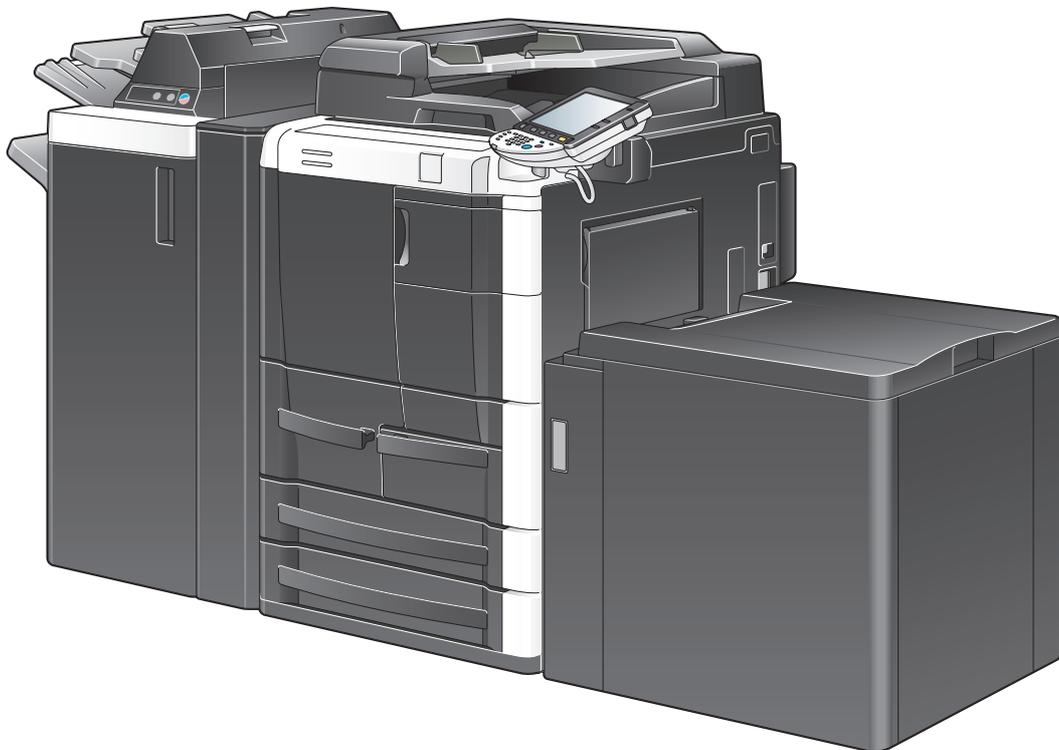


bizhub 751/601

Quick Guide [Copy/Print/Fax/Scan/Box Operations]



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Introduction

This Quick Guide [Copy/Print/Fax/Scan/Box Operations] uses illustrations to describe operating procedures for the most commonly used functions in an easy-to-understand way.

For details on various functions, and descriptions on the trademarks and copyrights, refer to the User's Guides on the User's Guide CD.

In order to operate the machine safely and properly, be sure to read the safety information on page x-5 of this manual before use.

In addition, this manual contains the following information. Be sure to read the manual before using the machine.

- Items that must be observed to use the machine safely
- Information regarding product safety
- Precautions when using the machine

The illustrations used in this manual may appear slightly different from views of the actual equipment.

Energy Star®



As an ENERGY STAR® Partner, we have determined that this machine meets the ENERGY STAR® Guidelines for energy efficiency.

What is an ENERGY STAR® Product?

An ENERGY STAR® product has a special feature that allows it to automatically switch to a "low-power mode" after a period of inactivity. An ENERGY STAR® product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

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Safety information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual.

Please read the following section before connecting the machine to the supply. It contains important information related to user safety and preventing equipment problems.

Please keep this manual in a handy place near the machine.

Make sure you observe all of the precautions appear in each section of this manual.



Note

Some parts of the contents of this section may not correspond with the purchased product.

Warning and precaution symbols

The following indicators are used on the warning labels or in the manuals to categorize the level of safety warnings.

 WARNING	Ignoring this warning could cause serious injury or even death.
 CAUTION	Ignoring this caution could cause injury or damage to property.

Meaning of symbols

-  A triangle indicates a danger against which you should take precaution.
-  This symbol warns against cause burns.
-  A diagonal line indicates a prohibited course of action.
-  This symbol warns against dismantling the device.
-  A solid circle indicates an imperative course of action.
-  This symbol indicates you must unplug the device

Disassemble and modification

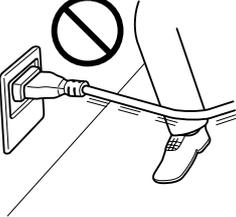
WARNING

- Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness. 
- Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness. 

Power cord

WARNING

- Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock. 
- Use the power cord supplied in the package only for this machine and NEVER use it for any other product. Failure to observe this precaution could result in a fire or electrical shock. 
- Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown. Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. 



Power source

WARNING

- Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock. 
- Connect power plug directly into wall outlet having the same configuration as the plug. Use of an adapter leads to the product connecting to inadequate power supply (voltage, current capacity, grounding), and may result in fire or shock. If proper wall outlet is not available, the customer shall ask qualified electrician for the installation. 
- Do not use a multiple outlet adapter nor an extension cord in principle. Use of an adapter or an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required. 
- Consult your authorized service representative before connecting other equipment on the same wall outlet. Overload could result in a fire. 

CAUTION

- The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs. 

Power plug

WARNING

- Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.
- Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.



CAUTION

- Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.
- Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.



Grounding

WARNING

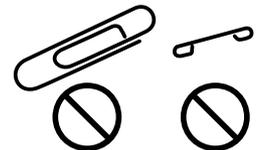
- Connect the power cord to an electrical outlet that is equipped with a grounding terminal.



Installation

WARNING

- Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown. Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.



CAUTION

- After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.
- Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.
- Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.
- Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.
- Do not use flammable sprays, liquids, or gases near this product, as a fire could result.



Ventilation

CAUTION

- Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals.



Actions in response to troubles

WARNING

- Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.
- Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.



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.



Consumables

WARNING

- Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.



CAUTION

- Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these things could injure your health.
- Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction.



When moving the machine

CAUTION

- Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.
- When moving this product, always hold it by the locations specified in the User's Guide or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction.



When the optional Fax Kit FK-502 is not installed:

Before successive holidays

CAUTION

- Unplug the product when you will not use the product for long periods of time.



Regulation notices

CE Marking (Declaration of Conformity) for users of the European Union (EU)

This product complies with the following EU directives:
2006/95/EC, 2004/108/EC and 1999/5/EC directives.

This declaration is valid for the area of the European Union.

This device must be used with a shielded network cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

NOTE: Optional Authentication Unit AU-201 (IC Card Reader/Writer)

This product is wireless system equipment (Short-Range Device) which the R & TTE directive (1999/5/EC) covers. Frequency of operation is 13.56 MHz.

USER INSTRUCTIONS FCC PART 15 - RADIO FREQUENCY DEVICES (for U.S.A. users)

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

These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

WARNING: The design and production of this unit conform to FCC regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

This device must be used with a shielded network cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under FCC rules.

INTERFERENCE-CAUSING EQUIPMENT STANDARD (ICES-003 ISSUE 4) (for Canada users)

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

For users in countries not subject to class B regulations

WARNING

This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

This device must be used with a shielded network cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

Laser safety

This is a digital machine which operates using a laser. There is no possibility of danger from the laser provided the machine is operated according to the instructions in the manuals.

Since radiation emitted by the laser is completely confined within protective housing, the laser beam cannot escape from the machine during any phase of user operation.

This machine is certified as a Class 1 laser product: This means the machine does not produce hazardous laser radiation.

Internal laser radiation

Maximum Average Radiation Power: 15 mW at the laser aperture of the print head unit.

Wavelength: 775-800 nm

This product employs a Class 3B laser diode that emits an invisible laser beam.

The laser diode and the scanning polygon mirror are incorporated in the print head unit.

The print head unit is NOT A FIELD SERVICE ITEM:

Therefore, the print head unit should not be opened under any circumstances.

CDRH regulations

This machine is certified as a Class 1 Laser product under Radiation Performance Standard according to the Food, Drug and Cosmetic Act of 1990. Compliance is mandatory for Laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U.S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.

The label shown on page x-14 indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

CAUTION

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 15 mW and the wavelength is 775-800 nm.

For European users

CAUTION

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 15 mW and the wavelength is 775-800 nm.

For Denmark users

ADVARSEL

Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse for stråling. Klasse 1 laser produkt der opfylder IEC60825 sikkerheds kravene.

Dansk: Dette er en halvlederlaser. Laserdiodens højeste styrke er 15 mW og bølgelængden er 775-800 nm.

For Finland, Sweden users

LOUKAN 1 LASERLAITE
KLASS 1 LASER APPARAT

VAROITUS!

Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle la-sersäteilylle.

Tämä on puolijohdelaser. Laserdiodin suurin teho on 15 mW ja aallonpituus on 775-800 nm.

WARNING!

Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

Det här är en halvledarlaser. Den maximala effekten för laserdioden är 15 mW och våglängden är 775-800 nm.

VARO!

Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle. Älä katso säteeseen.

WARNING!

Osynlig laserstrålning när denna del är öppnad och spärren är urkopplad. Betrakta ej strålen.

For Norway users

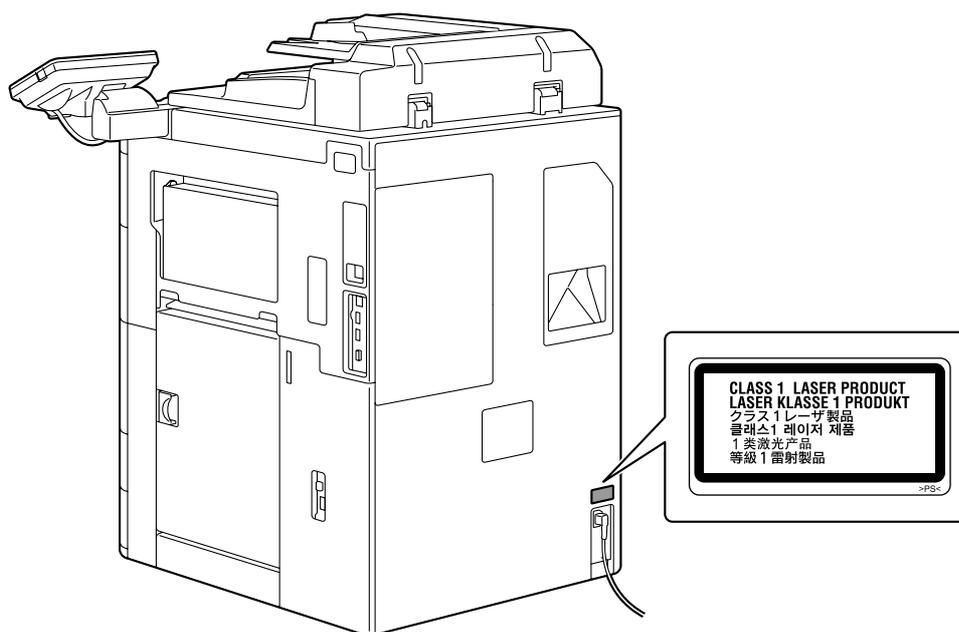
ADVARSEL

Dersom apparatet brukes på annen måte enn spesifisert i denne bruksanvisning, kan brukeren utsettes for usynlig laserstråling som overskrider grensen for laser klass 1.

Dette en halvleder laser. Maksimal effekt till laserdiode er 15 mW og bølge-lengde er 775-800 nm.

Laser safety label

A laser safety label is attached to the outside of the machine, as shown below.



Ozone release

Locate the Machine in a Well-Ventilated Room

A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy and safe operating environment, it is recommended that the room be well ventilated.

Placer l'appareil dans une pièce largement ventilée

Une quantité d'ozone négligable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce où se trouve l'appareil.

Acoustic noise (for European users only)

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

Notification for US only

Contains Mercury in the LCD control panel backlighting lamp, and/or in the scanning unit lamp. Dispose According to Local, State or Federal Laws.

Notification for California Customers

This product uses a CR Lithium Battery which contains perchlorate material.

This perchlorate warning applies to perchlorate-containing lithium batteries sold or distributed in California, USA.

"Perchlorate Material - Special handling may apply, See www.dtsc.ca.gov/hazardouswaste/perchlorate."

Recycling batteries (For Taiwan Users Only)

根據地方規定處理使用的電池。



For EU member states only



This symbol means: Do not dispose of this product together with your household waste!

Please refer to the information of your local community or contact our dealers regarding the proper handling of end-of-life electric and electronic equipments. Recycling of this product will help to conserve natural resources and prevent potential negative consequences for the environment and human health caused by inappropriate waste handling.



For EU member states only

This product complies with RoHS (2002/95/EC) Directive.

This device is not intended for use at a video workstation in compliance with BildscharbV.

Das Gerat ist nicht fur die Benutzung am Bildschirmarbeitsplatz gemas BildscharbV vorgesehen.

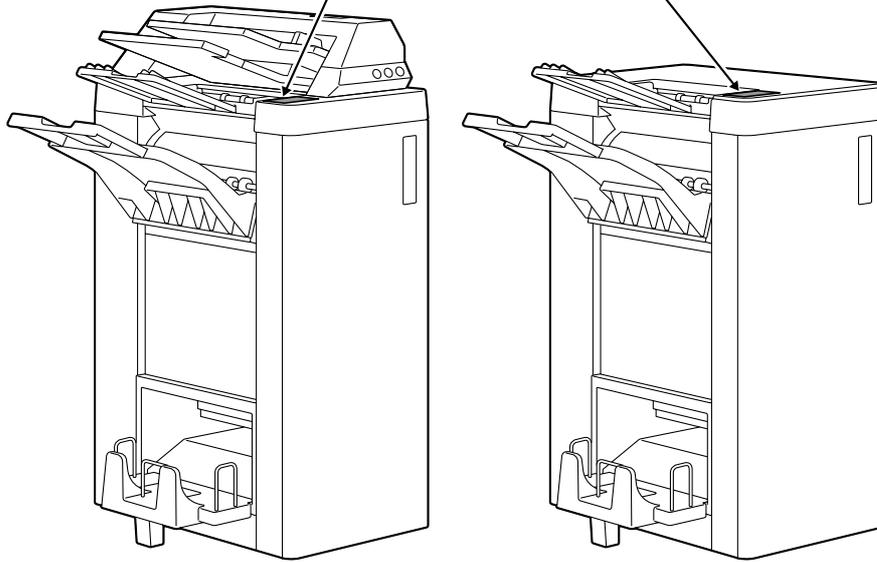
For Chinese users only

Advanced Wnn © 欧姆龙软件有限公司 2003-2005 版权所有。

⚠ CAUTION

To avoid injury, **DO NOT** put your hand on top of the printed sheets. Be sure to hold both sides of the printed sheets when removing them, and **DO NOT** leave your hand on the printed sheets while the primary (main) tray goes up.

⚠ CAUTION
⚠ ATTENTION
⚠ VORSICHT
⚠ PRECAUCIÓN ⚠ 注意
⚠ ATTENZIONE ⚠ 주의
⚠ CUIDADO ⚠ تحذير ⚠

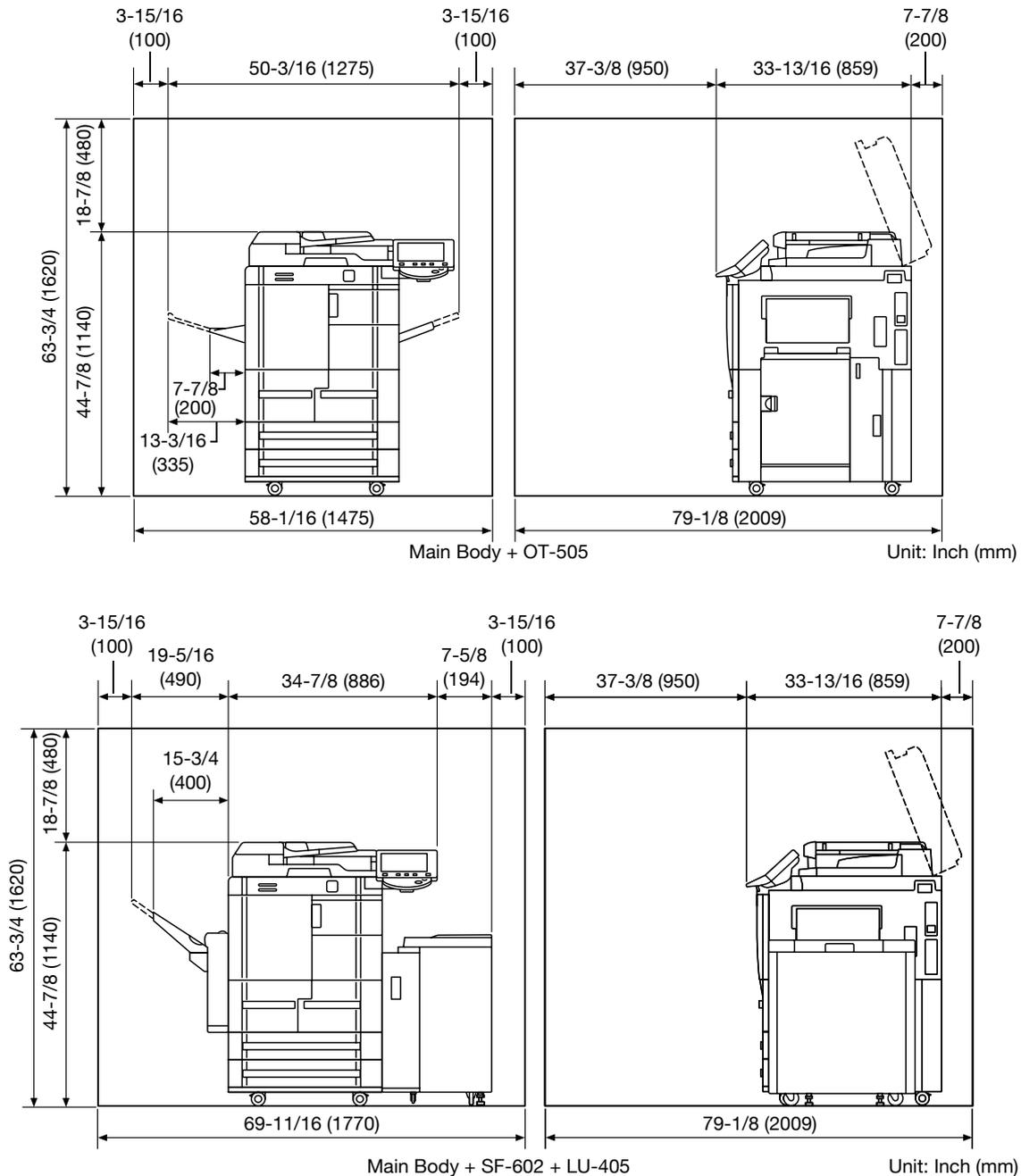


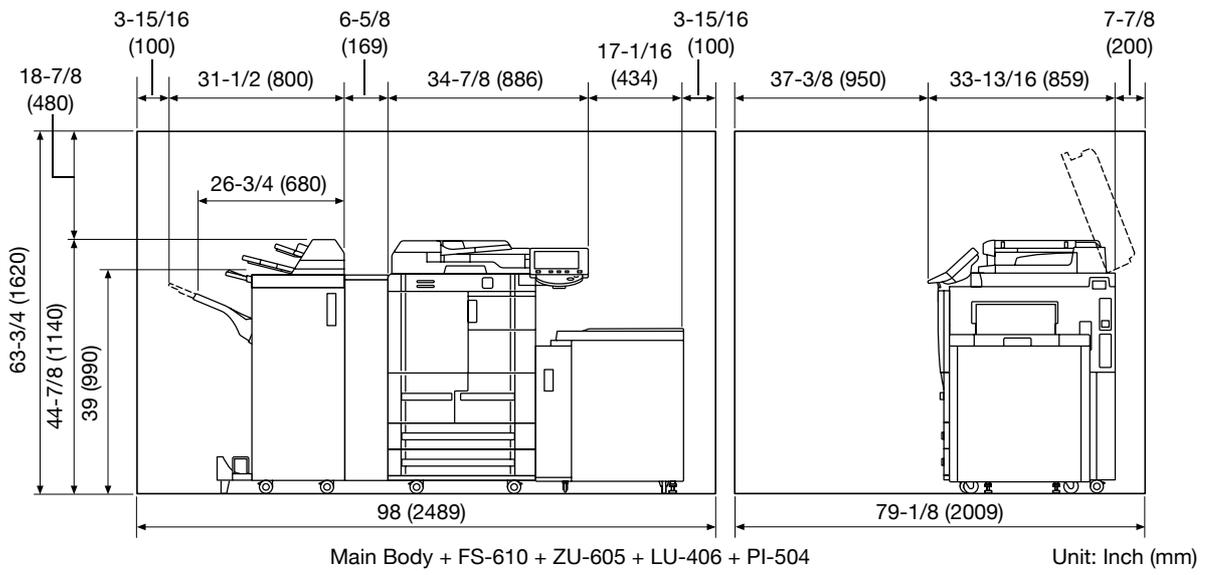
Space requirements



Reminder

When the option is not installed, be sure to allow a clearance of 8 in. (200 mm) or more at the back of this machine for the ventilation duct.





Operation precautions

To ensure the optimum performance of this machine, observe the precautions described below.

Power source

The power source requirements are as follows.

- Voltage fluctuation: Maximum $\pm 10\%$ (at 120 V AC)
- Frequency fluctuation: Maximum ± 2.5 Hz (at 60 Hz)
- Use a power source with as little voltage or frequency fluctuations as possible.

Operating environment

The environmental requirements for correct operation of the machine are as follows.

- Temperature: 10°C (50°F) to 30°C (86°F) with fluctuations of no more than 10°C (18°F) within an hour
- Humidity: 10% to 80% with fluctuations of no more than 10% within an hour

Storage of copies

To store copies, follow the recommendation listed below.

- Copies that are to be kept for a long time should be kept where they are not exposed to light in order to prevent them from fading.
- Adhesive that contains solvent (e.g., spray glue) may dissolve the toner on copies.

Authentication Unit (Biometric Type AU-101)

Carefully read this information, and then store it in a safe place.

- Before using this device, carefully read this information and follow it to operate the device correctly.
- After reading this information, store it in the designated holder with the warranty.

Important information

The reprinting or reproduction of the content of this publication, either in part or in full, is prohibited without prior permission.

The content of this publication is subject to change without notice.

This publication was created with careful attention to content; however, if inaccuracies or errors are noticed, please contact your sales representative.

The marketing and authorization to use the our company's product mentioned in this information are provided entirely on an "as is" basis.

Our company's assumes no responsibility for any damage (including lost profits or other related damages) caused by this product or its use as a result of operations not described in this information. For disclaimers and warranty and liability details, refer to the User's Guide Authentication Unit (Biometric Type AU-101).

This product is designed, manufactured and intended for general business use. Do not use it for applications requiring high reliability and which may have an extreme impact on lives and property. (Applications requiring high reliability: Chemical plant management, medical equipment management and emergency communications management)

Use with other authentication devices is not guaranteed.

In order to incorporate improvements in the product, the specifications concerning this product are subject to change without notice.

For safe use



Do not this product near water, otherwise it may be damaged.

Do not cut, damage, modify or forcefully bend the USB cable. A malfunction may occur as a result of a damaged or cut USB cable.

Do not disassembly this device, otherwise it may be damaged.

Regulation notices

USER INSTRUCTIONS FCC PART 15 - RADIO FREQUENCY DEVICES (For U.S.A. Users)

FCC: Declaration of Conformity	
Product Type	Authentication Unit (Biometric Type)
Product Name	AU-101
This device complies with Part 15 of the FCC Rules Operation is subject to the following two conditions: <ul style="list-style-type: none">• This device may not cause harmful interference, and this device must accept any interference received, including interference that may cause undesired operation.	

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

These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interface by one or more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help



WARNING: The design and production of this unit conform to FCC regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

INTERFERENCE-CAUSING EQUIPMENT STANDARD (ICES-003 ISSUE 4) (For Canada Users)

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Authentication Unit (IC Card Type AU-201)

Carefully read this information, and then store it in a safe place.

- Before using this device, carefully read this information and follow it to operate the device correctly.
- After reading this information, store it in the designated holder with the warranty.

Important information

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The content of this publication is subject to change without notice.

This publication was created with careful attention to content; however, if inaccuracies or errors are noticed, please contact your sales representative.

The marketing and authorization to use the our company's product mentioned in this information are provided entirely on an "as is" basis.

Our company's assumes no responsibility for any damage (including lost profits or other related damages) caused by this product or its use as a result of operations not described in this information. For disclaimers and warranty and liability details, refer to the User's Guide Authentication Unit (IC Card Type AU-201).

This product is designed, manufactured and intended for general business use. Do not use it for applications requiring high reliability and which may have an extreme impact on lives and property. (Applications requiring high reliability: Chemical plant management, medical equipment management and emergency communications management)

Use with other authentication devices is not guaranteed.

In order to incorporate improvements in the product, the specifications concerning this product are subject to change without notice.

For safe use



Do not this product near water, otherwise it may be damaged.

Do not cut, damage, modify or forcefully bend the USB cable. A malfunction may occur as a result of a damaged or cut USB cable.

Do not disassembly this device, otherwise it may be damaged.

Caution

Do not store the IC card within 40 mm of the card scanning area.

Regulation notices

USER INSTRUCTIONS FCC PART 15 - RADIO FREQUENCY DEVICES (For U.S.A. Users)

FCC: Declaration of Conformity	
Product Type	Authentication Unit (IC Card Type)
Product Name	AU-201
This device complies with Part 15 of the FCC Rules Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of this device.	

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

These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interface by one or more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help

WARNING: The design and production of this unit conform to FCC regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

INTERFERENCE-CAUSING EQUIPMENT STANDARD (ICES-003 ISSUE 4) (For Canada Users)

(This device complies with RSS-Gen of IC Rules.) Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of this device.

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Legal restrictions on copying

Certain types of originals must never be copied with the purpose or intent to pass copies of such originals off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible copying.

<Financial Instruments>

- Personal checks
- Traveler's checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

<Legal Originals>

- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

<General>

- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to copy domestic or foreign currencies, or works of art without permission of the copyright owner.

When in doubt about the nature of an original, consult with legal counsel.

Introduction to the User's Guides

The User's Guides for this machine include this book and the User's Guide CD.

This User's Guide provided as book contain descriptions for immediately operating the machine. For detailed descriptions of functions or maintenance operations, refer to the User's Guide on the User's Guide CD.

Introduction to the book

Quick Guide [Copy/Print/Fax/Scan/Box Operations]

This User's Guide contains operating procedures and descriptions of the most frequently used functions, allowing the machine to immediately be used.

In addition, this manual contains notes and precautions that should be followed for safe use of the machine.

Be sure to read this manual before using the machine.

Introduction to the User's Guide CD

The User's Guide CD is included with this machine. In the initial screen, select the User's Guide to be viewed, and then check the details for the various functions.



User's Guide [Copy Operations]

This User's Guide contains descriptions of Copy mode operations and machine maintenance.

Refer to this User's Guide for details on paper and originals, copy procedures using convenient Application functions, replacing consumables and troubleshooting operations such as clearing paper misfeeds.

User's Guide [Enlarge Display Operations]

This User's Guide contains details on operating procedures in Enlarge Display mode.

Refer to this manual for details on using copy, scanner, G3 fax and network fax operations in Enlarge Display mode.

User's Guide [Print Operations (IC-208)]

This user's guide contains details on the printing functions that can be specified with the optional image controller.

Refer to this user's guide for details on operating procedures for using the printer functions.

User's Guide [Box Operations]

This User's Guide contains operating procedures for using the user boxes on the optional hard disk.

Refer to this User's Guide for details on saving data in user boxes, retrieving data from user boxes and transferring data.

User's Guide [Network Scan/Fax/Network Fax Operations]

This User's Guide contains details on the network scan, G3 fax, and network fax operations.

Refer to this manual for details on using network scan function by E-Mail or FTP, G3 fax, Internet fax and IP address fax operations.

In order to use the fax functions, the optional fax kit must be purchased separately.

User's Guide [Fax Driver Operations]

This User's Guide contains details of the fax driver functions that can be used to send a fax directly from a computer.

Refer to this User's Guide for operating procedures on using the PC-FAX functions.

In order to use the fax functions, the optional fax kit must be purchased separately.

User's Guide [Network Administrator]

This User's Guide contains descriptions on setting methods for each function utilizing network connection, mainly using the PageScope Web Connection.

Refer to this User's Guide for details on using network functions.

User's Guide [Advanced Function Operations]

This manual describes overview and usage of functions that become available by registering the optional license kit and enabling its function, and functions that become available by connecting the MFP with applications.

In order to use the functions effectively, please read this manual.

Trademarks/Copyrights

This manual contains descriptions on trademarks and copyrights.

Be sure to read this manual before using the machine.

How to open the User Guide CD Main Menu

In Windows, insert the CD into the computer's CD drive, and the main menu will automatically be displayed.

In Macintosh OS9/OSX, double-click the CD icon on the desktop, and then index_mac to open the main menu.



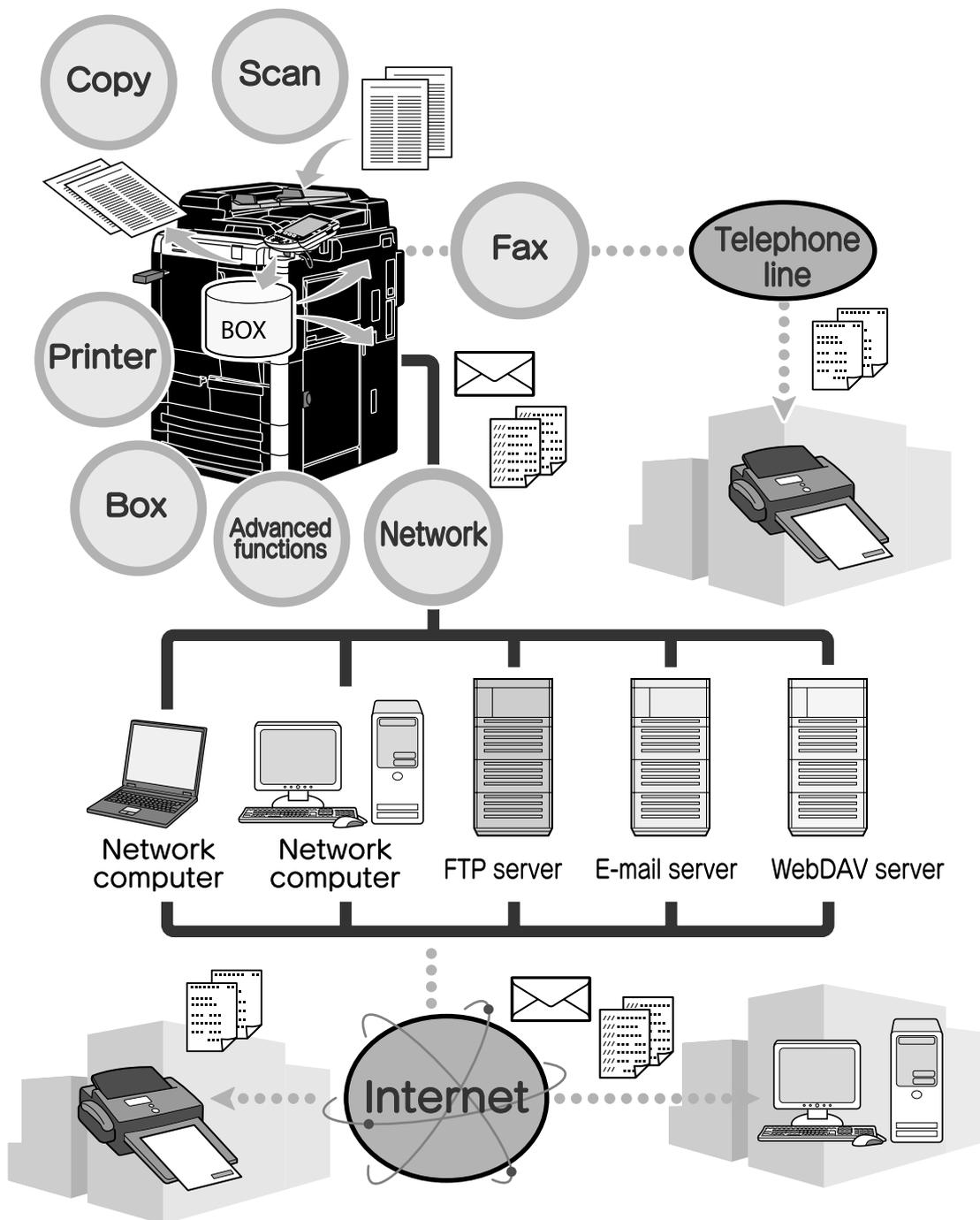
Note

Adobe Reader is required in order to view these User's Guides.

Available features

bizhub 751/601 is a digital multifunctional peripheral that eases the workflow and satisfies any application or office environment.

In addition to the copy, fax, scanning and printing functions essential to any business, this machine provides network and box functions to support efficient document management.



Copy operations

High-quality copies can be printed at a high speed. The many Application functions greatly assist in reducing office costs and increasing efficiency.

Print operations

When printing from the computer, various settings can be specified, for example, the paper size, image quality, and layout. Using a secure printing function, printing of important documents can be protected with a password. The printer driver can easily be installed from the enclosed CD-ROM.



Note

In order to use the printing functions, the optional Image Controller IC-208 must be installed.

Box operations

Originals scanned with this machine, received fax documents or data from the computer can be stored. This stored data can be retrieved when needed or it can be transmitted or printed. Personal user boxes can be set up to be used by specific individuals, and the public user box is available for any number of users.



Note

In order to use the box functions, the optional Hard Disk HD-510 must be installed.

Fax operations

Not only originals scanned with this machine, but also documents saved in user boxes and computer data can be faxed. A single fax can be sent to multiple destinations at one time, and a received fax can be forwarded.



Note

In order to use the fax functions, the optional Fax Kit FK-502 must be installed.

Network operations

Printing via a network connection is possible. Data scanned with this machine and data in user boxes can easily be transmitted through the network. By using the control panel to specify a destination, the data can be transmitted to an FTP server or other network computer, it can be sent as an e-mail attachment, or a fax can be sent using the Internet.

Scan operations

Paper documents can quickly be converted to digital data. This converted data can conveniently be transmitted through the network.

Advanced functions

Contents on the Internet can be accessed from the control panel (Web browser function) and intuitive and user friendly user interface (Image Panel) can be used. In addition, in conjunction with application, operability of MFP becomes even higher.



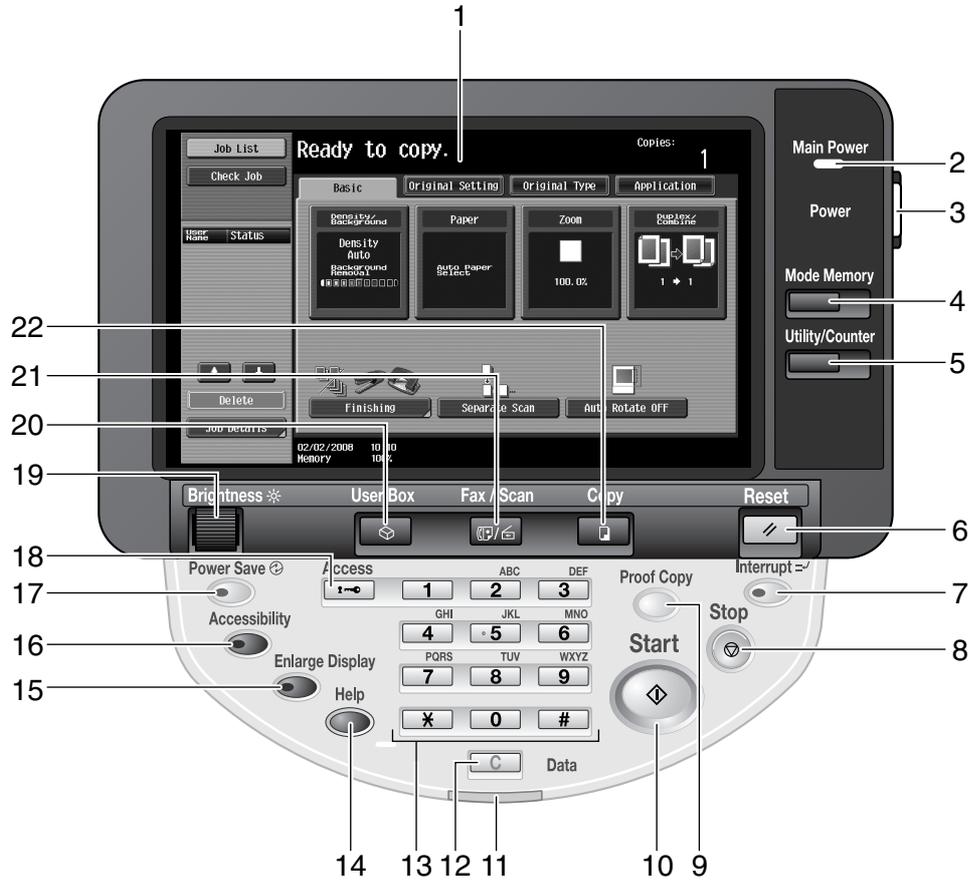
Note

To use the advanced functions, an optional upgrade kit UK-202 and hard disk HD-510 are required. The functions of i-Option LK-101/LK-102/LK-103 are available by registering i-Option LK-101/LK-102/LK-103 to MFP.

Control panel

The control panel consists of the touch panel, which can be used to specify settings for the various functions, and various keys, such as the [Start] key and the [Stop] key. The operations that can be performed with these keys are described below.

In this manual, [] indicates keys on the control panel and buttons in the touch panel.



No.	Part Name	Description
1	Touch panel	Displays various screens and messages. Specify the various settings by directly touching the panel.
2	Main Power indicator	Lights up in green when the machine is turned on with the main power switch.
3	[Power] (auxiliary power) key	Press to turn on/off machine operations. When turned off, the machine enters a state where it conserves energy.
4	[Memory Mode] key	Press to register (store) the desired copy/fax/scan settings as a program or to recall a registered program.
5	[Utility/Counter] key	Press to display the Utility/Counter screen.
6	[Reset] key	Press to clear all settings (except programmed settings) entered in the control panel and touch panel.
7	[Interrupt] key	Press to enter Interrupt mode. While the machine is in Interrupt mode, the indicator on the key lights up in green and the message "Now in Interrupt mode." appears on the touch panel. To cancel Interrupt mode, press the [Interrupt] key again.
8	[Stop] key	Pressing the [Stop] key during an operation temporarily stops the operation.
9	[Proof Copy] key	Before printing a large number of copies, a single proof copy can first be printed in order to be checked. Press the [Proof Copy] key before pressing the [Start] key in Copy, Fax and Scan mode to display the preview image of the currently specified settings on the touch panel.

No.	Part Name	Description
10	[Start] key	Press to start an operation. When this machine is ready to begin an operation, the indicator on the [Start] key lights up in blue. While an original is being scanned or when a job is temporarily stopped, the indicator on the [Start] key lights up in orange.
11	Data indicator	Flashes in blue while a print job is being received. Lights up in blue when a print job is queued to be printed or while it is being printed. Lights up in blue when there is saved fax data or unprinted fax data.
12	[C] (clear) key	Press to clear a value (such as the number of copies, a zoom ratio, or a size) entered using the keypad.
13	Keypad	Use to type in the number of copies, zoom ratio, fax number and various other settings.
14	[Help] key	Press to display the Help Menu screen, which can be used to display descriptions of the various functions and details of operations.
15	[Enlarge Display] key	Press to enter Enlarge Display mode. If authentication is performed with PageScope Authentication Manager, it does not enter Enlarge Display mode.
16	[Accessibility] key	Press to display the screen for specifying settings for user accessibility functions.
17	[Power Save] key	Press to enter Power Save mode. While the machine is in Power Save mode, the indicator on the [Power Save] key lights up in green and the touch panel goes off. To cancel Power Save mode, press the [Power Save] key again.
18	[Access] key	If user authentication or account track settings have been applied, press the [Access] key after entering the user name and password (for user authentication) or the account name and password (for account track) in order to use this machine.
19	[Brightness] dial	Use to adjust the brightness of the touch panel.
20	[User Box] key	Press to enter User Box mode. While the machine is in User Box mode, the indicator on the [User Box] key lights up in green.
21	[Fax/Scan] key	Press to enter Fax/Scan mode. While the machine is in Fax/Scan mode, the indicator on the [Fax/Scan] key lights up in green.
22	[Copy] key	Press to enter Copy mode. (As a default, the machine is in Copy mode.) While the machine is in Copy mode, the indicator on the key lights up in green.



Note

For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].

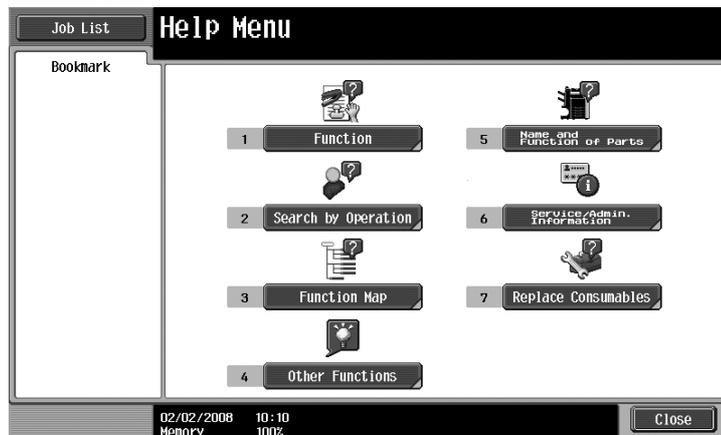
Help function

This machine has a Help function that can show a description and operating procedure of each function so that the user can check them.

- 1 Displaying the Help screen.



- 2 Selecting the desired item.



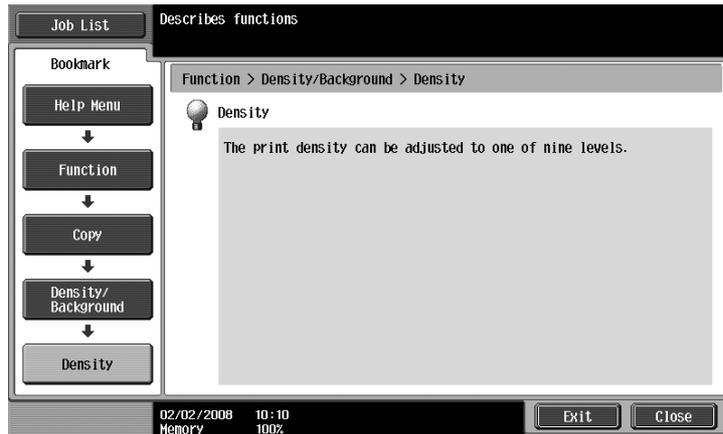
- Touch a button on the touch panel or press the key corresponding to the desired number using the keypad to select the desired item.

The following items are provided in the Help Menu screen.

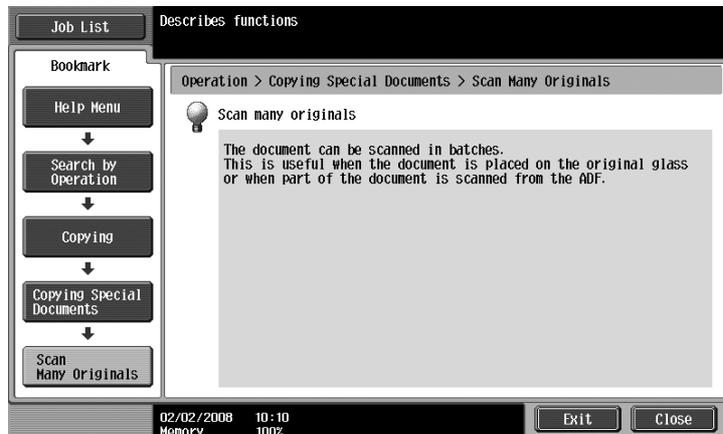
Item	Description
[Function]	Touching [Function] displays the Help menu classified according to the function names that are to appear on the screen. It is useful for checking function overview.
[Search by Operation]	Touching [Search by Operation] displays examples of operations available on this machine and their descriptions, classified by function. In addition, touching [Shortcut to a function] displays the setting screen for the currently displayed function.
[Function Map]	Touching [Function Map] displays the list of functions and setting items in a hierarchical structure. This is useful for viewing the description of the function or setting item you wish to check.
[Other Functions]	Touching [Other Functions] displays the Help menu for available functions and settings that allow this machine to be used more conveniently. In addition, touching [Shortcut to a function] displays the setting screen for the currently displayed function.
[Name and Function of Parts]	Touching [Name and Function of Parts] displays the hardware keys (operation buttons) and optional keys installed to check the role of each key.
[Service/Admin. Information]	Touching [Service/Admin. Information] displays the administrator's name, extension number and E-mail address.
[Replace Consumables]	Touching [Replace Consumables] displays the screen to provide a description of procedure for replacing toner cartridge or adding staples.

Example of the Help screen

Example: Function → Copy → Density/Background → Density



Example: Search by Operation → Copying → Copying Special Documents → Scan Many Originals

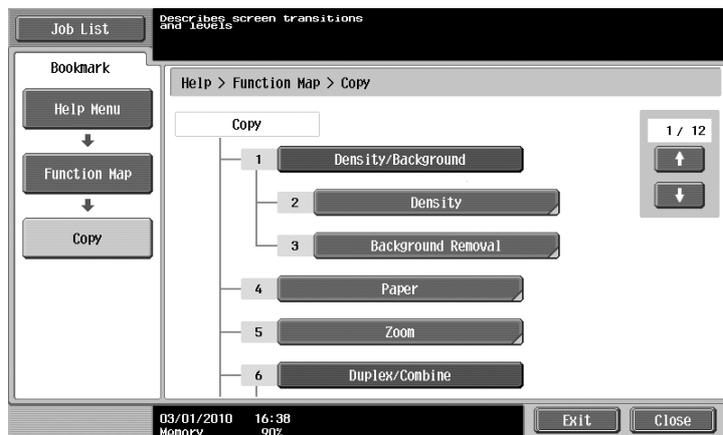


If you are viewing the Help screen of a different function from the one that is currently selected, [Shortcut to a function] cannot be selected.

For example, if you are in the Fax/Scan mode, [Shortcut to a function] on the Help screen for the Copy mode, which is a different function from the Fax/Scan mode, cannot be selected.

Function Map screen

Example: Copy



In the Function Map screen, available functions and setting items are displayed in a hierarchical structure. Select a desired item to view in the Help screen.

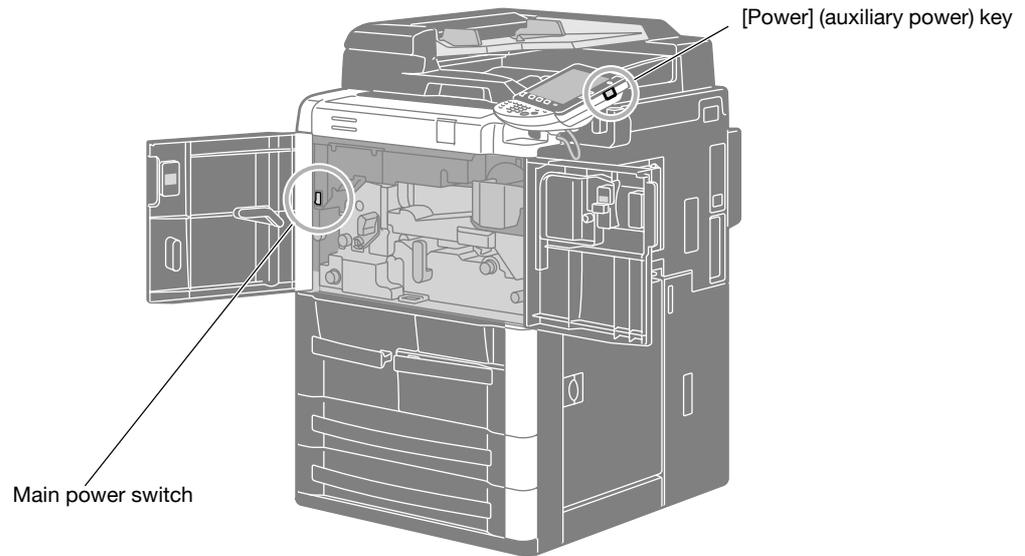


Note

For details, refer to chapter 3, "Additional copy operations", of the User's Guide [Copy Operations].

Turning the machine on/off

This machine has two power controls: the main power switch and the [Power] (auxiliary power) key.



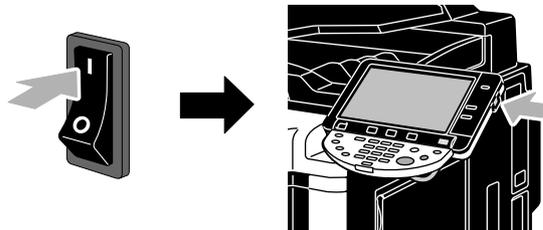
Main power switch

This switch turns on/off all functions of the machine. Normally, the main power switch is turned on.

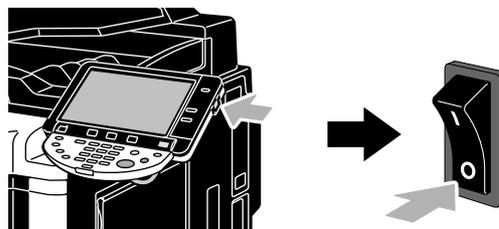
[Power] (auxiliary power) key

Press to turn on/off machine operations. When turned off, the machine enters a state where it conserves energy.

Turning on the machine



Turning off the machine



**Detail**

When turning the machine off, then on again, wait at least 10 seconds to turn the machine on after turning it off. The machine may not operate correctly if it is turned on a short time after being turned off.

Do not turn off the machine while it is printing, otherwise a paper misfeed may occur.

Do not turn off the machine while it is operating, otherwise data being scanned or transmitted or queued jobs may be deleted.



...

Note

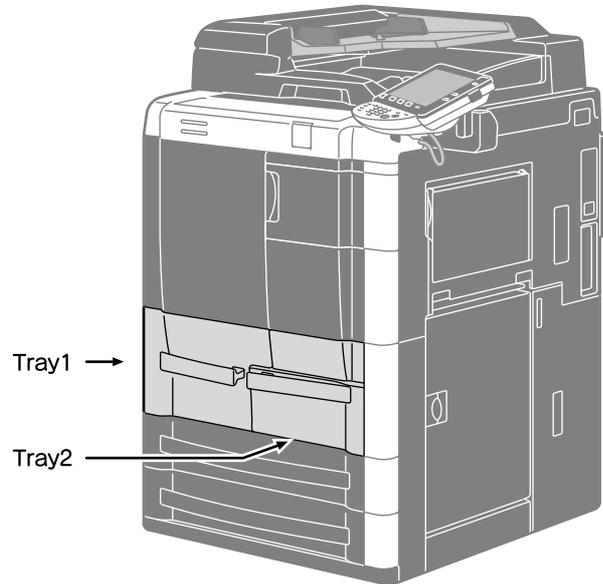
For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].

Loading paper

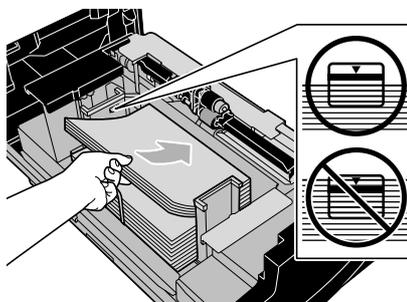
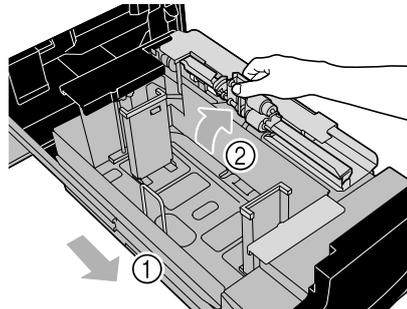
Follow the procedure described below to load paper into the various paper trays.

Loading paper into tray 1/2

Follow the procedure described below to load paper into tray 1/2.



- 1 Raise the paper take-up roller, and then load the paper into the tray.



- Do not load so many pages that the top of the stack is higher than the ▼ mark.
- Up to 1,500 sheets of plain paper can be loaded into tray 1.
- Up to 1,000 sheets of plain paper can be loaded into tray 2.

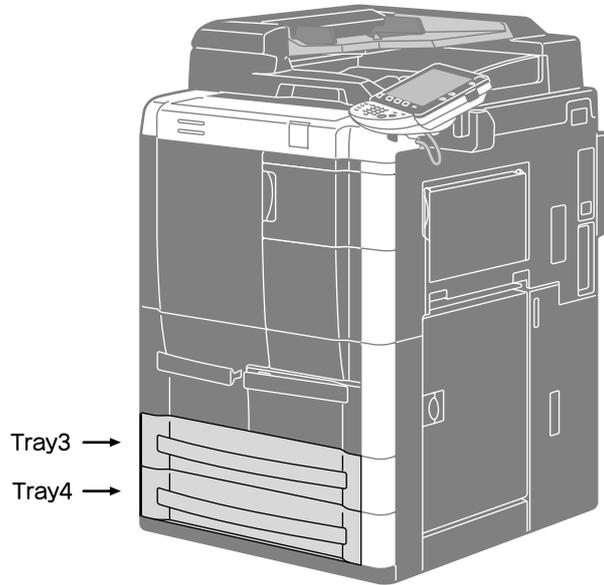


Note

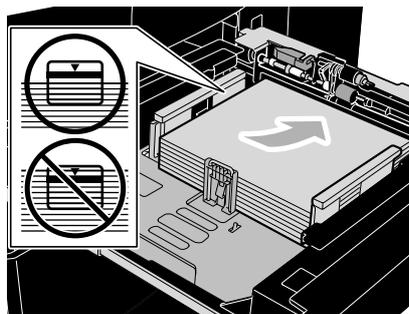
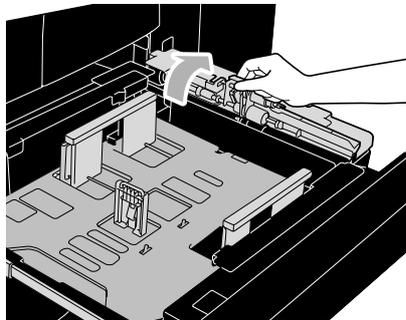
For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].
For details on the number of sheets that can be loaded, refer to chapter 6, "Copy paper/originals" of the User's Guide [Copy Operations].

Loading paper into tray 3/4

Follow the procedure described below to load paper into tray 3/4.

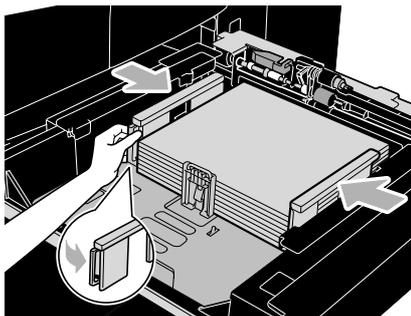


- 1 Set the trailing-edge guide, raise the paper take-up roller, and then load the paper into the tray.



- Do not load so many pages that the top of the stack is higher than the ▼ mark.
- Up to 500 sheets of plain paper can be loaded.

- 2 Slide the paper guides to fit the size of paper to be loaded.



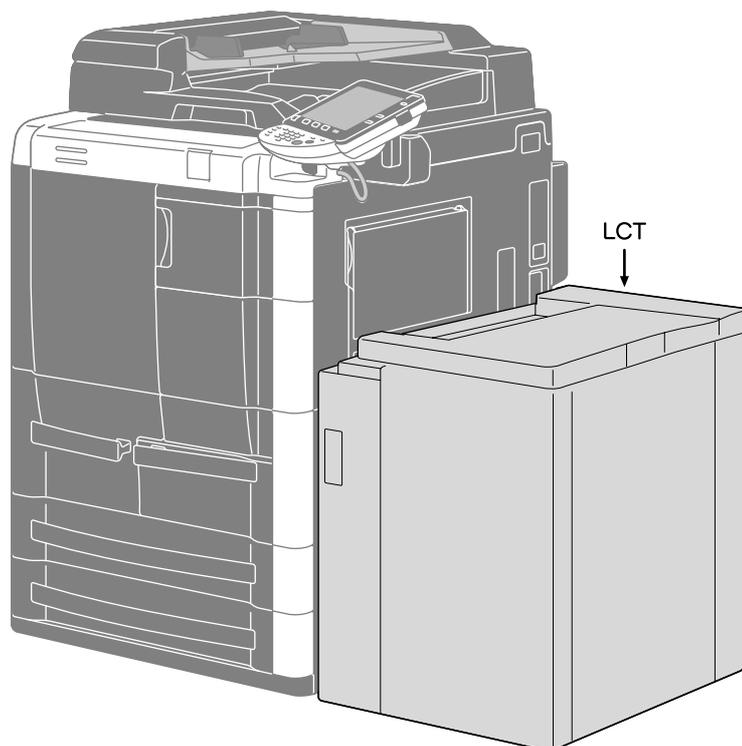
Note

*For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].
For details on the number of sheets that can be loaded, refer to chapter 6, "Copy paper/originals" of the User's Guide [Copy Operations].*

Loading paper into the LCT

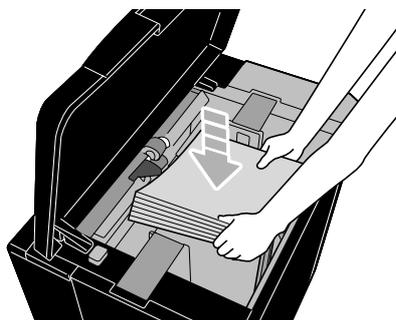
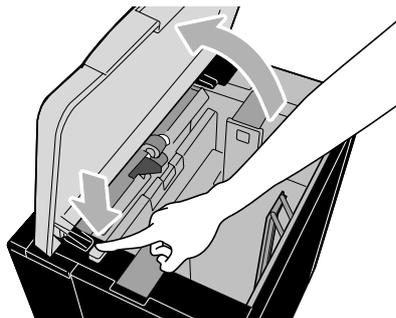
Follow the procedure described below to load paper into the LCT (Large Capacity Unit LU-405/LU-406).

LU-405



- Open the upper cover, press the tray bottom plate lower button, and then load the paper into the tray.

LU-405



- Load the paper in the  orientation for LU-405, or in the  orientation for LU-406.
- Press the tray bottom plate lower button, and perform the paper loading operation until the tray bottom plate cannot be lowered any further.
- Do not load so many pages that the top of the stack is higher than the ▼ mark.
- Up to 4,000 sheets of plain paper can be loaded into LU-405/LU-406.



Note

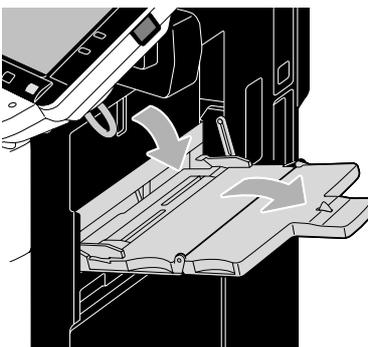
*For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].
For details on the number of sheets that can be loaded, refer to chapter 6, "Copy paper/originals" of the User's Guide [Copy Operations].*

Loading paper into the bypass tray

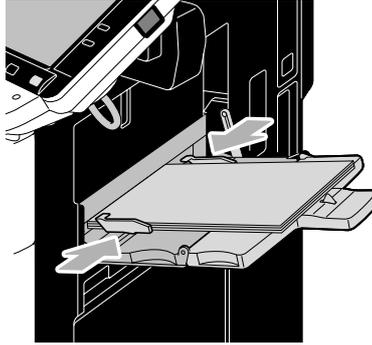
Paper can be fed manually through the bypass tray when you wish to print onto paper of a size that is not loaded into a paper tray, or when you wish to print onto OHP transparencies or label sheets.

Follow the procedure described below to load paper into the bypass tray.

- 1 Open the bypass tray.



2 Load the paper into the tray.



- Load paper so that the side to be printed on faces downward.
- Up to 100 sheets plain paper can be loaded.
- Slide the lateral guides to fit the size of paper to be loaded.

3 From the touch panel, select the paper type.



- Press [↑] or [↓] until the desired paper type appears.
- To specify the paper size, specify the "Paper Size" setting.
- For details on specifying the paper size and paper type settings, refer to chapter 6, "Copy paper/originals", of the User's Guide [Copy Operations].



Detail

*Paper of the following types and amounts can be loaded into the bypass tray.
Plain paper (16 lb to 21-1/4 lb): Up to 100 sheets
Special Paper: 1 sheet*

Paper of the following sizes can be specified for the bypass tray.

Standard sizes: 11x17 , 8-1/2 x 14 , 8-1/2 x 11 , 5-1/2 x 8-1/2 , A3 , B4 , A4 , B5 , wide paper (11x17W , 8-1/2x11W , 5-1/2x8-1/2W , A3W , B4W , A4W , B5W)

Non-standard-sized paper: Width: 3-15/16 inches to 12-3/8 inches; Length: 5-1/12 inches to 18-1/16 inches



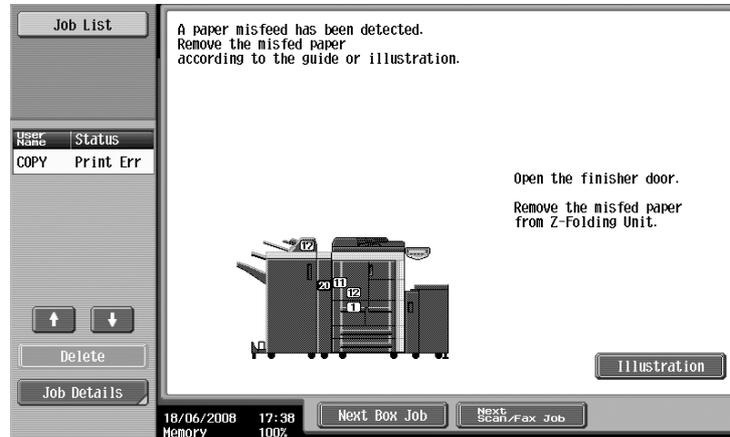
Note

For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].

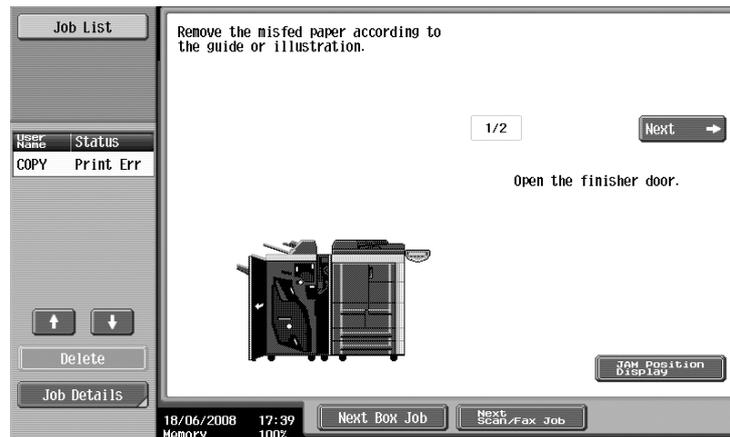
Clearing paper misfeeds

If a misfeed occurs during printing, the message "A paper misfeed has been detected. Remove the misfed paper according to the guide or illustration." appears, and the location of the misfeed is indicated by a number accompanied with the procedure for clearing misfed paper on the screen (Misfeed Location screen).

If paper misfeeds have occurred at multiple locations, multiple numbers appear or flash. The flashing number indicates the location where the paper misfeed should be cleared first.



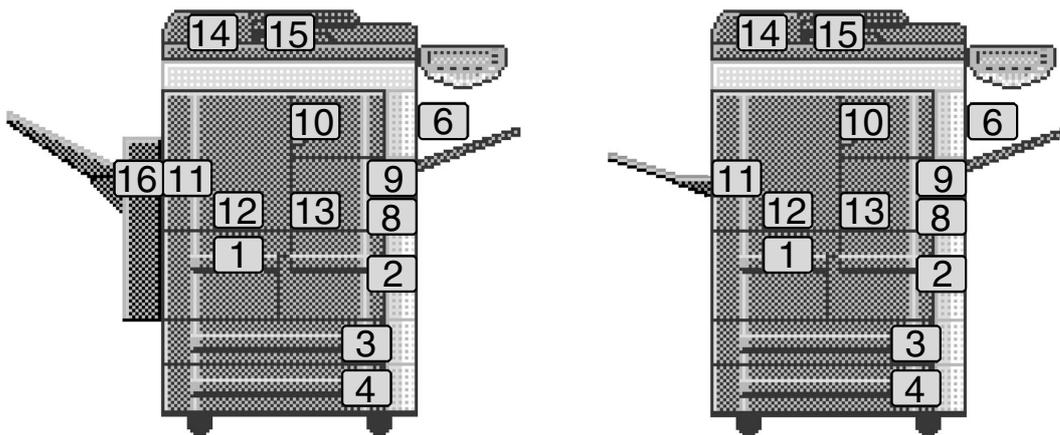
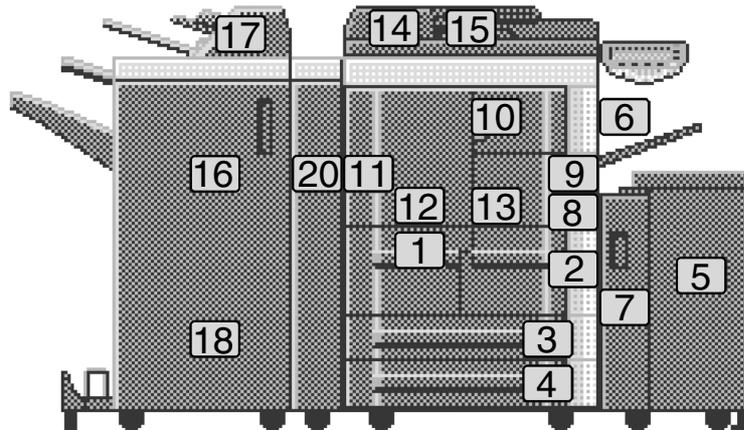
Touching the [Illustration] key on the Misfeed Location screen displays another screen with the message "Remove the misfed paper according to the guide or illustration.", and also with a description and illustration for clearing misfed paper.



If the description extends over multiple pages, the [Next] key is displayed. Touch [Next] to proceed to the next screen.

Touching [JAM Position Display] returns to the Misfeed Location screen.

Paper misfeed locations



For details on misfeeds 1 through 15, refer to page x-41 of this manual and perform the appropriate operation.

For details on misfeeds 16 and 18 (finisher), refer to page x-43, page x-44 of this manual and perform the appropriate operation.

For details on misfeeds 16 (shift tray), refer to page x-45 of this manual and perform the appropriate operation.

For details on misfeeds 17 (post inserter), refer to page x-46 of this manual and perform the appropriate operation.

For details on misfeeds 20 (Z folding unit), refer to page x-47 of this manual and perform the appropriate operation.

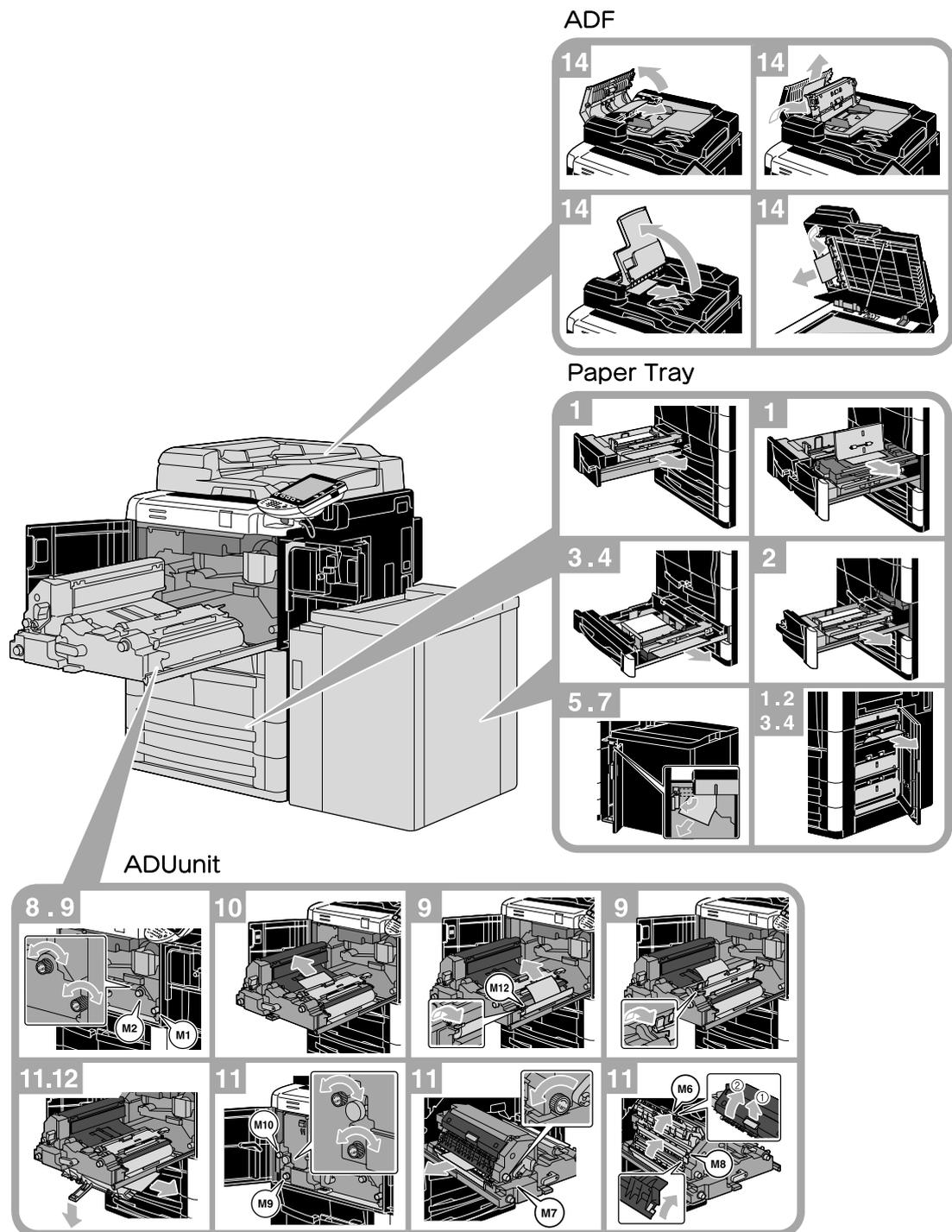


Note

For details on the procedures for clearing paper misfeeds, refer to chapter 4, "Troubleshooting", of the User's Guide [Copy Operations].

Clearing paper misfeeds (main unit)

The following procedure describes how to clear paper misfeeds that have occurred in the main unit.



WARNING

Precaution for electrical shock

High voltage is generated around the drum unit inside the machine.

- In order to reduce the risk of electric shock, do not touch any part in this unit when clearing paper misfeeds.

 **CAUTION**

The area around the fusing unit is extremely hot.

- Touching anything other than the indicated levers and dials may result in burns. If you get burnt, immediately cool the skin under cold water, and then seek professional medical attention.
-

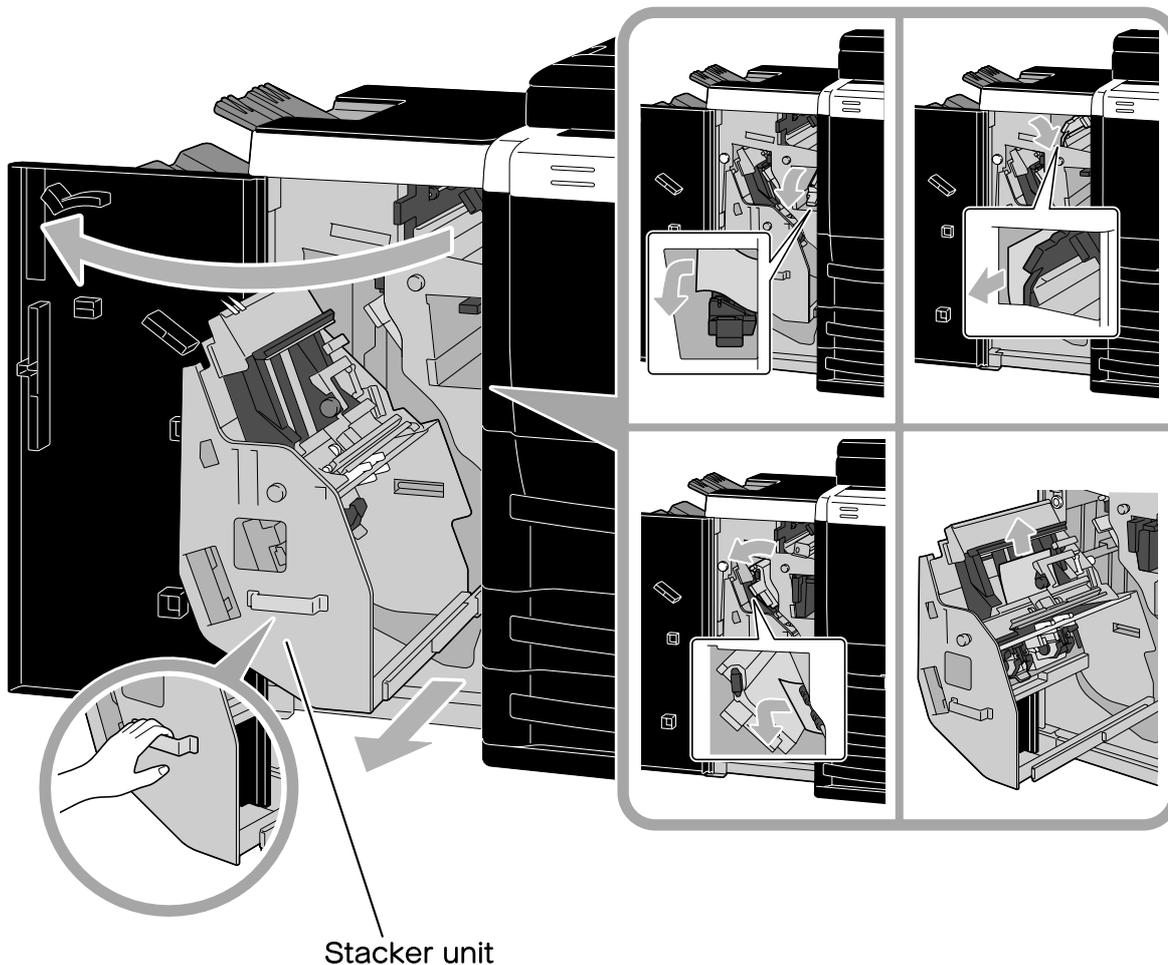
 **CAUTION**

Precautions for toner spills.

- Be careful not to spill toner inside the machine or get toner on your clothes or hands.
 - If your hands become soiled with toner, immediately wash them with soap and water.
 - If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.
-

Clearing paper misfeeds (Finisher FS-524/FS-525)

The following procedure describes how to clear paper misfeeds that have occurred in Finisher FS-524/FS-525.

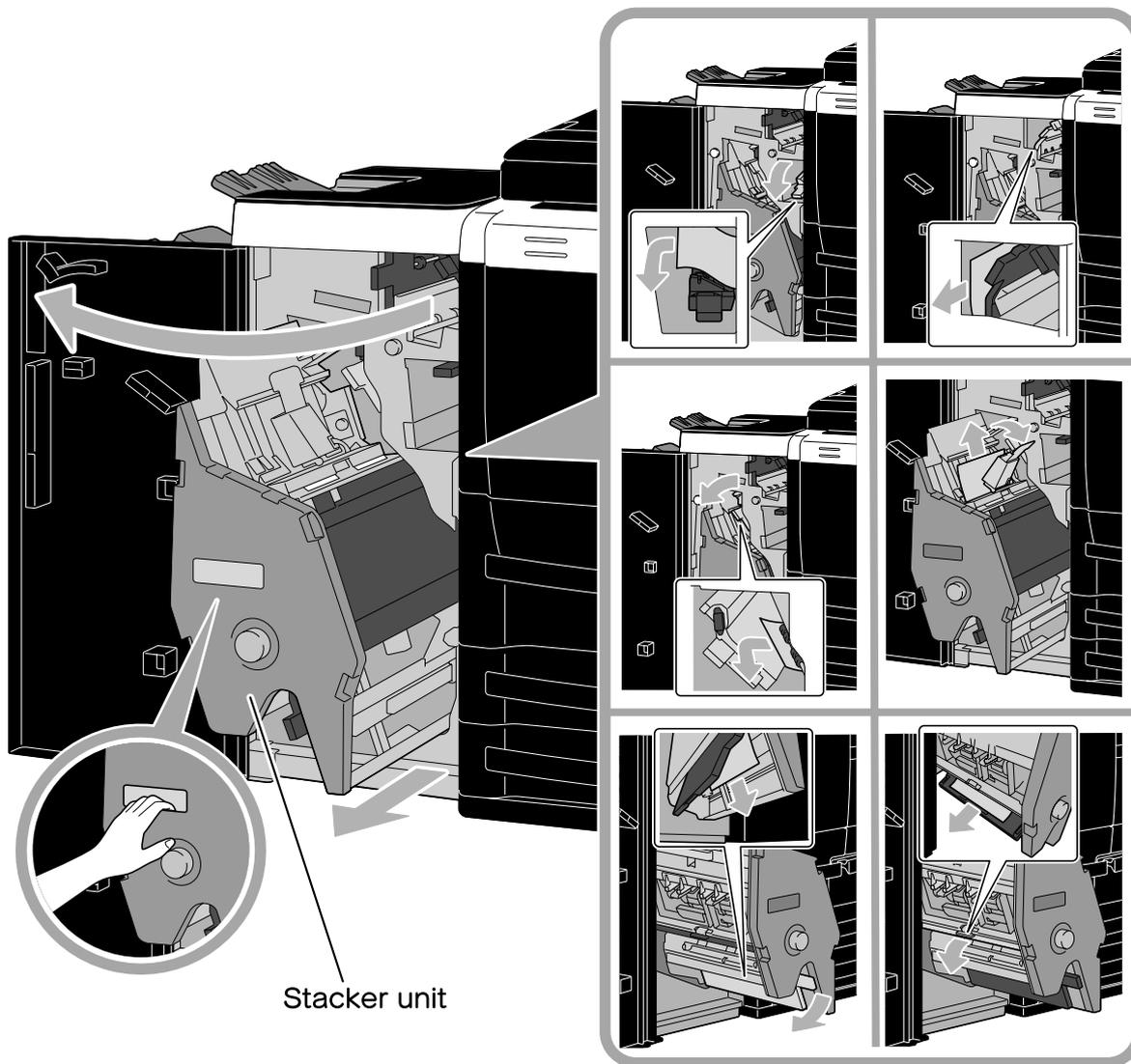


Reminder

When moving the stacker unit, do not grab any part other than the handle, otherwise your hand or fingers may be pinched.

Clearing paper misfeeds (Finisher FS-610)

The following procedure describes how to clear paper misfeeds that have occurred in Finisher FS-610.

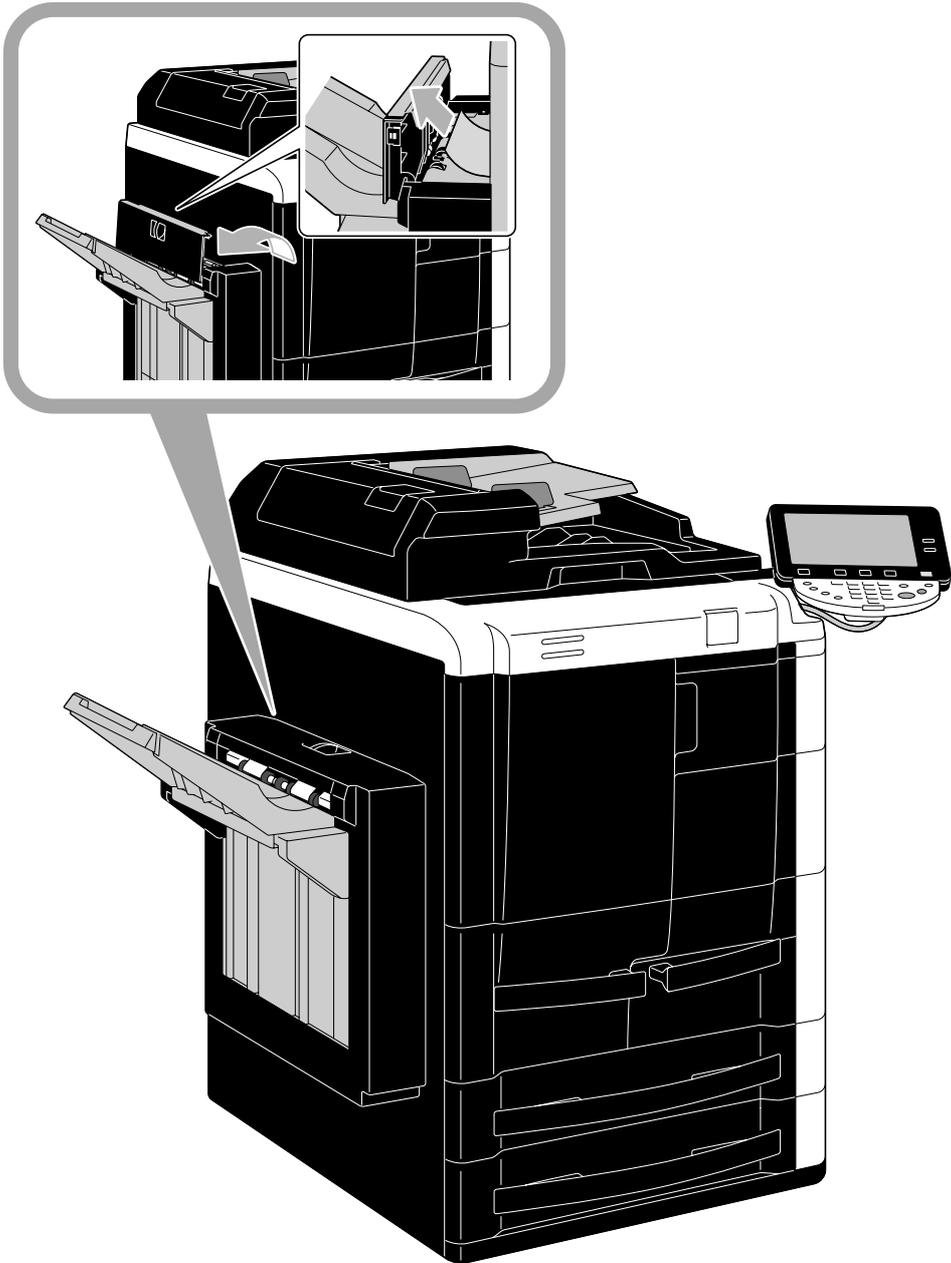


Reminder

When moving the stacker unit, do not grab any part other than the handle, otherwise your hand or fingers may be pinched.

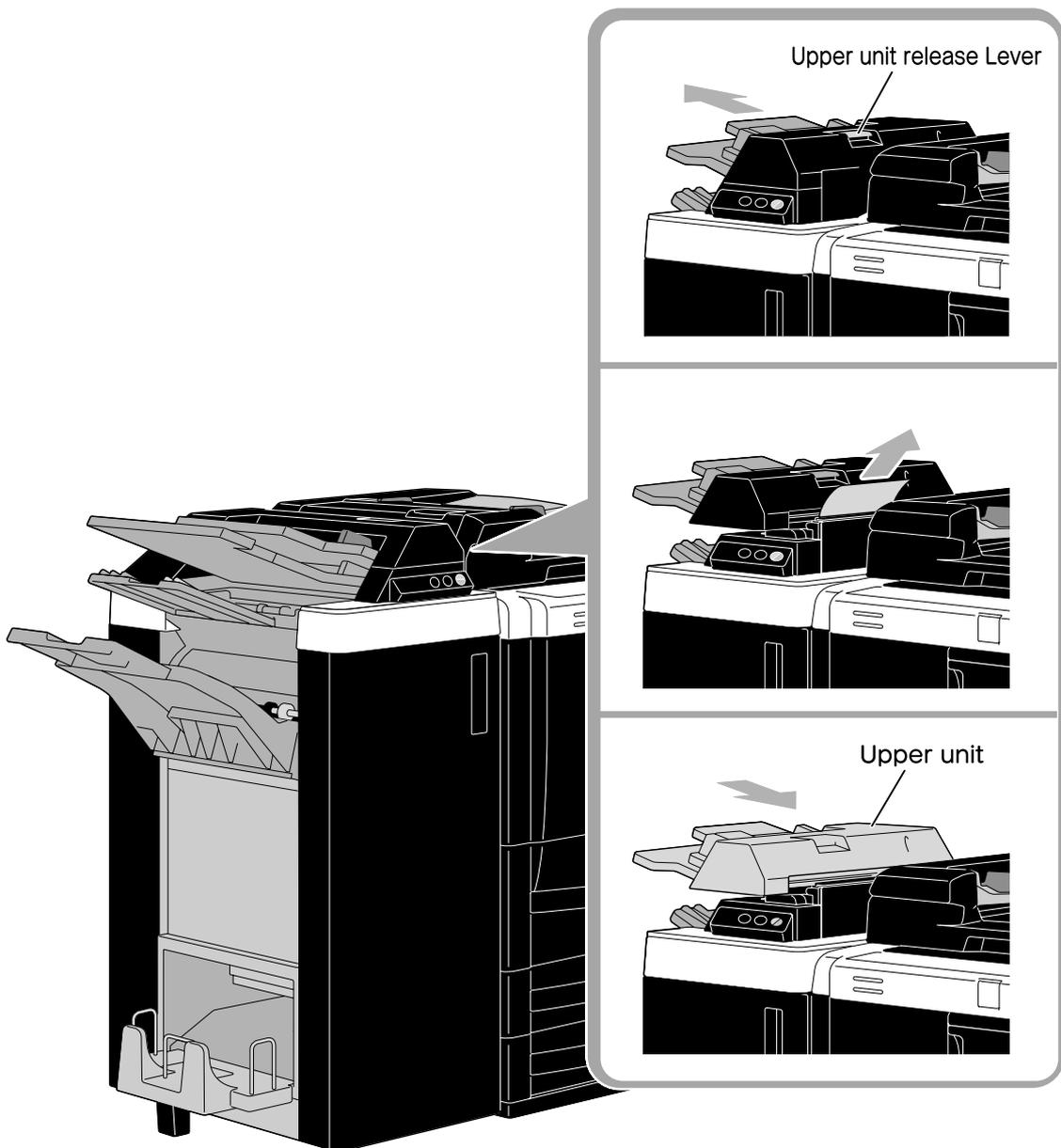
Clearing paper misfeeds (Shift Tray SF-602)

The following procedure describes how to clear paper misfeeds that have occurred in Shift Tray SF-602.



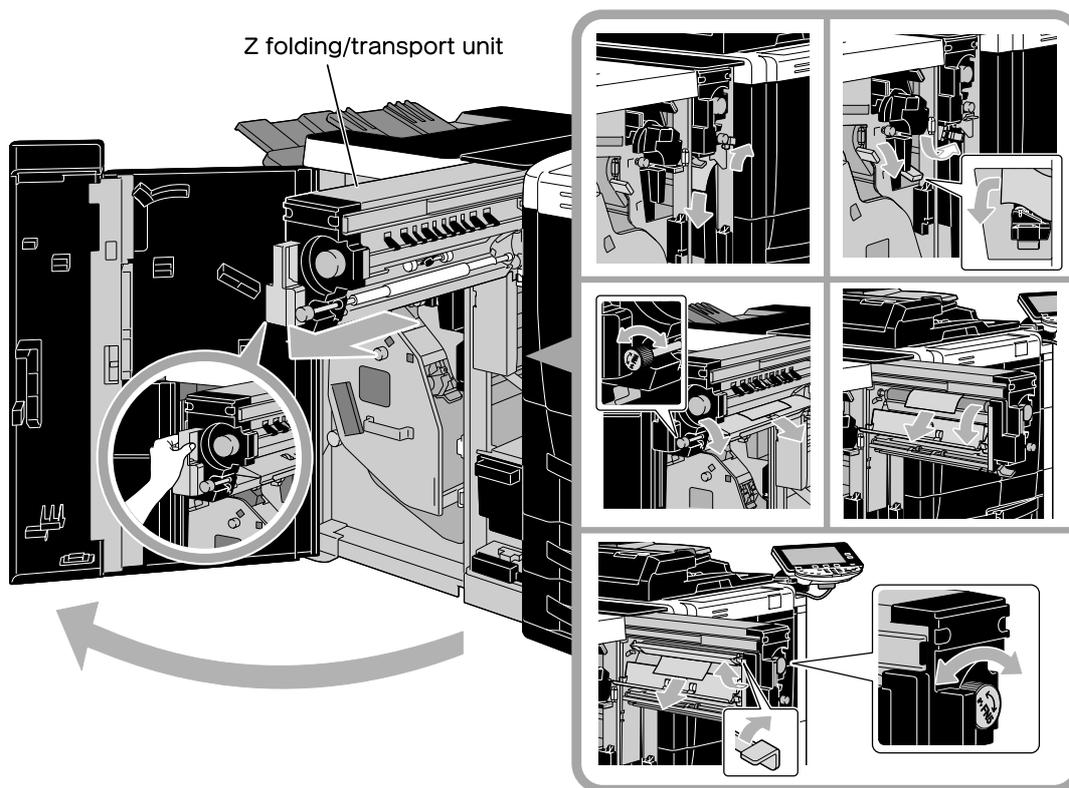
Clearing paper misfeeds (Post Inserter PI-504)

The following procedure describes how to clear paper misfeeds that have occurred in Post Inserter PI-504.



Clearing paper misfeeds (Z Folding Unit ZU-605)

The following procedure describes how to clear paper misfeeds that have occurred in Z Folding Unit ZU-605.

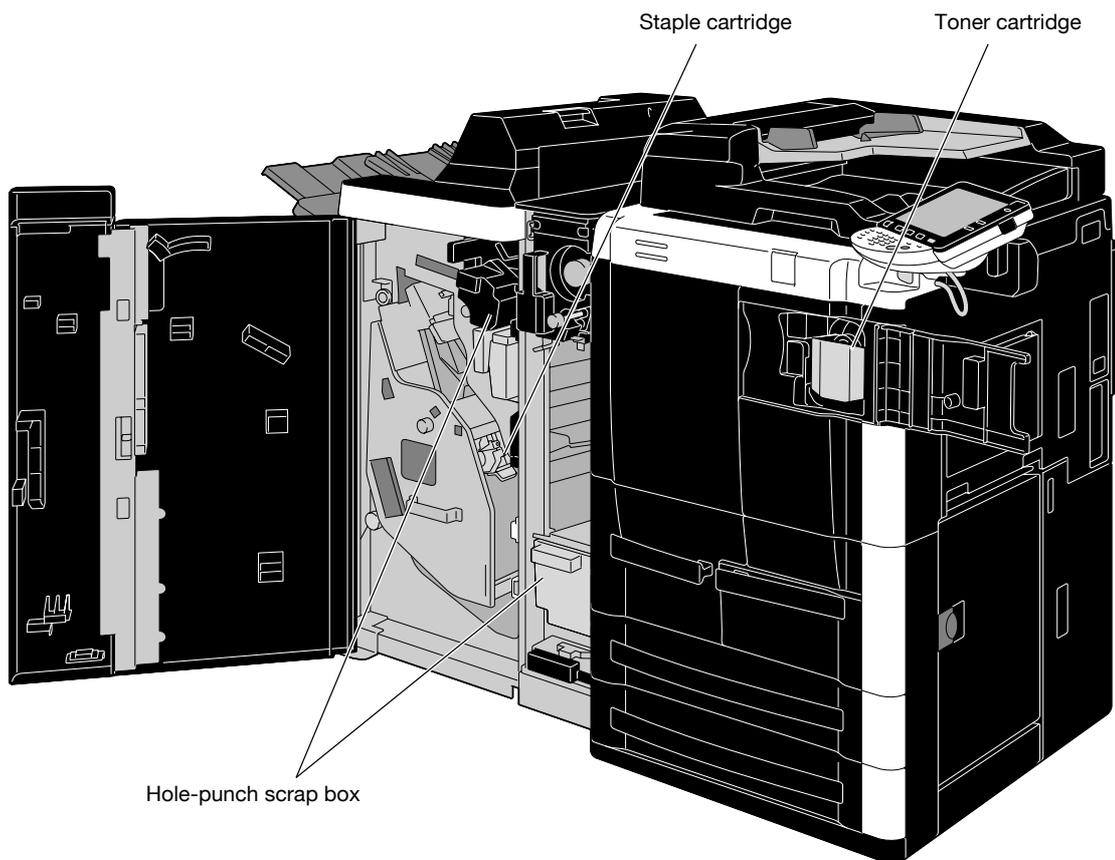


Reminder

When pulling out or returning the Z folding/transport unit to its original position, do not grab any part other than the handle, otherwise your hand or fingers may be pinched.

Supplies and handling

When the toner cartridge or staple cartridge is empty, or hole-punch scrap box is full, a message appears on the touch panel. Follow the procedure corresponding to each message.



Note

For details, refer to chapter 8, "Replacing toner cartridges and staple cartridges and emptying hole-punch scrap box" of the User's Guide [Copy Operations].

When the toner is about to run out, the following message appears.



Detail

For details on the replacement procedure, refer to page x-50 of this manual.

When there are no more staples in the finisher, the following message appears.



Detail

For details on the replacement procedure for the finisher, refer to page x-51 of this manual.

When the hole-punch scrap box is full, the following message appears.

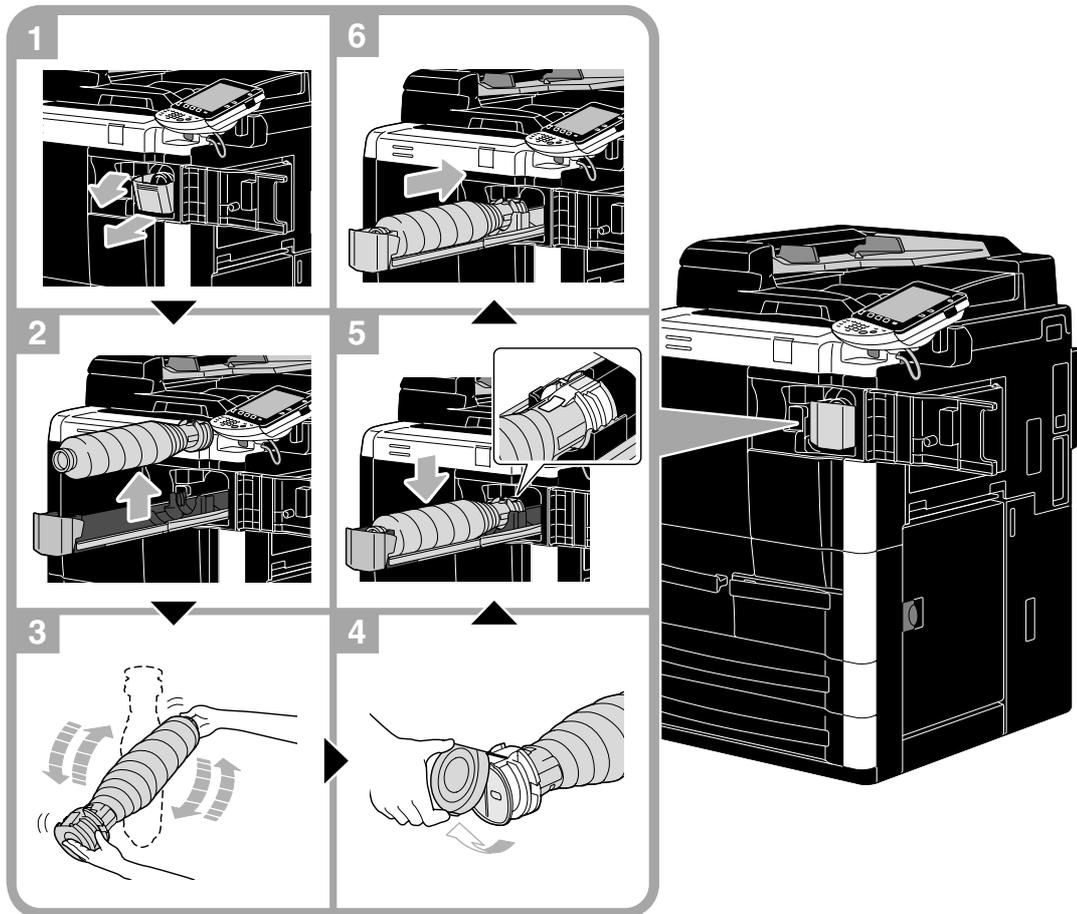


Detail

For details on the emptying procedure, refer to page x-54 of this manual.

Replacing the toner cartridge

The following procedure describes how to replace a toner cartridge.



Note

Use the same number toner cartridge as described in the label applied on the toner cartridge cover. Otherwise, machine trouble may be caused.

WARNING

Handling toner and toner cartridges

- Do not burn toner or the toner cartridge.
- Toner expelled from the fire may cause burns.

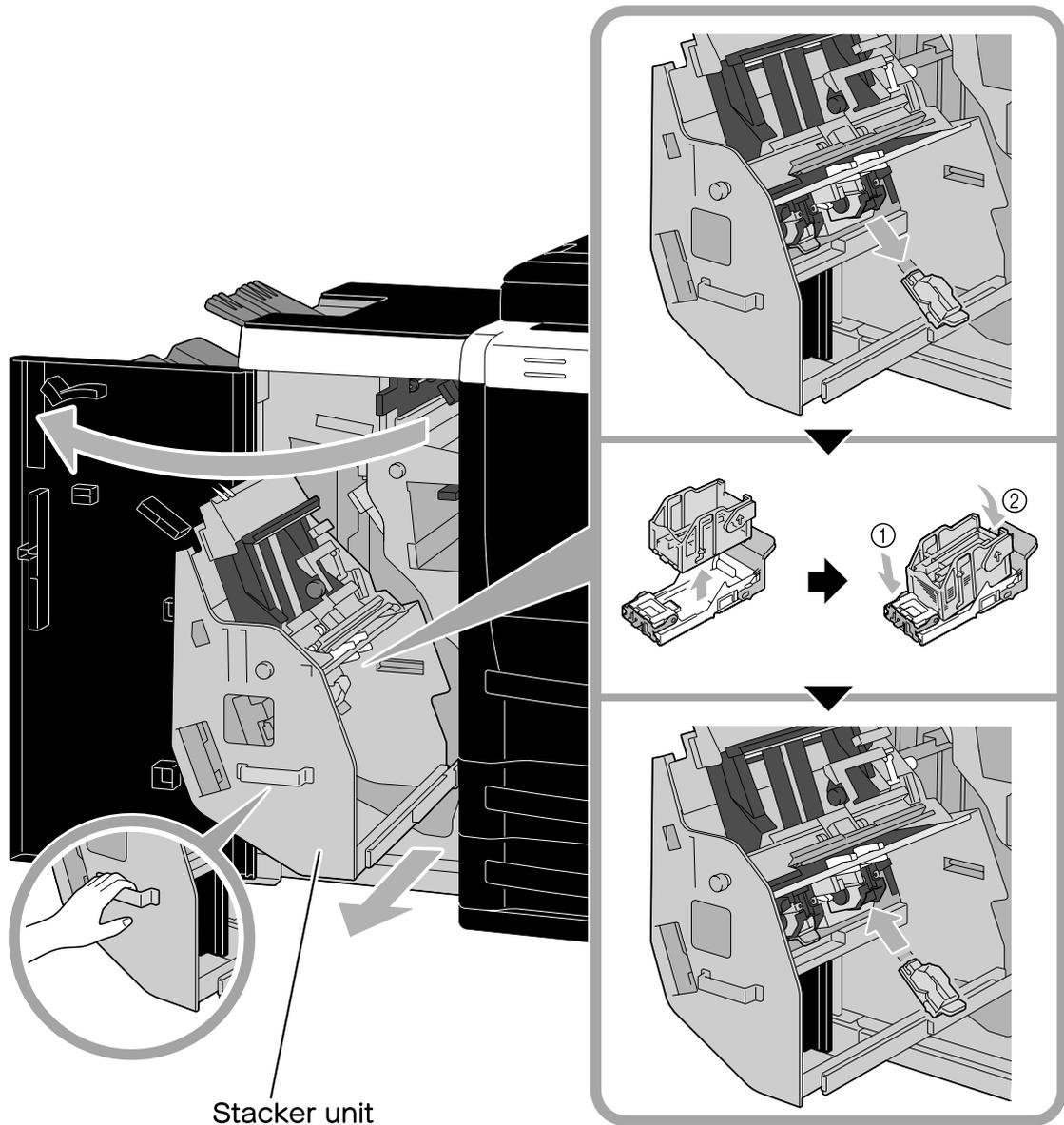
CAUTION

Precautions for toner spills

- Be careful not to spill toner inside the machine or get toner on your clothes or hands.
- If your hands become soiled with toner, immediately wash them with soap and water.
- If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

Replacing the staple cartridge (Finisher FS-524)

The following procedure describes how to replace the staple cartridge for Finisher FS-524.



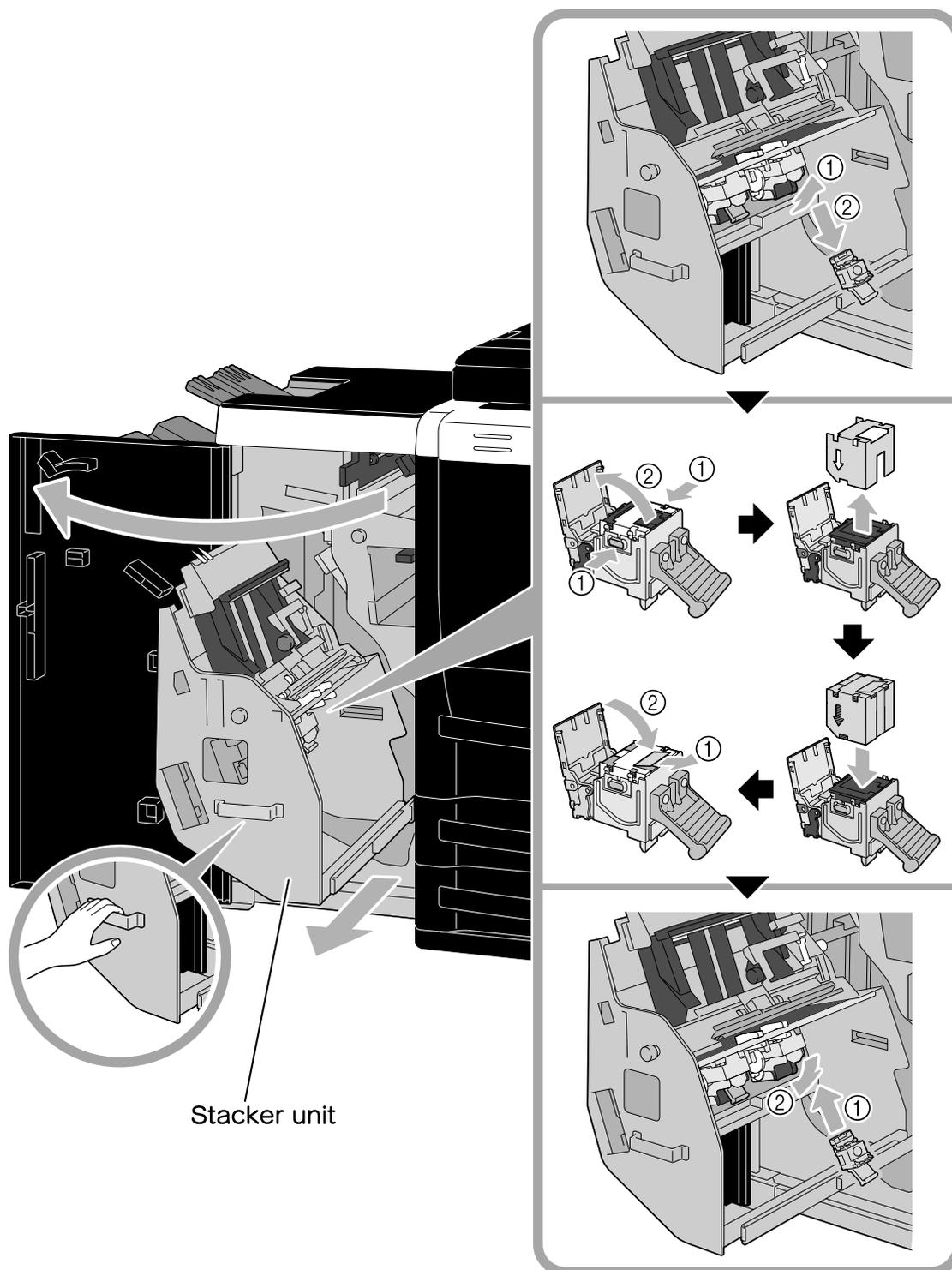
Reminder

When moving the stacker unit, do not grab any part other than the handle, otherwise your hand or fingers may be pinched.

Do not remove the remaining staples, otherwise the machine will not be able to staple after the cartridge is replaced.

Replacing the staple cartridge (Finisher FS-525)

The following procedure describes how to replace the staple cartridge for Finisher FS-525.



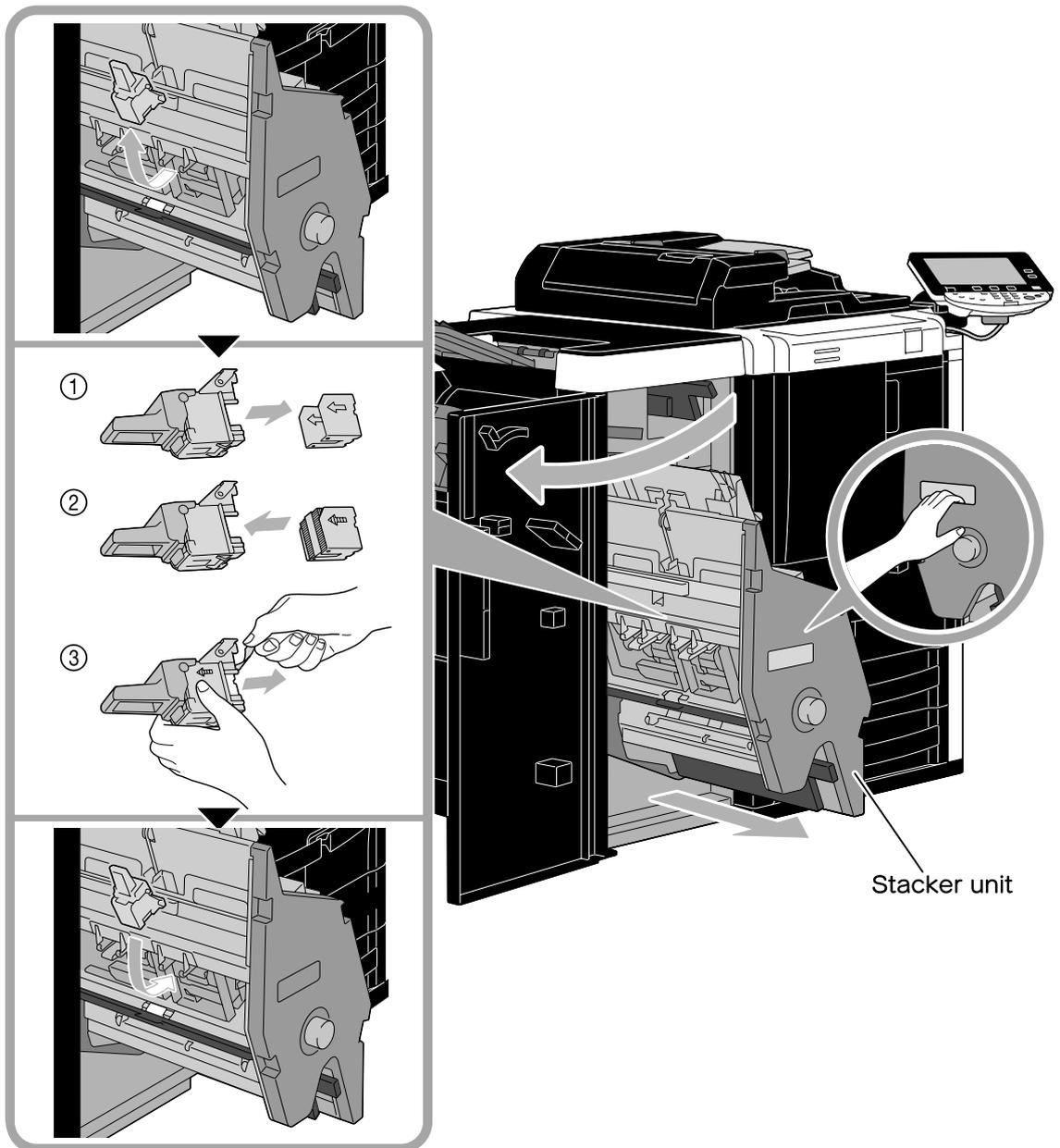
Reminder

When moving the stacker unit, do not grab any part other than the handle, otherwise your hand or fingers may be pinched.

Do not remove the remaining staples, otherwise the machine will not be able to staple after the cartridge is replaced.

Replacing the staple cartridge (Finisher FS-610)

The following procedure describes how to replace the staple cartridge for Finisher FS-610.



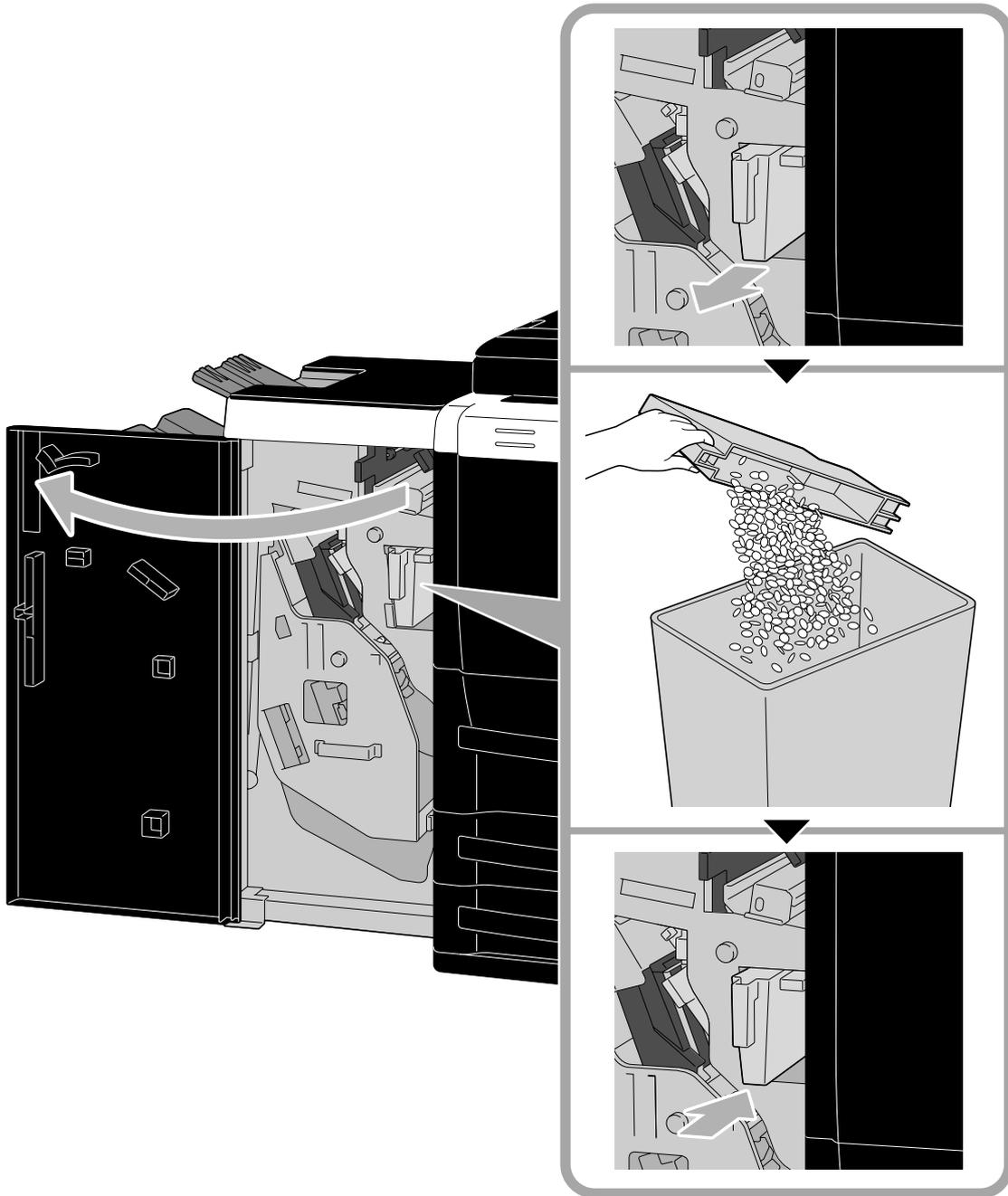
Reminder

When moving the stacker unit, do not grab any part other than the handle, otherwise your hand or fingers may be pinched.

Do not remove the remaining staples, otherwise the machine will not be able to staple after the cartridge is replaced.

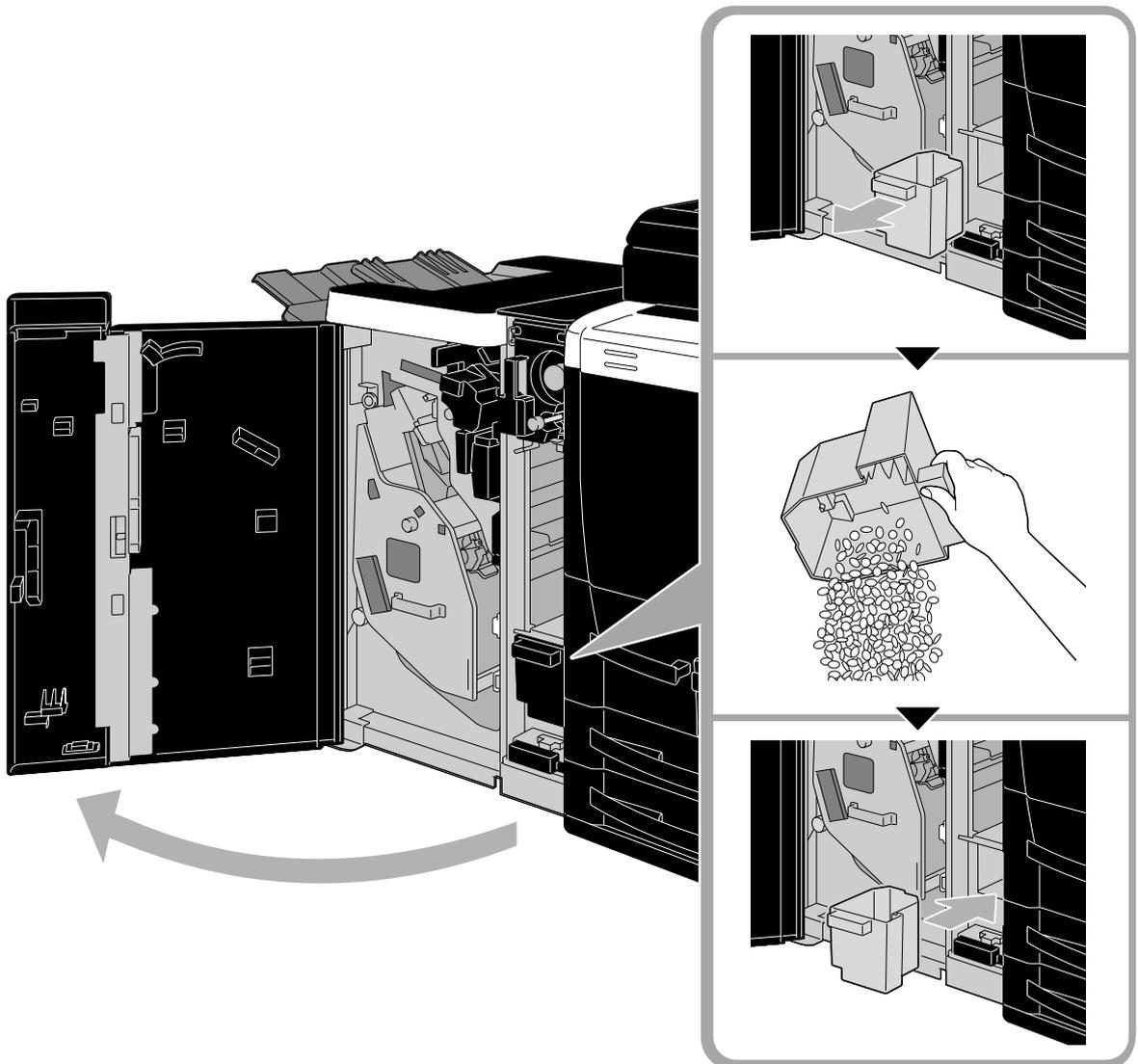
Emptying the hole-punch scrap box (finisher)

The following procedure describes how to empty the hole-punch scrap box of the finisher.



Emptying the hole-punch scrap box (Z Folding Unit ZU-605)

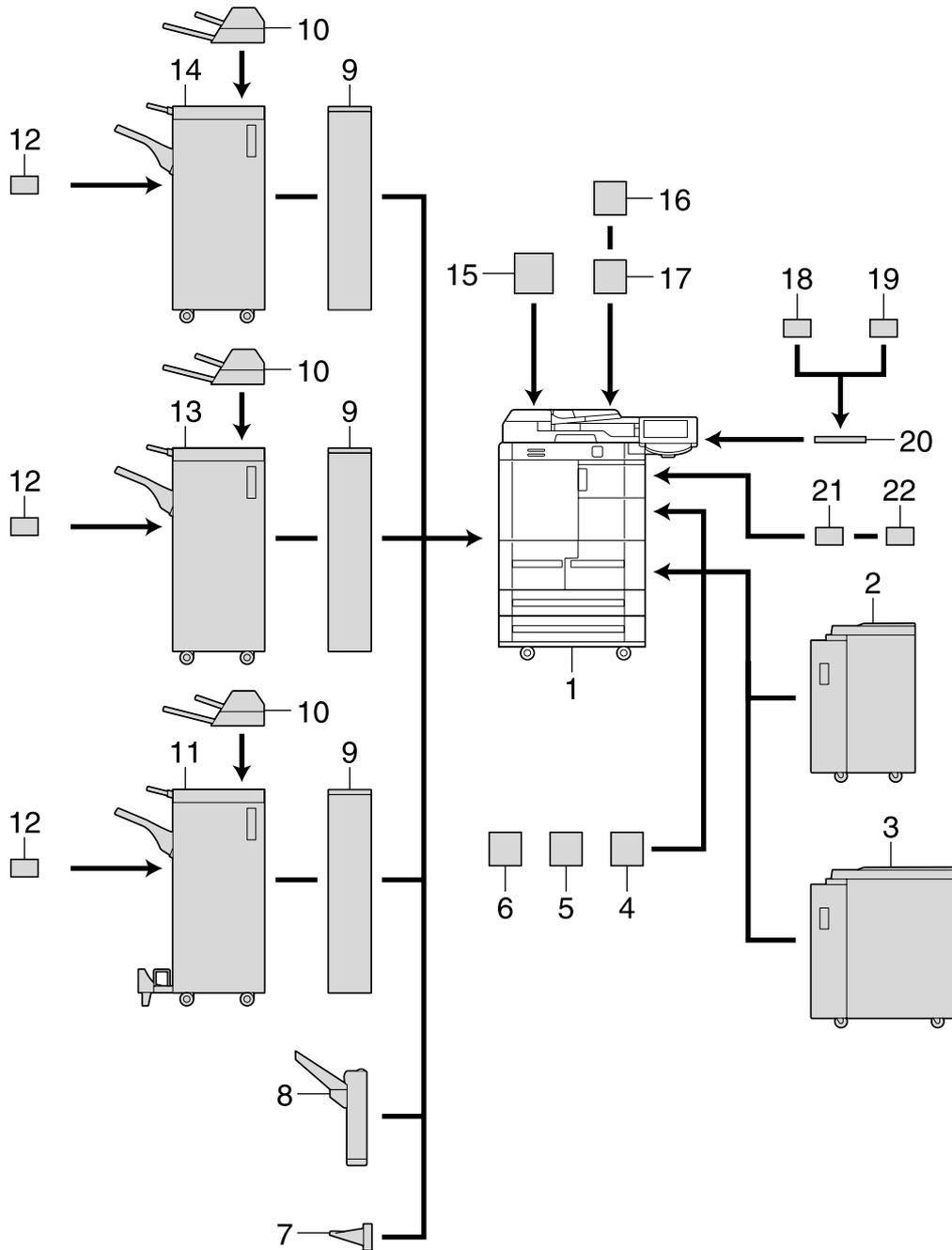
The following procedure describes how to empty the hole-punch scrap box of the Z folding unit.



Options

This section describes the configuration of the options installed on this machine.

By adding options, various office needs can be satisfied.



No.	Part name	Description
1	Main unit	Consists of a scanner, a printer, an ADF, and paper trays (4 trays and 1 bypass tray).
2	Large Capacity Unit LU-405	Can be loaded with up to 4,000 sheets of paper (20 lb).
3	Large Capacity Unit LU-406	Can be loaded with up to 4,000 sheets of paper (20 lb).
4	Local Interface Kit EK-703	Installed when using the machine as a printer connected directly with a PC.
5	Security Kit SC-506	Installed to encode the data saved on the hard disk so that the hard disk can be used more safely.

No.	Part name	Description
6	Hard Disk HD-510	Installed to increase the scanning capacity or enabling scanning of multiple jobs.
7	Output Tray OT-505	Collects printed sheets.
8	Shift Tray SF-602	Separates copies fed out at an offset.
9	Z Folding Unit ZU-605	Installed with the finisher to enable Z-folding and hole punching.
10	Post Inserter PI-504	Installed with the finisher to enable insertion of the cover sheet into the printed sheets. In addition, you can operate the finisher manually.
11	Finisher FS-610	Collects printed sheets. Provides selectable finishing functions: sort, group, offset-sort, offset-group, staple, face up, center staple & fold, half-fold, and tri-fold.
12	Punch Kit PK-505	Installed with the finisher to enable hole punching.
13	Finisher FS-525	Collects printed sheets. Provides selectable finishing functions: sort, group, offset-sort, offset-group, face up, and staple.
14	Finisher FS-524	Collects printed sheets. Provides selectable finishing functions: sort, group, offset-sort, offset-group, face up, and staple.
15	Image Controller IC-208	Installed when this machine is used for network printing and network scanning.
16	Fax Kit FK-502	Allows this machine to be used as a fax machine.
17	Mount Kit MK-716	Used to install the Fax kit.
18	Authentication Unit (biometric type) AU-101	Scans vein patterns in the finger to verify user authentication.
19	Authentication Unit (IC card type) AU-201	Reads the information stored on an IC card to verify user authentication.
20	Working Table WT-504	Provides an area to temporarily place originals and other materials. This is also used when the authentication unit is installed.
21	Key Counter Socket	Required for installing the key counter.
22	Key Counter	Installed onto this machine to make the counter function available for printed sheets.
No illustration is provided as the options are built into the main body.		
23	i-Option LK-101	Allows the Web Browser and Image Panel functions to be used from the control panel. For details, refer to the User's Guide [Advanced Function Operations].
24	i-Option LK-102	Allows PDF encryption, digital signatures and properties to be specified when transmitting PDF documents with Scan mode or User Box mode operations. For details, refer to the User's Guide [Advanced Function Operations].
25	i-Option LK-103	Functions for both the i-Option LK-101 and i-Option LK-102 are available.  Detail <i>This option may not be available depending on the service area. For details, contact your service representative.</i>
26	Upgrade Kit UK-202	Required in order to use i-Option LK-101, i-Option LK-102 or i-Option LK-103.



Note

For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].





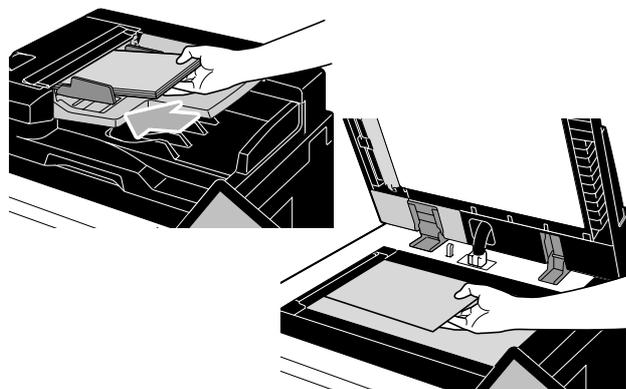
Basic operations

1 Basic operations

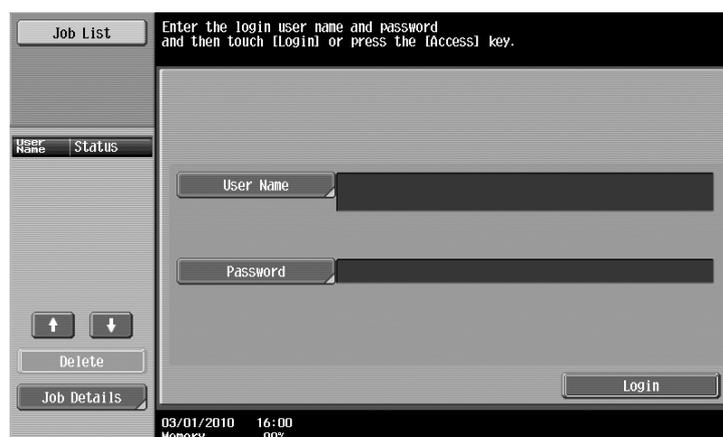
1.1 Basic copy operation

This section contains information on the general operation for copying.

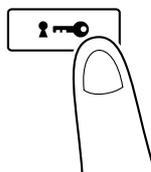
- 1 Position the original to be copied.



- If a screen for entering the user name/account name and password appears, type in the necessary information, and then touch [Login] or press the [Access] key. For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].



Access

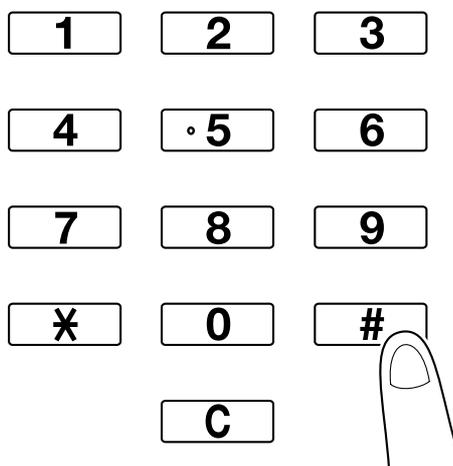


2 Select the Basic screen settings.



- Density/Background: Adjust the exposure level for the image or background of the copy. As a factory default, "Auto" is selected for Density, and "Standard" is selected for Background Removal.
- Paper: Select the paper tray that is to be used. As a factory default, "Auto" is selected.
- Zoom: For enlarged/reduced copying, change the zoom ratio. As a factory default, "100%" (Full Size) is selected.
- Duplex/Combine: Change the setting when copying double-sided originals or making double-sided copies of single-sided originals. In addition, multiple original pages can be combined into a single printed page. As a factory default, "1-sided>1-sided" is selected.
- Finishing: The printed pages can be sorted by pages or by copies. In addition, the pages can be stapled or holes can be punched in them.
- Separate Scan: Select this setting to scan a original in different batches. An original scanned in different batches can be treated as a single copy job.
- Auto Rotate OFF: Select this setting to print copies with the image not rotated to fit the orientation of the loaded paper.
- For details, refer to chapter 2, "Basic copy operations", of the User's Guide [Copy Operations].

3 Type in the desired number of copies.

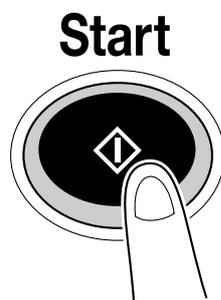


- To change the number of copies, press the [C] (clear) key, and then type in the desired number.

- To use the various copy functions, touch [Application], and then specify the desired settings. For details, refer to chapter 7, "Application functions", of the User's Guide [Copy Operations].



- 4 Press the [Start] key.



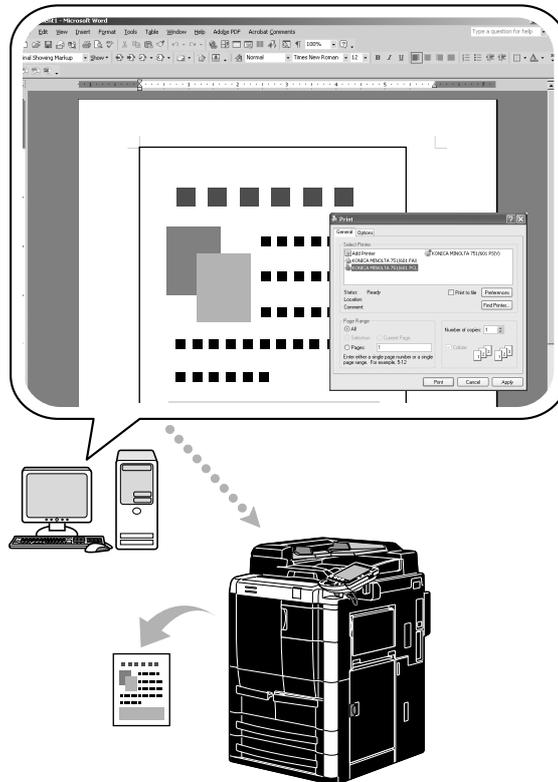
- To stop scanning or printing, press the [Stop] key.
- To interrupt the copy job, press the [Interrupt] key.
- To scan the next original while printing (reserve a copy job), position the next original, and then press the [Start] key.
- For details on stopping printing or interrupting copying, refer to chapter 2, "Basic copy operations", of the User's Guide [Copy Operations].

1.2 Basic print operation

This section contains information on the general operation for printing.

Sending print data

Send print data from an application on the computer through the printer driver to this machine.



The following printer drivers can be used with this machine.

Windows:

PCL driver

PostScript driver

XPS driver

Macintosh:

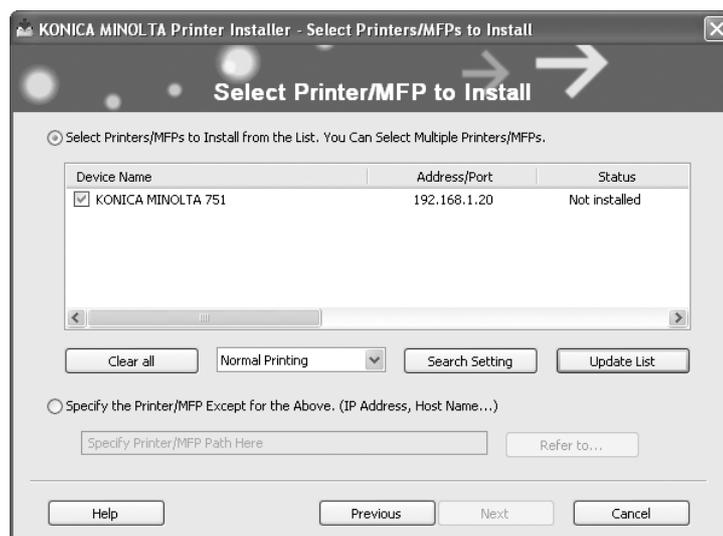
OS X PostScript PPD driver

OS 9 PostScript PPD driver

Before printing

In order to print, a printer driver must first be installed on the computer to be used.

The printer driver can easily be installed with the installer on the enclosed CD-ROM (for Windows).



Detail

In order to print, the network settings must first be specified.

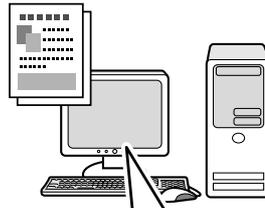
Network settings should be specified by the administrator.

Network settings can also be specified by using PageScope Web Connection.

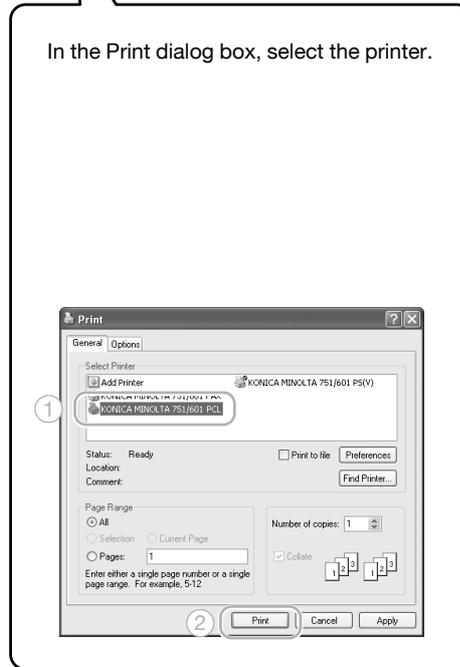
For details, refer to chapter 1, "Setup items by operation", of the User's Guide [Network Administrator].

Printing

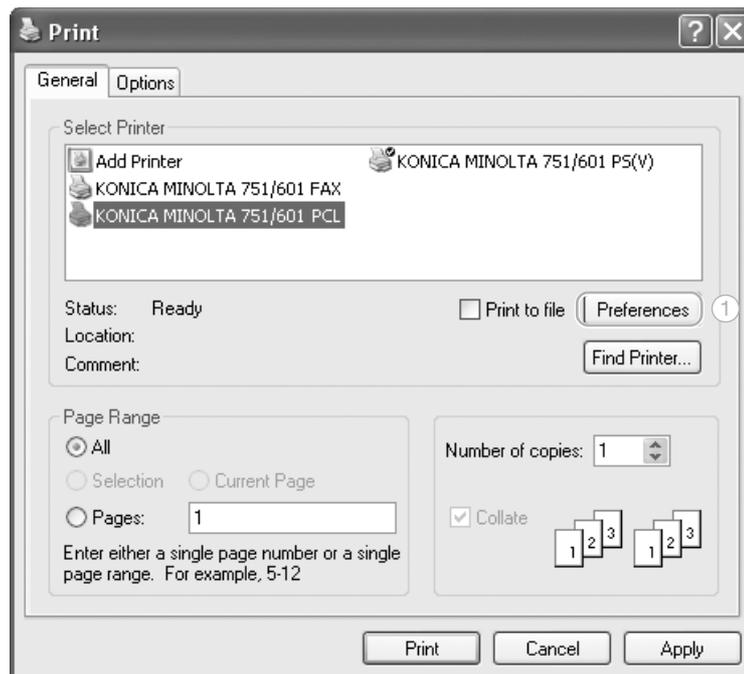
- 1 Create a document in the application, and then select the print command.



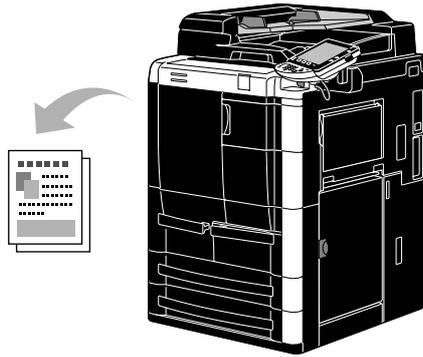
In the Print dialog box, select the printer.



- If necessary, display the printer driver settings dialog box, and then specify the printing settings, such as stapling.



- 2 The specified pages and number of copies are printed.



- If "Secure Print", "Save in User Box" or "Proof Print" was selected from the "Output Method" down-down list in the printer driver, the document is saved in a user box or in the memory of this machine. Print the document by using the control panel of the machine.

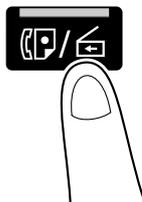


1.3 Basic fax operation

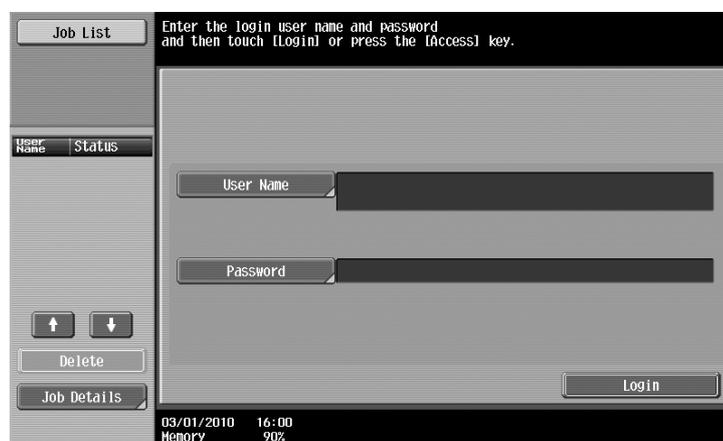
This section contains information on the general operation for faxing.

- 1 Change the mode.

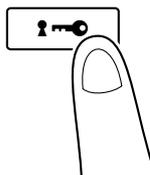
Fax / Scan



- If a screen for entering the user name/account name and password appears, type in the necessary information, and then touch [Login] or press the [Access] key. For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].



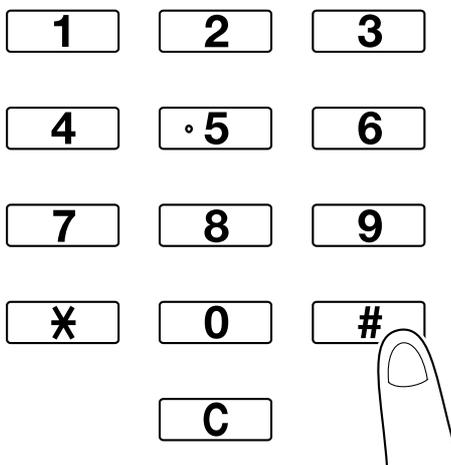
Access



2 Select the destination.

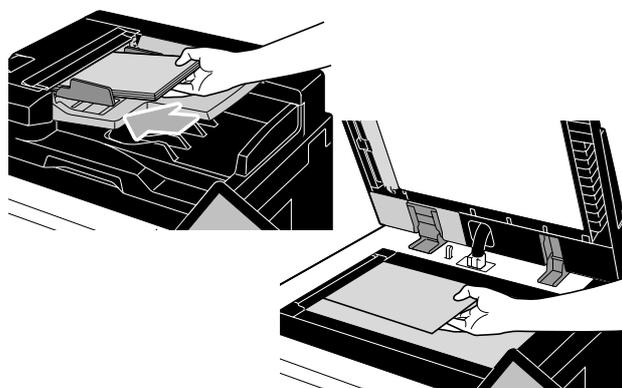


- If fax numbers are already registered, a registered destination can be selected. For details on registering destinations, refer to page 4-2 of this manual.
- When directly entering the fax number, use the keypad to type in the number.



- A document can be sent to multiple destinations at the same time (Broadcast transmission). For details on sending a document to multiple destinations, refer to page 4-9 of this manual.
- If necessary, touch [Scan Settings], [Original Settings] or [Comm. Settings], and specify the desired settings. For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].

3 Position the original to be faxed.



- To send a original that cannot be loaded into the ADF (a thick original or an original on thin paper), position it on the original glass.
- Position the original face up in the ADF with the top edge of the original inserted into the feed slot.

- To check the destinations and the settings specified for the functions, touch [Check Job Settings]. For details, refer to chapter 2, "Control panel/touch panel", of the User's Guide [Network Scan/Fax/Network Fax Operations].



- 4 Press the [Start] key.



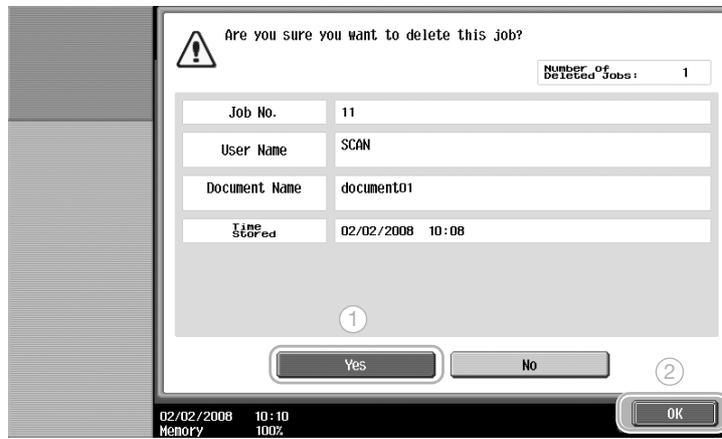
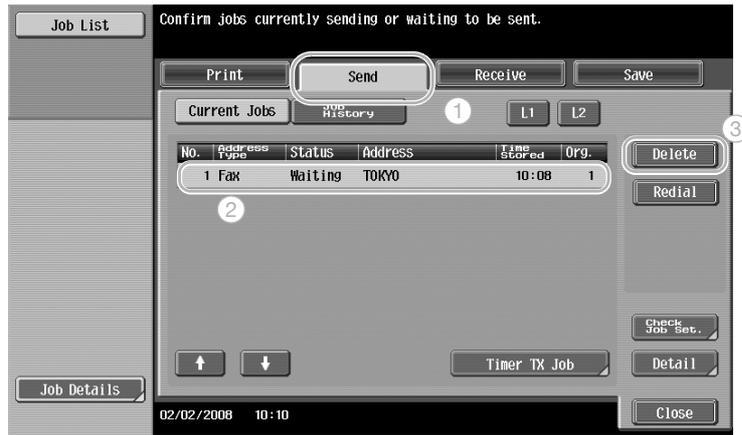
- When scanning more than one page of original using the original glass, place the 2nd page and then press the [Start] key. Repeat this process until all the pages have been scanned. After the last page has been scanned, touch [Finish], and then press the [Start] key.



Detail

To stop the transmission after the [Start] key was pressed, touch [Job List], then [Job Details], and then delete the job to be stopped. For details, refer to chapter 2, "Control panel/touch panel", of the User's Guide [Network Scan/Fax/Network Fax Operations].





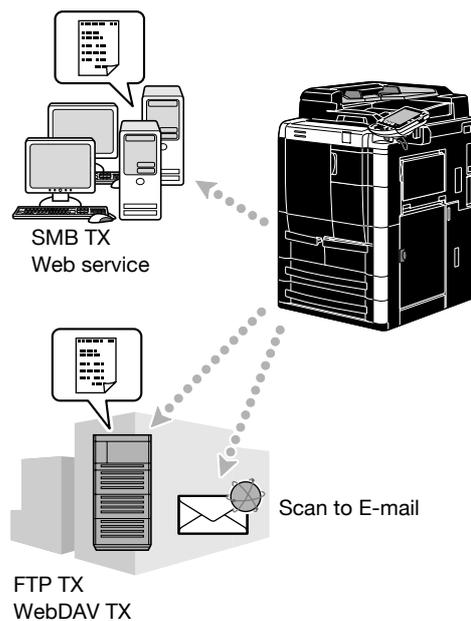
1.4 Basic scan operation

This section contains information on the general operation for sending scan data.

Scan data transmissions

An original scanned with this machine can be sent as a data file. There are transmission methods.

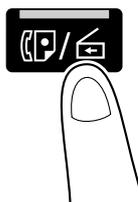
- Scan to E-mail: The scan data is sent as an attachment to an e-mail message.
- FTP TX: The scan data is sent to an FTP server.
- SMB TX: The scan data is sent to a shared folder on a computer on the network.
- WebDAV TX: The scan data is sent to the WebDAV server.
- Web service: It is possible to issue a scan command from a computer on the network or to perform scanning according to the purpose from the machine and to send the scanned data to the computer. It is available for using Windows Vista/Server 2008/7.



Other than data scanned with this machine, data saved in a user box can also be sent.

- 1 Change the mode.

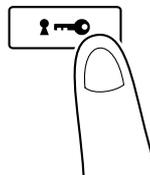
Fax / Scan



- If a screen for entering the user name/account name and password appears, type in the necessary information, and then touch [Login] or press the [Access] key. For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].



Access



- 2 Select the destination.



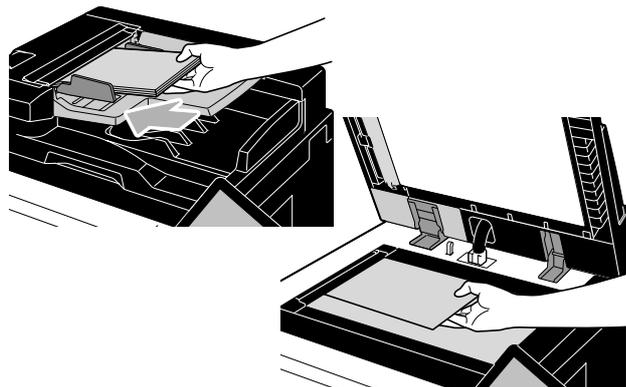
- If destinations are already registered, a registered destination can be selected. For details on registering destinations, refer to page 5-2 of this manual.

- To directly type in the destination address, touch [Direct Input], select the transmission method, and then type in the destination address.

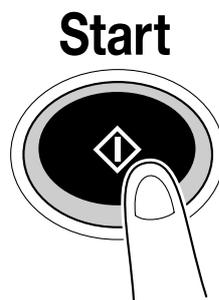


- A document can be sent to multiple destinations at the same time (Broadcast transmission). For details on sending a document to multiple destinations, refer to page 5-20 of this manual.
- If necessary, touch [Scan Settings], [Original Settings] or [Communication. Settings], and specify the desired settings. For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/ Network Fax Operations].
- Press the [Proof Copy] key before pressing the [Start] key to display the preview image of the currently specified settings on the touch panel.

3 Position the original to be scanned.



4 Press the [Start] key.



Detail

The network settings must be specified before scan data can be sent.

Network settings should be specified by the administrator.

Network settings can also be specified by using PageScope Web Connection.

For easier operation, specify in advance any settings other than the network settings according to the desired application.

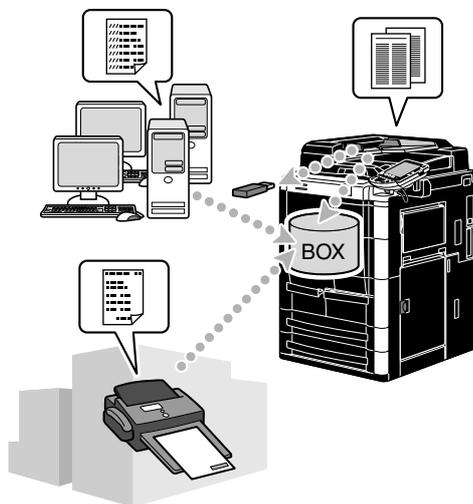
For details, refer to chapter 1, "Setup items by operations", of the User's Guide [Network Administrator].

1.5 Basic box operation (registering user boxes)

In order to use the User Box mode functions, boxes must first be created. The following procedure describes how to register public, personal and group user boxes.

Box operations

These functions allow document data to be saved on the optional hard disk and retrieved when necessary. In addition to data scanned with this machine, data created on the computer and data sent from another multifunctional peripheral can be saved in this user box.



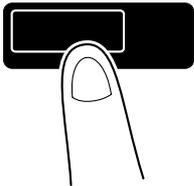
The following user boxes can be registered. To use public user box, personal user box, group user box, and annotation user box functions, an optional hard disk needs to be installed in the machine.

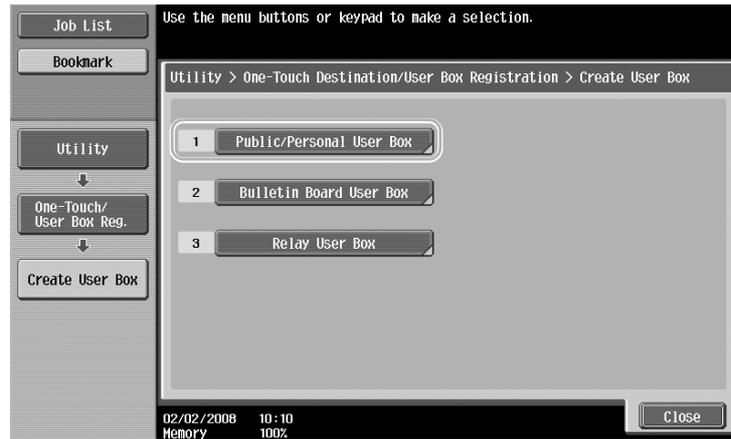
Types of user boxes	Description
Public user boxes	This shared user box can be accessed by anyone. Access can be controlled if a password is specified.
Personal user boxes	This user box for an individual can only be accessed by users that have logged on when user authentication settings have been applied.
Group user boxes	This user box can only be accessed by users who belong to the account (group) and have logged on when account track settings have been applied.
Bulletin board user boxes	This user box can be used to share documents through the fax line, even with recipients not on the network. (The receiving machine must be compatible with F-codes.) In order to use these user box operations, optional fax kit must be installed. For details, refer to chapter 6, "Useful functions (G3/IP/I-FAX)", of the User's Guide [Network Scan/Fax/Network Fax Operations].
Relay user boxes	This user box is required for using this machine as a relay station. (The relay transmission function uses F-codes.) In order to use these user box operations, optional fax kit must be installed. For details, refer to chapter 6, "Useful functions (G3/IP/I-FAX)", of the User's Guide [Network Scan/Fax/Network Fax Operations].
Annotation user boxes	This user box is used when adding an image of the date/time or annotation number to a document data saved in Scan function. This user box is registered in Administrator settings. For details, refer to chapter 8, "User box setting", of the User's Guide [Box Operations].

1

1 Display the screen for registering user boxes.

Utility/Counter





2 Touch [New].



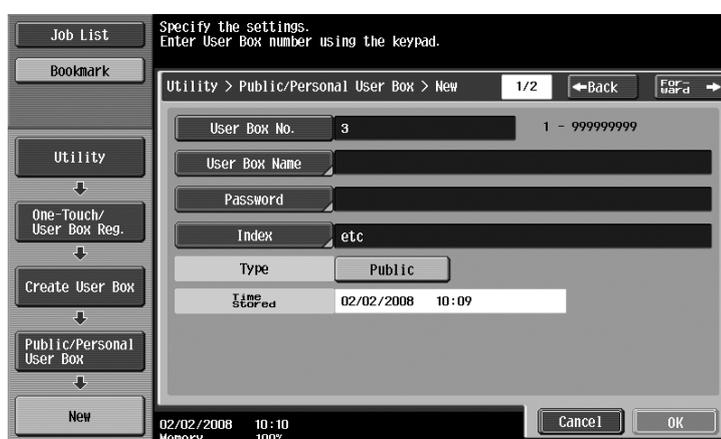
- To change the settings for a registered user box, select the user box whose settings are to be changed, and then touch [Edit].



- To delete a registered user box, select the user box to be deleted, and then touch [Delete].



- 3 Specify the desired settings.



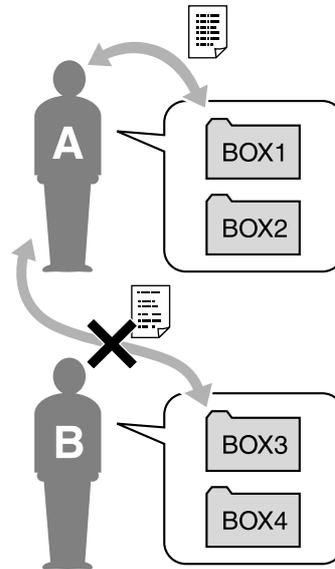
- User Box No.: Specify the user box number. Touch [User Box No.], and then use the keypad to type in the user box number.
- User Box Name: Specify the user box name. Touch [User Box Name], and then use the keyboard that appears in the touch panel to type in the user box name.
- Password: Specify a password to protect the registered user box. Touch [Password], and then use the keyboard that appears in the touch panel to type in the password.
- Index: Select the index characters used for organizing the registered user boxes. By selecting appropriate index characters (for example, "TUV" for a user box with the name "Tokyo office"), the user box can easily be found. Touch [Index], and then select the appropriate index characters from those that are displayed.

- Type: Select whether the box to be registered will be a public user box, personal user box or group user box. [Personal] appears beside "Type" if you have logged on when user authentication settings have been applied. [Group] appears beside "Type" if you have logged on when account track settings have been applied.
- Auto Document Delete Time: Specify the length of time until a document saved in the user box is automatically deleted.
- Confidential RX: Specify whether or not confidential faxes can be received. When a confidential fax is received, a password is also specified.
- When registering a user box, settings must be specified for the user box number and the user box name. Be sure to specify these settings.

**Detail**

Personal user boxes can be created and used by users registered with user authentication. By creating user boxes for authenticated users, the contents of the user boxes cannot be viewed or used by other users.

For example, if authenticated user A is logged on, only user boxes registered to A appear in the screens. Since user boxes registered to authenticated user B do not appear, they cannot be used.



We recommend saving highly confidential documents in personal user boxes.

Group user boxes can be created and used by accounts (groups) registered with account track. As with personal user boxes, by creating user boxes for each account, the contents of the user boxes cannot be viewed or used by members of other accounts.

We recommend saving data to be shared within a group in group user boxes.

1.6 Basic box operation (saving data in a user box)

The following procedures describe how to save data in user boxes.

Data can be saved in boxes from Copy mode, Fax/Scan mode, User Box mode and Printer mode.



Detail

Data saved from Copy mode cannot be transmitted. The operations for saving data in user boxes differ depending on how the data is to be used.

Saving data in a user box with a Copy mode operation

- 1 Touch [Save in User Box].

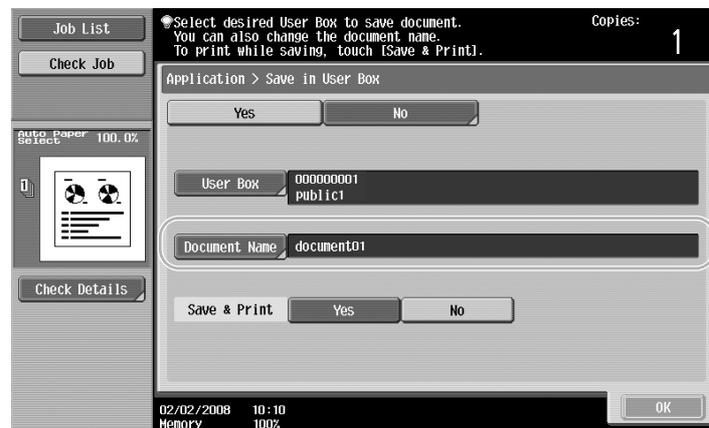


- 2 Select the user box where the document is to be saved.



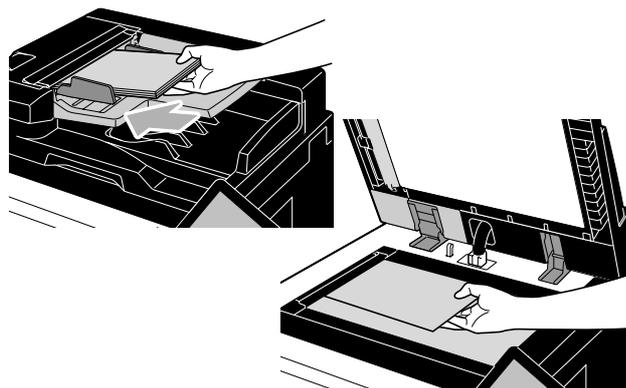
- The user box can also be specified by touching [Enter User Box No.], then typing in the box number.
- To search for a user box name, touch [Search User Box].

- 3 Check the name of the document.

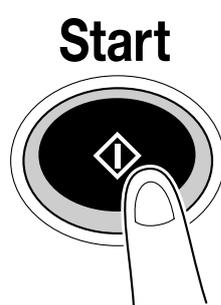


- The document name automatically set as the default is displayed.
- To change the document name, touch [Document Name], and then use the keyboard that appears in the touch panel to type in the name.

- 4 Position the original to be saved.



- 5 Press the [Start] key.

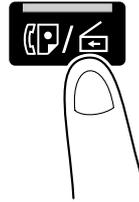


- When saving a document to a user box with a Copy mode function, select "Page Print" to "Yes" to print the document at the same time that it is saved.

Saving data in a user box with a Fax/Scan mode operation

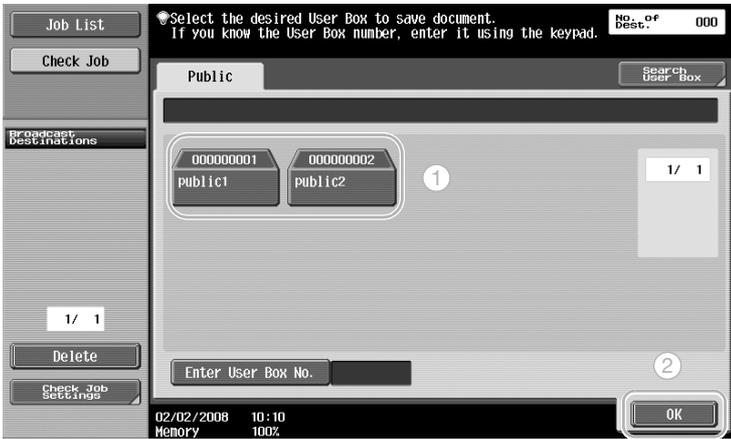
- 1 Touch [User Box].

Fax / Scan



1

2 Select the user box where the document is to be saved.



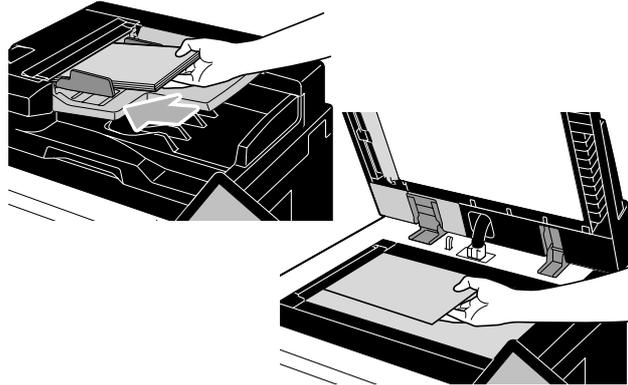
- The user box can also be specified by touching [Enter User Box No.], then typing in the box number.
- To search for a user box name, touch [Search User Box].

3 Check the name of the document.

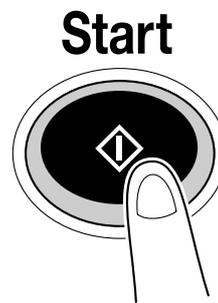


- The document name automatically set as the default is displayed.
- To change the document name, touch [Document Name], and then use the keyboard that appears in the touch panel to type in the name.

- 4 Position the original to be saved.



- 5 Press the [Start] key.



- When saving a document to a user box with a Fax/Scan mode function, specifying another destination allows the document to be sent at the same time that it is saved.

**Detail**

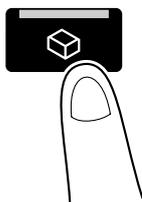
A user box registered in the address book or registered as a group destination is called a "user box destination".

Data can also be saved in a user box by specifying a user box destination as the recipient of the fax or scan data. For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].

Saving data in a user box with a User Box mode operation

- 1 Touch [Save Document].

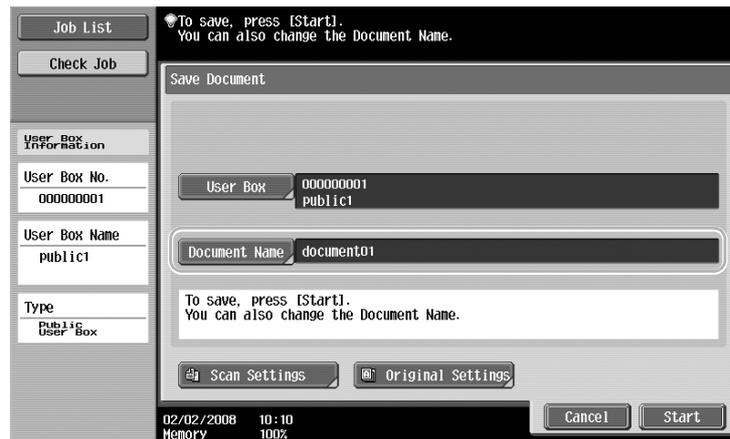
User Box



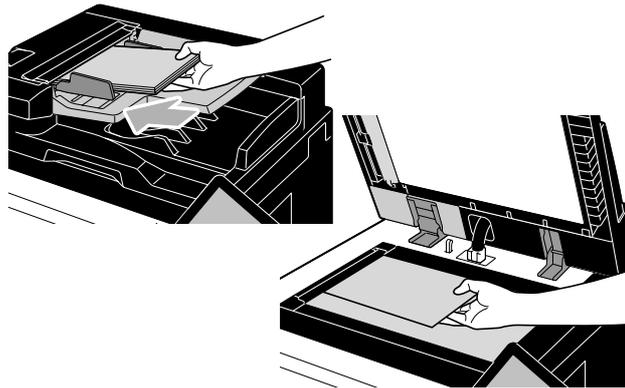
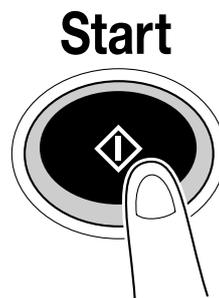
- 2 Select the user box where the document is to be saved.



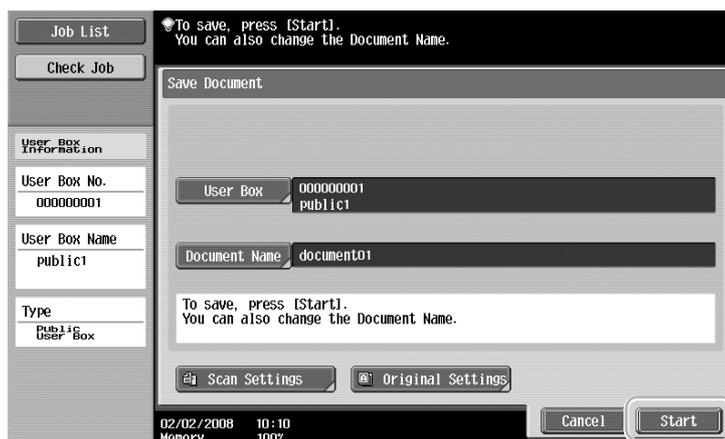
- The user box can also be specified by touching [Enter User Box No.], then typing in the box number.
- To search for a user box name, touch [Search User Box].
- An external memory can be connected directly to the machine and specified for saving documents.
- For details on functions using an external memory, refer to page 1-38 of this manual.

3 Check the name of the document.

- The document name automatically set as the default is displayed.
- To change the document name, touch [Document Name], and then use the keyboard that appears in the touch panel to type in the name.
- To specify settings such as the image quality and document orientation, touch [Scan Settings] or [Original Settings]. For details, refer to chapter 5, "Save Document", of the User's Guide [Box Operations].

4 Position the original to be saved.**5** Press the [Start] key.

- The operation can also be started by touching [Start].



Detail

Print data transmitted via the printer driver can be stored in user boxes.

For details on saving data in user boxes using the printer functions, refer to page 3-5 of this manual.

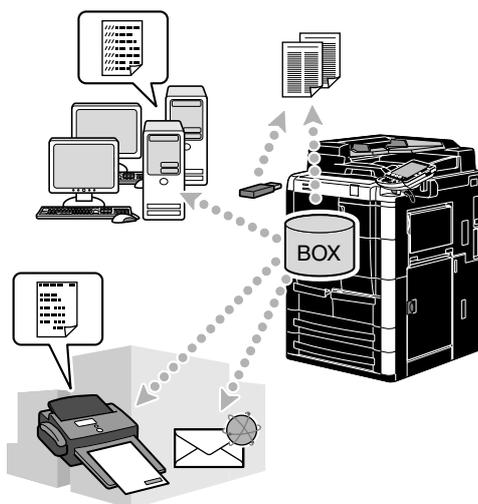
1.7 Basic box operation (using saved documents)

The following procedures describe how to print and send data saved in user boxes.

User Box mode uses

Data saved in a user box can be printed or sent when needed. This is useful in the following cases.

- Reprinting documents that have previously been printed: The documents can quickly be printed without using a computer or an application.
- Saving paper documents as data to be managed: Large amounts of paper documents can be saved as data and stored in a compact format, reducing the amount of office space needed.
- Efficiently transmitting and sharing documents: Documents can easily be transmitted on a network without using a computer.
- Printing documents in an external memory: Documents saved in an external memory can be printed by connecting it directly to the machine without computer. To use this function, an optional hard disk and an image controller need to be installed in the machine.



Detail

Operations on data saved in user boxes can also be performed with PageScope Web Connection from a Web browser on a computer.

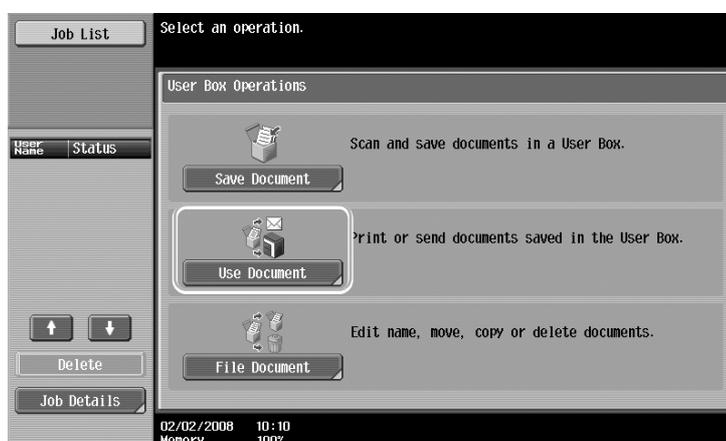
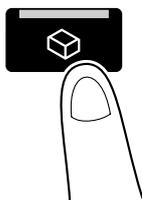
By using PageScope Web Connection, you can search for data in user boxes or you can print or send data without leaving your desk.

Data can more easily be imported from a user box to the computer. For details, refer to chapter 9, "PageScope Web Connection", of the User's Guide [Box Operations].

Printing saved documents

- 1 Select the user box containing the document to be printed.

User Box

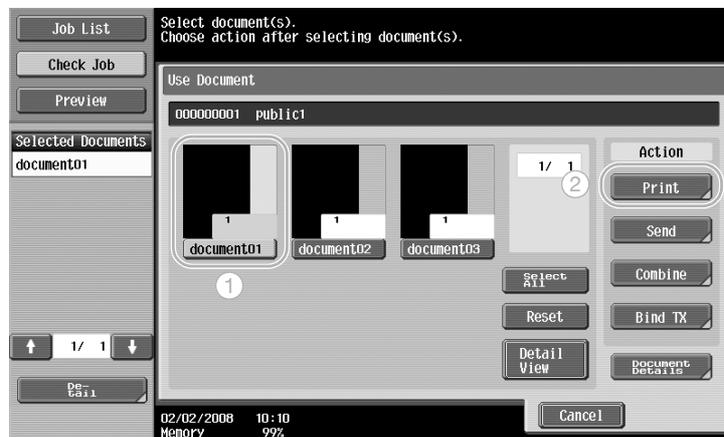


- If a password has been specified for the user box, type in the password, and then touch [OK].



- An external memory can be connected directly to the machine and specified for printing data in the external memory.
- For details on functions using an external memory, refer to page 1-38 of this manual.

- 2 Select the document to be printed, and then touch [Print].

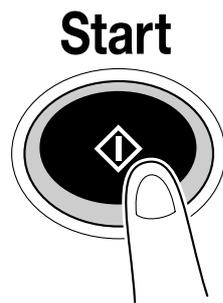


- From the Print screen, Finishing settings and settings such as the number of copies can be specified.



- The print settings for received faxes cannot be changed.
- To print multiple saved data at the same time, touch [Combine]. Up to 10 documents can be printed at the same time. For details, refer to chapter 6, "Use Document", of the User's Guide [Box Operations].
- Touch [Preview] to check the preview image.

3 Press the [Start] key.

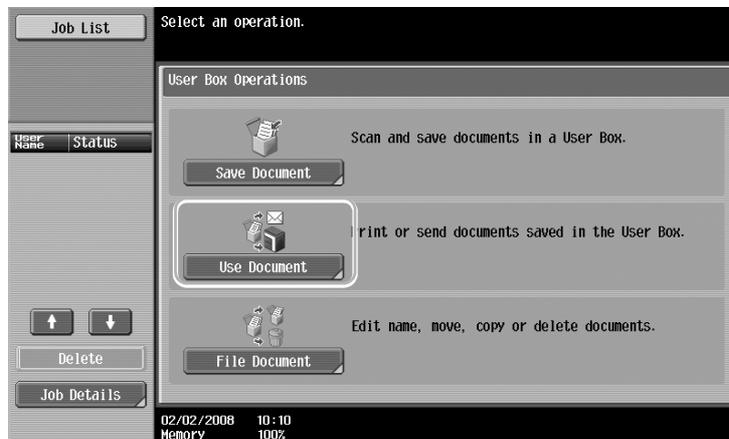
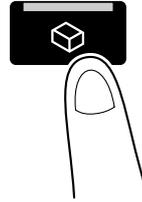


- The operation can also be started by touching [Start].

Sending saved documents

- 1 Select the user box containing the document to be sent.

User Box

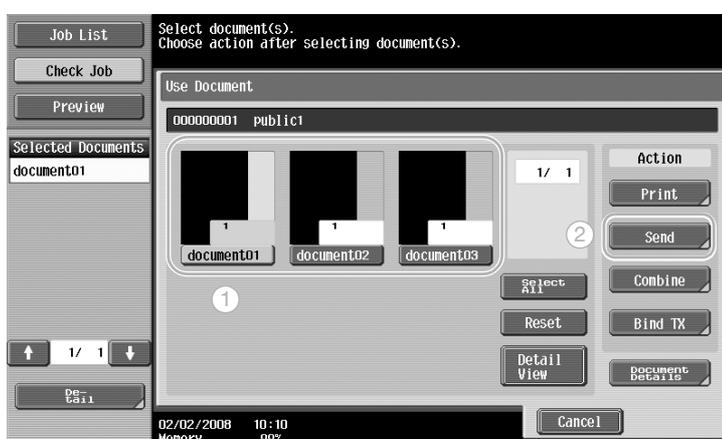


1

- If a password has been specified for the user box, type in the password, and then touch [OK].



- 2 Select the document to be sent, and then touch [Send].



- To send multiple saved data at the same time, touch [Bind TX]. Up to 10 documents can be sent at the same time. For details, refer to chapter 6, "Use Document", of the User's Guide [Box Operations].

- 3 Select the destination.



- If destinations are already registered, a registered destination can be selected. For details on registering destinations, refer to page 5-2 of this manual.

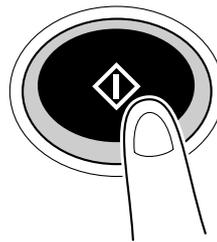
- To directly type in the destination address, touch [Direct Input], select the transmission method, and then type in the destination address.



- A document can be sent to multiple destinations at the same time. For details on sending a document to multiple destinations, refer to page 5-20 of this manual.
- If necessary, touch [Communication Settings], and specify the desired settings. For details, refer to chapter 6, "Use Document", of the User's Guide [Box Operations].
- Touch [Preview] to check the preview image.

- 4 Press the [Start] key.

Start



- The operation can also be started by touching [Start].



1.8 Using an external memory

The following describes functions that are enabled using an external memory.

Documents in an external memory can be printed and documents can be saved in an external memory without using a computer.



Detail

To use the external memory functions, an optional hard disk and an image controller are required.

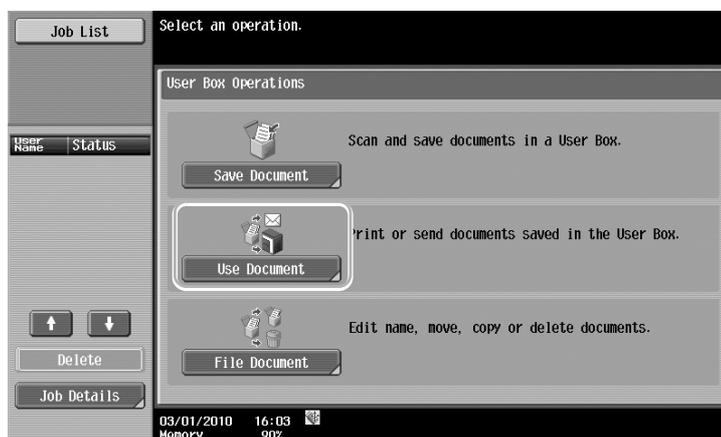
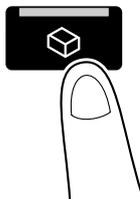
Connect an external memory to the USB connector of this machine in advance. For details, refer to Chapter 6 "Use Document", of the User's Guide [Box Operations].

To save data in an external memory, setting is required in advance. For details, refer to Chapter 8 "User box settings", of the User's Guide [Box Operations].

Printing

- 1 Touch [Use Document].

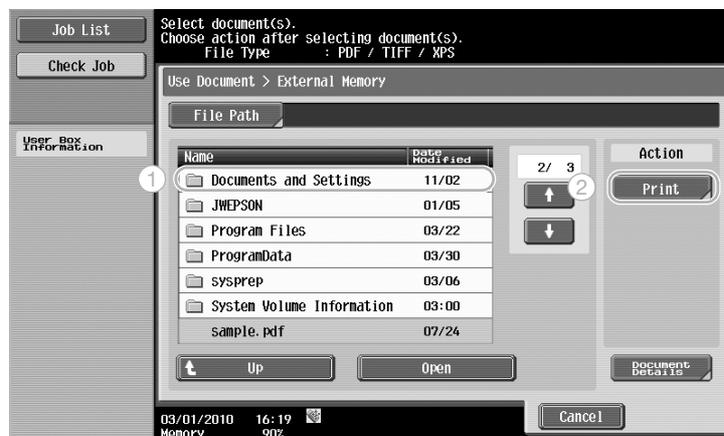
User Box



2 Select [External Memory].

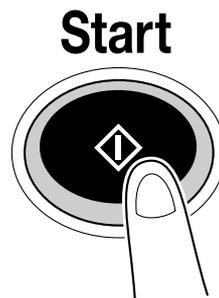


3 Select the document and make print settings.



- For details on print settings, refer to Chapter 6 "Use Document", of the User's Guide [Box Operations].

4 Press the [Start] key.



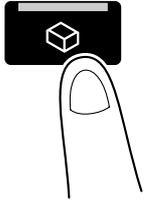
- The operation can also be started by touching [Start].

1

Saving

1 Touch [Save Document].

User Box



2 Select [External Memory].

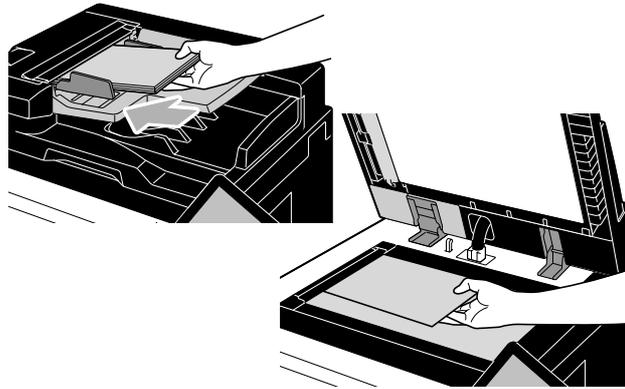


- 3 Check the document name and make scan and original settings.

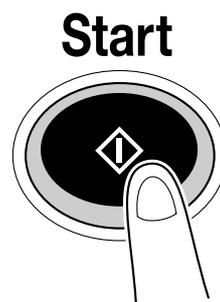


- The document name can be changed when saving the document.
- For details on scan and original settings, refer to Chapter 5 "Save Document", of the User's Guide [Box Operations].

- 4 Position the original to be saved.



- 5 Press the [Start] key.



- The operation can also be started by touching [Start].

2

Useful copy operations

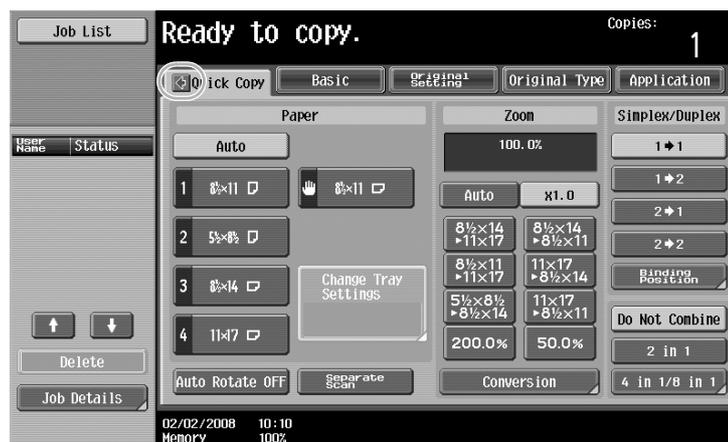
2 Useful copy operations

2.1 Specifying basic settings for quick copying

The screen can be customized, for example, with the Quick Copy screen, so that copy functions are more conveniently available.

Quick Copy screen

Basic copy settings are available in one screen. Touch [←] in the screen to display additional settings, such as other Density or Finishing settings.





No.	Item	Description
1	Density setting	Select the exposure level of print image.
2	Background Removal setting	Select the exposure level of the background.
3	Paper settings	Select the type and size of paper to be copied.
4	Zoom settings	The zoom ratio can be set in order to make a copy on paper with a size different than the original or to enlarge or reduce the size of the copy image.
5	Simplex/Duplex settings	Select whether the original and copy is single-sided or double-sided.
6	Combine settings	Select the setting for combining original pages in copies.
7	[Separate Scan] key	Select whether a original scanned in different batches is to be treated as a single copy job.
8	[Auto Rotate OFF] key	Select whether copies are to be printed with the image not rotated to fit the orientation of the loaded paper.
9	Finishing settings	Select the settings for sorting, grouping, offsetting, stapling, or hole punching.
10	Basic tab	Press to display the Basic screen.
11	Original Setting tab	Press to display the Original Setting screen.
12	Original Type tab	Press to display the Original Type screen.
13	Application tab	Press to display the Application screen.



Note

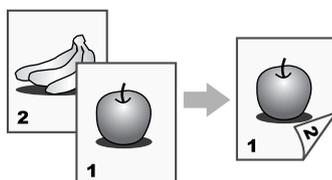
For details, refer to chapter 11, "Utility mode", of the User's Guide [Copy Operations].

2.2 Reducing paper use while copying

Double-sided copies (printing on both sides of the paper) and combined copies (reducing multiple pages and printing them together on a single sheet of paper) are convenient for reducing paper use and reducing office space needed for storage.

Double-sided copying

When printing a large number of single-sided originals, print on both sides of the paper use by half.

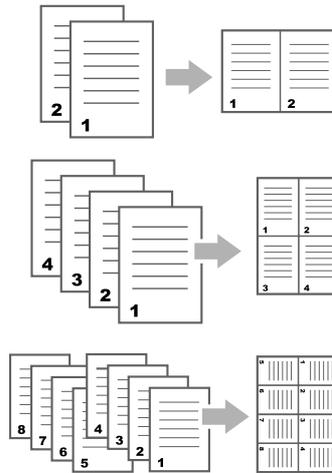


Note

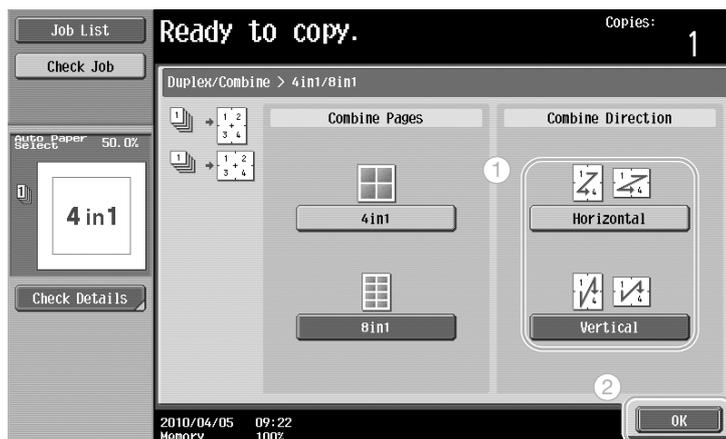
For details, refer to chapter 2, "Basic copy operations", of the User's Guide [Copy Operations].

Combined copies

Select "2in1", "4in1" or "8in1", depending on the number of pages that can be printed on a single page. Combine these settings with double-sided copying to further reduce paper use.



If "4in1" or "8in1" is selected, the page arrangement can be selected.

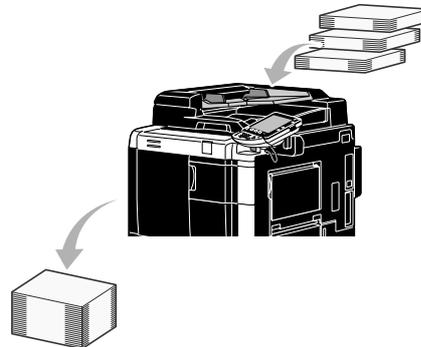


Note

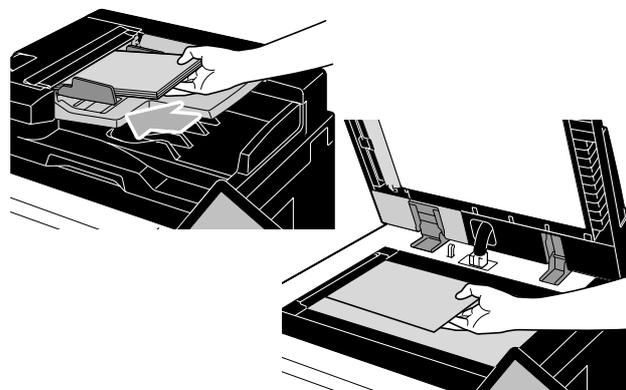
For details, refer to chapter 2, "Basic copy operations", of the User's Guide [Copy Operations].

2.3 Copying a large number of original pages at one time

If the number of original pages to be copied is too large to be loaded into the ADF, the original can be divided into batches, which are scanned separately. After all original pages are scanned, the copies can be outputted together. This is useful for printing multiple copies of a original containing a large number of pages.



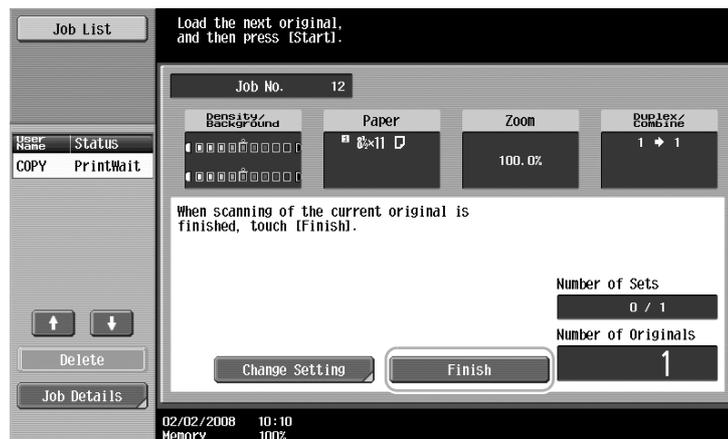
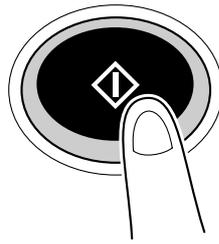
Separate Scan



Repeat this operation until all original pages have been scanned.



Start



Detail

To copy originals that cannot be loaded into the ADF, position them on the original glass. Originals can also be scanned in separate batches from the original glass.
To change the settings, touch [Change Setting].



Note

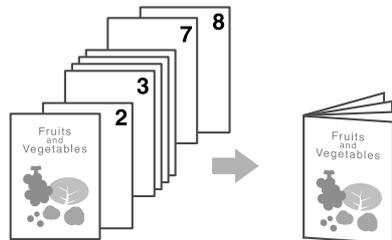
For details, refer to chapter 2, "Basic copy operations", of the User's Guide [Copy Operations].

2.4 Producing a booklet from copies

Copies can be bound at the center to finish them like magazines and pamphlets. Whether the "Booklet" function or the "Booklet Original" function is used depends on the layout of the original.

Booklet

For an original containing individual pages, select the "Booklet" function. The page order of the scanned original is automatically arranged and double-sided copies are printed.



**Note**

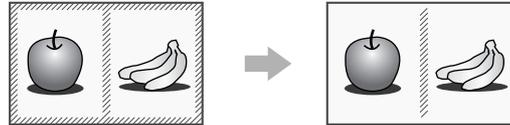
For details, refer to chapter 7, "Application functions", of the User's Guide [Copy Operations].

2.5 Erasing original shadows from copies

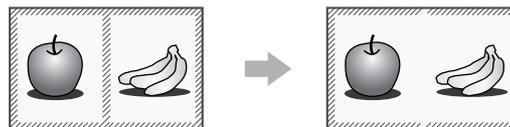
Erase

Copies can be produced by erasing unwanted areas around the original, such as the transmission information on received faxes and the shadows of punched holes.

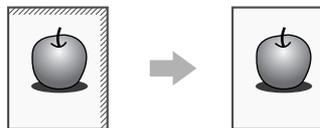
Frame Erase

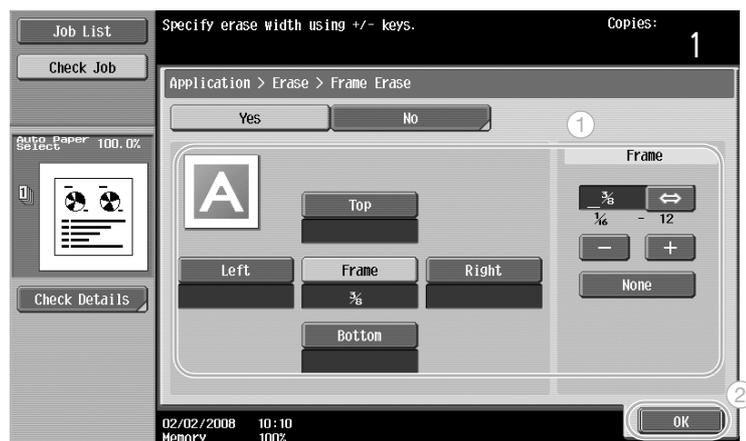


Center Erase



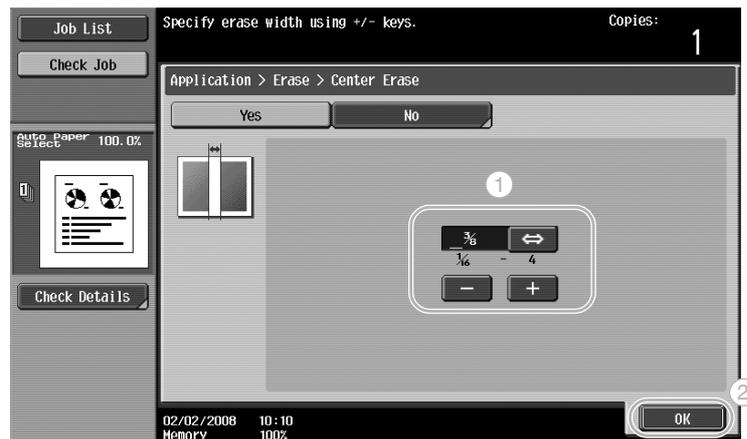
Non-Image Area Erase





Frame Erase: The same width can be erased on all four sides of the original, or the width that is erased can be specified for each side.

The width of the frame to be erased can be set between 1/16 and 12 inches.



*Center Erase: Erase black copy marks along the center line.
The width to be erased can be set between 1/16 and 4 inches.*



Non-Image Area Erase: Detects the original size placed on the original glass and erases outside area of the original.

Frame Erase and Center Erase are compatible with each other.



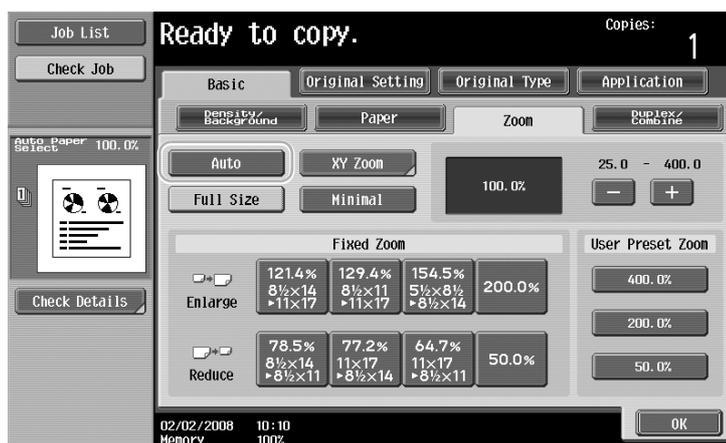
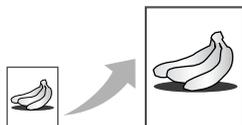
Note

For details, refer to chapter 7, "Application functions", of the User's Guide [Copy Operations].

2.6 Printing copies enlarged/reduced on paper with a different size

Auto zoom

Copies can be produced with the zoom ratio automatically selected based on the size of the loaded original and the specified paper size.



Reminder

When copying onto paper larger than the original, load the original with the same orientation as the paper.

If the "Auto" Zoom setting is selected, the "Auto" Paper setting cannot be selected. Select the paper tray loaded with the desired paper size.



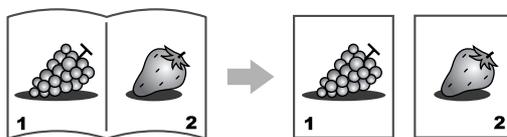
Note

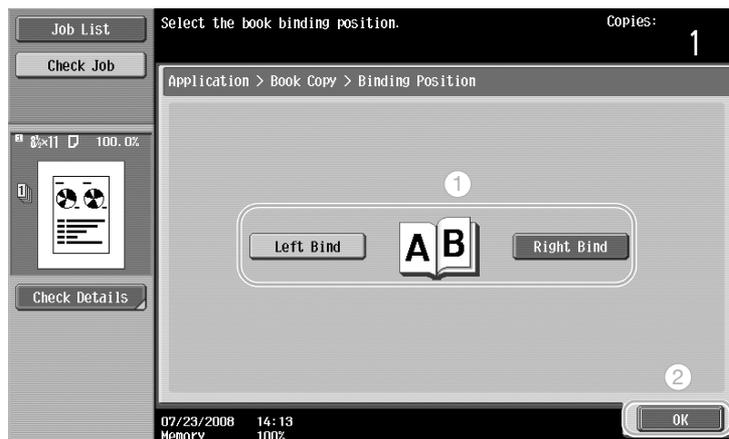
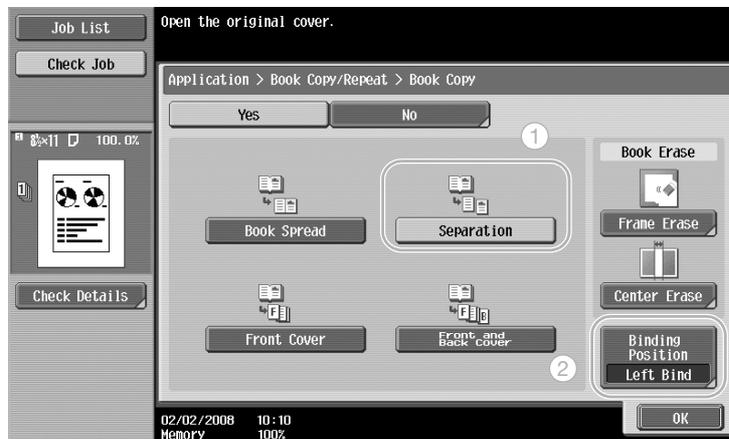
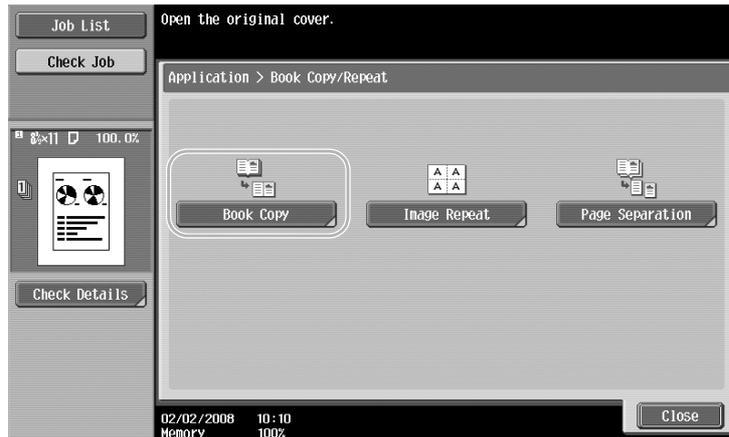
For details, refer to chapter 2, "Basic copy operations", of the User's Guide [Copy Operations].

2.7 Copying book page spreads on separate sheets of paper

Book Copy

A page spread, such as in an open book or pamphlet, can be copied onto separate pages.





**Detail**

The following Book Scanning settings are available. Settings can be specified for copying the front and back covers of a book.

Parameter	Description
Book Spread	Both pages of the page spread are printed on the same page.
Separation	Separate copies of each page in the page spreads are printed in the original page order.
Front Cover	The front cover and separate copies of each page in the page spreads are printed in the original page order.
Front and Back Cover	The front cover, separate copies of each page in the page spreads and the back cover are printed in the original page order.



...

Reminder

To separate each page of the page spread original scanned from the ADF, use Page Separation.



...

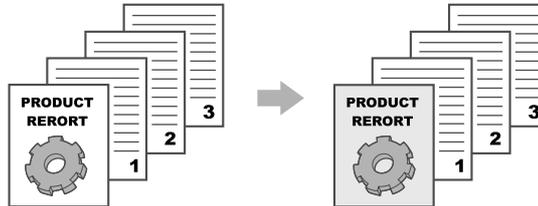
Note

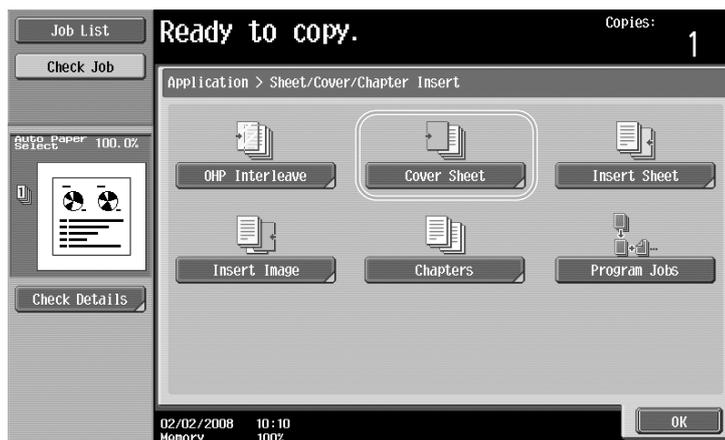
For details, refer to chapter 7, "Application functions", of the User's Guide [Copy Operations].

2.8 Adding cover pages while copying

Cover Sheet

When copying using paper for cover pages that is different from the paper of the main body of the original, instead of copying the cover pages and main body of the original separately, the entire document can be printed at the same time using the different types of paper.

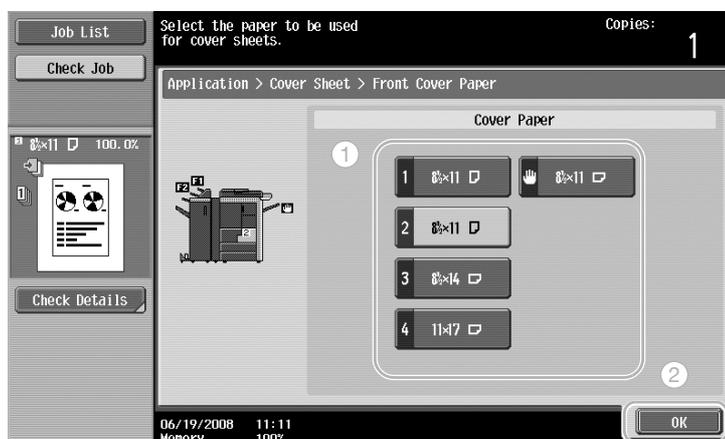




If the optional post inserter has been installed, [Outer Cover Sheet] appears.



Select the paper tray loaded with the paper to be used for the cover pages.





...

Reminder

Use paper with the same size for the cover pages and for the main body of the document, and load them in the paper trays in the same orientation.



...

Note

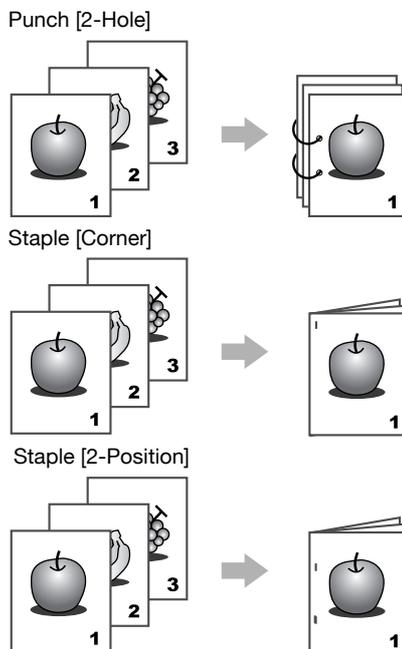
For details, refer to chapter 7, "Application functions", of the User's Guide [Copy Operations].

2.9 Binding with staples and punching holes in copies

Staple/Punch

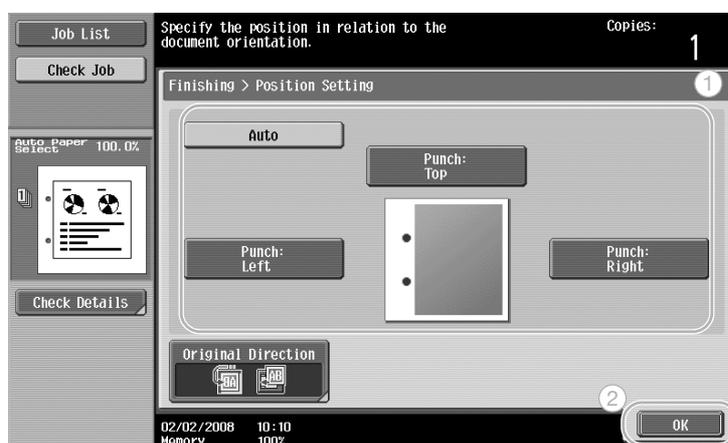
Multi-page originals can be copied and stapled together. Settings can be specified to staple the document in the corner or at two locations. The Staple settings are available only if the optional finisher is installed.

Holes for filing can be punched in the copies. The Punch settings are available only if the punch kit or Z folding unit is installed with the optional finisher.





When select the Punch setting, specify the position where holes are to be punched.



Detail

The following paper can be used with the Staple settings.

Finisher FS-524:

Paper weight 16 lb to 24 lb

Paper sizes 11×17 to 5-1/2×8-1/2 , Foolscap, wide paper

Finisher FS-525:

Paper weight 16 lb to 21-1/4 lb

Paper sizes 11×17 to 5-1/2×8-1/2 , Foolscap, wide paper

Finisher FS-610:

Paper weight 16 lb to 21-1/4 lb

Paper sizes 11×17 to 5-1/2×8-1/2 , Foolscap, wide paper

The following paper can be used with the Punch settings.

Finisher + punch kit:

Paper weight 16 lb to 34 lb

Paper sizes 2-hole 11×17 to 5-1/2×8-1/2 , Foolscap, 3-hole 11×17 and 8-1/2×11

Finisher + Z folding unit:

Paper weight 13-1/4 lb to 24 lb

Paper sizes 2-hole 11×17 to 5-1/2×8-1/2 , Foolscap, 3-hole 11×17 and 8-1/2×11



Note

For details, refer to chapter 2, "Basic copy operations", of the User's Guide [Copy Operations].

2.10 Easily recalling frequently used functions

Registering/recalling programs

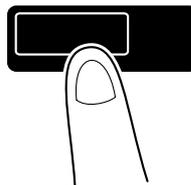
Frequently used functions can be registered as a copy program. The registered copy program can easily be recalled and used.

Registering a program

First, specify the functions to be registered.



Mode Memory



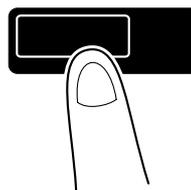


Detail

A maximum of 30 copy programs can be registered. If the optional hard disk is installed, a maximum of 100 copy programs can be registered.

Recalling a program

Mode Memory

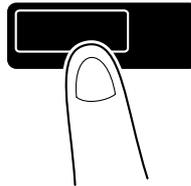


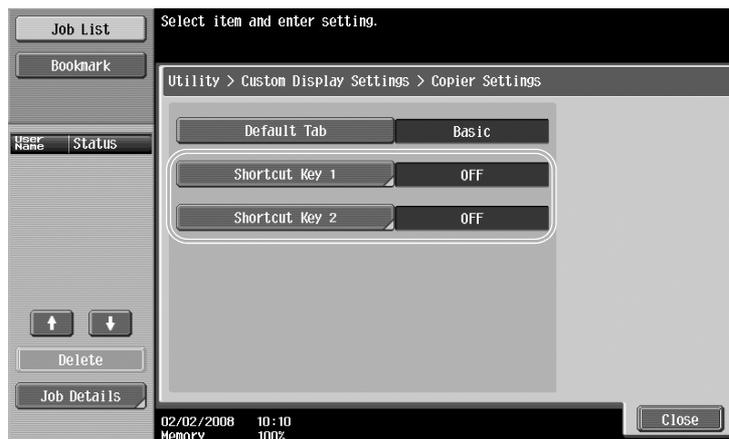
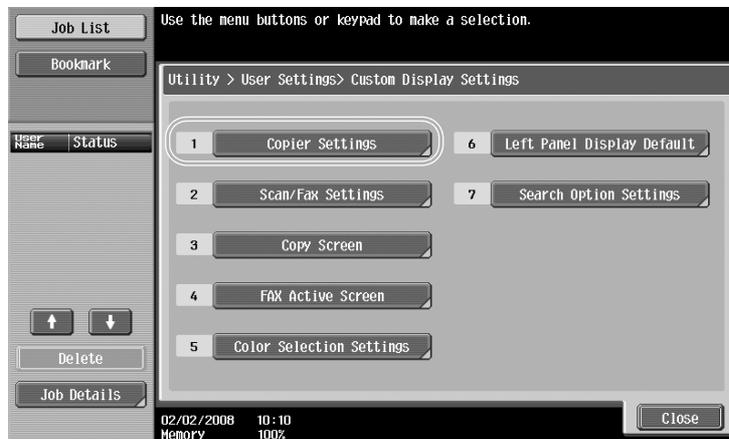
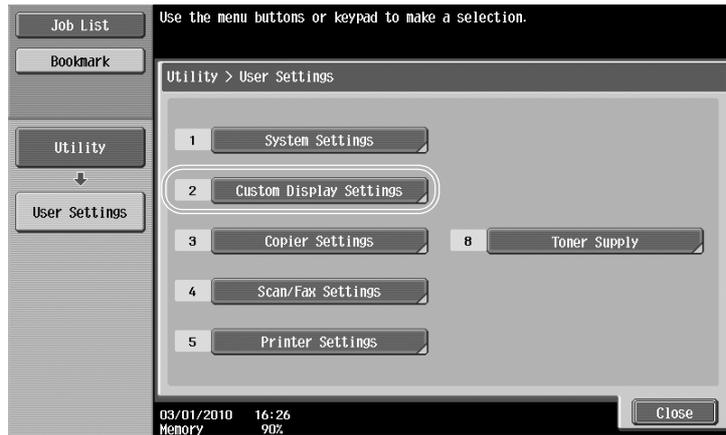
**Note**

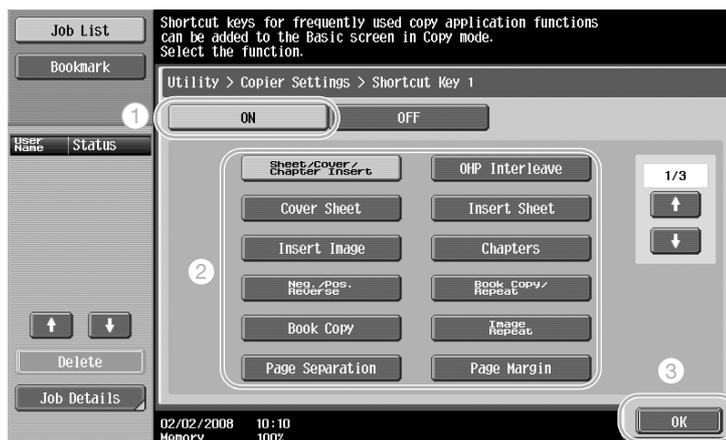
For details, refer to chapter 3, "Additional copy operations", of the User's Guide [Copy Operations].

Shortcut keys

Frequently used Application functions can be added as a shortcut key to the Basic screen. Up to two shortcut keys can be created.

Utility/Counter





The shortcut key is created.



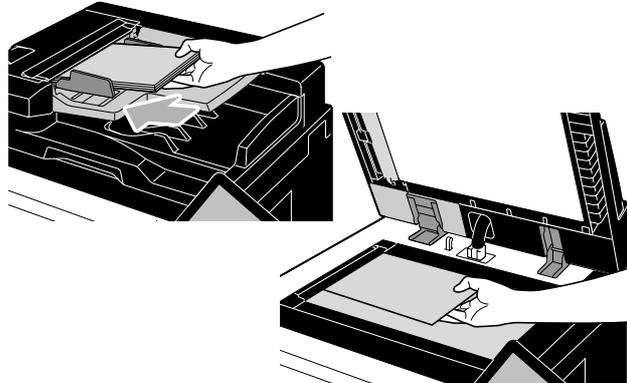
Note

For details, refer to chapter 11, "Utility mode", of the User's Guide [Copy Operations].

2.11 Checking the copies

Proof Copy

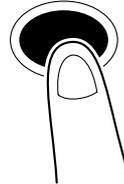
Before printing a large number of copies, a single proof copy or print image can be checked as a preview image. This allows copy errors to be corrected before a large number of copies are printed.



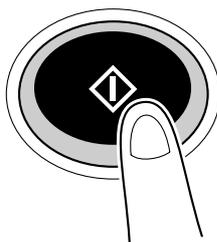
Select the desired copy settings.



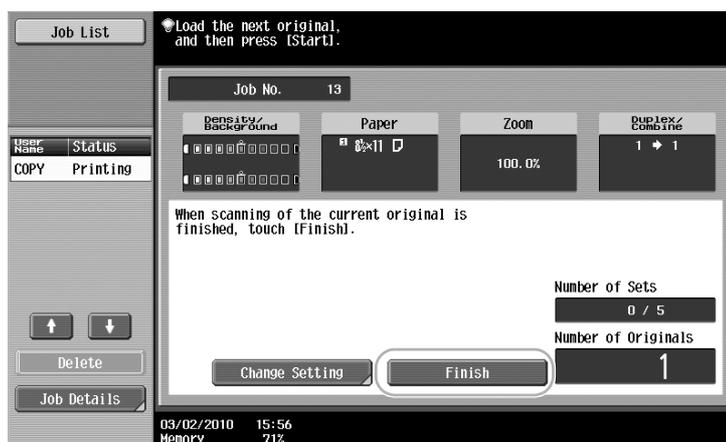
Proof Copy



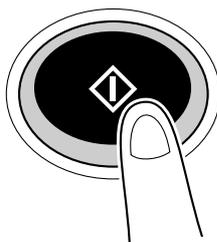
Start



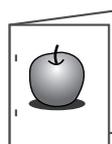
To print and check

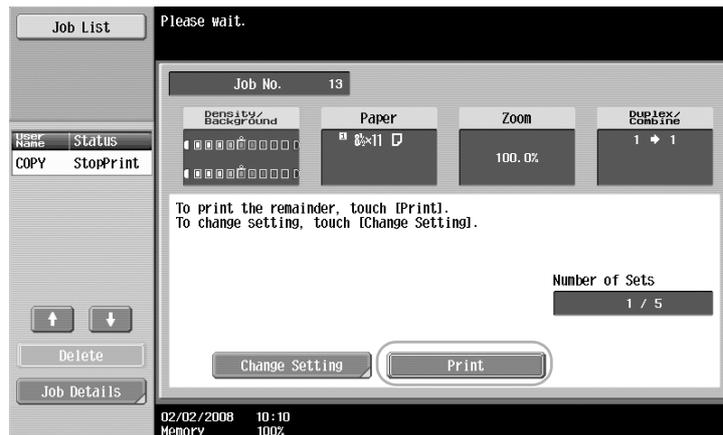


Start



A single copy is printed.
Check the proof copy.





Detail

To change the selected settings after checking the proof copy, touch [Change Setting], and then change the settings.

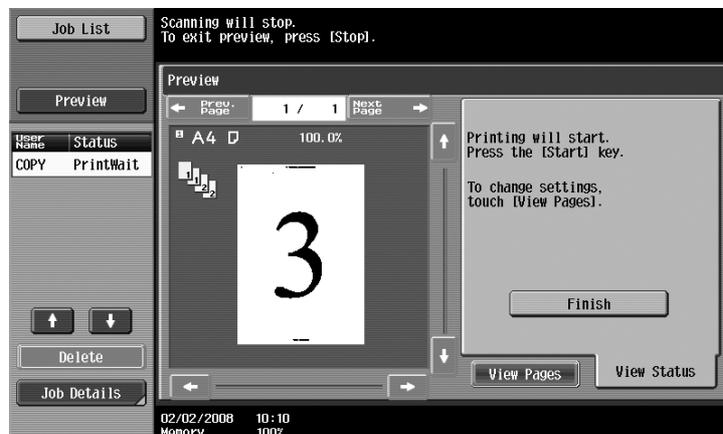
If the original was loaded into the ADF, printing of the proof copy begins without the screen appearing confirming that scanning of the original is finished.



Note

For details, refer to chapter 3, "Additional copy operations", of the User's Guide [Copy Operations].

To check with preview image





Detail

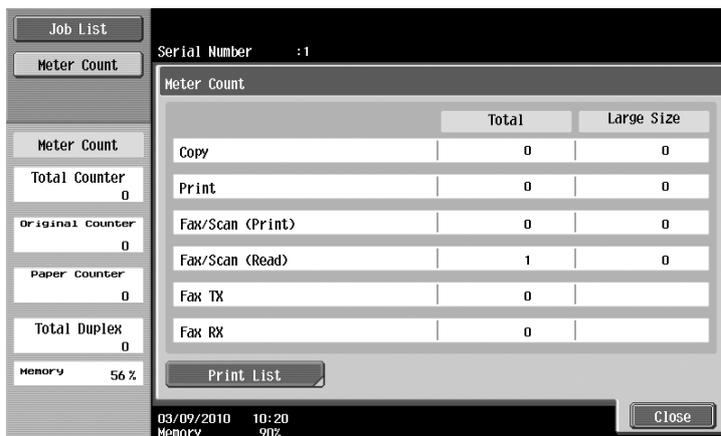
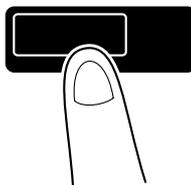
To change the settings after checking the preview image, touch [View Pages], and then change the settings.

2.12 Checking the number of prints

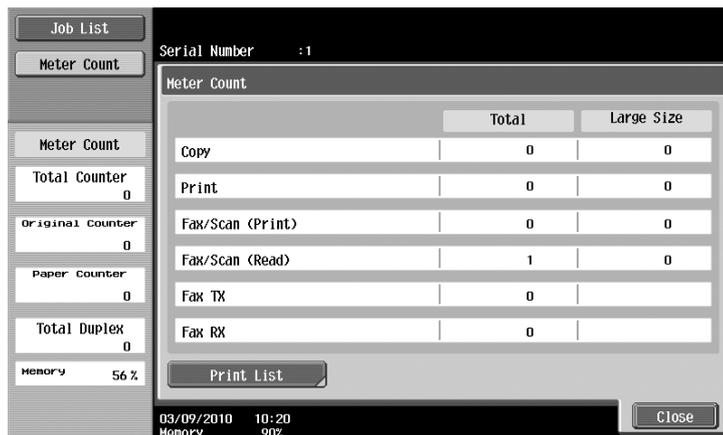
Meter Count

This function allows you to view the total counter, original counter, paper counter, and total duplex counter on the screen.

Utility/Counter



Touching [Check Details] will provide the following information.



Total: Displays the total page count of Copy, Print, Fax/Scan (Print), Fax/Scan (Read), Fax TX, and Fax RX.

Large Size: Displays the large-sized page count of Copy, Print, Fax/Scan (Print), Fax/Scan (Read), Fax TX, and Fax RX.



Detail

To print the list, touch [Print List].



Note

For details, refer to chapter 9, "Care of the machine", of the User's Guide [Copy Operations].

2.13 Reducing electricity usage

This machine is equipped with two Power Save modes for conserving energy. In addition, the weekly timer allows use of the machine to be limited if days and time periods when the machine is not used are programmed.

Settings can be specified for these features from Administrator mode.

Low Power mode and Sleep mode

If no operation is performed on the machine for a specified length of time, the machine automatically enters a mode where it conserves energy. If no operation is performed on the machine for 15 minutes, the touch panel goes off and the machine enters Low Power mode. If no operation is performed for 60 minutes, the machine enters Sleep mode, where the energy conservation effect is larger (Factory default).



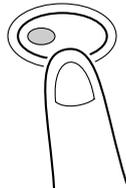
Note

For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].

Manually entering a Power Save mode

Instead of waiting the specified length of time, the machine can be manually set to enter a power-saving mode in order to conserve energy. As a factory default, the machine is set to enter Low Power mode when the [Power Save] key is pressed.

Power Save



Weekly timer

The machine can be set to automatically enter Sleep mode according to a usage schedule determined by the administrator to limit the machine's use. Dates or days of the week can be set for the schedule to turn the machine on and off.



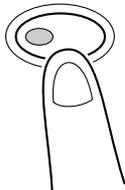
Note

For details, refer to chapter 11, "Utility mode", of the User's Guide [Copy Operations].

Copying while the weekly timer is being used

The limitations of the weekly timer can temporarily be canceled so the machine can be used. In order to cancel the limitations, the operating hours must first be entered. A password for non-business hours must be specified in Administrator mode.

Power Save



Note

For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].

3

Useful printing operations

3 Useful printing operations

3.1 Selecting the paper

Original Orientation

Select "Portrait" or "Landscape" as the orientation for printing on the paper.



Portrait



Landscape

Windows PCL/PS/XPS drivers: Basic tab

Macintosh OS X driver: Page Attributes

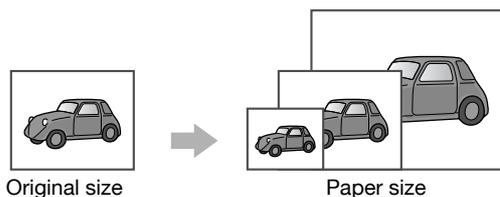


Note

For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations (IC-208)].

Original Size and Paper Size

Select the paper size of the document and the size of paper to be printed on.



Windows PCL/PS/XPS drivers: Basic tab

Macintosh OS X driver: Page Attributes



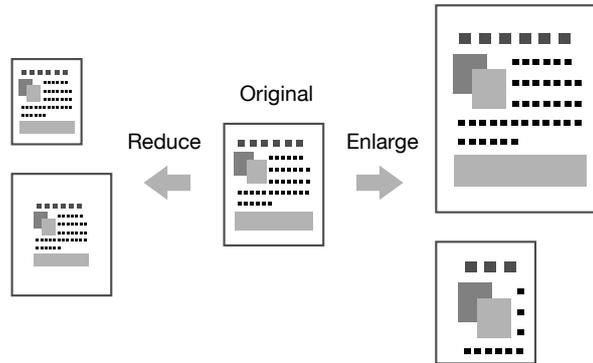
Note

For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations (IC-208)].

Zoom

Specify the enlargement or reduction ratio.

The original is automatically enlarged or reduced to the size specified here when it differs from the "Original Size" setting and "Zoom" is set to "Auto".



Windows PCL/PS/XPS drivers: Basic tab

Macintosh OS X driver: Page Attributes

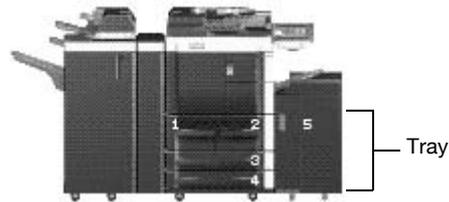


Note

For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations (IC-208)].

Paper Tray (Paper Type)

Select the paper tray containing the paper to be printed on. If the paper trays are loaded with different types of paper, the desired paper type can be selected by selecting a different paper tray.



Windows PCL/PS/XPS drivers: Basic tab

Macintosh OS X driver: Paper Tray/Output Tray



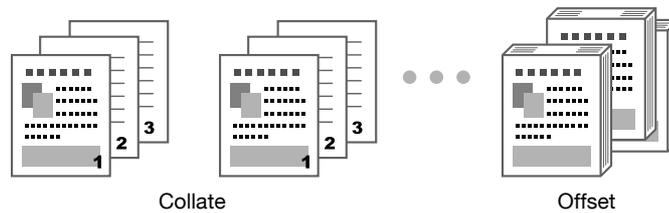
Note

For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations (IC-208)].

Copies and Collate/Offset

When printing multiple copies, select the "Collate" function to print each copy as a complete set (1, 2, 3, ..., 1, 2, 3, ...).

In addition, if the "Offset" function is selected, each copy set is fed out shifted either forward or backward.



Windows PCL/PS/XPS drivers: Basic tab

Macintosh OS X driver: Output Method



Detail

The "Offset" function is available only with finishers that allow pages to be shifted.

The "Output Order" function specifies output paper to be facing up or facing down.



Note

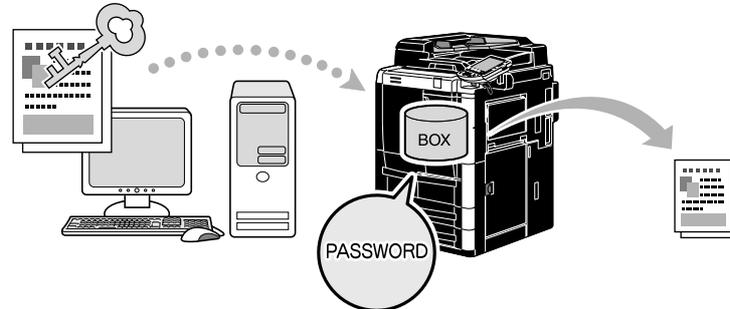
For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations (IC-208)].

3.2 Managing and limiting printing

Secure Print

A password can be specified for the document.

This feature is useful for printing confidential documents since the document cannot be retrieved unless the password is entered from the machine's control panel.



Windows PCL/PS/XPS drivers: Basic tab

Macintosh OS X driver: Output Method



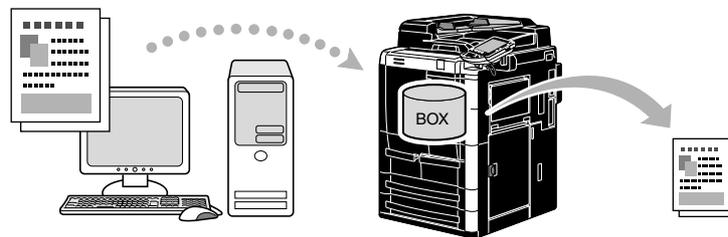
Note

For details, refer to chapter 11, "Function detail description", of the User's Guide [Print Operations (IC-208)].

Save in User Box

The document can be saved in the specified user box.

Since the saved data can be printed when it is needed, this feature is useful for organizing documents in public or private user boxes, depending on the document contents.



Windows PCL/PS/XPS drivers: Basic tab

Macintosh OS X driver: Output Method

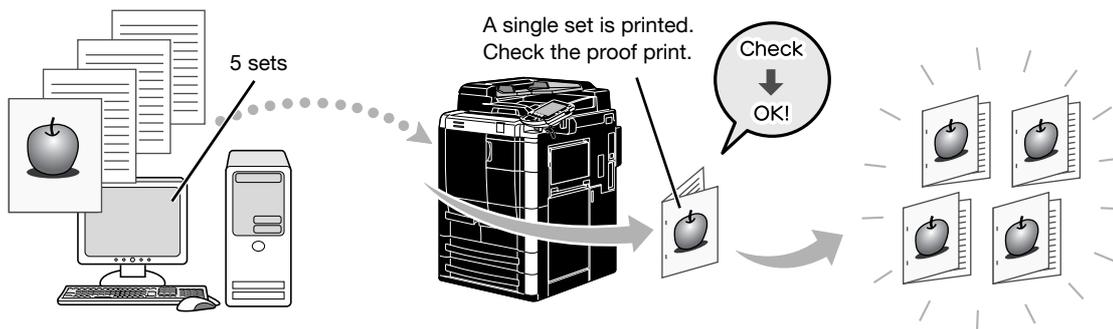


Note

For details, refer to chapter 11, "Function detail description", of the User's Guide [Print Operations (IC-208)].

Proof Print

Before printing a large number of copies, a single proof copy can first be printed in order to be checked. This prevents printing errors in large numbers.



Windows PCL/PS/XPS drivers: Basic tab
Macintosh OS X driver: Output Method

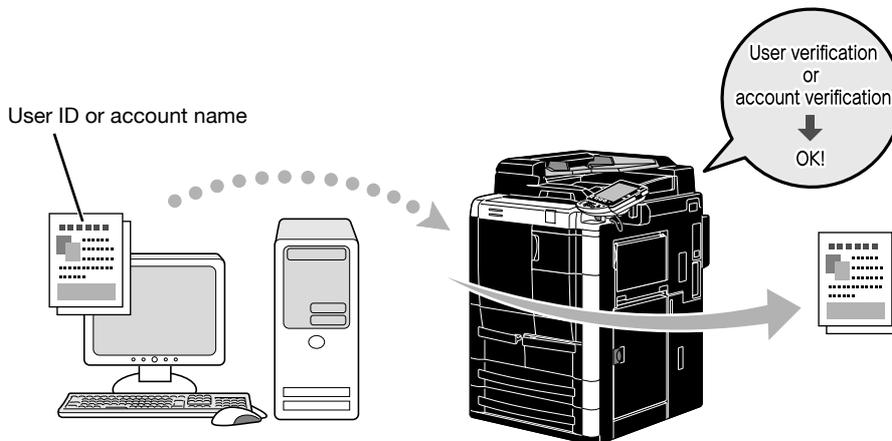


Note

For details, refer to chapter 11, "Function detail description", of the User's Guide [Print Operations (IC-208)].

User Authentication/Account Track

If user authentication or account track settings have been specified on the machine, registering user or account information with the printer driver enables the machine to check if the sent print job is data from a registered user or account.



Windows PCL/PS/XPS drivers: Basic tab
Macintosh OS X driver: Output Method



Note

For details, refer to chapter 11, "Function detail description", of the User's Guide [Print Operations (IC-208)].

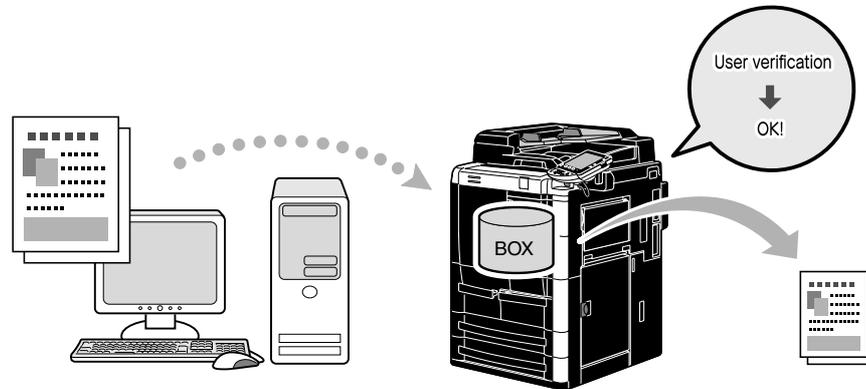
ID & Print

A user using a user name and password, then print the print jobs saved in the ID & Print User Box of this machine, when user authentication is enabled.

Because printing occurs after user authentication is performed via the control panel of this machine, it is suitable for printing highly confidential documents.

Reference

- This function is available only when a hard disk is installed.



Windows PCL/PS/XPS drivers: Basic tab

Macintosh OS X driver: Output Method

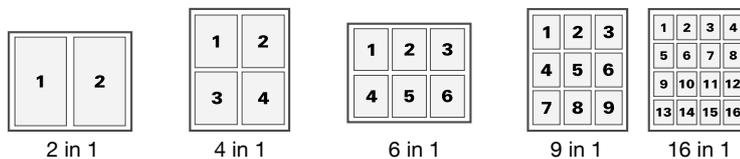
Reference

- For details, refer to chapter 11 of the [User's Guide Print Operations].

3.3 Reducing paper use while printing

Combination

N in 1 printing, which reduces multiple document pages and prints them together on a single sheet of paper, is useful for economizing the number of printed pages.



Windows PCL/PS/XPS drivers: Layout tab

Macintosh OS X driver: Layout



Note

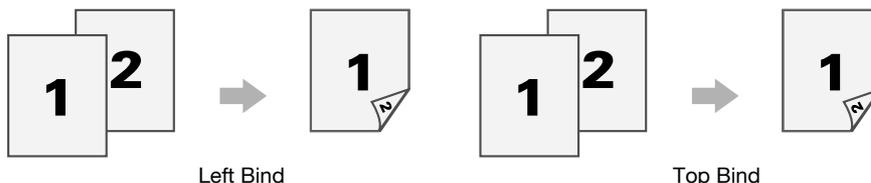
For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations (IC-208)].

Double-sided printing/booklet printing

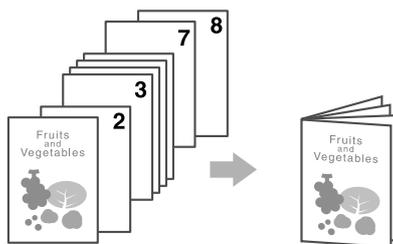
Document pages can be printed on both sides of the paper or in the form of a booklet (book spread and center bound).

This feature is useful for binding a document containing multiple pages.

Double-sided printing



Booklet printing



Windows PCL/PS/XPS drivers: Layout tab

Macintosh OS X driver: Layout/Finish



Detail

Also using the "Chapter" function is convenient for specifying which page is to be printed on the front side of the paper in a document printed double-sided or as a booklet.

The "Skip Blank Pages" function, which does not print blank pages when printing from the Windows PCL driver, is useful for reducing paper use.



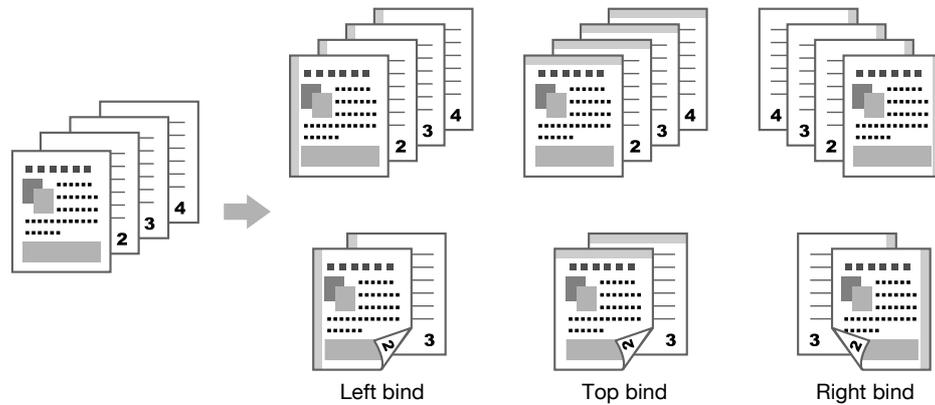
Note

For details, refer to chapter 8, "Print functions of the PCL/PS/XPS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations (IC-208)].

3.4 Adjusting the print position

Binding Direction and Binding Margin

Specify the binding position for binding documents.



Windows PCL/PS/XPS drivers: Layout tab

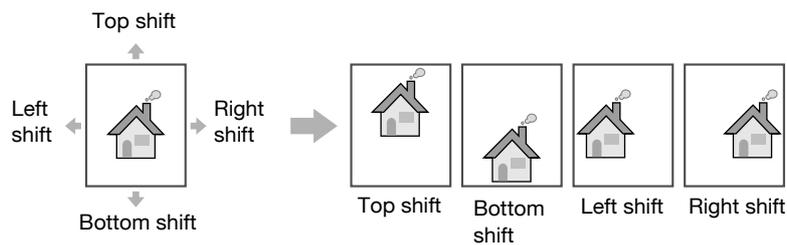


Note

For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows".

Image Shift

The entire image can be shifted, then printed, for example, when adjusting the left and right margins.



Windows PCL/PS/XPS drivers: Layout tab

Macintosh OS X driver: Layout/Finish



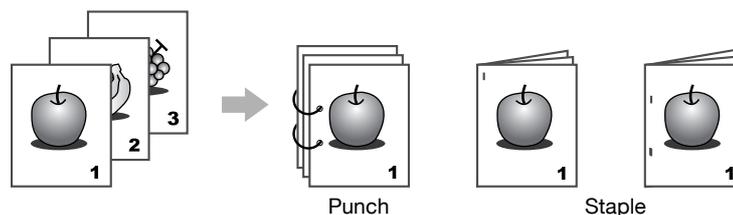
Note

For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations (IC-208)].

3.5 Finishing documents

Stapling and hole punching

Printed documents can be bound with staples or have holes punched in them.



Windows PCL/PS/XPS drivers: Finish tab

Macintosh OS X driver: Layout/Finish



Detail

The Staple settings are available only if the optional finisher has been installed.

The Punch settings are available only if the optional punch kit or Z folding unit has been installed with the optional finisher.

By selecting an output tray, the output destination can be specified.



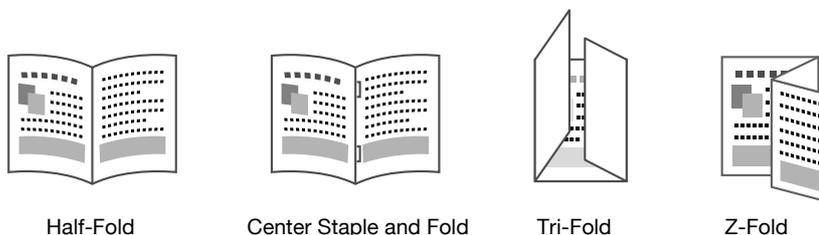
...

Note

For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations (IC-208)].

Center stapling and folding

Select whether the finished document is folded in half or in three, whether it is folded in half and stapled, and whether it is folded in half and one of the halves is mountain-folded.



Half-Fold

Center Staple and Fold

Tri-Fold

Z-Fold

Windows PCL/PS/XPS drivers: Finish tab

Macintosh OS X driver: Layout/Finish



Detail

The Half-fold, Center Staple and Fold, and Tri-fold settings are available only if the optional finisher FS-610 has been installed.

The Z-fold setting is available only if the optional Z folding unit and finisher have been installed.



...

Note

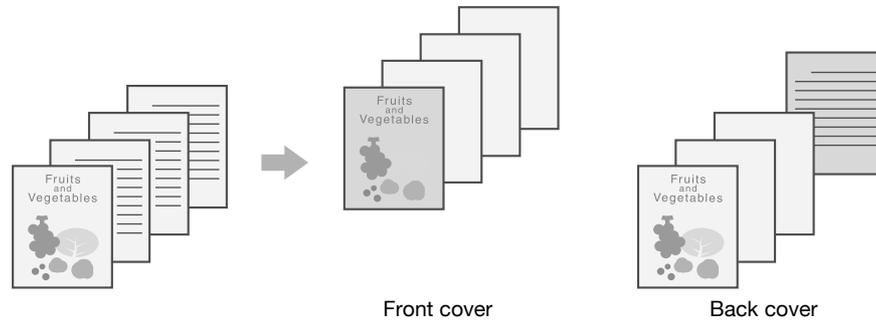
For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations (IC-208)].

3.6 Adding different paper

Cover Mode

The front and back covers can be printed on different paper.

Select whether the paper for the cover sheets are fed from a paper tray or the tray of the post inserter.



Windows PCL/PS/XPS drivers: Cover Mode tab

Macintosh OS X driver: Cover Mode/Transparency Interleave

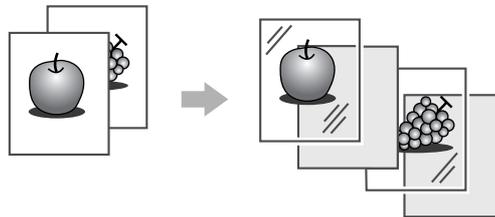


Note

For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations (IC-208)].

Transparency Interleave

Interleaves can be fed out between OHP transparencies when they are printed on.



Windows PCL/PS/XPS drivers: Cover Mode tab

Macintosh OS X driver: Cover Mode/Transparency Interleave

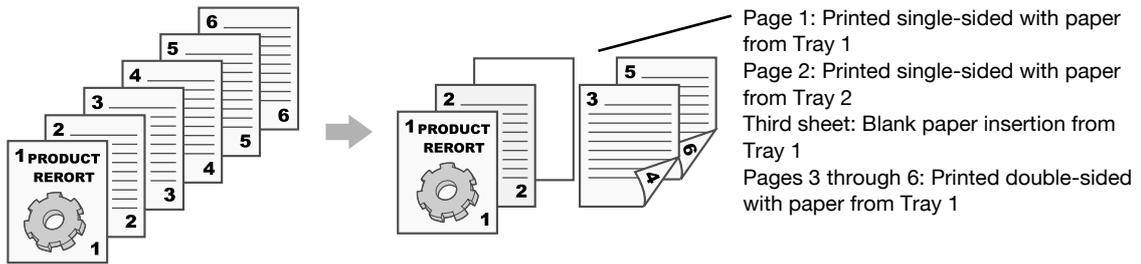


Note

For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations (IC-208)].

Per Page Setting

A different printing method and paper tray can be selected for each page. This is useful for changing paper trays while printing a large number of pages.



Windows PCL/PS/XPS drivers: Cover Mode tab

Macintosh OS X driver: Per Page Setting



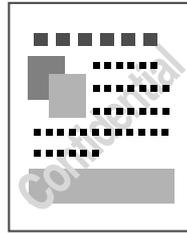
Note

For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations (IC-208)].

3.7 Adding text and images when printing

Watermark

The document can be printed overlapping a watermark (text stamp).



Windows PCL/PS/XPS drivers: Stamp/Composition tab



Note

For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", of the User's Guide [Print Operations (IC-208)].

Overlay

The document can be printed overlapping separate overlay data.



Windows PCL/PS drivers: Stamp/Composition tab

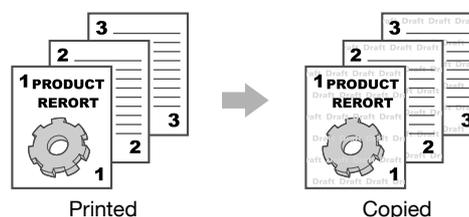


Note

For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", of the User's Guide [Print Operations (IC-208)].

Copy Protect

A special pattern can be printed over the entire paper. When a document printed with this pattern is copied, the hidden text in the pattern appears throughout the pages of the copies to prevent unauthorized copying.



Windows PCL/PS drivers: Stamp/Composition tab

Macintosh OS X driver: Stamp/Composition

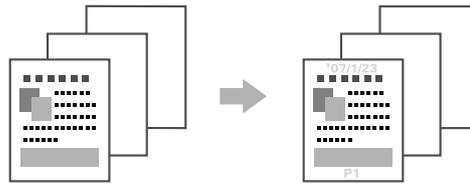


Note

For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations].

Date/Time and Page Number

The document can be printed with the date/time or page number added.



Windows PCL/PS/XPS drivers: Stamp/Composition tab

Macintosh OS X driver: Stamp/Composition

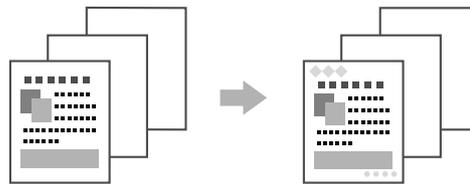


Note

For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations (IC-208)].

Header/Footer

Information registered with this machine as a header/footer can be added when the document is printed.



Windows PCL/PS/XPS drivers: Stamp/Composition tab

Macintosh OS X driver: Stamp/Composition



Detail

In order to use headers/footers, the header/footer must first be registered with the machine.



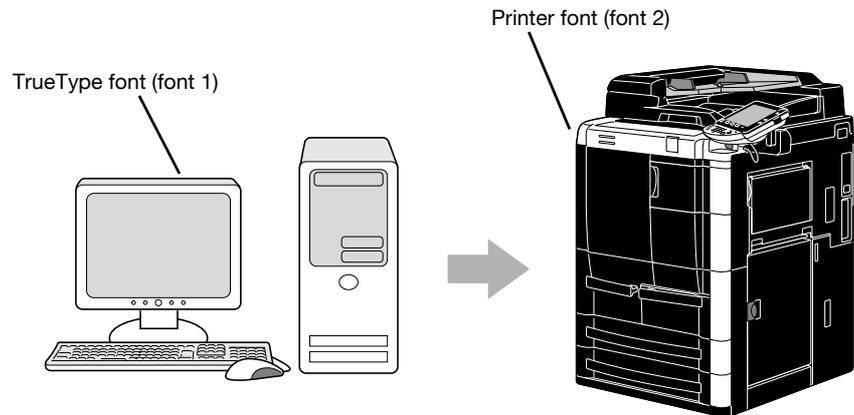
Note

For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations (IC-208)].

3.8 Using printer fonts

Font Settings

The document can be printed with TrueType fonts replaced with printer fonts.



Windows PCL/PS drivers: Quality tab



Detail

When printer fonts are used, the printing time is reduced, but there may be a difference between the displayed document and the print result.

"Font Settings" can be configured using the Windows PCL or PS driver.



...

Note

For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", of the User's Guide [Print Operations].

4

Useful fax operations

4 Useful fax operations

4.1 Registering frequently used fax numbers

Frequently used destinations can be registered.

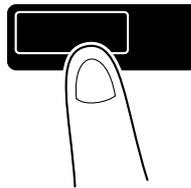
Destinations can be registered in the address book or as group destinations.

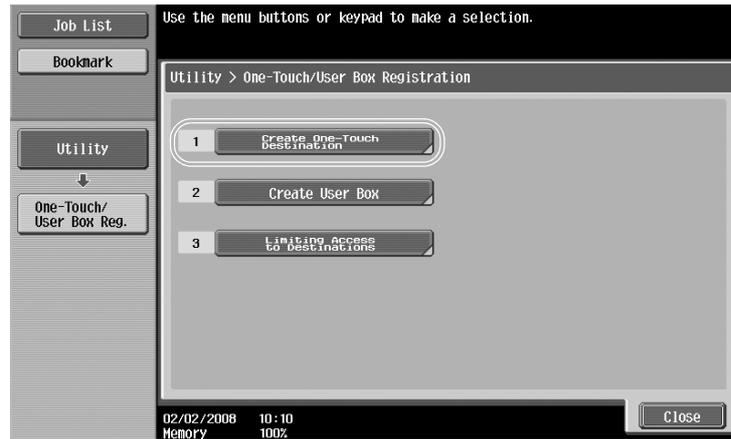
Address book destinations

By registering a frequently used destination in the address book, the destination can be recalled simply with the press of an address book button.

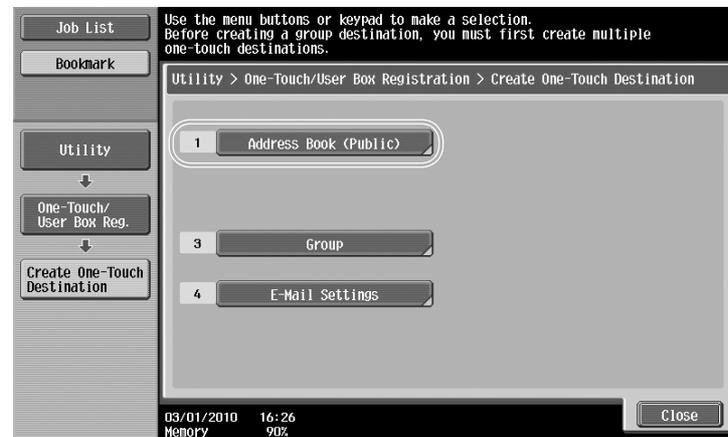
Opening the destination registration screen

Utility/Counter

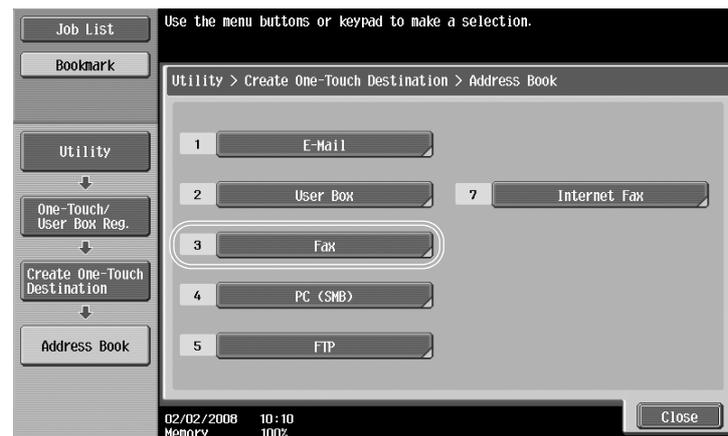


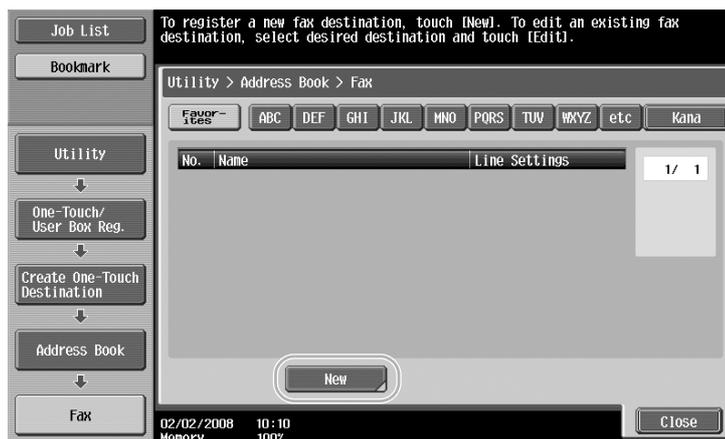


Destination registration screen



Registering a fax number





- No.: Using the keypad, type in the registration number.
- Name: Specify the name of the fax number to be registered.
- Fax Number: Using the keypad, type in the fax number to be registered.
- Index: Select the index characters used for organizing the fax numbers. By selecting index characters appropriate for the registered name, the fax number can easily be found.
- Icon: When i-Option LK-101/LK-103 is enabled on this machine, select an icon.

**Note**

For details, refer to chapter 8, "User mode settings", of the User's Guide [Network Scan/Fax/Network Fax Operations].

Group destinations

Multiple fax numbers can be registered together as a single group.

The fax numbers that can be registered as a group destination must be registered in the address book.

In order to register a group destination, the individual fax numbers must first have been registered in the address book.

In the Create One-Touch Destination screen, touch [Group].



Destination screen



...

Note

For details, refer to chapter 8, "User mode settings", of the User's Guide [Network Scan/Fax/Network Fax Operations].

Registering the program destination

Scanning settings, transmission settings and destination can be registered with a single button. These are called "program destinations".

The registered program destinations can easily recalled and used.



...

Note

For details, refer to chapter 8, "User mode settings", of the User's Guide [Network Scan/Fax/Network Fax Operations].

4.2 Checking fax operations performed until now

Communication List

A log of the transmissions and receptions can be viewed in a report and printed.

The transmission report, reception report and activity report, which combines the transmission and reception reports, are available in the Communication List screen.





Select the report to be printed.



Select the number of reports to be printed.



Detail

The activity report can be printed periodically.

For details, refer to chapter 7, "Explanation of reports/lists", of the User's Guide [Network Scan/Fax/Network Fax Operations].

Fax jobs that could not be sent are automatically saved in the Fax Retransmit User Box. Jobs saved in the Fax Retransmit User Box can be sent manually. Settings must be specified in Administrator mode in order to automatically save jobs in the Fax Retransmit User Box. For details, refer to chapter 9, "Administrator mode settings", of the User's Guide [Network Scan/Fax/Network Fax Operations].

4.3 Transmitting to multiple recipients at the same time

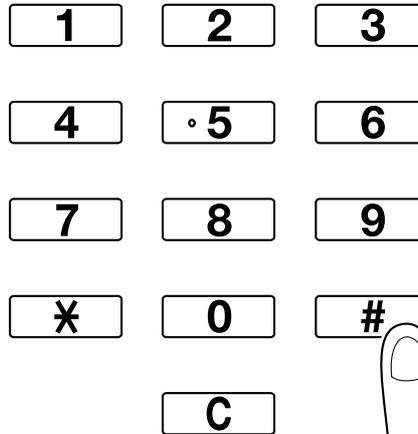
A document can be sent to multiple recipients with a single operation. This is called a "broadcast transmission".

Broadcast transmission

Recipients can be specified for broadcast transmissions by typing in the destination using the keypad or by selecting a registered destination.

In addition, recipients can be specified using a combination of the two methods.

Entering a destination with the keypad



Touch [Next Destination] to display a screen for entering the second destination.



A destination can also be entered from the control panel.



A destination can also be specified by entering its registration number.

Selecting a registered destination

Select the multiple destinations where the transmission is to be sent.



The currently selected destinations can be checked

**Detail**

A maximum of 621 destinations can be specified.

Destinations can be specified in the following combination.

Address Book: 500 addresses

Direct Input: 100 fax addresses, 5 E-Mail addresses, Internet fax address or IP address fax addresses, 5 SMB addresses, 5 FTP addresses, 1 user box address, 5 WebDAV addresses

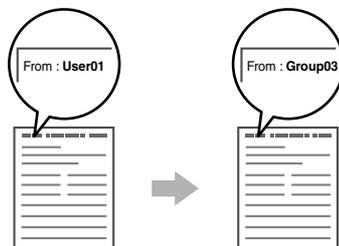
**Note**

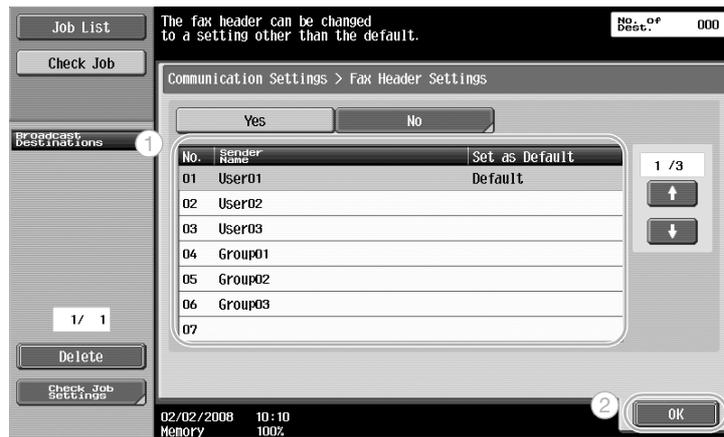
For details, refer to chapter 3, "Registration of basic information", of the User's Guide [Network Scan /Fax/Network Fax Operations].

4.4 Selecting registered transmission source information

Fax transmission source information settings

Registered transmission source information (transmission source name and fax ID) can be selected and changed.





Detail

The transmission source information is specified in Administrator mode. Check with the machine's administrator for the administrator password.

The transmission source information is registered by the administrator. Check with the machine's administrator for registered information.

The administrator can set the position for printing the transmission source information on the outside or inside of the document or it can be set to not be printed.



...

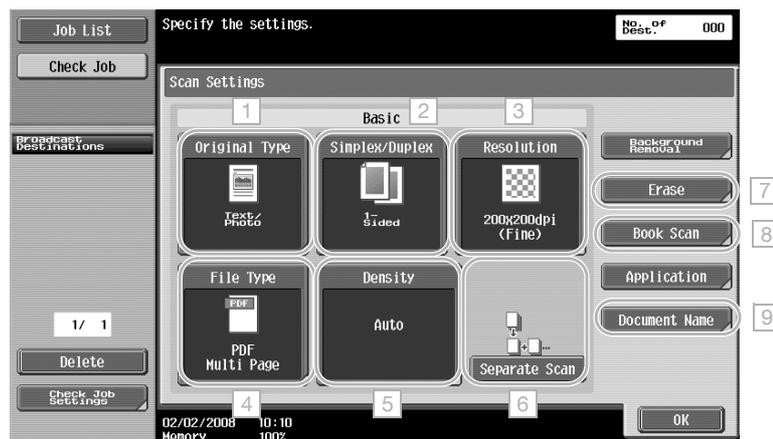
Note

For details, refer to chapter 9, "Administrator mode settings", of the User's Guide [Network Scan /Fax/Network Fax Operations].

4.5 Scanning the originals to be sent

Scan Settings

From the Scan Settings screen, settings such as the image quality, resolution and density of the scanned original can be changed.



No.	Parameter	Description
1	Original Type	The original can be scanned according to its contents.
2	Simplex/Duplex	Select "2-Sided" when scanning double-sided originals.
3	Resolution	The larger the numbers, the clearer the image.
4	File Type	This parameter is not available when sending to a fax number.
5	Density	Select whether to darken or lighten the images of the scan data.
6	Separate Scan	Select this setting to send altogether an original scanned in separate batches.
7	Erase	The shadows that appear when an original is scanned can be erased.
8	Book Scan	Specify the appropriate setting for scanning a book.
9	Document Name	This parameter is not available when sending to a fax number.

Background Removal

No.	Parameter	Description
10	Background Removal	The density of a colored original background can be adjusted.

Application

No.	Parameter	Description
11	Scan Size	Specify the size of original to be scanned. This is useful when you want to fax only a portion of the original.
12	Annotation	The document to be sent can be saved in the Annotation User Box.
13	Stamp/Composition	Send the document with the date, time, page number or preset text added.
14	Send & Print	A document being faxed can be copied at the same time.
15	TX Stamp	When the fax is to be sent using ADF, whether each page of the original has been scanned or not can be confirmed by adding the completion stamp to the scanned original. In order to use the TX Stamp function, optional stamp unit must be installed.
16	Neg./Pos. Reverse	Reverse the image of the document from black-on-white to white-on-black, and vice versa.
17	Full Bleed Scan	Scans the entire page of the original. Even if text is printed to the edges of the original, it can be scanned without being cut off.

**Note**

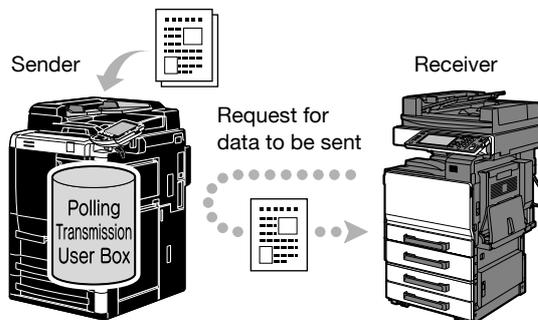
For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan /Fax/Network Fax Operations].

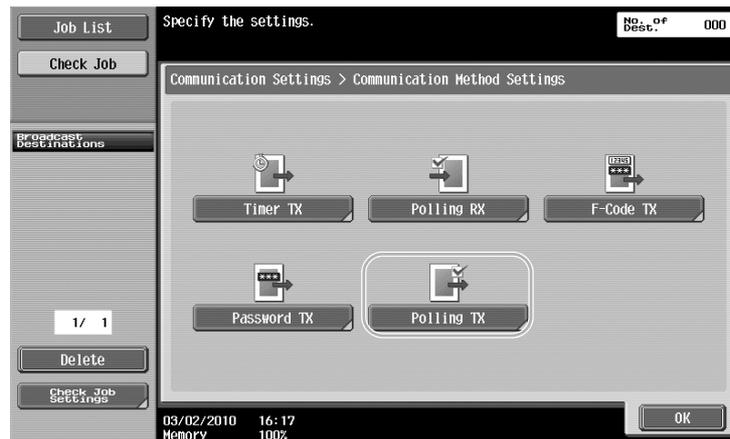
4.6 Sending documents with a command from the recipient

Polling transmission

Saving the data for scanned originals on the sender's machine and sending it with a request from the recipient is called "polling transmission".

A document sent using this machine's "Polling TX" function is stored in this machine's Polling Transmission User Box and is sent when a request is received from the recipient.





Detail

With polling transmissions, the receiver incurs the cost of the transmission.

To receive data sent as a polling transmission, touch [Polling RX] in the Communication Method Settings screen, and then specify the sender to receive the data.

Bulletin polling transmission can be used if the recipient's fax machine supports F-code functions.



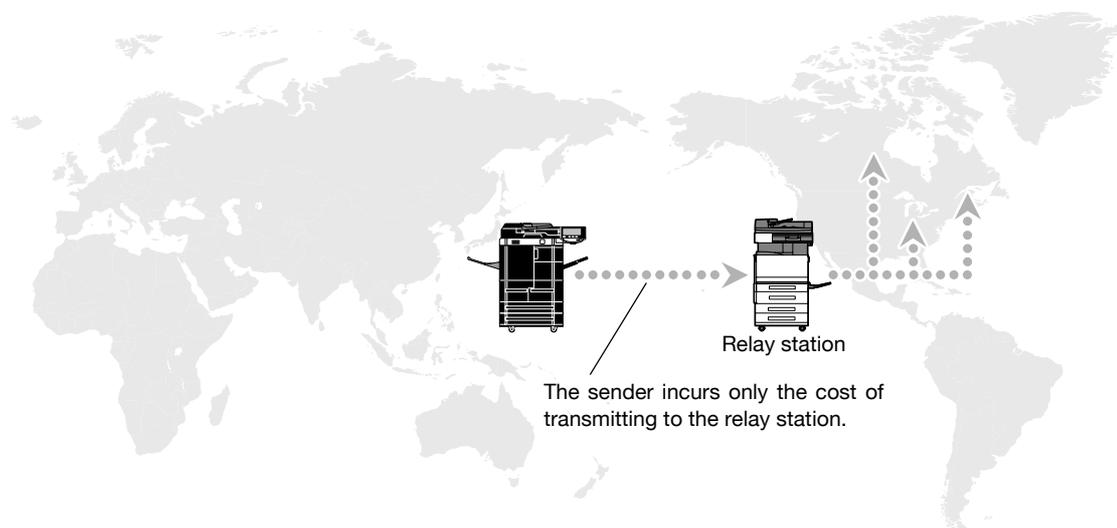
Note

For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].

4.7 Reducing communication costs

Transmitting to multiple long-distance recipients (relay transmission)

To send a document to multiple recipients, the document can be sent to a representative recipient, and the representative recipient (relay station) can forward the document to the remaining recipients.



Detail

To perform relay broadcast transmission, the relay user box and destination must be specified in the relay station. For destination setting, a group must be specified as the destination in advance.



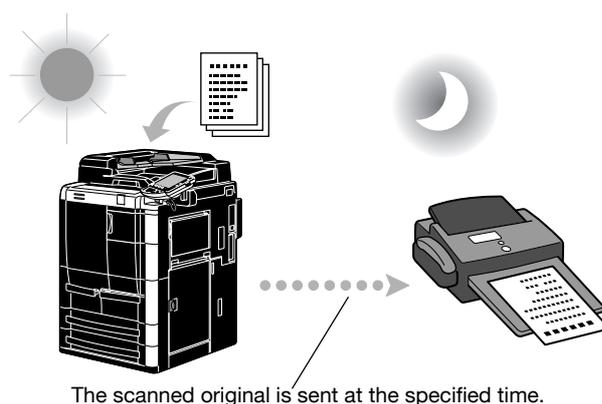
...

Note

For details, refer to chapter 6, "Useful functions (G3/IP/I-FAX)", of the User's Guide [Network Scan/Fax/Network Fax Operations].

Transmitting using late-night transmission cost (timer transmission)

Destination settings can be specified and the document can be scanned during the day, and the transmission can be sent at the specified time late at night when the telephone charges are lower.



Detail

In order to send the fax late at night, timer transmission must be specified when the document is sent.



...

Note

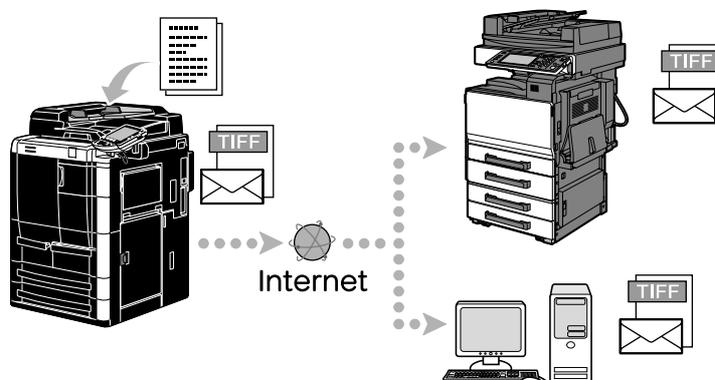
For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].

4.8 Reducing communication costs (using the Internet)

Internet faxing

Using the Internet, a scanned original can be sent as an e-mail attachment.

The transmission costs are included in the Internet charges.



Detail

The file attachment is in the TIFF format.

Even if a color original is scanned, black-and-white data will be sent.

For details on sending Internet faxes, refer to page 4-20 of this manual.

Before Internet faxing can be used, various settings must be specified by the administrator.

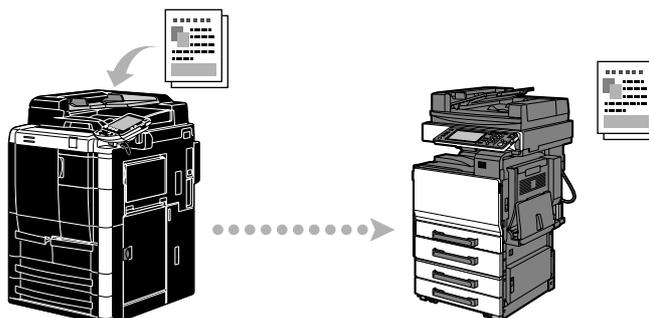


Note

For details, refer to chapter 1, "Before using Network Scan/Fax/Network Fax functions", of the User's Guide [Network Scan/Fax/Network Fax Operations].

IP address faxing

The IP address of the destination machine can be selected, and a fax can be sent on an intranet, for example, within a company.



Detail

Before IP address faxing can be used, various settings must be specified by the administrator.

IP address faxing is available only between the compatible models of Konica Minolta. We cannot guarantee proper operation other than the compatible models.



Detail

For details, refer to chapter 1, "Before using Network Scan/Fax/Network Fax functions", of the User's Guide [Network Scan/Fax/Network Fax Operations].

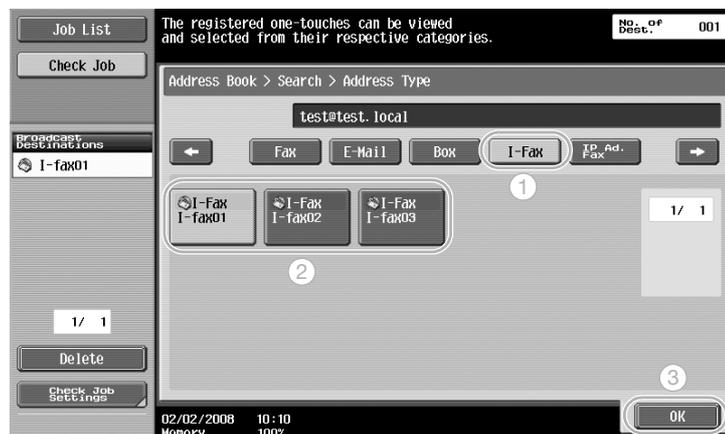
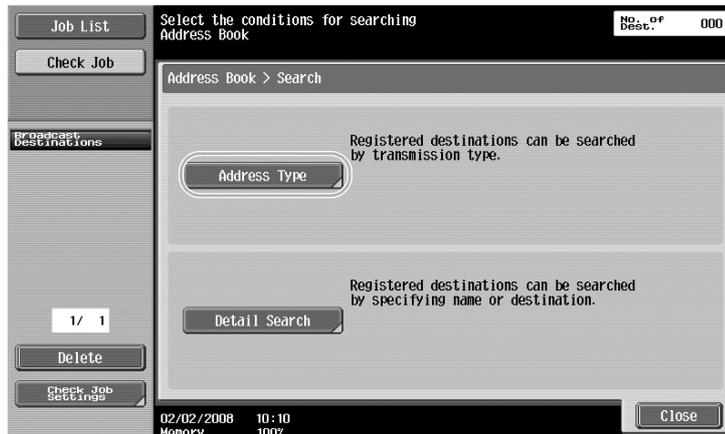
4.9 Sending documents by e-mail

Internet faxing

Using the Internet, a scanned original can be sent as an e-mail attachment.

The transmission costs are included in the Internet charges.

When the destination is registered



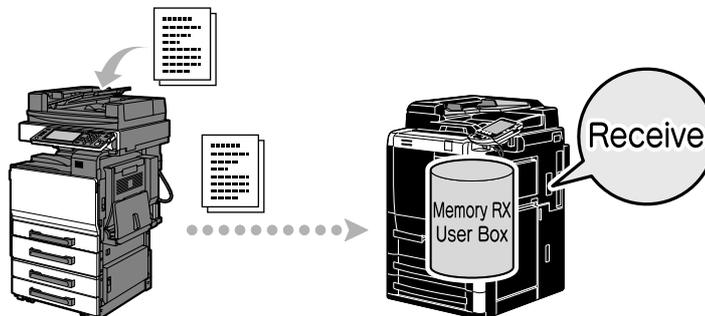
When the destination is entered directly**Note**

For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].

4.10 Reducing printing costs

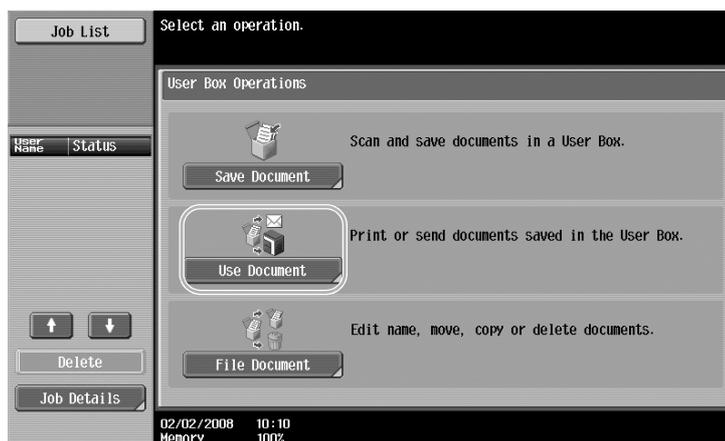
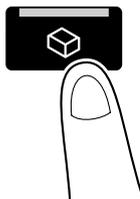
Memory RX User Box

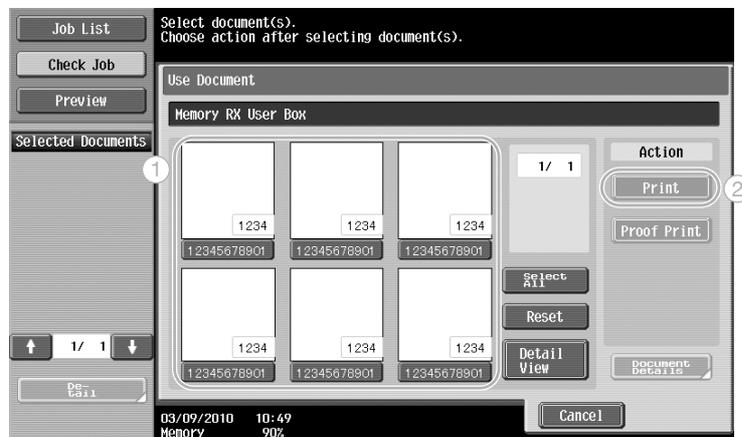
Received faxes can be saved in user box as data and printed when they are needed. Printing only the necessary fax documents among all the received fax documents enhances security and reduces printing costs.



Printing data in the Memory RX User Box

User Box





Detail

A password can be specified for the Memory RX User Box

Settings for the Memory RX User Box are specified in Administrator mode. The administrator password is required to specify the settings.



...

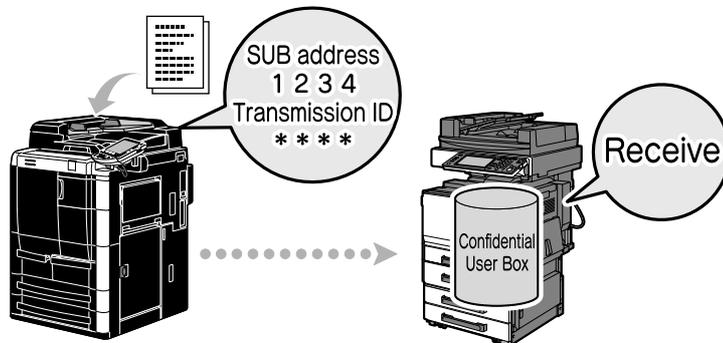
Note

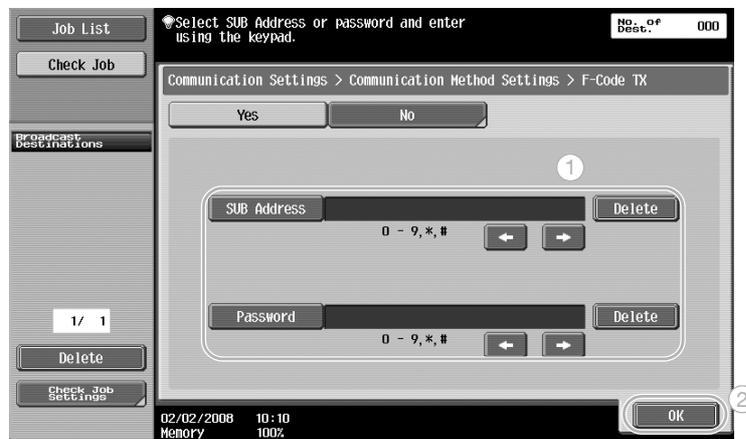
For details, refer to chapter 6, "Useful functions (G3/IP/I-FAX)", of the User's Guide [Network Scan/Fax/Network Fax Operations].

4.11 Sending confidential documents

When sending documents, a confidential user box (SUB address) and the transmission password (transmission ID) can be specified in addition to the fax number of the destination to preserve the confidentiality of the document.

F-Code transmission





Detail

In order perform an F-code transmission, a confidential box and transmission ID must be specified on the recipient's fax machine.

An F-code transmission can be used only if the recipient's fax machine supports F-code functions.



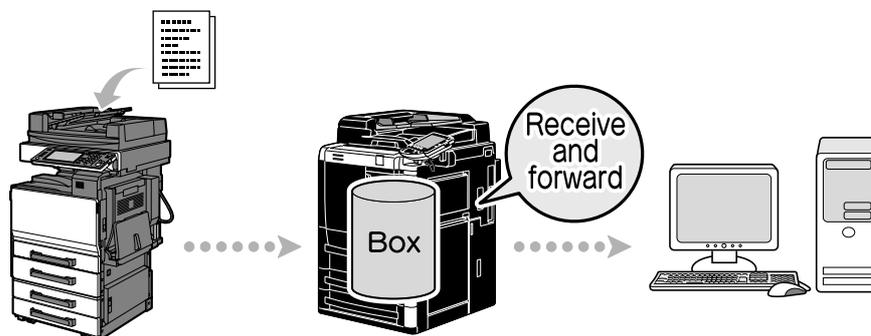
Note

For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].

4.12 Forwarding received data

Received fax data can be forwarded to a previously specified destination.

Fax forwarding



Detail

Settings for the fax forwarding are specified in Administrator mode. The administrator password is required to specify the settings.

In Administrator mode, settings can be specified to print the data of a received fax, even from the machine, when the fax is forwarded or to have the machine print forwarded data only when an error occurs.

If fax forwarding is specified, Memory RX Setting, PC-FAX RX setting and TSI User Box Setting cannot be used.



...

Note

For details, refer to chapter 9, "Administrator mode settings", of the User's Guide [Network Scan/Fax/Network Fax Operations].

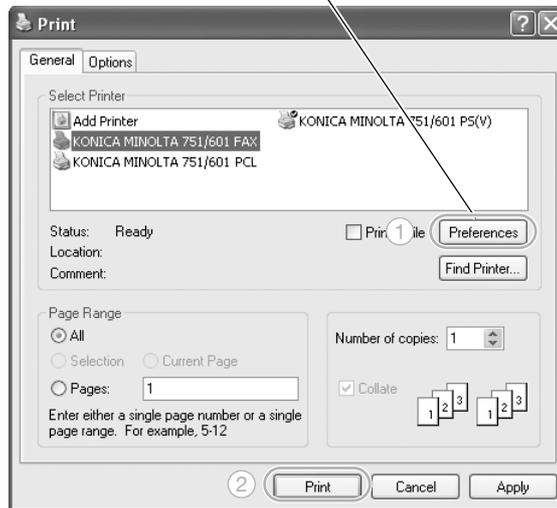
4.13 Faxing data directly from a computer

Computer faxing

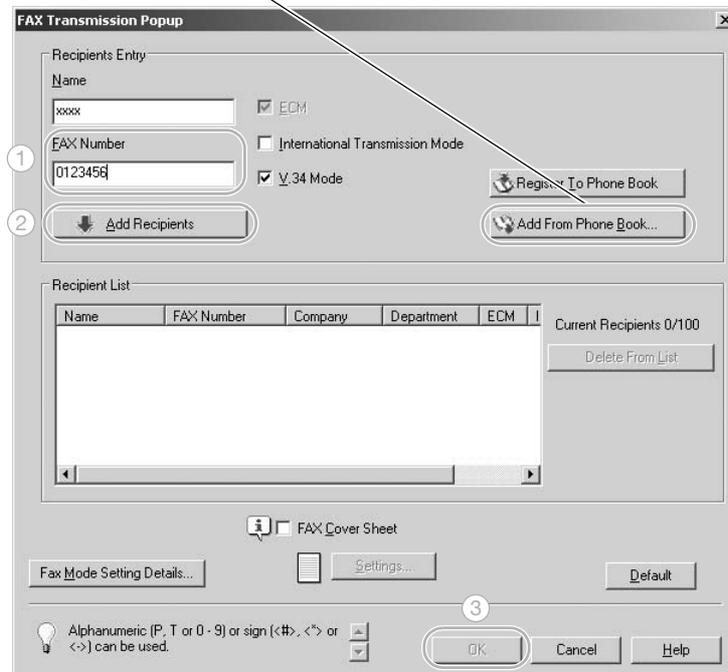
Data created on the computer can be sent to a destination fax machine with the same settings as if it is printed.

In order to use computer faxing, the fax driver must be installed.

The fax document settings can be specified.



A destination can be selected from the address book.



Note

For details, refer to chapter 3, "Setting up the fax driver (Windows)", of the User's Guide [Fax Driver Operations].



Useful network scan operations

5 Useful network scan operations

5.1 Registering frequently used destinations

Frequently used destinations can be registered.

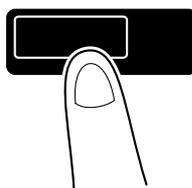
Destinations can be registered in the address book or as group destinations.

Address book destinations

By registering a frequently used destination in the address book, the destination can be recalled simply with the press of an address book button.

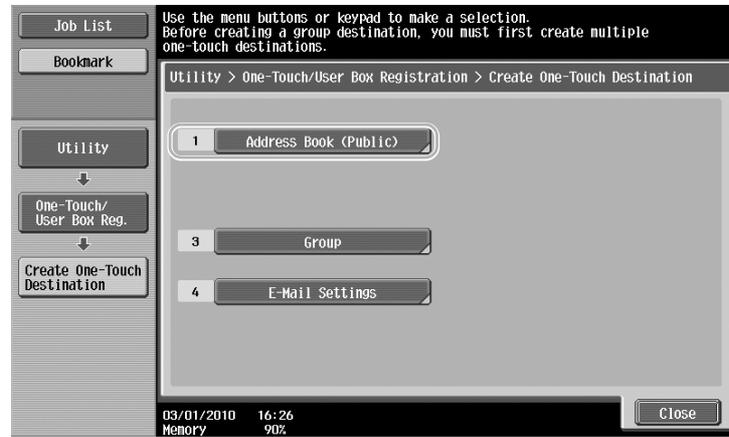
Opening the destination registration screen

Utility/Counter



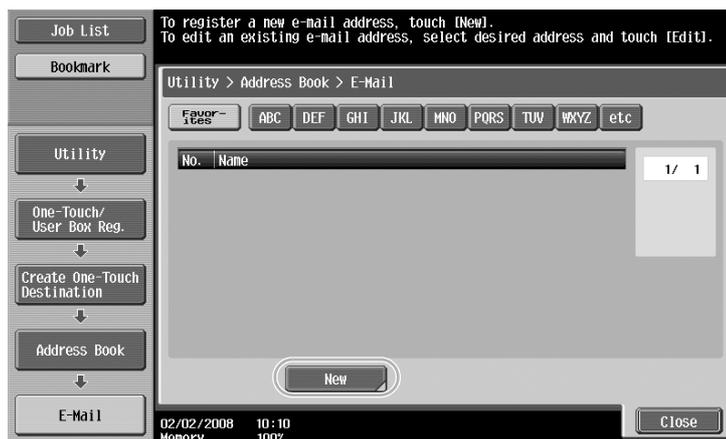


Destination registration screen



Registering an e-mail address





- No.: Using the keypad, type in the registration number.
- Name: Specify the name of the e-mail address to be registered.
- E-Mail Address: Use the keyboard that appears in the touch panel to type in the e-mail address.
- Index: Select the index characters used for organizing the e-mail addresses. By selecting index characters appropriate for the registered name, the e-mail address can easily be found.
- Icon: When i-Option LK-101/LK-103 is enabled on this machine, select an icon.

**Note**

For details, refer to chapter 8, "User mode settings", of the User's Guide [Network Scan/Fax/Network Fax Operations].

Group destinations

Multiple destinations can be registered together as a single group.

The destinations that can be registered as a group destination must be registered in the address book.

In order to register a group destination, the individual destinations must first have been registered in the address book.

In the Create One-Touch Destination screen, touch [Group].



Destination screen



...

Note

For details, refer to chapter 8, "User mode settings", of the User's Guide [Network Scan/Fax/Network Fax Operations].

Registering the program destination

Scanning settings, transmission settings and destination can be registered with a single button. These are called "program destinations".

The registered program destinations can easily recalled and used.



...

Note

For details, refer to chapter 8, "User mode settings", of the User's Guide [Network Scan/Fax/Network Fax Operations].

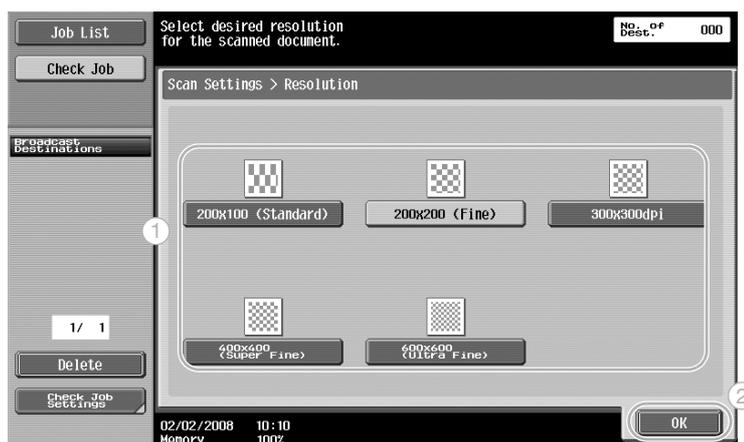
5.2 Transmitting fine text and clean images

The amount of details (resolution) and the scanning method (according to whether the original contains text or images) can be specified when scanning an original. An original of good quality can be sent by using a combination of these settings.

Adjusting the resolution

When transmitting fine text and images, an image of better quality can be sent by specifying a higher resolution.





Detail

The higher the resolution, the larger the data becomes.



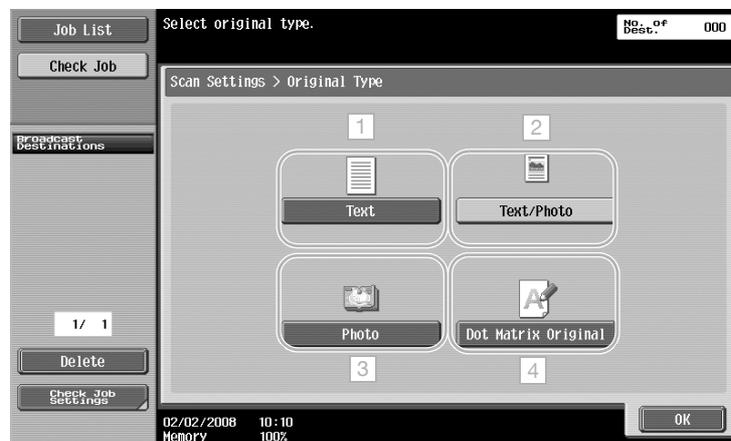
Note

For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].

Selecting an Original Type setting

Select the appropriate scanning method for the text and image type of the original.





No.	Parameter	Description
1	Text	Select this setting for originals consisting only of text.
2	Text/Photo	Select this setting for originals consisting of both text and photos.
3	Photo	Select this setting for originals consisting only of photos.
4	Dot Matrix Original	Select this setting for originals consisting of text that generally appears faint.

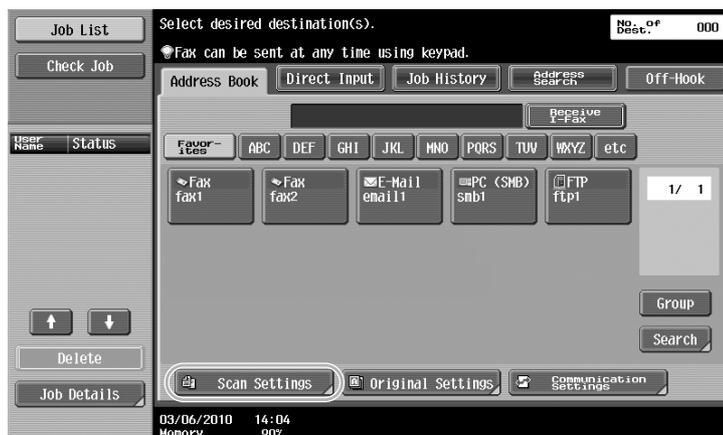


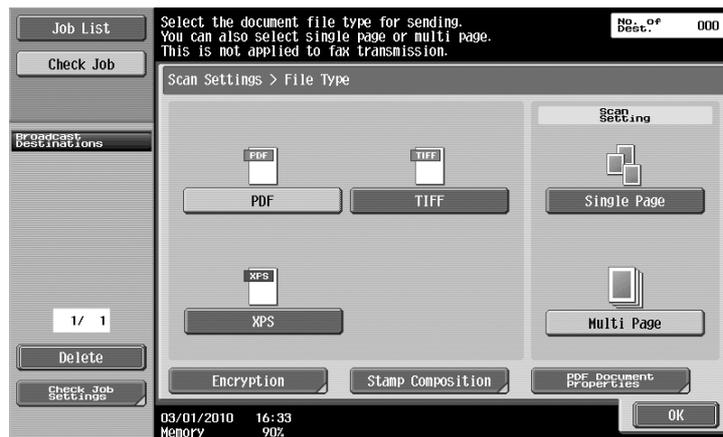
Note

For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].

5.3 Transmitting with selected File Type settings

Selecting File Type settings



File Type

File type	Description
PDF	This type of file can be displayed in Adobe Reader. An encrypted PDF file format is also available.
TIFF	Select this setting to save data in the TIFF format.
XPS	Select this setting to save data in the XPS format. In order to save the data in the XPS format, the optional hard disk is required.

**Note**

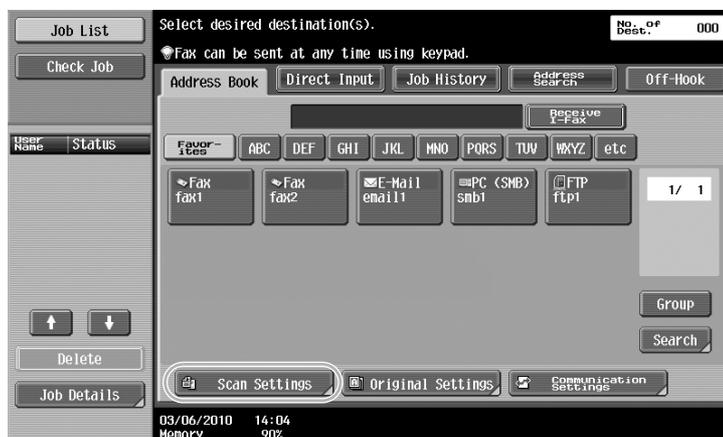
For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].

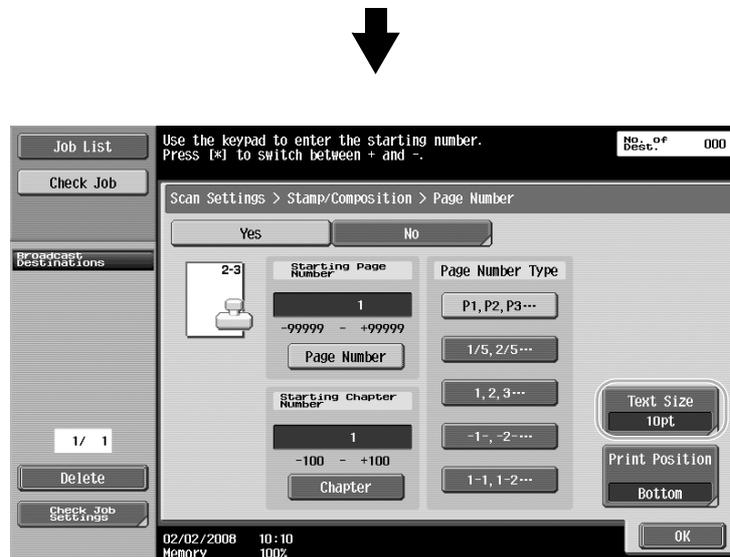
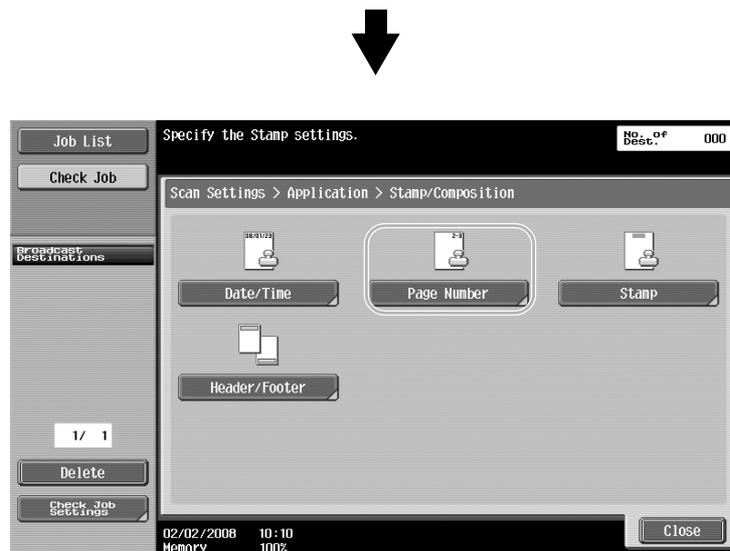
5.4 Transmitting with the page number or time added

The page number or date/time can be added to the scanned original. Both the page number and the date/time can be added at the same time.

Page number

The page number can be added to a document to be sent.





Text Size: The size of the text can be selected.



Detail

Page numbers can also be added with header/footer settings. The header/footer settings are specified in Administrator mode.



...

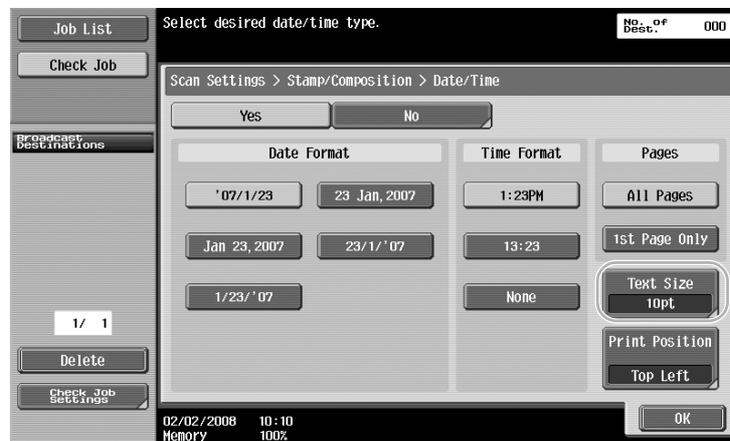
Note

For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].

Adding the date and time

The date and time of scanning can be added to a document to be sent.





Text Size: The size of the text can be selected.



Detail

Page numbers can also be added with header/footer settings. The header/footer settings are specified in Administrator mode.



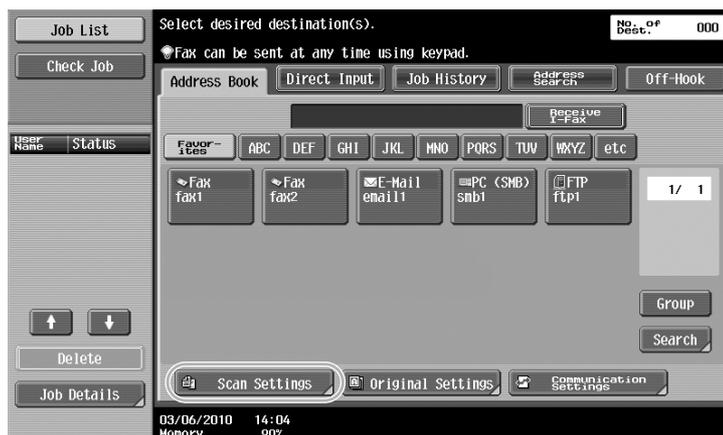
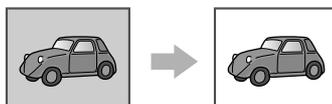
Note

For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].

5.5 Transmitting with the background density adjusted

Background Removal

When scanning a original with a colored background, a cleaner scan can be created by lightening the background.



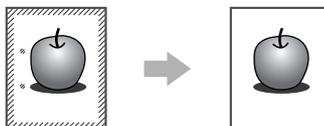
**Note**

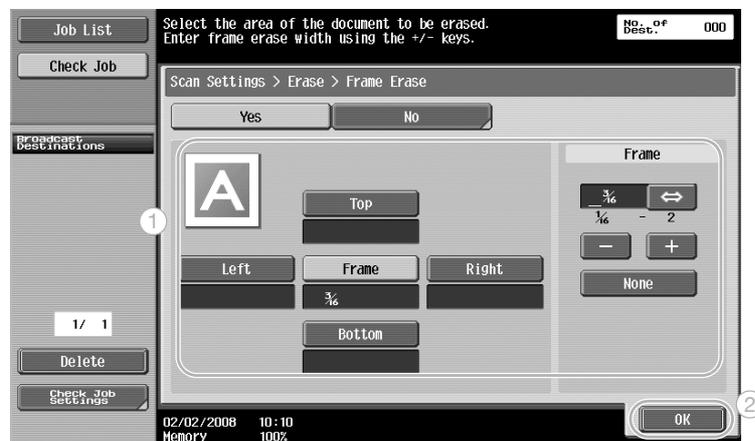
For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].

5.6 Transmitting with shadows erased

Frame Erase

Scans can be sent while erasing unwanted areas around the original, such as the transmission information on received faxes and the shadows of punched holes.





Detail

The same width can be erased on all four sides of the original, or the width that is erased can be specified for each side.

The width of the frame to be erased can be set between 1/16 and 12 inches.



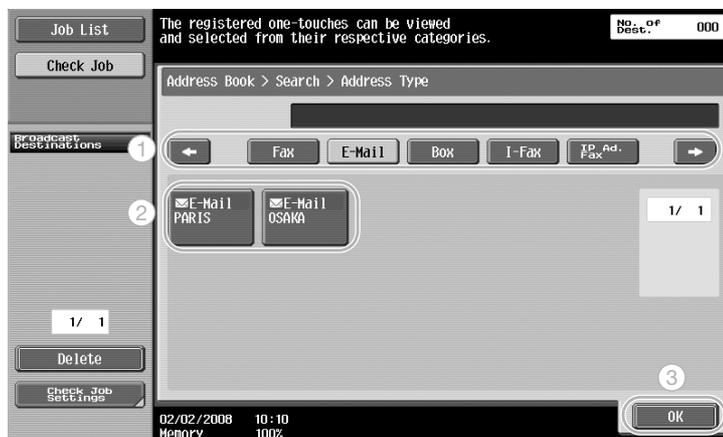
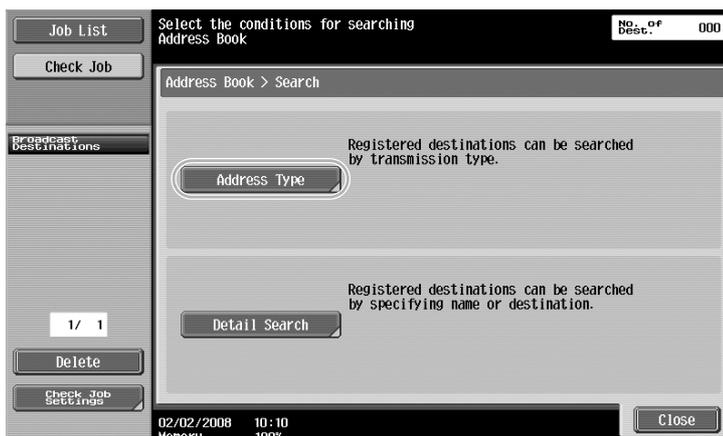
Note

For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].

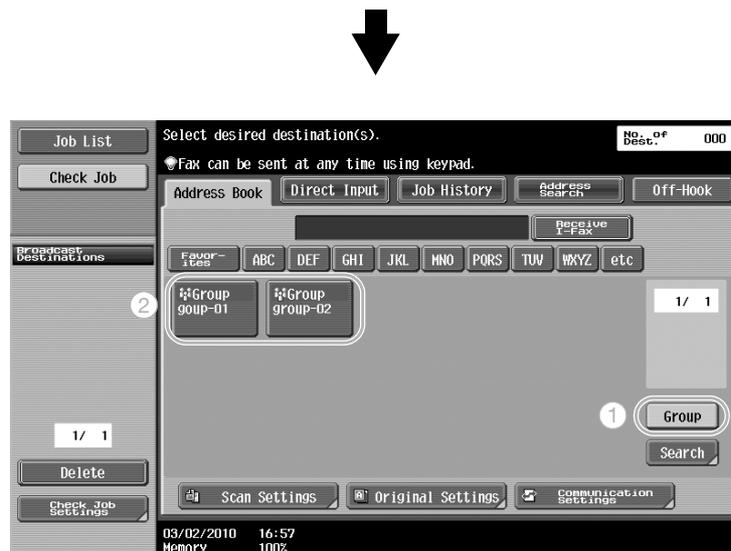
5.7 Transmitting to multiple recipients

Searching for a registered destination

Select a recipient registered in the address book.



Group destinations, which are multiple destinations that have previously been registered together, can be useful when selecting destinations.



Group destinations, which are multiple destinations that have previously been registered together, can be useful when selecting destinations.



Detail

Unwanted destinations can be deleted from under "Broadcast Destinations", or the settings can be changed.



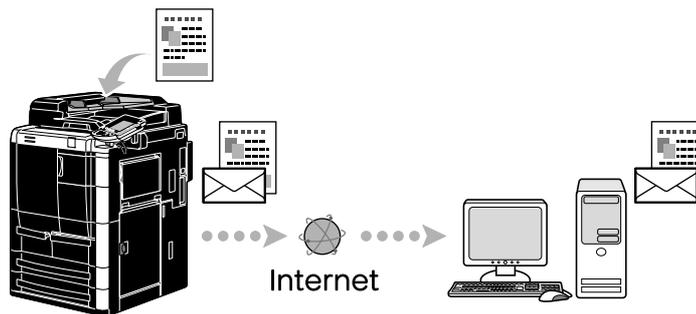
Note

For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].

5.8 Sending documents by e-mail

E-mail transmissions

Scan data can be sent as an e-mail attachment simply by specifying the e-mail address.



Select a registered destination, or directly type in the e-mail address.



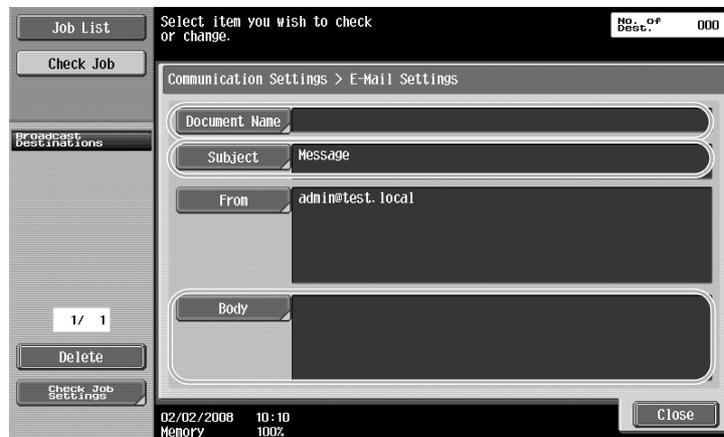
Note

For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].

Changing the e-mail subject or name of the attached file

The subject of the e-mail message and the file name can be changed when sending scan data by e-mail.





Document Name: The name of the attached file can be changed.
 Subject: The subject of the e-mail message can be changed.
 Body: E-Mail text can be entered.



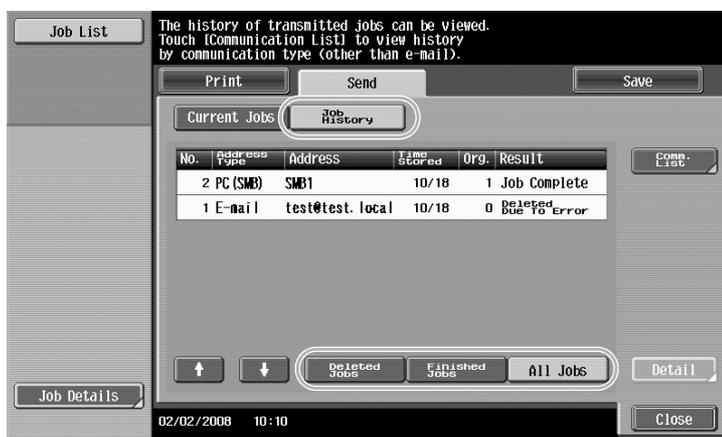
Note

For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].

5.9 Checking transmissions performed until now

Current Jobs/Job History lists

The transmission log includes the Current Jobs list, which allows the jobs currently being performed to be checked, and the Job History list, which allows completed transmission jobs to be checked.



**Detail**

Jobs that are being sent and jobs queued to be sent are displayed in the Current Jobs list. Jobs that have been sent are displayed in the Job History list.



...

Note

For details, refer to chapter 2, "Control panel/touch panel", of the User's Guide [Network Scan/Fax/Network Fax Operations].

6

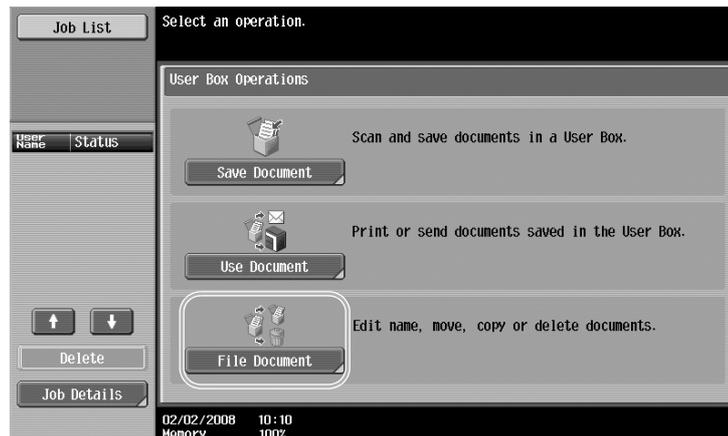
Useful box operations

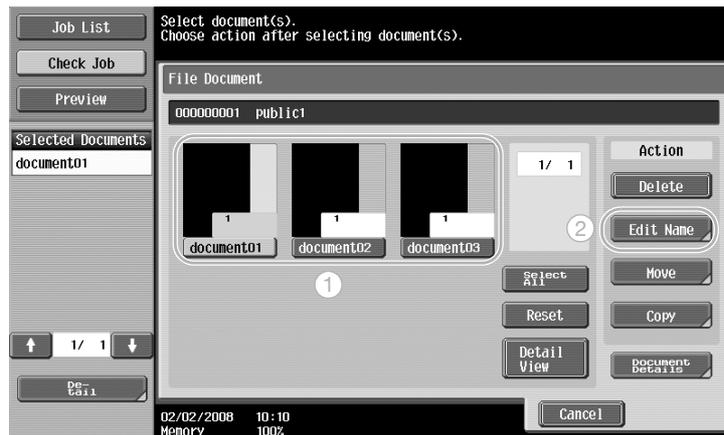
6 Useful box operations

6.1 Changing the name of a saved document

Edit Name

The name of a document saved in a user box can be changed. Documents that were not named when they were saved can be given a name that will be easier to remember.





Detail

The document name is the name of the file sent. Change the document name after considering the conditions of the destination server.



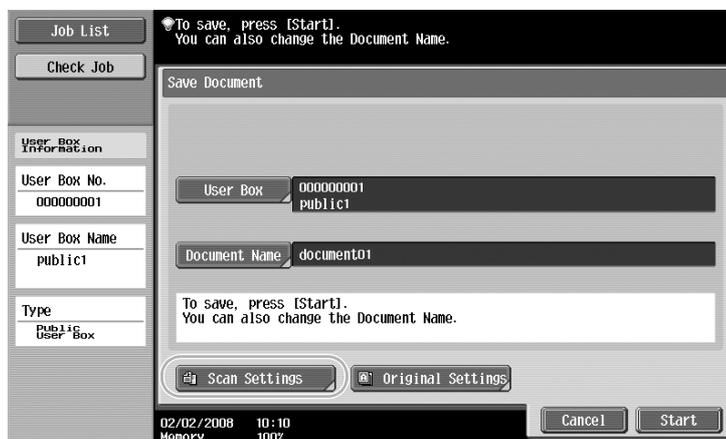
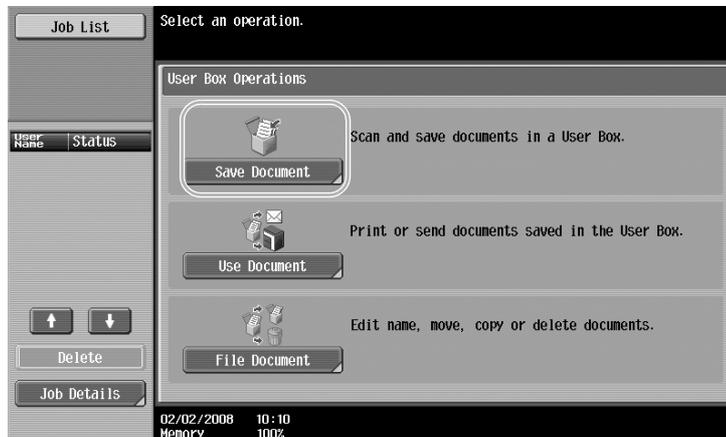
Note

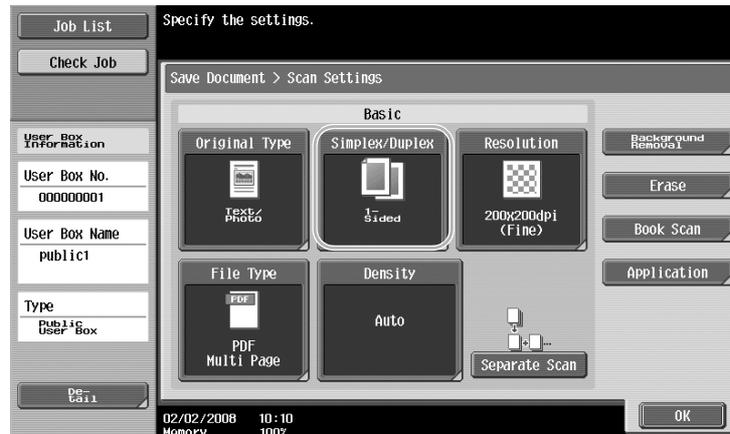
For details, refer to chapter 7, "File Document", of the User's Guide [Box Operations].

6.2 Scanning double-sided originals

Scan Settings

When saving data in a user box from User Box mode, touch [Scan Settings] to change the settings for scanning the original. To scan double-sided originals, select "2-Sided" in the Scan Settings screen.



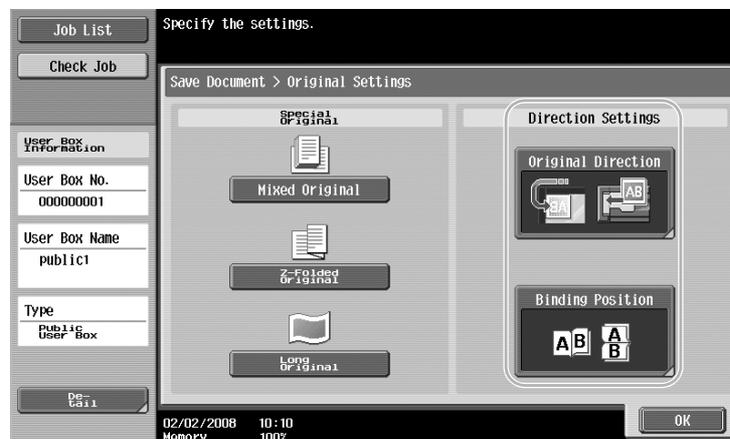


Detail

From the Scan Settings screen, not only can the setting for double-sided originals be specified, but settings can be specified for the original image quality and the file format of the data to be saved.

When scanning a double-sided original from Fax/Scan mode, specify the "2-Sided" setting in the Scan Settings screen in the same way that it is specified in User Box mode.

Since the default setting is "1-Sided", be sure to specify the "2-Sided" setting in the Scan Settings screen to save a double-sided original in a user box. In addition, if the "2-Sided" setting is specified in the Scan Settings screen, be sure to touch [Original Direction] and [Binding Position] in the Original Settings screen, and select the appropriate settings for the loaded original.



Note

For details, refer to chapter 5, "Save Document", of the User's Guide [Box Operations].

6.3 Automatically erasing data from user boxes

Auto Document Delete Time

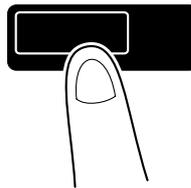
The length of time that data is saved in user boxes can be specified for each user box. When the specified length of time has passed, data saved in user boxes will automatically be erased. Specify a setting for "Auto Document Delete Time" when registering a user box.

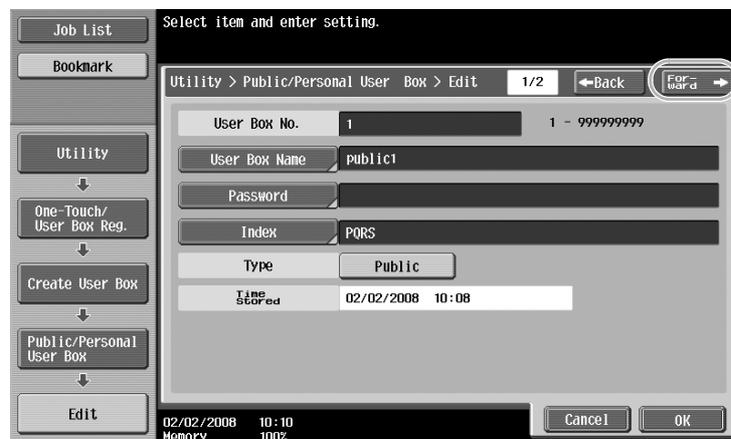
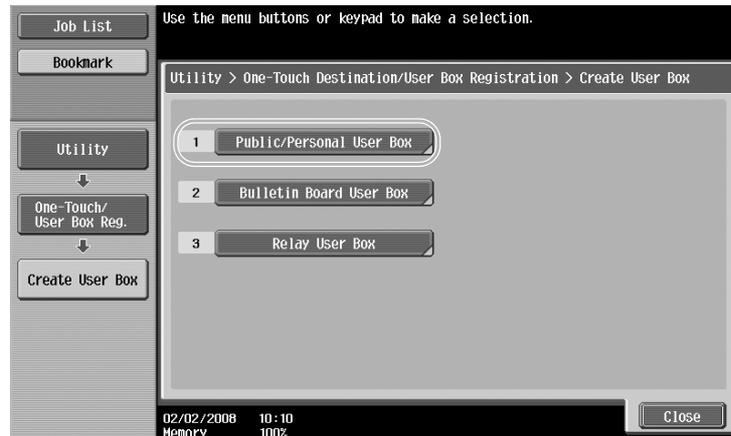


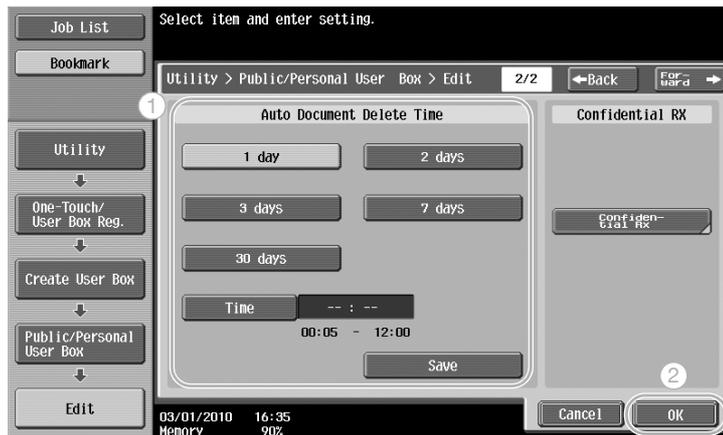
Detail

To change the Auto Document Delete Time setting for a user box that has already been registered, touch [Edit] for the user box.

Utility/Counter







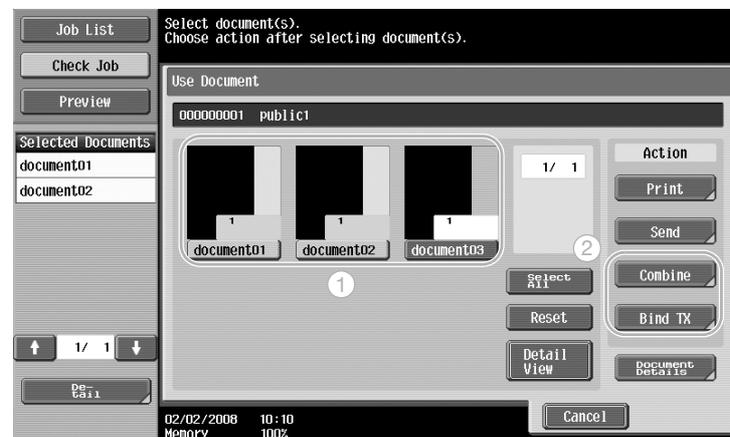
Note

For details, refer to chapter 8, "User box setting", of the User's Guide [Box Operations].

6.4 Printing/sending multiple data combined

Combine/Bind TX

Two or more data saved in user boxes can be printed or sent.





Specify the order that the data is combined.



When "Combine" is selected

Specify the Finishing settings, and then print the data.



When "Bind TX" is selected

Select the destination, and then send the data.



**Detail**

Data saved from Copy mode cannot be sent. If data saved from Copy mode is combined with other data, the data cannot be sent.



...

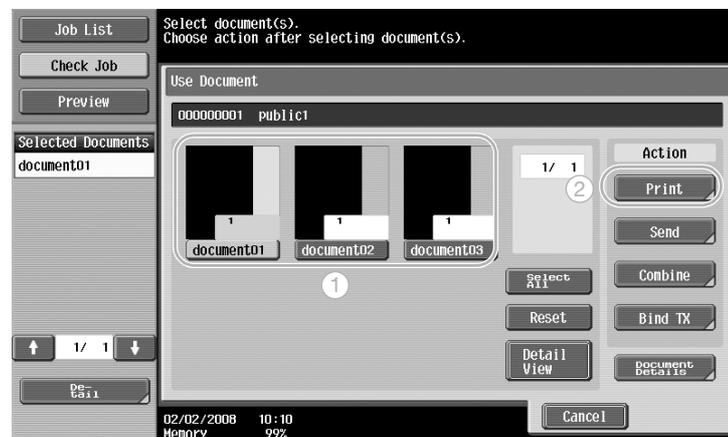
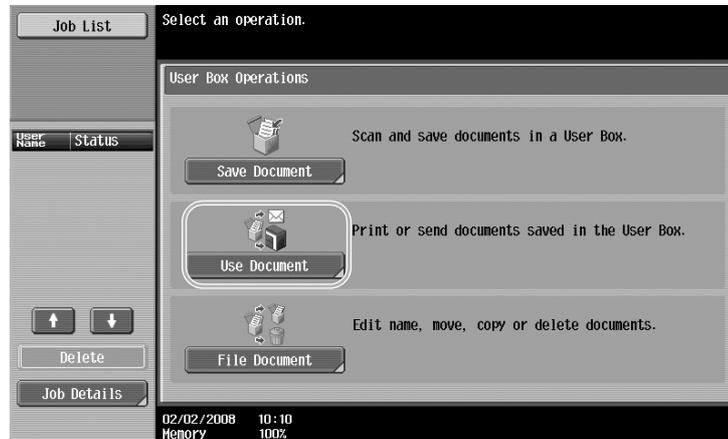
Note

For details, refer to chapter 6, "Use Document", of the User's Guide [Box Operations].

6.5 Changing finishing settings for saved data before printing

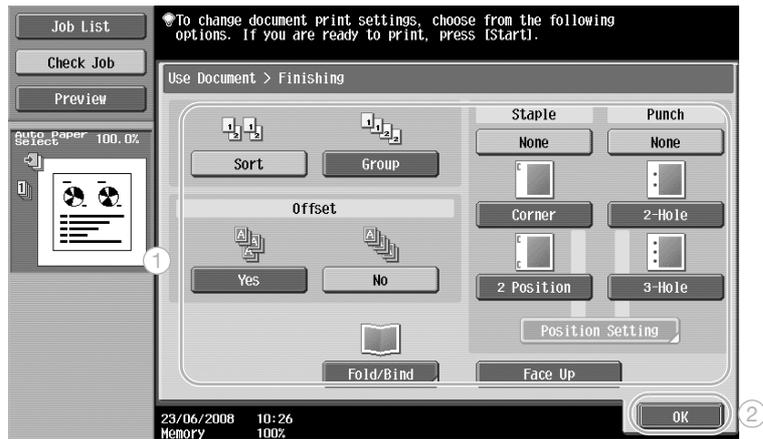
Finishing

Before printing data saved in a user box, the finishing settings can be changed.





The print settings for received faxes cannot be changed.



Available Finishing settings

The Finishing settings that are available differ depending on the installed options. For details, refer to chapter 2, "Basic copy operations", of the User's Guide [Copy Operations].

Setting		Description
Sort		Select this setting to separate each set of a multi-page document.
Group		Select this setting to separate the copies of each page in a multi-page document.
Offset		When a finisher is not installed
		If the sorting conditions are met, copies are fed out and sorted in an alternating criss-cross pattern.
		When a finisher is installed
		The copies are fed out shifted to separate them.
Staple		Copies can be stapled in the corner or at two locations.
Punch		Holes for filing can be punched in the copies
Fold/Bind	Half-Fold	Select this setting to fold copies in half before feeding them out.
	Center Staple & Fold	Select this setting to staple copies at two locations along the center, then fold the copies in half before feeding them out.
	Tri-Fold	Select this setting to fold copies in three before feeding them out.
	Z-Fold	Select whether the finished document is folded in half or in three, whether it is folded in half and stapled, and whether it is folded in half and one of the halves is mountain-folded.
Face Up		The copies are output with their front sides facing up.

**Note**

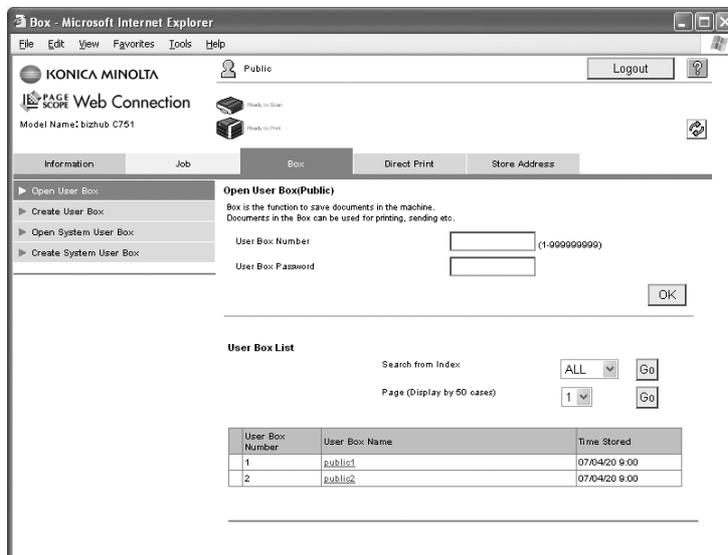
For details, refer to chapter 6, "Use Document", of the User's Guide [Box Operations].

6.6 Performing box operations from a computer

PageScope Web Connection

User boxes can be created and operations can be performed on data in user boxes by using PageScope Web Connection. You can use data in user boxes from the computer at your desk.

Enter the IP address of this machine in the "Address" box of the Web browser to use PageScope Web Connection to connect with this machine.



The following operations can be performed from the Box tab of PageScope Web Connection.

- Create/edit/delete user boxes.
- Print/send data in user boxes.
- Download data from a user box to a computer.
- Copy/move/delete data in user boxes.

About PageScope Web Connection

PageScope Web Connection is a device management utility integrated into this machine.

Using a Web browser on a computer connected to the network, machine settings can be specified from PageScope Web Connection.

The following basic operations can be performed from PageScope Web Connection.

- Check various machine information.
- Check a job.
- Perform operations with data in user boxes.
- Direct printing (Available only if the optional image controller has been installed.)
- Register/edit destinations.
- Specify security settings and printer network settings.



Note

For details, refer to chapter 9, "PageScope Web Connection", of the User's Guide [Box Operations].



Advanced functions

7 Advanced functions

7.1 Advanced functions

Various functions that enhance operability of MFP are called "advanced functions".

There are two types of advanced functions - the functions that can be used by registering i-Option LK-102/LK-103 to MFP, and the functions that can be used in conjunction with applications. Overview of each function is as follows.

i-Option LK-101/LK-103 functions

Function	Overview
Web browser	By using the control panel of the MFP connected to the network, you can access to the Internet or intranet and display or print the contents. Also, through a Web browser, you can operate PageScope Web Connection of the MFP connected to the network and use documents saved in user boxes.
Image Panel	Image Panel is a new user interface of the control panel which provides a new operability to the control panel with intuitive and user friendly operation.
Photo registration	By using PageScope Web Connection, you can add photo data to a registered address book entry. The registered photos are reflected to the Destination List of the Image Panel.

i-Option LK-102/LK-103 functions

Function	Overview
PDF process	When transmitting documents in PDF format using the scan or user box functions, you can encrypt PDF file with password or digital ID, add a digital signature and specify properties.



Note

To use functions of i-Option LK-101/LK-102/LK-103 on MFP, additional memory of an upgrade kit UK-202 and hard disk HD-510 must be installed to MFP in advance then i-Option LK-101/LK-102/LK-103 must be registered.

Functions connected with PageScope My Panel Manager

Function	Overview
My Panel	With the My Panel function, the environment of the control panel (My Panel) customized depending on the application by a user is centrally managed on the server, and the user can use the My Panel obtained from the selected MFP.
My Address Book	With the My Address Book function, the personal address book (My Address Book) is centrally managed on the server, and a user can use the My Address Book obtained from the selected MFP.



Note

Additional memory for an optional upgrade kit UK-202 and hard disk HD-510 must be installed to MFP in advance.

The functions to connect with applications should be enabled from the application side. For details on enabling the function, refer to the manual for the application.



Detail

For details on the advanced functions, refer to the User's Guide [Advanced Function Operations].

For details on registering i-Option LK-101/LK-102/LK-103 to MFP, refer to the description on page 7-4 of this manual.

When advanced function is enabled, the functions added as advanced functions can be assigned to the [Copy] key, the [Fax/Scan] key and the [User Box] key. For details, refer to the User's Guide [Advanced Function Operations].

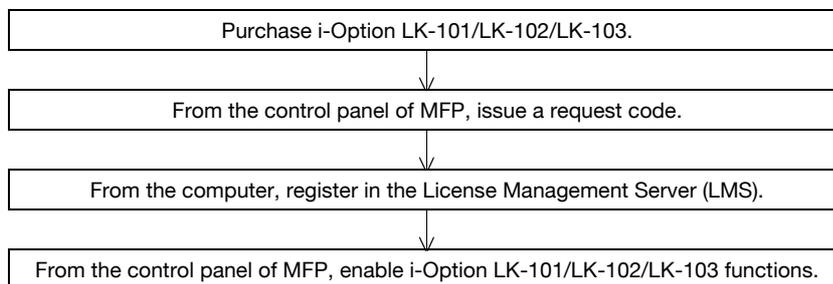
**Note**

If the charging management device is installed on the MFP, Image Panel and Photo registration functions cannot be used.

7.2 To enable i-Option LK-101/LK-102/LK-103 functions

To use the functions of i-Option LK-101/LK-102/LK-103, i-Option LK-101/LK-102/LK-103 must be registered to MFP.

This section describes the procedure to register i-Option LK-101/LK-102/LK-103 to MFP. Confirm the following operation flow, and for details on settings, refer to the description on page 7-4 of this manual.



Registering i-Option LK-101/LK-102/LK-103

There are the following two methods to register i-Option LK-101/LK-102/LK-103 to MFP.

- From the control panel of MFP
- From PageScope Web Connection

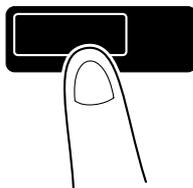
Procedure to register from the control panel of MFP is described here. For the procedure to specify from PageScope Web Connection, refer to Chapter 1 "Setup items by operation" of the User's Guide [Network Administrator].

Procedure to enable i-Option LK-101/LK-102/LK-103 functions

- 1 Purchasing i-Option LK-101/LK-102/LK-103.
 - Purchase i-Option LK-101/LK-102/LK-103 in advance. i-Option LK-101/LK-102/LK-103 contains the token certificate.
The token certificate contains the following contents:
Token Number
Function Name
The Web site URL of the License Management Server (LMS)
 - For details on purchasing i-Option LK-101/LK-102/LK-103, contact your service representative.
- 2 Issuing a request code.

Press the [Utility/Counter] key.

Utility/Counter



Touch [Administrator Settings].



Type in the administrator password, and then touch [OK].



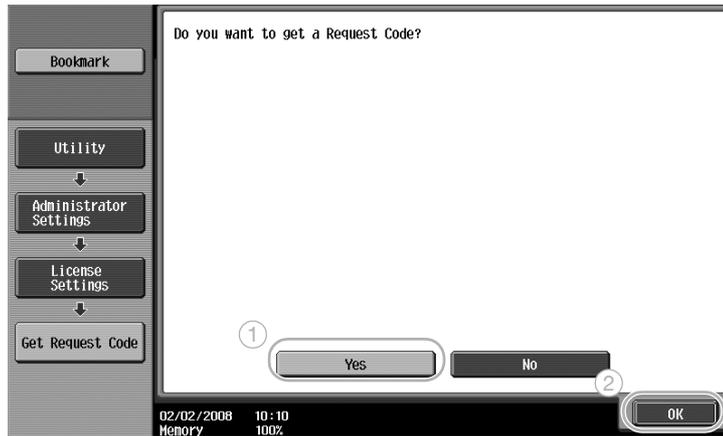
Touch [License Setting].



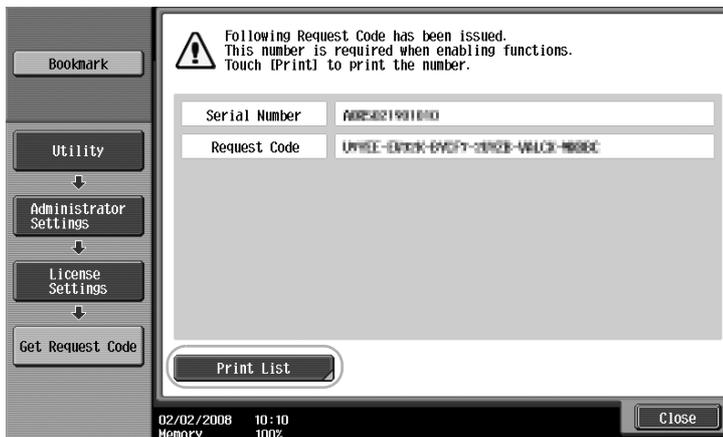
Touch [Get Request Code].



Touch [Yes], and then touch [OK].



Touch [Print List] to print the request code.

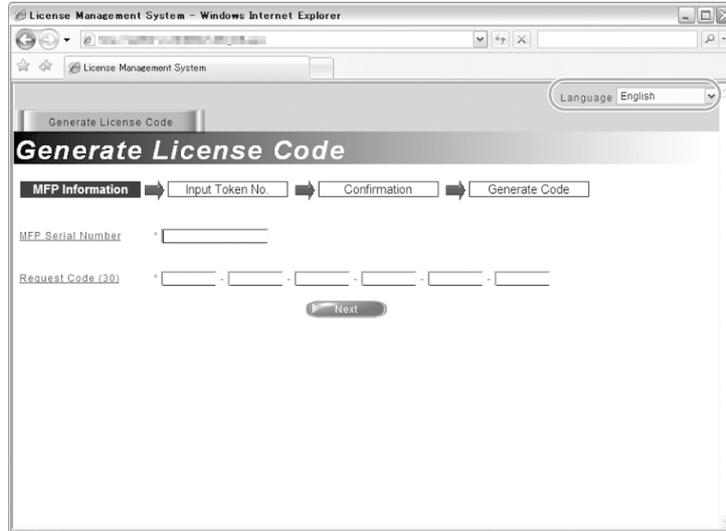


3 Registering in the License Management Server (LMS)

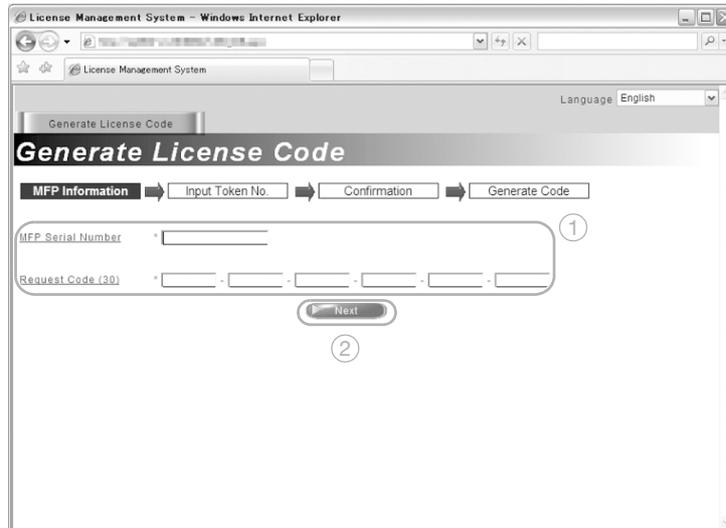
Access the Web site of the License Management Server (LMS).



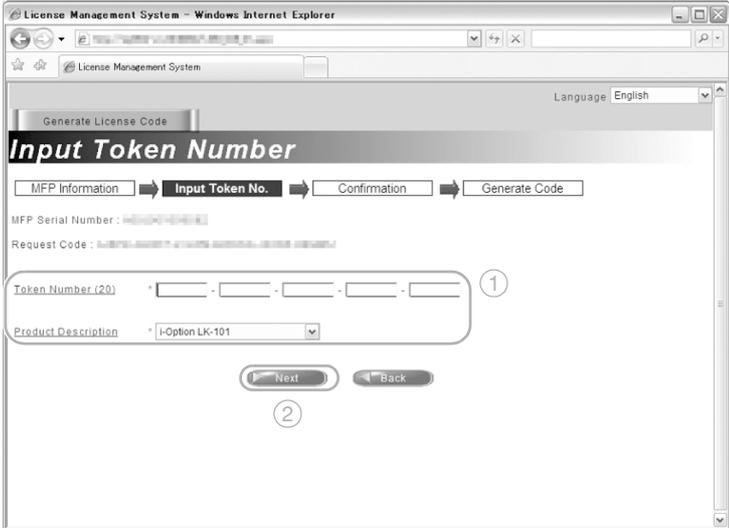
Select a language.



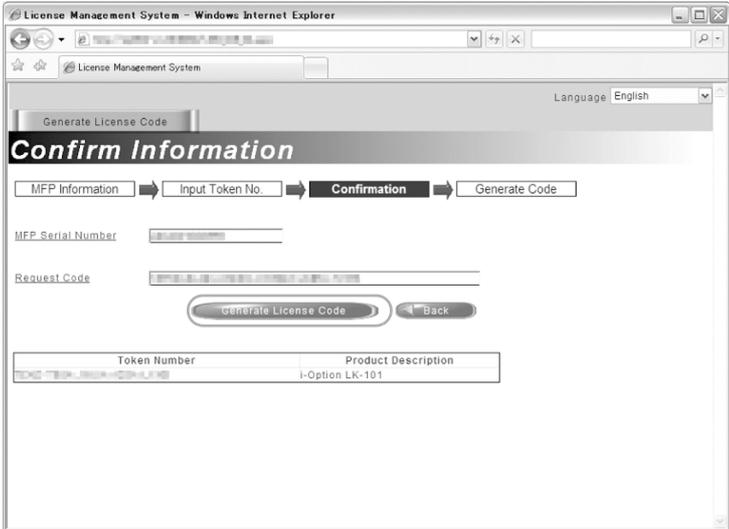
Type in the serial number and request code displayed by issuing a request code, and then click the [Next] button.



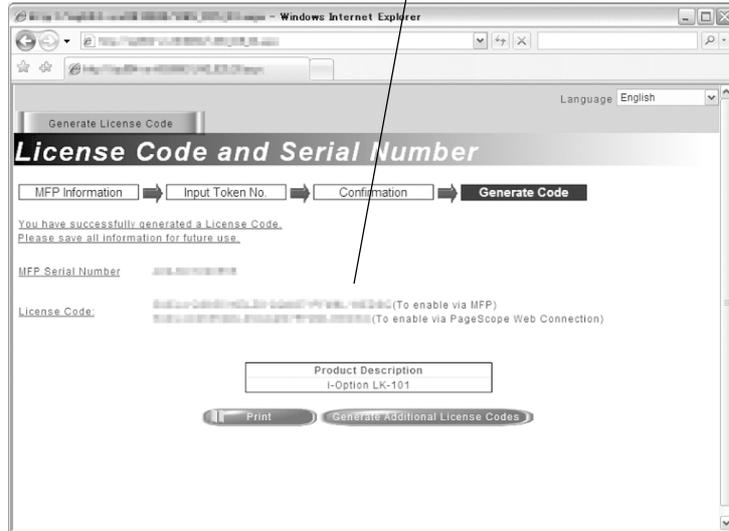
Type in the token number included in the token certificate, select registration options, and then click the [Next] button.



Confirm the registration contents, and then click the [Generate License Code] button.

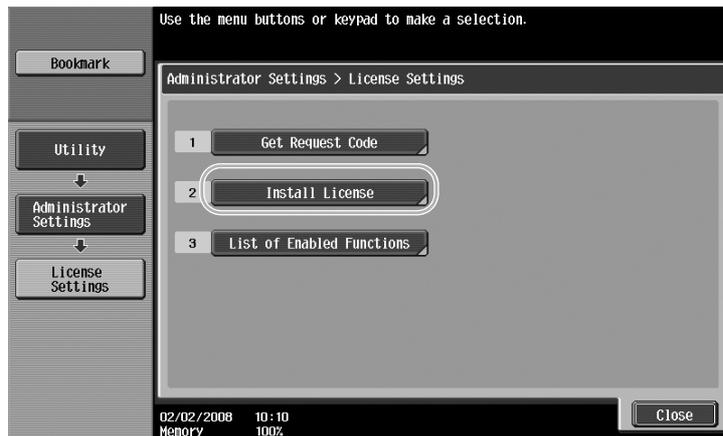


The license code is issued. The license code is required to enable the i-Option LK-101/LK-102/LK-103 functions.

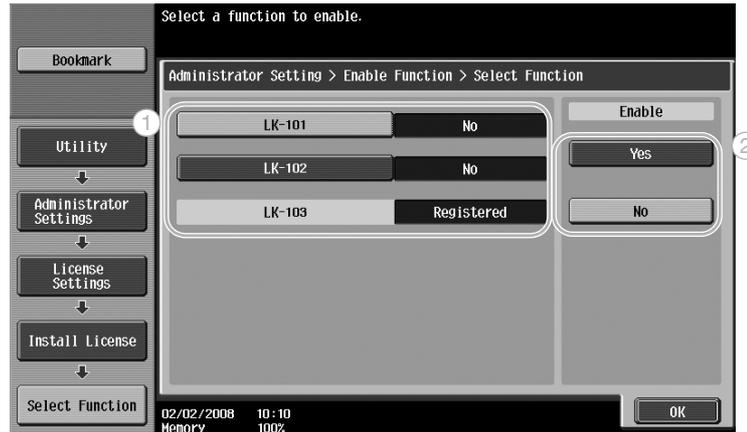


4 Enabling the i-Option LK-101/LK-102/LK-103 functions.

On the License Settings screen of the Administrator Settings, touch [Install License].



Touch [Select Function], select a function to be enabled, and then select [Yes] for "Enable".

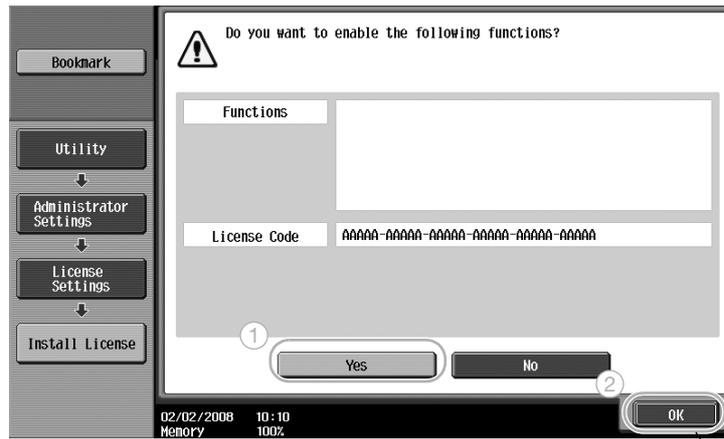


Touch [License Code], and then type in the license code issued.



Touch [Install].





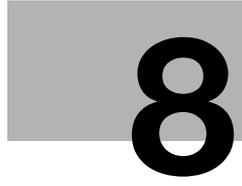
Touch [Yes], and then touch [OK].



Note

After enabling the function, turn off the main power switch, and then wait about 10 seconds before turning it on again. Otherwise, the machine may not operate correctly.

On the License Settings screen of the Administrator Settings, touch [List of Enabled Functions] to check the list of enabled functions.



Troubleshooting

8 Troubleshooting

8.1 Troubleshooting

This section describes common troubleshooting procedures in a question and answer format. If the problem is not corrected, even after performing the described procedure, contact your service representative.

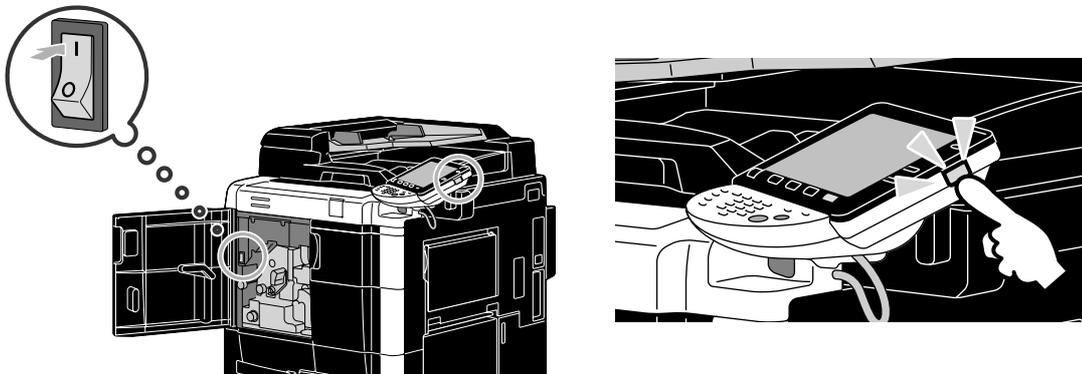
Why can't the machine be turned on?

This machine has two switches.

Answer

Check for the following.

- Check that the machine's power plug is firmly inserted into the electrical outlet. In addition, check that the circuit breaker has not been tripped.
- Check that the machine has been turned by using both the [Power] (auxiliary power) key and the main power switch.

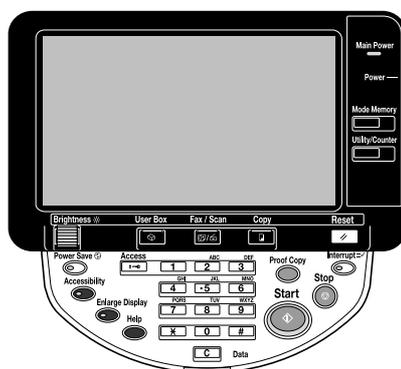


Reminder

If the machine is not turned on after the indicated items have been checked, contact your service representative.

Why does no screen appear in the touch panel?

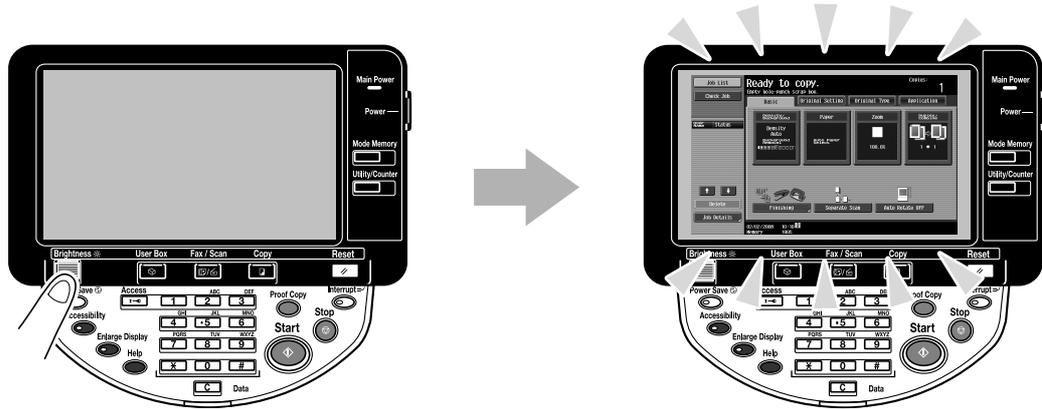
If no operation is performed for a specified length of time, the touch panel goes off and the machine automatically enters a mode where it conserves energy.



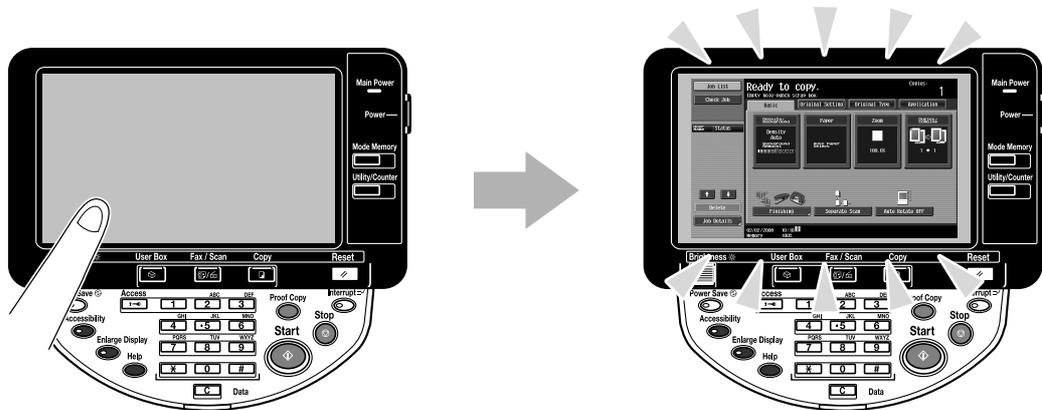
Answer

Check for the following.

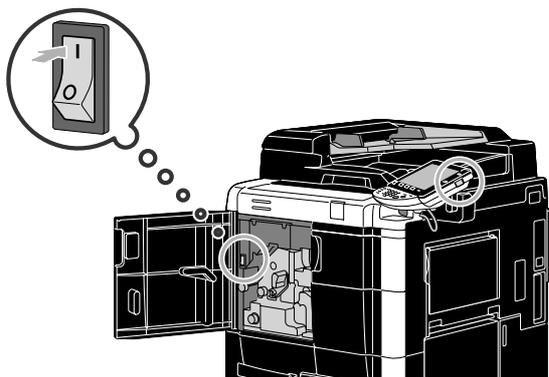
- Use the [Brightness] dial in the control panel to adjust the brightness of the screen in the touch panel.



- Touch the touch panel. There is no problem if the touch panel lights up. When the machine is in Power Save mode, touching the touch panel or pressing a key in the control panel cancels Power Save mode.



- Try pressing the [Power Save] key in the control panel. If the weekly timer has set the machine in Sleep mode, a screen appears in the touch panel when the [Power Save] key is pressed. Enter the information indicated in the screen to be able to use the machine during non-business hours.
- Check that the machine has been turned on by using both the [Power] (auxiliary power) key and the main power switch.



Reminder

If no screen appears in the touch panel after the indicated items have been checked, contact your service representative.

Why does a message appear, indicating that consumables must be replaced?

When the consumables used by the machine are nearly empty, a warning about the replacement period appears.



Answer

Replace the specified consumable.

The consumable is empty when a message appears, indicating that the consumable be replaced. Copying is possible for a short time after the message appears, but the consumables should be prepared soon.

- For a toner cartridge

After the message "Replace toner cartridge." appeared, the message "Please prepare new cartridge." appears. Replace the toner cartridge according to your maintenance agreement.

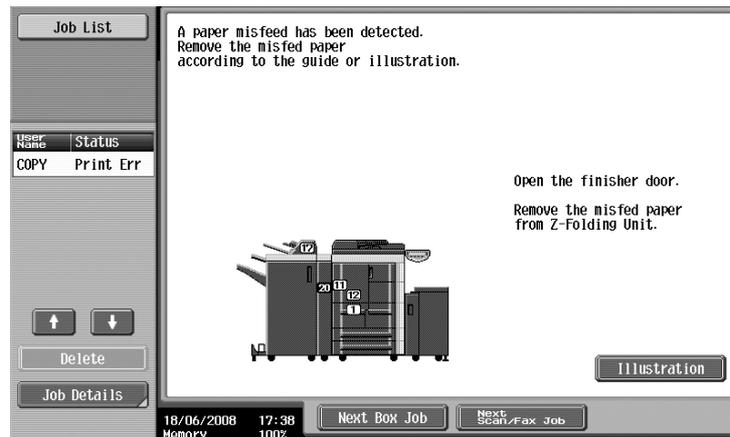


Reminder

If the message remains displayed after the indicated items have been replaced, contact your service representative.

Why does the misfeed message remain displayed?

A misfeed may have occurred in a location other than that indicated in the screen. Check the location indicated in the displayed screen.



Answer

Check for the following.

- Check that no torn paper remains in the part indicated by a number in the touch panel screen. If the paper could not be removed, contact your service representative.
- Open, then close the door indicated by a number in the touch panel screen. The message may not remain displayed after this operation is performed.

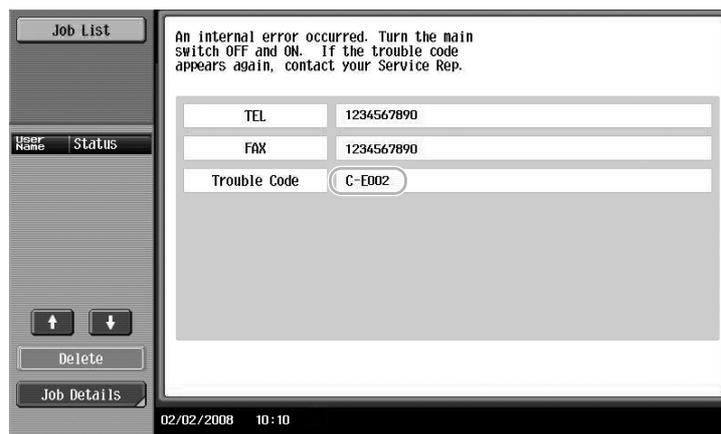


Reminder

If the misfeed warning remains displayed after the indicated items have been checked, contact your service representative.

Why did an error message appear?

There are three types of errors; errors that can be cleared by opening/closing the front door, errors that can be cleared by turning the power off/on, and errors that cannot be cleared. Clear the error by following the on-screen instructions. If the error cannot be cleared or released, contact your service representative with the error code.



Answer

Clear the error by following the on-screen instructions.



Reminder

If the message remains displayed, note the trouble code that appeared in the screen, unplug the machine from the electrical outlet, and then contact the service representative.

9

User Settings parameters

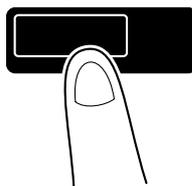
9 User Settings parameters

With the User Settings parameters, common machine settings and settings for specific functions can be changed according to the operating conditions and environment.

9.1 Displaying the User Settings screen

Various settings can be specified from the User Settings screen.

Utility/Counter



Detail

To change the default settings for Fax/Scan mode, press the [Fax/Scan] key, and then press the [Utility/Counter] key.



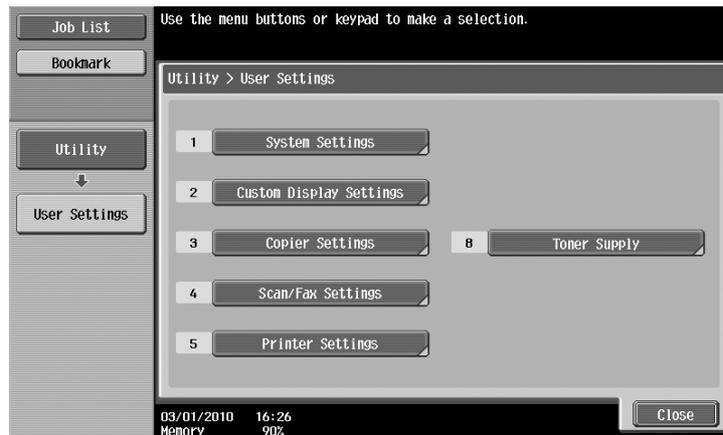
...

Note

For details, refer to chapter 11, "Utility mode", of the User's Guide [Copy Operations].

9.2 Settings that can be specified

Settings can be specified for parameters in the following categories on the User Settings screen.



Note

For details on the Copier Settings parameters, refer to chapter 11, "Utility mode", of the User's Guide [Copy Operations].

For details on the Scan/Fax Settings parameters, refer to chapter 8, "User mode settings", of the User's Guide [Network Scan/Fax/Network Fax Operations].

For details on the Printer Settings parameters, refer to chapter 12, "Settings on the control panel", of the User's Guide [Print Operations (IC-208)].

System Settings

The display language of the touch panel, the measurement units and settings for the power-saving modes can be changed.



Custom Display Settings

The display in the left panel of the touch panel screen and the settings in the Basic screen can be changed.



Copier Settings

The settings for copy functions can be changed so that the operations can easily be performed.



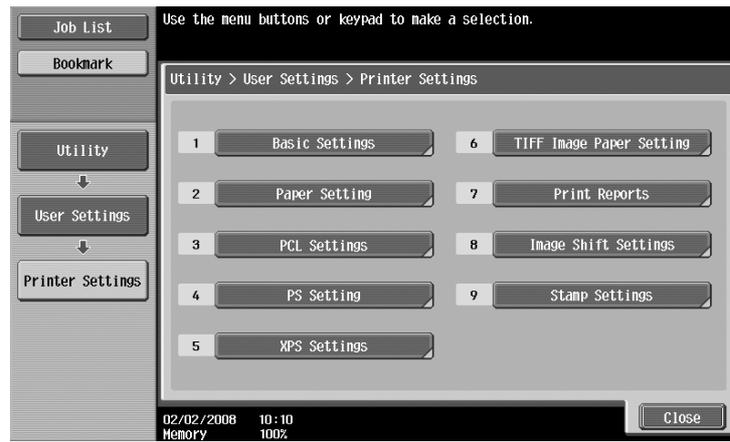
Scan/Fax Settings

The settings for fax/scan functions can be changed so that the operations can easily be performed.



Printer Settings

The settings for print functions can be changed so that the operations can easily be performed.



10

Glossary

10 Glossary

10.1 Glossary

Broadcast	This function is called "broadcast transmission" on this machine. This is the function that sends a fax to multiple recipients with a single operation.
Center Staple & Fold	This is the Finishing function that feeds out paper that is folded in half and stapled at two places along the center.
Confidential	Generally, this refers to correspondence that is opened only by the person it is addressed to. On this machine, this refers to the function (called a confidential transmission) where a fax is sent to a specific person. Since confidential transmissions use confidential user boxes set up on the machine, these transmissions can be used when the receiving machine is also equipped with the confidential transmission function.
Group	This Finishing function feeds copies out by page when two or more copies are printed of a multi-page document.
Half-Fold	This is the Finishing function for folding paper in half after it is printed.
Job	This is the operation information that is registered with the machine after settings are applied. The copy and scan operations when the [Start] key is pressed and the print command sent from a computer are all registered with the machine and called jobs.
Polling	This is the transmission function where a fax transmission is started by an operation performed by the receiving machine. With a polling transmission, the recipient bears the calling costs since the document to be sent is stored in the memory of the transmitting machine until the receiver initiates transmission by sending a reception command.
Power Save	This is the mode that the machine automatically enters to conserve energy when no operation is performed for a specified length of time. Another mode for conserving energy is the Sleep mode. The machine conserves more power in Sleep mode than in Power Save mode.
Power saving	This is the function for entering a power-saving mode (Power Save mode or Sleep mode). The machine can be manually set to a power-saving mode when the [Power Save] key is pressed.
Punch	Holes can be punched in copies for filing.
Save in User Box	This is the function where data scanned with a copy, fax or scan operation is save in a user box set up on the machine. The data saved in the user box can be transmitted or faxed.
Scan operations	Scanning of the original is called "scanning", and the methods for sending or saving the scan data are called the scan functions. These scan functions include e-mail transmissions, where the scan data is sent to an e-mail address as an attached file, in addition to FTP transmissions, SMB transmissions, WebDAV transmissions, Web service, saving in user boxes and using as a scan.
Security functions	This is the general name of the various functions for increasing the safety of information in order to prevent disclosure of the information, for example, so that confidential data saved on the machine is not disclosed to third parties and various settings can be changed only by the person possessing the password.
Sleep	This is the mode that the machine automatically enters to conserve energy when no operation is performed for a specified length of time. Another mode for conserving energy is the Power Save mode. The machine conserves more power in Sleep mode than in Power Save mode.
Sort	This Finishing function feeds copies out by set when two or more copies are printed of a multi-page document.
Staple	This Finishing function feeds copies out bound with staples when copying documents containing two or more pages.
Transmission source name	This is the function that specifies from the transmitting machine whether the transmission source information is printed by the receiving machine at the top of received fax documents. Whether or not this information is printed and the name that is printed can be specified only from the transmitting machine.
Weekly timer	This feature sets the machine to Sleep mode at the specified time. The day and time periods when the machine is not used can be specified so the machine can automatically switch to a mode where it conserves energy.

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