lenovo

CF2090DWA

Operating Instructions

For safe and correct use, be sure to read "Safety Information" before using the machine.

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How to Read This Manual

Introduction

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

Legal Prohibition

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Disclaimer

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this machine, losses of the registered data, or the use or non-use of this product and operation manuals provided with it.

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

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

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

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

Two kinds of size notation are employed in this manual.

Some illustrations or explanations in this guide may differ from your product due to improvement or change in the product.

Note to Administrator

Password

Certain configurations of this machine can be password-protected to prevent unauthorized modifications by others. We strongly recommend you to create your own password immediately.

The following are the operations that can be password-protected:

- Configuring the [Address Book], [Network Settings], or [Admin. Tools] menu using the control panel

  You can access these menus without a password by factory default.

  The setting for creating a password can be found in [Admin. Tools].

- Configuring the [System Settings], [Quick Dial Destination], [Scan Destination], [Fax Speed Dial Destination], [Special Sender], [Restrict Available Functions], [Network Settings], [IPsec Settings], or [Administrator Tools] menu using Web Image Monitor

  By default, the access to the machine via Web Image Monitor is not password-protected.

  The setting for configuring the password can be found in [Administrator Settings].

Note

- For details about creating passwords, see page 218 "Administrator Settings" or page 258 "Configuring the Administrator Settings".

User Restriction

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

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

Note

- For details about creating passwords and configuring the user restriction settings, see page 42 "Restricting Machine Functions According to User".

About IP Address

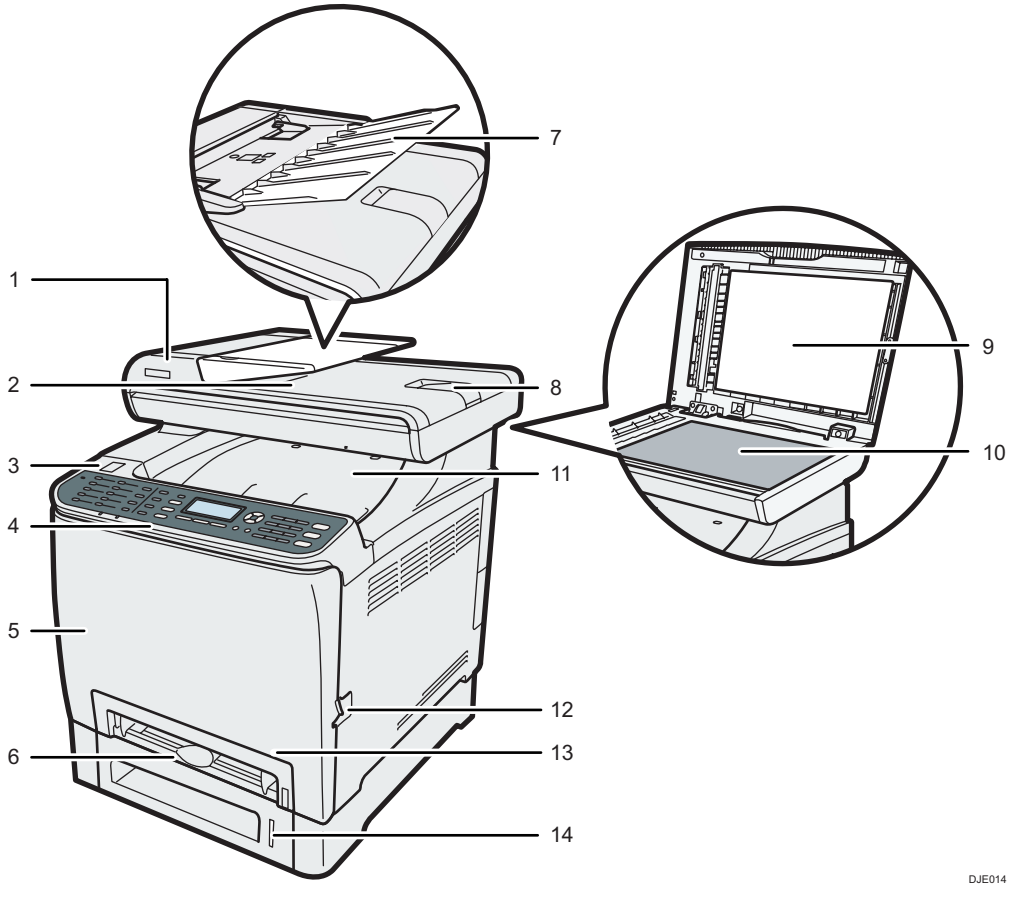
In this manual, "IP address" covers both IPv4 and IPv6 environments. Read the instructions that are relevant to the environment you are using.

1. Getting Started

Guide to Components

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

Exterior: Front View



1. **ADF (Auto document feeder) Cover**

   Open this cover to remove originals jammed in the ADF.

2. **Output Tray for the ADF**

   Originals scanned with the ADF are delivered from here.

3. **USB Flash Disk Port**

   Insert a USB flash disk for using the Scan to USB function or connect a digital camera using a USB cable for PictBridge printing.

4. **Control Panel**

   Contains a screen and keys for machine control.

5. **Front Cover**

   Open this cover to replace the waste toner bottle or remove jammed paper.

6. **Bypass Tray**

   Load paper here sheet by sheet.

7. **Input Tray for the ADF**

   Place stacks of originals here. They will feed in automatically. This tray can hold up to 35 sheets of plain paper.

8. **Extender for the ADF Tray**

   Extend these when placing paper longer than A4 in the input tray for ADF.

9. **Cover for the Exposure Glass**

   Open this cover to place originals on the exposure glass.

10. **Exposure Glass**

    Place originals here sheet by sheet.

11. **Standard Tray/Top Cover**

    Printed paper is delivered to this tray. Up to 150 sheets of plain paper can be stacked here.

    Open this to replace the print cartridges.

12. **Front Cover Open Lever**

    To open the front cover, pull this lever on the right side of the machine.

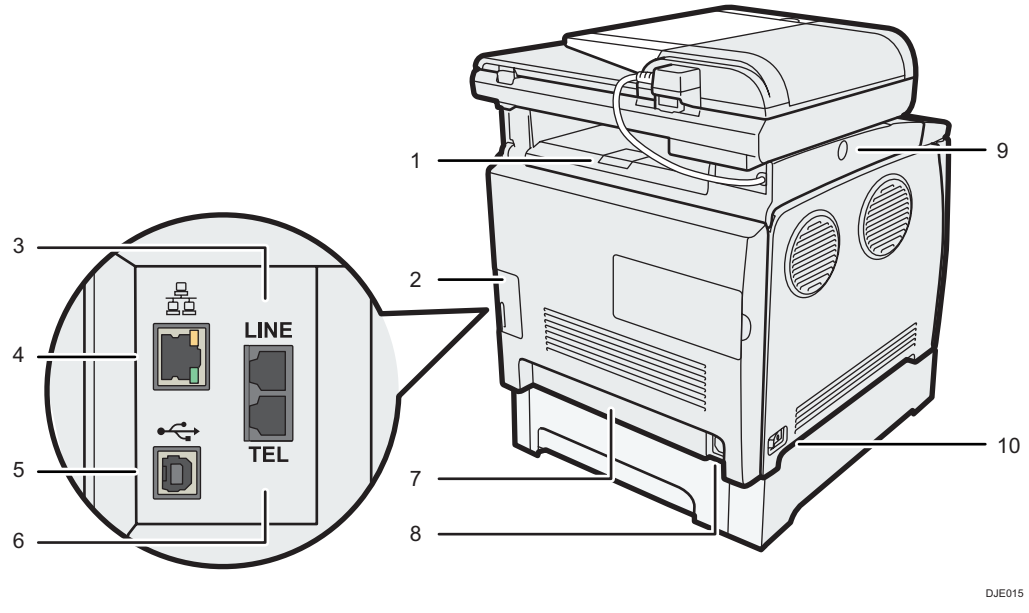
13. **Tray 1**

    This tray can hold up to 250 sheets of plain paper.

14. **Tray 2 (option)**

    This tray can hold up to 500 sheets of plain paper.

Exterior: Rear View



1. **Stop Fences**

   Pull up this fence to prevent paper falling off when printing a large amount of paper at a time. The fence can be adjusted at the A4/Letter or Legal size position.

2. **Cable Cover**

   Remove this cover when connecting cables to the machine.

3. **G3 (analog) Line Interface Connector**

   For connecting a telephone line.

4. **Ethernet Port**

   For connecting the machine to the network using a network interface cable.

5. **USB Port**

   For connecting the machine to a computer using a USB cable.

6. **External Telephone Connector**

   For connecting an external telephone.

7. **Rear Cover**

   Remove this cover when loading paper longer than A4 in Tray 1.

8. **Power Socket**

   For connecting the power cord to the machine.

9. **Button for Sliding the ADF**

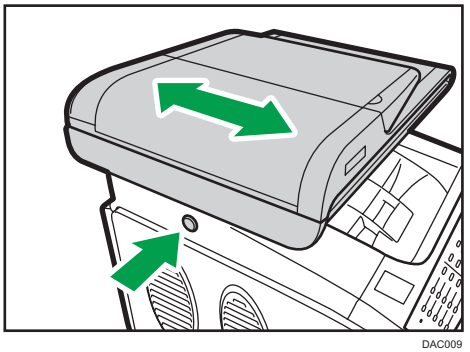
   Press to slide the ADF towards the rear of the machine and hold it in that position, if paper output to the output tray is difficult to retrieve.

10. **Power Switch**

    Use this switch to turn the power on or off.

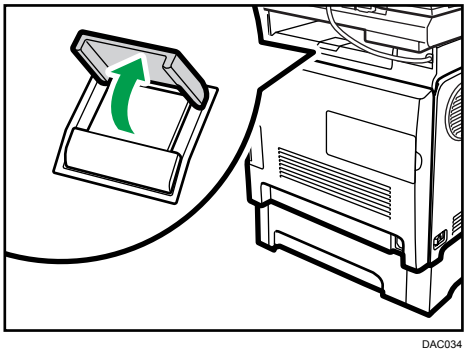
Note

- As shown, slide the ADF while pressing the button for sliding the ADF. Be sure to check that the ADF is closed in advance. Be careful not to trap your fingers when sliding.



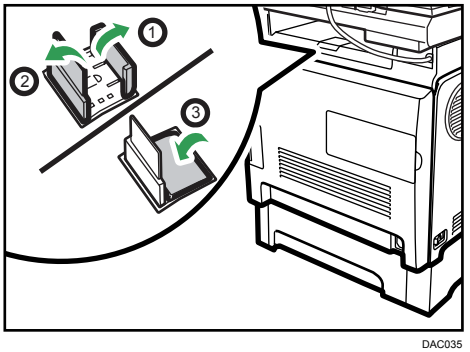
DAC009

- Pull up the retainer as shown below to prevent A4- or Letter-size printed copies from falling off.



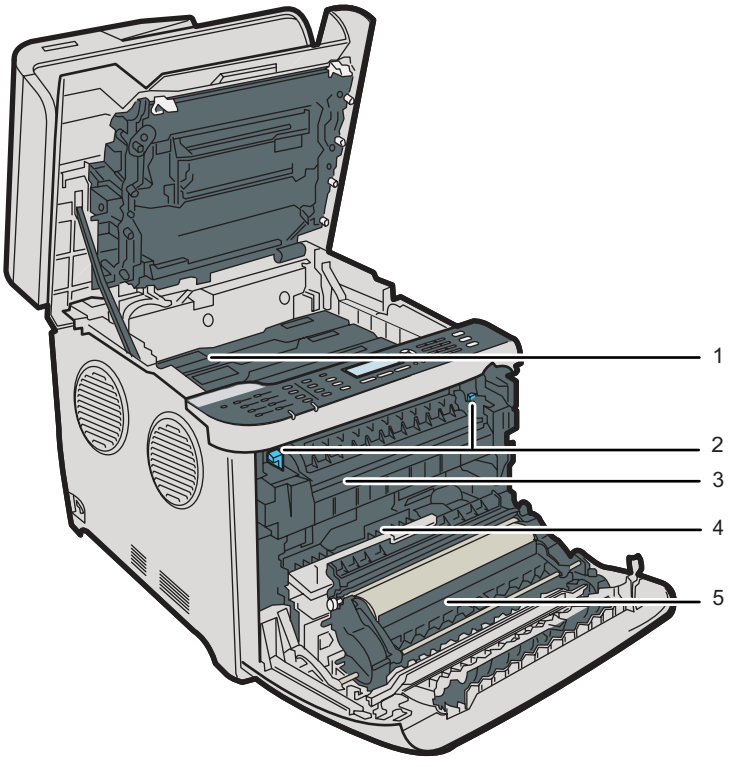
DAC034

- Pull up the retainer as shown below to prevent Legal-size printed copies from falling off.



DAC035

Interior



1. **Print Cartridges**

   Install the print cartridges from the machine rear, in the order of cyan (C), magenta (M), yellow (Y), and black (K). Messages appear on the screen when print cartridges need to be replaced, or new ones need to be prepared.

2. **Fusing Unit Lever**

   Lower both the left and right levers when you print on an envelope.

3. **Fusing Unit**

   Fuses toner to the paper.

   You might have to move this unit to check for or remove jammed paper.

4. **Waste Toner Bottle**

   Collects toner that is wasted during printing.

5. **Transfer unit**

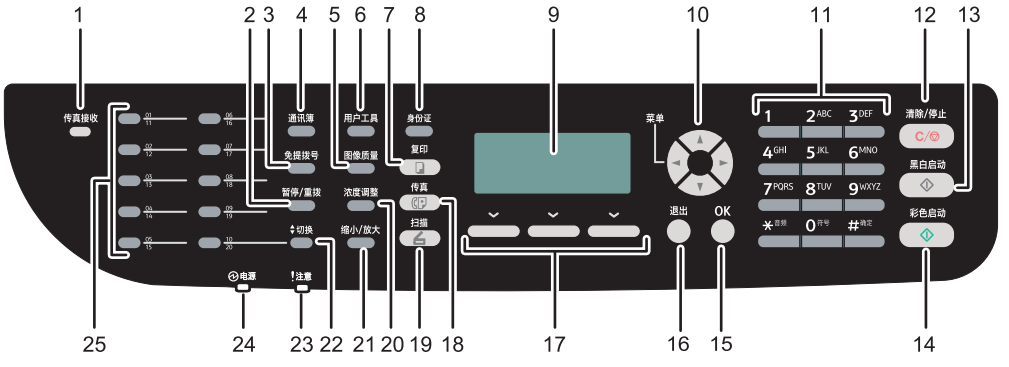
   You need to remove this when you replace the waste toner bottle.

Note

- For details about the messages that appear on the screen when consumables need to be replaced, see page 324 "Error and Status Messages on the Screen".

1

Control Panel



1. **传真接收 indicator**

   Lights up when received faxes that have not been printed out exist in the machine's memory. Flashes when the machine is unable to print out the faxes due to machine errors such as an empty paper tray or a paper jam.

2. **[暂停/重拨] key**

   - Pause

     Press to insert a pause in a fax number. The pause is indicated by "P".

   - Redial

     Press to display the last used scan or fax destination.

3. **[免提拨号] key**

   Press to use on-hook dialing to check the destination's status when sending a fax.

4. **[通讯簿] key**

   Press to select a scan or fax destination from the Address Book.

5. **[图像质量] key**

   Press to select the image quality for the current job.

   - Copier mode: select Text, Photo, or Mixed.
   - Scanner mode: select the resolution.
   - Fax mode: select Standard, Detail, or Photo.

6. **[用户工具] key**

   Press to display the menu for configuring the machine's system settings.

7. **[复印] key**

   Press to switch to copier mode. The key stays lit while the machine is in copier mode.

8. **[身份证] key**

   Press to enter ID card copy mode for the current job.

If you do not use the ID card copy mode frequently, configure [Shortcut to Function] in [Admin. Tools] to make this key available for sending faxes immediately or displaying scan file destinations. For [Shortcut to Function], see page 26 "Initial Setup".

9. **Screen**

   Displays the current status and messages.

10. **Scroll keys**

    Press to move the cursor in the directions indicated by each scroll key.

    Pressing the [◀][▶] keys while the machine is in standby mode will display the menu for configuring the settings of the machine's current operation mode (copier, scanner, or fax).

11. **Number keys**

    Use to enter numerical values when specifying settings such as fax numbers and copy quantities, or enter letters when specifying names.

12. **[清除/停止] key**

    - While the machine is processing a job: press to cancel the current job.
    - While configuring the machine settings: press to cancel the current setting and return to standby mode.
    - While in standby mode: press to cancel temporary settings such as image density or resolution.

13. **[黑白启动] key**

    Press to scan or copy in black and white, or start sending a fax.

14. **[彩色启动] key**

    Press to scan or copy in color.

15. **[OK] key**

    Press to confirm settings or enter the next level of the menu tree.

16. **[退出] key**

    Press to cancel the last operation or exit to the previous level of the menu tree.

17. **Selection keys**

    Press the key that corresponds to an item shown on the bottom line of the screen to select it.

18. **[传真] key**

    Press to switch to fax mode. The key stays lit while the machine is in fax mode.

19. **[扫描] key**

    Press to switch to scanner mode. The key stays lit while the machine is in scanner mode.

20. **[浓度调整] key**

    Press to adjust image density for the current job.

    - Copier mode: select from 5 levels of density.
    - Scanner mode: select from 5 levels of density.
    - Fax mode: select from 3 levels of density.

21. **[缩小/放大] key**

    - Copier mode: press to specify the reduction or enlargement ratio for the current job.

- Scanner mode: press to specify the scanning size applied to the current original.

22. [切換] key

Press to switch between Quick Dial numbers 1 to 10 and 11 to 20 when specifying a scan or fax destination using the One Touch buttons.

23. Alert indicator

Flashes yellow when the machine will require maintenance soon (such as replacing consumables), or lights up red when a machine error occurs.

When an alert is issued, check the messages on the screen. For details about the messages that appear on the screen, page 324 "Error and Status Messages on the Screen".

24. Power indicator

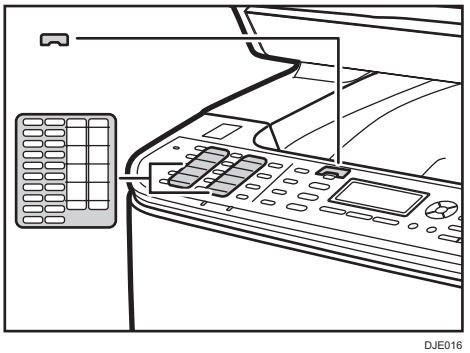
Remains lit while the power is on. It is unlit when the power is off.

25. One Touch buttons

Press to select a scan or fax Quick Dial destination.

Note

- The backlight of the screen is turned off when the machine is in Energy Saver mode.
- When the machine is processing a job, you cannot display the menu for configuring the machine. You can confirm the machine's status by checking messages on the screen. If you see messages such as "Printing...", "B&W Copying...", "Color Copying...", or "Processing...", wait until the current job is finished.
- As required, apply the stickers appropriate for your language to control panel keys and One Touch buttons. If the control panel is covered with a protective sheet, be sure to remove it before applying the stickers.



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Installing the Machine

Where to Put the Machine

Be careful about where to place the machine, because environmental conditions greatly affect its performance.

⚠WARNING

- Do not use flammable sprays or solvents in the vicinity of this machine. Also, avoid placing these items in the vicinity of this machine. Doing so could result in fire or electric shock.

- Do not place vases, plant pots, cups, toiletries, medicines, small metal objects, or containers holding water or any other liquids, on or close to this machine. Fire or electric shock could result from spillage or if such objects or substances fall inside this machine.

⚠CAUTION

- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.

- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.

- Do not place heavy objects on the machine. Doing so can cause the machine to topple over, possibly resulting in injury.

- Keep the machine in an area that is within optimum environmental conditions. Operating the machine in an environment that is outside the recommended ranges of humidity and temperature can cause an electrical fire hazard. Keep the area around the socket free of dust. Accumulated dust can become an electrical fire hazard.

- Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.

- Do not obstruct the machine's vents. Doing so risks fire caused by overheated internal components.

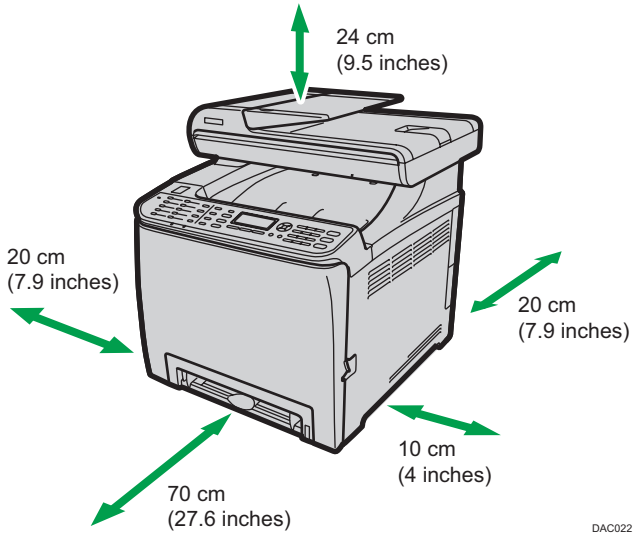
Important

- **Keep the machine away from salt-bearing air and corrosive gases. Also, do not install the machine in places where chemical reactions are likely (laboratories, etc.), as doing so will cause the machine to malfunction.**

1

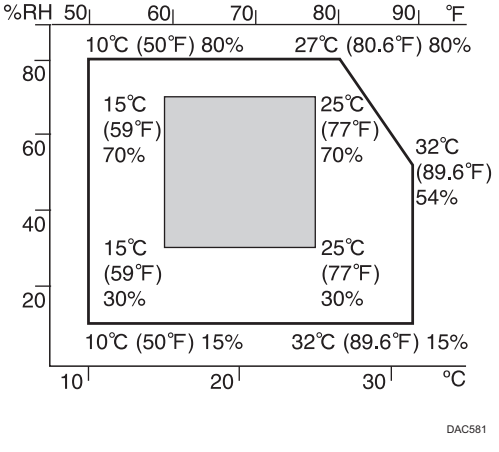
Space Required for Installation

The recommended (or minimum) space requirements are as follows:



Optimum Environmental Conditions

Permissible and recommended temperature and humidity ranges are as follows:



- White area: Permissible Range
- Gray area: Recommended Range

To avoid possible build-up of ozone, locate this machine in large well ventilated room that has an air turnover of more than 30m^3/hr/person.

Environments to Avoid

Important

- **Areas exposed to direct sunlight or strong light**

- Dusty areas
- Areas with corrosive gases
- Areas that are excessively cold, hot, or humid
- Areas directly exposed to currents of hot, cold, or room-temperature air from air conditioners
- Areas directly exposed to radiant heat from heaters
- Locations near air conditioners or humidifiers
- Locations near other electronic equipment
- Locations subject to frequent strong vibration

Ventilation

When you use this machine in a confined space without good ventilation for a long time or print large quantities, you might detect an odd smell.

This might cause the output paper to also have an odd smell.

When you detect an odd smell, regularly ventilate in order to keep the workplace comfortable.

- Set up the machine so that it does not directly ventilate towards people.
- Ventilation should be more than 30 m^3/hr/person.

New machine smell

When a machine is new, it might have a unique smell. This smell will subside in about one week.

When you detect an odd smell, sufficiently ventilate and circulate the air in the room.

Power requirements

- 220 - 240 V, 6 A, 50/60 Hz

Please be sure to connect the power cord to a power source as above.

Installing Option

This section explains how to install options.

Attaching Paper Feed Unit

⚠WARNING

- Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.

- It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.

⚠CAUTION

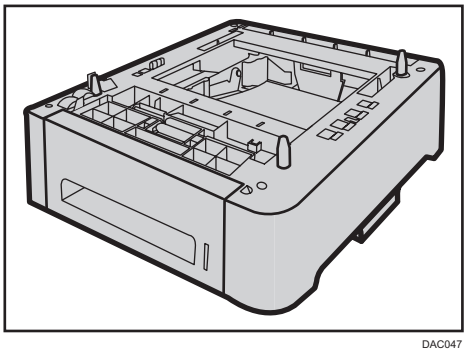
- Before installing or removing options, always disconnect the power cord plugs from the wall outlet and allow time for the main unit to fully cool. Failing to take these precautions could result in burns.

- The machine weighs approximately 29 kg (64 lb.). When moving the machine, use the inset grips on both sides, and lift slowly in pairs. The machine will break or cause injury if dropped.
- Lifting the paper feed unit carelessly or dropping may cause injury.
- Before moving the machine, unplug the power cord from the wall outlet. If the cord is unplugged abruptly, it could become damaged. Damaged plugs or cords can cause an electrical or fire hazard.

Important

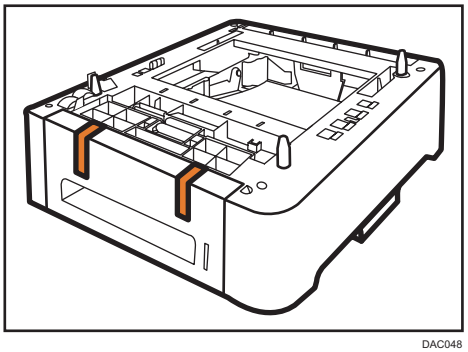
- **Tray 1 is required to print using the optional paper feed unit. Without Tray 1, paper jams will occur.**
- **The machine must be lifted by two people.**
- **Do not hold the tray to lift the machine.**

1. **Check that the package contains the paper feed unit.**



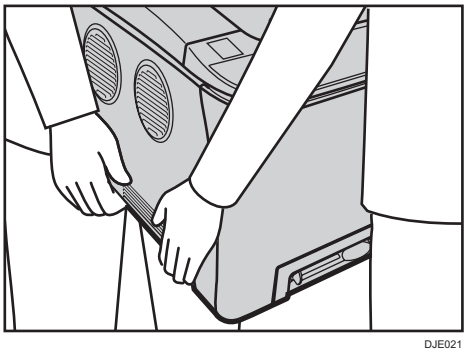
DAC047

2. **Turn off the machine's power switch, and then unplug the machine's power cord from the wall outlet.**
3. **Remove adhesive tapes from the optional paper feed unit.**



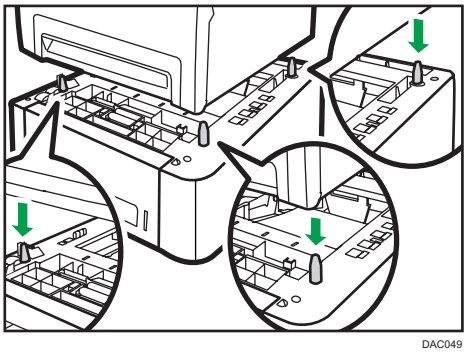
DAC048

4. **Lift the machine using the inset grips on both sides of the machine.**



DJE021

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



DAC049

6. **After installing the optional paper feed unit, print the configuration page to check the device configuration.**

   If it is installed properly, "Tray 2" will appear under "Paper Input" on the configuration page.

Note

- If Paper feed unit is attached, "Tray 2" appears on the machine's control panel.
- After installing the optional paper feed unit, select Tray 2 in the printer driver. For details, see the printer driver Help.
- If the new device is listed in the column of configuration options, it has been properly installed.
- If the optional paper feed unit is not installed properly, try to install it again by repeating the procedure. If the problem persists, contact your sales or service representative.
- For details about printing the configuration page, see page 208 "Printing Lists/Reports".

About Operation Tools

This section explains the operation tools of this machine.

Control Panel

The control panel contains a screen and keys for controlling the machine. Using the control panel, you can configure the machine's various settings. For details about how to use the control panel, see page 181 "Configuring the Machine Using the Control Panel".

Web Image Monitor

You can check the machine's status and configure its settings by accessing the machine via Web Image Monitor. For details about how to use Web Image Monitor, see page 223 "Configuring the Machine Using Web Image Monitor".

Initial Setup

Initial Setup

When you turn on the machine for the first time, a menu for configuring the settings described below will appear on the display. This section explains how to complete the Initial Setup.

Important

- **Make sure to select the correct code for the country/territory of use. Selecting the wrong country/territory code may cause failures in fax transmissions.**

Display language

The selected language here is used for displaying messages, etc.

User fax number

The registered number is used as the fax number of the machine. The user fax number can contain 0 to 9, spaces, and "+".

User name

The name entered here is used as the name of the fax sender.

Country/Territory code

The selected country/territory code is used for configuring the time and date display formats, and the settings related to fax transmissions with appropriate default values for the country/territory of use.

Press the [▲] or [▼] key to select the item you want to configure, and enter the number or name (up to 20 digits or characters) if necessary, then press the [OK] key.

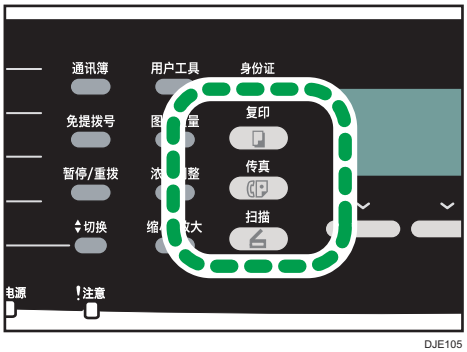
Note

- For details about entering characters, see page 138 "Entering Characters".
- You can change the settings configured during the Initial Setup later in the [Admin. Tools] menu. You can also configure the time and date in the [Admin. Tools] menu. For details about [Admin. Tools], see page 218 "Administrator Settings".
- If the [Print Fax Header] setting under fax transmission settings enabled, the registered user fax number, user name, and time and date of transmission appear on the header of every fax you send. For details about [Print Fax Header], see page 191 "Fax Transmission Features Settings".

Changing Operation Modes

You can switch between copier, scanner, and fax modes by pressing the corresponding keys.

Press the [复印], [扫描], or [传真] key to switch to each mode. While operating in each mode, the corresponding key lights up.



DJE105

Function Priority

By default, the machine switches to the copier mode when it is turned on, or if the preset [System Auto Reset Timer] time passes with the machine left idle while displaying the initial screen of another mode. You can change the mode to switch to in such conditions using [Function Priority] under [Admin. Tools].

Note

- A password for accessing the [Admin. Tools] menu can be specified in [Admin. Tools Lock].
- For details about [System Auto Reset Timer] or [Function Priority], see page 218 "Administrator Settings".

Multi-access

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

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

Current job	Types of jobs that can be executed simultaneously
Copying	• Fax memory transmission • Fax memory reception • Internet Fax reception (no printing) • Receiving a LAN-Fax job from a computer • LAN-Fax transmission

Current job	Types of jobs that can be executed simultaneously
Scanning	• Fax memory transmission • Fax immediate printing • Fax memory reception • Printing a fax received in the machine's memory • Internet Fax reception • Printing *1 *7 • Receiving a LAN-Fax job from a computer (except when TWAIN scanning) • LAN-Fax transmission (except when TWAIN scanning)
Storing a scanned fax file into the machine's memory before sending it	• Fax memory transmission • Fax immediate printing • Fax memory reception • Printing a fax received in the machine's memory • Internet Fax reception • Printing • Receiving a LAN-Fax job from a computer • LAN-Fax transmission
Fax immediate transmission (scanning an original and sending it simultaneously)	• Printing a fax received in the machine's memory • Printing *5 • Internet Fax reception • Receiving a LAN-Fax job from a computer
Fax memory transmission (sending a fax that has already been stored in the machine's memory)	• Copying • Scanning • Scanning a fax into the machine's memory before transmission • Internet Fax transmission • Printing a fax received in the machine's memory • Internet Fax reception • Printing *5 • Receiving a LAN-Fax job from a computer

Current job	Types of jobs that can be executed simultaneously
Internet Fax transmission	• Fax memory transmission • Fax immediate printing • Fax memory reception • Printing a fax received in the machine's memory • Printing *5 • Receiving a LAN-Fax job from a computer • LAN-Fax transmission
Fax immediate printing (receiving a fax and printing it simultaneously)	• Scanning *6 • Scanning a fax into the machine's memory before transmission • Internet Fax transmission • Internet Fax reception (no printing) • Receiving a LAN-Fax job from a computer
Fax memory reception (storing a received fax into the machine's memory)	• Copying • Scanning • Scanning a fax into the machine's memory before transmission • Internet Fax transmission • Internet Fax reception (no printing) • Receiving a LAN-Fax job from a computer
Printing a received fax stored in the machine's memory	• Scanning *6 • Scanning a fax into the machine's memory before transmission • Fax immediate transmission • Fax memory transmission • Internet Fax transmission • Internet Fax reception (no printing) • Receiving a LAN-Fax job from a computer • LAN-Fax transmission

Current job	Types of jobs that can be executed simultaneously
Internet Fax reception	• Scanning • Scanning a fax into the machine's memory before transmission • Fax immediate transmission • Fax memory transmission • Receiving a LAN-Fax job from a computer • LAN-Fax transmission
Internet Fax reception (no printing)	• Copying • Scanning • Scanning a fax into the machine's memory before transmission • Fax immediate transmission • Fax memory transmission • Printing a fax received in the machine's memory • Fax memory reception • Printing • Receiving a LAN-Fax job from a computer • LAN-Fax transmission
Printing	• Scanning*2 • Scanning a fax into the machine's memory before transmission • Fax immediate transmission*3 • Fax memory transmission*3 • Internet Fax transmission • Internet Fax reception (no printing) • LAN-Fax transmission
PictBridge printing	• Scanning*4 (except for Scan to USB) • Scanning a fax into the machine's memory before transmission • Fax immediate transmission • Fax memory transmission • Internet Fax transmission • Internet Fax reception (no printing) • Receiving a LAN-Fax job from a computer • LAN-Fax transmission

Current job	Types of jobs that can be executed simultaneously
Receiving a LAN-Fax job from a computer	• Copying • Scanning (except for TWAIN scanning) • Fax immediate printing • Fax memory reception • Printing a fax received in the machine's memory • Internet Fax reception • PictBridge printing • LAN-Fax transmission
LAN-Fax transmission	• Copying • Scanning (except for TWAIN scanning) • Scanning a fax into the machine's memory before transmission • Printing a fax received in the machine's memory • Internet Fax reception • Internet Fax transmission • Printing • Receiving a LAN-Fax job from a computer

*1 Printing starts after scanning is finished if [Gradation:] is set to [Standard] or [Fine] (PCL printer driver), or when printing from the PostScript 3 printer driver.

*2 Scanning is not possible if [Gradation:] is set to [Standard] or [Fine] (PCL printer driver), or when printing from the PostScript 3 printer driver.

*3 Fax transmission is not possible if [Gradation:] is set to [Fine] (PCL printer driver), or when printing from the PostScript 3 printer driver.

*4 PictBridge printing might fail if the free memory space is low.

*5 Printing may be canceled if [Gradation:] is set to [Standard] or [Fine] (PCL printer driver), or when printing from the PostScript 3 printer driver.

*6 Fax printing may take longer than normal if you scan using the control panel at the same time, especially when scanning multiple pages using the exposure glass.

*7 Scan to USB is not available with PictBridge.

Note

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

Assigning a Setting to the [身份证] Key (Shortcut Function)

You can access a frequently-used setting with a single keystroke by assigning the setting to the [身份证] key.

Important

- You can configure settings for the following four function,
  - ID Card Copy Mode (Default)
  - Fax Auto Print Setting
  - Fax Immediate TX
  - Address Book for FAX
  - Select Scanner Dest.

Assigning a setting using the control panel

1. Press the [用户工具] key.
2. Press the [▲] or [▼] key to select [Admin. Tools], and then press the [OK] key.
3. If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.
4. Press the [▲] or [▼] key to select [Shortcut to Function], and then press the [OK] key.
5. Press the [▲] or [▼] key to select the setting you want to configure, and then press the [OK] key.
6. Press the [用户工具] key to return to the initial screen.

Note

- A password for accessing the [Admin. Tools] menu can be specified in [Admin. Tools Lock].

Assigning a Setting Using Web Image Monitor

Important

- This setting appears only when the administrator password is set in the [Administrator] page.

1. Start the Web browser, and access the machine by entering its IP address.
2. Click [System Settings].
3. Click the [Shortcut to Function] tab.
4. Specify the setting you want to configure from [Shortcut to Function Settings].
5. Enter the administrator password.
6. Click [OK].

7. **Close the Web browser.**

Note

- For details about [Administrator], see page 258 "Configuring the Administrator Settings".

Configuring Network Settings

This section describes configuring the settings required to use the machine on a network.

Configuring the IP Address Settings

The procedure for configuring network settings differs depending on whether the IP address is assigned automatically by the network (DHCP), is specified manually.

Note

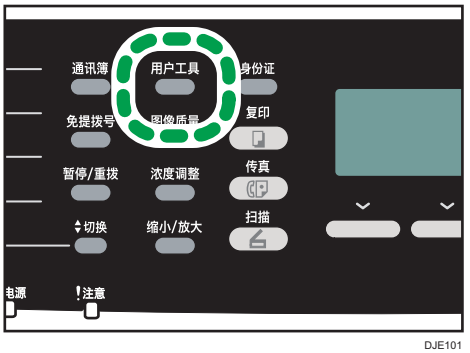
- The password for accessing the [Admin. Tools] menu can be specified in [Admin. Tools Lock].
- If your network environment requires a specific transmission speed that is not automatically detected, specify the transmission speed in [Set Ethernet Speed] under [Network Settings].
- First configure the IP address setting, then install the driver. For details about installing the driver, see the Driver Installation Guide.
- For details about printing the configuration page, see page 208 "Printing Lists/Reports".

Specifying settings to receive an IPv4 address automatically

Important

- **A DHCP server is required on the network for the machine to receive an IPv4 address automatically.**

1. **Turn on the machine.**
2. **Press the [用户工具] key.**



3. **Press the [▲] or [▼] key to select [Network Settings], and then press the [OK] key.**
4. **If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.**
5. **Press the [▲] or [▼] key to select [IPv4 Configuration], and then press the [OK] key.**

6. Press the [▲] or [▼] key to select [DHCP], and then press the [OK] key.
7. Press the [▲] or [▼] key to select [Active], and then press the [OK] key.
8. Press the [用户工具] key to return to the initial screen.
9. If you are requested to restart the machine, turn off the machine, and then turn it back on.
10. Print the configuration page to check the setting.

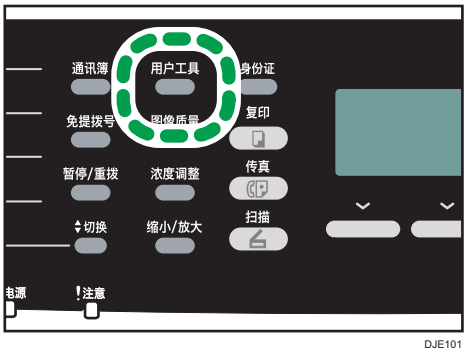
    The IPv4 address setting will appear under "TCP/IP" on the configuration page.

Assigning the machine's IPv4 address manually

Important

- The IPv4 address assigned to the machine must not be used by any other device on the same network.

1. Turn on the machine.
2. Press the [用户工具] key.



DJE101

3. Press the [▲] or [▼] key to select [Network Settings], and then press the [OK] key.
4. If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.
5. Press the [▲] or [▼] key to select [IPv4 Configuration], and then press the [OK] key.
6. Press the [▲] or [▼] key to select [DHCP], and then press the [OK] key.
7. Press the [▲] or [▼] key to select [Inactive], and then press the [OK] key.
8. Press the [▲] or [▼] key to select [IP Address], and then press the [OK] key.

   The current IPv4 address is shown.
9. Enter the machine's IPv4 address using the number keys, and then press the [OK] key.

   Press the [◀] and [▶] keys to move between fields.
10. Press the [▲] or [▼] key to select [Subnet Mask], and then press the [OK] key.

    The current subnet mask is shown.

11. **Enter the subnet mask using the number keys, and then press the [OK] key.**
    Press the [◀] and [▶] keys to move between fields.
12. **Press the [▲] or [▼] key to select [Gateway Address], and then press the [OK] key.**
    The current gateway address is shown.
13. **Enter the gateway address using the number keys, and then press the [OK] key.**
    Press the [◀] and [▶] keys to move between fields.
14. **Press the [用户工具] key to return to the initial screen.**
15. **If you are requested to restart the machine, turn off the machine, and then turn it back on.**
16. **Print the configuration page to check the setting.**
    The IPv4 address setting will appear under "TCP/IP" on the configuration page.

Note

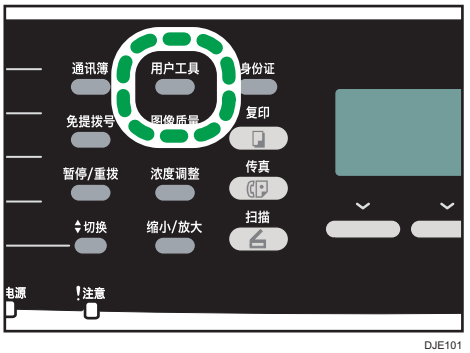
- If [DHCP] is enabled, manually configured IPv4 address settings are not used.

Specifying settings to receive an IPv6 address automatically

Important

- **A DHCP server is required on the network for the machine to receive an IPv6 address automatically.**

1. **Turn on the machine.**
2. **Press the [用户工具] key.**



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3. **Press the [▲] or [▼] key to select [Network Settings], and then press the [OK] key.**
4. **If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.**
5. **Press the [▲] or [▼] key to select [IPv6 Configuration], and then press the [OK] key.**
6. **Press the [▲] or [▼] key to select [IPv6], and then press the [OK] key.**
7. **Press the [▲] or [▼] key to select [Active], and then press the [OK] key.**

8. Press the [▲] or [▼] key to select [DHCP], and then press the [OK] key.
9. Press the [▲] or [▼] key to select [Active], and then press the [OK] key.
10. Press the [用户工具] key to return to the initial screen.
11. If you are requested to reboot the machine, turn off the machine, and then turn it back on.
12. Print the configuration page to confirm the setting.

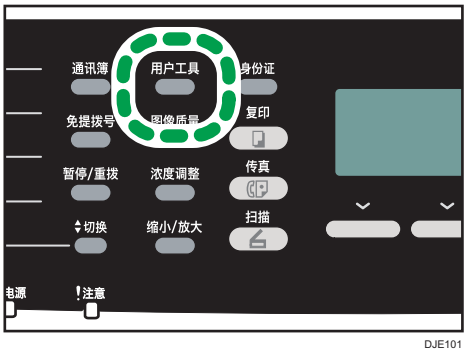
    The IPv6 address setting will appear under "IPv6 Configuration" on the configuration page.

Assigning the machine's IPv6 address manually

Important

- The IPv6 address assigned to the machine must not be used by any other device on the same network.

1. Turn on the machine.
2. Press the [用户工具] key.



DJE101

3. Press the [▲] or [▼] key to select [Network Settings], and then press the [OK] key.
4. If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.
5. Press the [▲] or [▼] key to select [IPv6 Configuration], and then press the [OK] key.
6. Press the [▲] or [▼] key to select [IPv6], and then press the [OK] key.
7. Press the [▲] or [▼] key to select [Active], and then press the [OK] key.
8. Press the [▲] or [▼] key to select [DHCP], and then press the [OK] key.
9. Press the [▲] or [▼] key to select [Inactive], and then press the [OK] key.
10. Press the [▲] or [▼] key to select [Manual Config. Address], and then press the [OK] key.
11. Press the [▲] or [▼] key to select [Manual Config. Address], and then press the [OK] key.
12. Enter the machine's IPv6 address using the number keys, and then press the [OK] key.
13. Press the [▲] or [▼] key to select [Prefix Length], and then press the [OK] key.

14. **Enter the prefix length using the number keys, and then press the [OK] key.**
15. **Press the [▲] or [▼] key to select [Gateway Address], and then press the [OK] key.**
16. **Enter the gateway address using the number keys, and then press the [OK] key.**
17. **Press the [用户工具] key to return to the initial screen.**
18. **If you are requested to reboot the machine, turn off the machine, and then turn it back on.**
19. **Print the configuration page to confirm the setting.**

    The IPv6 address setting will appear under "IPv6 Configuration" on the configuration page.

Sharing the Printer on a Network

This section explains how to configure this machine as a Windows network printer.

The network printer setting can be configured to enable network clients to use the machine.

- To change printer properties, you need access privileges for printer management. Log on using the account for the Administrator group members.
- The following procedure is based on Windows 7. If you are using another operating system, the procedure might differ slightly.

1. **On the [Start] menu, click [Devices and Printers].**

   If you are using a computer that is running Windows 8/8.1 or Windows Server 2012/2012 R2, click [Search] on the Charm Bar, and then click [Control Panel]. When the [Control Panel] window appears, click [View devices and printers].
2. **Right-click the icon of the printer you want to use, and then click [Printer properties].**

   The printer properties dialog box appears.
3. **On the [Sharing] tab, click [Share this printer].**
   - To share this printer with users using a different version of Windows, continue with this procedure.
   - If you have installed an alternative driver by selecting [Share this printer] during the printer driver installation, proceed to Step 8.
4. **Click [Additional Drivers...].**
5. **Select the version of Windows with which you want to share the printer, and then click [OK].**
6. **Click [Browse...], select the driver file, and then click [Open].**
7. **Click [OK].**
8. **On the [Advanced] tab, click the [Printing Defaults...] button.**

   Specify the default values for the printer driver to be used by client computers, and then click [OK].
9. **Click [Apply].**

10. Click [OK].

Wireless LAN Setup

This section explains how to configure the wireless LAN settings manually using the control panel. For easy setup using WPS (Wi-Fi Protected Setup), see Wi-Fi Settings Guide.

Important

- If [Inactive] is specified for the [Wi-Fi] setting, you cannot use the [Setup Wizard]. Specify [Active] for the [Wi-Fi] setting first. If you change the [Wi-Fi] setting, the machine must be restarted.
- Ensure that the router, access point, or device equipped with a wireless LAN, etc., is turned on.
- Check the authentication method and the name of the router, access point, or device equipped with a wireless LAN (SSID/IBSS) in advance.
- First, configure the wireless LAN setting, and then install the driver. For details about installing the driver, see the Driver Installation Guide.

Infrastructure mode

Use the following procedure to connect to the wireless LAN router or access point manually.

1. Turn on the machine.
2. Press the [用户工具] key.
3. Press the [▲] or [▼] key to select [Network Settings], and then press the [OK] key.
4. If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.
5. Press the [▲] or [▼] key to select [Wi-Fi Configuration], and then press the [OK] key.
6. Press the [▲] or [▼] key to select [Setup Wizard], and then press the [OK] key.
7. Press the [▲] or [▼] key to select [Infrastructure], and then press [Next].
8. Press the [▲] or [▼] key to select the destination SSID, and then press [Next].

   If you cannot find the destination SSID, check if the device is turned on.

   When entering the SSID, select [Input SSID], and then press [Next].

   The SSID entry screen appears. Enter the SSID using the number keys, and then press [Next].
9. Press the [▲] or [▼] key to select the authentication method, and then press [Next].

   Select the same method that the router or access point is using.

   If you have selected [WPA2-PSK] or [Mix Mode WPA2/WPA], proceed to Step 11.
10. Press the [▲] or [▼] key to select the encryption method, and then press [Next].

    Select the same method that the router or access point is using.

11. **Enter the encryption key using the number keys, and then press [Connect].**

    If you selected [Shared Key] or [Open System] in Step 9, it is necessary to enter the ID. The ID is used for identifying the encryption key. You can register four encryption keys (ID 1 to 4). Use the [▲] or [▼] key to switch between the encryption key and ID settings.

12. **Press [Yes].**

    After connecting to the network, the Wi-Fi screen is displayed.

13. **Press the [▲] or [▼] key to select [Wi-Fi Status], and then press the [OK] key.**

    When "Connected" is displayed, the connection has been established.

    When "Disconnected" is displayed, the connection has not been established. Start again from the beginning.

Ad Hoc mode

This section explains how to connect directly to devices equipped with a wireless LAN, such as computers on a peer-to-peer network.

Important

- **In Ad Hoc network, every device must be manually assigned an IP address for TCP/IP if there is no DHCP server.**
- **In Ad Hoc mode, only Open System or WEP encryption is supported. WPA2-PSK and Mix Mode WPA2/WPA authentication methods are not supported.**

1. **Turn on the machine.**
2. **Press the [用户工具] key.**
3. **Press the [▲] or [▼] key to select [Network Settings], and then press the [OK] key.**
4. **If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.**
5. **Press the [▲] or [▼] key to select [Wi-Fi Configuration], and then press the [OK] key.**
6. **Press the [▲] or [▼] key to select [Setup Wizard], and then press the [OK] key.**
7. **Press the [▲] or [▼] key to select [Ad-Hoc], and then press [Next].**
8. **Press the [▲] or [▼] key to select a communication channel, and then press [Next].**

    Select a channel that corresponds to the device that you are going to connect with.

    You can check the channel using the Properties dialog box of the network adapter of your computer.

    You can display the network adapter's Properties dialog box as follows:

    The following procedure is based on Windows 7.

    [Start] → [Control Panel] → [System and Security] → [System] → [Device Manager] → [Network adapters]

Select the wireless LAN adaptor, right-click on it, and then click Properties.

9. **Press the [▲] or [▼] key to select the destination device name (IBSS), and then press [Next].**

   If you cannot find the destination, check that the device is turned on.

   When entering the device name, select [Input SSID], and then press [Next]. The SSID entry screen appears. Enter the device name using the number keys, and then press [Next].

10. **Press the [▲] or [▼] key to select the authentication method, and then press [Next].**
11. **Press the [▲] or [▼] key to select the encryption method, and then press [Next].**
12. **Enter the encryption key and ID using the number keys, and then press [Connect].**

    The ID is used for identifying the encryption key. You can register four encryption keys (ID 1 to 4).

13. **Press [Yes].**

    After connecting to the network, the Wi-Fi screen is displayed.

14. **Press the [▲] or [▼] key to select [Wi-Fi Status], and then press the [OK] key.**

    When "Connected" is displayed, the connection has been established.

    When "Disconnected" is displayed, the connection has not been established. Start again from the beginning.

Restricting Machine Functions According to User

You can configure settings to require a user code when someone tries to use certain machine functions.

To enable this setting, you must first configure the machine settings via Web Image Monitor.

Important

- **To print jobs that require authentication you can use only the PCL printer driver. Printing such jobs from the PostScript 3 printer driver is not possible.**

Note

- For details about using Web Image Monitor, see page 223 "Using Web Image Monitor".

Enabling the User Restriction Settings

This section explains how to configure settings to permit only authorized users to use certain machine functions.

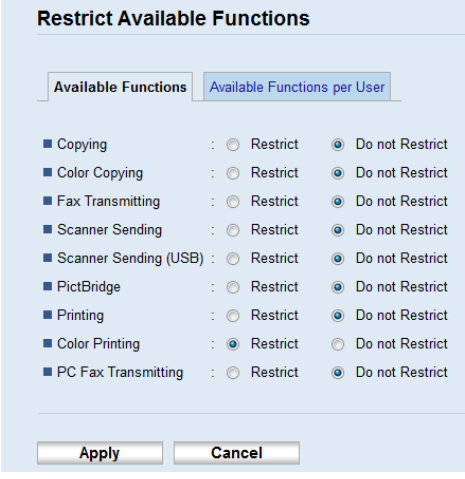
Using Web Image Monitor, enable user restriction for all or some of the functions listed below, and then register users who can use those functions.

- Copying (both color and black-and-white)
- Color copying
- Sending faxes
- Scan to E-mail/FTP/Folder
- Scan to USB
- PictBridge printing
- Printing (both color and black-and-white)
- Color printing
- Sending faxes via LAN-Fax

You can specify functions available to each user upon authentication. Up to 30 users can be registered.

1. **Start the Web browser, and access the machine by entering its IP address.**
2. **Click [Restrict Available Functions].**
3. **Enter the administrator password if required.**
4. **Click [Apply].**

5. **Under "Available Functions", select [Restrict] for the functions you want to restrict, and then click [Apply].**



Select [Do not Restrict] for the functions you do not want to restrict.

The user restriction setting is enabled for the selected function. Proceed to the following steps to register users.

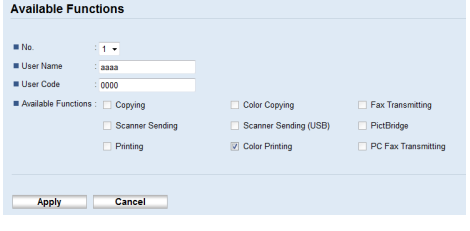
6. **Click [Available Functions per User].**

A list of currently registered user entries appears.



7. **Select a user entry, and then click [Change].**

The following window appears.



8. **Enter the user name in [User Name] using up to 16 alphanumeric characters.**
9. **Enter the user code in [User Code] using up to 8 digits.**

The user code will be used to authenticate users when they try to use a restricted function.

10. **Select the functions you want to make available to the user upon authentication.**

    Unselected functions will be unavailable to users authenticated under this user code.

11. **Click [Apply].**
12. **Close the Web browser.**

Note

- You must enter both the user name and user code to register a user entry.
- Make sure that different user entries do not share the same user name or user code.

Modifying user entries

This section explains how to modify user entries.

1. **Start the Web browser, and access the machine by entering its IP address.**
2. **Click [Restrict Available Functions].**
3. **Enter the administrator password if required.**
4. **Click [Apply].**
5. **Click [Available Functions per User].**

   A list of currently registered user entries appears.

6. **Select the entry to modify, and then click [Change].**
7. **Modify settings as necessary.**
8. **Click [Apply].**
9. **Close the Web browser.**

Deleting user entries

This section explains how to delete user entries.

1. **Start the Web browser, and access the machine by entering its IP address.**
2. **Click [Restrict Available Functions].**
3. **Enter the administrator password if required.**
4. **Click [Apply].**
5. **Click [Available Functions per User].**

   A list of currently registered user entries appears.

6. **Select the entry to delete, and then click [Delete].**
7. **Confirm that the entry you have selected is the entry that you want to delete.**
8. **Click [Apply].**

9. **Close the Web browser.**

When Machine Functions are Restricted

Restricted functions can be used only by authorized users.

Depending on the restricted function, users will be authenticated from the machine's control panel or in the printer/LAN-Fax driver.

Important

- **To print jobs that require authentication you can use only the PCL printer driver. Printing such jobs from the PostScript 3 printer driver is not possible.**
- **The procedure in this section is an example based on Windows 7.**

The table below shows the functions that can be restricted, and how users can be authenticated to use them.

Restricted Function	Authentication method
• Copying (both color and black-and-white) • Color copying • Sending faxes • Scan to E-mail/FTP/Folder • Scan to USB	The machine requests for a user code when a user presses the [黑白启动] or [彩色启动] key. The user must enter a valid user code from the control panel.
• PictBridge printing	The machine requests for a user code when a digital camera is connected to the machine. The user must enter a valid user code from the control panel.
• Printing (both color and black-and-white) • Color printing • Sending faxes via LAN-Fax	The user must enter a valid user code in the printer or LAN-Fax driver before executing a print command.

Authentication using the control panel

1. **If the machine requests for the user code, enter a user code using the number keys.**

   If you enter a wrong user code 3 times, the machine beeps and denies further attempts of authentication.

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

Authentication using the printer or LAN-Fax driver

1. **Open the file you want to print on your computer.**

2. **On the [File] menu, click [Print...].**
3. **In the [Select Printer] area, select the name of this machine, and then click [Preferences].**
4. **Click the [Valid Access] tab (PCL printer driver) or check the [User Code] check box. (LAN-Fax driver).**
5. **Enter the user code using 1 to 8 digits, and then click [OK].**
6. **Execute a print command.**

   If an incorrect user code is entered, the job will be canceled automatically (without any error message).

2. Loading Paper

Supported Paper

Tray 1

Type	Size	Weight	Capacity
Thin paper Plain paper Middle thick paper Thick paper 1, 2 Recycled paper Color paper Preprinted paper Prepunched paper Letterhead Bond paper Cardstock Label paper Envelope	A4 B5 JIS A5 B6 JIS A6 Legal ($8^1/_2$ × 14 inches) Letter ($8^1/_2$ × 11 inches) Half Letter ($5^1/_2$ × $8^1/_2$ inches) Executive ($7^1/_4$ × $10^1/_2$ inches) 8 × 13 inches $8^1/_2$ × 13 inches Folio ($8^1/_4$ × 13 inches) 16K (195 × 267 mm) Com 10 ($4^1/_8$ × $9^1/_2$ inches) Monarch ($3^7/_8$ × $7^1/_2$ inches) C5 Env (162 × 229 mm) C6 Env (114 × 162 mm) DL Env (110 × 220 mm) Custom size: 90 to 216 mm in width, 148 to 356 mm in length (3.54 to 8.50 inches in width, 5.83 to 14.0 inches in length)	60 to 160 g/m^2 (16 to 43 lb.)	250 (80 g/m^2, 20 lb.)

Tray 2 (option)

Type	Size	Weight	Capacity
Thin paper Plain paper Middle thick paper Thick paper 1 Recycled paper Color paper Preprinted paper Prepunched paper Letterhead	A4 Letter ($8\frac{1}{2} \times 11$ inches)	60 to 105 g/m^2 (16 to 28 lb.)	500 (80 g/m^2, 20 lb.)

Bypass tray

Type	Size	Weight	Capacity
Thin paper Plain paper Middle thick paper Thick paper 1, 2 Recycled paper Color paper Prepunched paper Letterhead Bond paper Cardstock Label paper Envelope	A4 B5 JIS A5 B6 JIS A6 Legal ($8^1/_2$ × 14 inches) Letter ($8^1/_2$ × 11 inches) Half Letter ($5^1/_2$ × $8^1/_2$ inches) Executive ($7^1/_4$ × $10^1/_2$ inches) 8 × 13 $8^1/_2$ × 13 Folio ($8^1/_4$ × 13 inches) 16K (195 mm × 267 mm) Com 10 ($4^1/_8$ × $9^1/_2$ inches) Monarch ($3^7/_8$ × $7^1/_2$ inches) C5 Env (162 × 229 mm) C6 Env (114 × 162 mm) DL Env (110 × 220 mm) Custom size: 90 to 216 mm in width, 148 to 356 mm in length (3.54 to 8.50 inches in width, 5.83 to 14.0 inches in length)	60 to 160 g/m^2 (16 to 43 lb.)	1

Note

- You cannot print on Legal size paper in the following cases:
  - PCL printer driver

    When [Gradation:] in [Print Quality] is set to [Fine]
  - PostScript 3 printer driver

    When [Print Quality] in [Printer Features] is set to [Best Quality]

Specifications of Paper Types

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

Important

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

Middle thick paper

Item	Description
Paper thickness	75 to 90 g/m^2 (20 to 24 lb.)
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A4, B5 JIS, Legal (8 $^1/_2$ × 14 inches), Letter (8 $^1/_2$ × 11 inches), Executive (7 $^1/_4$ × 10 $^1/_2$ inches), 8 × 13, 8 $^1/_2$ × 13, Folio (8 $^1/_4$ × 13 inches), 16K (195 mm × 267 mm)

Thick paper 1

Item	Description
Paper thickness	91 to 105 g/m^2 (24 to 28 lb.)
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	None
Notes	The number of sheets that can be printed per minute is approximately half that of middle thick paper.

Thick paper 2

Item	Description
Paper thickness	106 to 160 g/m^2 (28 to 43 lb.)
Supported paper tray	Tray 1 and bypass tray
Duplex supported size	None
Notes	The number of sheets that can be printed per minute is approximately half that of middle thick paper.

Thin paper

Item	Description
Paper thickness	60 to 65g/m2 (16 to 17 lb.)
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A4, B5 JIS, Legal ($8^1/_2$ × 14 inches), Letter ($8^1/_2$ × 11 inches), Executive ($7^1/_4$ × $10^1/_2$ inches), 8 × 13, $8^1/_2$ × 13, Folio ($8^1/_4$ × 13 inches), 16K (195 mm × 267 mm)

Plain paper

Item	Description
Paper thickness	66 to 74 g/m2 (18 to 20 lb.)
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A4, B5 JIS, Legal ($8^1/_2$ × 14 inches), Letter ($8^1/_2$ × 11 inches), Executive ($7^1/_4$ × $10^1/_2$ inches), 8 × 13, $8^1/_2$ × 13, Folio ($8^1/_4$ × 13 inches), 16K (195 mm × 267 mm)

Recycled paper

Item	Description
Paper thickness	75 to 90 g/m^2 (20 to 24 lb.)
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A4, B5 JIS, Legal ($8^1/_2$ × 14 inches), Letter ($8^1/_2$ × 11 inches), Executive ($7^1/_4$ × $10^1/_2$ inches), 8 × 13, $8^1/_2$ × 13, Folio ($8^1/_4$ × 13 inches), 16K (195 mm × 267 mm)
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper], [Thick Paper 1], or [Thick Paper 2].

Color paper

Item	Description
Paper thickness	75 to 90 g/m^2 (20 to 24 lb.)
Supported paper tray	Can be used with any of the paper trays.

Item	Description
Duplex supported size	A4, B5 JIS, Legal ($8^1/_2$ × 14 inches), Letter ($8^1/_2$ × 11 inches), Executive ($7^1/_4$ × $10^1/_2$ inches), 8 × 13, $8^1/_2$ × 13, Folio ($8^1/_4$ × 13 inches), 16K (195 mm × 267 mm)
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper], [Thick Paper 1], or [Thick Paper 2].

Preprinted paper

Item	Description
Paper thickness	75 to 90 g/m^2 (20 to 24 lb.)
Supported paper tray	Tray 1 and tray 2
Duplex supported size	A4, B5 JIS, Legal ($8^1/_2$ × 14 inches), Letter ($8^1/_2$ × 11 inches), Executive ($7^1/_4$ × $10^1/_2$ inches), 8 × 13, $8^1/_2$ × 13 inches, Folio ($8^1/_4$ × 13 inches), 16K (195 mm × 267 mm)
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper], [Thick Paper 1], or [Thick Paper 2].

Prepunched paper

Item	Description
Paper thickness	75 to 90 g/m^2 (20 to 24 lb.)
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A4, B5 JIS, Legal ($8^1/_2$ × 14 inches), Letter ($8^1/_2$ × 11 inches), Executive ($7^1/_4$ × $10^1/_2$ inches), 8 × 13, $8^1/_2$ × 13, Folio ($8^1/_4$ × 13 inches), 16K (195 mm × 267 mm)
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper], [Thick Paper 1], or [Thick Paper 2].

Letterhead

Item	Description
Paper thickness	75 to 90 g/m^2 (20 to 24 lb.)
Supported paper tray	Can be used with any of the paper trays.

Item	Description
Duplex supported size	A4, B5 JIS, Legal ($8^1/_2$ × 14 inches), Letter ($8^1/_2$ × 11 inches), Executive ($7^1/_4$ × $10^1/_2$ inches), 8 × 13, $8^1/_2$ × 13, Folio ($8^1/_4$ × 13 inches), 16K (195 mm × 267 mm)
Notes	Paper that has a thickness outside the specified range cannot be printed onto.

Bond paper

Item	Description
Paper thickness	106 to 160 g/m^2 (28 to 43 lb.)
Supported paper tray	Tray 1 and bypass tray
Duplex supported size	None
Notes	• The number of sheets that can be printed in one minute is approximately half that of middle thick paper. • If the paper thickness is outside the specified range, select [Thick Paper 1].

Cardstock

Item	Description
Paper thickness	106 to 160 g/m^2 (28 to 43 lb.)
Supported paper tray	Tray 1 and bypass tray
Duplex supported size	None
Notes	• The number of sheets that can be printed in one minute is approximately half that of middle thick paper. • Paper thicker than 160 g/m^2 cannot be printed onto.

Label paper

Item	Description
Supported paper tray	Tray 1 and bypass tray
Duplex supported size	None

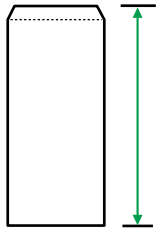
Item	Description
Notes	• The number of sheets that can be printed per minute is approximately half that of middle thick paper. • Avoid using adhesive label paper on which glue is exposed. Glue may stick to the inner parts of the machine, which can cause paper feed problems, deterioration in print quality, or premature wear of the print cartridge's photo conductor unit.

Envelope

Item	Description
Supported paper tray	Tray 1 and bypass tray
Duplex supported size	None

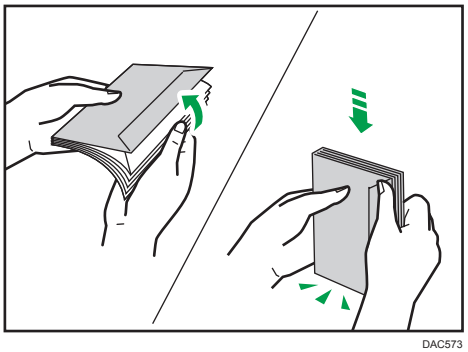
Notes

- Avoid using self-adhesive envelopes. They may cause machine malfunctions.
- The number of envelopes that can be printed per minute is approximately half that of middle thick paper.
- Paper can be loaded only up to the lower of the two paper limit marks of the tray.
- If printed envelopes come out badly creased, load the envelopes in the opposite direction. Also, configure the printer driver to rotate the print object 180 degrees. For details about changing the orientation see the printer driver Help.
- Environmental factors can degrade the print quality on both recommended and non-recommended envelopes.
- If envelopes are severely curled after printing, flatten them by bending them back against the curl.
- After printing, envelopes sometimes have creases along their long edges and toner smear on their unprinted sides. Print images might also be blurred. When printing large, black-solid areas, striping can occur as a result of the envelopes overlapping.
- To correctly specify the length of an envelope whose flap opens along its short edge, be sure to include the open flap when measuring.



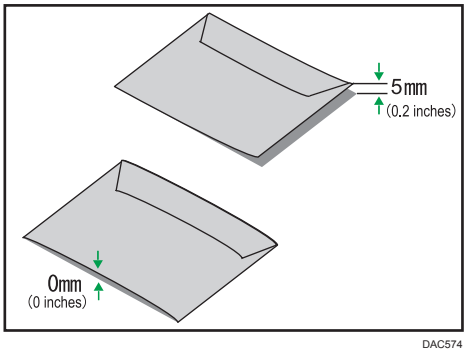
CER112

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



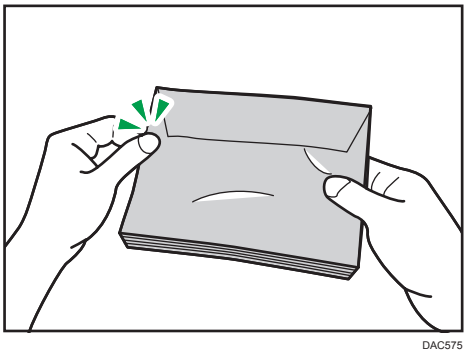
DAC573

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



DAC574

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



DAC575

Note

- You may not be able to perform duplex printing on 8 × 13, $8\frac{1}{2}$ × 13, Folio ($8\frac{1}{4}$ × 13 inches), or 16K (195 mm × 267 mm) size paper in the following cases:
  - PCL printer driver

    When [Gradation:] in [Print Quality] is set to [Fine]
  - PostScript 3 printer driver

    When [Print Quality] in [Printer Features] is set to [Best Quality]

Non-Recommended Paper Types

Do not use the following types of paper:

- Ink-jet printer paper
- Bent, folded, or creased paper
- Curled or twisted paper
- Torn paper
- Wrinkled paper
- Damp paper
- Dirty or damaged paper
- Paper that is dry enough to emit static electricity
- Paper that has already been printed onto, except a preprinted letterhead paper.

  Malfunctions are especially likely when using paper printed on by other than a laser printer (e.g.monochrome and color copiers, ink-jet printers, etc.)
- Special paper, such as thermal paper and carbon paper
- Paper weighing heavier or lighter than the limit
- Paper with windows, holes, perforations, cutouts, or embossing
- Adhesive label paper on which glue or base paper is exposed
- Paper with clips or staples

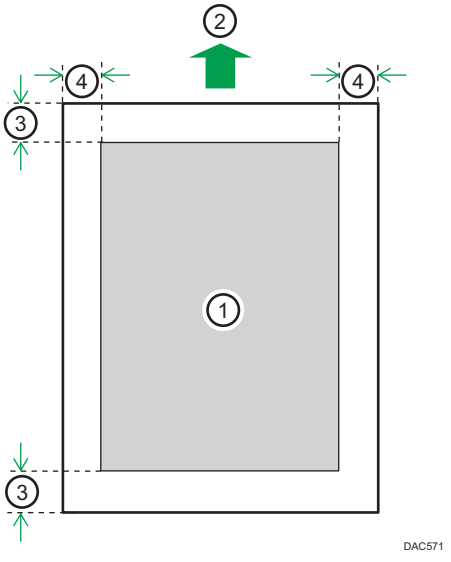
Note

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

Print Area

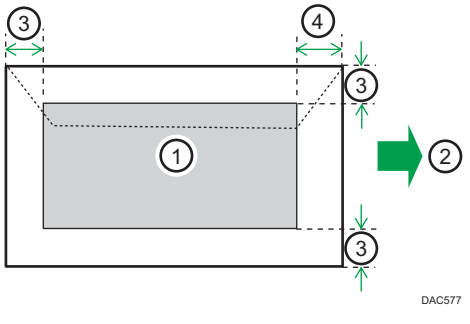
The diagram below shows the area of the paper that the machine can print on.

Paper



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

Envelope

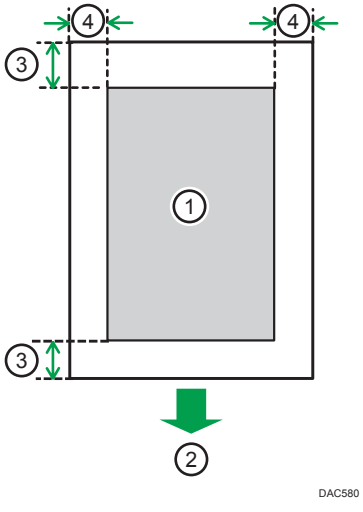


1. **Print area**
2. **Feed direction**
3. **Approximately 10 mm (0.4 inches)**
4. **Approximately 15 mm (0.6 inches)**

Note

- Borderless printing is not supported.
- The print area may vary depending on the paper size, printer language and printer driver settings.
- For better envelope printing, we recommend you set the right, left, top, and bottom print margins to at least 15 mm (0.6 inches) each.

Copier function



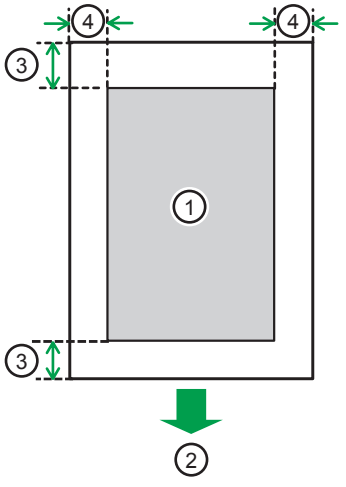
DAC580

1. **Print area**
2. **Feed direction**
3. **Approx. 4 mm (0.2 inches)**
4. **Approx. 3 mm (0.1 inches)**

Note

- The print area may vary depending on the paper size.

Fax function



DAC580

1. **Print area**
2. **Feed direction**
3. **Approx. 4.2 mm (0.2 inches)**
4. **Approx. 2 mm (0.08 inches)**

Note

- The print area may vary depending on the paper size.

Loading Paper

Loading Paper into Tray1 and 2

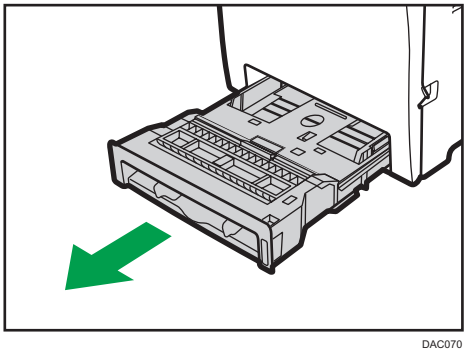
The following example explains the loading procedure for the standard paper tray (Tray 1).

The same procedure applies to loading paper in Tray 2.

Important

- Before printing on paper other than envelopes, make sure to pull up the levers on the machine rear, inside the rear cover.
- Curled paper may jam. Straighten curled paper before loading.
- After loading paper in the tray, specify the paper type and size using the control panel to avoid printing problems. This machine does not detect the paper size automatically.

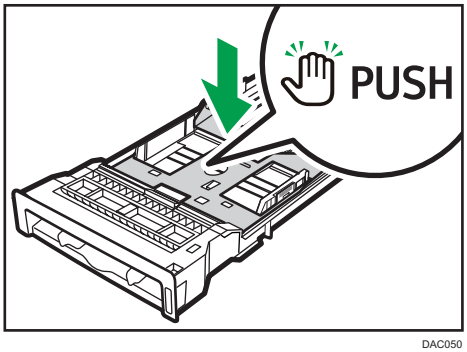
1. **Pull out the paper tray carefully with both hands.**



DAC070

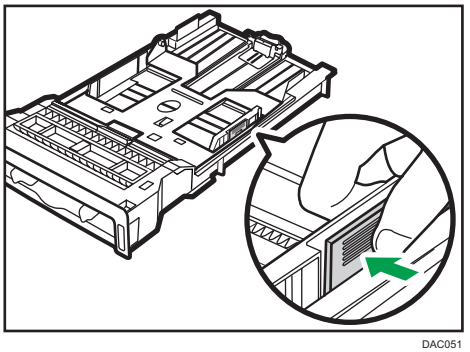
Place the tray on a flat surface.

2. **Push the metal plate down until it clicks.**



DAC050

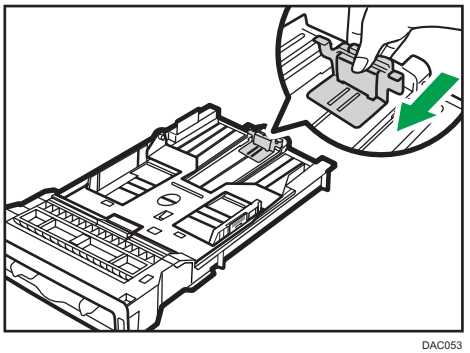
3. **Pinch the clip on the side paper guide and slide it to match the paper size.**



DAC051

When loading custom size paper, position the paper guide slightly wider than the actual paper size.

4. **Pinch the end paper guide and slide it inward to match the paper size.**



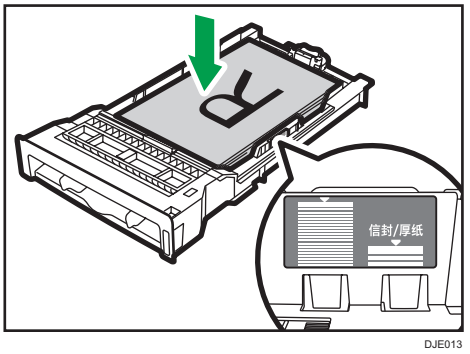
DAC053

When loading custom size paper, position the paper guide slightly wider than the actual paper size.

5. **Load new sheets of paper aligned with their side to be printed face down.**

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

The upper limit mark in Tray 2 differs from the illustrated mark.

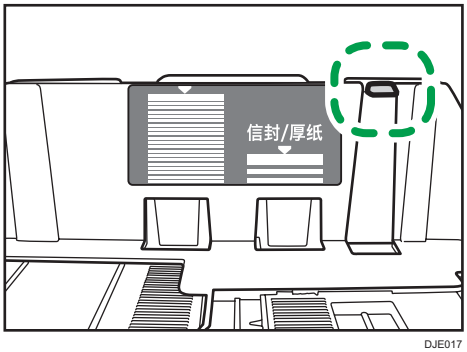


DJE013

Slide the guides inward until they are flush against the paper's sides.

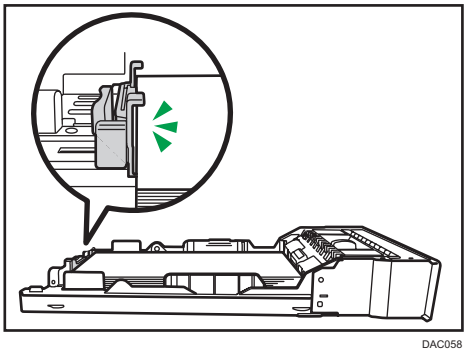
Make sure the paper is not stacked higher than the projection on the side paper guides.

When using Tray 2, make sure the paper is not stacked higher than the upper limit marked inside the tray.



DJE017

6. **Check there are no gaps between the paper and the paper guides (both side and end paper guides).**



DAC058

7. **Carefully push the paper tray straight into the machine.**

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

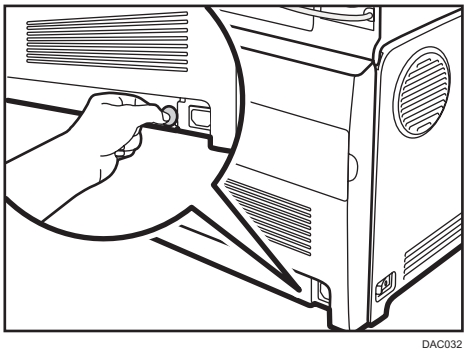
Note

- The upper limit differs depending on the paper type (thin or thick paper). See the label inside the tray to check the upper limit.
- The remaining paper indicator on the right front side of the paper tray shows approximately how much paper is remaining.

Extending Tray 1 to load paper

This section explains how to load paper longer than A4 (297 mm) into the machine.

1. **Remove the rear cover using a coin.**

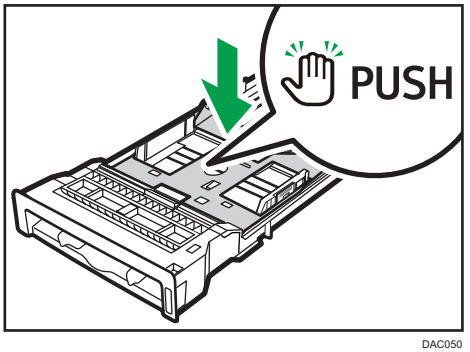


DAC032

2. **Pull out Tray 1 carefully with both hands.**

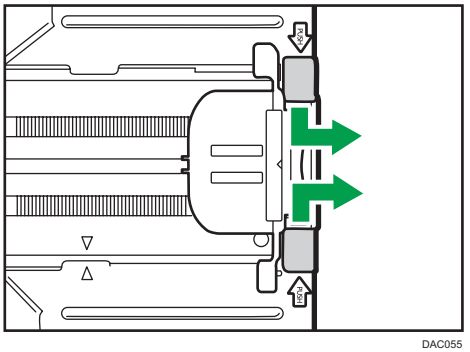
   Place the tray on a flat surface.

3. **Push the metal plate down until it clicks.**



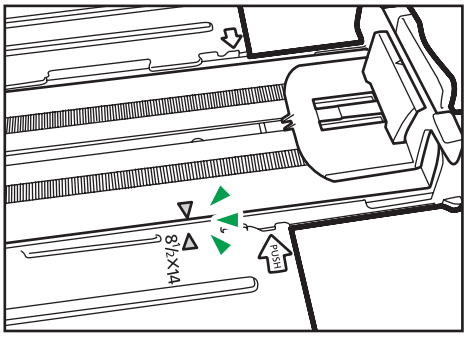
DAC050

4. **Pinch the extender in the "PUSH" direction, and then pull out the extender until it clicks.**



DAC055

   After extension, check that the arrows on the extender and tray are aligned.



DAC056

5. Follow Steps 3 to 7 in "Loading Paper into Tray1 and 2".

Note

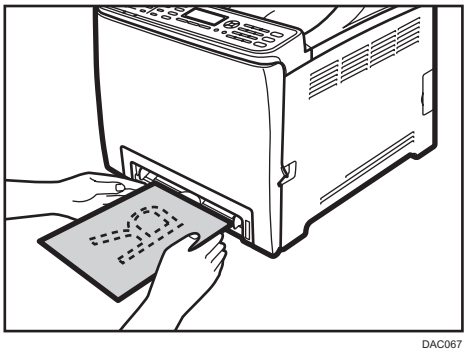
- To reinsert the extender, you might have to push it with moderate force.

Loading Paper into Bypass Tray

Important

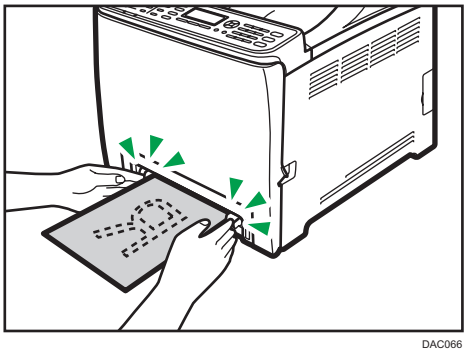
- Before printing on paper other than envelopes, make sure to pull up the levers on the machine rear, inside the rear cover.
- Load paper with the print side down and in the short-edge feed direction.
- Do not load paper while the machine is printing.
- Curled paper may jam. Straighten curled paper before loading.
- Duplex printing is not possible.
- Tray 1 and 2 are unavailable if paper is loaded in the bypass tray.
- You cannot load paper into the bypass tray while the machine is in Energy Saver mode.

1. Insert the top edge of the paper into the machine.



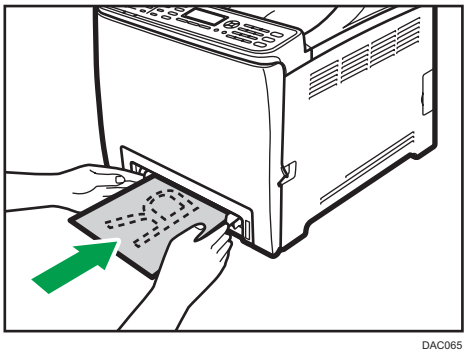
DAC067

2. Adjust the paper guides to the paper size.



DAC066

3. Support the paper with both hands, and insert it carefully until it stops.



DAC065

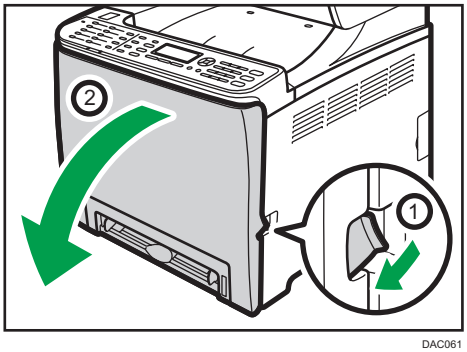
Loading Envelopes

Important

- Before printing on envelopes, make sure to lower the levers on the machine rear, inside the rear cover, to avoid envelopes coming out creased. Also, pull up the levers back to their original positions after printing.
- Avoid using self-adhesive envelopes. They may cause machine malfunctions.
- Check there is no air in the envelopes before loading.
- Load only one size and type of envelope at a time.
- Before loading envelopes, flatten their leading edges (the edge going into the machine) by running a pencil or ruler across them.
- Some kinds of envelope might cause misfeeds, wrinkles or print poorly.
- Print quality on envelopes may be uneven if parts of an envelope have different thicknesses. Print one or two envelopes in advance to check the print quality.
- In a hot and humid environment, the envelope might be delivered creased or with low printing quality.

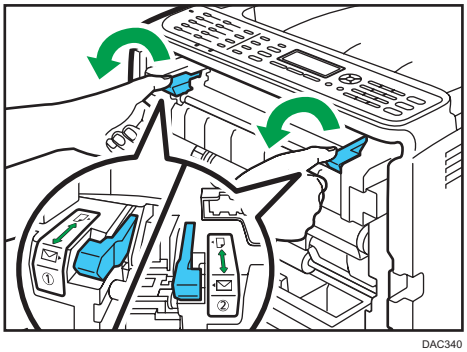
Lowering the fusing unit levers

1. Pull the front cover open lever, and then carefully lower the front cover.



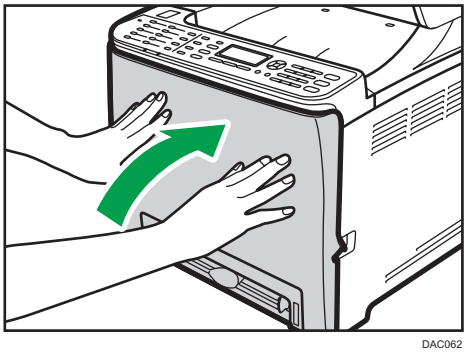
DAC061

2. Lower the fusing unit levers.



DAC340

3. Using both hands, carefully push up the front cover until it closes.



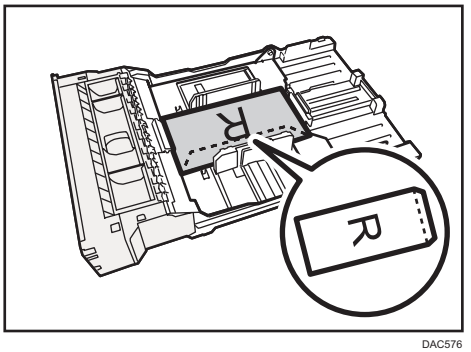
DAC062

For details about loading an envelope, see page 63 "Loading Paper into Tray1 and 2", and page 67 "Loading Paper into Bypass Tray". Note that you cannot load an envelope in Tray 2.

Note

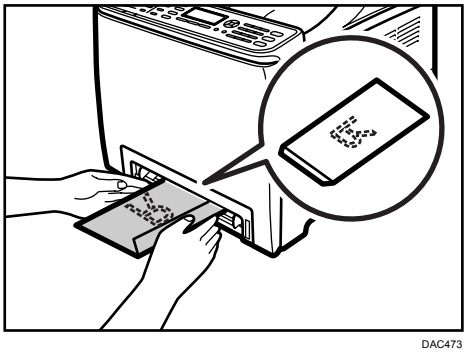
- Be sure to load envelopes so that their flaps are on the right. If you do not, the envelopes will become creased.

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



DAC576

- When Using the Bypass Tray
  - If the envelope flap is on a short side, place the envelope with the flap side in the front part of the tray. If the envelope flap is on a long side, place the envelope with the flap side on the right.



DAC473

Specifying Paper Type and Paper Size Using Control Panel

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

Note

- Paper type and size can also be specified using the printer driver. For details, see the printer driver Help.
- For prints from the bypass tray or Tray 1, you can select to print according to either the printer driver settings or the control panel settings with [Bypass Tray Priority] or [Tray1 Priority] under tray

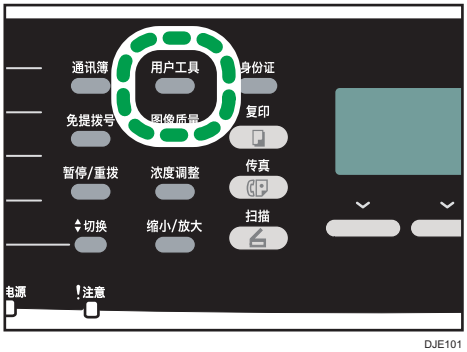
paper settings. For details about [Bypass Tray Priority] and [Tray1 Priority], see page 205 "Tray Paper Settings".

- If [Auto Continue] under system settings is enabled, printing stops temporarily if a paper type/size error is detected. The printing restarts automatically with the settings made with the control panel after about ten seconds. However, if the size of paper specified on the control panel and that of the paper loaded in the paper tray or the paper size specified for the print job do not match when printing restarts, it may cause a paper jam. For details about [Auto Continue], see page 200 "System Settings".

Specifying the paper type

This section explains how to specify the paper type.

1. **Press the [用户工具] key.**

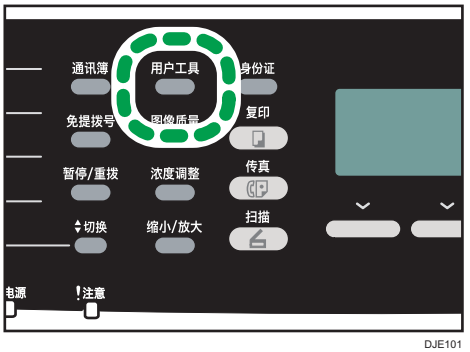


2. **Press the [▲] or [▼] key to select [Tray Paper Settings], and then press the [OK] key.**
3. **Press the [▲] or [▼] key to select the paper type setting for the desired tray, and then press the [OK] key.**
4. **Press the [▲] or [▼] key to select the desired paper type, and then press the [OK] key.**
5. **Press the [用户工具] key to return to the initial screen.**

Specifying the standard paper size

This section explains how to specify the standard paper size.

1. Press the [用户工具] key.



DJE101

2. Press the [▲] or [▼] key to select [Tray Paper Settings], and then press the [OK] key.
3. Press the [▲] or [▼] key to select the paper size setting for the desired tray, and then press the [OK] key.
4. Press the [▲], [▼], [◀], or [▶] key to select the desired paper size, and then press the [OK] key.
5. Press the [用户工具] key to return to the initial screen.

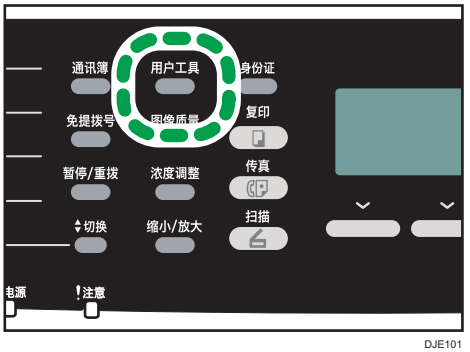
Specifying a custom paper size

This section explains how to specify a custom paper size.

Important

- When you perform printing, make sure that the paper size specified with the printer driver matches the paper size specified with the control panel. If a paper size mismatch occurs, a message appears on the display. To ignore the error and print using mismatched paper, see page 81 "If a Paper Mismatch Occurs".
- Custom size paper cannot be loaded in Tray 2.

1. Press the [用户工具] key.



DJE101

2. Press the [▲] or [▼] key to select [Tray Paper Settings], and then press the [OK] key.

3. **Press the [▲] or [▼] key to select the paper size setting for the desired tray, and then press the [OK] key.**
4. **Press the [▲], [▼], [◀], or [▶] key to select [Custom Size], and then press the [OK] key.**
5. **Press the [▲] or [▼] key to select [mm] or [inch], and then press the [OK] key.**
6. **Enter the width using number keys, and then press the [OK] key.**

   To enter a decimal point, press the [✳] key.
7. **Enter the length using number keys, and then press the [OK] key.**

   To enter a decimal point, press the [✳] key.
8. **Press the [用户工具] key to return to the initial screen.**

Placing Originals

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

About Originals

This section describes the types of originals that can be placed and the parts of the original that are chipped in the scanned copy.

Recommended size of originals

This section describes the recommended size of the original.

Exposure glass

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

ADF

- Paper size: 140 to 216 mm ($5^1/_2$ to $8^1/_2$ inches) in width, 140 to 356 mm ($5^1/_2$ to 14 inches) in length
- Paper weight: 52 to 105 g/m^2 (13.8 to 28.0 lb.)

Note

- Only 1 sheet of original can be placed on the exposure glass at a time.
- In the ADF, up to 35 sheets of originals can be placed at once (when using paper weighing 80 g/m^2, 20 lb.).

Types of originals not supported by the Auto Document Feeder

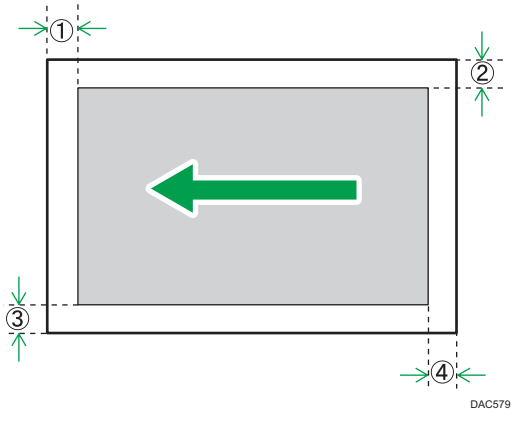
If placed in the ADF, the following types of original might be damaged or become jammed, or result in gray or black lines appearing on prints:

- Originals larger or heavier than recommended
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts

- Sticky originals such as translucent paper
- Thin, highly flexible originals
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper
- Originals that are wet with toner or correction fluid

Unscannable image area

Even if you correctly place originals in the ADF or on the exposure glass, margins of a few millimeters on all four sides of the original might be chipped.



Margins when using exposure glass

	In copier mode	In scanner mode	In fax mode
① Top	4 mm (0.2 inches)	0 mm (0 inches)	1 mm (0.05 inches)
② Right	3 mm (0.1 inches)	0 mm (0 inches)	1 mm (0.05 inches)
③ Left	3 mm (0.1 inches)	0 mm (0 inches)	1 mm (0.05 inches)
④ Bottom	4 mm (0.2 inches)	0 mm (0 inches)	2 mm (0.08 inches)

Margins when using ADF

	In copier mode	In scanner mode	In fax mode
① Top	4 mm (0.2 inches)	0 mm (0 inches)	0 mm (0 inches)

	In copier mode	In scanner mode	In fax mode
② Right	3 mm (0.1 inches)	0 mm (0 inches)	1 mm (0.05 inches) (Letter, Legal) 0 mm (0 inches) (other sizes)
③ Left	3 mm (0.1 inches)	0 mm (0 inches)	1 mm (0.05 inches) (Letter, Legal) 0 mm (0 inches) (other sizes)
④ Bottom	4 mm (0.2 inches)	2 mm (0.08 inches)	2 mm (0.08 inches)

Placing Originals

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

Important

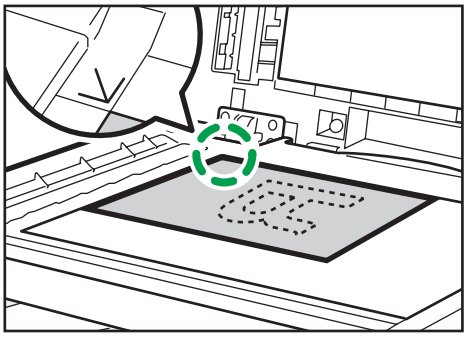
- **Do not place originals before any correction fluid and toner has completely dried. Doing so may make marks on the exposure glass that will appear on copies.**
- **The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.**

Placing Originals on the exposure glass

1. **Lift the ADF.**

   Be careful not to hold the ADF input paper tray when lifting the ADF. Doing so may damage the tray.

2. **Place the original face down on the exposure glass. Align the original to the rear left corner.**



DAC006

3. **Lower the ADF.**

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

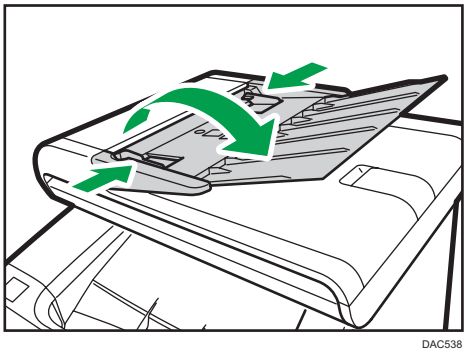
Placing Originals in the Auto Document Feeder

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

Important

- Do not place different size originals in the ADF at once.
- Straighten curled originals before placing them in the ADF.
- To prevent multiple sheets from being fed at once, fan the originals before placing them in the ADF.
- Make sure that the originals are not placed obliquely.

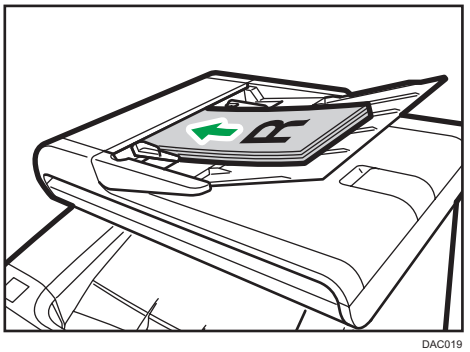
1. **Open the cover of the input tray for the ADF and adjust the guides according to the size of the original.**



DAC538

2

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



DAC019

Note

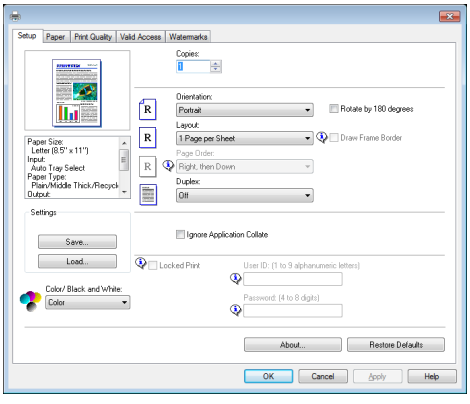
- When placing originals longer than A4/Letter, pull out the ADF tray's extenders.

3. Printing Documents

Basic Operation

This section explains the basic printing procedure.

1. **Open the [Printing Preferences] dialog box in your document's application.**



   For details about each setting, click [Help]. You can also click the information icons to display configuration information.

2. **Configure printing option settings as necessary, and then click [OK].**

   The printer properties dialog box closes.

3. **Click [OK].**

Note

- If a paper jam occurs, printing stops after the current page has been printed out. After the jammed paper is removed, printing restarts from the jammed page automatically. For details about how to remove the jammed paper, see page 285 "Removing Printing Jams".
- After printing on envelopes, make sure to pull up the levers for printing on envelopes back to their original positions. For details about the levers for printing on envelopes, see page 68 "Loading Envelopes".

Canceling a Print Job

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

Canceling a print job before printing has started

Windows

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

Mac OS X

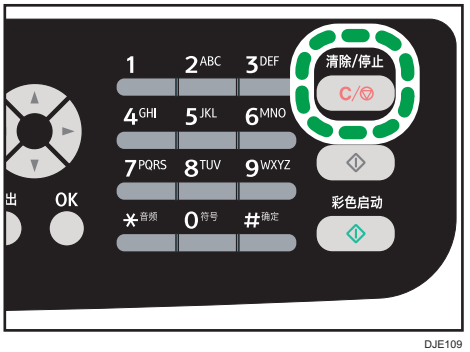
1. From the Apple menu, select [System Preferences...].
2. Under "Hardware", click [Print & Fax] or [Print & Scan].
3. Double-click the machine from "Printers".
4. Select the print job you want to cancel, and then click [Delete].

Note

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

Canceling a print job while printing

1. Press the [清除/停止] key.



DJE109

If a Paper Mismatch Occurs

The machine reports an error if:

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

There are two ways to resolve these errors:

Continue printing using mismatched paper

Use the form-feed function to ignore the error and print using mismatched paper.

Reset the print job

Cancel printing.

Continuing Printing Using Mismatched Paper

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

1. **Press [FormFeed] while the error message is being displayed.**

Resetting the Print Job

1. **When the error message is displayed, press [JobReset].**

Printing Confidential Documents

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

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

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

Important

- **This function is only available when using the PCL printer driver, and printing from a computer running a Windows operating system.**
- **The procedure in this section is an example based on Windows 7.**

Storing a Locked Print file

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

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

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

   The [User ID:] text box contains the login user name of your computer account or the user code used for the previous Locked Print job.
5. **Type the password (containing 4 to 8 digits) and user ID (containing 1 to 9 alphanumeric characters), and then click [OK].**

   The user code will be used to identify your Locked Print file on the machine's control panel.
6. **Execute a print command.**

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

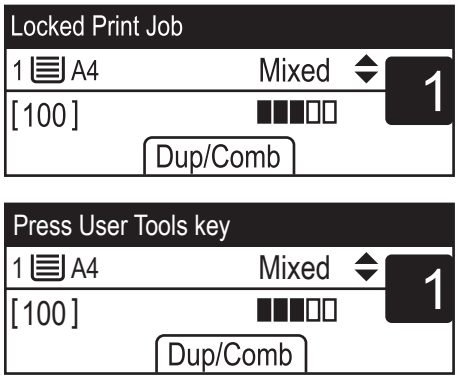
Note

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

- When a Locked Print job is canceled, the machine automatically logs the cancellation. You can use this log to identify which Locked Print jobs have been canceled.

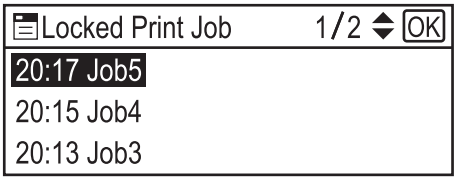
Printing a Locked Print file

When there is a Locked Print file stored in the machine, "Locked Print Job Press User Tools key" appears on the machine's control panel display when the machine is in the copier mode.



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

1. **When the Locked Print message is displayed, press the [用户工具] key.**
2. **Press the [▲] or [▼] key to select the file you want to print, and then press the [OK] key.**



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

3. **Press [Print].**
4. **Enter the password using the number keys, and then press the [OK] key.**

   The Locked Print file is printed.

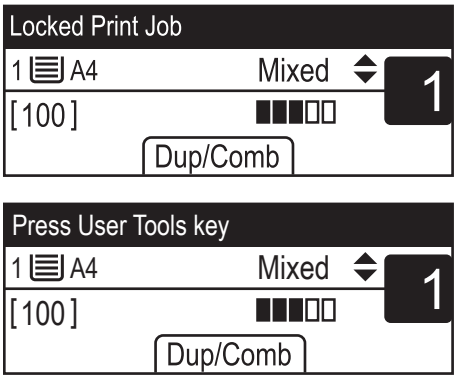
Note

- To enter the menu for changing the machine's settings, press the [扫描] or [传真] key, and then press the [用户工具] key. To print a Locked Print file, press the [复印] key to return to the copier mode.
- You cannot print a Locked Print file while the machine is currently printing. The machine beeps if you try to do so.
- While entering a password using the control panel, the machine cannot process other print jobs.

- The Locked Print file is automatically erased from the machine's memory when it is printed out, or when the machine's power is turned off.

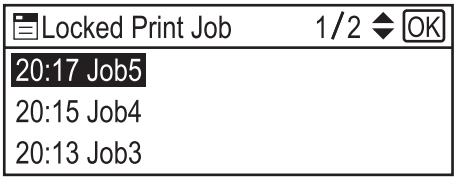
Deleting a Locked Print file

If there is a Locked Print file stored in the machine, "Locked Print Job Press User Tools key" appears on the machine's control panel display when the machine is in the copier mode.



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

1. **When the Locked Print message is displayed, press the [用户工具] key.**
2. **Press the [▲] or [▼] key to select the file you want to delete, and then press the [OK] key.**



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

3. **Press [Delete].**

The Locked Print file is deleted.

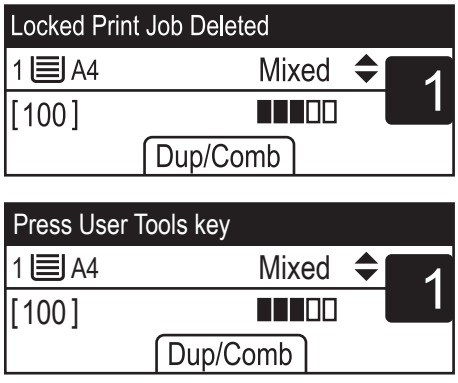
If there are Locked Print files/logs remaining in the machine, the display returns to the list of Locked Print files/logs. If there are none remaining, the display returns to the initial screen.

Note

- To enter the menu for changing the machine's settings, press the [扫描] key or the [传真] key, and then press the [用户工具] key. To delete a Locked Print file, press the [复印] key to return to the copier mode.

Checking which Locked Print File Jobs Have Been Canceled

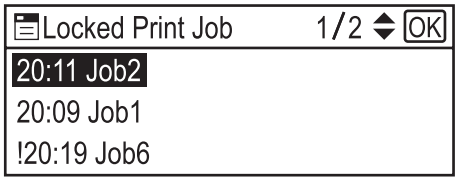
When a Locked Print job is canceled, the machine automatically logs the cancellation. If the machine has created a cancellation log, "Locked Print Job Deleted Press User Tools key" will appear on the control panel display when the machine is in the copier mode.



Use the following procedure to check which Locked Print file jobs have been canceled.

1. **When the Locked Print message is displayed, press the [用户工具] key.**
2. **Press the [▲] or [▼] key to find a file whose name starts with an "!" mark.**

   The "!" mark indicates that the job has been canceled.

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

   To delete the log entry, proceed to the following steps.
3. **Press the [OK] key.**
4. **Press [Delete].**

   The log is deleted.

   If there are Locked Print logs/files remaining in the machine, the display returns to the list of Locked Print logs/files. If there are none remaining, the display returns to the initial screen.

Note

- To enter the menu for changing the machine's settings, press the [扫描] key or the [传真] key, and then press the [用户工具] key. To check the Locked Print log, press the [复印] key to return to the copier mode.

- The machine keeps a log of the 10 most recent canceled jobs. If a Locked Print file is canceled when the machine's log is already full, the oldest log will be deleted automatically.
- The message "Locked Print Job Deleted Press User Tools key" disappears when all log entries are cleared.
- The log will be cleared when the machine is turned off.

Direct Printing from a Digital Camera (PictBridge)

What Is PictBridge?

You can connect a PictBridge-compatible digital camera to this machine using a USB cable. This allows you to directly print photographs by operating the digital camera.

Note

- Check that your digital camera is PictBridge-compatible.
- Up to 999 images can be sent from the digital camera to the machine during one print transaction. If an attempt is made to send more images, an error message is sent to the camera and printing fails.
- Since printing conditions are specified on the digital camera, specifiable parameters depend on the digital camera. For details, see the manuals provided with the digital camera.
- This function is compatible with USB 2.0.

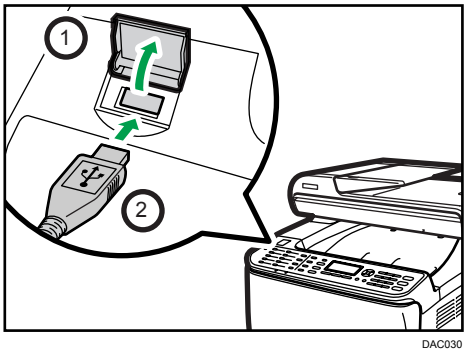
PictBridge Printing

Use the following procedure to start PictBridge printing on this machine.

Important

- **Memory overflow errors can occur during printing a high-resolution image. If this happens, reduce the size of the data, and then try the operation again.**
- **Do not disconnect the USB cable while data is being sent. If you do, printing will fail.**

1. **Make sure that both the machine and the digital camera are turned on.**
2. **Open the cover of the USB flash disk port, connect the USB cable, and then connect the other end of the cable to your digital camera.**



DAC030

When the machine recognizes the digital camera as a PictBridge device, "PictBridge Connecting...", then "Ready" will appear on the machine's control panel.

3. **On your digital camera, select the images you want to print, and then specify the printing conditions.**
4. **The machine receives the specified data from the digital camera and starts printing.**

Note

- Some digital cameras require specifying settings manually for PictBridge operation. For details, see the manual provided with the digital camera.
- Some digital cameras require manually operating a switch for PictBridge operation. For details, see the manual provided with the digital camera.
- Some digital cameras need to be switched off when connecting to the printer. For details, see the manual provided with the digital camera.

What Can Be Done on this Machine

This machine can perform the following functions using its PictBridge feature.

The settings available for these functions are as follows:

- Single image printing
- Selected image printing
- All image printing
- Index printing
- Copies
- Paper size
- N-up layout

Note

- The setting parameters and their names may vary depending on the digital camera. For details, see the manuals provided with the digital camera.

Exiting PictBridge

Use the following procedure to quit the PictBridge mode.

Important

- **Do not disconnect the USB cable while data is being sent to the machine. If you do, printing will fail.**

1. **Check that "Ready" appears on the screen.**

2. **Disconnect the USB cable from the machine.**

   Make sure to close the cover of the USB flash disk port after use.

When PictBridge Printing Does Not Work

This section explains likely causes and possible solutions for problems that can occur during PictBridge printing.

Problem	Cause	Solution
PictBridge is not available.	There is a problem with the USB connection or the PictBridge settings.	Use the following procedure to check the connection and settings: 1. Disconnect and then reconnect the USB cable. 2. Check the PictBridge settings are enabled. 3. Disconnect the USB cable, and then turn off the machine. Turn the machine back on. When the machine has fully booted up, reconnect the USB cable.
When two or more digital cameras are connected, the second and subsequent cameras are not recognized.	You have connected multiple digital cameras.	Connect one digital camera only. Do not connect multiple cameras.
Cannot print.	The specified number of prints exceeds the maximum number that can be printed at a time.	The maximum specifiable print quantity at a time is 999. Change the quantity to 999 or less, and then retry printing.

Problem	Cause	Solution
Cannot print.	The specified type of paper is not loaded.	The specified type of paper is not loaded. If you have to use paper that is not of the specified size, perform continue printing using mismatched paper or cancel the print job. For details, see page 81 "If a Paper Mismatch Occurs".
Cannot print.	The specified paper size is not supported by this machine.	Select the paper with the size that can be printed on the machine.

Using Various Print Functions

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

Print Quality Functions

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

Printing color documents in black and white

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

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

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

Saving toner when printing (Economy Color printing)

You can save toner by printing with lower toner consumption. The amount of toner that will be used depends on the object, such as text, line, or image.

Changing the image printing method

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

Changing the dither pattern

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

Changing the color profiling pattern

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

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

Printing grayscale images using black or CMYK

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

Using ICM (Image Color Matching)

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

To use this function, the color profile must be added to the computer. You can find the color profile in the ICM folder stored on the provided printer driver CD-ROM. For information about adding a color profile, search Windows Help for "color profile", and then see the appropriate topic.

Note

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

Print Output Functions

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

Printing multiple sets of a document

You can print multiple sets of the same document.

Collating the output in document batches

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

Changing orientation or rotating the image

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

Printing multiple pages per sheet

You can print multiple pages onto one sheet of paper.

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

Printing on both sides of paper (duplex printing)

You can print on both sides of paper.

Reducing or enlarging the document

You can reduce or enlarge documents by a specific ratio, from 25% to 400% in 1% increments. You can also reduce or enlarge documents automatically to fit a specific paper size. This function is useful, for example, when printing Web pages.

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

Not printing of blank pages

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

Note that this setting has higher priority than [Blank Page Print] under printer feature settings of the control panel.

Printing with a cover page

You can add a cover page to the print job.

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

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

Printing on custom size paper

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

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

Superimposing text on prints (watermark)

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

Note

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

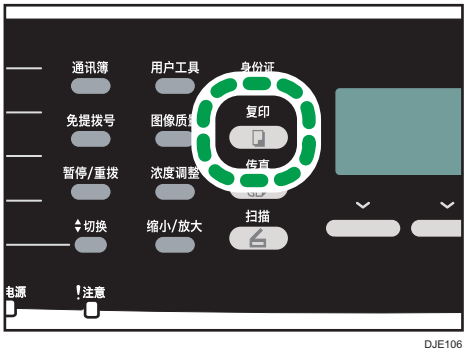
4. Copying Originals

Copier Mode Screen

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

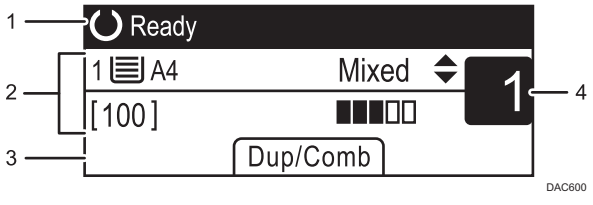
By default, the display shows the copier screen when the machine is turned on.

If the scanner or fax screen is shown on the display, press the [复印] key on the control panel to switch to the copier screen.



DJE106

Screen in standby mode



DAC600

1. **Current status or messages**

   Displays the current status or messages.

2. **Current settings**

   Displays the current tray, reproduction ratio, and scan settings.

3. **Selection key items**

   Displays the functions you can use by pressing the corresponding selection keys.

4. **Copy quantity**

   Displays the current copy quantity. You can change the copy quantity using the number keys.

Note

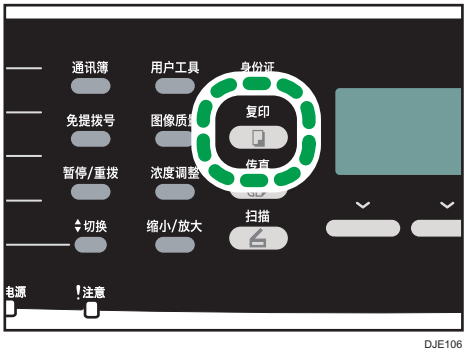
- The start-up mode can be specified in the [Function Priority] setting under [Admin. Tools]. For details, see page 218 "Administrator Settings".

Basic Operation

Important

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

1. Press the [复印] key.



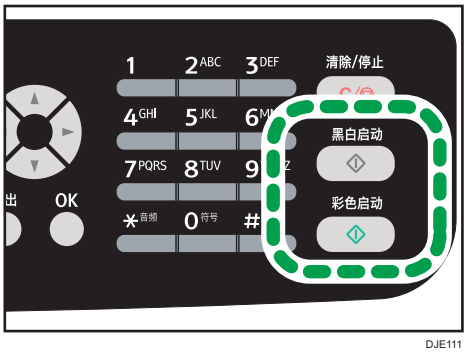
DJE106

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

   To place the original, see page 74 "Placing Originals".

   If necessary, configure advanced photocopy settings.

3. To make multiple copies, enter the number of copies using the number keys.
4. Press the [黑白启动] key or [彩色启动] key.



DJE111

   To make black-and-white photocopies, press the [黑白启动] key.

   To make color photocopies, press the [彩色启动] key.

Note

- The maximum number of copies is 99.

- You can change the paper tray for the current job by pressing the [▲] or [▼] key. If tray 2 is installed, you can select to change the paper tray automatically according to the paper size (A4 or Letter).
- You can select the paper tray for printing out copies in [Select Paper] under copy settings. If you set the machine to switch between Tray 1 and 2 automatically depending on the paper size in this setting, you can also specify the tray the machine uses first in [Paper Tray Priority] under tray paper settings. For [Select Paper], see page 185 "Copier Features Settings". For [Paper Tray Priority], see page 205 "Tray Paper Settings".
- When making multiple copies of a multi-page document, you can select whether copies are output in collated sets, or in page batches in the [Sort] setting under copy settings. [Sort] cannot be used with the bypass tray. For [Sort], see page 185 "Copier Features Settings".
- If a paper jam occurs, printing stops after the current page has been printed out. After the jammed paper is removed, printing restarts from the jammed page automatically.
- If a scanning jam occurs in the ADF, copying is canceled immediately. In this case, copy the originals again starting from the jammed page. For the direction to remove the jammed paper, see page 285 "Removing Paper Jams".

Canceling a Copy

While scanning the original

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

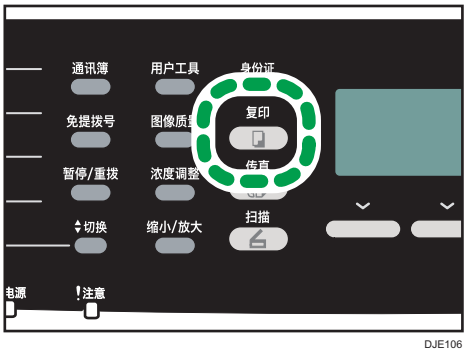
If originals are placed in the ADF, scanning is canceled immediately and all originals are ejected.

While printing

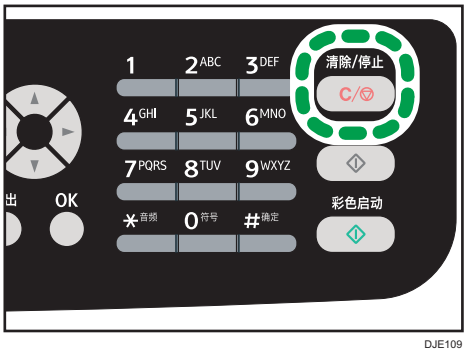
If copying is canceled during printing, the photocopy process is canceled after the current page has been printed out.

Follow the procedure below to cancel copying.

1. **Press the [复印] key.**



2. Press the [清除/停止] key.

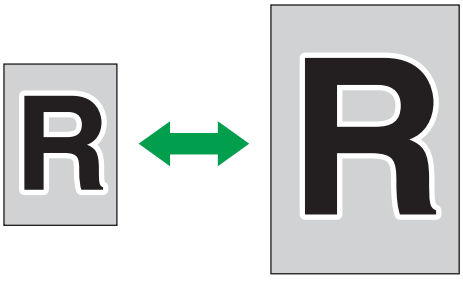


DJE109

Making Enlarged or Reduced Copies

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

Preset ratio



DAC578

50%, 71%, 82%, 93%, 122%, 141%, 200%, 400%

Custom ratio

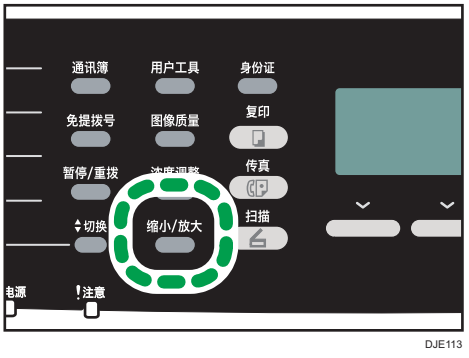


CES106

25% to 400% in 1% increments.

Specifying Reduce/Enlarge

1. Press the [缩小/放大] key.



DJE113

2. **Press [Reduce], [Enlarge], or [Zoom].**

   For [Reduce] or [Enlarge], press the [▲], [▼], [◀], or [▶] key to select the desired ratio. For [Zoom], specify the desired ratio using the number keys.

3. **Press the [OK] key.**

Note

- You can change the machine's default [Reduce/Enlarge] setting to always make photocopies in the specified ratio. For details, see page 185 "Copier Features Settings".
- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed. For details, see page 218 "Administrator Settings".
  - When the [清除/停止] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.
  - When the machine's default for the same setting is changed.

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

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

Important

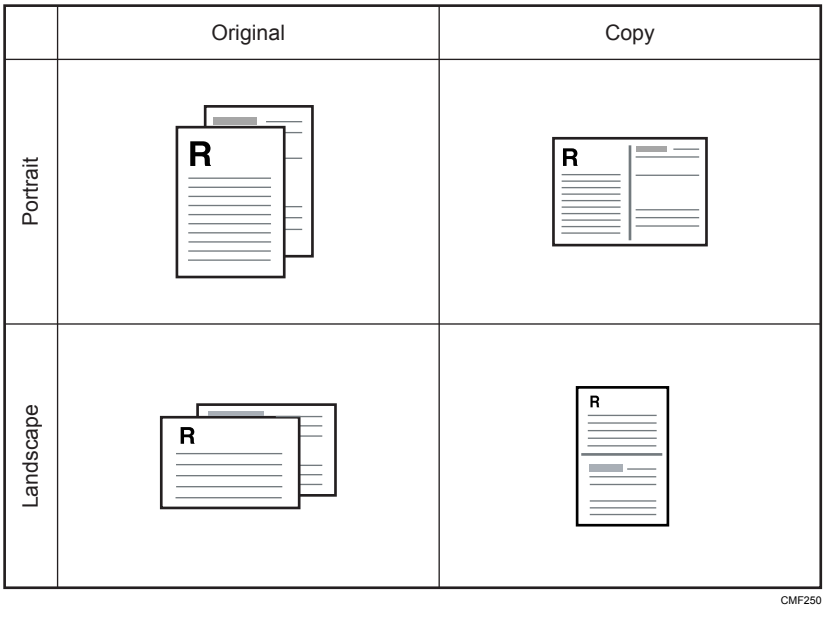
- **This function is only available when the original is set in the ADF, not when it is set on the exposure glass.**
- **To use combined copy, the paper size used for printing copies must be set to A4, Letter or Legal.**
- **To use 2-sided copy, the paper size used for printing copies must be set to A4, B5 JIS, Legal, Letter, Executive, 8 × 13, 8 1/2 × 13, Folio, or 16K.**
- **The paper for 2-sided copy is fed from Tray 1 or 2, but not from the bypass tray.**
- **The types of paper that can be used for 2-sided copy are thin, plain, middle thick, recycled, color, preprinted and prepunched.**

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

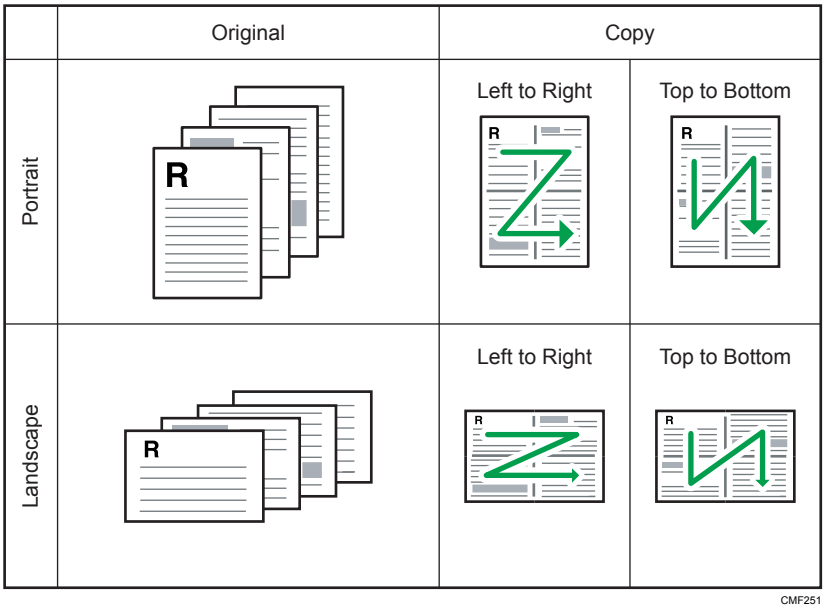
Combined copy on one side

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

- 1Sd 2Orig->Comb 2on1 1Sd



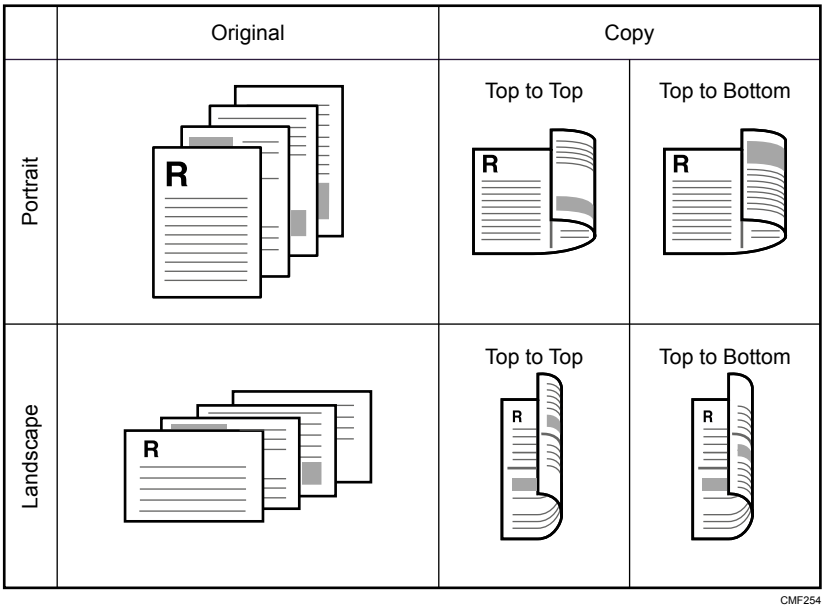
- 1Sd 4Orig->Comb 4on1 1Sd



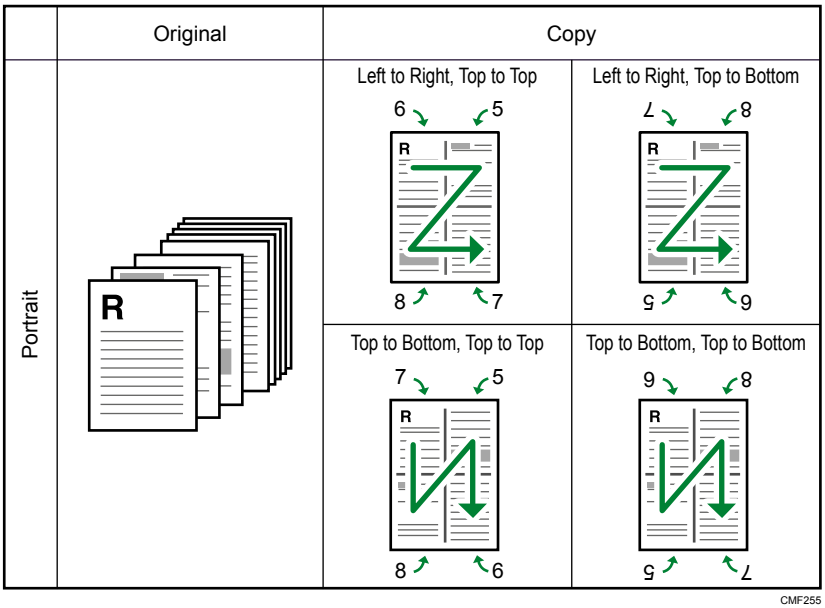
Combined copy on both sides

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

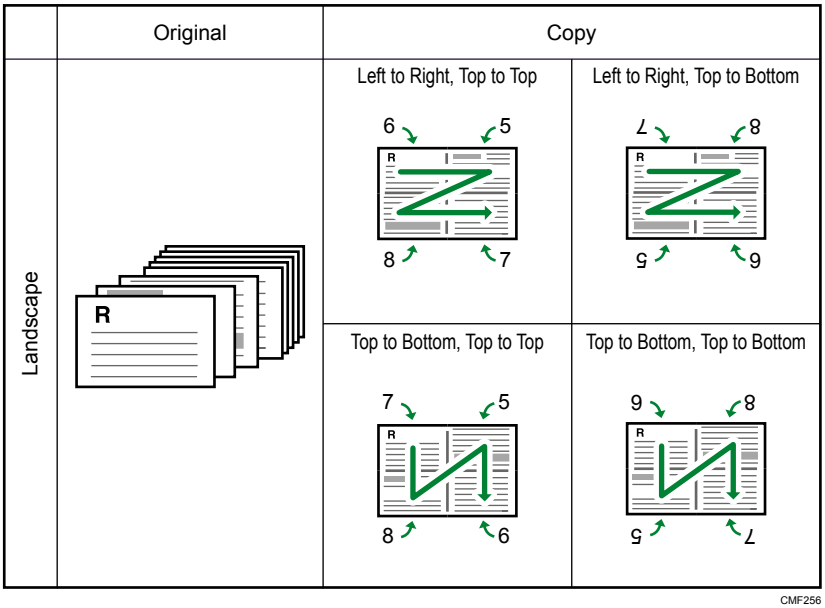
- 1Sd 4Orig->Comb 2on1 2Sd



- 1Sd 8Orig->Comb 4on1 2Sd



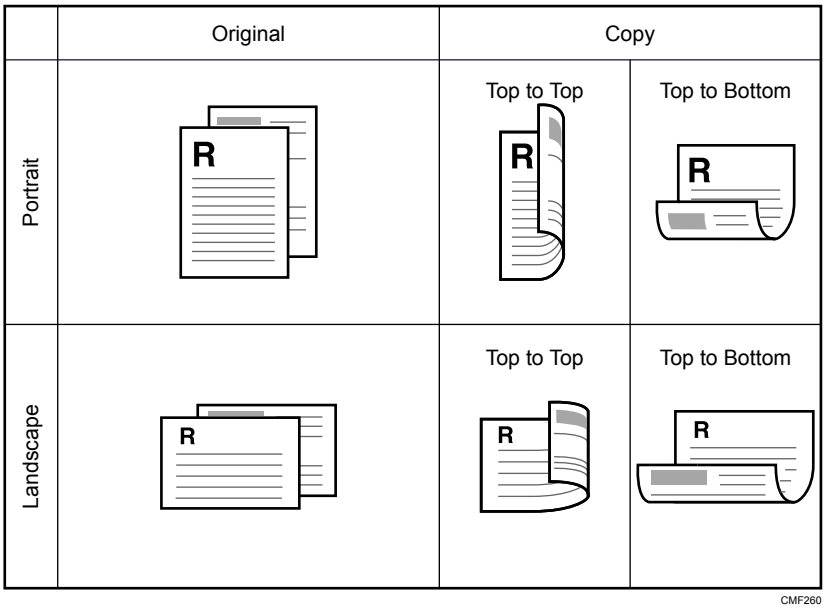
CMF255



CMF256

2-sided copy: 2 Sided Orig->2 Sided Copy

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



Specifying Combined and 2-sided Copies

1. **Press [Dup/Comb].**
2. **Press the [▲] or [▼] key to select the desired copy mode, and then press the [OK] key.**
3. **Press the [▲] or [▼] key to select paper orientation and page order, and then press the [OK] key.**
4. **Press the [退出] key.**

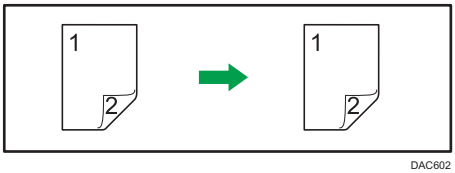
   The screen will show the selected copy mode.

Note

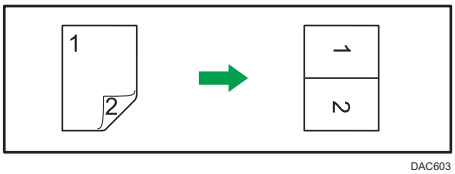
- You can change the machine's default [Duplex/Combine] setting to always make photocopies in combine mode. For details, see page 185 "Copier Features Settings".
- Setting combined and 2-sided copying automatically disables the [ID Card Copy] setting.
- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed. For details, see page 218 "Administrator Settings".
  - When the [清除/停止] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.
  - When the machine's default for the same setting is changed.

Copying 2-Sided Originals with 2-Sided and Combined Printing (Manual 2-Sided Copying)

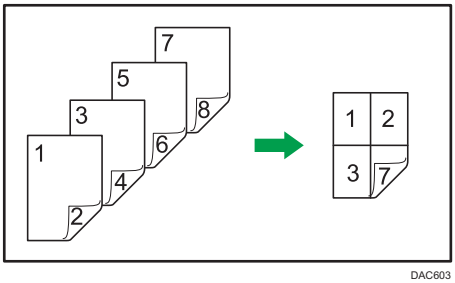
This section explains how to make 2-sided copies of 2-sided originals, or copy two original pages to one sheet, or copy four original pages to one sheet with two pages per side.



DAC602



DAC603



DAC603

Important

- **[2Sd 1Orig->Comb 2on1 1Sd], [2Sd 2Orig->Comb 4on1 1Sd], [2 Sided Orig->2 Sided Copy], [2Sd 2Orig->Comb 2on1 2Sd], or [2Sd 4Orig->Comb 4on1 2Sd] is available for copying using the ADF, but not using the exposure glass.**
- **Copy to the front and back of the sheet in the same color mode. If you try to copy in a different mode, an alarm sounds.**

The following six types of manual 2-sided copying are available.

2Sd 1Orig->Comb 2on1 1Sd

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

2Sd 2Orig->Comb 4on1 1Sd

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

2 Sided Orig->2 Sided Copy

Makes 2-sided copies of 2-sided originals.

2Sd 2Orig->Comb 2on1 2Sd

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

2Sd 4Orig->Comb 4on1 2Sd

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

Manual 2 Sided Scan Mode

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

Manually Performing 2-Sided Copying Using the ADF

Important

- **Make sure the same number of pages will be printed on the front and back of all sheets. Otherwise, the job will be reset.**

1. **Press [Dup/Comb].**
2. **Press the [▲] or [▼] key to select the desired copy mode, and then press the [OK] key.**
3. **Press the [▲] or [▼] key to select paper orientation and page order, and then press the [OK] key.**
4. **Place all 2-sided originals into the ADF with their fronts facing up.**
5. **Press the [黑白启动] key or [彩色启动] key.**
6. **After all originals are delivered, place them into the ADF again with their fronts facing down.**
7. **Press the [黑白启动] key or [彩色启动] key again.**

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

   After all pages have been scanned, copying starts.

Note

- After you place the originals, press the [黑白启动] key or [彩色启动] key within the time specified in [System Auto Reset Timer]. Otherwise, the job is canceled. For details, see page 218 "Administrator Settings".
- If the memory becomes full while originals are being scanned, the job is canceled.

Manually Performing 2-Sided Copying Using the Exposure Glass

Important

- **If you print odd-number pages while using [Manual 2 Sided Scan Mode], you cannot print the last page. In this case, print the last page with [Dup/Comb] set to [Off].**

1. **Press [Dup/Comb].**
2. **Press the [▲] or [▼] key to select [Manual 2 Sided Scan Mode], and then press the [OK] key.**
3. **Place the original front side down and top to the machine rear on the exposure glass.**

   Place the originals one by one.
4. **Press the [黑白启动] key or [彩色启动] key.**
5. **After "Set Back Side & Start" appears on the display, place it on the exposure glass again with its back facing down.**
6. **Press the [黑白启动] key or [彩色启动] key again.**

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

Note

- After you place the originals, press the [黑白启动] key or [彩色启动] key within the time specified in [System Auto Reset Timer]. Otherwise, the job is canceled. For details, see page 218 "Administrator Settings".
- This function is not available with the Sort function.

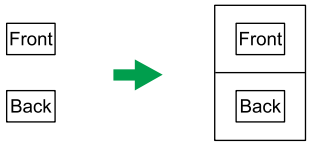
Copying Both Sides of an ID Card onto One Side of Paper

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

Important

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

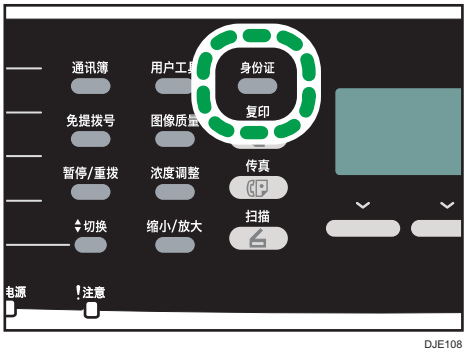
Printed paper size	Scanned paper size
A4	A5 (148×210 mm)
Letter	Half Letter (140×216 mm)



CES165

Copying an ID Card

1. **Press the [身份证] key.**



DJE108

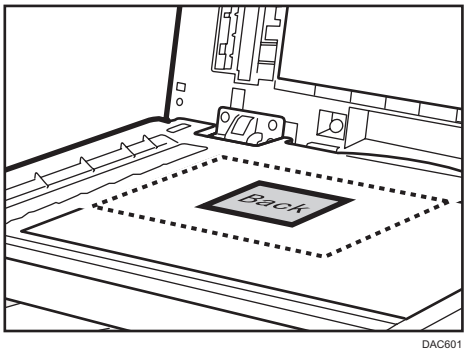
To make the [身份证] key enable ID card copy mode for the current job, [Shortcut to Function] under administrator settings must be set to [ID Card Copy Mode].

If the ID card copy mode does not appear even though you have pressed the [身份证] key, set [Shortcut to Function] to [ID Card Copy Mode], and then press the [身份证] key again.

For [Shortcut to Function], see page 218 "Administrator Settings".

2. **Place the original front side down and top to the machine rear on the exposure glass.**

   Place the original in the center of the A5/Half Letter scan area.



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3. **Press the [黑白启动] key or [彩色启动] key.**

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

4. **Place the original back side down and top to the machine rear on the exposure glass, and then press the [黑白启动] key or [彩色启动] key again.**

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

Note

- After you load the originals, press the [黑白启动] key or [彩色启动] key within the time specified in [System Auto Reset Timer]. Otherwise, the job is canceled. For details, see page 218 "Administrator Settings".
- Regardless of the machine's reduction or enlargement ratio setting, an ID card copy will always be made at 100%.
- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed. For details, see page 218 "Administrator Settings".
  - When the [清除/停止] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.
  - When the machine's default for the same setting is changed.

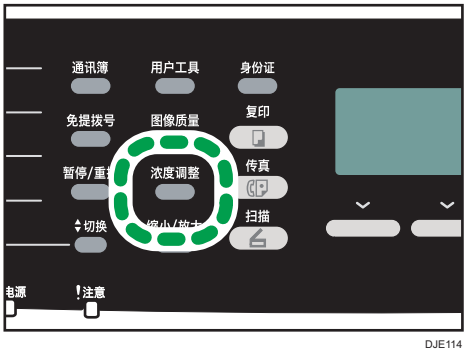
Specifying the Scan Settings

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

Adjusting Image Density

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

1. **Press the [浓度调整] key.**



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

Note

- You can change the machine's default [Density] setting to always make copies with a specific density level. For details, see page 185 "Copier Features Settings".
- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed. For details, see page 218 "Administrator Settings".
  - When the [清除/停止] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.
  - When the machine's default for the same setting is changed.

Selecting the Document Type According to Original

There are three document types:

Mixed

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

Text

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

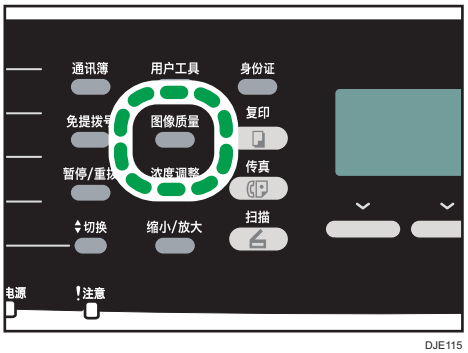
Photo

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

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

Specifying the Original Type

1. **Press the [图像质量] key.**



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2. **Press the [▲] or [▼] key to select the desired document type, and then press the [OK] key.**

Note

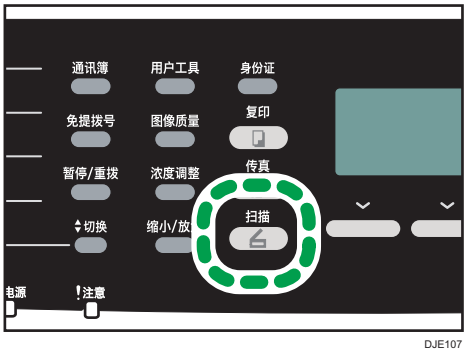
- You can change the machine's default [Original Type] setting to always make copies with a specific document type. For details, see page 185 "Copier Features Settings".
- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed. For details, see page 218 "Administrator Settings".
  - When the [清除/停止] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.
  - When the machine's default for the same setting is changed.

5. Scanning Originals

Scanner Mode Screen

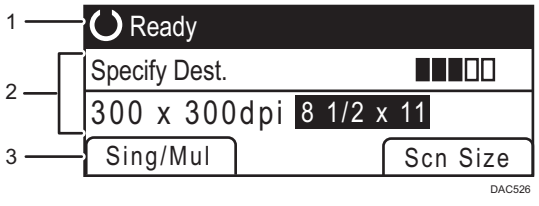
This section provides information about the screen in scanner mode.

By default, the display shows the copier screen when the machine is turned on. If the copier or fax screen is shown on the display, press the [扫描] key on the control panel to switch to the scanner screen.



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Screen in standby mode



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1. **Current status or messages**

   Displays the current status or messages.

2. **Current settings**

   Displays the current scanning mode and scan settings.

   - When "Specify Dest." is displayed:

     Scan to E-mail, Scan to FTP, or Scan to Folder functions can be used.

   - When "Save Scn Data to USB" is displayed:

     A USB flash disk is inserted in the machine, and the Scan to USB function can be used.

3. **Selection key items**

   Displays the functions you can use by pressing the corresponding selection keys.

Note

- The machine's default mode at power on can be specified in the [Function Priority] setting under [Admin. Tools]. For [Function Priority], see page 218 "Administrator Settings".

Registering Scan Destinations

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

Important

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

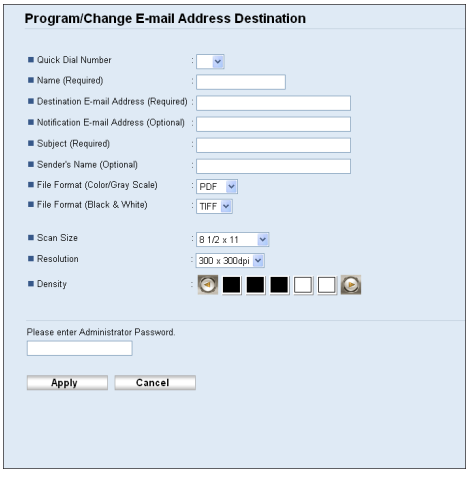
The Address Book can contain up to 100 entries, including 20 Quick Dial entries.

Destinations registered as Quick Dial entries can be selected by pressing the corresponding One Touch button.

1. **Start the Web browser, and access the machine by entering its IP address.**
2. **Click [Quick Dial Destination] or [Scan Destination].**
3. **From the [Destination Type] list, select [E-mail Address], [FTP] or [Folder].**
4. **Register information as necessary.**

   The information you must register varies depending on the destination type. For details, see the tables below.
5. **Enter the administrator password if required.**
6. **Click [Apply].**
7. **Close the Web browser.**

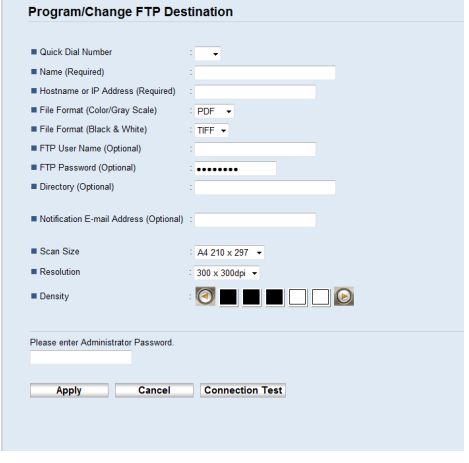
Scan to E-mail Settings



Item	Setting	Description
Quick Dial Number	Optional	Select when setting the destination as a Quick Dial entry.
Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 8 characters.
Destination E-mail Address	Required	E-mail address of the destination. Can contain up to 64 characters.
Notification E-mail Address	Optional	E-mail address to which a notification is sent after transmission. Can contain up to 64 characters.
Subject	Required	Subject of the e-mail. Can contain up to 64 characters.
Sender's Name	Optional	Name of e-mail sender. The name specified here will be shown under "From" or a similar field of the recipient's email application. Can contain up to 32 characters.
File Format (Color/Gray Scale)	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format (Black & White)	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.

Item	Setting	Description
Scan Size	Optional	Select the scanning size for the original from A5, B5, A4, Executive, Half Letter, Letter, Legal, or custom size. If you select custom size, select [mm] or [Inch], and then specify the width and length.
Resolution	Optional	Select the scan resolution from 100×100, 150×150, 200×200, 300×300, 400×400, or 600×600 dpi.
Density	Optional	Specify the image density by clicking the right or left buttons. These keys increase or decrease the image density in single increments up to 5.

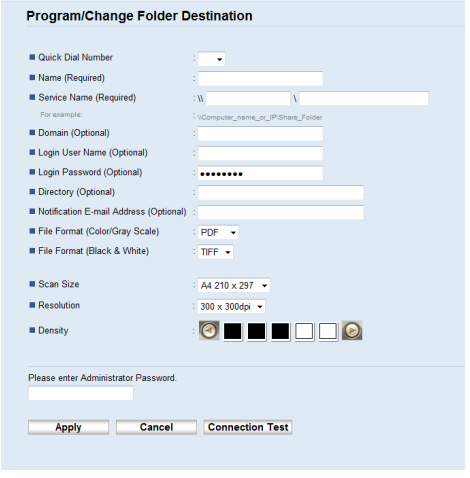
Scan to FTP Settings



Item	Setting	Description
Quick Dial Number	Optional	Select when setting the destination as a Quick Dial entry.
Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 8 characters.
Hostname or IP Address	Required	Name or IP address of the FTP server. Can contain up to 64 characters.
File Format (Color/Gray Scale)	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.

Item	Setting	Description
File Format (Black & White)	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.
FTP User Name	Optional	User name for logging in to the FTP server. Can contain up to 32 characters.
FTP Password	Optional	Password for logging in to the FTP server. Can contain up to 32 characters.
Directory	Optional	Name of the FTP server directory where scanned files are stored. Can contain up to 64 characters.
Notification E-mail Address	Optional	E-mail address to which a notification is sent after transmission. Can contain up to 64 characters.
Scan Size	Optional	Select the scanning size for the original from A5, B5, A4, Executive, Half Letter, Letter, Legal, or custom size. If you select custom size, select [mm] or [Inch], and then specify the width and length.
Resolution	Optional	Select the scan resolution from 100×100, 150×150, 200×200, 300×300, 400×400, or 600×600 dpi.
Density	Optional	Specify the image density by clicking the right or left buttons. These keys increase or decrease the image density in single increments up to 5.
Connection Test	-	A connection test is performed to check whether the specified FTP server exists.

Scan to Folder Settings



Item	Setting	Description
Quick Dial Number	Optional	Select when setting the destination as a Quick Dial entry.
Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 8 characters.
Service Name	Required	Path to the directory where scanned files will be stored. Consists of the IP address or name of the destination computer (can contain up to 64 characters), and name of the shared folder (can contain up to 32 characters).
Domain	Optional	If the destination computer is a member of an Active Directory domain, specify that domain name. Can contain up to 15 characters.
Login User Name	Optional	User name for logging in to the destination computer. Can contain up to 32 characters.
Login Password	Optional	Password for logging in to the destination computer. Can contain up to 32 characters.
Directory	Optional	Directory within the shared folder for storing scanned files. Can contain up to 64 characters.
Notification E-mail Address	Optional	E-mail address to which a notification is sent after transmission. Can contain up to 64 characters.

Item	Setting	Description
File Format (Color/Gray Scale)	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format (Black & White)	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.
Scan Size	Optional	Select the scanning size for the original from A5, B5, A4, Executive, Half Letter, Letter, Legal, or custom size. If you select custom size, select [mm] or [Inch], and then specify the width and length.
Resolution	Optional	Select the scan resolution from 100×100, 150×150, 200×200, 300×300, 400×400, or 600×600 dpi.
Density	Optional	Specify the image density by clicking the right or left buttons. These keys increase or decrease the image density in single increments up to 5.
Connection Test	-	A connection test is performed to check whether the specified shared folder exists.

Note

- To send files via e-mail, SMTP and DNS settings must be configured properly. For details about SMTP and DNS settings, see page 245 "DNS Tab" and page 248 "SMTP Tab".
- If you are using the Scan to E-mail function, select a time zone according to your geographic location to send email with correct transmission date and time. For details about the time zone setting, see page 248 "SMTP Tab".
- To send files to an FTP server or computer, the user name, password, and directory must be configured properly.
- On a network that uses a DNS server, specify a computer name in [Service Name] and the name of the domain to which the computer belongs in [Domain]. In this case, also configure the DNS related settings using Web Image Monitor.
- The Scan to Folder destination must operate on one of the following operating systems: Windows Vista/7/8/8.1, Windows Server 2003/2003 R2/2008/2008 R2/2012/2012 R2, or Mac OS X 10.6.
- Scan destinations cannot be registered using the control panel.

Modifying Scan Destinations

This section explains how to modify the information of registered destinations.

1. **Start the Web browser, and access the machine by entering its IP address.**
2. **Click [Scan Destination].**
3. **Click the [E-mail Address], [FTP], or [Folder] tab.**
4. **Select the entry to modify, and then click [Change].**
5. **Modify settings as necessary.**
6. **Enter the administrator password if required.**
7. **Click [Apply].**
8. **Close the Web browser.**

Note

- You can unassign a Quick Dial entry from a One-touch button from the [Quick Dial Destination] page. To do this, select the desired entry, click [Delete], and then click [Apply] again on a confirmation page.
- The machine will notify you if the destination you want to modify is set as a forwarding destination of received faxes. For details about fax forwarding settings, see page 235 "Fax Tab".

Deleting Scan Destinations

This section explains how to delete registered destinations.

1. **Start the Web browser, and access the machine by entering its IP address.**
2. **Click [Scan Destination].**
3. **Click the [E-mail Address], [FTP], or [Folder] tab.**
4. **Select the entry to delete, and then click [Delete].**
5. **Confirm that the entry you have selected is the entry that you want to delete.**
6. **Enter the administrator password if required.**
7. **Click [Apply].**
8. **Close the Web browser.**

Note

- The machine will notify you if the destination you want to delete is set as a forwarding destination of received faxes. If you delete the destination anyway, reconfigure the fax forwarding setting. For details about fax forwarding settings, see page 235 "Fax Tab".

Basic Operation

Scanning using the control panel allows you to send scanned files via e-mail (Scan to E-mail), to an FTP server (Scan to FTP), or to the shared folder of a computer on a network (Scan to Folder), or to a USB flash disk (Scan to USB).

The Scan to E-mail, Scan to FTP, and Scan to Folder functions are available only through a network connection. No network connection is required for the Scan to USB function; you can send scanned files directly to a USB flash disk inserted into the front of the machine.

Scan to E-mail/FTP/Folder

This section describes the basic operation for sending scanned files via e-mail, to an FTP server, or to a computer. The scanned file is sent via E-mail, to an FTP server, or a computer, depending on the specified destination.

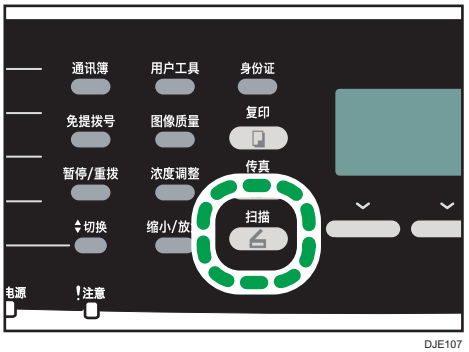
Important

- **The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.**
- **When using the Scan to E-mail, Scan to FTP or Scan to Folder function, you must first register the destination in the Address Book using Web Image Monitor. For details, see page 114 "Registering Scan Destinations".**
- **If a USB flash disk is inserted in the machine, scanning functions other than Scan to USB are not possible from the control panel. Make sure there is no USB flash disk inserted in the machine.**

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

   To place the original, see page 74 "Placing Originals".

2. **Press the [扫描] key.**



3. **Press the [通讯簿] key.**

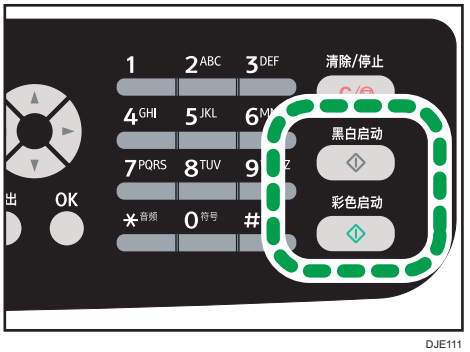
   Alternatively, you can press the [身份证] key if [Shortcut to Function] under administrator settings is set to [Select Scanner Dest.]. Press the key to switch to the scanner destination selection menu. For [Shortcut to Function], see page 218 "Administrator Settings".

4. **Press the [▲] or [▼] key to scroll the Address Book, and then press the [OK] key.**

5. **Search for the desired destination by pressing the [▲] or [▼] key to scroll the Address Book, and then press the [OK] key.**

   When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book. If necessary, you can change the scan settings using the control panel. For scan settings, see page 128 "Specifying the Scan Settings".

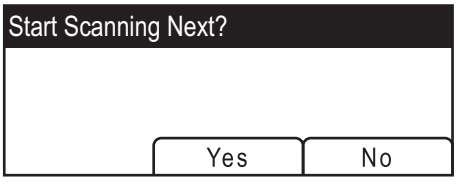
6. **Press the [黑白启动] key or the [彩色启动] key.**



   To scan in black and white, press the [黑白启动] key.

   To scan in color, press the [彩色启动] key.

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



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

7. **If you have more originals to scan, place the next original on the exposure glass, and then press [Yes]. Repeat this step until all originals are scanned.**

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

Note

- To cancel scanning, press the [扫描] key, and then press the [清除/停止] key. The scan files are discarded.

- You can also specify a destination using the One Touch buttons, [暂停/重拨] key. For details, see page 123 "Specifying the scan destination using the One Touch buttons or the [暂停/重拨] key".
- If the [Limitless Scan] setting under scanner settings is enabled, you can place originals on the exposure glass repeatedly in a single scan procedure. For details about [Limitless Scan], see page 189 "Scanner Features Settings".
- If [Single/ Multi Page] under scanner settings is set to [Multi-page], you can scan multiple pages to create a single PDF or TIFF file containing all pages. However, if the file format is JPEG, a single-page file will be created for every page scanned. For details, see page 189 "Scanner Features Settings".
- If paper is jammed in the ADF, the scan job will be discarded. Remove the jammed paper and scan the entire originals again. For the direction to remove paper jammed in the ADF, see page 291 "Removing Scanning Jams".

Specifying the scan destination using the One Touch buttons or the [暂停/重拨] key

5

This section explains how to specify a destination using the following keys:

- One Touch buttons

  Use these to specify destinations registered as Quick Dial entries.

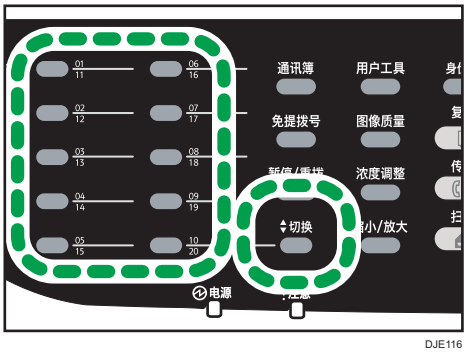
- [暂停/重拨] key

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

Using the One Touch buttons

Press the One Touch button to which the desired Quick Dial entry is registered.

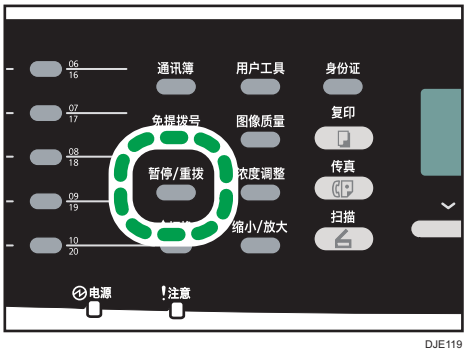
Press the [切换] key to toggle the One Touch buttons between Quick Dial entries Nos.1 to 10 and Nos. 11 to 20.



DJE116

Using the [暂停/重拨] key

Press the [暂停/重拨] key to select the last used destination.



DJE119

Note

- When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book. If necessary, you can change the scan settings using the control panel. For scan settings, see page 128 "Specifying the Scan Settings".
- The [暂停/重拨] key is not effective for the first scan job after the machine is turned on.
- To select destinations not registered as Quick Dial entries, use the [通讯簿] key. For specifying destinations using the [通讯簿] key, see page 121 "Scan to E-mail/FTP/Folder".
- You can press the [清除/停止] key to clear the destination.

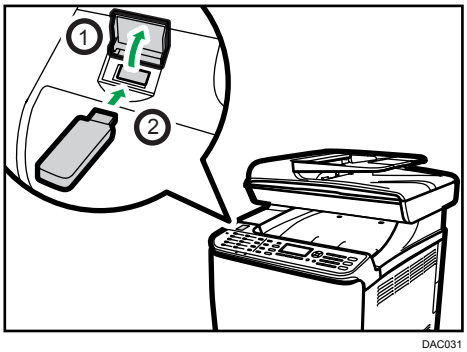
Basic Operation for Scan to USB

This section describes the basic operation for sending scanned files to a USB flash disk.

Important

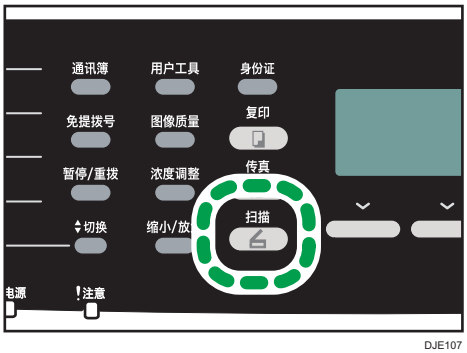
- **The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.**
- **This machine does not support the use of USB flash disks connected to external USB hubs. Insert your USB flash disk directly into the USB flash disk port located at the top left corner of the machine.**
- **Certain types of USB flash disks cannot be used.**
- **Select to enable the Scan to USB feature, specify [Active] for the [Save Scn Data to USB] setting first. For details, see page 218 "Administrator Settings".**

1. **Insert your USB flash disk into the USB flash disk port.**



DAC031

2. **Press the [扫描] key.**



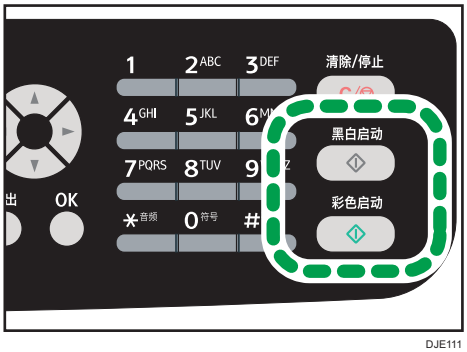
DJE107

"Loading..." appears on the display. Wait until the display changes to show "Save Scn Data to USB" (the duration depends on your USB flash disk).

3. **Place the original on the exposure glass or in the ADF.**

If necessary, configure advanced scan settings. For details, see page 110 "Specifying the Scan Settings".

4. **Press the [黑白启动] key or the [彩色启动] key.**



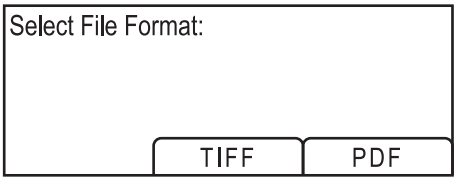
DJE111

To scan in black and white, press the [黑白启动] key.

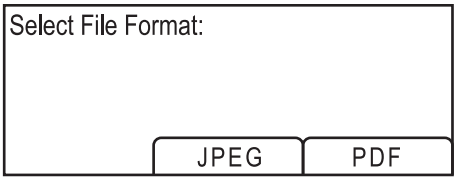
To scan in color, press the [彩色启动] key.

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

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

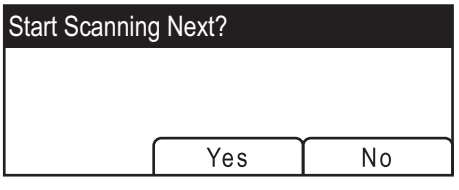


- When in color or gray scale black-and-white scanning mode:



5. **Press the appropriate selection key according to the desired file format.**

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



   If you see this screen, proceed to the next step. If not, proceed to Step 8.

6. **If you have more originals to scan, place the next original on the exposure glass, and then press [Yes]. Repeat this step until all originals are scanned.**
7. **When all originals have been scanned, press [No] to start sending the scanned file.**
8. **Confirm that "Ready" appears on the display.**

   The scanned file is created in the root directory of the USB flash disk.

9. **Remove the USB flash disk from the machine.**

   Make sure to close the cover of the USB flash disk port after use.

Note

- To cancel scanning, press the [扫描] key, and then press the [清除/停止] key. The scan files are discarded.
- You can configure the machine to perform black-and-white scanning in halftone or grayscale by changing [B&W Scanning Mode] setting under scanner settings. For details about [B&W Scanning Mode], see page 189 "Scanner Features Settings".

- If the [Limitless Scan] setting under scanner settings is enabled, you can place originals on the exposure glass repeatedly in a single scan procedure. For details about [Limitless Scan], see page 189 "Scanner Features Settings".
- If the [Single/ Multi Page] setting under scanner settings is set to [Multi-page], you can scan multiple pages to create a single PDF or TIFF file containing all pages. However, if the file format is JPEG, a single-page file will be created for every page scanned. For details about [Single/ Multi Page], see page 189 "Scanner Features Settings".
- If paper is jammed in the ADF, the scan job will be put on hold. To resume the current job, remove the jammed paper and scan the originals again starting from the jammed page. For details about how to remove the paper jammed in the ADF, see page 291 "Removing Scanning Jams".

Specifying the Scan Settings

This section explains how to specify the scanning size, image density, and resolution for the current job.

When a scan destination is specified

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

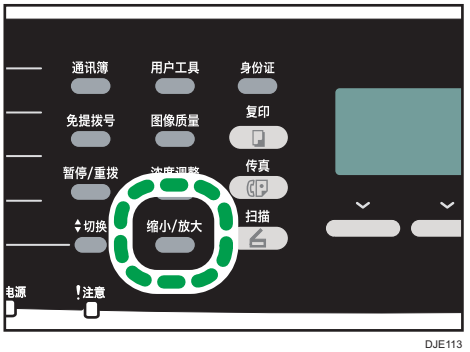
Note

- The machine maintains the preset scan settings for the current destination until the machine returns to standby mode.
- Changing the preset scan settings for the current destination does not change the information registered in the Address Book.
- If you specify the last used destination, the preset scan settings become effective again, even if you have changed the settings for the previous job.

Specifying the Scanning Size According to the Size of the Original

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

1. **Press the [缩小/放大] key or [Scn Size].**



DJE113

2. **Press the [▲] or [▼] key to select the size of the original, and then press the [OK] key.**

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

3. **Press the [▲] or [▼] key to select [mm] or [inch], and then press the [OK] key.**
4. **Enter the width using the number keys, and then press the [OK] key.**

   To enter a decimal point, press the [✳] key.

5. **Enter the length using the number keys, and then press the [OK] key.**

   To enter a decimal point, press the [✳] key.

Note

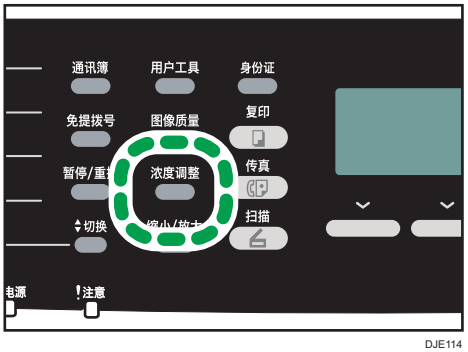
- You can change the machine's default [Scan Size] setting to always scan originals with a specific scanning size. For details, see page 189 "Scanner Features Settings".
- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed. For details, see page 218 "Administrator Settings".
  - When the [清除/停止] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.
  - When the machine's default for the same setting is changed

Adjusting Image Density

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

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

1. **Press the [浓度调整] key.**



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

Note

- You can change the machine's default [Density] setting to always scan with a specific density level. For details, see page 189 "Scanner Features Settings".
- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed. For details, see page 218 "Administrator Settings".
  - When the [清除/停止] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.

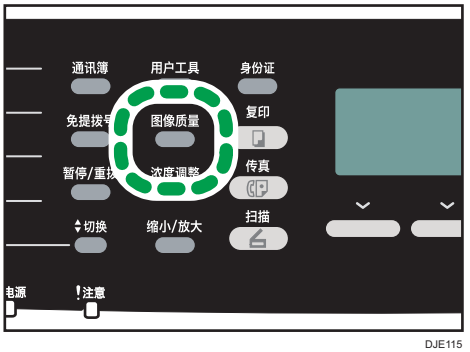
- When the machine's default for the same setting is changed.

Specifying Resolution

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

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

1. **Press the [图像质量] key.**



DJE115

2. **Press the [▲], [▼], [◀], or [▶] key to select the desired resolution, and then press the [OK] key.**

Note

- You can change the machine's default [Resolution] setting to always scan with a specific resolution level. For details, see page 189 "Scanner Features Settings".
- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed. For details, see page 218 "Administrator Settings".
  - When the [清除/停止] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.
  - When the machine's default for the same setting is changed.

Scanning from a Computer

Scanning from a computer connected by the network or USB (TWAIN scanning and WIA scanning) allows you to operate the machine from your computer and scan originals into your computer directly.

Basic Operation for TWAIN Scanning

This section describes the basic TWAIN scanning operation.

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

Using TWAIN Scanner

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

Important

- **To use the TWAIN scanner, you must install the TWAIN driver, which is on the supplied CD-ROM.**
- **To use the TWAIN scanner, a TWAIN-compliant application must be installed.**

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

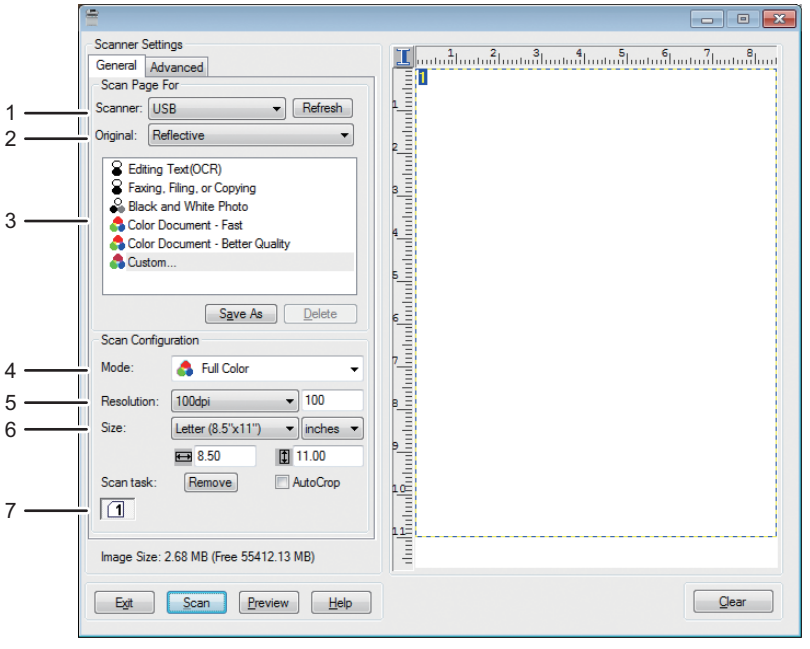
- Install the TWAIN driver.
- Install a TWAIN-compliant application.

TWAIN Scanning

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

1. **Place the original on the exposure glass or in the ADF.**
2. **Open the properties dialog box for this machine using a TWAIN-compatible application.**
3. **Configure the scan settings as required, and then click [Scan].**

Settings you can configure in the TWAIN dialog box



DAC525

1. **Scanner:**

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

2. **Original:**

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

3. **Original type**

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

   - When using the exposure glass:

     [Editing Text(OCR)]

     [Faxing, Filing, or Copying]

     [Black and White Photo]

     [Color Document - Fast]

     [Color Document - Better Quality]

     [Custom...]

   - When using the ADF:

     [ADF-Faster]

     [ADF-Better]

     [ADF - Gray]

[Custom...]

4. **Mode:**

   Select from color, grayscale, or black-and-white.

5. **Resolution:**

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

   Selectable resolutions vary depending on where the original is set.

   - When using the exposure glass:

     75, 100, 150, 200, 300, 400, 500, 600, 1200, 2400, 4800, 9600, 19200 dpi, User defined

   - When using the ADF:

     75, 100, 150, 200, 300, 400, 500, 600 dpi, User defined

6. **Size:**

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

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

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

Note

- If the scan data is larger than the memory capacity, an error message appears and scanning is canceled. If this happens, specify a lower resolution and scan the original again.

Basic Operation for WIA Scanning

1. **Place the original on the exposure glass or in the ADF.**
2. **On the [Start] menu on your computer, click [Devices and Printers].**
3. **Right-click the icon of the printer model you want to use, and then click [Start scan] to open the dialog box for the scan settings.**
4. **In the dialog box, configure the scan settings as required, and then click [Scan].**
5. **Click [Import].**

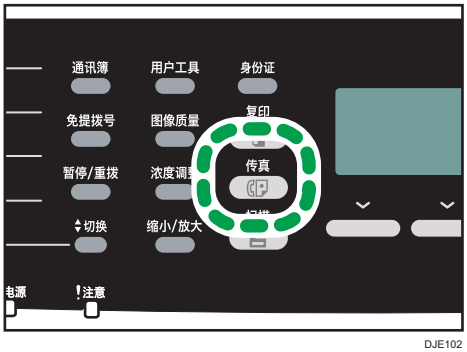
6. Sending and Receiving a Fax

Fax Mode Screen

This section provides information about the screen in fax mode.

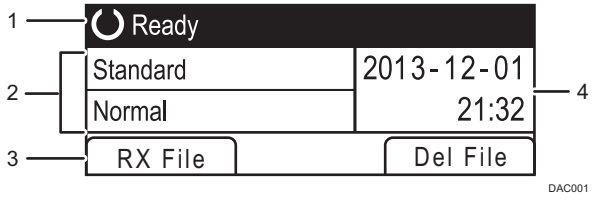
By default, the display shows the copier screen when the machine is turned on.

If the copy or scanner screen is shown on the display, press the [传真] key on the control panel to switch to the fax screen.



DJE102

Screen in standby mode



DAC001

1. **Current status or messages**

   Displays the current status or messages.

2. **Current settings**

   Displays the current density and resolution settings.

3. **Selection key items**

   Displays the functions you can use by pressing the corresponding selection keys.

4. **Current date and time**

   Shows the current date and time.

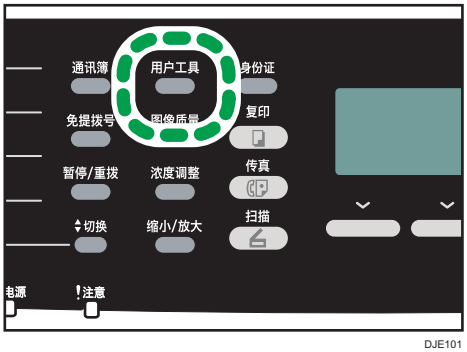
Note

- The machine's default mode at power on can be specified in the [Function Priority] setting under [Admin. Tools]. For [Function Priority], see page 218 "Administrator Settings".

- The display format for time and date can be specified in [Set Date/Time] under [Admin. Tools]. For setting the date and time, see page 137 "Setting the Date and Time".
- If the Alert indicator flashes on the initial fax display, press the [复印] key and check the displayed message.

Setting the Date and Time

1. **Press the [用户工具] key.**



DJE101

2. **Press the [▲] or [▼] key to select [Admin. Tools], and then press the [OK] key.**
3. **If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.**
4. **Press the [▲] or [▼] key to select [Set Date/Time], and then press the [OK] key.**
5. **Press the [▲] or [▼] key to select [Set Date], and then press the [OK] key.**
6. **Press the [▲] or [▼] key to select the desired date format, and then press the [OK] key.**

   For the date and time display format, see page 218 "Administrator Settings".
7. **Enter the current date using the number keys, and then press the [OK] key.**

   You can press the [◀] or [▶] key to move between fields.
8. **Press the [▲] or [▼] key to select [Set Time], and then press the [OK] key.**
9. **Press the [▲] or [▼] key to select the desired time format, and then press the [OK] key.**
10. **Enter the current time using the number keys, and then press the [OK] key.**

    If you selected [12-hour Format], press the [▲] or [▼] key to select [AM] or [PM].

    You can press the [◀] or [▶] key to move between fields.
11. **Press the [用户工具] key to return to the initial screen.**

Note

- A password for accessing the [Admin. Tools] menu can be specified in [Admin. Tools Lock]. For [Admin. Tools Lock], see page 218 "Administrator Settings".

Entering Characters

To enter characters, use keys as follows:

To enter a digit

Press a number key.

To delete a character

Press the [◀] key.

To enter a fax number

- To enter a number

  Use the number keys.

- To enter characters other than digits

  "✳": Press the [✳] key.

  "#": Press the [#] key.

  Pause: Press the [暂停/重拨] key. "P" appears on the screen.

  Space: Press the [▶] key.

To enter a name

Letters, numbers, and symbols can be entered using the number keys.

To enter two characters consecutively that use the same number key, press the [▶] key to move the cursor before entering the second character.

Number key	Number of key press																														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	1																														
2	A	Ã	Ä	Å	Æ	B	C	Ç	a	à	á	â	ã	ä	æ	b	c	ç	2												
3	D	E	É	F	d	e	è	é	ê	ë	f	3																			
4	G	H	I	g	h	i	ì	í	î	ï	4																				
5	J	K	L	j	k	l	5																								
6	M	N	Ñ	O	Õ	Ö	Ø	Œ	m	n	ñ	o	ò	ó	ô	õ	ö	ø	œ	6											
7	P	Q	R	S	ß	p	q	r	s	7																					
8	T	U	Ü	V	t	u	ù	ú	û	ü	v	8																			
9	W	X	Y	Z	w	x	y	ÿ	z	9																					
0	0	-	.	!	“	,	;	:	^	`	_	=	/	|	‘	?	$	@	%	&	+	(	)	[	]	{	}	<	>	~	\
✳	✳																														
#	#																														

DAC442

Note

- Characters you can enter depend on the setting you are configuring.

- If the number you entered is too large or too small for the setting, it will not be accepted. If you press the [OK] key, the machine will increase or decrease the number to the minimum or maximum value for the setting.

Registering Fax Destinations

This section explains how to register fax destinations in the Address Book using the control panel or Web Image Monitor. The Address Book allows you to specify fax destinations quickly and easily.

Important

- **The Address Book data could be damaged or lost unexpectedly. The manufacturer shall not be responsible for any damages resulting from such data loss. Be sure to create backup files of the Address Book data periodically. For details about creating backup files, see page 259 "Backup Setting Tab".**

The Address Book can contain up to 220 entries (20 Quick Dial entries and 200 Speed Dial entries).

Quick Dial entries

Destinations registered as Quick Dial entries can be selected by pressing the corresponding One Touch button.

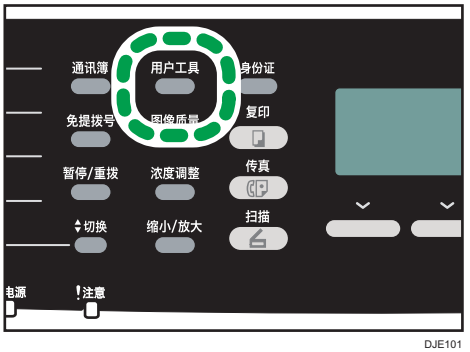
Speed Dial entries

Destinations registered as Speed Dial entries can be selected from the Address Book. Press the [通讯簿] key, and then select the desired entry using the [▲] or [▼] key.

6

Registering Fax Destinations Using the Control Panel

1. **Press the [用户工具] key.**



DJE101

2. **Press the [▲] or [▼] key to select [Address Book], and then press the [OK] key.**
3. **If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.**
4. **Press the [▲] or [▼] key to select [Quick Dial Dest.] or [Fax Speed Dial Dest.], and then press the [OK] key.**

5. **Press the [▲] or [▼] key to select [No.], and then enter the desired Quick Dial number (1 to 20) or Speed Dial number (1 to 200) using the number keys.**

   If a destination is already registered for the input number, the fax number and fax name registered for that number appear.

6. **Press the [▲] or [▼] key to select [Fax No.], and then enter the fax number (up to 40 characters).**

7. **Press the [▲] or [▼] key to select [Name], and then enter the fax name (up to 10 characters).**

   For entering characters, see page 138 "Entering Characters".

8. **Confirm the setting, and then press the [OK] key.**

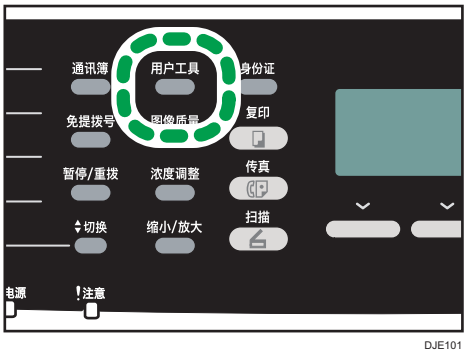
9. **Press the [用户工具] key to return to the initial screen.**

Note

- Alternatively, you can press the [身份证] key if [Shortcut to Function] under administrator settings is set to [Address Book for FAX]. Press the key to switch to the [Address book] menu. For [Shortcut to Function], see page 218 "Administrator Settings".
- A fax number can contain 0 to 9, pause, "✳", "#", and space.
- If necessary, insert a pause in the fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Time] setting under fax transmission settings. For [Pause Time], see page 191 "Fax Transmission Features Settings".
- To use tone services on a pulse-dialing line, insert "✳" in the fax number. "✳" switches the dialing mode from pulse to tone temporarily.
- If the machine is connected to the telephone network through a PBX, make sure to enter the outside line access number specified in [PBX Access Number] before the fax number. For [PBX Access Number], see page 218 "Administrator Settings".
- Use Web Image Monitor to register an Internet Fax destination (an e-mail address). For details about registering an Internet Fax destination, see page 140 "Registering Fax Destinations".
- A password for accessing the [Address Book] menu can be specified in [Admin. Tools Lock]. For [Admin. Tools Lock], see page 218 "Administrator Settings".

Modifying or deleting fax destinations

1. **Press the [用户工具] key.**



DJE101

2. **Press the [▲] or [▼] key to select [Address Book], and then press the [OK] key.**
3. **If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.**

   A password for accessing the [Address Book] menu can be specified in [Admin. Tools Lock]. For details about [Admin. Tools Lock], see page 218 "Administrator Settings".
4. **Press the [▲] or [▼] key to select [Quick Dial Dest.] or [Fax Speed Dial Dest.], and then press the [OK] key.**
5. **Press the [▲] or [▼] key to select [No.], and then enter the desired Quick Dial number (1 to 20 or Speed Dial number (1 to 200) using the number keys.**

   The fax number and fax name registered for that number appear.
6. **Press the [▲] or [▼] key to select [Fax No.], and then modify the fax number (up to 40 characters).**

   If you want to delete the fax number, press the [◀] key until the current number is deleted.
7. **Press the [▲] or [▼] key to select [Name], and then modify the fax name (up to 10 characters).**

   For details about entering characters, see page 138 "Entering Characters".

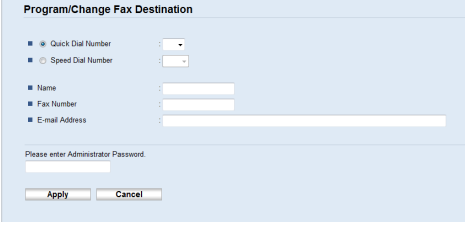
   If you want to delete the fax name, press the [◀] key until the current name is deleted.
8. **Confirm the setting, and then press the [OK] key.**
9. **Press the [用户工具] key to return to the initial screen.**

Registering Fax Destinations Using Web Image Monitor

1. **Start the Web browser and access the machine by entering its IP address.**
2. **Click [Quick Dial Destination] or [Fax Speed Dial Destination].**

3. From the [Destination Type] list, select [Fax].
4. Select [Quick Dial Number] or [Speed Dial Number], and then select the registration number from the list.
5. Register information as necessary.
6. Enter the administrator password if required.
7. Click [Apply].
8. Close the Web browser.

Fax destination settings



Item	Setting	Description
Quick Dial Number / Speed Dial Number	Required	Select the number to which you want to register Quick Dial or Speed Dial destination.
Name	Optional	Name of the destination. The name specified here will be shown on the screen when selecting a fax destination. Can contain up to 10 characters.
Fax Number	Required	Fax number of the destination. Can contain up to 40 characters. If the machine is connected to the telephone network through a PBX, make sure to enter the outside line access number specified in [PBX Access Number] before the fax number. For [PBX Access Number], see page 218 "Administrator Settings".
E-mail Address	Optional	E-mail address of the destination of the Internet Fax. Can contain up to 64 characters.

Note

- A fax number can contain 0 to 9, "P" (pause), "✱", "#", "-", and space.
- If necessary, insert a pause in the fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Time] setting under fax transmission settings. For [Pause Time], see page 191 "Fax Transmission Features Settings".

- For details about using Web Image Monitor, see page 223 "Using Web Image Monitor".
- To use tone services on a pulse-dialing line, insert "✳" in the fax number. "✳" switches the dialing mode from pulse to tone temporarily.

Modifying fax destinations

1. **Start the Web browser and access the machine by entering its IP address.**
2. **Click [Quick Dial Destination] or [Fax Speed Dial Destination].**

   If you modify the Speed Dial entry, proceed to Step 4.
3. **Click [Fax Quick Dial Destination].**
4. **Select the entry to modify, and then click [Change].**

   If you want to delete the entry, click [Delete].
5. **Modify settings as necessary.**

   To delete the entry, confirm the entry you have selected.
6. **Enter the administrator password if required.**
7. **Click [Apply].**
8. **Close the Web browser.**

Preventing Transmission to the Wrong Destination

If you want to prevent documents being sent to the wrong destination, you can configure the machine to prompt users twice for the destination, or to display the entered destination prior to transmission.

Re-entering a fax number to confirm destination

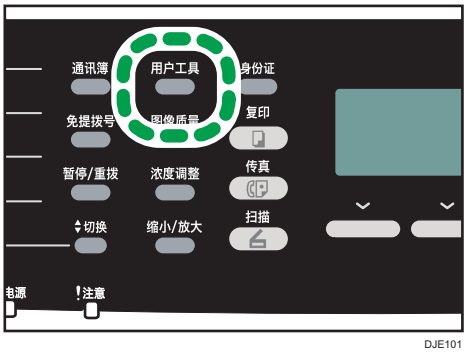
Enter the fax number again to confirm the destination is correct.

Transmission is disabled if the confirmation fax number does not match the first fax number. This function helps prevent users accidentally sending faxes to the wrong destination.

Important

- **This function is available only when an administrator password is specified.**

1. Press the [用户工具] key.



2. Press the [▲] or [▼] key to select [Admin. Tools], and then press the [OK] key.
3. If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.
4. Press the [▲] or [▼] key to select [Fax Number Confirmation], and then press the [OK] key.
5. Press the [▲] or [▼] key to select [On] or [Off], and then press the [OK] key.
6. Press the [用户工具] key to return to the initial screen.

Note

- A password for accessing the [Admin. Tools] menu can be specified in [Admin. Tools Lock]. For [Admin. Tools Lock], see page 218 "Administrator Settings".

Sending a Fax

Important

- **It is recommended that you call the receiver and confirm with them when sending important documents.**

Selecting Transmission Mode

There are two transmission modes: Memory Transmission and Immediate Transmission.

Memory Transmission

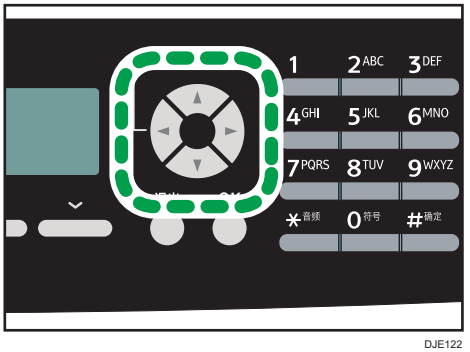
In this mode, the machine scans several originals into memory and sends them all at once. This is convenient when you are in a hurry and want to take the document away from the machine. In this mode, you can send a fax to multiple destinations. You can enable the [Auto Redial] setting under fax transmission settings to set the machine to automatically redial the destination if the line is busy or an error occurs during transmission.

The number of redial attempts is preset to two or three times, depending on the [Country/Territory] setting under [Admin. Tools], in five-minute intervals. For details, see page 191 "Fax Transmission Features Settings".

Immediate Transmission

In this mode, the machine scans the original and faxes it simultaneously, without storing it in memory. This is convenient when you want to send an original quickly. In this mode, you can only specify one destination.

1. **Press the [传真] key, and then press the [◄] or [►] key.**



DJE122

Alternatively, you can press the [身份证] key if [Shortcut to Function] under administrator settings is set to [Fax Immediate TX]. Press the key to switch to the [Immediate TX] menu. For [Shortcut to Function], see page 218 "Administrator Settings".

2. **Press the [▲] or [▼] key to select [Immediate TX], and then press the [OK] key.**

3. **Press the [▲] or [▼] key to select [Off], [On], or [Next Fax Only], and then press the [OK] key.**

   For Memory Transmission, select [Off].

   For Immediate Transmission, select [On] or [Next Fax Only].

4. **Press the [用户工具] key to return to the initial screen.**

Internet Fax Transmission

You can send faxes over the Internet. When you send faxes to Internet Fax destinations, the machine converts scanned images to TIFF-F format files and send them as attachments to e-mail.

Important

- **The level of security for Internet communications is low. It is recommended that you use the telephone network for confidential communications.**
- **Internet Fax delivery might be delayed due to network congestion. Use a telephone line if the fax needs to be delivered in a timely manner.**

Note

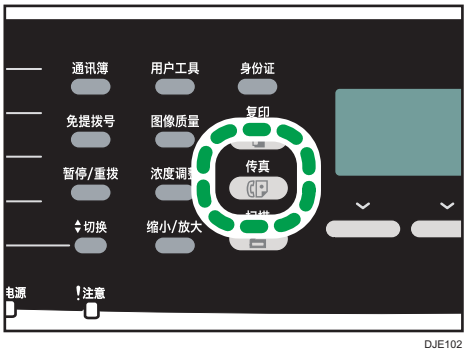
- The Internet Fax function supported by this machine is compliant with ITU-T Recommendation T.37 (Simple Mode).
- To use the Internet Fax function, network settings must be configured properly. For details about network settings, see page 243 "Configuring the Network Settings".
- Internet Fax transmission may take some time before it starts. The machine needs a certain amount of time to convert data in memory prior to transmission.
- Depending on e-mail environment conditions, you may not be able to fax large images.
- The "Photo" resolution is not available for Internet Faxes. Faxes will be sent using "Detail" resolution if "Photo" resolution has been specified.
- If the faxes are received on a computer, a viewer application needs to be installed in order to view the documents.

Basic Operation for Sending a Fax

Important

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

1. **Press the [传真] key.**



DJE102

2. **Place the original on the exposure glass or in the ADF.**

   To place the originals, see page 74 "Placing Originals".

3. **Enter the fax number (up to 40 characters) using the number keys, or specify a destination using the One Touch buttons or Speed Dial function.**

   - For details about entering characters, see page 138 "Entering Characters".
   - For details about specifying destinations using the One Touch buttons or Speed Dial function, see page 152 "Specifying the Fax Destination".
   - If the machine is connected to the telephone network through a PBX, make sure to enter the outside line access number specified in [PBX Access Number] before the fax number. For [PBX Access Number], see page 218 "Administrator Settings".
   - To specify an Internet Fax destination, use the One Touch buttons or Speed Dial function.

4. **Press the [黑白启动] key.**



DJE112

   - Depending on the machine's settings, you may be prompted to enter the fax number again if you manually entered the fax number. In this case, re-enter the number within 60 seconds, if the fax numbers do not match, go back to Step 3. For details about [Fax Number Confirmation], see page 144 "Preventing Transmission to the Wrong Destination".
   - When using the exposure glass in Memory Transmission mode, you will be prompted to place another original. In this case, proceed to the next step.

5. **If you place the original on the exposure glass and have more originals to scan, press [Yes] within 60 seconds, place the next original on the exposure glass, and then press [OK]. Repeat this step until all originals are scanned.**

   If you do not press [Yes] within 60 seconds, the machine will start to dial the destination.

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

Note

- A fax number can contain 0 to 9, pause, "✱", "#", and space.
- If necessary, insert a pause in a fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Time] setting under fax transmission settings. For [Pause Time], see page 191 "Fax Transmission Features Settings".
- To use tone services on a pulse-dialing line, insert "✱" in a fax number. "✱" switches the dialing mode from pulse to tone temporarily.
- You can specify multiple destinations and broadcast the fax you are sending. For sending a fax using the broadcast function, see page 152 "Specifying the Fax Destination".
- When [Fax Number Confirmation] is set to [On], the machine prompts you to enter the fax number twice only when you dial the destination manually. Destinations specified using the One Touch buttons, Speed Dial function, or the [暂停/重拨] key need not be confirmed. For details about [Fax Number Confirmation], see page 144 "Preventing Transmission to the Wrong Destination".
- When in Memory Transmission mode, you can enable the [Auto Redial] setting under fax transmission settings to set the machine to automatically redial the destination if the line is busy or an error occurs during transmission. For [Auto Redial], see page 191 "Fax Transmission Features Settings".
- When in Memory Transmission mode, the machine's memory may become full while scanning the originals. In this case, the screen prompts you to cancel the transmission or to send only the pages that have been scanned successfully.
- If you specify an Internet Fax destination in Immediate Transmission mode, the mode switches to Memory Transmission mode temporarily.
- If paper is jammed in the ADF, the jammed page has not been scanned properly. When the machine is in Immediate Transmission mode, resend the fax starting from the jammed page. When in Memory Transmission mode, scan the entire originals again. For details about removing paper jammed in the ADF, see page 291 "Removing Scanning Jams".
- The machine can store up to 5 unsent fax jobs.

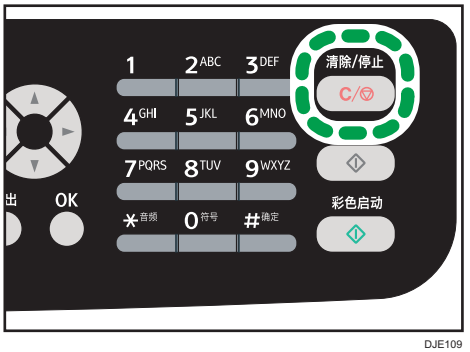
Canceling a Transmission

This section explains how to cancel a fax transmission.

Canceling a Transmission Before the Original Is Scanned

Use this procedure to cancel a transmission before pressing the [黑白启动] key.

1. **Press the [清除/停止] key.**

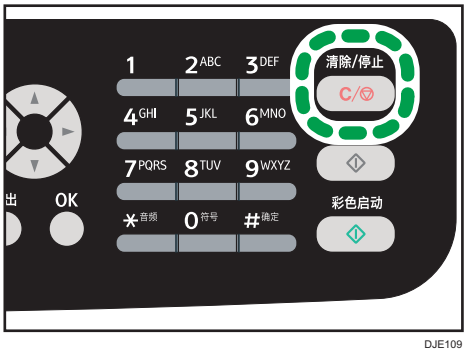


DJE109

Canceling a Transmission While the Original Is Being Scanned

Use this procedure to cancel scanning or transmitting of the original while it is being scanned.

1. **Press the [清除/停止] key.**

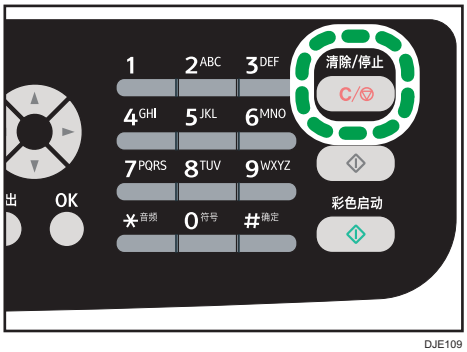


DJE109

Canceling a Transmission After the Original Is Scanned (While a Transmission Is in Progress)

Use this procedure to delete a file that is being sent after the original is scanned.

1. **Press the [清除/停止] key while "Transmitting..." is displayed on the display.**



Note

- If you cancel a document while it is being sent, the transmission is halted as soon as you finish the cancellation procedure. However, some pages of the document may already have been sent and received at the other end.
- If the transmission finishes while this procedure is being processed, the transmission is not canceled. Note that the transmission duration is short if an Internet Fax, e-mail transmission, or folder transmission is being executed.
- If you cancel sending a fax while broadcasting, only the fax to the current destination is canceled. The fax will be sent to the subsequent destinations as normal. For details about sending a fax using the broadcast function, see page 152 "Specifying the Fax Destination".

Canceling a Transmission After the Original Is Scanned (Before a Transmission Starts)

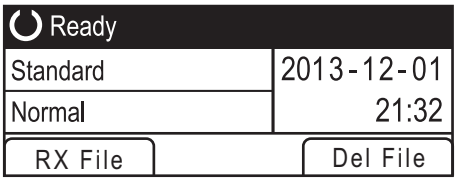
Use this procedure to delete a file stored in memory before its transmission starts.

Use the following procedure to delete a file stored in memory (such as automatic redial) before its transmission starts.

1. **Confirm that the initial screen for Fax settings is shown on the display.**

   For details about the initial screen, see page 135 "Fax Mode Screen".

2. **Press [Del File].**



3. **Press the [▲] or [▼] key to select [Delete Selected File] or [Delete All Files], and then press the [OK] key.**
   - [Delete Selected File]

To delete a fax job, select the desired job, and then select [Yes]. Selecting [No] exits to the previous level of the menu tree without deleting the fax job.

- [Delete All Files]

  To delete the fax jobs, select [Yes]. Selecting [No] exits to the previous level of the menu tree without deleting the fax job.

4. **Press the [用户工具] key to return to the initial screen.**

Note

- You cannot view files that are in the process of being sent.
- If you specify a broadcast task, all the unsent destinations are canceled.

Specifying the Fax Destination

Other than entering the destination fax number using the number keys, you can specify destinations using the following functions:

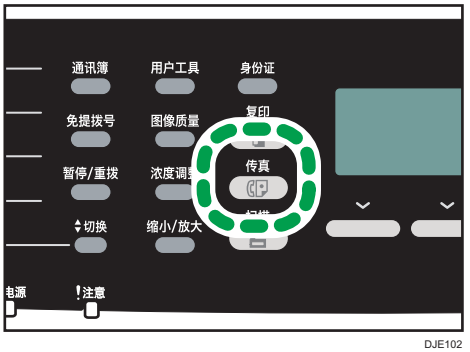
- One Touch buttons
- Speed Dial
- Broadcast function
- Redial function

Note

- To prevent documents being sent to the wrong destination, you can configure the machine to prompt users twice for the destination or to display the entered destination prior to transmission. For details, see page 144 "Preventing Transmission to the Wrong Destination".

Specifying the destination using the One Touch buttons

1. **Press the [传真] key.**

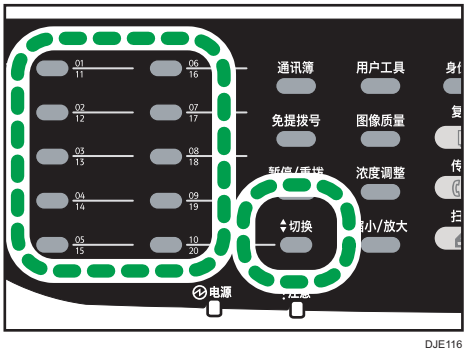


DJE102

2. **Press the One Touch button to which the desired Quick Dial entry is registered.**

   For registering the Quick Dial entries, see page 140 "Registering Fax Destinations".

   Press the [切换] key if you want to use Quick Dial entries Nos. 11 to 20 before pressing a One Touch button.



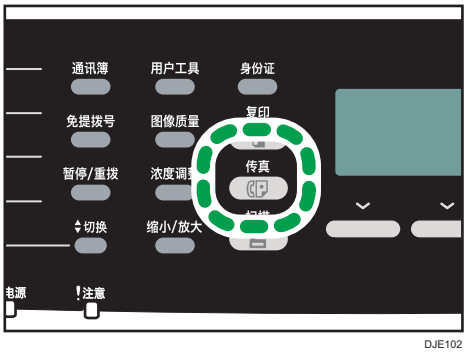
DJE116

Note

- You can check the registered names and fax numbers by printing a report. For printing the Quick Dial list, see page 208 "Printing Lists/Reports".

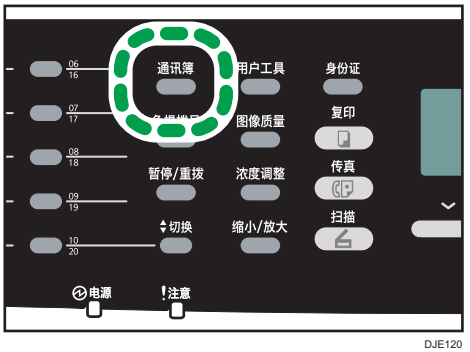
Specifying the destination using Speed Dial

1. **Press the [传真] key.**



DJE102

2. **Press the [通讯簿] key.**



3. **Press the [OK] key.**

   If you want to search for a specific entry by its registration number or name, use the following procedure:

   - Searching by the registration number

     Press the [通讯簿] key again, enter the number using the number keys.

   - Searching by the name

     Enter the first letters of the name using the number keys. Each time you enter a character, the display changes to show the matching name.

4. **Press the [▲] or [▼] key to select the desired Speed Dial entry, and then press the [OK] key.**

   For registering the Speed Dial entries, see page 140 "Registering Fax Destinations".

Note

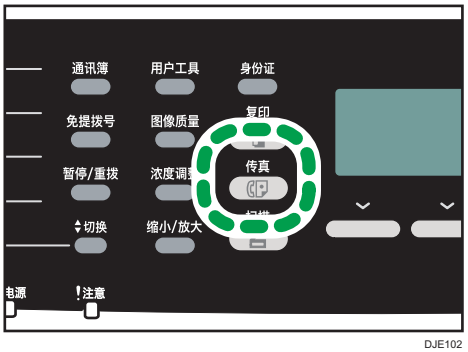
- The Address Book shows only the Speed Dial entries. Use the One Touch buttons to specify Quick Dial destinations.
- You can check the registered names and fax numbers by printing a report. For printing the Speed Dial list, see page 208 "Printing Lists/Reports".

Specifying the destination using the broadcast function

You can send a fax to multiple destinations (up to 100 destinations) simultaneously.

Faxes are sent to destinations in the order they were specified.

1. **Press the [传真] key.**



2. **Add a destination by using one of the following methods:**
   - To add a Quick Dial destination, press a corresponding One Touch button.
   - To add a Speed Dial destination, press the [通讯簿] key, select a destination, and then press the [OK] key.
   - To add a manually-specified destination, confirm that [No.key] is pressed, and then enter the destination fax number using the number keys.
3. **Press the [OK] key.**

   Press [List] to see the list of destinations that have been added so far.

   Go back to Step 2 to add further destinations.

Note

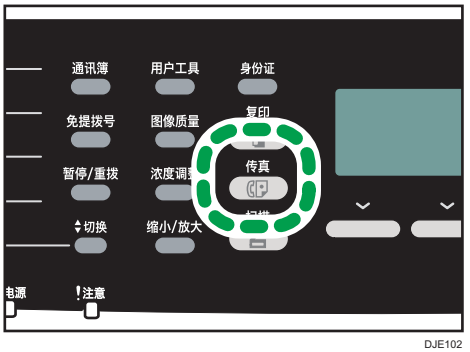
- While specifying multiple destinations, you can press the [清除/停止] key to clear only the last-specified destination.
- If you specify multiple destinations in Immediate Transmission mode, the mode switches to Memory Transmission mode temporarily.
- If the destinations contain both normal fax destinations and Internet Fax destinations, the fax will be sent to the Internet Fax destinations first.
- While broadcasting, pressing the [清除/停止] key cancels the fax to the current destination only.

Specifying the destination using the redial function

You can specify the last used destination as the destination for the current job.

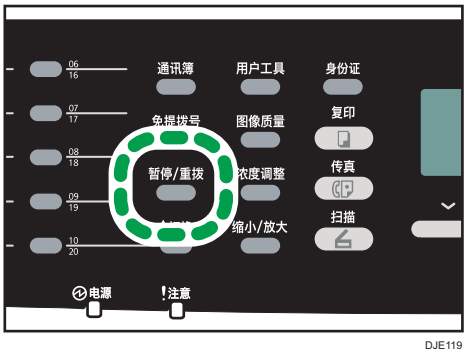
This function saves time when you are sending to the same destination repeatedly, as you do not have to enter the destination each time.

1. Press the [传真] key.



DJE102

2. Press the [暂停/重拨] key.



DJE119

Note

- To cancel sending a fax, press the [清除/停止] key.

Useful Sending Functions

You can check the status of the other party's machine easily before sending a fax by using the On Hook Dial function. Using an extra telephone, you can talk and send a fax in one call.

Important

- **This function is available in Immediate Transmission mode only.**
- **This function is not available with Internet Fax.**

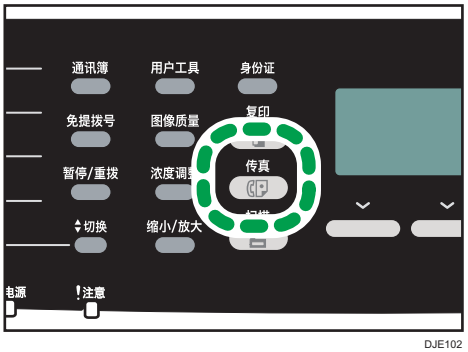
Sending a fax using On Hook Dial

The On Hook Dial function allows you to check the destination's status while listening to the tone from the internal speaker. This function is useful when you want to ensure that the fax will be received.

Important

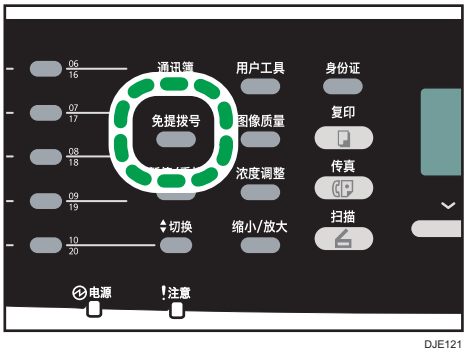
- The On Hook Dial function cannot be used when [Fax Number Confirmation] under administrator settings is enabled.

1. Place the original on the exposure glass or in the ADF.
2. Press the [传真] key.



DJE102

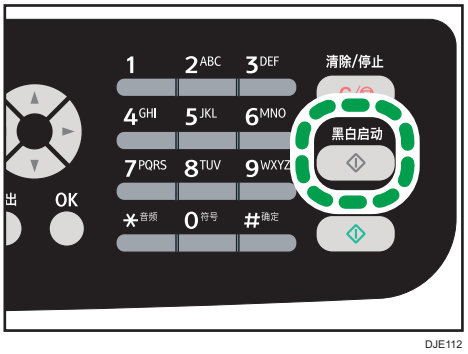
3. Press the [免提拨号] key.



DJE121

"On Hook" appears on the screen.

4. Specify the destination using the number keys.
5. If you hear a high pitched tone, press the [黑白启动] key.



DJE112

6. Press [TX], and then press the [黑白启动] key.

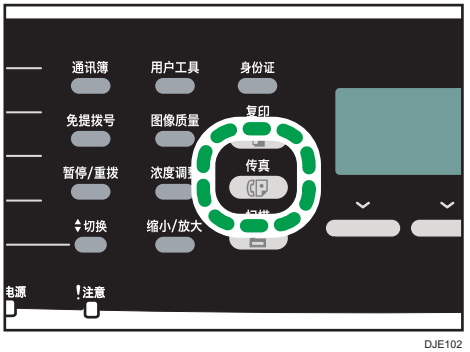
Note

- For details about selecting the transmission mode, see page 146 "Selecting Transmission Mode".
- For details about [Fax Number Confirmation], see page 218 "Administrator Settings".

Sending a fax after a conversation

An external telephone allows you to send a fax after finishing your conversation without having to disconnect and redial. This function is useful when you want to ensure that the fax has been received.

1. Place the original on the exposure glass or in the ADF.
2. Press the [传真] key.



DJE102

3. Pick up the handset of the external telephone.
4. Specify the destination using the external telephone.
5. When the other party answers, ask them to press their fax start button.
6. If you hear a high pitched tone, press the [黑白启动] key.



DJE112

7. Press [TX], and then press the [黑白启动] key.
8. Replace the handset.

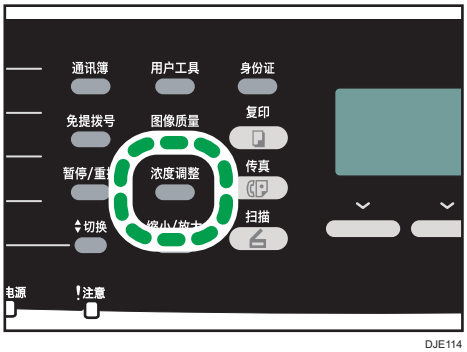
Specifying the Scan Settings

Adjusting image density

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

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

1. **Press the [浓度调整] key.**



2. **Press the [▲] or [▼] key to select the desired density level, and then press the [OK] key.**

Note

- You can change the machine's default [Density] setting to always scan with a specific density level. For [Density], see page 191 "Fax Transmission Features Settings".
- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed. For [System Auto Reset Timer], see page 218 "Administrator Settings".
  - When the [清除/停止] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.
  - When the machine's default for the same setting is changed.

Specifying the resolution

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

There are three resolution settings:

Standard

Select this when the original is a printed or typewritten document with normal-sized characters.

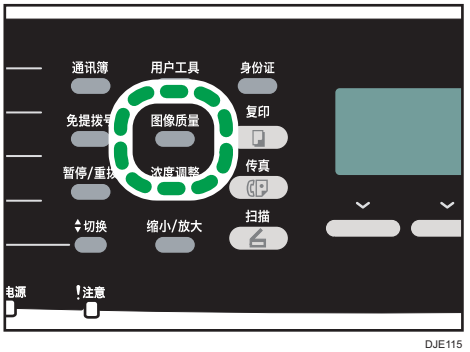
Detail

Select this when the original is a document with small print.

Photo

Select this when the original contains images such as photographs or shaded drawings.

1. **Press the [图像质量] key.**



DJE115

2. **Press the [▲] or [▼] key to select the desired resolution setting, and then press the [OK] key.**

Note

- You can change the machine's default [Resolution] setting to always scan with a specific resolution level. For [Resolution], see page 191 "Fax Transmission Features Settings".
- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed. For [System Auto Reset Timer], see page 218 "Administrator Settings".
  - When the [清除/停止] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.
  - When the machine's default for the same setting is changed.

Using the Fax Function from a Computer (LAN-Fax)

This section explains how to use the fax function of the machine from a computer.

You can send a document directly from a computer through this machine to another fax machine, without printing the document.

Important

- **This function is supported by Windows Vista/7/8/8.1, and Windows Server 2003/2003 R2/2008/2008 R2/2012/2012 R2. Mac OS X does not support this function.**

Basic Operation for Sending Faxes from a Computer

This section describes the basic operation for sending faxes from a computer.

You can select a destination from the LAN-Fax address book or enter a fax number manually. You can send faxes to up to 100 destinations at once.

The procedure in this section is an example based on Windows 7.

Important

- **Before sending a fax, the machine stores all the fax data in memory. If the machine's memory becomes full while storing this data, the fax transmission will be canceled. If this happens, lower the resolution or reduce the number of pages and try again.**

1. **Open the file you want to send.**
2. **On the [File] menu, click [Print...].**
3. **Select the LAN-Fax driver as the printer, and then click [Print].**
4. **Specify a destination.**
   - To specify a destination from the LAN-Fax address book:

     Select a destination from [User List:], and then click [Add to List].

     Repeat this step to add more destinations.
   - To enter a fax number directly:

     Click the [Specify Destination] tab, and enter a fax number (up to 40 digits) in [Fax Number:], and then click [Add to List].

     Repeat this step to add more destinations.
5. **To attach a cover sheet, click [Edit Cover Sheet] on the [Specify Destination] tab, and then select the [Attach a Cover Sheet] check box.**

   Edit the cover sheet as necessary, and then click [OK].

For details about editing a fax cover sheet, see page 166 "Editing a Fax Cover Sheet".

6. **Click [Send].**

Note

- For details, see the LAN-Fax driver Help.
- A fax number can contain 0 to 9, "P" (pause), "✱", "#", "-", and space.
- If necessary, insert a pause in a fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Time] setting under fax transmission settings. For [Pause Time], see page 191 "Fax Transmission Features Settings".
- To use tone services on a pulse-dialing line, insert "✱" in a fax number. "✱" switches the dialing mode from pulse to tone temporarily.
- To delete an entered destination, select the destination in the [Destination List:], and then click [Delete from List].
- You can register the fax number you entered in the [Specify Destination] tab in the LAN-Fax Address Book. Click [Save to Address Book] to open the dialog box for registering a destination.
- From the [View:] list, you can select the types of destinations to display.
  - [All]: Displays all destinations.
  - [Group]: Displays groups only.
  - [User]: Displays individual destinations only.
- If sending faxes via LAN-Fax is restricted, you must enter a user code in the LAN-Fax driver's property before sending a fax. For details about entering a user code, see page 46 "When Machine Functions are Restricted".

Canceling a fax

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

Canceling while the machine is receiving a fax from the computer

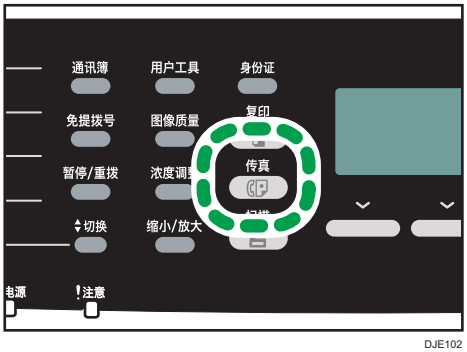
If the machine is shared by multiple computers, be careful not to cancel the fax of another user.

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

Canceling while sending a fax

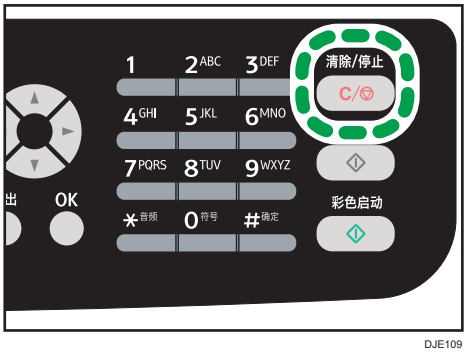
Cancel the fax using the control panel.

1. Press the [传真] key.



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2. Press the [清除/停止] key.



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Configuring Transmission Settings

This section explains how to configure transmission settings in the LAN-Fax driver's properties.

Properties are set separately for each application.

1. **On the [File] menu, click [Print...].**
2. **Select the LAN-Fax driver as the printer, and then click a button such as [Preferences].**

   LAN-Fax driver properties dialog box appears.
3. **Click the [Setup] tab.**
4. **Configure settings as necessary, and then click [OK].**

   For details about the settings, see the LAN-Fax driver Help.

Configuring the LAN-Fax Address Book

This section describes the LAN-Fax address book. Configure the LAN-Fax address book on the computer. The LAN-Fax address book allows you to specify LAN-Fax destinations quickly and easily.

The LAN-Fax address book can contain up to 1000 entries, including individual destinations and groups of destinations.

Note

- You can configure separate LAN-Fax Address Books for each user account on your computer.
- You can import and export the LAN-Fax Address Book as required.

Opening the LAN-Fax address book

1. **On the [Start] menu, click [Devices and Printers].**
2. **Right-click the LAN-Fax driver icon, and then click [Printing preferences].**
3. **Click the [Address Book] tab.**

Registering destinations

1. **Open the LAN-Fax address book, and then click [Add User].**
2. **Enter the destination information.**

   You must enter a contact name and fax number.
3. **Click [OK].**

Modifying destinations

1. **Open the LAN-Fax address Book, select the destination you want to modify from the [User List:], and then click [Edit].**
2. **Modify information as necessary, and then click [OK].**

   Click [Save as new User] if you want to register a new destination with similar information. This is useful when you want to register a series of destinations that contain similar information. To close the dialog box without modifying the original destination, click [Cancel].

Registering groups

1. **Open the LAN-Fax address Book, and then click [Add Group].**
2. **Enter the group name in [Group Name].**

3. **Select the destination you want to include in the group from [User List:], and then click [Add].**
4. **Click [OK]**

Note

- A group must contain at least one destination.
- A group name must be specified for a group. No two groups can have the same group name.
- A single destination can be included in more than one group.

Modifying groups

1. **Open the LAN-Fax address Book, select the group you want to modify from the [User List:], and then click [Edit].**
2. **To add a destination to the group, select the destination you want to add from [User List:] and click [Add].**
3. **To delete a destination from the group, select the destination you want to delete from [List of Group Members:], and then click [Delete from List].**
4. **Click [OK].**

Note

- A message appears if the name you specified already exists in the LAN-Fax Address Book. Click [OK] and register it under a different name.

Deleting individual destinations or groups

1. **Open the LAN-Fax Address Book, select the destination you want to delete from [User List:], and then click [Delete].**

   A confirmation message appears.
2. **Click [Yes].**

Note

- A destination is automatically deleted from a group if that destination is deleted from the LAN-Fax Address Book. If you are deleting the last destination from a group, a message asking you to confirm the deletion appears. Click [OK] if you want to delete the group.
- Deleting a group does not delete the destinations it contains from the LAN-Fax Address Book.

Exporting/Importing LAN-Fax Address Book data

Important

- **The following procedure is based on Windows 7 as an example. If you are using another operating system, the procedure might vary slightly**

Exporting LAN-Fax Address Book data

LAN-Fax Address Book data can be exported to a file in CSV (Comma Separated Values) format.

Follow this procedure to export LAN-Fax Address Book data.

1. **Open the LAN-Fax Address Book, and then click [Export].**
2. **Navigate to the location to save the LAN-Fax Address Book data, specify a name for the file, and then click [Save].**

Importing LAN-Fax Address Book data

LAN-Fax Address Book data can be imported from files in CSV format. You can import address book data from other applications if the data is saved as a CSV file.

Follow this procedure to import LAN-Fax Address Book data. To import address book data from other applications, you must select the appropriate items to import.

1. **Open the LAN-Fax Address Book, and then click [Import].**
2. **Select the file containing the address book data, and then click [Open].**

   A dialog box for selecting the items to import appears.
3. **For each field, select an appropriate item from the list.**

   Select [*empty*] for fields for which there is no data to import. Note that [*empty*] cannot be selected for [Name] and [Fax].
4. **Click [OK].**

   For details about the settings, see the LAN-Fax driver Help.

Note

- CSV files are exported using Unicode encoding.
- LAN-Fax Address Book data can be imported from CSV files whose character encoding is Unicode or ASCII.
- Group data cannot be exported or imported.
- Up to 1000 destinations can be registered in the LAN-Fax Address Book. If this limit is exceeded during importing, the remaining destinations will not be imported.

Editing a Fax Cover Sheet

1. **On the [File] menu, click [Print...].**

2. **Select the LAN-Fax driver as the printer, and then click [Print].**
3. **Click the [Specify Destination] tab, and then click [Edit Cover Sheet].**
4. **Configure settings as necessary, and then click [Print].**

   For details about the settings, see the LAN-Fax driver Help.

Receiving a Fax

Important

- **When receiving an important fax, we recommend you confirm the contents of the received fax with the sender.**
- **The machine may not be able to receive faxes when the amount of free memory space is low.**

Note

- An external telephone is required to use this machine as a telephone.
- Only A4, Letter, or Legal size paper can be used for printing faxes.

Selecting Reception Mode

The reception modes are as follows:

When using the machine only as a fax machine

Select the following mode when no external telephone or telephone answering device is connected:

- Fax Only mode (auto reception)

  In this mode, the machine is used only as a fax machine and receives faxes automatically.

When using the machine with an external device

Select one of the following modes when an external telephone or telephone answering device is connected:

- FAX/TEL Manual mode (manual reception)

  In this mode, you must answer calls with an external telephone. If a call is a fax call, you must start the fax reception manually.

- Fax Only mode (auto reception)

  In this mode, the machine automatically answers all incoming calls in fax reception mode.

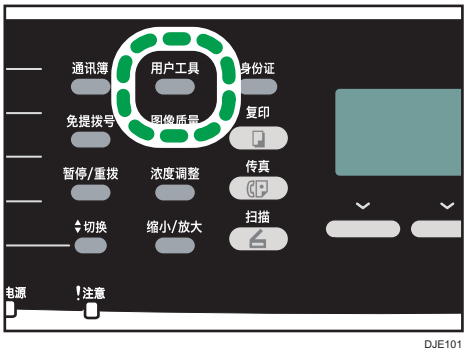
- FAX/TEL Automatic mode (auto reception)

  In this mode, you can answer phone calls with an external telephone and receive faxes automatically.

- FAX/TAD mode (auto reception)

  In this mode, you can use the machine with an external telephone answering device.

1. Press the [用户工具] key.



2. Press the [▲] or [▼] key to select [Fax Features], and then press the [OK] key.
3. Press the [▲] or [▼] key to select [Reception Settings], and then press the [OK] key.
4. Press the [▲] or [▼] key to select [Switch Reception Mode], and then press the [OK] key.
5. Press the [▲], [▼], [◀], or [▶] key to select the desired reception mode, and then press the [OK] key.
6. Press the [用户工具] key to return to the initial screen.

6

Receiving a fax in FAX/TEL Manual mode

1. Pick up the handset of the external telephone to answer the call.

   A normal telephone call starts.
2. When you hear a fax calling tone or no sound, press the [传真] key, and then press the [黑白启动] key.
3. Press [RX].
4. Press the [黑白启动] key.

   "Receiving..." appears on the display.
5. Replace the handset.

Receiving a fax in Fax Only mode

When the reception mode is set to Fax Only mode, the machine automatically answers all incoming calls in fax reception mode.

Note

- You can specify the number of times the machine rings before answering a call in the [Number of Rings] setting under [Fax Features]. For [Number of Rings], see page 193 "Fax Features Settings".

- If you answer a call with the external telephone while the machine is ringing, a normal telephone call starts. If you hear a fax calling tone or no sound, receive the fax manually. To receive the fax manually, see page 169 "Receiving a fax in FAX/TEL Manual mode".

Receiving a fax in FAX/TEL Automatic mode

When the reception mode is set to FAX/TEL Automatic mode, the machine receives a fax automatically if the incoming call is a fax call and rings when it receives voice calls.

1. **When there is an incoming call, the machine tries to detect a fax calling tone for five seconds.**

   If a fax calling tone is detected, the machine starts to receive the fax automatically.

2. **If a fax calling tone is not detected, the machine starts to ring, and continues to try to detect a fax calling tone for the period of time specified in RX Mode Auto Switch Time under Fax Features.**

   - If a fax calling tone is detected, or if you do not pick up the handset, the machine starts to receive the fax automatically.
   - To start a normal telephone call, pick up the handset, press the [传真] key, and then press the [清除/停止] key. If you hear a fax calling tone or no sound, receive the fax manually. For details about manually receiving a fax, see page 169 "Receiving a fax in FAX/TEL Manual mode".
   - If you pick up the handset but the time specified in [RX Mode Auto Switch Time] passes before a normal telephone call starts, the machine starts to receive the fax automatically. For details about [RX Mode Auto Switch Time], see page 193 "Fax Features Settings".

Note

- After you pick up the handset to answer a call, make sure to press the [传真] key to activate fax mode before pressing the [清除/停止] key. If the machine is not in fax mode, pressing the [清除/停止] key will not let you start a normal telephone call.

Receiving a fax in FAX/TAD mode

When the reception mode is set to FAX/TAD mode, the external telephone answering device answers and records messages when the machine receives telephone calls. If the incoming call is a fax call, the machine receives the fax automatically.

1. **When there is an incoming call, the external telephone answering device rings.**

   If the external telephone answering device does not answer, the machine starts to receive the fax automatically.

   If you answer a call with the external telephone while the machine is ringing, a normal telephone call starts. If you hear a fax calling tone, wait until "Receiving..." appears on the display. The

machine starts to receive faxes. If the message "Receiving..." does not appear, receive the fax manually. To receive the fax manually, see page 169 "Receiving a fax in FAX/TEL Manual mode".

2. **If the external telephone answering device answers, the machine monitors silence on the line for 30 seconds (silence detection).**
   - If a fax calling tone or no sound is detected, the machine starts to receive the fax automatically.
   - If a voice is detected, a normal telephone call starts. The external telephone answering device records messages.

Note

- You can manually receive a fax during silence detection. To receive the fax manually, see page 169 "Receiving a fax in FAX/TEL Manual mode".
- Silence detection does not terminate for 30 seconds even if the external telephone answering device goes on-hook, unless you press the [清除/停止] key and disconnect the call.

Receiving an Internet Fax

You can set the machine to periodically check for e-mails (Internet Faxes) and receive them automatically, or you can manually check and receive them.

Important

- **Specify the e-mail address of this machine for receiving Internet Faxes in User Account under POP3 settings of Web Image Monitor.**
- **This machine may not be able to receive e-mails in HTML format.**

Automatic reception

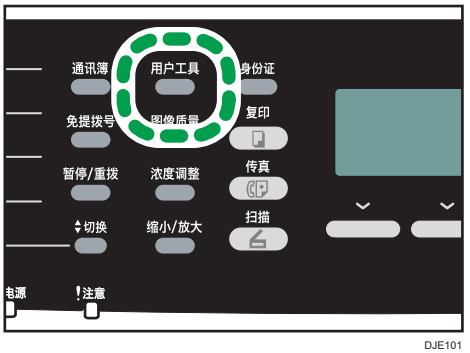
When [Automatic POP] under Internet Fax settings of Web Image Monitor is enabled, the machine periodically connects to the POP3 server, as specified in [POP Interval (minutes)], to check for new e-mails. The machine will download them if there are any.

Manual reception

When [Automatic POP] is disabled, use the control panel to manually connect to the POP3 server and check for new e-mails.

Receiving a fax using the control panel

1. Press the [用户工具] key.



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2. Press the [▲] or [▼] keys to select [Fax Features], and then press the [OK] key.
3. Press the [▲] or [▼] keys to select [Reception Settings], and then press the [OK] key.
4. Press the [▲] or [▼] keys to select [Manual POP], and then press the [OK] key.
5. In the confirmation screen, press [Yes].

   The machine checks for new e-mails and downloads them if there is any.

Receiving a fax using Web Image Monitor

1. Start the Web browser, and access the machine by entering its IP address.
2. Click [Network Settings].
3. Click the [Internet Fax] tab.
4. Select "Automatic POP" to [Active] or [Inactive].

   [Active]: Automatic reception

   [Inactive]: Manual reception
5. Click [OK].
6. Close the Web browser.

   For details about using Web Image Monitor, see page 223 "Using Web Image Monitor".

Note

- If the e-mail reception fails and [Error Notification E-mail] under Internet Fax settings of Web Image Monitor is enabled, an error notification e-mail will be sent to the original sender. For details about settings of Web Image Monitor, see page 249 "Internet Fax Tab".
- If [Error Notification E-mail] is disabled or the error notification e-mail failed, the machine will print out an error report.

Forwarding or Storing Faxes in Memory

To prevent unauthorized users from seeing sensitive faxes, you can set the machine to forward received faxes to a preset destination, or store them in memory without printing them out.

Note

- The table below shows what happens after forwarding succeeds or fails depending on the machine's configuration.

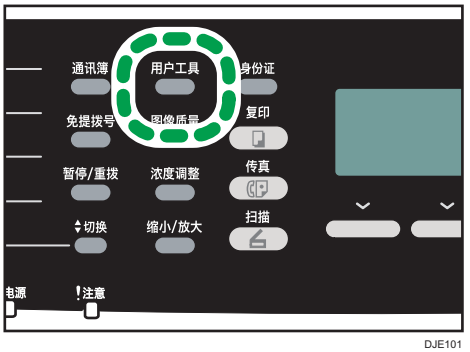
Forwarding	[Print Forwarded File]	[Print Received File]	Results
Success	Off	Not applicable	The machine deletes the fax from memory.
Success	On	On	The machine prints out the fax and deletes it from memory.
Success	On	Off	The machine stores the fax in memory for later manual printing.
Failure	Off	Not applicable	The machine prints out a forwarding failure report and deletes the fax from memory.
Failure	On	On	The machine prints out a forwarding failure report, prints out the fax, and then deletes it from memory.
Failure	On	Off	The machine prints out a forwarding failure report and stores the fax in memory for later manual printing.

- If the machine is unable to print out a fax due to machine errors such as an empty paper tray or a paper jam, the fax will remain in memory and the 传真接收 indicator will flash. The remaining pages will start printing as soon as the problem is resolved.
- The number of forwarding attempts and the attempt interval time can be specified using Web Image Monitor. For details about the forwarding destination, forwarding trials and interval settings, see page 235 "Fax Tab".

Forwarding settings

To specify the forwarding conditions for received faxes, configure the machine as follows:

1. Press the [用户工具] key.



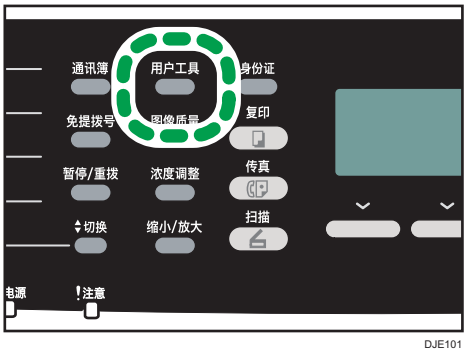
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2. Press the [▲] or [▼] key to select [Fax Features], and then press the [OK] key.
3. Press the [▲] or [▼] key to select [Reception Settings], and then press the [OK] key.
4. Press the [▲] or [▼] key to select [Reception File Setting], and then press the [OK] key.
5. Press the [▲] or [▼] key to select [Forward], and then press the [OK] key.

   To send e-mail notifications after faxes are forwarded, proceed to Step 6. If not, proceed to Step 8.
6. Press the [▲] or [▼] key to select [Notify Forward Status], and then press the [OK] key.
7. Press the [▲] or [▼] key to select [Active], and then press the [OK] key.
   - [Active]: Send an e-mail notification after forwarding. E-mail notification destination depends on how the forwarding destination is configured.
   - [Inactive]: An e-mail notification is not sent.
8. Press the [用户工具] key to return to the initial screen.

Configuring the forwarding conditions

1. Press the [用户工具] key.



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2. Press the [▲] or [▼] key to select [Fax Features], and then press the [OK] key.

3. **Press the [▲] or [▼] key to select [Reception Settings], and then press the [OK] key.**
4. **Press the [▲] or [▼] key to select [Print Forwarded File], and then press the [OK] key.**
5. **Press the [▲] or [▼] key to select [On] or [Off], and then press the [OK] key.**
   - [On]: Store the faxes in memory for printing.
   - [Off]: Delete the faxes from memory.
6. **Press the [▲] or [▼] key to select [Print Received File], and then press the [OK] key.**
7. **Press the [▲] or [▼] key to select [On] or [Off], and then press the [OK] key.**
   - [On]: Automatically print out the received faxes and delete from memory.
   - [Off]: Store the received faxes in memory for later manual printing. To manually print out received faxes stored in memory, see page 176 "Printing Out Faxes Stored in Memory".

   If you select [On], proceed to the next step. If you select [Off], proceed to Step 9.
8. **Enter the start time and the end time, and press the [OK] key.**

   The machine prints out the received faxes and deletes them from memory within the specified time.
9. **Press the [用户工具] key to return to the initial screen.**

6

Specifying the forwarding destination using Web Image Monitor

1. **Start the Web browser, and access the machine by entering its IP address.**
2. **Click [System Settings].**
3. **Click the [Fax] tab.**
4. **Specify the forwarding destination in [Forwarding Destination].**

   [E-mail Address]: Enter a destination e-mail address.

   [Scan Destination]: Select a scan destination as a forwarding destination.
5. **Click [OK].**
6. **Close the Web browser.**

   For details about using Web Image Monitor, see page 223 "Using Web Image Monitor".

Configuring the storing conditions

To specify the storing conditions for received faxes, configure the machine as follows:

1. **Press the [用户工具] key.**
2. **Press the [▲] or [▼] key to select [Fax Features], and then press the [OK] key.**
3. **Press the [▲] or [▼] key to select [Reception Settings], and then press the [OK] key.**
4. **Press the [▲] or [▼] key to select [Reception File Setting], and then press the [OK] key.**

5. **Press the [▲] or [▼] key to select [Print], and then press the [OK] key.**
6. **Press the [▲] or [▼] key to select [Print Received File], and then press the [OK] key.**
7. **Press the [▲] or [▼] key to select [On] or [Off], and then press the [OK] key.**
   - [On]: Automatically print out the received faxes and delete from memory.
   - [Off]: Store the received faxes in memory for later manual printing. To manually print out received faxes stored in memory, see page 176 "Printing Out Faxes Stored in Memory".

   If you select [On], proceed to the next step. If you select [Off], proceed to Step 9.
8. **Enter the start time and the end time.**

   The machine prints out the received faxes and delete from memory within the specified time.
9. **Press the [用户工具] key to return to the initial screen.**

Note

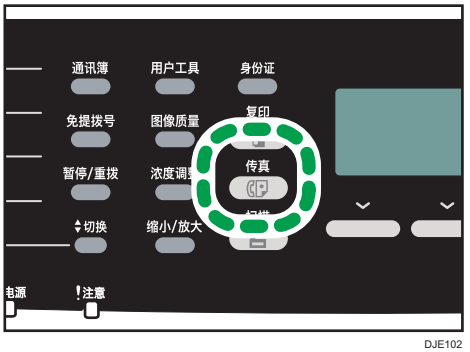
- Alternatively, you can press the [身份证] key if [Shortcut to Function] under administrator settings is set to [Fax Auto Print Setting]. Press the key to switch to the [Print Received File] menu. For [Shortcut to Function], see page 218 "Administrator Settings".
- When the fax is successfully printed out, it will be deleted from memory.
- If the machine is unable to print out a fax due to machine errors such as an empty paper tray or a paper jam, the fax will remain in memory and the 传真接收 indicator will flash. The remaining pages will start printing as soon as the problem is resolved.

Printing Out Faxes Stored in Memory

This section explains how to print out received faxes stored in the machine's memory.

When the 传真接收 indicator is lit, there is a fax stored in machine's memory. Follow the procedure below to print the fax.

1. **Press the [传真] key.**



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2. **Press [RX File].**

3. **Press the [▲] or [▼] keys to select [On], and then press the [OK] key.**

   The machine prints out the stored fax and deletes it from memory.

Note

- Selecting [On] here will enable [Print Received File] under fax feature settings. If you do not want to print out subsequent faxes automatically, set it back to [Off]. For details, see page 193 "Fax Features Settings".
- If tray 2 is installed, you can select which tray to feed paper from in [Select Paper Tray] under fax feature settings. If you set the machine to switch between Tray 1 and 2 automatically in this setting, you can also specify the tray the machine uses first in [Paper Tray Priority] under tray paper settings. For details about [Select Paper Tray], see page 193 "Fax Features Settings" and [Paper Tray Priority], see page 205 "Tray Paper Settings".
- If the 传真接收 indicator is flashing, there is a received fax in the machine's memory that could not be printed out due to machine errors such as an empty paper tray or a paper jam. The printing will start as soon as the problem is resolved.

Receiving or Rejecting Faxes from Special Senders

You can set the machine to receive (or reject) faxes only from the registered Special Senders. This helps you screen out unwanted documents, such as junk faxes, and prevents the wasting of fax paper.

To use this function, you must first register Special Senders using Web Image Monitor, and then select whether to accept or reject faxes from them.

Important

- **This function is not available with Internet Fax.**

Registering the Special Senders

This section explains how to register Special Senders.

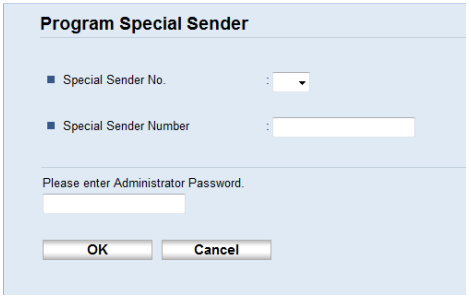
Up to 30 Special Senders can be registered.

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

2. Click [Special Sender].



3. From the [Destination Type] list, select [Special Sender].



4. Select the Special Sender number from the list (1 to 30).
5. Enter the Special Sender's fax number (up to 20 characters).
6. Enter the administrator password if required.
7. Click [OK].
8. Close the Web browser.

Note

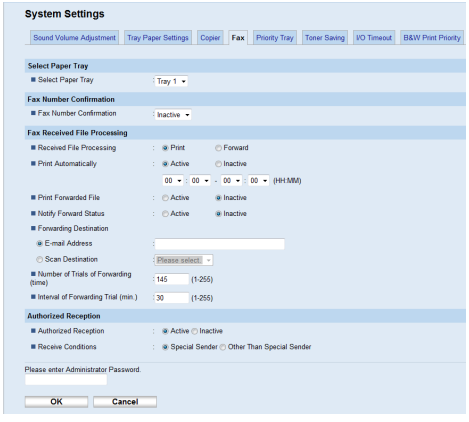
- A fax number can contain 0 to 9, +, and space.

Limiting the incoming faxes

This section explains how to set the machine to receive (or reject) faxes only from the programmed Special Senders.

1. Start the Web browser, and access the machine by entering its IP address.
2. Click [System Settings].

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



4. **For [Authorized Reception], click [Active].**
5. **For [Receive Conditions], click [Special Sender] or [Other Than Special Sender].**
   - Special Sender

     Select this to receive faxes from the Special Senders and reject faxes from all other senders.
   - Other Than Special Sender

     Select this to reject faxes from the Special Senders and receive faxes from all other senders.
6. **Enter the administrator password if required.**
7. **Click [OK].**
8. **Close the Web browser.**

Lists/Reports Related to Fax

The lists and reports related to the fax function are as follow:

- Configuration Page

  Prints general information and the current configurations of the machine.

- Fax Journal

  Prints a fax transmission and reception journal for the last 50 jobs.

- TX/RX Standby File List

  Prints a list of fax jobs remaining in the machine's memory to be printed, sent, or forwarded.

- Quick Dial Dest. List

  Prints a list of scan and fax Quick Dial entries.

- Fax Speed Dial Dest. List

  Prints a list of Speed Dial entries.

  - Sort by Speed Dial No.

    Prints the list with the entries sorted by Speed Dial registration number.

  - Sort by Name

    Prints the list with the entries sorted by name.

- Special Sender List

  Prints a list of fax Special Senders.

- Power Failure Report

  Prints a report when the machine's power has been interrupted while sending or receiving a fax, or images stored in the machine's memory have been lost due to the machine being turned off for a prolonged period of time.

Note

- For more information on Fax Journal and TX Status Report, see page 193 "Fax Features Settings".
- Repots will be printed on A4 or Letter size paper. Load one of these sizes of paper into the tray before printing reports. For details about loading paper, see page 63 "Loading Paper".

7. Configuring the Machine Using the Control Panel

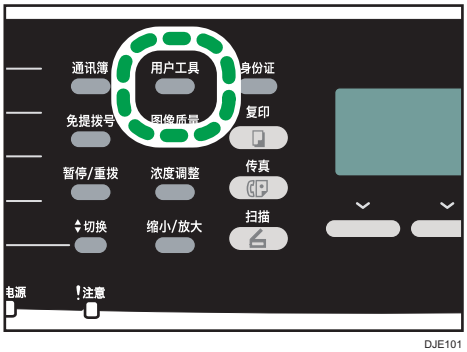
Basic Operation

There are two main ways to access the machine settings:

- Press the [用户工具] key to access the System or Network settings.
- Press the [◀] or [▶] key to access the Copy, Scan, or Fax settings.

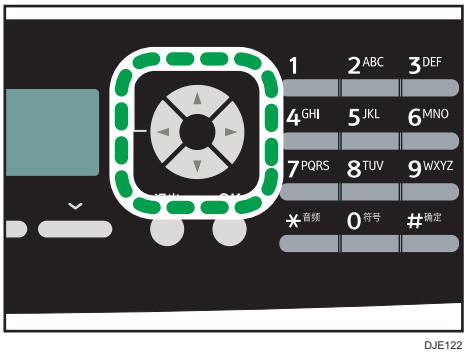
To check which category the function you want to configure belongs to, see page 183 "Menu Chart".

1. **If you want to configure the machine's system settings, press the [用户工具] key.**



DJE101

Otherwise, press the [◀] or [▶] key while "Ready" is displayed on the initial screen of the Copy, Scan, and Fax settings.



DJE122

2. **Press the [▲] or [▼] key to select the settings you want to use.**

   If you select [Address Book], [Network Settings], or [Admin. Tools] menu, you might be requested to enter a password. Enter the four-digit password, and then press the [OK] key. For details about the password, see [Admin. Tools Lock] on page 218 "Administrator Settings".

3. **To confirm setting items and values displayed, press the [OK] key.**

4. **To go back to the previous item, press the [退出] key.**

Note

- To return to the initial screen, press the [退出] key the same amount of times as the number of selected items, or press the [用户工具] key once.

Menu Chart

This section lists the parameters included in each menu.

For details about configuring the machine using Web Image Monitor, see page 223 "Configuring the Machine Using Web Image Monitor".

Important

- **Some items can also be configured using Web Image Monitor.**

Copier Features ([◄] [►] key setting)

[Select Paper], [Sort], [Original Type], [Density], [Reduce/Enlarge], [Color Adjustment], [Duplex/ Combine], [B&W Copy Scan Settings]

Scan Settings ([◄] [►] key setting)

[Scan Size], [B&W Scanning Mode], [Max. E-mail Size], [Density], [Resolution], [Compression (Color)], [Limitless Scan], [Single/ Multi Page]

Fax TX Settings ([◄] [►] key setting)

[Immediate TX], [Resolution], [Density], [Pause Time], [Auto Redial], [Print Fax Header]

Fax Features ([用户工具] key setting)

[Reception Settings], [Select Paper Tray], [Delete TX Standby File], [Communication Settings], [Report Print Settings]

Address Book ([用户工具] key setting)

[Quick Dial Dest.], [Fax Speed Dial Dest.]

System Settings ([用户工具] key setting)

[Adjust Sound Volume], [I/O Timeout], [Auto Continue], [Toner Saving], [Supplies Status], [Anti-Humidity Level], [Color Registration], [Auto Cleaning], [B&W Print Priority], [Notify: Toner Almost Empty]

Tray Paper Settings ([用户工具] key setting)

[Paper Size: Tray 1], [Paper Size: Tray 2], [Paper Size: Bypass Tray], [Paper Type: Tray 1], [Paper Type: Tray 2], [Paper Type: Bypass Tray], [Tray1 Priority], [Bypass Tray Priority], [Paper Tray Priority]

Network Settings ([用户工具] key setting)

[Ethernet], [Wi-Fi Configuration], [IPv4 Configuration], [IPv6 Configuration]

Print List/Report ([用户工具] key setting)

[Configuration Page], [Fax Journal], [TX/RX Standby File List], [Quick Dial Dest. List], [Fax Speed Dial Dest. List], [Scanner Dest. List], [Scanner Journal], [Maintenance Page], [Special Sender List]

Admin. Tools ([用户工具] key setting)

[Set Date/Time], [Program Fax Information], [Dial/Push Phone], [PSTN / PBX], [PBX Access Number], [Function Priority], [System Auto Reset Timer], [Energy Saver Mode], [Language], [Country/Territory], [Reset Settings], [Shortcut to Function], [Admin. Tools Lock], [IPsec], [Fax Number Confirmation], [Save Scn Data to USB]

Printer Features ([用户工具] key setting)

[List/Test Print], [System], [PCL Menu], [PS Menu]

Copier Features Settings

Select Paper

Specifies the paper size used for printing copies.

When a tray is selected, the machine prints from that tray only.

When a paper size is selected, the machine prints from the trays that contain the paper of the specified size, except the bypass tray. If Tray 1 and tray 2 both contain the paper of the specified size, the machine starts to print from the tray specified as the priority tray in [Paper Tray Priority] under tray paper settings. If that tray runs out of paper, the machine automatically switches to the other tray to continue printing.

If Tray 2 is not installed, only [Tray 1] and [Bypass Tray] appear.

Default: [Tray 1]

- Tray 1
- Tray 2
- Bypass Tray
- A4
- 8 1/2 × 11

Sort

Configures the machine to sort the output pages into sets when making multiple copies of a multi-page document (P1, P2, P1, P2...).

Default: [Off]

- On
- Off

Original Type

Specifies the content of originals, to optimize copy quality.

Default: [Mixed]

- Mixed

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

- Text

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

- Photo

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

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

Density

Specifies the image density for photocopying.

Increase the level (black squares) to increase the density.

Default: The default setting is the middle of 5 adjustment levels.

Reduce/Enlarge

Specifies the percentage by which copies are enlarged or reduced.

Default: [100%]

50%, 71%, 82%, 93%, 100%, 122%, 141%, 200%, 400%

- ID Card Copy

  Sets the machine to copy the front and back sides of an ID card, or other small document, onto the front of a single sheet of paper.

- Zoom 25-400%

Color Adjustment

Specify the color balance of red, green and blue.

Increase the level (black squares) to increase the color brightness.

Default: The default setting is the middle of 5 adjustment levels.

Duplex/Combine

Specifies combined copying. Select a copy mode according to your original and how you want the printed copies to appear. In [Manual 2 Sided Scan Mode], use the exposure glass to copy the original. Otherwise, use the ADF. For more details, see page 101 "Copying Single-Sided Originals with 2-Sided and Combined Printing" and see page 105 "Copying 2-Sided Originals with 2-Sided and Combined Printing (Manual 2-Sided Copying)".

Note that enabling combined copying automatically disables ID card copying.

Default: [Off]

- Off
- 1Sd 2Orig->Comb 2on1 1Sd

  Copy will be made on 1 side, on which 2 pages of 1-sided original will be printed.

  - Portrait
  - Landscape
- 1Sd 4Orig->Comb 4on1 1Sd

  Copy will be made on 1 side, on which 4 pages of 1-sided original will be printed.

  - Portrait: L to R
  - Portrait: T to B
  - Landscape: L to R

    - Landscape: T to B
- 1 Sided Orig->2 Sided Copy

  Copies two 1-sided pages on one 2-sided page.
    - Portrait: T to T
    - Portrait: T to B
    - Landscape: T to T
    - Landscape: T to B
- 1Sd 4Orig->Comb 2on1 2Sd

  Copies four 1-sided pages on two 2-sided pages.
    - Portrait: T to T
    - Portrait: T to B
    - Landscape: T to T
    - Landscape: T to B
- 1Sd 8Orig->Comb 4on1 2Sd

  Copies eight 1-sided pages on four 2-sided pages.
    - Portrait: L to R, T to T
    - Portrait: L to R, T to B
    - Portrait: T to B, T to T
    - Portrait: T to B, T to B
    - Landscape: L to R, T to T
    - Landscape: L to R, T to B
    - Landscape: T to B, T to T
    - Landscape: T to B, T to B
- 2Sd 1Orig->Comb 2on1 1Sd

  Copies one 2-sided original to one side of a sheet.
    - Portrait: T to T
    - Portrait: T to B
    - Landscape: T to T
    - Landscape: T to B
- 2Sd 2Orig->Comb 4on1 1Sd

  Copies two 2-sided originals to one side of a sheet.
    - Portrait: L to R, T to T
    - Portrait: L to R, T to B

- Portrait: T to B, T to T
- Portrait: T to B, T to B
- Landscape: L to R, T to T
- Landscape: L to R, T to B
- Landscape: T to B, T to T
- Landscape: T to B, T to B

- 2 Sided Orig->2 Sided Copy

  Makes 2-sided copies of 2-sided originals.

- 2Sd 2Orig->Comb 2on1 2Sd

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

  - Portrait: T to T
  - Portrait: T to B
  - Landscape: T to T
  - Landscape: T to B

- 2Sd 4Orig->Comb 4on1 2Sd

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

  - Portrait: L to R, T to T
  - Portrait: L to R, T to B
  - Portrait: T to B, T to T
  - Portrait: T to B, T to B
  - Landscape: L to R, T to T
  - Landscape: L to R, T to B
  - Landscape: T to B, T to T
  - Landscape: T to B, T to B

- Manual 2 Sided Scan Mode

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

B&W Copy Scan Settings

Specify an image quality for black-and-white printing. The scanning speed using [Fine] is slower than that using [Standard].

Default: [Standard]

- Standard
- Fine

Scanner Features Settings

Scan Size

Specifies the scanning size according to the size of the original.

Default: [A4]

- 8 1/2 × 14, 8 1/2 × 11, 8 1/2 × 5 1/2, 7 1/4 × 10 1/2, A4, B5, A5, Custom Size

B&W Scanning Mode

Specifies the scanning mode for black-and-white scanning using the control panel.

Default: [Halftone]

- Halftone

  The machine creates 1-bit black-and-white images. Images contain only black and white colors.

- Gray Scale

  The machine creates 8-bit black-and-white images. Images contain black and white, and intermediate gray colors.

Max. E-mail Size

Specifies the maximum size of a file that can be sent by e-mail.

Default: [1 MB]

- 1 MB
- 2 MB
- 3 MB
- 4 MB
- 5 MB
- No Limit

Density

Specifies the image density for scanning originals.

Increase the level (black squares) to increase the density.

Default: The default setting is the middle of 5 adjustment levels.

Resolution

Specifies the resolution for scanning the original.

Default: [300 × 300dpi]

- 100 × 100dpi
- 150 × 150dpi
- 200 × 200dpi

- 300 × 300dpi
- 400 × 400dpi
- 600 × 600dpi

Compression (Color)

Specifies the color compression ratio for JPEG files. The lower the compression ratio, the higher the quality but greater the file size.

Default: [Medium]

- Low
- Medium
- High

Limitless Scan

Sets the machine to request next originals when scanning with the exposure glass.

Default: [Off]

- Off
- On

Single/ Multi Page

Specifies whether to create a multi-page file containing all pages or separate single-page files when scanning multiple pages.

Note that a scanned file can contain multiple pages only when the file format is PDF or TIFF. If the file format is JPEG, a single-page file is created for each scanned page.

Default: [Multi-page]

- Multi-page

  A multi-page file containing all pages is created.

- Single Page

  A single-page file is created for each page.

Fax Transmission Features Settings

Immediate TX

Sets the machine to send a fax immediately when the original is scanned.

Default: [Off]

- Off

  Select this when using Memory Transmission.

- On

  Select this when using Immediate Transmission.

- Next Fax Only

  Select this when using Immediate Transmission for the next transmission only.

Resolution

Specifies the resolution to use for scanning originals.

"Photo" resolution is not available for Internet Faxes. Faxes will be sent using "Detail" resolution if "Photo" resolution has been specified.

Default: [Standard]

- Standard

  Select this when the original is a printed or typewritten document with normal-sized characters.

- Detail

  Select this when the original is a document with small print.

- Photo

  Select this when the original contains images such as photographs or shaded drawings.

Density

Specifies the image density to use for scanning originals.

Default: [Normal]

- Light
- Normal
- Dark

Pause Time

Specifies the length of pause time when a pause is inserted between the digits of a fax number.

Default: 3 seconds

- 1 to 15 seconds

Auto Redial

Sets the machine to redial the fax destination automatically when the line is busy or a transmission error occurs, if the machine is in Memory Transmission mode. The number of redial attempts is preset to two or three times, depending on the [Country/Territory] setting under [Admin. Tools], in five-minute intervals.

Default: [On]

- Off
- On

Print Fax Header

Sets the machine to add a header to every fax you send. The header includes the current date and time, user fax name and fax number of the machine, job ID, and page information.

Default: [On]

- Off
- On

Fax Features Settings

Reception Settings

Specifies the settings for receiving a fax.

- Switch Reception Mode

  Specifies the reception mode.

  Default: [Fax Only]

  - Fax Only

    The machine automatically answers all incoming calls in fax reception mode.

  - FAX/TEL(Mnl.)

    The machine rings when it receives incoming calls. The machine receives faxes only when you manually receive faxes.

  - FAX/TAD

    The machine receives faxes automatically when a fax call is received. Otherwise, the connected telephone answering device answers the call.

  - FAX/TEL(Auto)

    The machine receives faxes automatically when a fax call is received. Otherwise, the machine starts to ring.

- Auto Reduction

  Sets the machine to reduce the size of a received fax if it is too large to print on a single sheet of paper.

  Note that the machine only reduces the size down to 74%. If further reduction is required to fit the fax on a single sheet, it will be printed on separate sheets without being reduced.

  Default: [On]

  (Default may be [Off] depending on the [Country/Territory] setting under [Admin. Tools].)

  - Off
  - On

- Number of Rings

  Specifies the number of times the machine rings before it starts to receive faxes in Fax Only mode.

  Default: **3** times

  - 1 to 3 times, in increments of 1

- RX Mode Auto Switch Time

  Specifies the length of time the machine tries to detect the fax calling tone in FAX/TEL Automatic mode.

Default: 15 seconds

- 5 to 99 seconds, 1 second increments

- Authorized Reception

  Sets the machine to receive (or reject) faxes only from the programmed Special Senders. This helps you screen out unwanted documents, such as junk faxes, and prevents the wasting of fax paper.

  Default: [Inactive]

  - Active
  - Inactive

- Auth.RX: Receive Conditions

  Specifies whether to receive or reject faxes from the programmed Special Senders.

  This setting is available when [Authorized Reception] is enabled.

  Default: [Special Sender]

  - Special Sender

    Receive faxes from the Special Senders and reject faxes from all other senders.

  - Other Than Special Sender

    Reject faxes from the Special Senders and receive faxes from all other senders.

- Reception File Setting

  Sets the machine to store received faxes into memory for printing or forward them to a preset destination.

  Use Web Image Monitor to specify the forwarding destination (for details, see page 235 "Fax Tab").

  Default: [Print]

  - Print
  - Forward

- Print Received File

  Sets the machine to automatically print the faxes received into memory or store them for later manual printing.

  Default: [On]

  - On

    Automatically print out the received faxes and delete from memory.

    The machine prints out the received faxes and deletes them from memory within the specified time.

  - Off

    Store the received faxes in memory for manual printing.

- Print Forwarded File

  Sets the machine to store the faxes in memory for printing or delete them after forwarding.

  Default: [Off]

  - On

    Store the faxes in memory for printing after forwarding.

  - Off

    Delete the faxes from memory after forwarding.

- Notify Forward Status

  Sets the machine to send e-mail notifications after faxes are forwarded. The e-mail notification destination depends on how the forwarding destination is configured using Web Image Monitor (for details, see page 235 "Fax Tab").

  Default: [Inactive]

  - Active
  - Inactive

- Manual POP

  Connects to the POP3 server to receive e-mail messages manually.

  Press [Yes] to connect to the POP3 server and receive e-mail messages. Press [No] to exit to the previous level of the menu tree without connecting to the POP3 server.

Select Paper Tray

Specifies the tray for printing received faxes. Note that only A4, Letter, or Legal size paper can be used for printing faxes. Make sure to select a tray that contains paper of the valid size.

If Tray 2 is not installed, only [Tray 1] appears.

Default: [Auto]

- Auto

The machine uses Tray 1 and Tray 2 if they contain paper of the same size. In this case, the machine starts to print from the tray specified as the priority tray in [Paper Tray Priority] under tray paper settings. If that tray runs out of paper, the machine automatically switches to the other tray to continue printing.

- Tray 1
- Tray 2

Delete TX Standby File

Deletes unsent fax jobs remaining in the machine's memory. The machine can store up to 5 unsent fax jobs.

This function is only performed when selected.

- Delete Selected File

To delete a fax job, select the desired job, and then select [Yes]. Selecting [No] exits to the previous level of the menu tree without deleting the fax job.

- Delete All Files

  To delete the fax jobs, select [Yes]. Selecting [No] exits to the previous level of the menu tree without deleting the fax job.

Communication Settings

- ECM Transmission

  Sets the machine to automatically resend parts of the data that are lost during transmission.

  This function is not available with Internet Fax transmission.

  Default: [On]

  - Off
  - On

- ECM Reception

  Sets the machine to automatically receive parts of the data that are lost during reception.

  This function is not available with Internet Fax transmission.

  Default: [On]

  - Off
  - On

- Dial Tone Detect

  Sets the machine to detect a dial tone before the machine begins to dial the destination automatically.

  Default: [Detect]

  - Detect
  - Not Detect

- Transmission Speed

  Specifies the transmission speed for the fax modem.

  Default: [33.6 Kbps]

  - 33.6 Kbps
  - 14.4 Kbps
  - 9.6 Kbps
  - 7.2 Kbps
  - 4.8 Kbps
  - 2.4 Kbps

- Reception Speed

Specifies the reception speed for the fax modem.

Default: [33.6 Kbps]

- 33.6 Kbps
- 14.4 Kbps
- 9.6 Kbps
- 7.2 Kbps
- 4.8 Kbps
- 2.4 Kbps

- JBIG

  Enables transmission and reception of JBIG-compressed images.

  Note that to use this function, [ECM Transmission] and [ECM Reception] must also be enabled.

  This function is not available with Internet Fax.

  Default: [Active]

  - Active
  - Inactive

Report Print Settings

- Print TX Status Report

  Sets the machine to print a transmission report automatically after a fax transmission.

  When the machine is in Immediate Transmission mode, the image of the original will not be reproduced on the report, even if [Error Only (Image Attached)] or [Every TX (Image Attached)] is selected.

  Note that if a memory error occurs for LAN-Fax transmission, a transmission report will always be printed regardless of this setting.

  The transmission report will be printed on A4 or Letter size paper.

  Default: [Every TX (Image Attached)]

  The default depends on the [Country/Territory] setting.

  - Error Only

    Prints a report when a transmission error occurs.

  - Error Only (Image Attached)

    Prints a report with an image of the original when transmission error occurs.

  - Every TX

    Prints a report for every fax transmission.

  - Every TX (Image Attached)

Prints a report with an image of the original for every fax transmission.

- Do not Print

- Print Fax Journal

  Sets the machine to print a fax journal automatically for every 50 fax jobs (both sent and received).

  The fax journal will be printed using the tray set for [Facsimile] under [Paper Tray Priority] in tray paper settings, on A4 or Letter size paper.

  Default: [Auto Print]

  - Auto Print
  - Do not Auto Print

Address Book Settings

Quick Dial Dest.

Specifies the fax number and name for Quick Dial entries. You can register up to 20 Quick Dial entries.

- No.

  Specifies the Quick Dial number.

- Fax No.

  Specifies the fax number for Quick Dial entries. The fax number can contain up to 40 characters, including 0 to 9, pause, "*", "#", and space.

- Name

  Specifies the name for Quick Dial entries. The name can contain up to 10 characters.

Fax Speed Dial Dest.

Specifies the fax number and name for Speed Dial entries. You can register up to 200 Speed Dial entries.

- No.

  Specifies the Speed Dial number.

- Fax No.

  Specifies the fax number for Speed Dial entries. The fax number can contain up to 40 characters, including 0 to 9, pause, "*", "#", and space.

- Name

  Specifies the name for Speed Dial entries. The name can contain up to 10 characters.

System Settings

Adjust Sound Volume

Specifies the volume of the sounds produced by the machine.

Default: [Low] for [Panel Key Sound], and [Middle] for other parameters.

- Panel Key Sound

  Specifies the volume of the beep that sounds when a key is pressed.

  - Off
  - Low
  - Middle
  - High

- Ring Volume

  Specifies the volume of the ring when a call is received.

  - Off
  - Low
  - Middle
  - High

- On Hook Mode

  Specifies the volume of the sound from the speaker during on hook mode.

  - Off
  - Low
  - Middle
  - High

- Job End Tone

  Specifies the volume of the beep that sounds when a job is complete.

  - Off
  - Low
  - Middle
  - High

- Job Error Tone

  Specifies the volume of the beep that sounds when a fax transmission error occurs.

  - Off
  - Low

- Middle
- High

- Alarm Volume

  Specifies the volume of the alarm that sounds when an operation error occurs.

  - Off
  - Low
  - Middle
  - High

I/O Timeout

- USB

  Specifies how many seconds the machine waits for print data, if the data is interrupted while it is being sent from the computer via USB. If the machine does not receive any more data within the time specified here, the machine only prints the data it has received. If printing is frequently interrupted by data from other ports, increase the timeout period.

  Default: [60 sec.]

  - 15 sec.
  - 60 sec.
  - 300 sec.

- Network

  Specifies how many seconds the machine waits for print data, if the data is interrupted while it is being sent from the computer via network. If the machine does not receive any more data within the time specified here, the machine only prints the data it has received. If printing is frequently interrupted by data from other ports, increase the timeout period.

  Default: [60 sec.]

  - 15 sec.
  - 60 sec.
  - 300 sec.

- Locked Print

  Specifies how many seconds the machine holds a new Locked Print file, when the machine cannot store any more Locked Print files. Within this time, you can print or delete the new Locked Print file. You can also print or delete an existing Locked Print file so that the new Locked Print file can be stored in the machine.

  Default: [60 seconds]

  - 0 to 300 seconds, in increments of 1 second

- User Authentication (Copy)

Specifies how many seconds a user stays authenticated after paper is output when copying with the exposure glass. Note that authentication for other functions will expire immediately after using that function.

Default: [30 seconds]

- 5 to 60 seconds, in increments of 1 second

- Fixed USB Port

Specifies whether the same printer/LAN-Fax driver can be used for multiple machines or not under USB connection.

Default: [Off]

- Off

  You must install the printer/LAN-Fax driver separately for individual machines, because the machine other than the original will be recognized as a new device upon USB connection.

- On

  The same printer/LAN-Fax driver you have installed in your computer can be used with any machine other than the one originally used for installation, if the machine is of the same model.

Auto Continue

Sets the machine to ignore an error with paper size or type and continue printing. The printing stops temporarily when an error is detected, and restarts automatically after about ten seconds using the settings made on the control panel. However, if the size of paper specified on the control panel and that of the paper loaded in the paper tray or the paper size specified for the print job do not match when printing restarts, it may cause a paper jam.

Default: [Off]

- Off
- On

Toner Saving

Sets the machine to print using a reduced amount of toner (for prints made by the copier function only).

Default: [Off]

- Off
- On

Supplies Status

Displays information about consumables.

- Toner
  - Black

- Magenta
- Cyan
- Yellow

The level indicator (black squares) indicates the remaining life. You need to replace the consumable when the level is zero (completely white).

- Other Supplies
  - Waste Toner Bottle:

    [Waste Toner Bottle: Full] (Usable), [WasteTnr.Bttl.: AlmostFull] (Almost full and needs replacing soon), [Waste Toner Bottle: Ready] (Needs replacing)
  - Fusing Unit:

    Displays the remaining life of the fusing unit.
  - IntTrans. Belt

    Displays the remaining life of the Intermediate Transfer Belt.
  - Transfer Roller:

    Displays the remaining life of the transfer roller.

  The level indicator (black squares) indicates the remaining life. You need to replace the consumable when the level is zero (completely white).

Anti-Humidity Level

Sets the machine to produce prints in consistent quality even when humidity is high.

Note that the default value for this setting will not be restored by performing [Reset All Settings] under [Admin. Tools] or [Reset Menu Settings] under [Administrator Tools] of Web Image Monitor.

Default: [Off]

- Off
- Lvl.1: Weak

  Select this mode if printouts are blurred.
- Lvl.2: Medium

  Select this mode if printouts are curled and/or blurred. Note that if you select this mode, the first print takes longer than subsequent prints to be complete.
- Lvl.3: Strong

  Select this mode if printouts are still curled and/or blurred even when prints are made in [Lvl. 2: Medium]. Note that this mode requires more time to produce the first print than [Lvl.2: Medium].

Color Registration

Adjusts color registration as necessary. (This adjustment is usually executed by the machine automatically.)

Press [Yes] to execute color registration adjustment. Press [No] to exit to the previous level of the menu tree without adjusting color registration.

Auto Cleaning

Sets the machine to execute periodic cleaning of the interior. You may hear some noise while cleaning is being executed. This noise does not indicate a malfunction.

Default: [On]

- On
- Off

B&W Print Priority

Sets the machine to suppress the consumption of color toner when printing black-and-white pages. Also, the amount of color toner consumed during warm-up time for maintenance will also be lowered. Note that the default value for this setting will not be restored by performing [Reset All Settings] under [Admin. Tools] or [Reset Menu Settings] under [Administrator Tools] of Web Image Monitor.

Default: [Off]

- On
- Off

Notify: Toner Almost Empty

Specifies the low toner level notification timing.

Note that the default value for this setting will not be restored by performing [Reset All Settings] under [Admin. Tools] or [Reset Menu Settings] under [Administrator Tools] of Web Image Monitor.

Default: [Normal]

- Sooner

  Low toner level notification will be made when the number of pages that can be printed with the remaining toner is approximately 300.

- Normal

  Low toner level notification will be made when the number of pages that can be printed with the remaining toner is approximately 200.

- Later

  Low toner level notification will be made when the number of pages that can be printed with the remaining toner is approximately 100.

Tray Paper Settings

- Paper Size: Tray 1

  Specifies the paper size for Tray 1.

  Default: [A4]

  - A4, B5 JIS, A5, B6 JIS, A6, 8 1/2 × 14, 8 1/2 × 11, 5 1/2 × 8 1/2, 7 1/4 × 10 1/2, 8 × 13, 8 1/2 × 13, 8 1/4 × 13, 16K, 4 1/8 × 9 1/2, 3 7/8 × 7 1/2, C5 Env, C6 Env, DL Env, Custom Size

- Paper Size: Tray 2

  Specifies the paper size for Tray 2.

  This setting appears only when the optional paper feed unit is installed.

  Default: [A4]

  - A4, 8 1/2 × 11

- Paper Size: Bypass Tray

  Specifies the paper size for bypass tray.

  Default: [A4]

  - A4, B5 JIS, A5, B6 JIS, A6, 8 1/2 × 14, 8 1/2 × 11, 5 1/2 × 8 1/2, 7 1/4 × 10 1/2, 8 × 13, 8 1/2 × 13, 8 1/4 × 13, 16K, 4 1/8 × 9 1/2, 3 7/8 × 7 1/2, C5 Env, C6 Env, DL Env, Custom Size

- Paper Type: Tray 1

  Specifies the paper type for Tray 1.

  Default: [Middle Thick Paper]

  - Thin Paper, Plain Paper, Middle Thick Paper, Thick Paper 1, Recycled Paper, Color Paper, Letterhead, Preprinted Paper, Prepunched Paper, Label Paper, Bond Paper, Cardstock, Envelop, Thick Paper 2

- Paper Type: Tray 2

  Specifies the paper type for Tray 2.

  This setting appears only when the optional paper feed unit is installed.

  Default: [Middle Thick Paper]

  - Thin Paper, Plain Paper, Middle Thick Paper, Thick Paper 1, Recycled Paper, Color Paper, Letterhead, Preprinted Paper, Prepunched Paper

- Paper Type: Bypass Tray

  Specifies the paper type for bypass tray.

  Default: [Middle Thick Paper]

- Thin Paper, Plain Paper, Middle Thick Paper, Thick Paper 1, Recycled Paper, Color Paper, Letterhead, Prepunched Paper, Label Paper, Bond Paper, Cardstock, Envelope, Thick Paper 2

- Tray1 Priority

  Specifies how print jobs using Tray 1 are handled.

  Default: [Machine Setting(s)]

  - Machine Setting(s)

    The paper settings configured on the machine's control panel are applied to all print jobs. An error occurs when the paper settings specified by the printer driver or the print command do not match the machine's settings.

  - Driver/Command

    When executing a print job specifying the paper tray, the paper settings specified in the printer driver or in the print command are applied regardless of the machine's settings.

- Bypass Tray Priority

  Specifies how print jobs using the bypass tray are handled.

  Default: [Machine Setting(s)]

  - Machine Setting(s)

    The paper settings configured on the machine's control panel are applied to all print jobs. An error occurs when the paper settings specified by the printer driver or the print command do not match the machine's settings.

  - Driver/Command

    When executing a print job specifying the paper tray, the paper settings specified in the printer driver or in the print command are applied regardless of the machine's settings.

  - Any Size/Type

    Printing proceeds even if the paper size/type settings of the machine and printer driver do not match. However, if the paper is too small for the print job, the printed image will be cropped.

  - Any Custom Size/Type

    The machine prints custom size print jobs according to the printer driver’s settings and prints standard size print jobs according to the machine’s settings.

    For custom size print jobs, printing proceeds even if the paper size/type settings of the machine and printer driver do not match. However, if the paper is too small for the print job, the printed image will be cropped.

    For standard size print jobs, an error will occur if the paper size/type settings of the machine and printer driver do not match.

- Paper Tray Priority

  Specifies the tray that the machine uses first for print jobs, printing out copies, or printing out faxes, from Tray 1 or Tray 2.

If multiple trays contain valid paper, the first tray the machine finds will be used for printing; when that tray runs out of paper, the machine automatically switches to the next tray to continue printing.

If Tray 2 is not installed, [Tray 2] does not appear.

Default for all functions: [Tray 1]

- Printer

  If automatic tray selection is specified for the print job and both tray 1 and tray 2 contain paper that matches the print job, the machine starts to print from the specified tray.

  - Tray 1
  - Tray 2

- Copier

  Selects a tray to check first when [A4], or [8 1/2 × 11] is selected for [Select Paper] under copy settings and both tray 1 and tray 2 contain paper of that size, the machine starts to print from the specified tray.

  - Tray 1
  - Tray 2

- Facsimile

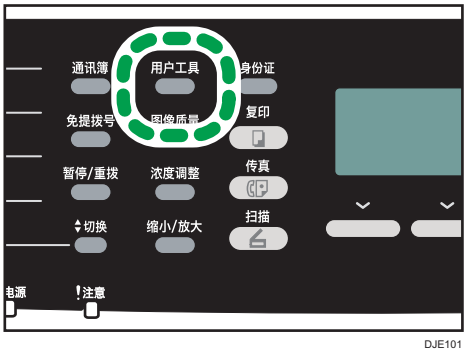
  [Auto] is selected for [Select Paper Tray] under fax feature settings, and both Tray 1 and Tray 2 contain paper of the same size, the machine starts to print from the specified tray.

  - Tray 1
  - Tray 2

Printing Lists/Reports

Printing the Configuration Page

1. Press the [用户工具] key.



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2. Press the [▲] or [▼] key to select [Print List/Report], and then press the [OK] key.
3. Press the [▲] or [▼] key to select [Configuration Page], and then press the [OK] key.
4. Press [Yes] in the confirmation screen.

Types of Lists/Reports

Note

- Reports will be printed on A4 or Letter size paper. Load one of these sizes of paper into the tray before printing reports.

Configuration Page

Prints general information and the current configurations of the machine.

Fax Journal

Prints a fax transmission and reception journal for the last 50 jobs.

TX/RX Standby File List

Prints a list of fax jobs remaining in the machine's memory to be printed, sent, or forwarded.

Quick Dial Dest. List

Prints a list of scan and fax Quick Dial entries.

Fax Speed Dial Dest. List

Prints a list of Speed Dial entries.

- Sort by Speed Dial No.

Prints the list with the entries sorted by Speed Dial registration number.

- Sort by Name

  Prints the list with the entries sorted by name.

Scanner Dest. List

Prints a list of scan destinations.

Scanner Journal

Prints a scanner journal for the last 100 Scan to E-mail, Scan to FTP, and Scan to Folder transmissions.

Maintenance Page

Prints the maintenance page.

Special Sender List

Prints a list of fax Special Senders.

Printer Features Settings

List/Test Print

Prints lists showing configurations on the machine.

The lists will be printed using the tray set for [Printer] under [Paper Tray Priority] in tray paper settings on A4 or Letter size paper.

- Config. Page

  Prints general information and the current configurations of the machine.

- Test Page

  Prints a test page for checking the single-sided printing condition. The test page contains network settings.

- PCL Font List

  Prints installed PCL font list.

- PS Font List

  Prints installed PostScript font list.

System

- Copies

  Sets the machine to print the specified number of sets.

  This setting is disabled if the number of pages to print is specified by the printer driver.

  Default: **1**

  - 1 to 999

- Sub Paper Size

  Sets the machine to print onto paper of another size if the specified paper is not loaded in any tray. Alternative sizes are preset to A4 and Letter.

  Default: [Off]

  - Auto
  - Off

- Default Page Size

  Specifies the paper size to be used when the paper size is not specified in the print job.

  Default: [A4]

  - A4, B5 JIS, A5, B6 JIS, A6, 8 1/2 × 14, 8 1/2 × 11, 5 1/2 × 8 1/2, 7 1/4 × 10 1/2, 8 × 13, 8 1/2 × 13, 8 1/4 × 13, 16K, 4 1/8 × 9 1/2, 3 7/8 × 7 1/2, C5 Env, C6 Env, DL Env

- Duplex

Sets the machine to print on both sides of paper according to the specified binding method.

Default: [None]

- None
- Long Edge Bind
- Short Edge Bind

- Blank Page Print

  Sets the machine to print blank pages.

  When cover sheet printing is enabled from the printer driver, cover sheets are inserted even if you select [Off].

  Note that this setting has lower priority than the printer driver's blank page setting.

  Default: [On]

  - On
  - Off

- B&W Page Detect

  Sets the machine to print all monochrome pages in monochrome mode even if color printing is specified.

  Default: [On]

  - On
  - Off

- Print Error Report

  Sets the machine to print an error page when the machine detects a printer or memory error.

  Default: [Off]

  - On
  - Off

PCL Menu

Specifies conditions when using PCL for printing.

- Orientation

  Specifies the page orientation.

  Default: [Portrait]

  - Portrait
  - Landscape

- Form Lines

  Specifies the number of lines per page between 5 and 128.

  Default: [64]

- Font Number

  Specifies the ID of the default font you want to use between 0 and 89.

  Default: 0

- Point Size

  Specifies the point size you want to use for the default font between 4.00 and 999.75 in 0.25 increments.

  Default: 12.00 points

- Font Pitch

  Specifies the number of characters per inch you want to use for the default font between 0.44 and 99.99 in 0.01 increments.

  This setting is effective only for fixed-space fonts.

  Default: 10.00 pitch

- Symbol Set

  Specifies the character set for the default font. The following sets are available:

  Default: [PC-8]

  - Roman-8, Roman-9, ISO L1, ISO L2, ISO L5, PC-8, PC-8 D/N, PC-850, PC-852, PC-858, PC8-TK, Win L1, Win L2, Win L5, Desktop, PS Text, VN Intl, VN US, MS Publ, Math-8, PS Math, VN Math, Pifont, Legal, ISO 4, ISO 6, ISO 11, ISO 15, ISO 17, ISO 21, ISO 60, ISO 69, Win 3.0, MC Text, ISO L6, ISO L9, PC-775, PC-1004, Win Baltic

- Courier Font

  Specifies a courier-type font.

  Default: [Regular]

  - Regular
  - Dark

- Ext. A4 Width

  Sets the machine to extend the width of the printable area of A4 size paper, reducing side margin width.

  Default: [Off]

  - On
  - Off

- Append CR to LF

  Sets the machine to append a CR code to each LF code to print text data clearly.

  Default: [Off]

  - On

- Off

- Resolution

  Specifies the print resolution in dots per inch.

  Default: [600 × 600 1bit]

  - 600 × 600 1bit
  - 600 × 600 2bit
  - 600 × 600 4bit

PS Menu

Specifies conditions when using PostScript for printing.

- Resolution

  Specifies the print resolution in dots per inch.

  Default: [600 × 600 1bit]

  - 600 × 600 1bit
  - 600 × 600 2bit
  - 600 × 600 4bit

- Color Profile

  Specifies the color profile.

  Default: [Solid Color]

  - Solid Color
  - Presentation
  - Photographic
  - Off

Network Settings

Important

- **Depending on the settings you change, the machine might need to be restarted.**

Ethernet

- MAC Address

  Displays the machine's MAC address.

- Ethernet Speed

  Displays the current Ethernet speed setting.

  - 100Mbps Full Duplex
  - 100Mbps Half Duplex
  - 10Mbps Full Duplex
  - 10Mbps Half Duplex
  - Ethernet Unavailable

    Appears when a network cable is not connected.

- Set Ethernet Speed

  Specifies the speed for Ethernet communication. Select a speed that matches your network environment.

  For most networks, the default setting is the optimum setting.

  Default: [Auto Select]

  - Auto Select
  - 100Mbps Full Duplex
  - 100Mbps Half Duplex
  - 10Mbps Full Duplex
  - 10Mbps Half Duplex

Wi-Fi Configuration

- Wi-Fi

  Select whether to enable or disable Wireless LAN.

  Default: [Inactive]

  - Inactive
  - Active

  If [Inactive] is set, [Wi-Fi Status], [MAC Address], [Current Connection], [Setup Wizard], and [WPS] are not displayed.

- Wi-Fi Status

Displays the current connection status.

- MAC Address

  Displays the machine's MAC address.

- Current Connection

  Displays detailed information about the connection, such as the SSID and the wireless signal strength.

- Setup Wizard

  Displays the procedure for manually connecting to a wireless LAN. It leads you step-by-step through configuring the settings for connecting with a wireless LAN.

- WPS

  Connects with one touch using WPS (Wi-Fi Protected Setup). For details, see Wi-Fi Settings Guide.

IPv4 Configuration

- DHCP

  Sets the machine to receive its IPv4 address, subnet mask, and default gateway address automatically from a DHCP server.

  Default: [Active]

  - Inactive
  - Active

- IP Address

  Specifies the machine's IPv4 address when DHCP is not used.

  Use this menu to check the current IP address when DHCP is used.

  Default: XXX.XXX.XXX.XXX

  The numbers represented by "X" vary according to your network environment.

- Subnet Mask

  Specifies the machine's subnet mask when DHCP is not used.

  Use this menu to check the current subnet mask when DHCP is used.

  Default: XXX.XXX.XXX.XXX

  The numbers represented by "X" vary according to your network environment.

- Gateway Address

  Specifies the machine's default gateway address when DHCP is not used.

  Use this menu to check the current default gateway address when DHCP is used.

  Default: XXX.XXX.XXX.XXX

  The numbers represented by "X" vary according to your network environment.

- IP Address Method

  Displays the IP address acquisition method.

  - IP Not Ready
  - DHCP
  - Manual Config.
  - Default IP

IPv6 Configuration

- IPv6

  Select whether to enable or disable IPv6.

  Default: [Active]

  - Active
  - Inactive
- DHCP

  Sets the machine to receive its IPv6 address from a DHCP server.

  Default: [Inactive]

  - Active
  - Inactive
- IP Address (DHCP)

  Displays the IPv6 address obtained from a DHCP server.
- Manual Config. Address
  - Manual Config. Address

    Specifies the machine's IPv6 address when DHCP is not used. Can contain up to 39 characters.

    For details about entering characters, see page 138 "Entering Characters".
  - Prefix Length

    Specifies the prefix length, using a value between 0 and 128.
  - Gateway Address

    Specifies the IPv6 address of the default gateway. Can contain up to 39 characters.

    For details about entering characters, see page 138 "Entering Characters".
- Stateless Address

  Displays the IPv6 stateless addresses obtained from a Router Advertisement.

  - Stateless Address 1
  - Stateless Address 2

- Stateless Address 3
- Stateless Address 4

- Link-local Address

  Displays the IPv6 link local address.

Note

- Contact your network administrator for information about the network configuration.

Administrator Settings

Set Date/Time

Sets the date and time of the machine's internal clock.

- Set Date

  Specifies the date of the machine's internal clock.

  Only dates that correspond with the year and month can be set. Incompatible dates will be refused.

  Default

  Date format: [Year/Month/Day]

  - Date format: Month/Day/Year, Day/Month/Year, or Year/Month/Day

    Year: 2000 to 2099

    Month: 1 to 12

    Day: 1 to 31

- Set Time

  Sets the time of the machine's internal clock.

  Default

  Time format: [24-hour Format]

  - Time format: 12-hour Format, 24-hour Format

    AM/PM stamp: AM, PM (for 12-hour Format)

    Hour: 0 to 23 (for 24-hour Format), or 1 to 12 (for 12-hour Format)

    Minute: 0 to 59

Program Fax Information

Specifies the fax name and fax number of the machine.

- Number:

  Specifies the fax number of the machine using up to 20 characters, including 0 to 9, space, and "+".

- Name:

  Specifies the fax name of the machine using up to 20 alphanumeric characters and symbols.

Dial/Push Phone

Specifies the line type of the telephone line.

To configure this setting, contact your telephone company and select the setting based on your telephone line. Selecting a wrong setting may cause failures in fax transmissions.

Default: [Push Phone]

- Push Phone
- Dial Phone (10PPS)

PSTN / PBX

Sets the machine to connect to the public switched telephone network (PSTN) or a private branch exchange (PBX).

Default: [PSTN]

- PSTN
- PBX

PBX Access Number

Specifies the dial number to access the outside line when the machine is connected to a PBX.

Make sure that this setting matches the setting of your PBX. Otherwise, you may not be able to send faxes to outside destinations.

Default: 9

- 0 to 999

Function Priority

Specifies the mode that is activated when the power is turned on, or if the time specified for [System Auto Reset Timer] elapses without activity while the initial screen of the current mode is displayed.

Default: [Copier]

- Copier
- Facsimile
- Scanner

System Auto Reset Timer

Sets the machine to return to the mode specified in [Function Priority].

This setting is also applied to the timeout for copying the next document while ID card copy and manual 2-sided copy is performed.

Default: [On] (1 min.)

- On (30 sec., 1 min., 2 min., 3 min., 5 min., 10 min.)
- Off

Energy Saver Mode

Sets the machine to enter Energy Saver mode, Energy Saver mode 1 or Energy Saver mode 2, to reduce power consumption. The machine recovers from Energy Saver mode when it receives a print job, prints a received fax, or when [复印], [彩色启动], or [黑白启动] key is pressed.

- EnergySaverMode 1

  The machine enters Energy Saver mode 1 if the machine has been idle for about 30 seconds. It takes less time to recover from Energy Saver mode 1 than from power-off state or Energy

Saver mode 2, but power consumption is higher in Energy Saver mode 1 than in Energy Saver mode 2.

Default: [Off]

- Off
- On (30 seconds)

- EnergySaverMode 2

  The machine enters Energy Saver mode 2 after the period of time specified for this setting is passed. The machine consumes less power in Energy Saver mode 2 than in Energy Saver mode 1, but it takes longer to recover from Energy Saver mode 2 than from Energy Saver mode 1.

  Default: [On] (1 minute)

  - On (1 to 240 minutes)
  - Off

Language

Specifies the language used on the screen and in reports.

The default value for this setting is the language you have specified during the Initial Setup, which is required after turning on the machine for the first time.

Country/Territory

Selects the country/territory in which the machine is used. The country/territory code you specify determines the time and date display format and the default values of the fax transmission-related settings.

Make sure to select the country/territory code correctly. Selecting a wrong country/territory code may cause failures in fax transmissions.

The default value for this setting is the country/territory code you have specified during the Initial Setup, which is required after turning on the machine for the first time.

Reset Settings

Be sure not to clear the settings by mistake.

- Reset All Settings

  Resets the machine's settings to their defaults except the following: language for the screen, country/territory setting, network settings, and fax Quick Dial/Speed Dial destinations.

  Press [Yes] to execute. Press [No] to exit to the previous level of the menu tree without clearing the settings.

- Reset Network Settings

  Resets the network settings to their defaults.

  Press [Yes] to execute. Press [No] to exit to the previous level of the menu tree without clearing the settings.

- Clear Address Book

  Clears the fax Quick Dial/Speed Dial destinations.

  Press [Yes] to execute. Press [No] to exit to the previous level of the menu tree without clearing the destinations.

Shortcut to Function

Assigns one of the following functions to the [身份证] key on the control panel.

Default: [ID Card Copy Mode]

- ID Card Copy Mode

  Press the key to switch to the ID card copy mode.

- Fax Auto Print Setting

  Press the key to switch to the [Print Received File] menu.

- Fax Immediate TX

  Press the key to switch to the [Immediate TX] menu.

- Address Book for FAX

  Press the key to switch to the fax address book registration menu.

- Select Scanner Dest.

  Press the key to switch to the scanner destination selection menu.

Admin. Tools Lock

Specifies a four-digit password for accessing the [Address Book], [Network Settings], and [Admin. Tools] menus.

Do not forget this password.

- On (0000 to 9999)
- Off

IPsec

Selects whether to enable or disable IPsec.

This function appears only when a password is specified under [Admin. Tools Lock].

Default: [Inactive]

- Active
- Inactive

Fax Number Confirmation

Sets the machine to require a fax number to be entered twice when specifying a destination manually.

When this function is enabled, you cannot use the On Hook Dial function.

This function appears only when a password is specified under [Admin. Tools Lock].

Default: [Off]

- On
- Off

Save Scn Data to USB

Specify whether to enable or disable Scan to USB.

This function appears only when a password is specified under [Admin. Tools Lock].

Default: [Active]

- Active
- Inactive

8. Configuring the Machine Using Web Image Monitor

Using Web Image Monitor

Note

- To operate the machine via Web Image Monitor, you must first configure the machine's TCP/IP or wireless LAN settings. For details, see page 214 "Network Settings" or see page 34 "Configuring Network Settings".

Important

- **Some items can also be configured using the control panel.**

Available operations

The following operations can be performed remotely using Web Image Monitor on a computer:

- Displaying the machine's status or settings
- Configuring the machine's settings
- Registering the scan and fax destinations
- Registering the fax Special Senders
- Configuring the user restriction settings
- Configuring the network settings
- Configuring the IPsec settings
- Printing reports
- Setting the administrator password and e-mail address
- Resetting the machine's configuration to the factory default
- Creating backup files of the machine's configuration
- Restoring the machine's configuration from backup files
- Configuring the machine's date and time
- Configuring the machine's Energy Saver mode setting

Supported Web browsers

- Windows:

  Internet Explorer 6.0- 11.0
- Mac OS X:

  Safari 3.0- 6.0

Displaying Top Page

When you access the machine using Web Image Monitor, the top page appears in your browser's window.

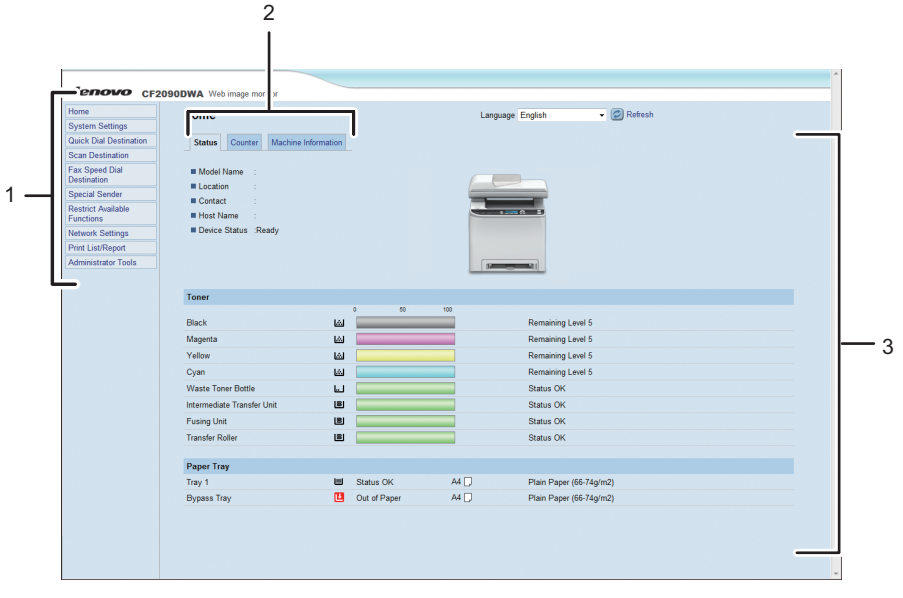
1. **Launch the Web browser.**
2. **In the Web browser's address bar, enter "http://(machine's IP address)/" to access the machine.**

   If a DNS or WINS server is used and the machine's host name has been specified, you can enter the host name instead of the IP address.

   The top page of Web Image Monitor appears.

Top page

Every Web Image Monitor page is divided into the following areas:



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1. Menu area

   Clicking a menu shows its contents in the main area.

2. Tab area

   Contains tabs for switching between information and settings you want to see or configure.

3. Main area

   Displays the contents of the item selected in the menu area.

Information in the main area is not automatically updated. Click [Refresh] at the upper-right in the main area to update the information. Click the Web browser's [Refresh] button to refresh the entire browser screen.

Note

- If you use an older version of a supported Web browser or the Web browser has JavaScript and cookies disabled, display and operation problems may occur.
- If you are using a proxy server, configure the Web browser settings as necessary. For details about the settings, contact your network administrator.
- The previous page may not appear even if the back button of the Web browser is clicked. If this happens, click the refresh button of the Web browser.

Changing the Interface Language

Select the desired interface language from the [Language] list.

Checking the System Information

Click [Home] to display the main page of Web Image Monitor. You can check the current system information on this page.

This page contains three tabs: [Status], [Counter], and [Machine Information].

Status Tab

Item	Description
Model Name	Shows the name of the machine.
Location	Shows the location of the machine as registered on the [SNMP] page.
Contact	Shows the contact information of the machine as registered on the [SNMP] page.
Host Name	Shows the host name specified in [Host Name] on the [DNS] page.
Device Status	Shows the current messages on the machine's display.

Toner

Item	Description
Black	Shows the amount of black toner remaining.
Magenta	Shows the amount of magenta toner remaining.
Yellow	Shows the amount of yellow toner remaining.
Cyan	Shows the amount of cyan toner remaining.
Waste Toner Bottle	Shows the remaining life of the waste toner bottle, as "Status OK", "Almost Full" or "Full".
Intermediate Transfer Unit	Shows the remaining life of the intermediate transfer unit, as "Status OK", "Replacement Required Soon" or "Replacement Required". For replacing, contact your sales or service representative.
Fusing Unit	Shows the remaining life of the fusing unit, as "Status OK", "Replacement Required Soon" or "Replacement Required". For replacing, contact your sales or service representative.

Item	Description
Transfer Roller	Shows the remaining life of the transfer roller, as "Status OK", "Replacement Required Soon" or "Replacement Required". For replacing, contact your sales or service representative.

Paper Tray

Item	Description
Tray 1	Shows the current state and paper size/type setting of Tray 1.
Tray 2	Shows the current state and paper size/type setting of Tray 2.
Bypass Tray	Shows the current state and paper size/type setting of the bypass tray.

Note

- If a non-genuine print cartridge is installed, toner life cannot be reliably indicated.
- The information about Tray 2 appears only when it is installed.

Counter Tab

Page Counter

Item	Description
Printer	Shows the following for pages printed using the printer function: • Total number of pages printed using the printer function, and lists/reports printed from the [List/Test Print] menu under [Printer Features] • Number of color pages • Number of black-and-white pages printed using the printer function
Scanner	Shows the following for pages scanned using the scanner function: • Total number of pages • Number of color pages • Number of black-and-white pages
Copier	Shows the following for pages printed using the copier function: • Total number of pages • Number of color pages • Number of black-and-white pages

Item	Description
Fax	Shows the following for telephone line faxes: • Total number of pages sent and received • Number of pages sent • Number of pages received

Machine Counter

Item	Description
Machine Counter	Shows the following for pages printed using the printer, copier, and fax functions, and lists/reports: • Total number of pages • Number of color pages • Number of black-and-white pages
Black	Shows the following for pages printed using the printer, copier, and fax functions, and lists/reports: • Accumulated value of black toner A4 page coverage (in percent) • Accumulated value of black toner consumption (converted into fully-covered A4 pages)
Cyan	Shows the following for pages printed using the printer, copier, and fax functions, and lists/reports: • Accumulated value of cyan toner A4 page coverage (in percent) • Accumulated value of cyan toner consumption (converted into fully-covered A4 pages)
Magenta	Shows the following for pages printed using the printer, copier, and fax functions, and lists/reports: • Accumulated value of magenta toner A4 page coverage (in percent) • Accumulated value of magenta toner consumption (converted into fully-covered A4 pages)
Yellow	Shows the following for pages printed using the printer, copier, and fax functions, and lists/reports: • Accumulated value of yellow toner A4 page coverage (in percent) • Accumulated value of yellow toner consumption (converted into fully-covered A4 pages)

Economy Color Prints

Item	Description
Economy Color Prints (Color)	Shows the number of pages printed in Economy Color Printing mode using the printer function.
Black	Shows the following for pages printed in Economy Color Printing mode using the printer function: • Accumulated value of black toner A4 page coverage (in percent) • Accumulated value of black toner consumption (converted into fully-covered A4 pages)
Cyan	Shows the following for pages printed in Economy Color Printing mode using the printer function: • Accumulated value of cyan toner A4 page coverage (in percent) • Accumulated value of cyan toner consumption (converted into fully-covered A4 pages)
Magenta	Shows the following for pages printed in Economy Color Printing mode using the printer function: • Accumulated value of magenta toner A4 page coverage (in percent) • Accumulated value of magenta toner consumption (converted into fully-covered A4 pages)
Yellow	Shows the following for pages printed in Economy Color Printing mode using the printer function: • Accumulated value of yellow toner A4 page coverage (in percent) • Accumulated value of yellow toner consumption (converted into fully-covered A4 pages)

Duplex

Item	Description
Duplex Total Page	Shows the total number of sheets printed on both sides.

Note

- A sheet printed on both sides counts as two printed pages.

Machine Information Tab

Machine Information

Item	Description
Firmware Version	Shows the version of firmware installed on the machine.
Engine FW Version	Shows the version of firmware for the machine engine.
PCL Version	Shows the version of the PCL interpreter.
PS Version	Shows the version of the PS interpreter.
Machine ID	Shows the identification number of the machine.
Fax Card	Shows that a fax card is installed.
Total Memory	Shows the total memory installed on the machine.

Configuring the System Settings

Click [System Settings] to display the page for configuring the system settings.

This page contains the following tabs: [Sound Volume Adjustment], [Tray Paper Settings], [Copier], [Fax], [Priority Tray], [Toner Saving], [I/O Timeout], [B&W Print Priority] and [Shortcut to Function].

Sound Volume Adjustment Tab

Sound Volume Adjustment

Item	Description
Panel Key Sound	Select the volume of the beep that sounds when a key is pressed from [Off], [Low], [Middle], or [High].
Ring Volume	Select the volume of the ring when a call is received from [Off], [Low], [Middle], or [High].
On Hook Mode	Select the volume of the sound from the speaker during on hook mode from [Off], [Low], [Middle], or [High].
Job End Tone	Select the volume of the beep that sounds when a job is complete from [Off], [Low], [Middle], or [High].
Job Error Tone	Select the volume of the beep that sounds when a fax transmission error occurs from [Off], [Low], [Middle], or [High].
Alarm Volume	Select the volume of the alarm that sounds when an operation error occurs from [Off], [Low], [Middle], or [High].

Tray Paper Settings Tab

Tray 1

Item	Description
Paper Size	Select the paper size for Tray 1 from the following: A4, B5 JIS, A5, B6 JIS, A6, 8 1/2 × 14, 8 1/2 × 11, 5 1/2 × 8 1/2, 7 1/4 × 10 1/2, 8 × 13, 8 1/2 × 13, 8 1/4 × 13, 16K, 4 1/8 × 9 1/2, 3 7/8 × 7 1/2, C5 Env, C6 Env, DL Env, Custom Size

Item	Description
Paper Type	Select the paper type for Tray 1 from the following: Thin Paper (60-65g/m^2), Plain Paper (66-74g/m^2), Middle Thick Paper (75-90g/m^2), Thick Paper 1 (91-105g/m^2), Recycled Paper, Color Paper, Letterhead, Preprinted Paper, Prepunched Paper, Label Paper, Bond Paper, Cardstock, Envelope, Thick Paper 2 (106-160g/m^2)

Tray 2

Item	Description
Paper Size	Select the paper size for Tray 2 from the following: A4, 8 1/2 × 11
Paper Type	Select the paper type for Tray 2 from the following: Thin Paper (60-65g/m^2), Plain Paper (66-74g/m^2), Middle Thick Paper (75-90g/m^2), Thick Paper 1 (91-105g/m^2), Recycled Paper, Color Paper, Letterhead, Preprinted Paper, Prepunched Paper

Bypass Tray

Item	Description
Paper Size	Select the paper size for the bypass tray from the following: A4, B5 JIS, A5, B6 JIS, A6, 8 1/2 × 14, 8 1/2 × 11, 5 1/2 × 8 1/2, 7 1/4 × 10 1/2, 8 × 13, 8 1/2 × 13, 8 1/4 × 13, 16K, 4 1/8 × 9 1/2, 3 7/8 × 7 1/2, C5 Env, C6 Env, DL Env, Custom Size
Paper Type	Select the paper type for the bypass tray from the following: Thin Paper (60-65g/m^2), Plain Paper (66-74g/m^2), Middle Thick Paper (75-90g/m^2), Thick Paper 1 (91-105g/m^2), Recycled Paper, Color Paper, Letterhead, Prepunched Paper, Label Paper, Bond Paper, Cardstock, Envelope, Thick Paper 2 (106-160g/m^2)

Tray 1 Priority

Item	Description
Tray 1 Priority	Select how print jobs using the Tray 1 are handled. • System Settings The paper settings configured on the machine's control panel are applied to all print jobs. An error occurs when the paper settings specified by the printer driver or the print command do not match the machine's settings. • Driver/Command When executing a print job specifying the paper tray, the paper settings specified in the printer driver or in the print command are applied regardless of the machine's settings.

Bypass Tray Setting Priority

Item	Description
Bypass Tray Setting Priority	Select how print jobs using the bypass tray are handled. • System Settings The paper settings configured on the machine's control panel are applied to all print jobs. An error occurs when the paper settings specified by the printer driver or the print command do not match the machine's settings. • Driver/Command When executing a print job specifying the paper tray, the paper settings specified in the printer driver or in the print command are applied regardless of the machine's settings. • Any Size/Type Printing proceeds even if the paper size/type settings of the machine and printer driver do not match, but if the paper is too small for the print job, the printed image will be cropped. • Any Custom Size/Type The machine prints custom size print jobs according to the printer driver's settings and prints standard size print jobs according to the machine's settings. For custom size print jobs, printing proceeds even if the paper size/type settings of the machine and printer driver do not match, but if the paper is too small for the print job, the printed image will be cropped. For standard size print jobs, an error will occur if the paper size/type settings of the machine and printer driver do not match.

Note

- The information about Tray 2 appears only when it is installed.

Copier Tab

Select Paper

Item	Description
Select Paper	Select the paper size used for printing copies from the following: [Tray 1], [Tray 2], [Bypass Tray], [A4], or [8 1/2 × 11]. When a tray is selected, the machine prints from that tray only. When a paper size is selected, the machine checks the trays for the paper of the specified size in the order of priority as set in [Copier] in the [Priority Tray] page. If multiple trays contain valid paper, the first tray the machine finds will be used for printing; when that tray runs out of paper, the machine automatically switches to the next tray to continue printing.

Note

- The information about Tray 2 appears only when it is installed.

Fax Tab

Select Paper Tray

Item	Description
Select Paper Tray	Select the tray for printing faxes from the following: [Auto], [Tray 1], or [Tray 2]. If [Auto] is selected, the machine uses Tray 1 and Tray 2 if they contain paper of the same size. In this case, the machine starts to print from the tray specified as the priority tray for [Fax] in the [Priority Tray] page. If that tray runs out of paper, the machine automatically switches to the other tray to continue printing. Only A4, Letter, or Legal size paper can be used for printing faxes. Make sure to select a tray that contains paper of the valid size. If Tray 2 is not installed, only [Tray 1] appears.

Fax Number Confirmation

Item	Description
Fax Number Confirmation	Enable this setting to configure the machine to require a fax number to be entered twice when specifying a destination manually. This setting appears only when the administrator password is set in the [Administrator] page.

Fax Received File Processing

Item	Description
Received File Processing	Select whether received faxes are stored into the machine's memory for printing or forwarded to a destination specified for [Forwarding Destination].
Print Automatically	Select whether the faxes received into the machine's memory are printed automatically or stored for later manual printing.
Print Forwarded File	Select whether the forwarded faxes are printed or not.
Notify Forward Status	Select whether e-mail notifications are sent after forwarding faxes or not. Email notification destination depends on how [Forwarding Destination] is specified: • If specified with [E-mail Address]: the notification will be sent to the administrator e-mail address specified in [Administrator E-mail Address] in the [Administrator] page. • If specified with [Scan Destination]: the notification will be sent to the notification destination specified for the selected scan destination. Note that if a destination e-mail address is not specified, no notification will be sent even if this setting is enabled.
Forwarding Destination	Specifies the forwarding destination. • [E-mail Address]: Enter a destination e-mail address. Can contain up to 64 characters. • [Scan Destination]: Select a scan destination as a forwarding destination.
Number of Trials of Forwarding (time)	Specifies how many times the machine attempts to forward a fax (1 to 255 times).
Interval of Forwarding Trial (min.)	Specifies how many minutes the machine waits between forwarding attempts (1 to 255 minutes).

Authorized Reception

Item	Description
Authorized Reception	Enable this setting to set the machine to receive (or reject) faxes only from the programmed Special Senders. This helps you screen out unwanted documents, such as junk faxes, and prevents the wasting of fax paper. Special Senders can be programmed in the [Special Sender] page.
Receive Conditions	Specifies whether to receive or reject faxes from the programmed Special Senders. • Special Sender Receive faxes from the Special Senders and reject faxes from all other senders. • Other Than Special Sender Reject faxes from the Special Senders and receive faxes from all other senders.

Note

- The information about Tray 2 appears only when it is installed.

Priority Tray Tab

Priority Tray

Item	Description
Printer	Select the tray that the machine checks first for paper that can be used for the job from [Tray 1] or [Tray 2]. If automatic tray selection is specified for the print job and multiple trays contain valid paper, the first tray the machine finds will be used for printing; when that tray runs out of paper, the machine automatically switches to the next tray to continue printing.
Copier	Select the tray that the machine checks first for paper that can be used for the job from [Tray 1] or [Tray 2]. If [A4] or [8 1/2 × 11] is selected for [Select Paper] in the [Copier] page and multiple trays contain valid paper, the first tray the machine finds will be used for printing; when that tray runs out of paper, the machine automatically switches to the next tray to continue printing.

Item	Description
Fax	Select the tray that the machine uses first for printing out faxes from [Tray 1] or [Tray 2]. If [Auto] is selected for [Select Paper Tray] in the [Fax] page and both Tray 1 and Tray 2 contain paper of the same size, the machine starts to print from the specified tray. If that tray runs out of paper, the machine automatically switches to the other tray to continue printing.

Note

- The information about Tray 2 appears only when it is installed.

Toner Saving Tab

Toner Saving

Item	Description
Toner Saving	Enable this setting to print using a reduced amount of toner when printing out copies.

I/O Timeout Tab

I/O Timeout

Item	Description
Fixed USB Port	Specifies whether the same printer/LAN-Fax driver can be used for multiple machines or not under USB connection. If this setting is enabled, the same printer/LAN-Fax driver you have installed in your computer can be used with any machine other than the one originally used for installation, if the machine is of the same model. If disabled, you must install the printer/LAN-Fax driver separately for individual machines, because the machine other than the original will be recognized as a new device upon USB connection.
Locked Print Timeout (seconds)	Specifies how many seconds the machine holds a new Locked Print file, when the machine cannot store any more Locked Print files (0 to 300 seconds). Within this time, you can print or delete the new Locked Print file. You can also print or delete an existing Locked Print file so that the new Locked Print file can be stored in the machine.

Black-and-White Print Priority Tab

B&W Print Priority

Item	Description
B&W Print Priority	Enable this setting to suppress the consumption of color toner when printing black-and-white pages. Also, amount of color toner consumed during warm-up time for maintenance will also be lowered.

Shortcut to Function Tab

Shortcut to Function

Item	Description
Shortcut to Function Settings	Assigns one of the following functions to the [身份证] key on the control panel. • [ID Card Copy Mode] • [Fax Auto Print Setting] • [Fax Immediate TX] • [Address book for Fax] • [Select Scanner Destination]

Registering Destinations

Scan and fax destinations can be registered using Web Image Monitor.

Up to 100 scan destinations and 200 fax destinations (20 Quick Dial and 200 Speed Dial destinations) can be registered. See the scan and fax sections for more information on registering destinations.

Note

- For details about registering scan destinations, see page 114 "Registering Scan Destinations".
- For details about registering fax destinations using Web Image Monitor, see page 140 "Registering Fax Destinations".

Registering Fax Special Senders

Fax Special Senders can be registered using Web Image Monitor.

Up to 30 Special Senders be registered. For details about registering Special Senders, see page 168 "Receiving a Fax".

Restricting Machine Functions According to User

You can set the machine to require a user code when someone tries to use certain machine functions. For details about configuring the user restriction settings, see page 42 "Restricting Machine Functions According to User".

Important

- **To print jobs that require authentication you can use only the PCL printer driver. Printing such jobs from the PostScript 3 printer driver is not possible.**

Using Web Image Monitor, enable user restriction for all or some of the functions listed below, and then register users who can use those functions.

- Copying (both color and black-and-white)
- Color copying
- Sending faxes
- Scan to E-mail/FTP/Folder
- Scan to USB
- PictBridge printing
- Printing (both color and black-and-white)
- Color printing
- Sending faxes via LAN-Fax

For each user, you can specify which functions are available upon authentication. Up to 30 users can be registered.

Note

- For details about configuring the user restriction settings, see page 42 "Restricting Machine Functions According to User".

Configuring the Network Settings

Click [Network Settings] to display the page for configuring the network settings.

This page contains the following tabs: [Network Status], [IPv6 Configuration], [Network Application], [DNS], [Auto E-mail Notification], [SNMP], [SMTP], [POP3], [Internet Fax], and [Wireless].

Important

- **Depending on the settings you change, the machine might need to be restarted.**

Network Status Tab

General Status

Item	Description
Ethernet Speed	Shows the type and speed of the network connection.
IPP Printer Name	Shows the name used to identify the machine on the network.
Network Version	Shows the version of the machine's network module (a part of the machine firmware).
Ethernet MAC Address	Shows the Ethernet MAC address of the machine.
Active Interface	Shows the active communication method.

TCP/IP Status

Item	Description
DHCP	Select whether the machine should receive a dynamic IPv4 address automatically using DHCP. To use DHCP, select [Active]. When enabled, the items below cannot be configured.
IP Address	Enter the IPv4 address for the machine.
Subnet Mask	Enter the subnet mask of the network.
Gateway	Enter the IPv4 address of the network gateway.

IPv6 Configuration Tab

IPv6

Item	Description
IPv6	Select whether to enable or disable IPv6. You cannot disable IPv6 using Web Image Monitor if the machine is currently in use in an IPv6 environment. In this case, use the control panel to disable [IPv6] under network settings. When disabled, [DHCP], [Manual Configuration Address], [Prefix Length], and [Gateway Address] below cannot be configured.

IPv6 Address

Item	Description
DHCP	Select whether or not the machine obtains its IPv6 address from a DHCP server.
IP Address (DHCP)	Displays the IPv6 address obtained from the DHCP server when [DHCP] is set to [Active].
Stateless Address	Displays up to four stateless auto addresses.
Gateway Address	Displays the machine's default gateway address.
Link-local Address	Displays the link local address of the machine. The link local address is an address that is valid only inside the local network (local segment).
Manual Configuration Address	Enter the machine's IPv6 address. Can contain up to 39 characters.
Prefix Length	Enter the prefix length, using a value between 0 and 128.
Gateway Address	Enter the default gateway's IPv6 address. Can contain up to 39 characters.

Network Application Tab

Scanner Send Setting

Item	Description
E-mail	Select to enable the Scan to E-mail feature.

Item	Description
Max. E-mail Size	Select the maximum size of scan files that can be attached to an e-mail message (1 to 5 MB, or no limit).
FTP	Select to enable the Scan to FTP feature.
Folder	Select to enable the Scan to Folder feature.

Network Print Setting

Item	Description
IPP	Select to enable network printing using Internet Print Protocol (via TCP port 631/80).
FTP	Select to enable network printing using an embedded FTP server in the machine (via TCP port 20/21).
RAW	Select to enable network raw printing.
Port No.	Enter the TCP port number to use for raw printing. The valid range is 1024 to 65535, except 53550 and 49999 (default is 9100).
LPR	Select to enable network printing using LPR/LPD (via TCP port 515).

mDNS Setting

Item	Description
mDNS	Select to enable Multicast DNS (via UDP port 5353). If disabled, the item below cannot be configured.
Printer Name	Enter the name of the machine. Can contain up to 32 characters.

DNS Tab

DNS

Item	Description
DNS Method	Select whether to specify domain name servers manually or receive DNS information from the network automatically. When set to [Auto-Obtain (DHCP)], [Primary DNS Server], [Secondary DNS Server], and [Domain Name] below become unavailable.
Primary DNS Server	Enter the IPv4 address of the primary DNS.

Item	Description
Secondary DNS Server	Enter the IPv4 address of the secondary DNS.
Domain Name	Enter the IPv4 domain name for the machine. Can contain up to 32 characters.
IPv6 DNS Method	Select whether to specify the domain server manually or have the machine obtain its DNS information automatically. When set to [Auto-Obtain (DHCP)], [Primary IPv6 DNS Server], [Secondary IPv6 DNS Server], and [IPv6 Domain Name] below become unavailable.
Primary IPv6 DNS Server	Enter the IPv6 address of the primary IPv6 DNS server. Can contain up to 39 characters.
Secondary IPv6 DNS Server	Enter the IPv6 address of the secondary IPv6 DNS server. Can contain up to 39 characters.
IPv6 Domain Name	Enter the IPv6 domain name of the machine. Can contain up to 32 characters.
DNS Resolve Priority	Select whether to give priority to IPv4 or IPv6 for DNS name resolution.
DNS Timeout (seconds)	Enter the number of seconds the machine waits before considering a DNS request to have timed out (1 to 999 seconds).
Host Name	Enter a host name for the machine. Can contain up to 15 characters.

Auto E-mail Notification Tab

E-mail Notification 1/E-mail Notification 2

Item	Description
Display Name	Enter a sender name for notification e-mail. Can contain up to 32 characters.
E-mail Address	Enter the address of the recipient of the alert email. Can contain up to 64 characters.
Paper Misfeed	Select to send an alert e-mail to the specified address if a paper jam occurs.
Out of Paper	Select to send an alert e-mail to the specified address if paper runs out.
Toner Almost Empty	Select to send an alert e-mail to the specified address if toner becomes low.

Item	Description
Call Service	Select to send an alert e-mail to the specified address if the machine requires servicing.
Out of Toner	Select to send an alert e-mail to the specified address if toner runs out.
Cover Open	Select to send an alert e-mail to the specified address if a cover is open.

SNMP Tab

SNMP

Item	Description
SNMP	Select whether to enable the machine to use SNMP services.

Trap

Item	Description
Target Trap	Select whether to enable the machine to send traps to the management host (NMS). When disabled, [SNMP Management Host 1] and [SNMP Management Host 2] below become unavailable.
SNMP Management Host 1	Enter the IP address or host name of a management host. Can contain up to 64 characters.
SNMP Management Host 2	Enter the IP address or host name of a management host. Can contain up to 64 characters.

Community

Item	Description
Get Community	Enter the community name to use for authentication of Get requests. Can contain up to 32 characters.
Trap Community	Enter the community name to use for authentication of Trap requests. Can contain up to 32 characters.

System

Item	Description
Location	Enter the location of the machine. The location entered here is displayed on the main page. Can contain up to 64 characters.
Contact	Enter the contact information of the machine. The contact information entered here is displayed on the main page. Can contain up to 64 characters.

SMTP Tab

SMTP

Item	Description
Primary SMTP Server	Enter the IP address or host name of the SMTP/POP3 server. Can contain up to 64 characters.
Port No.	Enter the port number for SMTP (1 to 65535).
Authentication Method	Select an authentication method from the following: [Anonymous]: The user name and password are not necessary. [SMTP]: The machine supports NTLM and LOGIN authentication. [POP before SMTP]: The POP3 server is used for authentication. When sending e-mails to an SMTP server, you can enhance the SMTP server security level by connecting to the POP server for authentication.
User Name	Enter the user name for logging in to the SMTP server. Can contain up to 32 characters.
Password	Enter the password for logging in to the SMTP server. Can contain up to 32 characters.
Device E-mail Address	Enter the machine's e-mail address. This address is used as the sender's address of e-mail messages sent from this machine, such as notification e-mails. Can contain up to 64 characters.
Server Timeout (seconds)	Enter the number of seconds the machine waits before considering an SMTP operation to have timed out (1 to 999).

Item	Description
Time Zone	Select a time zone according to your geographic location. Selecting a different time zone may cause transmission date and time to be incorrect for email sent by the Scan to E-mail function, even when the machine's clock is set correctly.

POP3 Tab

POP3 Settings

Item	Description
POP3 Server	Enter the IP address or host name of the POP3 server for e-mail reception. The POP3 server specified here will be used for [POP before SMTP]. Can contain up to 64 characters.
User Account	Enter the user name for logging in to the POP3 server. Can contain up to 32 characters.
User Password	Enter the password for logging in to the POP3 server. Can contain up to 32 characters.
Authentication	Select an authentication method from the following: [None]: Password will not be encrypted. [APOP Authentication]: Password will be encrypted. [Auto]: Password will be encrypted or not encrypted according to the POP3 server's settings.

Internet Fax Tab

Item	Description
Internet Fax Transmission	Select whether to enable or disable the Internet Fax function.
Error Notification E-mail	Select whether to send a notification e-mail to the sender of the Internet Fax or not when e-mail reception fails. The text will include the machine's host name (as set in the DNS settings page), model name, and contact e-mail address (as set in the administrator settings page).

Item	Description
Insert System-fixed Text	Select whether to include system-fixed text in the body of the e-mail or not when sending Internet Faxes. The text will include the machine's host name (as set in the DNS settings page), model name, and contact e-mail address (as set in the administrator settings page).
Automatic POP	Select whether to automatically connect to the POP3 server to check for new e-mails or not. If this setting is enabled, the connection will be made at an interval specified in [POP Interval (minutes)].
POP Server: E-mail Reception Setting	Select whether to leave or delete e-mails in the POP3 server after receiving them. [No]: Delete e-mails from the server after receiving them. [Save E-mail]: Leave e-mails on the server after receiving them. [Save Only Error Info]: Delete e-mails that are successfully received from the server only.
POP Interval (minutes)	Specifies how many minutes the machine waits between automatic connections to the POP3 server to acquire new e-mails (2 to 1440 minutes).

Wireless Tab

Wireless LAN Status

Item	Description
Wireless LAN Status	Displays the status of the connection to the wireless LAN.
MAC Address	Displays the MAC address.
Communication Mode	Displays the communication mode that the machine is connecting in.
SSID	Displays the SSID of the access point that the machine is connected to.
Channel	Displays the channel information of the current wireless LAN settings if [Ad-Hoc] is selected for [Communication Mode].
Wireless Signal Status	Displays the strength of the wireless signal that is being received.
Wireless	Specifies whether or not to use the wireless LAN.

Wireless LAN Settings

Item	Description
SSID	Enter the SSID of the access point. The SSID can contain up to 32 characters. When you click [Scan List], a list of available access points is displayed. You can select the SSID from the list.
Communication Mode	Select the mode to connect in. If the machine will be connected to a wireless router or access point, select [Infrastructure]. If the machine will be connected to a device equipped with a wireless LAN directly, select [Ad-Hoc].
Ad-Hoc Channel	If [Ad-Hoc] is selected for [Communication Mode], select a channel.
Authentication	Select an authentication method. If [Ad-Hoc] is selected for [Communication Mode], you can select only [Open System] and [Shared Key].
Encryption	Select an encryption method. If [Ad-Hoc] is selected for [Communication Mode], you can select only [None] and [WEP].
WPA Passphrase	If [WPA2-PSK] or [Mixed Mode WPA/WPA2] is selected for [Authentication], enter the WPA encryption key.
WEP Key Length	If [WEP] is selected for [Encryption], select 64 bits or 128 bits for the length of the encryption key.
WEP Transmit Key ID	Select an ID number to identify each WEP key in case multiple WEP connections are configured.
WEP Key Format	Select a format for entering the WEP key.

Item	Description
WEP Key	Enter the WEP key. The number and type of characters you can enter vary depending on the length and format selected for the key. See the following: • WEP key length: [64bit], Format: [Hexadecimal] WEP key max length: 10 characters (0-9, A-F, a-f) • WEP key length: [64bit], Format: [ASCII] WEP key max length: 5 characters (0x20-0x7e) • WEP key length: [128bit], Format: [Hexadecimal] WEP key max length: 26 characters (0-9, A-F, a-f) • WEP key length: [128bit], Format: [ASCII] WEP key max length: 13 characters (0x20-0x7e)

Note

- If you are configuring the connection settings manually, check the SSID, authentication method, or encryption key of the access point or wireless router in advance.

Configuring the IPsec Settings

Click [IPsec Settings] to display the page for configuring the IPsec settings.

This page contains the following tabs: [IPsec Global Settings] and [IPsec Policy List].

Important

- **This function is available only when an administrator password is specified.**

IPsec Global Settings Tab

Item	Description
IPsec Function	Select whether to enable or disable IPsec.
Default Policy	Select whether to allow for the default IPsec policy.
Broadcast and Multicast Bypass	Select the services that you do not want to apply IPsec from the following: [DHCPv4], [DHCPv6], [SNMP], [mDNS], [NetBIOS], [UDP Port 53550]
All ICMP Bypass	Select whether to apply IPsec to ICMP packets (IPv4 and IPv6) from the following: [Active]: All ICMP packets will be bypassed without IPsec protection. "ping" command (echo request and echo reply) is not encapsulated by IPsec. [Inactive]: Some ICMP message types will be bypassed without IPsec protection.

IPsec Policy List Tab

Item	Description
No.	IPsec policy number.
Name	Displays the name of the IPsec policy.
Address Settings	Displays the IP address filter of the IPsec policy as below: Remote address/Prefix length
Action	Displays the action of the IPsec policy as "Allow", "Drop", or "Require Security".

Item	Description
Status	Displays the status of the IPsec policy as "Active" or "Inactive".

To configure IPsec policies, select the desired IPsec policy, and then click [Change] to open the "IPsec Policy Settings" page. The following settings can be made on the "IPsec Policy Settings" page.

IP Policy Settings

Item	Description
No.	Specify a number between 1 and 10 for the IPsec policy. The number you specify will determine the position of the policy in the IPsec Policy List. Policy searching is performed according to the order of the list. If the number you specify is already assigned to another policy, the policy you are configuring will take the number of the earlier policy, and the earlier policy and any subsequent policies will be renumbered accordingly.
Activity	Select whether to enable or disable the policy.
Name	Enter the name of the policy. Can contain up to 16 characters.
Address Type	Select IPv4 or IPv6 as the type of IP address to be used in IPsec communication.
Local Address	Displays the IP address of this printer.
Remote Address	Enter the IPv4 or IPv6 address of the device with which to communicate. Can contain up to 39 characters.
Prefix Length	Enter the prefix length of the Remote Address, using a value between 1 and 128. If this setting is left blank, "32" (IPv4) or "128" (IPv6) will be automatically selected.
Action	Specify how the IP packets are processed from the following: • [Allow]: IP packets are both sent and received without IPsec applied to them. • [Drop]: IP packets are discarded. • [Require Security]: IPsec is applied to IP packets that are both sent and received. If you have selected [Require Security], you must configure [IPsec Settings] and [IKE Settings].

IPsec Settings

Item	Description
Encapsulation Type	Specify the encapsulation type from the following: • [Transport]: Select this mode to secure only the payload section of each IP packet when communicating with IPsec compliant devices. • [Tunnel]: Select this mode to secure every section of each IP packet. We recommend this type for communication between security gateways (such as VPN devices).
Security Protocol	Select the security protocol from the following: • [AH]: Establishes secure communication that supports authentication only. • [ESP]: Establishes secure communication that supports both authentication and data encryption. • [ESP&AH]: Establishes secure communication that supports both data encryption and authentication of packets, including packet headers. Note that you cannot specify this protocol when [Tunnel] is selected for [Encapsulation Type].
Authentication Algorithm for AH	Specify the authentication algorithm to be applied when [AH] or [ESP&AH] is selected for [Security Protocol] from the following: [MD5], [SHA1]
Encryption Algorithm for ESP	Specify the encryption algorithm to be applied when [ESP] or [ESP&AH] is selected for [Security Protocol] from the following: [None], [DES], [3DES], [AES-128], [AES-192], [AES-256]
Authentication Algorithm for ESP	Specify the authentication algorithm to be applied when [ESP] is selected for [Security Protocol] from the following: [MD5], [SHA1]
Life Time	Specify the life time of the IPsec SA (Security Association) as a time period or data volume. The SA will expire when the time period you specify elapses or the volume of data you specify reaches the volume carried. If you specify both a time period and a data volume, the SA will expire as soon as either is reached, and a new SA will then be obtained by negotiation. To specify the life time of the SA as a time period, enter a number of seconds. To specify the life time of the SA as a data volume, enter a number of KBs.

Item	Description
Key Perfect Forward Secrecy	Select whether to enable or disable PFS (Perfect Forward Secrecy).

IKE Settings

Item	Description
IKE Version	Displays the IKE version.
Encryption Algorithm	Specify the encryption algorithm from the following: [DES], [3DES], [AES-128], [AES-192], [AES-256]
Authentication Algorithm	Specify the authentication algorithm from the following: [MD5], [SHA1]
IKE Life Time	Specify the life time of the ISAKMP SA as a time period. Enter a number of seconds.
IKE Diffie-Hellman Group	Select the IKE Diffie-Hellman Group to be used in the generation of the IKE encryption key from the following: [DH1], [DH2]
Pre-Shared Key	Specify the PSK (Pre-Shared Key) to be used for authentication of a communicating device. Can contain up to 32 characters.
Key Perfect Forward Secrecy	Select whether to enable or disable PFS (Perfect Forward Secrecy).

Printing Lists/Reports

Click [Print List/Report] to display the page for printing reports. Then, select an item and click [Print] to print out information for that item.

Print List/Report

Item	Description
Configuration Page	Prints general information about the machine and its current configuration.
Fax Journal	Prints a fax transmission and reception journal for the last 50 jobs. For details about automatic fax journal printing, see page 193 "Fax Features Settings".
Fax TX/RX Standby File List	Prints a list of fax jobs remaining in the machine's memory to be printed, sent, or forwarded.
Quick Dial Destination List	Prints a list of Quick Dial entries.
Fax Speed Dial Destination List	Prints a list of Speed Dial entries.
Scanner Destination List	Prints a list of scan destinations.
Scanner Journal	Prints a scanner journal for the last 100 Scan to E-mail, Scan to FTP, and Scan to Folder transmissions.
Maintenance Page	Prints the maintenance page.

Note

- Reports cannot be printed via Web Image Monitor if other jobs are printing. Before printing reports, confirm that machine is not printing.
- Reports will be printed on A4 or Letter size paper. Load one of these sizes of paper into the tray before printing reports.

Configuring the Administrator Settings

Click [Administrator Tools] to display the page for configuring the administrator settings.

This page contains the following tabs: [Administrator], [Reset Settings], [Backup Setting], [Restore Setting], [Set Date/Time], and [Energy Saver Mode].

Administrator Tab

Administrator Settings

Item	Description
Change Password	Check this to configure the administrator password.
New Password	Enter the new administrator password. Can contain up to 16 characters.
Confirm New Password	Enter the same password again, to confirm.
Change E-mail Address	Check this to configure the administrator e-mail address.
Administrator E-mail Address	Enter the administrator e-mail address. If the machine's e-mail address is not configured in the [SMTP] page, this address will be used as the sender's address of e-mails sent from this machine, such as notification e-mails and Internet Faxes. Can contain up to 64 characters.

Reset Settings Tab

Reset Settings

Item	Description
Reset Network Settings	Select to restore settings configured under the [Network Settings] and [Administrator Tools].
Reset Menu Settings	Select to restore settings that are not related to the network to their defaults.
Clear Scan Destination	Select to clear the scan destinations.
Reset Settings of Available Functions	Select to clear the user restriction settings.
Clear Address Book	Select to clear the fax destinations.

Item	Description
Reset IPsec Settings	Select to clear the IPsec settings.

Note

- [Reset IPsec Settings] appears only when the administrator password is specified.

Backup Setting Tab

Important

- **When sending the machine for repair, it is important that you create backup files in advance. The machine's settings are returned to the default after repair.**

Backup Setting

Item	Description
Back up Network Settings	Backs up settings configured under the [Network Settings] and [Administrator Tools]. Note that, however, [Max. E-mail Size] setting under [Network Application] will not be backed up here; it will be backed up by [Back up Menu Settings] instead.
Back up Menu Settings	Backs up settings that are not related to the network.
Back up Scan Destination	Backs up scan destinations to a file.
Back up Settings of Available Functions	Backs up user restriction settings to a file.
Back up Address Book	Backs up fax destinations to a file.
Back up IPsec Settings	Backs up the IPsec settings to a file.

Follow the procedure below to create configuration backup files.

1. **Select the radio button for the type of data you wish to back up.**
2. **Enter the administrator password if required.**
3. **Click [OK].**
4. **Click [Save] in the confirmation dialog box.**
5. **Navigate to the location to save the backup file.**

6. **Specify a name for the file, and click [Save].**

Note

- [Back up IPsec Settings] appears only when the administrator password is specified.

Restore Setting Tab

Important

- **When the machine is returned from repair, it is important that you restore the machine's settings from the backup files. The machine's settings are returned to the default after repair.**

Restore Setting

Item	Description
File to Restore	Enter the path and name of the file to restore, or click [Browse...] to select the file.

Follow the procedure below to restore configuration backup files.

1. **Click [Browse...].**
2. **Navigate to the directory containing the backup file to restore.**
3. **Select the backup file, and click [Open].**
4. **Enter the administrator password if required.**
5. **Click [OK].**

Note

- If the settings are not restored successfully, an error message appears. Try again to restore the file completely.

Set Date/Time Tab

Set Date

Item	Description
Year	Enter the current year (2000 to 2099).
Month	Enter the current month (1 to 12).
Day	Enter the current day (1 to 31).

Item	Description
Date Format	Select the date format from [MM/DD/YYYY], [DD/MM/YYYY], or [YYYY/MM/DD].

Set Time

Item	Description
Time Format	Select 24- or 12-hour time format.
Time (AM/PM)	Select [AM] or [PM] if 12-hour time format is selected.
hour (0-23)	Enter the current hour if 24-hour time format is selected (0-23).
hour (1-12)	Enter the current hour if 12-hour time format is selected (1-12).
min. (0-59)	Enter the current minute (0-59).

Energy Saver Mode Tab

Energy Saver Mode

Item	Description
Energy Saver Mode 1	Select [Active] to set the machine to enter Energy Saver mode 1 if the machine has been idle for about 30 seconds. It takes less time to recover from Energy Saver mode 1 than from power-off state or Energy Saver mode 2, but power consumption is higher in Energy Saver mode 1 than in Energy Saver mode 2.
Energy Saver Mode 2	Select [Active] to set the machine to enter Energy Saver mode 2 after the period of time specified for [Waiting Time (1 min. - 240 min.)] is passed (1 to 240 minutes). The machine consumes less power in Energy Saver mode 2 than in Energy Saver mode 1, but it takes longer to recover from Energy Saver mode 2 than from Energy Saver mode 1.

Note

- The machine recovers from Energy Saver mode when it receives a print job, prints a received fax, or when the [复印], [彩色启动], or [黑白启动] key is pressed.

9. Maintaining the Machine

Replacing the Print Cartridge

Important

- Store print cartridge in a cool dark place.
- Actual printable numbers vary depending on image volume and density, number of pages printed at a time, paper type and size, and environmental conditions such as temperature and humidity. Toner quality degrades over time. Early replacement of the print cartridge might be necessary. Therefore, we recommend you always keep a new print cartridge ready.
- For good print quality, the manufacturer recommends that you use genuine toner from the manufacturer.
- The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.
- If you try to print while the message "Replacement Required: Toner Cartridge (XX)" is being displayed, another message "Continue printing?" may appear. If this happens, you can print a few pages by pressing [Yes], although the print quality may be lower. Replace the toner as soon as possible. If the message "Continue printing?" does not appear, replace the toner immediately.

Messages on the screen

- Replace the indicated print cartridge when any of the following messages appear on the screen:

  "Replacement Required: Toner Cartridge" (XX)

  ("XX" indicates the toner color)

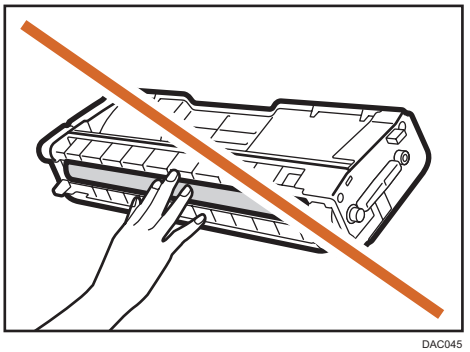
- Prepare the indicated print cartridge when any of the following messages appear on the screen:

  "Replace Required Soon: Toner Cartridge" (XX)

  ("XX" indicates the toner color)

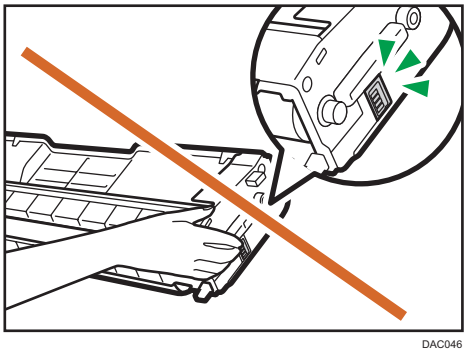
Important

- Do not allow paper clips, staples, or other small objects to fall inside the machine.
- Do not expose the print cartridge without its cover to direct sunlight for a long time.
- Do not touch the print cartridge's photo conductor unit.



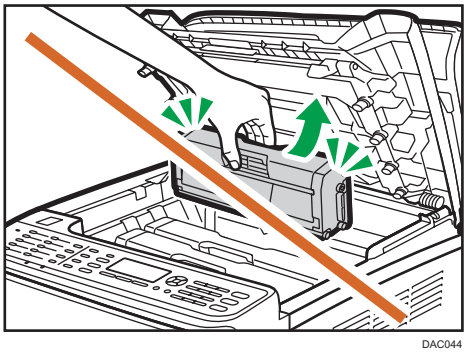
DAC045

- Do not touch the ID chip on the side of the print cartridge as shown below.



DAC046

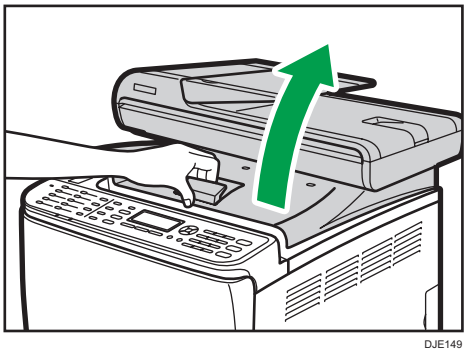
- When removing print cartridges, be careful not to touch the laser scanning unit under the upper cover (the position shown by the arrow in the illustration below).



DAC044

- If cyan, magenta, or yellow toner runs out, you can print in black and white using just the black toner. Change the color mode setting to Black and White using the machine's driver.
- If black toner runs out, you cannot print in black and white or color until the black print cartridge is replaced.

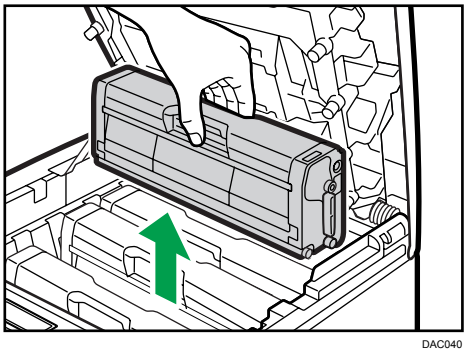
1. **Pull up the lever on the top cover, and then carefully raise the top cover.**



DJE149

2. **Carefully lift out the print cartridge vertically, holding its center.**

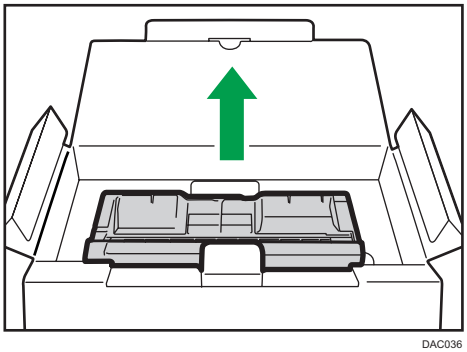
   From the rear, the print cartridges are installed in the order of cyan (C), magenta (M), yellow (Y), and black (K).



DAC040

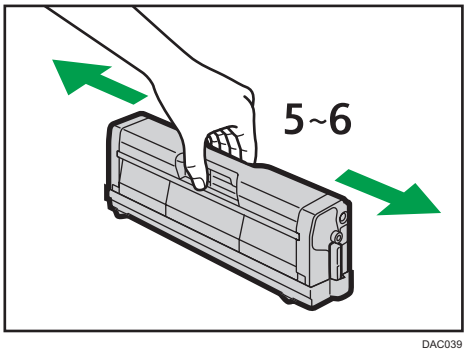
- Do not shake the removed print cartridge. Doing so can cause remaining toner to leak.
- Place the old print cartridge on paper or similar material to avoid dirtying your workspace.
- The toner color is indicated by the label on each print cartridge.

3. **Take the new print cartridge out of the box, and then take it out of the plastic bag.**



DAC036

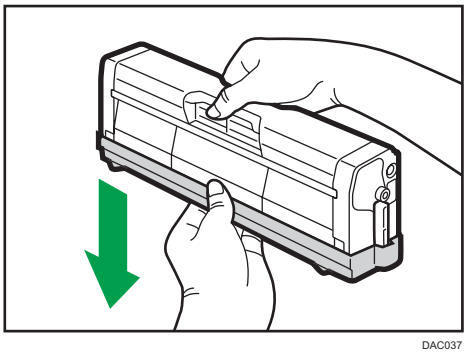
4. **Hold the print cartridge and shake it from side to side five or six times.**



DAC039

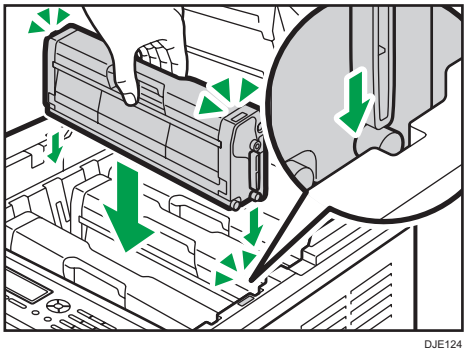
Even distribution of toner within the bottle improves print quality.

5. **Remove the protective cover from the print cartridge.**



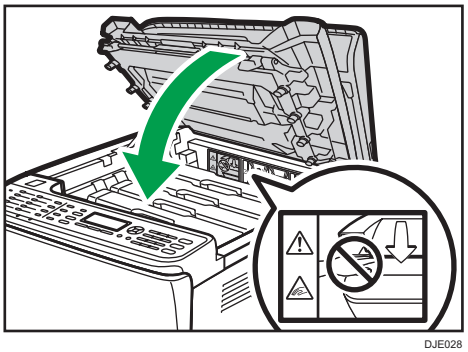
DAC037

6. **Check the toner color and corresponding location, and then carefully insert the print cartridge vertically.**



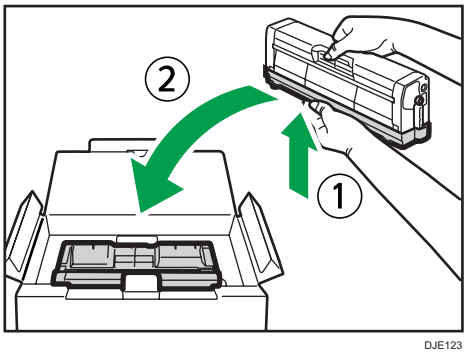
DJE124

7. **Using both hands, hold the center of the top cover and close the cover carefully. Be careful not to trap your fingers.**



DJE028

8. **Attach the protective cover you removed in Step 5 on the old print cartridge. Then, put the old print cartridge into the bag, and then put it into the box.**



DJE123

Note

- Make sure to cover the old print cartridge with the protective cover for recycling and environmental purposes.
- Comply with the print cartridge recycling program, whereby used print cartridges are collected for processing. For details, ask your sales or service representative.

Replacing the Waste Toner Bottle

Messages on the screen

- Replace the waste toner bottle when the following message appears on the screen:

  "Replace: Waste Toner Bottle"

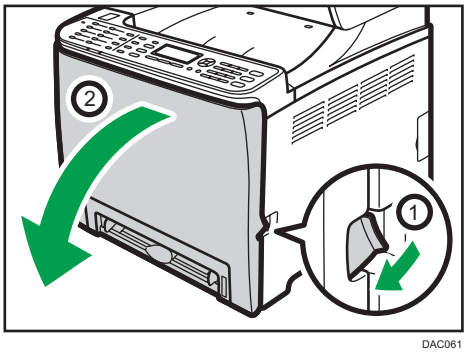
- Prepare a waste toner bottle when the following message appears on the screen:

  "Almost Full Waste Toner Bottle"

Important

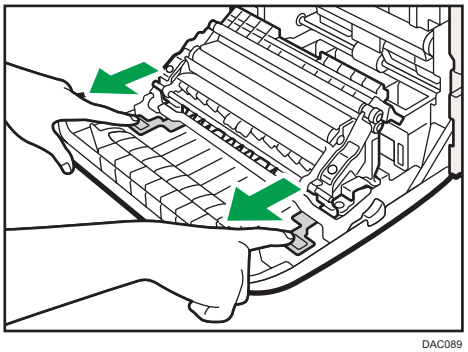
- Waste toner bottles cannot be reused.
- For easy replacement, we recommend you purchase and store extra waste toner bottles.
- When removing the waste toner bottle, make sure not to tilt it.
- Make sure the transfer unit is installed. If the transfer unit is not installed, install it before turning on the power.
- Comply with the waste toner bottle recycling program, whereby used waste toner bottles are collected for processing. For details, ask your sales or service representative.
- Before removing the waste toner bottle from the machine, spread paper or similar material around the area to keep toner from dirtying your workspace.

1. Pull the front cover open lever and then carefully lower the front cover.



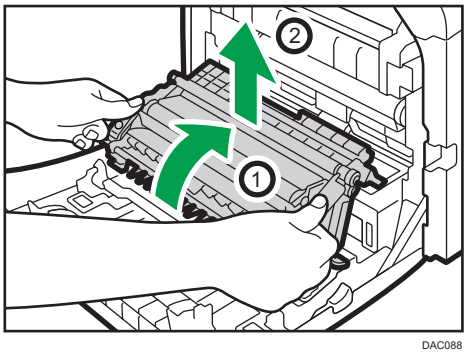
DAC061

2. Slide both levers on the front cover forward.



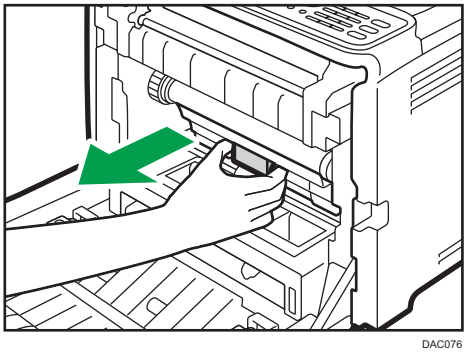
DAC089

3. Holding the tabs on both ends of the transfer unit, tilt it backwards and lift it up.



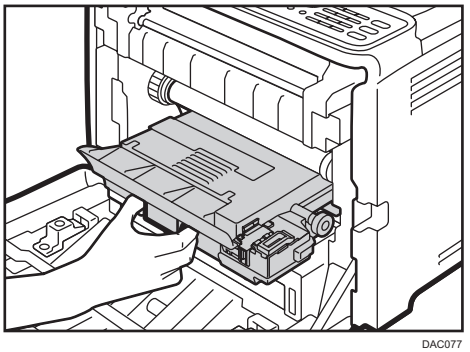
DAC088

4. Holding the handle at the center of the waste toner bottle, carefully pull it partially out without tilting it.

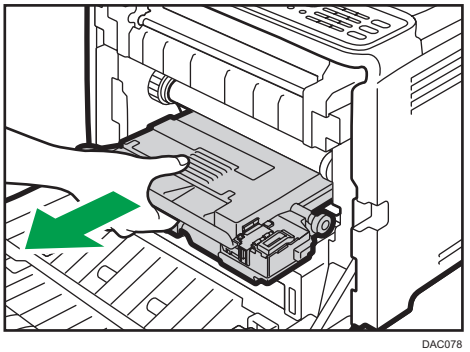


DAC076

5. **Pull the waste toner bottle halfway out, hold the bottle firmly, and then pull it straight out.**

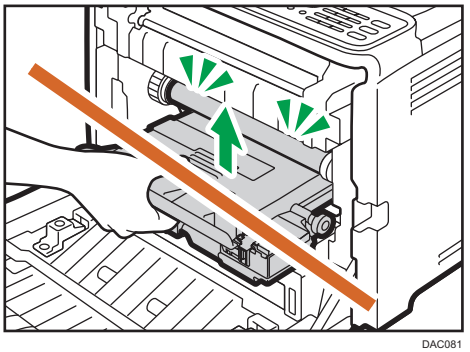


DAC077



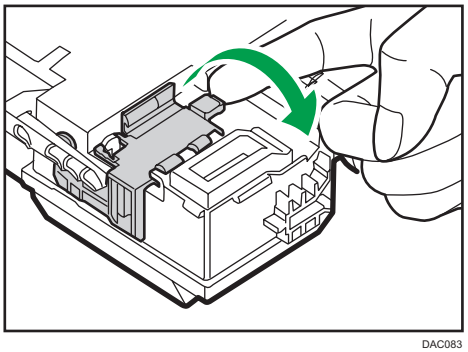
DAC078

To prevent the waste toner bottle from coming into contact with the intermediate transfer unit (the position shown by the arrow in the illustration below), do not lift the bottle while pulling it out.

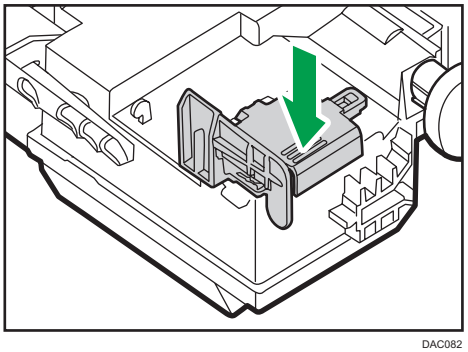


DAC081

6. **Close the bottle cap.**

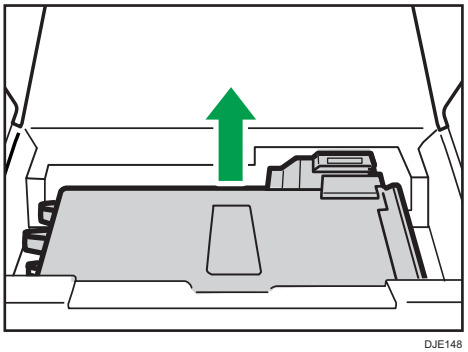


DAC083



DAC082

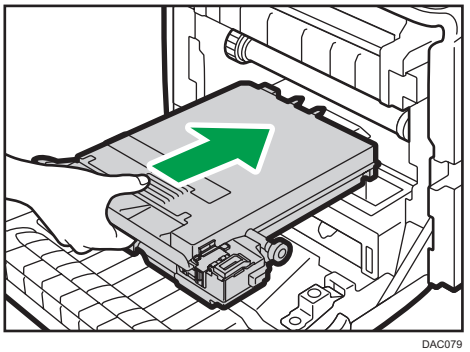
7. **Take the new waste toner bottle out of the box, and then take it out of the plastic bag.**



DJE148

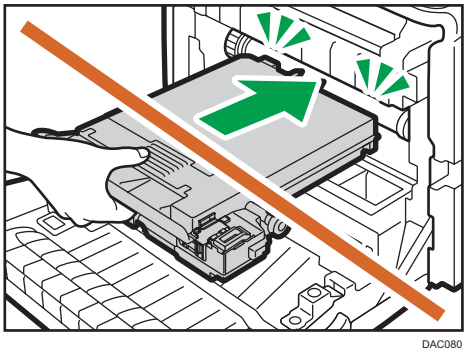
8. **Holding the center of the new waste toner bottle, carefully insert it halfway into the machine body.**

   Leave the bottle cap open.



DAC079

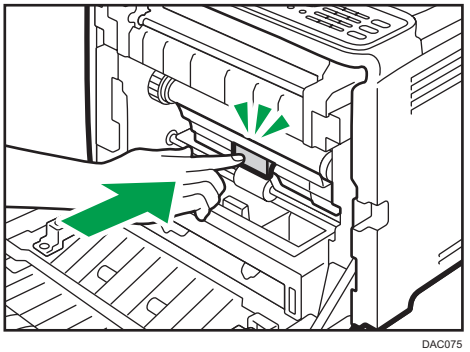
To prevent the waste toner bottle from coming into contact with the intermediate transfer unit (the position shown by the arrow in the illustration below), do not lift the bottle while inserting it.



DAC080

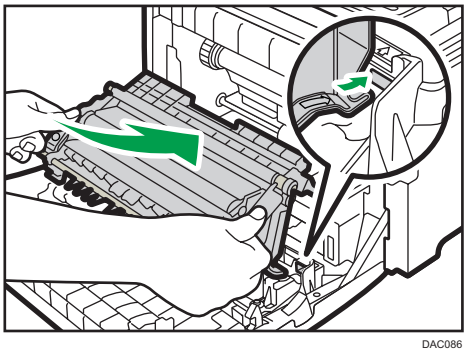
9. Push in the waste toner bottle until it clicks.

Pressing the handle at the center, push the bottle all the way in.



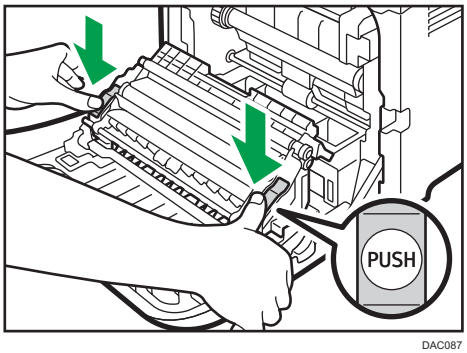
DAC075

10. **Place the transfer unit on the front cover. Slide the transfer unit along the guide rails into the machine.**



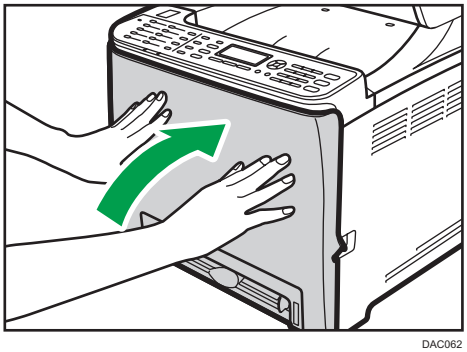
DAC086

11. **When it stops, push on the PUSH mark until it clicks.**



DAC087

12. **Using both hands, carefully push up the front cover until it closes.**



DAC062

Note

- When closing the front cover, push the upper area of the cover firmly.

Replacing a Component

Replacing the Intermediate Transfer Unit

If the Alert indicator on the control panel lights up and the "Replacement Required: Intermediate Transfer Unit" message appears on the display, contact your sales or service representative.

Replacing the Fusing Unit and Transfer Roller

If the Alert indicator on the control panel lights up and the "Replacement Required: Transfer Roller" or "Replacement Required: Fusing Unit" message appears on the display, contact your sales or service representative.

Cautions When Cleaning

Clean the machine periodically to maintain high print quality.

Dry wipe the exterior with a soft cloth. If it is not sufficient, wipe with a soft, damp cloth that has been wrung out thoroughly. If you still cannot remove the stain or grime, use a neutral detergent, wipe over the area with a thoroughly-wrung damp cloth, and then dry wipe the area and allow it to dry.

Important

- **To avoid deformation, discoloration, or cracking, do not use volatile chemicals, such as benzine and thinner, or spray insecticide on the machine.**
- **If there is dust or grime inside the machine, wipe with a clean, dry cloth.**
- **Disconnect the plug from the wall outlet at least once a year. Clean away any dust and grime from the plug and outlet before reconnecting. Accumulated dust and grime may cause fire.**
- **Do not allow paper clips, staples, or other small objects to fall inside the machine.**

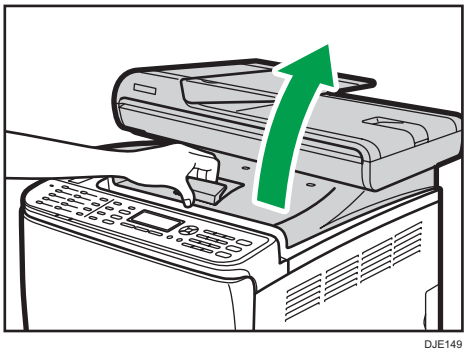
Cleaning the Toner Density Sensor

Clean the toner density sensor when the following message appears on the control panel.

"Density Sensor Require Cleaning"

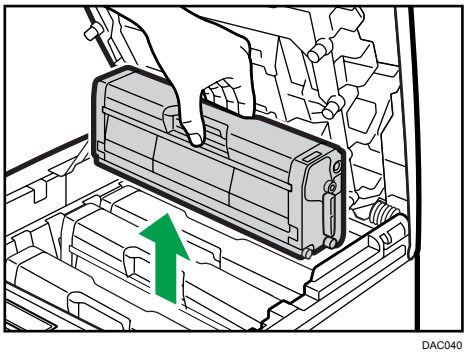
1. **Pull up the lever on the top cover, and then carefully raise the top cover.**

   Make sure that the ADF is closed.



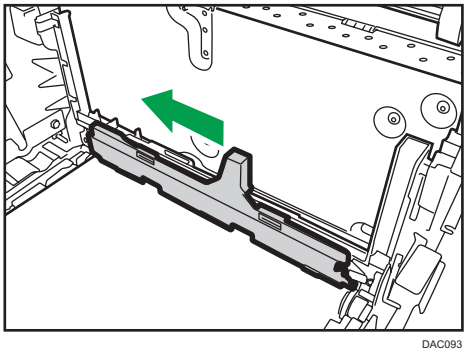
DJE149

2. **Remove the rearmost print cartridge.**



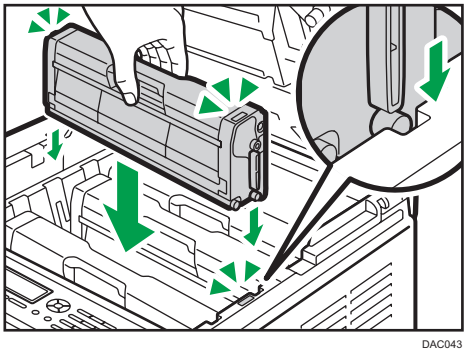
DAC040

3. **Slide the toner density sensor lever once to the left.**



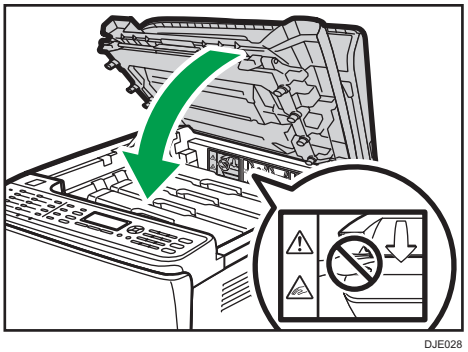
DAC093

4. Carefully insert the print cartridge removed in Step 2 vertically.



DAC043

5. Using both hands, hold the center of the top cover and close the cover carefully. Be careful not to trap your fingers.



DJE028

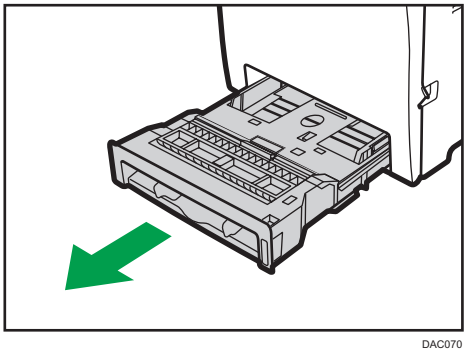
Cleaning the Friction Pad and Paper Feed Roller

If the friction pad or paper feed roller is dirty, a multi-feed or misfeed might occur. In this case, clean the friction pad and paper feed roller as follows:

Important

- **Do not use chemical cleaning fluids or organic solvents such as thinner or benzine.**

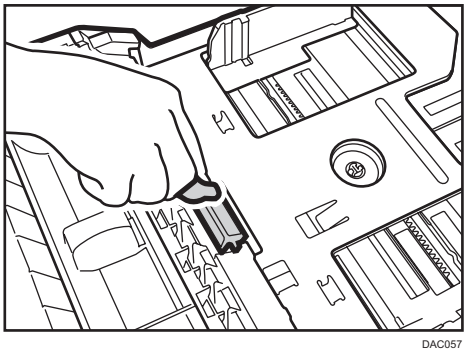
1. **Turn off the power.**
2. **Unplug the power cord from the wall outlet. Remove all the cables from the machine.**
3. **Pull out Tray 1 carefully with both hands.**



DAC070

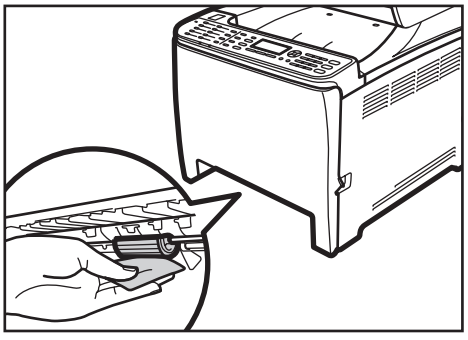
Place the tray on a flat surface. If there is paper in the tray, remove it.

4. **Wipe the friction pad with a damp cloth.**



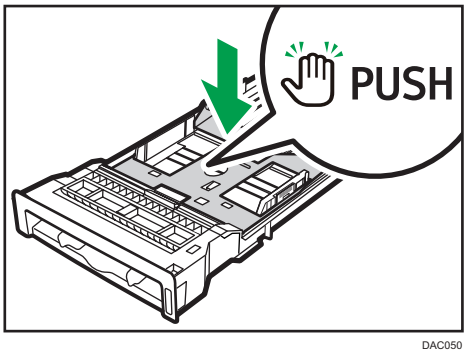
DAC057

5. Wipe the rubber part of the roller with a soft damp cloth. After that, wipe it with a dry cloth to remove the moisture.



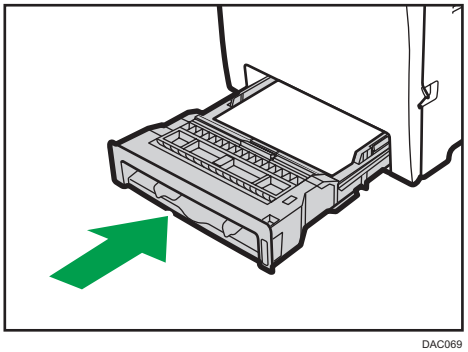
DAC068

6. Push the metal plate down until it clicks.



DAC050

7. Reload the removed paper into the tray, and then push the tray carefully into the machine until it clicks.



DAC069

8. Insert the plug of the power cord into the wall socket securely. Connect all the cables that were removed.
9. Turn on the power.

Note

- Paper jam or multi-sheet feed still occurs after cleaning the friction pad, contact your sales or service representative.
- If the optional Tray 2 is installed, clean its friction pad and paper feed roller in the same way as you did for Tray 1.

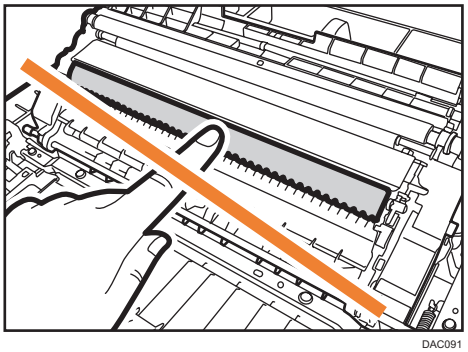
Cleaning the Registration Roller and Paper Tray

The registration roller and paper tray can become dirty with paper dust if you print to non-standard paper.

Clean the registration roller if white dots appear on prints.

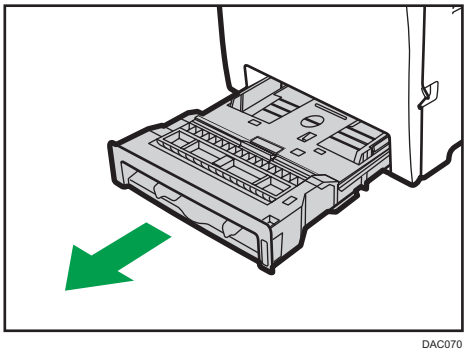
Important

- **Do not use chemical cleaning fluids or organic solvents such as thinner or benzine.**
- **Do not touch the transfer roller (as shown below).**



DAC091

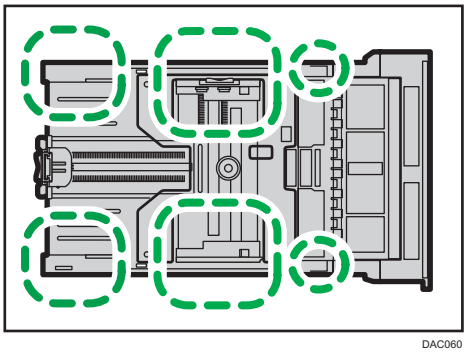
1. **Turn off the power.**
2. **Unplug the power cord from the wall outlet. Remove all the cables from the machine.**
3. **Pull out Tray 1 carefully with both hands.**



DAC070

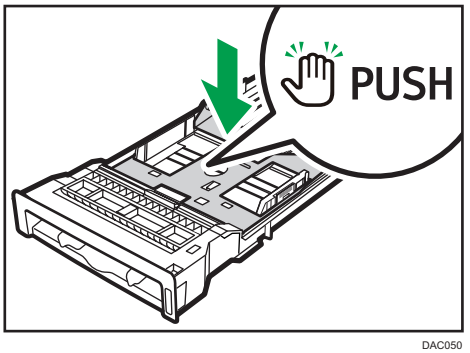
Place the tray on a flat surface. If there is paper in the tray, remove it.

4. Wipe the inside of the paper tray with a cloth.



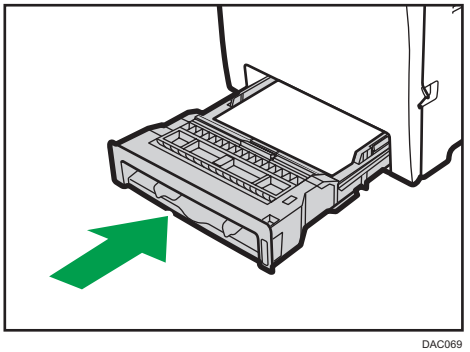
DAC060

5. Push the metal plate down until it clicks.



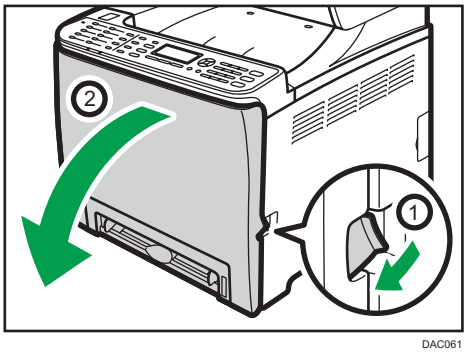
DAC050

6. Reload the removed paper into the tray, and then push the tray carefully into the machine until it clicks.



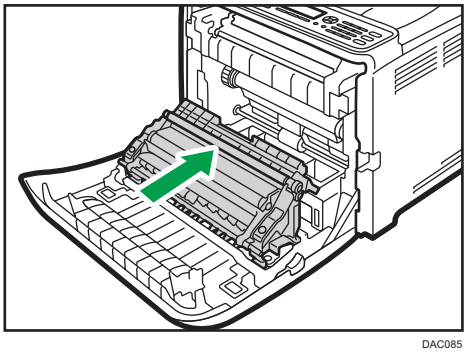
DAC069

7. **Pull the front cover open lever and then carefully lower the front cover.**



DAC061

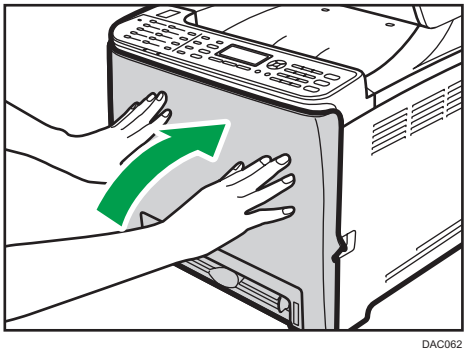
Be sure to set the registration roller in the position shown by the arrow in the illustration below.



DAC085

Clean the registration roller if prints are smeared after a paper jam is cleared.

8. **Clean the registration roller by applying a soft damp cloth while turning it.**
9. **Using both hands, carefully push up the front cover until it closes.**



DAC062

10. **Plug in the power cord securely. Connect all the cables that were removed.**
11. **Turn on the power.**

Note

- When closing the front cover, push the upper area of the cover firmly.

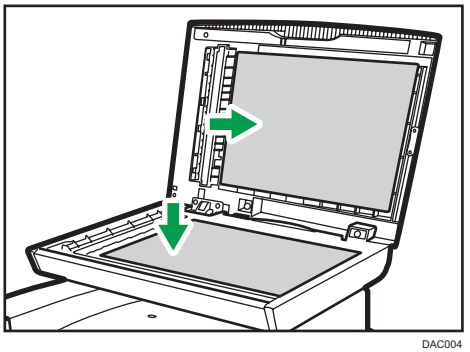
Cleaning the Exposure Glass and ADF

Cleaning the Exposure Glass

1. **Lift the ADF.**

   Be careful not to hold the input tray when Doing so may damage the tray.

2. **Clean the parts indicated by arrows with a soft damp cloth and then wipe the same parts with a dry cloth to remove any remaining moisture.**



DAC004

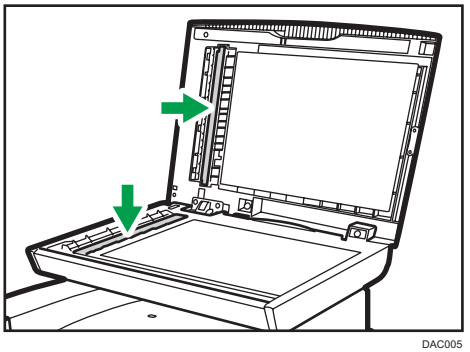
Cleaning the ADF

The following procedure describes how to clean the ADF.

1. **Lift the ADF.**

   Be careful not to hold the input tray when lifting the ADF, Doing so may damage the tray.

2. **Clean the parts indicated by arrows with a soft damp cloth and then wipe the same parts with a dry cloth to remove any remaining moisture.**



DAC005

10. Troubleshooting

Removing Paper Jams

If a paper jam occurs, one of the following messages appears on the control panel:

Important

- **If the alert indicator lights up continuously or flashes, switch to copier mode and check the displayed message.**

Message	Reference title
Internal Misfeed	See page 286 "If paper jams inside the fusing unit".
Misfeed: Stnd. Tray	
Misfeed: Paper Tray	See page 288 "If paper jams inside a tray".
Misfeed: Tray 1	
Misfeed: Tray 2	
Misfeed: Dup. Unit Remove Paper	See page 290 "If paper jams inside the transfer unit".
ADF Orig. Misfeed Open ADF Cover and Remove paper.	See page 291 "Removing Scanning Jams".

See the section identified by the message and remove the jammed paper accordingly.

Removing Printing Jams

⚠CAUTION

- The inside of this machine becomes very hot. Do not touch the parts labeled "⚠" (indicating a hot surface).

- Some of this machine's internal components get very hot. For this reason, take care when removing misfed paper. Not doing so could result in burns.

Important

- Jammed paper may be covered in toner. Be careful not to get toner on your hands or clothes.
- Toner on prints made immediately after clearing a paper jam may be insufficiently fused and may smudge. Make test prints until smudges no longer appear.
- Do not forcefully remove jammed paper, as it may tear. Torn pieces remaining inside the machine will cause further jams and possibly damage the machine.
- Paper jam can cause pages to be lost. Check your print job for missing pages and reprint any pages that did not print out.

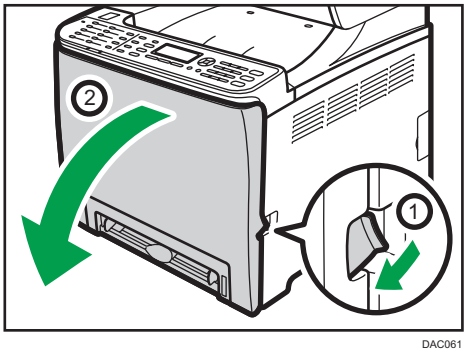
If paper jams inside the fusing unit

If paper jams inside the fusing unit, follow the procedure below to remove it.

Important

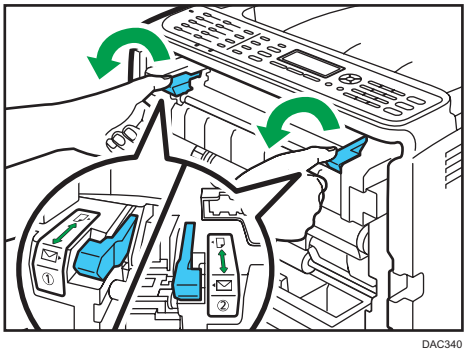
- Since the temperature around the guide is high, wait for it to cool down before checking for jammed paper.

1. Pull the front cover open lever and then carefully lower the front cover.



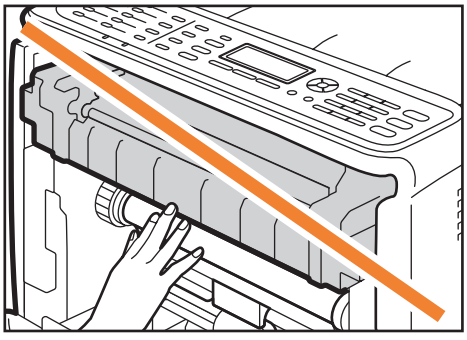
DAC061

2. Lower the fusing unit lever, and pull out the jammed paper carefully.



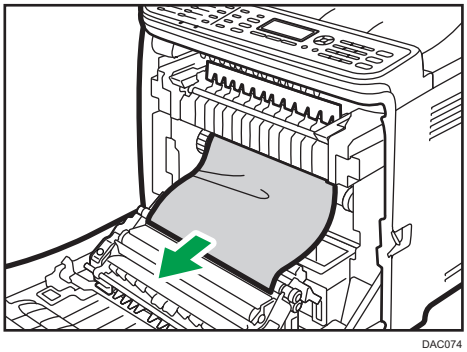
DAC340

Do not touch the fusing unit.



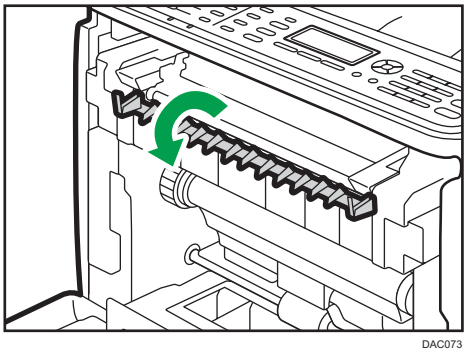
DAC605

Pull the paper downward to remove it. Do not pull it upward.



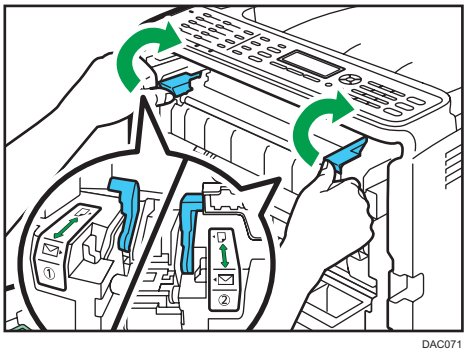
DAC074

If you cannot find the jammed paper, check for it by pulling down the guide.



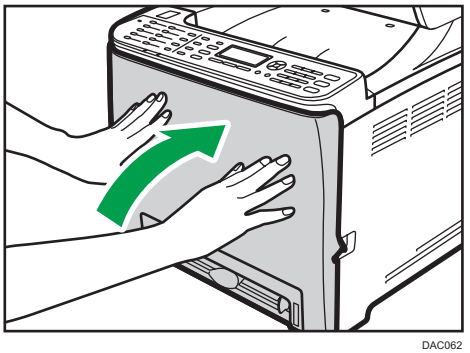
DAC073

3. **Pull up the fusing unit levers.**



DAC071

4. **Using both hands, carefully push up the front cover until it closes.**



DAC062

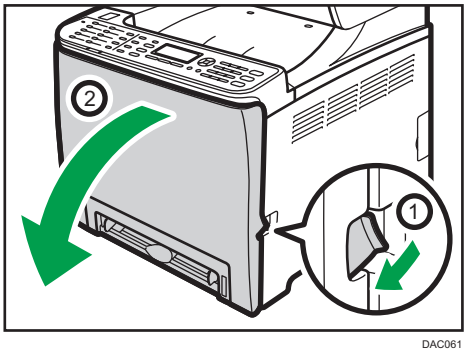
Note

- When closing the front cover, push the upper area of the cover firmly. After closing the cover, check that the error is cleared.

If paper jams inside a tray

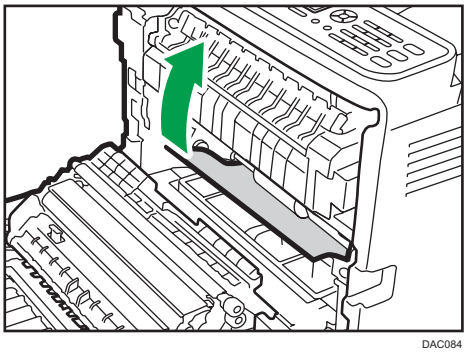
If paper jams in Tray 1 or 2, follow the procedure below to remove it.

1. **Pull the front cover open lever and then carefully lower the front cover.**



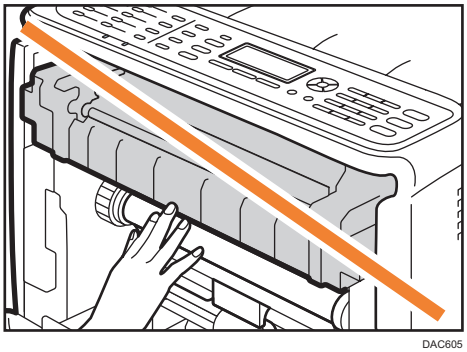
DAC061

2. Pull out the jammed paper carefully.



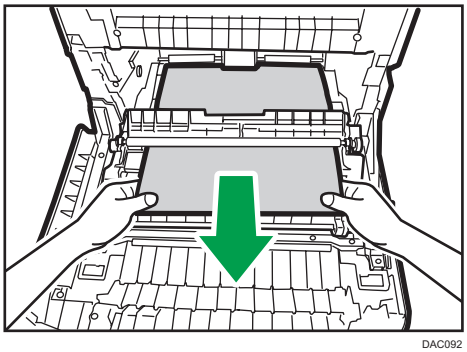
DAC084

Do not touch the fusing unit.



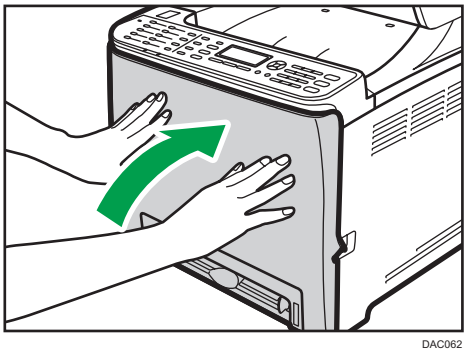
DAC605

If paper has jammed inside the transfer unit, holding both sides of the paper, pull the paper carefully forward and out.



DAC092

3. **Using both hands, carefully push up the front cover until it closes.**



DAC062

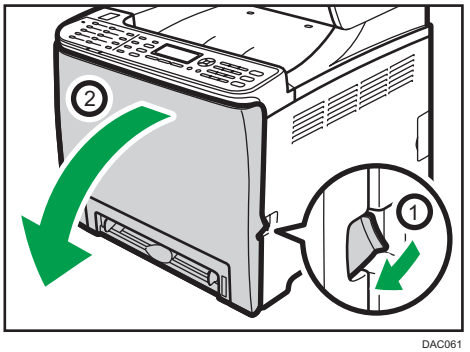
Note

- Do not pull out the paper tray (Tray 1).
- If paper is jammed in Tray 2 but is difficult to locate, pull out Tray 2 to remove it. After removing the paper, carefully push Tray 2 all the way back inside the machine.
- When closing the front cover, push the upper area of the cover firmly. After closing the cover, check that the error is cleared.

If paper jams inside the transfer unit

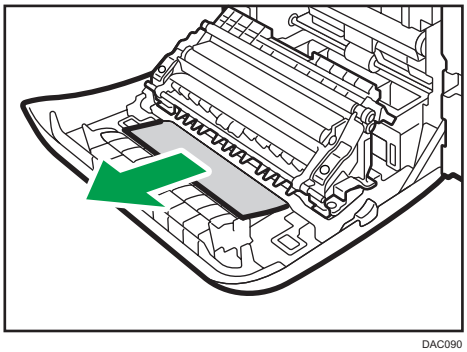
If paper jams inside the transfer unit, follow the procedure below to remove it.

1. **Pull the front cover open lever and then carefully lower the front cover.**



DAC061

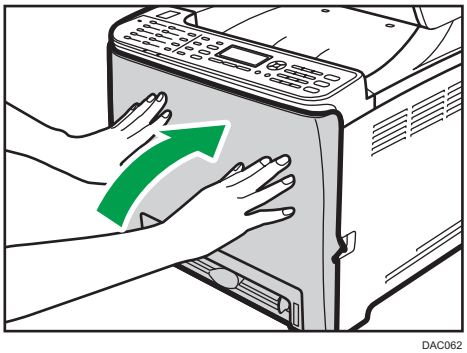
2. **Carefully remove any paper that is jammed under the transfer unit.**



DAC090

If you cannot find the jammed paper, look inside the machine.

3. **Using both hands, carefully push up the front cover until it closes.**



DAC062

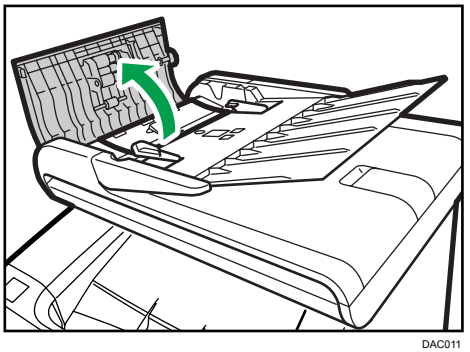
Note

- When closing the front cover, push the upper area of the cover firmly. After closing the cover, check that the error is cleared.

Removing Scanning Jams

If a paper jam occurs in the ADF, follow the procedure below to remove the jammed paper.

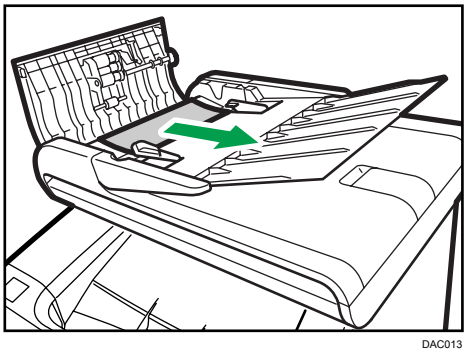
1. **Open the ADF cover.**



DAC011

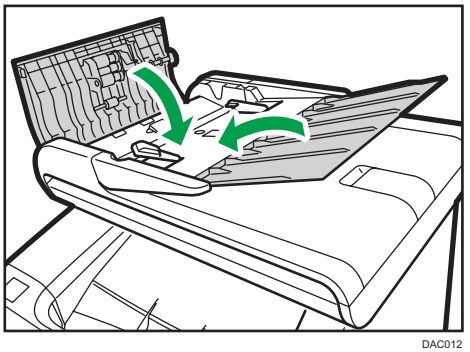
2. **Gently pull the jammed paper to remove it.**

   Be careful not to pull the original too hard, as it may rip.



DAC013

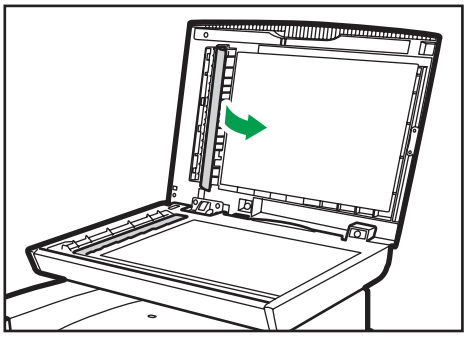
3. **Close the ADF cover and the cover of the input tray for ADF.**



DAC012

4. **Lift the ADF, and if there is any original remaining in the ADF, gently pull the jammed paper to remove it.**

   Be careful not to hold the input tray when lifting the ADF. Doing so may damage the tray.



DAC002

5. Close the ADF.

Common Problems

This section explains how to troubleshoot common problems that may occur while operating the machine.

Problem	Possible cause	Solution
The machine does not turn on.	The power cord is not connected properly.	• Make sure that the power plug is firmly inserted into the wall outlet. • Make sure that the wall outlet is not defective by connecting another working device.
The alert indicator lights up continuously or flashes.	An error has occurred.	Switch to copier mode, check the displayed message, and troubleshoot the problem accordingly.
An error message appears on the machine's screen.	An error has occurred.	See page 324 "Error and Status Messages on the Screen".
Pages are not printed.	The machine is warming up or receiving data.	Wait until "Printing..." appears on the screen. If "Processing..." is displayed on the screen, the machine is receiving data.
Pages are not printed.	The interface cable is not connected correctly.	• Reconnect the cable. • Check that the interface cable is the correct type.
Strange noise is heard.	• The supplies or options are not properly installed. • The machine executes periodic cleaning of the interior when [Auto Cleaning] in [System Settings] is set to [On].	Check if the supplies or options are properly installed. The noise does not indicate a malfunction. Wait until the cleaning is complete.

Problem	Possible cause	Solution
The volume of the sounds produced by the machine is too loud.	The volume is set to the high level.	Adjust the volume of the beep, ring, speaker, and alarm sounds. For details, see page 200 "System Settings".
The volume of the sounds produced by the machine is too low.	The volume is muted or set to the low level.	Adjust the volume of the beep, ring, speaker, and alarm sounds. For details, see page 200 "System Settings".

Note

- If any of these problems persist, turn off the power, pull out the power cord, and contact your sales or service representative.

Paper Feed Problems

If the machine is operating but paper will not feed or paper jams frequently, check the condition of the machine and paper.

Problem	Solution
Paper does not feed smoothly.	• Use supported types of paper. See page 49 "Supported Paper". • Load paper correctly, making sure that the paper guides are properly adjusted. See page 63 "Loading Paper". • If the paper is curled, straighten the paper. • Take out the paper from the tray and fan it well. Then, reverse the top and bottom of the paper, and put it back in the tray.
Paper jams frequently.	• If there are gaps between the paper and paper guides, adjust the paper guides to remove the gaps. • Avoid printing on both sides of paper when printing images that contain large solid areas, which consume a large amount of toner. • Use supported types of paper. See page 49 "Supported Paper". • Load paper only as high as the upper limit markings on the paper guide. • Make sure that the friction pads, paper feed rollers or registration rollers are clean. See page 278 "Cleaning the Friction Pad and Paper Feed Roller".

Problem	Solution
Multiple sheets of paper are fed at once.	• Fan the paper well before loading. Also make sure that the edges are aligned by tapping the stack on a flat surface such as a desk. • Make sure that the paper guides are in the right position. • Use supported types of paper. See page 49 "Supported Paper". • Load paper only as high as the upper limit markings on the paper guide. • Make sure that the friction pads, paper feed rollers or registration rollers are clean. See page 278 "Cleaning the Friction Pad and Paper Feed Roller" and page 281 "Cleaning the Registration Roller and Paper Tray". • Check that paper was not added while there was still some left in the tray. Only add paper when there is none left in the tray.
The printed paper is wrinkled.	• The paper being used may be damp. Use paper that has been stored properly. See page 49 "Supported Paper". • Paper is too thin. See page 49 "Supported Paper". • If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps. • Check that both the left and right fusing unit levers have been raised to the plain paper mark.
The printed paper is curled.	• Load the paper upside down in the paper tray. • If the paper curl is severe, retrieve prints from the output tray more frequently. • The paper being used may be damp. Use paper that has been stored properly. See page 49 "Supported Paper". • Select [Lvl.2: Medium] or [Lvl.3: Strong] in [Anti-Humidity Level] under [System Settings]. Note that if you select [Lvl. 2: Medium] or [Lvl.3: Strong], the first print takes longer than subsequent prints.

Problem	Solution
Images are not printed in the right position  	• Adjust the front end paper guide and both side paper guides to match the paper size. See page 63 "Loading Paper".
Images are printed diagonally to the pages.  	If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps.

Print Quality Problems

Checking the Condition of the Machine

If there is a problem with the print quality, first check the condition of the machine.

Problem	Solution
There is a problem with the machine's location.	Make sure that the machine is on a level surface. Place the machine where it will not be subject to vibration or shock.
Unsupported types of paper is used.	Make sure that the paper being used is supported by the machine. See page 49 "Supported Paper".
The paper type setting is incorrect.	Make sure that the paper type setting of the printer driver matches the type of paper loaded. See page 49 "Supported Paper".
A non-genuine print cartridge is being used.	Refilled or non-genuine print cartridge reduces print quality and may cause malfunctions. Use genuine print cartridge only. See page 344 "Consumables".
An old print cartridge is being used.	Print cartridge should be opened before their expiration date and used within six months after being opened.
The machine is dirty.	See page 263 "Maintaining the Machine", and clean the machine as required.
Color degradation has occurred.	Color degradation may occur in color printing after the machine is moved or a large number of pages are printed. In this case, adjust color registration by executing [Color Registration] in [System Settings].

Checking the printer driver settings

Problem	Solution
The printed image is smudged.	**PCL 5c/6** On the printer driver's [Paper] tab, select [Bypass Tray] in the "Input Tray:" list. In the "Paper Type:" list, select a proper paper type. **PostScript 3** On the printer driver's [Paper/Quality] tab, select [Bypass Tray] in the "Paper Source" list. In the "Media" list, select a proper paper type.
Images smudge when rubbed. (Toner is not fixed.)	**PCL 5c/6** On the printer driver's [Paper] tab, select a proper paper type in the "Paper Type:" list. **PostScript 3** On the printer driver's [Paper/Quality] tab, select a proper paper type in the "Media" list.
The printed image is different from the image on the computer's display.	**Only when using PCL 5c/6** On the printer driver's [Print Quality] tab, select [Raster] in the "Graphics Mode" list.
When printing graphics, the output and the screen are different.	To print accurately, specify the printer driver setting to print without using the graphics command. For details about specifying the printer driver setting, see the printer driver Help.
Images are cut off, or excess is printed.	Use the same size paper selected in the application. If you cannot load paper of the correct size, use the reduction function to reduce the image, and then print. For details about the reduction function, see the printer driver Help.
Photo images are coarse.	Use the application's or printer driver's settings to specify a higher resolution. For details about the printer driver's settings, see the printer driver Help.
A solid line is printed as a dashed line or appears blurred.	Change the dithering settings on the printer driver. For details about the dithering settings, see the printer driver Help.

Problem	Solution
Fine lines are fuzzy, of inconsistent thickness, or do not appear.	Change the dithering settings on the printer driver. For details about the dithering settings, see the printer driver Help. If the problem persists, specify the settings of the application in which the image was created to change the thickness of the lines.

Printer Problems

This section describes printing problems and possible solutions.

When You Cannot Print Properly

Problem	Solution
An error occurs.	If an error occurs when printing, change the computer or printer driver settings. • Check the printer icon name does not exceed 32 alphanumeric characters. If it does, shorten it. • Check whether other applications are operating. Close any other applications, as they may be interfering with printing. If the problem is not resolved, close unneeded processes too. • Check that the latest printer driver is being used.
A print job is canceled.	• Printing on Legal size paper may be canceled, if the printing is performed with a certain print quality setting. If using the PCL printer driver, set [Gradation:] in [Print Quality] to [Speed] or [Standard]. If using the PostScript 3 printer driver, set [Print Quality] to [Standard] or [High Quality]. For details, see the printer driver Help. • If [I/O Timeout] under [System Settings] is set to 15 seconds, increase the time period. A print job may be canceled if printing is frequently interrupted by data from other ports, or if printing data is large and takes time for processing. For details, see page 200 "System Settings".

Problem	Solution
A Locked Print file is canceled.	• The machine already has 5 jobs or 5 MB of Locked Print data. Print or delete an existing Locked Print file. For details, see page 82 "Printing Confidential Documents". • Even if the machine cannot store any more Locked Print files, the machine holds the new Locked Print file for the period of time specified in [Locked Print] under [System Settings] before canceling that file. Within this time, you can print or delete the new Locked Print file. You can also print or delete an existing Locked Print file so that the new Locked Print file can be stored in the machine. For details about [Locked Print], see page 200 "System Settings". **Only when using PCL 5c/6** The Locked Print file has too many pages or it is too large. Reduce the number of pages to print, or print with a lower setting for [Gradation:] in [Print Quality]. For details, see the printer driver Help.
There is a considerable delay between the print start command and actual printing.	• Processing time depends on data volume. High volume data, such as graphics-heavy documents, take longer to be processed. • To speed up printing, reduce the printing resolution using the printer driver. For details, see the printer driver Help. • The machine is calibrating color. Wait for a while.
Documents are not printed properly when using a certain application, or image data is not printed properly. Some characters are printed faintly or not printed.	Change the print quality settings.

Problem	Solution
It takes too long to complete the print job.	• Photographs and other data intensive pages take a long time to be processed so simply wait when printing such data. • Changing the settings with printer driver may help to speed up printing. See the printer driver Help. • The data is so large or complex that it takes a long time to be processed. • If "Processing..." is displayed on the screen, the machine is receiving data. Wait for a while. • The printer is adjusting the color registration. Wait for a while.
A printed image is different from the image on the computer's display.	• When you use some functions, such as enlargement and reduction, the layout of the image might be different from that displayed in the computer display. • Check that the page layout settings are properly configured in the application. • Make sure the paper size selected in the printer properties dialog box matches the size of the paper loaded. For details, see the printer driver Help.
Images are cut off, or excess pages are printed.	If you are using paper whose size is smaller than the paper size selected in the application, use the same size paper selected in the application. If you cannot load paper of the correct size, use the reduction function to reduce the image, and then print. See the printer driver Help.

Problem	Solution
The color of the printout is different from the color on the computer's display.	• The colors made using color toner may be different from colors displayed on the display due to the difference of methods to reproduce colors. **Only when using PCL 5c/6** • Color gradation might appear differently if [On] is selected for [Economy Color] on the [Print Quality] tab in the printer driver's dialog box. See the printer driver Help. • Turn off the main power, and then turn it back on. If the color still appears different on the printout, perform the [Color Registration] under [System Settings]. For details, see page 200 "System Settings". If this procedure fails to resolve the problem, contact your sales or service representative.
Color changes extremely when adjusted with the printer driver.	**Only when using PCL 5c/6** Do not make extreme settings for the color balance under the [Print Quality] tab in the printer driver's dialog box. See the printer driver Help.
Color documents are printed in black and white.	• The printer driver is not set up for color printing. See the printer driver Help. • Some applications print color files in black and white.

When You Cannot Print Clearly

Problem	Solution
The whole printout is blurred.	• The paper being used may be damp. Use paper that has been stored properly. See page 49 "Supported Paper". • Select [Lvl.1: Weak], [Lvl.2: Medium] or [Lvl.3: Strong] in [Anti-Humidity Level] under [System Settings]. Note that if you select [Lvl.2: Medium] or [Lvl.3: Strong], the first print takes longer than subsequent prints. • If you enable [Toner Saving] under [System Settings], printing is generally less dense. • If you select [On] for [Economy Color] in the [Print Quality] tab (PCL printer driver) or under [Printer Features] (PostScript 3 printer driver), print will be at lower density. For details, see the printer driver Help. • The print cartridge is almost empty. If "Replace Toner: X" ("X" indicates the toner color) appears on the screen, replace the indicated print cartridge. • Condensation may have occurred. If rapid change in temperature or humidity occurs, use this machine only after it has acclimatized.
The toner is powdery and comes away from the paper, or the printed image has a matt appearance.	Check if the fusing unit levers are properly set. Pull up the fusing unit levers.
Toner smears appear on the print side of the page.	• The paper setting may not be correct. For example, although you are using thick paper, the setting for thick paper may not be specified. Check the printer driver's paper settings. See the printer driver Help. • Check that the paper is not curled or bent. Envelopes can be curled easily. Flatten out the paper before loading it. See page 63 "Loading Paper".

Problem	Solution
White lines appear.  	The intermediate transfer belt is dirty. Follow the procedure below to clean the belt: 1. Open the top cover while the power is on. 2. Remove all print cartridges from the printer. 3. Close the top cover with both hands carefully. 4. When cleaning finishes, open the top cover and attach all the print cartridges again. If this procedure does not resolve the problem, contact your sales or service representative.
Horizontal lines appear on the printed paper.	• Impact can cause lines to appear on printed paper and other malfunctions. Protect the printer from impact at all times, especially while it is printing. • If lines appear on prints, turn the printer off, wait a few moments, and then turn it back on again. Then, perform the print job again.
The print color is different from the color specified.	If a specific color is missing, turn the power switch off and on. If this does not resolve the problem, contact your sales or service representative.
Photo images are coarse.	Some applications lower the resolution for making prints.
A color is missing or a printed image is partially blurred.	• The paper being used may be damp. Use paper that has been stored properly. See page 63 "Loading Paper". • Toner is almost empty. If the following message appears on the control panel, replace the print cartridge: "Replace Toner: X". ("X" indicates the toner color) See page 263 "Replacing the Print Cartridge". • Condensation may have occurred. If rapid change in temperature or humidity occurs, use this printer only after it has acclimatized.
Color shift occurs.	Perform the [Color Registration] under [System Settings]. For details, see page 200 "System Settings".

Problem	Solution
White spots appear.	The surrounding registration roller or paper tray can become dirty with paper dust if you use paper other than standard paper. Wipe any paper dust off both the paper tray and registration roller. See page 281 "Cleaning the Registration Roller and Paper Tray".
Colorless dots appear on solid color printouts.	Change the paper type currently selected in the Paper Type settings, and then print. Eg. [Recycled Paper] to [Thin Paper] to [Plain Paper]. See page 70 "Specifying Paper Type and Paper Size Using Control Panel".
White streaks or color streaks appear.	Toner is almost empty. If an error message appears on the control panel, replace the print cartridge of the color indicated. See page 263 "Replacing the Print Cartridge".
The backs of printed sheets are blemished.	• When removing a jammed sheet, the inside of the printer may have become dirty. Print several sheets until they come out clean. • If document size is larger than paper size, e.g. A4 document on B5 paper, the back of the next printed sheet may become dirty.
Black gradation is not natural.	**Only when using PostScript 3** Select [CMY + K] for [Gray Reproduction] in the printer driver's dialog box. See the printer driver Help.
Solid lines are printed as broken lines.	**Only when using PostScript 3** Change the [Dithering] setting in the printer driver's dialog box. See the printer driver Help.

Problem	Solution
Fine dot patterns do not print.	**Only when using PostScript 3** Change the [Dithering] setting in the printer driver's dialog box. See the printer driver Help.
Solid areas, lines or text are shiny or glossy when created as a mixture of cyan, magenta, yellow.	**Only when using PostScript 3** Select [Black by K] for [Gray Reproduction] in the printer driver's dialog box. See the printer driver Help.
Speckling occurs in areas of solid black print.	**Only when using PostScript 3** Select [CMY + K] for [Gray Reproduction] in the printer driver's dialog box. See the printer driver Help.
If rubbed with your finger, the print smears.	The setting of the paper may not be correct. For example, although thick paper is used, the setting for thick paper may not be specified. • Check the paper settings of this printer. See page 63 "Loading Paper". • Check the paper settings of the printer driver. See the printer driver Help.

When Paper Is Not Fed Properly

Problem	Solution
Prints fall behind the machine when they are delivered.	Pull up the appropriate stop fence (forward fence for A4/Letter, rear fence for Legal size prints). See page 11 "Guide to Components".

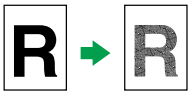
Problem	Solution
Prints do not stack properly.	• The paper being used may be damp. Use paper that has been stored properly. See page 49 "Supported Paper". • Select [Lvl.2: Medium] or [Lvl.3: Strong] in [Anti-Humidity Level] under [System Settings]. Note that if you select [Lvl. 2: Medium] or [Lvl.3: Strong], the first print takes longer than subsequent prints. • Pull up the appropriate stop fence (forward fence for A4/Letter, rear fence for Legal size prints). See page 11 "Guide to Components".
The printed paper is curled.	• Load the paper upside down in the paper tray. • If the paper curl is severe, retrieve prints from the output tray more frequently. • The paper being used may be damp. Use paper that has been stored properly. • Select [Lvl.1: Weak], [Lvl.2: Medium] or [Lvl.3: Strong] in [Anti-Humidity Level] under [System Settings]. Note that if you select [Lvl.2: Medium] or [Lvl.3: Strong], the first print takes longer than subsequent prints. • If you enable [Toner Saving] under [System Settings], printing is generally less dense.
Printed envelopes come out creased.	Check if the fusing unit levers are properly set. Lower the fusing unit levers.

Other Printing Problems

Problem	Solution
The toner has run out and printing has stopped.	When the "Continue printing?" message appears on the control panel, pressing [Yes] allows you to print a few more pages, but the print quality of those pages may be lower.

Copier Problems

When You Cannot Make Clear Copies

Problem	Solution
The printed copy is blank.	The original is not placed correctly. When using the exposure glass, place originals copy side down. When using the ADF, place them copy side up. See page 74 "Placing Originals".
The wrong original was copied.	If copying from the exposure glass, make sure that there are no originals in the ADF.
Copied pages do not look the same as the originals.	Select the correct scan mode according to the type of original. See page 110 "Specifying the Scan Settings".
Black spots appear when photocopying a photographic print.	The original may have stuck to the exposure glass due to high humidity. Place the original on the exposure glass, and then place two or three sheets of white paper on top of it. Leave the ADF open when copying.
A moire pattern is produced. 	The original probably has heavily lined or dotted areas. Switching the setting for image quality between [Photo] and [Mixed] may eliminate the moire pattern. See page 128 "Specifying the Scan Settings".
The printed copy is dirty.	• Image density is too high. Adjust the image density. See page 128 "Specifying the Scan Settings". • Toner on the printed surface is not dry. Do not touch printed surfaces immediately after copying. Remove freshly printed sheets one by one, taking care not to touch printed areas. • The exposure glass or ADF is dirty. See page 263 "Maintaining the Machine". • Before placing originals on the exposure glass, make sure that toner or correction fluid is dry.

Problem	Solution
When copying from the exposure glass, the print area of the copy is out of alignment with the original.	Place the original copy side down, making sure that it is aligned to the rear left corner and pressed flat against the exposure glass.

When You Cannot Make Copies as Wanted

Problem	Solution
Photocopied pages are not in correct order.	On the control panel, change the [Sort] setting under copy settings to collate pages as you require. For details about [Sort], see page 185 "Copier Features Settings".
Copied pages are too dark or too light.	Adjust the image density. See page 128 "Specifying the Scan Settings".
Cannot make copies with satisfactory tones.	Adjust the tone in [Color Adjustment] in Copier Features. You can adjust the intensity of red, green and blue. See page 185 "Copier Features Settings".

Scanner Problems

When You Cannot Browse the Network to Send a Scan File

Problem	Solution
The following machine settings may not be correct: • IP address • Subnet Mask	Check the settings. See page 34 "Configuring Network Settings".

When Scanning Is Not Done As Expected

Problem	Solution
The machine does not start scanning.	The ADF or its cover is open. Close the ADF or its cover.
The scanned image is dirty.	• The exposure glass or ADF is dirty. See page 263 "Maintaining the Machine". • Before placing originals on the exposure glass, make sure that toner or correction fluid is dry.
The scanned image is distorted or out of position.	The original was moved during scanning. Do not move the original during scanning.
The scanned image is upside down.	The original was placed upside down. Place the original in the correct orientation. See page 74 "Placing Originals".
The scanned image is blank.	The original was placed with the front and back reversed. When using the exposure glass, place originals copy side down. When using the ADF, place originals copy side up. See page 74 "Placing Originals".
The scanned image is too dark or too light.	Adjust the image density. See page 128 "Specifying the Scan Settings".
The Scan to E-mail, Scan to FTP, or Scan to Folder function does not work.	Check if a USB flash disk is inserted into the machine. If a USB flash disk is inserted, scanning functions other than Scan to USB are not available from the control panel.

Fax Problems

When You Cannot Send or Receive Fax Messages As Wanted

Transmission

Problem	Causes	Solutions
Cannot send files.	The telephone line may be disconnected.	Check if the telephone line is properly connected to the machine. For details, see Initial Guide for Fax.
	The machine cannot accept a new fax job because there are 5 unsent faxes in memory already.	Wait until any of these faxes is transmitted completely, or use the [Delete TX Standby File] function to delete unnecessary faxes. For details, see page 193 "Fax Features Settings".
Document appears blank at the other end.	The original was placed upside down.	The original was placed upside down. Place the original in the correct orientation. See page 74 "Placing Originals".
Printed or sent images are spotty.	The exposure glass, exposure glass, exposure glass cover, or guide plate of the ADF is dirty.	Clean them. For details about how to clean the machine, see page 284 "Cleaning the Exposure Glass and ADF" Make sure ink or correction fluid is dry before placing originals.
Reception is possible, but transmission is not.	There are regions and telephone exchanges where a dial tone cannot be detected.	Contact your sales or service representative.
Transmission failed due to "maximum e-mail size" error.	If the e-mail size specified on the machine is too large, the Internet Fax document cannot be sent.	Change the setting for [Max. E-mail Size] in [Scan Settings]. For details about the maximum e-mail size, see page 189 "Scanner Features Settings".

Problem	Causes	Solutions
When using On Hook Dial, "Receiving..." appears and transmission is not allowed.	If the machine fails to detect the size of the original when the [黑白启动] key is pressed, it performs a receiving operation.	Press [Scan Size] in [Scan Settings], select the scan size, and then resend the document.
LAN-Fax Driver does not work.	The entered login user name, login password, or driver encryption key is incorrect.	Check your login user name, login password, or driver encryption key, and then enter them correctly. For details, contact your administrator.

Reception

Problem	Causes	Solutions
Cannot receive files.	The telephone line may be disconnected.	Check if the telephone line is properly connected to the machine. For details, see Initial Guide for Fax.
The Receiving File indicator lights up and the received document is not printed.	The machine cannot print because it is out of paper or toner.	• Load paper into the tray. • Add toner. • The paper tray does not contain paper of the right size. Load paper of the right size in the paper tray.
The machine does not print received fax documents.	[Fax Features] is configured to store received documents.	Print the fax documents using Web browser or the Print Stored RX File function. For details about printing received faxes stored in memory, page 176 "Printing Out Faxes Stored in Memory" and page 235 "Fax Tab".
The machine failed to print received fax documents.	The paper has run out.	Load paper into the tray.

Printing

Problem	Causes	Solutions
Print is slanted.	The paper is fed at a slant.	Load the paper correctly. For details about loading paper, see page 63 "Loading Paper".
Misfeeds occur frequently.	The number sheets loaded in the paper tray exceeds the capacity of the machine.	Load paper only as high as the upper limit markings inside the paper tray.
	The paper tray's side guide is set too tightly.	Pinch the paper guide lightly, and then adjust its position.
	The paper is too thick or too thin.	Use the recommended paper. For details about the recommended paper, see page 49 "Supported Paper".
	Printed paper is being used.	Do not load sheets that have already been copied or printed.
	Sheets are sticking together.	Fan the sheets thoroughly before loading them. Alternatively, feed the sheets into the machine one at a time.
Printed copies are together, resulting in jams.	Sheets are sticking together.	Fan the sheets thoroughly before loading them. Alternatively, feed the sheets into the machine one at a time.
Copy paper becomes creased.	Printed paper is being used.	Do not load sheets that have already been copied or printed.
	The paper is too thin.	Use the recommended paper. For details about the recommended paper, see page 49 "Supported Paper".
Edges of sheets are creased.	You are using a non-recommended paper.	Use the recommended paper. For details about the recommended paper, see page 49 "Supported Paper".
Black lines appear on the file printed at the destination.	The exposure glass, exposure glass, exposure glass cover, or guide plate of the ADF is dirty.	Clean the components. For details about how to clean the machine, see page 284 "Cleaning the Exposure Glass and ADF".

Problem	Causes	Solutions
The background of received images appears dirty. Images from the back of the page appear.	Image density is too high.	Adjust the image density. See page 128 "Specifying the Scan Settings".
Received image is too light.	When using moist, rough, or processed paper, areas of print may not be fully reproduced.	Use the recommended paper. For details about the recommended paper, see page 49 "Supported Paper".
	The image density has been specified too low.	Increase the image density. For details about how to change the density, see page 110 "Adjusting Image Density".
	The original of the transmitted fax was printed on paper that is too thin.	Ask the sender to reprint the original on thicker paper, and then fax it again.

When an Error Is Notified via a Report or E-mail

When a report is printed from the machine

Error Report

An Error Report is printed if a document cannot be successfully sent or received.

Possible causes include a problem with the machine or noise on the telephone line. If an error occurs during transmission, resend the original. If an error occurs during reception, ask the sender to resend the document.

- If an error happens frequently, contact your service representative.
- The "Page" column gives the total number of pages.

Power Failure Report

- Right after recovery from power failure, the internal battery needs to be sufficiently recharged to guard against future data loss. Keep the machine plugged in and the power on for about 24 hours after the power loss.

Even if the power is turned off, the contents of the machine memory (for example, programmed numbers) will not be lost. Lost items will include any fax documents stored in memory using Memory Transmission or Reception.

If a file deleted from memory, Power Failure Report is automatically printed as soon as the power is restored.

This report can be used to identify lost files. If a document stored for Memory Transmission was lost, resend it. If a document received by Memory Reception was lost, ask the sender to resend it.

Error Report (E-mail)

The Error Report (E-mail) is printed by the machine when it is unable to send an Error notification Email.

For details about the Error notification Email, see page 318 "When an error notification E-mail is received".

Transmission Error Report

The Transmission Error Report is printed by the machine when it is unable to send a Transmission Error Mail Notification. For details about the Transmission Error Mail Notification, see page 318 "When an error notification E-mail is received".

When an error notification E-mail is received

Error notification e-mail

The machine sends the Error Notification Email to the sender when it is unable to successfully receive a particular e-mail message by Internet Fax Function. A "cc" of this notification is also sent to the administrator's e-mail address if the address has been specified.

- If an incoming Internet Fax from another party bypasses the SMTP server, even if reception is not successful, an Error Mail Notification is not sent to the sender.
- You can select to send Error Notification Email using Web Image Monitor. For details, see page 34 "Configuring Network Settings".
- If Error Notification Email cannot be sent, the Error Report (E-mail) is printed by the machine.
- If an error occurs when an e-mail is received via SMTP, the SMTP server sends an error notification e-mail to the originator of the document.

Server-generated error e-mail

The transmitting server sends this error e-mail to the originator of an e-mail that has failed to be transmitted successfully (due to reasons such as specifying an incorrect e-mail address).

- If an Internet Fax transmission bypasses the SMTP server, even if transmission is not successful, an error e-mail is not sent from the server.
- After a server-generated error e-mail is printed, the first page of the sent document is printed.

Transmission Error Mail Notification

If an e-mail fails to be sent due to a transmission error, the machine sends the Transmission Error Mail Notification to the sender. If an e-mail could not be sent using the forward function, the Transmission Error Mail Notification will be sent to the destination e-mail address for forwarding.

If there is an additional user-registered e-mail address or administrator e-mail address, the Transmission Error Mail Notification will be sent to that address.

- If Transmission Error Mail Notification cannot be sent, Transmission Error Report is printed by the machine.

Error Code

The table below describes the meaning of error codes that appear under "Results" on Fax Journal or transmission status report, and what to do when a particular error code appears.

"X" indicates a number in an error code that appear differently depending on the situation.

Error Code	Solution
1XXX11	An original has been jammed inside the ADF while sending a fax in Immediate Transmission mode. • Remove jammed originals, and then place them again. See page 296 "Paper Feed Problems". • Check the originals are suitable for scanning. See page 74 "Placing Originals".
1XXX21	The line could not be connected correctly. • Check if the telephone line is properly connected to the machine. • Disconnect the telephone line cord from the machine, and connect the cord to a telephone. Check if you can make calls using the telephone. If you cannot make calls this way, contact your telephone company. • If the problem persists, contact your sales or service representative.
1XXX22 to 1XXX23	Dial fails when trying to send faxes. • Check if that the fax number you dialed is correct. • Check if that the destination is a fax machine. • Check if that the line is not busy. • You may need to insert a pause between dial digits. Press the [暂停/重拨] key after, for example, the area code. • Check if [PSTN / PBX] under [Admin. Tools] has been specified properly for your connection method to the telephone network. See page 218 "Administrator Settings".

Error Code	Solution
1XXX32 to 1XXX84	An error occurred while sending a fax. • Check if the telephone line is properly connected to the machine. • Disconnect the telephone line cord from the machine, and connect the cord to a telephone. Check if you can make calls using the telephone. If you cannot make calls this way, contact your telephone company. • If the problem persists, contact your sales or service representative.
2XXX14	The machine was not able to print the received fax, or the machine's memory reached its capacity while receiving a fax because the document was too large. • The paper tray was empty. Load paper in the paper tray. See page 63 "Loading Paper". • The tray selected in [Select Paper Tray] under [Fax Features] did not contain A4, Letter, or Legal size paper. Load valid size paper in the tray, and configure the paper size settings under [Tray Paper Settings] accordingly. • A cover or tray was open. Close the cover or tray. • There was a paper jam. Remove the jammed paper. See page 285 "Removing Paper Jams". • A print cartridge was empty. Replace the print cartridge. See page 263 "Replacing the Print Cartridge". • The received fax was too large. Ask the sender to re-send the document in parts as several smaller faxes, or to send the fax at a lower resolution.
2XXX32 to 2XXX84	An error occurred while receiving a fax. • Check if the telephone line is properly connected to the machine. • Disconnect the telephone line cord from the machine, and connect the cord to a telephone. Check if you can make calls using the telephone. If you cannot make calls this way, contact your telephone company. • If the problem persists, contact your sales or service representative.

Error Code	Solution
3XXX11	Connection to the server failed while sending an Internet Fax. • Check if the network cable is properly connected to the machine. • Check if the network settings such as the IP address, DNS, and SMTP settings have been configured properly (make sure that no double-byte character is used). See page 243 "Configuring the Network Settings".
3XXX12	E-mail transmission failed while sending an Internet Fax. • There was an error in the header of the e-mail. Check if the network settings such as the IP address, DNS, and SMTP settings have been configured properly (make sure that no double-byte character is used). See page 243 "Configuring the Network Settings".
3XXX13	E-mail transmission failed while sending an Internet Fax. • There was an error in the part header of the e-mail. Check if the network settings such as the IP address, DNS, and SMTP settings have been configured properly (make sure that no double-byte character is used). See page 243 "Configuring the Network Settings".
3XXX14	E-mail transmission failed while sending an Internet Fax. • There was an error in the converted TIFF file. Check if the network settings such as the IP address, DNS, and SMTP settings have been configured properly (make sure that no double-byte character is used). See page 243 "Configuring the Network Settings".
3XXX33	The machine memory reached capacity while sending an Internet Fax. • The fax was too large. Resend the document in parts as several smaller faxes, or send the fax at a lower resolution.

Error Code	Solution
4XXX21	Connection to the server failed while receiving an Internet Fax. • Check if the network cable is properly connected to the machine. • Check if the network settings such as the IP address, DNS, and POP3 settings have been configured properly (make sure that no double-byte character is used). See page 243 "Configuring the Network Settings".
4XXX22	E-mail reception failed while receiving an Internet Fax. • LIST command to the POP3 server failed. Ask the sender to check the e-mail settings.
4XXX23	E-mail reception failed while receiving an Internet Fax. • There was an error in the header of the e-mail. Ask the sender to check the e-mail settings.
4XXX24	E-mail reception failed while receiving an Internet Fax. • There was an error in the part header of the e-mail. Ask the sender to check the e-mail settings. • The e-mail had an invalid Content-Type, or an unsupported type of file (such as PDF or JPEG) was received. Ask the sender to check the file type.
4XXX25	E-mail reception failed while receiving an Internet Fax. • There was an error in the text part of the part body of the e-mail. Ask the sender to check the e-mail settings.
4XXX26	E-mail reception failed while receiving an Internet Fax. • There was an error in the received TIFF file (which resulted from a condition not indicated by the error codes 4XXX43 to 4XXX45). Ask the sender to check the TIFF file.
4XXX42	E-mail reception failed while receiving an Internet Fax. • There was an error in the part header of the e-mail. Ask the sender to check the e-mail settings.

Error Code	Solution
4XXX43	A TIFF file could not be received via Internet Fax properly. • The compression method of the received TIFF file was other than MH/MR/MMR. Ask the sender to check the TIFF file.
4XXX44	A TIFF file could not be received via Internet Fax properly. • The resolution of the TIFF file was not supported, or the width of the TIFF file was that of A3 or B4 paper. Ask the sender to check the TIFF file.
4XXX45	A TIFF file could not be received via Internet Fax properly. • The format of the TIFF file was other than TIFF-S/F. Ask the sender to check the TIFF file.
4XXX46	The machine memory reached its capacity while receiving an Internet Fax. • The fax was too large. Ask the sender to resend the document in parts as several smaller faxes, or send at a lower resolution.

Error and Status Messages on the Screen

Messages are listed in alphabetical order in the table below.

"X" indicates the parts of the messages that appear differently depending on the situation, such as the paper size, paper type, and tray name.

Important

- **If the alert indicator lights up continuously or flashes, switch to copier mode and check the displayed message.**

Message	Causes	Solutions
2XXX14	The machine was not able to print the received fax, or the machine's memory reached its capacity while receiving a fax because the document was too large.	• The paper tray was empty. Load paper in the paper tray. See page 63 "Loading Paper". • The tray selected in [Select Paper Tray] under [Fax Features] did not contain A4, Letter, or Legal size paper. Load valid size paper in the tray, and then configure the paper size settings under [Tray Paper Settings] accordingly. • A cover or tray was open. Close the cover or tray. • There was a paper jam. Remove the jammed paper. See page 296 "Paper Feed Problems". • A print cartridge was empty. Replace the print cartridge. See page 263 "Replacing the Print Cartridge". • The received fax was too large. Ask the sender to resend the document in parts as several smaller faxes, or to send at a lower resolution.
ADF Orig. Misfeed Open ADF Cover and Remove paper.	An original has been jammed inside the ADF.	• Remove jammed originals, and then place them again. See page 296 "Paper Feed Problems". • Check the originals are suitable for scanning. See page 74 "Placing Originals".

Message	Causes	Solutions
Available: 2 Sided Copy A4/B5/LG/LT/EXE 8x13/8.25x13/8.5 x13/16K	2-sided copy could not be performed because the tray does not contain the valid size paper, which are A4, B5, Letter, Legal, Executive, 8 × 13 inches, $8^1/_2$ × 13 inches, Folio, or 16K.	• Select the tray containing the A4, B5, Letter, Legal, or Executive size paper (other than the bypass tray) in the [Select Paper] setting. See page 185 "Copier Features Settings". • Specify the A4, B5, Letter, Legal, Executive, 8 × 13 inches, $8^1/_2$ × 13 inches, Folio, or 16K size for the tray selected for printing copies. See page 205 "Tray Paper Settings".
Available: 2 Sided Copy Tray 1 or Tray 2	2-sided copy could not be performed because paper is specified to be fed from the bypass tray.	Specify a setting other than [Bypass Tray] for the [Select Paper] setting. See page 185 "Copier Features Settings".
Available: IDCard Copy A4 or 8 1/2 x 11	ID card copy could not be performed because the tray does not contain the valid size paper, which are A4 or Letter size.	• Using the machine's control panel, specify [Select Paper] to print copies using the A4 or Letter size paper. See page 185 "Copier Features Settings". • Select the A4 or Letter size paper for the tray selected for printing copies. See page 205 "Tray Paper Settings".
Open Frt. Cvr. then move Env Lvr up/dwn	The fusing unit levers are not positioned correctly.	The machine can start printing only if the fusing unit levers are in the correct positions for the paper type. • To print on an envelope, open the front cover, and then lower the left and right levers to the envelope mark. • To print on paper, open the front cover, and then raise the left and right levers to the plain paper mark.

Message	Causes	Solutions
Cannot Copy This Setting Comb.: 2 on 1 / 4 on 1 Ppr.Size: B6 / 7 1/4x10 1/2	2-in-1 or 4-in-1 copy could not be performed because the tray does not contain the valid size paper, which are A4, Letter, or Legal size.	• Using the machine's control panel, specify [Select Paper] to print copies using the A4, Letter, or Legal size paper. See page 185 "Copier Features Settings". • Select the A4, Letter, or Legal size paper for the tray selected for printing copies. See page 205 "Tray Paper Settings".
Cannot copy. Set original to ADF.	2-in-1, 4-in-1, or 2-sided copy could not be performed because the originals were not placed in the ADF.	• Use the ADF, even when copying a single sheet. • If you need to use the exposure glass, select [Off] or [Manual 2 Sided Scan Mode] in [Duplex/Combine] under copy settings, and then try again. See page 185 "Copier Features Settings".
Check Paper Size	The paper size set for the document differs from the size of the paper in the indicated tray.	Press [FormFeed] to begin printing, or press [JobReset] to cancel the job.
Check Paper Type	The paper type set for the document differs from the type of the paper in the indicated tray.	Press [FormFeed] to begin printing, or press [JobReset] to cancel the job.
Connection Failed	The line could not be connected correctly.	• Check if the telephone line cord is properly connected to the machine. • Disconnect the telephone line from the machine, and connect the cord to a telephone. Check if you can make calls using the telephone. If you cannot make calls this way, contact your telephone company.
Cover open	A cover is open.	Close the cover completely.
Density Sensor Require Cleaning	The machine failed to adjust color registration.	Clean the toner density sensor. See page 276 "Cleaning the Toner Density Sensor".

Message	Causes	Solutions
Dest. is not Programmed	No Quick Dial entry is associated with the One Touch button you pressed.	• Press a different One Touch button. • Assign a registered destination to the One Touch button. See page 114 "Registering Scan Destinations".
Dial Failed	The fax could not be sent.	• Check if the fax number you dialed is correct. • Check if the destination is a fax machine. • Check if the line is not busy. • You may need to insert a pause between dial digits. Press the [暂停/重拨] key after, for example, the area code. • Check that [PSTN / PBX] in [Admin. Tools] has been specified in accordance with the telephone line in use. See page 218 "Administrator Settings".
Exceeded Max.E-mail Size	The scan file exceeds the size limit for files that can be sent through e-mail.	• Configure [Resolution] under scanner settings to reduce the scanning resolution. See page 189 "Scanner Features Settings". • Configure [Max. E-mail Size] under scanner settings to increase the allowed size. See page 189 "Scanner Features Settings".
Failed to Access File Press Clear key	The Scan to USB function failed because the machine could not access the USB flash disk properly.	Use a USB flash disk that is not password- or write-protected.
Failed to Create File Press Clear key	The Scan to USB function failed because there was not enough memory on the USB flash disk.	Use a USB flash disk with enough memory.

Message	Causes	Solutions
Fax Job Memory Overflow	The number of fax jobs in memory (unsent or unprinted faxes) has reached maximum, so new jobs cannot be stored.	Wait until pending jobs have been transmitted or printed.
Indep.Sply.Toner: X	A non-supported print cartridge is installed for the indicated color.	Remove and replace it with a print cartridge specified by an authorized dealer.
Internal Misfeed	Paper has been jammed in the machine.	Remove the jammed paper. See page 296 "Paper Feed Problems".
Memory Overflow	• The data is too large or complex to print. • If you try to print a Locked Print file stored in the machine with the printer driver's [Gradation:] set to [Fine] in the [Print Quality] tab, printing may be canceled depending on the machine's current memory usage. • When performing printing on Legal size paper under certain print quality setting, print data becomes too large and the job may be canceled.	• Select [600 x 600 1bit] in [Resolution] under [Printer Features] to reduce the size of data. See page 210 "Printer Features Settings". • Print or delete other Locked Print files in the machine, and then print the Locked Print file that the machine failed to print. Alternately, resend the Locked Print file to the machine with [Gradation:] set to [Speed] or [Standard], and then print the Locked Print file. • If using the PCL printer driver, set [Gradation:] in [Print Quality] to [Speed] or [Standard]. If using the PostScript 3 printer driver, set [Print Quality] in [Printer Features] to [Standard] or [High Quality].
Memory Overflow	• The machine's memory reached its capacity while scanning the first page of the original to store a fax job in memory before transmission. • The machine's memory reached its capacity while sending a fax via LAN-Fax.	Resend the fax in parts as several smaller faxes, or send at a lower resolution.

Message	Causes	Solutions
Misfeed: Dup. Unit Remove Paper	Paper has been jammed in the duplex unit.	Remove the jammed paper. See page 296 "Paper Feed Problems".
Misfeed: Paper Tray	Paper has been jammed in the paper tray.	Remove the jammed paper. See page 296 "Paper Feed Problems".
Misfeed: Stnd. Tray	Paper has been jammed in the paper exit area.	Remove the jammed paper. See page 296 "Paper Feed Problems".
Misfeed: Tray 1	Paper has been jammed in the Tray 1 paper input area.	Remove the jammed paper. See page 296 "Paper Feed Problems".
Misfeed: Tray 2	Paper has been jammed in the Tray 2 paper input area.	Remove the jammed paper. See page 296 "Paper Feed Problems".
Net Communication Error	Connection with the server was lost while sending or receiving data.	Contact the network administrator.
On Hook or Stop key	The machine has been off-hook for an extended period of time.	Put down the handset or press the [清除/停止] key.
Out of Paper: X	The indicated tray has run out of paper.	Load paper to the indicated tray. See page 63 "Loading Paper".
Please Restart Machine	The machine needs to be restarted.	Turn off the power, and then turn it back on.
Remove Paper: Bypass Tray	The machine failed to proceed with the print job, because Tray 1 or Tray 2 was specified as the input tray but paper was loaded in the bypass tray.	Remove paper from the bypass tray.
Replace IntTrans. Belt	The transfer belt is no longer usable, and must be replaced.	Contact your sales or service representative.
Replace Required Soon: Toner Cartridge (X)	The print cartridge is almost empty.	Prepare a new print cartridge.
Replace Required Soon: Waste Toner Bottle	The waste toner bottle needs to be replaced soon.	Prepare a new waste toner bottle.

Message	Causes	Solutions
RX Comm. Error	A reception error occurred, and the fax could not be received correctly.	If possible, contact the sender of the fax and ask them to resend it.
Scan (NW) Disconnected	A scanned file could not be sent because the Ethernet cable was not connected properly.	Reconnect the Ethernet cable properly, and then try the operation again.
Scan (USB) Disconnected	The USB cable was disconnected while scanning from a computer.	Reconnect the USB cable properly, and then try the operation again.
Server Connection Failed	A scanned file could not be sent because the destination could not be reached.	Check if the destination is registered correctly, and then try the operation again.
Server Response Error	An error occurred in communication with the server before beginning transmission.	Check if the destination is registered correctly, and then try the operation again. If the problem persists, contact the network administrator.
Service call - SCXXX	A fatal hardware error has occurred, and the machine cannot function.	Contact your sales or service representative.
Set Correct Paper	The tray selected in [Select Paper Tray] under [Fax Features] does not contain A4, Letter, or Legal size paper.	While the message is displayed, press the [OK] key. A menu for changing the paper size specified for the current tray appears. Load A4/Letter/ Legal size paper in the tray, and then select the corresponding paper size using [▲] or [▼] key and press the [OK] key. The machine will print out the fax. Note that the paper size setting for the tray under tray paper settings will be changed. See page 205 "Tray Paper Settings".

Message	Causes	Solutions
Set Original to ADF Cannot use exposure glass with set. in [Scan Size].	Scanning could not be performed because the originals were not placed in the ADF, even though the machine setting has been specified to scan originals larger than A4/Letter size (scannable only with the ADF).	• Use the ADF, even when scanning A4/Letter or smaller size originals. • If you need to use the exposure glass, select A4/Letter or smaller size in [Scan Size] under scanner settings, and then try again. See page 128 "Specifying the Scan Settings".
Sort Copy was Cancelled	The machine's memory reached its capacity while originals were being scanned from the ADF to perform sort copying.	Press [Exit] to print the originals that were successfully scanned into memory. Then, copy again the originals left in the ADF.
Setting Error: Waste Toner Bottle	The waste toner bottle has been installed incorrectly.	Reinstall the waste toner bottle. See page 268 "Replacing the Waste Toner Bottle".
TX Comm. Error	A transmission error occurred, and the fax could not be transmitted correctly.	If the [Auto Redial] setting is enabled, the machine will redial the number and try again. If all attempts fail, or if the machine is in Immediate Transmission mode, the fax will not be transmitted. Try the operation again.
Unavailable Paper Type	2-sided copy could not be performed because the tray does not contain the valid type paper, which is thin, plain, middle thick, recycled, color, preprinted or prepunched.	• Specify the tray containing the valid type paper (other than the bypass tray) in the [Select Paper] setting. See page 185 "Copier Features Settings". • Specify the valid paper type for the tray selected for printing copies. See page 205 "Tray Paper Settings".
Unsupported Device Please Remove	The Scan to USB function failed because a USB device other than a USB flash disk or a USB flash disk with an unsupported file system was used.	Use a USB flash disk that is compatible with the Scan to USB function.

Message	Causes	Solutions
Unsupported USB Hub Please Remove	The Scan to USB function failed because a USB device other than a USB flash disk or a USB flash disk with an unsupported file system was used.	Use a USB flash disk that is compatible with the Scan to USB function.
USB Disconnected Press Clear key	The Scan to USB function failed because the USB flash disk was removed before the operation could be completed.	Check that the USB flash disk is securely inserted in the machine. Do not pull out the USB flash disk until "Ready" appears on the display.
USB Memory Overflow Press Clear key	The Scan to USB function failed because there was not enough memory on the USB flash disk.	Use a USB flash disk with enough memory.
Write Protect Press Clear key	The Scan to USB function failed because the machine could not access the USB flash disk properly.	Use a USB flash disk that is not password- or write-protected.

11. Appendix

Functions and Network Settings Available in an IPv6 Environment

The functions and network settings of this machine that are available in an IPv6 environment differ from those available in an IPv4 environment. Make sure the functions you use are supported in an IPv6 environment, and then configure the necessary network settings.

For details about specifying the IPv6 settings, see page 214 "Network Settings".

Available Functions

FTP Printing

Prints documents via FTP using the EPRT and EPSV commands. An FTP client that complies with RFC 2428 (an IPv6-capable operating system and IPv6-capable FTP application) is required to use these commands.

Printer

Prints documents using the printer driver.

Scan to FTP

Delivers files that have been scanned using the control panel to an FTP server.

Scan to E-mail

Sends files scanned using the control panel via e-mail.

Scan to Folder

Sends files scanned using the control panel to a shared folder on a computer on the network.

This function is not available on Mac OS X.

Network TWAIN Server

Controls the scanning function from a computer on the network, and delivers scanned data to the computer directly. This function is available only to computers that have a TWAIN-supporting application. The IP address of the multi-cast group supported by IPv6 is ff12::fb88:1.

Bonjour

Allows the machine to communicate with Bonjour protocol-supported computers on the network.

The IP address of the multi-cast group supported by IPv6 is ff02::fb.

LAN-Fax

Sends a document created in an application as a fax and without printing it.

Web Image Monitor

Allows you to check the machine's status and configure its settings using a Web browser.

Configuration Page

Prints a configuration page that shows you the machine's configuration, IP address, and other details.

Internet Fax

Transmission and reception of Internet Faxes.

Transmission Using IPsec

For securer communications, this machine supports the IPsec protocol. When applied, IPsec encrypts data packets at the network layer using shared key encryption. The machine uses encryption key exchange to create a shared key for both sender and receiver. To achieve even higher security, you can also renew the shared key on a validity period basis.

Important

- **IPsec is not applied to data obtained through DHCP, DNS, or WINS.**
- **IPsec compatible operating systems are Windows Vista/7, Windows Server 2003/2003 R2/2008/2008 R2, Mac OS X 10.6 and later, Red Hat Enterprise Linux WS 4.0, and Solaris 10. However, some setting items are not supported depending on the operating system. Make sure the IPsec settings you specify are consistent with the operating system's IPsec settings.**
- **If you cannot access Web Image Monitor due to IPsec configuration problems, disable IPsec under [Admin. Tools] on the control panel, and then access Web Image Monitor.**

Note

- For details about specifying the IPsec settings using Web Image Monitor, see page 223 "Configuring the Machine Using Web Image Monitor".
- For details about disabling IPsec using the control panel, see page 218 "Administrator Settings".

Encryption and Authentication by IPsec

IPsec consists of two main functions: the encryption function, which ensures the confidentiality of data, and the authentication function, which verifies the sender of the data and the data's integrity. This machine's IPsec function supports two security protocols: the ESP protocol, which enables both of the IPsec functions at the same time, and the AH protocol, which enables only the authentication function.

ESP Protocol

The ESP protocol provides secure transmission through both encryption and authentication. This protocol does not provide header authentication.

- For successful encryption, both the sender and receiver must specify the same encryption algorithm and encryption key. The encryption algorithm and encryption key are specified automatically.
- For successful authentication, the sender and receiver must specify the same authentication algorithm and authentication key. The authentication algorithm and authentication key are specified automatically.

AH Protocol

The AH protocol provides secure transmission through authentication of packets only, including headers.

- For successful authentication, the sender and receiver must specify the same authentication algorithm and authentication key. The authentication algorithm and authentication key are specified automatically.

AH Protocol + ESP Protocol

When combined, the ESP and AH protocols provide secure transmission through both encryption and authentication. These protocols provide header authentication.

- For successful encryption, both the sender and receiver must specify the same encryption algorithm and encryption key. The encryption algorithm and encryption key are specified automatically.
- For successful authentication, the sender and receiver must specify the same authentication algorithm and authentication key. The authentication algorithm and authentication key are specified automatically.

Note

- Some operating systems use the term "Compliance" in place of "Authentication".

Security Association

This machine uses encryption key exchange as the key setting method. With this method, agreements such as the IPsec algorithm and key must be specified for both sender and receiver. Such agreements form what is known as an SA (Security Association). IPsec communication is possible only if the receiver's and sender's SA settings are identical.

The SA settings are auto configured on both parties' machines. However, before the IPsec SA can be established, the ISAKMP SA (Phase 1) settings must be auto configured. When this is done, the IPsec SA (Phase 2) settings, which allow actual IPsec transmission, will be auto configured.

Also, for further security, the SA can be periodically auto updated by applying a validity period (time limit) for its settings. This machine only supports IKEv1 for encryption key exchange.

Multiple settings can be configured in the SA.

Settings 1-10

You can configure ten separate sets of SA details (such as different shared keys and IPsec algorithms).

IPsec policies are searched through one by one, starting at [No.1].

Encryption Key Exchange Settings Configuration Flow

This section explains the procedure for specifying encryption key exchange settings.

Machine	PC
1. Set the IPsec settings on Web Image Monitor.	1. Set the same IPsec settings as the machine on PC.
2. Enable IPsec settings.	2. Enable IPsec settings.
3. Confirm IPsec transmission.	

Note

- After configuring IPsec, you can use "ping" command to check if the connection is established correctly. Because the response is slow during initial key exchange, it may take some time to confirm that transmission has been established.
- If you cannot access Web Image Monitor due to IPsec configuration problems, disable IPsec on the control panel, and then access Web Image Monitor.
- For details about disabling IPsec using the control panel, see page 218 "Administrator Settings".

Specifying Encryption Key Exchange Settings

Important

- **[IPsec Settings] appears only if the administrator password has been configured.**

Specify it using Web Image Monitor.

1. **Start the Web browser, and access the machine by entering its IP address.**
2. **Click [IPsec Settings].**
3. **Click the [IPsec Policy List] tab.**
4. **Select the number of the setting you want to modify in the list, and then click [Change].**
5. **Modify the IPsec related settings as necessary.**
6. **Enter the administrator password, and then click [Apply].**
7. **Click the [IPsec Global Settings] tab, and then select [Active] in [IPsec Function].**
8. **If necessary, specify [Default Policy], [Broadcast and Multicast Bypass], and [All ICMP Bypass] also.**
9. **Enter the administrator password, and then click [Apply].**

Specifying IPsec Settings on the Computer

Specify exactly the same settings for IPsec SA settings on your computer as are specified for the IPsec Settings on the machine. Setting methods differ according to the computer's operating system. The following procedure is based on Windows 7 in an IPv4 environment as an example.

1. **On the [Start] menu, click [Control Panel], [System and Security], and then click [Administrative Tools].**
2. **Double-click [Local Security Policy], and then click [IP Security Policies on Local Computer].**
3. **In the "Action" menu, click [Create IP Security Policy...].**

   The IP Security Policy Wizard appears.
4. **Click [Next].**
5. **Enter a security policy name in "Name", and then click [Next].**
6. **Clear the "Activate the default response rule (earlier versions of Windows only)." check box, and then click [Next].**
7. **Select "Edit properties", and then click [Finish].**
8. **In the "General" tab, click [Settings...].**
9. **In "Authenticate and generate a new key after every", enter the same validity period (in minutes) that is specified on the machine in [IKE Life Time], and then click [Methods...].**
10. **Confirm that the Encryption Algorithm ("Encryption"), Hash Algorithm ("Integrity"), and IKE Diffie-Hellman Group ("Diffie-Hellman Group") settings in "Security method preference order" all match those specified on the machine in [IKE Settings].**

    If the settings are not displayed, click [Add...].
11. **Click [OK] twice.**
12. **Click [Add...] in the "Rules" tab.**

    The Security Rule Wizard appears.
13. **Click [Next].**
14. **Select "This rule does not specify a tunnel", and then click [Next].**
15. **Select the type of network for IPsec, and then click [Next].**
16. **Click [Add...] in the IP Filter List.**
17. **In [Name], enter an IP Filter name, and then click [Add...].**

    The IP Filter Wizard appears.
18. **Click [Next].**

19. **In [Description:], enter a name or a detailed explanation of the IP filter, and then click [Next].**

    You may click [Next] and proceed to the next step without entering any information in this field.

20. **Select "My IP Address" in "Source address", and then click [Next].**
21. **Select "A specific IP Address or Subnet" in "Destination address", enter the machine's IP address, and then click [Next].**
22. **For the IPsec protocol type, select "Any", and then click [Next].**
23. **Click [Finish], and then click [OK].**
24. **Select the IP filter that you have just created, and then click [Next].**
25. **Click [Add...] in the Filter Action.**

    The Filter Action Wizard appears.

26. **Click [Next].**
27. **In [Name], enter a Filter Action name, and then click [Next].**
28. **Select "Negotiate security", and then click [Next].**
29. **Select one of options for computers allowed to communicate with, and then click [Next].**
30. **Select "Custom" and click [Settings...].**
31. **When [ESP] is selected for the machine in [Security Protocol] under [IPsec Settings], select [Data integrity and encryption (ESP)], and configure the following settings:**

    Set the value of [Integrity algorithm] to the same value as the [Authentication Algorithm for ESP] specified on the machine.

    Set the value of [Encryption algorithm] to the same value as the [Encryption Algorithm for ESP] specified on the machine.

32. **When [AH] is selected for the machine in [Security Protocol] under [IPsec Settings], select [Data and address integrity without encryption (AH)], and configure the following settings:**

    Set the value of [Integrity algorithm] to the same value as the [Authentication Algorithm for AH] specified on the machine.

    Clear the [Data integrity and encryption (ESP)] check box.

33. **When [ESP&AH] is selected for the machine in [Security Protocol] under [IPsec Settings], select [Data and address integrity without encryption (AH)], and configure the following settings:**

    Set the value of [Integrity algorithm] under [Data and address integrity without encryption (AH)] to the same value as [Authentication Algorithm for AH] specified on the machine.

    Set the value of [Encryption algorithm] under [Data integrity and encryption (ESP)] to the same value as [Encryption Algorithm for ESP] specified on the machine.

34. **In the Session key settings, select "Generate a new key every", and enter the same validity period (in [Seconds] or [Kbytes]) as that specified for [Life Time] on the machine.**
35. **Click [OK], and then click [Next].**
36. **Click [Finish].**

    If you are using IPv6 under Windows Vista or a newer version of Windows, you must repeat this procedure from Step 12 and specify ICMPv6 as an exception. When you reach Step 22, select [58] as the protocol number for the "Other" target protocol type, and then set [Negotiate security] to [Permit].
37. **Select the filter action that you have just created, and then click [Next].**
38. **Select one of options for an authentication method, and then click [Next].**
39. **Click [Finish], and then click [OK] twice.**

    The new IP security policy (IPsec settings) is specified.
40. **Select the security policy that you have just created, right click on it, and then click [Assign].**

    IPsec settings on the computer are enabled.

Note

- To disable the computer's IPsec settings, select the security policy, right click, and then click [Unassign].

Enabling and Disabling IPsec Using the Control Panel

1. **Press the [用户工具] key.**
2. **Press the [▲] or [▼] key to select [Admin. Tools], and then press the [OK] key.**
3. **If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.**
4. **Press the [▲] or [▼] key to select [IPsec], and then press the [OK] key.**
5. **Press the [▲] or [▼] key to select [Active] or [Inactive], and then press the [OK] key.**
6. **Press the [用户工具] key to return to the initial screen.**

Note

- A password for accessing the [Admin. Tools] menu can be specified in [Admin. Tools Lock]. For details about [Admin. Tools Lock], see page 218 "Administrator Settings".

Notes About the Toner

- Proper operation cannot be guaranteed if any third-party toner is used.
- Depending on printing conditions, there are cases where the printer cannot print the number of sheets indicated in the specifications.
- Replace the print cartridge if the printed image suddenly becomes pale or blurred.
- When operating the machine for the first time, use the print cartridge supplied with this machine. If this cartridge is not initially used, the following problems may occur:
  - "Replace Required Soon:" "Toner Cartridge (X)" will be displayed before the toner runs out.
  - "Replace Toner: X" will be displayed when the toner runs out, but instead the printed image suddenly becomes pale or blurred.
- The lifetime of the photo conductor, which is built into the print cartridge, is taken into account in displaying "Replace Required Soon:" "Toner Cartridge (X)". If the photo conductor stops working before the toner runs out, "Replace Required Soon:" "Toner Cartridge (X)" may be displayed.

Moving and Transporting the Machine

This section provides cautions that you must follow when moving the machine both short and long distances.

Repack the machine in its original packing materials when moving it over a long distance.

Important

- **Be sure to disconnect all cables from the machine before transporting it.**
- **The machine is a precision piece of machinery. Be sure to handle it carefully when moving it.**
- **Make sure to move the machine horizontally. Take extra caution when carrying the machine up or down stairs.**
- **If Tray 2 is installed, remove it from the machine, and move them separately.**
- **Do not remove the print cartridge when moving the machine.**
- **Be sure to hold the machine level while carrying it. To prevent toner from spilling, move the machine carefully.**

1. **Be sure to check the following points:**
   - The power switch is turned off.
   - The power cord is unplugged from the wall outlet.
   - All other cables are unplugged from the machine.
2. **If Tray 2 is installed, remove it.**
3. **Lift the machine using the inset grips on both sides of the machine, and then move it horizontally to the place where you want to use it.**
4. **If you have removed Tray 2, reinstall it.**

Note

- To move the machine over a long distance, pack it well and empty all the paper trays. Take care not to tip or tilt the machine during transit.
- Toner might spill inside the machine if the machine is not kept level during transit.
- For more information about moving the machine, contact your sales or service representative.

Disposal

Ask your sales or service representative for information about correct disposal of this machine.

Where to Inquire

Contact your sales or service representative for further information about the topics included in this manual or to inquire about other topics not included in this manual.

Consumables

⚠CAUTION

- Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.

Print Cartridge

Print cartridge	Average printable number of pages per cartridge *1
Black	4,500 pages
Cyan	4,000 pages
Magenta	4,000 pages
Yellow	4,000 pages

*1 The printable number of pages is based on pages that are compliant with ISO/IEC 19798 and the image density set as the factory default. ISO/IEC 19798 is an international standard on measurement of printable pages, set by the International Organization for Standardization.

Note

- Use print cartridges supported by the relevant model. Otherwise, the machine will not operate.
- If print cartridges are not changed when necessary, printing will become impossible. For easy replacement, we recommend you purchase and store extra print cartridges.
- The actual number of printable pages varies depending on the image volume and density, number of pages printed at a time, paper type and paper size used, and environmental conditions such as temperature and humidity.
- Print cartridges may need to be changed sooner than indicated above due to deterioration over the period of use.
- Print cartridges (consumables) are not covered by warranty. However, if there is a problem, contact the store where they were purchased.
- When you first use this machine, use the four print cartridges packaged with the machine.
- The supplied print cartridges are good for approximately 1,000 pages.
- This machine routinely performs cleaning and uses toner during this operation to maintain quality.
- To prevent a cleaning malfunction, you may need to replace a print cartridge even if it is not empty.

Waste Toner Bottle

Name	Average printable number of pages*1
WTC-205	25,000 pages

*1 A4/Letter 5% test chart, 3 pages per job, printing in 50% black and white/color.

Note

- The actual number of printable pages varies depending on the image volume and density, number of pages printed at a time, paper type and paper size used, and environmental conditions such as temperature and humidity.
- If the waste toner bottle is not changed when necessary, printing will become impossible. For easy replacement, we recommend you purchase and store extra waste toner bottles.

Specifications of the Machine

This section lists the machine's specifications.

General Function Specifications

Configuration

Desktop

Print process

Laser electrostatic transfer

Maximum paper size for scanning using the exposure glass

A4, Letter ($8^1/_2$ × 11 inches)

Maximum paper size for scanning using the ADF

Legal ($8^1/_2$ × 14 inches)

Maximum paper size for printing

Legal ($8^1/_2$ × 14 inches)

Warm-up time

30 seconds or less (23 °C, 71.6 °F)

Paper sizes

- Standard paper sizes

  A4, B5 JIS, A5, A6, Legal ($8^1/_2$ × 14 inches), Letter ($8^1/_2$ × 11 inches), Half Letter ($5^1/_2$ × $8^1/_2$ inches), Executive ($7^1/_4$ × $10^1/_2$ inches), 8 × 13 inches, B6 JIS, $8^1/_2$ × 13 inches, Folio ($8^1/_4$ × 13 inches), 16K (195 × 267 mm), Com10 ($4^1/_8$ × $9^1/_2$ inches), Monarch ($3^7/_8$ × $7^1/_2$ inches), C5 Env (162 × 229 mm), C6 Env (114 × 162 mm), DL Env (110 × 220 mm)

- Custom size

  90 to 216 mm (3.54 to 8.5 inches) in width, 148 to 356 mm (5.83 to 14.0 inches) in length

- Duplex supported paper sizes

  A4, B5 JIS, Legal ($8^1/_2$ × 14 inches), Letter ($8^1/_2$ × 11 inches), Executive ($7^1/_4$ × $10^1/_2$ inches), $8^1/_2$ × 13 inches, Folio ($8^1/_4$ × 13 inches), 8 inches × 13 inches, 16K (195 × 267 mm)

Paper type

Thin Paper

Plain Paper

Middle Thick Paper

Thick Paper 1

Thick Paper 2

Recycled Paper

Color Paper

Preprinted

Prepunched

Letterhead

Bond Paper

Cardstock

Label Paper

Envelope

Paper output capacity (80 g/m^2, 20 lb)

150 sheets

Paper input capacity (80 g/m^2, 20 lb)

- Tray 1

  250 sheets
- Tray 2 (option)

  500 sheets
- Bypass tray

  One sheet

ADF capacity (80 g/m^2, 20 lb)

35 sheets

Memory

256 MB

Power requirements

220-240 V, 6 A, 50/60 Hz

Power consumption

- Maximum power consumption

  1300 W or less
- Energy Saver mode 1

  80 W or less
- Energy Saver mode 2

  3.8 W or less

The power level when the main switch is turned off and the power cord is plugged into an outlet: 1W or less.

* Recovery time and power consumption may differ depending on the conditions and environment of the machine.

Machine dimensions (Width × Depth × Height)

420 × 493 × 460 mm (16.6 × 19.5 ×18.2 inches) or less

Weight (machine body with consumables)

29 kg (64 lb.) or less

Printer Function Specifications

Printing speed

Black and white: 20 pages per minute (A4), 21 pages per minute (Letter)

Color: 20 pages per minute (A4), 21 pages per minute (Letter)

Resolution

600 × 600 dpi

First print speed

14 seconds or less (A4/Letter, 600 × 600 dpi)

Interface

- Ethernet (10BASE-T, 100BASE-TX)
- Wi-Fi
- USB2.0
- USB2.0 Host

Printer language

PCL6, PCL5c, PostScript3, PictBridge

Fonts

80 fonts

Network protocol

TCP/IP, IPP, Bonjour

Copier Function Specifications

Maximum resolution (scanning and printing)

- Exposure glass

Scanning: 600 × 600 dpi

Printing: 600 × 600 dpi

- ADF

  Scanning: 300 × 600 dpi

  Printing: 600 × 600 dpi

Gradation

Scanning: 256 levels

Printing: Four-value

First copy speed (A4, at 23 °C, 71.6 °F)

20 seconds or less

Multiple copy speed

- Black and white

  20 pages per minute

  Duplex printing: 12 pages per minute

- Full Color

  20 pages per minute

  Duplex printing: 12 pages per minute

Reproduction ratio

Fixed ratio: 50%, 71%, 82%, 93%, 122%, 141%, 200%, 400%

Zoom ratio: 25% to 400%

Copy quantity

99

Scanner Function Specifications

Maximum scanning area (horizontal × vertical)

- Exposure glass

  216 × 297 mm (8.5 × 11.7 inches)

- ADF

  216 × 356 mm (8.5 ×14 inches)

Maximum resolution when scanning from the control panel (Scan to E-mail, Scan to FTP, Scan to Folder, Scan to USB)

- Exposure glass

  600 × 600 dpi

- ADF

  300 × 300 dpi

Maximum resolution when scanning from a computer (TWAIN)

- Exposure glass

  19200 ×19200 dpi

- ADF

  600 ×600 dpi

Maximum resolution when scanning from a computer (WIA)

- Exposure glass

  600 × 600 dpi

- ADF

  600 × 600 dpi

Gradation

Input: 16 bit color processing

Output: 8 bit color processing

Scanning time

Black and white: 5 seconds or less

Color: 10 seconds or less (A4/200 dpi/Compressed)

Not including transfer time.

ADF throughput

Black and white: 20 image per minute (200 dpi/A4)

Full Color: 12 image per minute (200 dpi/A4)

Interface

- Scanning from the control panel

  Ethernet (10BASE-T, 100BASE-TX) , USB2.0 (Scan to USB)

- Scanning from a computer

  Ethernet (10BASE-T, 100BASE-TX), USB 2.0

Sendable file formats

TIFF, JPEG, PDF

Address book

Maximum 100 items

Number of redials: 1

Fax Function Specifications

Fax transmission and reception

Access line

- Public switched telephone networks (PSTN)
- Private branch exchange (PBX)

Transmission mode

ITU-T Group 3 (G3)

Scan line density

8 dots per mm × 3.85 line per mm (200 × 100 dpi)

8 dots per mm × 7.7 line per mm (200 × 200 dpi)

Transmission time

3–4 seconds (8 dots per mm × 3.85 line per mm, 33.6 kbps, MMR, ITU-T # 1 chart)

Transfer rate

33.6 kbps to 2400 bps (auto shift down system)

Data compression method

MH, MR, MMR, JBIG

Memory capacity

More than 100 sheets (8 dots per mm × 3.85 line per mm)

Address book

- Speed dial

  200 items
- Quick dial

  20 items
- Number of redials for Fax

  1

Internet Fax transmission and reception

Interface

Ethernet (10BASE-T, 100BASE-TX), Wi-Fi

Communication protocols

- Transmission

SMTP, TCP/IP

- Reception

  POP3, TCP/IP

Transmission function

E-mail

E-mail format

Single/Multi-part, MIME Conversion

Attached file forms (transmission): TIFF-S (MH encoding)

Attached file forms (reception): TIFF-S/TIFF-F (MH/MR/MMR encoding)

Authentication method

SMTP-AUTH, POP before SMTP, A-POP

Original size

A4 (Length is up to 356 mm)

Scan line density

8 dots per mm × 3.85 line per mm (200 × 100 dpi)

8 dots per mm × 7.7 line per mm (200 × 200 dpi)

Destination machine specifications

- Communication protocols
  - Transmission

    SMTP, TCP/IP
  - Reception

    POP3, TCP/IP
- E-mail format
  - Format

    MIME, Base64
  - Content-Type

    Image/tiff

    Multipart/mixed (text/plain, Image/tiff (attached file forms))
- Data format
  - Profile

    TIFF-S
  - Encoding

    MH

- Original size

  A4
- Resolution (dpi)

  200 × 100, 200 × 200

Specifications of Options

This section lists the specifications of the various options.

Paper Feed Unit

Paper capacity

500 sheets

Paper size

A4, Letter ($8^1/_2$ × 11 inches)

Dimensions (Width × Depth × Height)

400 × 450 × 127 mm (15.8 × 17.8 × 5 inches)

Paper weight

60 to 105 g/m^2 (16 to 28 lb.)

Weight

Less than 4 kg (8.9 lb.)

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Iperf performance test

Mark Gates

Ajay Tirumala

Jim Ferguson

Jon Dugan

Feng Qin

Kevin Gibbs

John Estabrook

National Laboratory for Applied Network Research

National Center for Supercomputing Applications

University of Illinois at Urbana-Champaign

http://www.ncsa.uiuc.edu

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Windows® Internet Explorer® 7

Windows® Internet Explorer® 8

Windows® Internet Explorer® 9

Internet Explorer® 10

Internet Explorer® 11

The proper names of the Windows operating systems are as follows:

- The product names of Windows Vista are as follows:

  Microsoft® Windows Vista® Ultimate

  Microsoft® Windows Vista® Business

  Microsoft® Windows Vista® Home Premium

  Microsoft® Windows Vista® Home Basic

  Microsoft® Windows Vista® Enterprise
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  Microsoft® Windows® 7 Starter

  Microsoft® Windows® 7 Home Premium

  Microsoft® Windows® 7 Professional

  Microsoft® Windows® 7 Ultimate

Microsoft® Windows® 7 Enterprise

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  Microsoft® Windows® 8
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  Microsoft® Windows® 8 Enterprise
- The product names of Windows 8.1 are as follows:
  Microsoft® Windows® 8.1
  Microsoft® Windows® 8.1 Pro
  Microsoft® Windows® 8.1 Enterprise
- The product names of Windows Server 2003 are as follows:
  Microsoft® Windows Server® 2003 Standard Edition
  Microsoft® Windows Server® 2003 Enterprise Edition
  Microsoft® Windows Server® 2003 Web Edition
  Microsoft® Windows Server® 2003 Datacenter Edition
- The product names of Windows Server 2003 R2 are as follows:
  Microsoft® Windows Server® 2003 R2 Standard Edition
  Microsoft® Windows Server® 2003 R2 Enterprise Edition
  Microsoft® Windows Server® 2003 R2 Datacenter Edition
- The product names of Windows Server 2008 are as follows:
  Microsoft® Windows Server® 2008 Foundation
  Microsoft® Windows Server® 2008 Standard
  Microsoft® Windows Server® 2008 Enterprise
  Microsoft® Windows Server® 2008 Datacenter
  Microsoft® Windows Server® 2008 for Itanium-based Systems
  Microsoft® Windows® Web Server 2008
  Microsoft® Windows® HPC Server 2008
- The product names of Windows Server 2008 R2 are as follows:
  Microsoft® Windows Server® 2008 R2 Foundation
  Microsoft® Windows Server® 2008 R2 Standard
  Microsoft® Windows Server® 2008 R2 Enterprise
  Microsoft® Windows Server® 2008 R2 Datacenter
  Microsoft® Windows Server® 2008 R2 for Itanium-based Systems
  Microsoft® Windows® Web Server R2 2008

Microsoft® Windows® HPC Server R2 2008

- The product names of Windows Server 2012 are as follows:

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  Microsoft® Windows Server® 2012 Essentials

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- The product names of Windows Server 2012 R2 are as follows:

  Microsoft® Windows Server® 2012 R2 Foundation

  Microsoft® Windows Server® 2012 R2 Essentials

  Microsoft® Windows Server® 2012 R2 Standard

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Lenovo (Beijing) Limited
Address: No.6 Chuang Ye Road Shangdi Information Industry Base,
Haidian District, Beijing, China
Post Code: 100085
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