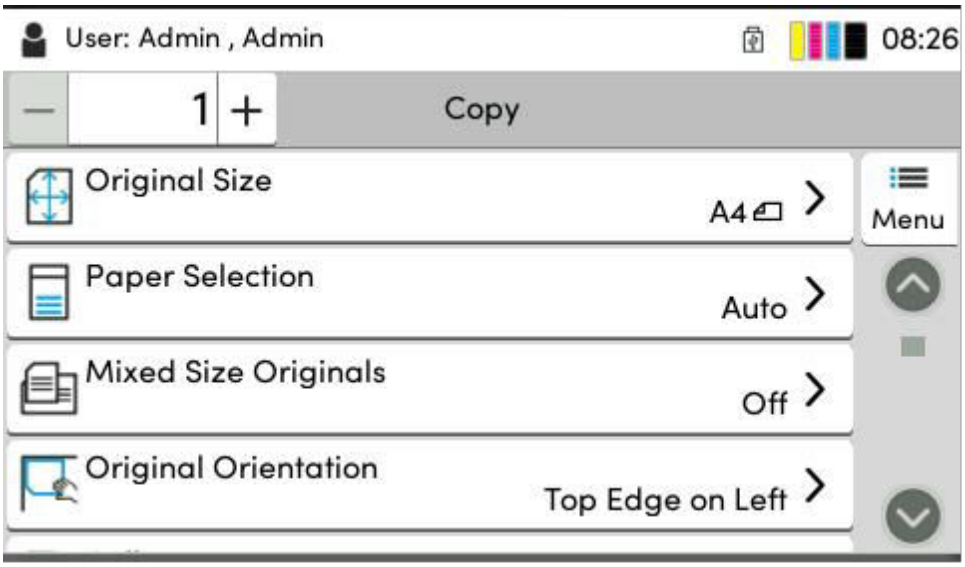
About Functions Available on the Machine ..... 304
Functions ..... 313

# About Functions Available on the Machine

This machine provides the various functions available.

## Copy

Each function is displayed in the Body when Global Navigation is selected.




For details on each function, see the table below.

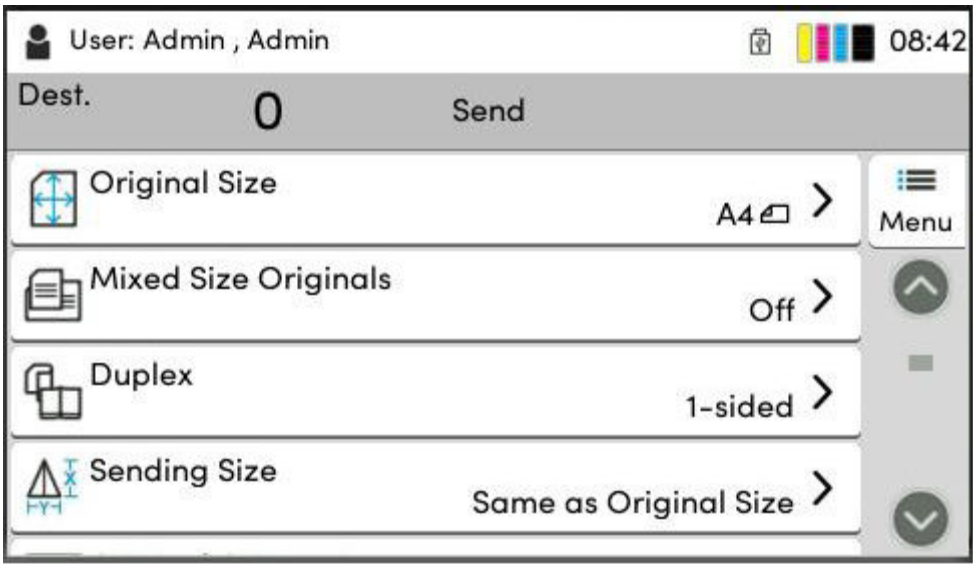
| Function | Description |
|---|---|
| [Original Size] | Specify the original size to be scanned.<br>➡ Original Size (page 313) |
| [Paper Selection] | Select the cassette or multipurpose tray that contains the required paper size.<br>➡ Paper Selection (page 315) |
| [Mixed Size Originals] | Scan the documents of different sizes that are set in the document processor all at once.<br>➡ Mixed Size Originals (page 317) |
| [Original Orientation] | Select the orientation of the original document top edge to scan correct direction.<br>➡ Original Orientation (page 319) |
| [Collate] | Prints the output by page or set.<br>➡ Collate (page 320) |
| [ID Card Copy] | Use this when you want to copy a driver's license or an insurance card. When you scan the front and back of the card, both sides will be combined and copied onto a single sheet.<br>➡ ID Card Copy (page 321) |
| [Zoom] | Adjust the zoom to reduce or enlarge the image.<br>➡ Copying (page 337) |
| [Combine] | Combines 2 or 4 original sheets into 1 printed page.<br>➡ Combine (page 340) |

| Function | Description |
|---|---|
| [Border Erase] | Erases the black border that forms around the image.<br>➡ Border Erase, Border Erase/Full Scan (page 343) |
| [Duplex] | Produces two-sided copies. You can also create single-sided copies from two-sided originals.<br>➡ Copying (page 347) |
| [Density] | Adjust density.<br>➡ Density (page 322) |
| [Original Image] | Select original image type for best results.<br>➡ Original Image (page 323) |
| [Color Selection] | Select the color setting.<br>➡ Color Selection (page 327) |
| [EcoPrint] | EcoPrint saves toner when printing.<br>➡ EcoPrint (page 326) |
| [Color Balance] | Adjust the strength of cyan, magenta, yellow, and black.<br>➡ Color Balance (page 328) |
| [Hue Adjustment] | Adjust the color (hue) of images.<br>➡ Hue Adjustment (page 329) |
| [Sharpness] | Adjusts the sharpness of image outlines.<br>➡ Sharpness (page 331) |
| [BackgroundDensityAdj.] | Removes dark background from originals, such as newspapers.<br>➡ Background Density Adj. (page 332) |
| [Saturation] | Adjust the color saturation of the image.<br>➡ Saturation (page 333) |
| [Prevent Bleed-thru] | Hides background colors and image bleed-through when scanning thin originals.<br>➡ Prevent Bleed-thru (page 334) |
| [Contrast] | You can adjust the contrast between light and dark areas of the image.<br>➡ Contrast (page 335) |
| [Erase Colors] | Erases colors in the source document.<br>➡ Erase Colors (page 336) |
| [Continuous Scan] | Scans a large number of originals in separate batches and then produces as one job.<br>➡ Continuous Scan (page 350) |
| [Job Finish Notice] | Sends E-mail notice when a job is complete.<br>➡ Job Finish Notice (page 351) |
| [File Name Entry] | Adds a file name.<br>➡ File Name Entry (page 352) |
| [Priority Override] | Suspends the current job and gives a new job top priority.<br>➡ Priority Override (page 353) |

| Function | Description |
|---|---|
| [Detect Folded Corner Orig.] | When scanning a document from the document processor, scanning is automatically stopped when a document with a folded corner is detected.<br>➡ Detect Folded Corner Orig. (page 354) |
| [Skip Blank Page] | When there are blank pages in a scanned document, this function skips the blank pages and prints only pages that are not blank.<br>➡ Skip Blank Page (page 355) |

# Send

Each function is displayed in the Body when Global Navigation is selected.




For details on each function, see the table below.

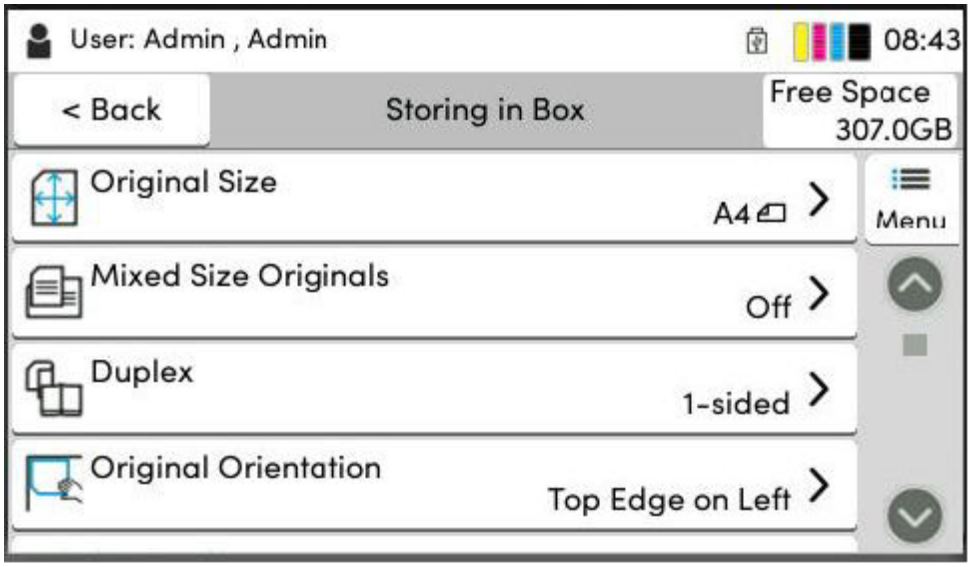
| Function | Description |
|---|---|
| [Original Size] | Specify the original size to be scanned.<br>➡ Original Size (page 313) |
| [Mixed Size Originals] | Scan the documents of different sizes that are set in the document processor all at once.<br>➡ Mixed Size Originals (page 317) |
| [Duplex] | Select the type and orientation of the binding based on the original.<br>➡ Duplex (page 356) |
| [Sending Size] | Select size of image to be sent.<br>➡ Sending Size (page 357) |
| [Original Orientation] | Select the orientation of the original document top edge to scan correct direction.<br>➡ Original Orientation (page 319) |
| [File Format] | Specify the image file format. Image quality level can also be adjusted.<br>➡ File format (page 359) |
| [File Separation] | Creates a file for each scanned original data page and sends the files.<br>➡ File Separation (page 365) |
| [Density] | Adjust density.<br>➡ Density (page 322) |
| [Original Image] | Select original image type for best results.<br>➡ Original Image (page 323) |

| Function | Description |
|---|---|
| [Scan Resolution] | Select fineness of scanning resolution.<br>➡ Scan Resolution, Resolution (page 366) |
| [Fax TX Resolution] | Select fineness of images when sending FAX.<br>This item is displayed for fax-compatible machines.<br>➡ **FAX Operation Guide** |
| [Color Selection] | Select the color setting.<br>➡ Color Selection (page 327) |
| [Sharpness] | Adjusts the sharpness of image outlines.<br>➡ Sharpness (page 331) |
| [Clarify Text (Noise Removal)] | When scanning and sending a document in black and white, it eliminates background noise and improves the legibility of the text.<br>➡ Clarify Text (Noise Removal) (page 367) |
| [BackgroundDensityAdj.] | Removes dark background from originals, such as newspapers.<br>➡ Background Density Adj. (page 332) |
| [Saturation] | Adjusts the color saturation of the image.<br>➡ Saturation (page 333) |
| [Prevent Bleed-thru] | Hides background colors and image bleed-through when scanning thin originals.<br>➡ Prevent Bleed-thru (page 334) |
| [Contrast] | You can adjust the contrast between light and dark areas of the image.<br>➡ Contrast (page 335) |
| [Erase Colors] | Erases colors in the source document.<br>➡ Erase Colors (page 336) |
| [Border Erase/Full Scan] | Erases the black border that forms around the image.<br>➡ Border Erase, Border Erase/Full Scan (page 343) |
| [Zoom] | Adjust the zoom to reduce or enlarge the image.<br>➡ Printing/Sending/Storing (page 339) |
| [Job Finish Notice] | Sends E-mail notice when a job is complete.<br>➡ Job Finish Notice (page 351) |
| [FAX Delayed TX] | Set a send time.<br>This item is displayed for fax-compatible machines.<br>➡ **FAX Operation Guide** |
| [File Name Entry] | Adds a file name.<br>➡ File Name Entry (page 352) |
| [Continuous Scan] | Scans a large number of originals in separate batches and then produces as one job.<br>➡ Continuous Scan (page 350) |
| [Email Subject/Body] | Adds subject and body when sending a document.<br>➡ Email Subject/Body (page 368) |

| Function | Description |
|---|---|
| [Fax Direct Transmission] | Sends FAX directly without reading original data into memory.<br>This item is displayed for fax-compatible machines.<br>➡ **FAX Operation Guide** |
| [Fax Polling RX] | Dial the destination and receive documents for Polling Transmission stored in the polling box.<br>This item is displayed for fax-compatible machines.<br>➡ **FAX Operation Guide** |
| [FTP Encrypted TX] | Encrypts images when sending via FTP.<br>➡ FTP Encrypted TX (page 369) |
| [Detect Folded Corner Orig.] | When scanning a document from the document processor, scanning is automatically stopped when a document with a folded corner is detected.<br>➡ Detect Folded Corner Orig. (page 354) |
| [Skip Blank Page] | When there are blank pages in a scanned document, this function skips the blank pages and sends only pages that are not blank.<br>➡ Skip Blank Page (page 355) |

# USB Drive (Store File, Printing Documents)

Each function is displayed in the Body when Global Navigation is selected.




For details on each function, see below:

➡ USB Drive (Store File) (page 310)

➡ USB Drive (Printing Documents) (page 312)

## USB Drive (Store File)

For details on each function, see the table below.

| Function | Description |
|---|---|
| [Original Size] | Specify the original size to be scanned.<br>➡ Original Size (page 313) |
| [Mixed Size Originals] | Scan the documents of different sizes that are set in the document processor all at once.<br>➡ Mixed Size Originals (page 317) |
| [Duplex] | Select the type and orientation of the binding based on the original.<br>➡ Duplex (page 356) |
| [Original Orientation] | Select the orientation of the original document top edge to scan correct direction.<br>➡ Original Orientation (page 319) |
| [Storing Size] | Select size of image to be stored.<br>➡ Storing Size (page 373) |
| [Prevent Bleed-thru] | Hides background colors and image bleed-through when scanning thin originals.<br>➡ Prevent Bleed-thru (page 334) |
| [Density] | Adjust density.<br>➡ Density (page 322) |
| [Original Image] | Select original image type for best results.<br>➡ Original Image (page 323) |

| Function | Description |
|---|---|
| [Scan Resolution] | Select fineness of scanning resolution.<br>➡ Scan Resolution, Resolution (page 366) |
| [Color Selection] | Select the color setting.<br>➡ Color Selection (page 327) |
| [Erase Colors] | Erases colors in the source document.<br>➡ Erase Colors (page 336) |
| [Sharpness] | Adjusts the sharpness of image outlines.<br>➡ Sharpness (page 331) |
| [Clarify Text (Noise Removal)] | When scanning and sending a document in black and white, it eliminates background noise and improves the legibility of the text.<br>➡ Clarify Text (Noise Removal) (page 367) |
| [BackgroundDensityAdj.] | Removes dark background from originals, such as newspapers.<br>➡ Background Density Adj. (page 332) |
| [Saturation] | Adjust the color saturation of the image.<br>➡ Saturation (page 333) |
| [Zoom] | Adjust the zoom to reduce or enlarge the image.<br>➡ Printing/Sending/Storing (page 339) |
| [Border Erase/Full Scan] | Erases the black border that forms around the image.<br>➡ Border Erase, Border Erase/Full Scan (page 343) |
| [Continuous Scan] | Scans a large number of originals in separate batches and then produces as one job.<br>➡ Continuous Scan (page 350) |
| [File Name Entry] | Adds a file name.<br>➡ File Name Entry (page 352) |
| [File Format] | Specify the image file format. Image quality level can also be adjusted.<br>➡ File format (page 359) |
| [Job Finish Notice] | Sends E-mail notice when a job is complete.<br>➡ Job Finish Notice (page 351) |
| [File Separation] | Creates a file for each scanned original data page and sends the files.<br>➡ File Separation (page 365) |
| [Detect Folded Corner Orig.] | When scanning a document from the document processor, scanning is automatically stopped when a document with a folded corner is detected.<br>➡ Detect Folded Corner Orig. (page 354) |
| [Skip Blank Page] | When there are blank pages in a scanned document, this function skips the blank pages and stores only pages that are not blank.<br>➡ Skip Blank Page (page 355) |
| [Contrast] | You can adjust the contrast between light and dark areas of the image.<br>➡ Contrast (page 335) |

## USB Drive (Printing Documents)

| Function | Description |
|---|---|
| [Paper Selection] | Select the cassette or multipurpose tray that contains the required paper size.<br>➡ Paper Selection (page 315) |
| [Collate] | Prints the output by page or set.<br>➡ Collate (page 320) |
| [Duplex] | Print a document to 1-sided or 2-sided sheets.<br>➡ Duplex (During printing) (page 349) |
| [File Name Entry] | Adds a file name.<br>➡ File Name Entry (page 352) |
| [Job Finish Notice] | Sends E-mail notice when a job is complete.<br>➡ Job Finish Notice (page 351) |
| [EcoPrint] | EcoPrint saves toner when printing.<br>➡ EcoPrint (page 326) |
| [Priority Override] | Suspends the current job and gives a new job top priority.<br>➡ Priority Override (page 353) |
| [Encrypted PDF PW] | Enter the preassigned password to print the PDF data.<br>➡ Encrypted PDF Password (page 375) |
| [JPEG/TIFF Print] | Select the image size when printing JPEG or TIFF files.<br>➡ JPEG/TIFF Print (page 376) |
| [XPS Fit to Page] | Reduces or enlarges the image size to fit to the selected paper size when printing XPS file.<br>➡ XPS Fit to Page (page 377) |
| [Color Selection] | Select the color setting.<br>➡ Color Selection (page 327) |

# Functions

On pages that explain a convenient function, the modes in which that function can be used are indicated by icons.

Copy **[Org./Paper/Finishing]**

Access to the function is indicated by icons.

Example: Select [Org./Paper/Finishing] in the Copy screen to use the function.

Send **[Org./SendData Format]**

Access to the function is indicated by icons.

Example: Select [Org./SendData Format] in the Send screen to use the function.

Job Box **[Functions]**

Access to the function is indicated by icons.

Example: Select [Functions] in the Job Box screen to use the function.

USB Drive **[Functions]**

Access to the function is indicated by icons.

Example: Select [Functions] in the USB Drive screen to use the function.

# Original Size

Copy

Send

USB Drive

Specify the original size to be scanned. Select [Auto (Non-standard Size)], [Metric], [Inch] or [Others] to select the sending size.

**[Auto (Non-standard Size)]**

| Value | Description |
|---|---|
| — | Scans non-standard size originals, and automatically measures and sets the original size. |

**[Metric]**

| Value | Description |
|---|---|
| A4, A5-R, A6, B5, B6, Folio, 216 × 340 mm | Select from the Metric series standard sizes. |

**[Inch]**

| Value | Description |
|---|---|
| Letter, Legal, Statement-R, Oficio II, Executive | Select from the Inch standard size. |

**[Others]**

| Value | Description |
|---|---|
| 16K, Hagaki (Cardstock), Oufukuhagaki (Return postcard), Custom, Envelope Monarch, Envelope #10, Envelope #9, Envelope #6, Envelope DL, Envelope C5, ISO B5, Youkei 2, Youkei 4, Nagagata 3, Nagagata 4, Younaga 3 | Select from special standard sizes and custom sizes.<br>For instructions on how to specify the custom original size, refer to the following:<br>➡ Original/Scan Settings (page 411) |

**NOTE**

Be sure to always specify the original size when using custom size original.

# Paper Selection

Copy

USB Drive

Select the cassette or multipurpose tray that contains the required paper size. If [Auto] is selected, paper the same size as the original is automatically selected.

**NOTE**

- Specify in advance the size and type of the paper loaded in the cassette.

  ➡ Paper Feeding (page 413)

- Cassette 2 is displayed when the optional paper feeder is installed.

To change the paper size and media type of the multipurpose tray, select [Change Multipurpose Tray Settings] and change the Paper Size and Media Type. The available paper sizes and media types are shown in the table below.

## Paper Size

**[Metric]**

| Value | Description |
|---|---|
| A4, A5-R, A5, A6, B5, B6, Folio, 216 × 340 mm | Select from the Metric series standard sizes. |

**[Inch]**

| Value | Description |
|---|---|
| Letter, Legal, Statement, Statement-R, Executive, Oficio II | Select from the Inch series standard sizes. |

**[Others]**

| Value | Description |
|---|---|
| 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki (Cardstock), Oufuku Hagaki (Return postcard), Youkei 4, Youkei 2, Younaga 3, Nagagata 3, Nagagata 4, Custom*1 | Select from special standard sizes and custom sizes. |

**[Size Entry]**

| Value | Description |
|---|---|
| Metric<br>X: 70 to 216 mm (in 1 mm increments)<br>Y: 148 to 356 mm (in 1 mm increments) | Enter the size not included in the standard size.*2<br>If [Size Entry] is selected, use [+], [-], or the numeric keys to set the size of "X" (width) and "Y" (length). |
| Inch<br>X: 2.76 to 8.50" (in 0.01" increments)<br>Y: 5.83 to 14.02" (in 0.01" increments) | |

*1 For instructions on how to specify the custom paper size, refer to the following:

➡ [Custom Paper Settings] (page 415)

*2 The input units can be changed in System Menu.

➡ Measurement (page 403)

## Media Type

**Value**

Plain, Transparency, Rough, Vellum, Labels, Recycled, Preprinted*1, Bond, Cardstock, Color, Prepunched*1, Letterhead*1, Thick, Envelope, Coated, High Quality, Custom 1 to 8*1

*1 To print on preprinted or prepunched paper or on letterhead, refer to the following:

➡ Special Paper Action (page 419)

For instructions on how to specify the custom paper types 1 to 8, refer to the following:

➡ [Media Type Setting] (page 417)

**NOTE**

- You can conveniently select in advance the size and type of paper that will be used often and set them as default.

  ➡ [MP Tray Settings] (page 414)

- If paper of the specified paper size is not loaded in the paper source cassette or multipurpose tray, the confirmation screen appears. When the setting is [Auto], if the detected size of paper is not loaded, a paper confirmation screen appears. Load the required paper in the multipurpose tray and select [Continue]. Copying begins.

# Mixed Size Originals

Copy

Send

USB Drive

Scan the documents of different sizes that are set in the document processor all at once. This function cannot be used if platen is used.

## Copying

| Value | Description |
|---|---|
| [Off] | — |
| [Same Width] | Scans and copies multiple sheets of the same width using the document processor. |
| [Different Width] | Scans and copies multiple sheets of different width using the document processor. |

## Sending/Storing

| Value | Description |
|---|---|
| [Off] | — |
| [Same Width] | Scans and sends/stores multiple sheets of the same width using the document processor. |
| [Different Width] | Scans and sends/stores multiple sheets of different width using the document processor. |

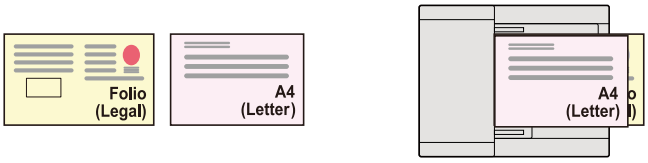
## Supported Combinations of Originals

**[Same Width]**

When the original widths are the same, the combinations of originals that can be placed are as follows.

- A4 and Folio (Legal and Letter)

**Example: Folio and A4**

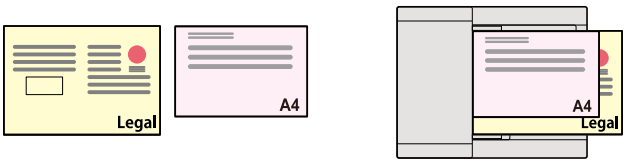



**[Different Width]**

The supported combinations of originals are as follows.

- Letter, A4, Folio, Legal

**Example: A4, Legal**




**IMPORTANT**

When placing originals of different width, arrange the originals so that their left sides and top sides are aligned, and place the originals in alignment with the far width guide. If the originals are not aligned in this way, they may not be scanned correctly, and skewing or original jams may result.

## Copy Size

Originals are detected individually for size and copied to the same size paper as originals.




**NOTE**

This function is available regardless of whether originals have the same width or not.

# Original Orientation

Copy

Send

USB Drive

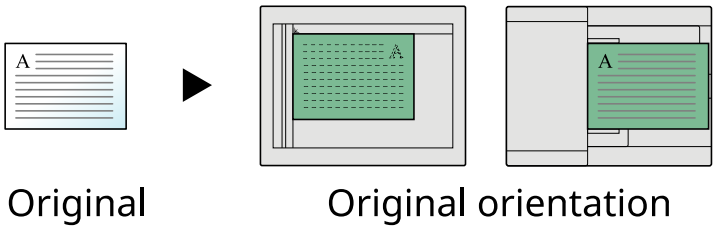
Select the orientation of the original document top edge to scan correct direction.

To use any of the following functions, the document's original orientation must be set.

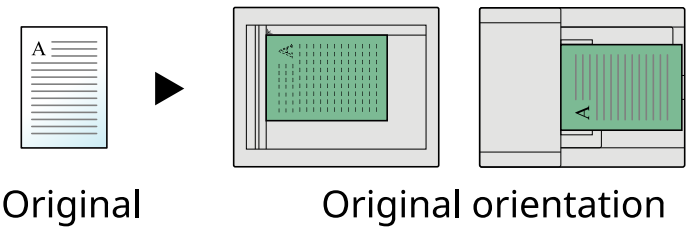
- Zoom
- Duplex
- Border Erase, Border Erase/Full Scan
- Combine

Select the orientation of the original from [Top Edge on Top] or [Top Edge on Left].

**[Top Edge on Top]**




**[Top Edge on Left]**



# Collate

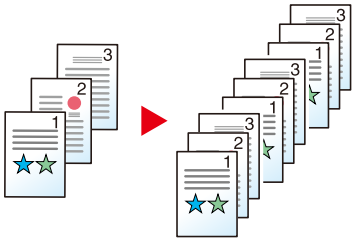
Copy

USB Drive

Prints the output by set.

**Value: [Off], [On]**

Scans multiple originals and delivers complete sets of copies as required according to page number.

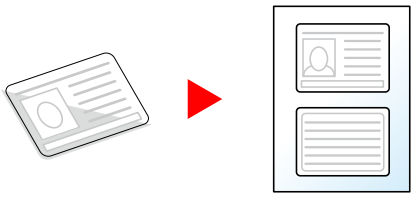


# ID Card Copy

Copy

Use this when you want to copy a driver's license or an insurance card. When you scan the front and back of the card, both sides will be combined and copied onto a single sheet.

Value: [Off], [On]



# Density

Copy

Send

USB Drive

Make the print darker or lighter.

Select [-4] to [4] (lighter to darker) to set the darkness.



# Original Image

Copy

Send

USB Drive

Select original image type for best results.

## Original Image Quality (Copy)

### [Text+Photo]

**Highlighter Enhancement**

| Value | Description |
|---|---|
| [Off], [On (Normal)], [On (Bright)] | Select [On (Normal)] to reproduce the color of the text and markings made with highlighter pen.<br>If the colors are not bright enough, select [On (Bright)]. |

**NOTE**

If gray text is not printed completely using [Text+Photo], selecting [Text] may improve the result.

### [Photo]

Best for photos taken with a camera.

### [Text]

**Highlighter Enhancement**

| Value | Description |
|---|---|
| [Off], [On (Normal)], [On (Bright)] | Select [On (Normal)] to reproduce the color of the text and markings made with highlighter pen.<br>If the colors are not bright enough, select [On (Bright)]. |

### [Printer Output]

**Highlighter Enhancement**

| Value | Description |
|---|---|
| [Off], [On (Normal)], [On (Bright)] | Select [On (Normal)] to reproduce the color of the text and markings made with highlighter pen.<br>If the colors are not bright enough, select [On (Bright)]. |

## [Graphic/Map]

### Highlighter Enhancement

| Value | Description |
|---|---|
| [Off], [On (Normal)], [On (Bright)] | Select [On (Normal)] to reproduce the color of the text and markings made with highlighter pen.<br>If the colors are not bright enough, select [On (Bright)]. |

# Original Image (Send/Print/Store)

## [Text+Photo]

Best for mixed text and photo documents.

**Highlighter Enhancement**

| Value | Description |
|---|---|
| [Off], [On (Normal)], [On (Bright)] | Select [On (Normal)] to reproduce the color of the text and markings made with highlighter pen.<br>If the colors are not bright enough, select [On (Bright)]. |

## [Photo]

Best for photos taken with a camera.

## [Text]

**Light Text/Fine Line**

| Value | Description |
|---|---|
| Off | Best for documents that are mostly text and were originally printed on this machine. |
| On | Sharply renders pencil text and fine lines. |

**Highlighter Enhancement**

| Value | Description |
|---|---|
| [Off], [On (Normal)], [On (Bright)] | Select [On (Normal)] to reproduce the color of the text and markings made with highlighter pen.<br>If the colors are not bright enough, select [On (Bright)]. |

## [Text (for OCR)]

**NOTE**

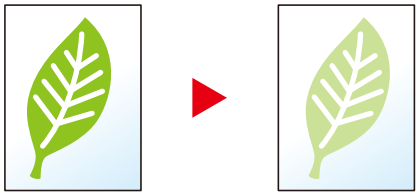
This can be added when the color selected is either Black & White or Auto Color (B&W).

# EcoPrint

Copy

USB Drive

EcoPrint saves toner when printing. Use this function for test prints or any other occasion when high quality print is not required.



Value: Off, On

# Color Selection

Copy

Send

USB Drive

Select the color setting.

## Copying

| Item | Description |
|---|---|
| [Auto Color] | Automatically recognizes whether documents are color or black and white. |
| [Full Color] | Prints documents in full color. |
| [Black & White] | Prints documents in black and white. |

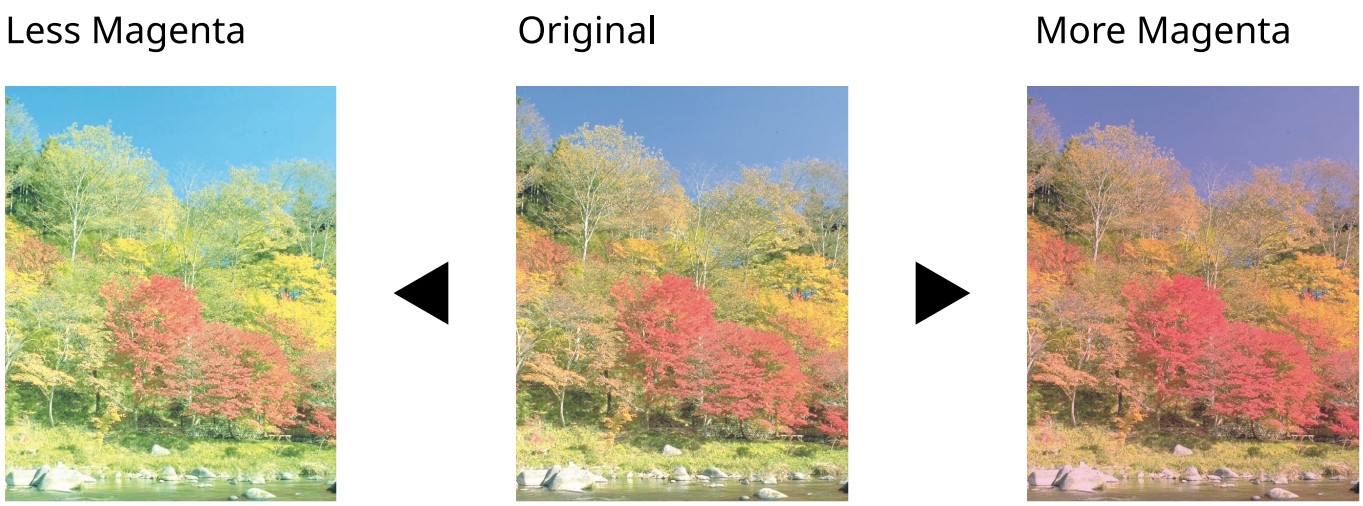
## Sending/Storing

| Item | Description |
|---|---|
| [Auto Color (Color/Grayscale)] | Automatically recognizes whether the document is color or black and white, and scan color documents in Full Color and black and white documents in Grayscale. |
| [Auto Color (Color/B & W)] | Automatically recognizes whether the document is color or black and white, and scan color documents in Full Color and black and white documents in Black and White. |
| [Full Color] | Scans the document in full color. |
| [Grayscale] | Scans the document in grayscale. Produces a smooth, detailed image. |
| [Black & White] | Scans the document in black and white. |

# Color Balance

Copy

Adjust the strength of cyan, magenta, yellow, and black.




**[Off]**

**[On]**

| Item | Description |
|---|---|
| [Cyan] | Move the cursor to adjust each color ("Cyan", "Magenta", "Yellow", "Black").<br>Value: [-5] to [5] |
| [Magenta] | |
| [Yellow] | |
| [Black] | |

**NOTE**

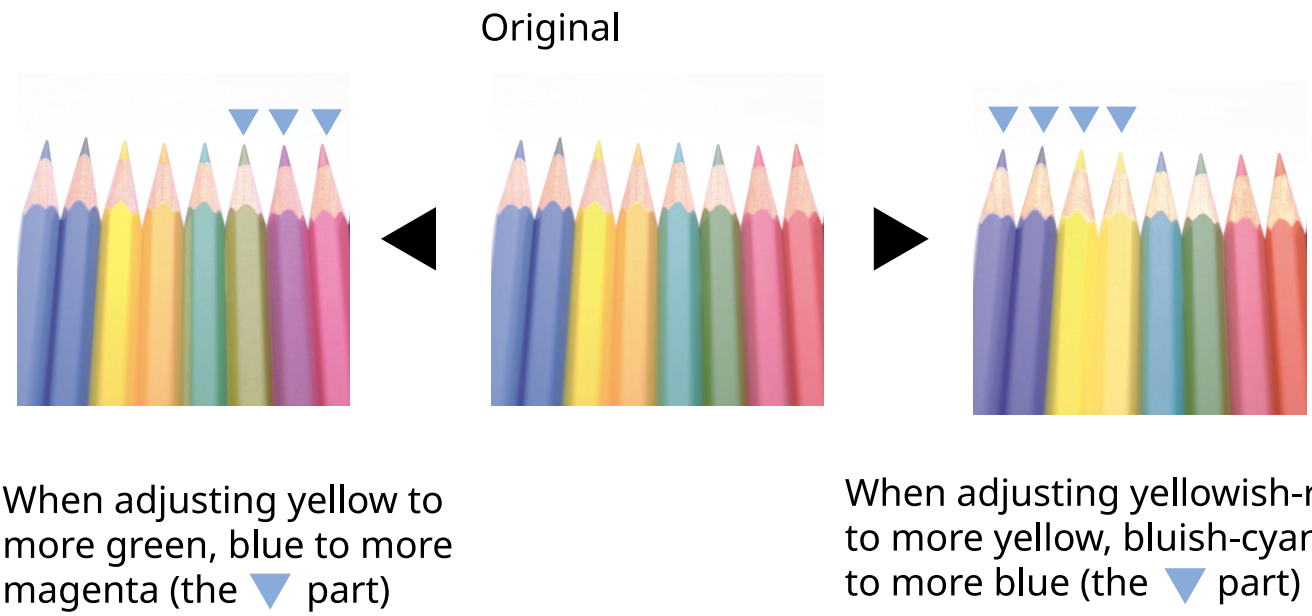
This feature is used with full color and auto color copying.

# Hue Adjustment

Copy

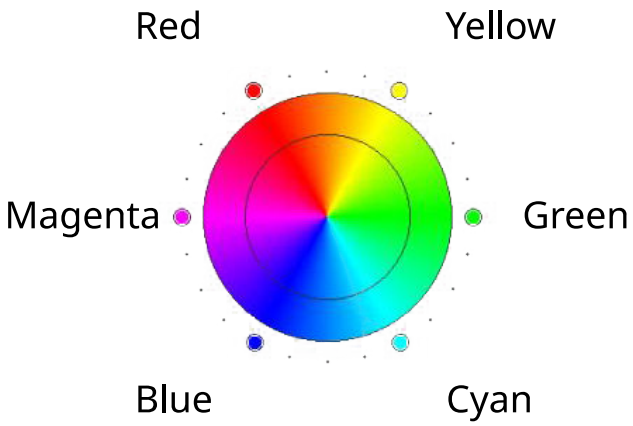
Adjust the color (hue) of images.

Make adjustments such as adjusting red to a strong yellow-red or yellow to a strong green-yellow to make more creative copies.




The following settings can be set.

| Item | Description |
|---|---|
| [Off] | — |
| [All] | Adjust hue for all colors.<br>Select ↺ or ↻ to adjust the hue. |
| [Individual] | Select individual colors to adjust the hue.<br>Select [Red], [Magenta], [Blue], [Yellow], [Green] or [Cyan] and select ↺ or ↻ to adjust the hue. |



**NOTE**

- This feature is used with full color and auto color copying.
- These adjustments are especially useful on rich color images.

# Sharpness

Copy

Send

USB Drive

Adjusts the sharpness of image outlines.

When copying penciled originals with rough or broken lines, clear copies can be taken by adjusting sharpness toward "Sharpen". When copying images made up of patterned dots such as magazine photos, in which moire*1 patterns appear, edge softening and weakening of the moire effect can be obtained by setting the sharpness toward "Blur".

Less Sharp ◀ Original ▶ More Sharp



| Value | Description |
|---|---|
| [1] to [3] (Sharpen) | Emphasizes the image outline. |
| [-1] to [-3] (Blur) | Blurs the image outline. Can weaken a Moire*1 effect. |

*1 Patterns that are created by irregular distribution of halftone dots.

# Background Density Adj.

Copy

Send

USB Drive

Removes dark background from originals, such as newspapers.

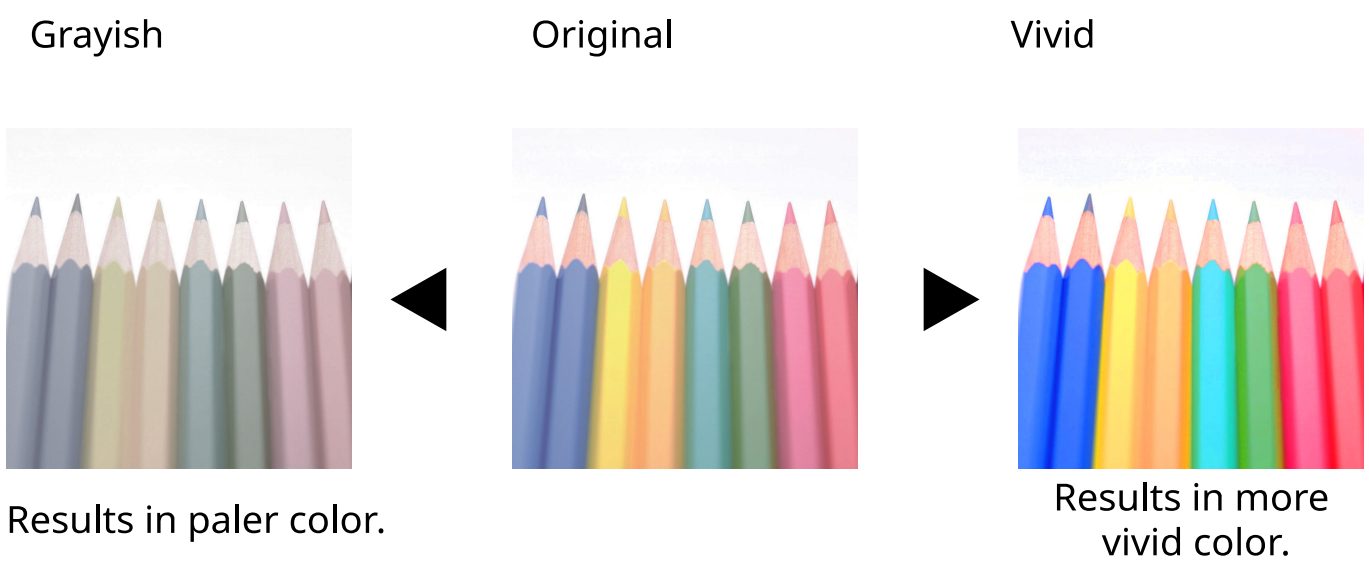
If the background color is obtrusive, select [Auto]. If selecting [Auto] does not remove the background color, select [Manual] and adjust the density of the background color.

| Item | Description |
|---|---|
| [Off] | Does not adjust the ground color. |
| [Auto] | Automatically adjusts the background density based on the original. |
| [Manual] | Select [1] to [7] (Lighter to Darker) to adjust the background density manually. |

# Saturation

Copy

Adjust the color saturation of the image.




**NOTE**

This feature is used with full color and auto color. Saturation is disabled if Auto Color detects black and white originals.

| Item | Description |
|---|---|
| [-1] to [-3] (Grayish) | Results in paler color. |
| [1] to [3] (Vivid) | Results in more vivid color. |

# Prevent Bleed-thru

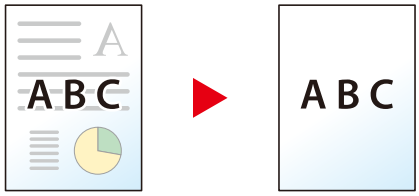
Copy

Send

USB Drive

Hides background colors and image bleed-through when scanning thin original.

(Value: Off / On)



# Contrast

Copy

Send

USB Drive

Adjust the contrast between light and dark of the image.

Lower



Original



Higher



| Item | Description |
|---|---|
| [1] to [4] (Higher) | Increases the sharpness of colors. |
| [-1] to [-4] (Lower) | Creates smoother colors. |

# Erase Colors

Copy

Send

USB Drive

Erases colors in the source document.

**[Off]**

**[On]**

| Value | Description |
|---|---|
| [Yellow], [Red], [Cyan], [Magenta], [Green], [Blue], [Black] | Select the colors to erase. You can select up to 6 colors. |

**Color Range**

| Value | Description |
|---|---|
| [1] (Narrower) to [5] (Wider) | Choose a range of colors to erase. For example, if you specify [Yellow] and select [5] (Wider) from the color range, greens and reds close to yellow will be erased. |

**NOTE**

If you select only [Black], you cannot set the "Color Range".

# Zoom

Copy

Send

USB Drive

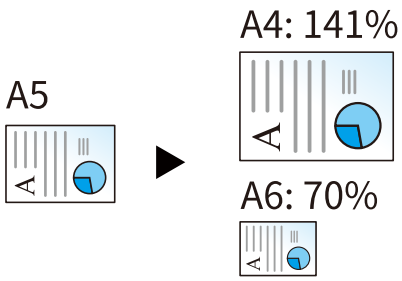
Adjust the zoom to reduce or enlarge the image.

## Copying

The following zoom options are available.

### Auto

Adjusts the image to match the paper size.

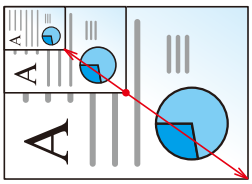



### Standard Zoom

| | |
|---|---|
| [400%] | Maximum |
| [200%] | — |
| [141%] | A5→A4 |
| [129%] | Statement→Letter |
| [115%] | B5→A4 |
| [90%] | Folio→A4 |
| [86%] | A4→B5 |
| [78%] | Legal→Letter |
| [70%] | A4→A5 |
| [64%] | Letter→Statement |
| [50%] | — |
| [25%] | Minimum |

## Zoom Entry

Manually reduces or enlarges the original image in 1% increments between 25% and 400%. Use [+], [-] or the numeric keys to set the value.



## Printing/Sending/Storing

| Item | Description |
|---|---|
| [100%] | Reproduces the original size. |
| [Auto] | Reduces or enlarges original to sending/storing size. |

**NOTE**

- To reduce or enlarge the image, select the paper size, sending size, or storing size.
  - Paper Selection (page 315)
  - Sending Size (page 357)
  - Storing Size (page 373)

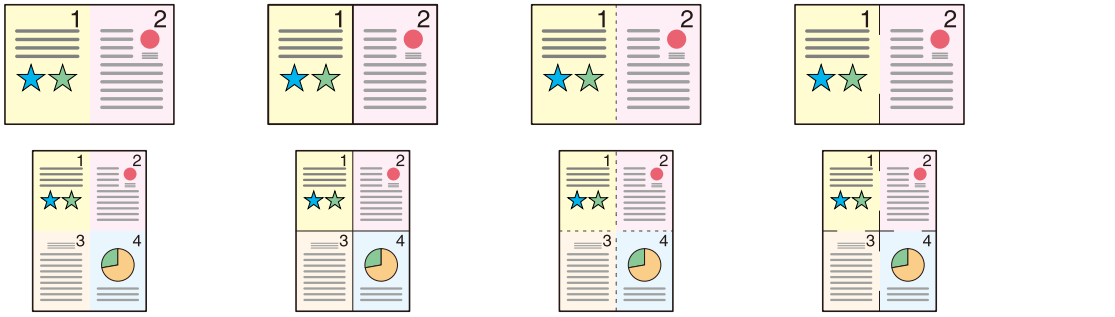
# Combine

Copy

Combines 2 or 4 original sheets into 1 printed page.

You can select the page layout and the type of boundary lines around the pages.

The following types of the boundary lines are available.




**[Off]**

**[2 in 1]**

**Layout**

| Value | Description |
|---|---|
| [Left to Right/Top to Bottom], [Right to Left/Bottom to Top] | Select the page layout of scanned originals. |

**Border Line**

| Value | Description |
|---|---|
| [None], [Solid Line], [Dotted Line], [Positioning Mark] | Select the boundary line type. |

**Original Orientation**

| Value | Description |
|---|---|
| [Top Edge on Top], [Top Edge on Left] | Select the orientation of the original document top edge to scan correct direction.<br>Select the orientation of the original from [Top Edge on Top] or [Top Edge on Left]. |

**[4 in 1]**

**Layout**

| Value | Description |
|---|---|
| [Right then Down], [Left then Down], [Down then Right], [Down then Left] | Select the page layout of scanned originals. |

**Border Line**

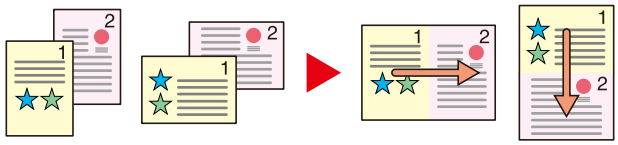
| Value | Description |
|---|---|
| [None], [Solid Line], [Dotted Line], [Positioning Mark] | Select the boundary line type. |

**Original Orientation**

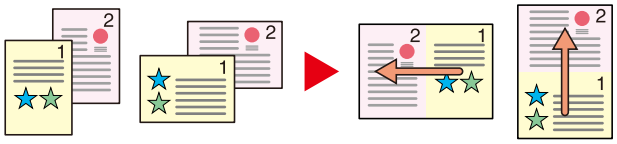
| Value | Description |
|---|---|
| [Top Edge on Top], [Top Edge on Left] | Select the orientation of the original document top edge to scan correct direction.<br>Select the orientation of the original from [Top Edge on Top] or [Top Edge on Left]. |

## Layout image (2 in 1)

**[Left to Right/Top to Bottom]**

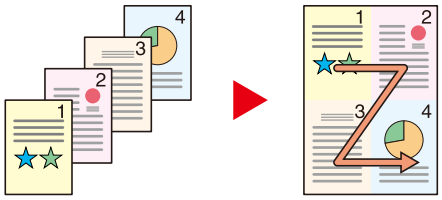


**[Right to Left/Bottom to Top]**

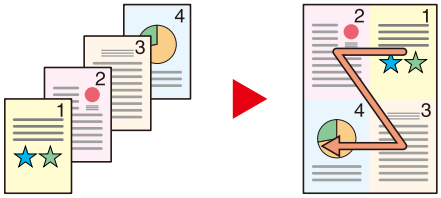


## Layout image (4 in 1)

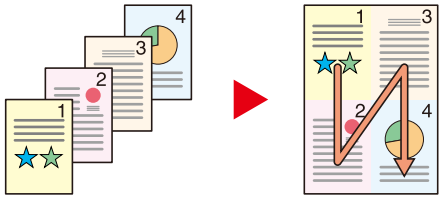
**[Right then Down]**



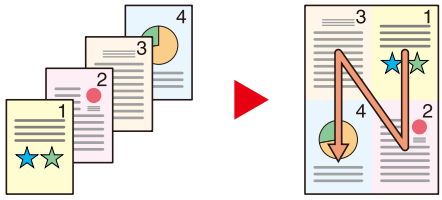

**[Left then Down]**




**[Down then Right]**




**[Down then Left]**




**NOTE**

- The paper sizes supported in Combine mode are A4, A5-R, B5, Folio, 216 × 340 mm, Letter, Legal, Statement, Oficio II, and 16K.
- When placing the original on the platen, be sure to copy the originals in page order.

# Border Erase, Border Erase/Full Scan

Copy

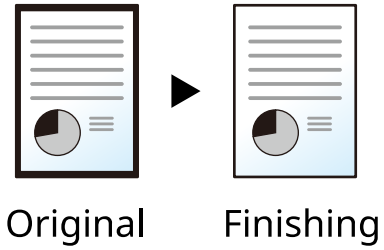
Send

USB Drive

Erases the black frame created in the original. The border can be erased as follows:

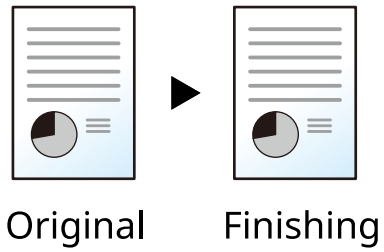
## Standard

Erase the black frame created in the original. Erasing width is fixed.




## Full Scan

Scan originals without white margins. No border erase.




## Border Erase Sheet

Erase the black frame created in the original. Erasing width can be adjusted.



**[Border]**

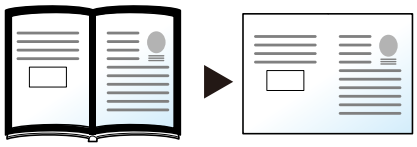
| Value | Description |
|---|---|
| Centimeters: 0 mm - 50 mm (in 1 mm increments), Inches: 0.00 - 2.00” (in 0.01" increments) | Set the border erase width.*1<br>Set the value by using [+] or [-].<br>Entry can also be made using the numeric keys. |

**[Back Page]**

| Value | Description |
|---|---|
| [Same as Front Page], [Do Not Erase] | For 2-sided originals, select [Back Page] and then select [Same as Front Page] or [Do Not Erase]. |

## Border Erase Book

Erases black borders around the edges and in the middle of the original such as a thick book. You can specify the widths individually to erase the borders around the edges and in the center of the book.



Original Finishing

**[Border]**

| Value | Description |
|---|---|
| Centimeters: 0 mm - 50 mm (in 1 mm increments), Inches: 0.00 - 2.00” (in 0.01" increments) | Set the border erase width.*1<br>Set the value by using [+] or [-].<br>Entry can also be made using the numeric keys. |

**[Back Page]**

| Value | Description |
|---|---|
| [Same as Front Page], [Do Not Erase] | For 2-sided originals, select [Back Page] and then select [Same as Front Page] or [Do Not Erase]. |

## Individual Border Erase

You can specify border erase widths individually for all edges.




**[Border]**

| Value | Description |
|---|---|
| Centimeters: 0 mm - 50 mm (in 1 mm increments), Inches: 0.00 - 2.00” (in 0.01" increments) | Set the border erase width.*1<br>Set the value by using [+] or [-].<br>Entry can also be made using the numeric keys. |

**[Back Page]**

| Value | Description |
|---|---|
| [Same as Front Page], [Do Not Erase] | For 2-sided originals, select [Back Page] and then select [Same as Front Page] or [Do Not Erase]. |

**[Original Orientation]**

| Value | Description |
|---|---|
| [Top Edge on Top], [Top Edge on Left] | Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. |

**NOTE**

- [Full Scan] is not displayed when copying.
- The default setting for border erase width can be changed. For details, refer to the following:

  ➡ [Common] (page 430)
- The default setting for back page can be changed. For details, refer to the following:

  ➡ [Common] (page 430)

*1 The input units can be changed in System Menu. For details, refer to the following.

➡ Measurement (page 403)

# Duplex

Copy

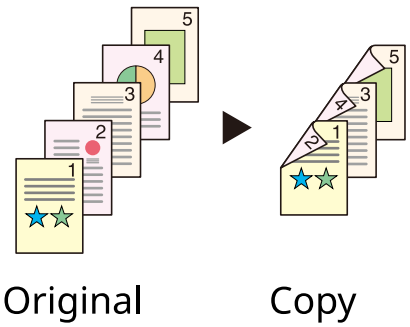
USB Drive

Produces two-sided copies. You can also create single-sided copies from two-sided originals.

The following modes are available.

## 1-sided>>2-sided

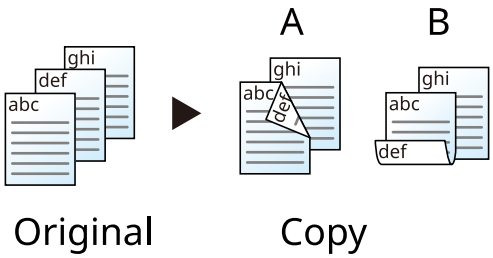
Produces two-sided copies from one-sided originals. In case of an odd number of originals, the back side of the last copy will be blank.




The following binding options are available.

1 Binding Left/Right: Images on the second sides are not rotated.

2 Binding Top: Images on the second sides are rotated 180 degrees. Copies can be bound on the top edge, facing the same orientation when turning the pages.




## 2-sided>>1-sided

Copies each side of a two-sided original onto two individual sheets. Place originals in the document processor.

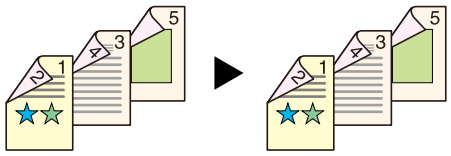
The following binding options are available.

- Binding Left/Right: Images on the second sides are not rotated.
- Binding Top: Images on the second sides are rotated 180 degrees.




### 2-sided>>2-sided

Produces two-sided copies from two-sided originals. Place originals in the document processor.




**NOTE**

The paper sizes supported in Duplex mode: A4, A5-R, A5, A6, B5, B6-R, Letter, Legal, Statement, Executive, Oficio II, Folio, 16K, ISO B5

## Copying

Prints 1-sided originals to 2-sided, or 2-sided originals to 1-sided. Select the binding orientation for original and finished documents.

### [1-sided>>1-sided]

Disables the function.

### [1-sided>>2-sided]

**Finishing**

| Value | Description |
|---|---|
| [BindingLeft/Right], [BindingTop] | Select binding orientation. |

**Original Orientation**

| Value | Description |
|---|---|
| [Top Edge on Top], [Top Edge on Left] | Select the orientation of the original document top edge to scan correct direction.<br>Select the orientation of the original from [Top Edge on Top] or [Top Edge on Left]. |

## [2-sided>>1-sided]

**Original**

| Value | Description |
|---|---|
| [BindingLeft/Right], [BindingTop] | Select the binding direction of originals. |

**Original Orientation**

| Value | Description |
|---|---|
| [Top Edge on Top], [Top Edge on Left] | Select the orientation of the original document top edge to scan correct direction.<br>Select the orientation of the original from [Top Edge on Top] or [Top Edge on Left]. |

## [2-sided>>2-sided]

**Original**

| Value | Description |
|---|---|
| [BindingLeft/Right], [BindingTop] | Select the binding direction of originals. |

**Finishing**

| Value | Description |
|---|---|
| [BindingLeft/Right], [BindingTop] | Select binding orientation. |

**Original Orientation**

| Value | Description |
|---|---|
| [Top Edge on Top], [Top Edge on Left] | Select the orientation of the original document top edge to scan correct direction.<br>Select [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. |

When placing the original on the platen, consecutively replace each original and press the [Start] key.

After scanning all originals, select [Finish Scan] to start copying. Copying begins.

# Duplex (During printing)

Prints the document on both sides.

## [1-sided]

Disables the function.

## [Duplex]

**Binding**

| Value | Description |
|---|---|
| Binding [Left/Right] | Prints on both sides so that the correct orientation is achieved when binding the paper on the left or right. |
| Binding [Top] | Prints on both sides so that the correct orientation is achieved when binding the paper at the top. |

# Continuous Scan

Copy

Send

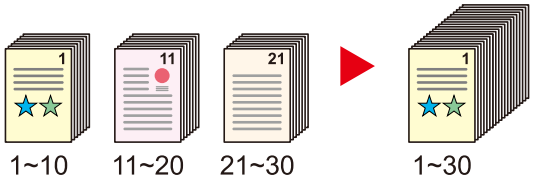
USB Drive

Scan several sets of originals separately and process them as one job.

Scanning of originals will continue until [Finish Scan] is selected.

Turn the setting On to perform continuous scanning.

(Value: Off/On)



# Job Finish Notice

Copy

Send

USB Drive

Sends E-mail notice when a job is complete.

It can also be set up to send a notice when a job is interrupted.

Users can be notified of the completion of a job while working at a remote desk, saving the time spent waiting beside the machine to finish.

**NOTE**

- PC should be configured in advance so that E-mail can be used. For details, refer to the following:

  ➡ Command Center RX (page 126)
- E-mail can be sent to a single destination.
- It is possible to download the scan data to PC from the URL provided in the Job Finish Notice E-mail in the event of "Send to Folder (SMB/FTP)" or "Storing Documents to a Custom Box". This is a useful function in case if it is not possible to send/receive a large amount of scan data due to the restriction of the mail attachment file size.

| Item | Description |
|---|---|
| [Off] | — |
| [Addr. Book] | **[Addr. Book]**<br>Select the notification destination on the address book screen, then select [OK].<br>**(information icon)**<br>Information on the selected destination can be viewed.<br>**[Notify when interrupted]**<br>Select On if you require an e-mail notification when a job is interrupted. |
| [Address Entry] | **Email Address**<br>Enter E-mail address directly. Select the entry field, enter the address (up to 256 characters) and select [OK].<br>**[Notify when interrupted]**<br>Select On if you require an e-mail notification when a job is interrupted. |

# File Name Entry

Copy

USB Drive

Adds a file name in the document.

Additional information such as job number and date and time can also be set. You can check a job history or job status using the file name, date and time, or job number specified here.

Enter the file name (up to 32 characters).

To add a date and time, select [Date and Time]. To add a job number, select [Job No.]. To add both, select [[Job No.] & [Date and Time]] or [[Date and Time] & [Job No.]].

# Priority Override

Copy

USB Drive

Suspends the current job and gives a new job top priority.

The suspended job resumes after the other job is finished.

(Value: Off/On)

**NOTE**

- This function is not available if current job was an override.

# Detect Folded Corner Orig.

Copy

Send

USB Drive

When scanning a document from the document processor, scanning is automatically stopped when a document with a folded corner is detected.

| Value | Description |
|---|---|
| On | If a bent corner is detected, a message is displayed to stop reading the original. |
| Off | It does not detect. |

# Skip Blank Page

Copy

Send

USB Drive

When there are blank pages in a scanned document, this function skips the blank pages and prints only pages that are not blank.

Blank pages can be set as pages that include ruled lines and a small number of characters.

The machine detects blank pages, saving unnecessary printing without the need to check for blank pages in the document.

Select [On] > [Detect Items to Skip] and choose [Blank Pages + Ruled Lines], [Blank Pages Only], or [Blank Pages + Some Text].

**NOTE**

The originals with punched holes or originals printed on a colored substrate may not be recognized as blank pages.

# Duplex

Send

USB Drive

Select the type and orientation of the binding based on the original.

## [1-sided]

There is no setting for the binding or the original orientation.

## [2-sided]

**Binding**

| Value | Description |
|---|---|
| [Left/Right], [Top] | Select the binding orientation of originals. |

**Original Orientation**

| Value | Description |
|---|---|
| [Top Edge on Top], [Top Edge on Left], [Auto]*1 | Select the orientation of the original document top edge to scan correct direction.<br>Select the orientation of the original from [Top Edge on Top] or [Top Edge on Left]. |

*1 This function can only be used when the optional OCR Scan Activation Kit is installed.

# Sending Size

Send

Select size of image to be sent.

Select [Same as Original Size], [Metric], [Inch], or [Others] to select the sending size.

**[Same as Original Size]**

Automatically sends the same size as the original.

**[Metric]**

| Value | Description |
|---|---|
| A4, A5, A6, B5, B6, Folio, 216 × 340 mm | Select from the Metric series standard sizes. |

**[Inch]**

| Value | Description |
|---|---|
| Letter, Legal, Statement, Executive, Oficio II | Select from the Inch series standard sizes. |

**[Others]**

| Value | Description |
|---|---|
| 16K, Hagaki, Oufukuhagaki, Envelope Monarch, Envelope #10, Envelope #9, Envelope #6, Envelope DL, Envelope C5, ISO B5, Youkei 2, Youkei 4, Nagagata 3, Nagagata 4, Younaga 3, Custom | Select from special standard sizes. |

## Relationship between Original Size, Sending Size, and Zoom

Original Size, Sending Size, and Zoom are related to each other. For details, see the table below.

- Original size and sending size are the same

  **Original Size**

  Specify as necessary.

  ➡ Original Size (page 313)

  **Sending Size**

  Select [Same as Original Size].

  **Zoom**

  Select [100%] (or [Auto]).

  ➡ Zoom (page 337)

- Original size and sending size are different

  **Original Size**

  Specify as necessary.

  ➡ Original Size (page 313)

  **Sending Size**

  Select the desired size.

**Zoom**

Select [Auto].

➡ Zoom (page 337)

**NOTE**

When you specify the sending size that is different from the original size and select the zoom of [100%], you can send the image as the actual size (no zoom).

# File format

Send

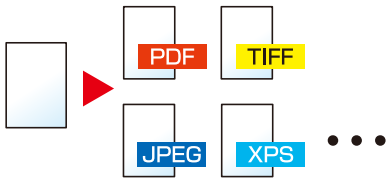
USB Drive

Specify the image file format. Image quality level can also be adjusted.

Select the file format from [PDF], [TIFF], [XPS], [JPEG], [OpenXPS], [High Comp. PDF].

When the color mode in scanning has been selected for Grayscale or Full Color, set the image quality.

If you selected [PDF] or [High Comp. PDF], you can specify encryption or PDF/A settings.




**[PDF]**

| Value | Description |
|---|---|
| 1 Low Quality (High Comp) to 5 High Quality (Low Comp) | Color Mode: Auto Color (Color/Grayscale), Auto Color (Color/ Black and White), Full Color, Grayscale, Black and White |

**NOTE**

- Set the PDF/A. (Value: [Off] [PDF/A-1a] [PDF/A-1b] [PDF/A-2a] [PDF/A-2b] [PDF/A-2u])
- Set PDF encryption.
  ➡ PDF Encryption Functions (page 360)
- Set Digital Signature to File.
  ➡ PDF Electronic Signature (page 363)

**[TIFF]**

| Value | Description |
|---|---|
| 1 Low Quality (High Comp) to 5 High Quality (Low Comp) | Color mode: Auto Color (Color/Grayscale), Full Color, Grayscale |

**[JPEG]**

| Value | Description |
|---|---|
| 1 Low Quality (High Comp) to 5 High Quality (Low Comp) | Color mode: Auto Color (Color/Grayscale), Full Color, Grayscale |

**[XPS]**

| Value | Description |
|---|---|
| 1 Low Quality (High Comp) to 5 High Quality (Low Comp) | Color Mode: Auto Color (Color/Grayscale), Auto Color (Color/ Black and White), Full Color, Grayscale, Black and White |

**[OpenXPS]**

| Value | Description |
|---|---|
| 1 Low Quality (High Comp) to 5 High Quality (Low Comp) | Color Mode: Auto Color (Color/Grayscale), Auto Color (Color/ Black and White), Full Color, Grayscale, Black and White |

**[High Comp. PDF]**

| Value | Description |
|---|---|
| [Compression Ratio Priority], [Standard], [Quality Priority] | Color Mode: Auto Color (Color/Grayscale), Auto Color (Color/ Black and White), Full Color, Grayscale |

**NOTE**

- Set the PDF/A. (Value: [Off] [PDF/A-1a] [PDF/A-1b] [PDF/A-2a] [PDF/A-2b] [PDF/A-2u])
- Set PDF encryption.

  ➡ PDF Encryption Functions (page 360)
- Set Digital Signature to File.

  ➡ PDF Electronic Signature (page 363)

## PDF Encryption Functions

If you have selected PDF or High Comp. PDF for file format, you can restrict the access level for displaying, printing, and editing PDF's by assigning a secure password.

Select [PDF] or [High Comp. PDF] and select [Encryption].

Items that can be set vary depending on the setting selected in Compatibility.

### If Acrobat 3.0 and later is selected

### [Password to Open Document ]

| Value | Description |
|---|---|
| Off, On | Enter the password to open the PDF file.<br>Select On, enter a password (up to 256 characters).<br>Enter the password again for confirmation. |

## [Password to Edit/Print Document]

| Value | Description |
|---|---|
| Off, On | Enter the password to edit the PDF file.<br>Select On, enter a password (up to 256 characters).<br>Enter the password again for confirmation.<br>When you have entered the password to edit/print document, you can specifically limit the operation. |

**Printing Allowed**

| Value | Description |
|---|---|
| [Not Allowed], [Allowed] | Disables the printing of PDF file. |

**Changes Allowed**

| Value | Description |
|---|---|
| [Not Allowed] | Disables the change to the PDF file. |
| [Commenting] | Can only add commenting. |
| [Page Layout except extracting Pages] | Can change the page layout except extracting the pages of the PDF file. |
| [Any except extracting Pages] | Can conduct all operations except extracting the pages of the PDF file. |

**Copying of Text/Images/Others**

| Value | Description |
|---|---|
| [Disable], [Enable] | Restricts the copying of text and objects on the PDF file. |

### If Acrobat 5.0 and later is selected

## [Password to Open Document ]

| Value | Description |
|---|---|
| Off, On | Enter the password to open the PDF file.<br>Select On, enter a password (up to 256 characters).<br>Enter the password again for confirmation. |

## [Password to Edit/Print Document]

| Value | Description |
|---|---|
| Off, On | Enter the password to edit the PDF file.<br>Select On, enter a password (up to 256 characters).<br>Enter the password again for confirmation.<br>When you have entered the password to edit/print document, you can specifically limit the operation. |

**Printing Allowed**

| Value | Description |
|---|---|
| [Not Allowed] | Disables the printing of PDF file. |
| [Allowed (Low Resolution only)] | Can print the PDF file only in low resolution. |
| [Allowed] | Can print the PDF file in original resolution. |

**Changes Allowed**

| Value | Description |
|---|---|
| [Not Allowed] | Disables the change to the PDF file. |
| [Inserting/Deleting/Rotating Pages] | Can only insert, delete, and rotate the pages of the PDF file. |
| [Commenting] | Can only add commenting. |
| [Any except extracting Pages] | Can conduct all operations except extracting the pages of the PDF file. |

**Copying of Text/Images/Others**

| Value | Description |
|---|---|
| [Disable], [Enable] | Restricts the copying of text and objects on the PDF file. |

# PDF Electronic Signature

If [PDF] or [High Comp. PDF] is selected as a file format, electronic signature can be added to the PDF to be sent. Electronic signature can certify a sender of document and prevent falsification. To use this function, it is required to register a signing certificate from Command Center RX or KYOCERA Net Viewer and enable digital signature to files from the system menu. In this manual, a procedure to register a signing certificate from Command Center RX is described as an example.

**NOTE**

- This function can be configured when [Off], [PDF/A-2a], [PDF/A-2b], [PDF/A-2u] is selected in PDF/A.
- To register a signing certificate from KYOCERA Net Viewer, refer to the following.

  ➡ **KYOCERA Net Viewer User Guide**

## 1 Access to Command Center RX.

➡ Accessing Command Center RX (page 127)

## 2 Register a signing certificate to be used in the electronic signature addition setting.

1 From the [Functions] menu, click [Common/Job Defaults].

2 Click [Settings] in [File Default Settings] > [Signing Certificate] to create or import the device certificate.

➡ **Command Center RX User Guide**

3 Click [Restart/Reset] > [Restart entire device] to restart the device.

## 3 Configure the digital signature settings.

1 [System Menu/Counter] key > [FunctionSettings] > [Send/Store] > [Signature to File]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Configure the digital signature addition settings.

The following settings can be selected.

**Digital Signature**

Select whether to add a digital signature.

**[Off]**

Does not add a digital signature.

**[Specify Each Job]**

Whether to add a digital signature is selected each time of sending.

**[On]**

Always adds a digital signature when sending.

**[Digital Signature Format]**

Select an algorithm used for encryption of digital signature.

Value: [SHA-1], [SHA-256], [SHA-384], [SHA-512]

**NOTE**

This function is displayed when Digital Signature is set to [Specify Each Job] or [On].

**Password Confirmation on Signature Permission**

Select whether to confirm password when setting digital signature.

Value: [On], [Off]

**NOTE**

This function is displayed when Digital Signature is set to [Specify Each Job].

**[Password]**

Set a password required for setting digital signature. Enter a new security password 6 to 16 alphanumeric characters and symbols.

**NOTE**

This function is displayed when "Password Confirmation on Signature Permission" is set to [On].

3 Select [OK].

## 4 Display the screen.

1 [Home] key > [Send] > [Org./SendData Format] > [File Format]

## 5 Configure the settings.

1 Select [PDF] or [High Comp. PDF] as a file format.

2 From "Digital Signature", select [On] > [OK] in order.

## 6 Press the [Start] key.

# File Separation

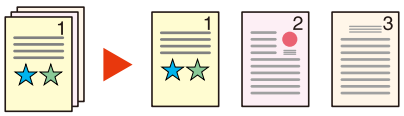
Send

USB Drive

Creates multiple files for each scanned original data page.

(Values [Off]/[Each Page])

When you select [Each Page], the file size is recalculated.




**NOTE**

A three-digit serial number such as "abc_001.pdf, abc_002.pdf..." is attached to the end of the file name.

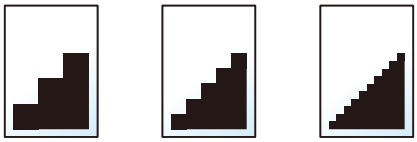
# Scan Resolution, Resolution

Send

USB Drive

Select fineness of scanning resolution.

(Values: [600 x 600 dpi]/[400 x 400 dpi Ultrafine]/[300 x 300 dpi]/[200 x 400 dpi Superfine]/[200 x 200 dpi Fine]/[200 x 100 dpi Normal])



**NOTE**

The larger the number, the better the image resolution. However, better resolution also means larger file sizes and longer send times.

# Clarify Text (Noise Removal)

Send

USB Drive

When scanning and sending a document in black and white, it eliminates background noise and improves the legibility of characters.

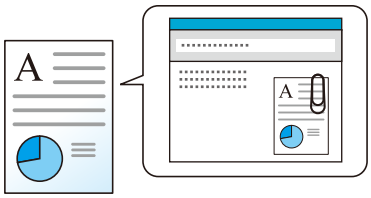
Value: [Off]/[On]

# Email Subject/Body

Send

Adds subject and body when sending a document.

Select "Subject"/"Body" to enter the Email subject/body.



**NOTE**

- The subject can include up to 256 characters, and the body can include up to 500 characters.

# FTP Encrypted TX

Send

Encrypts images when sending via FTP.

Encryption secures the document transmission.

(Value: Off / On)

**NOTE**

In Command Center RX, click [Security Settings] → [Network Security] in order. Be sure that "TLS" of Secure Protocol Settings is [On] and one or more effective encryption are selected in Clientside settings.

➡ **Command Center RX User Guide**

# Email Encrypted TX

Send

Sends encrypted E-mail using the electronic certificate.

Encryption secures the document transmission.

(Value: Off/On)

**NOTE**

To use this function, configure the certificate, protocol and email function in the Command Center RX.

➡ Configuring S/MIME in Command Center RX (page 371)

# Digital Signature to Email

Send

Add a digital signature to the email, using the electronic certificate.

By adding a digital signature to an email, you can confirm the identity of the destination and detect tampering during transmission.

(Value: Off / On)

**NOTE**

To use this function, configure the certificate, protocol and email function in Command Center RX.

➡ Configuring S/MIME in Command Center RX (page 371)

## Configuring S/MIME in Command Center RX

When using the Email Encrypted TX and Digital Signature to Email functions, make the following settings in Command Center RX.

### 1 Access to Command Center RX.

➡ Accessing Command Center RX (page 127)

### 2 Register the device certificate which is used for S/MIME.

1. From the [Security Settings] menu, click [Certificates].
2. Click [Settings] of "Device Certificate" (1 to 5) to create or import the device certificate.
   ➡ **Command Center RX User Guide**
3. Click [Restart/Reset] > [Restart entire device] to restart the device.

### 3 Configure the protocol settings

1. From the [Network Settings] menu, click [Protocols].
2. Set [SMTP (E-mail TX)] and [S/MIME] of "Send Protocol" to [On].
3. Click [Submit].

### 4 Configure the E-mail function.

1. From the [Functions] menu, click [E-mail].
2. Configure the settings in "S/MIME Settings" as necessary.
   ➡ **Command Center RX User Guide**
3. Click [Submit].

## 5 Link the E-mail address with S/MIME certificates

1. From the [Address Book] menu, click [Machine Address Book].
2. Click the contact's [Number] or [Name] you want to edit.
3. Click [Settings] in "S/MIME Certificate".
4. Click [Import] on the required certificate to register it, and then click [Submit].
5. Click [OK].

# Storing Size

USB Drive

Select size of image to be stored.

Select [Same as Original Size], [Metric], [Inch], or [Others] to select the storing size.

**[Same as Original Size]**

Automatically sends the same size as the original.

**[Metric]**

| Value | Description |
|---|---|
| A4, A5, A6, B5, B6, Folio, 216 × 340 mm | Select from the Metric series standard sizes. |

**[Inch]**

| Value | Description |
|---|---|
| Letter, Legal, Statement, Executive, Oficio II | Select from the Inch series standard sizes. |

**[Others]**

| Value | Description |
|---|---|
| 16K, Hagaki, Oufukuhagaki, Envelope Monarch, Envelope #10, Envelope #9, Envelope #6, Envelope DL, Envelope C5, ISO B5, Youkei 2, Youkei 4, Nagagata 3, Nagagata 4, Younaga 3, Custom | Select from special standard sizes. |

## Relationship between Original Size, Storing Size, and Zoom

Original Size, Storing Size, and Zoom are related to each other. For details, see the table below.

- Original Size and the size you wish to store as are the same

  **Original Size**

  Specify as necessary.

  ➡ Original Size (page 313)

  **Storing Size**

  Select [Same as Original Size].

  **Zoom (XY Zoom)**

  Select [100%] (or [Auto]).

  ➡ Zoom (page 337)

- Original Size and the size you wish to store as are different

  **Original Size**

  Specify as necessary.

  ➡ Original Size (page 313)

  **Storing Size**

  Select the desired size.

**Zoom**

Select [Auto].

➡ Zoom (page 337)

**NOTE**

When you select Storing Size that is different from Original Size, and select the Zoom [100%], you can store the image as the actual size (No Zoom).

# Encrypted PDF Password

USB Drive

Enter the preassigned password to print the PDF data.

Enter the password, and select [OK].

**NOTE**

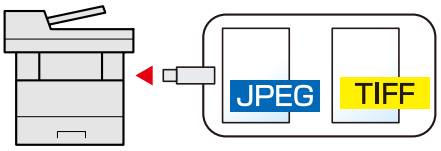
For details on entering the password, refer to the following:

➡ Character Entry Method (page 805)

# JPEG/TIFF Print

USB Drive

Select the image size when printing JPEG or TIFF files.



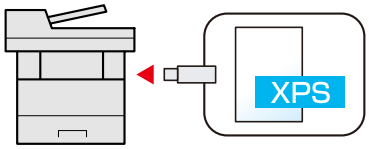

| Item | Description |
|---|---|
| [Fit to Paper Size] | Fits the image size to the selected paper size. |
| [Image Resolution] | Prints at resolution of the actual image. |
| [Fit to Print Resolution] | Fits the image size to the print resolution. |

# XPS Fit to Page

USB Drive

Reduces or enlarges the image size to fit to the selected paper size when printing XPS file.

(Value: Off / On)



# 7 Status/Job Cancel

Checking Job Status....379
Checking Job History....387
Job Operation....390
Device Information....392
Checking the Remaining Amount of Toner and Paper....394

# Checking Job Status

Check the status of jobs being processed or waiting to be printed.

## Available Status Screens

The processing and waiting statuses of jobs are displayed as a list on the touch panel in four different screens - Printing Jobs, Sending Jobs, Storing Jobs, and Scheduled Jobs.

The following job statuses are available.

| Status Screens | Job status to be displayed |
|---|---|
| Print Job Status | • Copy<br>• Printer<br>• Printing from Document Box<br>• Fax reception<br>• Email reception<br>• Printing data from USB Drive<br>• Application<br>• Printing Report/List |
| Send Job Status | • Email<br>• Sending Job Folder<br>• Fax transmission<br>• Sending Job - Fax Server<br>• Sending Job Application<br>• Multiple destination |
| Store Job Status | • Scan<br>• Storing Job Fax<br>• Storing Job Printer |
| Scheduled Job | Sending Job FAX using Delayed transmission |

# Displaying Status Screens

### 1 Display the screen.

Select the [Status/Job Cancel] key.

### 2 Select the job you want to check.

Select the job to check from [Printing Jobs], [Sending Jobs], [Storing Jobs], [Scheduled].

Select [Sending Jobs] → [Scheduled] to check delayed transmission.

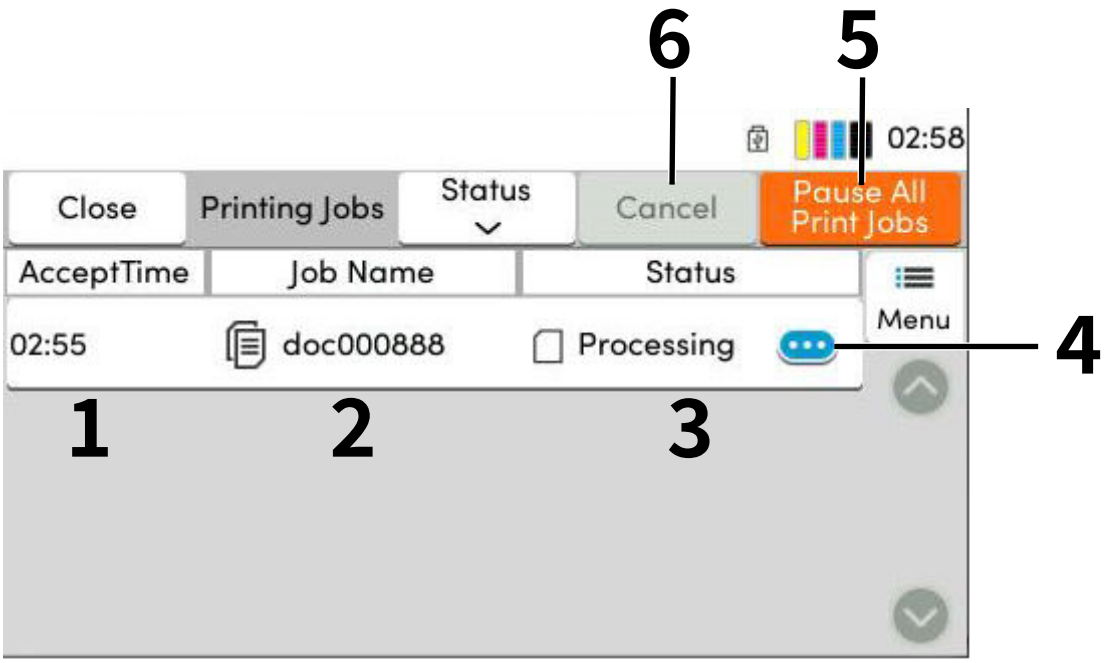
➡ Print Jobs Screen (page 380)
➡ Send Jobs screen (page 382)
➡ Store Jobs screen (page 384)
➡ Scheduled Job Screen (page 385)

# Details of the Status Screens

**NOTE**

- You can show the job statuses of all users, or only the statuses of your own jobs.
  ➡ Status (page 457)
- This setting can also be changed from Command Center RX. For details, refer to the following:
  ➡ **Command Center RX User Guide**

## Print Jobs Screen




1 Accept Time

Accepted Time of job

2 Job Name

Type / Job Name or file name

Copy job

Printer job

Job from Document Box

Fax reception

Email reception

Data from USB Drive

Application

Report/List

3 Status

Status of job

[Processing]: The status before starting to print

[Printing]: Printing

[Waiting]: Print Waiting

[Pause]: Pausing print job or error

[Canceling]: Canceling the job

4 (information icon)

Select the icon of the job whose detailed information you want to display.

➡ Checking Detailed Information of Jobs (page 386)

5 [Pause AllPrint Jobs]

The current print job is temporarily interrupted. Select again to resume printing.

6 [Cancel]

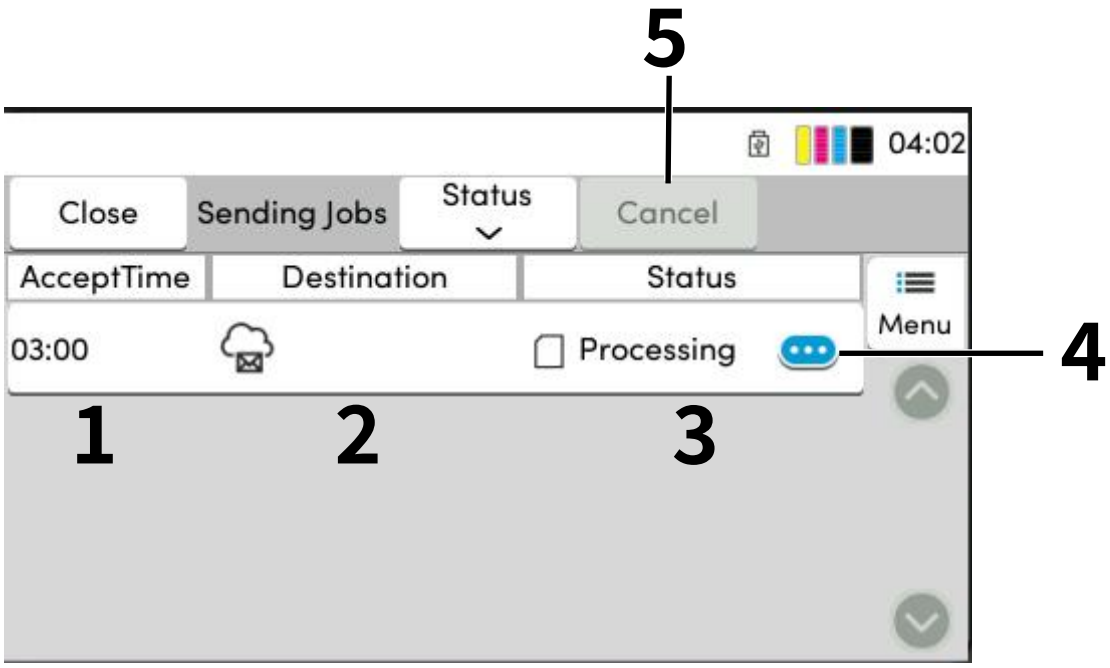
Select the job you want to cancel from the list, and select this key.

**NOTE**

The job name and user name can be changed to other items if needed.

➡ Status (page 457)

## Send Jobs screen




1 Accept Time

Accepted Time of job

2 Destination

Icons that indicate the job type / Destination

Sending Job Email

Sending Job Folder

Sending Job Fax

Sending Job - Fax Server

Sending Job Application

Multi Sending

3 Status

Status of job

[Processing]: The status before starting sending such as during scanning originals

[Sending]: Sending

[Waiting]: Waiting Sending

[Canceling]: Canceling the job

[Pause]: Pausing the job

4 (information icon)

Select the icon of the job whose detailed information you want to display.

➡ Checking Detailed Information of Jobs (page 386)

5 [Cancel]

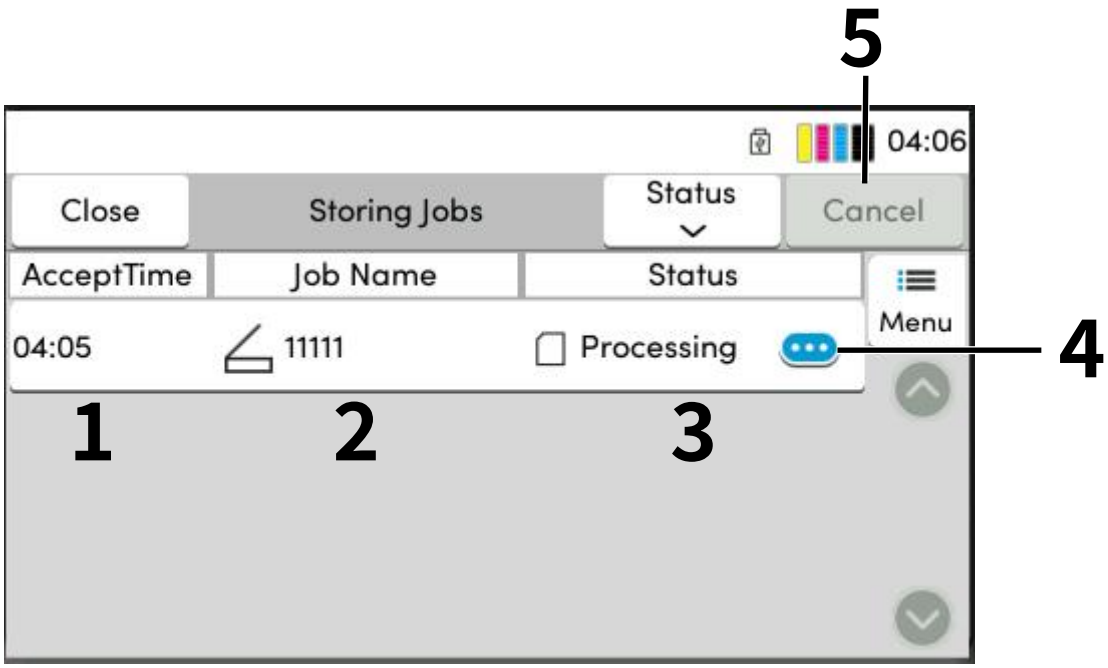
Select the job you want to cancel from the list, and select this key.

**NOTE**

The address and user name can be changed to other items if needed.

Status (page 457)

## Store Jobs screen




1 Accepted Time

Accepted Time of job

2 Job Name

Icons that indicate the job type / Job Name or file name

Storing Job Scan

Storing Job Fax

Storing Job Printer

3 Status

Status of job

[Processing]: The status before starting to save, such as during scanning originals

[Storing]: Storing data

[Canceling]: Canceling the job

[Pause]: Pausing the job

4 (information icon)

Select the icon of the job whose detailed information you want to display.

➡ Checking Detailed Information of Jobs (page 386)

5 [Cancel]

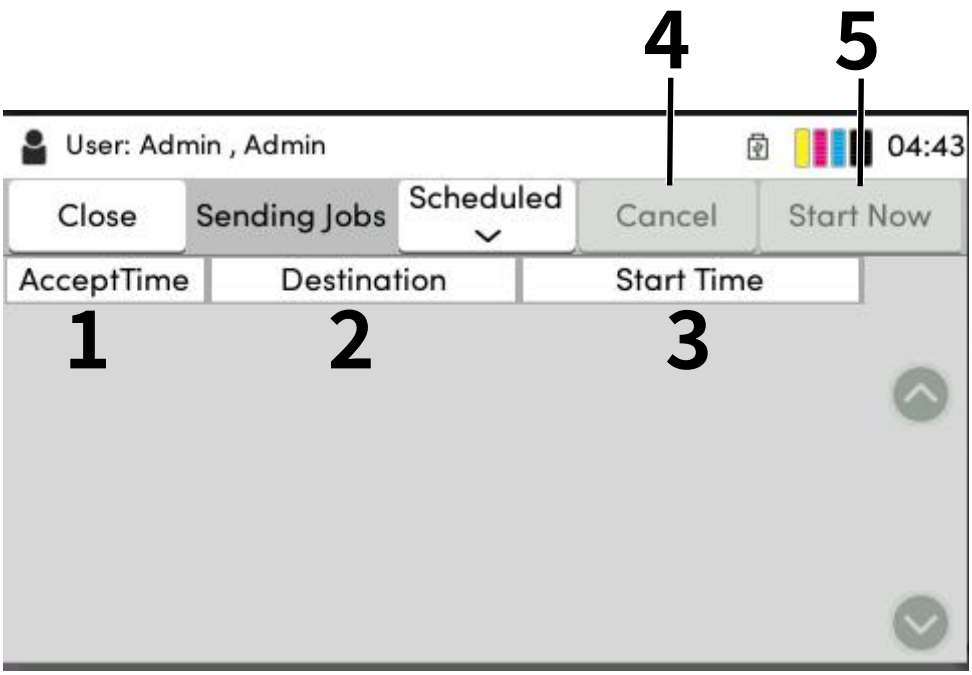
Select the job you want to cancel from the list, and select this key.

**NOTE**

The job name and user name can be changed to other items if needed.

➡ Status (page 457)

## Scheduled Job Screen




1 Accept Time

Accepted time of job

2 Destination

Icons that indicate the job type / Destination

Scheduling Job Fax

3 Start Time

Time to start the scheduled job

4 [Cancel]

Select the job you want to cancel from the list, and select this key.

5 [Start Now]

Select the job you want to send immediately from the list, and select this key.

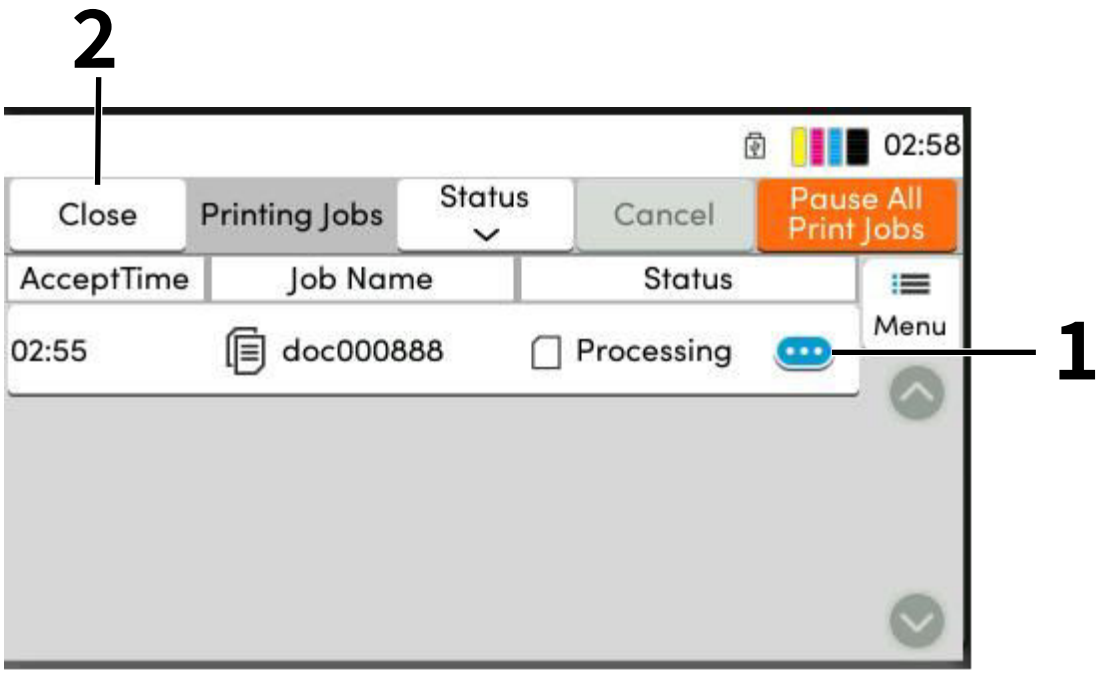
# Checking Detailed Information of Jobs

## 1 Display the screen.

➡ Details of the Status Screens (page 380)

## 2 Check the information.

1 Select (information icon) for the job for which you wish to display detailed information.




Detailed information of the selected job is displayed.

In Sending Jobs, you can check the destination by selecting (information icon) in "Status/Destination". Select (information icon) for the destination to display detailed information.

2 After checking, select [Close].

# Checking Job History

**NOTE**

- Job history is also available by Command Center RX or KYOCERA Net Viewer from the computer. For details, refer to the following:
  - ➡ **Command Center RX User Guide**
  - ➡ **KYOCERA Net Viewer User Guide**
- You can show the job log of all users, or only your own job log.
  - ➡ Status (page 457)
- This setting can also be changed from Command Center RX. For details, refer to the following:
  - ➡ **Command Center RX User Guide**

## Available Job History Screens

The job histories are displayed separately in three screens - Printing Jobs, Sending Jobs, and Storing Jobs. The following job histories are available.

| Screen | Job histories to be displayed |
|---|---|
| Printing Jobs | • Copy<br>• Printer<br>• Print from Box<br>• Fax reception<br>• Email reception<br>• Printing data from USB Drive<br>• Application<br>• Job Report/List |
| Sending Jobs | • Email<br>• Sending Job Folder<br>• Fax transmission<br>• Sending Job - Fax Server<br>• Sending Job - Application<br>• Multi Sending |

# Displaying Job History Screen

### 1 Display the screen.

1 Select the [Status/Job Cancel] key.

### 2 Select the job you want to check.

1 Select [Log] and select the job you wish to check.

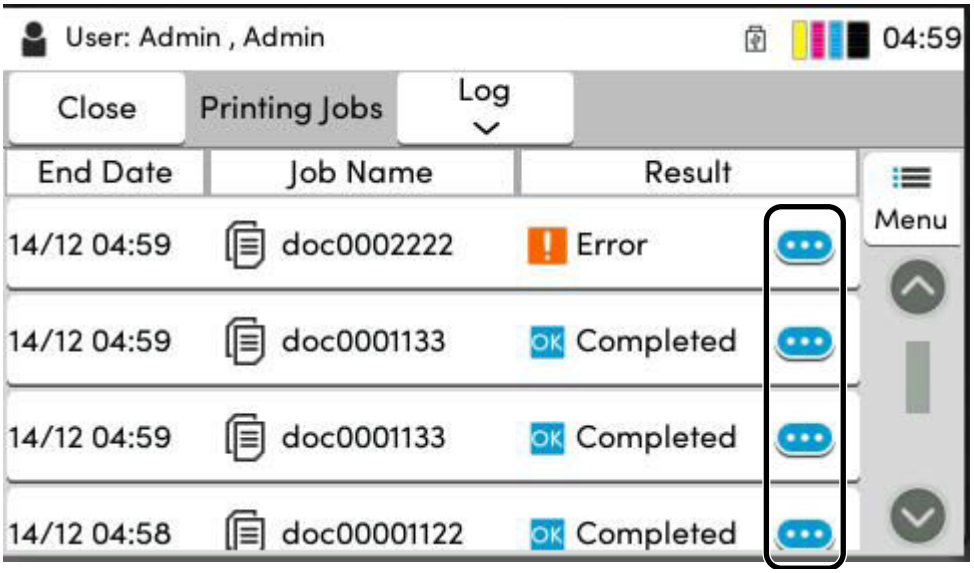
# Checking the Detailed Information of Histories

## 1 Display the screen.

➡ Displaying Job History Screen (page 387)

## 2 Check the information.

1 Select (information icon) for the job you want to check.




Detailed information of the selected job is displayed.

2 After checking, select [Close].

# Sending the Log History

You can send the log history by E-mail. You can either send it manually as needed or have it sent automatically whenever a set number of jobs is reached.

➡ Sending Log History (page 428)

# Job Operation

## Pause and Resumption of Jobs

Pause/resume all printing jobs in printing/waiting.

### 1 Display the screen.

1 Select the [Status/Job Cancel] key.

### 2 Select [Pause All Print Jobs] on the printing jobs status screen.

Printing is paused.

When resuming the printing of jobs that have been paused, select [Pause All Print Jobs] .

# Canceling of Jobs

A job in printing/waiting status can be canceled.

## 1 Display the screen.

1 Select the [Status/Job Cancel] keys.

## 2 Select the job to be canceled from the list, and select [Cancel].

## 3 Select [Yes] in the confirmation screen.

# Device Information

Configure the devices/lines installed or connected to this machine or check their status.

## 1 Display the screen.

1 Select the [Home] key.

2 Select [...] > [Device Information] Confirmation on the machine status or window for operation will appear.

## 2 Check the information.

The items you can check are described below.

**[Identification/Wired Network]**

You can check ID information such as the model name, serial number, host name and location, and the IP address of the wired network.

**[Wi-Fi Direct/Wi-Fi]**

You can check the status of Wi-Fi connection, such as the device name, network name and IP address.

**NOTE**

Displayed when the optional Wireless Network Interface Kit is installed.

**[Supplies/Paper]**

You can check the availability of toner and paper.

➡ Checking the Remaining Amount of Toner and Paper (page 394)

**[Fax]**

You can check the local fax number, local fax name, local fax ID and other fax information. For details, refer to the following:

➡ **FAX Operation Guide**

**NOTE**

This item is displayed for fax-compatible machines.

**[USB/Bluetooth]**

You can check the connection status of USB drive and Bluetooth keyboard.

- Select "USB Drive" for [Format] if you wish to format external media.

**IMPORTANT**

When [Format] is selected, all data in the USB drive is erased.

- Select "USB Drive" for [Remove] to safely remove the external media.
- Select "Bluetooth" for [Connect] to establish the Bluetooth keyboard connection.

**[Option/Application]**

You can check information on the options and applications that are used.

**[Capability/Version]**

You can check the software version and performance.

**[Security]**

You can check the security information on the machine.

**[Report]**

You can print various reports and lists.

**[Remote Operation Status]**

You can check the situation of remote operation.

# Checking the Remaining Amount of Toner and Paper

On the touch panel, you can check the availability of toner and paper.

## 1 Display the screen.

[Home] key > [...] > [Device Information] > [Supplies/Paper]

## 2 Check the information.

The items you can check are described below.

**Toner Information**

The amount of toner remaining is shown in levels.

**Paper**

You can check the size, orientation, type, and remaining amount of paper in each paper source. The amount of paper remaining is shown in levels.

# 8 System Menu

Operation Method ..... 396
System Menu Settings ..... 398
Device Settings ..... 403
Notification/Report ..... 423
FunctionSettings ..... 430
Network Settings ..... 460
Security Settings ..... 489
Job Accounting/Authentication ..... 500
Add/Delete Application ..... 501
Adjustment/Maintenance ..... 502

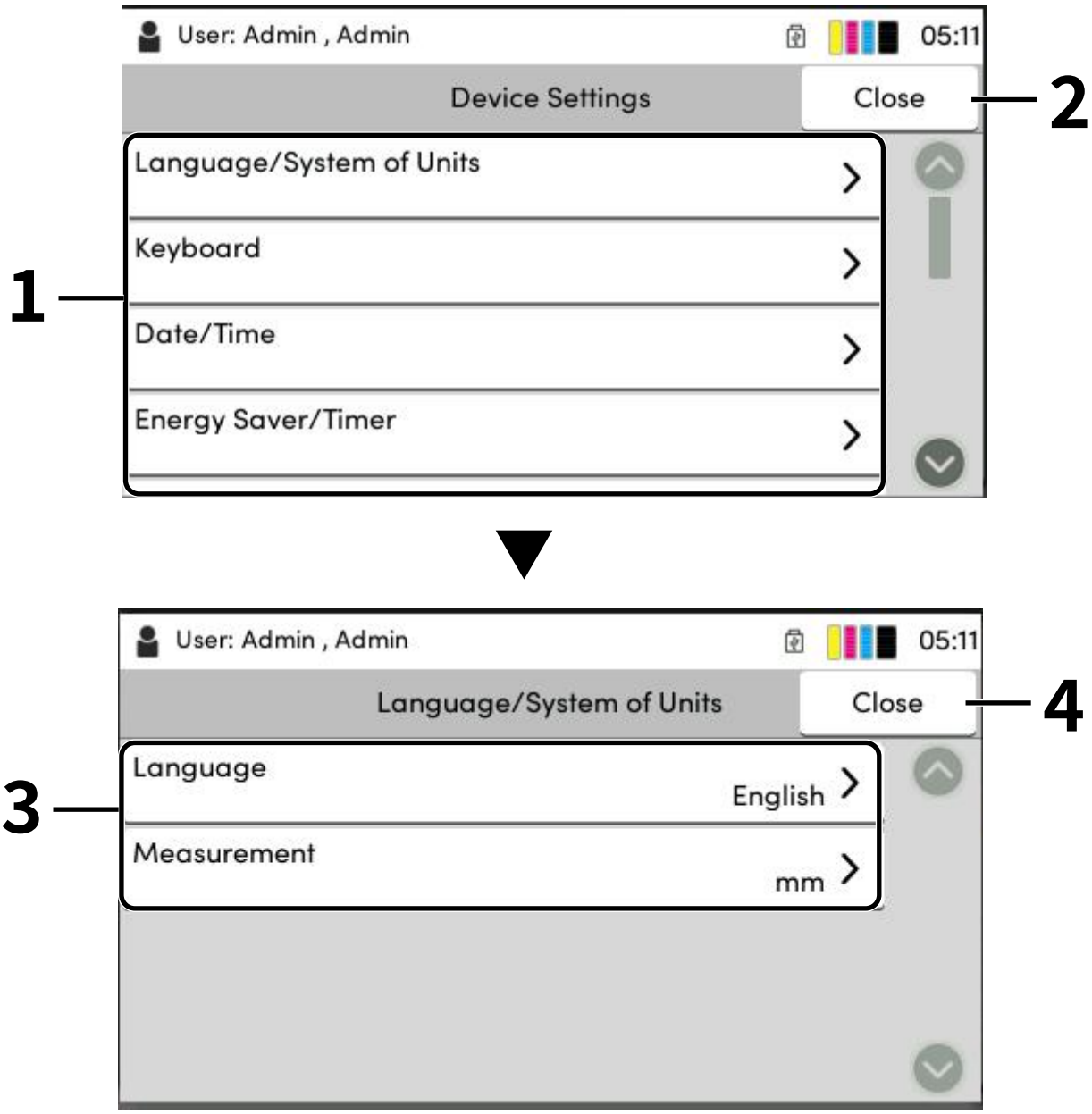
# Operation Method

Configure settings related to overall machine operation. Change the default settings as appropriate for how you use the machine.

## 1 Display the screen.

1 Select [System Menu/Counter].

## 2 Select a function.




1 Displays the System Menu items. Items that are not displayed can be displayed by swiping the screen up and down.

2 Returns to the previous screen.

3 Displays setting items.

Select the key of a function to display the setting screen.

4 Returns to the previous screen.

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

# System Menu Settings

This section explains the functions that can be configured in System Menu. To configure the settings, select the item in System Menu and select the setting item.

For details on each function, see the table below.

## [Quick Setup Wizard]

The Quick Setup Wizard configures Fax, Energy Saver, Network, E-mail and Security Setup.

➡ Quick Setup Wizard (page 97)

## [Device Settings]

Configure overall machine operation.

➡ Device Settings (page 403)

| Item | Description |
|---|---|
| [Language/System of Units] | Set the language to use for the touch panel display, and select inch or metric for the unit for paper dimensions.<br>➡ Language/System of Units (page 403) |
| [Keyboard] | Change the layout of the touch panel keyboard used to enter characters.<br>➡ Keyboard (page 404) |
| [Date/Time] | Configures settings related to the date and time.<br>➡ Date/Time (page 405) |
| [Energy saver/Timer] | Configure the Energy Saver settings.<br>➡ Energy Saver/Timer (page 406) |
| [Display Settings] | Configure the touch panel display settings.<br>➡ Display Settings (page 409) |
| [Sound] | Set options for buzzer sound during the machine operations.<br>➡ Sound (page 410) |
| [Original/Scan Settings] | Configure settings for originals.<br>➡ Original/Scan Settings (page 411) |
| [Paper Feeding] | Configure the paper and paper source settings.<br>➡ Paper Feeding (page 413) |
| [Operation Assist] | It is possible to configure the settings for the Orientation Selection screen display and the Preset Limit on the number of copies that can be made at one time.<br>➡ Operation Assist (page 420) |
| [Error Handling] | Select whether to cancel or continue the job when error has occurred.<br>➡ Error Handling (page 421) |
| [Toner setting] | Configure the toner settings.<br>➡ Toner Settings (page 422) |
| [Managed by Admin] | Configure whether to manage the machine through administrator.<br>➡ [Managed by Admin.] (page 422) |

## [Notification/Report]

Print reports to check the machine settings, status, and history. Settings for printing reports can also be configured.

➡ Notification/Report (page 423)

| Item | Description |
|---|---|
| [Print Report/List] | Print various reports and lists.<br>➡ Print Report/List (page 423) |
| [Sending Log History] | Configure settings for notices for sending and receiving.<br>➡ Result Report Setting (page 425) |
| [Device Status Notification] | Configure settings for toner notices.<br>➡ Low Toner Alert (page 426) |
| [Fax Communication Report] | Configure settings for Outgoing Fax report and Incoming Fax report.<br>This item is displayed for fax-compatible machines.<br>➡ Fax Communication Report (page 427) |
| [History Settings] | Configure settings for printing the history of the machine use.<br>➡ Sending Log History (page 428) |

## [Function Settings]

Configures settings for copying, sending and Document Box functions.

➡ FunctionSettings (page 430)

| Item | Description |
|---|---|
| [Function Defaults] | Defaults are the values automatically set after the warm-up is completed or the [Reset] key is selected. Set the defaults for available settings such as copying and sending. Setting the frequently-used values as defaults makes subsequent jobs easier.<br>➡ Function Defaults (page 430) |
| [Copy/Print] | Configures settings for copying and printing functions.<br>➡ Copy/Print (page 436) |
| [Send/Store] | Configures settings for sending and storing functions.<br>➡ Send/Store (page 437) |
| [Email] | Configure settings for email transmission and receipt.<br>➡ Email (page 439) |
| [Sending Job - Folder] | Configures settings for Sending Job Folder functions.<br>➡ Sending Job - Folder (page 441) |
| [Fax] | Configures settings for fax functions.<br>This item is displayed for fax-compatible machines.<br>➡ **FAX Operation Guide** |
| [WSD] | Configure settings for WSD Scan and WSD Print.<br>➡ WSD (page 443) |

| Item | Description |
|---|---|
| [Address Book] | Configures Address Book settings.<br>➡ Address Book (page 444) |
| [One-Touch Key] | Configures One Touch Key settings.<br>➡ One-Touch Key (page 445) |
| [Send and Forward] | Select whether to forward the original to another destination when sending images.<br>➡ Send and Forward (page 446) |
| [Forward Setting] | Configure the Forwarding settings.<br>➡ Forward setting (page 447) |
| [Printer] | Printing from computers, settings are generally made on the application software screen. However, the following settings are available for configuring the defaults to customize the machine.<br>➡ Printer (page 448) |
| [Job Box] | Configure settings for Job Box.<br>➡ Job Box (page 452) |
| [Cloud Access Setting] | Configure settings for Cloud Access Setting.<br>➡ Cloud Access Setting (page 453) |
| [Subaddress Box] | Configure settings for Subaddress Box.<br>This item is displayed for fax-compatible machines.<br>➡ **FAX Operation Guide** |
| [FAX Memory RX Box] | Set whether to perform print immediately for the FAX documents received or to save them in the Fax Memory RX Box.<br>This item is displayed for fax-compatible machines.<br>➡ **FAX Operation Guide** |
| [Home] | Configure settings for Home screen.<br>➡ Home screen (page 62) |
| [Status] | Configure settings for Status.<br>➡ Status (page 457) |
| [Remote Service] | Configures remote services settings.<br>➡ Remote Services (page 458) |
| [TWAIN/WIA] | Set whether to use our proprietary web services.<br>➡ TWAIN/WIA (page 459) |

## [Network Settings]

Configures network settings.

➡ Network Settings (page 460)

| Item | Description |
|---|---|
| [Network Settings] | Configure the wired network and Wi-Fi settings.<br>➡ Network Settings (page 460) |

| Item | Description |
|---|---|
| [Connectivity] | Configure the Connectivity settings of this machine to other devices.<br>➡ Connectivity (page 487) |
| [Others] | Configure other network related settings.<br>➡ Others (page 488) |

## [Security Settings]

Configures security settings.

➡ Security Settings (page 489)

| Item | Description |
|---|---|
| [Security Quick Setup] | The Security Level setting is primarily a menu option used by service personnel for maintenance work. There is no need for customers to use this menu.<br>➡ Security Quick Setup (page 489) |
| [Interface Block Setting] | This allows you to protect this machine by blocking the interface with external devices such as USB hosts or optional interfaces.<br>➡ Interface Block Setting (page 491) |
| [Device Security Settings] | Configures the device security settings.<br>➡ Device Security Settings (page 492) |
| [Authentication Security] | Configure security settings for User Authentication.<br>➡ Authentication Security (page 497) |
| [Network] | Configure security settings on the network.<br>➡ Network (page 499) |

## [JobAccounting/Authentication]

Configures settings related to machine management.

For details on user login administration, refer to the following:

➡ Enable User Login Administration (page 522)

For details on job accounting, refer to the following:

➡ Enabling Job Accounting (page 557)

## [Add/Delete Application]

Configure settings for Application.

➡ Add/Delete Application (page 501)

| Item | Description |
|---|---|
| [Application] | The functionality of the machine can be expanded by installing applications.*1<br>➡ Add/Delete Application (page 501) |
| [Optional Function] | You can use the optional applications installed on this machine.<br>➡ Overview of the Applications (page 803) |

*1 There are currently no application available for this machine.

## [Adjustment/Maintenance]

Adjust printing quality and conduct machine maintenance.

➡ Adjustment/Maintenance (page 502)

# Device Settings

Configure overall machine operation.

## Language/System of Units

[System Menu/Counter] key > [DeviceSetting] > [Language/System of Units]

| Item | Description |
|---|---|
| [Language] | Set the language to use for the touch panel display. |
| [Measurement] | Select inch or metric for the unit for paper dimensions.<br>Value: [mm], [inch] |

# Keyboard

[System Menu/Counter] key > [DeviceSettings] > [Keyboard]

| Item | Description |
|---|---|
| [Keyboard Layout] | Change the layout of the touch panel keyboard used to enter characters.<br>Value: [QWERTY], [QWERTZ], [AZERTY] |
| [Keyboard Language] | Follow the English display language. |
| [Optional Keyboard Type] | Select the optional keyboard type.<br>Value: [US-English], [US-English with Euro], [French], [German], [UK-English] |

# Date/Time

[System Menu/Counter] key > [DeviceSetting] > [Date/Time]

| Item | Description |
|---|---|
| [Date and Time] | Set the date and time for the location where you use the machine. If you perform Send as Email, the date and time set here will be displayed on the header.<br>Value: [Year] (2000 to 2035), [Month ] (1 to 12), [Day] (1 to 31), [Hour] (0 to 23), [Min.] (0 to 59), [second] (0 to 59)<br>➡ Setting Date and Time (page 77)<br>**NOTE**<br>If you change the date/time while using the trial version of an application, you will no longer be able to use the application. |
| [Date Format] | Select the display format of year, month, and date. The year is displayed in Western notation.<br>Value: [MM/DD/YYYY], [DD/MM/YYYY], [YYYY/MM/DD] |
| [Time Zone] | Set the time difference from GMT. Choose the nearest listed location from the list.<br>➡ Setting Date and Time (page 77) |

# Energy Saver/Timer

[System Menu/Counter] key > [DeviceSetting] > [Energy Saver/Timer]

## [Auto Panel Reset]

If no jobs are run for a certain period of time, automatically reset settings and return to the default setting. Select to use Auto Panel Reset or not.

Value: Off, On

**NOTE**

For setting the time until the panel is automatically reset, refer to the following:

➡ Panel Reset Timer (page 406)

## [Panel Reset Timer]

If you select On for Auto Panel Reset, you can set the amount of time to wait before Auto Panel Reset.

Value: 5 to 495 seconds (in 5 second increments)

**NOTE**

This function is displayed when [Auto Panel Reset] is set to On.

## [Sleep Timer]

Set amount of time before entering Sleep.

Value: 1 to 60 minutes (1-minute increment)

➡ Sleep (page 90)

## [Sleep Rules] (models for Europe)

Select whether to use the Sleep mode for the following functions individually:

This function will not be displayed when the optional Network Interface Kit or Fiery controller is installed.

- ID Card Reader

  (Displayed when the optional Card Authentication Kit is activated.)
- Application

Value: Off, On

**NOTE**

If the sleep condition is not turned off, the ID card cannot be recognized.

## [Power Off Timer]

Select whether to turn off the power automatically after a period of inactivity.

Value: [20 minutes], [1 hour], [2 hours], [3 hours], [4 hours], [5 hours], [6 hours], [9 hours], [12 hours], [1 day], [2 days], [3 days], [4 days], [5 days], [6 days], [1 week]

## [Power Off Rule]

Select whether or not the machine enters Power Off mode for the following function.

Select [On] to set the Power Off mode.

- Power Off Rule - Network
- Power Off Rule - USB Cable
- Power Off Rule - USB Host
- Power Off Rule - Application

  (Displayed when the optional Network Interface Kit is installed.)

Value: [Off], [On]

**NOTE**

Even when any of the functions is set to [On], if [Power Off Rule - NIC] is set to [Off] the machine does not enter Power Off Mode.

Even when [Power Off Rule - Network] or [Power Off Rule - USB Cable] is set to [Off], if the machine does not communicate with the other devices, the machine will enter Power Off Mode.

## [Sleep Level] (models except for Europe)

You can set the sleep level.

This function will not be displayed when the optional Network Interface Kit or Fiery controller is installed.

| Item | Description |
|---|---|
| [Quick Recovery]<br>[Energy Saver] | Set the Energy Saver mode to reduce power consumption even more than normal Sleep mode.<br>Value: [Quick Recovery], [Energy Saver]<br>**NOTE**<br>Use the Quick Recovery mode only when the computer does not recognize USB-connected devices. Note that this will consume more power. |

| Item | Description |
|---|---|
| [Sleep Rules] | Select whether to use the Energy Saver mode for the following functions individually:<br>• ID Card Reader<br>Displayed when the optional Card Authentication Kit is activated.<br>• Application<br>Value: Off, On<br>**NOTE**<br>When the machine has entered sleep mode with Energy Saver setting, the ID card cannot be recognized. |

## [Energy Saver Recovery Level]

Select the method of recovery from energy saver.

**Value**:

**[Full Recovery]**

This mode enables the use of all functions immediately. However, this mode saves less energy.

**[Normal Recovery]**

In this mode, you can select the method from the following: enabling the use of all functions immediately or enabling the use of desired functions only. If you want to use all functions immediately, select the [Energy Saver] key to execute recovery.

**[Power Saving Recovery]**

This mode enables the use of the functions that you wish to use only. This is the most energy-efficient mode.

## [Ping Timeout]

Set the time until timeout occurs when [Ping] is executed in "Network Settings".

Value: 1 to 30 seconds (in 1 second increments)

# Display Settings

[System Menu/Counter] key > [Device Settings] > [Display Settings]

| Item | Description |
|---|---|
| [Display Brightness] | Set the brightness of the touch panel.<br>Value: 1 (Darker), 2, 3, 4, 5 (Lighter) |
| [Default Screen] | Select the screen appearing right after start-up (default screen).<br>Value: [Home], [Copy], [Send], [Fax]*1, [Status], [Job Box], [USB Drive], [Polling Box]*1, [Subaddress Box]*1, [Favorites] |
| [Wallpaper] | ➡ Editing the Home Screen (page 64) |
| [Show Power Off Message] | Set the mode whether display a confirmation message in power supply off.<br>Value: Off, On |
| [Quick Setup Registration (Copy)] | Select the functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed as necessary.<br>Six items in the following options are available.<br>Value: [Off], [Paper Selection], [Zoom], [Density], [Duplex], [Combine], [Collate], [Original Image], [Original Size], [Original Orientation], [Color Selection], [Continuous Scan], [Background Density Adj.] |
| [Quick Setup Registration (Send)] | Select the functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed as necessary.<br>Six items in the following options are available.<br>Value: [Off], [Original Size], [Duplex], [Sending Size], [Original Orientation], [File Format], [Density], [Original Image], [Scan Resolution], [Fax TX Resolution]*1, [Color Selection], [Zoom], [Continuous Scan], [Background Density Adj.] |
| [Quick Setup Registration (Fax)]*1 | ➡ **FAX Operation Guide** |
| [Quick Setup Registration (Storing in Box)] | Select the functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed as necessary.<br>Six items in the following options are available.<br>Value: [Off], [Color Selection], [Storing Size], [Density], [Duplex], [Scan Resolution], [Zoom], [Original Orientation], [Original Size], [Original Image], [Continuous Scan], [Background Density Adj.] |
| [Quick Setup Registration (Box Print)] | Select the functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed as necessary.<br>Six items in the following options are available.<br>Value: [Off], [Paper Selection], [Collate], [Duplex], [Color Selection] |

*1 This item is displayed for fax-compatible machines.

# Sound

[System Menu/Counter] key > [Device Settings] > [Sound]

## [Buzzer]

Set options for buzzer sound during the machine operations.

| Item | Description |
|---|---|
| [Key Confirmation] | Emit a sound when the operation panel and touch panel keys are selected.<br>Value: Off, On |
| [Job Finish] | Emit a sound when a print job is normally completed.<br>Value: [Off], [On], [Fax Reception Only]*1 |
| [Ready] | Emit a sound when the warm-up is completed.<br>Value: Off, On |
| [Warning] | Emit a sound when errors occur.<br>Value: Off, On |
| [Optional Keyboard] | Emit a sound to confirm key presses with a sound.<br>Value: Off, On |

*1 This item is displayed for fax-compatible machines.

## [Fax Speaker Volume]

This item is displayed for fax-compatible machines.

For details, refer to the following:

➡ **FAX Operation Guide**

# Original/Scan Settings

[System Menu/Counter] key > [Device Settings] > [Original/Scan Settings]

## [Auto Detect Original Size]

Set whether to use the document processor to detect the original size. Platen cannot automatically detect the original size.

| Item | Description |
|---|---|
| [Auto (Standard Size)] | Select whether to enable automatic detection of the Standard Size. The size that can be detected is A6, B6, A5, B5, A4, and Folio in the case of centimeter size. For inch size, Statement, Letter, and only one of Legal, Officio II, or 216mm x 340mm.<br>Value: Off, On |
| [Detect Non-standard Size (Copy)] | Set whether to detect non-standard size documents in the copy function. This setting takes precedence over the automatic (standard size) setting.<br>Value: Off, On |
| [Detect Non-standard Size (Send/Store)] | Set whether to detect non-standard size documents in the send or save function. This setting takes precedence over the automatic (standard size) setting.<br>Value: Off, On |
| [System of Units] | Select [Metric] when automatically detecting the originals in centimeter sizes. Select [Inch] when detecting the originals in inch sizes.<br>Value: [Metric], [Inch] |
| [Legal/OficioII/216 x 340 mm] | Since the third item options to be auto detected in inch are similar in size, set which size to use.<br>This function is displayed when "System of Units" is set to [Inch].<br>Value: [Legal], [OficioII], [216 x 340 mm] |

## [Custom Original Size]

Set up frequently-used custom original size. The custom size option is displayed on the screen to select original size.

Value

**Metric**

X: 50 to 356 mm (in 1 mm increments)

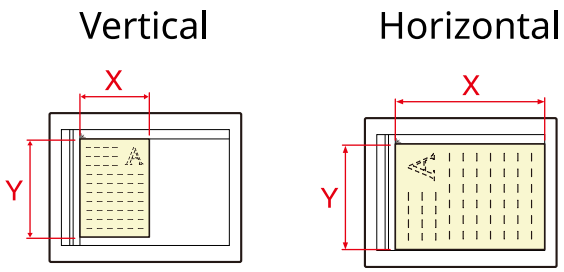
Y: 50 to 216 mm (in 1 mm increments)

**Inch**

X: 1.97 to 14.02" (in 0.01" increments)

Y: 1.97 to 8.50" (in 0.01" increments)

X=Length, Y=Width




## [Default Original Size]

Set the default value for the original size.

Value

[Metric]: A4, A5, A6, B5, B6, Folio, 216 x 340 mm

[Inch]: Letter, Legal, Statement, Executive, Oficio II

[Others]: 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki (Cardstock), Oufukuhagaki (Return postcard), Youkei 4, Youkei 2, Younaga 3, Nagagata 3, Nagagata 4

## [Default Original Size (Platen)]

Set the default value for the Original Size set on the Platen. Select Off to display a confirmation screen before execution of a job.

Value

[Metric]: A4, A5, A6, B5, B6, Folio, 216 × 340 mm

[Inch]: Letter, Legal, Statement, Statement-R, Executive, Oficio II

[Others]: 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki (Cardstock), Oufukuhagaki (Return postcard), Youkei 4, Youkei 2, Younaga 3, Nagagata 3, Nagagata 4

**NOTE**

When [Auto (Standard Size)] of [Auto Detect Original Size] is set to Off, this function will not be displayed.

# Paper Feeding

[System Menu/Counter] key > [Device Settings] > [Paper Feeding]

Configure the paper and paper source settings.

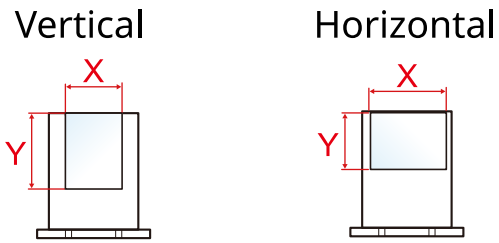
## [Cassette 1 Settings] to [Cassette 2 Settings]

[System Menu/Counter] key > [Device Settings] > [Paper Feeding] > [Cassette 1 Settings](to [Cassette 2 Settings])

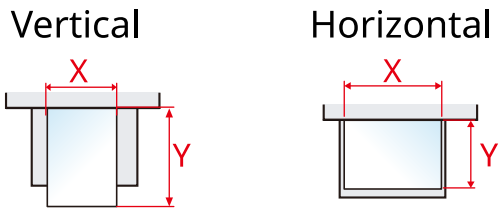
**NOTE**

[Cassette 2] is displayed when the following optional paper feeder is installed.

[Cassette 2]: Paper Feeder (250-sheet)

| Item | Description |
|---|---|
| [Paper Size] | Select the paper size.<br>**Value (Cassette 1)**<br>[A4], [A5-R], [A5], [A6], [B5], [B6], [Folio], [216 x 340 mm], [Letter], [Legal], [Statement], [Executive], [OficioII], [16K], [ISO B5], [Custom]<br>**Value (Cassette 2)**<br>[A4], [A5-R], [A5], [A6], [B5], [B6], [Folio], [216 x 340 mm], [Letter], [Legal], [Statement], [Executive], [OficioII], [16K], [ISO B5],[Custom]<br>For custom paper size, set the size for each cassette.<br>➡ [Custom Paper Settings] (page 415)<br>  |
| [Media Type] | **Value (Cassette 1)**<br>[Plain], [Rough], [Recycled], [Preprinted], [Bond], [Color], [Prepunched], [Letterhead], [Thick], [High Quality], [Custom 1] to [Custom 8]<br>**Value (Cassette 2)**<br>[Plain], [Rough], [Recycled], [Preprinted], [Bond], [Color], [Prepunched], [Letterhead], [Thick], [High Quality], [Custom 1] to [Custom 8]<br>• To change to a media type other than “Plain," refer to the following:<br>➡ [Media Type Setting] (page 417)<br>• When a paper weight that cannot be loaded in the cassette is set for a media type, that media type does not appear.<br>• To print on preprinted or prepunched paper or on letterhead, refer to the following:<br>➡ Paper Feed Settings (page 419) |

# [MP Tray Settings]

| Item | Description |
|---|---|
| [Paper Size] | Select the paper size.<br>Value: [A4], [A5], [A5-R], [A6], [B5], [B6], [Folio], [216 x 340 mm], [Letter], [Legal], [Statement], [Statement-R], [Executive], [OficioII], [16K], [ISO B5], [Envelope #10], [Envelope #9], [Envelope #6], [Envelope Monarch], [Envelope DL], [Envelope C5], [Hagaki], [Oufukuhagaki], [Youkei 4], [Youkei 2], [Younaga 3], [Nagagata 3], [Nagagata 4], [Custom]<br>For custom paper size, set the size for each cassette.<br>➡ [Custom Paper Settings] (page 415)<br>  |
| [Media Type] | Select the media type.<br>Value: [Plain], [Transparency], [Rough], [Vellum], [Labels], [Recycled], [Preprinted], [Bond], [Cardstock], [Color], [Prepunched], [Letterhead], [Envelope], [Thick], [Coated], [High Quality], [Custom 1] to [Custom 8]<br>To change to a media type other than “Plain,” refer to the following.<br>➡ [Media Type Setting] (page 417)<br>To print on preprinted or prepunched paper or on letterhead, refer to the following:<br>➡ Paper Feed Settings (page 419) |

**NOTE**

The available media types for printing received faxes are as shown below.

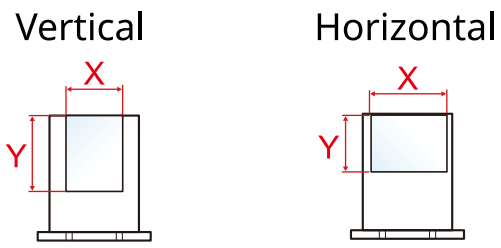
[Plain], [Labels], [Bond], [Recycled], [Color], [Envelope], [Hagaki], [Coated], [Thick], [High Quality], [Custom 1] to [Custom 8]

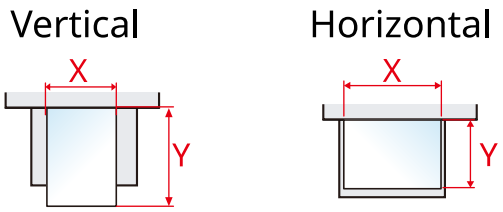
The fax function can be used on products equipped with fax capability.

# [Custom Paper Settings]

[System Menu/Counter] key > [Device Settings] > [Paper Feeding] > [Custom Paper Settings]

Set up frequently-used custom paper size. Register one custom size for each paper source. The registered size is displayed when the paper size is selected.

| Item | Description |
|---|---|
| [Cassette 1 Size] | Register the custom size used for cassette 1.<br>Value<br>**Metric**<br>X: 105 to 216 mm (in 1 mm increments)<br>Y: 148 to 356 mm (in 1 mm increments)<br>**Inch**<br>X: 4.13 to 8.50" (in 0.01" increments)<br>Y: 5.83 to 14.02" (in 0.01" increments)<br>X=Width, Y=Length<br>  |
| [Cassette 2 Size] | Register the custom size used for Cassette 2.<br>Value<br>**Metric**<br>X: 105 to 216 mm (in 1 mm increments)<br>Y: 148 to 356 mm (in 1 mm increments)<br>**Inch**<br>X: 4.13 to 8.50" (in 0.01" increments)<br>Y: 5.83 to 14.02" (in 0.01" increments)<br>X=Width, Y=Length |

| Item | Description |
|---|---|
| [Multipurpose Tray Size] | Register the custom size used for Multipurpose Tray.<br>Value<br>**Metric**<br>X: 70 to 216 mm (in 1 mm increments)<br>Y: 148 to 356 mm (in 1 mm increments)<br>**Inch**<br>X: 2.76 to 8.50" (in 0.01" increments)<br>Y: 5.83 to 14.02" (in 0.01" increments)<br>X=Width, Y=Length<br>  |

# [Media Type Setting]

[System Menu/Counter] key > [Device Settings] > [Paper Feeding] > [Media Type Setting]

Select weight for each media type.

The following media type and paper weight combinations are available.

| Paper Weight | Weight ($g/m^2$) and Media Type |
|---|---|
| Normal 1 | 60 $g/m^2$ to 74 $g/m^2$ |
| Normal 2 | 75 $g/m^2$ to 90 $g/m^2$ |
| Normal 3 | 91 $g/m^2$ to 105 $g/m^2$ |
| Heavy 1*1 | 106 $g/m^2$ to 135 $g/m^2$ |
| Heavy 2*1 | 136 $g/m^2$ to 163 $g/m^2$ |
| Heavy 3*1 | 164 $g/m^2$ to 220 $g/m^2$ |

*1 The processing speed will be slower than normal.

Each media type's default weight is indicated.

| Media Type | Default |
|---|---|
| [Plain] | [Normal 2 (75 - 90g/m2)] |
| [Rough] | [Normal 3 (91 - 105g/m2)] |
| [Vellum] | [Heavy 1 (106 - 135g/m2)] |
| [Labels] | [Heavy 1 (106 - 135g/m2)] |
| [Recycled] | [Normal 2 (75 - 90g/m2)] |
| [Preprinted] | [Normal 2 (75 - 90g/m2)] |
| [Bond] | [Normal 3 (91 - 105g/m2)] |
| [Cardstock] | [Heavy 3 (164 - 220g/m2)] |
| [Color] | [Normal 2 (75 - 90g/m2)] |
| [Prepunched] | [Normal 2 (75 - 90g/m2)] |
| [Letterhead] | [Normal 2 (75 - 90g/m2)] |
| [Envelope] | [Heavy 2 (136 - 163g/m2)] |
| [Thick] | [Heavy 2 (136 - 163g/m2)] |
| [Coated] | [Heavy 1 (106 - 135g/m2)] |
| [High Quality] | [Normal 2 (75 - 90g/m2)] |
| [Custom 1] to [Custom 8] | [Normal 2 (75 - 90g/m2)] |

For [Custom 1] to [Custom 8], settings for duplex printing and media type name can be changed.

# [Show Paper Setup Msg]

[System Menu/Counter] key > [Device Settings] > [Paper Feeding] > [Show Paper Setup Message]

Set whether to display the confirmation screen for the paper setting when a new paper is set for each cassette.

| Item | Description |
|---|---|
| [Cassette 1] to [Cassette 2] | Value: Off, On<br><br>**NOTE**<br>[Cassette 2] is displayed when the following optional paper feeder is installed.<br>[Cassette 2]: Paper Feeder (250-sheet) |

# Paper Feed Settings

[System Menu/Counter] key > [Device Settings] > [Paper Feeding] > [Paper Feed Settings]

## [Default Paper Source]

Select the default paper source.

Value: [Cassette 1] to [Cassette 2], [MP Tray]

**NOTE**

[Cassette 2] is displayed when the following optional paper feeder is installed.

[Cassette 2]: Paper Feeder (250-sheet)

## [Paper Selection]

Set the default paper selection.

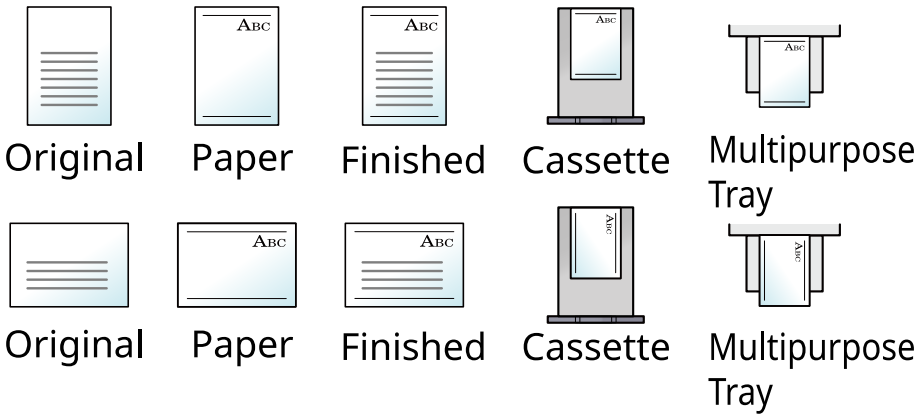
Value: [Auto], [Default Paper Source]

## [Special Paper Action]

When printing on Prepunched, Preprint, and Letterhead, punch-holes might not be aligned or the print direction might be upside-down due to a combination of copying functions and the way originals are set. In such a case, select [Adjust Print Direction] to adjust the print direction. When paper orientation is not important, select [Speed Priority].

If [Adjust Print Direction] is selected, load paper according to the steps below.

Example: Printing on Letterhead




Value: [Adjust Print Direction], [Speed Priority]

# Operation Assist

[System Menu/Counter] key > [DeviceSetting] > [Operation Assist]

| Item | Description |
|---|---|
| [Preset Limit] | Restrict the number of copies that can be made at one time.<br>Value: 1 to 999 copies |
| [Clear Settings after Job Started] | Set whether to reset function settings to their defaults after the job starts.<br>Value: [Clear], [Do Not Clear] |

# Error Handling

[System Menu/Counter] key > [DeviceSetting] > [Error Handling]

| Item | Description |
|---|---|
| [Duplexing Error] | Set what to do when duplex printing is not possible for the selected paper sizes and media types.<br>Value<br>[1 sided]: Printed in 1-sided.<br>[Display Error]: Message to cancel printing is displayed. |
| [Paper Mismatch Error] | Set what to do when the selected paper size or type does not match paper size or type loaded in the specified paper source while printing from the computer by specifying the cassette or multipurpose tray.<br>Value<br>[Ignore]: The setting is ignored and the job is printed.<br>[Display Error]: Message to cancel printing is displayed. |
| [Auto Error Clear] | If an error occurs during processing, processing stops to wait for the next step to be taken by the user. In the Auto Error Clear mode, automatically clear the error after a set amount of time elapses.<br>Value: On, Off<br>**NOTE**<br>If you select On for Auto Error Clear, set the amount of time to wait before automatically clearing errors. The setting range is 5 to 495 seconds (in 5 second increments). |
| [Continue or Cancel Error Job] | Set which users can cancel or continue operations for jobs which were paused due to an error.<br>Value: [All Users], [Job Owner Only]<br>**NOTE**<br>Administrator can cancel all jobs regardless of this setting. |

# Toner Settings

[System Menu/Counter] key > [DeviceSetting] > [Toner Settings]

## [Color Toner Empty Action]

Select whether printing is prohibited or the Print in Black and White setting is used for printing once the color toner runs out.

Value: [Stop Printing], [Print in Black & White]

**NOTE**

This setting is enabled when original consumables (specified toner) are used.

## [Low Toner Alert]

| Item | Description |
|---|---|
| [Notify via Operation Panel] | Set whether to display the alert on the operation panel when the toner is low.<br>Value: [Off], [On] |
| [Notify Externally (Admin.)] | Set the amount of remaining toner to notify the administrator when to order a toner when the toner is running low. This notification is used for Event Reports, Status Monitors, and SNMPTraps (such as Printing Equipment Management Systems).<br>Value: Off, On<br>**NOTE**<br>If On is selected, set the amount of remaining toner to alert. The setting range is 5 to 100% (in 1% increments). |

## [Managed by Admin.]

Configures settings for Managed by Admin.

[No(home)]: Small or home office (SOHO)

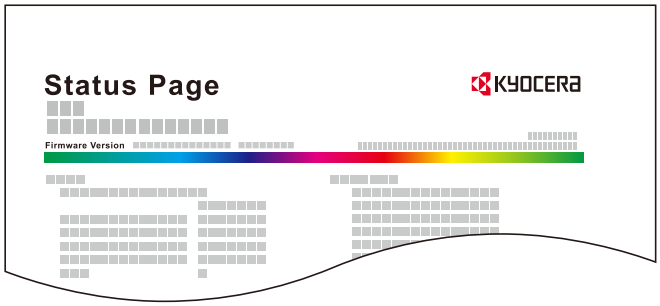
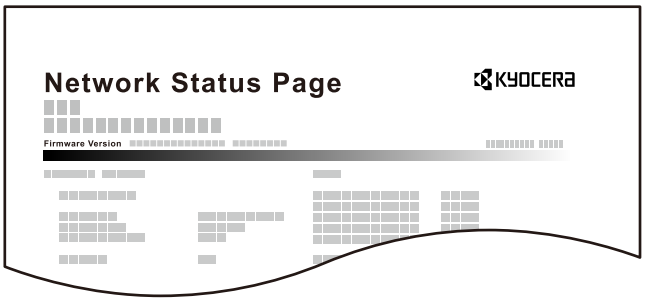
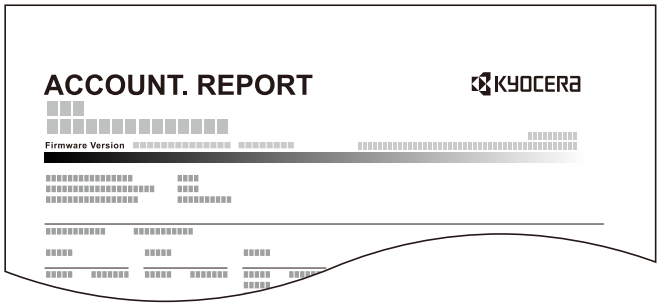
[Yes(Office)]: Mid-scale and above office

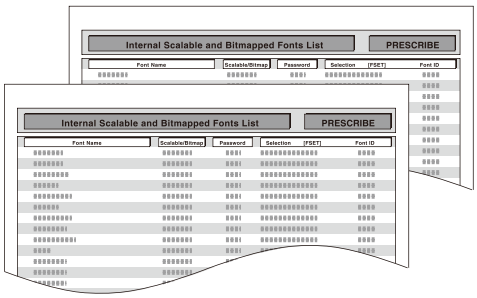
# Notification/Report

Print various reports to check the machine settings, status, and history. Settings for printing reports can also be configured.

## Print Report/List

[System Menu/Counter] key > [Notification/Report] > [Print Report/List]

| Item | Description |
|---|---|
| [Status Page] | Prints the status page. You can check information such as the current settings, available memory, and installed optional equipments.<br>  |
| [Service Status] | Prints the service status. More detailed information is available than on the Status Page. Service personnel usually print the service status pages for maintenance purpose. |
| [Network Status] | Prints the Network status page. You can check information such as the firmware version, network address, and network protocol of the network interface.<br>  |
| [Print Account Report] | If job accounting is enabled, the total pages counted of all relevant accounts can be printed as an accounting report.<br>  <br>➡ Print Accounting Report (page 572) |

| Item | Description |
|---|---|
| [Font List] | Prints the font list. You can check the fonts installed in this machine with a sample.<br>  |
| [Outgoing FAX Report] | This item is displayed for fax-compatible machines.<br>➡ **FAX Operation Guide** |
| [Incoming FAX Report] | This item is displayed for fax-compatible machines.<br>➡ **FAX Operation Guide** |
| [FAX List (Index)] | This item is displayed for fax-compatible machines.<br>➡ **FAX Operation Guide** |
| [FAX List (No.)] | This item is displayed for fax-compatible machines.<br>➡ **FAX Operation Guide** |
| [One-Touch List (All)] | Prints One Touch List, allowing you to check the destinations that have been registered on the One Touch Keys. |
| [One-Touch List (FAX)] | This item is displayed for fax-compatible machines.<br>➡ **FAX Operation Guide** |
| [Subaddress Box List] | This item is displayed for fax-compatible machines.<br>➡ **FAX Operation Guide** |
| [Application Status] | Prints the Application status. You can check the information of the applications installed on this machine. |
| [Configuration List] | Print the system settings as the list. |
| [Data Sanitization Report] | Prints the data sanitization report. |

# Result Report Setting

[System Menu/Counter] key > [Notification/Report] > "Result Report Setting"

## [Send Result Report]

Automatically print a report of transmission result when a transmission is complete.

| Item | Description |
|---|---|
| [Email/Folder] | Automatically print a report of transmission result when Email or SMB/FTP transmission is complete.<br>Value: [Off], [On], [Error Only] |
| [FAX]*1 | ➡ **FAX Operation Guide** |
| [Canceled before Sending]*2 | Print a send result report if the job is canceled before being sent.<br>Value: Off, On |
| [Recipient Format]*2 | Select the Recipient Format for the send result report.<br>Value: [Name or Destination], [Name and Destination] |

*1 This item is displayed for fax-compatible machines.

*2 Not displayed if both "Email/Folder" and "FAX" are [Off].

## [RX Result]

This item is displayed for fax-compatible machines.

For details, refer to the following:

➡ **FAX Operation Guide**

## [Job Finish Notice Setting]

This item is displayed for fax-compatible machines.

For details, refer to the following:

➡ **FAX Operation Guide**

# Low Toner Alert

[System Menu/Counter] key > [Notification/Report] > [Low Toner Alert]

## [Low Toner Alert]

➡ Toner Settings (page 422)

# Fax Communication Report

[System Menu/Counter] key > [Notification/Report] > "FAX Communication Report"

Configure settings for Outgoing Fax report and Incoming Fax report.

This item is displayed for fax-compatible machines.

For details, refer to the following:

➡ **FAX Operation Guide**

# Sending Log History

[System Menu/Counter] key > [Notification/Report] > [Sending Log History]

**NOTE**

For details on the Log History, refer to the following:

➡ History Management (page 428)

## [Sending Log History]

| Item | Description |
|---|---|
| [Auto Sending] | This function automatically sends the log history to the specified destinations whenever a set number of jobs has been logged.<br>Value: [Off], [On]<br>**NOTE**<br>If [On] is selected, specify the number of job histories. The setting range is 1 to 16. |
| [Destination] | Set the destination to which log histories are sent. Only E-mail address can be set. |
| [Subject] | Set the subject automatically entered when sending log histories by E-mail.<br>Value: Up to 256 characters |
| [SSFC] | Enter the subject of the printed job history with IC card authentication.<br>Value: Up to 256 characters |
| [Personal Information] | Select whether to include personal information in the job log.<br>Value: [Include], [Exclude] |
| [Send Log History] | You can also send the log history to the specified destinations manually. |

## History Management

It is possible to perform Log Management for the following logs on this machine.

## Jobs Log

**Log subject**

Copy/Fax/Scan/Send/Print job completion

Print job completion

Checking job status/Changing of jobs/Canceling of jobs

**Log information**

Event occurrence date and time

Event type

Information on users logged in (or users who attempted to log in)

Event results (Success/Failure)

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

# FunctionSettings

Configures settings for printing, copying, sending and Document Box functions.

# Function Defaults

[System Menu/Counter] key > [FunctionSettings] > [Function Defaults]

## [Common]

[System Menu/Counter] key > [FunctionSettings] > [Function Defaults]

## [Common]

➡ Original Orientation (page 319)

➡ Clear Settings after Job Started (page 420)

## [File Name Entry]

Set an automatically entered name (default) for jobs. Additional information such as Date and Time and Job No. can also be set.

Value

File Name: Up to 32 characters can be entered.

Additional information: [None], [Job No.], [Date and Time], [[Job No.] & [Date and Time]], [[Date and Time] & [Job No.]]

## [Border Erase Default]

Set the default width to be erased as a border.

Value

**Metric**

0 to 50 mm (in 1 mm increments)

**Inch**

0 to 2" (in 0.01" increments)

**NOTE**

To specify border erase widths around original, set the value in "Border". To specify border erase widths in the middle of original, set the value in "Gutter".

| Item | Description |
|---|---|
| [Border Erase to Back Page] | Select the Border Erase Method for Back Page of a sheet.<br>Value: [Same as Front Page], [Do Not Erase] |

## [Zoom]

Select the enlarged/reduced default when paper size/sending size changed after the originals set.

Value: [100%], [Auto]

## [DP Read Action]

Set the operation when a document is scanned from the document processor.

Value: [Speed Priority], [Quality Priority]

## [Platen Scan Operation]

Configure the setting to scan original on the platen.

Value: [Prioritize Speed], [Prioritize Image Quality]

## [Detect Folded Corner Originals]

| Value | Description |
|---|---|
| On | When scanning a document from the document processor, scanning is automatically stopped when a document with a folded corner is detected. |
| Off | It does not detect. |

# [Copy/Print]

[System Menu/Counter] key > [FunctionSettings] > [Function Defaults] > [Copy/Print]

| Item | Description |
|---|---|
| [Original Size] | Set the default value for the original size. When [ Auto (Standard Size)] is OFF in [Device Setting] > [Original/Scan Setting] > [Original Auto Detect (Original Feed Device)], the size set in the default original size is displayed as an option.<br>**[ Auto (Standard Size)]: On**<br>Value: [Auto (Standard Size)], [Auto (Non-Standard Size)]<br>**[Auto (Standard Size)]: Off**<br>Value: [Auto (Non-standard Size)], [Original (default size)] |
| [Color Selection (Copy)] | Set the default copying color mode setting.<br>Value: [Auto Color], [Full Color], [Black & White] |
| [Color Balance] | Sets the default color balance value.<br>Value: Cyan (-5 to 5), Magenta (-5 to 5), Yellow (-5 to 5), Black (-5 to 5) |
| [Original Image (Copy)] | Set the default original document type for copying.<br>Value: [Text+Photo], [Photo], [Text], [Graphic/Map], [Printer Output] |
| [Background Density Adj. (Copy)] | Set the default Background Density (Copy).<br>Value: [Off], [Auto], [Manual (Darker 5)] |
| [Continuous Scan (Copy)] | Select the default Continuous Scan (Copy) setting.<br>Value: Off, On |
| [Prevent Bleed-through (Copy)] | Set the default value for preventing bleed-through (Copy).<br>Value: Off, On |
| [Skip Blank Page (Copy)] | Set the default Skip Blank Page status.<br>Value: Off, On |
| [EcoPrint] | Select the EcoPrint default.<br>Value: Off, On |
| [Border Erase (Copy)] | Set the defaults for Border Erase (Copy).<br>Value<br>[Standard], [Border Erase Sheet], [Border Erase Book], [Individual Border Erase] |
| [Collate] | Set the defaults for Collate.<br>Value<br>Off, On |
| [JPEG/TIFF Print] | Select the image size (resolution) when printing JPEG or TIFF file.<br>Value: [Fit to Paper Size], [Image Resolution], [Fit to Print Resolution] |
| [XPS Fit to Page] | Set the default value for the XPS fit to page function.<br>Value: Off, On |
| [Auto % Priority] | When a paper source of different size from the original is selected, select whether automatic zoom (reduce/zoom) is performed.<br>Value: Off, On |

| Item | Description |
|---|---|
| [ID Card Copy] | Select the ID Card Copy default.<br>**[Card Position on Platen]**<br>No card position specified or set it to top left.<br>Value: [Free], [Upper Left]<br>**[Finishing Layout]**<br>Sets the copy position on the paper to center or top right.<br>Value: [Align Center], [Align Upper Right] |
| [Duplex] | Enables you to print on both sides of the paper. You can print on 1 side of each page for both sides of the original.<br>[1 sided] >> [1 sided]<br>[1 sided] >> [2 sided]<br>[2 sided] >> [1 sided]<br>[2 sided] >> [2 sided]<br>Output: [Binding Left/Right], [Binding Top] |

## [Send/Store]

[System Menu/Counter] key > [FunctionSettings] > [Function Defaults] > [Send/Store]

| Setting | Description |
|---|---|
| [Original Size] | Set the default value for the original size. When Standard Size Detection is OFF, the size set in the default original size is displayed as an option.<br>These settings are in [Device Settings] > [Original/Scan Settings].<br>Detection of standard size: On<br>Value: [Auto (Standard Size)], [Auto (Non-standard Size)]<br>Standard Size Detection: Off<br>Value: [Auto (Non-standard Size)], Original Size (default size) |
| [Color Selection (Send/Store)] | Select the default color mode for scanning documents.<br>Value: [Auto Color (Color/Gray)], [Auto Color (Color/B & W)], [Full Color], [Grayscale], [Black & White] |
| [Scan Resolution] | Select the default scanning resolution for scanning documents.<br>Value: [600 x 600 dpi], [400 x 400 dpi Ultrafine], [300 x 300 dpi], [200 x 400 dpi Superfine], [200 x 200 dpi Fine], [200 x 100 dpi Normal] |
| [Fax TX Resolution] | This item is displayed for fax-compatible machines.<br>➡ **FAX Operation Guide** |
| [Org. Image (Send/Store)] | Set the default original document type for sending/storing.<br>Value: [Text+Photo], [Photo], [Text], [Text (Fine Line)] |
| [Clarify Text (Noise Removal) Settings] | When scanning and sending a document in black and white, it eliminates background noise and improves the legibility of characters.<br>Value: Off, On |
| [Background Density Adj. (Send/Store)] | Set the default Background Density (Send/Store).<br>Value: [Off], [Auto], [Manual (Darker 5)] |
| [Continuous Scan (Send/Store)] | Select the default Continuous Scan (Send/Store) setting.<br>Value: Off, On |
| [Continuous Scan (Fax)] | This item is displayed for fax-compatible machines.<br>➡ **FAX Operation Guide** |
| [Prevent Bleed-through (Send/Store)] | Set the default Prevent Bleed (Send/Store).<br>Value: Off, On |
| [Border Erase/Full Scan (Send/Store)] | Set the defaults for Border Erase/Full Scan (Send/Store).<br>Value: [Standard], [Full Scan], [Border Erase Sheet], [Border Erase Book], [Individual Border Erase] |
| [Border Erase/Full Scan (Fax)] | This item is displayed for fax-compatible machines.<br>➡ **FAX Operation Guide** |
| [Skip Blank Page (Send/Store)] | Set the default Skip Blank Page status.<br>Value: Off, On |
| [File Format] | Set the default type of the files.<br>Value: [PDF], [TIFF], [JPEG], [XPS], [OpenXPS], [High Comp. PDF] |

| Setting | Description |
|---|---|
| [Image Quality (File Format)] | Select the default PDF/TIFF/JPEG/XPS/OpenXPS/Word/Excel/PowerPoint file quality.<br>Value: [1] Low Quality (High Comp.) to [5] High Quality (Low Comp.) |
| [High Comp. PDF Image] | Select the default quality setting for high compressed PDF files.<br>Value: [Compression Ratio Priority], [Standard], [Quality Priority] |
| [Color TIFF Compression] | Select the compression method for sending the color documents in the TIFF format.<br>Value: [TIFF V6], [TTN2] |
| [PDF/A] | Select the default PDF/A setting.<br>Value: [Off], [PDF/A-1a], [PDF/A-1b], [PDF/A-2a], [PDF/A-2b], [PDF/A-2u]<br>**NOTE**<br>If [On] is selected in "Digital Signature", [PDF/A-1a] and [PDF/A-1b] cannot be selected.<br>Send/Store (page 437) |
| [File Separation] | Select the default file separation setting.<br>Value: [Off], [Each Page] |
| [Email Subject/Body] | Set the subject and body automatically entered (default subject and body) when sending the scanned originals by E-mail.<br>Value<br>Subject: Up to 256 characters can be entered.<br>Body 1: Up to 500 characters can be entered. |
| [Duplex] | [1 sided] >> [2 sided]<br>Original binding direction: Binding Left/Right, Binding Top |

# Copy/Print

[System Menu/Counter] key > [FunctionSettings] > [Function Defaults] > [Copy/Print]

| Item | Description |
|---|---|
| [Quick Setup Registration (Copy)] | ➡ Display Settings (page 409) |

# Send/Store

[System Menu/Counter] key > [FunctionSettings] > [Function Defaults] > [Send/Store]

## [Default Screen]

Set the default screen displayed when you select the [Send] key.

Value: [Destination], [Address Book], [One Touch Key]

## [Prevent Mis-sending Settings]

| Item | Description |
|---|---|
| [Destination Check before Send] | Select whether to display the confirmation screen of destinations after pressing the [Start] key when performing sending jobs.<br>Value: Off, On |
| [Entry Check for New Dest.] | When adding new destination, select whether to display the entry check screen to check the entered destination.<br>Value: Off, On |
| [New Destination Entry] | Select whether to permit direct entry of destination.<br>Value: [Prohibit], [Permit] |
| [Recall Destination] | Select whether to permit usage of [Recall] on the Send screen.<br>Value: [Prohibit], [Permit] |
| [Broadcast] | Set whether to enable broadcast.<br>Value: [Prohibit], [Permit] |
| [Destination History Usage] | Allow to use the destination history.<br>Value: [Prohibit], [Permit] |
| [Delete Destination History] | Delete the destination history. |

## [Quick Setup Registration (Send)]

➡ Display Settings (page 409)

## [Digital Signature to File]

| Item | Description |
|---|---|
| [Digital Signature] | Select whether to add a digital signature.<br>Value<br>**[Off]**<br>Does not add a digital signature.<br>**[Specify Each Job]**<br>Whether to add a digital signature is selected each time of sending.<br>**[On]**<br>Always adds a digital signature when sending.<br>**NOTE**<br>When [On] is selected, [PDF/A-1a] and [PDF/A-1b] cannot be selected in "PDF/A".<br>[Send/Store] (page 434) |
| [Digital Signature Format] | Select an algorithm used for encryption of digital signature.<br>Value: [SHA-1], [SHA-256], [SHA-384], [SHA-512]<br>**NOTE**<br>This function is displayed when Digital Signature is set to [Specify Each Job] or [On]. |
| [Password Confirmation on Signature Permission] | Select whether to confirm password when setting digital signature.<br>Value: [Off], [On]<br>**NOTE**<br>This function is displayed when Digital Signature is set to [Specify Each Job]. |
| [Password] | Set a password required for setting digital signature. Enter a new security password 6 to 16 alphanumeric characters and symbols.<br>**NOTE**<br>This function is displayed when "Password Confirmation on Signature Permission" is set to [On]. |

# Email

[System Menu/Counter] key > [FunctionSettings] > [Email]

## [Email Settings]

| Item | Description |
|---|---|
| [SMTP (Email TX)] | Select whether to send E-mail using SMTP.<br>Value: Off, On |
| [SMTP Server Name] | Enter the host name or IP address of the SMTP server.<br>**NOTE**<br>Up to 256 characters can be entered. |
| [SMTP Port Number] | Specify the port number to be used for SMTP. The default port number is 25.<br>Value: 1 to 65535 (Port Number) |
| [Sender Address] | Specify the sender address for when the machine sends E-mails.<br>Non-delivery report may be sent back to the sender address specified here. It is recommended that you specify an e-mail address that can be received by the device administrator. The sender address must be entered correctly for SMTP authentication.<br>The maximum length of the sender address is 256 characters. |
| [Connection Test] | Enables you to test if the configured details are operational without sending an E-mail. |
| [SMTP Auth and Sender Address] | When the user login is set to ON, login user name, password and E-mail address of login user are used for SMTP authentication and e-mail sender address.<br>Value<br>**[Use System Settings]**<br>Information set with [Sender Address] is used for SMTP authentication and E-mail sender address information.<br>**[Use Login User Information]**<br>Login User information is used for SMTP authentication and E-mail sender address information.<br>**NOTE**<br>If there is no e-mail address set for the user who logged in, the Sender Address set with [Sender Address] is used for E-mail sender address information. |

## [POP3]

| Item | Description |
|---|---|
| [POP3] | Select whether to receive E-mail using POP3.<br>Value: Off, On |
| [Remote Printing] | ➡ Printer (page 448) |

# Sending Job - Folder

[System Menu/Counter] key > [FunctionSettings] > [Sending Job - Folder]

| Item | Description |
|---|---|
| [FTP Settings] | Select whether to send documents using FTP. To use this function, set it to On in "Protocol Settings". The default port number is 21.<br>Value: Off, On, 1 to 65535 (Port Number) |
| [SMB Settings] | Select whether to send documents using SMB. To use this function, set it to [On] in "Protocol Settings". The default port number is 445.<br>Value: Off, On, 1 to 65535 (Port Number) |

# Fax

[System Menu/Counter] key > [FunctionSettings] > [Fax]

Configures settings for fax functions.

This item is displayed for fax-compatible machines.

For details, refer to the following:

➡ **FAX Operation Guide**

# WSD

[System Menu/Counter] key > [FunctionSettings] > [WSD]

## [WSD Scan]

| Item | Description |
|---|---|
| [Protocol Settings] | Select whether to use WSD Scan.<br>The setting will be changed after restarting the device or network.<br>Value: Off, On |
| [Available Network] | Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.<br>Value: [Disable], [Enable] |

## [WSD Print]

| Item | Description |
|---|---|
| [Protocol Settings] | Set whether to use our proprietary web services.<br>WIA driver, TWAIN driver and Network FAX driver use this Enhanced WSD web service.<br>The setting will be changed after restarting the device or network.<br>Value: Off, On |
| [Available Network] | Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.<br>Value: [Disable], [Enable] |

# Address Book

[System Menu/Counter] key > [FunctionSettings] > [Address Book]

## [Add/Edit Machine Address Book]

Configure settings for address book.

➡ Adding a Destination (Address Book) (page 177)

## [Machine Address Book]

| Item | Description |
|---|---|
| [Sort] | Select the default sort setting of the address for the address book.<br>Value: [No.], [Name (Kana)] |
| [Narrow Down] | This procedure can be used to filter (narrow down) the types of destination listed when the address book is displayed.<br>Value: [Off], [Email], [Folder], [Fax]*1, [Group] |
| [Edit Restriction] | Restrict editing of the address book. If you select [Administrator Only], you can only edit the Address Book by logging in as administrator.<br>Value: [Off], [Administrator Only] |

*1 This item is displayed for fax-compatible machines.

## [External Address Book]

You can switch LDAP to [On] or [Off].

➡ **Command Center RX User Guide**

## [Address Book Type]

Select whether the machine's address book or the External Address Book appears when the address book is displayed.

This is displayed only if the external address book is available.

Value: [Machine Address Book], [External Address Book]

# One-Touch Key

[System Menu/Counter] key > [FunctionSettings] > [One-Touch Key]

| Item | Description |
|---|---|
| [Add/Edit One-Touch Key] | Configure settings for One Touch Key.<br>➡ Adding a Destination on One Touch Key (page 189) |
| [Edit Restriction] | Restrict editing of the One Touch Key. If you selected [Administrator Only], you can only edit the One Touch Key by logging in with administrator privileges.<br>Value: [Off], [Administrator Only] |

# Send and Forward

[System Menu/Counter] key > [FunctionSettings] > [Send and Forward]

## [Forward Settings]

Select whether to forward the original.

Value: Off, On

**NOTE**

If you select On, select the forwarding conditions from the following:

- [Email]
- [Folder (SMB)]
- [Folder (FTP)]
- [Fax]

  This item is displayed for fax-compatible machines.

## [Destination]

| Item | Description |
|---|---|
| [Add] | Set the destination to forward the original. Only one destination can be set. The registration method of the destination is the following.<br>• Addr. Book<br>• Email<br>• SMB<br>• FTP<br>➡ Specifying Destination (page 283) |

# Forward setting

[System Menu/Counter] key > [FunctionSettings] > [Forward setting]

Configure the transfer settings.

This item is displayed for fax-compatible machines.

For details, refer to the following:

➡ **FAX Operation Guide**

# Printer

[System Menu/Counter] key > [FunctionSettings] > [Printer]

| Item | Description |
|---|---|
| [Emulation] | Select the emulation for operating this machine by commands oriented to other types of printers.<br>Value: [PCL6], [KPDL], [KPDL (Auto)]<br><br>**NOTE**<br>• When you have selected [KPDL (Auto)], set "Alt Emulation", too.<br>• When you have selected [KPDL] or [KPDL (Auto)], set "KPDL Error Report", too.<br><br>**KPDL Error Report**<br>When an error has occurred during printing in KPDL emulation mode, set whether or not the error report is output.<br>Value: Off, On |
| [Color Setting] | You can choose whether reports are printed in color or black and white.<br>Value: [Color], [Black & White] |
| [Print GR with K Toner] | Configure settings for Print GR with K toner.<br>[Photo]<br>Value: [Off], [On]<br>[Graphics]<br>Value:[Off], [On]<br>[Text]<br>Value:[Off], [On] |
| [Gloss Mode] | Gloss Mode increases the effect of glossiness in printing. However, printing takes longer time.<br>Value: Off, On<br><br>**IMPORTANT**<br>This function is not available when [Labels] or [Transparency] is selected as the paper type setting.<br>➡ Paper Feeding (page 413)<br>Depending on the paper used, printing in gloss mode may cause curl in paper. To reduce curl, try using thicker paper. |
| [EcoPrint] | EcoPrint conserves toner when printing. This is recommended for test copies where faded printing is not a problem.<br>Value: Off, On |

| Item | Description |
|---|---|
| [Override A4/Letter] | Select whether to treat A4 size and Letter, which are similar in size, as the same size when printing.<br>Value<br>**Off**<br>A4 and Letter are not regarded as the same in size.<br>**On**<br>A4 and Letter are regarded as the same in size. The machine will use whichever size is in the paper source. |
| [Duplex] | Select binding orientation for duplex mode.<br>Value: [1-sided], [2-sided (Bind Long Edge)], [2-sided (Bind Short Edge)] |
| [Copies] | Set the default number of copies, from 1 to 999.<br>Value: 1 to 999 copies |
| [Reduced Print] | Configure settings for reducing the print data and printing (reduced printing). Set the paper size before reduction and reduction ratio.<br>**NOTE**<br>In reduced printing, unlike the print result of 1x size, the line width of characters may not be constant, or lines may be seen in figures, images, patterns, etc. Also, thin lines may not be printed. Also, if you print the barcode in reduced size, it may not be readable. |
| [Orientation] | Set the default orientation, [Portrait] or [Landscape].<br>Value: [Portrait], [Landscape] |
| [Form Feed Timeout] | Receiving print data from the computer, the machine may sometimes wait if there is no information signaling that the last page does not have any more data to be printed. When the preset timeout passes, the machine automatically prints paper. The options are between 5 and 495 seconds.<br>Value: 5 to 495 seconds (in 5 second increments) |
| [LF Action] | Set the line feed action when the machine receives the line feed code (character code 0AH).<br>Value: [LF Only], [LF and CR], [Ignore LF] |
| [CR Action] | Set the character return action when the machine receives the character return code (character code 0DH).<br>Value: [CR Only], [LF and CR], [Ignore CR] |
| [Job Name] | Set whether the job name set in the printer driver is displayed.<br>Value: Off, On<br>**NOTE**<br>If you select On, select from [Job Name], [Job No. & Job Name] or [Job Name & Job No.] to use as the job name. |

| Item | Description |
|---|---|
| [User Name] | Set whether the user name set in the printer driver is displayed.<br>Value: Off, On |
| [Paper Feed Mode] | While printing from the computer, select how to feed paper when the paper source and type are specified.<br>Value<br>**[Auto]**<br>Search the paper source that matches the selected paper size and type.<br>**[Fixed]**<br>Print on paper loaded in the specified paper source. |
| [MP Tray Priority] | If paper is set in the MP Tray then it is possible for priority to be given to that MP tray in the paper feed.<br>Value<br>**[Off]**<br>The printer driver settings are followed.<br>**[Auto Feed]**<br>If Auto is selected in the printer driver and there is paper in the MP tray then the paper feed will be from the MP tray.<br>**[Always]**<br>If there is paper in the MP tray then the paper feed will be from the MP tray regardless of what is set in the printer driver. |
| [Auto Cassette Change] | Select the following actions when the paper runs out in the paper source while printing.<br>Value: Off, On<br>**NOTE**<br>• When selecting Off, the machine displays "Add the following paper in cassette #." (# is a cassette number) or "Add paper in Multipurpose Tray.", and stops printing.<br>• When you load the paper in the cassette displayed in the message, printing resumes.<br>• If you wish to print from another cassette, select the desired paper source with [Paper Selection].<br>• When selecting On, the machine continues printing automatically when the other cassette contains the same paper as the currently-used cassette. |
| [Wide A4] | Turn this to On to increase the maximum number of characters that can be printed in a line for an A4 page (78 characters at 10 pitch) and Letter size page (80 characters at 10 pitch). This setting is only effective in PCL6 emulation.<br>Value: Off, On |

| Item | Description |
|---|---|
| [Resolution] | Set the resolution used for printing.<br>Value: [600 dpi], [1200 dpi]<br><br>**NOTE**<br>Settings that are received from the printer driver have priority over the operation panel settings. |
| [KIR] | Select the default KIR (smoothing) setting.<br>Value: Off, On |
| [Printing Job Terminator] | You can select the condition which is regarded as a job termination if the print job could not be processed until the end due to your environment and the other reason.<br>Value<br>**[EOJ (End of Job)]**<br>The command recognized as a termination of the job data is regarded as one job until it is detected.<br>**[End of Network Session]**<br>The data included in a network session at network connection is regarded as one job.<br>**[UEL (Universal Exit Language)]**<br>The UEL included in the termination of the job data is regarded as one job until it is detected. |
| [Remote Printing] | Select whether to prohibit printing that is performed without operating the machine. When [Prohibit] is selected, a document that has been stored in the document box from the printer driver can be printed from the machine. This prevents another person from seeing that document.<br>Value: [Prohibit], [Permit]<br><br>**NOTE**<br>If [Prohibit] is selected, printing and storing using Quick Copy and Proof and Hold functions are disabled. Printing a received FAX (optional) is not prohibited. |
| [Direct Printing from Web] | Set whether to allow Direct Printing from Command Center RX.<br>Value: [Not Allowed], [Allowed]<br>➡ **Command Center RX User Guide** |

# Job Box

[System Menu/Counter] key > [FunctionSettings] > [Job Box]

| Item | Description |
|---|---|
| [Quick Copy Job Retention] | To maintain free space in the box, you can set the maximum number of stored jobs.<br>Value: number between 0 and 300<br>**NOTE**<br>When 0 is set, Quick Copy cannot be used. |
| [Deletion of Job Retention] | This setting specifies that documents, such as Private Printing, Quick Copying, or Proof and Hold Printing, saved temporarily in the job box are automatically deleted after they have been saved for a set time.<br>Value: [Off], [1 hour], [4 hours], [1 day], [1 week]<br>**NOTE**<br>This function is valid for documents saved after the function is set. Regardless of this function setting, temporary documents are deleted when the power switch is turned off. |
| [Deletion of PIN Print at Power Off] | Set whether or not the jobs stored in the PIN Print Box is deleted when the power is turned off.<br>Value: [Off], [On] |
| [Storage Media] | Set the save destination of the Job Box. Displayed when the optional SD card is installed.<br>Value: [SD Card] |

# Cloud Access Setting

[System Menu/Counter] key > [FunctionSettings] > [Connect to Cloud Access]

| Item | Description |
|---|---|
| [Connect to Cloud Access] | Select whether to use Connect to Cloud Access.<br>Value: [Off], [On] |
| [Edit Restriction] | Select Edit Restriction.<br>This function is displayed when [Connect to Cloud Access] is set to On.<br>Value: [Off], [Administrator Only] |

# Subaddress Box

[System Menu/Counter] key > [FunctionSettings] > [Subaddress Box]

Registers a subaddress box that uses subaddress based communication.

This item is displayed for fax-compatible machines.

For details, refer to the following:

➡ **FAX Operation Guide**

# Fax Memory RX Box

[System Menu/Counter] key > [FunctionSettings] > [Fax Memory RX Box]

Set whether to perform print immediately for the FAX documents received or to save them in the Fax Memory RX Box.

This item is displayed for fax-compatible machines.

For details, refer to the following:

➡ **FAX Operation Guide**

# Home

[System Menu/Counter] key > [FunctionSettings] > [Home]

Configure settings for Home screen.

➡ Editing the Home Screen (page 64)

# Status

[System Menu/Counter] key > [Function Settings] > [Status]

## [Job Status/Logs Settings]

Set the display of Job Status/Jobs History.

| Item | Description |
|---|---|
| [Display Jobs Detail Status] | Value: [Show All], [My Jobs Only], [Hide All] |
| [Display Jobs Log] | Value: [Show All], [My Jobs Only], [Hide All] |
| [Display FAX Log] | Value: [Show All], [My Jobs Only], [Hide All]<br>This item is displayed for fax-compatible machines. |
| [Pause/Resume of All Print Jobs] | Value: [Prohibit], [Permit] |

# Remote Services

[System Menu/Counter] key > [Function Settings] > [Remote Services]

When the trouble occurs on this product, it is possible to explain the operational procedure and the troubleshooting method through the internet from our sales office by accessing the operation panel screen of this product while operating the screen.

Value: Off, On

**NOTE**

When using the remote service settings, it is necessary to make a contract with our company. Please contact our sales office or our authorized dealer (purchase source) for the details.

# TWAIN/WIA

[System Menu/Counter] key > [Function Settings] > [TWAIN/WIA]

**NOTE**

The setting will be changed after restarting the device or network.

If you select [Off], the WIA driver, TWAIN driver, and Network FAX driver are not available.

## [Enhanced WSD]

Set whether to use our proprietary web services.

| Item | Description |
|---|---|
| [Available Network] | Value: [Disable], [Enable] |
| [Protocol Settings] | Value: Off, On |

## [Enhanced WSD over TLS]

Set whether to use our proprietary web services.

| Item | Description |
|---|---|
| [Available Network] | Value: [Disable], [Enable] |
| [Protocol Settings] | Value: Off, On |

# Network Settings

Configures network settings.

## Host Name

[System Menu/Counter] key > [NetworkSettings] > "Network Settings" [Host Name]

| Item | Description |
|---|---|
| [Host Name] | Check the host name of the machine. Host name can be changed from Command Center RX.<br>➡ Changing Device Information (page 129) |

# Proxy

[System Menu/Counter] key > [NetworkSettings] > "Network Settings" [Proxy]

| Item | Description |
|---|---|
| [Proxy] | Set the proxy for connection to the Internet from an application.<br>Value: [Off], [Use Different Proxy Server], [Use the Same Proxy Server for All Protocols] |
| [Proxy Server (HTTP)] | Set a proxy server (HTTP).<br>Value: (Enter the proxy address and port number.) |
| [Proxy Server (HTTPS)] | Set a proxy server (HTTPS). This setup is available when "Proxy" is set to [Use Different Proxy Server].<br>Value: (Enter the proxy address and port number.) |
| [Do Not Use Proxy for Following Domains] | Set domains for which no proxy is used.<br>Value: (Enter the domain name.) |

# Wi-Fi Direct Settings

[System Menu/Counter] key > [NetworkSettings] > "Network Settings" [Wi-Fi Direct Settings]

Set Wi-Fi Direct Settings.

**NOTE**

This function is displayed when Wi-Fi module is installed.

| Item | Description |
|---|---|
| [Wi-Fi Direct] | Select whether to use Wi-Fi Direct.<br>Value: Off, On |
| [Device Name] | Specify the device name.<br>**NOTE**<br>• Up to 32 characters can be entered.<br>• This function is displayed when [Wi-Fi Direct] is set to On. |
| [IP Address] | Check the IP address of the machine.<br>➡ TCP/IP Settings (page 470)<br>**NOTE**<br>This function is displayed when [Wi-Fi Direct] is set to On. |
| [Auto Disconnect] | Automatically disconnect devices connected through Wi-Fi Direct.<br>Value: Off, On<br>**NOTE**<br>• If you select On, set the waiting time for automatic disconnection.<br>• This function is displayed when [Wi-Fi Direct] is set to On. |
| [Persistent Group] | Set whether Wi-Fi Direct connection as Persistent Group (information for the connection is kept even if the power is turned off).<br>Value: Off, On<br>**NOTE**<br>This function is displayed when [Wi-Fi Direct] is set to On. |
| [Frequency Band] | Set the frequency band to be used.<br>Value: [2.4 GHz], [5 GHz] |

| Item | Description |
| --- | --- |
| [Password] | Select whether the Wi-Fi Direct password is automatically generated or created manually.<br>When "Manual Creation" is set to ON, the "Persistent Group" setting changes to ON.<br>Value: Off, On<br><br>**NOTE**<br>If "Manual Creation" is set to ON, set a password (8 or more characters). |

# Wi-Fi Settings

[System Menu/Counter] key > [NetworkSettings] > "Network Settings" [Wi-Fi Settings]

Set Wi-Fi Settings.

**NOTE**

This function is displayed when Wi-Fi module is installed.

## Wi-Fi

| Item | Description |
|---|---|
| [Wi-Fi] | Select whether to use Wi-Fi.<br>Value: Off, On |

### Setup

When [Wi-Fi ] is On, the following items are displayed.

### [Available Network]

Displays access points to which the machine can connect. Select [Menu] > [Refresh] to refresh the access point list.

| Item | Description |
|---|---|
| [Reload] | Displays access points to which the machine can connect.<br>Select [Menu]>[Reload] to refresh the access point list. |
| [Index] | Select the key index of the access point.<br>Value: 0 to 3 |

### [Push Button Method]

If the access point supports the push button method, wireless settings can be configured using the push button. This setting executes push button, and the connection is started by pressing the push button on the access point.

**NOTE**

The push button method supports only the WPS.

### [PIN Code Method (Device)]

Starts connection using the machine's PIN code. Enter the PIN code into the access point. The PIN code of the machine is automatically generated.

### [Custom Setup]

The detailed settings for wireless LAN can be changed.

| Item | Description |
|---|---|
| [Network Name (SSID)] | Set the SSID (Service Set Identifier) of the wireless LAN to which the machine connects.<br><br>**NOTE**<br>Up to 32 characters can be entered. |
| [Network Authentication] | Select network authentication type.<br>Value: [Open], [WPA2/WPA-PSK], [WPA2-PSK], [WPA2/WPA-EAP], [WPA2-EAP], [WPA3-SAE/WPA2-PSK], [WPA3-SAE], [WPA3/WPA2-EAP], [WPA3-EAP] |
| [Encryption] | Select encryption method. The setting values vary depending on the Network Authentication setting.<br><br>**Open**<br>Value: [Disable], [WEP]<br><br>**NOTE**<br>If you selected [WEP], set the WEP key (up to 26 characters) and WEP Key Index (0 to 3).<br><br>**WPA2/WPA-PSK**<br>Value: [AES], [Auto], [Preshared Key] (up to 64 characters)<br><br>**WPA2-PSK**<br>Value: [Preshared Key] (up to 64 characters)<br><br>**WPA2/WPA-EAP**<br>Value: [AES], [Auto]<br><br>**WPA2-EAP**<br>Value: —<br><br>**WPA3-SAE/WPA2-PSK**<br>Value: [Preshared Key] (up to 64 characters)<br><br>**WPA3-SAE**<br>Value: [Preshared Key] (up to 64 characters)<br><br>**WPA3/WPA2-EAP**<br>Value: —<br><br>**WPA3-EAP**<br>Value: — |

| Item | Description |
| --- | --- |
| [Preshared Key] | Set the Preshared key.<br><br>**NOTE**<br>Up to 64 characters can be entered. |

## TCP/IP Settings

### TCP/IP

Select whether to use TCP/IP Protocol.

Value: Off, On

### [IPv4 Settings]

Set up TCP/IP (IPv4) to connect to the network.

This setting is available when TCP/IP is On.

| Item | Description |
|---|---|
| DHCP | Select whether to use the DHCP (IPv4) server.<br>Value: Off, On |
| Auto-IP | Select whether to use Auto-IP.<br>Value: Off, On |
| IP Address | Set the IP address.<br>Value: ###.###.###.###<br>**NOTE**<br>When DHCP is set to On, the value cannot be entered. |
| Subnet Mask | Set the IP subnet mask.<br>Value: ###.###.###.###<br>**NOTE**<br>When DHCP is set to On, the value cannot be entered. |
| Default Gateway | Set the IP gateway address.<br>Value: ###.###.###.###<br>**NOTE**<br>When DHCP is set to On, the value cannot be entered. |
| DNS Server Address | Set the IP address of DNS (Domain Name System) server.<br>Value: [Use DNS Server from DHCP], [Use the following DNS Server]<br>**NOTE**<br>When [Use the following DNS Server] is selected, enter the DNS server IP address into "DNS Server (Primary)" and "DNS Server (Secondary)". |

| Item | Description |
|---|---|
| DNS over TLS | Set whether to connect to a DNS server during communication protected by TLS.<br>Value: [Off], [On], |

**IMPORTANT**

- When setting the Auto-IP, enter "0.0.0.0" in IP Address.
- After changing the setting, restart the network or turn the machine OFF and then ON.

## [IPv6 Settings]

Set up TCP/IP (IPv6) to connect to the network. This setting is available when TCP/IP is On.

| Item | Description |
|---|---|
| IPv6 | Select whether to use IPv6.<br>Value: Off, On<br>**NOTE**<br>Selecting ON displays IP address in "IPAddr.(LinkLocal)" after restarting the network. |
| Manual Setting | Manually specify the IP address, prefix length, and gateway address of TCP/IP (IPv6).<br>Value<br>**IP Address (Manual)**<br>128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:).<br>**Prefix Length**<br>0 to 128<br>**Default Gateway**<br>128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:).<br>**NOTE**<br>• This function is displayed when "IPv6" is set to On.<br>• To enter "Default Gateway", set "RA (Stateless)" to Off. |

| Item | Description |
|---|---|
| RA (Stateless) | Select whether to use RA (Stateless).<br>Value: Off, On<br><br>**NOTE**<br>• This function is displayed when "IPv6" is set to On.<br>• Selecting On displays IP address in [IP Address (Stateless)] after restarting the network. |
| DHCP | Select whether to use the DHCP (IPv6) server.<br>Value: Off, On<br><br>**NOTE**<br>• This function is displayed when "IPv6" is set to On.<br>• Selecting ON displays IP address in IP Address (Stateful) after restarting the network. |
| DNS Server Address | Set the IP address of DNS (Domain Name System) server.<br>Value: [Use DNS Server from DHCP], [Use the following DNS Server]<br><br>**NOTE**<br>When [Use the following DNS Server] is selected, enter the DNS server IP address into "DNS Server (Primary)" and "DNS Server (Secondary)". |
| DNS over TLS | Set whether to connect to a DNS server during communication protected by TLS.<br>Value: [Off], [On], [Auto] |

**IMPORTANT**

After changing the setting, restart the network or turn the machine OFF and then ON.

# Wired Network Settings

[System Menu/Counter] key > [NetworkSettings] > "Network Settings" [Wired Network Settings]

Configure Wired Network Settings.

## TCP/IP Settings

### TCP/IP

Select whether to use TCP/IP Protocol.

Value: Off, On

### [IPv4 Settings]

Set up TCP/IP (IPv4) to connect to the network.

This setting is available when TCP/IP is On.

| Item | Description |
|---|---|
| DHCP | Select whether to use the DHCP (IPv4) server.<br>Value: Off, On |
| Auto-IP | Select whether to use Auto-IP.<br>Value: Off, On |
| IP Address | Set the IP address.<br>Value: ###.###.###.###<br>**NOTE**<br>When DHCP is set to On, the value cannot be entered. |
| Subnet Mask | Set the IP subnet mask.<br>Value: ###.###.###.###<br>**NOTE**<br>When DHCP is set to On, the value cannot be entered. |
| Default Gateway | Set the IP gateway address.<br>Value: ###.###.###.###<br>**NOTE**<br>When DHCP is set to On, the value cannot be entered. |

| Item | Description |
|---|---|
| DNS Server Address | Set the IP address of DNS (Domain Name System) server.<br>Value: [Use DNS Server from DHCP], [Use the following DNS Server]<br><br>**NOTE**<br>When [Use the following DNS Server] is selected, enter the DNS server IP address into "DNS Server (Primary)" and "DNS Server (Secondary)". |
| DNS over TLS | Set whether to connect to a DNS server during communication protected by TLS.<br>Value: [Off], [On], |

**IMPORTANT**

- When setting the Auto-IP, enter "0.0.0.0" in IP Address.
- After changing the setting, restart the network or turn the machine OFF and then ON.

## [IPv6 Settings]

Set up TCP/IP (IPv6) to connect to the network. This setting is available when TCP/IP is On.

| Item | Description |
|---|---|
| IPv6 | Select whether to use IPv6.<br>Value: Off, On<br><br>**NOTE**<br>Selecting ON displays IP address in "IPAddr.(LinkLocal)" after restarting the network. |

| Item | Description |
|---|---|
| Manual Setting | Manually specify the IP address, prefix length, and gateway address of TCP/IP (IPv6).<br>Value<br>**IP Address (Manual)**<br>128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:).<br>**Prefix Length**<br>0 to 128<br>**Default Gateway**<br>128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:).<br>**NOTE**<br>• This function is displayed when "IPv6" is set to On.<br>• To enter "Default Gateway", set "RA (Stateless)" to Off. |
| RA (Stateless) | Select whether to use RA (Stateless).<br>Value: Off, On<br>**NOTE**<br>• This function is displayed when "IPv6" is set to On.<br>• Selecting On displays IP address in [IP Address (Stateless)] after restarting the network. |
| DHCP | Select whether to use the DHCP (IPv6) server.<br>Value: Off, On<br>**NOTE**<br>• This function is displayed when "IPv6" is set to On.<br>• Selecting ON displays IP address in IP Address (Stateful) after restarting the network. |
| DNS Server Address | Set the IP address of DNS (Domain Name System) server.<br>Value: [Use DNS Server from DHCP], [Use the following DNS Server]<br>**NOTE**<br>When [Use the following DNS Server] is selected, enter the DNS server IP address into "DNS Server (Primary)" and "DNS Server (Secondary)". |

| Item | Description |
|---|---|
| DNS over TLS | Set whether to connect to a DNS server during communication protected by TLS.<br>Value: [Off], [On], [Auto] |

**IMPORTANT**

After changing the setting, restart the network or turn the machine OFF and then ON.

## Others

| Item | Description |
|---|---|
| [LAN Interface] | Specify the settings for the LAN interface to be used.<br>Value: [Auto], [10BASE-T Half], [10BASE-T Full], [100BASE-TX Half], [100BASE-TX Full], [1000BASE-T] |

**IMPORTANT**

After changing the setting, restart the network or turn the machine OFF and then ON.

# Protocol Settings

[System Menu/Counter] key > [NetworkSettings] > "Network Settings" [Protocol Settings]

Configures protocol settings.

## [SMTP (Email TX)]

➡ Email (page 439)

## [POP3 (Email RX)]

➡ Email (page 439)

## [FTP Client (Transmission)]

➡ Sending Job - Folder (page 441)

## [FTP Server (Reception)]

| Item | Description |
|---|---|
| [Protocol Settings] | Set whether to send documents using FTP.*1<br>Value: Off, On |
| [Available Network] | Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.<br>Value: [Disable], [Enable] |

## [SMB Client (Transmission)]

➡ Sending Job - Folder (page 441)

## [SMB Server (Reception)]

➡ Sending Job - Folder (page 441)

## [NetBEUI]

| Item | Description |
|---|---|
| [Protocol Settings] | Set whether to send documents using NetBEUI.*1<br>Value: Off, On |
| [Available Network] | Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.<br>Value: [Disable], [Enable] |

## [WSD Scan]

➡ WSD Scan (page 443)

## [WSD Print]

➡ WSD (page 443)

## [ThinPrint]

| Item | Settings |
|---|---|
| [Protocol Settings] | Set whether to use ThinPrint. To use it, select On in these settings. The factory default port number is 4000.*1*2<br>Value: Off, On<br>**NOTE**<br>This feature does not appear if the optional ThinPrint Option is not running. |
| [ThinPrintoverTLS] | To use ThinPrint over TLS, select [On] for this setting, and for [TLS] in the "SecuritySettings", select [On].<br>Value: Off, On<br>**NOTE**<br>When the setting is On, TLS certificate is required. The factory certificate is the certificate owned by the machine. |
| [Available Network] | Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.<br>Value: [Disable], [Enable] |

## [LPD]

| Item | Description |
|---|---|
| [Protocol Settings] | Set whether to send documents using LPD.*1<br>Value: Off, On |
| [Available Network] | Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.<br>Value: [Disable], [Enable] |

## [Raw]

| Item | Description |
|---|---|
| [Protocol Settings] | Set whether to receive documents using the Raw Port.*1<br>Value: Off, On |
| [Available Network] | Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.<br>Value: [Disable], [Enable] |

## [IPP]

| Item | Description |
|---|---|
| [Protocol Settings] | Set whether to send documents using IPP. To use it, select On in these settings, and select [Off] in [TLS] from "SecuritySettings". Then select [Not Secure (IPPS & IPP)] in the security settings from Command Center RX. The default port number is 631.<br>Value: Off, On, 1 to 32767 (Port Number) |
| [Available Network] | Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.<br>Value: [Disable], [Enable] |

## [IPP over TLS]

| Item | Settings |
|---|---|
| [Protocol Settings] | Sets whether to receive documents using TLS-protected IPP. To use it, select On in these settings, and select [On] in [TLS] from "SecuritySettings". The factory default port number is 443.*1*2<br>Value: Off, On, 1 to 32767 (Port Number)<br>**NOTE**<br>When the setting is On, TLS certificate is required. The factory certificate is the certificate owned by the machine. |
| [Available Network] | Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.<br>Value: [Disable], [Enable] |

## [HTTP]

| Item | Description |
|---|---|
| [Protocol Settings] | Set whether to communicate using HTTP.*1<br>Value: Off, On |
| [Available Network] | Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.<br>Value: [Disable], [Enable] |

## [HTTPS]

| Item | Description |
|---|---|
| [Protocol Settings] | Select whether to communicate using HTTPS.*1*2<br>Value: Off, On |
| [Available Network] | Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.<br>Value: [Disable], [Enable] |

## [LDAP]

Select whether to use LDAP.

Value: Off, On

## [SNMPv1/v2c]

| Item | Description |
|---|---|
| [Protocol Settings] | Select whether to communicate using SNMP.*1<br>Value: Off, On |
| [Available Network] | Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.<br>Value: [Disable], [Enable] |

## [SNMPv3]

| Item | Description |
|---|---|
| [Protocol Settings] | Set whether to communicate using SNMPv3.*1<br>Value: Off, On |
| [Available Network] | Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.<br>Value: [Disable], [Enable] |

## [Enhanced WSD]

| Item | Description |
|---|---|
| [Protocol Settings] | Set whether to use our proprietary web services.*1<br>Value: Off, On<br><br>**NOTE**<br>If you select [Off], the WIA driver, TWAIN driver, and Network FAX driver are not available. |
| [Available Network] | Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.<br>Value: [Disable], [Enable] |

## [Enhanced WSD over TLS]

| Item | Description |
|---|---|
| [Protocol Settings] | Set whether to use our proprietary Web service on TLS.*1*2<br>Value: Off, On<br><br>**NOTE**<br>If you select [Off], the WIA driver, TWAIN driver, and Network FAX driver are not available. |
| [Available Network] | Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.<br>Value: [Disable], [Enable] |

## [eSCL]

| Item | Description |
|---|---|
| [Protocol Settings] | Sets whether to receive scanned documents using eSCL.*1<br>Value: Off, On |
| [Available Network][Available Network] | Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.<br>Value: [Disable], [Enable] |

## [eSCL over TLS]

| Item | Description |
|---|---|
| [Protocol Settings] | Sets whether to receive scanned documents using TLS-protected eSCL.<br>Value: Off, On |
| [Available Network] | Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.<br>Value: [Disable], [Enable] |

## [VNC (RFB)]

| Item | Description |
|---|---|
| [Protocol Settings] | Set when using a remote operation by starting up a VNC Viewer other than ours (example: Real VNC). The default port number is 9062.*1<br>Value: [Off], [On], 1 to 32767 (Port Number) |
| [Available Network] | Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.<br>Value: [Disable], [Enable] |

## [VNC (RFB) over TLS]

| Item | Description |
|---|---|
| [Protocol Settings] | Set when using a remote operation protected by TLS by starting up a VNC Viewer other than ours (example: Real VNC). The default port number is 9063.*1*2<br>Value: [Off], [On], 1 to 32767 (Port Number)<br>**NOTE**<br>When the setting is On, TLS certificate is required. The factory certificate is the certificate owned by the machine. |
| [Available Network] | Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.<br>Value: [Disable], [Enable] |

## [Enhanced VNC (RFB) over TLS]

| Item | Description |
|---|---|
| [Protocol Settings] | Start Command Center RX and set for using TLS-protected remote operation. The default port number is 9061.*1*2<br>Value: [Off], [On], 1 to 32767 (Port Number)<br>**NOTE**<br>• The factory default setting is [On].<br>• When the setting is On, TLS certificate is required. The factory certificate is the certificate owned by the machine.<br>➡ **Command Center RX User Guide** |
| [Available Network] | Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.<br>Value: [Disable], [Enable] |

*1 The setting will be changed after restarting the device or network.

*2 In "SecuritySettings" set [TLS] to [On].

➡ Network (page 499)

**IMPORTANT**

Depending on the protocol, it may be necessary to restart the network or turn the power off/on after changing the settings.

# Ping

[System Menu/Counter] key > [NetworkSettings] > "Network Settings" [Ping]

| Item | Description |
|---|---|
| [Ping] | Check if you can communicate with the destination by entering the host name or IP address of the destination.<br><br>**NOTE**<br>This function is not displayed when [Primary Network (Client)] is specified in [Optional Network].<br>➡ Others (page 488) |
| [Ping Timeout] | ➡ Energy Saver/Timer (page 406) |

# Bonjour

[System Menu/Counter] key > [NetworkSettings] > "Network Settings" [Bonjour]

| Item | Description |
|---|---|
| [Protocol Settings] | Select whether to use Bonjour.<br>Value: Off, On |
| [Available Network] | Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.<br>Value: [Disable], [Enable] |

# IP Filter (IPv4)

[System Menu/Counter] key > [NetworkSettings] > "Network Settings" [IP Filter (IPv4)]

| Item | Description |
|---|---|
| [IP Filter (IPv4)] | Configure the IP Filter Setting. IP Filter is a function to restrict the access to the machine by the IP address and protocol.<br>The IP address or network address of permitted hosts is set from Command Center RX. Not setting the IP Filter will allow access from all hosts.<br>Value: [Off], [On]<br>➡ **Command Center RX User Guide** |

# IP Filter (IPv6)

[System Menu/Counter] key > [NetworkSettings] > "Network Settings" [IP Filter (IPv6)]

| Item | Description |
|---|---|
| [IP Filter (IPv6)] | Configure the IP Filter Setting. IP filter is a function used to restrict the access to the machine by setting the IP address and protocol.<br>The IP address or network address of permitted hosts is set from Command Center RX. Not setting the IP Filter will allow access from all hosts.<br>Value: [Off], [On]<br>➡ **Command Center RX User Guide** |

# IPSec

[System Menu/Counter] key > [NetworkSettings] > "Network Settings" [IPSec]

| Item | Description |
|---|---|
| [IPSec] | Set whether or not you use the IPSec.<br>Value: [Off], [On] |

# Restart the network

[System Menu/Counter] key > [NetworkSettings] > "Network Settings" [Restart Network]

| Item | Description |
|---|---|
| [Restart Network] | Restarts the network. |

# Connectivity

[System Menu/Counter] key > [NetworkSettings] > "Connectivity"

## [Bluetooth Settings]

| Item | Description |
|---|---|
| [Bluetooth] | Bluetooth keyboard is used.<br>Value: Off, On |
| [Device] | Select a keyboard. |

## [Fax Server]

| Item | Description |
|---|---|
| [Fax Server] | Select whether to use the Fax Server.<br>Value: [Off], [On] |
| [Address Settings] | Set the prefix, suffix and domain name to attach to the destination.<br>**NOTE**<br>For information about the fax server, contact the fax server administrator. |
| [File Format] | Set the default type of the files.<br>Value: [PDF], [TIFF], [XPS] |

## [Remote Operation]

Configures remote operation settings.

Value: Off, On

If you select On, set the restriction.

Value: [Off], [Use Password], [Administrator Only]

If you selected Off, users with no administrator privileges can perform remote operation.

If you selected [Use Password], enter the password for remote operation.

If you selected [Use Password], enter the password for remote operation.

**NOTE**

If you selected [Administrator Only], remote operation from VNC software is not possible.

# Others

[System Menu/Counter] key > [NetworkSettings] > "Others"

| Item | Description |
|---|---|
| [Primary Network (Client)] | Select the network interface to be used for the send function that this machine functions as a client, the network authentication and connecting to external address book.<br>Value: [Wi-Fi], [Wired Network], [Wi-Fi Module]<br>• [Wi-Fi] is displayed when Wi-Fi module is installed.<br>• E-mails can be set and used separately through "[Wired Network] or [Wi-Fi]". |
| [Restart Entire Device] | You can restart the device without turning the power switch off. Use this to deal with any unstable operation by the machine. (Same as the computer restart.) |

# Security Settings

Configures security settings.

## Security Quick Setup

[System Menu/Counter] key > [Security Settings] > [Security Quick Setup]

| Item | Description |
|---|---|
| [Security Quick Setup] | Select security settings from levels 1 to 3 that are close to your environment, and change (customize) the functions as needed.<br>Value<br>**[Level 1]**<br>The factory default setting.<br>**[Level 2]**<br>The security function of the network will change.<br>**[Level 3]**<br>All functions that protect the machine are enabled, and functions that do not protect the machine are disabled.<br>**NOTE**<br>• This function can be set only when logged in with administrator privileges.<br>➡ Log in as Machine Administrator or Administrator (page 123)<br>• Restart the device or network after selecting a level for the settings to take effect.<br>➡ Others (page 488)<br>• If you change the security settings after selecting a level, the security quick setups will show as "Custom".<br>• For more information on each security level setting, refer to the following:<br>➡ Security Quick Setup Function List (page 833) |

# Configuring Security Quick Setup

## 1 Display the screen.

1 [System Menu/Counter] key > [Security Settings] > [Security Quick Setup]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

## 2 Select the security level according to the usage environment.

## 3 Configure the security function as necessary.

**NOTE**

Refer to the following for the settings of each security level.

➡ Security Quick Setup Function List (page 833)

## 4 Restart the device or network.

➡ Others (page 488)

# Interface Block Setting

[System Menu/Counter] key > [Security Settings] > "Interface Block Setting"

This allows you to protect this machine by blocking the interface with external devices such as USB hosts or optional interfaces.

| Item | Description |
|---|---|
| [USB HOST] | This locks and protects the USB port (USB host).<br>Value: [Unblock], [Block] |
| [USB Device] | This locks and protects the USB interface connector (USB Device).<br>Value: [Unblock], [Block] |
| [USB Drive] | This locks and protects the USB memory slot.<br>Value: [Unblock], [Block]<br>**NOTE**<br>This function can be configured when the USB host is set to [Unblock]. |
| [Restart Entire Device] | Restart the machine without turning the power switch off.<br>**IMPORTANT**<br>Restart the Device or turn the power off and on to reflect the change in the "Interface Block Setting". |

# Device Security Settings

[System Menu/Counter] key > [Security Settings] > "Device Security Settings "

| Item | Description |
|---|---|
| [Unusable Time] | Set a time period during which the machine will not print received faxes.<br>This item is displayed for fax-compatible machines.<br>➡ **FAX Operation Guide** |
| [Job Status/Job Logs Settings] | ➡ Status (page 457) |
| [Security Level] | Specify the security level.<br>Value<br>**[Low]**<br>This mode is used during maintenance. Do not use normally.<br>**[High]**<br>This is the security setting we recommend. Normally use this setting.<br>**[Very High]**<br>In addition to the [High] state, disables changing of machine settings with external commands.<br>**NOTE**<br>This function can be set only when logging in with the authority of the device administrator.<br>➡ Adding a User (Local User List) (page 525) |
| [Remote Printing] | ➡ Printer (page 448) |
| [RAM Disk Setting] | Create a RAM disk and set its capacity.<br>You can print data from the job box by creating a RAM disk.<br>[RAM Disk Size]<br>Value: Off, On<br>**NOTE**<br>• If On is selected, set the size. Setting range varies depending on size of onboard memory and optional memory usage.<br>• This feature does not appear if the optional SSD is installed.<br>**IMPORTANT**<br>After changing the setting, restart the system or turn the machine OFF and then ON. |

| Item | Description |
|---|---|
| [Software Verification] | Verify the software in the machine.<br>Select [Start] to run the verification.<br>If you experience any abnormalities in software verification, contact your service representative. |
| [Authentic. on FW Update] | Request administrator to approve when updating firmware.<br>Value: [Off], [On] |
| [Allowlisting] | In case if the unauthorized program or the program that has tampered are installed, the stored data or the contents of the communication in this program might be stolen. Once this function is activated, execution of the unauthorized software or the tampering of the software can be prevented, and possible to maintain the reliability of the system.<br>Value: [Off], [On]<br>**NOTE**<br>• After setting it to [On], you need to shut down and restart the machine.<br>• Enabling this feature slows the machine start-up.<br>• If malware is detected, an event report can be used as a way to understand its content. The Event reports can be enabled by the Command Center RX > "Management Settings: Notification/Report" > [Recipient 1 E-mail Address] to [Recipient 3 E-mail Address] and [Notify when Malicious Program is Detected] is set to [On]. |

## [Data Security]

[System Menu/Counter] key > [Security Settings] > "Device Security Settings " [Data Security]

Configure settings related to data stored in SSD or memory.

### [SSD Initialization]

Change the security feature settings.

**NOTE**

- This feature appears when an optional SSD is installed and the optional security kit is running.
- To change security feature settings, you must enter a security password. The factory default value is 000000.

| Item | Description |
|---|---|
| [Security Password] | Customize the security password so that only the administrator can use the Data Encryption/Overwrite.<br>Enter a new security password 6 to 16 alphanumeric characters and symbols.<br>Enter the password again for confirmation.<br>**IMPORTANT**<br>Avoid any easy-to-guess numbers for the security password (e.g. 11111111 or 12345678). |
| [System Initialization] | You can completely erase the contents of the SSD. Do so when you want to stop using the machine.<br>**IMPORTANT**<br>If the power switch is turned off during initialization, the SSD may be damaged and the initialization may not complete.<br>**NOTE**<br>If you accidentally turn the power switch off during initialization, turn the power switch on again. Initialization automatically restarts. |

## [Data Sanitization]

This function returns the following information stored in the machine to the factory default.

- Address Book
- Favorite Data
- System Settings
- Fax Send/Receive/Transfer Data
- Outgoing and Incoming Fax Log
- Local Fax Station Name
- Local Fax Station Number
- Data in the Custom Box
- Optional applications

**NOTE**

- Print "Data Sanitization Report" and check that security data has definitely been erased.
  ➡ Print Report/List (page 423)
- You cannot cancel a process in the middle.
- Disconnect any modular or network cables before performing this operation.
- Before executing this function, set all [Interface Block Setting] to [Unblock].

➡ Interface Block Setting (page 491)

- Do not turn off the power during data sanitization. If the power is turned off during erasing, erasing will be performed automatically after the power is turned on, but complete operation cannot be guaranteed.

| Item | Settings |
|---|---|
| [Run Immediately] | Execute security data sanitization. |
| [Reserve a Sanitization Time] | The address information and image data in the machine will be completely erased at the specified time.<br>Value: [On], [Off]<br>If you select [On], set the date and time for complete erasure. Value: Year (2000 to 2035), Month (1 to 12), Day (1 to 31), and Hour (0 to 23). |
| [Device Use After Sanitization] | After data sanitization, the usage of this machine will be restricted.<br>If [Prohibit] is selected, machine operation is disabled.<br>Value: [Permit], [Prohibit] |
| [Data Sanitization Report] | Prints the data sanitization report. |

## Items to be deleted

| Classification | Data to be deleted |
|---|---|
| Device/Job | • The job settings set by the user<br>• Network Settings<br>• Image data saved in the document box<br>• Data registered in One-Touch key<br>• Jobs History<br>• User information (user list, address book, document box registered by the user)<br>• Account information of job accounting<br>• Network certificate<br>• Initial screen on machine changed by service representative |
| Fax (only for fax-compatible models) | • Fax settings configured by users<br>• Communication restriction settings<br>• Encryption key settings<br>• Transmission histories<br>• Scheduled Job<br>• Conditional reception/forwarding settings |
| Application/program | • Application/favorite added by a user or service representative<br>• Trial function |

# Authentication Security

[System Menu/Counter] key > [Security Settings] > "Authentication Security"

Configure security settings for User Authentication.

➡ Authentication Security (page 523)

# Unknown User Settings

[System Menu/Counter] key > [Security Settings] > "Unknown User Settings"

This specifies the behavior for handling the jobs sent with unknown or unsent login user names or User ID.

**NOTE**

This function is displayed when User Login Administration or Job accounting is set to On.

➡ Unknown User Settings (page 577)

# Network

[System Menu/Counter] key > [Security Settings] > "Network"

| Item | Description |
|---|---|
| [TLS] | Set whether to use TLS for communication.<br>Value: [Off], [On] |
| [Network Access] | Set whether to use SNMP or IPSec for communication.<br>➡ Protocol Settings (page 475)<br>➡ Protocol Settings (page 475)<br>➡ IPSec (page 485) |

# Job Accounting/Authentication

[System Menu/Counter] key > [Job Accounting/Authentic.]

Configures settings related to machine management.

➡ Overview of User Login Administration (page 520)

➡ Overview of Job Accounting (page 555)

➡ Unknown User Settings (page 577)

# Add/Delete Application

[System Menu/Counter] key > [Add/Delete Application]

Configure the application settings.

| Item | Description |
|---|---|
| [Application] | The functionality of the machine can be expanded by installing applications.*1 |
| [Optional Function] | You can use the optional applications installed on this machine.<br>➡ Overview of the Applications (page 803) |

*1 There are currently no application available for this machine.

# Adjustment/Maintenance

Adjust printing quality and conduct machine maintenance.

[System Menu/Counter] key > [Adjustment/Maintenance]

## Image Adjustment

[System Menu/Counter] key > [Adjustment/Maintenance] > [Image Adjustment]

### [Density Adjustment]

Make the overall density darker or lighter.

| Item | Description |
|---|---|
| [Copy] | Adjust copy density. Adjustment can be made in 7 levels.<br>Value: -3 (Lighter), -2, -1, 0 (normal), +1, +2, +3 (Darker) |
| [Send/Box] | Adjust scan density when sending or storing the data in Document Box. Adjustment can be made in 7 levels.<br>Value: -3 (Lighter), -2, -1, 0 (normal), +1, +2, +3 (Darker) |
| [Fax] | This item is displayed for fax-compatible machines.<br>➡ **FAX Operation Guide** |

## [Clarify Text (Noise Removal) Settings]

Adjust the legibility of characters.

| Item | Description |
|---|---|
| [Clarify Text Level] | Value: [1 (Low)], [2 (Normal)], [3 (High)] |
| [Noise Removal Level] | Value<br>Off<br>On: [1 (Low)], [2 (Normal)], [3 (High)] |

## [Background Density Adj.]

Make the overall background darker or lighter.

| Item | Description |
|---|---|
| [Copy (Auto)] | Darkens or lightens overall background density adjustment during copying. Adjustment can be made in 7 levels.<br>Value: -3 (Lighter), -2, -1, 0 (normal), +1, +2, +3 (Darker) |
| [Send/Box (Auto)] | Darkens or lightens overall background density when sending images or storing them in the Document Box. Adjustment can be made in 7 levels.<br>Value: -3 (Lighter), -2, -1, 0 (normal), +1, +2, +3 (Darker) |

## [Sharpness Adjustment]

Adjusts the sharpness of image outlines.

| Item | Description |
|---|---|
| [Copy] | Sharpen or blur overall image outlines during copying. Adjustment can be made in 7 levels.<br>Value: -3 (Blur), -2, -1, 0, +1, +2, +3 (Sharpen) |
| [Send/Box] | Sharpen or blur overall image outlines when sending or storing them in the Document Box. Adjustment can be made in 7 levels.<br>Value: -3 (Blur), -2, -1, 0, +1, +2, +3 (Sharpen) |

## [Contrast]

Make the overall contrast higher or lower.

| Item | Description |
|---|---|
| [Copy] | Increases or decreases the overall contrast of copies.<br>Value: -3 (Lower), -2, -1, 0 (normal), +1, +2, +3 (Higher) |
| [Send/Box] | Increases or decreases the overall contrast when documents are sent or saved in a document box.<br>Value: -3 (Lower), -2, -1, 0 (normal), +1, +2, +3 (Higher) |

## [Toner Save Level (EcoPrint)]

| Item | Description |
|---|---|
| [Copy] | Select the default Toner Save Level (EcoPrint).<br>Value: 1 to 5<br>Raising the level reduces toner consumption, but image quality falls. |
| [Printer] | Select the default Toner Save Level (EcoPrint).<br>Value: 1 to 5<br>Raising the level reduces toner consumption, but image quality falls. |

## [Auto Color Correction]

This setting allows you to adjust the detection level used by the machine to determine whether the original is color or black and white in Auto Color Selection Mode. Setting a lower value will result in more originals being identified as color, while a larger value will tend to increase the number of originals being identified as black and white.

Value: 1 (color), 2,3,4,5 (black and white)

## [Correcting Black Line]

Correct fine lines (streaks caused by contamination), which may appear on the image, when the document processor is used.

Value: [Off], [On (Low)], [On (High)]

## [Color Registration - Auto]

When first installing the machine or moving it to a new location, color drift during printing may occur. Use this function to correct the color position of each of cyan, magenta and yellow to resolve color drift.

➡ Color Registration Procedure (page 784)

## [Color Registration - Manual]

When first installing the machine or moving it to a new location, color drift during printing may occur. Use this function to correct the color position of each of cyan, magenta and yellow to resolve color drift. If standard registration does not resolve the problem or to perform more detailed settings, use the detailed registration. See Detailed Registration in the link below.

➡ Color Registration Procedure (page 784)

## [Image Adjustment]

| Item | Description |
|---|---|
| [Drum Refresh] | Value: [Not Execute], [Execute] |
| [Developer Refresh] | Value: [Not Execute], [Execute] |
| [Laser Scanner Cleaning] | Value: [Not Execute], [Execute] |
| [Calibration] | Value: [Not Execute], [Execute] |

# Others

[System Menu/Counter] key > [Adjustment/Maintenance] > "Others"

## [Altitude Adjustment]

| Item | Description |
|---|---|
| [Altitude Adjustment] | Value: [Normal], [1001 - 2000m], [2001 - 3000m], [3001 - 3500m] |

## [MC]

| Item | Description |
|---|---|
| [MC] | Value: [1] to [7] |

# [Diagnostics]

## [Software Verification]

| Item | Description |
|---|---|
| [Expected] | Display Value. |
| [Result Value] | Display Value. |
| [Start Verification] | Run Verification. |

## [Test Page]

Output the test page for identifying the cause of the image defects.

| Item | Description |
|---|---|
| [Test Page] | Value: [Cancel], [Print] |

## [Restart/Initialization]

| Item | Description |
|---|---|
| [Restart Network] | ➡ Restart the network (page 486) |
| [Restart Entire Device] | ➡ Others (page 488) |
| [Format SD Card] | Format the SD card. To use an SD card, it is necessary to format the SD card on this machine first. When the formatting is complete, data can be written to the SD card.<br>Value: [Cancel], [Format] |

## [Service Settings]

Perform the maintenance and inspection of the machine. This menu is primarily used by service personnel for maintenance work.

# 9 User Authentication and Accounting (User Login, Job Accounting)

Overview of User Login Administration....520
Enable User Login Administration....522
Setting User Login Administration....523
Overview of Job Accounting....555
Enabling Job Accounting....557
Job Accounting (Local)....558
Configuring Job Accounting....568

# Overview of User Login Administration

User login administration specifies how the user access is administered on this machine. Enter a correct login user name and password for user authentication to login.

1 Enable User Login Administration

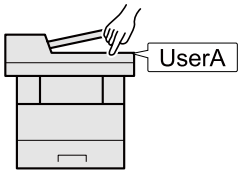
➡ Enable User Login Administration (page 522)

2 Set the user

➡ Setting User Login Administration (page 523)

3 Enter the login user name and password and execute the job

➡ Login (page 74)



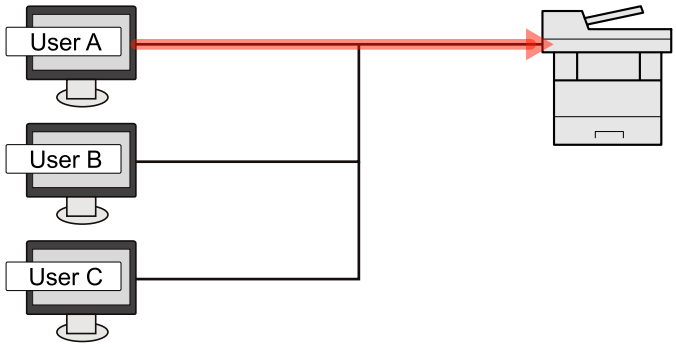

## Managing the Job Account from PC

In addition to the above settings, the following are necessary to manage the job account from PC.

### To Manage the Users to Print from PCs

Printer driver settings are necessary to manage the users that print on the machine from PCs.

➡ Managing the Users that Print on This Machine from a PC (page 531)




### Managing the Users to Use TWAIN for Scanning

TWAIN driver settings on the PC are necessary to manage the users that use TWAIN for scanning.

➡ Managing the Users to Scan Using TWAIN (page 533)

### Managing the Users to Use WIA for Scanning

WIA driver settings on the PC are necessary to manage the users that use WIA for scanning.

➡ Managing the Users to Scan Using WIA (page 534)

## Managing the Users that Send Faxes from a PC

FAX driver settings on the PC are necessary to manage the users that send faxes from a PC.

➡ Managing the Users that Send Faxes from a PC (page 535)

The fax function can be used on products equipped with fax capability.

# Enable User Login Administration

This enables user login administration.

Select one of the following authentication methods:

| Item | Description |
|---|---|
| [Local Authentication] | User authentication based on user properties on the local user list stored in the machine. |
| [Network Authentication] | User authentication based on Authentication Server. Use a user property stored in Authentication Server to access the network authentication login page. |

## 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

> **NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [User Login] from "User Login Setting".

## 2 Configure the settings.

- Select [Local Authentication] or [Network Authentication].
- Select [Off] to disable user login administration.
- If [Local Authentication] is selected, set [Local Authorization].

  ➡ Local Authorization (page 536)
- If [Network Authentication] is selected, set "Server Settings".

  ➡ Server Settings (page 537)

> **NOTE**
>
> If you cannot login because of the setting of the machine, login with any administrator registered in the local user list and correct the settings.

# Setting User Login Administration

This registers, alters and deletes users and configures the settings for User Login Administration.

## Authentication Security

If user authentication is enabled, configure the user authentication settings.

### User Account Lockout Setting

You can prohibit the use of a user account if an incorrect password is entered repeatedly to login with that account.

#### 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication] > "Authentication Security" [User Account Lockout Settings]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

#### 2 Configure the settings.

Configurable items are as follows:

**[Lockout]**

Select whether or not account lockout policy is enabled.

Value: Off, On

**[Lockout Policy]**

Specify the conditions and the extent to which the account lockout is applied.

**Value**

Number of Retries until Locked: Specify how many login retries are allowed until the account is locked out. (1 to 10 times)

Lockout Duration: Specify how long the account is to be locked out until it is unlocked. (1 to 60 minutes)

Lockout Target: Specify the extent to which the account lockout is applied. You can select either [Remote Login Only] or [All]. Remote Login Only locks out all operations from outside the operation panel.

**[Locked out Users List]**

Displays a list of locked out users. You can unlock a user by selecting the user in the list, and selecting [Unlock].

**NOTE**

This function is displayed when account lockout policy is enabled.

# Password Policy Settings

You can prohibit the setting and use of passwords that do not comply with the password policy. Setting the Password Policy makes it more difficult to break the password.

## 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication] > "Authentication Security" [Password Policy Settings]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

## 2 Configure the settings.

Configurable items are as follows:

**[Password Policy]**

Select whether or not password policy is enabled.

Value: Off, On

**[Minimum Password Length]**

Set the minimum password length of characters for password.

Value: Off, On (1 to 64 characters)

**[Password Complexity]**

Set the password complexity.

Value

[Reject common PW and 3 consecutive same chars]: Off, On

[At least one uppercase letter (A-Z)]: Off, On

[At least one lowercase letter (a-z)]: Off, On

[At least one number (0 - 9)]: Off, On

[At least one symbol]: Off, On

**[Maximum Password Age]**

Set the maximum password age.

Value: Off, On (1 to 180 days)

**[Policy Violated User List]**

List of users who do not meet password policy requirements.

# Adding a User (Local User List)

You can add up to 1000 users (including the default login user name).

## 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

> **NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [Add/Edit Local User].

## 2 Enter the user information.

Select [Add], then enter the information on each item.

**User Name*1**

Enter the name displayed on the user list (up to 32 characters).

**Login User Name*1**

Enter the login user name to login (up to 64 characters). The same login user name cannot be registered.

**Login Password*1**

Enter the password to login (up to 256 characters).

**[Access Level Settings]*1**

Configure user privilege.

**Access Level**

Select [Administrator] or [User] for user access privileges.

**System Administration Permissions**

If the user privileges level set in Access Level is [User], select the items for which the user has setting privileges from the following:

- Original/Paper Settings
- Address Book
- User/Job Account Information
- Basic Network Settings
- Basic Device Settings
- Advanced Device/Network Settings

**[Account Name]**

Add an account where the user belongs. The user, who registered his/her account name, can login without entering the account ID.

➡ Overview of Job Accounting (page 555)

**NOTE**

- Search by account ID or account name. Select either [Search (ID)] or [Search(Kana)] to switch between [Search (ID)] and [Search(Kana)].
- Select [Account Name] or [Account ID] to sort the account list.

**Email Address**

The user can register his/her E-mail address. Register if you wish to use E-mail sending. The registered address will be automatically selected for subsequent operations that need any E-mail function.

**[ID Card Info]**

Register ID card information. Place the ID card on the ID card reader.

**NOTE**

This function is displayed when the optional ID Card Authentication Kit is activated.

➡ Card Authentication Kit(B) AC <IC card authentication kit (Activate)> (page 802)

**Local Authorization*2**

Set usage authority for each user.

**Print Restriction**

Select whether or not use of the print function of the printer is prohibited. Applicable print functions are as follows:

- Print from USB Drive
- Print Report
- Print from PC

**Print Restriction (Color)**

Select whether or not use of the print function (color) of the printer is prohibited. Applicable print functions are as follows:

- Print from USB Drive
- Print Report
- Print from PC

**Copy Restriction**

Select whether or not use of the copy print function is prohibited.

**Copy Restriction (Full Color)**

Select whether or not use of the copy print function (full color) is prohibited.

**Duplex Restriction**

Select whether only duplex printing is allowed.

**Combine Restriction**

Specify whether only Combine is allowed.

**EcoPrint Restriction**

Specify whether only EcoPrint is allowed.

**Send Restriction**

Select whether or not use of the send function is prohibited.

**Fax TX Restriction**

Select whether or not use of the fax send function is prohibited.

This item is displayed for fax-compatible machines.

**Storing Restriction in Box**

Select whether or not to reject usage of storing in the document boxes.

**Storing Restriction in USB**

Set whether or not to reject usage of storing in the USB drive.

**[My Panel]**

You can register the language selection and initial screen. Settings registered here can be applied simply by logging in.

*1 Be sure to enter the items.

*2 Displayed when Local Authorization is enabled.

➡ Local Authorization (page 536)

**NOTE**

- For details on entering characters, refer to the following:

➡ Character Entry Method (page 805)

## 3 Select [Register].

A new user is added on the local user list.

**NOTE**

If simple login is enabled, a confirmation screen appears when new registration is finished asking if you will configure simple login settings. To configure simple login settings, select [Yes]. If you select [No], you will return to the user list screen.

For the procedure for configuring simple login settings, refer to the following:

➡ Simple Login Settings (page 547)

# Changing User Properties

Types of user properties that could be changed may be different depending on user access privilege.

## 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [Add/Edit Local User].

## 2 Change the user properties.

1 Select (information icon) for the user whose properties you wish to change.

**NOTE**

- Select [User Name] or [Login User Name] to sort the user list.
- Search by name or login user name. Select either [Search(Login)] or [Search(Name)] to switch between[Search(Login)] and [Search(Name)].

2 Check the settings and change or add information as needed.

- User Name
- Login User Name*1
- [Domain Name]*3
- Login Password
- [Access Level Settings]*1
- [Account Name]*1
- Email Address
- [ID Card Info]*1
- Local Authorization*1*2
- [My Panel]

*1 You can change only when you log in with machine administrator authority.

*2 Displayed when Local Authorization is enabled.

➡ Local Authorization (page 536)

For details on each item, refer to step 3 of "Adding a User (Local User List)" to change a user property.

➡ Adding a User (Local User List) (page 525)

*3 If the user is a network user with local user privileges, the Domain Name is displayed.

➡ Configure Network User Rights (page 538)

3 Select [Save].

The user information is changed.

# Deleting a User

## 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [Add/Edit Local User].

## 2 Deleting a user.

1 Select the user to delete.

2 [Menu] > [Delete] > [Delete]

The selected user will be deleted.

**NOTE**

The default user with machine administrator rights cannot be deleted.

➡ Administrator Privileges Overview (page 122)

# Managing the Users that Print on This Machine from a PC

To manage the users that print on this machine from a PC, the following settings are necessary in the printer driver. Instructions are based on interface elements as they appear in Windows 10.

## 1 Display the screen.

1 Select the Windows [Start] button → [Control Panel] → [Devices and Printers].

**NOTE**

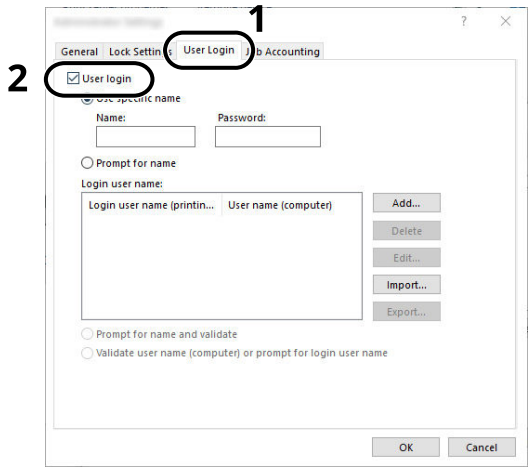
For Windows 11, select the [Start] button → [All apps] → [Windows Tools] → [Control Panel] → [Devices and Printers].

2 Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.

3 Click [Administrator] on the [Device Settings] tab.

## 2 Configure the settings.

1 Select [User Login] on the [User Login] tab.




2 Set the User Login Administration.

**[Use specific name]**

This option can be used to specify a user name and password to use the same User login for every print job. If this option is selected, the user does not have to type the name and password for each print job.

**[Prompt for name]**

A screen for entering the user name and password will be displayed when attempting a printing. The user name and password must be entered each time a printing is attempted.

**[Prompt for name and validate]**

A screen for entering the user name and password will be displayed when attempting a printing. The user name and password stored in the "Login user names list" needs to be entered. The user name and password must be entered each time a printing is attempted.

**[Validate user name (computer) or prompt for login user name]**

When printing, the Windows user name is searched in the "Login user names" and printing is possible if the name is registered. If the name is not registered, the printing will be canceled for users with only user authority. If the user has administrator privileges, the screen to enter the user name and password will appear.

3 Click [OK].

**NOTE**

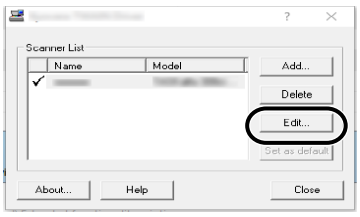
For other settings of job accounting, refer to the following:
➡ **Printer Driver User Guide**

# Managing the Users to Scan Using TWAIN

The following TWAIN driver settings are necessary to manage the users that use TWAIN for scanning.
Instructions are based on interface elements as they appear in Windows 10.

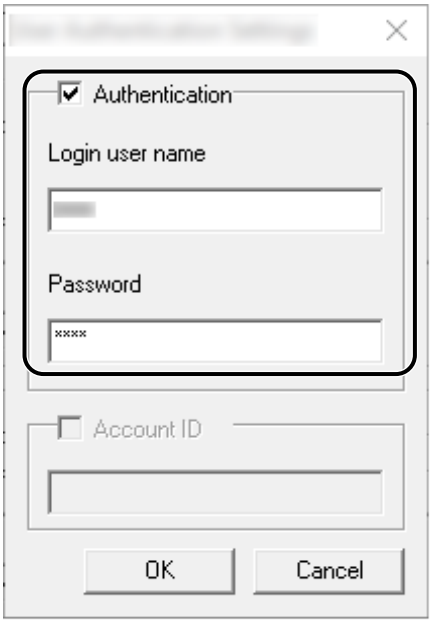
## 1 Display the screen.

1. Click the search box in the taskbar, and enter "TWAIN Driver Setting". Select [TWAIN Driver Setting] in the search list. Displays the TWAIN Driver Settings screen.
2. Select the machine, and click [Edit].




## 2 Configure the settings.

1. Click [User Authentication Settings].
2. Select the checkbox beside [Authentication], and enter Login User Name and Password.




3. Click [OK].

# Managing the Users to Scan Using WIA

The following WIA driver settings are necessary to manage the users that use WIA for scanning. Instructions are based on interface elements as they appear in Windows 10.

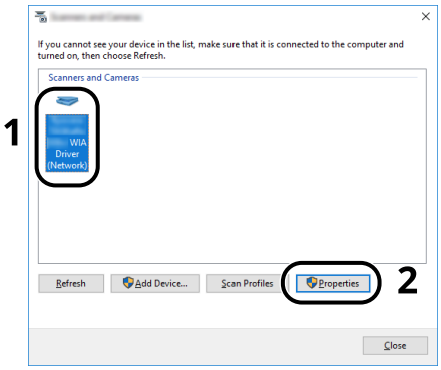
## 1 Display the screen.

1 Select the Windows [Start] button → [Windows System] → [Control Panel]. Enter "Scanner" into the search field on the control panel. Select [View scanners and cameras] in the search list then the Scanners and Cameras screen appears.

**NOTE**

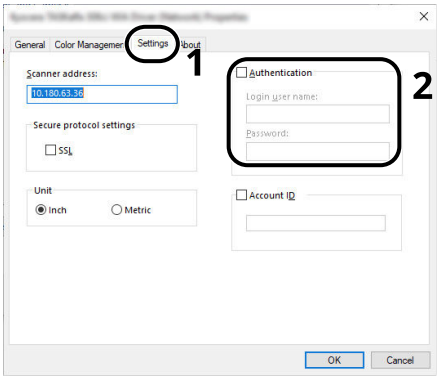
For Windows 11, select the [Start] button → [All apps] → [Windows Tools] → [Control Panel]. Enter "Scanner" into the search field on the control panel. Select [View scanners and cameras] in the search list then the Scanners and Cameras screen appears.

2 Select the same name as this machine from WIA Drivers, and press [Properties].




## 2 Configure the settings.

1 Select the checkbox beside [Authentication] on the [Settings] tab, and enter Login User Name and Password.




2 Click [OK].

# Managing the Users that Send Faxes from a PC

To manage the users that send faxes from a PC, the following settings are necessary in the FAX driver. Instructions are based on interface elements as they appear in Windows 10.

## 1 Display the screen.

1 Select the [Start] button in Windows, select → [Windows System Tools], → [Control Panel] → [Devices and Printers].

**NOTE**

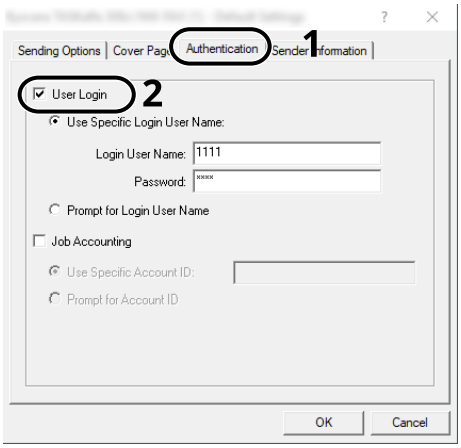
For Windows 11, select the [Start] button → [All apps] → [Windows Tools] → [Control Panel] → [Devices and Printers].

2 Right-click the FAX driver icon of the machine, and click the [Printing preferences] menu of the FAX driver.

3 Click [FAX TX Setting] on the [Printing Preferences] tab.

## 2 Configure the settings.

1 Select [User Login] on the [Authentication] tab.




2 Set the User Login Administration.

**[Use Specific Login User Name]**

This option can be used to specify a user name and password to use the same User login for every FAX job. If this option is selected, the user does not have to type the name and password for each FAX job.

**[Prompt for Login User Name]**

A screen for entering the user name and password will be displayed when attempting a transmission. The user name and password must be entered each time a transmission is attempted.

3 Click [OK].

# Local Authorization

Select whether or not to use Local Authorization.

**NOTE**

When using Local Authorization, the user authentication type must be set to [Local Authentication].

➡ Enable User Login Administration (page 522)

## 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [Local Authorization].

## 2 Configure the settings.

1 Select [Off] or [On].

# Server Settings

Set the server type when network authentication is enabled.

## 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [User Login] > [Network Authentication].

## 2 Configure the settings.

1 Select [NTLM], [Kerberos] or [Ext.] as the "Server Type" and enter the host name (256 characters or less) for the Authentication Server.

When selecting [Ext.]. as the server type, enter the port number.

**NOTE**

- Selecting [Add/Edit/Delete Domain] displays the domain registration list. In the domain registration list screen, select [Add/Edit], and enter the domain name. Up to 10 domain names can be registered.
- If two or more domains are registered, select [Default Domain] and select the default domain.

2 Select [OK].

**NOTE**

If the login user name and password are rejected, check the following settings.

- Network Authentication setting of the machine
- User property of the Authentication Server
- Date and time setting of the machine and the Authentication Server

# Configure Network User Rights

Select whether or not to grant local user rights to network users. If this setting is applied, when a network user logs in, the logged in network user's information is registered as a local user. By setting the account name on the registered local user information, network users can coordinate with job accounting. Displays the "Domain Name" in the user information for local users with rights.

**NOTE**

For local user information, refer to the following:

➡ Adding a User (Local User List) (page 525)

## 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [Network User Authority] from "User Login Setting".

## 2 Configure the settings.

Enable "Give Local User Authority" to configure the settings.

**"User Full Action"**

Configure the action when the number of users is exceeded when granting local user rights.

Value: [Do Not Add New User], [Delete Old User]

**"Authority When Offline"**

Set the expiration date for local user rights that have been granted and that do not require network authentication.

Value: [Always Enabled], [Specify Enabled Period] (up to 180 days)

**[Local Authorization Defaults]**

Set the default local user rights that are granted.

# Group Authorization Settings

Set restrictions of the machine usage by each individual group registered in the authentication server.

**NOTE**

To use the group authorization settings, [Network Authentication] must be selected for the authentication method in "User Login Setting". In addition, set "LDAP" to ON in "Protocol Settings".

➡ Enable User Login Administration (page 522)

➡ Protocol Settings (page 475)

## Group Authorization

### 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [Group Authorization].

### 2 Configure the settings.

1 Select [Off] or [On].

## Group List (Up to 20)

Register the groups that are restricted the machine usage. Other users and groups belong to "Others".

### 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

> **NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [Group Authorization].

### 2 Configure the settings.

1 Select [Menu] > [Add] > , then configure each item.

**Group Name**

Enter the name displayed on the group list (up to 32 characters).

**Group ID*1**

Enter the ID displayed on the group list (between 1 and 4294967295).

**Access Level**

Select [Administrator] or [User] for group access privileges.

**Print Restriction**

Select whether or not use of the print function of the printer is prohibited. Applicable print functions are as follows:

- Print from USB Drive
- Print Report
- Print from PC

**Print Restriction (Color)**

Select whether or not use of the print function (color) of the printer is prohibited. Applicable print functions are as follows:

- Print from USB Drive
- Print Report
- Print from PC

**Copy Restriction**

Select whether or not use of the copy print function is prohibited.

**Copy Restriction (Full Color)**

Select whether or not use of the copy print function (full color) is prohibited.

**Duplex Restriction**

Select whether only duplex printing is allowed.

**Combine Restriction**

Specify whether only Combine is allowed.

**EcoPrint Restriction**

Specify whether only EcoPrint is allowed.

**Send Restriction**

Select whether or not use of the send function is prohibited.

**Fax TX Restriction**

Select whether or not use of the fax send function is prohibited.

This item is displayed for fax-compatible machines.

**Storing Restriction in USB**

Set whether or not to reject usage of storing in the USB drive.

*1 For "Group ID", specify PrimaryGroupID assigned by Active Directory of Windows.

**NOTE**

For details on entering characters, refer to the following:

➡ Character Entry Method (page 805)

## 3 Register the group.

1 Select [Save].

A new group is added on the group list.

# Guest Authorization Settings

When User Login Administration is enabled, set the functions that guest users who cannot log in to the machine are allowed to use.

**NOTE**

To use Guest Authorization, [User Login] must be enabled.
➡ Enable User Login Administration (page 522)

## Enabling Guest Authorization

### 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [Guest Authorization Set.].

### 2 Configure the settings.

1 Select [Off] or [On].

**NOTE**

- If the guest authorization setting is enabled, the [Logout] must be selected when logging in.
- In the guest user default settings, only monochrome copying can be used. If you wish to use a different function, log in as a user who can use that function, or change the settings in the guest properties.

# Configuring Guest Property

Register guest user information and functions that are restricted.

## 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

> **NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [Guest Property].

## 2 Configure the settings.

Check the settings and change or add information as needed.

**User Name**

Enter the name displayed on the user list (up to 32 characters). The default setting is "Guest User".

**Access Level**

The authority of the user appears. This cannot be changed.

**[Account Name]**

Add an account where the user belongs.

If the user does not belong to any account, select [Others].

**Authorization Rules**

Set usage authority for each user.

The items you can restrict the access level with are as follows.

**Print Restriction**

Select whether or not to prohibit use of print functions for the printer.

Print from USB Drive is an applicable print function.

**Print Restriction (Color)**

Select whether or not to prohibit use of the print function (color) of the printer.

Print from USB Drive is an applicable print function.

**Copy Restriction**

Select whether or not to prohibit use of copy print functions.

**Copy Restriction (Full Color)**

Select whether or not use of the copy print function (full color) is prohibited.

**Duplex Restriction**

Select whether only duplex printing is allowed.

**Combine Restriction**

Specify whether only Combine is allowed.

**EcoPrint Restriction**

Specify whether only EcoPrint is allowed.

**Send Restriction**

Select whether or not to reject usage of the send functions.

**Fax TX Restriction**

Select whether or not to reject usage of the FAX transmissions.

This item is displayed for fax-compatible machines.

**Storing Restriction in USB**

Set whether or not to reject usage of storing in the USB drive.

## 3 Register the user.

1 Select [OK].

# Obtain NW User Property

Set the required information to obtain the network user property from the LDAP server. The user name and E-mail address obtained with this setting is shown in the user information, the status confirmation screen, and the header of E-mail.

**NOTE**

To obtain the network user property from the LDAP server, [Network Authentication] must be selected for the user authentication method in "User Login Setting". In addition, set [LDAP] to On in "Protocol Settings".

➡ Enable User Login Administration (page 522)

➡ Protocol Settings (page 475)

## 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [Obtain NW User Property] from "User Login Setting".

## 2 Configure the settings.

1 Enable "Obtain NW User Property" to configure the settings.

**LDAP Server Information**

**Server Name*1**

Enter the LDAP server name or the IP address (up to 64 characters). If a server name is not entered, user information will be acquired from the server set for Network Authentication.

**Port**

Port number for LDAP server. The default port number is 389.

**Acquisition of User Information**

**Name 1*2**

Enter the LDAP Attribute to obtain the user name to be displayed from the LDAP server (up to 32 characters).

**Name 2*3**

Enter the LDAP Attribute to obtain the user name to be displayed from the LDAP server (up to 32 characters).

**Email Address*4**

Enter the LDAP Attribute to obtain the E-mail address from the LDAP server (up to 256 characters).

**Authentication Type*5**

Set the authentication method. Select [Simple] or [SASL]. After changing the setting, restart the system or turn the power off and then on.

**Search Timeout**

Set the amount of time to wait before time-out in seconds (from 5 to 255 seconds).

**LDAP Security**

Select the type of encryption according to the type of security employed by the LDAP server. The value is [Off], [TLS] or [STARTTLS].

*1 If using Active Directory of Windows, the server name may be the same as the server name entered in the network authentication.

* 2 For Active Directory on Windows, typically use the displayName attribute.

*3. "Name 2" can be left out. When you assign “displayName” in "Name 1" and “department” in "Name 2", and if the value of displayName is "Mike Smith" and the value of department is "Sales" in Active Directory of Windows, the user name appears as "Mike Smith Sales".

*4 If using Active Directory of Windows, mail of Attribute may be used as E-mail Address.

*5. This function is displayed when "Server Type" is set to [Kerberos] in "Network Authentication".

## 3 Select [OK].

# Simple Login Settings

The simple login function allows users to log in simply by selecting a user name. Users must be registered in advance to use this functionality.

**NOTE**

- For user registration, refer to the following:

  ➡ Adding a User (Local User List) (page 525)
- To use Simple Login, User Login Administration must be enabled.

  ➡ Enable User Login Administration (page 522)
- When the guest authorization setting is enabled, the Simple Login screen is not displayed.

## Enabling Simple Login

### 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [Simple Login].

### 2 Configure the settings.

1 Select [Off] or [On].

## Simple Login Key

Register users to use simple login. You can add up to 20 users.

### 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [Simple Login Key].

### 2 Enter the user information.

1 Select the key to which you want to register a user.

2 Enter the user name to be displayed.

**NOTE**

For details on entering characters, refer to the following:

➡ Character Entry Method (page 805)

3 Select [Select user].

4 To specify the user from local users, select [Local User]. To specify from network users, select [Network User].

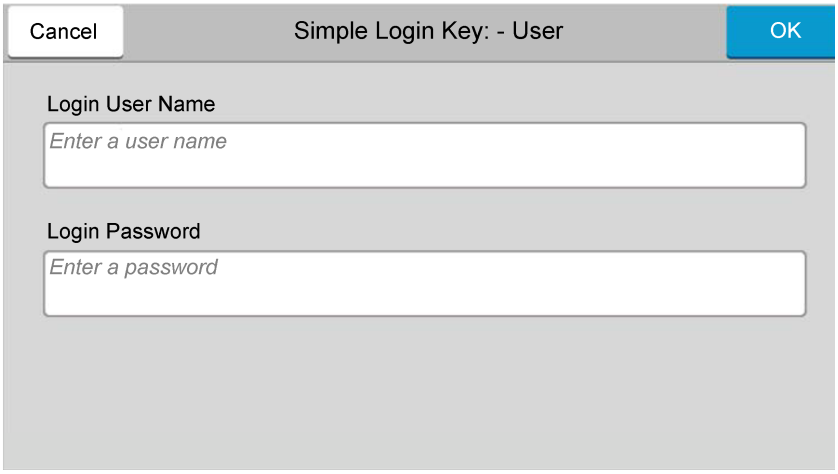
The procedure differs depending on the transmission method selected.

5 (When specifying the user from [Local User]) Select the user to be set for simple login.

**NOTE**

- Search by name or login user name. Select either [Search(Login)] or [Search(Name)] to switch between[Search(Login)] and [Search(Name)].
- Select [User Name] or [Login User Name] to sort the user list.

6 (When specifying the user from [Network User]) Select the entry field for "Login User Name" and "Login Password", enter the information of the user to be registered, and select [OK].




If you are specifying a user for whom a domain is set in network authentication, select the "Domain" and select the domain where the user is registered.

**NOTE**

For details on entering characters, refer to the following:

➡ Character Entry Method (page 805)

7 Select [Password] Off or On.

8 Select the user icon to be displayed.

## 3 Register the user.

1 Select [Save].

# ID Card Settings

If ID card authentication is enabled, select the authentication type.

**NOTE**

This functions appears when the Card Authentication kit is activated.

➡ Card Authentication Kit(B) AC <IC card authentication kit (Activate)> (page 802)

## Keyboard Login

When ID card authentication is enabled, select whether or not login by keyboard is allowed.

### 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [Keyboard Login].

### 2 Configure the settings.

1 Select [Prohibit] or [Permit].

# Additional Authentication

Select whether or not to require password entry after authenticating by ID card.

**NOTE**

This function is not displayed when "Server Type" from "Network Authentication" is set to [NTLM] or [Kerberos].

## 1 Display the screen

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [Additional Authentication].

## 2 Configure the settings.

1 Select [Off], [Use Password], or [Use PIN].

**NOTE**

[Use PIN] is displayed only when using PIN Code Authorization.

➡ PIN Login (page 553)

# Quick Job Printing

Displays a list of print jobs saved to the Stored Job Box when logging in with an IC card via user login.

**NOTE**

For details on Simple Job Printing, refer to the following:

➡ Simple Job Printing (page 214)

## 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [Quick Job Printing].

## 2 Configure the settings.

Enable "Display List on Login" to configure the settings.

**Logout after Printing**

Select whether or not to automatically log out after printing.

**Skip PIN and Copies Confirmation**

Select whether or not to skip entering the PIN code and confirming the number of copies when printing when a PIN code is set.

# PIN Login

**NOTE**

When using PIN Code Authorization, the network authentication must be enabled and [Ext.] must be selected for server type.

➡ Enable User Login Administration (page 522)

➡ Server Settings (page 537)

## 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [PIN Login] from "User Login Setting".

## 2 Configure the function.

1 Select [Off] or [On]

# Using User Login Administration

This section explains procedures while setting job accounting.

## Login/Logout

If user login administration is enabled, the login user name and login password entry screen appears each time you use this machine. Use the procedure below to login and logout.

### Login

If the login user name entry screen appears during operations, log in by referring to the following:

➡ Login (page 74)

### Logout

When the operation is complete, select the [Logout] key. You will return to the login user name/login password entry screen.

# Overview of Job Accounting

Job accounting manages the copy/print/scan/FAX count accumulated by individual accounts by assigning an ID to each account.

1 Enable job accounting

➡ Enabling Job Accounting (page 557)

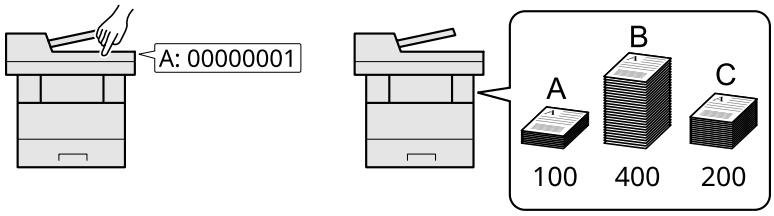
2 Setting an account.

➡ Job Accounting (Local) (page 558)

3 Enter the assigned account ID when performing the job.

➡ Login (page 573)

4 Count the number of pages printed.




## To Manage the Number of Sheets Used on Jobs Printed from a PC

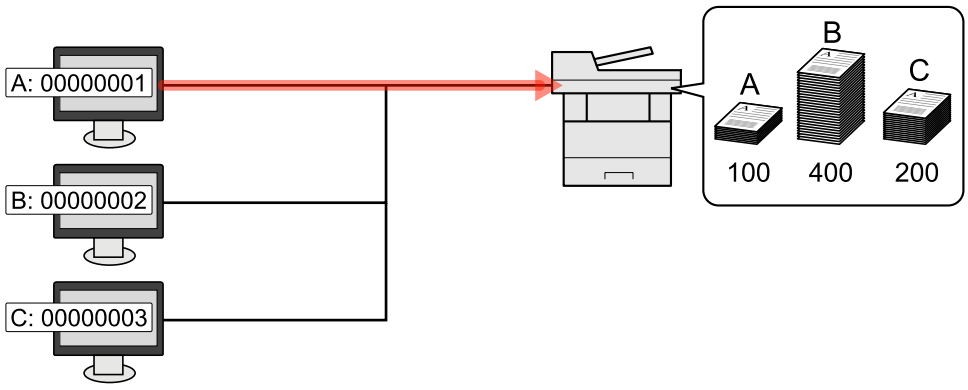
To manage the number of jobs to be printed from the PC on the network, you need to configure settings by using the printer driver on the PC.

1 Set Job Accounting for the PC on the network by using the printer driver.

➡ Job Accounting for Printing (page 563)

2 Execute printing.

3 Count the number of pages printed.




## Managing the Scan Job Account by Using TWAIN

To manage the scan job account by using TWAIN, you need to configure the TWAIN driver settings on the computer connected to the machine.

➡ Job Accounting for Scan Using TWAIN (page 565)

## Managing the Scan Job Account by Using WIA

To manage the scan job account by using WIA, you need to configure the WIA driver settings on the computer connected to the machine.

➡ Job Accounting for Scan Using WIA (page 566)

## Managing the FAX Jobs Transmitted from a PC

To manage the number of FAX jobs transmitted from the PC, you need to configure the settings by using the FAX Driver on the PC.

➡ Job Accounting for the FAX Transmitted from a Computer (page 567)

The fax function can be used on products equipped with fax capability.

# Enabling Job Accounting

## 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [Job Accounting].

## 2 Configure the settings.

Select [Local] or [Network].

Select [Off] to disable job accounting.

**NOTE**

When the display returns to System Menu default screen, logout is automatically executed and the screen to enter the Account ID appears. To continue the operation, enter the Account ID.

# Job Accounting (Local)

You can add, change and delete an account and set the restriction for each account.

## Adding an Account

Up to 100 individual accounts can be added.

### 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [Add/Edit Job Accounting].

### 2 Enter the account information.

1 Select [Menu] > [Add], then configure each item.

**Account Name**

Enter the account name (up to 32 characters).

**Account ID**

Enter the account ID as many as eight digits (between 0 and 99999999).

**Restriction**

This prohibits printing/scanning or restricts the number of sheets to load.

➡ Restricting the Use of the Machine (page 559)

**NOTE**

- For details on entering characters, refer to the following:

➡ Character Entry Method (page 805)

- Any "Account ID" that has already registered cannot be used. Enter any other account ID.

2 Select [Register].

A new account is added on the Account List.

# Restricting the Use of the Machine

This section explains how to restrict the use of the machine by account or the number of sheets available.

The items that can be restricted differ depending on whether "Individual" or "Total" is selected for "Copy/Printer Count".

➡ Copier/Printer Count (page 576)

## Restriction Items

**When "Copy/Printer Count" is "Individual"**

| Item | Description |
|---|---|
| Copy Restriction (Total) | Limits the number of sheets used for copying. |
| Copy Restriction (Full Color) | Limits the number of pages used for full-color copying. |
| Print Restriction (Total) | Limits the number of sheets used for printing.<br>Applicable print functions are as follows:<br>• Print from USB Drive<br>• Print Report<br>• Print from PC |
| Print Restriction (Full Color) | Limits the number of pages used for full-color printing.<br>Applicable print functions are as follows:<br>• Print from USB Drive<br>• Print Report<br>• Print from PC |
| Scan Restriction (Others) | Limits the number of sheets scanned (excludes copying). |
| Fax TX Restriction | Limits the number of sheets sent by fax.<br>This item is displayed for fax-compatible machines. |

**When "Copy/Printer Count" is "Total"**

| Item | Description |
|---|---|
| Print Restriction (Total) | Limits the total number of sheets used for copying and printing. |
| Print Restriction (Full Color) | Limits the number of pages used for full-color printing and color printing. |
| Scan Restriction (Others) | Limits the number of sheets scanned (excludes copying). |
| Fax TX Restriction | Limits the number of sheets sent by fax.<br>This item is displayed for fax-compatible machines. |

## Applying Restriction

Restriction can be applied in the following modes:

| Item | Description |
|---|---|
| [Off] | No restriction is applied. |

| Item | Description |
|---|---|
| [Counter Limit] | Restricts the print counter in one-page increments up to 9,999,999 copies. |
| [Reject Usage] | Restriction is applied. |

# Editing an Account

## 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [Add/Edit Job Accounting].

## 2 Edit an account.

1 Select (information icon) for the account name you wish to edit.

**NOTE**

- Select [Account Name] or [Account ID] to sort the account list.

2 Change the account information.

3 Select [Register].

The account information is changed.

# Deleting an Account

## 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [Add/Edit Job Accounting].

## 2 Deleting

1 Select the account name you wish to delete.

**NOTE**

- Select [Account Name] or [Account ID] to sort the account list.

2 [Menu] > [Delete] > [Yes]

The account is deleted.

# Job Accounting for Printing

To manage the number of pages used for jobs to be printed from the PC, you need to configure the following settings by using the printer driver. Instructions are based on interface elements as they appear in Windows 10.

## 1 Display the screen.

1 Select the [Start] button in Windows, select → [Windows System], → [Control Panel] → [Devices and Printers].

**NOTE**

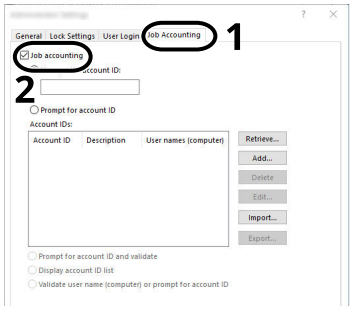
For Windows 11, select the [Start] button → [All apps] → [Windows Tools] → [Control Panel] → [Devices and Printers].

2 Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.

3 Click [Administrator] on the [Device Settings] tab.

## 2 Configure the settings.

1 Select [Job accounting] on the [Job Accounting] tab.




2 Set the Job Accounting.

**[Use Specific Account ID]**

Enter the Account ID. Printing will be performed using the entered Account ID. If this option is selected, the user does not have to enter the Account ID for each print job.

**[Prompt for account ID]**

A screen for entering the Account ID will be displayed when attempting a printing. The Account ID must be entered each time a printing is attempted.

**[Prompt for account ID and validate]**

A screen for entering the Account ID will be displayed when attempting a printing. The Account ID stored in the Account ID list needs to be entered. The Account ID must be entered each time a printing is attempted.

**NOTE**

This is enabled only if Account IDs are added.

**[Display account ID list]**

The Account ID list is displayed when printing. The Account ID to be used needs to be selected from the list.

**NOTE**

This is enabled only if Account IDs are added.

**[Validate user name (computer) or prompt for account ID]**

When printing, the Windows user name is searched in the "Account IDs" and printing is possible if the name is registered. If the Account ID is not registered, the screen for entering the Account ID will appear.

**NOTE**

This is enabled only if Account IDs are added.

3 Click [OK].

**NOTE**

For other settings of job accounting, refer to the following:

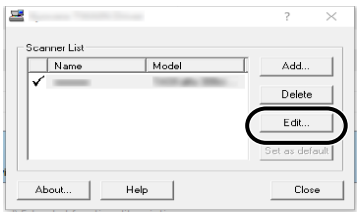
➡ **Printer Driver User Guide**

# Job Accounting for Scan Using TWAIN

To manage the number of jobs scanned by using TWAIN, you need to configure the following settings by using the TWAIN Driver on the computer. Instructions are based on interface elements as they appear in Windows 10.

## 1 Display the screen.

1. Click Search box in the taskbar, and enter "TWAIN Driver Setting". Select [TWAIN Driver Setting] in the search list. Displays the TWAIN Driver Settings screen.
2. Select the machine, and click [Edit].




## 2 Configure the settings.

1. Click [User Authentication Settings].
2. Select the checkbox beside [Account], and enter the account ID.




3. Click [OK].

# Job Accounting for Scan Using WIA

To manage the number of jobs scanned by using WIA, you need to configure the following settings by using the WIA Driver on the computer. Instructions are based on interface elements as they appear in Windows 10.

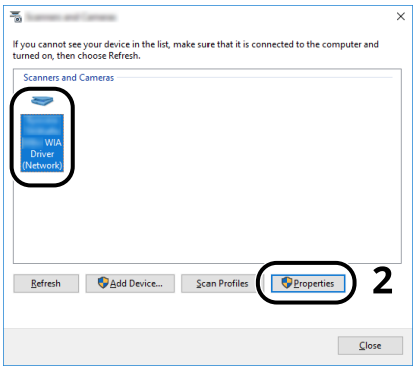
## 1 Display the screen.

1 Select the Windows [Start] button → [Windows System] → [Control Panel]. Enter "Scanner" into the search field on the control panel. Select [View scanners and cameras] in the search list then the Scanners and Cameras screen appears.

**NOTE**

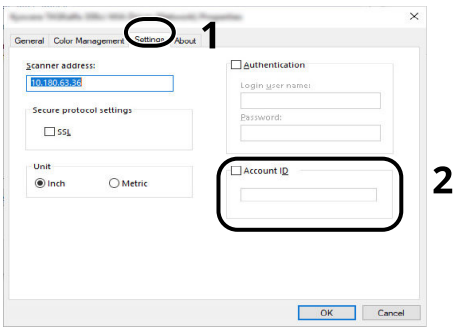
For Windows 11, select the [Start] button → [All apps] → [Windows Tools] → [Control Panel]. Enter "Scanner" into the search field on the control panel. Select [View scanners and cameras] in the search list then the Scanners and Cameras screen appears.

2 Select the same name as this machine from WIA Drivers, and press [Properties].




## 2 Configure the settings.

1 Select the checkbox beside [Account ID] on the [Settings] tab, and enter the Account ID.




2 Click [OK].

# Job Accounting for the FAX Transmitted from a Computer

To manage the number of FAX jobs transmitted from the computer, you need to configure the following settings by using the FAX Driver on the computer. Instructions are based on interface elements as they appear in Windows 10.

## 1 Display the screen.

1 Select the [Start] button in Windows, select → [Windows System Tools], → [Control Panel] → [Devices and Printers].

**NOTE**

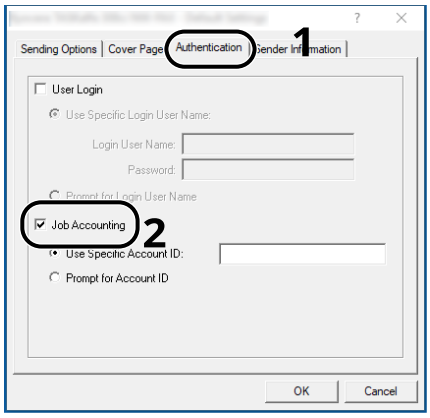
For Windows 11, select the [Start] button → [All apps] → [Windows Tools] → [Control Panel] → [Devices and Printers].

2 Right-click the FAX driver icon of the machine, and click the [Printing preferences] menu of the printer driver.

3 Click [FAX TX Setting] on the [Printing Preferences] tab.

## 2 Configure the settings.

1 Select [Job Accounting] on the [Authentication] tab.




2 Set the Job Accounting.

**[Use Specific Account ID]**

This option can be used to specify an account ID to use the same Account ID for every FAX job. If this option is selected, the user does not have to enter the Account ID for each FAX job.

**[Prompt for Account ID]**

A screen for entering the Account ID will be displayed when attempting a transmission. The Account ID must be entered each time a transmission is attempted.

3 Click [OK].

# Configuring Job Accounting

## Default Counter Limit

When you add a new account, you can change the default restrictions on the number of sheets used. You can set any number from 1 to 9,999,999.

The items that can be set differ depending on whether [Individual] or [Total] is selected for [Copy/Printer Count].

➡ Copier/Printer Count (page 576)

### 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [Job Accounting Setting].

### 2 Configure the settings.

1 Select the item for "Default Counter Limit" > use [+], [-] or the numeric keys to enter the default restriction on the number of sheets > [OK]

When [Copy/Printer Count] is set to [Individual]

**[Copy Restriction (Total)]**

Sets the default restriction on the number of sheets used for copying.

**[Copy Restriction (Full Color)]**

Sets the default restriction on the number of sheets used for full-color copying.

**[Print Restriction (Total)]**

Sets the default restriction on the number of sheets used for printing.

Applicable print functions are as follows:

- Print from USB Drive
- Print Report
- Print from PC

**[Print Restriction (Full Color)]**

Sets the default restriction on the number of sheets used for full-color printing.

Applicable print functions are as follows:

- Print from USB Drive
- Print Report
- Print from PC

**[Scan Restriction (Others)]**

Sets the default restriction on the number of sheets used for scanning (excludes copying).

**[Fax TX Restriction]**

Sets the default restriction on the number of sheets used for sending faxes.

This item is displayed for fax-compatible machines.

When [Copy/Printer Count] is set to [Total]

**[Print Restriction (Total)]**

Sets the default restriction on the total number of sheets used for copying and printing.

**[Print Restriction (Full Color)]**

Sets the default restriction on the number of sheets used for full-color printing.

**[Scan Restriction (Others)]**

Sets the default restriction on the number of sheets used for scanning (excludes copying).

**[Fax TX Restriction]**

Sets the default restriction on the number of sheets used for sending faxes.

This item is displayed for fax-compatible machines.

# Counting the Number of Pages Printed

This counts the number of pages printed. Counts are classified into Total Job Accounting and Each Job Accounting. A new count can also be started after resetting the count data which was stored for a certain period of time.

The items that can be referenced are as follows:

| Item | Description |
|---|---|
| [Printed Pages] | Displays the number of pages used in printing for each of the following item.<br>**Count by Function**<br>Displays the number of pages used to copy, print, FAX and their total, for each color mode.<br>**Count by Duplex**<br>The number of pages used for black and white printing is displayed.<br>**Count by Combine**<br>Displays the number of pages used in Combine (None) mode, Combine (2 in 1) mode, Combine (4 in 1) mode and the total for all three. |
| [Scanned Pages] | Displays the number of pages scanned for copying, faxing, printing and other functions, as well as the total number of pages scanned. |
| Fax Transmission Pages | Displays the number of pages faxed. |
| Fax Transmission Time | Displays the total duration of FAX transmissions. |
| [Counter Reset] | Resets the counter.<br>Select [Reset] on the confirmation screen. |

## Counting the Number of Pages for All Accounts

This counts the number of pages for each account. In addition, you can reset the counts for all accounts at the same time.

### 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

> **NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [Job Accounting Counter].

### 2 Check the number of pages.

1 Select [Menu] > [Total] to check the count.

Select [Counter Reset] to reset the counter.

2 Confirm the count and select [Close].

# Counting the Number of Pages for Each Account

This counts the number of pages for each account and resets the counts by account. When checking Each Job Accounting, select the account for which you want to check the count.

## 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [Job Accounting Counter].

## 2 Check the number of pages.

1 Select the account.

**NOTE**

- Select [Account Name] or [Account ID] to sort the account list.
- To display an account other than your own account, select [Other Account].

2 Check the count.

Select [...] > [Counter Reset] to reset the counter.

3 Confirm the count and select [Close].

# Print Accounting Report

The total pages counted of all relevant accounts can be printed as an accounting report.

## 1 Prepare paper.

Check that A4 or Letter paper is loaded in the cassette.

## 2 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

> **NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

## 3 Print.

1 Select [Print Accounting Report] > [Print]

Accounting report is printed.

Reports have different formats depending on how the count of copiers and printers is administered. If count by paper size is being performed, then the report will be printed per size.

# Using Job Accounting

This section explains procedures while setting job accounting.

## Login

If job accounting is enabled, an account ID entry screen appears each time you use this machine.

### 1 Enter the account ID using the numeric keys > [Login]

**NOTE**

- If you entered a wrong character, select [C] (Clear) and enter the account ID again.
- If the entered account ID does not match the registered ID, a warning beep will sound and login will fail. Enter the correct account ID.
- By selecting [Check Counter], you can refer to the number of pages printed and the number of pages scanned.

If user login administration is enabled, the screen to enter the login user name and password appears instead of the screen to enter the account ID. Enter a login user name and password to login. If the user has already registered the account information, the account ID entry would be skipped.

➡ Adding a User (Local User List) (page 525)

### 2 Proceed to complete the rest of the steps.

## Logout

**1 When the operation is complete, select the [Logout]key. Return to the Enter Account ID screen.**

# Apply Limit

This specifies how the machine behaves when the counter has reached the limit of restriction. The action is as follows:

| Item | Description |
|---|---|
| [Immediately] | Job stops when the counter reaches its limit.<br>If sending or storing in the box is already underway, prohibition will become effective from the next job. |
| [Subsequently] | The print or scan job currently underway will continue but the subsequent job will be rejected. |
| [Alert Only] | Job continues while displaying an alert message. |

## 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 [Job Accounting Setting] > [Apply Limit]

## 2 Configure the function.

1 Select [Immediately], [Subsequently], or [Alert Only].

# Copier/Printer Count

You can select how the copying and printing page counts are shown - either the total of both or each of copying and printing individually. The selection may influence restriction on the count and count method. For details, refer to the following:


- Restricting the Use of the Machine (page 559)
- Counting the Number of Pages Printed (page 570)
- Print Accounting Report (page 572)


## 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select [Job Accounting Setting] > [Printer Count]

## 2 Configure the function.

1 Select [Total] or [Individual].

# Unknown User Settings

## Unknown ID Job

This specifies the behavior for handling the jobs sent with unknown or unsent login user names or User ID. If the User Login is set to invalid and Job Accounting is set to valid, follow the procedure when the Account ID is unknown.

**NOTE**

This function is available when Authentication is enabled.

### 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select "Unknown User Settings" [Unknown ID Job].

### 2 Configure the settings.

Select [Reject] or [Permit].

**[Permit]**

The job is permitted to be printed.

**[Reject]**

The job is rejected (not printed).

# Registering Information for a User whose ID is Unknown

If you register user information for a user whose ID is unknown, you can check information on the Job Status or Job History screens. In addition, you can restrict available functions.

**NOTE**

This function is displayed when [Unknown ID Job] is set to [Permit].

➡ Unknown ID Job (page 577)

## 1 Display the screen.

1 [System Menu/Counter] key > [Job Accounting/Authentication]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Select "Unknown User Settings" [User Property].

## 2 Enter the user information.

1 Add information on each item > [Save]

**User Name**

Enter the name displayed on the user list (up to 32 characters).

**[Account Name]**

Register an account for a user whose ID is unknown.

➡ Overview of Job Accounting (page 555)

**NOTE**

- Select [Account Name] or [Account ID] to sort the account list.

**Authorization Rules**

Set usage authority.

The following restriction items are available:

**Print Restriction**

Select whether or not use of the print function of the printer is prohibited.

Applicable print functions are as follows:

- Print from PC

**Print Restriction (Color)**

Select whether or not use of the print function (color) of the printer is prohibited.

Applicable print functions are as follows:

- Print from PC

# 10 Troubleshooting

Regular Maintenance ..... 580
Troubleshooting ..... 588
Adjustment/Maintenance ..... 783
Clearing Paper Jams ..... 789

# Regular Maintenance

## Cleaning

Clean the machine regularly to ensure optimum printing quality.

**CAUTION**

For safety, always unplug the power cord before cleaning the machine.

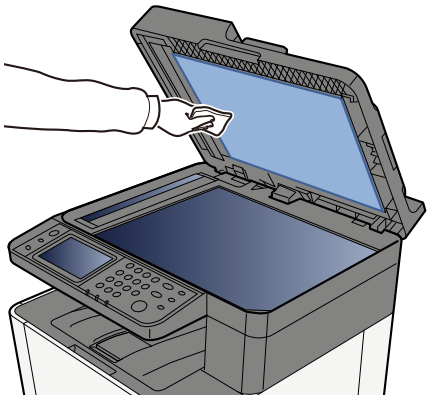
# Cleaning Platen

Wipe the inside of the document processor and the platen with a soft cloth dampened with alcohol or mild detergent.

**IMPORTANT**

Do not use thinner or other organic solvents.





# Cleaning Slit Glass

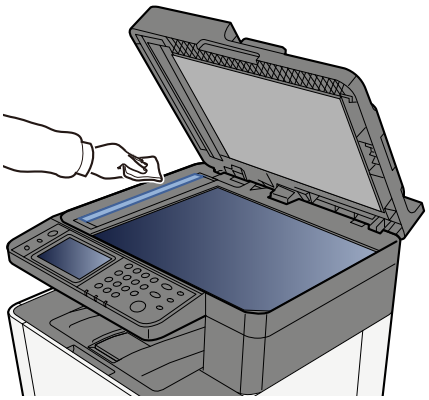
When using the document processor, clean the slit glass surface and the reading guide with the dry cloth.

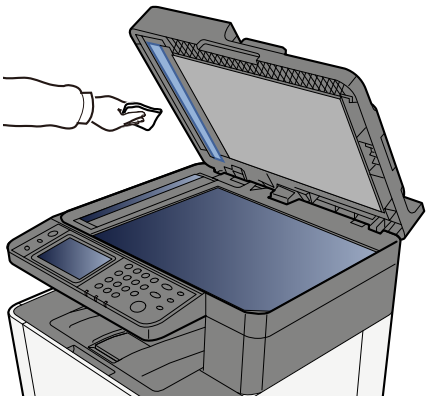
**IMPORTANT**

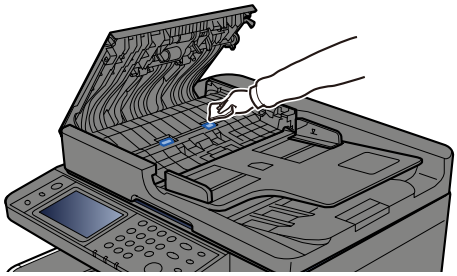
Do not use water, soap or solvents for cleaning.

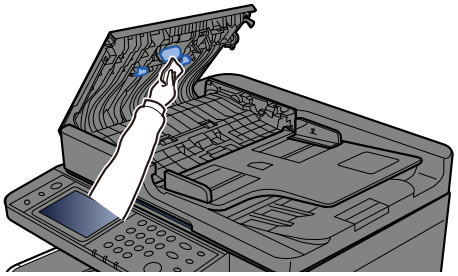
**NOTE**

Dirt on the slit glass or the reading guide may cause black streaks to appear in the output.









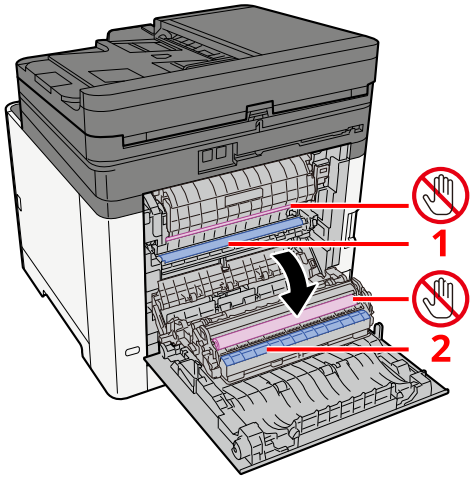
# Cleaning Paper Transfer Unit

The paper transfer unit should be cleaned each time the toner container is replaced. To maintain optimum print quality, it is also recommended that the inside of the machine be cleaned once a month as well as when the toner container is replaced.

Print problems such as soiling of the reverse side of printed pages may occur if the paper transfer unit becomes dirty.

**CAUTION**

Some parts are very hot inside the machine. Exercise caution as there is a risk of burn injury.




Wipe away the paper dust on paper 1 and dirt on paper 2 using a soft, dry cloth.

**IMPORTANT**

Be careful not to touch the part during cleaning. It may deteriorate the print quality.

# Replacing the Toner Container

When toner is empty, the following message will be displayed. Replace the toner container.

"Toner[C][M][Y][K] is empty."

When toner runs low, the following message will be displayed. Make sure you have a new toner container available for replacement.

"Toner [C][M][Y][K] is low. (Replace when empty.)"

The number of sheets that can be printed with one toner container depends on the print data (how much toner is used). Compliant with JIS X 6932 (ISO/IEC 19798), when the EcoPrint mode is turned [Off], the average number of printable sheets of the toner container is as follows: (When printing with A4.)

| Toner Color | Life of the Toner Container (Printable pages) |
|---|---|
| Black | 4,100 images |
| Cyan | 3,200 images |
| Magenta | 3,200 images |
| Yellow | 3,200 images |

**NOTE**

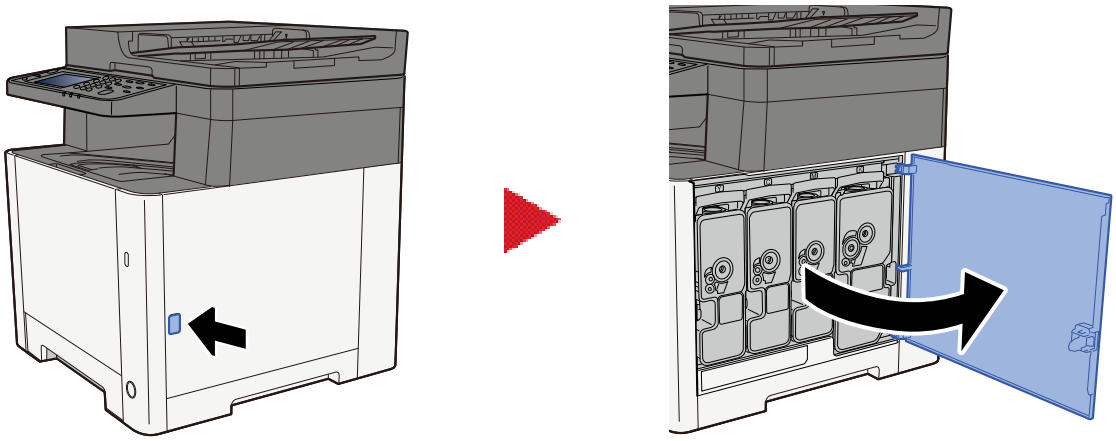
- The average number of printable sheets of the toner container that comes with this machine is as follows:
- All colors: 1,500 images
- For the toner container, always use a genuine toner container. Using a toner container that is not genuine may cause image defects and product failure.
- The memory chip in the toner container of this product stores information necessary for improving customer convenience, operation of the recycling system for used toner containers, and planning and development of new products. The stored information does not include information that makes it possible to identify individuals, and is only used anonymously for the above purposes.

**CAUTION**

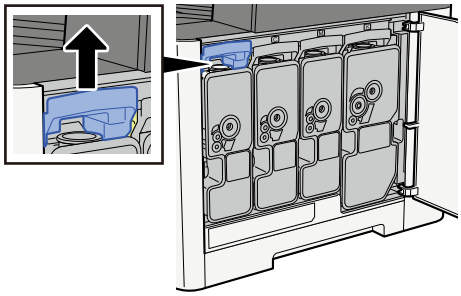
Do not attempt to incinerate parts which contain toner. Dangerous sparks may cause burns.

Installation procedures of the toner container is same for every color. Here, we'll explain the procedures for the yellow toner container, as an example.

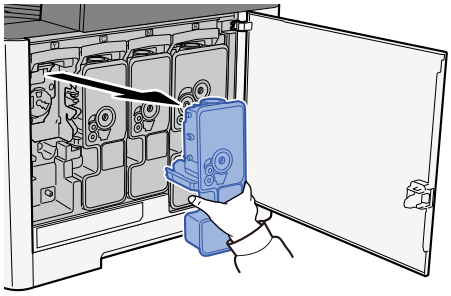
**1** **Open the right cover.**



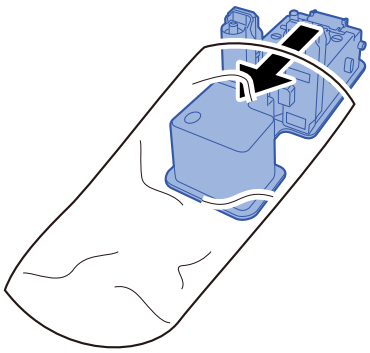
**2** **Unlock the toner container.**



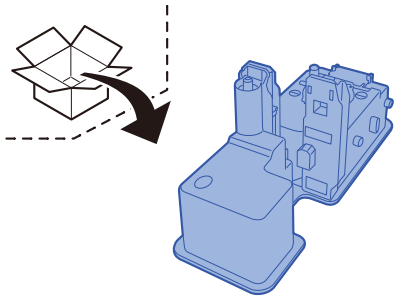
**3** **Remove the toner container.**



**4** **Put used toner container into the plastic waste bag.**

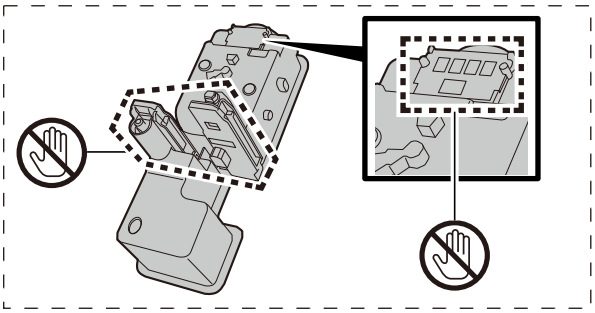


## 5 Remove the new toner container from the box.

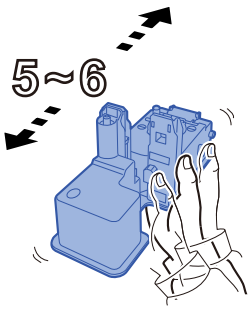


**IMPORTANT**

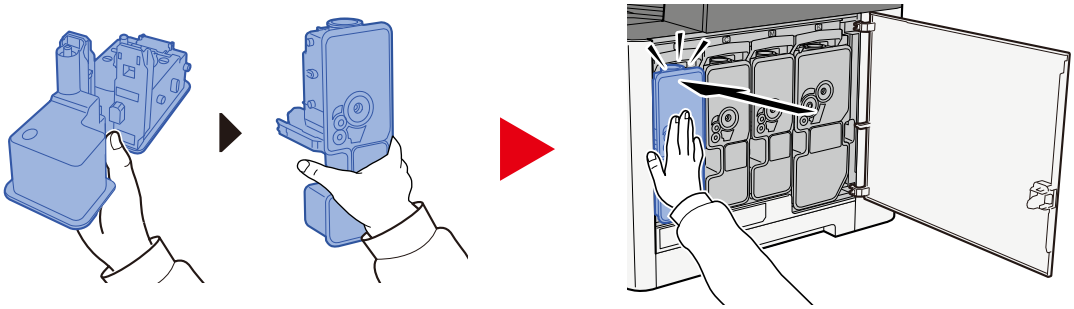
Do not touch the points shown below.



## 6 Shake the toner container.



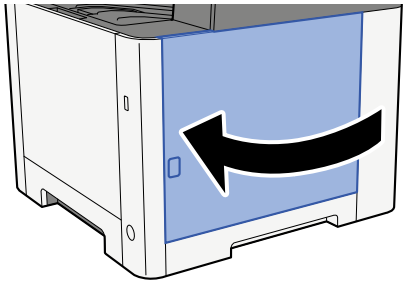
## 7 Install the toner container.



**IMPORTANT**

Insert the toner container all the way.

## 8 Close the right cover.



**NOTE**

- If the right cover not close, check that the new toner container is installed correctly.
- Return the exhausted toner container to your dealer or service representative. The collected toner container will be recycled or disposed in accordance with the relevant regulations.

# Troubleshooting

## Solving Malfunctions

If a problem occurs with your machine, look into the checkpoints and perform procedures indicated on the following pages. The table below provides general guidelines for problem solving. If the problem persists, contact your service representative.

**NOTE**

When contacting us, the serial number will be necessary. To check the serial number, refer to the following:

➡ Checking the Equipment's Serial Number (page 2)

# Machine Operation Trouble

## The application does not start up

Is the auto panel reset setting time set too short?

Check the set time for auto panel reset.

1. **[System Menu/Counter] key > [DeviceSettings] > [Energy Saver/Timer] > [Panel Reset Timer]**
2. **Set the panel reset time to 30 seconds or more**

   It can be set in the range of 5 to 495 seconds (in 5 second increments).

# The screen does not respond when the power switch is turned on

### Is the machine plugged in?

1 **Plug in the power cord that comes with this machine to an outlet.**

Make sure the power plug is securely plugged in.

# Machine does not print even when [Start] is pressed

### Is there a message displayed on the screen?

If a message is displayed on the screen, you may not be able to operate it depending on what is displayed.

Determine the appropriate response to the message and respond accordingly.

### Is the machine in Sleep mode?

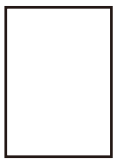
Operation can’t be done when it is in sleep mode.

## 1 Press any key on the control panel

**NOTE**

It is possible to return from sleep mode by touching the touch panel.

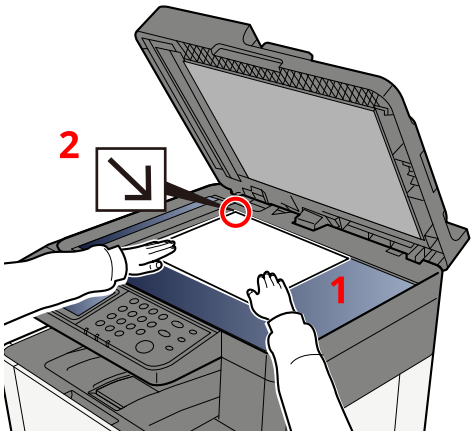
# Blank sheets are ejected



**Are the originals loaded correctly?**

Placing Originals on the Platen

**1 Put the scanning side facedown.**




**2 Align it flat against the original size indicator plates with the back left corner as the reference point.**

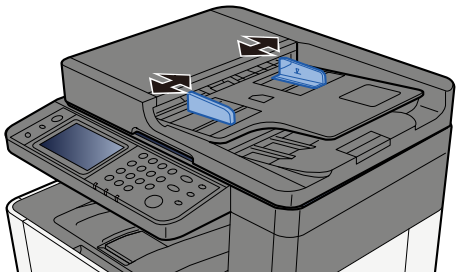
**NOTE**

For details on Original Orientation, refer to the following:

➡ Original Size (page 313)

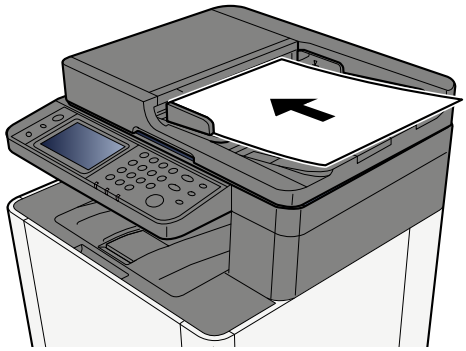
Placing Originals in the Document Processor

## 1 Adjust the original width guides.



## 2 Place the original.

1 Put the side to be scanned (or the first side of two-sided originals) face-up. Slide the leading edge into the document processor as far as it will go.



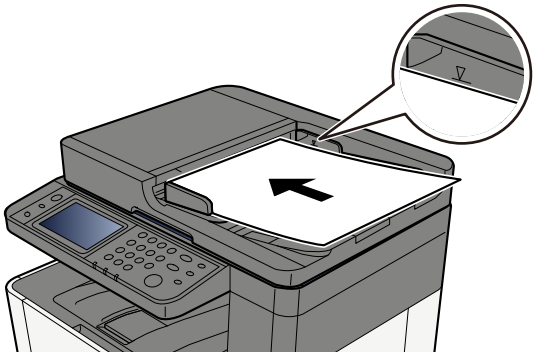
**NOTE**

For details on Original Orientation, refer to the following:

➡ Original Orientation (page 319)

**IMPORTANT**

Confirm that the original width guides exactly fit the originals. If there is a gap, readjust the original width guides. The gap may cause the originals to jam.



Ensure that loaded originals do not exceed the level indicator. Exceeding the maximum level may cause the originals to jam.

Originals with punched holes or perforated lines should be placed on the right side (so that they will be scanned last).

### Is the application software set correctly?

Check the settings of the application software.

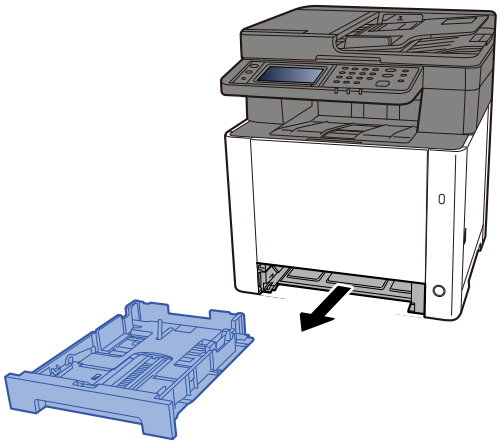
# Paper often jams

### Is the paper loaded correctly?

Load the paper correctly.

When loading paper in a cassette

**1 Pull the Cassette 1 completely out of the machine.**

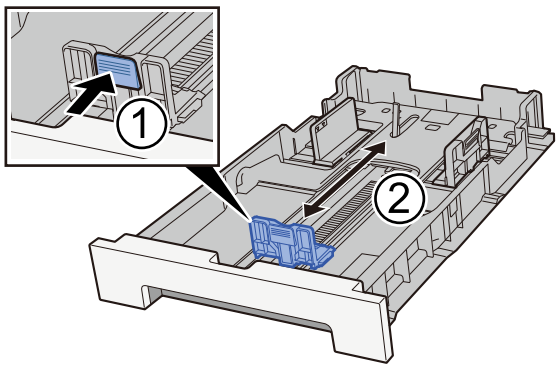


**NOTE**

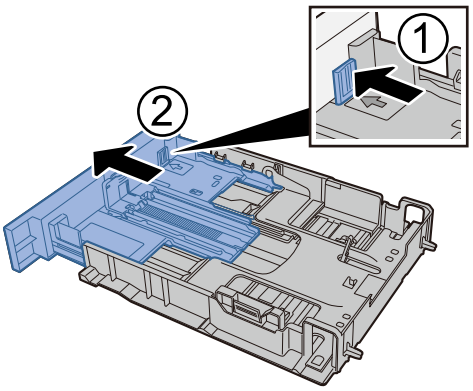
When pulling the cassette out of the machine, ensure it is supported and does not fall out.

## 2 Adjust the cassette size.

1 Adjust the paper length guide to the paper size required. Press the paper length adjusting tab and slide the guides to the paper size required.




2 Adjust the paper length guides to the paper size required. Press the paper length adjusting tab and slide the guides to the paper size required. (Cassette 1 only)



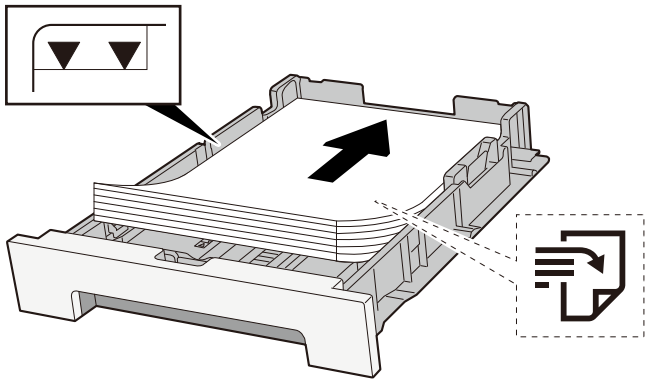

**NOTE**

It is necessary to set the paper size from the operation panel. ➡ Specifying Paper Size and Media Type (page 156)

## 3 Load paper.

1 Fan the paper, then tap it on a level surface to avoid paper jams or skewed printing.

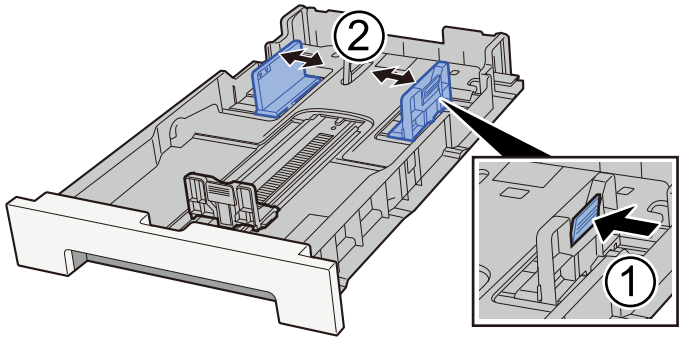
2 Load the paper in the cassette.



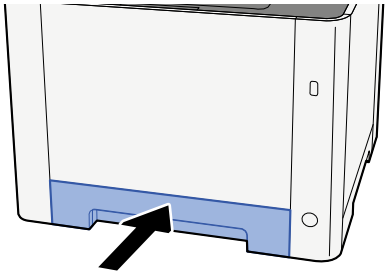
**IMPORTANT**

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan out the paper before loading it in the cassettes.

  ➡ Precaution for Loading Paper (page 147)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

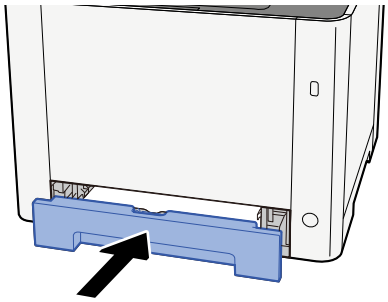


## 4 Gently push the Cassette 1 back in.



**NOTE**

When Folio, Oficio II or Legal is used, the cassette will extend out from the machine.



## 5 Display the screen.

[System Menu/Counter] > [Device Settings] > [Paper Feeding] > [Cassette/MP Tray Settings]

## 6 Configure the function

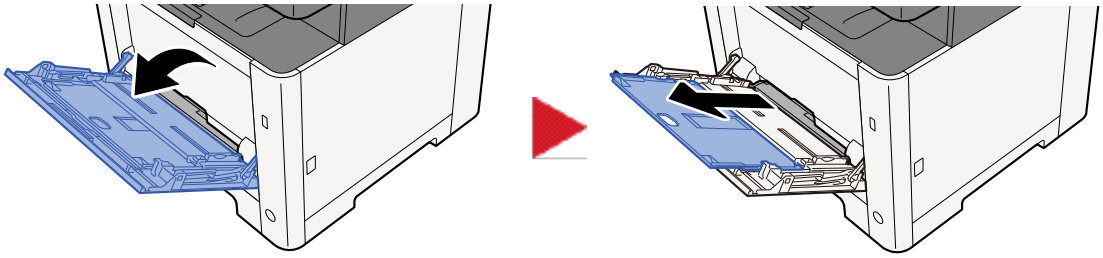
Select the paper size and paper type.

➡ [Cassette 1 Settings] to [Cassette 2 Settings] (page 413)

➡ [MP Tray Settings] (page 414)

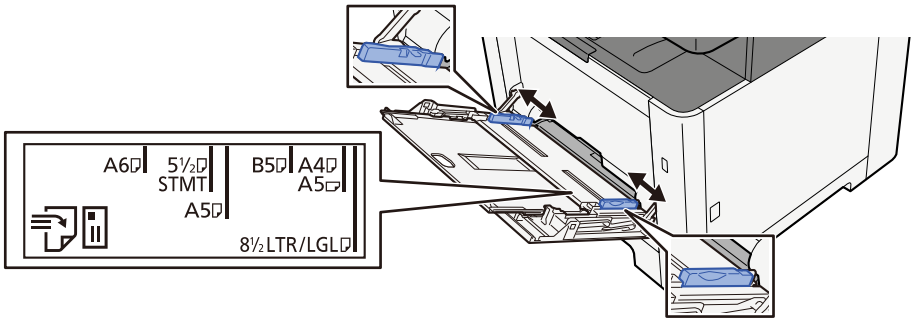
When loading paper in the multipurpose tray

## 1 Open the multipurpose tray.

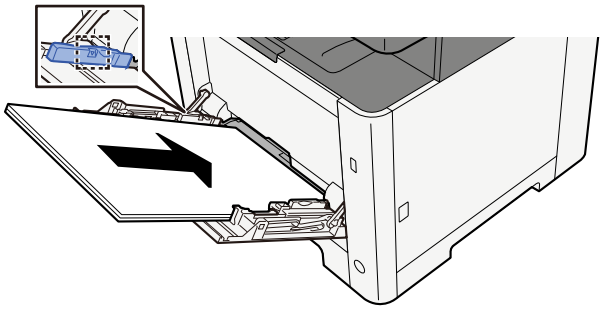


## 2 Adjust the multipurpose tray size.

Paper sizes are marked on the multipurpose tray.




## 3 Load paper.



Insert the paper along the paper width guides into the tray until it stops.

After removing new paper from its packaging, fan the paper before loading it in the multipurpose tray.

➡ Precaution for Loading Paper (page 147)

**IMPORTANT**

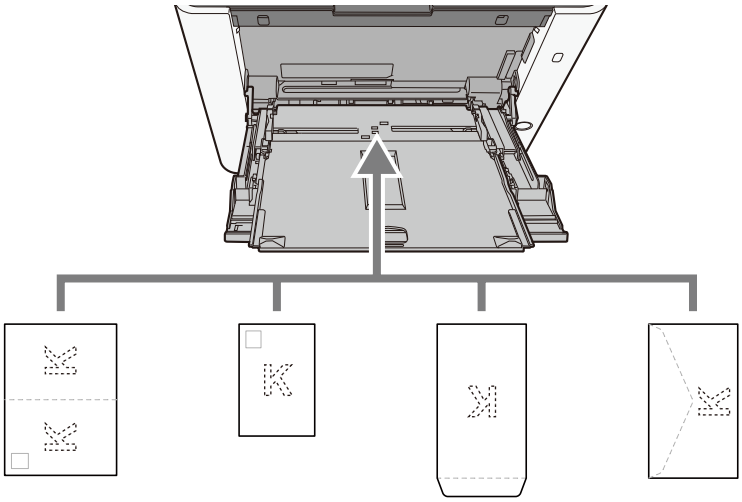
- When loading the paper, keep the print side facing up.
- Curled paper must be uncurled before use.
- When loading paper into the multipurpose tray, check that there is no paper left over in the tray from a previous job before loading the paper. If there is just a small amount of paper left over in the multipurpose tray and you want to add more, first remove the left-over paper from the tray and include it with the new paper before loading the paper back into the tray.

- If there is a gap between the paper and the paper width guides, readjust the guides to fit the paper in order to prevent skewed feeding and paper jams.
- Ensure that the loaded paper does not exceed the load limits.

When you load envelopes or cardstock in the multipurpose tray, load the paper with the print side facing up. For the procedure for printing, refer to the Printer Driver User Guide.

➡ **Printer Driver User Guide**

**Example: When printing the address.**



**IMPORTANT**

- Use unfolded Oufukuhagaki (Return postcard).
- How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.

**NOTE**

When you load envelopes in the multipurpose tray, select the envelope type by referring to the following:

➡ [MP Tray Settings] (page 414)

## 4 Specify the type of paper loaded in the multipurpose tray using the operation panel.

➡ Specifying Paper Size and Media Type (page 156)

### Is there a problem with the paper?

Remove the paper from the multipurpose tray once and change the loading direction by rotating the paper 180 degrees.

➡ Precaution for Loading Paper (page 147)

**Is the paper of the supported type? Is it in good condition?**

Remove the paper from the cassette, turn it over, and then reload it.

➡ Precaution for Loading Paper (page 147)

**Is the paper curled, folded or wrinkled?**

Replace the paper with new paper.

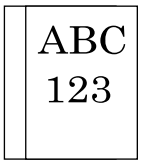
➡ Precaution for Loading Paper (page 147)

**Are there any loose scraps or jammed paper in the machine?**

Remove the jammed paper.

➡ Clearing Paper Jams (page 789)

# Two or more sheets are overlaps when ejected (multi feeding)

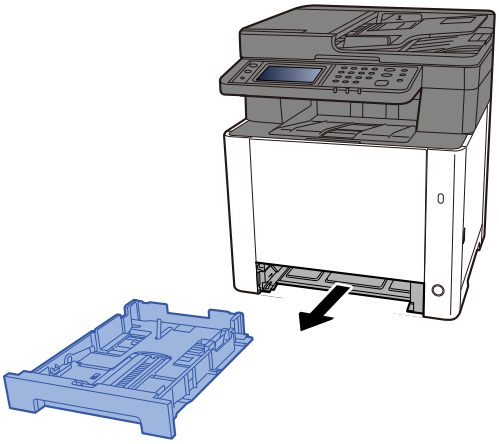



**Is the paper loaded correctly?**

Load the paper correctly.

When loading paper in a cassette

## 1 Pull the Cassette 1 completely out of the machine.

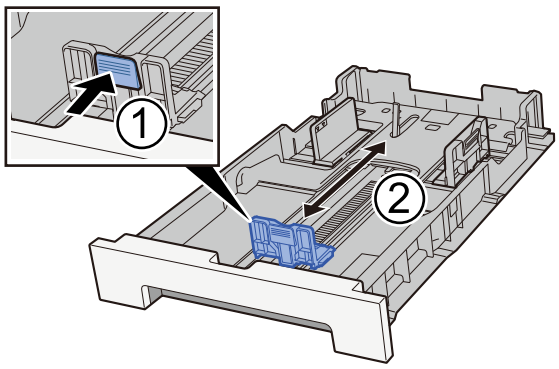


**NOTE**

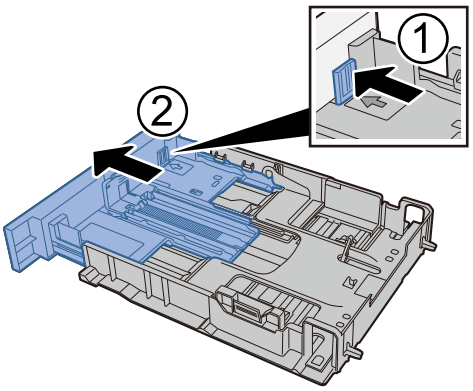
When pulling the cassette out of the machine, ensure it is supported and does not fall out.

## 2 Adjust the cassette size.

1 Adjust the paper length guide to the paper size required. Press the paper length adjusting tab and slide the guides to the paper size required.




2 Adjust the paper length guides to the paper size required. Press the paper length adjusting tab and slide the guides to the paper size required. (Cassette 1 only)



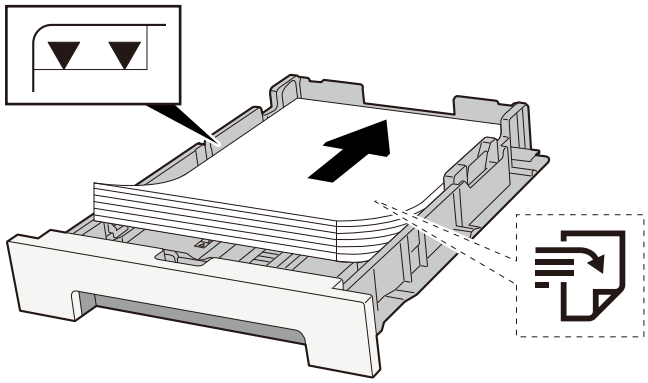

**NOTE**

It is necessary to set the paper size from the operation panel. ➡ Specifying Paper Size and Media Type (page 156)

## 3 Load paper.

1 Fan the paper, then tap it on a level surface to avoid paper jams or skewed printing.

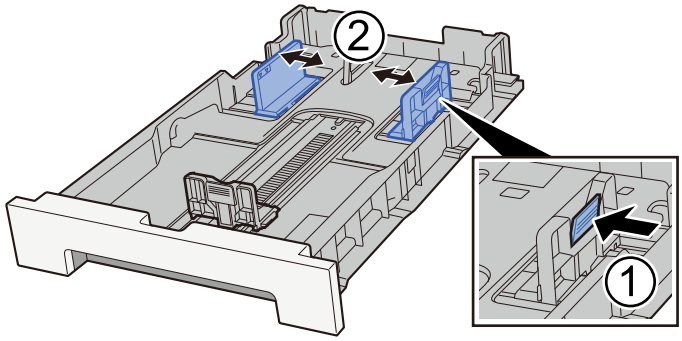
2 Load the paper in the cassette.



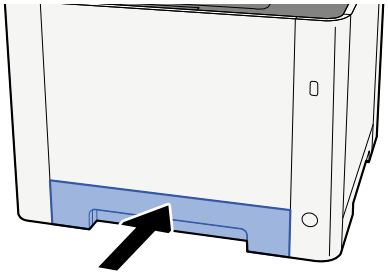
**IMPORTANT**

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan out the paper before loading it in the cassettes.

  ➡ Precaution for Loading Paper (page 147)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

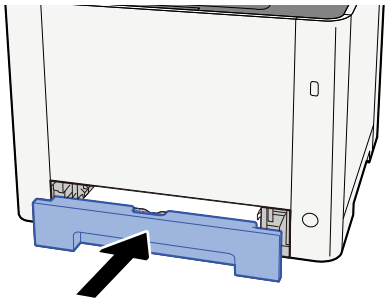


## 4 Gently push the Cassette 1 back in.



**NOTE**

When Folio, Oficio II or Legal is used, the cassette will extend out from the machine.



## 5 Display the screen.

[System Menu/Counter] > [Device Settings] > [Paper Feeding] > [Cassette/MP Tray Settings]

## 6 Configure the function

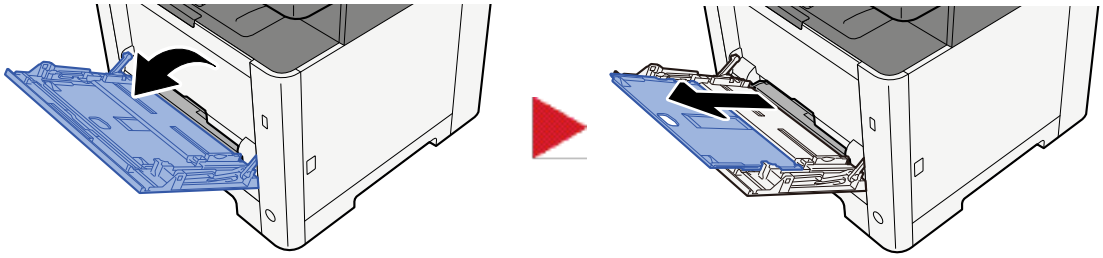
Select the paper size and paper type.

➡ [Cassette 1 Settings] to [Cassette 2 Settings] (page 413)

➡ [MP Tray Settings] (page 414)

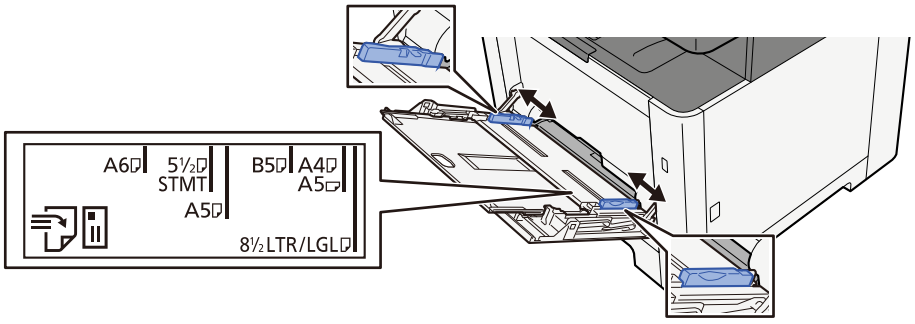
When loading paper in the multipurpose tray

## 1 Open the multipurpose tray.

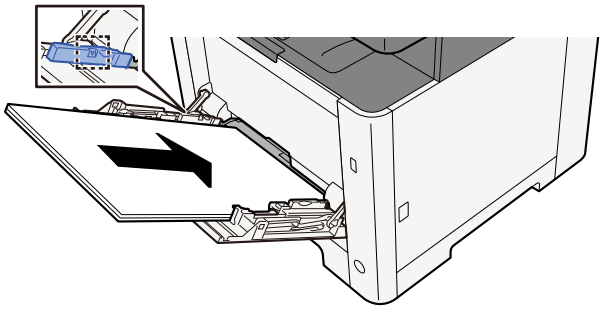


## 2 Adjust the multipurpose tray size.

Paper sizes are marked on the multipurpose tray.




## 3 Load paper.



Insert the paper along the paper width guides into the tray until it stops.

After removing new paper from its packaging, fan the paper before loading it in the multipurpose tray.

➡ Precaution for Loading Paper (page 147)

**IMPORTANT**

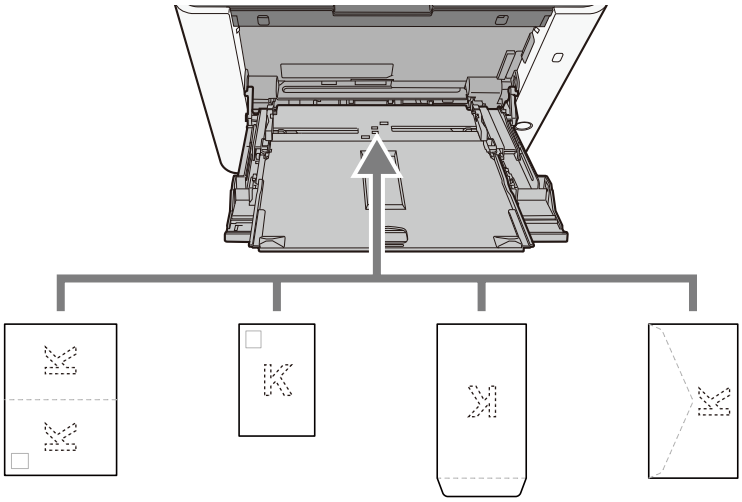
- When loading the paper, keep the print side facing up.
- Curled paper must be uncurled before use.
- When loading paper into the multipurpose tray, check that there is no paper left over in the tray from a previous job before loading the paper. If there is just a small amount of paper left over in the multipurpose tray and you want to add more, first remove the left-over paper from the tray and include it with the new paper before loading the paper back into the tray.

- If there is a gap between the paper and the paper width guides, readjust the guides to fit the paper in order to prevent skewed feeding and paper jams.
- Ensure that the loaded paper does not exceed the load limits.

When you load envelopes or cardstock in the multipurpose tray, load the paper with the print side facing up. For the procedure for printing, refer to the Printer Driver User Guide.

➡ **Printer Driver User Guide**

**Example: When printing the address.**



**IMPORTANT**

- Use unfolded Oufukuhagaki (Return postcard).
- How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.

**NOTE**

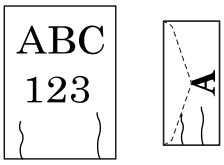
When you load envelopes in the multipurpose tray, select the envelope type by referring to the following:

➡ [MP Tray Settings] (page 414)

## 4 Specify the type of paper loaded in the multipurpose tray using the operation panel.

➡ Specifying Paper Size and Media Type (page 156)

# Printouts are wrinkled



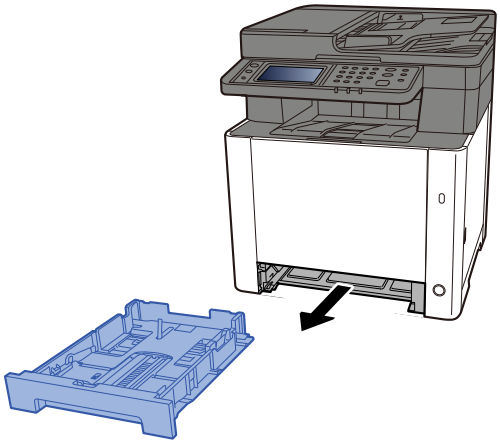



**Is the paper loaded correctly?**

Load the paper correctly.

When loading paper in a cassette

## 1 Pull the Cassette 1 completely out of the machine.

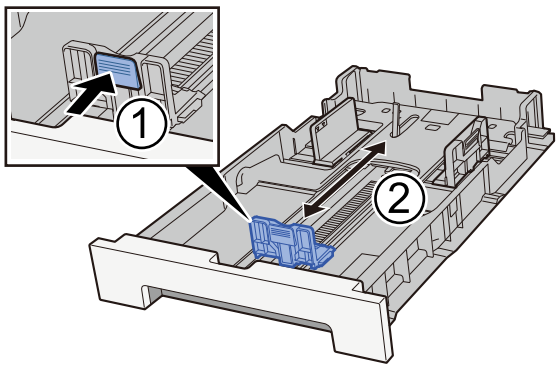


**NOTE**

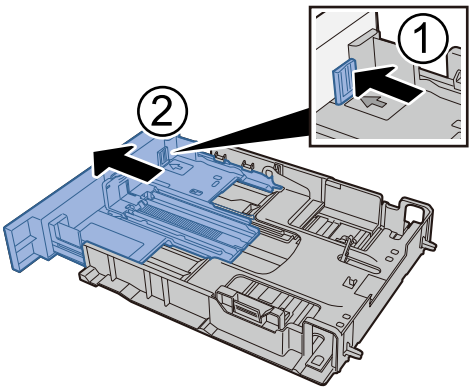
When pulling the cassette out of the machine, ensure it is supported and does not fall out.

## 2 Adjust the cassette size.

1 Adjust the paper length guide to the paper size required. Press the paper length adjusting tab and slide the guides to the paper size required.




2 Adjust the paper length guides to the paper size required. Press the paper length adjusting tab and slide the guides to the paper size required. (Cassette 1 only)



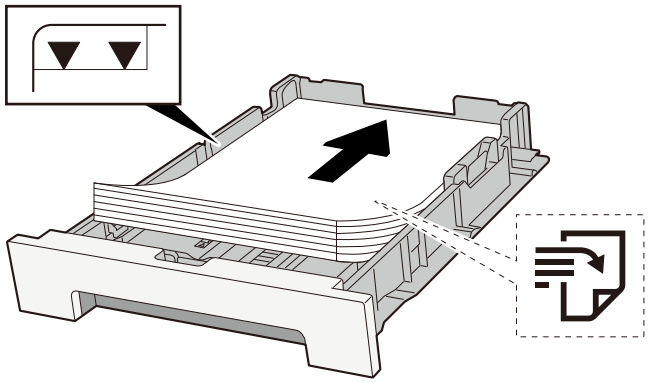

**NOTE**

It is necessary to set the paper size from the operation panel. ➡ Specifying Paper Size and Media Type (page 156)

## 3 Load paper.

1 Fan the paper, then tap it on a level surface to avoid paper jams or skewed printing.

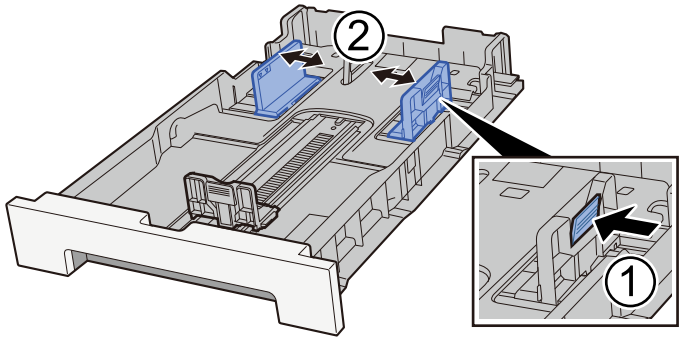
2 Load the paper in the cassette.



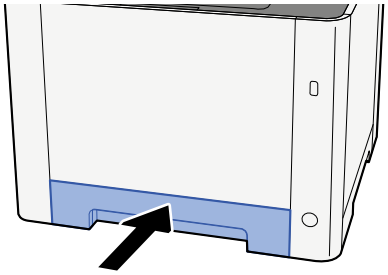
**IMPORTANT**

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan out the paper before loading it in the cassettes.

  ➡ Precaution for Loading Paper (page 147)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

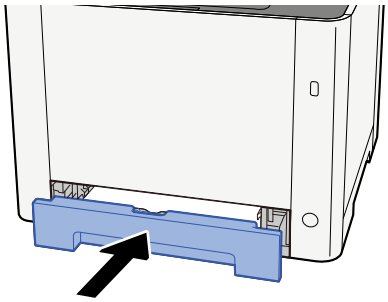


## 4 Gently push the Cassette 1 back in.



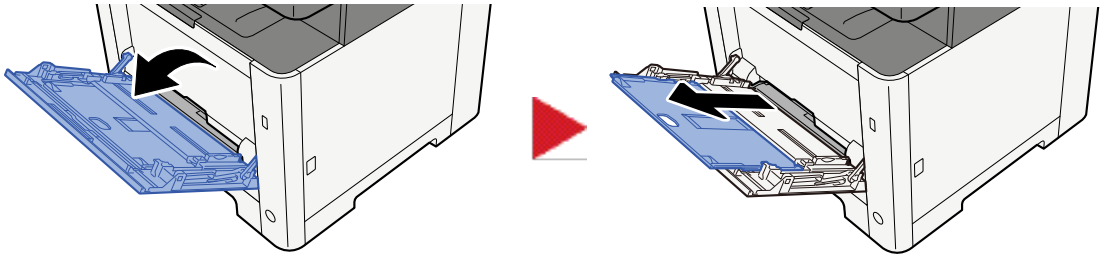
**NOTE**

When Folio, Oficio II or Legal is used, the cassette will extend out from the machine.



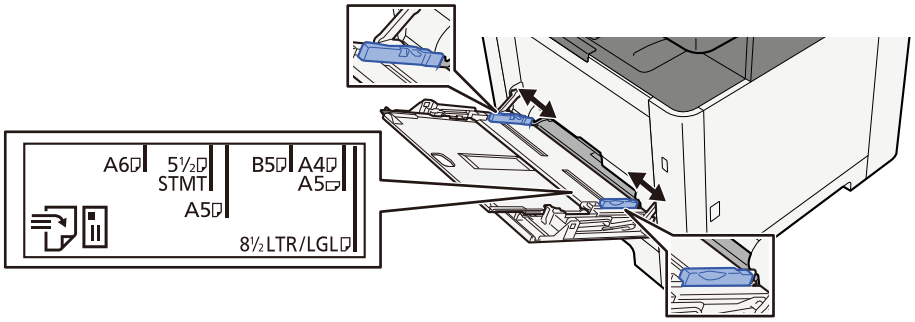
When loading paper in the multipurpose tray

## 1 Open the multipurpose tray.

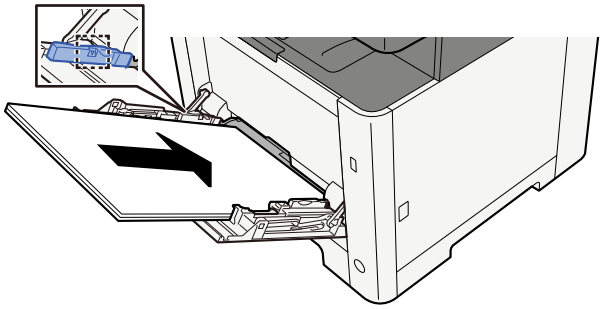


## 2 Adjust the multipurpose tray size.

Paper sizes are marked on the multipurpose tray.



## 3 Load paper.



Insert the paper along the paper width guides into the tray until it stops.

After removing new paper from its packaging, fan the paper before loading it in the multipurpose tray.

➡ Precaution for Loading Paper (page 147)

---

**IMPORTANT**

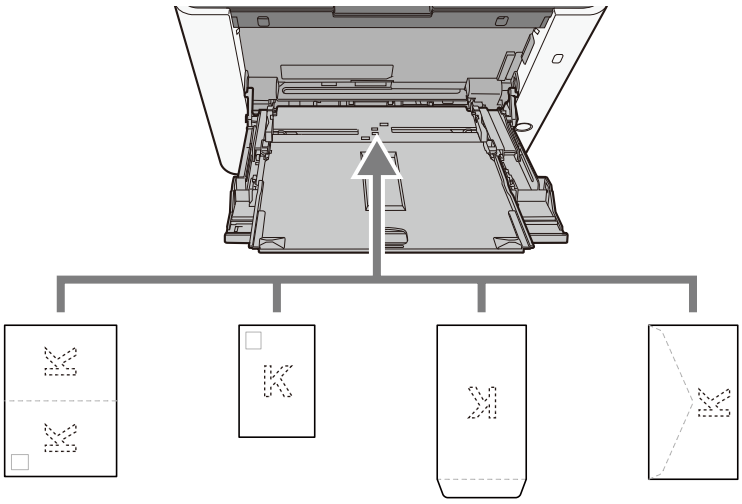
- When loading the paper, keep the print side facing up.
- Curled paper must be uncurled before use.
- When loading paper into the multipurpose tray, check that there is no paper left over in the tray from a previous job before loading the paper. If there is just a small amount of paper left over in the multipurpose tray and you want to add more, first remove the left-over paper from the tray and include it with the new paper before loading the paper back into the tray.
- If there is a gap between the paper and the paper width guides, readjust the guides to fit the paper in order to prevent skewed feeding and paper jams.
- Ensure that the loaded paper does not exceed the load limits.

---

When you load envelopes or cardstock in the multipurpose tray, load the paper with the print side facing up. For the procedure for printing, refer to the Printer Driver User Guide.

➡ **Printer Driver User Guide**

**Example: When printing the address.**



**IMPORTANT**

- Use unfolded Oufukuhagaki (Return postcard).
- How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.

**NOTE**

When you load envelopes in the multipurpose tray, select the envelope type by referring to the following:

➡ [MP Tray Settings] (page 414)

## 4 Specify the type of paper loaded in the multipurpose tray using the operation panel.

➡ Specifying Paper Size and Media Type (page 156)

Remove the paper from the cassette once and change the loading direction by rotating the paper 180 degrees.

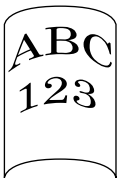
➡ Precaution for Loading Paper (page 147)

### Is the paper damp?

Replace the paper with new paper.

➡ Precaution for Loading Paper (page 147)

# Printouts are curled

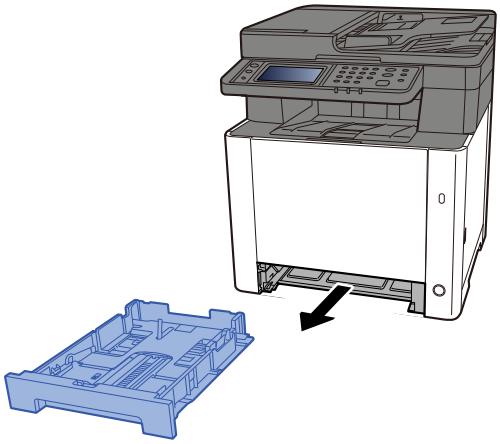



**Is the paper loaded correctly?**

Load the paper correctly.

When loading paper in a cassette

## 1 Pull the Cassette 1 completely out of the machine.

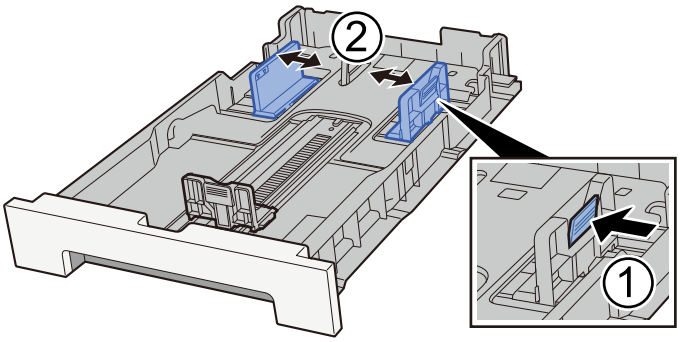


**NOTE**

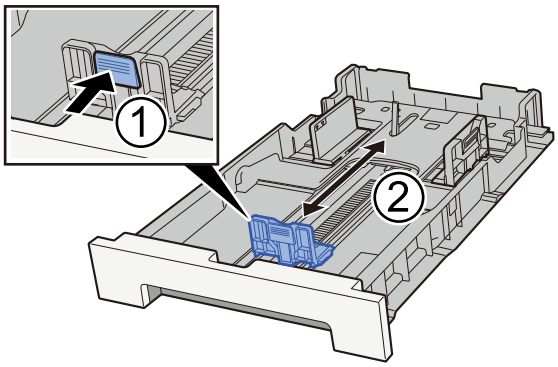
When pulling the cassette out of the machine, ensure it is supported and does not fall out.

## 2 Adjust the cassette size.

1 Adjust the position of the paper width guides located on the left and right sides of the cassette. Press the paper width adjusting tab and slide the guides to the paper size required. Paper sizes are marked on the cassette.




2 Adjust the paper length guide to the paper size required. Press the paper length adjusting tab and slide the guides to the paper size required.




**NOTE**

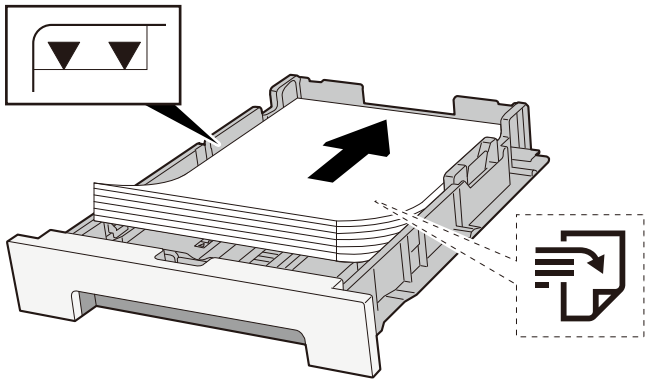
It is necessary to set the paper size from the operation panel.

➡ Specifying Paper Size and Media Type (page 156)

## 3 Load paper.

1 Fan the paper, then tap it on a level surface to avoid paper jams or skewed printing.

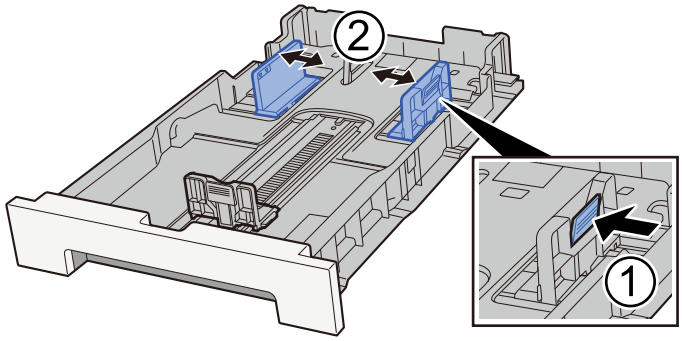
2 Load the paper in the cassette.



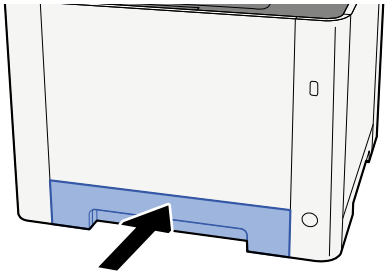
**IMPORTANT**

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan out the paper before loading it in the cassettes.

  ➡ Precaution for Loading Paper (page 147)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

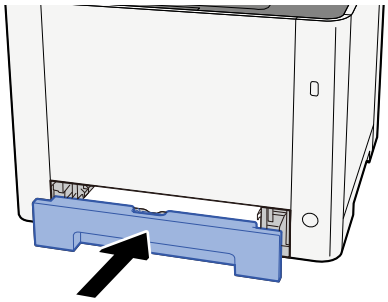


## 4 Gently push the Cassette 1 back in.



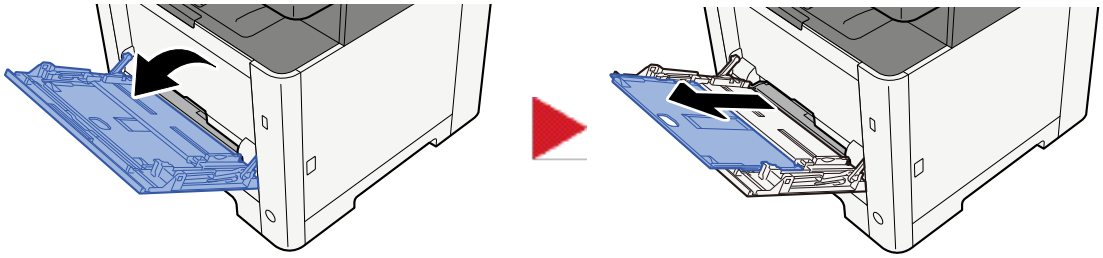
**NOTE**

When Folio, Oficio II or Legal is used, the cassette will extend out from the machine.



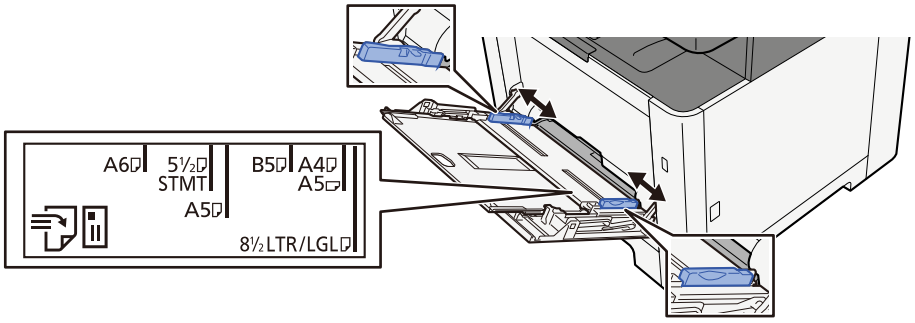
When loading paper in the multipurpose tray

## 1 Open the multipurpose tray.

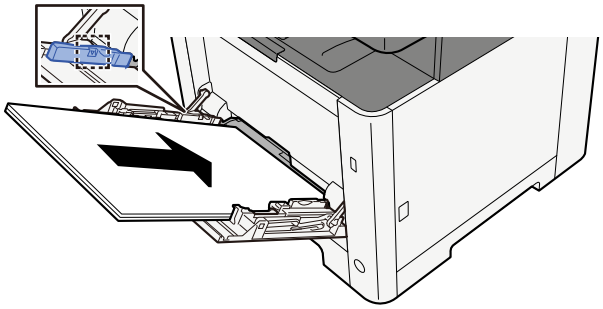


## 2 Adjust the multipurpose tray size.

Paper sizes are marked on the multipurpose tray.



## 3 Load paper.



Insert the paper along the paper width guides into the tray until it stops.

After removing new paper from its packaging, fan the paper before loading it in the multipurpose tray.

➡ Precaution for Loading Paper (page 147)

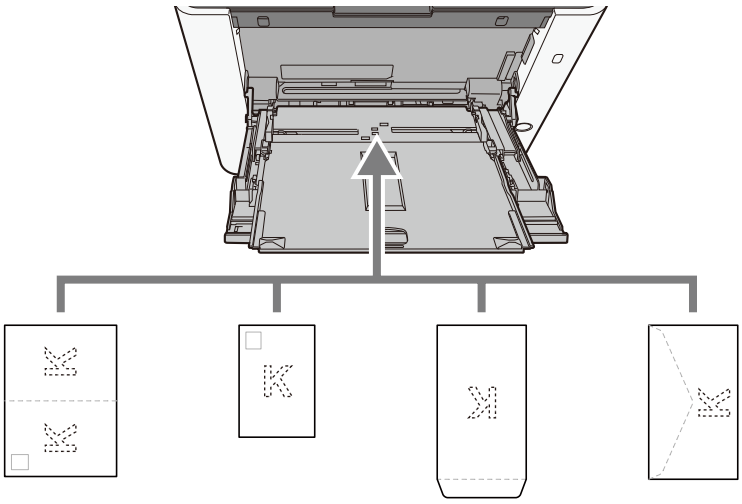
**IMPORTANT**

- When loading the paper, keep the print side facing up.
- Curled paper must be uncurled before use.
- When loading paper into the multipurpose tray, check that there is no paper left over in the tray from a previous job before loading the paper. If there is just a small amount of paper left over in the multipurpose tray and you want to add more, first remove the left-over paper from the tray and include it with the new paper before loading the paper back into the tray.
- If there is a gap between the paper and the paper width guides, readjust the guides to fit the paper in order to prevent skewed feeding and paper jams.
- Ensure that the loaded paper does not exceed the load limits.

When you load envelopes or cardstock in the multipurpose tray, load the paper with the print side facing up. For the procedure for printing, refer to the Printer Driver User Guide.

➡ **Printer Driver User Guide**

**Example: When printing the address.**



**IMPORTANT**

- Use unfolded Oufukuhagaki (Return postcard).
- How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.

**NOTE**

When you load envelopes in the multipurpose tray, select the envelope type by referring to the following:

➡ [MP Tray Settings] (page 414)

## 4 Specify the type of paper loaded in the multipurpose tray using the operation panel.

➡ Specifying Paper Size and Media Type (page 156)

Remove the paper from the cassette once and reload the paper upside-down or change the loading direction by rotating the paper 180 degrees.

➡ Precaution for Loading Paper (page 147)

### Is the paper damp?

Replace the paper with new paper.

# Printer driver cannot be installed

**Is the driver installed with the host name while Wi-Fi or Wi-Fi Direct function is available?**

Specify the IP address instead of the host name.

➡ Installing Software (page 100)

**Is Level 3 selected in Security Quick Setup?**

1. **Acquire a root certificate for SSL communication from a trusted root certification authority. In Command Center RX, click [Security Settings] > [Certificates], and register the root certificate in [Root Certificate 1] to [Root Certificate 5].**
2. **After installing the certificate, restart the PC.**
3. **In Command Center RX, click [Network Settings] > [Protocols], and in [Other Protocols], set "SNMPv3" to [On].**
4. **In Command Center RX, click [Management Settings] > [SNMP], and set "SNMPv3".**
5. **Access the [Control Panel], then select [Devices and Printers], [Add a printer], and [The printer that I want isn't listed].**
6. **Check [Select a shared printer by name], and enter the address of the printer.**

   E.g.: https://hostname:443/printers/lp1
7. **Select the desired printer and specify the printer driver.**

# Cannot start printing

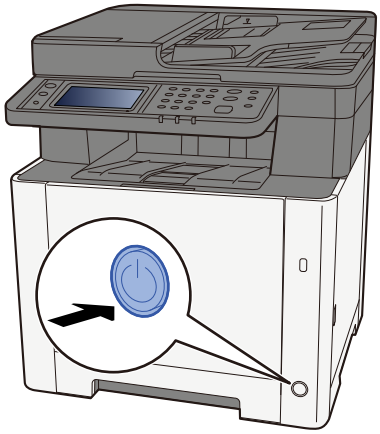
### Is the machine plugged in?

Plug the power cord into an AC outlet.

### Is the power turned on?

Turn the power switch on.

**1** **Turn the power switch on.**



**IMPORTANT**

When turning off the power switch, do not turn on the power switch again immediately. Wait more than 5 seconds, and then turn on the power switch.

### Are the USB cable and network cable connected?

Make sure to connect the USB cable and network cable securely.

Connect the network cable

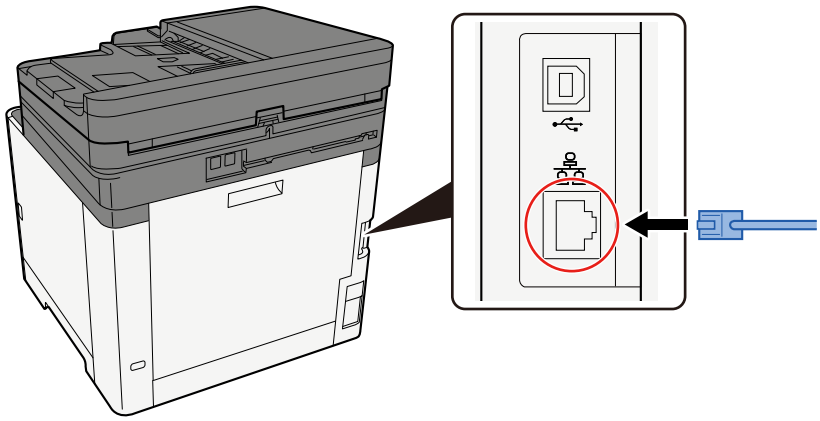
**IMPORTANT**

If the power is on, turn the power switch off.

Power off (page 57)

## 1 Connect the cable to the machine.

1 Connect the LAN cable to the network interface connector.



2 Connect the other end of the cable to the hub.

## 2 Power on the machine and configure the network.

Network Setup (page 78)

Connect a USB cable to the machine.

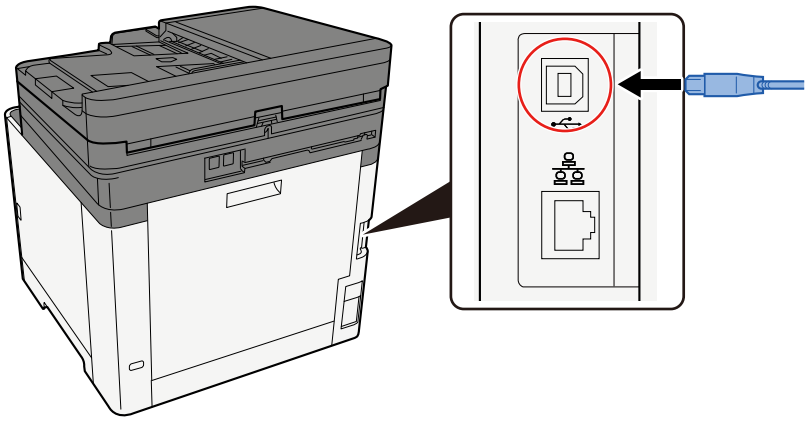
**IMPORTANT**

If the power is on, turn the power switch off.

Power off (page 57)

## 1 Connect the cable to the machine.

1 Connect the USB cable to the USB interface connector.



2 Connect the other end of the cable to the PC.

## 2 Power on the machine.

### Is the print job paused?

Resume printing.

## 1 Display the screen.

1 Select the [Status/Job Cancel] key.

## 2 Select [Pause All Print Jobs] on the printing jobs status screen.

Printing is paused.

When resuming the printing of jobs that have been paused, select [Pause All Print Jobs] .

### Are there a mixture of inaccessible addresses?

If you have configured wired and Wi-Fi networks with name resolution, you may have a mix of IP addresses (private addresses) on the other inaccessible network.

**IMPORTANT**

Only one host name and one domain name can be used on this machine. Please consider this limitation when setting the network operation.

### 1 [System Menu/Counter] key > [NetworkSettings] > "Others" > [Primary Network (Client)]

Select Wi-Fi, Wired or Optional Network as the network to use without restrictions.

➡ Others (page 488)

### 2 [System Menu/Counter] key > [NetworkSettings] > "Network Settings" [Protocol Settings]

Please [Enable] either [Wired Network] or [Wi-Fi] and [Disable] the other.

➡ Protocol Settings (page 475)

### 3 In Command Center RX, change the settings for name resolution of NetBEUI, DNS, etc., or change the network environment settings.

➡ **Command Center RX User Guide**

# Cannot print with USB drive / Does not recognize USB drive

### Is the USB drive connected to the machine firmly?

Connect the USB drive firmly to the machine.

### Are USB host settings set to [Block]?

1 **Change the USB host setting to [Unblock]**

[System Menu/Counter] key > [SecuritySettings] > "Interface Block Setting"

➡ Interface Block Setting (page 491)

### Is the USB drive broken?

Use another USB drive.

# While [Auto-IP] is already set to [On], the IP address is not assigned automatically

**Is a value other than "0.0.0.0" entered for the link local address of TCP/IP(v4)?**

## 1 Enter "0.0.0.0" in IP Address of TCP/IP(v4).

1. [System Menu/Counter] key > [NetworkSettings] > "Network Settings" [Wired Network Settings] > "TCP/IP Settings" [IPv4 Settings]
2. Enter "0.0.0.0" in IP Address.

➡ TCP/IP (IPv4) setting (page 78)

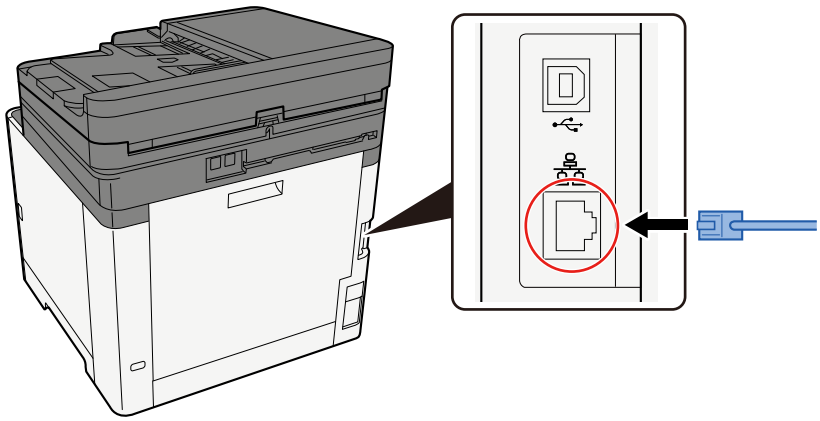
# Cannot send via SMB

### Is the network cable connected?

Connect the cable to the Machine and HUB securely.

## 1 Connect the cable to the machine.

1 Connect the LAN cable to the network interface connector.



2 Connect the other end of the cable to the hub.

## 2 Power on the machine and configure the network.

➡ Network Setup (page 78)

### Are the network settings on the machine configured correctly?

Check that TCP/IP is [On], and IPv4 or IPv6 is configured in accordance with the usage environment.

➡ TCP/IP Settings (page 470)

### Are the SMB protocol and SMB settings for folder sending turned on?

## 1 Set the SMB protocol settings to On.

[System Menu/Counter] key > [NetworkSettings] > "Network Settings" [Protocol Settings] > [SMB Client (Transmission)] > ON

## 2 Set the SMB settings for folder sending to [On].

[System Menu/Counter] key > [Function Settings] > [Sending Job - Folder] > [SMB Settings] > ON

### Are the host name, folder path, login user name, and login password of the destination computer correct?

## 1 [Home] key > [Send]

## 2 In the destination screen for sending, select [Enter destination] > [SMB]

## 3 Enter the destination information

To directly specify the SMB folder, select [Folder Path Entry] and enter each item.

**NOTE**

When selecting On for "Entry Check for New Dest.", the re-entering screen for the destination information appears.

➡ Re-entering the New Destination (page 290)

The table below explains the items to be entered.

| Setting | Detail |
|---|---|
| Host Name | Computer name.<br>Enter "Host Name" or "IP Address". To enter the IPv6 address, enclose the address in brackets [ ].<br>Limited character count: 256 characters or less<br>Example: [2001:db8:a0b:12f0::10] (Example: [2001:db8:a0b:12f0::10]) |
| Port | Port number<br>If the port number is not specified, the default port number is 445. |
| Folder Path | Share name<br>Limited character count: 260 characters or less<br>For example: scannerdata<br>If saving in a folder in the shared folder:<br>share name\folder name in shared folder |
| Login User Name | • If the computer name and domain name are the same<br>User Name<br>For example: james.smith.<br>• If the computer name and domain name are different<br>Domain name\User name<br>For example: abcdnet\james.smith<br>Limited character count: 64 characters or less<br>If the computer name and domain name are different because "\" is not available, use @ to enter the user name in the following format:<br>User name@Domain name<br>(Example: james.smith@abcdnet) |
| Login Password | Login password.<br>Limited character count: 128 characters or less<br>Upper case and lowercase letters are distinguished (case sensitive). |

You can search for a folder on a PC on the network. Select [Search Folder from Network] or [Search Folder by Host Name]. Select the folder from the Search Results list.

**NOTE**

- If you selected [Search Folder from Network], you can search all PCs on the network for a destination.
- If you selected [Search Folder by Host Name], you can search for a destination from among PCs that are connected to the network by entering "Domain/Workgroup Name"/"Host Name".
- A maximum of 500 addresses can be displayed. Select the host name (PC name) that you want to specify in the screen that appears, and select [OK]. The login user name and login password entry screen appears.
- After you enter the login user name and login password of the destination PC, the shared folders appear. Select the folder that you want to specify and select [OK]. The address of the selected shared folder is set.

### Are the folder sharing settings configured correctly?

Check the sharing settings and access permissions in the folder properties.

**1 Right-click the shared folder and click [Properties] → [Security] tab.**

**2 Select a user and make sure the user you entered in the group name or user name field is displayed**

**3 Make sure that [Allow] is checked off for "Modify" and "Read & Execute"**

**4 Click the [Close] button.**

➡ Creating a Shared Folder, Making a Note of a Shared Folder (page 161)

### Is the selected interface selected as the Primary Network?

Make sure the selected interface is selected as the Primary Network.

**1 [System Menu/Counter] key > [NetworkSettings] > "Others" [Primary Network (Client)]**

**NOTE**

[Primary Network (Client)] is displayed when the optional Network Interface Kit (IB-50) or Wireless Network Interface Kit (IB-37/IB-38/IB-51) is installed.

**2 Specify the host name or IP address of the interface selected as the Primary Network, or reconfigure it to the interface you want to use.**

For example, if you selected the [Optional Network]optional network as the Primary Network, specify the host name or IP address of IB-50 or IB-51.

### Are the exception settings for Windows Firewall configured correctly?

Make sure that the exception settings for Windows Firewall are configures correctly.

1. **Select the Windows [Start] button → [Windows System] → [Control Panel] → [System and Security] → [Allow an app through Windows Firewall].**
2. **Make sure [File and Printer Sharing] is checked off**
3. **Go back to the [System and Security] screen and select [Check Firewall Status] of Windows Defender Firewall**
4. **Click [Advanced Setting] → [Inbound Rules]**
5. **Confirm that the registered exception settings (rules) are displayed in the list.**

➡ Configuring Windows Firewall (page 166)

### Are the time settings of the machine, domain server, and data destination PC all synchronized?

Synchronize the time settings of the machine domain server, and the data destination PC.

### Is "Send error." displayed on the screen?

For details, refer to the following:

➡ "Send error." is displayed (page 703)

# Cannot send via email

**Is the email send size limited in the SMTP server registered in this machine?**

Check email sending size in Command Center RX.

1. **Launch your Web browser.**
2. **In the address or location bar, enter the machine's IP address or the host name.**
3. **Log in with administrator privileges.**
4. **Click [E-mail] of the [Functions] Menu.**
5. **Check whether a restriction value is entered in [E-mail Size Limit] of "E-mail Send Settings", and change it as necessary.**
6. **Click [Submit].**

➡ SMTP and E-mail Settings (page 130)

# The machine is emitting steam in the area around the paper ejection slot

### Is the temperature in the room where the machine is running low? Or was damp paper used?

Depending on the machine’s printing environment and the condition of the paper, the moist contained in the paper may evaporate due to the heat generated during printing, and the water vapor emitted may look like smoke.

There is no problem, and you can continue printing. If the steam concerns you, raise the room temperature or replace the paper with a new dryer paper.

# Even after replacing the toner container, the message to replace the toner container does not disappear

### Corrective Actions

Make sure the right cover and rear cover are closed.

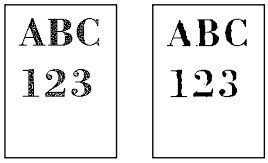
# Cannot find the machine with WSD

### Are you searching for this machine by specifying the IP address or host name?

For security reasons, [HTTP] protocol is set to off, and therefore you cannot search by IP address or host name.

# Printed Image Trouble

## Printouts are totally too light




### Is the paper damp?

Replace the paper with new paper.

### Is the media type set correctly?

Check if the media type setting is correct.

1. **[System Menu/Counter] key > [DeviceSettings] > [Paper Feeding] > [Media Type Setting]**
2. **Check the weight (paper thickness) for the paper type and change it to the correct value.**

➡ [Media Type Setting] (page 417)

### Are you changing the density?

Set to an appropriate density.

1. **Set the density in the range [-4] to [4]**

➡ Density (page 322)

**NOTE**

You can configure the density settings using [System Menu/Counter] key > [Adjustment/Maintenance] > "Image Adjustment" > [Density Adjustment].

➡ Image Adjustment (page 502)

### Have you set EcoPrint?

Set [EcoPrint] to [Off].

1. **[System Menu/Counter] key > [Function Settings] > [Printer]**
2. **[EcoPrint] > Off**

**Calibration needs to be performed.**

## 1 Display the screen.

1 [System Menu/Counter] key > [Adjustment/Maintenance] > "Image Adjustment" [Image Adjustment]

## 2 Perform the calibration.

1 Perform the calibration.

Calibration begins.

**Developer refresh needs to be performed.**

## 1 Display the screen.

1 [System Menu/Counter] key > [Adjustment/Maintenance] > "Image Adjustment" [Image Adjustment]

## 2 Perform the Developer Refresh

1 Perform the Developer Refresh.

Developer Refresh begins.

**NOTE**

Waiting time may be longer when the toner is refilled during developer refresh.

**Laser scanner cleaning needs to be performed.**

## 1 Display the screen.

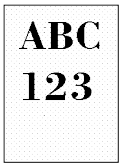
1 [System Menu/Counter] key > [Adjustment/Maintenance] > "Image Adjustment" [Image Adjustment]

## 2 Perform the laser scanner cleaning.

1 Perform the Laser Scanner Cleaning.

Laser Scanner Cleaning begins.

# White background parts of the image appear to have a slight overall coloration




### Have you changed the density?

Select appropriate density level.

**1** **Set the density in the range [-4] to [4]**

➡ Density (page 322)

**NOTE**

Density can also be set from [System Menu/Counter] key > [Adjustment/Maintenance] > "Image Adjustment" > [Image Adjustment].

➡ Image Adjustment (page 502)

### Calibration needs to be performed.

**1** **Display the screen.**

1 [System Menu/Counter] key > [Adjustment/Maintenance] > "Image Adjustment" [Image Adjustment]

**2** **Perform the calibration.**

1 Perform the calibration.

Calibration begins.

### Developer refresh needs to be performed.

**1** **Display the screen.**

1 [System Menu/Counter] key > [Adjustment/Maintenance] > "Image Adjustment" [Image Adjustment]

**2** **Perform the Developer Refresh**

1 Perform the Developer Refresh.

Developer Refresh begins.

**NOTE**

Waiting time may be longer when the toner is refilled during developer refresh.

**Drum refresh needs to be performed.**

## 1 Display the screen.

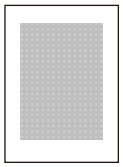
1 [System Menu/Counter] key > [Adjustment/Maintenance] > "Image Adjustment" > [Image Adjustment]

## 2 Perform the Drum Refresh.

1 Perform the Drum Refresh.

Drum Refresh begins.

# Copies have a moire pattern (dots grouped together in patterns and not aligned uniformly)



**Is it an original with a photo printed on it?**

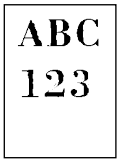
Check the content structure of the original and change it to an appropriate image quality.

**1** **Select a [Original Image] for each function**

**2** **Select [Photo].**

➡ Original Image (page 323)

# Texts are not clearly printed




**Have you selected appropriate image quality for the original?**

Check the content structure of the original and change it to an appropriate image quality.

1 **Select a [Original Image] for each function**

2 **Select the image quality that matches the type of the original**

➡ Original Image (page 323)

# Black or color dots appear on the white background



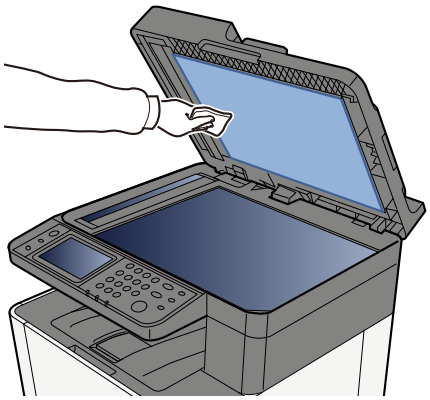

### Is the original holder or the platen dirty?

Wipe the inside of the document processor and the platen with a soft cloth dampened with alcohol or mild detergent.

**IMPORTANT**

Do not use thinner or other organic solvents.





### Developer refresh needs to be performed.

## 1 Display the screen.

1 [System Menu/Counter] key > [Adjustment/Maintenance] > "Image Adjustment" [Image Adjustment]

## 2 Perform the Developer Refresh

1 Perform the Developer Refresh.

Developer Refresh begins.

**NOTE**

Waiting time may be longer when the toner is refilled during developer refresh.

# Printed images are fuzzy or cut off




**Are you using the machine in a place with high humidity or drastic temperature and humidity fluctuations?**

Use the machine in an environment with appropriate humidity.

**Drum refresh needs to be performed.**

## 1 Display the screen.

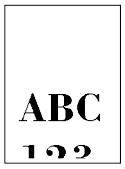
1 [System Menu/Counter] key > [Adjustment/Maintenance] > "Image Adjustment" > [Image Adjustment]

## 2 Perform the Drum Refresh.

1 Perform the Drum Refresh.

Drum Refresh begins.

# Printed images are shifted




### Is the original set correctly?

- When setting the original on the platen, make sure to align the original with the original size indicator plate.

  ➡ Placing Originals on the Platen (page 237)

- When loading the original in the document processor, make sure to align the original width guides before loading the original.

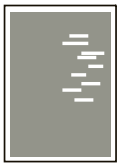
  ➡ Loading Originals in the Document Processor (page 239)

### Is the paper loaded correctly?

Adjust the paper length guide and width guide of the cassette to fit the paper size.

➡ Loading in the Cassettes (page 149)

# The altitude is 1000 m or higher and irregular horizontal white lines appear in the image.



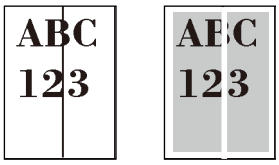
**1 Select the [System Menu/Counter] key > [Adjustment/Maintenance] > "Others"[Altitude Adjustment] ,and set to an elevation one level higher than the current setting.**

# The altitude is 1000 m or higher and dots appear in the image.




1 **Select the [System Menu/Counter] key > [Adjustment/Maintenance] > "Others"[Altitude Adjustment] ,and set to an elevation one level higher than the current setting.**

# Printed images have vertical lines

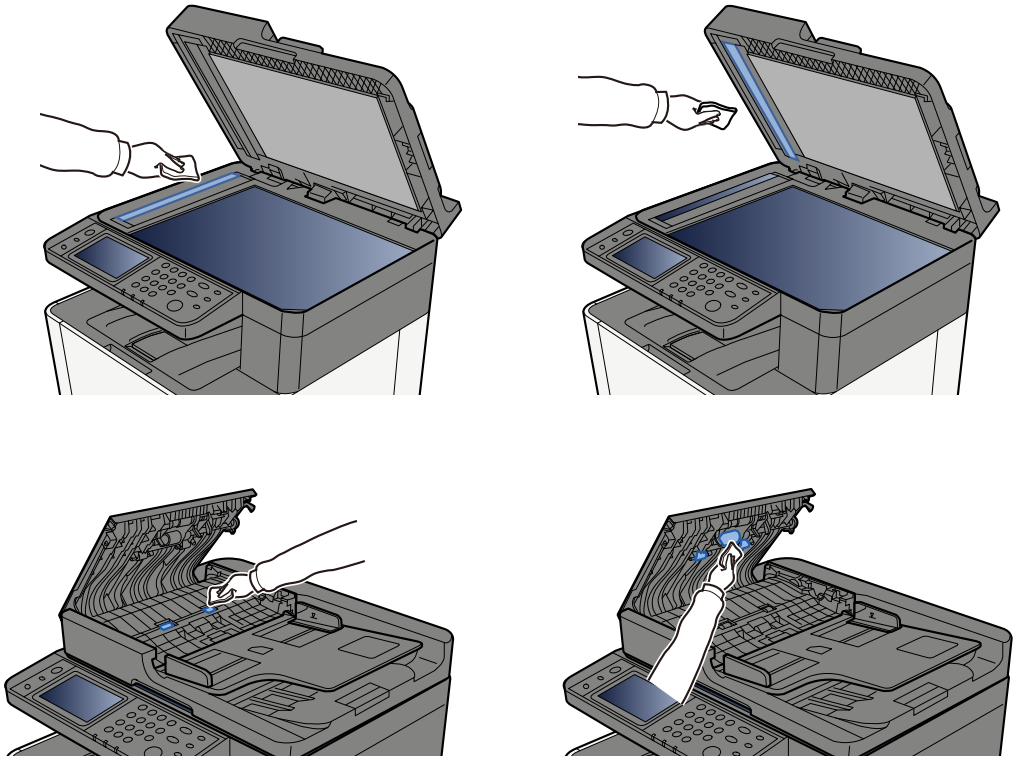



**Is the slit glass dirty?**

When using the document processor, clean the slit glass surface and the reading guide with the dry cloth.

**IMPORTANT**

Do not use water, soap or solvents for cleaning.



**Laser scanner cleaning needs to be performed.**

## 1 Display the screen.

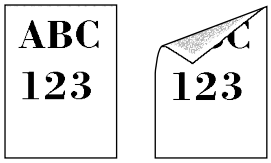
1 [System Menu/Counter] key > [Adjustment/Maintenance] > "Image Adjustment" [Image Adjustment]

## 2 Perform the laser scanner cleaning.

1 Perform the Laser Scanner Cleaning.

Laser Scanner Cleaning begins.

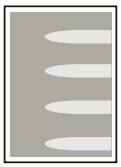
# Dirt on the top edge or back of the paper




**Is the inside of the machine dirty?**

Open the Rear Cover 1, and if the inside of the Machine is dirty with toner or the like, wipe it off with a soft, dry cloth.

# Part of the image is periodically faint or shows white lines



**Is the Rear Cover 1 tightly closed?**

Open the Rear Cover 1 and close it again.

**Drum refresh needs to be performed.**

## 1 Display the screen.

1 [System Menu/Counter] key > [Adjustment/Maintenance] > "Image Adjustment" > [Image Adjustment]

## 2 Perform the Drum Refresh.

1 Perform the Drum Refresh.

Drum Refresh begins.

**Developer refresh needs to be performed.**

## 1 Display the screen.

1 [System Menu/Counter] key > [Adjustment/Maintenance] > "Image Adjustment" [Image Adjustment]

## 2 Perform the Developer Refresh

1 Perform the Developer Refresh.

Developer Refresh begins.

**NOTE**

Waiting time may be longer when the toner is refilled during developer refresh.

# The print on the back page bleeds through

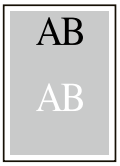



## 1 Select [Prevent Bleed-thru] from the [Color/ImageQuality] tab and set it to On.

**NOTE**

Prevent Bleed-thru can also be set from [System Menu/Counter] key > [Function Settings] > [Function Defaults] > [Copy/Print] > [Prevent Bleed-through (Copy)].

# A lighter version of the previous image remains and is repeatedly printed




**1 If white dots appear in the improved image, decrease the value by one level.**

**2 If the white background of the improved image appears colored, proceed to the next step. If there is no unnecessary coloring, finish editing.**

**3 Configure the settings for MC.**

1 Select the [System Menu/Counter] key > [Adjustment/Maintenance] > "Others" > [MC].

Increase the value one level from the current value.

2 Select the [System Menu/Counter] key > [Adjustment/Maintenance] > "Image Adjustment" [Image Adjustment].

Perform only calibration.

3 Print the document and confirm the image quality.

Increase the value until the image is improved.

**NOTE**

If there is still no improvement, return the setting to the original value.

**4 If white dots or color dots appear in the improved image, decrease the value by one level.**

# Color Printing Trouble

## Color drift occur




**Calibration needs to be performed.**

### 1 Display the screen.

1 [System Menu/Counter] key > [Adjustment/Maintenance] > "Image Adjustment" [Image Adjustment]

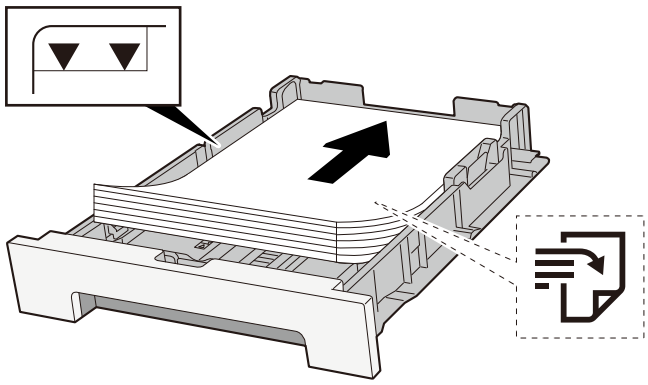
### 2 Perform the calibration.

1 Perform the calibration.

Calibration begins.

**Color registration (automatic correction) needs to be performed**

### 1 Load paper.



**IMPORTANT**

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan out the paper before loading it in the cassettes.

  ➡ Precaution for Loading Paper (page 147)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

## 2 Display the screen.

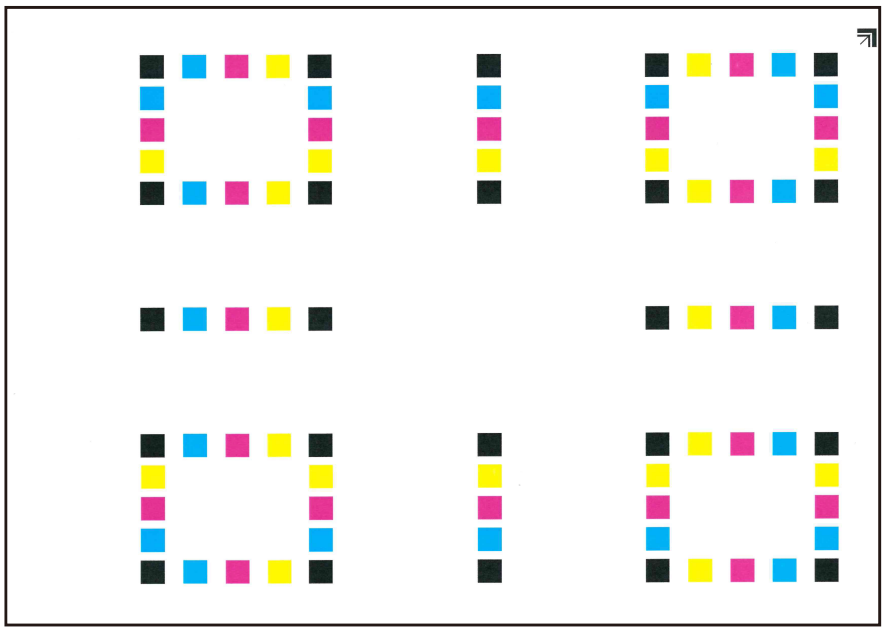
1 [System Menu/Counter] key > [Adjustment/Maintenance] > "Image Adjustment" [Color Registration - Auto]

## 3 Print the chart

1 Select [Start].

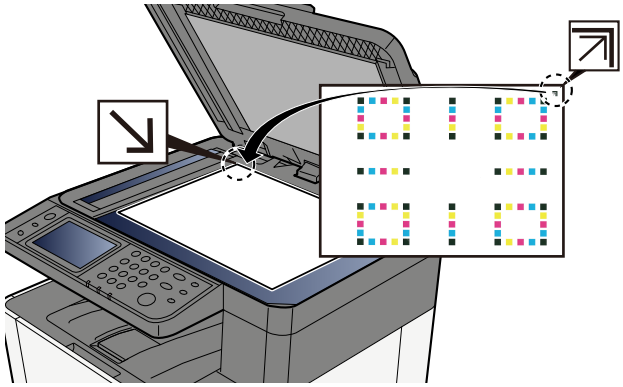
A chart is printed.

**Chart Example**



## 4 Perform the color registration.

1 As shown in the illustration, place the printed side down on the platen with the edge with the arrows toward the back.



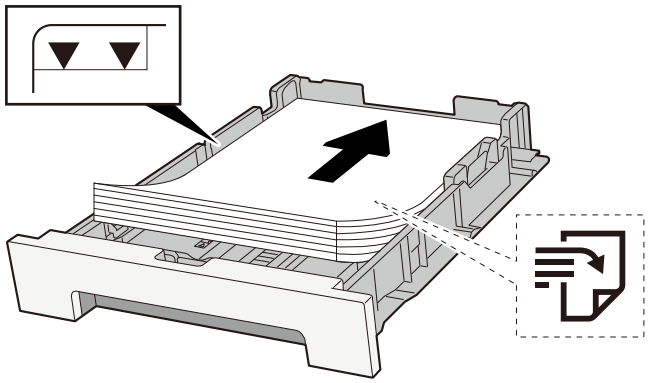
2 Select [Start] to scan the chart.

When scanning is finished, color printing position correction starts.

3 Select [OK] after color registration is complete.

**Color registration (manual correction) needs to be performed**

## 1 Load paper.



**IMPORTANT**

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan out the paper before loading it in the cassettes.

  ➡ Precaution for Loading Paper (page 147)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

## 2 Display the screen.

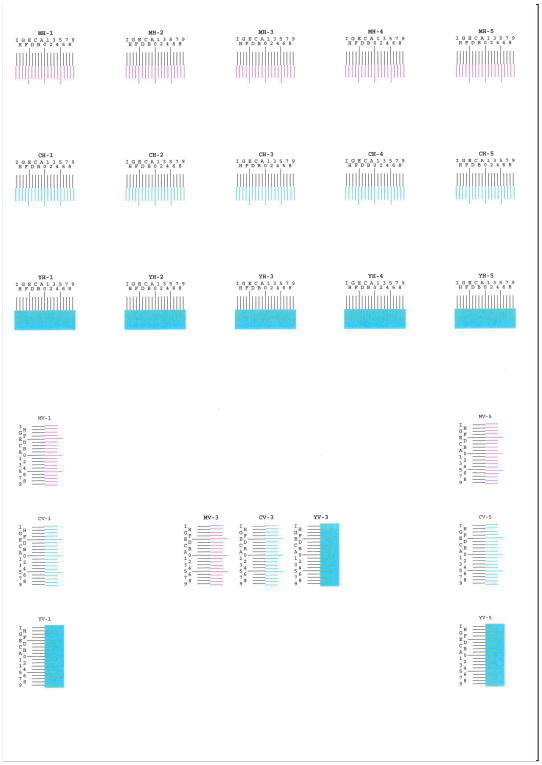
1 [System Menu/Counter] key > [Adjustment/Maintenance] > "Image Adjustment" [Color Registration - Manual]

## 3 Print the chart.

1 Select [Print Chart].

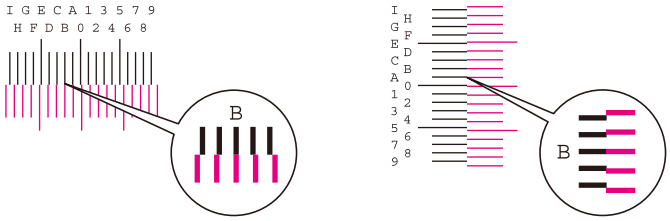
A chart is printed. On the chart, for each of M (magenta), C (cyan) and Y (yellow), charts for H-1 to 5 and V-1 to 5 are printed.

**Chart Example**



## 4 Enter the appropriate value.

1 Find the location on each chart where 2 lines most closely match. If this is the 0 position, registration for that color is not required. For the illustration, B is the appropriate value.




From charts H-1 to H-5, read the values from H-1 to H-5.

From charts V-1 to V-5, read only the values from V-3 (center).

2 Select [Registration].

3 Select the chart to be corrected.

4 Select the values read from the chart.

5 Repeat steps 3 and 4 to enter the registration values for each chart.

6 Select [Start] after all values have been entered. Color registration begins.

7 Select [OK] after color registration is complete.

# Colors appear different than you anticipated

### Have you selected appropriate image quality for the original?

Check the content structure of the original and change it to an appropriate image quality.

**1** **Select a [Original Image] for each function**

**2** **Select the image quality that matches the type of the original**

➡ Original Image (page 323)

### Is color copy paper set in the paper source?

Set the color copy paper.

### Calibration needs to be performed.

**1** **Display the screen.**

1 [System Menu/Counter] key > [Adjustment/Maintenance] > "Image Adjustment" [Image Adjustment]

**2** **Perform the calibration.**

1 Perform the calibration.

Calibration begins.

### Is the color balance appropriate (in the case of copying)?

Adjust the color balance.

**1** **From the [Color/ImageQuality] tab, select [Color Balance], and set it to [On]**

**2** **Move the cursor of the color to be adjusted ("cyan", "magenta", "yellow", "black") to adjust each color.**

### (For printing) Is the color adjustment appropriate?

Adjust the color with the printer driver.

➡ **Printer Driver User Guide**

# The color toner is empty

If you want to continue printing in black and white, follow these steps:

Black and white printing is possible temporarily.

1 **[System Menu/Counter] key > [DeviceSettings] > [Toner Settings]**

2 **[Color Toner Empty Action] > [Print in Black & White]**

**NOTE**

This setting is not valid when the optional Fiery Controller is installed.

# Remote Operation

This function enables the system administrator to explain how to operate the panel and troubleshoot to user, by accessing operation panel of the machine at remote using browser and VNC software.

## Executing Remote Operation from Browser

The supported Browser is as follows. We recommend the latest version of browser to use Remote Operation.

- Google Chrome (Version 21.0 or later)
- Microsoft Edge
- Mozilla Firefox (Version 14.0 or later)
- Safari (Version 5.0 or later)

This section describes the procedure for performing remote operations from Command Center RX using Google Chrome.

**NOTE**

To execute Remote Operation using other browsers, refer to the following:

➡ **Command Center RX User Guide**

### 1 Display the screen

1 [System Menu/Counter] key > [NetworkSettings] > "Network Settings" [Protocol Settings]

### 2 Set [Enhanced VNC (RFB) over TLS] to On.

➡ Protocol Settings (page 475)

**NOTE**

You can configure the protocol settings using Command Center RX.

➡ **Command Center RX User Guide**

### 3 Configure settings for remote operation.

1 [System Menu/Counter] key > [NetworkSettings] > "Connectivity" [Remote Operation] > ON

2 Select from [Off], [Use Password], [Administrator Only]

When you select [Use Password], enter the password in "Password" and "Confirm Password", then select [OK].

➡ Connectivity (page 487)

**NOTE**

You can configure settings for remote operation using Command Center RX.

➡ **Command Center RX User Guide**

**4** **Restart the machine.**

➡ Others (page 488)

**5** **Start up the browser.**

Specify https: // [Host name of this Machine] and start Command Center RX.

➡ Accessing Command Center RX (page 127)

**6** **[Device Information / Remote Operation] > [Remote Operation]**

**7** **Click [Start].**

**NOTE**

- If the user is logged in to the device, the permission confirmation screen will be displayed on the operation panel. Select [Yes].
- If pop-up blocking of the browser occurs during connection of the Remote Operation, select Always allow pop-ups from https:// [host name], and click [Completed]. Perform [Start] after waiting 1 minute or more.

When the Remote Operation is started up, the operation panel screen will be displayed on the system administrator's or user's PC screen.

# Executing Remote Operation from VNC Software

## 1 Display the screen

1 [System Menu/Counter] key > [NetworkSettings] > "Network Settings" [Protocol Settings]

## 2 Set [VNC (RFB)] to On.

➡ Protocol Settings (page 475)

**NOTE**

- If "VNC (RFB) over TLS" is set to On, the communication is encrypted.
- You can configure the protocol settings using Command Center RX.

  ➡ **Command Center RX User Guide**

## 3 Startup the remote operation.

1 Start up the VNC software.

2 Enter the following format separated by a colon to start up the remote operation.

"IP address: port number"

**NOTE**

When setting "VNC (RFB)" to On in step 2, the default port number is 9062. When "VNC (RFB) over TLS" is set to On, the default port number is 9063.

➡ Protocol Settings (page 475)

# Responding to Messages

If the touch panel or the computer displays any of these messages, follow the corresponding procedure.

**NOTE**

When contacting us, the serial number will be necessary. To check the serial number, refer to the following:

➡ Checking the Equipment's Serial Number (page 2)

## "Access point was not detected." is displayed

Check if the access point has been set correctly.

# "Add paper to cassette #." is displayed

**Is the indicated cassette out of paper?**

- Load paper.

  ➡ Loading in the Cassettes (page 149)
- Select paper from another paper feed source.
- Select [Continue] to change the paper and print.

# "Add paper in Multipurpose Tray." is displayed

**Has the paper run out in the displayed paper source?**

- Load paper.
  - ➡ Loading in the Cassettes (page 149)
  - ➡ Loading Paper in the Multipurpose Tray (page 154)
- Select paper from another source.
- Select [Continue] to change the paper and print.

# "Adjusting Scanner." is displayed

The machine is in adjustment mode to maintain its quality. Please wait.

# "Box limit exceeded." is displayed

### Is [End] displayed on the screen?

Jobs cannot be saved because the specified box is full. The job will be canceled.

Select [End].

Print or delete the original in the box, and then try again.

**NOTE**

If Auto Error Clear is set to [On], the process will resume automatically after a set period of time. For details, refer to the following:

➡ Error Handling (page 421)

# "Broadcast error" is displayed

**An error occurred while broadcasting.**

The job is canceled. Select [End].

# "Calibrating..." is displayed

The machine is in adjustment mode to maintain its quality. Please wait.

# "Cannot connect to Authentication Server." is displayed

### Does the machine time match the server's time?

- Set the machine time to match the server's time

  ➡ Setting Date and Time (page 77)

### Is it properly registered with the authentication server?

- Enable User Login Administration.

  ➡ Enable User Login Administration (page 522)

- Set the network authentication server.
  - Check the connection status with the server.
  - Confirm that the computer name and password for the authentication server are correct.

### Is the machine connected to the network correctly?

➡ Connecting LAN Cable (page 53)

➡ Network Setup (page 78)

**NOTE**

If Auto Error Clear is set to [On], the process will resume automatically after a set period of time. For details, refer to the following:

➡ Error Handling (page 421)

# "Cannot connect to Server." is displayed

Check the connection status with the server.

# "Cannot connect." is displayed

**Wi-Fi or Wi-Fi Direct connection could not be completed.**

Check the settings and signal conditions.

➡ Wi-Fi Direct Settings (page 462)

➡ Wi-Fi Settings (page 464)

# "Cannot duplex print on this paper." is displayed

**Have you selected a size or type of paper that cannot be duplex printed?**

- Select [Continue] to cancel duplex printing and continue printing.
- Select paper from a different paper source and press [Continue] to change the paper for printing.
- To cancel, select [Cancel].

# "Cannot perform remote printing." is displayed

**Remote printing is prohibited.**

The job is canceled. Select [End].

# "Cannot execute this job." is displayed

### Restricted by the authorization settings.

The job is canceled. Select [End].

### Restricted by the job accounting.

The job is canceled. Select [End].

**NOTE**

If Auto Error Clear is set to [On], the process will resume automatically after a set period of time. For details, refer to the following:

➡ Error Handling (page 421)

# "Cannot print the specified number of copies." is displayed

Only one copy is available.

- Select [Continue] to continue printing.
- Select [Cancel] to cancel the job.

# "Cannot process this job." is displayed

### Restricted by the authorization settings.

The job is canceled. Select [End].

### Restricted by the job accounting.

The job is canceled. Select [End].

**NOTE**

If Auto Error Clear is set to [On], the process will resume automatically after a set period of time. For details, refer to the following:

➡ Error Handling (page 421)

# "Cannot read data in this ID card." is displayed

### In registration process, the ID card information was not read correctly.

Hold the IC card over the IC card reader again. If the same message is displayed again, the IC card may not be compatible with this product. Replace it with another IC card.

# "Cannot recognize the ID card reader." is displayed

- Check if the USB connector of your IC card reader is correctly connected to the main unit.
- If [USB HOST] in [Interface Block Setting] is set to [Block], change it to [Unblock].

# "The following parts or functions have been failure." is displayed

Follow the displayed instructions.

# "Cannot use following functions due to scanner failure. >> Copy, Send, Fax, Storing in Box" is displayed

**The machine's scanner is out of order.**

Contact your service representative. You can still use the print function.

# "Cannot use following functions due to printer failure. >> Copy, Fax, Printing from Box, Print Report" is displayed

**The machine's printer is out of order.**

Please contact the service representative. You can still use the scanner function.

# "Cannot use ##### due to a failure." is displayed

Please contact the service representative.

# "Check the toner container." is displayed

Open the scanner unit and take out the toner container. Shake the toner container well and set it again.

# "Color toner is empty. Cannot print this document." is displayed

Replace with the toner container specified by us.

**NOTE**

If there is still black toner left even after color toner has run out and "Color Toner Empty Action" is set to [Print in Black & White], black and white printing is possible temporarily.

# "Failed to activate." is displayed

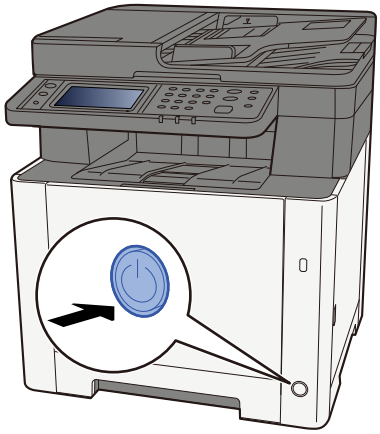
### Failed to activate the application.

Contact administrator.

### Extended authentication is disabled.

Turn the power switch off and then on again. If the error persists, contact administrator.

## 1 Turn the power switch off.



The confirmation message for power supply off is displayed.

It takes approximately 3 minutes for power off.

**CAUTION**

If this machine will be left unused for an extended period (e.g. overnight), turn it off at the power switch. If the machine will not be used for an even longer period of time (e.g. vacation), remove the power plug from the outlet as a safety precaution.

**IMPORTANT**

- If using the products equipped with the fax function, note that turning the machine off at the power switch disables fax transmission and reception.
- Remove paper from the cassettes and seal it in the paper storage bag to protect it from humidity.

# "Failed to send via SMB." is displayed

### Are this machine and the scanned image destination PC connected to the network?

Check the network.

- Connecting LAN Cable
- Hub behavior
- The server status
- Host name or IP address
- Port number

➡ Connecting LAN Cable (page 53)
➡ Network Setup (page 78)
➡ Network Settings (page 460)

### Is the account information (user ID, password) used to access the shared folder to which the scanned image is to be sent incorrect?

Check the settings of the scanned image destination PC.

- Host Name
- Path
- Login user name

**NOTE**

If the sender is a domain user, specify the domain name. [Login User name]@[Domain name]

Example) sa720XXXX@km

- Login Password
- Folder share permissions of the recipient

# "Failed to specify Job Accounting." is displayed

**Failed to specify Job Accounting when processing the job externally.**

The job is canceled. Select [End].

**NOTE**

If Auto Error Clear is set to [On], the process will resume automatically after a set period of time. For details, refer to the following:

➡ Error Handling (page 421)

# "Failed to store job retention data." is displayed

The job is canceled. Select [End].

# "Subaddress box limit exceeded." is displayed

Follow the on-screen instructions to delete documents in the subaddress box.

For canceled jobs, select the [Status/Job Cancel] key > [Printing Jobs], and check the print job log.

➡ **FAX Operation Guide**

# "Incorrect account ID." is displayed

**The account ID was incorrect when processing the job externally.**

The job is canceled. Select [End].

# "Job Accounting restriction exceeded." is displayed

**Is the acceptable printing count restricted by Job Accounting exceeded?**

The printing count exceeded the acceptable count restricted by Job Accounting. Cannot print any more.

The job is canceled. Select [End].

# "KPDL error." is displayed

**PostScript error has occurred.**

The job is canceled. Select [End].

**NOTE**

If Auto Error Clear is set to [On], the process will resume automatically after a set period of time. For details, refer to the following:

➡ Error Handling (page 421)

# "Machine failure." is displayed

**Internal error has occurred.**

Make a note of the error code displayed on the screen and contact service representative.

# "Maximum number of scanned pages." is displayed

**Is the acceptable scanning count exceeded?**

Cannot scan pages any more. Follow the instructions on the screen.

# "Memory is full." is displayed

### The memory is full and the job cannot be continued.

Select [Continue] to process a scanned page. The print job cannot be processed completely. Select [Cancel] to cancel the job.

### The process cannot be performed due to insufficient memory.

If only [End] is displayed, select [End]. The job is canceled.

When insufficient memory occurred frequently, contact your dealer or service representative.

**NOTE**

If Auto Error Clear is set to [On], the process will resume automatically after a set period of time. For details, refer to the following:

➡ Error Handling (page 421)

# "Paper jam." is displayed

### A paper jam has occurred.

If a paper jam occurs, the machine will stop and the location of the jam will be indicated on the screen. Leave the machine on and follow the instructions to remove the jammed paper.

➡ Jam Location Indicators (page 789)

# "Performing Drum Refresh..." is displayed

**The machine is in adjustment mode to maintain quality.**

Please wait.

# "Regulating the temperature..." is displayed

**The machine is in adjustment mode to maintain quality.**

Please wait.

# "Remove originals in Document Processor." is displayed

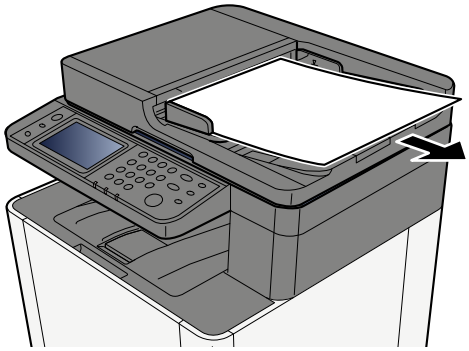
**Are there any originals left in the document processor?**

Remove the original from the document processor.

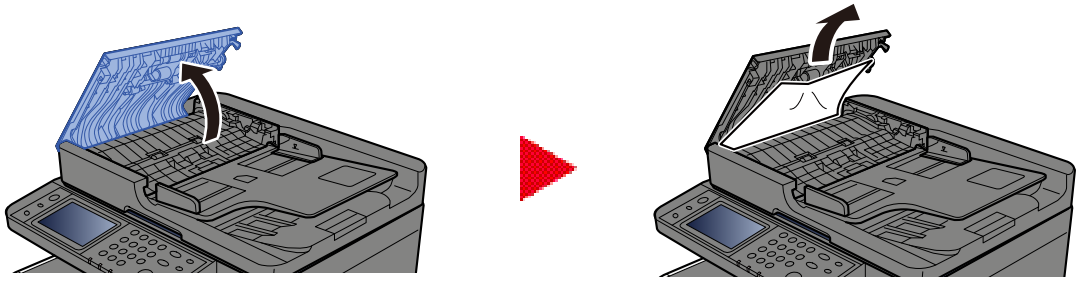
## CAUTION

If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

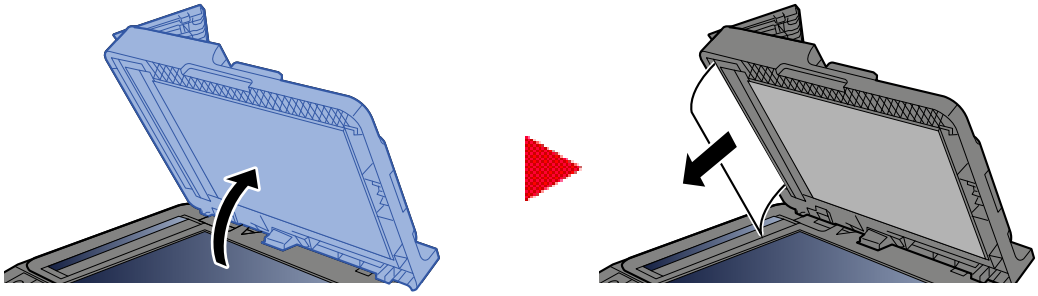
## 1 Remove the originals from the Original Table.



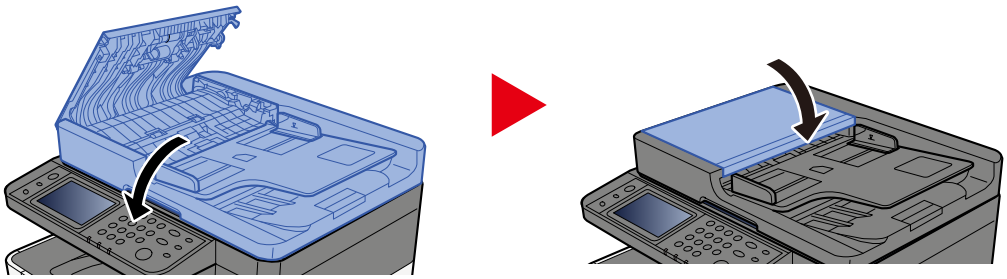
## 2 Open the Document Processor cover and remove the jammed paper.



## 3 Remove the jammed paper.



**4** **Return the cover to the original position.**



# "Running security function..." is displayed

**The security function is running.**

Please wait.

# "Scanner memory is full." is displayed

**Scanning cannot be performed due to insufficient memory of the scanner.**

Follow the instructions on the screen.

# "Scheduled sending jobs exceeded." is displayed

### The number of timer transmissions that can be set has been exceeded.

Select [End]. The job is canceled.

Wait until the delayed transmission is executed, or cancel the delayed transmission and then perform the job again.

# "Select another cassette." is displayed

### Is the selected cassette correct?

The specified cassette is dedicated for the fax machine.

Select another valid cassette and then select [Continue].

# "Send error." is displayed

**An error has occurred during sending.**

The job is canceled. Select [End]. Refer to the transmission error code list for the error code and its details.

➡ List of Transmission Error Codes (page 729)

**NOTE**

If Auto Error Clear is set to [On], the process will resume automatically after a set period of time. For details, refer to the following:

➡ Error Handling (page 421)

# "System error." is displayed

**System error has occurred.**

Follow the instruction displayed on the screen.

# "The device cannot be connected because allowed connections would be exceeded." is displayed

### Are you connecting more than the maximum number of Wi-Fi Direct connections?

Disconnect the mobile devices that you are not using, or set the [automatic disconnection] of this unit to disconnect the mobile devices.

➡ Wi-Fi Direct Settings (page 462)

# "The password does not meet password policy." is displayed

### Has your password expired?

Change the login password. The job is canceled. Select [End].

➡ Password Policy Settings (page 524)

### Have your password policy requirements changed (password length, strings of characters to use, etc.)?

Check your password policy requirements and change the login password.

The job is canceled. Select [End].

➡ Password Policy Settings (page 524)

# "Malicious program was detected." is displayed

**Execution was aborted due to a possible malware program.**

The names of applications for which malware has been detected are displayed.

Please contact the administrator.

# "RAM disk error." is displayed

A RAM disk error has occurred.

The job is canceled. Select [End].

The following error code is possible:

04: There is not enough free space on the RAM disk. If the optional RAM disk is installed, increase the RAM disk size by using [RAM Disk Setting] in the System Menu.

➡ RAM Disk Setting (page 492)

**NOTE**

The volume of RAM disk size can be increased by selecting [Printer Priority] in the [Optional Memory] settings.

➡ Others (page 513)

# "Maintenance is needed for imaging units soon." is displayed

Contact your service representative.

# "Maintenance is needed for paper cassette soon." is displayed

Contact your service representative.

# "Maintenance is needed for Document Processor soon." is displayed

Contact your service representative.

# "Maintenance is needed for imaging units." is displayed

Contact your service representative.

# "Maintenance is needed for paper cassette." is displayed

Contact your service representative.

# "Maintenance is needed for Multipurpose Tray." is displayed

Contact your service representative.

# "Maintenance is needed for Document Processor." is displayed

Contact your service representative.

# "The slit glass requires cleaning." is displayed

### The slit glass requires cleaning.

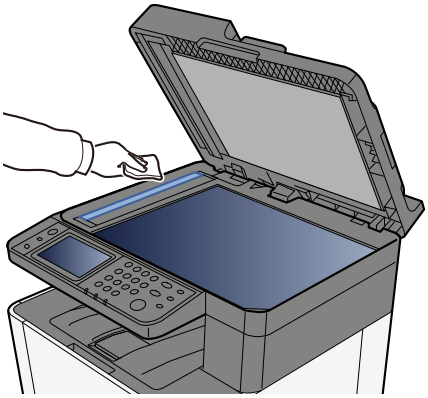
When using the document processor, clean the slit glass surface and the reading guide with the dry cloth.

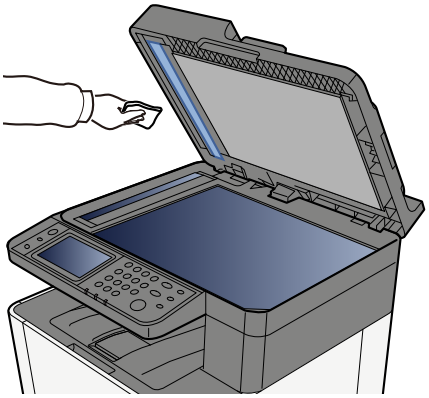
**IMPORTANT**

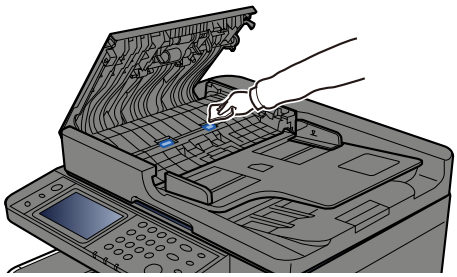
Do not use water, soap or solvents for cleaning.

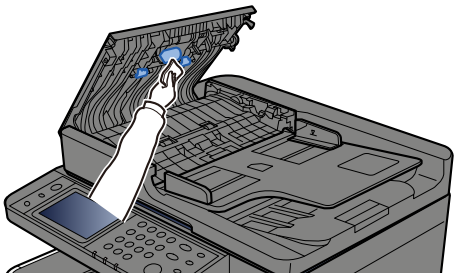
**NOTE**

Dirt on the slit glass or the reading guide may cause black streaks to appear in the output.









# "Toner[C][M][Y][K]is empty." is displayed

Replace the toner container to our specified toner container.

**NOTE**

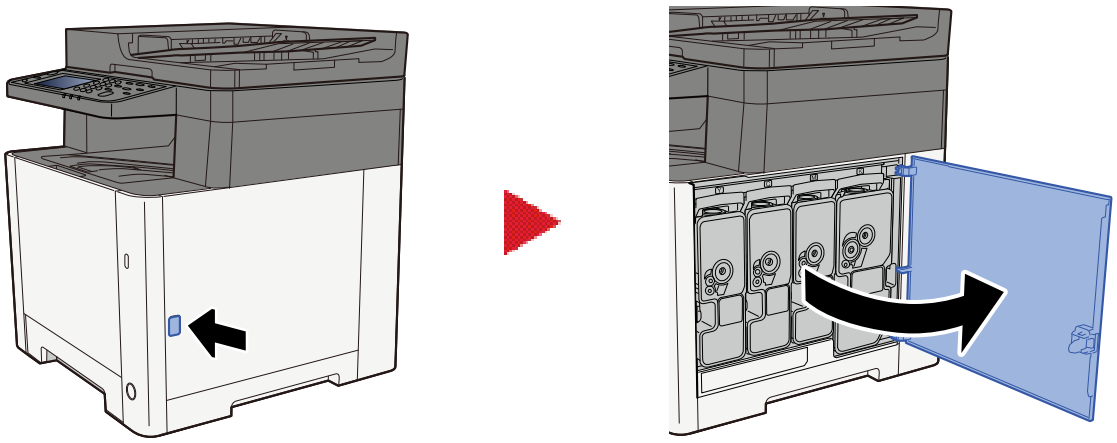
If there is still black toner left even after color toner has run out and "Color Toner Empty Action" is set to [Print in Black & White], black and white printing is possible temporarily.

**CAUTION**

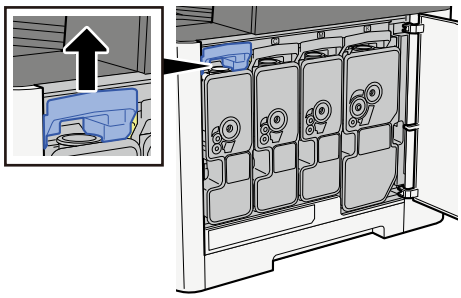
Do not attempt to incinerate parts which contain toner. Dangerous sparks may cause burns.

Installation procedures of the toner container is same for every color. Here, we'll explain the procedures for the yellow toner container, as an example.

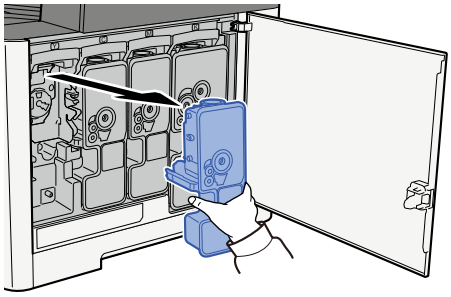
## 1 Open the right cover.



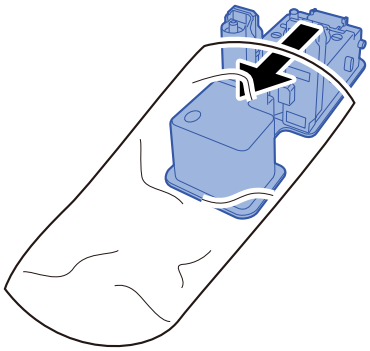
## 2 Unlock the toner container



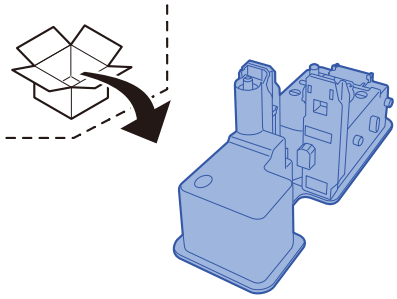
## 3 Remove the toner container



## 4 Put used toner container into the plastic waste bag.

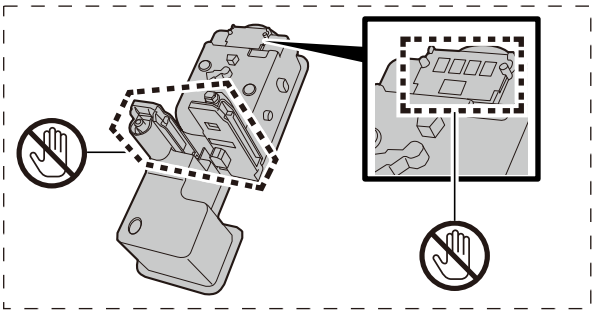


## 5 Remove the new toner container from the box.

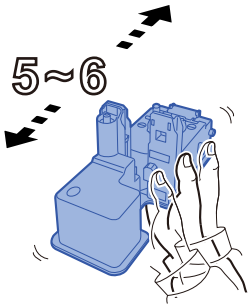


**IMPORTANT**

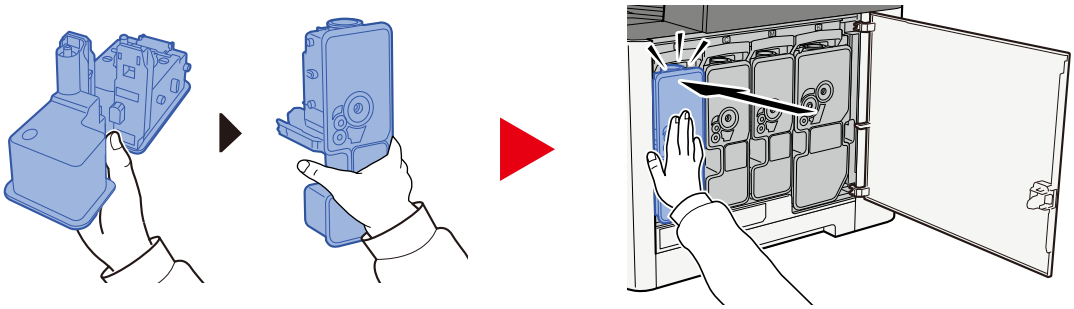
Do not touch the points shown below.



## 6 Shake the toner container.



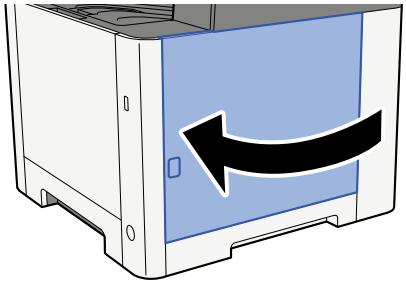

## 7 Install the toner container.



**IMPORTANT**

Insert the toner container all the way.

## 8 Close the right cover.



**NOTE**

- If the right cover not close, check that the new toner container is installed correctly.
- Return the exhausted toner container to your dealer or service representative. The collected toner container will be recycled or disposed in accordance with the relevant regulations.

# "Toner [C][M][Y][K] is low. (Replace when empty.)" is displayed

**It is almost time to replace the toner container.**

Obtain a new toner container.

# "Toner type mismatch. Please install correct toner." is displayed

**Does the type of toner you have match the model?**

Please install correct toner.

# "USB Drive error." is displayed

### Is the USB drive write-protected?

An error occurred in the USB drive. The job is canceled. Select [End].

The following error code is displayed:

`01`: Connect a writeable USB drive.

### An error occurred in the USB drive.

The job is canceled. Select [End].

The following error code is displayed:

`01`: The amount of data that can be saved at once has been exceeded. Restart the system or turn the power OFF/ON.

If the error persists, the USB drive is not compatible with the machine. Use the USB drive formatted by this machine. If the USB drive cannot be formatted, it is damaged. Connect a compatible USB drive.

**NOTE**

If Auto Error Clear is set to [On], the process will resume automatically after a set period of time. For details, refer to the following:

➡ Error Handling (page 421)

# "USB Drive is full." is displayed

**There is not enough free space on the USB drive.**

The job is canceled. Select [End].

Delete unnecessary files on the USB drive.

**NOTE**

If Auto Error Clear is set to [On], the process will resume automatically after a set period of time. For details, refer to the following:

➡ Error Handling (page 421)

# "The USB Drive is not formatted." is displayed

### Is the USB drive formatted by this machine?

Execute [Format] of the USB drive on this machine.

## 1 Display the screen.

1. Select the [Home] key.
2. Select [...] > [Device Information] Confirmation on the machine status or window for operation will appear.

## 2 Select [Format] of "USB Drive"

**IMPORTANT**

When [Format] is selected, all data in the USB drive is erased.

# "Warning for high temp. Adjust the room temp." is displayed

Print quality may be deteriorated. Adjust the temperature and the humidity of your room.

# "Warning for low temp. Adjust the room temp." is displayed

Print quality may be deteriorated. Adjust the temperature and the humidity of your room.

# "Warning low memory." is displayed

Cannot start the job. Try again later.

# "You cannot use this box." is displayed

**You do not have permission to use the specified box.**

The job is canceled. Select [End].

# List of Transmission Error Codes

## 1101 "Failed to send the email." is displayed

### Message

Failed to send the email.

Check the host name of the SMTP server on the Command Center RX

Job is canceled. Press [End].

1101

### Corrective Actions

Enter the host name of the SMTP server in Command Center RX.

1 **Launch your Web browser.**

2 **In the address or location bar, enter the machine's IP address or the host name.**

3 **Log in with administrator privileges.**

4 **Click [E-mail] of the [Functions] Menu.**

5 **Check the [SMTP Server Name] in "SMTP".**

Correct anything that is incorrect.

6 **Click [Submit].**

➡ SMTP and E-mail Settings (page 130)

# 1101 "Failed to send via SMB." is displayed

### Message

Failed to send via SMB.

Check the SMB settings.
> Login user name and login password

Note:
If the sender is a domain user, specify the domain name.
> Host name
> Path
Job is canceled. Press [End].
1101

### Corrective Actions

Check the host name of the destination computer.

## 1 When entering the destination information, make sure that the host name or IP address of the destination computer is correct.

➡ Sending Document to Desired Shared Folder on a Computer (Scan to PC) (page 261)

**NOTE**

If you are a domain user, specify the domain name.

To specify a destination registered in the address book, proceed to the next step.

## 2 Check the Address Book

1. [System Menu/Counter] key > [Function Settings] > [Address Book] > [Add/Edit Machine Address Book]
2. Select the information icon for the destination.
3. Make sure that the host name or IP address of the destination computer is correct.

   **NOTE**

   If you are a domain user, specify the domain name.

   If it is incorrect, correct it.
4. [Register] > [OK]

   Register the changed destination.

   ➡ Editing Contact Address in Address Book (page 186)

# 1101 "Failed to send via FTP." is displayed

### Message

Failed to send via FTP.

Check the host name or IP address of FTP.

Job is canceled. Press [End].

1101

### Corrective Actions

Check the host name of the FTP.

## 1 When entering the destination information, make sure that the host name or IP address of the FTP server is correct.

➡ Sending Document to Folder on an FTP Server (Scan to FTP) (page 265)

To specify a destination registered in the address book, proceed to the next step.

## 2 Check the Address Book

1. [System Menu/Counter] key > [Function Settings] > [Address Book] > [Add/Edit Machine Address Book]
2. Select the information icon for the destination.
3. Make sure that the host name or IP address of the FTP server is correct.
   If it is incorrect, correct it.
4. [Register] > [OK]
   Register the changed destination.
   ➡ Editing Contact Address in Address Book (page 186)

# 1102 "Failed to send the email." is displayed

### Message

Failed to send the email.

Check the followings on the Command Center RX

> SMTP login user name and login password
> POP3 login user name and login password

1102

### Corrective Actions

Check the login user name and password for the SMTP server and POP3 server.

1 **Launch your Web browser.**

2 **In the address or location bar, enter the machine's IP address or the host name.**

3 **Log in with administrator privileges.**

4 **Click [E-mail] in the [Functions]**

5 **Check whether the login user name and password for the SMTP server have been entered in [Authentication Protocol] of "SMTP", and change the settings as necessary.**

6 **Click [Settings] in "POP3 User Settings"**

7 **Check whether the login user name and password have been entered and change the settings as necessary.**

8 **Click [Submit].**

➡ SMTP and E-mail Settings (page 130)

# 1102 "Failed to send via SMB." is displayed

### Message

Failed to send via SMB.

Check the SMB settings.
> Login user name and login password

Note:
If the sender is a domain user, specify the domain name.
> Host name
> Path
Job is canceled. Press [End].
1102

### Corrective Actions

Check the login user name and password of the destination computer.

## 1 When entering the destination information, make sure that the login user name and password of the destination computer is correct.

➡ Sending Document to Desired Shared Folder on a Computer (Scan to PC) (page 261)

**NOTE**

- If the computer name and domain name are different, check that they are entered as follows.
  Domain name\User name
- If you use a host name, make sure it does not contain the following forbidden characters:
  ` ~ ! @ # $ ^ & * ( ) = + [ ] { } \ | ; : ' " < > / ?

To specify a destination registered in the address book, proceed to the next step.

## 2 Check the Address Book

1. [System Menu/Counter] key > [Function Settings] > [Address Book] > [Add/Edit Machine Address Book]
2. Select the information icon for the destination.
3. Make sure that the login user name and password of the destination computer are correct.
   If it is incorrect, correct it.

**NOTE**

- If the computer name and domain name are different, check that they are entered as follows.
  Domain name\User name
- If you use a host name, make sure it does not contain the following forbidden characters:
  ` ~ ! @ # $ ^ & * ( ) = + [ ] { } \ | ; : ' " < > / ?

4 [Register] > [OK]

Register the changed destination.

➡ Editing Contact Address in Address Book (page 186)

# 1102 "Failed to send via FTP." is displayed

### Message

Failed to send via FTP.

Check the FTP settings.
> Login user name and login password

Note:
If the sender is a domain user, specify the domain name.
Job is canceled. Press [End].

1102

### Corrective Actions

Check the login user name and password for the FTP.

## 1 When entering the destination information, make sure that the login user name and password of the FTP server is correct.

➡ Sending Document to Folder on an FTP Server (Scan to FTP) (page 265)

**NOTE**

- If you are a domain user, specify the domain name.
- If the computer name and domain name are different, check that they are entered as follows.

  Domain name\User name

To specify a destination registered in the address book, proceed to the next step.

## 2 Check the Address Book

1. [Home] key > [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit Machine Address Book]
2. Select the information icon for the destination.
3. Make sure that the login user name and password of the FTP are correct.

   **NOTE**

   - If you are a domain user, specify the domain name.
   - If the computer name and domain name are different, check that they are entered as follows.

     Domain name\User name

   If it is incorrect, correct it.
4. [Register] > [OK]

   Register the changed destination.

   ➡ Editing Contact Address in Address Book (page 186)

# 1103 "Failed to send via SMB." is displayed

### Message

Failed to send via SMB.

Check the SMB settings.
> Login user name and login password

Note:
If the sender is a domain user, specify the domain name.
> Path
> Folder share permissions of the recipient
Job is canceled. Press [End].
1103

### Corrective Actions

Check the login user name and password of the destination computer, and the destination folder path.

## 1 When entering the destination information, make sure that the login user name and password of the destination computer, and the destination folder path are correct.

➡ Sending Document to Desired Shared Folder on a Computer (Scan to PC) (page 261)

**NOTE**

If the computer name and domain name are different, check that they are entered as follows.

Domain name\User name

To specify a destination registered in the address book, proceed to the next step.

## 2 Check the Address Book

1. [System Menu/Counter] key > [Function Settings] > [Address Book] > [Add/Edit Machine Address Book]
2. Select the information icon for the destination.
3. Make sure that the login user name and password of the destination computer are correct.
   If it is incorrect, correct it.

   **NOTE**

   If the computer name and domain name are different, check that they are entered as follows.

   Domain name\User name

4. [Register] > [OK]
   Register the changed destination.

➡ Editing Contact Address in Address Book (page 186)

## 3 Make sure the folder sharing settings are configured correctly

Check the sharing settings and permissions in the folder properties.

1. Right-click the shared folder and click [Properties] → [Security] tab.
2. Select a user and make sure the user you entered in the group name or user name field is displayed
3. Make sure that [Allow] is checked off for "Modify" and "Read & Execute"
4. Click the [Close] button.

➡ Creating a Shared Folder, Making a Note of a Shared Folder (page 161)

# 1103 "Failed to send via FTP." is displayed

### Message

Failed to send via FTP.
Check the FTP settings.
> Login user name and login password

1103

### Corrective Actions

Check the destination folder path.

## 1 When entering the destination information, make sure that the login user name and password of the destination computer, and the destination folder path are correct.

➡ Sending Document to Folder on an FTP Server (Scan to FTP) (page 265)

**NOTE**

If no path is entered, the file is stored in the home directory.

To specify a destination registered in the address book, proceed to the next step.

## 2 Check the Address Book

1 [System Menu/Counter] key > [Function Settings] > [Address Book] > [Add/Edit Machine Address Book]

2 Select the information icon for the destination.

3 Make sure that the destination folder path is correct.

**NOTE**

If no path is entered, the file is stored in the home directory.

If it is incorrect, correct it.

4 [Register] > [OK]

Register the changed destination.

➡ Editing Contact Address in Address Book (page 186)

# 1104 "Failed to send the email." is displayed

### Message

Failed to send the email.

Check the email address.

Note:
If the address is rejected by the domain, you cannot send the email.
Job is canceled. Press [End].

1104

### Corrective Actions

Check the Email Address.

## 1 When entering the destination information, make sure that the email address is correct.

➡ Sending Document via E-mail (page 259)

To specify a destination registered in the address book, proceed to the next step.

## 2 Check the Address Book

1. [System Menu/Counter] key > [Function Settings] > [Address Book] > [Add/Edit Machine Address Book]
2. Select the information icon for the destination.
3. Check the Email Address

   If it is incorrect, correct it.
4. [Register] > [OK]

   Register the changed destination.

   ➡ Editing Contact Address in Address Book (page 186)

   If the problem persists, proceed to the next step.

## 3 Make sure your email address is not rejected due to domain restrictions

1. Launch a web browser.
2. In the address or location bar, enter the machine's IP address or the host name.
3. Log in with administrator privileges.
4. Click [E-mail] in the [Functions]
5. Click [Domain List] in "SMTP"

   The SMTP domain restriction list is displayed.
6. If the email address you use is included in the list, delete it.
7. Click [Submit] twice.

   ➡ SMTP and E-mail Settings (page 130)

# 1105 "Failed to send the email." is displayed

### Message

Failed to send the email.

Select [On] of the SMTP settings on the Command Center RX

Job is canceled. Press [End].

1105

### Corrective Actions

From Command Center RX, check that SMTP (email sending) is On.

1. **Launch your Web browser.**
2. **In the address or location bar, enter the machine's IP address or the host name.**
3. **Log in with administrator privileges.**
4. **Click [Protocols] of the [Network Settings] Menu.**
5. **Set "SMTP (E-mail TX)" in "Send Protocol" to [On]**
6. **Click [Submit].**

➡ SMTP and E-mail Settings (page 130)

# 1105 "Failed to send via SMB." is displayed

### Message

Failed to send via SMB.

Select [On] of the SMB settings on the Command Center RX

Job is canceled. Press [End].

1105

### Corrective Actions

Make sure the protocol is set correctly.

1 **Launch your Web browser.**

2 **In the address or location bar, enter the machine's IP address or the host name.**

3 **Log in with administrator privileges.**

4 **Click [Protocols] in the [Network Settings]**

5 **Set "SMB" in "Send Protocol" to [On]**

6 **Click [Submit].**

➡ SMTP and E-mail Settings (page 130)

# 1105 "Failed to send via FTP." is displayed

### Message

Failed to send via FTP.

Select [On] of the FTP settings on the Command Center RX

Job is canceled. Press [End].

1105

### Corrective Actions

Make sure the protocol is set correctly.

1 **Launch your Web browser.**

2 **In the address or location bar, enter the machine's IP address or the host name.**

3 **Log in with administrator privileges.**

4 **Click [Protocols] in the [Network Settings]**

5 **Set "FTP Client (Transmission)" in "Send Protocol" to [On]**

6 **Click [Submit].**

➡ SMTP and E-mail Settings (page 130)

# 1106 "Failed to send the email." is displayed

### Message

Failed to send the email.

Check the sender address of SMTP on the Command Center RX

Job is canceled. Press [End].

1106

### Corrective Actions

Check the sender address on the SMTP server from Command Center RX.

**1** **Launch your Web browser.**

**2** **In the address or location bar, enter the machine's IP address or the host name.**

**3** **Log in with administrator privileges.**

**4** **Click [E-mail] of the [Functions] Menu.**

**5** **Set the [Sender Address] in "E-mail Send Settings".**

Please specify an email address that can be received by the Machine Administrator. The sender address must be entered correctly for SMTP authentication. The maximum length of the sender address is 256 characters.

**6** **Click [Submit].**

➡ SMTP and E-mail Settings (page 130)

# 1131 "Failed to send via FTP." is displayed

### Message

Failed to send via FTP.

Select [On] of the secure protocol settings on the Command Center RX

Job is canceled. Press [End].

1131

### Corrective Actions

Please set to allow the use of TLS.

1. **Launch your Web browser.**
2. **In the address or location bar, enter the machine's IP address or the host name.**
3. **Log in with administrator privileges.**
4. **Click [Network Security] in the [Security Settings]**
5. **Set [TLS] to [On]**
6. **Click [Submit].**
   ➡ **Command Center RX User Guide**

# 1132 "Failed to send via FTP." is displayed

### Message

Failed to send via FTP.

Check the followings of the FTP server.

> FTPS is available.
> Encryption is available.

Job is canceled. Press [End].

1132

### Corrective Actions

Check the destination server.

1 **Make sure the destination server supports FTPS (File Transfer Protocol over TLS)**

If the problem persists, proceed to the next step.

2 **Make sure the destination server supports the encryption method you have set.**

# 2101 "Failed to send the email." is displayed

### Message

Failed to send the email.
Check the network and Command Center RX
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.
> POP3 server name of the POP3 user
> SMTP server name
Job is canceled. Press [End].

2101

### Corrective Actions

Check Command Center RX and network settings.

## 1 Connect the network cable

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

## 2 Check the operation of the hub.

Check that the hub access lamp is illuminated or flashing.

If there is no improvement, proceed to the next step.

## 3 Check the status of the server.

Check that the server is up and responding with ping.

If there is no improvement, proceed to the next step.

## 4 Check the host name of the SMTP server in Command Center RX.

1. Launch a web browser.
2. In the address or location bar, enter the machine's IP address or the host name.
3. Log in with administrator privileges.
4. Click [E-mail] in the [Functions]
5. Check "SMTP" [SMTP Server Name]
   Correct anything that is incorrect.
6. Click [Submit].
   If the problem persists, proceed to the next step.

## 5 Check the users in POP before SMTP authentication in Command Center RX.

Set this when using POP before SMTP as SMTP authentication.

1. Launch a web browser.
2. In the address or location bar, enter the machine's IP address or the host name.
3. Log in with administrator privileges.
4. Click [E-mail] in the [Functions]
5. Select "Authentication Protocol" [POP before SMTP]
6. Check that [Other] is not selected from "Authenticate as"
   If this is not the case, select a valid POP3 user other than [Other].
7. Click [Submit] twice.
   If the problem persists, proceed to the next step.

## 6 Check the POP3 server name for POP3 users in Command Center RX

1. Launch a web browser.
2. In the address or location bar, enter the machine's IP address or the host name.
3. Log in with administrator privileges.
4. Click [E-mail] in the [Functions]
5. Click "POP3 User Settings" [Settings]
   The "POP3 User Settings" screen is displayed.
6. Check the [POP3 Server Name] of "user 1 (to 3)".
   Correct anything that is incorrect.
7. Click [Submit] twice.

# 2101 "Failed to send via SMB." is displayed

### Message

Failed to send via SMB.

Check the network and SMB settings.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.
> Host name and IP address
> Port number
Job is canceled.  Press [End].

2101

### Corrective Actions

Check your network and SMB settings.

## 1 Connect the network cable

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

## 2 Check the operation of the hub.

Check that the hub access lamp is illuminated or flashing.

If there is no improvement, proceed to the next step.

## 3 Check the status of the server.

Check that the server is up and responding with ping.

If there is no improvement, proceed to the next step.

## 4 When entering the destination information, make sure that the host name or IP address of the destination computer and the port number are correct.

➡ Sending Document to Desired Shared Folder on a Computer (Scan to PC) (page 261)

To specify a destination registered in the address book, proceed to the next step.

## 5 Check the Address Book

1. [System Menu/Counter] key > [Function Settings] > [Address Book] > [Add/Edit Machine Address Book]
2. Select the information icon for the destination.
3. Make sure that the host name or IP address of the destination computer and the port number are correct.

   If it is incorrect, correct it.
4. [Register] > [OK]

   Register the changed destination.

   ➡ Editing Contact Address in Address Book (page 186)

# 2101 "Failed to send via FTP." is displayed

### Message

Failed to send via FTP.

Check the network and FTP settings.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.
> Host name and IP address
> Port number
Job is canceled. Press [End].

2101

### Corrective Actions

Check your network and FTP settings.

## 1 Connect the network cable

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

## 2 Check the operation of the hub.

Check that the hub access lamp is illuminated or flashing.

If there is no improvement, proceed to the next step.

## 3 Check the status of the server.

Check that the server is up and responding with ping.

If there is no improvement, proceed to the next step.

## 4 When entering the destination information, make sure that the host name or IP address of the destination computer and the port number are correct.

➡ Sending Document to Folder on an FTP Server (Scan to FTP) (page 265)

To specify a destination registered in the address book, proceed to the next step.

## 5 Check the Address Book

1. [System Menu/Counter] key > [Function Settings] > [Address Book] > [Add/Edit Machine Address Book]
2. Select the information icon for the destination.
3. Make sure that the host name or IP address of the destination computer and the port number are correct.

   If it is incorrect, correct it.
4. [Register] > [OK]

   Register the changed destination.

   ➡ Editing Contact Address in Address Book (page 186)

# 2102 "Failed to send the email." is displayed

### Message

Failed to send the email.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2102

### Corrective Actions

Check your network and destination server settings.

#### 1 Connect the network cable

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

#### 2 Check the operation of the hub.

Check that the hub access lamp is illuminated or flashing.

If there is no improvement, proceed to the next step.

#### 3 Check the server status.

Make sure the server is running and responds to pings.

# 2102 "Failed to send via FTP." is displayed

### Message

Failed to send via FTP.

Check the followings of the FTP server.
> FTP is available.
> The server is not operating properly.

Job is canceled. Press [End].

2102

### Corrective Actions

Check your network and destination server settings.

**1** **Connect the network cable**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

**2** **Check the operation of the hub.**

Check that the hub access lamp is illuminated or flashing.

If there is no improvement, proceed to the next step.

**3** **Check the status of the server.**

Check that the server is up and responding with ping.

If there is no improvement, proceed to the next step.

**4** **Make sure the destination server supports FTPS (File Transfer Protocol over TLS)**

# 2103 "Failed to send the email." is displayed

### Message

Failed to send the email.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2103

### Corrective Actions

Check your network settings.

## 1 Connect the network cable

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

## 2 Check the operation of the hub.

Check that the hub access lamp is illuminated or flashing.

If there is no improvement, proceed to the next step.

## 3 Check the server status.

Make sure the server is running and responds to pings.

# 2103 "Failed to send via FTP." is displayed

### Message

Failed to send via FTP.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2103

### Corrective Actions

Check your network and destination server settings.

**1** **Connect the network cable**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

**2** **Check the operation of the hub.**

Check that the hub access lamp is illuminated or flashing.

If there is no improvement, proceed to the next step.

**3** **Check the status of the server.**

Check that the server is up and responding with ping.

If there is no improvement, proceed to the next step.

**4** **Make sure the destination server supports FTPS (File Transfer Protocol over TLS)**

# 2201 "Failed to send the email." is displayed

### Message

Failed to send the email.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2201

### Corrective Actions

Check the network.

## 1 Connect the network cable

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

## 2 Check the operation of the hub.

Check that the hub access lamp is illuminated or flashing.

If there is no improvement, proceed to the next step.

## 3 Check the server status.

Make sure the server is running and responds to pings.

# 2201 "Failed to send via SMB." is displayed

### Message

Failed to send via SMB.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2201

### Corrective Actions

Check the network.

#### 1 Connect the network cable

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

#### 2 Check the operation of the hub.

Check that the hub access lamp is illuminated or flashing.

If there is no improvement, proceed to the next step.

#### 3 Check the server status.

Make sure the server is running and responds to pings.

# 2201 "Failed to send via FTP." is displayed

### Message

Failed to send via FTP.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2201

### Corrective Actions

Check the network.

#### 1 Connect the network cable

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

#### 2 Check the operation of the hub.

Check that the hub access lamp is illuminated or flashing.

If there is no improvement, proceed to the next step.

#### 3 Check the server status.

Make sure the server is running and responds to pings.

# 2202 "Failed to send the email." is displayed

### Message

Failed to send the email.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2202

### Corrective Actions

Check the network.

## 1 Connect the network cable

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

## 2 Check the operation of the hub.

Check that the hub access lamp is illuminated or flashing.

If there is no improvement, proceed to the next step.

## 3 Check the server status.

Make sure the server is running and responds to pings.

# 2202 "Failed to send via FTP." is displayed

### Message

Failed to send via FTP.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2202

### Corrective Actions

Check the network.

#### 1 Connect the network cable

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

#### 2 Check the operation of the hub.

Check that the hub access lamp is illuminated or flashing.

If there is no improvement, proceed to the next step.

#### 3 Check the server status.

Make sure the server is running and responds to pings.

# 2203 "Failed to send via SMB." is displayed

### Message

Failed to send via SMB.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2203

### Corrective Actions

Check your network settings.

#### 1 Connect the network cable

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

#### 2 Check the operation of the hub.

Check that the hub access lamp is illuminated or flashing.

If there is no improvement, proceed to the next step.

#### 3 Check the server status.

Make sure the server is running and responds to pings.

# 2203 "Failed to send via FTP." is displayed

### Message

Failed to send via FTP.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2203

### Corrective Actions

Check the network.

#### 1 Connect the network cable

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

#### 2 Check the operation of the hub.

Check that the hub access lamp is illuminated or flashing.

If there is no improvement, proceed to the next step.

#### 3 Check the server status.

Make sure the server is running and responds to pings.

# 2204 "Failed to send the email." is displayed

### Message

Failed to send the email.

Check the email size limit of the SMTP settings on the Command Center RX

Job is canceled. Press [End].

2204

### Corrective Actions

Check the size restrictions for email sending in the SMTP settings in Command Center RX.

1. **Launch your Web browser.**
2. **In the address or location bar, enter the machine's IP address or the host name.**
3. **Log in with administrator privileges.**
4. **Click [E-mail] of the [Functions] Menu.**
5. **Check whether a restriction value is entered in [E-mail Size Limit] of "E-mail Send Settings", and change it as necessary.**
6. **Click [Submit].**

➡ SMTP and E-mail Settings (page 130)

# 2231 "Failed to send via FTP." is displayed

### Message

Failed to send via FTP.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2231

### Corrective Actions

Check your network settings.

#### 1 Connect the network cable

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

#### 2 Check the operation of the hub.

Check that the hub access lamp is illuminated or flashing.

If there is no improvement, proceed to the next step.

#### 3 Check the server status.

Make sure the server is running and responds to pings.

# 3101 "Failed to send the email." is displayed

### Message

Failed to send the email.

Check the authentication methods of both the sender and the recipient.

Job is canceled. Press [End].

3101

### Corrective Actions

Check the source and destination authentication methods.

1 **Check the source and destination authentication methods.**

Make sure that the settings for using or not using SMTP/POP authentication of the source matches those of the destination.

# 3101 "Failed to send via FTP." is displayed

### Message

Failed to send via FTP.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

3101

### Corrective Actions

Check your network settings.

#### 1 Connect the network cable

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

#### 2 Check the operation of the hub.

Check that the hub access lamp is illuminated or flashing.

If there is no improvement, proceed to the next step.

#### 3 Check the server status.

Make sure the server is running and responds to pings.

# 3201 "Failed to send the email." is displayed

### Message

Failed to send the email.

Check the SMTP user authentication method of the recipient.

Job is canceled. Press [End].

3201

### Corrective Actions

## 1 Check the destination SMTP user authentication method

# 4801 "Job is canceled. Press [End]." is displayed

### Message

Job is canceled. Press [End].

### Corrective Actions

Turn the power switch off and then on again. If it occurs repeatedly, write down the error code displayed on the touch panel and contact the service representative.

# 4802 "Failed to send the email." is displayed

### Message

Failed to send the email.

Check the encryption certificate of each destination by the Command Center RX.

Job is canceled. Press [End].

4802

### Corrective Actions

Turn the power switch off and then on again. If it occurs repeatedly, write down the error code displayed on the touch panel and contact the service representative.

# 4803 "Job is canceled. Press [End]." is displayed

### Message

Job is canceled. Press [End].

### Corrective Actions

Server authentication has expired. Check your network and SMTP settings.

## 1 Check the date and time of this machine

1 [System Menu/Counter] key > [DeviceSettings] > [Date/Time]

2 Set year, month, day and seconds

If the problem persists, proceed to the next step.

## 2 Make sure the server is using the correct certificate

If the server certificate has expired, please renew it.

# 4804 "Job is canceled. Press [End]." is displayed

### Message

Job is canceled. Press [End].

### Corrective Actions

When communicating with the mail server using SMTP over TLS, communication cannot be started because the signature algorithm of the server certificate does not match the signature algorithm set on the machine.

Please access from Command Center RX to [Security Settings] > [Network Security]. Then, check the value of [Hash] of "Serverside Settings" and [Hash] of [Clientside Settings] and match it with the value on the server side.

Restart the machine after setting.

➡ **Command Center RX User Guide**

# The error code 4901 is displayed

An error occurred while validating the server certificate.

### Corrective Actions

Check the SMTP server certificate.

# The error code 4902 is displayed

Your certificate has expired.

### Corrective Actions

Check the SMTP server certificate.

# The error code 4903 is displayed

An error occurred while validating the X509 certificate.

### Corrective Actions

Check the X509 certificate.

# The error code 4904 is displayed

The certificate has been revoked.

### Corrective Actions

Check the SMTP server certificate.

# The error code 4905 is displayed

An error occurred while setting the encryption / signing certificate.

### Corrective Actions

Check the settings related to the certificate and the imported certificate.

➡ **Command Center RX User Guide**

# The error code 4906 is displayed

Certificate verification did not complete within the set time.

### Corrective Actions

- Check the verification environment of the OCSP/CRL certificate and other certificates
- Extend the timeout deadline
- Change the certificate verification level

➡ **Command Center RX User Guide**

# The error code 4a02 is displayed

Failed to initialize S/MIME.

### Corrective Actions

Turn the power switch off and then on again. If it occurs repeatedly, write down the error code displayed on the touch panel, check the operation description and then contact the service representative.

# The error code 4a03 is displayed

Failed to specify S/MIME encryption.

### Corrective Actions

Turn the power switch off and then on again. If it occurs repeatedly, write down the error code displayed on the touch panel, check the operation description and then contact the service representative.

# The error code 4a04 is displayed

Failed to scan the S/MIME encryption certificate.

### Corrective Actions

- Check and correct the settings related to the S/MIME certificate.
- Turn the power switch off and then on again. If it occurs repeatedly, write down the error code displayed on the touch panel, check the operation description and then contact the service representative.

➡ **Command Center RX User Guide**

# The error code 4a06 is displayed

Failed to specify job accounting S/MIME Signature.

### Corrective Action

Turn the power switch off and then on again. If it occurs repeatedly, write down the error code displayed on the touch panel, check the operation description and then contact the service representative.

# The error code 4a07 is displayed

Failed to scan the S/MIME signature certificate.

### Corrective Actions

- Check and correct the settings related to the S/MIME signature certificate.
- Turn the power switch off and then on again. If it occurs repeatedly, write down the error code displayed on the touch panel, check the operation description and then contact the service representative.

➡ **Command Center RX User Guide**

# The error code 4a08 is displayed

The sender’s email address and the email address on the signature certificate do not match.

### Corrective Actions

Check the sender’s email address and the email address on the signature certificate, and correct the email address(es).

# Other error code "Job is canceled. Press [End]." is displayed

### Message

Job is canceled. Press [End].

### Corrective Actions

Press [End] and restart the machine.

1 **Turn the power switch off and then on again**

If it occurs repeatedly, write down the error code displayed on the touch panel and contact the service representative.

# Adjustment/Maintenance

## Overview of Adjustment/Maintenance

If there is an image problem and the message to run adjustment or maintenance menu appears, run Adjustment/ Maintenance in the system menu.

The table below lists the item you can carry out.

| Item | Description |
|---|---|
| [Color Registration - Auto]<br>[Color Registration - Manual] | Correct the color position to resolve color drift.<br>➡ Color Registration Procedure (page 784) |
| [Image Adjustment] | **Drum Refresh**<br>Remove image blur and white dots from the printout. It takes about 1 minute and 20 seconds. The time required may vary depending on the usage environment.<br>**Developer Refresh**<br>Adjust the printed image that is too light or incomplete, even though there is enough toner.<br>**Laser Scanner Cleaning**<br>Remove vertical white lines from the printout.<br>**Calibration**<br>Calibrate the device to ensure correct toner overlapping and consistency with the original tone.<br>➡ Perform image adjustment (page 788)<br>**NOTE**<br>• Drum refresh cannot be performed while printing. Execute drum refresh after the printing is done.<br>• Waiting time may be longer when the toner is refilled during developer refresh.<br>• When correct toner overlapping is not ensured even after performing calibration, refer to the following:<br>➡ Color Registration Procedure (page 784) |

# Color Registration Procedure

When first installing the machine or moving it to a new location, color drift during printing may occur. Use this function to correct the color position of each of cyan, magenta and yellow to resolve color drift.

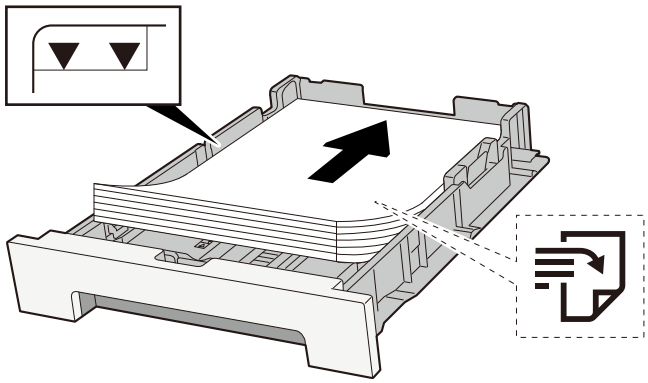
Auto registration and manual registration are available for Color Registration. Color drift can be largely corrected through auto registration. However, if it is not resolved or to perform more detailed settings, use the manual registration.

**IMPORTANT**

Before performing color registration, be sure to perform Calibration. If color drift remains, perform color registration. By performing color registration without performing Calibration, the color drift will be resolved once, however, it may cause the serious color drift later.

## Auto Correction

### 1 Load paper.



**IMPORTANT**

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan out the paper before loading it in the cassettes.

  ➡ Precaution for Loading Paper (page 147)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

### 2 Display the screen.

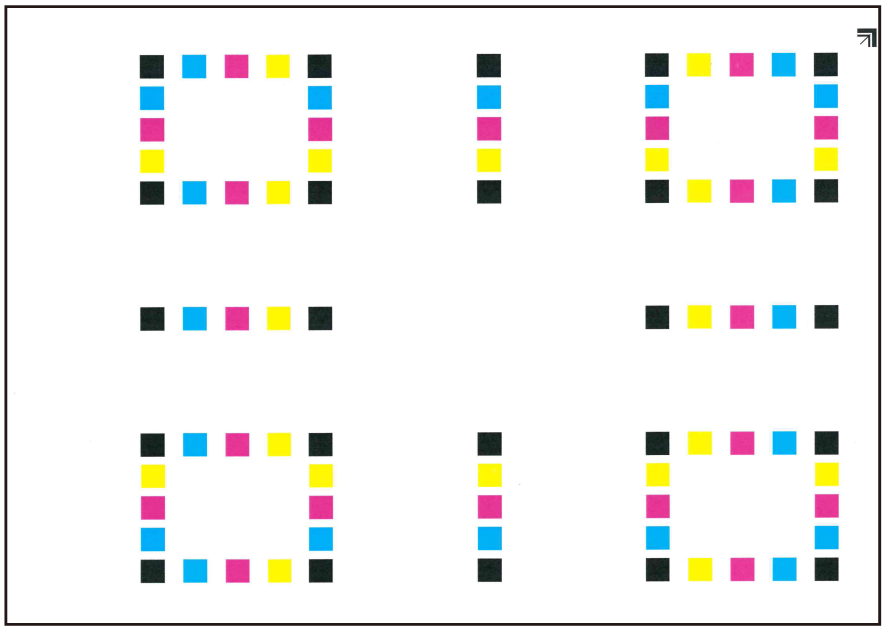
1 [System Menu/Counter] key > [Adjustment/Maintenance] > "Image Adjustment" [Color Registration - Auto]

## 3 Print the chart

1 Select [Start].

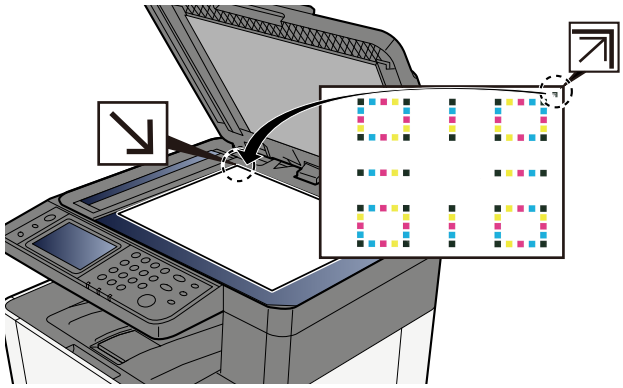
A chart is printed.

**Chart Example**



## 4 Perform the color registration.

1 As shown in the illustration, place the printed side down on the platen with the edge with the arrows toward the back.



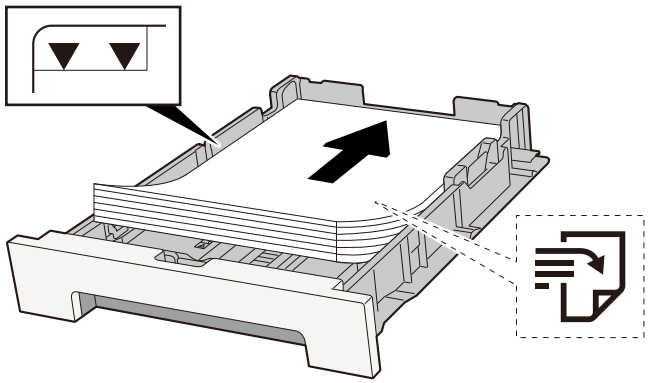
2 Select [Start] to scan the chart.

When scanning is finished, color printing position correction starts.

3 Select [OK] after color registration is complete.

# Manual Correction

## 1 Load paper.



**IMPORTANT**

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan out the paper before loading it in the cassettes.

  ➡ Precaution for Loading Paper (page 147)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

## 2 Display the screen.

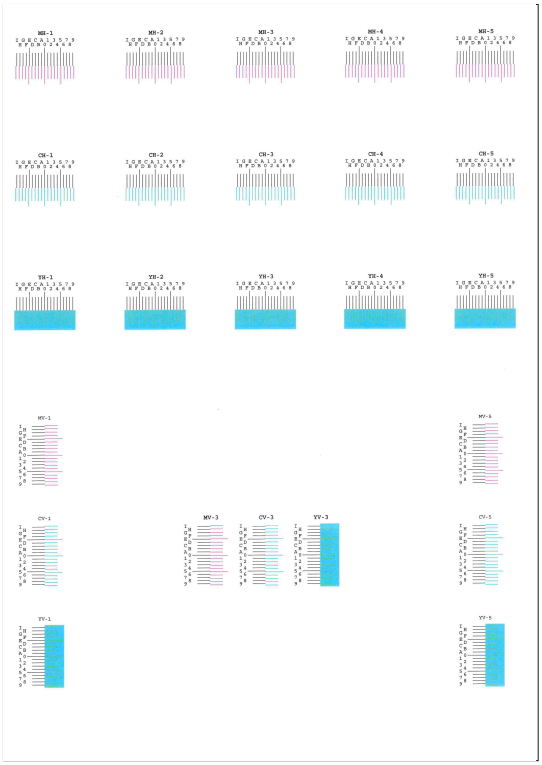
1 [System Menu/Counter] key > [Adjustment/Maintenance] > "Image Adjustment" [Color Registration - Manual]

## 3 Print the chart.

1 Select [Print Chart].

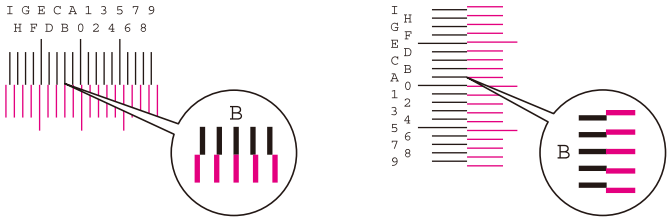
A chart is printed. On the chart, for each of M (magenta), C (cyan) and Y (yellow), charts for H-1 to 5 and V-1 to 5 are printed.

**Chart Example**



## 4 Enter the appropriate value.

1 Find the location on each chart where 2 lines most closely match. If this is the 0 position, registration for that color is not required. For the illustration, B is the appropriate value.




From charts H-1 to H-5, read the values from H-1 to H-5.

From charts V-1 to V-5, read only the values from V-3 (center).

2 Select [Registration].

3 Select the chart to be corrected.

4 Select the values read from the chart.

5 Repeat steps 3 and 4 to enter the registration values for each chart.

6 Select [Start] after all values have been entered. Color registration begins.

7 Select [OK] after color registration is complete.

# Perform image adjustment

## 1 Display the screen

1. [System Menu/Counter] key > [Adjustment/Maintenance] > "Image Adjustment" [Image Adjustment]

## 2 Execute.

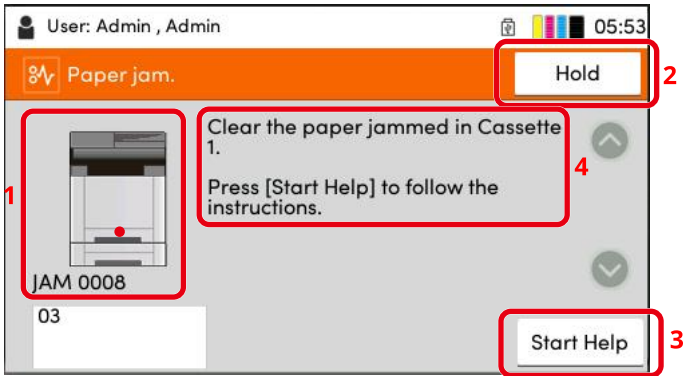
1. Select the item to execute.
2. Execute it.

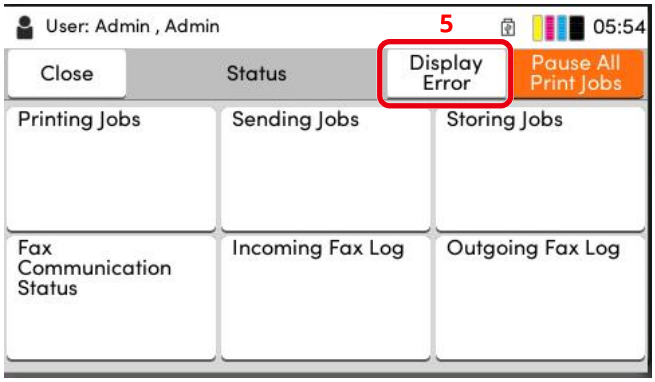
   If you select multiple items, they will start in sequence.

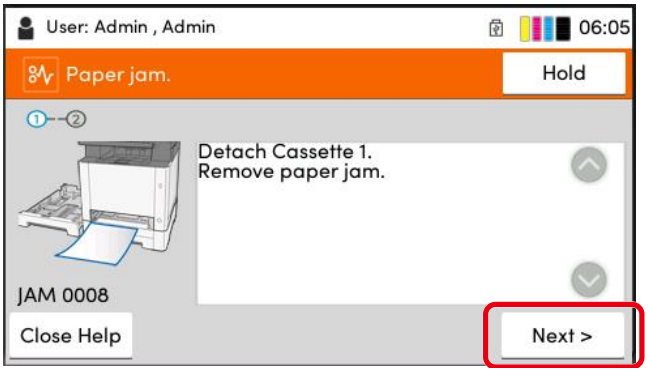
# Clearing Paper Jams

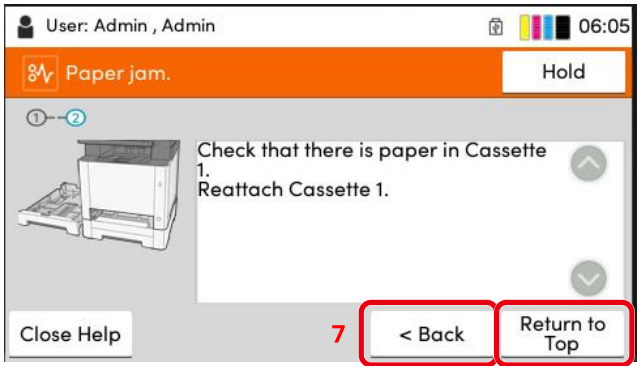
If a paper jam occurs, the touch panel will display "Paper jam." and the machine will stop.

## Jam Location Indicators




1 Shows the location of a paper jam.

2 Selecting [Hold] displays [Status] screen, and the status of jobs can be checked.

3 Selecting [Start Help] displays the detailed removal procedure.

**NOTE**

For the Help screen, refer to the following:

➡ Help Screen (page 72)

4 Shows the removal procedure.

5 Select [Display Error] to return to the paper jam guidance

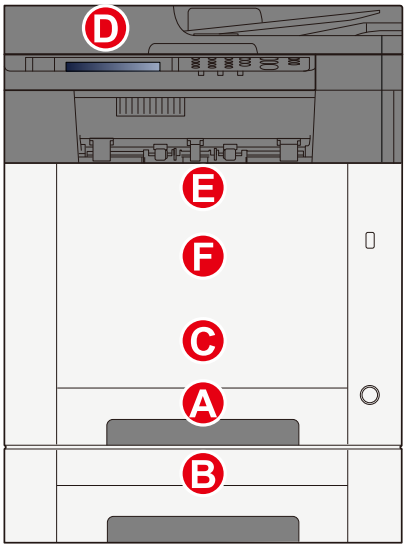
6 Displays the next step.

7 Displays the previous step.

8 Displays the first step.

If a paper jam occurs, the location of the jam will be displayed on the touch panel as well as the clearing instructions.




| Paper Jam Location Indicator | Paper Jam Location |
|---|---|
| A | Cassette 1<br>➡ Remove any jammed papers in Cassette 1 (page 793) |
| B | Cassette 2<br>➡ Remove any jammed papers in Cassette 1 (page 793) |
| C | Multipurpose Tray<br>➡ Remove any jammed paper in the Multipurpose Tray (page 791) |
| D | Document Processor<br>➡ Remove any jammed paper in the Document Processor (Reverse Automatic) (page 799) |
| E | Duplex Unit<br>➡ Remove the paper jammed in the Rear Cover 1 (page 796) |
| F | Rear Cover1<br>➡ Remove the paper jammed in the Rear Cover 1 (page 796) |

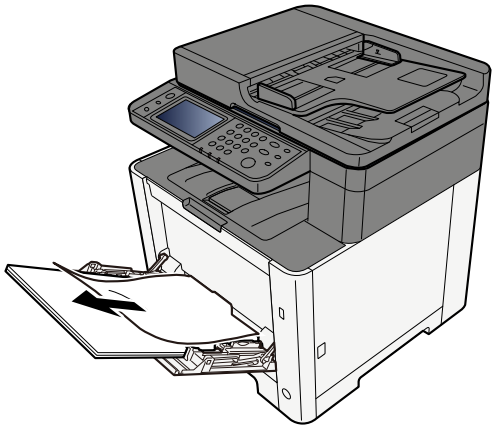
After you remove the jam, the machine will warm up again and the error message will be cleared. The machine resumes with the page that was printing when the jam occurred.

# Remove any jammed paper in the Multipurpose Tray

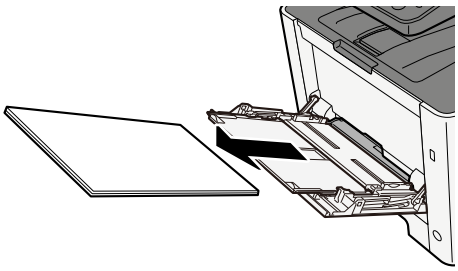
**CAUTION**

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

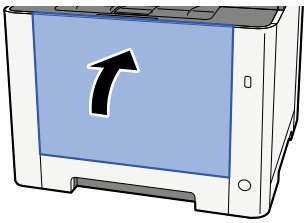
## 1 Remove any jammed paper.



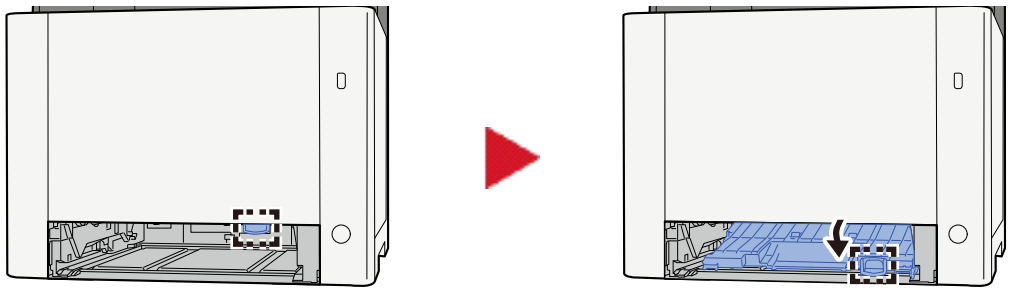
## 2 Remove all the paper.



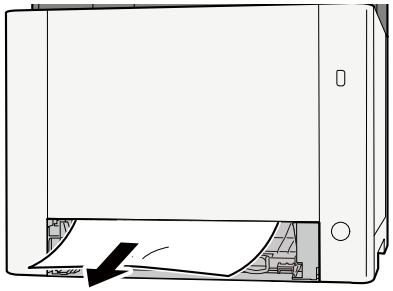
## 3 Close the multipurpose tray and pull-out cassette 1.



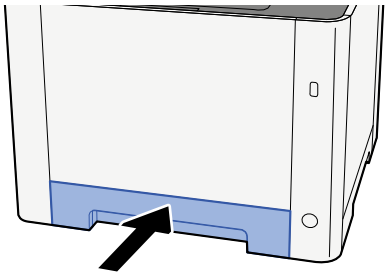
## 4 Open the feed cover.



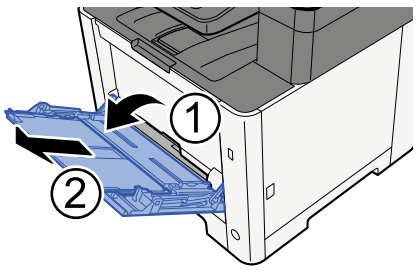
## 5 Remove any jammed paper.



## 6 Return the feed cover to its original position and return cassette 1 to its original position.



## 7 Open the multipurpose tray and reload the paper.

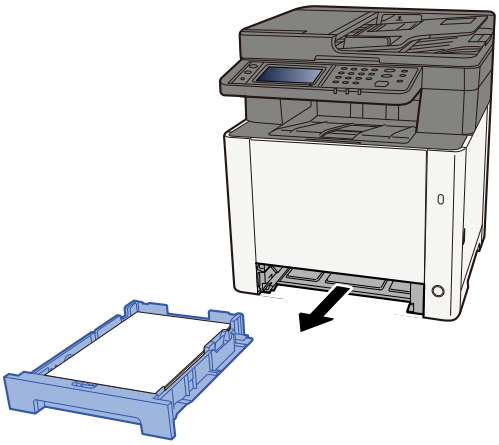


# Remove any jammed papers in Cassette 1

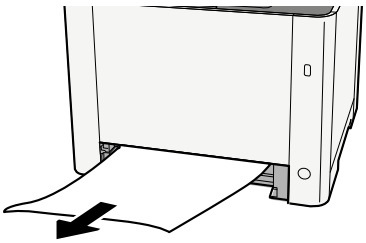
## CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

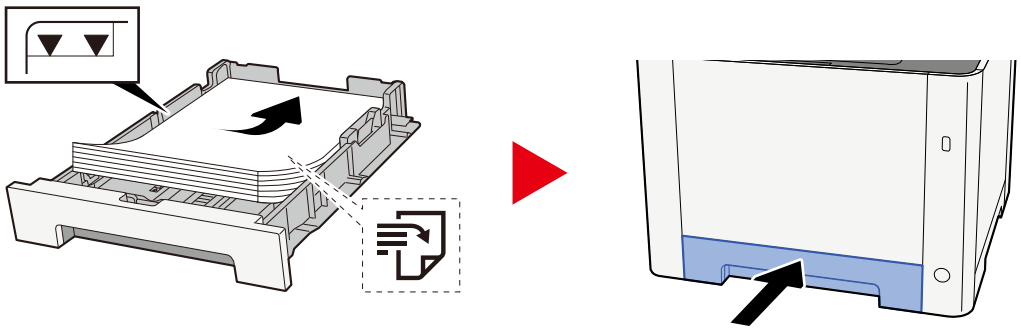
### 1 Pull Cassette 1 out toward you until it stops.



### 2 Remove any jammed paper.



### 3 Push Cassette 1 back in.

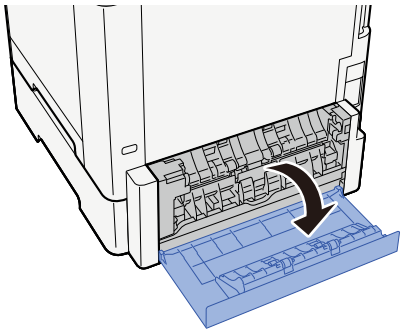


# Remove any jammed paper in Cassette 2

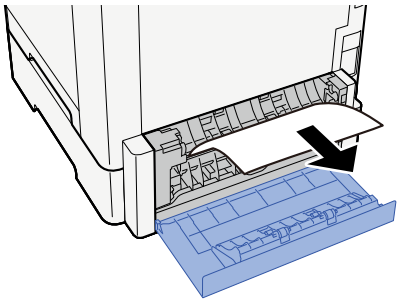
## CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

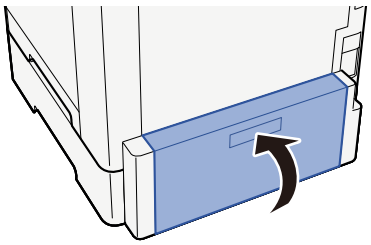
### 1 Open rear cover 2



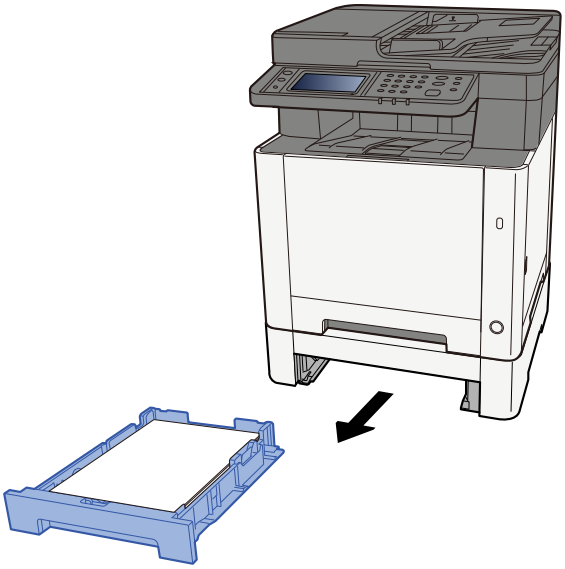
### 2 Remove any jammed paper.



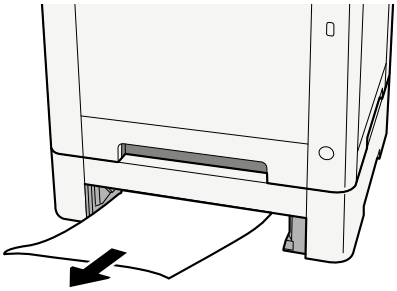
### 3 Push Rear Cover 2.



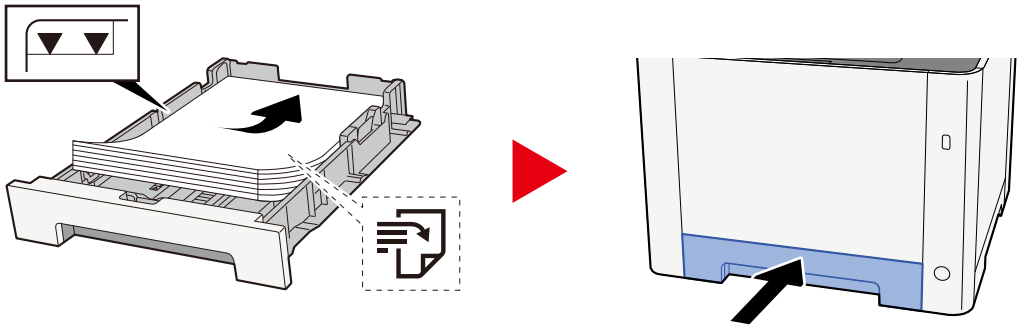
## 4 Pull Cassette 2 out toward you until it stops.



## 5 Remove any jammed paper.

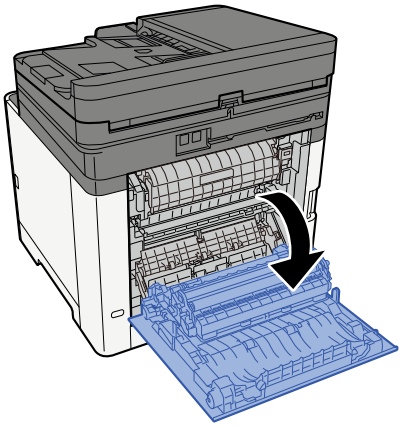


## 6 Push Cassette 2 back in.



# Remove the paper jammed in the Rear Cover 1

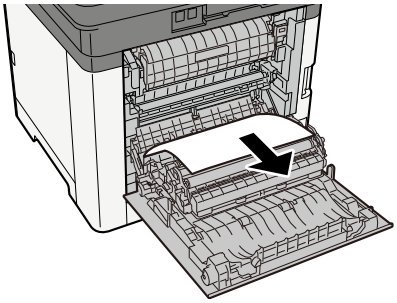
## 1 Open Rear Cover 1



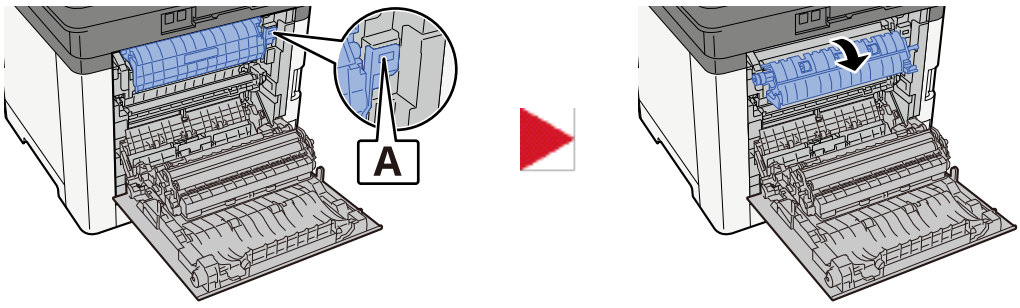
**CAUTION**

Some parts are very hot inside the machine. Exercise caution as there is a risk of burn injury.

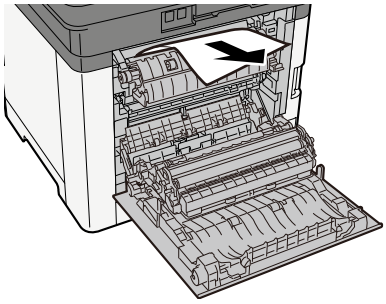
## 2 Remove any jammed paper.



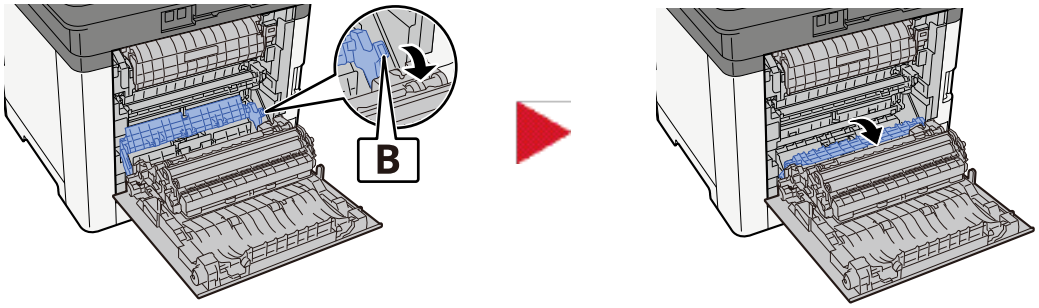
## 3 Open the cover (A).



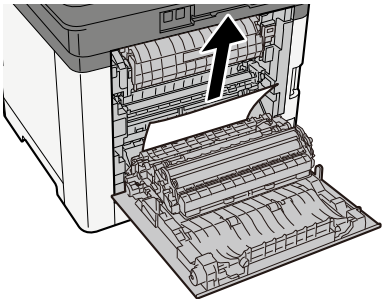
## 4 Remove any jammed paper.



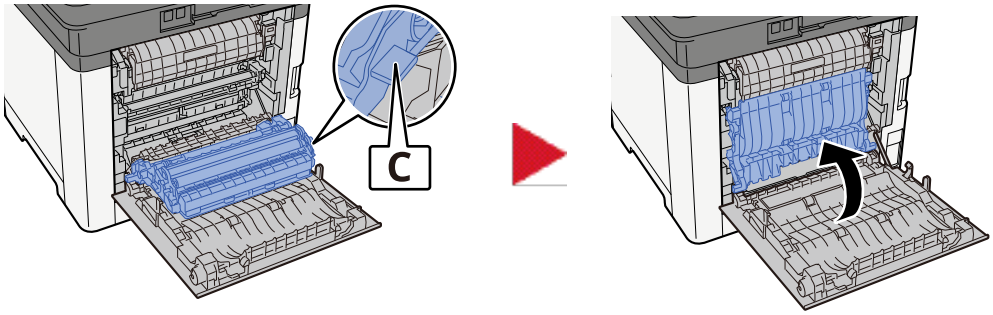
## 5 Open the feed cover (B).



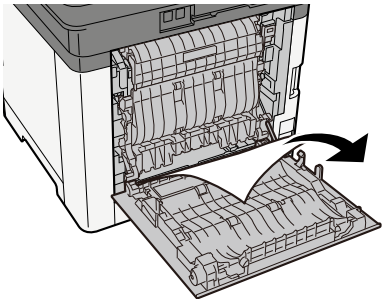

## 6 Remove any jammed paper.



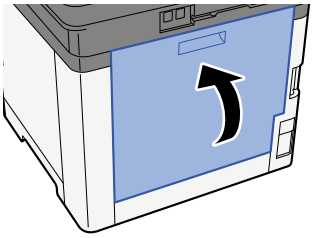
## 7 Open the duplex unit (C).



## 8 Remove any jammed paper.



## 9 Push Rear Cover 1.

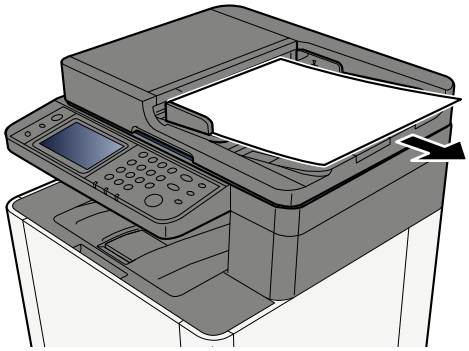


# Remove any jammed paper in the Document Processor (Reverse Automatic)

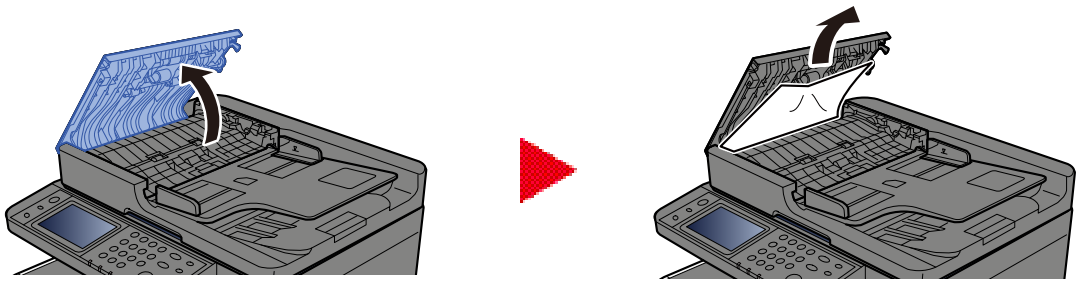
## CAUTION

If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

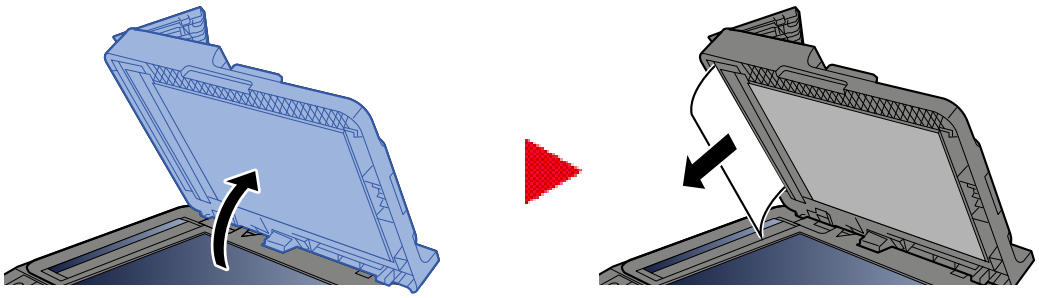
**1** **Remove the originals from the Original Table.**



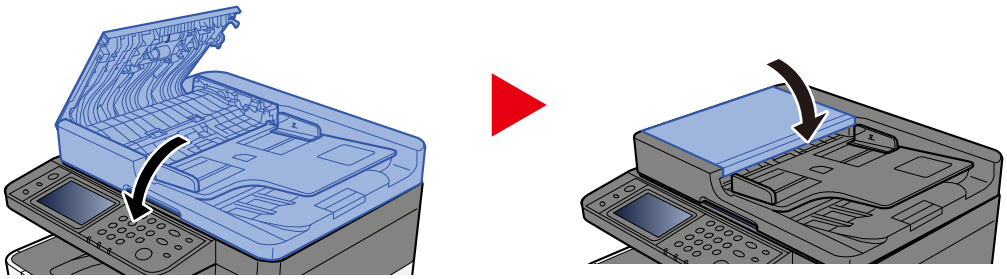
**2** **Open the Document Processor cover and remove the jammed paper.**



**3** **Remove the jammed paper.**



## 4 Return the cover to the original position.



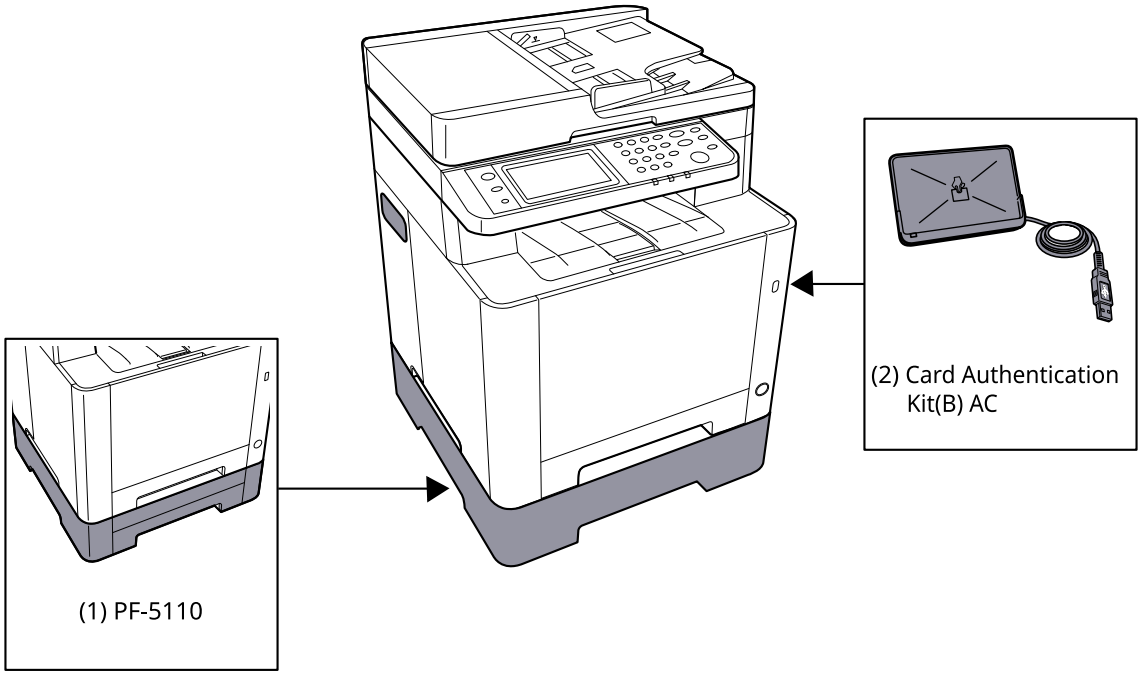
# 11 Appendix

Optional Equipment ..... 802
Overview of the Applications ..... 803
Character Entry Method ..... 805
About Paper ..... 809
Specifications ..... 824
Backing up your data ..... 831
Security Quick Setup Function List ..... 833

# Optional Equipment

## Option configuration

The following enhancements are available for this model.




1 PF-5110 <Paper feeder>

The paper feeder can be installed in the machine.

2 Card Authentication Kit(B) AC <IC card authentication kit (Activate)>

It is possible to make the user authentication with IC card. In order to perform the user authentication with IC card, IC card information has to be registered to the local user list in advance.

Refer to the following for the method of the registration.

➡ **IC CARD AUTHENTICATION KIT (B) OPERATION GUIDE**

3 UG-51 <Trusted Platform Module>

It is possible to protect the confidential information safely with this option. The encryption key used for the encrypted confidential information is stored in the exclusive storing area of the TMP chip. Since it is not possible to scan in this storing area from the outside of the TPM, the confidential information can protect safely.

4 USB Keyboard

A USB keyboard can be used to enter information into the text fields on the operation panel. A special mount is also available to install the keyboard on the machine. Please contact your dealer or service representative for information on keyboards that are compatible with your machine before you purchase one.

### Software option

1 UG-33 AC <ThinPrint expansion kit (Activate)>

It is possible print the print data directly even without the print driver.

## Reading the SD/SDHC Memory Card

Once inserted in the machine's slot, the contents of the SD/SDHC memory card can be read from the operation panel or automatically when you power on or reset the machine.

# Overview of the Applications

The applications listed below are installed on this machine.

- Data Security Kit
- ThinPrint Option

  This can be used on a trial basis for a limited time.
- Card Authentication Kit

  This can be used on a trial basis for a limited time.

**NOTE**

- Restrictions such as the number of times the application can be used during the trial period differ depending on the application.
- If you change the date/time while using the trial version of an application, you will no longer be able to use the application.

## Starting Application Use

### 1 Display the screen.

[System Menu/Counter] key > [Add/DeleteApplication] > "Optional Function" [Optional Function List]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

### 2 Select the preferred application >[Activate]

You can view detailed information on the selected application by selecting (information icon).

### 3 Enter the license key > [Official]

Some applications do not require you to enter a license key. If the license key entry screen does not appear, go to step 4.

To use the application as a trial, select [Trial] without entering the license key.

### 4 Select [Start] in the confirmation screen.

**NOTE**

- If you started the Data Encryption/Overwrite or UG-33 AC, turn the power OFF/ON.
- Icons of activated application are displayed in the Home screen.

# Checking Details of Application

## 1 Display the screen.

[System Menu/Counter] key > [Add/DeleteApplication] > "Optional Function List" [Optional Function List]

**NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

## 2 Select (information icon) for the application whose detailed information you want to check.

The detail information is available on the selected application.

The items that can be referenced are as follows:

- Function Name
- License
- Remaining Trial Counts
- Expiration Date of Trial
- Status

**NOTE**

To extend the trial period, select [Extend].

# Character Entry Method

To enter characters for a name, use the on-display keyboard in the touch panel following the steps as explained below.

**NOTE**

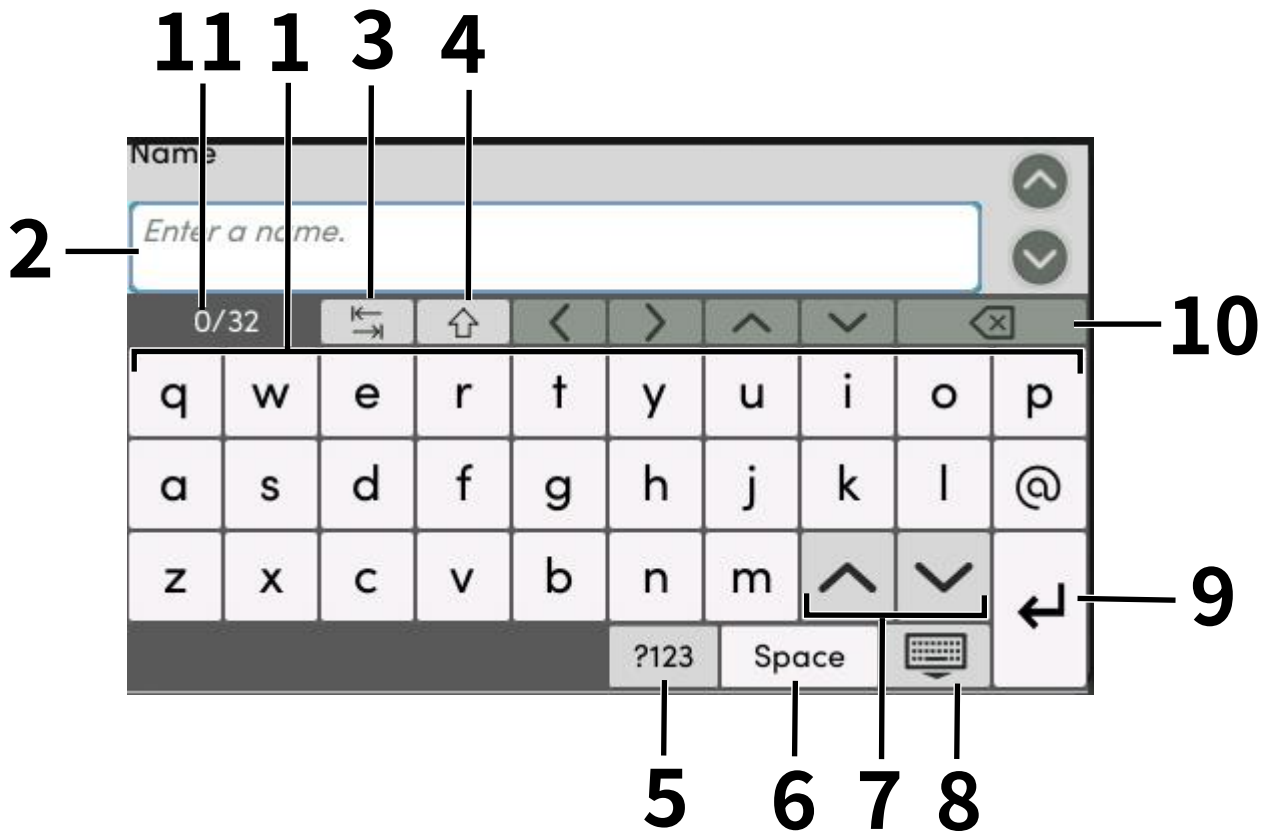
Keyboard Layout

"QWERTY", "QWERTZ" and "AZERTY" are available as keyboard layouts the same as a PC keyboard.

Select the [System Menu/Counter] key, [DeviceSettings], [Keyboard] and then [Keyboard Layout] to choose the desired layout. "QWERTY" layout is used here as an example. You may use another layout following the same steps.

## Entry Screens

### Lower-case Letter Entry Screen




1 Keyboard

Select the character to enter.

2 Input box

Enter characters in the selected box.

3 Tab key

Select to move to the next input box.

4 Shift key

Select to switch between upper case and lower-case.

5 ?123 / Character

Select the characters that are entered.

6 Space key

Select to insert a space.

7 Cursor key

Select to move the cursor on the display.

8 Close key

Select to close the entry screen.

9 Enter key

Select to finalize entry and return to the screen before the entry.

10 Backspace key

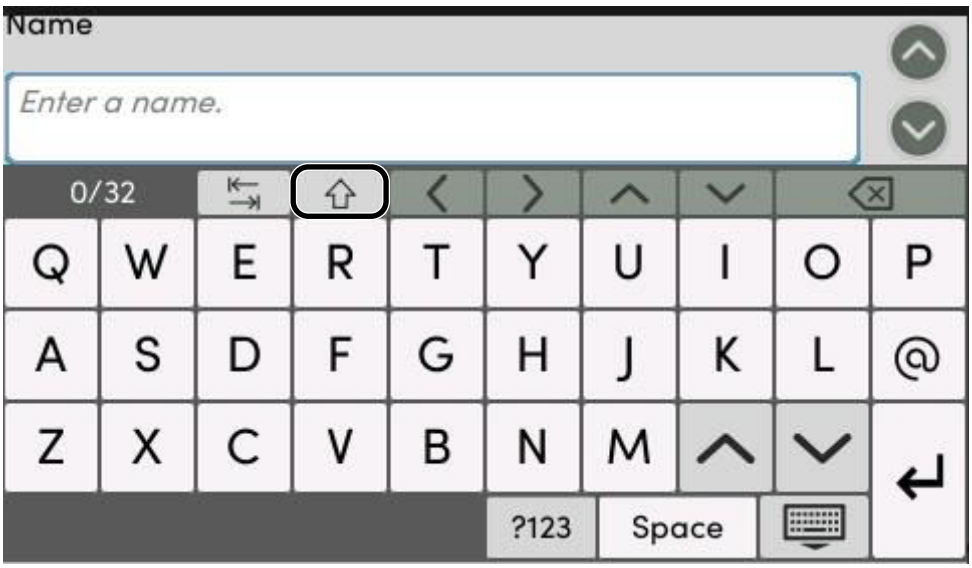
Select to delete a character to the left of the cursor.

11 Input / Limit display

Displays maximum number of characters and the number of characters entered.

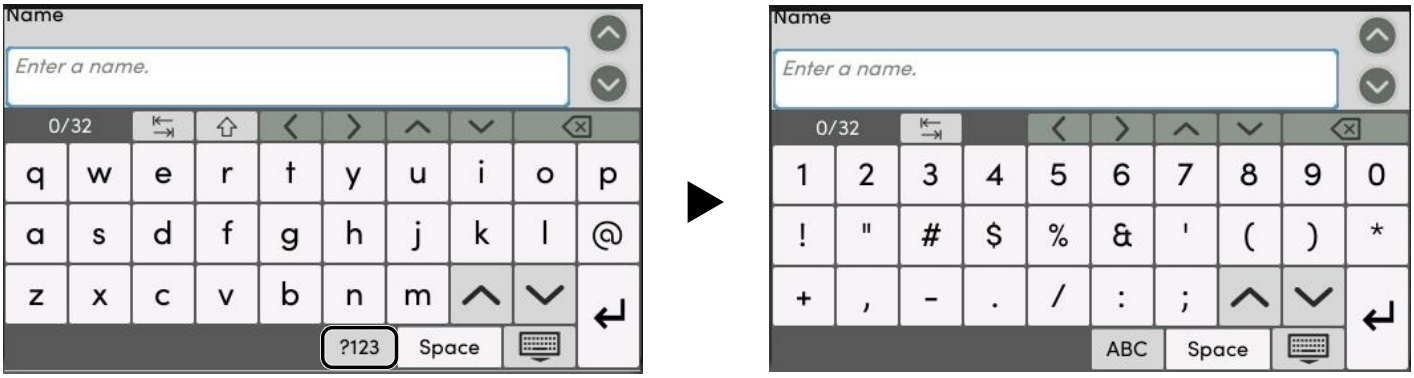
## Upper-case Letter Entry Screen

Select the Shift key.



## Number/Symbol Entry Screen

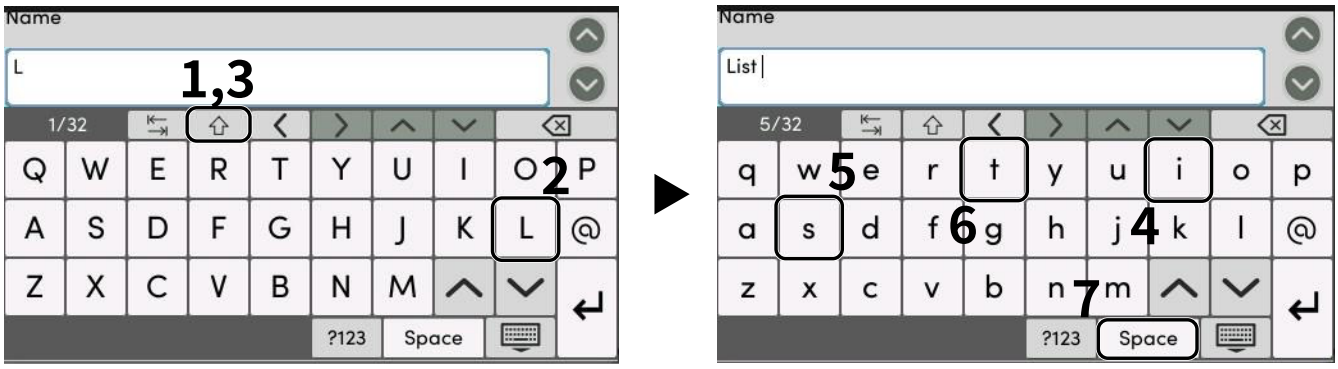
Select ?123.



# Entering Characters

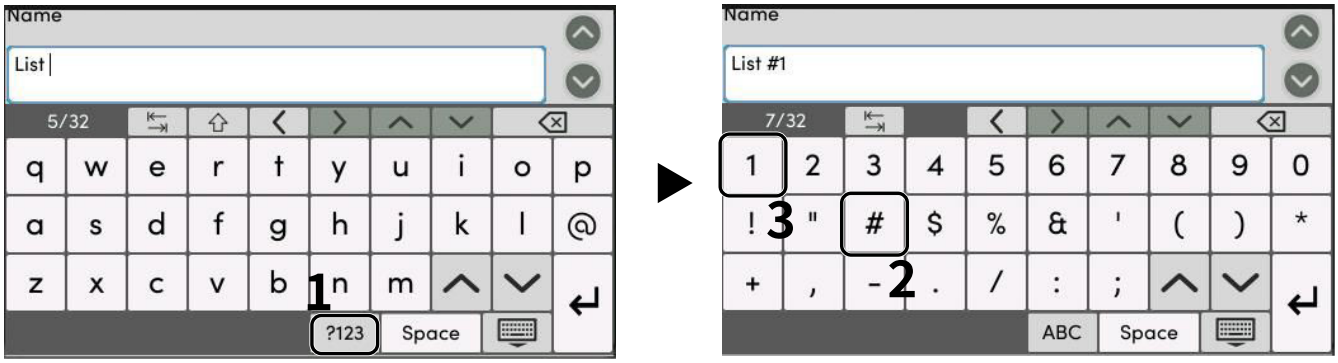
Follow the steps below to enter 'List #1' for an example

## 1 Enter 'List', (space).



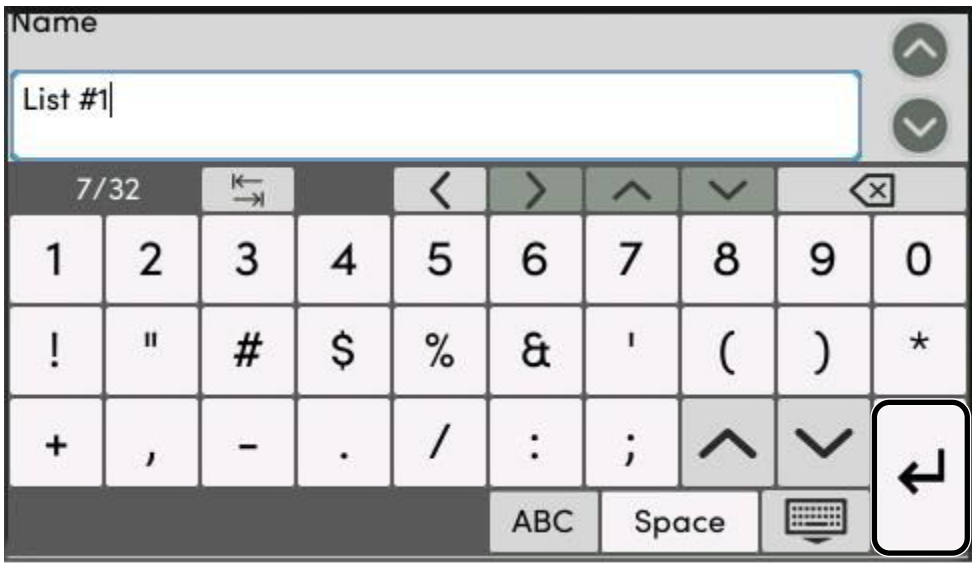

To switch between upper case and lower-case, select the Shift key.

## 2 Enter '#' and '1'.




To enter numbers or symbols, select #123.

## 3 Check that the entry is correct.




Check that the entry is correct. Select enter.

# About Paper

This section explains the paper sizes and types that can be used in the paper source.

For details on the sizes, types, and number of sheets of paper that can be loaded in each paper tray, refer to the following:

➡ Specifications (page 824)

# Basic Paper Specifications

This machine is designed to print on standard copy paper as used in regular ('dry') copiers and page printers such as laser printers. It also supports a variety of other types of paper that conform to the specifications given in this appendix.

Be careful when choosing paper. Paper unsuitable for the machine may cause jams or may be wrinkled.

## Supported Paper

Use standard copy paper for regular copiers or laser printers. The printing quality will be affected by the quality of paper. Poor quality paper may result in unsatisfactory output.

## Basic Paper Specifications

The following table lists the specifications of paper that is supported with this machine.

| Criteria | Specifications |
|---|---|
| Weight | Cassettes: 60 to 163 g/m$^2$ |
| | Multipurpose tray: 60 to 220 g/m$^2$ |
| Dimensional accuracy | ±0.7 mm |
| Squareness of corners | 90° ±0.2° |
| Moisture Content | 4 to 6% |
| Pulp content | 80% or more |

**NOTE**

Some recycled paper does not meet requirements for use with this machine as listed in the Basic Paper Specifications shown below, such as moisture or pulp content. For this reason, we recommend purchasing a small amount of recycled paper as a sample for testing prior to use. Choose recycled paper that gives the best printing results and contains low levels of paper dust.

We are not responsible for the problems occurred from the use of paper that does not conform to our specifications.

# Choosing the Appropriate Paper

This section describes guidelines for choosing paper.

## Condition

Avoid using paper with bent corners or that is curled, dirty, or torn. Do not use paper that has a rough surface or paper fiber lint, or that is especially delicate. Using such paper can cause poor print quality. In addition, poor paper feeding can cause paper jams and shorten the life of the machine. Use paper with a smooth and even surface. However, do not use paper that has been surface-treated, such as coating, as it may damage the drum and fusing unit.

## Ingredients

Do not use paper such as paper that has been coated or surface-treated or paper that contains plastic or carbon. Those types of paper may produce harmful fumes from the heat of printing and may damage the drum.

Be sure to use standard paper that contains at least 80% pulp. Be sure to use standard paper with 20% or less of the paper content consisting of cotton or other fibers.

## Smoothness

The paper surface should be smooth, but it must be uncoated. With paper that is too smooth and slippery, several sheets may accidentally be supplied at once, causing jams.

## Basis Weight

In countries that use the metric system, basis weight is the weight in grams of one sheet of paper one square meter in area. In the United States, basis weight is the weight in pounds of one ream (500 sheets) of paper cut to the standard size (or trade size) for a specific grade of paper.

Paper that is too heavy or too light may be supplied incorrectly or cause paper jams, which may cause excessive wear of the machine. Mixed paper weight (i.e., thickness) may cause several sheets to be supplied at once accidentally and may also cause blurring or other printing problems if the toner fails to adhere correctly.

## Moisture Content

Paper moisture content is the ratio of moisture to dryness expressed as a percentage. Moisture affects how the paper is supplied, the electrostatic chargeability of the paper, and how the toner adheres.

Paper moisture content varies depending on the relative humidity in the room. High relative humidity causes paper to become damp, making the edges expand so it appears wavy. Low relative humidity causes paper to lose moisture, making the edges tighten and weakening print contrast.

Wavy or tight edges may cause the paper to slip when it is supplied. Try to keep the moisture content between 4 to 6%.

To maintain the right level of moisture content, bear in mind the following considerations.

- Store paper in a cool, well-ventilated place.
- Store paper flat and unopened in the package. Once the package is opened, reseal it if the paper is not to be used for a while.
- Store paper sealed in the original package and box. Put a pallet under the box to keep it raised above the floor. Especially during rainy seasons keep the paper a sufficient distance away from wooden or concrete floors.
- Before using paper that has been stored, keep it at the proper moisture level for at least 48 hours.
- Do not store paper where it is exposed to heat, sunlight, or dampness.

## Other Paper Specifications

**Porosity:**

The density of the paper fibers.

**Stiffness:**

Paper must be stiff enough or it may buckle in the machine, causing jams.

**Curl:**

Most paper naturally tends to curl after the package is opened. When paper passes through the fixing unit, it curls upward slightly. To deliver flat printouts, load the paper so that the curl faces towards the bottom of the paper tray.

**Static electricity:**

During printing, paper is electrostatically charged so that the toner adheres. Choose paper that can be discharged quickly so that copies do not cling together.

**Whiteness:**

Paper whiteness affects print contrast. Use whiter paper for sharper, brighter copies.

**Quality:**

Machine problems may occur if sheet sizes are not uniform or if corners are not square, edges are rough, sheets are uncut, or edges or corners are crushed. In order to prevent these problems, be especially careful when you cut the paper yourself.

**Packaging:**

Choose paper that is properly packaged and stacked in boxes. Ideally, the packaging itself should have been treated with a coating to inhibit moisture.

**Specially treated paper:**

We do not recommend printing onto the following types of paper, even if it conforms to the basic specifications. When you use these kinds of paper, purchase a small amount first as a sample to test.

- Glossy paper
- Watermarked paper
- Paper with an uneven surface
- Perforated paper

## Paper Sizes that can be Used with This Machine

Paper of the following sizes is supported by the machine.

Measurements in the table take into account a ±0.7 mm dimensional accuracy for length and width. Corner angles must be 90° ± 0.2°.

| Paper Size | Cassette 1 | Cassette 2 | Multipurpose Tray |
|---|---|---|---|
| Envelope Monarch (3-7/8 × 7-1/2") | Paper of this size cannot be set | Paper of this size cannot be set | Paper of this size can be set |
| Envelope #10 (4-1/8 × 9-1/2") | Paper of this size cannot be set | Paper of this size cannot be set | Paper of this size can be set |
| Envelope DL (110 × 220 mm) | Paper of this size cannot be set | Paper of this size cannot be set | Paper of this size can be set |
| Envelope C5 (162 × 229 mm) | Paper of this size cannot be set | Paper of this size cannot be set | Paper of this size can be set |

| Paper Size | Cassette 1 | Cassette 2 | Multipurpose Tray |
|---|---|---|---|
| Executive (7-1/4 × 10-1/2") | Paper of this size can be set | Paper of this size can be set | Paper of this size can be set |
| Letter (8-1/2 × 11") | Paper of this size can be set | Paper of this size can be set | Paper of this size can be set |
| Legal (8-1/2 × 14") | Paper of this size can be set | Paper of this size can be set | Paper of this size can be set |
| A4 (297 × 210 mm) | Paper of this size can be set | Paper of this size can be set | Paper of this size can be set |
| B5 (257 × 182 mm) | Paper of this size can be set | Paper of this size can be set | Paper of this size can be set |
| A5-R (148 × 210mm) | Paper of this size can be set | Paper of this size can be set | Paper of this size can be set |
| A5 (210 × 148 mm) | Paper of this size can be set | Paper of this size can be set | Paper of this size can be set |
| A6 (148 × 105 mm) | Paper of this size can be set | Paper of this size can be set | Paper of this size can be set |
| B6 (182 × 128 mm) | Paper of this size can be set | Paper of this size can be set | Paper of this size can be set |
| Envelope #9 (3-7/8 × 8-7/8") | Paper of this size cannot be set | Paper of this size can be set | Paper of this size can be set |
| Envelope #6 (3-5/8 × 6-1/2") | Paper of this size cannot be set | Paper of this size can be set | Paper of this size can be set |
| ISO B5 (176 × 250 mm) | Paper of this size can be set | Paper of this size can be set | Paper of this size can be set |
| Hagaki (Cardstock) (100 × 148 mm) | Paper of this size cannot be set | Paper of this size cannot be set | Paper of this size can be set |
| Oufuku hagaki (Return postcard) (148 × 200 mm) | Paper of this size cannot be set | Paper of this size cannot be set | Paper of this size can be set |
| Oficio II (8-1/2 × 13") | Paper of this size can be set | Paper of this size can be set | Paper of this size can be set |
| 216 × 340 mm | Paper of this size can be set | Paper of this size can be set | Paper of this size can be set |
| 16K (273 × 197 mm) | Paper of this size can be set | Paper of this size can be set | Paper of this size can be set |
| Statement (5-1/2 × 8-1/2") | Paper of this size can be set | Paper of this size can be set | Paper of this size can be set |
| Folio (210 × 330 mm) | Paper of this size can be set | Paper of this size can be set | Paper of this size can be set |
| Youkei 4 (105 × 235 mm) | Paper of this size cannot be set | Paper of this size cannot be set | Paper of this size can be set |
| Youkei 2 (114 × 162 mm) | Paper of this size cannot be set | Paper of this size cannot be set | Paper of this size can be set |
| Nagagata 3 (120 × 235mm) | Paper of this size cannot be set | Paper of this size cannot be set | Paper of this size can be set |

| Paper Size | Cassette 1 | Cassette 2 | Multipurpose Tray |
|---|---|---|---|
| Nagagata 4 (90 × 205mm) | Paper of this size cannot be set | Paper of this size cannot be set | Paper of this size can be set |
| Younaga 3 (235 ×120mm) | Paper of this size cannot be set | Paper of this size cannot be set | Paper of this size can be set |
| Kakugata | Paper of this size cannot be set | Paper of this size cannot be set | Paper of this size can be set |
| Size Input | Cassette 1: 105 × 148 to 216 × 356 mm<br>Cassette 2: 105 × 148 to 216 × 356 mm<br>Multipurpose Tray: 70 × 148 to 216 × 356 mm | | |

# Special Paper

This section describes printing onto special paper and print media.

The following paper and media can be used.

- Transparencies
- Preprint
- Bond paper
- Recycled paper
- Vellum
- Rough
- Letterhead
- Colored Paper
- Prepunched paper
- Envelopes
- Hagaki (Cardstock)
- Thick Paper
- Labels
- Coated Paper
- High-quality paper

When using these paper and media, choose those that are designed specifically for copiers or page printers (such as laser printers). Use the multipurpose tray for transparency, labels, vellum, envelope, cardstock, coated.

## Choosing Special Paper

Although special paper that meets the following requirements can be used with the machine, print quality will vary considerably due to differences in the construction and quality of special paper. Thus, special paper is more likely than regular paper to cause printing problems. Before purchasing special paper in volume, try testing a sample to ensure the print quality is satisfactory. General precautions when printing onto special paper are given below. Note that we are not responsible for any harm to the user or damage to the machine caused by moisture or specifications of special paper.

Select a cassette or multipurpose tray for special paper.

## Transparencies

Transparencies must be able to withstand the heat of printing. Transparencies must meet the following conditions.

| | |
|---|---|
| Heat resistance | Must withstand at least 190°C |
| Thickness | 0.100 to 0.110 mm |
| Material | Polyester |
| Dimensional accuracy | ±0.7 mm |
| Squareness of corners | 90° ±0.2° |

To avoid trouble, be sure to load transparencies in portrait orientation (i.e., the longer edge facing the machine).

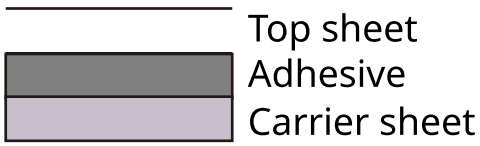
If transparencies jam frequently at output, try pulling the leading edge of sheets gently as they are ejected.

## Labels

Be sure to feed labels from the multipurpose tray

For selecting labels, use extreme care so that the adhesive may not come in direct contact with any part of the machine and that the labels are not easily peeled from the carrier sheet. Adhesives that stick to the drum or rollers and peeled labels remaining in the machine may cause a failure.

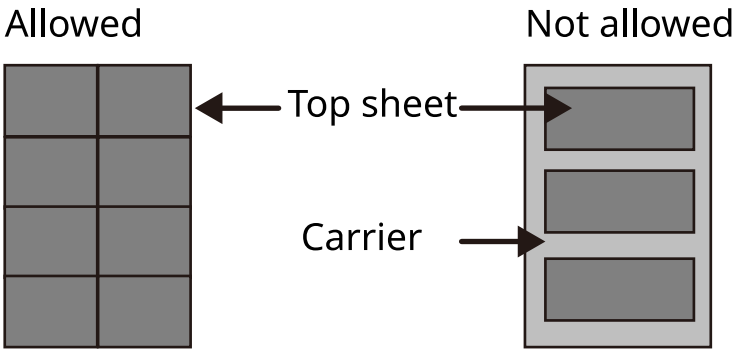
When printing onto labels, you must be liable for the print quality and possible trouble.




Labels consist of three layers as shown in the illustration. The adhesive layer contains materials that are easily affected by the force applied in the machine. The carrier sheet bears the top sheet until the label is used. This composition of labels may cause more problems.

The label surface must be covered completely with the top sheet. Gaps between labels may cause peeling of labels, resulting in a serious failure.

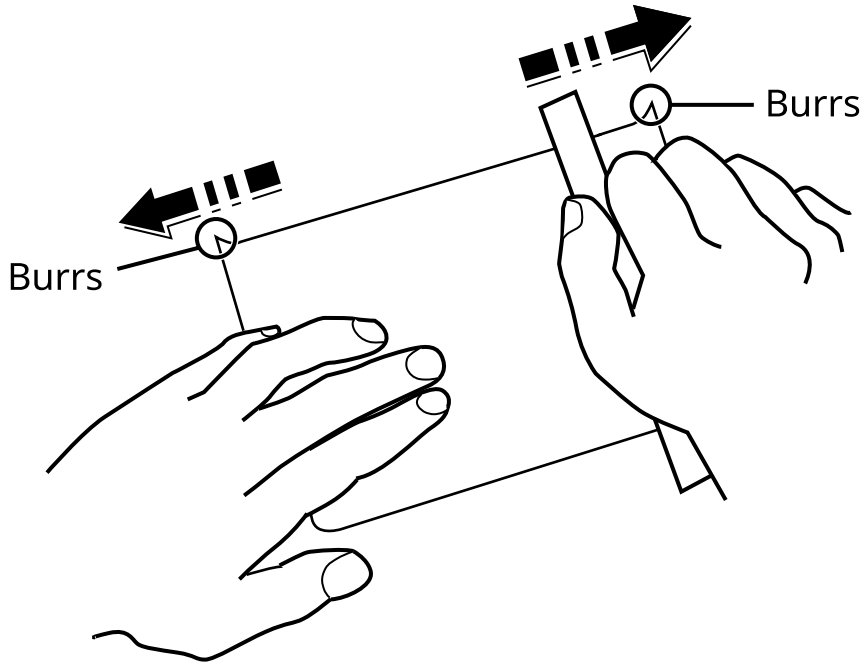
Some label paper has large margins on the top sheet. When using such paper, do not peel these margins from the carrier sheet before completing output.




Use label paper that conforms to the following specifications.

| | |
|---|---|
| Top sheet weight | 44 to 74 g/m$^2$ |
| Basis weight(overall paper weight) | 104 to 151 g/m$^2$ |
| Top sheet thickness | 0.086 to 0.107 mm |
| Overall paper thickness | 0.115 to 0.145 mm |
| Moisture Content | 4 to 6 % (composite) |

## Hagaki (Cardstock)




Before loading Hagaki (Cardstock) into the multipurpose tray, fan them and align the edges. If the Hagaki (Cardstock) paper is curled, straighten it before loading. Printing onto curled Hagaki (Cardstock) may cause jams.

Use unfolded Oufuku hagaki (Return postcard) (available at post offices). Some Hagaki (Cardstock) may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges by placing the Hagaki (Cardstock) on a flat surface and rubbing the edges gently a few times with a ruler.

## Envelopes

Envelopes should be fed from the MP tray with the print-side down or the cassette and the optional paper feeder with the print-side up.

**NOTE**

Do not load paper above the load limits located on the paper width guide of the cassette and the optional paper feeder.

Due to the structure of envelopes, printing evenly over the entire surface may not be possible in some cases. Thin envelopes in particular may be wrinkled by the machine in some cases as they pass through. Before purchasing envelopes in volume, try testing a sample to ensure the print quality.

Storing envelopes for a long period may cause them to become wrinkled. Thus, keep the package sealed until you are ready to use them.

Keep the following points in mind.

- Do not use envelopes with exposed adhesive. In addition, do not use the type of envelope in which the adhesive is exposed after the top layer is peeled off. Serious damage may be caused if the paper covering the adhesive comes off in the machine.
- Do not use envelopes with certain special features. For example, do not use envelopes with a grommet for winding a string to close the flap or envelopes with an open or film-covered window.
- If paper jams occur, load fewer envelopes at once.

## Thick Paper

Before loading thick paper, fan it and align the edges. Some thick paper may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges just as with Hagaki (Cardstock) by placing the paper on a flat surface and rubbing the edges gently a few times with a ruler. Printing onto paper with rough edges may cause jams.

**NOTE**

If the paper is not supplied correctly even after it is smoothed, load the paper with the leading edge raised a few millimeters.

## Colored Paper

Colored paper must conform to the specifications.

➡ Basic Paper Specifications (page 809)

In addition, the pigments in the paper must be able to withstand the heat of printing (up to 200°C or 392°F).

## Preprinted Paper

Preprinted paper must conform to the specifications

➡ Basic Paper Specifications (page 809)

The colored ink must be able to withstand the heat of printing. It must be resistant to silicone oil as well. Do not use paper with a treated surface such as glossy paper used for calendars.

## Recycled Paper

Recycled paper must conform to the specifications; however, its whiteness may be considered separately.

➡ Basic Paper Specifications (page 809)

**NOTE**

Before purchasing recycled paper in volume, try testing a sample to ensure satisfactory print quality.

## Coated Paper

Coated paper is created by treating the surface of the base paper with a coating that provides higher printing quality than plain paper. Coated paper is used for particularly high-quality printing.

The surface of high-quality or medium-quality paper is coated with special agents that improve ink adhesion by making the paper surface smoother. These agents are used either to coat both sides of the paper or just one side. The coated side appears slightly glossy.

**IMPORTANT**

When printing on coated paper in very humid environments, ensure that the paper is kept dry as moisture may cause sheets to stick together when they are fed into the machine. If printing in very humid environments, set coated paper for one sheet each.

# Specifications

**IMPORTANT**

Specifications are subject to change without notice.

**NOTE**

For more information on using the FAX, refer to the following:

➡ **FAX Operation Guide**

## Machine

| Item | Specifications |
|---|---|
| Model | ECOSYS MA2600cwfx/ECOSYS MA2600cfx/ECOSYS MA2600cwx |
| Type | Desktop |
| Printing Method | Electrophotography by semiconductor laser |
| Paper Weight (Cassette) | 60 to 163 g/m$^2$ |
| Paper Weight (Multipurpose Tray) | 60 to 220 g/m$^2$ |
| Paper Type (Cassette) | Plain, Preprinted, Bond, Recycled, Rough, Letterhead, Color, Prepunched, Thick, High Quality, Custom 1 to 8<br>(Duplex: Same as duplex printing). |
| Paper Type (Multipurpose Tray) | Plain, Transparency (OHP Film), Preprinted, Bond, Recycled, Rough, Vellum, Letterhead, Color, Prepunched, Thick, High Quality, Labels, Envelope, Hagaki (Cardstock), Coated, Custom 1 to 8 |
| Paper Size (Cassette) | A4, A5, A5-R, A6, B5, B6, Letter, Legal, 216×340 mm, Executive, Oficio II, 16K, Statement, Folio, ISO B5, Custom (105 × 148 to 216 × 356 mm) |
| Paper Size (Multipurpose Tray) | A4, A5, A5-R, A6, B5, B6, Letter, Legal, 216 × 340 mm, Executive, Oficio II, 16K, Statement, Statement-R, Folio, ISO B5, Envelope Monarch, Envelope #10, Envelope DL, Envelope C5, Envelope #9, Envelope #6 3/4, Hagaki (Cardstock), Oufukuhagaki (Return postcard), Youkei 2, Youkei 4, Nagagata 3, Nagagata 4, Younaga 3, Custom (70 × 148 to 216 × 356 mm) |
| Printed Image Margin Width | 4.2 mm |
| Warm-up Time (23°C/73.4°F, 60%) | 29 seconds or less (from power ON) |
| Warm-up Time (23°C/73.4°F, 60%) | 13 seconds or less (from sleep) |
| Paper Capacity (Cassette) | 250 sheets (80 g/m$^2$, A4/Letter or smaller) |
| Paper Capacity (Multipurpose Tray) | 50 sheets |
| Output Tray Capacity (Inner tray) | 150 sheets (80 g/m$^2$) |
| Image Write System | Semiconductor laser and electrophotography |
| Image Memory | 1 GB |

| Item | Specifications |
|---|---|
| Interface (Standard) | • Hi-Speed USB: 1<br>• Network Interface: 1 (10BASE-T/100BASE-TX/1000BASE-T)<br>• Hi-Speed USB: 1 (USB flash memory slot)<br>• Wireless LAN supported*1*<br>• FAX: 1*2* |
| Operating Environment (Temperature) | 10 to 32.5°C |
| Operating Environment (Humidity) | 10 to 80% |
| Operating Environment (Altitude) | 3,500 m and below |
| Operating Environment (Brightness) | 1,500 lux and below |
| Dimension (W × D × H) | 410 x 410 x 457 mm |
| Weight (Without toner container) | 25 kg/55.12 lb |
| Space Required (W × D)<br>(when using multipurpose tray) | 417 x 613 mm |
| Power Source | 120 V AC, 60 Hz: 8.6 A<br>220-240 V AC, 50 Hz: 5.7 A |
| Power consumption in Off mode and network standby | The information is available at the website below.<br>https://www.kyoceradocumentsolutions.eu/en/about-us/our-brand/environmental-policy.html |
| Options | ➡ Option configuration (page 802) |

*1 ECOSYS MA2600cwfx, ECOSYS MA2600cwx

*2 ECOSYS MA2600cwfx, ECOSYS MA2600cfx

# Copy Functions

## Copy Speed

| Paper Size | Black and White | Color |
|---|---|---|
| A4R/A5 | 26 sheets/min | 26 sheets/min |
| LetterR | 27 sheets/min | 27 sheets/min |
| Legal | 22 sheets/min | 22 sheets/min |
| B5R | 27 sheets/min *1 | 27 sheets/min*1 |
| A5R | 27 sheets/min *1 | 27 sheets/min *1 |
| A6R | 27 sheets/min *1 | 27 sheets/min *1 |
| 16K | 27 sheets/min | 27 sheets/min |

*1 14ppm after the 16th sheet

**When "EcoPrint" is on. Models for Europe.**

| Paper Size | Black and White | Color |
|---|---|---|
| A4 | 17.5 sheets/min | 17.5 sheets/min |
| Letter/Statement-R/A5-R | 18.5 sheets/min | 18.5 sheets/min |
| B5 | 8 sheets/min | 8 sheets/min |
| A5/Statement | 23.5 sheets/min | 23.5 sheets/min |
| A6 | 18 sheets/min | 18 sheets/min |
| Legal | 15 sheets/min | 15 sheets/min |

## Others

| Item | Description |
|---|---|
| First Copy Time (A4, placed on the platen, feed from Cassette) | **Black & White**<br>8.0 seconds or less<br>**Color**<br>10 seconds or less |
| Zoom Level | Manual mode: 25 to 400%, 1% increments<br>Preset zoom levels: 400%, 200%, 141%, 129%, 115%, 90%, 86%, 78%, 70%, 64%, 50%, 25% |
| Continuous Copying | 1 to 998 sheets |
| Resolution | 600 × 600 dpi |
| Original Type | Sheet, Book, 3-dimensional objects (maximum original size: 216×356 mm) |
| Original Feed System | Fixed |

# Printer Function

## Print Speed

| Paper Size | Black and White | Color |
|---|---|---|
| A4R/A5 | 26 sheets/min | 26 sheets/min |
| Letter-R | 27 sheets/min | 27 sheets/min |
| Legal | 22 sheets/min | 22 sheets/min |
| B5R | 21 sheets/min*1 | 21 sheets/min*1 |
| A5R | 21 sheets/min*1 | 21 sheets/min*1 |
| A6R | 21 sheets/min*1 | 21 sheets/min*1 |
| 16K | 27 sheets/min | 27 sheets/min |

*1 14ppm after the 16th sheet

## Others

| Item | Description |
|---|---|
| First Print Time (A4, feed from Cassette) | **Black & White**<br>9.5 seconds or less<br>**Color**<br>10.5 seconds or less |
| Resolution | • Equivalent of 9600 dpi × 600 dpi<br>• Equivalent of 1200 dpi × Equivalent of 1200 dpi |
| Operating System | • Windows 10<br>• Windows 11<br>• Windows Server 2016<br>• Mac OS X v10.9 or higher |
| Interface | • USB Interface Connector: 1 (Super-Speed USB)<br>• Network interface: 1 (10 BASE-T/100 BASE-TX/1000 BASE-T)<br>• Optional Interface (Option): 1 (For IB-50/IB-51 mounting)<br>• Wireless LAN (Option): 1 (For IB-37/IB-38 mounting) |
| Page Description Language | PRESCRIBE |
| Emulation | • PCL6 (PCL5c/PCL-XL)<br>• KPDL3 AES<br>• PDF Direct Print<br>• XPS |

# Scanner Functions

## Scanning Speed (A4 landscape, 300 dpi × 600 dpi, Image quality: Text/Photo original)

When using the document processor (except TWAIN and WIA scanning)

| Item | Black and White | Color |
|---|---|---|
| 1-Sided | 27 sheets/min | 22 sheets/min*1 |
| 2-Sided | 54 sheets/min*1 | 44 sheets/min*1 |

*1 Depending on the timing of using Document Processor, the loading speed may decrease.

## Others

| Item | Description |
|---|---|
| Resolution | • 200 dpi x 200 dpi (Default)<br>• 300 dpi x 300 dpi<br>• 200 dpi x 100 dpi<br>• 600dpi x 600dpi<br>• 400dpi x 400dpi<br>• 200dpi x 400dpi |
| File Format | TIFF (MMR/JPEG compression), JPEG, PDF (MMR/JPEG compression), XPS, PDF/A, High compressive PDF, Encrypted PDF, OPEN XPS |
| Interface | Ethernet (10 BASE-T/100 BASE-TX/1000 BASE-T), USB, Wireless LAN support*1 |
| Transmission System | SMB, SMTP, FTP, FTP over SSL, USB, TWAIN*2, WIA*2, WSD |

*1 ECOSYS MA2600cwfx / ECOSYS MA2600cwx

*2 Available Operating System: Windows Server 2008/Windows Server 2008 R2/Windows 7/Windows 10/ Windows Server 2012/Windows Server 2016

# Document Processor

| Item | Description |
|---|---|
| Original Type | Sheet originals |
| Original Size | Maximum: Legal/Folio<br>Minimum: Statement-R/A6-R |
| Original Weight | 60 to 90 g/$m^2$ |
| Loading Capacity | 50 sheets (60 to 80 g/$m^2$) maximum<br>Up to upper limit height line in the document processor |

# Paper Feeder (250-sheet)

| Setting | Specifications |
|---|---|
| Paper Supply Method | Friction retard feeder<br>Capacity 250 sheets (80 g/m$^2$) 1 cassette |
| Paper Size | A4, A5-R, A5, B5, A6, B6, Letter, Legal, Folio, 216 x 340mm, Statement-R, Executive, Oficio II, 16K, B5(ISO), Custom (105 x 148 to 216 x 356 mm) |
| Supported Paper | Paper thickness: 60 to 163 g/m$^2$<br>Media types: Plain, Recycled, Special Paper |
| Dimensions (W × D × H) | 410 × 447.5 × 147 mm / 16.15" × 17.62" × 5.79" |
| Weight | Approx. 3.6 kg / Approx 7.94 lb |

# Backing up your data

If the memory of this machine installed in the machine failed for any reason, the files in the box, fax received data and various settings saved there will be deleted and cannot be restored. To prevent erasing data, make regular backups as follows.

- Take a backup using KYOCERA Net Viewer.

  ➡ Backing up your data using KYOCERA Net Viewer (page 831)

- Take a backup using Command Center RX.

  ➡ Backing up your data using Command Center RX (page 832)

- Back up your data using a USB drive.

  Backing up your data using USB Drive

## Backing up your data using KYOCERA Net Viewer

Use KYOCERA Net Viewer to regularly back up the data below that is saved on the machine.

- System Settings
- Network Settings
- User List
- Address Book
- Document Box Settings (Except for the file in the Custom Box)

  ➡ Migrating the Address Book (page 135)

# Backing up your data using Command Center RX

Use Command Center RX to regularly back up data saved in the Document Box and Subaddress Box to your PC. This section describes the procedure for backing up the data in the document box. Subaddress box can be backed up using the same procedure.

## 1 Display the screen.

1. Launch your Web browser.
2. In the address or location bar, enter the machine's IP address or the host name.

   Click in the following order to check the machine's IP address and the host name.

   In the home screen [...] > [Device Information] > [Identification/Wired NW] > [Wired Network]

   Click the number or name of the Custom Box in which the document is stored.

## 2 Download Document

1. Select the document data you want to download to your PC.

   Only the data of one document can be downloaded at a time.
2. Click the [Download] icon. The selected document is displayed in [Selected Files].
3. Specify the [Image Quality] and [File Format] as needed.
4. Click [Download].

# Security Quick Setup Function List

The functions configured in each level of Security Quick Setup are as follows. After selecting the security level, configure the security function according to your operating environment.

## TLS

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | On | On |

# Serverside Settings

The setting item which can be set or configured from Command Center RX.

**TLS Version**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| TLS1.2, TLS1.3 | TLS1.2, TLS1.3 | TLS1.2, TLS1.3 |

**Effective Encryption**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| 3DES, AES, AES-GCM, CHACHA20/POLY1305 | AES-GCM, AES, CHACHA20/POLY1305 | AES-GCM, AES, CHACHA20/POLY1305 |

**Hash**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| SHA1, SHA-2(256/384) | SHA-2(256/384) | SHA-2(256/384) |

**IPP Security**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Secure Only (IPPS) | Secure Only (IPPS) | Secure Only (IPPS) |

**HTTP Security**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Secure Only (HTTPS) | Secure Only (HTTPS) | Secure Only (HTTPS) |

**Enhanced WSD Security**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Secure Only (Enhanced WSD over TLS) | Secure Only (Enhanced WSD over TLS) | Secure Only (Enhanced WSD over TLS) |

**eSCL Security**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Secure (eSCL over TLS) | Secure Only (eSCL over TLS) | Secure Only (eSCL over TLS) |

**Rest Security**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Secure (REST over TLS) | - | - |

# Clientside Settings

The setting item which can be set or configured from Command Center RX.

**TLS Version**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| TLS1.2, TLS1.3 | TLS1.2, TLS1.3 | TLS1.2, TLS1.3 |

**Effective Encryption**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| 3DES, AES, AES-GCM, CHACHA20/POLY1305 | AES-GCM, AES, CHACHA20/POLY1305 | AES-GCM, AES, CHACHA20/POLY1305 |

**Hash**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| SHA1, SHA-2(256/384) | SHA-2(256/384) | SHA-2(256/384) |

# IPv4 Settings (Wired Network)

The setting item which can be set or configured from Command Center RX.

**DNS over TLS**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Off | Auto | On |

**Certificate Auto Verification**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Expiration Date | Expiration Date | Expiration Date |

**Hash**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| SHA-2(256/384) | SHA-2(256/384) | SHA-2(256/384) |

# IPv4 Settings (Wireless Network)

The setting item which can be set or configured from Command Center RX.

**DNS over TLS**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Off | Auto | On |

**Certificate Auto Verification**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Expiration Date | Expiration Date | Expiration Date |

**Hash**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| SHA-2(256/384) | SHA-2(256/384) | SHA-2(256/384) |

# IPv6 Settings (Wired Network)

The setting item which can be set or configured from Command Center RX.

**DNS over TLS**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Off | Auto | On |

**Certificate Auto Verification**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Expiration Date | Expiration Date | Expiration Date |

**Hash**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| SHA-2(256/384) | SHA-2(256/384) | SHA-2(256/384) |

# IPv6 Settings (Wireless Network)

The setting item which can be set or configured from Command Center RX.

**DNS over TLS**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Off | Auto | On |

**Certificate Auto Verification**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Expiration Date | Expiration Date | Expiration Date |

**Hash**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| SHA-2(256/384) | SHA-2(256/384) | SHA-2(256/384) |

# Send Protocols: FTP Client (Transmission)

The setting item which can be set or configured from Command Center RX.

**Certificate Auto Verification**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Expiration Date | Expiration Date | Expiration Date |

**Hash**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| SHA-2(256/384) | SHA-2(256/384) | SHA-2(256/384) |

# Other Protocols: HTTP (Client)

The setting item which can be set or configured from Command Center RX.

**Certificate Auto Verification**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Expiration Date | Expiration Date | Expiration Date |

**Hash**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| SHA-2(256/384) | SHA-2(256/384) | SHA-2(256/384) |

# Other Protocols: SOAP

The setting item which can be set or configured from Command Center RX.

**Use Default Settings**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | Expiration Date | Expiration Date |

# Other Protocols: LDAP

The setting item which can be set or configured from Command Center RX.

**Use Default Settings**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Off | Expiration Date | Expiration Date |

# Send Protocols: SMTP (E-mail TX)

The setting item which can be set or configured from Command Center RX.

**Certificate Auto Verification**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Expiration Date | Expiration Date | Expiration Date |

**Hash**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| SHA-2(256/384) | SHA-2(256/384) | SHA-2(256/384) |

# Email: POP3 User Settings

The setting item which can be set or configured from Command Center RX.

**Certificate Auto Verification**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Expiration Date | Expiration Date | Expiration Date |

**Hash**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| SHA-2(256/384) | SHA-2(256/384) | SHA-2(256/384) |

# Print protocols

**LPD**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | On | Off |

**FTP (Receiving)**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | Off | Off |

**IPP**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | Off | Off |

**IPP over TLS**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | On | On |

**Raw**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | On | Off |

**ThinPrint**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | Off | Off |

**NOTE**

This is available if the optional application is enabled.

**ThinPrint over TLS**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | —*1 | —*1 |

**NOTE**

This is available if the optional application is enabled.

*1 If you select [Level 2] or [Level 3] in "Security Quick Setup", this setting will disappear.

**WSD Print**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | Off | Off |

**POP (E-mail RX)**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Off | Off | Off |

# Send Protocol

**FTP Client (Transmission)**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | Off | Off |

**SMB**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | On | Off |

**WSD Scan**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | Off | Off |

**eSCL**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | Off | Off |

**eSCL over TLS**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | On | Off |

# Other Protocols

**SNMPv1/v2c**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | On | Off |

**SNMPv3**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Off | Off | Off |

**HTTP**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | Off | Off |

**HTTPS**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | On | On |

**Enhanced WSD**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | Off | Off |

**Enhanced WSD (TLS)**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | On | On |

**LDAP**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Off | Off | Off |

**LLTD**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Off | Off | Off |

**REST**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | Off | Off |

**REST over TLS**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | On | On |

**VNC (RFB)**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Off | Off | Off |

**VNC (RFB) over TLS**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Off | Off | Off |

**Enhanced VNC (RFB) over TLS**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | Off | Off |

# TCP/IP: Bonjour Settings

**Bonjour**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | On | Off |

# Network Settings

### Wi-Fi Direct Settings

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Off | Off | Off |

# Connectivity

**Bluetooth Settings**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Off | Off | Off |

# Interface Block Setting

**USB Host**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Unblock | Unblock | Block |

**USB Device**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Unblock | Unblock | Block |

**USB Drive**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Unblock | Unblock | Block |

# Energy Saver/Timer

**Auto Panel Reset**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| On | On | On |

# User Account Lockout Setting

**Lockout**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Off | Off | On |

# Job Status/Job Logs Settings

**Display Jobs Detail Status**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Show All | Show All | Hide All (Display only when Administrator |

**Display Jobs Log**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Show All | Show All | Hide All (Display only when Administrator |

**Display Fax Log**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Show All | Show All | Hide All (Display only when Administrator |

# Edit Restriction

**Address Book**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Off | Off | Administrator only |

**One-Touch Key**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Off | Off | Administrator only |

# Prevent Mis-sending Settings

**Destination Check before Send**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| - | Off | On |

**Entry Check for New Dest.**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| - | Off | On |

**New Destination Entry**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Permit | Permit | Prohibit |

**New destination entry (FAX)**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Permit | Permit | —*1 |

*1 If you select [Level 3] in "Security Quick Setup", this setting will disappear.

**Recall Destination**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Prohibit | Permit | Prohibit |

**Broadcast**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Permit | Permit | Prohibit |

**Destination History Usage**

| Level 1 | Level 2 | Level 3 |
|---|---|---|
| Permit | Permit | Prohibit |

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