KONICA MINOLTA

bizhub C3120i

USER'S GUIDE

ORIGINAL INSTRUCTIONS

Giving Shape to Ideas
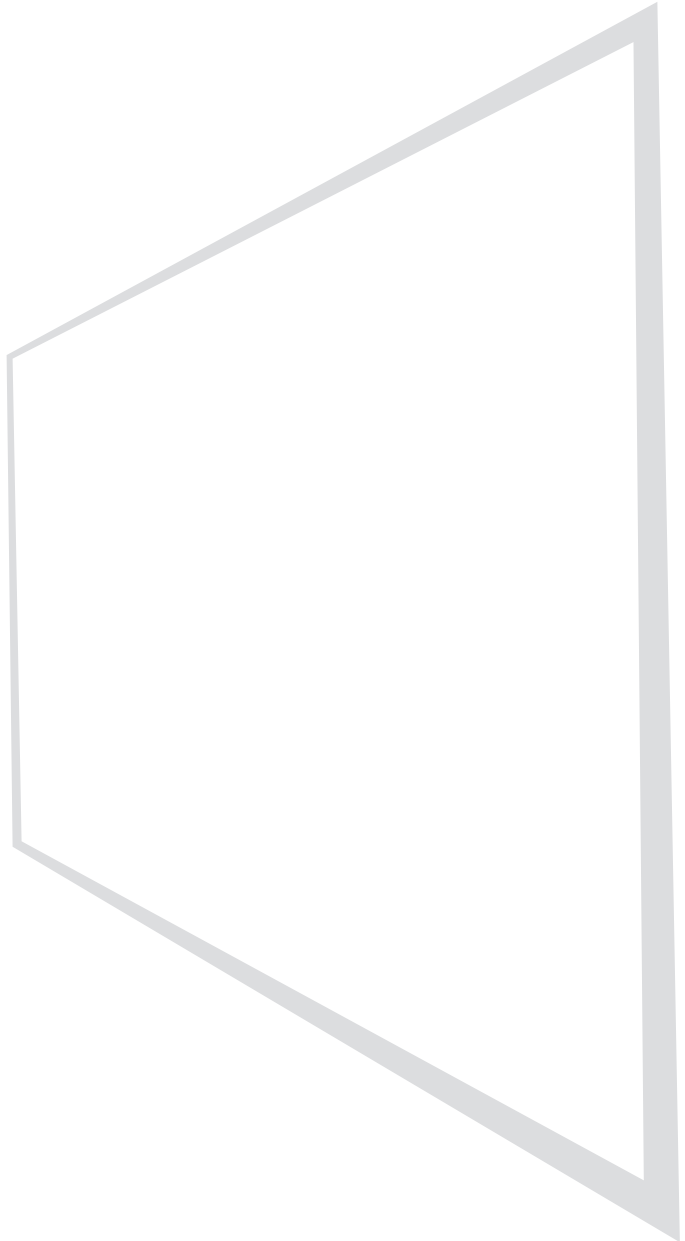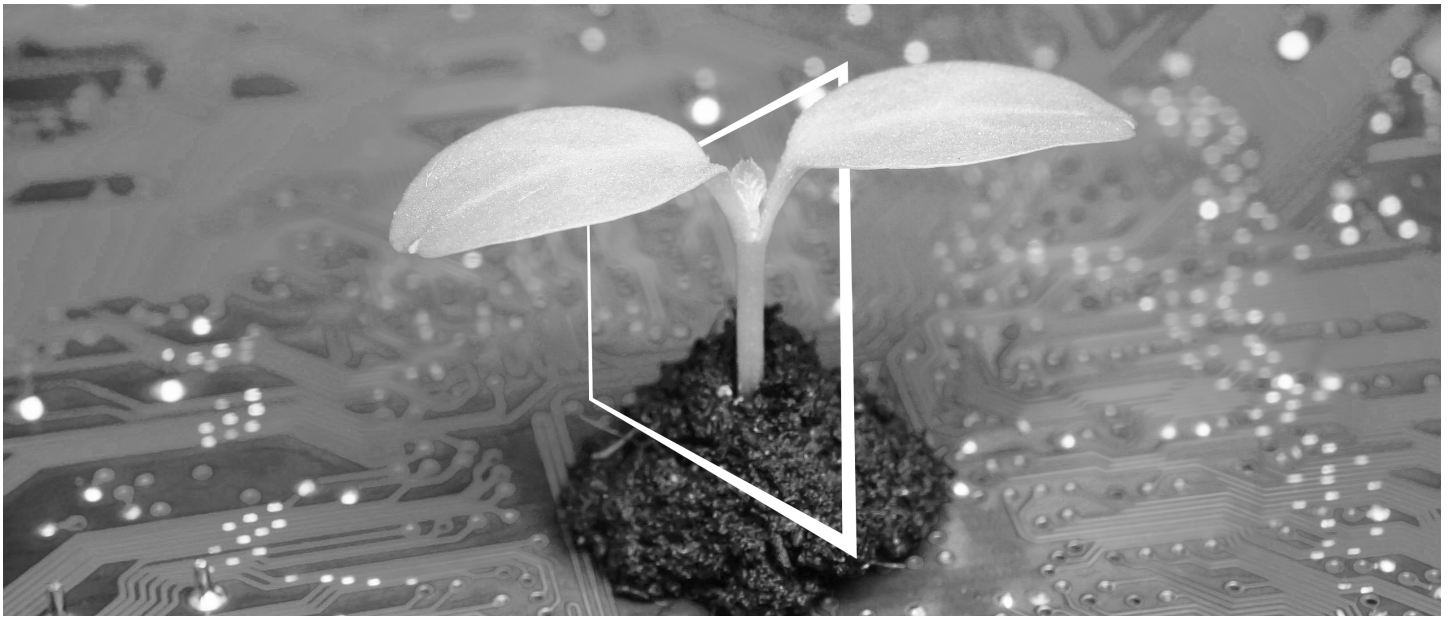
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1 Introduction

1 Introduction

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Items in this manual displayed with the ⚠ mark are cautions to promote safe use. Be sure to read them before operation, and to follow instructions.

As the copying machine contains a feature designed to prevent forging of certain documents, there may be rare instances where copies do not achieve the desired results.

We are not responsible for any breakdown of machines due to infection of computer virus or computer hacking.

Important

- Do not edit, alter or indiscriminately reprint this manual.
- The content of this manual may be changed in the future without notice.
- Each illustration included in this manual shows only one example. Variations may occur, depending on the device, software and OS version you are using.

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2 Before Beginning

2   Before Beginning

2.1   Types of Manuals

2.1.1   User's Guide (this manual)

Describes how to use the print function, various operator panel menu items, troubleshooting tips, and routine management.

NOTICE

Available in English, German, French, Spanish and Italian.

Tips

- Optional accessories are available for the machine. Depending on the product, a manual describing procedures such as installation may be included.

2.1.2   Quick Guide

This is a description of the basic operation procedures of this machine and the precautions for using this machine safely.

2.1.3   General Safety Information/Setup Guide

In order to operate the machine safely and properly, be sure to read the safety information in this manual before use:

- Items that must be observed to use the machine safely
- Information regarding product safety
- Precautions when using the machine
- Descriptions on trademarks and copyrights

2.2   Conventions

Please note that the screenshots shown in this manual apply to a fully configured machine and therefore may not exactly represent the configuration being used.

This manual uses the following symbols:

NOTICE
Indicates important information you have to know or be reminded before operations.

Tips
- Indicates supplemental information useful for operations.

Reference
Indicates reference sections or documents.

Symbols/Notations	Description
" "	Entered characters and the names of features are displayed.
[ ]	An item enclosed by brackets [ ] indicates a key name on the machine's display or computer screen, or the name of a user's guide.
< >	Indicates hardware buttons on the operator panel. Indicates keys on the keyboard of the computer. Indicates variables.
>	Indicates an abbreviated process flow on the operator panel or the computer.
Bold text	This presents a key name, part name, product name, or option name.

Orientation of paper is described in this manual as follows:
- The display shows ▯, LEF orientation: Loading paper ▯ in portrait orientation.
- The display shows ▭, SEF orientation: Loading paper in ▭ landscape orientation.

The content of this manual is subject to change without notice. For the latest information, access the Konica Minolta web site in your region, or contact your supplier.

Unless otherwise specified, the operations demonstrated in this manual using computers describe procedures for Microsoft Windows 10 and macOS 10.15.

"WSD" is an abbreviation of "Web Services on Devices".

"WIA" stands for "Windows Image Acquisition".

2.3   About the Machine

In order to use the machine more securely, connect to networks with firewall or other protection and configure security settings appropriately.

Optional accessories may be necessary, depending on the function. For details, contact your service representative.

Items appearing on the display will vary depending on installed options.

Some features may be unavailable for use depending on country or territory.

2.4   Machine Overview

2.4.1   Machine Main Unit

Front and Right Sides
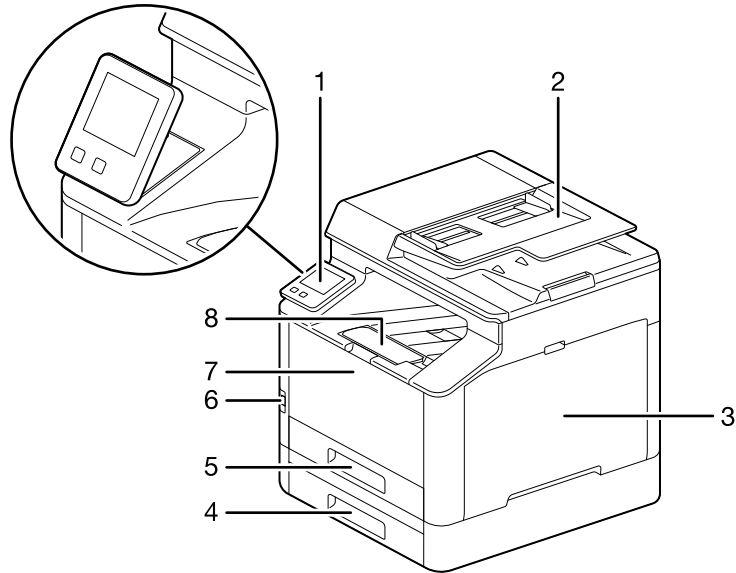
No.	Name
1	Operator Panel
2	Document Feeder
3	Right Side Cover
4	Tray 2 (**Paper Feed Unit PF-P26**) (optional)
5	Tray 1 (Standard Tray)
6	USB Port
7	Bypass Tray
8	Output Extension Tray [1]

[1]: This feature can be pulled out for use when printing on paper sizes larger than A4 or for high-volume printing.

Left Side and Rear
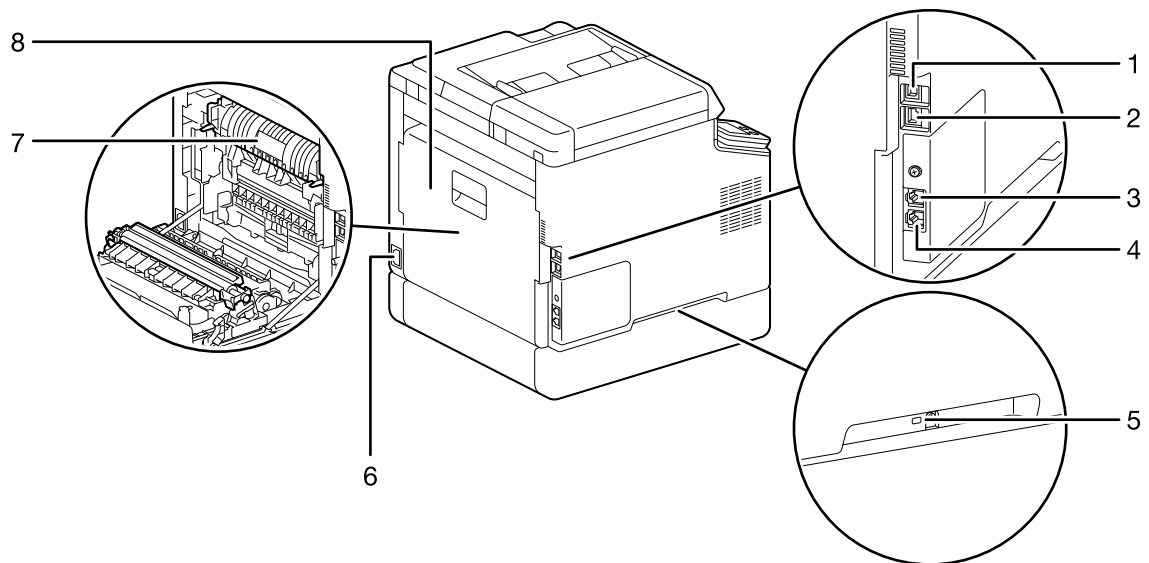
No.	Name
1	USB Port
2	Ethernet Port
3	TEL Port
4	LINE Port
5	Kensington Security Slot
6	Power Supply Cord Socket
7	Fusing Unit
8	Rear Cover

Tips

The network port of this product is following No.1 and No.2. A port is activated when a network port inserts a cable.

Internal View
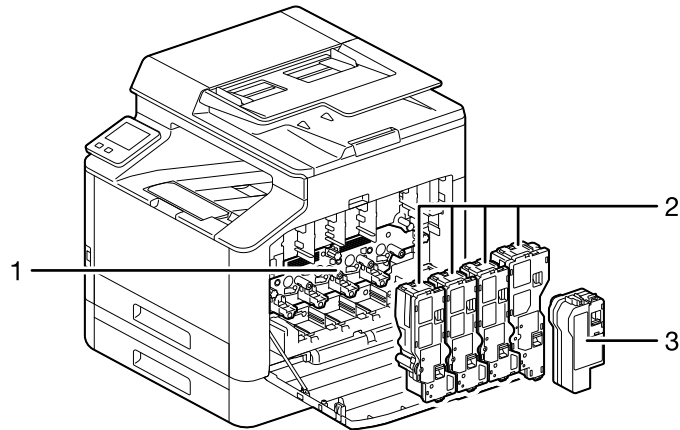
No.	Name
1	Drum Cartridge
2	Toner Cartridges
3	Waste Toner Box

Document Feeder
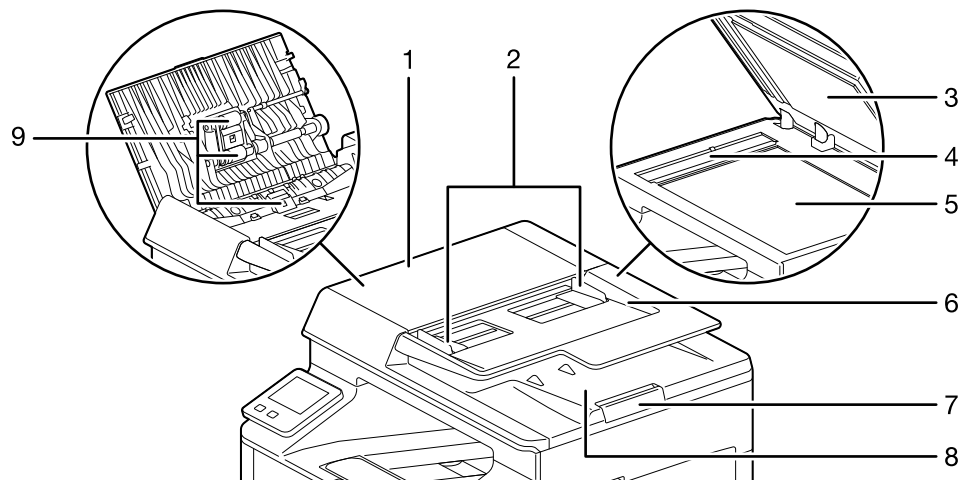
No.	Name
1	Top Cover
2	Document Guide
3	Document Glass Cover
4	Narrow Glass Strip
5	Document Glass
6	Document Feeder Tray
7	Output Extension Tray
8	Document Output Tray
9	Document Feed Rollers

2.4.2   Operator Panel

No.	Name	Description
1	Touch Panel	Displays various settings, instructions, and error messages. Configures the settings by directly tapping the screen.
2	⌂ (Home) button	Display the Home screen.
3	NFC Touch Area	Hold the mobile device over the machine to start communication between it and the machine through the NFC feature.
4	Status LED	Blinks in green when the machine starts, when a job is completed, when an identification signal is received from a mobile device, when authentication is successful, and when an error is cleared. Blinks in orange when an error occurs.
5	Data LED	Blinks when faxes are being sent or received. When Secure Fax Receive mode is enabled, it illuminates when fax data has been received.
6	⏻Ɪ☾ (Power Supply / Power Saver) button	Turns on/off the machine. Switches the machine between two modes: Standby and Power Saver. Blinks slowly when the machine is in Power Saver Mode.

📖Reference

For details on how to turn the power supply on or off, refer to page 3-3.

For details on power saving features, refer to page 4-14.

2.5   Symbols Used with the Machine

For details on the meanings of symbols, refer to the following.

Symbol	Description
	Cautions, hazards and warnings
	Caution: high temperature
	Disassembly prohibited
	Follow instructions
	Do not throw into open flame
	Do not touch the light-sensitive part of drum cartridge
	Do not throw drum cartridge into open flame
	Do not throw waste toner box into open flame
	Do not place waste toner box upside-down
	Do not expose drum cartridge to light
	Power On/Off
	Home

Symbol	Description
	Do not use documents with clips or staples attached
	Do not copy money or stamps
	Do not use documents that are excessively curled
	Do not use documents with punched holes
	Do not use creased, torn or wrinkled documents
	Do not use documents that are thin and translucent
	Do not use documents with adhesive notes or tape attached
	Do not use carbon paper documents
	Do not use inkjet paper
	Do not use creased, wrinkled or curled paper
	Do not use OHP film
	Do not use the back side of paper (printed on by another machine)
	Paper

Symbol	Description
	Document
	Envelope
	Load paper with the side you want to print on facing up
▼MAX▼	Maximum load
	Load paper
	Paper jam
	LAN
	USB
	TEL Port
	LINE Port
	Cooling
	Elapsed time

3 Setting Up the Machine

3   Setting Up the Machine

3.1   Turning On/Off the Machine

3.1.1   Turning On the Machine

➔   Press the ⏻⏾ (Power Supply / Power Saver) button.
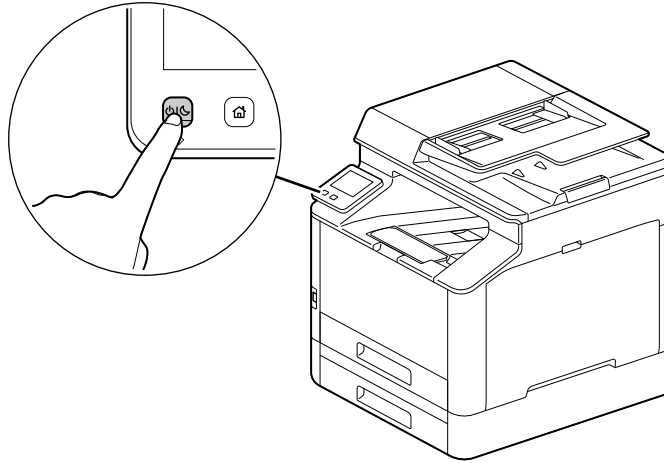
Setting Up Initial Settings of the Machine

When turning on the machine for the first time, screen to set the initial settings of the machine will be displayed.

1 Specify the language, then tap [OK].

2 Tap [Next].

3 Tap [Next].

4 You can change the machine administrator's password for Internet Services.

→ The machine administrator's default password is the 13-digit serial number indicated on the back of the machine. Follow the on-screen instructions to enter the current password (serial number), a new password containing at least 4 digits, and the same new password again.

Serial No. : XXXXXXXXXXXXX
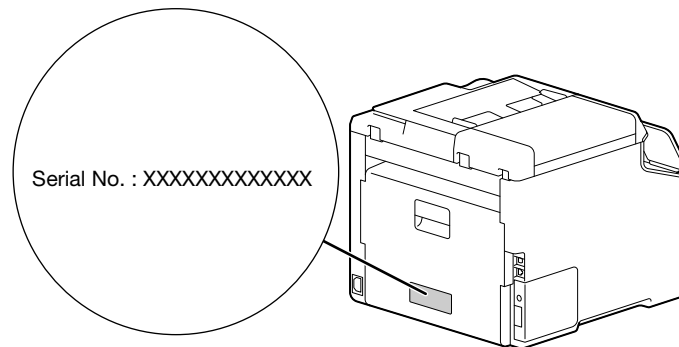
→ You can also select [Skip] and change the password later. If you select [Skip], the machine administrator's password can only be changed from the Internet Services.

5 Tap [OK].

Reference
For details on Internet Services, refer to page 11-3.

3.1.2 Turning Off the Machine

NOTICE
The print data in the memory is cleared when the machine is turned off.

1 Press the ⏻|☾ (Power Supply / Power Saver) button.
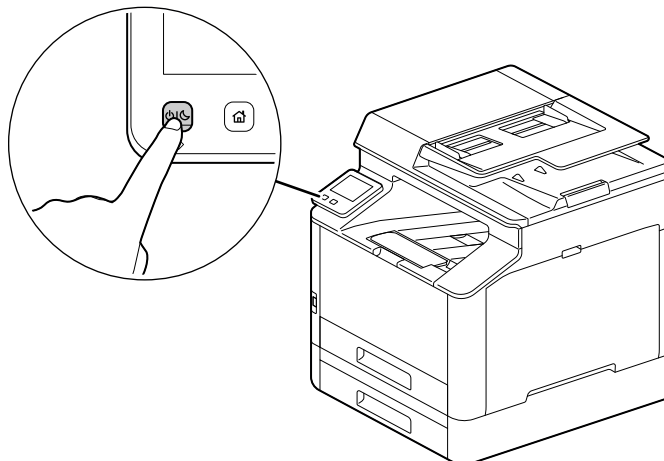
2 Tap [Power Off] on the touch panel display.

3.2   Connecting the Machine to a Computer

The machine can connect with wired network, USB, and wireless network connections. After connecting, install print driver and other necessary software.

3.2.1   Connecting to a Wired (Ethernet) Network

Tips

- Use a LAN cable that is category-5 or greater.

1   At the Home screen, tap 〉 > [Device].
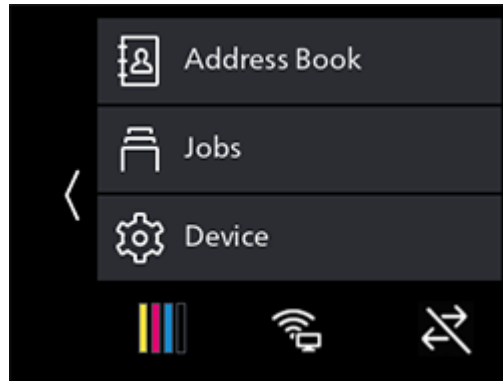
2   Tap [Network Settings] > [Network].

3   If [Wi-Fi Settings] is selected, select [Ethernet], then tap [OK].

→ If [Ethernet] is selected, proceed to step 6.

4   If a confirmation screen appears, tap [OK].

5   Turn off the machine, and then turn it on again.

6   Insert the network cable into the machine's Ethernet port.
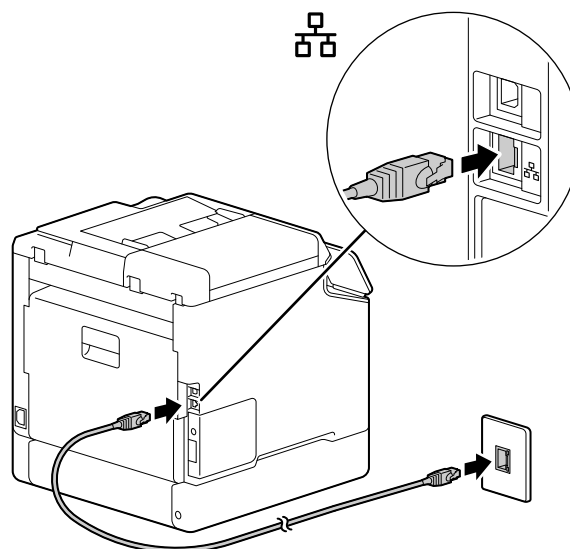
7   Connect a hub or other network device to the other network cable port.

8   Set the IP address for the machine.

📖**Reference**
For details on how to configure IP addresses, refer to page 3-12.

3.2.2   Connecting to a Computer With USB

1   Press the ⏻❘☾ (Power Supply / Power Saver) button, select [Power Off] to turn the power off.

2   Insert the USB cable in the machine's (upper) USB port.

NOTICE
Do not connect the machine to a USB hub.
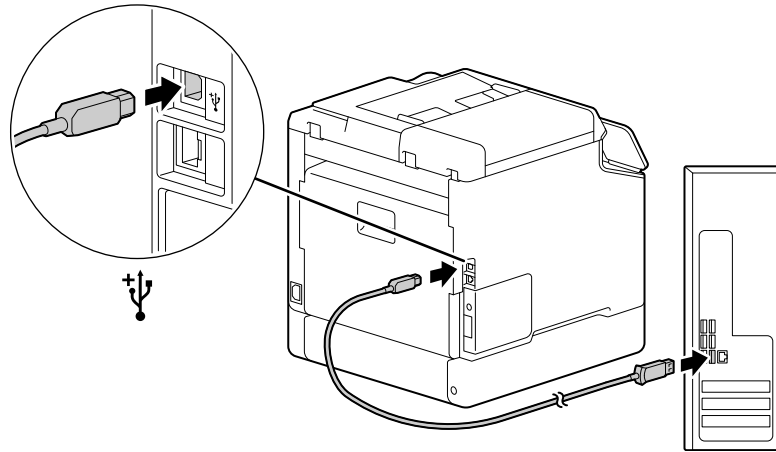
3   Connect the computer with the other USB cable port.

4   Press the ⏻❘☾ (Power Supply / Power Saver) button to turn the power on.

3.2.3   Connecting to a Wireless Network

Preparing to Use a Wireless Network

Perform the following procedures before configuring the wireless settings.

1   At the Home screen, tap 》 > [Device].
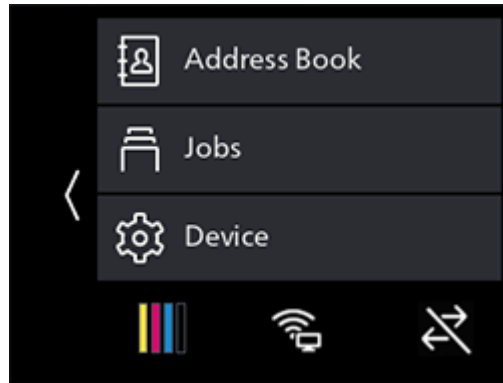
2   Tap [Network Settings] > [Network].

3   If [Ethernet] is selected, select [Wi-Fi Settings], then tap [OK].

→   If [Wi-Fi Settings] is selected, proceed to wireless network connections.

4   If a confirmation screen appears, tap [OK].

5   Turn off the machine, and then turn it on again.

Wi-Fi settings can be configured as follows.

📖**Reference**
Automatically Connecting to a Wireless Network (page 3-7)

Manually Connecting to a Wireless Network (page 3-9)

Connecting Using [Quick Setup] (Windows) (page 3-11)

Connecting Using Support Tools (Windows) (page 3-11)

Automatically Connecting to a Wireless Network

This machine supports wireless LAN connection using WPS (push button method) and WPS (PIN code method).

●   For WPS (push button method), configure the settings on the operator panel, and then press the WPS button on your access point or wireless router.

●   For WPS (PIN code method), enter the PIN code assigned to the machine into the access point or wireless router.

These methods are available only when the access point or wireless router supports WPS.

📖**Reference**
For details about the WPS operation on the access point or wireless router, see the manual supplied with the access point or wireless router.

When Connecting With WPS (push button method)

1 At the Home screen, tap ❯ > [Device].
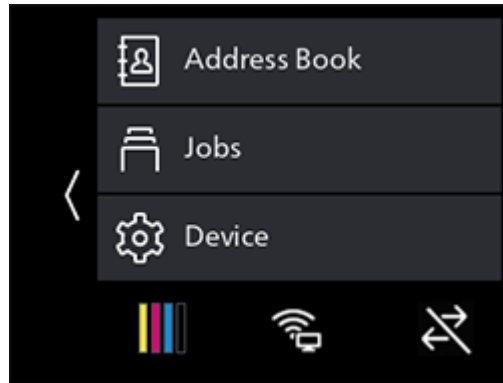
2 Tap [Network Settings] > [Wi-Fi Settings] > [WPS].

3 When the "Press the WPS button of the wireless LAN router." message appears, press the WPS button on the wireless network access point within 2 minutes.

When connection to an access point or wireless router is complete, the machine will restart automatically.

When Connecting With WPS (PIN code method)

1 At the Home screen, tap ❯ > [Device].
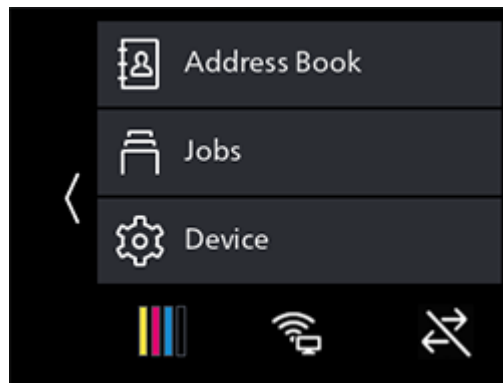
2 Tap [Network Settings] > [Wi-Fi Settings] > [WPS].

3 Tap [Use Pin]

➜ Write down the eight-digit PIN code displayed on the touch panel.

4 When the "PIN: XXXX Operate the wireless LAN router." message appears, specify a PIN code for the wireless network access point.

When connection to an access point or wireless router is complete, the machine will restart automatically.

📖**Reference**
For details about how to enter the PIN code, see the manual supplied with the access point or wireless router.

Manually Connecting to a Wireless Network

Connect to a wireless network by selecting your access point or wireless router from the list or by specifying the SSID.

Tips

- You need the SSID and the WEP key or passphrase of the access point or wireless router. For details, see the manual supplied with the access point or wireless router.

When Connecting by Selecting an Access Point or Wireless Router

1   At the Home screen, tap ❯ > [Device].
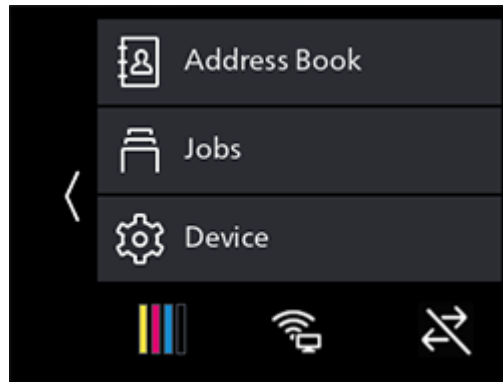
2   Tap [Network Settings] > [Wi-Fi Settings].

3   Tap [Wi-Fi Setup Wizard]

4   Tap the desired access point or wireless router.

➔ If the wireless network access point does not appear, specify the SSID by entering it manually. For details, refer to page 3-10.

5   Enter the WEP key or passphrase and tap [OK].

When connection to an access point or wireless router is complete, the machine will restart automatically.

When Connecting by Entering the SSID Manually

1 At the Home screen, tap ❯ > [Device].
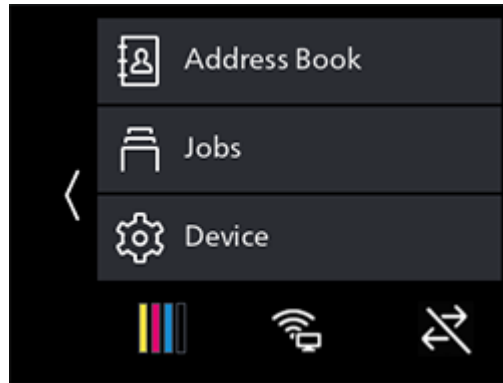
2 Tap [Network Settings] > [Wi-Fi Settings].

3 Tap [Wi-Fi Setup Wizard].

4 Tap [Enter SSID].

5 Enter the SSID and tap >.

6 Select [Infrastructure] or [Ad hoc], depending on the environment you are using.

➜ If [Wi-Fi Direct] is enabled, [Ad hoc] cannot be used.

7 Tap >.

8 Specify the encryption type.

9 Tap >.

10 Enter the WEP key or passphrase as needed, and tap [OK].

Connecting Using [Quick Setup] (Windows)

Using [Printer Software], [Quick Setup] makes wireless network connections easy to set up. Using [Quick Setup], when you connect to a network, you can handle the software installation at the same time.

To install [Printer Software], access the Konica Minolta web site in your region, or contact your supplier.
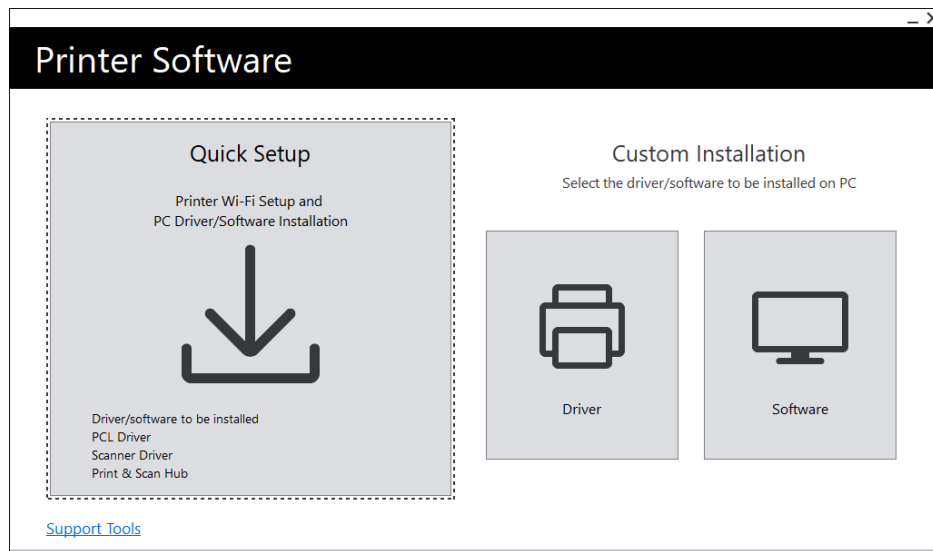
You can use [Quick Setup] to connect to a wireless network when the following conditions are met.
● Your computer is connected to the access point or wireless router that you want to set on the machine.
● The machine is not connected to another wireless network.

Tips
● Depending on the environment you are using, there may be cases in which you cannot use [Quick Setup] to connect to a wireless network.
● When specifying the encryption type as WEP and connecting to a wireless network, [Quick Setup] cannot be used. Configure the wireless network settings from the operator panel and install the software with [Custom Installation]. For details on wireless network connection settings, refer to page 3-9 and for details on how to install software, refer to page 3-16.

Reference
For details on connecting and installing software using [Quick Setup], refer to page 3-14.

Connecting Using Support Tools (Windows)

You can use the [Printer Software] support tool to configure wireless network settings. You can connect to a wireless network with the support tools when the following conditions are met.
● Your computer is connected to the access point or wireless router that you want to set on the machine.
● The machine is not connected to another wireless network.

1 Extract [Printer Software] after downloading to the computer, and double-click on "Launcher.exe" in the generated folder.

2 Click on [Support Tools].

3 Click on [Wi-Fi Settings].

4 Follow the on-screen instructions to configure the settings.

3.2.4 Setting the IP Address

This section describes how to set/change the IP address.

Tips

● When specifying an IP address for an IPv6 environment, use the [Printer Software] support tool or Internet Services. For details on support tools, refer to page 3-13. For details on Internet Services, refer to page 11-3.

Setting the IP Address From the Operator Panel

1 At the Home screen, tap **》** > [Device].
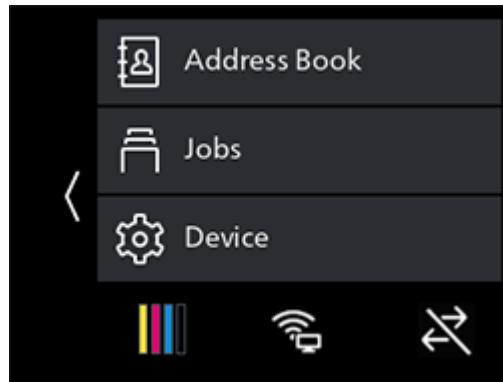
2 Tap [Network Settings].

3 Tap [Ethernet] if the machine is connected by a wired network connection, and [Wi-Fi Settings] if it is connected by a wireless network connection.

4 Tap [IP Mode].

5 Tap [Dual Stack], [IPv4] or [IPv6], depending on the environment you are using.

→ If the network you are using is compatible with both IPv4 and IPv6, select [Dual Stack].

6 Tap [OK].

7 Tap [TCP/IP].

8 Tap [IP Addressing].

9 Specify the IP address.

→ *To set the IP address automatically*
1. Tap [DHCP/AutoIP], [BOOTP] or [DHCP].
2. Tap [OK].
→ *To set the IP address manually*
1. Tap [Manual Input].
2. Tap [OK].
3. Tap [IP Address].
4. Enter the IP address and tap [OK].
5. Tap [Subnet Mask].
6. Enter the subnet mask and tap [OK].
7. Tap [Gateway Address].
8. Enter the gateway address and tap [OK].

10 Turn off the machine, and then turn it on again.

Configuring Settings with [Support Tools] (Windows)

1   Extract [Printer Software] after downloading to the computer, and double-click on "Launcher.exe" in the generated folder.

2   Click on [Support Tools].

3   Click on [IP Address Settings].

4   Follow the on-screen instructions to configure the settings.

Checking the IP Address

You can check the settings by using the operator panel, or by printing the System Settings report.

Using the Operator Panel

1   At the Home screen, tap 〉 > [Device].
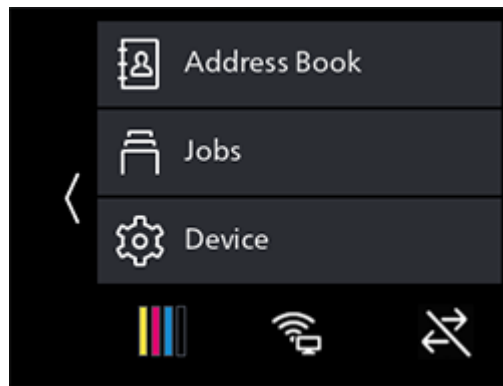
2   Tap [About].

3   Confirm the IP address displayed in [IPv4] or [IPv6].

Using the System Settings Report

1   Print the System Settings report.

➜   For details on how to print reports and lists, refer to page 10-4.

2   Confirm the IP address listed in the report.

3.2.5   Installing Software for Windows

To install the latest Windows version of [Printer Software], access the Konica Minolta web site in your region, or contact your supplier.

Tips

Perform the following procedure in advance, and then start installing.

- Connecting to a Wired (Ethernet) Network (page 3-5)
- Connecting to a Computer With USB (page 3-6)
- Preparing to Use a Wireless Network (page 3-7)

Using [Printer Software]

You can use the [Printer Software] to configure the following features.

No.	Name	Description
1	[Quick Setup]	You can install the basic software bundle used with the machine. When using a wireless network, you can obtain the software in one installation by connecting to the network. The following software can be installed: • [PCL Driver] • [Scanner Driver] • [Print & Scan Hub] **Reference** *For details on the installation method, refer to page 3-16.* *For details on Print & Scan Hub, refer to page 11-5.*
2	[Custom Installation] > [Driver]	You can select and install only the drivers that you need. The following drivers can be installed: • [PCL Driver] • [PS Driver] • [Scanner Driver] **Reference** *For details on the installation method, refer to page 3-16.*

No.	Name	Description
3	[Custom Installation] > [Software]	You can select and install only the software that you need. The following software can be installed: • [Print & Scan Hub] • [Scan/Fax Address Book Editor] 📖**Reference** *For details on the installation method, refer to page 3-16.* *For details on software, refer to page 11-5.*
4	[Support Tools] > [Create Driver Setup Disk]	You can create a setup disk for the drivers. Using the setup disk reduces the amount of work required when installing drivers on multiple computers with the same settings. 📖**Reference** *The setup disk cannot be used with a computer that runs an OS which differs from that of the computer that created the disk. Create setup disks for each OS.*
5	[Support Tools] > [IP Address Settings]	You can configure the IP address settings. 📖**Reference** *For details on the configuration method, refer to page 3-13.*
6	[Support Tools] > [Wi-Fi Settings]	You can configure the wireless LAN settings for the machine and your computer. 📖**Reference** *For details on how to configure settings, refer to page 3-11.*
7	[Media Information]	You can check the content recorded in [Printer Software].

Installing with [Quick Setup]

1 Extract [Printer Software] after downloading to the computer, and double-click on "Launcher.exe" in the generated folder.

2 Click on [Quick Setup].
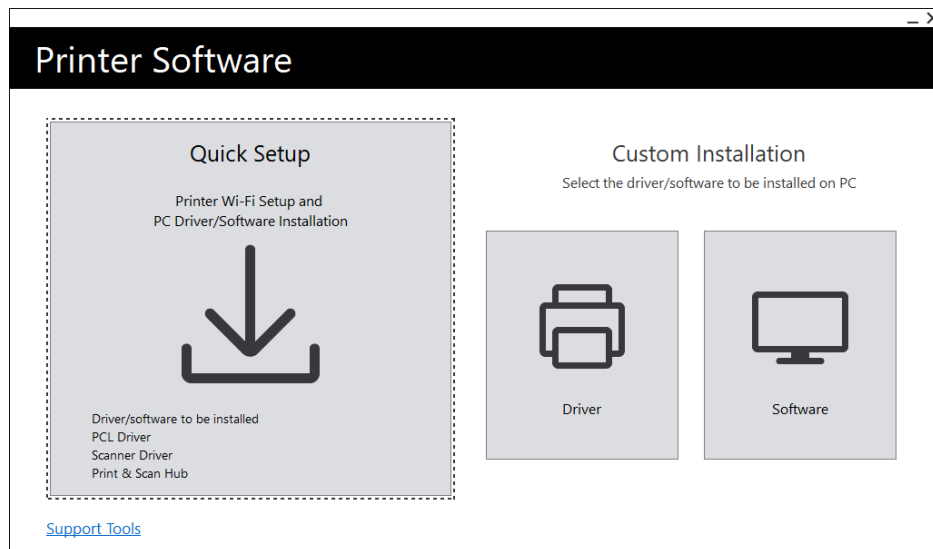
3 Follow the on-screen instructions to complete the setup.

Installing with [Custom Installation]

1 Extract [Printer Software] after downloading to the computer, and double-click on "Launcher.exe" in the generated folder.

2 Click on [Driver] or [Software].

➜ If [Software] is selected, proceed to step 5.
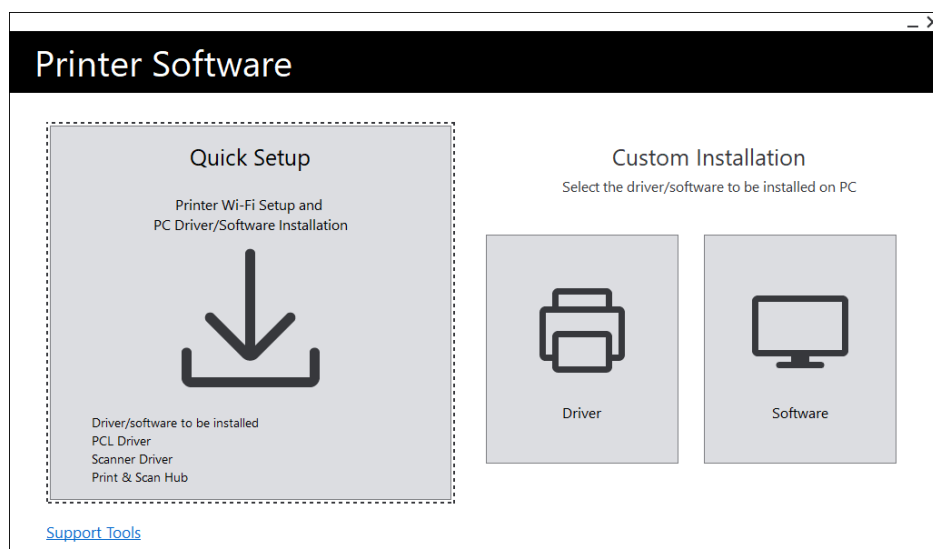
3 Select [I accept the terms of the license agreement], and click on [Next].

4 Select your connection method and click on [Next].

5 Follow the on-screen instructions to complete the setup.

3.2.6   Installing Software for Mac

To install the latest software for Mac, access the Konica Minolta web site in your region, or contact your supplier.

Installing Software

1   Download software to your computer.

2   Double-click on the downloaded dmg file.

3   Double-click the pkg file in the folder.

4   Follow the on-screen instructions to complete the setup.

Registering the Machine in a Mac

Adding the Machine Using USB Connection

1   Turn on the machine.

2   Connect the USB cable to the machine and your computer.

3   From the [Apple] menu, open [System Preferences], and click on [Printers & Scanners].

4   If the machine appears in [Printers], then registration is complete.

   → If the machine is not displayed, add the machine following step 5 and the steps that follow.

5   Click on ⊞ .

6   In the [Kind] column, select the name for the machine displayed as [USB] from [Name].

7   From [Use], select a driver compatible with the machine.

8   Click on [Add].

9   Make sure that the machine is displayed in [Printers].

Adding a Machine Using LPD Connection

1 Turn on the machine.

2 Make sure that your computer and the machine are connected.

→ If you use a wired connection, connect the machine to the network using an Ethernet cable.

→ If you use a wireless connection, make sure that the wireless connection of your computer and the machine are established properly.

3 From the [Apple] menu, open [System Preferences], and click on [Printers & Scanners].

4 Click on ⊞ .

5 Click on [IP].

6 From [Protocol], select [Line Printer Daemon-LPD].

7 Enter the machine's IP address in [Address].

8 From [Use], select a driver compatible with the machine.

9 Click on [Add].

10 Specify an optional accessory already installed on the machine, and click [OK].

11 Make sure that the machine is displayed in [Printers].

Adding the Machine Using Bonjour

1 Turn on the machine.

2 Make sure that your computer and the machine are connected.

→ If you use a wired connection, connect the machine to the network using an Ethernet cable.

→ If you use a wireless connection, make sure that the wireless connection of your computer and the machine are established properly.

3 From the [Apple] menu, open [System Preferences], and click on [Printers & Scanners].

4 Click on ⊞ .

5 From [Name], select the name for the machine displayed as [Bonjour Multifunction] in the [Kind] column.

6 From [Use], select a driver compatible with the machine.

7 Click on [Add].

8 Specify an optional accessory already installed on the machine, and click [OK].

9 Make sure that the machine is displayed in [Printers].

Enabling Optional Accessories

On the driver, specify the optional accessories installed on the machine to enable the associated features.

1 From the [Apple] menu, open [System Preferences], and click on [Printers & Scanners].

2 From [Printers], select this machine, and click on [Options & Supplies].

3 Click on [Options].

4 Select an optional accessory already installed on the machine, and click [OK].

3.3   Configuring Fax Settings

To use the fax function, connect the machine to a telephone line, and initialize the fax settings from the operator panel on the machine.

3.3.1   Connecting the Machine to a Telephone Line

Tips

If you are unable to establish communication correctly with an optical line or ADSL connection, inquire with your telephone line service provider. Also inquire with your telephone line service provider for details on connection methods.

Connecting to a Public Phone Line

When Using Fax Exclusively

➜   Connect one telephone line to the LINE port ⬚ on the rear of the machine, and connect the other end to the public line.

When Using Both Phone and Fax

1   Connect one telephone line to the LINE port ⬚ on the rear of the machine, and connect the other end to the public line.

2   Connect one telephone line to the TEL port ☏ on the rear of the machine, and connect the other end to the telephone.

Connecting to a Private Branch Exchange (PBX)

➜   Connect one telephone line to the LINE port ⬚ on the rear of the machine, and connect the other end to a private branch exchange (PBX) or other controller.

3.3.2   Setting Initial Fax Settings

To use the fax feature, it is necessary to configure the following settings from the operator panel.

Reference
For details on settings, refer to page 10-10.

[Country/Region]

1   At the Home screen, tap 》 > [Device].

2   Select the country you want to specify from [General] > [Fax Settings] > [Country/Region], then tap [OK].

3   Tap [OK] on the confirmation screen.

The machine will restart automatically.

[Fax Number] / [Company Name]

1   At the Home screen, tap 》 > [Device].

2   Tap [General] > [Fax Settings] > [Fax Number] or [Company Name].

[Transmission]

1 At the Home screen, tap 〉 > [Device].

2 Tap [General] > [Fax Settings] > [Fax Line Settings] > [Transmission].

[Receive Mode]

1 At the Home screen, tap 〉 > [Device].

2 Tap [General] > [Fax Settings] > [Incoming Fax Settings] > [Receive Mode].

[Dial Type]

1 At the Home screen, tap 〉 > [Device].

2 Tap [General] > [Fax Settings] > [Outgoing Fax Settings] > [Dial Type].

4 Using Your Machine

4   Using Your Machine

4.1   Using the Operator Panel

The operator panel comprises the touch panel display, ⌂ (Home) button, ⏻|☾ (Power Supply / Power Saver) button, Data LED, Status LED, and NFC touch area.

📖**Reference**
For details on the Operator Panel, refer to page 2-8.

4.1.1   About the Home Screen

➜   To display the Home screen, press the ⌂ (Home) button.

    ➜ You can customize the Home screen according to your purpose of use.

📖**Reference**
To customize the Home screen, refer to page 4-7.

No.	Name	Description
1	Apps	Tap ⊞ in the upper part of the Home screen to display apps.
2	PIN List	Tap ⊤ in the upper part of the Home screen, and the PIN List will appear. By registering settings for frequently used apps, you can easily execute their functions without having to define the settings with each use.
3	Device Management Screen	Tap the left-hand area of the Home screen ❯ and the Device Management screen will appear. The Device Management screen display includes address book, job information, device settings, consumables status, error messages and network information.

Apps

Tap ⊞ in the upper part of the Home screen to display apps.

You can use the following apps.

● [Copy]
You can make copies, or configure the copy settings. (page 6-3)

● [Copy (ID Card)]
You can copy ID cards, or configure the Copy (ID Card) settings. (page 6-6)

● [Fax]
You can send and receive faxes, or configure the fax settings. (page 8-3)

● [Email]
Send Scanned Data by E-mail. (page 7-11)

● [USB]
You can directly save scanned data to a USB flash drive, and also print documents and photos stored in the USB flash drive. (page 5-10 and page 7-15)

● [Scan to Network]
You can scan documents and send the scanned data to a server, or configure the scan settings. (page 7-6)

● [WSD Scan Profile]
You can send scanned data to a computer with Web Services on Devices (WSD). (page 7-9)

● [Scan to PC]
Save scanned data directly to a computer. (page 7-4)

● [ID Card Scan]
You can scan both sides of an ID card, and save it to a network server. (page 7-18)

PIN List

Tap ⊤ in the upper part of the Home screen, and the PIN List will appear. By registering settings for frequently used apps, you can easily execute their functions without having to define the settings with each use.

Device Management Screen

Tap the left-hand area of the Home screen 〉 and the Device Management screen will appear. The Device Management screen display includes address book, job information, device settings, consumables status, error messages and network information.
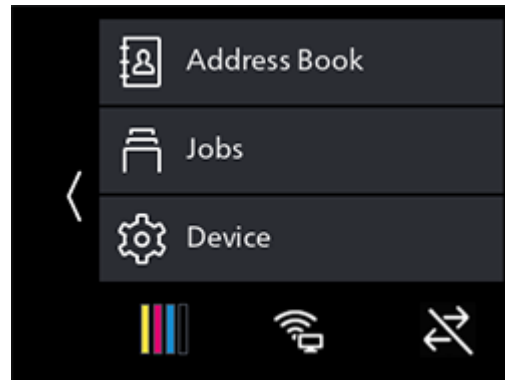
🗐 **Tips**

An icon indicating information on the status of the machine may appear in 〉. In such cases, tap on 〉 to check details.

- 🔴 Indicates whether and how many notifications are present.
- ⚫ Indicates that a job is in progress.
- 🖨 Indicates whether and how many saved jobs are present.
- When the User Authentication feature is enabled, 👤 will appear in the upper part of 〉. Tap it to display a list of registered users, and you will also be able to switch accounts. For details, refer to page 11-26.

- [Address Book]
  You can register an address to the address book, or edit/delete the contact information. (page 11-10)
- [Jobs)]
  You can check the job status or cancel active jobs. Also, you can print the print jobs stored in the machine or the faxes received in the secure receiving mode. (page 4-16, page 5-4, page 5-6, page 5-8, page 8-6)
- [Device]
  You can configure the basic machine settings. (page 10-3)
- [Supplies]
  Tap 📊 to check the status of consumables usage. (page 10-7)
- [Network Information], [Wi-Fi Direct Information]
  Tap 📶 , 🖧 or ⇄ to check information on the network you are connected to. (page 10-14 and page 10-14)

🗐 **Tips**

The icon display will vary depending on the connected network and network status.

4.1.2   Basic Operations on the Touch Panel

Selecting Apps & Menus

➜   Tap the app or menu.
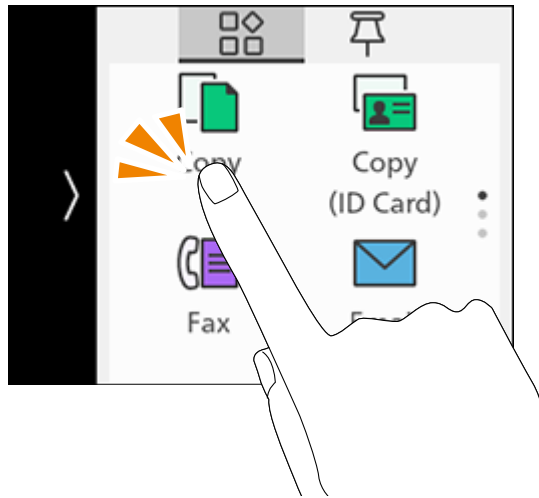
Scrolling the Screen

➜   Scroll the screen upward or downward.
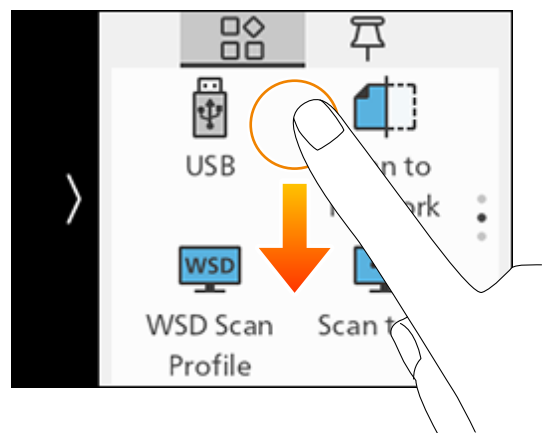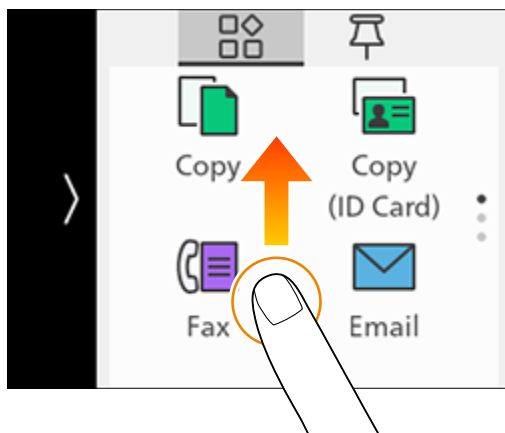
4.1.3 Customizing the Home Screen

You can customize the Home screen according to your purpose of use.

You can arrange the tiles on the Home screen for easy access to frequently used apps, and remove tiles you don't use.
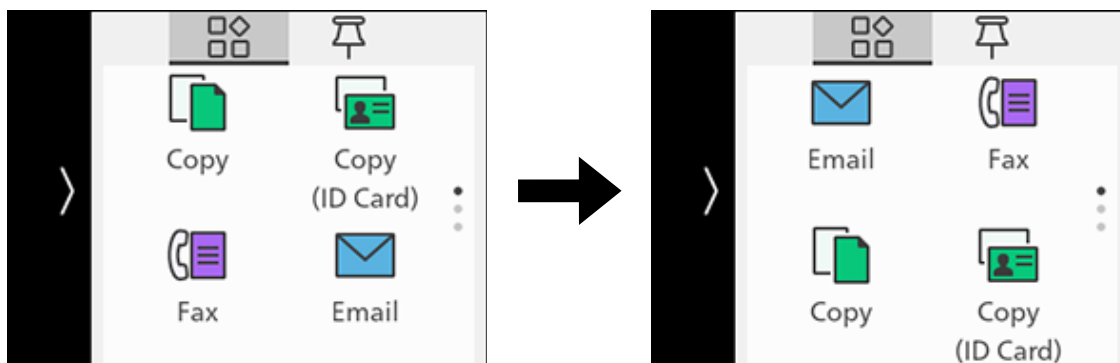
By registering frequently-used settings—such as "Make 15 two-sided color copies", for instance—in the PIN List, you can easily execute their functions without having to define the settings with each use.
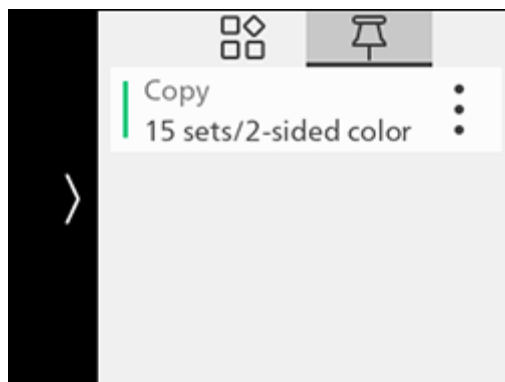
Moving Apps

1   On the Home screen, press and hold an app.
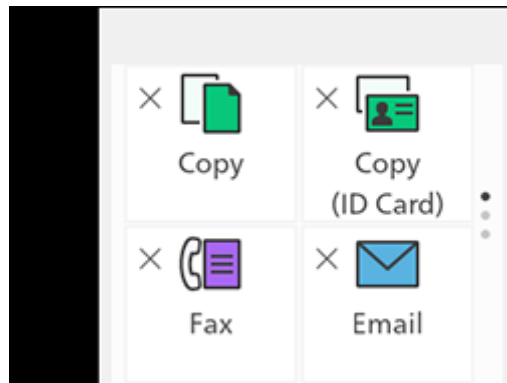
2   Drag the app to the desired location.

    →   The bar is displayed in the relocated position. Check the position, and place the app.
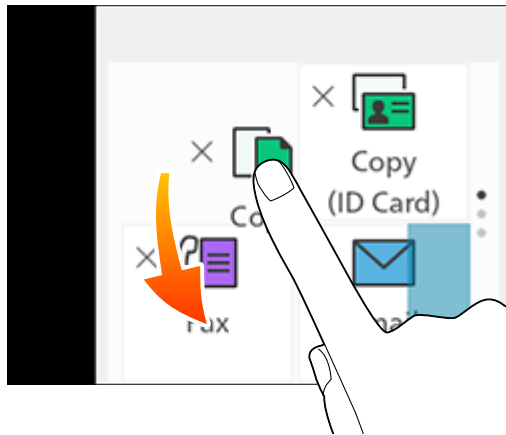
3   Press the ⌂ (Home) button.

Adding Apps to the Home Screen

1   On the Home screen, press and hold an app.
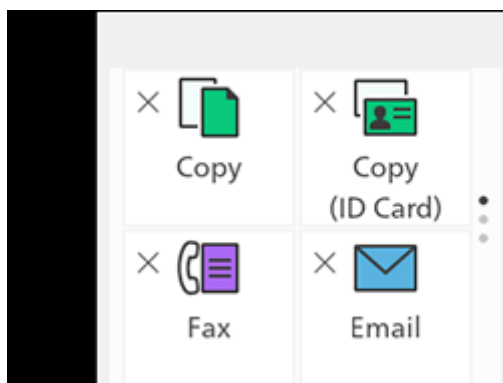
2   Scroll the Home screen, and tap the ⊕ tile.
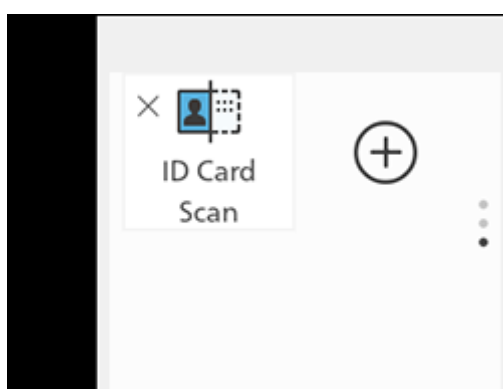
3   On the Home screen, tap the apps you want to add.
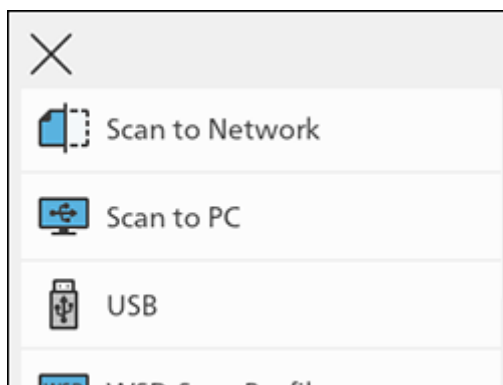
4   Press the ⌂ (Home) button.

Deleting Apps from the Home Screen

1 On the Home screen, press and hold an app.
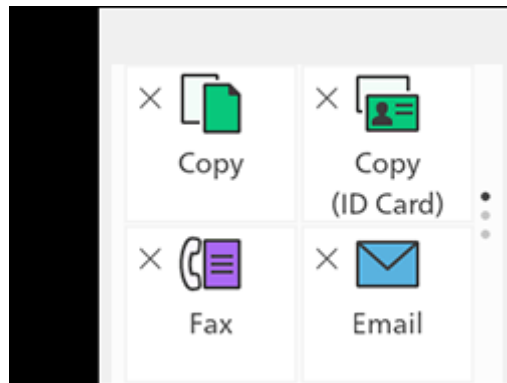
2 Select the apps to delete, then tap ✕ in the upper left part of the screen.

3 Press the ⌂ (Home) button.

Registering App Settings in the PIN List

Frequently used App settings can be registered in the PIN List.

Registering Settings

This description uses the procedure for registering copy-related settings as an example.

When registering settings for faxing, scanning or other features, perform the comparable procedure at the relevant settings screen.

1 At the Home screen, tap [Copy].
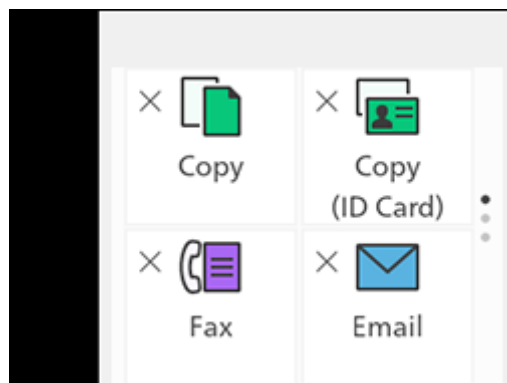
2 Change the copy settings.

NOTICE
For details on copy settings, refer to page 6-5.

3 Tap ⋮ > [Pin].
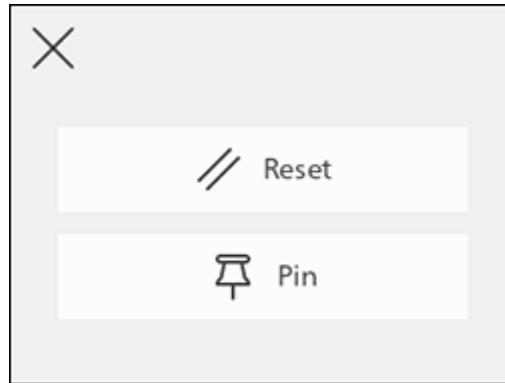
4 Enter the settings name.

5 Tap [Done].

The app settings will be registered in the PIN List.

Deleting Registered Settings

1 At the Home screen, tap 📌 .

2 Tap ⋮ for the settings you want to delete.

3 Tap [Delete].

4 Tap [Yes].

Changing App Defaults

You can change the app default values. This description uses the procedure for changing copy-related app default values as an example.

When changing defaults for apps related to faxing, scanning or other features, perform the comparable procedure at the relevant settings screen.

1 At the Home screen, tap 〉 > [Device].

2 Tap [App Defaults] > [Copy Settings].

3 Change the job settings as needed.

4 Tap [OK].

Resetting

You can reset the saved settings for each app. This description uses the procedure for resetting copy-related apps as an example.

When resetting apps for faxing, scanning or other features, perform the comparable procedure at the relevant settings screen.

1 At the Home screen, tap 〉 > [Device].

2 Tap ⋮ > [Reset].

4.1.4   Changing Language Settings

You can select the language used on the machine.

1   At the Home screen, tap 〉 > [Device].

2   Tap [Language].

3   Select the language you wish to set, and tap [OK].

4.1.5   Limiting Access to Features

You can use passcodes to limit access to each feature. This prevents unauthorized users from operating the machine.

Access restrictions can be applied to the following features:
● [Address Book]
● [Information Pages]
● [General]
● [Network Settings]
● [App Defaults]
● [Security Settings]
● [Maintenance]
● [Advanced Settings]

1   At the Home screen, tap 〉 > [Device].
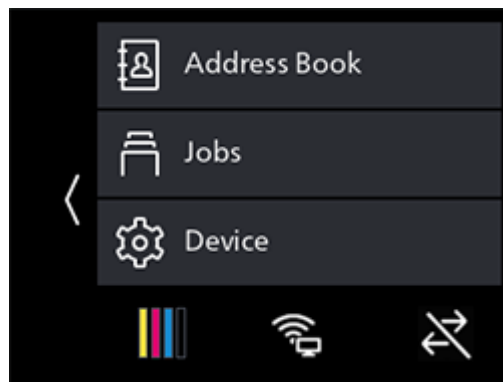
2   Tap [Security Settings] > [Admin Authentication].

3   Tap [On].

4 Enter the 4 digit passcode and tap [OK].
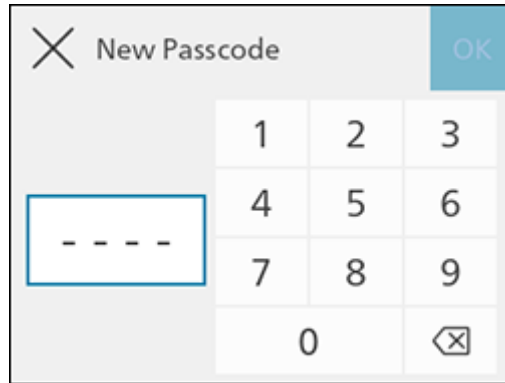
5 Re-enter the passcode and tap [OK].

Features subject to access restrictions are marked with lock icon. Passcode entry is necessary in order to operate restricted features.

4.1.6 Restricting Usage of Functions on Each User

When the User Authentication feature is enabled, you can give users registered with the machine (registered users) permission to use its features, and to limit the features that unregistered users (guest users) can use. Furthermore, you can limit the features that each registered user can use. To use the machine, registered users need to log in to their user account from the operator panel. A registered user who uses the machine without logging in will be treated as a guest user.

📖**Reference**
For details, refer to page 11-26.

4.2 Power Saver Mode

The machine is equipped with power saving features that reduce electric power consumption volume to conserve electricity.

Power saving features include Low Power Mode and Sleep Mode.

Sleep Mode reduces electric power consumption even more than Low Power Mode, but requires a longer recovery period than Low Power Mode.

4.2.1 Switching to Power Saver Mode

The machine enters Power Saver mode in the following cases. In Power Saver mode, the ⏻|☾ (Power Supply / Power Saver) button blinks.

- Press the ⏻|☾ (Power Supply / Power Saver) button, and tap [Sleep Mode]
- When the machine has not been operated, no jobs have been executed, and no print data has been received until it is time for the machine to enter Power Saver Mode

Tips

The machine will not enter Power Saver Mode while an error message is displayed for paper jams, consumables replacement, etc.

Reference

For details on how to change the interval until the machine enters Power Saver Mode, refer to page 4-15.

4.2.2 Recovering From the Power Saver Mode

The machine recovers from Power Saver Mode with the following procedure or state.
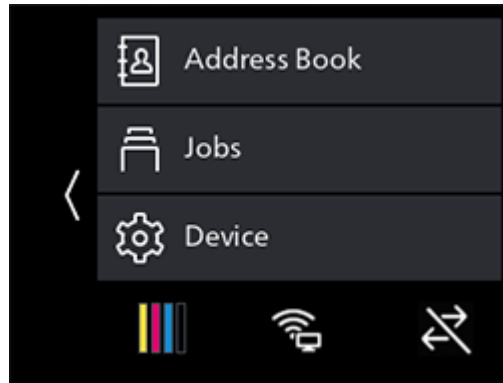
- When the ⏻|☾ (Power Supply / Power Saver) button is pressed
- When the machine receive jobs

Tips

- When you press the ⏻|☾ (Power Supply / Power Saver) button immediately after the touch panel display turns off, or when the machine has not completely entered Power Saver mode, leaving Power Saver mode may take some time. Wait until the machine accepts the operation releasing it from Power Saver mode, then press the ⏻|☾ (Power Supply / Power Saver) button again.
- When jobs are executed in Power Saver Mode, it sometimes switches to Power Saver Mode earlier than specified by the settings.

4.2.3   Setting the Power Saving Features

1   At the Home screen, tap ❯ > [Device].

2   Tap [General] > [Power Saver].

3   Tap [Low Power Timer] or [Sleep Timer].

4   Enter the desired value.

5   Tap [OK].

4.3　Checking Jobs

At the machine's [Jobs] screen, you can check on job status or cancel queued jobs, etc. You can also print or delete jobs saved in the machine.

Tips
Check job status with a report, or with Internet Services. For details, refer to page 10-4 or page 15-18.

4.3.1　Checking the Job Status

➜　At the Home screen, tap ❭ > [Jobs].
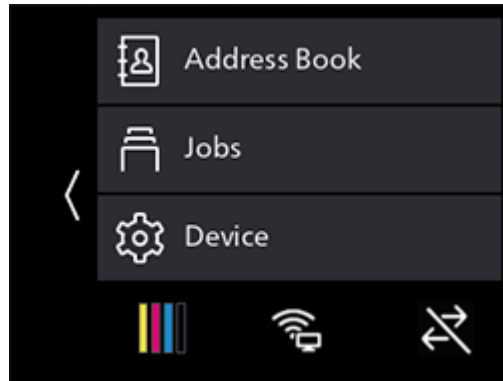
　　Job status is listed.

Canceling the Pending Jobs

1　At the Home screen, tap ❭ > [Jobs].
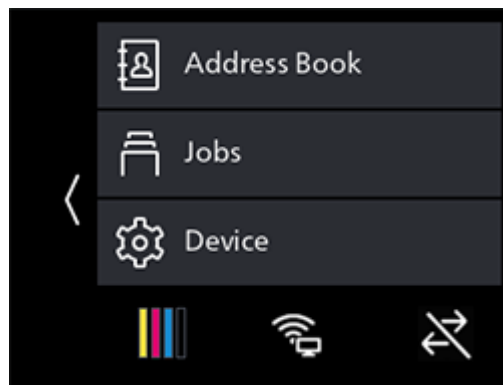
2　Select the job you want to cancel.

3　Tap [Cancel].

Printing/Deleting Jobs Stored in the Machine

Printing/Deleting Stored Print Jobs

You can print or delete the jobs that are stored for Secure Print and Sample Set.

Reference
For details, refer to page 5-6 or page 5-8.

Printing Faxes Received Using the Secure Receiving Mode

Enter a four-digit passcode to print faxes received using the secure receiving mode.

📖**Reference**
For details, refer to page 8-6.

4.4   Print Media Guidelines

📑 **Tips**

For details on paper that can be used, contact your service representative.

4.4.1   Feed Performance for Each Tray

Paper Tray	Supported Paper Weight	Paper Size	Permissible sheet count load[1]
Tray 1	15.96 to 46.82 lb (60 to 176 gsm)	Width: 3 to 8.5" (76.2 to 215.9 mm)[2] Height: 5 to 14" (127.0 to 355.6 mm)	250 sheets
Tray 2 (**Paper Feed Unit PF-P26**) (optional)	15.96 to 46.82 lb (60 to 176 gsm)	Width: 3 to 8.5" (76.2 to 215.9 mm) Height: 8.27 to 14" (210.0 to 355.6 mm)	250 sheets
Bypass Tray	15.96 to 46.82 lb (60 to 176 gsm)	Width: 3 to 8.5" (76.2 to 215.9 mm)[2] Height: 5 to 14" (127.0 to 355.6 mm)	50 sheets

[1]: For 21.28 lb (80 gsm) paper

[2]: Envelopes only, up to 8.66" (220.0 mm)

NOTICE
The presence of water, rain, steam or other moisture may cause images to come off of the print surface. For details, contact your service representative.

📑 **Tips**

- Envelopes can be loaded into the trays to the following stack heights (envelope counts).
  Tray 1: approximately 1.08" (27.5 mm) (20 envelopes)
  Bypass Tray: approximately 0.21" (5.4 mm) (5 envelopes)
- The automatic two-sided feature can be used with the following paper sizes and weights.
  Width: 5.47 to 8.5" (139.0 to 215.9 mm)
  Height: 8.27 to 14" (210.0 to 355.6 mm)
  Paper weight: 15.96 to 46.82 lb (60 to 176 gsm)

Paper That Cannot Be Used

To avoid machine problems, do not use the following print media:

- Inkjet paper
- Heat-sensitive paper / thermal transfer paper
- Textile transfer paper
- Water transfer paper
- Paper with items such as staples, paper clips, ribbons or tape attached
- Windowed envelopes
- Envelopes with protrusions or clasps
- Paper with special surface coatings
- Paper with surfaces that are rough, fibrous or otherwise not smooth
- Paper with inks that deteriorate when exposed to the heat of the fusing process
- There are also other types of paper that cannot be used. For details, contact your service representative.

4.4.2 Storing and Handling Print Media

Storing Print Media

Store paper in a cabinet or other location where humidity is low. If the paper absorbs moisture, this could cause paper jams and poor print quality.

When the print media package is opened but not used up, store unused print media in the wrapping paper.

Store print media on a flat surface so that the edges do not buckle or curl.

Store print media in places not exposed to direct sunlight.

Handling Print Media

Straighten the edges of the print media stack before loading.

Do not load multiple sizes of paper at the same time.

Flex and fan label sheets before loading, otherwise a paper jam may occur or multiple sheets may be fed at a time.

4.5   Loading Print Media

4.5.1   Flex and Fan the Paper

Flex and fan the paper well before loading.

1 Hold one end of the paper, and flex and fan as shown in the illustration.
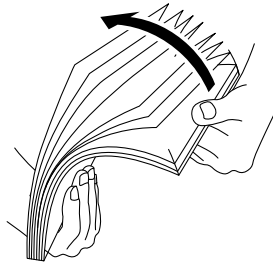
2 Turn the paper over, then flex and fan again.

3 Loosen the paper.
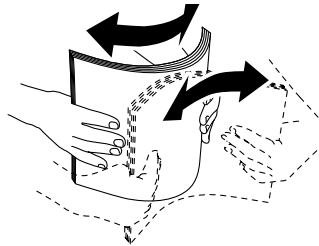
4 Repeat the procedure described above several times, then align the four corners of the paper stack.

4.5.2 Loading Paper in Tray 1 / Tray 2 (Paper Feed Unit PF-P26) (Optional)

NOTICE

Do not add paper of a different size or type to the paper remaining in the tray. Doing so could cause a paper jam or error.

Do not add paper to or remove paper from the paper tray while printing or copying from it. Doing so could cause a paper jam.

1   Supporting the paper tray with both hands, pull it out completely.
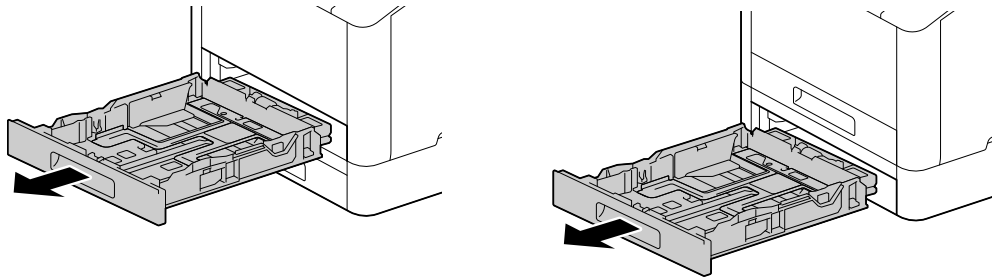
2   Move the paper guides to the position to fit the paper size.
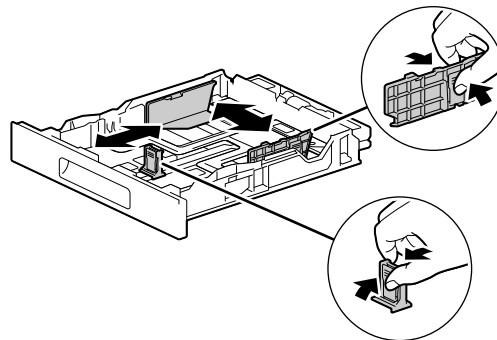
→ When loading legal-sized paper, press and hold the button on the bottom while pulling out the front side of the tray.
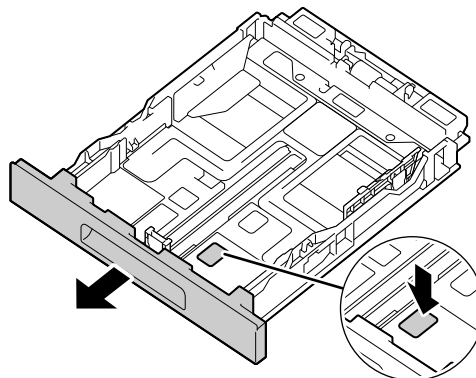
3 Place the side you want to copy or print on facing up, and load the paper with its leading edge aligned with the interior end of the tray.

NOTICE

Do not load an excessive number of sheets such that the top of the stack is higher than the ▼ mark.

If paper is curled, flatten it before loading it.
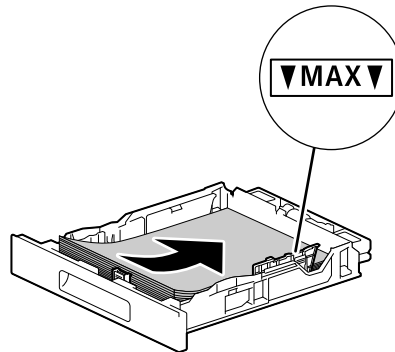
→ Misalignment between the paper and paper guide could cause a paper jam. If the paper and paper guide are misaligned, readjust the paper guides according to the paper size.

4 Insert the paper tray into the machine main unit, and press it in slowly until it stops.

5 When the paper settings screen appears on the operator panel, tap [Paper Size].

6 Select paper size, then tap 〈 .

7 Tap [Paper Type].

8 Select paper type, then tap 〈 .

9 Tap [OK].

4.5.3   Loading paper in the Bypass Tray

NOTICE

Do not add paper to or remove paper from the Bypass Tray while printing or copying from it. Doing so could cause a paper jam.

Tips

● If the paper jams, load paper one sheet at a time.

1   Open the Bypass Tray.
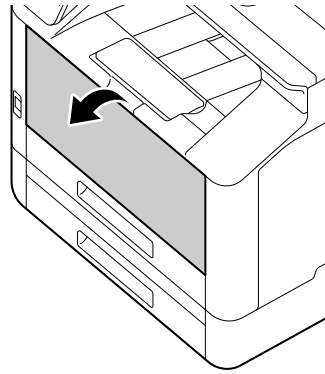
→ Pull out the Extension Tray as needed. When pulling out the Extension Tray, do so slowly.
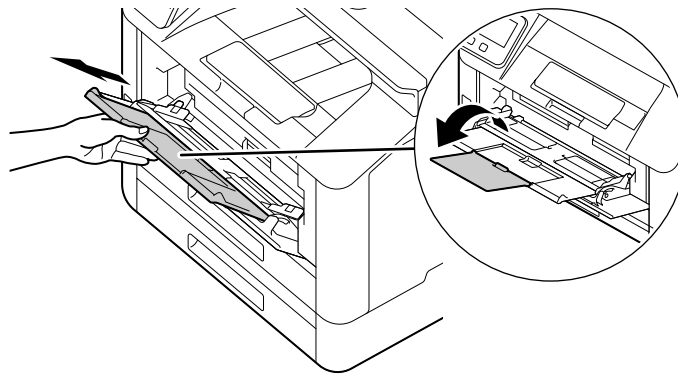
2   Adjust the paper guides according to the paper size that you want to load.
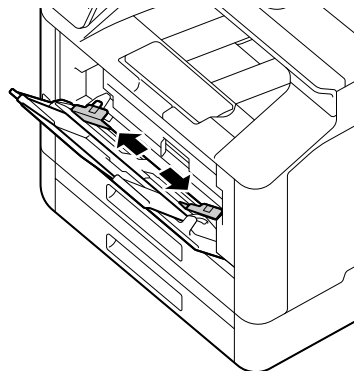
3   Place the side on which you want to copy or print facing up, and with the paper aligned, insert until its leading edge is lightly stopped.
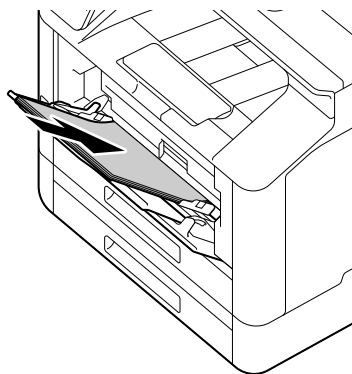
NOTICE
Do not load an excessive number of sheets such that the top of the stack is higher than the ▼ mark.

If paper is curled, flatten it before loading it.
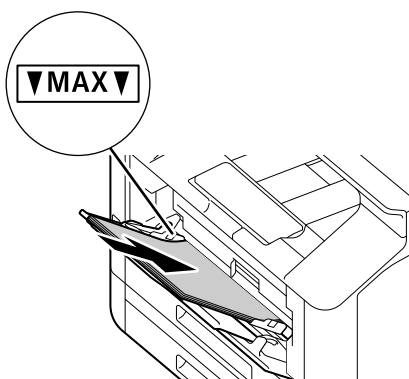
→   Misalignment between the paper and paper guide could cause a paper jam. If the paper and paper guide are misaligned, readjust the paper guides according to the paper size.

→   When you load custom size paper, adjust the paper guides according to the paper size.

4   When the paper settings screen appears on the operator panel, tap [Paper Size].

→   The factory default settings are configured to display the paper settings screen. If the paper settings screen does not appear, for [Bypass], set [Display Tray Prompt] to [On]. For details, refer to page 10-6.

5   Select paper size, then tap 〈 .

6   Tap [Paper Type].

7   Select paper type, then tap 〈 .

8   Tap [OK].

Printing on Paper Loaded in the Bypass Tray

This description uses the procedure for the Windows PCL driver as an example.

1 At the Home screen, tap ❯ > [Device].
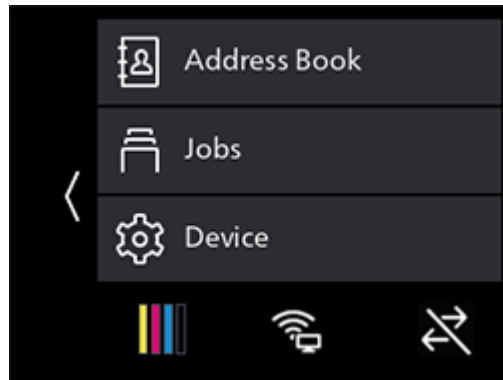
2 Tap [Trays] > [Bypass] > [Prioritize Driver Setting].

3 Tap [On] > 〈 > [OK].

4 Load paper into the Bypass Tray.

5 When the paper settings screen appears on the operator panel, tap [OK].

6 On your computer, open the file that you want to print.

7 From the [File] menu, select [Print].

   NOTICE
   Menu names may differ depending on the application.

8 From [Select Printer], select this machine, and click on [Preferences].

9 Under the [Paper/Output] tab, click on ⌄ for [Paper], then select [Select By Tray] > [Bypass Tray].

10 Click on ⌄ for [Paper], then specify the same paper size and type as is loaded in the paper tray.

11 Click on [OK].

12 Click on [Print].

Tips

- Under the print driver's [Select By Tray], you can print by selecting [Automatically Select]. In this case, at the [Bypass Tray Settings] screen, set [Prioritize Driver Setting] to [Off], and correctly specify the same paper size and type as is loaded.

Reference
For details about a print driver feature, see the print driver help.

Copying on Paper Loaded in the Bypass Tray

1   At the Home screen, tap ❯ > [Device].
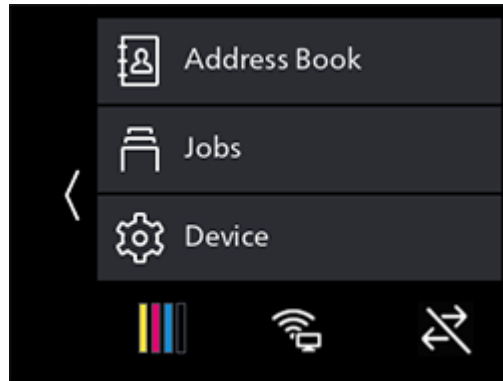
2   Tap [Trays] > [Bypass] > [Prioritize Driver Setting].

3   Tap [Off] > ‹ .

4   Tap [Paper Size].

5   Select the paper size to be loaded, then tap ‹ .

6   Tap [Paper Type].

7   Select the paper type to be loaded, then tap ‹ .

8   Tap [OK].

9   Load paper into the Bypass Tray.

10   When the paper settings screen appears on the operator panel, tap [OK].

11   Load documents.

   NOTICE
   For details on how to load documents, refer to page 4-29.

12   At the Home screen, tap [Copy].
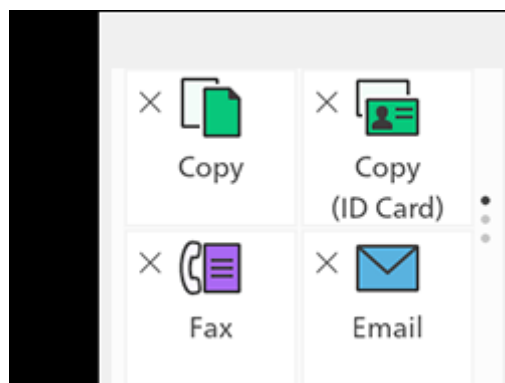
   NOTICE
   For details on copy features, refer to page 6-3.

13   Tap [Trays].

14   Select [Bypass], then tap ‹ .

15 Scroll the screen to change copy settings as needed.

NOTICE
For details on copy settings, refer to page 6-5.

16 Tap [Start].

4.5.4　Loading Envelopes

Envelopes can be loaded in the Bypass Tray or Tray 1.

Tips

- If the envelopes are not loaded right after they are unpacked, they may curl. To avoid jams, press the envelopes firmly to flatten them before loading, as shown in the illustration.
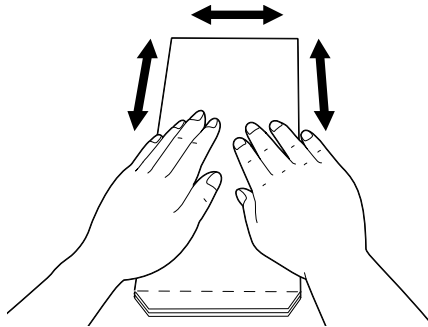
- If the envelopes do not feed correctly, curl the envelope edges as shown in the illustration. For curl width, 0.08 to 0.12" (2 to 3 mm) is recommended. Curl an area extending 0.32 to 0.39" (8 to 10 mm) from the edge of the envelopes. Take care not to curl excessively or to cause wrinkles.

Feed direction

0.08 to 0.12"
(2 to 3 mm)

0.32 to 0.39"
(8 to 10 mm)
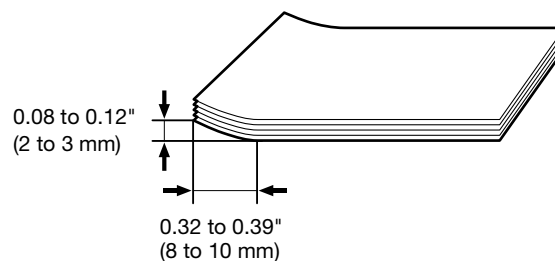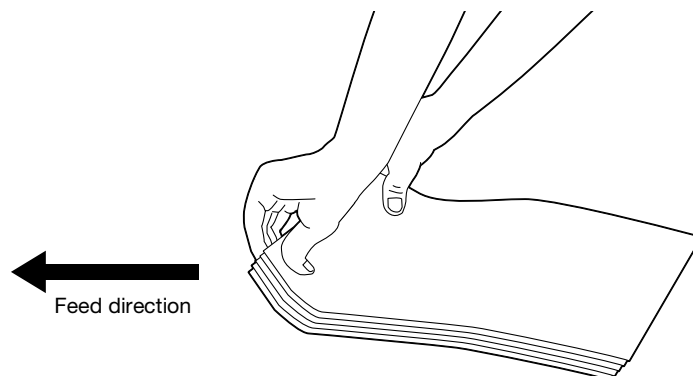
Envelopes with the Flap on the Short Edge

➜ Place the side on which you want to copy or print facing up, open the flap, and load so that the bottom edge of the envelope enters the machine first.
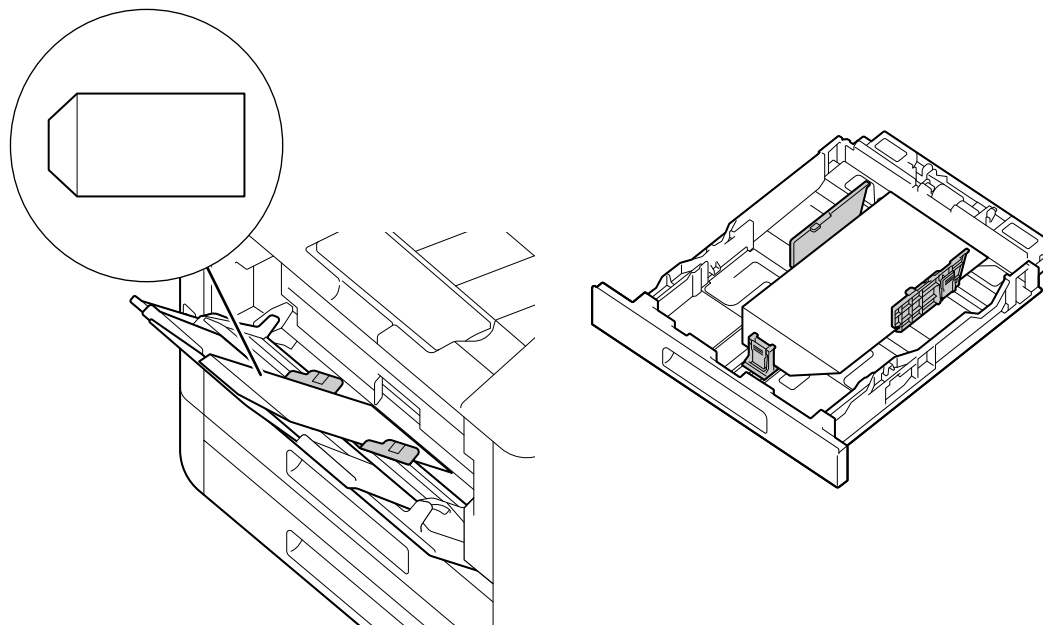
When the Flap Is on the Long Edge

No. 10 Envelope, Monarch Envelope, DL Envelope, C5 Envelope

➜ Place the side on which you want to copy or print facing up, close the flap, and load so that the flap faces toward the left side of the machine.
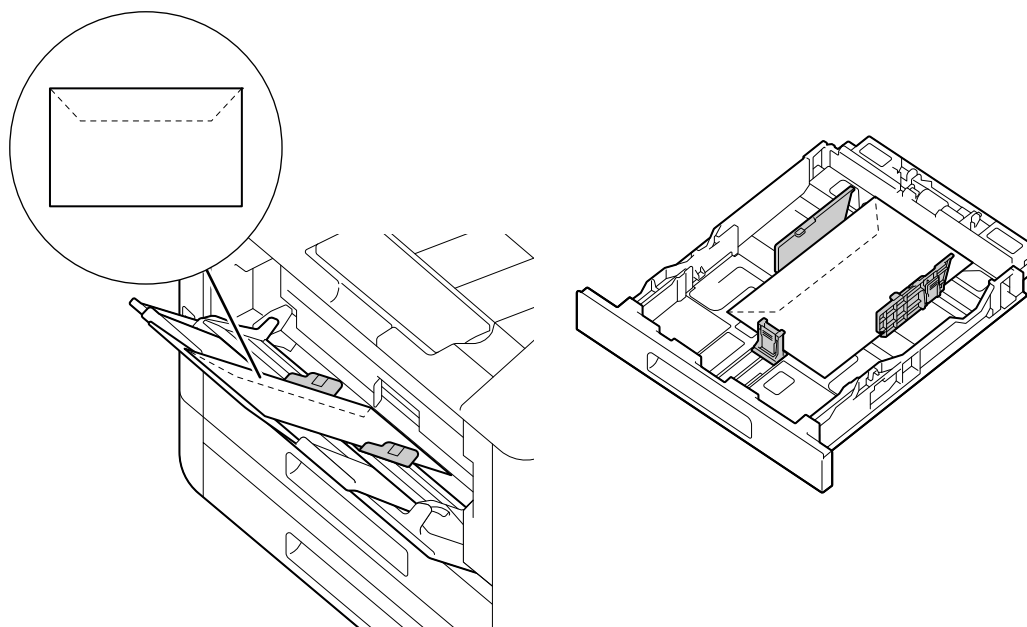
DL Envelope

➜ Open the flap, and load the envelope so that its bottom edge enters the machine first.
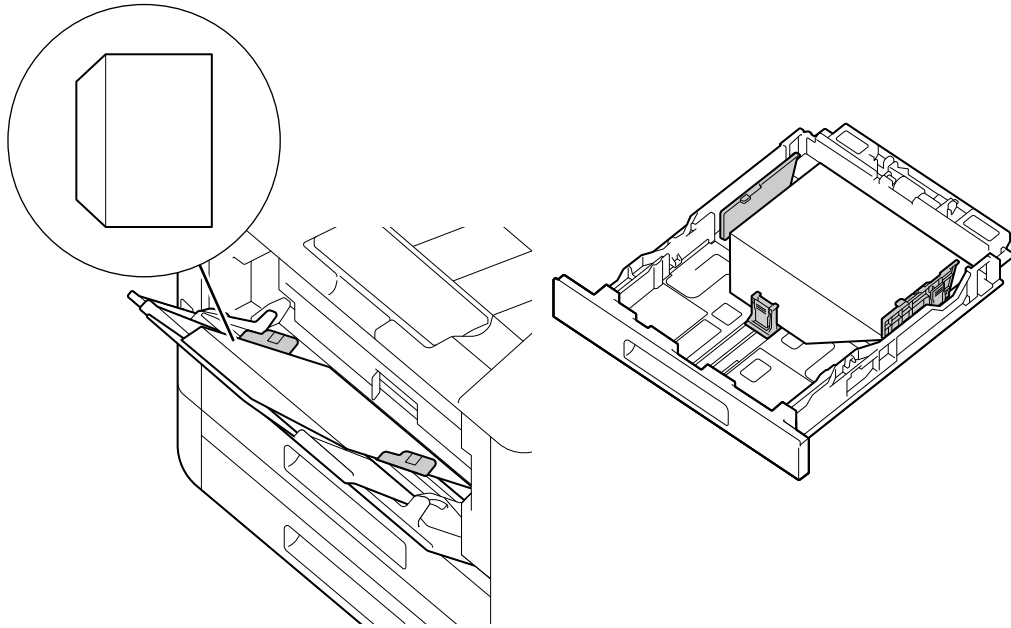
4.6   Loading a Document

Load documents in the document feeder or on the document glass.

NOTICE

Load creased, wrinkled, cut-and-pasted, curled or carbon-backed documents on the document glass. Loading them into the Document Feeder could cause paper jams.

Documents that can be loaded on the document feeder:
● One-sheet document
● Multiple-sheet document

Documents that can be loaded on the Document glass:
● One-sheet document
● Booklet

4.6.1   Loading the Document Feeder

1 Before loading a document, remove the paper clips or staples.

2 Place the side you want to copy or scan (the front side in the case of two-sided document) facing up, and load in the center of the document feeder.
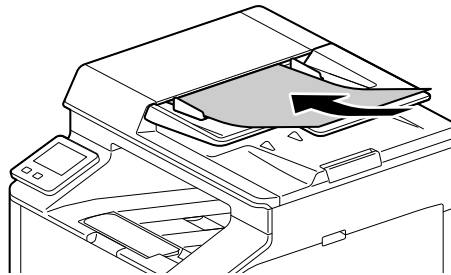
NOTICE

Remove any sticky tags, paper clips, staples or adhesive tape from the document before loading. These items can cause paper to jam or the document feeder to malfunction.

Do not load the sheets up to the point where the top of the stack is higher than the ▼ mark. Doing so may cause a document paper jam, document damage, or the document feeder failure.
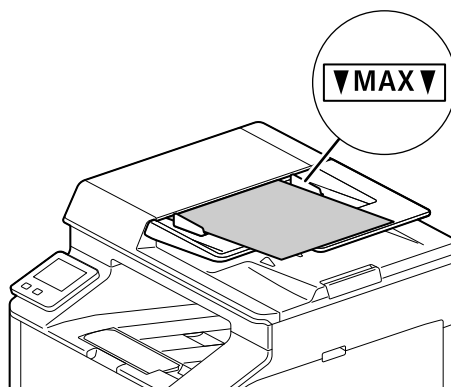
3 Adjust the document guides according to the document size that you want to load.
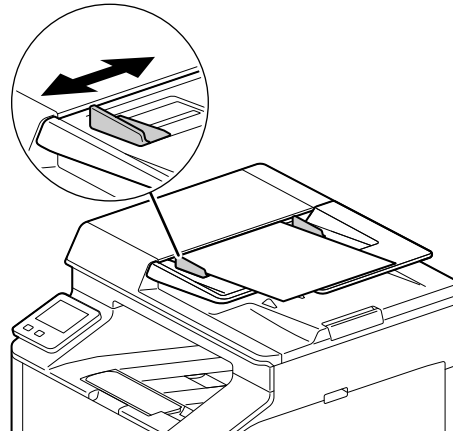
→ Open the Output Extension Tray to prevent documents from falling off.
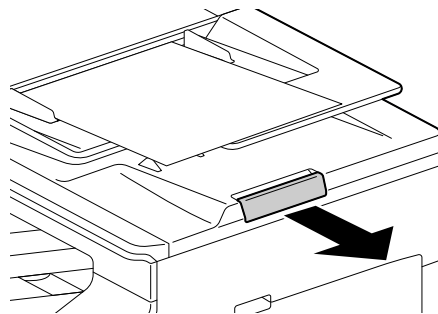
4.6.2 Loading a Document on the Document Glass

NOTICE

Do not place an original heavier than 11 lb (5 kg) on the document glass. Furthermore, do not use an excessive force to press down on a book or any other form of original that must be spread on the document glass. Otherwise, the machine may be damaged or a failure may occur.

When placing a thick book or a three-dimensional object, you do not need to close the document glass cover to scan it. A bright light may be emitted through the document glass. Be careful not to look directly at it. Note, however, that the light coming through the document glass is not a laser beam, and will not expose the user to related hazards.

Tips

Check to ensure that no documents are loaded in the document feeder. Documents loaded in the document feeder will be scanned before documents on the document glass.

1 Open the document glass cover.
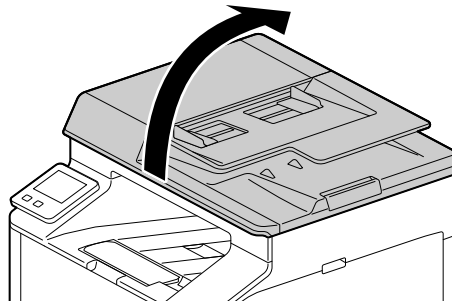
2 Place a document facing down on the document glass and align it to the top left corner of the document glass.
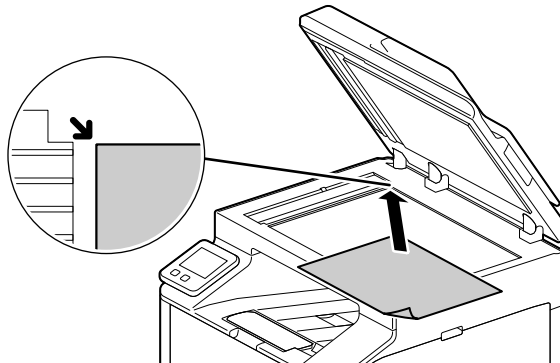
3 Close the document glass cover.

5 Printing

5   Printing

5.1   Printing From a Computer

> **Tips**
> The content of print driver settings override settings configured through the operator panel. For details about a print driver feature, refer to the print driver help.
>
> The following describes a typical printing procedure.

5.1.1   For Windows

1   Open the file that you want to print.

2   From the [File] menu, select [Print].

   NOTICE
   Menu names may differ depending on the application.

3   From [Select Printer], select this machine, and click on [Preferences].

4   Change the settings as needed, then click on [OK].

5   Click on [Print].

5.1.2   For Mac

> **Tips**
> When using the AirPrint feature with a USB connection, log in to Internet Services as the Administrator and click on [Network] in the upper part of the screen. From [Mobile Printing], select [AirPrint], then select the checkbox for [USB Connection]. For details, refer to page 15-25.

1   Open the file that you want to print.

2   From the [File] menu, select [Print].

   NOTICE
   Menu names may differ depending on the application.

3   From [Printers], select this machine, and change the settings as necessary.

4   Click [Print].

5.2 Canceling a Print Job

5.2.1 Canceling a Job From the Operator Panel

1 At the Home screen, tap 〉 > [Jobs].
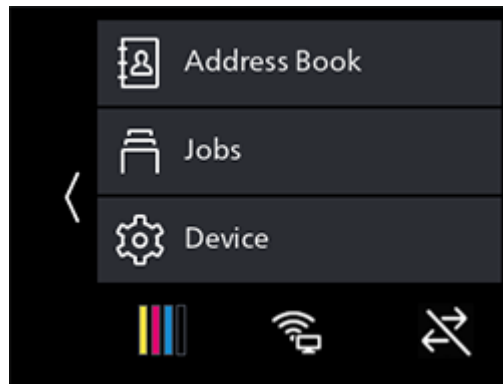
2 Select print documents to be canceled.

3 Tap [Canceled].

5.2.2 Canceling a Job From a Computer

1 Double-click on the printer icon in the Windows task bar.

2 Select the document to cancel, and press the <Delete> key.
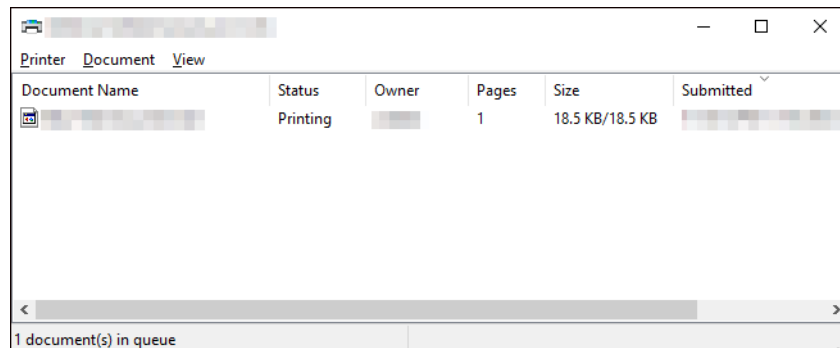
Tips

- If the document to be canceled is not displayed in the window, cancel printing from the operator panel.
- Print jobs can be canceled in the [Jobs] tab of the Internet Services. For details on how to operate, refer to page 15-18.

5.3   Printing Color Jobs in Black and White

Forcibly prints color jobs in black and white for all users.

Tips

- You can also use the Print Accounting feature to restrict color printing by user. For details, refer to page 11-17.

1   At the Home screen, tap 》 > [Device].
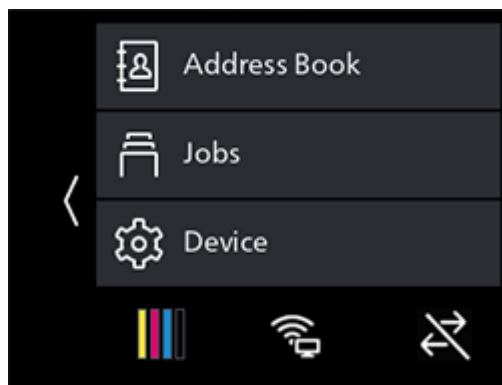
2   Tap [Security Settings] > [Print Accounting].

3   Tap [Auto Color To Mono Print] > [On].

4   Tap [OK].

5   Turn off the machine, and then turn it on again.

6   Perform printing.

Reference

For details on how to print, refer to page 5-3.

5.4 Using Stored Print (Windows)

Temporarily store the document to be printed in the machine, and begin printing from the operator panel. Convenient features include Secure Print, which enables you to assign passcode to documents for confidential document management, and Sample Set, which enables you to print multiple sets of print jobs.

📑 **Tips**

The data in the memory is cleared when the machine is turned off.

5.4.1 Secure Print

On the print driver, you can set the user ID and passcode and save printing instruction data in the machine. When you want to print, you can then do so by operating the machine.

Send confidential data

Enter the password from the operator panel

Print data

Specifying With the Print Driver

1 Open the file that you want to print.

2 From the [File] menu, select [Print].

NOTICE
Menu names may differ depending on the application.

3 From [Select Printer], select this machine, and click on [Preferences].

4 Under the [Paper/Output] tab, select [Secure Print] from [Job Type].

5 At [Setup], specify [User ID] and [Secure Print Passcode], then click on [OK].

6 Change the settings as needed, then click on [OK].

7 Click on [Print].

📖 **Reference**

For details about a print driver feature, see the print driver help.

Printing Secure Print Jobs
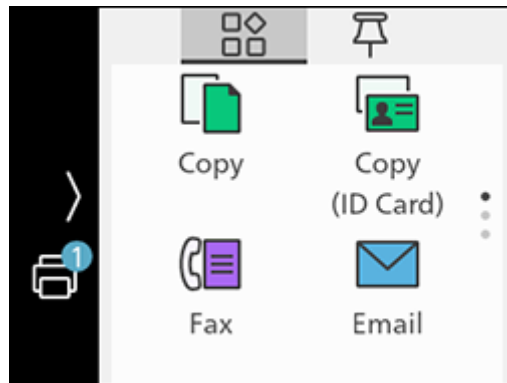
1   At the Home screen, tap 🔒.

2   Tap 🔒 in the upper right part of the screen, and select the folder with the desired user ID.
Secure Print folders are displayed with lock icon.

3   Enter the specified passcode.

4   Select the document you want to print, and then specify the number of printouts.
→   Under [Delete after Printing], select [On] to delete the job after printing.

5   Tap [Print].

Deleting Secure Print Jobs
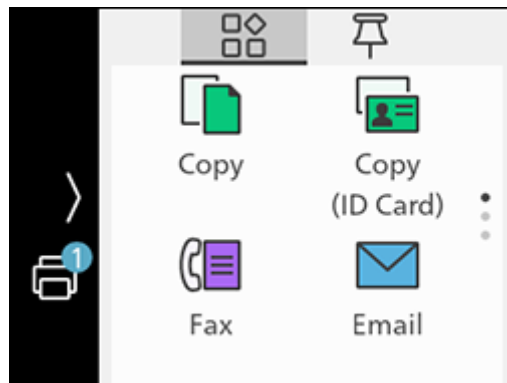
1   At the Home screen, tap 🔒.

2   Tap 🔒 in the upper right part of the screen, and select the folder with the desired user ID.
Secure Print folders are displayed with lock icon.

3   Enter the specified passcode.

4   Select documents to delete, and tap.

5   Tap [Delete].

6   Tap [Yes].

5.4.2 Sample Set

When printing multiple copies of a job, the Sample Set feature enables you to store the print data in the machine, print one initial copy of the job, then to check the print result before starting to print the rest of the copies from the operator panel.
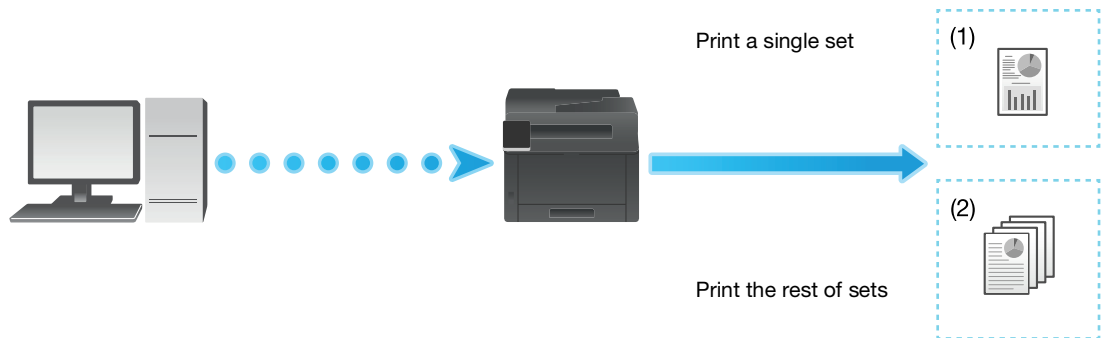
Print a single set (1)

Print the rest of sets (2)

Specifying With the Print Driver

1 Open the file that you want to print.

2 From the [File] menu, select [Print].

NOTICE
Menu names may differ depending on the application.

3 From [Select Printer], select this machine, and click on [Preferences].

4 Under the [Paper/Output] tab, select [Sample Set] from [Job Type].

5 At [Setup], specify [User ID].

6 Change other settings as needed, and click on [OK].

7 Click on [Print].

Tips

- Only one copy will be printed, and the document will be stored in the machine.

Reference
For details about a print driver feature, see the print driver help.

Printing Sample Set Jobs
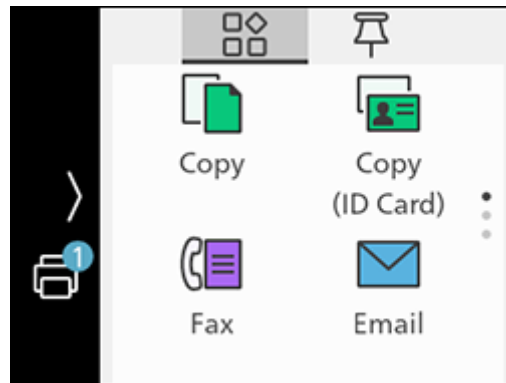
1   At the Home screen, tap 🖫.

2   Tap 🖫 in the upper right part of the screen, and select the folder with the desired user ID.

3   Select the document you want to print, and then specify the number of printouts.

4   Tap [Print].

Deleting Sample Set Jobs
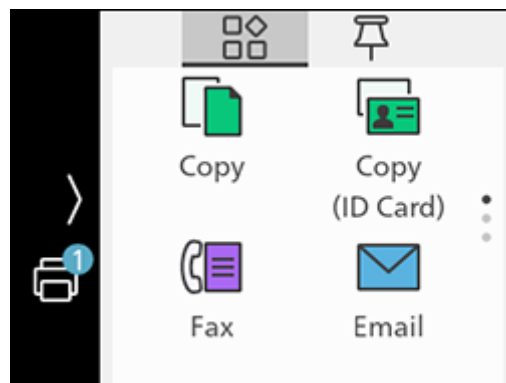
1   At the Home screen, tap 🖫.

2   Tap 🖫 in the upper right part of the screen, and select the folder with the desired user ID.

3   Select documents to delete, and tap.

4   Tap [Delete].

5   Tap [Yes].

5.5 Printing a File in a USB Flash Drive

You can print files stored in a USB flash drive without using a computer.

● In the following file formats, you can print directly from a USB flash drive:
- PDF
- TIFF
- JPEG

● This feature cannot be used on USB flash drives encrypted by a software.

● When using this feature with [Print Accounting] enabled, it is necessary to enable [Unauthenticated User Print]. For details, refer to page 10-24.

1 Insert a USB flash drive into the front USB port of the machine.
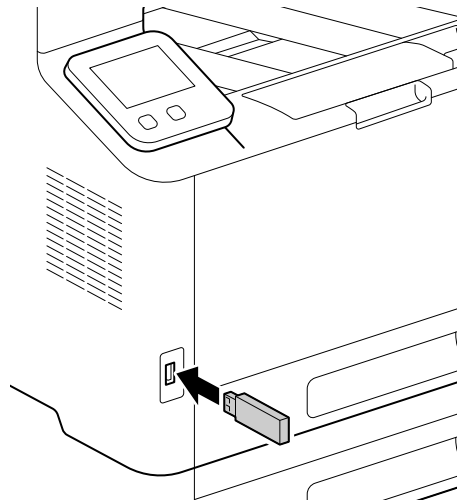
2 Tap [PDF/TIFF Print] or [Photo-Image Print (JPEG)].
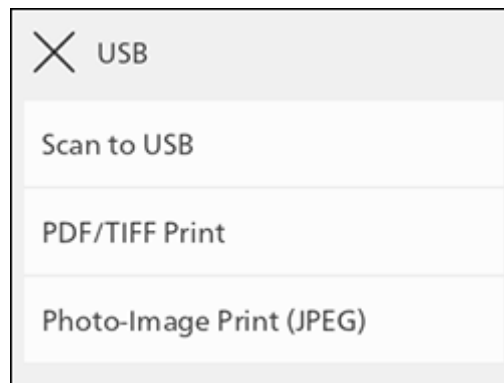
→ You can also display it by tapping [USB] at the Home screen.

3 Select a file to print, and tap [OK].

→ For document printing (PDF/TIFF), tap 🔍 and you can display a preview of the selected file. For image printing (JPEG), you can display previews of some file types in the file selection screen.

4 Scroll the screen to change print settings as needed.

NOTICE
For details on document printing (PDF/TIFF) preferences refer to page 5-11, and for photo-image printing (JPEG) preferences, refer to page 5-12.

5 Tap [Start].

6   Make sure that the machine is not accessing the USB flash drive, and then remove the drive from the machine.

NOTICE
Do not remove a USB flash drive while it is being accessed. This could damage the data in the USB flash drive and the drive itself, rendering it unusable.

Configuring the Settings for PDF/TIFF Print Feature

1   Insert a USB flash drive into the front USB port of the machine.
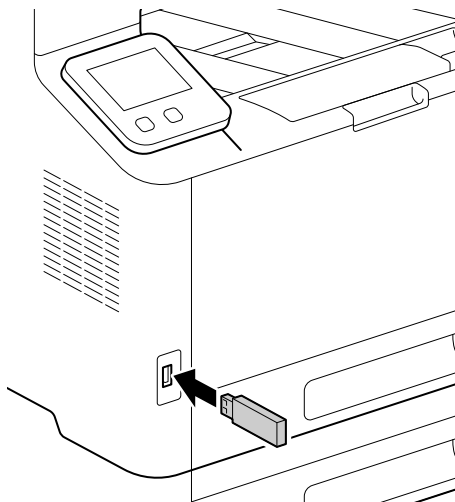
2   Tap [PDF/TIFF Print].

→   You can also display it by tapping [USB] at the Home screen.

3   Select a file to print, and tap [OK].

4 Scroll the screen to change print settings as needed.

Setting	Description
[Select File]	Display the file list screen.
[Output Color]	Specify whether to print in color or black and white.
[Quantity]	Tap + (plus) or - (minus), or tap the numeric keys to specify the number of printouts.
[Paper Trays]	Select a paper feed tray.
[2-Sided]	Specify whether to print on both sides of the paper. For two-sided printing, specify whether the printouts are bound at the long edge or short edge.
[Layout]	Specify the number of pages to be imposed on one side of print media.
[PDF Password]	Enter the password to open the secured PDF.
[Image Type]	Select the print image quality.
[Collation]	When printing multiple pages multiple times, specify whether to produce the output page by page or grouped by batch.

Configuring the Settings for Photo-Image Print (JPEG) Feature

1 Insert a USB flash drive into the front USB port of the machine.

2 Tap [Photo-Image Print (JPEG)].

➔ You can also display it by tapping [USB] at the Home screen.

3 Select a file to print, and tap [OK].

4 Scroll the screen to change print settings as needed.

Setting	Description
[Select File]	Display the file list screen.
[Output Color]	Specify whether to print in color or black and white.
[Quantity]	Tap + (plus) or - (minus), or tap the numeric keys to specify the number of printouts.
[Layout]	Specify the number of pages to be imposed on one side of print media.
[Paper Trays]	Select a paper feed tray.
[2-Sided]	Specify whether to print on both sides of the paper. For two-sided printing, specify whether the printouts are bound at the long edge or short edge.
[Image Type]	Select the print image quality.
[Collation]	When printing multiple pages multiple times, specify whether to produce the output page by page or grouped by batch.

5.6   Printing on Envelopes

1 Load envelopes into Tray 1 or the Bypass Tray.

➜ For details on loading envelopes, refer to page 4-26.

2 Open the file that you want to print.

3 From the [File] menu, select [Print].

4 From [Select Printer], select this machine, and click on [Preferences].

5 On the lower part of the [Paper/Output] tab, click on [Envelope/Paper Setup Wizard].

6 Click on [Envelope] > [Next].

7 Select the envelope size or paper type to be used from [Paper Size] and [Paper Type], then click on [Next].

8 Select the tray to be loaded with the envelopes used from [Paper Tray], then click on [Finish].

9 Configure the other print settings as needed.

10 Click on [OK].

11 Click on [Print] to begin printing.

6 Copying

6   Copying

6.1   Making a copy

6.1.1   Basic Copying

Using the Document Feeder

1   Load a document.

➜ For details on how to load documents, refer to page 4-29.

2   At the Home screen, tap [Copy].
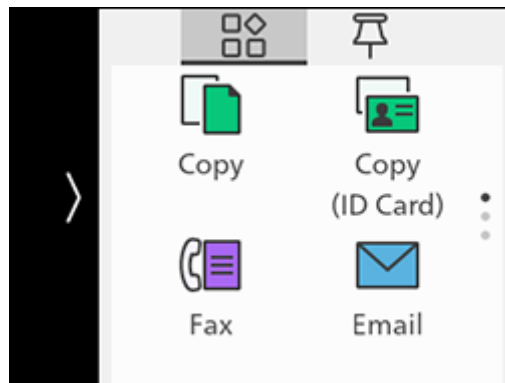
3   Scroll the screen to change copy settings as needed.

➜ For details on copy settings, refer to page 6-5.

4   Tap [Start].

Making Copies From the Document Glass

NOTICE

Do not place an original heavier than 11 lb (5 kg) on the document glass. Furthermore, do not use an excessive force to press down on a book or any other form of original that must be spread on the document glass. Otherwise, the machine may be damaged or a failure may occur.

When placing a thick book or a three-dimensional object, you do not need to close the document glass cover to scan it. A bright light may be emitted through the document glass. Be careful not to look directly at it. Note, however, that the light coming through the document glass is not a laser beam, and will not expose the user to related hazards.

Tips

When copying from the document glass, remove documents from the document feeder.

1   Place a document.

➜   For details on how to load documents, refer to page 4-29.

2   At the Home screen, tap [Copy].
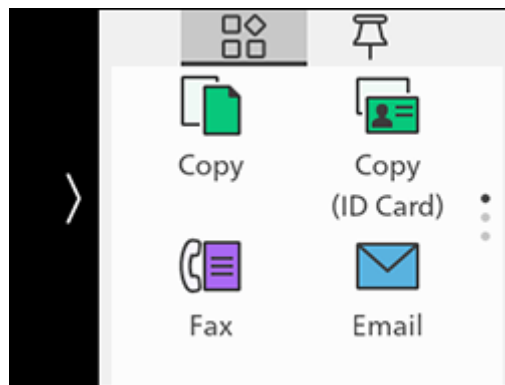
3   Scroll the screen to change copy settings as needed.

➜   For details on copy settings, refer to page 6-5.

4   Tap [Start].

6.1.2   Various Copy Features

1   At the Home screen, tap [Copy].
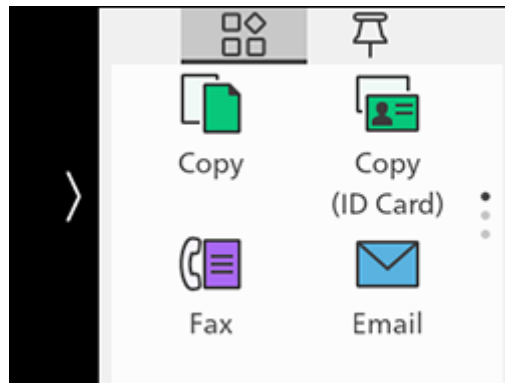
2   Scroll the screen to change copy settings as needed.
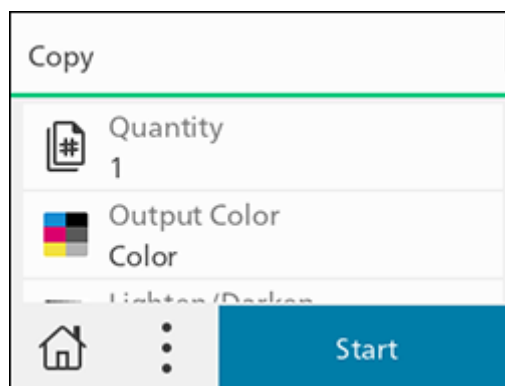
Setting	Description
[Quantity]	Tap + (plus) or - (minus), or tap the numeric keys to specify the number of printouts.
[Output Color]	Specify whether to print in color or black and white.
[Lighten/Darken]	Specify the density to make the copy darker or lighter.
[Reduce/Enlarge]	Specify the zoom ratio to enlarge or reduce the copied image.
[Paper Trays]	Select the paper tray.
[2-Sided]	Specify whether to copy on both sides of a sheet of paper.
[2in1]	Two pages of content will be printed on one sheet. The zoom ratio will be set automatically.
[Sharpness]	Specify the sharpness level to make the image sharper or softer.
[Original Size]	Select the document size to be copied. • Select [Auto], and the machine will automatically detect and configure for the document size.
[Original Type]	Select the document type. You can make a copy with image quality that is optimal for the document type.
[Collation]	When copying multiple pages multiple times, specify whether to produce the output page by page or grouped by batch.
[Saturation]	Specify the vividness of color.
[Background Suppression]	Specify whether to suppress the background color of the document (the color of the paper or background) when copying.
[Top & Bottom Erase], [Left & Right Erase], [Center Erase]	Specify whether to remove the shadows on the top and bottom, the left and right, or the middle when copying a thick document or a booklet.

6.2 Copying an ID Card

6.2.1 Basic Copy (ID Card)

You can copy both sides of an ID card in actual size on one side of a sheet of paper. And you can copy two ID cards at one time.

When copying only one ID card
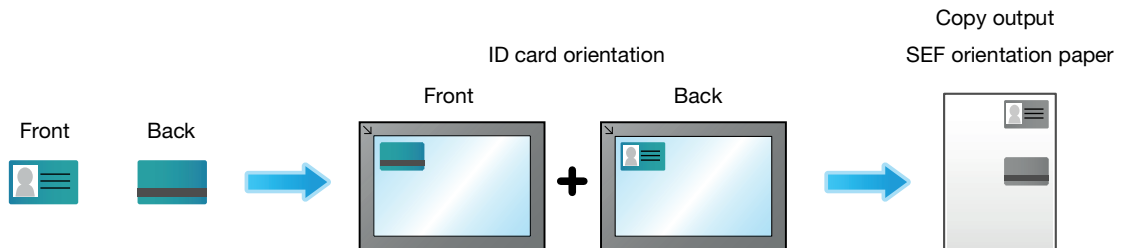
When copying two ID cards at the same time
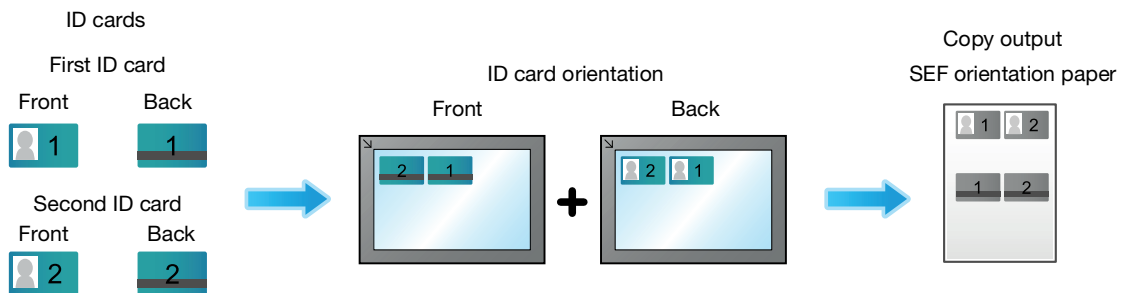
1 At the Home screen, tap [Copy].
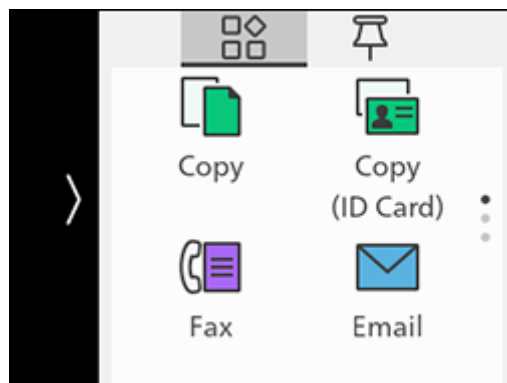
2   Scroll the screen to change Copy (ID Card) settings as needed.
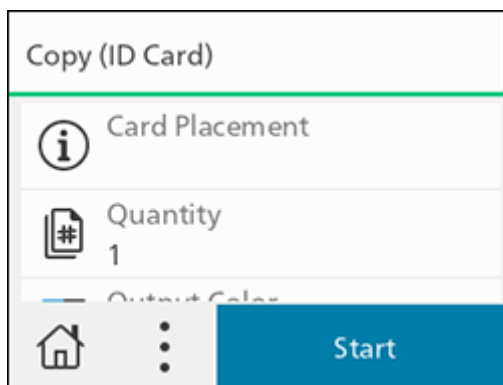
➔   For details on copy settings, refer to page 6-5.

3   Open the document glass cover.

4   Load ID cards with the side to be copied facing down on the document glass.
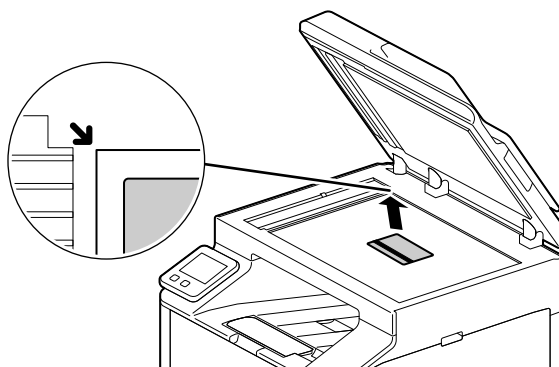
➔   Load ID cards in the position shown in the illustration that appears when you tap [Card Placement].

5   Close the document glass cover.

6   Tap [Start].

After the front of the ID card is scanned, a message is displayed on the operator panel prompting you to turn over the card.

➔   To copy the back of the ID card, follow the on-screen instructions on the operator panel.

6.2.2   Various Copy (ID Card) Features

1 At the Home screen, tap [Copy [ID Card]].
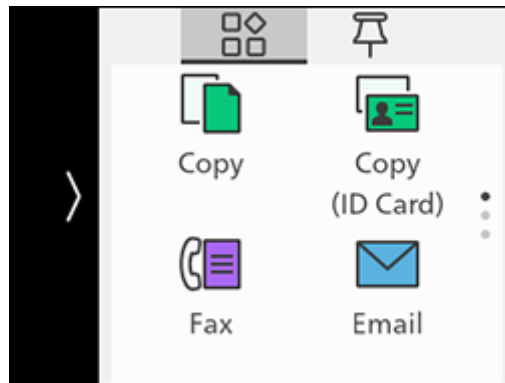
2 Scroll the screen to change Copy (ID Card) settings as needed.
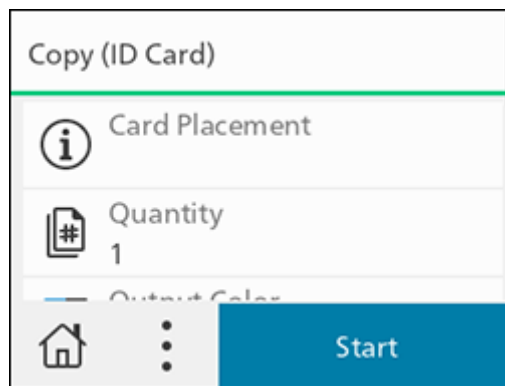
Setting	Description
[Card Placement]	The following describes how to position an ID card.
[Quantity]	Tap + (plus) or - (minus), or tap the numeric keys to specify the number of copies.
[Output Color]	Specify whether to copy in color or black and white.
[Lighten/Darken]	Specify the density to make the copy darker or lighter.
[Paper Trays]	Select the paper tray.
[Number of Cards]	Select the number of cards to be copied at the same time.
[Sharpness]	Specify the sharpness level to make the image sharper or softer.
[Saturation]	Specify the vividness of color.
[Background Suppression]	Specify whether to suppress the background color of the document (the color of the paper or background) when copying.

7 Scanning

7   Scanning

7.1   Overview

With this machine, you can scan documents using a variety of methods. These are broadly divided into these operated from the machine, and those operated from a computer or mobile device.

The following illustration shows the overview for each scanning type.
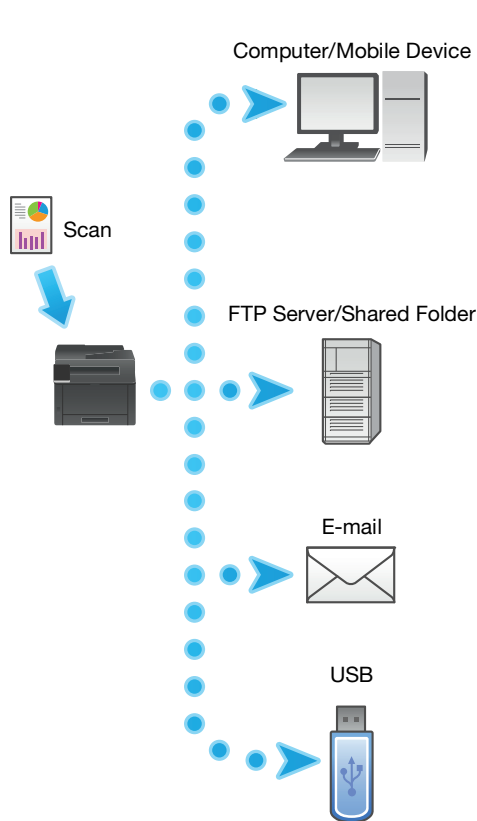
Computer/Mobile Device

Operate From the Machine
- Storing to a Computer Connected by USB (Scan to PC) (Windows only) (Storing to a Computer Connected by USB (Scan to PC) (Windows only))
- Storing to a Computer Connected to the Network (Scan to WSD) (page 7-9)

Operate From a Computer/Mobile Device
- Scanning From a Computer (page 7-21)
- Operation from Smartphones or Tablets (page 9-3)

FTP Server/Shared Folder

Operate From the Machine
Storing to a Computer or Server With FTP/SMB (Scan to Network) (page 7-6)
Scanning ID Cards (page 7-18)

E-mail

Operate From the Machine
Sending Scanned Data by E-mail (page 7-11)

USB

Operate From the Machine
Storing Scanned Data to USB Memory (page 7-15)

7.2 Scanning Using the Operator Panel of the Machine

Storing Scanned Data to a Computer

Storing to a Computer Connected by USB (Scan to PC) (Windows only)

📑 **Tips**
- It will be necessary to install a scanner driver and [Print & Scan Hub] in the computer. For details on how to install the Software, refer to page 3-14.
- The scanned data will be stored in the [Picture] folder. You can change the data storage destination with [Print & Scan Hub].

1 Load a document.

➜ For details on how to load documents, refer to page 4-29.

2 At the Home screen, tap [Scan to PC].
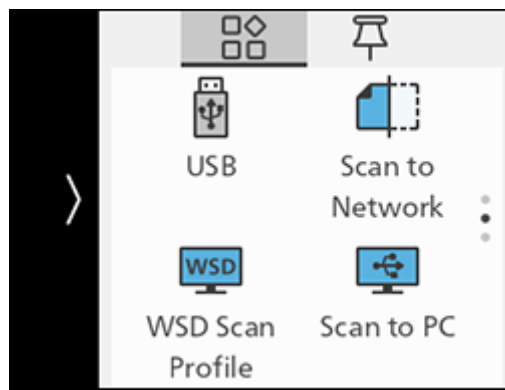
3 Scroll the screen to change scan settings as needed.

➜ For details on settings, refer to page 7-5.

4 Tap [Start].

➜ When the following document-related message is displayed, follow the instructions shown on the screen to complete loading the document.

Configuring the Settings for the Scan to PC Feature

1 At the Home screen, tap [Scan to PC].

2 Scroll the screen to change scan settings as needed.

Setting	Description
[File Name]	Specify the file name when saving scanned data. File names can be specified up to 50 characters, in the following format. img_YYMMDDHHMMSS.extension 📄 **Note** ● YYMMDDHHMMSS includes two digits each to indicate the year, month, date, hour, minute and second. ● In cases where files are formatted one page per file, or file names are duplicated in the destination folder, a - (hyphen) and consecutive four-digit number (0001 - 9999) are added after the file name. ● The following characters cannot be used for the file name even though they are displayed on the screen keyboard. \ / : * ? " < >	
[File Format]	Select the file format to be used when saving scanned data.
[Output Color]	Select the color mode when scanning a document.
[Resolution]	Select the scan resolution rate when scanning a document.
[2-Sided Scanning]	Specify whether one side or both sides of a document are to be scanned.
[Lighten/Darken]	Specify the density to make the scanned data darker or lighter than the document.
[Sharpness]	Specify the sharpness level to make the image sharper or softer.
[Contrast]	Specify image contrast.
[Background Suppression]	Specify whether to suppress the background color of the document (the color of the paper or background) when scanning.
[Original Size]	Select the document size to be scanned.
[Top & Bottom Erase], [Left & Right Erase], [Center Erase]	Remove the shadows on the top and bottom, the left and right, or the middle when scanning a thick document or a booklet.

Storing to a Computer or Server With FTP/SMB (Scan to Network)

When using the Scan to Network feature, you can save the scanned data on an FTP server or in a shared folder.

To save scanned data, it is necessary to register the server and shared folder address in the Address Book. To register the server and shared folder address with [Scan/Fax Address Book Editor], install [Scan/Fax Address Book Editor] on your computer.

Tips

It is necessary to install [Scan/Fax Address Book Editor] on your computer. For details on how to install the software, refer to page 3-14.
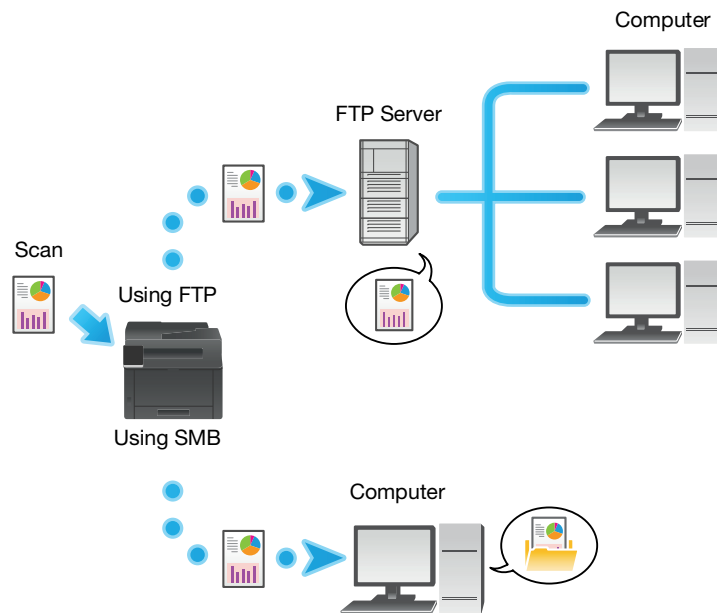
Storing to an FTP Server

Registering the FTP Server Address in the Address Book

➜ Register using the Address Book Editor For details, refer to [Scan/Fax Address Book Editor] Help.

Storing Scanned Data to an FTP server

1 Load a document.

➜ For details on how to load documents, refer to page 4-29.

2 At the Home screen, tap [Scan to Network].

3 Tap [Destination].

4 Tap the destination of the scanned document.

5 Scroll the screen to change scan settings as needed.

→ For details on settings, refer to page 7-8.

6 Tap [Start].

→ When the following document-related message is displayed, follow the instructions shown on the screen. Once the message is displayed, if a specific interval elapses with no operations performed, the document will be sent automatically, and the display will return to the scanner transmission screen. The interval before the document is sent can be changed with [Auto Clear].

Storing to a Shared Folder Using SMB

Creating Shared Folders on a PC

→ Create a shared folder to store the scanned data from the machine.

→ You can also create shared folders using the Address Book Editor. For details, refer to [Scan/Fax Address Book Editor] Help.

→ Once shared folder creation is complete, register the destination in the Address Book using [Scan/Fax Address Book Editor]. For details, refer to [Scan/Fax Address Book Editor] Help.

Storing Scanned Data

1 Load a document.

→ For details on how to load documents, refer to page 4-29.

2 At the Home screen, tap [Scan to Network].

3 Tap [Destination].

4 Tap the destination of the scanned document.

5 Scroll the screen to change scan settings as needed.

→ For details on settings, refer to page 7-8.

6 Tap [Start].

→ When the following document-related message is displayed, follow the instructions shown on the screen. Once the message is displayed, if a specific interval elapses with no operations performed, the document will be sent automatically, and the display will return to the scanner transmission screen. The interval before the document is sent can be changed with [Auto Clear].

Configuring the Settings for the Scan to Network Feature

1   At the Home screen, tap [Scan to Network].

2   Scroll the screen to change scan settings as needed.

Setting	Description
[Destination]	Specify storage destinations from registered servers.
[File Name]	Specify the file name when saving scanned data. File names can be specified up to 50 characters, in the following format. img_YYMMDDHHMMSS.extension 📄 **Note** ● YYMMDDHHMMSS includes two digits each to indicate the year, month, date, hour, minute and second. ● In cases where files are formatted one page per file, or file names are duplicated in the destination folder, a - (hyphen) and consecutive four-digit number (0001 - 9999) are added after the file name. ● The following characters cannot be used for the file name even though they are displayed on the screen keyboard. \ / : * ? " < > |
[File Format]	Select the file format to be used when saving scanned data. 📄 **Note** You can set passwords for encryption when saving to PDF.
[Preview]	Specify whether to display the preview of the scanned data before storing.
[Output Color]	Select the color mode when scanning a document.
[Resolution]	Select the scan resolution rate when scanning a document.
[2-Sided Scanning]	Specify whether one side or both sides of a document are to be scanned.
[Lighten/Darken]	Specify the density to make the scanned data darker or lighter.
[Sharpness]	Specify the sharpness level to make the image sharper or softer.
[Contrast]	Specify image contrast.
[Background Suppression]	Specify whether to suppress the background color of the document (the color of the paper or background) when scanning.
[Original Size]	Select the document size to be scanned.
[Add Folder]	Specify whether to create a new folder to which the scanned data is stored.
[Top & Bottom Erase], [Left & Right Erase], [Center Erase]	Remove the shadows on the top and bottom, the left and right, or the middle when scanning a thick document or a booklet.

Setting	Description
[Next Orig on Doc Glass]	Specifies whether to show a confirmation screen regarding the next document after a document has been placed on the document glass and scanned.

Storing to a Computer Connected to the Network (Scan to WSD)

If the machine is connected to a computer via network using Web Services on Devices (WSD), you can send scanned data to a computer.

Setting Up Web Services on Devices (WSD)

Checking the Machine Settings

To scan using the Scan to WSD feature, it is necessary to enable the machine's [WSD Scan Profile] feature.

1   At the Home screen, tap ❱ > [Device].
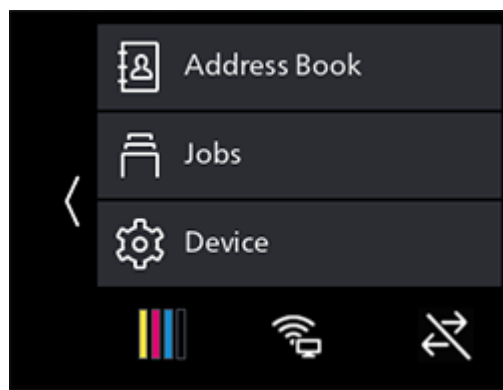
2   Tap [Network Settings] > [Protocol].

3   Make sure that [WSD Scan Profile] is displayed in [Enable].

Setting the Computer

1   Click on the Start button, then [Settings].

2   Click on [Devices].

3   Click on [Printers & scanners] > [Add a printer or scanner].

4   Select the machine, and click on [Add device].

The machine is connected to your computer using Web Services on Devices (WSD).

📑 **Tips**

You can specify the operation to be performed when the scanned data is received by the computer. On your computer, open [Scan properties] for the machine. Under the [Event] tab, use [Action] to configure settings for operations when receiving. For details, refer to your computer's Help utility.

Storing Scanned Data to a Computer

1   Load a document.

     ➜   For details on how to load documents, refer to page 4-29.

2   At the Home screen, tap [WSD Scan Profile].
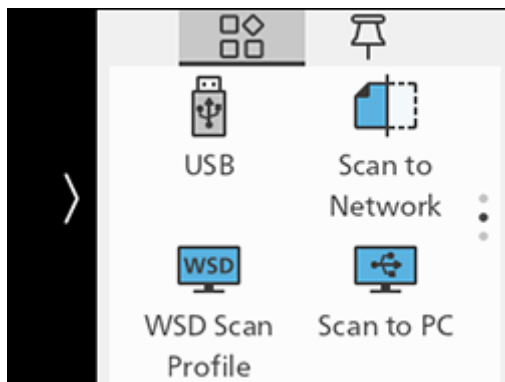
3   Tap [Destination].

4   Tap the name of the computer that you want to send the scanned data to.

5   Tap [Event] to select an operation to be executed after the scan.

6   Tap [Start].

7   In the screen displayed on the computer that the scanned data is sent to, select the application to receive the scanned data, and scanning starts with the selected application.

Tips

- Depending on the settings of your computer, actions or the application that your computer takes may differ.

7.2.1   Sending Scanned Data by E-mail

Registering the DNS Server Address in the Machine

1 Enter IP address of the machine in the web browser and start Internet Services.

➔ To check the machine's IP address, press the ⌂ (Home) button on the operator panel, and tap 〉 > [Device] > [About].

2 Click on [Log In] in the upper right part of the screen.
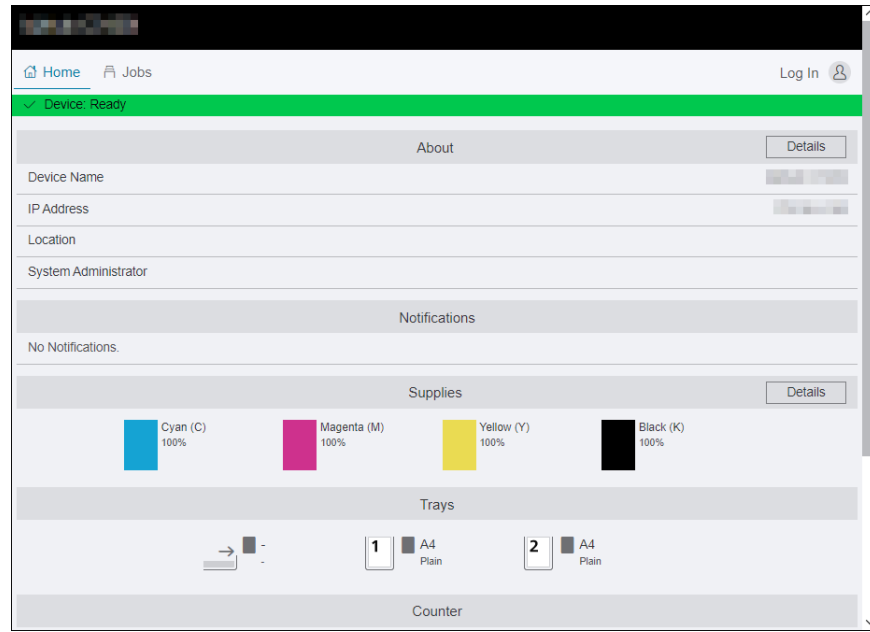
3 Enter the [User Name] and [Password] for the administrator, and click on [Log In].

➔ For details on the default user name and password, refer to page 11-4.

4 Click on [Network] in the upper part of the screen.

5 Click on [Ethernet].

6 Click on [Edit] for [DNS], then perform one of the following operations.

When Acquiring the DNS Server Address Automatically:
Depending on the network environment you are using, select the checkbox for either [IPv4 DNS Servers] > [Use DHCP to Assign Address] or [IPv6 DNS Servers] > [Use DHCPv6-lite to Assign Address].

When Acquiring the DNS Server Address Manually:
Depending on the network environment you are using, deselect the checkbox for [IPv4 DNS Servers] > [Use DHCP to Assign Address] and enter a [Server Address], or deselect the checkbox for [IPv6 DNS Servers] > [Use DHCPv6-lite to Assign Address] and enter a [Server Address].

7 Click on [OK].

8 Click on [Restart Now].

9 Once the machine completes restart, click on [Refresh].

Registering the Mail Server Settings in the Machine

1 Enter IP address of the machine in the web browser and start Internet Services.

➔ To check the machine's IP address, press the ⌂ (Home) button on the operator panel, and tap 》 > [Device] > [About].

2 Click on [Log In] in the upper right part of the screen.
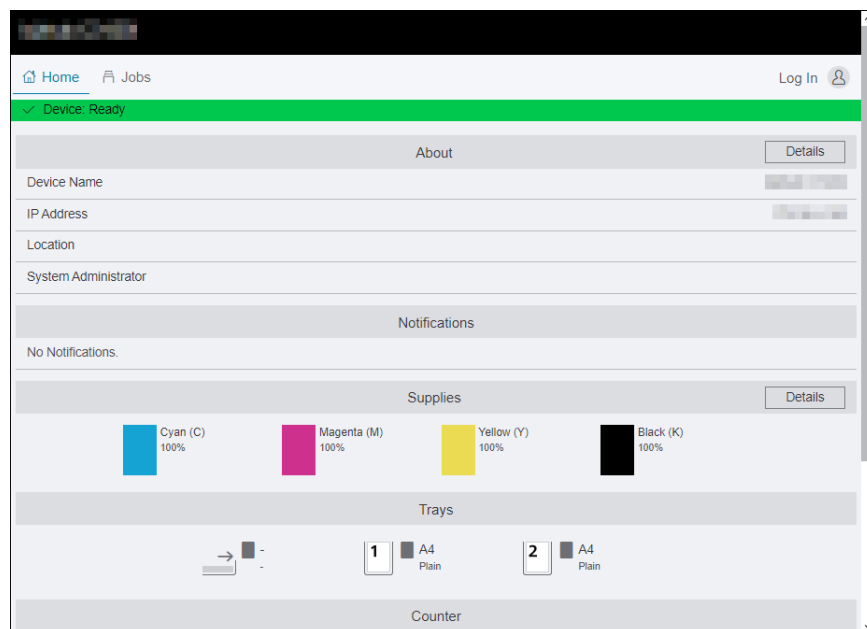
3 Enter the [User Name] and [Password] for the administrator, and click on [Log In].

➔ For details on the default user name and password, refer to page 11-4.

4 Click on [Network] in the upper part of the screen.

5 Click on [Protocols] > [POP3].

6 Configure the server settings, and click on [OK].

➔ For details on how to configure settings, refer to page 15-32.

7 Click on [Restart Now].

8 Once the machine completes restart, click on [Refresh].

9 Click on [Protocols] > [SMTP].

10 Configure the server settings, and click on [OK].

➔ For details on how to configure settings, refer to page 15-34.

11 Click on [Restart Now].

12 Once the machine completes restart, click on [Refresh].

➔ When sending e-mail through SSL/TLS communication, configure the machine's SSL/TLS communication settings. For details, refer to page 11-30.

Sending Scanned Data

1   Load a document.

➜ For details on how to load documents, refer to page 4-29.

2   At the Home screen, tap [Email].
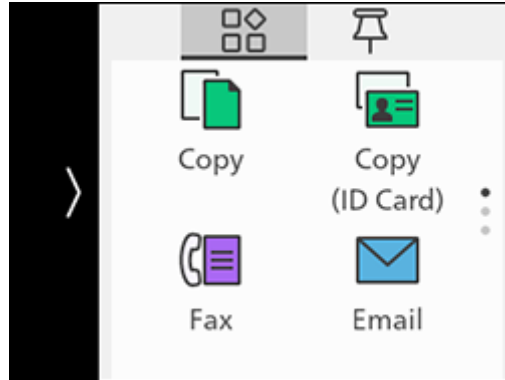
3   Enter the e-mail address for the recipient.

➜ You can also specify an e-mail address using the Address Book or LDAP server. For details, refer to page 11-10.

4   Tap [OK] to change the scan settings as needed.

➜ For details on settings, refer to page 7-14.

5   Tap [Start].

➜ When the following document-related message is displayed, follow the instructions shown on the screen. Once the message is displayed, if a specific interval elapses with no operations performed, the document will be sent automatically, and the display will return to the scanner transmission screen. The interval before the document is sent can be changed with [Auto Clear].

Configuring the Settings for the Scan to E-mail Feature

1   At the Home screen, tap [Email].
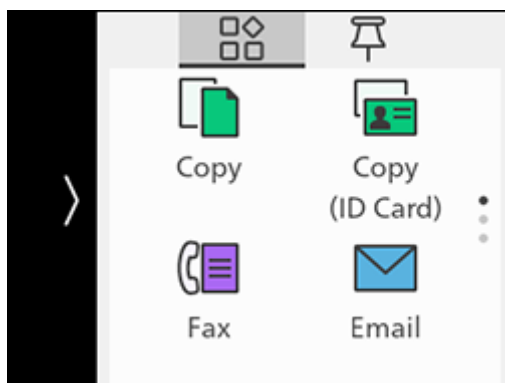
2   Scroll the screen to change settings for the Scan to E-mail feature as needed.

Setting	Description
[Contact]	Enter the e-mail address for the recipient.
[File Name]	Specify the file name when saving scanned data. File names can be specified up to 50 characters, in the following format. img_YYMMDDHHMMSS.extension 📄 **Note** ● YYMMDDHHMMSS includes two digits each to indicate the year, month, date, hour, minute and second. ● - (hyphen) and consecutive four-digit number (0001 - 9999) are added after the file name. ● The following characters cannot be used for the file name even though they are displayed on the screen keyboard. \ / : * ? " < > |
[File Format]	Select the file format to be used when saving scanned data. 📄 **Note** You can set passwords for encryption when saving to PDF.
[Preview]	Specify whether to display the preview of the scanned data before storing.
[Output Color]	Select the color mode when scanning a document.
[Resolution]	Select the scan resolution rate when scanning a document.
[2-Sided Scanning]	Specify whether one side or both sides of a document are to be scanned.
[Lighten/Darken]	Specify the density to make the scanned data darker or lighter.
[Sharpness]	Specify the sharpness level to make the image sharper or softer.
[Contrast]	Specify image contrast.
[Background Suppression]	Specify whether to suppress the background color of the document (the color of the paper or background) when scanning.
[Original Size]	Select the document size to be scanned.
[Top & Bottom Erase], [Left & Right Erase], [Center Erase]	Remove the shadows on the top and bottom, the left and right, or the middle when scanning a thick document or a booklet.
[From]	Specify the e-mail address for the sender.
[Next Orig on Doc Glass]	Specifies whether to show a confirmation screen regarding the next document after a document has been placed on the document glass and scanned.

7.2.2 Storing Scanned Data to USB Memory

The Scan to USB feature allows you to store scanned data directly to a USB flash drive attached to the machine.

1 Load a document.

➔ For details on how to load documents, refer to page 4-29.

2 Insert a USB flash drive into the front USB port of the machine.
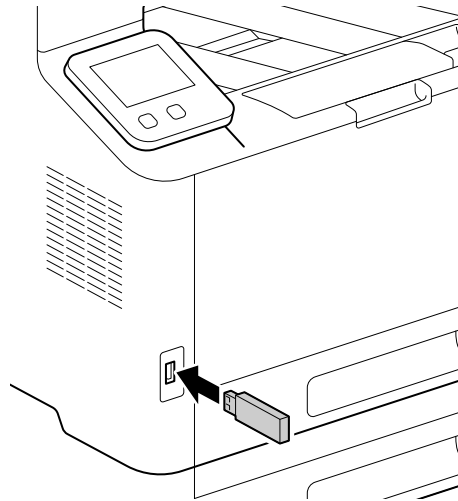
3 Tap [Scan to USB].
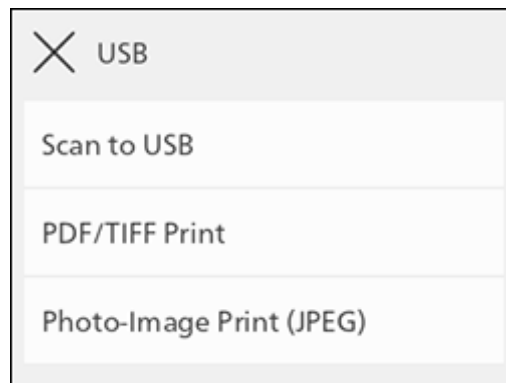
➔ You can also display it by tapping [USB] at the Home screen.

4 Tap [Destination] to select a folder in which to store scanned data.

5 Tap [File Format], and select the file format to be used when saving scanned data.

6 Scroll the screen to change scan settings as needed.

➔ For details on settings, refer to page 7-16.

7 Tap [Start].

NOTICE
Do not remove a USB flash drive while it is being accessed. This could damage the data in the USB flash drive and the drive itself, rendering it unusable.

➔ When the following document-related message is displayed, follow the instructions shown on the screen. Once the message is displayed, if a specific interval elapses with no operations performed, the document will be sent automatically, and the display will return to the scanner transmission screen. The interval before the document is sent can be changed with [Auto Clear].

8   Make sure that the machine is not accessing the USB flash drive, and then remove the drive from the machine.

➜   When the following document-related message is displayed, follow the instructions shown on the screen to complete loading the of the document.

Check a preview of scanned data

➜   Check the scanned image before saving. Enable [Preview], and a preview screen will appear after the document is scanned.

Configuring the Settings for the Scan to USB Feature

1   Insert a USB flash drive into the front USB port of the machine.
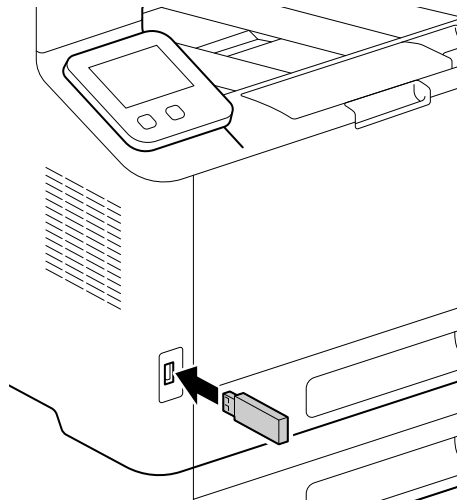
2   Tap [Scan to USB].
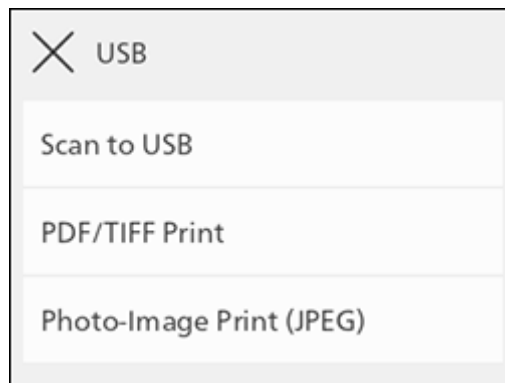
3   Scroll the screen to change settings for the Scan to USB feature as needed.

| Setting	Description
[Destination]	Specify the folder (USB memory) in which to save the scanned data.
[File Name]	Specify the file name when saving scanned data. File names can be specified up to 50 characters, in the following format. img_YYMMDDHHMMSS.extension 📰 **Note** ● YYMMDDHHMMSS includes two digits each to indicate the year, month, date, hour, minute and second. ● In cases where files are formatted one page per file, or file names are duplicated in the destination folder, a - (hyphen) and consecutive four-digit number (0001 - 9999) are added after the file name. ● The following characters cannot be used for the file name even though they are displayed on the screen keyboard. \ / : * ? " < > |
[File Format]	Select the file format to be used when saving scanned data. 📰 **Note** You can set passwords for encryption when saving to PDF.
[Preview]	Specify whether to display the preview of the scanned data before storing.
[Output Color]	Select the color mode when scanning a document.
[Resolution]	Select the scan resolution rate when scanning a document.
[2-Sided Scanning]	Specify whether one side or both sides of a document are to be scanned.
[Lighten/Darken]	Specify the density to make the scanned data darker or lighter.
[Sharpness]	Specify the sharpness level to make the image sharper or softer.
[Contrast]	Specify image contrast.
[Background Suppression]	Specify whether to suppress the background color of the document (the color of the paper or background) when scanning.
[Original Size]	Select the document size to be scanned.
[Add Folder]	Specify whether to create a new folder to which the scanned data is stored.
[Top & Bottom Erase], [Left & Right Erase], [Center Erase]	Remove the shadows on the top and bottom, the left and right, or the middle when scanning a thick document or a booklet.
[Next Orig on Doc Glass]	Specifies whether to show a confirmation screen regarding the next document after a document has been placed on the document glass and scanned.

7.3   Scanning ID Cards

7.3.1   Basic ID Card Scanning

You can save the data for both scanned sides of an ID card in shared computer folders and on an FTP server.

Tips

It is necessary to specify the server addresses in advance. For details, refer to [Scan/Fax Address Book Editor] Help.
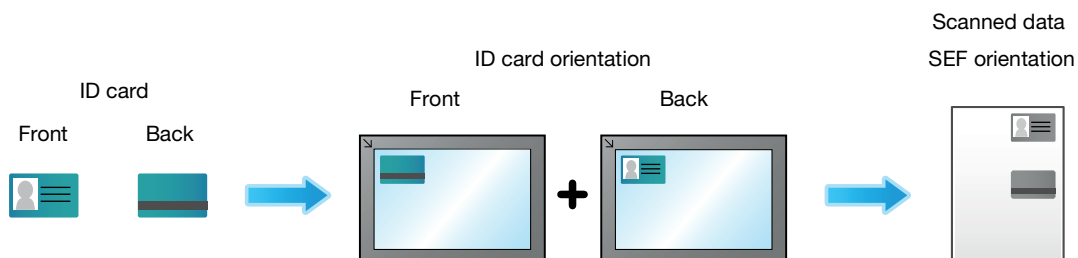
1   At the Home screen, tap [ID Card Scan].
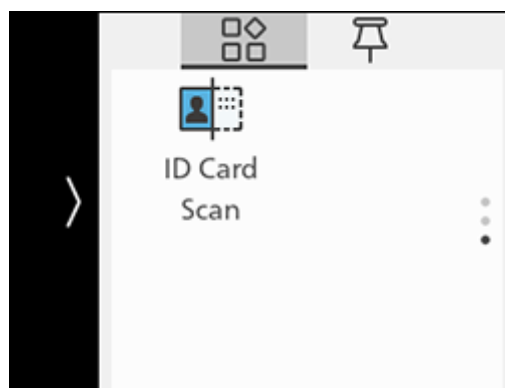
2   Tap [Destination].

3   Select the network address of the storage destination.

➔   You can select addresses registered beforehand in [Scan/Fax Address Book Editor].

4   Scroll the screen to change ID Card scan settings as needed.

➔   For details on scan settings, refer to page 7-19.

5   Open the document glass cover.

6 Load ID cards with the side to be scanned facing down on the document glass.
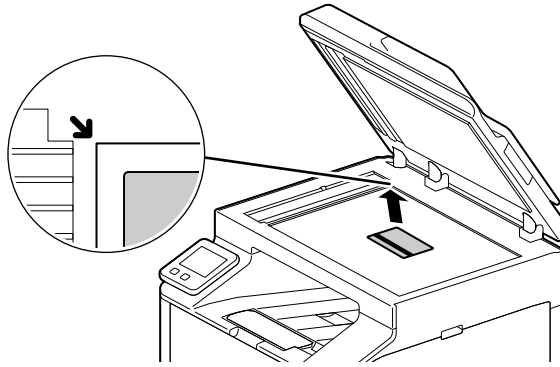
→ Load ID cards in the position shown in the illustration that appears when you tap [Card Placement].

7 Close the document glass cover.

8 Tap [Start].

After the front of the ID card is scanned, a message is displayed on the operator panel prompting you to turn over the card.

→ To scan the back of the ID card, follow the on-screen instructions on the operator panel.

7.3.2 Various ID Card Scanning Features

1 At the Home screen, tap [ID Card Scan].

2 Scroll the screen to change ID Card scan settings as needed.

Setting	Description
[Card Placement]	The following describes how to position an ID card.
[Destination]	Specify storage destinations from registered servers.
[File Name]	Specify the file name when saving scanned data. File names can be specified up to 50 characters, in the following format. img_YYMMDDHHMMSS.extension 📄 **Note** ● YYMMDDHHMMSS includes two digits each to indicate the year, month, date, hour, minute and second. ● In cases where files are formatted one page per file, or file names are duplicated in the destination folder, a - (hyphen) and consecutive four-digit number (0001 - 9999) are added after the file name. ● The following characters cannot be used for the file name even though they are displayed on the screen keyboard. \ / : * ? " < > |
[File Format]	Select the file format to be used when saving scanned data. 📄 **Note** You can set passwords for encryption when saving to PDF.
[Output Color]	Select the color mode when scanning a document.
[Resolution]	Select the scan resolution rate when scanning a document.
[Output Size]	Specify output size.
[Lighten/Darken]	Specify the density to make the scanned data darker or lighter.
[Sharpness]	Specify the sharpness level to make the image sharper or softer.
[Contrast]	Specify image contrast.
[Background Suppression]	Specify whether to suppress the background color of the document (the color of the paper or background) when scanning.
[Add Folder]	Specify whether to create a new folder to which the scanned data is stored.

7.4   Scanning From a Computer

NOTICE
When you scan a document from your computer, pay close attention when you move away from the machine to operate your computer with the document loaded in the machine. If another user operates the machine by mistake with your document loaded in the machine, this may cause a loss of the document or an information leakage. Operate your computer as close to the machine as possible. Also, check that you have all the pages of your document in hand after you finish scanning.

For Windows

Scanning With the Print & Scan Hub

You can use the machine's [Print & Scan Hub] software to scan a document.

📖**Reference**
It will be necessary to install a scanner driver and [Print & Scan Hub] in the computer. For details on how to install the Software, refer to page 3-14.

1   Load a document.

➜   For details on how to load documents, refer to page 4-29.

2   Click on [Start] > [XXXX Print & Scan Hub] > [Print & Scan Hub] on the computer.

3   Select the machine from [Device List].

4   Click on [Scan].
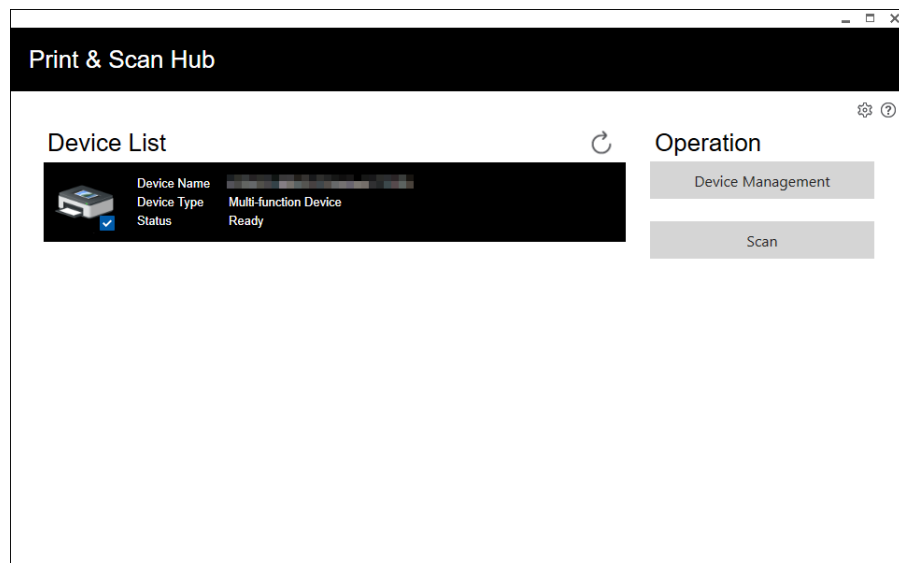
5 Specify with [Scan Settings] as necessary.
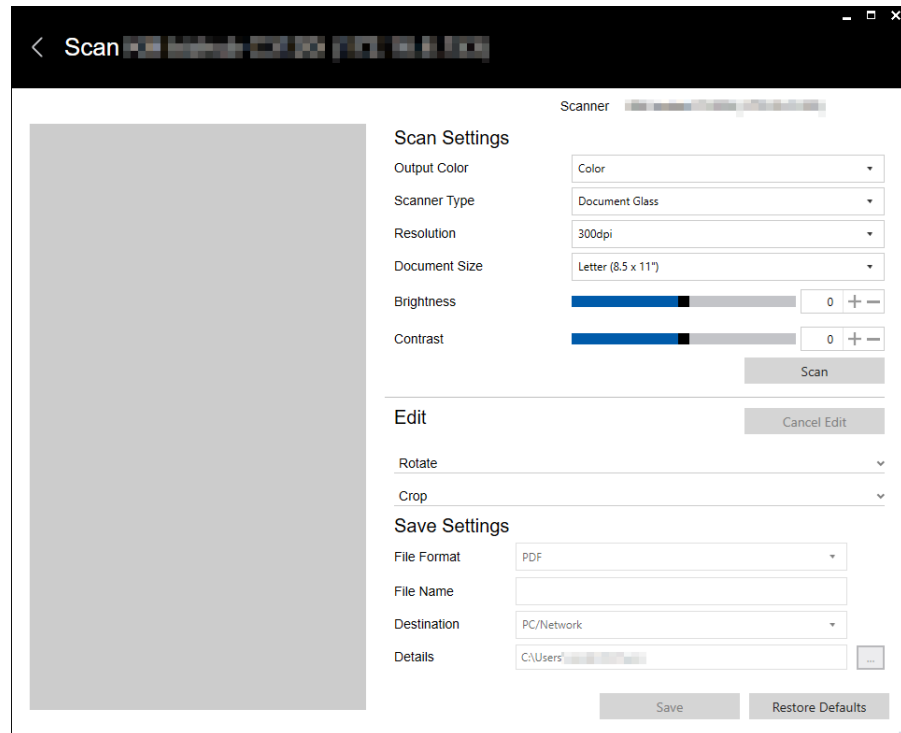
6 Click [Scan] to scan.

7 Edit scanned data as necessary using [Edit].

8 When saving scanned data, use [Save Settings] to specify the file format, filename and the location in which to store it.

9 Click on [Save].

Scanning Using Web Services on Devices (WSD)

If the machine is connected to a computer via network using Web Services on Devices (WSD), you can scan documents from a computer.

Setting Up Web Services on Devices (WSD)

Checking the Machine Settings

To scan using the Scan to WSD feature, it is necessary to enable the machine's [WSD Scan Profile] feature.

1   At the Home screen, tap ❯ > [Device].
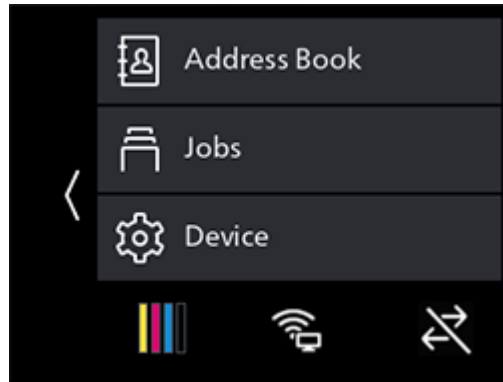
2   Tap [Network Settings] > [Protocol].

3   Check to ensure that [WSD Scan Profile] is displayed in [Enable].

Setting the Computer

1   Click on the Start button, then [Settings].

2   Click on [Devices].

3   Click on [Printers & scanners] > [Add a printer or scanner].

4   Select the machine, and click on [Add device].

The machine is connected to your computer using Web Services on Devices (WSD).

Scanning From a Computer

You can use the machine's [Print & Scan Hub] software or Windows FAX and Scan to scan a document.

This description uses the procedure for Windows FAX and Scan as an example.

1   Load a document.

     ➜ For details on how to load documents, refer to page 4-29.

2   On your computer, start Windows FAX and Scan.

3   Click on [New Scan].

4   When the scanner selection screen appears, select the machine, and click on [OK].

5   In [Source], specify whether you will scan a document loaded on the document glass, or one loaded in the document feeder.

6   Configure the other scan settings as needed.

7   Click on [Scan].

Scanning with the Windows Image Acquisition (WIA) Driver

You can use the machine's [Print & Scan Hub] software or Windows FAX and Scan to scan a document.

This description uses the procedure for Windows FAX and Scan as an example.

Tips

It will be necessary to install a scanner driver in the computer. For details on how to install the driver, refer to page 3-14.

1   Load a document.

     ➜ For details on how to load documents, refer to page 4-29.

2   On your computer, start Windows FAX and Scan.

3   Click on [New Scan].

4   When the scanner selection screen appears, select the machine, and click on [OK].

5   In [Source], specify whether you will scan a document loaded on the document glass, or one loaded in the document feeder.

6   Configure the other scan settings as needed.

7   Click on [Scan].

Scanning with a TWAIN Driver

You can scan with TWAIN-compatible applications.

Tips

It will be necessary to install a scanner driver in the computer. For details on how to install the driver, refer to page 3-14.

The following procedure uses typical program that supports TWAIN as an example.

1 Load a document.

➜ For details on how to load documents, refer to page 4-29.

2 Start TWAIN-compatible imaging software on your computer.

3 Select the machine from the TWAIN menu on the graphic program, specify the necessary settings, and then start scanning.

For Mac

You can scan documents using Image Capture, a standard program for Mac.

Tips

When scanning with a Mac, log in to Internet Services as the Administrator and click on [Network] in the upper part of the screen. From [Mobile Printing], select [AirPrint], then make sure that the checkbox for [Enable] is selected. When the machine and a Mac are connected via USB, select the checkbox for [AirPrint] > [USB Connection]. For details, refer to page 15-25.

1 Load a document.

➜ For details on how to load documents, refer to page 4-29.

2 On the computer, click [Applications] > [Image Capture] in the [Go] menu.

3 Select the machine name under [Devices] or [Shared] on the lefthand side of the screen.

➜ If the machine name is not displayed, position the mouse pointer to the right of [Devices] or [Shared], and then click on [Show Details].

4 Configure the scan settings as needed.

5 Click on [Scan].

➜ For details about how to use Image Capture, see the Image Capture help.
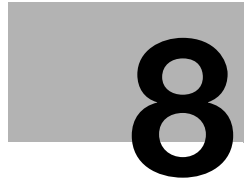
8 Fax

8   Fax

8.1   Sending/Receiving a Fax

8.1.1   Sending a Fax

> **Tips**
> - Before using the fax feature, specify a country code from [Device] > [General] > [Fax Settings] > [Country/Region]. After configuring the settings, restart the machine.
> - When sending a fax, confirm the address before transmitting.

Basic Faxing

1   Load a document.

➜ For details on how to load documents, refer to page 4-29.

2   At the Home screen, tap [Fax].
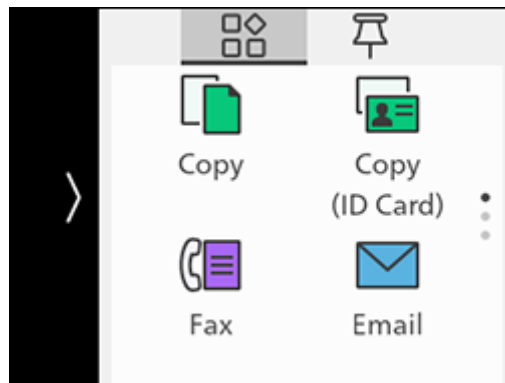
3   Enter the recipient fax number and tap [OK].

➜ Tap ⏱ to display the most recently dialed fax number.

➜ You can also specify a fax number using the Address Book or LDAP server. For details, refer to page 11-10.

4   Scroll the screen to change fax settings as needed.

➜ For details on settings, refer to page 8-8.

5   Tap [Start].

➜ When the following document-related message is displayed, follow the instructions shown on the screen. Once the message is displayed, if a specific interval elapses with no operations performed, the document will be sent automatically, and the display will return to the fax screen. The interval before the document is sent can be changed with [Auto Clear].

Sending a Fax Using On-Hook Dialing

1 Load a document.

➜ For details on how to load documents, refer to page 4-29.

2 At the Home screen, tap [Fax].
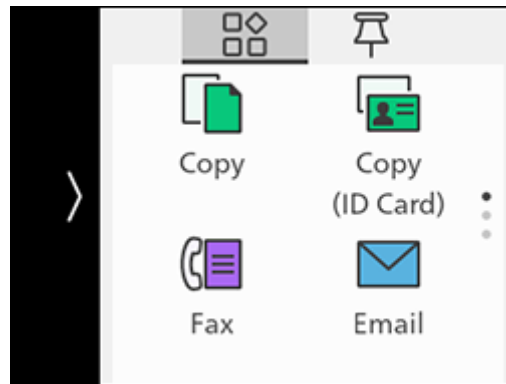
3 Enter the recipient fax number and tap 🔊 .

➜ Tap ✕ , scroll the screen, and you can change fax settings as needed.

➜ You can also specify a fax number using the Address Book or LDAP server. For details, refer to page 11-10.

4 When the on-hook screen appears, tap [OK] to make a phone call. When the recipient answers, tap [Send].

➜ For details on settings, refer to page 4-29.

Tips

When you send a fax using on-hook dialing, you cannot use the automatic redial function.

8.1.2 Receiving a Fax

Tips

When faxes are received during copying or printing, or while paper or toner have run out, the incoming faxes will be temporarily saved to the memory. Once copying or printing is completed, or consumables have been replenished, faxes will be automatically printed from the memory, then cleared from the memory once printing is completed. When the memory is full, faxes cannot be received.

Receiving a Fax Automatically

To receive faxes automatically, set the fax receiving mode to [FAX Mode], [TEL/FAX Mode] or [Ans/FAX Mode]. [FAX Mode] is the factory default settings.

Reference

For details about fax receiving mode, refer to page 10-11.

Tips

To use [TEL/FAX Mode] or [Ans/FAX Mode], connect an external telephone or answering machine to the 📞 TEL port on the rear of the machine.

Receiving a Fax Manually

To receive faxes through an external telephone or by operating the touch panel display, set the fax receiving mode to [TEL Mode].

📖**Reference**

For details about fax receiving mode, refer to page 10-11.

Tips

To use [TEL Mode], connect an external telephone to the 📞 TEL port on the rear of the machine.

Using Remote Receive

If an external telephone is connected to the machine, the remote receive feature enables you to receive a fax by operating the external telephone.

Tips

- To use this feature, it is necessary to set [Remote Receive] to [On], and to register a two-digit code on the displayed screen. For details, refer to page 10-11.
- Set the dialing system of your external telephone to DTMF.

1 When the external telephone rings, pick up the handset.

2 Make sure that you hear the fax tone, and then enter the remote receive code with the telephone.

   → When entering the remote receive code, press the number keys slowly in sequence. If you still hear the fax tone from the remote machine, try entering the two-digit code again.

3 Hang up the handset.

Using Off-Hook Dialing

1 When the external telephone rings, pick up the handset.

2 When you hear the fax tone, press the 🏠 (Home) button.

3 Tap [Fax].
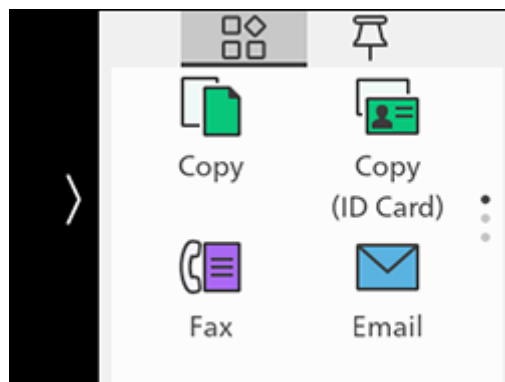
4 Tap [Receive].

5 Hang up the handset.

Using the Secure Receiving Mode

You can configure the machine settings so that the received faxes cannot be browsed by other persons. In the secure receiving mode, incoming faxes are not printed immediately, and are stored in the machine's memory. You can print saved faxes by entering a preset passcode.

Configuring the Secure Receiving Mode Settings

1   At the Home screen, tap ❯ > [Device].
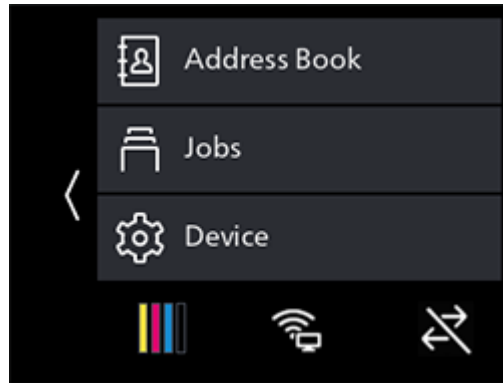
2   Tap [Security Settings] > [Admin Authentication].

3   Tap [On].

4   Specify a four-digit Admin Authentication passcode and tap [OK].

5   Enter the specified passcode again and tap [OK] > ‹ .

6   Tap [Secure Fax Receive].

7   Tap [On].

8   Specify a four-digit passcode for Secure Fax Receive and tap [OK].

Faxes received in secure receiving mode are saved to the memory. On the [Jobs] screen, 📧 is displayed, indicating that a fax has been saved to the memory.

Printing Received Faxes

1   At the Home screen, tap ❯ > [Jobs].
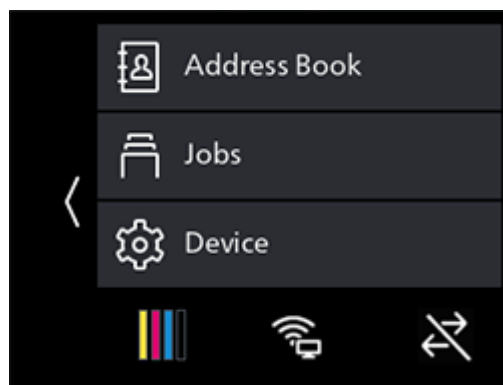
2   Tap 📧 in the upper right part of the screen.

3   Specify a four-digit passcode for Secure Fax Receive and tap [OK].

Polling Receive

You can operate the machine to receive faxes stored in a remote machine according to the desired timing.

1 At the Home screen, tap [Fax].
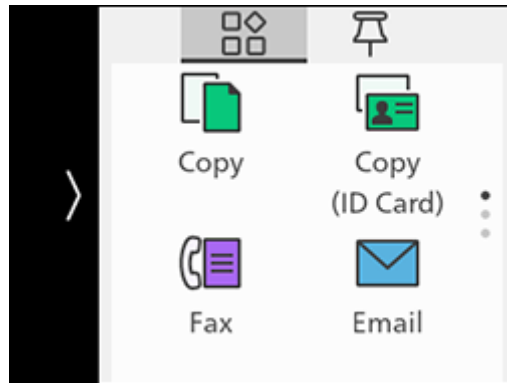
2 Enter the recipient fax number and tap [OK].

3 Tap [Polling Receive].

4 Tap [On].

5 Tap [Start].

8.1.3 Various Fax Features

➔ At the Home screen, tap [Fax].
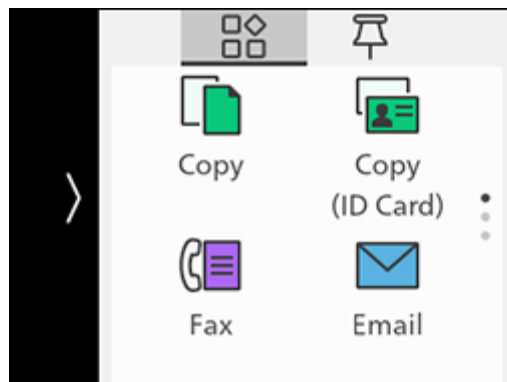
[Enter Fax Number]

Icon	Description
📇	Select a fax number from the address book.
🕘	Recalls the last dialed fax number.
☎⁏	Adds a pause symbol "-" to the fax number. Press and hold ☎⁏ , to add the dial tone detection symbol [=] to a fax number. When the dial tone detection symbol [=] is added, the machine will begin sending after a dial tone is heard.
🔊	Specify on-hook dialing to send or receive faxes manually.

Configuring the Detailed Settings

1 Tap ✕.

2 Scroll the screen to change fax settings as needed.

[Add Chain Dial]

You can add addresses.

Tips
Displayed when [Device] > [General] > [Fax Settings] > [Add Chain Dial] is set to [Yes].

[Preview]

Specify whether to display the preview of the scanned data before sending.

[Lighten/Darken]

Specify the density to make the outgoing fax darker or lighter.

[2-Sided Scanning]

Specify whether one side or both sides of a document are to be scanned.

[Resolution]

Select the image quality when scanning a document.

[Cover Sheet]

Specify whether to attach a cover sheet to faxes when sending.

[Polling Receive]

Operate the machine to receive faxes stored in a remote machine.

[Delay Send]

Send faxes at specified times. Select [On] to specify the time at which a fax will be sent.

[Next Orig on Doc Glass]

Specifies whether to show a confirmation screen regarding the next document after a document has been placed on the document glass and scanned.

[Check G3 ID and Send]

When set to [On], the machine first receives the connection G3ID, and transmits the fax only if the authentication numbers match.

8.2 Sending a Fax From a Computer (Direct Fax)

When you install the Printer Control Language (PCL) driver or fax driver, you can send a document created on a program by fax directly from your computer, in the same way as you print the document. This feature is called "Direct Fax".

Send data   Send fax

PCL/fax driver   Sending machine (this printer)   Receiving machine
                                                              (fax machine/
                                                              multifunction printer)
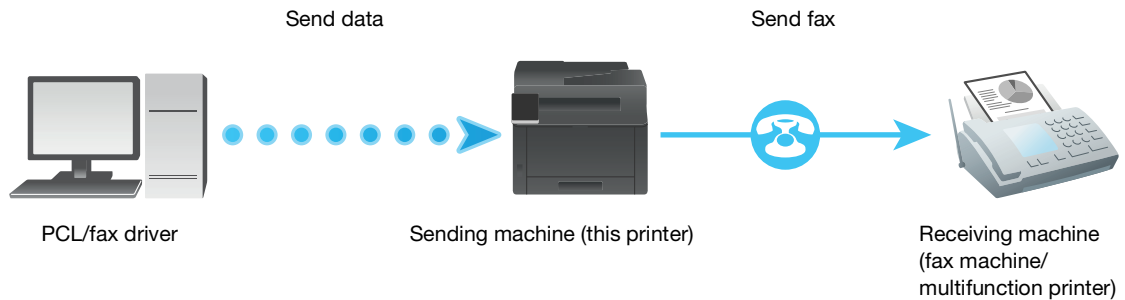
Tips
- Only black and white faxes can be sent using Direct Fax.
- The names of the dialog boxes and the buttons may be different from those given in the following procedure depending on the program you are using.

For Windows

You can send a fax from a computer using the PCL driver.

Reference
For details on how to install the driver, refer to page 3-14.

1 Open the file that you want to fax.

2 From the [File] menu, select [Print].

3 Select the machine, and click on [Preferences].

4 Under the [Paper/Output] tab, select [Fax] from [Job Type].

5 Select the [Fax] tab.

6 Specify the fax transmission settings.
➜ For details about the settings, see the help of the PCL or fax driver.

7 Click on [OK], close the [Printing Preferences] dialog box, and click on [Print].

8 Specify the destination.
➜ For details about how to specify the destination, see the help of the PCL or fax driver.

9 Click on [Start sending].

For Mac

You can send faxes from a computer using the AirPrint feature.

Tips

When sending fax with a Mac, log in to Internet Services as the Administrator and click on [Network] in the upper part of the screen. From [Mobile Printing], select [AirPrint], then make sure that the checkbox for [Enable] is selected. When the machine and a Mac are connected via USB, select the checkbox for [AirPrint] > [USB Connection]. For details, refer to page 15-25.

1 From the [Apple] menu, open [System Preferences], and click on [Printers & Scanners].

2 When the machine and a Mac are connected via WiFi or Ethernet, click on [+].

→ When the machine and a Mac are connected via USB, make sure the machine appears in the [Fax] display, and proceed to step 5.

3 Select the machine, and from [Use], select [AirPrint].

4 Click on [Add].

5 Open the file that you want to fax.

6 From the [File] menu, select [Print].

The names of the dialog boxes and the buttons may be different from those given in the following procedure depending on the program you are using.

7 Select the machine from [Printers], then enter the fax number for the recipient under [To].

8 Click on [Fax].

9 Operation from Smartphones or Tablets

9 Operation from Smartphones or Tablets

9.1 Connecting the Machine to Smartphones/Tablets

You can connect a smartphone, tablet or other mobile device for easy, quick printing or scanning of documents, photos, etc.

Use any of the following methods to connect the machine to a mobile device.

- Via Wireless Network
  Connect the machine and the mobile device using an access point or wireless router.

- Via Wi-Fi Direct
  Connect the machine and the mobile device directly without using an access point or wireless router.

9.1.1 Via Wireless Network

Setting Up the Machine

➔ Make sure that the machine is connected to the wireless network.

   ➔ For details on connection methods, refer to page 3-7.

Setting Up the Mobile Devices

Tips

The procedure varies depending on the model of the mobile device. For details, see the manual supplied with the mobile device.

1 Enable the Wi-Fi function of the mobile device.

2 Select the network (SSID) that the machine is connected to.

3 Enter the passphrase, and then establish the wireless connection.

   ➔ A passphrase may be printed on the exterior of an access point or wireless router. For details, see the manual supplied with the access point or wireless router.

9.1.2 Via Wi-Fi Direct

Tips

You can connect up to three mobile devices.

Setting Up Wi-Fi Direct

To use Wi-Fi Direct, you need to first configure the Wi-Fi Direct settings from the operator panel of the machine. When you select the SSID of the machine on the display of the mobile device and then enter the specified passphrase, the mobile device will be connected to the machine via Wi-Fi Direct.

Setting Up the Machine

Tips

- You can also use Internet Services to configure the settings. For details, refer to page 15-24.
- Wi-Fi Direct cannot be used in an IPv6 or Ad-hoc environment.

1 At the Home screen, tap ❭ > [Device].
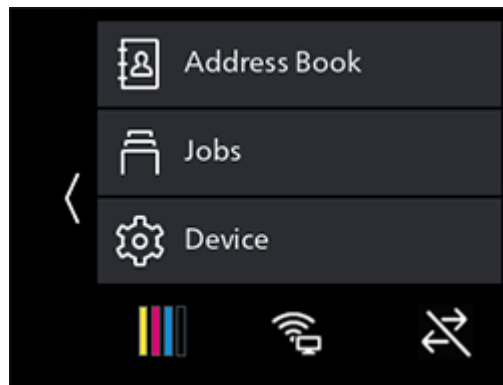
2 Tap [Network Settings] > [Wi-Fi Direct].

3 Tap [Enable] > [OK] for [Wi-Fi Direct].

4 Turn off the machine, and then turn it on again.

5 After restarting the machine, tap ❭ > [Device] > [Network Settings] > [Wi-Fi Direct].

6 Tap [Paired Device].

7 Confirm that no more than two mobile devices are displayed on the screen, and tap ✕ .

→ If there are three mobile devices connected, additional connections to the Wi-Fi Direct network will not be possible. Disconnect all currently connected mobile devices from the network. For details, refer to page 9-5.

8 Tap [SSID].

9 Change SSID as needed, and tap [OK].

When the SSID is changed, the mobile devices shown on the screen in step 7 are disconnected.

10 Tap [Passphrase].

11 Confirm the passphrase, then tap ‹ .

→ Tap [Print Passphrase], and the passphrase will be printed.

Connecting Mobile Devices to the Machine

📖**Reference**
For details, see the manual supplied with the mobile device.

1   Enable the wireless LAN function of the mobile device.

2   Select the SSID of the machine.

3   Enter the passphrase.

Disconnecting the Mobile Device From the Wi-Fi Direct Network

1   At the Home screen, tap 》 > [Device].
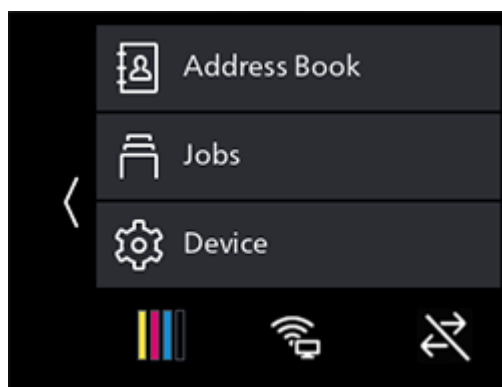
2   Tap [Network Settings] > [Wi-Fi Direct].

When a mobile device is connected to the machine through Wi-Fi Direct, [Paired Device] will appear.

3   Tap [Disconnect All].

4   Tap [Disconnect Now] or [Disconnect and Reset Passphrase].

5   When an execution confirmation message appears, tap [Yes].

Resetting the Passphrase

Tips

Resetting the passphrase will disconnect the mobile device.

1 At the Home screen, tap 》 > [Device].
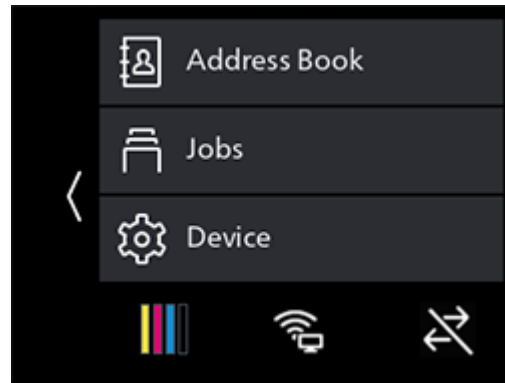
2 Tap [Network Settings] > [Wi-Fi Direct].

3 Tap [Passphrase].

4 Tap [Reset Passphrase] > [Yes].

Mobile devices are disconnected, and the new passphrase is displayed.

9.2 Using the Mobile Print

Mobile Print is an application for use with smartphones or tablets. You can use it to print, copy, scan and fax from smartphones or tablets. When using a device with the NFC feature, you can start the job simply by holding the device over the NFC touch area. You can download it from the App Store or Google Play.

9.3   Using Other Print Services

9.3.1   AirPrint

AirPrint is a printing service offered by Apple Inc. Without installing the print drivers or special programs, you can print the documents specified on iOS devices such as iPad or iPhone, or on Mac.

Tips

When using this feature with [Print Accounting] enabled, it is necessary to enable [Unauthenticated User Print]. For details, refer to page 10-24.

Enabling the AirPrint Settings

1   Enter IP address of the machine in the web browser and start Internet Services.

➜ To check the machine's IP address, press the ⌂ (Home) button on the operator panel, and tap 〉> [Device] > [About].

2   Click on [Log In] in the upper right part of the screen.
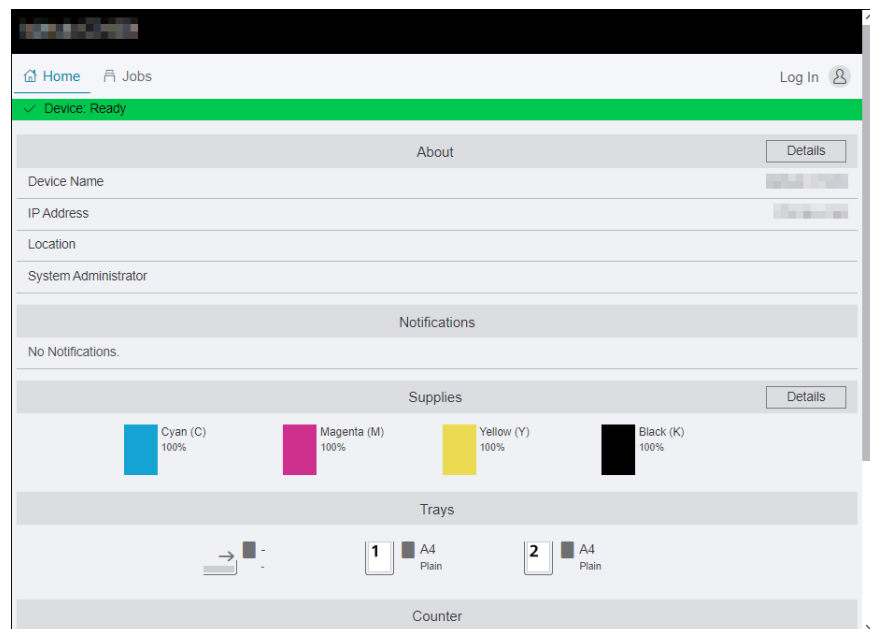
3   Enter the [User Name] and [Password] for the administrator, and click on [Log In].

➜ For details on the default user name and password, refer to page 11-4.

4   Click on [Network] in the upper part of the screen.

5   Click on [Mobile Printing] > [AirPrint].

6   Select the checkbox for [Enable].

➜ When connected via USB, select the [USB Connection] check box for [AirPrint].

7   Click on [OK].

8   Click on [Restart Now].

9   Once the machine completes restart, click on [Refresh].

Printing With AirPrint

The following procedure uses iOS as an example.

1   Open your e-mail, photo, web page, or document that you want to print.

2   Tap the action icon.

3   Tap [Print].

4   Select the machine and set machine options.

5   Tap [Print].

9.3.2   Mopria Print Service

Mopria Print is a service that enables you to print from printers certified by Mopria via Android (5.0 and later) smartphones and tablets without any special settings.

Start by downloading the Mopria Print Service app to your Android device from the Google Play Store and installing it.

In order to print, connect your mobile device to the same network as the machine or use the Wi-Fi Direct functionality to connect your mobile device to the machine.

Tips

When using this feature with [Print Accounting] enabled, it is necessary to enable [Unauthenticated User Print]. For details, refer to page 10-24.

Setting Up Mopria Print Service on the Machine

1   Enter IP address of the machine in the web browser and start Internet Services.

➔   To check the machine's IP address, press the ⌂ (Home) button on the operator panel, and tap 》 > [Device] > [About].

2   Click on [Log In] in the upper right part of the screen.
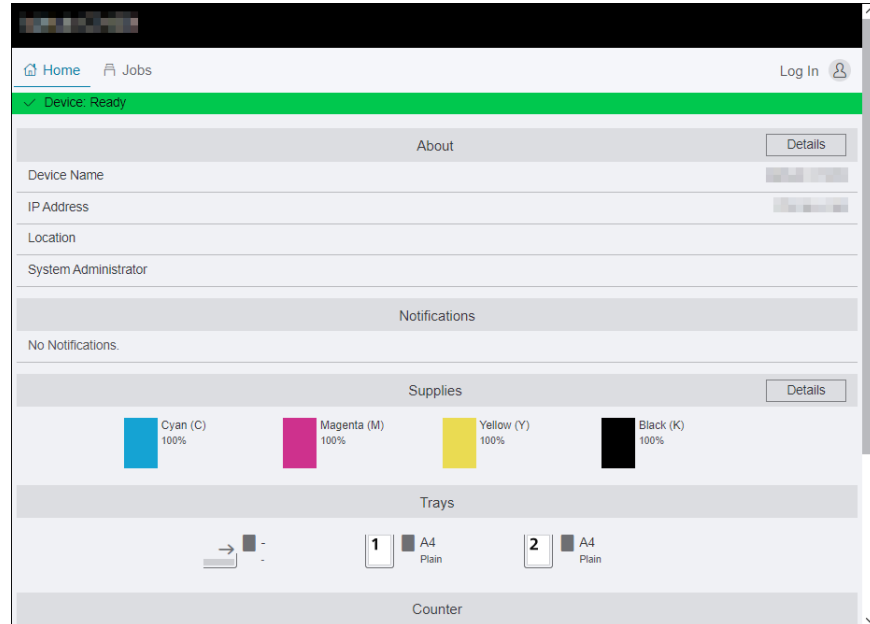
3   Enter the [User Name] and [Password] for the administrator, and click on [Log In].

➔   For details on the default user name and password, refer to page 11-4.

4   Click on [Network] in the upper part of the screen.

5   Click on [Mobile Printing] > [Mopria].

6   Click on [Enable] > [OK].

Printing With Mopria Print Service

➔   For details, see https://mopria.org/.

10 Changing the Machine Settings

10   Changing the Machine Settings

10.1   Understanding the Machine Settings Menus

The following describes the settings displayed when you tap ❯ on the home screen, then tap [Device].

1   At the Home screen, tap ❯ > [Device].
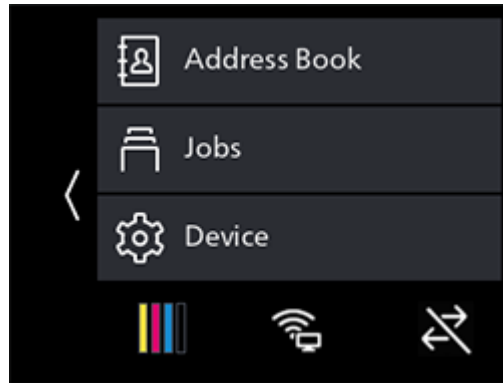
2   Scroll the screen to change machine settings as needed.
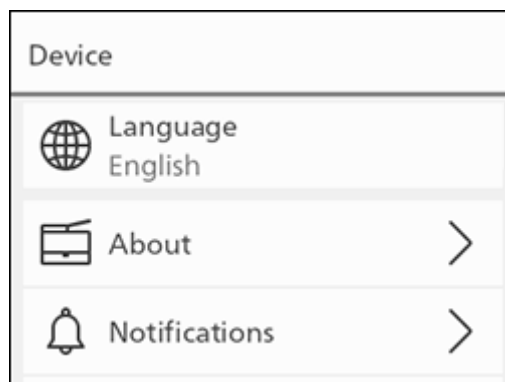
Setting	Description
[Language]	You can select the language used on the machine.
[About]	You can check the information such as the machine's model name, IP address, and serial number of the machine. When the device has a fax feature, the fax number will also be displayed.
[Notifications]	Notifications from the machine are presented.
[Information Pages]	You can print various reports and lists.
[Trays]	You can specify the size and type of paper loaded in Tray 1, the By-pass Tray, and Tray 2 (**Paper Feed Unit PF-P26**) (optional).
[Supplies]	You can check the status of consumables.
[Billing Counters]	You can check the total number of pages printed up to now.
[General]	You can configure the general settings for the machine, such as date, time, or sound.
[Network Settings]	You can configure the network settings.
[App Defaults]	You can configure the default settings for the copy, fax, and scan functions, and the USB Direct Print feature.

Setting	Description
[Security Settings]	You can configure the security settings, such as limiting access to the settings menus or functions.
[Maintenance]	You can configure the maintenance settings, such as for cleaning the transfer unit and initializing the memory.
[Advanced Settings]	You can customize the settings in accordance with the setting environment, or your preferences.

10.2   [Language]

You can select the display language.

10.3   [About]

You can check the information such as model name, IP address, and serial number of the machine.

When the device has a fax feature, the fax number will also be displayed.

10.4   [Notifications]

Notifications from the machine are presented.

10.5   [Information Pages]

You can print the following reports and lists.

10.5.1   [System Settings]

Print a list of information on machine settings and configuration, such as network settings and installed optional accessories.

10.5.2   [Panel Settings]

Print the details of the machine's settings.

10.5.3   [PCL Font List]

Print a list of the Printer Control Language (PCL) fonts that can be used with the machine.

10.5.4   [PCL Macro List]

Print information on the downloaded PCL macro.

10.5.5   [PS Font List]

Print a list of the PostScript language compatibility fonts that can be used with the machine.

10.5.6   [PDF Font List]

Prints a sample of the available PDF fonts.

10.5.7   [Job History]

Print a history of the print, copy, scan or fax jobs that have been executed with the machine. This list contains the latest 20 jobs.

10.5.8   [Error History]

Print a detailed list of paper jams and fatal errors.

10.5.9   Printer Counter

Print a report on the total number of pages printed.

10.5.10   [Demo Page]

Prints a sample stored in the machine.

10.5.11   [Protocol Monitor]

Print the latest fax protocol information.

10.5.12   [Address Book]

Print a list of all addresses registered in the address book.

10.5.13   [Server Address]

Print a list of server addresses registered in the address book.

10.5.14   [Fax Activity]

Print a history of faxes sent and received.

10.5.15   [Fax Pending List]

Print a list of all pending fax jobs.

10.5.16   [Stored Document List]

Print a list of print jobs saved using the Sample Set feature.

10.5.17   [Supplies Status Report]

Print the status of consumables usage.

10.6   [Trays]

Specify the size and type of paper loaded in Tray 1, the Bypass Tray, and Tray 2 (**Paper Feed Unit PF-P26**) (optional).

- [Bypass] (page 10-6)
- [Tray 1] (page 10-6)
- [Tray 2] (page 10-7)

10.6.1   [Bypass]

Specify the size and type of paper loaded in the Bypass Tray.

[Prioritize Driver Setting]

Specify whether to use the paper size and type specified on the print driver.

Tips
- When specifying the paper size and paper type, select Off.

[Paper Size]

Select the paper size.

When using nonstandard paper sizes, select Custom Paper Size, and specify the paper length and width.

Tips
- For paper that can be used, refer to page 4-17.

[Paper Type]

Select the paper type.

[Display Tray Prompt]

Specify whether to display a screen for defining the paper size and type when paper is loaded in the Bypass Tray.

[Tray Priority]

Specify an order of priority in which the paper trays are to be used. If two or more paper trays are loaded with the same paper size and type, the paper tray to be used is automatically selected according to this priority order.

10.6.2   [Tray 1]

Specify the size or type of paper loaded in Tray 1.

[Paper Size]

Select the paper size.

[Paper Type]

Select the paper type.

[Display Tray Prompt]

Specify whether to display a screen for specifying the paper size and paper type when paper is loaded in Tray 1.

[Tray Priority]

Specify an order of priority in which the paper trays are to be used. If two or more paper trays are loaded with the same paper size and type, the paper tray to be used is automatically selected according to this priority order.

10.6.3   [Tray 2]

Tips

- When Tray 2 (**Paper Feed Unit PF-P26**) (optional) is installed, it can be used.

Specify the size and type of paper loaded in Tray 2 (**Paper Feed Unit PF-P26**) (optional).

[Paper Size]

Select the paper size.

[Paper Type]

Select the paper type.

[Display Tray Prompt]

Specify whether to display a screen for specifying the paper size and paper type when paper is loaded in Tray 2 (**Paper Feed Unit PF-P26**) (optional).

[Tray Priority]

Set the priority order of the paper trays to be used. If paper trays loaded with the same paper size and type exist, the paper tray is automatically selected according to this priority order.

10.7   [Supplies]

You can check the status of consumables usage.

10.8 Billing Counters

You can check the total number of pages printed up to now.

10.8.1 [Counter 1]

Displays the total number of color printouts.

10.8.2 [Counter 2]

Displays the total number of monochrome printouts.

10.8.3 [Counter 3]

Always shows "0" on your printer.

10.8.4 [Counter 4]

Displays the total number of color and monochrome prints ([Counter 1]+ [Counter 2]).

10.9 [General]

You can configure the general settings for the machine, such as date, time, or sound.
- [Date & Time] (page 10-8)
- [Display Brightness] (page 10-8)
- [Sounds] (page 10-8)
- [NFC] (page 10-8)
- [Status LED(Green)] (page 10-9)
- Power Saver (page 10-9)
- [Timer] (page 10-9)
- [Units] (page 10-9)
- [Default Paper Size] (page 10-9)
- [Operation for Start Button] (page 10-9)
- [Default View of Home] (page 10-9)
- [Fax Settings] (page 10-10)
- [Email Settings] (page 10-13)

10.9.1 [Date & Time]

Set the date, time, and time zone.

10.9.2 [Display Brightness]

Specify the screen brightness of the touch panel.

10.9.3 [Sounds]

Select the volume level of the notification sounds.

10.9.4 [NFC]

Specify whether to allow a mobile device such as a tablet or a smartphone to connect to the machine via NFC communication.

10.9.5   [Status LED(Green)]

Specify whether to enable the blinking feature of the Status LED on the operator panel.

📖**Reference**
For details on status LEDs, refer to page 2-8.

10.9.6   Power Saver

Set the amount of time until the machine enters the power saver mode.

📖**Reference**
For details on power saving features, refer to page 4-14.

10.9.7   [Timer]

Configure the timer settings.

[Auto Clear]

Select the amount of time until the machine returns to the [Home] screen when the machine is not operated for a certain period of time.

📑**Tips**
This setting is also used when scanning the document loaded on the document glass, as the time from the printer displays confirmation on the next document until the document is automatically sent.

[Fault Timeout]

Specify the amount of time the machine waits before returning from the error screen to the Home screen when an error not requiring users' operation is displayed.

10.9.8   [Units]

Select the default measurement unit of the numeric value displayed on the operator panel.

10.9.9   [Default Paper Size]

Select from Letter or A4 for paper size used in printing reports or data of unspecified size.

10.9.10   [Operation for Start Button]

You can specify either tap or slide operation for the Start button.

10.9.11   [Default View of Home]

You can specify either the App list screen or PIN list as the Home screen default view.

📑**Tips**
For details of the App and PIN List, refer to the page 4-3.

10.9.12 [Fax Settings]

Specify the settings for the fax function.

[Fax Number]

Enter a fax number for the machine. The fax number is printed on the fax header.

[Country/Region]
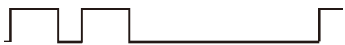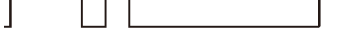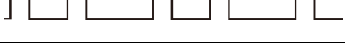
Select the country where the machine is used.

[Company Name]

Specify the sender name. The specified name will appear in fax headers.

[Fax Line Settings]

Configure the basic settings for the fax line.

Setting	Description		
[Transmission]	Select the line type.		
[Line Monitor Tone Volume]	Select the volume level of the line monitor, which can be heard through the internal speaker until a connection is made.		
[DRPD Pattern]	Provides a separate number for faxing with a distinctive ring pattern.		
	Pattern1–7	Distinctive Ring Pattern Detection (DRPD) is a service provided by some telephone companies. DRPD Patterns are specified by your telephone company. The following shows the patterns provided with the machine.	
		Pattern1	
		Pattern2	
		Pattern3	
		Pattern4	
		Pattern5	
		Pattern6	
		Pattern7	
	Ask your telephone company which pattern you need to select to use this service.		
[Ext. Phone Hook Threshold]	Select the detection level of an off-hook signal from the external telephone.		
[Off Hook Wake Up]	Specify whether to recover from the power saver mode when you pick up the handset of the external telephone.		

[Incoming Fax Settings]

Configure the settings for receiving faxes.

Setting			Description
[Receive Mode]			Specify the fax receiving mode.
	[TEL Mode]		Receive transmissions using an external telephone or by operating the touch panel display. Once the ring tone sounds, the fax can be received by picking up the external handset and entering the remote receive code, or by tapping [Receive] on the touch panel display.
	[FAX Mode]		Automatically receives faxes.
	[TEL/FAX Mode]		If there is an incoming transmission from the sender, fax receipt will begin after the external telephone rings for the interval specified in [TEL/FAX Mode] of [Auto Answer Setup]. When the caller is using a telephone, a ring tone will sound from the speaker built into the machine.
	[Ans/FAX Mode]		This configuration assumes use of a telephone answering machine. When a signal arrives from the caller, it is detected as either a fax transmission or voice call. When the caller is sending a fax, the fax will be received automatically, and when a voice call is being made, the caller's message will be recorded by the answering machine. If the power supply to the answering machine is turned off, the machine's receiving mode will automatically switch to [FAX Mode] after the ring tone sounds for the interval specified beforehand.
	[DRPD Mode]		Before using the Distinctive Ring Pattern Detection (DRPD) option, a distinctive ring service must be installed on your telephone line by the telephone company. After the telephone company has provided a separate number for faxing with a distinctive ring pattern, configure the fax setup to monitor for that specific ring pattern.
[Ring Tone Volume]			Specify ring tone volume. This setting is enabled when [Receive Mode] is [TEL/FAX Mode], and the ring tone sounds from the machine's built-in speakers for a phone call from the sender.
[Auto Answer Setup]			Specify the settings for automatic fax reception.
	[FAX Mode]		Set the interval at which the machine goes into the fax receive mode after receiving an incoming call.
	[TEL/FAX Mode]		Set the interval at which the machine goes into the fax receive mode after the external telephonereceives an incoming call.
	[Ans/FAX Mode]		Set the interval at which the machine goes into the fax receive mode after the external answering machine receives an incoming call.
[Junk Fax Filter]			Specify whether to reject faxes from fax numbers not registered in the address book of the machine.
[Forward Settings]			Specify whether to forward incoming faxes to specified destinations.
	[Off]		Print incoming faxes from the machine.
	[Forward]		Forwards incoming faxes to specified destinations.
		[Forwarding Number]	Enter a fax number for the destination to which incoming faxes are forwarded.

Setting			Description
	[Print and Forward]		Prints incoming faxes from the machine, and forward them to a specified fax number.
		[Forward-ing Num-ber]	Enter a fax number for the destination to which incoming faxes are forwarded.
	[Forward to Email]		Forwards incoming faxes to specified e-mail addresses.
	[Print and Email]		Prints incoming faxes from the machine, and forward them to a specified e-mail address.
	[Forward to Server]		Forwards incoming faxes to specified destination servers.
	[Print & Fwd to Server]		Prints incoming faxes from the machine and forward them to a specified server address. 📋 **Note** ● When forwarding to e-mail, it is necessary to specify an e-mail server and forwarding address. For details, refer to page 15-12. ● The machine may not display forwarding errors, depending on the e-mail server settings. When necessary, confirm that the fax was correctly forwarded to the specified forwarding address. ● When forwarding to a server, it is necessary to specify a file server and forwarding address. For details, refer to page 15-12.
[2-Sided Printing]			Specify whether to print the received faxes on both sides of a sheet of paper. 📋 **Note** This feature may not be available depending on the size of the received faxes or settings of the trays, etc.
[Remote Receive]			Specify whether to allow faxes to be received by operating an external telephone connected to the machine. To use this feature, it is necessary to set [Remote Receive] to [On], and to specify a two-digit code on the displayed screen. When a fax arrives, you can receive faxes using an external telephone by entering the two-digit code specified with [Remote Receive].
[Auto Reduction]			Set the operation when the length of a received fax document exceeds the length of paper to be printed.

[Outgoing Fax Settings]

Configure the settings for sending faxes.

Setting	Description
[Auto Redial Setup]	Specify the settings for automatic redial.
[Dial Type]	Select the dialing type.
[Prefix Dial]	Specify a prefix dial number. This number is dialed preceding any dial number. This is useful in telephone networks using Private Branch Exchange (PBX).
[Cover Sheet]	Specify whether to attach a cover page to faxes. The cover page is attached to the first page of the outgoing fax as the cover. The cover page contains the recipient, sender name, fax number of the machine, number of pages, and date and time of sending.
[Send Header]	Specify whether to add a Send Header at the top of transmitted documents. A Send Header includes the date, transmission start time, sender's name, sender ID and page count.
[ECM]	Specify whether to enable the ECM feature. To use the ECM feature, the remote machines must also support the ECM feature. ECM stands for "Error Correction Mode". With ECM, which is one of the G3 communication methods, the machine checks that the data is properly sent to the recipient, and if not, resends the data.
[Modem Speed]	Select the fax modem speed when a fax transmission or reception error occurs.
[Display Manual Fax Recipient]	Specify whether to display a fax number for the recipient on the screen of the operator panel when manually sending a fax.

[Fax Reports]

Configure the settings for fax reports.

Setting	Description
[Fax Activity]	Specify whether to automatically print the transmission results history when the total number of result items reaches 50.
[Fax Transmit]	Specify whether to print the transmission results after a fax is sent.
[Fax Broadcast]	Specify whether to print transmission results after a fax transmission to multiple destinations.
[Protocol Monitor]	Specify whether to print a protocol monitor report, which helps you identify the cause of a communication problem.

[Add Chain Dial]

Specify whether to combine multiple fax numbers and specify the other parties.

10.9.13   [Email Settings]

Configure the e-mail settings.

[Max Email Size]

Specify the maximum size of an e-mail that can be sent.

10.10 [Network Settings]

You can configure the network settings.
- [Network] (page 10-14)
- [Wi-Fi Settings] (page 10-14)
- [Wi-Fi Direct] (page 10-15)
- [Ethernet] (page 10-16)
- [Protocol] (page 10-16)
- [Other] (page 10-17)

10.10.1 [Network]

You can switch between wireless LAN (Wi-Fi) and wired LAN (Ethernet) network connections.

10.10.2 [Wi-Fi Settings]

Tips
- This setting can be used when [Wi-Fi] is selected in [Network].

Configure the wireless network settings.

[WPS]

Specify the wireless network settings using WPS.

[Wi-Fi Setup Wizard]

To configure the wireless network settings, either select the wireless network access point from the screen display, or tap [Enter SSID] or [WPS].

Setting		Description
[Enter SSID]		Enter the name to identify the wireless LAN access point.
	[Infrastructure]	Select the encryption type for an infrastructure network.
	[Ad hoc]	Specify the encryption type for Ad-hoc mode. **Note** [Ad hoc] settings can be used when [Wi-Fi Direct] is disabled.
[WPS]		Specify the wireless network settings using WPS.

[IP Mode]

Select the IP mode.

Tips
- When [IPv6] Mode is set, Wi-Fi Direct cannot be used.

Setting	Description
[Dual Stack]	Uses both IPv4 and IPv6 to specify the IP address.
[IPv4]	Uses IPv4 to specify the IP address.
[IPv6]	Uses IPv6 to specify the IP address.

[TCP/IP]

Configure the TCP/IP settings.

Setting	Description
[IP Addressing]	Specify the method for acquiring an IP address.
[IP Address]	Display the IP address assigned to this machine. With IP Addressing set to Manual Input, enter the IP address.
[Subnet Mask]	Display the subnet mask assigned to this machine. With IP Addressing set to Manual Input, enter the subnet mask.
[Gateway Address]	Display the gateway address assigned to this machine. With IP Addressing set to Manual Input, enter the gateway address.

[Reset Wi-Fi Settings]

Initializes wireless network settings. After performing this setting and restarting the machine, all the wireless network settings are reset to their factory settings.

10.10.3 [Wi-Fi Direct]

Tips

- This setting can be used when [Wi-Fi] is selected in [Network].
- Wi-Fi Direct cannot be used in an IPv6 or Ad-hoc environment.

Configure the Wi-Fi Direct network settings.

[Wi-Fi Direct]

Specify whether to enable or disable the Wi-Fi Direct network.

[Group Role]

Setting	Description
[Auto]	Automatically specifies the group role of the machine.
[Group Owner]	Sets the machine as the group owner of the Wi-Fi Direct network. When the machine is set to the group owner, the machine functions as the access point or wireless router.

[Device Name]

Enter the machine name that identifies the Wi-Fi Direct network with up to 32 alphanumeric characters.

When you select the machine name on your mobile device, find the name specified here.

[Paired Device]

Displays the status of the Wi-Fi Direct connections.

Setting	Description
[Disconnect All] > [Disconnect Now]	Disconnects all the Wi-Fi Direct connections.
[Disconnect All] > [Disconnect and Reset Passphrase]	Disconnects the Wi-Fi Direct connections and changes the passphrase.

[SSID]

Displays the name of the network to be identified by Wi-Fi Direct. It can be entered following "DIRECT-XX" using no more than 23 alphanumeric characters. When selecting the name of the network connection through a mobile device, the specified name will be displayed here.

[Passphrase]

Displays the passphrase. Enter the passphrase displayed here when you connect to the Wi-Fi Direct network from your mobile device.

Setting	Description
[Reset Passphrase]	Disconnects the Wi-Fi Direct connections and changes the passphrase.
[Print Passphrase]	Print the passphrase.

10.10.4 [Ethernet]

📑 **Tips**

● This setting can be used when [Ethernet] is selected in [Network].

Configure the wired network settings.

[IP Mode]

Select the IP mode.

Setting	Description
[Dual Stack]	Uses both IPv4 and IPv6 to specify the IP address.
[IPv4]	Uses IPv4 to specify the IP address.
[IPv6]	Uses IPv6 to specify the IP address.

[TCP/IP]

Configure the TCP/IP settings.

Setting	Description
[IP Addressing]	Specify the method for acquiring an IP address.
[IP Address]	Display the IP address assigned to this machine. With IP Addressing set to Manual Input, enter the IP address.
[Subnet Mask]	Display the subnet mask assigned to this machine. With IP Addressing set to Manual Input, enter the subnet mask.
[Gateway Address]	Display the gateway address assigned to this machine. With IP Addressing set to Manual Input, enter the gateway address.

[Modem Speed]

Select the communication speed and the duplex settings of Ethernet.

10.10.5 [Protocol]

Specify whether to enable or disable each protocol.

10.10.6 [Other]

Configure the advanced network settings.

[IPv4 Filter]

Specifies whether to restrict devices that can communicate with the machine. Range of IPv4 address to allow communication with the machine can be set in Internet Services.

Tips

● This feature does not apply to communication via Wi-Fi Direct.

[IPv6 Filter]

Specifies whether to restrict devices that can communicate with the machine. Range of IPv6 address to allow communication with the machine can be set in Internet Services.

Tips

● This feature does not apply to communication via Wi-Fi Direct.

[PS Data Format]

Specifies the PostScript language compatibility communication protocol.

Setting	Description
[Auto]	Used when auto-detecting the PostScript language compatibility communication protocol.
[Standard]	Used when the communication protocol is in ASCII interface.
[BCP]	Used when the communication protocol is in binary format.
[TBCP]	Used when the communication protocol supports both ASCII and binary data to switch between them according to the specified control code.
[Binary]	Used when no special processing is required for data.

[Disable IEEE 802.1x]

Disables IEEE 802.1x authentication.

Tips

● This setting can be used when the machine is connected using a LAN cable, and IEEE 802.1x authentication has been specified through Internet Services. For details, refer to page 15-22.

[Reset Network Settings]

Initialize the wired LAN (Ethernet) and wireless LAN (Wi-Fi) settings stored in memory. After performing this setting and restarting the machine, all the Ethernet and wireless network settings are reset to their factory settings.

[Delete All Certificates]

Deletes all certificates of the machine.

10.11   [App Defaults]

You can configure the default settings for the copy, fax and scan functions, and the USB Direct Print feature.

- [Copy Settings] (page 10-18)
- [Fax Settings] (page 10-19)
- [Scan Settings] (page 10-20)
- [Direct Print Settings] (page 10-21)

10.11.1 [Copy Settings]

Configure the default settings for the copy function.

[Output Color]

Select the default color mode.

[Lighten/Darken]

Specify the default copy density.

[Reduce/Enlarge]

Specify the default copy zoom ratio.

[Paper Trays]

Specify the paper tray to be selected as the default settings.

[2-Sided]

Specify whether to copy on both sides of a sheet of paper as the default settings.

[2in1]

Specify whether to copy two pages of a document to fit onto one side of a sheet of paper as the default settings.

[Number of Cards]

Select the number of cards to be copied at a time when making a Copy (ID Card) as the default settings.

[Sharpness]

Specify the default sharpness level of the image.

Select [Sharpen] to sharpen the appearance of the image, and [Soften] to soften its appearance.

[Original Size]

Select the default document size to be copied.

[Original Type]

Select the default document type.

[Collation]

Configure the default setting to specify whether to produce output page by page or grouped by batch when copying multiple pages multiple times.

[Saturation]

Specify the default vividness level of color.

[Background Suppression]

Specify whether to suppress the background color of the document (the color of the paper or background) when copying.

[Top & Bottom Erase], [Left & Right Erase], [Center Erase]

Specify the default margins to remove the shadows when copying a thick document or a booklet.

[Color Balance]

Configure color balance default settings for low, medium or high density of each color: yellow, magenta, cyan and black.

10.11.2   [Fax Settings]

Configure the default settings for the fax function.

[Preview]

Specify whether to display the preview of the scanned data before sending a fax as the default settings.

[Resolution]

Select the default image quality when scanning a document.

[2-Sided Scanning]

Specify a default value for whether one side or both sides of a document are to be scanned.

[Lighten/Darken]

Specify the default density of outgoing faxes.

[Delay Send]

When setting [Delay Send], specify the default value for the time at which to begin sending.

[Next Original on Document Glass]

Specifies the default value whether to show a confirmation screen regarding the next document after a document has been placed on the document glass and scanned.

[Check G3 ID and Send]

When set to [On], the machine first receives the connection G3ID, and transmits the fax only if the authentication numbers match.

10.11.3   [Scan Settings]

Configure the default settings for the scan function.

[File Name]

Specify how to name the scanned data as the default settings.

File names can be specified up to 50 characters, in the following format.

img_YYMMDDHHMMSS.extension

Tips

- YYMMDDHHMMSS includes two digits each to indicate the year, month, date, hour, minute and second.
- In cases where files are formatted one page per file, destination file names are duplicates, or when a scanner (e-mail transmission) is used, a - (hyphen) and consecutive four-digit number (0001 - 9999) are added after the file name.
- The following characters cannot be used for the file name even though they are displayed on the screen keyboard.
  \ / : * ? " < > |

[File Format]

Select the default file format of the scanned data to be saved.

Tips

- You can set passwords for encryption when saving to PDF.

[Preview]

Specify whether to display the preview of the scanned data before storing or sending as the default settings.

[Output Color]

Select the default color mode when scanning a document.

[Resolution]

Select the default scan resolution rate when scanning a document.

[Original Size]

Select the default document size to be scanned.

[2-Sided Scanning]

Specify a default value for whether one side or both sides of a document are to be scanned.

[Lighten/Darken]

Specify the default scan density.

[Sharpness]

Specify the default sharpness level of the image.

Select [Sharpen] to sharpen the appearance of the image, and [Soften] to soften its appearance.

[Contrast]

Specify the default difference between the light and the dark.

Select [More] to increase contrast, and [Less] to decrease contrast.

[Background Suppression]

Specify whether to suppress the background color of the document (the color of the paper or background) when scanning.

[Top & Bottom Erase], [Left & Right Erase], [Center Erase]

Specify the default margins to remove the shadows when scanning a thick document or a booklet.

[Add Folder]

Specify whether to create a new folder to which the scanned data is stored as the default settings.

[Next Original on Document Glass]

Specifies the default value whether to show a confirmation screen regarding the next document after a document has been placed on the document glass and scanned.

10.11.4   [Direct Print Settings]

[Output Color]

Specify whether to print in color or black and white as the default settings.

[Paper Trays]

Specify the paper tray to be selected as the default settings.

[2-Sided]

Specify whether to Print on one side or both sides of a sheet of paper as the default settings. For two-sided printing, specify whether the printouts are bound at the long edge or short edge.

[Layout]

Specify the default number of pages to be imposed on one side of print media.

[Image Type]

Select the default print image quality.

Setting	Description
[Auto]	Print PDF or TIFF files with [Text] Mode, and JPEG files with [Photos (Standard Quality)] Mode.
[Photos (Standard Quality)]	Settings optimized for photos (standard).
[Photos (High Quality)]	Settings optimized for photos (high quality).
[Text]	Settings optimized for text.

[Collation]

Configure the default setting to specify whether to produce output page by page or grouped by batch when printing multiple pages multiple times.

[PDF Password]

Set the default password used to print PDF files protected by a password.

10.12   [Security Settings]

You can configure the security settings, such as limiting access to the setting menus or functions.
- [Admin Authentication] (page 10-22)
- [User Authentication] (page 10-23)
- [User Permissions] (page 10-23)
- [Secure Fax Receive] (page 10-24)
- [Save Fax Job Recipients] (page 10-24)
- [Print Accounting] (page 10-24)
- [Edit Email From Field] (page 10-25)
- [Recipient Security] (page 10-25)
- [Domain Filtering] (page 10-25)
- [Software Download] (page 10-25)
- [Login Attempts] (page 10-26)
- [Security Warning] (page 10-26)
- [Service Rep. Op. Restriction] (page 10-26)
- [Restrict Job Display Information] (page 10-26)
- [Address Book Encryption] (page 10-26)
- [Output Restriction for Print Jobs] (page 10-26)

10.12.1   [Admin Authentication]

Specify whether to use the Admin Authentication feature to impose restrictions on access to each feature by setting passcodes.

Access restrictions can be applied to the following features:
- [Address Book]
- [Information Pages]
- [General]
- [Network Settings]
- [App Defaults]
- [Security Settings]
- [Maintenance]
- [Advanced Settings]

Tips
- Features subject to access restrictions are marked with lock icon. Passcode entry is necessary in order to operate restricted features.

Reference
For details, refer to page 4-12.

[Change Passcode]

Change the passcode to be used.

Tips
- This setting can be used when [Admin Authentication] is enabled.

10.12.2 [User Authentication]

Tips

● This setting can be used when [Admin Authentication] is enabled.

Specifies whether to restrict access to the features of the machine on each user.

Reference
For details, refer to page 11-26.

10.12.3 [User Permissions]

Tips

● This setting can be used when [Admin Authentication] is enabled.

Enable or disable each feature of the machine, or use passcodes to restrict use of features. With [Copy] and [USB Direct Print], you can place restrictions on color copying and color printing.

[Customize Home and App]

Specify whether to enable access to the feature that allows Home screen apps to be rearranged, new apps added, etc.

[Copy]

Specify whether to enable access to the copy feature. Select [Black & White Only], and access to color copying is disabled.

[Email]

Specify whether to enable the Scan to E-mail feature.

[Fax]

Specify whether to enable the fax function.

[Scan to Network]

Specify whether to enable the Scan to Network feature.

[Scan to PC/WSD]

Specify whether to enable the Scan to WSD feature.

[Scan to USB]

Specify whether to enable the Scan to USB feature.

[USB Direct Print]

Specify whether to enable access to the USB Direct Print feature. Select [Black & White Only], and access to color printing is disabled.

[Show When Inserted]

Specify whether the [USB] screen is displayed when a USB memory is inserted.

[Scan from PC]

Specify whether to enable access to the Scanning From a Computer feature. Select [Allow with Passcode], and passcode entry is required when scanning from a computer.

[Direct Fax]

Specify whether to enable access to the Direct Fax feature. Select [Allow with Passcode], and passcode entry is required when using the Direct Fax feature.

10.12.4 [Secure Fax Receive]

Tips

- This setting can be used when [Admin Authentication] is enabled.
- Even when this setting is enabled, if [Forward Settings] is set to [Forward to Email], [Print and Email], [Forward to Server] or [Print & Fwd to Server], received faxes will be saved in the machine's memory, and forwarded to the specified destinations. A passcode is required when printing faxes from the machine or when forwarding to a specified fax number. A passcode is not required when forwarding to a specified address or server. For details on [Forward Settings], refer to page 10-11.

Specify whether to require a passcode to print received faxes, and to change the passcode.

[Change Passcode]

Change the passcode to be used.

Tips

- This setting can be used when [Secure Fax Receive] is enabled.

10.12.5 [Save Fax Job Recipients]

Specify whether to display the other party's information for completed outgoing/incoming fax jobs. When [On] is specified, the other party's information will be displayed under the following items.

- [Jobs] Screen
- [Information Pages] > [Job History]
- [Jobs] of Internet Services

10.12.6 [Print Accounting]

Configure the print restriction settings.

[Print Accounting]

Restricts printing and counts up printed pages for each user.

Tips

- For details on how to limit user registration and printing with this machine, refer to page 11-18 and page 11-20.

[Unauthenticated User Print]

Enable [Print Accounting], and jobs for which account information (user name and password) is missing cannot be printed. Enable this feature when printing of jobs without account information is to be permitted. The jobs without account information are the following:

- Jobs generated using other company's print drivers or utilities
- Jobs submitted using the following features:
- USB Direct Print
- AirPrint
- Mopria Print Service

Tips

- Even if a print driver or an application provided by us is used, jobs generated with the print driver's or application's user authentication settings disabled are regarded as jobs without account information.

[Auto Color To Mono Print]

When [Print Accounting] is enabled

The system forces monochrome printing of color jobs of users subject to restrictions on color printing. When [Unauthenticated User Print] is enabled, the system forces monochrome printing of color jobs without account information.

Tips

● Users restricted from printing in color are users prohibited to use color printing in [Accounting] of the Internet Services. If [Auto Color To Mono Print] is disabled, color print jobs of users restricted from printing in color will be canceled. For details, refer to page 11-20.

When [Print Accounting] is disabled

Forcibly prints color jobs in black and white for all users.

10.12.7   [Edit Email From Field]

Specify whether to enable editing the e-mail address for the sender when you send scanned data using the Scan to E-mail feature.

Reference
For details on sender addresses, refer to page 7-14.

10.12.8   [Recipient Security]

Specifies whether to show the destination confirmation screen for faxes and e-mails.

[Re-enter Fax Recipient]

Specifies whether to show the screen to re-enter or confirm the destination when entering the destination.

[Confirm Recipients]

Specify whether to display the destination confirmation screen when sending e-mail or faxes.

Tips

● Set [On], and the destinations available for specification will be limited to those in the Address Book. E-mail addresses and fax numbers cannot be specified by entering them directly.

[Recipient Selection Method]

Set [Only From Address Book], and the destinations available for specification will be limited to those in the Address Book. E-mail addresses and fax numbers cannot be specified by entering them directly.

10.12.9   [Domain Filtering]

Specify whether to restrict sending e-mails to specified domains.

Tips

● The forwarding domain is specified through Internet Services [Domain Filtering]. For details, refer to page 15-45.

10.12.10 [Software Download]

Specify whether to enable download of firmware updates.

10.12.11 [Login Attempts]

Specify the number of login attempts. The relevant login menus are: [Admin Authentication], [User Permissions] and [Secure Fax Receive].

10.12.12 [Security Warning]

Specify whether a security warning will appear when a user identified as the administrator accesses Internet Services for a device that has been assigned a global IP address.

10.12.13 [Service Rep. Op. Restriction]

You can restrict Customer Engineer operations so that a Customer Engineer cannot alter the settings of the machine.

10.12.14 [Restrict Job Display Information]

Specify whether to display or hide personal information of the jobs. Items that can be hidden are as follows.

Items

Operator Panel	Job Information	Print, stored print	Document title, user name
		USB print	Document title
		Fax	Contact name, telephone number, sender
		Email	Contact name, address
		Scan to network, ID card scan	Server name
		WSD scan	PC name
Internet Services	All job information		Document title, user name

10.12.15 [Address Book Encryption]

Specify whether to encrypt the area where the address book is stored. If the setting is changed, the address book is initialized.

10.12.16 [Output Restriction for Print Jobs]

Specify whether to limit the number of jobs that can be printed on this machine to Secure Print only.

10.13   [Maintenance]

You can configure the maintenance settings, such as for cleaning the transfer unit and initializing the memory.

- [Adjust Paper Type] (page 10-27)
- [Adjust Transfer Belt Unit] (page 10-27)
- [Adjust 2nd BTR] (page 10-27)
- [Image Position] (page 10-27)
- [Adjust Fusing Unit] (page 10-27)
- [Adjust Image Quality] (page 10-28)
- [Clean Developer/Transfer Unit] (page 10-28)
- [Toner Refresh] (page 10-28)
- [Bypass Tray Feed Method] (page 10-28)
- [Initialize NVM] (page 10-29)
- [Initialize Print Counter] (page 10-29)
- [Clear Stored Jobs] (page 10-29)
- [Clear Forms] (page 10-29)
- [Toner Cartridge] (page 10-29)
- [Adjust Altitude] (page 10-30)
- [Delete Job History] (page 10-30)

10.13.1   [Adjust Paper Type]

Select the paper type.

10.13.2   [Adjust Transfer Belt Unit]

If ghosting occurs with output text and images, adjust the transfer voltage. If faint ghosting occurs, decrease the value to decrease the voltage.

10.13.3   [Adjust 2nd BTR]

For each paper type, adjust the transfer voltage of the transfer roll (BTR). If the colors on the print results are mottled, increase the value to increase the voltage. If there are blank white areas or uneven density near the bottom of the paper, decrease the value to decrease the voltage.

10.13.4   [Image Position]

If the print position is misaligned, adjust the image position.

[Lead/Side Registration]

For each tray, misalignment of the image position for either feed direction (lead [L] or side [S] registration) can be adjusted numerically.

[Perpendicularity]

Image perpendicularity can be adjusted numerically.

[Print Chart]

Print a position adjustment chart. This enables you to check for any misalignment in image position.

10.13.5   [Adjust Fusing Unit]

Adjust the temperature of the fusing unit for each paper type. If the paper curls, lower the temperature. If the toner does not properly adhere to the paper, raise the temperature.

10.13.6 [Adjust Image Quality]

Configure image quality and color correction settings.

[Adjust Color Registration]

If color registration is misaligned in print output, adjust color registration (color registration misalignment) either automatically or manually. Print a chart to perform manual adjustment.

[Adjust Density]

Correct toner density. Changing the numerical value changes the thickness and thinness.

[Calibration]

Calibrate automatically. When the rendering of value or hue in copies and prints is poor, the specified feature is calibrated.

[AdjPrintHdDensity(1Stripe)]

This can be used when streaks (lines) appear in copy or print output. Print a chart to make adjustments.

[AdjPrintHdDensity(Stripes)]

This can be used when regularly patterned streaks (vertical lines) appear in output. Print a chart to make adjustments.

[Image Quality for Coated]

Specify image quality when printing on coated paper.

10.13.7 [Clean Developer/Transfer Unit]

Clean the developer and transfer unit. Perform when the output result is blurred.

Tips
- This feature uses drum cartridge, and may therefore shorten the service life of the drum cartridge.

10.13.8 [Toner Refresh]

Corrects toner and developer balance. Perform when the output result is blurred.

Tips
- This feature uses toner, and may therefore shorten the service life of the toner cartridge, drum cartridge and waste toner box.

10.13.9 [Bypass Tray Feed Method]

Paper feed error of the machine will be reduced by selecting [Reduce Covers Feed Error] when using thick paper, envelope, label, or coated paper in the Bypass Tray.

10.13.10 [Initialize NVM]

Initialize memory (NVM). After performing this setting and restarting the machine, all the machine settings are reset to their factory default values.

[Fax Settings]

Deletes the following data registered in the machine: fax number, sender name, and fax number/e-mail addresses/server address to which incoming faxes are forwarded.

[Scan Settings]

Deletes the server addresses registered in the machine.

[User Account Settings]

Reset the Home screen and apps to the factory default state.

[User App Settings]

Deletes the added widget applications.

[System Settings]

Resets the system settings to the factory default state.

[Address Book]

Deletes the destinations in the address book.

Tips
- When deleting the server address, select [Scan Settings].

10.13.11 [Initialize Print Counter]

Resets the print counter.

10.13.12 [Clear Stored Jobs]

Clears print jobs saved using the stored print feature.

10.13.13 [Clear Forms]

Delete forms stored in the machine.

10.13.14 [Toner Cartridge]

Specify the toner cartridge to be used.

[Non-Genuine Toner]

Enable this function when you need to continue using the product even when the time has come to replace the toner cartridge.

NOTICE
Once Non-Genuine Toner mode is enabled, it cannot be disabled.

Quality is not guaranteed when using this mode. Therefore, the designated functions and performance may not be achieved with this mode. Continuing using the product in this state may cause a printer malfunction.

In Non-Genuine Toner Mode, the settings (page 10-35) will be ignored. Also, toner and drum cartridge remaining content levels will not be displayed.

10.13.15 [Adjust Altitude]

If the machine is installed in a location with a high elevation, specify the altitude.

When the altitude is correctly selected, optimum printing quality is attained, and the remaining amount of toner is correctly displayed.

10.13.16 [Delete Job History]

Clears the job history of all finished jobs.

10.14 [Advanced Settings]

You can customize the settings in accordance with the setting environment, or your preferences.
- [PS Settings] (page 10-30)
- [PCL Settings] (page 10-31)
- [PDF Settings] (page 10-32)
- [USB Port Settings] (page 10-33)
- [Copy Settings] (page 10-33)
- [Scan Settings] (page 10-33)
- [Output Settings] (page 10-33)
- [Low Toner Alert Message] (page 10-34)
- [End of Drum Life] (page 10-35)
- [Job History] (page 10-35)
- [LDAP Address Book] (page 10-35)
- [Optional Apps] (page 10-35)

10.14.1 [PS Settings]

Configure PostScript language compatibility-related settings.

[PS Error Report]

Specifies whether to print the contents of the errors concerning PostScript language compatibility page description language. The change becomes effective after the printer is restarted.

> **Tips**
> - Instructions from the PostScript language compatibility driver override the settings specified on the operator panel.

[PS Job Timeout]

Specifies whether to specify the execution time for one PostScript language compatibility job. The change becomes effective after the printer is restarted.

[Paper Trays]

Specifies the way to select the tray for PostScript language compatibility mode. The change becomes effective after the printer is restarted.

[PS Default Color]

Select the default color mode for PostScript language compatibility mode.

10.14.2   [PCL Settings]

Configure the machine settings related to the Printer Control Language (PCL).

[Paper Trays]

Specify the paper tray to be used.

[Output Size]

Specify the print paper size.

[Original Orientation]

Specify how text and graphics are oriented on a page.

[2-Sided]

Specify whether to print on both sides of a sheet of paper. For two-sided printing, specify whether the print-outs are bound at the long edge or short edge.

[Font]

Specify the default font.

[Symbol Set]

Specify the default symbol set.

[Font Size]

Specify the font size for scalable typographic fonts.

[Font Pitch]

Specify the font pitch for scalable mono spaced fonts. Font pitch refers to the number of characters printed in one horizontal inch.

[Form Line]

Specify the number of prints to be made of each page. Line spacing is configured based on [Output Size] and [Original Orientation]. Specify paper size and document orientation in advance.

[Quantity]

Specify the number of copies to print.

Tips
- For a specific job, set the quantity from the print driver. Values selected from the print driver always override values selected from the operator panel.

[Image Enhance]

Specify whether to enable the image enhance feature. Enabling this feature makes the boundary line between black and white smoother to decrease jagged edges and enhance the visual appearance.

[Hex Dump]

All data sent to the machine is printed in hexadecimal and representation, facilitating troubleshooting analysis. Control codes are not executed.

[Draft Mode]

Specify whether to save toner when printing. The print quality is lower when compared to normal printing.

[Line Termination]

Specify whether to add line termination commands.

[Output Color]

Select the color mode.

[Ignore Form Feed]

Specify whether not to print the blank pages without any images, and to print only the pages with images.

10.14.3　[PDF Settings]

Configure the machine settings that only affect PDF files.

[Quantity]

Specify the number of copies to print.

[2-Sided]

Specify whether to print on both sides of a sheet of paper. For two-sided printing, specify whether the print-outs are bound at the long edge or short edge.

[Print Mode]

Select the print mode.

[PDF Password]

Set the password used to print PDF files protected by a password.

[Collation]

Configure the default setting to specify whether to produce output page by page or grouped by batch when printing multiple pages multiple times.

[Output Size]

Specify the print paper size.

[Layout]

Specify a print layout.

[PDF Default Color]

Select the color mode.

[Detect Job Separator]

Specify whether to detect that a print job has been completed successfully.

10.14.4 [USB Port Settings]

Configure the machine USB port settings.

[Port Status]

Specify whether to enable the machine's USB port.

[Fixed Port]

Specify whether to use the same port as the one specified when the software has been installed.

[PS Data Format]

Specify the PostScript language compatibility transmission protocol.

[Job Timeout]

Set the amount of time the machine waits until the machine receives data from the computer. The print job is canceled when the job is not printed within the specified time frame.

10.14.5 [Copy Settings]

Configure the advanced copy settings.

[Background Suppression Level]

Select the background suppression level to adjust the background density of the original.

10.14.6 [Scan Settings]

Configure the advanced scan settings.

[Background Suppression Level]

Select the background suppression level to adjust the background density of the original.

[TIFF Format]

Select the TIFF file format.

[Quality/File Size]

Select the image compression level.

10.14.7 [Output Settings]

Configure the settings for printing from the machine.

[Print ID]

Specify whether to print the user ID, and select the location where the ID is printed.

[Print Text]

Specify whether to print Page Description Language (PDL) data as text when the data is not supported by the machine.

[Substitute Tray]

Specify whether to use paper of a different size when the paper that is loaded in the specified tray does not match the paper size settings for the current job.

[A4/Letter Switch]

Specify whether to print A4 size jobs on Letter size paper if A4 size paper is not available, or to print Letter size jobs on A4 size paper if Letter size paper is not available.

[Prioritize Bypass Tray]

Specify whether to use the bypass tray when the paper tray is automatically selected from the print driver.

When [On] is specified, the paper tray is automatically selected from the printer driver, and the Bypass Tray is loaded with paper, the Bypass Tray will be used.

[Show Size Mismatch Error]

Specify whether an error is to be indicated on the operator panel in cases where the paper size specified in the print driver matches that on the operator panel, but the paper size specified in the print driver is different from that loaded in the specified tray.

Tips

- When [Off] is selected, there is a possibility that the following may occur with all trays.
  - When the paper size is smaller than the document size, the back side of the paper may become soiled.
  - Printing may take some time.
  - Misalignment may occur with two-sided printing.
- With Tray 1, the following may occur.
  - Paper jams may occur when using paper sizes A5, B6 or smaller.
  - Paper may remain inside the machine after printing.
  - Paper jams may occur when using paper sizes smaller than A5 for two-sided printing.
- With Tray 2 (**Paper Feed Unit PF-P26**) (optional), the following may occur.
  - Paper jams may occur when using paper size A5 or smaller.
  - Paper may remain inside the machine after printing.
- With the Bypass Tray, the following may occur.
  - Paper jams may occur when using paper size A5 or smaller for two-sided printing.

[Banner Sheet]

Specify banner sheet insertion position and the tray from which to print.

[Report 2-Sided Print]

Specify whether to print reports on both sides of a sheet of paper.

[Letterhead 2-Sided Print]

Specify whether to print on both sides of letterhead.

[Hex Dump]

All data sent to the machine is printed in hexadecimal and representation, facilitating troubleshooting analysis. Control codes are not executed.

10.14.8 [Low Toner Alert Message]

Specify whether to show the alert message when toner is low.

10.14.9   [End of Drum Life]

Specify whether to stop printing when a drum cartridge reaches the end of its service life.

Tips

● Make sure that this menu should be specified before the message is displayed to notify you to replace the drum cartridge. This setting cannot be changed after the message of the drum cartridge replacement is displayed.

[Cancel Printing]

Stops printing when a drum cartridge reaches the end of its life.

[Continue Printing]

Does not stop printing even when a drum cartridge reaches the end of its life.

Tips

● When the [Order Drum Cartridge] message appears, print image quality is not guaranteed, and it is therefore recommended that the drum cartridge be replaced with a new one.
● When the [Replace Drum Cartridge now.] message appears, printing is not possible until the drum cartridge is replaced with a new one.

10.14.10 [Job History]

Specify whether to print a Job History report automatically.

If automated, a printout will be generated for every 20 jobs processed.

Tips

● Reports can also be printed from the [Information Pages] menu.

10.14.11 [LDAP Address Book]

Specify whether searches can be performed from the machine for E-mail addresses and fax numbers registered in LDAP servers.

Tips

● Internet Services settings are required to access the LDAP server from the machine. For details, refer to page 11-12.

10.14.12 [Optional Apps]

Specify whether to enable plug-in app functions to be used when they are added.

11 Making Better Use of Your Machine

11   Making Better Use of Your Machine

11.1   Using Internet Services

Internet Services is a service to display status of the machine and job history as well as change settings of the machine using a web browser.

In TCP/IP environments, you can use a computer connected to the machine via network.
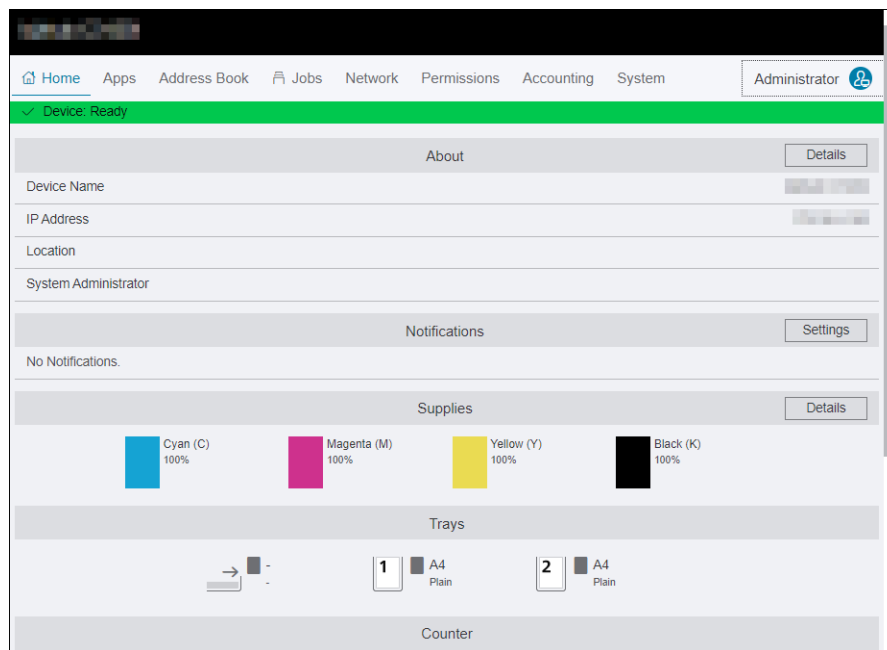
Main functions that can use Internet Services are as the following.

Menu name	Features
[Home]	You can check the status of the paper tray and consumables, support information, and notifications.
[Apps][*1]	You can configure the fax and e-mail settings.
[Address Book][*1]	You can add, edit or delete destinations.
[Jobs]	You can check the job list or job history.
[Network][*1]	You can configure the settings necessary for network communication.
[Permissions][*1*2]	You can restrict the features available on the machine for each user.
[Accounting][*3]	You can tabulate print volumes and restrict use for each user.
[System][*1]	You can configure the settings for security and administrator.

[*1]: When Internet Services [Administrator Mode] is enabled and you log in as the administrator, the menu will be displayed. For details on how to log in as the administrator, refer to page 11-4.

[*2]: Displayed only when User Authentication is enabled.

[*3]: Displayed when the Print Accounting feature is enabled.

📖Reference

For details on settings that can be configured from Internet Services, refer to page 15-3.

11.1.1   Starting Internet Services

1   Turn on the computer and open a Web browser.

2   Enter the machine's IP address or URL in the Web browser address entry field, and press the <Enter> key.

Top page of the of Internet Services will be displayed.
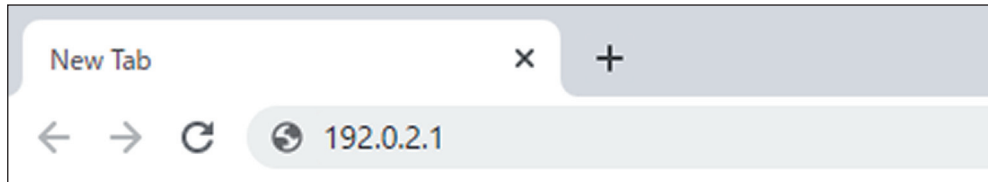
Tips

- If you are specifying the port number, type ":" after the address, followed by "80" (the factory default port number). You can check the port number at [Configuration Report].
- To check the machine's IP address, press the ⌂ (Home) button on the operator panel, and tap 》 > [Device] > [About].

11.1.2   Logging in

1   Start Internet Services.

2   Click on [Log In] in the upper right part of the screen.

3   Enter [User Name] and [Password], then click on [Log In].

Tips

- The default user name is set to "admin" with the serial number set as the password.
  "Serial Number" can be checked from [About] > [Details] of Internet Services.
- To revoke authentication, click on [Log Out] for the authenticated user name in the upper right part of the screen.

11.1.3   About Internet Services Help

Internet Services Help is included in this guide.

For details on settings that can be configured from Internet Services, refer to page 11-3.

11.2   Using Software Supplied With the Machine

Download [Printer Software] software for the machine and install it in your computer.

11.2.1   Print & Scan Hub (Windows)

The [Print & Scan Hub] software provides the following key features:

- Checking the Status of the Machine/Jobs/Consumables (page 11-6)
- Notification of Printing Completion/Error (page 11-8)
- Scanning and Easy Editing of the Scanned Image (page 11-8)
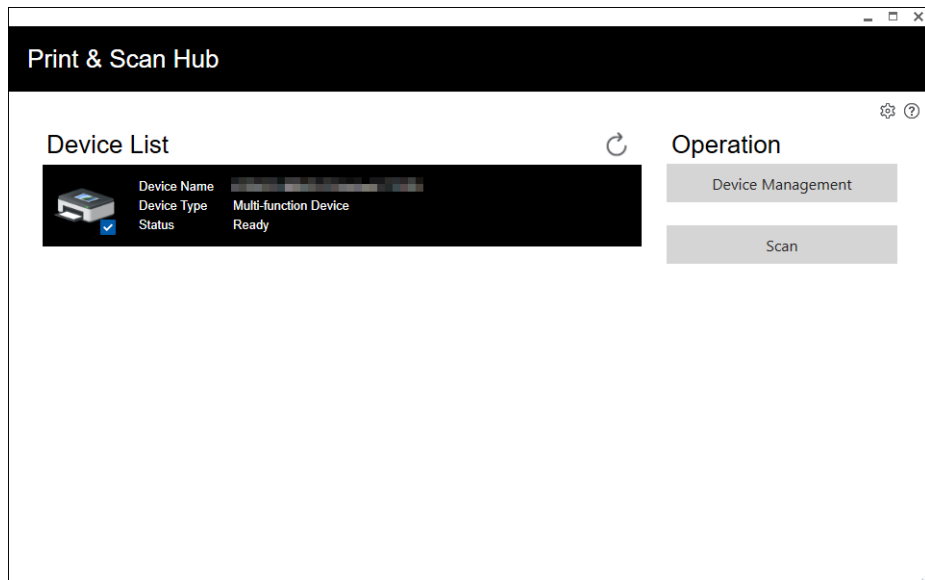
Checking the Status of the Machine/Jobs/Consumables

Tips

- This feature is available only when the machine is connected to a network.

You can check whether the machine has generated an error, and job status. By starting Internet Services from [Print & Scan Hub], you can also check the status of the toner cartridges, drum cartridge, and waste toner box, as well as paper tray loads.

1   Click on [Start] > [XXXX Print & Scan Hub] > [Print & Scan Hub].

2   From [Device List], select this machine, and click on [Device Management].
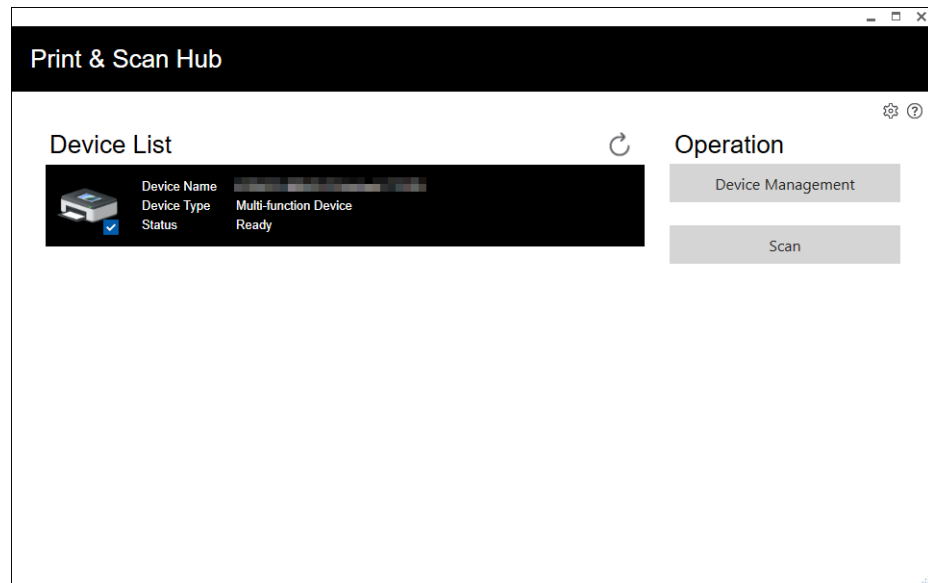
3   Check the status of the machine and jobs.
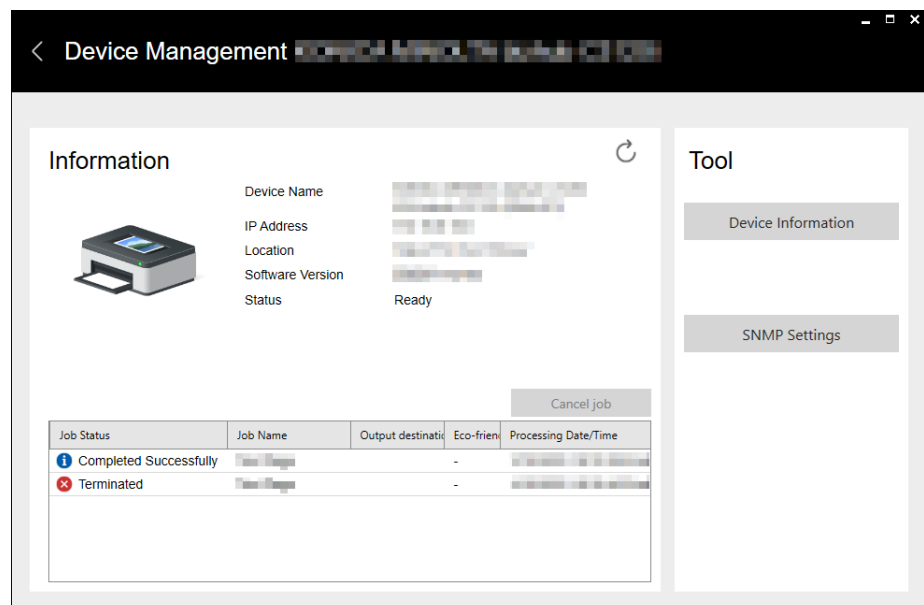
4   To check the status of consumables, click on [Device Information].

Internet Services will start and you can check the status of consumables.
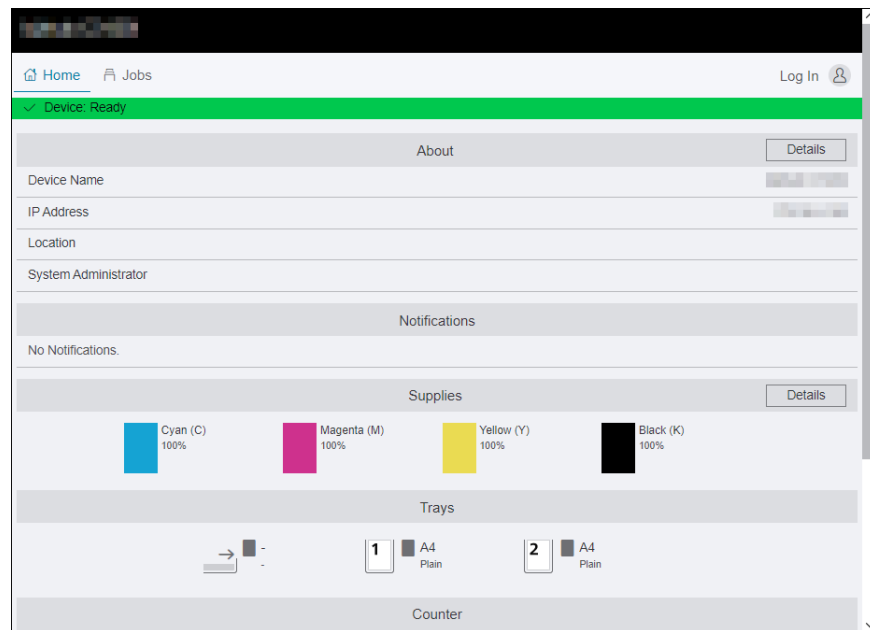
Notification of Printing Completion/Error

Tips

● This feature is available when the machine is connected to Wi-Fi or Ethernet.

When printing is completed or when an error occurs, a notification is displayed on the task bar of the computer screen.
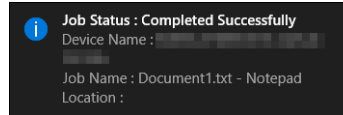
To use this feature, perform the following procedure to enable auto refresh.

1 Click on [Start] > [XXXX Print & Scan Hub] > [Print & Scan Hub].

2 Click on ⚙ in the upper right part of the screen, and click on [Device Monitor Settings].
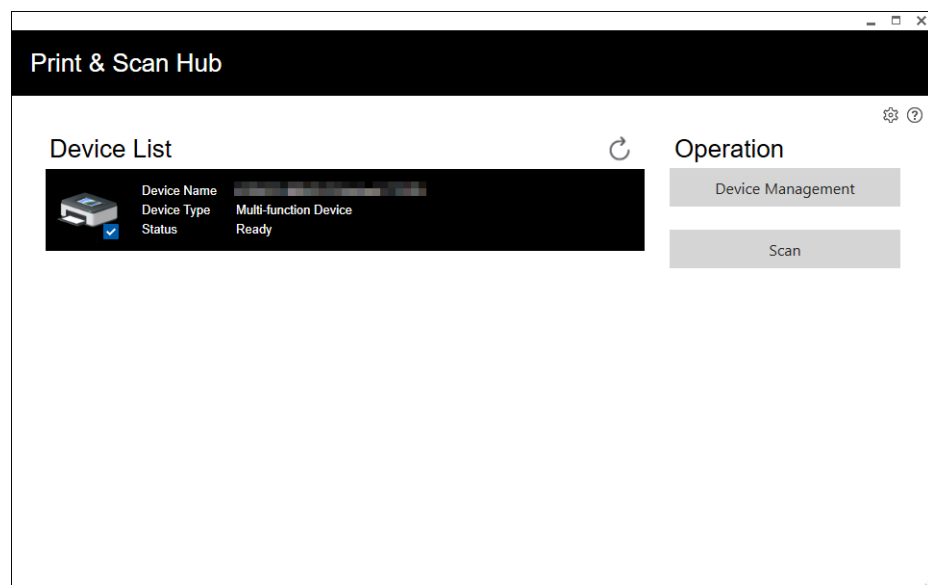
3 Select the checkbox for Auto Check.
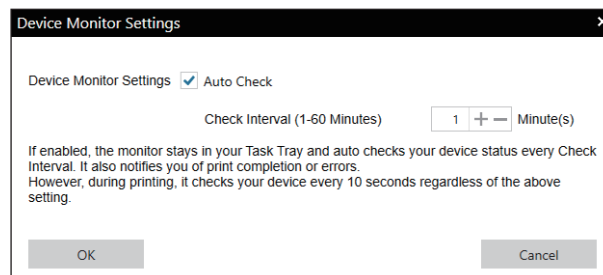
4 Configure the [Check Interval (1-60 Minutes)] settings as needed, and click on [OK].

Scanning and Easy Editing of the Scanned Image

You can use [Print & Scan Hub] to scan documents, and rotate/trim the scanned images. The scanned images can be saved in JPEG/PNG/PDF formats.

Reference
For details on how to scan using [Print & Scan Hub], refer to page 7-21.

11.2.2   Address Book Editor (Windows)

The Address Book Editor software provides the following key features.

- Acquiring/registering/editing/deleting destinations (fax numbers/e-mail addresses/server addresses) stored in the machine
- Editing the address book for Direct Fax registered on your computer
- Importing address data exported with the Address Book Editor of this and certain other products
- Exporting destination data registered in the machine
- Editing the subject and body text of the e-mail when sending documents scanned by the machine via e-mail

To start the Address Book Editor, click [Start] > [XXXX Scan Fax Address Book Editor] > [Scan Fax Address Book Editor].

Registering Destinations From the Address Book Editor

1   For fax numbers / e-mail addresses, click on 🖃 > [Contact…].

→   In the case of a server address, click on 🖃 > [Server…].
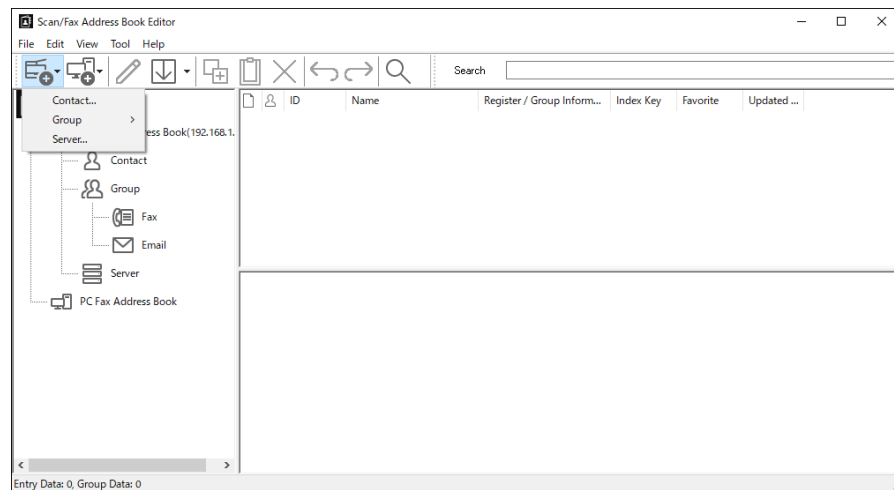
2   Enter each item, and click on [OK].

Addresses will be registered in [Scan/Fax Address Book Editor].

3   Click on 🔽 .
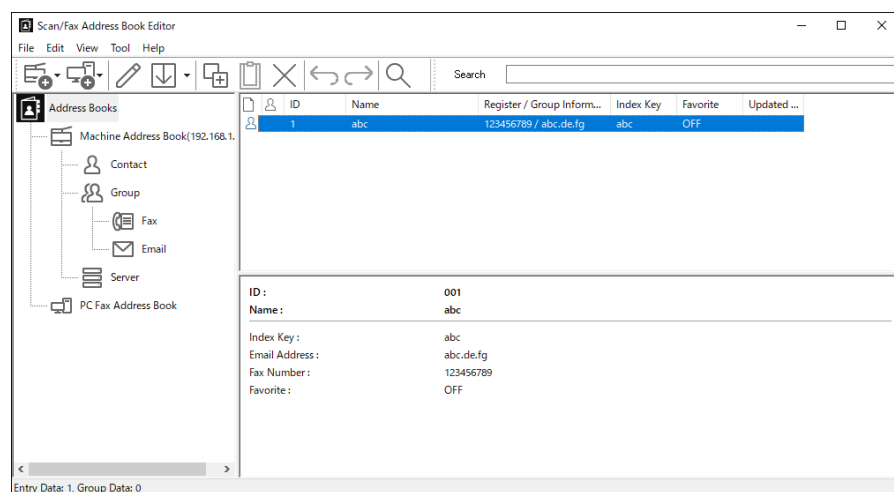
The registered destination is saved in the machine.

📖**Reference**
For details on how to use [Scan/Fax Address Book Editor], refer to [Scan/Fax Address Book Editor] Help.

11.2.3   Updating Software

To install the latest software versions, access the Konica Minolta web site in your region, or contact your supplier.

11.3   Using the Address Book

The address book is a feature used for storing destinations. Fax numbers, e-mail addresses, and SMB or FTP server addresses can be registered as destinations. The procedures to register/edit/delete destinations vary depending on the destination type.

- Fax numbers/e-mail addresses
  You can register, edit and delete from the Address Book of the machine, Internet Services or the Address Book Editor.
- Server addresses
  It can be registered, edited, and deleted from the Address Book Editor.

11.3.1   Registering Destinations/Groups in the Address Book

You can register contacts and groups in the address book.

- Contact
  Fax numbers, e-mail addresses, and server addresses can be registered. Both a fax number and e-mail address can be assigned in one contact.

🗂**Tips**
- For server addresses, you can register up to 32 contacts. For fax numbers/e-mail addresses, you can register up to 120 contacts.

- Group
  Enables you to select multiple destinations from those registered in the address book and put them together as a single group. This feature is useful when you want to send the same document to multiple destinations at one time.

🗂**Tips**
- You can register 10 groups with [Email Group], and 6 groups with [Fax Group].
- You can register 10 addresses with 1 [Email Group], and 120 addresses with 1 [Fax Group].
- Server addresses cannot be registered in a group.

Registering Fax Numbers/E-mail Addresses

🗂**Tips**
- Use [Scan/Fax Address Book Editor] to register the server address.
- For details on how to use [Scan/Fax Address Book Editor], refer to [Scan/Fax Address Book Editor] Help.

Registering Contacts
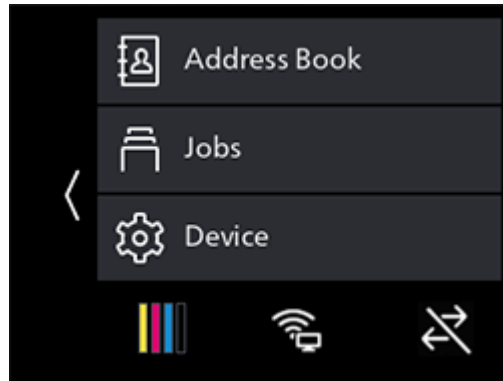
1 At the Home screen, tap 〉 > [Address Book].
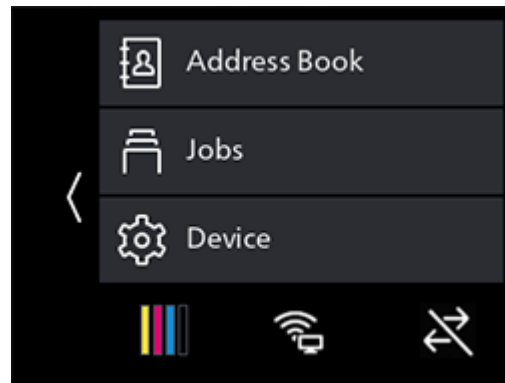
2 Tap [icon] > [Contact].

3 Tap [Name].

4 Enter the contact name and tap [OK].

➜ Enter [Name], and the index name will automatically appear in the [Index Key] field below. Tap on the entry field to change an index name.

➜ Contacts will be displayed in the order of the index names entered in the [Index Key] field.

5 Tap [Fax Number].

➜ When not registering a fax number, proceed to step 7.

6 Enter the fax number and tap [OK].

7 Tap [Email Address].

➜ When not registering an e-mail address, proceed to step 9.

8 Enter the e-mail address and tap [OK].

9 To register a destination as a favorite, tap [Add to Favorites].

➜ If you do not want to register it as a favorite, proceed to step 12.

Once you register a contact as a favorite, you can easily and quickly select it from the favorites list in the machine address book.

10 Tap [On].

11 Tap 〈 .

12 Tap [OK].

Registering Destinations in a Group

1   At the Home screen, tap 》 > [Address Book].

2   Tap 📇 > [Email Group] or [Fax Group], and select a destination type for group registration.

3   Tap the group name.

4   Enter the group name and tap [OK].

➜   The registered groups are listed by index name in the address book.

➜   Enter [Name], and the index name will automatically appear in the [Index Key] field below. Tap on the entry field to change an index name.

5   Tap [Add Member].

6   Tap all destinations to be registered in the group, then tap [OK].

7   To register a group as a favorite, tap [Add to Favorites].

➜   If you do not want to register it as a favorite, proceed to step 10.

Once you register a contact as a favorite, you can easily and quickly select it from the favorites list in the machine address book.

8   Tap [On].

9   Tap ‹ .

10   Tap [OK].

11.3.2   Using the Address Book in an LDAP Server

You can search fax numbers and e-mail addresses registered in the LDAP server, and specify them as destinations. To access an LDAP Server from the machine, it is necessary to register the server settings in the machine using Internet Services settings.

📑 **Tips**

●   To use the address book in an LDAP Server, click on Internet Services > [Address Book] > [Advanced Settings] > [Server Address Book] > [On].

Preparing to Access an LDAP Server

Set the following items by using Internet Services.
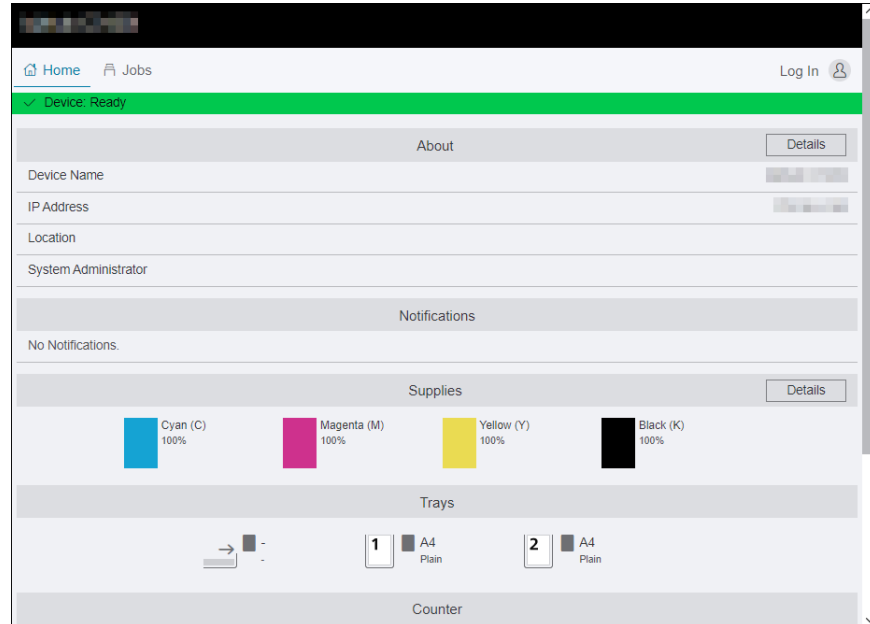
●   Authentication type
●   LDAP server address
●   LDAP attribute names

📖 **Reference**

For details on how to start Internet Services, refer to page 11-3.

Setting an Authentication Type

1 Enter IP address of the machine in the web browser and start Internet Services.

➜ To check the machine's IP address, press the ⌂ (Home) button on the operator panel, and tap ❭ > [Device] > [About].

2 Click on [Log In] in the upper right part of the screen.

3 Enter the [User Name] and [Password] for the administrator, and click on [Log In].

➜ For details on the default user name and password, refer to page 11-4.

4 Click on [System] in the upper part of the screen.

5 Click on [Security].
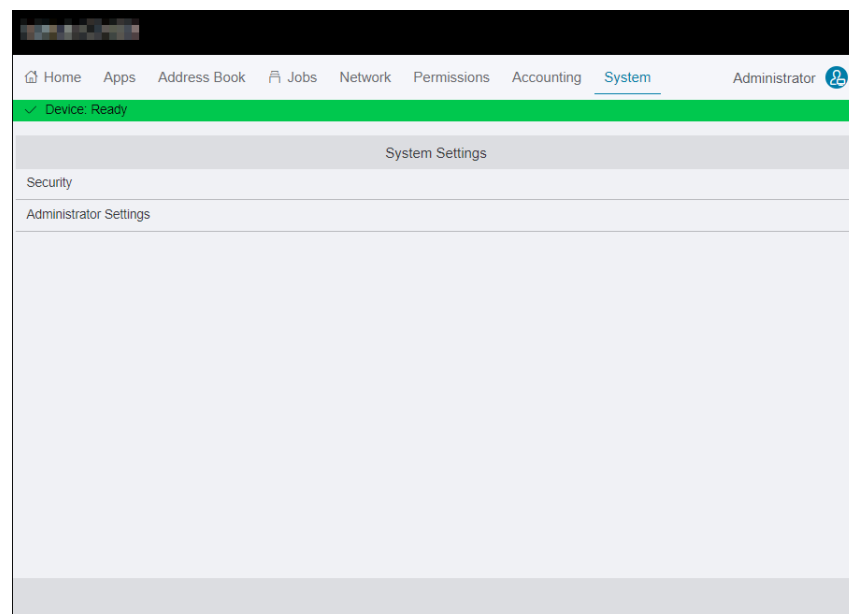
6 Click on [Authentication System].

7 From [Authentication Protocol], select [LDAP] as the authentication method, and click on [OK].

➜ When the access point server is operating with Kerberos authentication, select [Kerberos (Windows ADS)] as the authentication method. Enter Kerberos server-related settings information in [Protocols] > [Kerberos (Windows ADS)]. For details, refer to page 15-29.

8 Click on [Restart Now].

9 Once the machine completes restart, click on [Refresh].

Setting the LDAP Server Address

Tips

If the access point server is operating with SSL/TLS communication, configure the SSL/TLS settings for the machine. For details, refer to page 11-30.

1 Enter IP address of the machine in the web browser and start Internet Services.

➜ To check the machine's IP address, press the ⌂ (Home) button on the operator panel, and tap ❯ > [Device] > [About].

2 Click on [Log In] in the upper right part of the screen.
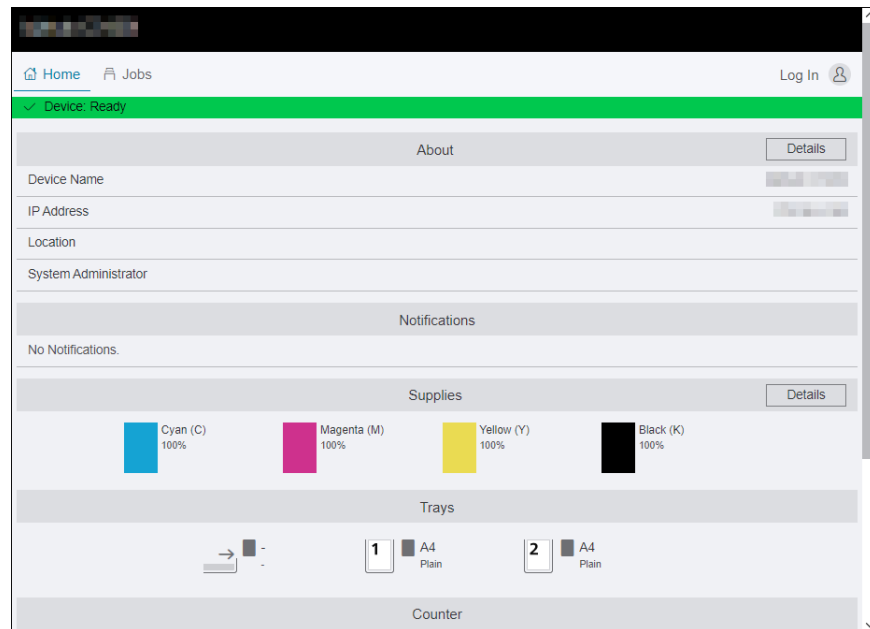
3 Enter the [User Name] and [Password] for the administrator, and click on [Log In].

➜ For details on the default user name and password, refer to page 11-4.

4 Click on [Network] in the upper part of the screen.

5 Click on [Protocols] > [LDAP].

6 Click on [LDAP Servers/Directory Services].

7 Configure the server settings.

➜ For details on how to configure settings, refer to page 15-29.

8 Click on [OK].

9 Click on [Restart Now].

10 Once the machine completes restart, click on [Refresh].

Setting the LDAP Attribute Names

1 Enter IP address of the machine in the web browser and start Internet Services.

➜ To check the machine's IP address, press the 🏠 (Home) button on the operator panel, and tap 〉 > [Device] > [About].

2 Click on [Log In] in the upper right part of the screen.
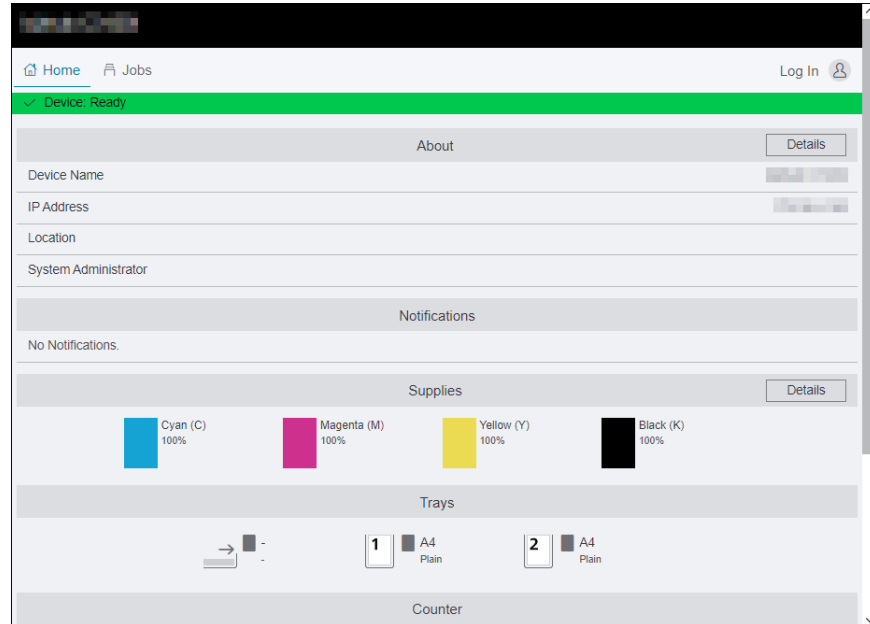
3 Enter the [User Name] and [Password] for the administrator, and click on [Log In].

➜ For details on the default user name and password, refer to page 11-4.

4 Click on [Network] in the upper part of the screen.

5 Click on [Protocols] > [LDAP].

6 Click on [LDAP User Mappings].

7 Specify the attribute names used in the LDAP server.

➜ If the attribute names are not customized in the LDAP server, leave the settings in this step as they are by default.

8 Click on [OK].

9 Click on [Restart Now].

10 Once the machine completes restart, click on [Refresh].

Specifying Destinations From an LDAP Server

Tips

- To specify a contact from the LDAP server, it is necessary to enable [LDAP Address Book]. For details, refer to page 11-12.

1 At the Home screen, tap [Fax] or [Email].
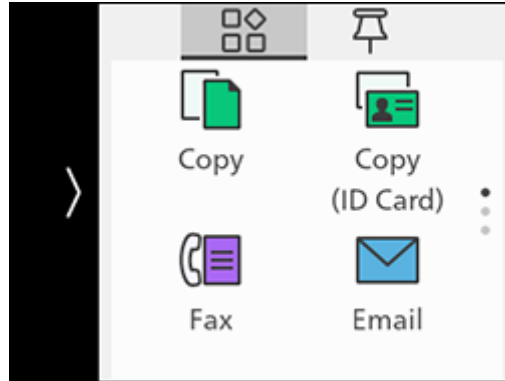
2 Tap [Contact], then tap 🖼 .

→ If [Select network address.] appears, tap [LDAP Address Book].

3 Tap 🔍 , then enter a search string.

4 Tap [Search].

5 When the results are displayed, tap the desired destination.

6 Tap [Start].

11.4   Using Print Accounting

11.4.1   Overview

When the Print Accounting feature is enabled, only users registered in the machine (registered users) can print. This feature can also restrict each user's printing and count up printed pages. To print, the registered user needs to use a print driver or an application provided by us on which the user account information is specified.

Tips

- You can register up to 50 users.

The following illustration shows how the machine works with Print Accounting.

Setting restrictions on each user

Account information		Printing restrictions		
User name	Password	Color print ✓ : Permitted - : Prohibited	Color print limit (pages)	Black and white print limit (pages)
A	xxxx	✓	5,000	5,000
B	yyyy	–		3,000
C	zzzz	✓	9,000	7,000

User registered in the machine

Sending a print job with account information

Printing the job

Account information	
User name	Password
A	xxxx

User authentication

Counting up the number of printed pages

User not registered in the machine

Printing prohibited

Printing a report to check the printing usage

Print Accounting has the following features:

- Permitting Only Registered Users to Print (page 11-18)
- Setting Printing Restrictions on Each Registered User (page 11-20)
- Permitting Printing Only in Black and White (page 11-20)
- Limiting the Number of Pages Printable in Color/Black and White (page 11-22)
- Permitting Print Jobs Without Account Information (page 11-24)
- Permitting Printing in Color/Black and White (page 11-24)
- Permitting Printing Only in Black and White (page 11-25)

11.4.2   Permitting Only Registered Users to Print

To use this feature, settings in the printer driver/application, operator panel and Internet Services are required.

Configuring Authentication Settings on the Print Driver/Application

Specify account information (user name and password) that is required for authentication when printing from a print driver or an application provided by us.

This section describes the procedure using the PCL driver as an example.

1   Click on [Start] > [Windows System] > [Control Panel] > [View devices and printers] or [Devices and Printers].

2   Right-click on the machine icon, and select [Printer properties].

3   Click on [Configuration].

4   Click on [Accounting].

5   Select [Enable Account Setup] in [Accounting System].

6   From [Account Mode], select [User].

7   Specify a user account (user name and password).

> ***When displaying a dialog box to enter a user account every time a job is submitted:***
> 1. Select [Prompt User for Entry when Submitting Job].
> 2. Select the checkboxes for [Display Last Entered User Details] and [Mask User ID (***)] as necessary.
>
> ***When you use a Windows login name as your user name and normally use the same account:***
> 1. Select [Always Use Default User Details].
> 2. From [Specify Job Owner Name], select [Use Login Name].
> 3. Configure [Passcode] settings.
>
> ***When always using the same user account by specifying a user name manually:***
> 1. Select [Always Use Default User Details].
> 2. From [Specify Job Owner Name], select [Enter owner name].
> 3. Configure [User ID] and [Passcode] settings.

8   Click on [OK].

9   Click on [Apply].

10   Click on [OK].

Enabling Print Accounting on the Operator Panel

1 At the Home screen, tap ❭ > [Device].

2 Tap [Security Settings] > [Print Accounting].

3 Tap [Print Accounting] > [On] > [OK].

4 Turn off the machine, and then turn it on again.

Registering Users with Internet Services

Register with the machine the account information (user name and password) for users specified for the print driver or application.

1 Enter IP address of the machine in the web browser and start Internet Services.

➔ To check the machine's IP address, press the 🏠 (Home) button on the operator panel, and tap ❭ > [Device] > [About].

2 Click on [Log In] in the upper right part of the screen.
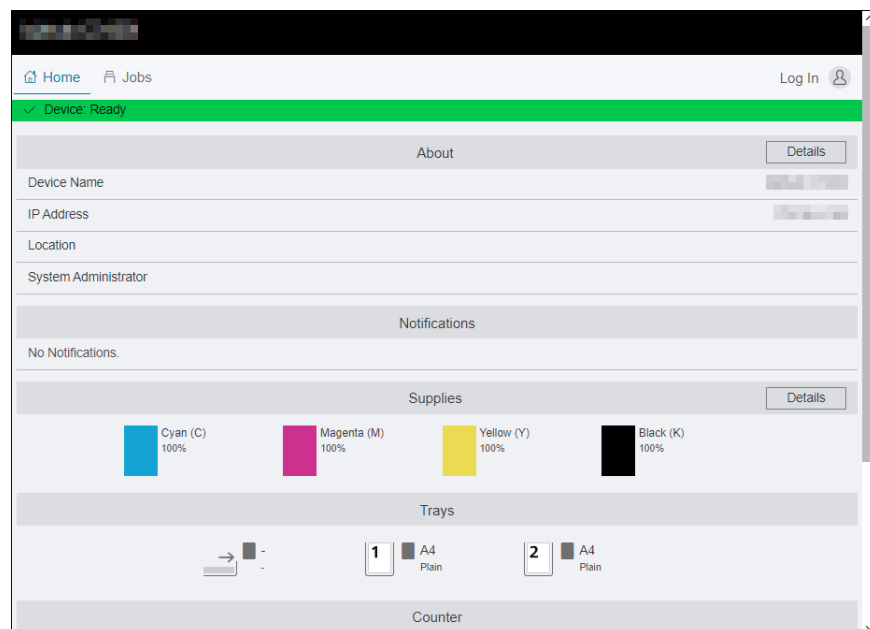
3 Enter the [User Name] and [Password] for the administrator, and click on [Log In].

➔ For details on the default user name and password, refer to page 11-4.

4 Click on [Accounting] in the upper part of the screen.

5 Click on [User Accounts] > [Add].

6 Specify [User Name], [Password] and [Retype Password], then click on [Add].

11.4.3 Setting Printing Restrictions on Each Registered User

To use this feature, settings in the printer driver/application, operator panel and Internet Services are required.

You can set the following restrictions:

- Permitting Printing Only in Black and White (page 11-20)
- Limiting the Number of Pages Printable in Color/Black and White (page 11-22)

Permitting Printing Only in Black and White

Configuring Authentication Settings on the Print Driver/Application

Specify account information (user name and password) that is required for authentication when printing from a print driver or an application.

This section describes the procedure using the PCL driver as an example.

1 Click on [Start] > [Windows System] > [Control Panel] > [View devices and printers] or [Devices and Printers].

2 Right-click on the machine icon, and select [Printer properties].

3 Click on [Configuration].

4 Click on [Accounting].

5 Select [Enable Account Setup] in [Accounting System].

6 From [Account Mode], select [User].

7 Specify a user account (user name and password).

   When displaying a dialog box to enter a user account every time a job is submitted:
   1. Select [Prompt User for Entry when Submitting Job].
   2. Select the checkboxes for [Display Last Entered User Details] and [Mask User ID (***)] as necessary.

   When you use a Windows login name as your user name and normally use the same account:
   1. Select [Always Use Default User Details].
   2. From [Specify Job Owner Name], select [Use Login Name].
   3. Configure [Passcode] settings.

   When always using the same user account by specifying a user name manually:
   1. Select [Always Use Default User Details].
   2. From [Specify Job Owner Name], select [Enter owner name].
   3. Configure [User ID] and [Passcode] settings.

8 Click on [OK].

9 Click on [Apply].

10 Click on [OK].

Enabling Print Accounting on the Operator Panel

1 At the Home screen, tap ❭ > [Device].

2 Tap [Security Settings] > [Print Accounting].

3 Tap [Print Accounting] > [On] > [OK].

4 Turn off the machine, and then turn it on again.

Registering Users and Setting Usage Restriction with Internet Service

Register user account information (user name and password) of users specified for the print driver or application to the machine and set usages restrictions for printing. You must be logged in the Internet Services as an administrator to configure settings.

1 Enter IP address of the machine in the web browser and start Internet Services.

➔ To check the machine's IP address, press the 🏠 (Home) button on the operator panel, and tap ❭ > [Device] > [About].

2 Click on [Log In] in the upper right part of the screen.

3 Enter the [User Name] and [Password] for the administrator, and click on [Log In].

➔ For details on the default user name and password, refer to page 11-4.

4 Click on [Accounting] in the upper part of the screen.

5 Click on [User Accounts] > [Add].

6 Specify [User Name], [Password] and [Retype Password], then click on [Add].

7 Click the added user account.

8 Click on [Edit].

9 Click on ▯ next to [Color Prints], deselecting the check box.

10 Click on [OK].

> **Tips**

- Color print jobs of users restricted from printing in color will be canceled. For not canceling a job and printing in black and white, refer to page 5-5.

Limiting the Number of Pages Printable in Color/Black and White

Set the maximum number of pages that can be printed in color or in black and white.

Configuring Authentication Settings on the Print Driver/Application

Specify account information (user name and password) that is required for authentication when printing from a print driver or an application.

This section describes the procedure using the PCL driver as an example.

1 Click on [Start] > [Windows System] > [Control Panel] > [View devices and printers] or [Devices and Printers].

2 Right-click on the machine icon, and select [Printer properties].

3 Click on [Configuration].

4 Click on [Accounting].

5 Select [Enable Account Setup] in [Accounting System].

6 From [Account Mode], select [User].

7 Specify a user account (user name and password).

When displaying a dialog box to enter a user account every time a job is submitted:
1. Select [Prompt User for Entry when Submitting Job].
2. Select the checkboxes for [Display Last Entered User Details] and [Mask User ID (***)] as necessary.

When you use a Windows login name as your user name and normally use the same account:
1. Select [Always Use Default User Details].
2. From [Specify Job Owner Name], select [Use Login Name].
3. Configure [Passcode] settings.

When always using the same user account by specifying a user name manually:
1. Select [Always Use Default User Details].
2. From [Specify Job Owner Name], select [Enter owner name].
3. Configure [User ID] and [Passcode] settings.

8 Click on [OK].

9 Click on [Apply].

10 Click on [OK].

Enabling Print Accounting on the Operator Panel

1 At the Home screen, tap 》 > [Device].

2 Tap [Security Settings] > [Print Accounting].

3 Tap [Print Accounting] > [On] > [OK].

4 Turn off the machine, and then turn it on again.

Registering Users and Setting Usage Restriction with Internet Services

Register user account information (user name and password) of users specified for the print driver or application to the machine and set usages restrictions for printing. You must be logged in the Internet Services as an administrator to configure settings.

1 Enter IP address of the machine in the web browser and start Internet Services.

➔ To check the machine's IP address, press the ⌂ (Home) button on the operator panel, and tap 》 > [Device] > [About].

**2** Click on [Log In] in the upper right part of the screen.

3 Enter the [User Name] and [Password] for the administrator, and click on [Log In].

➔ For details on the default user name and password, refer to page 11-4.

4 Click on [Accounting] in the upper part of the screen.

5   Click on [User Accounts] > [Add].

6   Specify [User Name], [Password] and [Retype Password], then click on [Add].

7   Click the added user account.

8   Click on [Edit].

9   Enter the desired values for [Limit] under [Color Prints].

10 Enter the desired values for [Limit] under [Black & White Prints].

11 Click on [OK].

11.4.4   Permitting Print Jobs Without Account Information

When [Print Accounting] is enabled, jobs for which account information (user name and password) is missing cannot be printed. When you wish to allow printing, enable [Unauthenticated User Print].

You can also permit only black-and-white printing.

The jobs without account information are the following:

● Jobs generated using other company's print drivers or utilities

● Jobs submitted using the following features:

- USB Direct Print
- AirPrint
- Mopria Print Service

Tips

● Even if a print driver or an application provided by us is used, jobs generated with the print driver's or application's user authentication settings disabled are regarded as jobs without account information.

Permitting Printing in Color/Black and White

1   At the Home screen, tap ❭ > [Device].
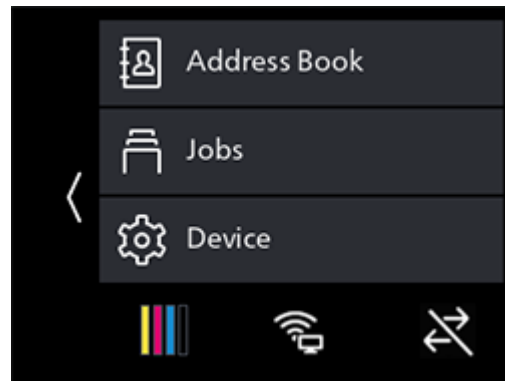
2   Tap [Security Settings].

3   Tap [Print Accounting].

4   Tap [Unauthenticated User Print] > [Enable]> [OK].

5   Tap [Auto Color To Mono Print] > [Off] > [OK].

6   Turn off the machine, and then turn it on again.

Permitting Printing Only in Black and White

1 At the Home screen, tap 》 > [Device].
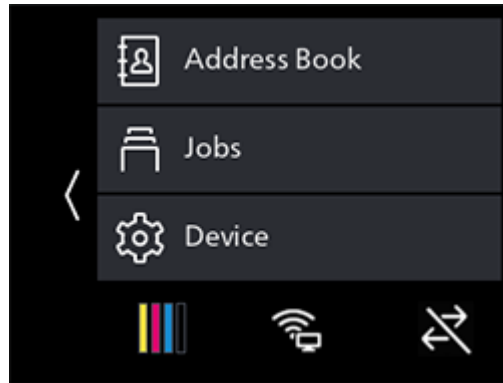
2 Tap [Security Settings].

3 Tap [Print Accounting].

4 Tap [Unauthenticated User Print] > [Enable]> [OK].

5 Tap [Auto Color To Mono Print] > [On] > [OK].

6 Turn off the machine, and then turn it on again.

11.4.5 Checking Printing Usage

Print a Printer Counter report to check the current settings of printing restrictions and the total number of printed pages.

Tips

● For details on how to print an Accounting report, refer to page 12-15.

11.5   Using the User Authentication Feature

11.5.1   Overview

When the User Authentication feature is enabled, you can give the registered users permission to use the features, or limit the features that unregistered users (guest users) can use. Furthermore, you can limit the features that each registered user can use.

To use the machine, registered users need to login to their user account from the operator panel. If a registered user uses the machine without logging in, the user will be treated as a guest user.

Tips

- The User Authentication feature can be used when [Admin Authentication] is enabled. For details on [Admin Authentication], refer to page 10-22.
- The features that are restricted by [User Permissions] cannot be used even if they are permitted by the User Authentication feature.
  For details on [User Permissions] settings, refer to page 10-23.
- You can register up to 50 users.

The following illustration shows how the machine works with the User Authentication feature.
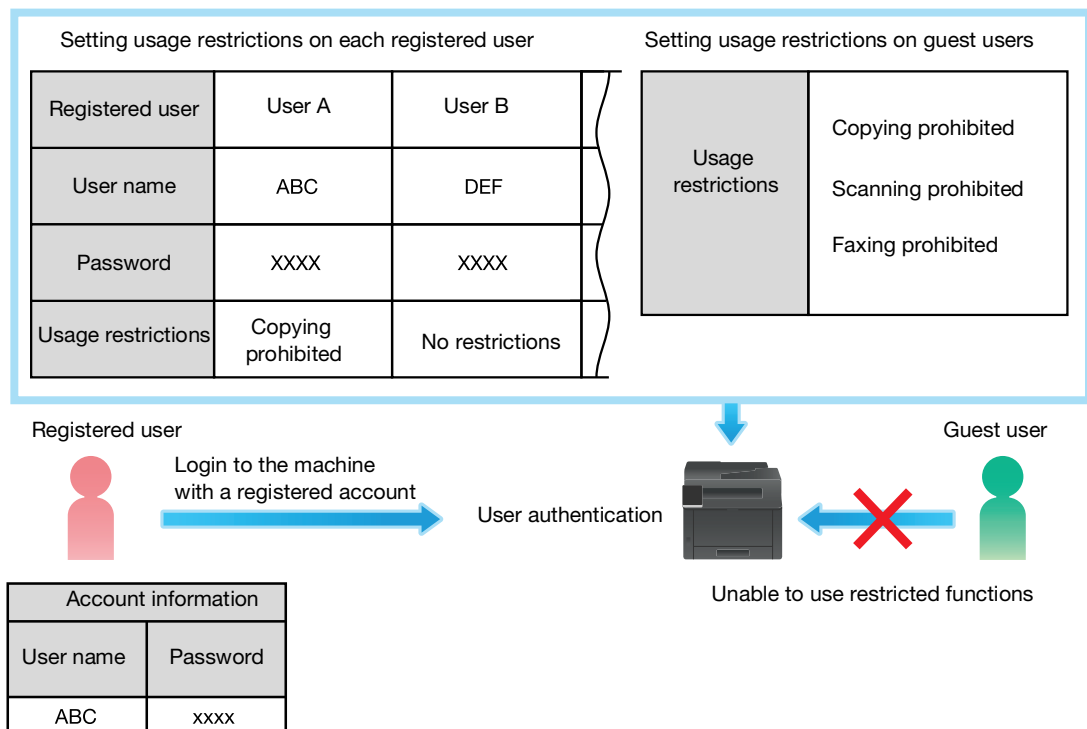
The work flow from configuring User Authentication settings to using the feature is as follows:

- Enabling the System Administrator Authentication Feature from the Operator Panel (page 11-27)
- Enabling the User Authentication Feature from the Operator Panel (page 11-27)
- Registering Users and Setting Usage Restriction with Internet Services (page 11-28)

11.5.2 Configuring the User Authentication Feature Settings

To use User Authentication feature, settings in operation panel and Internet Services are required.

Enabling the System Administrator Authentication Feature from the Operator Panel

1 At the Home screen, tap 〉 > [Device].
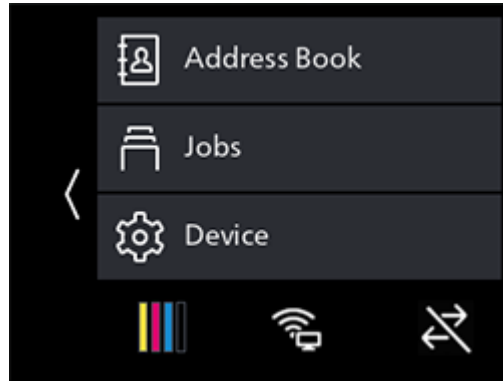
2 Tap [Security Settings] > [Admin Authentication].

3 Tap [On].

4 Enter the 4 digit passcode and tap [OK].

5 Re-enter the passcode and tap [OK].

Enabling the User Authentication Feature from the Operator Panel

Tips

● The User Authentication feature requires that [Admin Authentication] be enabled. For details, refer to page 11-27.

1 At the Home screen, tap 〉 > [Device].
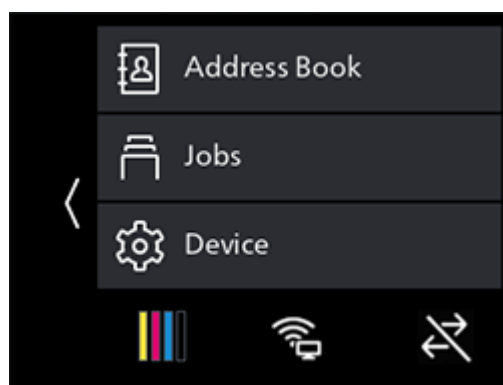
2   Tap [Security Settings] > [User Authentication].

3   Tap [On] > [OK].

4   When the [The Device will restart to enable user authentication. Configure settings via Internet Services to carry out user authentication.] message appears, tap [OK].

After restarting, 👤 will be displayed in the upper left part of the screen.

Registering Users and Setting Usage Restriction with Internet Services

Register user account information (user name and password) and set usage restriction of each feature for guest users. In addition, set the usage restrictions for each feature for registered users as necessary. You must be logged in the Internet Services as an administrator to configure settings.

1   Enter IP address of the machine in the web browser and start Internet Services.

➜ To check the machine's IP address, press the 🏠 (Home) button on the operator panel, and tap 〉 > [Device] > [About].

2   Click on [Log In] in the upper right part of the screen.
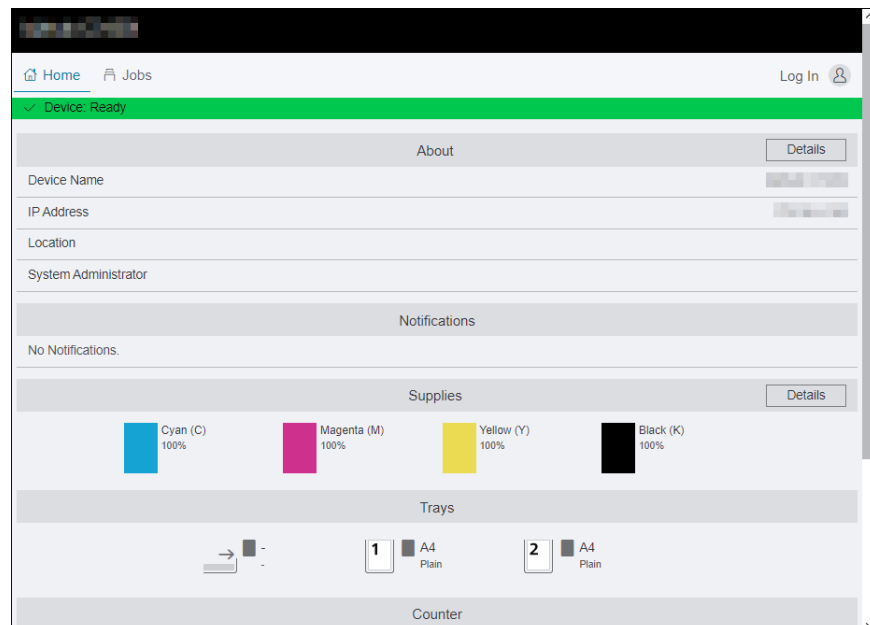
3   Enter the [User Name] and [Password] for the administrator, and click on [Log In].

➜ For details on the default user name and password, refer to page 11-4.

4   Click on [Permissions] in the upper part of the screen.

5   Click on [Add].

6   Specify [User Name], [Password] and [Retype Password], then click on [Add].

7   Repeat steps 5 - 6 as needed to add user accounts.

8   Set the usage restrictions for each feature.

To set the usage restrictions on a guest user:
1. Click on [Edit] of [Guest Access].
2. Click the desired setting item, and then change the settings.
For details on setting items, refer to page 15-39.
3. Click on [OK].

To set the usage restrictions on a registered user:
1. Click the added user account.
2. Click on [Edit].
3. Click the desired setting item, and then change the settings.
For details on setting items, refer to page 15-40.
4. Click on [OK].

Logging in as a Registered User

1   Tap 👤 on the upper left part of the Home screen.

NOTICE
When the user authentication feature is enabled, 👤 will be displayed.

2   Tap the user account to login.

3   Enter the passcode and tap [OK].

When you log in, your user icon is displayed in the upper left part of the Home screen.

Logging out Registered Users

1   Tap the user icon in the upper left part of the Home screen.

2   Tap [Logout].

11.6　Using the Encryption Feature

When the encryption feature is used, data can be encrypted for transmission to prevent data falsification. A digital certificate is required to use the machine's encryption feature.

Tips

- The machine supports the following kinds of digital certificates:
  - Self-signed certificate created using Internet Services
  - Certificate signed by the certificate authorities (CA)
- The machine can import the digital certificates of the following formats:
  - PKCS#12 (DER encoded)
  - PKCS#7 (for CSR) (DER encoded)

Use Internet Services to configure encryption feature.

11.6.1　Preparing for Encryption

Enabling the SSL/TLS Server Communication

Before using the encryption feature with digital certificates, enable the SSL/TLS server communication.

1　Enter IP address of the machine in the web browser and start Internet Services.

➔ To check the machine's IP address, press the 🏠 (Home) button on the operator panel, and tap 〉 > [Device] > [About].

2　Click on [Log In] in the upper right part of the screen.
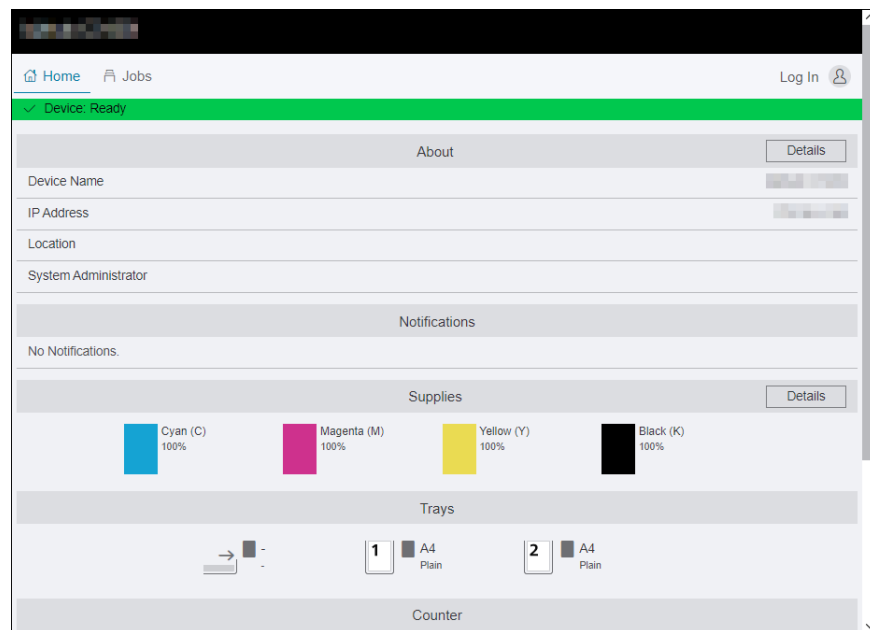
3　Enter the [User Name] and [Password] for the administrator, and click on [Log In].

➔ For details on the default user name and password, refer to page 11-4.

4　Click on [System] in the upper part of the screen.

5　Click on [Security].

6　Click on [SSL/TLS Settings].

7　Click on ⬜ for [HTTP - SSL/TLS Communication] to select the checkbox.

8　Click on [OK].

9 Click on [Restart Now].

Generating a Digital Certificate

Setting procedure differs for self-signed certificate created using Internet Services and certificate signed by Certificate Authorities (CA).

Generating a Self-Signed Certificate

1 Enter IP address of the machine in the web browser and start Internet Services.

➔ To check the machine's IP address, press the 🏠 (Home) button on the operator panel, and tap 〉 > [Device] > [About].

2 Click on [Log In] in the upper right part of the screen.
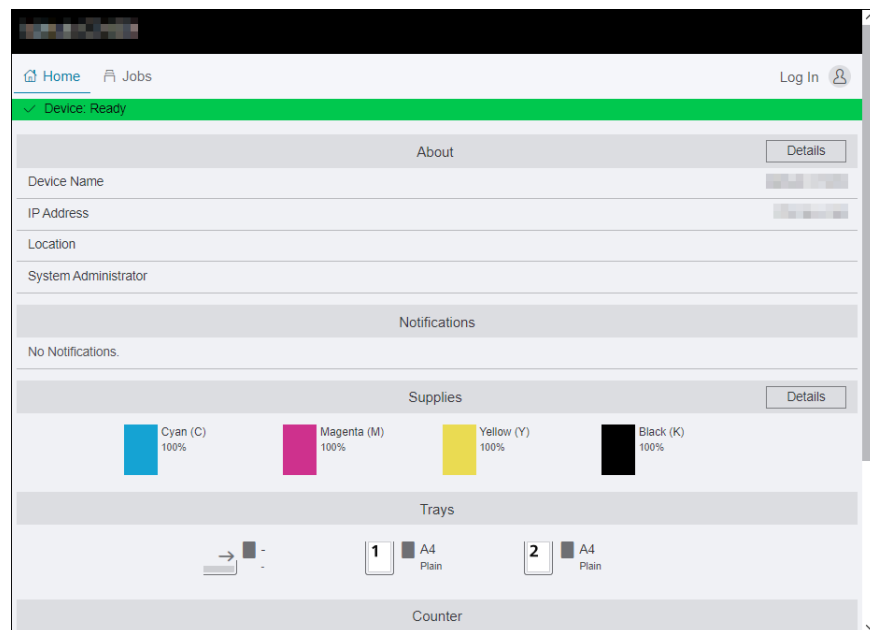
3 Enter the [User Name] and [Password] for the administrator, and click on [Log In].

➔ For details on the default user name and password, refer to page 11-4.

4 Click on [System] in the upper part of the screen.

5 Click on [Security].

6 Click on [Security Certificates].

7 Make sure that [Device Certificates] is selected, and click on [Create].

8 Click on [Create Self-Signed Certificate].

9 Select a digital signature algorithm from [Digital Signature Algorithm].

10 Select a public key size from [Public Key Length].

11 Set the certificate's period of validity from [Validity Period].

12 Click on [Create].

13 Click on [Close].

Using a Certificate Signed by the Certificate Authorities (CA)

When using a certificate signed by the certificate authorities (CA), generate the certificate signing request (CSR), and receive the signed certificate from the certificate authorities (CA).

Generating the Certificate Signing Request (CSR)

1 Enter IP address of the machine in the web browser and start Internet Services.

➜ To check the machine's IP address, press the 🏠 (Home) button on the operator panel, and tap 〉 > [Device] > [About].

2 Click on [Log In] in the upper right part of the screen.
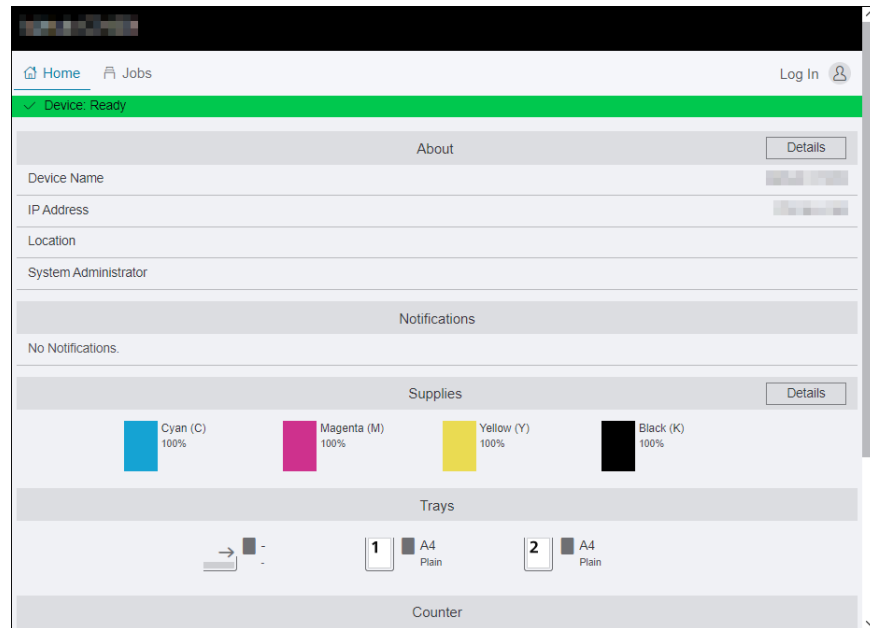
3 Enter the [User Name] and [Password] for the administrator, and click on [Log In].

➜ For details on the default user name and password, refer to page 11-4.

4 Click on [System] in the upper part of the screen.

5 Click on [Security].

6 Click on [Security Certificates].

7 Make sure that [Device Certificates] is selected, and click on [Create].

8 Click on [Create Certificate Signing Request (CSR)].

9 Specify each item.

10 Click on [Create].

11 Click on [Download].

A CSR file is saved to your computer.

NOTICE
Once the CSR file is downloaded, do not download another CSR before you import the certificate. If you generate another CSR, the secret key stored in the machine does not match with the secret key included in the signed certificate, and you cannot import the certificate.

12 Click on [Close].

13   Send the CSR file to the certificate authority (CA) and receive the CA-signed certificate.

➔   For details about how to send the CSR, follow the procedure specified by the certificate authority (CA).

Importing a Certificate Signed by the Certificate Authorities (CA)

NOTICE

Before importing a certificate file, backup the certificate file.

After importing a PKCS#12 format certificate, the secret key is not exported even if you perform exporting.

1   Enter IP address of the machine in the web browser and start Internet Services.

➔   To check the machine's IP address, press the 🏠 (Home) button on the operator panel, and tap 〉 > [Device] > [About].

2   Click on [Log In] in the upper right part of the screen.
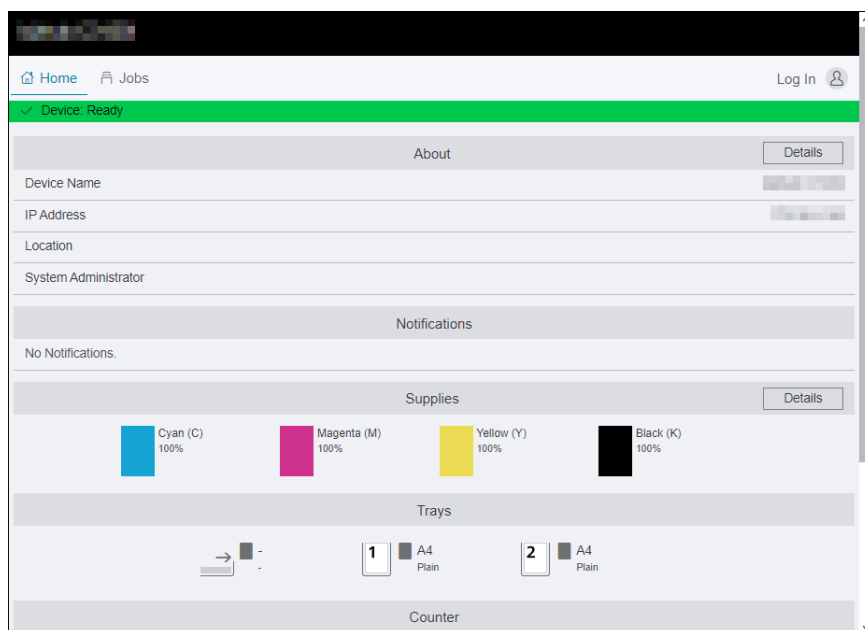
3   Enter the [User Name] and [Password] for the administrator, and click on [Log In].

➔   For details on the default user name and password, refer to page 11-4.

4   Click on [System] in the upper part of the screen.

5   Click on [Security].

6   Click on [Security Certificates].

7   Click on [Device Certificates], and select [Trusted Root CA Certificates] or [Intermediate CA Certificates].

8   Click on [Import].

9   Click on [Select] and select the files to be imported.

10   Enter a password corresponding to the certificate file to be imported.

The password is not necessary when importing a PKCS#7 format certificate, which has the filename extension of p7b.

11   Enter the password again to confirm it.

12   Click on [Import].

Selecting the Certificate

1   Enter IP address of the machine in the web browser and start Internet Services.

➜ To check the machine's IP address, press the ⌂ (Home) button on the operator panel, and tap ⟩ > [Device] > [About].

2   Click on [Log In] in the upper right part of the screen.
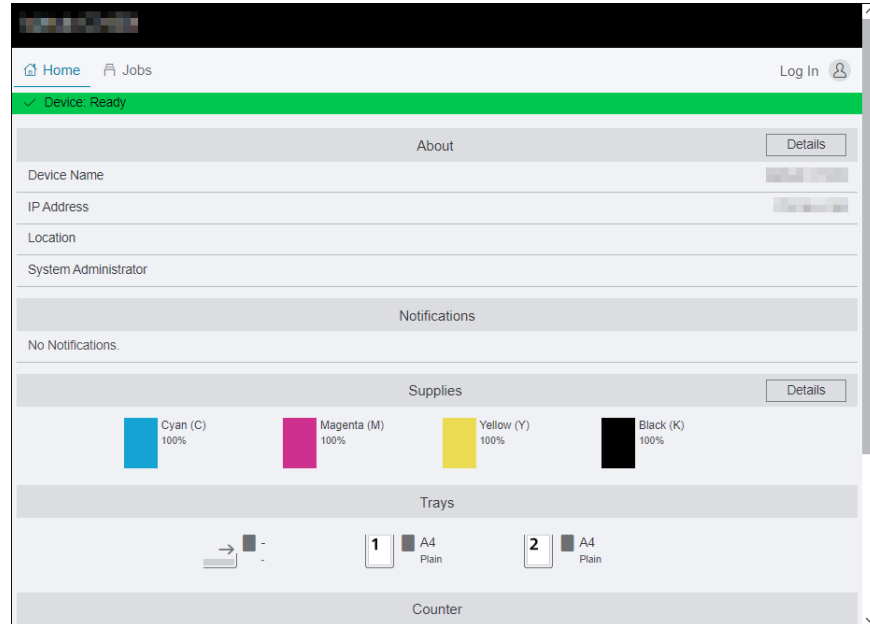
3   Enter the [User Name] and [Password] for the administrator, and click on [Log In].

➜ For details on the default user name and password, refer to page 11-4.

4   Click on [System] in the upper part of the screen.

5   Click on [Security].

6   Click on [Security Certificates].

7   Click on [Click on Device Certificates], and select [Trusted Root CA Certificates], [Intermediate CA Certificates] or [Other Certificates].

8   Click the certificate you want to use.

9   Check the certificate.

➜ Make sure that [On] is displayed in the [Validity] column for the selected certificate.

10   Click on [Close].

11   Click on [SSL/TLS Settings].

12   Click [Device Certificate - Server], and then select the certificate to be used.

13   Click on [OK].

14   Click on [Restart Now].

15   Once the machine completes restart, click on [Refresh].

📖**Reference**
For details on deleting or exporting digital certificates, refer to page 15-47.

11.6.2 Setting the Encryption Features

The following encryption features can be used:

- Encrypting the HTTP communication and the IPP printing
- Encrypting the SMTP communication
- Encrypting the LDAP communication
- Forcibly encrypting the IPP communication
- Wireless LAN connection with WPA-Enterprise

Encrypting the HTTP Communication and the IPP Printing

When the communication between the web browser and the machine is encrypted, enter the address in the address text box, starting with "https" instead of "http".

- Example of entering the IP address
  https://192.0.2.1/ (for IPv4 network)
  https://[2001:DB8::1234]/ (for IPv6 network)
- Example of entering the Internet address
  https://myhost.example.com/

To encrypt the IPP communication (Internet printing), enter the URL of the machine, starting with "https" instead of "http" when you add the machine to your computer.

Encrypting the SMTP Communication

1   Enter IP address of the machine in the web browser and start Internet Services.

➜   To check the machine's IP address, press the 🏠 (Home) button on the operator panel, and tap 》 > [Device] > [About].

2   Click on [Log In] in the upper right part of the screen.
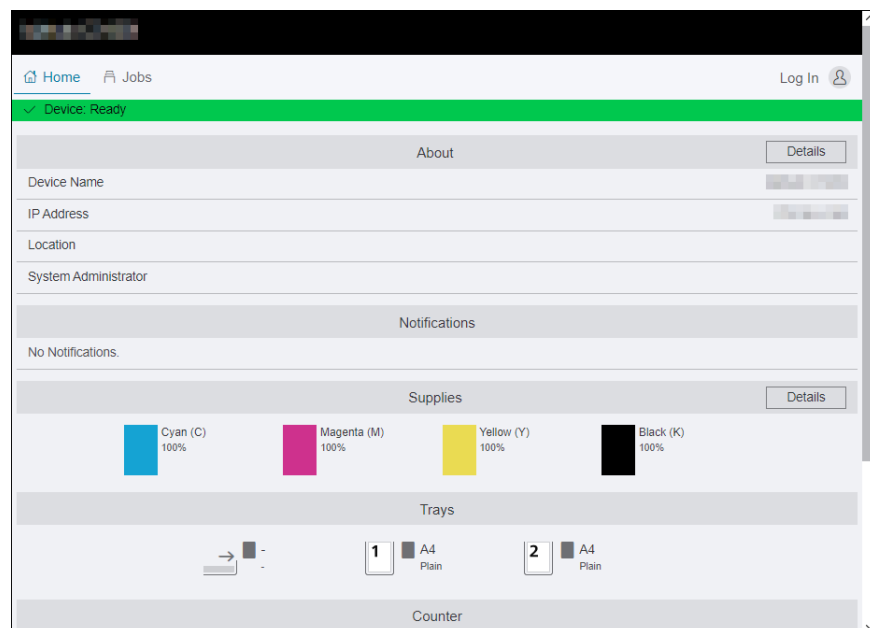
3   Enter the [User Name] and [Password] for the administrator, and click on [Log In].

➜   For details on the default user name and password, refer to page 11-4.

4   Click on [System] in the upper part of the screen.

5   Click on [Security].

6   Click on [SSL/TLS Settings].

7 Click on [SMTP - SSL/TLS Communication], and select your connection method.

8 Click on [OK].

Encrypting the LDAP Communication

1 Enter IP address of the machine in the web browser and start Internet Services.

➜ To check the machine's IP address, press the 🏠 (Home) button on the operator panel, and tap 》 > [Device] > [About].

2 Click on [Log In] in the upper right part of the screen.
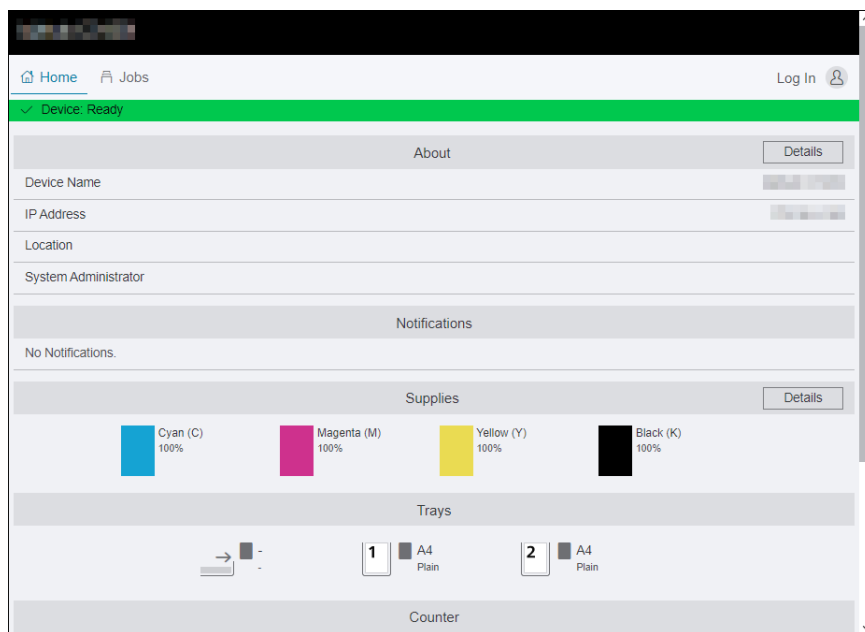
3 Enter the [User Name] and [Password] for the administrator, and click on [Log In].

➜ For details on the default user name and password, refer to page 11-4.

4 Click on [System] in the upper part of the screen.

5 Click on [Security].

6 Click on [SSL/TLS Settings].

7 Click on ▯ for [LDAP - SSL/TLS Communication] to select the checkbox.

8 Click on [OK].

9 Click on [Restart Now].

10 Once the machine completes restart, click on [Refresh].

Forcibly encrypting the IPP communication

1   Enter IP address of the machine in the web browser and start Internet Services.

➜ To check the machine's IP address, press the 🏠 (Home) button on the operator panel, and tap 〉 > [Device] > [About].

2   Click on [Log In] in the upper right part of the screen.

3   Enter the [User Name] and [Password] for the administrator, and click on [Log In].

➜ For details on the default user name and password, refer to page 11-4.

4   Click on [System] in the upper part of the screen.

5   Click on [Security].

6   Click on [SSL/TLS Settings].

7   Click on ▯ for [IPP - Only Over SSL/TLS] to select the checkbox.

8   Click on [OK].

9   Click on [Restart Now].

10   Once the machine completes restart, click on [Refresh].

Wireless LAN Connection With WPA-Enterprise

For EAP-TLS

1 Enter IP address of the machine in the web browser and start Internet Services.

➜ To check the machine's IP address, press the ⌂ (Home) button on the operator panel, and tap ❱ > [Device] > [About].

2 Click on [Log In] in the upper right part of the screen.

3 Enter the [User Name] and [Password] for the administrator, and click on [Log In].

➜ For details on the default user name and password, refer to page 11-4.

4 Click on [Network] in the upper part of the screen.

5 Click on [Connection] > [Wi-Fi].

6 From [Security Settings] > [Encryption Type], select [WPA2 Enterprise].

➜ This can be used only when [Infrastructure] is specified for [Network Type].

7 From [Authentication Method], select [EAP-TLS].

8 Click [Root Certificate], and then select the root certificate.

9 Click on [Client Certificate], and then select the client certificate.

10 Configure [EAP-Identity] settings.

11 Click on [OK].

12 Click on [Restart Now].

13 Once the machine completes restart, click on [Refresh].

For PEAPv0 MS-CHAPv2, EAP-TTLS/PAP or EAP-TTLS/CHAP

1 Enter IP address of the machine in the web browser and start Internet Services.

➜ To check the machine's IP address, press the 🏠 (Home) button on the operator panel, and tap ❯ > [Device] > [About].

2 Click on [Log In] in the upper right part of the screen.

3 Enter the [User Name] and [Password] for the administrator, and click on [Log In].

➜ For details on the default user name and password, refer to page 11-4.

4 Click on [Network] in the upper part of the screen.

5 Click on [Connection] > [Wi-Fi].

6 From [Security Settings] > [Encryption Type], select [WPA2 Enterprise].

➜ This can be used only when [Infrastructure] is specified for [Network Type].

7 From [Authentication Method], select [PEAPv0 MS-CHAPv2], [EAP-TTLS/PAP] or [EAP-TTLS/CHAP].

8 Click [Root Certificate], and then select the root certificate.

9 Configure [EAP-Identity], [Login Name], [Password] and [Retype Password].

10 Click on [OK].

11 Click on [Restart Now].

12 Once the machine completes restart, click on [Refresh].

12 Maintenance

12   Maintenance

12.1   Replacing Consumables

The following consumables are supplied as the replaceable items.

● Toner cartridge

● Drum cartridge

● Waste toner box

When the time for replacing a consumable part approaches, a message appears on the touch panel display.

For details on replacement procedures, refer to the packaging containing the consumable part.

⚠**WARNING**

● Do not throw toner or a container that contains toner (e.g., toner cartridge, developing unit and Waste Toner Box) into an open flame. The hot toner may scatter and cause burns or other damage.

⚠**CAUTION**

● Do not leave toner-related parts (e.g., toner cartridge, developing unit and Waste Toner Box) within easy reach of children. Licking any of these parts or ingesting toner could damage your health.

● Do not store toner-related parts (e.g., toner cartridge, developing unit and Waste Toner Box) near devices susceptible to magnetism, such as precision equipment and data storage devices, otherwise they may malfunction. They could cause these products to malfunction.

● Do not force open the toner-related parts (e.g., toner cartridge, developing unit and Waste Toner Box). If toner tumbles from the toner bottle, take utmost care to avoid inhaling it or even getting skin contact.

● If toner lands on your skin or clothing, wash thoroughly with soap and water.

● If you inhale toner, move to a place with fresh air and gargle with a lot of water repeatedly. Should you get symptoms such as coughing, seek medical advice.

● If you get toner into your eyes, immediately rinse them with running water for over 15 minutes. Seek medical advice if irritation persists.

● If you swallow toner, rinse out your mouth and drink a few glasses of water. Seek medical advice if necessary.

NOTICE
Your service representative will collect your used drum cartridge and used waste toner box. Put it in a black plastic bag and store it in a box by itself.

When replacing a drum cartridge, do not touch the areas indicated in the illustration. This could cause poor print quality.
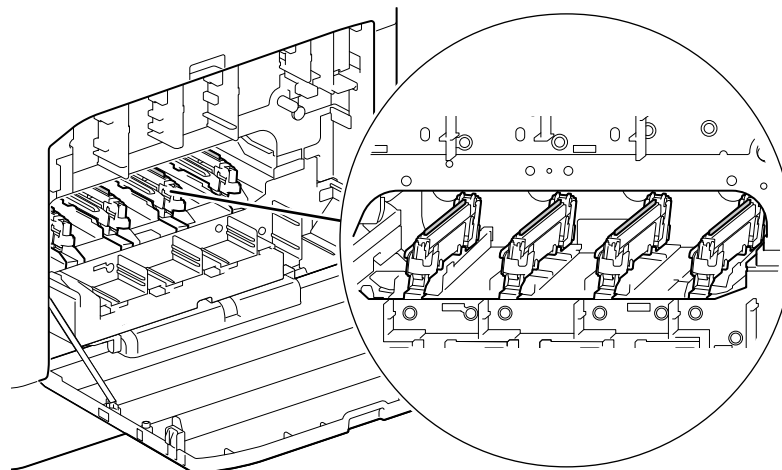
12.2　Cleaning the Machine

⚠**CAUTION**
● The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label. A burn could result.

12.2.1　Cleaning Outside the Machine

NOTICE
Using volatile solvents such as benzine or thinner, or spraying with insecticide may cause discoloration, deformation, or cracks on the covers or exterior.

When the exterior gets too much wet, the machine may break down, or documents may be torn while copying.

1 Wipe the exterior of the machine with a soft, moistened, and tightly-squeezed cloth.
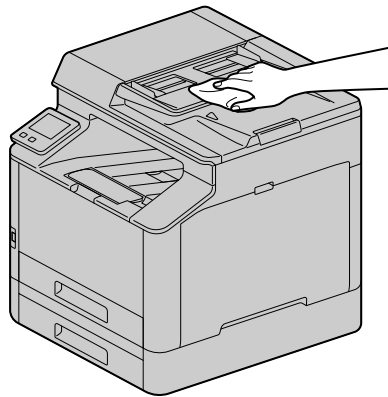
NOTICE
Use only water or neutral detergent, and never use other solutions.

→ When stains cannot be removed easily, wipe lightly with the soft cloth slightly moistened with a thin neutral detergent solution.

2 Wipe the moisture off with a dry soft cloth.

12.2.2   Cleaning the Touch Panel

→   Wipe the touch panel surface lightly with a soft cloth moistened with a neutral detergent or alcohol.
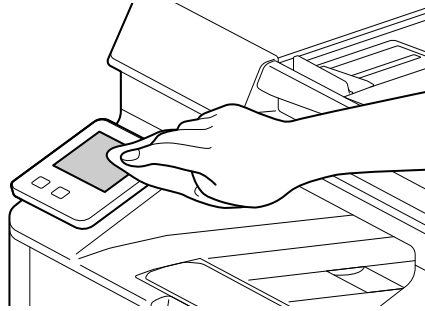
NOTICE
When you moisten a cloth with a neutral detergent or alcohol, make sure that no drips come of the cloth. When the cloth is heavily soaked with detergent or alcohol, squeeze the cloth lightly.

Using volatile solvents such as benzine or thinner or spraying with insecticide may cause discoloration, defor-mation, or cracks on the covers or exterior.

Do not wipe the panel strongly, as it may damage the panel. Wipe lightly.

12.2.3   Cleaning Inside the Machine

Cleaning the LED Print Head

If you have image quality problems such as stripes appearing on copied or printed outputs, clean the LED print head. If you have image quality problems such as stripes appearing on print output, clean the LED print head.

1   Confirm that the machine has stopped, and open the right side cover.
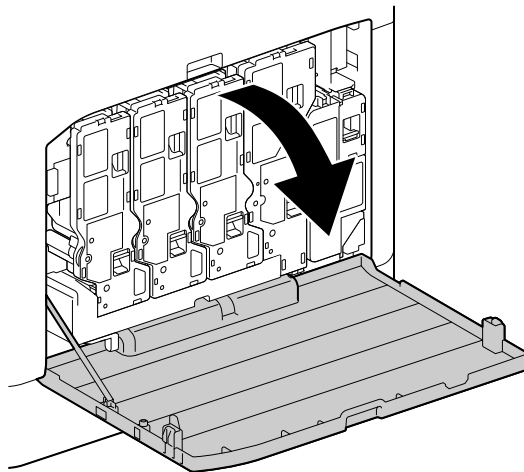
2 Release the toner cartridge lock.
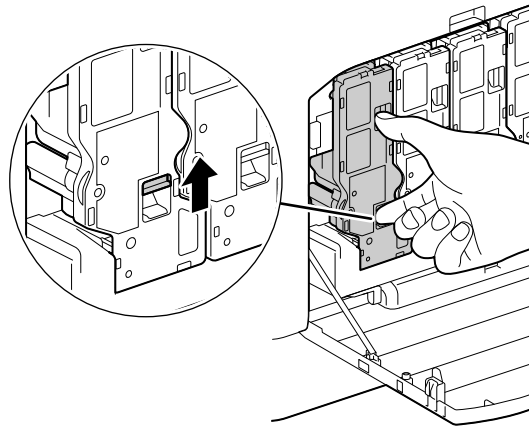
3 Remove all four toner cartridges.
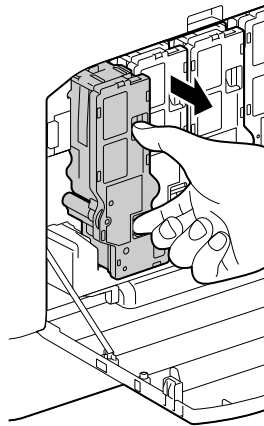
4 Release the waste toner box lock.
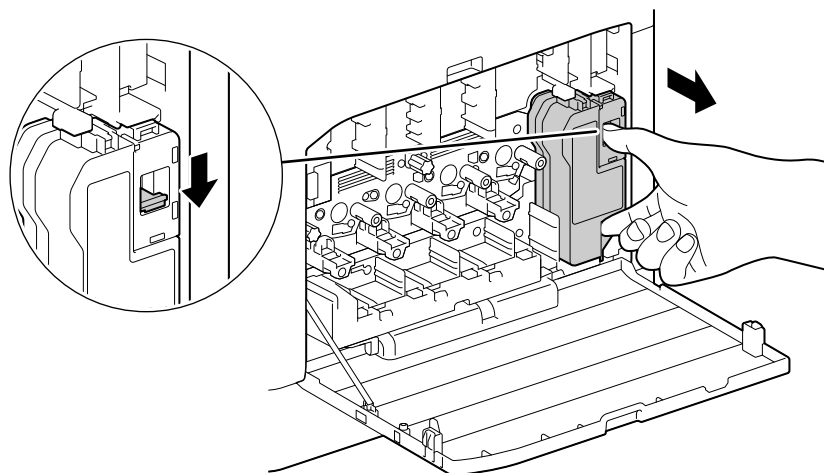
5 Remove the waste toner box.

6 Remove the cleaning rod.
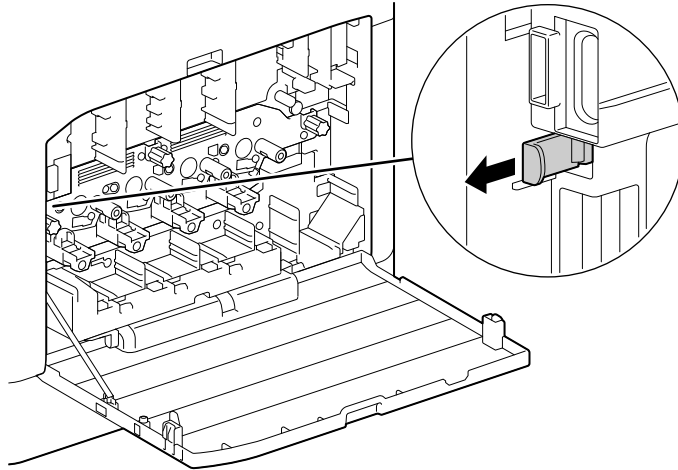
7 Insert the cleaning rod into one of the four holes of the tabs on the drum cartridge until it stops, and then pull it out.

→ Insert the cleaning rod with the pad side up.
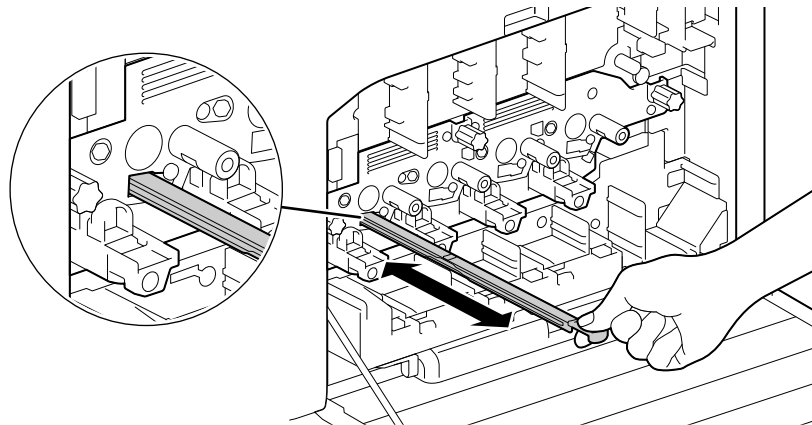
8 Repeat step 7 for the remaining three holes.

9 Replace the cleaning rod.
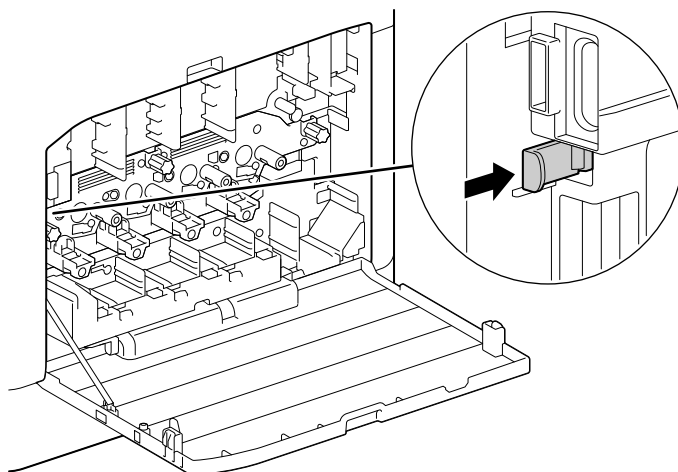
10 Press the waste toner box into the machine until you hear a "click" sound.
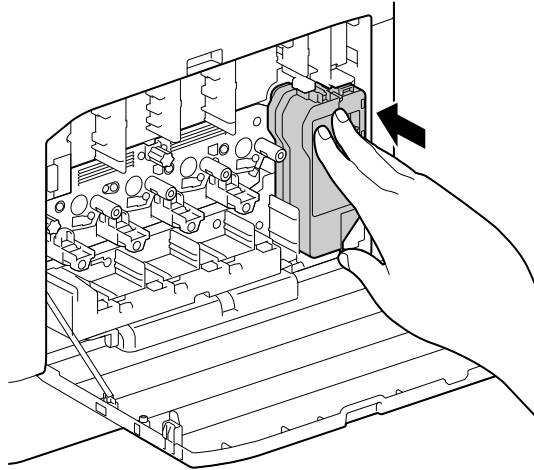
11 Align the protrusion on the underside of the toner cartridge with the indentation in the machine, then press the toner cartridge into the machine until you hear a "click" sound.
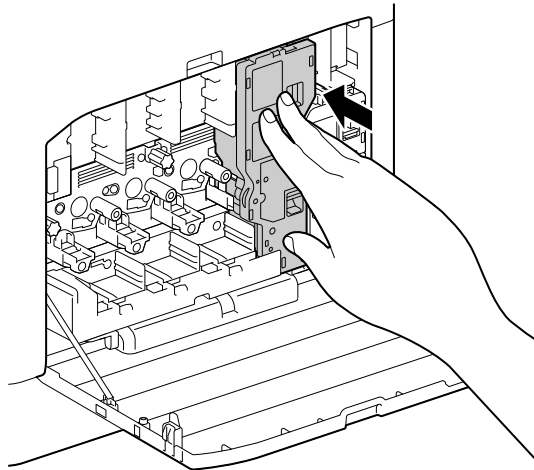
12 Load the remaining toner cartridges.

13 Close the right side cover.
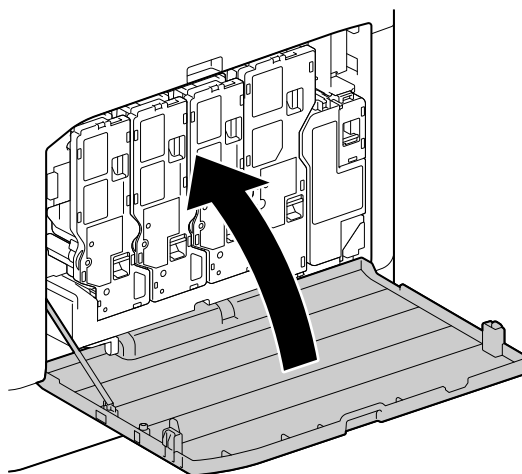
Cleaning the Paper Feeder Rollers

Paper jams may occur if paper does not feed correctly. To prevent problems, regularly clean the paper feed rollers of the Bypass Tray, Tray 1, and Tray 2 (**Paper Feed Unit PF-P26**) (optional).

Cleaning the Bypass Tray Paper Feeder Rollers

1 Turn off the machine.

➜ For details on how to turn the power supply off, refer to page 3-4.

2 Open the Bypass Tray.
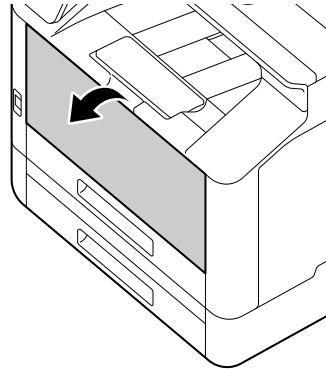
3 Open the cover.
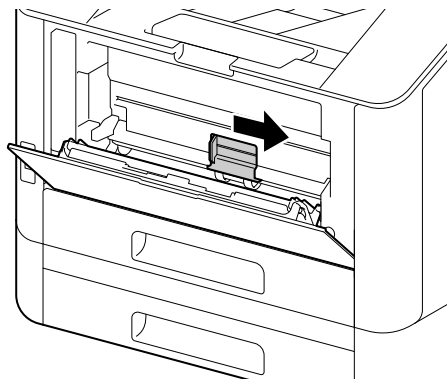
4 Wipe the paper feeder rollers with a soft dampened cloth, then close the cover.

5 Close the Bypass Tray.

6   Supporting the paper tray with both hands, pull it out completely.
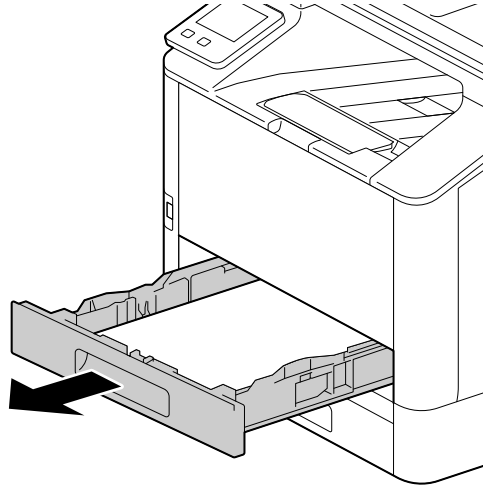
7   Place a finger on the lever and press it downward.
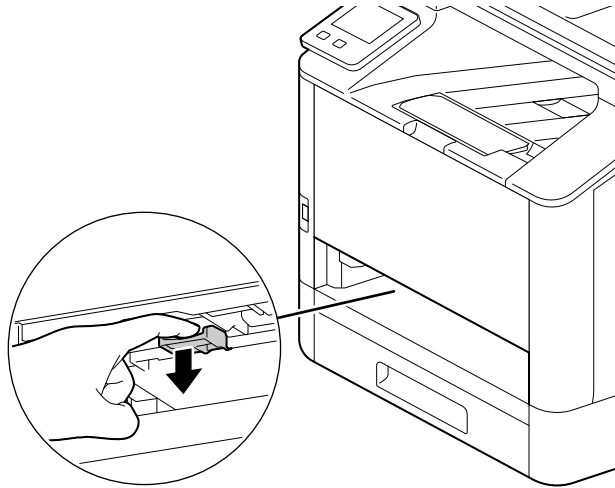
8   Wipe the rollers in the machine with a soft dampened cloth.

NOTICE
Do not force the paper feeder rollers to rotate. Doing so may damage the machine.
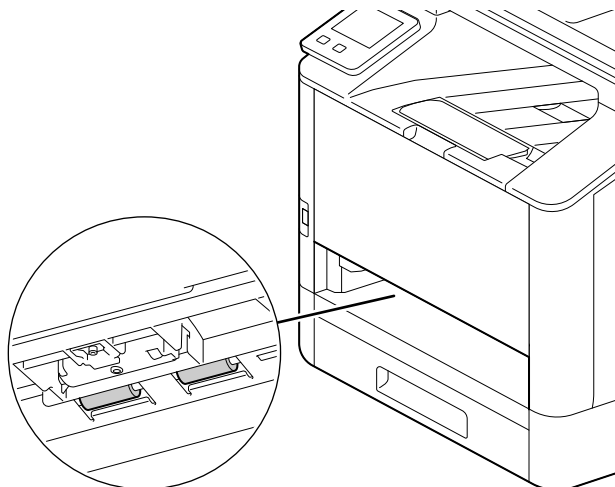
9   Insert the paper tray into the machine main unit, and press it in slowly until it stops.

Cleaning the Paper Feeder Rollers of Tray 1, Tray 2 (Paper Feed Unit PF-P26) (Optional)

1 Turn off the machine.

➜ For details on how to turn the power supply off, refer to page 3-4.

2 Supporting the paper tray with both hands, pull it out completely.
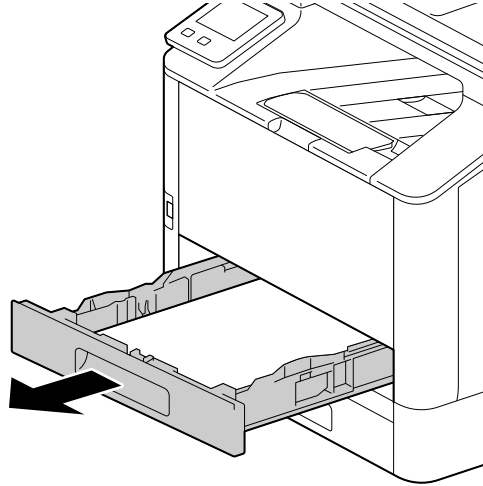
3 Manually rotate the paper feeder rollers while gently wiping them with a soft dampened cloth.
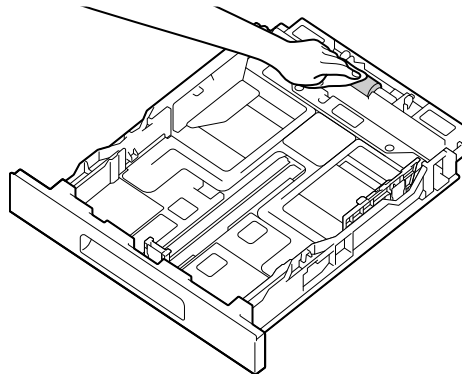
4 Manually rotate the rollers in the machine while gently wiping them with a soft dampened cloth.

NOTICE

Do not place the machine on its side. Doing so may spill toner.

Do not touch any other internal parts of the machine. Doing so may damage the machine.
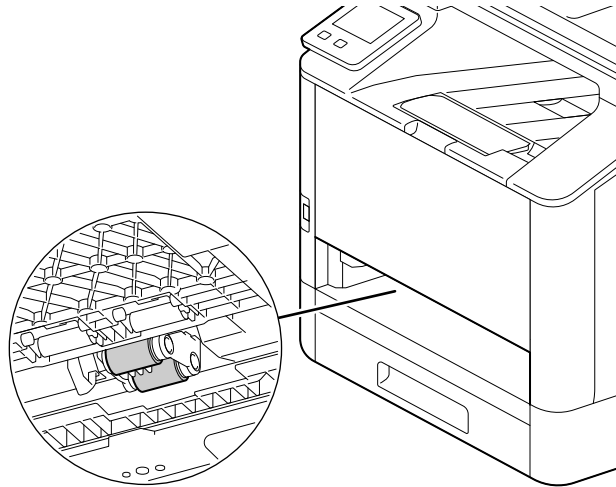
5 Insert the paper tray into the machine main unit, and press it in slowly until it stops.

12.2.4 Cleaning the Document Glass Cover, Document Glass, Document Presser and Narrow Glass Strip

When the document glass cover or document glass become dirty, this could result in soiling of the copy, fax and scan output. To ensure clean output results at all times, perform cleaning about once a month.

NOTICE

Do not use chemicals such as benzine or thinner. Doing so may damage the paint or coating on plastic parts.

Use only water or neutral detergent, and never use other solutions.

When the exterior gets too much wet, the machine may break down, or documents may be torn while copying, faxing, or scanning.

Tips

When stains cannot be removed easily, wipe lightly with the soft cloth slightly moistened with a thin neutral detergent solution.

1 Open the document glass cover.
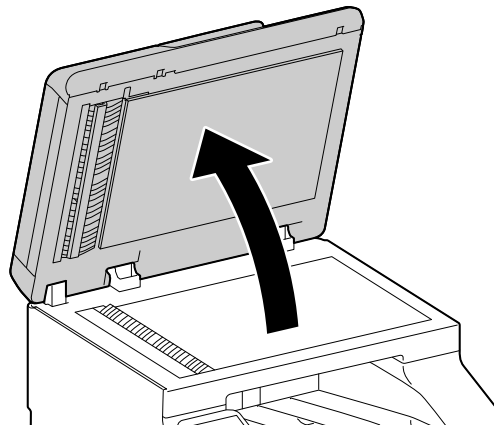
2 Wipe the document presser, document glass cover, document glass and narrow glass strip with a soft dampened cloth. Use a dry cloth or paper towel to completely remove any remaining moisture.
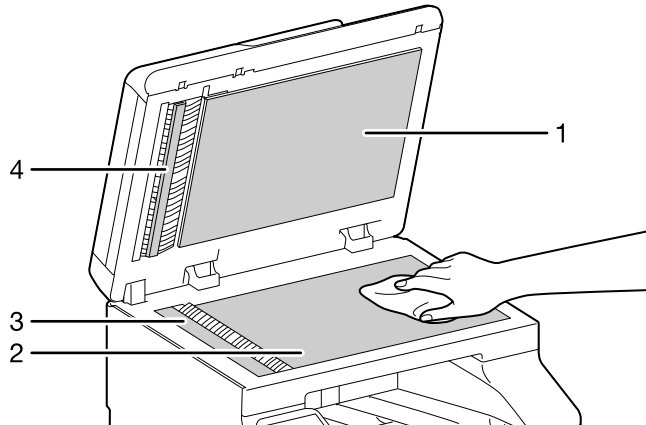
1: Document Glass Cover
2: Document Glass
3: Narrow Glass Strip
4: Document Presser

NOTICE
Be careful not to damage the document presser.

3 Pull on the knob to open the chute cover.
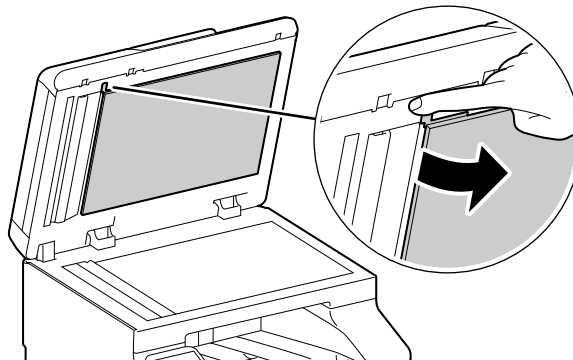
4 Wipe the two-sided sensor glass and narrow glass strip cover with a soft dampened cloth. Use a dry cloth or paper towel to completely remove any remaining moisture.
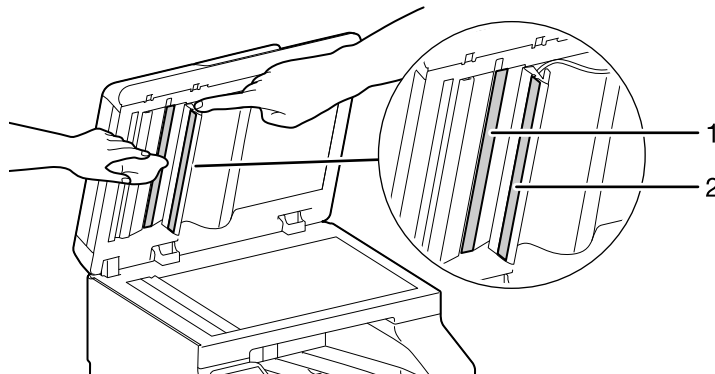
1: Two-sided Sensor Glass
2: Narrow Glass Strip Cover

5 Close the chute cover.

6 Close the document glass cover.

12.2.5 Cleaning the Document Feeder Rollers

When the document feeder rollers become dirty, this could result in paper jams, and in spots or stains appearing on copies, faxes and scans.

To ensure clean output results at all times, perform cleaning about once a month.

NOTICE

Do not use chemicals such as benzine or thinner. Doing so may damage the paint or coating on plastic parts.

When the exterior gets too much wet, the machine may break down, or documents may be torn while copying, faxing, or scanning.

1 Pull up on the handle on the lefthand side cover (upper cover) of the Document Feeder, and open it to its fullest extent.
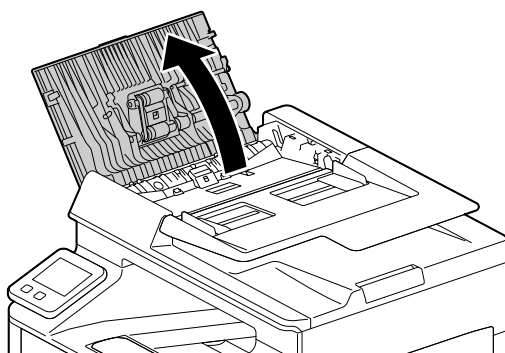
2 Gently clean the rollers and pads with a cloth dampened with a small amount of water.

NOTICE

Use only water or neutral detergent, and never use other solutions.

Use a cloth firmly wrung to prevent water drops from falling into the machine. If water gets into the machine, it may cause the machine to malfunction.

→ When stains cannot be removed easily, wipe lightly with the soft cloth slightly moistened with a thin neutral detergent solution.
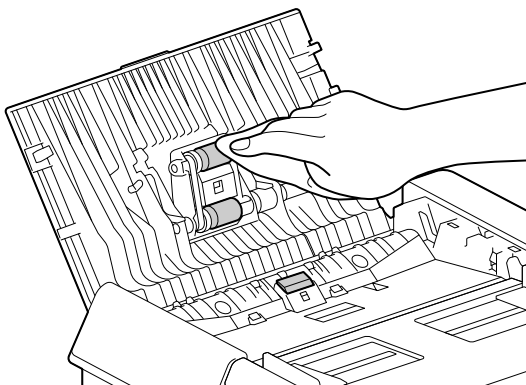
3 Close the lefthand side cover of the Document Feeder, pressing until it clicks into place, and check to ensure that the cover is not raised in the front or back.

12.3 Counting up the Number of Printed Pages

The total number of printed pages can be checked by counter, by user, or by paper size. One-sided print is counted as one job, and two-sided print is counted as two.

12.3.1 Checking by Counter

There are three counters classified according to color mode.

1 At the Home screen, tap ❯ > [Device].
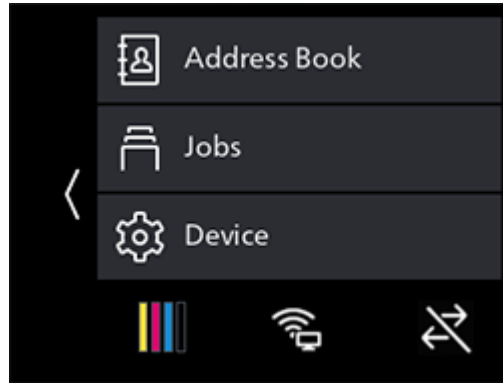
2 Tap [Billing Counters].

📖 **Reference**
For details on each counter, refer to page 10-8.

12.3.2 Checking by User or Paper Size

Check the number of pages on the printed report.

📑 **Tips**
- When [Print Accounting] is disabled, you can check the output page count for each paper size.
- When [Print Accounting] is enabled, prints from jobs for which there is no account information will be included as [Unauthenticated User Print] in the report.

1 At the Home screen, tap ❯ > [Device].
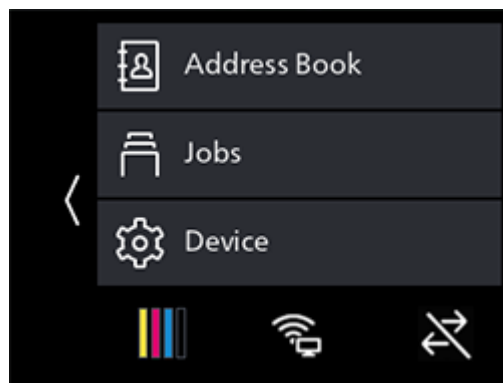
2 Tap [Information Pages] > [Printer Counter].

12.4   Adjusting Image Position ([Image Position])

If the output image is misaligned, enter the adjustment value to make the correction.

12.4.1   Printing a Chart

1   Load either of the following paper sizes into the paper tray to be adjusted.

8.5 × 11 ▯
A4 ▯

2   At the Home screen, tap ❯ > [Device].
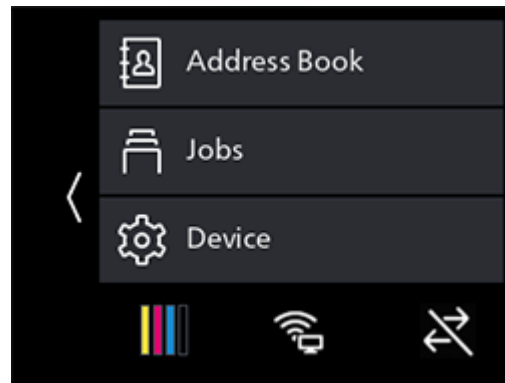
3   Tap [Maintenance] > [Image Position] > [Print Chart].

4   Tap [Paper Trays].

5   Select the tray be adjusted, and tap ⟨ to return to the previous screen.

6   Tap [2-Sided Printing].

7   Select [1-Sided] or [2-Sided], and tap ⟨ to return to the previous screen.

8   Tap [Start].

A chart will be printed.

9   Check the printed chart.

If the output image is aligned properly, a line will be printed 10 mm from the edge of the paper. If the line is misaligned, adjustment is necessary.
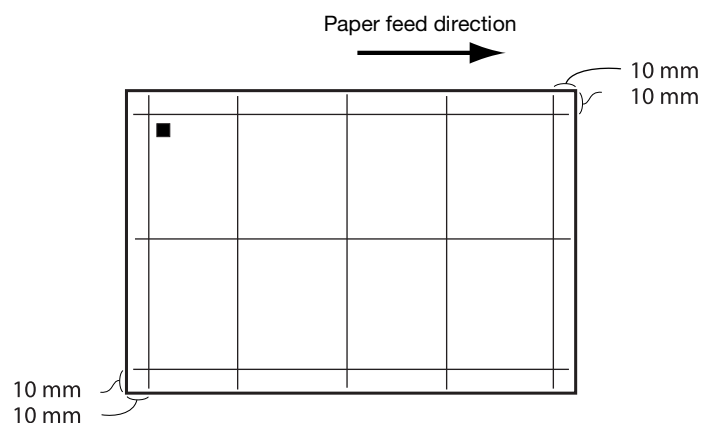
![Tips icon] **Tips**

- A square symbol is printed on the trailing edge of the paper to display the paper feed direction. One square is printed on the front side, and two squares are printed on the back side.

- When [Lead/Side Registration] adjustment is needed
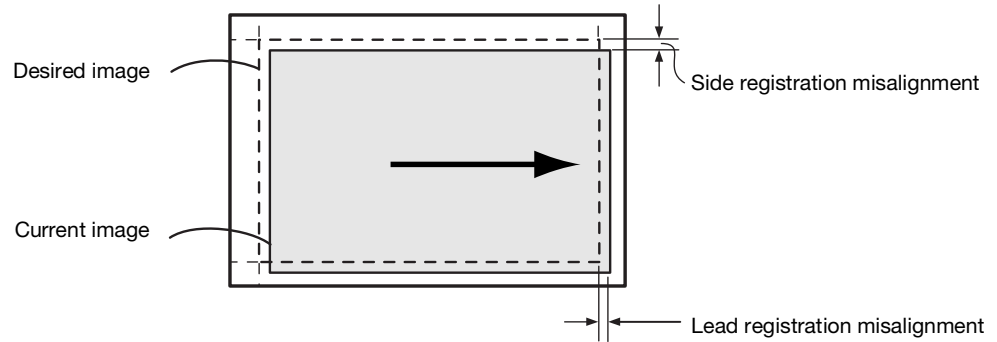
- When [Perpendicularity] adjustment is needed
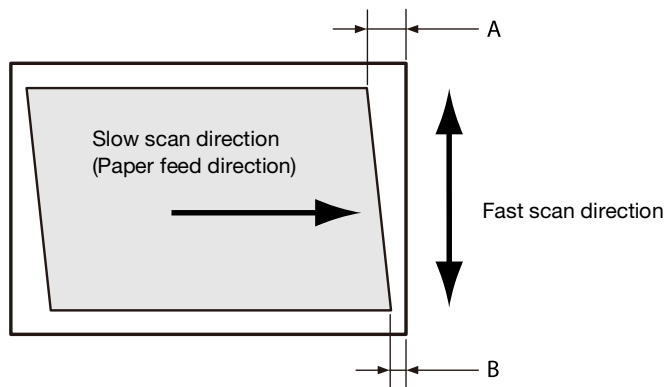
![Reference icon] **Reference**

For details on [Lead/Side Registration] adjustment, refer to page 12-18.

For details on [Perpendicularity] adjustment, refer to page 12-19.

12.4.2   Adjusting [Lead/Side Registration]

At [Lead/Side Registration], you can adjust both the front and back sides.

1   Check the chart, and measure the amount (mm) of misalignment in the image position.

Adjustment amount (mm) = distance (mm) of the actual image position from the edge of the paper -10
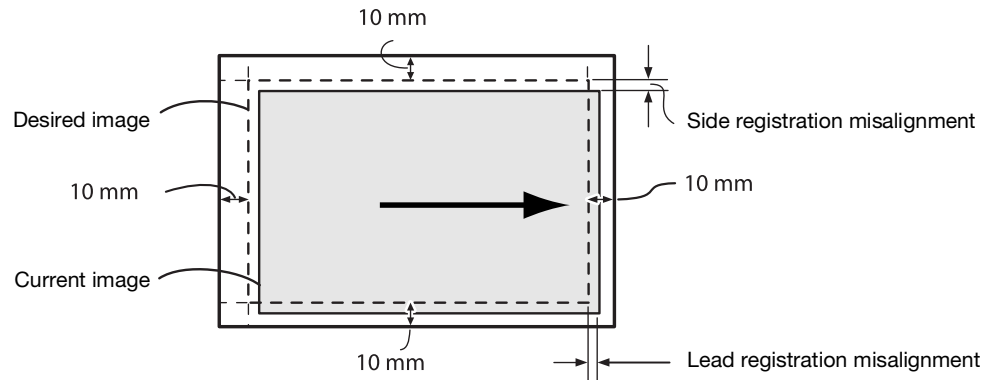
2   At the Home screen, tap ❭ > [Device].
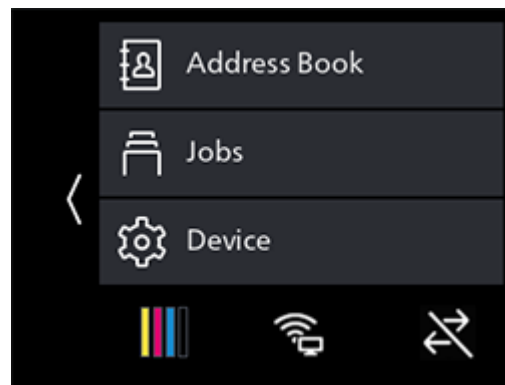
3   Tap [Maintenance] > [Image Position] > [Lead/Side Registration].

4   Select the tray to adjust.

5   Select the side to adjust (front or back).

6 Add the value for the amount of misalignment confirmed in step 1 to the current settings value, and tap [OK].

Lead Registration
If the image in the step 1 diagram shifts downward, specify a positive [+] value. If it shifts upward, specify a negative [-] value.

Side Registration
If the image in the step 1 diagram shifts to the left, specify a positive [+] value. If it shifts to the right, specify a negative [-] value.
(Ex.: Front side adjustment screen)
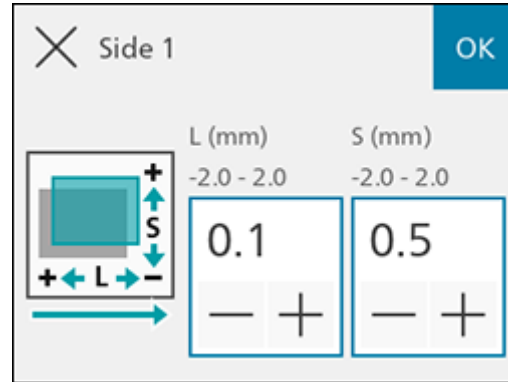
7 Print a chart when needed to check the adjustment results.

📖**Reference**
For details, refer to page 12-16.

12.4.3 Adjusting [Perpendicularity]

At [Perpendicularity], you can adjust both the front and back sides, but the adjustments will affect all trays.

1 Check the chart, and measure the amount (mm) of misalignment in the image position.

➜ Use the following formula to obtain the amount of perpendicularity misalignment, with the leading edge of the paper facing upward, "A" representing the lead registration length (mm) of the left edge and "B" representing the lead registration length (mm) of the right edge.

Amount of perpendicularity misalignment (mm) = (A-B) x 216 / (main scanning direction mm - 20)
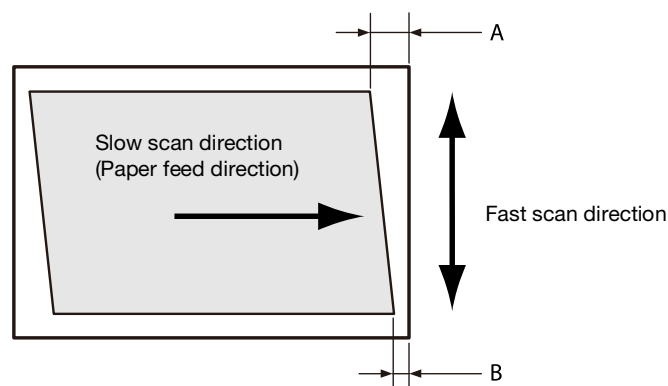
2   At the Home screen, tap 》 > [Device].
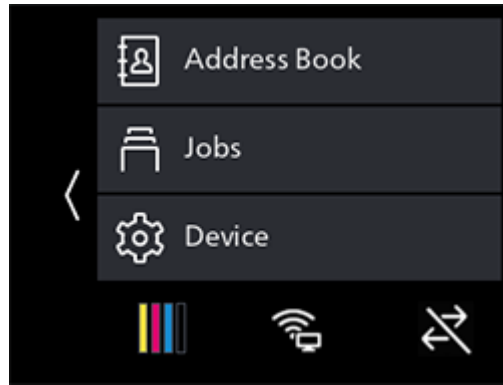
3   Tap [Maintenance] > [Image Position].

4   Tap [Perpendicularity].

5   Select the side to adjust (front or back).

6   Add the value for the amount of print position misalignment confirmed in step 1 to the current settings value, and tap [OK].

If the image forms a parallelogram that slopes down to the right when the leading edge of the paper is facing upward and you want to correct it to a rectangle, press the minus sign [-] to enter the adjustment value. If the parallelogram to be corrected slopes down to the left, press the plus sign [+].
(Ex.: Front side adjustment screen)
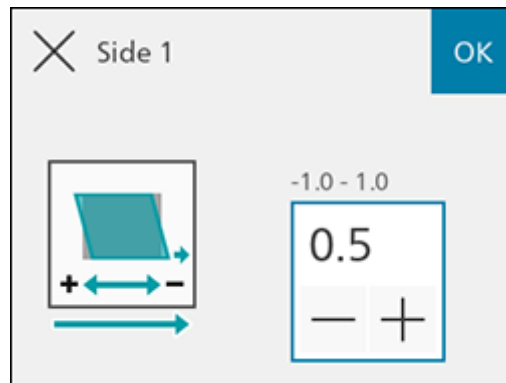
7   Print a chart when needed to check the adjustment results.

📖**Reference**
For details, refer to page 12-16.

12.5   Adjusting Color Registration ([Adjust Color Registration])

If color registration is misaligned in print output, adjust color registration (color registration misalignment) either automatically or manually. Perform manual adjustment by printing a chart when a left-right difference in color registration misalignment amount (tilt) occurs.

12.5.1   Adjusting Automatically

1   At the Home screen, tap ❯ > [Device].
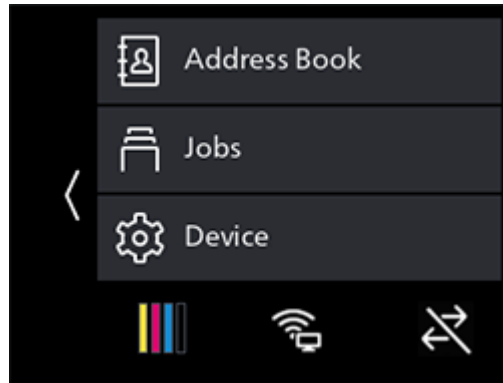
2   Tap [Maintenance] > [Adjust Image Quality] > [Adjust Color Registration].

3   Tap [Auto Registration].

4   Tap [Start].

Color registration will be corrected automatically.

12.5.2   Adjusting Manually

1   Load either of the following paper sizes into the paper tray to be adjusted.

8.5 × 11 🔲
A4 🔲

2   At the Home screen, tap ❯ > [Device].
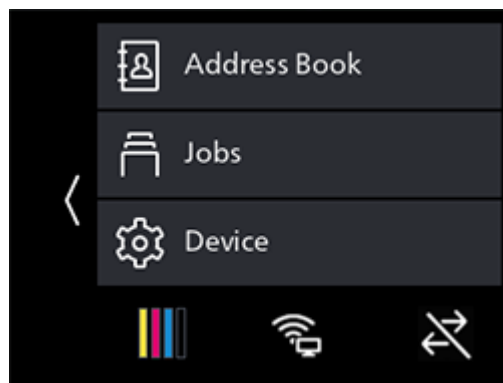
3   Tap [Maintenance] > [Adjust Image Quality] > [Adjust Color Registration].

4   Tap [Manual Registration].

5   Tap [Print Chart].

6   Tap [Start].

A chart will be printed.

7 Check the printed chart.

Reference lines are located on both sides of the chart. Look to both sides of a given color, and confirm the value at which the black and colored lines are most closely aligned.

If the numerical values at left and right differ, enter each observed value to make the adjustment. If the numerical values are the same (same degree of misalignment), adjustment is not necessary. You can enter numerical values between those printed on the chart, for adjustments at one-integer increments from +10 to -10.
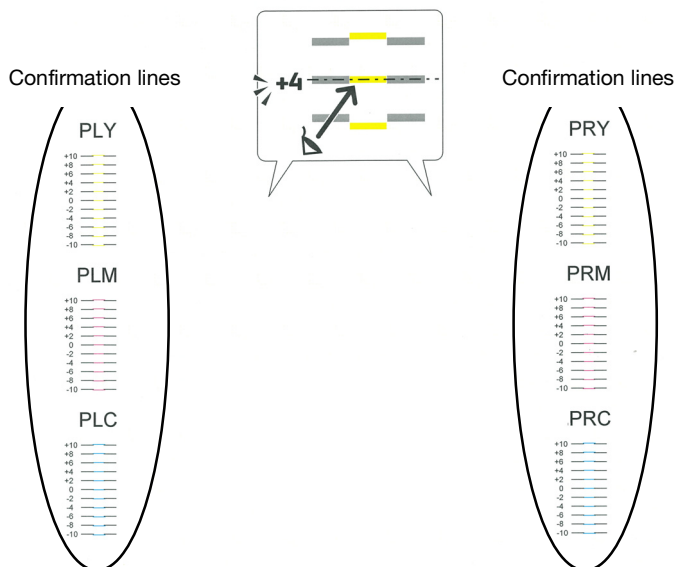
8 Tap [Enter Adjustment Value].

➜ Once back at the Home screen, perform steps 2 - 4.

9 Select the items requiring adjustment from among the values confirmed in step 7.

10 Specify the values you checked, and tap ⟨ to return to the previous screen.
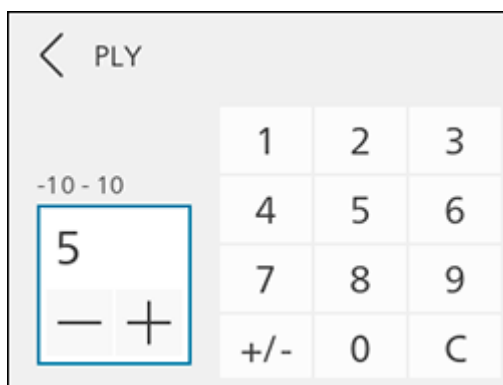
11 Configure other adjustment items as needed.

12 Tap [Start].

13 Tap [Close].

14 Repeat steps 2 - 6 as needed, printing a chart to check the adjustment results.

12.6   Adjusting Print Head Density (1 Stripe)

When streaks (lines) about 1 mm wide appear in copy or print output, print a chart to make adjustments. There are charts for copying and for printing.

📑 **Tips**
- When no change occurs despite adjustment, it is necessary to restore the pre-adjustment value. Make a note of the pre-adjustment values, since the value on the input screen reverts to 0 after adjustment.

1 Load either of the following paper sizes into the paper tray to be adjusted.

8.5 × 11 🔲
A4 🔲

2 At the Home screen, tap 》 > [Device].
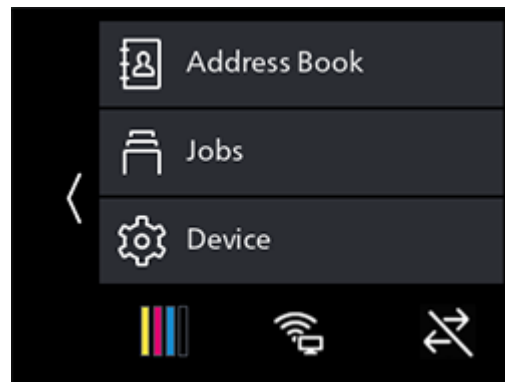
3 Tap [Maintenance] > [Adjust Image Quality] > [AdjPrintHdDensity(1Stripe)].

4 Tap [Print Chart].

5 Tap [Target].

6 Select the item to be adjusted, and tap 〈 to return to the previous screen.

7 Tap [Start].

A chart will be printed.

8 Look at the printed chart and check the color of the lines that appear.

If the pale lines of each color appear lighter than the adjacent ones, and the dark lines appear darker than the adjacent ones, adjust the value upward.

If the pale lines of each color appear darker than the adjacent ones, and the dark lines appear lighter than the adjacent ones, adjust the value downward.

The bottom-most part is for confirmation of the pale yellow line. Use it when the pale yellow line is difficult to see.

9 Tap [Enter Adjustment Value].

➜ Once back at the Home screen, perform steps 2 - 4.

10 Tap [Target].

11 Select the item to be adjusted, and tap ‹ to return to the previous screen.

12 Select the color requiring adjustment.

13 Specify the calibration value, and tap ‹ to return to the previous screen.
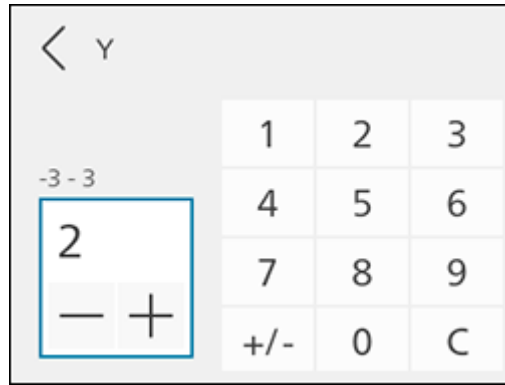
14 Configure other colors as needed.

15 Tap [Start].

16 Tap [Close].

17 Repeat steps 2 - 7 as needed, printing a chart to check the adjustment results.

12.7 Adjusting Print Head Density (Stripes)

Print a chart to make adjustments when regularly patterned streaks (vertical lines) of dark and light shading appear on copy or print output. When striping occurs throughout, perform common correction. When striping occurs in a specific 10.8 mm (chip), correct that chip individually.

Tips

- Striping may occur in a specific chip for a specific color.
- When no change occurs despite adjustment, it is necessary to restore the pre-adjustment value. Make a note of adjustment values.

Printing a Chart

1 Load either of the following paper sizes into the paper tray to be adjusted.

8.5 × 11 ▯
A4 ▯

2 At the Home screen, tap ❯ > [Device].
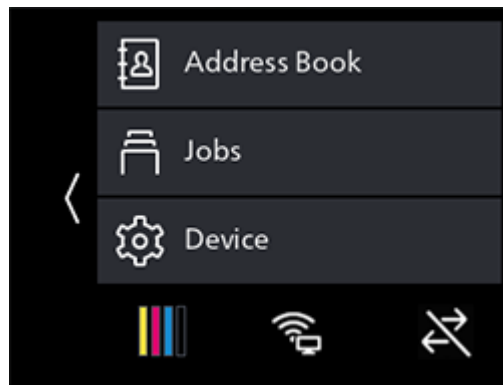
3 Tap [Maintenance] > [Adjust Image Quality] > [AdjPrintHdDensity(Stripes)].

4 Tap [Print Chart].

5 Tap [Start].

A chart will be printed.

6 Check the printed chart.

10.8 mm width (chip) 1   10.8 mm width (chip) 20
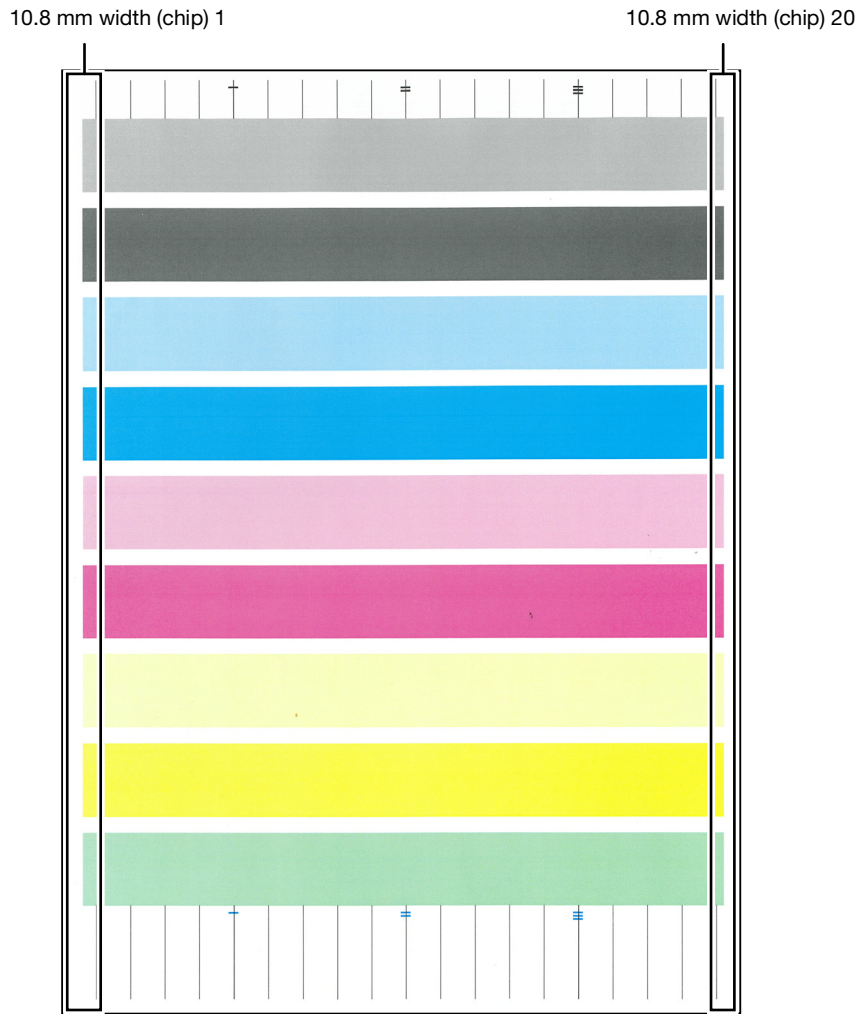
Performing Common Correction

1   At the Home screen, tap ❯ > [Device].

2   Tap [Maintenance] > [Adjust Image Quality] > [AdjPrintHdDensity(Stripes)].

3   Tap [Chip Common Correction].

4   Select the color requiring adjustment.

5   Specify the calibration value, and tap ❮ to return to the previous screen.

→   To make odd-numbered lines darker and even-numbered lines paler, enter a positive value. To make odd-numbered lines paler and even-numbered lines darker, enter a negative value.
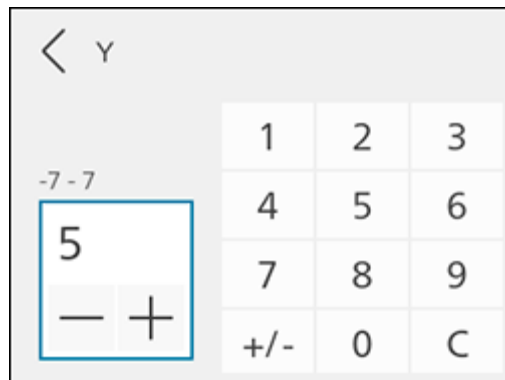
6   Configure other colors as needed.

7   Tap [Start].

8   Tap [Close].

9   Print a chart to check the adjustment results as needed.
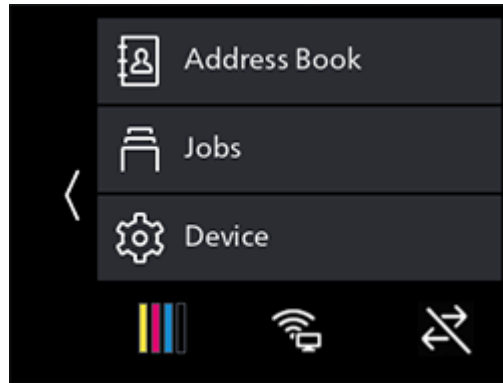
📖**Reference**
For details, refer to page 12-16.

Performing Individual Correction

1 At the Home screen, tap ⟩ > [Device].

2 Tap [Maintenance] > [Adjust Image Quality] > [AdjPrintHdDensity(Stripes)].

3 Tap [Individual Chip Correction].

4 Tap [Color].

5 Select the color requiring adjustment, and tap ‹ to return to the previous screen.
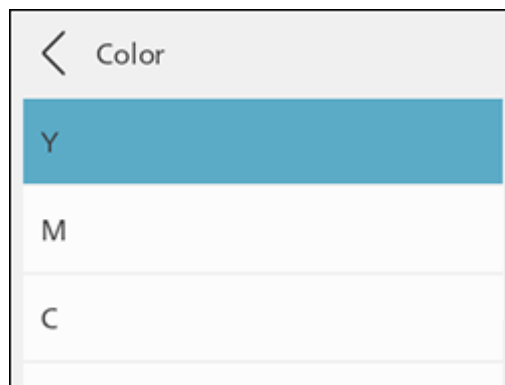
6 Tap [Chip No.].

7 Specify the value for the chip No. requiring adjustment, and tap ‹ to return to the previous screen.
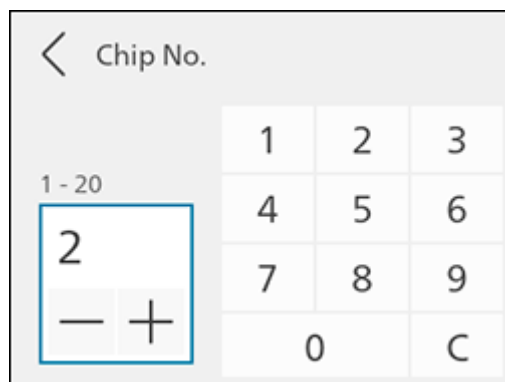
8   Specify the adjustment value, and tap ❮ to return to the previous screen.

➜   To increase density, enter a positive value. To decrease density, enter a negative value.
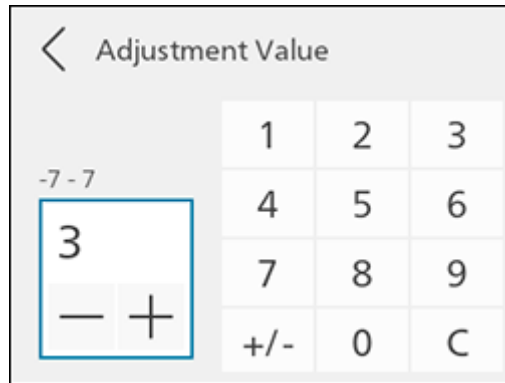
9   Tap [Start].

10   Tap [Close].

11   Print a chart to check the adjustment results as needed.

📖**Reference**

For details, refer to page 12-16.

13 Troubleshooting

13 Troubleshooting

13.1 Clearing Jams

When a paper jam occurs, the touch panel display will indicate how to clear it. Follow the instructions shown on the touch panel display.

> **⚠ CAUTION**
> ● Do not forcibly remove paper or shreds jammed inside the machine.
> Take particular care not to forcefully remove paper when it has wrapped around fusing unit parts or rollers. This could cause burns or other injuries. Turn off the power switch immediately, and contact your service representative

13.2 Troubleshooting

This section describes how to solve the problems with the machine.

13.2.1 Menu Settings Problems

Problem	Action
Menu settings changed from the operator panel have no effect.	Settings in the software, the print driver, or the printer utilities have precedence over the settings made on the operator panel.

13.2.2 Machine Problems
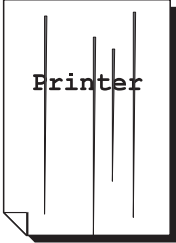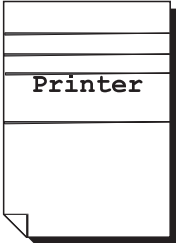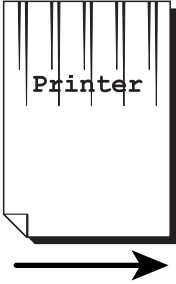
Problem	Possible Cause	Action
The status LED is blinking in orange.	The system of the machine or the components installed may have a trouble.	Turn on the machine and re-enter your passcode. If the problem persists, consult your service representative.
	Is paper or a document jammed?	Remove the jammed paper or document.
	Is the cover of the machine open?	Follow the displayed message to solve the problem.
The display is dark.	Is the ⏻⏾ (Power Supply / Power Saver) button illuminated?	The machine is in Power Saver mode. Press the ⏻⏾ (Power Supply / Power Saver) button on the operator panel to leave Power Saver mode.
Unable to print or copy.	Is a message displayed on the touch panel?	Follow the displayed message to solve the problem. Closed messages can be checked from the device management screen. 📖**Reference** *For details on the device management screen, refer to page 4-3.*
	Is the memory full?	Solve the problem by any of the following actions: • Set [Image Quality] to [Standard] with the print driver • Set unused ports to [Off].
	Is the print driver in offline mode?	Open the printer icon and clear the check box for using the print driver in offline mode in the printer menu.
	Are any restrictions applied to the jobs that can be printed on this machine?	Set [Output Restriction for Print Jobs] to [Off], or execute Secure Print. 📖**Reference** *For details on [Output Restriction for Print Jobs], refer to page 10-26.* *For details on Secure Print, refer to page 5-6.*
Printing does not start in spite of the instruction.	Is the Ethernet cable or USB cable disconnected? Is the machine connected to the wireless network?	Check the Ethernet and USB cable connections. When connecting to Wi-Fi, make sure that the necessary settings are configured. 📖**Reference** *For details on connecting with LAN and USB cables, refer to page 3-5 or page 3-6.* *For details on wireless LAN connections, refer to page 3-7.*
	Is the protocol to use enabled?	Enable the protocol to use. 📖**Reference** *For details, refer to page 10-16.*
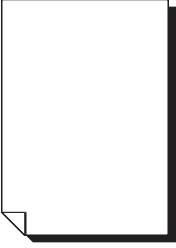
Problem	Possible Cause	Action
Paper is often jammed or wrinkled.	Is the paper tray mounted properly?	Mount the paper tray properly by inserting it securely all the way into the machine. 📖**Reference** *For details, refer to page 4-20.*
	Is the paper damp?	Replace the paper with new paper.
	Is the paper curled?	Turn over the paper in the paper tray, or replace the paper with new paper.
	Are the paper and paper tray settings correct?	Specify the paper and paper tray according to the loaded paper. 📖**Reference** *For details, refer to page 4-20.*
	Are any jammed sheets, scraps of paper or other foreign debris left inside the machine?	Open the cover of the machine or pull the paper tray to remove any shreds or foreign objects.
	Is paper exceeding the maximum fill line in the paper tray?	Load paper in the paper tray so that it does not exceed the maximum fill line. 📖**Reference** *For details, refer to page 4-20.*
	Are the paper guides aligned properly?	Load the paper properly, and then align the paper guides with the paper so that the paper guides contact the paper lightly. 📖**Reference** *For details, refer to page 4-20 or page 4-22.*
	Is the paper finely cut out?	Some paper types may not be cut out finely. Flex and fan the paper well, and then load it again. 📖**Reference** *For details, refer to page 4-19.*
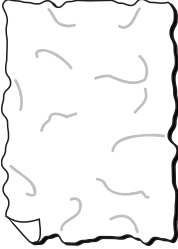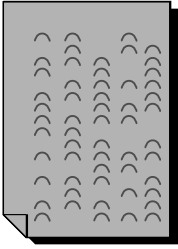
Problem	Possible Cause	Action
Documents are often jammed.	Are you using irregularly shaped documents or business cards, OHP film, thin or thick documents?	Correctly load the appropriate documents in the document feeder. 📖**Reference** *For details, refer to page 4-29.*
	Are there any sticky tags, paper clips or adhesive tape on the document?	Remove any sticky tags, paper clips or adhesive tape on the document before copying.
	Are the document guides misaligned?	Adjust the document guide positions according to the document size that you want to load. 📖**Reference** *For details, refer to page 4-29.*
	Has a document torn partially, leaving a shred in the document feeder?	Open the top cover of the document feeder to check.
The edge of the document is creased.	Is the document curled?	Flatten the curl and load the document again.
The document gets stained.	Are the document feeder rollers dirty?	Clean the document feeder rollers. 📖**Reference** *For details, refer to page 12-14.*
The document is not being fed.	Is the document wrinkled?	Load the document properly. 📖**Reference** *For details, refer to page 4-29.*
	Is the document loaded correctly?	
	Is the document too thick or too thin?	
	Is the top cover of the document feeder open?	Close to securely the top cover of the document feeder.

Problem	Possible Cause	Action
Has document feeding failed, or have documents been fed in while overlapping?	Are the document feeder rollers dirty?	Clean the document feeder rollers. 📖**Reference** *For details, refer to page 12-14.*
	Is the loaded document paper compatible with the machine's settings?	Switch the document media to a type that is compatible with the machine's specifications. 📖**Reference** *For details, refer to page 4-29.*
	Is the document loaded correctly in the document feeder?	Load the document properly. 📖**Reference** *For details, refer to page 4-29.*
	Are the document feeder document guides adjusted correctly?	Load the paper correctly, and then align the paper guides with the paper so that the paper guides contact the paper lightly. 📖**Reference** *For details, refer to page 4-29.*
	Does the number of documents exceed the capacity of the document feeder?	Load a number of documents in the document feeder that is within its capacity limit.
	Is the document curled?	Replace the paper with new document.
	Are the documents sticking together?	Flex and fan the documents well before loading them into the document feeder.

13.2.3   Print Quality Problems

Problem	Possible Cause	Action
The printed result is too light (faded, unclear). *Printer*	The paper is damp.	Replace the paper with new paper.
	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one.
	No toner is left in the toner cartridge.	Replace the toner cartridge with a new one.
Black spots appear in printouts. **Printer**	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one.
Black or colored lines appear in printouts. **Printer** **Printer**	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one.
	The narrow glass strip is dirty.	Clean the narrow glass strip. 📖**Reference** *For details, refer to page 12-12.*
	The document is dirty.	Clean the document.
Dirt appears at regular intervals in the printout. **Printer**	The paper feed path gets stained.	Print several sheets.
	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one.

Problem	Possible Cause	Action
White spots appear in areas of black fill.	The paper is unsuitable.	Load the correct type of paper.
	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one.
The printout comes off on the fingers. The toner is not fused to the paper. The paper gets stained with toner.	The paper is damp.	Replace the paper with new paper.
	The paper is unsuitable.	Load the correct type of paper.
	The specified paper type does not match the type of the paper loaded in the tray.	Specify the paper type correctly. 📖**Reference** *For details, refer to page 4-19.*
The entire printout is black.	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one.
	A high-voltage power supply failure may have occurred.	Contact your service representative.
The printout is blank.	Multiple sheets of paper are fed through the machine at once (double feeding).	Flex and fan the paper well, and then load it again.
	A high-voltage power supply failure may have occurred.	Contact your service representative.
The printout contains white areas, or white or colored stripes.	The paper is damp.	Replace the paper with new paper.
	The paper is unsuitable.	Load the correct type of paper.

Problem	Possible Cause	Action
The entire printout is faint.	When printing using the Bypass Tray, the paper size specified in the print driver is different from the size and type of the paper actually loaded.	Load the Bypass Tray with the correct type and size of paper. 📖**Reference** *For details, refer to page 4-22.*
	Multiple sheets of paper are fed through the machine at once.	Flex and fan the paper well, and then load it again. 📖**Reference** *For details, refer to page 4-19.*
	A high-voltage power supply failure may have occurred.	Contact your service representative.
The paper is wrinkled.	The paper is unsuitable.	Load the correct type of paper.
	Paper has been added to the paper loaded.	Replace the paper with new paper.
	The paper is damp.	
Text is blurry.	The paper is unsuitable.	Replace the paper with new paper.
	Paper has been added to the paper loaded.	
	The paper is damp.	
Vertical patterns of uneven density appear in halftone images.	The paper is dry.	With [Adjust 2nd BTR], decrease the value to decrease the voltage. 📖**Reference** *For details, refer to page 10-27.*
White or color patches appear vertically.	The internal components of the machine may be soiled.	Use the cleaning rod to clean the inside of the machine, print a demo page, and check the output result. 📖**Reference** *For details, refer to page 12-5.*
	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one.
	No toner is left in the toner cartridge.	Replace the toner cartridge with a new one.

Problem	Possible Cause	Action
The printout is slanted. *Printer*	The paper guides of the paper tray are not aligned properly.	Align the horizontal and vertical paper guides properly. 📖**Reference** *For details, refer to page 4-20 or page 4-22.*

13.2.4   Copy Problems

Copy Output Problems

Problem	Possible Cause	Action
Copies get stained.	Is the document glass cover or document glass soiled?	Clean the document glass cover or document glass. 📖**Reference** *For details, refer to page 12-12.*
	The internal components of the machine is soiled.	Use a cleaning rod and clean the machine. 📖**Reference** *For details, refer to page 12-5.*
	A highly translucent document is used.	With highly translucent documents, any discoloration of the document glass cover will show up in the copy. Place a white sheet of paper over the document when copying.
	Colored or rough paper, or a blueprint is used as the document.	The background color of the document shows up in the copy. Adjust the copy density, specify the image type, or specify the background suppression feature to remove the background paper color before copying.
	Glossy printing paper is used as the document.	Glossy printing paper easily sticks to the document glass, and shadows can resemble dirt in the copy. Place a transparent sheet such as transparency film under the document before copying.
Copies are too dark or too light.	The specified image type setting is not suitable to the document.	When copies of black characters appear faint, in [Original Type] select [Text]. 📖**Reference** *For details, refer to page 6-5.*

Problem	Possible Cause	Action
The color of the copy differs from that of the document.	The calibration is not correct.	Perform the calibration. 📖**Reference** *For details, refer to page 10-28.*
	The specified document type is not suitable to the document.	From [Original Type], select a quality suitable to the document type. 📖**Reference** *For details, refer to page 6-5.*
	The specified image type setting is not suitable to the document.	When copies of black characters appear faint, in [Original Type] select [Text]. 📖**Reference** *For details, refer to page 6-5.*
Copies have missing parts in them.	The paper is damp.	Damp paper creates missing parts or unclear copies. Replace the paper with new paper.
	Creased or wrinkled paper is loaded in the paper tray.	Remove any problematic sheets, or replace the paper with new paper.
	A cut-and-pasted or creased document is used.	Cut-and-pasted or creased parts of the document may not be making proper contact with the document glass. Place a stack of white paper on top of the document to bring it into proper contact with the document glass.
The document gets dirty when making copies.	The document feeder rollers are dirty.	Clean the document feeder rollers. 📖**Reference** *For details, refer to page 12-14.*
Striped patterns appear in copies.	The zoom ratio for the document is too large.	When making enlarged copies, some zoom ratio can create striped patterns. Adjust the zoom ratio. 📖**Reference** *For details, refer to page 6-5.*
Copied images are misaligned or bent.	The document loaded on the document glass is misaligned.	Load the document properly, in alignment with the top left corner of the document glass.
	The document feeder document guide is incorrectly positioned.	Load the document properly, and then align the document guides with the edges of the document.
	The paper tray is not securely mounted.	Mount the paper tray properly by inserting it securely all the way into the machine.
The edges of copies are cut off.	The specified sizes of the document and paper do not match (document is oversized).	Match the paper to the document or adjust the zoom ratio.

13.2.5 Printing Problems

Unable to Print

Problem	Possible Cause	Action
Data remains in the printer icon.	The machine is turned off.	Turn on the machine.
	The Ethernet cable on the computer is disconnected.	Connect the Ethernet cable to the computer.
	The computer is not connected to the wireless network.	Connect the computer to the wireless network.
	The cable of the machine is disconnected or the machine is not connected to the wireless network.	Connect the cable to the machine. When connecting to Wi-Fi, make sure that the necessary settings are configured. 📖**Reference** *For details on connecting with LAN and USB cables, refer to page 3-5 or page 3-6.* *For details on wireless LAN connections, refer to page 3-7.*
	An error has occurred on the machine.	Check the error information, and take the required action.
	The protocol to use is not enabled.	Enable the protocol to use. 📖**Reference** *For details, refer to page 10-16.*
	The machine is connected to multiple computers.	Wait for a while and try printing again.

Print Output Problems

Problem	Possible Cause	Action
Unable to print in color.	The machine is specified to print color jobs in black and white forcibly.	Set [Auto Color To Mono] Print to [Off]. 📖**Reference** *For details, refer to page 5-5.*
The image at the edges of the paper is missing.	The document exceeds the printable area of the machine.	Enlarge the print area of the machine, or reduce that of the document.

13.2.6 Fax Problems

Problem	Action
There is no dial tone.	Make sure the telephone line is properly connected to the machine.
	Insert another telephone into the telephone socket and check whether it can be used.
Faxes are not received auto-matically.	Make sure the telephone line is properly connected to the machine.
	Make sure Fax Mode has been selected.
	Confirm that [Fax Memory Full] appears on the screen.
	Configure the following settings to a short interval, such as 30 seconds. • FAX Mode • TEL/FAX Mode • Ans/FAX Mode
This machine does not send faxes.	Check whether a message stating that a fax is being sent is displayed onscreen.
	Check the receiving fax machine to see if the sent fax has arrived.
	For [Dial Type], check [PB], [DP (10pps)] and [DP (20pps)].
	Check whether documents are loaded in the document feeder or on the document glass.
	There may not be enough memory to store the document. Check whether the message [Fax Memory Full] is displayed on the screen, or whether errors 017-970, 033-787, 033-788 are included in the job history report. In such a case, try the following. • Set the resolution to standard • Decrease the number of pages to send at one time • If a fax has been received, wait until printing is finished • If there are faxes in the transmission queue, wait until their transmission has been completed
There are white sections in received faxes or the quality of received faxes is low.	Copy an appropriate document to make sure this machine is operating properly.
	Replace the toner cartridge when it is empty.
	Reduce the speed of the fax modem.
	There may be a problem with the fax machine that is sending faxes to this machine.
Some text of the received fax is stretched out.	A paper jam may have occurred temporarily in the fax machine that is sending the fax to this machine.
There are lines on received documents.	Wipe away any stains on the surfaces of the Document Glass and Narrow Glass Strip. 📖**Reference** *For details, refer to page 12-12.*
A number can be dialed, but there is no connection.	The fax machine of the other party may be switched off, out of paper, or not responding to incoming messages. Ask the other party to deal with the problem.
Documents are not saved to memory.	There may not be enough memory to store the document. If the message [Fax Memory Full] is displayed on the screen, delete unnecessary documents from the memory and re-save the document, or wait until the job being executed, such as sending or receiving faxes, is complete.
This machine does not send or receive faxes.	For [Dial Type], check [PB], [DP (10pps)] and [DP (20pps)].
	Make sure the cable is properly connected to the machine.
	If the telephone line is connected to this machine via a telephone answering machine, computer, or other device, connect the telephone line directly to this machine.
Errors occur frequently during the sending and receiving of faxes.	At the Home screen, reduce modem speed using 》 > [Device] > [General] > [Fax Settings] > [Outgoing Fax Settings] > [Modem Speed].

Problem	Action
Faxes are received but not printed.	Check to ensure that [Forward Settings] is set to [Off].
	Check to ensure that [Junk Fax Filter] is set to [Off].
	Check to ensure that [Secure Fax Receive] is set to [Off].
	Execute [Initialize NVM] > [Fax Settings].

13.2.7 Scanning Problems

Problem	Action
The scanner does not work.	Specify low resolution and scan again.
	There may not be enough memory to store the document to scan. Check that the preview feature operates properly. Or lower the scan resolution rate.
	Make sure that the USB or Ethernet cable is properly connected to the machine.
	Check if there are any problems with the USB or Ethernet cable. If any, replace the cable.
Vertical lines appear in the output of the scanned data when scanning with the document feeder.	Clean the narrow glass strip. **Reference** *For details, refer to page 12-12.*
When scanning with the document glass, stains appear in the same position.	Clean the document glass. **Reference** *For details, refer to page 12-12.*
The document gets stained when scanning with the document feeder.	Clean the document feeder rollers. **Reference** *For details, refer to page 12-14.*
Images are skewed.	Check to ensure that the document is properly aligned when loaded in the document feeder or on the document glass.
Diagonal lines appear on the output of the scanned data when scanning with the document feeder.	Scan the thick document using the document glass.
	Check to ensure that the document feeder is not raised. Remove any objects that may be caught between the document feeder and document glass.

13.2.8   Wireless Problems

Problem	Action
Cannot set up wireless connection.	Check to ensure that [Wi-Fi] is enabled. 📖**Reference** *For details, refer to page 10-14.*
	The firewall on your computer may be blocking communication with your machine. Disable the firewall on your computer.
Unable to set up wireless connection with WPS.	Make sure that the security settings of the access point or wireless router is WPA or WPA2. WEP is not supported on WPS.
	Make sure that the access from the MAC address of the machine is not restricted on your access point or wireless router. 📖**Reference** *For details on the operations of your access point or wireless router, see the manual supplied with the access point or wireless router.*
Unable to set up wireless connection with WPS (push button method).	Press the WPS button on the access point or wireless router within 2 minutes after starting the WPS operation on the machine. 📖**Reference** *For details about the access point or wireless router, see the manual supplied with the access point or wireless router.*
Unable to set up wireless connection with WPS (PIN code method).	Make sure that you have entered the correct PIN on the access point or wireless router. 📖**Reference** *For details about how to enter the PIN code, see the manual supplied with the access point or wireless router.*
The network mode of the machine cannot be set to an Ad-hoc mode.	Check to ensure that [Wi-Fi] is enabled. 📖**Reference** *For details, refer to page 10-15.*

13.2.9   Wi-Fi Direct Problems

Problem	Action
The mobile device cannot discover the machine.	The machine may be connected to another mobile device via Wi-Fi Direct. Disconnect the machine and the mobile device. 📖**Reference** *For details, refer to page 9-5.*
Unable to connect the mobile device with the machine.	When connecting to the machine using the Wi-Fi Direct feature of an Android device, set the machine's [Group Roll] to [Group Owner]. 📖**Reference** *For details, refer to page 10-15.*
You will not be able to disconnect the mobile device from the machine, even by performing the procedure for Disconnecting the Mobile Device From the Wi-Fi Direct Network. (page 9-5)	The mobile device may be automatically reconnecting to the machine. Reset the passphrase for Wi-Fi Direct and disconnect the mobile device. 📖**Reference** *For details, refer to page 9-6.*
Enable [Wi-Fi Direct].	Make sure that the network mode is set to an infrastructure mode.
	Check to ensure that [IP Mode] is set to a mode other than [IPv6].

13.2.10 IPv6 Environment Problems

Problem	Action
Unable to set an IP address for IPv6.	Check to ensure that [Wi-Fi Direct]is disabled. 📖**Reference** *For details, refer to page 10-15.*

13.2.11 Scanner Driver/Software Problems

Problem	Action
Address Book data can't be imported from the machine into the Address Book Editor.	Make sure that the USB or Ethernet cable is properly connected to the machine. For a wireless network, make sure that the machine and the computer are correctly connected to the wireless network.
	Make sure that the machine is turned on.
	Check that the scanner driver is installed in the computer (Address Book Editor acquires address book data via the scanner driver when the machine and the computer are connected with a USB cable).

13.3 Understanding Machine Messages

When the operation finishes abnormally due to an error or when problems occur on the machine, the operator panel displays error messages and the status codes (***-***). Solve the problems, referring to the status codes in the following list.

Tips

- When the displayed error code is not included in the following list, follow the instructions in the error message displayed on the operator panel. If you cannot solve the problem after following the instructions in the list or operator panel error message, contact your service representative.

Status Code	What you can do
016-404	There is a problem with the certificate. Contact your system administrator. Tap [OK] to begin initialization.
016-405	
016-503	Unable to resolve the SMTP server hostname. Make sure that the SMTP server and DNS server are set correctly.
016-504	Unable to resolve the POP3 server hostname. Make sure that the user name and password for the POP3 server and DNS server are set correctly.
016-505	A login error has occurred when accessing a POP3 server. Make sure that the user name and password used for POP3 server are set correctly.
016-506	The SMTP or POP3 server settings are not configured. Configure the SMTP or POP3 server settings.
016-507	A login error has occurred when accessing an SMTP server. Make sure that the user name and password used for the SMTP server are set correctly.
016-520	The certificate of the machine is invalid. Contact your system administrator.
016-521	The certificate of the destination client is invalid. Contact your system administrator.
016-522	Unable to acquire the SSL certificate. Contact your system administrator.
016-523	The SSL certificate data is incorrect. Contact your system administrator.
016-524	The validity period of the SSL certificate has expired. Contact your system administrator.
016-530	An authentication error has occurred when accessing an LDAP server. Turn off the machine, and then turn it on again. Check the access settings for the authentication server. If the problem persists, contact your service representative.
016-541	A wireless certificate of the server or client cannot be correctly referenced while using Wireless LAN Mixed Mode Enterprise or WPA2-Enterprise. Ask your system administrator to connect the machine with a wired network, and then initialize the wireless settings. After that, import the wireless certificate, and then set Mixed Mode Enterprise or WPA2-Enterprise again.
016-542	A server certificate error has occurred when acquiring the certificate with the operation of Mixed Mode Enterprise or WPA2-Enterprise. This is a problem in the server certificate, such as the validity period has expired for the server certificate being used with the Radius server. Ask your system administrator to check the server certificate being used with the Radius server.
016-543	A wireless certificate of the server or client corruption error has occurred while using the Wireless LAN Mixed Mode Enterprise or WPA2-Enterprise. Ask your system administrator to connect the machine with a wired network, and then initialize the wireless settings. After that, import the wireless certificate, and then set Mixed Mode Enterprise or WPA2-Enterprise again.
016-718	An error has occurred when there is insufficient memory to print. The print job is canceled. Reduce the data size of the print job.

Status Code	What you can do
016-720	Incompatible Page Description Language (PDL) is included. Use the machine's print driver. 📖 **Reference** *For details on how to install print drivers, refer to page 3-14 or page 3-17.*
016-757	The account is not registered. Contact your system administrator.
016-759	Printable page limit is exceeded. Contact your system administrator.
016-764	An error occurs when the machine is connected to the SMTP server. Check the SMTP server settings or contact the SMTP server administrator.
016-765	The capacity of the SMTP server is not enough. Contact the SMTP server administrator.
016-766	The e-mail exceeds the SMTP server size restriction. Contact the SMTP server administrator.
016-767	The e-mail address for the recipient is incorrect. Check the e-mail address, and then try scanning again.
016-768	The e-mail address for the sender is incorrect. Check the e-mail address, and then try scanning again.
016-786	A timeout error occurs when sending or receiving scanned data. Make sure that the Ethernet cable is connected properly. If there is no problem with the Ethernet cable, contact your server administrator.
016-790	Network connection error has occurred. If you use a wired LAN connection, make sure that the Ethernet cable is connected properly. If there is no problem with the cable, or if you use a wireless LAN connection, contact your server administrator.
016-799	The job is invalid. Check the configuration of the machine on the print driver.
016-924	When specifying the encryption type as WEP and connecting to a wireless network, [Quick Setup] cannot be used to configure wireless network settings. If the wireless network access point encryption type is WEP, configure the wireless network settings from the machine's operator panel. 📖 **Reference** *For details on wireless network settings, refer to page 3-9.*
016-985	Lower the scan resolution rate, and then try scanning again. Or change the file format of the scanned data.
016-986	
017-970	There was not enough memory capacity to store the document. Select [Close], and try the following. • Set the resolution to standard • Decrease the number of pages to send at one time • Delete received faxes, or wait for a while until fax transmission is completed • Print saved fax jobs 📖 **Reference** *For details on Secure Receiving Mode, refer to page 8-6.*
027-446	IPv6 address is overlapped. Change the IPv6 address.
027-452	IPv4 address is overlapped. Change the IPv4 address.
031-521	SMB server login error. Check login-able computer with your system administrator.
031-522	SMB server login error. Check if login name (domain name and user name) and password are correct.
031-523	Invalid SMB share name. Check the share name you specified.

Status Code	What you can do
031-524	Exceeded the SMB server user account limit. Check the number of users who use the server at the same time is not exceeding the upper limit.
031-525	SMB destination client permission error. Check if the specified user can read and write files at the storage location.
031-526	Unable to find the SMB server hostname on the network. Check DNS connection, or check if the forwarding destination server is registered with DNS.
031-527	Unable to find the SMB server hostname on the network. Set the DNS address, or set the forwarding destination IP address.
031-528	Unable to connect to the SMB server. Check if the machine can communicate via network with the forwarding destination SMB server.
031-529	SMB server login error has occurred. Password is invalid. Make sure that the password is correct.
031-530	Unable to find the SMB share folder on the specified SMB server. Check the following: • Is the storage location correct? • Is the file name you specified the same with the name of the file you created on the SMB server? • Is the DFS settings correct? Are the SMB server, share name, and storage location directly specified according to the checked settings?
031-531	Unable to find a file or folder name on the SMB server. Check access rights to the folder you specified.
031-532	SMB scan file or folder name limit exceeded. Change the file name or the forwarding destination folder. Or move or delete the file in the forwarding destination folder.
031-533	Unable to write a file in the SMB server. Check if the file name you specified is not used by other users.
031-534	Unable to create a folder on the SMB server. Check if the folder name you specified is not used by other users.
031-535	Unable to delete a file on the SMB server. Check if another user is not operating the file.
031-536	Unable to delete a folder on the SMB server. Check if another user is not operating the folder.
031-537	SMB server capacity exceeded. Check if the storage location has free space.
031-539	The specified SMB server is invalid. Check if the server name is correct.
031-540	The specified domain name is invalid. Check if the domain name is correct.
031-541	The specified user name is invalid. Check if the user name is correct.
031-542	Unable to initialize TCP/IP. Wait for a while and try the same operation again. If the problem persists, contact your service representative.
031-543	SMB server login error. Check login permitted time with your system administrator.
031-544	SMB server login error. Password is expired. Check the password validity period with your system administrator.
031-545	SMB server login error. Password is to be changed. Check necessity of password change with your system administrator.
031-546	SMB server login error. Invalid user is specified. Contact your system administrator for the destination server settings.
031-547	SMB server login error. User restricted from accessing the SMB server is specified. Contact your system administrator for the destination server settings.
031-548	SMB server login error. Login time of SMB destination is expired. Contact your system administrator for the destination server settings.

Status Code	What you can do
031-549	SMB server login error. Specified user is restricted. The password must be entered. On server security settings, check access permission of null password user.
031-550	The APPEND command error has occurred. Check if the machine has access rights to append data to the SMB server. Check if the server supports the APPEND command.
031-551	The RENAME command error has occurred. Check if the machine has access rights to rename data on the SMB server. Check if the server supports the RENAME command.
031-552	Job canceled. Change the file name that already exists on FTP server.
031-574	Unable to resolve the FTP server hostname. Check DNS connection. Or check if the forwarding destination server is registered with DNS.
031-575	Unable to resolve the FTP server hostname. Sets the DNS address. Or set the address for the forwarding destination server address as IP address.
031-576	Unable to connect to the FTP server. Check if the machine communicates with forwarding destination FTP server. For example, check if the Ethernet cable is connected, or the IP address for the server is correct.
031-578	FTP server login error has occurred. Check if the login name (user name) and password are correct.
031-579	Invalid FTP subdirectory path. Check if the storage location is correct.
031-580	Unable to find a file or folder name of the FTP server. Check the server access rights.
031-581	FTP scan file or folder name limit exceeded. Change the file name or the forwarding destination folder, or move or delete the file in the forwarding destination folder.
031-582	Unable to write a file to the FTP server. Check if a file with the name you specified can be created in the storage location, or check if the storage location has free space.
031-584	Unable to create a scan folder on the FTP server. Check if a folder with the name you specified can be created in the storage location, or check if a folder with the same name that you specified already exists.
031-585	Unable to delete a file on the FTP server. Check the server access rights.
031-587	Unable to delete a folder on the FTP server. Check the server access rights.
031-588	Unable to write a file to the FTP server. Check if the storage location has free space.
031-590	Job canceled. Change the file name that already exists on FTP server.
031-594	A TYPE command error has occurred. Try the same operation again. If the problem persists, contact your service representative.
031-595	A PORT command error has occurred. Try the same operation again. If the problem persists, contact your service representative.
031-598	The APPEND command error has occurred. Check if the machine has access rights to append data to the FTP server. Check if the server supports the APPEND command.
031-599	The PNFR command error has occurred. Check if the machine has access rights to rename a file on the FTP server. Check if the server supports the PNFR command.
033-513	The fax communication error has occurred. Perform the following: • Print the received fax, or wait for a while until sending a fax is completed. • If [Secure Fax Receive] is enabled, stored faxes will be printed.
033-762	The machine rejects faxes sent from unwanted numbers.

Status Code	What you can do
033-776	The size of the fax document data is too large and may have exceeded the space available in memory. Lower the scan resolution rate, and then try scanning again. 📖**Reference** *For details, refer to page 8-8.*
033-788	There was not enough memory capacity to store the document. Select [Close], and try the following. • Set the resolution to standard • Decrease the number of pages to send at one time • Delete the received fax, or wait for a while until fax transmission is completed • If you are using the secure receiving mode, print the stored fax jobs 📖**Reference** *For details on Secure Receiving Mode, refer to page 8-6.*
034-515	The fax communication error has occurred. Check if the memory of the machine or the remote fax machine is full.
034-791	Check if the telephone cable is connected properly. If the line connection is correct, check the following: • Is the dialing type settings correct? 📖**Reference** *For details, refer to page 10-13.* If the dialing type settings is correct, check the following: • Can the remote fax machine receive a fax?
035-708	The fax communication error has occurred. Reduce the modem speed.
035-717	📖**Reference** *For details, refer to page 10-13.*
035-718	The sender's fax machine does not respond. Check the status of the remote fax machine.
035-720	A fax communication error has occurred. Check the features of the remote fax machine.
062-371	The amount of data to process exceeds the limit. Cancel 2in1 (copy two pages onto one side), copy to one side, or copy in black and white. Scan in reduced resolution, image quality, or file size.
062-956	The document size was not correctly detected. Reload the document on the document glass, and tap [Start]. 📄**Note** When loading a custom document size, specify the document size using [Original Size]. Depending on the selected document size, the document may not fit on the paper, or shadows around the document may be copied.
116-722	The destination computer does not respond. Make sure that the specified computer is running, and then try scanning again.

14 Installing Optional Accessories

14   Installing Optional Accessories

14.1   Installing the Paper Feed Unit PF-P26 (Tray 2)

14.1.1   Installing the Paper Feed Unit PF-P26 (Tray 2)

1   Press the ⏻❘☾ (Power Supply / Power Saver) button to turn the power off.

2   Disconnect the power cord from the power outlet and from the machine main unit.

3   Position the **Paper Feed Unit PF-P26** (Tray 2) for installation.

4   Lift the machine main unit as shown in the illustration.
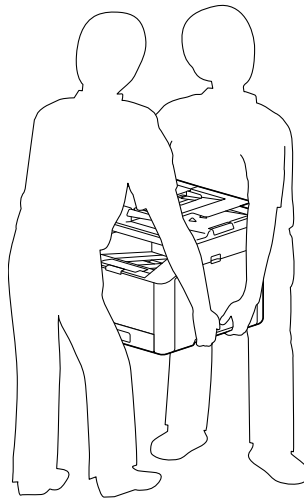
NOTICE
The main unit should always be lifted by two or more people.

5   Make sure that the front surface and corners of the **Paper Feed Unit PF-P26** (Tray 2) align with those of the machine, and gently lower it into place.

NOTICE

*Installation with the machine and **Paper Feed Unit PF-P26** (Tray 2) at different angles could result in damage to the machine.*
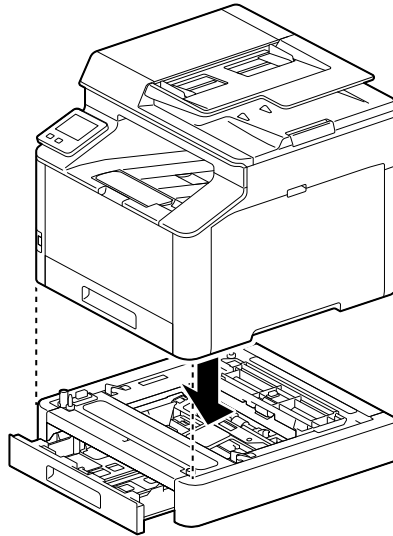
14.1.2   Configure Settings with the Print Driver

1   Click on [Start] > [Windows System] > [Control Panel] > [View devices and printers] or [Devices and Printers].

2   Right-click on the machine icon, and select [Printer properties].

3   Click on the [Configuration] tab, and click on [Bi-Directional Setup] > [Get Information from Printer] > [OK].

4   Click on [Apply] > [OK].

Tips

●   If the printer information is not updated when you click on [Get Information from Printer], configure using the [Configuration] tab > [Installable Options].

15 Internet Services Help

15 Internet Services Help

15.1 About Internet Services

Describes the basic features of Internet Services and information you need to know before using Internet Services.

15.1.1 Overview of Internet Services

Internet Services is a service that allows you to display the printer status and job history as well as configure printer settings from a web browser.

Internet Services is available on the computer connected to the printer in the TCP/IP network environment.

Tips

- Some settings become available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.
- The names of setting items with an asterisk (*) on upper right indicates the setting that you must enter.

Page Configuration

The page of Internet Services is displayed as follows according to the window size of the web browser.

When the Window Size Is the Large Screen
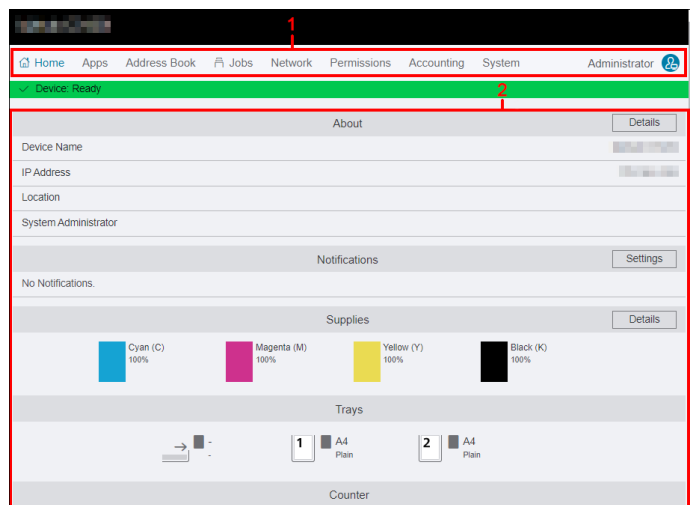
When the Window Size Is the Small Screen
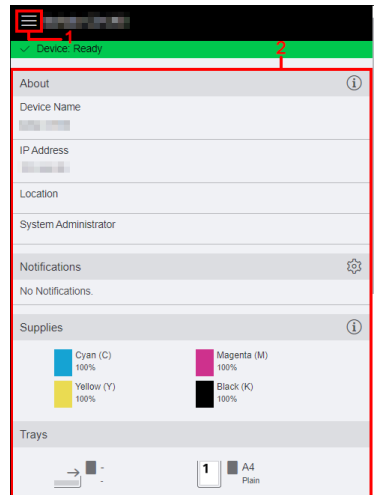
No.	Description
1	Displays menus and the user login status. For the small screen, clicking ▤ displays menu.
2	Displays items of the selected menu. For the small screen, [Details] is displayed as ⓘ and [Settings] as ⚙ .

15.1.2 Setting Up Your Web Browser

The following settings are needed on your web browser before using Internet Services.

The following procedure uses Microsoft Edge as an example.

Specifying the Proxy Server So That the IP Address of the Machine Is Treated as Exception

1 Click [...] > [Settings].

The [Settings] menu appears.

2 Click [System and performance] > [Open your computer's proxy settings].

The [Proxy] window is displayed.

3 Turn off [Use a proxy server] of [Manual proxy setup].

4 Click [Save].

Enabling JavaScript

1 Click [...] > [Settings].

The [Settings] menu appears.

2 Click [Cookies and site permissions] > [Site permissions] > [JavaScript].

The [Site permissions / JavaCript] window is displayed.

3 Enable [Allowed (recommended)].

15.1.3 Logging In/Logging Out

When enabling [Administrator Mode] in [Administrator Settings] on [System], you may be prompted to login as the system administrator when using some functions in Internet Services. Use the user name and the password for the system administrator registered on the printer.

NOTICE
Change the administrator name and password immediately after installation.

📖**Reference**
For details, refer to page 15-49.

Loggin In

When the Window Size Is the Large Screen

1 Click [Log In] on the upper right corner.

2 Enter [User Name] and [Password], and then click [Log In].

When the Window Size Is the Small Screen

1 Click ▤ on the upper left corner.

2 Click [Log In] on the upper right corner.

3 Enter [User Name] and [Password], and then click [Log In].

Loggin Out

When the Window Size Is the Large Screen

1 Click [Administrator] on the upper right corner.

2 Click [Log Out].

When the Window Size Is the Small Screen

1 Click ▤ on the upper left corner.

2 Click [Administrator].

3 Click [Log Out].

15.1.4　Entering Characters/Numbers/E-Mail Addresses/Passwords

Note the following when entering characters, numbers, e-mail addresses, and passwords.

Entering Characters/Numbers

In this Help, the maximum number of characters that you can enter is described in bytes in some cases.

When you enter characters, it may be useful to know that UTF-8 encoding uses 1 to 6 bytes to express one character.

NOTICE
Even if the character string that you enter are displayed in text boxes, the entire characters may not be saved.

Entering E-Mail Addresses

Note the following when entering e-mail addresses:

- Enter the e-mail address with "local portion@domain" portion or "local portion" format.
- Do not use a period (.) at the beginning or end of each portion, or two or more consecutive periods.
- In the "local portion", use alphanumeric characters and the following symbols:
  ! # $ % & ' * + - / = ? ^ _ ` { | } ~
- In the "domain portion", use alphanumeric characters, periods (.), and hyphens (-).

Entering Passwords

Regardless of whether it is already entered or not, such as circles (•) are displayed in text boxes.

Delete all the circles when entering the new password.

15.1.5　Certificates and Security

When using Internet Services, a certificate may be required. High-security communication becomes possible using the certificate.

Encrypting Data

The data transmitted between the printer and a web browser is encrypted when a certificate is created in [Security] on [System], and [HTTP - SSL/TLS Communication] is enabled.

📖**Reference**
For details, refer to page 15-47.

15.2   Home

Describes such as the printer information, status of the output tray/supplies, printed page numbers, and support information.

15.2.1   Device Information

You can check the status and information of the printer.

Printer Status

Displays the status of the printer.

- [Device: Ready]
- [Check Device status at Notifications on the Home Screen]
- [Device: Sleeping]

[Device Name]/[IP Address]/[Location]/[System Administrator]/[Wi-Fi]

Displays the information of the printer settings. [Wi-Fi] appears when [Wi-Fi] or [Wi-Fi Direct] is specified.

[Details]

Displays the [Device Details] dialog box.

Setting		Description
[Device Name]		Displays the name of the printer. You can also change the name. The following characters can be entered: • Up to 31 bytes
[Software Version]		Displays the software version of the printer.
[Serial Number]		Displays the serial number of the printer.
[Location]	[Location]	Displays the location of the printer. The following characters can be entered: • Up to 63 bytes
[Network]		Displays the information of network connection on each connection.
	[Host Name]	Displays the host name of the printer.
	[IPv4 Address]	Displays the IPv4 address of the printer.
	[IPv6 Link-Local Address]	Displays the IPv6 link-local address of the printer. If Wi-Fi Direct is used, this item is not displayed.
[System Administrator]		
	[Name]	Enter contact information such as the telephone number of the administrator or service center. The following characters can be entered: • Up to 63 bytes
	[Email Address]	Enter the e-mail address of the administrator of Internet Services. The following characters can be entered: • Up to 64 bytes 📄 **Note** You can use this item for recording-keeping. No e-mail is sent to this address from the printer.

15.2.2 [Notifications]

You can check the status of the printer.

[Settings]

Displays the [Notification Settings] dialog box.

Setting		Description
[Email Notification 1]/[Email Notification 2]		The notification is sent to the specified e-mail address when the printer becomes the selected status.
	[Destination]	Enter the e-mail address to send the notifications. The following characters can be entered: • Up to 64 bytes

15.2.3 [Supplies]

Displays the remaining amount of each toner. Clicking the icons of each toner displays the details of the toner cartridge.

[Details]

Displays the details of each supply.

Setting	Description
[Supplies Details]	Clicking the item displays the details.

15.2.4 [Trays]

You can check the settings of each paper tray. Clicking the icons of each paper tray displays the details of tray dialog box.

[Details of Tray Dialog Box]

Displays the size and type of the paper loaded in each paper tray, and the status of the trays. "-" is displayed when the information cannot be obtained.

15.2.5 [Counter]

You can check the information of the pages printed on the printer.

[Black Printed Impressions]

Displays the total number of monochrome pages printed to date.

[Color Printed Impressions]

Displays the total number of color pages printed to date.

[Total Printed Impressions]

Displays the total number of all the pages printed to date.

15.2.6   [Quick Links]

You can check the useful functions and links to use the printer.

[Cloning]

The following data are imported/exported.

- Configuration information
- Address book
- Contact data
- Application data

NOTICE

The import destination device must be the same model and software version as that of the export source device.

The import destination device must be connected to the same subnet as that of the export source device. The setting of [Device] > [General] > [Fax Settings] > [Country/Region] on the operator panel of the import destination device must be the same as that of the export source device.

The export source device functions (Wi-Fi) that require a client certificate must be disabled.

If the function that uses a server certificate (such as HTTPS and IPPS) is enabled on the export source device, import the external certificate to the import destination device before importing the data.

If [IP Addressing] is set to [Manual Input] on the operator panel of the export source device, set the IP address on the operator panel of the import destination device after importing the data.

Setting	Description
[Install Clone File]	To capture configuration information files, click the [Browse] button to specify the configuration information files you want to capture, and then click the [Install] button. This machine will restart the device when the import is processed. 📄 **Note** ● Before importing data, enable [Software Download] in the security settings on the operator panel of the import destination device. ● Do not turn off the device during import. 📖**Reference** *If the import is performed while the jobs are running, the import will be processed after all the current jobs are processed.* *If the import fails, the recovery process will be performed automatically.* *After the recovery process, perform the following operations on the operator panel to initialize the data.* ● Select [Device] > [Maintenance] > [Initialize NVM] to initialize all items. ● Select [Device] > [Network Settings] > [Other] > [Reset Network Settings] to initialize the data. ● Select [Device] > [Security Settings] > [Print Accounting], and set [Print Accounting] to [Off].
[Create Clone File]	To retrieve configuration information files, click the [Create] button to save information. The device will restart after the export is processed. 📄 **Note** Jobs cannot be performed during the export.

[Support]

Setting		Description
[Options]		
	[Restart Device]	Restarts the printer.
	[Online Support]	Displays our official web site.
	[Download OSS License Information]	Download your license information. This allows you to check the license applied to each OSS and copyright notices.

15.3   Apps

Describes the settings of e-mail and fax features.

📑 **Tips**

● This item appears if you login as the system administrator when [Administrator Mode] in [Administrator Settings] is enabled.

15.3.1   [Installed Apps]

You can specify the e-mail and fax functions. You can edit the settings of each function in the settings page displayed by clicking the item name.

📑 **Tips**

● The order of items displayed in this Help may differ from the ones displayed in Internet Services.

[Email]

📑 **Tips**

● This item is available when [SMTP] setting is specified.

● This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.

Setting			Description
[Email]			Displays the type of applications.
[SMTP]			Displays the SMTP settings. To edit the settings, click [Setup] to display the dialog box. (page 15-34)
	[Server Address]		This item appears when the [SMTP] is specified. Displays the address of the outgoing e-mail server to be connected via SMTP protocol.
	[Device Email]		This item appears when the [SMTP] is specified. Displays the e-mail address of the printer.
[Default Setup]			You can specify the e-mail subject and body used when sending scanned documents from the printer by e-mail. Only one subject and body can be registered.
	[Subject]		To edit the settings, click the item name to display the [Subject] dialog box. Enter the subject for the e-mail. The following characters can be entered: • Up to 50 bytes • Alphanumeric characters, symbols, and spaces
	[Message]		To edit the settings, click the item name to display the [Message] dialog box. Enter the e-mail body. The following characters can be entered: • Up to 200 bytes • Alphanumeric characters, symbols, and spaces

[Fax]

Setting			Description
[Fax]			Displays the type of applications.
[General Settings and Policies] > [Received Fax Forward]			Select the forwarding method for incoming faxes. To edit the settings, click the item name to display the [Received Fax] Forward dialog box. 📄 **Note** This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.
	[Forward to Fax]		This item appears when [Forward] or [Print and Forward] is selected for the forwarding method.
		[Forwarding Number]	Enter the fax number of the destination to which incoming faxes are forwarded.
	[Forward to Email]		This item appears when [Forward to Email] or [Print and Forward to Email] is selected for the forwarding method.
		[File Format]	Specify the file format when forwarding a received fax.
		[Forwarding Email Address 1]/[Forwarding Email Address 2]/[Forwarding Email Address 3]/[Forwarding Email Address 4]/[Forwarding Email Address 5]	Enter the e-mail address to which incoming faxes are forwarded. 📄 **Note** When [Forward to Email] is selected for the forwarding method, forwarded e-mails may be deleted due to functions such as filtering of your e-mail server.
	[Forward to Server]		This item appears when [Forward to Server] or [Print and Forward to Server] is selected for the forwarding method.
		[File Format]	Specify the file format when forwarding a received fax.
		[Server Type]	Select the server type.
		[Host Address (IP Address or DNS Name) : Port]	Text Box on the Left: Enter the server address. The following characters can be entered: • IP address or FQDN (Fully Qualified Domain Name) format • Up to 64 bytes • Alphanumeric characters, periods (.), hyphens (-), and colons (:) Text Box on the Right: Enter the port number. 📄 **Note** In general, the following port numbers are used: • When [Server (FTP)] is selected for [Server Type]: "21" • When [Computer (SMB)] is selected for [Server Type]: "139" or "445"

Setting			Description
		[Name of Shared Directory]	This item appears when [Computer (SMB)] is selected for [Server Type]. Enter a share name of the SMB server. The following characters can be entered: • Up to 32 bytes • Alphanumeric characters, symbols, and spaces
		[Document Path]	Enter the path to save the fax document. The following characters can be entered: • Up to 96 bytes
		[Login Name]	Enter the login name of the server. The following characters can be entered: • Up to 97 bytes • Alphanumeric characters, symbols, and spaces
		[Password]	Enter the password. The following characters can be entered: • Up to 32 bytes • Alphanumeric characters, symbols, and spaces
		[Retype Password]	Enter the same character string in Password.

15.4 Address Book

Describes how to use Address Book.

Tips

● This item appears if you login as the system administrator when [Administrator Mode] in [Administrator Settings] is enabled.

15.4.1 Configuration of Address Book

You can check the list of the contacts and groups registered in the Address Book. You can also add/edit/search/delete the contacts and groups.

No.	Description
1	[Add Contact] > [New Contact]: Displays the [New Contact] dialog box. **Reference** *For details, refer to page 15-15.* [Add Contact] > [New Group]: Displays the [Add Group] dialog box. **Reference** *For details, refer to page 15-16.*
2	[Advanced Settings]: Specify whether to use the address book in the LDAP server. **Reference** *For details, refer to page 15-17.*
3	You can sort/search the contacts or groups registered in Address Book. Select an item from the drop-down list box and enter the character string in the search box that you want to search for, and then the contacts and the groups that satisfy your requirement are displayed.
4	Lists the contacts and groups.

15.4.2   Adding/Editing/Deleting Contacts

Adding Contacts to Address Book

The following procedure uses the case when the window size of the web browser is the large screen.

1   Click [Log In] on the upper right corner.

➔ If [Local User] is displayed on the upper right corner, move to step 3.

2   Enter [User Name] and [Password] for the system administrator, and then click [Log In].

➔ For details, refer to page 15-5.

3   Click [Address Book] > [Add Contact] > [New Contact].

The [New Contact] dialog box is displayed.

4   Enter the information of the contact.

➔ [Name]:
Enter the name of the contact. The following characters can be entered:
- Up to 64 bytes
If you want to register a contact as favorites, click the icon and display ☆ .

➔ [Index Key]:
Enter the index. Destinations are sorted by indexes entered in [Index Key] when displayed in [Address Book] on the printer. The following characters can be entered:
- Up to 20 bytes

➔ [Email]:
Enter the e-mail address. The following characters can be entered:
- Up to 64 bytes

➔ [Fax]:
Enter the fax number. The following characters can be entered:
- Up to 50 bytes
- Numbers
- * # : = -

5   Click [OK].

The contacts are added to Address Book.

Confirming or Editing Registered Contacts

The following procedure uses the case when the window size of the web browser is the large screen.

1   Click [Log In] on the upper right corner.

➔ If [Local User] is displayed on the upper right corner, move to step 3.

2   Enter [User Name] and [Password] for the system administrator, and then click [Log In].

➔ For details, refer to page 15-5.

3   Click [Address Book].

4   Click the contact that you want to confirm or edit.

The details of the contact dialog box are displayed.

5   Confirm or edit the information of the contact.

6   Click [OK].

Deleting Contacts From Address Book

The following procedure uses the case when the window size of the web browser is the large screen.

1 Click [Log In] on the upper right corner.

➜ If [Local User] is displayed on the upper right corner, move to step 3.

2 Enter [User Name] and [Password] for the system administrator, and then click [Log In].

➜ For details, refer to page 15-5.

3 Click [Address Book].

4 Click the contact that you want to delete.

The details of the contact dialog box are displayed.

5 Click [Delete].

6 Confirm the message and click [Delete].

15.4.3 Adding/Editing/Deleting Groups

Adding Groups to Address Book

The following procedure uses the case when the window size of the web browser is the large screen.

1 Click [Log In] on the upper right corner.

➜ If [Local User] is displayed on the upper right corner, move to step 3.

2 Enter [User Name] and [Password] for the system administrator, and then click [Log In].

➜ For details, refer to page 15-5.

3 Click [Address Book] > [Add Contact] > [New Group].

The [Add Group] dialog box is displayed.

4 Enter the information of the group.

➜ [Group Name]:
Enter the name of the group. The following characters can be entered:
- Up to 64 bytes
If you want to register a contact as favorites, click the icon and display ☆ .

➜ [Index Key]:
Enter the index. Destinations are sorted by indexes entered in [Index Key] when displayed in [Address Book] on the printer. The following characters can be entered:
- Up to 20 bytes

➜ [Type]:
Select the group to register.

➜ [Members]:
Lists the registered group members. To add members to the group, click [+] to display the [Add Members] dialog box.
In the [Add Members] dialog box, the registered contacts are listed. Select contacts to add to the group. Also, you can enter the character string in the search box that you want to search for to display the contacts and the groups that satisfy your requirement.

➜ [Select/Clear All]:
Select/deselect all contacts to be displayed.

As you change [Select/Clear All], the character string in the search box is deleted.

5 Click [OK].

The contacts added to the group are displayed in [Members].

6 Click [OK].

The group is added to Address Book.

Confirming or Editing Registered Groups

The following procedure uses the case when the window size of the web browser is the large screen.

1 Click [Log In] on the upper right corner.

➜ If [Local User] is displayed on the upper right corner, move to step 3.

2 Enter [User Name] and [Password] for the system administrator, and then click [Log In].

➜ For details, refer to page 15-5.

3 Click [Address Book].

4 Click the group that you want to confirm or edit.

The [Edit Group] dialog box is displayed.

5 Confirm or edit the information of the group.

6 Click [OK].

Deleting Groups From Address Book

The following procedure uses the case when the window size of the web browser is the large screen.

1 Click [Log In] on the upper right corner.

➜ If [Local User] is displayed on the upper right corner, move to step 3.

2 Enter [User Name] and [Password] for the system administrator, and then click [Log In].

➜ For details, refer to page 15-5.

3 Click [Address Book].

4 Click the group that you want to delete.

The [Edit Group] dialog box is displayed.

5 Click [Delete].

6 Confirm the message and click [Delete].

15.4.4 [Advanced Settings]

You can specify whether to enable searching an LDAP server for e-mail addresses and fax numbers. Clicking the item name displays the settings dialog box.

[Server Address Book]

Specify whether to use the address book in the LDAP server.

[Server Phone Book]

Specify whether to use the phone book in the LDAP server.

15.5 Jobs

Describes how to check the list of the jobs.

15.5.1 [Jobs]

You can check the list of names of the user who requested the job, job names, job status, and page numbers. Clicking each job displays the details of the job dialog box.

Tips

If [Restrict Job Display Information] is set to [On] on the operator panel, some information is displayed in cipher (hidden) characters.

Job Status

Displays the status and number of pages of the job being processed.

[Submitted By]

Displays the name of the user who requested the job. "-" is displayed when there is no user information.

[Submitted]

This item is displayed when the job is being processed.

Displays the date when the job was submitted.

[Completed]

This item is displayed when the job was processed.

Displays the date when the job was processed.

15.6 Connectivity

Describes how to specify the network connection of the printer.

Tips

- This item appears if you login as the system administrator when [Administrator Mode] in [Administrator Settings] is enabled.
- The items of environment settings displayed differ depending on the products and the options installed.

15.6.1 [Ethernet]

You can specify the communication environment via Ethernet.

Tips

- This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.

[Ethernet]

Setting	Description
[MAC Address]	Displays the MAC address.
[Rated Speed]	Select the Ethernet transmission speed. Selecting [Auto (Default)] automatically detects and switches the Ethernet transmission speed and Duplex setting.
[Energy Efficient Ethernet]	Specify whether to enable Energy Efficient Ethernet. Enabling this item reduces power consumption of the printer when the connected printer supports Energy Efficient Ethernet feature.

[Common]

Displays host name, IP mode, and whether to make a priority to IPv6 over IPv4 at domain name resolution.

To edit the settings, click [Edit] to display the [Common] dialog box.

Setting	Description
[Host Name]	Displays the host name. The host name can also be changed. The following characters can be entered: • Up to 47 bytes • Alphanumeric characters and hyphens (-)
[Network]	Select the Ethernet or Wi-Fi.
[IP Mode]	Select the IP mode to be used. **Note** Wi-Fi Direct cannot be used when [IPv6] is selected.
[IPv6 Priority over IPv4 at Domain Name Resolution]	This item appears when [Dual Stack] is selected for [IP Mode]. Specify whether to make a priority to IPv6 over IPv4 at domain name resolution.

[IPv4]

Displays the settings of the IPv4 address.

To edit the settings, click [Edit] to display the [IPv4] dialog box.

Setting	Description
[Mode]	Select the mode to be used.
[IP Address]	Displays the IP address. When [STATIC] is selected for [Mode], enter the IP address that is allocated to the printer.
[Subnet Mask]	Displays the subnet mask. When [STATIC] is selected for [Mode], enter the subnet mask.
[Gateway Address]	Displays the gateway address. When [STATIC] is selected for [Mode], enter the gateway address.
[Self-Assigned Address]	This item appears when [DHCP] is selected for [Mode]. Specify whether to obtain the auto-set address.

[IPv6]

Displays the settings of the IPv6 address.

To edit the settings, click [Edit] to display the [IPv6] dialog box.

Setting		Description
[Link-Local Address]		Displays a link-local address.
[DHCPv6]		
	[Purpose]	Specify whether to enable the purpose for DHCPv6.
[Manual Address]		Specify whether to manually set the IPv6 address. 📋 **Note** Obtaining of auto-set address is still performed even when this item is enabled.
	[Manual Address]	This item appears when [Manual Address] is enabled. • Text Box on the Left: Enter the IP address allocated to the printer. • Text Box on the Right: Enter the prefix length allocated to the printer.
	[Gateway Address]	This item appears when [Manual Address] is enabled. Enter the gateway address.
	[Automatically Configured Gateway Address]	This item appears when [Manual Address] is enabled. Displays a gateway address assigned by the IPv6 router connected to the network.

[DNS]

Displays the setting of DNS.

To edit the settings, click [Edit] to display the [DNS] dialog box.

Setting		Description
[Domain Name]		Enter the domain name. The following characters can be entered: • Up to 255 bytes • Alphanumeric characters, periods (.), and hyphens (-)
[Connection Timeout]		Enter the connection timeout period of DNS. If the reception of data stops during the transfer, the connection to the printer is terminated after the time period specified here elapses.
[IPv4 DNS Servers]		
	[Use DHCP to Assign Address]	Specify whether to obtain the IP address from DHCP.
	[Server Address]	This item appears when [Use DHCP to Assign Address] is disabled. Enter the DNS server address.
[IPv6 DNS Servers]		
	[Use DHCPv6-lite to Assign Address]	Specify whether to obtain the IP address from DHCPv6-lite.
	[Server Address]	This item appears when Use [Use DHCPv6-lite to Assign Address] is disabled. Enter the DNS server address.
[DNS Search Domains]		s
	[Generate Domain Search List Automatically]	Specify whether to automatically create the domain search list.
	[Search Domain Name]	This item appears when [Generate Domain Search List Automatically] is disabled. Enter the domain name to be searched.
[Dynamic DNS Registration]		Specify whether to update DNS dynamically.
	[Dynamic DNS Registration (IPv4)]	When [Dual Stack] or [IPv4] is selected for [IP Mode] in [Common], specify whether to update DNS dynamically.
	[Dynamic DNS Registration (IPv6)]	When [Dual Stack] or [IPv6] is selected for [IP Mode] in [Common], specify whether to update DNS dynamically.

[802.1X]

Configure printer settings for enabling IEEE 802.1x authentication on your network. This function is available when your network environment supports IEEE 802.1x.

To edit the settings, click [Setup] to display the [802.1X] dialog box.

Setting		Description
[Enable 802.1X]		Specify whether to enable the IEEE 802.1x protocol.
	[Authentication Method]	This item appears when [Enable 802.1X] is enabled. Select the authentication method for IEEE 802.1x.
	[User Name (Device Name)]	This item appears when [Enable 802.1X] is enabled. Enter the user name (printer name) for IEEE 802.1x authentication. A null cannot be set. The following characters can be entered: • Up to 128 bytes • Alphanumeric characters and symbols
	[Password]	This item appears when [Enable 802.1X] is enabled. Enter the login password for IEEE 802.1x authentication. A null cannot be set. The following characters can be entered: • Up to 128 bytes • Alphanumeric characters and symbols
	[Retype Password]	This item appears when [Enable 802.1X] is enabled. Enter the same character string in Password.

15.6.2 [Wi-Fi]

You can specify the communication environment via Wi-Fi.

Tips

● This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.

[Wi-Fi]

Setting	Description
[MAC Address]	Displays the current MAC address when the printer is connected to a wireless network.
[Link Channel]	Displays the channel number of the connection when the printer is connected to a wireless network.
[Link Quality]	Displays the quality of the connection when the printer is connected to a wireless network.
[SSID]	Enter the name to identify the wireless network. The following characters can be entered: • Up to 32 bytes • Alphanumeric characters and symbols
[Network Type]	Select the network type.

[TCP/IP Settings]

To edit the settings, click [Edit] to display [Ethernet]. (page 15-19)

[Security Settings]

Setting		Description
[Encryption Type]		Select the security method. When you do not use encryption, select [No Security].
	When [WEP] Is Selected for [Encryption Type]	
	[Transmit Key]	Select the WEP key to be used.
	[WEP Key 1]/[WEP Key 2]/[WEP Key 3]/[WEP Key 4]	Enter the WEP key.
	[Retype WEP Key 1]/[Retype WEP Key 2]/[Retype WEP Key 3]/[Retype WEP Key 4]	Enter the same WEP key in each WEP key.
	When [WPA2 Personal] or [Mixed WPA2 Personal] Is Selected for [Encryption Type]	
	[Passcode]	Select the passcode to be used.
	[Retype Passcode]	Enter the same passcode in Passcode.
	When [WPA2 Enterprise] or [Mixed WPA2 Enterprise] Is Selected for [Encryption Type]	
	[Authentication Method]	Select the authentication method
	[Root Certificate]	Select the certificate to be used.
	[EAP-Identity]	Enter the EAP-Identity.
	[Login Name]	Enter the login user name for WPA-Enterprise authentication. The following characters can be entered: • Up to 32 bytes • Alphanumeric characters and symbols
	[Password]	Enter the password for WPA-Enterprise. A null cannot be set.
	[Retype Password]	Enter the same character string in [Password].

15.6.3 [Wi-Fi Direct]

You can specify the communication environment via Wi-Fi Direct.

Tips

- Wi-Fi Direct cannot be used in an IPv6 or Ad-hoc environment.
- This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.

[Wi-Fi Direct]

Setting	Description
[Enable]	Specify whether to enable the Wi-Fi Direct connection.
[Wi-Fi Direct Connection Status]	The status appears when Wi-Fi Direct is enabled. • [Paired Device]: Displays the number of mobile devices currently connected. • [Current Role]: Displays the current group role of the printer. • [Current SSID]: Displays the current SSID.
[Group Role]	This item appears when Wi-Fi Direct is enabled. Select the group role of the printer.
[Device Name]	This item appears when [Auto] is selected for [Group Role]. Enter the printer name that identifies the Wi-Fi Direct network. The following characters can be entered: • Up to 32 bytes • Alphanumeric characters and symbols

[DHCP Server]

This item appears when Wi-Fi Direct is enabled.

Setting	Description
[IP Address]	Displays the IP address of the printer when connected using Wi-Fi Direct.
[Subnet Mask]	Displays the subnet mask of the printer when connected using Wi-Fi Direct.

[Group Owner]

This item appears when Wi-Fi Direct is enabled and [Group Owner] is selected for [Group Role].

Displays the current group owner.

Setting	Description
[SSID]	Enter the name to be identified over the Wi-Fi Direct network. A null cannot be set. The following characters can be entered: • Up to 23 bytes • Alphanumeric characters and symbols
[Passcode]	Displays the passcode. Confirm it when you enter the passcode into your Wi-Fi mobile device.

15.6.4   [Mobile Printing]

You can check the settings of Mobile Printing. You can edit the settings of each Mobile Printing in the setting dialog box displayed by clicking the item name.

Tips

- The ports displayed differ depending on the products and the options installed.
- This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.

[AirPrint]

Displays whether the AirPrint setting of the printer is enabled.

Tips

- This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.

Setting		Description
[Enable]		Specify whether to enable the printer for AirPrint. Bonjour (mDNS) and IPP protocols are also available when AirPrint is enabled.
[USB Connection]		This item appears when AirPrint is enabled on the printer. Specify whether to enable the printer for USB port connection.
[Bonjour]		This item appears when AirPrint is enabled on the printer.
	[Printer Name]	Enter the service name to be used on Multicast DNS. The following characters can be entered: • Up to 63 bytes
	[Location]	Enter the name of the location of the printer. The following characters can be entered: • Up to 63 bytes
	[Geo-Location]	Enter the physical location of the printer. The following characters can be entered: • Up to 127 bytes
[IPP Authentication]		This item appears when AirPrint is enabled on the printer.
	[Basic Authentication]	Specify whether to enable the authentication function for AirPrint.
	[User Name]	This item appears when [Basic Authentication] is enabled. Enter the user name for AirPrint. Control characters are not available. The following characters can be entered: • Up to 31 bytes • Alphanumeric characters, symbols, and spaces
	[Password]	This item appears when [Basic Authentication] is enabled. Enter the password. Control characters are not available. The following characters can be entered: • Up to 31 bytes • Alphanumeric characters, symbols, and spaces
	[Retype Password]	Enter the same character string in [Password].
[Scan]		This item appears when AirPrint is enabled on the printer.
	[Timeout]	Enter the connection timeout period of AirPrint scan.

Setting	Description
[Security Certificates]	This item appears when AirPrint is enabled on the printer. Clicking [Edit] displays the [Security Certificates] dialog box. (page 15-43)
[Supplies]	This item appears when AirPrint is enabled on the printer. Clicking Check Status displays the details of [Supplies]. (page 15-8)

[Mopria]

Displays whether the Mopria® setting of the printer is enabled.

Tips

● This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.

Specify whether to enable Mopria® on the printer to be used.

Bonjour (mDNS) and IPP protocols are also available when Mopria® is enabled.

15.6.5 [Protocols]

You can check whether the protocol settings are enabled. You can edit the settings of each protocol in the setting dialog box displayed by clicking the item name.

[Bonjour]

You can configure the settings for the Multicast DNS function.

Tips

● If this setting conflicts with the setting of some other machine on the network, it may be overwritten by the setting of another machine.

Setting	Description
[Port]	Specify whether to enable the Multicast DNS.
[Wide-Area Bonjour]	This item appears when [Port] is enabled. Specify whether to enable the Wide-Area Bonjour protocol.
[Host Name]	This item appears when [Port] is enabled. Enter the host name to be used on Multicast DNS. The following characters can be entered: • Up to 63 bytes • Alphanumeric characters and hyphens (-)
[Printer Name]	This item appears when [Port] is enabled. Enter the printer name to be used on Multicast DNS. The following characters can be entered: • Up to 63 bytes

[FTP Client]

You can configure the settings for FTP.

Setting	Description
[Transfer Mode]	Select the mode of connection request for FTP.
[Timeout]	Enter the connection timeout period of FTP. If the reception of data stops during the transfer, the connection to the printer is terminated after the time period specified here elapses. 🗐 **Note** This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.

[HTTP]

You can configure the settings for HTTP.

Setting		Description
[Port Number]		Enter the port number which accepts requests from your web browser. 🗐 **Note** ● Do not use the same port number as other protocols. ● This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.
[CSRF Protection]		Specify whether to enable the CSRF (Cross-site Request Forgery) protection. 🗐 **Note** When CSRF Protection is enabled, HTTP referer is checked. Internet Services is not available depending on your network environment.
[HTTPS (SSL)]		Specify whether to enable SSL/TLS server communication.
	[HTTPS Port Number]	This item appears when [HTTPS (SSL)] is enabled. Enter the port number that accepts requests from your web browser. The default value is "443". When the port number is changed, enter a colon (:) and the port number after the printer's IP address, and then access to Internet Services with the format of "https://Printer_IP_Address:Port_Number/". Example: https://192.0.2.1:80/ 🗐 **Note** Do not use the same port number as other protocols.
	[Connection Timeout]	Enter the timeout period to wait for a response from the web browser.
[Proxy Server]		Specify whether to enable the use of a proxy server.
	[Type]	This item appears when [Proxy Server] is enabled. Select the type of the address.

	[IP Address : Port]	This item appears when [Proxy Server] is enabled and [IPv4] or [IPv6] is selected for [Type].
		Enter the IP address that uses the proxy server and the port number.
		• Text Box on the Left: Enter the IP address. The following characters can be entered:
		   - IP address or FQDN (Fully Qualified Domain Name) format
		   - Up to 255 bytes
		• Text Box on the Right: Enter the port number.

Setting		Description
	[Host Name : Port]	This item appears when [Proxy Server] is enabled and [Host Name] is selected for [Type]. Enter the host name and the port number. The following characters can be entered: • Text Box on the Left: Enter the host name. The following characters can be entered: - Up to 255 bytes - Alphanumeric characters and hyphens (-) • Text Box on the Right: Enter the port number.
	[Password Required]	This item appears when [Proxy Server] is enabled. Specify whether to enable the password for proxy server authentication.
	[Login Name]	This item appears when [Password Required] is enabled. Enter the login name for proxy server authentication. A null cannot be set. The following characters can be entered: • Up to 31 bytes
	[Password]	This item appears when [Password Required] is enabled. Enter the login password for proxy server authentication. A null cannot be set. The following characters can be entered: • Up to 31 bytes
	[Retype Password]	This item appears when [Password Required] is enabled. Enter the same character string in Password.
	[Exception List]	This item appears when [Proxy Server] is enabled. Enter the address to bypass the proxy server. The following characters can be entered: • IP address or FQDN (Fully Qualified Domain Name) format • Up to 319 bytes

[IPP]

You can configure the settings for IPP (Internet Printing Protocol).

Tips

- This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.

Setting	Description
[Port]	Specify whether to enable the IPP port to be used.
[Port Number]	This item appears when [Port] is enabled. Displays the IPP port number.
[Alternate Port Number (IPP)]	This item appears when [Port] is enabled. Enter the port number. The default value is "80". **Note** Do not use the same port number as other protocols.
[Alternate Port Number (IPPS)]	This item appears when [Port] is enabled. Enter the port number. The default value is "443". **Note** Do not use the same port number as other protocols.
[Timeout]	This item appears when [Port] is enabled. Enter the connection timeout period of IPP. If the reception of data stops during the transfer, the connection to the printer is terminated after the time period specified here elapses.

[Kerberos (Windows ADS)]

You can configure the settings for Kerberos (Windows ADS).

📑 **Tips**

● This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.

Setting		Description
[Server Information]		
	[IP Address/Host Name : Port]	Enter the Kerberos server address and port number. • Text Box on the Left: Enter the address connected to the server via Kerberos protocol. The following characters can be entered: - IP address or FQDN (Fully Qualified Domain Name) format - Up to 255 bytes - Alphanumeric characters, periods (.), and hyphens (-) • Text Box on the Right: Enter the port number to be used on the Kerberos server.
	[Domain Name]	Enter the domain name. The following characters can be entered: • Up to 64 bytes • Alphanumeric characters, periods (.), and hyphens (-)
[Advanced Settings]		
	[User Name]	Enter the login user name for the Kerberos server. The following characters can be entered: • Up to 255 bytes
	[Password]	Enter the login password for the Kerberos server. The following characters can be entered: • Up to 127 bytes
	[Retype Password]	Enter the same character string in Password.

[LDAP]

You can configure the settings for LDAP. To edit the settings, click the item name to display the setting dialog box.

Setting			Description
[LDAP Servers/Directory Services]			

📝 **Note**
This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.

	[Server Information]		
		[IP Address/Host Name : Port]	Enter the LDAP server address and port number. • Text Box on the Left: Enter the server address connected via LDAP protocol. The following characters can be entered: - IP address or FQDN (Fully Qualified Domain Name) format - Up to 64 bytes - Alphanumeric characters, periods (.), and hyphens (-) • Text Box on the Right: Enter the port number to be used on the LDAP server.
		[LDAP Server Type]	Displays the directory application.

Setting			Description
	[Advanced Settings]		
		[Search Directory Root]	Enter the search directory root. The following characters can be entered: • Up to 255 bytes
		[Login Credentials for Database Search]	Select the login credentials to access the LDAP server.
		[Login Name]	This item appears when [Predefined] is selected for [Login Credentials for Database Search]. Enter the administrative login user name of the LDAP server. The following characters can be entered: • Up to 255 bytes
		[Password]	This item appears when [Predefined] is selected for [Login Credentials for Database Search]. Enter the administrative login password of the LDAP server. The following characters can be entered: • Up to 127 bytes
		[Retype Password]	This item appears when [Predefined] is selected for [Login Credentials for Database Search]. Enter the same character string in Password.
		[Search Timeout]	Select the timeout period to search.
		[Timeout]	This item appears when [Specify Timeout] is selected for [Search Timeout]. Enter the timeout period.
	[Search Criteria]		
		[Search Criteria]	Select the search name order.

[LDAP User Mappings]

📝 **Note**
This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.

	[Server Information]		
		[IP Address/Host Name : Port]	Displays the LDAP server address and port number.
		[LDAP Server Type]	Displays the directory application.
		[Search Directory Root]	Displays the search directory root.
	[Search Conditions]		Enter the character string that shows the LDAP attribute type of each item. Control characters are not available. The following characters can be entered: • Up to 32 bytes
		[Display Name Attribute]	Enter the name attribute type.
		[Email Address Attribute]	Enter the e-mail address attribute type.
		[Surname Attribute]	Enter the surname attribute type.
		[Given Name Attribute]	Enter the given name attribute type.

Setting		Description
	[Fax Number Attribute]	Enter the fax number attribute type.

[LDAP Authentication]

📄 **Note**
This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.

	[Authentication Method]	Displays "Direct Authentication".
	[Use Added Text String]	Specify whether to add the text string such as fixed domain names and use as the domain name.
	[Added Text String]	This item appears when [Use Added Text String] is enabled. Enter the character strings added to the user name. The following characters can be entered: • Up to 64 bytes

[LPD]

You can configure the settings for LPD.

Setting	Description
[Port]	Specify whether to enable the LPD protocol.
[Timeout]	This item appears when [Port] is enabled. Enter the connection timeout period of LPD protocol. If the reception of data stops during the transfer, the connection to the printer is terminated after the time period specified here elapses.

[Network TWAIN]

You can configure the settings for Network TWAIN.

🔖 **Tips**
● This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.

Setting	Description
[Port]	Specify whether to enable the Network TWAIN protocol.
[Timeout]	This item appears when [Port] is enabled. Enter the connection timeout period of Network TWAIN protocol. If the reception of data stops during the transfer, the connection to the printer is terminated after the time period specified here elapses.

[Optional Apps]

You can specify the polling interval of the extended application.

📑 **Tips**

- This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.

Setting	Description
[Polling Interval]	Enter the time interval for polling.

[POP3]

You can configure the settings for POP3.

Setting	Description
[IP Address/Host Name : Port]	Enter the address of the incoming e-mail server to be connected via POP3 protocol and the port number. • Text Box on the Left: Enter the address of the incoming e-mail server to be connected via POP3 protocol. The following characters can be entered: - IP address or FQDN (Fully Qualified Domain Name) format - Up to 63 bytes - Alphanumeric characters, periods (.), and hyphens (-) • Text Box on the Right: Enter the port number to be used on the POP3 server.
[Password Encryption]	Specify whether to encrypt the password.
[User Name]	Enter the user name for the incoming e-mail server. The following characters can be entered: • Up to 63 bytes • Alphanumeric characters, periods (.), hyphens (-), underscores (_), and the @ mark
[Password]	Enter the password for the incoming e-mail server. A null cannot be set. The following characters can be entered: • Up to 31 bytes • Alphanumeric characters and symbols
[Retype Password]	Enter the same character string in [Password].
[Polling Interval]	Enter the time interval for polling.

[Permitted Email Address]

	[Email Address 1]/[Email Address 2]/[Email Address 3]/[Email Address 4]	To impose restrictions on e-mail reception, enter the e-mail addresses that you permit to receive e-mails from. If none is specified, all e-mails are permitted. The following characters can be entered: • Up to 31 bytes

[StatusMessenger Password]

	[Password]	Enter the password to access to the StatusMessenger function via an e-mail received. If you do not want to set the password, leave the text box blank. The following characters can be entered: • Up to 7 bytes • Alphanumeric characters
	[Retype Password]	Enter the same character string in [Password].

Setting		Description
[Print Job Password]		
	[Password]	Enter the password when you print out the e-mail attachments received by the printer. If you do not want to set the password, leave the text box blank. The following characters can be entered: • Up to 7 bytes • Alphanumeric characters
	[Retype Password]	Enter the same character string in [Password].

[Port 9100]

You can configure the settings for Port9100.

🗇 **Tips**
- This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.

Setting	Description
[Port]	Specify whether to enable Port9100.
[Port Number]	This item appears when [Port] is enabled. Enter the Port9100 port number. The default value is "9100". 📖 **Note** Do not use the same port number as other protocols.
[Timeout]	This item appears when [Port] is enabled. Enter the connection timeout period of Port9100 protocol. If the reception of data stops during the transfer, the connection to the printer is terminated after the time period specified here elapses.

[SMB]

You can configure the settings for SMB.

Setting	Description
[Host Name]	Enter the name of the host.
[Workgroup]	Enter the name of the workgroup.
[WINS Server Address Acquisition by DHCP]	Specify whether to obtain the primary and secondary WINS server address via DHCP. 📖 **Note** This setting become available when [Network] > [Ethernet] > [DHCP] is selected for [Mode] in [IPv4]. • For details, refer to page 15-19.
[Primary WINS Server Address]	Enter the WINS server address.
[Secondary WINS Server Address]	Enter the back-up WINS server address.
[Connection Timeout]	Enter the timeout period until a TCP connection is established for running an SMB session.
[SMB Protocol]	Select the protocol version to be used for the SMB client.

[SMTP]

You can configure the settings for SMTP.

Setting		Description
[Email Notification]		Specify whether to use the e-mail notification.
[Device Email]		Enter the e-mail address of the printer. When you want to send e-mails to the printer, use this e-mail address. The e-mail address is also displayed after "From:" on e-mails sent from the printer. The following characters can be entered: • Up to 63 bytes
[SMTP Server]		
	[Server Address]	Enter the address of the outgoing e-mail server to be connected via SMTP protocol. The following characters can be entered: • IP address or FQDN (Fully Qualified Domain Name) format • Up to 63 bytes • Alphanumeric characters, periods (.), and hyphens (-)
	[Outgoing SMTP Port Number]	Enter the port number to be used on the SMTP server.
[Connection Security]		Select the encryption type for SMTP communication. 📖 **Note** If the mail server does not support STARTTLS, communication with the mail server cannot be established even when [STARTTLS] is selected.
[Outgoing SMTP Authentication]		
	[SMTP Authentication]	Select the login method to the SMTP server. For information on which login method is used, contact your server administrator. If you do not use the login function, select [Off]. When [SMTP AUTH (AUTO)] is selected, the printer automatically supports Plain, Login, and CRAM-MD5.
	[SMTP AUTH User Name]	You can enter when SMTP AUTH is selected for [SMTP Authentication]. Enter the login user name for the SMTP server. The following characters can be entered: • Up to 63 bytes • Alphanumeric characters, periods (.), hyphens (-), underscores (_), and the @ mark
	[SMTP AUTH Password]	You can enter when SMTP AUTH is selected for [SMTP Authentication]. Enter the login password for the SMTP server. A null cannot be set. The following characters can be entered: • Up to 31 bytes • Alphanumeric characters and symbols
	[Retype Password]	You can enter when SMTP AUTH is selected for [SMTP Authentication]. Enter the same character string in [SMTP AUTH Password].
[Connection Test]		Displays the results of connection test. Clicking Execute establishes connection with SMTP server.

[SNMP]

You can configure the settings for SNMP (Simple Network Management Protocol).

📑**Tips**

- This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.
- [SNMP v3] is available when [HTTP - SSL/TLS Communication] is enabled.

Setting			Description
[Port]			Specify whether to enable the SNMP protocol to be used.
[Send Authentication Error Traps]			This item appears when [Port] is enabled. Specify whether to notify when the authentication for SNMP fails.
[SNMP v1/v2]			This item appears when [Port] is enabled. Specify whether to enable SNMP v1/v2. To edit the settings, click the item name to display the [SNMP v1/v2] dialog box. 📄**Note** This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.
	[Enable]		Specify whether to enable SNMP v1/v2.
	[Community Names]		This item appears when SNMP v1/v2 is enabled.
		[Community Name Read Only]	Enter a read only community name. The default community name is "public".
		[Community Name Read/Write]	Enter a read/write community name. The default community name is "private".
		[Trap Community Name]	Enter a trap community name. The default community name is "SNMP_trap".
	[Trap Destination]		This item appears when SNMP v1/v2 is enabled. Lists the addresses of the destination to be notified of trap occurrences. Clicking the destination or [(Available)] displays the editing trap dialog box.
		[IP Address : Port]	• Text Box on the Left: Enter the IP address according to [Type]. • Text Box on the Right: Enter the port number (UDP).
		[Traps Community Name]	Set the community name used when traps are sent. Enter a string within 32 characters.
		[Trap to be Received]	Specify whether to notify trap occurrences.
		[Traps to Be Received]	For each item, set whether to notify of the occurrence of traps.

Setting			Description
[SNMP v3]			This item appears when [Port] is enabled. Specify whether to enable SNMP v3. To edit the settings, click the item name to display the SNMP v3 dialog box.
			📄 **Note** This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.
	[Enable]		Specify whether to enable SNMP v3.
	[System Administrator Account]		This item appears when SNMP v3 is enabled. Specify whether to enable account access of the system administrator. Enabling account access of the system administrator enables the system administrator account.
		[User Name]	This item appears when account access of the system administrator is enabled. Displays the user name of the system administrator.
		[Message Digest Algorithm]	Select the message digest algorithm to use for the system administrator account.
		[Authentication Password]	This item appears when account access of the system administrator is enabled. Enter an authentication password. A null cannot be set. The following characters can be entered: • Between 8 bytes and 32 bytes • Alphanumeric characters and symbols
		[Retype Password]	This item appears when account access of the system administrator is enabled. Enter the same character string in [Authentication Password].
		[Message Encryption Algorithm]	Select the message encryption algorithm to use for the system administrator account.
		[Encryption Password]	This item appears when account access of the system administrator is enabled. Enter an encryption password. A null cannot be set. The following characters can be entered: • Between 8 bytes and 32 bytes • Alphanumeric characters and symbols
		[Retype Password]	This item appears when account access of the system administrator is enabled. Enter the same character string in [Encryption Password].
	[Print Drivers Account]		Specify whether to enable account access of the print driver.
		[Message Digest Algorithm]	Displays the message digest algorithm to be used for the system administrator account. This item is displayed when the system administrator account is enabled.
		[Message Encryption Algorithm]	Displays the message encryption algorithm to be used for the system administrator account. This item is displayed when the system administrator account is enabled.
		[Reset to Default Password]	This item appears when account access of the print driver is enabled. Resets the password to the default.

[SNTP]

You can configure the settings for SNTP.

Tips

- This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.

Setting	Description
[Time Server Synchroniza-tion]	Specify whether to synchronize the printer with the time server.
[Time Server Address]	This item appears when synchronizing the printer with the time server. Enter the server address. The following characters can be entered: • Up to 255 bytes • Alphanumeric characters, periods (.), hyphens (-), and colons (:)
[Timeout]	This item appears when synchronizing the printer with the time server. Enter the timeout period to wait for a response from the server.
[Time Synchronization Inter-val]	This item appears when synchronizing the printer with the time server. Enter the time interval for synchronizing the time on the printer.

[Update Address Book]

You can configure the settings for updating the address book.

Tips

- This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.

Setting	Description
[Port]	Specify whether to enable updating the address book.
[Timeout]	This item appears when [Port] is enabled. Enter the connection timeout period for updating the address book.

[Web API]

Specify whether to enable web API.

[Web Services on Devices (WSD)]

You can configure the settings for WSD (Web Services on Devices).

Tips

● This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.

Setting	Description
[WSD Scan]	Specify whether to enable the WSD Scan function.
[WSD Print]	Specify whether to enable the WSD Print function.
[Port Number]	Enter the WSD port number. The default value is "80". **Note** Do not use the same port number as other protocols.
[Data Reception Timeout]	Enter the connection timeout period of WSD. When the timeout period specified here elapses during data reception, the connection is terminated.
[Notification Delivery Timeout]	Enter the connection timeout period of WSD. When the timeout period specified here elapses during notification delivery, the connection is terminated.
[Maximum IP Packet TTL]	Enter the maximum TTL of a WSD communication packet.
[Maximum Number of Subscribers]	Enter the maximum number of WSD subscribers.

15.7   Permissions

Describes the settings for permissions on users.

📑 **Tips**

This item appears when the following two conditions are satisfied:

- If you login as the system administrator when [Administrator Mode] in [Administrator Settings] is enabled
- When [On] is selected for [User Authentication] from the operator panel of the printer

15.7.1   [Guest Access]

You can specify the functions for the users who are not currently logged in to the printer.

[Edit]

Displays the [Edit Permissions] dialog box.

Setting	Description
[Home/App Customize]	Specify whether to enable the function to rearrange the tiles or add new tiles on the Home screen of the printer.
[Copy]	Specify whether to enable the copy function. Selecting [Allow Only Black & White] disables copying in color.
[Email]	Specify whether to enable the Scan to E-mail function.
[Fax]	Specify whether to enable the fax function.
[Scan to Network]	Specify whether to enable the Scan to Network function.
[PC/WSD Scan Profile]	Specify whether to enable the Scan to WSD (PC/WSD: Web Services on Devices) function.
[Scan to USB]	Specify whether to enable the Scan to USB function.
[USB Direct Print]	Specify whether to enable the USB Direct Print function. Selecting Allow Only Black & White disables printing in color.

15.7.2   [User Accounts (Permissions)]

You can check the list of registered user accounts in the printer. To edit the settings of each user account, click the user name and display the details of the user (permissions) dialog box.

[Add]

Displays the [Add New Account] dialog box.

Setting	Description
[User Name]	Enter the user name. The following characters can be entered: • Up to 32 bytes
[Password]	Enter the password. When you do not want to set the password, leave the text box blank. The following characters can be entered: • Between 4 bytes and 128 bytes • Alphanumeric characters, symbols, and spaces
[Retype Password]	Enter the same character string in [Password].

[Details of the User (Permissions)]

You can configure the settings for the users registered on the printer. You can also change the user passwords and delete the users.

Setting		Description
[Change Password]		Displays the [Change Password] dialog box.
	[New Password]	Enter the new password. If you do not want to set a password, leave the text box blank. The following characters can be entered: • Between 4 bytes and 12 bytes • Alphanumeric characters, symbols, and spaces
	[Retype Password]	Enter the same character string in [New Password].
[Delete User]		Clicking [Delete] deletes the user information.
[Permissions]		Lists the items of permissions.
	[Home/App Customize]	Displays whether the function to rearrange the tiles or add new tiles on the Home screen is ready for use.
	[Copy]	Displays whether the copy function is ready for use.
	[Email]	Displays whether the Scan to E-mail function is ready for use.
	[Fax]	Displays whether the fax function is ready for use.
	[Scan to Network]	Displays whether the Scan to Network function is ready for use.
	[PC/WSD Scan Profile]	Displays whether the Scan to WSD (PC/WSD: Web Services on Devices) function is ready for use.
	[Scan to USB]	Displays whether the Scan to USB function is ready for use.
	[USB Direct Print]	Displays whether to enable the USB Direct Print function is ready for use.
[Edit]		Displays the [Edit Permissions] dialog box. For details, refer to page 15-39.

15.8   Accounting

Describes the settings for copying accounting and printing restrictions on users.

Tips

This item appears when the following two conditions are satisfied:

- If you login as the system administrator when [Administrator Mode] in [Administrator Settings] is enabled
- When [Print Accounting] is enabled from the operator panel of the printer

15.8.1   [Advanced Settings]

Clicking [Advanced Settings] > [Unauthenticated User Print] displays the [Unauthenticated User Print] dialog box.

[Unauthenticated User Print]

Specify whether to allow to print jobs without account information (user name and password). When [Restrict] is selected, jobs without account information cannot be printed.

The jobs without account information are the following:

- Jobs generated using other company's print drivers or utilities
- Jobs submitted using the following functions:
- USB Direct Print
- AirPrint
- Mopria® Print Service

Tips

- Even if our print driver or application is used, jobs generated with the print driver's or application's user authentication settings disabled are regarded as jobs without account information.

15.8.2   [User Accounts] (Accounting)

You can check the list of registered user accounts in the printer. To edit the settings of each user account, click the user name and display the details of the user (accounting) dialog box.

[Add]

Displays the [Add New Account] dialog box.

Setting	Description
[User Name]	Enter the user name. The following characters can be entered: • Up to 32 bytes • Alphanumeric characters, symbols, and spaces
[Password]	Enter the password. When you do not want to set the password, leave the text box blank. The following characters can be entered: • Between 4 bytes and 12 bytes • Alphanumeric characters, symbols, and spaces
[Retype Password]	Enter the same character string in [Password].

Details of the User (Accounting)

You can configure the settings for the users registered on the printer. You can also change the user passwords and delete the users.

Setting		Description
[Change Password]		Displays the Change Password dialog box.
	[New Password]	Enter the new password. If you do not want to set a password, leave the text box blank. The following characters can be entered: • Between 4 bytes and 12 bytes • Alphanumeric characters, symbols, and spaces
	[Retype Password]	Enter the same character string in [New Password].
[Delete User]		Clicking [Delete] deletes the user information.
[Accounting]		
	[Prints]	• [Color]: Displays the total number of color pages printed and the maximum number of color pages permitted to print. • [Black & White]: Displays the total number of monochrome pages printed and the maximum number of monochrome pages permitted to print.
[Edit]		Displays the [Edit Accounting] dialog box.
	[Color Prints]	Specify whether to restrict color printing. • [Limit] This item appears when Color Prints is permitted. Enter the maximum number of color pages permitted to print. • [Used] This item appears when Color Prints is permitted. Displays the total number of color pages printed.
	[Black & White Prints]	• [Limit] Enter the maximum number of monochrome pages permitted to print. • [Used] Displays the total number of monochrome pages printed.

15.9   System

Describes the settings for security and the administrator.

📑 **Tips**

● This item appears if you login as the system administrator when [Administrator Mode] in [Administrator Settings] is enabled.

15.9.1   [Security]

You can configure the settings of certificates and network security. You can edit each setting in the setting dialog box displayed by clicking the item name.

[Certificates]

[Security Certificates]

You can create, confirm, import, export, and delete the certificates.

No.	Description
1	Select the category of certificates from the drop-down list box.
2	Select the operation for the certificates. • [Import]: This item is available when [Device Certificates], [Trusted Root CA Certificates], [Intermediate CA Certificates], or [Other Certificates] is selected in the category of certificates. • [Create]: This item appears when Device Certificates is selected in the category of certificates. Creates the device certificates. • [Delete]: Deletes the certificates selected in 4.
3	Selecting this item enables to select all the certificates displayed in 4. To deselect all the selected items, click this item.
4	Lists the certificates selected in 1. Clicking each items of the certificates displays the Certificate Details dialog box.

Certificate Details

Setting	Description
[Category]	Displays the category of certificates.
[Subject/Issuer]	Displays the subject and the issuer of the certificate. The issuer is assigned automatically based on the printer name and MAC address.
[Serial Number]	Displays the serial number of the certificate.
[Digital Signature Algorithm]	Displays the method of the hash algorithm.
[Public Key Length]	Displays the length of the public key.
[Elliptic Curve]	Displays the elliptic curve cryptography.
[Valid From]	Displays the date that the created certificates become valid.
[Valid To]	Displays the date that the created certificates become invalid.
[Validity]	Displays the validity of the certificates.
[Certificate Use]	Displays the purpose of use of the certificates.
[Selected Usage]	Displays the usage of the certificates.
[Email Address]	Displays the e-mail address for contact.
[Delete]	Deletes the certificate displayed.
[Export]	Exports the certificate displayed.

📖**Reference**
For details refer to page 15-47.

[Automatic Self-Signed Certificate Creation]

You can specify whether to automatically create the self-signed certificates in the following cases:

- When there is no certificate of the printer
- When the expiration date of automatically updated certificates is approaching

📑 **Tips**

- Manually created self-signed certificates are not automatically updated.

[Network Security]

[SSL/TLS Settings]

You can specify the security on data sent and received by the printer.

The data that are subject to security protection are IPP print jobs, information exchanged between the printer and the web browser, or information exchanged between the printer and the server. These data are encrypted using SSL/TLS communication.

To access Internet Services when data encryption is enabled, enter "https" before its address instead of "http".

🗐 Tips
- This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.

Setting	Description
[Protocol Version]	Set the version of TLS.
[Device Certificate - Server]	Specify the certificates of the printer.
[HTTP - SSL/TLS Communication]	Specify whether to enable the SSL/TLS communication. 📄 **Note** When there is no certificate, [HTTP - SSL/TLS Communication] cannot be specified.
[HTTP - SSL/TLS Port Number]	Enter the port number that accepts requests from your web browser. The default value is "443". When the port number is changed, enter a colon (:) and the port number after the printer's IP address, and then access to Internet Services with the format of "https://Printer_IP_Address:Port_Number/". Example: https://192.0.2.1:80/ 📄 **Note** Do not use the same port number as other protocols.
[LDAP - SSL/TLS Communication]	Specify whether to enable LDAP using SSL/TLS communication.
[SMTP - SSL/TLS Communication]	Select the encryption type for SMTP communication. 📄 **Note** If the mail server does not support STARTTLS, communication with the mail server cannot be established even when [STARTTLS] is selected.
[IPP - Only Over SSL/TLS]	Specify whether to forcibly encrypt IPP using SSL/TLS communication.
[Verify Remote Server Certificate]	Specify whether to verify the certificates of the destination server.

[IP Address Filtering]

You can specify the network that enable to access to the printer when limiting within the range of the specific IP addresses. Enter the IP addresses and subnet masks that you want the printer to control connections.

Tips

- This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.

Setting		Description
[IPv4]		Specify whether to enable only the specific IP addresses to access to the printer in the IPv4 environment.
[IPv6]		Specify whether to enable only the specific IP addresses to access to the printer in the IPv6 environment.
	[Allowed IP Address/Subnet Mask]	This item appears when [IPv4 Address Filtering] or [IPv6 Address Filtering] is enabled. Lists the addresses that allowed to access. Clicking [Add] displays the editing IP address dialog box. • [Enter IP Address]: Enter the IP address for each environment to allow to access. • [Enter IP Mask]: Enter the range of the IP address for each environment to allow to access.

[Domain Filtering]

You can specify the settings/destinations of e-mails configured on the operator panel of the printer when limiting the specific domains.

Setting	Description
[Allow Specific Domains]	Enter the domains to be allowed to send and receive e-mails. The following characters can be entered: • Up to 64 bytes • Alphanumeric characters, periods (.), and hyphens (-)
[Off]	Does not apply restrictions about sending/receiving e-mails to any specific domains.

[Authentication System]

You can configure the settings for the authentication method when using the authentication server.

Tips

- This setting becomes available when you restart the printer from Internet Services or manually turn off and on the printer on the operator panel of the printer.

Setting		Description
[Authentication Protocol]		Select the authentication protocol to be used.
[Advanced Settings]		
	[Connection Timeout]	Enter the timeout period to wait for a response from the server.
	[Search Timeout]	Enter the timeout period to search.

15.9.2   Creating/Importing/Exporting/Deleting Certificates

Creating Certificates

The following procedure uses the case when the window size of the web browser is the large screen.

1   Click [Log In] on the upper right corner.

➜ If [Local User] is displayed on the upper right corner, move to step 3.

2   Enter [User Name] and [Password] for the system administrator, and then click [Log In].

➜ For details, refer to page 15-5.

3   Click [System] > [Security] > [Security Certificates].

The [Security Certificates] dialog box is displayed.

4   Select [Device Certificates] from the drop-down list box.

5   Click [Create].

6   Select [Create Self-Signed Certificate] or [Create Certificate Signing Request (CSR)].

When [Create Self-Signed] Certificate Is Selected

The [Create Self-Signed Certificate] dialog box is displayed.

➜ [Digital Signature Algorithm]: Select the method of the hash algorithm.

➜ [Public Key Length]: Select the length of the public key.
This item is displayed when Digital Signature Algorithm is set to [RSA/SHA-256], [RSA/SHA-384] or [RSA/SHA-512].

➜ [Elliptic Curve]: Select the elliptic curve to use.
This item is displayed when [Digital Signature Algorithm] is set to [ECDSA/SHA-256], [ECDSA/SHA-384] or [ECDSA/SHA-512].

➜ [Issuer]: Select the issuer of the certificate.

➜ [Validity Period]: Enter the effective time period of the created certificate.

When [Create Certificate Signing Request (CSR)] Is Selected

The [Create Certificate Signing Request (CSR)] dialog box is displayed.

➜ [Digital Signature Algorithm]: Select the method of the hash algorithm.

➜ [Public Key Length]: Select the length of the public key.
This item is displayed when Digital Signature Algorithm is set to [RSA/SHA-1], [RSA/SHA-256], [RSA/SHA-384] or [RSA/SHA-512].

➜ [Elliptic Curve]: Select the elliptic curve to use.
This item is displayed when Digital Signature Algorithm is set to [ECDSA/SHA-1], [ECDSA/SHA-256], [ECDSA/SHA-384] or [ECDSA/SHA-512].

➜ [2-Letter Country Code (C)]: Enter your country code.

➜ [State/Province Name (ST)]: Enter the name of state or region where your organization is located.
The following characters can be entered:
- Up to 16 bytes
- Alphanumeric characters, periods (.), and spaces

➜ [Locality Name (L)]: Enter the name of the city where your organization is located. The following characters can be entered:
- Up to 32 bytes
- Alphanumeric characters, periods (.), and spaces

➜ [Organization Name (O)]: Enter your organization name. The following characters can be entered:
- Up to 32 bytes
- Alphanumeric characters, periods (.), and spaces

➜ [Organization Unit (OU)]: Enter your organization unit name such as a division name. The following characters can be entered:
- Up to 32 bytes
- Alphanumeric characters, periods (.), and spaces

➜ [Common Name (CN)]: Displays the FQDN (Fully Qualified Domain Name) used for an SSL communication.

➜ [Email Address]: Displays the e-mail address to contact your organization.

7 Click [Create].

The certificate is created.

Importing Certificates

The following procedure uses the case when the window size of the web browser is the large screen.

1 Click [Log In] on the upper right corner.

➔ If [Local User] is displayed on the upper right corner, move to step 3.

2 Enter [User Name] and [Password] for the system administrator, and then click [Log In].

➔ For details, refer to page 15-5.

3 Click [System] > [Security] > [Security Certificates].

The [Security Certificates] dialog box is displayed.

4 Select [Trusted Root CA Certificates], [Intermediate CA Certificates], or [Other Certificates] from the drop-down list box.

5 Click [Import].

The [Import Certificate] dialog box is displayed.

➔ Certificate File: Specify by entering the certificate file name to import or clicking [Select]. A null cannot be set. The following characters can be entered:
- Up to 255 bytes

➔ [Password]: Enter the password for decrypting the certificate data. The following characters can be entered:
- Up to 36 bytes
- Alphanumeric characters and symbols

➔ [Retype Password]: Enter the same character string in Password.

6 Click [Import].

The certificate is imported.

Exporting Certificates

The following procedure uses the case when the window size of the web browser is the large screen.

1 Click [Log In] on the upper right corner.

➔ If [Local User] is displayed on the upper right corner, move to step 3.

2 Enter [User Name] and [Password] for the system administrator, and then click [Log In].

➔ For details, refer to page 15-5.

3 Click [System] > [Security] > [Security Certificates].

The [Security Certificates] dialog box is displayed.

4 Select the category of the certificate that you want to export from the drop-down list box.

The certificates are listed.

5 Select the certificate to export.

The [Certificate Details] dialog box is displayed.

6 Click [Export].

7 Save the certificate in the desired directory.

Deleting Certificates

The following procedure uses the case when the window size of the web browser is the large screen.

1   Click [Log In] on the upper right corner.

➔ If [Local User] is displayed on the upper right corner, move to step 3.

2   Enter [User Name] and [Password] for the system administrator, and then click [Log In].

➔ For details, refer to page 15-5.

3   Click [System] > [Security] > [Security Certificates].

The [Security Certificates] dialog box is displayed.

4   Select the category of the certificate that you want to delete from the drop-down list box.

The certificates are listed.

5   Select the certificate to delete.

6   Click [Delete].

7   Confirm the message and click [Delete].

The certificate is deleted.

15.9.3   [Administrator Settings]

You can specify an ID and a password for the system administrator. Clicking the icon displays the [Administrator Settings] dialog box.

[Administrator Mode]

Specify whether to authenticate with the user name and the password for the system administrator when changing the administrative printer configuration.

Tips

● If you disable the [Administrator Mode], all users can change the settings of the printer.

[Login Name]

This item appears when [Administrator Mode] is enabled.

Enter the login name (user name) for the system administrator. A null cannot be set. Colons (:) are not available. The following characters can be entered:

● Up to 8 bytes
● Alphanumeric characters and symbols

[Password]

This item appears when [Administrator Mode] is enabled.

Enter the password for the system administrator. A null cannot be set. Colons (:) are not available. The following characters can be entered:

● Between 4 bytes and 128 bytes
● Alphanumeric characters and symbols

[Retype Password]

This item appears when [Administrator Mode] is enabled.

Enter the same character string in Password.

[Limit Login Attempts of System Administrator]

This item appears when [Administrator Mode] is enabled.

Specify whether to restrict the number of login attempts to be permitted as the system administrator.

[Failed Login Attempt Limit]

This item appears when [Limit Login Attempts of System Administrator] is enabled.

Enter the maximum number of login attempts to be permitted as the system administrator.

[Security Warning]

This item appears when [Administrator Mode] is enabled.

Specify whether to display the security warning in the following cases:

- When a global IP address is allocated on the printer, and both [User Name] and [Password] of the system administrator are the default
- When a global IP address is allocated on the printer, and [Community Names] in the [SNMP v1/v2] dialog box is the default

16 Appendix

16   Appendix

16.1   Specifications

16.1.1   Basic Specifications/Copy Function

Specifications

Type	Desktop
Memory Capacity	512 MB (Max: 512 MB)
Color Capability	Full Color
Scan Resolution	600 × 600 dpi
Printing Resolution	600 × 2400 dpi
Warm-up Time	35 seconds or less (73.4 °F (23 °C) room temperature)
Recovery Time (from Sleep Mode)	16.8 seconds or less (73.4 °F (23 °C) room temperature)
Original Size	Maximum of Legal[*1], Letter, A4 for both Sheet and Book
Paper Size	Max: Legal, Letter, A4 Min: A6, 3 × 5" (76.2 × 127 mm) Image loss width: 0.16" (4.1 mm) on top, bottom, left and right edges
Paper Weight	Paper Tray: 15.96 to 46.82 lb (60 to 176 gsm) Bypass Tray: 15.96 to 46.82 lb (60 to 176 gsm) 📇 **Note** It is recommended to use our recommended paper. Correct print output may not be possible depending on the requirement.
First Copy Output Time	B/W: 9.5 sec. (Letter/A4), Color: 12.0 sec. (Letter/A4) 📇 **Note** Measured in accordance to ISO/IEC 29183.
Continuous Copy Speed	Letter: B/W 33 ppm, Color 33 ppm A4: B/W 31 ppm, Color 31 ppm A5: B/W 41 ppm, Color 41 ppm 📇 **Note** The speed may be reduced due to the image quality adjustment.
Paper Tray Capacity	Standard: 250 sheets (Tray1), 50 sheets (Bypass Tray) Optional: 250 sheets (**Paper Feed Unit PF-P26** (Tray 2)) Max: 550 sheets 📇 **Note** 21.28 lb (80 gsm) paper
Output Tray Capacity	150 sheets (Face down) 📇 **Note** 21.28 lb (80 gsm) paper
Power Supply	AC110 to 127 V +/- 10 %, 12 A, 50/60 Hz common (AC220 to 240 V +/- 10 %, 10 A, 50/60 Hz common)
Maximum Power Consumption	• AC110 to 127 V 930 W Sleep Mode: 0.5 W Low Power Mode: 11 W Ready Mode: 41 W • AC220 to 240 V 1120 W Sleep Mode: 0.5 W Low Power Mode: 11 W Ready Mode: 41 W

Specifications

Dimensions (Width × depth × height)	16.14 × 16.93 × 14.41" (410 × 430 × 366 mm)
Weight	46.74 lb (21.2 kg)
	📋 **Note** Including consumables and drum.

[*1] : Not available on Document Glass.

16.1.2   Print Function

Specifications

Continuous Print Speed	Same as the Basic Specifications/Copy Function
	📋 **Note** When Continuously Printing Original (Plain). The performance may be reduced depending on the paper type and the paper size. The speed maybe reduced due to the image quality adjustment. Measured in accordance to ISO/IEC 24734.
Printing Resolution	Standard: 600 × 2400 dpi
Page Description Language	Standard: PCL5 / PCL6, PostScript language compatibility
Operating System	*Standard* PCL Driver: Windows 11 (64 bit) Windows 10 (32 bit) Windows 10 (64 bit) Windows 8.1 (32 bit) Windows 8.1 (64 bit) Windows Server 2022 (64 bit) Windows Server 2019 (64 bit) Windows Server 2016 (64 bit) Windows Server 2012 R2 (64 bit) Windows Server 2012 (64 bit) PostScript language compatibility: Windows 11 (64 bit) Windows 10 (32 bit) Windows 10 (64 bit) Windows 8.1 (32 bit) Windows 8.1 (64 bit) Windows Server 2022 (64 bit) Windows Server 2019 (64 bit) Windows Server 2016 (64 bit) Windows Server 2012 R2 (64 bit) Windows Server 2012 (64 bit) macOS 12 / 11 / 10.15 / 10.14 / 10.13
	📋 **Note** For information about the latest supported OS, visit our web site.
Interface	Standard: Ethernet 1000BASE-T / 100BASE-TX / 10BASE-T, USB2.0, Wireless LAN (IEEE 802.11 b / g / n)

16.1.3   Scan Function

Specifications

Type	Color Scanner
Scan Resolution	Scan to PC TWAIN: 50 × 50 to 9600 × 9600 dpi WIA : 75 dpi, 100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi Scan to Network / e-mail 200 dpi, 300 dpi, 400 dpi[*1], 600 dpi[*1]
Scan Speed	Same as the Scan Speed for the Automatic Document Feeder
Interface	Standard: Ethernet 1000BASE-T / 100BASE-TX / 10BASE-T, USB2.0, Wireless LAN (IEEE 802.11 b / g / n)

[*1] : Only when Document glass is used.

16.1.4   Fax Function

Specifications

Original Size	Document Glass: Max Letter, A4 Automatic Document Feeder: Max Legal
Recording Paper Size	Max: Legal Min: Letter, A4
Transmission Time	3 seconds and more but fewer than 4 seconds 📖 **Note** When A4 size document with approximately 700 characters is transmitted in standard image-quality (8 × 3.85 lines/mm) and in high-speed mode (33.6 kbps or faster, JBIG). Only indicates the time for transmitting the image information and does not include the communication control time. The total communication time will vary depending on the contents of the document, the type of machine receiving the fax, and line condition.
Transmission Mode	ITU-T G3
Applicable Lines	Subscribed telephone line, PBX, maximum 1 port [*1](G3-1 port)

[*1] : No. of FAX lines is up to 1 port. Port refers to number of channels for FAX.

16.1.5   Automatic Document Feeder

Specifications

Type	1 pass, 2 sided scanning Duplex Automatic Document Feeder
Original Size / Paper Weight	Max: Legal; Min: A5 15.96 to 27.93 lb (60 to 105 gsm) (In Duplex: 15.96 to 27.93 lb (60 to 105 gsm)) 📄 **Note** The minimum custom size is 5.5 × 5.5" (139.7 × 139.7 mm).
Capacity	50 sheets 📄 **Note** 21.28 lb (80 gsm) paper
Scan Speed	*Copy* B/W: 32 ppm, Color: 17 ppm (Letter, Simplex) B/W: 30 ppm, Color: 16 ppm (A4, Simplex) *Scan* B/W: 30 ppm, Color: 15 ppm (1 pass, 2 sided scanning; B/W: 47 ppm, Color: 24 ppm) (Standard Document (Letter), 200 dpi, to USB memory) B/W: 30 ppm, Color: 15 ppm (1 pass, 2 sided scanning; B/W: 45 ppm, Color: 22 ppm) (Standard Document (A4), 200 dpi, to USB memory) 📄 **Note** The scanning speed varies depending on the documents.

16.2   About Supplies

16.2.1   Life of Consumables

Use of consumables/periodical replacement parts not recommended by us may impair machine quality and performance. Use only consumables/periodical replacement parts recommended by us.

Consumables	Printable page yield
Toner TNP92K	Approximately 6000 pages
Toner TNP92C	Approximately 4000 pages
Toner TNP92M	Approximately 4000 pages
Toner TNP92Y	Approximately 4000 pages
Drum DR-P02	Approximately 50000 pages
Waste Toner Bottle WB-P11	Approximately 6000 pages

16.3   Updating the Machine's Firmware

You can use a computer to update the machine's firmware (the software programmed into the machine). To download the firmware updating tool, access the Konica Minolta web site in your region, or contact your supplier.

For more information on updating the machine's firmware, please refer to the file readme_updating-firmware.txt provided with the downloaded firmware.

16.4   Uninstalling Software for Windows

Software installed using Printer Software can be uninstalled from the computer by removing the software individually.

Deleting the Print Driver

The print driver can be deleted from the [Devices and Printers] screen.

1   Click on [Start] > [Windows System] > [Control Panel] > [View devices and printers].

2   Right-click the printer icon of the driver to be deleted, and select [Remove device].

3   Click [Yes] on the confirmation screen.

4   After selecting any printer, select [Print server properties] to display [Print server properties].

([Print server properties] will not appear if a printer is not selected.)

5   Select the [Drivers] tab, and click [Change Driver Settings].

6   Select the driver to be deleted, and click [Remove].

7   Select the [Remove driver and driver package.], and click [OK].

8   Click [Yes] on the confirmation screen.

9   Click [Delete].

10   Click [OK].

11   Repeat steps 2 - 10 until the target printers are gone from the [Drivers] tab of [Print server properties].

12   Restart the computer.

Deleting Other Software

Delete the scanner driver, Print & Scan Hub, and Address Book Editor from the [Programs and Features] screen.

1   Click on [Start] > [Windows System] > [Control Panel] > [Uninstall a program].

2   Select the software to be deleted, and click [Uninstall].

3   If the confirmation screen appears, click [Yes].

4   Follow the on-screen instructions to proceed with the deletion.

5   Repeat steps 2 - 4 until the target software is gone from [Programs and Features].

6   Restart the computer.

16.5 Open Source Licensing Remarks

This machine uses open-source software. For the open source licensing remarks, refer to the OSS-License-file.