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TASKalfa 3212i
TASKalfa 4012i

OPERATION GUIDE



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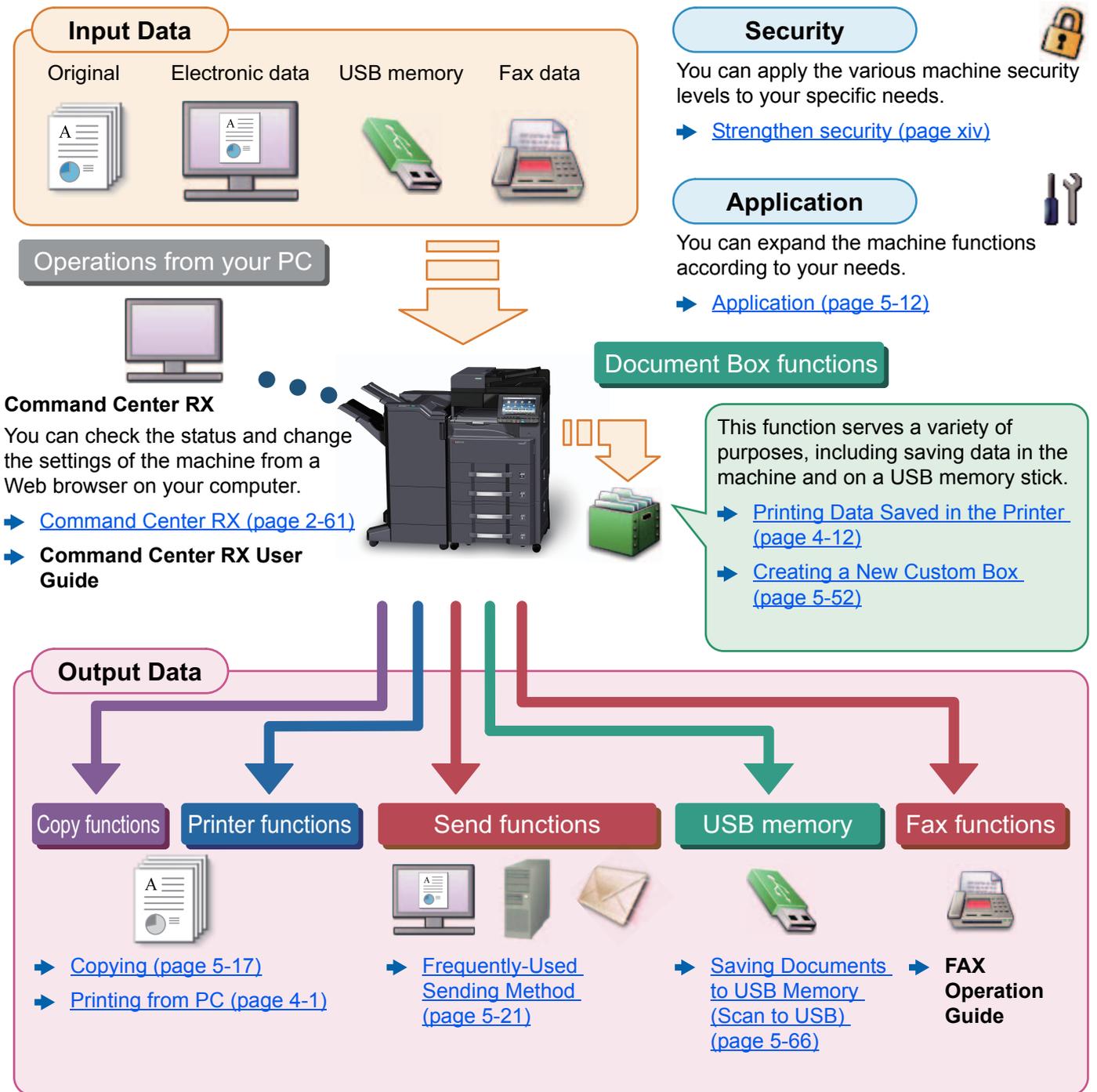
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Overview



NOTE

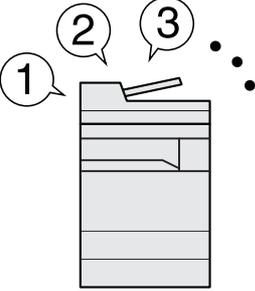
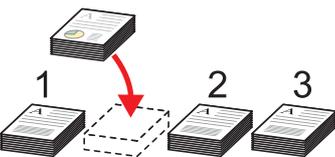
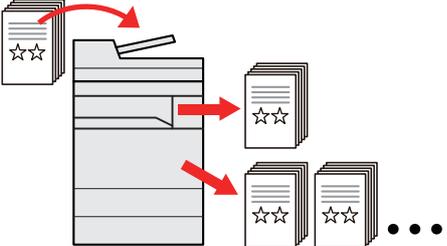
- Before using the machine, be sure to read the following:
 - ➔ [Legal and Safety Information \(page 1-1\)](#)
- To prepare the device for use, including setting up cable connections and installing software.
 - ➔ [Installing and Setting up the Machine \(page 2-1\)](#)
- To learn how to load paper, set up shared folders, and add addresses to the address book, refer to the following:
 - ➔ [Preparation before Use \(page 3-1\)](#)

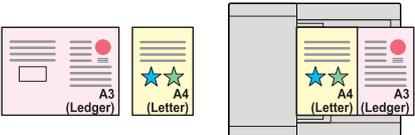
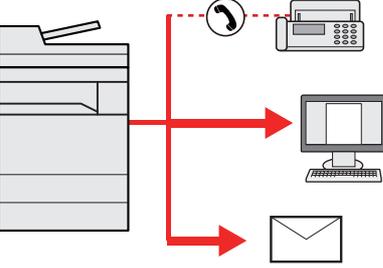
Machine Features

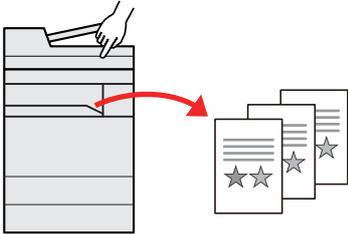
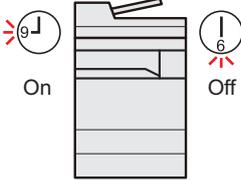
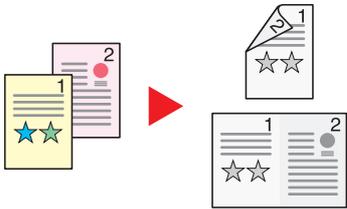
The machine is equipped with many useful functions.

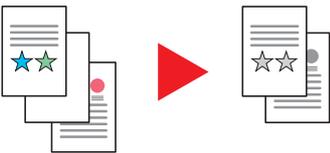
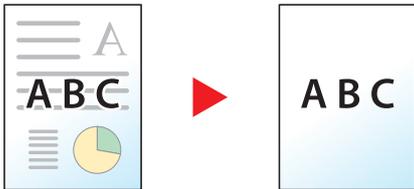
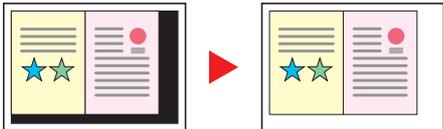
➔ [Using Various Functions \(page 6-1\)](#)

Here are some examples.

| Optimize your office workflow | | |
|--|---|--|
| <p>Access to frequently used functions with just one touch (Favorites)</p>  <p>You can preset frequently used functions.</p> <p>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.</p> <p>➔ Program (page 5-9)</p> | <p>Interrupt other running jobs and execute your copy job immediately (Interrupt Copy)</p>  <p>You can interrupt other running jobs and execute your copy job immediately. When other users are copying a large number of sheets, this function allows you to interrupt those jobs and make your copies immediately.</p> <p>When the interruption copy ends, the machine resumes the paused print jobs.</p> <p>➔ Interrupt Copy (page 5-20)</p> | <p>Check the finishing before copying a large number of sheets (Proof Copy)</p>  <p>It is possible to copy one sheet before copying a large number of sheets. This enables you to check the contents and finishing and copy the desired number of sheets without scanning the original again if you are satisfied with the result. If you want to make changes, you can change the settings and copy only one sheet again.</p> <p>➔ Proof Copy (page 5-19)</p> |

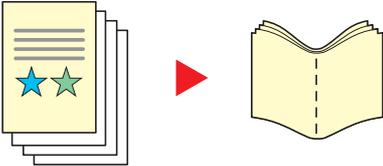
| Optimize your office workflow | | |
|---|--|---|
| <p>Scan originals of different sizes at a time (Mixed Size Originals)</p>  <p>It is useful when preparing conference materials.</p> <p>You can set the different sized originals at one time so you don't need to reset the originals regardless of size.</p> <p>➔ Mixed Size Originals (page 6-20)</p> | <p>Scan a large number of originals in separate batches and produce as one job (Continuous Scan)</p>  <p>It is useful when preparing many-page handouts.</p> <p>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.</p> <p>➔ Continuous Scan (page 6-61)</p> | <p>Send one time with multiple sending options (Multi Sending)</p>  <p>You can send a same document to the multiple destinations using a different method.</p> <p>You can specify multiple destinations of different send methods such as E-mail, SMB, and Fax.</p> <p>You can reduce your workflow by sending a job at once.</p> <p>➔ Sending to Different Types of Destinations (Multi Sending) (page 5-37)</p> |

| Optimize your office workflow | Save energy and cost | |
|---|---|---|
| <p>Save frequently used documents in the machine (Custom Box)</p>  <p>You can save the frequently used document in the machine and print it when needed.</p> <p>➔ Creating a New Custom Box (page 5-52)</p> | <p>Save energy as needed (Energy Saver function)</p>  <p>The machine is equipped with Energy Saver function that automatically switched into Low Power Mode or Sleep Mode. You can set appropriate Energy Saver Recovery Level depending on the operation.</p> <p>In addition, set the machine to automatically turn OFF and recovered at a specified time for each day of the week.</p> <p>➔ Energy Saver Function (page 2-39)</p> | <p>Reduce paper use (Paper Saving Printing)</p>  <p>You can print originals on both sides of the paper. You can also print multiple originals onto one sheet.</p> <p>➔ Program (page 5-9)</p> |

| Save energy and cost | Create attractive documents | |
|--|---|--|
| <p>Skip blank pages when printing (Skip Blank Page)</p>  <p>When there are blank pages in a scanned document, this function skips the blank pages and prints only pages that are not blank.</p> <p>➔ Skip Blank Page (page 6-65)</p> | <p>Prevent image bleed-through (Prevent Bleed-through)</p>  <p>You can prevent image bleed-through from the reverse side when scanning thin originals.</p> <p>➔ Prevent Bleed-thru (page 6-32)</p> | <p>Erase the extra shaded area (Erase Shadowed Areas)</p>  <p>When scanning with the document processor or original cover open, erase the extra shaded area.</p> <p>➔ Erase Shadowed Areas (page 6-49)</p> |

Create attractive documents

Create a booklet (Booklet)



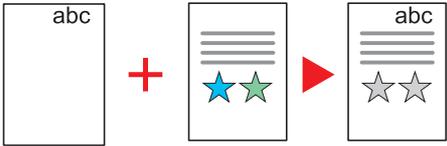
It is useful when preparing handout. You can create a magazine, pamphlet, or other booklet from sheet originals.

Facing-page, two-sided copies of originals can be folded down the center to create a booklet.

The cover page can be printed onto colored paper or heavy paper.

➔ [Booklet \(page 6-41\)](#)

Print a stamp on copies (Text Stamp / Bates Stamp)



It is useful when adding text or date that is not included in originals.

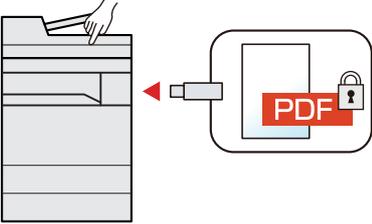
You can add desired text and date as a stamp.

➔ [Text Stamp \(page 6-55\)](#)

➔ [Bates Stamp \(page 6-58\)](#)

Strengthen security

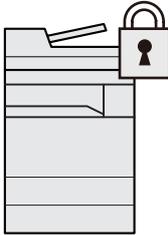
Password-protect a PDF file (PDF Encryption Functions)



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

➔ [Encrypted PDF Password \(page 6-77\)](#)

Protect data on the hard disk/SSD (Encryption / Overwrite)

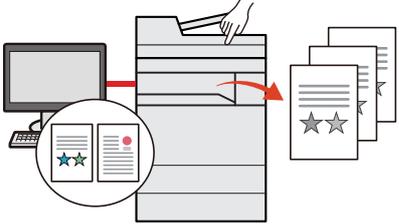


You can overwrite the unnecessary data that remains on the hard disk/SSD automatically.

To prevent an external leakage, the machine is able to encrypt data before writing it to the hard disk/SSD.

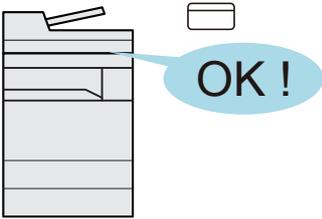
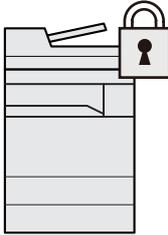
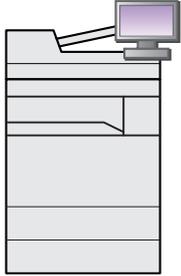
➔ [Data Security \(page 8-65\)](#)

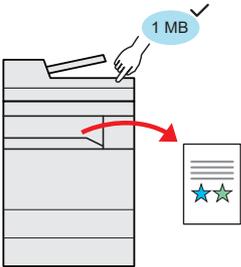
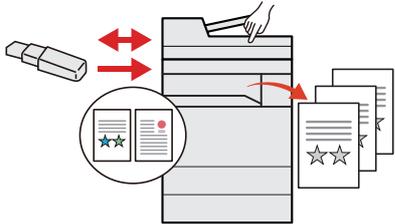
Prevent loss of finished documents (Private Print)



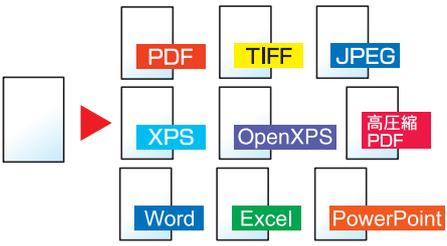
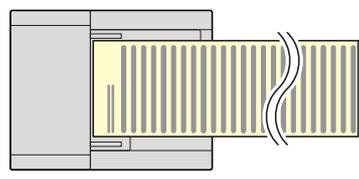
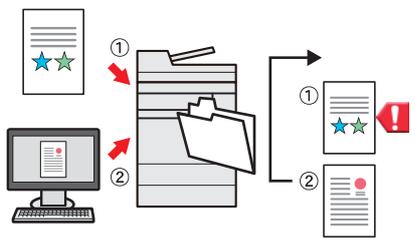
Temporarily saving print jobs in the main unit document box and outputting them when in front of the device can prevent documents from being taken by others.

➔ [Printing Data Saved in the Printer \(page 4-12\)](#)

| Strengthen security | | Use functions more efficiently |
|---|--|--|
| <p>Log in by ID card (Card Authentication)</p>  <p>You can log in simply by touching an ID card. You don't need to enter your user name and password.</p> <p>➔ Card Authentication Kit(B) "Card Authentication Kit" (page 11-5)</p> | <p>Strengthen security (Settings for Administrator)</p>  <p>Various functions are available for administrators to strengthen security.</p> <p>➔ Strengthening the Security (page 2-59)</p> | <p>Expand functions as necessary (Application)</p>  <p>The functionality of the machine can be expanded by installing applications.</p> <p>Applications that help you perform your daily more efficiently such as a scan feature and an authentication feature are available.</p> <p>➔ Application (page 5-12)</p> |

| Use functions more efficiently | | |
|--|---|---|
| <p>Display file size before sending / storing a job (File Size Confirmation)</p>  <p>You can check the file size before sending/storing the document. If your server specifies an e-mail size limit, you can check and change the size in advance.</p> <p>➔ File Size Confirmation (page 6-75)</p> | <p>Install the machine without concerning the network cables (Wireless Network)</p>  <p>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.</p> <p>➔ Configuring the Wireless Network (page 2-32)</p> <p>➔ Setting Wi-Fi Direct (page 2-36)</p> <p>➔ Configuring NFC (page 2-38)</p> | <p>Use USB memory (USB Memory)</p>  <p>It is useful when you need to print documents outside your office or you cannot print documents from your PC.</p> <p>You can print the document from the USB memory by plugging it directly into the machine.</p> <p>Original scanned at the machine can be saved in the USB memory also.</p> <p>➔ Printing Documents Stored in Removable USB Memory (page 5-64)</p> <p>➔ Saving Documents to USB Memory (Scan to USB) (page 5-66)</p> |

Use functions more efficiently

| | | |
|---|---|---|
| <h4>Specify image file format (File Format)</h4>  <p>You can select the various file formats when sending/storing images.</p> <p>➔ File Format (page 6-68)</p> | <h4>Scan the long originals (Long Original)</h4>  <p>You can scan the long originals such as Contract and Data log.</p> <p>➔ Long Original (page 6-76)</p> | <h4>Skip the error job (Job Skip Functions)</h4>  <p>When paper empty error occurs at the cassette by specifying the special paper size or type, the machine skips the error job and perform the next job.</p> <p>➔ Error Job Skip (page 8-71)</p> |
|---|---|---|

Use functions more efficiently

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 \(page 2-61\)](#)

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.

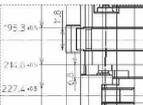
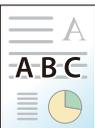
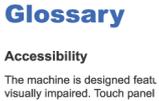
| Color mode | Description | Reference image | | Reference page |
|---|--|--|--|---------------------------|
| | | Before | After | |
| Color/Gray Color/B & W | Automatically recognizes whether a document being scanned is color or black & white. |  |  | page 6-30 |
| Full Color | Scans a document in full color. | |  | page 6-30 |
| Grayscale | Scans a document in grayscale. | |  | page 6-30 |
| Black & White | Scans a document in black & white. | |  | page 6-30 |

For details, refer to the following:

➔ [Color Selection \(page 6-30\)](#)

Adjusting Image Quality and Color

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

| I want to... | Sample image | | Function | Page |
|--|---|--|--|---------------------------|
| | Before | After | | |
| Easily adjust the image quality to match your own image | | | | |
| Remove dark background or bleed-through from the original such as a newspaper. |  |  | Program [Newspaper Copy] | page 5-9 |
| Clearly reproduce fine lines, faint lines, broken lines, and other fine details in a CAD or other drawings. |  |  | Program [Drawing Copy] | page 5-9 |
| Adjust the image quality precisely | | | | |
| Adjust the density. |  |  | Density | page 6-29 |
| Emphasize or blur the image outline. Example: Emphasize the image outlines |  |  | Sharpness | page 6-31 |
| Adjust the difference between dark and light parts of the image. |  |  | Contrast | page 6-31 |
| Darken or lighten the background (the area with no texts or images) of a document. Example: Lightening the background |  |  | Background Density | page 6-32 |
| Prevent bleed-through in 2-sided originals. |  |  | Prevent Bleed-through | page 6-32 |
| Adjust the scanned image | | | | |
| Decrease the file size and produce the characters clearly. |  |  | File format [High Comp. PDF] | page 6-68 |
| Convert a paper document to PDF with searchable text. |  |  | File format [PDF] or [High Comp. PDF] with [OCR] | page 6-68 |

Guides Provided with the Machine

The following guides are provided with the machine. Refer to each guide as needed.

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

Printed Guides

Start using the machine quickly



Quick Guide

Explains how to use basic functions of the machine, how to use convenient features, how to perform routine maintenance, and what to do when problems occur.

For safe use of the machine



Safety Guide

Provides safety and cautionary information for installation environment and use of the machine. Be sure to read this guide before using the machine.

Safety Guide (TASKalfa 3212i/TASKalfa 4012i)

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.

Guides (PDF) on the DVD (Product Library)

| | |
|---|--|
| Use the machine thoughtfully |  Operation Guide (This Guide) 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 Explains how to use the fax function. |
| Use the ID card |  Card Authentication Kit (B) Operation Guide Explains how to perform authentication using the ID card. |
| Strengthen security |  Data Security Kit (E) Operation Guide Explains how to introduce and use the Data Security kit (E), and how to overwrite and encrypt data. |
| Easily register machine information and configure settings |  Command Center RX User Guide 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 Explains how to install the printer driver and use the printer function. |
| Directly print a PDF file |  KYOCERA Net Direct Print Operation Guide Explains how to print PDF files without launching Adobe Acrobat or Reader. |
| Monitor the machine and printers on the network |  KYOCERA Net Viewer User Guide 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 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 Describes the native printer language (PRESCRIBE commands). |
| |  PRESCRIBE Commands Technical Reference Describes the PRESCRIBE command functions and control for each type of emulation. |

Install the following versions of Adobe Reader to view the manuals on the DVD.

Version 8.0 or later

About the Operation Guide (this Guide)

Structure of the guide

The Operation Guide contains the following chapters.

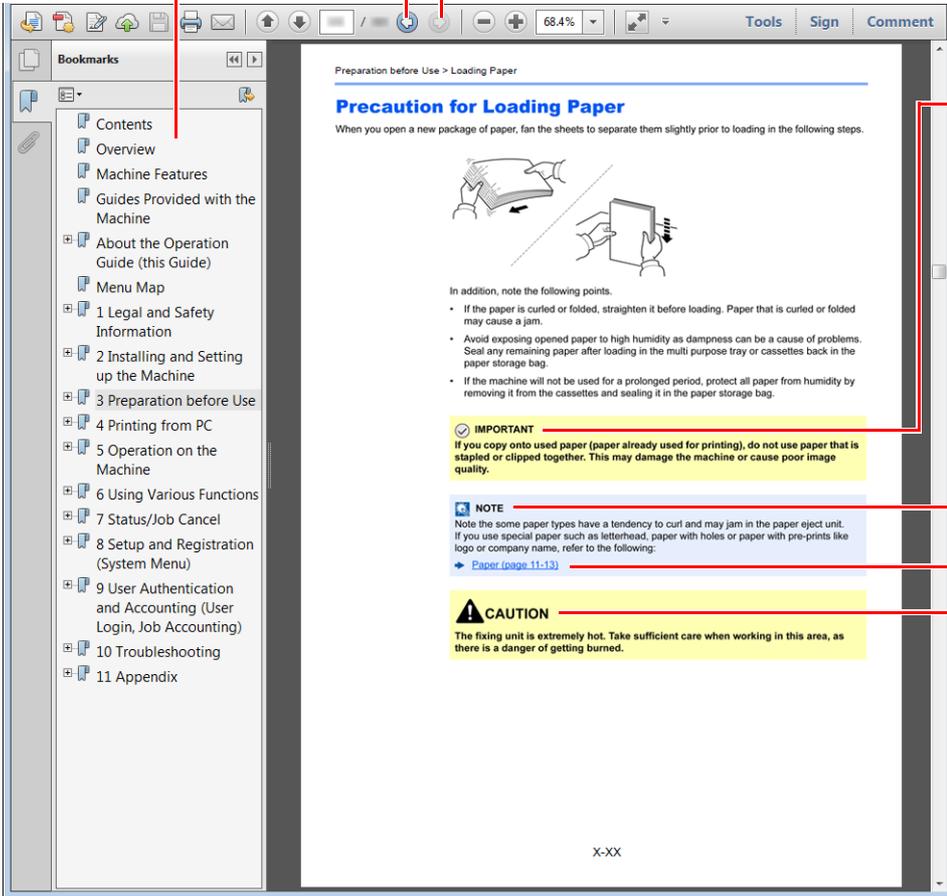
| Chapter | | Contents |
|---------|--|---|
| 1 | Legal and Safety Information | Provides precautions regarding use of the machine and trademark information. |
| 2 | Installing and Setting up the Machine | Explains part names, cable connections, installation of the software, login, logout, and other matters related to administration of the machine. |
| 3 | 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. |
| 4 | Printing from PC | Explains functions that are available when the machine is used as a printer. |
| 5 | Operation on the Machine | Explains the basic procedures for using the machine, such as placing originals, making copies, sending documents, and using document boxes. |
| 6 | Using Various Functions | Explains convenient functions that are available on the machine. |
| 7 | 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. |
| 8 | Setup and Registration (System Menu) | Explains System Menu and how it relates to the operation of the machine. |
| 9 | User Authentication and Accounting (User Login, Job Accounting) | Explains user login and job accounting. |
| 10 | Troubleshooting | Explains what to do when toner runs out, an error is displayed, or a paper jam or other problem occurs. |
| 11 | 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 XI is used as an example in the explanations below.

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

Click to move from the current page to the previously displayed page. This is convenient when you want to return to the page from which you jumped to the current page.



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

 **NOTE**
Indicates supplemental explanations and reference information for operations.

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

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

 **NOTE**

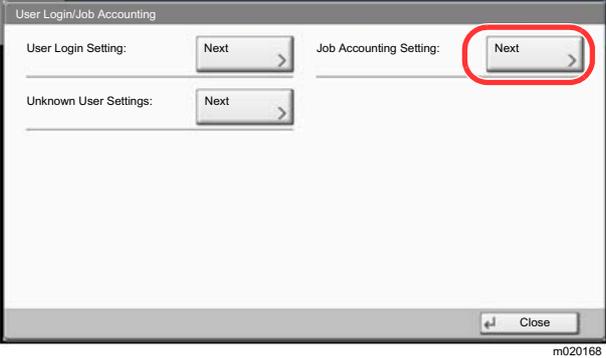
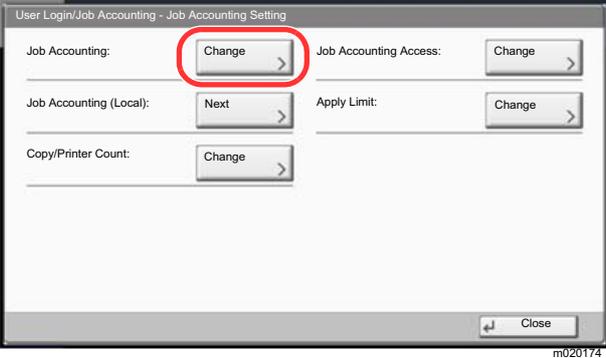
The items that appear in Adobe Reader vary depending on how it is used. If the Table of Contents or tools do not appear, refer to Adobe Reader Help.

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

| Convention | Description |
|-----------------|---------------------------------|
| [Bold] | Indicates keys and buttons. |
| "Regular" | Indicates a message or setting. |

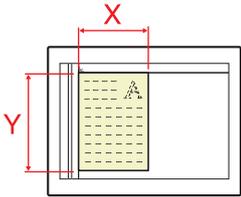
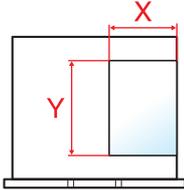
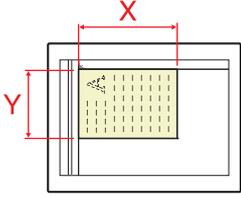
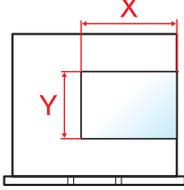
Conventions Used in Procedures for Operating the Machine

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

| Actual procedure | Procedure indicated in this guide |
|--|---|
| <p>Select the [System Menu/Counter] key.</p> <p>▼</p> <p>Select [∨].</p> <p>▼</p> <p>Select [Common Settings].</p> <p>▼</p> <p>Select [Sound].</p> | <p>[System Menu/Counter] key > [Common Settings] > [Sound]</p> |
| <p>Select [Next] of "Job Accounting Settings".</p>  <p>▼</p> <p>Select [Change] of "Job Accounting".</p>  | <p>"Job Accounting Settings" [Next] > "Job Accounting" [Change]</p> |

Size and Orientation of Originals and Paper

Original sizes and paper sizes such as A4, B5, and Letter 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. In addition, the following icons are used to indicate original and paper placement orientations on the touch panel.

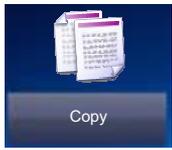
| Orientation | | Setting Position (X=Length, Y=Width) | Icons on the touch panel | Indicated size in this Guide* ¹ |
|-----------------------------|----------|---|---|--|
| Vertical orientation | Original |  Original |  Original | A4, B5, Letter .etc |
| | Paper |  Paper |  Paper | |
| Horizontal orientation (-R) | Original |  Original |  Original | A4-R, B5-R, Letter-R .etc |
| | Paper |  Paper |  Paper | |

*1 Original/paper sizes that can be used vary depending on the function and source tray. For details, refer to the following.

➔ [Specifications \(page 11-19\)](#)

Menu Map

This is a list of menus displayed on the touch panel. Depending on the settings, some menus may not be displayed. Some menu names may differ from their reference titles.



| | | |
|-----------------------------|---|--------------------------------------|
| Org./Paper/Finishing | Original Size (page 6-18) | |
| | Paper Selection (page 6-19) | |
| | Mixed Size Originals (page 6-20) | |
| | Original Orientation (page 6-23) | |
| | Collate/Offset (page 6-24) | |
| | Staple/Punch | Staple (page 6-25) |
| | | Punch (page 6-26) |
| | Paper Output (page 6-28) | |
| Image Quality | Density (page 6-29) | |
| | Original Image (page 6-29) | |
| | EcoPrint (page 6-30) | |
| | Sharpness (page 6-31) | |
| | Background Density Adj. (page 6-32) | |
| | Prevent Bleed-thru (page 6-32) | |
| | Contrast (page 6-31) | |

| | |
|---|--|
| Layout/Edit | Zoom (page 6-33) |
| | Combine (page 6-36) |
| | Margin/Centering (page 6-38) |
| | Border Erase (page 6-39) |
| | Booklet (page 6-41) |
| | Duplex (page 6-44) |
| | Form Overlay (page 6-48) |
| | Erase Shadowed Area (page 6-49) |
| | Page # (page 6-49) |
| | Cover (page 6-47) |
| | Insert Sheets/Chapters (page 6-51) |
| | Image Repeat (page 6-54) |
| | Text Stamp (page 6-55) |
| | Bates Stamp (page 6-58) |
| | Memo Page (page 6-52) |
| Advanced Setup | Continuous Scan (page 6-61) |
| | Auto Image Rotation (page 6-61) |
| | Negative Image (page 6-62) |
| | Mirror Image (page 6-62) |
| | Job Finish Notice (page 6-62) |
| | File Name Entry (page 6-63) |
| | Priority Override (page 6-63) |
| | Repeat Copy (page 6-64) |
| | DP Read Action (page 6-65) |
| | Skip Blank Page (page 6-65) |
| Program (page 5-9) | |



| | |
|--|---|
| Destination | Address Book (page 5-40) |
| | E-mail Addr Entry (page 5-22) |
| | Folder Path Entry (page 5-23 , page 5-26) |
| | FAX No. Entry (refer to FAX Operation Guide) |
| | i-FAX Address Entry (refer to FAX Operation Guide) |
| | WSD Scan (page 5-31) / DSM Scan (page 5-34) |
| Org./Sending Data Format | Original Size (page 6-18) |
| | Mixed Size Originals (page 6-20) |
| | 2-sided/Book Original, Book Original (page 6-66) |
| | Original Orientation (page 6-23) |
| | Sending Size (page 6-67) |
| | File Format (page 6-68) |
| | File Separation (page 6-73) |
| | Long Original (page 6-76) |
| Color/Image Quality | Density (page 6-29) |
| | Original Image (page 6-29) |
| | Scan Resolution (page 6-73) |
| | FAX TX Resolution (refer to FAX Operation Guide) |
| | Color Selection (page 6-30) |
| | Sharpness (page 6-31) |
| | Background Density Adj. (page 6-32) |
| | Prevent Bleed-thru (page 6-32) |
| Contrast (page 6-31) | |

| | |
|---|---|
| Advanced Setup | Zoom (page 6-33) |
| | Centering (page 6-38) |
| | Border Erase (page 6-39) |
| | FAX Delayed Transmission (refer to FAX Operation Guide) |
| | Continuous Scan (page 6-61) |
| | Job Finish Notice (page 6-62) |
| | Erase Shadowed Area (page 6-49) |
| | File Name Entry (page 6-63) |
| | i-FAX Subject/Body (refer to FAX Operation Guide) |
| | FAX Direct Transmission (refer to FAX Operation Guide) |
| | FAX Polling RX (refer to FAX Operation Guide) |
| | Send and Print (page 6-74) |
| | Send and Store (page 6-74) |
| | FTP Encrypted TX (page 6-75) |
| | Text Stamp (page 6-55) |
| | Bates Stamp (page 6-58) |
| | File Size Confirmation (page 6-75) |
| | FAX TX Report (refer to FAX Operation Guide) |
| Skip Blank Page (page 6-65) | |
| E-mail Subject/Body (page 6-74) | |
| Program (page 5-9) | |



| Custom Box | Store File | Functions | |
|------------|--------------------------------------|---|--|
| | | | Original Size (page 6-18) |
| | | | Mixed Size Originals (page 6-20) |
| | | | 2-sided/Book Original, Book Original (page 6-66) |
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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]

Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing (fee required).

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 | 50 to 90.5 °F (10 to 32.5 °C) |
| Humidity | 10 to 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.

If the floor is delicate against casters, when this machine is moved after installation, the floor material may be damaged.

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 and waste toner box to your dealer or service representative. The collected toner container and waste toner box 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.

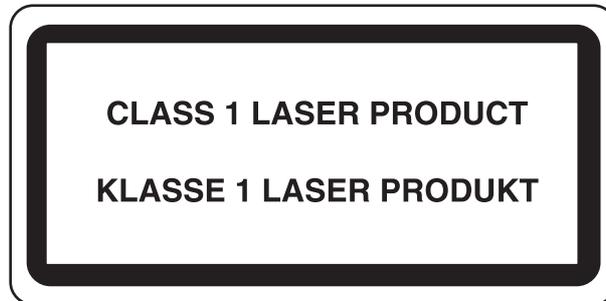
If the machine will not be used for an extended period of time, remove the paper from the cassette and the Multipurpose (MP) Tray, return it to its original package and reseal it.

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.

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



SAFETY OF LASER BEAM (USA)

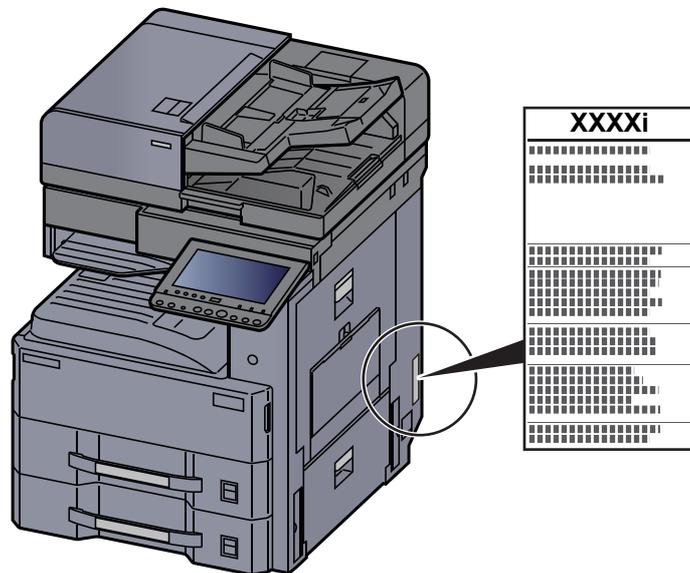
1. Safety of laser beam

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.

2. 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.



3. Maintenance

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

4. Safety switch

The power to the laser unit is cut off when the front cover is opened.

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.

Attention: Le débranchement de la fiche secteur est le seul moyen de mettre l'appareil hors tension. Les interrupteurs sur l'appareil ne sont que des interrupteurs de fonctionnement: ils ne mettent pas l'appareil hors tension.

Compliance and Conformity

Hereby, KYOCERA Document Solutions Inc. declares that the radio equipment type TASKalfa 3212i and TASKalfa 4012i 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>

| Module name, Option | Software Ver. | Frequency band in which the radio equipment operates: | Maximum radio-frequency power transmitted in the frequency band in which the radio equipment operates: |
|-------------------------|---------------|---|--|
| IB-51 (option) | 2.2.6 | 2.4GHz | 100mW |
| IB-35 (option) | 2014.12 | 2.4GHz | 100mW |
| Transmitter Module(SRD) | 2005.11 | 13.56MHz | 0.2nW |

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.

CAUTION — The changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the 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.

This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (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.

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)

3212i/4012i

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KYOCERA Document Solutions America, Inc. and KYOCERA Document Solutions Canada, Ltd. (both referred to as "KYOCERA") warrant the Customer's new 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 600,000 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 www.kyoceradocumentsolutions.com for KYOCERA Document Solutions America, Inc. or www.kyoceradocumentsolutions.ca for KYOCERA Document Solutions Canada, Ltd.

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- Certificate

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EN ISO 7779

Maschinenlärminformations-Verordnung 3. GPSGV, 06.01.2004: Der höchste Schalldruckpegel beträgt 70 dB (A) oder weniger gemäß EN ISO 7779.

EK1-ITB 2000

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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:

(1) es posible que este equipo o dispositivo no cause interferencia perjudicial y (2) este equipo o dispositivo debe aceptar cualquier interferencia, incluyendo la que pueda causar su operación no deseada.

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 LAN 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)

- 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.
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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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Energy Saving Control Function

The device comes equipped with a Low Power Mode where energy consumption is reduced after a certain amount of time elapses since the device was last used, as well as a Sleep where printer and fax functions remain in a waiting state but power consumption is still reduced to a minimum when there is no activity with the device within a set amount of time.

- ➔ [Low Power Mode \(page 2-39\)](#)
- ➔ [Sleep \(page 2-39\)](#)
- ➔ [Power Off Timer \(models for Europe\) \(page 2-41\)](#)

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 \(page 6-44\)](#)

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 recognised ecolabels, which meet EN 12281:2002* or an equivalent quality standard, be used.

This machine also supports printing on 64 g/m² 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"

Your sales or service representative can provide information about 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 (ENERGY STAR®) Program



We have determined as a participating company in the International Energy Star Program that this product is compliant with the standards laid out in the International Energy Star Program.

ENERGY STAR® is a voluntary 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

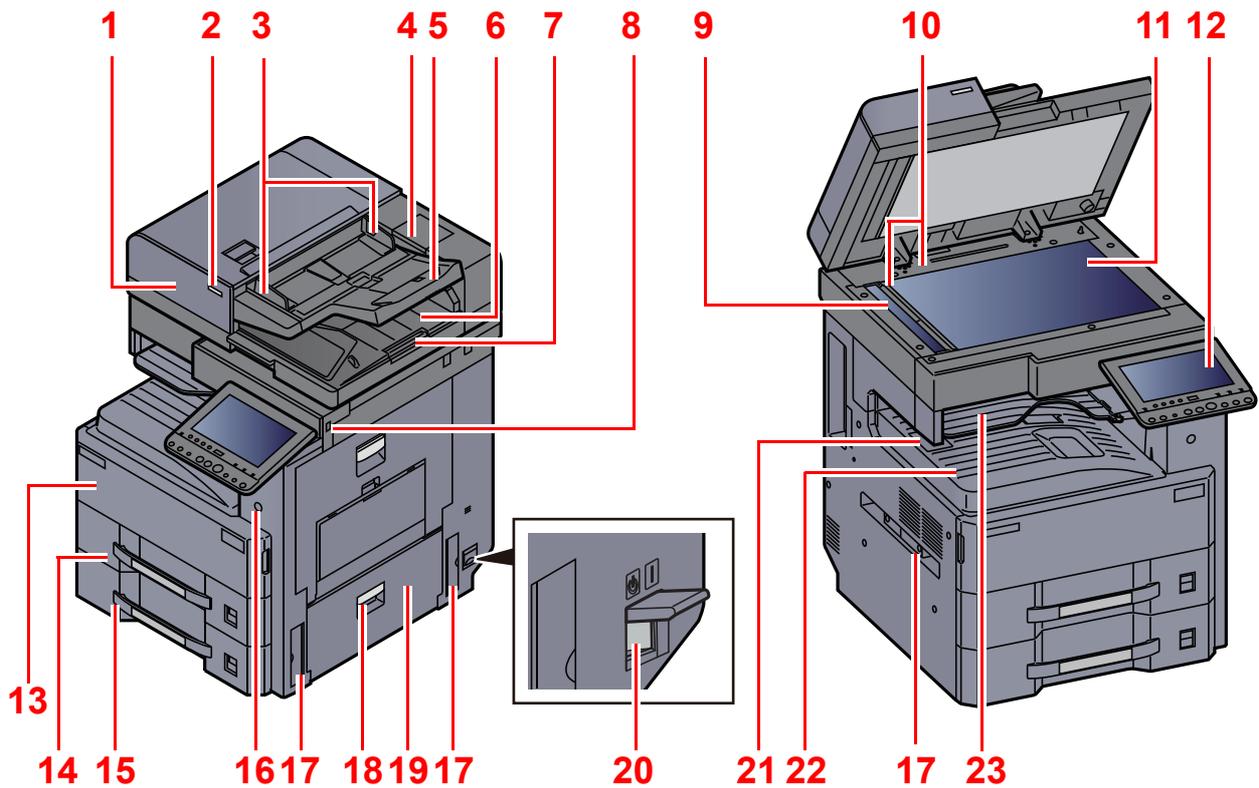
ENERGY STAR® qualified products, customers can help reduce emissions of greenhouse gases during product use and cut energy-related costs.

2 Installing and Setting up the Machine

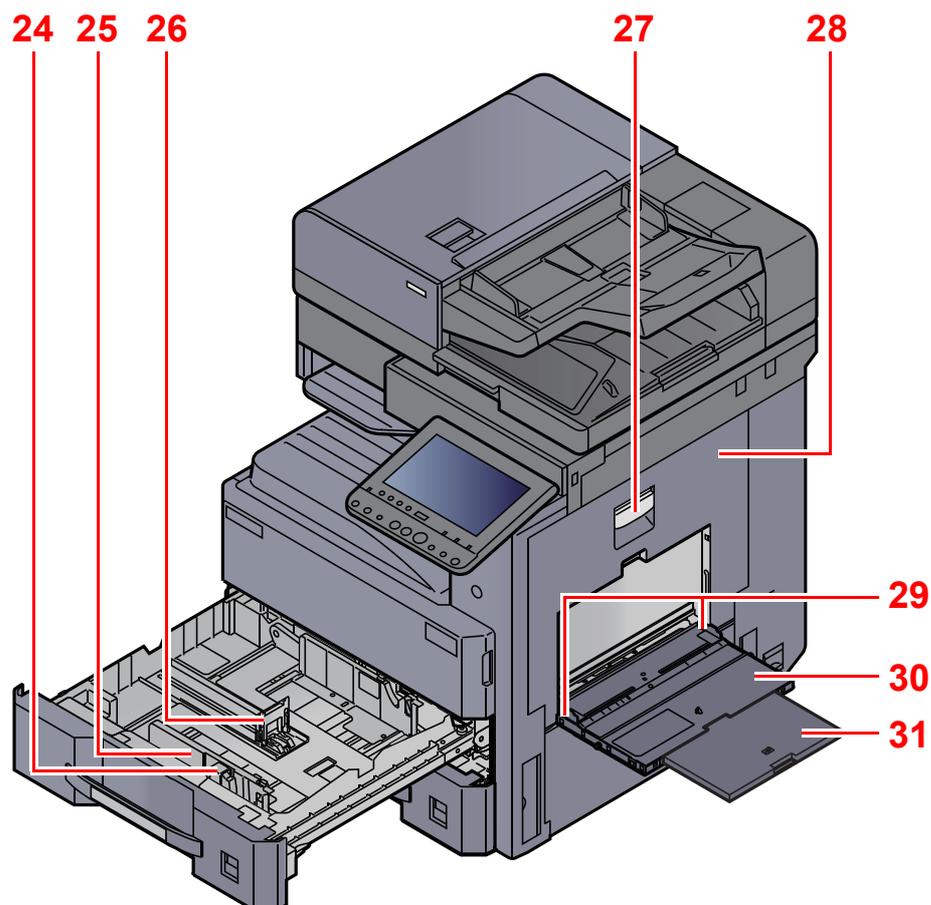
This chapter provides information for the administrator of this machine, such as part names, cable connection, and software installation.

| | | | |
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| Configuring NFC | 2-38 | | |
| Energy Saver Function | 2-39 | | |

Part Names (Machine Exterior)



- | | |
|-----------------------------------|------------------------|
| 1 Document Processor | 13 Front Cover |
| 2 Original Loaded Indicator | 14 Cassette 1 |
| 3 Original Width Guides | 15 Cassette 2 |
| 4 Cleaning Cloth Compartment | 16 Power Switch |
| 5 Original Table | 17 Handles |
| 6 Original Eject Table | 18 Right Cover 2 Lever |
| 7 Original Stopper | 19 Right Cover 2 |
| 8 USB Memory Slot | 20 Main Power Switch |
| 9 Slit Glass | 21 Paper Stopper |
| 10 Original Size Indicator Plates | 22 Inner Tray |
| 11 Platen | 23 Job Separator Tray |
| 12 Operation Panel | |



24 Paper Width Adjusting Tab

25 Paper Width Guide

26 Paper Length Guide

27 Right Cover 1 Lever

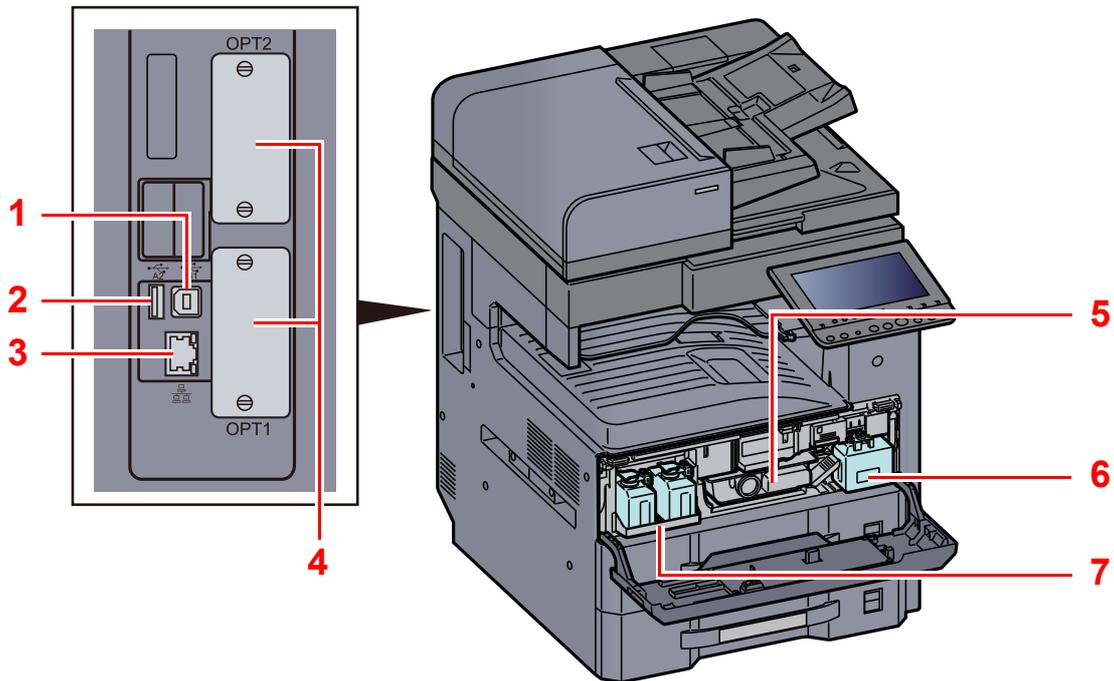
28 Right Cover 1

29 Paper Width Guide

30 Multipurpose Tray

31 Support Tray Section of the Multipurpose Tray

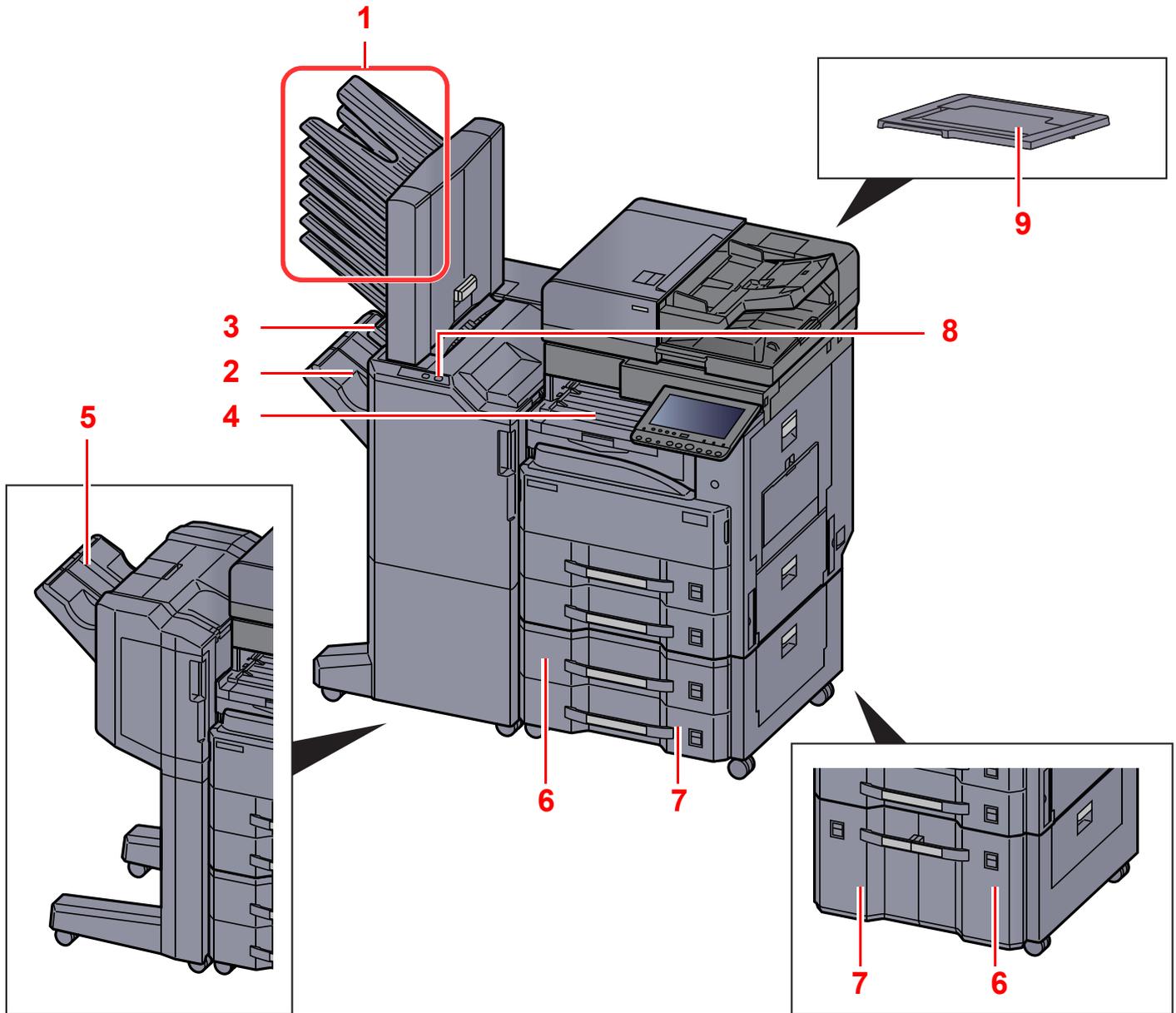
Part Names (Connectors/Interior)



- 1 USB Interface Connector
- 2 USB Port
- 3 Network Interface Connector
- 4 Option Interface Slot

- 5 Toner Container
- 6 Waste Toner Box
- 7 Spare Waste Toner Box Tray (W1)

Part Names (With Optional Equipments Attached)



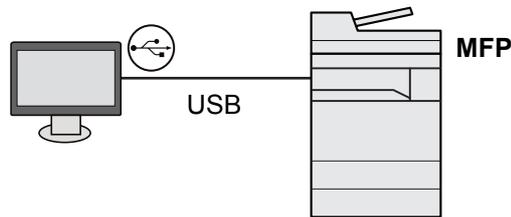
- 1 Tray 1 to 7 (tray 1 is the top tray)
- 2 Tray A
- 3 Tray B
- 4 Job Separator Tray
- 5 Finisher Tray
- ➔ [Optional Equipment \(page 11-2\)](#)

- 6 Cassette 3
- 7 Cassette 4
- 8 Control Section of the Finisher
- ➔ [Manual Staple \(page 5-70\)](#)
- 9 Original Cover

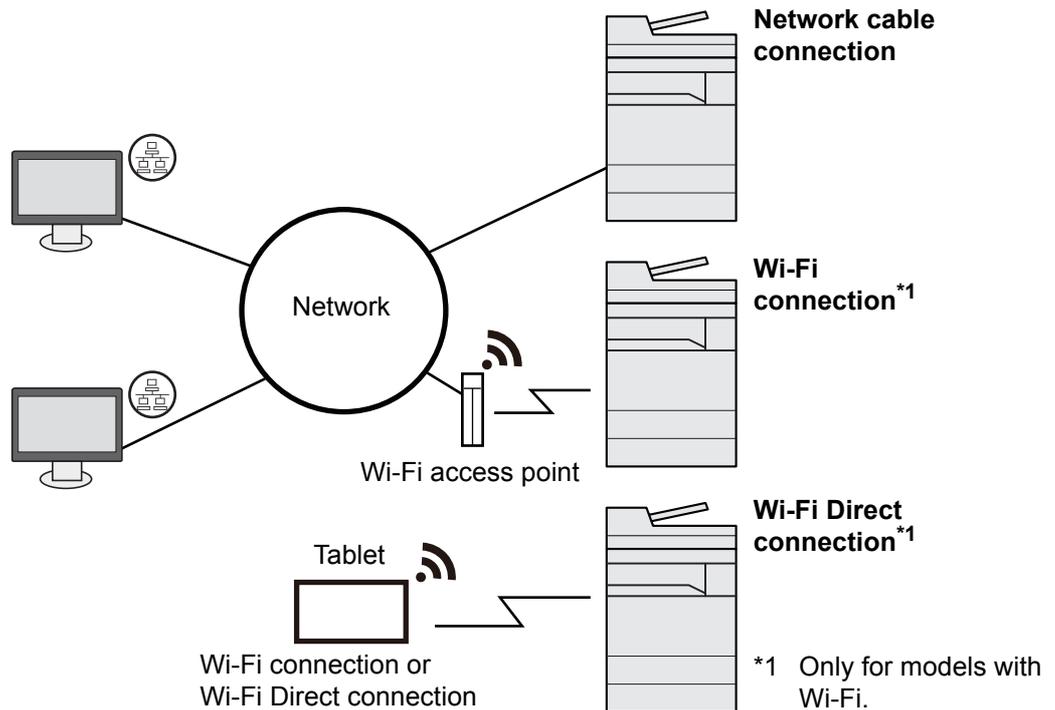
Connecting the Machine and Other Devices

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 the machine with the optional wireless interface kit attached, you do not need to connect the LAN cable. To use a wireless LAN, it is necessary to change the default settings for the machine using the System Menu.

➔ [Optional Network \(page 8-60\)](#)

Cables that Can Be Used

| Connection Environment | Function | Necessary Cable |
|-------------------------------------|-------------------------------|--|
| Connect a LAN cable to the machine. | Printer/Scanner/Network FAX*1 | LAN cable (10BASE-T, 100BASE-TX, 1000BASE-T) |
| Connect a USB cable to the machine. | Printer | USB2.0 compatible cable (Hi-Speed USB compliant, Max. 5.0 m, shielded) |

*1 Function available when using optional FAX kit. For more information on using the Network FAX, refer to the **FAX Operation Guide**.

IMPORTANT

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

Connecting Cables

Connecting LAN Cable

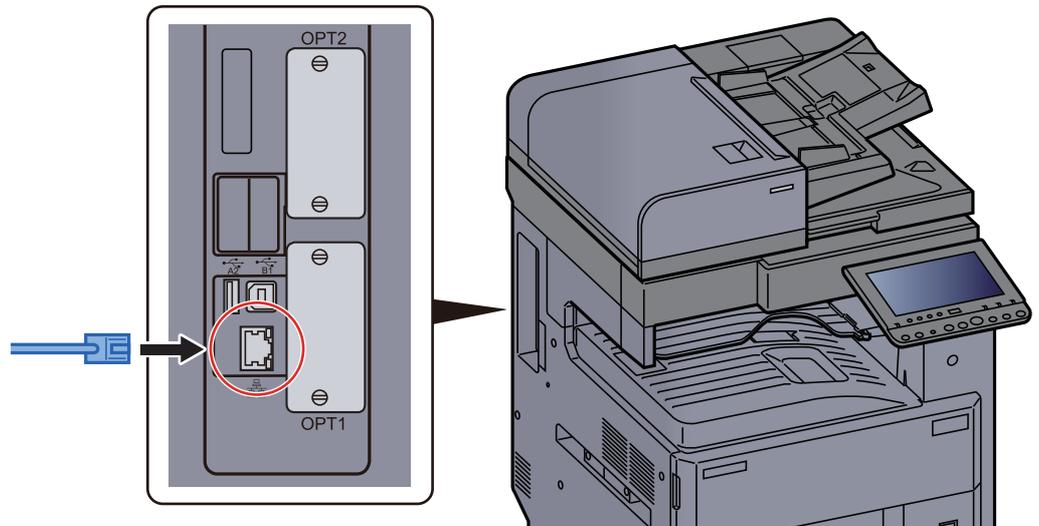
✔ **IMPORTANT**

Make sure that the power to the machine is turned off.

➔ [Power Off \(page 2-9\)](#)

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 or the PC.

2 Power on the machine and configure the network.

➔ [Network Setup \(page 2-30\)](#)

Connecting USB Cable

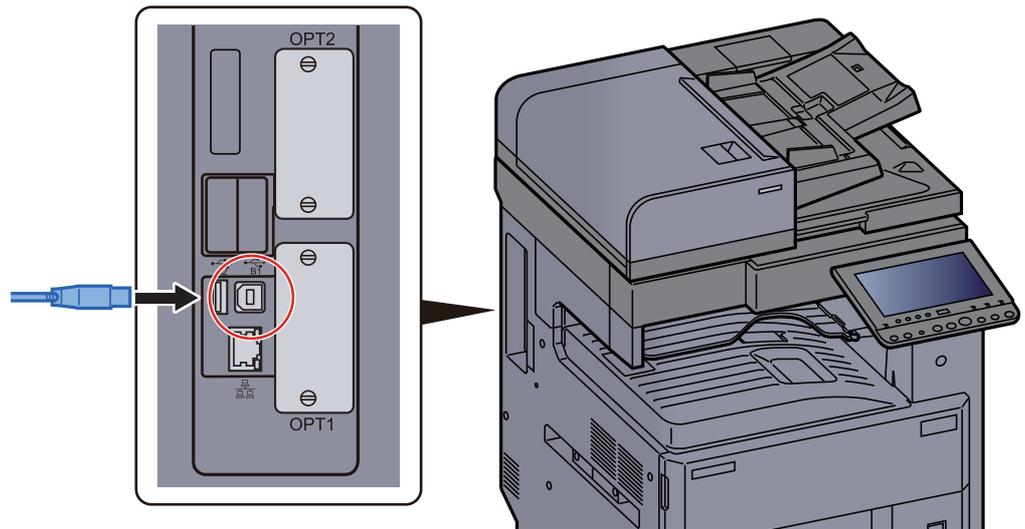
✔ **IMPORTANT**

Make sure that the power to the machine is turned off.

➔ [Power Off \(page 2-9\)](#)

1 Connect the cable to the machine.

- 1 Connect the USB cable to the USB interface connector located on the left side of the body.



- 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.

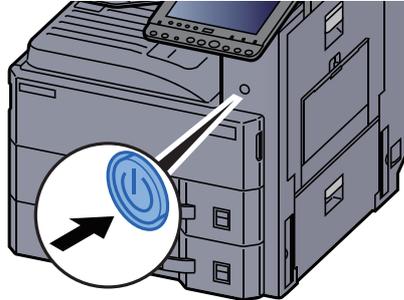
✔ **IMPORTANT**

Only use the power cable that comes with the machine.

Power On/Off

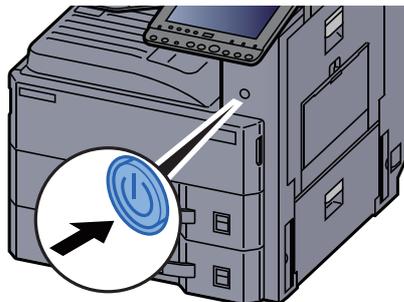
Power On

- 1 Turn the power switch on.



Power Off

- 1 Turn the power switch off.



The confirmation message for power supply off is displayed.

It takes about 3 minutes for power off.

CAUTION

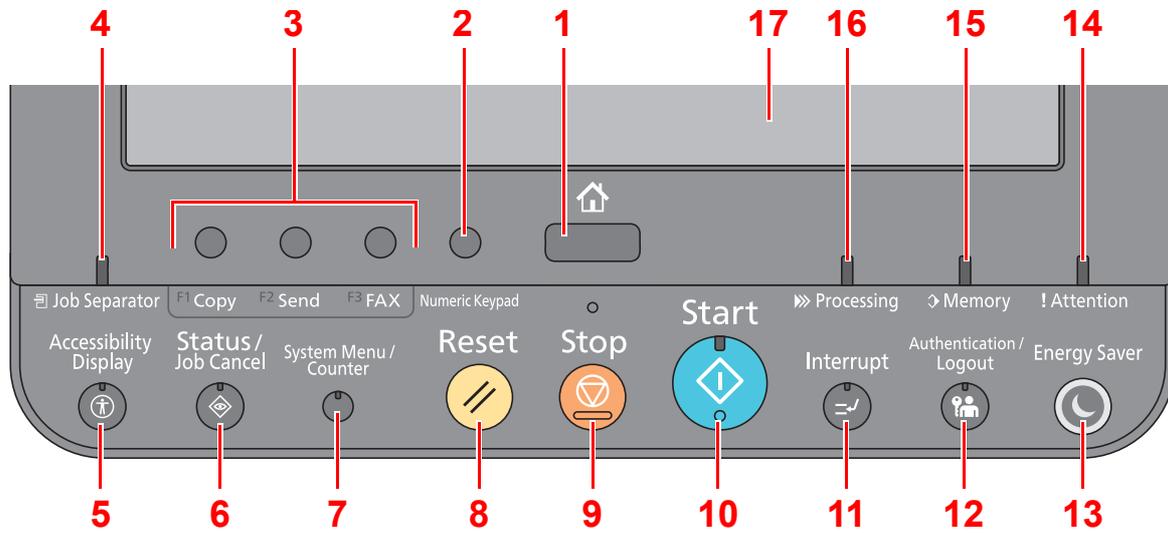
If this machine will be left unused for an extended period (e.g. overnight), turn it off at the power switch. If the machine will not be used for an even longer period of time (e.g. vacation), remove the power plug from the outlet as a safety precaution.

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

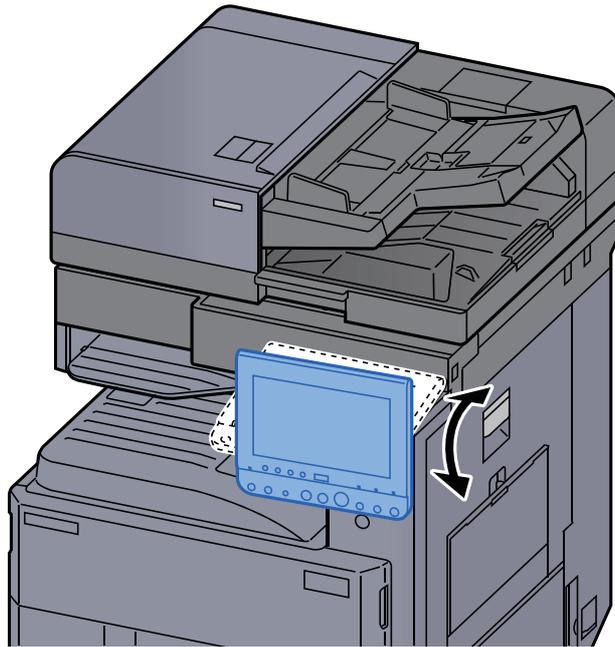
Operation Panel Keys



- 1 **[Home]** key: Displays the Home screen.
- 2 **[Numeric Keypad]** key: Displays numeric keys on the touch panel.
- 3 **Function Key**: These keys enable various functions and applications, including copy and scan, to be registered.
 ➔ [Assigning Functions to Function Keys \(page 2-12\)](#)
- 4 **[Job Separator]** indicator: Lights when there is paper in the job separator tray.
- 5 **[Accessibility Display]** key: Switches the touch panel display on the Copy screen and the Send screen to a magnified view.
- 6 **[Status/Job Cancel]** key: Displays the Status/Job Cancel screen.
- 7 **[System Menu/Counter]** key: Displays the System Menu screen.
- 8 **[Reset]** key: Returns settings to their default states.
- 9 **[Stop]** key: Cancels or pauses the job in progress.
- 10 **[Start]** key: Starts copying and scanning operations and processing for setting operations.
- 11 **[Interrupt]** key: Displays the Interrupt Copy screen.
- 12 **[Authentication/Logout]** key: Authenticates user switching, and exits the operation for the current user (i.e. log out).
- 13 **[Energy Saver]** key: Puts the machine into Sleep Mode. Recovers from Sleep if in Sleep Mode.
- 14 **[Attention]** indicator: Lights or blinks when an error occurs and a job is stopped.
- 15 **[Memory]** indicator: Blinks while the machine is accessing the hard disk, fax memory or USB memory (general purpose item).
- 16 **[Processing]** indicator: Blinks while printing or sending/receiving.
- 17 **Touch Panel**: Displays icons for configuring machine settings.

Adjusting the Operation Panel Angle

The angle of the operation panel can be adjusted.



Assigning Functions to Function Keys

Function keys are keys to which various functions and applications, including copy and scan, can be assigned. Frequently used functions and applications can be assigned and the screen can easily be displayed.

For this machine, the following functions are pre-assigned; however, alternative functions can be registered by re-assigning these functions.

- [F1] (Function key 1): Copy
- [F2] (Function key 2): Send
- [F3] (Function key 3): FAX (Option)

1 Display the screen.

[System Menu/Counter] key > [Common Settings] > [Function Key Assignment]



NOTE

If user login administration is enabled, you can only change the settings by logging in with administrator privileges. The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

2 Configure the settings.

- 1 Select [Change] to enable the function key to be set.
- 2 Select the function to be assigned.

| Function | Description | Reference page |
|--|---|---|
| None | No function has been assigned. | — |
| Copy | Displays the Copy screen. | page 5-17 |
| Send | Displays the Send screen. | page 5-21 |
| FAX* ¹ | Displays the FAX screen. | Refer to the FAX Operation Guide . |
| Custom Box | Displays the Custom Box screen. | page 5-52 |
| Job Box | Displays the Job Box screen. | page 4-12 |
| Removable Memory | Displays the Removable Memory screen. | page 5-64 |
| FAX Box* ¹ | Displays the FAX Box screen. | Refer to the FAX Operation Guide . |
| Send to Me (E-mail)* ² | Displays the Send screen. The E-mail address of the logged-in user is set as the destination. | page 5-38 |
| Send to Me from Box (E-mail)* ² | Displays the Custom Box screen. The E-mail address of the logged-in user is set as the destination. | page 5-58 |

| Function | Description | Reference page |
|-------------------------|---|---------------------------|
| Internet Browser | Displays the Internet Browser screen. | page 5-68 |
| Program | Calls up the registered program. The icon will change according to the function of the program. | page 5-9 |
| Application Name | Displays the selected applications. | page 5-12 |

*1 Displayed only on products with the fax function installed.

*2 Displayed when user login administration is enabled.

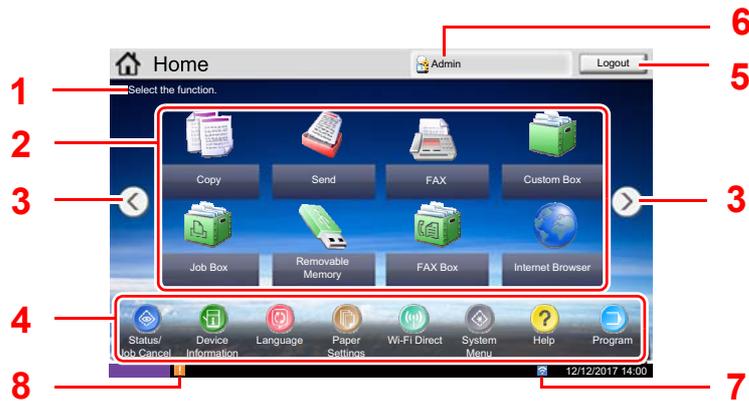
Touch Panel

Home Screen

This screen is displayed by selecting the **[Home]** key on the operation panel. Touching an icon will display the corresponding screen.

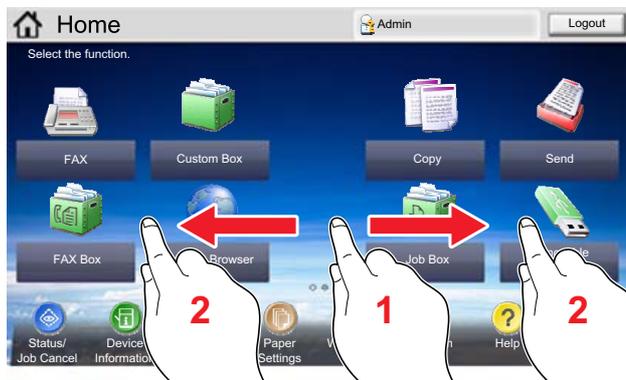
You can change the icons to display on the Home screen as well as its background.

➔ [Editing the Home Screen \(page 2-15\)](#)



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

| No. | Item | Description |
|-----|-----------------------|--|
| 1 | Message | Displays the message depending on the status. |
| 2 | Desktop | Displays function icons including the functions registered in program. Icons that are not displayed on the first page will appear by changing the page. |
| 3 | Screen-switching keys | Use these buttons to switch between desktop pages. NOTE You can also switch by touching the screen and moving the finger sideways (i.e. swiping). |
| 4 | Taskbar | Displays task icons. |
| 5 | [Logout] | Logs out the current user. This is displayed when user login administration is enabled. |



| No. | Item | Description |
|-----|---------------------|---|
| 6 | Login User Name | Displays the logged-in user name. This is displayed when user login administration is enabled. Selecting "Login User Name" will display the information of the logged-in user. |
| 7 | Status Icon (Wi-Fi) | The icon is displayed when Wi-Fi is connected. When Wi-Fi is not connected, "  " is displayed. |
| 8 | Status Icon (Error) | The icon is displayed during network startup or error. |

Editing the Home Screen

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

1 Display the screen.

- 1 [System Menu/Counter] key > [Home]

NOTE

If user login administration is enabled, you can only change the settings by logging in with administrator privileges. The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

2 Configure the settings.

The available settings are shown below.

| Item | Description |
|--------------------------|---|
| Customize Desktop | Specify the function icons to display on the desktop.* ¹ Select [Add] to display the screen for selecting the function to display. Select the function to display and [OK]. Select an icon and [Previous] or [After] to change the display position of the selected icon on the Desktop. To delete an icon from desktop, select the desired one and select [Delete]. |
| Customize Taskbar | Specify the task icons to display on the taskbar.* ² |
| Wallpaper | Configure the wallpaper of the Home screen. Value: Images 1 to 8 |

*1 Displays a maximum of 58 function icons including the installed applications and the functions that can be used when options are installed.

*2 8 task icons can be displayed.

Available Functions to Display on Desktop

| Function | Icon | Description | Reference page |
|--|---|---|---|
| Copy ^{*1} |  | Displays the Copy screen. | page 5-17 |
| Send ^{*1} |  | Displays the Send screen. | page 5-21 |
| FAX ^{*2} |  | Displays the FAX screen. | Refer to the FAX Operation Guide . |
| Custom Box ^{*1} |  | Displays the Custom Box screen. | page 5-52 |
| Job Box ^{*1} |  | Displays the Job Box screen. | page 4-12 |
| Removable Memory ^{*1} |  | Displays the Removable Memory screen. | page 5-64 |
| FAX Box ^{*2} |  | Displays the FAX Box screen. | Refer to the FAX Operation Guide . |
| Internet Browser |  | Displays the Internet Browser screen. | page 5-68 |
| Send to Me (E-mail) ^{*3} |  | Displays the Send screen. The E-mail address of the logged-in user is set as the destination. | page 5-38 |
| Send to Me from Box (E-mail) ^{*3} |  | Displays the Custom Box screen. The E-mail address of the logged-in user is set as the destination. | page 5-58 |
| Program |  | Calls up the registered program. The icon will change according to the function of the program. | page 5-9 |
| Application Name ^{*4} |  | Displays the selected applications. | page 5-12 |

*1 Selected at the time of shipment from factory.

*2 Displayed only on products with the fax function installed.

*3 Displayed when user login administration is enabled.

*4 The icon of the application appears.

Available Functions to Display on Taskbar

| Function | Icon | Description | Reference page |
|----------------------------------|---|---|---------------------------|
| Status/Job Cancel ^{*1} |  | Displays the Status screen. If an error occurs, the icon will show "!". Once the error clears, the display will return to normal. | — |
| Device Information ^{*1} |  | Displays the Device Information screen. Check the system and network information. You can also check information on the options that are used. | page 2-18 |
| Language ^{*1} |  | Displays the Language setting screen in System Menu. | page 8-10 |
| Paper Setting ^{*1} |  | Displays the Paper setting screen in System Menu. | page 8-7 |
| Wi-Fi Direct |  | Wi-Fi Direct is set and a list of information relating to the machine that can use the network appears. | page 8-49 |
| System Menu ^{*1} |  | Displays the System Menu screen. | page 8-2 |
| Help ^{*1} |  | Displays the Help screen. | page 2-25 |
| Program ^{*1} |  | Displays the program list screen. | page 5-9 |
| Accessibility/Standard |  | Magnifies the text and icons on the screen. Pressing the Accessibility icon switches the icon to the Standard icon. Press the Standard icon to return to the previous view. | page 2-26 |
| Message Board |  | Displays the Message Board screen.  NOTE To use this function, set "Message Board" to [ON] in System Menu.  Command Center RX User Guide | page 8-30 |

^{*1} Selected at the time of shipment from factory.

Display for Device Information

Shows device information. Allows you to check system and network information, as well as options that are used.

- 1 [Home] key > [Device Information]
- 2 Check the device information.

| Tab | Description |
|-------------------------------------|---|
| 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^{*1} | You can check ID information such as the model name, serial number, host name and location, and the IP address of the wireless network. |
| FAX^{*2} | You can check the local fax number, local fax name, local fax ID and other fax information. |
| Software Ver./Capability | You can check the software version and performance. |
| Option | You can check information on the options that are used. |

*1 Displayed only when the Wireless Network Interface Kit is installed.
The Wireless Network Interface Kit is an option for some models. Contact your dealer or our sales or service representatives for detail.
→ [IB-35 "Wireless Network Interface Kit" \(page 11-5\)](#)

*2 Displayed only on products with the fax function installed.

Display Setting Screen

The following procedure is an example of the Copy screen.

The screenshot shows the 'Ready to copy.' screen with the following numbered callouts:

- 1: Preview window showing a document thumbnail.
- 2: Copy settings panel including Original (A4), Zoom (100%), and Paper (A4).
- 3: Quick Setup button.
- 4: Bottom navigation bar with options like Org./Paper/Finishing, Image Quality, Layout/Edit, Advanced Setup, and Program.
- 5: Status icon (a small 'E' in a circle).
- 6: Date and time display (2016/02/02 10:10).
- 7: Copies counter showing '1'.
- 8: Output tray icon.
- 9: Paper source icon.
- 10: Original position icon.

1 Shows an image of the output paper.

2 Original : Shows the original size when the original is placed.
Zoom : Shows the magnification of the document to be printed.
Paper : Shows the size of the output paper.

3 Displays the Quick Setup screen.

4 Set the copy functions.

5 Remaining amount of toner.

6 Displays the time.

7 Displays registered shortcuts.

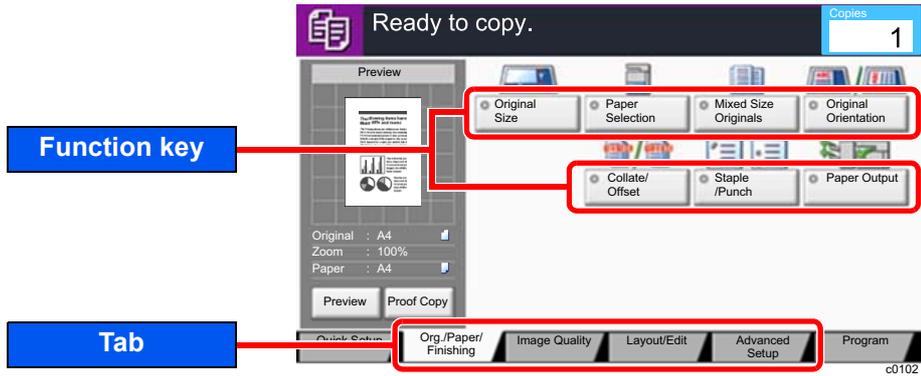
8 Displays the output tray.

9 Displays the paper source.

10 Displays the original position.

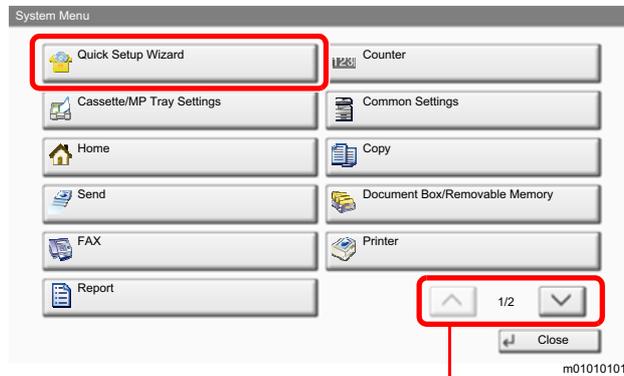
Functions Key

To configure the settings for functions, select the tab and press the function key.



Using the Screen

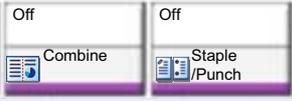
Touch panel keys that are pressed are outlined in red.



Select [^] or [v] to scroll up and down.

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 | Hidden |
|---|--|---|
|  |  <p>In the following cases, the key is grayed out and cannot be selected.</p> <ul style="list-style-type: none"> • Cannot be used in combination with a feature that is already selected. • Use prohibited by user control. • [Preview] has been selected. • For functions that cannot be changed when using proof copy. |  <p>Cannot be used because an option is not installed.</p> |

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 control. Check with the administrator of the machine.

Original Preview

You can display a preview image of the scanned document on the panel.

NOTE

- To view a preview of an image stored in a Custom Box, refer to the following:
 - ➔ [Previewing Documents/Checking Document Details \(page 5-51\)](#)
- The procedure described here is for copying a single-page original.

1 Display the screen.

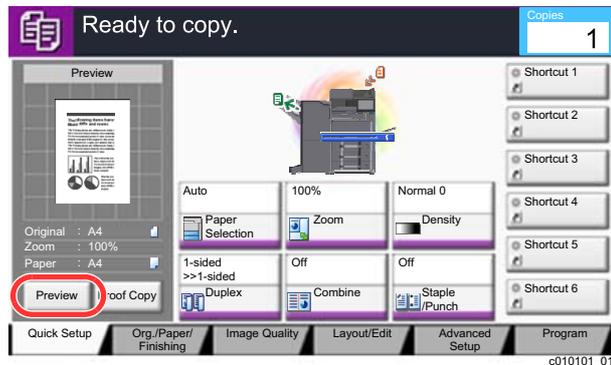
[Home] key > [Copy] key

2 Place the originals.

3 Display a preview image.

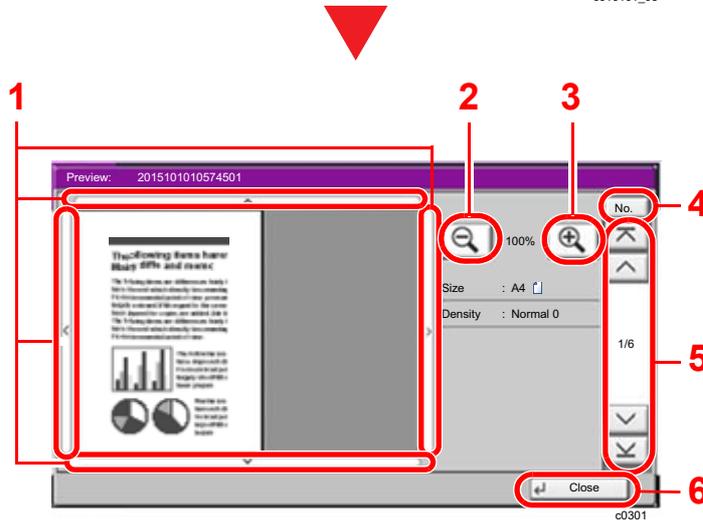
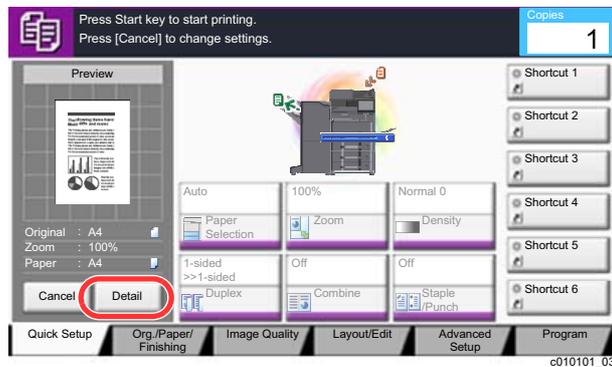
1 Select [Preview].

The machine starts scanning the original. When scanning is completed, the preview image appears on the panel.



2 Select [Detail].

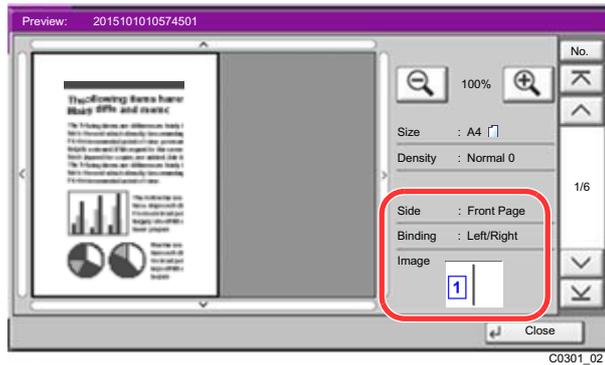
You can check the finished image in greater detail.



- 1 In magnified view, you can move the range of display.
- 2 Zoom out.
- 3 Zoom in.
- 4 In multiple-page documents, you can change pages by entering the desired page number.
- 5 In multiple-page documents, you can use these buttons to change pages.
- 6 Close the Preview screen.

Duplex Printing

Settings for duplex printing appear.



NOTE

- To change the quality or the layout, select **[Cancel]** or the **[Stop]** key. Change the settings and select **[Preview]** again to see a preview image with the new settings.
- Depending on the function you are using, even if you scan a multi-page original, only the first page can be previewed.

- 3 If there is no problem with the preview image, press the **[Start]** key. Copying starts.

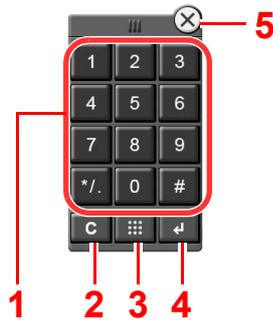
Using the Preview Screen

When the Preview screen is displayed, you can do the following by moving the finger that is touching the touch panel.

| Function | Description |
|-------------------------------|---|
| Drag | With the finger touching the touch panel, slide the finger to move the position of the displayed preview. |
| Pinch in Pinch out | With two fingers touching the touch panel, widen or tighten the space between the two fingers to zoom in and out on the view. |

Entering Numbers

When entering numbers, numeric keys appear on the touch panel if you select the **[Numeric Keypad]** key on the operation panel or select the area in which the number is entered.

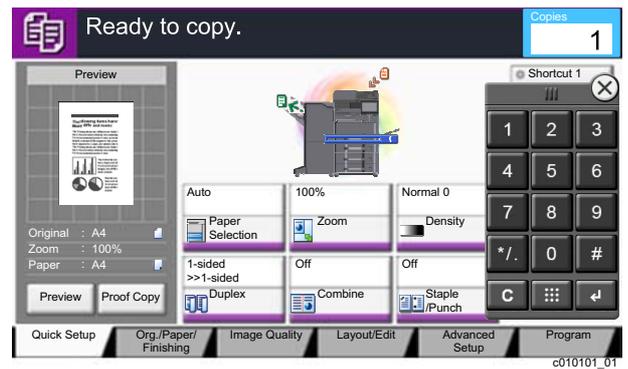
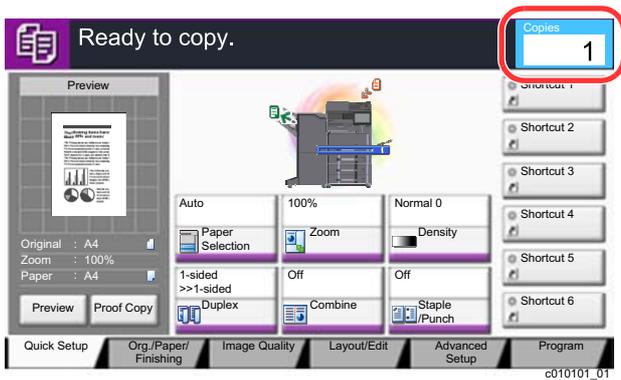


- 1 Enter numbers and symbols.
- 2 Clear entered numbers.
- 3 Quick No. Search key.
 - ➔ [Using the Quick No. Search Key \(page 2-24\)](#)
- 4 Entry by numeric keys is confirmed.
 - ➔ [Using the Enter Key \(page 2-24\)](#)
- 5 Close the numeric keypad.

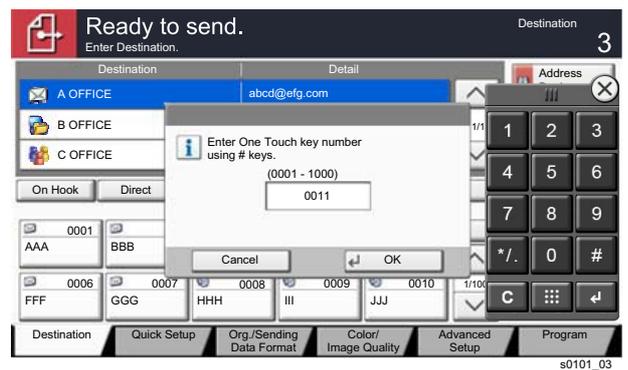
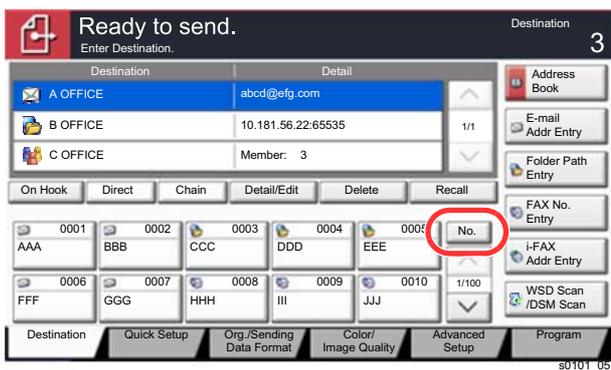
NOTE

- Numeric keys do not appear on the touch panel if an optional numeric keypad is installed.
- Alphabetic letters appear on numeric keys if an optional FAX Kit is installed. Alphabetic letters are used to remember the FAX number.

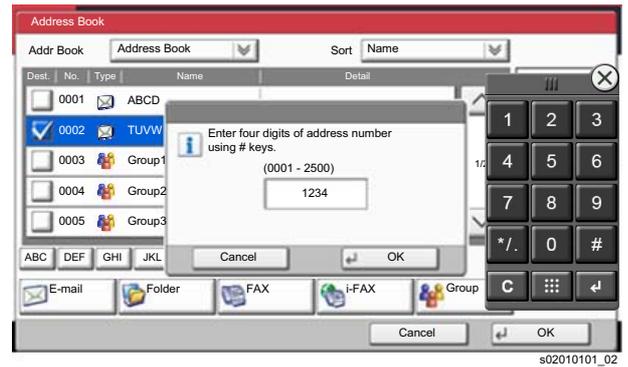
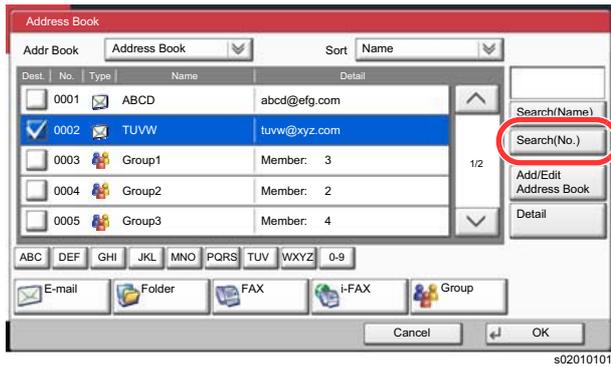
Example: When entering the number of copies



Example: When entering a one-touch key number

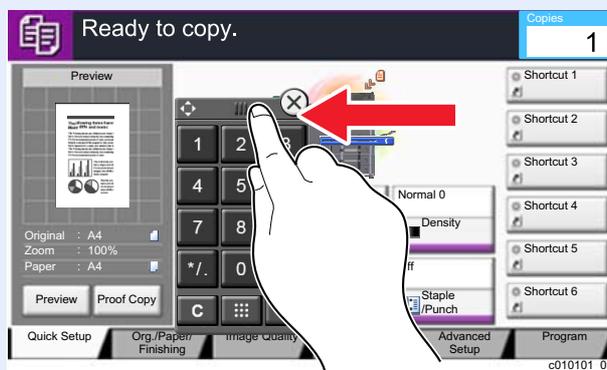


Example: When searching for an address number



NOTE

- Moving your finger while touching the top of the numeric keypad enables you to freely move to any key. (Drag operation)



- For copy and print screens, you can set numeric keys to be displayed in advance. In addition, you can select the layout for numeric keys that are used on the application.

➔ [Numeric Keypad Settings \(page 8-31\)](#)

Using the Enter Key

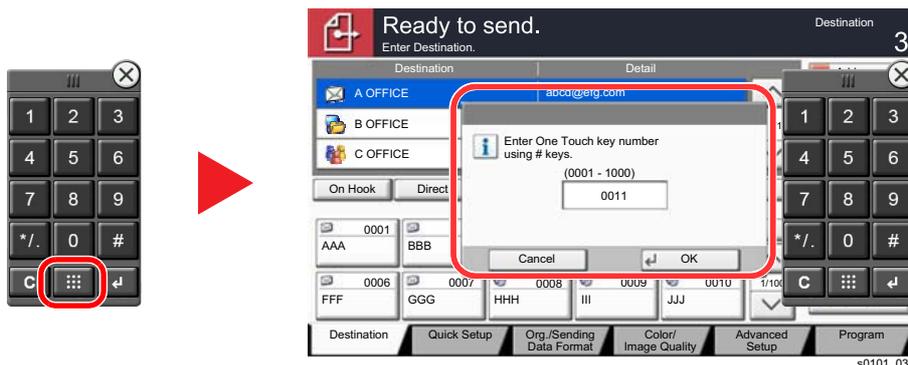
The Enter key has the same function as the key with the Enter mark (↵), such as the [OK ↵] key and the [Close ↵].

Using the Quick No. Search Key

The Quick No. Search key performs the same action as the [No.] displayed on the touch panel. Use the Quick No. Search keys to perform an action by simply entering a number directly using the numeric keys. For example, you can specify the speed dial for a transmission destination or recall a stored program by its program number.

For more information on speed dialing, refer to the following:

➔ [Specifying Destination \(page 5-40\)](#)



Help Screen

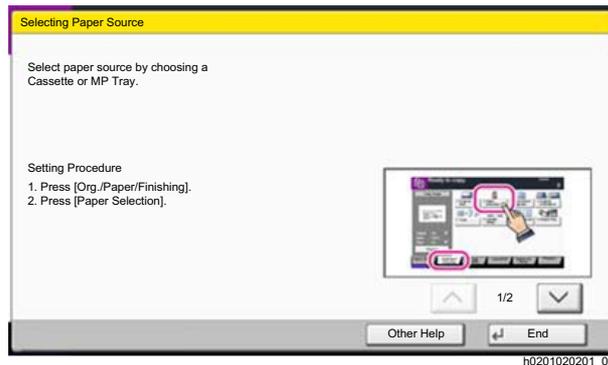
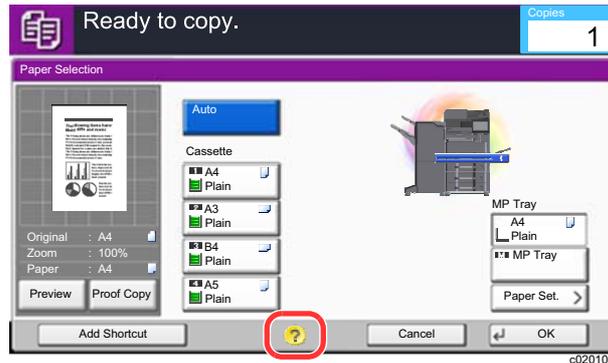
If you have difficulty operating the machine, you can check how to operate it using the touch panel.

To show the Help screen for a function, select [**Help**] on the panel of the setting screen of that function. The Help screen shows explanations of functions and how to use them.

1 Display the Paper Selection screen.

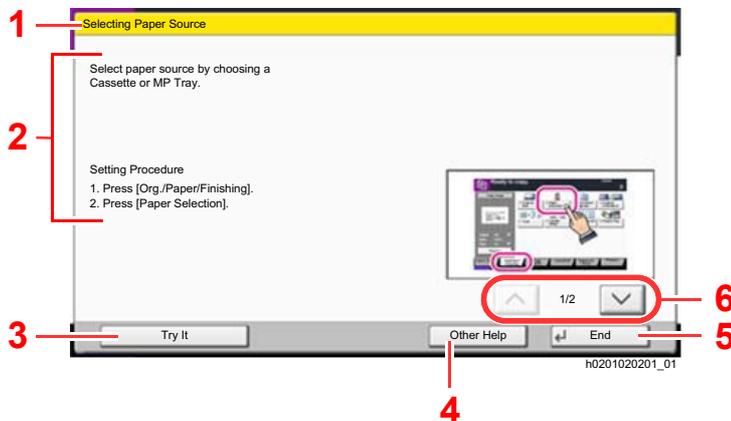
➔ [Paper Selection \(page 6-19\)](#)

2 Select [**Help**] on the panel.



Selecting [**Help**] on the Home Screen

Show the Help list.



- 1 Help titles.
- 2 Displays information about functions and machine operation.
- 3 Show the screen of the tab that includes the function explained in Help. (In the case of this screen, the screen that appears after step 1 of "Setting Procedure" is performed will appear.)
- 4 Displays the Help list.
- 5 Closes the Help screen and returns to the original screen.
- 6 Scrolls up and down when the help text cannot be displayed in its entirety on a single screen.

Accessibility Functions (Magnifying the View)

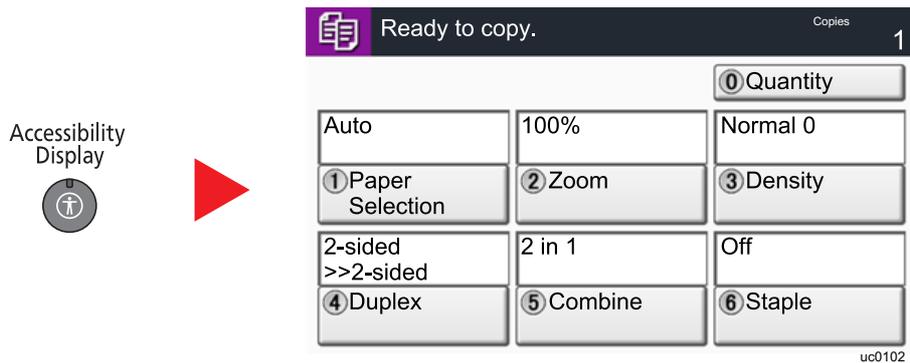
You can magnify the text and keys displayed on the touch panel. You can also select items and move to the next screen using the numeric keys.

NOTE

- This function can be used on the Home screen and on the functions that were registered via Copy/Send Quick Setup.
- To configure any functions that are not displayed on the Accessibility screen, you need to return to the original view. Select the **[Accessibility Display]** key again.

While using the Copy or Send functions, select the **[Accessibility Display]** key.

Large keys and text appear on the touch panel.



You can also control the screen using the numeric key corresponding to the number in circle. (Example: Press the [2] key on the numeric key pad to zoom.)

Control the functions according to the display on the screen.

Login/Logout

If you are setting a function that requires administrator rights, or if user login administration is enabled, you must enter your login user name and login password.

NOTE

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

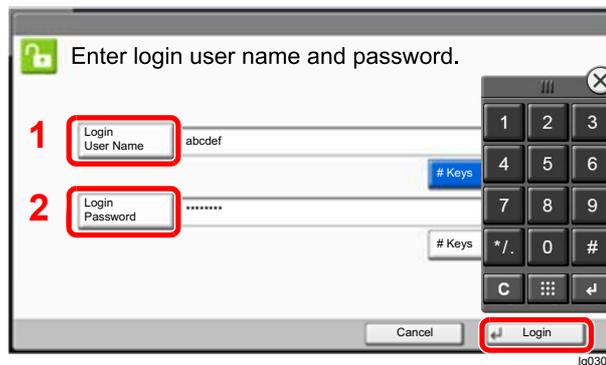
You will be unable to login if you forget your login user name or login password. In this event, login with administrator privileges and change your login user name or login password.

Login

Normal login

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

- 1 If this screen is displayed during operations, select [Login User Name] to enter the login user name.



➔ [Character Entry Method \(page 11-9\)](#)

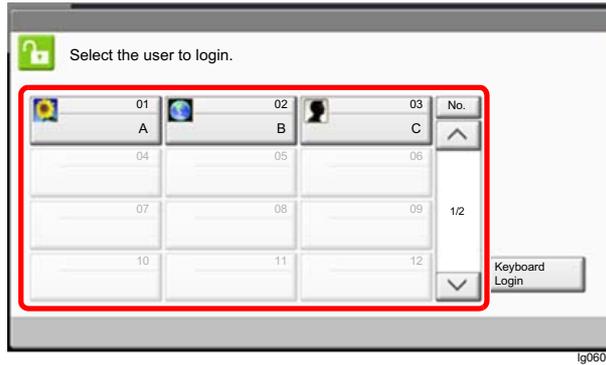
- 2 [Login Password] > Enter the login password > [OK]

NOTE

- [# Keys] can be selected to enter the number with the numeric keys on the operation panel.
- If [Network Authentication] is selected as the user authentication method, authentication destinations are displayed and either [Local] or [Network] can be selected as the authentication destination.
- To authenticate by ID card, select [ID Card Login].

2 Select [Login].

Simple Login



If this screen is displayed during operations, select a user and log in.

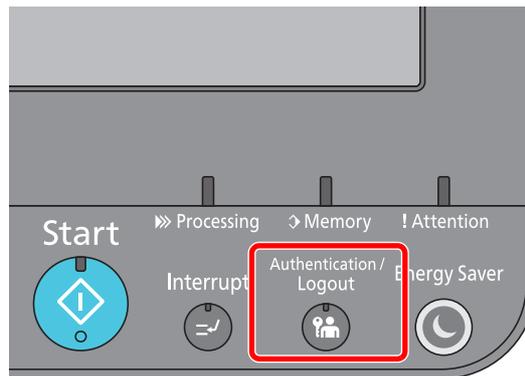


NOTE

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

➔ [Simple Login Settings \(page 9-27\)](#)

Logout



To logout from the machine, select the **[Authentication/Logout]** key to return to the login user name/login password entry screen.

Users are automatically logged out in the following circumstances:

- When the machine enters the sleep state.
- When the auto panel reset function is activated.

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:

➔ [Setup and Registration \(System Menu\) \(page 8-1\)](#)

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/Timer/Energy Saver \(page 8-70\)](#)
- 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 > [Date/Timer/Energy Saver]

2 Configure the settings.

[Time Zone] > [Date/Time] > [Date Format]

| Item | Description |
|--------------------|--|
| 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/Time | Set the date and time for the location where you use the machine. If you perform Send as E-mail, the date and time set here will be displayed on the header. Value: Year (2000 to 2037), Month (1 to 12), Day (1 to 31), Hour (00 to 23), Minute (00 to 59), Second (00 to 59) |
| Date Format | Select the display format of year, month, and date. The year is displayed in Western notation. Value: Month/Day/Year, Day/Month/Year, Year/Month/Day |

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, Macintosh, UNIX and other platforms.

Set up TCP/IP (IPv4) to connect to the Windows network.

Be sure to connect the network cable before configuring the settings.

➔ [Connecting LAN Cable \(page 2-7\)](#)

| Configuration Method | Description | Reference Page |
|--|--|---|
| 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. | Quick Setup Wizard (page 2-42) |
| Configuring Connections on the Web Page | For the equipped network interface, the connection can be set by using Command Center RX. For the optional IB-50, the connection can be set by using the dedicated Web page. | Command Center RX User Guide IB-50 Operation Guide |
| Setting the Connection by Using the Setup Utility of IB-50 | This is the setup tool included in the CD of IB-50. You can use it on Windows. | IB-50 Operation Guide |

NOTE

When you want to switch to the network interface other than Wired (default) after installing an optional Network Interface Kit (IB-50) and a Wireless Network Interface Kit (IB-35 or IB-51), select the desired setting on "Primary Network (Client)".

➔ [Primary Network \(Client\) \(page 8-63\)](#)

For other network settings, refer to the following:

➔ [Network \(page 8-47\)](#)

NOTE

If user login administration is enabled, you can only change the settings by logging in with administrator privileges. If user login administration is disabled, the user authentication screen appears. Enter a login user name and password, and select **[Login]**.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|-----------------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

IPv4 setting

1 Display the screen.

[System Menu/Counter] key > **[System/Network]** > "Network" **[Next]** > "Wired Network Settings" **[Next]** > "TCP/IP Setting" **[Next]** > "IPv4" **[Change]**

2 Configure the settings.

When using DHCP server

[DHCP]: Set to [On].

When setting the static IP address

[DHCP]: Set to [Off].

[IP Address]: Enter the address.

[Subnet Mask]: Enter the subnet mask in decimal representation (0 to 255).

[Default Gateway]: Enter the address.

[Auto-IP]: Set to [Off].

When using the Auto-IP, enter "0.0.0.0" in [IP Address].

IMPORTANT

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

➔ [Restart Network \(page 8-59\)](#)

NOTE

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

In the following cases, set the IP address of DNS server on the Command Center RX.

- 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.

Setting the IP Address of the DNS Server, refer to the following:

➔ **Command Center RX User Guide**

Configuring the Wireless Network

When the Wireless Network Interface Kit (IB-35 and IB-51) is installed on the machine and the connection settings are configured, it is possible to print or send in a wireless network (wireless LAN) environment. The configuration methods are as follows:

| Configuration Method | Description | Reference Page |
|--|--|--|
| 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. | Quick Setup Wizard (page 2-42) |
| | Use Wi-Fi Settings or Wireless Network to configure the network in details from System menu. | Wi-Fi Settings (page 8-50) Wireless Network (page 8-61) |
| Setting the Connection by Using the Wi-Fi Setup Tool | This is the tool included in the Product Library. You can configure the connection according to the instructions provided by the wizard. | Setting the Connection by Using the Wi-Fi Setup Tool (page 2-32) |
| Setting the Connection by Using the Setup Utility of IB-51 | This is the setup tool included in the CD of IB-51. You can use it on both Windows and Mac OS. | IB-51 Operation Guide |
| Configuring Connections on the Web Page | For the IB-35, the connection can be set from the Command Center RX. | Command Center RX User Guide |
| | For the IB-51, the connection can be set on the dedicated Web page. | IB-51 Operation Guide |



NOTE

- The Wireless Network Interface Kit (IB-35) is an option for some models and the Wireless Network Interface Kit (IB-51) is a standard option. Contact your dealer or our sales or service representatives for detail.
 - ➔ [IB-35 "Wireless Network Interface Kit" \(page 11-5\)](#)
 - ➔ [IB-51 "Wireless Network Interface Kit" \(page 11-5\)](#)
- When you want to switch to the network interface other than Wired (default) after installing an optional Network Interface Kit (IB-50) and a Wireless Network Interface Kit (IB-35 or IB-51), select the desired setting on "Primary Network (Client)".
 - ➔ [Primary Network \(Client\) \(page 8-63\)](#)

Setting the Connection by Using the Wi-Fi Setup Tool

To send the Wi-Fi settings configured in the Wi-Fi Setup Tool to the machine, connect the computer or handheld device with the machine locally. The connection methods are wired connection via LAN cable and wireless LAN connection (Wi-Fi Direct).



NOTE

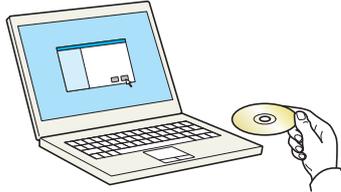
- Before using the Wi-Fi Setup Tool, connect your computer to this machine locally with wired LAN cable or Wi-Fi Direct.
- To use Wi-Fi Direct, confirm that the Wi-Fi Direct is enabled (Wi-Fi Direct is set to **[ON]**) and Restart Network from the operation panel, before your computer will be connected to this machine with Wi-Fi Direct.
- 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.
- Configure the settings on the operation panel if your computer supports WPS.
 - ➔ [Wi-Fi Settings \(page 8-50\)](#)
 - ➔ [Wireless Network \(page 8-61\)](#)

Wired Connection by Using LAN Cable

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 address (link local address) of the machine and computer is generated automatically.

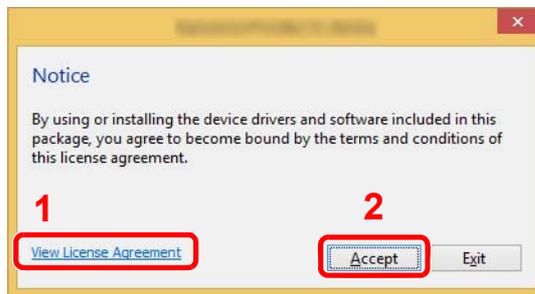
2 Insert the DVD.



NOTE

- Installation on Windows must be done by a user logged on with administrator privileges.
- If the "Welcome to the Found New Hardware Wizard" dialog box displays, select [Cancel].
- If the autorun screen is displayed, click [Run setup.exe].
- If the user account management window appears, click [Yes] ([Allow]).

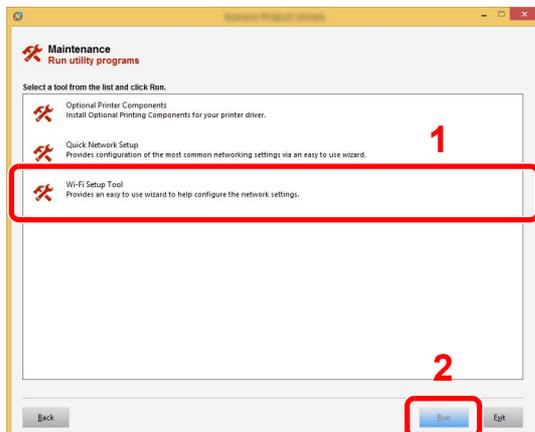
3 Display the screen.



- 1 Click [View License Agreement] and read the License Agreement.
- 2 Click [Accept].

4 Select [Maintenance].

5 [Wi-Fi Setup Tool] > [OK]



6 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 login user name and password. Login user name and Password are both Admin.

6 Configure the communication settings > [Next]

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

The network is configured.

Wireless LAN Connection by Using Wi-Fi Direct

1 Display the screen.

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

2 Configure the settings.

[On] > [OK]

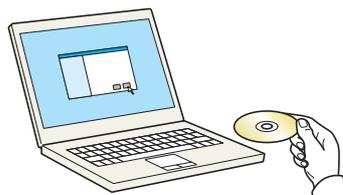
3 Restart the network.

[System Menu/Counter] key > [System/Network] > "Network" [Next] > "Restart Network" [Start] > [Yes]

4 Connect a computer or a handheld device with the machine.

➔ [Setting Wi-Fi Direct \(page 2-36\)](#)

5 Insert the DVD.

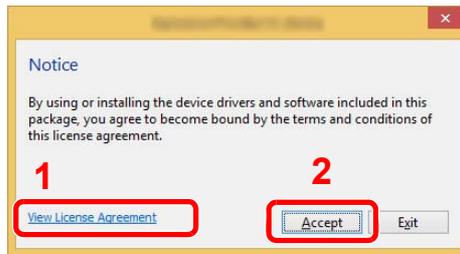




NOTE

- Installation on Windows must be done by a user logged on with administrator privileges.
- If the "Welcome to the Found New Hardware Wizard" dialog box displays, select **[Cancel]**.
- If the autorun screen is displayed, click **[Run setup.exe]**.
- If the user account management window appears, click **[Yes]** (**[Allow]**).

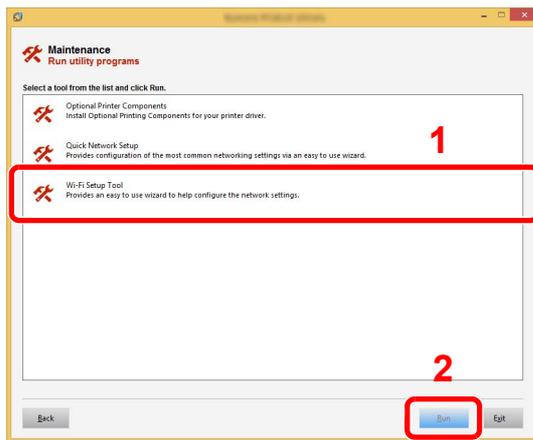
6 Display the screen.



- 1 Click **[View License Agreement]** and read the License Agreement.
- 2 Click **[Accept]**.

7 Select [Maintenance].

8 [Wi-Fi Setup Tool] > [OK]



9 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 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 login user name and password. Login user name and Password are both Admin.
- 6 Configure the communication settings > **[Next]**
- 7 Change the settings of access point as necessary > **[Next]**
 - The network is configured.

Setting Wi-Fi Direct

Setting Wi-Fi Direct enables you to print from the Wi-Fi Direct environment. The configuration methods are as follows:

NOTE

To use Wi-Fi Direct, Wireless Network Interface Kit (IB-35) must be installed in the machine.

The Wireless Network Interface Kit (IB-35) is an option for some models. Contact your dealer or our sales or service representatives for detail.

➔ [IB-35 "Wireless Network Interface Kit" \(page 11-5\)](#)

Configuring the Connection from the Operation Panel on This Machine

Connecting to Computers or Handheld Devices that Support Wi-Fi Direct

1 Display the screen.

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

2 Configure the settings.

[On] > [OK]

3 Restart the network.

[System Menu/Counter] key > [System/Network] > "Network" [Next] > "Restart Network" [Start] > [Yes]

4 Specify the machine name from the computer or handheld device.

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

The network between this machine and the handheld device is configured.

Connecting to Computers or Handheld Devices Unsupported Wi-Fi Direct

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

1 Display the screen.

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

2 Configure the settings.

[On] > [OK]

3 Restart the network.

[System Menu/Counter] key > [System/Network] > "Network" [Next] > "Restart Network" [Start] > [Yes]

4 [Home] key > [Wi-Fi Direct]

5 Note the network name (SSID), IP address, and password.

6 Configure the handheld 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 handheld device is configured.

Configuring the Connection by Using Push Button

When your computer or handheld 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 > [System/Network] > "Network" [Next] > "Wi-Fi Direct Settings" [Next] > "Wi-Fi Direct" [Change]

2 Configure the settings.

[On] > [OK]

3 Restart the network.

[System Menu/Counter] key > [System/Network] > "Network" [Next] > "Restart Network" [Start] > [Yes]

4 [Home] key > [Wi-Fi Direct]

5 Press the push button on the computer or handheld device and select [Push Button] on the screen of operation panel simultaneously.

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

 **IMPORTANT**

You can connect up to three handheld 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 handheld computer
- Disconnecting all devices from the network on the operation panel
Select [Home] > [Wi-Fi Direct] > [Connected Device List] > [Disconnect All]
- Configuring auto disconnecting time from the System menu
➔ [Wi-Fi Direct Settings \(page 8-49\)](#)
- Configuring auto disconnecting time from the Command Center RX
➔ [Command Center RX User Guide](#)

Configuring NFC

NFC (Near Field Communication) is the internal standard for near field communication in which the data communication distance is limited to approximately 10 cm. Establishing data communication simply requires you to show the handheld device supporting NFC to this machine.

The configuration methods are as follows:

Configuring Connections on the Web Page

You can set NFC from the Command Center RX.

➔ [Command Center RX User Guide](#)

Configuring the Connection from the Operation Panel on This Machine

Configure the NFC from the System Menu.

➔ [NFC \(page 8-68\)](#)

This section presents an example for configuring the NFC from the System Menu.

1 Display the screen.

[System Menu/Counter] key > [System/Network] > "NFC" [Change]

2 Configure the settings.

[On] > [OK]

Energy Saver Function

If a certain period of time elapses after the machine is last used, the machine automatically enters Low Power Mode to reduce power consumption. If a further period of time elapses without the machine being used, the machine automatically enters Sleep Mode, which minimizes power consumption.

Low Power Mode

If the machine is not operated for a certain period of time, the energy saver indicator will light up and the screen will become dark to reduce power consumption. This status is referred to as Low Power Mode.

"Low power." will be displayed on the screen.

The amount of time before entering Low Power Mode: 1 minute (default setting).

If print data is received during Low Power Mode, the machine automatically wakes up and starts printing. Also when fax data arrives while the machine is in Low Power Mode, the machine automatically wakes up and starts printing.

To resume, perform one of the following actions.

- Select any key on the operation panel.
- Touch the touch panel.
- Open the optional original cover or the optional document processor.
- Place originals in the optional document processor.

Recovery time from Low Power Mode is as follows.

- 10 seconds or less

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

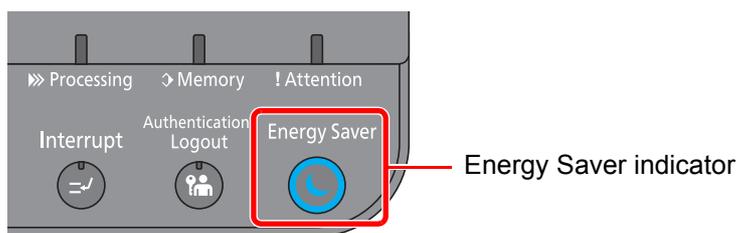


NOTE

If the Low Power Timer is equal to the Sleep Timer, a Sleep mode is preceded.

Sleep

To enter Sleep, select the **[Energy Saver]** key. 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.

Also when fax data arrives while the machine is in Sleep, the machine automatically wakes up and starts printing.

To resume, perform the following actions.

- Select any key on the operation panel.
- Touch the touch panel.
- Open the optional original cover or the optional document processor.
- Place originals in the optional document processor.

Recovery time from Sleep Mode is as follows.

- TASKalfa 3212i: 12 seconds or less
- TASKalfa 4012i: 15 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 minute (default setting).

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

➔ [Quick Setup Wizard \(page 2-42\)](#)



NOTE

If the Low Power Timer is equal to the Sleep Timer, a Sleep Mode is preceded.

Sleep Rules (models for Europe)

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:

➔ [Sleep Rules \(models for Europe\) \(page 8-71\)](#)

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

This mode reduces power consumption even more than normal Sleep Mode, and allows Sleep Mode to be set separately for each function. Printing from a computer connected with a USB cable is not available while the machine is asleep. The time required for the machine to wake up from power save mode and resume normal operation will be longer than for normal Sleep Mode.



NOTE

If the optional Network Interface Kit is installed, Energy Saver cannot be specified.

For more information on Sleep Level (Energy Saver) Mode settings, refer to the following:

➔ [Quick Setup Wizard \(page 2-42\)](#)

Energy Saver Recovery Level

This machine can reduce power consumption when recovering from Energy Saver Mode.

For EnergySaver RecoveryLevel, "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:

➔ [Quick Setup Wizard \(page 2-42\)](#)

➔ [EnergySaver RecoveryLevel \(page 8-72\)](#)

Weekly Timer Settings

Set the machine to automatically turn OFF and wake up at times specified for each day.

For more information on Weekly Timer Settings, refer to the following:

➔ [Quick Setup Wizard \(page 2-42\)](#)

Power Off Timer (models for Europe)

If the machine is not used while in sleep mode, the power automatically turns off. 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: 3 days

➔ [Power Off Timer \(models for Europe\) \(page 8-73\)](#)

Quick Setup Wizard

For FAX functions, paper settings, Energy Saver functions and network settings, the following settings can be configured in a wizard-style screen.

| | | |
|---------------------------|---|---|
| FAX Setup | Configures basic fax settings. This function is displayed when the optional FAX Kit is installed. | |
| | ➔ FAX Operation Guide | |
| | 1. Dialing/RX Mode | Dialing Mode (Port 1, Port 2 ^{*1})* ² Reception Mode Auto (DRD) ^{*3} |
| | 2. Local FAX Information | Local FAX Name (Port 1, Port 2 ^{*1}) Local FAX Number (Port 1, Port 2 ^{*1}) Local FAX ID TTI |
| | 3. Sound | FAX Speaker Volume FAX Monitor Volume Job Finish Buzzer |
| | 4. Rings | Rings (Normal) ^{*4} Rings (TAD) ^{*4} Rings (FAX/TEL) ^{*4} |
| | 5. Output | Media Type Paper Output (Port 1, Port 2 ^{*1})* ⁵ Reduced RX Size |
| 6. Redial | Retry Times | |
| Power Off Setup | Show Power Off Message | — |
| Energy Saver Setup | Configures sleep mode and low power mode. | |
| | 1. Sleep Mode | For Europe Sleep Timer Sleep Rules Except for Europe Sleep Timer Sleep Level |
| | 2. Low Power Mode | Low Power Timer |
| | 3. Recovery Mode | Energy Saver Recovery Level |
| | 4. Weekly Timer Settings | Weekly Timer Schedule ^{*6} Retry Times ^{*6} Retry Interval ^{*6} |

| | | |
|----------------------|------------------------------|---|
| Network Setup | Configures network settings. | |
| | 1. Network | Network Selection ^{*7} Wi-Fi ^{*8} DHCP ^{*9} IP Address ^{*10} Subnet Mask ^{*10} Default Gateway ^{*10} |

*1 This is displayed when the option of two FAX Kits has been installed.

*2 Inch version only.

*3 DRD reception mode is available for some countries.

*4 This setting does not appear in some regions.

*5 This function is not displayed when the optional 1,000-Sheet Finisher is installed.

*6 This function is displayed when **[Weekly Timer]** is set to **[On]**.

*7 This function is displayed when the Wireless Network Interface Kit (IB-35) is installed.

The Wireless Network Interface Kit is an option for some models. Contact your dealer or our sales or service representatives for detail.

➔ [IB-35 "Wireless Network Interface Kit" \(page 11-5\)](#)

*8 This function is displayed when **[Network Selection]** is set to **[Wi-Fi]**.

*9 This function is displayed when **[Network Selection]** is set to **[Wired Network]**.

*10 This function is displayed when **[DHCP]** is set to **[Off]**.



NOTE

If the user authentication screen appears, enter your login user name and login password and select **[Login]**.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

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 \(page 2-25\)](#)

| Control | Description |
|----------|---|
| 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. |
| Complete | Register the settings and exit the wizard. |

Installing Software

Install appropriate software on your PC from the included DVD (Product Library) if you want to use the printer function of this machine or perform TWAIN / WIA transmission or Network FAX transmission from your PC.

Software on DVD (Windows)

You can use either [**Express Install**] or [**Custom Install**] can be selected for the installation method. [**Express Install**] is the standard installation method. To install components that cannot be installed by [**Express Install**], use [**Custom Install**].

For details on Custom Installation, refer to the following:

➔ [Custom Install \(page 2-48\)](#)

| Software | Description | Express Install |
|----------------------------------|---|-----------------|
| 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. Use this driver to create PDF files. | ○ |
| KX XPS DRIVER | This printer driver supports the XPS (XML Paper Specification) format developed by Microsoft Corporation. | — |
| 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. | — |
| Kyocera TWAIN Driver | This driver enables scanning on the machine using a TWAIN-compliant software application. | ○ |
| Kyocera 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 | 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. | ○ |

NOTE

- Installation on Windows must be done by a user logged on with administrator privileges.
- The optional FAX Kit is required in order to make use of fax functionality.

Installing Software in Windows

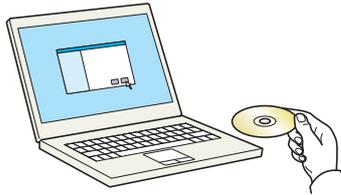
Express Install

The following procedure is an example for installing the software in Windows 8.1 using **[Express Install]**.

For details on Custom Installation, refer to the following:

➔ [Custom Install \(page 2-48\)](#)

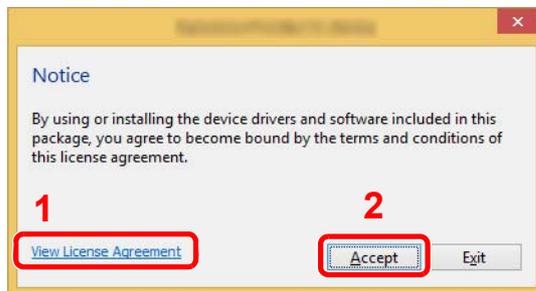
1 Insert the DVD.



NOTE

- Installation on Windows must be done by a user logged on with administrator privileges.
- If the "Welcome to the Found New Hardware Wizard" dialog box displays, select **[Cancel]**.
- If the autorun screen is displayed, click **[Run setup.exe]**.
- If the user account management window appears, click **[Yes]** (**[Allow]**).

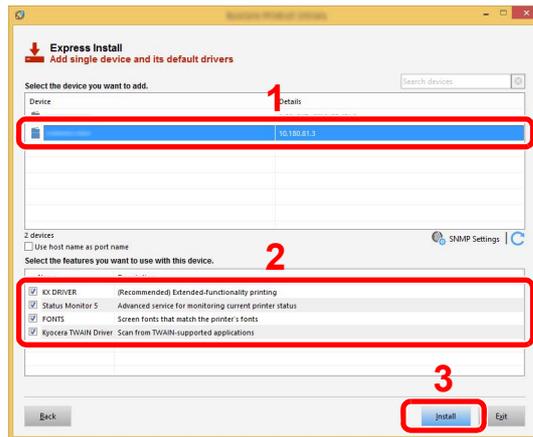
2 Display the screen.



- 1 Click **[View License Agreement]** and read the License Agreement.
- 2 Click **[Accept]**.

3 Select **[Express Install]**.

4 Install the software.



You can also select **[Use host name for port name]** and set to use the host name of the standard TCP/IP port. (A USB connection cannot be used.)

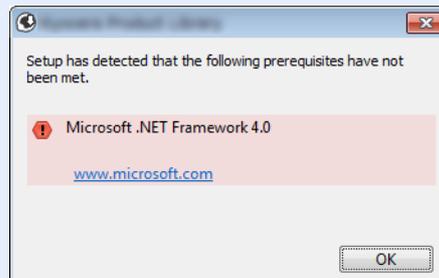
When you click **[Install]**, a screen asking for your cooperation with data collection will be displayed. Select one of the answer choices and click **[OK]**.

✔ IMPORTANT

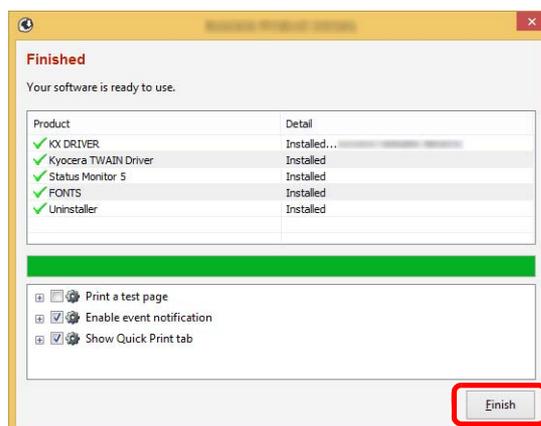
If Wi-Fi or Wi-Fi Direct is enabled, be sure to specify the IP address for the port name. Installation may fail if the host name is specified.

💡 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 and that it is turned on and click **C** (Reload).
- If the Windows security window appears, click **[Install this driver software anyway]**.
- To install Status Monitor on Windows versions preceding Windows 8, it is necessary to install Microsoft .NET Framework 4.0 beforehand.



5 Finish the installation.



When "**Your software is ready to use**" appears, you can use the software. To print a test page, click the "**Print a test page**" checkbox and select the machine.

Click [**Finish**] to exit the wizard.

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

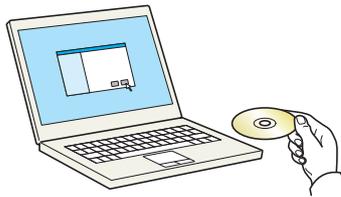
If you are installing the TWAIN driver, continue by configuring the following:

➔ [Setting TWAIN Driver \(page 2-55\)](#)

Custom Install

The following procedure is an example for installing the software in Windows 8.1 using [**Custom Install**].

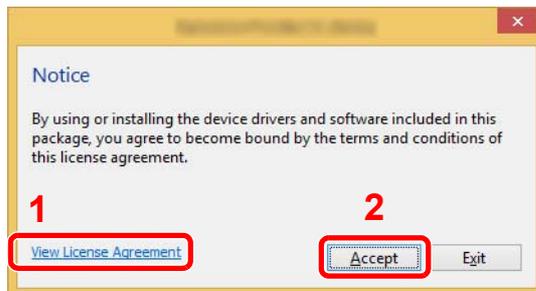
1 Insert the DVD.



NOTE

- Installation on Windows must be done by a user logged on with administrator privileges.
- If the "**Welcome to the Found New Hardware Wizard**" dialog box displays, select [**Cancel**].
- If the autorun screen is displayed, click [**Run setup.exe**].
- If the user account management window appears, click [**Yes**] ([**Allow**]).

2 Display the screen.

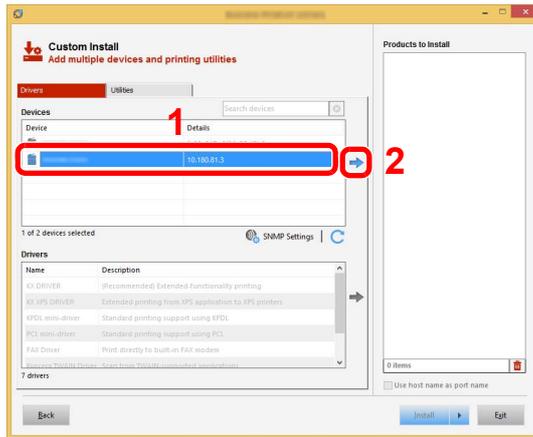


- 1 Click [**View License Agreement**] and read the License Agreement.
- 2 Click [**Accept**].

3 Select [**Custom Install**].

4 Install the software.

- 1 Select the device to be installed.



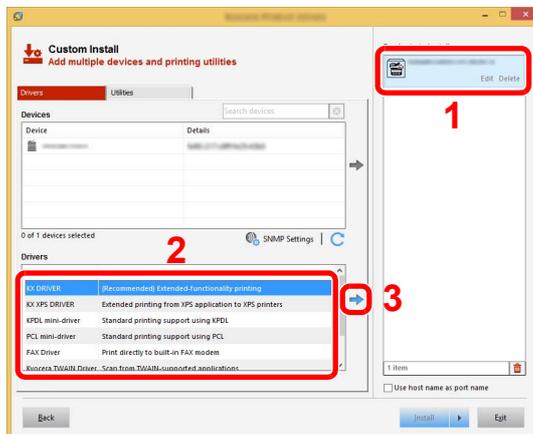
✓ IMPORTANT

If Wi-Fi or Wi-Fi Direct is enabled, be sure to specify the IP address for the port name. Installation may fail if the host name is specified.

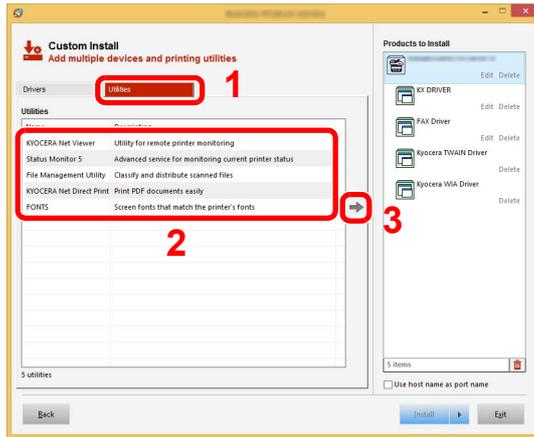
🔧 NOTE

- 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 and that it is turned on and click (Reload).
- If the desired device does not appear, select **[Add custom device]** to directly select the device.

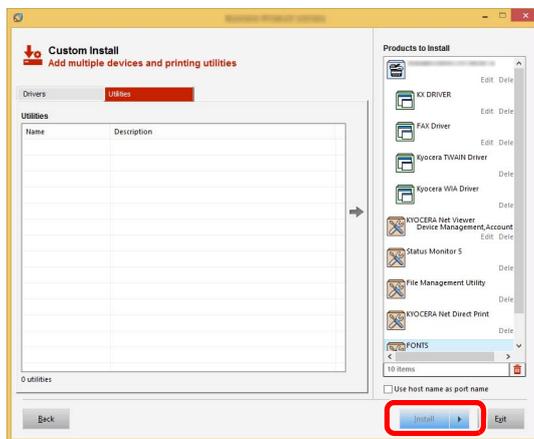
- 2 Select the driver to be installed.



3 Click [**Utility**] tab and select the utility to be installed.



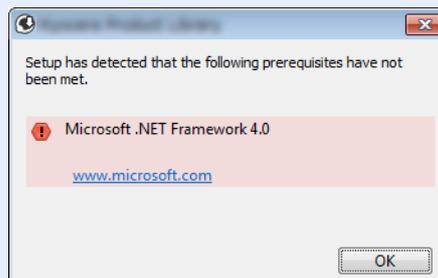
4 Click [**Install**].



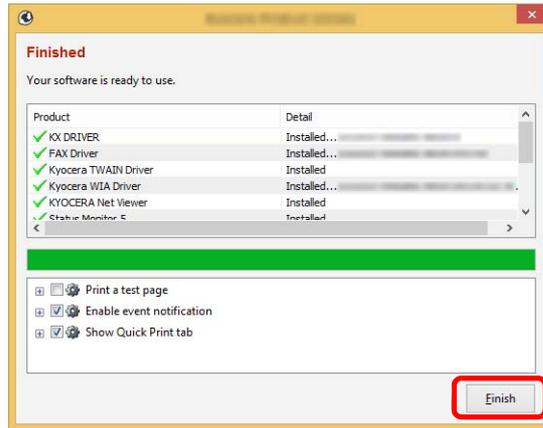
When you click [**Install**], a screen asking for your cooperation with data collection will be displayed. Select one of the answer choices and click [**OK**].

NOTE

To install Status Monitor on Windows versions preceding Windows 8, it is necessary to install Microsoft .NET Framework 4.0 beforehand.



5 Finish the installation.



When "**Your software is ready to use**" appears, you can use the software. To print a test page, click the "**Print a test page**" checkbox and select the machine.

Click [**Finish**] to exit the 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 \(page 2-55\)](#)

Uninstalling the Software

Perform the following procedure to delete the Software from your computer.

NOTE

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

1 Display the screen.

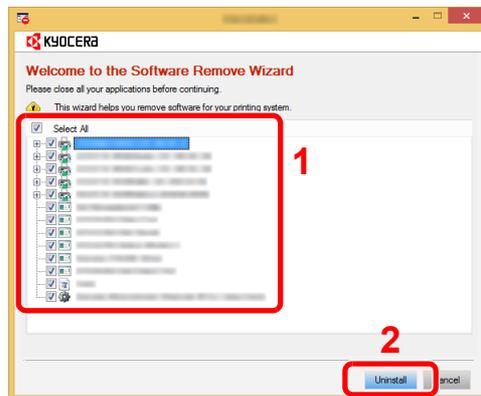
Click **[Search]** in charms, and enter "Uninstall Kyocera Product Library" in the search box. Select **[Uninstall Kyocera Product Library]** in the search list.

NOTE

In Windows 7, click **[Start]** button on the Windows and then select **[All Programs]**, **[Kyocera]**, and **[Uninstall Kyocera Product Library]** to display the Uninstall Wizard.

2 Uninstall the software.

Place a check in the check box of the software to be deleted.



3 Finish uninstalling.

If a system restart message appears, restart the computer by following the screen prompts. This completes the software uninstallation procedure.

NOTE

- The software can also be uninstalled using the Product Library.
- In the Product Library screen, click **[Uninstall]**, and follow the on-screen instructions to uninstall the software.

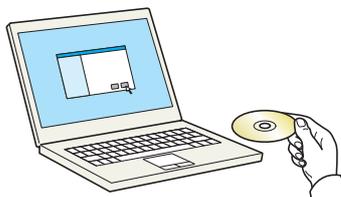
Installing Software in Mac Computer

The machine's printer functionality can be used by a Mac computer.

NOTE

- Installation on Mac OS must be done by a user logged on with administrator privileges.
- When printing from a Macintosh computer, set the machine's emulation to **[KPDLL]** or **[KPDLL(Auto)]**.
➔ [Printer \(page 8-39\)](#)
- If connecting by Bonjour, enable Bonjour in the machine's network settings.
➔ [Bonjour \(page 8-54\)](#)
- 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 Insert the DVD.



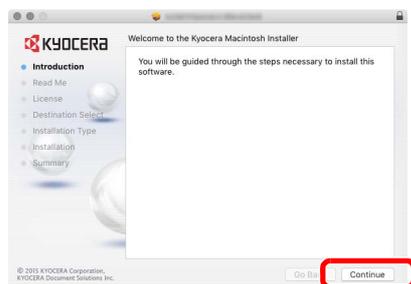
Double-click the **[Kyocera]** icon.

2 Display the screen.



Double-click **[Kyocera OS X x.x]** depending on your Mac OS version.

3 Install the Printer Driver.



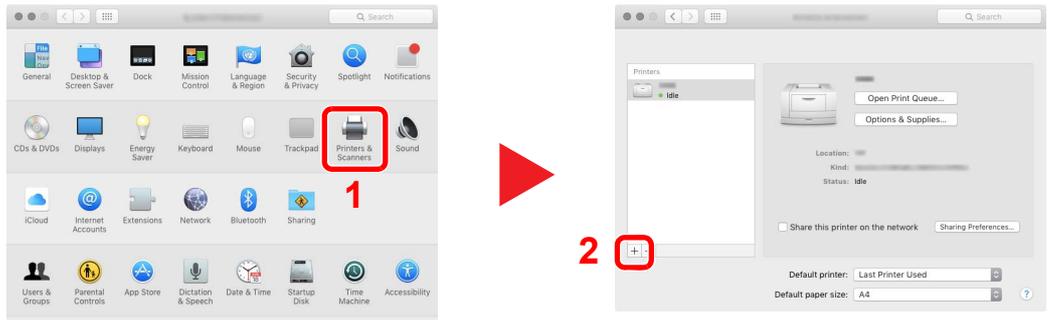
Install the printer driver as directed by the instructions in the installation software.

This completes the printer driver installation.

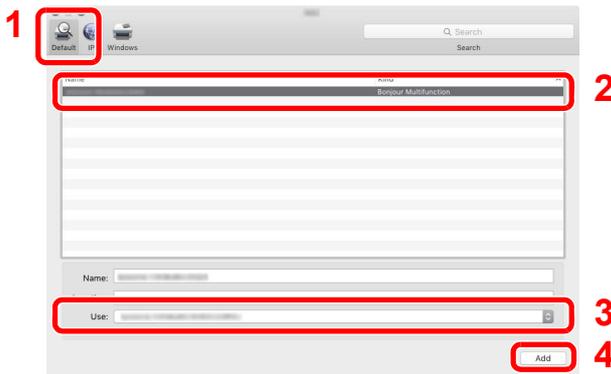
If a USB connection is used, the machine is automatically recognized and connected.
If an IP connection is used, the settings below are required.

4 Configure the printer.

1 Open System Preferences and add the printer.



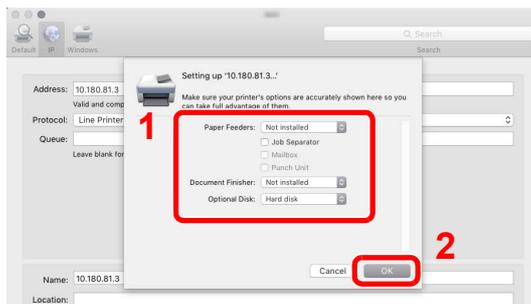
2 Select [Default] and then select the driver after clicking on the item that appears in "Name."



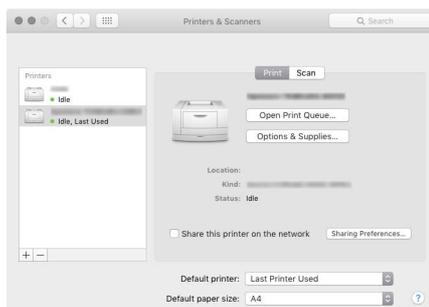
NOTE

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 if needed.

3 Select the options available for the machine.



4 The selected machine is added.



Setting TWAIN Driver

Register this machine to the TWAIN Driver. Instructions are based on interface elements as they appear in Windows 8.1.

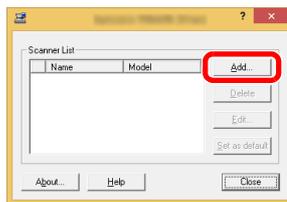
1 Display the screen.

- 1 Click **[Search]** in charms, and enter "TWAIN Driver Setting" in the search box. Select **[TWAIN Driver Setting]** in the search list.

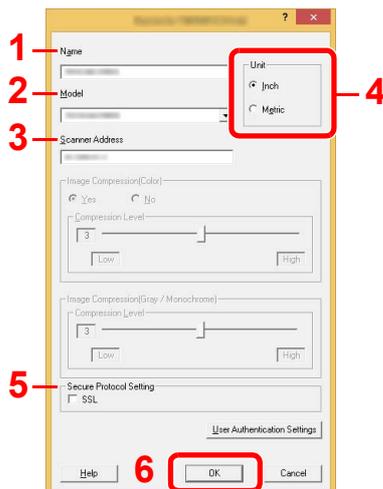
NOTE

In Windows 7, select **[Start]** button on the Windows, **[All Programs]**, **[Kyocera]** and then **[TWAIN Driver Setting]**. TWAIN Driver screen appears.

- 2 Click **[Add]**.



2 Configure TWAIN Driver.

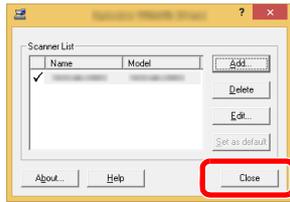


- 1 Enter the machine name.
- 2 Select this machine from the list.
- 3 Enter the machine's IP address or host name.
- 4 Set units of measurement.
- 5 When using SSL, select the checkbox beside SSL.
- 6 Click **[OK]**.

NOTE

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

3 Finish registering.



NOTE

Click [**D**el] to delete the added machine. Click [**E**dit] to change names.

Setting WIA Driver

Register this machine to the WIA Driver. Instructions are based on interface elements as they appear in Windows 8.1.

1 Display the screen.

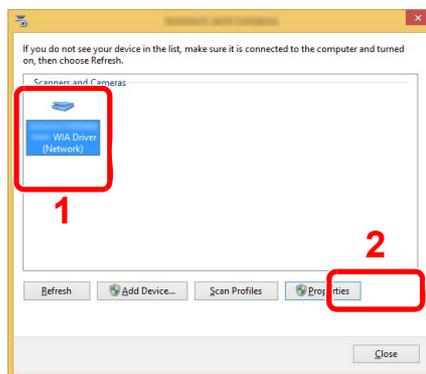
- 1 Click **[Search]** in charms, and enter "View scanners and cameras" in the search box. Select **[View scanners and cameras]** in the search list then the Scanners and Cameras screen appears.



NOTE

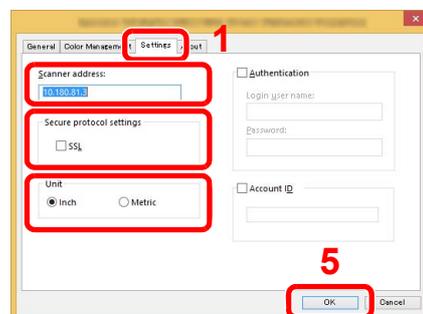
In Windows 7, click **[Start]** button on the Windows and enter **[Scanner]** in **[Program and File Search]**. Click **[View scanners and cameras]** in the search list then the Scanners and Cameras screen appears.

- 2 Select the same name as this machine from WIA Drivers, and click **[Properties]**.



2 Configure WIA Driver.

- 1 Click the **[Settings]** tab.
- 2 Enter the machine 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.**
[System Menu/Counter] key > [Counter]
- 2 Check the counter.**

Additional Preparations for the Administrator

In addition to the information provided in this chapter, the administrator of this machine should check the following, and configure the settings as needed.

Sending Documents to a PC

To Send to a Shared Folder (Send to Folder (SMB))

To send a document that has been loaded, you need to create a shared folder to receive the document on your computer.

➔ [Preparation for Sending a Document to a Shared Folder in a PC \(page 3-13\)](#)

To E-mail Scanned Images (Send as E-mail)

You can send a scanned original image as an E-mail attachment.

➔ [E-mail Settings \(page 2-65\)](#)

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.

➔ [User Authentication and Accounting \(User Login, Job Accounting\) \(page 9-1\)](#)

| I want to... | Function | Reference page |
|---|--------------------------------|---------------------------|
| Restrict the users of the machine. | User Login | page 9-2 |
| | Authentication Security | page 9-5 |
| | Auto Panel Reset | page 8-70 |
| | ID Card Settings ^{*1} | page 9-30 |
| Restrict the basic functions that can be used. | Local Authorization | page 9-18 |
| | Group Authorization Set. | page 9-19 |
| | Guest Authorization Set. | page 9-22 |
| Prevent another user from handling the documents stored in the machine. | Custom Box | page 5-47 |
| Output the document stored in the machine at the time when user operates the device via operation panel. | Remote Printing | page 8-30 |

*1 The optional Card Authentication Kit is required.

| I want to... | Function | Reference page |
|--|------------------------------|---|
| Prevent the data stored in the machine from being leaked. | Data Overwrite ^{*1} | Refer to the Data Security Kit (E) Operation Guide . |
| | Encryption ^{*1} | |
| | PDF Encryption Functions | page 6-70 |
| Completely delete the data on the machine before disposing of the machine. | Data Sanitization | page 8-66 |
| Record the operation history of users. | Login History Settings | page 8-44 |
| | Device Log History Settings | page 8-45 |
| | Secure Comm. Error Log | page 8-46 |
| Protect the transmission from interception and wiretapping. | IPP over SSL | page 8-56 |
| | HTTPS | page 8-56 |
| | LDAP Security | Refer to the Command Center RX User Guide . |
| | SMTP Security | page 8-54 |
| | POP3 Security | page 8-54 |
| | FTP Encrypted TX | page 6-75 |
| | Enhanced WSD (SSL) | page 8-57 |
| | IPSec | page 8-54 |
| | SNMPv3 | page 8-57 |
| Verify the software in the machine. | Software Verification | page 8-66 |

*1 The optional Data Security Kit is required.

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, enter the User Name and Password and click **[Login]**. Entering the predefined administrator password allows the user to access all pages, including Document Box, Address Book, and Settings on the navigation menu. The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: Admin

Login Password: Admin

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

| Setting | Description | Administ-rator | General User |
|----------------------------|--|-----------------------|--------------------------|
| Device Information | The machine's structure can be checked. | <input type="radio"/> | <input type="radio"/> |
| Job Status | Displays all device information, including print and scan jobs, storing jobs, scheduled jobs, and job log history. | <input type="radio"/> | <input type="radio"/> |
| Document Box | Add or delete document boxes, or delete documents within a document box. | <input type="radio"/> | <input type="radio"/> *1 |
| Address Book | Create, edit, or delete addresses and address groups. | <input type="radio"/> | <input type="radio"/> *1 |
| Device Settings | Configure the advanced settings of the machine. | <input type="radio"/> | — |
| Function Settings | Configure the advanced function settings. | <input type="radio"/> | — |
| Network Settings | Configure the network advanced settings. | <input type="radio"/> | — |
| Security Settings | Configure the security advanced settings. | <input type="radio"/> | — |
| Management Settings | Configure the advanced management settings. | <input type="radio"/> | — |

*1 The logged in user may not be able to configure some settings, depending on the permissions of the user.

NOTE

The optional FAX Kit is required in order to make use of fax functionality. Here, information on the FAX settings has been omitted.

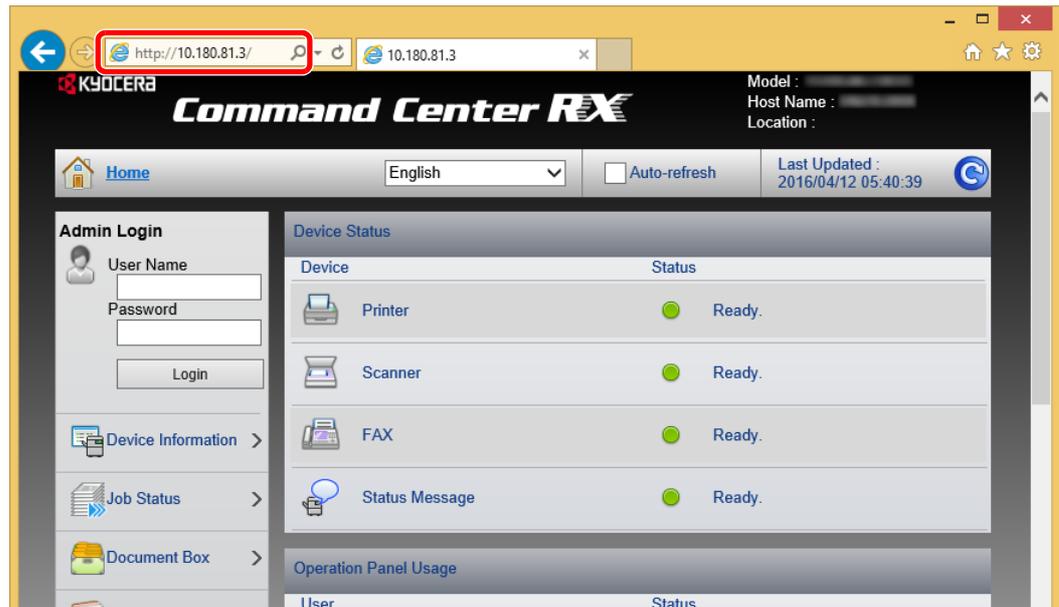
➔ FAX Operation Guide

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

Examples: `https://10.180.81.3/` (for 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 function.

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



NOTE

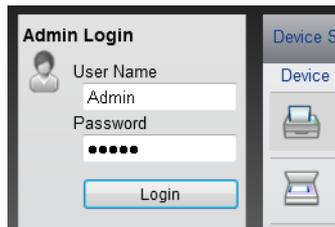
To fully access the features of the Command Center RX pages, enter the User Name and Password and click [Login]. Entering the predefined administrator password allows the user to access all pages, including Document Box, Address Book, and Settings on the navigation menu. The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: Admin
Login Password: Admin

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.
[Device Information] in the home screen > [Identification/Wired Network]
- 3 Log in with administrator privileges.



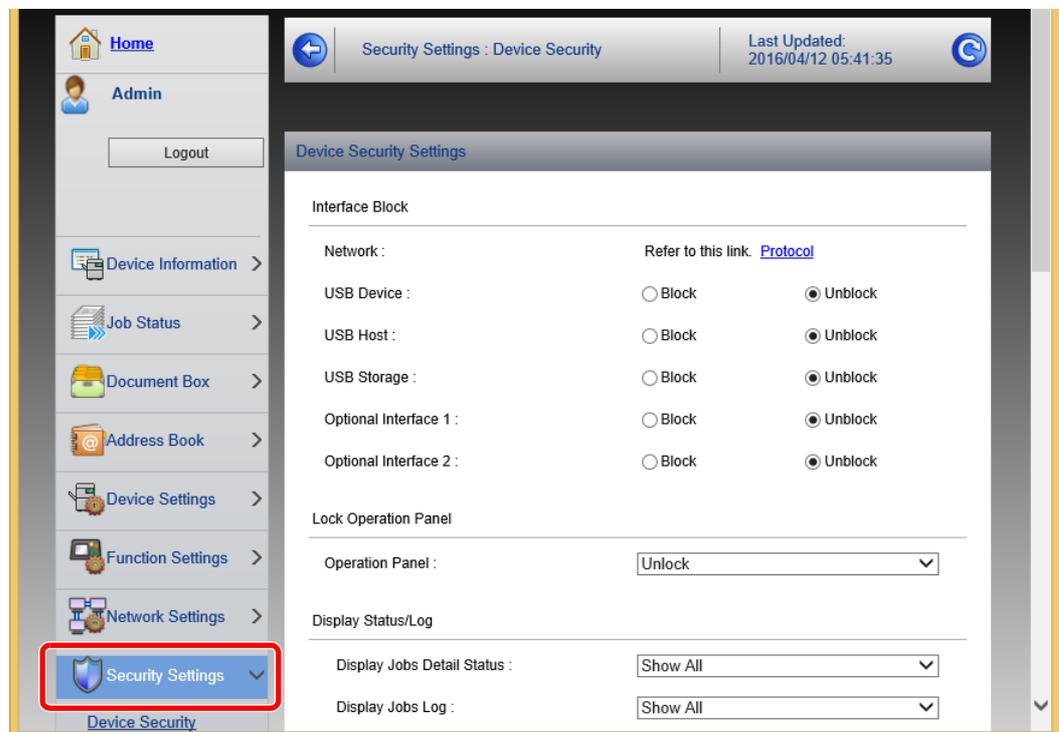
The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: Admin
Login Password: Admin

- 4 Click [Security Settings].

2 Configure the Security 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.
[Device Information] in the home screen > [Identification/Wired Network]
- 3 Log in with administrator privileges.

The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: Admin

Login Password: Admin

- 4 From the [Device Settings] menu, click [System].

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".**

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.

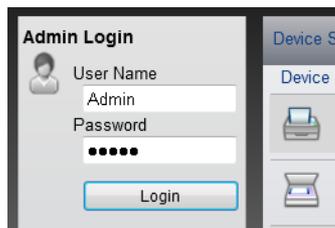
- SMTP settings
Item: "SMTP Protocol" and "SMTP Server Name" in "SMTP"
- The sender address when the machine sends E-mails
Item: "Sender Address" in "E-mail Send Settings"
- The setting to limit the size of E-mails
Item: "E-mail Size Limit" in "E-mail Send Settings"

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.
[Device Information] in the home screen > **[Identification/Wired Network]**
- 3 Log in with administrator privileges.

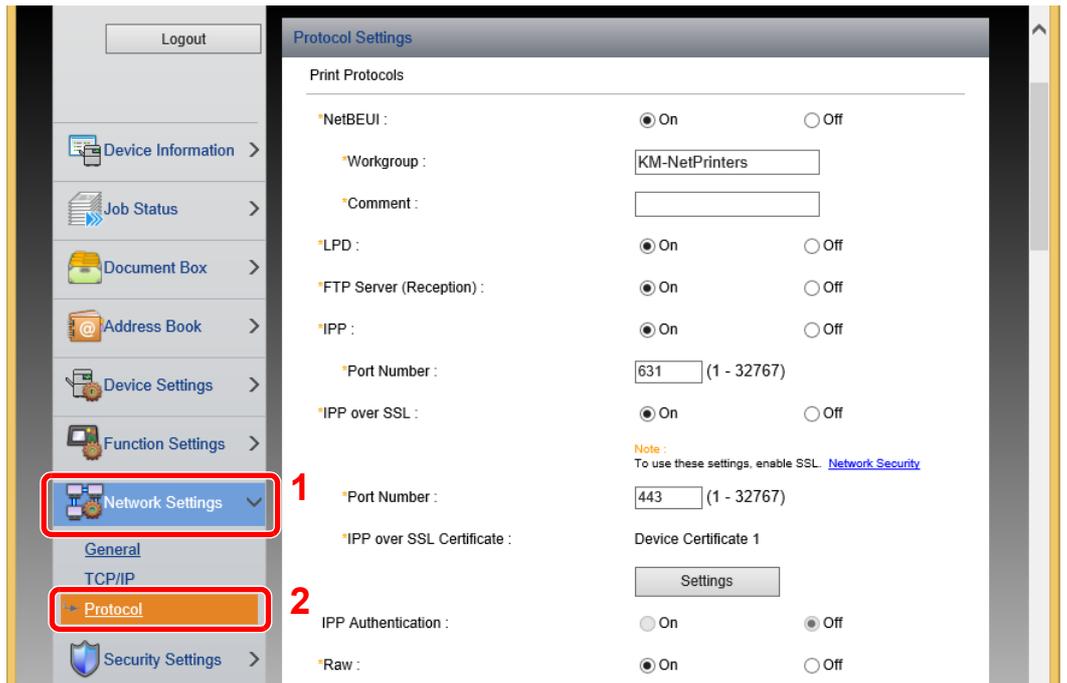


The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: Admin

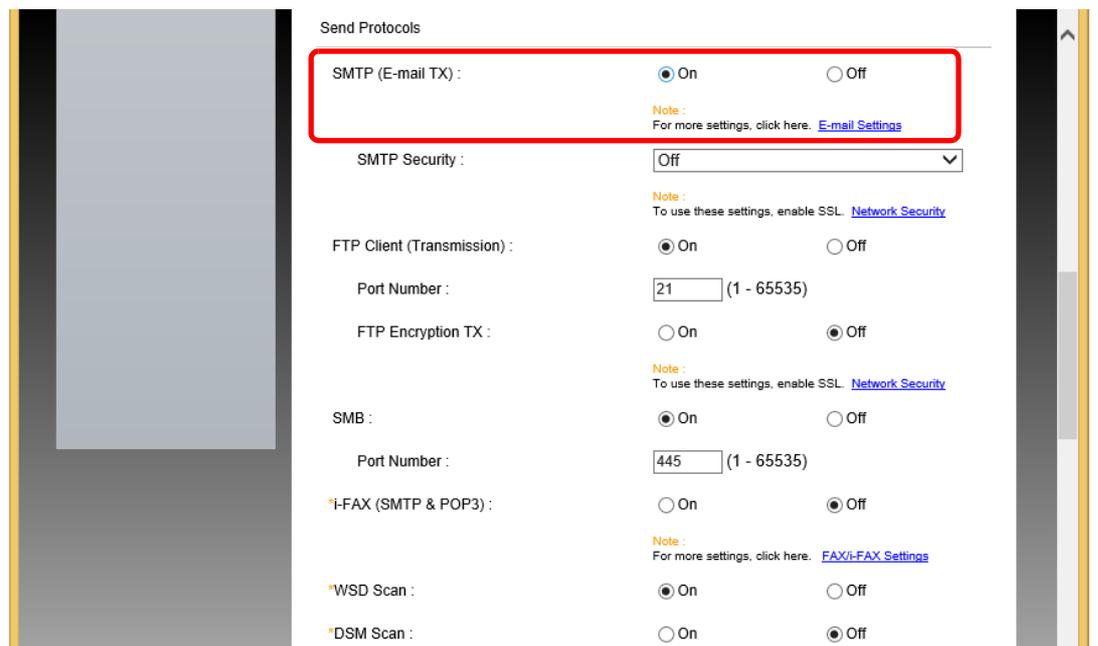
Login Password: Admin

4 From the [Network Settings] menu, click [Protocol].



2 **Configure the settings.**

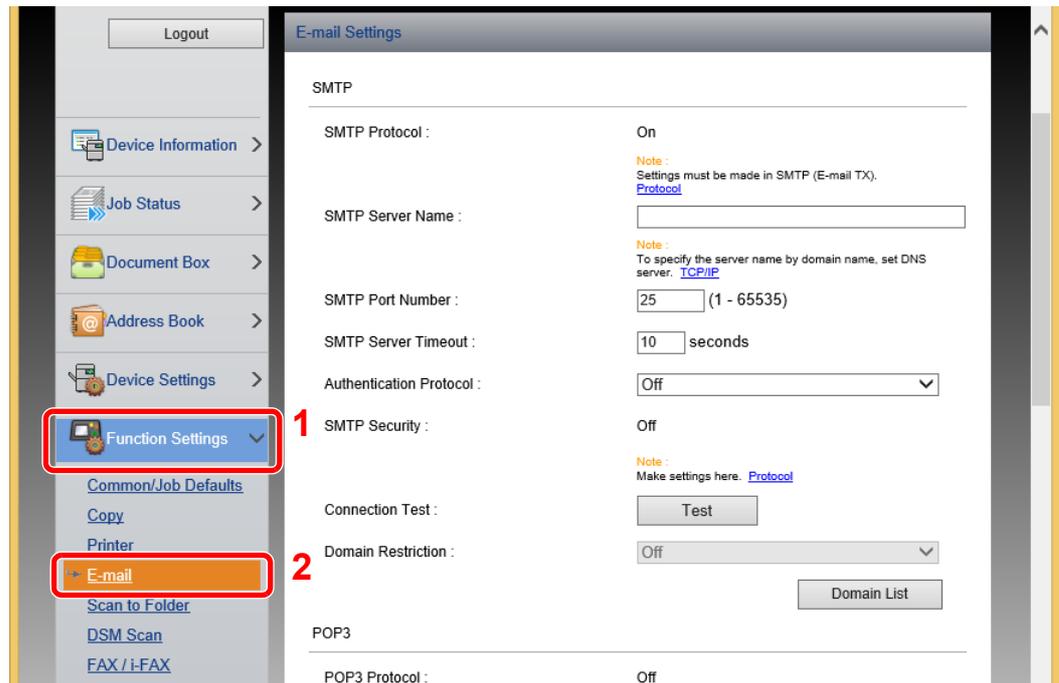
Set "SMTP (E-mail TX)" to [On] in the "Send Protocols".



3 Display the screen.

Display the E-mail Settings screen.

From the [Function Settings] menu, click [E-mail].



4 Configure the settings.

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

| Setting | Description |
|--------------------------------|--|
| 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 [Protocol] and set the SMTP protocol to [On]. |
| SMTP Server Name*1 | Enter the host name or IP address of the SMTP server. |
| 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. Turn on "SMTP Security" in "SMTP (E-mail TX)" on the [Protocol Settings] page. |
| Connection Test | Tests to confirm that the E-mail function is operating under the settings without sending a mail. |
| Domain Restriction | 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. |

| Setting | | Description |
|-----------------------------|------------------------------------|--|
| POP3 | POP3 Protocol | <p>You don't need to set the following items when you only enable the function of sending e-mail from the machine. Set the following items if you want to enable the function of receiving e-mail on the machine.</p> <p>➔ Command Center RX User Guide</p> |
| | Check Interval | |
| | Run once now | |
| | Domain Restriction | |
| | POP3 User Settings | |
| E-mail Send Settings | E-mail Size Limit | <p>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 cancelled. 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.</p> |
| | Sender Address^{*1} | <p>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 128 characters.</p> |
| | Signature | <p>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.</p> |
| | Function Defaults | <p>Change the function default settings in [Common/Job Default Settings] page.</p> |

*1 Be sure to enter the items.

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.
[Device Information] in the home screen > [Identification/Wired Network]
- 3 Log in with administrator privileges.
The factory default setting for the default user with administrator privileges is shown below.
(Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: Admin
Login Password: Admin

- 4 From the [Address Book] menu, click [Machine Address Book].



- 5 Click [Add].

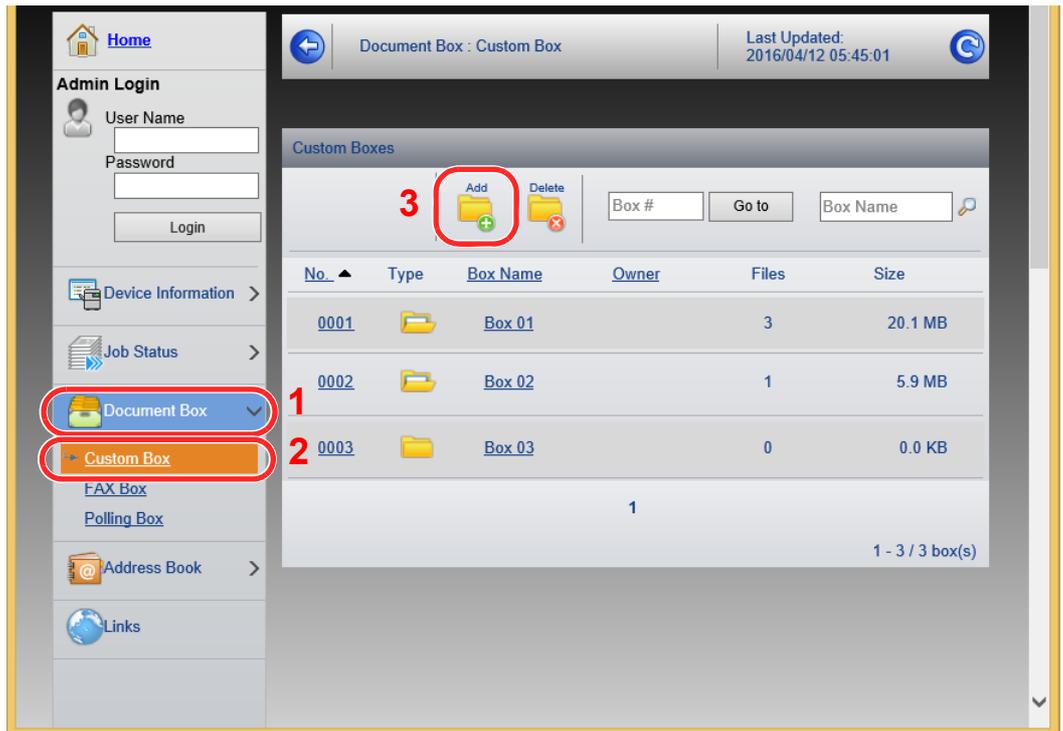
2 Populate the fields.

- 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 \(page 3-23\)](#)
- 2 Click [Submit].

Creating a New Custom Box

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.
[Device Information] in the home screen > [Identification/Wired Network]
- 3 From the [Document Box] menu, click [Custom Box].



- 4 Click [Add].

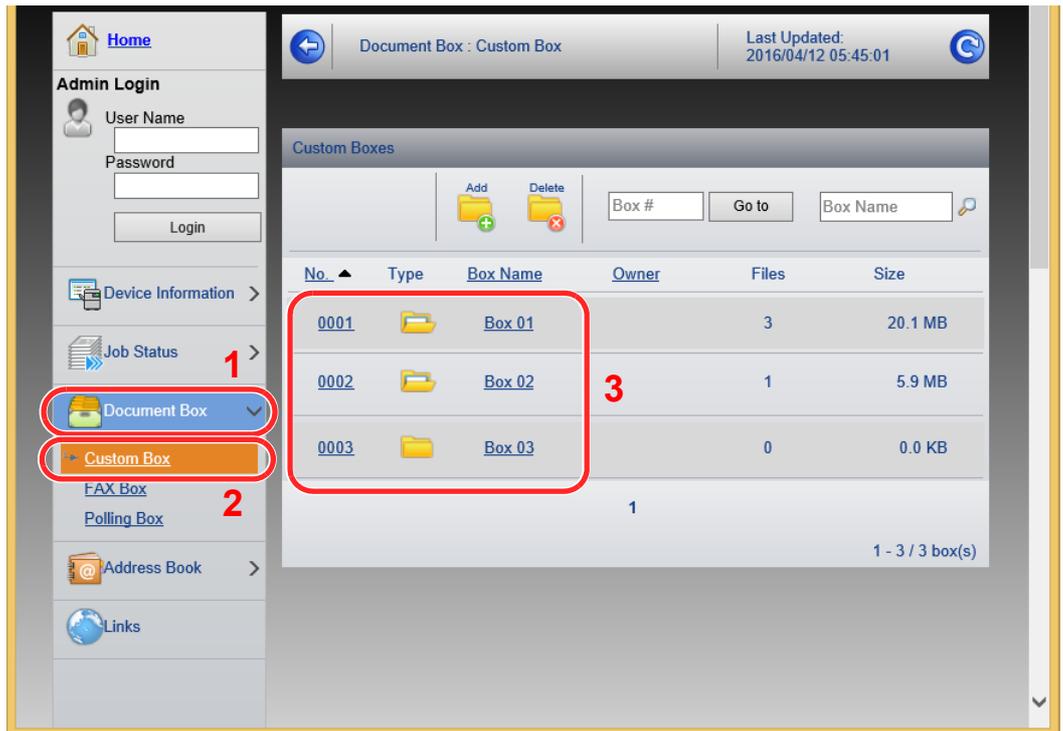
2 Configure the Custom Box.

- 1 Enter the box details.
Enter the information for the custom box you want to register. For details on the fields to populate, refer to the following:
➔ [Command Center RX User Guide](#)
- 2 Click [Submit].

Printing a document stored in a Custom Box

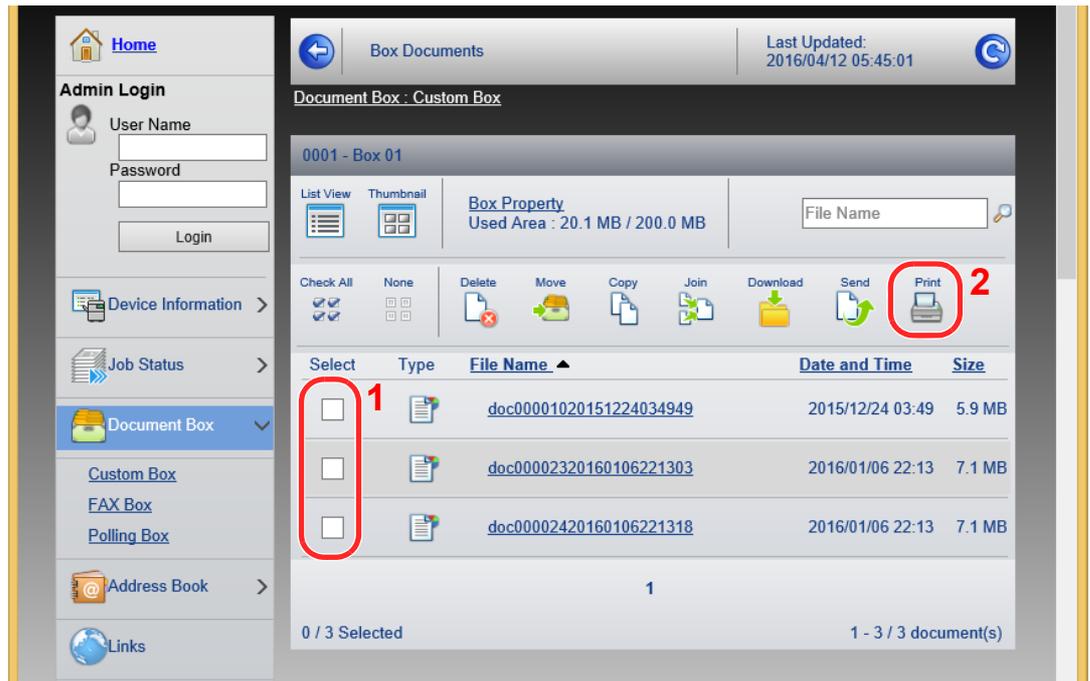
1 Display the screen.

- 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.
[Device Information] in the home screen > [Identification/Wired Network]
- 3 From the [Document Box] menu, click [Custom Box].



- 4 Click the number or name of the Custom Box in which the document is stored.

2 Print the document.



- 1 Select the document you wish to print.
Select the checkbox of the document to be printed.
- 2 Click [**Print**].
- 3 Configure settings for printing, click [**Print**].

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 on the included DVD.

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

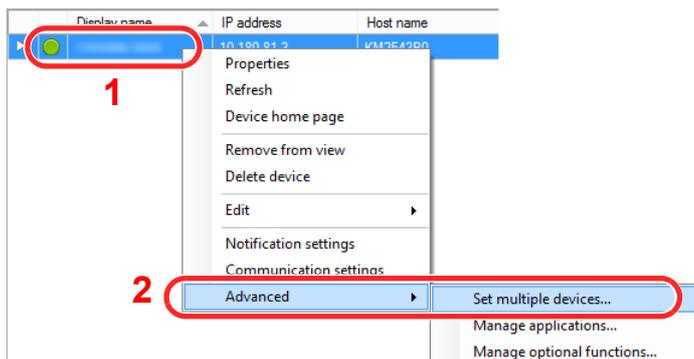
➔ [KYOCERA Net Viewer User Guide](#)

Backing Up Address Book Data to PC

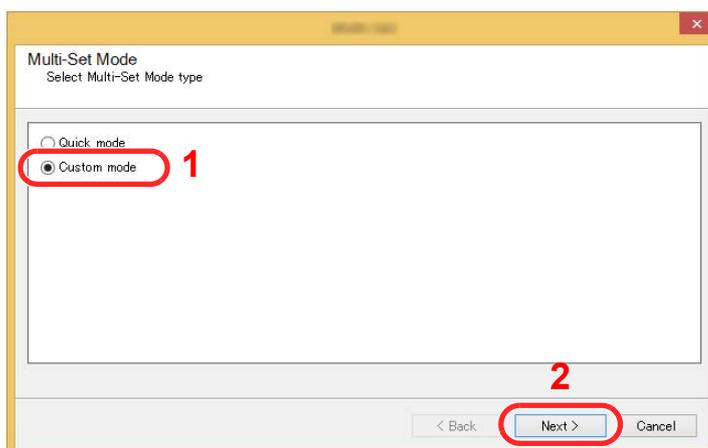
1 Launch the KYOCERA Net Viewer.

2 Create a backup.

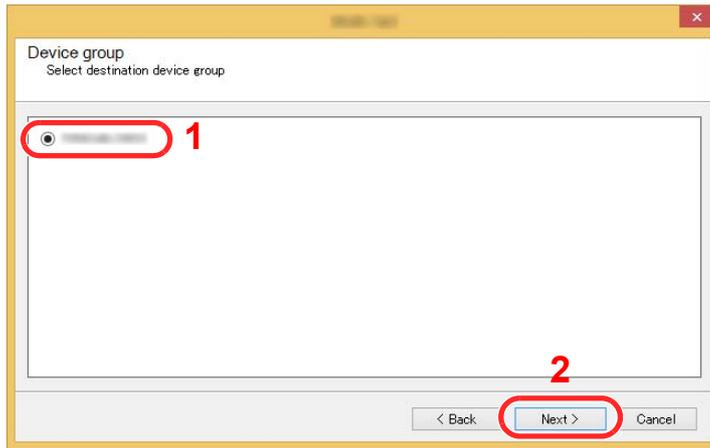
1 Right-click on the model name from which you want to back up the Address Book, and select **[Advanced]** - **[Set multiple devices]**.



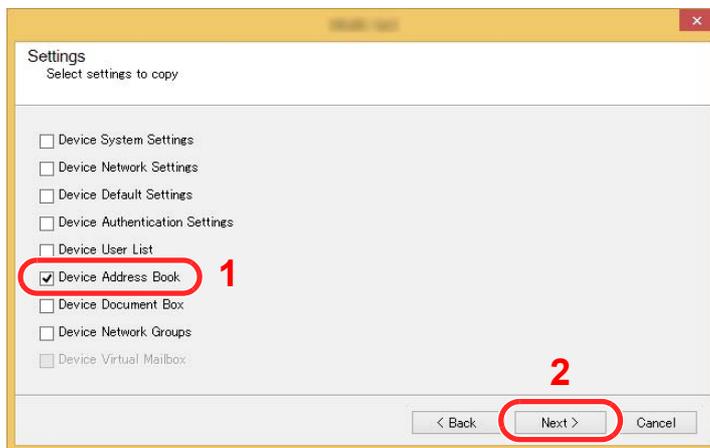
2 Select **[Custom Mode]** and click **[Next]**.



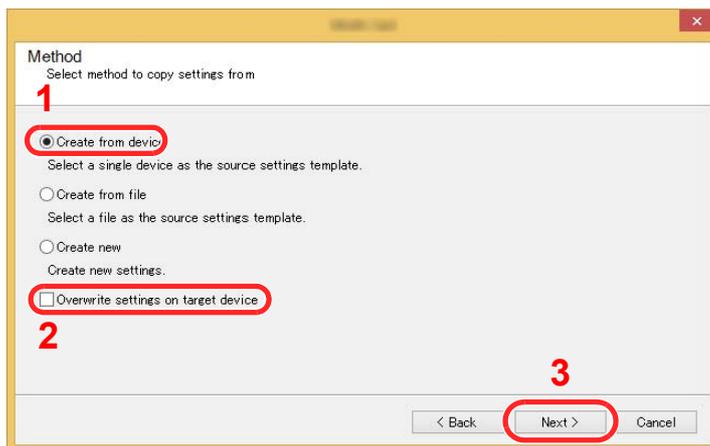
- 3 Select destination device group and click **[Next]**.



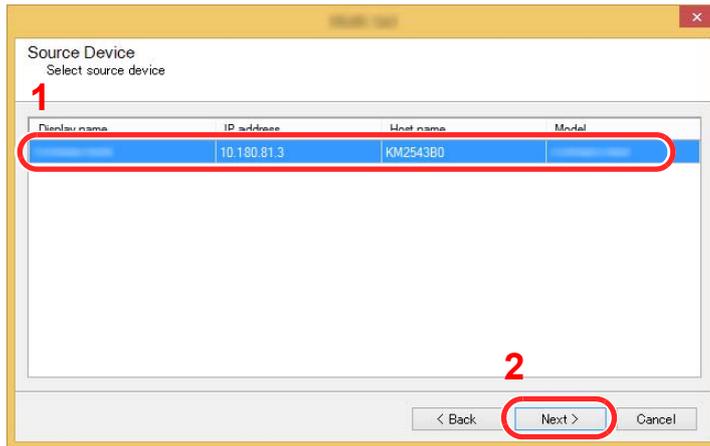
- 4 Select **[Device Address Book]** and click **[Next]**.



- 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]**.

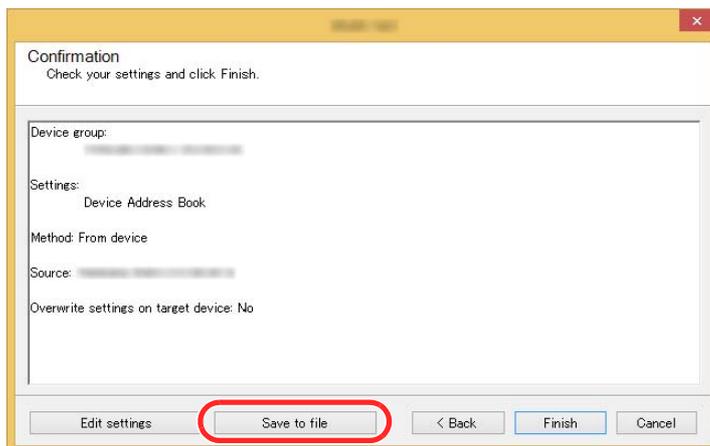


 **NOTE**

If the "Admin Login" screen appears, enter the "Admin Login" and "Login Password", and then click **[OK]**. The default settings are as follows (Upper case and lower case letters are distinguished (case sensitive)).

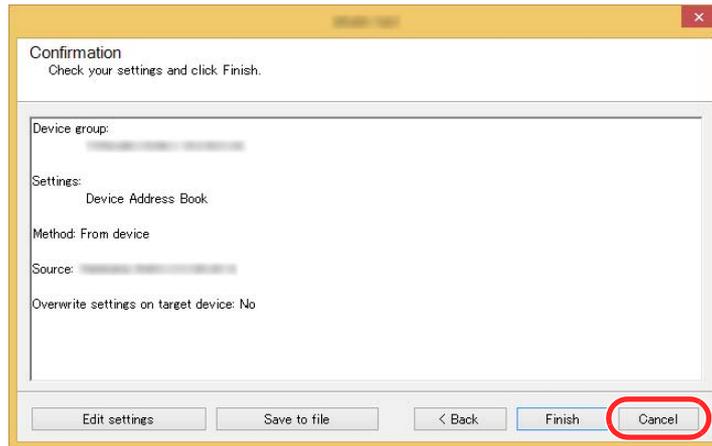
Login User Name: Admin
Login Password: Admin

- 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.



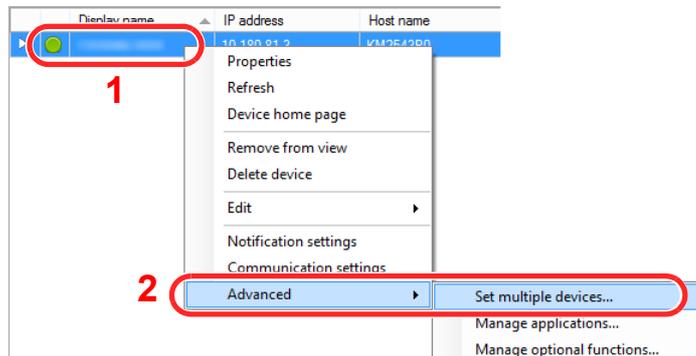
Please note that selecting [**Finish**] will write the data to the machine's Address Book.

Writing Address Book Data to the Machine

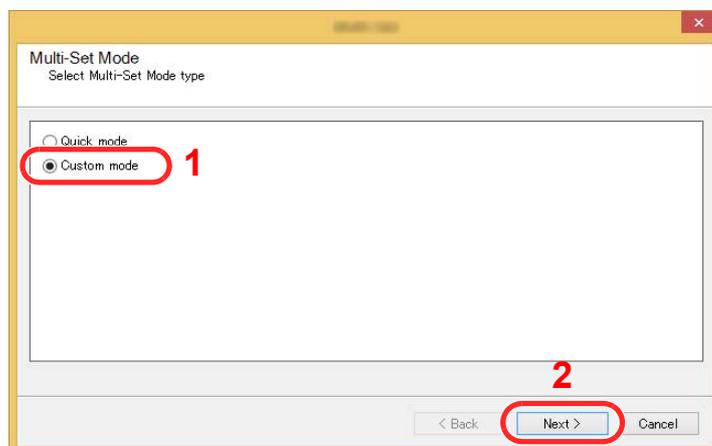
1 Launch the KYOCERA Net Viewer.

2 Load the Address Book data.

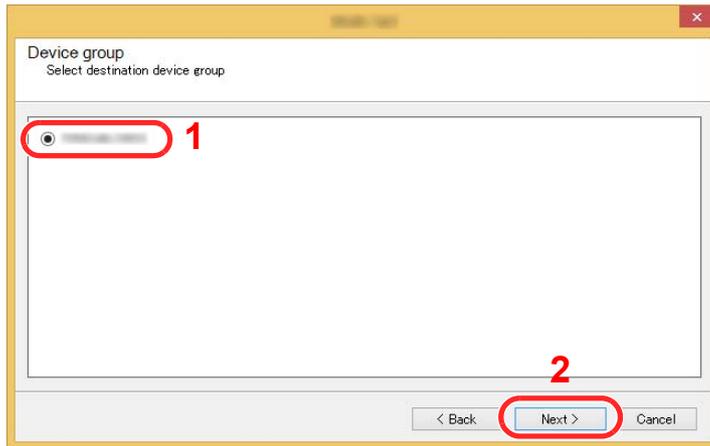
- 1 Right-click on the model name to which you want to transfer the Address Book, and select [**Advanced**] - [**Set multiple devices**].



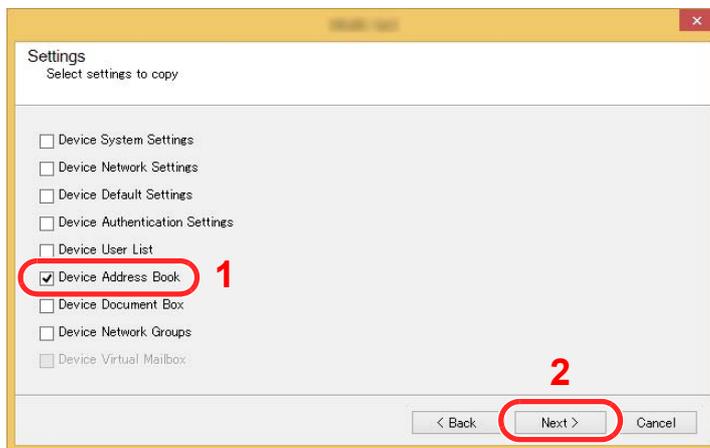
- 2 Select [**Custom Mode**] and click [**Next**].



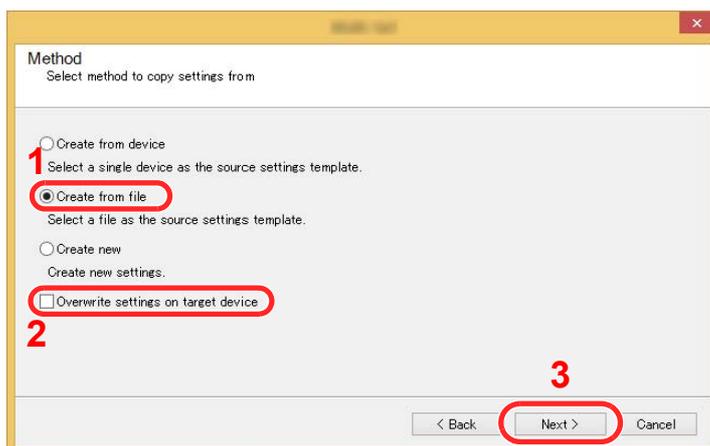
- 3 Select destination device group and click **[Next]**.



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

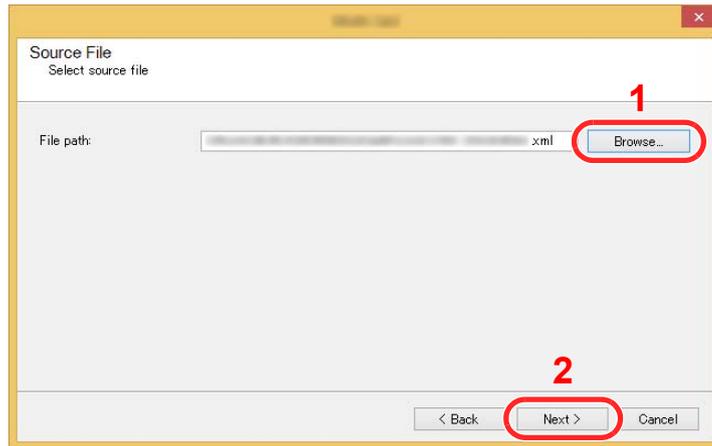


- 5 Select **[Create from file]** and remove the checkmark from **[Overwrite settings on target device]**, and then click **[Next]**.

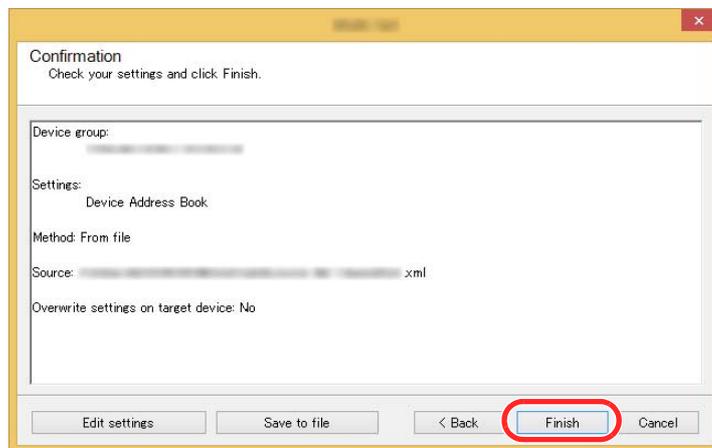


Selecting the **[Overwrite settings on target device]** checkbox will overwrite the machine's Address Book from entry No.1.

- 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

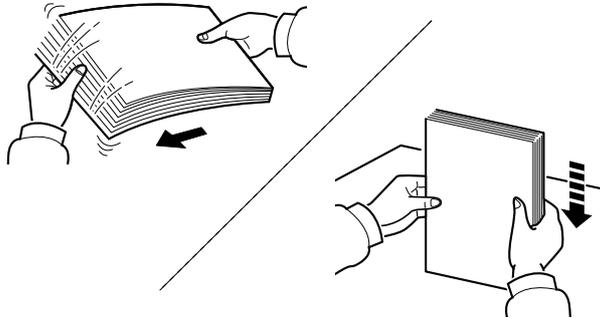
This chapter explains the following operations.

| | |
|---|------|
| Loading Paper | 3-2 |
| Precaution for Loading Paper | 3-2 |
| Selecting the Paper Feeder Units | 3-3 |
| Loading in the Cassettes | 3-4 |
| Loading in the Large Capacity Feeder | 3-7 |
| Precautions for Outputting Paper | 3-11 |
| Paper Stopper | 3-11 |
| Envelope Stack Guide | 3-11 |
| Stack Level Adjuster | 3-12 |
| Preparation for Sending a Document to a Shared Folder in a PC | 3-13 |
| Making a note of the computer name and full computer name | 3-13 |
| Making a note of the user name and domain name | 3-14 |
| Creating a Shared Folder, Making a Note of a Shared Folder | 3-15 |
| Configuring Windows Firewall | 3-18 |
| Registering Destinations in the Address Book | 3-23 |
| Adding a Destination (Address Book) | 3-23 |
| Adding a Destination on One Touch Key (One Touch Key) | 3-30 |

Loading Paper

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 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.
- Leaving paper in the cassette for a long time may cause a discoloration of paper by heat from the cassette heater.
- 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 copy onto used paper (paper already used for printing), do not use paper that is stapled or clipped together. This may damage the machine or cause poor image quality.

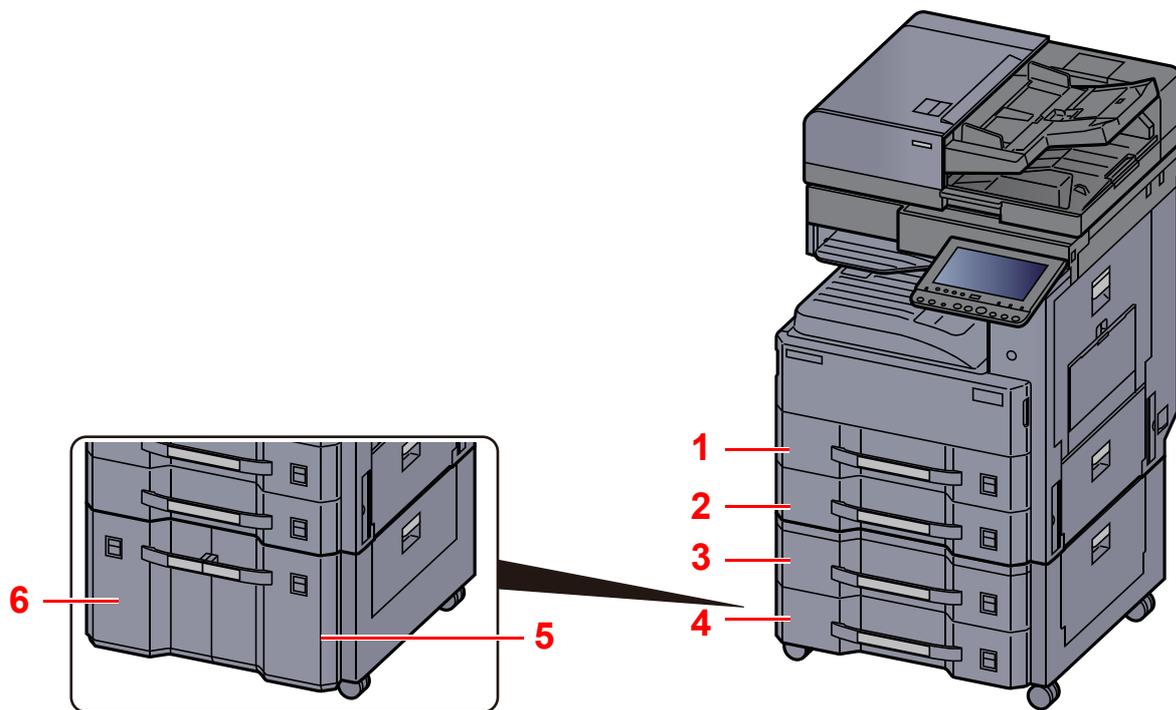
💡 NOTE

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:

➔ [Paper \(page 11-12\)](#)

Selecting the Paper Feeder Units

Select the paper feeder units according to the size and type of paper.



| No. | Name | Paper Size | Paper Type | Capacity | Page |
|-----|------------|--|---|-------------------------------------|--------------------------|
| 1 | Cassette 1 | A3, A4-R, A4, A5-R, B4, B5-R, B5, 216×340 mm, Ledger, Letter-R, Letter, Legal, Statement-R, Oficio II, Folio, 8K, 16K-R, 16K | Plain, Rough, Vellum, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, High Quality, Custom 1 to 8 | 500 sheets (80 g/m ²) | page 3-4 |
| 2 | Cassette 2 | | | | |
| 3 | Cassette 3 | | | | |
| 4 | Cassette 4 | | | | |
| 5 | Cassette 3 | A4, B5, Letter | | 1,500 sheets (80 g/m ²) | page 3-7 |
| 6 | Cassette 4 | | | | |

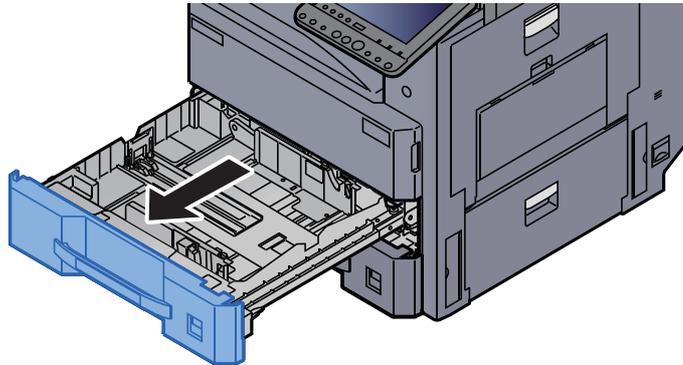
NOTE

- The number of sheets that can be held varies depending on your environment and paper type.
- You should not use inkjet printer paper or any paper with a special surface coating. (Such paper may cause paper jams or other faults.)
- For higher quality color printing, use special color paper.

Loading in the Cassettes

The procedures here represent the cassette 1.

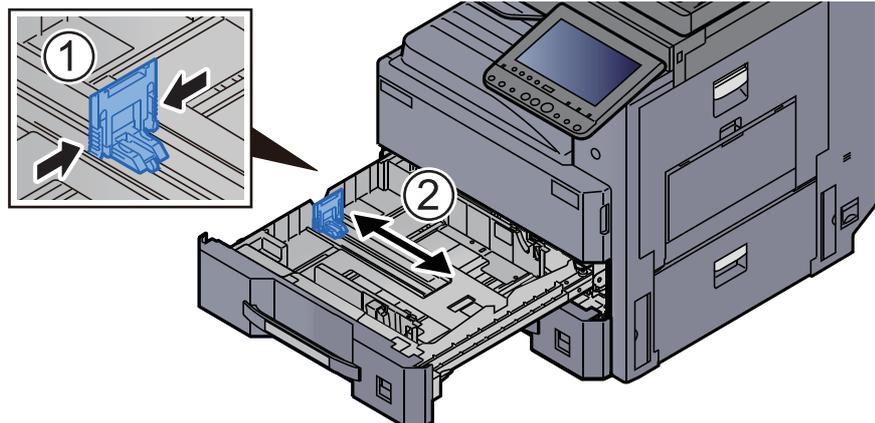
1 Pull the cassette completely out of the machine.



NOTE

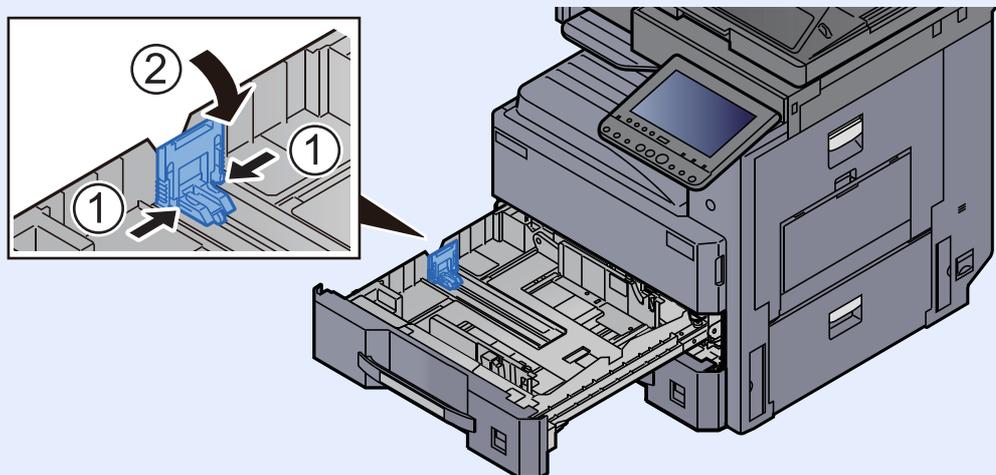
Do not pull out more than one cassette at a time.

2 Adjust the paper length guide to the paper size required.

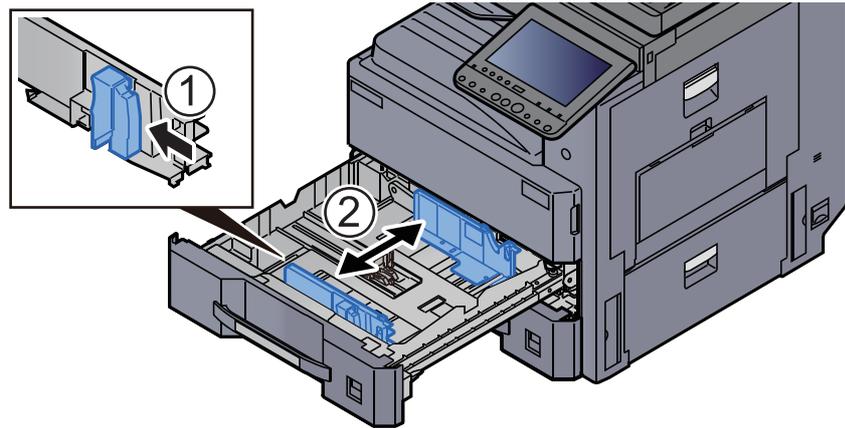


NOTE

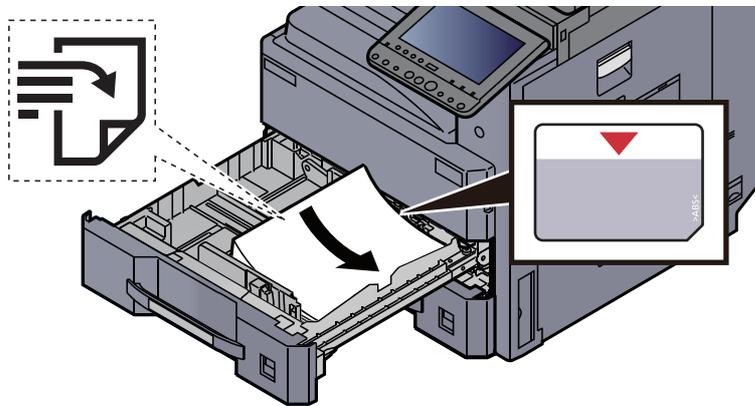
When using Ledger size paper, move the paper length guide to the extreme left and lay it down.



3 Adjust the position of the paper width guides to the paper size required.



4 Align the paper flush against the right side of the cassette.

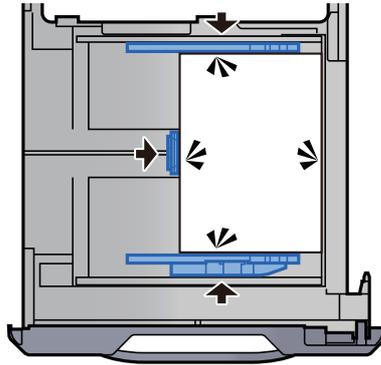


✔ IMPORTANT

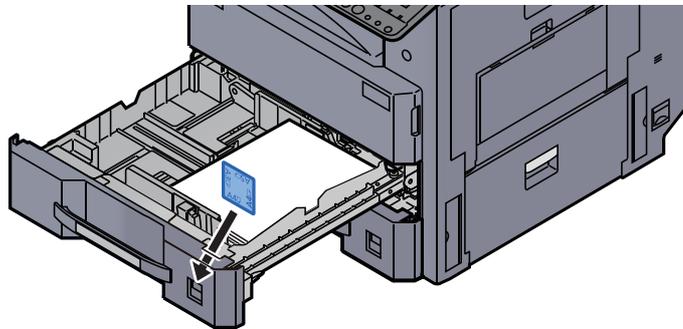
- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan the paper before loading it in the cassette.
→ [Precaution for Loading Paper \(page 3-2\)](#)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause 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.

5 Be sure that the paper length and width guides rest securely against the paper.

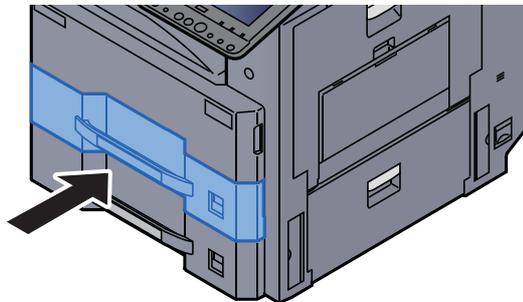
If there is a gap, readjust the guides to fit the paper.



6 Insert the indication on the sheet so as to match the size and type of paper to be placed.



7 Gently push the cassette back in.



8 Display the screen.

[System Menu/Counter] > [Cassette/MP Tray Settings] > "Cassette 1" [Next]

9 Configure the function.

Select the paper size and paper type.

➔ [Cassette 1 \(to 4\) \(page 8-7\)](#)



NOTE

Paper size can be automatically detected and selected, refer to the following.

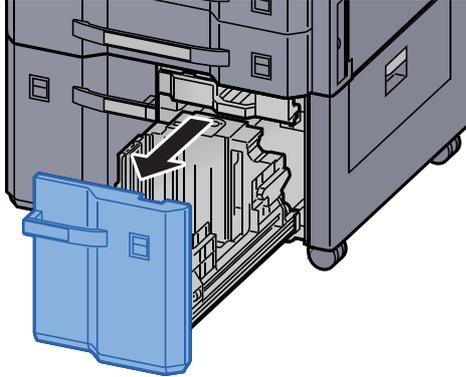
➔ [Paper Selection \(page 6-19\)](#)

➔ [Cassette 1 \(to 4\) \(page 8-7\)](#)

Loading in the Large Capacity Feeder

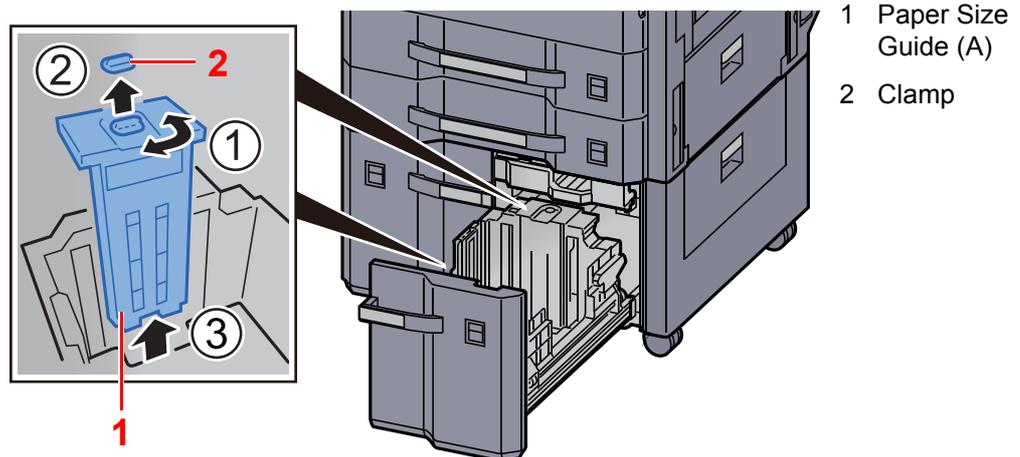
The procedures here represent the cassette 3.

1 Pull the cassette completely out of the machine.

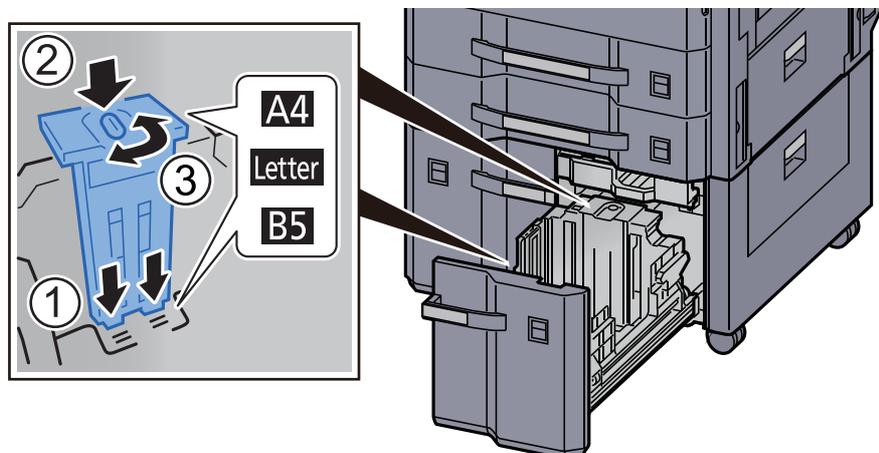


2 Adjust the cassette size.

- 1 Rotate the Paper Size Guide (A) clamp and remove. Pull the Paper Size Guide (A) up and out.



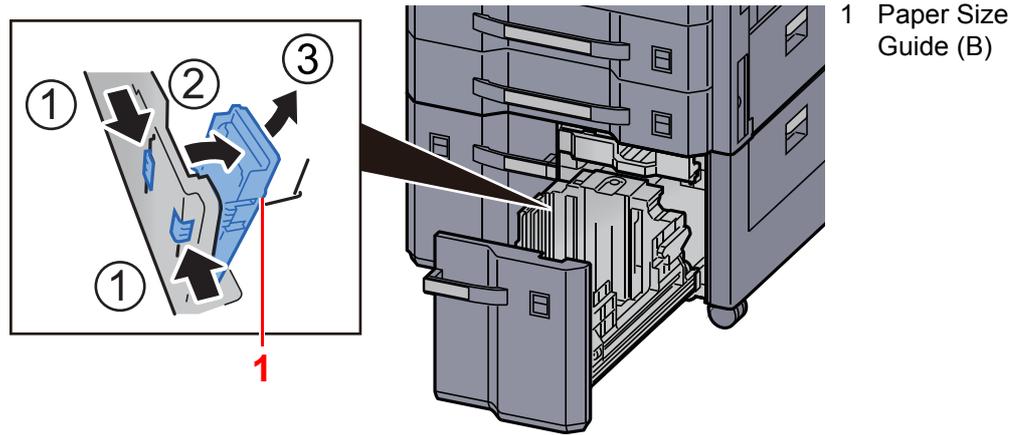
- 2 Insert the Paper Size Guide (A) into the slot (bottom of cassette) for the paper size to be used.



Make sure that the top of the Paper Size Guide (A) matches the paper size to be used, attach the clamp, and rotate the clamp to lock it.

Gently try moving the Paper Size Guide (A) to verify that it is fixed.

- 3 With the bottom of the cassette pressed all the way down, press the hook on the side of the Paper Size Guide (B) to release it and pull out the Paper Size Guide (B).

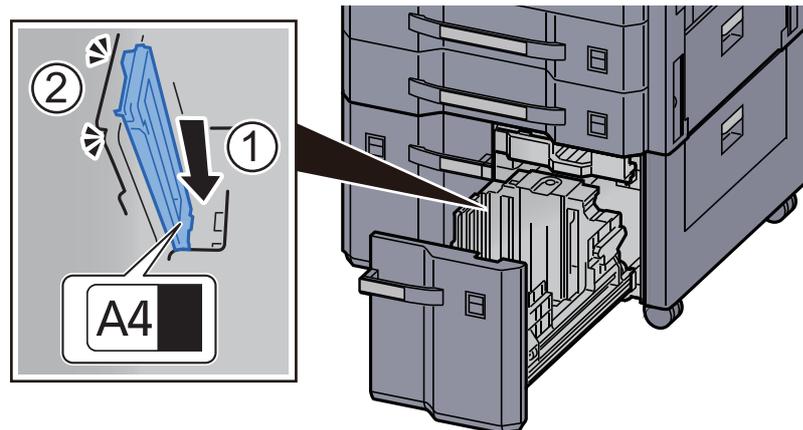


- 4 Adjust the Paper Size Guide (B) to the paper size.

A4

Insert the Paper Size Guide (B) into the slot marked A4 (on the bottom of the cassette), and lock the hook (it will make a "click" sound).

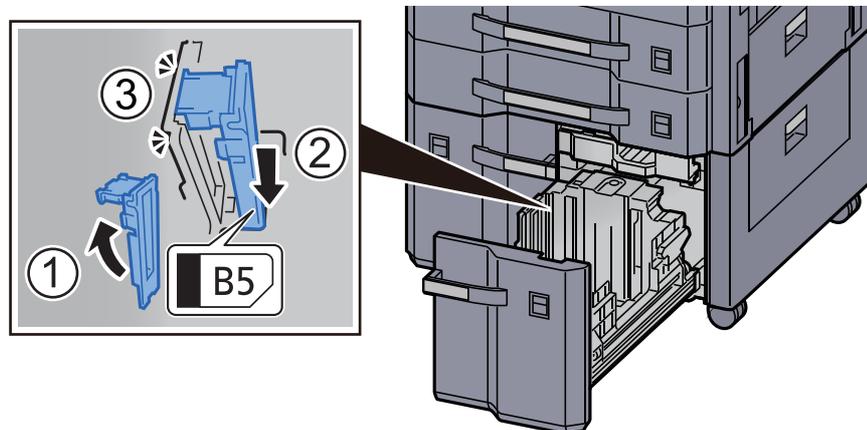
Gently try moving the Paper Size Guide (B) to verify that it is fixed.



B5

Open the Paper Size Guide (B) as shown, insert into the slot marked B5 (on the bottom of the cassette), and lock the hook (it will make a "click" sound).

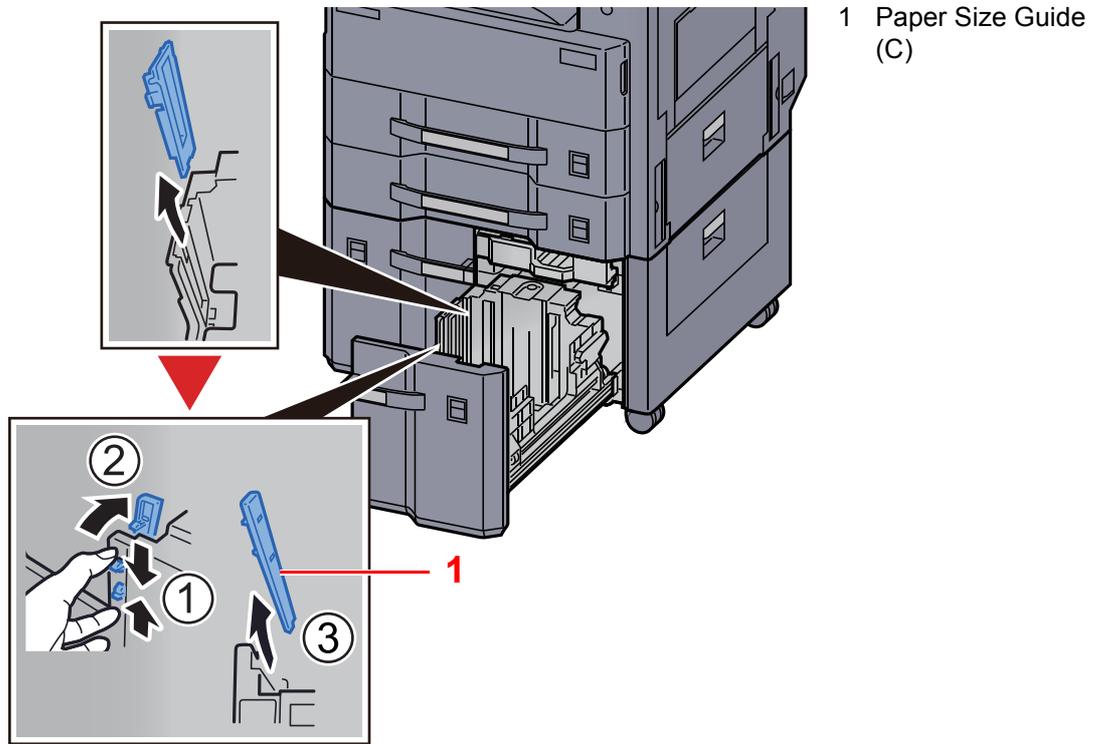
Gently try moving the Paper Size Guide (B) to verify that it is fixed.



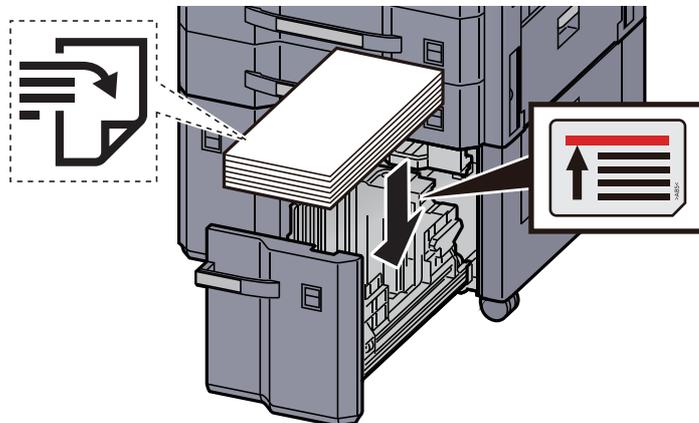
Letter

The Paper Size Guide (B) is not attached.

With the bottom of the cassette pressed all the way down, press the hook on the side of the Paper Size Guide (C) to release it and pull out the Paper Size Guide (C).



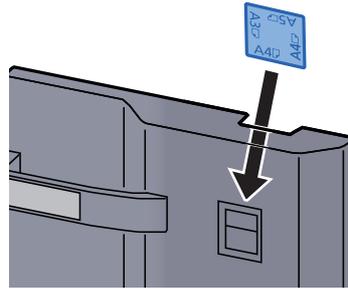
3 Load paper.



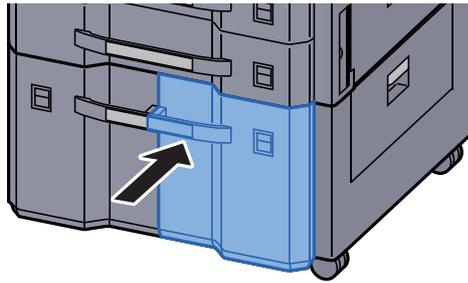
✔ IMPORTANT

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan the paper before loading it in the cassette.
➔ [Precaution for Loading Paper \(page 3-2\)](#)
- 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.

- 4 Insert the indication on the sheet so as to match the size and type of paper to be placed.**



- 5 Gently push the cassette back in.**



- 6 Display the screen.**

[System Menu/Counter] > [Cassette/MP Tray Settings] > "Cassette 3" [Next] > "Media Type" [Change]

- 7 Configure the function.**

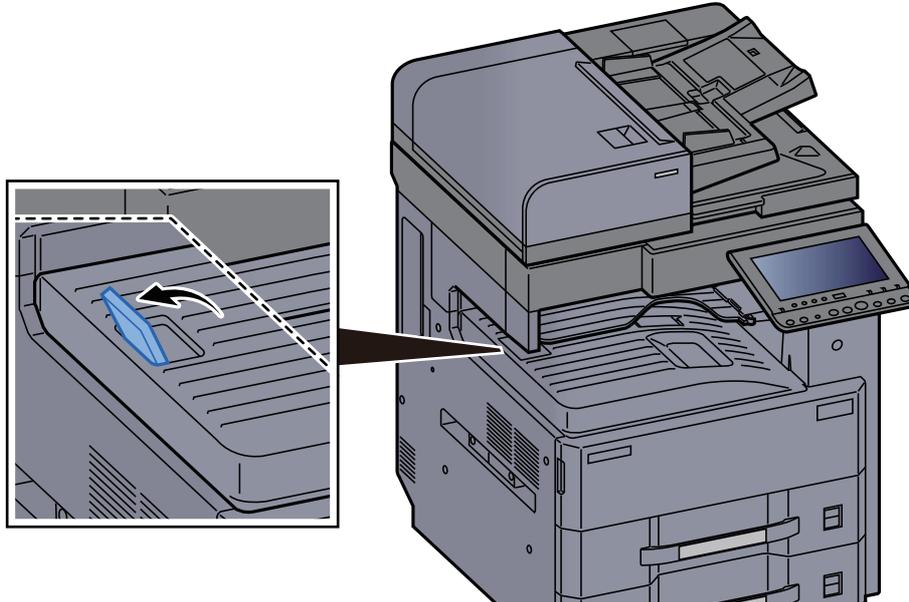
Select the paper type.

➔ [Cassette 1 \(to 4\) \(page 8-7\)](#)

Precautions for Outputting Paper

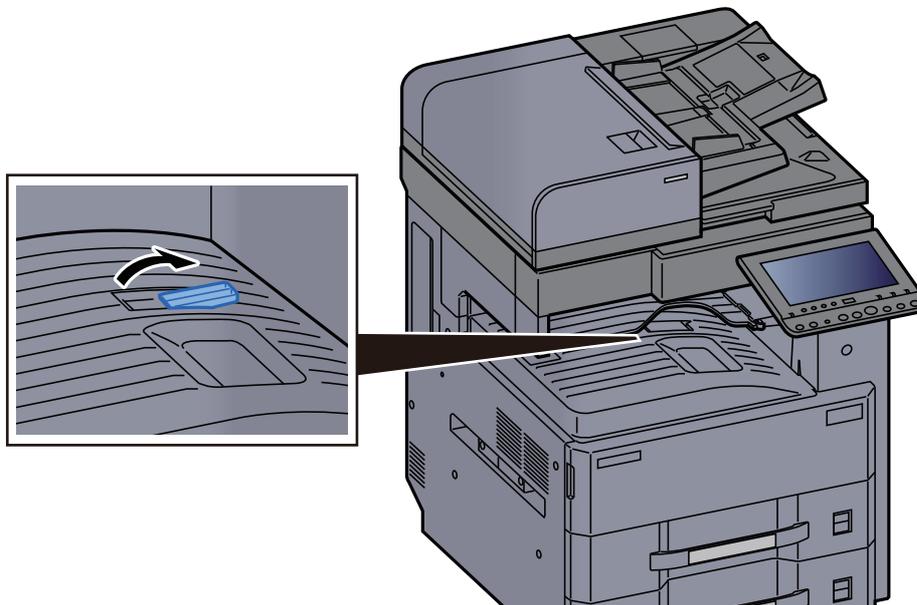
Paper Stopper

When using paper A3/Ledger or larger, open the paper stopper shown in the figure.



Envelope Stack Guide

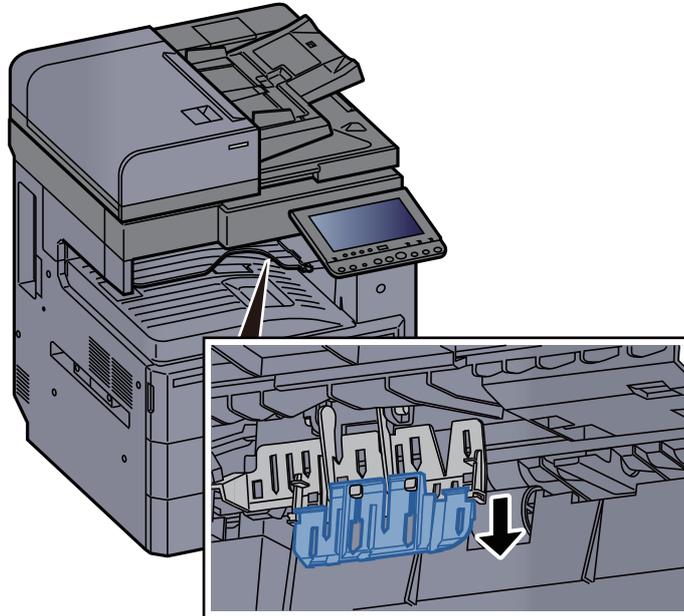
To use an envelope, open the Envelope Stack Guide as shown below.



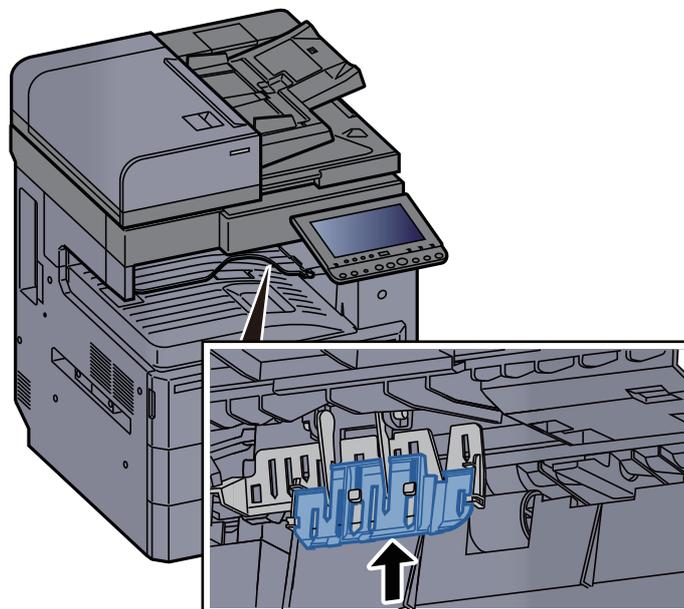
Stack Level Adjuster

If the paper output to the inner tray is significantly curled, you can extend the Stack Level Adjuster as described in the figure.

Extending the Stack Level Adjuster



Restoring the Stack Level Adjuster



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 8.1 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.

In Windows 8.1, right-click **[PC]** in the Start screen and select **[Properties]**. Or, right-click the Window icon and select **[System]**.

In Windows 8, select the desktop in the Start screen, right-click **[Computer]** from **[Libraries]**, and then select **[Properties]**.

NOTE

In Windows Vista, from **[Start]** button on the Windows, right-click **[Computer]** and select **[Properties]**.

In Windows 7, from **[Start]** button on the Windows, select **[Computer]** and then **[System Properties]**.

In Windows 10, right-click **[Start]** button on the Windows and select **[System]**.

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 Properties" 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 [Search] in charms, and enter "Command Prompt" in the search box. Select [Command Prompt] in the search list.

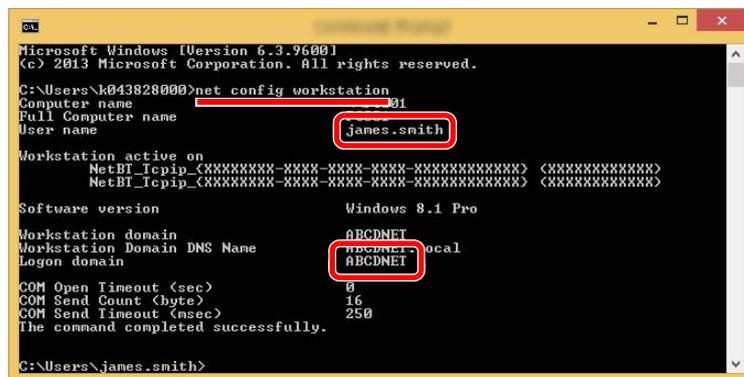
In Windows 7, from [Start] button on the Windows, select [All Programs] (or [Programs]), [Accessories] and then [Command Prompt].

In Windows 10, right-click [Start] button on the Windows and select [Command Prompt].

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].



```
Microsoft Windows [Version 6.3.9600]
(c) 2013 Microsoft Corporation. All rights reserved.

C:\Users\k043828000>net config workstation
Computer name          k043828000
Full Computer name    k043828000
User name              james.smith
Workstation active on
NetBI_Tcpip_<XXXXXXXX-XXXX-XXXX-XXXXXXXXXXXX> <XXXXXXXXXXXX>
NetBI_Tcpip_<XXXXXXXX-XXXX-XXXX-XXXXXXXXXXXX> <XXXXXXXXXXXX>
Software version      Windows 8.1 Pro
Workstation domain    ABCDNET
Workstation Domain DNS Name ABCDNET.local
Logon domain          ABCDNET
COM Open Timeout (sec)      0
COM Send Count (byte)     16
COM Send Timeout (msec)   250
The command completed successfully.

C:\Users\james.smith>
```

Check the user name and domain name.

Screen example:

User Name: james.smith
Domain Name: ABCDNET

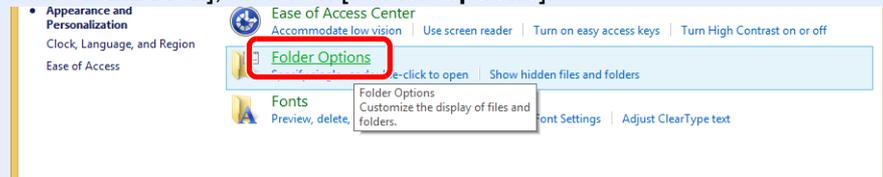
Creating a Shared Folder, Making a Note of a Shared Folder

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 Select **[Settings]** in charms on Desktop, and select **[Control Panel]**, **[Appearance and Personalization]**, and then **[Folder Options]**.

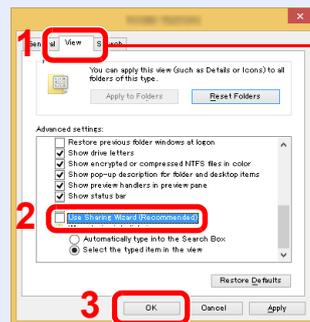


In Windows Vista, from **[Start]** button on the Windows, select **[Control Panel]**, **[Appearance and Personalization]**, and then **[Folder Options]**.

In Windows 7, from **[Start]** button on the Windows, select **[Control Panel]**, **[Appearance and Personalization]**, and then **[Folder Options]**.

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

- 2



Make sure that the **[View]** tab is selected.

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

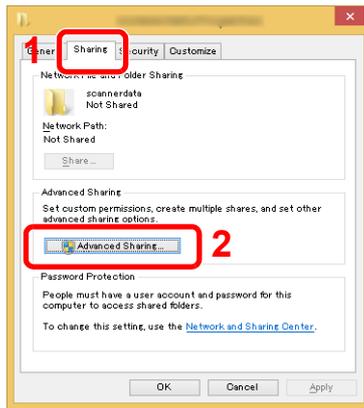
1 **Create a folder.**

- 1 Create a folder on your computer.

For example, create a folder with the name **"scannerdata"** on the desktop.

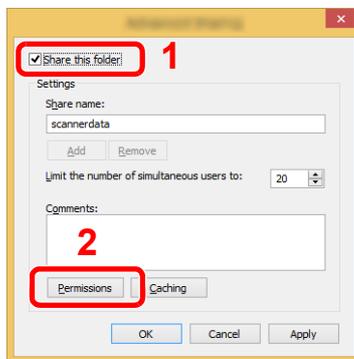


- 2 Right-click the "scannerdata" folder, select [Property], and click [Sharing] and [Advanced Sharing].

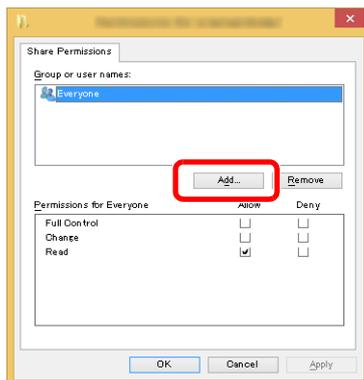


2 Configure permission settings.

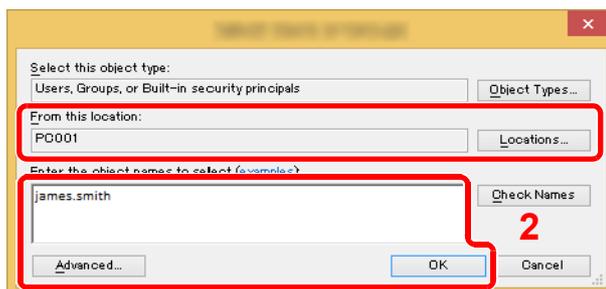
- 1 Select the [Share this folder] checkbox and click the [Permissions] button.



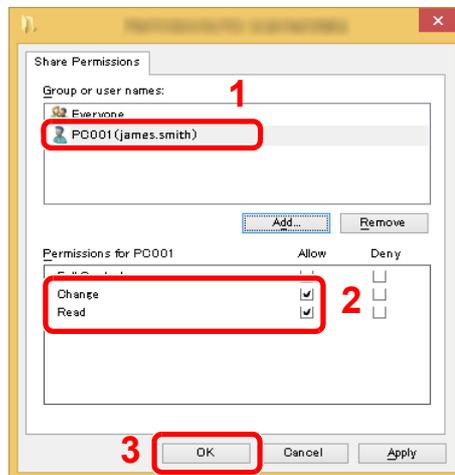
- 2 Make a note of the [Share name].
- 3 Click the [Add] button.



- 4 Specify the location.



- 1 If the computer name that you made a note of on [page 3-13](#) is the same as the domain name:
If the computer name is not shown in "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 of on [page 3-13](#) 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 "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 user name and domain name \(page 3-14\)](#)
- 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.
- 5 Set the access permission for the user selected.



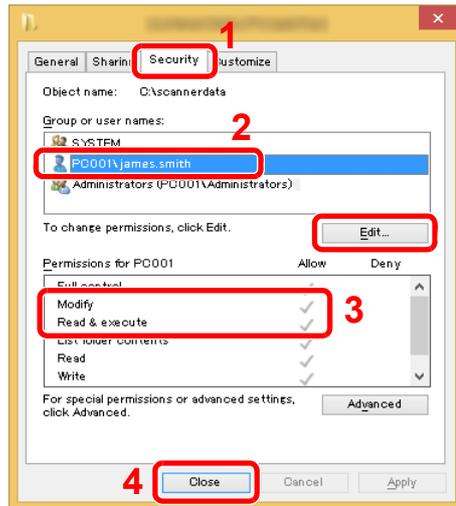
- 1 Select the user you entered.
- 2 Select the [**Allow**] checkbox of the "Change" and "Read" permissions
- 3 Press [**OK**].

 **NOTE**

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

- 6 Click the [**OK**] button in the "**Advanced Sharing**" screen to close the screen.

7 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**" permissions.
- 4 Click the **[Close]** button.

Configuring Windows Firewall

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

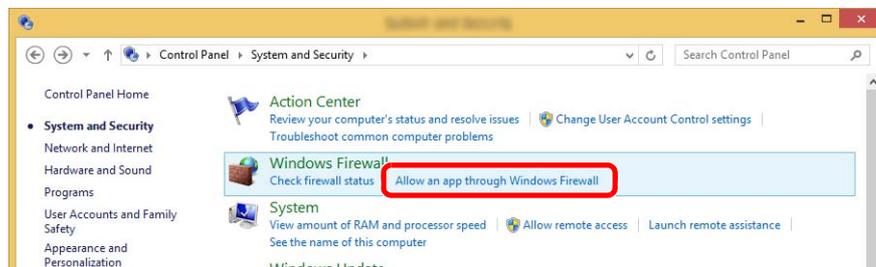


NOTE

Log on to Windows with administrator privileges.

1 Check file and printer sharing.

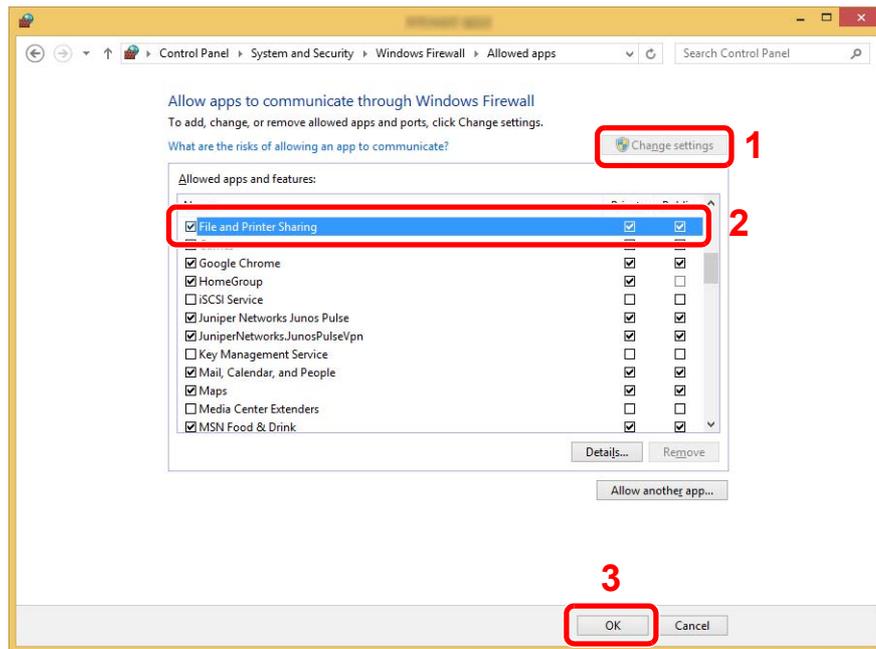
- 1 In charms on Desktop, click **[Settings]**, **[Control Panel]**, **[System and Security]**, and then **[Windows Firewall]**.



NOTE

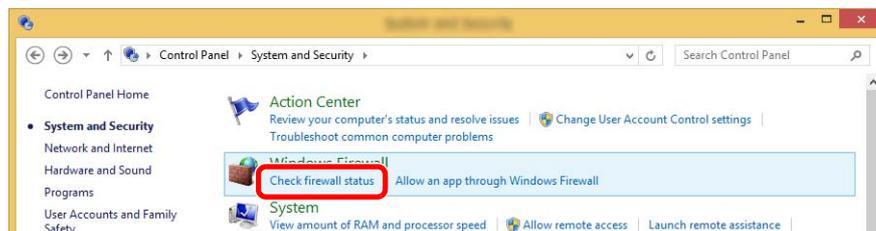
If the User Account Control dialog box appears, click the **[Continue]** button.

2 Select the **[File and Printer Sharing]** checkbox.

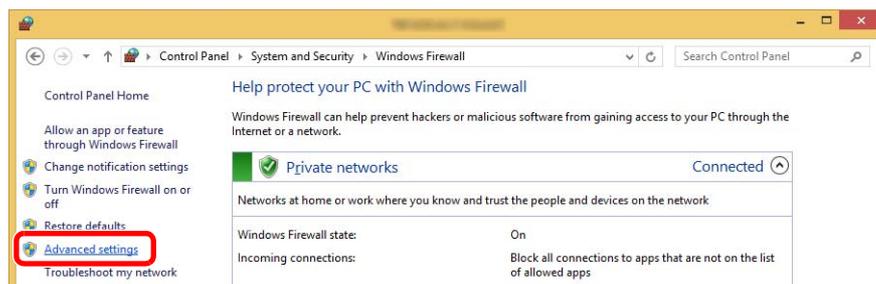


2 Add a port.

1 In charms on Desktop, click **[Settings]**, **[Control Panel]**, **[System and Security]**, and **[Check firewall status]**.



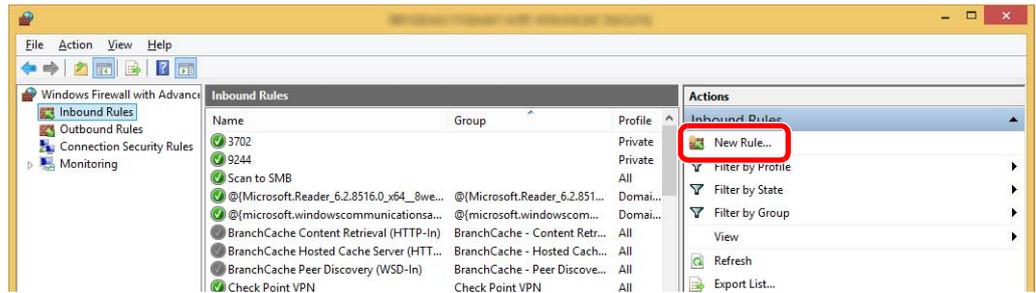
2 Select **[Advanced settings]**.



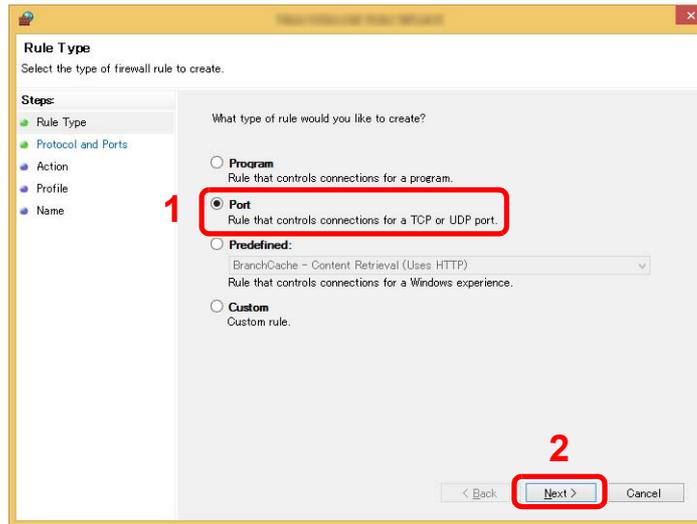
3 Select **[Inbound Rules]**.



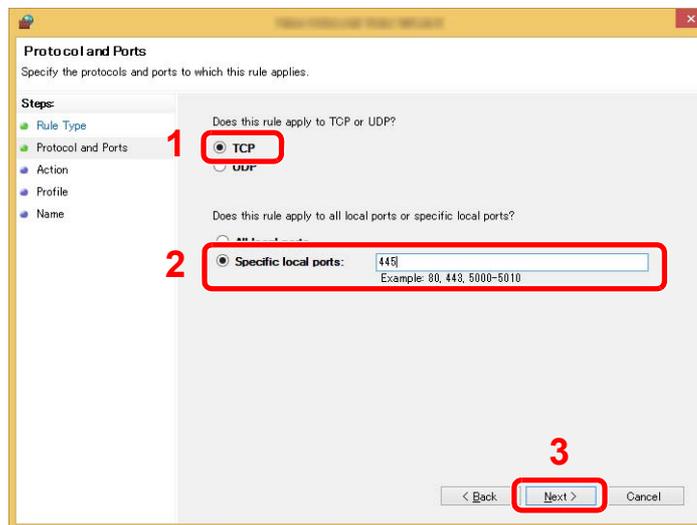
4 Select [New Rules].



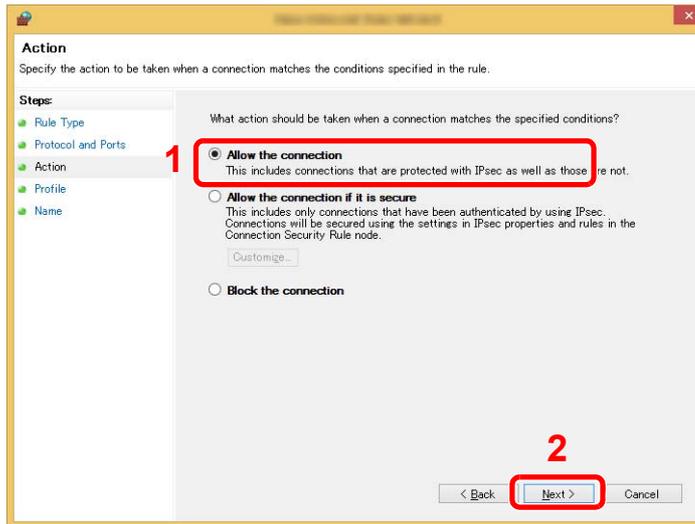
5 Select [Port].



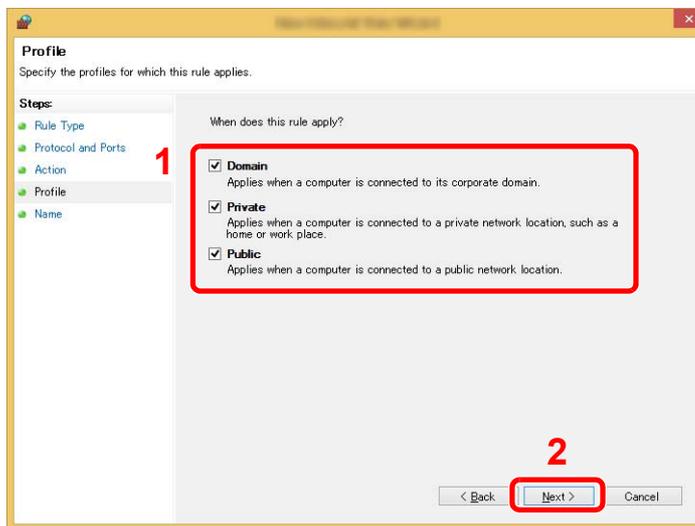
6 Select [TCP] as the port to apply the rule to. Then select [Specific local ports] and enter "445" then click [Next].



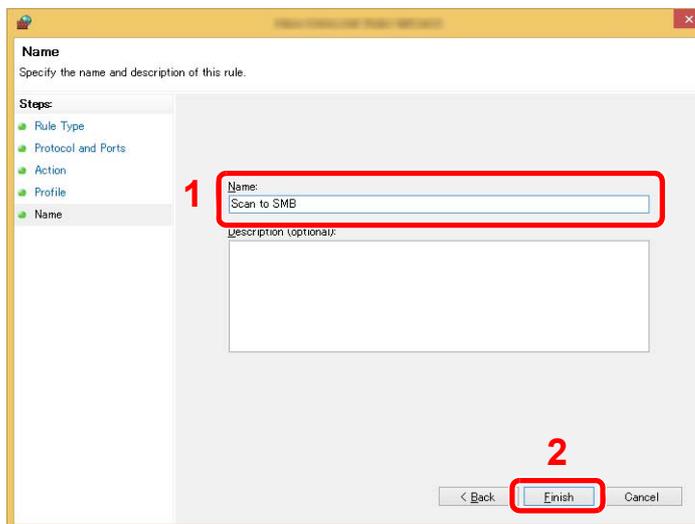
7 Select **[Allow the connection]** and click the **[Next]** button.



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



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



In Windows 7

- 1 In Windows 7, from **[Start]** button on the Windows, select **[Control Panel]**, **[System and Security]**, and then **[Allow a program through Windows Firewall]**.

If the User Account Control dialog box appears, click the **[Continue]** button.

- 2 Configure the settings.

➔ [Configuring Windows Firewall \(page 3-18\)](#)

In Windows Vista

- 1 In Windows Vista, from **[Start]** button on the Windows, select **[Control Panel]**, **[Security]**, and then **[Turn Windows Firewall on or off]**.

If the User Account Control dialog box appears, click the **[Continue]** button.

- 2 Click the **[Exceptions]** tab and then the **[Add port...]** button.

- 3 Specify Add a Port settings.

Enter any name in "**Name**" (example: Scan to SMB). This will be the name of the new port. Enter "445" in "**Port Number**". Select **[TCP]** for "**Protocol**".

- 4 Click **[OK]** button.

In Windows 10

- 1 In Windows 10, right-click **[Start]** button on the Windows and select **[Control Panel]**, **[System and Security]**, and then **[Allow an app through Windows Firewall]**.

If the User Account Control dialog box appears, click the **[Continue]** button.

- 2 Configure the settings.

➔ [Configuring Windows Firewall \(page 3-18\)](#)

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 \(page 2-69\)](#)
- Editing of the Address Book and One Touch Keys can be restricted to administrators.
 - ➔ [Edit Restriction \(page 8-69\)](#)

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.

- ➔ [Edit Restriction \(page 8-69\)](#)
- ➔ [Command Center RX User Guide](#)

Registering a contact address

A maximum of 2,000 contact addresses can be registered. Each address can include the information such as destination name, E-mail address, FTP server folder path, computer folder path, and FAX No. (Only on products with the fax function installed).

1 Display the screen.

[System Menu/Counter] key > [Edit Destination] > "Address Book" [Add/Edit] > [Add] > [Contact] > [Next]

2 Add the name.

- 1 Select "Address Number" [Change].
- 2 Use [+] / [-] or the numeric keys to enter an address number (1 to 2500).
To have the number assigned automatically, enter "0000".

NOTE

Address Number is an ID for a destination. You can select any available number out of 2,000 numbers for contacts and 500 numbers for groups.

If you specify an address number that is already in use, an error message appears when you select [Save] and the number cannot be registered. If you set "0000" as the address number, the address is registered under the lowest available number.

- 3 Select [OK].
The screen shown in step 1 reappears.

- 4 Select "Name" [**Change**].
- 5 Enter the destination name (up to 32 characters) to be displayed on the Address Book and select [**OK**].

The screen shown in step 1 reappears.



NOTE

Refer to the following for details on entering characters.

➔ [Character Entry Method \(page 11-9\)](#)

3 Add the address.

E-mail Address

"E-mail Address" [**Change**] > Enter the E-mail address > [**OK**]



NOTE

Refer to the following for details on entering characters.

➔ [Character Entry Method \(page 11-9\)](#)

The Folder (SMB) Address

"Host Name", "Path", "Login User Name" and "Login Password" [**Change**] > Enter the information > [**OK**]

**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 \(page 3-13\)](#)

The table below explains the items to be entered.

| Item | Description | Max. No. of Characters |
|--------------------------------------|---|------------------------|
| Host Name ^{*1} | Computer name | Up to 70 characters |
| Path | Share name For example: scannerdata If saving in a folder in the shared folder: share name\folder name in shared folder | Up to 128 characters |
| Login User Name ^{*2} | 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 | Up to 64 characters |
| Login Password | Windows logon password (Case sensitive.) | Up to 64 characters |

*1 You can also specify the port number. Enter the following format separated by a colon.

"Host name: port number" or "IP address: port number"

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

(Example: [2001:db8:a0b:12f0::10]:445)

If the port number is not specified in [Host Name], the default port number is 445.

*2 When sending a document through an optional network interface (IB-50 or IB-51), "\" cannot be used. If the computer name is different from the domain name, login user name needs to be input by using "@."

(Example: james.smith@abcdnet)

To search for a folder on a PC on the network, select "Search Folder from Network" or "Search Folder by Host Name" [**Next**].

If you selected "Search Folder from Network" [**Next**], you can enter the "Domain/Workgroup", and "Host Name" to search PCs on the network for the destination.

If you pressed "Search Folder by Host Name" [**Next**], you can search all PCs on the network for a 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 [**Next**]. 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 [**Next**]. The address of the selected shared folder is set.

Select the folder from the Search Results list.

**NOTE**

- Refer to the following for details on entering characters.
➔ [Character Entry Method \(page 11-9\)](#)
- Select [**Connection Test**] to check the connection to the server you chose. If the connection fails, check the entries you made.

The Folder (FTP) Address

"Host Name", "Path", "Login User Name" and "Login Password" [**Change**] > Enter the information > [**OK**]

The table below explains the items to be entered.

| Item | Descriptions | Max. No. of Characters |
|------------------------|--|------------------------|
| Host Name *1 | Host name or IP address of FTP server | Up to 70 characters |
| Path *2 | Path for the file to be stored For example: User\ScanData If no path is entered, the file is stored in the home directory. | Up to 128 characters |
| Login User Name | FTP server login user name | Up to 64 characters |
| Login Password | FTP server login password | Up to 64 characters |

*1 You can also specify the port number. Enter the following format separated by a colon.
"Host name: port number" or "IP address: port number"
To enter the IPv6 address, enclose the address in brackets [].
(Example: [2001:db8:a0b:12f0::10]:21)
If the port number is not specified in [Host Name], the default port number is 21.

*2 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.

**NOTE**

- Refer to the following for details on entering characters.
➔ [Character Entry Method \(page 11-9\)](#)
- Select [**Connection Test**] to check the connection to the FTP server you chose. If the connection fails, check the entries you made.

4 Check if the destination entry is correct > [Save]

The destination is added to the Address Book.

To register the registered address in a one-touch key, select [**Save**] > [**Yes**]

**NOTE**

Refer to the following for registering the One Touch Key.

- ➔ [Adding a Destination on One Touch Key \(One Touch Key\) \(page 3-30\)](#)

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 500 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, 500 destinations for the FAX, 100 destinations for the i-FAX, and a total of 10 destinations for the FTP and SMB can be registered per group.

1 Display the screen.

[System Menu/Counter] key> [Edit Destination] > "Address Book" [Add/Edit] > [Add] > [Group] > [Next]

2 Add the name.

- 1 Select "Address Number" [Change].
- 2 Use [+] / [-] or the numeric keys to enter an address number (1 to 2,500).
To have the number assigned automatically, set "0000".

NOTE

- Address Number is an ID for a group. You can select any available number out of 2,000 numbers for contacts and 500 numbers for groups.
- If you specify an address number that is already in use, an error message appears when you select [Save] and the number cannot be registered. If you set "0000" as the address number, the address is registered under the lowest available number.

- 3 Select [OK]. The "Add Group" screen reappears.
- 4 Select "Name" [Change].
- 5 Enter the group name displayed on the Address Book > [OK]
The "Add Group" screen reappears.

NOTE

Up to 32 characters can be entered.
Refer to the following for details on entering characters.

➔ [Character Entry Method \(page 11-9\)](#)

3 Select the members (destinations).

- 1 [Member] > [Add]
- 2 Select destinations (contacts) to add to the group > [OK]

NOTE

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

➔ [Checking and Editing Destinations \(page 5-43\)](#)

If you have more destinations to add, repeat Step 2.

4 Check if the selected destination was added to the group > [Save]

The group is added to the Address Book.

To register the registered address in a one-touch key, select [Save] > [Yes]



NOTE

Refer to the following for registering the One Touch Key.

➔ [Adding a Destination on One Touch Key \(One Touch Key\) \(page 3-30\)](#)

Editing Address Book Entries

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

1 Display the screen.

1 [System Menu/Counter] key > [Edit Destination] > "Address Book" [Add/Edit]

2 Select a destination or group to edit > [Detail]



NOTE

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

➔ [Specifying Destination \(page 5-40\)](#)

2 Edit the destination.

Editing a Contact

1 Change "Name", "Address Number" and destination type and address.

➔ [Adding a Destination \(Address Book\) \(page 3-23\)](#)

2 [Save] > [Yes]

Register the changed destination.

Add a destination to a group

1 Change "Name" and "Address Number".

➔ [Add the group \(page 3-27\)](#)

2 [Member] > [Add]

3 After you have completed the changes, [Save] > [Yes]

Register the changed destination.

To delete any destination from the group

1 [Member] > Select the delete destination > [Delete] > [Yes]

2 After you have completed the changes, [Save] > [Yes]

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> [Edit Destination] > "Address Book" [Add/Edit]
- 2 Select a destination or group to delete.



NOTE

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

➔ [Specifying Destination \(page 5-40\)](#)

2 [Delete] > [Yes]

Delete the contact or group.

Adding a Destination on One Touch Key (One Touch Key)

Assign a new destination (contact or group) to an one touch key. A maximum of 1,000 destinations can be registered.

NOTE

- Refer to the following for use of One Touch Key.
 - ➔ [Specifying Destination \(page 5-40\)](#)
- You can add One Touch keys and change their settings on Command Center RX.
 - ➔ [Registering Destinations \(page 2-69\)](#)
- 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.
 - ➔ [Edit Restriction \(page 8-69\)](#)
 - ➔ **Command Center RX User Guide**

1 Display the screen.

[System Menu/Counter] key > [Edit Destination] > "One Touch Key" [Add/Edit]

2 Add One Touch Keys.

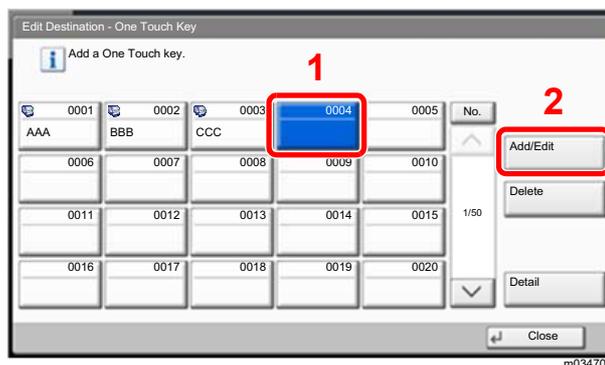
- 1 Select a One Touch Key number (0001 to 1000) for the destination > [Add/Edit]
Selecting [No.] or the Quick No. Search key on the numeric keypad enables direct entry of a One Touch Key number.

NOTE

For the Quick No. Search key, refer to the following:

- ➔ [Using the Quick No. Search Key \(page 2-24\)](#)

Select a One Touch Key with no registered destination.



- 2 Select "Display Name" [Change].
- 3 Enter the One Touch Key name displayed in the send base screen > [OK]

NOTE

Up to 24 characters can be entered.
Refer to the following for details on entering characters.

- ➔ [Character Entry Method \(page 11-9\)](#)

- 4 Select "Destination" [Change].
The Address Book appears.

- 5 Select a destination (contact or group) to add to the One Touch Key number > **[Next]**
Selecting **[Detail]** shows the detailed information of the selected destination.



NOTE

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

➔ [Specifying Destination \(page 5-40\)](#)

- 6 Select **[Save]**.
The destination will be added to the One Touch Key.

Editing One Touch Key

1 Display the screen.

- 1 **[System Menu/Counter]** key > **[Edit Destination]** > "One Touch Key" **[Add/Edit]**
- 2 Select a One Touch Key number (0001 to 1000) to edit. Selecting **[No.]** or the Quick No. Search key on the numeric keypad enables direct entry of a One Touch Key number.

2 Changing the Registered Information.

- 1 Select **[Add/Edit]**.
- 2 Select a new destination (contact or group). Selecting **[Detail]** shows the detailed information of the selected destination.



NOTE

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

➔ [Specifying Destination \(page 5-40\)](#)

- 3 **[OK]** > **[Save]** > **[Yes]**
Add the destination to the One Touch Key.

Deleting the Destination to the One Touch Key

1 Display the screen.

- 1 **[System Menu/Counter]** key > **[Edit Destination]** > "One Touch Key" **[Add/Edit]**
- 2 Select a One Touch Key number (0001 to 1000) to edit. Selecting **[No.]** or the Quick No. Search key on the numeric keypad enables direct entry of a One Touch Key number.

2 Delete the Registered Information.

- Select **[Delete]** > **[Yes]**
The data registered in the One Touch Key is deleted.

4 Printing from PC

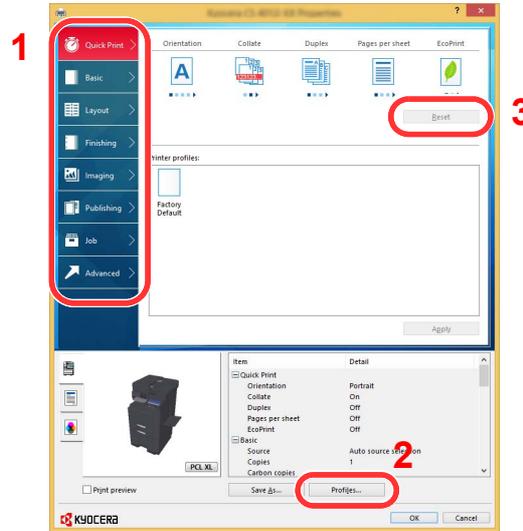
This chapter explains the following topics:

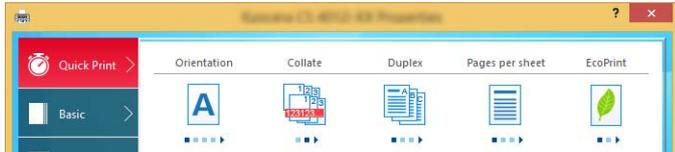
| | |
|--|------|
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| Displaying the Printer Driver Help | 4-3 |
| Changing the Default Printer Driver Settings (Windows 8.1) | 4-3 |
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Printer Driver Properties Screen

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

➔ **Printer Driver User Guide**

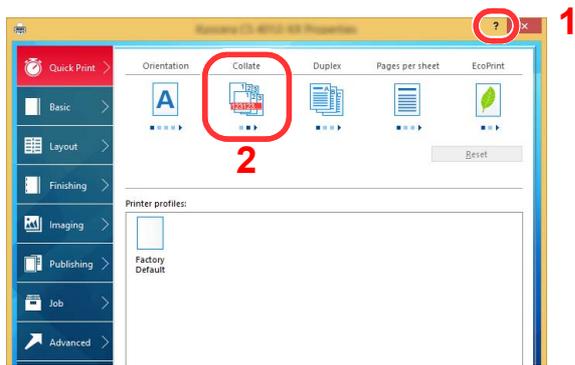


| No. | Description |
|-----|---|
| 1 | <p>[Quick Print] tab Provides icons that can be used to easily configure frequently used functions. Each time you click an icon, it changes to an image resembling the print results and applies the settings.</p>  <p>[Basic] tab This tab groups basic functions that are frequently used. You can use it to configure the paper size, destination, and duplex printing.</p> <p>[Layout] tab This tab lets you configure settings for printing various layouts, including booklet printing, combine mode, poster printing, and scaling.</p> <p>[Finishing] tab This tab lets you configure settings related to finishing of printed media, including binding and stapling.</p> <p>[Imaging] tab This tab lets you configure settings related to the quality of the print results.</p> <p>[Publishing] tab This tab lets you create covers and inserts for print jobs and put inserts between sheets of OHP film.</p> <p>[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.</p> <p>[Advanced] tab This tab lets you configure settings for adding text pages or watermarks to print data.</p> |

| No. | Description |
|-----|---|
| 2 | [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. |
| 3 | [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 8.1)

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

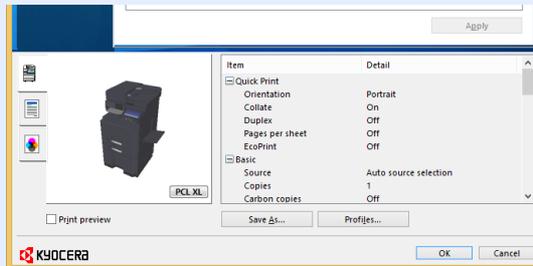
- 1 In charms on Desktop, click [Settings], [Control Panel], and then [Devices and Printers].**
- 2 Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.**
- 3 Click the [Basic] button on the [General] tab.**
- 4 Select the default settings 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 on your computer from the supplied DVD (Product Library).
- 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 \(page 5-6\)](#)

Printing on Standard Sized 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.

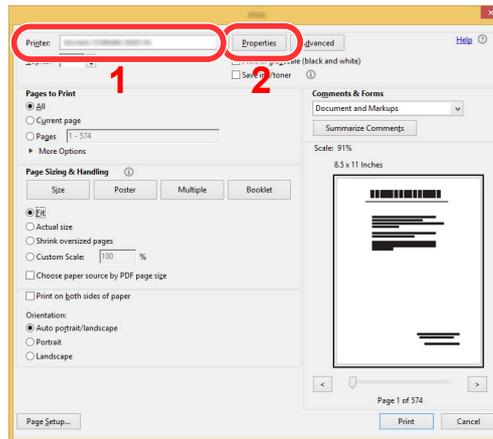
➔ [Cassette/MP Tray Settings \(page 8-7\)](#)

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.

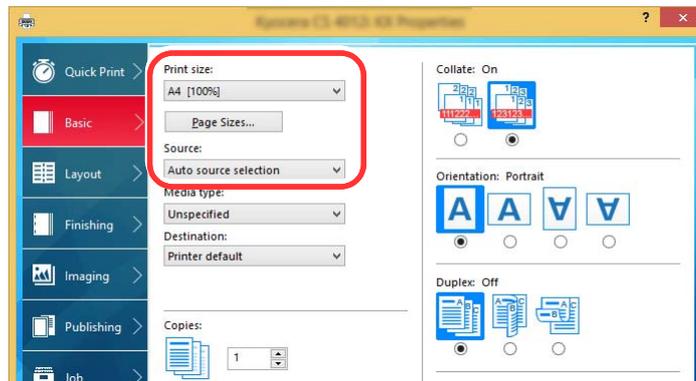


- 2 Select the [**Basic**] tab.
- 3 Click "Print size" menu and select the paper size to use for printing.

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 Sized Paper \(page 4-6\)](#)

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 Sized 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

To execute printing at the machine, set the paper size and type in the following:

➔ [Original / Paper Settings \(page 8-11\)](#)

1 Display the screen.

- 1 In charms on Desktop, click [Settings], [Control Panel], and then [Devices and Printers].

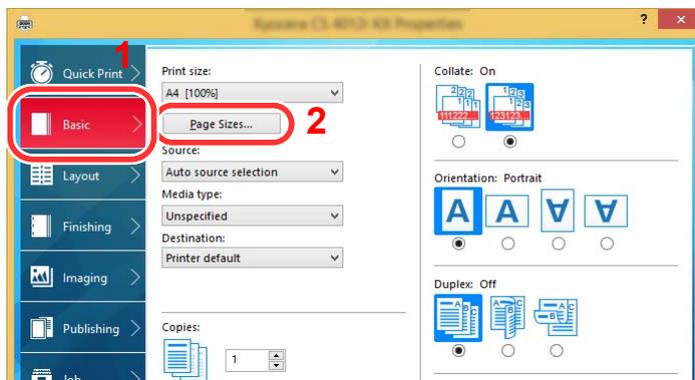
NOTE

In Windows 7, click [Start] button on the Windows, and then click [Devices and Printers].

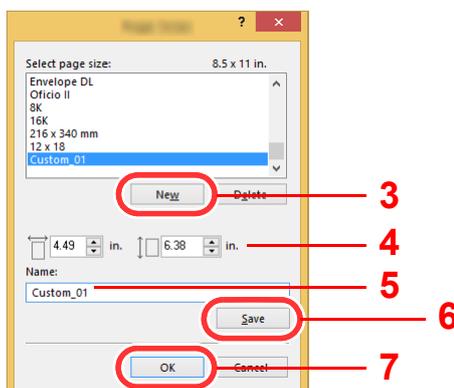
- 2 Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.
- 3 Click the [Basic] button on the [General] tab.

2 Register the paper size.

- 1 Click the [Basic] tab.

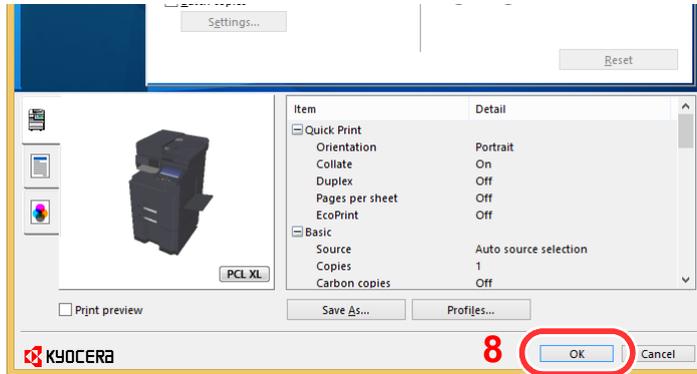


- 2 Click the [Page Size...] button.
- 3 Click the [New] button.



- 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.

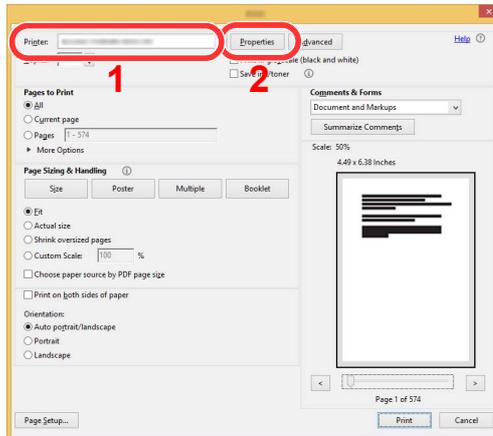


3 Display the print settings screen.

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

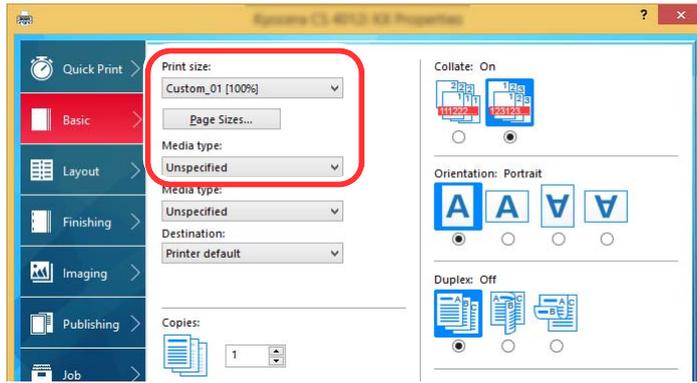
4 Select the paper size and type of non-standard size paper.

- 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.

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 \(page 5-20\)](#)

- 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 Handheld Device

This machine supports the AirPrint, Google Cloud Print and Mopria. According to the supported OS and application, you can print the job from any handheld 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 Google Cloud Print

Google Cloud Print is a printing service provided by Google. This service enables a user with a Google account to print from a machine connected to the Internet.

The machine can be configured in the Command Center RX.

➔ **Command Center RX User Guide**



A Google account is necessary to use Google Cloud Print. Obtain a Google account if you do not have one. It is also necessary to register the machine with the Google Cloud Print service in advance. The machine can be registered from a PC connected to the same network.

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 handheld 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 with NFC

When the Wi-Fi and Wi-Fi Direct has been configured in advance, the network between this machine and handheld device will be configured by simply tapping an NFC tag.

- ➔ [Configuring the Wireless Network \(page 2-32\)](#)
- ➔ [Setting Wi-Fi Direct \(page 2-36\)](#)

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.

Follow the work flow below when using Job Box.

Specifying the Job Box from a computer and sending the print job. ([page 4-12](#))



Using the operation panel to specify a file within a Box and printing it.

You can print the documents from the following boxes.

- ➔ [Printing Documents from Private Print Box \(page 4-13\)](#)
- ➔ [Printing Document from Stored Job Box \(page 4-14\)](#)
- ➔ [Printing Document from Quick Copy Box \(page 4-15\)](#)
- ➔ [Printing Document from Proof and Hold Box \(page 4-16\)](#)

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 Select the machine from the "Name" menu.

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 4-digit access code in the printer driver. The job is released for printing by entering the access code 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 [Private Print/Stored Job] > [Open]
- 3 Select the creator of the document > [Open]

2 Print the document.

- 1 Select the document to print > [Print]
- 2 Enter the access code.
- 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.

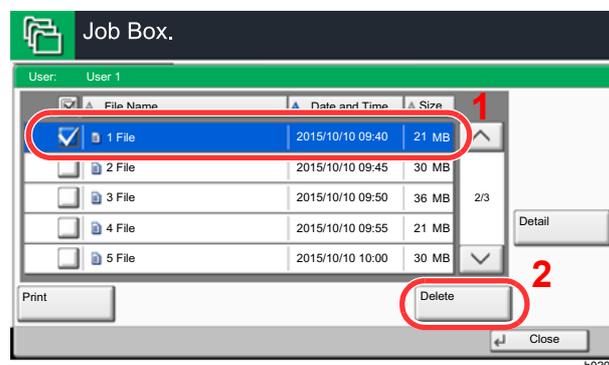
Deleting the Documents Stored in the Private Print Box

1 Display the screen.

- 1 [Home] key > [Job Box]
- 2 [Private Print/Stored Job] > [Open]
- 3 Select the creator of the document > [Open]

2 Delete the document.

Select the document to delete > [Delete] > Enter the access code



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 an access code as necessary. If you set up an access code, enter the access code 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 [Private Print/Stored Job] > [Open]
- 3 Select the creator of the document > [Open]

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.



NOTE

If the document is protected by an access code, the password entry screen will be displayed. Enter the password using the numeric keys.

Deleting the Documents Stored in the Stored Job Box

1 Display the screen.

- 1 [Home] key > [Job Box]
- 2 [Private Print/Stored Job] > [Open]
- 3 Select the creator of the document > [Open]

2 Delete the document.

- 1 Select the document to delete > [Delete]
- 2 If the document is protected by an access code, enter the code.
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 box, you can set the maximum number of stored jobs.
- ➔ [Quick Copy Job Retention \(page 8-38\)](#)

1 Display the screen.

- 1** [Home] key > [Job Box]
- 2** [Quick Copy/Proof and Hold] > [Open]
- 3** Select the creator of the document > [Open]

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** [Quick Copy/Proof and Hold] > [Open]
- 3** Select the creator of the document > [Open]

2 Delete the document.

- Select the document to delete > [Delete] > [Yes]
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 [Quick Copy/Proof and Hold] > [Open]
- 3 Select the creator of the document > [Open]

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 [Quick Copy/Proof and Hold] > [Open]
- 3 Select the creator of the document > [Open]

2 Delete the document.

- Select the document to delete > [Delete] > [Yes]
The document is deleted.

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(SSL)] is enabled.
➔ [Network \(page 8-47\)](#)

Accessing the Status Monitor

The Status Monitor also starts up when printing is started.

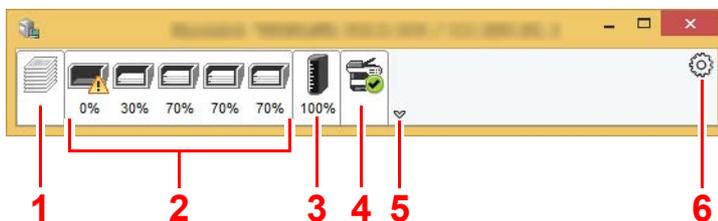
Exiting the Status Monitor

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 after 7 minutes 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.

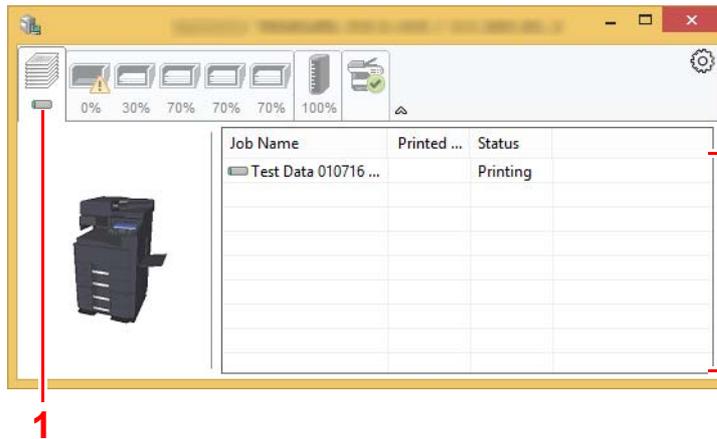


- 1 Printing progress tab
- 2 Paper tray status tab
- 3 Toner status tab
- 4 Alert tab
- 5 Expand button
- 6 Settings icon

Detailed information is displayed by clicking on each icon tab.

Printing Progress Tab

The status of the print jobs is displayed.

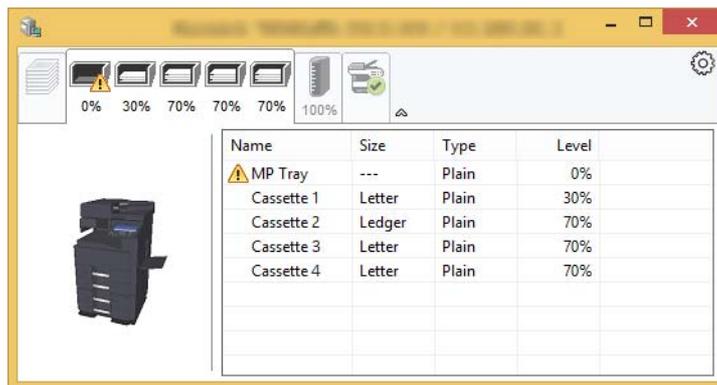


- 1 Status icon
- 2 Job list

Select a job on the job list and it can be canceled using the menu displayed with a right-click.

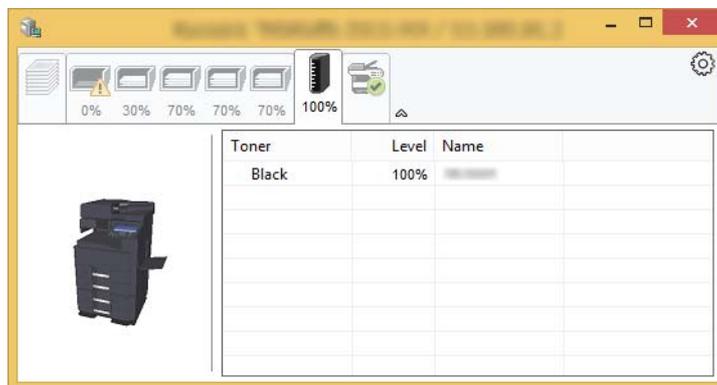
Paper Tray Status Tab

Information is displayed about the paper in the printer and about the amount of paper remaining.



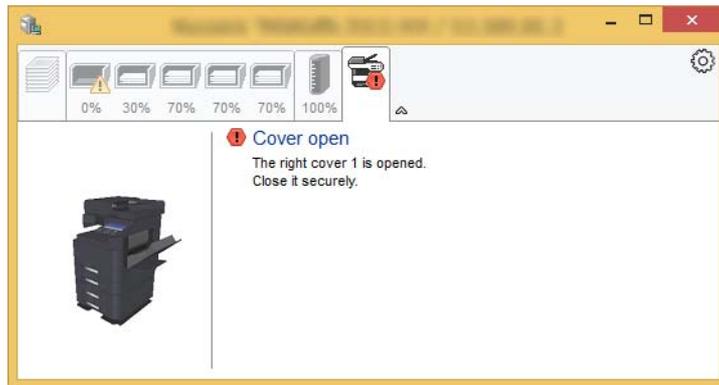
Toner Status Tab

The amount of toner remaining is displayed.



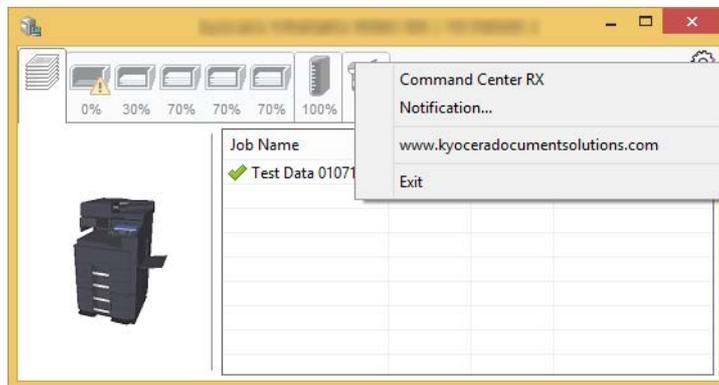
Alert Tab

If an error occurs, a notice is displayed using a 3D image and a message.



Status Monitor Context Menu

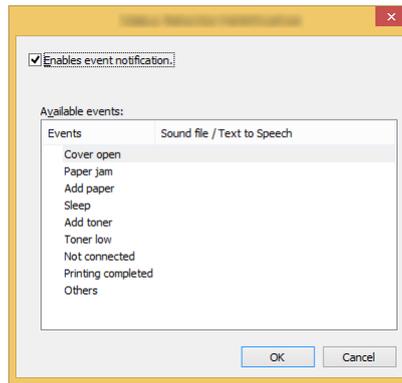
The following menu is displayed when the settings icon is clicked.



- **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 \(page 4-20\)](#)
- **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.

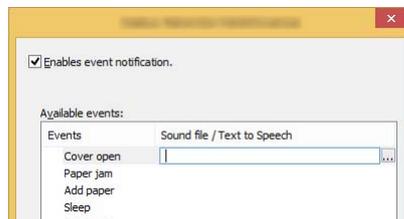
1 Select Enable event notification.

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

This chapter explains the following topics:

| | | | |
|--|------|--|------|
| Loading Originals | 5-2 | Using FMU Connection to Scan an Original | 5-36 |
| Placing Originals on the Platen | 5-2 | Sending to Different Types of Destinations (Multi Sending) | 5-37 |
| Loading Originals in the Document Processor | 5-3 | Send to Me (E-mail) | 5-38 |
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| Program | 5-9 | Sending a Document to the Mail Address of the Logged In User | 5-38 |
| Registering Programs | 5-10 | Canceling Sending Jobs | 5-39 |
| Recalling Programs | 5-10 | Handling Destination | 5-40 |
| Editing Programs | 5-11 | Specifying Destination | 5-40 |
| Deleting Programs | 5-11 | Choosing from the Address Book | 5-40 |
| Application | 5-12 | Choosing from the One Touch Key ... | 5-42 |
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| Activating Applications | 5-13 | Checking and Editing Destinations ... | 5-43 |
| Deactivating Applications | 5-14 | Confirmation Screen of Destinations | 5-44 |
| Uninstalling Applications | 5-14 | Recall | 5-45 |
| Registering Shortcuts (Copy, Send, and Document Box Settings) | 5-15 | How to use the FAX Function | 5-46 |
| Adding Shortcuts | 5-15 | Using Document Boxes | 5-47 |
| Editing Shortcuts | 5-16 | What is Custom Box? | 5-47 |
| Deleting Shortcuts | 5-16 | What is Job Box? | 5-47 |
| Copying | 5-17 | What is Removable Memory Box? ... | 5-48 |
| Basic Operation | 5-17 | Fax Box | 5-48 |
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| Configuring Settings before Sending .. | 5-23 | Sending Documents in Custom Box to E-mail Address of Logged In User .. | 5-58 |
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| Useful Sending Method | 5-30 | Saving Documents to USB Memory (Scan to USB) | 5-66 |
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| Installing the Driver | 5-31 | Removing USB Memory | 5-67 |
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| Executing DSM Scan | 5-34 | Manual Staple | 5-70 |
| Scanning with File Management Utility | 5-36 | | |
| Configuring Settings before Sending .. | 5-36 | | |

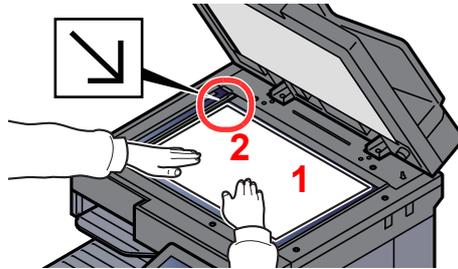
Loading Originals

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.

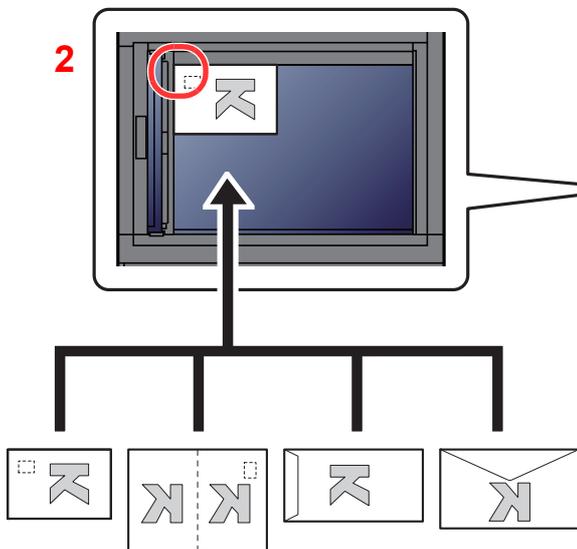


- 1 Put the scanning side facedown.
- 2 Align it flush against the original size indicator plates with the back left corner as the reference point.

NOTE

- A5 is detected as A4-R. Set the paper size to A5 by using the function key on the touch panel.
➔ [Original Size \(page 6-18\)](#)
- For details on Original Orientation, refer to the following:
➔ [Original Orientation \(page 6-23\)](#)

When you place envelopes or cardstock on the platen



- 1 Put the scanning side facedown.
- 2 Align it flush 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 Envelopes or Cardstock in the Multipurpose Tray \(page 5-8\)](#)

CAUTION

Do not leave the document processor open as there is a danger of personal 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.

Loading Originals in the Document Processor

The document processor automatically scans each sheet of multiple originals. Both sides of two-sided originals are scanned.

The document processor supports the following types of originals.

| Detail | Document Processor (Automatic 2-Sided) | | Document Processor (Dual scan DP) |
|----------------------|--|--|---|
| Type | DP-7100 | DP-7120 | DP-7110 |
| Weight | 35 to 160 g/m ² (duplex: 50 to 120 g/m ²) | 45 to 160 g/m ² (duplex: 50 to 120 g/m ²) | 35 to 220 g/m ² (duplex: 50 to 220 g/m ²) |
| Sizes | Maximum A3/Ledger (11.69" × 17"/ 297 × 432 mm) (Long-sized 11.69" × 74.8"/ 297 × 1,900 mm) to Minimum A6-R/Statement-R (4.13" × 5.82"/105 × 148 mm) | Maximum A3/Ledger (11.69" × 17"/ 297 × 432 mm) (Long-sized 11.69" × 74.8"/ 297 × 1,900 mm) to Minimum A5-R/Statement-R (5.51" × 7.16"/140 × 182 mm) | Maximum A3/Ledger (11.69" × 17"/ 297 × 432 mm) (Long-sized 11.69" × 74.8"/ 297 × 1,900 mm) to Minimum A6-R/Statement-R (4.13" × 5.82"/105 × 148 mm) |
| No. of sheets | Plain paper (80 g/m ²), Recycled paper, Vellum paper: 140 sheets (Mixed size originals: 30 sheets) Thick paper (120 g/m ²): 93 sheets Art paper: 1 sheet | Plain paper (80 g/m ²), Recycled paper, Vellum paper: 50 sheets Thick paper (120 g/m ²): 33 sheets Art paper: 1 sheet | Plain paper (80 g/m ²), Recycled paper, Vellum paper: 270 sheets (Mixed size originals: 30 sheets) Thick paper (120 g/m ²): 180 sheets Art paper: 1 sheet |

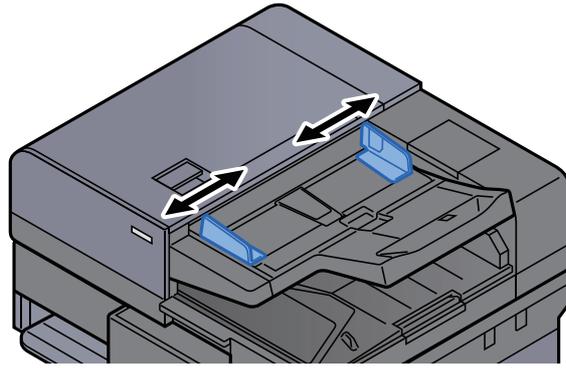
Do not use the document processor for the following types of originals. Otherwise, the originals may be jammed or the document processor may become dirty.

- 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

✔ IMPORTANT

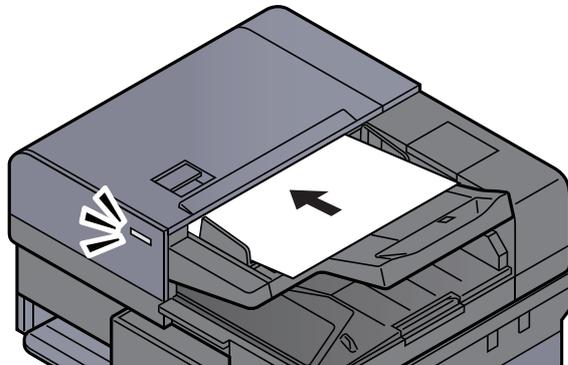
- Before loading originals, be sure that there are no originals left on the original eject table. Originals left on the original eject table may cause the new originals to jam.
- Do not make an impact on the document processor top cover, such as aligning the originals on the top cover. It may cause an error in the document processor.

1 Adjust the original width guides.



2 Place the originals.

- 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. The original loaded indicator lights when the original is placed correctly.



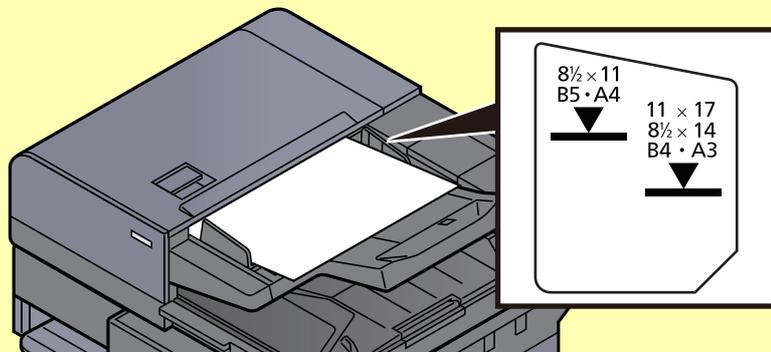
NOTE

For details on Original Orientation, refer to the following:

➔ [Original Orientation \(page 6-23\)](#)

IMPORTANT

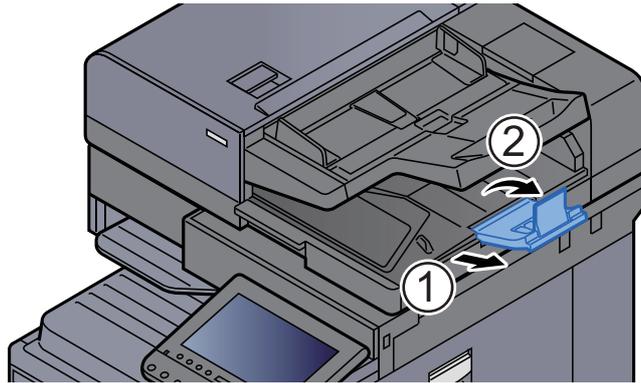
- Confirm that the original width guides exactly fit the originals. If there is a gap, readjust the original width guides. The gap may cause the originals to jam.



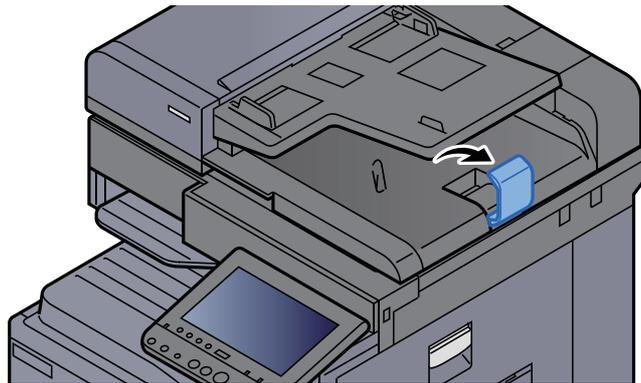
- Ensure that loaded originals do not exceed the level indicator. Exceeding the maximum level may cause the originals to jam.
- Originals with punched holes or perforated lines should be placed in such a way that the holes or perforations will be scanned last (not first).

- 2 Open the original stopper to fit the size of the original set (Original size: B4/Legal or more).

DP-7100/DP-7110



DP-7120



Loading Paper in the Multipurpose Tray

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

➔ [Choosing the Appropriate Paper \(page 11-13\)](#)

For the paper type setting, refer to the following:

➔ [Media Type Setting \(page 8-15\)](#)

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/m² or more, set the media type to Thick and set the weight of the paper you are using.
- Remove each transparency from the inner tray as it is printed. Leaving transparencies in the inner tray may cause a paper jam.

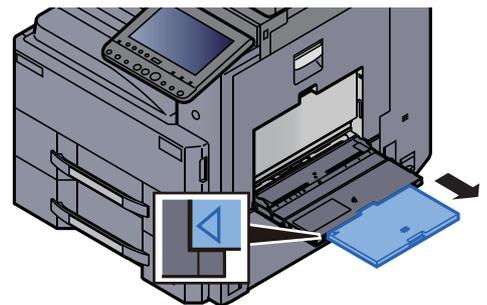
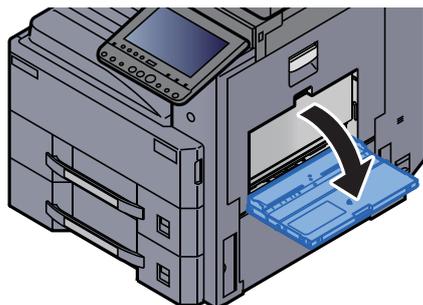
The capacity of the multipurpose tray is as follows.

- A4 or smaller plain paper (80 g/m²), recycled paper or color paper: 100 sheets
- Plain paper (80 g/m²), recycled paper or color paper larger than A4: 25 sheets
- Thick paper (250 g/m²): 10 sheets
- Thick paper (209 g/m²): 10 sheets
- Thick paper (157 g/m²): 10 sheets
- Thick paper (120 g/m²): 25 sheets
- Thick paper (104.7 g/m²): 25 sheets
- Hagaki (Cardstock): 20 sheets
- Envelope DL, Envelope C5, Envelope #10, Envelope #9, Envelope #6 3/4, Envelope Monarch, Youkei 4, Youkei 2: 5 sheets
- OHP film: 10 sheet

📌 NOTE

- When you load custom size paper, enter the paper size by referring to the following:
➔ [Original / Paper Settings \(page 8-11\)](#)
- When you use special paper such as transparencies or thick paper, select the media type by referring to the following:
➔ [MP Tray Setting \(page 8-8\)](#)
- Paper size can be automatically detected and selected, refer to the following:
➔ [Paper Selection \(page 6-19\)](#)
➔ [MP Tray Setting \(page 8-8\)](#)

1 Open the multipurpose tray.

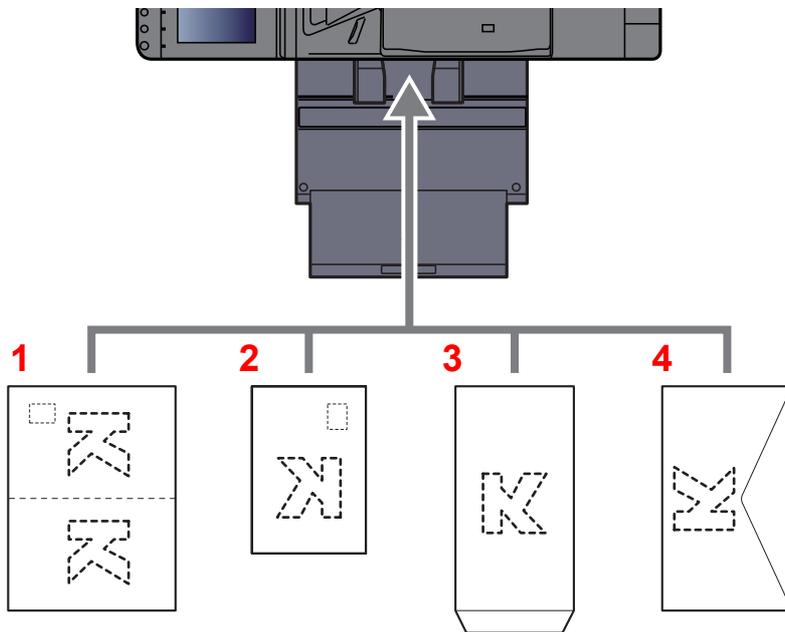


Loading Envelopes or Cardstock in the Multipurpose Tray

Load the paper with the print side facing down. For the procedure for printing, refer to the following:

▶ Printer Driver User Guide

Example: When printing the address.



- 1 Oufuku hagaki (Return postcard)
- 2 Hagaki (Cardstocks)
- 3 Portrait form envelopes (Open the flap)
- 4 Landscape form envelopes (Close the flap)

✔ IMPORTANT

- Use unfolded Oufuku hagaki (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:

- ▶ [Cassette/MP Tray Settings \(page 8-7\)](#)

Program

By registering sets of frequently used functions as a single program, you can simply press the program number as needed to recall those functions. You can also name the programs for easy identification when recalling.

The programs below have been preregistered. The registered contents can be re-registered for easier use in your environment.

| Program name | Description | Default Registration |
|------------------------|--|--|
| 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. | Copying Functions Combine: [2 in 1] Continuous Scan: [On] Original Size: A5/Statement Paper Selection: Cassette 1 Zoom: Auto Zoom |
| Eco Copy | Use this to save toner consumption when printing. This changes color printing to black & white with lighter density, so that the toner consumption can be reduced. | Copying Functions EcoPrint: [On] (Level [5]) |
| Newspaper Copy | Use this when you want to copy a newspaper article, or other originals printed on a colored substrate. This adjusts the image quality so that the color of the substrate or the text on the reverse side will not show on the copy. | Copying Functions Prevent Bleed-thru: [On] Background Density Adj.: [Auto] |
| Technical Drawing Copy | Use this when you want to copy a drawing that contains shapes drawn with lines, and graphics. Use this also when you want to copy colored lines in black & white. | Copying Functions Original Image: [Text] Sharpness (All): [+3] Background Density Adj.: [Auto] |
| Confidential Stamp | Use this to show a translucent text "Confidential" on the center of the document. | Copying Functions Prevent Bleed-thru: [On] Stamp: Confidential Font Size: middle Font Color: [Black] Stamp Position: [Center] Display Pattern: [Transparent] |



NOTE

Up to 50 functions combining copying and sending can be registered in the program.

If user login administration is enabled, you can only register functions by logging in with administrator privileges.

Registering Programs

The following procedure is an example of registering the copying function.

1 Display the screen.

- 1 [Home] key > [Copy]
- 2 Select the [Program] tab while the copy mode is accessed.

2 Register the program.

- 1 [Add] > Select a number (01 to 50) for the program number > [Next]



NOTE

If you select a program number already registered, the currently registered functions can be replaced with a new set of functions.

- 2 Enter the new program name > [Save]
The program is registered.
To display a registered program on the Home screen, select [Yes] on the confirmation screen that appears, proceed to step 2-3.
- 3 Specify the position in which you want to display the icon of registered program.
- 4 Select [Save].

Recalling Programs

1 Recall the program.

- 1 Select [Program] in the Home screen, or the key of the registered program.
Selecting the key of the registered program will recall the program. If you selected [Program], proceed to step 1-2.
- 2 Select the key for the program number you want to recall.
Select [No.] or the Quick No. Search key on the numeric keypad to enter the program number (01 to 50) directly for recalling.



NOTE

If the program cannot be recalled, the Document Box or the form overlay specified in the program might have been deleted. Check the Document Box.

2 Execute the program.

Place the originals > [Start] key



NOTE

[Program] can be pressed in each function to call up the program registered for the function.

Editing Programs

You can change program number and program name.

1 Display the screen.

- 1 [Home] key > [Program]
- 2 Select [Edit].

2 Edit the program.

- 1 Select the key(s) corresponding to the program number (01 to 50) to change.
- 2 Select [Edit] to change the program number and program name.
 - ➔ [Registering Programs \(page 5-10\)](#)
- 3 [Save] > [Yes]

Deleting Programs

1 Display the screen.

- 1 [Home] key > [Program]
- 2 Select [Edit].

2 Delete the program.

- 1 Select the key(s) corresponding to the program number (01 to 50) to delete.
- 2 [Delete] > [Yes]

Application

The functionality of the machine can be expanded by installing applications.

Applications that help you perform your daily more efficiently such as a scan feature and an authentication feature are available.

For details, consult your sales representative or dealer.

Installing Applications

To use applications, first install the application in the machine and then activate the application.

NOTE

You can install applications and certificates on the machine. The number of applications you can run may vary according to the type of application.

1 Display the screen.

[System Menu/Counter] key > [Application]

NOTE

- If the user authentication screen appears, enter your login user name and login password and select [Login]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- Select [Print Report] to print an application report.

2 Install the application.

1 [Add] > [OK]

2 Insert the removable memory containing the application to be installed into the USB Memory Slot.

NOTE

When the message "Removable Memory was recognized. Displaying files. Are you sure?" is displayed, select [No].

3 Select the application to be installed > [Install]

You can view detailed information on the selected application by selecting [Detail].

4 Select **[Yes]**.

Installation of the application begins. Depending on the application being installed, the installation may take some time.

Once the installation ends, the original screen reappears.

 **NOTE**

- To install another application, repeat steps 2-3 and 2-4.
- To remove the removable memory, select **[Remove Memory]** and wait until the message "Removable Memory can be safely removed." appears. Then remove the removable memory.

Activating Applications

1 Display the screen.

[System Menu/Counter] key > **[Application]**

 **NOTE**

If the user authentication screen appears, enter your login user name and login password and select **[Login]**. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

2 Activate the application.

1 Select the desired application > **[Activate]**

You can view detailed information on the selected application by selecting **[Detail]**.

2 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 3-3. To use the application as a trial, select **[Trial]** without entering the license key.

3 Select **[Yes]**.

 **IMPORTANT**

- If you change the date/time while using the trial version of an application, you will no longer be able to use the application.
- Icons of activated application are displayed in the Home screen.

3 Select the application icon in the Home screen.

Select the application icon.

The application will start up.

Deactivating Applications

1 Display the screen.

[System Menu/Counter] key > [Application]



NOTE

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

2 Deactivate the application.

Select the desired application to exit > [**Deactivate**]



NOTE

Select [**x**] on the screen if you want to exit the already activated application. The procedure for exiting some applications may differ.

Uninstalling Applications

1 Display the screen.

[System Menu/Counter] key > [Application]



NOTE

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

2 Deactivate the application.

1 Select the application you want to delete > [**Delete**]

You can view detailed information on the selected application by selecting [**Detail**].

2 Select [**Yes**].

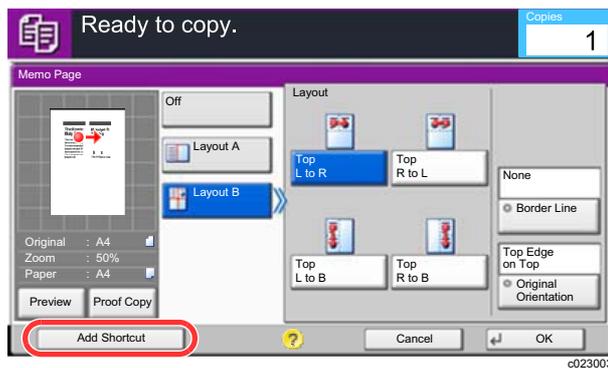
Registering Shortcuts (Copy, Send, and Document Box Settings)

You can register shortcuts in the Quick Setup screen for easy access to the frequently used functions. The settings for the selected function can also be registered. A function name linked to a registered shortcut can be changed as necessary.

Adding Shortcuts

Shortcut registration is performed in the setup screen of each function. Shortcuts can be registered for all functions in which [Add Shortcut] appears on the screen.

- 1 In each function, display the configuration screen you want to register.**
- 2 Register the shortcuts.**
 - 1 Select the setting you want to add.
 - 2 Select [Add Shortcut].

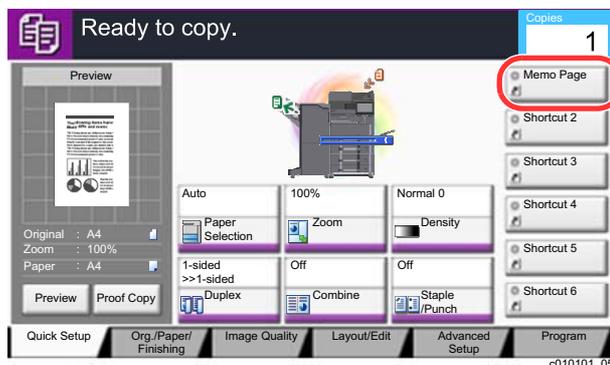


- 3 Select the keys corresponding to the shortcut number (01 to 06) to register.**

NOTE

If you select a shortcut number already registered, the currently registered shortcut can be replaced with a new one.

- 4 Enter the shortcut name > [Save].**



The shortcut is registered.

Editing Shortcuts

- 1 In the setup screen of each function, select [Add Shortcut] in the bottom of the screen.**
- 2 Edit the shortcut**
 - 1 Select [Edit].
 - 2 Select the shortcut key you want to edit.
 - 3 Select "Shortcut No" [Change] or "Shortcut Name" [Change] > Change the settings > [OK].
 - 4 [Save] > [Yes]

Deleting Shortcuts

- 1 In the setup screen of each function, select [Add Shortcut] in the bottom of the screen.**
- 2 Delete the shortcut**
 - 1 Select [Edit].
 - 2 Select the shortcut key you want to delete > [Delete this Shortcut] > [Yes]

Copying

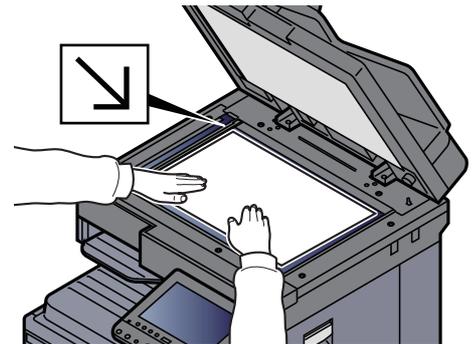
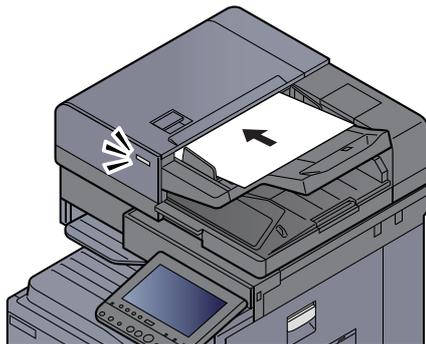
The procedures here represent the basic copy operation and how to cancel the copy.

Basic Operation

1 [Home] key > [Copy]

2 Place the originals.

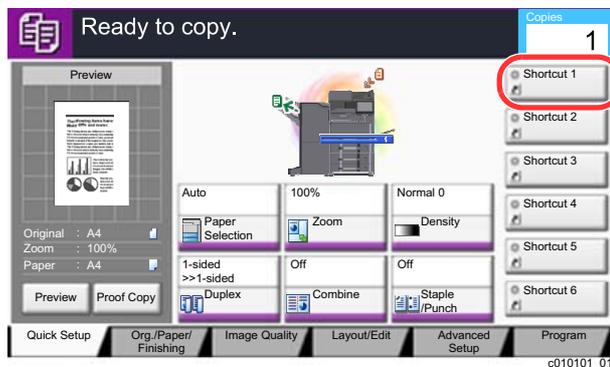
1 Place the originals.



➔ [Loading Originals \(page 5-2\)](#)

2 Check the preview image.

Check the Original, Zoom, and Paper settings.



NOTE

Select **[Preview]** to show a preview image.

➔ [Original Preview \(page 2-20\)](#)

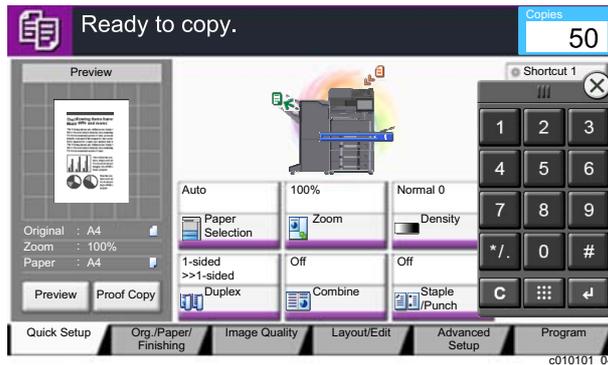
3 Select the functions.

To configure the settings for functions, select the function key.

➔ [How to Select Functions \(page 6-2\)](#)

4 Use the numeric keys to enter the copy quantity.

Select the [Numeric Keypad] key or the area for inputting the number of sheets to display the numeric keypad. Specify the desired number up to 999.



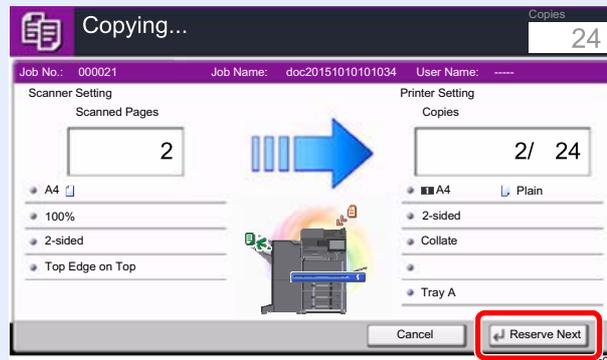
5 Press the [Start] key.

Copying begins.

NOTE

This function allows you to reserve the next job during printing. Using this function, the original will be scanned while the machine is printing. When the current print job ends, the reserved copy job is printed. If "Reserve Next Priority" is set to [Off], [Reserve Next] will appear. Select [Reserve Next] and configure the necessary settings for the copy job.

➔ [Reserve Next Priority \(page 8-32\)](#)



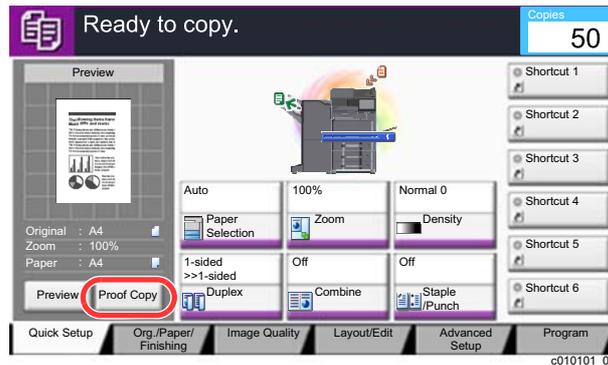
Proof Copy

It is possible to copy one sheet before copying a large number of sheets. This enables you to check the contents and finishing and copy the desired number of sheets without scanning the original if you are satisfied with the result. If you want to make changes, you can change the settings and copy only one sheet again.

1 Configure the settings.

Place the originals onto the machine, and configure the copy settings.

2 Select [Proof Copy].



3 Check.

Check contents and finishing.

Modify copy settings according to results. All functions except for functions whose keys are grayed out on the touch panel can be corrected.

To perform a proof copy again, select [Proof Copy].

4 Press the [Start] key.

Remaining sheets are copied.

Interrupt Copy

This function allows you to pause the current jobs in progress when you need to make copies immediately.

When the interruption copy ends, the machine resumes the paused print jobs.

NOTE

- If the machine is left unused for 60 seconds in interrupt copy mode, interrupt copying is automatically cancelled and printing resumes.
You can change the delay until interrupt copying is canceled. Change the delay as required.
➔ [Interrupt Clear Timer \(page 8-71\)](#)
- The interrupt copy function may be unavailable depending on the status of document finisher usage. In this case, try the priority override.
➔ [Priority Override \(page 6-63\)](#)

1 **Configure the settings.**

- 1 Select the **[Interrupt]** key.

The current print job is temporarily interrupted.

- 2 Place the originals onto the machine for interrupt copy, and configure the copy settings.

2 **Press the [Start] key.**

Interrupt copying begins.

3 **When interrupt copying ends, select the [Interrupt] key.**

The machine resumes the paused print jobs.

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]**

NOTE

If "Reserve Next Priority" is set to **[Off]**, the Copying screen appears in the touch panel. In such case, selecting the **[Stop]** key or **[Cancel]** will cancel the printing job in progress.

➔ [Reserve Next Priority \(page 8-32\)](#)

Frequently-Used Sending Method

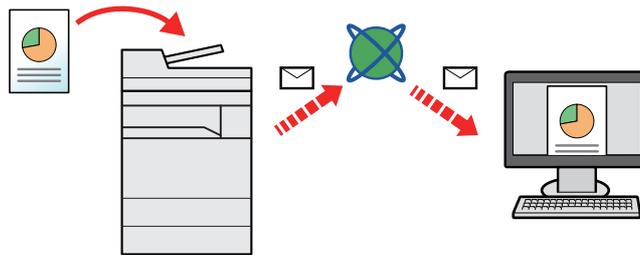
This machine can send a scanned image as an attachment of an E-mail message or to a PC linked to the network. In order to do this, it is necessary to register the sender and destination (recipient) address on the network.

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 \(page 5-22\)](#)

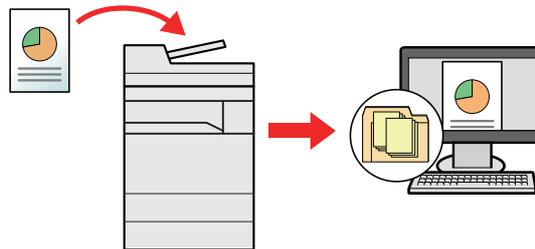


- Send to Folder (SMB): Stores a scanned original image in a shared folder of any PC.

➔ [Sending Document to Desired Shared Folder on a Computer \(Scan to PC\) \(page 5-23\)](#)

- Send to Folder (FTP): Stores a scanned original image in a folder of an FTP server.

➔ [Sending Document to Folder on an FTP Server \(Scan to FTP\) \(page 5-26\)](#)



- Image Data Scanning with TWAIN / WIA: Scan the document using a TWAIN or WIA compatible application program.

➔ [Scanning using TWAIN or WIA \(page 5-28\)](#)

NOTE

- Different sending options can be specified in combination.
 - ➔ [Sending to Different Types of Destinations \(Multi Sending\) \(page 5-37\)](#)
- The fax function can be used on products equipped with fax capability.
 - ➔ **FAX Operation Guide**

Sending Document via E-mail

When transmitting using wireless LAN, select the interface dedicated to the send function in advance.

➔ [Primary Network \(Client\) \(page 8-63\)](#)

Configuring Settings before Sending

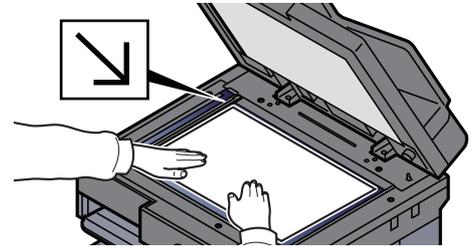
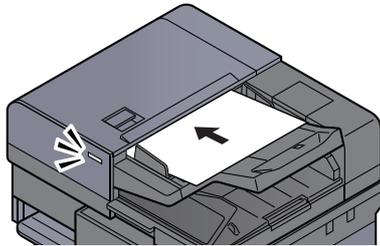
Before sending an E-mail, configure the SMTP and E-mail settings using the Command Center RX.

➔ [E-mail Settings \(page 2-65\)](#)

Sending Scanned Document via E-mail

1 [Home] key > [Send]

2 Place the originals.



➔ [Loading Originals \(page 5-2\)](#)

3 In the basic screen for sending, select [E-mail Addr Entry].

4 Enter destination E-mail address > [OK]

Up to 128 characters can be entered.

➔ [Character Entry Method \(page 11-9\)](#)

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 Address Book]**. You can also replace the information for a previously registered destination.

Destinations can be changed later.

➔ [Confirmation Screen of Destinations \(page 5-44\)](#)



NOTE

If **[Prohibit]** is set to "Broadcast", multiple destinations cannot be entered.

➔ [Broadcast \(page 8-34\)](#)

5 Select the functions.

Press tabs to display other functions.

➔ [Send \(page 6-5\)](#)

6 Press the [Start] key.

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.

Configuring Settings before Sending

Before sending a document, 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 \(page 3-13\)](#)
- Make a note of the user name and domain name
➔ [Making a note of the user name and domain name \(page 3-14\)](#)
- Create a shared folder and make a note of a shared folder
➔ [Creating a Shared Folder, Making a Note of a Shared Folder \(page 3-15\)](#)
- Configure the Windows firewall
➔ [Configuring Windows Firewall \(page 3-18\)](#)

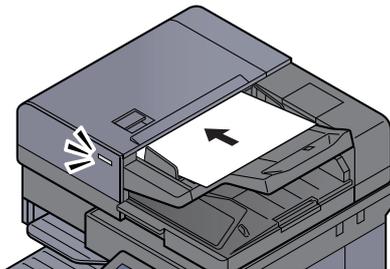
Sending Document to Desired Shared Folder on a Computer

When transmitting using wireless LAN, select the interface dedicated to the send function in advance.

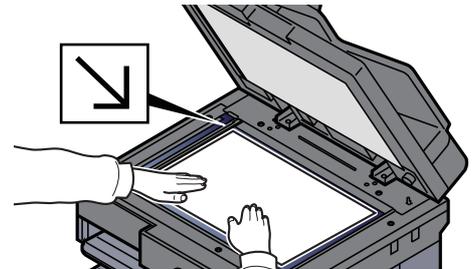
- ➔ [Primary Network \(Client\) \(page 8-63\)](#)

1 [Home] key > [Send]

2 Place the originals.



- ➔ [Loading Originals \(page 5-2\)](#)



3 In the basic screen for sending, select [Folder Path Entry].

4 Enter the destination information.

- 1 Select [SMB].

2 Select the key of each item > enter the destination data > [OK].

➔ [Character Entry Method \(page 11-9\)](#)

The table below lists the items to be set.

| Item | Detail | Max. characters |
|---------------------------|---|----------------------|
| Host Name *1 | Computer name | Up to 70 characters |
| Path | Share name For example: scannerdata If saving in a folder in the shared folder: share name\folder name in shared folder | Up to 128 characters |
| Login User Name *2 | 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 | Up to 64 characters |
| Login Password | Windows logon password (Case sensitive.) | Up to 64 characters |

- *1 You can also specify the port number. Enter the following format separated by a colon.
"Host name: port number" or "IP address: port number"
To enter the IPv6 address, enclose the address in brackets [].
(Example: [2001:db8:a0b:12f0::10]:445)
If the port number is not specified in [Host Name], the default port number is 445.
- *2 When sending a document through an optional network interface (IB-50 or IB-51), "\" cannot be used. If the computer name is different from the domain name, login user name needs to be input by using "@."
(Example: james.smith@abcdnet)

To search for a folder on a PC on the network, select "Search Folder from Network" or "Search Folder by Host Name" [Next].

If you selected "Search Folder from Network" [Next], you can enter the "Domain/Workgroup", and "Host Name" to search PCs on the network for the destination.

If you pressed "Search Folder by Host Name"[Next], you can search all PCs on the network for a destination.

Up to 500 addresses can be displayed. Select the host name (PC name) that you want to specify in the screen that appears, and select [Next]. 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 [Next]. The address of the selected shared folder is set.

Select the folder from the Search Results list.

5 Check the status.

- 1 Check the information.

Change the delay 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 specify a combine total of up to 10 SMB and FTP destination folders.

You can register the entered information in the Address Book by selecting [**Add to Address Book**].



NOTE

If [**Prohibit**] is set to "Broadcast", multiple destinations cannot be entered.

➔ [Broadcast \(page 8-34\)](#)

6 Select [**OK**].

Destinations can be changed later.

➔ [Confirmation Screen of Destinations \(page 5-44\)](#)

7 Select the functions.

Select tabs to display other functions.

➔ [Send \(page 6-5\)](#)

8 Press the [**Start**] key.

Sending starts.

Sending Document to Folder on an FTP Server (Scan to FTP)

Configuring Settings before Sending

Before sending a document, configure the FTP Client (Transmission).

➔ [Protocol Settings \(page 8-54\)](#)

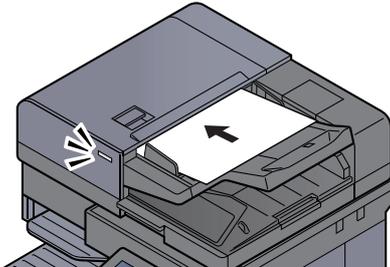
Sending Document to Folder on an FTP Server

When transmitting using wireless LAN, select the interface dedicated to the send function in advance.

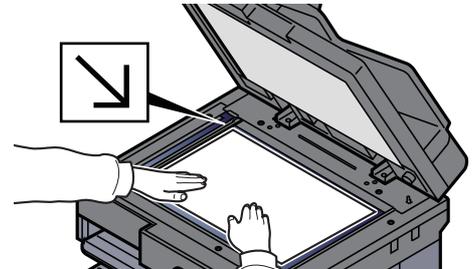
➔ [Primary Network \(Client\) \(page 8-63\)](#)

1 [Home] key > [Send]

2 Place the originals.



➔ [Loading Originals \(page 5-2\)](#)



3 In the basic screen for sending, select [Folder Path Entry].

4 Enter the destination information.

1 Select [FTP].

2 Select the key of each item > enter the destination data > [OK].

➔ [Character Entry Method \(page 11-9\)](#)

The table below lists the items to be set.

| Item | Data to be entered | Max. characters |
|------------------------|---|----------------------|
| Host Name *1 | Host name or IP address of FTP server | Up to 70 characters |
| Path *2 | Path to the receiving folder For example: User\ScanData Otherwise the data will be saved in the home directory. | Up to 128 characters |
| Login User Name | FTP server login user name | Up to 64 characters |
| Login Password | FTP server login password (Case sensitive.) | Up to 64 characters |

*1 You can also specify the port number. Enter the following format separated by a colon.
"Host name: port number" or "IP address: port number"

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

(Example: [2001:db8:a0b:12f0::10]:21)

If the port number is not specified in [Host Name], the default port number is 21.

*2 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.

5 Check the status.

1 Check the information.

Change the delay 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 Address Book**].



NOTE

If [**Prohibit**] is set to "Broadcast", multiple destinations cannot be entered.

➔ [Broadcast \(page 8-34\)](#)

6 Select [OK].

Destinations can be changed later.

➔ [Confirmation Screen of Destinations \(page 5-44\)](#)

7 Select the functions.

Select tabs to display other functions.

➔ [Send \(page 6-5\)](#)

8 Press the [Start] key.

Sending starts.

Scanning using TWAIN or WIA

When transmitting using wireless LAN, select the interface dedicated to the send function in advance.

➔ [Primary Network \(Client\) \(page 8-63\)](#)

Configuring Settings before Sending

Before sending a document, confirm that TWAIN/WIA driver is installed on a computer and the settings are configured.

➔ [Setting TWAIN Driver \(page 2-55\)](#)

➔ [Setting WIA Driver \(page 2-57\)](#)

Scanning Document Using Application

This subsection explains how to scan an original using TWAIN. The WIA driver is used in the same way.

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.

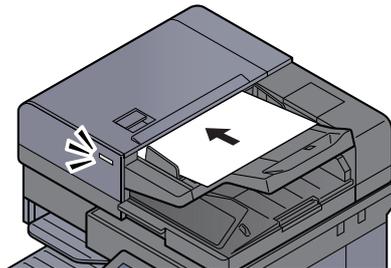
2 Configure the scan settings.

Select scanning settings in the dialog box that opens.

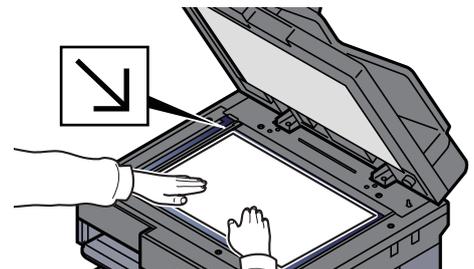
 **NOTE**

For the settings, refer to Help in the dialog box.

3 Place the originals.



➔ [Loading Originals \(page 5-2\)](#)



4 Scan the originals.

Click the [Scan] button. The document data is scanned.

Scanning Document stored in a Custom Box

Follow the steps as below for scanning a document stored in a custom box using the TWAIN driver. When transmitting using wireless LAN, select the interface dedicated to the send function in advance.

➔ [Primary Network \(Client\) \(page 8-63\)](#)

Configuring Settings before Sending

Before sending a document, confirm that TWAIN driver is installed on a computer and the settings are configured.

➔ [Setting TWAIN Driver \(page 2-55\)](#)

Scanning Document Stored in a Box

This subsection explains how to scan an original using an application supporting TWAIN.

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 Display lists of documents.

- 1 Select a custom box stored a document.
If a password has been set for the box, the password entry screen appears. Enter the password and click the **[OK]** button. When you select a box, the document files in the Custom Box appear in "Document List".
- 2 Set how to display the document data. Click the **[Setting]** button to select each item.



NOTE

For the settings, refer to Help in the dialog box.

- 3 Click **[OK]** button.

3 Scan the originals.

- 1 Select the document data to be scanned from "Document List".
Enter the document data name in the Search (Name) to find the data having the same document data name or the document data name with the same beginning.
Click the **[Detail]** button to display the selected document data. When the document data includes multiple pages, select the checkbox beside the pages you want to scan. The selected pages will be scanned.



NOTE

In this case, the scanned page or the selected document data will not be deleted from the Custom Box.

- 2 Click the **[Acquire]** 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.

➔ [WSD Scan \(page 5-31\)](#)

DSM Scan: A scanned document can be automatically saved in any format or sent to any destination by reading a scan process from Active Directory.

➔ [DSM Scan \(page 5-34\)](#)

Scanning with File Management Utility: Scans a document using the settings of File Management Utility and saves it to a specified network folder or PC.

➔ [Scanning with File Management Utility \(page 5-36\)](#)

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 \(Multi Sending\) \(page 5-37\)](#)

Send to Me (E-mail): Sends to the E-mail address of the logged in user when user login is enabled.

➔ [Send to Me \(E-mail\) \(page 5-38\)](#)

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 "WSD Scan" is set to **[On]** in the network settings.
 - ➔ [WSD Scan \(page 8-55\)](#)
- 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.

➔ [Primary Network \(Client\) \(page 8-63\)](#)

Installing the Driver

For Windows 8, Windows 8.1 and Microsoft Windows Server 2012

1 Click [Search] in charms, [Control Panel], and then [View devices and printers].

2 Install the driver.

Click **[Add a device]**. Select the machine's icon and then click **[Next]**.

When the machine's icon is displayed in "Printers" on the **[Devices and Printers]** screen, the installation is completed.

For Windows 7

1 Display [Network] in the Start menu.

Click **[Start]** button on the Windows and then select **[Network]**.

NOTE

When **[Network]** does not appear in the Start menu, perform the following procedure.

- 1** Right-click **[Start]** and click **[Property]** in the menu that appears.
- 2** Select the **[[Start] menu]** tab in the "Task bar and **[Start] menu properties**" screen, and click **[Customize]**.
- 3** When the "Customize **[Start] menu**" screen appears, select the "Network" check box and click **[OK]**.

2 Install the driver.

Right-click the machine's icon and then click **[Install]**.



NOTE

If the "User Account Control" window appears, click **[Continue]**.
If the "Found New Hardware" window appears, click **[Cancel]**.

During the installation, double-click the icon shown on the task bar to display the "Driver Software Installation" screen. When "Your devices are ready to use" is displayed on the [Driver Software Installation] screen, the installation is completed.

For Windows 10

1 Right-click [Start] button on the Windows and select [Control Panel] and then [View devices and printer].

2 Install the driver.

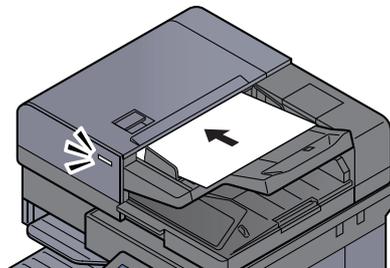
Click **[Add a device]**. Select the machine's icon and then click **[Next]**.

When the machine's icon is displayed in "Printers" on the [Devices and Printers] screen, the installation is completed.

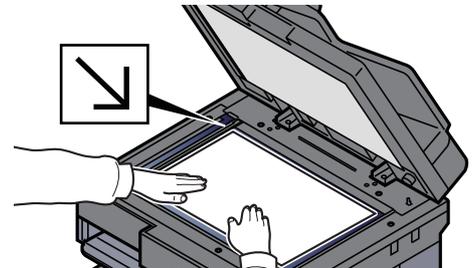
Executing WSD scan

1 [Home] key > [Send]

2 Place the originals.



➔ [Loading Originals \(page 5-2\)](#)



3 Display the screen.

Select **[WSD Scan/DSM Scan]**.

If DSM Scan is set to **[Off]** in the network settings, select **[WSD Scan]** and go to step 4.

➔ [DSM Scan \(page 8-55\)](#)

4 Scan the originals.

Procedure using this machine

1 **[From Operation Panel] > [Next]**

- 2** Select the destination computer > **[OK]**
Select **[Reload]** to reload the computer list.
You can view information on the selected computer by selecting **[Detail]**.
- 3** Set the type of original, file format, etc., as desired.
- 4** Press the **[Start]** key.
Sending begins and the software installed on the computer is activated.

Procedure from Your Computer

- 1** **[From Computer]** > **[Start]**
- 2** Use the software installed on the computer to send the images.

DSM Scan

A scanned document can be automatically saved in any format or sent to any destination by reading a scan process from Active Directory. This function only supports the computers installed Windows Server 2008 R2 or Windows Server 2012.

When transmitting using wireless LAN, select the interface dedicated to the send function in advance.

➔ [Primary Network \(Client\) \(page 8-63\)](#)

Configuring Settings before Sending

If you are performing DSM scan, check the items below.

- The machine is connected to an Active Directory on the network that the scan process can reference.
- "DSM Scan", "LDAP" and "HTTP" are set to [On] in Network.
 - ➔ [Protocol Settings \(page 8-54\)](#)
- "SSL" is set to [On] in Network.
 - ➔ [Security Settings \(page 8-58\)](#)
- [Network Authentication] is set in.
 - ➔ [Enabling User Login Administration \(page 9-3\)](#)

NOTE

If the Active Directory that the scan process can reference is not on the network authentication server, DSM must be set in Command Center RX.

➔ [Command Center RX User Guide](#)

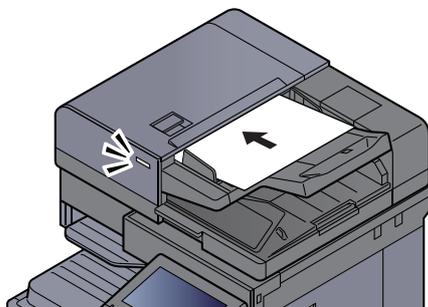
Executing DSM Scan

1 [Home] key > [Send]

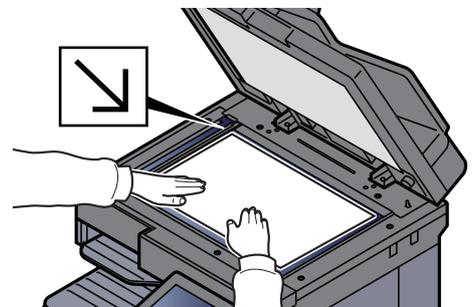
NOTE

Depending on the settings, the address book screen may appear. In this event, select [Cancel] to display the screen for sending.

2 Place the originals.



➔ [Loading Originals \(page 5-2\)](#)



3 Display the screen.

Select **[WSD Scan/DSM Scan]**.

If WSD Scan is set to **[Off]** in the network settings, select **[DSM Scan]** and go to step 5.

➔ [WSD Scan \(page 8-55\)](#)

4 [DSM Scan] > [Next]

5 Select the scan process to be used > [OK].

Select **[Reload]** to reload the computer list.

To check the settings, select **[Detail]**.

6 Change the settings and add destinations as needed.

Only E-mail addresses can be added as destinations.

In the send base screen, select **[Detail/Edit]**, **[Destination]**, and then **[Address Book]** or **[E-mail Addr Entry]**, and add a destination.

In some scan processes, it may not be possible to change settings or add destinations.

7 Press the [Start] key.

Sending starts.

Scanning with File Management Utility

"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" on the provided DVD, and save the image data and scanning information on a specified server or in a specified folder. Unlike regular transmission functions, this application lets you use metadata such as the scan date and time and the data format.

Configuring Settings before Sending

The first time you use FMU Connection, you must activate it in System Menu.

➔ [Application \(page 8-76\)](#)

To use this function, you must install File Management Utility on your computer and configure settings for the multifunction machine to be used, scanning conditions, and the file save location. To install File Management Utility, refer to the following.

➔ [Installing Software \(page 2-45\)](#)



NOTE

For information on using File Management Utility, refer to the following:

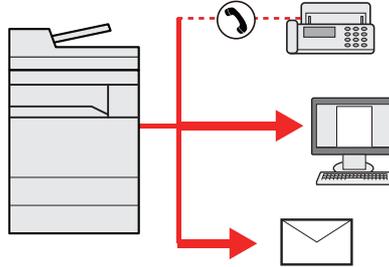
➔ [File Management Utility User Guide](#)

Using FMU Connection to Scan an Original

- 1 Make sure that File Management Utility is running on the computer (or server) on which File Management Utility is installed.**
- 2 Place the original.**
- 3 Select [FMU Connection].**
FMU Connection starts.
- 4 Follow the on-screen instructions to enter the necessary information and select [Next].**
- 5 When the scan settings screen appears, press each item and configure the necessary settings.**
The features that can be set depend on File Management Utility.
- 6 Press the [Start] key.**
Sending starts.

Sending to Different Types of Destinations (Multi Sending)

You can specify destinations that combine E-mail addresses, folders (SMB or FTP), fax numbers and i-FAX. 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 500

However, number of items are restricted for the following sending options.

- E-mail: Up to 100
- Folders (SMP, FTP): Total of 10 SMB and FTP
- i-FAX: Up to 100

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 **[Prohibit]** is set to "Broadcast", multiple destinations cannot be specified.

➔ [Broadcast \(page 8-34\)](#)

Send to Me (E-mail)

When user login is enabled, the document is sent to the E-mail address of the logged in user.

Configuring Settings before Sending

To use this function, configure the followings.

To use this function, the function icon must be displayed in the home screen.

➔ [Editing the Home Screen \(page 2-15\)](#)

An E-mail address must be set in user login for the user who logs in.

➔ [Adding a User \(Local User List\) \(page 9-8\)](#)

Sending a Document to the Mail Address of the Logged In User

- 1 Select [Home] key.**
- 2 Select [Send to Me (E-mail)].**

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 \(page 5-40\)](#)
- 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 the One Touch Key \(page 5-42\)](#)
- Choosing from the Speed Dial
 - ➔ [Choosing from the Speed Dial \(page 5-42\)](#)
- Choosing from the FAX
 - ➔ **FAX Operation Guide**



NOTE

- You can set the machine up so that the address book screen appears when you select the **[Send]** key.
 - ➔ [Default Screen \(page 8-33\)](#)
- 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.

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 \(page 3-23\)](#)

1 In the basic 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. The selected destinations are indicated by a checkmark in the check box. To use an address book on the LDAP server, select "Addr Book" **[Ext Address Book]**.

You can change the order in which the destinations are listed by selecting **[Name]** or **[No.]** from the "Sort".



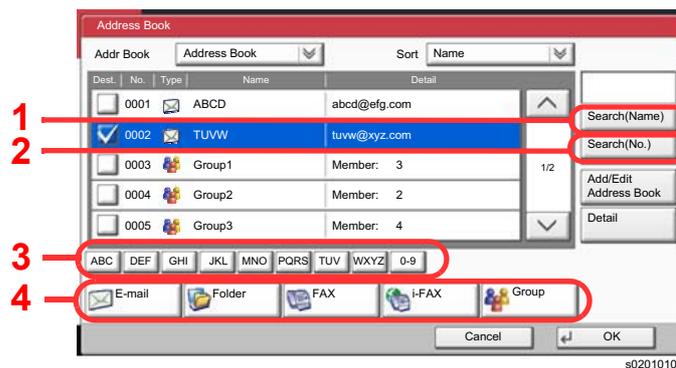
NOTE

- To deselect, select the checkbox again and remove the checkmark.
- If **[Prohibit]** is set to "Broadcast", multiple destinations cannot be selected. This also applies to a group in which multiple destinations are registered.

➔ [Broadcast \(page 8-34\)](#)

Destination Search

Destinations registered in the Address Book can be searched. Advanced search by type or by initial letter is also available.



| Keys used | Search type | Subjects searched |
|-----------|-----------------------------------|--|
| 1 | Search by name | Search by registered name. |
| 2 | Search by number | Search by registered address number. |
| 3 | Advanced search by initial letter | Advanced search by initial letter of registered name. |
| 4 | Advanced search by destination | Advanced search by type of registered destination (E-mail, Folder (SMB/FTP), FAX, i-FAX or Group). (FAX: Only when the optional FAX Kit is installed. i-FAX: Only when the optional Internet FAX Kit is activated.) You can set this function up so that destination types are selected when the address book is displayed. For details, refer to the following: ➔ Narrow Down (page 8-69) |

3 Accept the destination > [OK]

Destinations can be changed later.

➔ [Confirmation Screen of Destinations \(page 5-44\)](#)



NOTE

- To delete the destination, select the destination you want to delete and select **[Delete]**.
- You can set the default "Sort" settings.

➔ [Sort \(page 8-69\)](#)

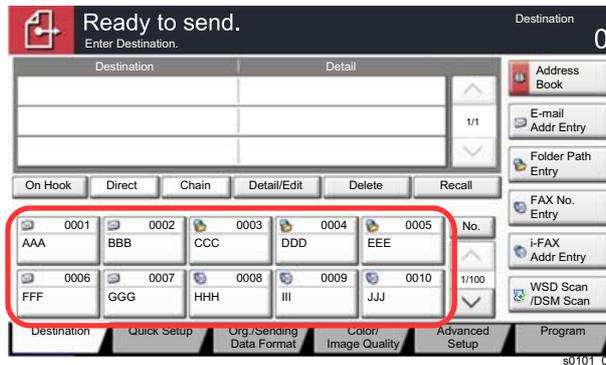
Choosing from the One Touch Key

In the basic screen for sending, select the One Touch Keys where the destination is registered.

NOTE

If the One Touch Keys for the desired destination is hidden on the touch panel, select [\wedge] or [\vee] to scroll and view next or previous One Touch Keys. 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 \(One Touch Key\) \(page 3-30\)](#)



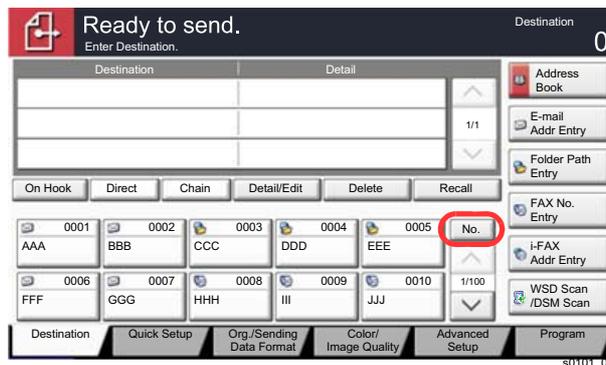
Choosing from the Speed Dial

Access the destination by specifying the 4-digit (0001 to 1000) One Touch Key number (speed dial).

In the basic screen for sending, select [**No.**] or the Quick No. Search key on the numeric keypad and use the numeric keys to enter the speed dial number in the numeric entry screen.

NOTE

If you entered the speed dial in 1 to 3-digit, select [**OK**].



Checking and Editing Destinations

1 Display the screen.

Specify the destination.

➔ [Specifying Destination \(page 5-40\)](#)

2 Check and edit the destination.

Select a destination and select [**Detail/Edit**] to check it. The entered addresses can be edited if they have been specified.

Select a destination and select [**Delete**] to remove the destination from the list.



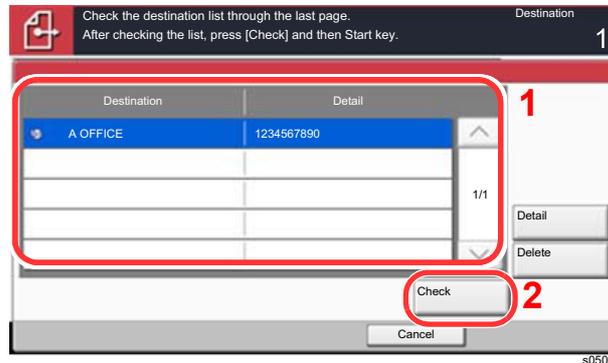
NOTE

- When selecting [**On**] for Entry Check for New Destination, the confirmation screen appears. Enter the same destination again, and select [**OK**].
 - ➔ [Entry Check for New Dest. \(page 8-33\)](#)
- When selecting [**On**] for Destination Check before Send, the confirmation screen appears after pressing the [**Start**] key.
 - ➔ [Dest. Check before Send \(page 8-33\)](#)
 - ➔ [Confirmation Screen of Destinations \(page 5-44\)](#)

Confirmation Screen of Destinations

When selecting [**On**] for Destination Check before Send, the confirmation screen of destinations appears after pressing the [**Start**] key.

➔ [Dest. Check before Send \(page 8-33\)](#)



1 Select [\checkmark] or [\wedge] to confirm all destination.

Selecting [**Detail**] shows the detailed information of the selected destination.

To delete the destination, select the destination you want to delete > [**Delete**] > [**Yes**]

To add the destination, select [**Cancel**] 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.

Recall

Recall is a function allowing you to send the last entered destination once again. When you want to send the image to the same destination, select **[Recall]**, and you can call the destination you sent on 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

- When **[On]** is selected in "Dest. Check before Send", a destination confirmation screen is displayed when you press the **[Start]** key.
 - ➔ [Confirmation Screen of Destinations \(page 5-44\)](#)
- 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 optional FAX Kit is required in order to make use of FAX functionality.

➔ **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 available Document Boxes are as follows: Custom Box, Job Box, Removable Memory Box, and Fax Box.

What is Custom Box?

Custom Box is a component box which you can create within the Document Box and store data for later retrieval. You can create or delete a Custom Box.

The following operations are possible:

- Creating a new Custom Box
- Printing Document in a Custom Box
- Saving scanned documents to a Custom Box
- Sending Documents in a Custom Box
- Editing Documents in a Custom Box
- Deleting Documents in a Custom Box



NOTE

The operation on Custom Box you perform from operation panel can also be made using Command Center RX.

➔ [Command Center RX User Guide](#)

What is Job Box?

Job Box is a generic name for the "Private Print/Stored Job Box", "Quick Copy/Proof and Hold Box", "Repeat Copy Box", and "Form for Form Overlay 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 \(page 8-38\)](#)
- For details on operating the Job Box, refer to the following:
 - ➔ [Printing Data Saved in the Printer \(page 4-12\)](#)

Repeat Copy Box

Repeat Copy feature stores the copied original document data in the Job Box and allows you to print additional copies later. By default, up to 32 documents can be stored. When power is turned off, all stored jobs will be deleted.

➔ [Outputting Repeat Copy Jobs \(page 5-62\)](#)



NOTE

Repeat Copy function is not available when the optional Data Security Kit is installed.

Form for Form Overlay Box

Image Overlay feature copies the original document overlaid with a form or image. This Job Box is used to store the forms or images for overlaying.

➔ [Form for Form Overlay \(page 5-62\)](#)

What is Removable Memory Box?

A USB memory stick can be connected to the USB memory slot on the machine to print a saved file. You can print data directly from the USB memory without a PC. Image files scanned using this machine can also be saved to USB memory in the PDF, TIFF, JPEG, XPS, OpenXPS, high compression PDF, Word, Excel or PowerPoint format (Scan to USB).



NOTE

Word, Excel and PowerPoint will be saved in a Microsoft Office 2007 or later file format.

Fax Box

Fax Box store the fax data. The optional FAX Kit is required in order to make use of FAX functionality.

➔ [FAX Operation Guide](#)

Basic Operation for Document Box

This section explains basic operations for document boxes, using examples where tasks are carried out with custom boxes.

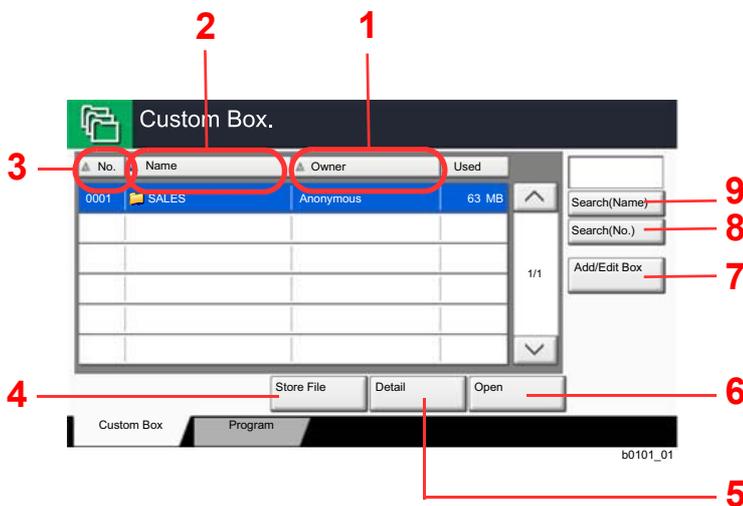


NOTE

In the following explanation, it is assumed that user login administration is enabled. For details on User Logon privileges, refer to the following:

➔ [Editing Custom Box \(page 5-53\)](#)

Box List

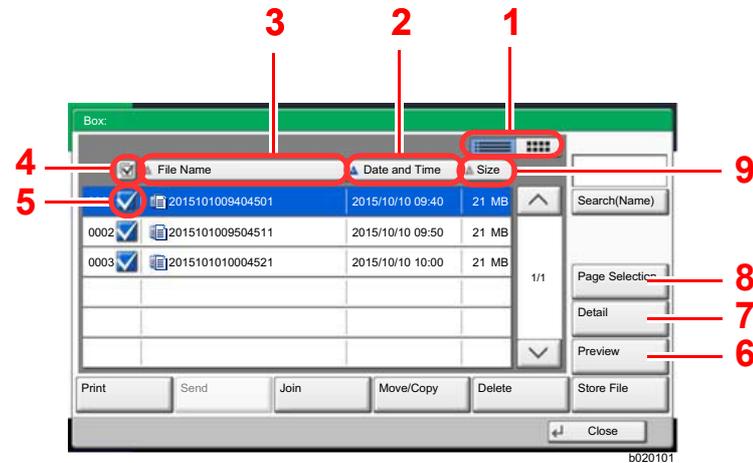


- 1 Listing the boxes by owner in alphabetical order.
- 2 Listing the boxes by name in alphabetical order.
- 3 Listing the boxes by number in ascending/descending order.
- 4 Saves the document in the selected box.
- 5 Displays the details for the selected box.
- 6 Opens the selected box.
- 7 Registers new boxes and checks, modifies or deletes box information.
- 8 A box can be searched for by Box No.
- 9 A box can be searched for by Box Name.

Document List

The document list is a list of the documents stored in the custom box. Documents can be listed either by name or as thumbnails. The list can be used as shown below.

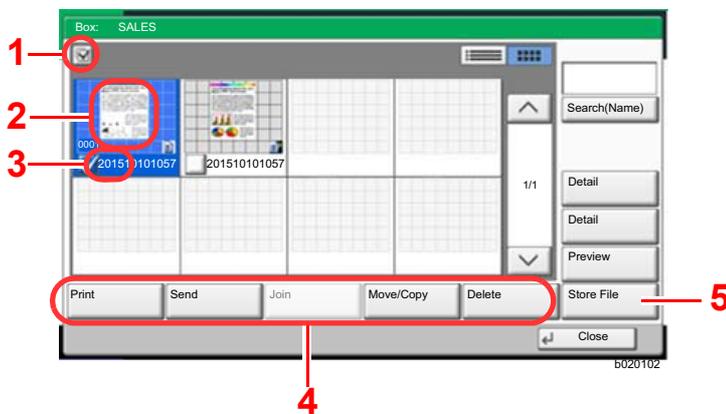
List



- 1 Switches between list display and thumbnail display.
- 2 Listing the documents by time of update in ascending/descending order.
- 3 Listing the documents by name in alphabetical order.
- 4 Selecting more than one document at a time.
- 5 Selecting documents by checking checkboxes.
- 6 Previews the selected document.
- 7 Select a document in the Document List and select [**Detail**] to display the details for the selected document.
- 8 Select a document in the Document List and select [**Page Selection**] to display the selected document.
- 9 Listing the documents by size in ascending/ descending order.



Thumbnail



- 1 Selecting more than one document at a time.
- 2 Highlighting a document to display its details with [**Detail**].
- 3 Selecting documents by checking checkboxes.
- 4 Prints, sends, joins, moves, copies or deletes the selected documents.
- 5 Saves the document in the open box.



NOTE

You can select multiple documents by pressing the respective document checkboxes. However, note that you cannot select multiple documents when you are sending documents.

Viewing Box Details

- 1 Select [Add/Edit Box] in the box list screen.**
- 2 Highlight the box whose box details you wish to check and select [Detail/Edit].**



NOTE

If a custom box is protected by a password, enter the correct password.

- 3 Check the box details.**
- 4 [Cancel] > [Close]**
The display returns to the default Document Box screen.

Editing Box Details

- 1 Select [Add/Edit Box] in the box list screen.**
- 2 Highlight the box whose box details you wish to check and select [Detail/Edit].**



NOTE

If a custom box is protected by a password, enter the correct password.

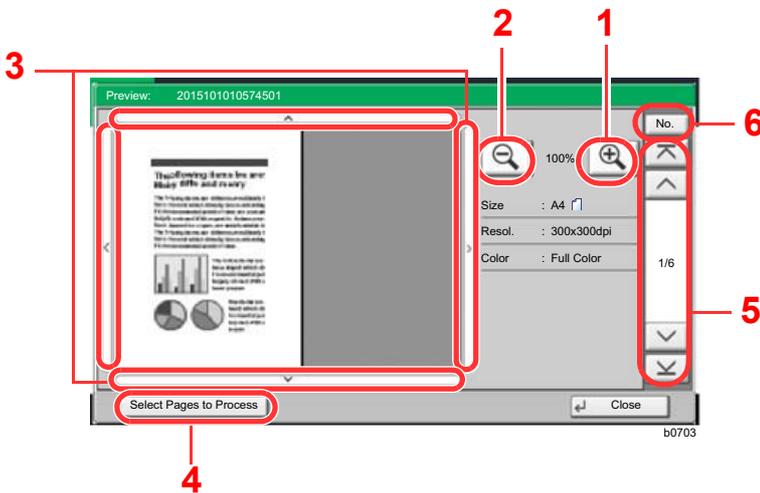
- 3 Check the box details.**
To edit details, select [Change] of the detail you wish to edit. Edit the detail as desired and select [OK].
- 4 If you have changed the details, select [Save] and then select [Yes] in the confirmation screen.**
If you do not change the details, select [No].
- 5 Select [Close].**
The display returns to the default Document Box screen.

Previewing Documents/Checking Document Details

1 Select (highlight) a document to preview and then select [Preview] or [Detail].

2 Preview the document or check the document details.

The operations available in the preview screen are shown below.



- 1 Zoom in.
- 2 Zoom out.
- 3 When you have zoomed in, you can use these keys to move the displayed area.
- 4 Press to select any page of the open document and print, send or copy to removable memory.
 - ➔ [Selecting a page \(page 5-51\)](#)
- 5 In multiple-page documents, you can use these buttons to change pages.
- 6 In multiple-page documents, you can change pages by entering the desired page number.



NOTE

The preview display can be controlled by moving your finger(s) on the touch panel.

➔ [Original Preview \(page 2-20\)](#)

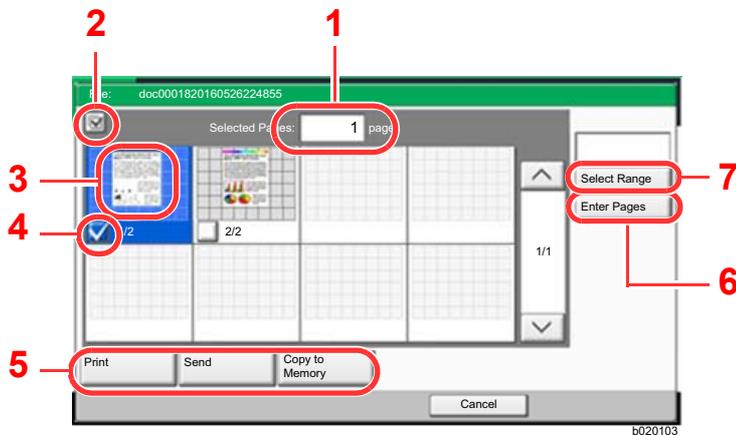
3 Confirm the document(s) and select [Close].

Selecting a page

When printing, sending, or copying a document within a Custom Box, you can specify any pages at will.

Select **[Page Selection]** in the document list screen of the Custom Box, or **[Select Pages to Process]** in the Preview screen, to display the page selection screen.

Select the pages you want to work with, and select **[Print]**, **[Send]**, or **[Copy to Memory]**.



- 1 Displaying the number of pages selected.
- 2 Selecting more than one document at a time.
- 3 Highlighting the selected document.
- 4 Selecting documents by checking checkboxes.
- 5 Selected pages can be printed, sent, or copied to custom box.
- 6 You can specify the pages you want to select by selecting **[Enter Pages]**.
- 7 You can specify a range of selection by selecting **[Select Range]**.

➔ [Printing Documents in Custom Box \(page 5-55\)](#)

➔ [Sending Documents in Custom Box \(page 5-57\)](#)

➔ [Moving Documents in Custom Box \(page 5-58\)](#)

Creating a New Custom Box

NOTE

- If user login administration is enabled, you can only change the settings by logging in with administrator privileges. The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- If user login administration is enabled, log in with administrator privileges to perform the following operations. They cannot be performed with user privileges.
 - Creating a box
 - Deleting a box of which owner is another user.

1 Display the screen.

- [Home] key > [Custom Box] > [Add/Edit Box]

2 Register the Custom Box.

- [Add] > Enter the information for each item > [OK]

The table below lists the items to be set.

| Item | Description |
|--------------------------------|--|
| Box No. | Enter the box number by selecting [+], [-] or number keys. The box number can be from 0001 to 1000. A Custom Box should have a unique number. If you enter 0000, the smallest number available will be automatically assigned. |
| Box Name | Enter a box name consisting of up to 32 characters. ➔ Character Entry Method (page 11-9) |
| Owner^{*1} | Set the owner of the box. Select the owner from the user list that appears. |
| Permission^{*2} | Select whether to share the box. |
| Box Password | User access to the box can be restricted by specifying a password to protect the box. Entering a password is not mandatory. Enter the same password of up to 16 characters in both [Password] and [Confirm Password]. This can be set if [Shared] is selected in Permission. |
| Usage Restriction | The usage for a box can be restricted. To enable a capacity restriction enter a value for the storage capacity of the Custom Box in megabytes by selecting [-], [+] or number keys. You can enter a limit between 1 and 30,000 (MB). |
| Auto File Deletion | Automatically deletes stored documents after a set period of time. Select [On] to enable automatic deletion and then use [+] and [-] or the numeric keys to enter the number of days for which documents are stored. You can enter any number between 1 and 31 (day(s)). To disable automatic file deletion, select [Off]. |

| Item | Description |
|-----------------------------|---|
| Free Space | Displays the free space on the box. |
| Overwrite Setting | Specifies whether or not old stored documents are overwritten when new documents are stored. To overwrite old documents, select [Permit] . To retain old documents, select [Prohibit] . |
| Delete after Printed | Automatically delete a document from the box once printing is complete. To delete the document, select [On] . To retain the document, select [Off] . |

*1 Displayed when the user login administration is enabled.

*2 Not displayed when "Owner" is set to **[No Owner]**.

2 Select **[Add]**.

The Custom Box is created.

Editing Custom Box

1 Display the screen.

[Home] key > [Custom Box] > [Add/Edit Box]

2 Edit the custom box.

1 Select the box > **[Detail/Edit]** > Enter the information for each item > **[OK]** > **[Edit]**

NOTE

- When you have logged in as a user, you can only edit a box whose owner is set to that user.
- When you have logged in as administrator, you can edit all boxes.

When user login administration is enabled, the settings that can be changed varies depending on the privileges of the logged in user.

| Privileges | Settings that can be changed |
|----------------------|------------------------------|
| Administrator | Box Name |
| | Box No. |
| | Owner |
| | Permission |
| | Box Password |
| | Usage Restriction |
| | Auto File Deletion |
| | Overwrite Setting |
| Delete after Printed | |

| Privileges | Settings that can be changed |
|------------|------------------------------|
| User | Box Name |
| | Box Password |
| | Permission |
| | Auto File Deletion |
| | Overwrite Setting |
| | Delete after Printed |

➔ [Creating a New Custom Box \(page 5-52\)](#)

3 **[Save] > [Close]**

The display returns to the default Document Box screen.

Deleting Custom Box

1 **Display the screen.**

[Home] key > [Custom Box] > [Detail/Edit]

2 **Delete the custom box.**

Select the box > [Delete] > [Yes]



NOTE

- When you have logged in as a user, you can only delete a box whose owner is set to that user.
- When you have logged in as administrator, you can edit all boxes.

Storing Documents to a Custom Box

Custom box stores the print data which is sent from a PC. For the operation of the printing from the PC, refer to the following:

➔ **Printer Driver User Guide**

Printing Documents in Custom Box

1 Display the screen.

- 1 [Home] key > [Custom Box]
- 2 Select the box containing the document you want to print.



NOTE

If a custom box is protected by a password, enter the correct password.

- 3 Select [Open].

2 Print the document.

- 1 Select the document in the list that you want to print by selecting the checkbox.
The document is marked with a checkmark.



NOTE

To deselect, select the checkbox again and remove the checkmark.

- 2 Select [Print].
- 3 Set the paper selection, duplex printing, etc., as desired.

For the features that can be selected, refer to the following:

➔ [Custom Box \(Store File, Printing, Send\) \(page 6-8\)](#)



NOTE

Select the [Program] tab when registering or recalling programs.

➔ [Registering Programs \(page 5-10\)](#)

➔ [Recalling Programs \(page 5-10\)](#)

If a document stored from a computer is selected, the print settings selection screen appears.

- To use the settings used at the time of printing (when the document was saved), select [Print As Is]. Select [Start Print] to start printing.
- To change the print settings, select [Print after Change Settings] and change the print settings.
After a document saved in the machine is selected, the [Use File Settings] key 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 [Print after Change Settings].

- 4 Press the [Start] key.

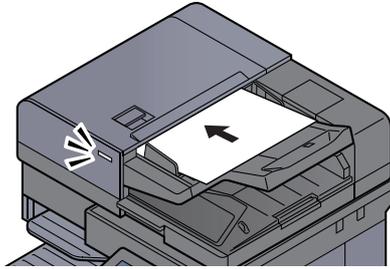
Printing of the selected document begins.

Saving Scanned Documents to a Custom Box

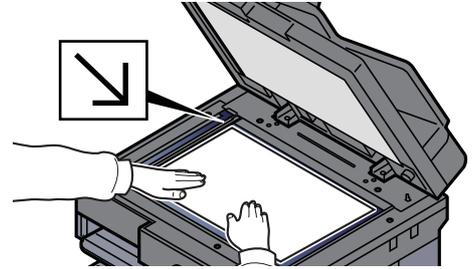
1 Display the screen.

[Home] key > [Custom Box]

2 Place the originals.



➔ [Loading Originals \(page 5-2\)](#)



3 Store the document.

1 Select the box > [Store File]

2 Select the functions.

To configure the settings for functions, select the function key. By selecting [tabs], other selectable functions will be shown as a list.

➔ [Custom Box \(Store File, Printing, Send\) \(page 6-8\)](#)

NOTE

- Enter up to 32 characters as the file name.
- Select the [Program] tab when registering or recalling programs.

➔ [Registering Programs \(page 5-10\)](#)

➔ [Recalling Programs \(page 5-10\)](#)

3 Press the [Start] key.

The original is scanned and the data is stored in the specified Custom Box.

Sending Documents in Custom Box

When transmitting using wireless LAN, select the interface dedicated to the send function in advance.

➔ [Primary Network \(Client\) \(page 8-63\)](#)

1 Display the screen.

[Home] key > [Custom Box] > Select the box > [Open]



NOTE

If a custom box is protected by a password, enter the correct password.

2 Send the document.

1 Select the document you wish to send by checking the checkbox.

The document is marked with a checkmark.



NOTE

You cannot select and send multiple documents.
To deselect, press the checkbox again and remove the checkmark.

2 Select [Send].



NOTE

Depending on the settings, the address book screen may appear.

3 Set the destination.

For more information on selecting destinations, refer to the following:

➔ [Specifying Destination \(page 5-40\)](#)

4 Set the sending size, original image, etc., as desired.

For the features that can be set, refer to the following:

➔ [Custom Box \(Store File, Printing, Send\) \(page 6-8\)](#)



NOTE

Select the [Program] tab when registering or recalling programs.

➔ [Registering Programs \(page 5-10\)](#)

➔ [Recalling Programs \(page 5-10\)](#)

5 Press the [Start] key.

Sending of the selected document begins.

Sending Documents in Custom Box to E-mail Address of Logged In User.

When user login is enabled, documents in the custom box are sent to the E-mail address of the logged in user.

Setting before send

Before using this function, the following are necessary.

- The function icon must be displayed in the home screen.
 - ➔ [Editing the Home Screen \(page 2-15\)](#)
- An E-mail address must be set in user login for the user who logs in.
 - ➔ [Adding a User \(Local User List\) \(page 9-8\)](#)

Sending to the E-mail address of the logged in user.

When user login is enabled, documents in the custom box are sent to the E-mail address of the logged in user.

Send to the E-mail address of the logged in user. The procedure is as follows.

- 1 Select [Home] key.**
- 2 Select [Send to Me from BOX (E-mail)].**



NOTE

When this function is used, functions other than transmission cannot be used.

Moving Documents in Custom Box

- 1 Display the screen.**

[Home] key > [Custom Box] > Select the box > [Open]



NOTE

If a custom box is protected by a password, enter the correct password.

- 2 Move the documents.**

- 1** Select the document in the list that you want to move by selecting the checkbox.

The document is marked with a checkmark.



NOTE

To deselect, select the checkbox again and remove the checkmark.

- 2** [Move/Copy] > [Move to Custom Box] > [Next] > select the destination of move > [Move/Copy] > [OK]

The selected document is moved.



NOTE

If the box to which the document is to be moved is protected by a password, enter the correct password.

Copying Documents in Custom Box into Other Boxes

1 Display the screen.

[Home] key > [Custom Box] > Select the box > [Open]



NOTE

If a custom box is protected by a password, enter the correct password.

2 Copy the documents.

- 1 Select the document in the list that you want to copy by selecting the checkbox.

The document is marked with a checkmark.



NOTE

To deselect, select the checkbox again and remove the checkmark.

- 2 [Move/Copy] > [Copy to Custom Box] > [Next] > select the destination of copy > [Copy] > [OK]

The selected document is copied.



NOTE

If the box to which the document is to be copied is protected by a password, enter the correct password.

Copying Documents in Custom Box to Removable Memory

1 Display the screen.

[Home] key > [Custom Box] > Select the box > [Open]



NOTE

If a custom box is protected by a password, enter the correct password.

2 Copy the documents.

- 1 Select the document in the list that you want to copy by selecting the checkbox.

The document is marked with a checkmark.



NOTE

To deselect, select the checkbox again and remove the checkmark.

- 2 [Move/Copy] > [Copy to Removable Memory] > [Next] > select the destination of copy > [Next] > [Copy] > [OK]

The selected document is copied.

Joining Documents in Custom Box

You can join documents within a custom box into one file.

NOTE

You can only join a document to other documents in the same custom box. If necessary, move the documents to be joined beforehand.

1 Display the screen.

[Home] key > [Custom Box] > Select the box > [Open]

NOTE

If a custom box is protected by a password, enter the correct password.

2 Join the document.

- 1 Select the documents in the list that you wish to join by selecting the checkbox.

The document is marked with a checkmark.

You can join up to 10 documents.

NOTE

To deselect, select the checkbox again and remove the checkmark.

- 2 Select [Join].

- 3 Arrange the documents into the order in which they are to be joined.

Highlight the document you want to rearrange and select [Up] or [Down] to move it to the correct place in the sequence.

- 4 [Next] > [File Name] > Enter the file name for the joined document > [OK]

NOTE

Enter up to 64 characters as the file name.

- 5 [Join] > [Yes]

The documents are joined.

NOTE

After joining, the original documents are left unchanged. Delete the documents if they are no longer needed.

Deleting Documents in Custom Box

1 Display the screen.

- 1 [Home] key > [Custom Box]
- 2 Select the box containing the document > [Open]



NOTE

If a custom box is protected by a password, enter the correct password.

2 Delete the document.

- 1 Select the document in the list that you want to delete by selecting the checkbox.
The document is marked with a checkmark.



NOTE

- [Delete] is disabled until a document is selected.
- To deselect, select the checkbox again and remove the checkmark.

- 2 [Delete] > [Yes]

The document is deleted.

Job Box

This section explains the Repeat Copy Box and the Form for Form Overlay Box. For Private Print/Stored Job Box and Quick Copy/Proof and Hold Box, refer to the following:

➔ [Printing Data Saved in the Printer \(page 4-12\)](#)

Outputting Repeat Copy Jobs

Repeat Copy feature stores the copied original document data in the Job Box and allows you to print additional copies later. By default, up to 32 documents can be stored. When power is turned off, all stored jobs will be deleted. This section explains how to print documents saved by the Repeat Copy function.

➔ [Repeat Copy \(page 6-64\)](#)

1 Display the screen.

1 [Home] key > [Job Box]

2 [Repeat Copy] > [Open]

2 Print the document.

1 Select the document to print > [Print]

If the document is protected by a password, enter the password using the numeric keys.

2 Specify the number of copies to print as desired > [Start Print]

Printing begins.

The Repeat Copy box job will be deleted when the power switch is turned off.

Form for Form Overlay

Image Overlay feature copies the original document overlaid with a form or image. This Job Box is used to store the forms or images for overlaying.

Storing a Form

You can store forms to be used for the form overlay in the job box. One page can be registered in one form.

1 Place the original.

2 Display the screen.

1 [Home] key > [Job Box]

2 [Form for Form Overlay] > [Open]

3 Store the forms.

1 Select [Store File].

2 If necessary, select the image quality of original, scanning density, etc. before the original is scanned.

3 Press the [Start] key.

The original is scanned and stored in the [Form for Form Overlay] box.

Deleting a Form Stored

You can delete the form stored in the job box

1 Display the screen.

1 [Home] key > [Job Box]

2 [Form for Form Overlay] > [Open]

2 Delete the forms.

Select the form to delete > [Delete] > [Yes]

The form is deleted.

Operating using Removable USB Memory

Plugging USB memory directly into the machine enables you to quickly and easily print the files stored in the USB memory 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 memory connected to the machine.

The following file types can be stored:

- PDF file format
- TIFF file format
- JPEG file format
- XPS file format
- OpenXPS file format
- High-compression PDF file format
- Word file format
- Excel file format
- PowerPoint 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 Memory

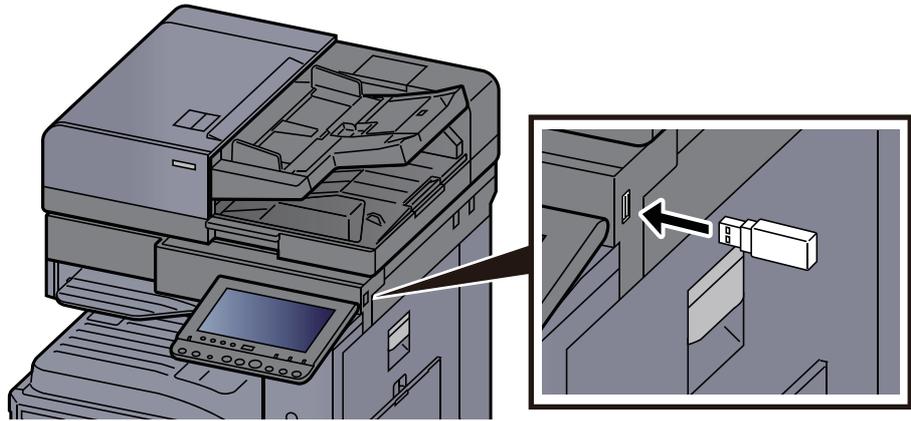


NOTE

- PDF files you wish to print should have an extension (.pdf).
- Files to be printed should be saved no further down than the top 3 folder levels, including the root folder.
- Use USB memory properly formatted by this machine.
- Plug the USB memory directly into the USB Memory Slot.

1 Plug the USB memory.

- 1 Plug the USB memory into the USB Memory Slot.



- 2 When the machine reads the USB memory, "Removable Memory is recognized. Displaying files. Are you sure?" may appear. Select **[Yes]**.

Displays the removable memory screen.

 **NOTE**

If the message does not appear, select **[Removable Memory]** on the Home screen.

2 Print the document.

- 1 Select the folder containing the file to be printed.

The machine will display documents in the top 3 folder levels, including the root folder.

 **NOTE**

- 1,000 documents can be displayed.
- To return to a higher level folder, select **[Back]**.

- 2 Select the file to be printed > **[Print]**
- 3 Change the number of copies, duplex printing, etc. as desired.

For the features that can be selected, refer to the following:

➔ [Removable Memory \(Store File, Printing Documents\) \(page 6-14\)](#)

 **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, press **[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.

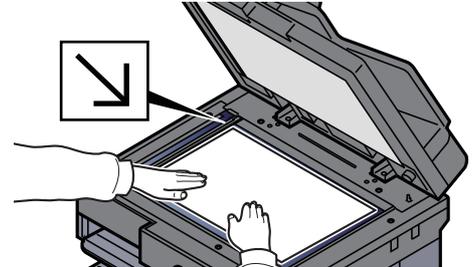
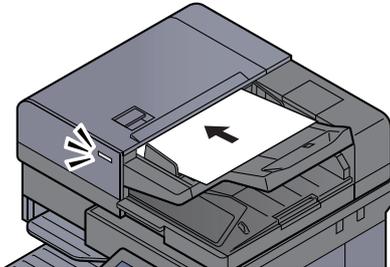
Saving Documents to USB Memory (Scan to USB)

You can store scanned documents to a removal USB memory.

NOTE

The maximum number of the storable files is 1,000.

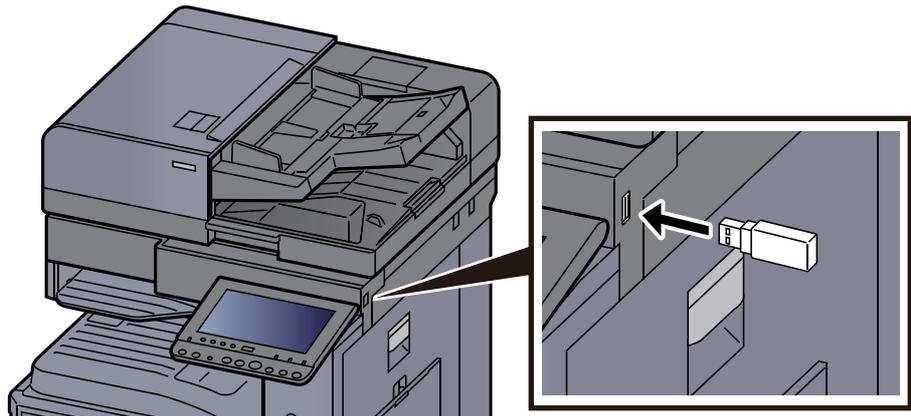
1 Place the originals.



➔ [Loading Originals \(page 5-2\)](#)

2 Plug the USB memory.

- 1 Plug the USB memory into the USB Memory Slot.



- 2 When the machine reads the USB memory, "Removable Memory is recognized. Displaying files. Are you sure?" may appear. Select [**Yes**] to display the removable memory screen.

Displays the Removable Memory screen.

NOTE

If the message does not appear, select [**Removable Memory**] on the Home screen.

3 Store the document.

- 1 Select the folder where the file will be stored > [**Open**].
The machine will display the top 3 folder levels, including the root folder.
- 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:
➔ [Removable Memory \(Store File, Printing Documents\) \(page 6-14\)](#)
- 4 Check the storing image.

- 5 Press the **[Start]** key.

The original is scanned and the data is stored in the USB memory.

Check the USB Memory Information

- 1 **In the removable memory screen, select [Memory Information].**
- 2 **Once you confirm the information, select [Close].**

Removing USB Memory

IMPORTANT

Be sure to follow the proper procedure to avoid damaging the data or USB memory.

- 1 **Display the screen.**
- 2 **Select [Remove Memory].**

[Home] key > [Remove Memory]

Select **[OK]**, and remove the USB memory after "Removable Memory can be safely removed." is displayed.



NOTE

USB memory can also be removed after checking the status of the device.

➔ [Device/Communication \(page 7-13\)](#)

Using the Internet Browser

If the machine is connected to the network, you can browse the Internet on the touch panel.



NOTE

To use the internet browser, "Internet Browser Setting" must be set to **[On]** in Internet.

➔ [Internet \(page 8-76\)](#)

Launching and Exiting the Browser

Display the screen.

- 1 **[Home]** key > **[Internet Browser]**

The Internet browser starts up.

- 2 Use the browser screen to browse web pages.

For information on how to use the browser screen, refer to the following:

➔ [Using the Browser Screen \(page 5-69\)](#)

- 3 To exit the browser, select **[X]** (Close) and then select **[Yes]** in the exit confirmation screen.



NOTE

You can specify preferences such as the way the Internet browser screen is displayed.

➔ [Browser Environment \(page 8-76\)](#)

Using the Browser Screen

The operations available in the Internet browser screen are shown below.



- 1 **Title bar:** Displays the page title.
- 2 **Text box:** Pressing the text box displays a keyboard that allows you to type text.
- 3 **Close:** Closes the Internet browser and returns you to the application list screen.
- 4 **Scroll bars:** These allow you to scroll the displayed page up, down, left and right by selecting [\wedge], [\vee], [\lt] or [\gt] or by moving one of the slide bars with your finger.
- 5 **Back/Forward:** Displays the previous page or the next page.
- 6 **Reload:** Updates the page.
- 7 **Home page:** Displays your specified home page. You can set your home page.
➔ [Browser Environment \(page 8-76\)](#).
- 8 **Enter URL:** Use this to display a desired web page by entering the URL for that page.
- 9 **Search (Search Internet/Retrieval in page):** Displays a search menu in which you can select "Retrieval in page" or an Internet search site.
Search Internet: Use the selected search site to search with the entered keyword.
Retrieval in page: Search from the entered keyword in the currently displayed page. You can continue your search by selecting [**SearchUp**] or [**SearchDown**].
- 10 **Menu:** Displays the browser setup menu. You can use this menu to specify the browser's display magnification, set the text encoding scheme and check the server certificate.
- 11 **Loader/Progress bar:** Shows the status of page loading. When the browser is loading a web page, the loader changes to an animated display.
- 12 **Security lock icon:** Displayed when you are viewing a protected page.



NOTE

Selecting the [**Reset**] key while the Internet browser is displayed will exit the browser and return you to the application list screen without displaying the browser exit.

Manual Staple

You can staple copied paper manually without any print operation. It is useful when you have forgotten to set the staple sort mode before starting copying, or when you want to staple originals.

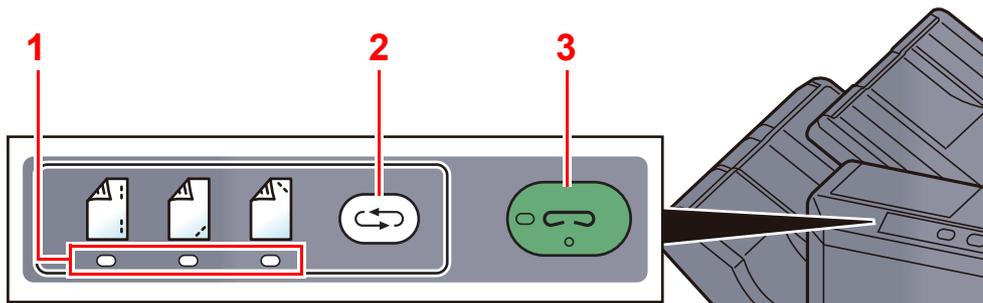
 **NOTE**

- This function requires the optional Document Finisher:
 - ➔ [3,000-Sheet Finisher \(page 11-25\)](#)
- If there are no staples when manual stapling is performed, the stapling position lamps and stapling position key LEDs all blink. Add staples.
 - ➔ [Replacing Staples \(3,000-Sheet Finisher\) \(page 10-11\)](#)
- Manual stapling cannot be executed when the machine is in operation.

Maximum number of sheets available for manual stapling

| Paper size | Paper weight |
|-------------------------------------|---|
| | 52 - 90 g/m ² (14.0 - 24.0 lb. Bond) |
| A4, A4-R, B5, Letter, Letter-R, 16K | 65 sheets |
| A3, B4, Folio, Ledger | 30 sheets |

Use the keys on the control section of the Finisher (optional) for manual stapling.



1 Press the stapling position key on the stapling control section.

The shutter of the paper exit area is opened and this equipment enters into the manual staple mode.

2 Set the staple position.

Press the stapling position key to select the stapling position (Back  / Front  / 2 Points .

Operation is not possible while the stapling position lamps are blinking. Operate after the lamps light solidly.

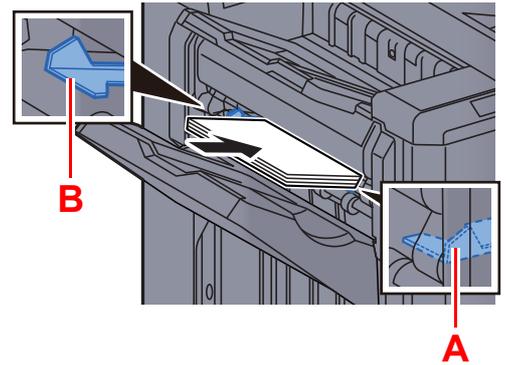
3 Load the paper.

Straighten the edges of the paper well and place the paper front side down in the shutter opening of the output unit.

If the near side of the paper () will be stapled, place the paper against the front guide (A).

If the far side of the paper () will be stapled, place the paper against the back guide (B).

If the edge of the paper () will be stapled at two points, place the paper with the center aligned to the center point between the two side guides (A and B).



CAUTION

Do not insert your hand inside the open shutter.



NOTE

- Press the stapling position key before you place the paper. Once the paper is placed, the stapling position key cannot be used.
- The stapling lamp lights when the paper is properly placed. If it does not light, replace the paper.

4 Staple the paper.

Let go of the paper, and then press the stapling key.

Stapling starts. Stapling finishes and the output is delivered to tray.



CAUTION

Be sure that your hands are away from the paper while stapling is in progress.

Finishing the manual staple mode

Press the stapling position key several times until the stapling position lamps turn off. The shutter of the paper exit area closes. It means that manual stapling is finished.

If no operation is performed for approx. 10 seconds, the manual staple mode will be automatically finished.



NOTE

The time after which manual staple mode is automatically exited can be changed.

➔ [Manual Staple \(page 8-28\)](#)

6 Using Various Functions

This chapter explains the following topics:

| | | | |
|--|------|--------------------------------------|------|
| Functions Available on the Machine | 6-2 | Negative Image | 6-62 |
| About Functions Available on the | | Mirror Image | 6-62 |
| Machine | 6-2 | Job Finish Notice | 6-62 |
| How to Select Functions | 6-2 | File Name Entry | 6-63 |
| Copy | 6-2 | Priority Override | 6-63 |
| Send | 6-5 | Repeat Copy | 6-64 |
| Custom Box (Store File, Printing, | | DP Read Action | 6-65 |
| Send) | 6-8 | Skip Blank Page | 6-65 |
| Removable Memory | | 2-sided/Book Original, Book Original | 6-66 |
| (Store File, Printing Documents) | 6-14 | Sending Size | 6-67 |
| Functions | 6-17 | File Format | 6-68 |
| Original Size | 6-18 | File Separation | 6-73 |
| Paper Selection | 6-19 | Scan Resolution | 6-73 |
| Mixed Size Originals | 6-20 | E-mail Subject/Body | 6-74 |
| Original Orientation | 6-23 | Send and Print | 6-74 |
| Collate/Offset | 6-24 | Send and Store | 6-74 |
| Staple/Punch | 6-25 | FTP Encrypted TX | 6-75 |
| Paper Output | 6-28 | File Size Confirmation | 6-75 |
| Density | 6-29 | Delete after Printed | 6-75 |
| Original Image | 6-29 | Delete after Transmitted | 6-75 |
| EcoPrint | 6-30 | Storing Size | 6-76 |
| Color Selection | 6-30 | Long Original | 6-76 |
| Sharpness | 6-31 | Encrypted PDF Password | 6-77 |
| Contrast | 6-31 | JPEG/TIFF Print | 6-77 |
| Background Density Adj. | | XPS Fit to Page | 6-77 |
| (Background Density Adjustment) | 6-32 | | |
| Prevent Bleed-thru | 6-32 | | |
| Zoom | 6-33 | | |
| Combine | 6-36 | | |
| Margin/Centering, Margin, | | | |
| Centering | 6-38 | | |
| Border Erase | 6-39 | | |
| Booklet | 6-41 | | |
| Duplex | 6-44 | | |
| Cover | 6-47 | | |
| Form Overlay | 6-48 | | |
| Erase Shadowed Areas | 6-49 | | |
| Page # | 6-49 | | |
| Insert Sheets/Chapters | 6-51 | | |
| Memo Page | 6-52 | | |
| Image Repeat | 6-54 | | |
| Text Stamp | 6-55 | | |
| Bates Stamp | 6-58 | | |
| Continuous Scan | 6-61 | | |
| Auto Image Rotation | 6-61 | | |

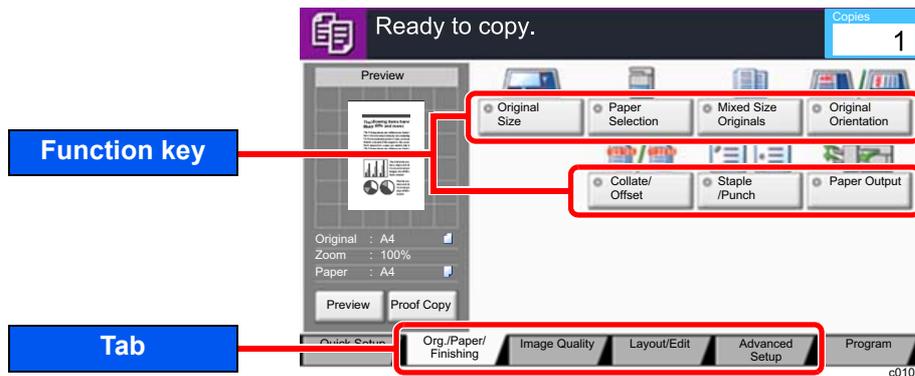
Functions Available on the Machine

About Functions Available on the Machine

This machine provides the various functions available.

How to Select Functions

To configure the settings for functions, select the tab and press the function key.



Copy

For details on each function, see the table below.

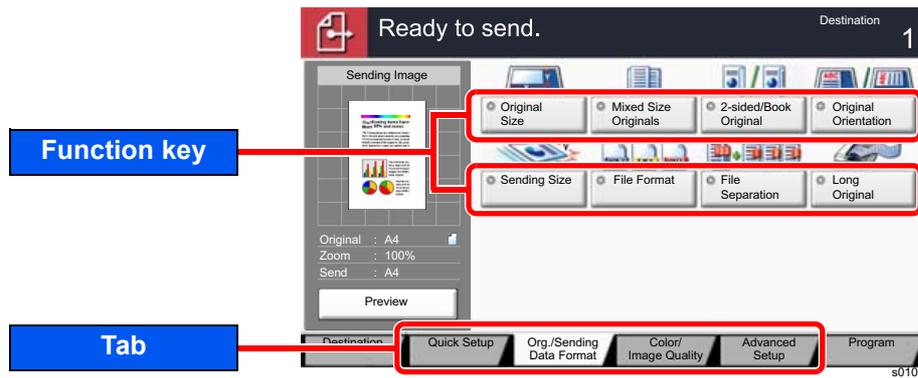
| Tab | Function key | Description | Reference page |
|---|-----------------------------|---|---------------------------|
| <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;">Org./Paper/ Finishing</div> Configure the settings for originals, paper, and finishing such as collate and staple. | Original Size | Specify the original size to be scanned. | page 6-18 |
| | Paper Selection | Select the cassette or multipurpose tray that contains the required paper size. | page 6-19 |
| | Mixed Size Originals | Scan the documents of different sizes that are set in the document processor all at once. | page 6-20 |
| | Original Orientation | Select the orientation of the original document top edge to scan correct direction. | page 6-23 |
| | Collate/Offset | Offsets the output by page or set. | page 6-24 |
| | Staple/Punch | Staples or punches printed documents. | page 6-25 |
| | Paper Output | Specify the output tray. | page 6-28 |

| Tab | Function key | Description | Reference page |
|---|--------------------------------|---|---------------------------|
| <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">Image Quality</div> <p>Configure the settings for density and quality of copies.</p> | Density | Adjust density. | page 6-29 |
| | Original Image | Select original image type for best results. | page 6-29 |
| | EcoPrint | EcoPrint saves toner when printing. Use this function for test prints or any other occasion when high quality print is not required. | page 6-30 |
| | Sharpness | Adjusts the sharpness of image outlines. | page 6-31 |
| | Background Density Adj. | Removes dark background from originals, such as newspapers. | page 6-32 |
| | Prevent Bleed-thru | Hides background colors and image bleed-through when scanning thin original. | page 6-32 |
| | Contrast | You can adjust the contrast between light and dark areas of the image. | page 6-31 |
| <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">Layout/Edit</div> <p>Configure the settings for duplex printing and stamp.</p> | Zoom | Adjust the zoom to reduce or enlarge the image. | page 6-33 |
| | Combine | Combines 2 or 4 original sheets into 1 printed page. | page 6-36 |
| | Margin/Centering | <p>Margin: Add margins (white space). In addition, you can set the margin width and the back page margin.</p> <p>Centering: Centers the original image on the paper when copying onto paper different from the original size.</p> | page 6-38 |
| | Border Erase | Erases the black border that forms around the image. | page 6-39 |
| | Booklet | Scan multiple original pages, then print copies so that they can be folded into a single booklet, with a cover. | page 6-41 |
| | Duplex | <p>Produces two-sided copies.</p> <p>You can also create single-sided copies from two-sided originals.</p> | page 6-44 |

| Tab | Function key | Description | Reference page |
|---|-------------------------------|---|---------------------------|
| <div data-bbox="105 439 309 510" style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Layout/Edit</div> Configure the settings for duplex printing and stamp. | Form Overlay | Prints the original document overlaid with a form or image. | page 6-48 |
| | Erase Shadowed Areas | When scanning with the document processor or original cover open, erase the extra shaded area. | page 6-49 |
| | Page # | Adds page numbers to the finished documents. | page 6-49 |
| | Cover | Adds a cover to the finished documents. | page 6-47 |
| | Insert Sheets/Chapters | Insert a separator sheet, or make the first page of the chapter the front page. | page 6-51 |
| | Image Repeat | Tiles the original image on one sheet of paper. | page 6-54 |
| | Text Stamp | You can add a text stamp on the documents. | page 6-55 |
| | Bates Stamp | You can add a bates stamp on the documents. | page 6-58 |
| | Memo Page | Delivers copies with a space for adding notes. | page 6-52 |
| <div data-bbox="105 1169 309 1240" style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Advanced Setup</div> Configure the settings for continuous scanning, mirror image copies, and Skip Blank Page function. | Continuous Scan | Scans a large number of originals in separate batches and then produce as one job. | page 6-61 |
| | Auto Image Rotation | When original and paper source size are the same, but their orientation is different, rotate image 90 degrees when copying. | page 6-61 |
| | Negative Image | Inverts black and white portions of the image for printing. | page 6-62 |
| | Mirror Image | Copies the mirrored image of the original. | page 6-62 |
| | Job Finish Notice | Sends E-mail notice when a job is complete. It is also available that send a notice when a job is interrupted. | page 6-62 |
| | File Name Entry | Adds a file name. | page 6-63 |
| | Priority Override | Suspends the current job and gives a new job top priority. | page 6-63 |
| | Repeat Copy | Enables additional copies in the desired quantity as necessary after a copy job is completed. | page 6-64 |
| | DP Read Action | When the document processor is used, select the scanning operation for the document processor. This function is displayed when the document processor is installed. | page 6-65 |
| | 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. | page 6-65 |

Send

To configure the settings for functions, select the tab and press the function key.



For details on each function, see the table below.

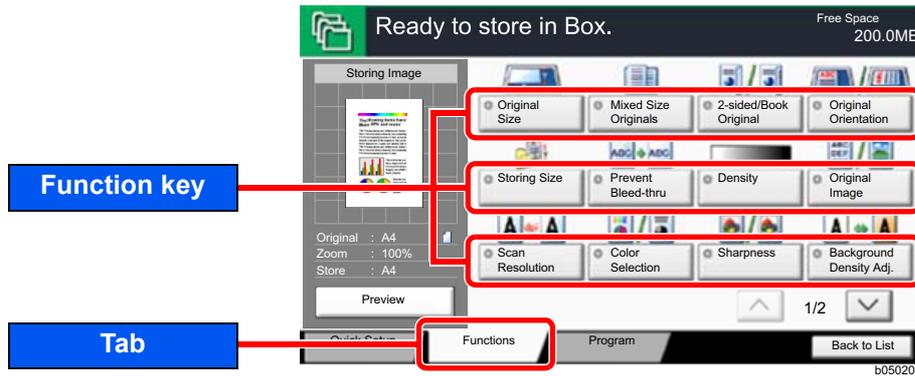
| Tab | Function key | Description | Reference page |
|---|---|---|---------------------------|
| Org./Sending Data Format Configure the settings for original type and file format. | Original Size | Specify the original size to be scanned. | page 6-18 |
| | Mixed Size Originals | Scan the documents of different sizes that are set in the document processor all at once. | page 6-20 |
| | 2-sided/Book Original, Book Original | Select the type and orientation of the binding based on the original. | page 6-66 |
| | Original Orientation | Select the orientation of the original document top edge to scan correct direction. | page 6-23 |
| | Sending Size | Select size of image to be sent. | page 6-67 |
| | File Format | Specify the image file format. Image quality level can also be adjusted. | page 6-68 |
| | File Separation | Creates several files by dividing scanned original data page by specified number of pages, and sends the files. | page 6-73 |
| | Long Original | Reads long-sized original documents using a document processor. This function requires the optional document processor. | page 6-76 |

| Tab | Function key | Description | Reference page |
|---|--------------------------------|--|---|
| <div data-bbox="103 405 304 472" style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 5px;">Color/ Image Quality</div> Configure the settings for density, quality of copies, and color balance.  | Density | Adjust density. | page 6-29 |
| | Original Image | Select original image type for best results. | page 6-29 |
| | Scan Resolution | Select fineness of scanning resolution. | page 6-73 |
| | FAX TX Resolution | Select fineness of images when sending FAX. | Refer to the FAX Operation Guide . |
| | Color Selection | Select the color mode setting. | page 6-30 |
| | Sharpness | Adjusts the sharpness of image outlines. | page 6-31 |
| | Background Density Adj. | Removes dark background from originals, such as newspapers. | page 6-32 |
| | Prevent Bleed-thru | Hides background colors and image bleed-through when scanning thin original. | page 6-32 |
| | Contrast | You can adjust the contrast between light and dark areas of the image. | page 6-31 |

| Tab | Function key | Description | Reference page |
|---|---------------------------------|--|---|
| <div data-bbox="103 936 304 1010" style="border: 1px solid black; padding: 2px; display: inline-block;">Advanced Setup</div> Configure the settings for transmission copy, encrypted transmission, and file size confirmation. | Zoom | Adjust the zoom to reduce or enlarge the image. | page 6-33 |
| | Centering | Centers the original image on the paper when sending onto paper different from the original size. | page 6-38 |
| | Border Erase | Erases the black border that forms around the image. | page 6-39 |
| | FAX Delayed Transmission | Set a send time. | Refer to the FAX Operation Guide . |
| | Continuous Scan | Scans a large number of originals in separate batches and then produce as one job. | page 6-61 |
| | Job Finish Notice | Sends E-mail notice when a job is complete. It is also available that send a notice when a job is interrupted. | page 6-62 |
| | Erase Shadowed Areas | When scanning with the document processor or original cover open, erase the extra shaded area. | page 6-49 |
| | File Name Entry | Adds a file name. | page 6-63 |
| | i-FAX Subject/Body | Adds subject and body when sending a document by i-FAX. | Refer to the FAX Operation Guide . |
| | FAX Direct Transmission | Sends FAX directly without reading original data into memory. | Refer to the FAX Operation Guide . |
| | FAX Polling RX | Dial the destination and receive documents for Polling Transmission stored in the polling box. | Refer to the FAX Operation Guide . |
| | Send and Print | Prints a copy of the document being sent. | page 6-74 |
| | Send and Store | Stores a copy of the document being sent in a Custom Box. | page 6-74 |
| | FTP Encrypted TX | Encrypts images when sending via FTP. | page 6-75 |
| | Text Stamp | You can add a text stamp on the documents. | page 6-55 |
| | Bates Stamp | You can add a bates stamp on the documents. | page 6-58 |
| | File Size Confirmation | Checks the file size before sending/storing the original. | page 6-75 |
| | FAX TX Report | Print a report of fax transmission results. | Refer to the FAX Operation Guide . |
| | 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. | page 6-65 |
| | E-mail Subject/Body | Adds subject and body when sending a document. | page 6-74 |

Custom Box (Store File, Printing, Send)

To configure the settings for functions, select the tab and press the function key.



For details on each function, see the table below.

Store File

| Tab | Function key | Description | Reference page |
|---|---|---|---------------------------|
| <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;">Functions</div> <p>Configure the settings when storing the document in the Custom Box.</p> | Original Size | Specify the original size to be scanned. | page 6-18 |
| | Mixed Size Originals | Scan the documents of different sizes that are set in the document processor all at once. | page 6-20 |
| | 2-sided/Book Original, Book Original | Select the type and orientation of the binding based on the original. | page 6-66 |
| | Original Orientation | Select the orientation of the original document top edge to scan correct direction. | page 6-23 |
| | Storing Size | Select size of image to be stored. | page 6-76 |
| | Prevent Bleed-thru | Hides background colors and image bleed-through when scanning thin original. | page 6-32 |
| | Density | Adjust density. | page 6-29 |
| | Original Image | Select original image type for best results. | page 6-29 |
| | Scan Resolution | Select fineness of scanning resolution. | page 6-73 |
| | Color Selection | Select the color mode setting. | page 6-30 |
| | Sharpness | Adjusts the sharpness of image outlines. | page 6-31 |
| | Background Density Adj. | Removes dark background from originals, such as newspapers. | page 6-32 |
| | Zoom | Adjust the zoom to reduce or enlarge the image. | page 6-33 |
| | Centering | Centers the original image on the paper when storing onto paper different from the original size. | page 6-38 |

| Tab | Function key | Description | Reference page |
|--|-----------------------------|---|---------------------------|
| <div data-bbox="105 434 309 506" style="border: 1px solid black; padding: 2px; margin-bottom: 10px;">Functions</div> Configure the settings when storing the document in the Custom Box. | Border Erase | Erases the black border that forms around the image. | page 6-39 |
| | Continuous Scan | Scans a large number of originals in separate batches and then produce as one job. | page 6-61 |
| | Job Finish Notice | Sends E-mail notice when a job is complete. It is also available that send a notice when a job is interrupted. | page 6-62 |
| | File Name Entry | Adds a file name. | page 6-63 |
| | Erase Shadowed Areas | When scanning with the document processor or original cover open, erase the extra shaded area. | page 6-49 |
| | 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. | page 6-65 |
| | Contrast | You can adjust the contrast between light and dark areas of the image. | page 6-31 |

Print

| Tab | Function key | Description | Reference page |
|---|---|--|---------------------------|
| <div data-bbox="105 920 308 987" style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 10px;">Functions</div> <p data-bbox="105 1003 325 1189">Configure the settings for paper selection and duplex printing when printing from the Custom Box.</p> | Paper Selection | Select the cassette or multipurpose tray that contains the required paper size. | page 6-19 |
| | Collate/Offset | Offsets the output by page or set. | page 6-24 |
| | Staple/Punch | Staples or punches printed documents. | page 6-25 |
| | Paper Output | Specify the output tray. | page 6-28 |
| | Combine | Combines 2 or 4 original sheets into 1 printed page. | page 6-36 |
| | Margin/Centering | Margin: Add margins (white space). In addition, you can set the margin width and the back page margin. Centering: Centers the original image on the paper when copying onto paper different from the original size. | page 6-38 |
| | Booklet | Print document so that it can be folded into a single booklet, with a cover. | page 6-41 |
| | Duplex | Prints 1-sided or open book originals to 2-sided, or 2-sided or open book originals to 1-sided. | page 6-44 |
| | Cover | Adds a cover to the finished documents. | page 6-47 |
| | Form Overlay | Prints the original document overlaid with a form or image. | page 6-48 |
| | Page # | Adds page numbers to the finished documents. | page 6-49 |
| | Job Finish Notice | Sends E-mail notice when a job is complete. It is also available that send a notice when a job is interrupted. | page 6-62 |
| | File Name Entry | Adds a file name. | page 6-63 |
| | Delete after Printed | Automatically deletes a document from the box once printing is complete. | page 6-75 |
| | Priority Override | Suspends the current job and gives a new job top priority. | page 6-63 |
| | EcoPrint | EcoPrint saves toner when printing. Use this function for test prints or any other occasion when high quality print is not required. | page 6-30 |
| Zoom | Adjust the zoom to reduce or enlarge the image. | page 6-33 | |
| Text Stamp | You can add a text stamp on the documents. | page 6-55 | |
| Bates Stamp | You can add a bates stamp on the documents. | page 6-58 | |

| Tab |
|--|
| <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-bottom: 10px;">Image Quality</div> <p>Configure the settings for density and quality of copies.</p> |



| Function key | Description | Reference page |
|--------------------------------|--|---------------------------|
| Density | Adjust density. | page 6-29 |
| Original Image | Select original image type for best results. | page 6-29 |
| Sharpness | Adjusts the sharpness of image outlines. | page 6-31 |
| Background Density Adj. | Removes dark background from originals, such as newspapers. | page 6-32 |
| Prevent Bleed-thru | Hides background colors and image bleed-through when scanning thin original. | page 6-32 |
| Contrast | You can adjust the contrast between light and dark areas of the image. | page 6-31 |

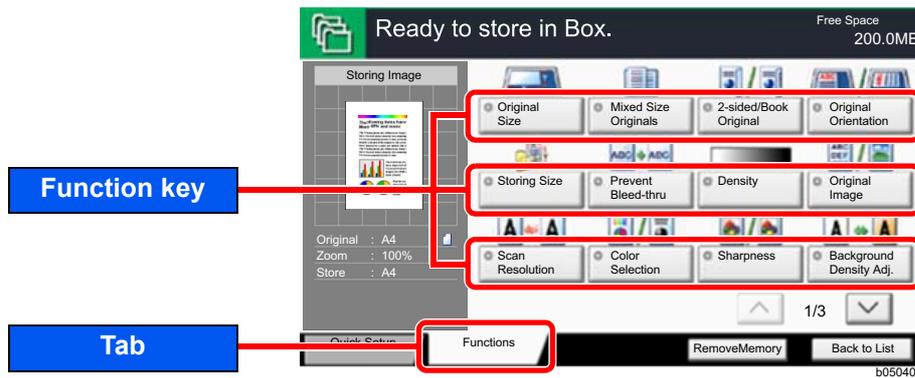
Send

| Tab | Function key | Description | Reference page |
|---|---|---|---|
| <div data-bbox="105 969 308 1039" style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Functions</div> <p data-bbox="105 1055 328 1238">Configure the settings for file format and FAX transmission when sending from the Custom Box.</p> | Sending Size | Select size of image to be sent. | page 6-67 |
| | File Format | Specify the image file format. Image quality level can also be adjusted. | page 6-68 |
| | FAX TX Resolution | Select fineness of images when sending FAX. | Refer to the FAX Operation Guide . |
| | Centering | Centers the original image on the paper when sending onto paper different from the original size. | page 6-38 |
| | FAX Delayed Transmission | Set a send time. | Refer to the FAX Operation Guide . |
| | Job Finish Notice | Sends E-mail notice when a job is complete. It is also available that send a notice when a job is interrupted. | page 6-62 |
| | File Name Entry | Adds a file name. | page 6-63 |
| | E-mail Subject/Body | Adds subject and body when sending a document. | page 6-74 |
| | i-FAX Subject/Body | Adds subject and body when sending a document by i-FAX. | Refer to the FAX Operation Guide . |
| | FTP Encrypted TX | Encrypts images when sending via FTP. | page 6-75 |
| | Delete after Transmitted | Automatically deletes a document from the box once transmission is complete. | page 6-75 |
| | Zoom | Adjust the zoom to reduce or enlarge the image. | page 6-33 |
| | File Separation | Creates several files by dividing scanned original data page by specified number of pages, and sends the files. | page 6-73 |
| | Text Stamp | You can add a text stamp on the documents. | page 6-55 |
| | Bates Stamp | You can add a bates stamp on the documents. | page 6-58 |
| | File Size Confirmation | Checks the file size before sending/storing the original. | page 6-75 |
| FAX TX Report | Print a report of fax transmission results. | Refer to the FAX Operation Guide . | |

| Tab | Function key | Description | Reference page |
|--|--------------------------------|--|---------------------------|
| <div data-bbox="105 398 309 465" style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Color/ Image Quality</div> Configure the settings for density, quality of copies, and color balance. | Density | Adjust density. | page 6-29 |
| | Original Image | Select original image type for best results. | page 6-29 |
| | Resolution | Select fineness of scanning resolution. | page 6-73 |
| | Color Selection | Select the color mode setting. | page 6-30 |
| | Sharpness | Adjusts the sharpness of image outlines. | page 6-31 |
| | Background Density Adj. | Removes dark background from originals, such as newspapers. | page 6-32 |
| | Prevent Bleed-thru | Hides background colors and image bleed-through when scanning thin original. | page 6-32 |
| | Contrast | You can adjust the contrast between light and dark areas of the image. | page 6-31 |

Removable Memory (Store File, Printing Documents)

To configure the settings for functions, select the tab and press the function key.



For details on each function, see the table below.

Store File

| Tab | Function key | Description | Reference page |
|---|--|---|---------------------------|
| <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;">Functions</div> <p>Configure the settings for color selection and document name when storing the document in the removable memory.</p> | Original Size | Specify the original size to be scanned. | page 6-18 |
| | Mixed Size Originals | Scan the documents of different sizes that are set in the document processor all at once. | page 6-20 |
| | 2-sided/Book Original, Book Original | Select the type and orientation of the binding based on the original. | page 6-66 |
| | Original Orientation | Select the orientation of the original document top edge to scan correct direction. | page 6-23 |
| | Storing Size | Select size of image to be stored. | page 6-76 |
| | Prevent Bleed-thru | Hides background colors and image bleed-through when scanning thin original. | page 6-32 |
| | Density | Adjust density. | page 6-29 |
| | Original Image | Select original image type for best results. | page 6-29 |
| | Scan Resolution | Select fineness of scanning resolution. | page 6-73 |
| | Color Selection | Select the color mode setting. | page 6-30 |
| | Sharpness | Adjusts the sharpness of image outlines. | page 6-31 |
| | Background Density Adj. | Removes dark background from originals, such as newspapers. | page 6-32 |
| | Zoom | Adjust the zoom to reduce or enlarge the image. | page 6-33 |
| | Centering | Centers the original image on the paper when storing onto paper different from the original size. | page 6-38 |
| | Border Erase | Erases the black border that forms around the image. | page 6-39 |
| Continuous Scan | Scans a large number of originals in separate batches and then produce as one job. | page 6-61 | |

| Tab | Function key | Description | Reference page |
|---|-----------------------------|---|---------------------------|
| <div data-bbox="105 528 309 600" style="border: 1px solid black; padding: 2px; margin-bottom: 10px;">Functions</div> <p data-bbox="105 611 339 831">Configure the settings for color selection and document name when storing the document in the removable memory.</p> | Job Finish Notice | Sends E-mail notice when a job is complete. It is also available that send a notice when a job is interrupted. | page 6-62 |
| | File Name Entry | Adds a file name. | page 6-63 |
| | Erase Shadowed Areas | When scanning with the document processor or original cover open, erase the extra shaded area. | page 6-49 |
| | 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. | page 6-65 |
| | Contrast | You can adjust the contrast between light and dark areas of the image. | page 6-31 |
| | Text Stamp | You can add a text stamp on the documents. | page 6-55 |
| | Bates Stamp | You can add a bates stamp on the documents. | page 6-58 |
| | File Format | Specify the image file format. Image quality level can also be adjusted. | page 6-68 |
| | File Separation | Creates several files by dividing scanned original data page by specified number of pages, and sends the files. | page 6-73 |
| | Long Original | Reads long-sized original documents using a document processor. This function requires the optional document processor. | page 6-76 |

Printing Documents

| Tab | Function key | Description | Reference page |
|--|--|--|---------------------------|
| <div data-bbox="105 674 308 741" style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Functions</div> <p data-bbox="105 757 327 974">Configure the settings for paper selection and duplex printing when printing from the removable memory.</p> | Paper Selection | Select the cassette or multipurpose tray that contains the required paper size. | page 6-19 |
| | Collate/Offset | Offsets the output by page or set. | page 6-24 |
| | Staple/Punch | Staples or punches printed documents. | page 6-25 |
| | Paper Output | Specify the output tray. | page 6-28 |
| | Margin | Add margins (white space). In addition, you can set the margin width and the back page margin. | page 6-38 |
| | Duplex | Print a document to 1-sided or 2-sided sheets. | page 6-44 |
| | Job Finish Notice | Sends E-mail notice when a job is complete. It is also available that send a notice when a job is interrupted. | page 6-62 |
| | Priority Override | Suspends the current job and gives a new job top priority. | page 6-63 |
| | EcoPrint | EcoPrint saves toner when printing. Use this function for test prints or any other occasion when high quality print is not required. | page 6-30 |
| | Text Stamp | You can add a text stamp on the documents. | page 6-55 |
| | Bates Stamp | You can add a bates stamp on the documents. | page 6-58 |
| | Encrypted PDF Password | Enter the preassigned password to print the PDF data. | page 6-77 |
| | JPEG/TIFF Print | Select the image size when printing JPEG or TIFF files. | page 6-77 |
| XPS Fit to Page | Reduces or enlarges the image size to fit to the selected paper size when printing XPS file. | page 6-77 | |

Functions

On pages that explain a convenient function, the modes in which that function can be used are indicated by icons.

| Icon | Description |
|---|---|
|  | <p>Access to the function is indicated by icons. Example: Select the [Org./Paper/Finishing] tab in the Copy screen to use the function.</p> |
|  | <p>Access to the function is indicated by icons. Example: Select the [Org./Sending Data Format] tab in the Send screen to use the function.</p> |
|  | <p>Access to the function is indicated by icons. Example: Select the [Functions] tab in the Custom Box screen to use the function.</p> |
|  | <p>Access to the function is indicated by icons. Example: Select the [Functions] tab in the Removable Memory screen to use the function.</p> |

Original Size

Org./Paper/
FinishingOrg./Sending
Data Format

Functions



Functions

Specify the original size to be scanned.

Select [**Standard Sizes 1**], [**Standard Sizes 2**], [**Others**] or [**Size Entry**] to select the original size.

| Item | Value | Description |
|-------------------------|---|--|
| Standard Sizes 1 | Metric models: Auto, A3, A4-R, A4, A5-R, A5, A6-R, B4, B5-R, B5, B6-R, B6, Folio, 216×340 mm | Have the size of original detected automatically, or select from the standard sizes. |
| | Inch models: Auto, Ledger, Letter-R, Letter, Legal, Statement-R, Statement, 11×15", Oficio II | |
| Standard Sizes 2 | Metric models: Ledger, Letter-R, Letter, Legal, Statement-R, Statement, 11×15", Oficio II, 8K, 16K-R, 16K | Select from standard sizes except Standard Sizes 1. |
| | Inch models: A3, A4-R, A4, A5-R, A5, A6-R, B4, B5-R, B5, B6-R, B6, Folio, 8K, 16K-R, 16K, 216×340 mm | |
| Others | Hagaki (Cardstock), Oufuku hagaki (Return postcard), Custom 1 to 4 ^{*1} | Select from postcard or the custom sized originals. |
| Size Entry | Metric X: 50 to 432 mm (in 1 mm increments) Y: 50 to 297 mm (in 1 mm increments) | Enter the size not included in the standard sizes 1 and 2. ^{*2} When you have selected [Size Entry], select [+] or [-] to set the sizes of "X" (horizontal) and "Y" (vertical). Select [# Keys] to use the numeric keys for entry. |
| | Inch X: 2.00 to 17.00" (in 0.01" increments) Y: 2.00 to 11.69" (in 0.01" increments) | |

*1 For instructions on how to specify the custom original sizes (Custom 1 to 4), refer to the following:

➔ [Custom Original Size \(page 8-11\)](#)

*2 The input units can be changed in System Menu. For details, refer to the following:

➔ [Measurement \(page 8-15\)](#)



NOTE

Be sure to always specify the original size when using custom size original.

Paper Selection

Org./Paper/
Finishing

Functions



Functions

Select the cassette or multipurpose tray that contains the required paper size.

If **[Auto]** is selected, the paper matching the size of the original is selected automatically.



NOTE

- Specify in advance the size and type of the paper loaded in the cassette.
 - ➔ [Cassette/MP Tray Settings \(page 8-7\)](#)
- Cassettes after Cassette 3 are displayed when the optional paper feeder is installed.

To select **[MP tray]**, select **[Paper Size]** and **[Media Type]**, and specify the paper size and the media type. The available paper sizes and media types are shown in the table below.

| Item | | Value | Description |
|------------|------------------|---|--|
| Paper Size | Standard Sizes 1 | Metric models: A3 ^{*1,2} , A4-R ^{*1,2} , A4 ^{*1,2} , A5-R ^{*1,2} , A6-R ^{*2} , B4 ^{*1,2} , B5-R ^{*1,2} , B5 ^{*1,2} , B6-R ^{*2} , Folio ^{*1,2} , 216×340 mm | Select from the standard size. |
| | | Inch models: Ledger ^{*1,2} , Letter-R ^{*1,2} , Letter ^{*1,2} , Legal ^{*1,2} , Statement-R ^{*1,2} , Executive, Oficio II | |
| | Standard Sizes 2 | Metric models: Ledger ^{*1,2} , Letter-R ^{*1,2} , Letter ^{*1,2} , Legal ^{*1,2} , Statement-R ^{*1,2} , Executive, Oficio II, 8K, 16K-R, 16K | Select from standard sizes except Standard Sizes 1. |
| | | Inch models: A3 ^{*1,2} , A4-R ^{*1,2} , A4 ^{*1,2} , A5-R ^{*1,2} , A6-R ^{*2} , B4 ^{*1,2} , B5-R ^{*1,2} , B5 ^{*1,2} , B6-R ^{*2} , Folio ^{*1,2} , 8K, 16K-R, 16K, 216×340 mm | |
| | Others | ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki (Cardstock) ^{*2} , Oufuku Hagaki (Return postcard), Youkei 4, Youkei 2, Custom ^{*3} | Select from special standard sizes and custom sizes. |
| Size Entry | Metric | X: 148 to 432 mm (in 1 mm increments) Y: 98 to 297 mm (in 1 mm increments) | Enter the size not included in the standard size. ^{*4} When you have selected [Size Entry] , use [+] / [-] or the numeric keys to set the sizes of "X" (horizontal) and "Y" (vertical). Select [# Keys] to use the numeric keys for entry. |
| | Inch | X: 5.83 to 17.00" (in 0.01" increments) Y: 3.86 to 11.69" (in 0.01" increments) | |
| Media type | | Plain (52 to 105 g/m ²), Transparency, Rough, Vellum (52 to 105 g/m ²), Labels, Recycled, Preprinted ^{*5} , Bond, Cardstock, Color, Prepunched ^{*5} , Letterhead ^{*5} , Thick (106 to 256 g/m ²), Envelope, Coated, High Quality, Custom 1-8 ^{*5} | |

*1 Paper size is automatically detected in the cassette.

*2 Paper size is automatically detected in the Multipurpose Tray.

*3 For instructions on how to specify the custom paper size, refer to the following:

➔ [Custom Paper Size \(page 8-12\)](#)

*4 The input units can be changed in System Menu. For details, refer to the following:

➔ [Measurement \(page 8-15\)](#)

*5 For instructions on how to specify the custom paper types 1 to 8, refer to the following:

➔ [Media Type Setting \(page 8-15\)](#)

To print on preprinted or prepunched paper or on letterhead, refer to the following:

➔ [Special Paper Action \(page 8-14\)](#)

✔ IMPORTANT

When paper size and the media type for MP tray is specified, [Paper Settings] is selected. Note that if [MP Tray] is pressed at this point, the settings will be canceled.

📄 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 Setting \(page 8-8\)](#)
- If the specified size of paper is not loaded in the paper source cassette or multipurpose tray, a confirmation screen appears. When [Auto] is selected and the same size of paper as the detected original size is not loaded, a paper confirmation screen appears. Load the required paper in the multipurpose tray and press [Continue] to start copying.

Mixed Size Originals



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. Different Width is not displayed in inch models.

Copying

Metric Models

| Item | | Value | Description |
|--------------------------|------------------------------------|---------------------------------|--|
| Off | | | |
| Mixed Size Copies | Original Width^{*1} | Same Width, Different Width | Select options for the width of set original. |
| Same Size Copies | Original Width^{*1} | Same Width, Different Width | Select options for the width of set original. |
| | Top Page Direction | Long Edge Left, Short Edge Left | Select the original orientation of the first page. |

*1 If the document processor (DP-7120) is used, it is not possible to specify a different width for the original.

Inch Models

| Item | | Value | Description |
|--------------------------|---------------------------|---------------------------------|--|
| Off | | | |
| Mixed Size Copies | | — | Originals are detected individually for size and copied to the same size paper as originals. |
| Same Size Copies | Top Page Direction | Long Edge Left, Short Edge Left | Select the original orientation of the first page. |

Sending

| Item | Value | Description |
|----------------------|-----------------|--|
| Mixed Size Originals | Off | |
| | Same Width | Scans and sends multiple sheets of the same width using the document processor. |
| | Different Width | Scans and sends multiple sheets of different width using the document processor. |

Storing

| Item | Value | Description |
|----------------------|-----------------|---|
| Off | | |
| Mixed Size Originals | Same Width | Scans and stores multiple sheets of the same width using the document processor. |
| | Different Width | Scans and stores multiple sheets of different width using the document processor. |

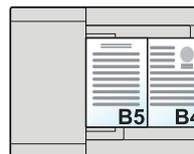
Supported Combinations of Originals

Same Width

When the original widths are the same, the combinations of originals that can be placed are as follows.

- B4 and B5
- Ledger and Letter (A3 and A4)
- Legal and Letter-R (Folio and A4-R)

Example: B4 and B5



NOTE

When mixing the original sizes as using the following combination, make sure to set "Auto Detect Original Size" to [On] for "Folio".

Folio and A4

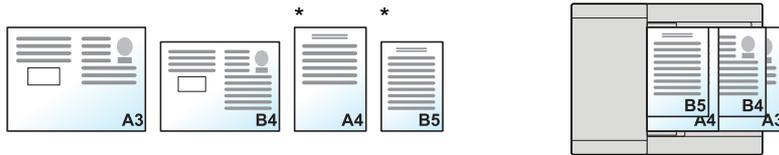
➔ [Auto Detect Original Size \(page 8-13\)](#)

Different Width (Available for metric models only)

The supported combinations of originals are as follows.

- A3, B4, A4, B5
- B4, A4-R, B5
- A4-R, B5-R, Folio

Example: A3, B4, A4, B5



* Set the originals of A4 and B5 with vertical orientation.

NOTE

- If you are using the document processor (DP-7120), originals of different width cannot be loaded together.
- Number of sheet that can be placed in the document processor: up to 30 sheets
- When mixing the original sizes as using the following combination, make sure to set "Auto Detect Original Size" to [On] for "Folio".

A4-R, B5-R, and Folio

➔ [Auto Detect Original Size \(page 8-13\)](#)

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.

Selecting How to Copy Originals

Set the paper size (copy size) when printing scanned document. Select whether you wish to create individual copies on different size paper matching the original sizes or to produce all copies on the same size paper.

NOTE

This function is available regardless of whether originals have the same width or not.

Mixed Size Copies

Originals are detected individually for size and copied to the same size paper as originals.



Same Size Copies

Originals are all copied to the same size paper.



Original Orientation



Org./Paper/
Finishing



Org./Sending
Data Format



Functions



Functions

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 (XY Zoom)
- Duplex
- Margin/Centering
- Border Erase
- Combine
- Memo Page
- Page #
- Booklet
- Stapling/Punch (optional feature)
- 2-sided/Book Original
- Text Stamp
- Bates Stamp

NOTE

If **[On]** is selected in the setting for Original Orientation in System Menu, the selection screen for original orientation appears when you select any of the above functions.

➔ [Orientation Confirmation \(page 8-18\)](#)

Select original orientation from **[Top Edge on Top]**, **[Top Edge on Left]** or **[Auto]**.

| Item | Image |
|---------------------------|---|
| Top Edge on Top | <p>Original Original orientation</p> |
| Top Edge on Left | <p>Original Original orientation</p> |
| Auto ^{*1} | |

*1 This function can only be used when the optional OCR Scan Activation Kit is installed.

NOTE

The default setting for Original Orientation can be changed.

➔ [Orig. Orientation \(Copy\) \(page 8-18\)](#)

Collate/Offset

Org./Paper/
Finishing

Functions



Functions

Offsets the output by page or set.

| Item | Image | Description |
|----------------|---|--|
| Collate | | Scans multiple originals and delivers complete sets of copies as required according to page number. |
| Offset | <p>Without Document Finisher (Option)</p> | <p>Printed copies are produced after rotating each set (or page^{*1}) by 90 degrees.</p> <p> NOTE</p> <p>To use offsetting, the same size of paper as the selected paper tray must be loaded in a different orientation in a different paper tray.</p> <p>The paper sizes supported in Offset: A4, B5, Letter and 16K.</p> |
| | <p>With Document Finisher (Option)</p> | <p>Printed copies are segregated after each set of copies (or after each page^{*1}).</p> <p> NOTE</p> <ul style="list-style-type: none"> The optional Document Finisher is required. <ul style="list-style-type: none"> ➔ 1,000-Sheet Finisher (page 11-24) ➔ 3,000-Sheet Finisher (page 11-25) The paper sizes supported in Offset: A3, A4, B4, B5, 216×340 mm, Ledger, Letter, Legal, Oficio II, 8K and 16K. |

*1 If [Off] is selected for "Collate" setting, [Each Page] appears. When [On] is selected, [Each Set] appears.

Staple/Punch



Org./Paper/
Finishing



Functions



Functions

Staple

NOTE

This function requires the optional Document Finisher.

For details on paper sizes and numbers of sheets that can be stapled, refer to the following:

➔ [1,000-Sheet Finisher \(page 11-24\)](#)

➔ [3,000-Sheet Finisher \(page 11-25\)](#)

Staples the finished documents. The staple position can be selected.

| Item | Value | Description |
|-----------------------------|---|--|
| Staple | Off | |
| | Top Left | Select the staple position. For details on original orientation and staple position, refer to the following: ➔ Original Orientation and Punch Hole Position (page 6-27) |
| | Top Right | |
| | 2 staples Left | |
| | 2 staples Top | |
| | 2 staples Right | |
| Original Orientation | Top Edge on Top, Top Edge on Left, Auto ^{*1} | |

*1 This function can only be used when the optional OCR Scan Activation Kit is installed.

Original Orientation and Staple Position

| Original orientation | Paper orientation | | Top Edge on Left | |
|--|-------------------|--|------------------|--|
| | | | | |
| Paper orientation | | | | |
| Cassette paper load direction | | | | |
| Cassette paper load direction | | | | |

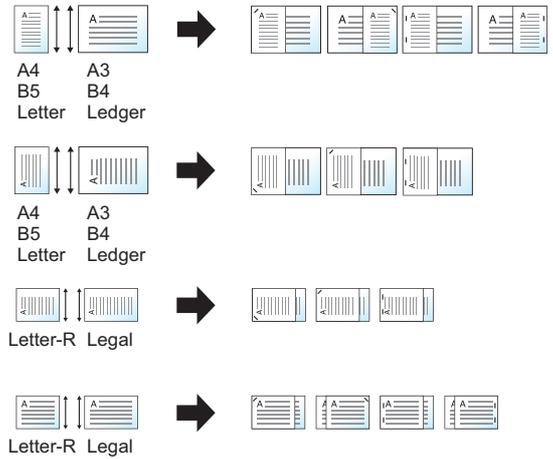
NOTE

One position staple is not slanted for the following paper sizes.
B5-R, 16K-R

Mixed Size Stapling

Even with mixed paper sizes, if the sizes have the same width as shown in the combinations below, the output can be stapled.

- A3 and A4
- B4 and B5
- Ledger and Letter
- Ledger and Letter-R
- 8K and 16K



NOTE

- Number of sheets that can be stapled: up to 30 sheets.
- When performing Mixed Size Stapling, refer to the following:
➔ [Mixed Size Originals \(page 6-20\)](#)

Punch

Punches holes in sets of finished documents.

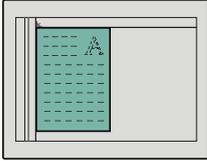
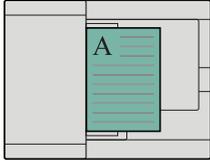
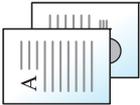
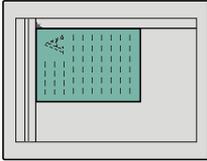
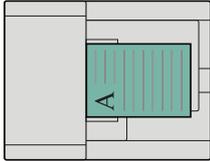
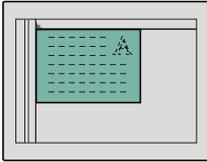
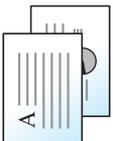
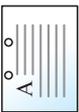
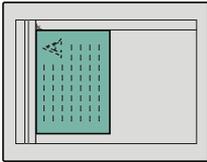
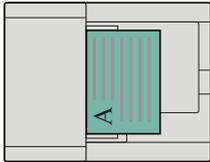
NOTE

- This function requires the optional Document Finisher and Punch Unit.
- For details on paper sizes that can be punched, refer to the following:
➔ [Punch Unit \(For 1,000-Sheet/3,000-Sheet Finisher\) \(page 11-25\)](#)
- The inch model provides two-hole and three-hole punching. The metric model provides two-hole and four-hole punching.

| Item | Value | Description |
|-----------------------------|---|--|
| Punch | Off | |
| | 2 holes Left | Select the position of punch holes. For details on original orientation and position of punch holes, refer to the following: ➔ Original Orientation and Punch Hole Position (page 6-27) |
| | 2 holes Top | |
| | 2 holes Right | |
| | 3 holes Left | |
| | 3 holes Top | |
| | 3 holes Right | |
| | 4 holes Left | |
| | 4 holes Top | |
| | 4 holes Right | |
| Original Orientation | Top Edge on Top, Top Edge on Left, Auto ^{*1} | |

*1 This function can only be used when the optional OCR Scan Activation Kit is installed.

Original Orientation and Punch Hole Position

| Image | | Original orientation | |
|--|--|---|--|
| Original | Print results | Glass platen | Document processor |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 **NOTE**

The inch model provides two-hole and three-hole punching. The metric model provides two-hole and four-hole punching.

Paper Output

Org./Paper/
Finishing

Functions



Functions

Specify the output tray.

| Item | Description |
|--------------------|---|
| Inner tray | Outputs to the Inner Tray of the machine. |
| Job Separator Tray | Delivery to the Inner Job Separator. |

with optional 1,000-Sheet Finisher

| Item | Description |
|--------------------|--|
| Finisher Tray | Delivery to the Finisher Tray of the optional Document Finisher. |
| Job Separator Tray | Delivery to the Inner Job Separator. |

with optional 3,000-Sheet Finisher

| Item | Description |
|--------------------|---|
| Tray A | Delivery to the Tray A of the optional Document Finisher. |
| Tray B | Delivery to the Tray B of the optional Document Finisher. |
| Job Separator Tray | Delivery to the Inner Job Separator. |

with optional Mailbox

| Item | Description |
|--------------------|--|
| Tray A | Delivery to the Tray A of the optional Document Finisher. |
| Tray B | Delivery to the Tray B of the optional Document Finisher. |
| Job Separator Tray | Delivery to the Inner Job Separator. |
| Tray 1 to 7 | Delivery to tray 1 to 7 (tray 1 is the uppermost tray) of the optional Mailbox. When [Heavy 3] (164 g/m ² -) or higher is set in Paper Weight and Mailbox is set for the output destination, the output destination is automatically changed to a tray that can be used. |



NOTE

The default setting for Paper Output can be changed.

➔ [Paper Output \(page 8-17\)](#)

Density



Adjust density.

(Value: [-4] (Lighter) to [+4] (Darker))



Original Image



Select original image type for best results.

Copying

| Item | Value | Description |
|------------------------------------|-----------------------------------|--|
| Text+Photo ^{*1 *2} | Printer Output | Best for mixed text and photo documents printed on this machine originally. |
| | Book/Magazine | Best for mixed text and photos printed in a magazine, etc. |
| Photo | Printer Output | Best for photos printed on this machine originally. |
| | Book/Magazine | Best for photos printed in a magazine, etc. |
| | Photo Paper | Best for photos taken with a camera. |
| Text ^{*1} | Off (Light Text/Fine Line) | Best for documents that are mostly text and were originally printed on this machine. |
| | On (Light Text/Fine Line) | Sharply renders pencil text and fine lines. |
| Graphic/Map ^{*1} | Printer Output | Best for maps and diagrams printed on this machine originally. |
| | Book/Magazine | Best for maps and diagrams printed in a magazine. |

*1 "Highlighter" can be selected.

Select to bring out text and markings made with a highlighter pen. Reproduces the color of the highlighter pen to the extent possible.

*2 If gray text is not printed completely using **[Text + Photo]**, selecting **[Text]** may improve the result.

Sending/Printing/Storing

| Item | Description |
|--------------------------|---|
| Text+Photo | Best for mixed text and photo documents. |
| Photo | Best for photos taken with a camera. |
| Text^{*1} | Sharply renders pencil text and fine lines. Select [Text] , [Text (Fine Line)] or [Text (OCR)] . |

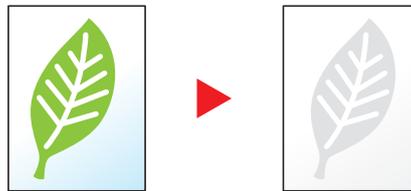
*1 The setting "for OCR" can be configured. When **[Text (OCR)]** is selected, scanning produces an image that is suitable for OCR. This function is only available when Color Selection is set to Black and White.

➔ [Color Selection \(page 6-30\)](#)

EcoPrint



EcoPrint saves toner when printing. Use this function for test prints or any other occasion when high quality print is not required.



| Item | Value | Description |
|------------|-------------------------|------------------------------|
| Off | | |
| On | [1] (Low) to [5] (High) | Adjust the Toner Save Level. |

Color Selection



Select the color mode setting.

| Item | Description |
|-------------------------------------|---|
| Auto Color (Color/Gray) | 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. |

Sharpness



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".

When [All] is selected, select [-3] to [3] (Blur - Sharpen) to adjust the sharpness.

When [Text/Fine Line] is selected, select [0] to [3] (Normal - Sharpen) to adjust the sharpness.

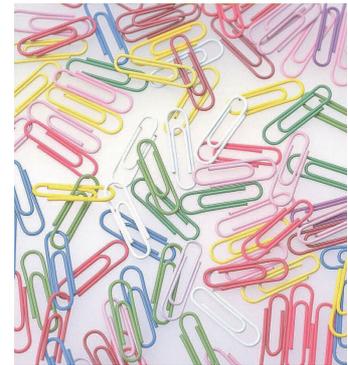
Less Sharp



Original



More Sharp



| Item | Value | Description |
|----------------|----------------------------------|---|
| All | [+1] to [+3] (Sharpen) | Emphasizes the image outline. |
| | [-1] to [-3] (Blur) | Blurs the image outline. Can weaken a Moire ^{*1} effect. |
| Text/Fine Line | [0] to [3] (Normal - Sharpen) | Makes letters and lines appear sharper. Only text and fine lines are emphasized. |

*1 Patterns that are created by irregular distribution of halftone dots.

Contrast



You can adjust the contrast between light and dark areas of the image.

Lower



Original



Higher



| Item | Description |
|-----------------------|------------------------------------|
| [+1] to [+4] (Higher) | Increases the sharpness of colors. |
| [-1] to [-4] (Lower) | Creates smoother colors. |

Background Density Adj. (Background Density Adjustment)



Removes dark background from originals, such as newspapers.

If the ground color is obtrusive, select **[Auto]**. If **[Auto]** does not remove the ground color, select **[Manual]** and adjust the density of the ground color.

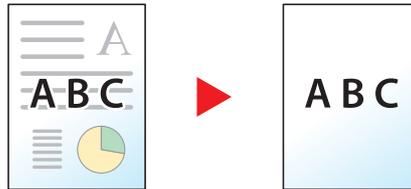
| Item | Description |
|---------------|---|
| Off | Does not adjust the ground color. |
| Auto | Automatically adjusts the background density based on the original. |
| Manual | Select [1] to [5] (Lighter - Darker) to adjust the background density manually. |

Prevent Bleed-thru



Hides background colors and image bleed-through when scanning thin original.

(Value: **[Off]** / **[On]**)



Zoom



Adjust the zoom to reduce or enlarge the image.

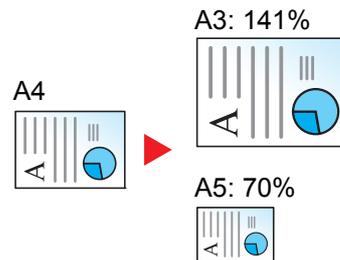
Copying

The following zoom options are available.

Standard Zoom

Auto

Adjusts the image to match the paper size.

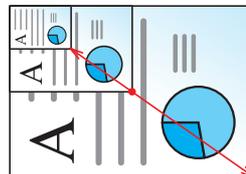


Standard Zoom

Reduces or enlarges at preset magnifications.

Zoom Entry

Manually reduces or enlarges the original image in 1% increments between 25% and 400%. Use the numeric keys or select [+] or [-] to enter the any magnification.

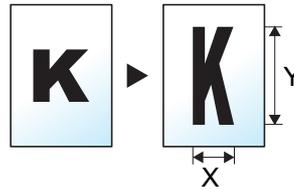


| Item | Value | Description |
|-----------------------|---|--|
| Standard Zoom | | |
| Metric | Auto, 400% Max., 200% A5>>A3, 141% A4>>A3 B5>>B4, 127% Folio>>A3, 106% 11x15">>A3, 100%, 90% Folio>>A4, 75% 11x15" >>A4, 70% A3>>A4 A4>>A5, 50%, 25% Min. 25 to 400% (in 1% increments) | Select a preset ratio. Select [Auto] to use Auto Zoom. Select [+] or [-] to change the displayed magnification as desired. Select [# Keys] to use the numeric keys for entry. |
| Metric (Asia Pacific) | Auto, 400% Max., 200% A5>>A3, 141% A4>>A3 B5>>B4, 122% A4>>B4 A5>>B5, 115% B4>>A3 B5>>A4, 100%, 86% A3>>B4 A4>>B5, 81% B4>>A4 B5>>A5, 70% A3>>A4 B4>>B5, 50%, 25% Min. 25 to 400% (in 1% increments) | |
| Inch | Auto, 400% Max., 200% STMT>>Ledger, 154% STMT>>Legal, 129% Letter>>Ledger, 121% Legal>>Ledger, 100%, 78% Legal>>Letter, 77% Ledger>>Legal, 64% Ledger>>Letter, 50% Ledger>>STMT, 25% Min. 25 to 400% (in 1% increments) | |

XY Zoom

XY Zoom

Select vertical and horizontal magnifications individually. Magnifications can be set in 1% increments between 25% and 400%.



| Item | Value | Description |
|-----------------------------|--|---|
| XY Zoom | X: 25 to 400% (in 1% increments) Y: 25 to 400% (in 1% increments) | Select vertical and horizontal magnifications individually. Select [+] or [-] to change the displayed magnifications of "X" (horizontal) and "Y" (vertical). Select [# Keys] to use the numeric keys for entry. |
| Original Orientation | Top Edge on Top, Top Edge on Left, Auto ^{*1} | 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]. Then press [OK]. |

*1 This function can only be used when the optional OCR Scan Activation Kit is installed.

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 \(page 6-19\)](#)
 - ➔ [Sending Size \(page 6-67\)](#)
 - ➔ [Storing Size \(page 6-76\)](#)
- Some combinations of original size and paper size or sending size may cause the image to be positioned at the edge of the paper. To center the original vertically and horizontally on the page, use the Centering function.
 - ➔ [Margin/Centering, Margin, Centering \(page 6-38\)](#)

Combine



Layout/Edit

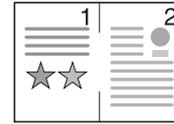
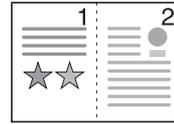


Functions

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.



None

Solid Line

Dotted Line

Positioning Mark

| Item | | Value | Description |
|---------------|-----------------------------|--|--|
| Off | | | |
| 2 in 1 | Layout | L to R/T to B, R to L/B to T | Select the page layout of scanned originals. |
| | Border Line | None, Solid Line, Dotted Line, Positioning Mark | Select the boundary line type. Select [Border Line] to select the page boundary line, and select [OK]. |
| | Original Orientation | Top Edge on Top, Top Edge on Left, Auto ^{*1} | 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]. Then select [OK]. |
| 4 in 1 | Layout | Right then Down, Left then Down, Down then Right, Down then Left | Select the page layout of scanned originals. |
| | Border Line | None, Solid Line, Dotted Line, Positioning Mark | Select the boundary line type. Select [Border Line] to select the page boundary line, and select [OK]. |
| | Original Orientation | Top Edge on Top, Top Edge on Left, Auto ^{*1} | 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]. Then select [OK]. |

*1 This function can only be used when the optional OCR Scan Activation Kit is installed.

Layout image

| | Item | Image |
|--------|-----------------|-------|
| 2 in 1 | L to R/T to B | |
| | R to L/B to T | |
| 4 in 1 | Right then Down | |
| | Left then Down | |
| | Down then Right | |
| | Down then Left | |

NOTE

- The paper sizes supported in Combine mode: A3, A4-R, A4, A5-R, B4, B5-R, B5, Folio, 216×340 mm, Ledger, Letter-R, Letter, Legal, Statement-R, Oficio II, 8K, 16K-R and 16K.
- When placing the original on the platen, be sure to copy the originals in page order.

Margin/Centering, Margin, Centering



Layout/Edit



Advanced Setup



Functions



Functions

Copying/Printing

Add margins (white space). In addition, you can set the margin width and the back page margin.

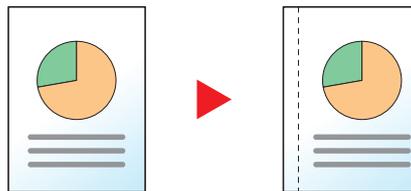
Centering: Centers the original image on the paper when copying onto paper different from the original size.



NOTE

The default setting for margin width can be changed.

➔ [Margin Default \(page 8-19\)](#)



| Item | Value | Description | |
|---------------------------------|-----------------------------|---|---|
| Off | | | |
| Margin | Left/Right | Metric: -18 mm to +18 mm (in 1 mm increments) | Set the margin width.* ¹ Select [+] or [-] to enter the margins for "Left/Right" and "Top/Bottom". Select [# Keys] to use the numeric keys for entry. |
| | Top/Bottom | Inch: -0.75" to +0.75" (in 0.01" increments) | |
| | Back Page | Auto, Manual | For duplex copying, select [Back Page] and select [Auto] or [Manual] . When [Auto] is selected, an appropriate margin is applied automatically on the rear page depending on a margin specified for the front page and a binding orientation. When [Manual] is set, you can set a different margin than the front on the back. Set the margin in the screen that is displayed. The setting selections are the same as for the front. |
| | Original Orientation | Top Edge on Top, Top Edge on Left, Auto* ² | 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] . Then select [OK] . |
| Centering * ³ | Original Orientation | Top Edge on Top, Top Edge on Left, Auto* ² | 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] . Then select [OK] . |

*1 The input units can be changed in System Menu.

➔ [Measurement \(page 8-15\)](#)

*2 This function can only be used when the optional OCR Scan Activation Kit is installed.

*3 Not displayed when printing from removable memory.

Sending/Storing

When you have sent/stored the original after specifying the original size and sending/storing size, depending on these sizes, a margin is created at the bottom, left, or right side of paper. By using the Centering function, the image is placed with a margin equally created for all edges.

(Value: [Off] / [On])

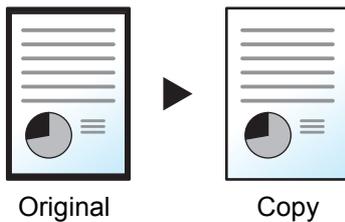
Border Erase



Erases the black border that forms around the image.

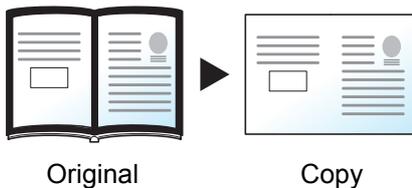
The following modes are available.

Border Erase Sheet



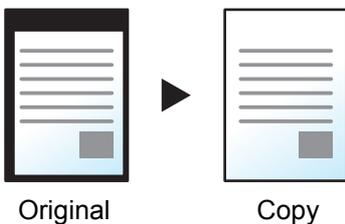
Erases black borders around the single sheet original.

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.

Individual Border Erase



You can specify border erase widths individually for all edges.

NOTE

- The default setting for border erase width can be changed.
➔ [Border Erase Default \(page 8-19\)](#)
- The default width for back page can be changed.
➔ [Border Erase to Back Page \(page 8-19\)](#)

| Item | | Value | Description |
|--------------------------------|-----------------------------|--|--|
| Off | | | |
| Border Erase Sheet | Border | Metric: 0 mm to 50 mm (in 1 mm increments) Inch: 0.00" to 2.00" (in 0.01" increments) | Set the border erase width.* ¹ Set the value by selecting [+] or [-]. Select [# Keys] to use the numeric keys for entry. |
| | Back Page | 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 | Border | Metric: 0 mm to 50 mm (in 1 mm increments) | Set the border erase width.* ¹ |
| | Gutter | Inch: 0.00" to 2.00" (in 0.01" increments) | Set the value by selecting [+] or [-]. Select [# Keys] to use the numeric keys for entry. |
| | Back Page | 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 | Top | Metric: 0 mm to 50 mm (in 1 mm increments) | Set the border erase width.* ¹ |
| | Bottom | Inch: 0.00 to 2.00" (in 0.01" increments) | Set the value by selecting [+] or [-]. Select [# Keys] to use the numeric keys for entry. |
| | Left | | |
| | Right | | |
| | Original Orientation | | Top Edge on Top, Top Edge on Left, Auto* ² |
| | Back Page | 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]. |

*1 The input units can be changed in System Menu.

➔ [Measurement \(page 8-15\)](#)

*2 This function can only be used when the optional OCR Scan Activation Kit is installed.

Booklet



Layout/Edit



Functions

The Booklet option allows you to copy sheet originals and produce booklets such as small brochures or pamphlets. A booklet, such as a magazine, is made by folding at the center.

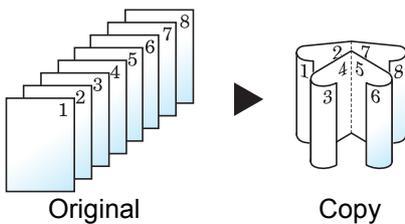
You can print the cover page onto colored paper or thick paper. Paper for the cover is supplied from the multipurpose tray. To feed the cover paper from the cassette, refer to the following:

➔ [Paper Source for Cover \(page 8-13\)](#)

| Type of original | Original size | Paper size |
|---|--|--|
| One-sided original, Two-sided original | All*1 | A3, A4-R, A4, B4, B5-R, B5, Ledger, Letter-R, Letter, Legal, Oficio II and 8K |
| Book Original | A3, A4-R, A5-R, B4, B5-R, Ledger, Letter-R and 8K | |

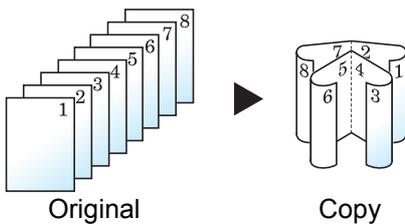
*1 Except for custom sized originals.

Binding on the left side



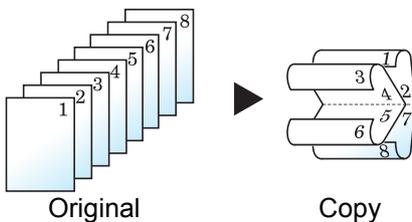
The folded copies can be read from left to right.

Binding on the right side



The folded copies can be read from right to left.

Top binding



The folded copies can be read from top to bottom.

Copying

| Item | | Value | Description | |
|--|---|--|---|---|
| Off | | | | |
| 1-sided >> Booklet | Finishing | Binding Left, Binding Right, Binding Top | Select the binding orientation of copies. | |
| | Cover | Off | | |
| | | Cover: Front Cover Print Setting | Not Print, Front Only, Back Only, Duplex | Select whether to add the cover. Select the printing method for the cover to be inserted. |
| | Cover: Back Cover Print Setting | Not Print, Front Only, Back Only, Duplex | Select [Cover] , and then [Cover] , and specify the print setting for the cover to be inserted. Select from [Not Print] , [Back Only] , [Front Only] , and [Duplex] , and press [OK] . | |
| Original Orientation | Top Edge on Top, Top Edge on Left, Auto ^{*1} | 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] . Then press [OK] . | | |
| 2-sided >> Booklet | Original | Binding Left/Right, Binding Top | Select the binding direction of originals. | |
| | Finishing | Binding Left, Binding Right, Binding Top | Select the binding orientation of copies. | |
| | Cover | Off | | |
| | | Cover: Front Cover Print Setting | Not Print, Front Only, Back Only, Duplex | Select whether to add the cover. Select the printing method for the cover to be inserted. |
| Cover: Back Cover Print Setting | Not Print, Front Only, Back Only, Duplex | Select [Cover] , and then [Cover] , and specify the print setting for the cover to be inserted. Select from [Not Print] , [Back Only] , [Front Only] , and [Duplex] , and press [OK] . | | |
| Original Orientation | Top Edge on Top, Top Edge on Left, Auto ^{*1} | 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] . Then press [OK] . | | |
| Book >> Booklet^{*2} | Original | Binding Left, Binding Right | Select the binding direction of originals. | |
| | Finishing | Binding Left, Binding Right | Select the binding orientation of copies. | |
| | Cover | Off, Cover | Select whether to add the cover. Select [Cover] to select [Cover] , and select [OK] . | |

*1 This function can only be used when the optional OCR Scan Activation Kit is installed.

*2 **[Top Edge on Top]** is set for "Original Orientation".

Printing

| Item | | Value | Description |
|--|--|---|--|
| Off | | | |
| Booklet | Binding | Left, Right, Top | Select the binding orientation of copies. |
| | Cover | Off | |
| | | Cover: Front Cover Print Setting | Not Print, Front Only, Back Only, Duplex |
| Cover: Back Cover Print Setting | Not Print, Front Only, Back Only, Duplex | Select [Cover] , and then [Cover] , and specify the print setting for the cover to be inserted. Select from [Not Print] , [Back Only] , [Front Only] , and [Duplex] , and press [OK] . | |



NOTE

When placing the original on the platen, be sure to place the originals in page order.

Duplex



Layout/Edit



Functions

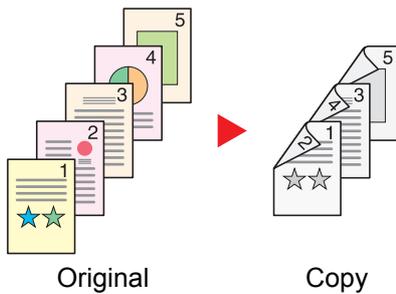


Functions

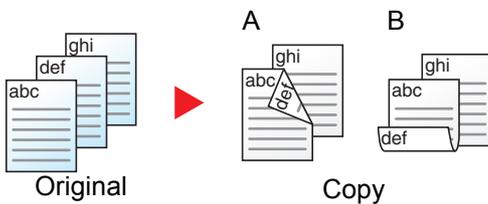
Produces two-sided copies. You can also create single-sided copies from two-sided originals.

The following modes are available.

One-sided to Two-sided



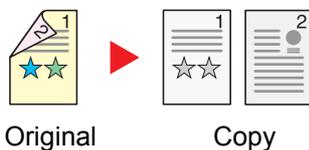
Produces two-sided copies from one-sided originals. In case of an odd number of originals, the back side of the last copy will be blank.



The following binding options are available.

- A Binding Left/Right: Images on the second sides are not rotated.
- B 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.

Two-sided to One-sided

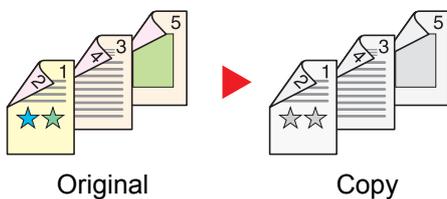


Copies each side of a two-sided original onto two individual sheets. The optional document processor is required.

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.

Two-sided to Two-sided



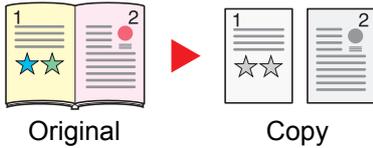
Produces two-sided copies from two-sided originals. The optional document processor is required.



NOTE

The paper sizes supported in Duplex mode: A3, A4-R, A4, A5-R, B4, B5-R, B5, 216×340 mm, Ledger, Letter-R, Letter, Legal, Statement-R, Executive, Oficio II, Folio, 8K, 16K-R and 16K.

Book to One-sided



Produces a 1-sided copy of a 2-sided or open book original.

The following binding options are available.

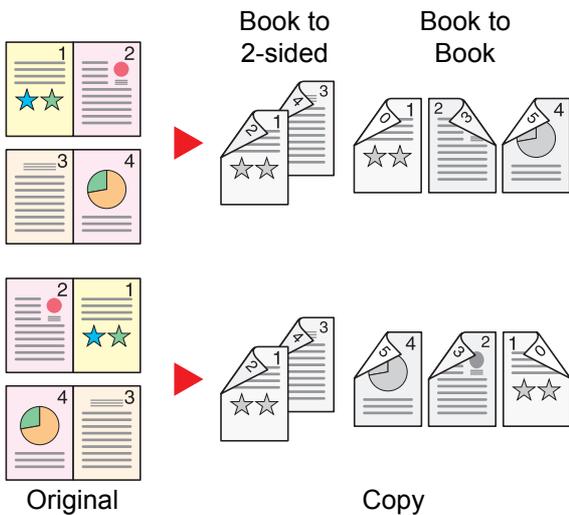
Binding Left: Originals with facing pages are copied from left to right.

Binding Right: Originals with facing pages are copied from right to left.

NOTE

- The original sizes supported in Book to One-sided mode: A3, A4-R, A5-R, B4, B5-R, Ledger, Letter-R and 8K
- The paper sizes supported in Book to One-sided mode: A4-R, A4, B5-R, B5, Letter-R, Letter, 16K-R and 16K

Book to Two-sided



Produces two-sided copies from an open book original with facing pages.

NOTE

- The original sizes supported in Book to Two-sided mode: A3, A4-R, A5-R, B4, B5-R, Ledger, Letter-R and 8K
- The paper sizes supported in Book to Two-sided mode: A4-R, A4, B5-R, B5, Letter-R, Letter, 16K-R and 16K

Copying

Prints 1-sided or open book originals to 2-sided, or 2-sided or open book originals to 1-sided. Select the binding orientation for original and finished documents.

| Item | Value | Description |
|---------------------------------|-----------------------------|---|
| 1-sided >> 1-sided | — | Disables the function. |
| 1-sided >> 2-sided | Finishing | Binding Left/Right, Binding Top |
| | Original Orientation | Top Edge on Top, Top Edge on Left, Auto ^{*1} |
| | | Select the binding orientation of copies. |
| | | 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] . Then select [OK] . |

| Item | | Value | Description |
|---|-----------------------------|---|---|
| 2-sided >> 1-sided | Original | Binding Left/Right, Binding Top | Select the binding orientation of originals. |
| | Original Orientation | Top Edge on Top, Top Edge on Left, Auto ^{*1} | 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]. Then select [OK]. |
| 2-sided >> 2-sided | Original | Binding Left/Right, Binding Top | Select the binding direction of originals. |
| | Finishing | Binding Left/Right, Binding Top | Select the binding orientation of copies. |
| | Original Orientation | Top Edge on Top, Top Edge on Left, Auto ^{*1} | 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]. Then select [OK]. |
| Book >> 1-sided^{*2} | Original | Binding Left, Binding Right | Select the binding direction of originals. |
| Book >> 2-sided^{*2} | Original | Binding Left, Binding Right | Select the binding direction of originals. |
| | Finishing | Book>>2-sided, Book>>Book | Select the desired Duplex option. |

*1 This function can only be used when the optional OCR Scan Activation Kit is installed.

*2 [**Top Edge on Top**] is set for "Original Orientation".

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.

Printing

Print a document to 1-sided or 2-sided sheets.

| Item | Value | Description |
|----------------|------------|---|
| 1-sided | — | Disables the function. |
| 2-sided | Left/Right | Prints a 2-sided document so that the sheets are aligned properly for binding on the left or right. |
| | Top | Prints a 2-sided document so that the sheets are aligned properly for binding on the top. |

Cover



Layout/Edit



Functions

Adds a cover to the finished documents.

You can print the first page and/or the last page onto colored paper or thick paper fed from the different paper source than the regular one. The following two options are available. Paper for the cover is supplied from the multipurpose tray. To feed the cover paper from the cassette, refer to the following:

➔ [Paper Source for Cover \(page 8-13\)](#)

The printing method can be set for the covers. Specify a print setting for each cover.

| Item | | Value | Description |
|------------------------------|----------------------------------|---|---|
| Off | | | |
| Front Cover | | Not Print, Front Only, Back Only ^{*1} , Duplex ^{*1} | Different paper has to be inserted for the first page of the document. Select [Stop Printing], [Front Only], [Back Only], or [Duplex] for the print setting of the inserted paper. |
| Front and Back Covers | Front Cover Print Setting | Not Print, Front Only, Back Only ^{*1} , Duplex ^{*1} | Different paper has to be inserted for the first page and last page of the document. Select [Stop Printing], [Front Only], [Back Only], or [Duplex] for the print setting of the inserted paper. |
| | Back Cover Print Setting | Not Print, Front Only, Back Only ^{*1} , Duplex ^{*1} | |

*1 This item appears when finishing is set to 2-sided in "Duplex".

➔ [Duplex \(page 6-44\)](#)

Form Overlay



Layout/Edit

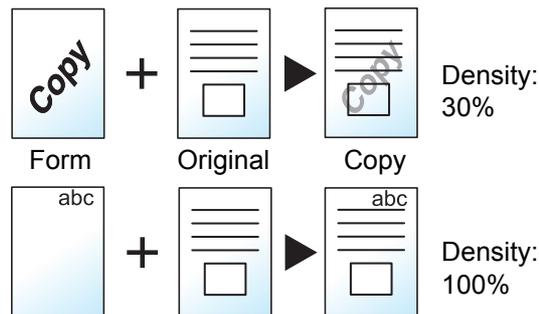


Functions

Prints the original document overlaid with a form or image.

Once you scan and register the form, the form is overlaid onto the original. You can also use a form that is already registered in the Job Box.

Place the original for the form on top of the other originals. When using the optional document processor, the first page of the originals should be placed on the top.



| Item | Value | Description | |
|-----------------------------------|------------------------|---|--|
| Off | | | |
| Select Stored Form | Density | 10% to 100% Specify the density of the form to be overlaid. Select [+] or [-] in "Density". | |
| | Finishing Image | Transparent | The form is overlaid on the document. |
| | | Form on Original Image | The form is placed on top of the document. |
| | | Original Image on Form | The form is placed under the document. |
| Select Form^{*1} | — | Select the form to be overlaid from Job Box. Select [Select Form] to display the job boxes that store documents which can be used as a form. Select the desired form from the list and select [OK] . | |
| Scan New Form^{*2} | Density | 10% to 100% Specify the density of the form to be overlaid. Select [+] or [-] in "Density". | |
| | Finishing Image | Transparent | The form is overlaid on the document. |
| | | Form on Original Image | The form is placed on top of the document. |
| | | Original Image on Form | The form is placed under the document. |

*1 Form must be previously registered in Job Box.

➔ [Form for Form Overlay \(page 5-62\)](#)

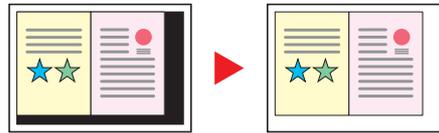
*2 Not displayed when printing from the custom box.

Erase Shadowed Areas



When scanning with the document processor or original cover open, erase the extra shaded area.

(Value: [Off] / [On])

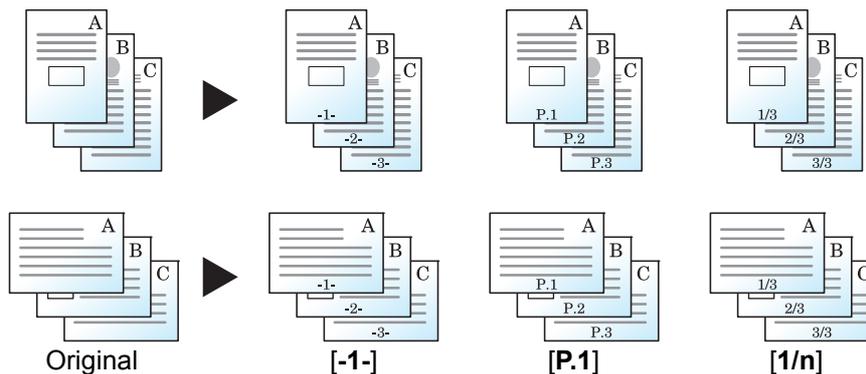


Page



Adds page numbers to the finished documents.

The available formats for numbering are [-1-], [P.1] and [1/n]. The format [1/n] prints the total number of pages in the place of "n".



Select the numbering format from [-1-], [P.1] or [1/n].

| Item | Value | Description |
|---------------|-----------------|--|
| Off | | |
| -1-, P.1, 1/n | Position | Top Left, Top Middle, Top Right, Bottom Left, Bottom Middle, Bottom Right, Detail Select the print position of page number. Select [Detail] to specify the detailed page number position using numeric values, and to set the page number position ([Same as Front Page] , [Mirror Front Page]) when a page number is placed on the back side of the paper in duplex printing. |
| | 1st Page | 1 to 10 To start page numbering from a page other than the first page, select [+] or [-] in "1st Page" to specify the starting page. Select [# Keys] to use the numeric keys for entry. |
| | Start # | 1 to 999 To start the numbering with a number other than 1, select [+] or [-] in "Start Number" to specify the starting number. Select [# Keys] to use the numeric keys for entry. |

| Item | | Value | Description | |
|------------------|---------------------------------------|---|---|---|
| -1-, P.1, 1/n | Count Blank Page ^{*1} | — | When a scanned document contains blank pages, add a check mark if you require blank pages to be numbered. Remove the check mark to skip blank pages. | |
| | Last Page | Auto, Manual (-10 to 0) | If you do not want page numbering through to the last page, select [Last Page]. Select [Manual] and select [+] or [-] to specify the final page to be numbered (a negative number of pages counting backwards from the last page), and then select [OK]. Specify the desired number up to -10. Select [# Keys] to use the numeric keys for entry. | |
| | Font | Size | Font sizes registered in "Text (Text Stamp)" are displayed. ➔ Text (Text Stamp) (page 8-22) | Set the font size of page number. |
| | | Style | None, Bold, Italic, Bold/Italic | Set the font style of page number. Select a font style by checking the checkbox. |
| | | Font | Courier, Letter Gothic | Set the font of page number. |
| | | Color | Black, White | Set the color of page number. |
| | | Density | 10 to 100% (in 10% increments) | Set the density of the color of page number. Set the value by selecting [+] or [-]. |
| | | Display Pattern | Transparent, Clipping, Overwrite | Set the display method of page number. |
| | Denominator# ^{*2} | Auto, Manual (1 to 999) | The total number of pages "n" in the format [1/n] can be changed manually. Select [Denominator #] and select [Manual]. Select [+] or [-] to enter the total number of pages and select [OK]. Select [# Keys] to use the numeric keys for entry. | |
| | Original Orientation | Top Edge on Top, Top Edge on Left, Auto ^{*3} | 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]. Then select [OK]. | |

*1 Not displayed when printing from the custom box.

*2 This item appears when [**1/n**] is selected.

*3 This function can only be used when the optional OCR Scan Activation Kit is installed.

Insert Sheets/Chapters

Copy

Layout/Edit

Insert a separator sheet, or make the first page of the chapter the front page when performing duplex printing. The configured pages are displayed on the list.

| Item | | | Value | Description | |
|-----------------------|---------------|---|--|--|--|
| Off | | | | | |
| On | Add | Separator | Separator Sheet | 1 to 998 | Enter document page numbers where separators get inserted. Select [+] or [-] to enter the page number. Select [# Keys] to use the numeric keys for entry. |
| | | | Paper Source | Cassette 1 to 4, Multipurpose tray | Select the source of the paper for the separator. |
| | | Chapter | Chapter Page | 2 to 998 | Enter the page numbers of the original document where you want to insert the chapters. Select [+] or [-] to enter the page number. Select [# Keys] to use the numeric keys for entry. |
| | Edit | | — | Change the configuration of the chapter page and separator. The method of operation is the same as that of a new addition. | |
| | Delete | | — | Delete the page selected in the list. | |
| Sheets Setting | | Not Print, Front Only, Back Only ^{*1} , Duplex ^{*1} | Select [Not Print] , [Front Only] , [Back Only] , or [Duplex] for the print setting of the inserted paper. | | |

*1 This item appears when finishing is set to 2-sided in "Duplex".

➔ [Duplex \(page 6-44\)](#)

Memo Page



Delivers copies with a space for adding notes.

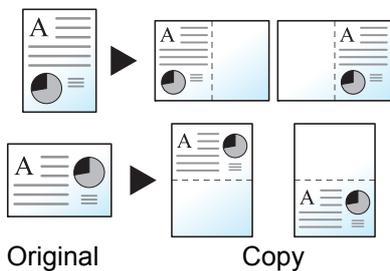
You can also print two originals onto the same sheet with a space or add lines to indicate page boundaries.

Select [**Layout A**] or [**Layout B**] and select the page layout from "Layout".

NOTE

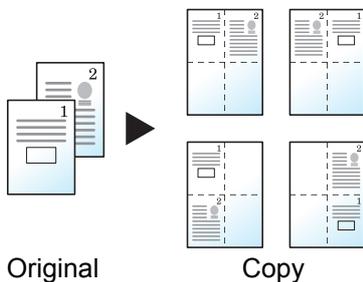
The paper sizes supported in Memo mode: A3, A4-R, A4, A5-R, B4, B5-R, B5, 216×340 mm, Ledger, Letter-R, Letter, Legal, Statement-R, Oficio II, Folio, 8K, 16K-R and 16K

Layout A



Reduces images of each original page for printing onto half of a page, leaving the other half blank for notes.

Layout B



Reduces images of two original pages for printing onto half of a page, leaving the other half blank for notes.

| Item | Value | Description | |
|-----------------|-----------------------------|---|---|
| Off | | | |
| Layout A | Layout | Left/Top, Right/Bottom | Select how to lay out the pages of scanned original. |
| | Border Line | None, Solid Line, Dotted Line, Positioning Mark | Select the boundary line type. Select [Border Line] to select the page boundary line, and select [OK]. |
| | Original Orientation | Top Edge on Top, Top Edge on Left, Auto ^{*1} | 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]. Then select [OK]. |

| | Item | Value | Description |
|-----------------|-----------------------------|--|---|
| Layout B | Layout | Top L to R, Top R to L, Top L to B, Top R to B | Select how to lay out the pages of scanned original. |
| | Border Line | None, Solid Line, Dotted Line, Positioning Mark | Select the boundary line type. Select [Border Line] to select the page boundary line, and select [OK]. |
| | Original Orientation | Top Edge on Top, Top Edge on Left, Auto ^{*1} | 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]. Then select [OK]. |

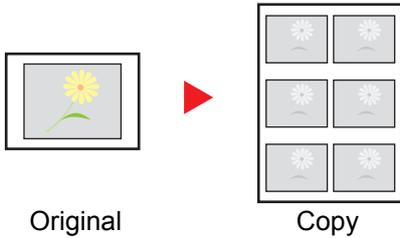
*1 This function can only be used when the optional OCR Scan Activation Kit is installed.

Image Repeat



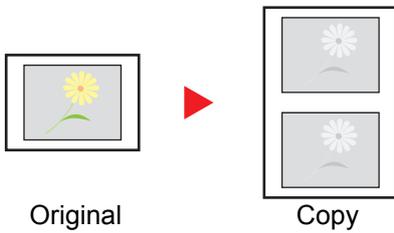
Tiles the 1 copied sheet with an original image. You can also specify the area of the original to repeat.

Zoom Priority



Repeat an image of specified zoom ratio.

Double Copy



Copy two image.

| Item | Value | Description |
|----------------------------|-------------------------------|--|
| Off | | |
| Zoom Priority | 25 to 400% (in 1% increments) | Set the default screen. Select [+] or [-] to change the displayed magnification as desired. Select [# Keys] to use the numeric keys for entry. |
| Specify Repeat Area | Off | |
| | On: Start | Metric ^{*1} X1: 0 to 431 mm Y1: 0 to 296 mm Inch X1: 0.00 to 16.99" Y1: 0.00 to 11.68" |
| | On: Area | Metric X2: 1 to 432 mm Y2: 1 to 297 mm Inch X2: 0.01 to 17.00" Y2: 0.01 to 11.69" |
| | | To set the area of the original to be repeated, select [On] for "Specify Repeat Area". Select [+] or [-] to input the area of the original to be repeated. Select [# Keys] to use the numeric keys for entry. Y1: Length from top left of platen to top edge of repeat area X1: Length from top left of platen to left edge of repeat area Y2: Height of repeat area X2: Width of repeat area |
| Diagram | | |
| Double Copy | — | Makes 2 copies of the same original on a single sheet. For example, you can double-copy an A5 original onto an A4 sheet which you then cut in half to make 2 copies that are identical to the original. |

*1 The input units can be changed in System Menu.

➔ [Measurement \(page 8-15\)](#)

Text Stamp



Layout/Edit



Send

Advanced
SetupCustom
Box

Functions

USB
Memory

Functions

You can add a text stamp on the documents.

Copying/Printing



NOTE

This cannot be set when Text Stamp is set in the system settings.

➔ [Printing Jobs \(page 8-23\)](#)

| Item | | Value | Description |
|------------|---------------------|--|---|
| Off | | | |
| On | Stamp | Keyboard, Template 1 to 8 | Select [Keyboard] and enter the text string to be printed, or select a text stamp from the displayed templates. NOTE Templates that have been set will appear. For details on registering templates, refer to the following: ➔ Text (Text Stamp) (page 8-22) |
| | Stamp Method | Each Print Page, Each Original Page | Select the stamp method. Select [Stamp Method] and set the stamp method for text stamp. |
| | Position | Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right, Detail | Set the stamp position to be printed. Select [Position] and select the text stamp position. Select [Detail] to specify the detailed stamp position using numeric values, and to set the stamp position and angle when a stamp is placed on the back side of the paper in duplex printing. |

| Item | | Value | Description | |
|------|----------------------|---|---|---|
| On | Font | Size | Registered font sizes are displayed. For details on registering font sizes, refer to the following: ➔ Font (Text Stamp) (page 8-22) | Set the font size of text stamp. |
| | | Character Border | Off, Circle, Rectangle, Underline | Set the character border and underline. |
| | | Style | None, Bold, Italic, Bold/Italic | Set the font style of text stamp. Select a font style by checking the checkbox. |
| | | Font | Courier, Letter Gothic | Set the font of text stamp. |
| | | Color | Black, White | Set the color of text stamp. |
| | | Density | 10 to 100% (in 10% increments) | Set the density of text stamp color. Set the value by selecting [+] or [-]. |
| | | Display Pattern | Transparent, Clipping, Overwrite | Set the display method of text stamp. |
| | Original Orientation | Top Edge on Top, Top Edge on Left, Auto ^{*1} | 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]. Then select [OK]. | |

*1 This function can only be used when the optional OCR Scan Activation Kit is installed.

Sending/Storing

NOTE

This cannot be set when Text Stamp is set in the system settings.

➔ [Sending Jobs \(page 8-25\)](#)

➔ [Storing Jobs \(page 8-27\)](#)

| Item | | Value | Description | |
|------------|-----------------------------|--|---|---|
| Off | | | | |
| On | Stamp | Keyboard, Template 1 to 8 | Select [Keyboard] and enter the text string to be printed, or select a text stamp from the displayed templates.  NOTE Templates that have been set will appear. For details on registering templates, refer to the following: ➔ Text (Text Stamp) (page 8-22) | |
| | Position | Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right, Detail | Set the stamp position to be printed. Select [Position] and select the text stamp position. Select [Detail] to set the stamp position using numeric values, and to set the stamp angle. | |
| | Font | Size | Registered font sizes are displayed. For details on registering font sizes, refer to the following: ➔ Font (Text Stamp) (page 8-22) | Set the font size of text stamp. |
| | | Character Border | Off, Circle, Rectangle, Underline | Set the character border and underline. |
| | | Style | None, Bold, Italic, Bold/Italic | Set the font style of text stamp. Select a font style by checking the checkbox. |
| | | Font | Courier, Letter Gothic | Set the font of text stamp. |
| | | Color | Black, Red, Green, Blue, Cyan, Magenta, Yellow, White | Set the color of text stamp. |
| | | Density | 10 to 100% (in 10% increments) | Set the density of text stamp color. Set the value by selecting [+] or [-]. |
| | | Display Pattern | Transparent, Clipping, Overwrite | Set the display method of text stamp. |
| | Original Orientation | Top Edge on Top, Top Edge on Left, Auto ^{*1} | 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]. Then select [OK]. | |

*1 This function can only be used when the optional OCR Scan Activation Kit is installed.

Bates Stamp



Layout/Edit



Send

Advanced
SetupCustom
Box

Functions

USB
Memory

Functions

You can add a bates stamp on the documents.

Copying/Printing



NOTE

This cannot be set when Bates Stamp is set in the system settings.

➔ [Printing Jobs \(page 8-23\)](#)

| Item | | Value | Description |
|------------|-----------------|--|--|
| Off | | | |
| On | Stamp | Date, User Name, Serial Number, Numbering, Text 1, Text 2 | Set the stamp to be printed. When [Text 1] or [Text 2] is selected, select [Change] below and enter the text string. If you selected [Date] , select [Date Format] and select [MM/DD/YYYY] , [DD/MM/YYYY] , or [YYYY/MM/DD] to set the date format. To set [Numbering] , select [Numbering Default] and set the starting sequence number (1 to 9999999). If you select [Fixed Digit Number] > [On] , you can set the number of digits of the serial number (1 to 7 digits). |
| | Position | Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right, Detail | Set the stamp position to be printed. Select [Position] and select the bates stamp position. Select [Detail] to specify the detailed stamp position using numeric values, and to set the stamp position when a stamp is placed on the back side of the paper in duplex printing. |

| Item | | Value | Description | |
|------|----------------------|--|---|--|
| On | Font | Size | Registered font sizes are displayed. For details on registering font sizes, refer to the following: ➔ Font (Bates Stamp) (page 8-22) | Set the font size of bates stamp. |
| | | Style | None, Bold, Italic, Bold/Italic | Set the font style of bates stamp. Select a font style by checking the checkbox. |
| | | Font | Courier, Letter Gothic | Set the font of bates stamp. |
| | | Color | Black, White | Set the color of the bates stamp. |
| | | Density | 10 to 100% (in 10% increments) | Set the density of bates stamp color. Set the value by selecting [+] or [-]. |
| | | Display Pattern | Transparent, Clipping, Overwrite | Set the display method of the bates stamp. |
| | Original Orientation | Top Edge on Top, Top Edge on Left, Auto ^{*1} | 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]. Then select [OK]. | |

*1 This function can only be used when the optional OCR Scan Activation Kit is installed.

Sending/Storing

NOTE

This cannot be set when Bates Stamp is set in the system settings.

➔ [Sending Jobs \(page 8-26\)](#)

➔ [Storing Jobs \(page 8-27\)](#)

| Item | | Value | Description | |
|------------|-----------------------------|--|--|--|
| Off | | | | |
| On | Stamp | Date, User Name, Serial Number, Numbering, Text 1, Text 2 | Set the stamp to be printed. When [Text 1] or [Text 2] is selected, press [Change] below and enter the text string. If you selected [Date] , press [Date Format] and select [MM/DD/YYYY] , [DD/MM/YYYY] , or [YYYY/MM/DD] to set the date format. To set [Numbering] , select [Numbering Default] and set the starting sequence number (1 to 9999999). If you select [Fixed Digit Number] > [On] , you can set the number of digits of the serial number (1 to 7 digits). | |
| | Position | Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right, Detail | Set the stamp position to be printed. Select [Position] and select the bates stamp position. Select [Detail] to specify the stamp position using numeric values. | |
| | Font | Size | Registered font sizes are displayed. For details on registering font sizes, refer to the following: ➔ Font (Bates Stamp) (page 8-22) | Set the font size of bates stamp. |
| | | Style | None, Bold, Italic, Bold/Italic | Set the font style of bates stamp. Select a font style by checking the checkbox. |
| | | Font | Courier, Letter Gothic | Set the font of bates stamp. |
| | | Color | Black, Red, Green, Blue, Cyan, Magenta, Yellow, White | Set the color of bates stamp. |
| | | Density | 10 to 100% (in 10% increments) | Set the density of bates stamp color. Set the value by selecting [+] or [-] . |
| | | Display Pattern | Transparent, Clipping, Overwrite | Set the display method of bates stamp. |
| | Original Orientation | Top Edge on Top, Top Edge on Left, Auto ^{*1} | 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] . Then select [OK] . | |

*1 This function can only be used when the optional OCR Scan Activation Kit is installed.

Continuous Scan



Advanced Setup



Advanced Setup



Functions



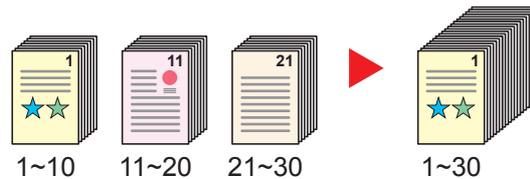
Functions

Scans a large number of originals in separate batches and then produce as one job.

Originals will be scanned continuously until you select [**Finish Scan**].

Select [**On**] to use continuous scanning. To use Job Build, select [**Job Build**]. You can set the functions that appear on the screen during scanning.

(Value: [**Off**] / [**On**] / [**Job Build**])



Job Build

When [**Job Build**] is selected when copying or printing, the binding orientation for finished documents can be selected from [**Binding Left**], [**Binding Right**] or [**Binding Top**].

The following functions can be selected during scanning.

| Item | Description |
|----------------------------|---|
| Next Copy: On Back | In duplex copying, prints on the back side if the next page is to be printed on the front side. Select [Next Copy: On Back] to use this function. |
| Next Copy: On Front | In duplex copying, prints on the front side if the next page is to be printed on the back side. Select [Next Copy: On Front] to use this function. |
| Sheet Insertion | Inserts a blank paper in the next page. Select [Sheet Insertion] to use this function. |

Auto Image Rotation



Advanced Setup

Automatically rotates the image 90 degrees when the sizes of the original and the loaded paper matches but the orientations are different.

(Value: [**Off**] / [**On**])

NOTE

- You can select whether to rotate the image automatically in the default settings.
 - ➔ [Auto Image Rotation \(Copy\) \(page 8-19\)](#)
- When you have enabled this function, you can select how the images are rotated.
 - ➔ [Auto Image Rotation Action \(page 8-32\)](#)

Negative Image



Inverts black and white portions of the image for printing.

(Value: [Off] / [On])

NOTE

This function is only available for black and white copy mode.

Mirror Image



Copies the mirrored image of the original.

(Value: [Off] / [On])

Job Finish Notice



Sends E-mail notice when a job is complete. It is also available that 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.

➔ [Command Center RX \(page 2-61\)](#)

E-mail can be sent to a single destination.

| Item | Description |
|--------------------------------|---|
| Off | |
| Address Book | Select the notification destination from the address book. |
| Detail | Information on the selected destination can be viewed. |
| Address Book | Select the notification destination on the address book screen, then select [OK] . |
| Notify when interrupted | Add a check mark if you require an e-mail notification when a job is interrupted. |
| Address Entry | Enter E-mail address directly. Select [E-mail Address] , enter the address (up to 128 characters) and select [OK] . |
| Notify when interrupted | Add a check mark if you require an e-mail notification when a job is interrupted. |

File Name Entry



Adds a file name.

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.

Select [**File Name**], enter the file name (up to 32 characters), and select [**OK**].

To add date and time, select [**Date and Time**]. To add job number, select [**Job No.**]. The added information will be displayed in "Additional Info".

Priority Override



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.
 - Priority override may not be available depending on the status of the current print job and memory usage. In this case, try the interrupt copy.
- ➔ [Interrupt Copy \(page 5-20\)](#)

Repeat Copy



Enables additional copies in the desired quantity as necessary after a copy job is completed.

For confidential documents, you can set up a password for the use of Repeat Copy. In such a case, the correct password must be entered to perform Repeat Copy.

To register a password, select [# **Keys**] and enter a 4-digit password.

✔ IMPORTANT

- **A Repeat Copy job is cleared when the power switch is turned off.**
- **If you forget the password, Repeat Copy cannot be performed for that document. Make a note of the password beforehand if necessary.**

(Value: [Off] / [On])

Repeat Copy is not available when the machine is equipped with the optional Data Security Kit.

When the maximum number of Repeat Copy jobs to retain in the document box is set to 0 (zero), this function cannot be used.

➔ [Repeat Copy Job Retention \(page 8-38\)](#)

You can select Repeat Copy as the default setting.

➔ [Repeat Copy \(page 8-21\)](#)

Giving a file name to a copy job will facilitate identification of the data when copying.

➔ [File Name Entry \(page 6-63\)](#)

Repeat Copy

The Repeat Copy jobs are stored in the Job Box. Refer to Outputting Repeat Copy Jobs to print out the Repeat Copy jobs.

➔ [Outputting Repeat Copy Jobs \(page 5-62\)](#)

DP Read Action



When the document processor is used, select the scanning operation for the document processor. This function is displayed when the document processor is installed.

| Item | Description |
|-------------------------|--|
| Speed Priority | Gives priority to scanning speed. |
| Quality Priority | Gives priority to image quality at a slightly slower scan speed. |

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.

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 [**Blank Pages + Ruled Lines**], [**Blank Pages Only**] or [**Blank Pages + Some Text**] in [**On**].



NOTE

The originals with punched holes or originals printed on a colored substrate may not be recognized as blank pages.

2-sided/Book Original, Book Original

Org./Sending
Data Format

Functions



Functions

Select the type and orientation of the binding based on the original.

| Item | | Value | Description |
|-----------------------------|-----------------------------|---|---|
| 1-sided | | — | "2-sided/Book Original" is not set. |
| 2-sided^{*1} | Binding | Binding Left/Right, Binding Top | Select the binding orientation of originals. |
| | Original Orientation | Top Edge on Top, Top Edge on Left, Auto ^{*2} | 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]. Then select [OK]. |
| Book^{*3} | Binding | Binding Left, Binding Right | Select the binding orientation of originals. |

*1 Available when the optional document processor is used.

*2 This function can only be used when the optional OCR Scan Activation Kit is installed.

*3 [**Top Edge on Top**] is set for "Original Orientation".

Sample image

| Value | | Image |
|----------------|---------------------------|-------|
| 2-sided | Binding Left/Right | |
| | Binding Top | |
| Book | Binding Left | |
| | Binding Right | |

Sending Size

Org./Sending
Data Format

Functions

Select size of image to be sent.

Select [**Standard Sizes 1**], [**Standard Sizes 2**], or [**Others**] to select the storing size.

| Item | Value | Description |
|-------------------------|--|---|
| Standard Sizes 1 | Metric models: Same as Original Size, A3, A4, A5, A6, B4, B5, B6, Folio, 216×340 mm Inch models: Same as Original Size, Ledger, Letter, Legal, Statement, 11×15", Oficio II | Select from Same as Original Size or Standard Size. |
| Standard Sizes 2 | Metric models: Ledger, Letter, Legal, Statement, 11×15", Oficio II, 8K, 16K Inch models: A3, A4, A5, A6, B4, B5, B6, Folio, 8K, 16K, 216×340 mm | Select from standard sizes except Standard Sizes 1. |
| Others | Hagaki (Cardstock), Oufuku hagaki (Return postcard) | Select from Hagaki (Cardstock). |

Relationship between Original Size, Sending Size, and Zoom

[Original Size \(page 6-18\)](#), Sending Size, and [Zoom \(page 6-33\)](#) are related to each other. For details, see the table below.

| Original size and sending size are | the same | different |
|---|--|--------------------------|
| Original Size (page 6-18) | Specify as necessary. | Specify as necessary. |
| Sending Size | Select [Same as Original Size]. | Select the desired size. |
| Zoom (page 6-33) | Select [100%] (or [Auto]). | Select [Auto]. |



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

Org./Sending
Data Format

Functions



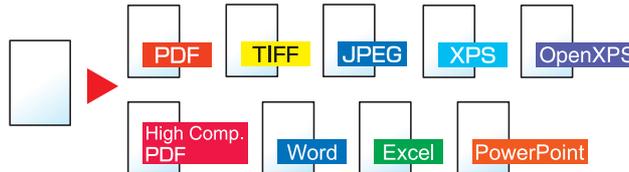
Functions

Specify the image file format. Image quality level can also be adjusted.

Select the file format from **[PDF]**, **[TIFF]**, **[JPEG]**, **[XPS]**, **[OpenXPS]**, **[High Comp. PDF]**, **[Word]**, **[Excel]**, and **[PowerPoint]**.

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.



| Item | Value | Color mode |
|---------------------------------------|---|--|
| PDF ^{*1*2*3} | 1 Low Quality (High Comp.) to 5 High Quality (Low Comp.) | Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White |
| TIFF | 1 Low Quality (High Comp.) to 5 High Quality (Low Comp.) | Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White |
| JPEG | 1 Low Quality (High Comp.) to 5 High Quality (Low Comp.) | Auto Color (Color/Grayscale), Full Color, Grayscale |
| XPS | 1 Low Quality (High Comp.) to 5 High Quality (Low Comp.) | Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White |
| OpenXPS | 1 Low Quality (High Comp.) to 5 High Quality (Low Comp.) | Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White |
| High Comp. PDF ^{*1*2} | Compression Ratio Priority, Standard, Quality Priority | Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale |
| Word ^{*4} | 1 Low Quality (High Comp.) to 5 High Quality (Low Comp.) | Auto Color (Color/Grayscale), Full Color, Grayscale |
| Excel ^{*4} | 1 Low Quality (High Comp.) to 5 High Quality (Low Comp.) | Auto Color (Color/Grayscale), Full Color, Grayscale |
| PowerPoint ^{*4} | 1 Low Quality (High Comp.) to 5 High Quality (Low Comp.) | Auto Color (Color/Grayscale), Full Color, Grayscale |

*1 You can create Searchable PDF file by running OCR on the scanned document.

➔ [OCR Text Recognition \(Option\) \(page 6-69\)](#)

*2 Set the PDF/A. (**Value:** [Off] / [PDF/A-1a] / [PDF/A-1b] / [PDF/A-2a] / [PDF/A-2b] / [PDF/A-2u]).

*3 Set PDF encryption.

➔ [PDF Encryption Functions \(page 6-70\)](#)

*4 Word, Excel and PowerPoint will be saved in a Microsoft Office 2007 or later file format.

➔ [Scan to Office Function \(page 6-72\)](#)

 **NOTE**

- When [High Comp. PDF] is selected, you cannot adjust the image quality.
- You can use PDF encryption functions.
 - ➔ [PDF Encryption Functions \(page 6-70\)](#)
- If encryption is enabled, PDF/A settings cannot be specified.

OCR Text Recognition (Option)

When [PDF], [High Comp. PDF], [Word], [Excel], or [PowerPoint] is selected for the file format, you can create Searchable file by running OCR on the scanned document. Select [OCR Text Recognition], and then [On], select the language of the document, and select [OK].

| Item | Description |
|----------------------------|--|
| Off | Do not create Searchable file. |
| On | Create Searchable file. Select the language to extract from the languages that appear on the touch panel. |
| Auto Image Rotation | Rotates image automatically by recognizing text orientation. Value: Off, On |

 **NOTE**

- This function can only be used when the optional OCR Scan Activation Kit is installed.
 - ➔ [Scan Extension Kit\(A\) "OCR Scan Activation Kit" \(page 11-6\)](#)
- This function cannot be set when you send from the Custom Box.
- If the proper language is not selected, file creation may take a long time or the creation may fail. The default language can be changed in System Menu.
 - ➔ [Primary OCR Language \(page 8-20\)](#)
- If you do not set an original in the correct orientation, the text of the document may not be recognized as characters. In addition, it may take some time to create the file. Check the following:
 - The original orientation is correct.
 - When setting the originals with the mixed orientation at once, [On] is selected for [Auto Image Rotation].
If you frequently use the originals with the mixed orientation, the default of [Auto Image Rotation] can be changed in System Menu.
 - ➔ [OCR Text Recognition \(page 8-20\)](#)
- The accuracy of the text recognition depends on the original condition. The following condition may result in decreasing the recognition accuracy.
 - Repeatedly copied documents (as copied copy)
 - Received faxes (with low resolution)
 - Originals with the character space too narrow or wide
 - Originals with the lines on the text
 - Originals with the special fonts
 - Binding part of the book
 - A handwritten texts

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 [**Others**], [**PDF**] or [**High Comp. PDF**] in [**File Format**], and select [**Encryption**].

Items that can be set vary depending on the setting selected in [**Compatibility**].

When [Acrobat 3.0 and later, Encryption Level: Middle(40-bit)] is selected

| Item | Value | Description |
|--|-------------------------------------|---|
| Password to Open Document | Off, On | Enter the password to open the PDF file. Select [On], enter a password (up to 256 characters) and then select [Next]. Enter the password again for confirmation, and select [OK]. |
| Password to Edit/Print Document | Off, On | Enter the password to edit the PDF file. Select [On], enter a password (up to 256 characters) and then select [Next]. Enter the password again for confirmation, and select [OK]. When you have entered the password and selected [Detail] to edit/print document, you can specifically limit the operation. |
| Printing Allowed | Not Allowed, Allowed | Restricts printing of the PDF file. |
| Changes Allowed | 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 | Disable, Enable | Restricts the copying of text and objects on the PDF file. |

When [Acrobat 5.0 and later, Encryption Level: High(128-bit)] is selected

| Item | Value | Description |
|--|-----------------------------------|---|
| Password to Open Document | Off, On | Enter the password to open the PDF file. Select [On], enter a password (up to 256 characters) and then select [Next]. Enter the password again for confirmation, and select [OK]. |
| Password to Edit/Print Document | Off, On | Enter the password to edit the PDF file. Select [On], enter a password (up to 256 characters) and then select [Next]. Enter the password again for confirmation, and select [OK]. When you have entered the password and selected [Detail] to edit/print document, you can specifically limit the operation. |
| Printing Allowed | 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 | 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 | Disable, Enable | Restricts the copying of text and objects on the PDF file. |

Scan to Office Function

This machine provides the function which converts scanned documents including text, figures and pictures into searchable and editable Microsoft Office (Word, Excel and PowerPoint) 2007 or later data format, via OCR processing.

NOTE

- This function can only be used when the optional OCR Scan Activation Kit is installed.
➔ [Scan Extension Kit\(A\) "OCR Scan Activation Kit" \(page 11-6\)](#)
- The scanned result may not be realized perfectly according to condition of the documents.

1 Display the screen.

- 1 [Home] key > [Send] > [Org./Sending Data Format] > [File Format]

2 Configure the settings.

- 1 Select [Word], [Excel] or [PowerPoint] as a file format.
- 2 Select [OCR Text Recognition] > [On].

NOTE

When you select [Off], the documents are converted into the Microsoft Office data (scanned image).

- 3 Select the language of the document which you wish to scan > [OK].
- 4 Select [OCR Output Format] and select an OCR output mode from the table below > [OK].

| Item | Description |
|--------------------------------------|--|
| Text + Graphics | Converts the scanned documents into the editable and searchable Microsoft Office data format. |
| Text + Graphics w/Scan Image | Converts the scanned documents into two types of data: one is the editable and searchable Microsoft Office data format and the other one is the Microsoft Office data format with scanned image. You can edit text and layout of the editable data by referring the scanned image. |
| Scanned Image w/Srachable Txt | Converts the scanned documents into the searchable Microsoft Office data format (scanned image). |

3 Press the [Start] key.

File Separation



Creates several files by dividing scanned original data page by specified number of pages, and sends the files.



NOTE

A three-digit serial number such as "abc_001.pdf, abc_002.pdf..." is attached to the end of the file name.

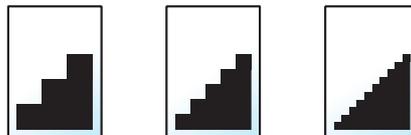
| Item | Value | Description |
|------------------------------|--|--|
| Off | | |
| On | | |
| Attach File to E-mail | All Files in 1 E-mail, 1 file per E-mail | Select how to attach the files to the E-mail. Select [All files in 1 E-mail] to attach and send all files in a single E-mail. Select [1 file per E-mail] to attach and send 1 file per E-mail. |

Scan Resolution



Select fineness of scanning resolution.

(Value: [600 × 600dpi] / [400 × 400dpi Ultra] / [200 × 400dpi Super] / [300 × 300dpi] / [200 × 200dpi Fine] / [200 × 100dpi Normal])



NOTE

The larger the number, the better the image resolution. However, better resolution also means larger file sizes and longer send times.

E-mail Subject/Body



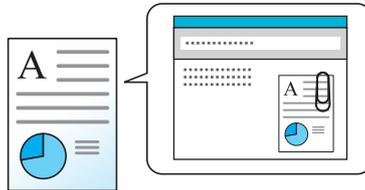
Advanced Setup



Functions

Adds subject and body when sending a document.

Select **[Subject]** / **[Body]** to enter the E-mail subject/body.



NOTE

- The subject can include up to 60 characters, and the body can include up to 500 characters.
- Select **[Body 1]**, **[Body 2]**, or **[Body 3]** to enter stored text for the body text. For details on registering templates, refer to the following:
➔ [E-mail Subject/Body \(page 8-20\)](#)

Send and Print



Advanced Setup

Prints a copy of the document being sent.

(Value: **[Off]** / **[On]**)

Send and Store



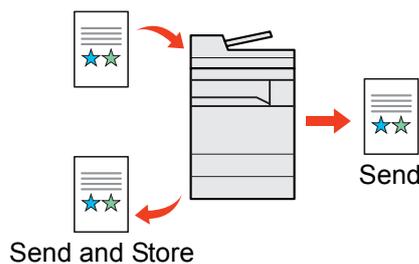
Advanced Setup

Stores a copy of the document being sent in a Custom Box.

(Value: **[Off]** / **[On]**)

NOTE

- When **[On]** is selected, select the Custom Box in which the copy is to be stored. If a password entry screen for the Custom Box appears, enter the password.
- You can view information on the selected Custom Box by selecting **[Detail]**.



FTP Encrypted TX



Encrypts images when sending via FTP.

Encryption secures the document transmission.

(Value: [Off] / [On])

NOTE

Click [**Security Settings**], and then [**Network Security**] in the Command Center RX. Be sure that "SSL" of Secure Protocol Settings is "On" and one or more effective encryption are selected in Client side settings.

➔ [Command Center RX User Guide](#)

File Size Confirmation



Checks the file size before sending the original. To change the file size, change the settings of each function. When you select [**Recalculate**], the file size is recalculated.

(Value: [Off] / [On])

Delete after Printed



Automatically deletes a document from the box once printing is complete.

(Value: [Off] / [On])

Delete after Transmitted



Automatically deletes a document from the box once transmission is complete.

(Value: [Off] / [On])

Storing Size



Functions



Functions

Select size of image to be stored.

Select [**Standard Sizes 1**], [**Standard Sizes 2**], or [**Others**] to select the storing size.

| Item | Value | Description |
|-------------------------|--|---|
| Standard Sizes 1 | Metric models: Same as Original Size, A3, A4, A5, A6, B4, B5, B6, Folio, 216×340 mm Inch models: Same as Original Size, Ledger, Letter, Legal, Statement, 11×15", Oficio II | Select from Same as Original Size or Standard Size. |
| Standard Sizes 2 | Metric models: Ledger, Letter, Legal, Statement, 11×15", Oficio II, 8K, 16K Inch models: A3, A4, A5, A6, B4, B5, B6, Folio, 8K, 16K, 216×340 mm | Select from standard sizes except Standard Sizes 1. |
| Others | Hagaki (Cardstock), Oufuku hagaki (Return postcard) | Select from Hagaki (Cardstock). |

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 | different |
|---|--|--------------------------|
| Original Size (page 6-18) | Specify as necessary. | Specify as necessary. |
| Storing Size | Select [Same as Original]. | Select the desired size. |
| Zoom (page 6-33) | Select [100%] (or [Auto]). | Select [Auto]. |



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).

Long Original



Advanced Setup



Functions

Reads long-sized original documents using a document processor. This function requires the optional document processor.

(Value: [**Off**] / [**On**])



NOTE

- Long originals are sent in black and white.
- Only a single side of a long original can be scanned. Originals of up to 1,900 mm / 74.8"*¹ long can be scanned.
- A resolution of 300 × 300 dpi or smaller can be selected.
- This cannot be set when Bates Stamp is set.

*1 1,600 mm/63" if fax functions are used.

Encrypted PDF Password



Enter the preassigned password to print the PDF data.

Enter the Password, and select [OK].

NOTE

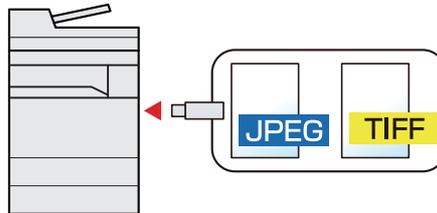
For details on entering the password, refer to the following:

➔ [Character Entry Method \(page 11-9\)](#)

JPEG/TIFF Print



Select the image size when printing JPEG or TIFF files.



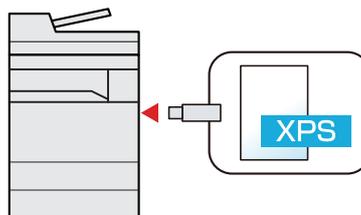
| Item | Description |
|-------------------------|---|
| Paper Size | Fits the image size to the selected paper size. |
| Image Resolution | Prints at resolution of the actual image. |
| Print Resolution | Fits the image size to the print resolution. |

XPS Fit to Page



Reduces or enlarges the image size to fit to the selected paper size when printing XPS file.

(Value: [Off] / [On])



7 Status/Job Cancel

This chapter explains the following topics:

| | |
|---|------|
| Checking Job Status | 7-2 |
| Details of the Status Screens | 7-3 |
| Checking Detailed Information of Jobs | 7-8 |
| Checking Job History | 7-9 |
| Checking the Detailed Information of Histories | 7-10 |
| Sending the Log History | 7-10 |
| Job Operation | 7-11 |
| Pause and Resumption of Jobs | 7-11 |
| Canceling of Jobs | 7-11 |
| Priority Override for Waiting Jobs | 7-11 |
| Reordering Print Jobs | 7-12 |
| Device/Communication | 7-13 |
| Checking the Remaining Amount of Toner and Paper (Paper/Supplies) | 7-14 |

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 Display | Job status to be displayed |
|------------------|---|
| Print Job Status | <ul style="list-style-type: none"> • Copy • Printer • FAX reception • E-mail reception • Printing from Document Box • Printing data from removable memory • Application • Job Report/List |
| Send Job Status | <ul style="list-style-type: none"> • FAX transmission • i-FAX transmission • E-mail • Folder transmission • Application • Multiple destination • Sending Job FAX using Delayed transmission |
| Store Job Status | <ul style="list-style-type: none"> • Scan • FAX • i-FAX • Printer • Join Box Document • Copy Box Document |
| Scheduled Job | <ul style="list-style-type: none"> • 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 either of [Print Job Status], [Send Job Status], [Store Job Status] or [Scheduled Job] to check the status.

➔ [Print Job Status Screen \(page 7-3\)](#)

➔ [Send Job Status screen \(page 7-5\)](#)

➔ [Store Job Status screen \(page 7-6\)](#)

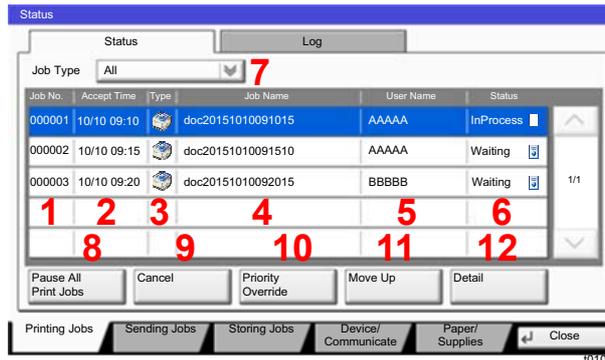
➔ [Scheduled Job Status Screen \(page 7-7\)](#)

Details of the Status Screens

NOTE

- You can show the job statuses of all users, or only the statuses of your own jobs.
 - ➔ [Display Status/Log \(page 8-29\)](#)
- This setting can also be changed from Command Center RX.
 - ➔ [Command Center RX User Guide](#)

Print Job Status Screen



| No. | Item | Description |
|-----|-------------------|--|
| 1 | Job No. | Acceptance No. of job |
| 2 | Accepted Time | Accepted Time of job |
| 3 | Type | Icons that indicate the job type  Copy job  Printer job  Job from Document Box  FAX reception  i-FAX reception  E-mail reception  Data from removable memory  Application  Report/List |
| 4 | Job Name | Job Name or file name |
| 5 | User Name | User Name for the executed job |
| 6 | Status | Status of job InProcess: The status before starting to print. Printing: Printing Waiting: Print Waiting Pause: Pausing print job or error Canceling: Canceling the job |
| 7 | [▼] of "Job Type" | Only selected type of jobs is displayed. |

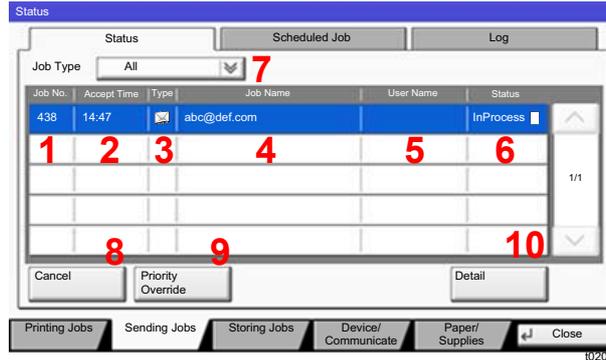
| No. | Item | Description |
|-----|------------------------|--|
| 8 | [Pause All Print Jobs] | Pauses all the printing jobs. By pressing this key again, the printing jobs will be resumed. |
| 9 | [Cancel] | Select the job you want to cancel from the list, and press this key. |
| 10 | [Priority Override] | Select the job to be overridden, and press this key. ➔ Priority Override for Waiting Jobs (page 7-11) |
| 11 | [Move Up] | In the list, select the job that you want to move up the job queue and press this key. ➔ Reordering Print Jobs (page 7-12) |
| 12 | [Detail] | Select the job whose detailed information you want to display from the list, and press this key. ➔ Checking Detailed Information of Jobs (page 7-8) You can select [Change] in “Copies” in the detailed information screen to change the number of copies that are printed. |

**NOTE**

The job name and user name can be changed to other information if needed.

➔ [Customize Status Display \(page 8-29\)](#)

Send Job Status screen



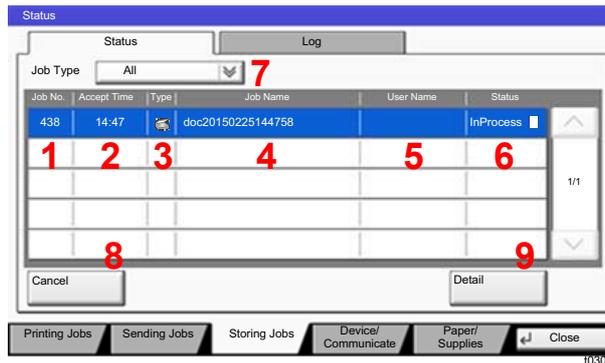
| No. | Item | Description |
|-----|---------------------|--|
| 1 | Job No. | Acceptance No. of job |
| 2 | Accepted Time | Accepted Time of job |
| 3 | Type | Icons that indicate the job type Sending Job FAX Sending Job i-FAX Sending Job E-mail Sending Job Folder Sending Job Application Multi Sending |
| 4 | Destination | Destination (Either destination name, FAX number, E-mail address, or server name) |
| 5 | User Name | User Name for the executed job |
| 6 | Status | Status of job InProcess: The status before starting sending such as during scanning originals Sending: Sending Waiting: Waiting Sending Canceling: Canceling the job Pause: Pausing the job |
| 7 | [] of "Job Type" | Only selected type of jobs is displayed. |
| 8 | [Cancel] | Select the job you want to cancel from the list, and press this key. |
| 9 | [Priority Override] | Select the job to be overridden, and press this key. Only displayed when the optional fax kit is installed. |
| 10 | [Detail] | Select the job whose detailed information you want to display from the list, and press this key. ➔ Checking Detailed Information of Jobs (page 7-8) |

NOTE

The address and user name can be changed to other information if needed.

➔ [Customize Status Display \(page 8-29\)](#)

Store Job Status screen



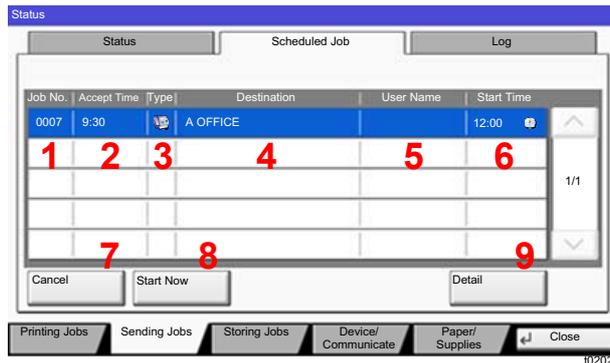
| No. | Item | Description |
|-----|---|--|
| 1 | Job No. | Acceptance No. of job |
| 2 | Accepted Time | Accepted Time of job |
| 3 | Type | Icons that indicate the job type  Storing Job Scan  Storing Job Printer  Storing Job FAX  Storing Job i-FAX  Join Box Document  Copy Box Document |
| 4 | Job Name | Job name or file name is displayed. |
| 5 | User Name | User Name for the executed job |
| 6 | Status | Status of job InProcess: The status before starting to save such as during scanning originals Storing: Storing Data Canceling: Canceling the job Pause: Pausing the job |
| 7 | [] of "Job Type" | Only selected type of jobs is displayed. |
| 8 | [Cancel] | Select the job you want to cancel from the list, and press this key. |
| 9 | [Detail] | Select the job whose detailed information you want to display from the list, and press this key. ▶ Checking Detailed Information of Jobs (page 7-8) |

NOTE

The job name and user name can be changed to other information if needed.

▶ [Customize Status Display \(page 8-29\)](#)

Scheduled Job Status Screen



| No. | Item | Description |
|-----|---------------|--|
| 1 | Job No. | Acceptance No. of job |
| 2 | Accepted Time | Accepted Time of job |
| 3 | Type | Icons that indicate the job type  Scheduling Job FAX |
| 4 | Destination | Destination (Either destination name, FAX number, or No. of broadcast items) |
| 5 | User Name | User Name for the executed job |
| 6 | Start Time | Time to start the scheduled job |
| 7 | [Cancel] | Select the job you want to cancel from the list, and press this key. |
| 8 | [Start Now] | Select the job you want to send immediately from the list, and press this key. |
| 9 | [Detail] | Select the job whose detailed information you want to display from the list, and press this key. ▶ Checking Detailed Information of Jobs (page 7-8) |

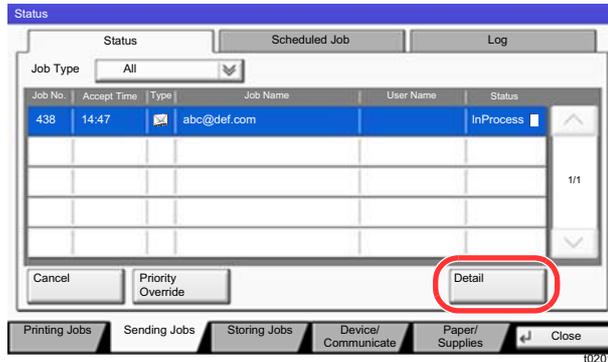
Checking Detailed Information of Jobs

1 Display the screen.

➔ [Details of the Status Screens \(page 7-3\)](#)

2 Check the information.

1 Select [**Detail**] for the job for which you wish to display detailed information.



Detailed information of the selected job is displayed.

Use [∨] or [∧] to see the next or previous page of information.

In Sending Jobs, you can check the destination by selecting [**Detail**] in "Destination" or "Status/Destination".

"Status/Destination" is displayed when address is selected. Select [**Detail**] to display the list. Select [∨] or [∧], select a destination and select [**Detail**]. Information on the selected job is displayed for checking.

2 To exit from the detailed information, select [**Close**].

Checking Job History

 **NOTE**

- Job history is also available by Command Center RX or KYOCERA Net Viewer from the computer.
 - ➔ **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.
 - ➔ [Display Status/Log \(page 8-29\)](#)
- This setting can also be changed from Command Center RX.
 - ➔ **Command Center RX User Guide**

Available Job History Screens

The job histories are displayed separately in four screens - Printing Jobs, Sending Jobs, Storing Jobs, and FAX Jobs. The following job histories are available.

| Screen | Job histories to be displayed |
|---------------|--|
| Print Job Log | <ul style="list-style-type: none"> • Copy • Printer • FAX reception • i-FAX reception • E-mail reception • Printing from Document Box • Job Report/List • Printing data from removable memory • Application |
| Send Job Log | <ul style="list-style-type: none"> • FAX • i-FAX • E-mail • Folder • Application • Multiple destination |
| Store Job Log | <ul style="list-style-type: none"> • Scan • FAX • i-FAX • Printer • Join Box Document • Copy Box Document |
| FAX Job Log | <ul style="list-style-type: none"> ➔ FAX Operation Guide |

Displaying Job History Screen

1 Display the screen.

Select the [Status/Job Cancel] key.

2 Select the job to check details.

Select the [Log] tab, and select the job to check details from the list.

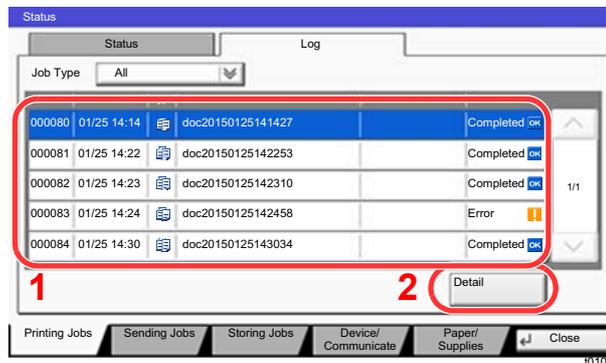
Checking the Detailed Information of Histories

1 Display the screen.

➔ [Displaying Job History Screen \(page 7-10\)](#)

2 Check the information.

1 Select the job to check details from the list, and select [Detail].



Detailed information of the selected job is displayed.



NOTE

To check the information of the next/previous page, select [v] or [^].

2 To exit from the detailed information, 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.

➔ [Send Log History \(page 8-44\)](#)

Job Operation

Pause and Resumption of Jobs

Pause/resume all printing jobs in printing/waiting.

1 Display the screen.

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 [Resume All Print Jobs].

Canceling of Jobs

A job in printing/waiting status can be canceled.

1 Display the screen.

Select the [Status/Job Cancel] key.

2 Select the job to be canceled from the list, and select [Cancel].

3 Select [Yes] in the confirmation screen.

Priority Override for Waiting Jobs

Priority Override function suspends the current job and prints the job in waiting first.

1 Display the screen.

Select the [Status/Job Cancel] key.

2 Select [Printing Jobs].

3 Select the job to be given priority, and select [Priority Override].

4 Select [Yes] in the confirmation screen.

The current job in printing is suspended, and the job for override.

Reordering Print Jobs

This function allows you to select a queued print job and raise its output priority.

1 Display the screen.

Select the [Status/Job Cancel] key.

2 Select [Printing Jobs].

3 Select the job to be assigned a higher priority and select [Move Up].

The priority of the selected job is increased by 1.

To further raise the job's priority, select [Move Up] again. Each time you select [Move Up], the priority increases by 1.

Device/Communication

Configure the devices/lines installed or connected to this machine or check their status.

1 Display the screen.

1 Select the [**Status/Job Cancel**] key.

2 Select [**Device/Communicate**].

The screen to check the status or configure the devices is displayed.

2 Check the status.

The items you can check are described below.

"Scanner"

The status of an original scanning or the error information (paper jam, opened cover, etc.) is displayed.

"Printer"

Error information such as paper jam, out of toner, or out of paper, and status such as waiting or printing are displayed.

"FAX Port 1", "FAX Port 2", "i-FAX"

- The information such as sending/receiving and dialing is displayed.

➔ **FAX Operation Guide**

"Removable Memory (USB Memory)"

- The usage, capacity and free space of the external media connected to this machine are displayed.
- Select [**Format**] to format external media.



IMPORTANT

When [Format**] is selected, all data in the external media is erased.**

- Select [**Remove**] to safely remove the external media.

"Hard Disk"

The status of the hard disk is displayed.

"SSD"

The status of the SSD is displayed.



NOTE

When both a hard disk and SSD are installed, "Hard Disk" is displayed.

"Connectivity"

The network connection status and the status of the optional keyboard are displayed.

Checking the Remaining Amount of Toner and Paper (Paper/Supplies)

Check the remaining amount of toner, and paper on the touch panel.

1 Display the screen.

- 1 Select the [Status/Job Cancel] key.
- 2 Select [Paper/Supplies].

2 Check the status.

The items you can check are described below.

"Toner Information"

The amount of toner remaining is shown in levels. And you can check the status of waste toner box.

"Paper Status"

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.

"Others"

You can check the status of staples and punch waste box.

8 Setup and Registration (System Menu)

This chapter explains the following topics:

| | |
|-------------------------------------|------|
| System Menu | 8-2 |
| Operation Method | 8-2 |
| System Menu Settings | 8-4 |
| Counter | 8-7 |
| Cassette/MP Tray Settings | 8-7 |
| Common Settings | 8-10 |
| Home | 8-31 |
| Copy | 8-32 |
| Send | 8-33 |
| Document Box/Removable Memory | 8-38 |
| FAX | 8-39 |
| Printer | 8-39 |
| Report | 8-42 |
| System/Network | 8-47 |
| Edit Destination | 8-69 |
| User Login/Job Accounting | 8-70 |
| User Property | 8-70 |
| Date/Timer/Energy Saver | 8-70 |
| Adjustment/Maintenance | 8-74 |
| Internet | 8-76 |
| Application | 8-76 |

System Menu

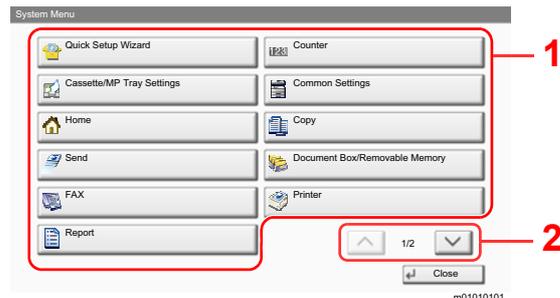
Configure settings related to overall machine operation.

Operation Method

1 Display the screen.

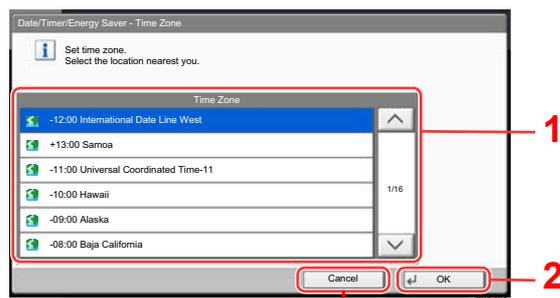
Select the [System Menu/Counter] key.

2 Select a function.



- 1 Displays the System Menu items.
- 2 Scrolls up and down when the list of values cannot be displayed in its entirety on a single screen.
- 3 Displays setting items
Select the key of a function to display the setting screen.
- 4 Returns to the previous screen.

3 Configure the function.



- 1 Enter a setting by selecting it.
- 2 Accepts the settings and exits.
- 3 Returns to the previous screen without making any changes.

 **NOTE**

- In order to change settings that require administrator privileges, you must log in with administrator privileges. The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|-----------------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- If function default settings have been changed, the **[Reset]** key can be selected in each function screen to immediately change the settings.

Refer to System Menu Settings on the following page and configure as needed.

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.

| Item | Description | Reference Page |
|----------------------------------|--|---------------------------|
| Quick Setup Wizard | The Quick Setup Wizard configures Fax, Network and Energy Saver settings. | page 2-42 |
| Counter | Check the number of sheets printed and scanned. | page 2-58 |
| Cassette/MP Tray Settings | Select paper size and media type for Cassettes and multipurpose tray. | page 8-7 |
| Cassette 1 (to 4) | Select type of paper in Cassette 1 (to 4). | page 8-7 |
| MP Tray Setting | Select type of paper in multipurpose tray. | page 8-8 |
| Common Settings | Configure overall machine operation. | page 8-10 |
| Language | Set the language to use for the touch panel display. | page 8-10 |
| Default Screen | Select the screen appearing right after start-up (default screen). | page 8-10 |
| Sound | Set options for buzzer sound during the machine operations. | page 8-10 |
| Keyboard Layout | Change the layout of the touch panel keyboard used to enter characters. | page 8-11 |
| Original/Paper Settings | Configure settings for originals and paper. | page 8-11 |
| Measurement | Select inch or metric for the unit for paper dimensions. | page 8-15 |
| Error Handling | Select whether to cancel or continue the job when error has occurred. | page 8-16 |
| Paper Output | Select the output tray respectively for copy jobs, print jobs from Document Box, computers, and FAX RX data. | page 8-17 |
| Orientation Confirmation | Check the orientation of original. | page 8-18 |
| 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. | page 8-18 |
| Optional Keyboard Type | Select the type of optional keyboard that you want to use. | page 8-21 |
| System Stamp | Configure settings for header, footer, and stamp. | page 8-22 |
| Manual Staple | Select whether to use Manual Staple. | page 8-28 |
| Offset Documents by Job | Select whether to offset documents by Job. | page 8-28 |
| Low Toner Alert | Set the amount of remaining toner to notify the administrator when to order a toner when the toner is running low. | page 8-29 |
| Offset One Page Documents | Set whether one-page documents are sorted. | page 8-29 |

| Item | Description | Reference Page |
|--------------------------------------|---|---|
| Display Status/Log | Set the display method of the Status/Log. | page 8-29 |
| Customize Status Display | Select the item that appears for the printing jobs status. | page 8-29 |
| Message Board Settings | Configure settings for message board. | page 8-30 |
| Remote Printing | Configure settings for remote printing. | page 8-30 |
| Numeric Keypad Settings | Select whether or not to display the numeric keypad. | page 8-31 |
| Prevent Light Reflection | Prevent light reflection when using the Erase Shadowed Areas feature. | page 8-31 |
| Function Key Assignment | Assign a function to each function key. | page 8-31 |
| Show Power Off Message | Select whether the confirmation message is displayed, when Power Switch is pressed. | page 8-31 |
| Home | Configure settings for Home screen. | page 8-31 |
| Copy | Configures settings for copying functions. | page 8-32 |
| Send | Configures settings for sending functions. | page 8-33 |
| Document Box/Removable Memory | Configures settings related to the Custom Box, Job Box, Sub Address Box and Polling Box. For details on FAX Box and Polling Box, refer to the following: ➔ FAX Operation Guide | page 8-38 |
| FAX | Configures settings for fax functions. ➔ FAX Operation Guide | — |
| 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. | page 8-39 |
| Report | Print reports to check the machine settings, status, and history. Settings for printing reports can also be configured. | page 8-42 |
| Print Report | Configure settings for printing reports and histories. | page 8-42 |
| Admin Report Settings | | Refer to the FAX Operation Guide . |
| Result Report Setting | | page 8-43 |
| Sending Log History | | page 8-44 |
| Login History Settings | | page 8-44 |
| Device Log History Settings | | page 8-45 |
| Secure Comm. Error Log | | page 8-46 |

| Item | Description | Reference Page |
|----------------------------------|--|---------------------------|
| System/Network | Configure machine system settings. | page 8-47 |
| Network | Configures network settings. | page 8-47 |
| Optional Network | Configure settings for the optional Network Interface Kit. | page 8-60 |
| 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. | page 8-63 |
| Security Level | 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. | — |
| Interface Block Setting | This allows you to protect this machine by blocking the interface with external devices such as USB hosts or optional interfaces. | page 8-64 |
| Data Security | Configure settings for data stored in the SSD, hard disk, and machine's memory. | page 8-65 |
| Optional Function | You can use the optional applications installed on this machine. | page 8-67 |
| Bluetooth Settings | Set the Bluetooth keyboard. | page 8-67 |
| Restart Entire Device | Restart the machine without turning the power switch off. Use this to deal with any unstable operation by the machine. (Same as the computer restart.) | page 8-67 |
| NFC | Set NFC (Near Field Communication). | page 8-68 |
| Edit Destination | Configures Address Book and One Touch Key settings. Address Book: ➔ Adding a Destination (Address Book) (page 3-23) One Touch Key: ➔ Adding a Destination on One Touch Key (One Touch Key) (page 3-30) | page 8-69 |
| User Login/Job Accounting | Configures settings related to machine management. User Login: ➔ Overview of User Login Administration (page 9-2) Job Accounting: ➔ Overview of Job Accounting (page 9-33) | — |
| User Property | Allows you to view information about logged in users and edit some of that information. | page 8-70 |
| Date/Timer/Energy Saver | Configures settings related to the date and time. | page 8-70 |
| Adjustment/Maintenance | Adjust printing quality and conduct machine maintenance. | page 8-74 |
| Internet | Configure settings related to the internet. | page 8-76 |
| Application | Configure settings for Application. | page 8-76 |

Counter

[System Menu/Counter] key > [Counter]

Check the number of sheets printed and scanned.

Cassette/MP Tray Settings

Select paper size and media type for Cassettes and multipurpose tray.

Cassette 1 (to 4)

[System Menu/Counter] key > [Cassette/MP Tray Settings] > [Cassette 1 (to 4)]

Select paper size and media type for Cassettes 1 to 4.

| Selection Item | | Selectable Size/Type |
|--------------------------|------------------|--|
| Paper Size ^{*1} | Auto | Paper size is automatically detected and selected. Values: Metric, Inch |
| | Standard Sizes 1 | Available options are as follows: Values Metric models: A3 ^{*2} , A4-R ^{*2} , A4 ^{*2} , A5-R ^{*2} , B4 ^{*2} , B5-R ^{*2} , B5 ^{*2} , Folio ^{*2} , 216×340 mm Inch models: Ledger ^{*2} , Letter-R ^{*2} , Letter ^{*2} , Legal ^{*2} , Statement-R ^{*2} , Oficio II |
| | Standard Sizes 2 | Select from standard sizes except Standard Sizes 1. Values Metric models: Ledger ^{*2} , Letter-R ^{*2} , Letter ^{*2} , Legal ^{*2} , Statement-R ^{*2} , Oficio II, 8K, 16K-R, 16K Inch models: A3 ^{*2} , A4-R ^{*2} , A4 ^{*2} , A5-R ^{*2} , B4 ^{*2} , B5-R ^{*2} , B5 ^{*2} , Folio, 8K, 16K-R, 16K, 216×340 mm |
| Media Type ^{*3} | | Select the media type. Values: Plain (52 - 105 g/m ²), Rough, Vellum (52 - 105 g/m ²), Recycled, Preprinted ^{*4} , Bond, Color, Prepunched ^{*4} , Letterhead ^{*4} , Thick (106 - 256 g/m ²), High Quality, Custom 1 - 8 |

*1 Only A4, Letter, and B5 can be specified when the optional Large Capacity Feeder (1,500-sheet×2) is used.

*2 Paper size is automatically detected in the cassette.

*3 To change to a media type other than "Plain".

➔ [Media Type Setting \(page 8-15\)](#)

When a paper weight that cannot be loaded in the cassette is set for a media type, that media type does not appear.

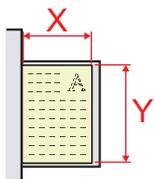
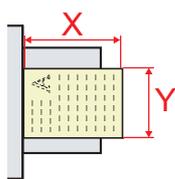
*4 To print on preprinted or prepunched paper or on letterhead.

➔ [Special Paper Action \(page 8-14\)](#)

MP Tray Setting

[System Menu/Counter] key > [Cassette/MP Tray Settings] > [MP Tray Setting]

Select paper size and media type for the multipurpose tray.

| Item | Description |
|-------------------|---|
| Paper Size | <p>Auto</p> <p>Paper size is automatically detected and selected. Values: Metric, Inch</p> |
| | <p>Standard Sizes 1</p> <p>Available options are as follows: Values Metric models: A3^{*1}, A4-R^{*1}, A4^{*1}, A5-R^{*1}, A6-R^{*1}, B4^{*1}, B5-R^{*1}, B5^{*1}, B6-R^{*1}, Folio, 216×340 mm Inch models: Ledger^{*1}, Letter-R^{*1}, Letter^{*1}, Legal^{*1}, Statement-R^{*1}, Executive, Oficio II</p> |
| | <p>Standard Sizes 2</p> <p>Select from standard sizes except Standard Sizes 1. Values Metric models: Ledger^{*1}, Letter-R^{*1}, Letter^{*1}, Legal^{*1}, Statement-R^{*1}, Executive, Oficio II, 8K, 16K-R, 16K Inch models: A3^{*1}, A4-R^{*1}, A4^{*1}, A5-R^{*1}, A6-R^{*1}, B4^{*1}, B5-R^{*1}, B5^{*1}, B6-R^{*1}, Folio^{*1}, 8K, 16K-R, 16K, 216×340 mm</p> |
| | <p>Others</p> <p>Select from special standard sizes and custom sizes. Values: ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki (Cardstock)^{*1}, Oufuku hagaki (Return postcard), Youkei 4, Youkei 2</p> |
| | <p>Size Entry</p> <p>Enter the size not included in the standard size. Values Metric X: 148 to 432 mm (in 1mm increments) Y: 98 to 297 mm (in 1mm increments) Inch X: 5.83 to 17.00" (in 0.01" increments) Y: 3.86 to 11.69" (in 0.01" increments) X=Length, Y=Width</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>Vertical</p>  </div> <div style="text-align: center;"> <p>Horizontal</p>  </div> </div> |

| Item | Description |
|---------------------------------|--|
| Media Type ^{*2} | Select the media type. Values: Plain (52 to 105 g/m ²), Transparency, Rough, Vellum (52 to 105 g/m ²), Labels, Recycled, Preprinted ^{*3} , Bond, Cardstock, Color, Prepunched ^{*3} , Letterhead ^{*3} , Envelope, Thick (106 to 256 g/m ²), Coated, High Quality, Custom 1-8 |

*1 Paper size is automatically detected in the Multipurpose Tray.

*2 To change to a media type other than "Plain".

➔ [Media Type Setting \(page 8-15\)](#)

*3 To print on preprinted or prepunched paper or on letterhead.

➔ [Special Paper Action \(page 8-14\)](#)

**NOTE**

If the optional FAX Kit is installed, the available media types for printing received faxes are as shown below.
Plain, Rough, Vellum, Labels, Recycled, Bond, Cardstock, Color, Envelope, Thick, Coated, High Quality and Custom1-8

Common Settings

Configures overall machine operation.

Language

[System Menu/Counter] key > [Common Settings] > [Language]

| Item | Description |
|----------|--|
| Language | Set the language to use for the touch panel display. |

Default Screen

[System Menu/Counter] key > [Common Settings] > [Default Screen]

| Item | Description |
|----------------|---|
| Default Screen | Select the screen appearing right after start-up (default screen). Value: Home, Copy, Send, FAX ^{*1} , Status, Custom Box, Job Box, Removable Memory, FAX Box ^{*1} , Program, Home (Accessibility), Accessibility Copy, Accessibility Send, Accessibility FAX ^{*1} , Internet Browser ^{*2} , Application Name ^{*3} |

*1 Displayed only when the optional FAX Kit is installed.

*2 Configure necessary settings for Internet Browser.

➔ [Internet \(page 8-76\)](#)

*3 The running application will be displayed.

➔ [Application \(page 5-12\)](#)

Sound

[System Menu/Counter] key > [Common Settings] > [Sound]

| Item | Description |
|--|---|
| Buzzer | Set options for buzzer sound during the machine operations. |
| Volume | Set the buzzer volume level. Value: 0 (Mute), 1 (Minimum), 2, 3 (Medium), 4, 5 (Maximum) |
| Key Confirmation | Emit a sound when the operation panel and touch panel keys are selected. Value: Off, On |
| Job Finish | Emit a sound when a print job is normally completed. Value: Off, On, FAX Reception Only ^{*1} |
| Ready | Emit a sound when the warm-up is completed. Value: Off, On |
| Warning | Emit a sound when errors occur. Value: Off, On |
| Optional Keyboard | Emit a sound to confirm keypresses with a sound. Value: Off, On |
| FAX Speaker Volume^{*1} | ➔ FAX Operation Guide |
| FAX Monitor Volume^{*1} | ➔ FAX Operation Guide |

*1 Displayed only when the optional FAX Kit is installed.

Keyboard Layout

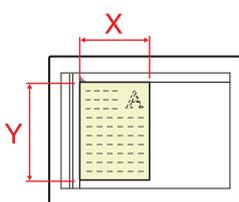
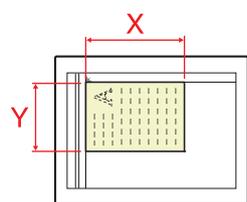
[System Menu/Counter] key > [Common Settings] > [Keyboard Layout]

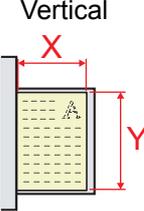
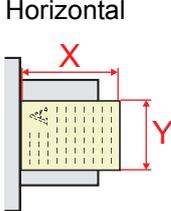
| Item | Description |
|-----------------|---|
| Keyboard Layout | Change the layout of the touch panel keyboard used to enter characters. Value: QWERTY, QWERTZ, AZERTY |

Original / Paper Settings

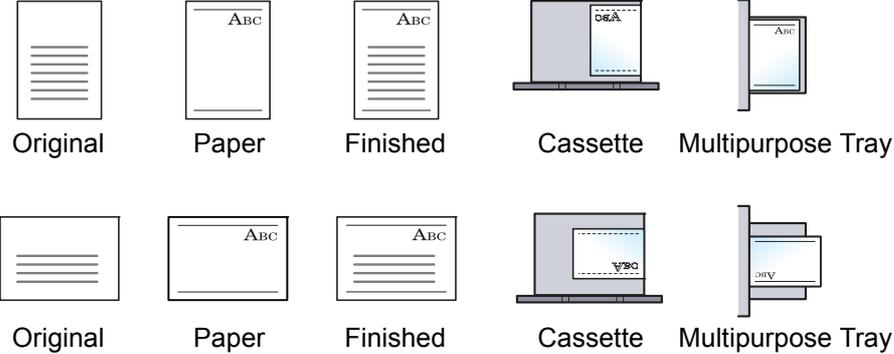
[System Menu/Counter] key > [Common Settings] > [Original / Paper Settings]

Configure settings for originals and paper.

| Item | Description |
|----------------------|--|
| Custom Original Size | <p>Set up frequently-used custom original size.</p> <p>The custom size option is displayed on the screen to select original size.</p> <p>To register a custom original size, select [On] and enter the desired size. Up to four custom original sizes can be added.</p> <p>Value</p> <p>Metric X: 50 to 432 mm (in 1 mm increments) Y: 50 to 297 mm (in 1 mm increments)</p> <p>Inch X: 2.00 to 17.00" (in 0.01" increments) Y: 2.00 to 11.69" (in 0.01" increments)</p> <p>X=Length, Y=Width</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>Vertical</p>  </div> <div style="text-align: center;"> <p>Horizontal</p>  </div> </div> |

| Item | Description |
|-----------------------------|---|
| Custom Paper Size | <p>Set up frequently-used custom paper size.</p> <p>The custom size option is displayed on the screen to select paper size in the multipurpose tray.</p> <p>To register a custom paper size, press [On] and enter the desired size. Up to four custom paper sizes can be added.</p> <p>Value</p> <p>Metric X: 148 to 432 mm (in 1 mm increments) Y: 98 to 297 mm (in 1 mm increments)</p> <p>Inch X: 5.83 to 17.00" (in 0.01" increments) Y: 3.86 to 11.69" (in 0.01" increments)</p> <p>X=Length, Y=Width</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>Vertical</p>  </div> <div style="text-align: center;"> <p>Horizontal</p>  </div> </div> <p>Media Type: Plain, Transparency, Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Thick, Envelope, Coated, High Quality, Custom 1-8</p> |
| Media Type Setting | <p>Select weight for each media type.</p> <p>For Custom 1-8, settings for duplex printing and media type name can be changed.</p> <p>➔ Media Type Setting (page 8-15)</p> |
| Default Paper Source | <p>Select the default paper source from Cassette 1-5 and multipurpose tray.</p> <p>Value: Cassette 1 (to 4), Multipurpose Tray</p> <p> NOTE</p> <p>[Cassette 3] and [Cassette 4] are displayed when the following optional paper feeder is installed.</p> <p>[Cassette 3]: When a paper feeder (500-sheet×2) or large capacity paper feeder (1,500-sheet×2) is installed.</p> <p>[Cassette 4]: When a paper feeder (500-sheet×2) or large capacity paper feeder (1,500-sheet×2) is installed.</p> |
| Auto Switch | <p>When the optional large capacity feeder is selected, the cassette can be switched to another large capacity feeder depending on your usage.</p> <p>Value: Off, On</p> |

| Item | | Description |
|----------------------------------|-------------------------------------|--|
| Auto Detect Original Size | | Select whether to automatically detect originals of special or non-standard size. Select [Metric] when automatically detecting the originals in centimeter sizes. Select [Inch] when detecting the originals in inch sizes. |
| Metric | A6/Hagaki | As A6 and Hagaki (Cardstock) are similar in size, select either one of them for automatic detection. Value: A6, Hagaki  NOTE If [Hagaki] is set, only the originals placed on the platen are detected. |
| | Folio | Select whether to enable automatic detection of Folio. Value: Off, On |
| | 11×15" | Select whether to enable automatic detection of 11×15" size. Value: Off, On |
| Inch | Legal/ Oficio II/ 216×340 mm | Set the original sizes for the device to detect automatically. Value: Legal, Oficio II, 216×340 mm |
| Media for Auto (B&W) | | Select a default media type for auto paper selection when [Auto] is selected of Paper Selection. If [Plain] is selected, the paper source with plain paper loaded in the specific size is selected. Select [All Media Types] for the paper source with any kind of paper loaded in the specific size. Value: All Media Types, Plain, Transparency, Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick, Coated, High Quality, Custom 1 to 8 |
| Paper Source for Cover | | Select the paper source in which the cover paper used for the Cover function is placed. Value: Cassette 1 (to 4), Multipurpose Tray  NOTE [Cassette 3] and [Cassette 4] are displayed when the following optional paper feeder is installed. [Cassette 3]: When a paper feeder (500-sheet×2) or large capacity paper feeder (1,500-sheet×2) is installed. [Cassette 4]: When a paper feeder (500-sheet×2) or large capacity paper feeder (1,500-sheet×2) is installed. |

| Item | Description | | | | |
|--|---|------------------------------|--------------------------|--|--|
| <p>Special Paper Action</p> | <p>When printing on Prepunched, Preprint, and Letterhead, punch-holes might not be aligned or the print direction might be upside-down depending on how originals are set and the combination of copying functions. In such a case, select [Adjust Print Direction] to adjust the print direction. When paper orientation is not important, select [Speed Priority].</p> <p>If [Adjust Print Direction] is selected, load paper according to the steps below. Example: copying on Letterhead</p> <div style="text-align: center;">  </div> <p>Value: Adjust Print Direction, Speed Priority</p> | | | | |
| <p>Separator Paper Source</p> | <p>Select the default paper source for separator sheets. Value: Cassette 1 (to 4), Multipurpose Tray</p> <p> NOTE [Cassette 3] and [Cassette 4] are displayed when the following optional paper feeder is installed. [Cassette 3]: When a paper feeder (500-sheet×2) or large capacity paper feeder (1,500-sheet×2) is installed. [Cassette 4]: When a paper feeder (500-sheet×2) or large capacity paper feeder (1,500-sheet×2) is installed.</p> | | | | |
| <p>Show Paper Setup Message</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="165 1357 469 1406" style="width: 20%;">Cassette 1 to 4</td> <td data-bbox="469 1357 1503 1406"> <p>Value: Off, On</p> </td> </tr> <tr> <td data-bbox="165 1406 469 1664">Multipurpose Tray</td> <td data-bbox="469 1406 1503 1664"> <p> NOTE [Cassette 3] and [Cassette 4] are displayed when the following optional paper feeder is installed. [Cassette 3]: When a paper feeder (500-sheet×2) or large capacity paper feeder (1,500-sheet×2) is installed. [Cassette 4]: When a paper feeder (500-sheet×2) or large capacity paper feeder (1,500-sheet×2) is installed.</p> </td> </tr> </table> | Cassette 1 to 4 | <p>Value: Off, On</p> | Multipurpose Tray | <p> NOTE [Cassette 3] and [Cassette 4] are displayed when the following optional paper feeder is installed. [Cassette 3]: When a paper feeder (500-sheet×2) or large capacity paper feeder (1,500-sheet×2) is installed. [Cassette 4]: When a paper feeder (500-sheet×2) or large capacity paper feeder (1,500-sheet×2) is installed.</p> | <p>Set whether to display the confirmation screen for the paper setting when a new paper is set for each cassette.</p> |
| Cassette 1 to 4 | <p>Value: Off, On</p> | | | | |
| Multipurpose Tray | <p> NOTE [Cassette 3] and [Cassette 4] are displayed when the following optional paper feeder is installed. [Cassette 3]: When a paper feeder (500-sheet×2) or large capacity paper feeder (1,500-sheet×2) is installed. [Cassette 4]: When a paper feeder (500-sheet×2) or large capacity paper feeder (1,500-sheet×2) is installed.</p> | | | | |

Media Type Setting

The following media type and paper weight combinations are available.

| Paper Weight | Weight (g/m ²) | Paper Weight | Weight (g/m ²) |
|--------------|---|--------------|--|
| Light | 52 g/m ² to 59 g/m ² | Heavy 1 | 106 g/m ² to 135 g/m ² |
| Normal 1 | 60 g/m ² to 74 g/m ² | Heavy 2 | 136 g/m ² to 163 g/m ² |
| Normal 2 | 75 g/m ² to 90 g/m ² | Heavy 3 | 164 g/m ² to 256 g/m ² |
| Normal 3 | 91 g/m ² to 105 g/m ² | Extra Heavy | Transparencies |

Each media type's default weight is indicated.

| Media Type | Default | Media Type | Default |
|------------|----------|--------------|----------|
| Plain | Normal 2 | Color | Normal 3 |
| Rough | Normal 3 | Prepunched | Normal 2 |
| Vellum | Heavy 1 | Letterhead | Heavy 1 |
| Labels | Heavy 2 | Envelope | Heavy 2 |
| Recycled | Normal 2 | Thick | Heavy 2 |
| Preprinted | Heavy 1 | High Quality | Normal 2 |
| Bond | Normal 3 | Coated | Heavy 1 |
| Cardstock | Heavy 3 | Custom 1 - 8 | Normal 2 |

For Custom 1-8, settings for duplex printing and media type name can be changed.

| Item | Description |
|--------------|---|
| Duplex Print | Prohibit Duplex printing allowed. |
| | Permit Duplex printing not allowed. |
| Name | Change names for Custom 1-8. Names should be not more than 16 characters. Selecting media type at multipurpose tray, the name after change will be displayed. ➔ Character Entry Method (page 11-9) |

Measurement

[System Menu/Counter] key > [Common Settings] > [Measurement]

| Item | Description |
|-------------|--|
| Measurement | Select inch or metric for the unit for paper dimensions. Value: mm, inch |

Error Handling

[System Menu/Counter] key > [Common Settings] > [Error Handling]

Select whether to cancel or continue the job when error has occurred.

| Item | Description |
|--------------------------------|---|
| Duplexing Error | Set what to do when duplex printing is not possible for the selected paper sizes and media types. Value 1-sided: Printed in 1-sided Display Error: Message to cancel printing is displayed. |
| Finishing Error | Set alternative actions when finishing (Staple/Punch/Offset) is not available for the selected paper size or media type. Value Ignore: The setting is ignored and the job is printed. Display Error: Message to cancel printing is displayed. |
| No Staple Error | Set what to do when staples run out during printing. Value Ignore: Printing continues without stapling. Display Error: Message to cancel printing is displayed.  NOTE Requires the optional Document Finisher. |
| Finished Pages Exceeded | Set what to do when finishing (stapling or offsetting) capacity is exceeded during printing. Value Ignore: Printing continues without finishing. Display Error: Message to cancel printing is displayed.  NOTE Requires the optional Document Finisher. |
| Punch Waste Full Error | Set what to do when the punch waste box becomes full during printing. Value Ignore: Printing continues without punching. Display Error: Message to cancel printing is displayed.  NOTE Requires the optional Document Finisher and Punch Unit. |
| 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. Value Ignore: The setting is ignored and the job is printed. Display Error: Message to cancel printing is displayed. |

| Item | Description |
|--------------------------------|---|
| Inserted Paper Mismatch | Set what to do when it is detected that the multipurpose tray paper size setting does not match the actual paper size that is fed. Value Ignore: The setting is ignored and the job is printed. Display Error: Message to cancel printing is displayed. |
| Paper Jam before Staple | The page from which printing is resumed when a paper jam occurs during a job with stapling can be selected. Value Resume at Top of Page: Resume printing from the first page of the document. Resume at Jammed Page: Resume printing from the page where the jam occurred.  NOTE Requires the optional Document Finisher. |

Paper Output

[System Menu/Counter] key > [Common Settings] > [Paper Output]

| Item | Description |
|---------------------|--|
| Paper Output | Select the output tray respectively for copy jobs, print jobs from Document Box, computers, and FAX RX data. Value: <ul style="list-style-type: none"> • Inner Tray: Outputs to the Inner Tray of the machine • Job Separator Tray: Delivery to the Job Separator. with optional 1,000-Sheet Finisher <ul style="list-style-type: none"> • Job Separator Tray: Delivery to the Job Separator. • Finisher Tray: Delivery to the Finisher Tray of the optional Document Finisher. with optional 3,000-Sheet Finisher <ul style="list-style-type: none"> • Job Separator Tray: Delivery to the Job Separator. • Tray A: Delivery to the Tray A of the optional Document Finisher • Tray B: Delivery to the Tray B of the optional Document Finisher with optional Mailbox <ul style="list-style-type: none"> • Job Separator Tray: Delivery to the Job Separator. • Tray A: Delivery to the Tray A of the optional Document Finisher • Tray B: Delivery to the Tray B of the optional Document Finisher • Tray 1 to 7: Delivery to tray 1 to 7 (tray 1 is the uppermost tray) of the optional Mailbox  NOTE FAX RX data output can be specified when the optional FAX Kit is installed. |

Orientation Confirmation

[System Menu/Counter] key > [Common Settings] > [Orientation Confirmation]

| Item | Description |
|---------------------------------|---|
| Orientation Confirmation | <p>Select whether to display a screen for selecting the orientation of the originals to be placed on the platen when using the following functions.</p> <p>➔ Original Orientation (page 6-23)</p> <ul style="list-style-type: none"> • Zoom (XY Zoom) • Duplex • Margin/Centering • Border Erase • Combine • Memo Page • Page # • Booklet • Staple/Punch (optional feature) • 2-sided/Book Original • Text Stamp • Bates Stamp <p>Value: Off, On</p> |

Function Defaults

[System Menu/Counter] key > [Common Settings] > [Function Defaults]

| Item | Description |
|---|---|
| Orig. Orientation (Copy) | Set the original orientation defaults. |
| Orig. Orient.(Send/Store) | Value: Top Edge on Top, Top Edge on Left, Auto* ¹ |
| Original Image (Copy) | Set the default original document type for copying. Value: Text+Photo (Printer), Text+Photo (Magazine), Photo (Printer), Photo (Magazine), Photo (Photo Paper), Text, Text (Fine Line), Graphic/Map (Printer), Graphic/Map (Magazine) |
| Org. Image (Send/Store) | Set the default original document type for sending/storing. Value: Text+Photo, Photo, Text, Text(Fine Line), Text (for OCR) |
| FAX TX Resolution * ² | ➔ FAX Operation Guide |
| Scan Resolution | Select the default scanning resolution. Value: 600×600dpi, 400×400dpi Ultra Fine, 300×300dpi, 200×400dpi Super Fine, 200×200dpi Fine, 200×100dpi Normal |
| Color Selection | Select the default color mode for scanning documents. Value: Auto Color (Color/Gray), Auto Color (Color/B & W), Full Color, Grayscale, Black & White |
| File Format | Set the default type of the files. Value: PDF, TIFF, JPEG, XPS, OpenXPS, High Comp. PDF, Word, Excel, PowerPoint |
| Backgrnd Density (Copy) | Set the default Backgrnd Density (Copy). Value: Off, Auto, Manual (Darker 5) |
| BackgrndDens. (Send/Store) | Set the default Backgrnd Density (Send/Store). Value: Off, Auto, Manual (Darker 5) |
| Prevent Bleed-thru (Copy) | Set the default value for preventing bleed-through (Copy). Value: Off, On |

| Item | Description |
|------------------------------------|---|
| Prevent Bleed (Send/Store) | Set the default Prevent Bleed (Send/Store). Value: Off, On |
| Zoom | Select the enlarged/reduced default when paper size/sending size changed after the originals set. Value: 100%, Auto |
| 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". |
| Border Erase to Back Page | Select the Border Erase Method for Back Page of a sheet. Value: Same as Front Page, Do Not Erase |
| Margin Default | Set the default margin. Value Metric Left/Right: -18 to 18 mm (in 1 mm increments) Top/Bottom: -18 to 18 mm (in 1 mm increments) Inch Left/Right: -0.75 to 0.75" (in 0.01" increments) Top/Bottom: -0.75 to 0.75" (in 0.01" increments) |
| Auto Image Rotation (Copy) | Select the default Auto Image Rotation setting. Value: Off, On |
| EcoPrint | Select the EcoPrint default. Value: Off, On |
| Toner Save Level (EcoPrint) | Select the default Toner Save Level (EcoPrint). Value: 1 (Low) to 5 (High)  NOTE Raising the level reduces toner consumption, but image quality falls. |
| High Comp. PDF Image | Select the default quality setting for high compressed PDF files. Value: Compression Ratio Priority, Standard, Quality Priority |
| Color TIFF Compression | Select the compression method for sending the color documents in the TIFF format. Value: TIFF V6, TTN2 |
| Image Quality (File Format) | Select the default PDF/TIFF/JPEG/XPS/OpenXPS/Word/Excel/PowerPoint file quality. Value: 1 Low Quality (High Comp.) to 5 High Quality (Low Comp.) |
| Collate/Offset | Set the defaults for Collate/Offset. Value Collate: Off, On Offset: Off, Each Set (If [Off] is selected of Collate, it is set to [Each Page].) |

| Item | Description |
|-----------------------------|--|
| JPEG/TIFF Print | Select the image size (resolution) when printing JPEG or TIFF file. 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. Value: Off, On |
| PDF/A | Select the default PDF/A setting. Value: Off, PDF/A-1a, PDF/A-1b, PDF/A-2a, PDF/A-2b, PDF/A-2u |
| 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 Info: None, Date and Time, Job No., Job No. & Date and Time, Date and Time & Job No. |
| E-mail Subject/Body | Set the subject and body automatically entered (default subject and body) when sending the scanned originals by E-mail. Three body messages can be registered, and the initial template can be used to choose which body message is used. Value Subject: Up to 60 characters can be entered. Body 1 to 3: Up to 500 characters can be entered. |
| i-FAX Subject/Body | Set the subject and body automatically entered (default subject and body) when sending the scanned originals by i-FAX. Value Subject: Up to 60 characters can be entered. Body: Up to 500 characters can be entered.  NOTE This function is displayed when the optional Internet FAX Kit is activated.  Internet FAX Kit(A) "Internet FAX Kit" (page 11-6) |
| DP Read Action | Set the operation when a document is scanned from the document processor. Value: Speed Priority, Quality Priority  NOTE This function is displayed when the optional document processor is installed. |
| OCR Text Recognition | Set the default OCR Text Recognition. Value: Off, On  NOTE This function can only be used when the optional OCR Scan Activation Kit is installed.  Scan Extension Kit(A) "OCR Scan Activation Kit" (page 11-6) |
| Primary OCR Language | Set the default language of the text to be extracted. ([English] is selected as a default.) Select the language to extract from the options displayed on the touch panel.  NOTE This function can only be used when the optional OCR Scan Activation Kit is installed.  Scan Extension Kit(A) "OCR Scan Activation Kit" (page 11-6) |

| Item | Description |
|---|---|
| Repeat Copy | Select the Repeat Copy default. Value: Off, On  NOTE <ul style="list-style-type: none"> This function will not be displayed when the optional Data Security Kit is installed. This function will not be displayed when Repeat Copy Job Retention is set to 0. |
| Skip Blank Page (Copy) | Select the default Skip Blank Page settings. Value: Off, On |
| Skip Blank Page (Send/Store) | |
| File Separation | Select the default file separation setting. Value: Off, On  NOTE If you select [On], set the number of pages to be divided. The setting range is 1 to 500 pages. |
| Cont. Scan (Copy) | Select the default Continuous Scan (Copy) setting. Value: Off, On |
| Continuous Scan (FAX)^{*2} | ➔ FAX Operation Guide |
| Cont. Scan (Send/Store) | Select the default Continuous Scan (Send/Store) setting. Value: Off, On |

*1 This function can only be used when the optional OCR Scan Activation Kit is installed.

*2 Displayed only when the optional FAX Kit is installed.

Optional Keyboard Type

[System Menu/Counter] key > [Common Settings] > [Optional Keyboard Type]

| Item | Description |
|-------------------------------|--|
| Optional Keyboard Type | Select the type of optional keyboard that you want to use. Value: US-English, US-English with Euro, French, German, UK-English |

System Stamp

[System Menu/Counter] key > [Common Settings] > [System Stamp]

| Item | Description |
|---------------------------|--|
| Basic | Configure settings for stamps. |
| Text (Text Stamp) | Select [Add/Edit] to edit the test string for a template. Up to 8 templates can be registered. Select [Delete] to delete a template. |
| Font (Page #) | Set the font size for page numbers when printing them. Value Size 1 to 3: 6.0 to 64.0 pt |
| Font (Bates Stamp) | When a bates stamp is used, set the font sizes that can be set. Value Size 1 to 3: 6.0 to 64.0 pt |
| Font (Text Stamp) | Set the font size for stamps when printing them. Value Size 1 to 3: 6.0 to 64.0 pt |

| Item | Description |
|------------------------|--|
| Printing Jobs | Configure settings for stamps when a document is printed. After configuring the setting, return to the Copying Functions or Custom Box (Printing a Document) screen from System Menu, and select the [Reset] key. |
| Text Stamp | Select whether to print a text stamp on all printing jobs. Value: Off, On  NOTE When [On] is selected, the Text Stamp settings cannot be changed when printing. |
| Edit Text Stamp | Set the default text stamp. |
| Stamp | Select a text string to be stamped from templates, or select [Stamp] and enter a maximum of 32 characters for the text string.  NOTE Templates that have been set will appear. For details on registering templates, refer to the following: ➔ Text (Text Stamp) (page 8-22) |
| Stamp Method | Select the stamp method for the text stamp. Value: Each Print Page, Each Original Page |
| Position | Set the text stamp position. Value: Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right, Detail  NOTE Select [Detail] to specify the detailed stamp position using numeric values, and to set the stamp position and angle when a stamp is placed on the back side of the paper in duplex printing. |
| Font | Set the font of the text stamp. Value Size: Font sizes registered in Font (Text Stamp) are displayed. ➔ Font (Text Stamp) (page 8-22) Character Border: Off, Circle, Rectangle, Underline Style: None, Bold, Italic, Bold/Italic Font: Courier, Letter Gothic Color: Black, White Density: 10 to 100% (in 10% increments) Display Pattern: Transparent, Clipping, Overwrite |

| Item | Description |
|-------------------------|--|
| Printing Jobs | |
| Bates Stamp | <p>Select whether to print a bates stamp on all printing jobs.</p> <p>Value: Off, On</p> <p> NOTE</p> <p>When [On] is selected, the Bates Stamp settings cannot be changed when printing.</p> |
| Edit Bates Stamp | <p>Set the default Bates Stamp.</p> <p>Value: Date, User Name, Serial Number, Numbering, Text 1, Text 2, Date Format, Numbering Default, Position, Font</p> <p> NOTE</p> <p>To set [Text 1] or [Text 2], select [Change] below and enter a maximum of 32 characters for the text string.</p> <p>To set [Date], select [Date Format] and set the date display format.</p> <p>To set [Numbering], select [Numbering Default] and set the starting sequence number (1 to 9999999). If you select [Fixed Digit Number] > [On], you can set the number of digits of the serial number (1 to 7 digits).</p> <p>Select [Detail] in "Position" to specify the detailed stamp position using numeric values, and to set the stamp position to be placed on the back side of the paper in duplex printing.</p> |

| Item | Description |
|------------------------|---|
| Sending Jobs | Configure stamp settings for sending documents. After configuring the setting, return to the Sending Functions or Custom Box (Sending Documents) screen from System Menu, and select the [Reset] key. |
| Text Stamp | Select whether to print a text stamp on all sending jobs. Value: Off, On  NOTE When [On] is selected, the Text Stamp settings cannot be changed when sending. |
| Edit Text Stamp | Set the default text stamp. |
| Stamp | Select a text string to be stamped from templates, or select [Stamp] and enter a maximum of 32 characters for the text string.  NOTE Templates that have been set will appear. For details on registering templates, refer to the following: ➔ Text (Text Stamp) (page 8-22) |
| Position | Set the text stamp position. Value: Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right, Detail  NOTE Select [Detail] to specify the detailed stamp position using numeric values, and to set the stamp angle. |
| Font | Set the font of the text stamp. Value Size: Font sizes registered in Font (Text Stamp) are displayed. ➔ Font (Text Stamp) (page 8-22) Character Border: Off, Circle, Rectangle, Underline Style: None, Bold, Italic, Bold/Italic Font: Courier, Letter Gothic Color: Black, Red, Green, Blue, Cyan, Magenta, Yellow, White Density: 10 to 100% (in 10% increments) Display Pattern: Transparent, Clipping, Overwrite |

| Item | Description |
|-------------------------|---|
| Sending Jobs | |
| Bates Stamp | <p>Select whether to print a bates stamp on all sending jobs.</p> <p>Value: Off, On</p> <p> NOTE When [On] is selected, the Bates Stamp settings cannot be changed when sending.</p> |
| Edit Bates Stamp | <p>Set the default Bates Stamp.</p> <p>Value: Date, User Name, Serial Number, Numbering, Text 1, Text 2, Date Format, Numbering Default, Position, Font</p> <p> NOTE</p> <p>To set [Text 1] or [Text 2], select [Change] below and enter a maximum of 32 characters for the text string.</p> <p>To set [Date], select [Date Format] and set the date display format.</p> <p>To set [Numbering], select [Numbering Default] and set the starting sequence number (1 to 9999999). If you select [Fixed Digit Number] > [On], you can set the number of digits of the serial number (1 to 7 digits).</p> <p>Select [Detail] in "Position" to specify the detailed stamp position using numeric values.</p> |

| Item | Description |
|------------------------|---|
| Storing Jobs | Configure stamp settings for storing documents in removable memory. After configuring the setting, return to the Custom Box (Storing Documents) screen from System Menu, and select the [Reset] key. |
| Text Stamp | Select whether to print a text stamp on all storing jobs. Value: Off, On  NOTE When [On] is selected, the Text Stamp settings cannot be changed when storing. |
| Edit Text Stamp | Set the default text stamp. |
| Stamp | Select a text string to be stamped from templates, or select [Stamp] and enter a maximum of 32 characters for the text string.  NOTE Templates that have been set will appear. For details on registering templates, refer to the following: ➔ Text (Text Stamp) (page 8-22) |
| Position | Set the text stamp position. Value: Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right, Detail  NOTE Select [Detail] to specify the detailed stamp position using numeric values, and to set the stamp angle. |
| Font | Set the font of the text stamp. Value Size: Font sizes registered in Font (Text Stamp) are displayed. ➔ Font (Text Stamp) (page 8-22) Character Border: Off, Circle, Rectangle, Underline Style: None, Bold, Italic, Bold/Italic Font: Courier, Letter Gothic Color: Black, Red, Green, Blue, Cyan, Magenta, Yellow, White Density: 10 to 100% (in 10% increments) Display Pattern: Transparent, Clipping, Overwrite |

| Item | Description |
|-------------------------|---|
| Storing Jobs | |
| Bates Stamp | <p>Select whether to print a bates stamp on all storing jobs.</p> <p>Value: Off, On</p> <p> NOTE When [On] is selected, the Bates Stamp settings cannot be changed when storing.</p> |
| Edit Bates Stamp | <p>Set the default Bates Stamp.</p> <p>Value: Date, User Name, Serial Number, Numbering, Text 1, Text 2, Date Format, Numbering Default, Position, Font</p> <p> NOTE To set [Text 1] or [Text 2], select [Change] below and enter a maximum of 32 characters for the text string. To set [Date], select [Date Format] and set the date display format. To set [Numbering], select [Numbering Default] and set the starting sequence number (1 to 9999999). If you select [Fixed Digit Number] > [On], you can set the number of digits of the serial number (1 to 7 digits). Select [Detail] in "Position" to specify the detailed stamp position using numeric values.</p> |

Manual Staple

[System Menu/Counter] key > [Common Settings] > [Manual Staple]

 **NOTE**

Only displayed when the optional 3,000-Sheet Finisher is installed.

| Item | Description |
|------------------------|--|
| Manual Staple | <p>Select whether to use Manual Staple.</p> <p>Value: Off, On</p> <p> NOTE If you selected [On], set the time until manual stapling mode is automatically cancelled. The setting range is 5 to 60 seconds (in 5-second increments).</p> |
| Staple Position | <p>Set the default Staple Position.</p> <p>Value: A4, Letter</p> |

Offset Documents by Job

[System Menu/Counter] key > [Common Settings] > [Offset Documents by Job]

| Item | Description |
|--------------------------------|---|
| Offset Documents by Job | <p>Select whether to offset documents by Job.</p> <p>Value: Off, On</p> <p> NOTE This function is displayed when an optional Document Finisher is installed.</p> |

Low Toner Alert

[System Menu/Counter] key > [Common Settings] > [Low Toner Alert]

| Item | Description |
|-----------------|--|
| Low Toner Alert | <p>Set the amount of remaining toner to notify the administrator when to order a toner when the toner is running low.</p> <p>This notification is used for event report, Status Monitor, SNMP Trap.</p> <p>Value: Off, On</p> <p> NOTE</p> <p>If [On] is selected, set the amount of remaining toner to alert. The setting range is 5 to 100% (in 1% increments).</p> |

Offset One Page Documents

[System Menu/Counter] key > [Common Settings] > [Offset One Page Documents]

| Item | Description |
|---------------------------|--|
| Offset One Page Documents | <p>Set whether one-page documents are sorted.</p> <p>Value: Off, On</p> <p> NOTE</p> <p>This function is displayed when an optional Document Finisher is installed.</p> |

Display Status/Log

[System Menu/Counter] key > [Common Settings] > [Display Status/Log]

Set the display method of the Status/Log.

| 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 ^{*1} | Value: Show All, Hide All |

*1 Displayed only when the optional FAX Kit is installed.

Customize Status Display

[System Menu/Counter] key > [Common Settings] > [Customize Status Display]

Set the items that appear in the status screens for printing jobs, sending jobs, and storing jobs.

| Item | Description |
|------------------------|---|
| Printing Jobs Column 1 | Value: Job Name, User Name, Print Pages x Copies, Total Printed Pages |
| Printing Jobs Column 2 | Value: Job Name, User Name, Print Pages x Copies, Total Printed Pages |
| Sending Jobs Column 1 | Value: Job Name, User Name, Destination, Original Pages, Color/Black & White |
| Sending Jobs Column 2 | Value: Job Name, User Name, Destination, Original Pages, Color/Black & White |
| Storing Jobs Column 1 | Value: Job Name, User Name, Original Pages, Color/Black & White |
| Storing Jobs Column 2 | Value: Job Name, User Name, Original Pages, Color/Black & White |

Message Board Settings

[System Menu/Counter] key > [Common Settings] > [Message Board Settings]

| Item | Description |
|-----------------------|---|
| Message Board | Select whether to use the Message Board. Value: Off, On |
| Message List | Configure settings for the registered message board. |
| Add | Add a new message board. |
| Device to Show | Select where to show the message. Value Hide: Displays no message. Operation Panel: Displays a message on the operation panel. Embedded Web Server: Displays a message in Command Center RX. Panel + Web Server: Displays a message in the operation panel and the Command Center RX. |
| Message Type | Select the message type. Value: Normal, Alert, Prohibition |
| Place to Show | Select where to show the message in the touch panel. Value: Login Screen: Login screen of user login administration Home Screen: Home Screen Login Screen+Home Screen: Login screen and Home screen of user login administration |
| Priority Show | Displays the message on the message board. Value: Off, On |
| Title | Enter a maximum of 30 characters for the title to display on the message board. |
| Body | Enter a maximum of 300 characters for the body to display on the message board. |
| Delete | Deletes the message board selected on the list. |
| Raise Priority | Raise the priority of the message board selected on the list. |
| Lower Priority | Lower the priority of the message board selected on the list. |
| Detail/Edit | Display information on the selected message board. |

Remote Printing

[System Menu/Counter] key > [Common Settings] > [Remote Printing]

| Item | Description |
|------------------------|--|
| 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. Value: Prohibit, Permit  NOTE 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. |

Numeric Keypad Settings

[System Menu/Counter] key > [Common Settings] > [Numeric Keypad Settings]

| Item | | Description |
|----------------------------|---------------------|---|
| Default Display | Copy/Print from Box | Select whether or not to display the numeric keypad. Value: Off, On |
| | HyPAS Application | |
| Layout (HyPAS Application) | | Select the HyPAS numeric keypad layout to display upon startup. Value: Floating, Horizontal, On the Right |

Prevent Light Reflection

[System Menu/Counter] key > [Common Settings] > [Prevent Light Reflection]

| Item | Description |
|--------------------------|--|
| Prevent Light Reflection | Prevent light reflection when using the Erase Shadowed Areas feature. Value: Off, On |

Function Key Assignment

[System Menu/Counter] key > [Common Settings] > [Function Key Assignment]

| Item | Description |
|----------------|---|
| Function Key 1 | Assign a function to each function key. Value: Copy, Send, FAX ^{*1} , Custom Box, Job Box, Removable Memory, FAX Box, Send to Me (E-mail), Send to Me from Box (E-mail), Internet Browser, None, Program ^{*2} , Application ^{*3} |
| Function Key 2 | |
| Function Key 3 | |
| |  NOTE You can select the functions to be displayed for [All], [Application], [Program] and [Others]. |

*1 Displayed only when the optional FAX Kit is installed.

*2 The registered program will be displayed.

*3 The running application will be displayed.

Show Power Off Message

[System Menu/Counter] key > [Common Settings] > [Show Power Off Message]

| Item | Description |
|------------------------|---|
| Show Power Off Message | Set the mode whether display a confirmation message in power supply off. Value: Off, On |

Home

[System Menu/Counter] key > [Home]

Configure settings for Home screen.

➔ [Editing the Home Screen \(page 2-15\)](#)

Copy

[System Menu/Counter] key > [Copy]

Configures settings for copying functions.

| Item | Description |
|--------------------------------------|--|
| Paper Selection | Set the default paper selection. Value: Auto, Default Paper Source |
| Auto Image Rotation Action | Set whether the image is rotated when the orientation of the document to be printed is different from the orientation of the paper. Value Unrotated Manual Copy: If a paper source or zoom ratio is specified, the image is not rotated. Apply All: Rotates all images. Follow Image Size: The image is rotated if the rotated image fits on the paper. |
| Auto Paper Selection | If [Auto] is selected for Paper Selection, set the paper size selection method when the zoom changes. Value Most Suitable Size: Selects paper size based on the current zoom and the size of the original. Same as Original Size: Selects paper that matches the size of the original, regardless the zoom. |
| Auto % Priority | When a paper source of different size from the original is selected, select whether automatic zoom (reduce/zoom) is performed. Value: Off, On |
| Paper Size for Small Original | Specify the paper size to be used for a case where the original is too small to be detected in the Auto Paper Selection mode. Value: Default Paper Source, A4-R, A4, A5-R, A6-R, B5-R, B5, B6-R, Letter-R, Letter, Statement-R |
| Preset Limit | Restrict the number of copies that can be made at one time. Value: 1 to 999 copies |
| Reserve Next Priority | Specify whether the default screen appears when a subsequent copy job is reserved while printing is in progress. To have the default screen appear, select [On]. Value: Off, On |
| Quick Setup Registration | 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. Six items in the following options are available. Value: Paper Selection, Zoom, Staple/Punch ^{*1} , Density, Duplex, Combine, Collate/Offset, Original Image, Original Size, Original Orientation, Continuous Scan, Background Density Adj. |

*1 This setting is displayed when the optional Document Finisher is installed. When a punching unit is not installed, this item name is "Staple".

Send

[System Menu/Counter] key > [Send]

Configures settings for sending functions.

| Item | Description |
|----------------------------------|--|
| Quick Setup Registration | <p>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.</p> <p>Six items in the following options are available.</p> <p>Value: Original Size, 2-sided/Book Original*¹, Sending Size, Original Orientation, File Format, Density, Original Image, Scan Resolution, FAX TX Resolution*², Color Selection, Zoom, Continuous Scan, Background Density Adj.</p> |
| Dest. Check before Send | <p>Select whether to display the confirmation screen of destinations after pressing the [Start] key when performing sending jobs.</p> <p>Value: Off, On</p> |
| Color Type | <p>Set the color type when you send color documents.</p> <p>Value: RGB, sRGB</p> |
| Entry Check for New Dest. | <p>When adding new destination, select whether to display the entry check screen to check the entered destination.</p> <p>Value: Off, On</p> |
| Default Screen | <p>Set the default screen displayed when you select the [Send] key.</p> <p>Value: Destination, Address Book</p> |

| Item | Description |
|------------------------------|---|
| Send and Forward | Select whether to forward the original to another destination when sending images. |
| Forward | Select whether to forward the original. Value: Off, On  NOTE When selecting [On], select rules to forward from [E-mail], [Folder(SMB)], [Folder(FTP)], [FAX] ^{*2} , [i-FAX(Via server-On)] ^{*3} , and [i-FAX(Via server-Off)] ^{*3} . |
| Destination | Set the destination to which the original is forwarded. One destination can be set. Follow the steps below to register the destination. <ul style="list-style-type: none"> • Address Book • E-mail Addr Entry • Folder Path Entry ➔ Specifying Destination (page 5-40) |
| Color Setting | Configure the color settings for forwarded original. Value: Auto Color (Color/Gray), Auto Color (Color/B & W), Full Color, Grayscale, Black & White |
| Scan Resolution | Select resolution for stored original. Value: 600x600dpi, 400x400dpi Ultra Fine, 300x300dpi, 200x400dpi Super Fine, 200x200dpi Fine, 200x100dpi Normal |
| File Format | Select the file format of forwarded original. ➔ File format for Send and Forward (page 8-35) |
| File Separation | Set whether originals are divided into multiple files before being forwarded. Value: Off, Each Page |
| E-mail Subject | Enter a maximum of 60 characters for the subject of forwarded E-mail. ➔ Character Entry Method (page 11-9) |
| FTP Encrypted TX | Set whether originals are encrypted before being forwarded. Value: Off, On  NOTE This function is displayed when SSL is set to [On] in Security Settings. ➔ Security Settings (page 8-58) |
| New Destination Entry | Select whether to permit direct entry of destination. Value: Prohibit, Permit |
| Recall Destination | Select whether to permit usage of [Recall] on the Send screen. Value: Prohibit, Permit |
| Broadcast | Set whether to enable broadcast. Value: Prohibit, Permit |

| Item | Description |
|----------------------------------|---|
| HighCompressionPDF Mode | Select the compression method for sending High-Compression PDF. Value: Text Priority, File Size Priority |
| OCR Text Recognition Act. | Configure settings for OCR Text Recognition Action. Value: Speed Priority, Quality Priority  NOTE This function can only be used when the optional OCR Scan Activation Kit is installed. ➔ Scan Extension Kit(A) "OCR Scan Activation Kit" (page 11-6) |

*1 When the optional document processor is not installed, this is set to "Book Original".

*2 Displayed only when the optional fax kit is installed.

*3 This function is displayed when the optional Internet FAX Kit is activated.

File format for Send and Forward

[System Menu/Counter] key > [Send] > [Send and Forward] > [File Format]

Select the file format for forwarded original.

The table below lists the file formats and their details.

| File format | Adjustable range of image quality | Color setting |
|------------------------------------|--|--|
| PDF^{*1} | 1 Low Quality (High Comp.) to 5 High Quality (Low Comp.) | Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White |
| TIFF | 1 Low Quality (High Comp.) to 5 High Quality (Low Comp.) | Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White |
| JPEG | 1 Low Quality (High Comp.) to 5 High Quality (Low Comp.) | Auto Color (Color/Grayscale), Full Color, Grayscale |
| XPS | 1 Low Quality (High Comp.) to 5 High Quality (Low Comp.) | Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White |
| OpenXPS | 1 Low Quality (High Comp.) to 5 High Quality (Low Comp.) | Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White |
| High Comp. PDF^{*1} | Compression Ratio Priority, Standard, Quality Priority | Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale |

*1 File format can be selected. (**Value:** [Off] / [PDF/A-1a] / [PDF/A-1b] / [PDF/A-2a] / [PDF/A-2b] / [PDF/A-2u])

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.

Items that can be set vary depending on the setting selected in "Compatibility".

When [Acrobat 3.0 or later] is selected

[System Menu/Counter] key > [Send] > [Send and Forward] > [File Format] > [PDF/High Comp. PDF] > [Encryption]

| Item | | Value | Description |
|--|-------------------------|--|--|
| Password to Open Document | | Off, On | Enter the password to open the PDF file. Select [Password], enter a password (up to 256 characters) and then select [OK]. Select [Confirmation] to enter the password again for confirmation, and select [OK]. |
| Password to Edit/Print Document | | Off, On | Enter the password to edit the PDF file. Select [Password], enter a password (up to 256 characters) and then select [OK]. Select [Confirmation] to enter the password again for confirmation, and select [OK]. When you have entered the password to edit/print document, you can specifically limit the operation. |
| Detail | Printing Allowed | Not Allowed, Allowed | Restricts printing of the PDF file. |
| | Changes Allowed | 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 | Disable, Enable | Restricts the copying of text and objects on the PDF file. | |

When [Acrobat 5.0 or later] is selected

[System Menu/Counter] key > [Send] > [Send and Forward] > [File Format] > [PDF/High Comp. PDF] > [Encryption]

| Item | | Value | Description |
|--|--------------------------------------|---------------------------------------|--|
| Password to Open Document | | Off, On | Enter the password to open the PDF file. Select [Password], enter a password (up to 256 characters) and then select [OK]. Select [Confirmation] to enter the password again for confirmation, and select [OK]. |
| Password to Edit/Print Document | | Off, On | Enter the password to edit the PDF file. Select [Password], enter a password (up to 256 characters) and then select [OK]. Select [Confirmation] to enter the password again for confirmation, and select [OK]. When you have entered the password to edit/print document, you can specifically limit the operation. |
| Detail | Printing Allowed | 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 | 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 | Disable, Enable | Restricts the copying of text and objects on the PDF file. |

Document Box/Removable Memory

[System Menu/Counter] key > [Document Box/Removable Memory]

Configures settings related to the Custom Box, Job Box, Sub Address Box and Polling Box.

| Item | Description |
|----------------------------------|--|
| Custom Box | Configure settings for Custom Box. |
| Add/Edit Box | ➔ Creating a New Custom Box (page 5-52) |
| Default Setting | Auto File Deletion Time Set the time to automatically delete stored documents. |
| FAX Box*¹ | ➔ FAX Operation Guide |
| Job Box | Configure settings for Job Box. |
| Quick Copy Job Retention | To maintain free space on the hard disk, 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. |
| Repeat Copy Job Retention | To maintain free space on the hard disk, you can set the maximum number of stored jobs. Value: number between 0 and 50  NOTE This function will not be displayed when the optional Data Security Kit is activated. When 0 is set, Repeat 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. |
| Polling Box*¹ | ➔ FAX Operation Guide |

| Item | Description |
|---------------------------------|---|
| Quick Setup Registration | 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. |
| Store File | Select the functions to be registered for Store File Quick Setup. Color Selection, Storing Size, Density, 2-sided/Book Original^{*2}, Scan Resolution, Zoom, Original Orientation, Original Size, Original Image, Continuous Scan, Background Density Adj. Value: Off, Key 1 to 6 |
| Print | Select the functions to be registered for Print Quick Setup. Paper Selection, Collate/Offset, Staple/Punch, Duplex^{*3}, Combine, Delete after Printed Value: Off, Key 1 to 6 |
| Send | Select the functions to be registered for Send Quick Setup. Sending Size, FAX TX Resolution^{*1}, File Format, Delete after Transmitted, Color Selection Value: Off, Key 1 to 6 |

*1 Displayed only when the optional FAX Kit is installed.

*2 When the optional document processor is not installed, this is set to "Book Original".

*3 Display only when an optional Document Finisher is installed. When a punching unit is not installed, this item name is "Staple".

FAX

[System Menu/Counter] key > [FAX]

Configure settings for FAX.

➔ **FAX Operation Guide**

Printer

[System Menu/Counter] key > [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.

| Item | Description |
|--------------------------|--|
| Emulation | Select the emulation for operating this machine by commands oriented to other types of printers. Value: PCL6, KPDL, KPDL (Auto)  NOTE When you have selected [KPDL (Auto)], set "Alt Emulation", too. When you have selected [KPDL] or [KPDL (Auto)], set "KPDL Error Report", too. |
| Alt Emulation | When you have selected [KPDL (Auto)] as emulation mode, you can switch between KPDL and another emulation mode (alternative emulation) automatically according to the data to print. Value: PCL6 |
| KPDL Error Report | When an error has occurred during printing in KPDL emulation mode, set whether or not the error report is output. Value: Off, On |

| Item | Description |
|------------------------------------|---|
| EcoPrint | EcoPrint conserves toner when printing. This is recommended for test copies where faded printing is not a problem. Value: Off, On |
| Toner Save Level (EcoPrint) | Select the default Toner Save Level (EcoPrint). Value: 1 (Low) to 5 (High)  NOTE Raising the level reduces toner consumption, but image quality falls. |
| Override A4/Letter | Select whether to treat A4 size and Letter, which are similar in size, as the same size when printing. Value Off: A4 and Letter are not regarded as the same in size. On: 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. Value: 1-sided, 2-sided Bind LongEdge, 2-sided Bind ShortEdge |
| Copies | Set the default number of copies, from 1 to 999. Value: 1 to 999 copies |
| Orientation | Set the default orientation, [Portrait] or [Landscape]. 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. 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). 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). Value: CR Only, LF and CR, Ignore CR |
| Job Name | Set whether the job name set in the printer driver is displayed. Value: Off, On  NOTE When selecting [On], select the job name to be displayed from [Job Name], [Job No. & Job Name], or [Job Name & Job No.]. |
| User Name | Set whether the user name set in the printer driver is displayed. Value: Off, On |
| Paper Feed Mode | While printing from the computer, select how to feed paper when the paper source and type are specified. Value Auto: Search the paper source that matches the selected paper size and type. Fixed: Print on paper loaded in the specified paper source. |

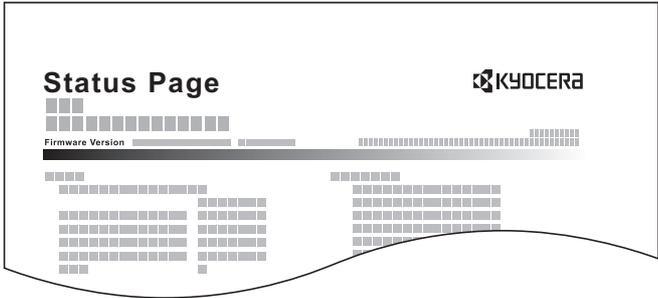
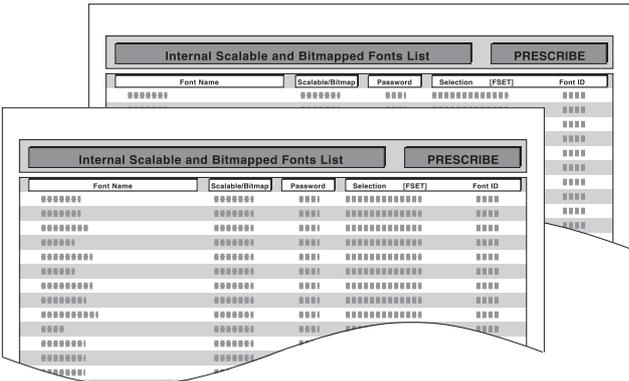
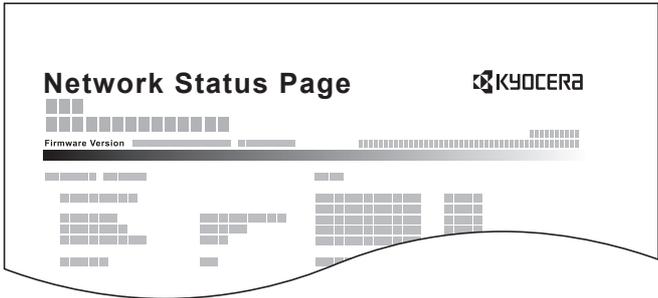
| Item | Description |
|--------------------------------|---|
| MP Tray Priority | <p>If paper is set in the MP Tray then it is possible for priority to be given to that MP tray in the paper feed.</p> <p>Value</p> <p>Off: The printer driver settings are followed.</p> <p>Auto Feed: If Auto is selected in the printer driver and there is paper in the MP tray then the paper feed will be from the MP tray.</p> <p>Always: 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.</p> |
| Auto Cassette Change | <p>Select the following actions when the paper runs out in the paper source while printing.</p> <p>Value: Off, On</p> <p> NOTE</p> <ul style="list-style-type: none"> • When selecting [Off], the machine displays "Add the following paper in cassette #." (# is a cassette number) or "Add the following paper in the multipurpose tray.", and stops printing. • Load the paper according to the paper source displayed to resume printing. • To print from the other paper cassette, select [Paper Selection]. Select the desired paper source. • When selecting [On], the machine continues printing automatically when the other cassette contains the same paper as the currently-used cassette. |
| Wide A4 | <p>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.</p> <p>Value: Off, On</p> |
| Resolution | <p>Set the resolution used for printing.</p> <p>Value: 600 dpi, 1200 dpi</p> <p> NOTE</p> <p>Settings that are received from the printer driver have priority over the operation panel settings.</p> |
| KIR | <p>Select the default KIR (smoothing) setting.</p> <p>Value: Off, On</p> |
| Printing Job Terminator | <p>You can select the condition which regarded as a job termination if the print job could not be processed until the end due to your environment and the other reason.</p> <p>Value:</p> <p>EOJ (End of Job): The command recognized as a termination of the job data is regarded as one job until it is detected.</p> <p>End of Network Session: The data included in a network session at network connection is regarded as one job.</p> <p>UEL (Universal Exit Language): The UEL included in the termination of the job data is regarded as one job until it is detected.</p> |

Report

Print reports to check the machine settings, status, and history. Settings for printing reports can also be configured.

Print Report

[System Menu/Counter] key > [Report] > [Print Report]

| Item | Description |
|------------------------------|--|
| <p>Status Page</p> | <p>Prints the status page, allowing you to check the information including current settings, memory capacity, and optional equipment installed.</p>  |
| <p>Font List</p> | <p>Prints the font list, allowing you to check the font samples installed in the machine.</p>  |
| <p>Network Status</p> | <p>Prints the network status, allowing you to check the information including network interface firmware version, network address and protocol.</p>  |
| <p>Service Status</p> | <p>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.</p> |

| Item | Description |
|---------------------------------|---|
| Optional Network Status | Prints the optional network status, allowing you to check the information including optional network interface firmware version, network address and protocol.  NOTE This function is displayed when the optional Network Interface Kit or Wireless Network Interface Kit is installed. |
| Data Sanitization Report | Prints the data sanitization report. |

Admin Report Settings

[System Menu/Counter] key > [Report] > [Admin Report Settings]

Configure settings for Outgoing FAX report and Incoming FAX report.

➔ [FAX Operation Guide](#)

Result Report Setting

[System Menu/Counter] key > [Report] > [Result Report Setting]

| Item | Description |
|---|---|
| Send Result Report | Automatically print a report of transmission result when a transmission is complete. |
| E-mail/Folder | Automatically print a report of transmission result when E-mail or SMB/FTP transmission is complete. 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. Value: Off, On |
| Recipient Format^{*2} | Select the Recipient Format for the send result report. Value: Name or Destination, Name and Destination |
| FAX RX Result Report^{*1} | ➔ FAX Operation Guide |
| Job Finish Notice Setting^{*1} | ➔ FAX Operation Guide |
| RX Result Report Type^{*1*3} | ➔ FAX Operation Guide |

*1 Displayed only when the optional FAX Kit is installed.

*2 When "E-mail/Folder" and "FAX" are set to [Off], this function will not be displayed.

*3 This is not displayed if you selected [Off] for FAX RX Result Report.

Sending Log History

[System Menu/Counter] key > [Report] > [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. Value: Off, On  NOTE If [On] is selected, specify the number of job histories. The setting range is 1 to 1,500. |
| Send Log History | You can also send the log history to the specified destinations manually. |
| Destination | Set the destination to which log histories are sent. Only E-mail address can be set. |
| Job Log Subject | Set the subject automatically entered when sending log histories by E-mail. Value: Up to 60 characters |
| SSFC Log Subject | Enter the subject of the printed job history with IC card authentication. Value: Up to 60 characters |
| Personal Information | Select whether to include personal information in the job log. Value: Include, Exclude |

Login History Settings

[System Menu/Counter] key > [Report] > [Login History Settings]

| Item | Description |
|----------------------|--|
| Login History | Select whether to record the Login History. Value: Off, On  NOTE If [On] is selected, set the number of histories to be recorded. The setting range is 1 to 1,000. |
| Auto Sending | Select whether the login history is automatically sent to the set address when the number of entries reaches the number set in "Login History". Value: Off, On  NOTE This function is displayed when "Login History" is set to [On]. |
| Destination | Set the destination to which login histories are sent. E-mail address only can be set as destination.  NOTE This function is displayed when "Login History" is set to [On]. |
| Subject | Set the subject automatically entered when sending login histories by E-mail. Value: Up to 60 characters  NOTE This function is displayed when "Login History" is set to [On]. |
| Log Reset | Resets the recorded login histories. |

 **NOTE**

If the user authentication screen appears, enter your login user name and login password and select **[Login]**. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

Device Log History Settings

[System Menu/Counter] key > [Report] > [Device Log History Settings]

| Item | Description |
|---------------------------|---|
| Device Log History | <p>Select whether to record the device log history. Value: Off, On</p> <p> NOTE If [On] is selected, set the number of histories to be stored. The setting range is 1 to 1,000.</p> |
| Auto Sending | <p>Select whether the device log history is automatically sent to the set address when the number of entries reaches the number set in "Device Log History". Value: Off, On</p> <p> NOTE This function is displayed when "Device Log History" is set to [On].</p> |
| Destination | <p>Set the destination to which device log histories are sent. E-mail address only can be set as destination.</p> <p> NOTE This function is displayed when "Device Log History" is set to [On].</p> |
| Subject | <p>Set the subject automatically entered when sending device log histories by E-mail. Value: Up to 60 characters</p> <p> NOTE This function is displayed when "Device Log History" is set to [On].</p> |

 **NOTE**

If the user authentication screen appears, enter your login user name and login password and select **[Login]**. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

Secure Comm. Error Log

[System Menu/Counter] key > [Report] > [Secure Comm. Error Log]

| Item | Description |
|-------------------------------|--|
| Secure Comm. Error Log | <p>Select whether to record the secure communication error log history. Value: Off, On</p> <p> NOTE If [On] is selected, set the number of histories to be stored. The setting range is 1 to 1,000.</p> |
| Auto Sending | <p>Select whether the secure communication error log history is automatically sent to the set address when the number of entries reaches the number set in "Secure Comm. Error Log". Value: Off, On</p> <p> NOTE This function is displayed when "Secure Communication Error Log History" is set to [On].</p> |
| Destination | <p>Set the destination to which secure communication error log histories are sent. E-mail address only can be set as destination.</p> <p> NOTE This function is displayed when "Secure Communication Error Log History" is set to [On].</p> |
| Subject | <p>Set the subject automatically entered when sending secure communication error log histories by E-mail. Value: Up to 60 characters</p> <p> NOTE This function is displayed when "Secure Communication Error Log History" is set to [On].</p> |

NOTE

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

System/Network

Configures machine system settings.

Network

Configures network settings.

Host Name

[System Menu/Counter] key > [System/Network] > [Network] > [Host Name]

| Item | Description |
|-----------|--|
| Host Name | <p>Check the host name of the machine. Host name can be changed from Command Center RX.</p> <p>➔ Changing Device Information (page 2-64)</p> |

Wired Network Settings

[System Menu/Counter] key > [System/Network] > [Network] > [Wired Network Settings]

Configure wired network settings.

TCP/IP Setting

| Item | Description |
|-----------------|--|
| TCP/IP | <p>Select whether to use TCP/IP Protocol.</p> <p>Value: Off, On</p> |
| IPv4 | <p>Set up TCP/IP (IPv4) to connect to the network. This setting is available when [TCP/IP] is set to [On].</p> |
| IP Address | <p>Set the IP address.</p> <p>Value: ###.###.###.###</p> <p> NOTE When DHCP is set to [On], this function will be grayed out and the value cannot be entered.</p> |
| Subnet Mask | <p>Set the IP subnet mask.</p> <p>Value: ###.###.###.###</p> <p> NOTE When DHCP is set to [On], this function will be grayed out and the value cannot be entered.</p> |
| Default Gateway | <p>Set the IP gateway address.</p> <p>Value: ###.###.###.###</p> <p> NOTE When DHCP is set to [On], this function will be grayed out and the value cannot be entered.</p> |
| DHCP | <p>Select whether to use the DHCP (IPv4) server.</p> <p>Value: Off, On</p> |
| Auto-IP | <p>Select whether to use Auto-IP.</p> <p>Value: Off, On</p> |

 **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.

| Item | Description |
|-----------------------|--|
| IPv6 | Set up TCP/IP (IPv6) to connect to the network. This setting is available when [TCP/IP] is [On]. |
| IPv6 | Select whether to use IPv6. Value: Off, On  NOTE Selecting [On] displays IP address in [IP Address (Link Local)] after restarting the network. |
| RA (Stateless) | Select whether to use RA (Stateless). Value: Off, On  NOTE This function is displayed when [IPv6] is set to [On]. Selecting [On] displays IP address in [IP Address (Stateless)] after restarting the network. |
| Manual Setting | Manually specify the IP address, prefix length, and gateway address of TCP/IP (IPv6). Value IP Address (Manual): 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:). Prefix Length: 0 to 128 Default Gateway: 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:).  NOTE This function is displayed when [IPv6] is set to [On]. To enter "Default Gateway", set [RA (Stateless)] to [Off]. |
| DHCP | Select whether to use the DHCP (IPv6) server. Value: Off, On  NOTE This function is displayed when [IPv6] is set to [On]. Selecting [On] displays IP address in [IP Address (Stateful)] after restarting the network. |

 **IMPORTANT**

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

LAN Interface

| Item | Description |
|----------------------|--|
| LAN Interface | Specify the settings for the LAN interface to be used. 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.

Wi-Fi Direct Settings

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

Set Wi-Fi Direct.

**NOTE**

This function is displayed when the Wireless Network Interface Kit (IB-35) is installed.

The Wireless Network Interface Kit is an option for some models. Contact your dealer or our sales or service representatives for detail.

➔ [IB-35 "Wireless Network Interface Kit" \(page 11-5\)](#)

| Item | Description |
|------------------------|--|
| Wi-Fi Direct | Select whether to use Wi-Fi Direct. Value: Off, On |
| Device Name | Specify the device name. NOTE <ul style="list-style-type: none"> Up to 32 characters can be entered. This function is displayed when [Wi-Fi Direct] is set to [On]. |
| IP Address | Check the IP address of the machine. ➔ TCP/IP Setting (page 8-47) NOTE This function is displayed when [Wi-Fi Direct] is set to [On]. |
| Auto Disconnect | Automatically disconnect devices connected through Wi-Fi Direct. Value: Off, On NOTE <ul style="list-style-type: none"> If you select [ON], set the waiting time for automatic disconnection. This function is displayed when [Wi-Fi Direct] is set to [On]. |

Wi-Fi Settings

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

Set Wi-Fi.



NOTE

This function is displayed when the Wireless Network Interface Kit (IB-35) is installed.

The Wireless Network Interface Kit is an option for some models. Contact your dealer or our sales or service representatives for detail.

➔ [IB-35 "Wireless Network Interface Kit" \(page 11-5\)](#)

Wi-Fi

| Item | Description |
|-------|---|
| Wi-Fi | Select whether to use Wi-Fi. Value: Off, On |

Setup

| Item | Description |
|--------------------------|---|
| Connection Status | Check the wireless LAN status. |
| Quick Setup | If the machine will connect to an access point that supports the automatic wireless network setup, connection settings can be configured by Quick Setup. |
| Available Network | Displays access points to which the machine can connect. |
| WEP Key Index | Select the key index of the access point. 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. |

| Item | Description | | | | | | | | | | | | | | | | | | | | |
|-------------------------------|--|---|------------|--|------|---------|---|-----|---|--------------|--|--|----------|--|--|--------------|----------------------------|--|----------|----------------------|--|
| Custom Setup | The detailed settings for wireless LAN can be changed. | | | | | | | | | | | | | | | | | | | | |
| Network Name (SSID) | Set the SSID (Service Set Identifier) of the wireless LAN to which the machine connects.  NOTE Up to 32 characters can be entered. | | | | | | | | | | | | | | | | | | | | |
| Network Authentication | Select network authentication type. Value: Open, WPA2/WPA-PSK, WPA2-PSK, WPA2/WPA-EAP, WPA2-EAP | | | | | | | | | | | | | | | | | | | | |
| Encryption | Select encryption method. The setting values vary depending on the Network Authentication setting. <table border="1" data-bbox="491 627 1481 1146"> <thead> <tr> <th data-bbox="497 636 756 712">Network Authentication</th> <th colspan="2" data-bbox="756 636 1474 712">Encryption</th> </tr> </thead> <tbody> <tr> <td data-bbox="497 712 756 860" rowspan="2">Open</td> <td data-bbox="756 712 909 763">Disable</td> <td data-bbox="909 712 1474 763">—</td> </tr> <tr> <td data-bbox="756 763 909 860">WEP</td> <td data-bbox="909 763 1474 860"> WEP Key: Up to 26 characters WEP Key Index: 0 to 3 </td> </tr> <tr> <td data-bbox="497 860 756 949">WPA2/WPA-PSK</td> <td colspan="2" data-bbox="756 860 1474 949"> Data Encryption: AES, Auto Preshared Key: Up to 64 characters </td> </tr> <tr> <td data-bbox="497 949 756 1039">WPA2-PSK</td> <td colspan="2" data-bbox="756 949 1474 1039"> Data Encryption: AES Preshared Key: Up to 64 characters </td> </tr> <tr> <td data-bbox="497 1039 756 1099">WPA2/WPA-EAP</td> <td colspan="2" data-bbox="756 1039 1474 1099">Data Encryption: AES, Auto</td> </tr> <tr> <td data-bbox="497 1099 756 1146">WPA2-EAP</td> <td colspan="2" data-bbox="756 1099 1474 1146">Data Encryption: AES</td> </tr> </tbody> </table> | Network Authentication | Encryption | | Open | Disable | — | WEP | WEP Key: Up to 26 characters WEP Key Index: 0 to 3 | WPA2/WPA-PSK | Data Encryption: AES, Auto Preshared Key: Up to 64 characters | | WPA2-PSK | Data Encryption: AES Preshared Key: Up to 64 characters | | WPA2/WPA-EAP | Data Encryption: AES, Auto | | WPA2-EAP | Data Encryption: AES | |
| Network Authentication | Encryption | | | | | | | | | | | | | | | | | | | | |
| Open | Disable | — | | | | | | | | | | | | | | | | | | | |
| | WEP | WEP Key: Up to 26 characters WEP Key Index: 0 to 3 | | | | | | | | | | | | | | | | | | | |
| WPA2/WPA-PSK | Data Encryption: AES, Auto Preshared Key: Up to 64 characters | | | | | | | | | | | | | | | | | | | | |
| WPA2-PSK | Data Encryption: AES Preshared Key: Up to 64 characters | | | | | | | | | | | | | | | | | | | | |
| WPA2/WPA-EAP | Data Encryption: AES, Auto | | | | | | | | | | | | | | | | | | | | |
| WPA2-EAP | Data Encryption: AES | | | | | | | | | | | | | | | | | | | | |

TCP/IP Setting

| Item | Description |
|------------------------|---|
| TCP/IP | Select whether to use TCP/IP Protocol. Value: Off, On |
| IPv4 | Set up TCP/IP (IPv4) to connect to the network. This setting is available when [TCP/IP] is set to [On]. |
| IP Address | Set the IP address. Value: ###.###.###.###  NOTE When DHCP is set to [On], this function will be grayed out and the value cannot be entered. |
| Subnet Mask | Set the IP subnet mask. Value: ###.###.###.###  NOTE When DHCP is set to [On], this function will be grayed out and the value cannot be entered. |
| Default Gateway | Set the IP gateway address. Value: ###.###.###.###  NOTE When DHCP is set to [On], this function will be grayed out and the value cannot be entered. |
| DHCP | Select whether to use the DHCP (IPv4) server. Value: Off, On |
| Auto-IP | Select whether to use Auto-IP. 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.

| Item | Description |
|-----------------------|--|
| IPv6 | Set up TCP/IP (IPv6) to connect to the network. This setting is available when [TCP/IP] is [On]. |
| IPv6 | Select whether to use IPv6. Value: Off, On  NOTE Selecting [On] displays IP address in [IP Address (Link Local)] after restarting the network. |
| RA (Stateless) | Select whether to use RA (Stateless). Value: Off, On  NOTE This function is displayed when [IPv6] is set to [On]. Selecting [On] displays IP address in [IP Address (Stateless)] after restarting the network. |
| Manual Setting | Manually specify the IP address, prefix length, and gateway address of TCP/IP (IPv6). Value IP Address (Manual): 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:). Prefix Length: 0 to 128 Default Gateway: 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:).  NOTE This function is displayed when [IPv6] is set to [On]. To enter "Default Gateway", set [RA (Stateless)] to [Off]. |
| DHCP | Select whether to use the DHCP (IPv6) server. Value: Off, On  NOTE This function is displayed when [IPv6] is set to [On]. Selecting [On] displays IP address in [IP Address (Stateful)] after restarting the network. |

**IMPORTANT**

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

Restart Network

| Item | Description |
|------------------------|-----------------------|
| Restart Network | Restarts the network. |

Bonjour

[System Menu/Counter] key > [System/Network] > [Network] > [Bonjour]

| Item | Description |
|---------------|--|
| Bonjour | Select whether to use Bonjour. Value: Off, On |
| Wi-Fi Direct | Set whether to enable this function for each network. Value: Disable, Enable |
| Wi-Fi | |
| Wired Network | |

IPSec

[System Menu/Counter] key > [System/Network] > [Network] > [IPSec]

| Item | Description |
|-------|---|
| IPSec | Select whether to use IPSec. Value: Off, On |

Protocol Settings

[System Menu/Counter] key > [System/Network] > [Network] > [Protocol Settings]

Configure protocol settings.

| Item | Description |
|----------------------------|---|
| SMTP (E-mail TX) | Select whether to send E-mail using SMTP. Value: Off, On |
| POP3 (E-mail RX) | Select whether to receive E-mail using POP3. Value: Off, On |
| FTP Client (Transmission) | Select whether to send documents using FTP. To use the FTP Client, set the protocol to [On]. The default port number is 21. Value: Off, On |
| FTP Server (Reception) | Select whether to receive documents using FTP.* ¹ Value: Off, On |
| Wi-Fi Direct | Set whether to enable this function for each network. Value: Disable, Enable |
| Wi-Fi | |
| Wired Network | |
| SMB Client (Transmission): | Select whether to send documents using SMB. To use the SMB Client, set the protocol to [On]. The default port number is 445. Value: Off, On |
| NetBEUI | Selects whether to receive documents using NetBEUI.* ¹ Value: Off, On |
| Wi-Fi Direct | Set whether to enable this function for each network. Value: Disable, Enable |
| Wi-Fi | |
| Wired Network | |

| Item | Description |
|----------------------------|--|
| WSD Scan | Select whether to use WSD Scan.* ¹ Value: Off, On |
| Wi-Fi Direct | Set whether to enable this function for each network. Value: Disable, Enable |
| Wi-Fi | |
| Wired Network | |
| WSD Print | Set whether to use our proprietary web services. WIA driver, TWAIN driver and Network FAX driver use this Enhanced WSD web service.* ¹ Value: Off, On |
| Wi-Fi Direct | Set whether to enable this function for each network. Value: Disable, Enable |
| Wi-Fi | |
| Wired Network | |
| i-FAX | Select whether to use i-FAX. Value: Off, On  NOTE This function is displayed when the optional Internet FAX Kit is activated. |
| DSM Scan | Select whether to use DSM scan.* ¹ Value: Off, On |
| ThinPrint | Select whether to use ThinPrint. To use the Thin Print protocol, set the protocol to [On]. The default port number is 4000.* ^{1, *2} Value: Off, On  NOTE This function is displayed only when the optional ThinPrint Option is activated. |
| Wi-Fi Direct | Set whether to enable this function for each network. Value: Disable, Enable |
| Wi-Fi | |
| Wired Network | |
| Thin Print over SSL | To use the Thin Print over SSL protocol, set [Thin Print Over SSL] and [SSL] to [On]. Value: Off, On  NOTE When selecting [On], it also requires a certificate for SSL. The default certificate is the self-certificate of the machine. ➔ Command Center RX User Guide |
| LPD | Selects whether to receive documents using LPD.* ¹ Value: Off, On |
| Wi-Fi Direct | Set whether to enable this function for each network. Value: Disable, Enable |
| Wi-Fi | |
| Wired Network | |

| Item | Description |
|----------------------|---|
| Raw | Select whether to receive documents using Raw Port. ^{*1} Value: Off, On |
| Wi-Fi Direct | Set whether to enable this function for each network. Value: Disable, Enable |
| Wi-Fi | |
| Wired Network | |
| IPP | Selects whether to receive documents using IPP. To use the IPP protocol, set [IPP] to [On] , and set [SSL] to [Off] . In addition, select [Not Secure (IPP&IPPS)] on IPP Security under Security Settings from the Command Center RX. The default port number is 631. ^{*1} Value: Off, On |
| Wi-Fi Direct | Set whether to enable this function for each network. Value: Disable, Enable |
| Wi-Fi | |
| Wired Network | |
| IPP over SSL | To use the IPP protocol, set [IPP] and [SSL] to [On] . The default port number is 443. ^{*1, *2} Value: Off, On  NOTE When selecting [On] , it also requires a certificate for SSL. the default certificate is the self-certificate of the machine. ▶ Command Center RX User Guide |
| Wi-Fi Direct | Set whether to enable this function for each network. Value: Disable, Enable |
| Wi-Fi | |
| Wired Network | |
| HTTP | Select whether to communicate using HTTP. ^{*1} Value: Off, On |
| Wi-Fi Direct | Set whether to enable this function for each network. Value: Disable, Enable |
| Wi-Fi | |
| Wired Network | |
| HTTPS | Select whether to communicate using HTTPS. ^{*1, *2} Value: Off, On |
| Wi-Fi Direct | Set whether to enable this function for each network. Value: Disable, Enable |
| Wi-Fi | |
| Wired Network | |
| LDAP | Select whether to use LDAP. Value: Off, On |

| Item | Description |
|------------------------------|---|
| SNMPv1/v2c | Select whether to communicate using SNMP.* ¹ Value: Off, On |
| Wi-Fi Direct | Set whether to enable this function for each network. Value: Disable, Enable |
| Wi-Fi | |
| Wired Network | |
| SNMPv3 | Select whether to communicate using SNMPv3.* ¹ Value: Off, On |
| Wi-Fi Direct | Set whether to enable this function for each network. Value: Disable, Enable |
| Wi-Fi | |
| Wired Network | |
| Enhanced WSD | Set whether to use our proprietary web services.* ¹ Value: Off, On  NOTE Selecting [Off] will disable the functionality of WIA, TWAIN, and Network FAX driver. |
| Wi-Fi Direct | Set whether to enable this function for each network. Value: Disable, Enable |
| Wi-Fi | |
| Wired Network | |
| Enhanced WSD over SSL | Set whether to use our proprietary web services over SSL.* ^{1, *2} Value: Off, On  NOTE Selecting [Off] will disable the functionality of WIA, TWAIN and Network FAX drivers. |
| Wi-Fi Direct | Set whether to enable this function for each network. Value: Disable, Enable |
| Wi-Fi | |
| Wired Network | |
| eSCL | Selects whether to receive scanned documents using eSCL.* ¹ |
| Wi-Fi Direct | Set whether to enable this function for each network. Value: Disable, Enable |
| Wi-Fi | |
| Wired Network | |
| eSCL over SSL | Selects whether to receive scanned documents using eSCL over SSL.* ^{1, *2} |
| Wi-Fi Direct | Set whether to enable this function for each network. Value: Disable, Enable |
| Wi-Fi | |
| Wired Network | |

| Item | Description |
|------------------------------|--|
| VNC (RFB) | This is set when starting up a VNC Viewer (E.g. RealVNC) to use the Remote Operation. ^{*1} The default port number is 9062. Value: Off, On |
| Wi-Fi Direct | Set whether to enable this function for each network. Value: Disable, Enable |
| Wi-Fi | |
| Wired Network | |
| VNC (RFB) over SSL | This is set when starting up a VNC Viewer (E.g. RealVNC) to use Remote Operation protected by SSL. ^{*1, *2} The default port number is 9063. Value: Off, On  NOTE When selecting [On], it also requires a certificate for SSL. The default certificate is the self-certificate of the machine. |
| Wi-Fi Direct | Set whether to enable this function for each network. Value: Disable, Enable |
| Wi-Fi | |
| Wired Network | |
| Enhanced VNC over SSL | This is set when starting up Command Center RX to use Remote Operation protected by SSL. ^{*1, *2} The default port number is 9061. Value: Off, On  NOTE <ul style="list-style-type: none"> • The default setting is [On]. • When selecting [On], it also requires a certificate for SSL. The default certificate is the self-certificate of the machine. |
| Wi-Fi Direct | Set whether to enable this function for each network. Value: Disable, Enable |
| Wi-Fi | |
| Wired Network | |

*1 The setting will be changed after restarting the device or network.

*2 Set "SSL" to [On] in Security Settings.

➔ [Security Settings \(page 8-58\)](#)

IMPORTANT

Depending on the protocol, there are models where you need to restart the network or turn the machine OFF and then ON after changing the setting.

Security Settings

[System Menu/Counter] key > [System/Network] > [Network] > [Security Settings]

| Item | Description |
|------------|---|
| SSL | Select whether to use SSL for communication. Value: Off, On |

Proxy

[System Menu/Counter] key > [System/Network] > [Network] > [Proxy]

| Item | Description |
|--|--|
| Proxy | Set the proxy for connection to the Internet from an application. Value: Off, On |
| Use the Same Proxy Server for All Protocols | Set whether the same proxy server is used for all protocols. To use the same proxy server, select the [Use the Same Proxy Server for All Protocols] checkbox. |
| Proxy Server (HTTP) | Set a proxy server (HTTP). Value: (Enter the proxy address and port number.) |
| Proxy Server (HTTPS) | Set a proxy server (HTTPS). This setup is available when "Use the Same Proxy Server for All Protocols" is [Off]. Value: (Enter the proxy address and port number.) |
| Do Not Use Proxy for Following Domains | Set domains for which no proxy is used. Value: (Enter the domain name.) |

Ping

[System Menu/Counter] key > [System/Network] > [Network] > [Ping]

| Item | Description |
|-------------|--|
| Ping | Checks if communication with the destination by entering the host name or IP address of the destination is possible.  NOTE If [Primary Network (Client)] is set to [Others], this item is not displayed. |

Restart Network

[System Menu/Counter] key > [System/Network] > [Network] > [Restart Network]

| Item | Description |
|------------------------|-----------------------|
| Restart Network | Restarts the network. |

Optional Network

[System Menu/Counter] key > [System/Network] > [Optional Network]

Basic

Configure settings for the optional Network Interface Kit.



NOTE

This menu is displayed when the optional Network Interface Kit or Wireless Network Interface Kit is installed.

| Item | Description |
|---------------------------|---|
| Host Name | Check the host name of the machine. Host name can be changed from Command Center RX. ➔ Changing Device Information (page 2-64) |
| TCP/IP Setting | For details on setting value. ➔ TCP/IP Setting (page 8-47) ➔ Bonjour (page 8-54) ➔ IPSec (page 8-54) |
| NetWare | Use NetWare to receive documents. See the Operation Guide for the optional network interface card for details. Value: Off, On |
| AppleTalk | Selects whether to receive documents using AppleTalk.* ¹ Value: Off, On |
| LAN Interface | Select the LAN Interface type.* ¹ Value: Auto, 10Base-Half, 10Base-Full, 100Base-Half, 100Base-Full, 1000BASE-T NOTE This function is displayed when the optional Network Interface Kit is installed. |
| MAC Address Filter | Select whether to use MAC Address Filter. ➔ Operation Guide for the optional Network Interface Kit Value: Off, On |
| Restart Network | Restarts the network card of the device. |

*¹ The setting will be changed after restarting the device or network.

Wireless Network

Configure settings for the optional Wireless Network Interface Kit.

**NOTE**

This function is displayed when the Wireless Network Interface Kit (IB-51) is installed.

| Item | Description | | | | | | | | |
|-----------------------------------|---|--------------------------|---|---------------------------|---|---------------------------------|---|-----------------------------------|---|
| Connection Status | You can check the wireless LAN status. | | | | | | | | |
| Quick Setup | <p>If the machine will connect to an access point that supports the automatic wireless network setup, connection settings can be configured by Quick Setup.</p> <table border="1" data-bbox="167 568 1501 1028"> <tbody> <tr> <td data-bbox="167 568 469 656">Available Network</td> <td data-bbox="469 568 1501 656">Select access points to which the machine can be connected, enter the Preshared Key and start a connection.</td> </tr> <tr> <td data-bbox="167 656 469 862">Push Button Method</td> <td data-bbox="469 656 1501 862"> <p>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.</p> <p> NOTE The push button method supports only the WPS.</p> </td> </tr> <tr> <td data-bbox="167 862 469 949">PIN Code Method (Device)</td> <td data-bbox="469 862 1501 949">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.</td> </tr> <tr> <td data-bbox="167 949 469 1028">PIN Code Method (Terminal)</td> <td data-bbox="469 949 1501 1028">Starts connection using the PIN code of the access point. Enter the PIN code of the access point.</td> </tr> </tbody> </table> | Available Network | Select access points to which the machine can be connected, enter the Preshared Key and start a connection. | Push Button Method | <p>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.</p> <p> NOTE The push button method supports only the WPS.</p> | 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. | PIN Code Method (Terminal) | Starts connection using the PIN code of the access point. Enter the PIN code of the access point. |
| Available Network | Select access points to which the machine can be connected, enter the Preshared Key and start a connection. | | | | | | | | |
| Push Button Method | <p>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.</p> <p> NOTE The push button method supports only the WPS.</p> | | | | | | | | |
| 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. | | | | | | | | |
| PIN Code Method (Terminal) | Starts connection using the PIN code of the access point. Enter the PIN code of the access point. | | | | | | | | |

| Item | Description |
|-------------------------------|--|
| Custom Setup | The detailed settings for wireless LAN can be changed. |
| Network Name (SSID) | Set the SSID (Service Set Identifier) of the wireless LAN to which the machine connects.  NOTE Up to 32 characters can be entered. |
| Connection Mode | Set the connection mode. Value: Ad Hoc, Infrastructure  NOTE Ad Hoc: Directly communicates with the device without going through an access point. This method cannot be used to connect to two or more devices. Infrastructure: Performs communication through an access point. |
| Channel | Set channel. Use [-] / [+] or the numeric keys to enter a number. Value: 1 to 11 |
| Network Authentication | Select network authentication type. To select other options, open the device home page from a computer. Value: Open, Shared, WPA-PSK*1, WPA2-PSK*1 |
| Encryption | Select encryption method. If the option other than [Disable] is selected, enter the WEP key or the Preshared key. The setting values vary depending on the Network Authentication setting. Select [Data Encryption]. When Network Authentication is set to [Open] or [Shared]: Value: Disable, WEP When Network Authentication is set to [WPA-PSK] or [WPA2-PSK]: Value: TKIP*2, AES, Auto*2, Preshared Key  NOTE <ul style="list-style-type: none"> • If [WEP] is selected, enter the WEP key. Up to 26 characters can be entered. • If [TKIP], [AES] or [Auto] is selected, enter the Preshared key. Enter the value in 8 to 64 characters. |

*1 Not displayed if you selected [Ad Hoc] for "Connection Mode".

*2 Not displayed if you selected [WPA2-PSK] for "Network Authentication".

Primary Network (Client)

[System Menu/Counter] key > [System/Network] > [Primary Network (Client)]

NOTE

This function is displayed when the optional Network Interface Kit (IB-50) or Wireless Network Interface Kit (IB-51 or IB-35) is installed.

The Wireless Network Interface Kit (IB-35) is an option for some models. Contact your dealer or our sales or service representatives for detail.

➔ [IB-35 "Wireless Network Interface Kit" \(page 11-5\)](#)

| Item | Description |
|---------------------------------|--|
| Primary Network (Client) | <p>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.</p> <p>Value: Wi-Fi, Wired Network, Optional Network</p> <p> NOTE</p> <ul style="list-style-type: none"> • [Wi-Fi] is displayed when the Wireless Network Interface Kit (IB-35) is installed. • [Optional Network] is displayed when the optional Network Interface Kit (IB-50) or Wireless Network Interface Kit (IB-51) is installed. • You can set and use "[Wired Network] or [Wi-Fi]", and "[Optional Network] (IB-50 or IB-51)" individually for the e-mail send connection. |

Security Level

[System Menu/Counter] key > [System/Network] > [Security Level]

| Item | Description |
|-----------------------|---|
| Security Level | <p>Specify the security level.</p> <p>Value</p> <p>Low: This mode is used during maintenance. Do not use normally.</p> <p>High: This is the security setting we recommend. Use this setting normally.</p> <p>Very High: In addition to [High] setting, this setting disables the machine settings to be changed from external command.</p> <p> NOTE</p> <p>This function is available when you have logged in as machine administrator.</p> <p>➔ Adding a User (Local User List) (page 9-8)</p> |

Interface Block Setting

[System Menu/Counter] key > [System/Network] > [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). Value: Unblock, Block |
| USB Device | This locks and protects the USB interface connector (USB Device). Value: Unblock, Block |
| USB Storage | This locks and protects the USB memory slot. Value: Unblock, Block  NOTE This function is available when USB Host is set to [Unblock] . |
| Optional Interface 1 | This locks and protects the optional interface slots. Value: Unblock, Block |
| Optional Interface 2 |  NOTE You can set this feature for each slot. |



IMPORTANT

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

Data Security

[System Menu/Counter] key > [System/Network] > [Data Security]

Configure settings for data stored in the SSD, hard disk, and machine's memory.

| Item | Description |
|---|--|
| SSD Initialization Hard Disk Initialization Hard Disk/SSD Initialization | Change security functions.  NOTE <ul style="list-style-type: none"> This function is displayed when the optional Data Security Kit is activated. Display changes according to the large storage capacity installed on this machine. When an SSD is installed: SSD Initialization When a hard disk is installed: Hard Disk Initialization When a hard disk and an SSD are installed: Hard Disk/SSD Initialization Enter the security password to change security functions. |
| Data Overwrite Method | The method used to overwrite data can be changed. Refer to the following for details.  Data Security Kit (E) Operation Guide Value Once Overwrite: This function overwrites unneeded data areas (in the case of overwriting) or all areas (in the case of system initialization) with zeroes to prevent data restoration. 3-time Overwrite (DoD): This overwrite method complies with U.S. Department of Defense (DoD) standards, and overwrites unneeded data areas of the hard disk (in the case of overwriting) or all areas (in the case of system initialization) with specific characters, their complements, and random characters to prevent data restoration. Data restoration is not possible even when sophisticated restoration techniques are used, and a higher level of security than Once Overwrite is obtained.  NOTE This method may take more time than Once Overwrite method to process a larger amount of data. |
| Security Password | Customize the security password so that only the administrator can use the security kit. Enter a new security password 6 to 16 alphanumeric characters and symbols. Enter the password again for confirmation.  IMPORTANT Avoid any easy-to-guess numbers for the security password (e.g. 11111111 or 12345678). |
| System Initialization | Overwrite all the data stored in the hard disk/SSD when disposing of the machine.  IMPORTANT If you accidentally turn the power switch off during initialization, the hard disk/SSD might possibly crash or initialization might fail.  NOTE If you accidentally turn the power switch off during initialization, turn the power switch on again. Initialization automatically restarts. |

| Item | Description |
|--------------------------------------|--|
| Data Sanitization | <p>Return the following information registered in the machine to the factory defaults.</p> <ul style="list-style-type: none"> • Address Book • Favorites • System settings • Fax transmission and reception / forwarding data • Transmission histories • Local FAX Name • Local FAX Number • Data saved in Custom Box • Optional applications <p> NOTE</p> <ul style="list-style-type: none"> • Print the data sanitization report and then confirm that security data is deleted. <ul style="list-style-type: none"> ▶ Data Sanitization Report (page 8-43) • Once in progress, the processing cannot canceled. • Before performing this function, disconnect modular, network, and other cables. • Before performing this function, set all interface block settings to [Unblock]. <ul style="list-style-type: none"> ▶ Interface Block Setting (page 8-64) • Do not turn the power off while sanitizing the data. If the power is turned off during data erasing, erasing will be executed automatically when the power is restored, however, complete erasure cannot be guaranteed. |
| Run Immediately | Data Sanitization will be performed. |
| Reserve a Sanitization Time | <p>Completely erase address and image data saved in the device at the scheduled time. Value: Off, On</p> <p>If [On] is selected, set the date and time that sanitization is to be performed. The setting range is Year (2000 to 2037), Month (1 to 12), Day (1 to 31), Hour (00 to 23).</p> |
| Device Use After Sanitization | <p>The device use restriction after the data sanitization is completed. The device cannot be used if [Prohibit] is selected. Value: Permit, Prohibit</p> |
| Software Verification | <p>Verify the installed software. Select [Start] to start verification. If an error occurs during software verification, contact your dealer or service representative.</p> |

Information erased

| Category | Data erased |
|----------------------------|---|
| Devices/jobs | <ul style="list-style-type: none"> • Job settings configured by users • Network settings • Image data saved in Document Box, etc. • Data registered in One Touch keys • Job histories • User information (user list, address book, Document Box registered by the user, etc.) • Account information of job accounting • Network certificates • Initial screen on machine changed by service representative |
| FAX^{*1} | <ul style="list-style-type: none"> • Fax settings configured by users • Communication restriction settings • Encryption key settings • Transmission histories • Scheduled jobs • Conditional reception/forwarding settings |
| Application/program | <ul style="list-style-type: none"> • Application/program added by a user or service representative • Trial functions |

*1 Only when the optional fax kit is installed.

Optional Function

[System Menu/Counter] key > [System/Network] > [Optional Function]

| Item | Description |
|--------------------------|--|
| Optional Function | <p>You can use the optional applications installed on this machine.</p> <p>➔ Optional Applications (page 11-7)</p> |

Bluetooth Settings

[System Menu/Counter] key > [System/Network] > [Bluetooth Settings]

| Item | Description |
|---------------------------|---|
| Bluetooth Keyboard | <p>Use Bluetooth keyboard.</p> <p>Value: Off, On</p> |
| Search Device | Select a keyboard. |

Restart Entire Device

[System Menu/Counter] key > [System/Network] > [Restart Entire Device]

| Item | Description |
|------------------------------|--|
| Restart Entire Device | Restart the machine without turning the power switch off. Use this to deal with any unstable operation by the machine. (Same as the computer restart.) |

NFC

[System Menu/Counter] key > [System/Network] > [NFC]

| Item | Description |
|------|--|
| NFC | Use NFC (Near Field Communication). Value: Off, On |

Remote Operation

[System Menu/Counter] key > [System/Network] > [Remote Operation]

| Item | Description |
|------------------|--|
| Remote Operation | <p>Configure settings for remote operation.</p> <p>Value: Off, Use Password, Administrator Only</p> <p>When selecting [Off], users without administrator privileges can also execute remote operation.</p> <p>When selecting [Use Password], enter the password, then re-enter it to confirm.</p> <p>When selecting [Administrator Only], only administrator can execute remote operation.</p> <p> NOTE</p> <p>When selecting [Administrator Only], the remote operation using VNC software is unavailable.</p> |

Edit Destination

Address Book

[System Menu/Counter] key > [Edit Destination] > [Address Book]

Configure settings for address book.

➔ [Adding a Destination \(Address Book\) \(page 3-23\)](#)

One Touch Key

[System Menu/Counter] key > [Edit Destination] > [One Touch Key]

Configure settings for One Touch Key.

➔ [Adding a Destination on One Touch Key \(One Touch Key\) \(page 3-30\)](#)

Print list

[System Menu/Counter] key > [Edit Destination] > [Print list]

➔ [FAX Operation Guide](#)

Address Book Defaults

[System Menu/Counter] key > [Edit Destination] > [Address Book Defaults]

| Item | Description |
|---|--|
| Sort | Select the default sort setting of the address for the address book. Value: No., Name |
| Narrow Down | This procedure can be used to filter (narrow down) the types of destination listed when the address book is displayed. Value: Off, E-mail, Folder, FAX* ¹ , i-FAX* ² , Group |
| Address Book Type * ³ | Select whether the machine's address book or the External Address Book appears when the address book is displayed. Value: Machine Address Book, Ext Address Book |

*¹ Displayed only when the optional fax kit is installed.

*² This function is displayed when the optional Internet FAX Kit is activated.

*³ This display appears only if the external address book is available.

Edit Restriction

[System Menu/Counter] key > [Edit Destination] > [Edit Restriction]

| Item | Description |
|----------------------|--|
| Address Book | Restrict editing of the address book. If you selected [Administrator Only] , you can only edit the Address Book by logging in with administrator privileges. Value: Off, Administrator Only |
| One-Touch Key | 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. Value: Off, Administrator Only |

User Login/Job Accounting

[System Menu/Counter] key > [User Login/Job Accounting]

Configure settings related to machine management.

- ➔ [Overview of User Login Administration \(page 9-2\)](#)
- ➔ [Overview of Job Accounting \(page 9-33\)](#)
- ➔ [Unknown ID Job \(page 9-52\)](#)

User Property

[System Menu/Counter] key > [User Property]

Allows you to view information about logged in users and edit some of that information.

- ➔ [Enabling User Login Administration \(page 9-3\)](#)

Date/Timer/Energy Saver

[System Menu/Counter] key > [Date/Timer/Energy Saver]

Configures settings related to the date and time.

| Item | Description |
|-------------------------|--|
| Date/Time | <p>Set the date and time for the location where you use the machine. If you perform Send as E-mail, the date and time set here will be displayed on the header.</p> <p>Value: Year (2000 to 2037), Month (1 to 12), Day (1 to 31), Hour (00 to 23), Minute (00 to 59), Second (00 to 59)</p> <p> NOTE If you change the date/time while using the trial version of an application, you will no longer be able to use the application.</p> |
| Date Format | <p>Select the display format of year, month, and date. The year is displayed in Western notation.</p> <p>Value: MM/DD/YYYY, DD/MM/YYYY, YYYY/MM/DD</p> |
| Time Zone | <p>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.</p> <p>➔ Setting Date and Time (page 2-29)</p> |
| Auto Panel Reset | <p>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.</p> <p>Value: Off, On</p> <p> NOTE For setting the time until the panel is automatically reset, refer to the following:</p> <p>➔ Panel Reset Timer (page 8-71)</p> |
| Auto Error Clear | <p>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.</p> <p>Value: Off, On</p> <p> NOTE For setting the automatic error recovery time, refer to the following:</p> <p>➔ Error Clear Timer (page 8-71)</p> |

| Item | Description |
|--|---|
| Low Power Timer | Set amount of time before entering the Low Power mode. Value For Europe: 1 to 120 minutes (1 minute increments) Except for Europe: 1 to 240 minutes (1 minute increments) ➔ Low Power Mode (page 2-39) |
| Panel Reset Timer | If you select [On] for Auto Panel Reset, 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 For Europe 1 to 120 minutes (1 minute increments) Except for Europe 1 to 240 minutes (1 minute increments) |
| Interrupt Clear Timer | Set the period after which the machine reverts to Normal mode when it has been set to Interrupt Copy mode and then left unused. Value: 5 to 495 seconds (in 5 second increments) |
| Error Job Skip | Set whether a job for which a "Add paper in cassette #" or "Add paper in Multipurpose tray" error occurred when the job was started is automatically skipped after a set period of time elapses. Value: Off, On  NOTE <ul style="list-style-type: none"> • When a job is skipped, it is moved to the end of the job queue. • If [On] is selected, set the time until the job is skipped. The setting range is 5 to 90 (5 second increments). |
| Error Clear Timer | If you select [On] for Auto Error Clear, set the amount of time to wait before automatically clearing errors. Value: 5 to 495 seconds (in 5 second increments)  NOTE This function is displayed when [Auto Error Clear] is set to [On]. |
| Unusable Time^{*1} | Set a time period during which the machine will not print received faxes. ➔ FAX Operation Guide. |
| Sleep Rules (models for Europe) | Select whether to use the Sleep mode for the following functions individually: <ul style="list-style-type: none"> • ID Card Reader^{*2} • Application Value: Off, On  NOTE <ul style="list-style-type: none"> • If the sleep condition is not turned off, the machine will not wake from sleep mode even if it receives a print job from a computer connected by USB cable. Also, the ID card cannot be recognized. • This function will not be displayed when the optional Network Interface Kit or Fiery controller is installed. |

| Item | Description |
|---|--|
| Sleep Level (models except for Europe) | Select the sleep level. Set the Energy Saver mode to reduce power consumption even more than normal Sleep mode. Value: Quick Recovery, Energy Saver  NOTE This function will not be displayed when the optional Network Interface Kit or Fiery controller is installed. |
| Sleep Rules | Select whether to use the Energy Saver mode for the following functions individually: <ul style="list-style-type: none"> • ID Card Reader *2 • Application Value: Off, On  NOTE When the machine has entered sleep mode with Energy Saver setting, the ID card cannot be recognized. |
| EnergySaver RecoveryLevel | 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 desired functions only. This mode saves energy most effectively. |
| Weekly Timer Settings | Configure settings for switching the machine to OFF and waking it automatically at a specified time for each day of the week. |
| Weekly Timer | Select whether to use Weekly Timer. Value: Off, On |
| Schedule | Specify the time for each day of the week at which the machine turns OFF. |
| Retry Times | Set the number of retries for turning OFF this machine. Value: Limited Retries, Unlimited Retries  NOTE If [Limited Retries] is selected, set the number of retry. The setting range is 0 to 10. Retry is not performed when "0" is set. If [Unlimited Retries] is selected, retry is performed until the machine turns OFF. |
| Retry Interval | Set the retry interval. Use [-] / [+] to enter a number. Value: 10 to 60 seconds (increments of 10 seconds) |

| Item | Description |
|--|--|
| Power Off Rule (models for Europe) | <p>Select whether or not the machine enters Power Off mode for the following function. Select [On] to set the Power Off mode.</p> <ul style="list-style-type: none"> • Network • FAX^{*1} • USB Cable • USB Host • NIC^{*3} • Remote Diagnostics • Application <p>Value: Off, On</p> <p> NOTE</p> <p>Even when any of the functions is set to [On], if either [FAX] or [NIC] is set to [Off], the machine does not enter Power Off Mode.</p> <p>Even when [Network] or [USB Cable] is set to [Off], if the machine does not communicate with the other devices, the machine will enter Power Off Mode.</p> |
| Power Off Timer (models for Europe) | <p>Select whether to turn off the power automatically after a period of inactivity.</p> <p>Value: 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</p> |
| Ping Timeout | <p>Set the time until timeout occurs when [Ping] is executed in "System/Network".</p> <p>Value: 1 to 30 seconds (in 1 second increments)</p> |

*1 Displayed only when the optional FAX Kit is installed.

*2 Displayed when the optional Card Authentication Kit is activated.

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

Adjustment/Maintenance

[System Menu/Counter] key > [Adjustment/Maintenance]

Adjust printing quality and conduct machine maintenance.

| Item | Description | | | | |
|--------------------------------|--|------------|--|-----------------------|--|
| Density Adjustment | Adjust density. | | | | |
| Copy | Adjust copy density. Adjustment can be made in 7 levels. 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. Value: -3 (Lighter), -2, -1, 0 (Normal), +1, +2, +3 (Darker) | | | | |
| FAX*1 | ➔ FAX Operation Guide | | | | |
| Background Density Adj. | Darkens or lightens overall background density adjustment. | | | | |
| Copy (Auto) | Darkens or lightens overall background density adjustment during copying. Adjustment can be made in 7 levels. 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. Value: -3 (Lighter), -2, -1, 0 (Normal), +1, +2, +3 (Darker) | | | | |
| Sharpness Adjustment | Adjust the sharpness of the image outline. | | | | |
| Copy | <table border="1"> <tr> <td>All</td> <td>Sharpen or blur overall image outlines during copying. Adjustment can be made in 7 levels. Value: -3 (Blur), -2, -1, 0, +1, +2, +3 (Sharpen)</td> </tr> <tr> <td>Text/Fine Line</td> <td>Sharpen text/fine line during copying. Adjustment can be made in 4 levels. Value: 0 (Normal), 1, 2, 3 (Sharpen)</td> </tr> </table> | All | Sharpen or blur overall image outlines during copying. Adjustment can be made in 7 levels. Value: -3 (Blur), -2, -1, 0, +1, +2, +3 (Sharpen) | Text/Fine Line | Sharpen text/fine line during copying. Adjustment can be made in 4 levels. Value: 0 (Normal), 1, 2, 3 (Sharpen) |
| All | Sharpen or blur overall image outlines during copying. Adjustment can be made in 7 levels. Value: -3 (Blur), -2, -1, 0, +1, +2, +3 (Sharpen) | | | | |
| Text/Fine Line | Sharpen text/fine line during copying. Adjustment can be made in 4 levels. Value: 0 (Normal), 1, 2, 3 (Sharpen) | | | | |
| Send/Box | <table border="1"> <tr> <td>All</td> <td>Sharpen or blur overall image outlines when sending or storing them in the Document Box. Adjustment can be made in 7 levels. Value: -3 (Blur), -2, -1, 0, +1, +2, +3 (Sharpen)</td> </tr> <tr> <td>Text/Fine Line</td> <td>Adjust sharpness of the text/fine line when during sending or storing them in the Document Box. Adjustment can be made in 4 levels. Value: 0 (Normal), 1, 2, 3 (Sharpen)</td> </tr> </table> | All | Sharpen or blur overall image outlines when sending or storing them in the Document Box. Adjustment can be made in 7 levels. Value: -3 (Blur), -2, -1, 0, +1, +2, +3 (Sharpen) | Text/Fine Line | Adjust sharpness of the text/fine line when during sending or storing them in the Document Box. Adjustment can be made in 4 levels. Value: 0 (Normal), 1, 2, 3 (Sharpen) |
| All | Sharpen or blur overall image outlines when sending or storing them in the Document Box. Adjustment can be made in 7 levels. Value: -3 (Blur), -2, -1, 0, +1, +2, +3 (Sharpen) | | | | |
| Text/Fine Line | Adjust sharpness of the text/fine line when during sending or storing them in the Document Box. Adjustment can be made in 4 levels. Value: 0 (Normal), 1, 2, 3 (Sharpen) | | | | |
| Correcting Black Lines | Correct fine lines (streaks caused by contamination), which may appear on the image, when the document processor is used. Value Off: No correction performed. On (Low): Correction performed. The reproduction of fine lines on the original may become lighter than when using [Off]. On (High): Select this item if a streak remains after using [On (Low)]. The reproduction of fine lines on the original may become lighter than when using [On (Low)]. | | | | |
| System Initialization | Initialize the hard disk/SSD installed on the machine to return it to the factory defaults.  NOTE This function will not be displayed when the optional Data Security Kit is activated. | | | | |

| Item | Description |
|------------------------------|--|
| Display Brightness | Set the brightness of the touch panel. Value: 1 (Darker), 2, 3, 4, 5 (Lighter) |
| Silent Mode | Set the Silent Mode. Select this mode when the running noise is uncomfortable. Value: Off, On  NOTE When [On] is selected, it may take time for the next print job to start. |
| 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 (B & W) |
| Tone Curve Adjustment | After prolonged use, or from the effects of surrounding temperature or humidity, the printed output tone may differ from the original. Perform this function to ensure consistency with the original tone. ➔ Tone Curve Adjustment (page 10-41) |
| Drum Refresh 1 | Remove image blur from the printout. It takes about 1 minute. The time required may vary depending on the operating environment. ➔ Drum Refresh 1 (page 10-42)  NOTE Drum Refresh 1 cannot be performed while printing. Execute Drum Refresh 1 after the printing is done. |
| Drum Refresh 2 | Remove white dots from the printout. It takes about 80 seconds. To use [Drum Refresh 2], load Ledger or A3 size paper into the Multipurpose tray. When you run [Drum Refresh 2], the machine sometimes makes a vibrating sound for about 80 seconds until drum refreshing is completed. The toner soiling on the ejected paper is normal and does not indicate a fault. ➔ Drum Refresh 2 (page 10-43)  NOTE Drum Refresh 2 cannot be performed while printing. Execute Drum Refresh 2 after the printing is done. |
| Memory Diagnostics | Perform this function to check the machine memory. |
| Contrast | You can increase or decrease the overall contrast. |
| Copy | Increases or decreases the overall contrast of copies. 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. Value: -3 (Lower), -2, -1, 0 (Normal), +1, +2, +3 (Higher) |

| Item | Description |
|--------------------------|--|
| Auto Drum Refresh | Select the time length of the drum refresh. Value Off: The Auto Drum Refresh will not be performed. Short: Perform Auto Drum Refresh as Short. Standard: Perform Auto Drum Refresh as Standard. Long: Perform Auto Drum Refresh as Long. |
| Print Density | Adjust print density. Adjustment can be made in 5 levels. Value: 1 to 5 |

*1 Displayed only when the optional FAX Kit is installed.

Internet

[System Menu/Counter] key > [Internet]

Configure settings related to the internet.

| Item | Description |
|----------------------------|--|
| Internet Browser | Select whether to use the Internet browser. Value: Off, On |
| Browser Environment | This specifies Internet browser preferences such as your home page setting and how pages are displayed. Value: Home page: (Enter the address for Home page.) Text Size: Large, Medium, Small Display Mode: Normal, Just-Fit Rendering, Smart-Fit Rendering Cookie: Accept All, Reject All, Prompt before Accepting ➔ Internet Browser (page 8-76) |



NOTE

To use proxy from Internet Browser, refer to the following:

➔ [Proxy \(page 8-59\)](#)

Application

[System Menu/Counter] key > [Application]

Configure settings for Application.

➔ [Application \(page 5-12\)](#)

9 User Authentication and Accounting (User Login, Job Accounting)

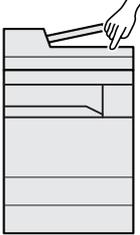
This chapter explains the following topics:

| | | | |
|---|------|--|------|
| Overview of User Login Administration | 9-2 | Job Accounting (Local) | 9-36 |
| Managing the Job Account from PC ... | 9-2 | Adding an Account | 9-36 |
| Managing the Users to Use TWAIN for Scanning | 9-2 | Restricting the Use of the Machine ... | 9-37 |
| Managing the Users to Use WIA for Scanning | 9-2 | Editing an Account | 9-38 |
| Managing the Users to Send Faxes from a PC | 9-2 | Deleting an Account | 9-39 |
| Enabling User Login Administration | 9-3 | Job Accounting for Printing | 9-40 |
| Setting User Login Administration | 9-5 | Job Accounting for Scan Using TWAIN | 9-41 |
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| Adding a User (Local User List) | 9-8 | Job Accounting for the FAX Transmitted from a Computer | 9-43 |
| Changing User Properties | 9-11 | Configuring Job Accounting | 9-44 |
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| Managing the Users to Scan Using TWAIN | 9-15 | Counting the Number of Pages Printed | 9-46 |
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| Managing the Users that Send Faxes from a PC | 9-17 | Using Job Accounting | 9-49 |
| Local Authorization | 9-18 | Login/Logout | 9-49 |
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| Obtain NW User Property | 9-25 | Unknown ID Job | 9-52 |
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| ID Card Settings | 9-30 | Registering Information for a User whose ID is Unknown | 9-53 |
| PIN Code Authorization | 9-31 | | |
| Using User Login Administration | 9-32 | | |
| Login/Logout | 9-32 | | |
| Overview of Job Accounting | 9-33 | | |
| To Manage the Number of Sheets Used on Jobs Printed from a PC | 9-33 | | |
| Managing the Scan Job Account by Using TWAIN | 9-33 | | |
| Managing the Scan Job Account by Using WIA | 9-33 | | |
| Managing the FAX Job Transmitted from a PC | 9-33 | | |
| Enabling Job Accounting | 9-34 | | |
| Job Accounting Access | 9-35 | | |

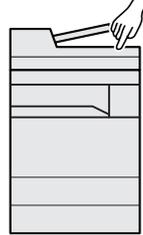
Overview of User Login Administration

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.

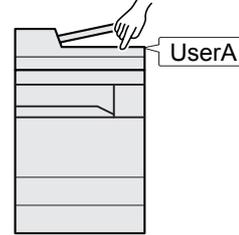
- 1 Enable User Login Administration ([page 9-3](#))



- 2 Set the user ([page 9-8](#))



- 3 Enter the login user name and password and execute the job ([page 9-32](#))



Access are in three levels - "User", "Administrator", and "Machine Administrator". The security levels can be modified only by the "Machine Administrator".

Managing the Job Account from PC

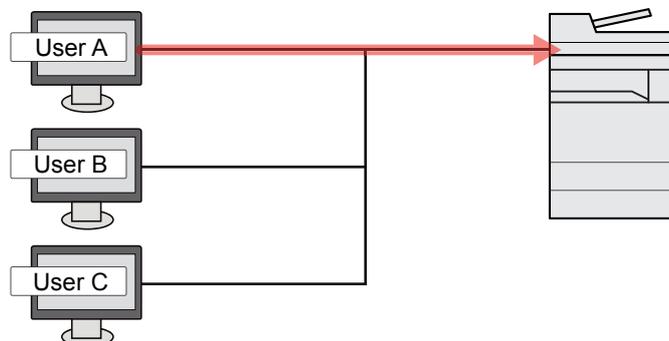
In addition to the above settings, the following are necessary to manage the job account from PC.

To Manage the Users to Print from PCs

Printer driver settings are necessary to manage the users that print on the machine from PCs.

- 1 Set the User Login Administration on the printer driver ([page 9-14](#))

- 2 Print



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 \(page 9-15\)](#)

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 \(page 9-16\)](#)

Managing the Users to 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 \(page 9-17\)](#)

The optional FAX Kit is required in order to make use of fax functionality.

Enabling User Login Administration

This enables user login administration. Select one of the following authentication methods:

| Item | Descriptions |
|-------------------------------|--|
| 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 > [User Login/Job Accounting]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select **[Login]**. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 "User Login Setting" [Next] > "User Login" [Change]

2 Configure the settings.

- 1 Select **[Local Authentication]** or **[Network Authentication]**.

Select **[Off]** to disable user login administration.

If you select **[Network Authentication]**, enter the host name (64 characters or less) and domain name (256 characters or less) for the Authentication Server. Select **[NTLM]**, **[Kerberos]** or **[Ext.]** as the server type.

When selecting **[Ext.]** as the server type, enter the port number.

NOTE

Selecting "Domain" **[Add/Edit]** 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.

- 2 Select **[OK]**.

"Do you want to add a new function to the home screen?" appears when **[OK]** is selected.

To add a new function, select **[Yes]**. The selection screen for functions displayed in the home screen will appear.

➔ [Available Functions to Display on Desktop \(page 2-16\)](#)



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

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 > [User Login/Job Accounting]



NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 "User Login Setting" [Next] > "Authentication Security" [Next] > "User Account Lockout Set" [Next]

2 Configure the settings.

The following settings can be selected.

| Item | Descriptions |
|------------------------------|---|
| 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 from [All] or [Remote Login Only]. 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 > [User Login/Job Accounting]



NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [Login]. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 "User Login Setting" [Next] > "Authentication Security" [Next] > "Password Policy Settings" [Next]

2 Configure the settings.

The following settings can be selected.

| Item | Descriptions |
|----------------------------------|---|
| 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 No more than two consecutive identical char: 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 do not meet password policy requirements. |

Adding a User (Local User List)

You can add up to 1,000 users (including the default login user name).

NOTE

By default, one of each default user with machine administrator rights and administrator privileges is already stored. Each user's properties are:

Machine Administrator

User Name: DeviceAdmin
 Login User Name: **TASKalfa 3212i: 3200, TASKalfa 4012i: 4000**
 Login Password: **TASKalfa 3212i: 3200, TASKalfa 4012i: 4000**
 Access Level: Machine Administrator

Administrator

User Name: Admin
 Login User Name: Admin
 Login Password: Admin
 Access Level: Administrator

* Upper case and lower case letters are distinguished (case sensitive).

It is recommended to periodically change the user name, login user name and login password regularly for your security.

1 Display the screen.

- 1 [System Menu/Counter] key > [User Login/Job Accounting]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 "User Login Setting" [Next] > "Local User List" [Add/Edit]

2 Enter the user information.

- [Add] > Enter the user information > [OK]

| Item | Descriptions |
|-----------------|--|
| User Name | Enter the name displayed on the user list (up to 32 characters). |
| Login User Name | Enter the login user name to login (up to 64 characters). The same login user name cannot be registered. |
| Login Password | Enter the password to login (up to 64 characters). Reenter the same password for confirmation and select the [OK] key. |
| Access Level | Select "Administrator" or "User" for user access privileges. |

| Item | Descriptions |
|------------------------------|--|
| Account Name | <p>Add an account where the user belongs. The user, who registered his/her account name, can login without entering the account ID.</p> <p>➔ Overview of Job Accounting (page 9-33)</p> <p> NOTE</p> <ul style="list-style-type: none"> • Select [Name] or [ID] from the "Sort" to sort the account list. • Select [Search(Name)] or [Search(ID)] to search by account name or account ID. |
| E-mail Address | <p>The user can register his/her E-mail address. The registered address will be automatically selected for subsequent operations that need any E-mail function.</p> |
| ID Card Information | <p>Register ID card information. Place the ID card on the ID card reader, and select [Read].</p> <p> NOTE</p> <p>This function is displayed when the optional ID Card Authentication Kit is activated.</p> <p>➔ Optional Applications (page 11-7)</p> |
| Local Authorization*1 | <p>Set usage authority for each user. Local Authorization must be enabled.</p> <p>➔ Local Authorization (page 9-18)</p> <p>The following restriction items are available:</p> <p>Print Restriction: Select whether or not use of the print function of the printer is prohibited. Applicable print functions are as follows:</p> <ul style="list-style-type: none"> • Print from Box • Print from Removable Memory • Print Report • Print from PC <p>Copy Restriction: Select whether or not use of the copy print function is prohibited.</p> <p>Duplex Restriction: Select whether only duplex printing is allowed.</p> <p>Combine Restriction: Specify whether only Combine is allowed.</p> <p>EcoPrint Restriction: Specify whether only EcoPrint is allowed.</p> <p>Send Restriction: Select whether or not use of the send function is prohibited.</p> <p>FAX TX Restriction*2: Select whether or not use of the fax send function is prohibited.</p> <p>Storing Restr. in Box: Select whether or not use of the box store function is prohibited.</p> <p>Storing Restr. in Memory: Select whether or not use of the removable memory store function is prohibited.</p> |
| My Panel | <p>You can register the language selection, initial screen, and shortcut settings for each user. Settings registered here can be applied simply by logging in.</p> |

- *1 Displayed when Local Authorization is enabled.
 - ➔ [Local Authorization \(page 9-18\)](#)
- *2 Displayed only when the optional FAX Kit is installed.



NOTE

For details on entering characters, refer to the following:

- ➔ [Character Entry Method \(page 11-9\)](#)

If you selected [**Send**] in the Default Screen for "My Panel", select the screen to display from [**Destination**], [**Machine Address Book**], or a registered external address book.

3 Select [Save].

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 \(page 9-27\)](#)

Changing User Properties

Types of user properties that could be changed may be different depending on user access privilege.

NOTE

To change the user information of the machine administrator, you must log in with machine administrator authority. You can only view user information if you log in as a regular user.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

For a user with administrator rights who logs in

User properties can be changed and users can be deleted. The items, which can be added, are all able to be changed.

1 Display the screen.

- 1 [System Menu/Counter] key > [User Login/Job Accounting]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [Login]. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 "User Login Setting" [Next] > "Local User List" [Add/Edit]

2 Change the user properties.

Changing user properties

- 1 Select the user whose properties you wish to change > [Detail]

NOTE

Select [Name] or [ID] from the "Sort" to sort the user list.

Select [Search(Name)] or [Search(ID)] to search by name or login user name.

- 2 Refer to step 3 of "Adding a User (Local User List)" to change a user property.

➔ [Adding a User \(Local User List\) \(page 9-8\)](#)

- 3 [Save] > [Yes]

The user information is changed.

Deleting a user

- 1 Select the user to delete.
- 2 [Delete] > [Yes]

The selected user will be deleted.



NOTE

The default user with machine administrator rights cannot be deleted.

Changing the user information of logged in user (User Property)

These users can partially change their own user properties including user name, login password, E-mail address, Simple Login, and My Panel.

Although "Login User Name", "Access Level", or "Account Name" cannot be changed, the users can check the present status.

1 Display the screen.

[System Menu/Counter] key > [User Property]

2 Change the user properties.

- 1 Refer to step 3 of "Adding a User (Local User List)" to change a user property.

➔ [Adding a User \(Local User List\) \(page 9-8\)](#)

| Item | Description |
|-----------------------------|--|
| User Name | Changes the name shown on the user list. Up to 32 characters can be entered. |
| Login User Name | Displays the login user name that is entered at login. |
| Login Password | Changes the password that is entered at login. Up to 64 characters can be entered. |
| Access Level | Displays the user's access level. |
| Maximum Password Age | Displays the term of validity of the login password. NOTE This function does not appear when Password Policy is set to [Off] or the term of validity of the password is set to [Off]. |
| E-mail Address | Changes the user's e-mail address. Up to 128 characters can be entered. NOTE This function appears when Local Authorization is set to [On], Group Authorization is set to [On], and Guest Authorization Setting is set to [On]. |

| Item | Description |
|----------------------------|---|
| Authorization Rules | <p>Displays the usage restriction that is set for the logged in user.</p> <p> NOTE This function appears when Local Authorization is set to [On], Group Authorization is set to [On], or Guest Authorization Setting is set to [On].</p> <p>[Job Accounting Rules] shows the account name set for the logged in user and the usage restrictions that are set for that account.</p> <p>This function appears when job accounting is set to [On]. For information on job accounting, refer to the following:</p> <p>➔ Job Accounting Access (page 9-35)</p> |
| Simple Login | <p>When simple login is enabled, changes associated settings.</p> <p> NOTE This function does not appear when Simple Login is set to [Off] or the user is not registered in Simple Login.</p> |
| ID Card Information | <p>Displays the ID card information of the logged in user.</p> <p> NOTE This function is displayed when the optional ID Card Authentication Kit is activated.</p> <p>➔ Optional Applications (page 11-7)</p> <p>This function does not appear when the server type is set to [Ext.] in Network Authentication, and logged in with the user account certificated in the server specified as the [Ext.] server type.</p> |
| My Panel | <p>Register the language and default screen for each user. Once registered, the setting will be applied simply by login. Network users are not displayed.</p> |

2 Select **[Save]**.

The user information is changed.

User Login Administration for Printing

It is possible to manage the users that print on this machine from a PC.

Setting Printer Driver

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 8.1.

1 Display the screen.

- 1 Select **[Settings]** in charms on Desktop, and select **[Control Panel]**, and then **[Devices and Printers]**.

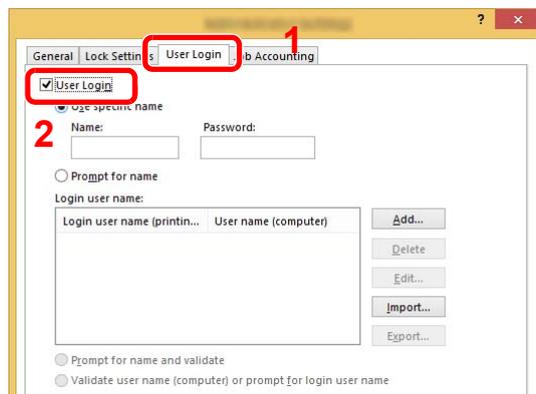
NOTE

In Windows 7, click **[Start]** button on the Windows, and then click **[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 name 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

It is possible to manage the users that scan using TWAIN.

Setting TWAIN Driver

To manage the users that scan using TWAIN, the following settings are necessary in the TWAIN driver. Instructions are based on interface elements as they appear in Windows 8.1.

1 Display the screen.

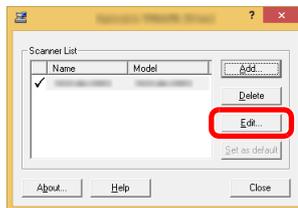
- 1 Select **[Search]** in charms, and enter "TWAIN Driver Setting" in the search box. Click **[TWAIN Driver Setting]** in the search list then the TWAIN Driver Setting screen appears.



NOTE

In Windows 7, select **[Start]** button on the Windows, **[All Programs]**, **[Kyocera]** and then **[TWAIN Driver Setting]**.

- 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

It is possible to manage the users that scan using WIA.

Setting WIA Driver

To manage the users that scan using WIA, the following settings are necessary in the WIA driver. Instructions are based on interface elements as they appear in Windows 8.1.

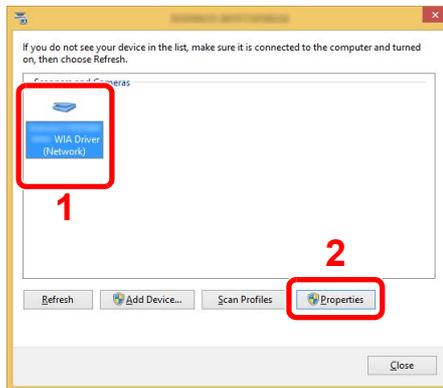
1 Display the screen.

- 1 Click **[Search]** in charms, and enter "Scanner" in the search box. Click **[View scanners and cameras]** in the search list then the Scanners and Cameras screen appears.

NOTE

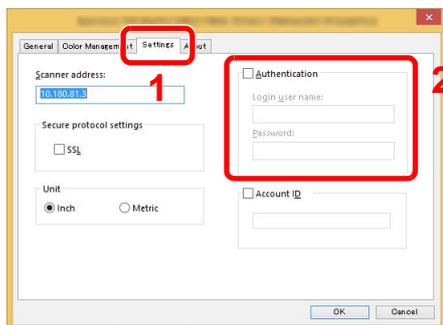
In Windows 7, click **[Start]** button on the Windows and enter **[Scanner]** in **[Program and File Search]**. Click **[View scanners and cameras]** in the search list then the Scanners and Cameras screen appears.

- 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

It is possible to manage the users that send faxes from a PC.

Setting FAX Driver

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 8.1.

1 Display the screen.

- 1 Select **[Settings]** in charms on Desktop, and select **[Control Panel]**, and then **[Devices and Printers]**.

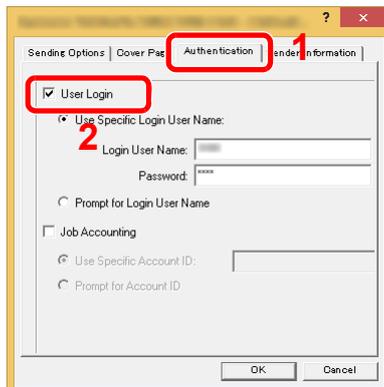
NOTE

In Windows 7, click **[Start]** button on the Windows, and then click **[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 **[FAX TX Setting]** on the **[Printing Preferences]** window.

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]**.

➔ [Enabling User Login Administration \(page 9-3\)](#)

1 Display the screen.

- 1 **[System Menu/Counter]** key > **[User Login/Job Accounting]**

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select **[Login]**. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 "User Login Setting" **[Next]** > "Local Authorization" **[Change]**

2 **[Off]** or **[On]** > **[OK]**

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 "Enabling User Login Administration". Select "On" for "LDAP" in "Protocol Detail".

- ➔ [Enabling User Login Administration \(page 9-3\)](#)
[Protocol Settings \(page 8-54\)](#)

Group Authorization

1 Display the screen.

- 1 [System Menu/Counter] key > [User Login/Job Accounting]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select **[Login]**. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 "User Login Setting" **[Next]** > "Group Authorization Set." **[Next]** > "Group Authorization" **[Change]**

2 **[On]** > **[OK]**

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 > [User Login/Job Accounting]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 "User Login Setting" [**Next**] > "Group Authorization Set." [**Next**] > "Group List" [**Change**]

2 Configure the settings.

- [**Add**] > Add information on each item > [**OK**]

| Item | Descriptions |
|--------------------------------------|---|
| Group ID^{*1} | Enter the ID displayed on the group list (between 1 and 4294967295). |
| Group Name | Enter the name displayed on the group list (up to 32 characters). |
| Access Level | Select [Administrator] or [User] for group access privileges. |
| Print Restriction | Select whether or not to reject usage of print functions for the printer. Applicable print functions are as follows: <ul style="list-style-type: none"> • Print from Box • Print from Removable Memory • Print Report • Print from PC |
| Copy Restriction | Select whether or not to reject usage of copy functions. |
| Duplex Restriction | Select whether only duplex printing is allowed. |
| Combine Restrict. | 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 Transmission^{*2} | Select whether or not to reject usage of the FAX transmissions. |
| Storing Restr. in Box | Select whether or not to reject usage of storing in the document boxes. |
| Storing Restr. in Memory | Select whether or not to reject usage of storing in the removable memory. |

- *1 For "Group ID", specify PrimaryGroupID assigned by Active Directory of Windows. If you are using Windows Server 2008, check Attribute Editor tab of user properties. If you are using Windows Server 2000/2003, check ADSIEdit. ADSIEdit is a support tool included on the installation DVD for Windows Server OS (under \SUPPORT\TOOLS).
- *2 Displayed only when the optional FAX Kit is installed.



NOTE

For details on entering characters, refer to the following:

➔ [Character Entry Method \(page 11-9\)](#)

3 Register the group.

Select [**Save**].

A new group is added on the group list.

Guest Authorization Set.

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 Set., User Login Administration must be enabled in "Enabling User Login Administration".
 - ➔ [Enabling User Login Administration \(page 9-3\)](#)
- Cannot be used when the Key Counter option is used.

Enabling Guest Authorization

1 Display the screen.

- 1 [System Menu/Counter] key > [User Login/Job Accounting]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 "User Login Setting" [**Next**] > "Guest Authorization Set." [**Next**] > "Guest Authorization" [**Change**]

2 [On] > [OK]

NOTE

If the guest authorization setting is enabled, the [**Authentication/Logout**] key 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 > [User Login/Job Accounting]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 "User Login Setting" [**Next**] > "Guest Authorization Set." [**Next**] > "Guest Property" [**Next**]

2 Configure the settings.

Check the settings and change or add information as needed.

| Item | Descriptions |
|---------------------|---|
| 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]. |

| Item | Descriptions |
|-----------------------------------|--|
| <p>Authorization Rules</p> | <p>Set usage authority for each user. The items you can restrict the access level with are as follows.</p> <p>Print Restriction: Select whether or not use of the print function of the printer is prohibited. Applicable print functions are as follows:</p> <ul style="list-style-type: none"> • Print from Box • Print from Removable Memory <p>Copy Restriction: Select whether or not use of the copy print function is prohibited.</p> <p>Duplex Restriction: Select whether only duplex printing is allowed.</p> <p>Combine Restrict.: Specify whether only Combine is allowed.</p> <p>EcoPrint Restriction: Specify whether only EcoPrint is allowed.</p> <p>Send Restriction: Select whether or not use of the send function is prohibited.</p> <p>FAX TX Restriction*1: Select whether or not use of the fax send function is prohibited.</p> <p>Storing Restr. in Box: Select whether or not use of the box store function is prohibited.</p> <p>Storing Restr. in Memory: Select whether or not use of the removable memory store function is prohibited.</p> |

*1 Displayed only when the optional FAX Kit is installed.

3 Register the group.

Select [Save].

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 authentication method in "Enabling User Login Administration". Select "On" for "LDAP" in "Protocol Detail".

➔ [Enabling User Login Administration \(page 9-3\)](#)
[Protocol Settings \(page 8-54\)](#)

1 Display the screen.

1 [System Menu/Counter] key > [User Login/Job Accounting]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select **[Login]**. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

2 [User Login Setting] > [Obtain NW User Property] > [On]

2 Configure the settings.

[On] > Add information on each item > [OK]

| Item | Descriptions |
|--|--|
| 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. |
| 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). |
| E-mail Address ^{*4} | Enter the LDAP Attribute to obtain the E-mail address from the LDAP server (up to 32 characters). |
| Authentic at 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. |

| Item | Descriptions |
|-----------------------|---|
| 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], [SSL/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 If using Active Directory of Windows, displayName of Attribute may be used as "Name 1".
- *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 Appears when the server type is set to "Kerberos" in "Network Authentication".

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 \(Local User List\) \(page 9-8\)](#)
- To use Simple Login, User Login Administration must be enabled in "Enabling User Login Administration".
 - ➔ [Enabling User Login Administration \(page 9-3\)](#)
- 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 > [User Login/Job Accounting]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 "User Login Setting" [**Next**] > "Simple Login Settings" [**Next**] > "Simple Login" [**Change**]

2 [**On**] or [**Off**] > [**OK**]

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 > [User Login/Job Accounting]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 "User Login Setting" [**Next**] > "Simple Login Settings" [**Next**] > "Simple Login Key" [**Next**]

2 Enter the user information.

- 1 Select the key to which you want to register a user.
- 2 Select [**Add/Edit**].
- 3 "Display Name" [**Change**] > Enter the user name to be displayed > [**OK**]

NOTE

For details on entering characters, refer to the following:

➔ [Character Entry Method \(page 11-9\)](#)

- 4 Select "User" [**Change**].
- 5 To specify the user from local users, select [**Local User**]. To specify from network users, select [**Network User**].

Select [**Next**].

The procedure differs depending on the transmission method selected.

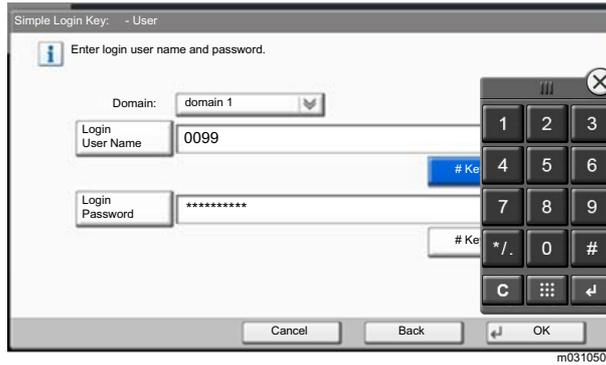
Specifying the user from local users

Select the user to be set for simple login.

NOTE

- Select [**Name**] or [**ID**] from the "Sort" to sort the account list.
- Select [**Search(Name)**] or [**Search(ID)**] to search by account name or account ID.

Specifying the user from network users



Select [**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 \(page 11-9\)](#)

6 "Password" [**Change**] > [**On**] or [**Off**] > [**OK**] > "Icon" [**Change**]

7 Select the user icon to be displayed and select [**OK**].

3 Register the user.

Select [**Save**].

ID Card Settings

If ID card authentication is enabled, select the authentication type.

NOTE

This function appears when the Card Authentication kit is activated.

➔ [Optional Applications \(page 11-7\)](#)

This function does not appear when the user logs in as a network authentication user.

1 Display the screen.

- 1 [System Menu/Counter] key > [User Login/Job Accounting]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 "User Login Setting" [Next] > "ID Card Settings" [Next]

2 Configure the settings.

The following settings can be selected.

| Item | Descriptions |
|---|---|
| Keyboard Login | When ID card authentication is enabled, select whether or not login by keyboard is allowed. Value: Permit, Prohibit |
| Additional Authentication^{*1} | Select whether or not to require password entry after authenticating by ID card. Value: Off, Use Password, Use PIN Code |

^{*1} This function does not appear when the server type is set to [NTLM] or [Kerberos] in "Network Authentication".

PIN Code Authorization

NOTE

When using PIN Code Authorization, the network authentication must be enabled and **[Ext.]** must be selected for server type.

➔ [Enabling User Login Administration \(page 9-3\)](#)

1 Display the screen.

- 1 **[System Menu/Counter]** key > **[User Login/Job Accounting]**

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select **[Login]**. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 "User Login Setting" **[Next]** > "PIN Code Authorization" **[Change]**

2 **[Off]** or **[On]** > **[OK]**

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.

Login

If the login user name entry screen appears during operations, log in by referring to the following:

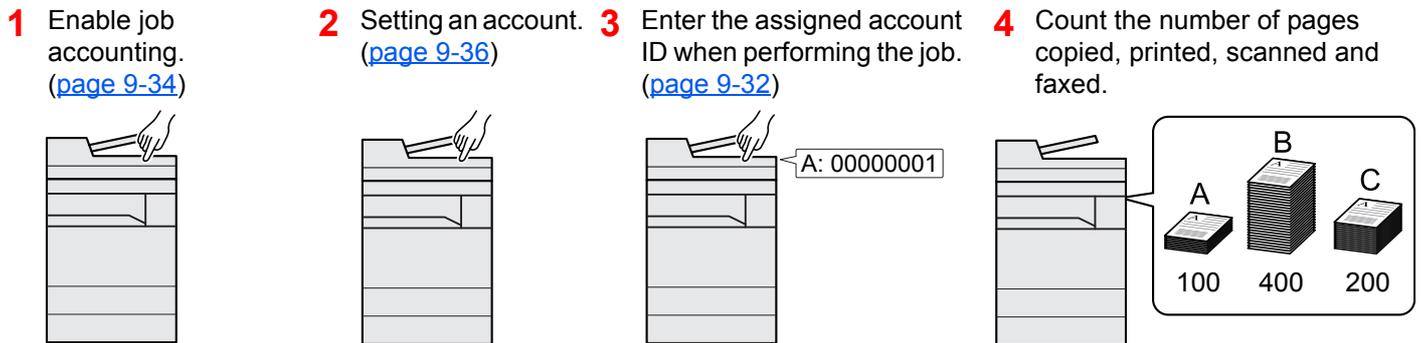
➔ [Login \(page 2-27\)](#)

Logout

When the operations are complete, select the **[Authentication/Logout]** key to return to the login user name and login password entry screen.

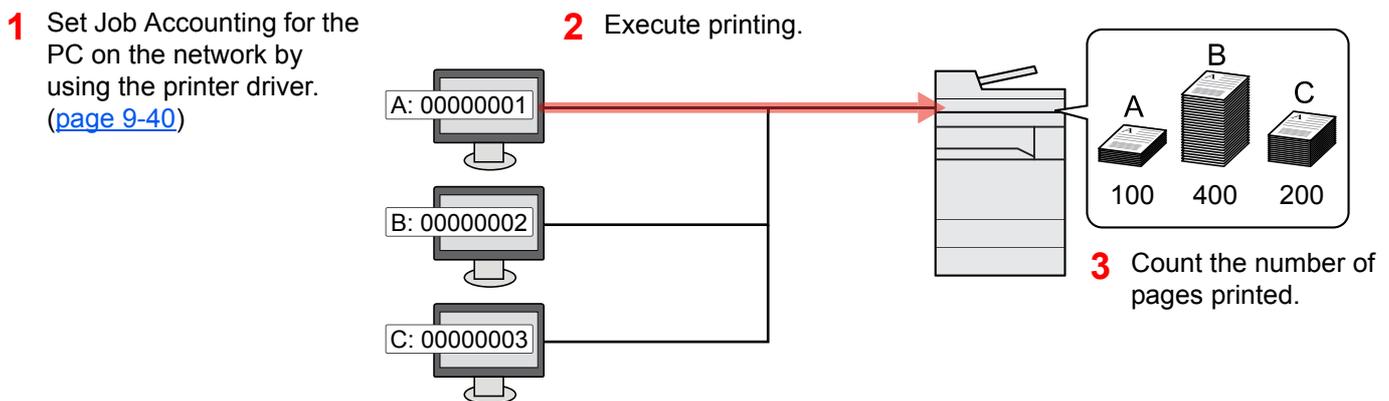
Overview of Job Accounting

Job accounting manages the copy/print/scan/FAX count accumulated by individual accounts by assigning an ID to each account.



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.



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 \(page 9-41\)](#)

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 \(page 9-42\)](#)

Managing the FAX Job 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 \(page 9-43\)](#)

The optional FAX Kit is required in order to make use of fax functionality.

Enabling Job Accounting

1 Display the screen.

- 1 [System Menu/Counter] key > [User Login/Job Accounting]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 "Job Accounting Settings" [**Next**] > "Job Accounting" [**Change**]

2 Configure the settings.

- [On] > [OK]

NOTE

- To disable job accounting, select [**Off**].
- 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 Access

1 Display the screen.

- 1 [System Menu/Counter] key > [User Login/Job Accounting]



NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 [Job Accounting Settings] > [Job Accounting Access]

2 Configure the settings.

- [Local] or [Network] > [OK]



NOTE

To select [**Network**], network authentication must be enabled and [**Ext.**] must be selected for server type.

Job Accounting (Local)

You can add, change and delete an account and set the restriction for each account.

Adding an Account

Up to 1000 individual accounts can be added. The following entries are required.

| Item | Descriptions |
|---------------------|---|
| 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 9-37) |

1 Display the screen.

- 1 [System Menu/Counter] key > [User Login/Job Accounting]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [Login]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 "Job Accounting Settings" [Next] > "Job Accounting (Local)" [Next] > "Accounting List" [Add/Edit] > [Add]

2 Enter the account information.

- 1 "Account Name" [Change] > Enter the account name > [OK]

NOTE

For details on entering characters, refer to the following:

➔ [Character Entry Method \(page 11-9\)](#)

- 2 "Account ID" [Change] > Enter the account ID > [OK]

NOTE

Any "Account ID" that has already registered cannot be used. Enter any other account ID.

- 3 Activate or deactivate restriction.
➔ [Restricting the Use of the Machine \(page 9-37\)](#)
- 4 Select [Save].

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/Print Count".

➔ [Copy/Printer Count \(page 9-51\)](#)

Restriction Items

"Individual" selected for Copy/Printer Count "Split" selected for Copy/Printer Count

| Item | Descriptions |
|----------------------------------|---|
| Copy Restriction (Total) | Limits the number of sheets used for copying. |
| Print Restriction (Total) | Limits the number of sheets used for printing. Applicable print functions are as follows: <ul style="list-style-type: none"> • Print from Box • Print from Removable Memory • Print Report • 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. This is displayed when the optional FAX Kit is installed. |
| FAX Port Restriction | Restricts the ports used for faxing. This is displayed when two optional FAX Kits are installed. |

"Total" selected for Copy/Printer Count

| Item | Descriptions |
|----------------------------------|--|
| Print Restriction (Total) | Limits the total number of sheets used for copying and printing. |
| Scan Restriction (Others) | Limits the number of sheets scanned (excludes copying). |
| FAX TX Restriction | Limits the number of sheets sent by fax. This is displayed only on products with the fax function installed. |
| FAX Port Restriction | Restricts the ports used for faxing. This is displayed when two optional FAX Kits are installed. |

IMPORTANT

Select [Off], [Use Port 1 Only] or [Use Port 2 Only] as the "FAX Port Restriction" setting.

Applying Restriction

Restriction can be applied in the following modes:

| Item | Descriptions |
|----------------------|--|
| Off | No restriction is applied. |
| 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 > [User Login/Job Accounting]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 "Job Accounting Settings" [Next] > "Job Accounting (Local)" [Next] > "Accounting List" [Add/Edit]

2 Edit an account.

- 1 Select [**Detail**] for the account name you wish to edit.

NOTE

- Select [**Name**] or [**ID**] from the "Sort" to sort the account list.
- Select [**Search(Name)**] or [**Search(ID)**] to search by account name or account ID.

- 2 Select the account information to be changed and change the account information.
- 3 [**Save**] > [**Yes**]

The account information is changed.

Deleting an Account

1 Display the screen.

- 1 [System Menu/Counter] key > [User Login/Job Accounting]



NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 "Job Accounting Settings" [Next] > "Job Accounting (Local)" [Next] > "Accounting List" [Add/Edit]

2 Delete an account.

- 1 Select the account name you wish to delete.

- 2 [Delete] > [Yes]

The account is deleted.

Job Accounting for Printing

The number of jobs to be printed from the computer can be managed by Job Accounting.

Setting Printer Driver

To manage the number of jobs to be printed from the PC on the network, you need configure the following settings by using the printer driver on the PC. Instructions are based on interface elements as they appear in Windows 8.1.

1 Display the screen.

- 1 Select **[Settings]** in charms on Desktop, and select **[Control Panel]**, and then **[Devices and Printers]**.

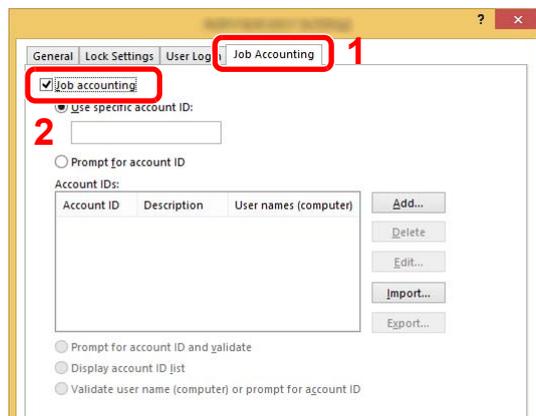
NOTE

In Windows 7, click **[Start]** button on the Windows, and then click **[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 Account ID.

[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.

[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.

[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.

- 3 Click **[OK]**.



NOTE

For other settings of job accounting, refer to the following:

➔ **Printer Driver User Guide**

Job Accounting for Scan Using TWAIN

The number of jobs scanned by using TWAIN can be managed by Job Accounting.

Setting TWAIN Driver

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 8.1.

1 Display the screen.

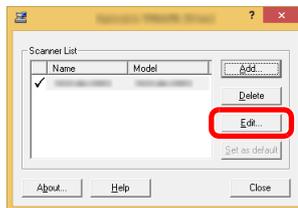
- 1 Select **[Search]** in charms, and enter "TWAIN Driver Setting" in the search box. Click **[TWAIN Driver Setting]** in the search list then the TWAIN Driver Setting screen appears.



NOTE

In Windows 7, select **[Start]** button on the Windows, **[All Programs]**, **[Kyocera]** and then **[TWAIN Driver Setting]**.

- 2 Select the machine, 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

The number of jobs scanned by using WIA can be managed by Job Accounting.

Setting WIA Driver

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 8.1.

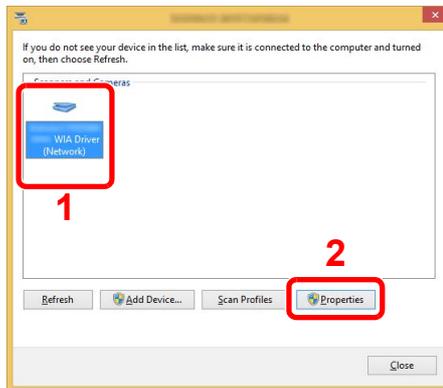
1 Display the screen.

- 1 Click **[Search]** in charms, and enter "Scanner" in the search box. Click **[View scanners and cameras]** in the search list then the Scanners and Cameras screen appears.

NOTE

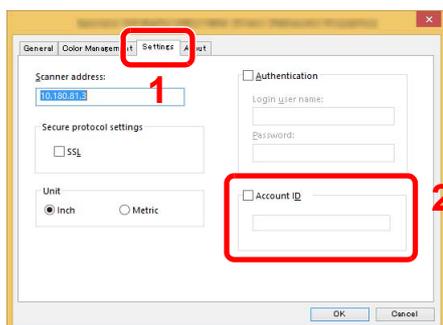
In Windows 7, click **[Start]** button on the Windows and enter **[Scanner]** in **[Program and File Search]**. Click **[View scanners and cameras]** in the search list then the Scanners and Cameras screen appears.

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



2 Configure WIA Driver.

- 1 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

The number of FAX jobs transmitted from the computer can be managed by Job Accounting.

NOTE

FAX functions are available only on products with the fax function installed.

Setting FAX Driver

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 8.1.

1 Display the screen.

- 1 Select **[Settings]** in charms on Desktop, and select **[Control Panel]**, and then **[Devices and Printers]**.

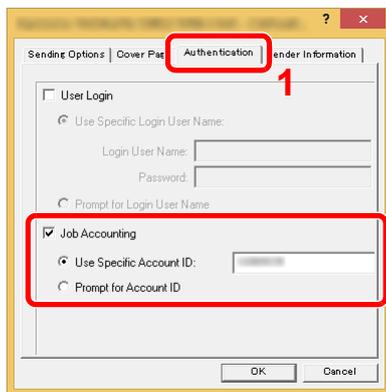
NOTE

In Windows 7, click **[Start]** button on the Windows, and then click **[Devices and Printers]**.

- 2 Right click the name of the machine to be used as the FAX Driver and select **[Printing preferences]** from the resulting pull-down menu.
- 3 Click **[FAX TX Setting]** in the **[Printing Preferences]** window.

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 Setting

Select the default value for usage limit, and whether or not to enable counting by paper size.

1 Display the screen.

- 1 [System Menu/Counter] key > [User Login/Job Accounting]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 "Job Accounting Settings" [**Next**] > "Job Accounting (Local)" [**Next**] > "Default Setting" [**Next**] > "Default Counter Limit" [**Next**]

2 Configure the settings.

- 1 Select [**Change**] for the item you want to modify and then select [**+**], [**-**] or use the numeric keys to enter the default restriction on the number of sheets.
- 2 Select [**OK**].

| Item | Description |
|---|---|
| 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]. ➔ Copy/Printer Count (page 9-51) |
| [Individual] selected for Copy/Printer Count | |
| Copy Restriction (Total) | Sets the default restriction on the number of sheets used for copying. |
| Print Restriction (Total) | Sets the default restriction on the number of sheets used for printing. Applicable print functions are as follows: <ul style="list-style-type: none"> • Print from Box • Print from Removable Memory • Print Report • Print from PC |
| Scan Restriction (Others) | Sets the default restriction on the number of sheets used for scanning (excludes copying). |

| Item | Description |
|--|--|
| FAX TX Restriction *1 | Sets the default restriction on the number of sheets used for sending faxes. |
| [Total] selected for Copy/Printer Count | |
| Print Restriction (Total) | Sets the default restriction on the total number of sheets used for copying and printing. |
| Scan Restriction (Others) | Sets the default restriction on the number of sheets used for scanning (excludes copying). |
| FAX TX Restriction *1 | Sets the default restriction on the number of sheets used for sending faxes. |

*1 Displayed only when the optional FAX Kit is installed.

Count by Paper Size

This counts the number of pages by paper size (e.g. Letter).

NOTE

Paper size is available in five types, 1 to 5. These types are specified in accounting reports.

➔ [Print Accounting Report \(page 9-48\)](#)

In addition to paper size, media type can also be specified (e.g. count the letter-size color paper used). If you do not specify the media type, the number of used sheets will be counted for the specified sheet size, regardless of the media type.

1 Display the screen.

- 1 [System Menu/Counter] key > [User Login/Job Accounting] > "Job Accounting Settings" [Next]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [Login]. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 "Job Accounting (Local)" [Next] > "Default Setting" [Next] > "Count by Paper Size" [Next] > "Paper Size 1 (to 5)" [Change]

2 Configure the settings.

- 1 Select [On].
- 2 Select the paper size.
- 3 Select [Media Type] to specify media type.
- 4 Select the media type and select [OK].

- 5 Select [OK].

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.

1 Display the screen.

- 1 [System Menu/Counter] key > [User Login/Job Accounting] > "Job Accounting Settings" [Next]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [Login]. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 "Job Accounting (Local)" [Next] > "Total Job Accounting" [Next] or "Each Job Accounting" [Check]

2 Configure the settings.

The table below lists the item you can view.

| Item | Descriptions |
|----------------------------|--|
| Printed Pages | Displays the number of pages copied and printed, and the total number of pages used. You can also use [FAX] ^{*1} , [Count by Paper Size], [by Duplex] and [by Combine] to check the number of pages used. |
| Copy (B & W) | Displays the number of pages used for black and white copying. |
| Printer (B & W) | Displays the number of pages used for black and white printing. Applicable print functions are as follows: <ul style="list-style-type: none"> • Print from Box • Print from Removable Memory • Print Report • Print from PC |
| Copy/Printer (B/W) | Displays the total number of pages used for black-and-white copying and printing. |
| FAX^{*1} | Displays the number of pages received. |
| Total | Displays the total number of pages used. |
| Count by Paper Size | Displays the number of pages used in the selected paper size as well as the number of pages used in other paper sizes. |

| Item | Descriptions |
|----------------------------------|---|
| Count by Duplex/Combine | Displays the number of pages used in Duplex (1-sided) mode, Duplex (2-sided) mode and the total for both, as well as the pages used in Combine (None) mode, Combine (2in1) mode, Combine (4in1) mode and the total for all three. |
| Scanned Pages | Displays the number of pages scanned for copying, faxing and other functions, as well as the total number of pages scanned. |
| FAX TX Pages^{*1} | Displays the number of pages faxed. |
| FAX TX Time^{*1} | Displays the total duration of FAX transmissions. |
| Counter Reset | Resets the counter. Select [Yes] in the confirmation screen. |

*1 Displayed only when the optional FAX Kit is installed.

Total Accounting

This counts the number of pages for all accounts and resets the counts for those accounts together at the same time.

1 Check the number of pages.

- 1 Select **[Check]** at the function to check the count.
The results will be displayed.
- 2 Confirm the count and select **[Close]**.

Each Job 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 Check the number of pages.

- 1 Select the account to check the count.
- 2 Select **[Detail]**.

NOTE

- Select **[Name]** or **[ID]** from the "Sort" to sort the account names.
- Select **[Search(Name)]** or **[Search(ID)]** to search by account name or account ID. To display an account other than your own account, select **[Other Account]**.

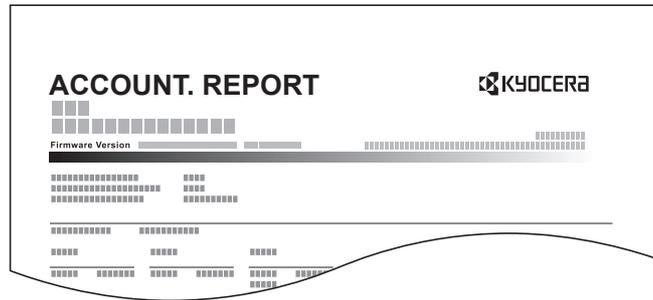
- 3 Select **[Check]** at the function to check the count.
The results will be displayed.
- 4 Confirm the count and select **[Close]**.

Print Accounting Report

The total pages counted of all relevant accounts can be printed as an accounting report.

Reports have different formats depending on how the count of copiers and printers is administered.

When "Individual" is selected for Managing the Copy/Printer Count.



Use the procedure below to print a job accounting report.

1 Prepare paper.

Check that A4 or Letter paper is loaded in the cassette.

2 Display the screen.

[System Menu/Counter] key > [User Login/Job Accounting] > [Job Accounting Settings]



NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select **[Login]**. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

3 Print the report.

[Print Accounting Report] > [Yes]

Accounting report is printed.

Using Job Accounting

This section explains procedures while setting job accounting.

Login/Logout

If job accounting is enabled, an account ID entry screen appears each time you use this machine.

Login

- 1 In the account ID entry screen, enter the account ID using the numeric keys and select **[Login]**.



NOTE

- If you entered a wrong character, select the **[Clear]** key 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.

When the screen to enter the login user name and password appears

If user login administration is enabled, the screen to enter the login user name and password appears. 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 \(Local User List\) \(page 9-8\)](#)

- 2 Proceed to complete the rest of the steps.

Logout

When the operations are complete, select the **[Authentication/Logout]** key to return to the account ID entry screen.

Apply Limit

This specifies how the machine behaves when the counter has reached the limit of restriction. The table below describes the action taken.

| Item | Descriptions |
|-----------------------|---|
| Immediately *1 | Job stops when the counter reaches its limit. |
| Subsequently | Printing/scanning of the job continues but the subsequent job will be rejected. |
| Alert Only | Job continues while displaying an alert message. |

*1 The next job will be prohibited in sending or in storing in the box.

1 Display the screen.

- 1 [System Menu/Counter] key > [User Login/Job Accounting] > "Job Accounting Settings" [Next]



NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 Select "Apply Limit" [Change].

2 Configure the settings.

- Select [**Immediately**], [**Subsequently**], or [**Alert Only**] > [OK]

Copy/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 \(page 9-37\)](#)
- ➔ [Counting the Number of Pages Printed \(page 9-46\)](#)
- ➔ [Print Accounting Report \(page 9-48\)](#)

1 Display the screen.

- 1 [System Menu/Counter] key > [User Login/Job Accounting] > "Job Accounting Settings" [Next]



NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [Login]. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 Select "Copy/Printer Count" [Change].

2 Configure the settings.

- Select [Total] or [Individual] > [OK]

Unknown User Settings

Unknown ID Job

This specifies the behavior for handling the jobs sent with unknown or unsend 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.

The setting items are as follows.

| Item | Descriptions |
|---------------|-------------------------------------|
| Permit | The job is permitted to be printed. |
| Reject | The job is rejected (not printed). |

1 Display the screen.

- 1 [System Menu/Counter] key > [User Login/Job Accounting]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|-----------------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 "Unknown User Setting" [Next] > [Unknown ID Job].

2 Configure the settings.

Select [**Permit**] or [**Reject**].

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].

1 Display the screen.

- 1 [System Menu/Counter] key > [User Login/Job Accounting]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and select [Login]. For this, you need to login with administrator privileges.

The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 "Unknown User Setting" [Next] > [User Property].

2 Enter the user information.

Enter the user information > [OK]

| Item | Descriptions |
|---------------------|--|
| 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 9-33)  NOTE <ul style="list-style-type: none"> • Select [Name] or [ID] from the "Sort" to sort the account list. • Select [Search(Name)] or [Search(ID)] to search by account name or account ID. |
| 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: <ul style="list-style-type: none"> • Print from PC |

10 Troubleshooting

This chapter explains the following topics:

| | | | |
|---|-------|--|-------|
| Regular Maintenance | 10-2 | Remove any jammed paper in Right Cover 2 | 10-62 |
| Cleaning | 10-2 | Remove any jammed paper in Right Cover 3 (500-sheet×2/1,500-sheet×2) | 10-63 |
| Cleaning Glass Platen | 10-2 | Remove any jammed paper in the Bridge Unit | 10-64 |
| Cleaning inside of the Document Processor | 10-2 | Remove any jammed paper in the Mailbox | 10-65 |
| Cleaning Slit Glass | 10-3 | Remove any jammed paper in the Document Processor (DP-7100) | 10-66 |
| Toner Container Replacement | 10-4 | Remove any jammed paper in the Document Processor (DP-7120) | 10-68 |
| Replace the Waste Toner Box | 10-7 | Remove any jammed paper in the Document Processor (DP-7110) | 10-70 |
| Loading Paper | 10-9 | Remove any jammed paper in the 1,000-Sheet Finisher | 10-72 |
| Replacing Staples (1,000-Sheet Finisher) | 10-10 | Remove any jammed paper in the 3,000-Sheet Finisher (Inner) | 10-75 |
| Replacing Staples (3,000-Sheet Finisher) | 10-11 | Remove any jammed paper in the 3,000-Sheet Finisher (Tray A) | 10-76 |
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| Solving Malfunctions | 10-16 | Clearing a Staple Jam of the 1,000-Sheet Finisher | 10-83 |
| Machine Operation Trouble | 10-16 | Clearing a Staple Jam of the 3,000-Sheet Finisher | 10-86 |
| Printed Image Trouble | 10-20 | | |
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| Responding to Messages | 10-25 | | |
| Adjustment/Maintenance | 10-41 | | |
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| Jam Location Indicators | 10-44 | | |
| Remove any jammed paper in Cassette 1 | 10-45 | | |
| Remove any jammed paper in Cassette 2 | 10-47 | | |
| Remove any jammed paper in Cassette 3 (500-sheet×2) | 10-49 | | |
| Remove any jammed paper in Cassette 3 (1,500-sheet×2) | 10-51 | | |
| Remove any jammed paper in Cassette 4 (500-sheet×2) | 10-52 | | |
| Remove any jammed paper in Cassette 4 (1,500-sheet×2) | 10-54 | | |
| Remove any jammed paper in the Multipurpose Tray | 10-57 | | |
| Remove any jammed paper in Duplex Unit | 10-58 | | |
| Remove any jammed paper in Inner Tray / Fixing Unit | 10-60 | | |

Regular Maintenance

Cleaning

Clean the machine regularly to ensure optimum printing quality.



CAUTION

For safety, always unplug the power cord before cleaning the machine.

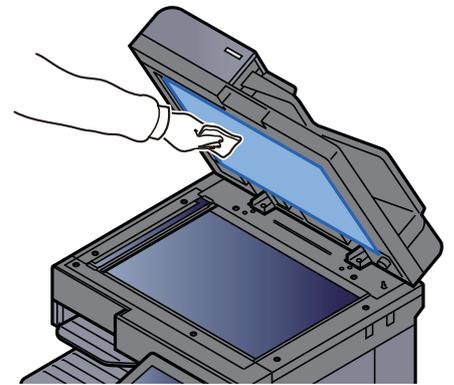
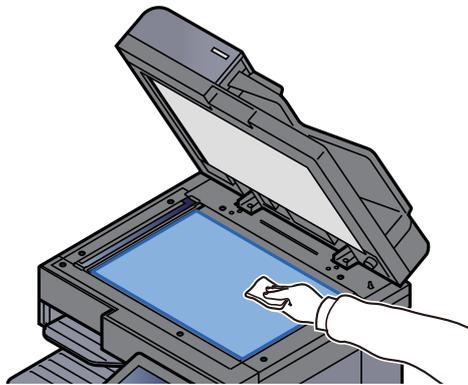
Cleaning Glass Platen

Wipe the backside of the original cover, the inside of the document processor and the glass platen with a soft cloth dampened with alcohol or mild detergent.



IMPORTANT

Do not use thinner or other organic solvents.



Cleaning inside of the Document Processor

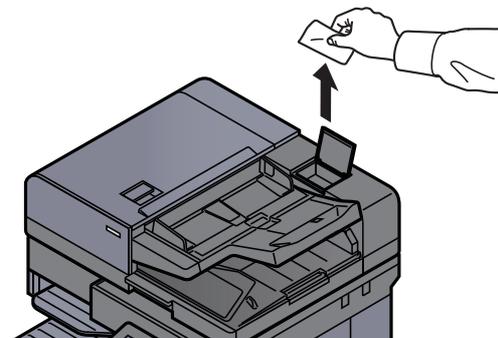
When using the document processor that features dual scanning, clean the dual scanning unit with the supplied cleaning cloth.



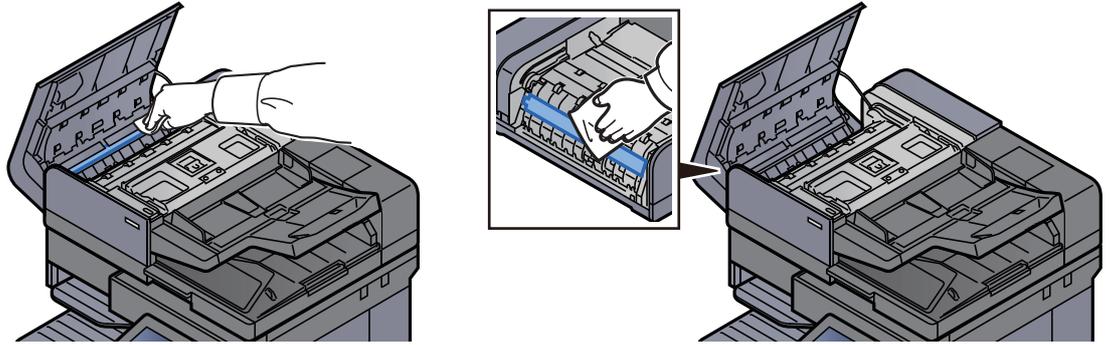
IMPORTANT

Do not use thinner or other organic solvents.

- 1 Remove the cloth from the cleaning cloth compartment.**



2 Clean inside of the document processor.



Cleaning Slit Glass

When using the document processor, clean the slit glass surface and the reading guide with the supplied cleaning cloth.

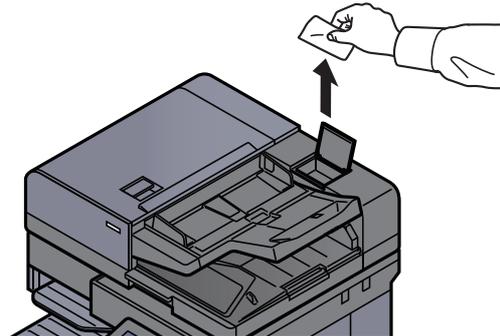
✔ IMPORTANT

Clean the slit glass surface with the supplied cleaning cloth.

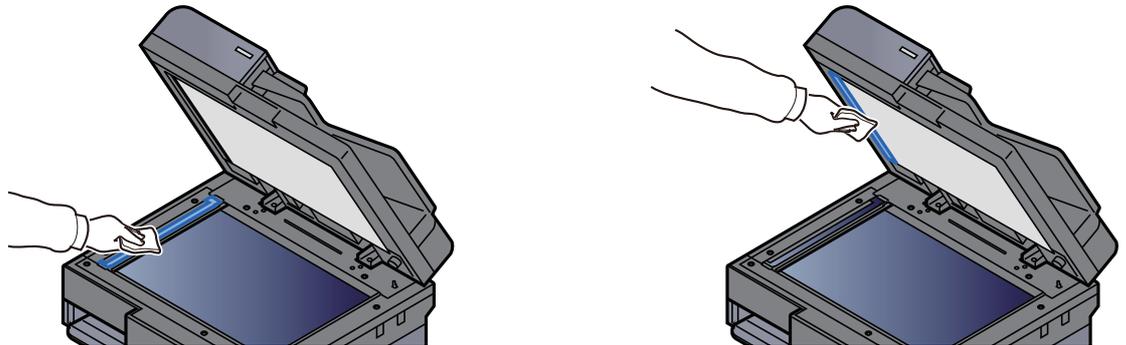
🔍 NOTE

Dirt on the slit glass or the reading guide may cause black streaks to appear in the output.

1 Remove the cloth from the cleaning cloth compartment.



2 Clean the slit glass surface and the reading guide.



Toner Container Replacement

When toner is empty, the following message will be displayed.

"Toner is empty."

When toner runs low, the following message will be displayed. Make sure you have a new toner container available for replacement.

"Toner is low. (Replace when empty.)"

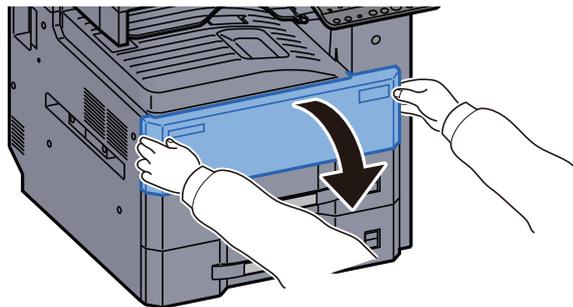
NOTE

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

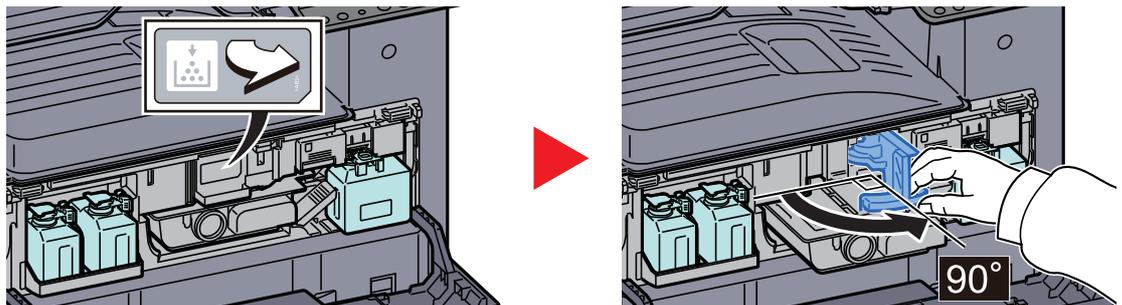
CAUTION

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

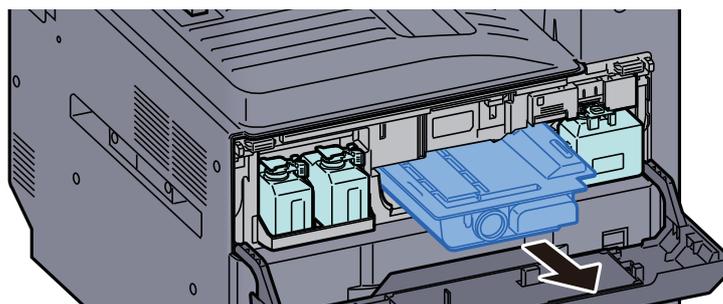
1 Open the front cover.



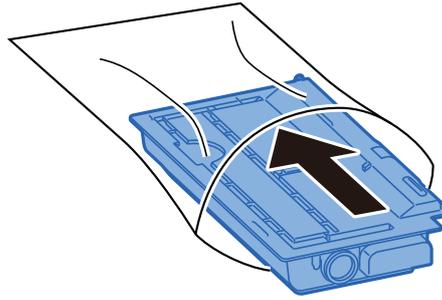
2 Unlock the toner container lever.



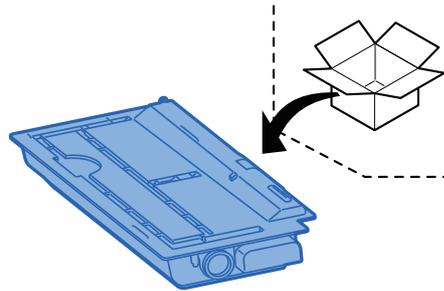
3 Remove the toner container.



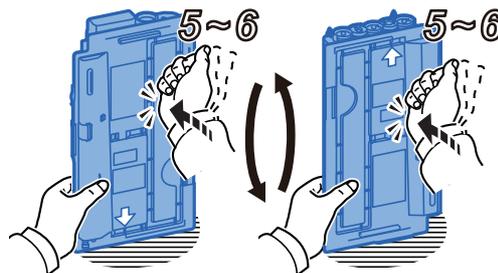
4 Put used toner container into the plastic waste bag.



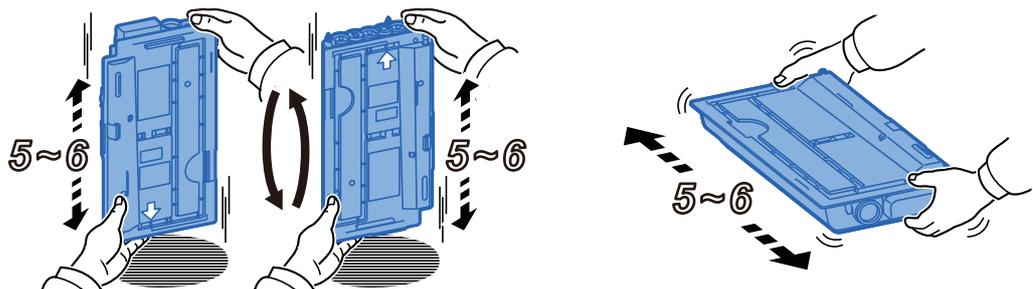
5 Remove the new toner container from the box.



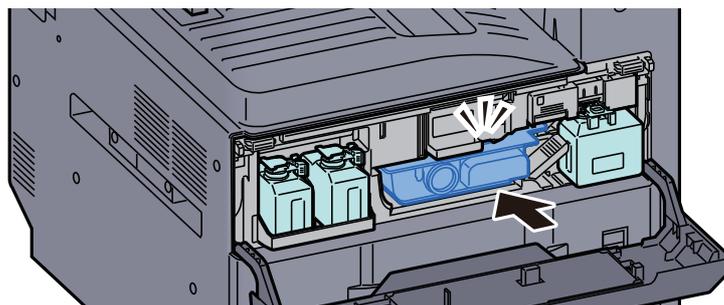
6 Tap the toner container.



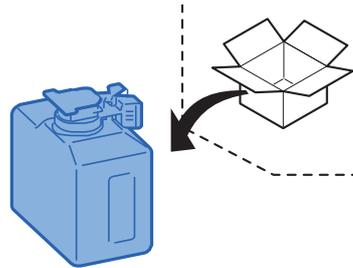
7 Shake the toner container.



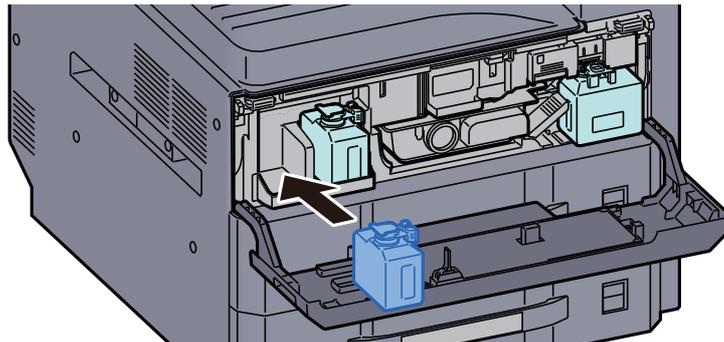
8 Install the toner container.



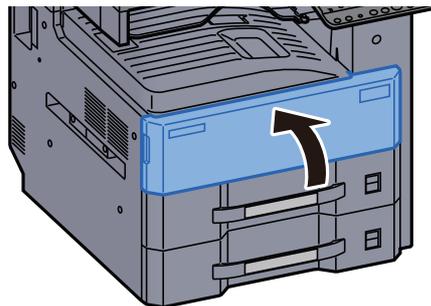
9 Remove the new Waste Toner Box.



10 Place the Waste Toner Box in the spare waste toner box tray (W1).



11 Close the front cover.



NOTE

- If the toner container cover or front cover does 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.

Replace the Waste Toner Box

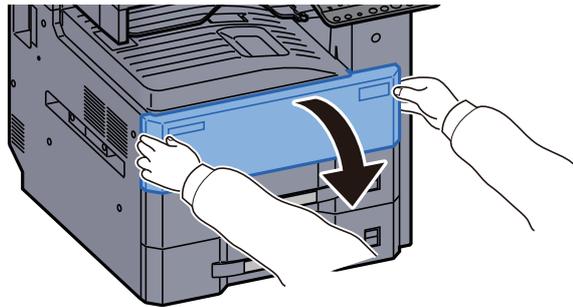
When the waste toner box is full, the following message will be displayed. Immediately replace the waste toner box.
"Check waste toner box."



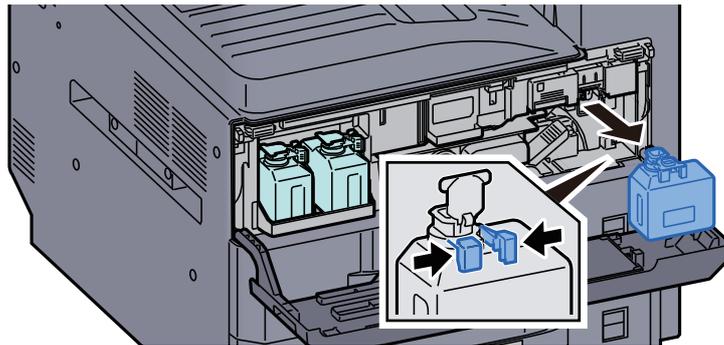
CAUTION

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

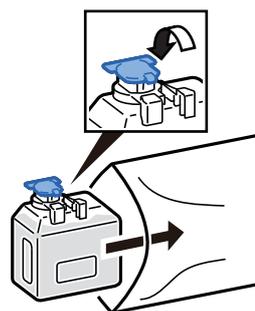
1 Open the front cover.



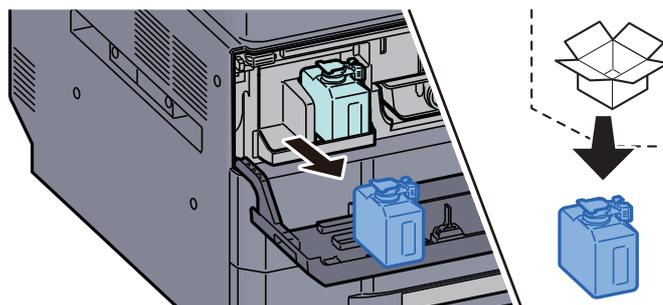
2 Remove the Waste Toner Box.



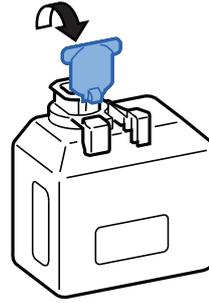
3 Put used Waste Toner Box into the plastic waste bag.



4 Remove the new Waste Toner Box.



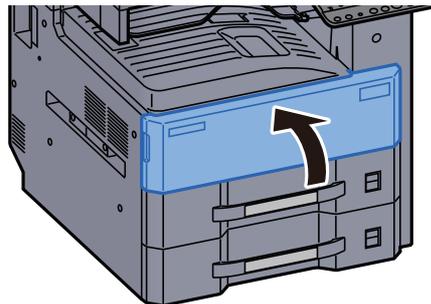
5 Open the cap of the new Waste Toner Box.



6 Install the Waste Toner Box.



7 Close the front cover.



 **NOTE**

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

Loading Paper

When Cassette # runs out of paper, the following messages will be displayed.

"Add paper in cassette #."

"Add paper in Multipurpose tray."

- ➔ [Loading in the Cassettes \(page 3-4\)](#)
- ➔ [Loading in the Large Capacity Feeder \(page 3-7\)](#)
- ➔ [Loading Paper in the Multipurpose Tray \(page 5-6\)](#)



NOTE

If **[Show Paper Setup Message]** is set to **[On]**, the confirmation screen for the paper setting will be displayed when a new paper is set. If a paper is changed, select **[Change]** and then change the settings of the paper.

- ➔ [Cassette 1 \(to 4\) \(page 8-7\)](#)
- ➔ [MP Tray Setting \(page 8-8\)](#)

Replacing Staples (1,000-Sheet Finisher)

When the Staple Unit runs out of staples, the following messages will be displayed. The staple cartridge holder need to be replenished with staples.

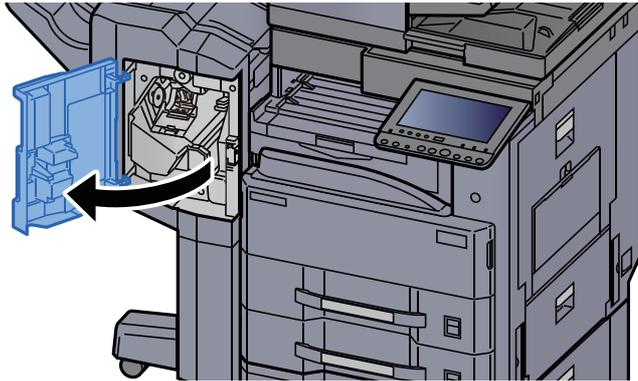
"Staple is empty."



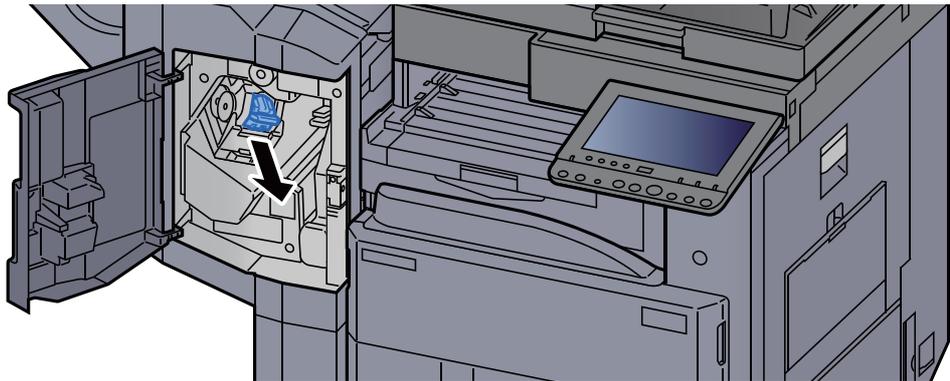
NOTE

If the Staple Unit runs out of staples, contact your dealer or service representative.

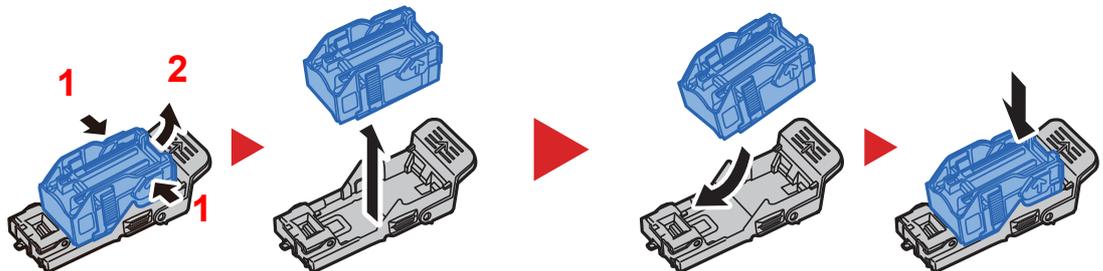
1 Open the finisher front cover.



2 Remove the Staple Cartridge Holder.



3 Replace the staples.



4 Install the Staple Cartridge Holder.



5 Close the cover.



Replacing Staples (3,000-Sheet Finisher)

When the Staple Unit runs out of staples, the following messages will be displayed. The staple cartridge holder need to be replenished with staples.

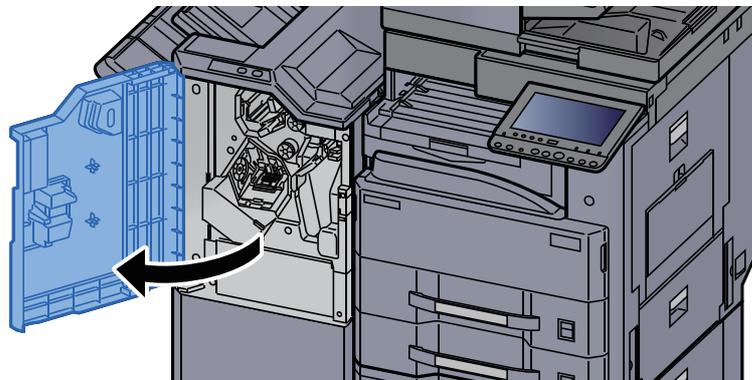
"Staple is empty."



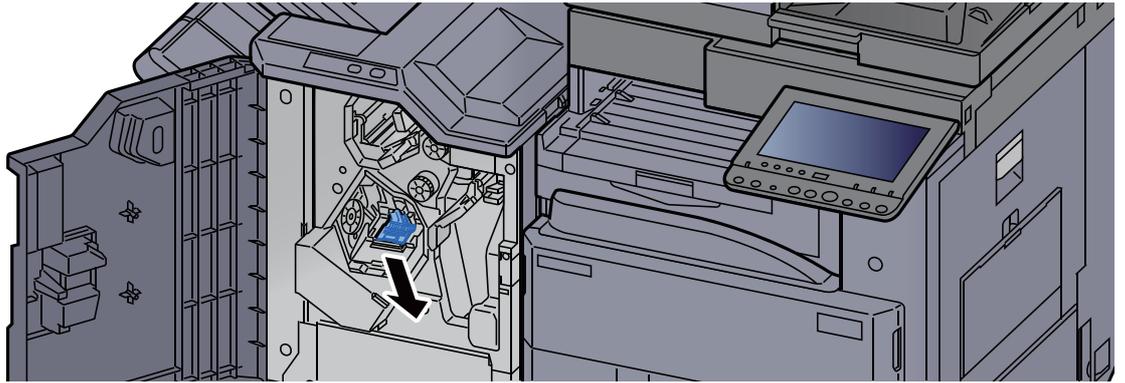
NOTE

If the Staple Unit runs out of staples, contact your dealer or service representative.

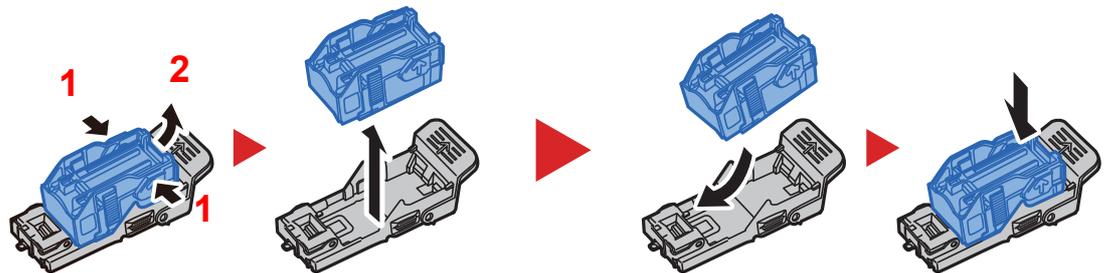
1 Open the finisher front cover.



2 Remove the Staple Cartridge Holder (A).



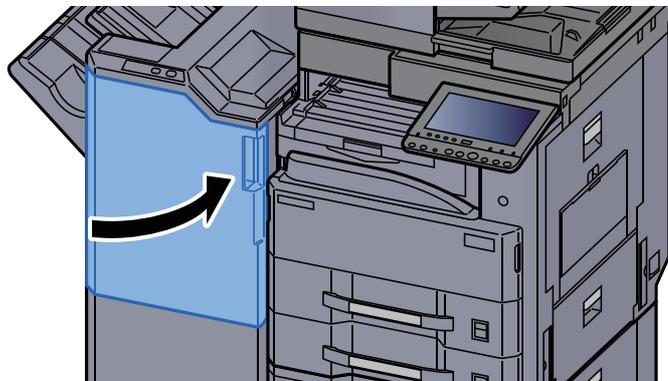
3 Replace the staples.



4 Install the Staple Cartridge Holder (A).



5 Close the cover.



Disposing of the Punch Waste

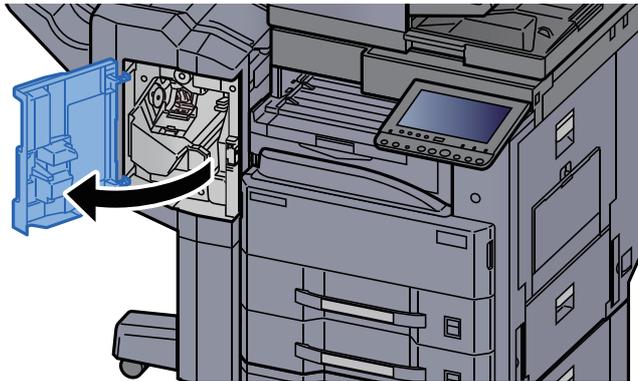
When the waste punch box is full, the following messages will be displayed. Empty the punch waste box.

"Empty the punch waste box."

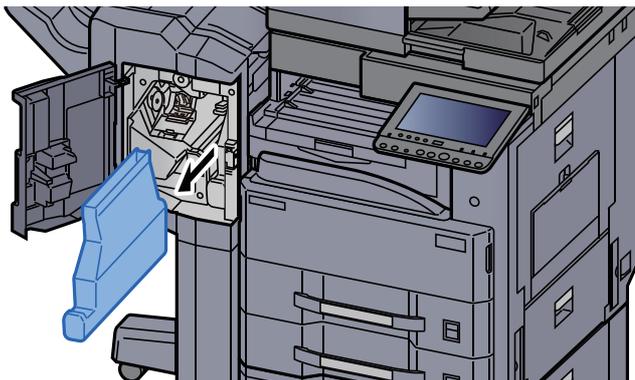
Leave the power switch on the machine switched ON while performing this procedure.

1,000-Sheet Finisher

1 Open the finisher front cover.



2 Remove the Punch Waste Box.



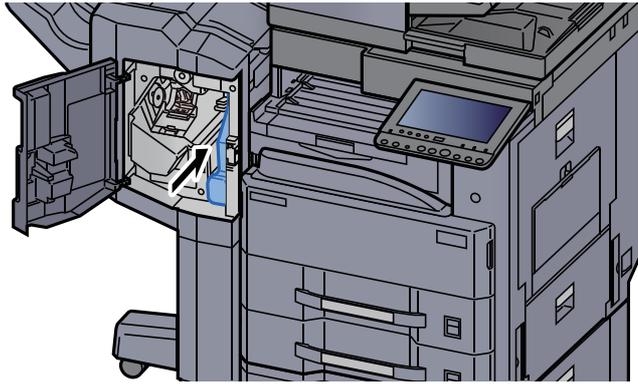
NOTE

Take care not to spill the waste hole punch scraps when removing the container.

3 Empty the Punch Waste Box.



4 Install the Punch Waste Box.

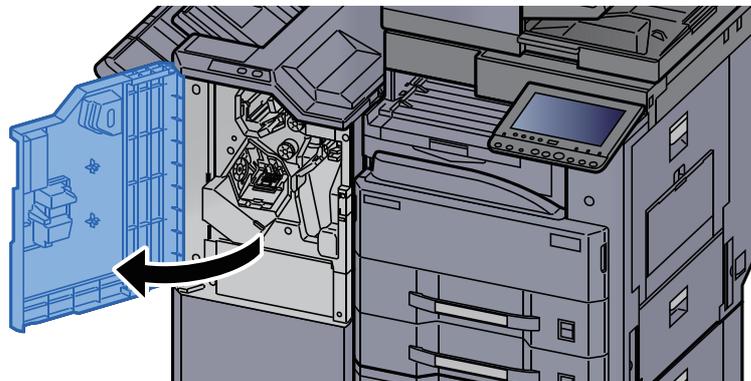


5 Close the cover.

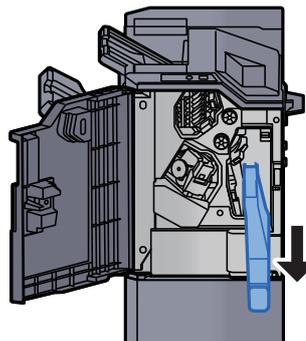


3,000-Sheet Finisher

1 Open the finisher front cover.



2 Remove the Punch Waste Box.





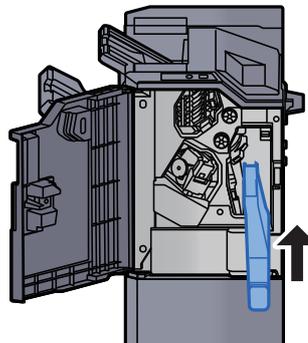
NOTE

Take care not to spill the waste hole punch scraps when removing the container.

3 Empty the Punch Waste Box.



4 Install the Punch Waste Box.



5 Close the cover.



Troubleshooting

Solving Malfunctions

The table below provides general guidelines for problem solving.

If a problem occurs with your machine, look into the checkpoints and perform procedures indicated on the following pages. If the problem persists, contact your Service Representative.

 **NOTE**

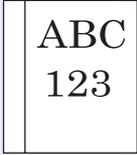
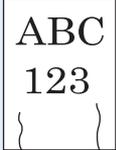
When contacting us, the serial number will be necessary.
To check the serial number, refer to the following:

➔ [Display for Device Information \(page 2-18\)](#)

Machine Operation Trouble

When the following machine operation troubles occur, implement appropriate procedures.

| Symptom | Checkpoints | Corrective Actions | Reference Page |
|--|---|--|----------------------------|
| An application does not start. | Is the Auto Panel Reset time short? | Set the Auto Panel Reset time to 30 seconds or more. | page 8-71 |
| The screen does not respond when the power switch is turned on. | Check the power cord. | Connect both ends of the power cord securely. | — |
| | Is the machine powered on? | Turn on the main power switch. | page 2-2 |
| Pressing the [Start] key does not produce copies. | Is there a message on the screen? | Determine the appropriate response to the message and respond accordingly. | page 10-25 |
| Blank sheets are ejected.  | Are the originals loaded correctly? | When placing originals on the platen, place them face-down and align them with the original size indicator plates. | page 5-2 |
| | | When placing originals in the document processor, place them face-up. | page 5-3 |
| | — | Check that the settings of the application software. | — |
| Paper often jams. | Is the paper loaded correctly? | Load the paper correctly. | page 3-4 |
| | — | Turn the orientation 180 degrees around in which the paper is positioned. | page 3-4 |
| | Is the paper of the supported type? Is it in good condition? | Remove the paper, turn it over, and reload it. | page 3-4 |
| | Is the paper curled, folded or wrinkled? | Replace the paper with new paper. | page 3-4 |
| | Are there any loose scraps or jammed paper in the machine? | Remove any jammed paper. | page 10-44 |

| Symptom | Checkpoints | Corrective Actions | Reference Page | |
|---|---|---|---|-------------------------------------|
| <p>2 or more sheets are overlaps when ejected. (multi feed)</p>  | — | Load the paper correctly. | page 3-2 | |
| <p>Printouts are wrinkled.</p>  | Is the paper loaded correctly? | Load the paper correctly. | page 3-4 | |
| | — | Turn the orientation 180 degrees around in which the paper is positioned. | page 3-4 | |
| | Is the paper damp? | Replace the paper with new paper. | page 3-4 | |
| <p>Printouts are curled.</p>  | — | Turn the paper over in the cassette, or turn the orientation 180 degrees around in which the paper is positioned. | page 3-4 | |
| | Is the paper damp? | Replace the paper with new paper. | page 3-4 | |
| 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. | page 2-47 | |
| <p>Cannot print.</p> | Is the machine plugged in? | Plug the power cord into an AC outlet. | — | |
| | Is the machine powered on? | Turn on the main power switch. | page 2-2 | |
| | Are the printer cable and network cable connected? | Connect the correct printer cable and network cable securely. | page 2-7 | |
| | Is the print job paused? | Resume printing. | page 7-11 | |
| | <p>When the wired or Wi-Fi network is configured using the name resolution, does the IP address (private address) of the other network which can not access coexists?</p> | — | The number of host name and domain name which can be used with the machine is one respectively. Configure the network under this restriction. | — |
| | | — | Change the settings of name resolution such as NetBEUI and DNS, or network environment settings. | Command Center RX User Guide |
| | | — | Select Wi-Fi, Wired Network or Optional Network as an unlimited-use network on Primary Network (Client). | page 8-63 |
| — | Set to [Wired] or [Wi-Fi] either one of [On] , and set the other setting to [Off] . | page 8-54 | | |

| Symptom | Checkpoints | Corrective Actions | Reference Page |
|--|--|--|----------------------------|
| Cannot print with USB memory. USB memory not recognized. | Is the USB host blocked? | Select [Unblock] in the USB host settings. | page 8-64 |
| | — | Check that the USB memory is securely plugged into the machine. | — |
| 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)? | Enter "0.0.0.0" for the IP address of TCP/IP(v4). | page 2-30 |
| Cannot send via SMB. | Is the network cable connected? | Connect the correct network cable securely. | page 2-7 |
| | Have the network settings for the equipment been configured properly? | Configure the TCP/IP settings properly. | page 8-47 |
| | Have the folder sharing settings been configured properly? | Check sharing settings and access privileges under the folder properties. | page 3-15 |
| | Is the selected interface selected as the Primary Network? | Specify the host name or IP address of the interface selected as the Primary Network, or set the interface to be used again. | page 8-63 |
| | Has the SMB protocol been set to [On]? | Set the SMB protocol setting to [On]. | page 8-54 |
| | Has [Host Name] been entered properly? *1 | Check the name of the computer to which data is being sent. | page 5-23 |
| | Has [Path] been entered properly? | Check the share name for the shared folder. | page 5-23 |
| | Has [Login User Name] been entered properly? *1 *2 | Check the domain name and login user name. | page 5-23 |
| | Has the same domain name been used for [Host Name] and [Login User Name]? | Delete the domain name and backslash ("/") from [Login User Name]. | page 5-23 |
| | Has [Login Password] been entered properly? | Check the login password. | page 5-23 |
| | Have exceptions for Windows Firewall been configured properly? | Configure exceptions for Windows Firewall properly. | page 3-18 |
| | Do the time settings for the equipment, domain server, and data destination computer differ? | Set the equipment, domain server, and data destination computer to the same time. | — |
| | Is the screen displaying Send error? | Refer to Responding to Send Error . | page 10-37 |
| Cannot connect to this machine by using Wi-Fi Direct. | Are three handheld devices connected simultaneously? | Release the connection of handheld devices being connected manually or set a connection after setting the connection time and releasing the connection by automatic disconnection. | page 8-49 |

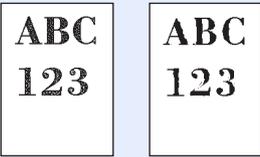
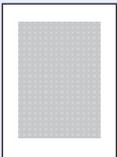
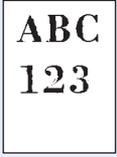
| Symptom | Checkpoints | Corrective Actions | Reference Page |
|--|--|--|--|
| Cannot send via the e-mail. | Is the E-mail send size limit set in the SMTP server registered on the machine? | Check the limit value is entered to "E-mail Size Limit" of [E-mail] setting in Command Center RX and change the value as necessary. | page 2-65 |
| The machine is emitting steam in the area around the paper ejection slot. | Check the room temperature to see if it is low, or if damp paper was used. | Depending on the printing environment and the paper's condition, the heat generated during printing will cause the moisture in the paper to evaporate, and the steam emitted may look like smoke. This is not a problem, and you can continue printing. If the steam concerns you, raise the room temperature, or replace the paper with a newer, dryer paper. | — |
| Cannot create Searchable PDF file. | Is the proper language selected? | Check the language to extract. | page 6-69 |
| | Can the texts on the original not be recognized as texts, or is the PDF creation time taken? | Check the following: <ul style="list-style-type: none"> The original orientation is correct. When setting the originals with the mixed orientation at once, [On] is selected for [Auto Image Rotation]. | page 6-69 |
| Cannot search a text that you want to search on the PDF file. | Have you set [OCR Text Recognition] in [File Format] ? | Set [OCR Text Recognition] in [File Format] . | page 6-69 |
| | Are the texts of the scanned original faded or too light? | Set [Density] to darker level. | page 6-29 |
| | Is the background of the scanned original too dark and the texts are difficult to recognize? | Set [Background Density Adj.] to [On] or [Manual] and manually adjust the density lighter. Otherwise, set [Density] to darker level. | page 6-29 page 6-32 |
| | Is the text or image on the back of the original visible on the front? | Set [Prevent Bleed-through] to [On] . | page 6-32 |
| Cannot find the machine with WSD. | Did you search by specifying the machine's 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. | — |
| The machine makes a clicking sound before starting to print or after printing. | — | The machine is adjusting itself. It is not a machine failure. | — |

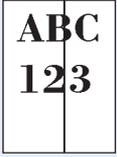
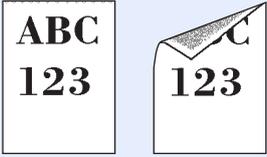
*1 You can also enter a full computer name as the host name (for example, pc001.abcdnet.com).

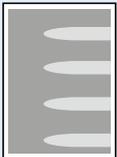
*2 You can also enter login user names in the following formats:
Domain_name/user_name (for example, abcdnet/james.smith)
User_name@domain_name (for example, james.smith@abcdnet)

Printed Image Trouble

When the following printed image trouble occurs, implement appropriate procedures.

| Symptom | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|--|
| <p>Printed images are totally too light.</p>  | Is the paper damp? | Replace the paper with new paper. | page 3-2 |
| | Have you changed the density? | Select appropriate density level. | page 6-29 page 8-74 |
| | Is the toner distributed evenly within the toner container? | Shake the toner container from side to side several times. | page 10-4 |
| | Is EcoPrint mode enabled? | Disable [EcoPrint] mode. | page 8-19 |
| | — | Make sure the paper type setting is correct for the paper being used. | page 8-15 |
| | — | Run [Drum Refresh 1] . | page 10-42 |
| <p>Printed images are too dark even though the background of the scanned original is white.</p>  | Have you changed the density? | Select appropriate density level. | page 6-29 page 8-74 |
| | — | Run [Drum Refresh 1] . | page 10-42 |
| <p>Copies have a moire pattern (dots grouped together in patterns and not aligned uniformly).</p>  | Is the original a printed photograph? | Set the original image to [Printer Output] or [Book/Magazine] in [Photo] . | page 6-29 |
| | — | When making copies Select [-1] to [-3] in [Sharpness] . | page 6-31 |
| | — | When making copies Set [DP Read Action] to [Quality Priority] . | page 6-65 |
| <p>Texts are not clearly printed.</p>  | Did you choose appropriate image quality for the original? | Select appropriate image quality. | page 6-29 |
| | — | When making copies Select [-1] to [-3] in [Sharpness] . | page 6-31 |
| <p>Black dots appear on the white background.</p>  | Is the original holder or the glass platen dirty? | Clean the original holder or the glass platen. | page 10-2 |
| | — | Run [Drum Refresh 1] . | page 10-42 |

| Symptom | Checkpoints | Corrective Actions | Reference Page |
|---|--|--|----------------------------|
| Printed images are fuzzy. Printed images are cut off.  | Is the machine being used in conditions of very humid, or humidity or temperature rapidly changes? | Use in an environment that has suitable humidity. | — |
| | — | Run [Drum Refresh 1]. | page 10-42 |
| Printed images are skewed.  | Are the originals placed correctly? | When placing originals on the platen, align them with the original size indicator plates. | page 5-2 |
| | — | When placing originals in the document processor, align the original width guides securely before placing the originals. | page 5-3 |
| | Is the paper loaded correctly? | Check the position of the paper width guides. | page 3-4 |
| | — | Perform center line adjustment. For more information about how to do so, contact your service representative. | — |
| Irregular horizontal lines appear in the image.  | — | Contact your service representative. | — |
| Printed images have vertical lines.  | Is the slit glass dirty? | Clean the slit glass. | page 10-3 |
| Dirt on the top edge or back of the paper.  | Check the machine interior. | Open the right cover. If the machine interior is dirty with toner, clean it using soft, dry, lint-free cloth. | — |

| Symptom | Checkpoints | Corrective Actions | Reference Page |
|--|-------------|---|--|
| <p>Part of the image is periodically faint or shows white lines.</p>  | — — | <p>Open and then close the right cover.</p> <p>Run [Drum Refresh 1].</p> | — page 10-42 |
| <p>The previous image remains and lightly printed.</p>  | — | <p>Make sure the paper type setting is correct for the paper being used.</p> | page 8-15 |
| <p>Print on the back of the sheet is visible on the front.</p>  | — | <p>Set [Prevent Bleed-through] to [On].</p> | page 6-32 page 8-18 |

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)
- Internet Explorer (Version 9.0 or later)
- Microsoft Edge
- Mozilla Firefox (Version 14.0 or later)
- Safari (Version 5.0 or later)

This procedure explains how to execute Remote Operation 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.

[System Menu/Counter] key > [System/Network] > [Network] > [Protocol Settings]

2 Set "Enhanced VNC over SSL" to [On].

- ➔ [Protocol Settings \(page 8-54\)](#)

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 > [System/Network] > [Remote Operation] > [Change] > [On]

- 2 Select [Off], [Use Password], or [Administrator Only].

When you select [Use Password], enter the password in "Password" and "Confirm Password", then select [OK].

- ➔ [Remote Operation \(page 8-68\)](#)

NOTE

You can configure settings for remote operation using Command Center RX

- ➔ [Command Center RX User Guide](#)

4 Restart the machine.

- ➔ [Restart Entire Device \(page 8-67\)](#)

5 Start up the browser.

Enter "https://" and host name of the machine to access the Command Center RX.

➔ [Accessing Command Center RX \(page 2-62\)](#)

6 Select [Device Information/Remote Operation] > [Remote Operation].

7 Click [Start] button.



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 Done. Perform Remote Operation 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.

[System Menu/Counter] key > [System/Network] > [Network] > [Protocol Settings]

2 Set "Enhanced VNC (RFB)" to [On].

➔ [Protocol Settings \(page 8-54\)](#)



NOTE

- When setting "VNC (RFB) over SSL" 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 setting "VNC (RFB) over SSL " to **[On]**, the default port number is 9063.

➔ [Protocol Settings \(page 8-54\)](#)

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:

➔ [Display for Device Information \(page 2-18\)](#)

A

| Message | Checkpoints | Corrective Actions | Reference Page |
|--|--|---|--------------------------|
| Acceptable staple count exceeded.*1 | Is the acceptable number of sheets exceeded? | Select [Continue] to print without using Staple. Select [Cancel] to cancel the job. | — |
| Access point was not detected. | — | Check if the access point has been set correctly. | — |
| Activation error. | — | Failed to activate the application. Contact administrator. | — |
| | — | Expansion Authentication is disabled. Turn the power switch off and on. If the error exists, contact administrator. | — |
| Add paper in cassette #. | Is the indicated cassette out of paper? | Load paper. Select the available paper. Select [Continue] to print. | page 3-2 |
| Add paper in Multipurpose tray. | Is the paper of the selected size loaded in the multipurpose tray? | Load paper. Select the available paper. Select [Continue] to print. | page 5-6 |
| Adjusting Scanner. | — | The machine is under the adjustment to maintain its quality. Please wait. | — |

*1 When Auto Error Clear is set to [**On**], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➔ [Auto Error Clear \(page 8-70\)](#)

B

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|--|---|----------------|
| Box is not found. | — | The specified box cannot be found. Job is canceled. Select [End] . | — |
| Box limit exceeded.*¹ | Is [End] displayed on the screen? | The specified box is full, and no further storage is available. Job is canceled. Select [End] . Try to perform the job again after printing or deleting data from the box. | — |
| | — | Repeat Copy box is full, and no further repeat copy is available. Select [Continue] to print scanned pages. Select [Cancel] to cancel the job. | — |
| Broadcast error. | — | An error has occurred during broadcast transmission. The job is canceled. Select [End] . | — |

*1 When Auto Error Clear is set to **[On]**, processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➔ [Auto Error Clear \(page 8-70\)](#)

C

| Message | Checkpoints | Corrective Actions | Reference Page |
|--|---|--|--|
| Cannot connect. | — | This appears when the Wi-Fi or Wi-Fi Direct connection did not complete. Check the settings, and check the signal conditions. | page 8-49 page 8-50 |
| Cannot connect to Authentication Server.*¹ | — | Set machine time to match the server's time. | page 2-29 |
| | — | Check the domain name. | page 9-2 |
| | — | Check the host name. | page 9-2 |
| | — | Check the connection status with the server. | — |
| Cannot connect to Server. | — | Check the connection status with the server. | — |
| Cannot duplex print on this paper.*¹ | Did you select a paper size/type that cannot be duplex printed? | If the selected paper is not changed and [Continue] is selected, duplex is released. Select the available paper. Select [Continue] to print. | page 6-44 |

| Message | Checkpoints | Corrective Actions | Reference Page |
|--|---|--|---------------------------|
| Cannot find the destination computer. Check the computer. | Is the machine and the PC to which the scanned image is to be sent connected to the network? | <p>Check the network and SMB settings.</p> <ul style="list-style-type: none"> The network cable is connected. The hub is not operating properly. The server is not operating properly. Host name and IP address Port number | page 2-6 |
| | Is the account information (user ID, password) used to access the shared folder to which the scanned image is to be sent incorrect? | <p>Check the following settings of the PC to which the scanned image is to be sent.</p> <ul style="list-style-type: none"> Host name Path Login user name <p> NOTE</p> <p>If the sender is a domain user, specify the domain name. [Login User ID]@[Domain Name]</p> <p>Example: sa720XXXX@km</p> <ul style="list-style-type: none"> Login password Folder share permissions of the recipient | — |
| Cannot offset this paper.*1 | Did you select a paper size/type that cannot be offset? | If the selected paper is not changed and [Continue] is selected, offset is released. Select the available paper. Select [Continue] to print. | page 6-24 |
| Cannot perform remote printing. | — | Remote printing is prohibited. The job is canceled. Select [End]. | page 8-30 |
| Cannot print the specified number of copies.*1 | — | Only one copy is available. Select [Continue] to continue printing. Select [Cancel] to cancel the job. | — |
| Cannot process this job.*1 | — | Restricted by Authorization settings. The job is canceled. Select [End]. | — |
| | — | Restricted by Job Accounting. The job is canceled. Select [End]. | page 9-34 |
| Cannot punch at the specified position. | Have you selected a position that cannot be punched? | If the selected paper is not changed and [Continue] is selected, punch is released. Select the available paper. Select [Continue] to print. | page 6-26 |

| Message | Checkpoints | Corrective Actions | Reference Page |
|--|--|--|---------------------------|
| Cannot punch this paper. | Did you select a paper size/type that cannot be punched? | If the selected paper is not changed and [Continue] is selected, punch is released. Select the available paper. Select [Continue] to print. | page 6-26 |
| Cannot read data in this ID card. | — | In registration process, the ID card information was not read correctly. Hold again the ID card over the ID card reading part. If the same message still appears, the ID card may not be compatible with this product. Change it to another ID card. | — |
| Cannot recognize. | — | Make sure your ID card has been registered. | — |
| Cannot staple at the specified position. | Have you selected a position that cannot be stapled? | If the selected paper is not changed and [Continue] is selected, staple is released. Select the available paper. Select [Continue] to print. | page 6-25 |
| Cannot staple this paper.*1 | Did you select a paper size/type that cannot be stapled? | If the selected paper is not changed and [Continue] is selected, staple is released. Select the available paper. Select [Continue] to print. | page 6-25 |
| Cannot use ##### due to a failure. | — | Call service. | — |
| Check the document processor. | Is the top cover of the document processor open? | Close the document processor cover. | — |
| | Is the document processor open? | Close the document processor. | — |
| Check the paper in the multipurpose tray. | — | The paper size is different. Set selected size paper and select [Continue] . | page 5-6 |
| Check the toner container. | — | Open the main unit front cover and remove the toner container. Shake carefully and replace. | — |
| Check waste toner box. | — | The waste toner box is not installed correctly. Set it correctly. | — |
| | Is the waste toner box full? | Replace the waste toner box. | page 10-7 |
| Confidential document was detected. | — | The machine detects the document guard pattern. Job is canceled. Select [End] . | — |

*1 When Auto Error Clear is set to **[On]**, processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➔ [Auto Error Clear \(page 8-70\)](#)

E

| Message | Checkpoints | Corrective Actions | Reference Page |
|--------------------------------------|------------------------------|---|----------------------------|
| Empty the punch waste box. | Is the punch waste box full? | Follow the instructions on the screen. and empty the punch waste box. | page 10-13 |
| Error occurred at cassette #. | — | Open the cassette. Check inside the machine and remove the paper. | — |

F

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|--|--|----------------------------|
| Failed to specify Job Accounting.*¹ | — | Failed to specify Job Accounting when processing the job externally. The job is canceled. Select [End] . | — |
| Failed to store job retention data. | — | The job is canceled. Select [End] . | — |
| FAX box limit exceeded. | — | Follow the instructions on the screen and delete documents from the FAX box to make room for FAX reception. To check the canceled job, select the [Status/Job Cancel] key and then [Printing Jobs] to check receipt result. | FAX Operation Guide |
| Finisher tray is full of paper. | Is the acceptable storage capacity exceeded? | Remove the paper. Printing then resumes. | — |

*1 When Auto Error Clear is set to **[On]**, processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➔ [Auto Error Clear \(page 8-70\)](#)

H

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|-------------|--|----------------|
| Hard Disk error. | — | <p>An error has occurred on the hard disk. Job is canceled. Select [End].</p> <p>The possible error codes and their descriptions are as follows.</p> <p>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 still occurs, divide the file into smaller files.</p> <p>If the error occurs after the file is divided, the hard disk is damaged. Execute [System Initialization].</p> <p>04: Insufficient space on the hard disk to complete this operation. Move data or delete unneeded data.</p> | — |
| Hard disk failure. Call service. | — | Call service. | — |

I

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|-------------|--|----------------------------|
| Incorrect account ID.*1 | — | The account ID was incorrect when processing the job externally. The job is canceled. Select [End] . | — |
| Incorrect box password. | — | The box password was incorrect when processing the job externally. The job is canceled. Select [End] . | — |
| Incorrect Login User Name or Password.*1 | — | The login user name or password was incorrect when processing the job externally. The job is canceled. Select [End] . | — |
| Install the punch waste box. | — | Follow the instructions on the screen. and install the punch waste box. | page 10-13 |

*1 When Auto Error Clear is set to **[On]**, processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➔ [Auto Error Clear \(page 8-70\)](#)

J

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|--|----------------|
| Job Accounting restriction exceeded. ^{*1} | 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] . | — |
| Job separator tray is full of paper. | Is the acceptable storage capacity exceeded? | Remove the paper and select [Continue] . Printing then resumes. | — |

*1 When Auto Error Clear is set to **[On]**, processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:
 ➔ [Auto Error Clear \(page 8-70\)](#)

K

| Message | Checkpoints | Corrective Actions | Reference Page |
|----------------------------------|-------------|---|----------------|
| KPDL error. ^{*1} | — | PostScript error has occurred. The job is canceled. Select [End] . | — |

*1 When Auto Error Clear is set to **[On]**, processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:
 ➔ [Auto Error Clear \(page 8-70\)](#)

M

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|--|---|----------------|
| Machine failure. | — | Internal error has occurred. Make a note of the error code displayed on the screen. Call service. | — |
| Mailbox tray is full of paper. | Is the acceptable storage capacity exceeded? | Remove the paper. Printing then resumes. | — |
| Main unit inner tray is full of paper. | Is the acceptable storage capacity exceeded? | Remove the paper. Printing then resumes. | — |
| Maximum number of scanned pages. | Is the acceptable scanning count exceeded? | Cannot scan pages any more. Follow the instructions on the screen. | — |

| Message | Checkpoints | Corrective Actions | Reference Page |
|--------------------------------------|-------------|--|----------------|
| Memory is full. ^{*1} | — | The memory is full and the job cannot be continued. Select [Continue] to print the scanned pages. The print job cannot be processed completely. Select [Cancel] to cancel the job. When insufficient memory occurred frequently, contact your dealer or service representative. | — |
| | — | The process cannot be performed due to insufficient memory. If only [End] is available, select [End] . The job will be canceled. | — |

*1 When Auto Error Clear is set to **[On]**, processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➔ [Auto Error Clear \(page 8-70\)](#)

N

| Message | Checkpoints | Corrective Actions | Reference Page |
|-------------------------------------|---|---|----------------|
| Non-genuine toner installed. | Is the installed toner container our own brand? | We will not be liable for any damage caused by the use of third party supplies in this machine. | — |

P

| Message | Checkpoints | Corrective Actions | Reference Page |
|--|---|--|----------------------------|
| Paper jam. | — | 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. | page 10-44 |
| Paper left. | — | Remove paper from the document finisher. | — |
| | — | Remove paper from the finisher tray. | — |
| Perform Tone Curve Adjustment in the System Menu. | Over long periods of use, the effects of the ambient temperature and humidity can cause output hues to vary slightly. | Run [Tone Curve Adjustment] . | page 10-41 |

| Message | Checkpoints | Corrective Actions | Reference Page |
|----------------------------|-------------|---|----------------|
| Performing Drum Refresh... | — | The machine is under the adjustment to maintain its quality. Please wait. | — |
| Preparing to print. | — | The machine is under the adjustment to maintain its quality. Please wait. | — |

R

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|--|
| Regulating the temperature... | — | The machine is under the adjustment to maintain its quality. Please wait. | — |
| Removable memory error.* ¹ | Is writing to a removable memory prohibited? | An error occurred in the removable memory. The job stopped. Select [End] . The possible error codes and their descriptions are as follows. 01: Connect a removable memory that can be written to. | — |
| | — | An error occurred in the removable memory. The job stopped. Select [End] . The possible error codes and their descriptions are as follows. 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 still occurs, the removable memory is not compatible with the machine. Use the removable memory formatted by this machine. If the removable memory cannot be formatted, it is damaged. Connect a compatible removable memory. | page 5-64 |
| Removable Memory is full.* ¹ | — | The job is canceled. Select [End] . Insufficient free space in the removable memory. Delete unneeded files. | — |
| Remove originals in the document processor. | Are there any originals left in the document processor? | Remove originals from the document processor. | page 10-66 page 10-68 page 10-70 |

| Message | Checkpoints | Corrective Actions | Reference Page |
|--|-------------|---|----------------|
| Replace all originals and press [Continue]. | — | Remove originals from the document processor, put them back in their original order, and place them again. Select [Continue] to resume printing. Select [Cancel] to cancel the job. | — |
| Running security function... | — | Running security function. Please wait. | — |

*1 When Auto Error Clear is set to **[On]**, processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➔ [Auto Error Clear \(page 8-70\)](#)

S

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|--|
| Scanner memory is full.*1 | — | Scanning cannot be performed due to insufficient memory of the scanner. Follow the instructions on the screen. | — |
| Scheduled sending jobs exceeded. | — | The number of jobs has exceeded the limit set for delayed transmission. Select [End] . The job is canceled. Wait until the delayed transmission is executed, or cancel the delayed transmission and then perform the job again. | — |
| Send Error.*1 | — | An error has occurred during transmission. The job is canceled. Select [End] . Refer to Responding to Send Error for the error code and corrective actions. | page 10-37 |
| Staple is empty.*1 | Has the staple cartridge holder run out of staples? | If the staples are depleted, the machine will stop and the location of staple depletion will be indicated on the screen. Leave the machine on and follow the instructions to replace the staple case. Select [Continue] to print without stapling. Select [Cancel] to cancel the job. | page 10-10 page 10-11 |
| Staple is empty. (Manual Staple) | Has staple cartridge holder A run out of staples? | Add staples to staple cartridge holder A. | page 10-11 |

| Message | Checkpoints | Corrective Actions | Reference Page |
|----------------------|-------------|--|----------------------------|
| Staple jam. | — | If a staple 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 staple. | page 10-83 |
| System error. | — | System error has occurred. Follow the instructions on the screen. | — |

*1 When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➔ [Auto Error Clear \(page 8-70\)](#)

T

| Message | Checkpoints | Corrective Actions | Reference Page |
|--|--|--|--|
| The cover is open. | Is there any cover which is open? | Close the cover indicated on the screen. | — |
| The device cannot be connected because allowed connections would be exceeded. | — | Cancel a connection to a portable device that is not being used, or set the machine's auto disconnect time to break portable device connections. | page 8-49 |
| The password does not meet password policy. | Is the password expired? | Change the login password. The job is canceled. Select [End]. | page 9-7 page 9-8 |
| | Is the password policy requirement (such as password length or required characters) changed? | Confirm the password policy requirements and change the login password. The job is canceled. Select [End]. | page 9-7 page 9-8 |
| The phone receiver is off the hook. | — | Put down the receiver. | — |
| The removable memory is not formatted. | Is the removable memory formatted by this machine? | Perform [Format] on this machine. | — |
| The slit glass requires cleaning. | — | Clean the slit glass using the cleaning cloth supplied with the document processor. | page 10-3 |
| This ID card is already registered to another user. | — | Your ID card has already been registered. Change it to another ID card. | — |
| This user account is locked out. | — | Contact administrator. The job is canceled. Select [End]. | — |

| Message | Checkpoints | Corrective Actions | Reference Page |
|--|--|---|----------------------------|
| Time for maintenance soon. ##### | — | Call service. | — |
| Toner container is not installed. | — | Install the toner container. | — |
| Toner is empty. | — | Replace the toner container. | page 10-4 |
| Toner is low. (Replace when empty.) | — | It is almost time to replace the toner container. Obtain a new toner container. | — |
| Tray # is full of paper. | Is the acceptable storage capacity exceeded? | Remove the paper. Printing then resumes. | — |
| | Is the paper curled? | Check the checkpoints of "Printouts are curled." in Solving Malfunctions and take the corrective actions. | page 10-17 |

U

| Message | Checkpoints | Corrective Actions | Reference Page |
|------------------------------------|--|----------------------------------|----------------|
| Unknown Toner Installed. PC | Does the installed toner container's regional specification match the machine's? | Install the specified container. | — |

W

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|-------------|--|----------------|
| Warning for high temperature. Adjust the room temperature. | — | Print quality may be deteriorated. Adjust the temperature and the humidity of your room. | — |
| Warning for low temperature. Adjust the room temperature. | — | Print quality may be deteriorated. Adjust the temperature and the humidity of your room. | — |
| Warning low memory. | — | Cannot start the job. Try again later. | — |

Y

| Message | Checkpoints | Corrective Actions | Reference Page |
|---------------------------------|-------------|--|----------------|
| You cannot use this box. | — | You cannot use the specified box. Job is canceled. Select [End] . | — |

Responding to Send Error

| Error Code | Message | Corrective Actions | Reference Page |
|------------|---|--|-------------------------------------|
| 1101 | Failed to send the e-mail. Failed to send i-FAX. | Check the host name of the SMTP server on the Command Center RX. | page 2-65 |
| | Failed to send via FTP. | Check the host name of FTP. | page 5-26 |
| | Failed to send via SMB. | Check the host name of SMB. | page 5-23 |
| 1102 | Failed to send via SMB. | Check the SMB settings. <ul style="list-style-type: none"> Login user name and login password  NOTE If the sender is a domain user, specify the domain name. <ul style="list-style-type: none"> Host name Path | page 5-23 |
| | Failed to send the e-mail. | Check the following on the Command Center RX. <ul style="list-style-type: none"> SMTP login user name and login password POP3 login user name and login password E-mail size limit | page 2-65 |
| | Failed to send i-FAX. | Check the following on the Command Center RX. <ul style="list-style-type: none"> SMTP login user name and login password POP3 login user name and login password | Refer to FAX Operation Guide |
| | Failed to send via FTP. | Check the FTP settings. <ul style="list-style-type: none"> Login user name and login password  NOTE If the sender is a domain user, specify the domain name. <ul style="list-style-type: none"> Path Folder share permissions of the recipient | page 5-26 |
| 1103 | Failed to send via SMB. | Check the SMB settings. <ul style="list-style-type: none"> Login user name and login password  NOTE If the sender is a domain user, specify the domain name. <ul style="list-style-type: none"> Path Folder share permissions of the recipient | page 5-23 |
| | Failed to send via FTP. | Check the FTP settings. <ul style="list-style-type: none"> Path Folder share permissions of the recipient | page 5-26 |

| Error Code | Message | Corrective Actions | Reference Page |
|------------|---|--|--|
| 1104 | Failed to send the e-mail. | Check the e-mail address.  NOTE If the address is rejected by the domain, you cannot send the email. | page 5-22 |
| | Failed to send i-FAX. | Check the i-FAX address.  NOTE If the address is rejected by the domain, you cannot send the email. | Refer to FAX Operation Guide |
| 1105 | Failed to send via SMB. | Check the following settings. [System Menu/Counter] key > [System/Network] > [Network] > [TCP/IP Settings] > [Protocol Detail] > [SMB Client (Transmission)] | page 8-47 |
| | Failed to send the e-mail. | Select [On] of the SMTP settings on the Command Center RX. | page 2-65 |
| | Failed to send via FTP. | Check the following settings. [System Menu/Counter] key > [System/Network] > [Network] > [TCP/IP Settings] > [Protocol Detail] > [FTP Client (Transmission)] | page 8-47 |
| | Failed to send i-FAX. | Select [On] of the i-FAX settings on the Command Center RX. | page 2-65 |
| 1106 | Failed to send the e-mail. Failed to send i-FAX. | Check the sender address of SMTP on the Command Center RX. | page 2-65 |
| 1131 | Failed to send via FTP. | Enable the SSL. [System Menu/Counter] key > [System/Network] > [Network] > [Secure Protocol] > [SSL] | page 8-58 |
| 1132 | Failed to send the e-mail. | Check the following of the SMTP server. <ul style="list-style-type: none"> • Is SMTP over SSL available? • Is the encryption available? | Refer to the Command Center RX User Guide . |
| | Failed to send via FTP. | Check the following of the FTP server. <ul style="list-style-type: none"> • Is FTPS available? • Is the encryption available? | — |

| Error Code | Message | Corrective Actions | Reference Page |
|--|---|--|---------------------------|
| 2101 | Failed to send via SMB. | Check the network and SMB settings. <ul style="list-style-type: none"> • The network cable is connected. • The hub is not operating properly. • The server is not operating properly. • Host name and IP address • Port number | — |
| | Failed to send via FTP. | Check the network and FTP settings. <ul style="list-style-type: none"> • The network cable is connected. • The hub is not operating properly. • The server is not operating properly. • Host name and IP address • Port number | — |
| | Failed to send the e-mail. Failed to send i-FAX. | Check the network and Command Center RX. <ul style="list-style-type: none"> • 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 | page 2-65 |
| 2102 2103 | Failed to send via FTP. | Check the network. <ul style="list-style-type: none"> • The network cable is connected. • The hub is not operating properly. • The server is not operating properly. | — |
| | | Check the following of the FTP server. <ul style="list-style-type: none"> • Is FTP available? • The server is not operating properly. | — |
| | Failed to send the e-mail. Failed to send i-FAX. | Check the network. <ul style="list-style-type: none"> • The network cable is connected. • The hub is not operating properly. • The server is not operating properly. | — |
| 2201 2202 2203 2231 | Failed to send the e-mail. Failed to send via FTP. Failed to send via SMB. Failed to send i-FAX. | Check the network. <ul style="list-style-type: none"> • The network cable is connected. • The hub is not operating properly. • The server is not operating properly. | — |
| 2204 | Failed to send the e-mail. Failed to send i-FAX. | Check the e-mail size limit of the SMTP settings on the Command Center RX. | page 2-65 |
| 3101 | Failed to send the e-mail. | Check the authentication methods of both the sender and the recipient. | — |
| | Failed to send via FTP. | Check the network. <ul style="list-style-type: none"> • The network cable is connected. • The hub is not operating properly. • The server is not operating properly. | — |

| Error Code | Message | Corrective Actions | Reference Page |
|---|---|---|--------------------------|
| 3201 | Failed to send the e-mail. Failed to send i-FAX. | Check the SMTP user authentication method of the recipient. | — |
| 0007 4201 4701 5101 5102 5103 5104 7101 7102 7103 720f | — | Turn the power switch off and back on. If this error occurs several times, make a note of the displayed error code and contact your service representative. | page 2-9 |
| 9181 | — | The scanned original exceeds the acceptable number of pages of 999. Send the excess pages separately. | — |

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.

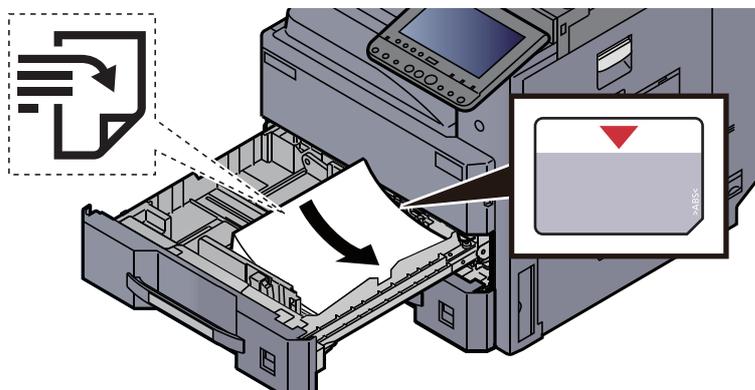
| Item | Description | Reference Page |
|------------------------------|--|----------------------------|
| Tone Curve Adjustment | When the printed output tone may differ from the original, perform this function to ensure consistency with the original tone. | page 10-41 |
| Drum Refresh 1 | Remove image blur from the printout. | page 10-42 |
| Drum Refresh 2 | Remove white spots from the printout. | page 10-43 |

Tone Curve Adjustment

After prolonged use, or from the effects of surrounding temperature or humidity, the printed output tone may differ from the original. Perform this function to ensure consistency with the original tone.

A total of 2 pattern pages (No. 1 and 2) are printed during adjustment. The printed patterns are read sequentially during the adjustment.

1 Load paper.



✔ IMPORTANT

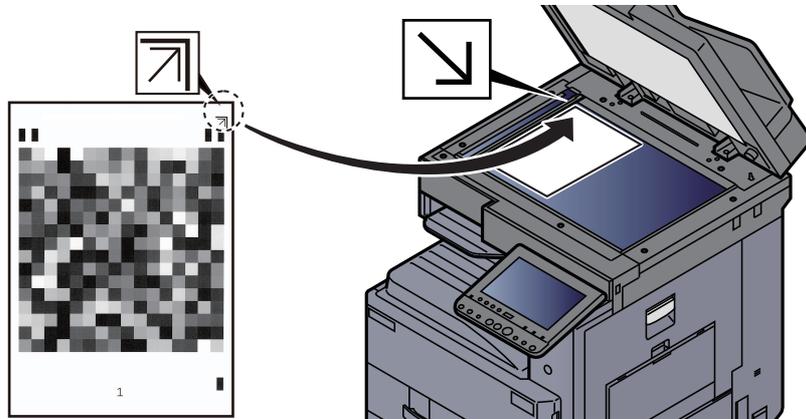
- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan the paper before loading it in the cassette.
 - ➔ [Loading in the Cassettes \(page 3-4\)](#)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause 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.

[System Menu/Counter] key > [Adjustment/Maintenance] > "Tone Curve Adjustment"
[Next]

3 Adjust the tone curve.

- 1 Select **[Start]**. A pattern is printed.
Check that the number "1" is printed at the bottom of the pattern.
- 2 As shown in the illustration, place the printed side down on the platen with the edge with the arrows toward the back.



- 3 Select **[Start]**. The pattern is read and adjustment begins.
The second pattern is output.
- 4 Check that the number "2" is printed at the bottom of the pattern and repeat steps 2 to 3 to read pattern 2.
- 5 Select **[OK]** in the adjustment end confirmation screen.

Drum Refresh 1

Remove image blur from the printout.



NOTE

Drum Refresh 1 cannot be performed while printing. Execute Drum Refresh 1 after the printing is done.

1 Display the screen.

[System Menu/Counter] key > **[Adjustment/Maintenance]** > "Drum Refresh 1" **[Next]**

2 Perform the drum refresh.

Select **[Start]**. "Drum Refresh 1" begins.

Drum Refresh 2

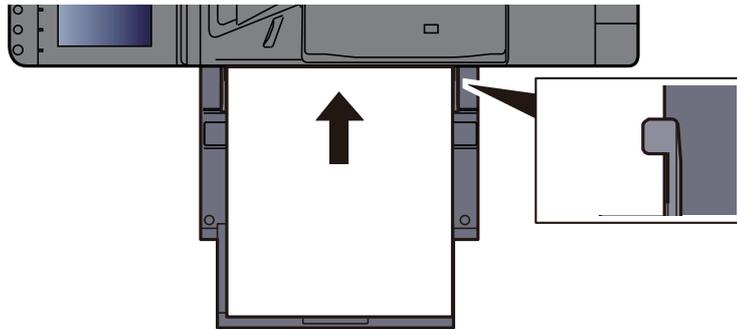
Remove white dots from the printout.

NOTE

Drum Refresh 2 cannot be performed while printing. Execute Drum Refresh 2 after the printing is done.

1 Load paper.

Load Ledger or A3 size paper into the Multipurpose tray.



2 Display the screen.

[System Menu/Counter] key > [Adjustment/Maintenance] > "Drum Refresh 2" [Next]

3 Perform the drum refresh.

Select [Start]. "Drum Refresh 2" begins.

NOTE

When you run [Drum Refresh 2], the machine sometimes makes a vibrating sound for about 80 seconds until drum refreshing is completed. The toner soiling on the ejected paper is normal and does not indicate a fault.

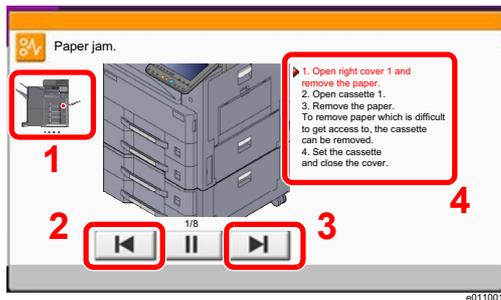
Clearing Paper Jams

If a paper jam occurs, printing stops and the location at which the paper jam has occurred and the following message appear on the touch panel.

"Paper Jam."

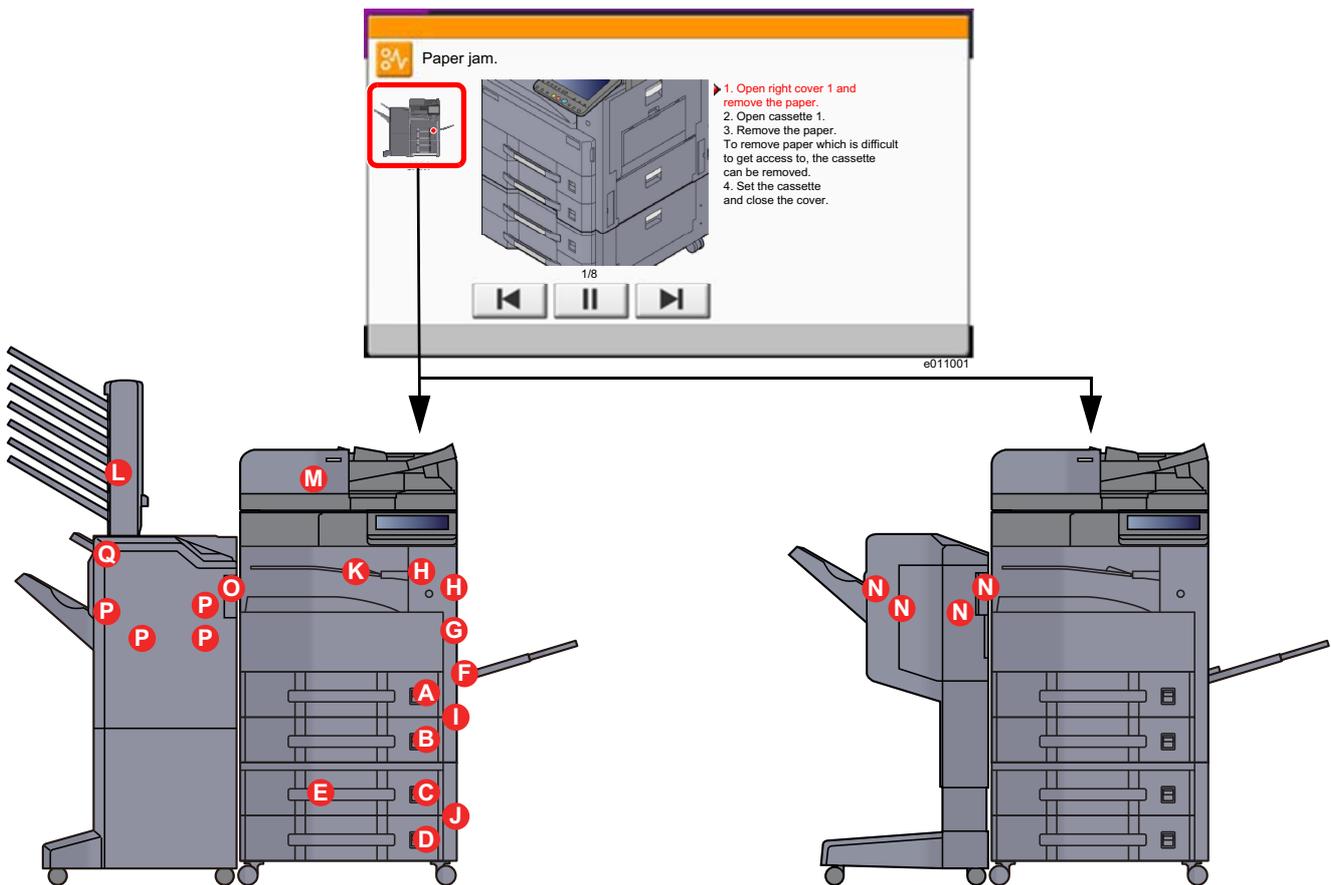
Refer to these procedures to remove the jammed paper.

Jam Location Indicators



- 1 Shows the location of a paper jam.
- 2 Shows the previous step.
- 3 Shows the next step.
- 4 Shows the removal procedure.

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 | Reference Page |
|------------------------------|--------------------|----------------------------|
| A | Cassette 1 | page 10-45 |
| B | Cassette 2 | page 10-47 |

| Paper Jam Location Indicator | Paper Jam Location | Reference Page |
|------------------------------|-------------------------------|----------------------------|
| C | Cassette 3 (500-sheet×2) | page 10-49 |
| | Cassette 3 (1,500-sheet×1) | page 10-51 |
| D | Cassette 4 (500-sheet×2) | page 10-49 |
| E | Cassette 4 (1,500-sheet×2) | page 10-54 |
| F | Multipurpose Tray | page 10-57 |
| G | Duplex Unit | page 10-58 |
| H | Inner Tray / Fixing Unit | page 10-60 |
| I | Right Cover 2 | page 10-62 |
| J | Right Cover 3 | page 10-63 |
| K | Bridge Unit | page 10-64 |
| L | Mailbox | page 10-65 |
| M | Document Processor | page 10-66 |
| | | page 10-68 |
| | | page 10-70 |
| N | 1,000-Sheet Finisher | page 10-72 |
| O | 3,000-Sheet Finisher (Inner) | page 10-75 |
| P | 3,000-Sheet Finisher (Tray A) | page 10-76 |
| Q | 3,000-Sheet Finisher (Tray B) | page 10-80 |

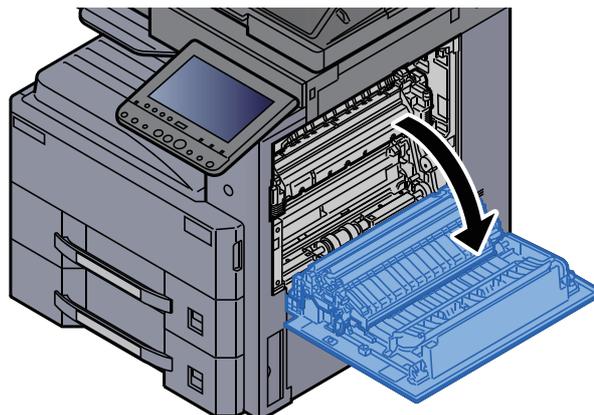
After you remove the jam, the machine will warm up again and the error message will be cleared. The machine resumes with the page that was printing when the jam occurred.

Remove any jammed paper in Cassette 1

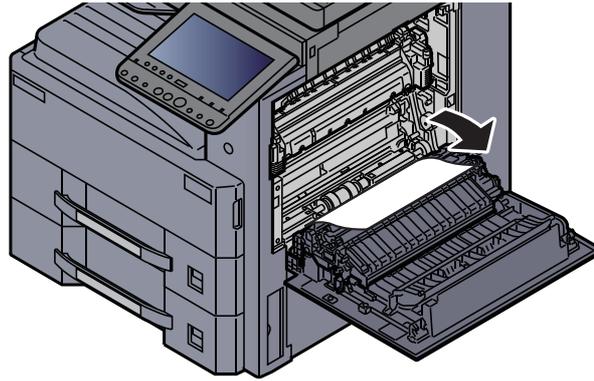
CAUTION

- 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.

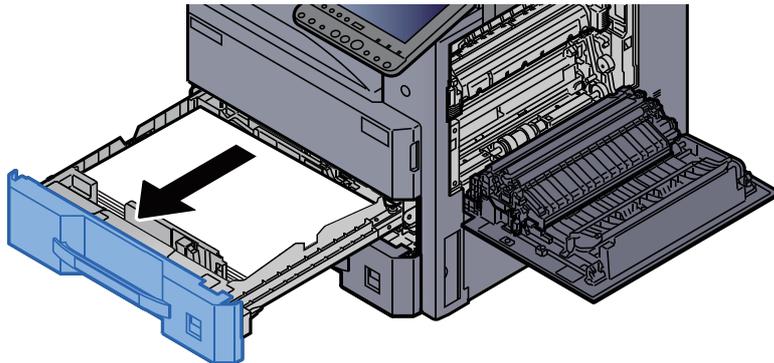
1 Open Right Cover 1.



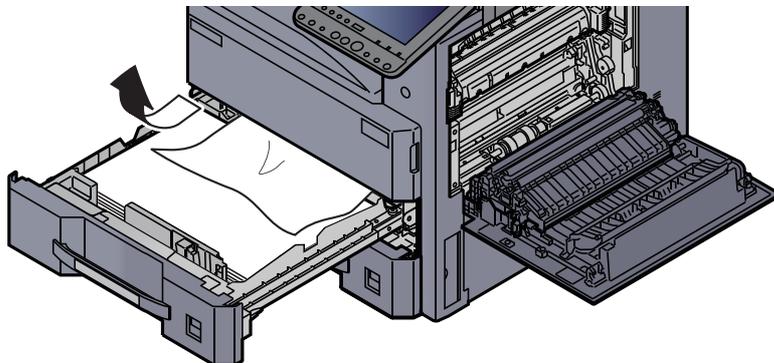
2 Remove any jammed paper.



3 Pull Cassette 1 out toward you until it stops.

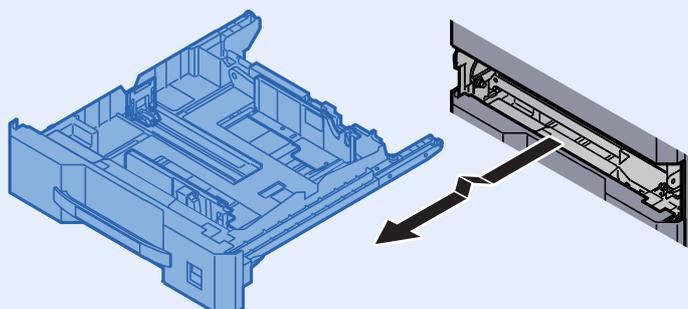


4 Remove any jammed paper.

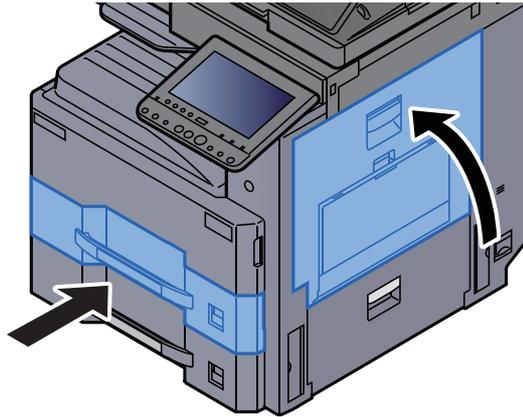


NOTE

The cassette can be removed.



5 Push Right Cover 1 and Cassette 1 back in.

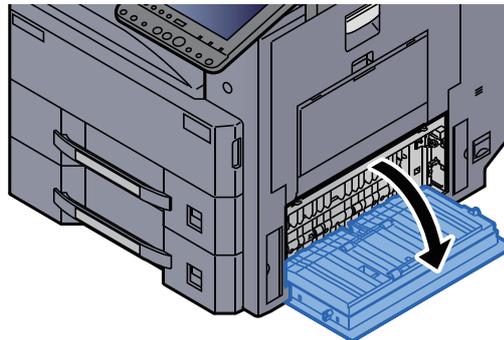


Remove any jammed paper in Cassette 2

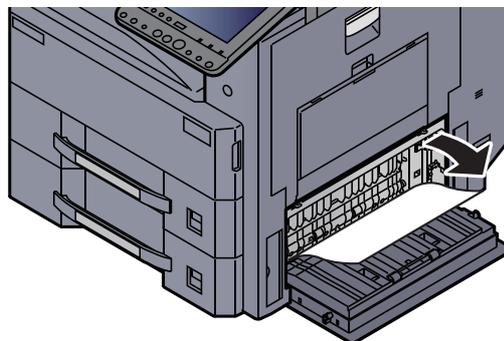
CAUTION

- 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.

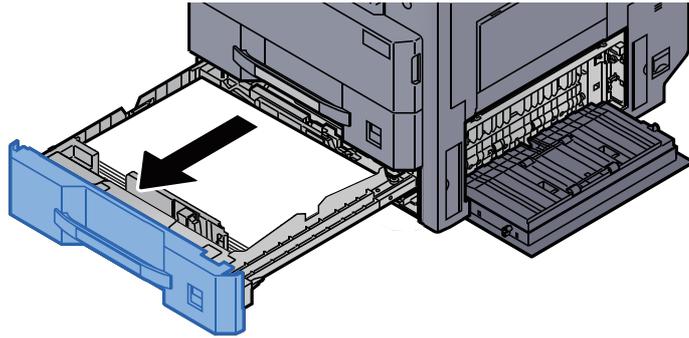
1 Open Right Cover 2.



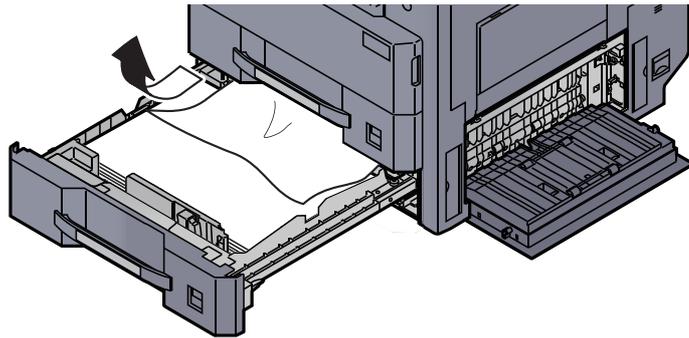
2 Remove any jammed paper.



3 Pull Cassette 2 out toward you until it stops.

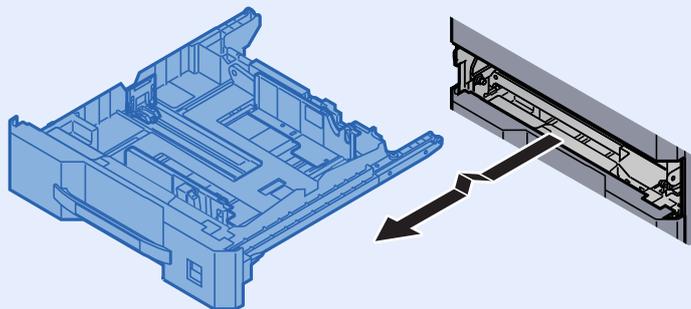


4 Remove any jammed paper.

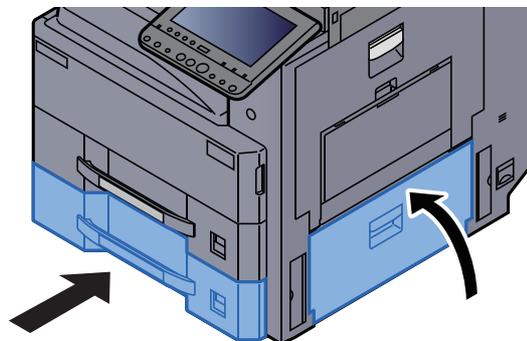


NOTE

The cassette can be removed.



5 Push Right Cover 2 and Cassette 2 back in.



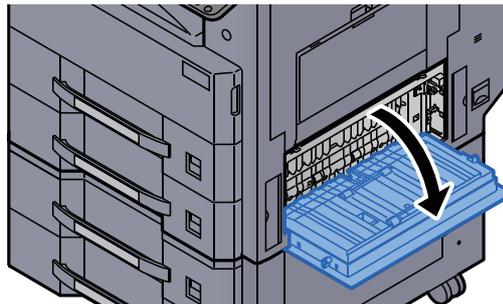
Remove any jammed paper in Cassette 3 (500-sheet×2)

See the explanation for Cassette 3 below.

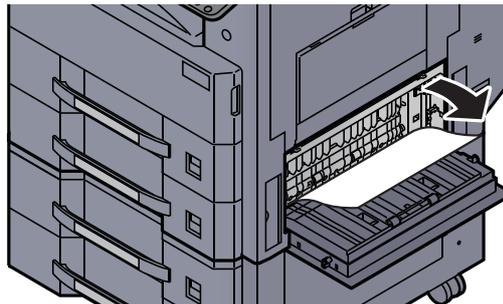
CAUTION

- 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.

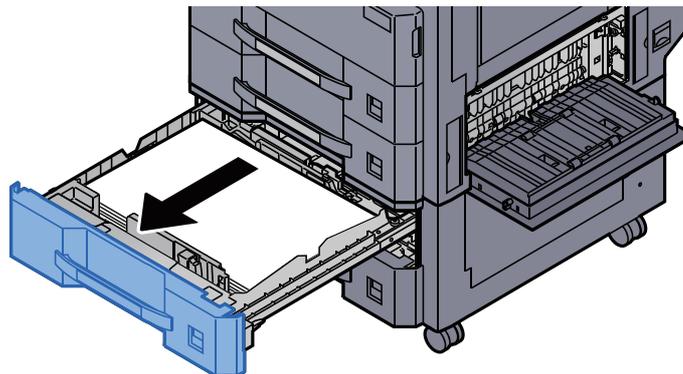
1 Open Right Cover 2.



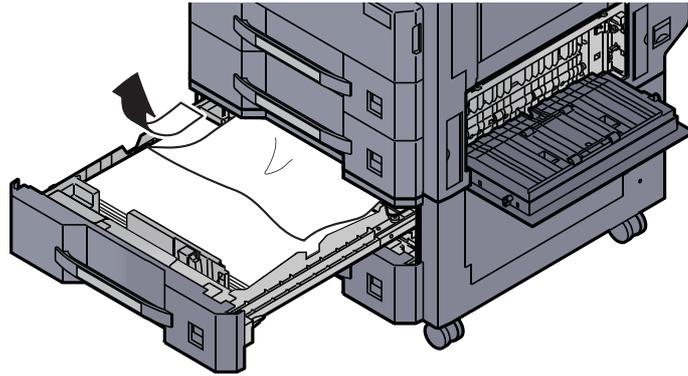
2 Remove any jammed paper.



3 Pull Cassette 3 out toward you until it stops.

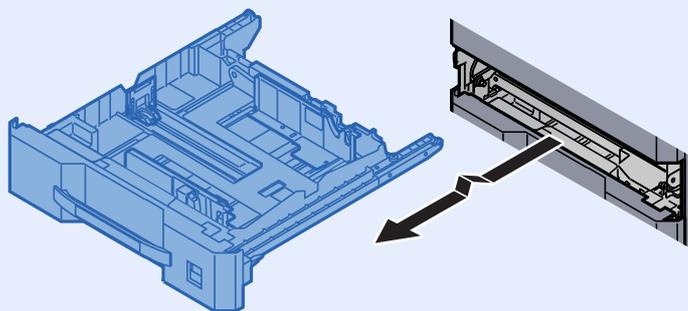


4 Remove any jammed paper.

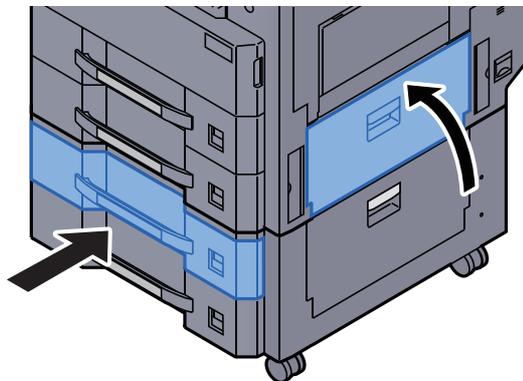


NOTE

The cassette can be removed.



5 Push Right Cover 2 and Cassette 3 back in.

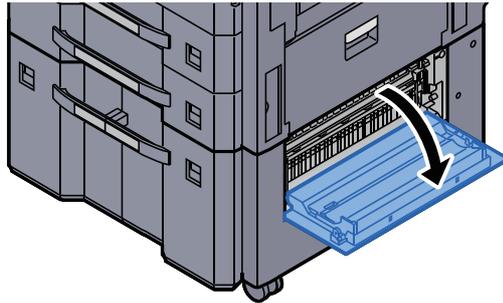


Remove any jammed paper in Cassette 3 (1,500-sheet×2)

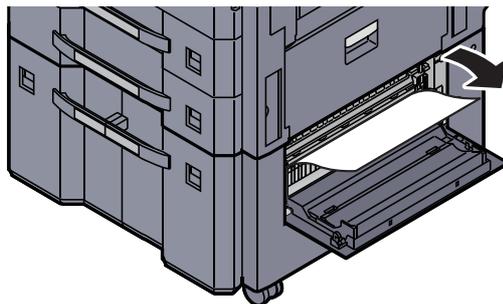
CAUTION

- 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.

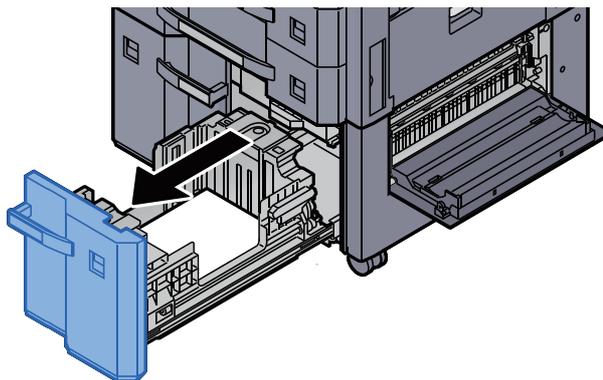
1 Open Right Cover 3.



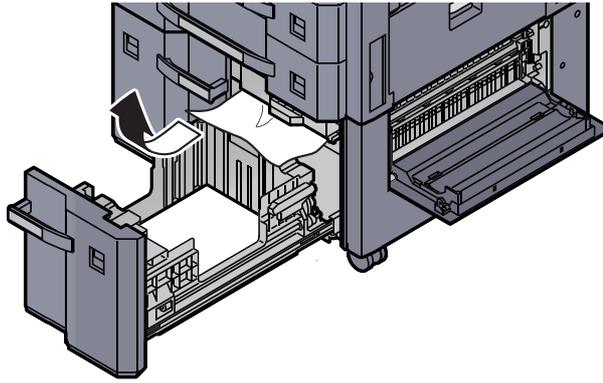
2 Remove any jammed paper.



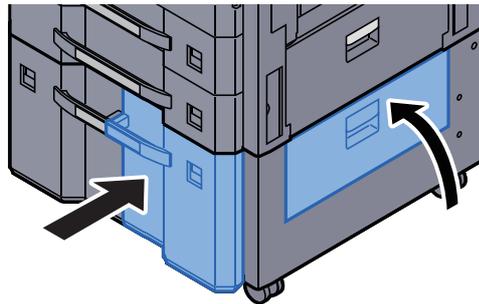
3 Pull Cassette 3 out toward you until it stops.



4 Remove any jammed paper.



5 Push Right Cover 3 and Cassette 3 back in.



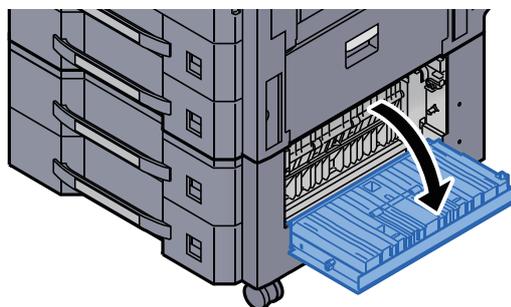
Remove any jammed paper in Cassette 4 (500-sheet×2)

See the explanation for Cassette 3 below.

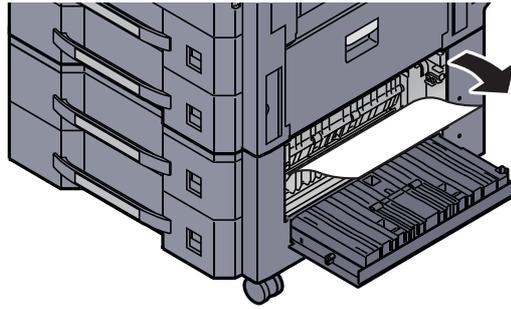
! CAUTION

- 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.

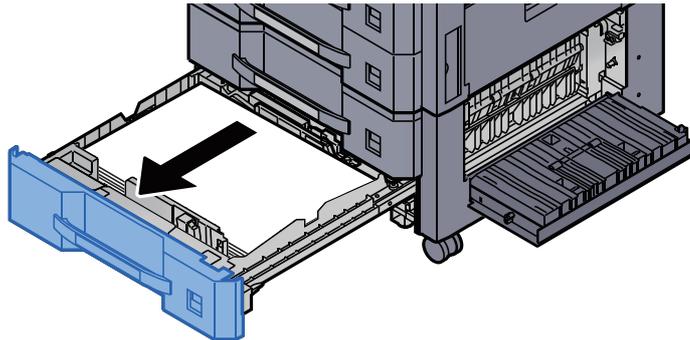
1 Open Right Cover 3.



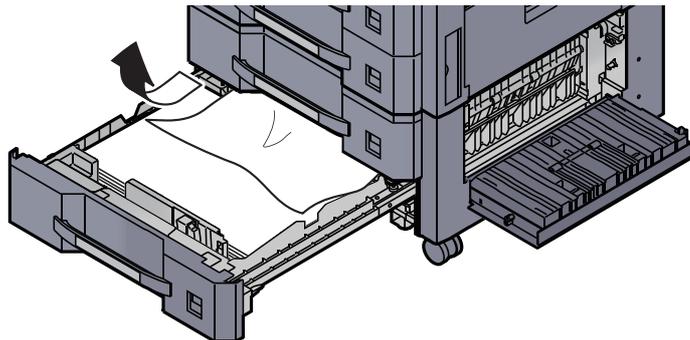
2 Remove any jammed paper.



3 Pull Cassette 4 out toward you until it stops.

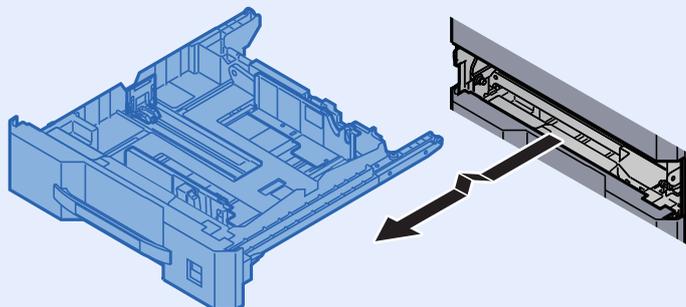


4 Remove any jammed paper.

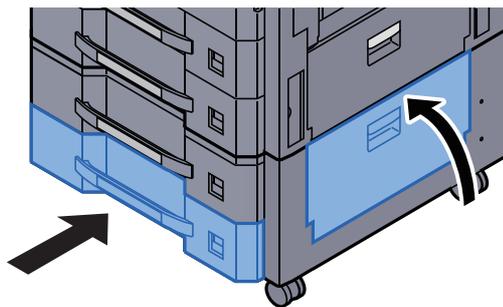


NOTE

The cassette can be removed.



5 Push Right Cover 3 and Cassette 4 back in.

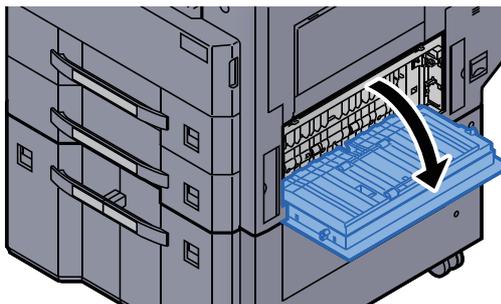


Remove any jammed paper in Cassette 4 (1,500-sheet×2)

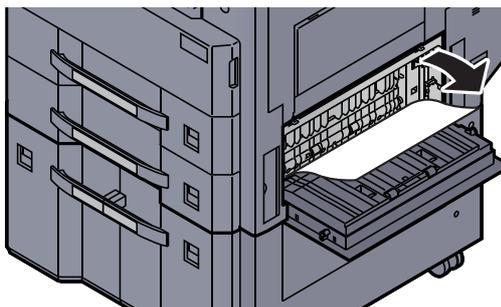
! CAUTION

- 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.

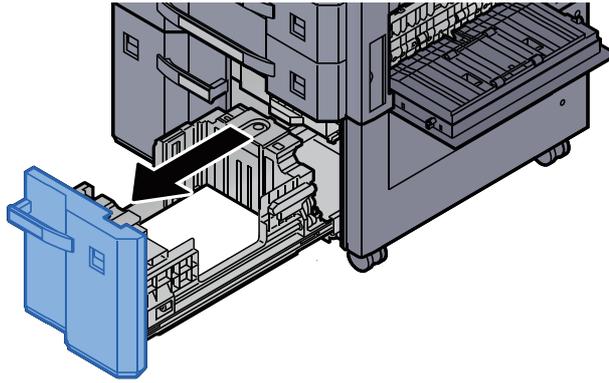
1 Open Right Cover 2.



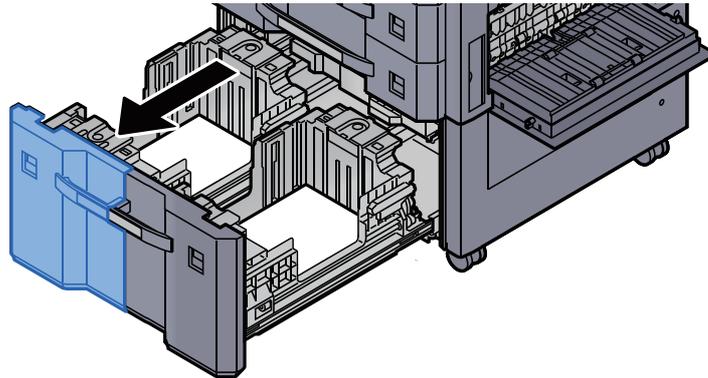
2 Remove any jammed paper.



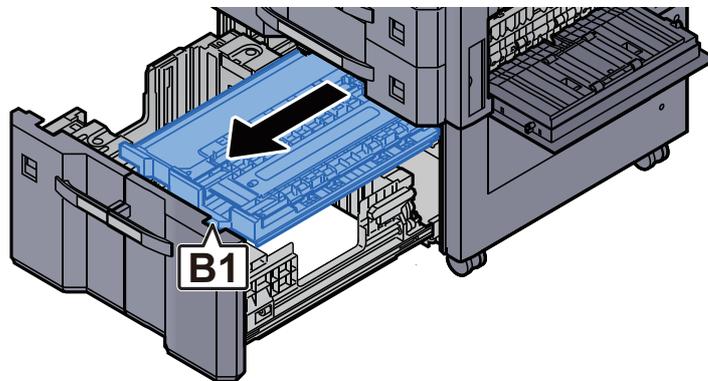
3 Pull Cassette 3 out toward you until it stops.



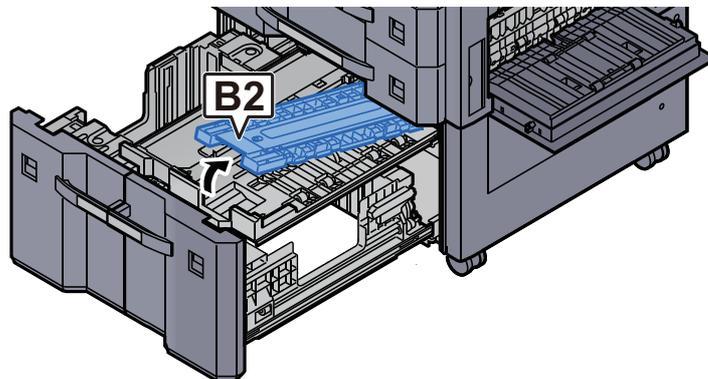
4 Pull Cassette 4 out toward you until it stops.



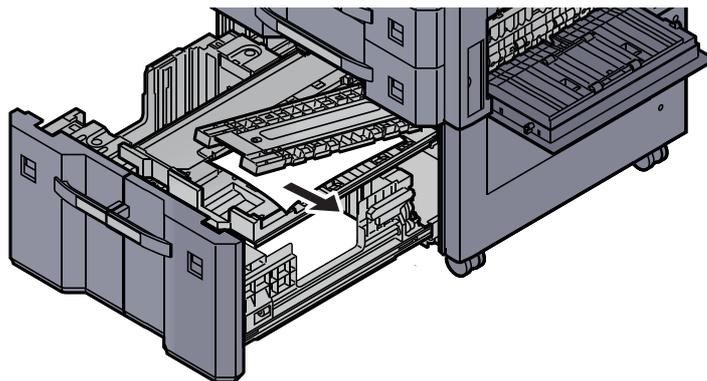
5 Pull out paper feed unit (B1).



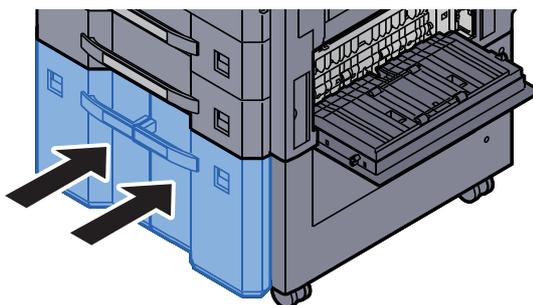
6 Open cover (B2).



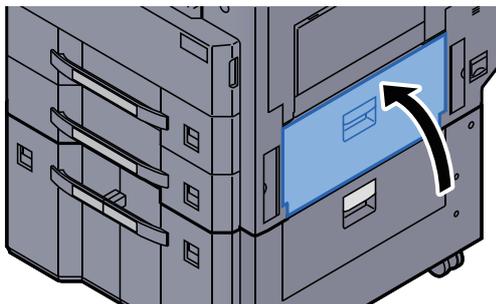
7 Remove any jammed paper.



8 Push paper feed unit, Cassette 3 and Cassette 4 back in.



9 Return the cover to the original position.

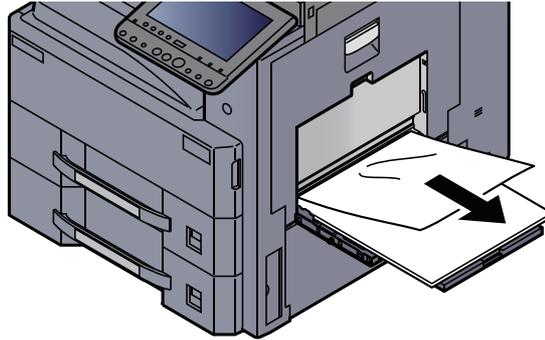


Remove any jammed paper in the Multipurpose Tray

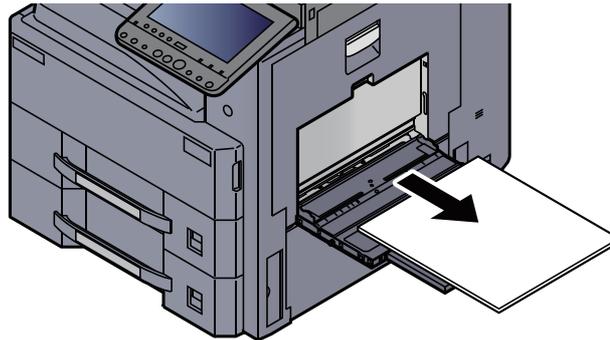
CAUTION

- 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.

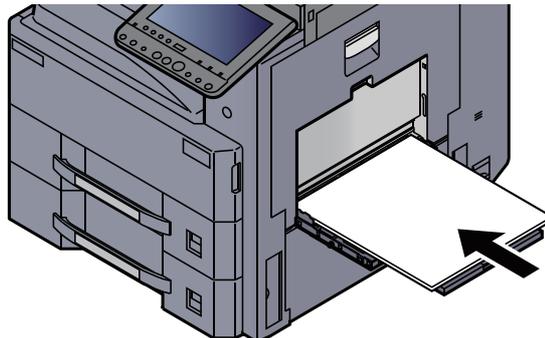
1 Remove any jammed paper.



2 Remove all the paper.



3 Reload the paper.

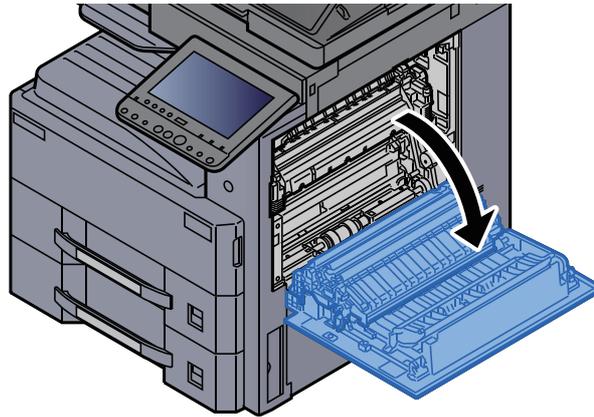


Remove any jammed paper in Duplex Unit

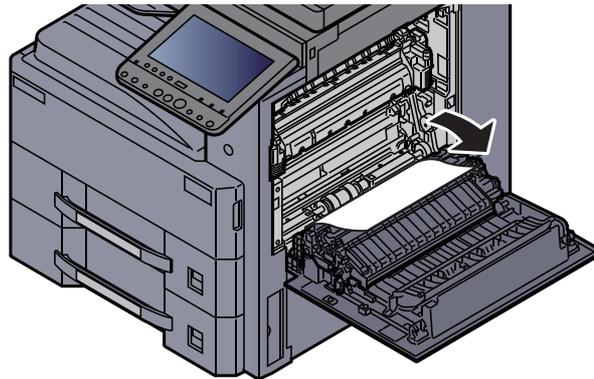
CAUTION

The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

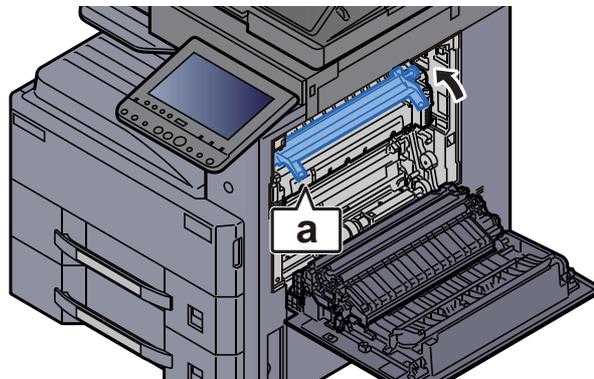
1 Open Right Cover 1.



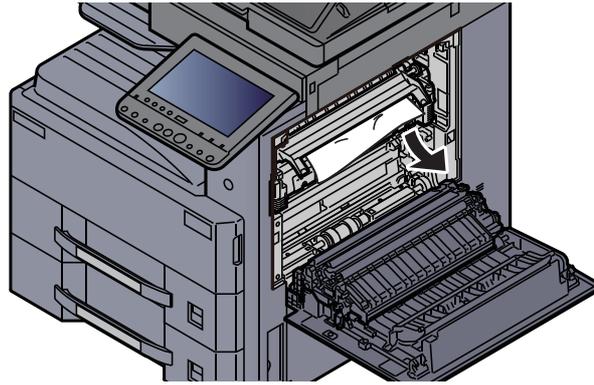
2 Remove any jammed paper.



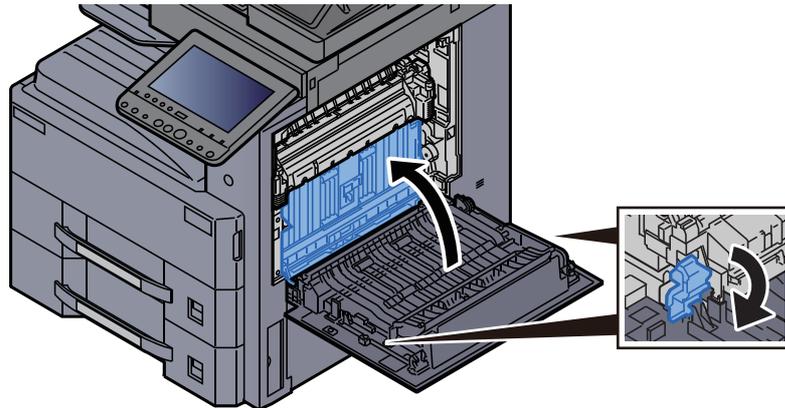
3 Open the fuser cover (a).



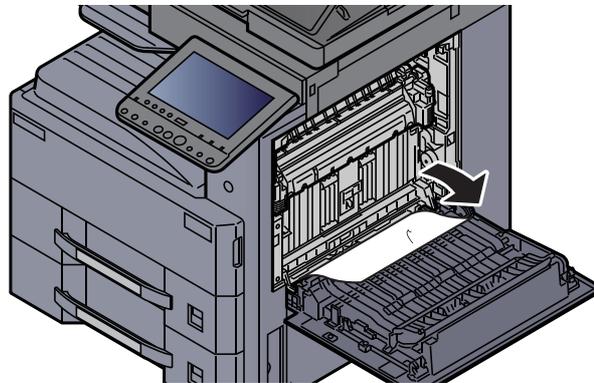
4 Remove any jammed paper.



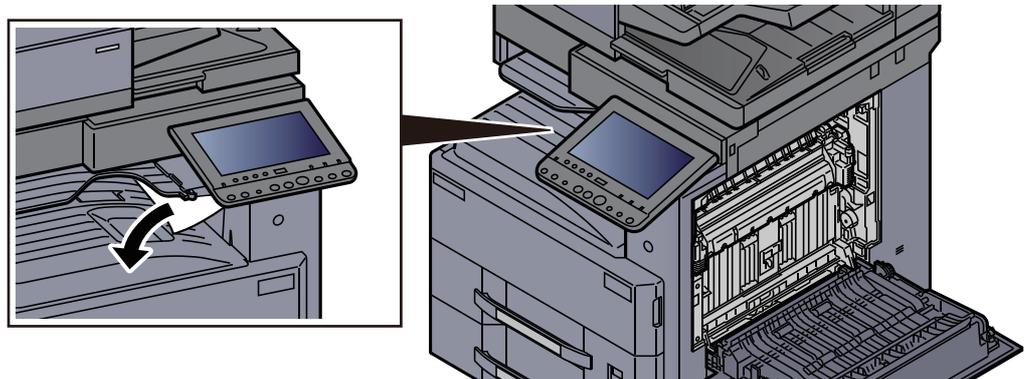
5 Lift the duplex unit.



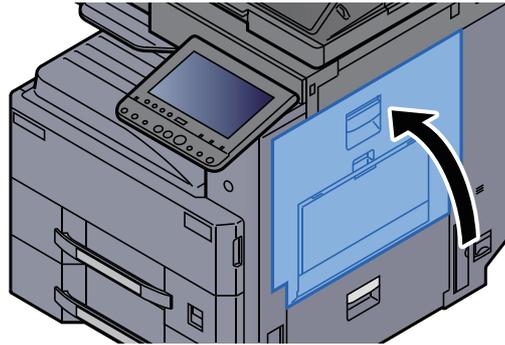
6 Remove any jammed paper.



7 Remove any paper from the paper ejection.



8 Return the cover to the original position.

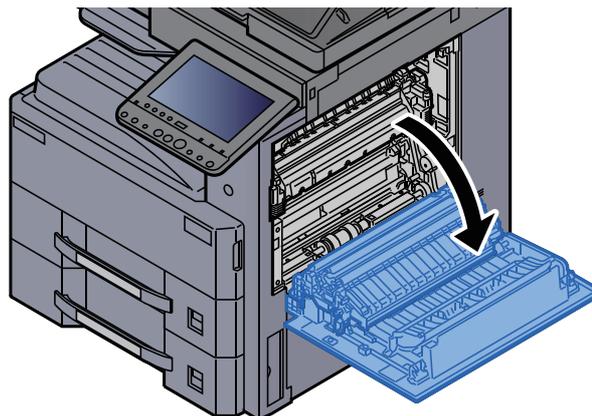


Remove any jammed paper in Inner Tray / Fixing Unit

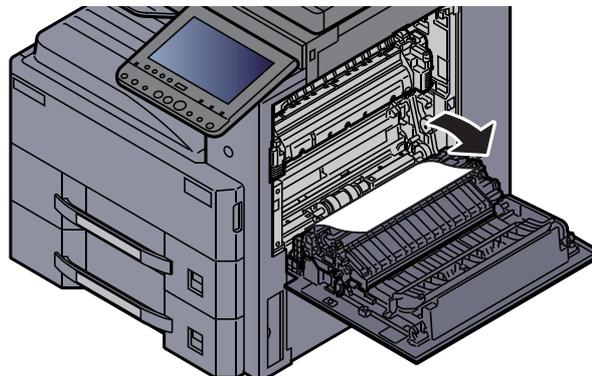
! CAUTION

The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

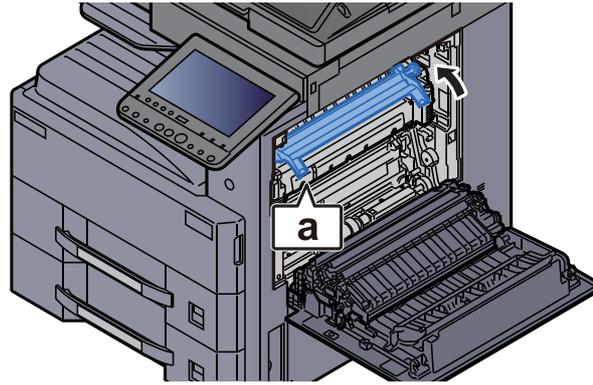
1 Open Right Cover 1.



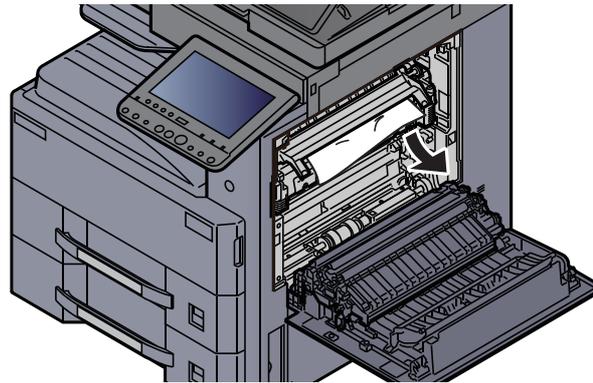
2 Remove any jammed paper.



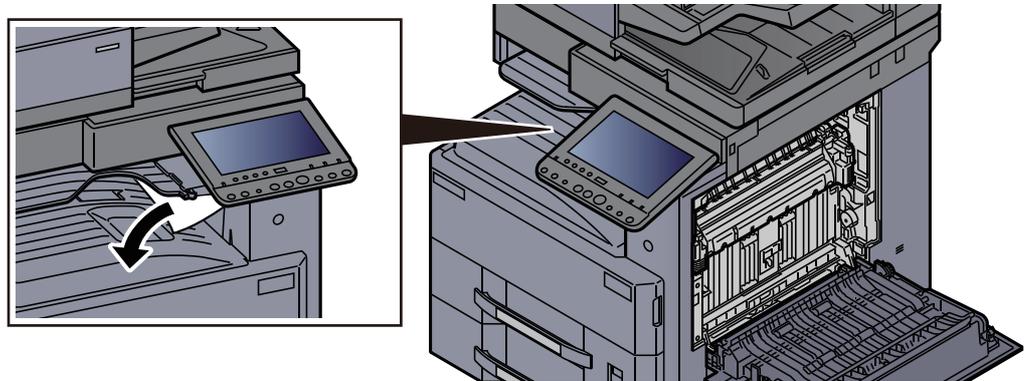
3 Open the fuser cover (a).



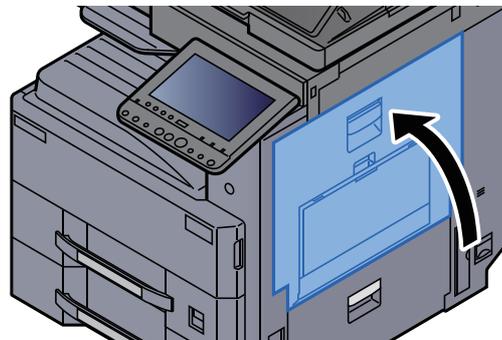
4 Remove any jammed paper.



5 Remove any paper from the paper ejection.



6 Return the cover to the original position.

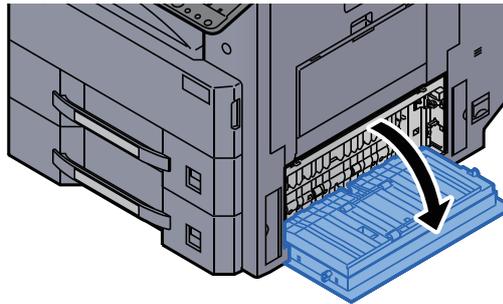


Remove any jammed paper in Right Cover 2

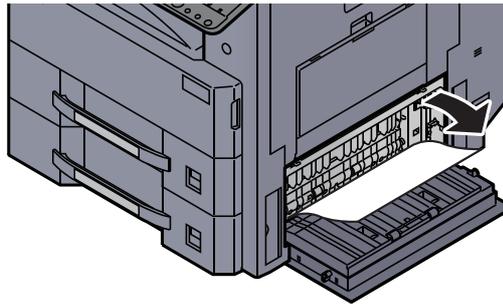
CAUTION

- 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.

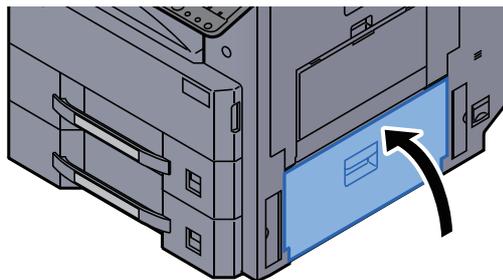
1 Open Right Cover 2.



2 Remove any jammed paper.



3 Return the cover to the original position.

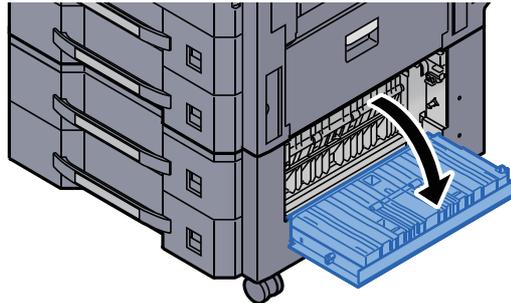


Remove any jammed paper in Right Cover 3 (500-sheet×2/1,500-sheet×2)

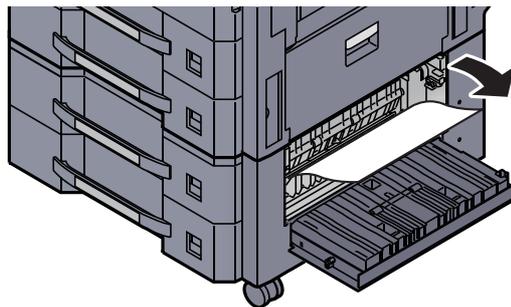
CAUTION

- 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.

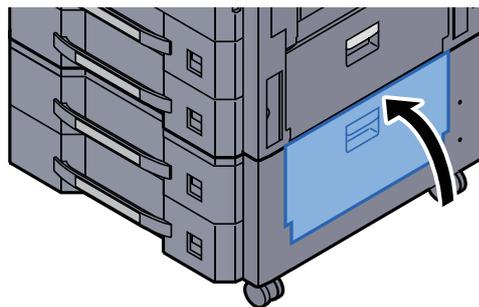
1 Open Right Cover 3.



2 Remove any jammed paper.



3 Return the cover to the original position.

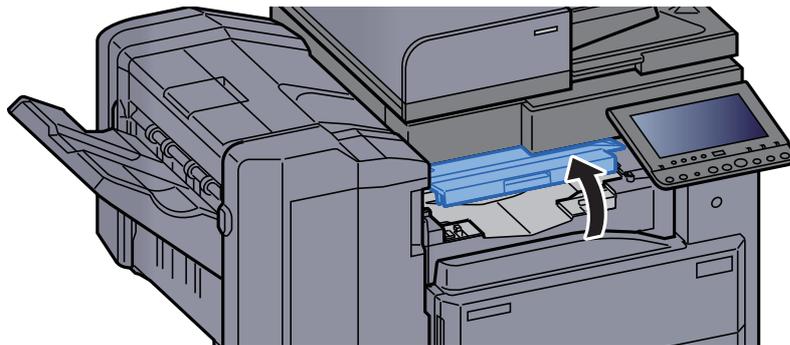


Remove any jammed paper in the Bridge Unit

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.

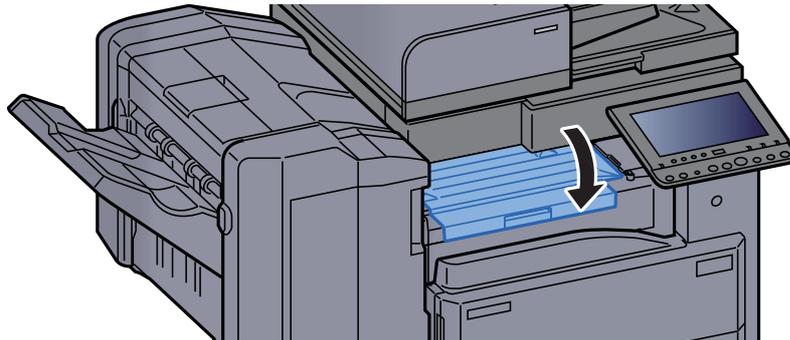
1 Open the bridge unit cover.



2 Remove any jammed paper.



3 Close the cover.

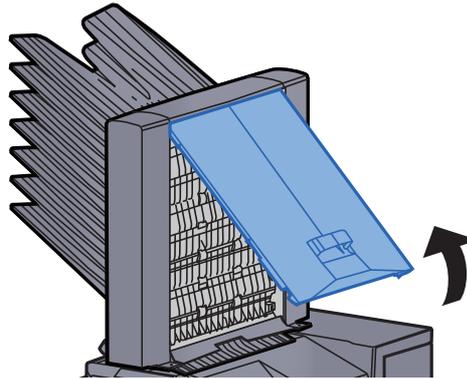


Remove any jammed paper in the Mailbox

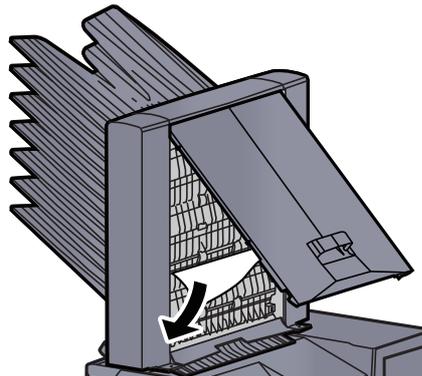
CAUTION

- 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.

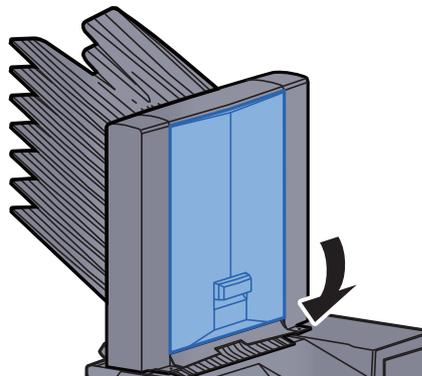
1 Open the mailbox cover.



2 Remove any jammed paper.



3 Close the cover.

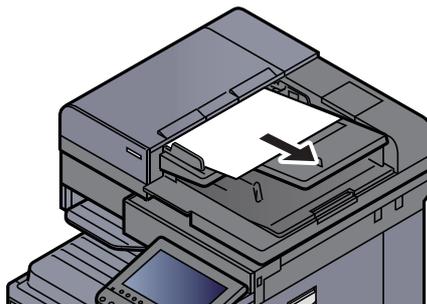


Remove any jammed paper in the Document Processor (DP-7100)

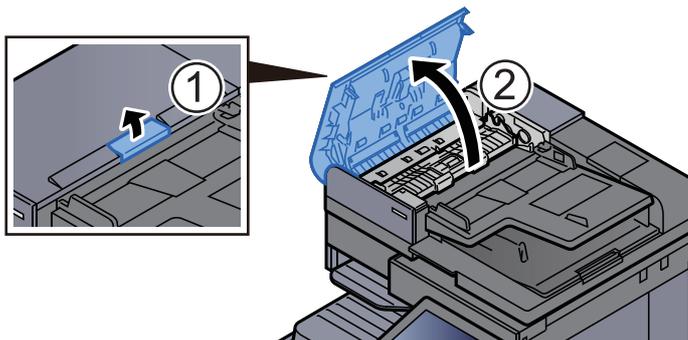
CAUTION

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.

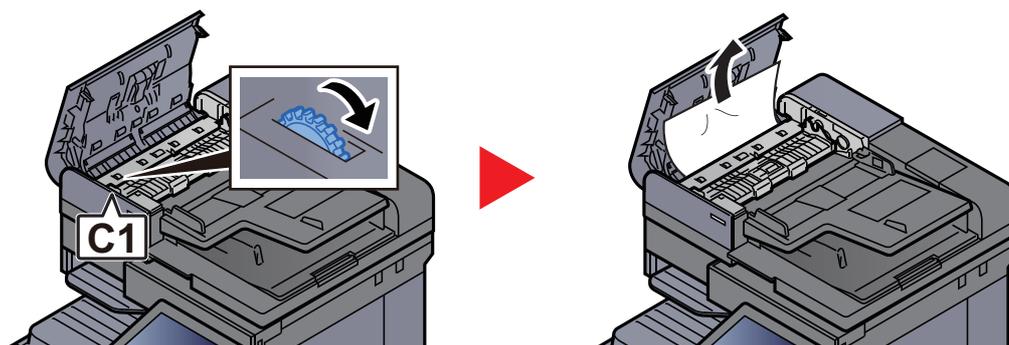
- 1 Remove the originals from the Original Table.**



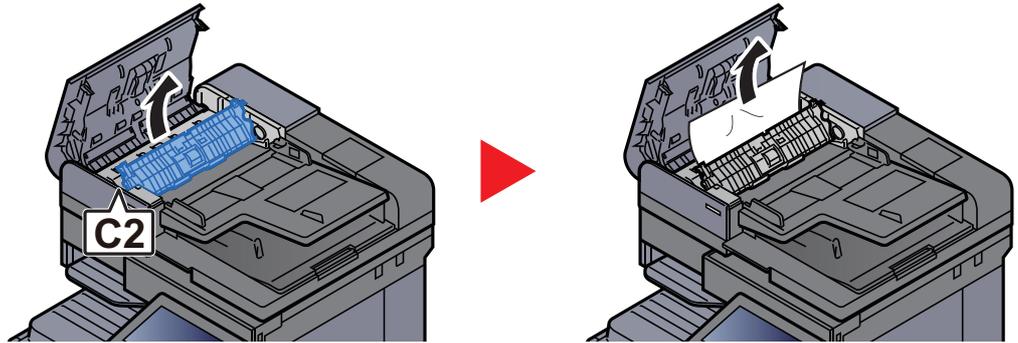
- 2 Open the document processor cover.**



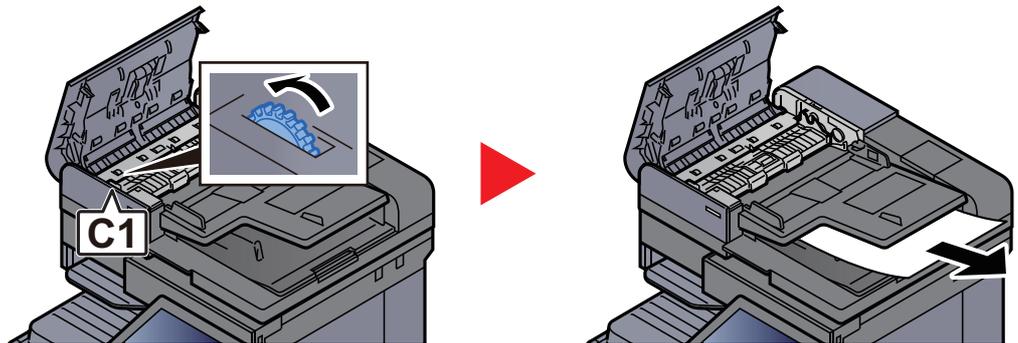
- 3 Turn dial (C1) to remove any jammed paper.**



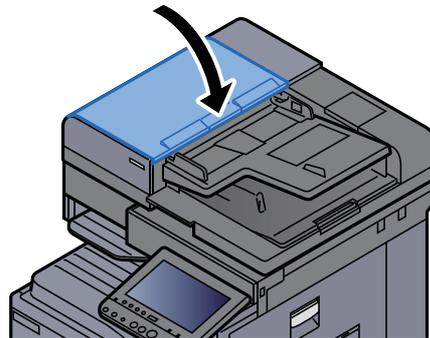
4 Open reverse unit (C2) and remove any jammed paper.



5 Turn dial (C1) to remove any jammed paper.



6 Return the cover to the original position.

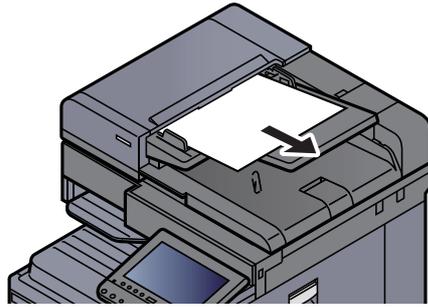


Remove any jammed paper in the Document Processor (DP-7120)

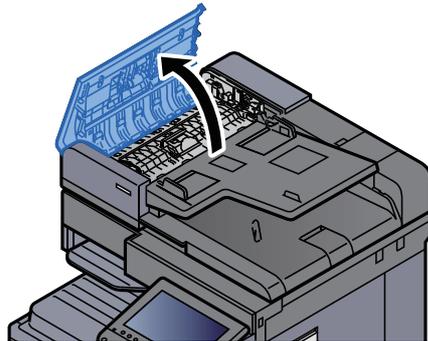
CAUTION

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.

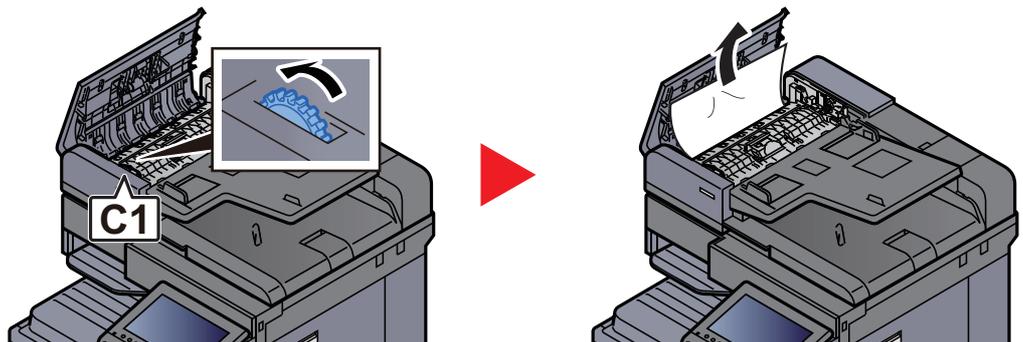
- 1 Remove the originals from the Original Table.**



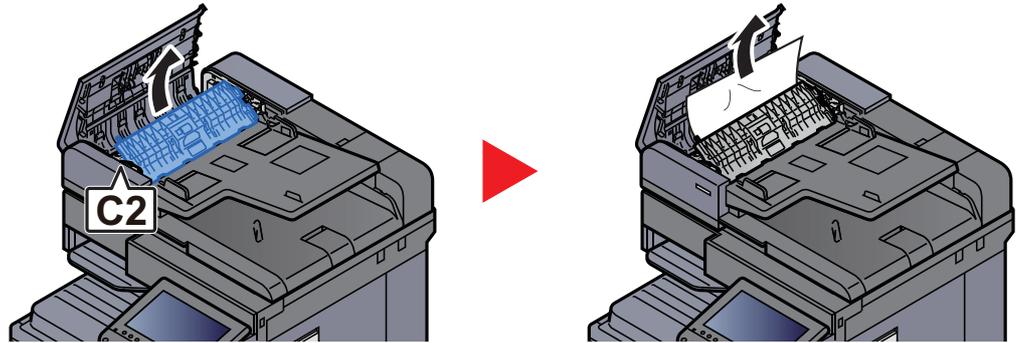
- 2 Open the document processor cover.**



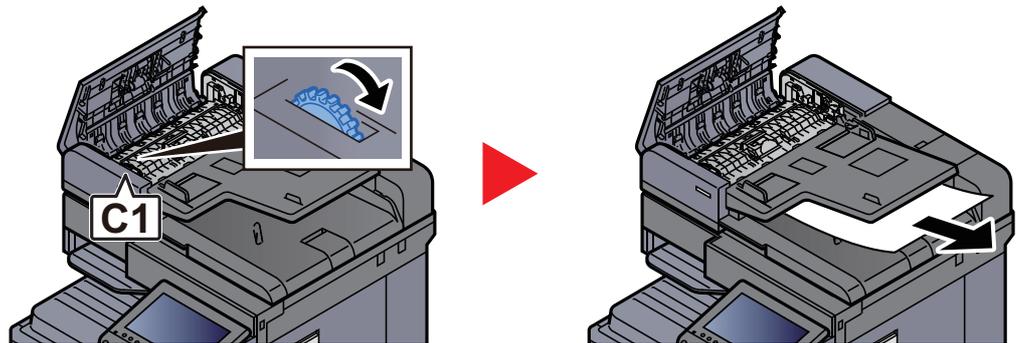
- 3 Turn dial (C1) to remove any jammed paper.**



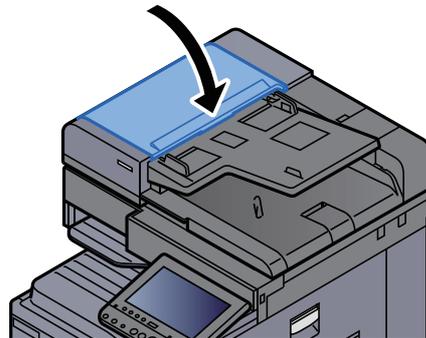
4 Open reverse unit (C2) and remove any jammed paper.



5 Turn dial (C1) to remove any jammed paper.



6 Return the cover to the original position.

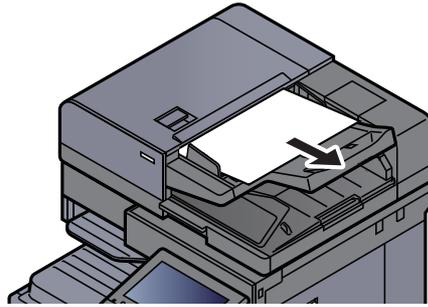


Remove any jammed paper in the Document Processor (DP-7110)

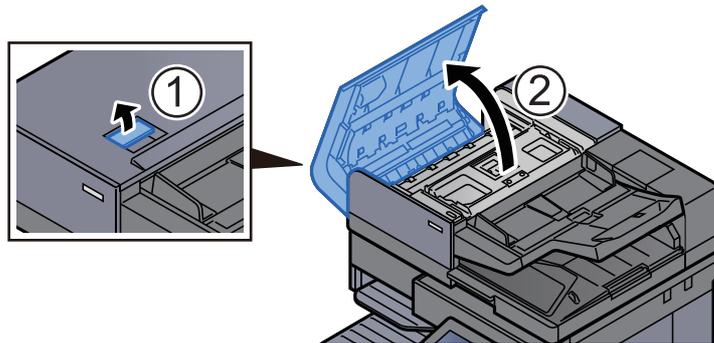
CAUTION

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.

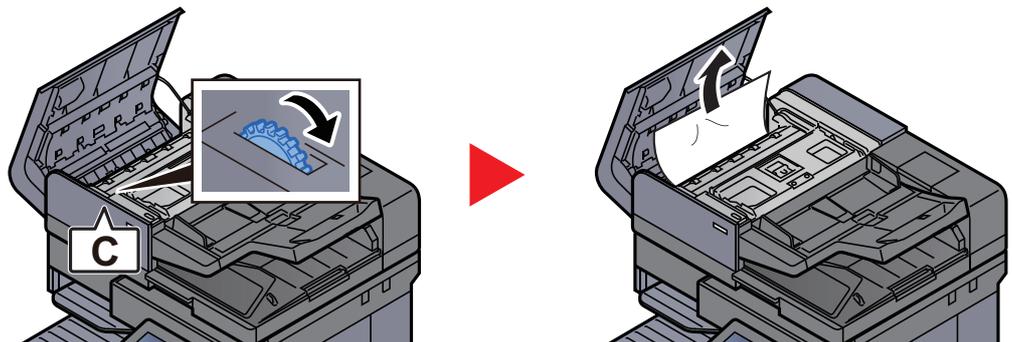
- 1 Remove the originals from the Original Table.**



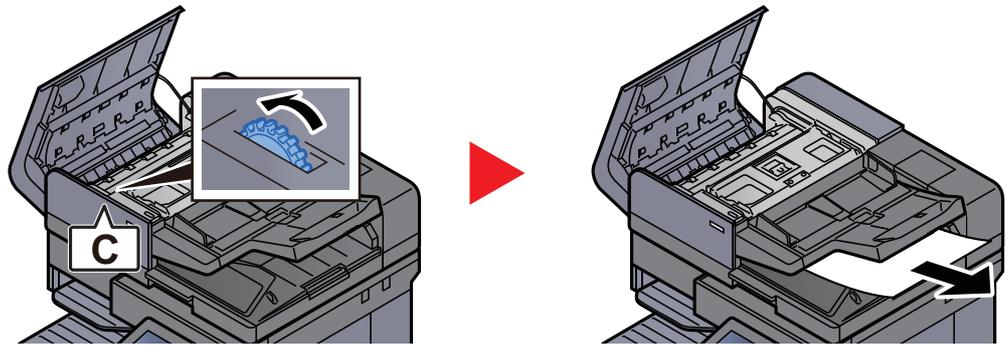
- 2 Open the document processor cover.**



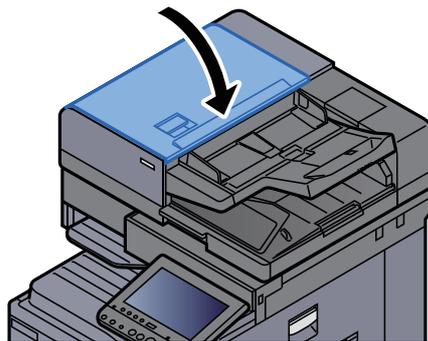
- 3 Turn dial (C) to remove any jammed paper.**



4 Turn dial (C) to remove any jammed paper.



5 Return the cover to the original position.

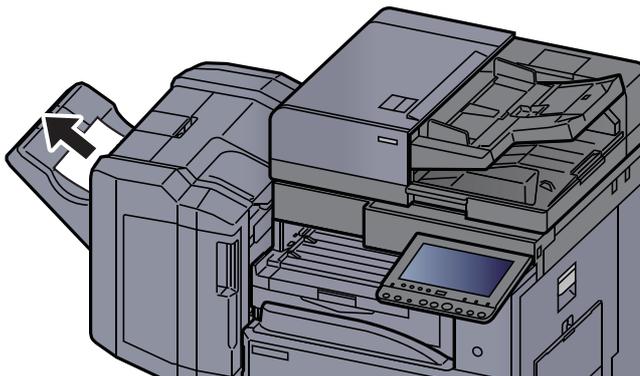


Remove any jammed paper in the 1,000-Sheet Finisher

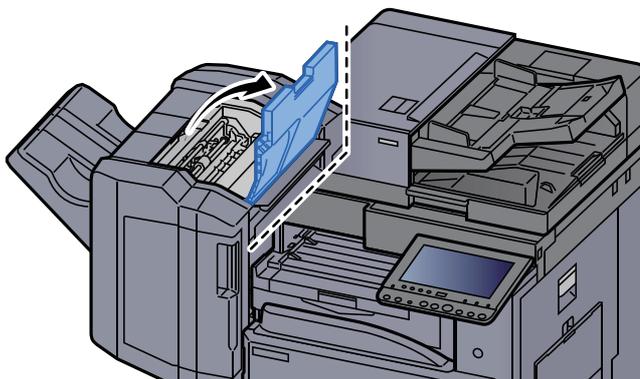
CAUTION

- 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.

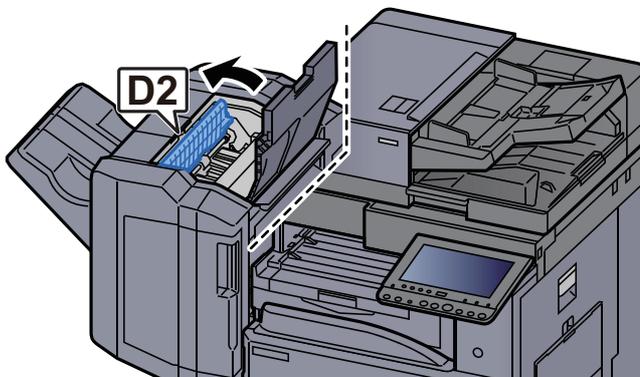
1 Remove any jammed paper.



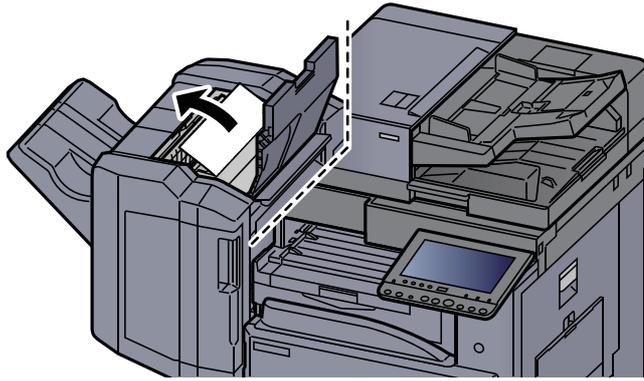
2 Open the finisher top cover.



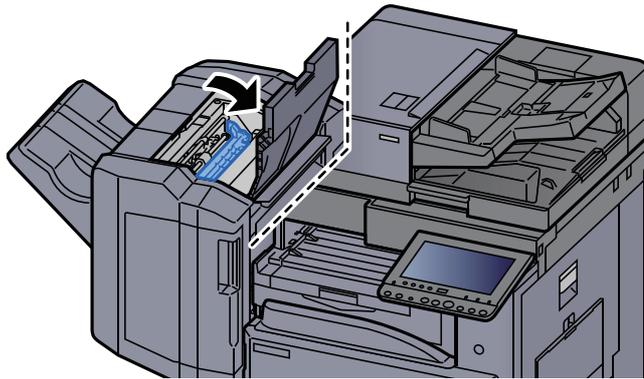
3 Open the conveyor guide (D2).



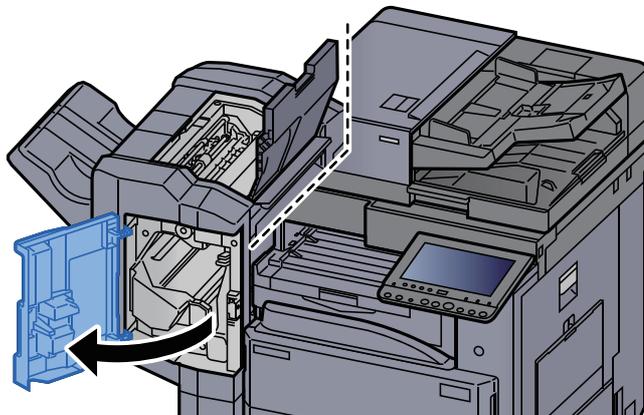
4 Remove any jammed paper.



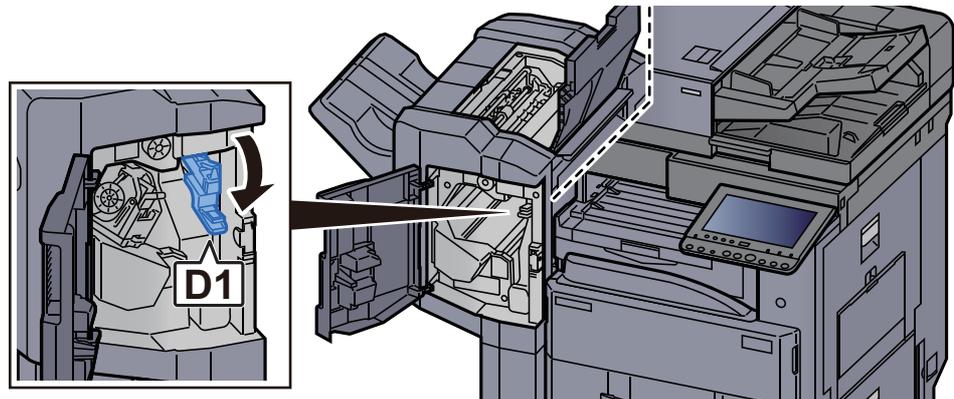
5 Return the conveyor guide (D2) to the original position.



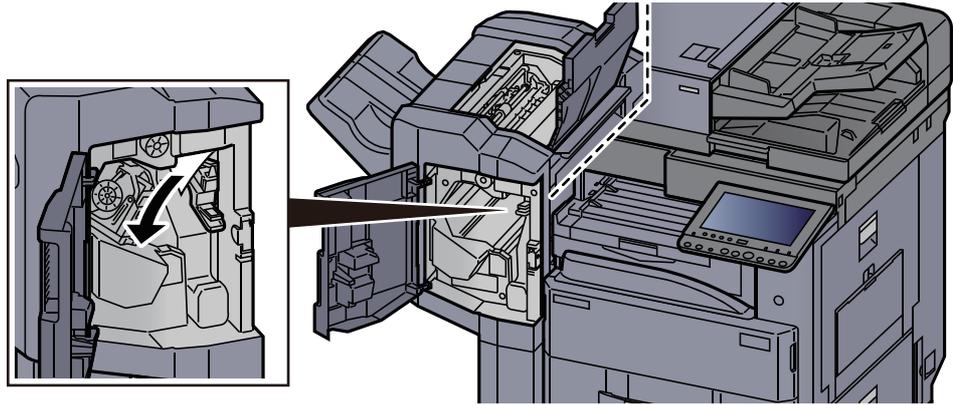
6 Open the finisher front cover.



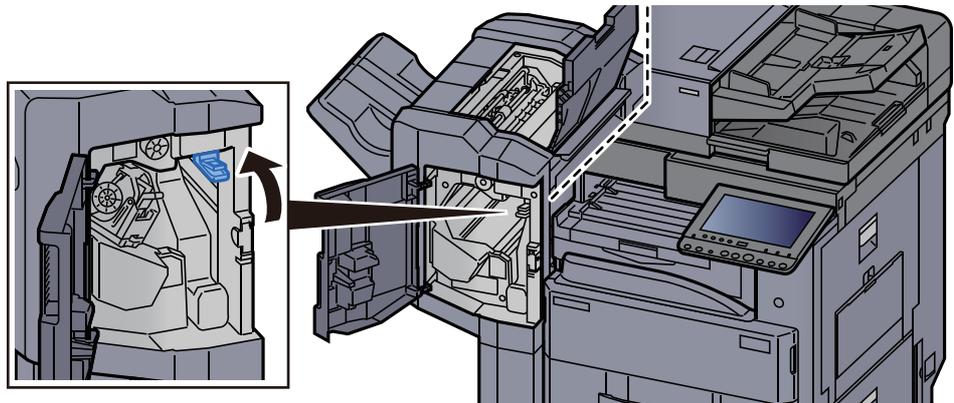
7 Open the conveyor guide (D1).



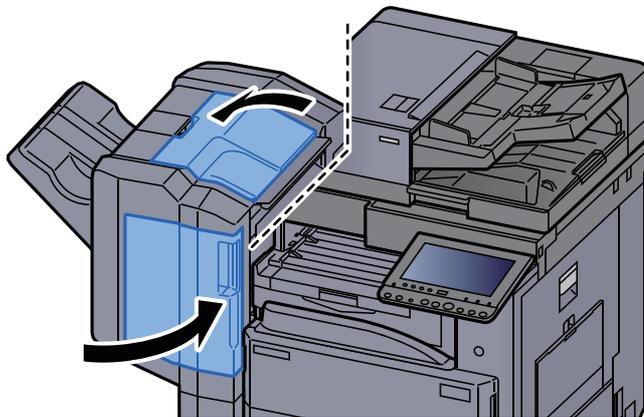
8 Remove any jammed paper.



9 Return the conveyor guide (D1) to the original position.



10 Return the covers to the original position.



Remove any jammed paper in the 3,000-Sheet Finisher (Inner)

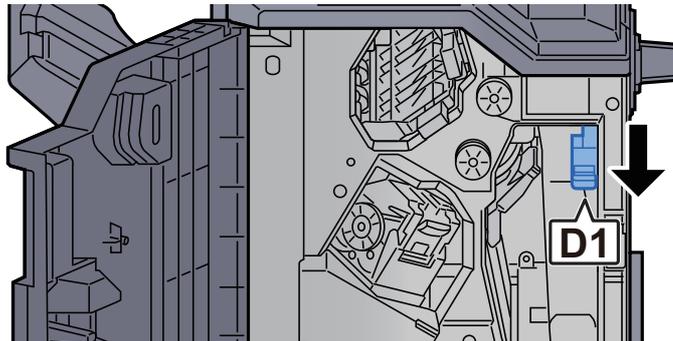
CAUTION

- 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.

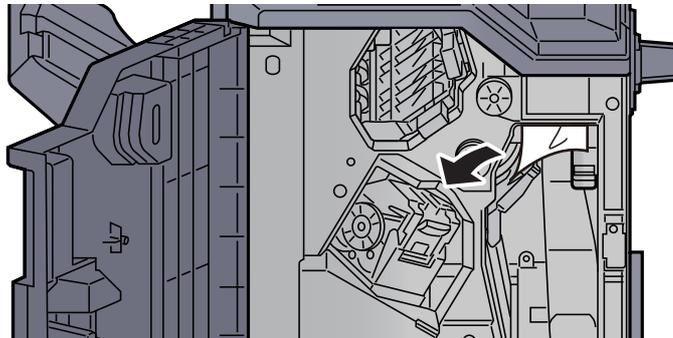
1 Open the finisher front cover.



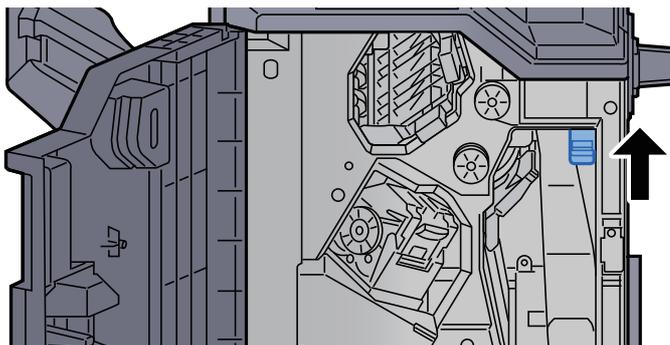
2 Open the conveyor guide (D1).



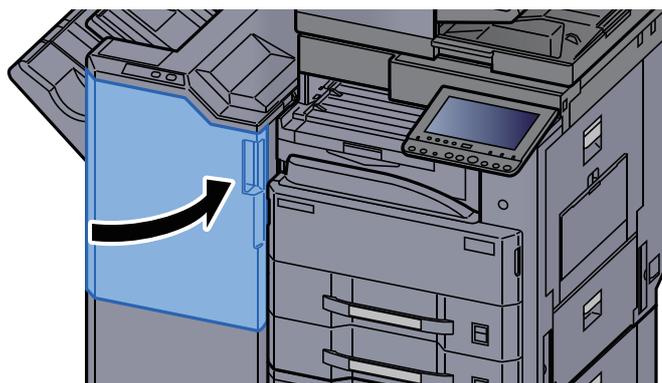
3 Remove any jammed paper.



4 Return the conveyor guide (D1) to the original position.



5 Return the cover to the original position.

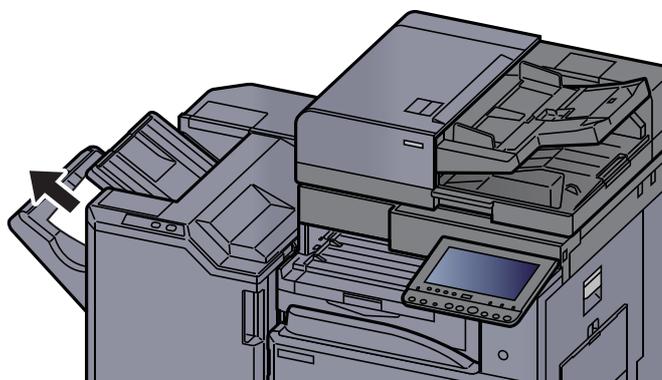


Remove any jammed paper in the 3,000-Sheet Finisher (Tray A)

! 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.

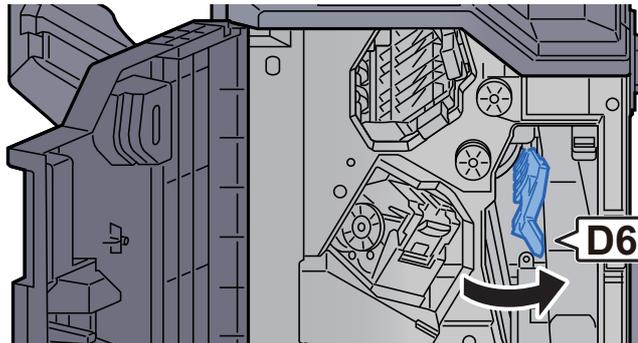
1 Remove any jammed paper.



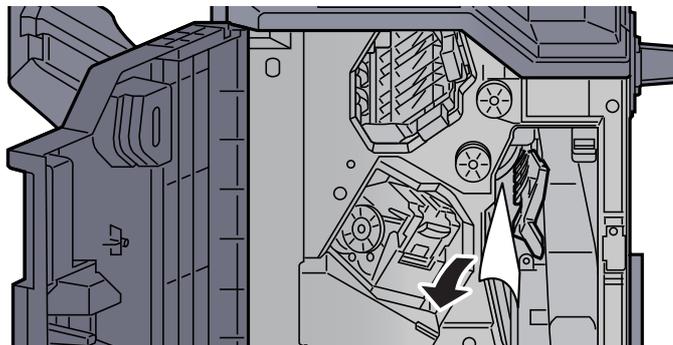
2 Open the finisher front cover.



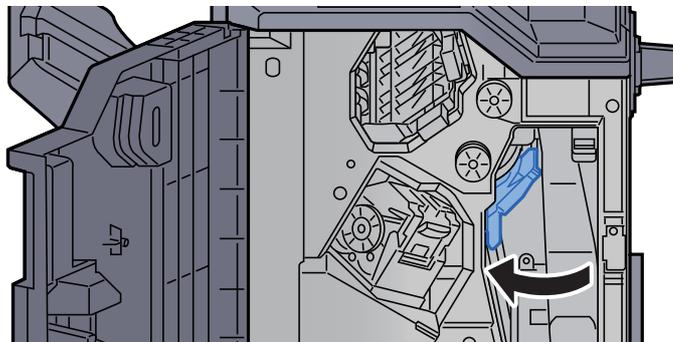
3 Open the conveyor guide (D6).



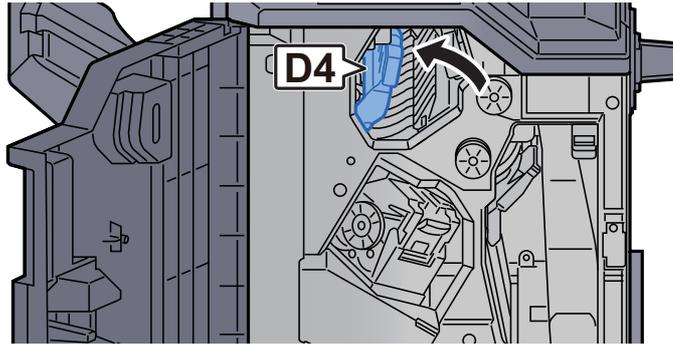
4 Remove any jammed paper.



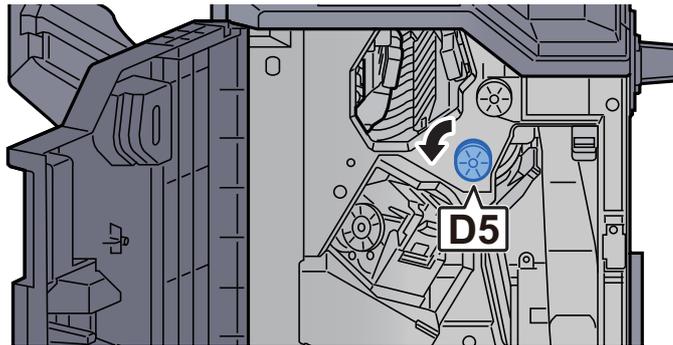
5 Return the conveyor guide (D6) to the original position.



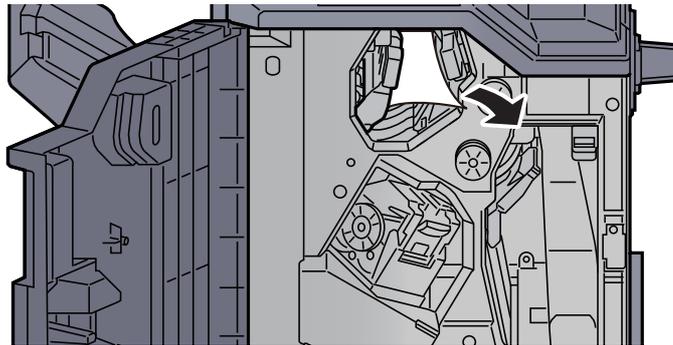
6 Open the conveyor guide (D4).



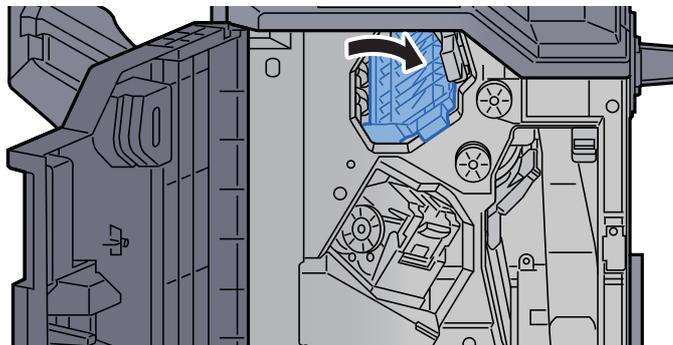
7 Turn knob (D5).



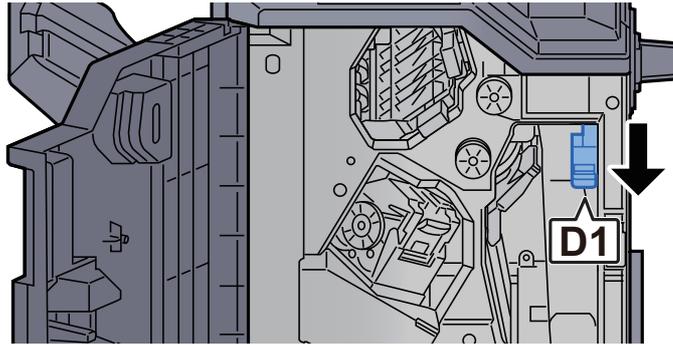
8 Remove any jammed paper.



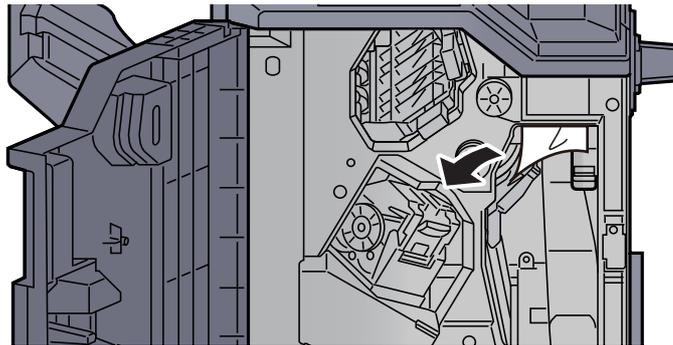
9 Return the conveyor guide (D4) to the original position.



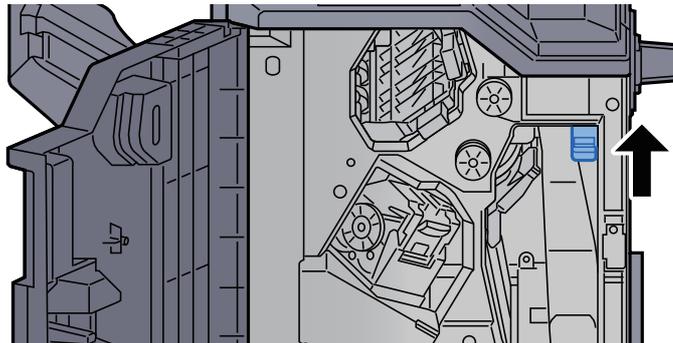
10 Open the conveyor guide (D1).



11 Remove any jammed paper.



12 Return the conveyor guide (D1) to the original position.



13 Return the cover to the original position.

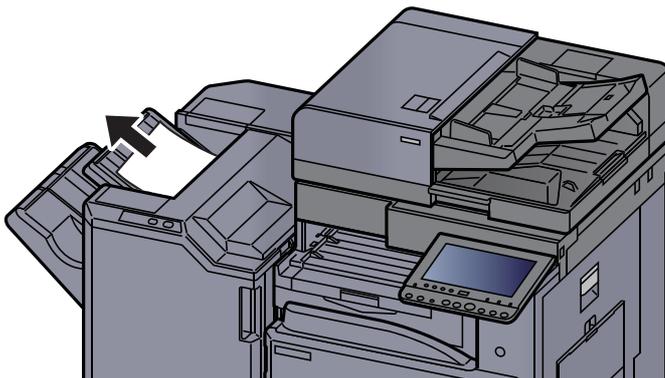


Remove any jammed paper in the 3,000-Sheet Finisher (Tray B)

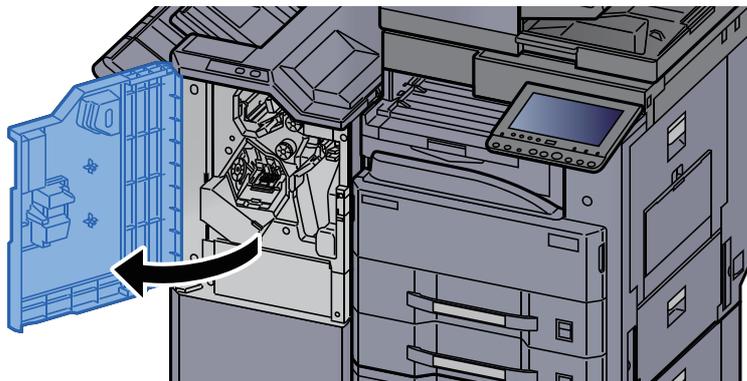
CAUTION

- 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.

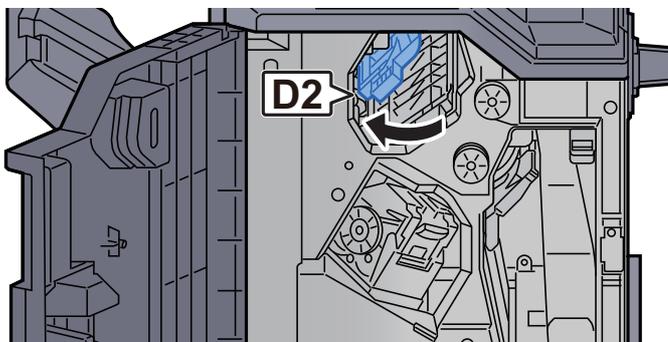
1 Remove any jammed paper.



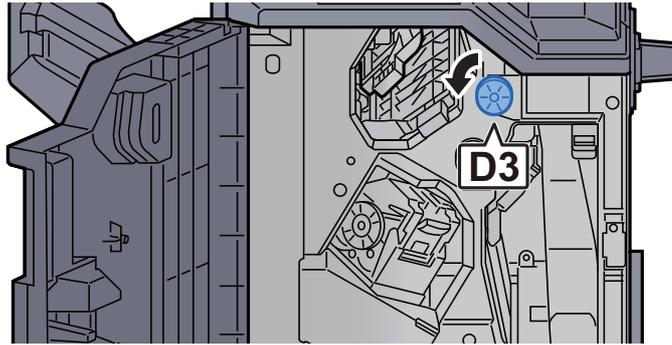
2 Open the finisher front cover.



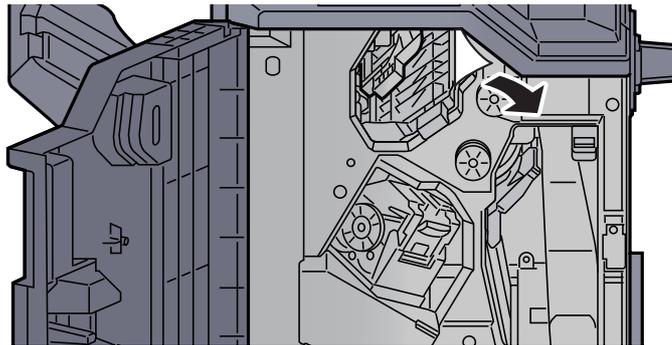
3 Open the conveyor guide (D2).



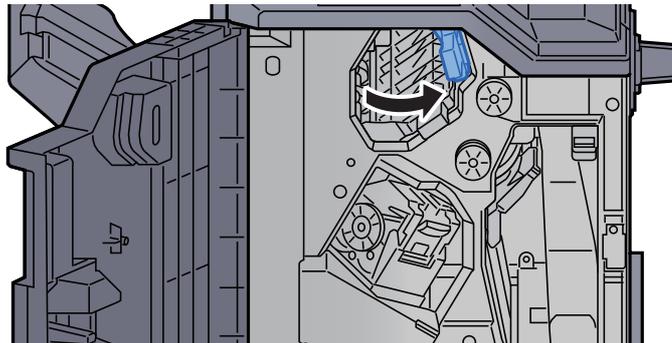
4 Turn knob (D3).



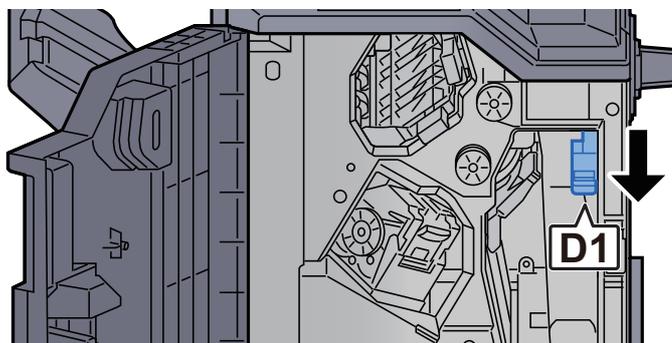
5 Remove any jammed paper.



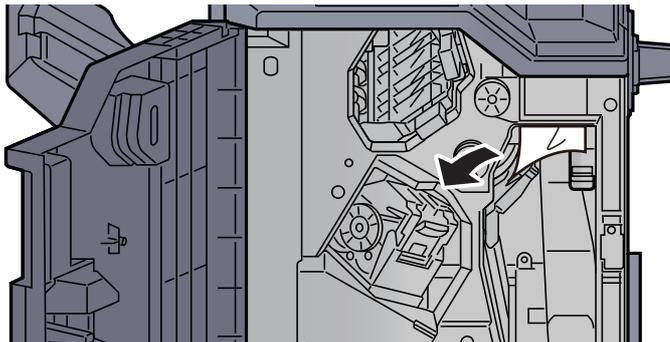
6 Return the conveyor guide (D2) to the original position.



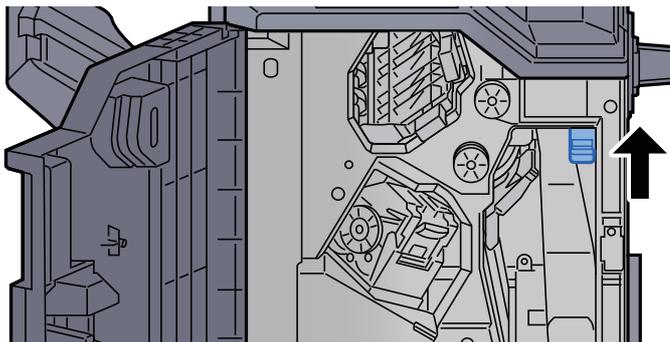
7 Open the conveyor guide (D1).



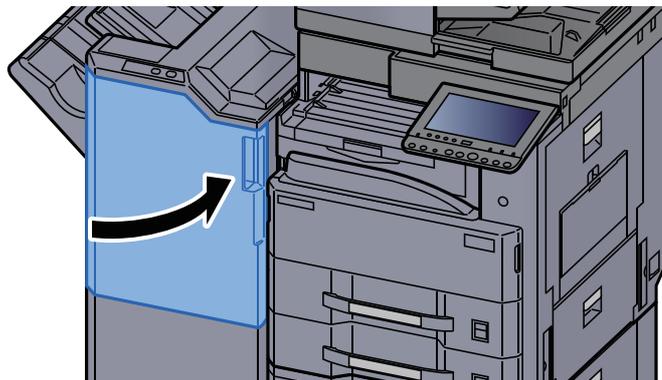
8 Remove any jammed paper.



9 Return the conveyor guide (D1) to the original position.



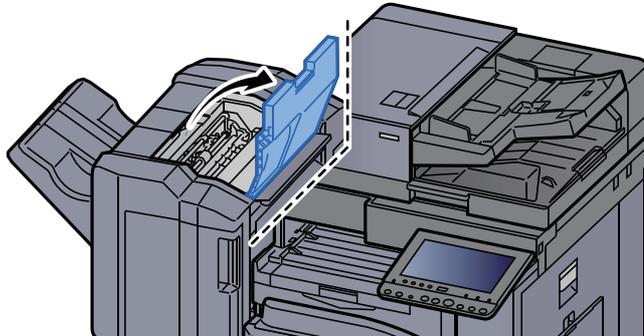
10 Return the cover to the original position.



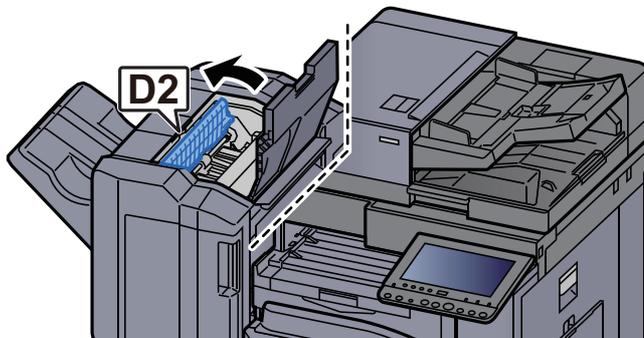
Clearing a Staple Jam

Clearing a Staple Jam of the 1,000-Sheet Finisher

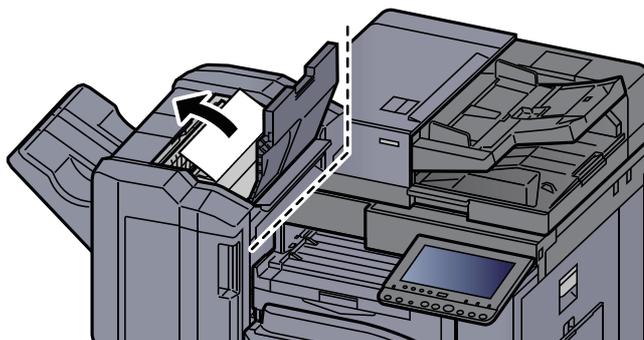
- 1 Open the finisher top cover.**



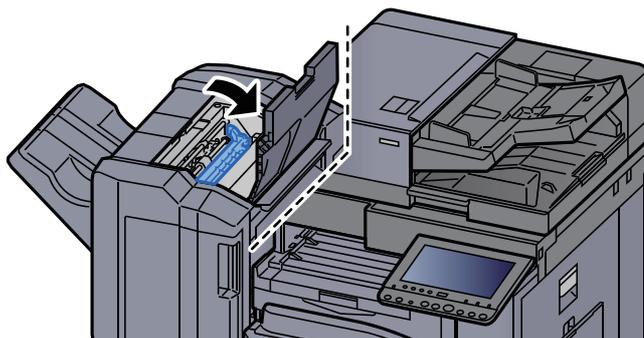
- 2 Open the conveyor guide (D2).**



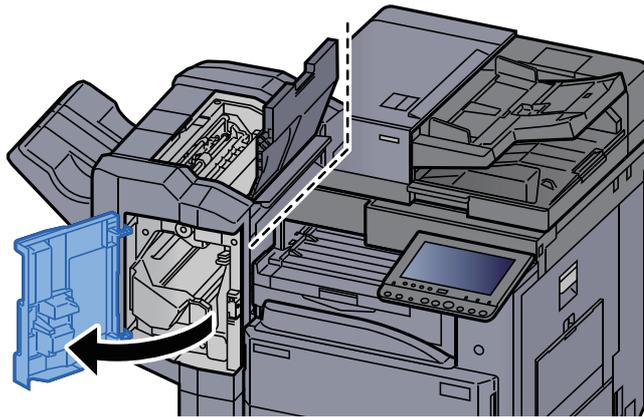
- 3 Remove any jammed paper.**



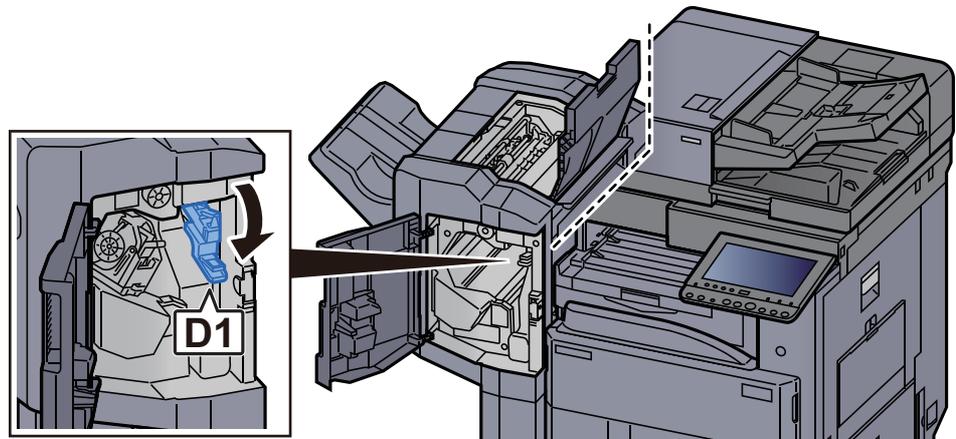
- 4 Return the conveyor guide (D2) to the original position.**



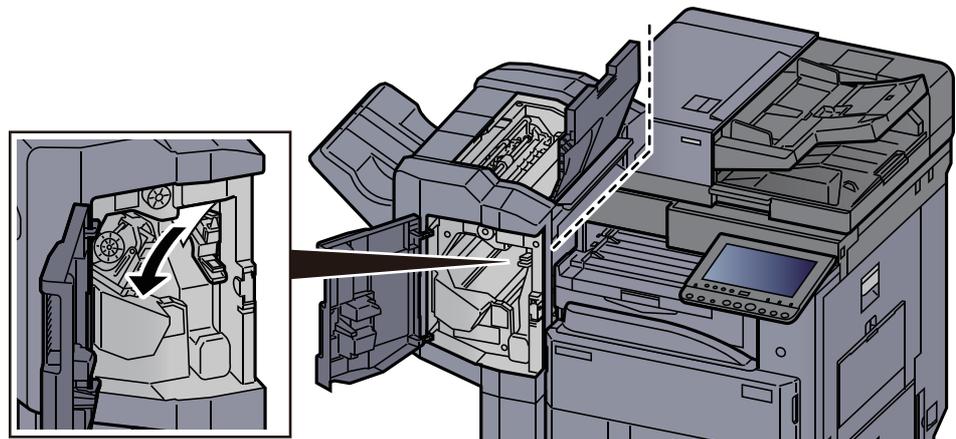
5 Open the finisher front cover.



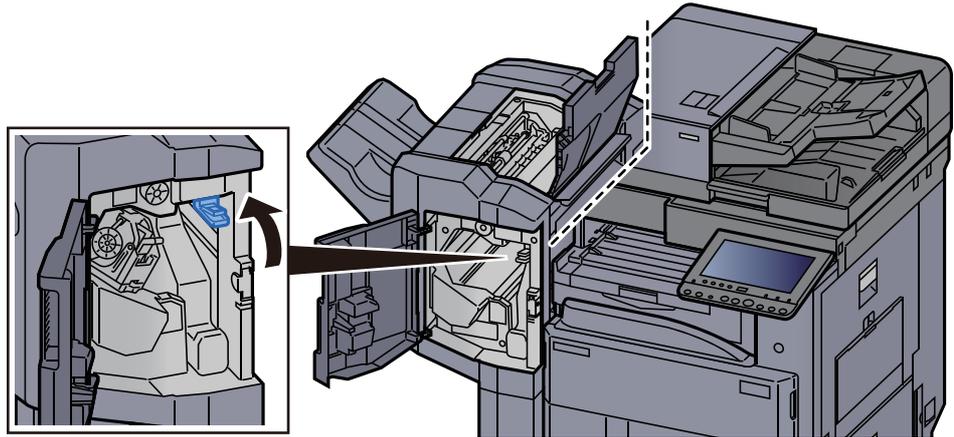
6 Open the conveyor guide (D1).



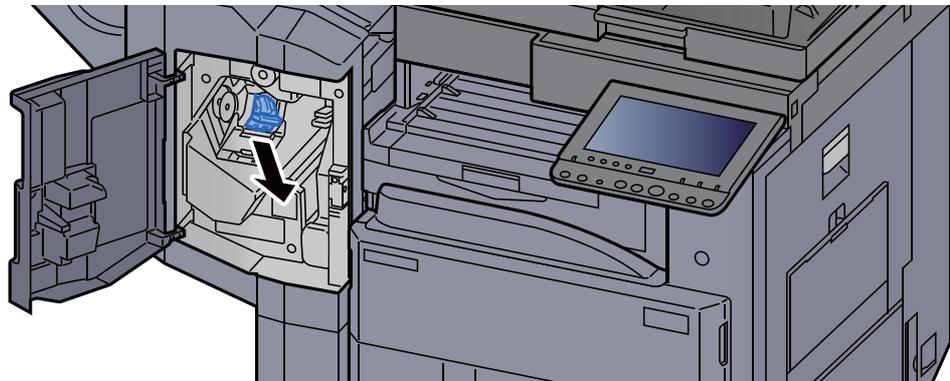
7 Remove any jammed paper.



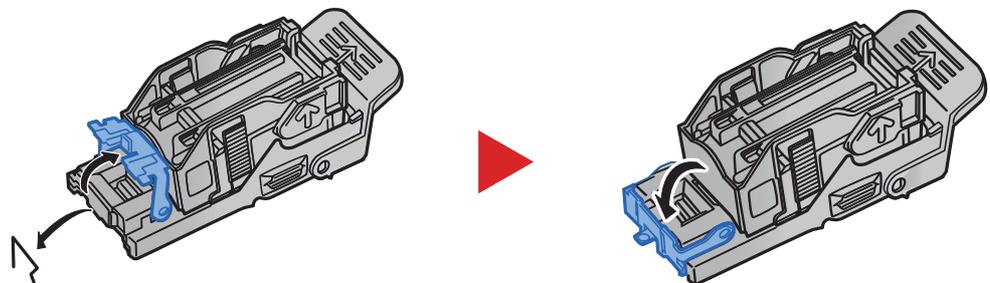
8 Return the conveyor guide (D1) to the original position.



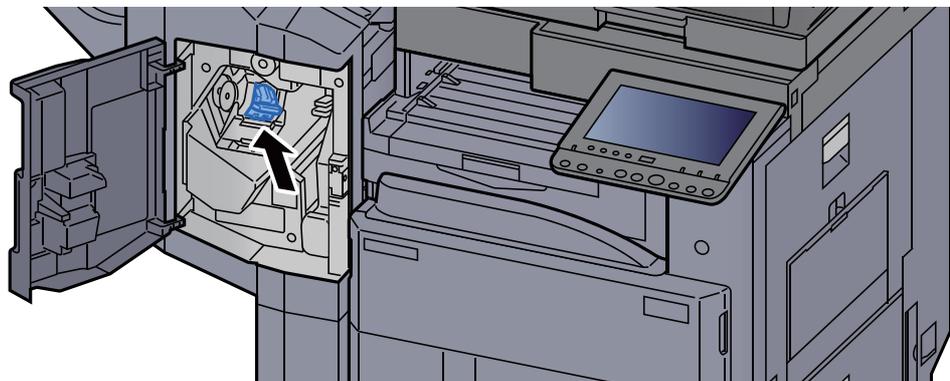
9 Remove the Staple Cartridge Holder.



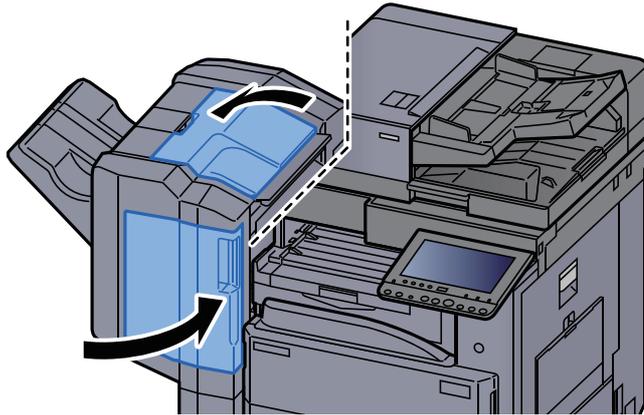
10 Remove the jammed staple.



11 Install the Staple Cartridge Holder.



12 Return the covers to the original position.

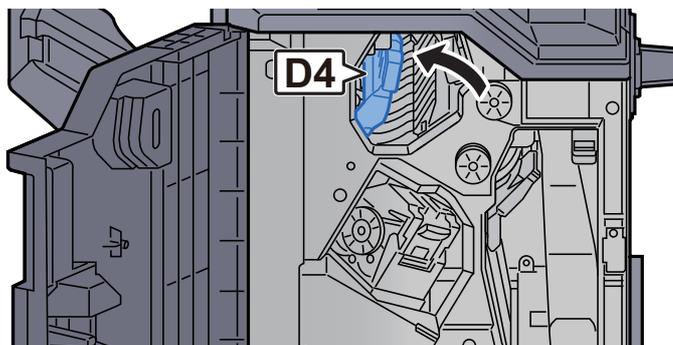


Clearing a Staple Jam of the 3,000-Sheet Finisher

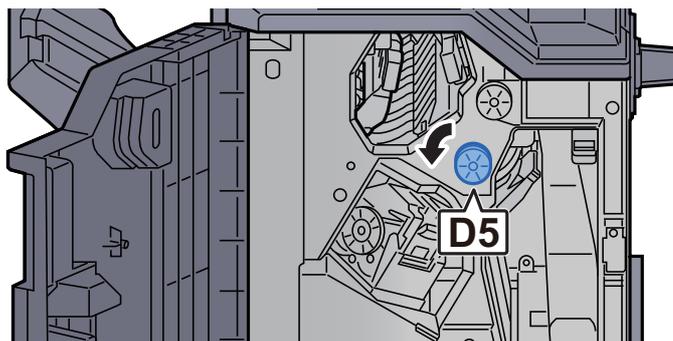
1 Open the finisher front cover.



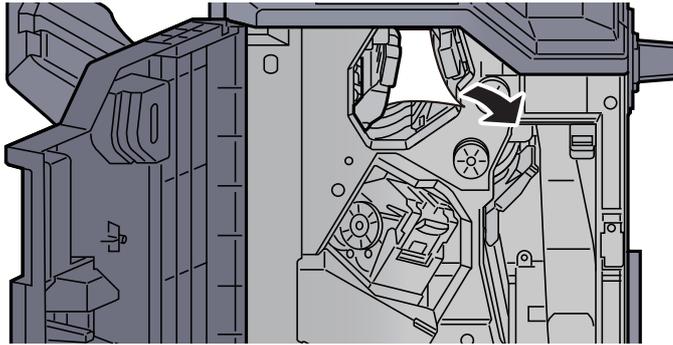
2 Open the conveyor guide (D4).



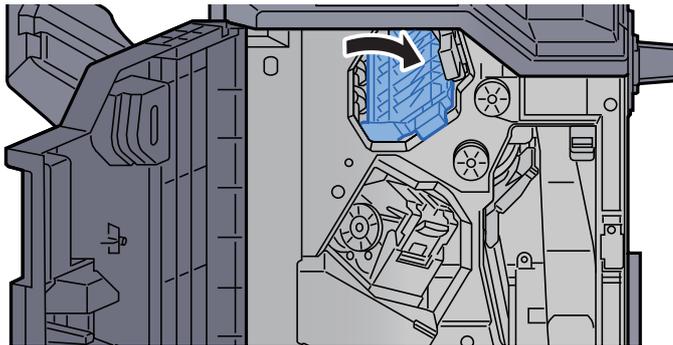
3 Turn knob (D5).



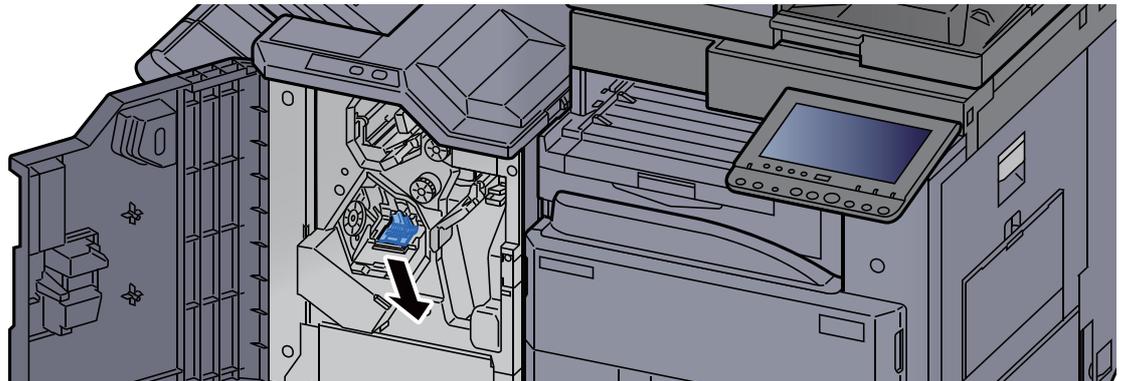
4 Remove any jammed paper.



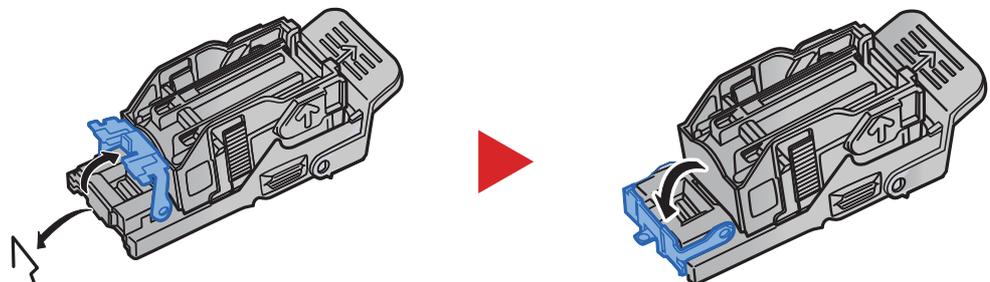
5 Return the conveyor guide (D4) to the original position.



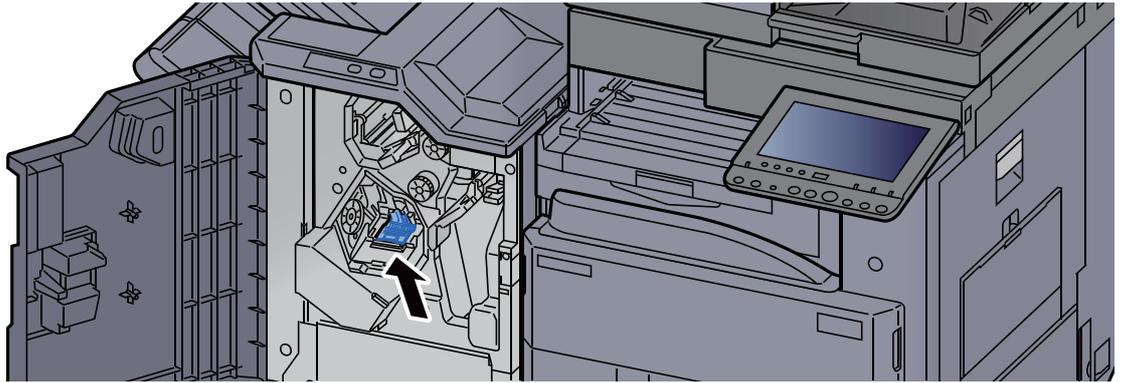
6 Remove the Staple Cartridge Holder (A).



7 Remove the jammed staple.



8 Install the Staple Cartridge Holder (A).



9 Return the cover to the original position.



11 Appendix

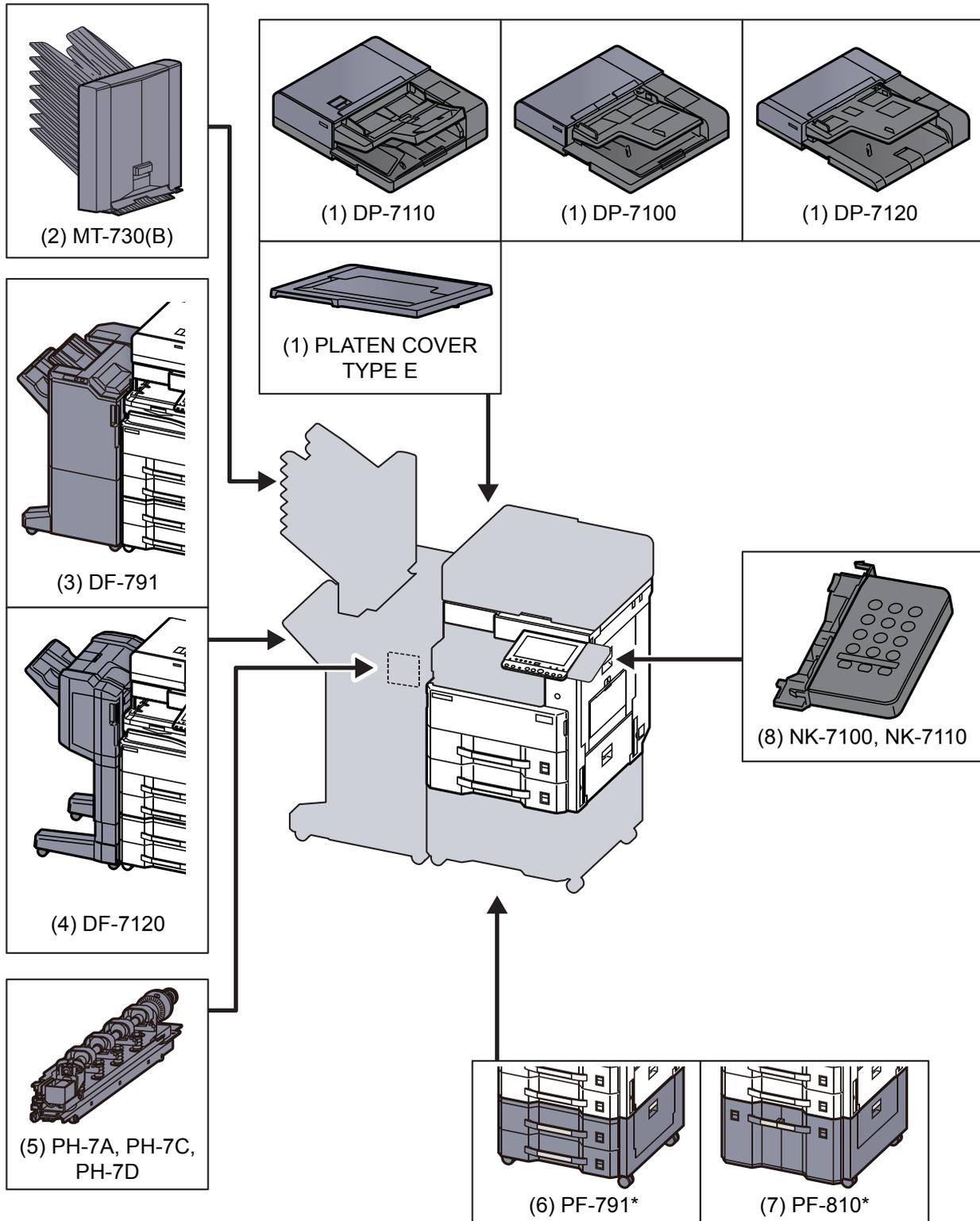
This chapter explains the following topics:

| | |
|---|-------|
| Optional Equipment | 11-2 |
| Overview of Optional Equipment | 11-2 |
| Optional Applications | 11-7 |
| Starting Application Use | 11-7 |
| Checking Details of Application | 11-8 |
| Character Entry Method | 11-9 |
| Entry Screens | 11-9 |
| Entering Characters | 11-11 |
| Paper | 11-12 |
| Basic Paper Specifications | 11-12 |
| Choosing the Appropriate Paper | 11-13 |
| Special Paper | 11-15 |
| Specifications | 11-19 |
| Machine | 11-19 |
| Copy Functions | 11-21 |
| Printer Functions | 11-22 |
| Scanner Functions | 11-22 |
| Document Processor | 11-23 |
| Paper Feeder (500-sheet×2) | 11-23 |
| Large Capacity Feeder (1,500-sheet×2) | 11-24 |
| 1,000-Sheet Finisher | 11-24 |
| 3,000-Sheet Finisher | 11-25 |
| Punch Unit (For 1,000-Sheet/3,000-Sheet Finisher) | 11-25 |
| Mailbox (For 3,000-Sheet Finisher) | 11-26 |
| Glossary | 11-27 |

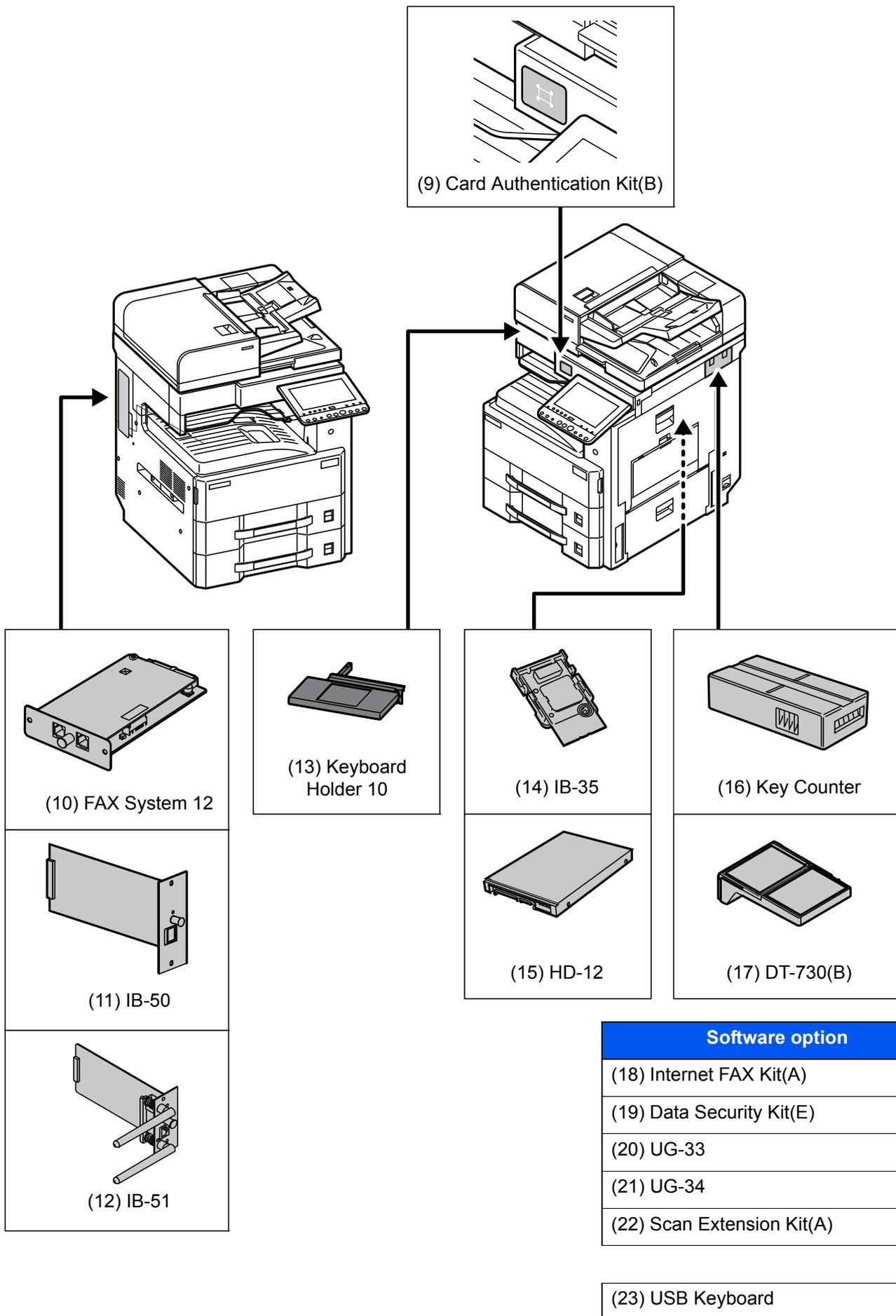
Optional Equipment

Overview of Optional Equipment

The following optional equipment is available for the machine.



* If the following option is installed, toppling prevention kit must be installed: PF-791, PF-810



(1) DP-7110 "Document Processor (Dual Scan)"
DP-7100 "Document Processor (Reverse Automatic)"
DP-7120 "Document Processor (Reverse Automatic)"
PLATEN COVER TYPE E "Original Cover"

Automatically scans originals. Also you can perform duplex copying and split copying.

For document processor operation, refer to the following:

➔ [Loading Originals in the Document Processor \(page 5-3\)](#)

When the document processor is not used, please use the PLATEN COVER TYPE E.

(2) MT-730 (B) "Mailbox"

Makes it easy to sort output into separate trays. Installing this option adds 7 output trays. When multiple computer users share the printer, each user can print to a specified tray. Installs on the 3,000-Sheet Finisher.



NOTE

To deliver output to the mail box, change the Paper Output selection on the operation panel or in the printer driver, or change in the default settings.

➔ [Paper Output \(page 6-28\)](#)

(3) DF-791 "3,000-Sheet Finisher"

This is a large-capacity 3,000-Sheet Finisher capable of holding large print runs and of separating and offsetting multiple copies of a printout into individual copies. It can also staple or hole-punch (optional) the offset printouts.

(4) DF-7120 "1,000-Sheet Finisher"

This is a document finisher capable of holding large print runs and of separating and offsetting multiple copies of a printout into individual copies. It can also staple or hole-punch (optional) the offset printouts.

(5) PH-7A, PH-7C, PH-7D "Punch Unit"

Attaches to the Document Finisher and is used to punch holes.

(6) PF-791 "Paper Feeder (500-sheet×2)"

Two additional cassettes identical to the machine's cassette can be installed in the machine. Paper capacity and loading method are the same as the standard cassettes.

➔ [Loading in the Cassettes \(page 3-4\)](#)

(7) PF-810 "Large Capacity Feeder (1,500-sheet×2)"

In addition to the machine's cassettes, you can also install an optional large capacity feeder (1,500-sheet×2) capable of holding up to 3,000 sheets of A4, B5 or Letter paper.

➔ [Loading in the Large Capacity Feeder \(page 3-7\)](#)

(8) NK-7100, NK-7110 "Optional Numeric Keypad"

The numeric keypad is added to the operation panel. If the optional numeric keypad is installed, numeric keys do not appear on the touch panel.

(9) Card Authentication Kit(B) "Card Authentication Kit"

User login administration can be performed using ID cards. To do so, it is necessary to register ID card information on the previously registered local user list. For more information about how to register this information, refer to the following:

➔ **Card Authentication Kit(B) Operation Guide**

(10) FAX System 12 "FAX Kit"

By installing the FAX kit, fax send/receive is enabled. Also, it is possible to use it as a network fax, by using it with a computer. When two FAX kits are installed, the units can be connected to two different telephone lines which will enable quicker message transmission to a number of recipients. If one of the lines is dedicated to receiving, the busy line time can be reduced.

➔ **FAX Operation Guide**

(11) IB-50 "Network Interface Kit"

The Network Interface Kit provides a high-speed connection for the Gigabit-per-second interface. This kit supports traditional protocols such as AppleTalk, Netware and so on.

It also supports only the least functions in the standard utilities.

➔ **IB-50 User's Manual**

(12) IB-51 "Wireless Network Interface Kit"

This is a wireless LAN interface card which supports the wireless LAN specifications IEEE802.11n (Max 300 Mbps) and 11 g/b. This supports traditional protocols such as AppleTalk, Netware and so on.

It also supports only the least functions in the standard utilities.

The IB-51 Setup utility supports Windows OS and Mac OS X.

➔ **IB-51 User's Manual**

(13) Keyboard Holder 10 "Keyboard Holder"

A USB keyboard connected to the machine can be placed here.

(14) IB-35 "Wireless Network Interface Kit"

This is a wireless LAN interface card which supports the wireless LAN specifications IEEE802.11n (max. 65 Mbps) and IEEE802.11 g/b. In addition, network printing is possible without using the wireless LAN router because Wi-Fi Direct is supported. IB-35 is standard in South America and North America.

(15) HD-12 "Hard Disk" (Option for TASKalfa 3212i)

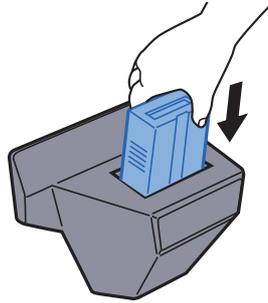
With Hard Disk installed in the machine, received data can be rasterized and stored on this Hard Disk. This enables high-speed printing of multiple copies using an electric sort function. Also, you can use the Document Box functions. HD-12 is standard in South America and North America. HD-12 is an option for TASKalfa 3212i and TASKalfa 4012i in Europe.

➔ [Printing Documents in Custom Box \(page 5-55\)](#)

(16) Key Counter "Key Counter"

Use the key counter to monitor machine usage. The key counter offers a convenient solution for centralized management of copy volume for different departments in a large company.

Inserting the Key Counter



(17) DT-730 (B) "Document Table"

Place original or other documents when using the machine.

(18) Internet FAX Kit(A) "Internet FAX Kit"

Activating the Internet FAX Kit sends and receives faxes via the Internet without using a phone line. It can only be added when the FAX Kit is installed.

(19) Data Security Kit(E) "Data Security Kit"

The Data Security Kit overwrites all unnecessary data in the storage area of the hard disk so that it cannot be retrieved. The Data Security Kit encrypts data before storing it in the hard disk. It guarantees higher security because no data cannot be decoded by ordinary output or operations.

(20) UG-33 "ThinPrint Option"

This application allows print data to be printed directly without a print driver.

(21) UG-34 "Emulation Upgrade Kit"

Enables emulation whereby the machine operates using commands for other printers. Installing this option enables IBM Proprinter, Line Printer, and EPSON LQ-850 emulation.

(22) Scan Extension Kit(A) "OCR Scan Activation Kit"

This option enables the use of the OCR Text Recognition function in the applications of the machine.

(23) USB Keyboard "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.

Optional Applications

Overview of the Applications

The applications listed below are installed on this machine.

| Application |
|---------------------------------------|
| Data Security Kit |
| Internet FAX Kit |
| Card Authentication Kit |
| ThinPrint Option* ¹ |
| Emulation Upgrade Kit |
| OCR Scan Activation Kit* ¹ |

*¹ 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 [System Menu/Counter] key > [System/Network] > "Optional Function" [Next]

NOTE

If the user authentication screen appears, enter your login user name and login password and select [Login]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 Select the desired application > [Activate]
You can view detailed information on the selected application by selecting [Detail].
- 3 Select [Official] in the license key entry screen.
Some applications do not require you to enter a license key. If the license key entry screen does not appear, go to Step 5.
To use the application as a trial, select [Trial] without entering the license key.
- 4 Select [Yes] in the confirmation screen.

NOTE

Icons of activated application are displayed in the Home screen.

Checking Details of Application

- 1 [System Menu/Counter] key > [System/Network] > "Optional Function" [Next]

 **NOTE**

If the user authentication screen appears, enter your login user name and login password and select [Login]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

| Model Name | Login User Name | Login Password |
|----------------|-----------------|----------------|
| TASKalfa 3212i | 3200 | 3200 |
| TASKalfa 4012i | 4000 | 4000 |

- 2 Select the desired application and select [Detail].

You can view detailed information on the selected application.

The table below lists the item you can view.

| Item |
|------------------|
| Function Name |
| License |
| Remaining Counts |
| Expiration Date |
| Status |

Extend the trial period.

[Extend] > [Yes]

The trial period is extended.

Character Entry Method

To enter characters for a name, use the on-display keyboard in the touch panel following the steps as explained below.

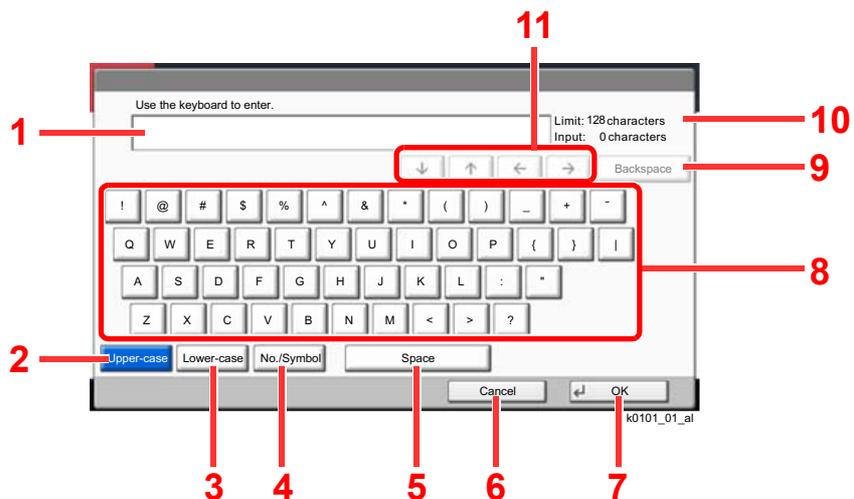
NOTE

Keyboard Layout

"QWERTY", "QWERTZ" and "AZERTY" are available as keyboard layouts the same as a PC keyboard. Select the [System Menu/Counter] key, [Common Settings] 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.

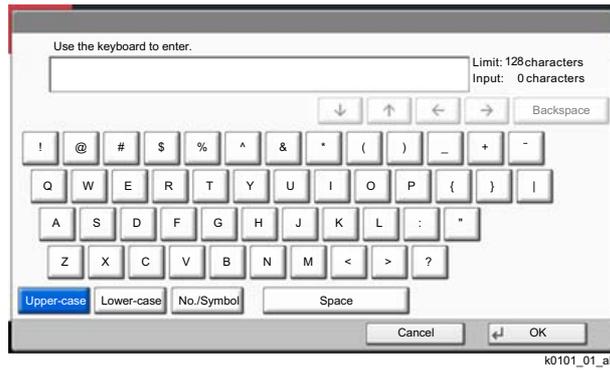
Entry Screens

Lower-case Letter Entry Screen

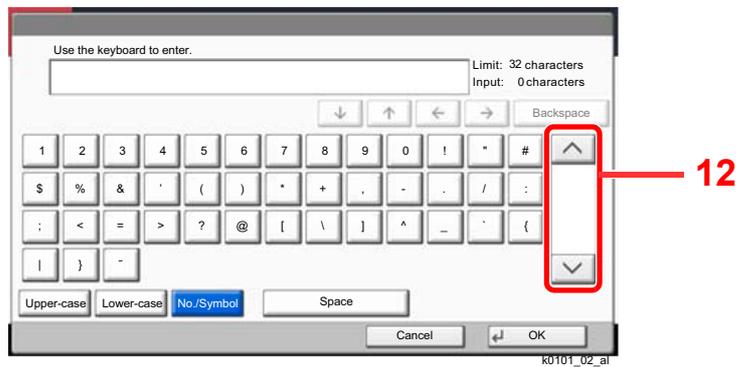


| No. | Display/Key | Description |
|-----|---------------|--|
| 1 | Display | Displays entered characters. |
| 2 | [Upper-case] | Select to use upper-case letters. |
| 3 | [Lower-case] | Select to use lower-case letters. |
| 4 | [No./Symbol] | Select to enter numbers and symbols. |
| 5 | [Space] | Select to insert a space. |
| 6 | [Cancel] | Select to cancel entered characters and return to the screen before the entry. |
| 7 | [OK] | Select to finalize entry and return to the screen before the entry. |
| 8 | Keyboard | Select a character to enter. |
| 9 | [Backspace] | Select to delete a character to the left of the cursor. |
| 10 | Limit Display | Displays maximum number of characters. |
| 11 | Cursor Key | Select to move the cursor on the display. |

Upper-case Letter Entry Screen



Number/Symbol Entry Screen

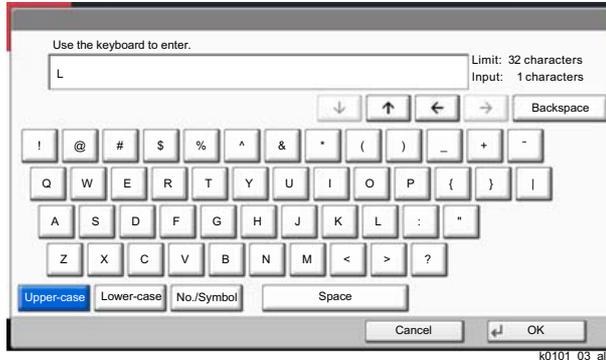


| No. | Display/Key | Description |
|-----|-------------|---|
| 12 | [^]/[v] | To enter a number or symbol not shown in the keyboard, select the cursor key and scroll the screen to view other numbers or symbols to enter. |

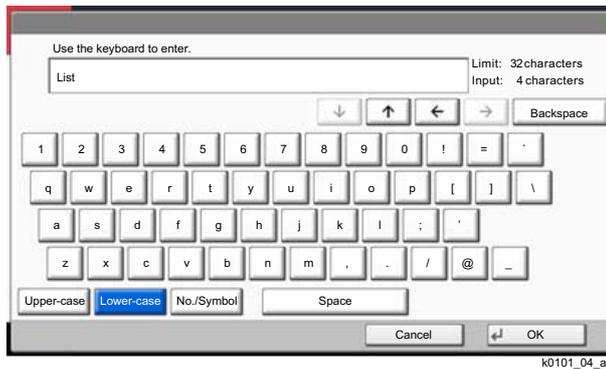
Entering Characters

Follow the steps below to enter 'List A-1' for an example.

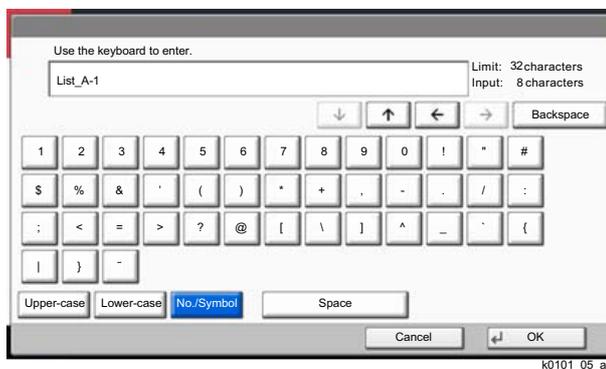
- 1 Select [Upper-case].
- 2 Select [L]. The letter "L" is shown on the display.



- 3 Select [Lower-case].
- 4 Select [i], [s], [t] and [Space].



- 5 Select [Upper-case].
- 6 Select [A].
- 7 Select [No./Symbol].
- 8 Select [^] or [v] repeatedly to view the keyboard containing [-] and [1].
- 9 Select [-] and [1].



- 10 Check that the entry is correct. Press [OK].

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 \(page 11-19\)](#)

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 that can be Used with This Machine

The following table lists the specifications of paper that is supported with this machine. Refer to the subsequent sections for further details.

| Criteria | Specifications |
|-----------------------|--|
| Weight | Cassettes: 52 to 163 g/m ² |
| | Multipurpose tray: 45 to 256 g/m ² (A4/Letter or smaller), 52 to 163 g/m ² (larger than A4/Letter), 209.5 g/m ² (Cardstock) |
| 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. Use of paper in any of these conditions will not only deliver poor copies but may also cause jams and shorten the useful life of the machine. Choose paper with a smooth and even surface; however, avoid coated paper or paper with a treated surface as it may damage the drum or 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 the standard paper that contains at least 80% pulp, i.e., not more than 20% of the total paper content consists 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 carton 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 $90^\circ \pm 0.2^\circ$.

- | | |
|-------------------------------|--|
| • A3 (297 × 420 mm) | • ISO B5 (176 × 250 mm) |
| • A4 (297 × 210 mm) | • Envelope #10 (4-1/8 × 9-1/2") |
| • A5 (210 × 148 mm) | • Envelope #9 (3-7/8 × 8-7/8") |
| • A6 (148 × 105 mm) | • Envelope #6 3/4 (3-5/8 × 6-1/2") |
| • B4 (257 × 364 mm) | • Envelope Monarch (3-7/8 × 7-1/2") |
| • B5 (257 × 182 mm) | • Envelope DL (110 × 220 mm) |
| • B6 (182 × 128 mm) | • Envelope C5 (162 × 229 mm) |
| • 216×340 mm | • Envelope C4 (229 × 324 mm) |
| • Ledger | • Hagaki (Cardstock) (100 × 148 mm) |
| • Letter | • Oufuku hagaki (Return postcard) (148 × 200 mm) |
| • Legal | • Youkei 4 (105 × 235 mm) |
| • Statement | • Youkei 2 (114 × 162 mm) |
| • Executive (7-1/4 × 10-1/2") | • Custom |
| • Oficio II | Multipurpose Tray: 98 × 148 to 297 × 432 mm |
| • Folio (210 × 330 mm) | |
| • 8K (273 × 394 mm) | |
| • 16K (273 × 197 mm) | |

Special Paper

This section describes printing onto special paper and print media.

Special Paper that can be Used with This Machine

- Transparencies
- Preprinted paper
- Bond paper
- Recycled paper
- Thin paper
- Letterhead
- Colored paper
- Prepunched paper
- Envelopes
- Hagaki (Cardstock)
- Thick paper
- Labels
- Coated
- 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 transparencies, envelopes, Hagaki (cardstock), thick paper, label paper, and coated paper.

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 problems, use the multipurpose tray for transparencies and load transparencies with the long side facing the machine.

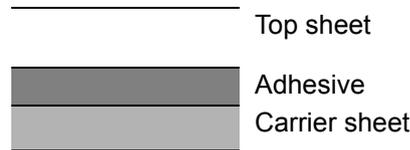
If transparencies jam frequently at output, try pulling the leading edge of sheets gently as they are ejected.

Label

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.

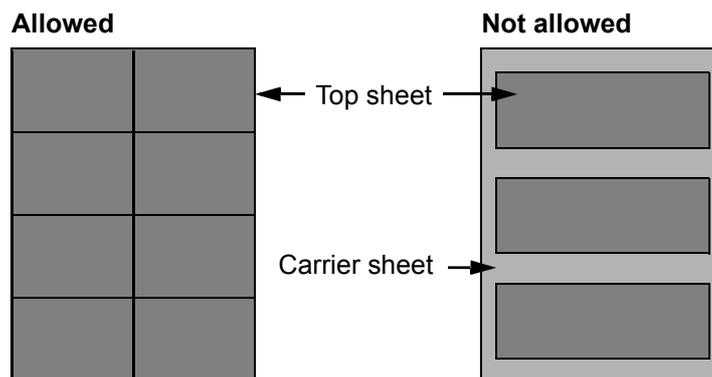
When printing onto labels, you must be liable for the print quality and possible trouble.



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.

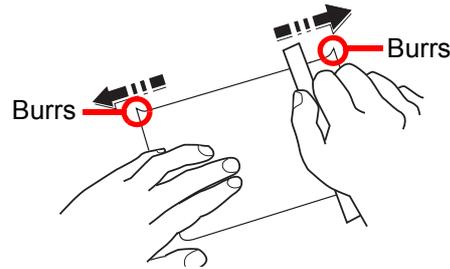
Some label paper has large margins on the top sheet. When using such paper, do not peel these margins from the carrier sheet before completing output.



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

Use the multipurpose tray for envelopes.

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 in the multipurpose tray, 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 \(page 11-12\)](#)

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 \(page 11-12\)](#)

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 \(page 11-12\)](#)



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 | | Description |
|--|--------------------------|---|
| Type | | Desktop |
| Printing Method | | Electrophotography by semiconductor laser |
| Paper Weight | Cassette | 52 to 163 g/m ² |
| | Multipurpose Tray | 45 to 256 g/m ² (A4/Letter or smaller), 52 to 163 g/m ² (larger than A4/Letter), 209.5 g/m ² (Cardstock) |
| Paper Type | Cassette | Plain, Rough, Vellum, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, High Quality, Custom (Duplex: Same as Simplex) |
| | Multipurpose Tray | Plain, Transparency (OHP film), Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick, High Quality, Coated, Custom 1 to 8 |
| Paper Size | Cassette | A3, A4-R, A4, A5-R, B4, B5-R, B5, 216×340 mm, Ledger, Letter-R, Letter, Legal, Statement-R, Oficio II, Folio, 8K, 16K-R, 16K |
| | Multipurpose Tray | A3, A4-R, A4, A5-R, A6-R, B4, B5-R, B5, B6-R, 216×340 mm, Ledger, Letter-R, Letter, Legal, Statement-R, Executive, Oficio II, Folio, 8K, 16K-R, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki (Cardstock), Oufuku Hagaki (Return postcard), Youkei 4, Youkei 2, Custom (98 × 148 mm to 297 × 432 mm) |
| Printable Area | | Print margin for top: 3 ± 2.5 mm Print margin for bottom: 3 ± 2.5 mm Print margin for both sides: 4 mm or less |
| Warm-up Time (23°C/73.4°F, 60%) | Power on | 18 seconds or less |
| | Low Power | 10 seconds or less |
| | Sleep | TASKalfa 3212i: 12 seconds or less TASKalfa 4012i: 15 seconds or less |
| Paper Capacity | Cassette | 500 sheets (80 g/m ²)* ¹ |
| | Multipurpose Tray | 100 sheets (A4/Letter or smaller) (80 g/m ²), 25 sheets (larger than A4/Letter) (80 g/m ²) |

| Item | | Description |
|--|---------------------------|---|
| Output Tray Capacity | Inner tray | 250 sheets (80 g/m ²) |
| | Job separator tray | 50 sheets (80 g/m ²) |
| Image Write System | | Semiconductor laser and electrophotography |
| Memory | | 2.0 GB |
| Large Capacity Storage | | TASKalfa 3212i: SSD 32 GB (SSD 8 GB/Hard Disk 320 GB ^{*2}) TASKalfa 4012i: SSD 8 GB/Hard Disk 320 GB (SSD 32GB ^{*3}) |
| Interface | Standard | USB Interface Connector: 1 (Hi-Speed USB) Network interface: 1 (10 BASE-T/100 BASE-TX/1000 BASE-T (IPv6, IPv4, IPsec), 802.3az supported) USB Port: 4 (Hi-Speed USB) |
| | Option | eKUIO: 2 ^{*4} Fax: 2 ^{*5} Wireless LAN: 1 ^{*2} |
| Operating Environment | Temperature | 10 to 32.5°C/50 to 90.5°F |
| | Humidity | 10 to 80 % |
| | Altitude | 3,500 m/11,483 ft maximum |
| | Brightness | 1,500 lux maximum |
| Dimension (W × D × H) | | 23.39 " × 27.41" × 26.89" 594 × 696 × 683 mm |
| Weight | | Approx. 130.1 lb/Approx. 59 kg (without toner container) |
| Space Required (W × D) (Using multipurpose tray) | | 34.38" × 27.41" 873 × 696 mm |
| Power Source | | 120 V Specification Model: 120 V ~ 60 Hz 11.6 A 230 V Specification Model: 220 to 240 V ~ 50/60 Hz 6.3 A |
| The power consumption of the product in networked standby (If all network ports are connected.) | | The information is available at the website below. http://www.kyoceradocumentsolutions.eu/index/environment/green_products/low_power_consumption.html |
| Options | | ➔ Optional Equipment (page 11-2) |

*1 Up to upper limit height line in the cassette.

*2 This is standard in South and North America.

*3 This is standard in Europe.

*4 When two optional interface are installed, a fax line can not be installed.

*5 When IB-50 or IB-51 is installed, only one fax line can be installed.

Copy Functions

| Item | | Description | |
|--|---|--|---------------|
| Copy Speed | TASKalfa 3212i | A4/Letter | 32 sheets/min |
| | | A4-R/Letter-R | 23 sheets/min |
| | | A3/Ledger | 17 sheets/min |
| | | B4/Legal | 17 sheets/min |
| | | B5 | 32 sheets/min |
| | | B5-R | 20 sheets/min |
| | | A5-R | 15 sheets/min |
| | TASKalfa 4012i | A4/Letter | 40 sheets/min |
| | | A4-R/Letter-R | 29 sheets/min |
| | | A3/Ledger | 21 sheets/min |
| | | B4/Legal | 21 sheets/min |
| | | B5 | 40 sheets/min |
| | | B5-R | 23 sheets/min |
| | | A5-R | 18 sheets/min |
| First Copy Time (A4, place on the platen, feed from Cassette) | Black and White | TASKalfa 3212i: 4.3 seconds or less TASKalfa 4012i: 3.6 seconds or less | |
| Zoom Level | Manual mode: 25 to 400%, 1% increments Auto mode: Preset Zoom | | |
| Continuous Copying | 1 to 999 sheets | | |
| Resolution | 600 × 600 dpi, 9,600 dpi equivalent × 600 dpi | | |
| Supported Original Types | Sheet, Book, 3-dimensional objects (maximum original size: A3/Ledger) | | |
| Original Feed System | Fixed | | |

Printer Functions

| Item | | Description | |
|---|--|--|---------------|
| Printing Speed | TASKalfa 3212i | A4/Letter | 32 sheets/min |
| | | A4-R/Letter-R | 23 sheets/min |
| | | A3/Ledger | 17 sheets/min |
| | | B4/Legal | 17 sheets/min |
| | | B5 | 32 sheets/min |
| | | B5-R | 20 sheets/min |
| | | A5-R | 15 sheets/min |
| | TASKalfa 4012i | A4/Letter | 40 sheets/min |
| | | A4-R/Letter-R | 29 sheets/min |
| | | A3/Ledger | 21 sheets/min |
| | | B4/Legal | 21 sheets/min |
| | | B5 | 40 sheets/min |
| | | B5-R | 23 sheets/min |
| | | A5-R | 18 sheets/min |
| First Print Time (A4, feed from Cassette) | Black and White | TASKalfa 3212i: 4.9 seconds or less TASKalfa 4012i: 4.2 seconds or less | |
| Resolution | 600 dpi, 1200 dpi ^{*1} | | |
| Operating System | Windows Vista, Windows 7, Windows 8, Windows 8.1, Windows 10, Windows Server 2008/R2, Windows Server 2012/R2, Windows Server 2016, Mac OS 10.5 or later | | |
| Interface | USB Interface Connector: 1 (Hi-Speed USB) Network interface: 1 (1000 BASE-T/100 BASE-TX/10 BASE-T (IPv6, IPv4, IPSec), 802.3a supported) Optional Interface: 2 (For IB-50/IB-51 mounting) Wireless LAN (Option): 1 (For IB-35 mounting) ^{*2} | | |
| Page Description Language | PRESCRIBE | | |
| Emulations | PCL6 (PCL-XL, PCL-5c), KPDL3 (PostScript3 compatible), PDF, XPS, OpenXPS | | |

*1 The processing speed will be slower than normal.

*2 This is standard in South and North America.

Scanner Functions

| Item | | Description | |
|------------------------------|---|---|----------------------|
| Resolution | 600 dpi, 400 dpi, 300 dpi, 200×400 dpi, 200 dpi, 200×100 dpi | | |
| File Format | TIFF, JPEG, XPS, Open XPS, PDF (MMR/JPEG compression/High compressive PDF/OCR Text Recognition PDF(Optional)) | | |
| Scanning Speed ^{*1} | TASKalfa 3212i | (A4 landscape, 300 dpi, Image quality: Text/Photo original) | |
| | TASKalfa 4012i | 1-sided B/W 80 Images/min | Color 80 Images/min |
| | | 2-sided B/W 160 Images/min | Color 160 Images/min |

| Item | Description |
|----------------------------|--|
| Interface | Ethernet (1000 BASE-T/100 BASE-TX/10 BASE-T) |
| Transmission System | SMB, SMTP, FTP, FTP over SSL, USB, TWAIN ^{*2} , WIA ^{*2} , WSD |

*1 When using the document processor (Dual Scan DP) (except TWAIN and WIA scanning)

*2 Available Operating System: Windows Vista/Windows Server 2008/Windows Server 2008 R2/Windows 7/Windows 8/Windows 8.1/Windows 10/Windows Server 2012/Windows Server 2012 R2/Windows Server 2016

Document Processor

| Item | Description | | |
|---------------------------------|--|--|--|
| | Document Processor (Automatic 2-Sided) | | Document Processor (Dual scan DP) |
| Type | DP-7100 | DP-7120 | DP-7110 |
| Original Feed Method | Automatic feed | | |
| Supported Original Types | Sheet originals | | |
| Paper Size | Maximum: A3/Ledger 11.69" × 17"/297 × 432 mm (Long-sized 11.69" × 74.8"/297 × 1,900 mm) | | |
| | Minimum: A6-R/ Statement-R 4.13" × 5.82"/ 105 × 148 mm | Minimum: A5-R/ Statement-R 5.51" × 7.16"/ 140 × 182 mm | Minimum: A6-R/ Statement-R 4.13" × 5.82"/ 105 × 148 mm |
| Paper Weight | 1-sided: 35 to 160 g/m ² 2-sided: 50 to 120 g/m ² | 1-sided: 45 to 160 g/m ² 2-sided: 50 to 120 g/m ² | 1-sided: 35 to 220 g/m ² 2-sided: 50 to 220 g/m ² |
| Loading Capacity | 140 sheets (50 to 80 g/m ²) ^{*1} maximum | 50 sheets (50 to 80 g/m ²) ^{*1} maximum | 270 sheets (50 to 80 g/m ²) ^{*1} maximum |
| Dimensions (W × D × H) | 23.35" × 20.91" × 5.46" 593 × 531 × 138.5 mm | 23.63" × 19.77" × 5.04" 600 × 502 × 128 mm | 23.63" × 20.20" × 6.70" 600 × 513 × 170 mm |
| Weight | Approx. 19.9 lbs./ Approx. 9 kg | Approx. 16.1 lbs./ Approx. 7.3 kg | Approx. 32.0 lbs./ Approx. 14.5 kg |

*1 Up to upper limit height line in the document processor.

Paper Feeder (500-sheet×2)

| Item | Description |
|----------------------------|---|
| Paper Supply Method | Friction roller feeder (No. Sheets: 550, 64 g/m ² , 2 cassettes/ No. Sheets: 500, 80 g/m ² , 2 cassettes) |
| Paper Size | A3, A4-R, A4, A5-R B4, B5-R, B5, 216×340 mm, Ledger, Letter-R, Letter, Legal, Statement-R, Oficio II, Folio, 8K, 16K-R, 16K |
| Supported Paper | Paper weight: 60 to 256 g/m ² Media types: Plain, Recycled, Thick |

| Item | Description |
|-------------------------------|--|
| Dimensions (W × D × H) | 23.23" × 23.19" × 13.08" 590 × 589 × 332 mm |
| Weight | Approx. 44.1 lbs. / Approx. 20 kg |

Large Capacity Feeder (1,500-sheet×2)

| Item | Description |
|-------------------------------|---|
| Paper Supply Method | Feed & reverse roller method (No. Sheets: 3,500, 64 g/m ² /No. Sheets: 1,575, 80 g/m ²) |
| Paper Size | A4,B5, Letter |
| Supported Paper | Paper weight: 60 to 256 g/m ² Media types: Plain, Recycled, Thick |
| Dimensions (W × D × H) | 23.23" × 24.69" × 13.08" 590 × 626.9 × 332 mm |
| Weight | Approx. 64 lbs. / Approx. 29 kg |

1,000-Sheet Finisher

| Item | | Description | |
|---|-------------------------------------|---|--|
| Number of Trays | | 1 tray | |
| Paper Size (80 g/m²) | Finisher tray (Non-stapling) | A3, A5-R, B4, B5-R, B6-R, 216×340 mm, Ledger, Legal, Statement-R, Executive, Oficio II, Folio, 8K, 16K-R: 500 sheets A4-R, A4, B5, Letter-R, Letter, 16K: 1,000 sheets | |
| Supported Paper Weight | | Stapling: 90 g/m ² or less | |
| Stapling | Number of Sheets | A3, B4, B5-R, 216×340 mm, Ledger, Legal, Oficio II, 16K-R, 8K | 30 sheets (52 to 105 g/m ²) 2 cover sheet only (106 to 300 g/m ²) |
| | | A4-R, A4, B5, Letter-R, Letter, 16K | 50 sheets (52 to 90 g/m ²) 40 sheets (91 to 105 g/m ²) 2 cover sheet only (106 to 300 g/m ²) |
| | Media types | Plain, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, Coated, High Quality, Custom 1 to 8 | |
| Dimensions (W × D × H) | | 21.58" × 24.36" × 41.34" 548 × 618.5 × 1,050 mm | |
| Weight | | Approx. 66.2 lbs. or less / Approx. 30 kg or less | |
| Space Required (W × D) (When pulling the tray) | | 26.23" × 24.36" 666 × 618.5 mm | |

3,000-Sheet Finisher

| Item | | Description | |
|---|------------------------------|--|--|
| Number of Trays | | 2 trays | |
| Paper Size (80 g/m²) | Tray A (Non-Stapling) | A3, B4, B5-R, 216×340 mm, Ledger, Legal, Executive, Oficio II, Folio, 8K, 16K-R: 1,500 sheets A4-R, A4, B5, Letter-R, Letter, 16K: 3,000 sheets A5-R, B6-R, Statement-R: 500 sheets | |
| | Tray B | A3, A4-R, A4, A5-R, A6, B4, B5-R, B5, B6-R, 216×340 mm, Ledger, Letter-R, Letter, Legal, Statement-R, Executive, Oficio II, Folio, 8K, 16K-R, 16K, ISO B5, Hagaki (Cardstock), Oufuku Hagaki (Return postcard), Custom (98 × 148 mm to 297 × 432 mm): 200 sheets | |
| Supported Paper Weight | | Stapling: 90 g/m ² or less | |
| Stapling | Maximum Number | A3, B4, B5-R, 216×340 mm, Ledger, Legal, Oficio II, 8K, 16K-R | 30 sheets (52 to 105 g/m ²) 2 cover sheet only (106 to 256 g/m ²) |
| | | A4-R, A4, B5, Letter-R, Letter, 16K | 65 sheets (52 to 90 g/m ²) 55 sheets (91 to 105 g/m ²) 2 cover sheet only (106 to 256 g/m ²) |
| | Media types | Plain, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, Coated, High Quality, Custom 1 to 8 | |
| Dimensions (W × D × H) | | 23.91" × 26.32" × 37.49" 607.2 × 668.5 × 951.3 mm | |
| Weight | | Approx. 88.2 lbs. or less / Approx. 40 kg or less | |
| Space Required (W × D) (When pulling the tray) | | 28.55" × 26.32" 725 × 668.5 mm | |

Punch Unit (For 1,000-Sheet/3,000-Sheet Finisher)

| Item | | | Description |
|---------------------|-------------|---------------|---|
| Paper Size | Inch | 2 Hole | A3, A4-R, A4, A5-R, B4, B5-R, B5, Ledger, Letter-R, Letter, Legal, Statement-R, Folio, 8K, 16K, 16K-R |
| | | 3 Hole | A3, A4, Letter, Ledger, 8K, 16K |
| | cm | 2 Hole | A3, A4-R, A4, A5-R, B4, B5-R, B5, Ledger, Letter-R, Letter, Legal, Statement-R, Folio, 8K, 16K, 16K-R |
| | | 4 Hole | A3, A4, Letter, Ledger, 8K, 16K |
| Paper Weight | | | 45 - 300 g/m ² |
| Media types | | | Plain, Rough, Recycled, Preprinted, Bond, Color, Letterhead, Thick, Coated, High Quality, Custom 1 to 8 |

Mailbox (For 3,000-Sheet Finisher)

| Item | Description |
|--------------------------------------|---|
| Number of Trays | 7 trays |
| Paper Size (80 g/m ²) | A3, B4, Ledger, Legal: 50 sheets A4-R, A4, A5-R, B5-R, B5, 216×340 mm, Letter-R, Letter, Statement-R, Executive, Oficio II, Folio, 16K-R, 16K: 100 sheets |
| Dimensions (W × D × H) | 20.08" × 15.75" × 18.51" 510 × 400 × 470 mm |
| Weight | Approx. 22.1 lbs. / Approx. 10 kg |

**NOTE**

Consult your dealer or service representative for recommended paper types.

Glossary

Accessibility

The machine is designed featuring good accessibility even for the elderly and those who are physically challenged or visually impaired. The angle of the touch panel is adjustable.

Apple Talk

AppleTalk offers file sharing and printer sharing and it also enables you to utilize application software that is on another computer on the same AppleTalk network.

Auto Form Feed Timeout

During data transmission, the machine may sometimes have to wait until receiving the next data. This is the auto form feed timeout. When the preset timeout passes, the machine automatically prints output. However, no output is performed if the last page has no data to be printed.

Auto-IP

Auto-IP is a module that enables dynamic IPv4 addresses to be assigned to a device on startup. However, DHCP requires a DHCP server. Auto-IP is a server-less method of choosing an IP address. IP addresses between 169.254.0.0 to 169.254.255.255 are reserved for Auto-IP and assigned automatically.

Auto Paper Selection

A function to automatically select paper in the same size as originals when printing.

Auto Sleep

A mode designed for electrical power saving, activated when the machine is left unused or there is no data transfer for a specific period. In Sleep mode, power consumption is kept to a minimum.

Bonjour

Bonjour, also known as zero-configuration networking, is a service that automatically detects computers, devices and services on an IP network. Bonjour, because an industry-standard IP protocol is used, allows devices to automatically recognize each other without an IP address being specified or DNS server being set. Bonjour also sends and receives network packets by UDP port 5353. If a firewall is enabled, the user must check that UDP port 5353 is left open so that Bonjour will run correctly. Some firewalls are set up so as to reject only certain Bonjour packets. If Bonjour does not run stably, check the firewall settings and ensure that Bonjour is registered on the exceptions list and that Bonjour packets are accepted. If you install Bonjour on Windows XP Service Pack 2 or later, the Windows firewall will be set up correctly for Bonjour.

Custom Box

The Custom Box function stores print data for each individual user on the printer and allows the user to print single or multiple copies of the stored data later using the printer's operation panel.

Default Gateway

This indicates the device, such as a computer or router, that serves as the entrance/exit (gateway) for accessing computers outside the network that you are on. When no specific gateway is designated for a destination IP address, data is sent to the host designated as the Default Gateway.

DHCP (Dynamic Host Configuration Protocol)

Dynamic Host Configuration Protocol (DHCP) that automatically resolves IP addresses, subnet masks, and gateway addresses on a TCP/IP network. DHCP minimizes the load of network management employing a large number of client computers because it relieves individual clients including printers from the IP address being assigned.

DHCP (IPv6)

DHCP (IPv6) is the next-generation of the Internet's Dynamic Host Configuration Protocol and supports IPv6. It extends the BOOTP startup protocol that defines the protocols used for transferring configuration information to hosts on the network. DHCP (IPv6) permits the DHCP server to use its expanded functionality to send configuration parameters to an IPv6 node. Because the network addresses that can be used are allocated automatically, the IPv6 node management workload is reduced in systems where the administrator has to exercise close control over IP address allocation.

dpi (dots per inch)

A unit for resolution, representing the number of dots printed per inch (25.4 mm).

EcoPrint Mode

A printing mode that helps save toner. Copies made in this mode are thus lighter than normal.

Emulation

The function to interpret and execute other printers' page description languages. The machine emulates operation of PCL6, KPDL3 (PostScript 3 compatible).

Enhanced WSD

Kyocera's proprietary web services.

FTP (File Transfer Protocol)

A protocol to transfer files on the TCP/IP network, whether the Internet or an intranet. Along with HTTP and SMTP/POP, FTP is now frequently used on the Internet.

Grayscale

A computer color expression. Displayed images of this sort are typically composed of shades of gray, varying from black at the weakest intensity to white at the strongest, without any other colors. Gray levels are displayed in numerical levels: that is, white and black only for 1 bit; 256 gray levels (including white and black) for 8 bits; and 65,536 gray levels for 16 bits.

Help

A ? (Help) key is provided on this machine's operation panel. If you are unsure of how to operate the machine, would like more information on its functions or are having problems getting the machine to work properly, press the ? (Help) key to view a detailed explanation on the touch panel.

IP Address

An Internet protocol address is a unique number that represents a specific computer or related device on the network. The format of an IP address is four sets of numbers separated by dots, e.g. 192.168.110.171. Each number should be between 0 and 255.

IPP

IPP (Internet Printing Protocol) is a standard that uses TCP/IP networks such as the Internet to enable print jobs to be sent between remote computers and printers. IPP is an extension of the HTTP protocol used to view websites and enables printing to be carried out via routers on printers in remote locations. It also supports the HTTP authentication mechanisms along with SSL server and client authentication as well as encryption.

Job Box

The Job Box function stores print data on the printer and allows users to print single or multiple copies of the stored data later using the printer's operation panel.

KPDL (Kyocera Page Description Language)

Kyocera's PostScript page description language compatible with Adobe PostScript Level 3.

Multipurpose (MP) Tray

The paper supply tray on the front side of the machine. Use this tray instead of the cassettes when printing onto envelopes, Hagaki (Cardstock), transparencies, or labels.

NetBEUI (NetBIOS Extended User Interface)

An interface, developed by IBM in 1985, as an update from NetBIOS. It enables more advanced functions on smaller networks than other protocols such as TCP/IP, etc. It is not suitable for larger networks due to lack of routing capabilities to choose the most appropriate routes. NetBEUI has been adopted by IBM for its OS/2 and Microsoft for its Windows as a standard protocol for file sharing and printing services.

Outline font

With outline fonts, character outlines are represented with numerical expressions and fonts can be enlarged or reduced in different ways by changing the numeric values of those expressions. Printing remains clear even if you enlarge fonts, since the characters are defined with outlines represented with numerical expressions. You can specify the font size in steps of 0.25 points up to 999.75 points.

PDF/A

This is "ISO 19005-1. Document management - Electronic document file format for long-term preservation - Part 1: Use of PDF (PDF/A)", and is a file format based on PDF 1.4. It has been standardized as ISO 19005-1, and is a specialization of PDF, which has been mainly used for printing, for long-term storage. A new part, ISO 19005-2 (PDF/A-2), is currently being prepared.

POP3 (Post Office Protocol 3)

A standard protocol to receive E-mail from the server in which the mail is stored on the Internet or an intranet.

PostScript

A page description language developed by Adobe Systems. It enables flexible font functions and highly-functional graphics, allowing higher quality printing. The first version called Level 1 was launched in 1985, followed by Level 2 that enabled color printing and two-byte languages (e.g. Japanese) in 1990. In 1996, Level 3 was released as an update for the Internet access and PDF format as well as gradual improvements in implementation technologies.

PPM (prints per minute)

This indicates the number of A4 size printouts made in one minute.

Printer Driver

The software to enable you to print data created on any application software. The printer driver for the machine is contained in the DVD enclosed in the package. Install the printer driver on the computer connected to the machine.

RA (Stateless)

The IPv6 router communicates (transmits) information such as the global address prefix using ICMPv6. This information is the Router Advertisement (RA).

ICMPv6 stands for Internet Control Message Protocol, and is a IPv6 standard defined in the RFC 2463 "Internet Control Message Protocol (ICMPv6) for the Internet Protocol Version 6 (IPv6) Specification".

RAM Disk

Using part of the printer's memory as a virtual disk, you can set any amount of memory from overall printer memory as a RAM disk in order to use features such as electronic sorting (shortening print time).

Send as E-mail

A function to send the image data stored in the machine as an E-mail attachment. E-mail addresses can be selected from the list or entered at each time.

SMTP (Simple Mail Transfer Protocol)

A protocol for E-mail transmission over the Internet or an intranet. It is used for transferring mail between mail servers as well as for sending mail from clients to their servers.

Status Page

The page lists machine conditions, such as the memory capacity, total number of prints and scans, and paper source settings.

Subnet Mask

The subnet mask is a way of augmenting the network address section of an IP address.

A subnet mask represents all network address sections as 1 and all host address sections as 0. The number of bits in the prefix indicates the length of the network address. The term "prefix" refers to something added to the beginning and, in this context, indicates the first section of the IP address. When an IP address is written, the length of the network address is indicated by the prefix length after a forward slash (/). For example, "24" in the address "133.210.2.0/24". In this way, "133.210.2.0/24" denotes the IP address "133.210.2.0" with a 24-bit prefix (network section). This new network address section (originally part of the host address) made possible by the subnet mask is referred to as the subnet address. When you enter the subnet mask, be sure to set the "DHCP" setting to "Off".

TCP/IP (Transmission Control Protocol/Internet Protocol)

TCP/IP is a suite of protocols designed to define the way computers and other devices communicate with each other over a network.

TCP/IP (IPv6)

TCP/IP (IPv6) is based on the current Internet protocol, TCP/IP (IPv4). IPv6 is the next-generation Internet protocol and expands the available address space, which resolves the problem of the lack of addresses under IPv4, while also introducing other improvements such as additional security functionality and the capacity to prioritize data transmission.

TWAIN (Technology Without An Interesting Name)

A technical specification for connecting scanners, digital cameras, and other image equipment to computers. The TWAIN compatible devices enable you to process image data on any relevant application software. TWAIN is adopted on a large amount of graphic software (e.g. Adobe Photoshop) and OCR software.

USB (Universal Serial Bus) 2.0

A USB interface standard for Hi-Speed USB 2.0. The maximum transfer rate is 480 Mbps. This machine is equipped with USB 2.0 for high-speed data transfer.

WIA (Windows Imaging Acquisition)

A function to import images supported after Windows Me/XP from digital cameras and other peripheral devices. This function replaces what TWAIN used to do. The feature is provided as a part of Windows functions and improves ease of operation, so that you import images directly to My Computer without using any application.

WPS (Wi-Fi Protected Setup)

WPS is a network security standard created by Wi-Fi Alliance, to make it easy to connect with the wireless devices and set up the Wi-Fi Protected Access. The WPS-supported services can connect to the wireless access points by pushing a button or entering passphrases.

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**QUALITY
CERTIFICATE**

This machine has passed
all quality controls and
final inspection

KYOCERA Document Solutions America, Inc.**Headquarters**

225 Sand Road,
Fairfield, New Jersey 07004-0008, USA
Phone: +1-973-808-8444
Fax: +1-973-882-6000

Latin America

8240 NW 52nd Terrace Dawson Building, Suite 100
Miami, Florida 33166, USA
Phone: +1-305-421-6640
Fax: +1-305-421-6666

KYOCERA Document Solutions Canada, Ltd.

6120 Kestrel Rd., Mississauga, ON L5T 1S8,
Canada
Phone: +1-905-670-4425
Fax: +1-905-670-8116

KYOCERA Document Solutions**Mexico, S.A. de C.V.**

Calle Arquimedes No. 130, 4 Piso, Colonia Polanco
Chapultepec, Delegacion Miguel Hidalgo,
Distrito Federal, C.P. 11560, México
Phone: +52-555-383-2741
Fax: +52-555-383-7804

KYOCERA Document Solutions Brazil, Ltda.

Alameda África, 545, Pólo Empresarial Consbrás,
Tamboré, Santana de Parnaíba, State of São Paulo, CEP
06543-306, Brazil
Phone: +55-11-2424-5353
Fax: +55-11-2424-5304

KYOCERA Document Solutions Chile SpA

Jose Ananias 505, Macul. Santiago, Chile
Phone: +562-2350-7000
Fax: +562-2350-7150

KYOCERA Document Solutions**Australia Pty. Ltd.**

Level 3, 6-10 Talavera Road North Ryde N.S.W, 2113,
Australia
Phone: +61-2-9888-9999
Fax: +61-2-9888-9588

KYOCERA Document Solutions**New Zealand Ltd.**

Ground Floor, 19 Byron Avenue, Takapuna, Auckland,
New Zealand
Phone: +64-9-415-4517
Fax: +64-9-415-4597

KYOCERA Document Solutions Asia Limited

13/F., Mita Centre, 552-566, Castle Peak Road Tsuen Wan,
New Territories, Hong Kong
Phone: +852-2496-5678
Fax: +852-2610-2063

KYOCERA Document Solutions**(China) Corporation**

8F, No. 288 Nanjing Road West, Huangpu District,
Shanghai, 200003, China
Phone: +86-21-5301-1777
Fax: +86-21-5302-8300

KYOCERA Document Solutions**(Thailand) Corp., Ltd.**

335 Ratchadapisek Road, Wongsawang, Bangsue,
Bangkok 10800,
Thailand
Phone: +66-2-586-0333
Fax: +66-2-586-0278

KYOCERA Document Solutions**Singapore Pte. Ltd.**

12 Tai Seng Street #04-01A,
Luxasia Building, Singapore 534118
Phone: +65-6741-8733
Fax: +65-6748-3788

KYOCERA Document Solutions**Hong Kong Limited**

16/F., Mita Centre, 552-566, Castle Peak Road Tsuen Wan,
New Territories, Hong Kong
Phone: +852-3582-4000
Fax: +852-3185-1399

KYOCERA Document Solutions**Taiwan Corporation**

6F., No.37, Sec. 3, Minquan E. Rd.,
Zhongshan Dist., Taipei 104, Taiwan R.O.C.
Phone: +886-2-2507-6709
Fax: +886-2-2507-8432

KYOCERA Document Solutions Korea Co., Ltd.

#10F Daewoo Foundation Bldg 18, Toegye-ro, Jung-gu,
Seoul, Korea
Phone: +822-6933-4050
Fax: +822-747-0084

KYOCERA Document Solutions**India Private Limited**

Second Floor, Centrum Plaza, Golf Course Road,
Sector-53, Gurgaon, Haryana 122002, India
Phone: +91-0124-4671000
Fax: +91-0124-4671001

KYOCERA Document Solutions Europe B.V.

Bloemlaan 4, 2132 NP Hoofddorp,
The Netherlands
Phone: +31-20-654-0000
Fax: +31-20-653-1256

KYOCERA Document Solutions Nederland B.V.

Beechavenue 25, 1119 RA Schiphol-Rijk,
The Netherlands
Phone: +31-20-5877200
Fax: +31-20-5877260

KYOCERA Document Solutions (U.K.) Limited

Eldon Court, 75-77 London Road,
Reading, Berkshire RG1 5BS,
United Kingdom
Phone: +44-118-931-1500
Fax: +44-118-931-1108

KYOCERA Document Solutions Italia S.p.A.

Via Monfalcone 15, 20132, Milano, Italy,
Phone: +39-02-921791
Fax: +39-02-92179-600

KYOCERA Document Solutions Belgium N.V.

Sint-Martinusweg 199-201 1930 Zaventem,
Belgium
Phone: +32-2-7209270
Fax: +32-2-7208748

KYOCERA Document Solutions France S.A.S.

Espace Technologique de St Aubin
Route de l'Orme 91195 Gif-sur-Yvette CEDEX,
France
Phone: +33-1-69852600
Fax: +33-1-69853409

KYOCERA Document Solutions Espana, S.A.

Edificio Kyocera, Avda. de Manacor No.2,
28290 Las Matas (Madrid), Spain
Phone: +34-91-6318392
Fax: +34-91-6318219

KYOCERA Document Solutions Finland Oy

Atomitie 5C, 00370 Helsinki,
Finland
Phone: +358-9-47805200
Fax: +358-9-47805212

KYOCERA Document Solutions**Europe B.V., Amsterdam (NL) Zürich Branch**

Hohlstrasse 614, 8048 Zürich,
Switzerland
Phone: +41-44-9084949
Fax: +41-44-9084950

**KYOCERA Bilgitas Document Solutions
Turkey A.S.**

Gülbahar Mahallesi Otello Kamil Sk. No:6 Mecidiyeköy
34394 Şişli İstanbul, Turkey
Phone: +90-212-356-7000
Fax: +90-212-356-6725

**KYOCERA Document Solutions
Deutschland GmbH**

Otto-Hahn-Strasse 12, 40670 Meerbusch,
Germany
Phone: +49-2159-9180
Fax: +49-2159-918100

KYOCERA Document Solutions Austria GmbH

Wienerbergstraße 11, Turm A, 18. OG, 1100 Wien,
Austria
Phone: +43-1-863380
Fax: +43-1-86338-400

KYOCERA Document Solutions Nordic AB

Esbogatan 16B 164 75 Kista, Sweden
Phone: +46-8-546-550-00
Fax: +46-8-546-550-10

KYOCERA Document Solutions Norge Nuf

Olaf Helsetsv. 6, 0619 Oslo, Norway
Phone: +47-22-62-73-00
Fax: +47-22-62-72-00

KYOCERA Document Solutions Danmark A/S

Ejby Industrivej 60, DK-2600 Glostrup,
Denmark
Phone: +45-70223880
Fax: +45-45765850

KYOCERA Document Solutions Portugal Lda.

Rua do Centro Cultural, 41 (Alvalade) 1700-106 Lisboa,
Portugal
Phone: +351-21-843-6780
Fax: +351-21-849-3312

KYOCERA Document Solutions**South Africa (Pty) Ltd.**

KYOCERA House, Hertford Office Park,
90 Bekker Road (Cnr. Allandale), Midrand, South Africa
Phone: +27-11-540-2600
Fax: +27-11-466-3050

KYOCERA Document Solutions Russia LLC.

Building 2, 51/4, Schepkina St., 129110, Moscow,
Russia
Phone: +7(495)741-0004
Fax: +7(495)741-0018

KYOCERA Document Solutions Middle East

Dubai Internet City, Bldg. 17,
Office 157 P.O. Box 500817, Dubai,
United Arab Emirates
Phone: +971-04-433-0412

KYOCERA Document Solutions Inc.

2-28, 1-chome, Tamatsukuri, Chuo-ku
Osaka 540-8585, Japan
Phone: +81-6-6764-3555
<http://www.kyoceradocumentsolutions.com>

