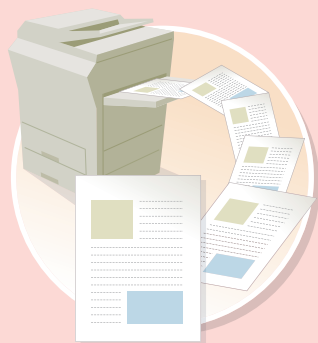


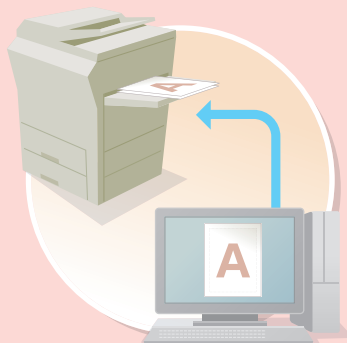
SHARP® OPERATION GUIDE



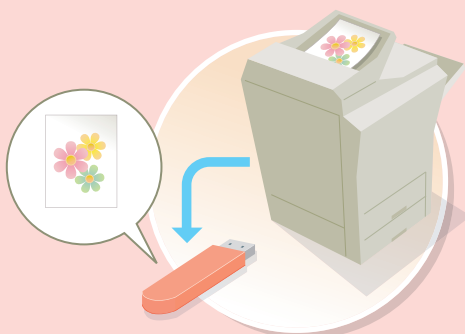
Search based on what you want to do



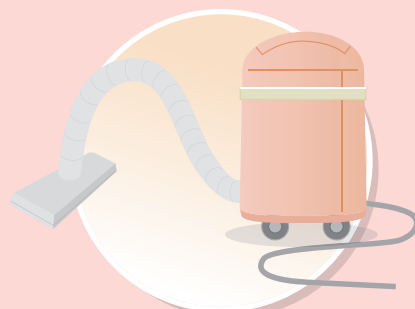
MAKE A COPY



PRINT A DOCUMENT



SCAN AN IMAGE



MAINTAIN THE MACHINE



Search using the table of contents



BEFORE USING THE MACHINE



COPIER



PRINTER



SCANNER



SYSTEM SETTINGS

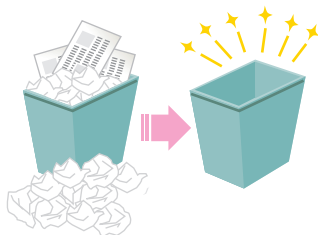


TROUBLESHOOTING

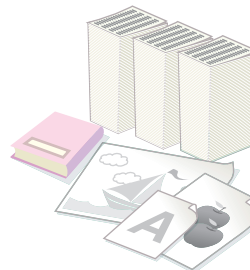
MAKE A COPY



Conserve



Reduce copy mistakes



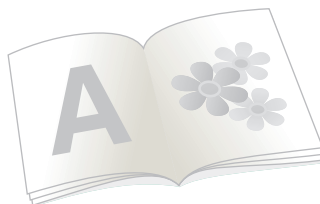
Make a copy of this type of original



Make a copy on this type of paper



Add the date or page numbers

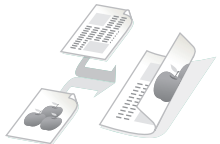


Assemble output into a pamphlet

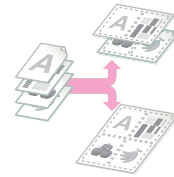


Other convenient functions

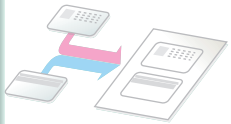
Conserve



Copy on both sides of the paper



Copy multiple pages on one side of one sheet of paper



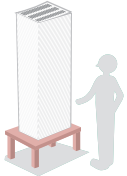
Copy on the front and back of a card

Reduce copy mistakes



**Check the number of
scanned pages before
making copies**

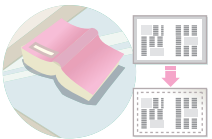
Make a copy of this type of original



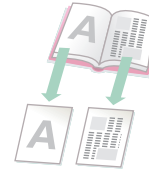
More original pages than can be loaded at once



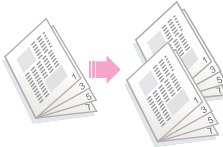
Mixed-size originals



Bulky original (shadows appear at edges)

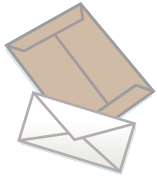


Bound original such as a book (one page at a time)

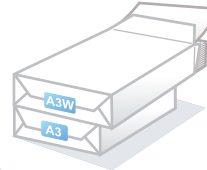


Book or pamphlet (make facing page copies)

Make a copy on this type of paper



**Envelopes and other
special media**



A3 wide paper



Tab Paper



Transparency film

Add the date or page numbers



Add the date



Add a stamp

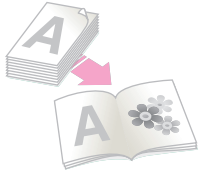


Add the page number

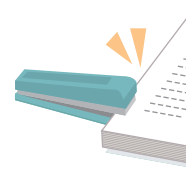


Add text

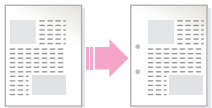
Assemble output into a pamphlet



Create a stapled pamphlet



Staple output



Create a blank margin for punching



Punch holes in output



Fold output in half



Other convenient functions

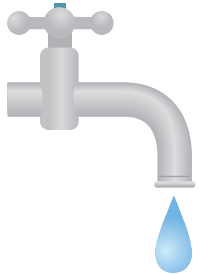
Functions used for specific purposes

- Make a copy of arranged photos
- Create a large poster
- Make a mirror-image copy
- Copy onto the centre of the paper
- Make a negative copy

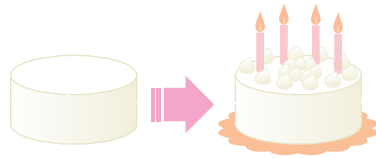
Convenient functions

- Give priority to a copy job
- Check the status of a reserved job
- Insert covers/inserts in copy output
- Copy a thin original

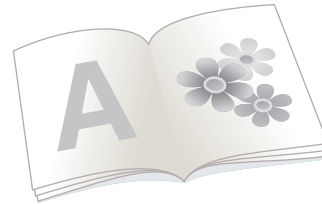
PRINT A DOCUMENT



Conserve



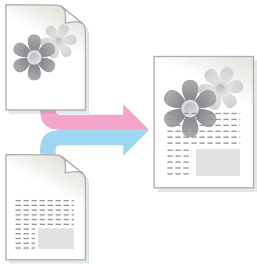
**Print attractive
output**



**Assemble output
into a pamphlet**



**Print on this type
of paper**

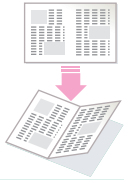


**Add text or an
image**

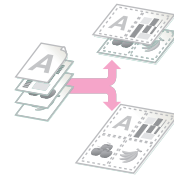


Other convenient functions

Conserve

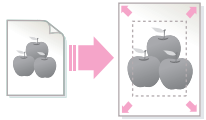


Print on both sides of the paper

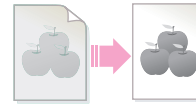


Print multiple pages on one side of the paper

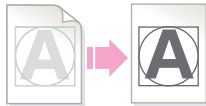
Print attractive output



Print matching the size of the paper

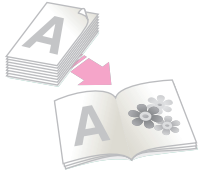


Adjust the brightness and contrast

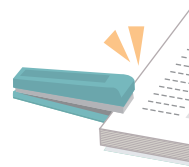


Bring out faint text and lines

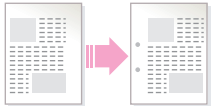
Assemble output into a pamphlet



Create a stapled pamphlet



Staple output



Create a blank margin for punching

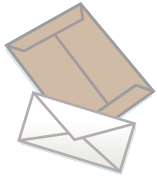


Punch holes in output



Print specific pages on the front side of the paper

Print on this type of paper



Envelopes



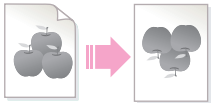
Tab Paper



Transparency film

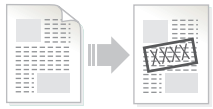


**Print specific pages on
different paper**

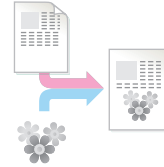


**Rotate the image 180
degrees**

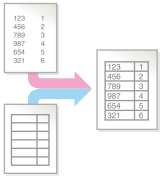
Add text or an image



Add a watermark to print data



Overlay an image on the print data



Overlay a fixed form on the print data



Other convenient functions

Correct the size or orientation of the print data

- Enlarge or reduce the print image

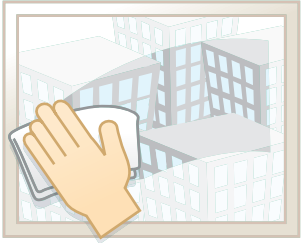
Functions used for specific purposes

- Print an "invoice copy"
- Create a large poster

Convenient functions

- Give priority to a print job
- Use two machines simultaneously
- Store frequently used print settings
- Print and fold the output

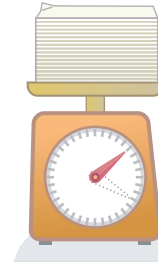
SCAN AN IMAGE



**Send a clear
image**



**Send this type of
document**



**Send a smaller
file**

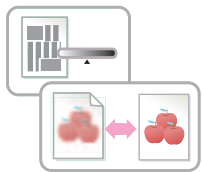


Save trouble



Other convenient functions

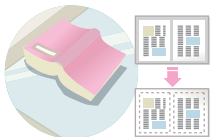
Send a clear image



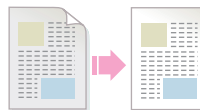
Adjust the contrast or image quality



Adjust the resolution before sending

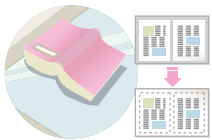


Send without shadows at the edges

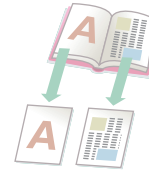


Suppress the background of a transmitted document

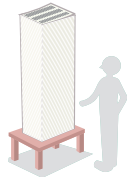
Send this type of document



Bulky original (shadows appear at edges)



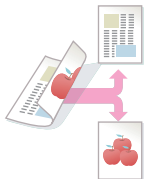
Bound original such as a book (one page at a time)



More original pages than can be loaded at once



Mixed-size originals

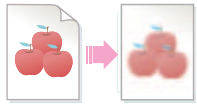


Original printed on both sides



Original with background

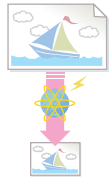
Send a smaller file



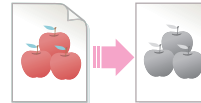
Send at low resolution



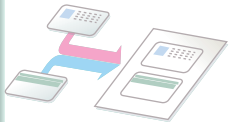
Compress a file before sending



Reduce an image before sending

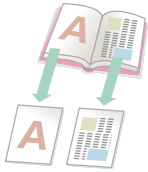


Send an image in black & white



ID or other card

Save trouble



**Bound original such as a
book (one page at a time)**



Other convenient functions

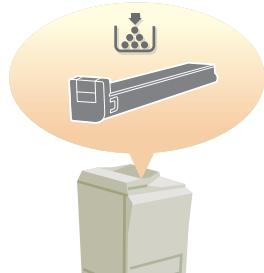
Convenient functions

- Scan a thin original
- Send in USB memory mode

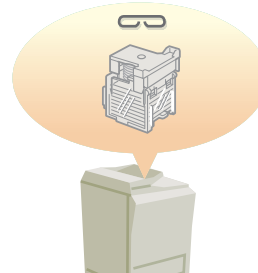
MAINTAIN THE MACHINE



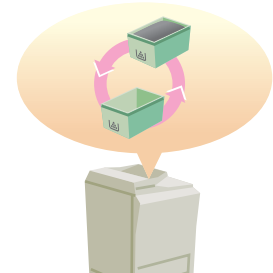
Clean the machine



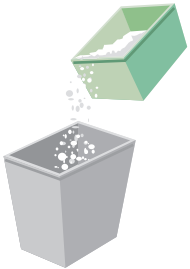
Replace a toner cartridge



Replace the staple cartridge



Replace the toner collection container



Dispose of punch waste

Clean the machine



**Clean the document glass and
automatic document feeder**



**Clean the original feed
roller**

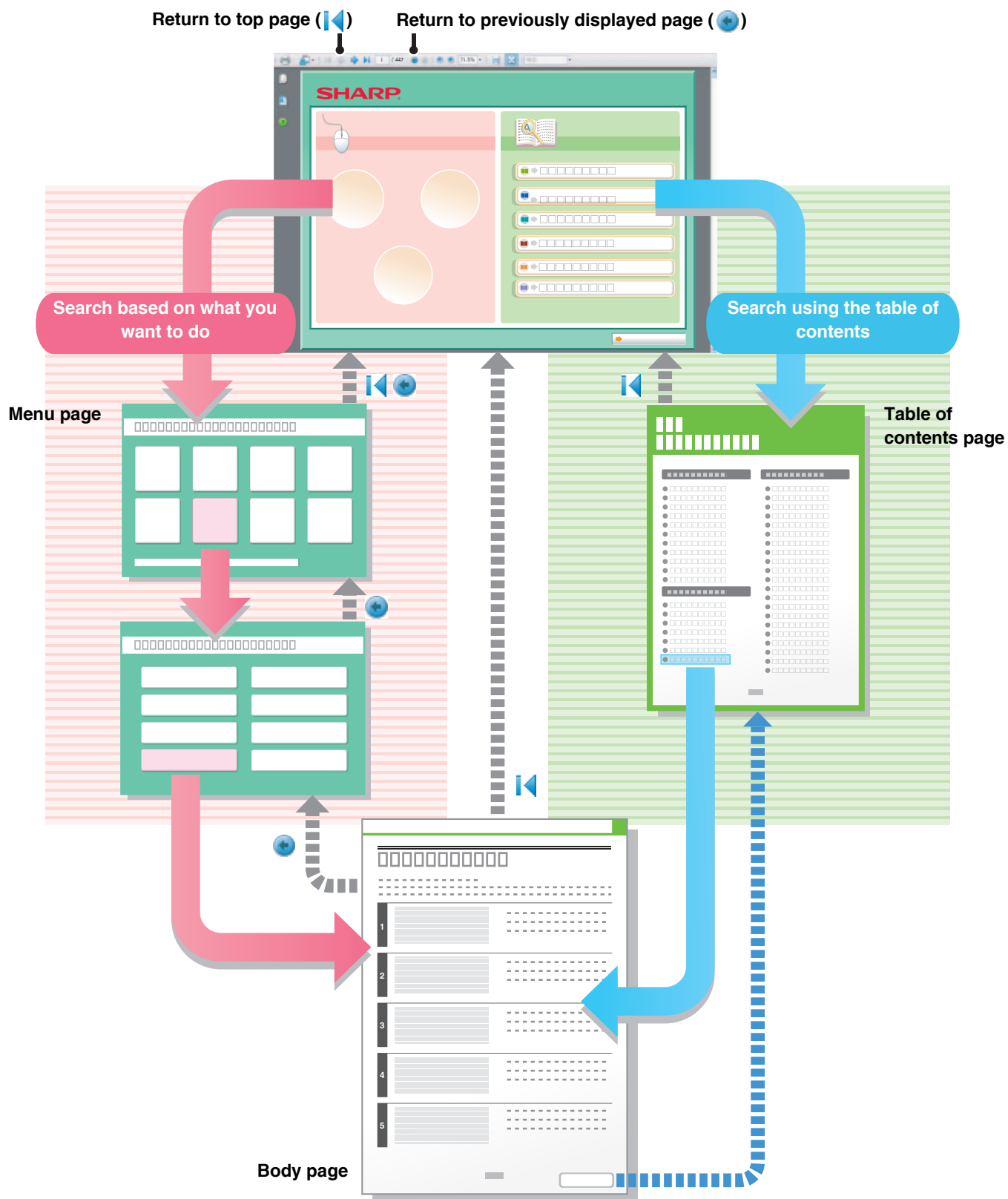


**Clean the bypass feed
roller**

ABOUT OPERATION GUIDE

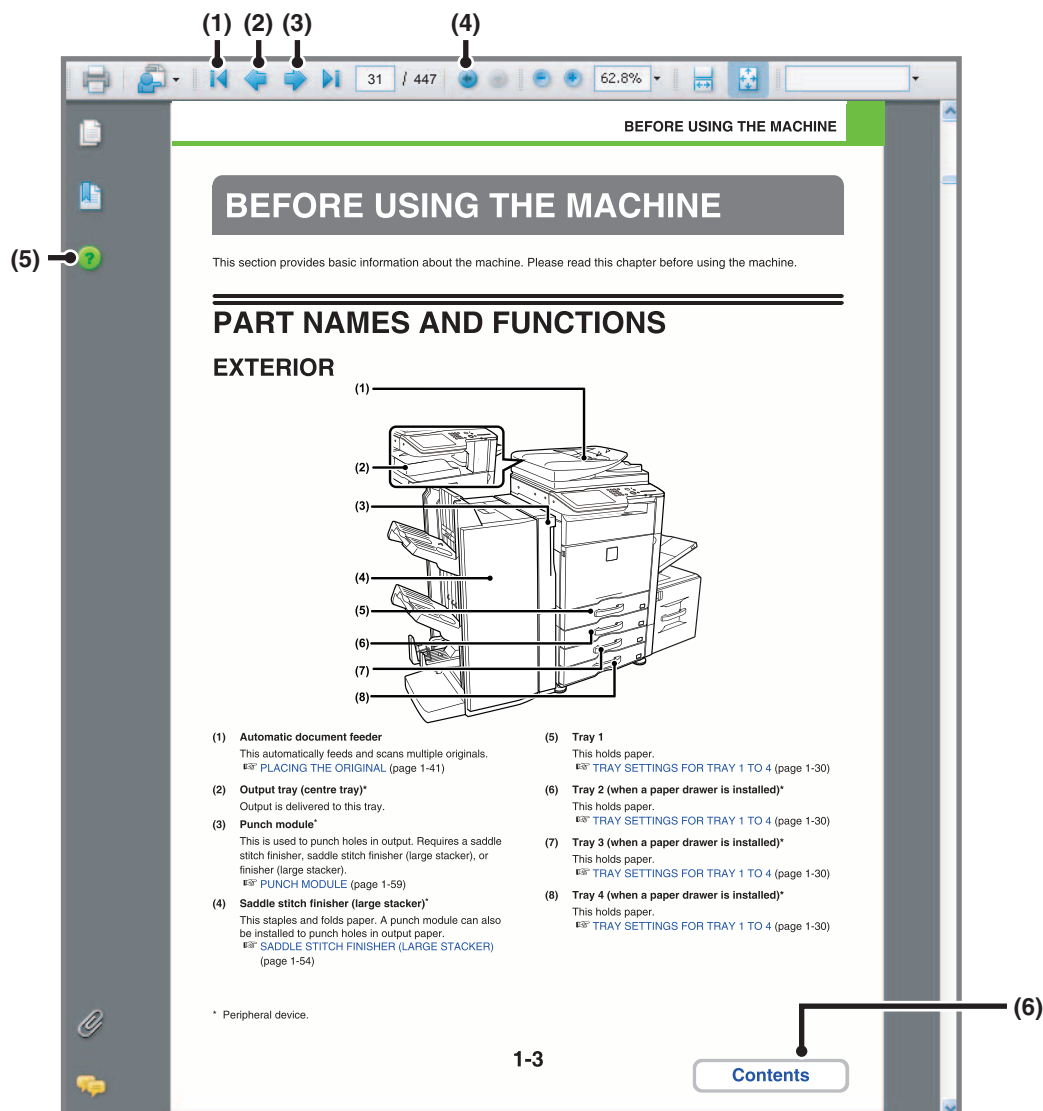
There are two ways to search for a topic in this guide: you can use an "I want to..." menu, or you can use a regular table of contents.

The following explanation assumes that Adobe Reader 8.0 is being used (Some buttons do not appear in the default state.).



HOW TO USE THIS MANUAL

Click a button below to move to the page that you wish to view.



(1) Return to top page button

If an operation does not proceed as expected, click this button to start over again.

(2) Back one page button

Displays the previous page.

(3) Forward one page button

Displays the next page.

(4) Return to previously displayed page button

Displays the page that was displayed before the current page.

(5) Adobe Reader Help button

Opens Adobe Reader Help.

(6) Contents button

Displays the contents of each chapter.

For example, if the current page is a page in the body of the printer chapter, this button shows the contents of the printer chapter.



• If a button does not appear, refer to Adobe Reader Help to display the button.

• Caution when printing

If all pages are printed, the menu pages of the "I want to..." menu will also be printed. To print only the pages that contain the explanation of a function, specify a page range.

MANUALS PROVIDED WITH THE MACHINE

Operation manuals in PDF format (this manual)

The manuals in PDF format provide detailed explanations of the procedures for using the machine in each mode. The procedure for downloading the manuals is explained in "How to read the Operation Guide" in the Quick Start Guide.



1. BEFORE USING THE MACHINE

This chapter provides information, such as basic operation procedures, how to load paper, and machine maintenance.



2. COPIER

This chapter provides detailed explanations of the procedures for using the copy function.



3. PRINTER

This chapter provides detailed explanations of the procedures for using the print function.



4. SCANNER

This chapter provides detailed explanations of the procedures for using the scanner function. Only USB memory scan mode can be used without installing a peripheral device.



5. SYSTEM SETTINGS

This chapter explains the "System Settings", which are used to configure a variety of parameters to suit the aims and the needs of your workplace. Current settings can be displayed or printed out from the "System Settings".



6. TROUBLESHOOTING

This chapter explains how to remove paper misfeeds and provides answers to frequently asked questions regarding the operation of the machine in each mode. Refer to this manual when you have difficulty using the machine.

Printed manual

Manual name	Contents
Quick Start Guide	This manual contains instructions for using the machine safely, describes preparations that must be made before using the machine, and lists the specifications of the machine and its peripheral devices.

ABOUT OPERATION MANUAL

This manual explains how to use the MX-B4621R/MX-B5621R digital multifunctional system.

Please note

- For information on installing the drivers and software cited in this manual, please refer to the Software Setup Guide.
- For information on your operating system, please refer to your operating system manual or the online Help function.
- The explanations of screens and procedures in a Windows environment are primarily for Windows 7®. The screens may vary depending on the version of the operating system or the software application.
- Wherever "XX-xxxx" appears in this manual, please substitute your model name for "XX-xxxx".
- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest authorised service representative.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest authorised service representative.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

Warning

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this manual is subject to change without notice.

Illustrations and the operation panel and touch panel shown in this manual

The peripheral devices are generally optional.



The explanations in this manual assume that paper drawer are installed on the MX-B5621R.





For some functions and procedures, the explanations assume that devices other than the above are installed.

The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

Icons used in the manuals

The icons in the manuals indicate the following types of information:

 Warning	This alerts you to a situation where there is a risk of human death or injury.
 Caution	This alerts you to a situation where there is a risk of human injury or property damage.

	This alerts you to a situation where there is a risk of machine damage or failure.		This indicates the name of a system setting and provides a brief explanation of the setting. When "System Settings:" appears: A general setting is explained. When "System Settings (Administrator):" appears: A setting that can only be configured by an administrator is explained.
	This provides a supplemental explanation of a function or procedure.		
	This explains how to cancel or correct an operation.		

CHAPTER 1

BEFORE USING THE MACHINE

This chapter provides information, such as basic operation procedures, how to load paper, and machine maintenance.

BEFORE USING THE MACHINE

PART NAMES AND FUNCTIONS	1-3
• EXTERIOR	1-3
• INTERIOR	1-5
• AUTOMATIC DOCUMENT FEEDER AND DOCUMENT GLASS	1-6
• SIDE AND BACK	1-7
• OPERATION PANEL	1-8
TOUCH PANEL	1-10
• STATUS DISPLAY	1-12
• SYSTEM BAR	1-13
TURNING THE POWER ON AND OFF	1-14
• ENERGY SAVE FUNCTIONS	1-15
• [POWER SAVE] KEY	1-15
USER AUTHENTICATION	1-16
• AUTHENTICATION BY USER NUMBER	1-16
• AUTHENTICATION BY LOGIN NAME / PASSWORD	1-18
HOME SCREEN	1-21
REMOTE OPERATION OF THE MACHINE	1-22

LOADING PAPER

IMPORTANT POINTS ABOUT PAPER	1-23
• NAMES AND LOCATIONS OF TRAYS	1-23
• THE MEANING OF "R" IN PAPER SIZES	1-23
• USEABLE PAPER	1-24
TRAY SETTINGS FOR TRAY 1 TO 4	1-26
• LOADING PAPER AND CHANGING THE PAPER SIZE	1-26
TRAY SETTINGS FOR TRAY 3 TO 4 (Stand/500&2000 Sheet Paper Drawer)	1-28
• LOADING PAPER IN PAPER TRAY 3 - TRAY 4	1-28
• CHANGING THE PAPER SIZE IN PAPER TRAY 3 - TRAY 4	1-29
TRAY SETTINGS OF TRAY 5 (LARGE CAPACITY TRAY)	1-31
• LOADING PAPER	1-31
LOADING PAPER IN THE BYPASS TRAY	1-33
• IMPORTANT POINTS WHEN USING THE BYPASS TRAY	1-34

ORIGINALS

PLACING THE ORIGINAL	1-37
• PLACING ORIGINALS IN THE AUTOMATIC DOCUMENT FEEDER	1-37
• PLACING THE ORIGINAL ON THE DOCUMENT GLASS	1-39

PERIPHERAL DEVICES

PERIPHERAL DEVICES	1-41
FINISHER	1-42
• PART NAMES	1-42
• SUPPLIES	1-42
• FINISHER MAINTENANCE	1-43
FINISHER (LARGE STACKER)	1-45
• PART NAMES	1-45
• SUPPLIES	1-45
• FINISHER (LARGE STACKER) MAINTENANCE	1-46
SADDLE STITCH FINISHER	1-48
• PART NAMES	1-48
• SUPPLIES	1-48
• SADDLE STITCH FINISHER MAINTENANCE	1-49
SADDLE STITCH FINISHER (LARGE STACKER)	1-52
• PART NAMES	1-52
• SUPPLIES	1-53
• SADDLE STITCH FINISHER (LARGE STACKER) MAINTENANCE	1-53
PUNCH MODULE	1-57
• DISCARDING PUNCH WASTE	1-57



MAINTENANCE

REGULAR MAINTENANCE..... 1-62

- CLEANING THE DOCUMENT GLASS
AND AUTOMATIC DOCUMENT FEEDER ... 1-62
- CLEANING THE MAIN CHARGER OF
THE PHOTOCONDUCTIVE DRUM..... 1-64
- CLEANING THE BYPASS FEED ROLLER ... 1-66
- CLEANING THE ORIGINAL FEED
ROLLER 1-66

REPLACING THE TONER CARTRIDGES..... 1-67

REPLACING THE TONER COLLECTION
CONTAINER..... 1-69

ENTERING TEXT

FUNCTIONS OF THE MAIN KEYS 1-71

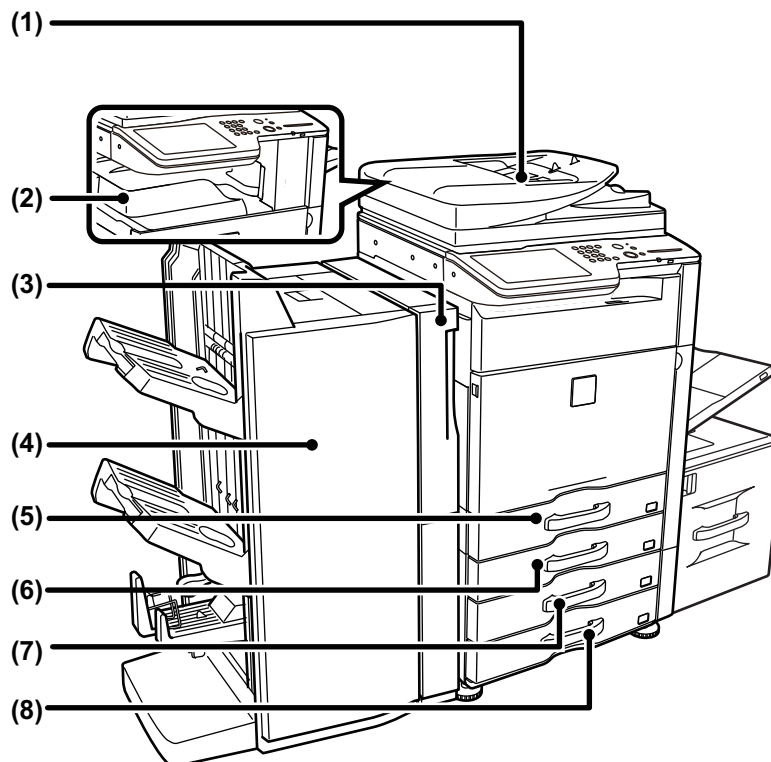
- KEYBOARD 1-72

BEFORE USING THE MACHINE

This section provides basic information about the machine. Please read this chapter before using the machine.

PART NAMES AND FUNCTIONS

EXTERIOR



(1) Automatic document feeder

This automatically feeds and scans multiple originals.

➤ [PLACING THE ORIGINAL](#) (page 1-37)

(2) Output tray (centre tray)*

Output is delivered to this tray.

(3) Punch module*

This is used to punch holes in output. Requires a saddle stitch finisher, saddle stitch finisher (large stacker), or finisher (large stacker).

➤ [PUNCH MODULE](#) (page 1-57)

(4) Saddle stitch finisher (large stacker)*

This staples and folds paper. A punch module can also be installed to punch holes in output paper.

➤ [SADDLE STITCH FINISHER \(LARGE STACKER\)](#)
(page 1-52)

(5) Tray 1

This holds paper.

➤ [TRAY SETTINGS FOR TRAY 1 TO 4](#) (page 1-26)

(6) Tray 2 (when a paper drawer is installed)*

This holds paper.

➤ [TRAY SETTINGS FOR TRAY 1 TO 4](#) (page 1-26)

(7) Tray 3 (when a paper drawer is installed)*

This holds paper.

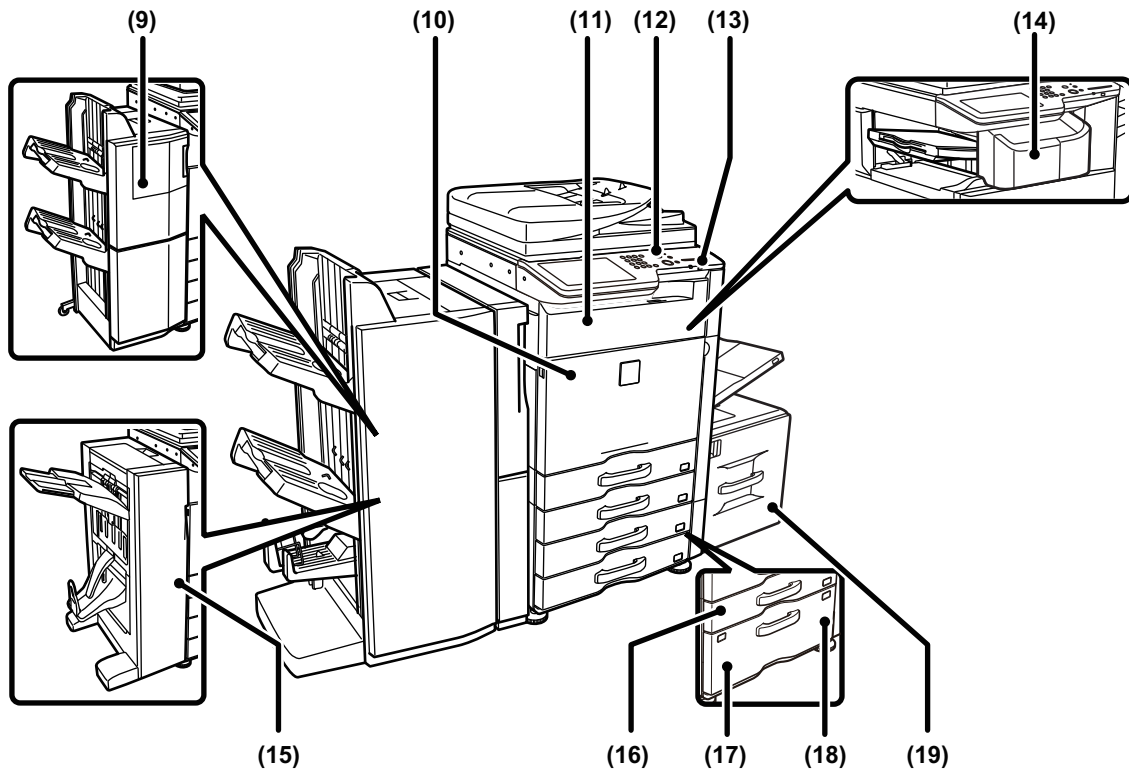
➤ [TRAY SETTINGS FOR TRAY 1 TO 4](#) (page 1-26)

(8) Tray 4 (when a paper drawer is installed)*

This holds paper.

➤ [TRAY SETTINGS FOR TRAY 1 TO 4](#) (page 1-26)

* Peripheral device.

**(9) Finisher (large stacker)***

This staples paper. A punch module can also be installed to punch holes in output paper.

➤ [FINISHER \(LARGE STACKER\)](#) (page 1-45)

(10) Front cover

Open this cover to switch the main power switch to "ON" or "OFF" or to replace a toner cartridge.

➤ [TURNING THE POWER ON AND OFF](#) (page 1-14)

➤ [REPLACING THE TONER CARTRIDGES](#) (page 1-67)

(11) Paper pass unit*

This unit sends printed paper to the finisher (large stacker), saddle stitch finisher or saddle stitch finisher (large stacker), or functions as a relay between the machine and the finisher (large stacker), saddle stitch finisher or saddle stitch finisher (large stacker).

(12) Operation panel

This is used to select functions and enter the number of copies.

➤ [OPERATION PANEL](#) (page 1-8)

(13) USB connector (A type)

Supports USB 2.0 (Hi-Speed).

This is used to connect a USB device such as USB memory to the machine.

For the USB cable, use a shielded cable.

(14) Finisher*

This can be used to staple output. A punch module can also be installed to punch holes in output.

➤ [FINISHER](#) (page 1-42)

(15) Saddle stitch finisher*

This staples and folds paper. A punch module can also be installed to punch holes in output paper.

➤ [SADDLE STITCH FINISHER](#) (page 1-48)

(16) Tray 2 (when a stand/500&2000 sheet paper drawer is installed)*

This holds paper.

➤ [TRAY SETTINGS FOR TRAY 1 TO 4](#) (page 1-26)

(17) Tray 3 (when a stand/500&2000 sheet paper drawer is installed)*

This holds paper.

➤ [TRAY SETTINGS FOR TRAY 3 TO 4](#)

([Stand/500&2000 Sheet Paper Drawer](#)) (page 1-28)

(18) Tray 4 (when a stand/500&2000 sheet paper drawer is installed)*

This holds paper.

➤ [TRAY SETTINGS FOR TRAY 3 TO 4](#)

([Stand/500&2000 Sheet Paper Drawer](#)) (page 1-28)

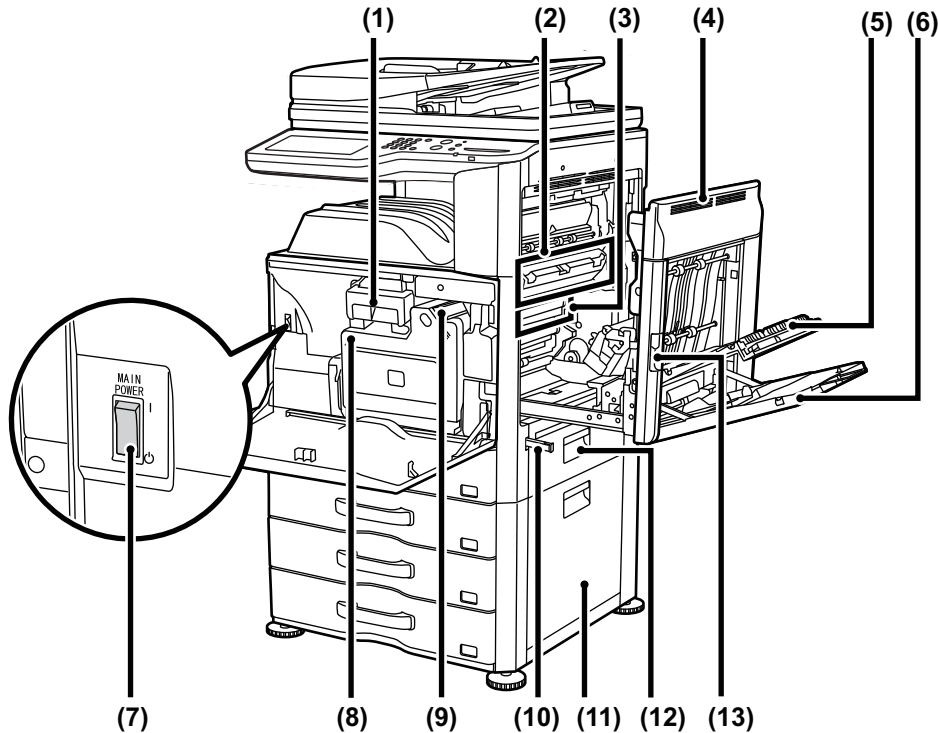
(19) Tray 5 (when a large capacity tray is installed)*

Store paper in this tray.

➤ [TRAY SETTINGS OF TRAY 5 \(LARGE CAPACITY TRAY\)](#) (page 1-31)

* Peripheral device.

INTERIOR



(1) Toner cartridges

This cartridge contains toner.
When the toner in a cartridge runs out, replace with new one.
➡ [REPLACING THE TONER CARTRIDGES](#) (page 1-67)

(2) Fusing unit

Heat is applied here to fuse the transferred image onto the paper.

Caution

The fusing unit is hot. Take care not to burn yourself when removing a paper misfeed.

(3) Photoconductive drum

Images are formed on the photoconductive drum.



Do not touch or damage the photoconductive drum.
This may cause a defective image.

(4) Right side cover

Open this cover to remove a misfeed.

(5) Paper reversing section cover

This is used when 2-sided printing is performed. Open this cover to remove a paper misfeed.

(6) Bypass tray

Use this tray to feed paper manually.
When loading a large sheet of paper, be sure to pull out the bypass tray extension.
➡ [LOADING PAPER IN THE BYPASS TRAY](#) (page 1-33)

(7) Main power switch

This is used to power on the machine.
➡ [TURNING THE POWER ON AND OFF](#) (page 1-14)

(8) Toner collection container

This collects excess toner that remains after printing.
➡ [REPLACING THE TONER COLLECTION CONTAINER](#) (page 1-69)



Your service technician will collect the toner collection container.

(9) Toner collection container release lever

Move this lever when you need to release the toner collection container lock to replace the toner collection container or clean the laser unit.
➡ [REPLACING THE TONER COLLECTION CONTAINER](#) (page 1-69)

(10) Handle

Pull this out and grasp it when moving the machine.

(11) Right cover of paper drawer (when a paper drawer is installed)

Open this to remove a paper misfeed in tray 2, tray 3 or tray 4.

(12) Paper tray right side cover

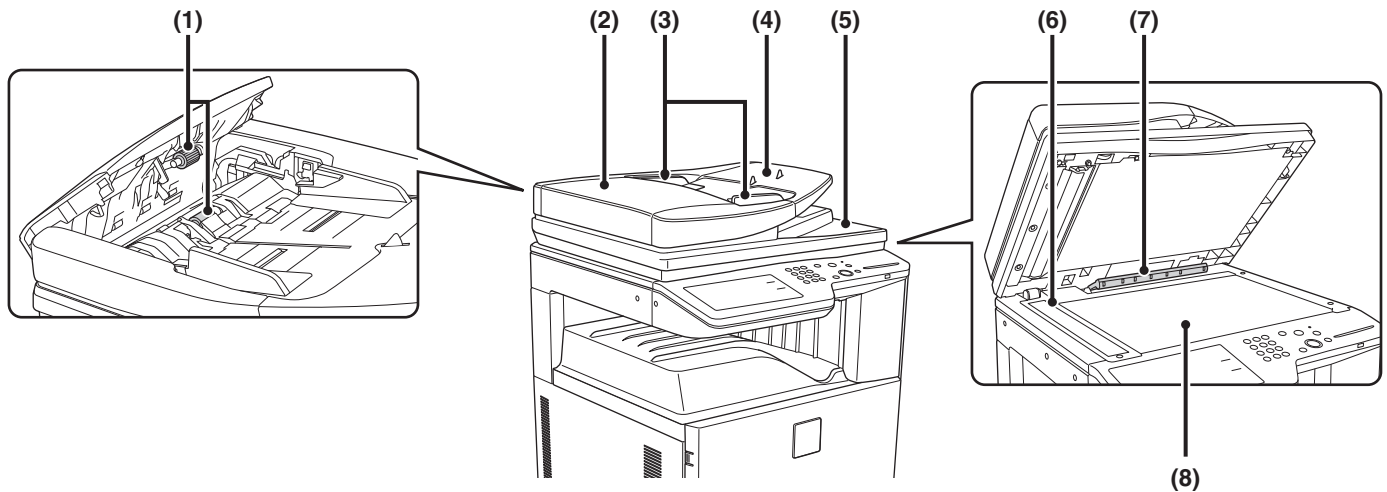
Open this to remove a paper misfeed in tray 1.

(13) Right side cover release lever

To remove a paper misfeed, pull and hold this lever up to open the right side cover.

AUTOMATIC DOCUMENT FEEDER AND DOCUMENT GLASS

Automatic document feeder



(1) Paper feed roller

This roller rotates to automatically feed the original.

(2) Document feeding area cover

Open this cover to remove an original misfeed or clean the paper feed roller.

(3) Original guides

These help ensure that the original is scanned correctly. Adjust the guides to the width of the original.

➡ [PLACING THE ORIGINAL](#) (page 1-37)

(4) Document feeder tray

Place originals in this tray. 1-sided originals must be placed face up.

➡ [PLACING THE ORIGINAL](#) (page 1-37)

(5) Original exit tray

Originals are delivered to this tray after scanning.

(6) Scanning area

Originals placed in the document feeder tray are scanned here.

➡ [REGULAR MAINTENANCE](#) (page 1-62)

(7) Original size detector

This detects the size of an original placed on the document glass.

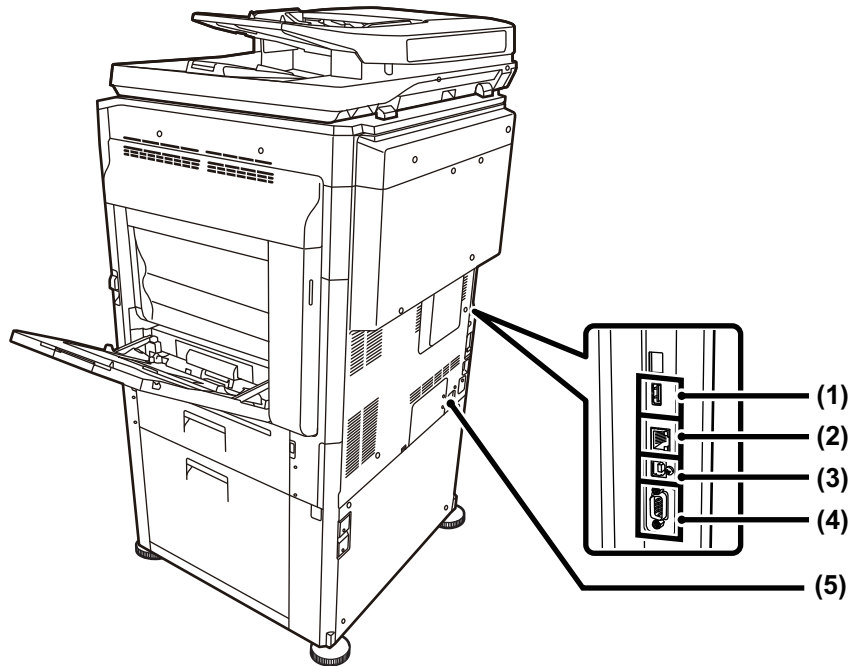
➡ [PLACING THE ORIGINAL ON THE DOCUMENT GLASS](#) (page 1-39)

(8) Document glass

Use this to scan a book or other thick original that cannot be fed through the automatic document feeder.

➡ [PLACING THE ORIGINAL ON THE DOCUMENT GLASS](#) (page 1-39)

SIDE AND BACK



(1) USB connector (A type)

Supports USB 2.0 (Hi-Speed).
This is used to connect a USB device such as USB memory to the machine.

(2) USB connector (B type)

Supports USB 2.0 (Hi-Speed).
A computer can be connected to this connector to use the machine as a printer.
For the USB cable, use a shielded cable.

(3) LAN connector

Connect the LAN cable to this connector when the machine is used on a network.
For the LAN cable, use a shielded type cable.

(4) Service-only connector

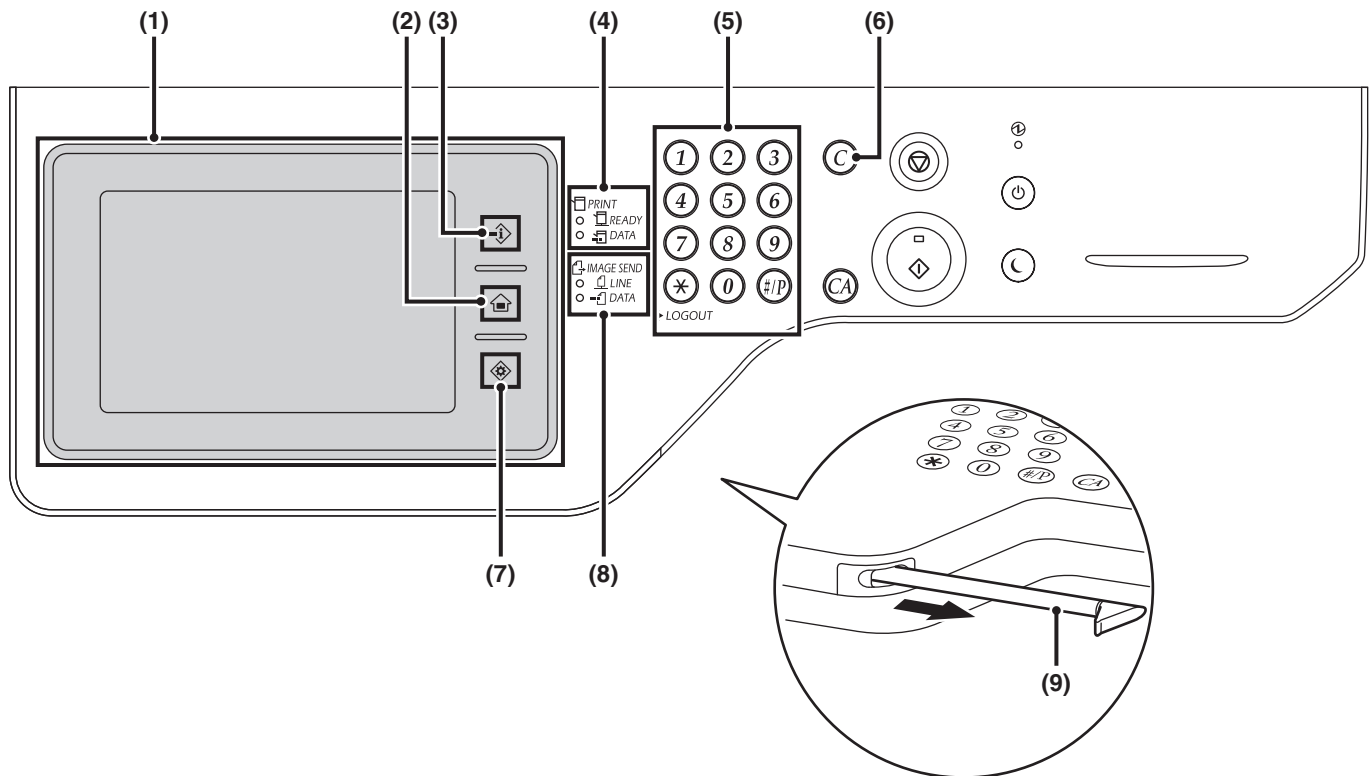
⚠ Caution

This connector is for use only by service technicians.
Connecting a cable to this connector may cause the machine to malfunction.

Important note for service technicians:
The cable connected to the service connector must be less than 3 m in length.

(5) Power line connector

OPERATION PANEL



(1) Touch panel

Messages and keys appear in the touch panel display. Touch the displayed keys to perform a variety of operations. The [HOME] (), [JOB STATUS] (), and [SYSTEM SETTINGS] () keys are also available here. When a key is touched, a beep sounds and the selected item is highlighted. This provides confirmation as you perform an operation.

[TOUCH PANEL](#) (page 1-10)

(2) [HOME] key ()

Touch this key to display the home screen. Frequently used settings can be registered in the home screen to enable quick and easy operation of the machine.

[HOME SCREEN](#) (page 1-21)

(3) [JOB STATUS] key ()

Touch this key to display the job status screen. The job status screen is used to check information on jobs and to cancel jobs.

For details, see the chapters for each of the functions in this manual.

(4) PRINT mode indicators ()

• READY indicator

Print jobs can be received when this indicator is lit.

• DATA indicator

This blinks while print data is being received and lights steadily while printing is taking place.

(5) Numeric keys

These are used to enter the number of copies and other numerical values. These keys are also used to enter numeric value settings (except for the system settings).

(6) [CLEAR] key ()

Press this key to return the number of copies to "0".

(7) [SYSTEM SETTINGS] key ()

Touch this key to display the system settings menu screen. The system settings are used to configure paper tray settings and adjust parameters to make the machine easier to use.

(8) IMAGE SEND mode indicators ()

• LINE indicator

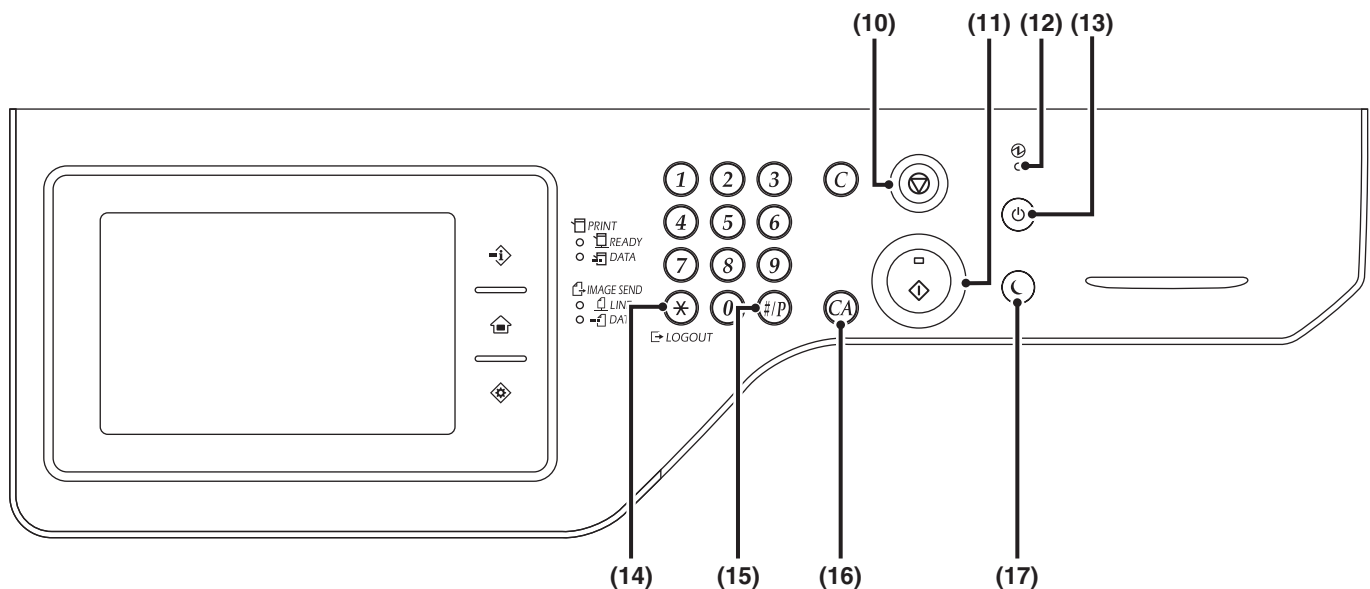
This lights up during transmission of an image in scan mode.

• DATA indicator

This lights up when there is a transmission job that has not been sent.

(9) Stylus pen

This can be used to touch a key displayed on the touch panel.



- (10) **[STOP] key** (⏏)
Press this key to stop a copy job or scanning of an original.

(11) **[START] key**
Press this key to copy or scan an original in black and white.

(12) **Main power indicator**
This lights up when the machine's main power switch is in the "ON" position.
➡ **TURNING THE POWER ON AND OFF** (page 1-14)

(13) **[POWER] key** (⏻)
Use this key to turn the machine power on and off.
➡ **TURNING THE POWER ON AND OFF** (page 1-14)

(14) **[LOGOUT] key** (✖)
Press this key to log out after you have logged in and used the machine.
➡ **USER AUTHENTICATION** (page 1-16)

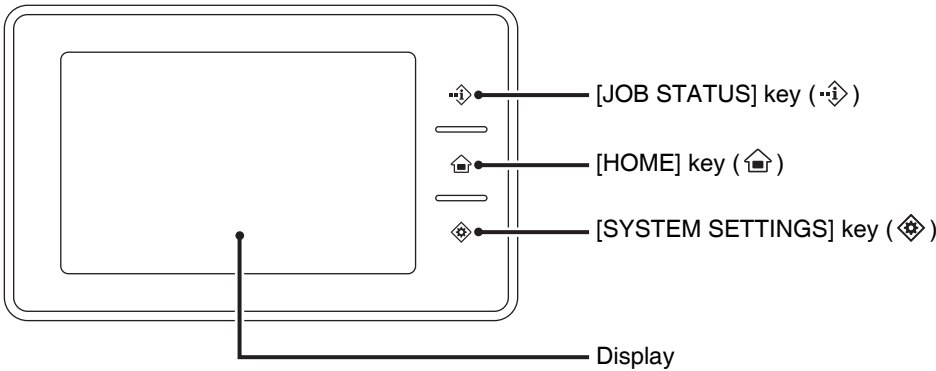
(15) **[#/P] key** (⌂/P)
When using the copy function, press this key to use a job program.

(16) **[CLEAR ALL] key** (CA)
Press this key to return to the initial operation state.
Use this key when you wish to cancel all settings that have been selected and start operation from the initial state.


(17) **[POWER SAVE] key** (⏻) / indicator
Use this key to put the machine into auto power shut-off mode to save energy.
The [POWER SAVE] key (⏻) blinks when the machine is in auto power shut-off mode.
➡ **[POWER SAVE] KEY** (page 1-15)

TOUCH PANEL

This section explains how to use the touch panel.
Messages and keys are displayed in the touch panel display to enable various operations to be performed.
The [JOB STATUS] (↔), [HOME] (🏠), and [SYSTEM SETTINGS] (⬢) keys are also available on the touch panel.

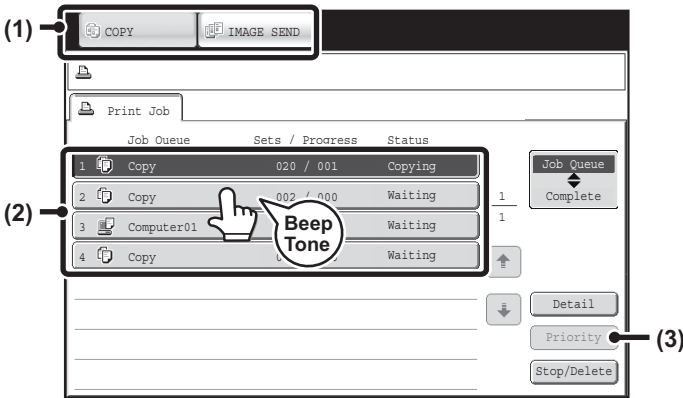


- To enter text, see ["ENTERING TEXT"](#) (page 1-71).
- Touch the [JOB STATUS] key (↔) to display the job status screen. For details, see the chapters for each of the function in this manual.
- For details about the [HOME] key (🏠), see ["HOME SCREEN"](#) (page 1-21).
- Touch the [SYSTEM SETTINGS] key (⬢) to display the system settings menu screen. For information on the screens and procedures for using the system settings, see ["Common Operation Methods"](#) (page 5-4) in "5. SYSTEM SETTINGS".


 When you operate the touch panel, do not accidentally touch areas in the touch panel that are not necessary for the intended operations.
If touched, the machine may malfunction.

Using the touch panel display

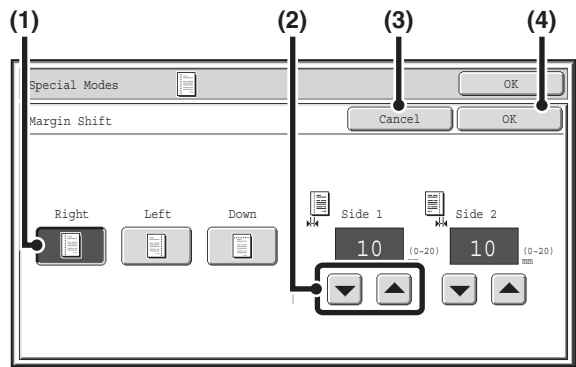
Example 1



- (1) Mode select keys
Use these keys to switch between copy and image send modes.
- (2) Settings for each function are easily selected and cancelled by touching the keys on the screen with your finger.
When an item is selected, a beep will sound and the item will be highlighted to confirm the selection.
- (3) Keys that are greyed out cannot be selected.

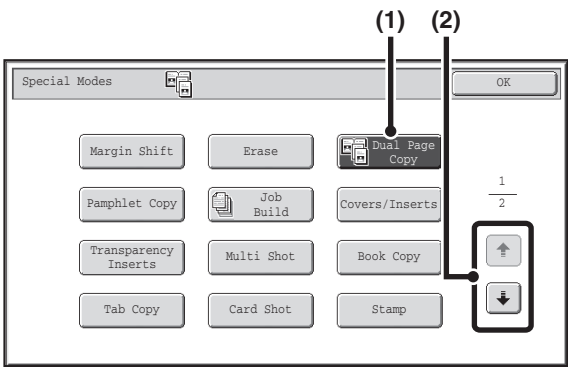
 If you touch a key that cannot be selected, a double beep will sound.

Example 2



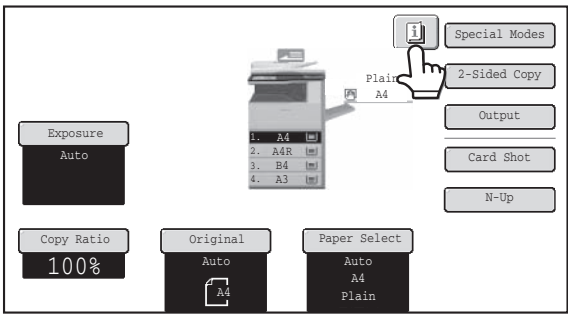
- (1) If the initial state of a key in a screen is highlighted, the key is selected. To change the selection, touch one of the other keys to highlight that key.
- (2) The keys can be used to increase or decrease a value. To make a value change quickly, keep your finger on the key.
- (3) Touch this key to cancel a setting.
- (4) Touch the [OK] key to enter and save a setting.

Example 3

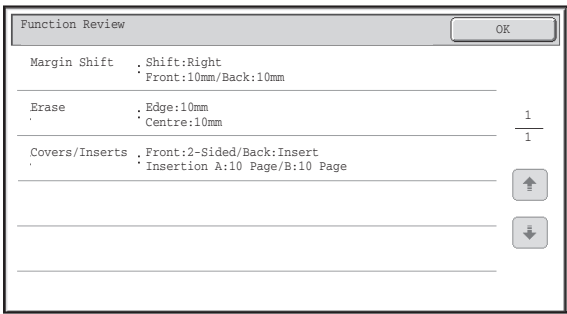


- (1) Some items in the special modes screen are selected by simply touching the key of the item. To cancel a selected item, touch the highlighted key once again so that it is no longer highlighted.
- (2) When settings extend over multiple screens, touch the key or the key to switch through the screens.

Example 4

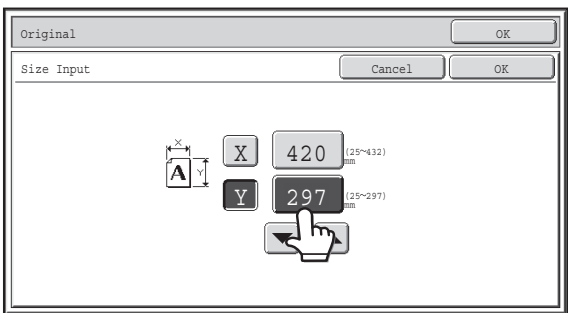


When at least one special mode is selected, the key appears in the base screen.

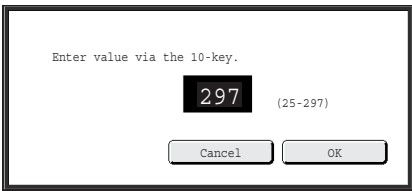


The key can be touched to display a list of the selected special modes.

Example 5



Touch a numeric value display key to directly enter a value with the numeric keys.



Press the numeric keys to enter any numeric value and then touch the [OK] key.

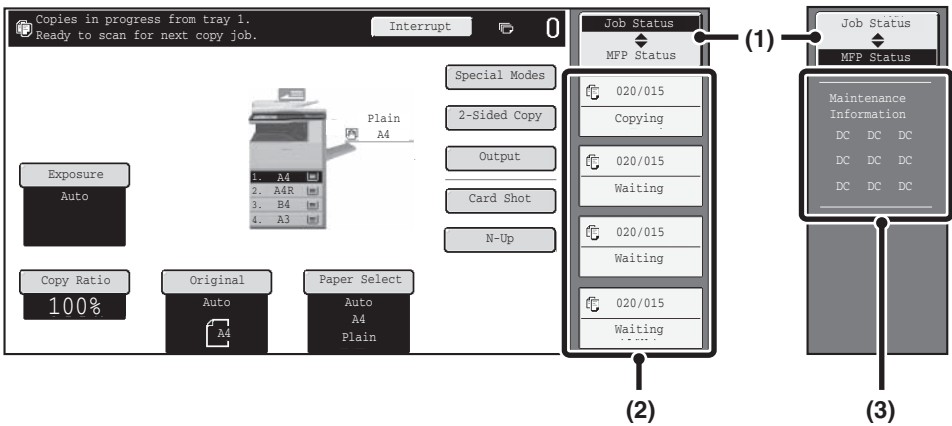
The touch panel (screen) shown in this manual is a descriptive image. The actual screen is slightly different.

System Settings (Administrator): Keys Touch Sound
This is used to adjust the volume of the beep that sounds when keys are touched. The key touch sound can also be turned off.

STATUS DISPLAY

When the base screen of a mode appears, the right side of the touch panel shows the machine's status. The information shown is explained below.

Example: Basic screen of copy mode



- (1) Display selection key**

The status display can be switched between "Job Status" and "MFP Status".

If the job status screen is displayed, the status display automatically changes to "MFP Status".
- (2) "Job Status" display**

This shows the first 4 print jobs in the print queue (the job in progress and jobs waiting to be printed). The type of job, the set number of copies, the number of copies completed, and the job status appear.

Jobs cannot be manipulated in this screen. Jobs can only be manipulated in the job status screen.

For details, see the chapters for each of the functions in this manual.
- (3) "MFP Status" display**

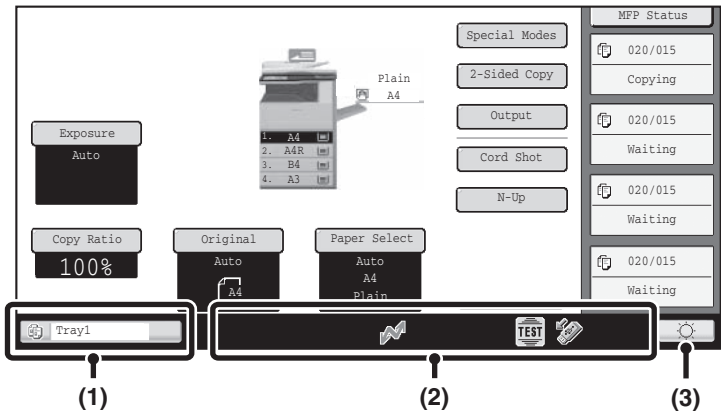
This shows machine system information.

"Maintenance Information"

This shows machine maintenance information by means of codes.

SYSTEM BAR

The system bar appears at the bottom of the touch panel.
The items that appear in the system bar are explained below.



(1) Job status display

The job in progress or reserved are indicated by icons.
The icons are as follows.

	Print job		Copy job
	Tandem print job		

When a base screen other than that of image send mode appears, the number of the tray being used to feed paper appears during paper feeding. The colour appearing in the job status display depends on the job status as indicated in the table below.
The job status display can be touched to show the job status screen.

Job status display	Machine Configuration
Green	A print, scan or other job is being executed normally.
Yellow	The machine is warming up or on standby, or a job is being cancelled.
Red	A paper misfeed or other error condition has occurred.
Grey	The machine has no jobs.

(2) Icon display

	This icon appears when data is being sent or received.
	This appears when a service technician has activated simulation mode.
	This appears when a USB memory or other USB device is connected to the machine.

(3) Brightness adjustment key

Touch this key to adjust the brightness of the touch panel.
When touched, the following screen appears next to the key.



Touch the [+] key or the [-] key to adjust the brightness.
When finished, touch the brightness adjustment key again to close the screen.

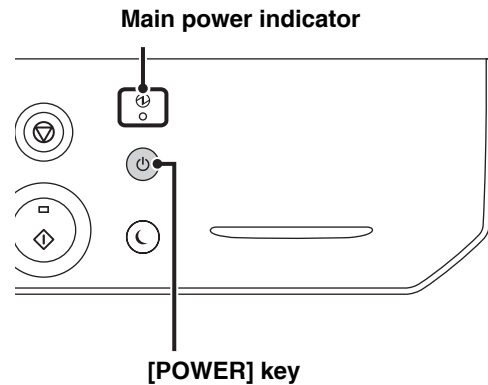
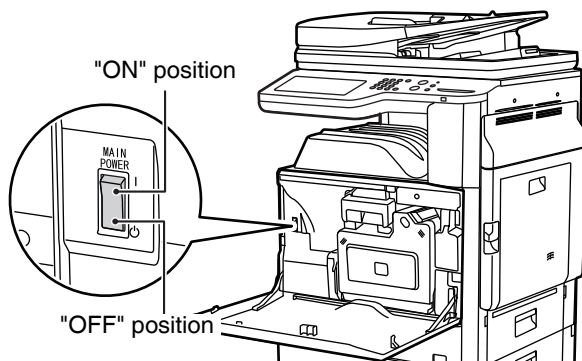
TURNING THE POWER ON AND OFF

The machine has two power switches. The main power switch is at the lower left after the front cover is opened. The other power switch is the [POWER] key (⏻) on the operation panel at the top right.

Main power switch

When the main power switch is switched on, the main power indicator on the operation panel lights up.

[POWER] key



Turning on the power

- (1) Switch the main power switch to the "ON" position.
- (2) Press the [POWER] key (⏻) to turn on the power.

Turning off the power

- (1) Press the [POWER] key (⏻) to turn off the power.
- (2) Switch the main power switch to the "OFF" position.

- ⚠
- If the main power indicator is blinking, press the [POWER] key (⏻) after it becomes steadily lit.
 - When turning off the main power switch, ensure that each of the lamps on the operation panel has been turned off.
 - In the event that the main power is suddenly interrupted due to a power failure or other reason, turn the machine power back on and then turn it off in the correct order. If the machine is left for a long time with the main power having been turned off prior to the [POWER] key (⏻), abnormal noises, degraded image quality, and other problems may result. Switching off the main power switch or removing the power cord from the outlet while any of the indicators are lit or blinking may cause data to be lost.
 - Switch off both the [POWER] key (⏻) and the main power switch and unplug the power cord if you suspect a machine failure, if there is a bad thunderstorm nearby, or when you are moving the machine.

Restarting the machine

In order for some settings to take effect, the machine must be restarted.

If a message in the touch panel prompts you to restart the machine, press the [POWER] key (⏻) to turn off the power and then press the key again to turn the power back on.

- ✎
- In some states of the machine, pressing the [POWER] key (⏻) to restart will not make the settings take effect. In this case, use the main power switch to switch the power off and then on.

ENERGY SAVE FUNCTIONS

This product has the following energy save functions that help conserve natural resources and reduce environmental pollution.

Eco Scan Setting

Non-print functions such as image sending function can be executed while the fusing unit is kept Off.

Power Management Setting

The power management setting includes preheat mode, auto power shut-off mode, and other functions that reduce power consumption while in a waiting state.

Preheat Mode (Low power mode)

Preheat mode automatically lowers the temperature of the fusing unit and thereby reduces power consumption if the machine remains in the standby state for the interval of time set in "Preheat Mode Setting" in the system settings (administrator). This keeps the fusing unit at a lower temperature and reduces power consumption while the machine is on standby. The machine automatically wakes up and returns to normal operation when a print job is received, a key is pressed on the operation panel, or an original is placed.

Auto power shut-off mode (Sleep mode)

Auto power shut-off mode automatically shuts off power to the display and the fusing unit if the machine remains in the standby state for the interval of time set in "Auto Power Shut-Off Timer" in the system settings (administrator). This mode provides the lowest level of power consumption. Considerably more power is saved than in preheat mode, however, the wakeup time is longer. This mode can be disabled in the system settings (administrator). The machine automatically wakes up and resumes normal operation when a print job is received or when the blinking [POWER SAVE] key (⏻) is pressed.

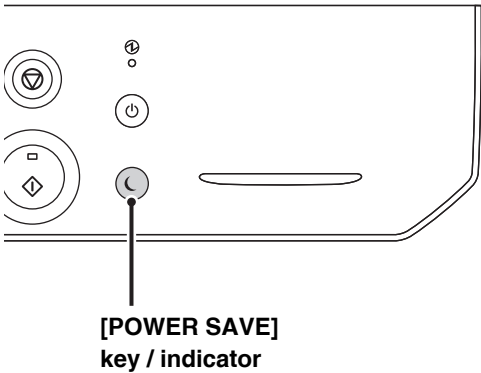
Power ON/OFF Schedule Setting

The power ON/OFF schedule setting is a function that sets the time to turn the machine on or off, helping reduce power consumption per day or per week. Configure this setting from [Power ON/OFF Schedule Setting] in the Web page menu.

[POWER SAVE] KEY

Press the [POWER SAVE] key (⏻) to put the machine in auto power shut-off mode or wake it up from auto power shut-off mode. The [POWER SAVE] key (⏻) has an indicator that indicates whether or not the machine is in auto power shut-off mode.

When the [POWER SAVE] key (⏻) indicator is off in the standby state	The machine is ready to be used. If the [POWER SAVE] key (⏻) is pressed when the indicator is off, the indicator will blink and the machine will enter auto power shut-off mode after a brief interval.
When the [POWER SAVE] key (⏻) indicator is blinking	The machine is in auto power shut-off mode. If the [POWER SAVE] key (⏻) is pressed when the indicator is blinking, the indicator will turn off and the machine will return to the ready state after a brief interval.



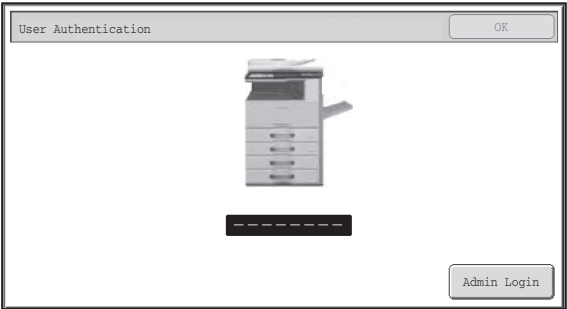
USER AUTHENTICATION

User authentication restricts the use of the machine to users that have been registered. The functions that each user is allowed to use can be specified, allowing the machine to be customized to meet the needs of your workplace. When the administrator of the machine has enabled user authentication, each user must log in to use the machine. There are different types of user authentication, and each type has a different login method. For more information, see the explanations of the login methods.

- 👉 [AUTHENTICATION BY USER NUMBER](#) (see below)
- 👉 [AUTHENTICATION BY LOGIN NAME / PASSWORD](#) (page 1-18)

AUTHENTICATION BY USER NUMBER

The following procedure is used to log in using a user number received from the administrator of the machine.



When controlled by user number

1

A diagram showing a numeric keypad layout. It consists of a 3x3 grid of circles containing the numbers 1 through 9. Below this grid is a row of three circles containing the symbols *, 0, and #/P. To the left of the keypad is a small inset showing the printer icon and the user number input field with two asterisks and dashes.

Enter your user number (5 to 8 digits) with the numeric keys.

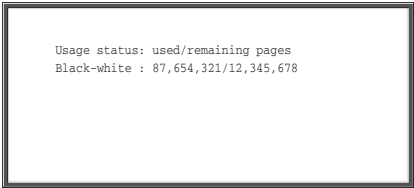
Each entered digit will be displayed as "*" .

2



Touch the [OK] key.

After the entered user number is authenticated, the user count screen will appear briefly.

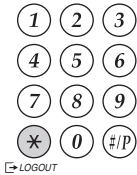


When page limits have been set in "Pages Limit Group List" in the system settings (administrator), the number of pages remaining will appear. (The remaining number of pages that the user can use in each mode (copy, scan, etc.) appears.) The amount of time that this screen appears can be changed using "Message Time Setting" in the system settings (administrator).



When the user number is an 8-digit number, this step is not necessary. (Login takes place automatically after the user number is entered.)

3



When you have finished using the machine and are ready to log out, press the [LOGOUT] key (*).



If a preset duration of time elapses after the machine is last used, the Auto Clear function will activate. When Auto Clear activates, logout takes place automatically.

If an incorrect user number is entered 3 times in a row...

If "A Warning when Login Fails" is enabled in the system settings (administrator), the machine will lock for 5 minutes if an incorrect user number is entered 3 times in a row.

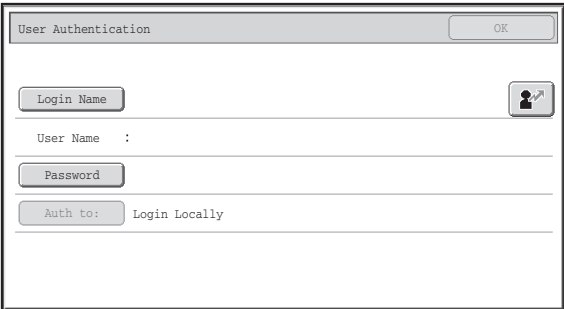
Verify the user number that you should use with the administrator of the machine.



The administrator can clear the locked state.
This is done from [User Control] and then [Default Settings] in the Web page menu.

AUTHENTICATION BY LOGIN NAME / PASSWORD

The following procedure is used to log in using a login name and password received from the administrator of the machine or the administrator of the LDAP server.




When controlled by login name and password
(Different items will appear in the screen when LDAP authentication is used.)

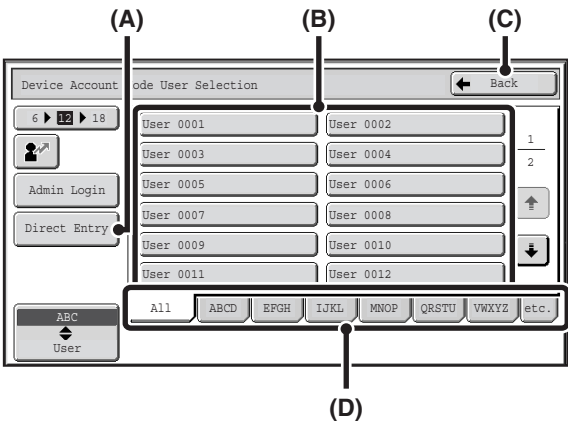
1



Touch the [Login Name] key or the  key.

If the [Login Name] key is touched, a screen for selecting the user name appears. Go to the next step.
If the  key is touched, an area for entering the "Enter search number" [---] appears No. (0001-1000).
Use the numeric keys to enter your registration number that has been stored in "User List" in the system settings (administrator). After entering the registration number, go to step 3.

2

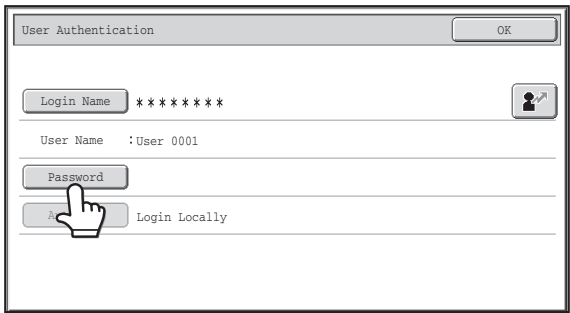


Select the user name.

- (A) [Direct Entry] key**
Use this key if you have not been stored in "User List" in the system settings (administrator) and are only using LDAP authentication.
A text entry screen will appear. Enter your login name.
- (B) User selection keys**
Touch your user name that has been stored in "User List" in the system settings (administrator).
- (C) [Back] key**
Touch this key to return to the login screen.
- (D) Index tabs**
All users appear on the [All] tab. Users are grouped on the other tabs according to the search characters entered when each user was stored.



LDAP authentication can be used when the administrator of the server provides LDAP service on the LAN (local area network).



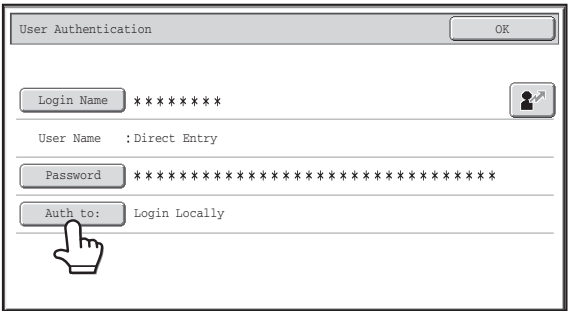
Touch the [Password] key.

A text entry screen for entering the password will appear. Enter your password that is stored in "User List" in the system settings (administrator).

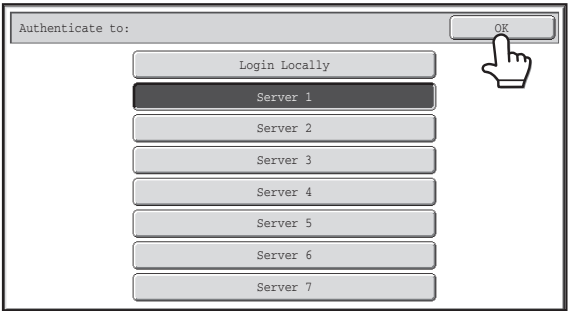
If you are logging in to an LDAP server, enter the password that is stored with your LDAP server login name. Each entered character will be displayed as "*". When you have finished entering the password, touch the [OK] key. When authentication is by LDAP server and you have different passwords stored in "User List" in the system settings (administrator) and in the LDAP server, use the password stored in the LDAP server.



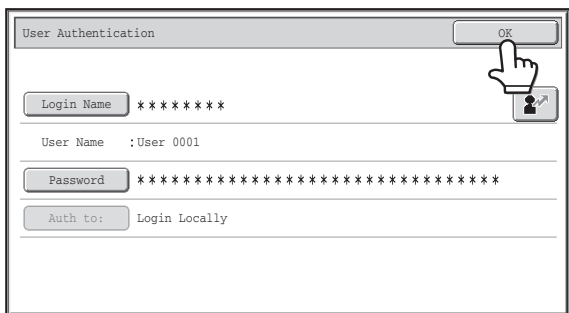
- When an LDAP server has been stored, [Auth to:] can be changed.
- **If you are logging in using a user selection key...**
The LDAP server was stored when your user information was stored, and thus the LDAP server will appear as the authentication server when you select your login name. Go to step 4.
- **When logging in using the [Direct Entry] key...**
Touch the [Auth to:] key.



Select the LDAP server and touch the [OK] key.



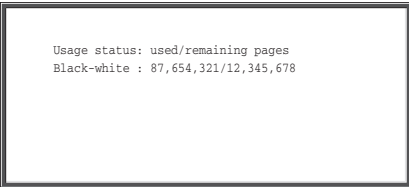
4



(Different items will appear in the screen when LDAP authentication is used.)

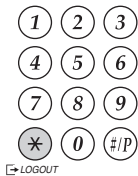
Touch the [OK] key.

After the entered login name and password are authenticated, the user count screen will appear briefly.



When page limits have been set in "Pages Limit Group List" in the system settings (administrator), the number of pages remaining will appear. (The remaining number of pages that the user can use in each mode (copy, scan, etc.) appears.) The amount of time that this screen appears can be changed using "Message Time Setting" in the system settings (administrator).

5



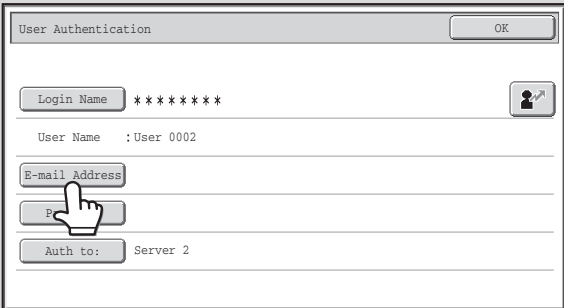
When you have finished using the machine and are ready to log out, press the [LOGOUT] key (⌘).

If a preset duration of time elapses after the machine is last used, the Auto Clear function will activate. When Auto Clear activates, logout takes place automatically.

If an incorrect login name or password is entered 3 times in a row...


If "A Warning when Login Fails" is enabled in the system settings (administrator), the machine will lock for 5 minutes if an incorrect login name or password is entered 3 times in a row. Verify the login name and password that you should use with the administrator of the machine.

- The administrator can clear the locked state. This is done from [User Control] and then [Default Settings] in the Web page menu.
- When LDAP authentication is used, the [E-mail Address] key may appear, depending on the authentication method. If the [E-mail Address] key appears in step 3, touch the key. A text entry screen will appear. Enter your e-mail address.

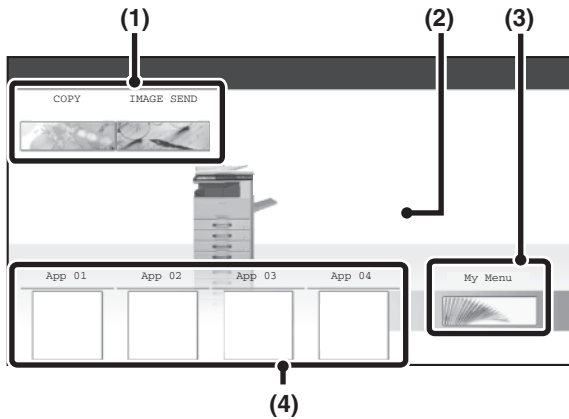


System Settings (Administrator): User List
This is used to store names of users of the machine. Detailed information such as the login name, user number, and password are also stored. Ask the administrator of the machine for the information that you need to use the machine.

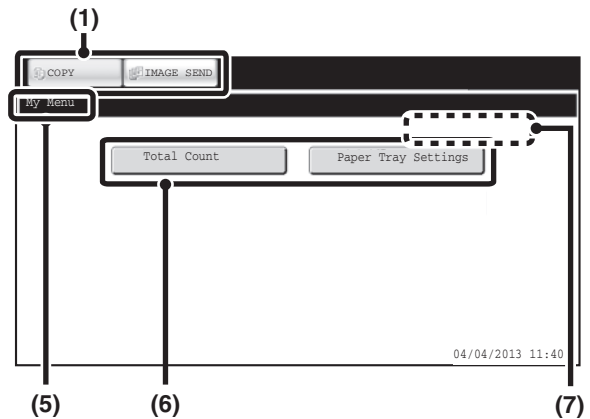
HOME SCREEN

When the [HOME] key () is touched on the touch panel, the home screen appears in the touch panel. Mode selection keys appear in the home screen. These keys can be touched to open the base screen of each mode. The [My Menu] key can be touched to display shortcuts to functions stored in "My Menu".

1st screen



2nd screen



(1) Mode select keys

Use these keys to switch between copy and image send modes. Key names and images can be changed. (1st screen only)

(2) Background Image

Background image of the home screen. The background image can be changed.

(3) [My Menu] key

Touch to go to your my menu screen. Key names and images can be changed.

(4) Application Keys

It is possible to display a combined total of eight my menu shortcuts.

(5) Title

This shows the title of the my menu screen.

(6) Shortcut key

A registered function appears as a shortcut key. The key can be touched to select the registered function.

(7) User name

This shows the name of the logged in user. The user name appears when user authentication is enabled on the machine.

Shortcuts to functions can be registered as keys in the my menu screen. When a shortcut key is touched, the screen for that function appears. Register frequently used functions in the my menu screen to quickly and conveniently access those functions. When user authentication is used, the my menu screen of "Favourite Operation Group" can be displayed.

Use the Web page to configure the following settings:

- Changing the name of the home screen key, changing the image, storing an application key
- Storing keys that appear in the my menu screen.



• System Settings (Administrator): My Menu Settings

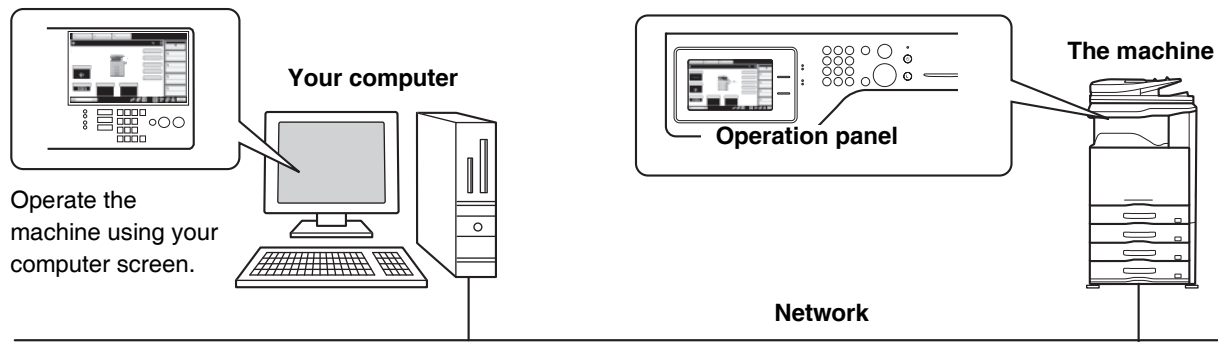
Registration is performed in [System Settings] - [Operation Settings] - [My Menu Settings] in the Web page menu.

• System Settings (Administrator): My Menu List

When user authentication is enabled, a my menu screen can be set for each "Favourite Operation Group List". Registration is performed in "My Menu List" in [User Control] in the Web page menu.

REMOTE OPERATION OF THE MACHINE

The remote operation function allows you to operate the machine from your computer. When this function is added, the same screen as the operation panel screen appears on your computer. This allows you to operate the machine from your computer in the same way as if you were standing in front of the machine.



The remote operation function can only be used on one computer at a time.

How to use the remote operation function

Before using this function, set "Operational Authority" to "Allowed" in "Remote Software Operation" of "Remote Operation Settings" in the system settings (administrator).
5. SYSTEM SETTINGS "[Remote Operation Settings](#)" (page 5-50)
To use the remote operation function, the machine must be connected to a network and a VNC application must be installed on your computer (recommended VNC software: RealVNC).
The procedure for using this function is as follows:

Example: RealVNC

1

VNC Viewer : Connection Details

Server: 192.168.1.28

Encryption: Always Off

Buttons: About..., Options..., OK, Cancel

Annotations: (1) points to the VNC Viewer window, (2) points to the Server field, (3) points to the OK button.

Connect from the computer to the machine.

- (1) Start the VNC viewer
- (2) Enter the IP address of the machine in the "Server" entry box.
- (3) Click the [OK] button.

2

Follow the prompts on the operation panel of the machine to permit the connection.

When the machine is connected to the remote software, appears on the system bar of the machine's touch panel. If you wish to disconnect, exit the remote software or touch .

Use the operation panel in the same way as you would on the machine. Note that a key cannot be held down to continuously change a value being entered. For detailed procedures, see the chapters for each of the functions in this manual.

System Settings (Administrator): Remote Operation Settings

Set the operation authority for the remote operation function.

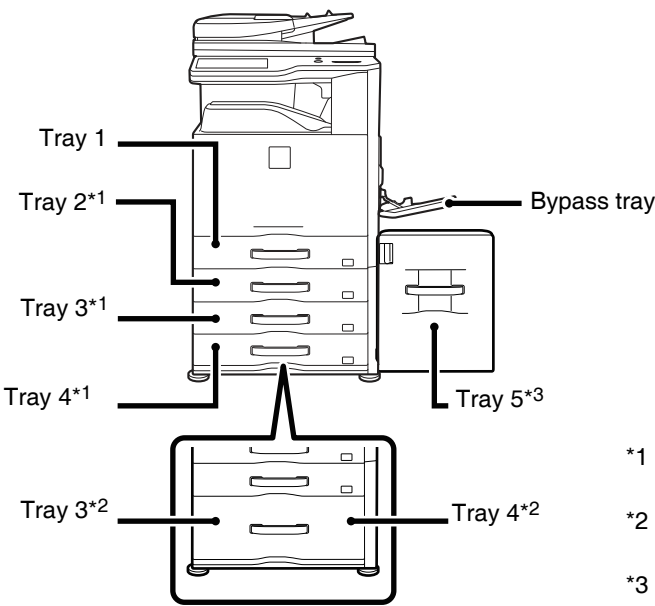
LOADING PAPER

IMPORTANT POINTS ABOUT PAPER

This section provides information that you should know before loading paper in the paper trays. Be sure to read this section before loading paper.

NAMES AND LOCATIONS OF TRAYS

The names of the trays are as follows.



- *1 when a stand/500/2x500/3x500 sheet paper drawer is installed.
- *2 when a stand/500&2000 sheet paper drawer is installed.
- *3 when a large capacity tray is installed.

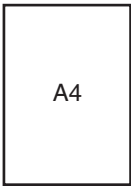
THE MEANING OF "R" IN PAPER SIZES

Some original and paper sizes can be placed in either the vertical or the horizontal orientation. To differentiate between vertical and horizontal orientations, paper sizes in the horizontal orientation will be followed by an "R" (for example, A4R, 8-1/2 x 11R).

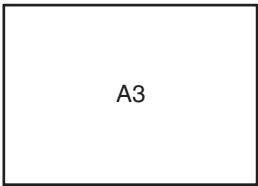
Sizes that can be placed only in the horizontal orientation (A3W, A3, B4, 8K, 12 x 18, 11 x 17, 8-1/2 x 14, 8-1/2 x 13) do not include the "R" in their size indication.



Horizontal orientation
"R" is appended.



Vertical orientation
"R" is not appended.



Can be placed only in the horizontal orientation
"R" is not appended.

USEABLE PAPER

Various types of paper are sold. This section explains what plain paper and what special media can be used with the machine. For detailed information on the sizes and types of paper that can be loaded in each tray of the machine, see the specifications in the Quick Start Guide and "[Paper Tray Settings](#)" (page 5-12) in "5. SYSTEM SETTINGS".

Plain paper, special media

Plain paper that can be used

- SHARP standard plain paper (80 g/m²). For paper specifications, see the specifications in the Quick Start Guide.
- Plain paper other than SHARP standard paper (60 g/m² to 105 g/m²)
Recycled paper, coloured paper and pre-punched paper must meet the same specifications as plain paper. Contact your dealer or nearest authorised service representative for advice on using these types of paper.

Types of paper that can be used in each tray

The following types of paper can be loaded in each tray.

	Trays 1 - 4 (Tray 2 - 4 when a Stand/500/2x500/3x500 sheet paper drawer is installed. Tray 2 when a Stand 500&2000 sheet paper drawer is installed)	Tray 3 - 4 (Stand/500&2000 sheet paper drawer)	Bypass tray	Tray 5 (large capacity tray)
Plain Paper	Permitted	Permitted	Permitted	Permitted
Heavy paper 1*1	Permitted	—	Permitted	—
Heavy paper 2*2	—	—	Permitted	—
Heavy paper 3*3	—	—	Permitted	—
Thin paper*4	—	—	Permitted	—
Pre-printed	Permitted	Permitted	Permitted	Permitted
Recycle Paper	Permitted	Permitted	Permitted	Permitted
Letter head	Permitted	Permitted	Permitted	Permitted
Pre-punched	Permitted	Permitted	Permitted	Permitted
Colour	Permitted	Permitted	Permitted	Permitted
Labels	—	—	Permitted	—
Glossy paper	—	—	Permitted	—
Transparency film	—	—	Permitted	—
Tab Paper	—	—	Permitted	—
Envelope	—	—	Permitted	—

*1 Heavy Paper 1: 106 g/m² to 220 g/m² heavy paper

*2 Heavy Paper 2: 221 g/m² to 256 g/m² heavy paper

*3 Heavy Paper 3: 257 g/m² to 300 g/m² heavy paper

*4 Thin paper from 55 g/m² to 59 g/m² can be used.

Print side face up or face down

Paper is loaded with the print side face up or face down depending on the paper type and tray.

Trays 1 to 4

Load the paper with the print side face up.

However, if the paper type is "Letter Head" or "Pre-Printed", load the paper with the print side face down*.

Trays 3 to 4 (Stand/500&2000 sheet paper drawer)

Load the paper with the print side face up.

However, if the paper type is "Letter Head" or "Pre-Printed", load the paper with the print side face down*.

Bypass tray

Load the paper with the print side face down.

However, if the paper type is "Letter Head" or "Pre-Printed", load the paper with the print side face up*.

* If "Disabling of Duplex" is enabled in the system settings (administrator), load the paper in the normal way (face up in trays 1 to 4; face down in the bypass tray).

Paper that cannot be used

- Special media for inkjet printers (fine paper, glossy paper, glossy film, etc.)
- Carbon paper or thermal paper
- Pasted paper
- Paper with clips
- Paper with fold marks
- Torn paper
- Oil-feed transparency film
- Thin paper less than 55 g/m²
- Paper that is 301 g/m² or heavier
- Irregularly shaped paper
- Stapled paper
- Damp paper
- Curled paper
- Paper on which either the print side or the reverse side has been printed on by another printer or multifunction device.
- Paper with a wave-like pattern due to moisture absorption

Non-recommended paper

- Iron-on transfer paper
- Perforated paper



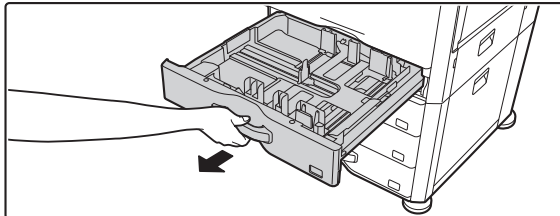
- Various types of plain paper and special media are sold. Some types cannot be used with the machine. Contact your dealer or nearest authorised service representative for advice on using these types of paper.
- The image quality and toner fusibility of paper may change due to ambient conditions, operating conditions, and paper characteristics, resulting in image quality inferior to that of SHARP standard paper. Contact your dealer or nearest authorised service representative for advice on using these types of paper.
- The use of non-recommended or prohibited paper may result in skewed feeding, misfeeds, poor toner fusing (the toner does not adhere to the paper well and can be rubbed off), or machine failure.
- The use of non-recommended paper may result in misfeeds or poor image quality. Before using non-recommended paper, check if printing can be performed properly.

TRAY SETTINGS FOR TRAY 1 TO 4

LOADING PAPER AND CHANGING THE PAPER SIZE

A maximum of 500 sheets of paper from size A5R to A3 can be loaded in trays 1 to 4.

1

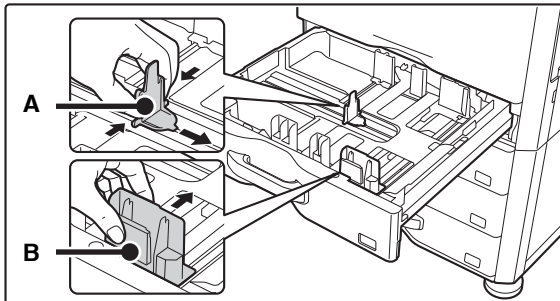


Pull out the paper tray.

Gently pull the tray out until it stops.

To load paper, go to step 3. To load a different size of paper, go to the next step.

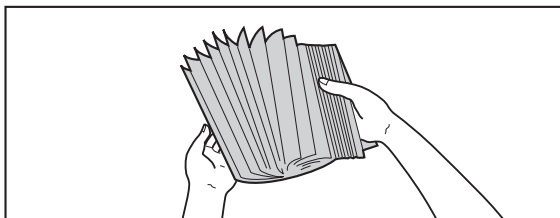
2



Adjust the guide plates A and B by squeezing their lock levers and sliding them to match the vertical and horizontal dimensions of the paper to be loaded.

The guide plates A and B are slidable. Slide each guide plate while squeezing its lock lever.

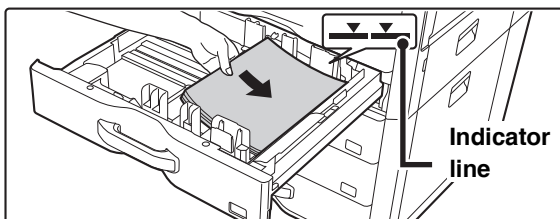
3



Fan the paper.

Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.

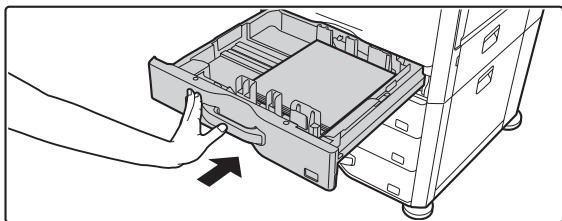
4



Insert the paper into the tray.

Load the paper with the print side face up. The stack must not be higher than the indicator line (maximum of 500 sheets).

5

**Gently push the paper tray into the machine.**

Push the tray firmly all the way into the machine.



If you loaded a different type or size of paper than was loaded previously, be sure to change the "Paper Tray Settings" in the system settings. If these settings are not configured correctly, automatic paper selection will not operate correctly and printing may take place on the wrong size or type of paper, or a misfeed may occur.



Do not place heavy objects on the tray or press down on the tray.



System Settings: [Paper Tray Settings](#) (page 5-12)

Change these settings when you change the size or type of paper loaded in a tray.

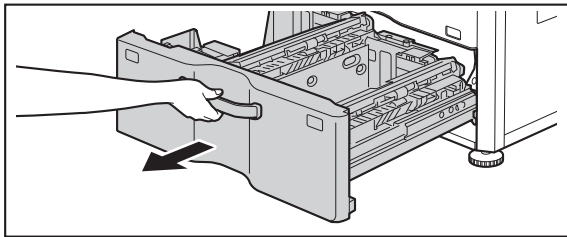
TRAY SETTINGS FOR TRAY 3 TO 4 (Stand/500&2000 Sheet Paper Drawer)

LOADING PAPER IN PAPER TRAY 3 - TRAY 4

A4 or 8-1/2 x 11 size paper can be loaded in tray 3 and tray 4. These are parallel large-capacity trays that allow a total of approximately 2000 sheets of SHARP standard paper (80 g/m²) to be loaded. If you wish to change the paper size of tray 3 or tray 4, see "[CHANGING THE PAPER SIZE IN PAPER TRAY 3 - TRAY 4](#)" on the next page.

For information on how to load paper and change the paper size for a single tray, see "[TRAY SETTINGS FOR TRAY 1 TO 4](#)" (page 1-26).

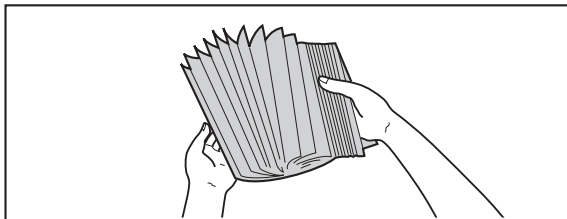
1



Pull out paper tray 3-tray 4.

Gently pull the tray out until it stops.

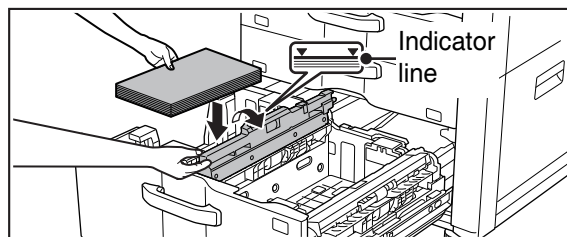
2



Fan the paper.

Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.

3



Load paper in the left and right trays.

Lift the paper guide and load paper in tray 3.*1

Approximately 1150 sheets of SHARP standard paper (80 g/m²) can be loaded.

Be sure to return the paper guide to its original position after loading the paper.

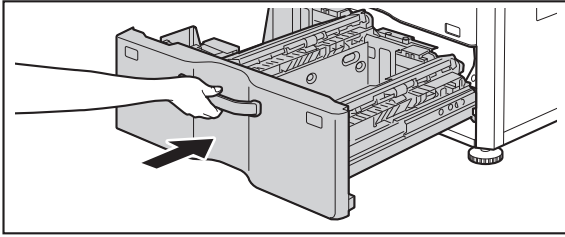
Lift the paper guide and load paper in tray 4.*1

Approximately 850 sheets of SHARP standard paper (80 g/m²) can be loaded.



*1 The paper stack must not be higher than the indicator line.

4



Gently push tray 3-tray 4 into the machine.

Push the tray firmly all the way into the machine.

5

Set the paper type.

If the paper size was changed from an AB size to an inch size, or from an inch size to an AB size, or if the paper type was changed, be sure to change the appropriate settings as explained in "[Paper Tray Settings](#)" (page 5-12) in the System Settings.

6

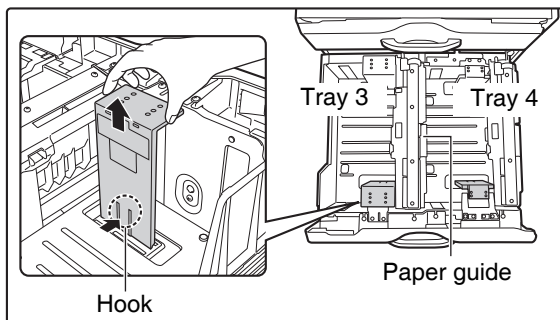
Loading paper in paper tray 3/tray 4 is now complete.

CHANGING THE PAPER SIZE IN PAPER TRAY 3 - TRAY 4

To change the paper size of tray 3 - tray 4, follow the steps below.

This section only explains how to change the paper size. For the procedures for opening/closing the tray and loading paper, see "[LOADING PAPER IN PAPER TRAY 3 - TRAY 4](#)" (page 1-28).

1



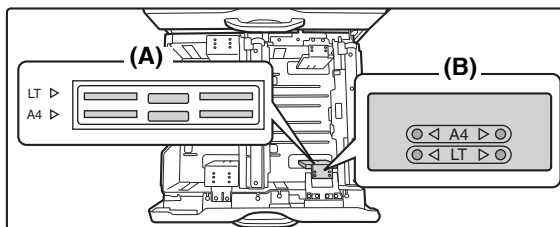
Remove the paper size guide.

With the base of the tray pressed all the way down, hold down the hook at the bottom on the paper size guide and pull the paper size guide up slightly.



- Do not place heavy objects on the tray or press down on the tray.
- Before changing the paper size of tray 1, raise the paper guide.

2



Adjust the paper size guide to the paper size to be used.

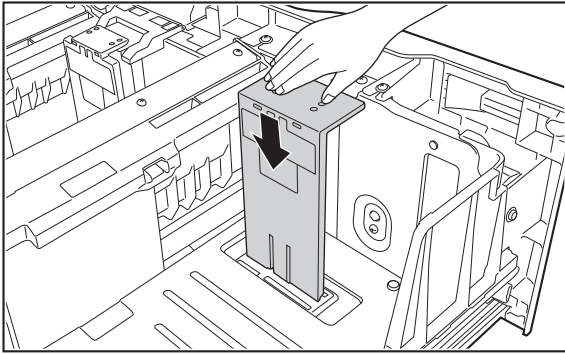
Paper sizes are inscribed at the slot (A) on the bottom of the tray and at the hole (B) at the top of the paper size guide. ("LT" indicates 8-1/2 x 11 size.)

Align the bottom of the paper size guide with the slot, and align the hole at the top with the locking tab.



- When attaching the paper size guide, make sure that the top and bottom of the guide are aligned to the same paper size.
- If the top and bottom of the paper size guide are not aligned to the same paper size, skewed feeding and misfeeds will result.

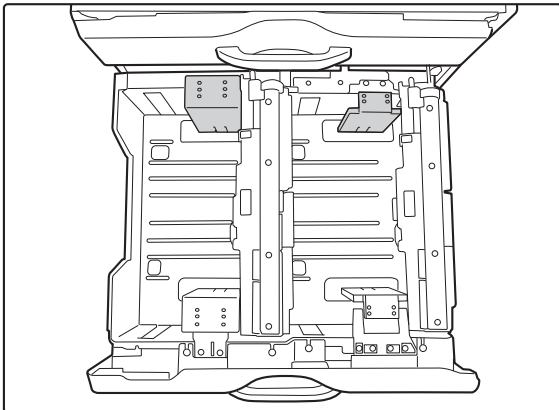
3



Push in the paper guide so that it locks into place.

Push the paper size guide in until the hook at the bottom locks into place. (You will hear a "click" when the hook locks.) Move the paper size guide slightly to verify that it has locked into place.

4



Repeat steps 1 to 3 to adjust the far paper guide to the paper size to be used.

Be sure to adjust the far paper guide to the same size as the near paper guide.



- When removing and attaching the far paper size guide, take care not to hit the front cover of the machine.
- Adjust both the front and back guides. If only one guide is adjusted, skewed feeding and misfeeds may result.

5

Set the paper type and paper size.

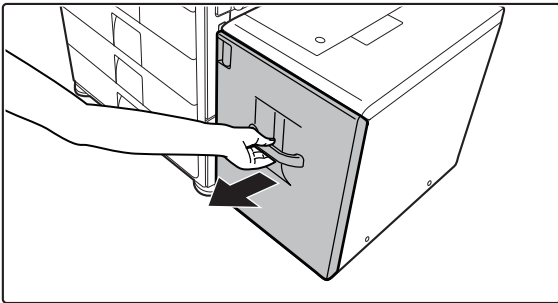
For the procedure for configuring these settings, see "[Paper Tray Settings](#)" (page 5-12) in the System Settings. An incorrect paper type or paper size setting may cause automatic selection of the wrong type or size of paper, and result in a misfeed or otherwise prevent printing.

TRAY SETTINGS OF TRAY 5 (LARGE CAPACITY TRAY)

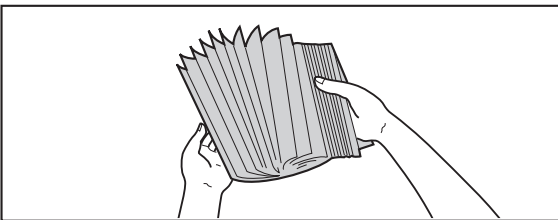
LOADING PAPER

The large capacity tray can hold up to 3500 sheets of 8-1/2 x 11 or A4 size paper (80 g/m²).

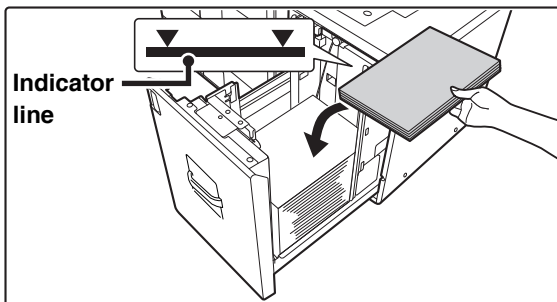
The paper size of tray 5 can only be changed by a SHARP service technician. If you need to change the paper size, consult your dealer or nearest SHARP Service Department.

1**Pull out the paper tray.**

Gently pull the tray out until it stops.

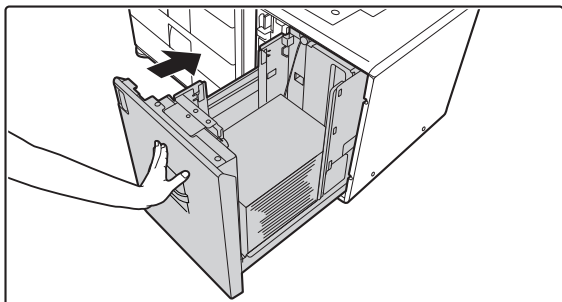
2**Fan the paper.**

Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.

3**Place the paper in the centre of the paper table.**

Load the paper with the print side face down. The stack must not be higher than the indicator line (maximum of 3500 sheets).

4

**Gently push the paper tray into the machine.**

Push the tray firmly all the way into the machine.



If you loaded a different type of paper than was loaded previously, be sure to change the paper type setting in "Paper Tray Settings" in the system settings.



Do not place heavy objects on the tray or press down on the tray.

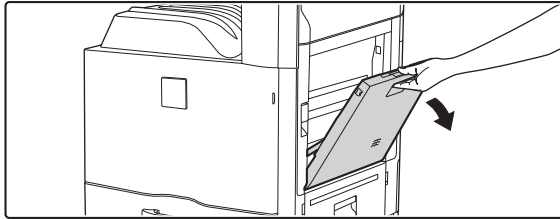


System Settings: [Paper Tray Settings](#) (page 5-12)

Change these settings if you have loaded a different type of paper in the tray.

LOADING PAPER IN THE BYPASS TRAY

The bypass tray can be used to print on plain paper, envelopes, label sheets, tab paper, and other special media. Up to 100 sheets of paper can be loaded (up to 40 sheets of heavy paper) for continuous printing similar to the other trays.



Open the bypass tray.

1



When loading paper larger than A4R or 8-1/2x11R, be sure to pull out the bypass tray extension. Pull the bypass tray extension all the way out. If the bypass tray extension is not pulled all the way out, the size of the loaded paper will not be correctly displayed.



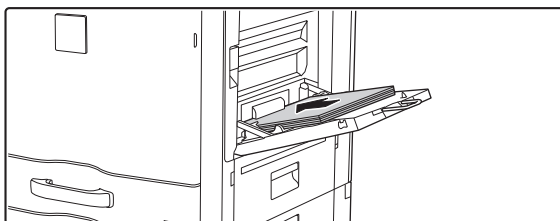
Do not place heavy objects on the bypass tray or press down on the tray.

2



Set the bypass tray guides to the width of the paper.

3



Insert the paper along the bypass tray guides all the way into the bypass tray until it stops.

Load the paper with the print side face down.

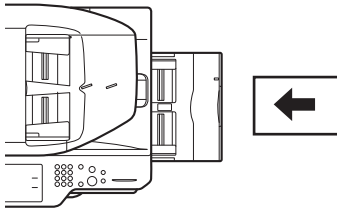


- Do not force the paper in.
- If the bypass tray guides are set wider than the paper, move the bypass tray guides in until they correctly fit the width of the paper. If the bypass guides are set too wide, the paper may skew or be creased.

IMPORTANT POINTS WHEN USING THE BYPASS TRAY

- When using plain paper other than SHARP standard paper or special media other than SHARP-recommended transparency film, or when printing on the reverse side of previously used paper, the paper must be loaded one sheet at a time. Loading more than one sheet at a time will cause misfeeds.
- Before loading paper, straighten any curling in the paper.
- When adding paper, remove any paper remaining in the bypass tray, combine it with the paper to be added, and reload as a single stack. If paper is added without removing the remaining paper, a misfeed may result.

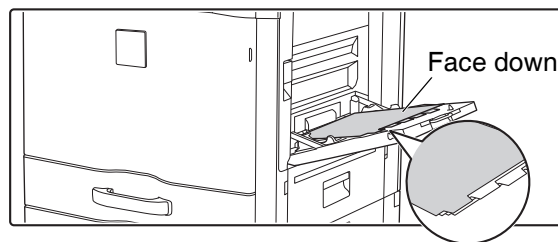
Inserting paper



Place paper that is A5 or smaller in the horizontal orientation.

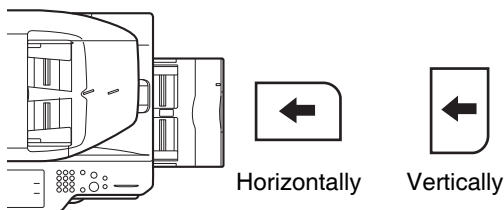
Inserting tab paper

To print on tab paper, load tab paper in the bypass tray with the print side face down.



- Use only tab paper that is made of paper. Tab paper made of a material other than paper (film, etc.) cannot be used.
- **To print on the tabs of tab paper...**
In copy mode, use "Tab Copy" in the special modes. In print mode, use the tab print function.

Inserting transparency film



- Use SHARP-recommended transparency film. When inserting transparency film in the bypass tray, the rounded corner should be at the far right when the film is oriented horizontally, or at the front right when the film is oriented vertically.
- When loading multiple sheets of transparency film in the bypass tray, be sure to fan the sheets several times before loading.
- When printing on transparency film, be sure to remove each sheet as it exits the machine. Allowing sheets to stack in the output tray may result in curling.

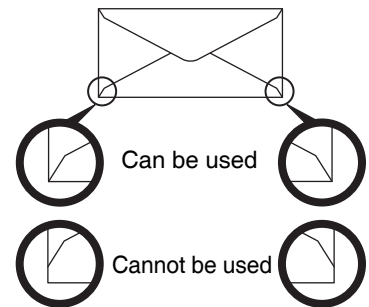
Loading envelopes

When inserting envelopes in the bypass tray, place them aligned to the left side in the orientation shown below. Only the front side of envelopes can be printed on. Be sure to place the front side face down.



Important points when using envelopes

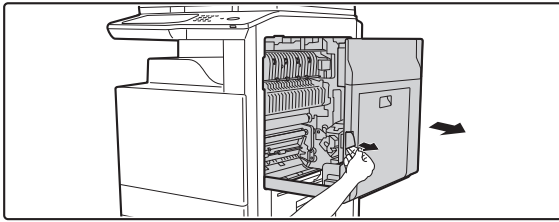
- Do not print on both sides of an envelope. This may result in misfeeds or poor print quality.
- Restrictions apply to some types of envelopes. For more information, consult a qualified service technician.
- Some operating environments may cause creasing, smudging, misfeeds, poor toner fusing, or machine failure.
- Do not use the following envelopes:
 Envelopes with metal clasps, plastic hooks, or ribbon hooks; envelopes closed with string, envelopes with windows or backing, envelopes with an uneven front surface due to embossing, double-layer envelopes, envelopes with an adhesive for sealing, hand-made envelopes, envelopes with air inside, envelopes with creases or fold marks, torn or damaged envelopes
- Envelopes with an incorrectly aligned corner gluing position on the back cannot be used as creasing may result.
- Print quality is not guaranteed in the area 10 mm around the edges of the envelope.
- Print quality is not guaranteed on parts of envelopes where there is a large step-like change of thickness, such as on four-layer parts or parts less than three layers.
- Print quality is not guaranteed on envelopes having peel off flaps for sealing the envelopes.



Fusing unit pressure adjusting levers

In some cases damage to the envelopes or smudging may occur even if envelopes within the specifications are used. This problem may be alleviated by shifting the fusing unit pressure adjusting levers from their "normal pressure position" to the "lower pressure position". Follow the procedure on the this page.

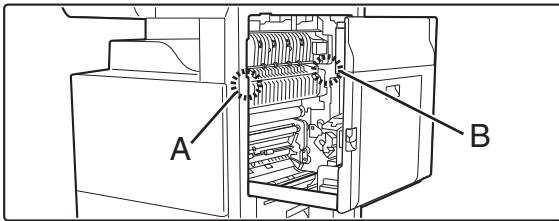
1



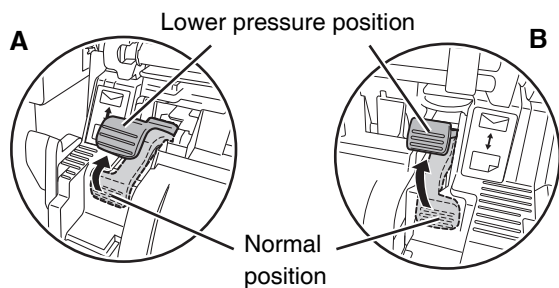
Pull out the right side cover.

While pushing up the open/close lever on the right side cover, gently open the cover.

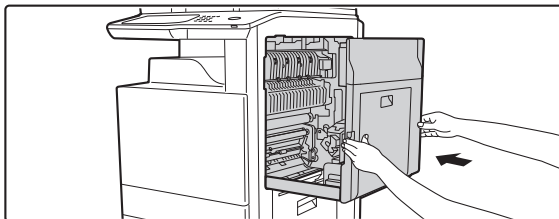
2



Move the fusing unit pressure adjusting levers (two) to the lower pressure position as shown.

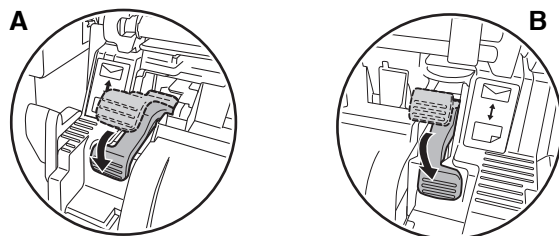


3



Close the right side cover.

4



Return the lever to the normal position when finished feeding envelopes.

Caution

The fusing unit is hot. Take care not to burn yourself when operating the fusing unit pressure adjusting levers.



Be sure to return the levers to the "normal pressure position" before printing or copying on paper other than envelopes. Otherwise, fusing problems, paper misfeeds, or equipment failure may occur.

ORIGINALS

This section explains how to place originals in the automatic document feeder and on the document glass.

PLACING THE ORIGINAL

PLACING ORIGINALS IN THE AUTOMATIC DOCUMENT FEEDER

This section explains how to place originals in the automatic document feeder.

Allowed original sizes

Minimum original size	Maximum original size
Standard sizes (Minimum size that can be automatically detected) A5: 148 mm (height) x 210 mm (width) Non-standard sizes (Minimum size that can be specified manually) 131 mm (height) x 140 mm (width)	Standard sizes (Maximum size that can be automatically detected) A3: 297 mm (height) x 420 mm (width) A3W size paper cannot be used. Non-standard sizes (Maximum size that can be specified manually) 297 mm (height) x 432 mm (width)

When the original is a non-standard size, see the appropriate explanation below for the mode you are using.

- 2. COPIER "SPECIFYING THE ORIGINAL SIZE" (page 2-27)
- 4. SCANNER "IMAGE SETTINGS" (page 4-13)

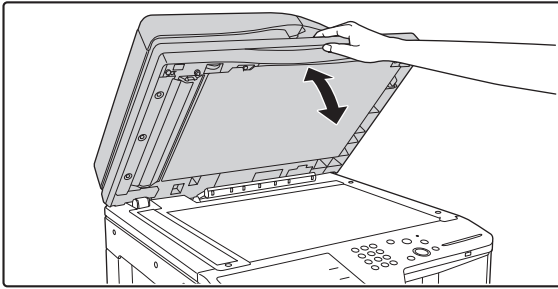
Allowed original weights

1-sided copying: 35 g/m ² to 128 g/m ² 2-sided copying: 50 g/m ² to 105 g/m ²

To scan originals from 35 g/m² to 49 g/m², use "Slow Scan Mode" in the special modes. Scanning without using "Slow Scan Mode" may result in original misfeeds.

When "Slow Scan Mode" is selected, automatic 2-sided scanning is not possible.

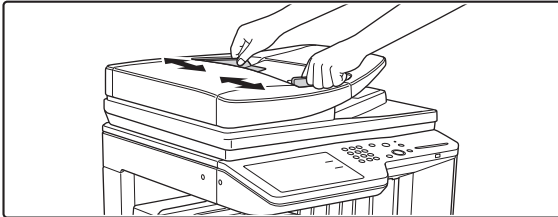
1



Make sure an original does not remain on the document glass.

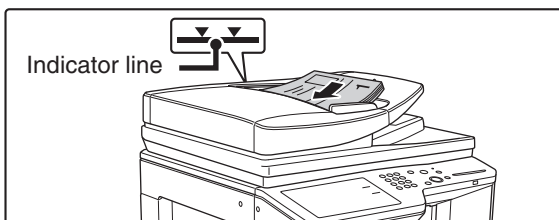
Open the automatic document feeder, make sure that an original is not on the document glass, and then gently close the automatic document feeder.

2



Adjust the original guides to the size of the originals.

3



Place the original.

Make sure the edges of the originals are even.

Insert the originals face up all the way into the document feeder tray.

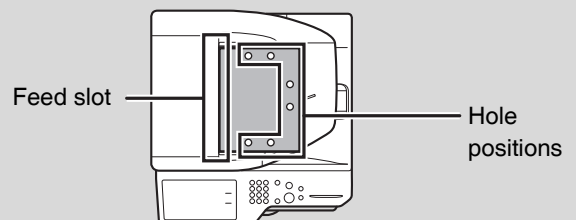
Insert a number of originals that does not exceed the indicator line on the document feeder tray.

Up to 100 sheets can be inserted.

Be sure to remove originals that have been finished scanning from the original exit tray.



- Originals of different sizes can be placed together in the automatic document feeder. In this case, select "Mixed Size Original" in the special modes of the mode you are using.
- Before inserting originals into the document feeder tray, be sure to remove any staples or paper clips.
- If originals have damp spots due to correction fluid, ink or pasteup glue, wait until the originals are dry before making copies. Otherwise the interior of the document feeder or the document glass may be soiled.
- Do not use the following originals. Incorrect original size detection, original misfeeds, and smudges may result.
Transparency film, tracing paper, carbon paper, thermal paper or originals printed with thermal transfer ink ribbon should not be fed through the document feeder. Originals to be fed through the feeder should not be damaged, crumpled, folded, loosely pasted together, or have cut-out holes. Originals with multiple punched holes other than two-hole or three-hole punched paper may not feed correctly.
- When using originals with two or three holes, place them so that the punched edge is at a position away from the feed slot of the document feeder tray.



PLACING THE ORIGINAL ON THE DOCUMENT GLASS

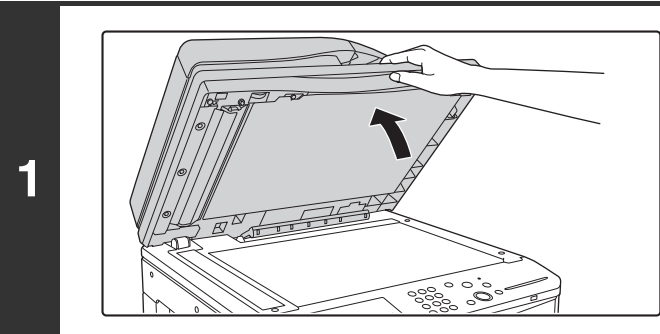
This section explains how to place the original on the document glass.

Allowed original sizes

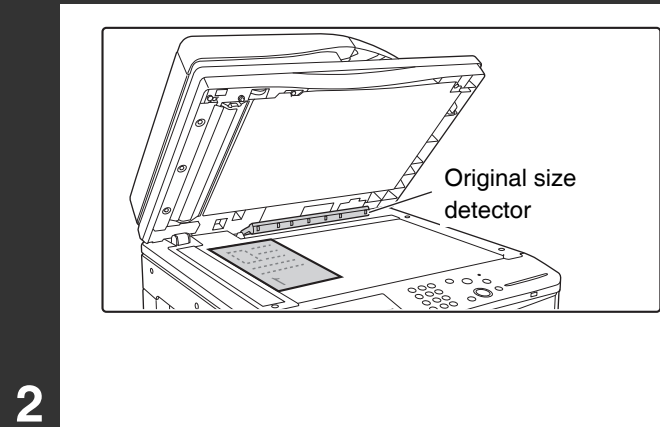
Maximum original size
Standard sizes A3: 297 mm (height) x 420 mm (width)
Non-standard sizes 297 mm (height) x 432 mm (width)

When the original is a non-standard size, see the appropriate explanation below for the mode you are using.

- 2. COPIER "SPECIFYING THE ORIGINAL SIZE" (page 2-27)
- 4. SCANNER "IMAGE SETTINGS" (page 4-13)

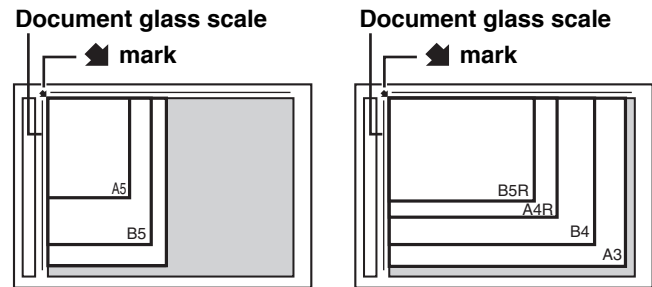


Open the automatic document feeder.



Place the original.

Place the original face down in the far left corner of the document glass.

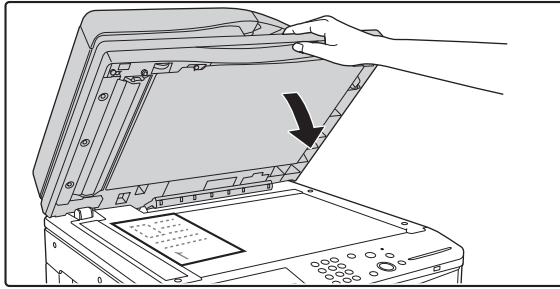


The original should always be placed in the far left corner, regardless of its size.

Align the top left corner of the original with the tip of the mark.

- Do not place any objects under the original size detector. Closing the automatic document feeder with an object underneath may damage the original size detector and prevent correct detection of the original size.
- If you are placing a small non-standard size original on the document glass, it is convenient to place a blank sheet of A4 or B5 paper on top of the original to facilitate detection of the original size.

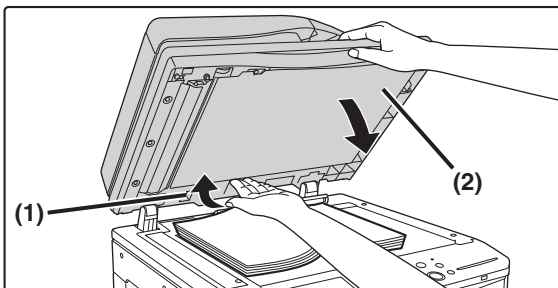
3

**Close the automatic document feeder.**

After placing the original, be sure to close the automatic document feeder. If left open, parts outside of the original will be copied black, causing excessive use of toner.

Placing a thick book

When scanning a thick book or other thick original, follow the steps below to press the book down.

**(1) Push up the far side of the automatic document feeder.**

The hinges supporting the automatic document feeder will release and the rear side of the automatic document feeder will rise.

(2) Slowly close the automatic document feeder.**Caution**

- Close the automatic document feeder slowly. Abruptly closing the automatic document feeder may damage it.
- Take care that your fingers are not pinched when closing the automatic document feeder.



The automatic document feeder cannot be closed correctly in this state. To return the automatic document feeder to its normal state, open it completely and then close it.

PERIPHERAL DEVICES

This section describes the peripheral devices that can be used with the machine and explains how to use the finisher.

PERIPHERAL DEVICES

Peripheral devices can be installed on the machine to increase its range of functionality.
The peripheral devices are generally optional.

(As of November, 2015)

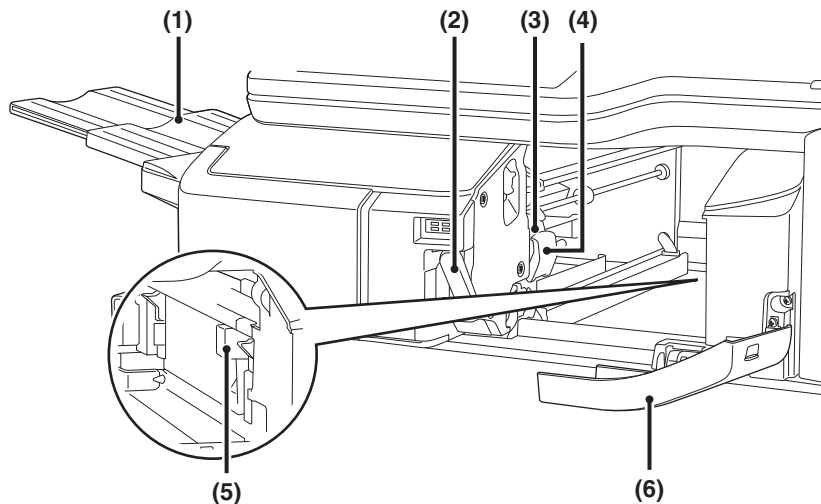
Product name	Product number	Description
Stand/1x500 sheet paper drawer	MX-DE12	Additional tray. A maximum 500 sheets of paper can be loaded in each tray.
Stand/2x500 sheet paper drawer	MX-DE13	
Stand/3x500 sheet paper drawer	MX-DE14	
Stand/500&2000 sheet paper drawer	MX-DE20	Additional paper trays. Tray 2 can hold a maximum of 500 sheets of paper, tray 3 can hold a maximum of 1150 sheets, and tray 4 can hold a maximum of 850 sheets.
Large capacity tray	MX-LC11	Additional paper trays. A maximum of 350 sheets of paper can be loaded into the tray. To install, a stand/1x500/2x500/3x500/500 & 2000 sheet paper drawer is required.
Long paper feeding tray	MX-LT10	Long paper with a size up to 1200 mm can be loaded.
Finisher	MX-FN17	Output device that enables the use of the staple function and offset function.
Finisher (large stacker)	MX-FN11	Output device that enables the use of the staple function and offset function. To install a stand/1x500/2x500 sheet paper drawer is required.
Saddle stitch finisher	MX-FN10	Output device that enables the use of the staple function and offset function.
Saddle stitch finisher (large stacker)	MX-FN18	Output device that enables the use of the staple function and offset function. To install a stand/1x500/2x500 sheet paper drawer is required.
Punch module	MX-PN11A	Punches holes in copies and other output. Requires a finisher.
	MX-PNX5A	This unit punches holes in copies and other output. A saddle stitch finisher is required.
	MX-PNX6A	This unit punches holes in copies and other output. A finisher (large stacker) or saddle stitch finisher (large stacker) is required.
Paper pass unit	MX-RB22	This unit is required to install a saddle finisher.
Air Purifier	MX-PC50	Remove pollen, house dust, and other particulate matter in the air.
Air Purifier with Humidifying Function	MX-PC50H	Remove pollen, house dust, and other particulate matter in the air. In addition, it has the function of humidification whereby you can set the suitable indoor humidity.

FINISHER

The finisher is equipped with the offset function, which offsets each set of output from the previous set. In addition, each set of sorted output can be stapled. An optional hole punching unit can also be installed to punch holes in output.

PART NAMES

The following parts can be accessed when the finisher is open.



(1) Output tray

Stapled and offset output is delivered to this tray. The tray is slidable. Extend the tray for large output (A3W, A3, A4R, B4, B5R, 11 x 17, 8-1/2 x 14, 8-1/2 x 13, 8-1/2 x 13-1/2, 8-1/2 x 13-2/5, 8-1/2 x 11R, 7-1/4 x 10-1/2R, 8K and 16KR sizes).

(2) Lever

Use this to move the finisher in order to remove a paper misfeed, replace staples, or remove a staple jam.

(3) Staple case

This holds the staple cartridge. Pull the case out to replace the staple cartridge, remove a staple jam, or remove the punch scrap case.

(4) Staple case release lever

Use this to remove the staple case.

(5) Punch waste box (when a punch module is installed)

This holds punch waste.

(6) Front cover

Open this cover to remove a paper misfeed, replace staples, remove a staple jam, or remove the punch scrap case.

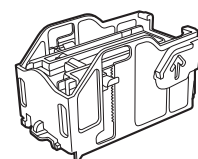


Use caution when you turn on the power and when printing is taking place, as the tray may move up and down.

SUPPLIES

The finisher requires the following staple cartridge:

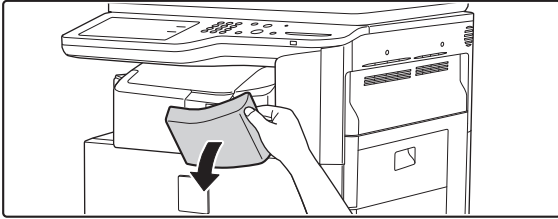
Staple cartridge
(approx. 5000 staples per cartridge x 3 cartridges)
MX-SCX1



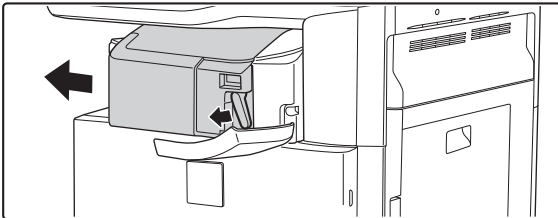
FINISHER MAINTENANCE

When the staple cartridge runs out of staples, a message will appear in the operation panel. Follow the procedure below to replace the staple cartridge.

Replacing the staple cartridge

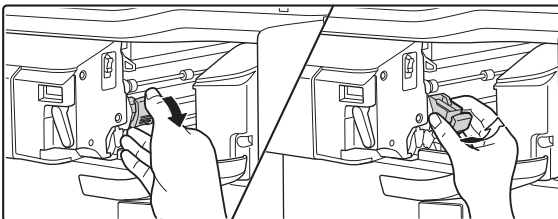
1

Open the cover.

2

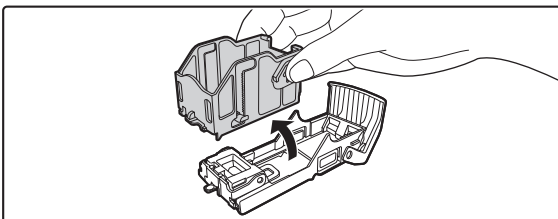
While pressing the lever over to the left, slide the finisher to the left until it stops.

Gently slide the finisher until it stops.

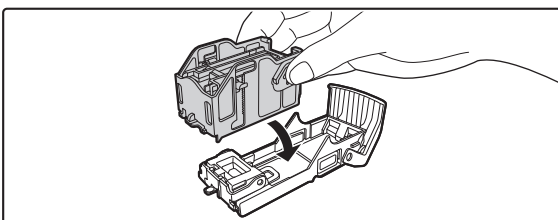
3

Lower the staple case release lever and remove the staple case.

Pull the staple case out to the right.

4

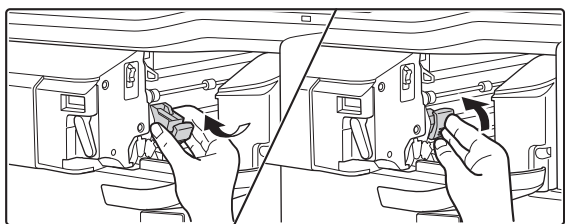
Remove the empty staple cartridge from the staple case.

5

Insert a new staple cartridge into the staple case as shown.

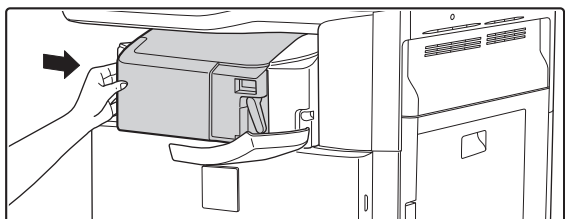
Push the staple cartridge in until it clicks into place.

6

**Replace the staple case.**

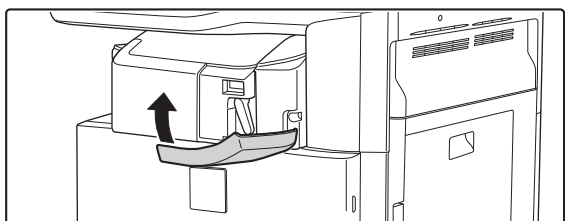
Push the staple case in until it clicks into place.

7

**Slide the finisher back to the right.**

Gently slide the finisher back to the right until it locks into its original position.

8

**Close the cover.**

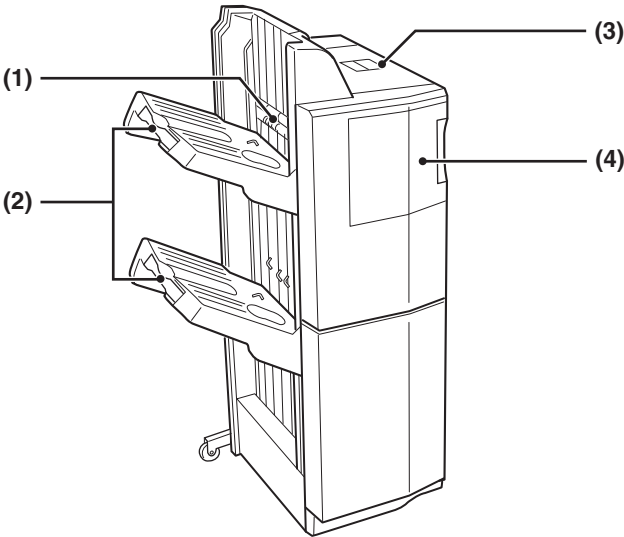
Make a test print or copy in staple sort mode to verify that stapling takes place correctly.

FINISHER (LARGE STACKER)

The finisher (large stacker) is equipped with the offset function, which offsets each set of output from the previous set, and the staple sort function, which staples each set of output.

A punch module can also be installed to punch holes in output.

PART NAMES




- (1) **Stapler compiler**

This temporarily stacks paper to be stapled.
- (2) **Output trays (upper tray, lower tray)**

Stapled and offset output is delivered to these trays. The trays are slidable. For large-size output (11 x 17, 8-1/2 x 14, 8-1/2 x 13, 8-1/2 x 13-1/2, 8-1/2 x 13-2/5, A3W, A3, B4 and 8K sizes), extend the tray.
- (3) **Top cover**

Open this cover to remove a paper misfeed.
- (4) **Front cover**

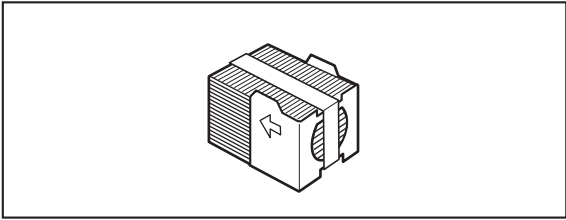
Open this cover to replace the staple cartridge or remove a staple jam.

- 
- A paper pass unit is required to install a finisher (large stacker).
 - Do not place heavy objects on the finisher (large stacker) or press down on the finisher (large stacker).
 - Use caution when you turn on the power and when printing is taking place, as the output tray may move up and down.
 - A finisher (large stacker) cannot be installed simultaneously with a saddle stitch finisher or a finisher.

SUPPLIES

The finisher (large stacker) require the following staple cartridge:

Staple cartridge (approx. 5000 staples x 3 cartridges)
AR-SC2

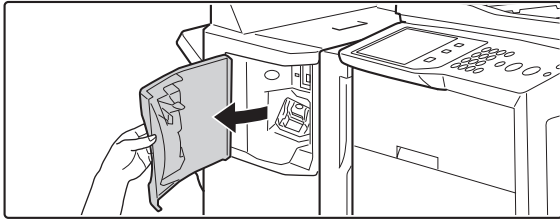


FINISHER (LARGE STACKER) MAINTENANCE

When the staple cartridge runs out of staples, a message will appear in the operation panel. Follow the procedure below to replace the staple cartridge.

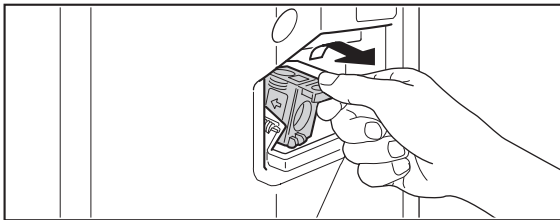
Replacing the cartridge

1



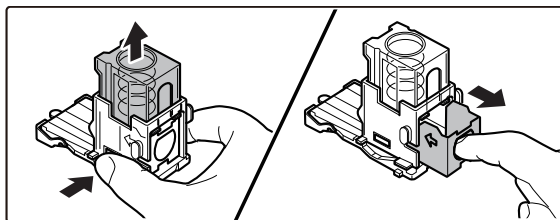
Open the front cover.

2



Squeeze the green parts of the staple case and pull the case up and then out.

3



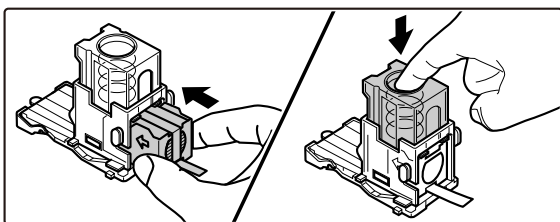
Remove the empty staple cartridge.

Press the lock button to release the staple case cover and then remove the staple cartridge.



When staples remain, the staple cartridge cannot be removed.

4



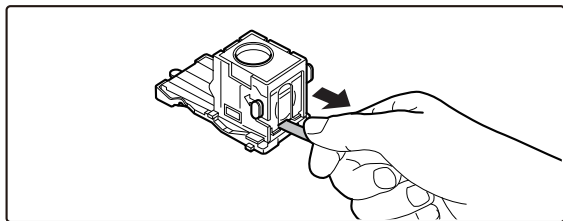
Insert a new staple cartridge into the staple case.

Push the staple cartridge in until it clicks into place.



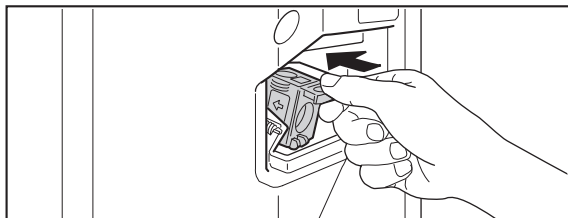
Do not remove the seal from the cartridge before inserting the cartridge into the case.

5



Pull the seal that holds the staples straight out.

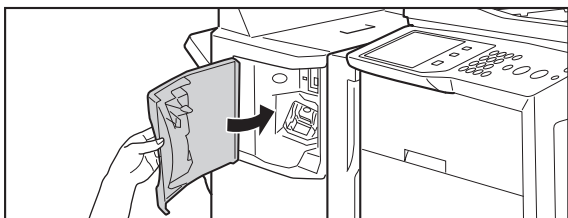
6



Push the staple case firmly back in.

Push the staple case in until it clicks into place.

7



Close the front cover.

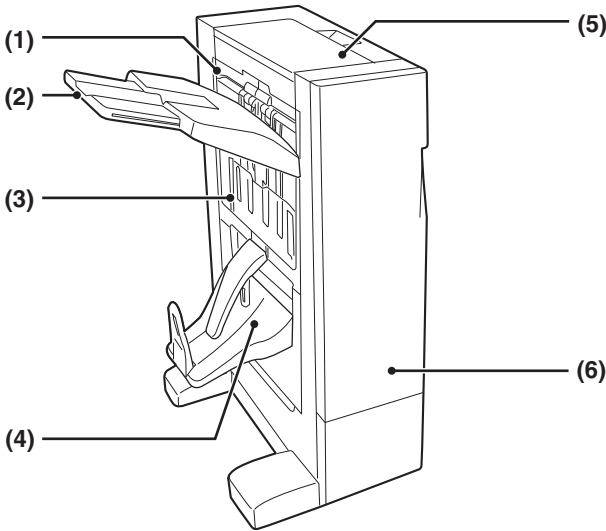


Make a test print or copy in staple sort mode to verify that stapling takes place correctly.

SADDLE STITCH FINISHER

This includes the offset function that offsets each set of output from the previous set, the staple sort function that staples each set of output, the saddle stitch function that automatically staples and folds output, and the fold function that folds output in half. An optional hole punching unit can also be installed to punch holes in output.

PART NAMES



- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(1) Stapler compiler
This temporarily stacks paper to be stapled.</p> <p>(2) Output tray
Stapled and offset output is delivered to this tray. The tray is slidable. Extend the tray for large output (12 x 18, 11 x 17, 8-1/2 x 14, 8-1/2 x 13, 8-1/2 x 13-1/2, 8-1/2 x 13-2/5, A3W, A3, B4 and 8K sizes).</p> | <p>(3) Side cover
Open this cover to replace the staple cartridge or remove a staple jam.</p> <p>(4) Saddle stitch tray
Stapled and folded output is delivered to this tray.</p> <p>(5) Top cover
Open this cover to remove a paper misfeed.</p> <p>(6) Front cover
Open this to replace the staple cartridge, remove jammed staples, or remove misfed paper.</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



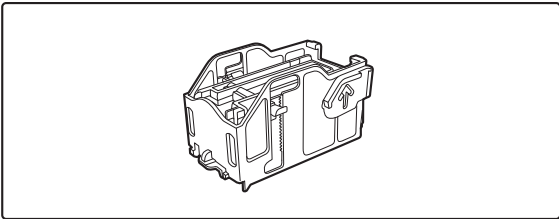
- A paper pass unit is required to install a saddle stitch finisher.
- Do not place heavy objects on the saddle stitch finisher or press down on the saddle stitch finisher.
- Use caution when you turn on the power and when printing is taking place, as the tray may move up and down.
- A saddle stitch finisher cannot be installed simultaneously with a finisher (large stacker), a finisher or a saddle stitch finisher (large stacker).

SUPPLIES

The saddle stitch finisher requires the following staple cartridge:

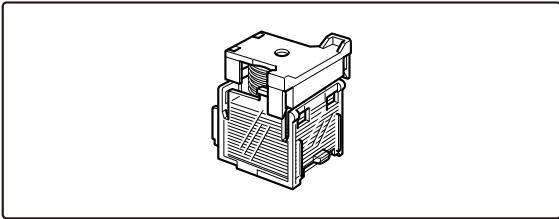
Finisher unit

Staple cartridge (approx. 5000 staples per cartridge x 3 cartridges) MX-SCX1



Saddle stitch unit

Staple cartridge (approx. 2000 staples per cartridge x 3 cartridges) AR-SC3

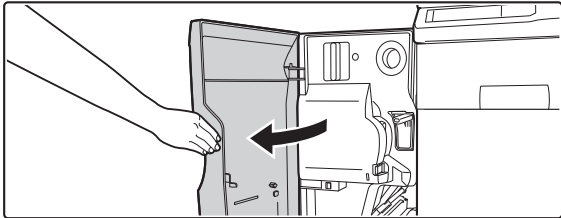


SADDLE STITCH FINISHER MAINTENANCE

When the staple cartridge runs out of staples, a message will appear in the operation panel. Follow the procedure below to replace the staple cartridge.

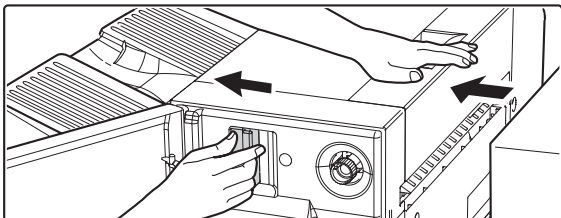
Replacing the staple cartridge (finisher unit)

1



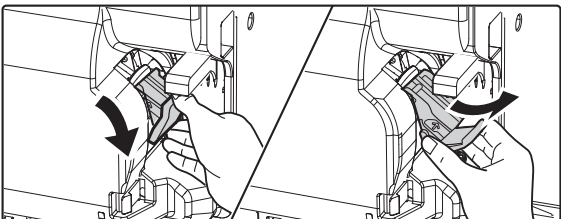
Open the front cover.

2



While pulling the lever, slide the saddle stitch finisher to the left until it stops.

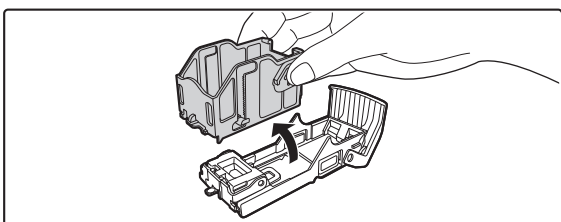
3



Lower the staple case release lever and remove the staple case.

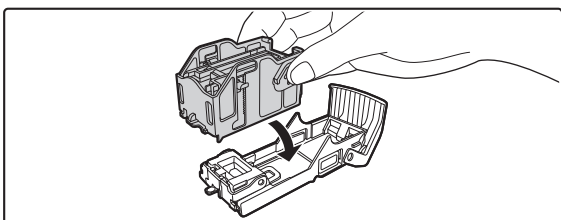
Pull the staple case out to the right.

4



Remove the empty staple cartridge from the staple case.

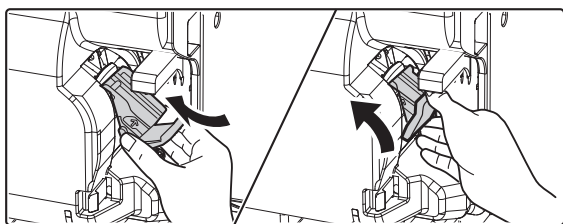
5



Insert a new staple cartridge into the staple case as shown.

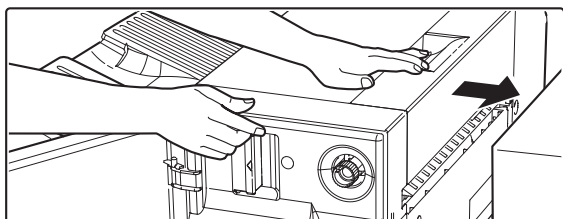
Push the staple cartridge in until it clicks into place.

6

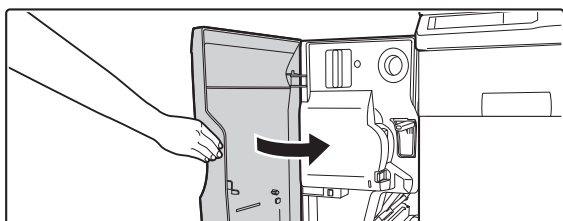
**Replace the staple case.**

Push the staple case in until it clicks into place.

7

**Push the saddle stitch finisher back and latch it to the machine.**

8

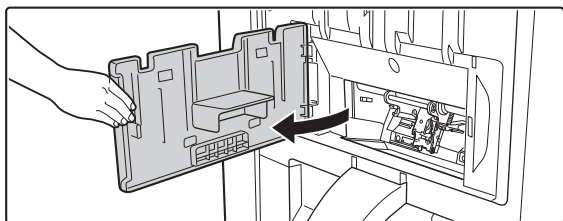
**Close the front cover.**

Make a test print or copy in staple sort mode to verify that stapling takes place correctly.

Replacing the staple cartridge (saddle stitch unit)

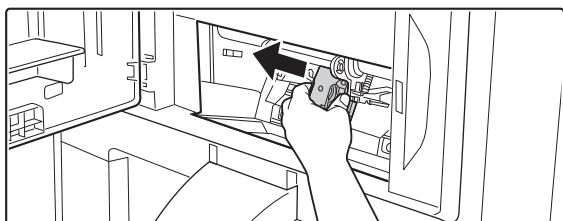
Before starting this procedure, remove all output from the output tray of the saddle stitch finisher. Do not replace removed output in the output tray.

1



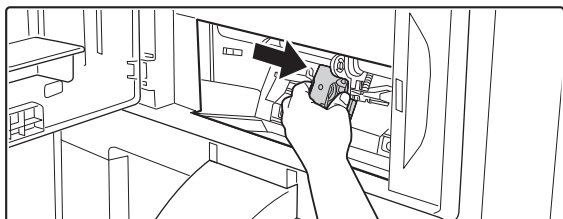
Open the side cover.

2



Remove the empty staple cartridge.

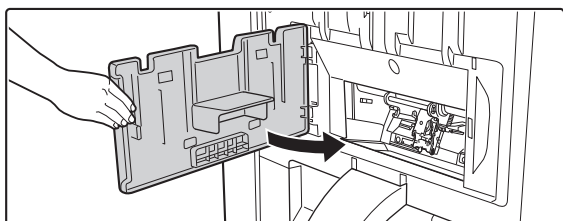
3



Load the new staple cartridge.

Remove the cover from the staple cartridge and install the cartridge.

4



Close the side cover.

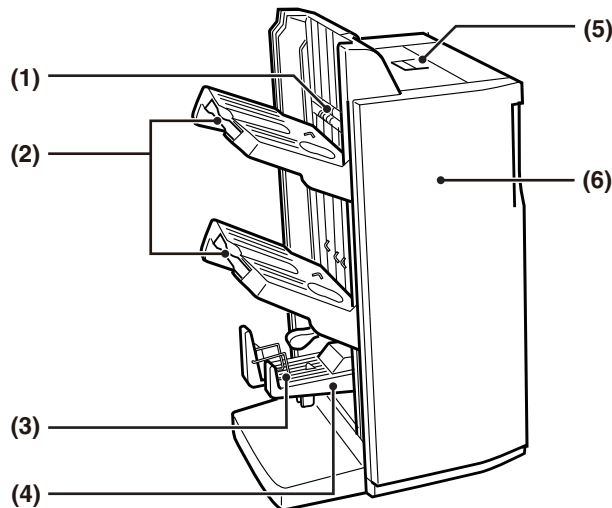


Make a test print or copy using the saddle stitch function to verify that stapling takes place correctly.

SADDLE STITCH FINISHER (LARGE STACKER)

This includes the offset function that offsets each set of output from the previous set, the staple sort function that staples each set of output, the saddle stitch function that automatically staples and folds output, and the fold function that folds output in half. An optional hole punching unit can also be installed to punch holes in output.

PART NAMES



(1) Stapler compiler

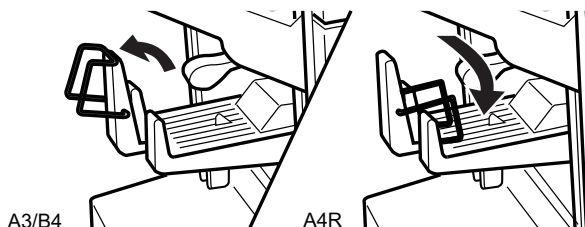
This temporarily stacks paper to be stapled.

(2) Output trays (upper tray, lower tray)

Stapled and offset output is delivered to this tray. The tray is slidable. Extend the tray for printing on large-size paper (12 x 18, 11 x 17, 8-1/2 x 14, 8-1/2 x 13, 8-1/2 x 13-1/2, 8-1/2 x 13-2/5, A3W, A3, B4 and 8K sizes).

(3) Saddle stitch tray guide

This guides the output as it is delivered to the tray. Before printing, attach the saddle stitch tray guide in the appropriate position below for the paper size to be used.



(4) Saddle stitch tray

Saddle stitched output is delivered to this tray.

(5) Top cover

Open this cover to remove a paper misfeed.

(6) Front cover

Open this to replace the staple cartridge, remove jammed staples, or remove misfed paper.



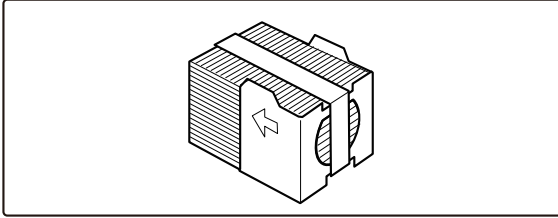
- A paper pass unit is required to install a saddle stitch finisher.
- Do not place heavy objects on the saddle stitch finisher (large stacker) or press down on the saddle stitch finisher (large stacker).
- Use caution when you turn on the power and when printing is taking place, as the tray may move up and down.
- A saddle stitch finisher (large stacker) cannot be installed simultaneously with a saddle stitch finisher, a finisher (large stacker) or a finisher.

SUPPLIES

The saddle stitch finisher (large stacker) requires the following staple cartridge:

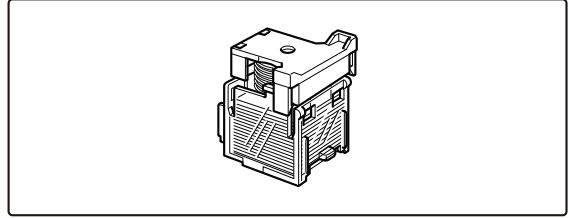
Finisher unit

Staple cartridge (approx. 5000 staples per cartridge x three cartridges) AR-SC2



Saddle stitch unit

Staple cartridge (approx. 2000 staples per cartridge x 3 cartridges) AR-SC3

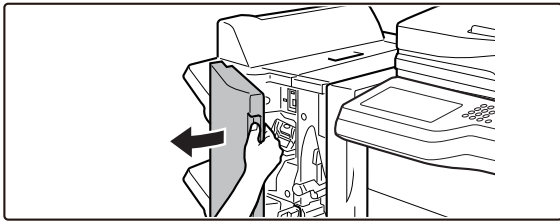


SADDLE STITCH FINISHER (LARGE STACKER) MAINTENANCE

When the staple cartridge runs out of staples, a message will appear in the operation panel. Follow the procedure below to replace the staple cartridge.

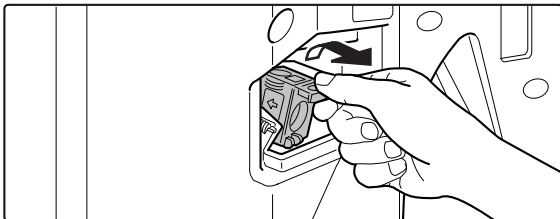
Replacing the staple cartridge (finisher unit)

1



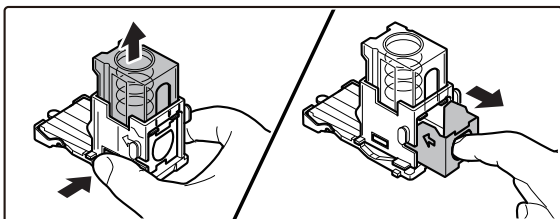
Open the front cover.

2



Squeeze the green parts of the staple case and pull the case up and then out.

3



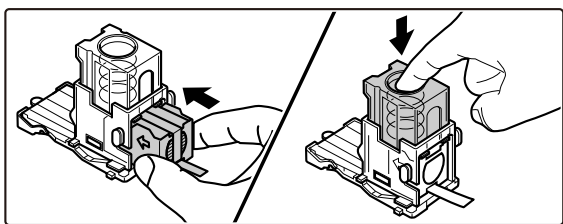
Remove the empty staple cartridge.

Press the lock button to release the staple case cover and then remove the staple cartridge.



When staples remain, the staple cartridge cannot be removed.

4

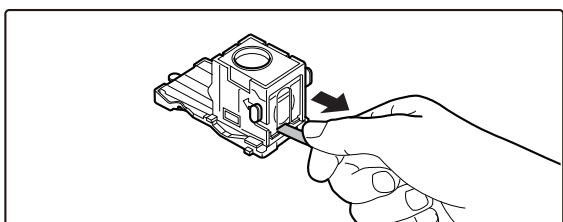
**Insert a new staple cartridge into the staple case.**

Push the staple cartridge in until it clicks into place.

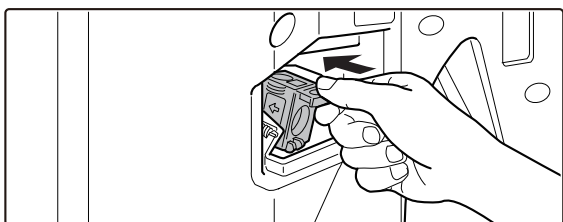


Do not remove the seal from the cartridge before inserting the cartridge into the case.

5

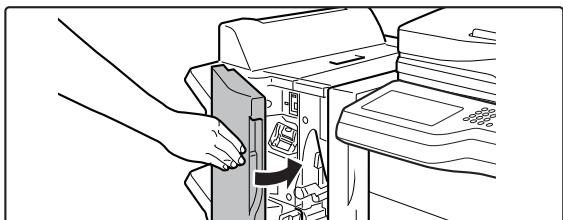
**Pull the seal that holds the staples straight out.**

6

**Push the staple case firmly back in.**

Push the staple case in until it clicks into place.

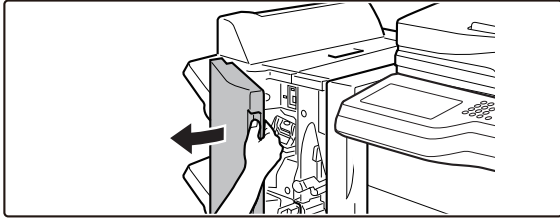
7

**Close the front cover.**

Replacing the staple cartridge (saddle stitch unit)

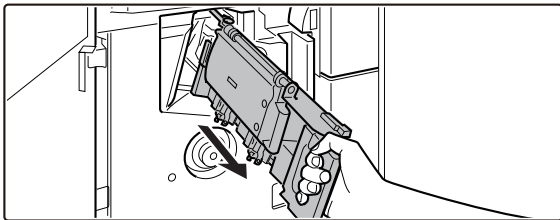
Before starting this procedure, remove all output from the output tray of the saddle stitch finisher. Do not replace removed output in the output tray.

1



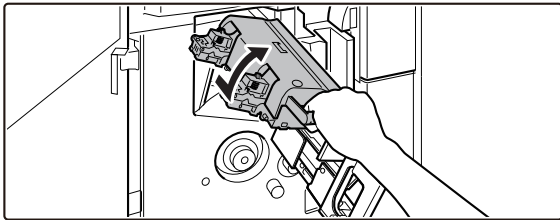
Open the front cover.

2



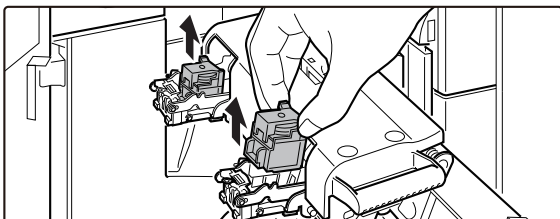
Grasp the handle on the saddle stitch unit and pull it slowly out until it stops.

3



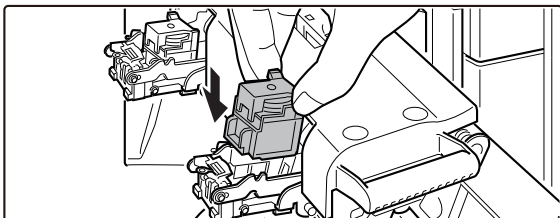
Pull the staple unit in the saddle stitch unit out and then rotate it up.

4



Grasp the left and right side of each empty staple cartridge and remove the cartridges.

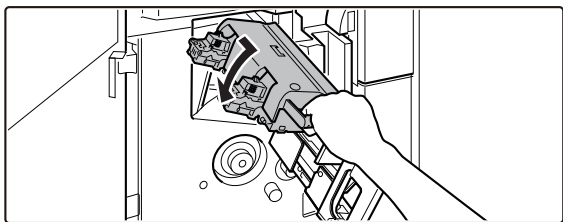
5



Load new staple cartridges.

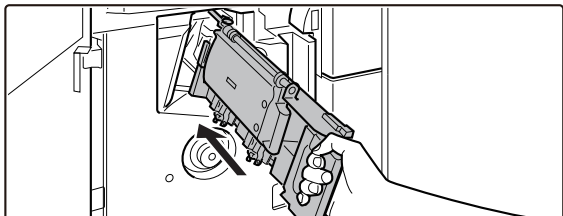
Replace both staple cartridges. Remove the cover from each staple cartridge and then install the cartridge.

6



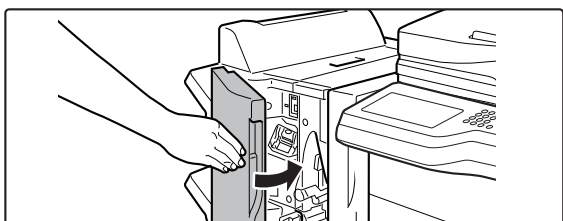
Pull the staple unit of the saddle Stitch finisher forward and then rotate it back to its original position.

7



Push the saddle stitch unit in.

8



Close the front cover of the saddle stitch finisher.

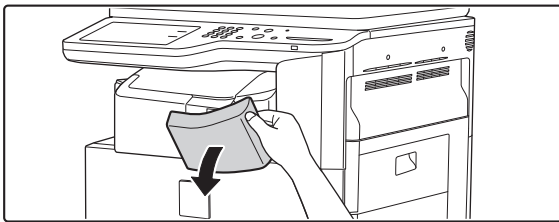
PUNCH MODULE

A punch module can be installed to punch holes in output. To install a punch module, a finisher is required.

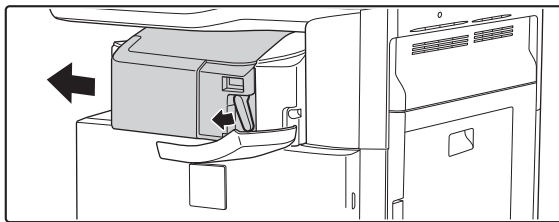
DISCARDING PUNCH WASTE

Punch waste from punched holes is collected in the punch waste box.
Follow the steps below to discard the punch waste.

Finisher

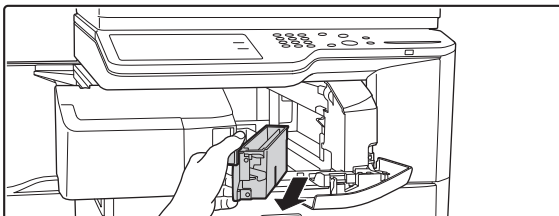
1

Open the cover.

2

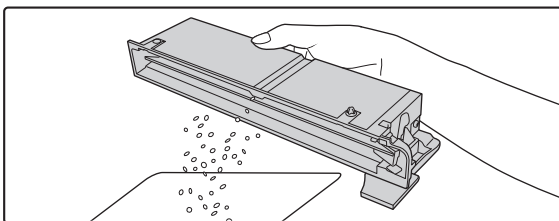
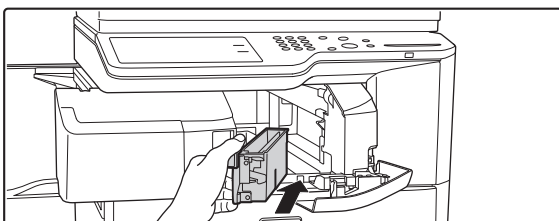
While pressing the lever over to the left, slide the finisher to the left until it stops.

Gently slide the finisher until it stops.

3

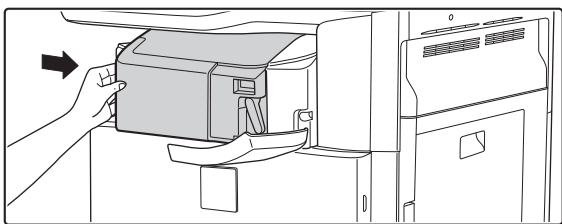
Grasp the punch waste box handle, gently pull out the box, and discard the punch waste.

Discard the punch waste in a plastic bag or other container, taking care not to let the waste scatter.

**4**

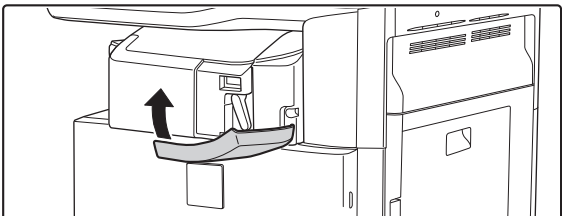
Gently push the box back in.

5

**Slide the finisher back to the right.**

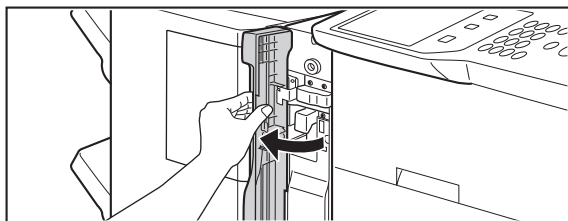
Gently slide the finisher back to the right until it locks into its original position.

6

**Close the cover.**

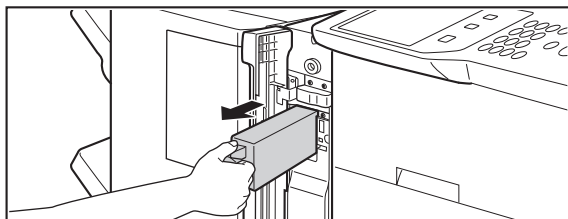
Finisher (large stacker)

1



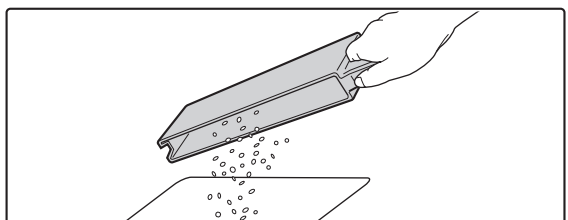
Open the front cover of the punch module.

2

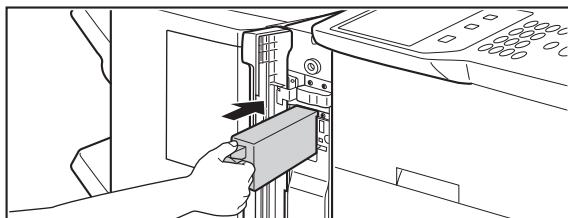


Pull out the punch waste box and discard the punch waste.

Discard the punch waste in a plastic bag or other container, taking care not to let the waste scatter.



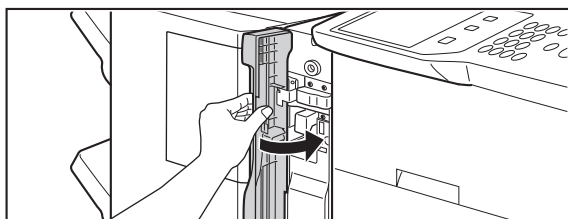
3



Replace the punch waste box.

If the punch waste box is not replaced properly, printing will not be possible using the punch function.

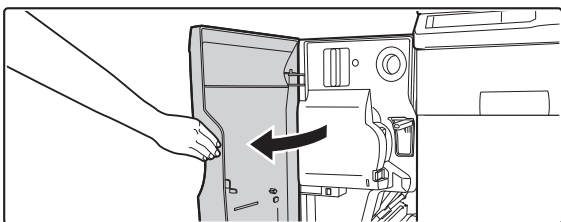
4



Close the cover of the punch module.

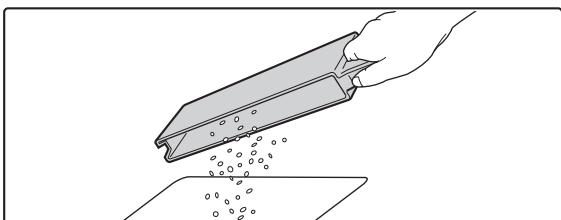
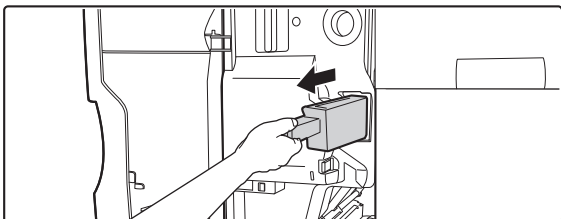
Saddle stitch finisher

1



Open the front cover.

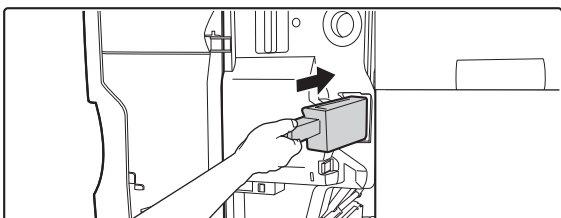
2



Pull out the punch waste box and discard the punch waste.

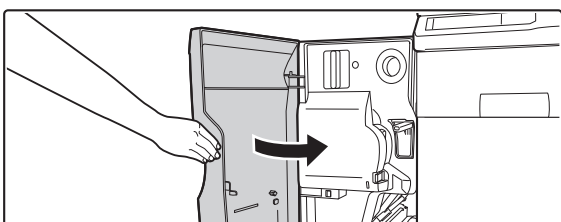
Discard the punch waste in a plastic bag or other container, taking care not to let the waste scatter.

3



Return the punch waste box to its original position.

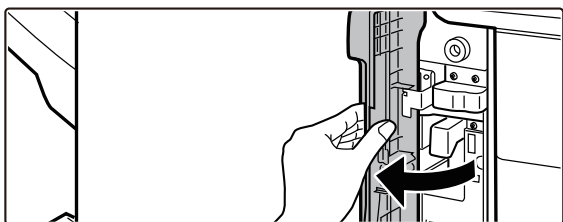
4



Close the front cover.

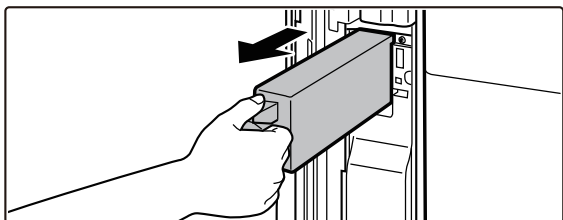
Saddle stitch finisher (large stacker)

1



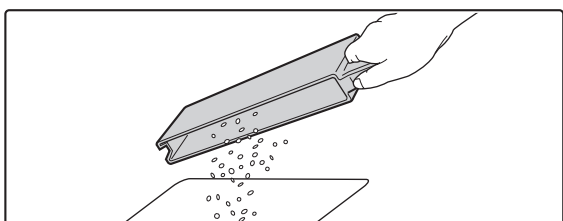
Open the front cover of the punch module.

2

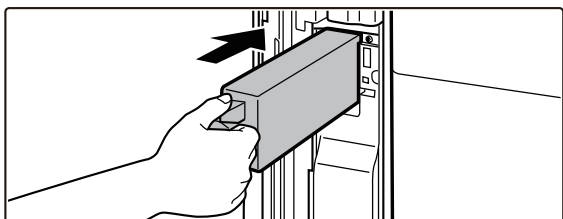


Pull out the punch waste box and discard the punch waste.

Discard the punch waste in a plastic bag or other container, taking care not to let the waste scatter.



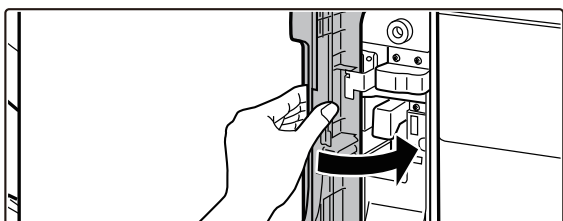
3



Replace the punch waste box.

If the punch waste box is not replaced properly, printing will not be possible using the punch function.

4



Close the cover of the punch module.

MAINTENANCE


This section explains how to clean the machine and replace the toner cartridges and the toner collection container.

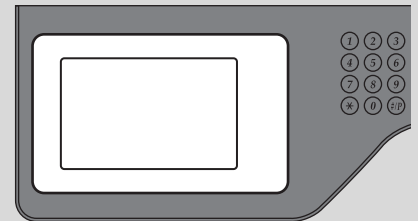
REGULAR MAINTENANCE

To ensure that the machine continues to provide top quality performance, periodically clean the machine.

Warning

Do not use a flammable spray to clean the machine. If gas from the spray comes in contact with hot electrical components or the fusing unit inside the machine, fire or electrical shock may result.

-  Do not use thinner, benzene, or similar volatile cleaning agents to clean the machine. These may degrade or discolour the housing.
- Use a soft cloth to gently wipe off dirt from the white area on the operation panel (shown as right). If you use a stiff cloth or rub hard, the surface may be damaged.



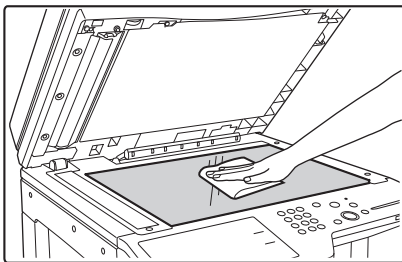
CLEANING THE DOCUMENT GLASS AND AUTOMATIC DOCUMENT FEEDER

If the document glass or document backplate sheet becomes dirty, the dirt will appear as dirty spots, coloured lines, or white lines in the scanned image. Always keep these parts clean.

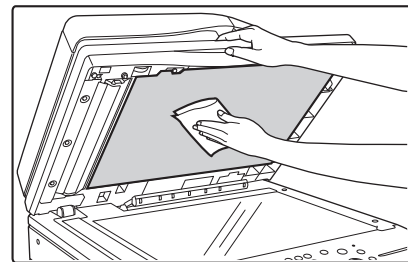
Wipe the parts with a clean, soft cloth.

If necessary, moisten the cloth with water or a small amount of neutral detergent. After wiping with the moistened cloth, wipe the parts dry with a clean dry cloth.

Document glass



Document backplate sheet

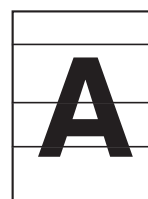


Scanning area

If coloured lines or white lines appear in images scanned using the automatic document feeder, clean the scanning area (the thin long glass next to the document glass).

To clean this area, use the glass cleaner that is stored in the automatic document feeder. After using the glass cleaner, be sure to return it to its storage position.

Examples of lines in the image

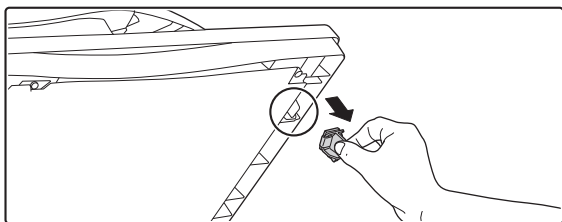


Black lines



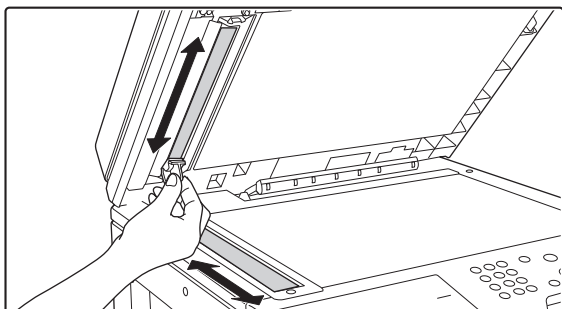
White lines

1



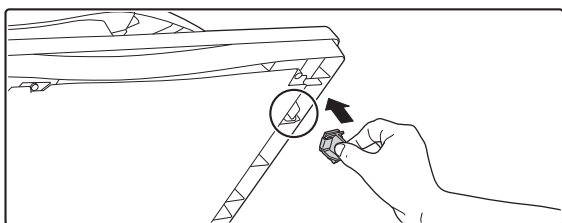
Open the automatic document feeder and remove the glass cleaner.

2



Clean the document scanning area on the document glass with the glass cleaner.

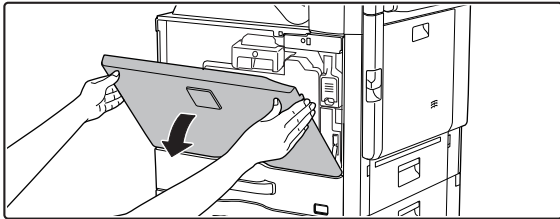
3



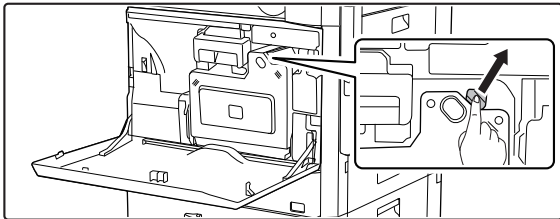
Replace the glass cleaner.

CLEANING THE MAIN CHARGER OF THE PHOTOCONDUCTIVE DRUM

If black lines appear even after you have cleaned the document glass and automatic document feeder, use the charger cleaner to clean the main charger that charges the photoconductive drum.

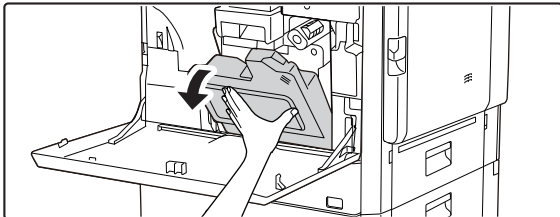
1

Open the front cover.

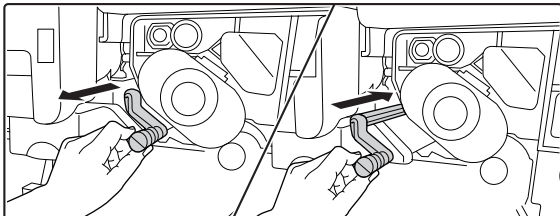
2

Release the toner collection container.

Press up the toner collection container release lever.

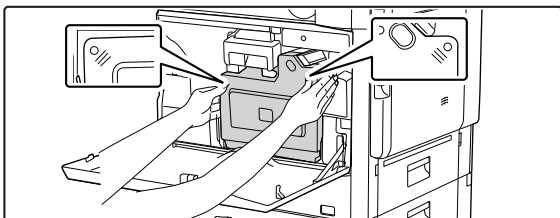


The toner collection container will fall forward as shown. Gently support the container with your hands as you let it fall forward as far as it will go.

3

Clean the main charger.

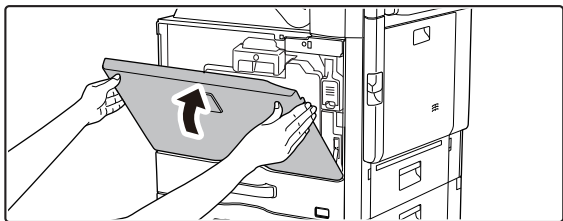
Gently pull the charger cleaner all the way out, and gently push it in.

4

Push the toner collection container into the machine.

Push the container in until it clicks into place.

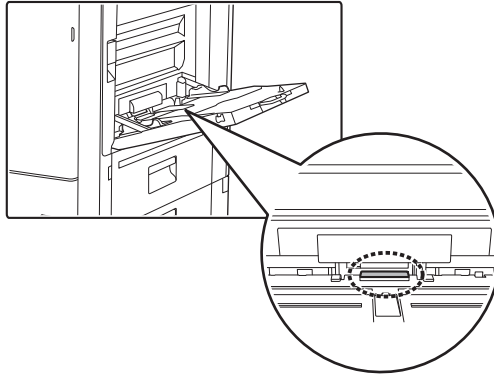
5

**Close the front cover.**

- If cleaning the main charger of the photoconductive drum does not solve the problem, pull the knob out and push it back three more times.
- When pulling and pushing the knob to clean the charger, pull and push the knob slowly from one end to the other.

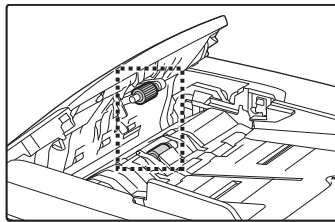
CLEANING THE BYPASS FEED ROLLER

If paper misfeeds frequently occur when feeding envelopes or heavy paper through the bypass tray, wipe the surface of the feed roller with a clean soft cloth moistened with water or a neutral detergent.



CLEANING THE ORIGINAL FEED ROLLER

If lines or other dirt appear on the scanned original when the automatic document feeder is used, wipe the surface of the roller with a clean soft cloth moistened with water or a neutral detergent.



REPLACING THE TONER CARTRIDGES

When toner is running low, the message prompting you to replace the toner cartridge appears.

You should keep one set of replacement toner cartridges on hand so that you can replace a toner cartridge immediately when toner runs out.

Replacement message

When toner is running low, the message "Toner Low (Do not replace cartridge until requested)" appears. When this message appears, prepare a toner cartridge for replacement.

When the amount of toner decreases further, the message "Ready to scan for copy. (Change the toner cartridge.)" appears. When this message appears, replace the toner cartridge.

When the toner runs out, printing is stopped and the message "Change the toner cartridge." appears.

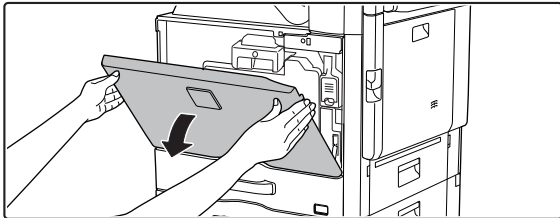
Caution

- Do not throw a toner cartridge into a fire. Toner may fly and cause burns.
- Store toner cartridge out of the reach of small children.
- If a toner cartridge is stored on end, the toner may harden and become unusable. Always store toner cartridge on their side.
- If a toner cartridge other than a SHARP-recommended toner cartridge is used, the machine may not attain full quality and performance and there is a risk of damage to the machine. Be sure to use a SHARP-recommended toner cartridge.



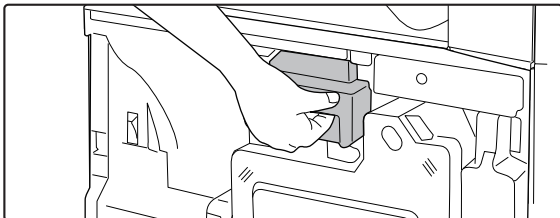
- Keep the used toner cartridge in a plastic bag (do not discard it). Your service technician will collect the used toner cartridge.
- To view the approximate amount of toner remaining, continually touch the [COPY] key during printing or when the machine is idle. The percentage of toner remaining will appear in the display while the key is touched. When the percentage falls to "25-0%", obtain a new toner cartridge and keep it ready for replacement.
- Depending on your conditions of use, the image may become faint or the image blurred.

1



Open the front cover.

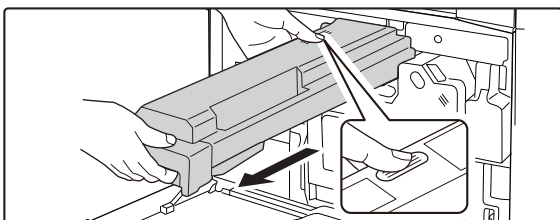
2



Pull the toner cartridge toward you.

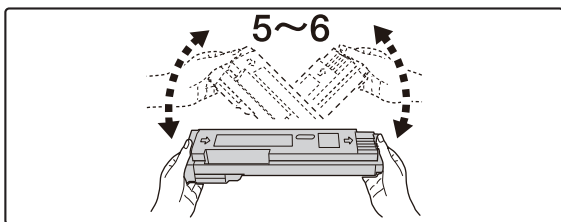
Gently pull out the toner cartridge horizontally.

If the cartridge is pulled out abruptly, toner may spill out.



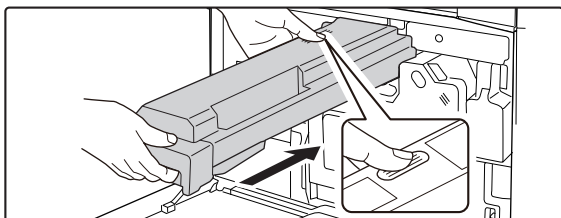
Hold the toner cartridge with both hands as shown and slowly pull it out of the machine.

3



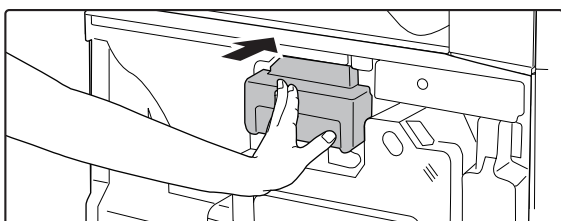
Take out a new toner cartridge from its package and shake it five or six times.

4



Slowly insert the new toner cartridge on the level.

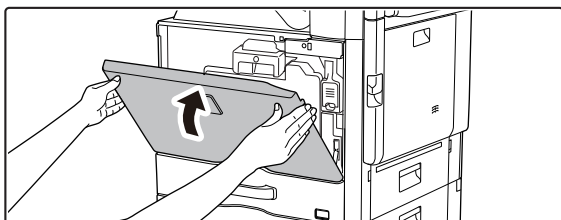
5



Push the cartridge in until it locks securely in place.

Keep pushing in the cartridge until it clicks into place. .

6



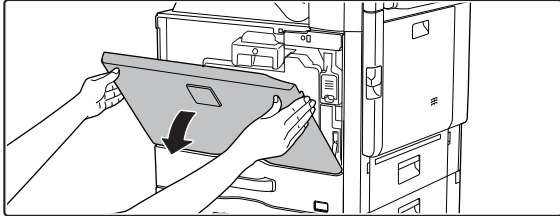
Close the front cover.

After the toner cartridge is replaced, the machine automatically enters image adjustment mode. Do not open the front cover while this is occurring.

REPLACING THE TONER COLLECTION CONTAINER

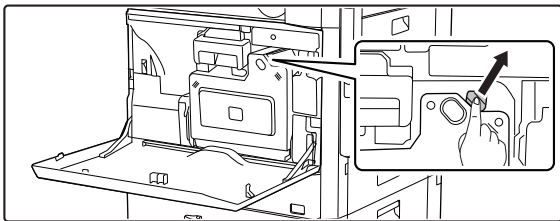
The toner collection container collects excess toner that is produced during printing. When the toner collection container becomes full, "Replace used toner container." will appear.

1



Open the front cover.

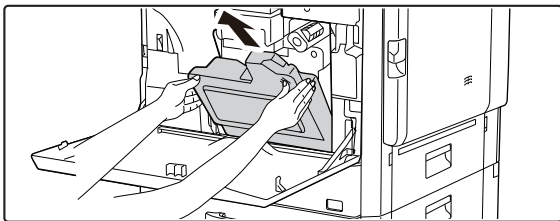
2



Release the used toner collection container.

Press up the toner collection container release lever. The toner collection container will fall forward as shown below. Wait until the container comes to a stop.

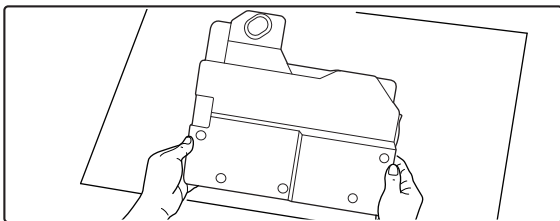
3



Remove the toner collection container.

Hold the toner collection container by both hands and lift it up slowly.

4



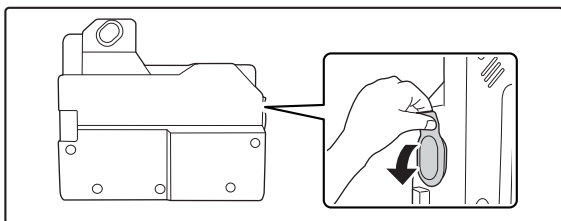
Place the toner collection container on a flat surface.

Place a sheet of paper such as newspaper on the surface before placing the toner collection container.



Do not discard the removed toner collection container. Store it in a plastic bag. The person in charge shall collect it for maintenance.

5

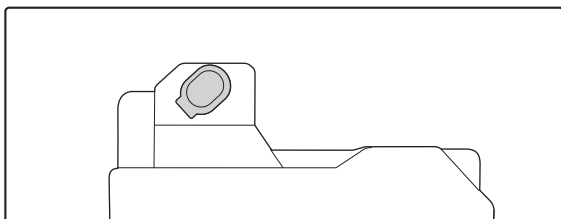


Remove the cover that is attached to the side of the toner collection box.



Remove carefully, taking care that toner does not spill.

6

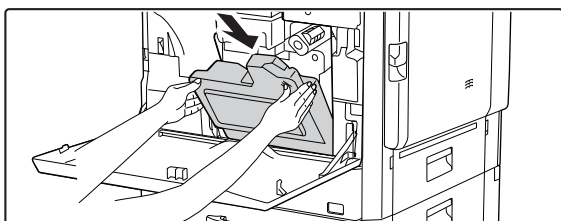


Attach the cover that was removed in step 5 to the toner collection opening.



When attaching the cover, take care that your clothes are not soiled by toner.

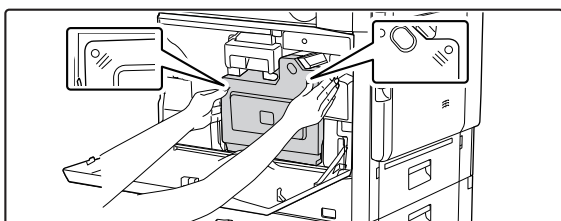
7



Install a new toner collection container.

Insert the container from above at a slant. (In the direction opposite to the direction you removed it in.)

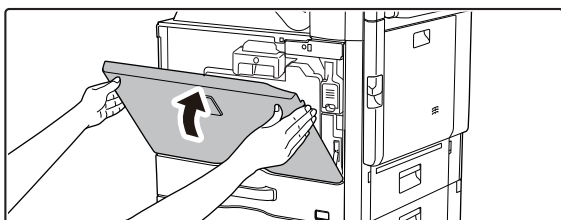
8



Push the toner collection container into the machine.

Push the container in until it clicks into place.

9






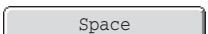
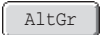


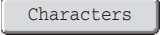



Close the front cover.

ENTERING TEXT

This section explains the text entry screen.

FUNCTIONS OF THE MAIN KEYS

Key	Description
	This changes the text entry screen from the lower case screen to the upper case screen. The upper case screen will continue to appear until the [Caps] key is touched again so that it is no longer highlighted. The [Caps] key is convenient when you wish to enter all capital letters.
	This key temporarily changes the keys in the text entry screen to upper case when lower case letters appear, or to lower case when upper case letters appear. Touch a letter key after touching the [Shift] key to enter that letter. After the letter is entered, the [Shift] key will no longer be highlighted and the original text entry screen will appear. The [Shift] key is convenient when you only need to enter one upper case letter or one lower case letter, or when you need to enter one of the symbols assigned to the numeric keys. To cancel selection of the [Shift] key, touch the [Shift] key again. The [Shift] key will no longer be highlighted.
	Touch this key to enter a line break when entering the body text of an e-mail message. (This key will vary depending on your country or region.)
	Touch this key to delete the characters to the left of the cursor one character at a time.
	Touch this key to temporarily change the key layout of character entry mode to a different language. Select the key layout that you wish to use.
	Touch this key to enter a space between letters.
	This temporarily changes the entry screen to the accented letter and symbol entry screen. Touch a letter key after touching the [AltGr] key to enter that letter. After the letter is entered, the [AltGr] key will no longer be highlighted and the original text entry screen will appear. To cancel selection of the [AltGr] key, touch the [AltGr] key again. The [AltGr] key will no longer be highlighted.
 	These keys move the cursor left and right.
	Touch this key to select character entry mode.
	Touch this key to select symbol entry mode. Symbol mode is used to enter symbols and accented letters.

Key	Description
<div><div>.com</div><div>.net</div><div>.org</div><div>.biz</div><div>.info</div><div>http:</div></div>	Use this to enter a previously stored text string such as ".com". Text strings are stored in the system settings. ➡ 5. SYSTEM SETTINGS "Soft Keyboard Template Setting" (page 5-50)
<div>Cancel</div>	Touch this key to return to the previous setting screen without entering text.
<div>OK</div>	Touch this key to enter the text that currently appears and return to the previous setting screen.



- "◀" in the text entry screen indicates how many characters can be entered. A number of characters greater than "◀" cannot be entered.
- The key layouts that can be selected vary depending on the language selected in "Display Language Setting" in the system settings (administrator).
- The following symbols cannot be used when entering a file name or folder name.
\\ ? / " ; : , < > ! * | & #
Some computer environments may not allow the use of spaces and the symbols indicated below. For example, hyperlinks will not operate correctly or nonsense characters may appear.
\$ % ' () + - . = @ [] ^ ` { } _ ~

KEYBOARD

Entering text from an external keyboard

An external keyboard can only be used as a alternative for the text entry screen that appears in the machine's touch panel. The layout of the keys in the text entry screen in the touch panel differs slightly from the layout of the keys on the external keyboard.

Use a SHARP-recommended external keyboard.

For the recommended keyboards, please contact your dealer or nearest authorised service representative.

CHAPTER 2

COPIER

This chapter provides detailed explanations of the procedures for using the copy function.

BEFORE USING THE MACHINE AS A COPIER

BASE SCREEN OF COPY MODE	2-3
COPYING SEQUENCE	2-6
ORIGINALS	2-9
• CHECKING THE ORIGINAL SIZE	2-9
PAPER TRAYS.....	2-11

BASIC PROCEDURE FOR MAKING COPIES

MAKING COPIES.....	2-12
• USING THE AUTOMATIC DOCUMENT FEEDER TO MAKE COPIES	2-12
• MAKING A COPY USING THE DOCUMENT GLASS	2-14
AUTOMATIC 2-SIDED COPYING	2-16
• USING THE AUTOMATIC DOCUMENT FEEDER TO MAKE 2-SIDED COPIES	2-16
• AUTOMATIC 2-SIDED COPYING USING THE DOCUMENT GLASS	2-18
CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE	2-21
• AUTOMATIC ADJUSTMENT OF THE EXPOSURE AND ORIGINAL TYPE	2-21
• SELECTING THE ORIGINAL TYPE AND MANUALLY ADJUSTING THE EXPOSURE	2-21
REDUCTION/ENLARGEMENT/ZOOM	2-23
• AUTOMATIC RATIO SELECTION (Auto Image)	2-23
• MANUALLY SELECTING THE RATIO (Preset ratios/Zoom).....	2-24
• ENLARGING/REDUCING THE LENGTH AND WIDTH SEPARATELY (XY Zoom)	2-26
ORIGINAL SIZES	2-27
• SPECIFYING THE ORIGINAL SIZE	2-27
• STORING FREQUENTLY USED ORIGINAL SIZES.....	2-28

OUTPUT	2-31
• OUTPUT MODES.....	2-33
MAKING COPIES USING THE BYPASS TRAY	2-38

SPECIAL MODES

SPECIAL MODES	2-41
ADDING MARGINS (Margin Shift)	2-44
ERASING PERIPHERAL SHADOWS (Erase)	2-46
COPYING EACH FACING PAGE OF A BOUND DOCUMENT (Dual Page Copy).....	2-48
MAKING COPIES IN PAMPHLET FORMAT (Pamphlet Copy)	2-50
COPYING A LARGE NUMBER OF ORIGINALS AT ONCE (Job Build)	2-53
USING A DIFFERENT PAPER TYPE FOR COVERS (Covers/Inserts).....	2-56
• INSERTING COVERS IN COPIES (Cover Settings)	2-57
• INSERTING INSERT SHEETS IN COPIES (Insert Settings)	2-60
• CHANGING COVER/INSERT SETTINGS (Page Layout).....	2-64
ADDING INSERTS WHEN COPYING ON TRANSPARENCY FILM (Transparency Inserts)	2-67
COPYING MULTIPLE ORIGINALS ONTO ONE SHEET (N-Up)	2-69
COPYING A PAMPHLET (Book Copy).....	2-71
COPYING CAPTIONS ONTO TAB PAPER (Tab Copy)	2-75
• RELATION BETWEEN THE ORIGINALS AND THE TAB PAPER.....	2-75

COPYING BOTH SIDES OF A CARD / ID CARD ON ONE SHEET OF PAPER (Card Shot / ID Card Copy)	2-78
PRINTING THE DATE AND A STAMP ON COPIES (Stamp)	2-81
• GENERAL PROCEDURE FOR USING STAMP	2-82
• ADDING THE DATE TO COPIES (Date)	2-85
• STAMPING COPIES (Stamp)	2-87
• PRINTING PAGE NUMBERS ON COPIES (Page Numbering)	2-89
• PRINTING TEXT ON COPIES (Text)	2-93
• CHECKING THE STAMP LAYOUT (Layout)	2-97
[Image Edit] KEY	2-99
• REPEATING PHOTOS ON A COPY (Photo Repeat)	2-100
• CREATING A LARGE POSTER (Multi-Page Enlargement)	2-102
• REVERSING THE IMAGE (Mirror Image) ...	2-105
• COPYING A3 ORIGINALS WITH NO EDGE CUT-OFF (A3 Full Bleed)	2-106
• COPYING IN THE CENTRE OF THE PAPER (Centring)	2-108
• REVERSING WHITE AND BLACK IN A COPY (B/W Reverse)	2-110
ADJUSTING THE SHARPNESS OF AN IMAGE (Sharpness)	2-112
WHITENING FAINT COLOURS IN COPIES (Suppress Background)	2-113
CHECKING THE NUMBER OF SCANNED ORIGINAL SHEETS BEFORE COPYING (Original Count)	2-115
COPYING ORIGINALS OF DIFFERENT SIZES (Mixed Size Original)	2-117
COPYING THIN ORIGINALS (Slow Scan Mode)	2-120

CONVENIENT COPY FUNCTIONS

INTERRUPTING A COPY RUN (Interrupt copy)	2-122
JOB STATUS SCREEN	2-124
• JOB QUEUE SCREEN AND COMPLETED JOB SCREEN	2-125
• CANCELLING A JOB THAT IS WAITING IN THE QUEUE	2-127
• GIVING PRIORITY TO A JOB IN THE QUEUE	2-128
• CHECKING INFORMATION ON A COPY JOB WAITING IN THE QUEUE	2-129
STORING COPY OPERATIONS (Job Programs)	2-130
• STORING (EDITING/DELETING) A JOB PROGRAM	2-131
APPENDIX	2-133

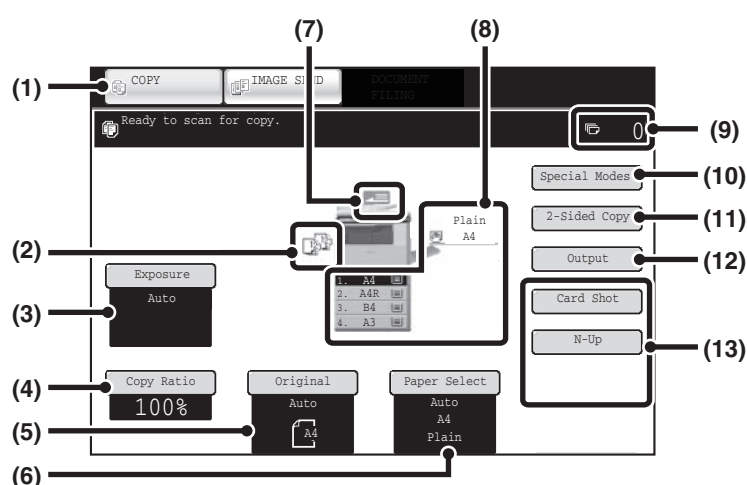
BEFORE USING THE MACHINE AS A COPIER

This section provides information that you should know before using the machine as a copier.

BASE SCREEN OF COPY MODE

Touch the [COPY] key in the touch panel to open the base screen of copy mode.

The base screen shows messages and keys necessary for copying, and settings that have been selected.



(1) Mode Select keys

Use these keys to switch between copy and image send modes.

If you wish to switch to copy mode, touch the [COPY] key.

(2) Output display

When one or more output functions such as sort, group, or staple sort have been selected, this shows the icons of the selected functions.

➡ [OUTPUT](#) (page 2-31)

(3) [Exposure] key

This shows the current copy exposure and original type settings. Touch this key to change the exposure or original type setting.

➡ [CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE](#) (page 2-21)

(4) [Copy Ratio] key

This shows the current copy ratio. Touch this key to adjust the copy ratio.

➡ [REDUCTION/ENLARGEMENT/ZOOM](#) (page 2-23)

(5) [Original] key

Touch this key to enter the original size manually.

When an original is placed, the detected original size is displayed. If the original size is set manually, the set size appears.

➡ [ORIGINAL SIZES](#) (page 2-27)

(6) [Paper Select] key

Touch this key to change the paper (tray) that is used.

The tray, paper size, and paper type will appear. Trays 1 to 4 can also be touched in the paper size display to open the same screen.

➡ [PAPER TRAYS](#) (page 2-11)


(7) Original feed display

This appears when an original is inserted in the automatic document feeder.

(8) Paper select display

This shows the size of paper loaded in each tray.
For the bypass tray, the paper type appears above the paper size.

The selected tray is highlighted.

The approximate amount of paper in each tray is indicated by . Trays 1 to 4 can be touched to open the same screen as when the [Paper Select] key is touched.

 [PAPER TRAYS](#) (page 2-11)

(9) Number of copies display

This shows the number of copies set.

(10) [Special Modes] key

Touch this key to select special modes such as Margin Shift, Edge Erase, and Dual Page Copy.

 [SPECIAL MODES](#) (page 2-41)

(11) [2-Sided Copy] key

Touch this key to select the 2-sided copying function.

 [AUTOMATIC 2-SIDED COPYING](#) (page 2-16)

(12) [Output] key

Touch this to select an output function such as sort, group, offset, staple sort, or punch.

 [OUTPUT](#) (page 2-31)

(13) Customized keys

The keys that appear here can be changed to show settings or functions that you prefer. The following keys appear by factory default: [Card Shot] key and [N-Up] key

 [Customizing displayed keys](#) (page 2-5)



The screen explained in this section appears when a paper drawer, finisher, and punch module are installed. The image will vary depending on the equipment installed.

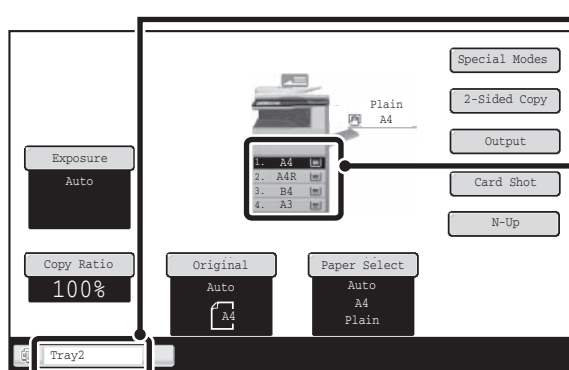
Tray during paper feeding

Do not pull out a tray while paper is being fed from the tray. This will cause a paper misfeed.

Identifying the tray that is being used to feed paper

- (1) While paper is feeding, the job status display of the system bar on the touch panel screen will show the number of the tray that is being used to feed paper.
- (2) The tray being used to feed paper also appears in green in the paper size display in the base screen on the touch panel.

Base screen



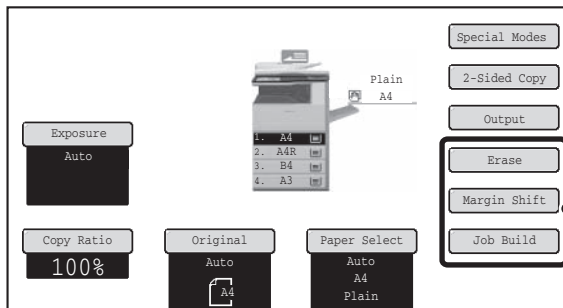
- (1) Job status display on the system bar**
Shows the number of the tray being used to feed paper.

- (2) Paper size display**
Shows the tray being used to feed paper in green.

Customizing displayed keys

Special mode keys and other keys can be displayed in the base screen. By assigning frequently used functions to these keys, you can access the functions with a single touch. To change the function that is assigned to a key, use "Customize Key Setting" in the Web pages.

When "Erase", "Margin Shift", and "Job Build" are assigned to the customized keys




These 3 keys can be changed as desired.



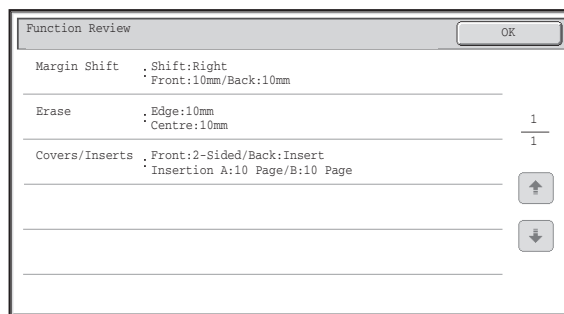
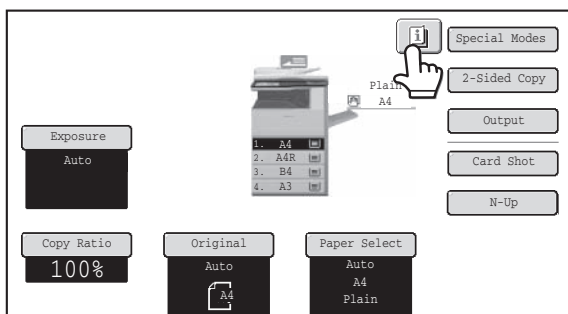
System Settings (Administrator): Customize Key Setting

Registration is performed in [System Settings] - [Operation Settings] - "Customize Key Setting" in the Web page menu.

Checking what special modes are selected

The  key appears in the base screen when one or more special modes are selected.

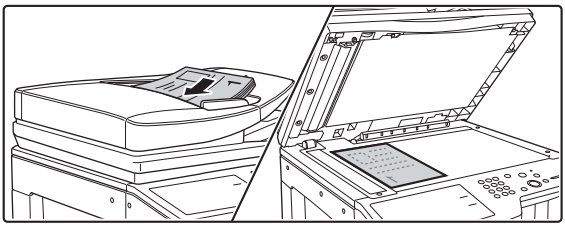
The  key can be touched to display the selected special modes. To close the screen, touch the [OK] key.



COPYING SEQUENCE

This section explains the basic procedure for copying. Select settings in the order shown below to ensure that the copy operation takes place smoothly.
For detailed procedures for selecting the settings, see the explanation of each setting in this chapter.

Place the original.

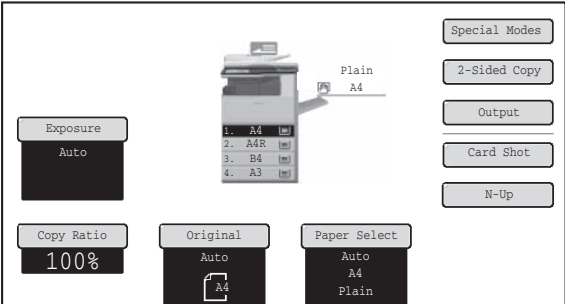


Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

* Depending on the copy functions used, there are also cases where functions are selected before the original is placed.



Basic copy settings



Select the basic copy settings.
The main settings are as follows:

- Exposure and original type [CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE](#) (page 2-21)
- Copy ratio [REDUCTION/ENLARGEMENT/ZOOM](#) (page 2-23)
- Original size [ORIGINAL SIZES](#) (page 2-27)
- Paper Settings [PAPER TRAYS](#) (page 2-11)



2-sided copy settings

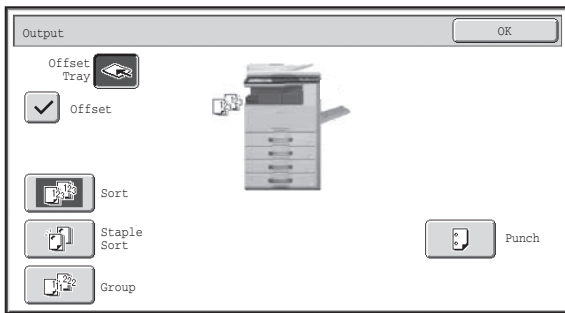


Select settings as needed for 2-sided copying and 2-sided scanning of the original.

[AUTOMATIC 2-SIDED COPYING](#) (page 2-16)



Output settings



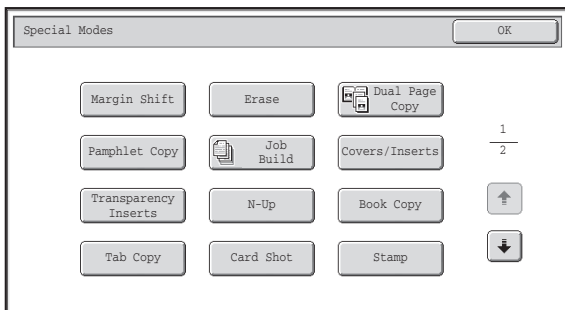
Select copy output settings.

The main settings are as follows:

- Sort mode [Sort mode](#) (page 2-33)
- Group mode [Group mode](#) (page 2-33)
- Offset mode [Offset function](#) (page 2-33)
- Staple sort mode
 [Staple sort function / Saddle stitch function](#) (page 2-34)
- Punch function [Punch function](#) (page 2-36)



Special mode settings

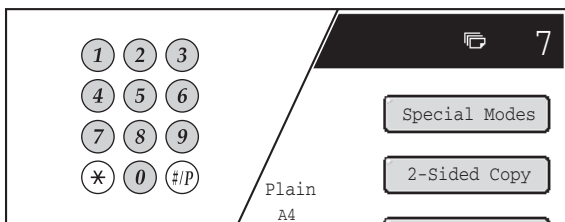


Select special modes such as "Margin Shift" and "Erase".

[SPECIAL MODES](#) (page 2-41)



Number of copies (sets) setting










Set the number of copies (number of sets).





Start copying.

Start scanning the original(s) and making copies.
Press the [START] key.

 When one or more special modes are selected, the  key appears in the base screen. Touch the  key to display a list of the selected special modes. This lets you check what special modes are selected and the settings of each mode.
 [Checking what special modes are selected](#) (page 2-5)

 **To cancel all settings, press the [CLEAR ALL] key ().**
When the [CLEAR ALL] key () is pressed, all settings selected to that point are cleared and you will return to the base screen.

To stop scanning of the original and copying, press the [STOP] key ().

When the [STOP] key () is pressed, a message will appear asking you if you want to cancel the job. Touch the [Yes] key in the message screen.

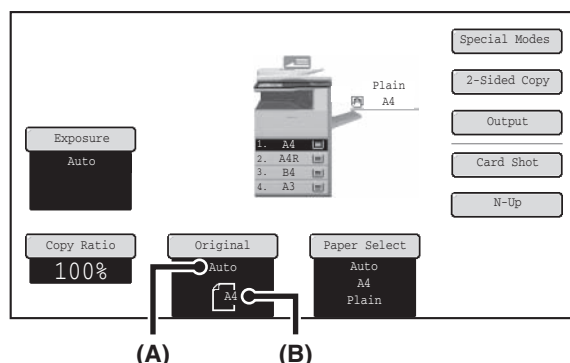
ORIGINALS

CHECKING THE ORIGINAL SIZE

When [Auto] appears in the [Original] key, the size of the placed original is automatically detected. The machine automatically detects the original size when an original is placed and displays the size in the [Original] key in the base screen.

Example of base screen

The original size is displayed.



- (A) "Auto" appears when the automatic original detection function is operating.
- (B) The original size is displayed. An icon shows the orientation of the original.

Standard sizes

Standard sizes are sizes that the machine can automatically detect. The standard sizes are set in "Original Size Detector Setting" in the system settings (administrator). The factory default setting is "AB-1".

List of original size detector settings

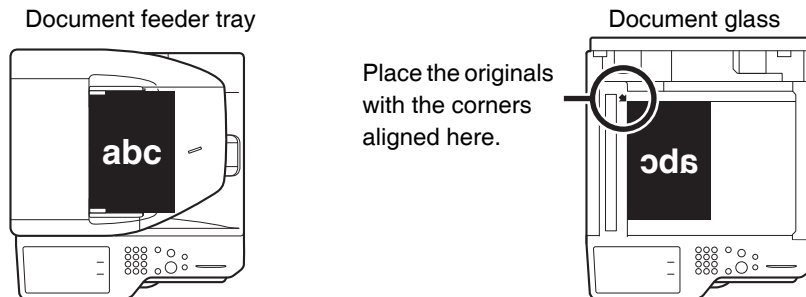
Selections	Standard sizes (detected original sizes)	
	Document glass	Document feeder tray (automatic document feeder)
AB-1	A3, A4, A4R, A5, B4, B5, B5R	A3, A4, A4R, A5, B4, B5, B5R, 8-1/2 x 11, 8-1/2 x 14, 11 x 17
AB-2	A3, A4, A4R, A5, B5, B5R, 216 x 330 (8-1/2 x 13)	A3, A4, A4R, A5, B4, B5, B5R, 8-1/2 x 11, 11 x 17, 216 x 330 (8-1/2 x 13)
AB-3	A4, A4R, A5, B4, 8K, 16K, 16KR	A3, A4, A4R, A5, B4, 8K, 16K, 16KR, 8-1/2 x 11, 11 x 17, 216 x 330 (8-1/2 x 13)
AB-4	A3, A4, A4R, A5, B5, B5R, 216 x 340 (8-1/2 x 13-2/5)	A3, A4, A4R, A5, B4, B5, B5R, 8-1/2 x 11, 11 x 17, 216 x 340 (8-1/2 x 13-2/5)
AB-5	A3, A4, A4R, A5, B5, B5R, 216 x 343 (8-1/2 x 13-1/2)	A3, A4, A4R, A5, B4, B5, B5R, 8-1/2 x 11, 11 x 17, 216 x 343 (8-1/2 x 13-1/2)
Inch-1	11 x 17, 8-1/2 x 14, 8-1/2 x 11, 8-1/2 x 11R, 5-1/2 x 8-1/2	11 x 17, 8-1/2 x 14, 8-1/2 x 11, 8-1/2 x 11R, 5-1/2 x 8-1/2, A4, A3
Inch-2	11 x 17, 216 x 330 (8-1/2 x 13), 8-1/2 x 11, 8-1/2 x 11R, 5-1/2 x 8-1/2	11 x 17, 216 x 330 (8-1/2 x 13), 8-1/2 x 11, 8-1/2 x 11R, 5-1/2 x 8-1/2, A4, A3
Inch-3	11 x 17, 216 x 340 (8-1/2 x 13-2/5), 8-1/2 x 11, 8-1/2 x 11R, 5-1/2 x 8-1/2	11 x 17, 216 x 340 (8-1/2 x 13-2/5), 8-1/2 x 11, 8-1/2 x 11R, 5-1/2 x 8-1/2, A3, A4

- When the automatic original detection function is operating and the original is a non-standard size (an inch size or special size), the closest standard size may be displayed or the original size may not appear. In this event, manually set the correct original size.
[SPECIFYING THE ORIGINAL SIZE](#) (page 2-27)
- When placing a non-standard size original on the document glass, you can make it easier for the size to be detected by placing a blank sheet of A4, B5 or other standard size of paper on top of the original.

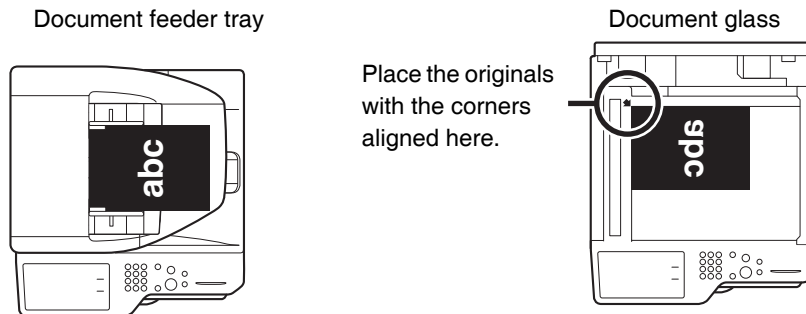
Standard original placement orientations

Place originals in the document feeder tray or on the document glass so that the top and bottom of the original are oriented as shown in the illustration. If the original is not oriented correctly and a function such as stapling is selected, the staple positions may not be correct. For more information on placing the original, see ["ORIGINALS"](#) (page 1-37) in "1. BEFORE USING THE MACHINE".

[Example 1]



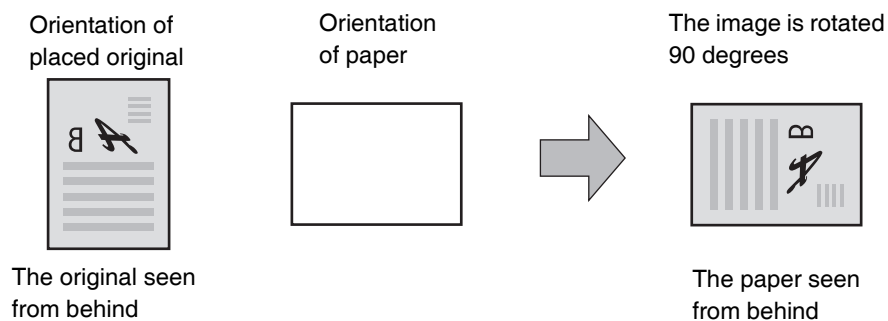
[Example 2]



Automatic copy image rotation (Rotation Copy)

If the orientation of the original and paper are different, the original image will be automatically rotated 90 degrees to match the paper. (When an image is rotated, a message is displayed.)

[Example]



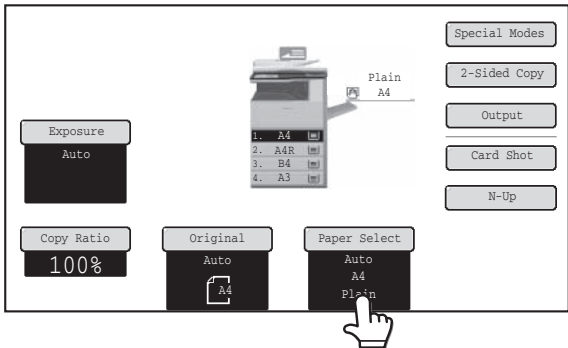
This function operates in both auto paper selection mode and auto image mode. Rotation can be disabled using "Rotation Copy Setting" in the System Settings (Administrator).

PAPER TRAYS

The machine is set to automatically select a tray that has the same size of paper as the size of the placed original (automatic paper tray selection).


If the correct paper size is not selected or you wish to change the paper size, you can select the paper tray manually.

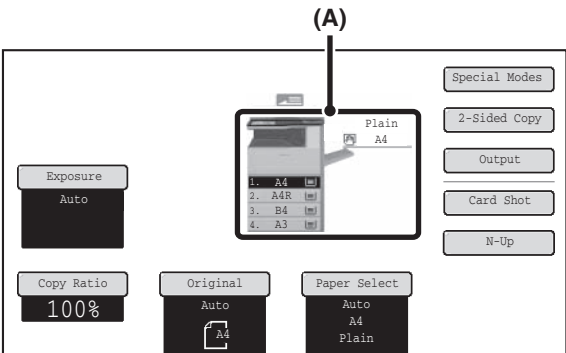
1



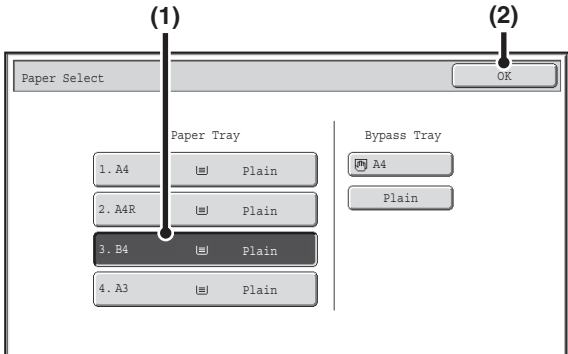
Touch the [Paper Select] key.

1

 You can also touch the paper size display (A) to open the paper tray settings.



2




Select the tray that you want to use.


(1) Touch the key of the desired tray.

(2) Touch the [OK] key.

You will return to the base screen and the selected tray will be highlighted.

 If the selected tray runs out of paper during a copy job and there is another tray that has the same size and type of paper, that tray will be automatically selected and the copy job will continue.

 To return to automatic paper tray selection after selecting a tray manually, press the [CLEAR ALL] key (CA).

 **System Settings (Administrator): Initial Status Settings (Paper Tray)**
Use this setting to change the tray that is selected by default.

BASIC PROCEDURE FOR MAKING COPIES

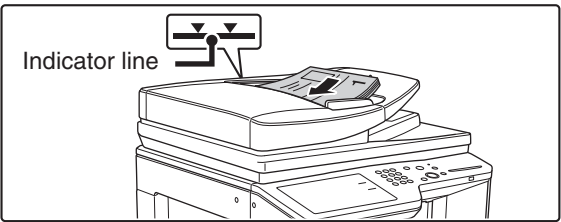
This section explains the basic procedures for making copies, including selection of the copy ratio and other copy settings.

MAKING COPIES

USING THE AUTOMATIC DOCUMENT FEEDER TO MAKE COPIES

This section explains how to make copies (1-sided copies of 1-sided originals) using the automatic document feeder.

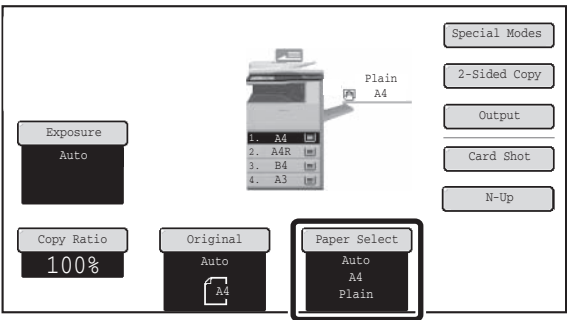
1



Place the originals face up in the document feeder tray with the edges aligned evenly.

Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.

2



Check the paper to be used.

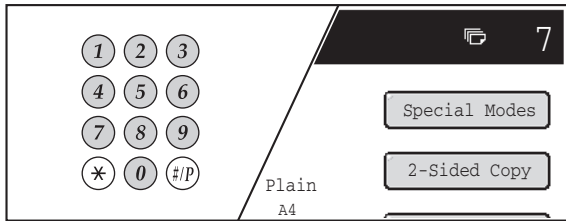
Make sure that the desired paper (tray) is selected.

- To change the paper (tray), touch the [Paper Select] key.
➡ [PAPER TRAYS](#) (page 2-11)



Depending on the size of the placed original, there may be cases where the same size of paper as the original is not selected automatically. In this event, change the paper size manually.

3



Set the number of copies (number of sets) with the numeric keys.



- Up to 999 copies (sets) can be set.
- A single copy can be made even if "0" appears for the number of copies.



If an incorrect number of copies is set...

Press the [CLEAR] key (C) and then enter the correct number.

4

Press the [START] key.



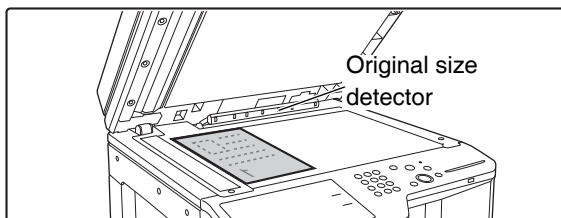
To cancel scanning of the original and copying...

Press the [STOP] key (S).

MAKING A COPY USING THE DOCUMENT GLASS

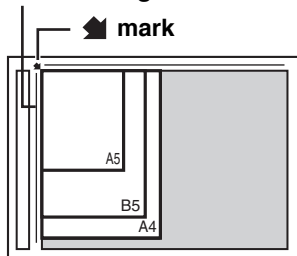
To make a copy of a book or other thick original that cannot be scanned with the automatic document feeder, open the automatic document feeder and place the original face down on the document glass. This section explains how to make a copy (1-sided copy of a 1-sided original) using the document glass.

1

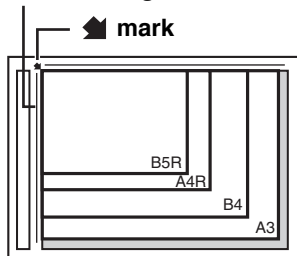



Open the automatic document feeder, place the original face down on the document glass, and then gently close the automatic document feeder.

Document glass scale



Document glass scale

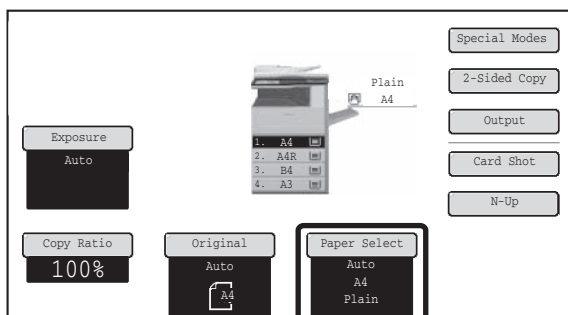


- Align the corner of the original with the tip of the arrow mark  on the document glass scale.
- Place the original in the appropriate position for its size as shown above.
- After placing the original, be sure to close the automatic document feeder. If left open, parts outside of the original will be copied black, causing excessive use of toner.




Do not place any objects under the original size detector. Closing the automatic document feeder with an object underneath may damage the original size detector plate and prevent correct detection of the document size.

2



Check the paper to be used.

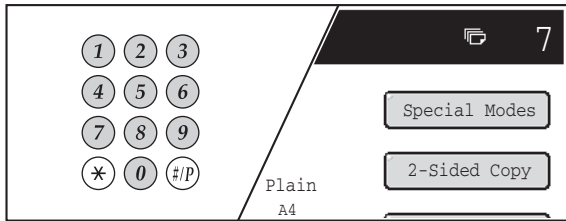
Make sure that the desired paper (tray) is selected.

- To change the paper (tray), touch the [Paper Select] key.
 **PAPER TRAYS** (page 2-11)



Depending on the size of the placed original, there may be cases where the same size of paper as the original is not selected automatically. In this event, change the paper size manually.

3



Set the number of copies (number of sets) with the numeric keys.



- Up to 999 copies (sets) can be set.
- A single copy can be made even if "0" appears for the number of copies.



If an incorrect number of copies is set...

Press the [CLEAR] key (C) and then enter the correct number.

4

Press the [START] key.

Normally copying will start.

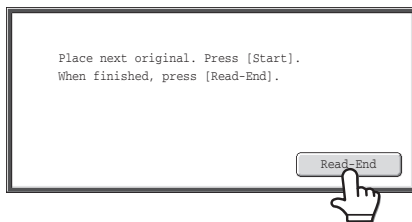
Depending on the copy settings (2-sided copying, etc.), copying may not begin until all originals have been scanned. In this case, go to the next step.

5

Remove the original and place the next original, and then press the [START] key.

Repeat this step until all originals have been scanned.

6



Touch the [Read-End] key.

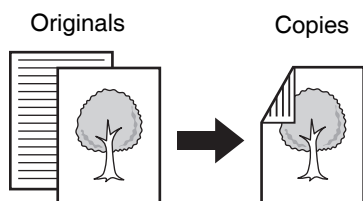


To cancel scanning of the original and copying...

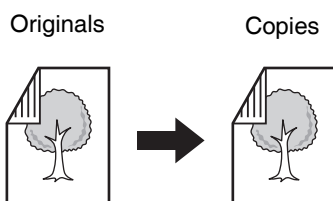
Press the [STOP] key (⏏).

AUTOMATIC 2-SIDED COPYING

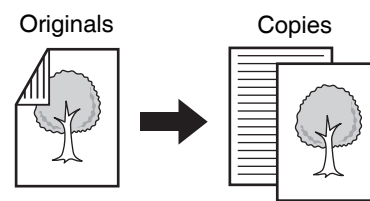
USING THE AUTOMATIC DOCUMENT FEEDER TO MAKE 2-SIDED COPIES



Automatic 2-sided copying of 1-sided originals



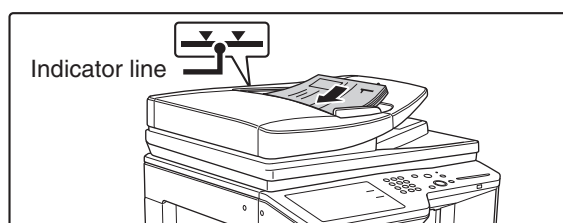
Automatic 2-sided copying of 2-sided originals



1-sided copying of 2-sided originals

Copying onto both sides of a sheet saves paper.

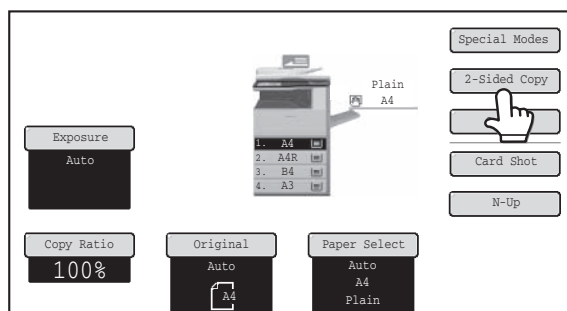
1



Place the originals face up in the document feeder tray with the edges aligned evenly.

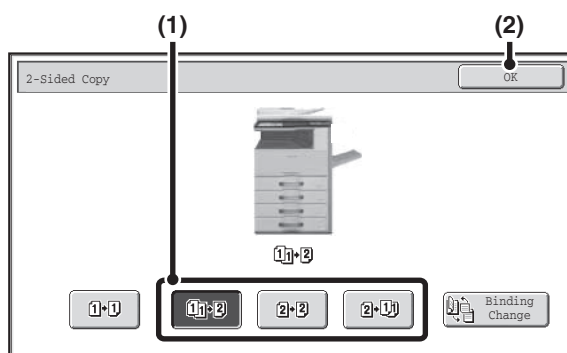
Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.

2



Touch the [2-Sided Copy] key.

3



Select the 2-sided copy mode.

(1) Touch the key of the desired mode.

- : Automatic 2-sided copying of 1-sided originals
- : Automatic 2-sided copying of 2-sided originals
- : 1-sided copying of 2-sided originals

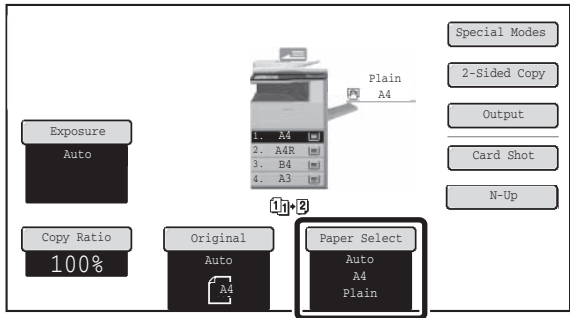
(2) Touch the [OK] key.



To make 2-sided copies of a 1-sided portrait original placed horizontally, or to invert the reverse side with respect to the front side when copying a 2-sided original, touch the [Binding Change] key.

Using the [Binding Change] key (page 2-17)

4



Check the paper to be used.

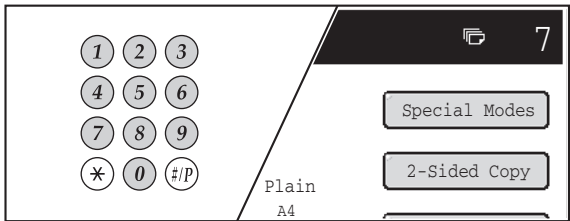
Make sure that the desired paper (tray) is selected.

- To change the paper (tray), touch the [Paper Select] key.
➡ [PAPER TRAYS](#) (page 2-11)



Depending on the size of the placed original, there may be cases where the same size of paper as the original is not selected automatically. In this event, change the paper size manually.

5



Set the number of copies (number of sets) with the numeric keys.



- Up to 999 copies (sets) can be set.
- If you are only making a single copy, the copy can be made with the copy number display showing "0".



If an incorrect number of copies is set...
Press the [CLEAR] key (C) and then enter the correct number.

6



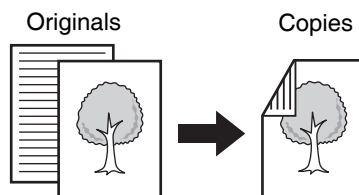
To cancel scanning of the original and copying...
Press the [STOP] key (⏏).

Press the [START] key.

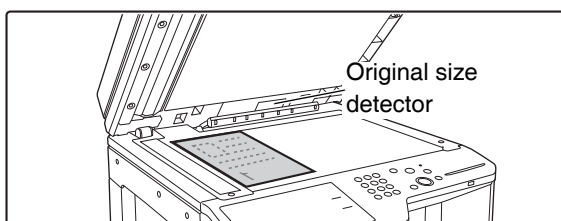
Using the [Binding Change] key

Originals	Binding Change is used	Binding Change is not used
	<p>The reverse side is upside down.</p> <p>Select this when the pages will be bound into a tablet.</p>	<p>The reverse side is not upside down.</p> <p>Select this when the pages will be bound into a booklet.</p>

AUTOMATIC 2-SIDED COPYING USING THE DOCUMENT GLASS

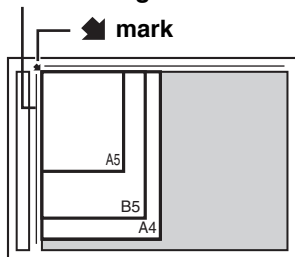


Automatic 2-sided copying of 1-sided originals

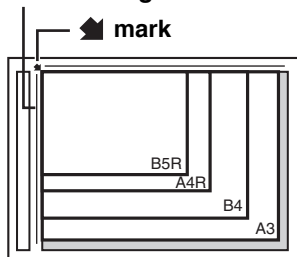



Open the automatic document feeder, place the original face down on the document glass, and then gently close the automatic document feeder.

Document glass scale



Document glass scale

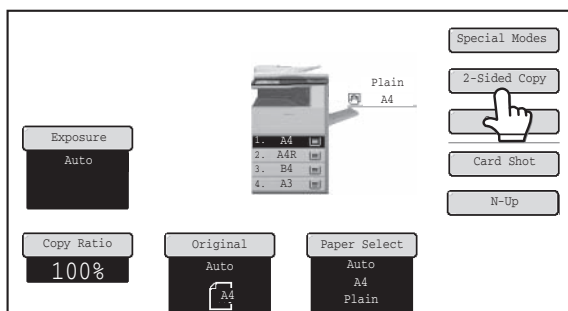


- Align the corner of the original with the tip of the arrow mark  on the document glass scale.
- Place the original in the appropriate position for its size as shown above.
- After placing the original, be sure to close the automatic document feeder. If left open, parts outside of the original will be copied black, causing excessive use of toner.



Do not place any objects under the original size detector. Closing the automatic document feeder with an object underneath may damage the original size detector plate and prevent correct detection of the document size.

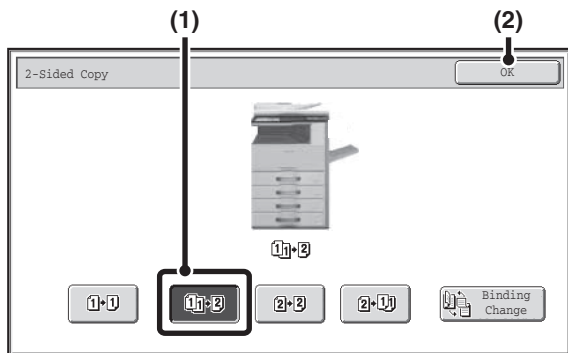
1



Touch the [2-Sided Copy] key.

2

3



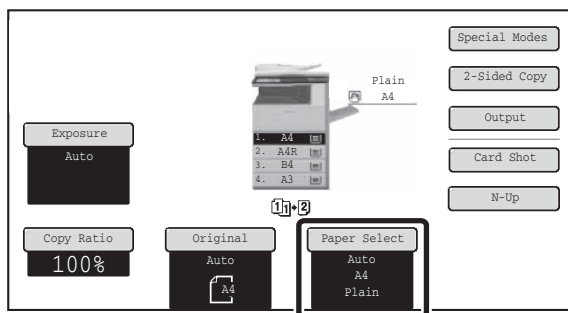
Select the 2-sided copy mode.

- (1) Touch the [1-Sided to 2-Sided] key.
- (2) Touch the [OK] key.



The [2-Sided to 2-Sided] key and [2-Sided to 1-Sided] key cannot be used when copying from the document glass.

4



Check the paper to be used.

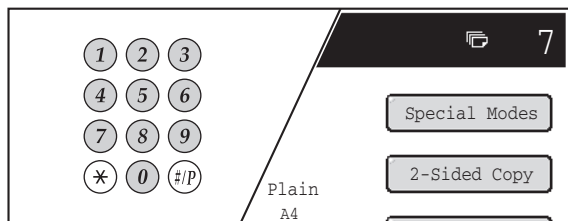
Make sure that the desired paper (tray) is selected.

- To change the paper (tray), touch the [Paper Select] key.
[PAPER TRAYS](#) (page 2-11)



Depending on the size of the placed original, there may be cases where the same size of paper as the original is not selected automatically. In this event, change the paper size manually.

5



Set the number of copies (number of sets) with the numeric keys.



- Up to 999 copies (sets) can be set.
- A single copy can be made even if "0" appears for the number of copies.



If an incorrect number of copies is set...
 Press the [CLEAR] key (C) and then enter the correct number.

6

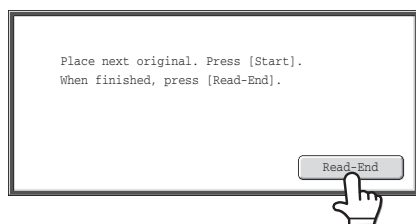
Press the [START] key.

Scanning begins.

7

Remove the original and place the next original, and then press the [START] key.

Repeat this step until all originals have been scanned.



Touch the [Read-End] key.



To cancel scanning of the original and copying...

Press the [STOP] key (⏏).



System Settings (Administrator): Initial Status Settings (2-Sided Copy)

The default 2-sided copy mode can be changed.

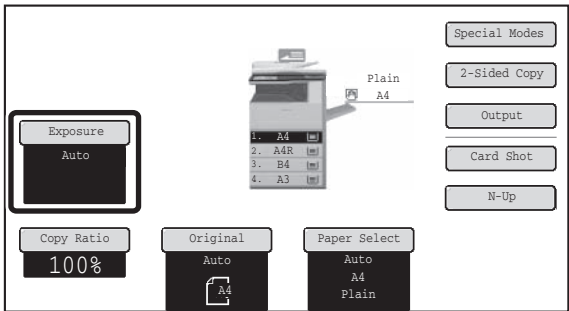
CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE

The exposure and original image type can be selected to obtain a clear copy.

AUTOMATIC ADJUSTMENT OF THE EXPOSURE AND ORIGINAL TYPE

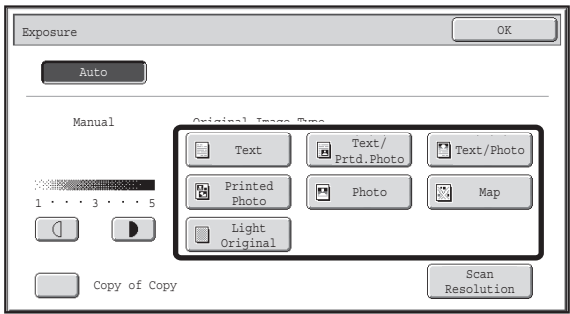
Automatic exposure adjustment operates by default to automatically adjust the exposure level as appropriate for the original being copied. ("Auto" is displayed.)

This function automatically adjusts the image during copying to obtain the most suitable copy.



SELECTING THE ORIGINAL TYPE AND MANUALLY ADJUSTING THE EXPOSURE

If you wish to select the original type or manually adjust the exposure, touch the [Exposure] key in the base screen of copy mode and follow the steps below.



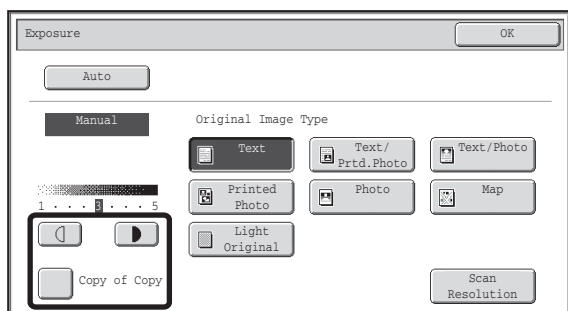
Select the original image type.

Touch the appropriate original image type key for the original.


● Original image type select keys


Mode	Description
Text	Use this mode for regular text documents.
Text/Prt'd. Photo	This mode provides the best balance for copying an original which contains both text and printed photographs, such as a magazine or catalogue.
Text/Photo	This mode provides the best balance for copying an original which contains both text and photographs, such as a text document with a photo pasted on.
Printed photo	This mode is best for copying printed photographs, such as photos in a magazine or catalogue.
Photo	Use this mode to copy photos.
Map	This mode is best for copying the light colour shading and fine text found on most maps.
Light Original	Use this mode for originals with light pencil writing.

2




Adjust the exposure level.

Touch the  key to make the copy darker.

Touch the  key to make the copy lighter.

• Using a copy or printed page as an original

When using a copy or printed page from the machine as an original, touch the [Copy of Copy] checkbox so that a checkmark  appears.

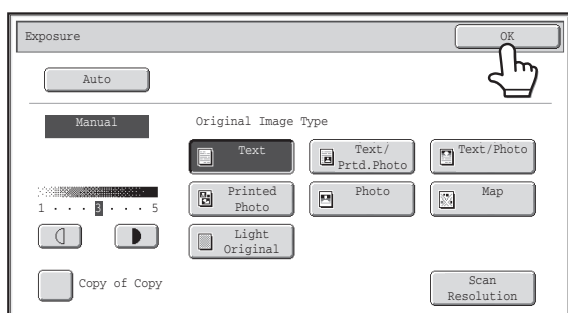
When [Copy of Copy] is selected, only the [Auto], [Text], [Printed Photo], and [Text/Printed Photo] original image type keys can be selected.



• Guidelines for the exposure level when [Text] is selected:

- 1 to 2: Dark originals such as a newspaper
- 3: Normal density originals
- 4 to 5: Originals written in pencil or light coloured text

3



Touch the [OK] key.



• If [Auto] is selected but the darkness or lightness of the image does not seem quite right...

If the image seems too light or too dark when [Auto] is selected, the exposure level can be adjusted using "Copy Exposure Adjustment" in the system settings (administrator).

• To change the resolution...

When making a full-size copy, you can press the [Scan Resolution] key to select the scanning resolution.

Numbers that can be selected for the document glass are different from numbers that can be selected for the automatic document feeder.



• System Settings (Administrator): Initial Status Settings (Exposure Type)

This is used to change the default original image type.

• System Settings (Administrator): Copy Exposure Adjustment

The exposure level used for automatic exposure adjustment can be adjusted.

• System Settings (Administrator): 600dpi x 600dpi Scanning Mode for Document Feeder / Quick Scan from Document Glass

The default resolution setting can be changed.

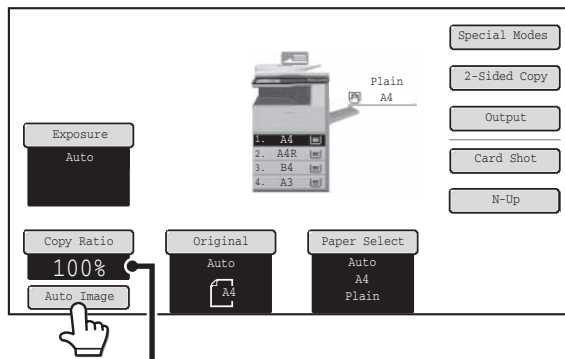
REDUCTION/ENLARGEMENT/ZOOM

AUTOMATIC RATIO SELECTION (Auto Image)

This section explains the automatic ratio selection function (Auto Image), which automatically selects the ratio to match the paper size.



When the paper tray is manually changed, the [Auto Image] key appears in the base screen of copy mode. Touch the [Auto Image] key to have the reduction or enlargement ratio automatically selected based on the original size and the selected paper size.

First place the original and select the paper tray, and then touch the [Auto Image] key.



The selected ratio will appear in the ratio display.



- If the message "Rotate original from  to  " is displayed, change the orientation of the original as indicated in the message.
- For a non-standard size original, the size must be entered in order to use Auto Image.



- **To cancel automatic ratio selection...**
Touch the [Auto Image] key so that it is no longer highlighted.
- **To return the ratio to 100%...**
To return the ratio setting to 100%, touch the [Copy Ratio] key to display the ratio menu and then touch the [100%] key.



System Settings (Administrator): Initial Status Settings (Copy Ratio)

This is used to change the default copy ratio.

MANUALLY SELECTING THE RATIO (Preset ratios/Zoom)

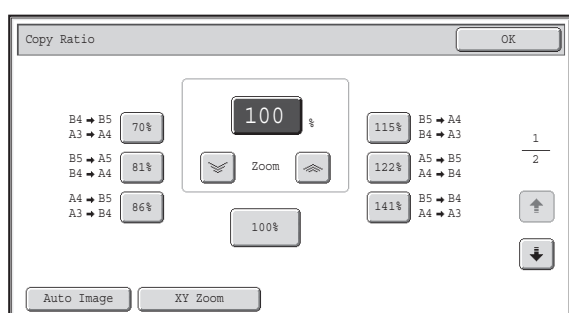
Touch the [Copy Ratio] key in the base screen of copy mode to select one of five preset enlargement ratios or five (four) preset reduction ratios (maximum 400%, minimum 25%).

In addition, the zoom keys can be used to select any ratio from 25% to 400% in increments of 1%.

Set the ratio.

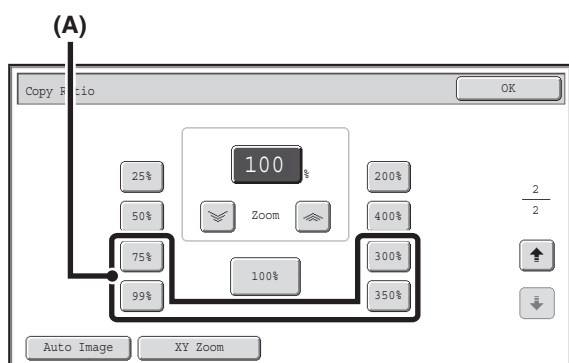
Touch a preset ratio key and/or the zoom keys to set the ratio. There are two setting screens. Use the keys to switch between the screens.

● 1st screen



- Enlargement keys:
115%, 122% and 141% (for the AB system).
121% and 129% (for the inch system).
- Reduction keys:
70%, 81% and 86% (for the AB system).
64% and 77% (for the inch system).
- [100%] key

● 2nd screen



- Enlargement keys (2 to 4 ratios)
200%, 400%, any ratio (max. of two)
- Reduction keys (2 to 4 ratios)
25%, 50%, any ratio (max. of two)
- [100%] key

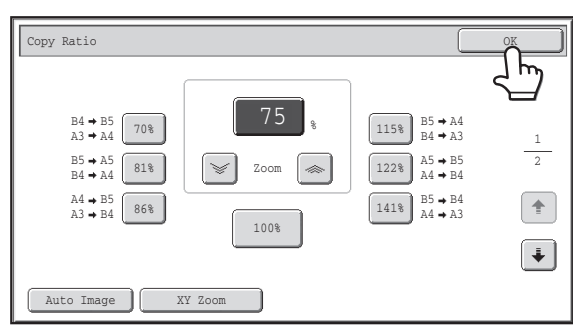


• (A) keys

The keys marked (A) can be set to show any ratio using "Add or Change Extra Preset Ratios" in the system settings (administrator).




- To quickly select a ratio, touch a reduction or enlargement key to select a ratio close to the desired ratio and then use the zoom keys for fine adjustment.
- The zoom keys can be used to select any ratio from 25% to 400% in increments of 1%.
Touch the key to increase the ratio, or the key to decrease the ratio. (If you continue to touch the / key, the ratio will change automatically. After 3 seconds, the ratio will change rapidly.)
- As an alternative to touching the keys, you can also directly touch the numeric value display key and change the value with the numeric keys.
- If the message "Image is larger than the copy paper." appears when an enlargement ratio is selected, the image may not fit on the paper.

2



Touch the [OK] key.

After touching the [OK] key, make sure that a paper size suitable for the ratio is selected.

-  When the automatic document feeder is used, the selectable ratio ranges from 25% to 200%.
-  **To return the ratio to 100%...**
To return the ratio setting to 100%, touch the [Copy Ratio] key to display the ratio menu and then touch the [100%] key.
-  **System Settings (Administrator): Add or Change Extra Preset Ratios**
Two enlargement preset ratios (101% to 400%) and two reduction preset ratios (25% to 99%) can be added. An added preset ratio can also be changed.

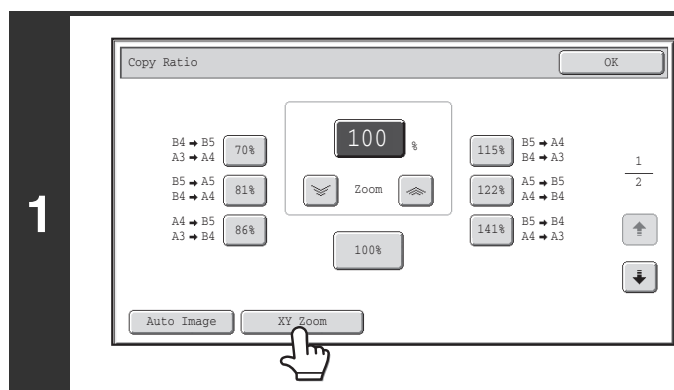
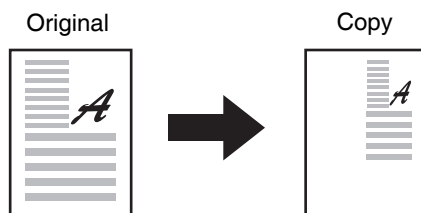
ENLARGING/REDUCING THE LENGTH AND WIDTH SEPARATELY (XY Zoom)

The XY Zoom feature allows the horizontal and vertical copy ratios to be changed separately.

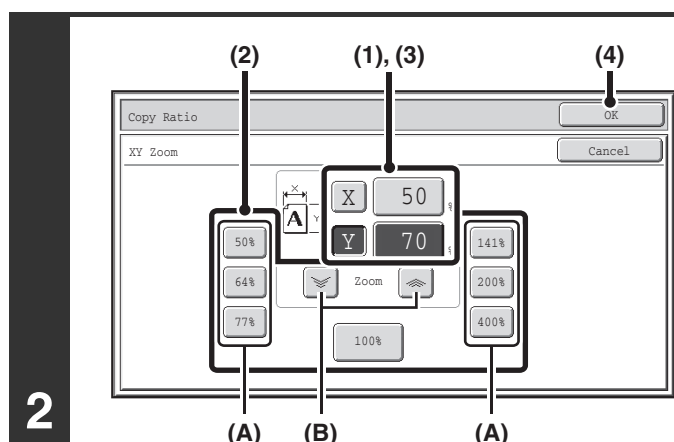
Both the horizontal and vertical ratios can be set from 25% to 400% in increments of 1%.

Touch the [Copy Ratio] key in the base screen of copy mode and then follow the steps below.

When 50% is selected for the horizontal ratio and 70% is selected for the vertical ratio



Touch the [XY Zoom] key.



Set the horizontal and vertical ratios.

(1) Touch the [X] key.

The [X] key will be highlighted and the horizontal ratio can be set.

(2) Touch one of the preset ratio keys (A) and the zoom keys (B) to set the X (horizontal) ratio.

(A) A touched preset ratio key will not be highlighted.



(B) The zoom keys can be touched to set the ratio from 25% to 400% in increments of 1%.

(3) Touch the [Y] key and set the Y (vertical) ratio in the same way as the [X] key.

(4) Touch the [OK] key.

After touching the [OK] key, make sure that a paper size suitable for the ratio is selected.



- To quickly select a ratio, touch a preset ratio key (A) to select a ratio close to the desired ratio and then use the zoom keys (B) for fine adjustment.
- As an alternative to touching the   keys, you can also directly touch the numeric value display key and change the value with the numeric keys.



When the automatic document feeder is used, the vertical and horizontal ratio selection ranges are both 25% to 200%.



To cancel an XY zoom setting...

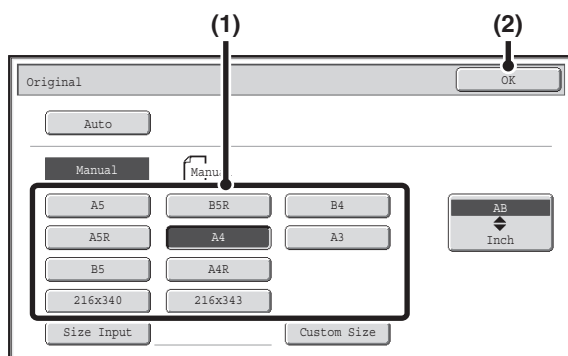
To cancel an XY Zoom setting, touch the [XY Zoom] key or the [Cancel] key.

ORIGINAL SIZES

SPECIFYING THE ORIGINAL SIZE

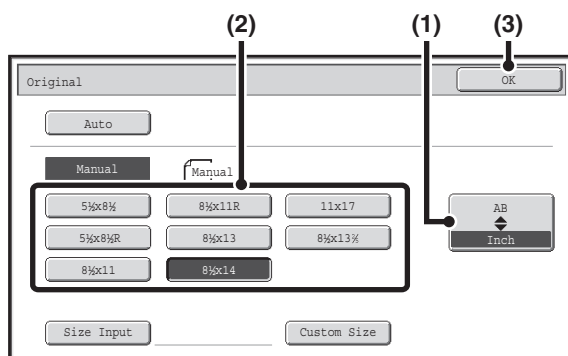
When the original size is a non-standard size or is not detected correctly, manually specify the original size. Touch the [Original] key in the base screen of copy mode and then follow the steps below.

Specifying an AB original size



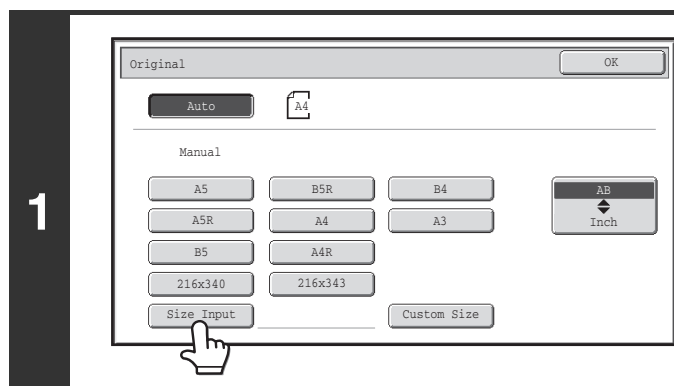
- (1) Touch the appropriate original size key.
- (2) Touch the [OK] key.

Specifying an inch original size



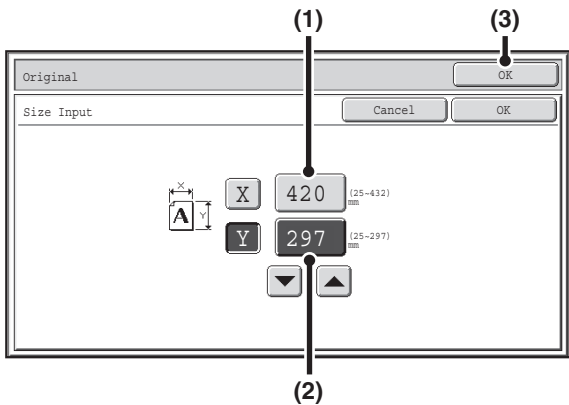
- (1) Touch the [AB \updownarrow Inch] key.
- (2) Touch the appropriate original size key.
- (3) Touch the [OK] key.

Specifying a non-standard original size



Touch the [Size Input] key.

2



Enter the original size.

(1) Enter the X (horizontal) dimension of the original.

Touch the X (width) numeric value display key to open a number entry screen. Enter the width of the original with the numeric keys, and touch the [OK] key in the number entry screen. When the document glass is used, a number from 25 mm to 432 mm can be entered.

When the automatic document feeder is used, a number from 140 mm to 432 mm can be entered.

If the horizontal dimension of the original is less than 140 mm, use the document glass.

(2) Enter the Y (vertical) dimension of the original.

Touch the Y (height) numeric value display key to open a number entry screen. Enter the height of the original with the numeric keys, and touch the [OK] key in the number entry screen. When the document glass is used, a number from 25 mm to 297 mm can be entered.

When the automatic document feeder is used, a number from 131 mm to 297 mm can be entered.

If the vertical dimension of the original is less than 131 mm, use the document glass.

(3) Touch the [OK] key.

You will return to the base screen.

Make sure that the entered dimensions appear in the [Original] key.



You can also touch the   keys to change the number.

STORING FREQUENTLY USED ORIGINAL SIZES

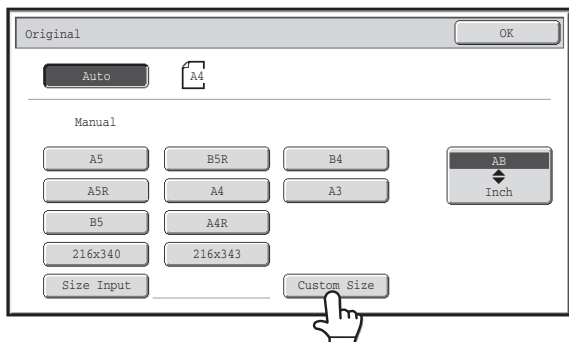
You can save special original sizes that you frequently use. This section explains how to store, retrieve, change, and delete special original sizes.

Storing original sizes (editing/clearing)

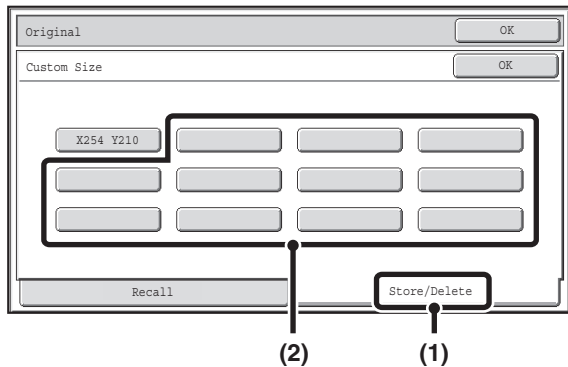
Up to 12 special original sizes can be stored.

Touch the [Original] key in the base screen of copy mode and then follow the steps below.

1



Touch the [Custom Size] key.



Store the original size.

- (1) Touch the [Store/Delete] tab.
- (2) Touch a key for storing a custom original size.

Touch a key that does not show a size ().

2



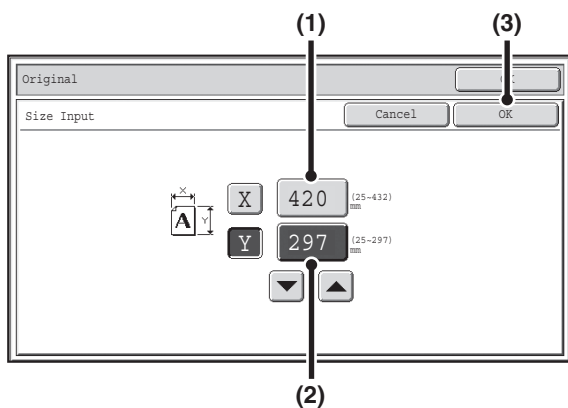
If you wish to edit or clear a previously stored key...

Touch the key that you want to edit or clear. The following screen will appear.



- To edit the key, touch the [Modify] key and go to the next step.
- To clear the key, touch the [Delete] key. Make sure that the original size has been cleared and touch the [OK] key.

3



Enter the original size.

- (1) Enter the X (horizontal) dimension of the original.

Touch the X (width) numeric value display key to open a number entry screen. Enter the width of the original with the numeric keys, and touch the [OK] key in the number entry screen. A dimension from 25 mm to 432 mm can be entered.

- (2) Enter the Y (vertical) dimension of the original.

Touch the Y (height) numeric value display key to open a number entry screen. Enter the height of the original with the numeric keys, and touch the [OK] key in the number entry screen. A dimension from 25 mm to 297 mm can be entered.

- (3) Touch the [OK] key.



You can also touch the ▼ ▲ keys to change the number.



The stored original size will be retained even if the main power is turned off.



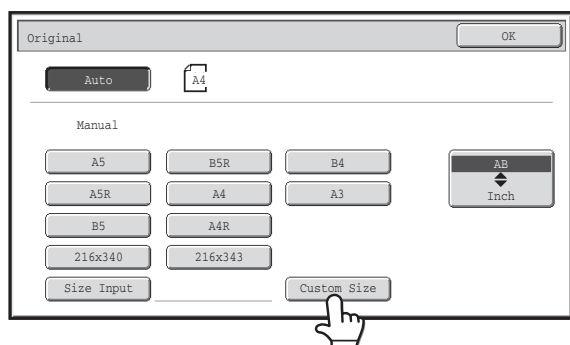
To cancel the operation...

Press the [CLEAR ALL] key (CA).

Retrieving a stored original size

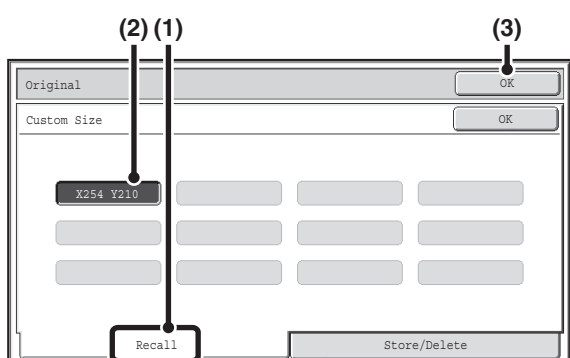
To retrieve a stored original size, touch the [Original] key in the base screen of copy mode and perform the steps below.

1



Touch the [Custom Size] key.

2



Retrieve the desired stored original size.

- (1) Touch the [Recall] tab.
- (2) Touch the key of the original size that you wish to retrieve.
- (3) Touch the [OK] key.

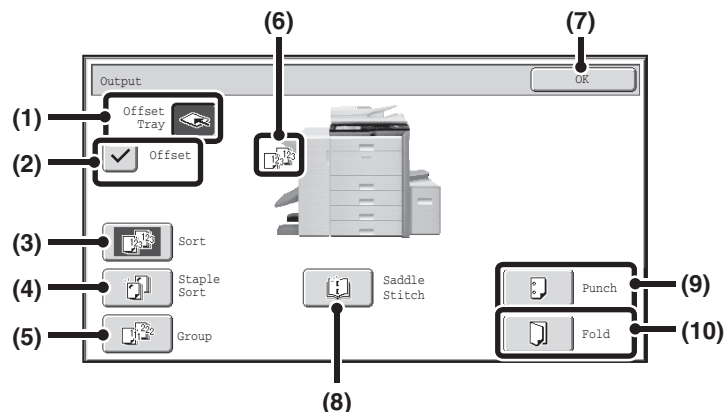


To cancel the operation...

Press the [CLEAR ALL] key (CA).

OUTPUT

To select output functions and the output tray, touch the [Output] key in the base screen of copy mode. Output functions that can be selected are sort, group, offset, staple sort, saddle stitch, and punch. All explanations of the settings below assume that a saddle stitch finisher is installed.



(1) [Offset Tray] key ([Centre Tray] key*)

Output is delivered to the offset tray. The [Offset Tray] key is automatically selected when the [Staple Sort] key is selected.

* When a finisher or saddle stitch finisher is not installed, this key is the [Centre Tray] key.

(2) [Offset] key

This is used to offset each set of output from the previous set.

The offset function operates when the checkbox is selected ☒ and does not operate when the checkbox is not selected ☐. (The offset checkmark is automatically cleared when the staple sort function is selected.)

➤ [Offset function](#) (page 2-33)

(3) [Sort] key

This is used to sort (collate) output into sets.

➤ [Sort mode](#) (page 2-33)

(4) [Staple Sort] key

This is used to sort output into sets, staple each set, and deliver the sets to the tray. (Note that the sets will not be offset in the output tray.) When this function is selected, three keys will appear for selecting the staple position.

➤ [Staple sort function / Saddle stitch function](#) (page 2-34)

(5) [Group] key

This is used to group copies by page.

➤ [Group mode](#) (page 2-33)

(6) Output display

An icon will appear to indicate the output mode.

(7) [OK] key

Touch this key to close the output screen and return to the base screen.

(8) [Saddle Stitch] key

This is used to staple and fold each set of copies at the centreline.

➤ [Staple sort function / Saddle stitch function](#) (page 2-34)

When this key is touched, the saddle stitch setting screen appears. (Only when "Automatic Saddle Stitch" is enabled in the system settings (administrator).)

(9) [Punch] key


This is used to punch holes in the output.

➤ [Punch function](#) (page 2-36)

(10) [Fold] key

This folds printed output in half. You can choose whether the output is folded inward or outward.

➤ [Paper folding function](#) (page 2-37)

 The above screen shows the keys that appear when a saddle stitch finisher is installed. The keys that appear will vary depending on what peripheral devices are installed. In addition, it may not be possible to select some keys depending what peripheral devices are installed. If your screen is different from the screen of previous page, see the screens that follow.

Example

The screen when a finisher or saddle stitch finisher is not installed.



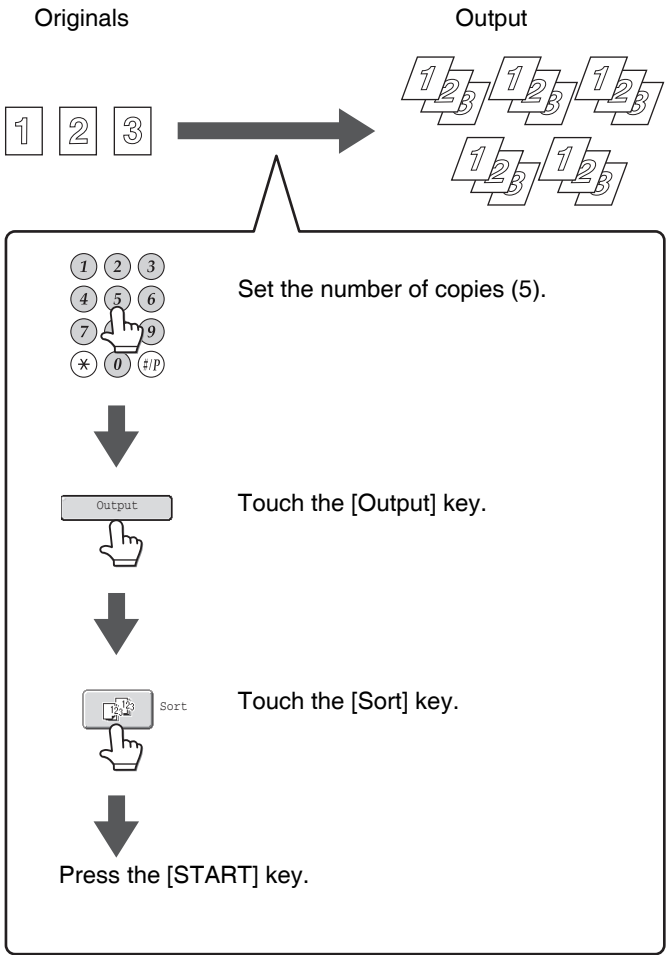
OUTPUT MODES

This section explains the output modes.

Sort mode

This is used to sort (collate) output into sets.

Example: Sorting the output into 5 sets

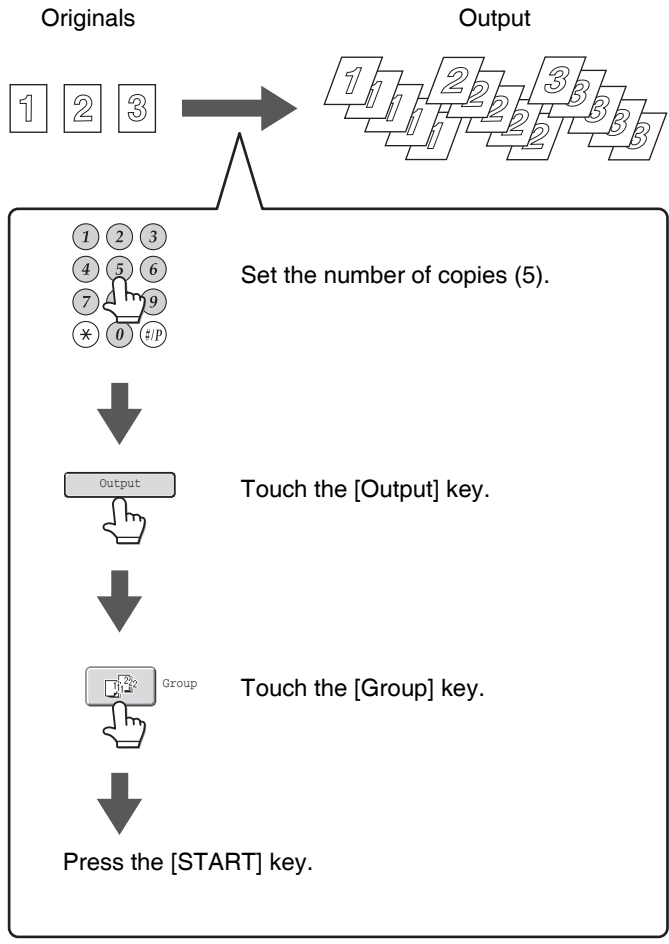


The sort function is automatically selected when originals are placed in the automatic document feeder.

Group mode

This function groups copies by page.

Example: Groups of 5 copies of each page

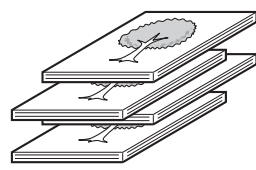


The group function is automatically selected when an original is placed on the document glass.

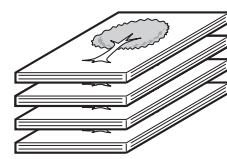
Offset function

This function offsets each set of copies from the previous set in the output tray, making it easy to separate sets of copies.

Offset function "ON"



Offset function "OFF"



The offset function cannot be selected when the staple sort function is selected.

Staple sort function / Saddle stitch function

The staple sort function sorts output into sets, staples each set, and delivers the sets to the tray.

The saddle stitch function staples each set in 2 places at the centreline and folds the stapled set.

The relations between the stapling positions, paper orientation, permitted paper sizes for stapling, and number of sheets that can be stapled are shown below.



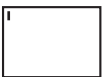


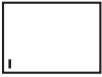




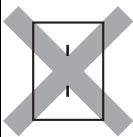
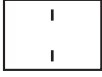
For original placement orientations, see "[Original placement orientation \(for the staple sort and punch functions\)](#)" (page 2-36).



Staple sort



Saddle stitch

Stapling positions	Vertically-oriented paper		Horizontally-oriented paper	
1 staple at top left corner 		Applicable paper sizes A4, B5, 8-1/2 x 11, 16K Number of sheets that can be stapled: Max. 50 sheets* ²		<ul style="list-style-type: none"> • Saddle stitch finisher Applicable paper sizes A3, B4, A4R, B5R, 11 x 17, 8-1/2 x 14, 8-1/2 x 13-1/2, 8-1/2 x 13-2/5, 8-1/2 x 13, 8-1/2 x 11R, 8K, 16KR Number of sheets that can be stapled A3, B4, 11 x 17, 8-1/2 x 14, 8-1/2 x 13-1/2, 8-1/2 x 13-2/5, 8-1/2 x 13, 8K: Max. 25 sheets*² A4R, B5R, 8-1/2 x 11R, 16KR: Max. 50 sheets*² • Finisher Applicable paper sizes A3, B4, A4R, 11 x 17, 8-1/2 x 14, 8-1/2 x 13-1/2, 8-1/2 x 13-2/5, 8-1/2 x 13, 8-1/2 x 11R, 8K, 16KR Number of sheets that can be stapled A3, B4, 11 x 17, 8-1/2 x 14, 8-1/2 x 13-1/2, 8-1/2 x 13-2/5, 8-1/2 x 13, 8K: Max. 30 sheets*² A4R, 8-1/2 x 11R, 16KR: Max. 50 sheets*² • Finisher (large stacker)*¹ / Saddle stitch finisher (large stacker)*¹ Applicable paper sizes A3, B4, A4R, 11 x 17, 8-1/2 x 14, 8-1/2 x 13-1/2, 8-1/2 x 13-2/5, 8-1/2 x 13, 8-1/2 x 11R, 8K Number of sheets that can be stapled Max. 30 sheets*²
1 staple at bottom left corner 				
2 staples at left edge 				
Saddle stitch (only with saddle stitch finisher) 		Saddle stitch cannot be used when the paper is oriented vertically		Applicable paper sizes A3, B4, A4R, 11 x 17, 8-1/2 x 14, 8-1/2 x 11R, 8K, 16KR Number of sheets that can be stapled: Max. 15 sheets* ²

*¹ When the top left corner or the bottom left corner of the paper is stapled in one place by the finisher (large stacker)/saddle stitch finisher (large stacker), the staple is placed diagonally. (Diagonal stapling)

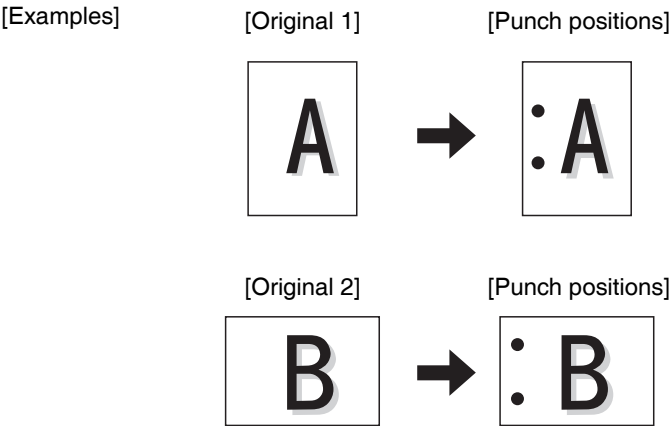
*² Two sheets (one sheet when pamphlet stapling is performed) of paper up to 256 g/m² can be stapled as covers. When this is done, the number of sheets that can be used is two less (one less for saddle stitch) than the stated maximum.



- The number of sheets that can be stapled at once includes any covers and/or inserts that are inserted.
- When Mixed Size Original in the special modes is used with the "Same Width" setting, the maximum number of sheets that can be stapled is 25 for a saddle stitch finisher or 30 for a finisher regardless of the paper size.
- The saddle stitch function can only be used when a saddle stitch finisher is installed.

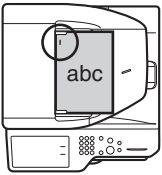
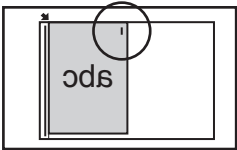
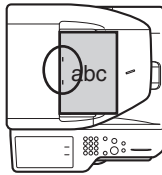
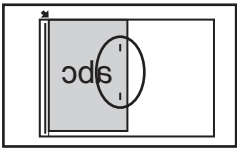
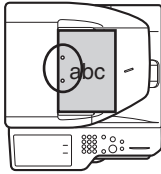
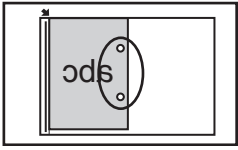
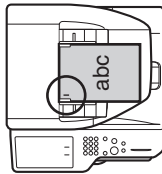
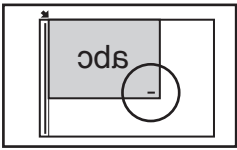
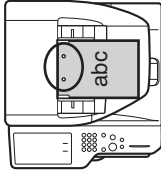
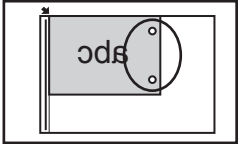
Punch function

If an optional punch module is installed, holes can be punched in output.
Paper size that can be punched is B5R to A3. However, A3W sized paper and special media such as transparency film and tab paper cannot be used.



Original placement orientation (for the staple sort and punch functions)

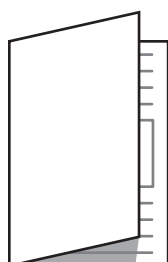
When using the staple sort function or the punch function, the original must be placed as shown below to enable stapling or punching in the desired position on the paper.

Staple sort		Punch	
Document feeder tray	Document glass	Document feeder tray	Document glass
One staple (top)			
			
Two staples			
			
One staple (bottom)			
			

Paper folding function

When a saddle stitch finisher is installed, the fold function can be used to fold printed output in half.

Paper sizes that can be folded using the paper folding function are A4R, B4, A3, 8-1/2 x 11R, 8-1/2 x 14, 11 x 17, 16KR, and 8K. For detailed information on the sizes and types of paper that can be folded, see the specifications in the Quick Start Guide.

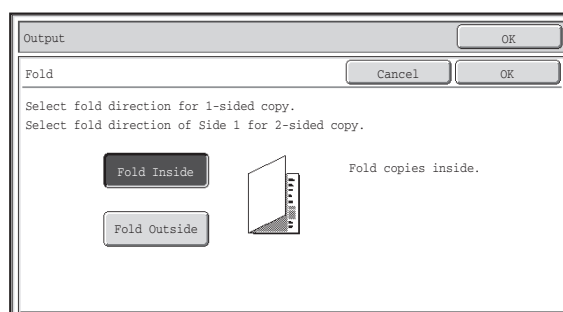


Fold inside



Fold outside

Touch the [Fold] key to open the fold settings screen. To fold inward (printed side inside), touch the [Fold Inside] key. To fold outward (printed side outside), touch the [Fold Outside] key.



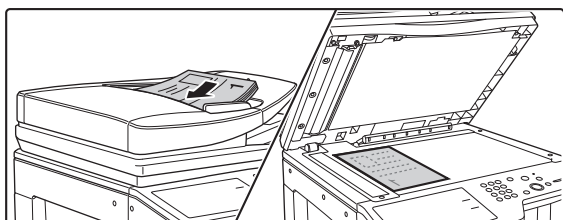
- Special media such as transparency film and tab paper cannot be used.
- When the paper folding function is selected, the staple or hole punch function cannot be used.
- When two-sided printing is disabled in the machine's system settings (administrator), the paper folding function cannot be used.

MAKING COPIES USING THE BYPASS TRAY

In addition to plain paper, the bypass tray allows you to make copies on transparency film, envelopes, tab paper, and other special media.

For detailed information on paper that can be loaded in the bypass tray, see "[IMPORTANT POINTS ABOUT PAPER](#)" (page 1-23) in "1. BEFORE USING THE MACHINE". For precautions when loading paper in the bypass tray, see "[LOADING PAPER IN THE BYPASS TRAY](#)" (page 1-33) in "1. BEFORE USING THE MACHINE".

1



Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

When placing the originals on the document glass...

After placing the original, be sure to close the automatic document feeder. If left open, parts outside of the original will be copied black, causing excessive use of toner.

2

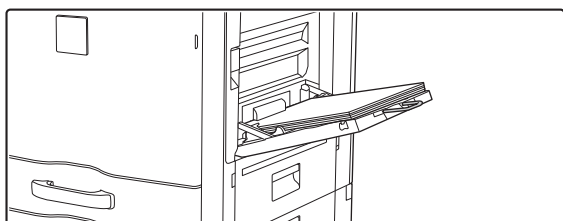


Place paper in the bypass tray.

Insert the paper with print side face down.

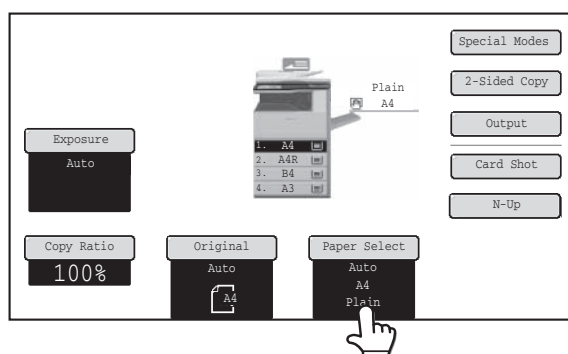
However, if the paper type is "Letter Head" or "Pre-Printed", load the paper with the print side face up*.

* If "Disabling of Duplex" is enabled in the system settings (administrator), load the paper in the normal way (face up in trays 1 to 5; face down in the bypass tray).



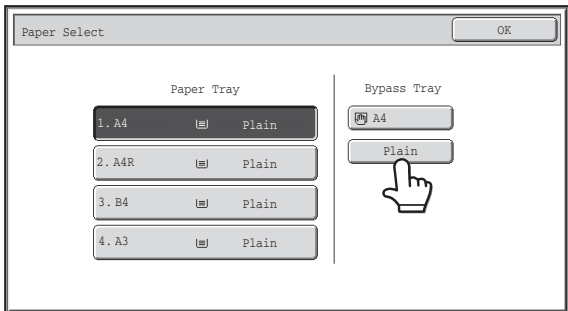
When loading a large sheet of paper, be sure to pull out the bypass tray extension. Pull the bypass tray extension all the way out. If the bypass tray extension is not pulled all the way out, the size of the loaded paper will not be correctly displayed.

3



Touch the [Paper Select] key.

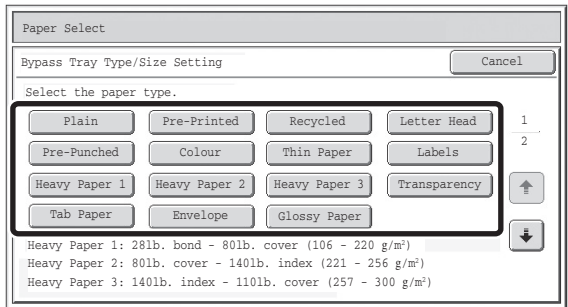
4



Check the paper type setting for the bypass tray. If you need to change the setting, touch the paper type key.

If you do not need to change the paper size and type that appear under "Bypass Tray", go to step 7.

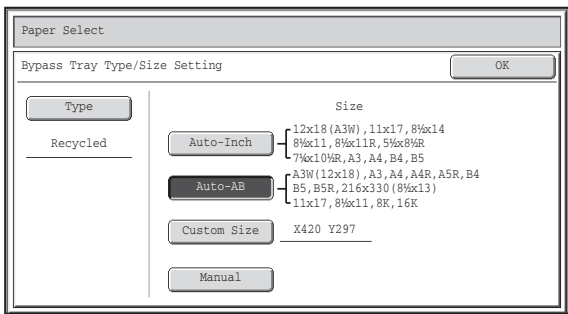
5



Select the type of paper used in the bypass tray.

Select the paper type that you will use.

6



Set the paper size.

(1) Select the paper size.

[Auto-Inch] key

When the paper placed in the bypass tray is an inch size (8-1/2 x 11, etc.), the paper size will be detected automatically and an appropriate size set.

[Auto-AB] key

When the paper inserted in the bypass tray is an AB size (A4, etc.), the paper size will be detected automatically and an appropriate size set.

[Custom Size] key

Touch this key if you wish to enter numeric values for the size of the loaded paper.

 [Enter the paper size of the bypass tray](#) (page 2-40)

[Manual] key

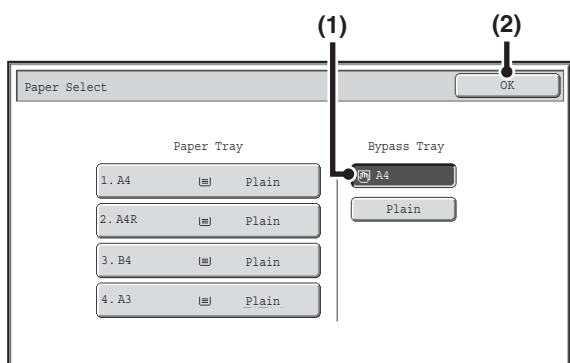
This key can be touched to display the [16KR] key. Touch one of these keys if you loaded the corresponding size of paper.

(2) Touch the [OK] key.



- When [Envelope] is selected, specify the size of the envelope. When finished, touch the [OK] key.
- If tab paper is selected, check the size. Touch the [Auto-Inch] key or the [Auto-AB] key. When you have finished checking/changing the setting, touch the [OK] key.

7



Select the bypass tray.

- (1) Touch the paper size key of the bypass tray.
- (2) Touch the [OK] key.

8

Press the [START] key.

Scanning begins.

- If the originals were placed in the document feeder tray, the originals are copied.
- If you placed the originals on the document glass, scan each page one page at a time.

When using sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then press the [Read-End] key.

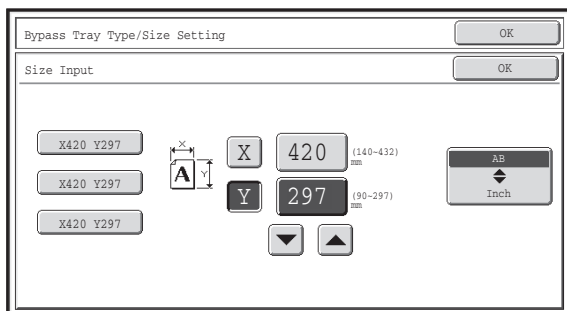


To cancel scanning of the original and copying...

Press the [STOP] key (⏏).

Enter the paper size of the bypass tray

When the [Custom Size] key is touched, the paper size entry screen appears.



Touch the X (width) numeric value display key to open a number entry screen. Enter the width of the paper with the numeric keys, and touch the [OK] key in the number entry screen.

Touch the Y (height) numeric value display key to open a number entry screen. Enter the height of the paper with the numeric keys, and touch the [OK] key in the number entry screen.



- You can also touch the keys to change the number.
- Stored custom paper sizes appear in the keys on the left side of the screen. Custom paper sizes are stored in the system settings. For details, see ["Paper Tray Settings"](#) (page 5-12) in "5. SYSTEM SETTINGS". If the key for the size that you wish to enter appears, touch that key.

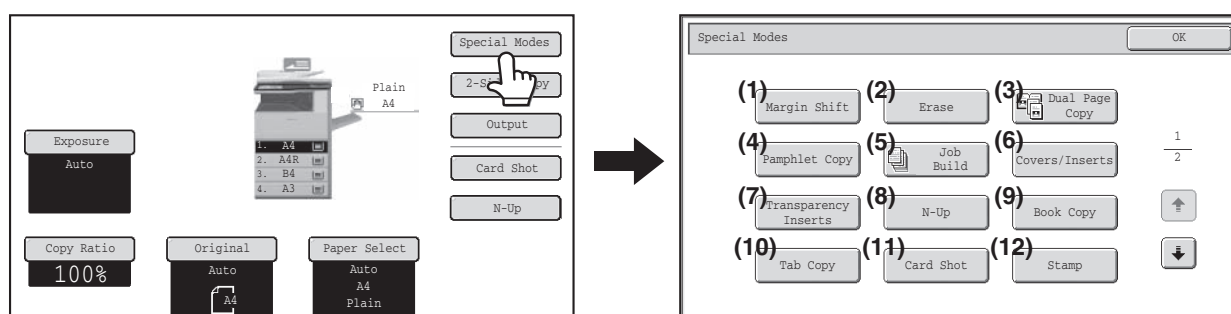
SPECIAL MODES

This chapter explains Margin Shift, Erase, Dual Page Copy, and other special modes.

SPECIAL MODES

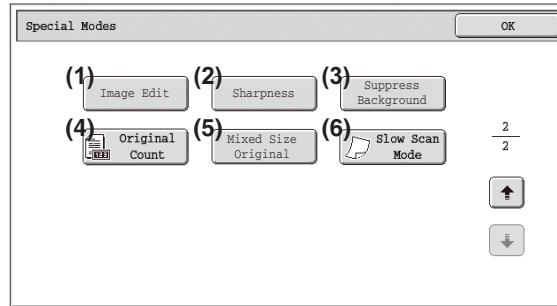
When the [Special Modes] key is pressed in the base screen, the special modes menu screen appears. The special modes menu consists of two screens. Touch the keys to move between the screens. After selecting special mode settings, touch the [OK] key in the special modes menu screen to complete the settings and return to the base screen of copy mode.

Special modes menu (1st screen)



- (1) **[Margin Shift] key**
[ADDING MARGINS \(Margin Shift\)](#) (page 2-44)
- (2) **[Erase] key**
[ERASING PERIPHERAL SHADOWS \(Erase\)](#) (page 2-46)
- (3) **[Dual Page Copy] key**
[COPYING EACH FACING PAGE OF A BOUND DOCUMENT \(Dual Page Copy\)](#) (page 2-48)
- (4) **[Pamphlet Copy] key**
[MAKING COPIES IN PAMPHLET FORMAT \(Pamphlet Copy\)](#) (page 2-50)
- (5) **[Job Build] key**
[COPYING A LARGE NUMBER OF ORIGINALS AT ONCE \(Job Build\)](#) (page 2-53)
- (6) **[Covers/Inserts] key**
[USING A DIFFERENT PAPER TYPE FOR COVERS \(Covers/Inserts\)](#) (page 2-56)
- (7) **[Transparency Inserts] key**
[ADDING INSERTS WHEN COPYING ON TRANSPARENCY FILM \(Transparency Inserts\)](#) (page 2-67)
- (8) **[N-Up] key**
[COPYING MULTIPLE ORIGINALS ONTO ONE SHEET \(N-Up\)](#) (page 2-69)
- (9) **[Book Copy] key**
[COPYING A PAMPHLET \(Book Copy\)](#) (page 2-71)
- (10) **[Tab Copy] key**
[COPYING CAPTIONS ONTO TAB PAPER \(Tab Copy\)](#) (page 2-75)
- (11) **[Card Shot] key**
[COPYING BOTH SIDES OF A CARD / ID CARD ON ONE SHEET OF PAPER \(Card Shot / ID Card Copy\)](#) (page 2-78)
- (12) **[Stamp] key**
[PRINTING THE DATE AND A STAMP ON COPIES \(Stamp\)](#) (page 2-81)

Special modes menu (2nd screen)



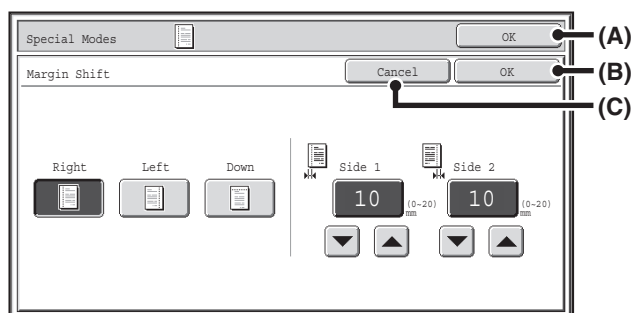
- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(1) [Image Edit] key
 [Image Edit] KEY (page 2-99)</p> <p>(2) [Sharpness] key
 ADJUSTING THE SHARPNESS OF AN IMAGE (Sharpness) (page 2-112)</p> <p>(3) [Suppress background] key
 WHITENING FAINT COLOURS IN COPIES (Suppress Background) (page 2-113)</p> | <p>(4) [Original Count] key
 CHECKING THE NUMBER OF SCANNED ORIGINAL SHEETS BEFORE COPYING (Original Count) (page 2-115)</p> <p>(5) [Mixed Size Original] key
 COPYING ORIGINALS OF DIFFERENT SIZES (Mixed Size Original) (page 2-117)</p> <p>(6) [Slow Scan Mode] key
 COPYING THIN ORIGINALS (Slow Scan Mode) (page 2-120)</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



Special modes can generally be combined with other special modes, however, there are some combinations that are not possible. In this case, a message indicating that the combination is not possible will be displayed.

[OK] key and [Cancel] key

In some cases two [OK] keys and one [Cancel] key will appear in the special mode screens. The keys are used as follows:

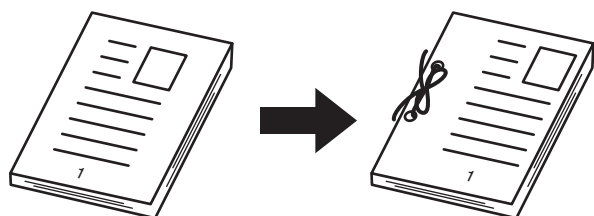


- (A) Enter the selected special mode settings and return to the base screen of copy mode.
- (B) Enter the selected special mode settings and return to the special modes menu screen. Touch this key when you wish to continue selecting other special mode settings.
- (C) During selection of special mode settings, this key returns you to the special modes menu screen without saving the settings. When settings have been completed, this cancels the settings and returns you to the special modes menu screen.

ADDING MARGINS (Margin Shift)

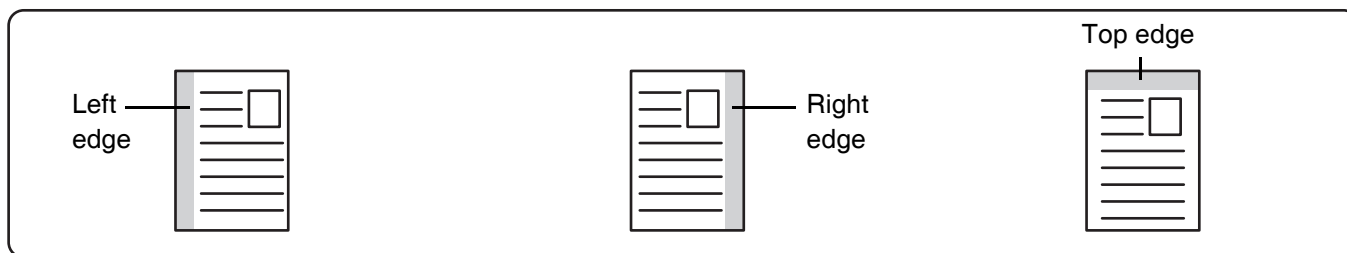
This function is used to shift the copy image right, left or down to adjust the margin.
This is convenient when you wish to bind the copies with a string or in a binder.

Shifting the image to the right so the copies can be bound at the left edge with a string



Not using margin shift	Using margin shift
<p>The punch holes cut off part of the image</p>	<p>The image is moved to allow space for the string holes so the image is not cut off.</p>

Margin shift positions



1

Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2

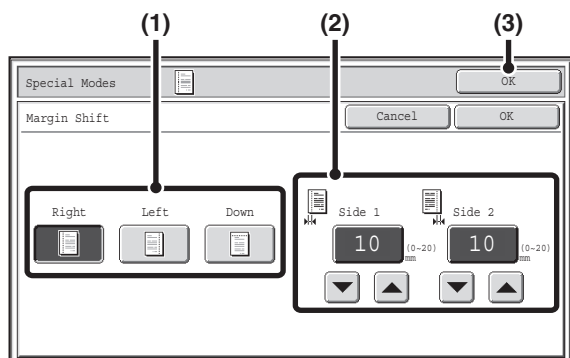
Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [Margin Shift] key.

[Special modes menu \(1st screen\)](#) (page 2-41)

3



Set the margin shift.

(1) Touch the margin shift position.

Select one of the three positions.

(2) Set the amount of the margin shift with



0 mm to 20 mm can be entered.

(3) Touch the [OK] key.

You will return to the base screen of copy mode.

4

Press the [START] key.

Copying will begin.

If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key.



To cancel scanning of the original and copying...

Press the [STOP] key (⏏).



Rotation copy cannot be used in combination with margin shift.



To cancel the margin shift setting...

Touch the [Cancel] key in the screen of step 3.



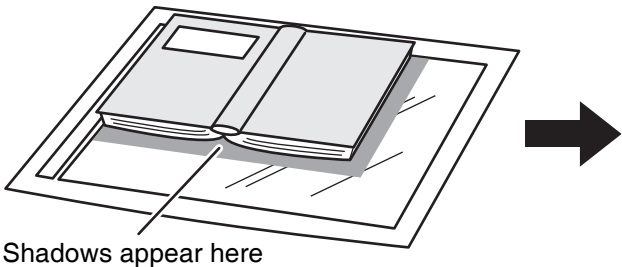
System Settings (Administrator): Initial Margin Shift Setting

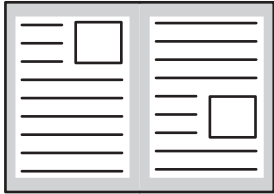
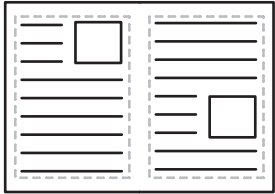
The default margin shift setting can be set from 0 mm to 20 mm. The factory default setting is 10 mm.

ERASING PERIPHERAL SHADOWS (Erase)

The erase function is used to erase shadows around the edges of copies that occur when copying thick originals or books.


When a thick book is copied



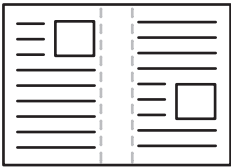
Not using the erase function	Using the erase function
	
Shadows appear on the copy.	Shadows do not appear on the copy.

Erase modes

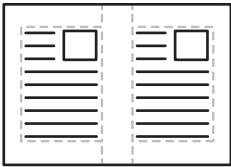
Edge Erase




Centre Erase



Edge + Centre Erase



Side Erase



- 1


Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.
- 2

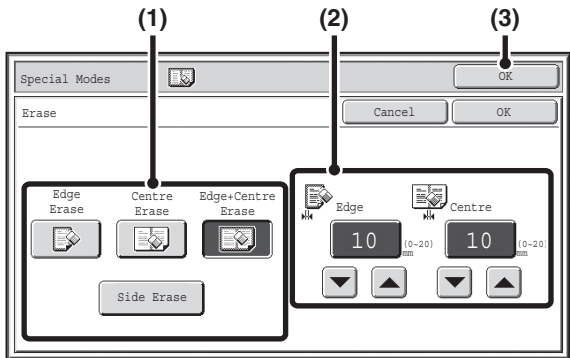
Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [Erase] key.

 [Special modes menu \(1st screen\)](#) (page 2-41)

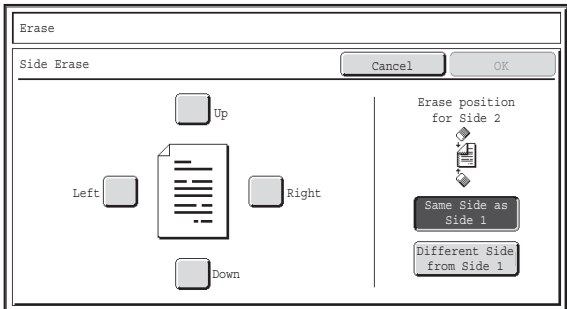
3



Select the erase settings.

(1) Touch the desired erase mode.

Select one of the four positions.
Touch the [Side Erase] key to open the following screen.



Touch the checkbox of the edge that you wish to erase and make sure that a checkmark appears.
When performing 1-sided to 2-sided copying or 2-sided to 2-sided copying, set the erase edge on the reverse side.

- If you touch the [Same Side as Side 1] key, the edge in the same position as on the front side will be erased.
- If you touch the [Different Side from Side 1] key, the edge in the position opposite to the erased edge on the front side will be erased.

When you have completed the erase edge settings, touch the [OK] key.

(2) Set the erasure width with ▼ ▲.

0 mm to 20 mm can be entered.

(3) Touch the [OK] key.

You will return to the base screen of copy mode.

4

Press the [START] key.

Copying will begin.
If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key.

To cancel scanning of the original and copying...
Press the [STOP] key ().

If a ratio setting is used in combination with an erase setting, the erase width will change according to the selected ratio. For example, if the erase width setting is 20 mm and the image is reduced to 50%, the erase width will be 10 mm.

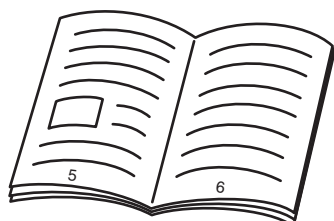
To cancel the erase setting...
Touch the [Cancel] key in the screen of step 3.

System Settings (Administrator): Erase Width Adjustment
The default erase width can be set from 0 mm to 20 mm. The factory default setting is 10 mm.

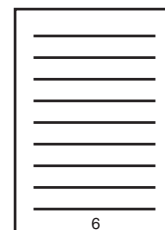
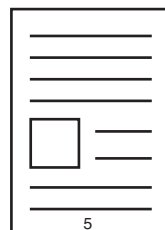
COPYING EACH FACING PAGE OF A BOUND DOCUMENT (Dual Page Copy)

The dual page copy function produces separate copies of two document pages that are placed side by side on the document glass. This function is useful when making copies of the facing pages of a book or other bound document.

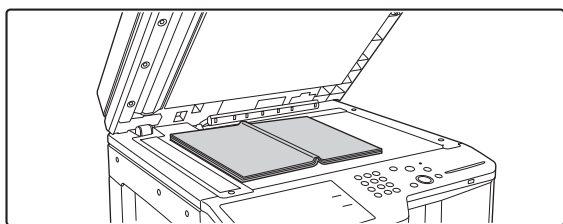
Copying the facing pages of a book or bound document



Book or bound document



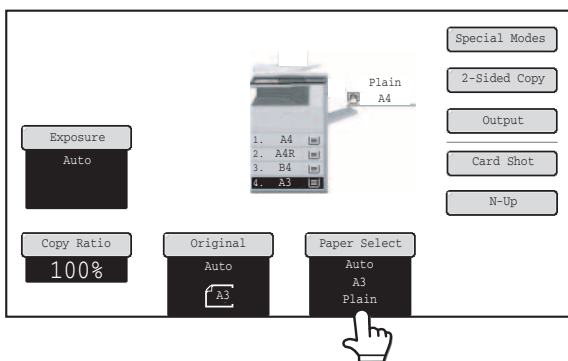
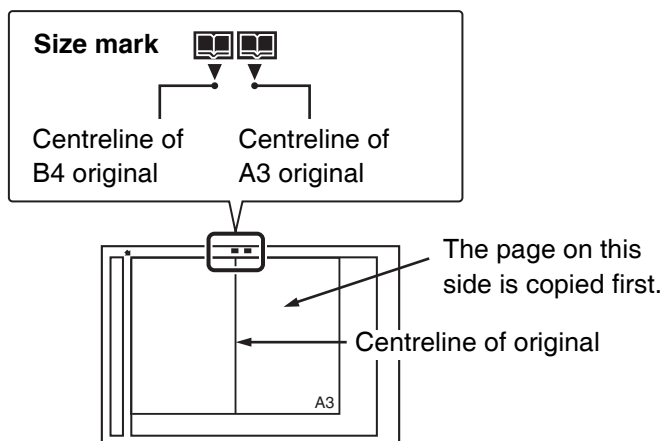
The facing pages are copied onto 2 separate pages.



1

Place the original on the document glass.

Align the centre of the original with the appropriate size mark ▼.

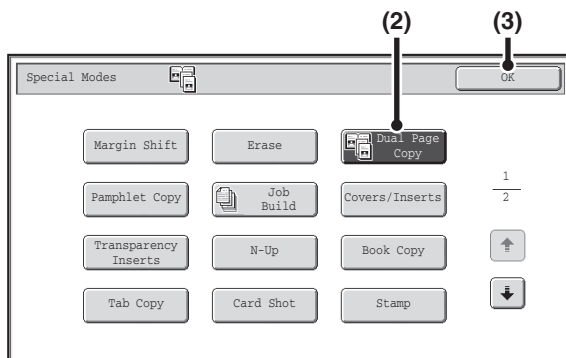


2

Select A4 size paper.

Select the paper as explained in "PAPER TRAYS" (page 2-11).

3



Select Dual Page Copy.

(1) Touch the [Special Modes] key.

☞ [SPECIAL MODES](#) (page 2-41)

(2) Touch the [Dual Page Copy] key so that it is highlighted.

(3) Touch the [OK] key.

You will return to the base screen of copy mode.

4

Press the [START] key.

Copying will begin.

If you have selected sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key.



To cancel scanning of the original and copying...

Press the [STOP] key (⏏).



- When using dual page copy, the original must be placed on the document glass.
- To erase shadows caused by the binding of a book or other bound document, use the erase function. However, note that [Centre Erase] and [Edge + Centre Erase] cannot be used.



To cancel dual page copy...

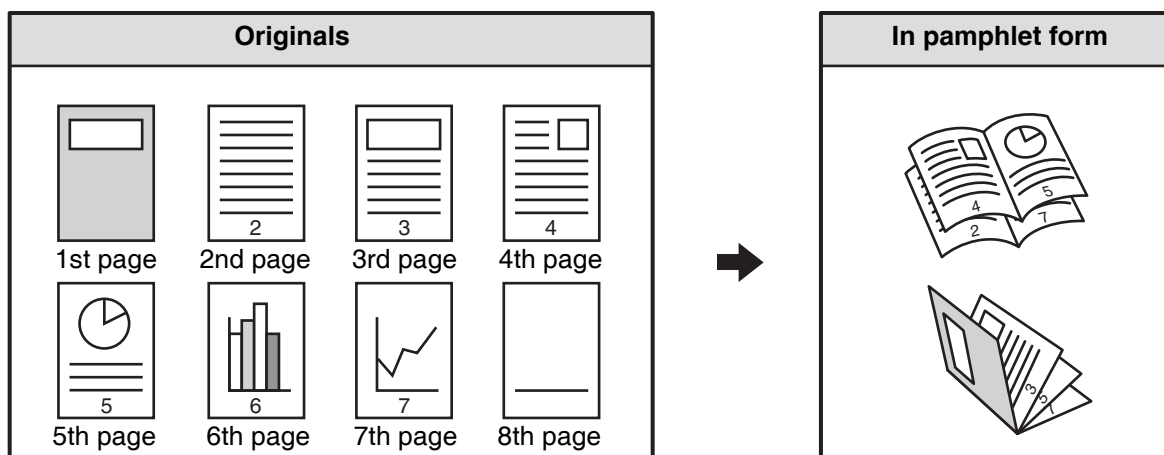
Touch the [Dual Page Copy] key in the screen of step 3 so that it is not highlighted.

MAKING COPIES IN PAMPHLET FORMAT (Pamphlet Copy)

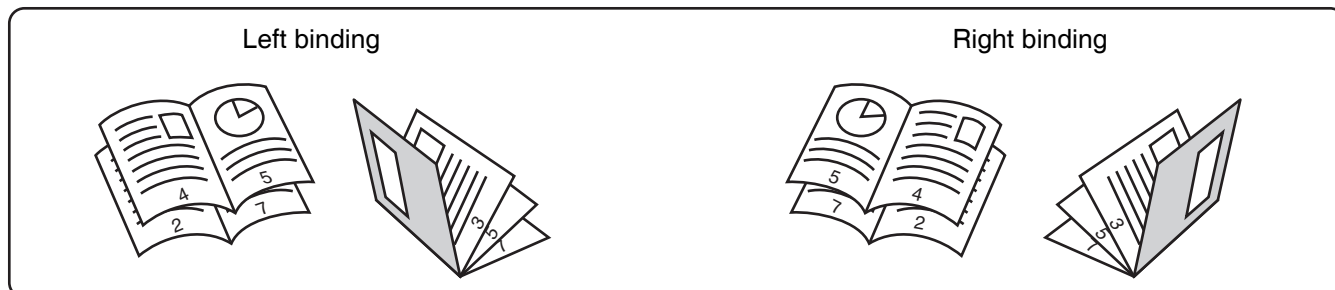
This function copies 2 original pages onto the front side and 2 original pages onto the reverse side of each sheet of paper so that the copies can be folded at the centreline to form a pamphlet.

This function is convenient for arranging copies into an attractive booklet or pamphlet.

Pamphlet copy using 8 original pages



Binding side



Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

1



If the originals are 2-sided, place them in the document feeder tray.

Select the special modes.

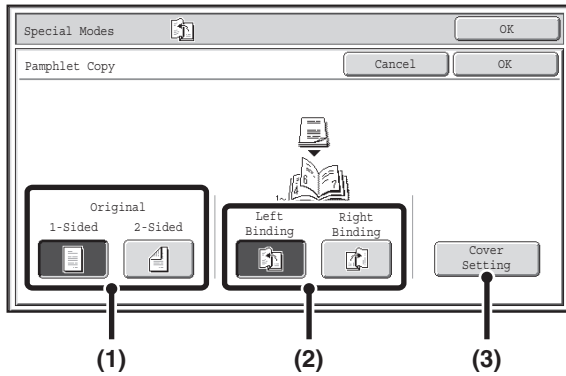
2

(1) Touch the [Special Modes] key.

(2) Touch the [Pamphlet Copy] key.

[Special modes menu \(1st screen\)](#) (page 2-41)

3

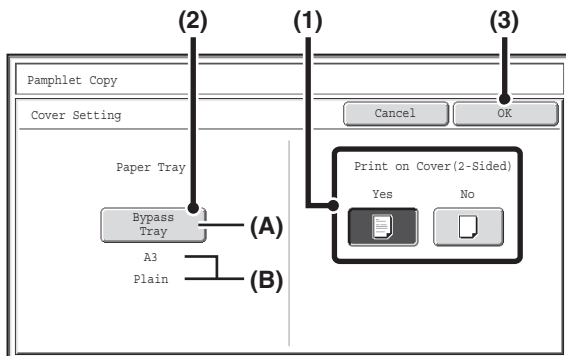


Select pamphlet copy settings.

- (1) If the original is 1-sided, touch the [1-Sided] key. If the original is 2-sided, touch the [2-Sided] key.
- (2) Select the binding edge ([Left Binding] or [Right Binding]).
- (3) To insert a cover, touch the [Cover Setting] key.

If you do not want to add a cover, go to step 5.

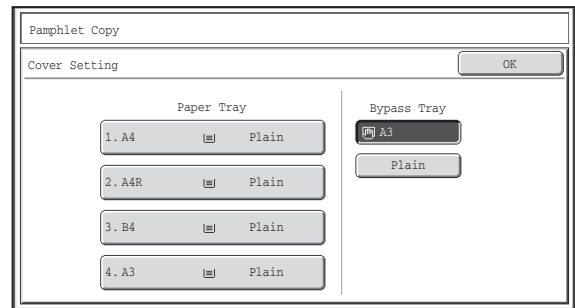
4



Select cover settings.

- (1) If the cover sheet will be copied on, touch the [Yes] key. Otherwise, touch the [No] key.
- (2) Select paper settings for the cover.
 - (A) The currently selected paper tray for the cover is displayed.
 - (B) The size and type of paper in the currently selected tray is displayed.

To change the paper tray for the cover, touch the "Paper Tray" key.
When the "Paper Tray" key is touched, a tray selection screen appears. Select the paper tray for the cover in the tray selection screen and touch the [OK] key.



- (3) Touch the [OK] key.

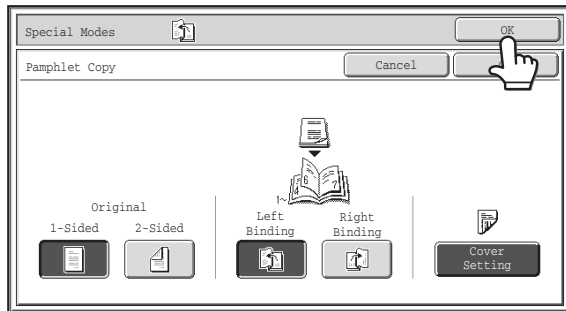


If the cover will be copied on, label sheets, transparency film, and tab paper cannot be used.



To cancel cover settings...
Touch the [Cancel] key.

5



Touch the [OK] key.

You will return to the base screen of copy mode.

6

Press the [START] key.

Copying will begin.

If you are using the document glass, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key.



To cancel scanning of the original and copying...

Press the [STOP] key (⏏).



- To make pamphlet copies of a book or other bound original, use the book copy function.
- When the pamphlet copy function is selected, 2-sided copying mode is automatically selected. When settings are selected that prevent 2-sided copying, the pamphlet copy function cannot be used.
- Scan the originals in order from the first page to the last page. The order of copying will be automatically adjusted by the machine. Four original pages will be copied onto each sheet of paper. Blank pages will be automatically produced at the end if the number of original pages is not a multiple of four.



To cancel pamphlet copy...

Touch the [Cancel] key in the screen of step 3.

COPYING A LARGE NUMBER OF ORIGINALS AT ONCE (Job Build)

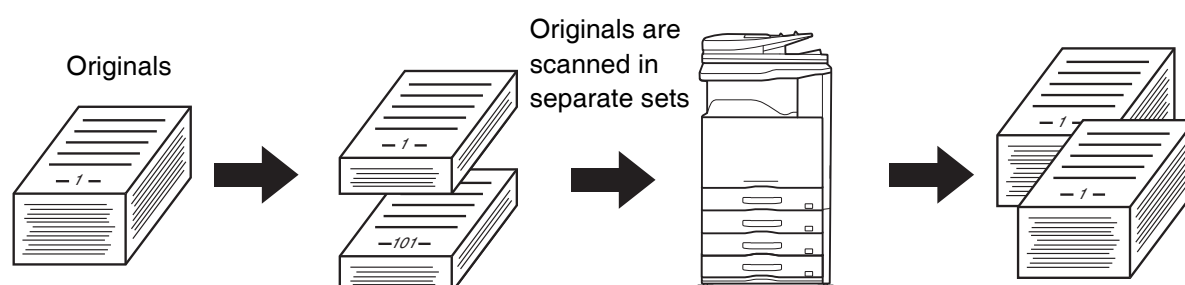
When copying a very large number of originals, this function allows you to divide the originals into sets and feed each set through the automatic document feeder one set at a time.

Use this function when you wish to copy all of the originals as a single job but the number of originals exceeds the maximum number that can be inserted.

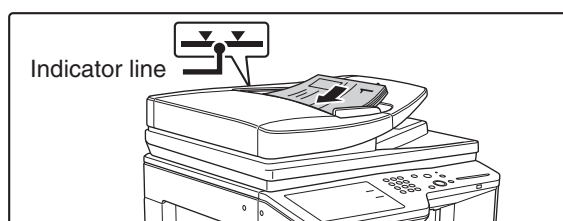
This function is convenient when you wish to sort copies of a large number of originals into multiple sets. Because all originals are copied as a single job, you are saved the trouble of sorting the copies that would be required if the originals were divided into separate copy jobs.

When scanning originals in sets, divide the sheets so that no set has more than the number of paper that can be loaded, and then scan from the set with the first page. The settings that you select for the first set can be used for all remaining sets.

Sorting the copies of a large number of originals into 2 sets



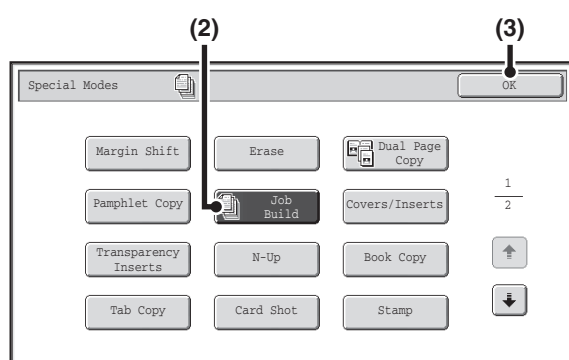
1



Insert the originals face up in the document feeder tray.

Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.

2



Select Job Build.

(1) Touch the [Special Modes] key.

[SPECIAL MODES](#) (page 2-41)

(2) Touch the [Job Build] key so that it is highlighted.

(3) Touch the [OK] key.

You will return to the base screen of copy mode.

Press the [START] key to scan the first set of originals.

Scanning begins.

3



To cancel scanning...

Press the [STOP] key (⏏).

Insert the next set of originals and press the [START] key.

Repeat this step until all originals have been scanned.

4



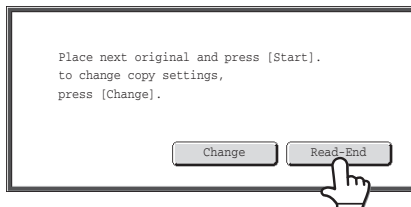
The copy settings (Exposure, Paper Select, and Copy Ratio only) can be changed for each set of originals. If you need to change the copy setting, follow the steps in "Changing the copy settings for each set of originals".



To cancel scanning...

Press the [STOP] key (⏏). All scanned data will be cleared.

5



Touch the [Read-End] key.



To cancel copying...

Press the [STOP] key (⏏).



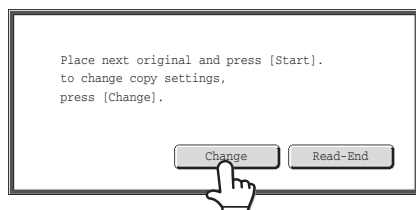
To cancel job build mode....

Touch the [Job Build] key in the screen of step 2 so that it is not highlighted.

Changing the copy settings for each set of originals

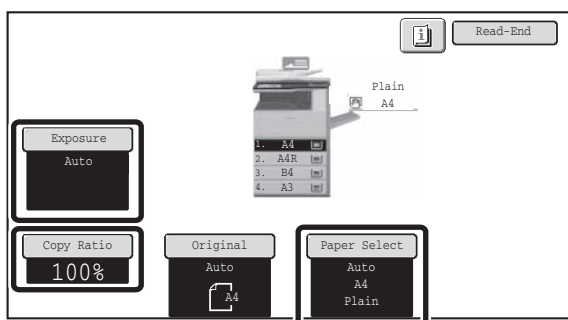
The copy settings (Exposure, Paper Select, and Copy Ratio only) can be changed for each set of originals. Perform the step below before pressing the [Start] key to scan the originals in step 4 above.

1



Touch the [Change] key.

2



Change the desired copy settings in the screen that appears and press the [Start] key.

Scanning of the originals will begin using the changed copy settings.

To cancel the copy setting changes and begin copying without scanning the new originals, touch the [Read-End] key.

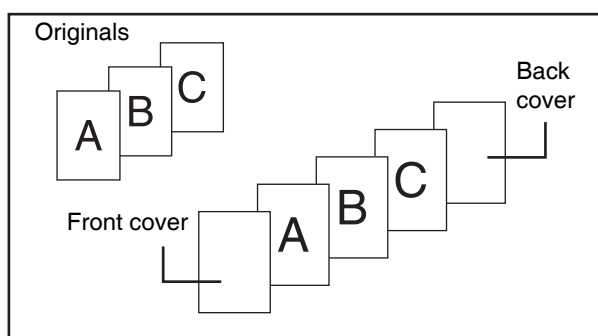


- The original size cannot be changed manually with the [Original] key. If the automatic original detection function is operating, the original size will be detected for each set of originals placed.
 - When the bypass tray is selected, it is not possible to change the paper type.
 - If "XY Zoom" was set for the ratio when the previous original was scanned, it will not be possible to change the ratio.
 - When "Job Build" is used in combination with the functions below, the [Change] key will not appear in the screen of step 1 above.
- Pamphlet copy, covers/inserts, transparency inserts, n-up, book copy, tab copy, staple sort

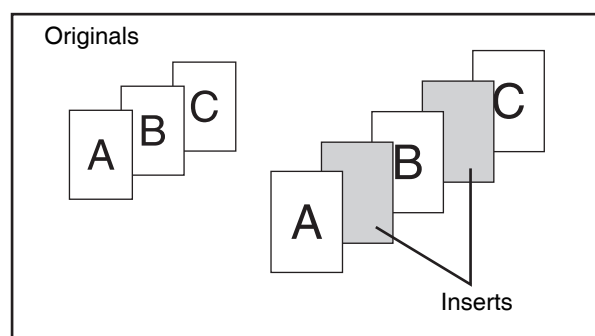
USING A DIFFERENT PAPER TYPE FOR COVERS (Covers/Inserts)

A different type of paper can be inserted in positions corresponding to front and back covers of a copy job when the automatic document feeder is used. A different type of paper can also be automatically added as an insert at specified pages.

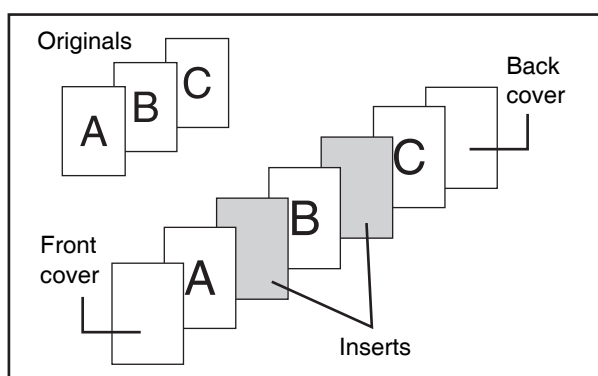
Example of adding covers



Example of adding inserts



Example of adding covers/inserts



About the explanations of covers and inserts

There are various ways of using covers and inserts. To keep the explanations simple, covers and inserts are explained separately. For specific examples, see "[Examples of covers and inserts](#)" (page 2-133).

Preparations for using covers and inserts

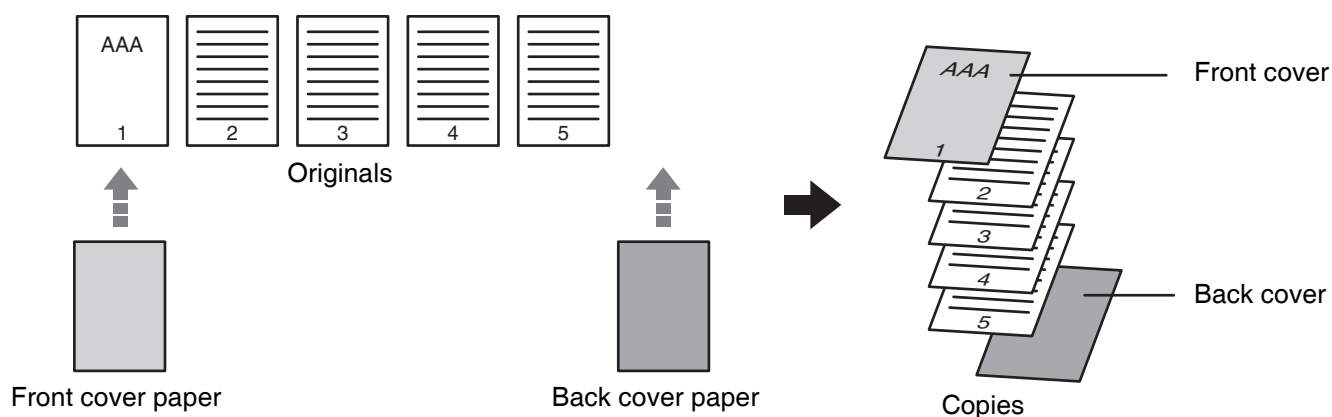
- Load the cover/insert paper in the tray before using the cover/insert function.
- Before selecting the cover/insert function, place the originals in the document feeder tray, select 1-sided or 2-sided copying, and select the number of copies and any other desired copy settings. When these settings have been completed, perform the procedure to select covers/inserts.
- The originals must be scanned using the automatic document feeder. The document glass cannot be used.
- For covers, only one sheet can be inserted for the front cover and only one sheet can be inserted for the back cover. For inserts, up to 100 sheets can be inserted. Note that two insert sheets cannot be inserted between the same two pages.
- When performing 2-sided copying of 2-sided originals, an insert cannot be inserted between the front and reverse sides of an original.

INSERTING COVERS IN COPIES (Cover Settings)

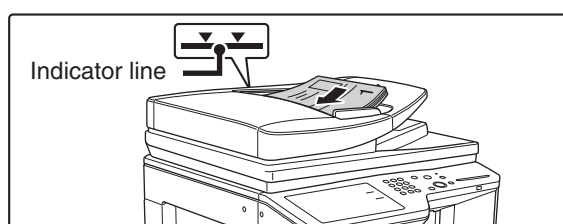
A different type of paper can be inserted at the positions corresponding to the front and back covers of a copy job. This is useful for arranging documents in an attractive format and for using a different type of paper as a cover on an estimate sheet or similar document.

Covers can be used in combination with inserts.

Copying on a front cover and inserting together with a back cover



1



Insert the originals face up in the document feeder tray.

Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.



The document glass cannot be used.

2

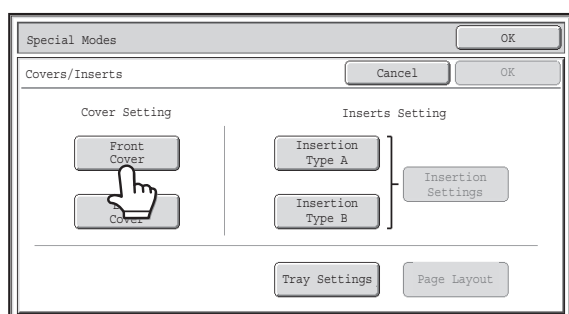
Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [Covers/Inserts] key.

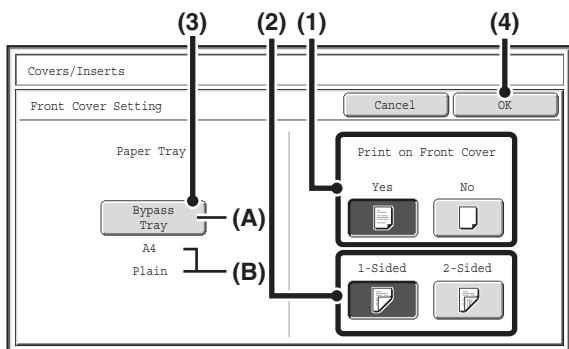
[Special modes menu \(1st screen\)](#) (page 2-41)

3



Touch the [Front Cover] key.

4



Select cover settings.

- (1) If the cover sheet will be copied on, touch the [Yes] key. Otherwise, touch the [No] key.

If the [No] key is touched, only cover insertion will be performed.

In this case, go to step (3).

- (2) To copy on one side of the cover, touch the [1-Sided] key. To copy on both sides of the cover, touch the [2-Sided] key.

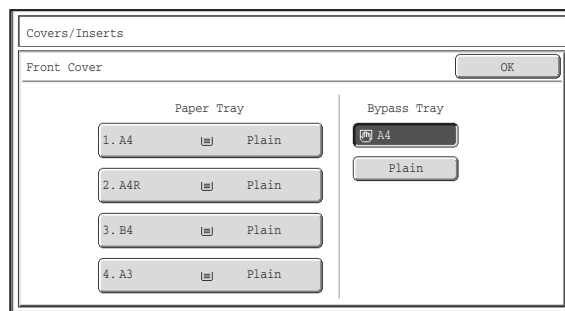
- (3) Select paper settings for the cover.

(A) The currently selected paper tray for the cover is displayed.

(B) The size and type of paper in the currently selected tray is displayed.

To change the paper tray for the cover, touch the "Paper Tray" key.

When the "Paper Tray" key is touched, a tray selection screen appears. Select the paper tray for the cover in the tray selection screen and touch the [OK] key.



- (4) Touch the [OK] key.

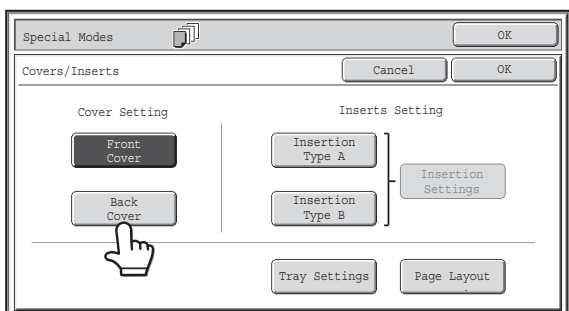


If the cover will be copied on, label sheets, transparency film, and tab paper cannot be used. If not copied on, tab paper can be inserted.



To cancel cover settings...
Touch the [Cancel] key.

5

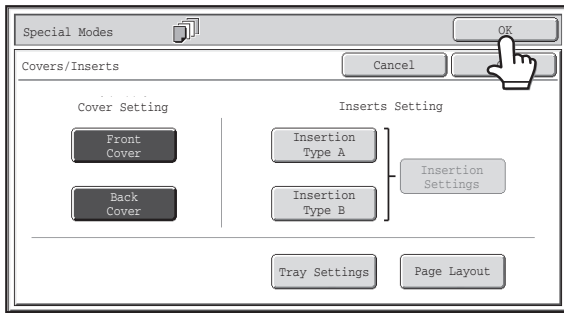


If you wish to insert a back cover, touch the [Back Cover] key.

The screen of step 4 appears. The procedures are the same as for the front cover. Follow the procedures in step 4.

When following the procedures, substitute "Back Cover" for "Front Cover".

6



Touch the [OK] key.

You will return to the base screen of copy mode.

You can touch the [Insertion Type A] key or the [Insertion Type B] key to select insert settings.

➡ [INSERTING INSERT SHEETS IN COPIES \(Insert Settings\)](#) (page 2-60)

To check your settings, touch the [Page Layout] key.

➡ [CHANGING COVER/INSERT SETTINGS \(Page Layout\)](#) (page 2-64)

7

Press the [START] key.

Copying of the originals in the document feeder tray begins.



To cancel scanning and copying...

Press the [STOP] key (⏏).



- The document glass cannot be used.

- Cover settings cannot be selected if insertion of covers and inserts is disabled in the system settings (administrator).



To cancel cover sheet insertion...

Touch the [Cancel] key in the screen of step 3.

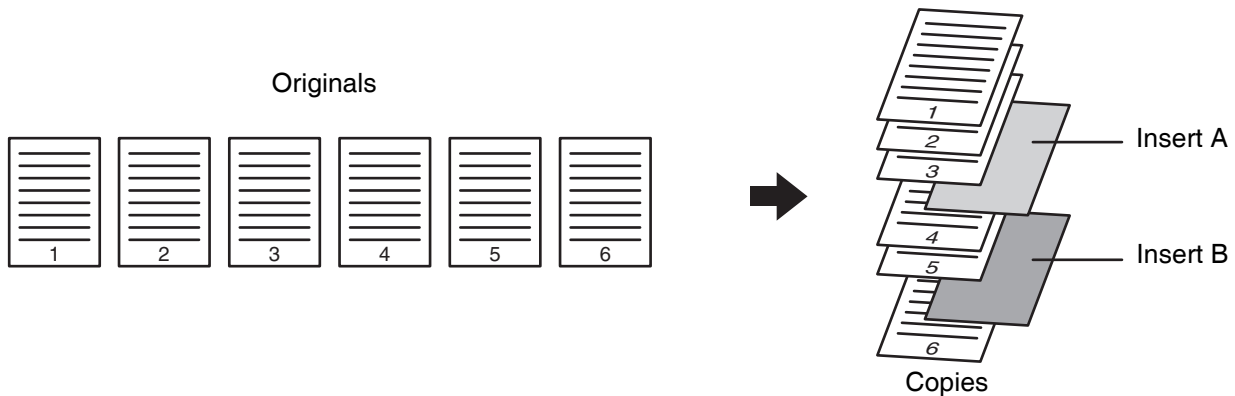
INSERTING INSERT SHEETS IN COPIES

(Insert Settings)

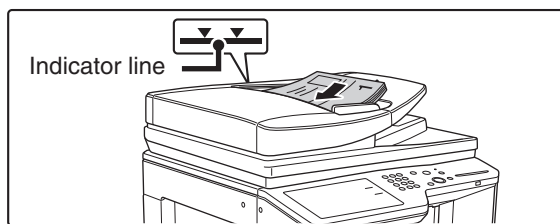
You can have different paper automatically inserted as inserts at specified pages of copies. Two types of paper can be used as inserts, and the insertion positions can be specified separately for each.

Covers can be used in combination with inserts.

Example: Insert A after page 3 and insert B after page 5.



1



Insert the originals face up in the document feeder tray.

Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.



The document glass cannot be used.

2

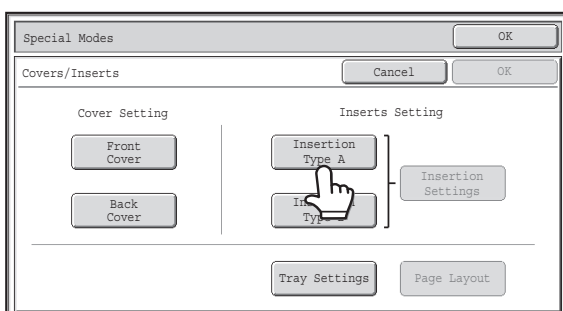
Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [Covers/Inserts] key.

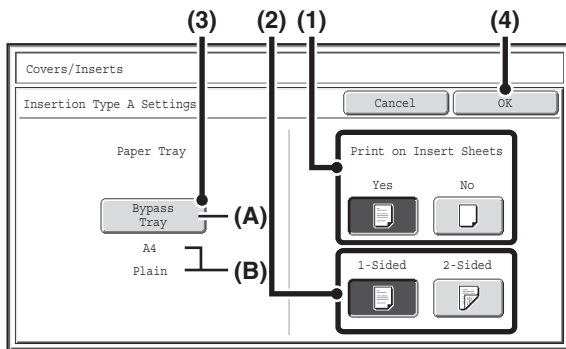
[Special modes menu \(1st screen\)](#) (page 2-41)

3



Touch the [Insertion Type A] key.

4

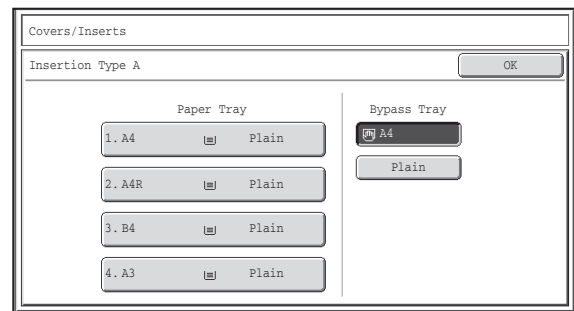


Select insert settings.

- (1) If the insert will be copied on, touch the **[Yes]** key. Otherwise, touch the **[No]** key.
If the **[No]** key is touched, only insert sheet insertion will be performed.
In this case, go to step (3).
- (2) To copy on one side of the insert, touch the **[1-Sided]** key. To copy on both sides, touch the **[2-Sided]** key.

(3) Select insert paper settings.

- (A) The currently selected paper tray for the insert is displayed.
 - (B) The size and type of paper in the currently selected tray is displayed.
- To change the paper tray for the inserts, touch the "Paper Tray" key.
When the "Paper Tray" key is touched, a tray selection screen appears. Select the desired paper tray in the tray selection screen and touch the **[OK]** key.

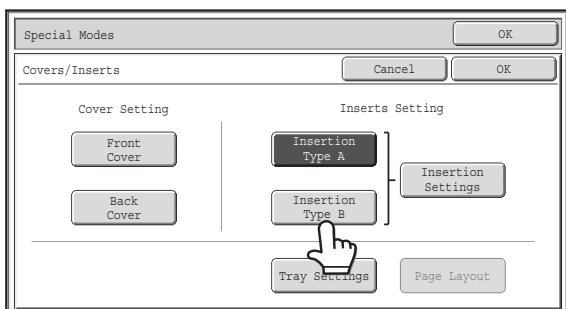


(4) Touch the **[OK]** key.



If both sides of the insert will be copied on, label sheets, transparency film, and tab paper cannot be used. If not copied on, tab paper can be inserted.

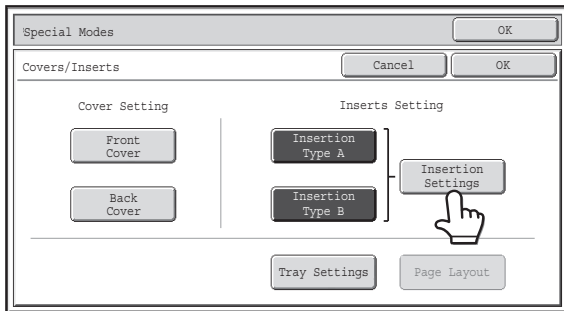
5



If you wish to insert a different type of insert sheet, touch the **[Insertion Type B]** key.

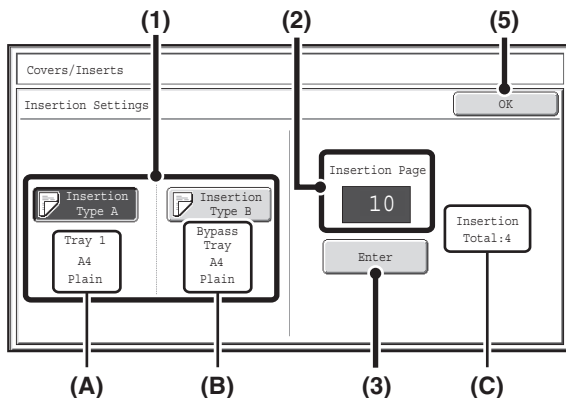
The screen of step 4 appears. Settings are selected in the same way as for insert type A. Follow the procedures in step 4. When following the procedures, substitute "Insert Type B" for "Insert Type A".

6



Touch the [Insertion Settings] key.

7



Specify the pages where inserts A and B will be inserted.

- (1) Touch the [Insertion Type A] key or the [Insertion Type B] key.

Specify the page where the highlighted insert will be inserted.

- (A) This shows the tray selected for insert type A and the paper size and type.
 (B) This shows the tray selected for insert type B and the paper size and type.

When the [Insertion Type A] key is highlighted, the insert sheet insertion settings are applied to [Insertion Type A]. When the [Insertion Type B] key is highlighted, the insert settings are applied to [Insertion Type B].

- (2) Enter the page number where the insert sheet will be inserted with the numeric keys.

For more information, see "[Inserts \(copying of 1-sided originals\)](#)" (page 2-138) and "[Inserts \(copying of 2-sided originals\)](#)" (page 2-138).

The [CLEAR] key (Ⓢ) can be pressed to return the setting of the selected item to the default value. If you make a mistake, press the [CLEAR] key (Ⓢ) and then enter the correct number.

- (3) Touch the [Enter] key.

(C) This shows the total number of inserts. Up to 100 insert sheets can be inserted. To insert multiple inserts, touch the [Enter] key after entering each insertion page number (insertion position) with the numeric keys.

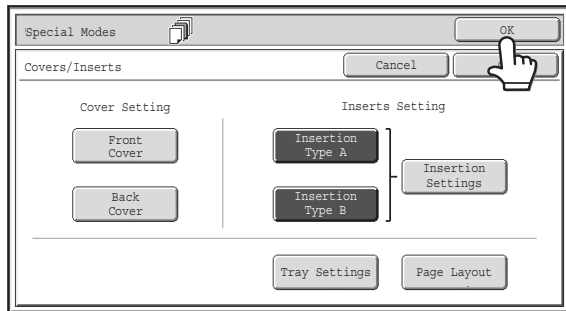
- (4) To insert another insert sheet, repeat steps (1) to (3).

- (5) Touch the [OK] key.



If both sides of the insert will be copied on, label sheets, transparency film, and tab paper cannot be used. If not copied on, tab paper can be inserted.

8



Touch the [OK] key.

You will return to the base screen of copy mode.

To select cover settings, touch the [Front Cover] key or the [Back Cover] key.

➡ [INSERTING COVERS IN COPIES \(Cover Settings\)](#) (page 2-57)

To check your settings, touch the [Page Layout] key.

➡ [CHANGING COVER/INSERT SETTINGS \(Page Layout\)](#) (page 2-64)

9

Press the [START] key.

Copying of the originals in the document feeder tray begins.



To cancel scanning and copying...

Press the [STOP] key (⏏).



- Use the same size of paper for the inserts as for the copies.
- Up to 100 insert sheets can be added. Note that two insert sheets cannot be inserted between the same two pages.
- When performing 2-sided copying of 2-sided originals, an insert cannot be added between the front and reverse sides of an original page.
- Cover/insert settings cannot be selected if insertion of covers and inserts is disabled in the system settings (administrator).



To cancel cover sheet insertion...

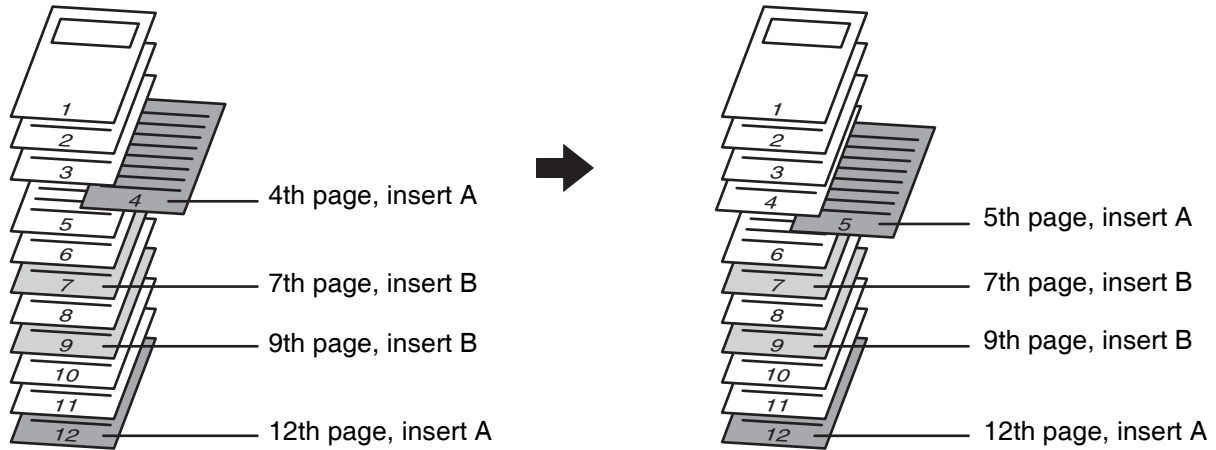
Touch the [Cancel] key in the screen of step 3.

CHANGING COVER/INSERT SETTINGS (Page Layout)

Cover settings and insert settings can be combined.

This section explains how to check completed cover and insert insertion page settings, and change or delete insertion pages.

Changing insert A from page 4 to page 5



Select the special modes.

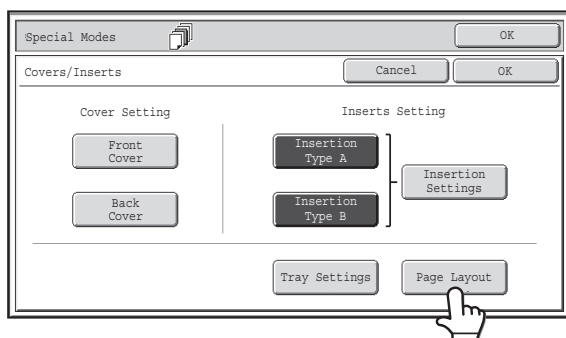
1

(1) Touch the [Special Modes] key.

(2) Touch the [Covers/Inserts] key.

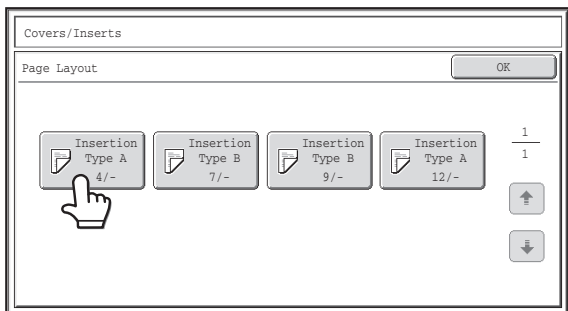
☞ [Special modes menu \(1st screen\)](#) (page 2-41)

2



Touch the [Page Layout] key.

Example: Touch insert A at page 4



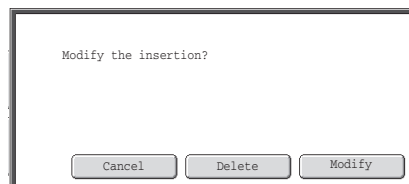
Touch the key of the page that you wish to delete or change.

If you do not need to change the setting, touch the [OK] key and go to step 6.

- Each key shows a print image icon and the insertion page.
- If there are multiple screens, touch the keys to move through the screens.

To edit a cover, touch the [Front Cover] key or the [Back Cover] key and go to step 4.

Touch the key of the insertion page that you want to edit or clear. The following screen will appear.



- To delete the page, touch the [Delete] key. After deleting the key, touch the [OK] key and go to step 6.
- To edit the page, touch the [Modify] key.
To edit an insert, touch the [Insertion Type A] key or the [Insertion Type B] key and go to step 5.
- To cancel, touch the [Cancel] key.

3



Icons

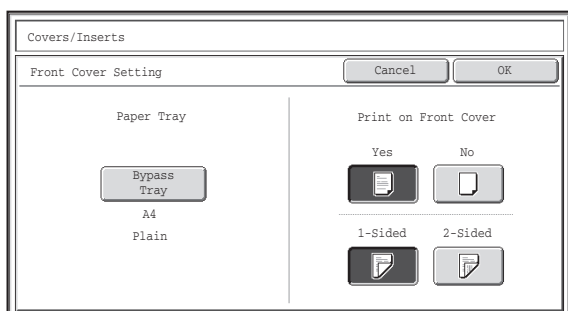
- : Copy on front side only
- : Copy on reverse side only
- : 2-sided copy
- : Do not copy

For inserts, the insertion page also appears.

* represents a page number.

- */-: Copy only on front side at page *
- */*: 2-sided copy at page */*
- <*: Insert without copying at page *

4



Change the front/back cover settings.

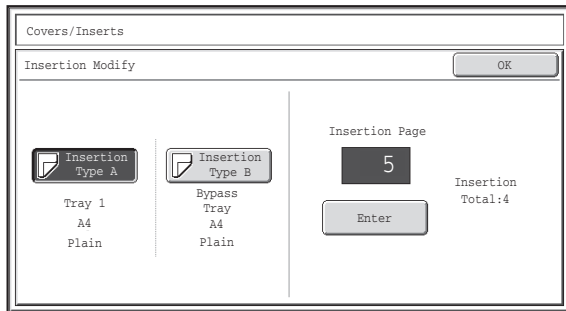
The settings are changed in the same way as they are initially configured. See step 4 of ["INSERTING COVERS IN COPIES \(Cover Settings\)"](#) (page 2-57) to change the cover settings. After changing the settings, touch the [OK] key and return to step 3.



To cancel cover settings...

Touch the [Cancel] key.

5

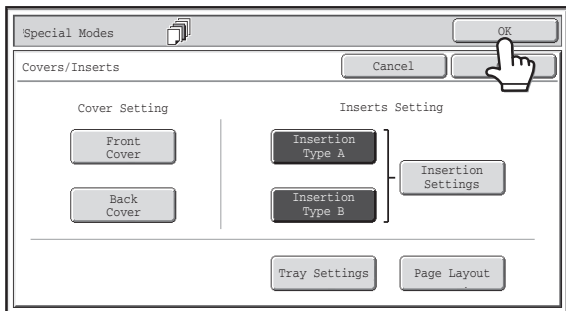


Change the settings for insert type A/B.

The settings are changed in the same way as they are initially configured. See step 7 of "[INSERTING INSERT SHEETS IN COPIES \(Insert Settings\)](#)" (page 2-60) to change the insert settings.

After changing the settings, touch the [OK] key and return to step 3.

6



Touch the [OK] key.

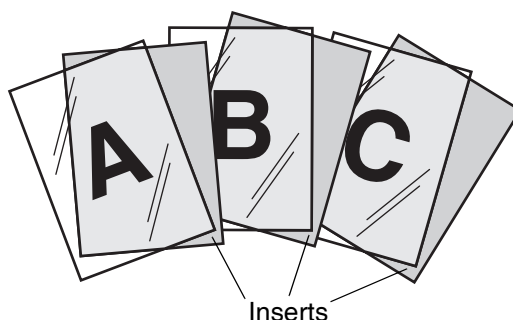
You will return to the base screen of copy mode.

ADDING INSERTS WHEN COPYING ON TRANSPARENCY FILM

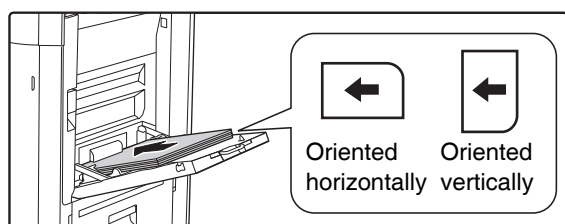
(Transparency Inserts)

When copying on transparency film, the sheets may stick together due to static electricity. The transparency inserts function can be used to automatically insert a sheet of paper between each sheet of transparency film, making the sheets easy to handle.

It is also possible to copy on the inserts.



1



Place the transparency film in the bypass tray.

- Transparency film can only be placed in the bypass tray.
- Place the transparency film face down on the bypass tray. When placing the transparency film, the rounded corner of the film should be:
 - At the front and right if the film is oriented horizontally.
 - At the back and right if the film is oriented vertically.
- After loading the transparency film, configure the bypass tray settings as explained in "[MAKING COPIES USING THE BYPASS TRAY](#)" (page 2-38).

2

Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

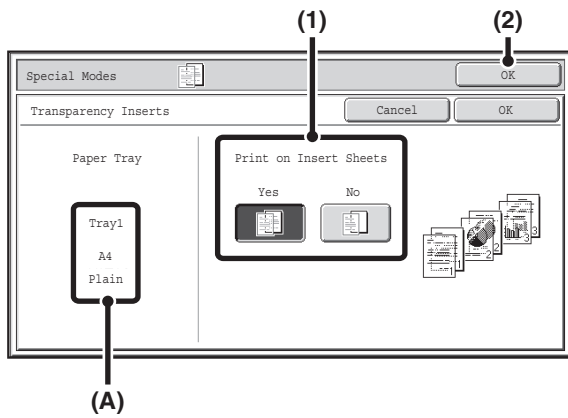
3

Select the special modes.

- (1) Touch the [Special Modes] key.
- (2) Touch the [Transparency Inserts] key.

[Special modes menu \(1st screen\)](#) (page 2-41)

4



Select insert settings.

(1) Select whether or not the insert paper will be copied on ([Yes] or [No]).

(2) Touch the [OK] key.

You will return to the base screen of copy mode.

Explanation of (A)

When transparency inserts is selected, paper suitable for the inserts is automatically selected. The automatically selected paper tray, paper size, and paper type are indicated here.

5

Press the [START] key.

Copying will begin.



To cancel scanning and copying...

Press the [STOP] key (⏏).



- The number of copies cannot be selected in this mode.
- When performing 2-sided copying, only "2-sided to 1-sided" mode can be used.



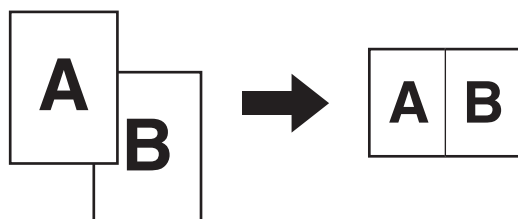
To cancel the transparency inserts setting...

Touch the [Cancel] key in the screen of step 4.

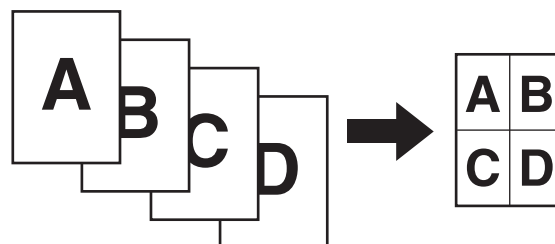
COPYING MULTIPLE ORIGINALS ONTO ONE SHEET (N-Up)

Multiple original pages can be copied onto a single sheet of paper in a uniform layout. Select 2-Up to copy two original pages onto one sheet, or 4-Up to copy four original pages onto one sheet. This function is convenient when you wish to present multiple pages in a compact format, or show a view of all pages in a document.

2-Up copying



4-Up copying



1

Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2

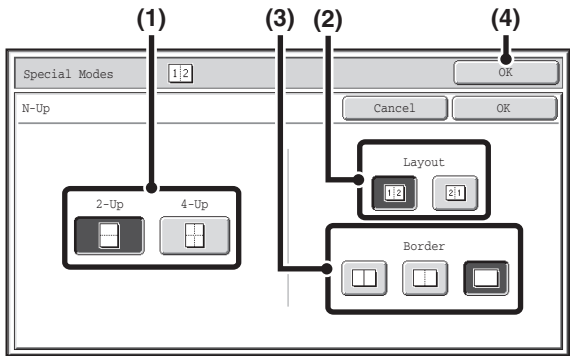
Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [N-Up] key.

 [Special modes menu \(1st screen\)](#) (page 2-41)

3



Select the number of originals to be copied onto one sheet of paper, the layout, and the border.

(1) Touch the [2-Up] key or the [4-Up] key.
If needed, the images will be rotated.

(2) Select the layout.
Select the order in which the originals will be arranged on the copy.

Number of pages	Layout	
2-Up		
4-Up		

The arrows in the above diagram indicate how the images are arranged.

(3) Select the border.
Solid lines, broken lines, or no lines can be selected.

(4) Touch the [OK] key.
You will return to the base screen of copy mode.

4

Press the [START] key.

Copying will begin.
If you are using the document glass, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key.

To cancel scanning and copying...
Press the [STOP] key ().

When using the n-up function, the appropriate copy ratio will be automatically set based on the original size, paper size, and the number of originals to be copied onto one sheet. The minimum possible reduction ratio is 25%. The original size, paper size, and selected number of original pages may require that the ratio be less than 25%. As copying will take place at 25% in this case, part of the original images may be cut off.

To cancel a n-up setting...
Touch the [Cancel] key in the screen of step 3.

COPYING A PAMPHLET (Book Copy)

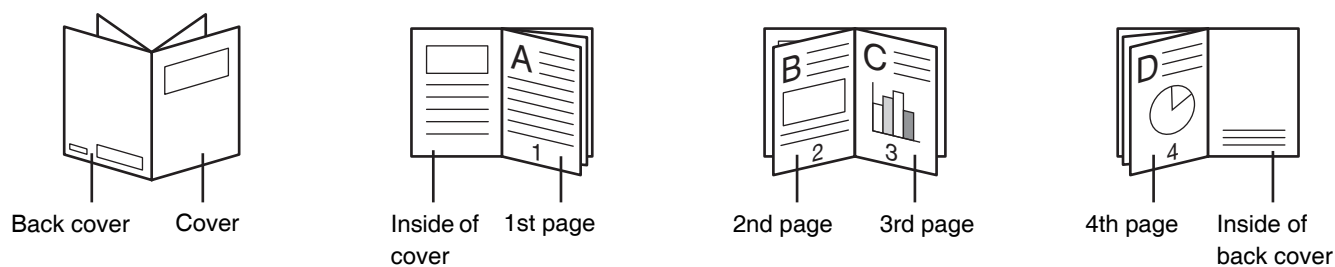
This function is used to make a copy of the two facing pages of an open book or other bound document.

Copies made with this function can be folded at the centre to create a booklet.

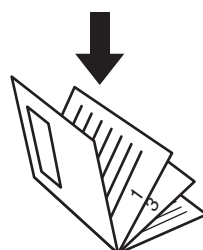
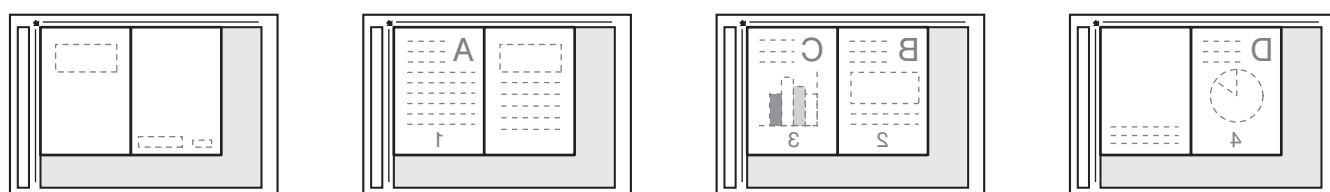
This function is convenient for arranging copies into an attractive booklet or pamphlet.

How to place the original

Originals



Place the original



The copies are in the same layout as the original.

Select the special modes.

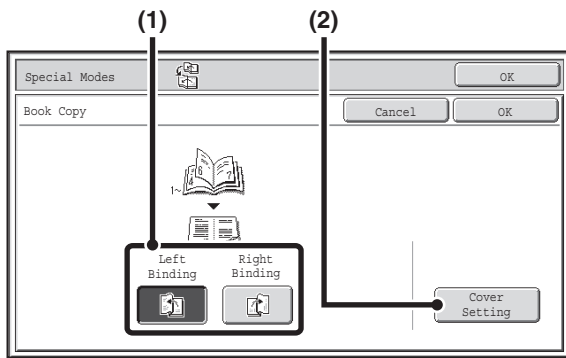
1

(1) Touch the [Special Modes] key.

(2) Touch the [Book Copy] key.

[Special modes menu \(1st screen\)](#) (page 2-41)

2



Select book copy settings.

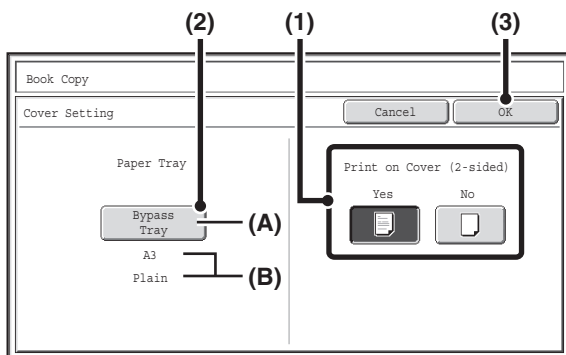
- (1) Select the binding position ([Left Binding] or [Right Binding]).
- (2) To insert a cover, touch the [Cover Setting] key.

If a cover will not be added, go to step 4.



Cover settings cannot be selected if insertion of covers and inserts is disabled in the system settings (administrator).

3



Select cover settings.

- (1) If the cover sheet will be copied on, touch the [Yes] key. Otherwise, touch the [No] key.
- (2) Select paper settings for the cover.

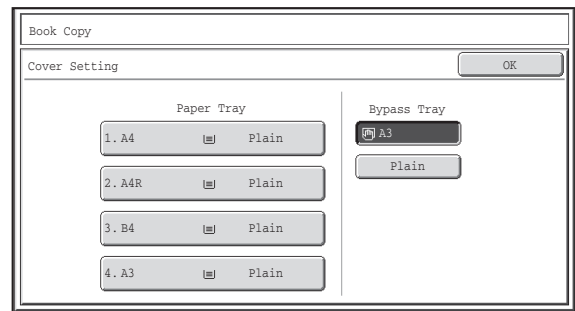
(A) The currently selected paper tray for the cover is displayed.

(B) The size and type of paper in the currently selected tray is displayed.

In the example screen, A3 size plain paper is loaded in the bypass tray.

To change the paper tray for the cover, touch the "Paper Tray" key.

When the "Paper Tray" key is touched, a tray selection screen appears. Select the desired paper tray in the tray selection screen and touch the [OK] key.



- (3) Touch the [OK] key.

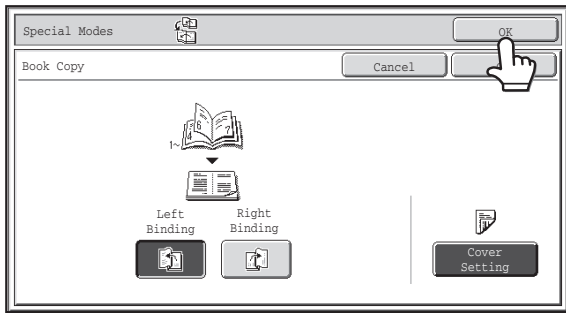


If the cover will be copied on, label sheets, transparency film, and tab paper cannot be used.



To cancel cover settings...
Touch the [Cancel] key.

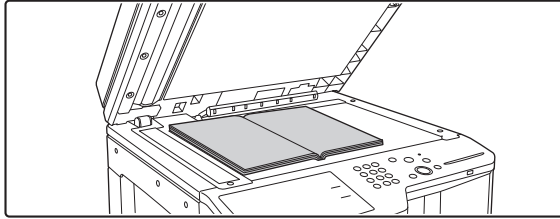
4



Touch the [OK] key.

You will return to the base screen of copy mode.

5



Place the original face down on the document glass.

Place the opened front cover and back cover face down.

6

Press the [START] key to scan the first original.

Scanning begins.

Scan the remaining original pages in the following order:

Opened inside of front cover and 1st page

Opened 2nd and 3rd page

⋮

Opened last page and inside of back cover



To cancel scanning...

Press the [STOP] key (⏏).

7

Place the next pair of opened pages and press the [START] key.

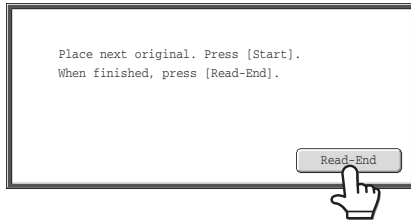
Repeat this step until all original pages have been scanned.



To cancel scanning...

Press the [STOP] key (⏏).

8

**Touch the [Read-End] key.**

Copying will begin.

**To cancel scanning and copying...**

Press the [STOP] key (⏏).



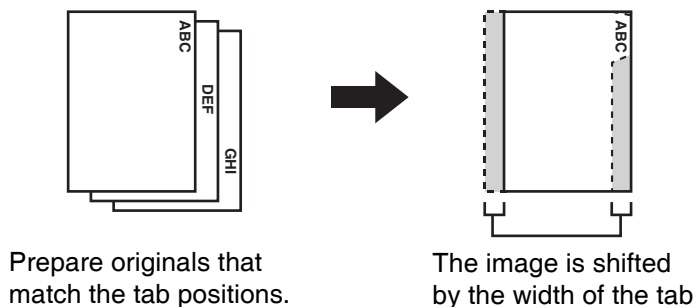
- Four original pages will be copied onto each sheet of paper. Blank pages will be automatically added at the end if the total number of original pages is not a multiple of four.
- When book copy is selected, 2-sided copying is automatically selected. When settings are selected that prevent 2-sided copying, the book copy function cannot be used.

**To cancel book copy...**

Touch the [Cancel] key in the screen of step 2.

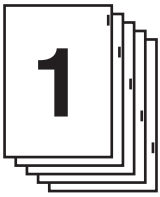
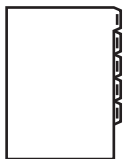
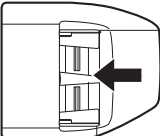
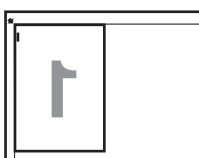
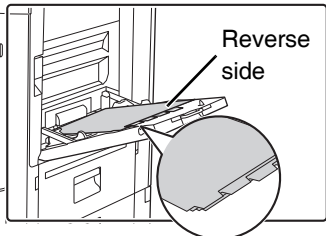
COPYING CAPTIONS ONTO TAB PAPER (Tab Copy)

Captions can be copied onto the tabs of tab paper. Prepare appropriate originals for the tab captions.
Tab copy is possible from the bypass tray.

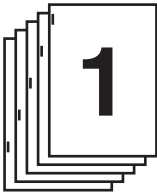
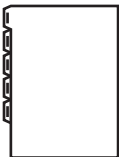
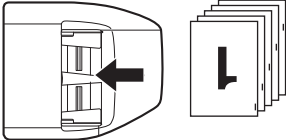
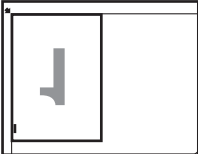
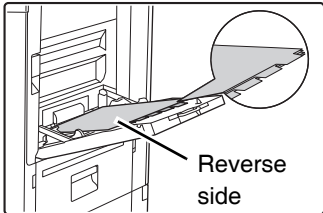


RELATION BETWEEN THE ORIGINALS AND THE TAB PAPER

Tab copying with a left binding

Originals	Placing the originals	Loading tab paper
<p>Originals</p>  <p>Final image</p> 	<ul style="list-style-type: none"> Document feeder tray  <p>Insert the originals so that the side with no tab text enters first.</p> Document glass  <p>Place so that the side with the tab text is on the left.</p> 	 <p>Load the tab paper so that the tab on the first sheet is toward you.</p>

Tab copying with a right binding

Originals	Placing the originals	Loading tab paper
<div>Originals</div>  <div>Final image</div> 	<div>• Document feeder tray</div>  <div>Insert the originals so that the side with no tab text enters first.</div> <div>• Document glass</div>  <div>Place so that the side with the tab text is on the left.</div>	 <div>Load the tab paper so that the tab on the first sheet is away from you.</div>

1


Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

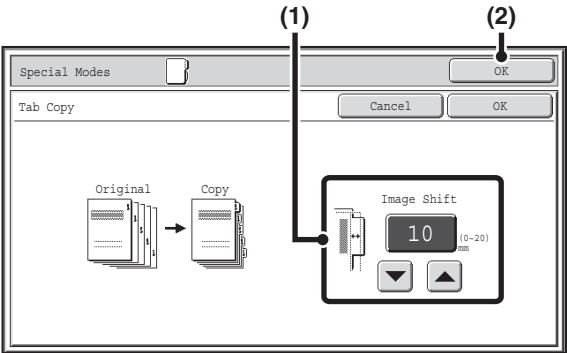
2

Select the special modes.



- (1) Touch the [Special Modes] key.
- (2) Touch the [Tab Copy] key.

 [Special modes menu \(1st screen\)](#) (page 2-41)

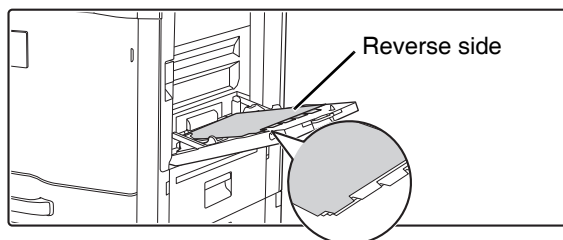
3



Set the tab width.

- (1) Set the image shift width (tab width) with the   keys.
0 mm to 20 mm can be entered.
You can also directly touch a numeric value display key to change a number with the numeric keys.
- (2) Touch the [OK] key.
You will return to the base screen of copy mode.

4



Load the tab paper.

When using the bypass tray, place the paper with the print side down.

Place the paper so that the sides with the tabs enter the machine last.

After loading the tab paper, configure the bypass tray settings as explained in "[MAKING COPIES USING THE BYPASS TRAY](#)" (page 2-38).



The width of the tab paper can be as wide as A4 width (210 mm) plus 20 mm.

5

Press the [START] key.

Copying will begin.

If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key.



To cancel scanning and copying...

Press the [STOP] key (⏏).



To cancel tab copy...

Touch the [Cancel] key in the screen of step 3.

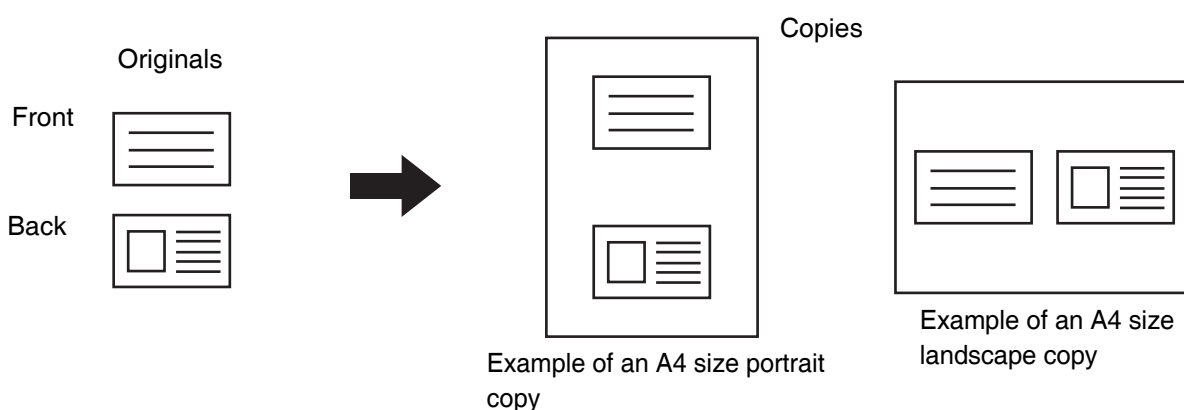


System Settings (Administrator): Initial Tab Copy Setting

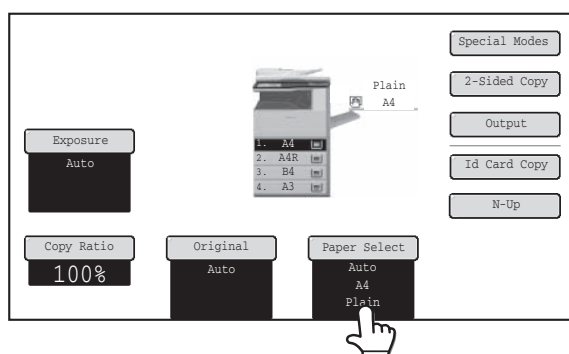
The default image shift width can be set from 0 mm to 20 mm. The factory default setting is "10 mm".

COPYING BOTH SIDES OF A CARD / ID CARD ON ONE SHEET OF PAPER (Card Shot / ID Card Copy)

When copying a card, this function allows you to copy the front and reverse sides together onto a single sheet of paper. This function is convenient for making copies for identification purposes and helps save paper.



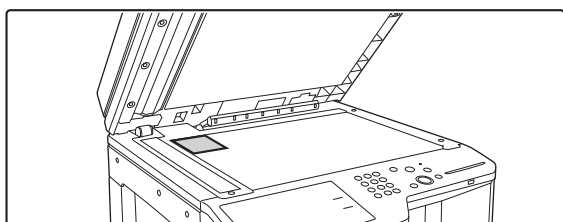
1



Select the paper to be used for card shot.

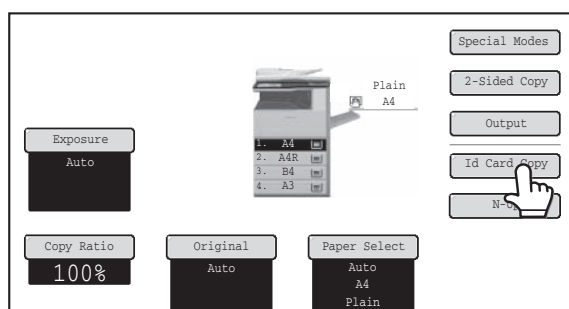
Select the paper as explained in "[PAPER TRAYS](#)" (page 2-11).

2



Place the original face down on the document glass.

3



•ID Card Copy

(1) Touch the [ID Card Copy] key.

*[ID Card] key is performed in [System Settings]-[Operation Settings]-"customize key setting" in the Web page menu.

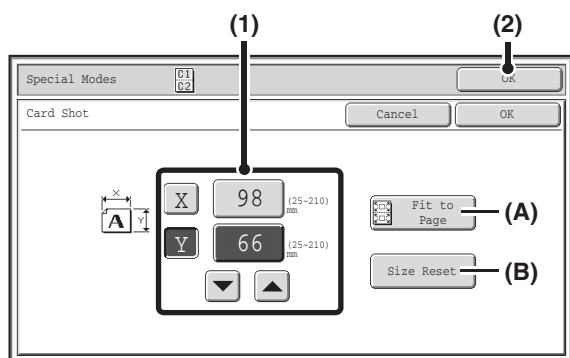
•Card shot.

(1) Touch the [Special Modes] key.

(2) Touch the [Card Shot] key.

☞ [Special modes menu \(1st screen\)](#) (page 2-41)

4



Select card shot settings.

(1) Enter the original size.

With the [X] key highlighted, enter the X (horizontal) dimension of the original with the keys. Touch the [Y] key and enter the Y (vertical) dimension of the original with the keys. You can also directly touch a numeric value display key to change a number with the numeric keys.

- (A) To enlarge or reduce the images to fit the paper based on the entered original size, touch the [Fit to Page] key.
- (B) The [Size Reset] key can be pressed to return the horizontal and vertical dimensions to the values set in "Card Shot Settings" in the system settings (administrator).

(2) Touch the [OK] key.

You will return to the base screen of copy mode. Make sure that the entered dimensions appear in the [Original] key.

5

Press the [START] key to scan the front side of the card.



To cancel scanning...

Press the [STOP] key ().

6

Turn the card / ID Card over and press the [START] key to scan the reverse side of the card.

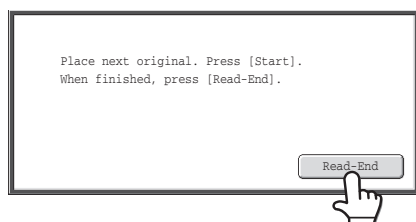
Use the same [START] key that you used for the front side of the card / ID Card.



To cancel scanning...

Press the [STOP] key ().

7



Touch the [Read-End] key.

Copying will begin.



To cancel copying...

Press the [STOP] key ().



- The original must be placed on the document glass.
- Copying is only possible on standard size paper.
- XY Zoom cannot be used when using this function.
- The image cannot be rotated when using this function.

**To cancel card shot...**

Touch the [Cancel] key in the screen of step 4.

**System Settings (Administrator): Card Shot Settings**

This is used to set the values to which the size returns when the [Size Reset] key is pressed. 25 mm to 210 mm can be entered for both the horizontal and vertical dimensions.

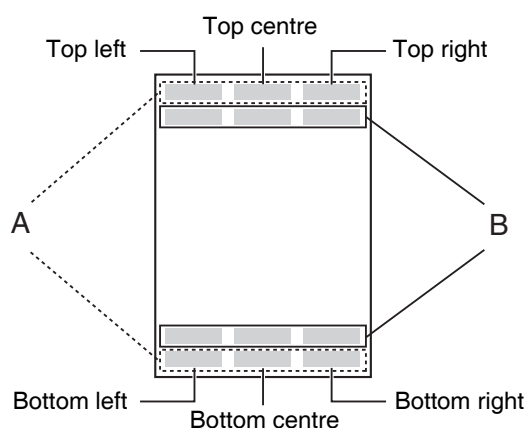
The factory default settings are 98 mm for X (the width) and 66 mm for Y (the height).

PRINTING THE DATE AND A STAMP ON COPIES (Stamp)

Use this function to print the date, a stamp, the page number, and text on copies.

Six printing positions are available: top left, top centre, top right, bottom left, bottom centre, and bottom right.

The printing positions are separated into areas that are used for the date, page number and text (A below), and areas that are used for a stamp (B below).



Stamp	Print area	Maximum number of positions
Date	A	1 position only
Stamp	B	6 positions
Page Numbering	A	1 position only
Text	A	6 positions



- If the selected stamp content of one position overlaps the stamp content of another position, priority will be given in the following order: right side, left side, centre. Content that is hidden due to overlapping will not be printed.
- Text will be printed at the preset size regardless of the copy ratio or paper size setting.
- Text will be printed at the preset exposure regardless of the exposure setting.
- Depending on the size of the paper, some printed content may be cut off or shifted out of position.

When used in combination with other special modes

When Stamp is used in combination with the following special modes, the special modes are reflected in the stamp content.

Special Modes	Printing
Margin Shift	Together with the image, the stamp content is shifted the amount of the margin width.
Tab Copy Centring	Unlike a copy image that moves, the image will be printed in the position set in the stamp.
Dual Page Copy Card Shot	The stamp is printed on each copy sheet.
N-Up	The print content is printed on each original page.
Pamphlet Copy Book Copy	The stamp is printed on each page of the resulting pamphlet or book.
Covers/Inserts	Use the stamp settings to select whether or not the item is printed on inserted covers and inserts.

GENERAL PROCEDURE FOR USING STAMP

To select stamp settings, follow the steps below.

1

Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2

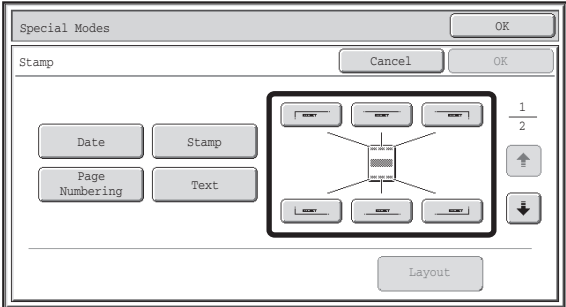
Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [Stamp] key.

[Special modes menu \(1st screen\)](#) (page 2-41)

3



Select the print position.




Select from 6 positions: top left, top centre, top right, bottom left, bottom centre, bottom right.

You can also skip this step and go directly to the next step. In this case, the stamp items will be printed in the following positions:

Date: Top right **Stamp:** Top left
Page number: Bottom centre **Text:** Top left

Print positions

The keys that show the print positions will appear as follows depending on the state of the settings.

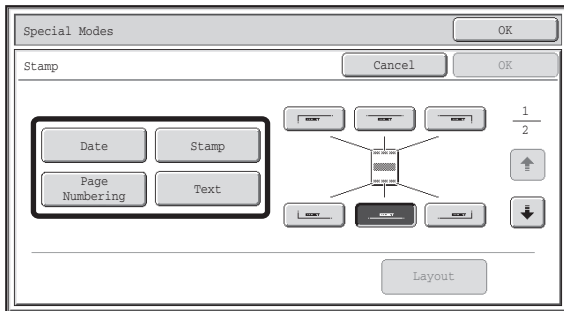
	Not selected, stamp setting has not been selected.
	Selected during selection of the stamp setting.
	Not available, stamp setting has already been allocated.

The above key is the top left key. The appearance of each key varies depending on the position of the key.



- "Date" and "Page Numbering" cannot be selected in multiple positions. If the [Date] key or [Page Numbering] key is touched when "Date" or "Page Numbering" has already been selected for a position, a message will appear asking you if you wish to move that item to the selected position. To move the item, touch the [Yes] key. Otherwise, press the [No] key.
- If you attempt to set "Date", "Text", or "Page Numbering" in a position where one of these items is already set, a message will appear. To change the previously selected item to the new item, touch the [Yes] key. To keep the previous item, touch the [No] key.

4

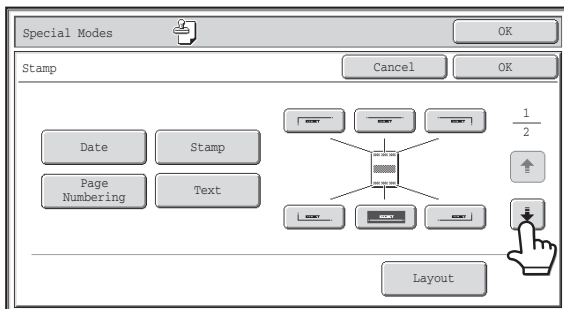


Select Stamp.

For detailed information on each of the stamp items, see the following sections:

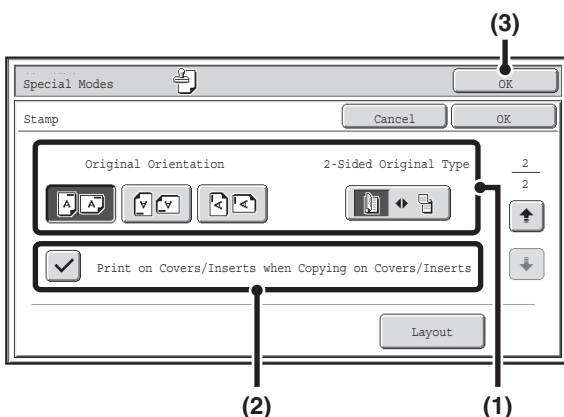
- Date:** [ADDING THE DATE TO COPIES \(Date\)](#) (page 2-85)
- Stamp:** [STAMPING COPIES \(Stamp\)](#) (page 2-87)
- Page numbering:** [PRINTING PAGE NUMBERS ON COPIES \(Page Numbering\)](#) (page 2-89)
- Text:** [PRINTING TEXT ON COPIES \(Text\)](#) (page 2-93)

5



When you have finished selecting stamp settings, touch the key.

6



Select settings for the original and covers/inserts.

- (1) Touch the [Original Orientation] key and specify the orientation of the placed original.

If 2-sided originals have been placed, touch the key and specify the binding position (booklet binding or tablet binding) of the originals.

- (2) Select stamp settings for covers/inserts.

If you do not want to print the stamp items on covers/inserts, touch the checkbox to remove the checkmark ☐.

- (3) Touch the [OK] key.

You will return to the base screen of copy mode.

To edit a stamp position or delete a stamp item, touch the [Layout] key.

[CHECKING THE STAMP LAYOUT \(Layout\)](#) (page 2-97)



- When copying on covers/inserts is not selected, printing will not take place even if a checkmark appears.
- This setting cannot be selected if insertion of covers and inserts is disabled in the system settings (administrator).

7

Press the [START] key.

Copying will begin.

If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key.

**To cancel scanning and copying...**

Press the [STOP] key (⏏).

**To cancel Stamp...**

Touch the [Cancel] key in the screen of step 3.

ADDING THE DATE TO COPIES (Date)

The date can be printed on copies. The position of the date, format, and page (first page only or all pages) can be selected.

Example: Printing APRIL 4, 2013 in the top right corner of the paper.

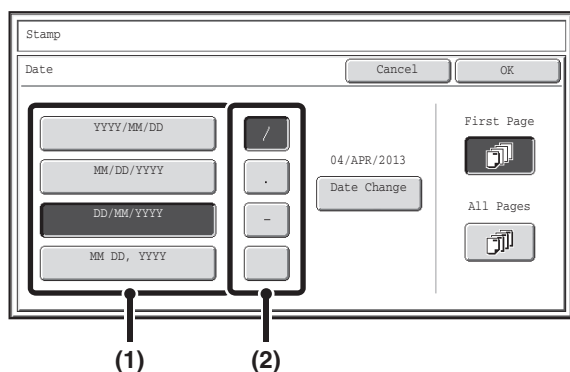


1

Touch the [Date] key in the stamp selection screen.

See steps 1 to 4 of "[GENERAL PROCEDURE FOR USING STAMP](#)" (page 2-82).

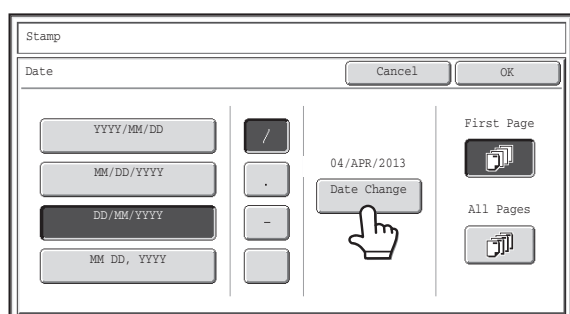
2



Set the date format.

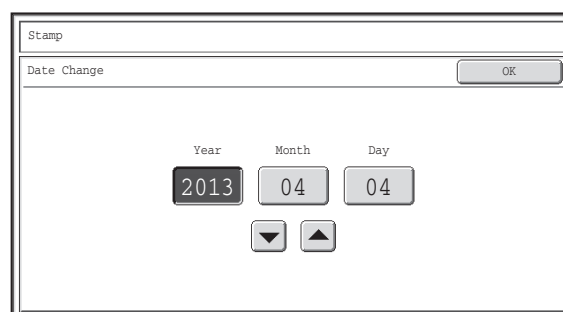
- (1) Touch the key that shows the desired date format.
- (2) If you selected [YYYY/MM/DD], [MM/DD/YYYY], or [DD/MM/YYYY], touch the [/], [.] , [-], or [] key to select the separator.

3



Check the displayed date. If you need to change the date, touch the [Date Change] key.

Set the date that you wish to use and touch the [OK] key.

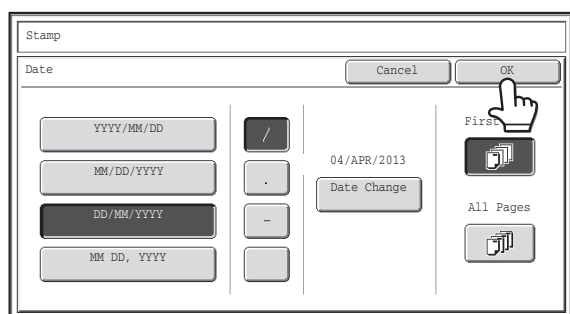


As an alternative to touching the keys, you can also directly touch the numeric value display key and change the value with the numeric keys.



- If you select a date that does not exist (such as Feb. 30), the [OK] key will be greyed out to prevent entry.
- Changing the date here will not change the date that is set in the machine using "Clock" in the system settings.

4



Select the pages that the date will be printed on and touch the [OK] key.

Select printing on the first page only, or printing on all pages. After touching the [OK] key, continue from step 5 of "[GENERAL PROCEDURE FOR USING STAMP](#)" (page 2-82) to complete the copy procedure.



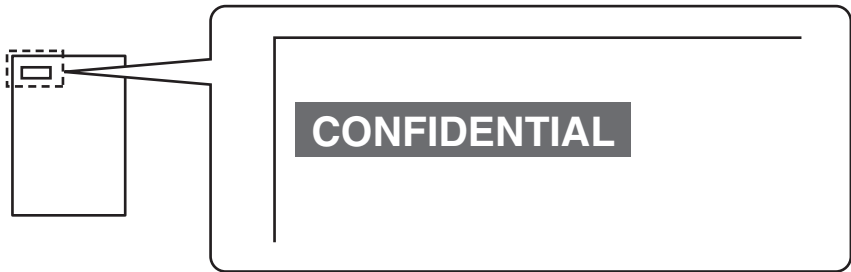
To cancel the date print setting...

Touch the [Cancel] key in the screen of step 2.

STAMPING COPIES (Stamp)

Text such as "CONFIDENTIAL" can be printed in white on a dark background as a "stamp" on copies. The position, size, density, and pages (first page only or all pages) can be selected for a stamp.

Printing "CONFIDENTIAL" in the top left corner of a copy



The following 12 selections are available for the stamp text.

CONFIDENTIAL	PRIORITY	PRELIMINARY	FINAL
FOR YOUR INFO.	DO NOT COPY	IMPORTANT	COPY
URGENT	DRAFT	TOP SECRET	PLEASE REPLY

Three levels can be selected for the density of the stamp background.
Two stamp sizes can be selected.

1

Touch the [Stamp] key in the stamp selection screen.

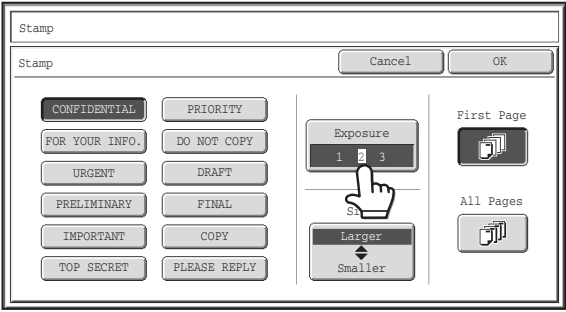
See steps 1 to 4 of "[GENERAL PROCEDURE FOR USING STAMP](#)" (page 2-82).

2



A screenshot of the 'Stamp' selection screen. The screen has a title bar 'Stamp' and 'Cancel' and 'OK' buttons. It features a grid of 12 stamp options: CONFIDENTIAL, PRIORITY, FOR YOUR INFO., DO NOT COPY, URGENT, DRAFT, PRELIMINARY, FINAL, IMPORTANT, COPY, TOP SECRET, and PLEASE REPLY. To the right of the grid are controls for 'Exposure' (1, 2, 3), 'Size' (Larger, Smaller), and 'First Page' / 'All Pages' (represented by document icons).

Touch the key of the stamp that you wish to use.

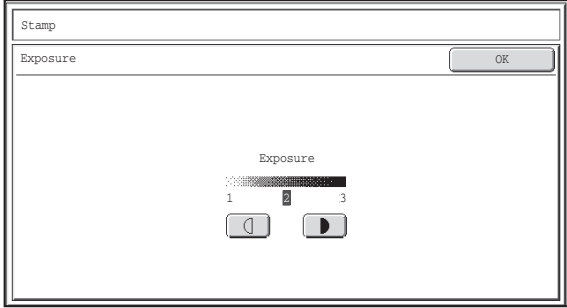
3



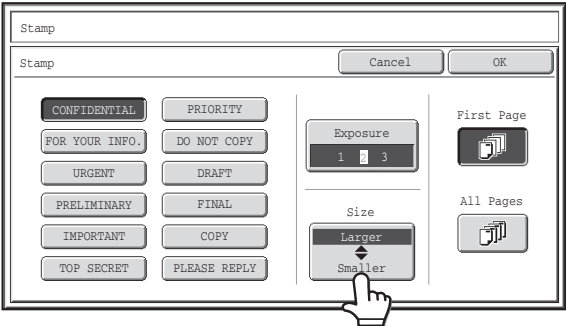
Touch the [Exposure] key and set the density.

If you wish to darken, touch the  key. If you wish to lighten, touch the  key.

When you have finished selecting the settings, touch the [OK] key.

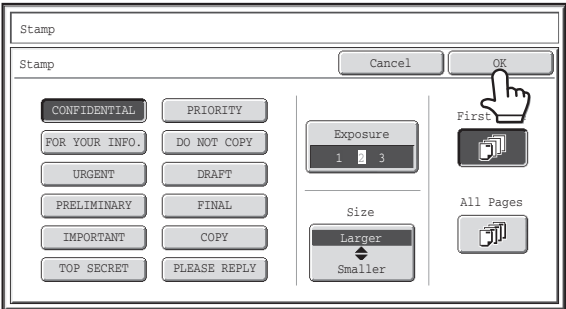


4



Touch the [Larger  Smaller] key to select the size of the stamp.

5



Select the pages that the date will be printed on and touch the [OK] key.

Select printing on the first page only, or printing on all pages. After touching the [OK] key, continue from step 5 of ["GENERAL PROCEDURE FOR USING STAMP"](#) (page 2-82) to complete the copy procedure.



The stamp text cannot be edited.



To cancel a stamp setting...

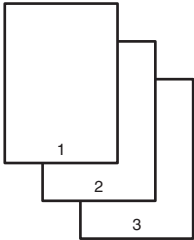
Touch the [Cancel] key in the screen of step 2.

PRINTING PAGE NUMBERS ON COPIES

(Page Numbering)

Page numbers can be printed on copies.
The position, format, and page number can be selected for page numbering.

Printing the page number at the bottom centre of the paper.

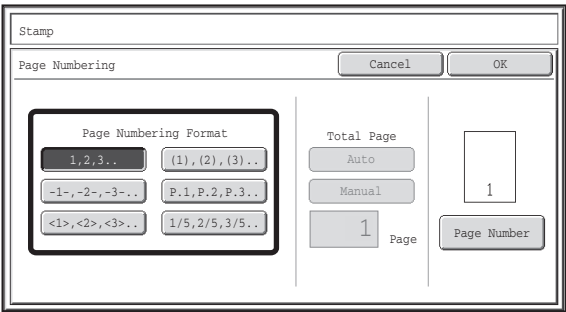


1

Touch the [Page Numbering] key in the stamp selection screen.

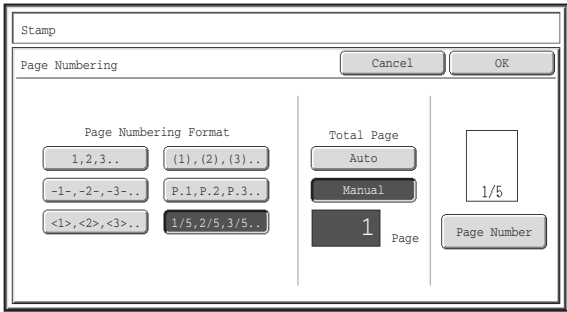
See steps 1 to 4 of "GENERAL PROCEDURE FOR USING STAMP" (page 2-82).

2



Select a format for the page number.

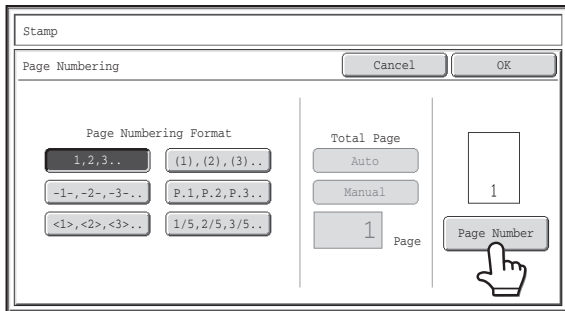
If the [1/5, 2/5, 3/5] key is selected, "Page number / total pages" will be printed. "Auto" is initially selected for the total pages, which means that the number of scanned original pages is automatically set as the total pages. If you need to set the total pages manually, such as when a large number of originals are divided into sets for scanning, touch the [Manual] key to display the total pages entry screen.



Enter the total pages (1 to 999) with the numeric keys and touch the [OK] key.
The [CLEAR] key (⊙) can be pressed to return the setting of the selected item to the default value. If you make a mistake, press the [CLEAR] key (⊙) and then enter the correct number.

-
- When 2-sided copying is performed, the total pages is the total number of sides of the paper. If the final page is blank, it is not counted. However, if a back cover will be added and the [Count Back Cover] checkbox is selected ☒, the final page is counted. (See step 7.)
 - When used in combination with "Dual Page Copy", "N-Up", or "Card Shot", the number of sides of the paper copied on is the total pages.
 - When used in combination with "Pamphlet Copy" or "Book Copy", the total number of pages in the resulting pamphlet or booklet is the total pages.

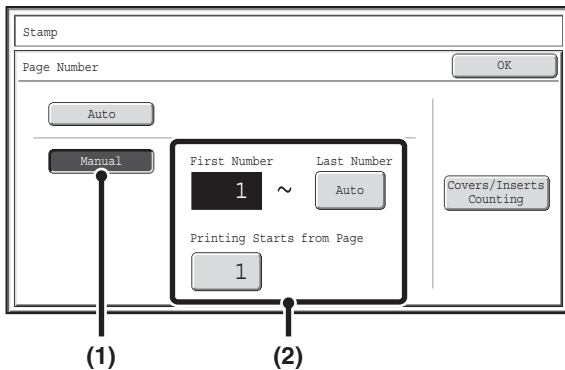
3



To configure page number settings, touch the [Page Number] key.

If you do not need to configure page number settings, go to step 8.

4



Select page number settings.

(1) Touch the [Manual] key.

(2) Set the first number, the last number, and the "Printing Starts from Page" number.

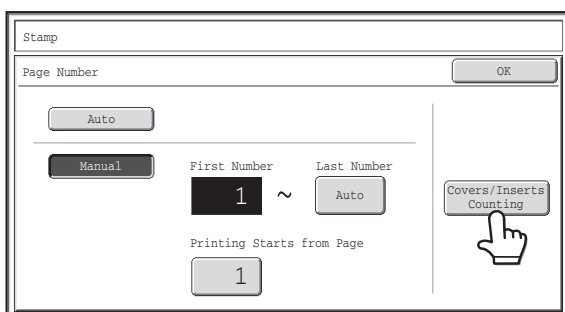
Touch each key and enter a number with the numeric keys (1 to 999).

The [CLEAR] key (Ⓢ) can be pressed to return the setting of the selected item to the default value. If you make a mistake, press the [CLEAR] key (Ⓢ) and then enter the correct number.



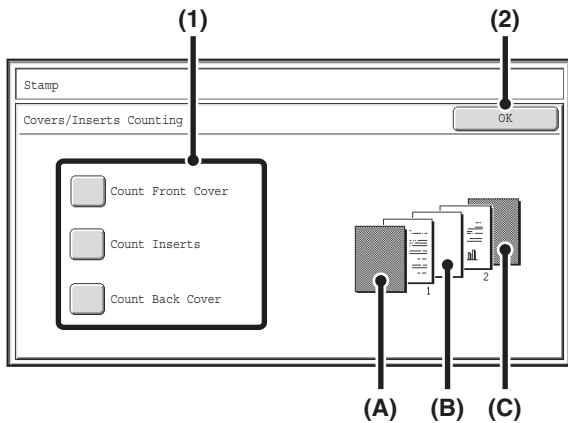
- A "Last Number" smaller than the "First Number" cannot be set.
- The "Last Number" is initially set to "Auto", which means that page numbers are automatically printed through the last page based on the "First Number" and "Printing Start from Page" settings.
- If the "Last Number" is set to a number smaller than the "Total Pages", page numbers are not printed on pages after the page set as the "Last Number".
- "Printing Starts from Page" is used to set the page number from which you want to begin printing page numbers. For example, if "3" is set and 1-sided copying is being performed, page numbers will be printed beginning from the 3rd copy sheet (the 3rd original page). If 2-sided copying is being performed, page numbers will be printed beginning from the front side of the 2nd copy sheet (the 3rd original page).

5



If covers/inserts will be inserted, touch the [Covers/Inserts Counting] key if you want to include the covers/inserts in the page number count and want page numbers printed on the covers/inserts.

6



Touch each item that you want counted in the page numbers so that a checkmark appears ☒, and then touch the [OK] key.

Items with a checkmark ☒ will be reflected in the print image on the right side of the screen.

(A): Front cover image

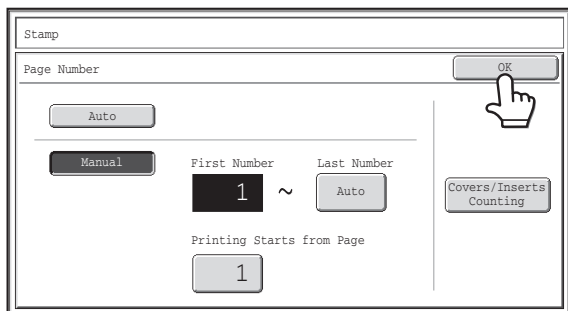
(B): Insert image

(C): Back cover image



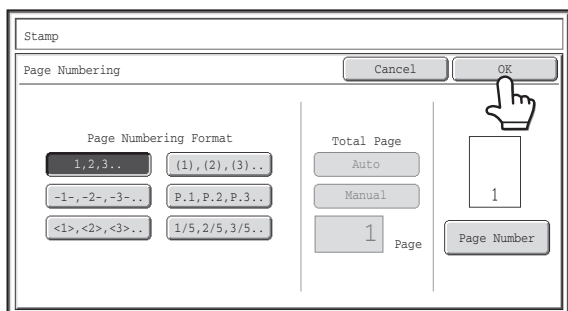
- When the checkboxes are selected ☒, each inserted sheet of paper (front cover, insert, or back cover) will be counted as one page in the case of 1-sided copying, or two pages in the case of 2-sided copying. However, when the body sheets are 1-sided copies and the inserted sheets are 2-sided copies, each body sheet is counted as one page and each inserted sheet is counted as two pages.
- Page numbers are printed on covers/inserts if the covers/inserts are counted and if they are copied on.

7



Touch the [OK] key.

8



Touch the [OK] key.

After touching the [OK] key, continue from step 5 of "[GENERAL PROCEDURE FOR USING STAMP](#)" (page 2-82) to complete the copy procedure.

- When Page Numbering is selected, copying in group mode is not possible. The mode automatically changes to sort mode.
- When the page number printing position is set to the right side or left side and pamphlet copy or book copy is used, the print position is changed so that the page numbers always appear on the outer side of each opened page (the left and right sides of the opened pages). If a stamp is set in the area where page numbering is set, the position of the stamp changes in the same way as the page number.

If another stamp item is set in this changing position, the page numbers will alternate sides with this stamp item.

A stamp item that is in a position not affected by the changing page number position will be printed in its original set position.

Example: When four pages are copied using pamphlet copy and the page number format is "1, 2, 3...", the result is as follows:

In this example, the page number is set at the bottom of the page and the date is set at the top, and thus the date does not move.

Print settings

Date	
Stamp No.	Text



Side 1

04/APR/2013	04/APR/2013
CONFIDENTIAL 4	CONFIDENTIAL 1

Side 2

04/APR/2013	04/APR/2013
CONFIDENTIAL 2	CONFIDENTIAL 3



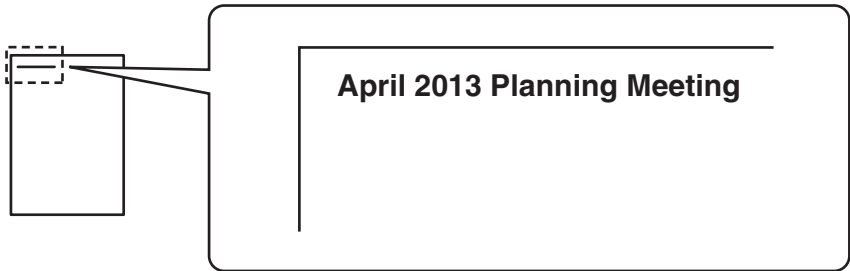
To cancel the page numbering setting...

Touch the [Cancel] key in the screen of step 2.

PRINTING TEXT ON COPIES (Text)

Entered text can be printed on copies. Up to 30 frequently used text strings can be stored.

Example: Printing "April 2013 Planning Meeting" in the top left corner of the paper



1

Touch the [Text] key in the stamp selection screen.

See steps 1 to 4 of "[GENERAL PROCEDURE FOR USING STAMP](#)" (page 2-82).

2

A screenshot of the "Stamp" selection screen. It features a "Text" input field at the top with "Cancel" and "OK" buttons. Below is a "Pre-Set" section with "Recall", "Store/Delete", and "Direct Entry" buttons. The "Recall" button is highlighted with a hand icon. To the right are "First Page" and "All Pages" buttons with document icons.

Touch the [Recall] key.

The [Direct Entry] key can be touched to display the text entry screen. When all characters have been entered, touch the [OK] key.

To store or delete a text string, touch the [Store/Delete] key.

➡ [Storing, editing, and deleting text strings](#) (page 2-95)

3

A screenshot of the "Stamp" selection screen showing a list of stored text strings. At the top, there's a "Text" field and "Cancel"/"OK" buttons. Below is a "5 ◀▶ 10" key. A list of strings is shown, with "No.01 AAA AAA" selected. Callout (1) points to the selected string, and callout (2) points to the "OK" button. The list includes: No.01 AAA AAA, No.02 BBB BBB, No.03 CCC CCC, No.04 DDD DDD, No.05, No.06, No.07, No.08, No.09, No.10. There are also up/down arrow buttons on the right.

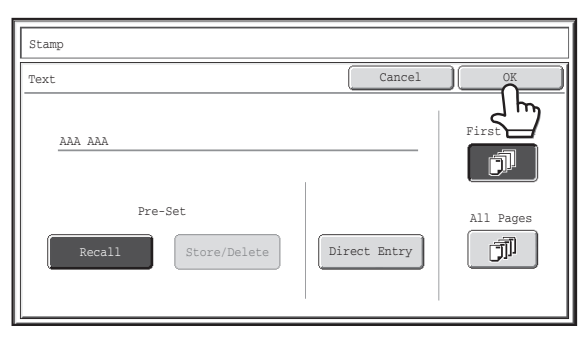
Specify the text to be printed.

(1) Touch the text string that you wish to select.

You can touch the [5 ◀▶ 10] key to switch the number of keys displayed in the screen between 5 and 10. When 5-key display is selected, the entire text string appears in each key.



(2) Touch the [OK] key.

4



Select the pages to be printed on and touch the [OK] key.

Select printing on the first page only, or printing on all pages. After touching the [OK] key, continue from step 5 of "[GENERAL PROCEDURE FOR USING STAMP](#)" (page 2-82) to complete the copy procedure.

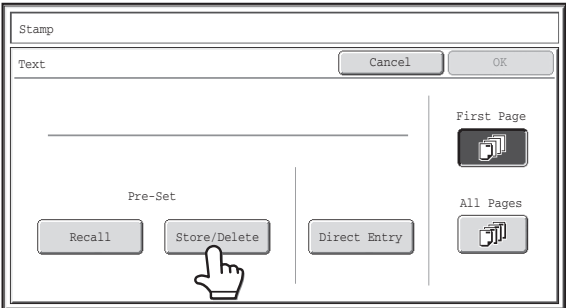
-  Text settings can also be configured in the Web pages. Click [Application Settings], [Copy settings] and then [Text Settings (Stamp)] in the Web page menu.
-  **To cancel a text setting...**
Touch the [Cancel] key in the screen of step 2.

Storing, editing, and deleting text strings

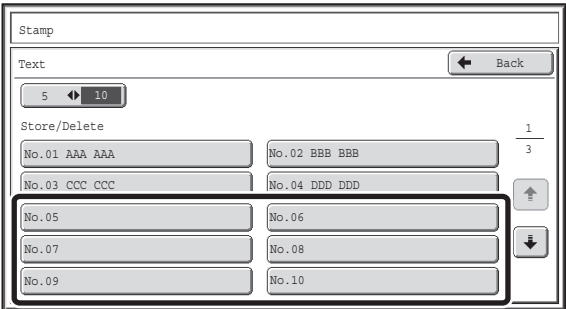
1 Touch the [Text] key in the stamp selection screen.

See steps 1 to 4 of "GENERAL PROCEDURE FOR USING STAMP" (page 2-82).

2



Touch the [Store/Delete] key.



Store a text string, or edit/delete a stored text string.

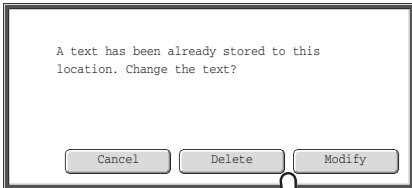
- To store a text string, touch a key with no text stored. A text entry screen will appear. A maximum of 50 characters can be entered. When you have finished entering the text, touch the [OK] key. The text entry screen will close.
- To edit or delete a text string, follow the instructions below.

3



To edit or delete a text string...

- When the key with the text string is touched, the following screen appears. When the [Modify] key is touched, a text entry screen appears. The stored text string appears in the text entry screen. Edit the text. When you have finished entering the text, touch the [OK] key. The text entry screen will close.
- When the [Delete] key is touched, the stored text is deleted.



- Text settings can also be configured in the Web pages. Click [Application Settings], [Copy settings] and then [Text Settings (Stamp)] in the Web page menu.

4

Stamp

Text

5

10

Store/Delete

No.01 AAA AAA	No.02 BBB BBB
No.03 CCC CCC	No.04
No.05	No.06
No.07	No.08
No.09	No.10

Back

1
3

↑

↓

Touch the [Back] key.

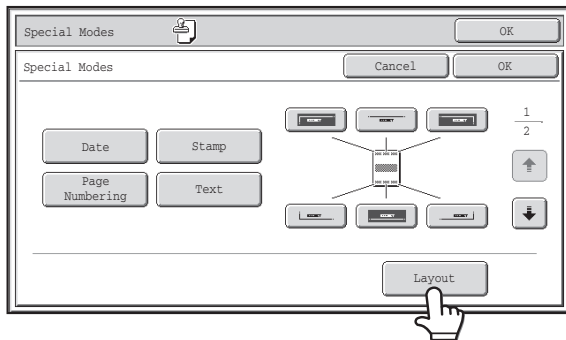
You will return to the screen of step 2.

To copy using a stored text string, continue from step 2 of "[PRINTING TEXT ON COPIES \(Text\)](#)" (page 2-93).

CHECKING THE STAMP LAYOUT (Layout)

After stamp items have been selected, you can check the print layout, change the print position, and delete stamp items.

1

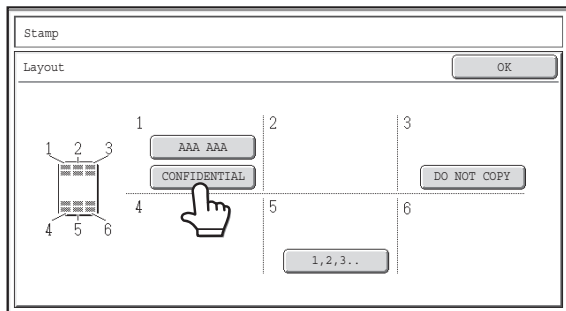


Touch the [Layout] key.



The [Layout] key can only be touched when stamp items have been selected.

2



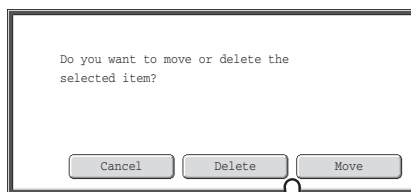
If the layout is correct, touch the [OK] key.

Touch the key of the stamp item that you want to delete or whose position you want to change.



A maximum of 14 characters appear in each key.

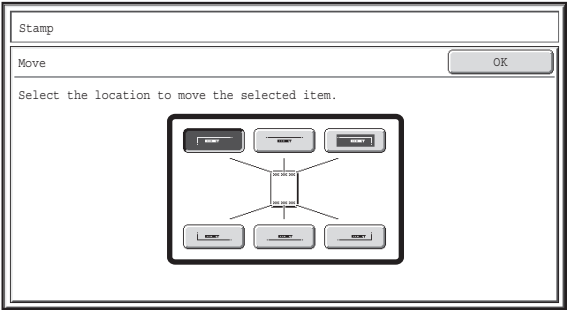
3



To change the position of the item, touch the [Move] key. To delete the item, touch the [Delete] key.

- If the [Move] key is touched, a screen for selecting the destination position appears.
- If the [Delete] key is touched, the item is deleted. (Go to step 6.)

4



Touch the key of the desired destination position.

The touched position key is highlighted and the print position changes.

The keys that show the print positions will appear as follows depending on the state of the settings.

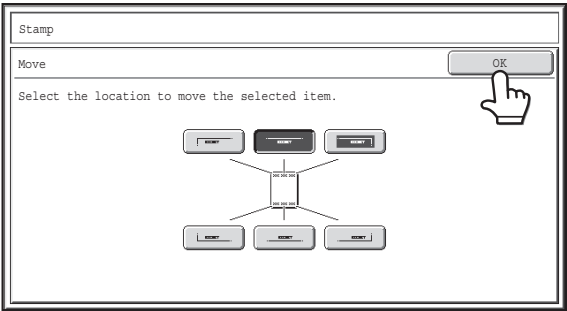
	Not selected, stamp setting has not been selected.
	Selected during selection of the stamp setting.
	Not available, stamp setting has already been allocated.

The above key is the top left key. The appearance of each key varies depending on the position of the key.



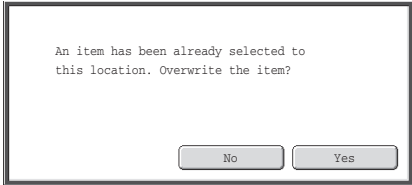
If you wish to swap the position of the selected stamp item with the position of another stamp item, temporarily move either one of the items to an unoccupied position and then switch the print positions.

5

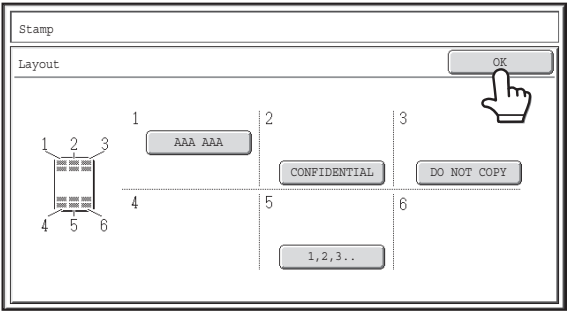


Touch the [OK] key.

If you attempt to move the stamp item to a position that is already occupied by another stamp item, a message will appear asking you if you wish to overwrite the other stamp item. To overwrite the other stamp item, touch the [Yes] key. To cancel the move, touch the [No] key.



6

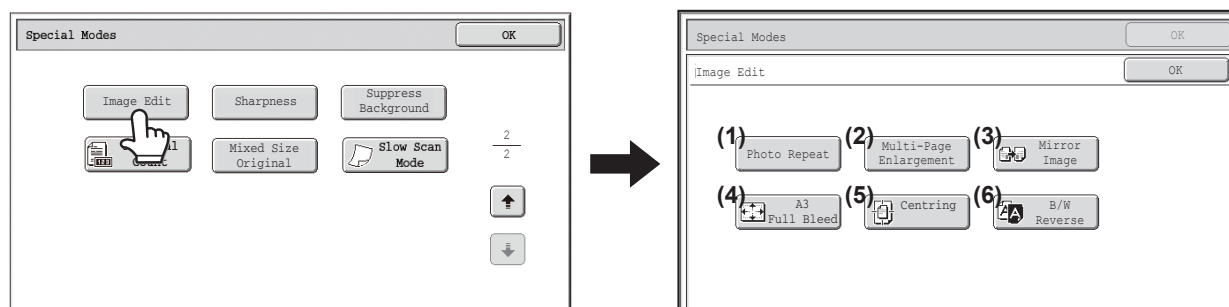


Touch the [OK] key.

[Image Edit] KEY

When the [Image Edit] key is touched in the 2nd special modes menu screen, the image edit menu screen opens.

Image edit menu screen

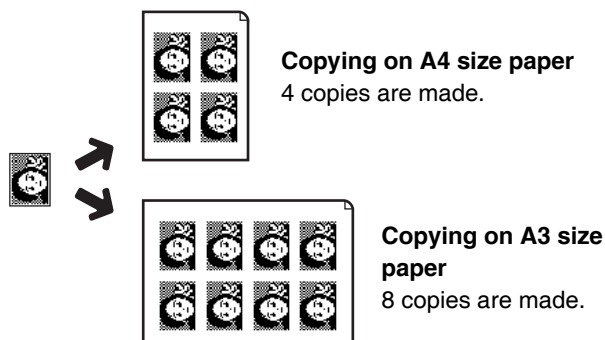


- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(1) [Photo Repeat] key
 REPEATING PHOTOS ON A COPY (Photo Repeat)
 (page 2-100)</p> <p>(2) [Multi-Page Enlargement] key
 CREATING A LARGE POSTER (Multi-Page Enlargement) (page 2-102)</p> <p>(3) [Mirror Image] key
 REVERSING THE IMAGE (Mirror Image) (page 2-105)</p> | <p>(4) [A3 Full Bleed] key
 COPYING A3 ORIGINALS WITH NO EDGE CUT-OFF (A3 Full Bleed) (page 2-106)</p> <p>(5) [Centring] key
 COPYING IN THE CENTRE OF THE PAPER (Centring) (page 2-108)</p> <p>(6) [B/W Reverse] key
 REVERSING WHITE AND BLACK IN A COPY (B/W Reverse) (page 2-110)</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

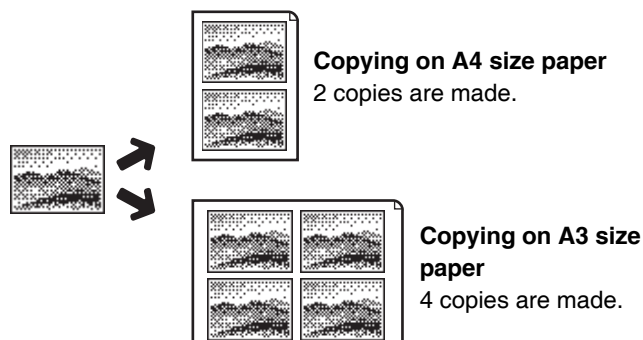
REPEATING PHOTOS ON A COPY (Photo Repeat)

Photo Repeat is used to create repeated images of a photo-size original (130 mm x 90 mm size, 100 mm x 150 mm size, 70 mm x 100 mm size, 65 mm x 70 mm size or 57 mm x 100 mm size) on a single sheet of copy paper as shown below. Up to 24 images (when the image is 65 mm x 70 mm size) can be repeated on a single sheet of paper.

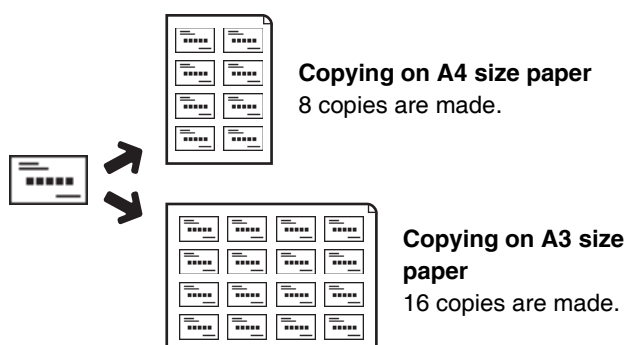
• Original sizes up to 130 mm x 90 mm



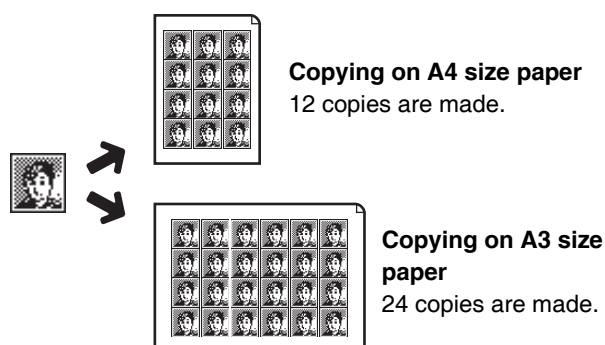
• Original sizes up to 100 mm x 150 mm



• Original sizes up to 70 mm x 100 mm



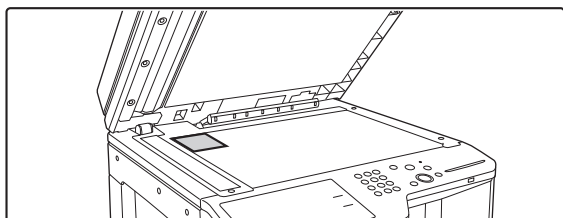
• Original sizes up to 65 mm x 70 mm



• Original sizes up to 57 mm x 100 mm





1



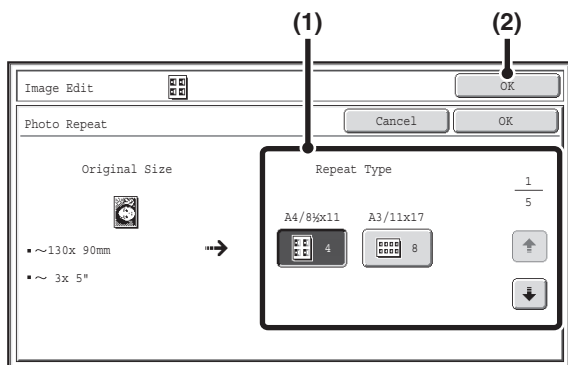
Place the original face down on the document glass.

- When placing a 130 mm x 90 mm, 100 mm x 150 mm, 70 mm x 100 mm, 65 mm x 70 mm or 57 mm x 100 mm photo size original, place the original with the long side aligned against the left side of the document glass.
- When placing a business card size original, place the original with the long side aligned against the far side of the document glass.

Select the special modes.



- (1) Touch the [Special Modes] key.
- (2) Touch the   keys to switch through the screens.
- (3) Touch the [Image Edit] key.
- (4) Touch the [Photo Repeat] key.

 [\[Image Edit\] KEY](#) (page 2-99)



Select Photo Repeat settings.

- (1) Touch the key showing the original type and paper size combination that you want to use.

Touch the   keys to switch through the screens and touch the desired repeat type key (A4 or A3).

- (2) Touch the [OK] key.

You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.



When making repeat copies of a business card size original (up to 57 mm x 100 mm), only A4 can be selected for the paper size.

Press the [START] key.

Copying will begin.

If you have selected sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key.



To cancel scanning and copying...

Press the [STOP] key (.



- The original must be placed on the document glass.
- Only A4 or A3 size paper can be used.
- The copy ratio is 100% when this function is used. (The ratio cannot be changed.) However, for a business card size original (up to 57 mm x 100 mm), the images are reduced to 95%.

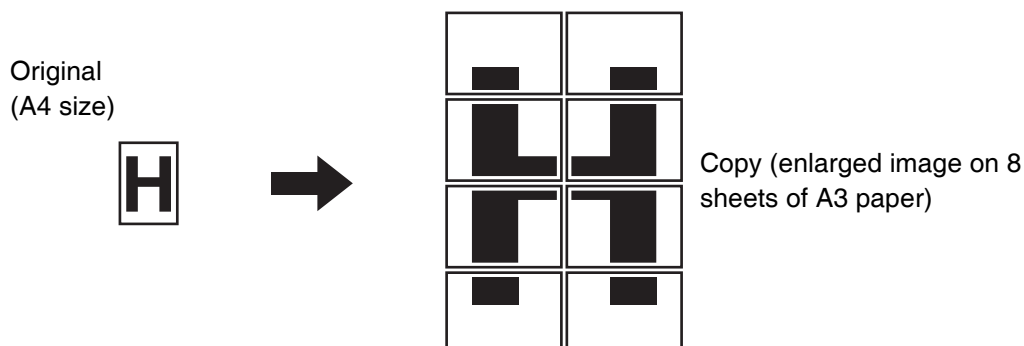


To cancel the photo repeat setting...



Touch the [Cancel] key in the screen of step 3.

CREATING A LARGE POSTER (Multi-Page Enlargement)

This function is used to enlarge an image of an original and print it as a composite image using multiple sheets of paper.

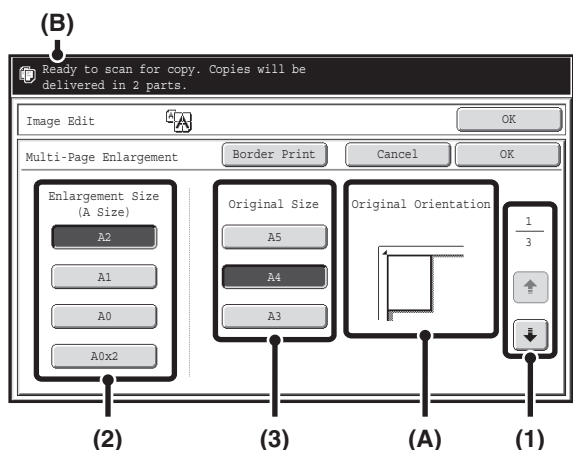


Select the special modes.

- (1) Touch the [Special Modes] key.
- (2) Touch the   keys to switch through the screens.
- (3) Touch the [Image Edit] key.
- (4) Touch the [Multi-Page Enlargement] key.

 [\[Image Edit\] KEY](#) (page 2-99)

2



Set the enlargement size and the original size.

(1) Select the size system that you wish to use for multi-page enlargement.

Touch the keys to display the screen that shows the desired group of sizes.

- 1st screen: A system
- 2nd screen: B system
- 3rd screen: Inch system

(2) Select the enlargement size.

(3) Select the size of the original to be used.

A suitable original placement orientation (A) and the number of sheets of paper required for the enlarged image (B) are displayed based on the selected original size and enlargement size.

Check the placement orientation and number of sheets. The combinations of original sizes and enlargement sizes shown in the table at left are possible for multi-page enlargement.

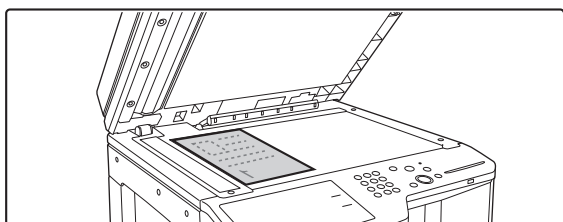
Enlargement size ↔ Original size	
A system	A2 ↔ A3, A4, A5
	A1 ↔ A3, A4, A5
	A0 ↔ A3, A4
	A0 x 2* ↔ A3
B system	B3 ↔ B4, B5
	B2 ↔ B4, B5
	B1 ↔ B4, B5
	B0 ↔ B4
Inch system	22 x 17 ↔ 11 x 17, 8-1/2 x 14, 8-1/2 x 11
	22 x 34 ↔ 11 x 17, 8-1/2 x 14, 8-1/2 x 11
	34 x 44 ↔ 11 x 17, 8-1/2 x 14, 8-1/2 x 11
	44 x 68 ↔ 11 x 17

* The size that is twice A0 size.



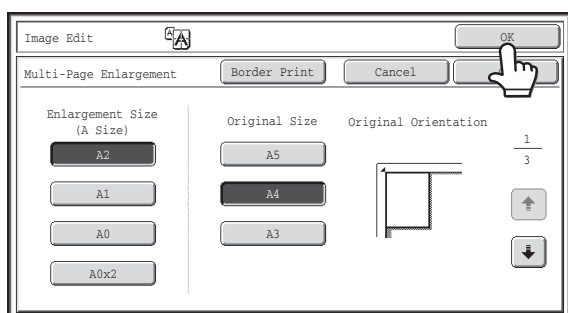
- An A size original cannot be enlarged to a B size, and a B size original cannot be enlarged to an A size.
- To print a borderline around the copy image, touch the [Border Print] key so that it is highlighted.

3



Place the original face down on the document glass in the orientation indicated in the screen.

4



Touch the [OK] key.

You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.

5

Press the [START] key.

Copying will begin.

If you have selected sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key.



To cancel scanning and copying...

Press the [STOP] key (⏏).



- The original must be placed on the document glass.
- Overlap of sections of image
 - There will be a margin around the edges of each copy.
 - Areas for overlapping the copies will be created at the leading and trailing edges of each copy.
- If an original size is selected first, a message will appear indicating the enlargement sizes that can be selected. If an enlargement size is selected first, a message will appear indicating the original sizes that can be selected.
- If a combination of settings is selected for which multi-page enlargement is not possible, invalid selection beeps will sound.
- The paper size, number of sheets required for the enlarged image, and the ratio are automatically selected based on the selected original size and enlargement size.
(The paper size and ratio cannot be selected manually.)
- If no paper trays have the size of paper that was automatically selected, "Load XXX paper" will appear. Change the paper in one of the trays or the bypass tray to the indicated size of paper.



• To cancel the multi-page enlargement setting...

Touch the [Cancel] key in the screen of step 2.

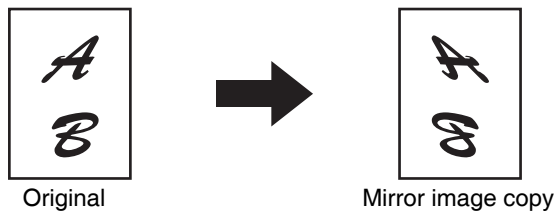
Although the multi-page enlargement setting is cancelled, the ratio selected automatically is kept valid.

• To return the ratio to 100%...

To return the ratio setting to 100%, touch the [Copy Ratio] key to display the ratio menu and then touch the [100%] key.

REVERSING THE IMAGE (Mirror Image)

This feature is used to make a copy that is a mirror image of the original.



1

Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2

Select the special modes.

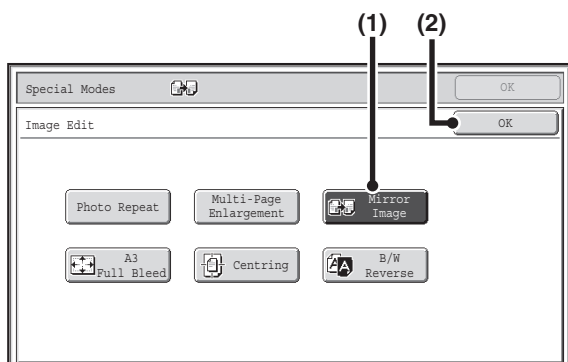
(1) Touch the [Special Modes] key.

(2) Touch the keys to switch through the screens.

(3) Touch the [Image Edit] key.

[\[Image Edit\] KEY](#) (page 2-99)

3



Select Mirror Image.

(1) Touch the [Mirror Image] key so that it is highlighted.

(2) Touch the [OK] key.

You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.

4

Press the [START] key.

Copying will begin.

If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key.



To cancel scanning and copying...

Press the [STOP] key ().



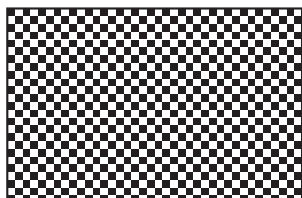
To cancel a mirror image setting...

Touch the [Mirror Image] key in the screen of step 3 so that it is not highlighted.

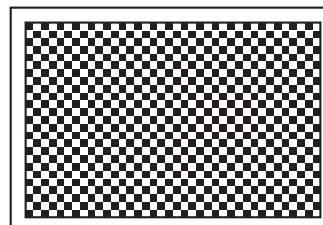
COPYING A3 ORIGINALS WITH NO EDGE CUT-OFF (A3 Full Bleed)

This feature lets you copy an entire A3 size original at full size with no image cut-off at the edges. A3W size paper is used, which is slightly larger than A3 size.

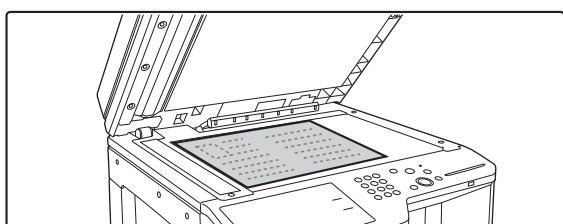
A3 size original



A3 full bleed copy



1



Place the original face down on the document glass.

2

Select the special modes.

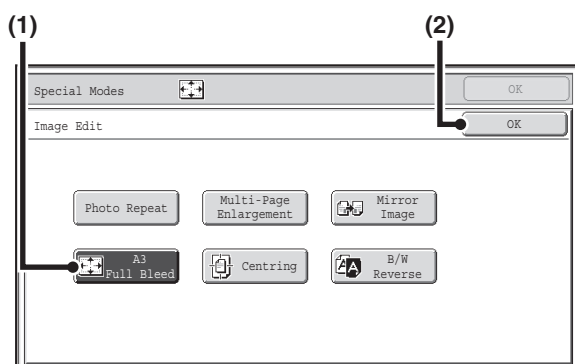
(1) Touch the [Special Modes] key.

(2) Touch the   keys to switch through the screens.

(3) Touch the [Image Edit] key.

 [\[Image Edit\] KEY](#) (page 2-99)

3



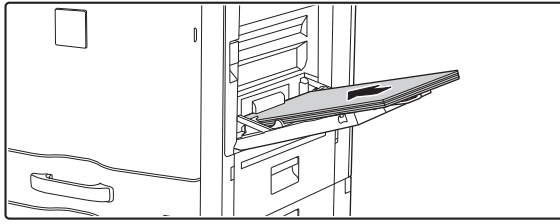
Select A3 Full Bleed.

(1) Touch the [A3 Full Bleed] key so that it is highlighted.

(2) Touch the [OK] key.

You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.

4



Place A3W paper in the bypass tray.

Pull out the extension tray, adjust the guides to the width of A3W paper, and place the paper in the bypass tray. After loading the paper, configure the bypass tray settings as explained in "[MAKING COPIES USING THE BYPASS TRAY](#)" (page 2-38).

5

Press the [START] key.

Copying will begin.

If you have selected sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key.



To cancel scanning and copying...

Press the [STOP] key (⏏).



- The original must be placed on the document glass.
- The copy ratio is 100% when this function is used. The ratio cannot be changed.
- The staple and punch function cannot be used.





To cancel A3 Full Bleed...

Touch the [A3 Full Bleed] key in the screen of step 3 so that it is not highlighted.

COPYING IN THE CENTRE OF THE PAPER (Centring)

This is used to centre the copied image on the paper.
This lets you place the image in the centre of the paper when the original size is smaller than the paper size or when the image is reduced.

Not using the centring function	Using the centring function
	

1



Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.


2

Select the special modes.

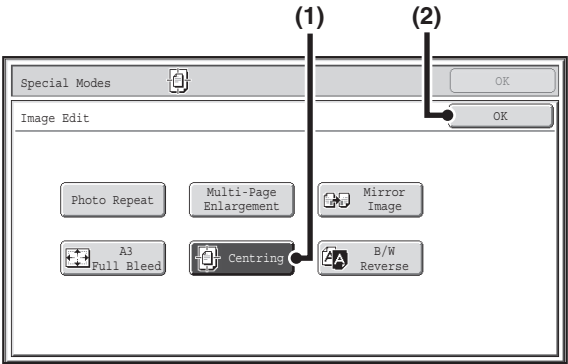
(1) Touch the [Special Modes] key.

(2) Touch the   keys to switch through the screens.

(3) Touch the [Image Edit] key.

 [\[Image Edit\] KEY](#) (page 2-99)

3



Select Centring.

(1) Touch the [Centring] key so that it is highlighted.

(2) Touch the [OK] key.



You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.

4

Press the [START] key.

Copying will begin.

If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key.

 **To cancel scanning and copying...**
Press the [STOP] key ().



- The image can be reduced when using the centring function, but not enlarged.
- When the original size or the paper size is displayed as a special size, this function cannot be used.

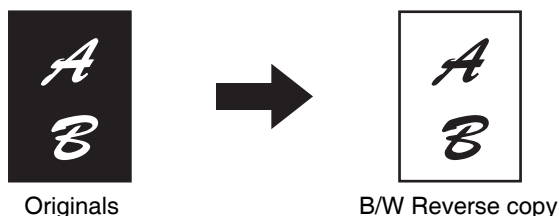
**To cancel centring...**

Touch the [Centring] key in the screen of step 3 so that it is not highlighted.

REVERSING WHITE AND BLACK IN A COPY (B/W Reverse)

This is used to reverse black and white in a copy to create a negative image. This function can only be used for black and white copying.

Originals with large black areas (which use a large amount of toner) can be copied using Black/White Reverse to reduce toner consumption.



1 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2 Select the special modes.

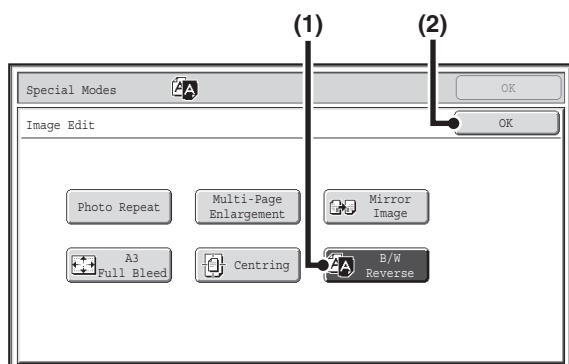
(1) Touch the [Special Modes] key.

(2) Touch the keys to switch through the screens.

(3) Touch the [Image Edit] key.

[Image Edit] KEY (page 2-99)

3



Select B/W Reverse.

(1) Touch the [B/W Reverse] key so that it is highlighted.

(2) Touch the [OK] key.

You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.

4 Press the [START] key.


Copying will begin.


If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key.



To cancel scanning and copying...

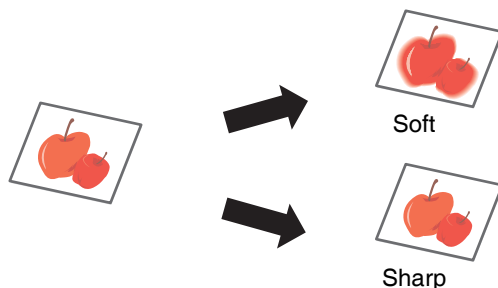
Press the [STOP] key ().

 When this function is selected, the "Original Image Type" setting for exposure adjustment automatically changes to "Text".

 **To cancel B/W reverse...**
Touch the [B/W Reverse] key in the screen of step 3 so that it is not highlighted.

ADJUSTING THE SHARPNESS OF AN IMAGE (Sharpness)

This is used to sharpen an image or make it softer.



1 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

Select the special modes.

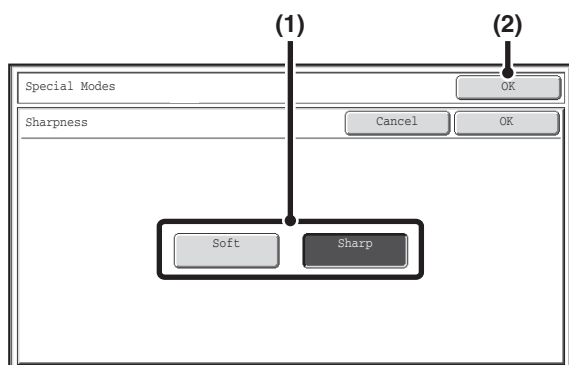
(1) Touch the [Special Modes] key.

2 (2) Touch the keys to switch through the screens.

(3) Touch the [Sharpness] key.

[SPECIAL MODES](#) (page 2-41)

3



Adjust the image.

(1) Touch the [Soft] key or the [Sharp] key.

(2) Touch the [OK] key.

You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.

Press the [START] key.

Copying will begin.

If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key.



To cancel scanning and copying...

Press the [STOP] key ().

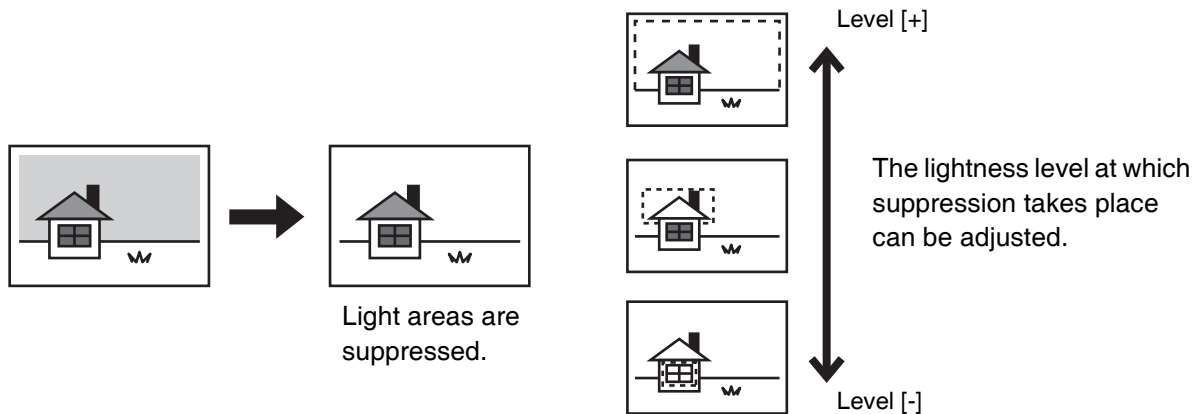


To cancel the sharpness setting...

Touch the [Cancel] key in the screen of step 3.

WHITENING FAINT COLOURS IN COPIES (Suppress Background)

This feature is used to suppress light background areas.



1

Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2

Select the special modes.

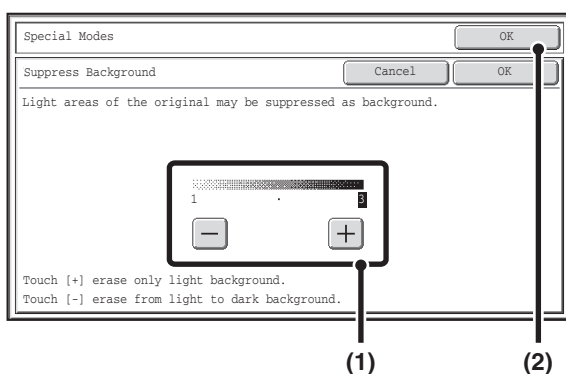
(1) Touch the [Special Modes] key.

(2) Touch the keys to switch through the screens.

(3) Touch the [Suppress Background] key.

[SPECIAL MODES](#) (page 2-41)

3



Select the suppress background setting.

(1) **Adjust the background suppression level.**

Touch the [+] key to suppress only faint background.

Touch the [-] key to suppress faint to dark background.

(2) **Touch the [OK] key.**

You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.

4

Press the [START] key.

Copying will begin.

If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key.

**To cancel scanning and copying...**

Press the [STOP] key (⏏).

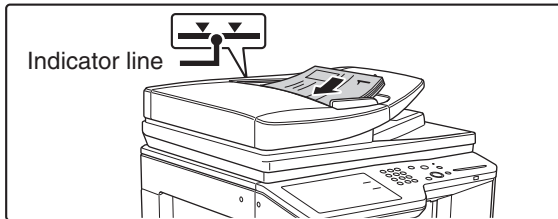
**To cancel a suppress background setting...**

Touch the [Cancel] key in the screen of step 3.

CHECKING THE NUMBER OF SCANNED ORIGINAL SHEETS BEFORE COPYING (Original Count)

The number of scanned original sheets can be counted and displayed before copying is executed. By allowing you to check the number of original sheets that were scanned, this helps reduce the occurrence of copy mistakes.

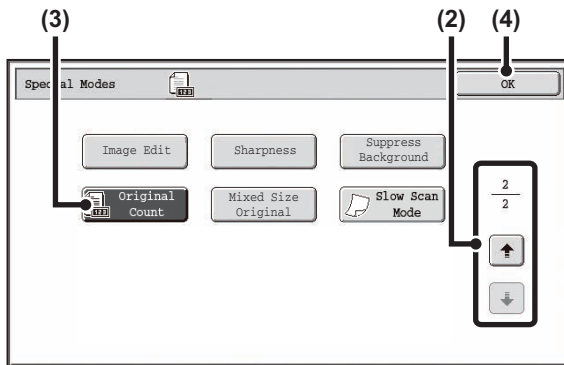
1



Insert the originals face up in the document feeder tray.

Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.

2



Select Original Count.

(1) Touch the [Special Modes] key.

[SPECIAL MODES](#) (page 2-41)

(2) Touch the keys to switch through the screens.

(3) Touch the [Original Count] key so that it is highlighted.

(4) Touch the [OK] key.

You will return to the base screen of copy mode.

3

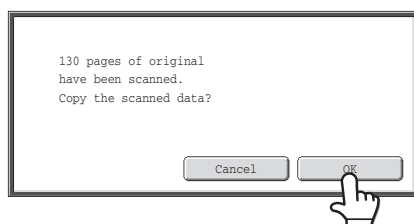
Press the [START] key.



To cancel scanning and copying...

Press the [STOP] key ().

4



After scanning is finished, check the number of sheets that were scanned and touch the [OK] key.

Copying will begin.

- When job build mode is used, the number of scanned sheets appears when the [Read-End] key is touched.
- The number that is displayed is the number of scanned original sheets, not the number of scanned original pages. For example, when two-sided copying is performed using one original, the number "1" will appear to indicate that one original sheet was scanned, not "2" to indicate the front-side page and the reverse side page.



If the displayed number of original sheets is different from the actual number of original sheets...
Press the [STOP] key (⏏).



To cancel the original count mode setting...

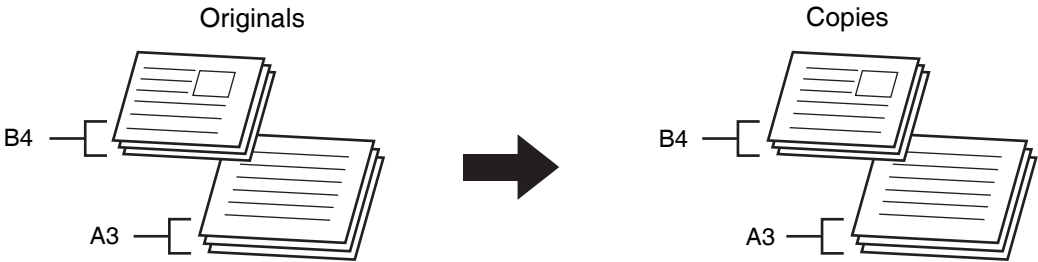
Touch the [Original Count] key in the screen of step 2 so that it is not highlighted.

COPYING ORIGINALS OF DIFFERENT SIZES

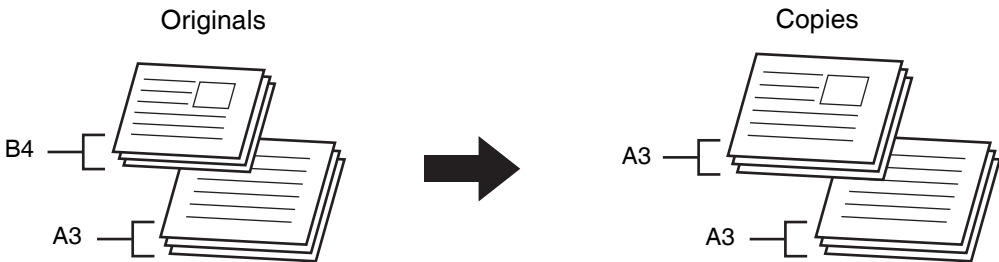
(Mixed Size Original)

Even when B4 originals are mixed in with A3 originals, all originals can be copied at once. When scanning the originals, the machine automatically detects the size of each original and uses paper appropriate for that size.

When mixed size original is combined with auto ratio selection, the ratio is adjusted individually for each original according to the selected paper size, enabling output on a uniform paper size.



When mixed size original is combined with auto ratio selection
 (Auto ratio selection and A3 are selected)



A B4 size original will be enlarged to A3 size.

There are two settings for mixed size originals.

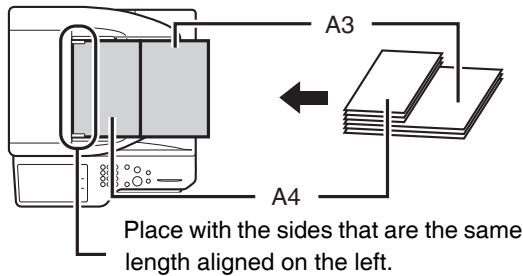
Same Width	Use this setting for originals that are different sizes but have sides that are the same length. The originals are inserted in the document feeder tray with the sides that are the same length aligned together on the left. <ul style="list-style-type: none"> • A3 and A4 • B4 and B5 • A4R and A5 • 11 x 17 and 8-1/2 x 11 • 8-1/2 x 14 and 8-1/2 x 11R • 8-1/2 x 14 and 5-1/2 x 8-1/2 • 8-1/2 x 13 and 8-1/2 x 11R • 8-1/2 x 13 and 5-1/2 x 8-1/2 • 8-1/2 x 11R and 5-1/2 x 8-1/2
Different Width	Use this setting when the originals are different sizes and do not have sides that are the same length. This setting can only be used for the following combinations of sizes: <ul style="list-style-type: none"> • A3 and B4 • A3 and B5 • B4 and A4 • A4 and B5 • B4 and A4R • B4 and A5 • B5 and A4R • B5 and A5 • 11 x 17 and 8-1/2 x 14 • 11 x 17 and 8-1/2 x 13 • 11 x 17 and 5-1/2 x 8-1/2

1

Insert the originals face up in the document feeder tray.

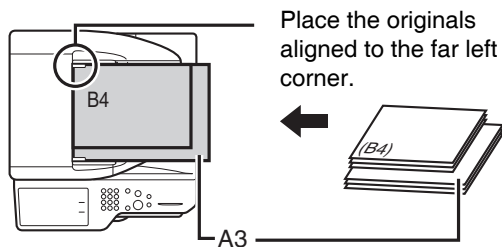
● When "Same Width" is used

Place the originals with the sides that are the same length aligned on the left.



● When "Different Width" is used

Place the originals with the corners aligned in the far left corner of the document feeder tray.



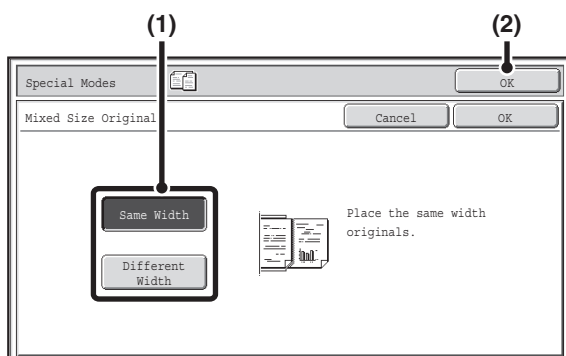
2

Select the special modes.

- (1) Touch the [Special Modes] key.
- (2) Touch the keys to switch through the screens.
- (3) Touch the [Mixed Size Original] key.

[Special modes menu \(2nd screen\)](#) (page 2-42)

3



Select Mixed Size Original settings.

- (1) Touch the [Same Width] key or the [Different Width] key as appropriate for the originals.

- (2) Touch the [OK] key.

You will return to the base screen of copy mode.

4

Press the [START] key.

Copying will begin.

**To cancel scanning and copying...**

Press the [STOP] key (⏏).



- When "Original Size Detector Setting" is selected to AB-3, [Different Width] is unavailable.
- When [Different Width] is selected, automatic two-sided copying cannot be used.
- When [Different Width] is selected, the staple function cannot be used.
- The mixed size original function cannot be used to copy originals that are the same size but are placed in different orientations (A4 and A4R, etc.).

**To cancel the mixed size original setting...**

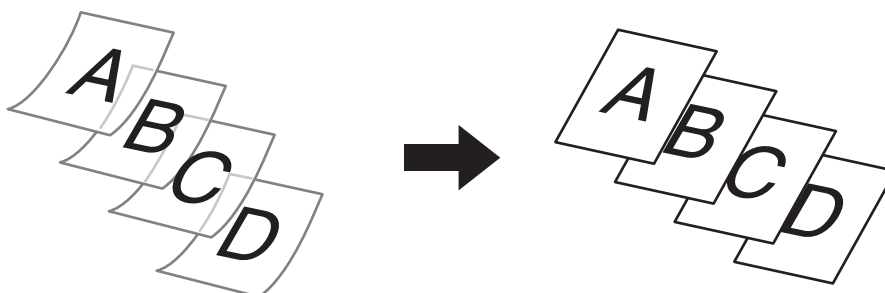
Touch the [Cancel] key in the screen of step 3.

**System Settings (Administrator): Original Feeding Mode**

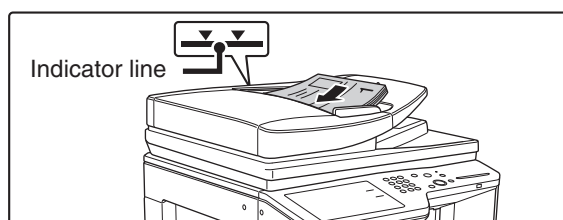
The original feeding mode can be set to always scan mixed size originals.

COPYING THIN ORIGINALS (Slow Scan Mode)

Use this function when you wish to scan thin originals using the automatic document feeder. This function helps prevent thin originals from misfeeding.



1



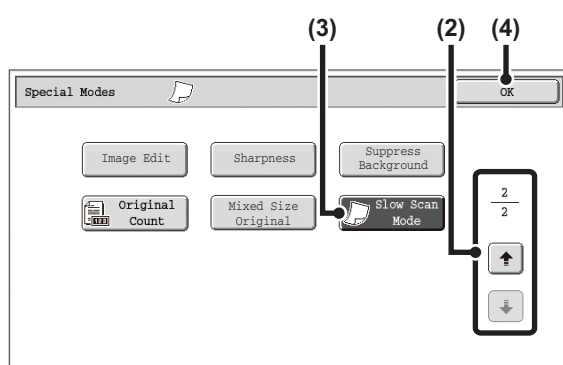
Insert the originals face up in the document feeder tray.

Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.



If the originals are inserted with too much force, they may crumple and misfeed.

2



Select Slow Scan Mode.

(1) Touch the [Special Modes] key.

[SPECIAL MODES](#) (page 2-41)

(2) Touch the keys to switch through the screens.

(3) Touch the [Slow Scan Mode] key so that it is highlighted.

(4) Touch the [OK] key.

You will return to the base screen of copy mode.

3

Press the [START] key.

Copying will begin.



To cancel scanning and copying...

Press the [STOP] key ().



The "2-Sided to 2-Sided" and "2-Sided to 1-Sided" modes of automatic 2-sided copying cannot be used.



To cancel the slow scan mode setting...

Touch the [Slow Scan Mode] key in the screen of step 2 so that it is not highlighted.



System Settings (Administrator): Original Feeding Mode

This is used to have scanning always take place in slow scan mode.

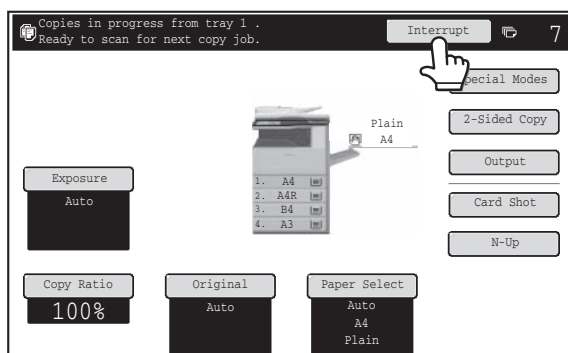
CONVENIENT COPY FUNCTIONS

This section explains convenient copy functions such as interrupting a copy run, changing the order of reserved copy jobs, and storing copy settings in a program.

INTERRUPTING A COPY RUN (Interrupt copy)

When you need to make an urgent copy and the machine is busy with a long copy run or other job, use interrupt copy. Interrupt copy temporarily stops the job in progress and lets you perform the interrupt copy job first.

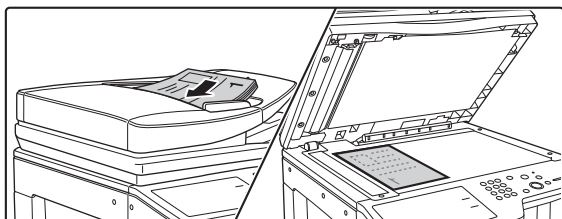
1



Touch the [Interrupt] key.

The [Interrupt] key does not appear while an original is being scanned.

2



Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

3

Select copy settings and press the [START] key.

The interrupt copy job begins.

4

When the interrupt copy job is completed, the interrupted job resumes.





To cancel scanning and copying...

Press the [STOP] key (⏏).

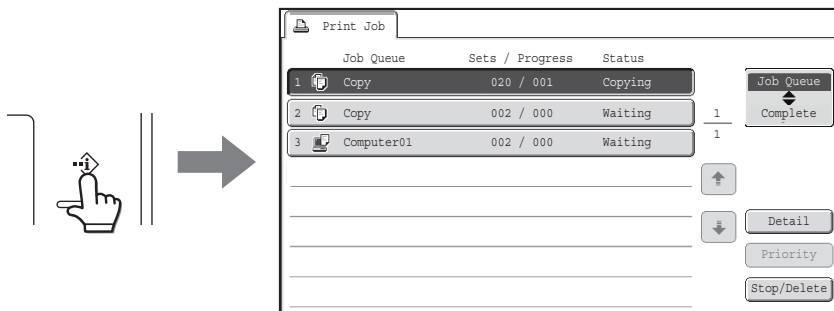


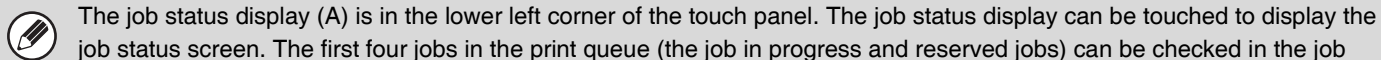
- If user authentication is enabled, the login screen will appear when the [Interrupt] key is pressed. Enter your user name and password to log in. The number of copies made will be added to the count of the user that logged in.
- Depending on the settings of the job in progress, the [Interrupt] key may not appear.
- Depending on the settings of the job in progress, the [Reserve] key may appear instead of the [Interrupt] key. Unlike interrupt copy, reserve copy does not temporarily stop the job in progress. Instead, the reserve copy job begins when the job in progress is finished.
- Interrupt copy cannot be used in combination with the following special modes:
Job Build, Book Copy, Card Shot, Multi-Page Enlargement, Original Count
- If the document glass is used for an interrupt copy job, 2-sided copying, sort copying, and staple sort copying cannot be selected. If any of these functions are necessary, use the automatic document feeder.

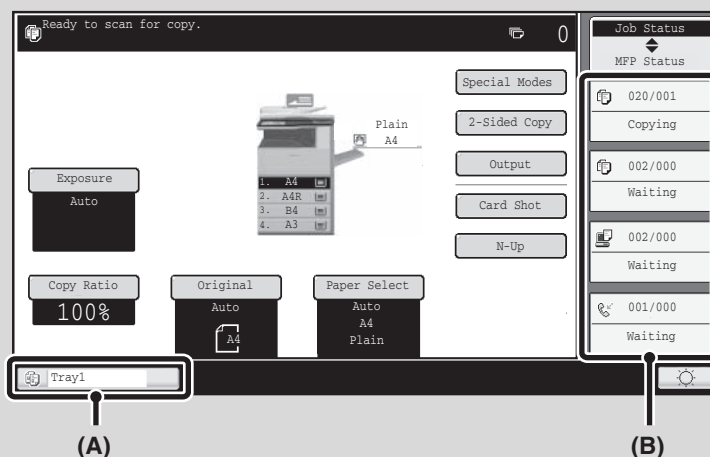
JOB STATUS SCREEN

The job status screen is displayed when the [JOB STATUS] key () on the touch panel is touched. The job status screen shows the status of jobs by mode. When the [JOB STATUS] key () is touched, the job status screen of the mode that was being used before the key was pressed appears.

Example: Touching the key in copy mode

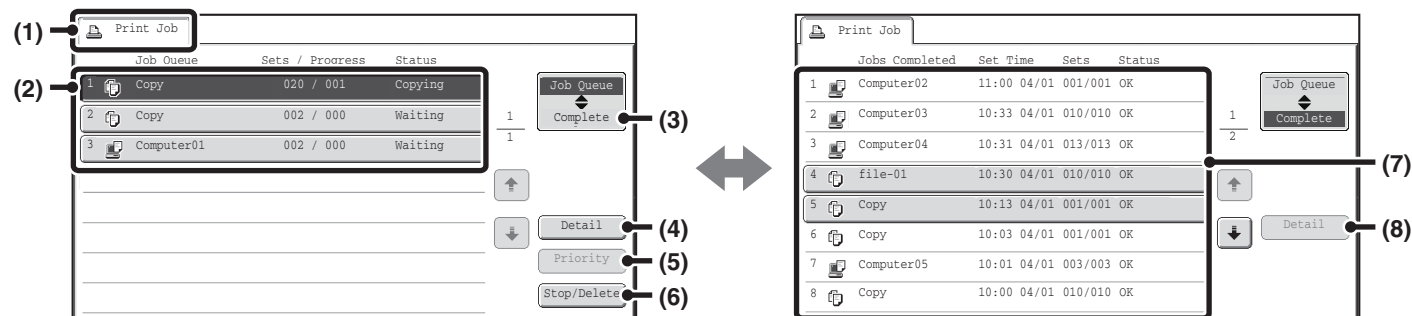


 The job status display (A) is in the lower left corner of the touch panel. The job status display can be touched to display the job status screen. The first four jobs in the print queue (the job in progress and reserved jobs) can be checked in the job status display (B).



JOB QUEUE SCREEN AND COMPLETED JOB SCREEN

The job status screen consists of the job queue screen that shows copy and print jobs waiting to be printed and the job currently in progress and the completed job screen that shows jobs that have been completed. This section explains the job queue screen and the completed jobs screen, which are related to copy mode. The job status screen switches between the job queue screen and the completed jobs screen each time the job status screen selector key is touched.



(1) Mode select tabs

Use these tabs to select the mode that is shown in the job status screen.

The status of copy jobs can be checked by touching the [Print Job] tab.

(2) Job list (job queue screen)

Jobs waiting to be printed appear in the job queue as keys. The jobs are printed in order from the top of the queue. Each job key shows information on the job and the current status of the job.

(3) Job status screen selector key

Touch this key to switch through the job queue screen and the completed jobs screen.

(4) [Detail] key (job queue screen)

Touch this key to display detailed information on a job.

(5) [Priority] key

Touch this key to give priority to a selected job.

(6) [Stop/Delete] key

Touch this key to stop or delete a selected job.

(7) Job list (completed jobs screen)

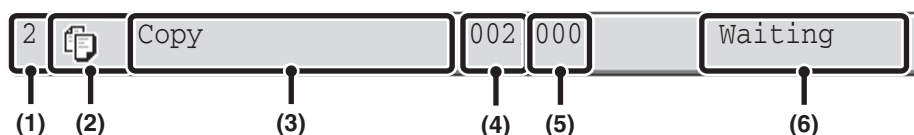
This shows up to 99 completed jobs. The result (status) of each completed job is shown.

(8) [Detail] key (completed jobs screen)

When a job is shown as a key in the job list, the [Detail] key can be touched to show detailed information on the job.

Job key display

Each job key shows the position of the job in the job queue and the current status of the job.



(1) Indicates the number (position) of the job in the job queue.

When the job currently being printed is finished, the job moves up one position in the job queue.
This number does not appear in keys in the completed jobs screen.

(2) Mode icon

The  icon appears when the job is a copy job.

(3) Job name

"Copy" appears for a copy job.
When user authentication is enabled, the name of the user that performed the job appears.

(4) Number of copies (sets) entered

This shows the number of copies (sets) specified.

(5) Number of completed copies

This shows the number of copies (sets) completed. "000" appears while the job is waiting in the job queue.

(6) Status

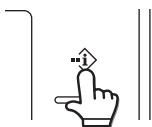
Shows the job status.

Message	Status
"Copying"	Copying is in progress.
"Waiting"	The job is waiting to be executed.
"Toner Empty"	The toner cartridge is out of toner. Replace the toner cartridge with a new cartridge.
"Paper Empty"	The paper used for the job has run out. Add paper or change to a different paper tray.
"Limit"	The copy page limit has been exceeded. Check with the administrator of the machine.
"Error"	An error occurred while the job was being executed. Clear the error condition.

CANCELLING A JOB THAT IS WAITING IN THE QUEUE

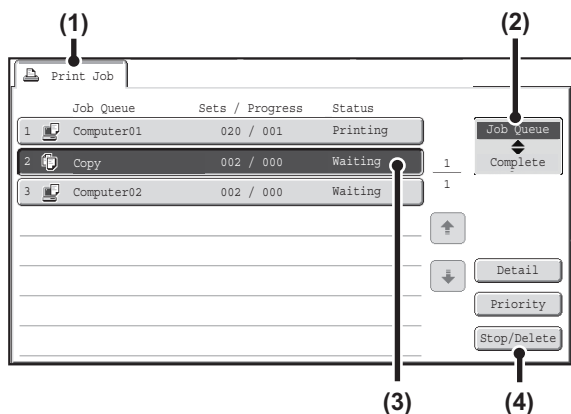
A copy job that is waiting to be printed can be cancelled.

1



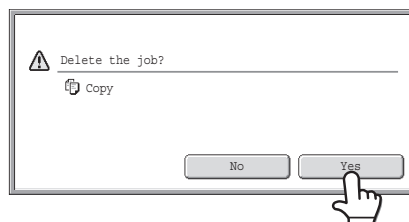
Touch the [JOB STATUS] key ().

2




Cancel the job.

- (1) Touch the [Print Job] tab.
- (2) Change the print job status mode to [Job Queue].
Touch this key to change modes. The selected mode will be highlighted.
- (3) Touch the key of the copy job that you wish to cancel.
- (4) Touch the [Stop/Delete] key.
- (5) A message appears to confirm the cancellation. Touch the [Yes] key.



The selected job key is deleted and printing is cancelled.



If the job in progress is a copy job, you can also press the [STOP] key () to display the above screen. To cancel, touch the [Yes] key.

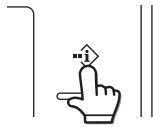


If you do not want to cancel the selected print job...
Touch the [No] key in step (5).

GIVING PRIORITY TO A JOB IN THE QUEUE

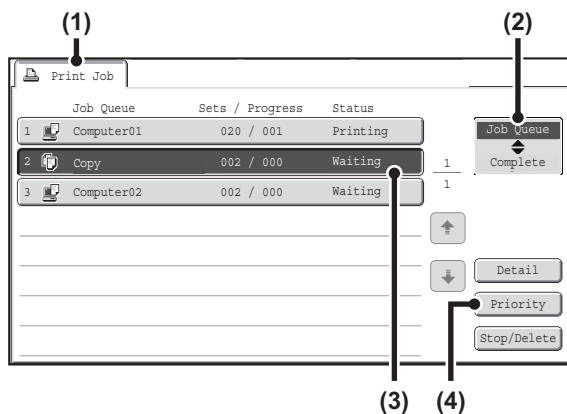
If a copy job is begun when there are already multiple jobs in the queue, the copy job will appear at the end of the queue. However, if you have an urgent copy job, you can give priority to the job and have it executed first.

1



Touch the [JOB STATUS] key (⬢).

2



Give the desired job priority.

(1) Touch the [Print Job] tab.

(2) Change the print job status mode to [Job Queue].

Touch this key to change modes. The selected mode will be highlighted.

(3) Touch the key of the copy job to which you want to give priority.

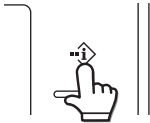
(4) Touch the [Priority] key.

The job being printed stops and the job selected in (3) is printed.

CHECKING INFORMATION ON A COPY JOB WAITING IN THE QUEUE

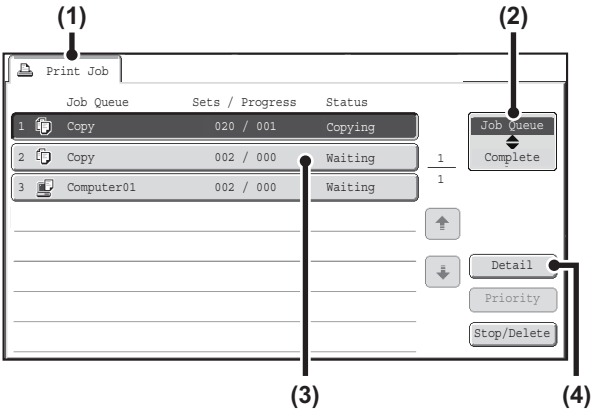
Detailed information can be displayed on a copy job waiting in the queue.

1



Touch the [JOB STATUS] key (i).

2



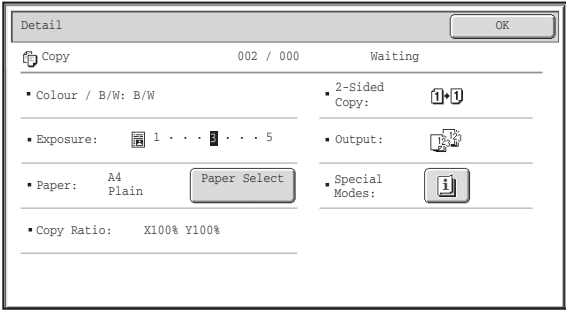
Checking job details

(1) Touch the [Print Job] tab.

(2) Change the print job status mode to [Job Queue].
Touch this key to change modes. The selected mode will be highlighted.

(3) Touch the key of the job that you wish to check.

(4) Touch the [Detail] key.
The job check screen of the job selected in (3) appears.





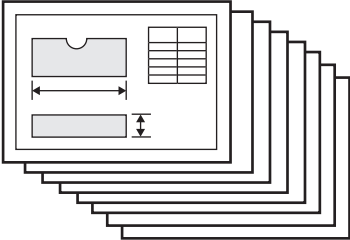
[Paper Select] key
If a copy job is stopped because the paper ran out, the [Paper Select] key can be pressed to change to a different paper tray.
When the [Paper Select] key is pressed, the paper tray selection screen appears.
PAPER TRAYS (page 2-11)
Touch the key of the tray that has the size of paper that you wish to use and then touch the [OK] key. The stopped copy job will resume.

STORING COPY OPERATIONS (Job Programs)

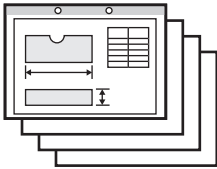
A job program is a group of copy settings stored together. When copy settings are stored in a job program, the settings can be retrieved and used for a copy job by means of a simple operation.

For example, suppose A3 size CAD drawings are copied once a month for archive purposes using the following settings:

A3 size CAD drawings



Copies



- (1) The A3 size CAD drawings are reduced to A4 size.
- (2) The drawings have fine lines that do not show clearly, and thus a dark exposure setting (level 4) is used.
- (3) To reduce paper use by half, 2-sided copying is used.
- (4) Margin shift is used so that holes can be punched for filing.

When a job program is not stored	When a job program is stored
<div>Set A3 to A4 reduction</div> <div>↓</div> <div>Change the exposure setting</div> <div>↓</div> <div>Select 2-sided copying</div> <div>↓</div> <div>Select margin shift</div> <div>↓</div> <div>Select punch hole settings</div> <div>↓</div> <div>Press the [START] key.</div>	<div>Press the key ().</div> <div>↓</div> <div></div> <div>Touch the stored program key.</div> <div>↓</div> <div>Press the [START] key.</div>
Considerable time is required to copy the drawings each month because the above settings must be selected. In addition, mistakes are occasionally made when selecting the settings, so some copies must be redone.	The settings are stored in a job program, so they can be selected by the touch of a key. This is simple and takes no time. In addition, the settings are all stored so there are no chances for mistakes, and thus no need to redo copies due to setting mistakes.

-
- Up to 48 job programs can be stored. The job programs are retained even if an interruption occurs in the power supply.
 - Job programs can also be stored in the Web pages. Click [Job program] and then [Copy] in the Web page menu to store a job program.

STORING (EDITING/DELETING) A JOB PROGRAM

The procedures for storing copy settings in a job program and deleting a job program are explained below.

1

1

2

3

4

5

6

7

8

9

*

0

#/P

LOGOUT

Press the [# / P] key.

2

Job Programs

Exit

Press program number.

1

2

3

4

5

6

7

8

9

10

11

12

1

4

↑

↓

Recall

Store/Delete

Touch the [Store/Delete] tab.

Job Programs

Exit

Press program number.

1

2

3

4

5

6

7

8

9

10

11

12

1

4

↑

↓

Recall

Store/Delete

Touch a numeric key.

Numeric keys in which job programs are already stored are highlighted.

- To store a job program, touch a numeric key that is not highlighted.
- To edit or delete a job program, touch the key in which the job program is stored (highlighted key).

3

Editing or deleting a job program...

When a highlighted numeric key is touched, the following screen appears.

The [Store] key can be touched to delete the stored settings and store new settings. Go to the next step.

When the [Delete] key is touched, the stored settings are deleted. After the deletion is finished, touch the [Exit] key to return to the base screen.

A job program has been already stored in this location.

Cancel

Delete

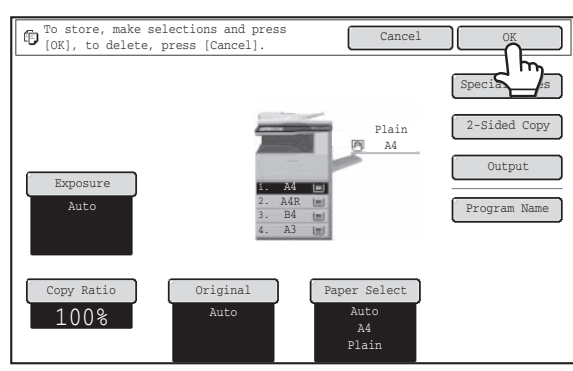
Store

When "Disabling Deletion of Job Programs" is enabled in the system settings, a stored job program cannot be edited or deleted.

2-131

Contents

4



Select the copy settings that you wish to store in the job program and touch the [OK] key.

To assign a name to the program, touch the [Program Name] key. A text entry screen will appear.
Up to 10 characters can be entered for the name.
When you have finished, touch the [OK] key.
You will return to the base screen with the stored information reflected in the screen.



The number of copies cannot be stored.

APPENDIX

Examples of covers and inserts

The relations between the originals and finished copies when covers or inserts are inserted are shown on the following pages.

Covers

- 1-sided copying of 1-sided originals
- 1-sided copying of 2-sided originals
- 2-sided copying of 1-sided originals
- 2-sided copying of 2-sided originals

Inserts

- 1-sided copying of 1-sided originals
- 1-sided copying of 2-sided originals
- 2-sided copying of 1-sided originals
- 2-sided copying of 2-sided originals

Symbols used for covers and inserts







The following symbols are used to make the explanations easier to understand.






















































The numbers that appear indicate what original a copy corresponds to, and will vary depending on the settings.

Type	Symbol	Meaning	Icon appearing in display	Type	Symbol	Meaning	Icon appearing in display	
Front cover		Front cover when not copied on.		Inserts		Insert when not copied on.		
		Front cover when one side is copied on.				Insert when one side is copied on.		
		Front cover when a 2-sided original is copied on one side of the cover. (One page is not copied.)				Insert when a 2-sided original is copied on one side of the insert. (One page is not copied.)		
		Front cover when both sides are copied on.				Insert when both sides are copied on.		
Back cover		Back cover when not copied on.		Other symbols		1-sided original or output page of regular 1-sided copying.		
		Back cover when a 1-sided original is copied on one side of the back cover.				2-sided original or output page of regular 2-sided copying.		
		Back cover when a 2-sided original is copied on one side of the back cover. (One page is not copied.)				1-sided original or output page of regular 1-sided copying.		
		Back cover when both sides are copied on.				Output page of 2-sided copying when only 1 side is copied on due to lack of originals.		

Covers (1-sided copying of 1-sided originals)







1-sided copies are made of the following 1-sided originals.







































1st page	2nd page	3rd page	4th page	5th page	6th page
					

Cover copying condition		Resulting copies						
Front cover	Back cover							
No copying	No copying							
1-sided copying	No copying							
2-sided copying	No copying							
No copying	1-sided copying							
No copying	2-sided copying							
1-sided copying	1-sided copying							
1-sided copying	2-sided copying							
2-sided copying	1-sided copying							
2-sided copying	2-sided copying							

Covers (2-sided copying of 1-sided originals)




2-sided copies are made of the following 1-sided originals.























































1st page	2nd page	3rd page	4th page	5th page	6th page
					

Cover copying condition		Resulting copies				
Front cover	Back cover					
No copying	No copying					
1-sided copying	No copying					
2-sided copying	No copying					
No copying	1-sided copying					
No copying	2-sided copying					
1-sided copying	1-sided copying					
1-sided copying	2-sided copying					
2-sided copying	1-sided copying					
2-sided copying	2-sided copying					

Covers (1-sided copying of 2-sided originals)




1-sided copies are made of the following 2-sided originals.


































1st page	2nd page	3rd page
		

Cover copying condition		Resulting copies							
Front cover	Back cover								
No copying	No copying								
1-sided copying	No copying								
2-sided copying	No copying								
No copying	1-sided copying								
No copying	2-sided copying								
1-sided copying	1-sided copying								
1-sided copying	2-sided copying								
2-sided copying	1-sided copying								
2-sided copying	2-sided copying								

Covers (2-sided copying of 2-sided originals)







2-sided copies are made of the following 2-sided originals.





























1st page	2nd page	3rd page
		

Cover copying condition		Resulting copies				
Front cover	Back cover					
No copying	No copying					
1-sided copying	No copying					
2-sided copying	No copying					
No copying	1-sided copying					
No copying	2-sided copying					
1-sided copying	1-sided copying					
1-sided copying	2-sided copying					
2-sided copying	1-sided copying					
2-sided copying	2-sided copying					

Inserts (copying of 1-sided originals)




1-sided and 2-sided copying of the following 1-sided originals. The example of adding an insert at the 3rd sheet is shown. (when "Insertion Page" is set to "3" in the insertion settings of the insert settings in the special modes)




























1st page	2nd page	3rd page	4th page	5th page	6th page
					

Insert copying condition	Resulting copies (1-sided copying)							Resulting copies (2-sided copying)			
No copying											
1-sided copying											
2-sided copying											

Inserts (copying of 2-sided originals)

1-sided and 2-sided copying of the following 2-sided originals. The example of adding an insert at the 3rd sheet is shown. (when "Insertion Page" is set to "3" in the insertion settings of the insert settings in the special modes)

1st page	2nd page	3rd page
		

Insert copying condition	Resulting copies (1-sided copying)							Resulting copies (2-sided copying)			
No copying											
1-sided copying											
2-sided copying											

CHAPTER 3

PRINTER

This chapter provides detailed explanations of the procedures for using the printer function.

PRINTER FUNCTION OF THE MACHINE..... 3-3

PRINTING FROM WINDOWS

BASIC PRINTING PROCEDURE..... 3-4

- SELECTING THE PAPER 3-6
- PRINTING ON ENVELOPES 3-7

PRINTING WHEN THE USER AUTHENTICATION FUNCTION IS ENABLED 3-8

VIEWING PRINTER DRIVER HELP..... 3-11

SAVING FREQUENTLY USED PRINT SETTINGS 3-12

- SAVING SETTINGS AT THE TIME OF
PRINTING 3-12
- USING SAVED SETTINGS 3-14

CHANGING THE PRINTER DRIVER DEFAULT SETTINGS 3-15

FREQUENTLY USED FUNCTIONS

SELECTING A PRINT MODE SETTING 3-17

TWO-SIDED PRINTING 3-18

FITTING THE PRINT IMAGE TO THE PAPER ... 3-19

PRINTING MULTIPLE PAGES ON ONE PAGE 3-20

STAPLING OUTPUT/PUNCHING HOLES IN OUTPUT 3-22

CONVENIENT PRINTING FUNCTIONS

CONVENIENT FUNCTIONS FOR CREATING PAMPHLETS AND POSTERS..... 3-24

- CREATING A PAMPHLET
(Pamphlet/Pamphlet Staple)..... 3-24
- INCREASING THE MARGIN (Margin Shift) ... 3-25
- CREATING A LARGE POSTER (Poster
Printing) 3-26

FUNCTIONS TO ADJUST THE SIZE AND ORIENTATION OF THE IMAGE..... 3-27

- ROTATING THE PRINT IMAGE 180
DEGREES (Rotate 180 degrees)..... 3-27
- ENLARGING/REDUCING THE PRINT
IMAGE (Zoom) 3-28
- ADJUSTING LINE WIDTHS WHEN
PRINTING (Line Width Settings) 3-29

IMAGE ADJUSTMENT FUNCTION 3-30

- ADJUSTING THE BRIGHTNESS AND
CONTRAST OF THE IMAGE (Image
Adjustment) 3-30
- PRINTING FAINT TEXT AND LINES IN
BLACK (Text To Black/Vector To Black) 3-31

FUNCTIONS THAT COMBINE TEXT AND IMAGES 3-32

- ADDING A WATERMARK TO PRINTED
PAGES (Watermark) 3-32
- PRINTING AN IMAGE OVER THE PRINT
DATA (Image Stamp) 3-33
- CREATING OVERLAYS FOR PRINT
DATA (Overlays) 3-34



PRINT FUNCTIONS FOR SPECIAL PURPOSES	3-35
• PRINTING SPECIFIED PAGES ON DIFFERENT PAPER (Different Paper)	3-35
• ADDING INSERTS WHEN PRINTING ON TRANSPARENCY FILM (Transparency Inserts)	3-36
• PRINTING A CARBON COPY (Carbon Copy)	3-37
• PRINTING TEXT ON TABS OF TAB PAPER (Tab Paper Print/Tab Paper Settings)	3-38
• TWO-SIDED PRINTING WITH SPECIFIC PAGES PRINTED ON THE FRONT SIDE (Chapter Inserts)	3-41
• FOLDING PRINTED PAPER IN HALF (Fold)	3-42
CONVENIENT PRINTER FUNCTIONS	3-43
• USING TWO MACHINES TO PRINT A LARGE PRINT JOB (Tandem Print)	3-43

PRINTING WITHOUT THE PRINTER DRIVER

DIRECTLY PRINTING FROM A COMPUTER	3-44
• SUBMIT PRINT JOB	3-44
• FTP PRINT	3-44
• E-MAIL PRINT	3-45

CHECKING THE PRINT STATUS

JOB STATUS SCREEN	3-46
• JOB QUEUE SCREEN/COMPLETED JOB SCREEN	3-47
GIVING A PRINT JOB PRIORITY/CANCELLING A PRINT JOB	3-49
• GIVING A PRINT JOB PRIORITY	3-49
• CANCELLING A PRINT JOB	3-50
CHANGING TO ANOTHER PAPER SIZE AND PRINTING WHEN PAPER RUNS OUT	3-51

APPENDIX

PRINTER DRIVER SPECIFICATION LIST	3-52
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PRINTER FUNCTION OF THE MACHINE

The machine is equipped standard with a printing function. To enable printing from your computer, a printer driver must be installed.

See the table below to determine which printer driver to use in your environment.

Environment	Printer driver type	Remarks
Windows	PCL6 The machine supports the Hewlett-Packard PCL6 printer control languages.	Can be used in the standard machine configuration.

Installing the printer driver in a Windows environment

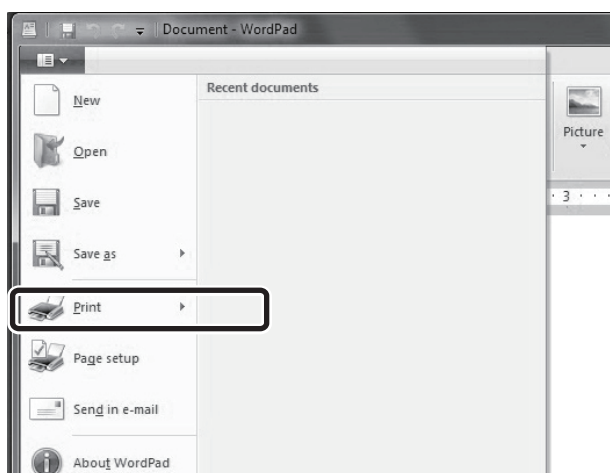
To install the printer driver and configure settings in a Windows environment, see "2. SETUP IN A WINDOWS ENVIRONMENT" in the Software Setup Guide.

PRINTING FROM WINDOWS

BASIC PRINTING PROCEDURE

The following example explains how to print a document from "WordPad", which is a standard accessory program in Windows.

1



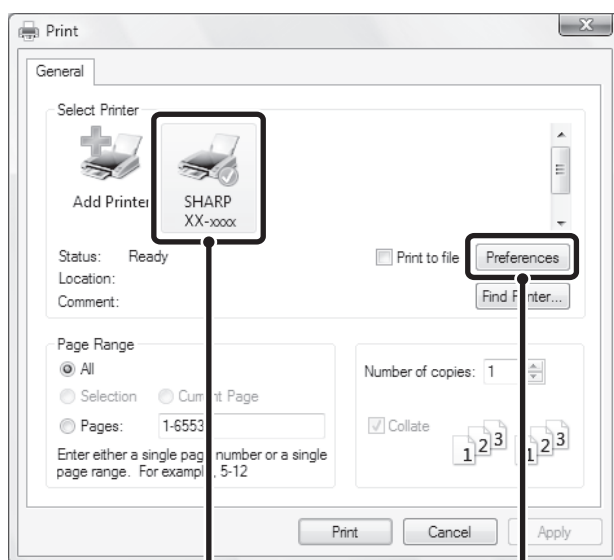
Click the  button of WordPad then select **[Print]**.

If you are using Windows server 2003/Vista/10, select [print] from the [File] menu.



The menu used to execute printing may vary depending on the software application.

2



Open the printer driver properties window.

(1) Select the printer driver of the machine.

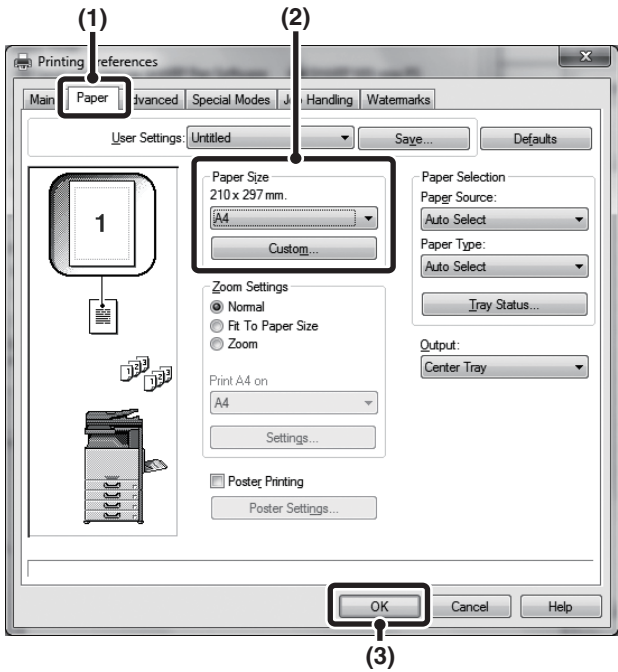
- If the printer drivers appear as icons, click the icon of the printer driver to be used.
- If the printer drivers appear as a list, select the name of the printer driver to be used from the list.

(2) Click the **[Preferences]** button.



The button that is used to open the printer driver properties window (usually [Properties] or [Printing Preferences]) may vary depending on the software application.

3



Select print settings.

(1) Click the [Paper] tab.

(2) Select the paper size.

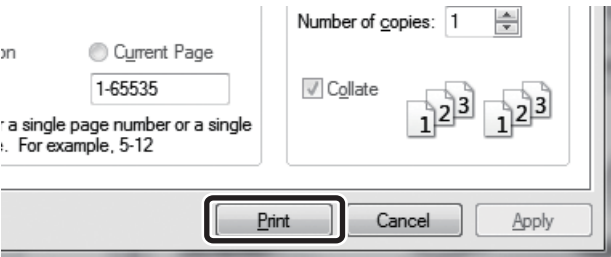
To select settings on other tabs, click the desired tab and then select the settings.

(3) Click the [OK] button.



- Make sure the paper size is the same as the paper size set in the software application.
- Up to eight custom paper sizes can be stored. Storing a custom paper size makes it easy to specify that size each time you need to use it.
To store a paper size, select [Custom Paper] or one of [User1] to [User7] from the pull-down menu and click the [Custom] button.

4



Click the [Print] button.

Printing begins.

SELECTING THE PAPER

This section explains how to configure the "Paper Selection" setting on the [Paper] tab of the printer driver properties window.

Before printing, check the paper sizes, paper types, and paper remaining in the machine's trays. To view the most recent tray information, click the [Tray Status] button.

Paper Selection

Paper Source:
Auto Select ▼

Paper Type:
Auto Select ▼

Tray Status...

• **When [Auto Select] is selected in "Paper Source"**


The tray that has the size and type of paper selected in "Paper Size" and "Paper Type" on the [Paper] tab is automatically selected.

• **When other than [Auto Select] is selected in "Paper Source"**

The specified tray is used for printing regardless of the "Paper Size" setting.

When [Bypass Tray] is selected

The "Paper Type" must also be selected. Check the bypass tray and make sure that the desired type of paper is loaded, and then select the appropriate "Paper Type" setting.




- Special media such as envelopes can also be placed in the bypass tray. For the procedure for loading paper and other media in the bypass tray, see ["LOADING PAPER IN THE BYPASS TRAY"](#) (page 1-33) in "1. BEFORE USING THE MACHINE".
- When "Enable Detected Paper Size in Bypass Tray" (disabled by factory default) or "Enable Selected Paper Type in Bypass Tray" (enabled by factory default) is enabled in the system settings (administrator), printing will not take place if the paper size or paper type specified in the printer driver is different from the paper size or paper type specified in the settings of the bypass tray.

• **When [Auto Select] is selected in "Paper Type"**

A tray with plain paper or recycled paper of the size specified in "Paper Size" is automatically selected. (The factory default setting is plain paper only.)

• **When other than [Auto Select] is selected in "Paper Type"**

A tray with the specified type of paper and the size specified in "Paper Size" is used for printing.



System Settings (Administrator): Exclude Bypass-Tray from Auto Paper Select

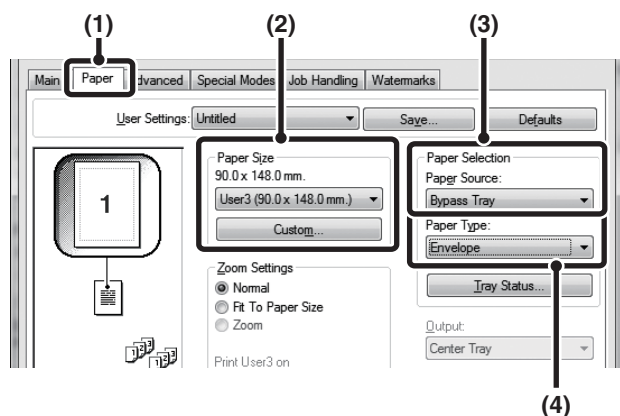
When [Auto Select] is selected in "Paper Selection", specify whether or not the paper in the bypass tray will be excluded from the paper that can be selected. This setting is disabled by factory default, and thus paper in the bypass tray is included in the paper that can be automatically selected. If special media are frequently loaded in the bypass tray, it is recommended that this setting be enabled.

PRINTING ON ENVELOPES

The bypass tray can be used to print on special media such as envelopes. The procedure for printing on an envelope from the printer driver properties screen is described below.

For the types of paper that can be used in the bypass tray, see ["IMPORTANT POINTS ABOUT PAPER"](#) (page 1-23) in ["1. BEFORE USING THE MACHINE"](#). For the procedure for loading paper in the bypass tray, see ["LOADING PAPER IN THE BYPASS TRAY"](#) (page 1-33) in ["1. BEFORE USING THE MACHINE"](#).

Select the envelope size in the appropriate settings of the application ("Page Settings" in many applications) and then perform the following steps.



(1) Click the [Paper] tab.

(2) Select the envelope size from the "Paper Size" menu.

(3) Select [Bypass Tray] from the "Paper Source" menu of "Paper Selection".

(4) Select [Envelope] from the "Paper Type" menu.

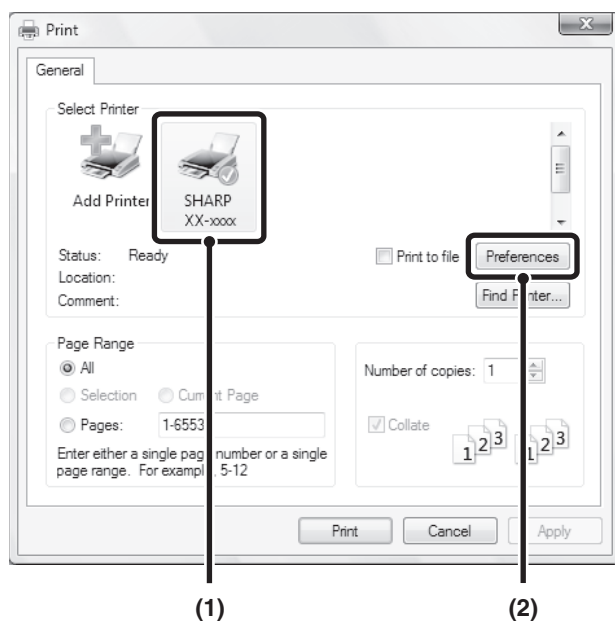
Set the paper type of the bypass tray to [Envelope] and make sure the envelope is loaded in the bypass tray.



- It is recommended that you do a test print to check the print result before using an envelope.
- In the case of media that can only be loaded in a certain orientation such as an envelope, you can rotate the image 180 degrees if needed. For more information, see ["ROTATING THE PRINT IMAGE 180 DEGREES \(Rotate 180 degrees\)"](#) (page 3-27).
- For more information on "Paper Selection", see ["SELECTING THE PAPER"](#) (page 3-6).

PRINTING WHEN THE USER AUTHENTICATION FUNCTION IS ENABLED

When the user authentication function is enabled in the machine's system settings (administrator), your user information (login name, password, etc.) must be entered in the printer driver properties window before you can print. The information that must be entered varies depending on the authentication method being used, so check with the administrator of the machine before printing.



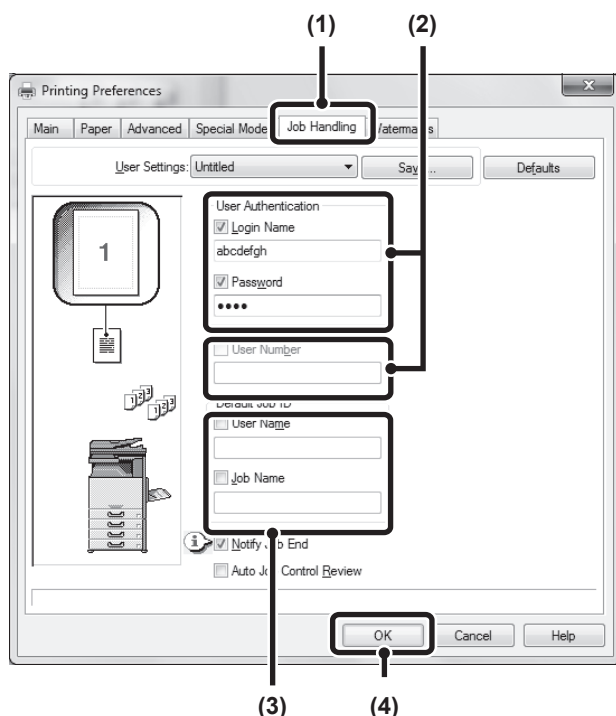
Open the printer driver properties window from the print window of the software application.

- (1) Select the printer driver of the machine.
- (2) Click the [Preferences] button.



The button that is used to open the printer driver properties window (usually [Properties] or [Printing Preferences]) may vary depending on the software application.

2



Enter your login name and password.

(1) Click the [Job Handling] tab.

(2) Enter your user information.

- **When authentication is by login name/password**
Select the [Login Name] and [Password] checkboxes so that checkmarks ☒ appear, and enter your login name and password. Enter 1 to 32 characters for the password.
- **When authentication is by user number**
Click the [User Number] checkbox ☒ and enter a user number (5 to 8 digits).



When [User Authentication] has been checked on [Printing Policy] in the [Configuration] tab, you cannot enter the user information. Enter the user information in the dialog box whenever you print.

(3) Enter the user name and job name as necessary.

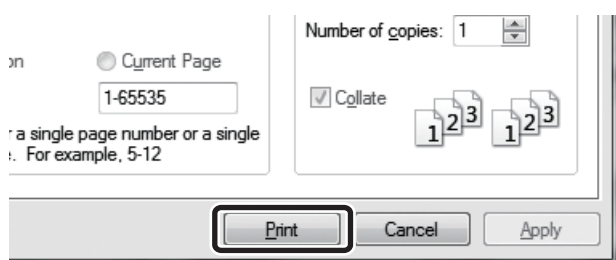
- **User Name**
Click the [User Name] checkbox ☒ and enter your user name (maximum of 32 characters). Your entered user name will appear at the top of the operation panel. If you do not enter a user name, your computer login name will appear.
- **Job Name**
Click the [Job Name] checkbox ☒ and enter a job name (maximum of 80 characters). The entered job name will appear at the top of the operation panel as a file name. If you do not enter a job name, the file name set in the software application will appear.

(4) Click the [OK] button.



To have a confirmation window appear before printing starts, select the [Auto Job Control Review] checkbox so that a checkmark ☒ appears.

3



Start printing.



Even when user authentication is enabled in the system settings (administrator), normally printing is possible without entering user information. The number of pages printed is added to the "Other User" count. In this case, other print functions may be restricted. For more information, ask your administrator.



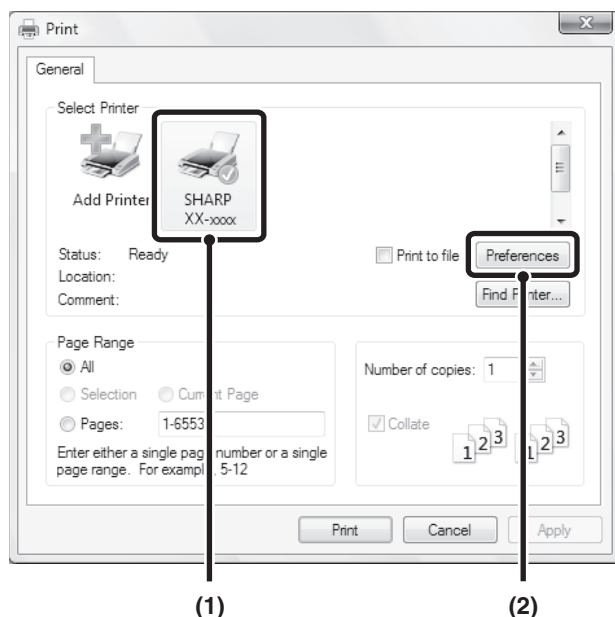
System Settings (Administrator): Disabling of Printing by Invalid User

This is used to prohibit printing of print jobs by users whose user information is not stored in the machine. When this function is enabled, printing is not allowed when user information is not entered or incorrect information is entered.

VIEWING PRINTER DRIVER HELP

When selecting settings in the printer driver, you can display Help to view explanations of the settings.

1



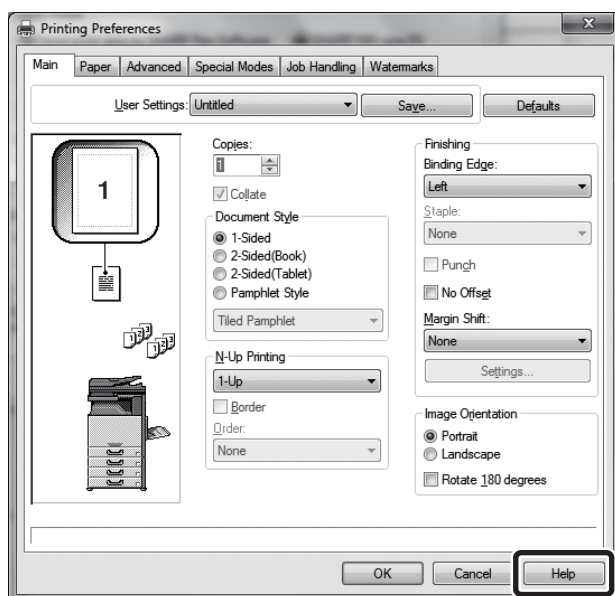
Open the printer driver properties window from the print window of the software application.

- (1) Select the printer driver of the machine.
- (2) Click the [Preferences] button.



The button that is used to open the printer driver properties window (usually [Properties] or [Printing Preferences]) may vary depending on the software application.

2




Click the [Help] button.

The Help window will open to let you view explanations of the settings on the tab.


To view Help for settings in a dialog box, click the underlined text at the top of the Help window.

Pop-up help

Help can be displayed for a setting by clicking the setting and pressing the [F1] key.

* To view Help for a setting in Windows Server 2003, click the  button in the upper right-hand corner of the printer driver properties window and then click the setting.

Information icon

Some restrictions exist on the combinations of settings that can be selected in the printer driver properties window. When a restriction exists on a selected setting, an information icon () will appear next to the setting. Click the icon to view an explanation of the restriction.

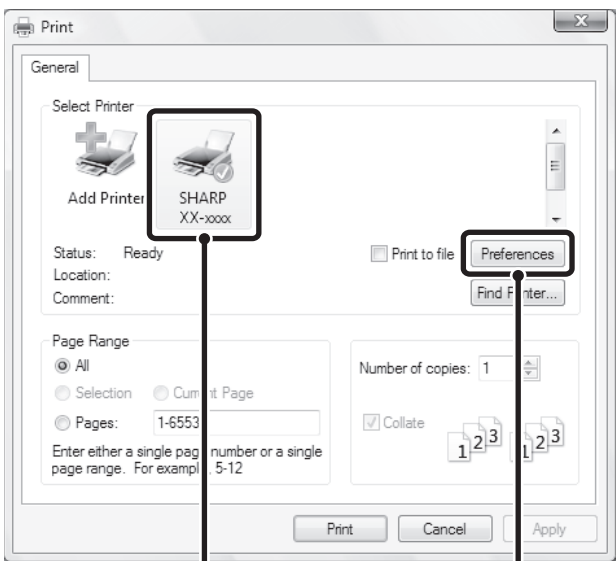
SAVING FREQUENTLY USED PRINT SETTINGS

Settings configured on each of the tabs at the time of printing can be saved as user settings. Saving frequently used settings or complex settings under an assigned name makes it easy to select those settings the next time you need to use them.

SAVING SETTINGS AT THE TIME OF PRINTING

Settings can be saved from any tab of the printer driver properties window. Settings configured on each tab are listed at the time of saving, allowing you to check the settings as you save them.

1



(1)

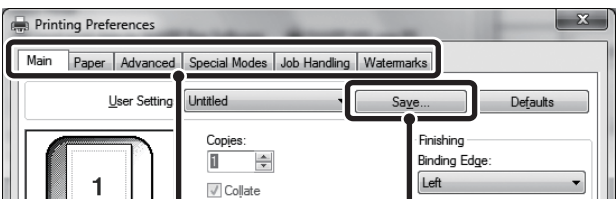
(2)

Open the printer driver properties window from the print window of the software application.

- (1) Select the printer driver of the machine.
- (2) Click the [Preferences] button.

The button that is used to open the printer driver properties window (usually [Properties] or [Printing Preferences]) may vary depending on the software application.

2



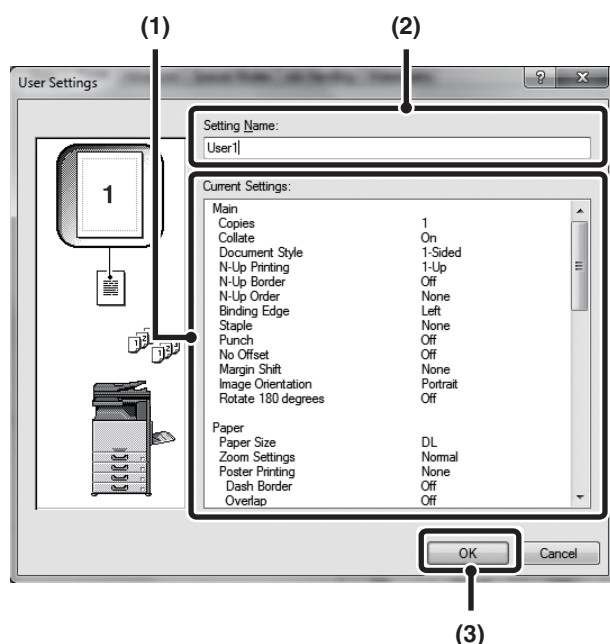
(1)

(2)

Save the print settings.

- (1) Configure print settings on each tab.
- (2) Click the [Save] button.

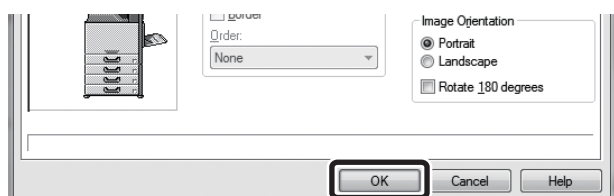
3



Check and save the settings.

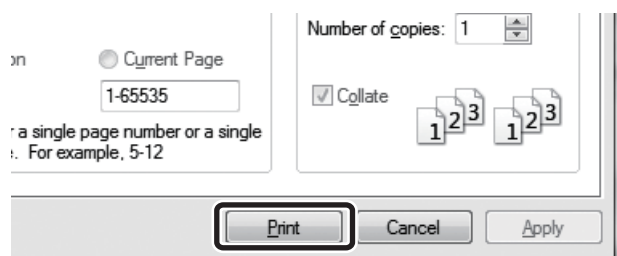
- (1) Check the displayed settings.
- (2) Enter a name for the settings (maximum of 20 characters).
- (3) Click the [OK] button.

4



Click the [OK] button.

5



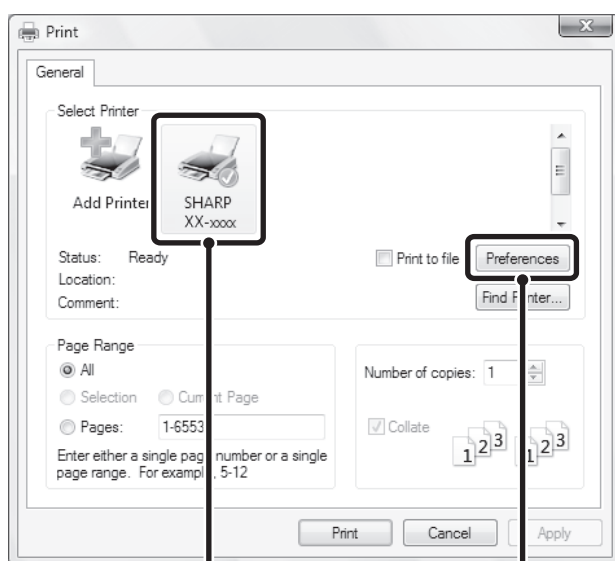
Start printing.



- Up to 30 sets of user settings can be saved.
- The following items cannot be saved in user settings.
 - A watermark that you created
 - Paper insertion settings
 - Overlay file
 - [Tab Paper Print] settings on the [Special Modes] tab
 - The login name, password, user name, and job name entered in the [Job Handling] tab

USING SAVED SETTINGS

1



(1)

(2)

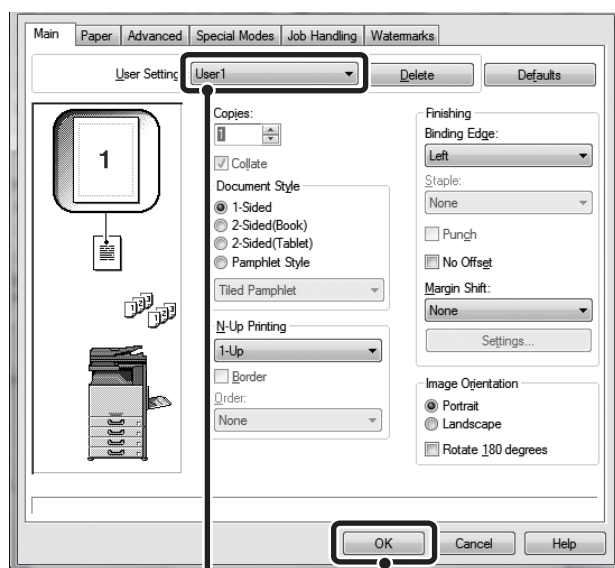
Open the printer driver properties window from the print window of the software application.

- (1) Select the printer driver of the machine.
- (2) Click the [Preferences] button.



The button that is used to open the printer driver properties window (usually [Properties] or [Printing Preferences]) may vary depending on the software application.

2



(1)

(2)

Select the print settings.

- (1) Select the user settings that you wish to use.
- (2) Click the [OK] button.

3



Start printing.



Deleting saved settings

Select the user settings that you want to delete in (1) of step 2 above, and click the [Delete] button.

CHANGING THE PRINTER DRIVER DEFAULT SETTINGS

The default settings of the printer driver can be changed using the procedure below. The settings selected using this procedure are saved and become the default settings when printing from a software application. (Settings selected in the printer driver properties window when printing from an application remain in effect only while the application is in use.)

Click the [Start] button () and select [Devices and Printers].

- In Windows Server 2003, click the [start] button and then click [Printers and Faxes].
- In Windows 8, right-click and select the [All Apps] icon in the "Start Screen", and then click [Control Panel] and then click [Devices and Printers] and then select [Printers].
- In Windows 8.1, click the () icon in the "Start Screen" and then click [Control Panel], select [Hardware and Sound], select [Devices and Printers] and then select [Printers].
- In Windows Server 2012, click the [Control Panel] icon in the "Start Screen", and then click [Devices and Printers] and then select [Printers].
- In Windows Vista, click the [Start] button and select [Control Panel] and then select [Printers].
- In Windows 10, click the [Start] button () and then click [Control Panel], select [Hardware and Sound], select [Devices and Printers].

2

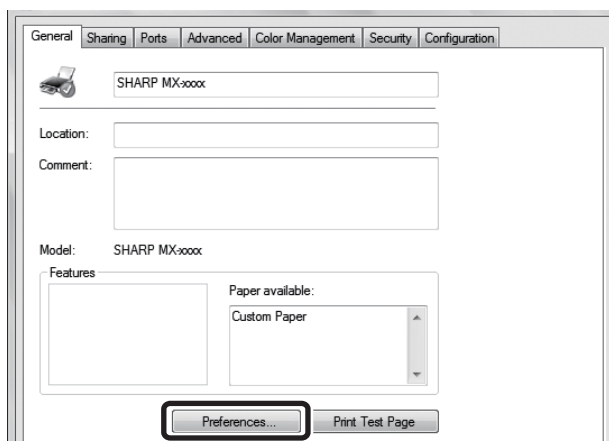


Open the printer properties window.

Right-click the icon of the printer driver of the machine, then click the [Printer properties].

- In Windows Vista, click the icon of the printer driver of the machine, click the [Organize] menu, click [Properties].
- In Windows Server 2003, click the icon of the printer driver of the machine, click the [File] menu, click [Properties].

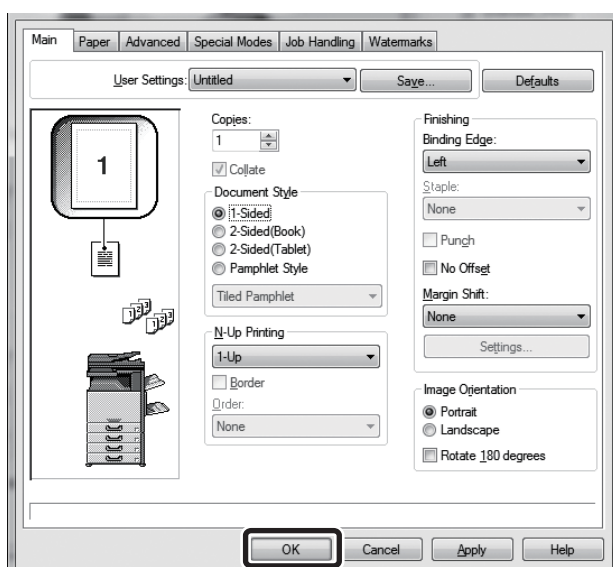
3



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

In Windows Vista/Server 2003, click the **[Printing Preferences]** button on the **[General]** tab.

4



Configure the settings and click the **[OK]** button.

For explanations of the settings, see printer driver Help.

FREQUENTLY USED FUNCTIONS

This section explains frequently used functions.

- [TWO-SIDED PRINTING](#) (page 3-18)
- [FITTING THE PRINT IMAGE TO THE PAPER](#) (page 3-19)
- [PRINTING MULTIPLE PAGES ON ONE PAGE](#) (page 3-20)
- [STAPLING OUTPUT/PUNCHING HOLES IN OUTPUT](#) (page 3-22)

The explanations assume that the paper size and other basic settings have already been selected. For the basic procedure for printing and the steps for opening the printer driver properties window, see the following section:

➡ [BASIC PRINTING PROCEDURE](#) (page 3-4)



View printer driver Help for details on printer driver settings for each printing function.

SELECTING A PRINT MODE SETTING

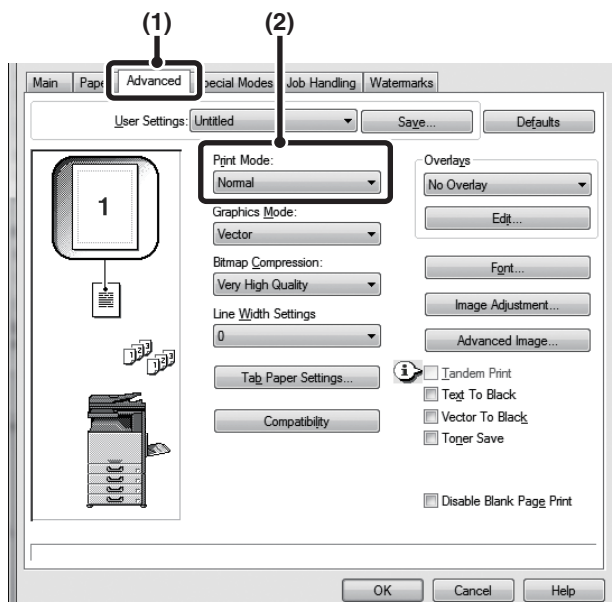
This section explains the procedure for selecting a print mode setting. The "Print Mode Settings" consist of the following three items:

Normal: This mode is suitable for printing data such as regular text or a table.

High Quality: The print quality of color photos and text is high.

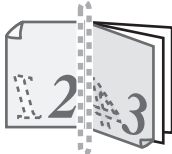



(1) Click the [Advanced] tab.

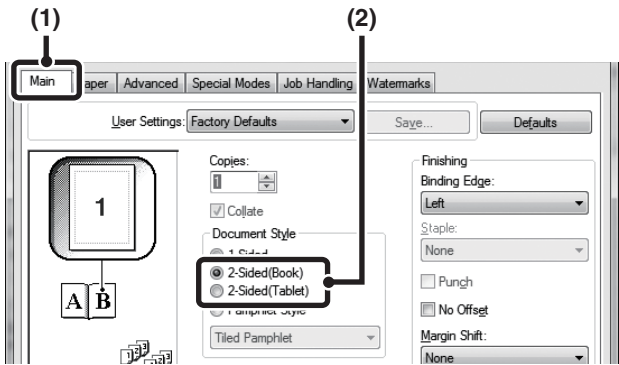
(2) Select the "Print Mode".



TWO-SIDED PRINTING

The machine can print on both sides of the paper. This function is useful for many purposes, and is particularly convenient when you want to create a simple pamphlet. Two-sided printing also helps conserve paper.

Paper orientation	Print results	
Vertical	2-Sided(Book)	2-Sided(Tablet)
		
Horizontal	2-Sided(Book)	2-Sided(Tablet)
		
	The pages are printed so that they can be bound at the side.	The pages are printed so that they can be bound at the top.

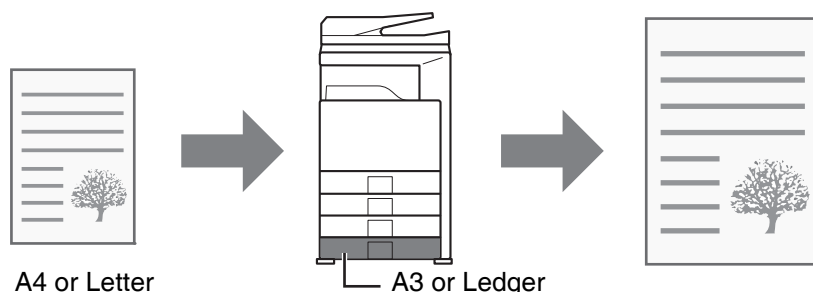


- (1) Configure the settings on the [Main] tab.
- (2) Select [2-Sided(Book)] or [2-Sided(Tablet)].

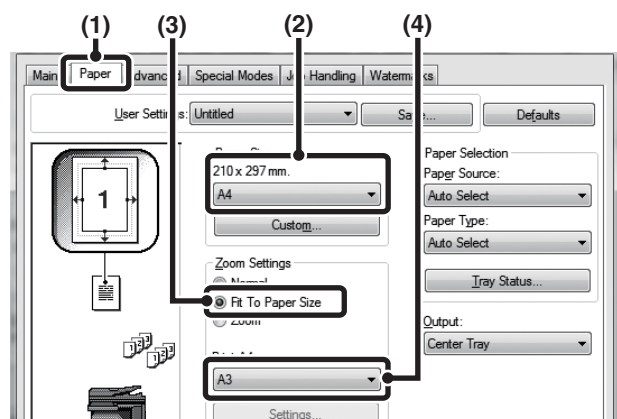
FITTING THE PRINT IMAGE TO THE PAPER

This function is used to automatically enlarge or reduce the printed image to match the size of the paper loaded in the machine.

This is convenient for such purposes as enlarging an A4 or letter size document to A3 or ledger size to make it easier to view, and to print when the same size of paper as the document image is not loaded in the machine.



The following example explains how to print an A4 size document on A3 size paper.



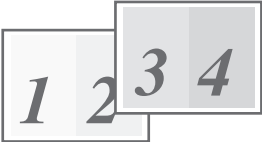

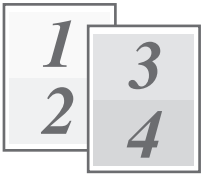
- (1) Click the [Paper] tab.
- (2) Select the size of the print image (for example: A4).
- (3) Select [Fit To Paper Size].
- (4) Select the actual paper size to be used for printing (for example: A3).





PRINTING MULTIPLE PAGES ON ONE PAGE

This function can be used to reduce the print image and print multiple pages on a single sheet of paper. This is convenient when you want to print multiple images such as photos on a single sheet of paper, and when you want to conserve paper. This function can also be used in combination with two-sided printing for maximum conservation of paper.

Using the PCL6 printer driver, you can print only the first page in the original size and print multiple reduced pages on the subsequent sheets.

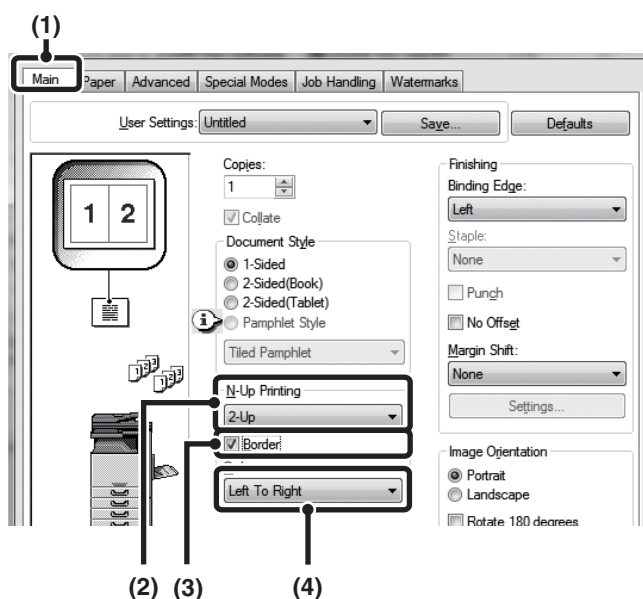
For example, when [2-Up] (2 pages per sheet) and [4-Up] (4 pages per sheet) are selected, the following print results will be obtained, depending on the order selected.

N-Up (Pages per sheet)	Print results		
	Left To Right	Right To Left	Top To Bottom (When the print orientation is landscape)
2-Up (2 pages per sheet)			

N-Up (Pages per sheet)	Right, and Down	Down, and Right	Left, and Down	Down, and Left
4-Up (4 pages per sheet)				

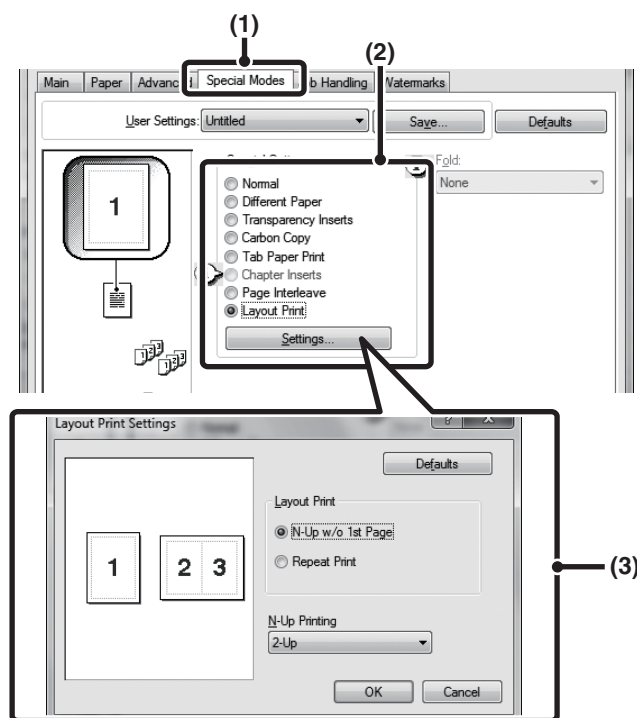


- The page orders for 6-Up, 8-Up, 9-Up, and 16-Up are the same as for 4-Up.
- In a Windows environment, the page order can be viewed in the print image in the printer driver properties window.



Normal printing only on the first page

- (1) Configure the settings on the [Main] tab.
- (2) Select the number of pages per sheet.
- (3) If you wish to print borderlines, click the [Border] checkbox so that a checkmark ☒ appears.
- (4) Select the order of the pages.





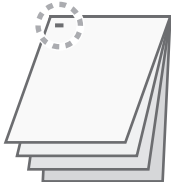

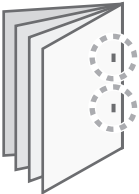
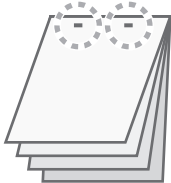
- (1) Click the [Special Modes] tab.
- (2) Select [Layout Print] and click the [Settings] button.
- (3) Select the number of pages for the first sheet and other sheets.

If you wish to print only the first page in the original size, select [N-Up w/o 1st Page]. For the setting of other sheets, select the number of sheets in "N-Up Printing".

STAPLING OUTPUT/PUNCHING HOLES IN OUTPUT

Staple function




The staple function can be used to staple output. This function saves considerable time when preparing handouts for a meeting or other stapled materials. The staple function can also be used in combination with two-sided printing to create materials with a more sophisticated appearance. Stapling positions and the number of staples can be selected to obtain the following stapling results.

Staples	Left	Right	Top
1 Staple*			
2 Staples			

* The staple orientation ("—" or "||") varies depending on the size and orientation of the paper.

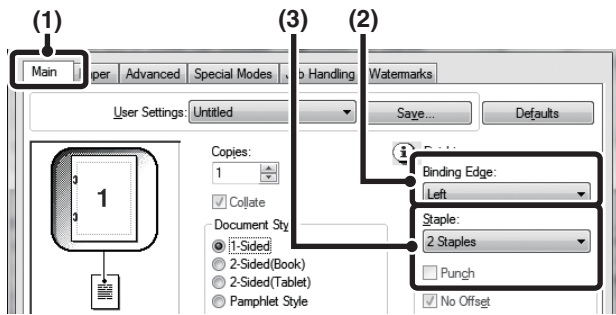
Punch function

The punch function can be selected to punch holes in printed output. Punch hole positions can be set by selecting the binding edge.

Left	Right	Top
		



- To use the staple function, a finisher or saddle stitch finisher is required.
- To use the punch function, a punch module must be installed on the finisher or saddle stitch finisher.
- The number of holes that can be punched and the spacing between the holes varies depending on the installed punch module.
- For the maximum number of sheets that can be stapled, see ["PERIPHERAL DEVICES"](#) (page 1-41) in ["1.BEFORE USING THE MACHINE"](#).
The maximum number of sheets that can be stapled at once includes any covers and/or inserts that are inserted.
- The staple function cannot be used in combination with the offset function, which offsets the position of each output job from the previous job.
- When the finisher is disabled in the machine's system settings (administrator), the staple function and punch function cannot be used.
- When the staple function or the punch function is disabled in the machine's system settings (administrator), stapling or punching is not possible.
- For information on the saddle stitch function, see ["CREATING A PAMPHLET \(Pamphlet/Pamphlet Staple\)"](#) (page 3-24).



(1) Configure the settings on the [Main] tab.

(2) Select the "Binding Edge".

(3) Select the staple function or the punch function.

- For the staple function, select the number of staples in the "Staple" menu.
- For the punch function, click the [Punch] checkbox so that a checkmark ☒ appears.

CONVENIENT PRINTING FUNCTIONS

This section explains convenient functions for specific printing objectives.

- [CONVENIENT FUNCTIONS FOR CREATING PAMPHLETS AND POSTERS](#)
- [FUNCTIONS TO ADJUST THE SIZE AND ORIENTATION OF THE IMAGE](#) (page 3-27)
- [IMAGE ADJUSTMENT FUNCTION](#) (page 3-30)
- [FUNCTIONS THAT COMBINE TEXT AND IMAGES](#) (page 3-32)
- [PRINT FUNCTIONS FOR SPECIAL PURPOSES](#) (page 3-35)
- [CONVENIENT PRINTER FUNCTIONS](#) (page 3-43)

The explanations assume that the paper size and other basic settings have already been selected. For the basic procedure for printing and the steps for opening the printer driver properties window, see the following section:

➤ [BASIC PRINTING PROCEDURE](#) (page 3-4)

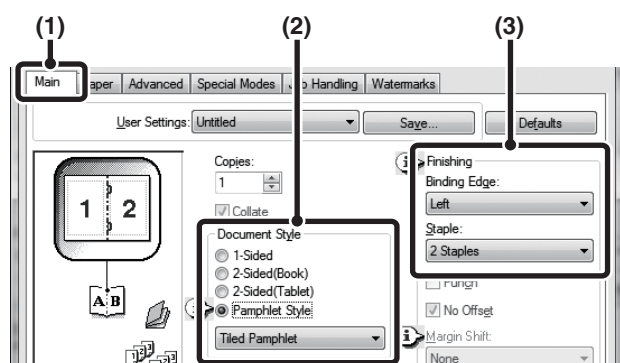
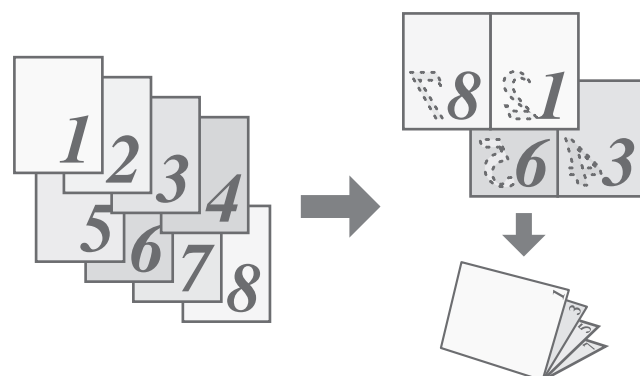


In Windows, view printer driver Help for details on printer driver settings for each printing function.

CONVENIENT FUNCTIONS FOR CREATING PAMPHLETS AND POSTERS

CREATING A PAMPHLET (Pamphlet/Pamphlet Staple)

The pamphlet function prints on the front and back of each sheet of paper so that the sheets can be folded and bound to create a pamphlet. This is convenient when you wish to compile printed output into a pamphlet. When a saddle stitch finisher is installed and saddle stitch printing and the staple function are selected, the output is automatically folded and stapled at the centre. This allows you to conveniently use the output as a handout or pamphlet without the need for any further work.



(1) Configure the settings on the [Main] tab.

(2) Select [Pamphlet Style].

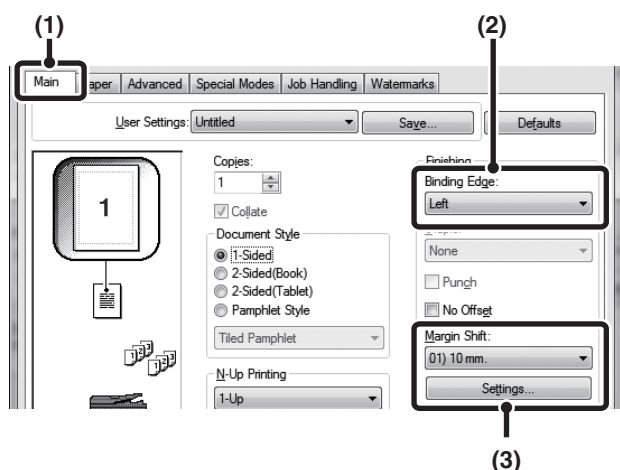
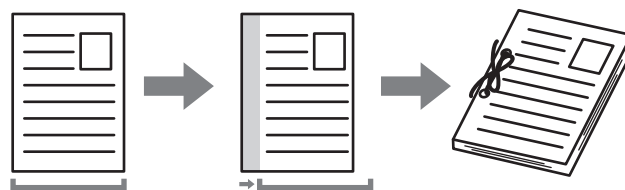
The pamphlet printing method can be selected from the pull-down menu.

(3) Select the "Binding Edge".

[2 Staples] can be selected for "Staple" when a saddle stitch finisher is installed.

INCREASING THE MARGIN (Margin Shift)

This function is used to shift the print image to increase the margin at the left, right, or top of the paper. This is convenient when you wish to staple or punch the output but the binding area overlaps the text. When a finisher or saddle stitch finisher is installed, the staple function or the punch function can be used with this function.



(1) Configure the settings on the [Main] tab.

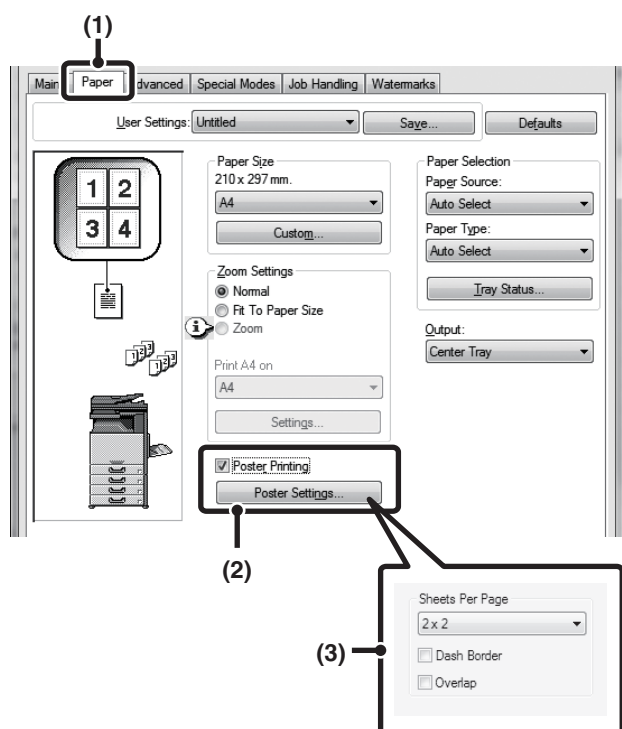
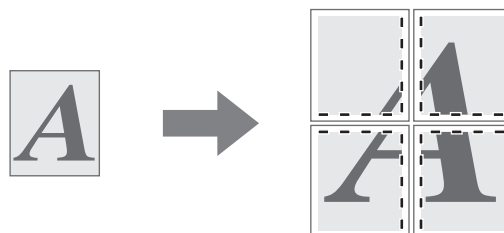
(2) Select the "Binding Edge".

(3) Select the "Margin Shift".

Select from the "Margin Shift" menu. If you wish to configure another numeric setting, select the setting from the pull-down menu and click the [Settings] button. Click the button or directly enter the number.

CREATING A LARGE POSTER (Poster Printing)

One page of print data can be enlarged and printed using multiple sheets of paper (4 sheets (2 x 2), 9 sheets (3 x 3) or 16 sheets (4 x 4)). The sheets can then be attached together to create a large poster. To enable precise alignment of the edges of the sheets during attachment, borderlines can be printed and overlapping edges can be created (overlap function).



(1) Click the [Paper] tab.

(2) Select the [Poster Printing] checkbox ☒ and click the [Poster Settings] button.

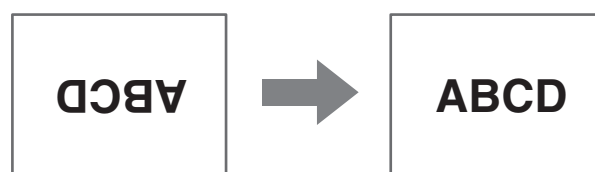
(3) Select poster settings.

Select the number of sheets of paper to be used from the pull-down menu. If you wish to print borderlines and/or use the overlap function, select the corresponding checkboxes ☒.

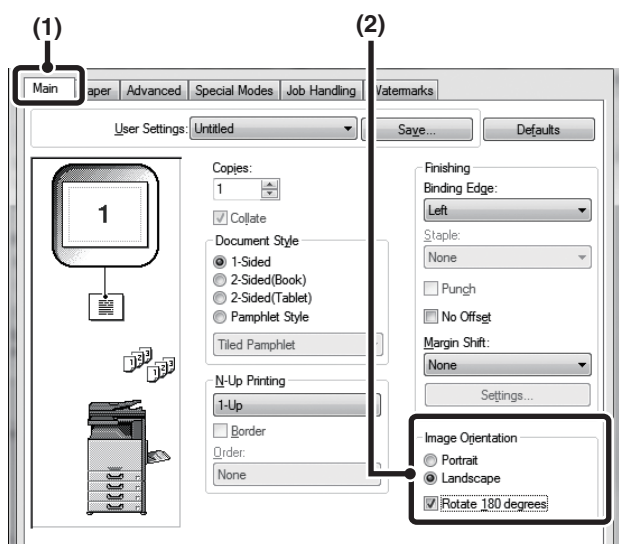
FUNCTIONS TO ADJUST THE SIZE AND ORIENTATION OF THE IMAGE

ROTATING THE PRINT IMAGE 180 DEGREES (Rotate 180 degrees)

This feature rotates the image 180 degrees so that it can be printed correctly on paper that can only be loaded in one orientation (such as envelopes or paper with punch holes).

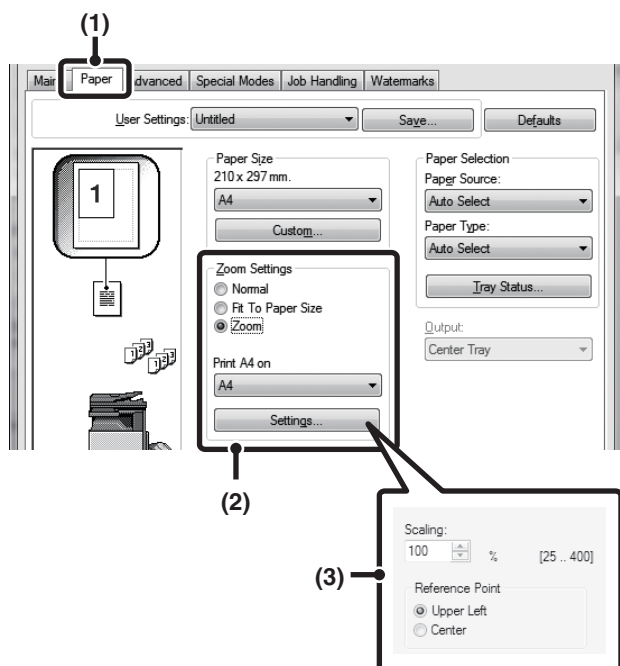
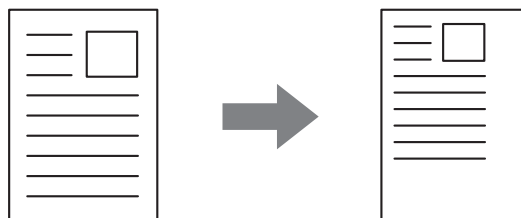


- (1) Select the setting on the [Main] tab.
- (2) Select the [Rotate 180 degrees] checkbox ☒.



ENLARGING/REDUCING THE PRINT IMAGE (Zoom)

This function is used to enlarge or reduce the image to a selected percentage. This allows you to enlarge a small image or add margins to the paper by slightly reducing an image.




(1) Click the [Paper] tab.

(2) Select [Zoom] and click the [Settings] button.

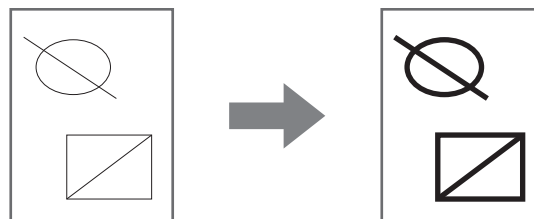
The actual paper size to be used for printing can be selected from the pull-down menu.

(3) Select the zoom ratio.

Directly enter a number (%) or click the  button to change the ratio in increments of 1%. You can also select [Upper Left] or [Center] for the base point on the paper.

ADJUSTING LINE WIDTHS WHEN PRINTING (Line Width Settings)

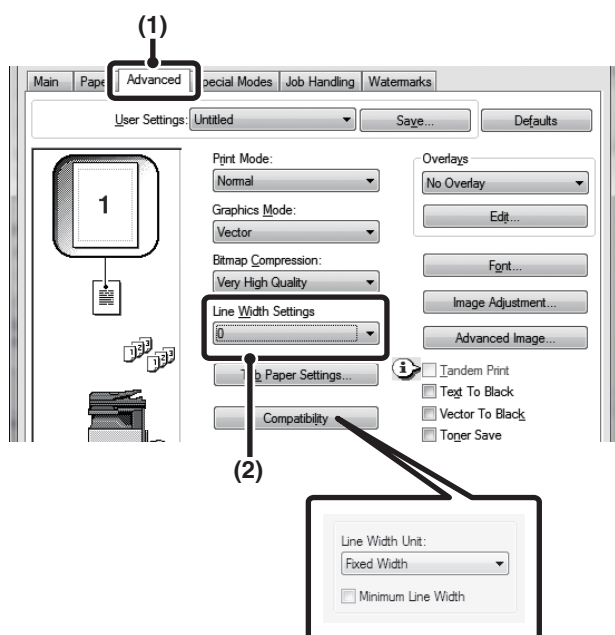
When lines in special applications such as CAD cannot be printed correctly, this setting can be used to adjust line widths, such as making overall line widths wider. (This setting is only effective for vector data; raster data such as bitmap images cannot be adjusted.) When the data includes lines of varying widths, you can also print all lines at the minimum width.



(1) Click the [Advanced] tab.

(2) Adjust the line width.

Select a number from the pull-down menu.






- The units of line-width adjustment can be set to "Fixed Width" or "Ratio". Click the [Compatibility] button and select the units from the "Line Width Unit" menu.
- To print all lines in the data at the minimum line width, click the [Compatibility] button and select the [Minimum Line Width] checkbox (☑).

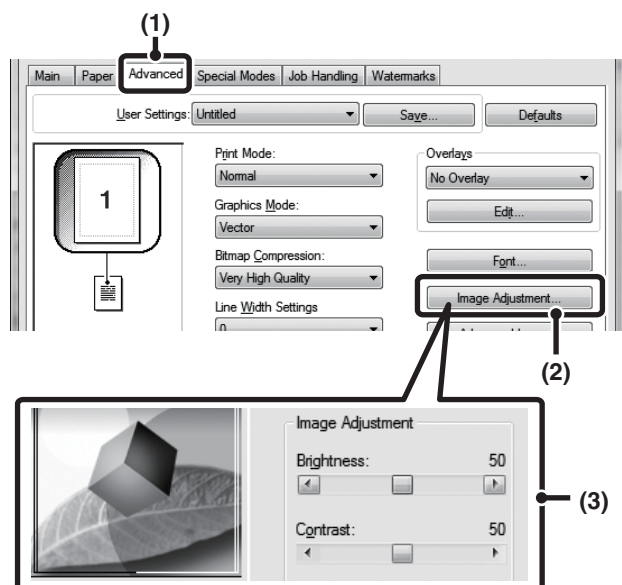
IMAGE ADJUSTMENT FUNCTION

ADJUSTING THE BRIGHTNESS AND CONTRAST OF THE IMAGE (Image Adjustment)

The brightness and contrast can be adjusted in the print settings when printing a photo or other image. These settings can be used for simple corrections when you do not have image editing software installed on your computer.

- (1) Click the [Advanced] tab.
- (2) Click the [Image Adjustment] button.
- (3) Adjust the image settings.

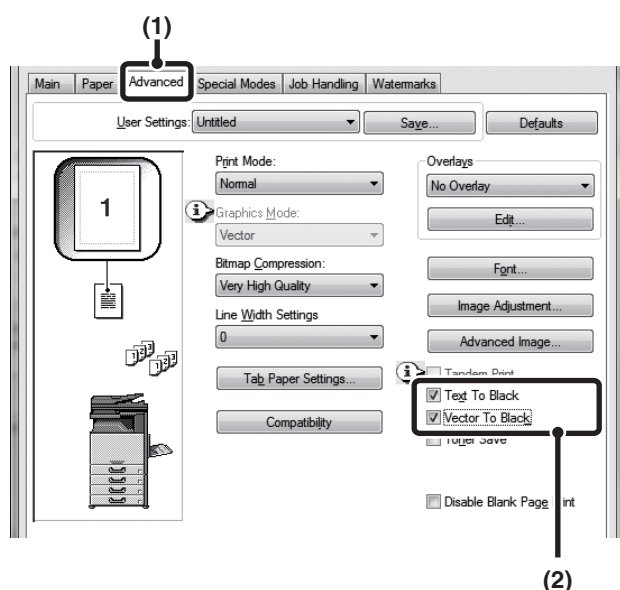
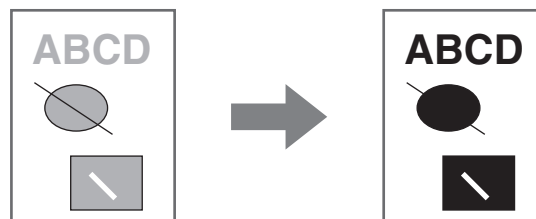
To adjust a setting, drag the slide bar  or click the  or  button.



PRINTING FAINT TEXT AND LINES IN BLACK (Text To Black/Vector To Black)

When printing a colour image, colour text and lines that are faint can be printed in black. (Raster data such as bitmap images cannot be adjusted.) This allows you to bring out colour text and lines that are faint and difficult to see.

- [Text To Black] can be selected to print all text other than white text in black.
- [Vector To Black] can be selected to print all vector graphics other than white lines and areas in black.

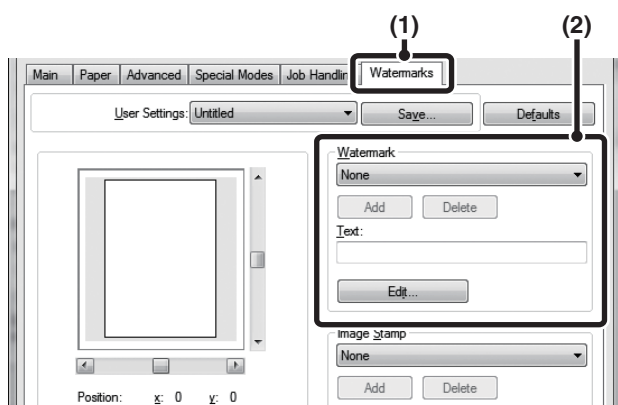
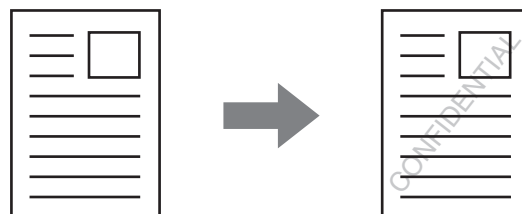


- (1) Click the [Advanced] tab.
- (2) Select the [Text To Black] checkbox ☒ and/or the [Vector To Black] checkbox ☒.

FUNCTIONS THAT COMBINE TEXT AND IMAGES

ADDING A WATERMARK TO PRINTED PAGES (Watermark)

Faint shadow-like text can be added to the background of the printed image as a watermark. The size, density, and angle of the watermark text can be adjusted. The text can be selected from a pre-stored list, or entered to create an original watermark.



(1) Click the [Watermarks] tab.

(2) Select the watermark settings.

Select a stored water mark from the pull-down menu. You can click the [Edit] button to edit the font and select other detailed settings.

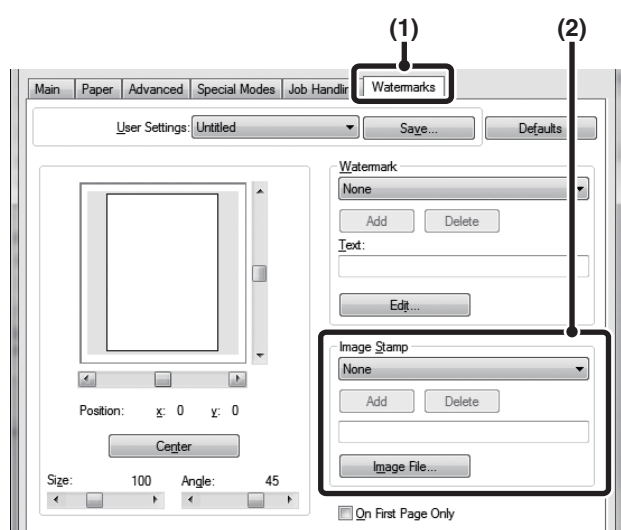
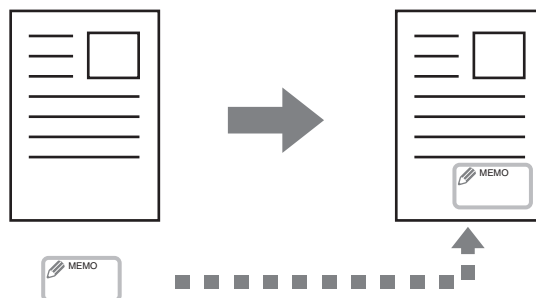


If you wish to create a new watermark...

Enter the text of the watermark in the "Text" box and click the [Add] button.

PRINTING AN IMAGE OVER THE PRINT DATA (Image Stamp)

A bitmap or JPEG image stored on your computer can be printed over the print data. The size, position, and angle of the image can be adjusted. This feature can be used to "stamp" the print data with a frequently used image or an icon of your own creation.



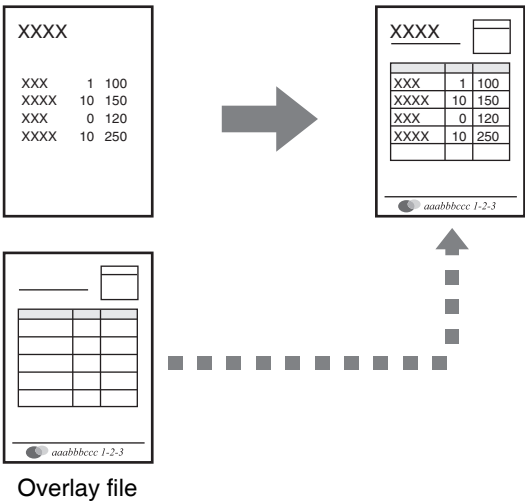
- (1) Click the [Watermarks] tab.
- (2) Select the image stamp setting.

If an image stamp has already been stored, it can be selected from the pull-down menu.

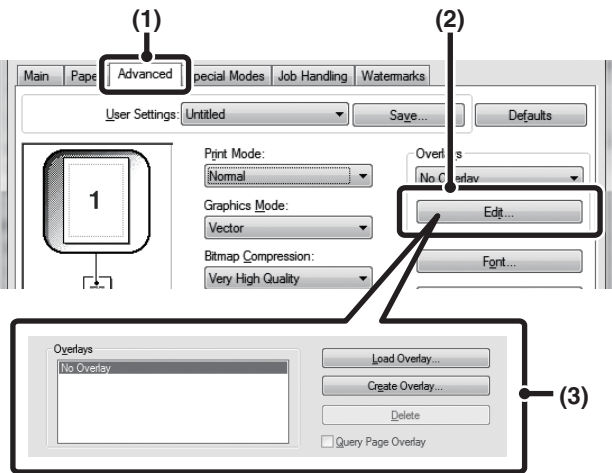
If you have not stored an image stamp, click the [Image File], select the file you wish to use for the image stamp, and click the [Add] button.

CREATING OVERLAYS FOR PRINT DATA (Overlays)

The print data can be printed in a previously created overlay. By creating table rulings or a decorative frame in an application different from that of the text file and registering the data as an overlay file, an attractive print result can be easily obtained without the need for complex manipulations.



Create an overlay file.



(1) Click the [Advanced] tab.

Configure the printer driver settings from the software application that you wish to use to create the overlay file.

(2) Click the [Edit] button.

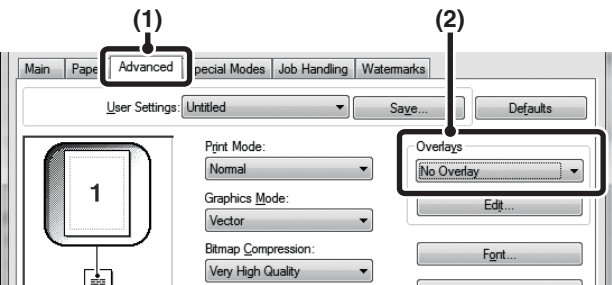
(3) Create an overlay file.

Click the [Create Overlay] button and specify the name and folder to be used for the overlay file that you wish to create, click the [Store] button. Then open the overlay file that you wanted to print in the specified folder, after the overlay file is created, click the [OK] button.



- When printing is started, a confirmation message will appear. The overlay file will not be created until the [Yes] button is clicked.
- To register a previously existing overlay file, click the [Load Overlay] button.

Printing with an overlay file



(1) Click the [Advanced] tab.

Configure the printer driver settings from the application from which you wish to print using the overlay file.

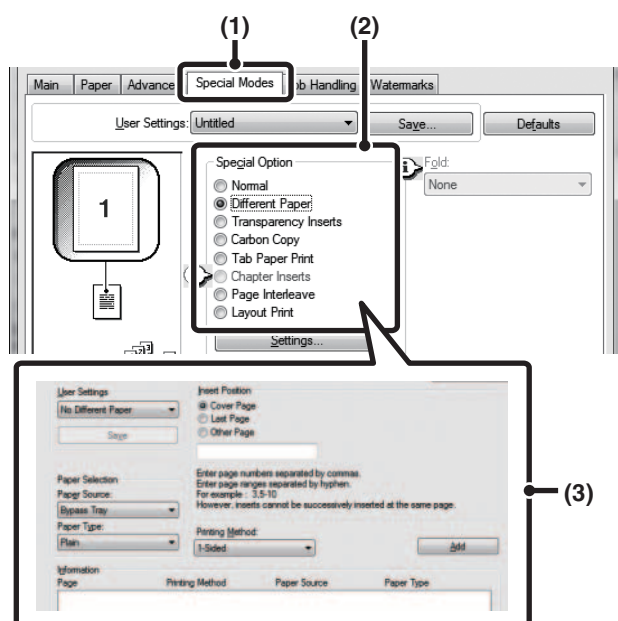
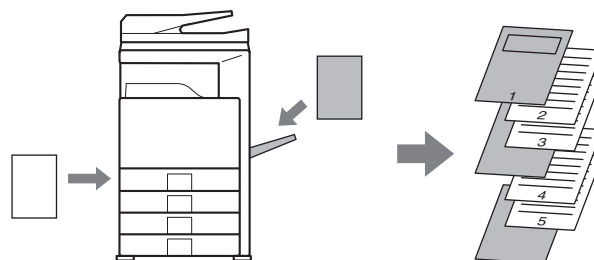
(2) Select the overlay file.

A previously created or stored overlay file can be selected from the pull-down menu.

PRINT FUNCTIONS FOR SPECIAL PURPOSES

PRINTING SPECIFIED PAGES ON DIFFERENT PAPER (Different Paper)

The front and back cover and specified pages of a document can be printed on paper that is different from the other pages. Use this function when you wish to print the front and back cover on heavy paper, or insert coloured paper or a different paper type at specified pages. You can also insert paper as an insert without printing on it.



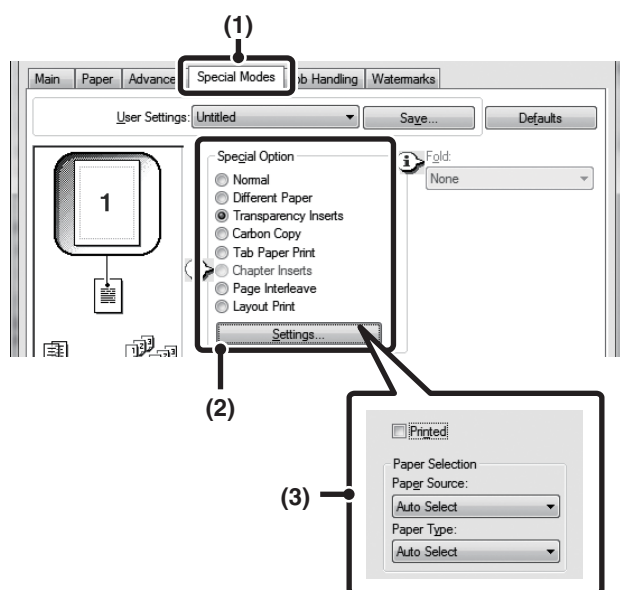
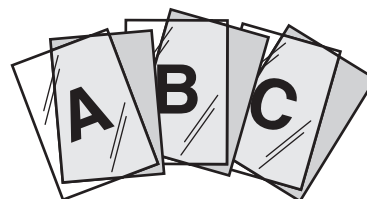
- (1) Click the [Special Modes] tab.
- (2) Select [Different Paper] and click the [Settings] button.
- (3) Select paper insertion settings.

Select the insertion position, paper source, and printing method from the corresponding menus. Click the [Add] button to show the selected settings in "Information". When you have completed the settings, click the [Save] button in "User Settings" to save the settings.



- When [Bypass Tray] is selected in "Paper Source", be sure to select the "Paper Type" and load that type of paper in the bypass tray.
- **About paper insertion settings**
When [Other Page] is selected for "Insert Position", the insert position can be specified by directly entering a page number. However, inserts cannot be successively inserted at the same page. When "Printing Method" is set to [2-Sided], the specified page and the next page after it will be printed on the front and reverse side of the paper, and thus an insert setting at a page printed on the reverse side will not be effective.

When printing on transparency film, this function helps prevent the sheets of transparency film from sticking together by inserting a sheet of paper between each sheet of film. It is also possible to print the same content on each inserted sheet of paper as is printed on the corresponding sheet of transparency film.



- (1) Click the [Special Modes] tab.
- (2) Select [Transparency Inserts] and click the [Settings] button.
- (3) Select transparency insert settings.

To print the same content on the insert as is printed on the sheet of transparency film, select the [Printed] checkbox ☒. Select the paper source and type if needed.

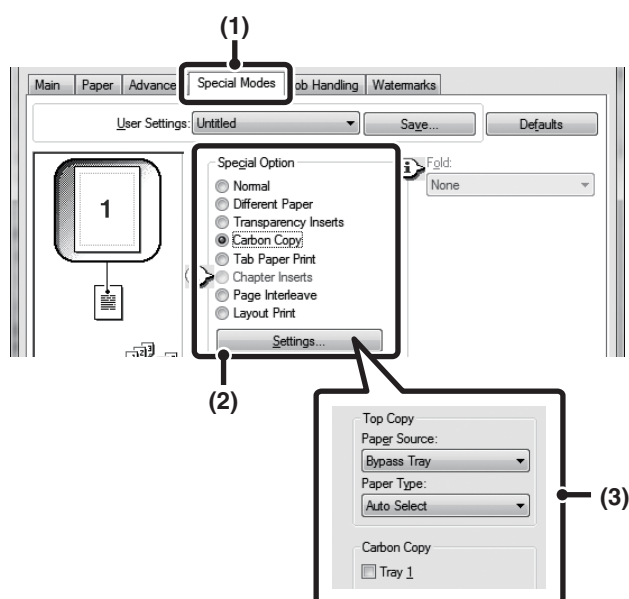
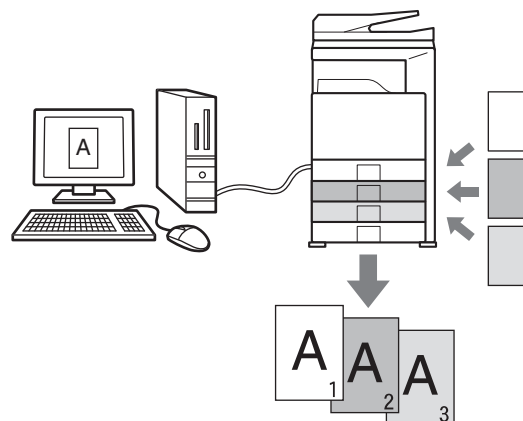


The bypass tray can only be set transparency.

PRINTING A CARBON COPY (Carbon Copy)

This function is used to print an additional copy of the print image on paper that is the same size but from a different paper tray.

For example, if carbon copy print is selected when standard paper is loaded in tray 1 and coloured paper is loaded in tray 2, a print result similar to a carbon copy slip can be obtained with a single selection of the print command. As another example, if standard paper is loaded in tray 1 and recycled paper is loaded in tray 2, Carbon Copy can simultaneously print one copy for presentation and one copy as a duplicate.



- (1) Click the [Special Modes] tab.
- (2) Select [Carbon Copy] and click the [Settings] button.
- (3) Select the carbon copy settings.

Select the tray for the "Top Copy" and then select the tray for the carbon copy (or copies) in "Carbon Copy".



When the bypass tray is selected, be sure to select the "Paper Type".

PRINTING TEXT ON TABS OF TAB PAPER (Tab Paper Print/Tab Paper Settings)

This function is used to print text on the tabs of tab paper.

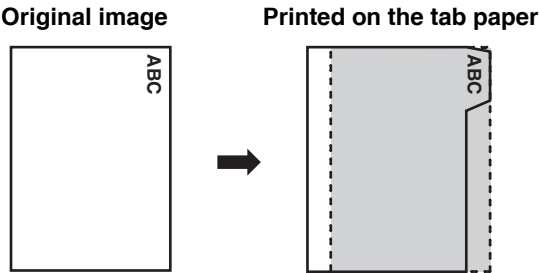
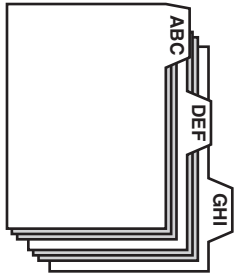
Tab Paper Print

You can print on each sheet of tab paper that you insert in the desired page position.

Text to be printed on tabs can be entered in [Tab Paper Print] on the [Special Modes] tab of the printer driver properties window, and detailed settings can be configured such as the size of the tabs, the starting position, the distance between tabs, and the page numbers where tab sheets will be inserted.

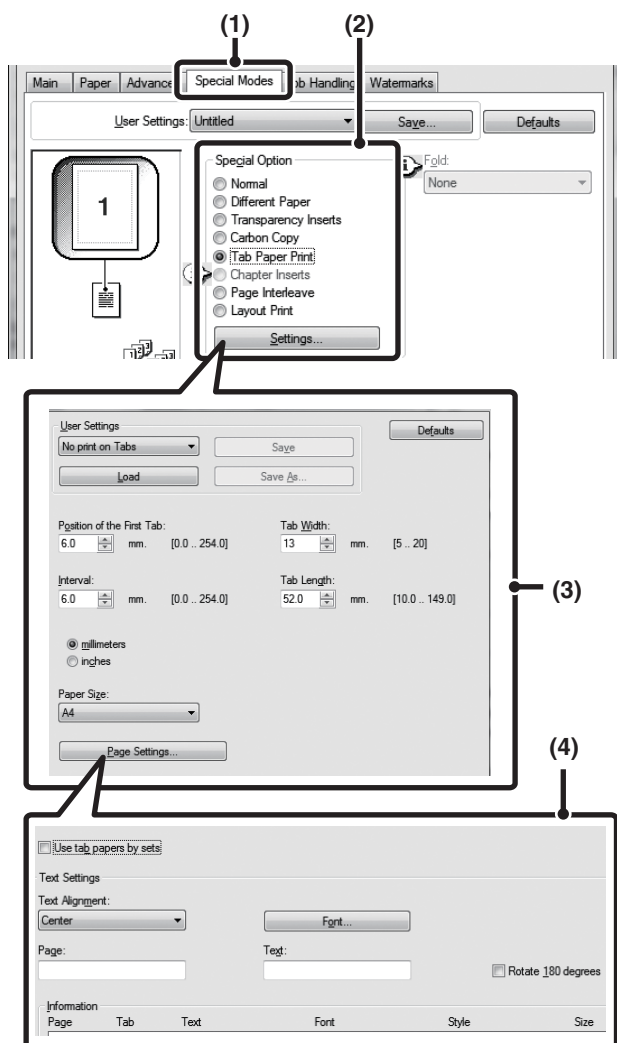
Tab Paper Settings

Text to be printed on tab papers can be created in a software application, and then [Tab Paper Settings] on the [Advanced] tab of the printer driver properties window can be used to specify how far the text needs to be shifted for tab printing.



Tab Paper Print

Open the data that you wish to print on the tab paper and then select the settings.



- (1) Click the [Special Modes] tab.
- (2) Select [Tab Paper Print] and click the [Settings] button.

- (3) Select the tab position settings.

For commercially available tab paper, you can use the existing settings in "User Settings" such as [A4-5tab-D]. For other types of tab paper, the position of the first tab, the distance between tabs, and the horizontal and vertical dimensions of the tab can be directly entered or changed using the button. In addition, the size of the tab paper can be selected in "Paper Size".

- (4) Select the page settings.

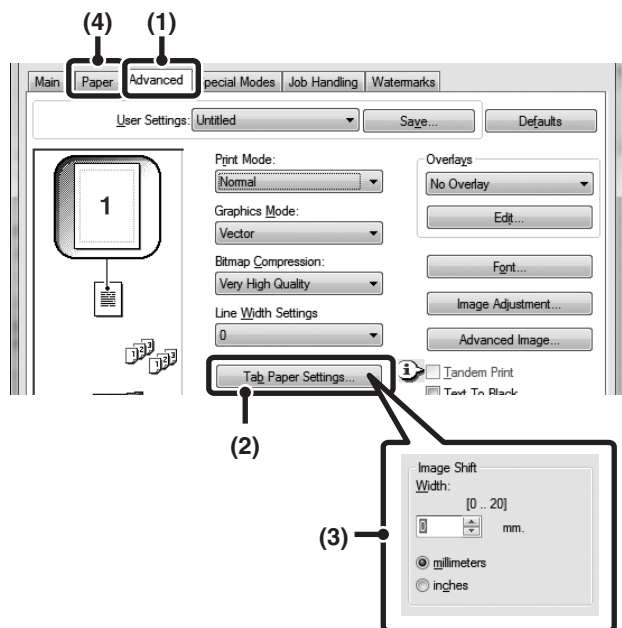
Specify the pages where you wish to insert tab paper and enter the text that you wish to print on the tabs. You can also select the font and adjust the layout.



- Set [Tab Paper] for the "Paper Type" of the bypass tray.
- The tab paper settings can be stored and a stored file opened in "User Settings".

Tab Paper Settings

When you have finished preparing the data to be printed on the tabs in the software application, select the following settings:



(1) Click the [Advanced] tab.

(2) Click the [Tab Paper Settings] button.

(3) Select the tab paper settings.

To shift the image, directly enter a number or click the button.

(4) Select the paper source and type.

Click the [Paper] tab, and select [Bypass Tray] for "Paper Source" and [Tab Paper] for "Paper Type".



Set [Tab Paper] for the "Paper Type" of the bypass tray.

TWO-SIDED PRINTING WITH SPECIFIC PAGES PRINTED ON THE FRONT SIDE (Chapter Inserts)

You can have specific pages printed on the front side of the paper.

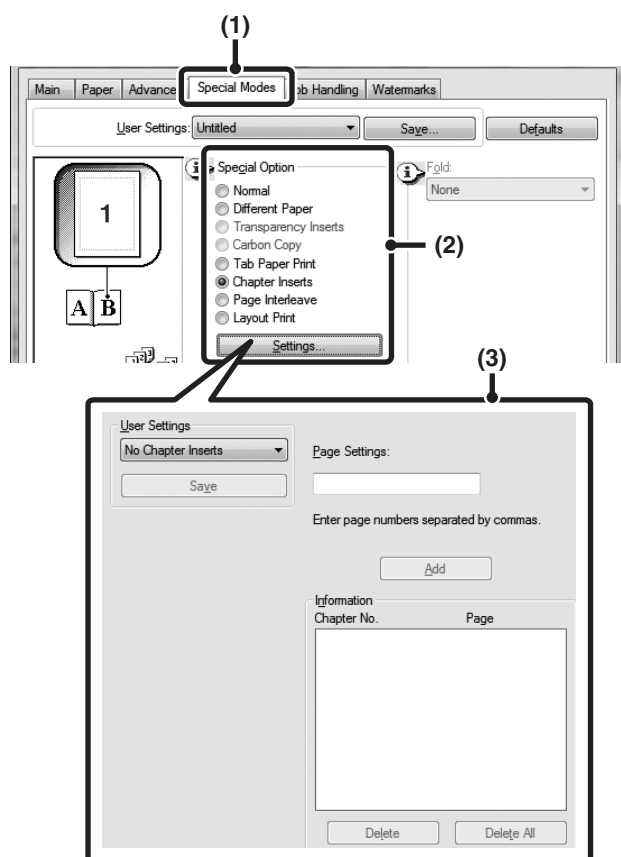
When a page (such as the first page of a chapter) is specified as a front side page, the page will be printed on the front side of the paper even if would normally be printed on the reverse side (the reverse side will be left blank and the page will be printed on the front side of the next sheet of paper).

Example:

When pages 4 and 8 are specified as page settings.



Back is blank



- (1) Click the [Special Modes] tab.
- (2) Select [Chapter Inserts] and click the [Settings] button.
- (3) Select the chapter settings.

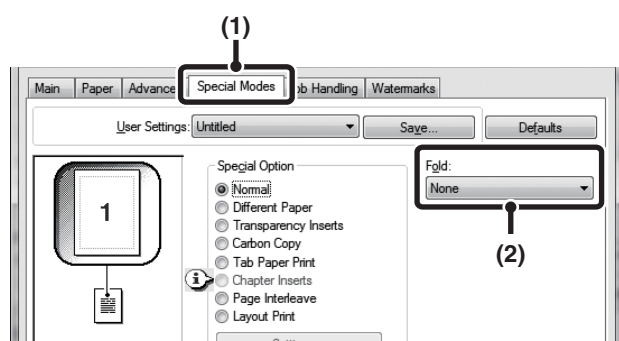
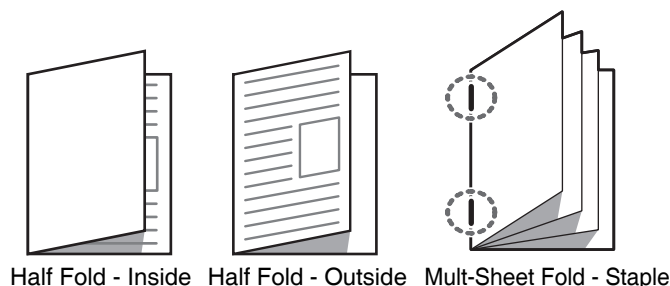
Enter the page numbers that are to begin chapters in "Page Settings". Click the [Add] button and your settings will appear in "Information". When you have finished selecting settings, click the [Save] button in "User Settings" to save the settings.

FOLDING PRINTED PAPER IN HALF (Fold)

When a saddle stitch finisher is installed, the fold function can be used to fold printed output in half. You can select whether the paper is folded with the printed side on the inside or the outside.

When printing data that is in a pamphlet layout, the "Mult-Sheet Fold - Staple" function can be used to conveniently fold and staple the printed output to create a pamphlet.

When two-sided printing is disabled in the machine's system settings (administrator), the paper folding function cannot be used.



(1) Click the [Special Modes] tab.

(2) Select "Fold".

Select the desired folding method from the pull-down menu.

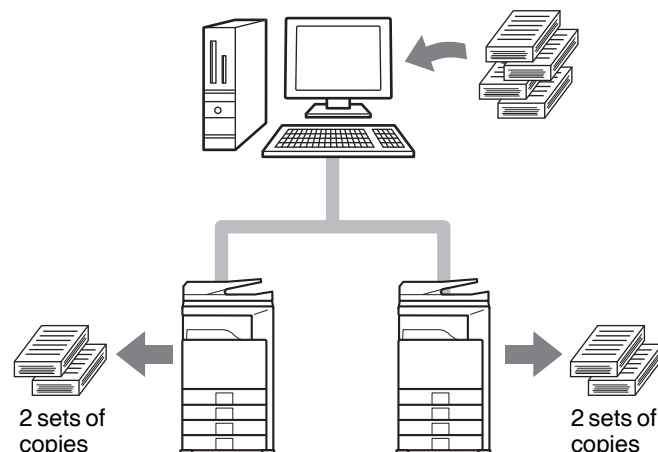
CONVENIENT PRINTER FUNCTIONS

USING TWO MACHINES TO PRINT A LARGE PRINT JOB (Tandem Print)

Two machines are required to use this function. Tandem Print allows you to divide a large print job between two machines connected to your network. The machines simultaneously print each half of the job, making it possible to shorten the printing time when printing a large number of sets.

To use Tandem Print, the IP address of the client machine must be configured in "Set Tandem Print" on the [Configuration] tab of the printer driver.

Example: Printing 4 sets of copies

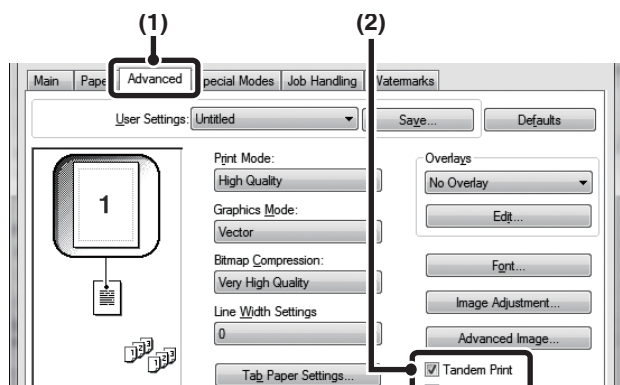


(1) Click the [Advanced] tab.

(2) Select the [Tandem Print] checkbox ☒.



The tandem print function can be used only when the printer driver is installed using a "Custom installation" with "LPR Direct Print (Specify Address/Auto Search)" and checking "Yes" for "Do you want to use 'Tandem Print' function?"



PRINTING WITHOUT THE PRINTER DRIVER

When you do not have the printer driver installed on your computer, or when the software application used to open a file that you wish to print is not available, you can print directly to the machine without using the printer driver. The file types (and corresponding extensions) that can be printed directly are shown below.

File Type	TIFF	JPEG	PCL
Extension	tiff, tif	jpeg, jpg, jpe, jfif	pcl



Depending on the file type, it may not be possible to print some files in the above table.

DIRECTLY PRINTING FROM A COMPUTER

Settings can be configured in the Web pages of the machine to enable direct printing from a computer without using the printer driver. For the procedure for accessing the Web pages, see the Quick Start Guide.

SUBMIT PRINT JOB

You can specify a file to be printed directly without using the printer driver.

In addition to a file on your computer, this procedure can be used to print any file that can be accessed from your computer, such as a file on another computer connected to the same network.

To directly print a file on a computer, click [Document Operations] and then [Submit Print Job] in the Web page menu.

FTP PRINT

You can print a file from your computer by simply dragging and dropping the file onto the FTP server of the machine.

• Configuring settings

To enable FTP Print, click [Application Settings] and then [Setting for Print from the PC] in the Web page menu, and configure the port number. (Administrator rights are required.)

• Performing FTP Print

Type "ftp://" and then the IP address of the machine in the address bar of your computer's Web browser as shown below.

(Example)

ftp://192.168.1.28

Drag and drop the file that you wish to print onto the "lp" folder that appears in your Web browser. The file will automatically begin printing.



- If you printed a file (PCL) that includes print settings, the settings will be applied.
- When user authentication is enabled in the system settings (administrator) of the machine, the print function may be restricted. For more information, ask your administrator.

E-MAIL PRINT

An e-mail account can be configured in the machine to have the machine periodically check your mail server and automatically print received e-mail attachments without using the printer driver.

• Configuring settings

To use E-mail Print, you must first configure an e-mail account in the machine. To configure an account, click [Application Settings] and then [E-mail Print Settings] in the Web page menu. (Administrator rights are required.) For the procedure for accessing the Web pages, see the Quick Start Guide.

• Using E-mail Print

To print a file using E-mail Print, use your e-mail program on your computer to send the file as an attachment to the machine's e-mail address.

Control commands can be entered in the message of the e-mail to specify the number of copies and print format. Commands are entered in the format "command name = value".

As an example, the control commands include the following:

Function	Command name	Values
Copies	COPIES	1-999
Staples*1	STAPLEOPTION	NONE, ONE, TWO, SADDLE
Punch*2	PUNCH	OFF, ON
Output	COLLATE	OFF, ON
2-sided print	DUPLEX	OFF, TOP, LEFT, RIGHT
Account number*3	ACCOUNTNUMBER	Number (5 to 8 digits)
File type	LANGUAGE	PCL, PCLXL, TIFF, JPG
Paper	PAPER	Name of available paper (A4, LETTER, etc.)
Output tray	OUTTRAY	CENTER, FINISHER
Fit to page	FITIMAGETOPAGE	OFF, ON

Example

```
COPIES=2
DUPLEX=LEFT
ACCOUNTNUMBER=11111
PAPER=A4
```

*1 Only effective when a finisher or saddle stitch finisher is installed.

*2 Only effective when a punch module is installed on a finisher or saddle stitch finisher.



*3 Can be omitted except when authentication is by user number.

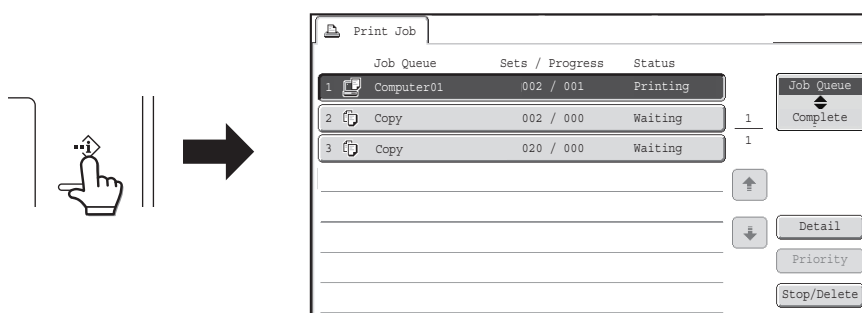



- Enter the commands in Plain Text format. If entered in Rich Text format (HTML), the commands will have no effect.
- To receive a list of the control commands, enter the command "Config" in the e-mail message.
- If nothing is entered in the body text (message) of the e-mail, printing will take place according to the "Printer Default Settings" in the system settings. If you printed a file (PCL) that includes print settings, the settings will be applied.
- Only enter a "File type" when you are specifying a page-description language. Normally there is no need to enter a file type.

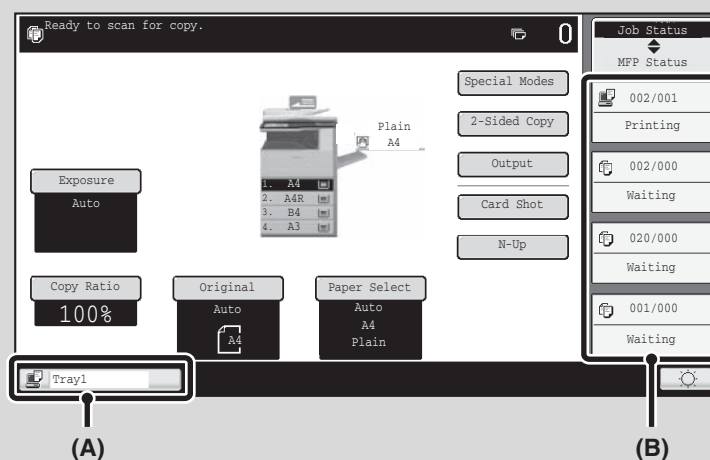
CHECKING THE PRINT STATUS

JOB STATUS SCREEN

The job status screen is displayed when the [JOB STATUS] key () on the touch panel is touched. The job status screen shows the status of jobs by mode. When the [JOB STATUS] key () is touched, the job status screen of the mode that was being used before the key was pressed appears.

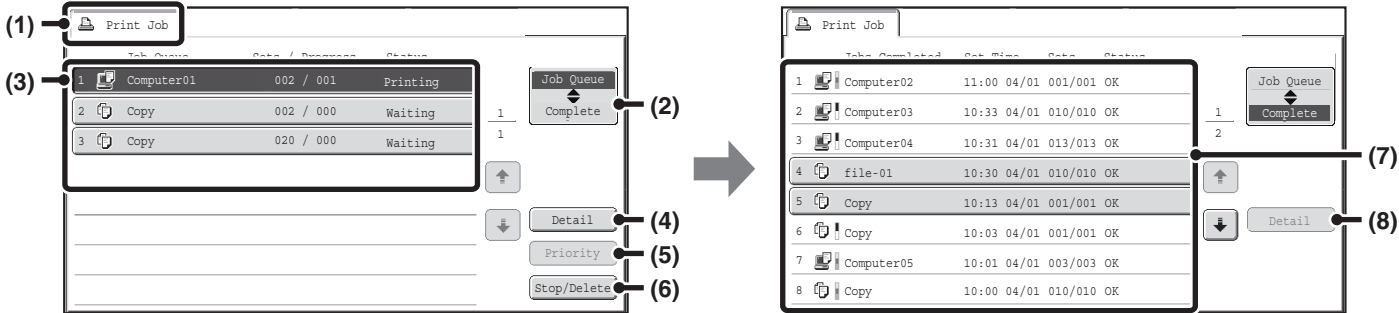


 The job status display (A) is in the lower left corner of the touch panel. The job status display can be touched to display the job status screen. You can check the first four print jobs in the print queue (the job in progress and reserved jobs) in the job status display (B).



JOB QUEUE SCREEN/COMPLETED JOB SCREEN

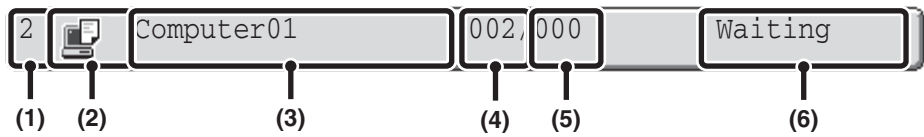
The job status screen consists of the job queue screen that shows copy and print jobs waiting to be printed and the job currently in progress, the completed job screen that shows jobs that have been completed.



- (1) **Mode select tabs**
Use these tabs to select the mode that is shown in the job status screen.
The status of print jobs can be checked by touching the [Print Job] tab.
- (2) **Job status screen selector key**
Touch this key to switch through the job queue screen, the completed jobs screen.
- (3) **Job list (job queue screen)**
Jobs waiting to be printed appear in the job queue as keys. The jobs are printed in order from the top of the queue. Each job key shows information on the job and the current status of the job.
- (4) **[Detail] key (job queue screen)**
Touch this key to display detailed information on a job.
- (5) **[Priority] key**
Touch this key to give priority to a selected job.
- (6) **[Stop/Delete] key**
Touch this key to stop or delete a selected job.
- (7) **Job list (completed jobs screen)**
This shows up to 99 completed jobs. The result (status) of each completed job is shown.
- (8) **[Detail] key (completed jobs screen)**
When a job is shown as a key in the job list, the [Detail] key can be touched to show detailed information on the job.

Job key display


Each job key shows the position of the job in the job queue and the current status of the job.



(1) **Indicates the number (position) of the job in the job queue.**

When the job currently being printed is finished, the job moves up one position in the job queue.
This number does not appear in keys in the completed jobs screen.

(2) **Mode icon**

The  icon appears when the job is a print job.

(3) **User name**

The computer login name of the user will appear in the print job.
A "User Name" can be entered in the printer driver to display the name of the user who executed the job.

(4) **Number of sets entered**

This shows the number of sets specified.

(5) **Number of completed sets**

This shows the number of sets completed. "000" appears while the job is waiting in the job queue.

(6) **Status**

Shows the job status.

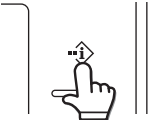
Message	Status
"Printing"	Printing is in progress.
"Waiting"	The job is waiting to be executed.
"Toner Empty"	The toner cartridge is out of toner. Replace the toner cartridge with a new cartridge.
"Paper Empty"	The paper used for the job has run out. Add paper or change to a different paper tray.
"Limit"	The printing page limit has been exceeded. Check with the administrator of the machine.
"Error"	An error occurred while the job was being executed. Clear the error condition.
"Rendering"	Analyzing print data.

GIVING A PRINT JOB PRIORITY/CANCELLING A PRINT JOB

GIVING A PRINT JOB PRIORITY

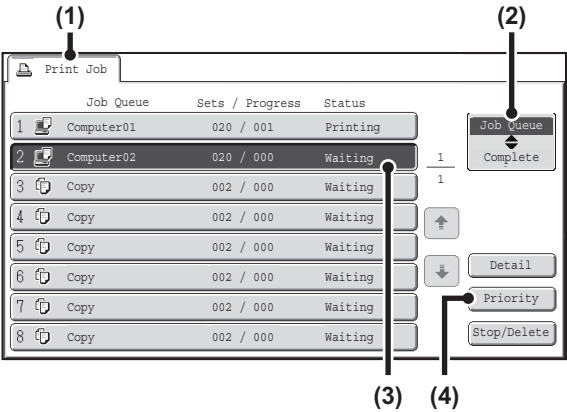
When the machine is busy copying or other job, you can give priority to a print job that is waiting to be printed and print it ahead of the other jobs.

1



Touch the [JOB STATUS] key (i).

2



	Job Queue	Sets / Progress	Status
1	Computer01	020 / 001	Printing
2	Computer02	020 / 000	Waiting
3	Copy	002 / 000	Waiting
4	Copy	002 / 000	Waiting
5	Copy	002 / 000	Waiting
6	Copy	002 / 000	Waiting
7	Copy	002 / 000	Waiting
8	Copy	002 / 000	Waiting


Give the desired job priority.

(1) Touch the [Print Job] tab.

(2) Change the print job status mode to [Job Queue].
Touch this key to change modes. The selected mode will be highlighted.

(3) Touch the key of the print job to which you want to give priority.

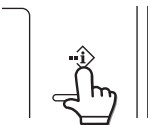
(4) Touch the [Priority] key.
The job being printed stops and the job selected in (3) is printed.


 To check print information on the selected job, touch the [Detail] key.

CANCELLING A PRINT JOB

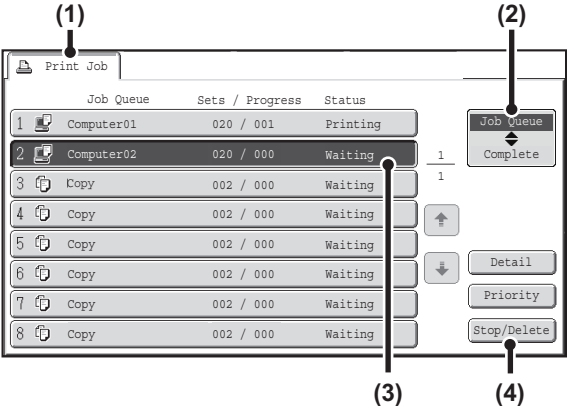
A job being printed or a job waiting to be printed can be cancelled.

1



Touch the [JOB STATUS] key ().

2



Cancel the job.

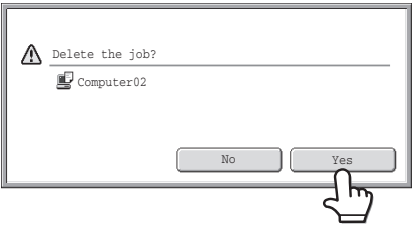
(1) Touch the [Print Job] tab.

(2) Change the print job status mode to [Job Queue].
Touch this key to change modes. The selected mode will be highlighted.





(3) Touch the key of the print job that you wish to cancel.

(4) Touch the [Stop/Delete] key.

(5) A message appears to confirm the cancellation. Touch the [Yes] key.



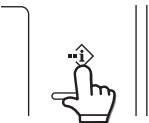
The selected job key is deleted and printing is cancelled.


-  It is also possible to cancel printing with the [STOP] key () on the operation panel. When the [STOP] key () is pressed, a message will appear asking you if you want to cancel the job.
-  **If you do not want to cancel the selected print job...**
Touch the [No] key in step (5).

CHANGING TO ANOTHER PAPER SIZE AND PRINTING WHEN PAPER RUNS OUT


If printing stops because the machine ran out of paper, or if the size of paper specified in the printer driver is not loaded in the machine, a message will appear in the touch panel. Printing will begin automatically when the [OK] key is touched and paper is loaded in the machine. If you wish to print on paper in another tray because the desired size of paper is not immediately available, follow the steps below.

1



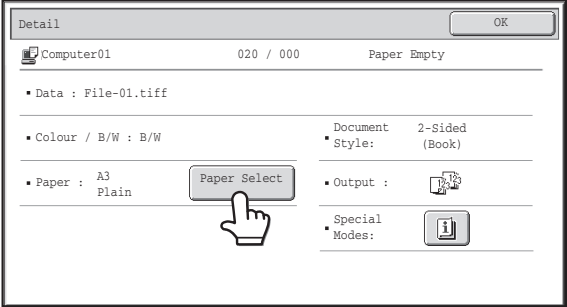
Touch the [JOB STATUS] key ().

2



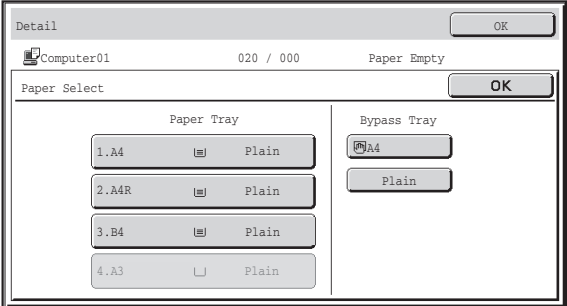
Display details on the print job for which there is no paper.
(1) Touch the key of the job for which "Paper Empty" appeared.
(2) Touch the [Detail] key.

3




Touch the [Paper Select] key.

4



Touch the key of the tray that has the paper you wish to use.
Printing begins.

 If you changed to a different paper size, printing may not take place correctly; for example part of the text or image may run off the paper.

APPENDIX

PRINTER DRIVER SPECIFICATION LIST

Function	PCL6
Copies	Yes
Collate	Yes
Image Orientation	Yes
Rotate 180 degrees	Yes
Document Style	Yes
Pamphlet Style	Yes
N-Up Printing	Yes
Border	Yes
Order	Yes
Binding Edge	Yes
Staple	Yes
Punch	Yes
Margin Shift	Yes
Paper Size	Yes
Custom Paper	Yes
User1-User7	Yes
Fit To Paper Size	Yes
Scale to fit Paper Size	No
Zoom	Yes
Scale / Scaling	No
Poster Printing	Yes
Paper Source	Yes
Paper Type	Yes
Tray Status	Yes
Output	Yes
Print Mode	Yes
Graphics Mode	Yes
Job Compression	No
Bitmap Compression	Yes
Image Adjustment	Yes

Function	PCL6
Overlays	Yes
Font	Yes
Line Width Settings	Yes
Tab Paper Settings	Yes
Tandem Print	Yes
Text To Black	Yes
Vector To Black	Yes
Toner Save	Yes
Document Control	No
Disable Blank Page Print	Yes
Sharpness	Yes
Screening	Yes
Input Resolution	Yes
Shade Pattern	Yes
Spool Data Format	Yes
Printable Area	Yes
Duplex Style	Yes
Line Width Unit	Yes
Minimum Line Width	Yes
Driver Setting Priority	Yes
Job Name Shortening	Yes
Use driver to render JPEGs	Yes
Smoothing	Yes
Print Position	Yes
100% N-Up	Yes
Different Paper	Yes
Transparency Inserts	Yes
Carbon Copy	Yes
Tab Paper Print	Yes
Chapter Inserts	Yes

Function	PCL6
Page Interleave	Yes
Layout Print	Yes
Retention	No
Retention Settings	No
Document Filing Settings	No
Stored to	No
User Name	Yes
Job Name	Yes
Login Name	Yes
Password	Yes
User Number	Yes
Notify Job End	Yes
Auto Job Control Review	Yes
Watermark	Yes
Image Stamp	Yes
Input Tray Options	Yes
Output Tray Options	Yes
Auto Configuration	Yes
Set Tray Status	Yes
Paper Type Name	Yes
Set Tandem Print	Yes
Printing Policy	Yes
User Authentication	Yes
Use Windows Login Name as 'Login Name'	Yes
Use 'Login Name' as 'User Name'	Yes
Font	Yes
About	Yes

CHAPTER 4

SCANNER

This chapter provides detailed explanations of the procedures for using the scanner function. Only USB memory scan mode can be used without installing a peripheral device. The scanned file is sent to and stored in a USB memory device connected to the machine.

BEFORE USING THE MACHINE

BASE SCREEN	4-2
SCAN SEND SEQUENCE	4-4
ORIGINAL SIZES	4-6
• TRANSMITTABLE ORIGINAL SIZES	4-6
• THE SIZE OF THE PLACED ORIGINAL	4-6

TRANSMITTING AN IMAGE

SENDING AN IMAGE	4-7
• SPECIFY THE FOLDER IN WHICH THE FILE WILL BE STORED	4-11
• ENTERING A FILE NAME	4-12
IMAGE SETTINGS	4-13
• AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL (2-Sided Original)	4-14
• SPECIFYING THE ORIGINAL SCAN SIZE AND SEND SIZE (Enlarge/Reduce)	4-15
• CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE	4-21
• CHANGING THE RESOLUTION	4-23
• CHANGING THE FILE FORMAT	4-24
• CHANGING THE COLOUR MODE	4-26

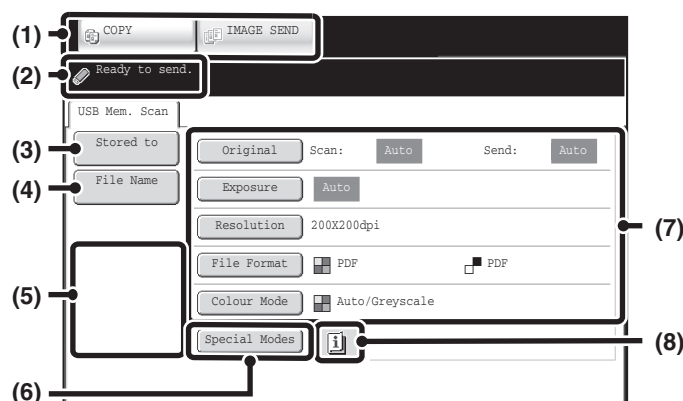
SPECIAL MODES

SPECIAL MODES	4-27
ERASING PERIPHERAL SHADOWS ON THE IMAGE (Erase)	4-29
SCANNING AN ORIGINAL AS TWO SEPARATE PAGES (Dual Page Scan)	4-31
WHITENING FAINT COLOURS IN THE IMAGE (Suppress Background)	4-33
SCANNING BOTH SIDES OF A CARD ONTO A SINGLE PAGE (Card Shot)	4-35
SCANNING MANY ORIGINALS AT ONCE (Job Build) . . .	4-38
SCANNING ORIGINALS OF DIFFERENT SIZES (Mixed Size Original)	4-40
SCANNING THIN ORIGINALS (Slow Scan Mode) . . .	4-42
ELIMINATING BLANK PAGES FROM A TRANSMISSION (Blank Page Skip)	4-44

BEFORE USING THE MACHINE

BASE SCREEN

To display the base screen of USB memory scan mode, touch the [IMAGE SEND] key in the touch panel.



(1) Mode select keys

Use these keys to switch between copy and image send modes.

To use USB memory scan mode, touch the [IMAGE SEND] key.

(2) Various messages are displayed here.

(3) [Stored to] key

Touch to select the folder in USB memory where a file will be stored.

➡ [SPECIFY THE FOLDER IN WHICH THE FILE WILL BE STORED](#) (page 4-11)

(4) [File Name] key

Touch this key to enter a file name when storing a file to USB memory.

➡ [ENTERING A FILE NAME](#) (page 4-12)

(5) Customized keys

The keys that appear here can be changed to show settings or functions that you prefer.

➡ [Customizing displayed keys](#) (page 4-3)

(6) [Special Modes] key

Touch this key to use a special mode.

➡ [SPECIAL MODES](#) (page 4-27)

(7) Image settings

Image settings (original size, exposure, resolution, file format, and colour mode) can be selected.

➡ [IMAGE SETTINGS](#) (page 4-13)

(8) key

This key appears when a special mode or 2-sided scanning is selected. Touch the key to display the selected special modes.

➡ [Checking what special modes are selected](#) (page 4-3)

Customizing displayed keys

Special mode keys and other keys can be displayed in the base screen. Set these keys to functions that you frequently use to access the functions with a single touch. The customized keys are configured using "Customize Key Setting" in the Web pages.


Customized keys do not initially appear, however, up to three keys can be added.




System Settings (Administrator): Customize Key Setting

Registration is performed in [System Settings] - [Operation Settings] - "Customize Key Setting" in the Web page menu.

Checking what special modes are selected

The  key appears in the base screen when a special mode or 2-sided scanning is selected.

The  key can be touched to display the selected special modes. To close the screen, touch the [OK] key.



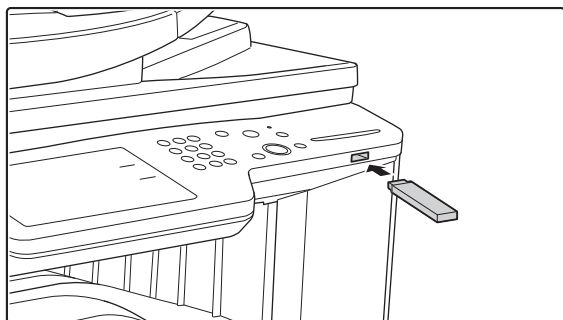
The special mode settings cannot be changed from the review screen. To change a setting, touch the [OK] key to close the review screen and then touch the [Special Modes] key and select the setting that you wish to change.

SCAN SEND SEQUENCE

This section explains the basic procedure for scanning and transmission. Select settings in the order shown below to ensure smooth transmission.

For the detailed procedures for selecting the settings, see the explanation of each setting in this chapter.

Connect the USB memory

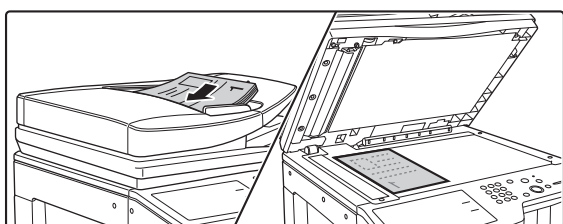


Connect the USB memory to the USB connector (Type A) on the machine.

 [SENDING AN IMAGE](#) (page 4-7)



Place the original.

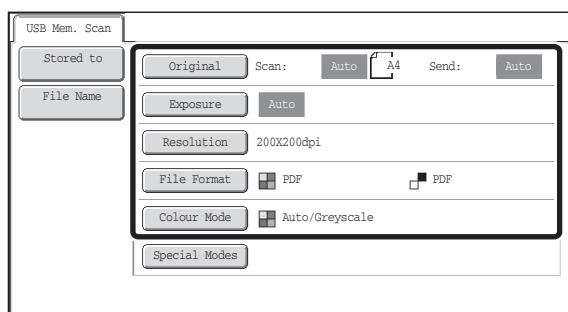


Place the original in the document feeder tray of the automatic document feeder, or on the document glass.



 [SENDING AN IMAGE](#) (page 4-7)



Select settings

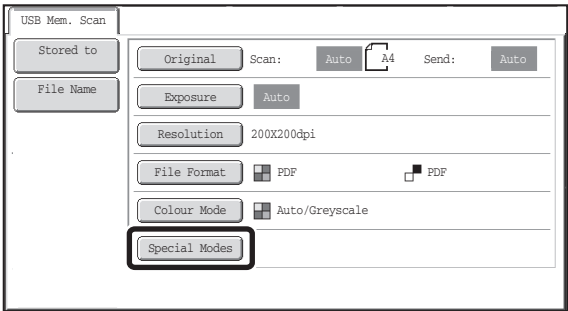


Settings can be selected for scanning the original.

- Original (2-sided original, scan size, send size)
- Exposure • Resolution • File Format • Colour Mode
 [IMAGE SETTINGS](#) (page 4-13)
- Send Settings (File Name)
 [ENTERING A FILE NAME](#) (page 4-12)



Special mode settings



Special modes can be selected.
👉 [SPECIAL MODES](#) (page 4-27)



Start scanning

Start scanning.

If the original is placed on the document glass, follow these steps to start scanning:

- (1) Press the [START] key.
- (2) When scanning is finished, replace the original with the next original.
- (3) Press the [START] key.
- (4) Repeat (2) and (3) until all originals have been scanned.
- (5) Touch the [Read-End] key.



After the original is scanned, the settings revert to the default settings.



To cancel scanning...
Press the [STOP] key (⏏) to cancel the operation.



System Settings (Administrator): Default Display Settings
The settings can be kept in effect a fixed period of time after scanning is completed.

ORIGINAL SIZES

TRANSMITTABLE ORIGINAL SIZES

The following original sizes can be transmitted

	Minimum original size	Maximum original size
Using the automatic document feeder	131 mm (height) x 140 mm (width)	297 mm (height) x 420 mm (width)
Using the document glass	–	297 mm (height) x 432 mm (width)

THE SIZE OF THE PLACED ORIGINAL

When a standard size original is placed, the original size is automatically detected and displayed in "Scan" in the base screen. When the automatic original detection function is operating and the original is a non-standard size, the closest standard size may be displayed or the original size may not appear. In this event, manually set the correct original size.

 [Specifying the original scan size \(by paper size\)](#) (page 4-16)

 [Specifying the original scan size \(by numerical values\)](#) (page 4-17)

STANDARD SIZES

Standard sizes are sizes that the machine can automatically detect. The standard sizes are set in "Original Size Detector Setting" in the system settings (administrator).

List of original size detector settings

Selections	Standard sizes (detected original sizes)	
	Document glass	Document feeder tray (automatic document feeder)
AB-1	A3, A4, A4R, A5, B4, B5, B5R	A3, A4, A4R, A5, B4, B5, B5R, 8-1/2 x 11, 8-1/2 x 14, 11 x 17
AB-2	A3, A4, A4R, A5, B5, B5R, 216 x 330 (8-1/2 x 13)	A3, A4, A4R, A5, B4, B5, B5R, 8-1/2 x 11, 11 x 17, 216 x 330 (8-1/2 x 13)
AB-3	A4, A4R, A5, B4, 8K, 16K, 16KR	A3, A4, A4R, A5, B4, 8K, 16K, 16KR, 8-1/2 x 11, 11 x 17, 216 x 330 (8-1/2 x 13)
AB-4	A3, A4, A4R, A5, B5, B5R, 216 x 340 (8-1/2 x 13-2/5)	A3, A4, A4R, A5, B4, B5, B5R, 8-1/2 x 11, 11 x 17, 216 x 340 (8-1/2 x 13-2/5)
AB-5	A3, A4, A4R, A5, B5, B5R, 216 x 343 (8-1/2 x 13-1/2)	A3, A4, A4R, A5, B4, B5, B5R, 8-1/2 x 11, 11 x 17, 216 x 343 (8-1/2 x 13-1/2)
Inch-1	11 x 17, 8-1/2 x 14, 8-1/2 x 11, 8-1/2 x 11R, 5-1/2 x 8-1/2	11 x 17, 8-1/2 x 14, 8-1/2 x 11, 8-1/2 x 11R, 5-1/2 x 8-1/2, A4, A3
Inch-2	11 x 17, 216 x 330 (8-1/2 x 13), 8-1/2 x 11, 8-1/2 x 11R, 5-1/2 x 8-1/2	11 x 17, 216 x 330 (8-1/2 x 13), 8-1/2 x 11, 8-1/2 x 11R, 5-1/2 x 8-1/2, A4, A3
Inch-3	11 x 17, 216 x 340 (8-1/2 x 13-2/5), 8-1/2 x 11, 8-1/2 x 11R, 5-1/2 x 8-1/2	11 x 17, 216 x 340 (8-1/2 x 13-2/5), 8-1/2 x 11, 8-1/2 x 11R, 5-1/2 x 8-1/2, A4, A3

TRANSMITTING AN IMAGE

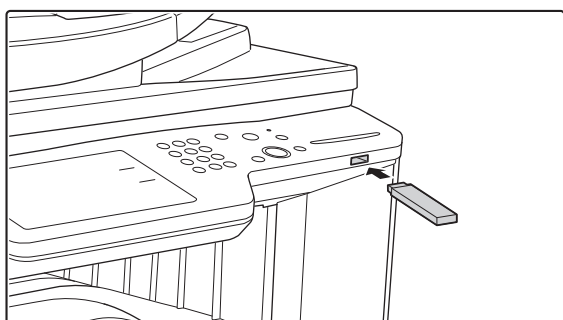
SENDING AN IMAGE

Follow the steps below to send a scanned image to a commercially available USB memory device that has been connected to the machine. This stores the file in the USB device.

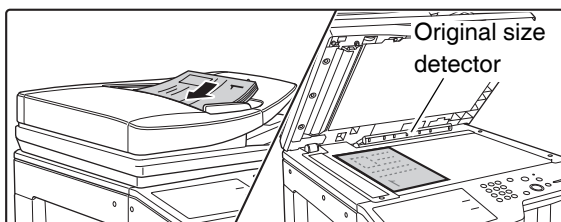


Use a FAT32 USB memory with a capacity of no more than 32 GB.

1



Connect the USB memory to the USB connector (Type A) on the machine.



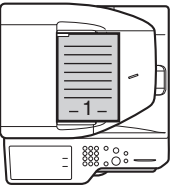
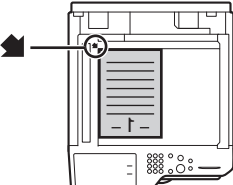
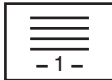
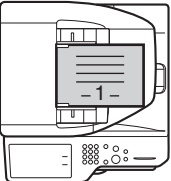
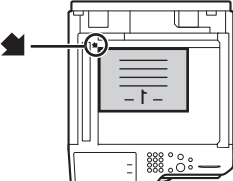




Place the original.

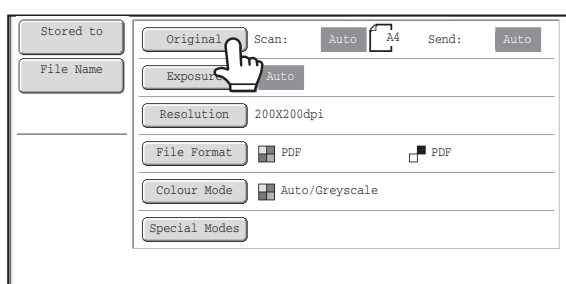
Do not place any objects under the original size detector. Closing the automatic document feeder with an object underneath may damage the original size detector plate and prevent correct detection of the document size.



- When placing the originals, orient them as shown below.

Originals	Document feeder tray Place the original face up.	Document glass Place the original face down and align the corner with the tip of the arrow mark  in the top left corner of the document glass scale.
Portrait orientation* 		
Landscape orientation 		


- * To place a large portrait-oriented original, place it as shown above in "Landscape orientation" and specify the placement orientation in step 4.
- Place A5 size originals in portrait (vertical) orientation (). If placed in landscape (horizontal) orientation () , an incorrect size will be detected. For a A5R size original, enter the original size manually.
 - Originals cannot be scanned in succession from both the automatic document feeder and the document glass and sent in a single transmission.



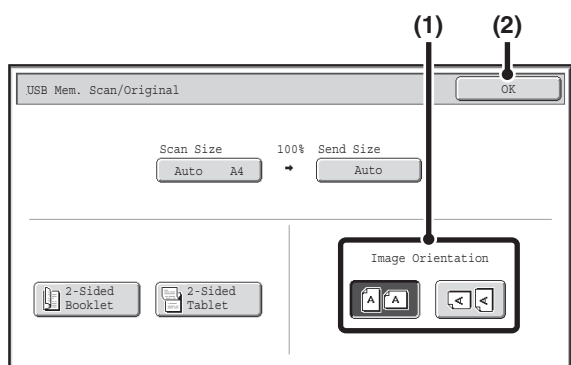
Switch to USB memory scan mode and touch the [Original] key.



The current settings for [Original], [Exposure], [Resolution], [File Format], and [Colour Mode] are indicated at the right of each key. To change a setting, touch the appropriate key.

-  [AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL \(2-Sided Original\)](#) (page 4-14), [SPECIFYING THE ORIGINAL SCAN SIZE AND SEND SIZE \(Enlarge/Reduce\)](#) (page 4-15), [CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE](#) (page 4-21), [CHANGING THE RESOLUTION](#) (page 4-23), [CHANGING THE FILE FORMAT](#) (page 4-24), [CHANGING THE COLOUR MODE](#) (page 4-26), [SPECIAL MODES](#) (page 4-27)



4



Specify the orientation in which the original is placed.

To enable the original to be scanned in the correct orientation (the orientation in which the top edge of the original appears at the top of the display), specify the orientation in which the original was placed in step 2.


(1) Touch the appropriate orientation key.

If the top edge of the original is up, touch the  key. If the top edge of the original is to the left, touch the  key.

(2) Touch the [OK] key.

You will return to the screen of step 3.



The original orientation is initially set to . If the original was placed with the top edge up, this step is not necessary.

5

Press the [START] key.

Scanning begins.

- If the original is placed on the document glass, the [Read-End] key appears in the touch panel. If the original is only one page, go to step 7. To scan more pages, go to the next step.
- If the original was inserted in the document feeder tray, a beep will sound when scanning is completed and transmission will begin. Go to step 8.



Do not disconnect the USB memory until "Sending data has been completed." appears in the touch panel.



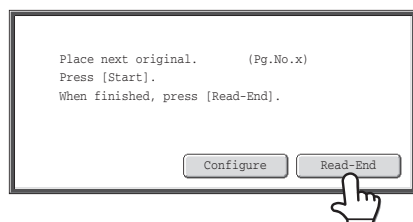
The image is scanned in the mode set in "Colour mode". For the colour mode settings, see "[CHANGING THE COLOUR MODE](#)" (page 4-26).

6

If the original was placed on the document glass, replace it with the next original and press the [START] key.

Repeat until all originals have been scanned.

7

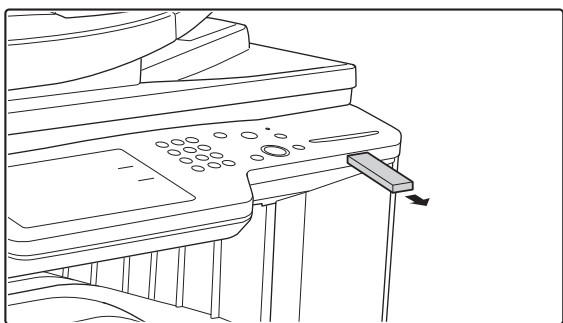


Touch the [Read-End] key.

A beep will sound to indicate that the operation is completed. Open the automatic document feeder and remove the original.



- If no action is taken for one minute after the confirmation screen appears, scanning automatically ends and the transmission is reserved.
- The [Configure] key can be touched to change the exposure, resolution, scan size, and send size for each original page scanned. However, when "Card Shot" is selected in the special modes, only the exposure can be changed when scanning an even-numbered original page.



When "Sending data has been completed." appears in the touch panel, disconnect the USB memory.



Do not disconnect the USB memory while "Processing data." or "Sending data." appears in the touch panel.



- When transmission to USB memory is completed, "Sending data has been completed." is displayed. After a brief interval the message is cleared and the base screen of image send mode reappears. (The base screen of image send mode is the screen that appears when the [IMAGE SEND] key is touched.)

- **If the USB memory becomes full during scanning...**

A message will appear and scanning will stop. The scanned data will not be stored. However, if the file format is set to JPEG and the [Specified Pages per File] checkbox is selected, files for which scanning is completed will be stored in USB memory.



- **To cancel scanning...**

Press the [STOP] key (⏏) to cancel the operation.

- **To cancel scanning to USB memory...**

While scanned data is being stored in the USB memory, the message "Sending data." and the [Cancel] key appear in the touch panel. To cancel the storing operation, touch the [Cancel] key.



- **System Settings: [USB-Device Check](#) (page 5-16)**

This is used to check the connection of a USB device to the machine.

- **System Settings (Administrator): Scan Settings**

This is used to set the default colour mode and file format.

- **System Settings (Administrator): Disable Scan Function**

The use of PC scan mode and USB memory scan mode can be prohibited.

SPECIFY THE FOLDER IN WHICH THE FILE WILL BE STORED

When sending a file to USB memory, a folder can be specified in USB memory. A new folder can also be created in USB memory.

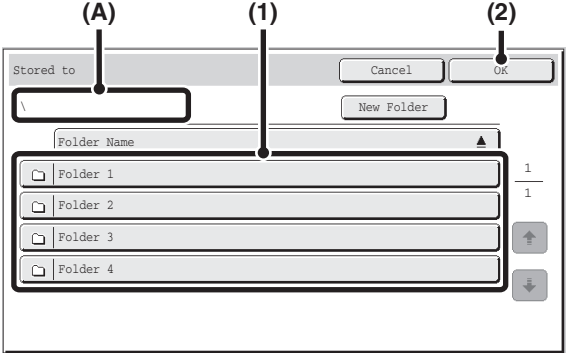
 If a folder is not specified, the file will be stored on the first level of the USB memory.

1



Touch the [Stored to] key.





2




Select the folder.

(1) Touch the key of the folder in which you wish to store the file.
If the selected folder contains another folder, you can select that folder. The current folder level appears in (A).

(2) Touch the [OK] key.
You will return to the base screen. The [Stored to] key will be highlighted.

- 
- To create a new folder on the currently displayed level, touch the [New Folder] key. A text entry screen will appear. Enter a folder name and touch the [OK] key. For the procedure for entering text, see "ENTERING TEXT" (page 1-71) in "1. BEFORE USING THE MACHINE".
 - To move up one level, touch the  key. This key appears when a folder on the second level or lower is selected.
 - To change the order of the keys that appear in a screen, touch the key that shows  or . Each time the key is touched, the order changes between ascending and descending.

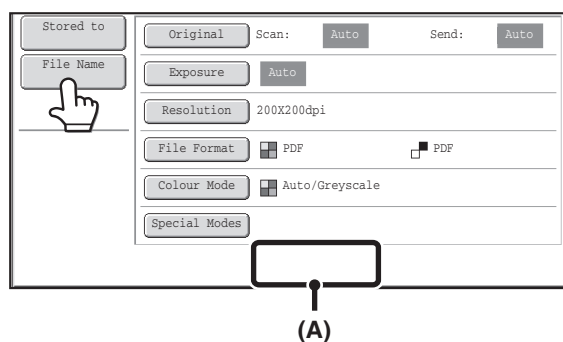
 Specify a folder name and file name that are within the allowed number of display characters of your operating system. If the file name or folder name exceeds the allowed number of characters, it may not be possible to display the scanned file.

ENTERING A FILE NAME

The file name can be directly entered when performing a scan transmission.



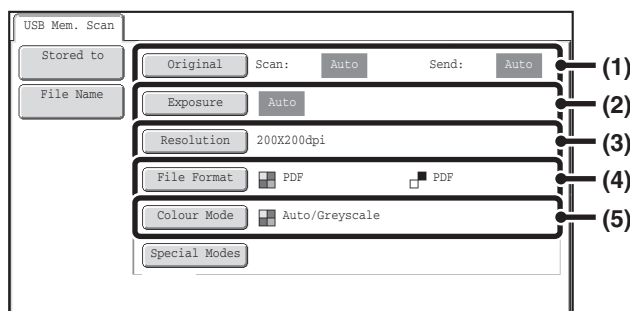
- If the file name is not entered, the settings in the Web page are used.
- For the procedure for entering text, see "[ENTERING TEXT](#)" (page 1-71) in "1. BEFORE USING THE MACHINE".



Touch the [File Name] key. A text entry screen will appear. Enter the file name and touch the [OK] key. The entered file name will appear in (A).

IMAGE SETTINGS

Settings for scanning the original are selected in the base screen of each mode. The current state of each setting appears to the right of the key used to select the setting.



(1) [Original] key

Touch this key to set the scan size, send size, and orientation of the original, and select 2-sided scanning settings.

👉 [AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL \(2-Sided Original\)](#) (page 4-14),
[SPECIFYING THE ORIGINAL SCAN SIZE AND SEND SIZE \(Enlarge/Reduce\)](#) (page 4-15)

(2) [Exposure] key

Touch this key to select the exposure for scanning.

👉 [CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE](#) (page 4-21)

(3) [Resolution] key

Touch this key to select the resolution for scanning.

👉 [CHANGING THE RESOLUTION](#) (page 4-23)

(4) [File Format] key

Touch this key to change the format (file type) of the scanned image file.

👉 [CHANGING THE FILE FORMAT](#) (page 4-24)

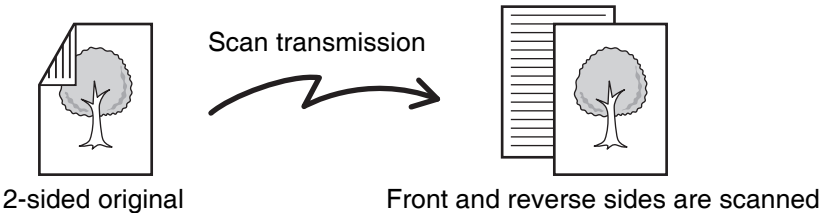
(5) [Colour Mode] key

Touch this key to select the colour mode for scanning.

👉 [CHANGING THE COLOUR MODE](#) (page 4-26)

AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL (2-Sided Original)

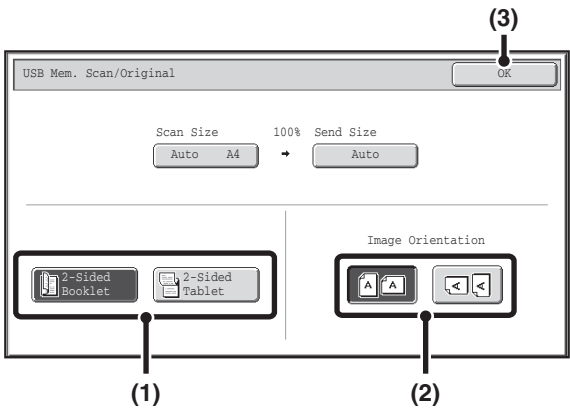
The automatic document feeder can be used to automatically scan both sides of an original.



1

Touch the [Original] key.
➡ [IMAGE SETTINGS](#) (page 4-13)

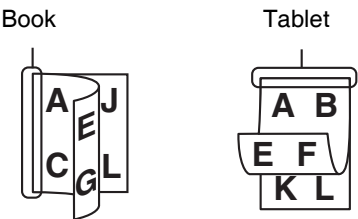
2



Specify the binding style of the 2-sided original (book or tablet) and the orientation in which the original is placed.

(1) Touch the [2-Sided Booklet] key or the [2-Sided Tablet] key.

A book and a tablet are bound as shown below.



(2) Touch the appropriate [Image Orientation] key.

If this setting is not correct, a suitable image may not be transmitted.

(3) Touch the [OK] key.

↶ To cancel 2-sided scanning, touch the highlighted key so that it is no longer highlighted.

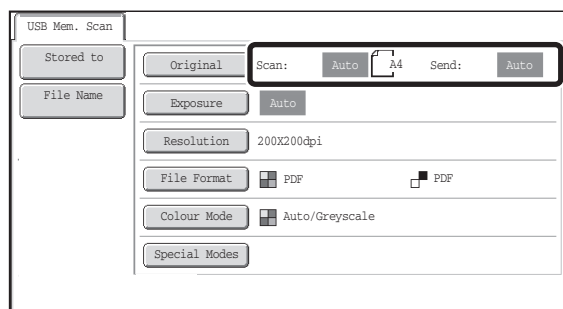


2-sided scanning automatically turns off after the transmission operation is completed.

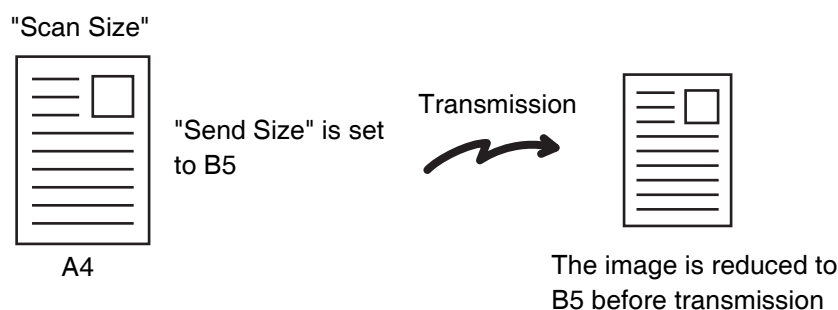
SPECIFYING THE ORIGINAL SCAN SIZE AND SEND SIZE (Enlarge/Reduce)

When the original is placed, its size is automatically detected and displayed in the base screen.

The size of the placed original is indicated as the scan size, and the size to be transmitted is indicated as the send size.



In the above screen, the scan size (the placed original) is A4 and the send size is auto. For example, if the scan size is A4 and the send size is B5, the image will be reduced before transmission.



- Only standard original sizes can be automatically detected.
 ➤ [STANDARD SIZES](#) (page 4-6)
- When the original size is a non-standard size, or if the size is not detected correctly, manually specify the original scan size.
 ➤ [Specifying the original scan size \(by paper size\)](#) (page 4-16)
 ➤ [Specifying the original scan size \(by numerical values\)](#) (page 4-17)

Specifying the original scan size (by paper size)

If the original is a non-standard size or you wish to change the scan size, touch the [Original] key to specify the original size manually. Place the original in the document feeder tray or on the document glass and follow the steps below.

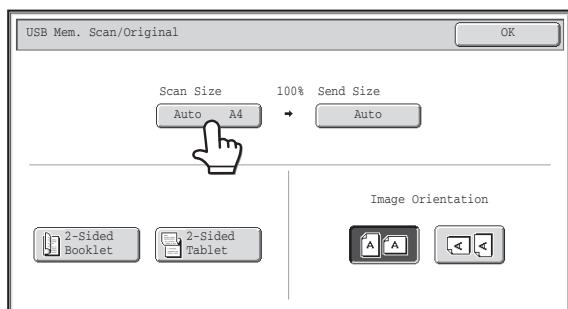
1

Touch the [Original] key.

The automatically detected original size appears to the right of the [Original] key.

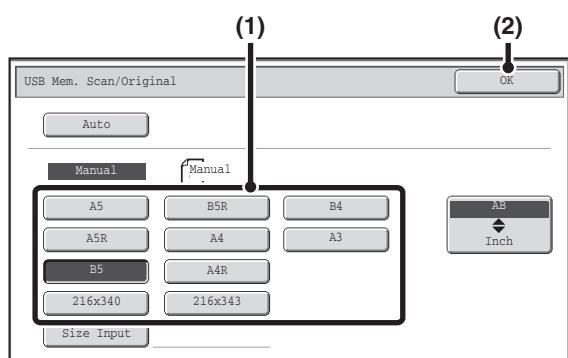
➡ [IMAGE SETTINGS](#) (page 4-13)

2



Touch the [Scan Size] key.

3



Specify the scan size.

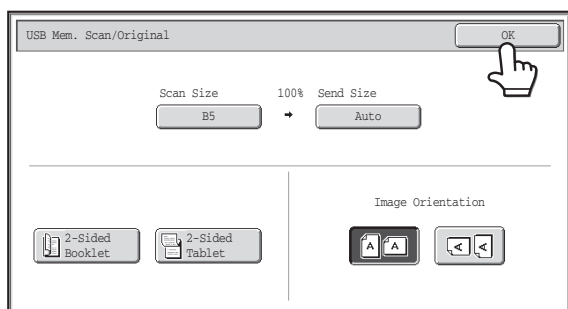
(1) Touch the appropriate original size key.

(2) Touch the [OK] key.



To specify an Inch size for the scan size, touch the [AB \rightleftarrows Inch] key to highlight the [Inch] side and then specify the scan size.

4



Touch the [OK] key.

Specifying the original scan size (by numerical values)

When scanning a non-standard size original such as a card, follow these steps to specify the original size. The width can be from 25 mm to 432 mm, and the height can be from 25 mm to 297 mm.

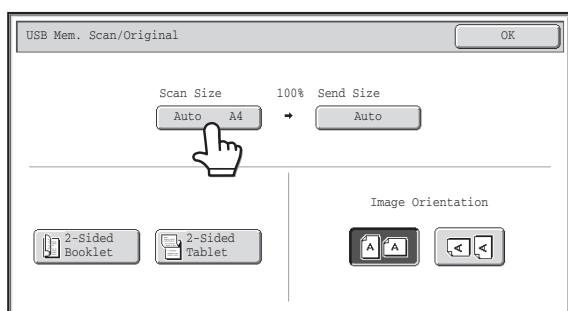
1

Touch the [Original] key.

The automatically detected original size appears to the right of the [Original] key.

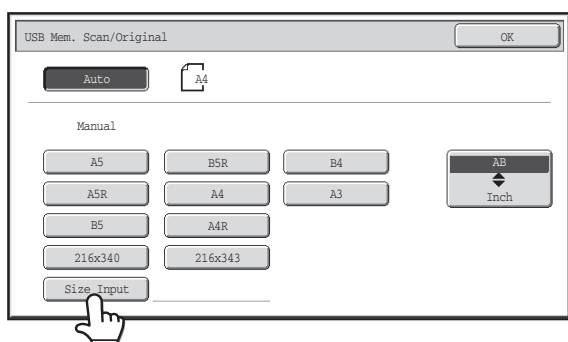
🔗 [IMAGE SETTINGS](#) (page 4-13)

2



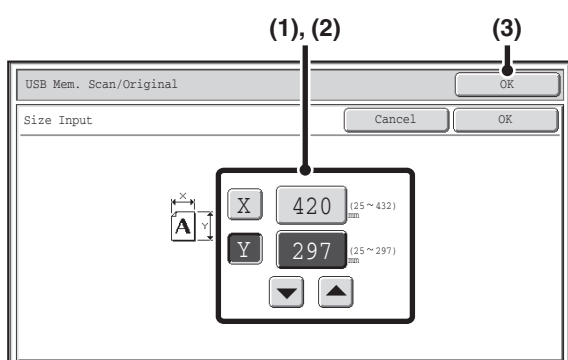
Touch the [Scan Size] key.

3



Touch the [Size Input] key.

4



Enter the scan size (original size).

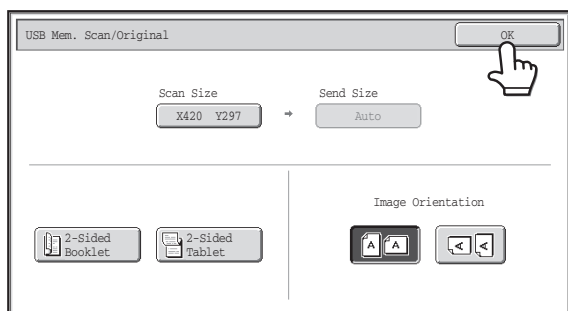
- (1) Touch the X (width) numeric value display key and enter the width.
- (2) Touch the Y (height) numeric value display key and enter the height.
- (3) Touch the [OK] key.

Touch the [OK] key next to the [Cancel] key to complete the setting and return to the screen of step 3.



You can also touch the ▼ ▲ keys to change the number.

5

**Touch the [OK] key.**

The specified size appears in the [Scan Size] key.



When the scan size is specified by numerical values, the send size cannot be specified.

Specifying the send size of the image

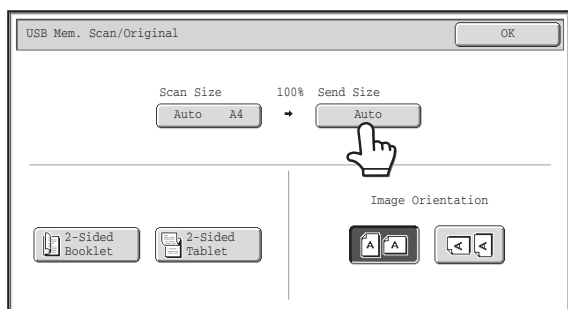
Specify the send size as a paper size. If a send size bigger than the scan size is selected, the image will be enlarged. If a send size smaller than the scan size is selected, the image will be reduced.

1

Touch the [Original] key.

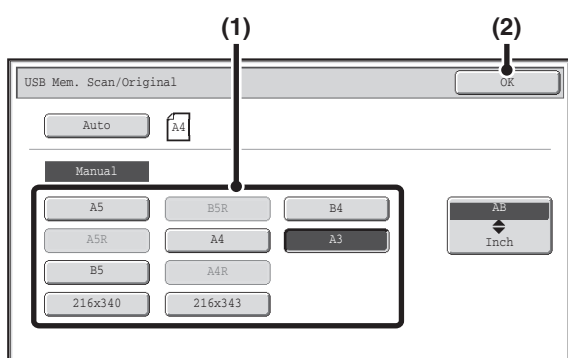
 [IMAGE SETTINGS](#) (page 4-13)

2



Touch the [Send Size] key.

3




Specify the send size.

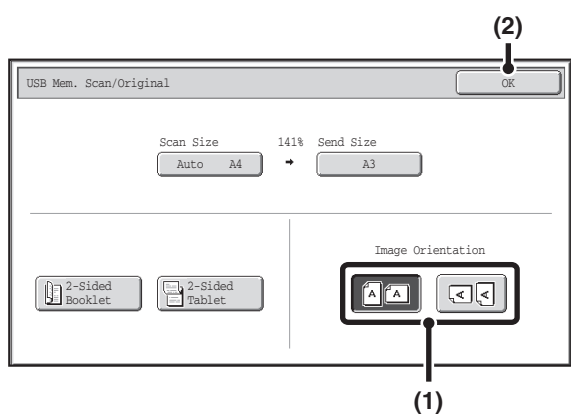
(1) Touch the desired send size key.

(2) Touch the [OK] key.



- Depending on the paper size specified for the "Scan Size", it may not be possible to select some sizes for the "Send Size". Size keys that cannot be specified for the "Send Size" are greyed out to prevent selection.
- To specify an Inch size for the send size, touch the [AB  Inch] key to highlight the [Inch] side and then specify the send size.

4



Specify the orientation in which the original is placed.

(1) Touch the appropriate [Image Orientation] key.

If this setting is not correct when sending an image with a changed ratio, a suitable image may not be transmitted.

(2) Touch the [OK] key.



The ratio used for reduction or enlargement of the original will appear between the "Scan Size" and the "Send Size".

CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE

The exposure and original image type can be set appropriately for the original to enable optimum scanning. Refer the following tables to select appropriate settings.

How to select the exposure

Exposure		When to select
Auto		This setting automatically adjusts the exposure for light and dark parts of the original.
Manual	1-2	Select this setting when the original consists of dark text.
	3	Select this setting for a normal original (neither dark nor light).
	4-5	Select this setting when the original consists of faint text.

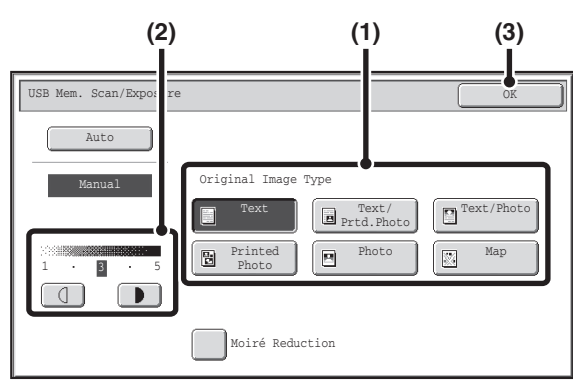
How to select the original image type

Setting		Description
Auto		The original image type is automatically selected to match the original.
Manual	Text/Prtd. Photo	This mode provides the best balance for scanning an original which contains both text and printed photographs, such as a magazine or catalogue.
	Text/Photo	This mode provides the best balance for scanning an original which contains both text and photographs, such as a text document with a photo pasted on.
	Text	Use this mode for regular text documents.
	Photo	Use this mode to scan photos.
	Printed Photo	This mode is best for scanning printed photographs, such as photos in a magazine or catalogue.
	Map	This mode is best for scanning the colour shading and fine details found on most maps.





1 Touch the [Exposure] key.


 [IMAGE SETTINGS](#) (page 4-13)


2



Select the exposure and original image type.

- (1) **Select the original image type.**
Touch the original image type key that matches the original image type.
- (2) **Adjust the exposure with the   keys.**
The exposure darkens when the  key is touched, and lightens when the  key is touched.
- (3) **Touch the [OK] key.**

 When using the document glass to scan multiple original pages, the exposure setting can be changed each time you change pages. When using the automatic document feeder, the exposure setting cannot be changed once scanning has begun. (However, when "Job Build" is used in the special modes, the exposure can be changed each time a new set of originals is inserted.)

 **System Settings (Administrator): Default Exposure Settings**
This is used to change the default exposure setting.

CHANGING THE RESOLUTION

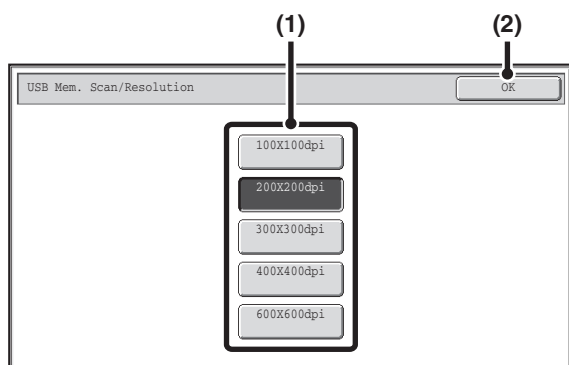
The resolution setting can be selected.

1

Touch the [Resolution] key.

 [IMAGE SETTINGS](#) (page 4-13)

2



Select the resolution.

(1) Touch the key of the desired resolution.

(2) Touch the [OK] key.

How to select the resolution

For normal text originals, 200X200dpi produces an image that is sufficiently legible. For photos and illustrations, a high resolution setting (600X600dpi, etc.) will produce a sharp image. However, a high resolution setting will result in a large file, and if the file is too large, transmission may not be possible. In this event, reduce the number of pages scanned or take other measures to decrease the file size.

 [CHANGING THE FILE FORMAT](#)

 [Specifying the send size of the image](#) (page 4-19)



When using the document glass to scan multiple original pages, the resolution setting can be changed each time you change pages. When using the automatic document feeder, the resolution setting cannot be changed once scanning has begun. (However, when "Job Build" is used in the special modes, the resolution can be changed each time a new set of originals is inserted.)



System Settings (Administrator): Initial Resolution Setting

This is used to change the default resolution setting.

CHANGING THE FILE FORMAT

Changing the format

The file format (file type and compression mode/compression ratio) for sending a scanned image can be changed at the time of transmission. In addition, if the scanned originals are divided into separate files, the number of pages per file can be changed.

1

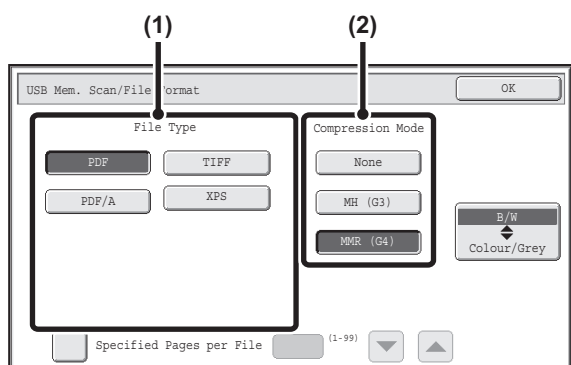
Touch the [File Format] key.

 [IMAGE SETTINGS](#) (page 4-13)

Set the format.

● Scanning in Mono2

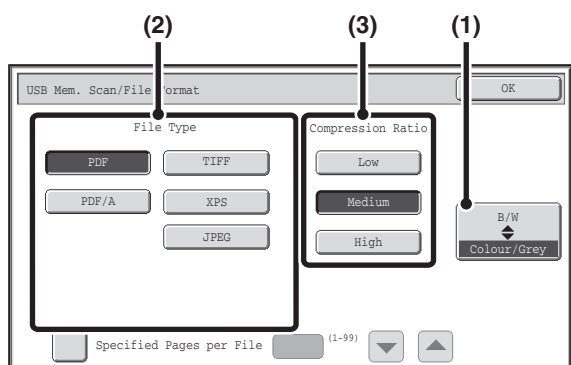
- (1) Select the file type.
- (2) Select the compression mode.



2

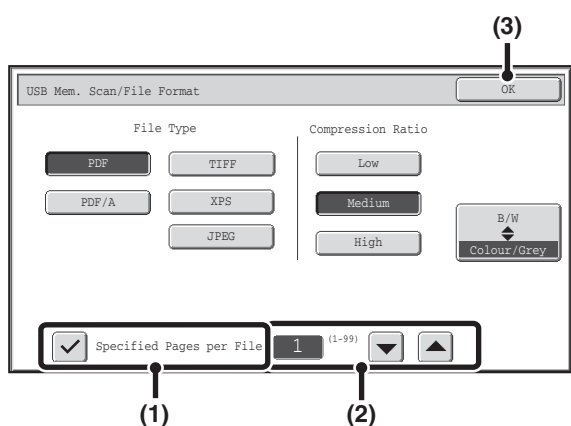
● Scanning in colour/greyscale

- (1) Touch the indicated key to select [Colour/Grey] mode.
When [Colour/Grey] is highlighted, [Colour/Grey] mode is selected.
- (2) Select the file type.
- (3) Select the compression ratio.
High results in a smaller file size, however, the image quality is slightly degraded.



- When this screen is displayed, the setting screen of [B/W] mode initially appears.
- The format setting of [B/W] mode is the file format when the colour mode is set to [Mono2].
- The format setting of [Colour/Gray] mode is the file format when the colour mode is set to [Full Colour] or [Grayscale].
- The file type of [B/W] mode and the file type of [Colour/Gray] mode are linked. The file type cannot be set separately for each. (When [JPEG] is selected for [Colour/Gray] mode, [TIFF] is automatically selected for [B/W] mode.)

3



To change the number of pages per file, enter the number of pages and exit the format settings.

- (1) Touch the [Specified Pages per File] checkbox so that a checkmark ☒ appears.
- (2) Set the number of pages per file with the keys.
- (3) Touch the [OK] key.



- When a checkmark does not appear in the [Specified Pages per File] checkbox ☐, one file is created for all scanned pages.
- When [Specified Pages per File] is selected, consecutive numbers are added to the created file names.
- When [JPEG] is selected for the file type, one file is created for each page (a file cannot be created for multiple pages). For this reason, the [Specified Pages per File] checkbox does not appear.



System Settings (Administrator): Initial File Format Setting

This sets the default file format setting for scanner transmission.

CHANGING THE COLOUR MODE

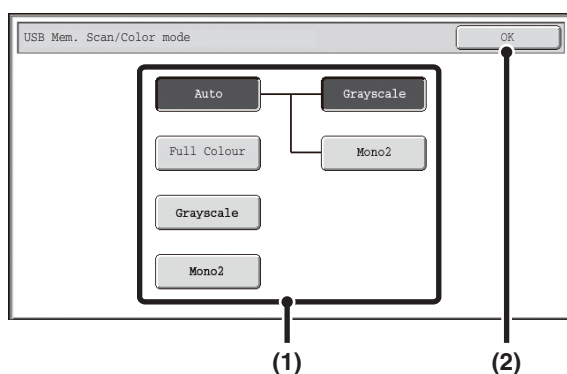
This procedure is used to change the colour mode used to scan the original when the [START] key is pressed.

Mode	Scanning method
Auto	The machine detects whether the original is colour or black and white and automatically selects full colour or black and white (Mono2 or Grayscale) scanning.
Full Colour	The original is scanned in full colour. This mode is best for full colour originals such as catalogues.
Grayscale	The colours in the original are scanned in black and white as shades of grey (greyscale).
Mono2	Colours in the original are scanned as black or white. This mode is best for text-only originals.

1 Touch the [Colour Mode] key.

 [IMAGE SETTINGS](#) (page 4-13)

2



Select the colour mode.

(1) Touch the key of the desired colour mode.

You can select whether black & white scanning will take place in Mono2 or greyscale when [Auto] is selected and a black and white original is scanned. Note that if the file format is set to JPEG, scanning will take place in greyscale.

(2) Touch the [OK] key.





System Settings (Administrator): Default Colour Mode Settings

The default colour mode can be changed.

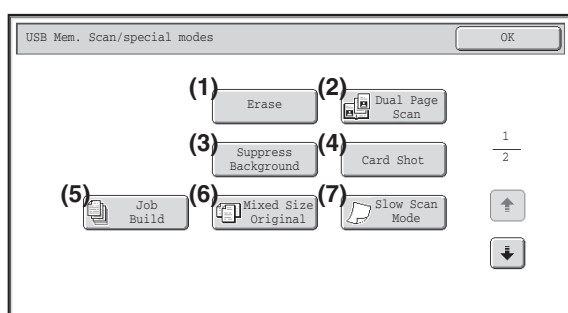
SPECIAL MODES

This section explains special modes that can be used in scan send mode.

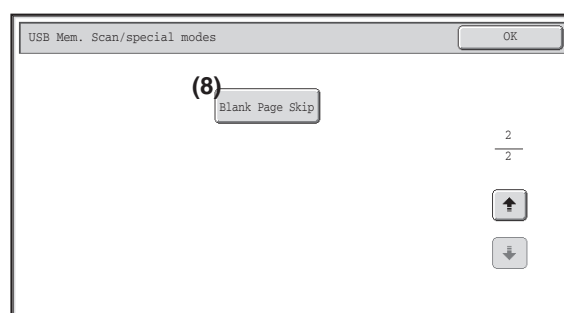
SPECIAL MODES

When the [Special Modes] key is touched in the base screen, the special modes menu screen appears. The special modes menu consists of two screens. Touch the   key to switch between the two screens. When the [OK] key is touched in the special modes screen, the selected settings are entered and the base screen reappears.

1st screen



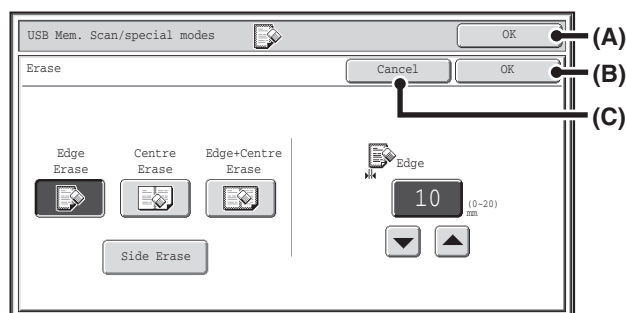
2nd screen



- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(1) [Erase] key
  ERASING PERIPHERAL SHADOWS ON THE IMAGE (Erase) (page 4-29)</p> <p>(2) [Dual Page Scan] key
  SCANNING AN ORIGINAL AS TWO SEPARATE PAGES (Dual Page Scan) (page 4-31)</p> <p>(3) [Suppress Background] key
  WHITENING FAINT COLOURS IN THE IMAGE (Suppress Background) (page 4-33)</p> <p>(4) [Card Shot] key
  SCANNING BOTH SIDES OF A CARD ONTO A SINGLE PAGE (Card Shot) (page 4-35)</p> | <p>(5) [Job Build] key
  SCANNING MANY ORIGINALS AT ONCE (Job Build) (page 4-38)</p> <p>(6) [Mixed Size Original] key
  SCANNING ORIGINALS OF DIFFERENT SIZES (Mixed Size Original) (page 4-40)</p> <p>(7) [Slow Scan Mode] key
  SCANNING THIN ORIGINALS (Slow Scan Mode) (page 4-42)</p> <p>(8) [Blank Page Skip] key
  ELIMINATING BLANK PAGES FROM A TRANSMISSION (Blank Page Skip) (page 4-44)</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

[OK] key and [Cancel] key

In some cases two [OK] keys and one [Cancel] key will appear in the special mode screens. The keys are used as follows:

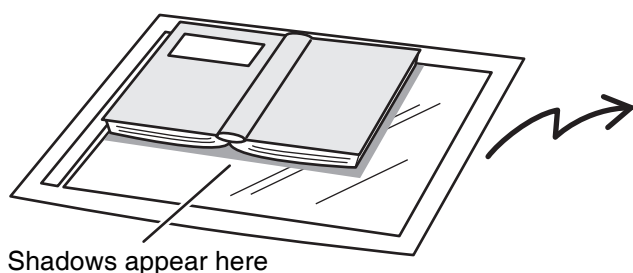


- (A) Enter the selected special mode setting and return to the base screen.
- (B) Enter the selected special mode setting and return to the special mode menu screen. Touch this key when you wish to continue selecting other special mode settings.
- (C) During selection of special mode settings, this key returns you to the special mode menu screen without saving the settings. When settings have been completed, this cancels the settings and returns you to the special mode menu screen.

ERASING PERIPHERAL SHADOWS ON THE IMAGE (Erase)

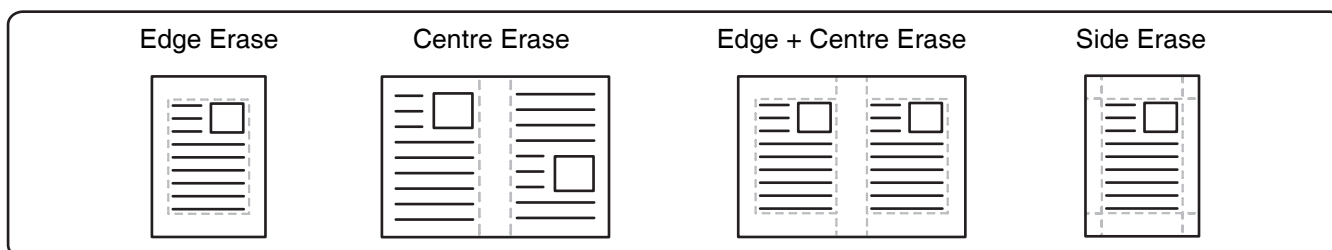
The erase function is used to erase shadows on images produced when scanning thick originals or books. (This function erases the parts of the image where shadows tend to form. The function does not detect shadows and erase only the shadows.)

Scanning a thick book



Not using the erase function	Using the erase function
<p>Shadows appear in the image.</p>	<p>No shadows appear.</p>

Erase modes



Shadows at the edges of the original can also be erased when the automatic document feeder is used.

1 Connect the USB memory to the USB connector (Type A) on the machine.

[SENDING AN IMAGE](#) (page 4-7)

2 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

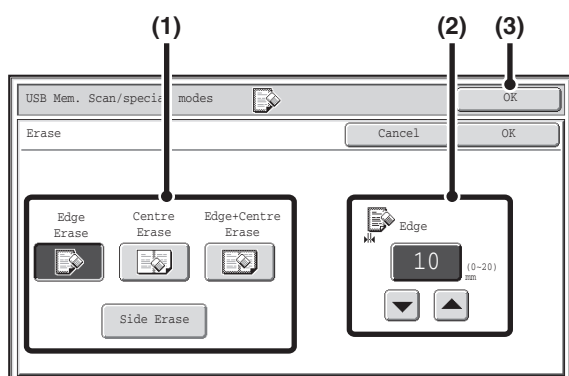
3 Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [Erase] key.

[SPECIAL MODES](#) (page 4-27)

4

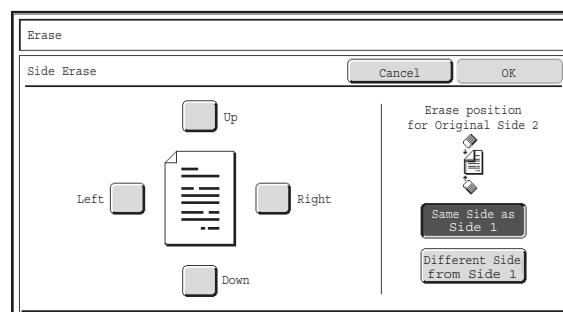


Select the erase settings.

(1) Touch the desired erase mode.

Select one of the 4 erase modes.

Touch the [Side Erase] key to open the following screen.



Touch the checkbox of the edge that you wish to erase and make sure that a checkmark (✓) appears.

When performing two-sided scanning, set the erase edge on the reverse side.

- If you touch the [Same Side as Side 1] key, the edge in the same position as on the front side will be erased.
- If you touch the [Different Side from Side 1] key, the edge in the position opposite to the erased edge on the front side will be erased.

When you have completed the settings, touch the [OK] key.

(2) Set the erasure width with the keys.

0 mm to 20 mm can be entered.

(3) Touch the [OK] key.

5

Press the [START] key.

Scanning begins.

- If you inserted the original pages in the document feeder tray, all pages are scanned. A beep will sound to indicate that scanning is finished.
- If you are scanning the original on the document glass, scan each page one page at a time.

When scanning of one page finishes, replace it with the next page and press the [START] key. Repeat until all pages have been scanned and then press the [Read-End] key.

A beep will sound to indicate that scanning is finished.



To cancel scanning...

Press the [STOP] key () to cancel the operation.



When the erase function is used, erase takes place at the edges of the original image. If you also use a reduction or an enlargement setting, the erase width will change according to the selected ratio. For example, if the erase width setting is 20 mm and the image is reduced to 50%, the erase width will be 10 mm.



To cancel the erase setting...

Touch the [Cancel] key in the screen of step 4.



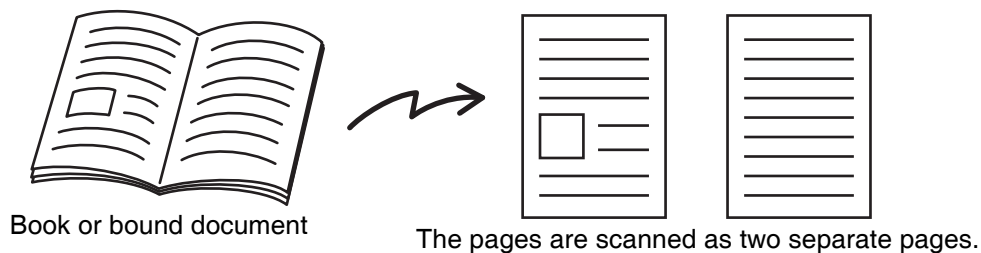
System Settings (Administrator): Erase Width Adjustment

The default erase width setting is linked to the copy mode system setting, and can be set from 0 mm to 20 mm. The factory default setting is 10 mm.

SCANNING AN ORIGINAL AS TWO SEPARATE PAGES (Dual Page Scan)

The left and right sides of an original can be scanned as two separate pages. This function is useful when you wish to successively scan each page of a book or other bound document.

Example: Scanning the left and right pages of a book



Example:

Original scan size	Transmitted image
A3 x 1 page	A4 x 2 pages

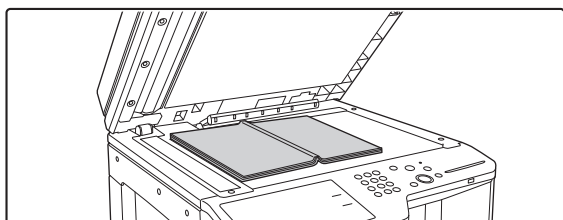


- When using dual page scan, the original must be placed on the document glass.
- The send size cannot be changed.

1 Connect the USB memory to the USB connector (Type A) on the machine.

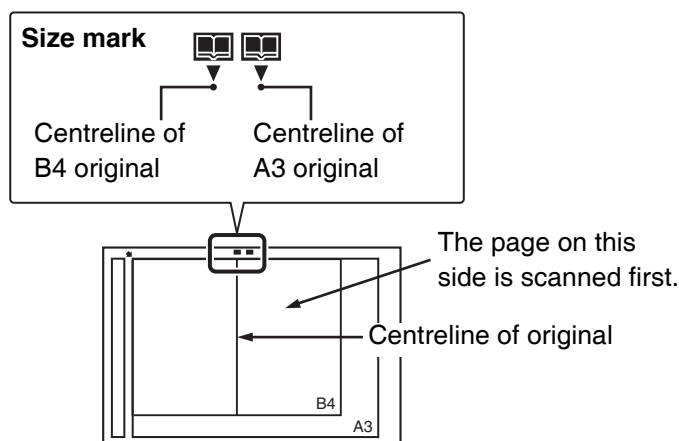
[SENDING AN IMAGE](#) (page 4-7)

2



Place the original face down on the document glass.

Align the centre of the original with the appropriate size mark ▼.

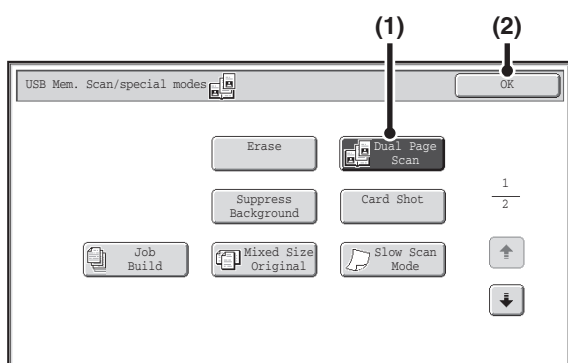


3

Touch the [Special Modes] key.

[SPECIAL MODES](#) (page 4-27)

4



Select Dual Page Scan.

- (1) Press the [Dual Page Scan] key so that it is highlighted.
- (2) Touch the [OK] key.

5

Press the [START] key.

Scanning begins.

When scanning finishes, place the next original and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key.

A beep will sound to indicate that scanning is finished.



To cancel scanning...

Press the [STOP] key (⏏) to cancel the operation.



- To erase shadows caused by the binding of a book or other bound document, use the erase function. (Note, however, that "Centre Erase" and "Edge + Centre Erase" cannot be used.)
- When the scan size of the original is specified by numerical values, this function cannot be used.

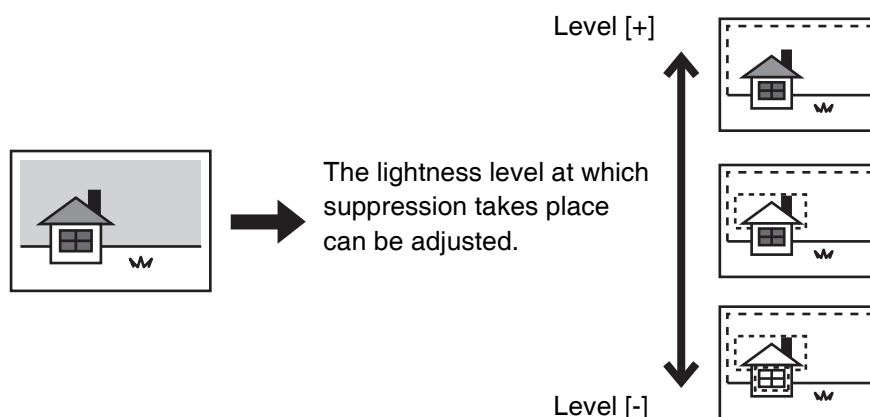


To cancel the dual page scan setting...

Touch the [Dual Page Scan] key in the screen of step 4 so that it is no longer highlighted, and touch the [OK] key.

WHITENING FAINT COLOURS IN THE IMAGE (Suppress Background)

This feature is used to suppress light background areas.



- 1** **Connect the USB memory to the USB connector (Type A) on the machine.**
[SENDING AN IMAGE](#) (page 4-7)

- 2** **Place the original.**
 Place the original face up in the document feeder tray, or face down on the document glass.

- 3** **Select the special modes.**
 - (1) Touch the [Special Modes] key.
 - (2) Touch the [Suppress Background] key.
 Read the message that appears and then touch the [OK] key.[SPECIAL MODES](#) (page 4-27)

- 4**

Select the suppress background setting.

- (1) Adjust the background suppression level.**
 Touch the [+] key to suppress only faint background.
 Touch the [-] key to suppress faint to dark background.
- (2) Touch the [OK] key.**

Press the [START] key.

Scanning begins.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
A beep will sound to indicate that scanning is finished.
- If you are scanning the original on the document glass, scan each page one page at a time.
When scanning finishes, place the next original and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key.
A beep will sound to indicate that scanning is finished.



When the original is scanned in [Mono2], the suppress background function will not operate.



To cancel scanning...

Press the [STOP] key () to cancel the operation.

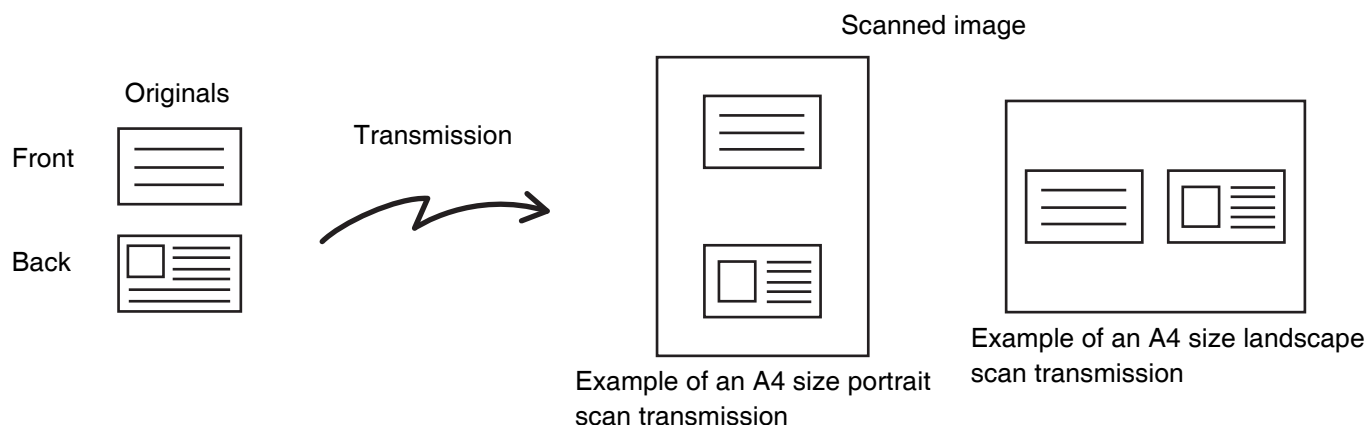


To cancel the background suppression setting...

Touch the [Cancel] key in the screen of step 4.

SCANNING BOTH SIDES OF A CARD ONTO A SINGLE PAGE (Card Shot)

This function lets you send the front and reverse sides of a card as a single page, without the need to send each side separately.

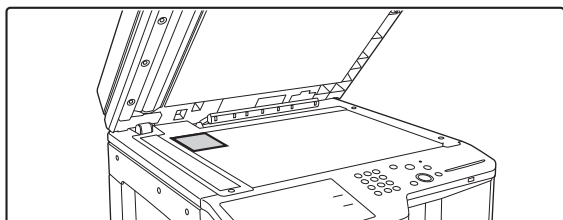


When using card shot, the original must be placed on the document glass.

1 Connect the USB memory to the USB connector (Type A) on the machine.

[SENDING AN IMAGE](#) (page 4-7)

2



Place the original face down on the document glass.

3

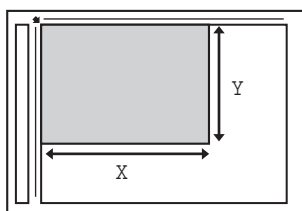
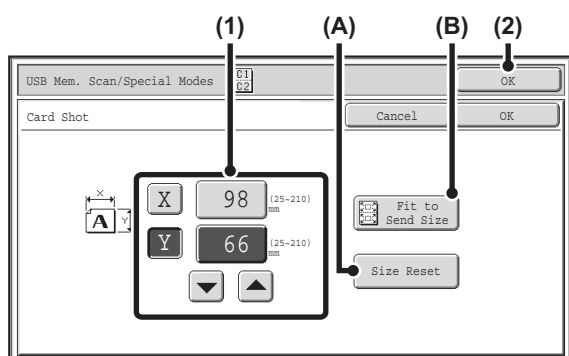
Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [Card Shot] key.

[SPECIAL MODES](#) (page 4-27)

4



Specify the original size.

(1) Enter the original size.

- Touch the X (width) numeric value display key and enter the width.
- Touch the Y (height) numeric value display key and enter the height.

(A) To return the original size to the default size, touch the [Size Reset] key.

(B) To automatically enlarge or reduce the image to fit the send size, touch the [Fit to Send Size] key. If you wish to scan the original at the entered original size, there is no need to touch this key.

(2) Touch the [OK] key.



- You can also touch the keys to change the number.
- The send size will be selected automatically based on the entered original size.
- After selecting Card Shot, you can touch the [Original] key in the base screen to change the original scan size or the send size. In this case, the screen of this step appears when you touch the scan size key. For the procedure for setting the send size, see ["Specifying the send size of the image"](#) (page 4-19).

5

Press the [START] key to scan the front side of the card.



To cancel scanning...

Press the [STOP] key () to cancel the operation.

6

Turn the card over and press the [START] key to scan the reverse side of the card.



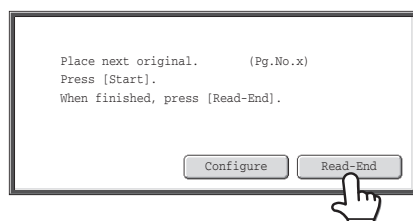
Before scanning the back of the card, you can touch the [Configure] key in the touch panel to change the exposure.



To cancel scanning...

Press the [STOP] key () to cancel the operation.

7



Touch the [Read-End] key.



If you will continue by scanning the front of the card, you can touch the [Configure] key to change the exposure, resolution, scan size, and send size.



The ratio cannot be specified and "Rotation Sending Setting" cannot be selected.



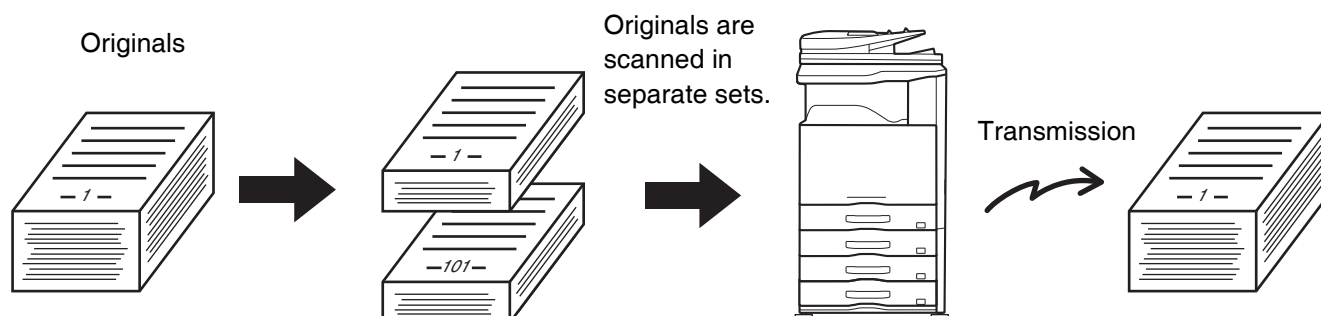
To cancel Card Shot...


Touch the [Cancel] key in the screen of step 4.

SCANNING MANY ORIGINALS AT ONCE (Job Build)

This function lets you separate an original consisting of numerous pages into sets, scan each set using the automatic document feeder, and transmit the pages in a single transmission. Use this function when the number of originals that you wish to scan exceeds the maximum number of sheets that can be inserted in the automatic document feeder at once.

When scanning originals that are separated into sets, scan the set that has the first page first. The settings that you select for the first set can be used for all remaining sets.

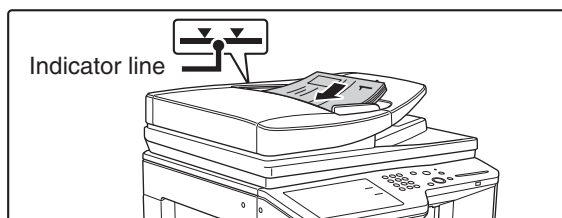


 Up to 999 pages can be scanned. Note that when the memory is being used for other jobs, fewer pages can be scanned.

1 Connect the USB memory to the USB connector (Type A) on the machine.

 [SENDING AN IMAGE](#) (page 4-7)

2



Insert the originals face up in the document feeder tray.

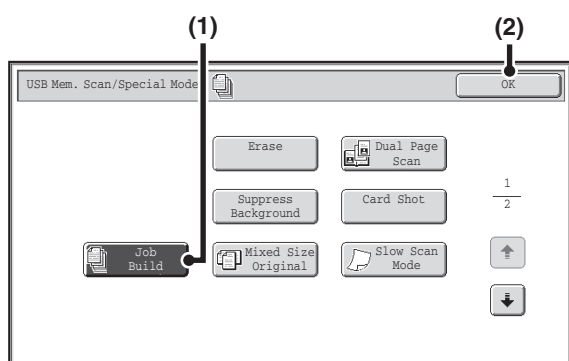
Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.

3

Touch the [Special Modes] key.

 [SPECIAL MODES](#) (page 4-27)

4



Select job build mode.

(1) Touch the [Job Build] key so that it is highlighted.

(2) Touch the [OK] key.

5

Press the [START] key to scan the first set of originals.



To cancel scanning...

Press the [STOP] key (⏏) to cancel the operation.

6

Insert the next set of originals and press the [START] key.

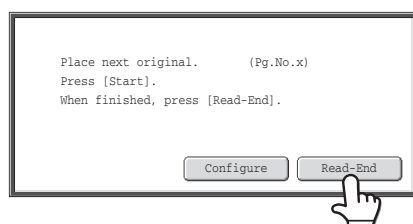
Repeat until all originals have been scanned.



To cancel scanning...

Press the [STOP] key (⏏) to cancel the operation. All scanned data will be cleared.

7



Touch the [Read-End] key.



- If no action is taken for one minute after the confirmation screen appears, scanning automatically ends and the transmission is reserved.
- The [Configure] key can be touched to change the exposure, resolution, scan size, and send size for each original page scanned.



If the memory becomes full during scanning, a message will appear and the transmission will be cancelled.



To cancel the job build function....

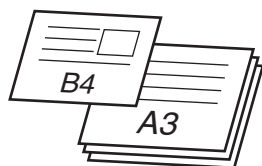
Touch the [Job Build] key in the screen of step 4 so that it is not highlighted.

SCANNING ORIGINALS OF DIFFERENT SIZES (Mixed Size Original)

This feature lets you scan originals of different sizes at the same time; for example, B4 size originals mixed together with A3 size originals. When scanning the originals, the machine automatically detects the size of each original.

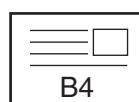
Originals

(B4 original mixed in with A3 originals)



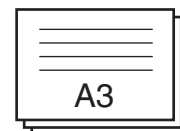
Files created

1st page



Scanned in at
B4 size


2nd to 4th pages



Scanned in at
A3 size

This feature can only be used with the following combinations of original sizes:

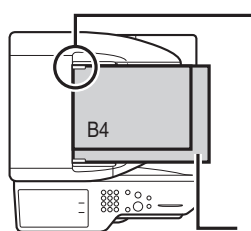
- A3 and B4 • A3 and B5 • B4 and A4 • A4 and B5
- A4R and B5 • B4 and A4R • B4 and A5 • B5 and A5
- 11 x 17 and 8-1/2 x 14 • 11 x 17 and 8-1/2 x 13 • 11 x 17 and 5-1/2 x 8-1/2

 This function is not available if System Settings (Administrator)→[Device Control]→[Original Size Detector Setting] is set to "AB-3".

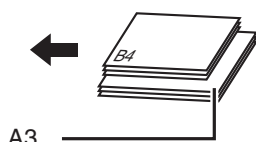
1 Connect the USB memory to the USB connector (Type A) on the machine.

 [SENDING AN IMAGE](#) (page 4-7)

2



Place the originals with the corners aligned together in the far left corner.



Insert the originals face up in the document feeder tray.

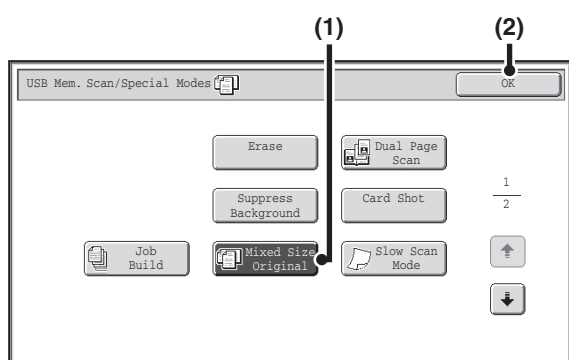
Insert the originals with the corners aligned together in the far left corner of the document feeder tray.

3

Touch the [Special Modes] key.

 [SPECIAL MODES](#) (page 4-27)

4



Select the mixed size original setting.

(1) Touch the [Mixed Size Original] key so that it is highlighted.

(2) Touch the [OK] key.



If an original scan size has been specified, a message will appear when the [Mixed Size Original] key is touched. To enable the Mixed Size Original setting, change the scan size setting to auto and then touch the [Mixed Size Original] key again.

5

Press the [START] key.

Scanning begins. A beep will sound to indicate that scanning is finished.



To cancel scanning...

Press the [STOP] key (⏏) to cancel the operation.



- Once mixed size originals has been selected, an original scan size cannot be specified.
- When mixed size originals are set, automatic duplex scanning cannot be used.
- Rotate cannot be used when Mixed Size Original is enabled.



To cancel the Mixed Size Original setting...

Touch the [Mixed Size Original] key in the screen of step 4 so that it is not highlighted.

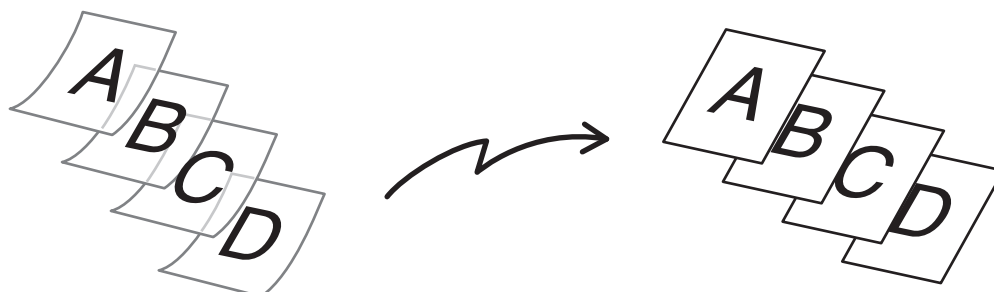


System Settings (Administrator): Original Feeding Mode

The original feeding mode can be set to always scan mixed size originals.

SCANNING THIN ORIGINALS (Slow Scan Mode)

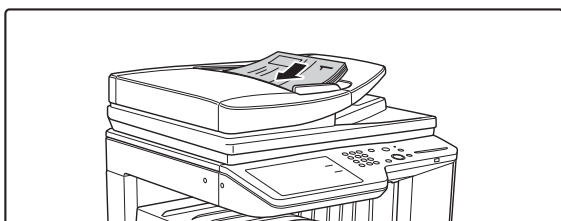
Use this function when you wish to scan thin originals using the automatic document feeder. This function helps prevent thin originals from misfeeding.



1 Connect the USB memory to the USB connector (Type A) on the machine.

[SENDING AN IMAGE](#) (page 4-7)

2



Insert the originals face up in the document feeder tray.

Adjust the original guides slowly.



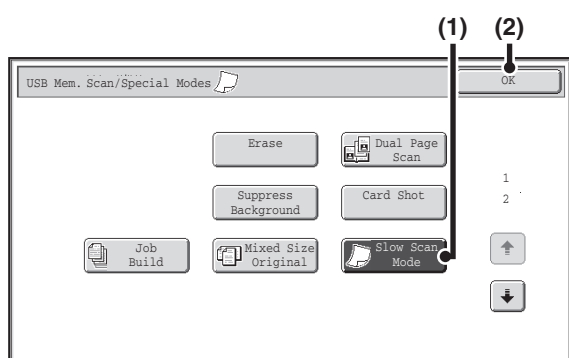
If the originals are inserted with too much force, they may crumple and misfeed.

3

Touch the [Special Modes] key.

[SPECIAL MODES](#) (page 4-27)

4



Select slow scan mode.

(1) Touch the [Slow Scan Mode] key so that it is highlighted.

(2) Touch the [OK] key.

5

Press the [START] key.

Scanning begins. A beep will sound to indicate that scanning is finished.



To cancel scanning...

Press the [STOP] key (⏏) to cancel the operation.



When this function is selected, automatic 2-sided scanning is not possible.



To cancel slow scan mode...

Touch the [Slow Scan Mode] key in the screen of step 4 so that it is not highlighted.

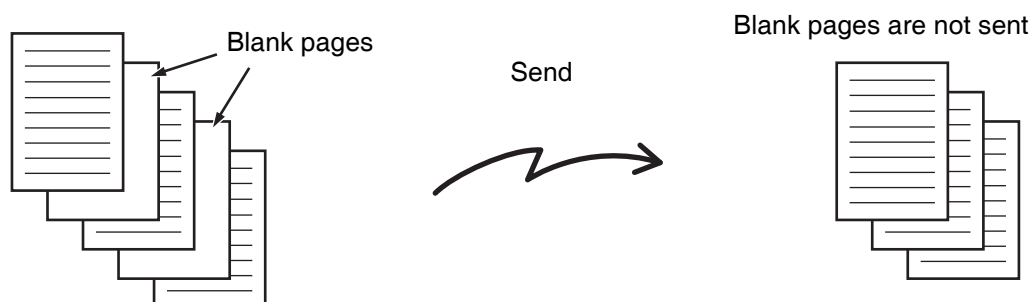


System Settings (Administrator): Original Feeding Mode

This is used to have scanning always take place in slow scan mode.

ELIMINATING BLANK PAGES FROM A TRANSMISSION (Blank Page Skip)

When blank pages are included in originals scanned using the automatic document feeder, the blank pages can be detected and automatically eliminated from transmission.

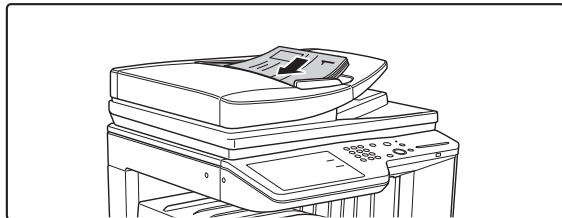


Depending on the original, some pages that are not blank may be detected as blank pages and thus not sent, and some pages that are blank may not be detected as blank and thus sent.

1 Connect the USB memory to the USB connector (Type A) on the machine.

[SENDING AN IMAGE](#) (page 4-7)

2



Insert the originals face up in the document feeder tray.

This function cannot be used when the document glass is used for scan send.

3

Select the special modes.

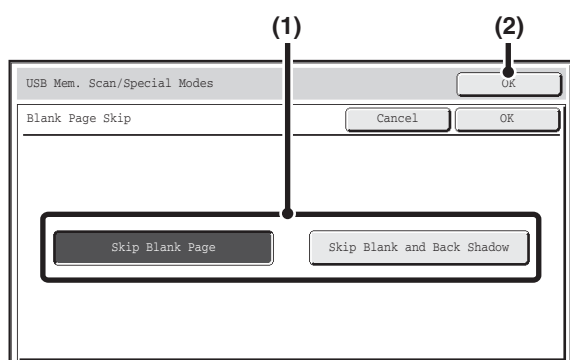
(1) Touch the [Special Modes] key.

(2) Touch the keys to switch through the screens.

(3) Touch the [Blank Page Skip] key.

[SPECIAL MODES](#) (page 4-27)

4



Set blank page skipping.

(1) Select the type of blank page to be skipped.

Select from two types.

To include blank pages on which the content on the opposite side shows through, touch [Skip Blank and Back Shadow].

(2) Touch the [OK] key.

5

Press the [START] key.

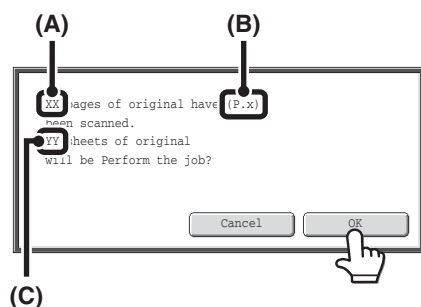
Scanning begins. A beep will sound to indicate that scanning is finished.



To cancel scanning...

Press the [STOP] key (⏏) to cancel the operation.

6



When scanning is completed, check the number of original sheets and the number of sheets to be sent, and touch [OK].

Scanning begins.

- When Job Build mode is used, the confirmation message will appear after the [Read-End] key is touched.
- The number of scanned original sheets appears in (A), the number of scanned sides in (B), and the number of sheets to be sent excluding blank pages in (C). For example, if five original sheets that include two blank pages are scanned by duplex scanning, (A) will show "5", (B) will show "10", and (C) will show "8".



If this step is not performed for one minute while the above confirmation screen appears, the scanned image and settings will be cleared and the base screen will reappear. Scanning will not be completed automatically and the image will not be reserved for transmission.



To cancel the Blank Page Skip function...

Touch the [Cancel] key in the screen of step 4 so that it is no longer highlighted.



System settings (administrator): Original Feeding Mode

Use this setting to always skip blank pages when sending.

CHAPTER 5

SYSTEM SETTINGS

This chapter explains the system settings, which are used to configure a variety of parameters to suit the aims and needs of your workplace. The current selections that have been made for the settings can be viewed or printed out. To quickly check where a setting is located in the system settings menu, see "[SYSTEM SETTINGS MENU](#)" (page 5-71), "[Accessing the System Settings \(General\)](#)" (page 5-5), or "[Accessing the System Settings \(Administrator\)](#)" (page 5-18).

SYSTEM SETTINGS

System Settings	5-3
Common Operation Methods	5-4

SYSTEM SETTINGS (GENERAL)

Accessing the System Settings (General)	5-5
System Settings (General) List	5-6
Total Count	5-9
• Job Count	5-9
• Device Count	5-9
Default Settings	5-10
• Clock Adjust	5-10
• Keyboard Select	5-11
List Print (User)	5-11
Paper Tray Settings	5-12
• Tray Settings	5-12
• Paper Type Registration	5-14
• Auto Tray Switching	5-14
• Custom Size Registration (Bypass)	5-14
Printer Condition Settings	5-15
• Printer Default Settings	5-15
• PCL Settings	5-16
USB-Device Check	5-16
User Control	5-17
• Amend User Information	5-17

SYSTEM SETTINGS (ADMINISTRATOR)

Accessing the System Settings (Administrator)	5-18
• When User Authentication is not Enabled	5-18
• When User Authentication is Enabled	5-19
System Settings (Administrator) List	5-21
User Control	5-31
• User Authentication Setting	5-31
• Other Settings	5-32
• User List	5-35
• Page Limit Group List	5-37
• Authority Group List	5-38
• Favourite Operation Group List	5-40
• User Count	5-42
• Card Area Setting	5-43
• Card Type / Card Reader Settings	5-43
• Card Setting	5-43
Energy Save	5-44
• Eco Scan Setting	5-44
• Power Management Setting	5-44
• Power ON/OFF Schedule Setting	5-45
Operation Settings	5-46
• Other Settings	5-46
• MFP Display Pattern Setting	5-48
• Customize Key Setting	5-48
• Home Screen Settings	5-48
• Remote Operation Settings	5-50
• Soft Keyboard Template Setting	5-50
Device Control	5-51
• Other Settings	5-51
• Original Size Detector Setting	5-52
• Disabling of Devices	5-53
• Fusing Control Settings	5-53



Copy Function Settings	5-54
• Initial Status Settings	5-54
• Other Settings	5-55
• Auto Calibration	5-57
Network Settings	5-58
Printer Settings	5-59
• Default Settings	5-59
• Interface Settings	5-60
• Auto Calibration	5-61
Image Send Settings	5-62
• Operation Settings	5-62
• Scan Settings	5-63
List Print (Administrator)	5-64
Security Settings	5-65
Enable/Disable Settings	5-66
Change Administrator Password	5-68
Data Backup	5-69
Storing/Calling of System Settings	5-70
SYSTEM SETTINGS MENU	5-71


SYSTEM SETTINGS

System Settings

The system settings are used to configure a variety of parameters to suit the aims and needs of your workplace. The system settings are also used to display or print out the current settings and status of the machine. The system settings allow you to make the machine easier to use.

The system settings consist of settings that are used by general users, and settings that can only be configured by an administrator of the machine. These two groups of settings are distinguished in this manual as follows.

System Settings (General)	System Settings (Administrator) *Login Required
<p>System settings that can be configured by general users (including the administrator). For example, the following settings can be configured:</p> <ul style="list-style-type: none">• Date and time settings• Paper tray settings (paper size and paper type)• Settings related to the printer function• Displaying the number of pages printed and scanned. <p>For more information, see "SYSTEM SETTINGS (GENERAL)" (page 5-5).</p>	<p>System settings that can be configured by the administrator. To configure these settings, login as an administrator is required. For example, the following settings can be configured:</p> <ul style="list-style-type: none">• Storing users of the machine• Energy save settings• Settings related to the operation panel• Settings for peripheral devices installed on the machine.• Settings related to the copy function• Network connection settings• Transmission settings for scanned images <p>For more information, see "SYSTEM SETTINGS (ADMINISTRATOR)" (page 5-18).</p>
Settings for general users	Settings for administrators



- Administrator password**

To maintain security, the administrator of the machine should promptly change the password after the machine is purchased. (For the factory default administrator password, see "TO THE ADMINISTRATOR OF THE MACHINE" in the Quick Start Guide.) To change the password, see "[Change Administrator Password](#)" (page 5-68).

*To ensure a high level of security, change the password at regular intervals.
- The above groupings of "General" and "Administrator" are used as a convenient means of clarifying the functions of the settings. These groupings do not appear in the touch panel.
- Web pages**

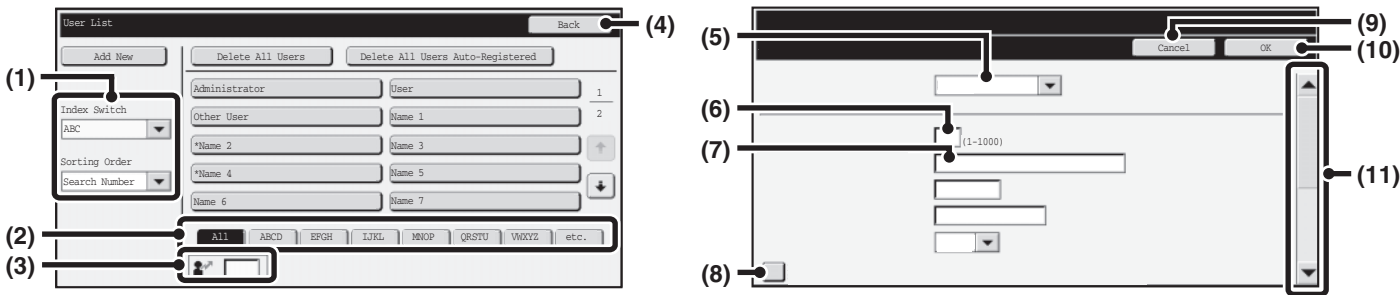
The system settings can also be configured from the Web pages. To configure the system settings from the Web pages, click [System Settings] in the Web page menu.

In addition to the system settings, network and security settings can also be configured in the Web pages. For information on the settings, see Help in the Web pages.

Common Operation Methods

This section explains special operation methods that are common to all system settings. Be sure to read this section, as the information is omitted in the explanations of some of the individual settings.

Example:



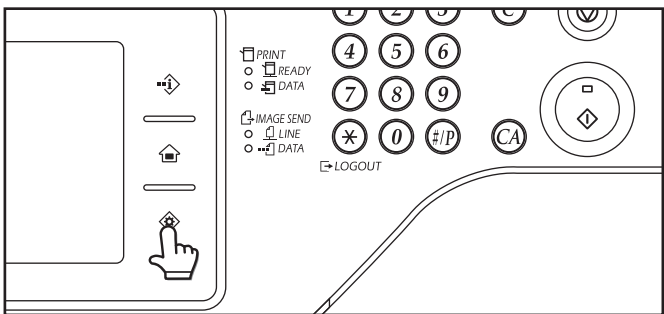
- (1) **"Sort"**
Use this to select the method of displaying the index type.
- (2) **Index keys**
Touch an index key to display the corresponding destinations. The index keys that appear vary depending on the "Sort" setting.
- (3) **(Search number entry box)**
To search for a user, touch and enter a search number.
- (4) **[Back] key**
Returns you to the previous screen.
- (5) **Select box**
Touch to display a list of the items that can be selected. Touch an item in the list to select it.
- (6) **Text box (numerical)**
Touch this box to enter a number. Numbers are entered with the numeric keys.
If you make a mistake, press the [CLEAR] key () to clear the incorrect number.



- (7) **Text box**
Touch this box to open a text entry screen. When you have finished entering text in the screen, the text will appear in the text box.
- (8) **Checkbox**
This switches between and each time you touch it. To enable the corresponding setting, touch the checkbox so that a checkmark appears . To disable the setting, clear the checkmark .
Radio buttons () are also used to select settings in this way. (However, radio buttons are used to select a single item out of several.)
- (9) **[Cancel] key**
This cancels a setting and returns you to the previous screen.
- (10) **[OK] key**
Touch this to store the current settings.
- (11) **Scroll bar**
Use this to scroll the screen up and down.
Touch the bar and slide it up or down to move the screen. You can also move the screen up and down with the keys.

SYSTEM SETTINGS (GENERAL)

This section describes the system settings that can be configured by general users of the machine.

Accessing the System Settings (General)



Make sure that the machine is in the standby state and then touch the [SYSTEM SETTINGS] key () on the touch panel.
When the [SYSTEM SETTINGS] key () is touched, the following menu screen appears on the touch panel.




Touch the item in this screen that you wish to configure. For detailed explanations of each of the settings, see the following pages of this chapter.



- To quit the system settings, touch the [Exit] key in the top right corner of the screen.
- For the procedure to follow when user authentication is enabled, see "[USER AUTHENTICATION](#)" (page 1-16) in "1. BEFORE USING THE MACHINE".

System Settings (General) List

When the system settings are accessed with general rights, the following items appear. For items that can only be accessed with administrator rights, see "[System Settings \(Administrator\) List](#)" (page 5-21).

 Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

Total Count

Item	Factory default setting	Page
■ Total Count		5-9
● Job Count	–	5-9
● Device Count	–	5-9

Default Settings

Item	Factory default setting	Page
■ Default Settings		5-10
● Clock Adjust		5-10
▶ Clock Adjust		
◆ Specify Time Zone	–	
◆ Date & Time Settings	–	
◆ Synchronize with Internet Time Server	Disable	
▶ Daylight Saving Time Setting	Disable	
◆ Select Setting Type	Disable	
◆ Start Time	Disable	
◆ Completing Time	Disable	
◆ Adjustment Time	Disable	
▶ Date Format	YYYY/MM/DD	5-11
● Keyboard Select	English (US)	

List Print (User)

Item	Factory default setting	Page
■ List Print (User)		5-11
● All Custom Setting List	–	
● Printer Test Page	PCL Symbol Set List	

Paper Tray Settings

Item	Factory default setting	Page
■ Paper Tray Settings		5-12
● Tray Settings		5-12
▶ Tray 1	Plain, Auto-AB	
▶ Tray 2*1,*2	Plain, Auto-AB	
▶ Tray 3*1,*2	Plain, Auto-AB*1 Plain, A4*2	
▶ Tray 4*1,*2	Plain, Auto-AB*1 Plain, A4*2	
▶ Tray 5*3	Plain, A4	
▶ Bypass	Plain, Auto-AB	
◆ Select Similar Sizes for Auto Detection	Auto-AB: 216 x 330 (8-1/2 x 13)	
● Paper Type Registration	–	5-14
● Auto Tray Switching	Enabled	5-14
● Custom Size Registration (Bypass)	Custom 1: X=420, Y=297 Custom 2: X=420, Y=297 Custom 3: X=420, Y=297	5-14

*1 When a paper drawer is installed.

*2 When a stand/500&2000 sheet paper drawer is installed.

*3 When a large capacity tray is installed.

Printer Condition Settings

Item	Factory default setting	Page
■ Printer Condition Settings		5-15
● Printer Default Settings		5-15
▶ Copies	1	
▶ Orientation	Portrait	
▶ Default Paper Size	A4	
▶ Default Output Tray	Varies depending on the machine configuration	
▶ Default Paper Type	Plain Paper	
▶ Initial Resolution Setting	600dpi	
▶ Disable Blank Page Print	Disabled	
▶ Line Thickness	5	
▶ 2-Sided Print	1-Sided	
▶ N-Up Print	1-Up	
▶ Fit To Page	Enabled	
▶ Output	Varies depending on the machine configuration	
◆ Print per Unit	Enabled	
● PCL Settings		5-16
▶ PCL Symbol Set Setting	PC-8	
▶ PCL Font Setting	Internal Font, 0: Courier	
▶ PCL Line Feed Code	0.CR=CR; LF=LF; FF=FF	
▶ Wide A4	Disabled	

USB-Device Check

Item	Factory default setting	Page
■ USB-Device Check	–	5-16

User Control

Item	Factory default setting	Page
■ User Control*		5-17
● Amend User Information	–	5-17


* When user authentication is enabled and the logged-in user does not have the authority to configure the system settings (administrator) (excluding factory default users).

Total Count

This function shows the page count in each mode. Touch the [Total Count] key.


Job Count

This displays or prints out the counts of all jobs.

- 
- A3 size paper is counted as two sheets.
 - Each sheet of paper used for automatic two-sided copying is counted as two pages (A3 paper is counted as four pages).
 - An entered paper size of 384 mm or larger is counted as two pages.
 - Pages printed directly from the machine such as list prints are included in the "Other Prints" count.
 - The items displayed (or printed) will vary depending on the machine specifications and peripheral devices installed.

Device Count

This is used to display or print the counts of the peripheral devices installed on the machine.

- 
- **Document feeder**
Each sheet is counted as two pages when two-sided scanning is performed.
 - **Stapler (when a finisher is installed)**
Two-position stapling and pamphlet stapling are counted as "2".
 - The items displayed (or printed) will vary depending on the machine specifications and peripheral devices installed.

Default Settings

The default settings for operation of the machine can be configured. Touch the [Default Settings] key and select the settings.

Clock Adjust

Use this to set the date and time in the machine's built-in clock.

Set the time.

Item	Settings
Specify Time Zone	If your region is ahead of GMT (Greenwich Mean Time), select [+]. If your region is behind GMT, select [-]. Next, specify the time difference between your region and GMT in hours and minutes.
Date&Time Settings	Select and set the year, month, day, hour, and minute.
Synchronize with Internet Time Server	This can be used when the machine is connected to the Internet. The machine's time is automatically adjusted to the time of an Internet time server.

Daylight Saving Time Setting

Enable daylight saving time.

Item	Settings
Daylight Saving Time Setting	Select whether or not the Daylight Saving Time Setting is enabled. If disabled, the following settings will not be possible.
Select Setting Type	Specify whether the starting and ending day of daylight saving time are to be set using the day of the week or the date.
Start Time	Set the starting time of daylight saving time. Set the starting month. If you selected "Day of the Week" in "Select Setting Type", set the starting week of daylight saving time and then the starting day. If you selected "Date" in "Select Setting Type", set the starting date. Set the hour and minute and the UTC (Coordinated Universal Time) setting.
Completing Time	Set the ending time of daylight saving time in the same way as you set the starting time.
Adjustment Time	Set the time that adjustment will take place when daylight saving time begins.

Date Format

The format used to print the date on lists and other output can be changed.

Item	Settings
Current Setting	The current time appears in the format set in the date format settings.
Format	Set the order of display of the year, month, and day.
Separator	Select one of three symbols or a blank space for the separator used in the date.
Day-Name Position	Select whether the day name appears before or after the date.
Time Display	Select 12-hour format or 24-hour format for the time. 12-Hour Display: 12:00AM to 11:59AM/12:00 to 11:59PM 24-Hour Display: 00:00 to 24:00



If "[Disabling of Clock Adjustment](#)" (page 5-47) has been enabled in the system settings (administrator), the date and time cannot be set.

Keyboard Select

The layout of the keyboard that appears in text entry screens can be changed.

The keyboard layouts that can be selected are shown below.

English (US)	English (UK)	French	German	Swedish	Norwegian
Finnish	Danish	Russian	Greek	Turkish	

List Print (User)

Lists showing the settings and information stored in the machine can be printed. Touch the [List Print (User)] key and select the settings.

List name	Description
All Custom Setting List	This list shows the hardware status, software status, printer condition settings, paper tray settings, and total counts.
Printer Test Page	This is used to print the PCL Symbol Set List, various font lists, and the NIC page (network interface settings, etc.). <ul style="list-style-type: none"> • PCL Symbol Set List • PCL Internal Font List • NIC Page



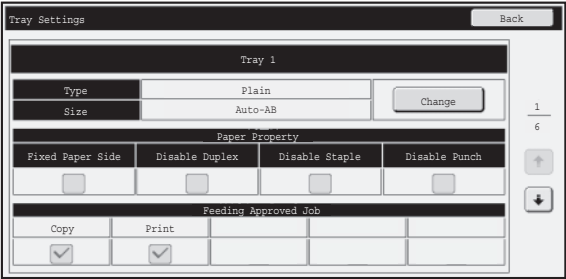
- The items that appear will vary depending on the functions that have been added to the machine.
- If "[Prohibit Test Page Printing](#)" (page 5-59) has been enabled in the system settings (administrator), it will not be possible to print a test page.

Paper Tray Settings

Paper tray and paper type settings are explained in this section. Touch the [Paper Tray Settings] key to configure the settings.

Tray Settings

These settings specify the paper type, paper size, and functions allowed for each paper tray. When the [Tray Settings] key is touched, a list appears showing the trays and the current settings.



Settings of each tray

Touch the [Change] key in the above screen to change the settings. The following settings can be configured.

Item	Description
Type	Select the type of paper that is loaded in the tray. The paper types that can be selected vary by paper tray. For more information, see "Tray Settings" (page 5-13). To store a new paper type, see "Paper Type Registration" (page 5-14).
Size	Select the paper size from the list. The paper sizes that can be selected vary by tray. The sizes that can be selected may also be restricted by the paper type selected above. For more information, see "Tray Settings" (page 5-13). If the desired size does not appear in the list, select [Custom Size] and directly enter the size (only for the bypass tray). For more information, see "Tray Settings" (page 5-13).
Feeding Approved Job	Select the modes that can be used. If there is a function that you do not wish to be used with the selected tray, disable the function.

-
- If the paper size specified here is different from the size of paper that is loaded in a tray, a problem or misfeed may result when printing.
To change the paper size in a tray, see "1. BEFORE USING THE MACHINE".
 - Paper properties such as "Fixed Paper Side" are automatically set when the paper type is selected. The paper tray properties cannot be changed in this screen.
 - If "Disabling of Tray Settings" (page 5-53) has been enabled in the system settings (administrator), the tray settings (except for the bypass tray) cannot be configured.

Tray Settings

Paper Tray	Paper Type	Size
Tray 1	Plain, Pre-Printed, Recycled, Letter Head, Pre-Punched, Colour, Heavy Paper 1* ¹ , User Type	Auto-AB (A3, A4, A4R, B4, B5, B5R, 216 x 330 (8-1/2 x 13)), Auto-Inch (Ledger (11 x 17), Legal (8-1/2 x 14), Letter (8-1/2 x 11), Letter-R (8-1/2 x 11R), Executive-R (7-1/4 x 10-1/2R)) 216 x 340 (8-1/2 x 13-2/5), 216 x 343 (8-1/2 x 13-1/2), Invoice-R (5-1/2 x 8-1/2R), A5R, 8K, 16K, 16KR
Tray 2 (When a paper drawer is installed.)		
Tray 3 (When a paper drawer is installed.)		
Tray 4 (When a paper drawer is installed.)		
Tray 3 (Stand/500&2000 sheet paper drawer)	Plain, Pre-Printed, Recycled, Letter Head, Pre-Punched, Colour, User Type	A4, Letter (8-1/2 x 11), B5
Tray 4 (Stand/500&2000 sheet paper drawer)		A4, Letter (8-1/2 x 11)
Tray 5 (Large capacity tray)		A4, Letter (8-1/2 x 11), B5
Bypass	In addition to the paper types of trays 1 to 4, Heavy Paper 2* ¹ , Heavy Paper 3* ¹ , Thin Paper, Glossy Paper	Auto-AB (A3W (12 x 18), A3, B4, A4, A4R, A5R, B5, B5R, Ledger (11 x 17), Letter (8-1/2 x 11), 216 x 330 (8-1/2 x 13)* ² , 216 x 340 (8-1/2 x 13-2/5)* ² , 216 x 343 (8-1/2 x 13-1/2)* ² , 8K, 16K), Auto-Inch (12 x 18 (A3W), Ledger (11 x 17), Legal (8-1/2 x 14)* ² , 216 x 340 (8-1/2 x 13-2/5)* ² , Letter (8-1/2 x 11), Letter-R (8-1/2 x 11R), Executive-R (7-1/4 x 10-1/2R), Invoice-R (5-1/2 x 8-1/2R), A3, A4, B4, B5), Size Input-AB (X=140 (When a finisher is installed, 148) to 432* ³ , Y=90 to 297), Size Input-Inch (X=5-1/2 (When a finisher is installed, 5-7/8) to 17, Y=3-5/8 to 11-5/8), 16KR, Custom 1, Custom 2, Custom 3
	Labels	Auto-AB (A4, A4R, B5, B5R), Auto-Inch (Letter (8-1/2 x 11), Letter-R (8-1/2 x 11R)), Custom Size
	Transparency	Auto-AB (A4, A4R), Auto-Inch (Letter (8-1/2 x 11), Letter-R (8-1/2 x 11R)), Custom Size
	Tab Paper	Auto-AB (A4), Auto-Inch (Letter (8-1/2 x 11)), Custom Size
	Envelope	Com-10, Monarch, DL, C5

*1 Heavy Paper 1:106 g/m² to 220 g/m² heavy paper

Heavy Paper 2:221 g/m² to 256 g/m² heavy paper

Heavy Paper 3:257 g/m² to 300 g/m² heavy paper

*2 The size that is automatically detected is set in "[Select Similar Sizes for Auto Detection](#)" in the bypass tray settings screen (see below).

*3 It is 1200 mm when using long size paper, For the setting of long size, please contact your dealer or nearest authorized service representative.

Select Similar Sizes for Auto Detection

"Select Similar Sizes for Auto Detection" in the bypass tray settings screen is used to select the paper size that is automatically detected from similar sizes when automatic paper size detection takes place.

Select one of two sizes when "Auto-Inch" is set. Select one of three sizes when "Auto-AB" is set.

When paper that is the same size as one of the paper sizes in the settings is placed in the bypass tray, the size that is selected in the settings will be automatically detected.

Auto-AB	216 x 330 (8-1/2 x 13), 216 x 340 (8-1/2 x 13-2/5), 216 x 343 (8-1/2 x 13-1/2)
Auto-Inch	Legal (8-1/2 x 14), 216 x 340 (8-1/2 x 13-2/5)

Paper Type Registration

Store a paper type when the desired paper type does not appear as a selection or when you wish to create a new set of paper properties.

Up to 7 paper types can be stored.

Item	Description
Type Name	Store any name. The factory default names are "User Type 1" - "User Type 7".
Fixed Paper Side	Enable this setting when paper with a front and reverse side is used.
Disable Duplex	Enable this setting when paper is loaded that cannot be used for two-sided printing.
Disable Staple	Enable this setting when paper is used that cannot be stapled.
Disable Punch	Enable this setting when paper is used that cannot be punched.



The settings that can be selected vary depending on the peripheral devices installed.

Auto Tray Switching

When a tray runs out of paper during printing, this determines whether or not another tray with the same size and type of paper is automatically selected and printing continues.

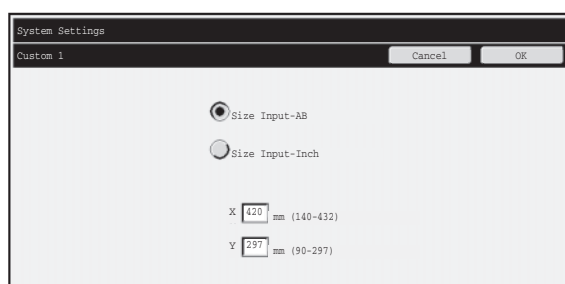
Custom Size Registration (Bypass)

If you frequently use a special non-standard paper size in the bypass tray, you can store that paper size.

Storing the paper size saves you the trouble of setting the size each time you need to use it.

Up to three paper sizes can be stored.

Touch the key ([Custom 1] to [Custom 3]) in which you wish to store or change a paper size. The following screen will appear:



Select whether you wish to enter the size in mm ("Size Input-AB") or inches ("Size Input-Inch"), and then set the X and Y dimensions of the paper.

"Size Input-AB"

The X dimension can be set to a value from 140 mm (when a finisher is installed, 148 mm) to 1200 mm. The factory default setting is 420 mm.

The Y dimension can be set to a value from 90 mm to 297 mm. The factory default setting is 297 mm.

"Size Input-Inch"

The X dimension can be set to a value from 5-1/2 (when a finisher is installed, 5-7/8) to 17. The factory default setting is 17. The Y dimension can be set to a value from 3-5/8 to 11-5/8. The factory default setting is 11.

Printer Condition Settings

The Printer Condition Settings are used to configure basic printer settings and settings for printing from a DOS application. To configure the settings, touch the [Printer Condition Settings] key.

Printer Default Settings

The default settings are used to set advanced print conditions for printing in an environment where the print driver is not used (such as printing from MS-DOS or from a computer that does not have the provided print driver installed).



When printing using the printer driver, the printer driver settings take precedence over the printer condition settings.

Settings

Item	Selections
Copies	1 - 999 sets
Orientation	<ul style="list-style-type: none"> • Portrait • Landscape
Default Paper Size	A3, B4, A4, B5, A5, 12 x 18 (A3W), Ledger (11 x 17), legal (8-1/2 x 14), 216 x 340 (8-1/2 x 13-2/5), 216 x 330 (8-1/2 x 13), 216 x 343 (8-1/2 x 13-1/2), Letter (8-1/2 x 11), Executive (7-1/4 x 10-1/2), Invoice (5-1/2 x 8-1/2), 8K, 16K
Default Output Tray	<ul style="list-style-type: none"> • Centre Tray • Offset Tray*1
Default Paper Type	Plain Paper, Letter Head, Pre-Printed, Pre-Punched, Recycle Paper, Colour
Initial Resolution Setting	<ul style="list-style-type: none"> • 600 dpi • 600 dpi (High Quality)
Disable Blank Page Print	<ul style="list-style-type: none"> • <input type="checkbox"/> (Disabled) • <input checked="" type="checkbox"/> (Enabled)
Line Thickness*2	0-9
2-Sided Print	<ul style="list-style-type: none"> • 1-Sided • 2-Sided (Book) • 2-Sided (Tablet)
N-Up Print*3	<ul style="list-style-type: none"> • 1-Up • 2-Up • 4-Up
Fit To Page*4	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> (Use Fit to Page) • <input type="checkbox"/> (Do not use Fit to Page)
Output	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> (Use Print per Unit) • <input type="checkbox"/> (Do not use Print per Unit) • Staple Position*1: None, 1 Staple at Back, 2 Staples, 2 Staples (Top) • <input type="checkbox"/> (Use Punch)*5 • <input checked="" type="checkbox"/> (Do not use Punch)*5

*1 When a finisher is installed.

*2 This setting is used to adjust the line width of vector graphics (black & white printing only). Except for CAD and other specialized uses, there is normally no need to change this setting. When "0" is selected, all lines are printed at a width of 1 dot.

*3 Paper sizes that can be used with this function are A3, B4, A4, 11 x 17, 8-1/2 x 14, and 8-1/2 x 11. (This function may not take effect with some print methods.)

*4 Only effective when printing JPEG, and TIFF files.

*5 When a punch module is installed.

PCL Settings

This is used to set the symbol sets, fonts, and line feed code used in a PCL environment.

Settings

Item	Description	Selections
PCL Symbol Set Setting	Specify the symbol set used for printing.	Select from 35 items.
PCL Font Setting	Use this to select the font used for printing.	Internal Font
PCL Line Feed Code	This setting is used to select how the printer responds when a line feed command is received.	<ul style="list-style-type: none"> • 0.CR=CR; LF=LF; FF=FF • 1.CR=CR+LF; LF=LF;FF=FF • 2.CR=CR; LF=CR+LF; FF=CR+FF • 3.CR=CR+LF; LF=CR+LF; FF=CR+FF
Wide A4	When this is enabled, 80 characters per line can be printed on A4 size paper using a 10-pitch font. (When this setting is disabled, up to 78 characters can be printed per line.)	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> (Enabled) • <input type="checkbox"/> (Disabled)

USB-Device Check

This lets you check the connection when a USB device is connected to the machine. Touch the [USB-Device Check] key to check the connection.



The status of a USB device that is not compatible with the machine will not appear.

User Control

This section explains settings for user control. Touch the [User Control] key to configure the settings.



- User Control settings can only be configured when "[User Authentication Setting](#)" (page 5-31) is enabled.
- Depending on the user that logged in, it may not be possible to use the settings below.

Amend User Information

The information of the currently logged in user can be edited.

Settings

Item	Description
User Name (Required)	Edit the name of the user (max. 32 characters). This user name is used as the key name in the login screen. (The user name must be unique.)
Initial (Optional)	Edit the initials (maximum of 10 characters). The initials determine where the user name will appear in the user name list.
Index	Select the desired custom index.
Login Name	This cannot be edited.
Password	Enter the password used for user authentication by login name and password (1 to 32 characters). (The password can be omitted.)
E-mail Address	This cannot be edited.
Authentication Settings	This cannot be edited.
Pages Limit Group	This cannot be edited.
Authority Group	This cannot be edited.
Favourite Operation Group	The favourite operation group that will be applied at login appears. Check with your administrator for the settings of the Favourite Operation Groups.
User Number	This cannot be edited.
Deleting an account	This cannot be edited.



The items that appear will vary depending on the user authentication method that is enabled.

SYSTEM SETTINGS (ADMINISTRATOR)

This section explains the system settings that are configured by the administrator of the machine.

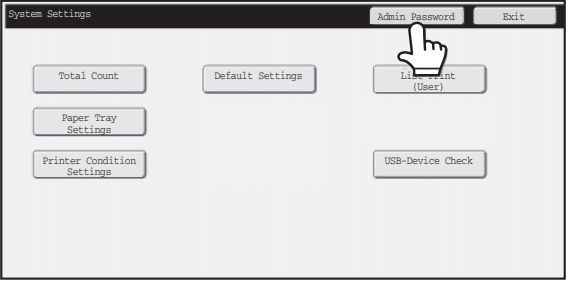
Accessing the System Settings (Administrator)

To access the system settings (administrator), the administrator must log in as explained below.

When User Authentication is not Enabled

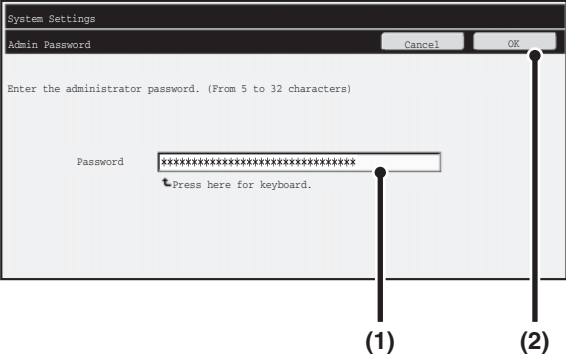
When "User Authentication Setting" (page 5-31) is not enabled, follow the procedure below to log in.

1



Touch the [Admin Password] key.


2




Log in.

(1) Touch the [Password] text box and enter the administrator password.


(2) Touch the [OK] key.

 This completes the administrator login procedure. The system settings (administrator) can be used.


- 
- User authentication is initially disabled (factory default setting).
 - **To logout...**
Touch the [Logout] key in the top right corner of the screen. You can also touch the [Exit] key to quit the system settings. (If Auto Clear activates, logout will automatically take place.)

When User Authentication is Enabled

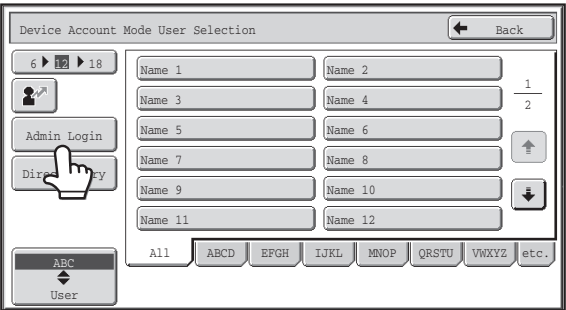
When "User Authentication Setting" (page 5-31) is enabled, follow the procedure below to log in.

 When auto login is enabled, the login screen will not appear.

When user authentication is by login name and password (and e-mail address)

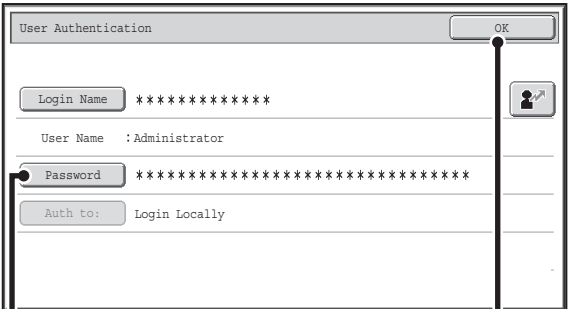
 Administrator login is performed in the user selection screen. For more information on the login procedure when user authentication is enabled, see "USER AUTHENTICATION" (page 1-16) in "1. BEFORE USING THE MACHINE".

1



Touch the [Admin Login] key.


2



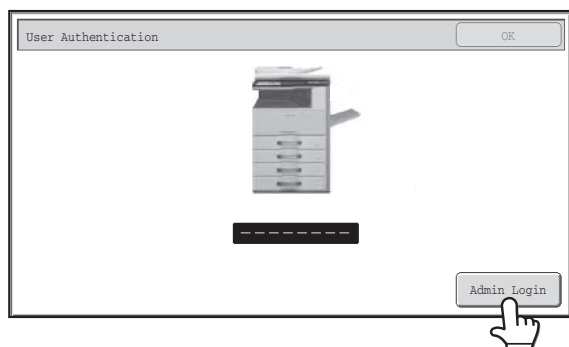
Log in.

(1) Touch the [Password] key.
Enter the administrator password in the administrator password entry screen.

(2) Touch the [OK] key.

-  If login name / password / e-mail address is selected for the authentication method, the [E-mail Address] key will appear below the "User Name".
- For the factory default administrator password, see "TO THE ADMINISTRATOR OF THE MACHINE" in the Quick Start Guide.
- This completes the administrator login procedure. The system settings (administrator) can be used.

Login by user number



Touch the [Admin Login] key.

Enter the administrator password in the administrator password entry screen.

This completes the administrator login procedure. The system settings (administrator) can be used.



- In addition to login by touching the [Admin Login] key, the system settings (administrator) can also be accessed when login is performed by selecting a user with administrator rights from the user list or by entering a user number with administrator rights. For more information on login procedures when user authentication is enabled, see "[USER AUTHENTICATION](#)" (page 1-16) in "1. BEFORE USING THE MACHINE".
- **To logout...**
Press the [LOGOUT] (⊗) key.
(If Auto Clear activates, logout will automatically take place.)

System Settings (Administrator) List

The system settings that appear following administrator login are shown below. The default setting for each item is also shown.



- Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.
- For information on the general settings, see "[System Settings \(General\) List](#)" (page 5-6).

User Control

Item	Factory default setting	Page
■ User Control		5-31
● User Authentication Setting		5-31
▶ User Authentication	Disabled	5-31
▶ Authentication Method Setting	Authenticate a User by Login Name and Password	5-31
▶ Device Account Mode Setting	Disabled	5-31
▶ Login User	Disabled	5-31
● Other Settings		5-32
▶ Actions when the Limit of Pages for Output Jobs	Job is Completed even when the Limit of Pages is Reached	5-32
▶ The Number of User Name Displayed Setting	12	5-32
▶ A Warning when Login Fails	Disabled	5-32
▶ Disabling of Printing by Invalid User	Disabled	5-32
▶ Default Network Authentication Server Setting	–	5-32
▶ Perform LDAP server access control	Disabled	5-33
▶ Display Usage Status after Login	Enabled	5-34
▶ User Information Print	–	5-34
● User List	–	5-35
● Page Limit Group List	–	5-37
● Authority Group List	–	5-38
● Favourite Operation Group List*¹	–	5-40
▶ Favourite Operation Group Registration*¹	–	5-40
▶ My Menu List*¹	–	5-41
● User Count	–	5-42
● Card Area Setting	–	5-43
● Card Type / Card Reader Settings	–	5-43
● Card Setting	–	5-43

*¹ This cannot be set on the machine. Set this in "User Control" in the Web pages.

Energy save

Item	Factory default setting	Page
■ Energy Save		5-44
● Eco Scan Setting	Enabled	5-44
● Power Management Setting		5-44
▶ Toner Save Mode		5-44
◆ Print	Disabled	
◆ Copy	Disabled	
▶ Preheat Mode Setting	1 min.	5-44
◆ Turn off Panel Display during pre-heat mode	Enabled	
▶ Auto Power Shut-Off	Enabled	5-44
▶ Auto Power Shut-Off Timer	Fix transition time.	5-45
◆ Display Message When Extending Transition Time to Preheat/Auto Power Shut-Off Mode	Disabled	
▶ Sleep Mode Power Level	Low Power	5-45
● Power ON/OFF Schedule Setting *1	-	5-45

*1 This cannot be set on the machine. Set this in the system settings in the Web pages.

Operation Settings

Item	Factory default setting	Page
■ Operation Settings		5-46
● Other Settings		5-46
▶ Keys Touch Sound	Middle	5-46
◆ Key Touch Sound at Initial Point	Disabled	
▶ Auto Clear Setting	60 sec.	5-46
◆ Cancel Timer	Disabled	
▶ Message Time Setting	6 sec.	5-46
▶ Display Language Setting	Chinese	5-46
▶ Default Display Settings	Off	5-46
▶ Disabling of Job Priority Operation	Disabled	5-46
▶ Disabling of Bypass Printing	Disabled	5-46
▶ Key Operation Setting	0.0 sec.	5-46
◆ Disable Auto Key Repeat	Disabled	
▶ Disabling of Clock Adjustment	Disabled	5-47
▶ Disabling of Covers/Inserts Mode	Disabled	5-47
▶ Initial Original Count Setting	All disabled	5-47
● MFP Display Pattern Setting	Pattern 1	5-48

Item	Factory default setting	Page
● Customize Key Setting ^{*1}		
▶ Copy		
◆ Customize 1	Card Shot	
◆ Customize 2	N-Up	
◆ Customize 3	–	5-48
▶ Image Send USB Memory Scan		
◆ Customize 1	–	
◆ Customize 2	–	
◆ Customize 3	–	
● Home Screen Settings ^{*1}	–	5-48
● My Menu Settings ^{*1}	–	5-49
● Remote Operation Settings		
▶ Remote Software Operation		
◆ Operational Authority	Prohibited	5-50
◆ View Password Entry Screen	Display in Both PC and MFP	
▶ Operation from Specified PC		
◆ Operational Authority	Prohibited	
◆ Hostname or IP Address of PC	–	
◆ View Password Entry Screen	Display in Both PC and MFP	5-50
▶ Operation by User who Has Password		
◆ Operational Authority	Prohibited	
◆ View Password Entry Screen	Display in Both PC and MFP	
● Soft Keyboard Template Setting	–	5-50

^{*1} This cannot be set on the machine. Set this in the system settings in the Web pages.

Device Control

Item	Factory default setting	Page
■ Device Control		5-51
● Other Settings		5-51
▶ Original Feeding Mode	All Disabled	5-51
▶ Auto Paper Selection Setting	Plain Paper	5-51
▶ Detect Standard in Auto Colour Mode	3 (Normal)	5-51
▶ Auto Switching of Finisher Trays ^{*1}	Enabled	5-51
▶ Fusing Cleaning Mode	–	5-51
● Original Size Detector Setting	AB-1	5-52
▶ Cancel Detection at Document Glass	Disabled	5-52
● Disabling of Devices		5-53

Item	Factory default setting	Page
▶ Disabling of Document Feeder	Disabled	5-53
▶ Disabling of Duplex	Disabled	5-53
▶ Disabling of Optional Paper Drawer^{*2}	Disabled	5-53
▶ Disabling of Tray Settings	Disabled	5-53
▶ Disabling of Finisher^{*3}	Disabled	5-53
▶ Disabling of Offset	Disabled	5-53
▶ Disabling of Stapler^{*3}	Disabled	5-53
▶ Disabling of Punch^{*4}	Disabled	5-53
● Fusing Control Settings	60 - 89g/m ²	5-53

*1 When a finisher (MX-FN11) or saddle stitch finisher (MX-FN18) is installed.

*2 When a paper drawer is installed.

*3 When a finisher is installed.

*4 When a punch module is installed.

Copy Function Settings

Item	Factory default setting	Page
■ Copy Function Settings		5-54
● Initial Status Settings		5-54
▶ Paper Tray	Varies depending on the machine configuration	
▶ Exposure Type	Auto	
▶ Copy Ratio	100%	
▶ 2-Sided Copy	1-Side to 1-Side	
▶ Output	Auto	
● Other Settings		5-55
▶ Copy Exposure Adjustment	5 (Normal)	5-55
▶ Rotation Copy Setting	Enabled	5-55
▶ Add or Change Extra Preset Ratios	–	5-55
▶ Setting a Maximum Number of Copies	999	5-55

Item	Factory default setting	Page
▶ Initial Margin Shift Setting		
◆ Side 1	10 mm	5-55
◆ Side 2	10 mm	
▶ Erase Width Adjustment		
◆ Edge Clearance Width	10 mm	5-55
◆ Centre Clearance Width	10 mm	
▶ Card Shot Settings		
◆ Original Size	X: 98 mm, Y: 66 mm	5-55
◆ Fit to Page	Disabled	
▶ Initial Tab Copy Setting	10 mm	5-55
▶ Disabling Deletion of Job Programs	Disabled	5-56
▶ Disabling of Bypass-Tray in Duplex Copy	Disabled	5-56
▶ Disabling of Auto Paper Selection	Disabled	5-56
▶ Auto Selection Setting of Tray that is Supplied the Paper	Disabled	5-56
▶ 600dpiX600dpi Scanning Mode for Document Feeder	Disabled	5-56
▶ Quick Scan from Document Glass	Enabled	5-56
● Auto Calibration	—	5-57

Network Settings

Item	Factory default setting	Page
■ Network Settings		5-58
● IPv4 Settings	DHCP	5-58
● IPv6 Settings	Disabled	5-58
● Enable TCP/IP	Enabled	5-58
● Enable NetWare	Disabled	5-58
● Enable EtherTalk	Disabled	5-58
● Enable NetBIOS	Disabled	5-58
● Reset the NIC	—	5-58
● Ping Command	—	5-58

Printer Settings

Item	Factory default setting	Page
■ Printer Settings		5-59
● Default Settings		5-59
▶ Prohibit Notice Page Printing	Enabled	5-59
▶ Prohibit Test Page Printing	Disabled	5-59
▶ A4/Letter Size Auto Change	Disabled	5-59
▶ Print Density Level	3 (Normal)	5-59
▶ Bypass Tray Settings		5-59
◆ Enable Detected Paper Size in Bypass Tray	Disabled	5-59
◆ Enable Selected Paper Type in Bypass Tray	Disabled	5-59
◆ Exclude Bypass-Tray from Auto Paper Select	Disabled	5-59
● Interface Settings		5-60
▶ Hexadecimal Dump Mode	Disabled	5-60
▶ I/O Timeout	60 sec.	5-60
▶ Enable USB Port	Enabled	5-60
▶ USB Port Emulation Switching	PCL	5-60
▶ Enable Network Port	Enabled	5-60
▶ Network Port Emulation Switching	PCL	5-60
▶ Port Switching Method	Switch at End of Job	5-60
● Auto Calibration	–	5-61

Image Send Settings

Item	Factory default setting	Page
■ Image Send Settings		5-62
● Operation Settings		5-62
▶ Other Settings		5-62
◆ Image Orientation	Portrait	5-62
◆ Initial Resolution Setting	200 X 200 dpi	5-62
◆ Default Exposure Settings	Auto	5-62
◆ Original Image Type	Text	
• Moiré Reduction	Disabled	
◆ Scan Complete Sound Setting	Middle	5-62
◆ Erase Width Adjustment		5-62
• Edge Clearance Width	10 mm	
• Centre Clearance Width	10 mm	

Item	Factory default setting	Page
● Scan Settings		5-63
▶ Other Settings		5-63
◆ Default Colour Mode Settings	Auto: Greyscale	5-63
• Disable Change of B/W Setting in Auto Mode	Disabled	
◆ Initial File Format Setting		5-63
• File Type	PDF	
• Black & White	MMR (G4)	
• Colour/Greyscale	Medium	
• Specified Pages per File	Disabled	
• Number of Pages	Disabled	5-63
◆ Disable Scan Function	Disabled	
• USB Memory Scan	Disabled	

List Print (Administrator)

Item	Factory default setting	Page
■ List Print (Administrator)		5-64
● Administrator Settings List	Copy	5-64
● Web Settings List *1	–	5-64

*1 When network connection is enabled.

Security Settings

Item	Factory default setting	Page
■ Security Settings		5-65
● SSL Settings		5-65
▶ Server Port		
◆ HTTPS	Enabled	
◆ IPP-SSL	Disabled	
◆ Redirect HTTP to HTTPS in Device Web Page Access	Disabled	
▶ Client Port		
◆ HTTPS	Enabled	
◆ FTPS	Enabled	
◆ SMTP-SSL	Enabled	
◆ POP3-SSL	Enabled	
◆ LDAP-SSL	Enabled	
◆ Level of Encryption	Low	
● IPsec Settings	Disabled	5-65
● IEEE802.1X Setting	Disabled	5-65
● Initialize Private Data/Data in Machine	–	5-65

Enable/Disable Settings

Item	Factory default setting	Page
■ Enable/Disable Settings		5-66
● Printer Condition Settings		5-66
▶ Disable Blank Page Print	Disabled	5-66
● User Control		5-66
▶ Disabling of Printing by Invalid User	Disabled	5-66
● Operation Settings		5-66
▶ Cancel Auto Clear Timer	Disabled	5-66
▶ Disabling of Job Priority Operation	Disabled	5-66

Item	Factory default setting	Page
▶ Disabling of Bypass Printing	Disabled	5-66
▶ Disable Auto Key Repeat	Disabled	5-66
▶ Disabling of Clock Adjustment	Disabled	5-66
▶ Disabling of Covers/Inserts Mode	Disabled	5-66
● Device Control		5-66
▶ Disabling of Document Feeder	Disabled	5-66
▶ Disabling of Duplex	Disabled	5-66
▶ Disabling of Optional Paper Drawer*1	Disabled	5-66
▶ Disabling of Tray Setting	Disabled	5-66
▶ Disabling of Finisher*2	Disabled	5-66
▶ Disabling of Offset	Disabled	5-66
▶ Disabling of Stapler*2	Disabled	5-66
▶ Disabling of Punch*3	Disabled	5-66
● Copy Function Settings		5-67
▶ Disabling Deletion of Job Programs	Disabled	5-67
▶ Disabling of Bypass-Tray in Duplex Copy	Disabled	5-67
▶ Disabling of Auto Paper Selection	Disabled	5-67
● Printer Settings		5-67
▶ Prohibit Notice Page Printing	Enabled	5-67
▶ Prohibit Test Page Printing	Disabled	5-67
▶ Exclude Bypass-Tray from Auto Paper Select	Disabled	5-67
● Image Send Settings		5-67
▶ Other Disabling		5-67
◆ Disable Scan Function		5-67
• USB Memory Scan	Disabled	

*1 When a paper drawer is installed.

*2 When a finisher is installed.

*3 When a punch module is installed.

Change Administrator Password

Item	Factory default setting	Page
■ Change Administrator Password	See "TO THE ADMINISTRATOR OF THE MACHINE" in the Quick Start Guide.	5-68

Data Backup

Item	Factory default setting	Page
■ Data Backup		5-69
● Storage Backup	–	5-69
● Device Cloning	–	5-69

Storing/Calling of System Settings

Item	Factory default setting	Page
■ Storing/Calling of System Settings		5-70
● Restore Factory Defaults	–	5-70
● Store Current Configuration	–	5-70
● Restore Configuration	–	5-70

User Control

User Control is used to configure settings for user authentication. Touch the [User Control] key to configure the settings.

User Authentication Setting

These settings enable or disable user authentication and specify the authentication method.

When user authentication is enabled, each user of the machine is registered. When a user logs in, settings for that user are applied. This function allows greater control of security and cost management than on previous machines.

In addition, even if the user information is not stored in the machine, it is possible to log in by directly entering user information stored on an LDAP server. In this case, the login user will be the factory-stored "User". For more information, see "[Factory-stored users](#)" (page 5-35).



- For the procedure for storing users, see "[User List](#)" (page 5-35).
- For more information on login procedures when user authentication is enabled, see "[USER AUTHENTICATION](#)" (page 1-16) in "1. BEFORE USING THE MACHINE".

User Authentication

When [User Authentication] is enabled, the login screen appears before an operation is begun in any mode except the job status screen. You must log in as one of the stored users. (After logging in, you can move freely through the modes.)

Authentication Method Setting

This selects the authentication method. When using user authentication, be sure to configure this setting first. The items configured for users stored after the user authentication method is set vary depending on the selected authentication method.

Authenticate a User by Login Name and Password

Standard authentication method using a login name and password.

Authenticate a User by Login Name, Password and E-mail Address

In addition to a login name and password, this authentication method also requires the entry of an e-mail address.

Authenticate a User by User Number Only

This can be used as a simple authentication method when network authentication is not used.



- The login screen will vary depending on the authentication method that is selected. For more information, see "[USER AUTHENTICATION](#)" (page 1-16) in "1. BEFORE USING THE MACHINE".
- When "Authenticate a User by User Number Only" is selected for the authentication method, network authentication cannot be used.

Device Account Mode Setting

A specific user can be stored as an auto login user. When this setting is enabled, login can be performed automatically.

This function eliminates the bother of logging in but still allows the settings of the selected user (network settings, favourite operations, etc.) to be applied. You can also allow users other than the auto login user to temporarily log in and work using their own authority and settings. To allow other users to log in temporarily when [Device Account Mode] is enabled, select [Allow Login by Different User].

As an example, this enables uses such as "authentication for colour copying only".



- If auto login fails for some reason when auto login is enabled, or the login user does not have administrator rights, all system settings or the system settings (administrator) will lock. In this event, the administrator should touch the [Admin Password] key in the system settings screen and log in again.
- To log in as a user other than the auto login user when [Allow Login by Different User] is enabled, press the [LOGOUT] key (⊗) to cancel the auto user login state. The user authentication screen will appear to let you log in. After using the machine, press the [LOGOUT] key (⊗) to log out.

Login User

This setting is used to select the auto login user when auto user login is enabled.

Other Settings

Actions when the Limit of Pages for Output Jobs

This setting determines whether or not a job will be completed if the page limit is reached while the job is in progress.

The following selections are available.

- Job is Stopped when the Limit of Pages is Reached
- Job is Completed even when the Limit of Pages is Reached

The Number of User Name Displayed Setting

The number of users that are displayed in the user selection screen can be selected (6, 12, or 18 users).

A Warning when Login Fails

This setting is used to display a warning and prohibit login for five minutes if login fails three times in a row. This prevents an unauthorised person from attempting to guess a password. (The number of failed login attempts is retained even if the power is turned off.)



Locking of the operation panel for 5 minutes can be cancelled by clicking [User Control] - [Default Settings] - [Release the Lock on Machine Operation Panel] in the Web page menu.

Disabling of Printing by Invalid User

Printing by users whose information is not stored in the machine, such as printing without entering valid user information in the printer driver or printing of a file on an FTP server from the Web pages, can be prohibited.



When a print job is executed by a user that is not stored in the machine, the factory-stored "Other User" is used as the login user. For more information, see "[Factory-stored users](#)" (page 5-35).

Default Network Authentication Server Setting

Use this to set the default network authentication server. When a user logs in from the Web page or sends a print job to the machine using user information that is not stored on the machine, the authentication server is not known. This setting is used to specify one of the LDAP servers stored on the machine as the authentication server.



When login is performed by network authentication using user information that is not stored in the machine, the login user will be the factory-stored "User". For more information, see "[Factory-stored users](#)" (page 5-35).

Perform LDAP server access control

Access control information for page count limits, authorities, and favourite operations can be stored on an LDAP server, and by using this LDAP server for network authentication, user authentication based on the stored access control information can be performed.

This can be used when user authentication is performed by network authentication using an LDAP server or a directory service (Active Directory, etc.).

Before using this function, configure settings for authentication by LDAP server, obtain control numbers for the "Pages Limit Group", "Authority Group" and "Favourite Operation Group", and associate these with the control numbers registered in the machine.

To use this function, attributes associated with "Pages Limit Group", "Authority Group" and "Favourite Operation Group" must be added to the directory information of the LDAP server used for user authentication.

The attribute information is indicated below. Settings previously stored in the machine cannot be changed.

Attribute	Name of attribute in factory default state	Setting
Pages Limit Group	pagelimit	Registration number of pages limit group stored in the machine, or group name previously stored in the machine. Unlimited: unlimited
Authority Group	authority	Registration number of authority group stored in the machine, or group name previously stored in the machine. Admin: admin User: user Guest: guest
Favourite Operation Group	favourite	Registration number of favourite operation group stored in the machine, or group name previously stored in the machine. Following the System Settings: system settings

The names of attributes that the machine obtains from the LDAP server can be changed in "Pages Limit Group", "Authority Group", and "Favourite Operation Group" in "Network Settings" > "LDAP Settings" on the Web page.

The "Pages Limit Group", "Authority Group", and "Favourite Operation Group" information that is stored in each machine determines the authority and settings that the user is actually granted. To use this function to ensure that users are granted the same authority and settings on any machine, the same "Pages Limit Group", "Authority Group" and "Favourite Operation Group" information must be stored in each machine using the same registration numbers.

The directory information of the LDAP server that is used cannot be changed from the machine. Consult the administrator of the LDAP server.

Users auto-registered

When access control is enabled and login is performed by network authentication, the user information in the LDAP server is automatically stored in the machine.

The information stored is as follows:

Item	Description
User Name	Information is acquired from the LDAP server.*
Initial	1
Index	User 1
Password	–
Authentication Settings	–
Authentication Server	Network Authentication
E-mail Address	Information is acquired from the LDAP server.
Pages Limit Group	
Authority Group	
Favourite Operation Group	

* If the user name cannot be acquired, the first 16 characters of the text string entered as the user name for network authentication is used.

If the login name is different but the user name received from the LDAP server is the same, or if the user name is already registered on the machine, "Can not login because the user name entered has been previously registered" will appear and login will not be possible. In this case, the user name stored on the LDAP server or the user name stored on the machine must be changed. Consult the administrator of the machine.

If automatic registration by LDAP authentication is attempted when 1000 users are already stored, the following message will appear and login will not be possible: "Maximum entries for User Name is 1000. Please delete old or unused user name." Consult the administrator of the machine.



- If access control information cannot be obtained from the LDAP server used for authentication, user authentication cannot take place.
- If a user that is registered in the machine is authenticated by network authentication, the user registration settings in the machine will be given priority for the page count limit group and authority group and favourite operations group.
- If the access control obtained from the LDAP server is not registered in the machine, the factory default user authority will be applied.
- When this function is not enabled and a user is authenticated by network authentication as a non-registered user, the factory default user authority will be applied.

Display Usage Status after Login

When user authentication is enabled, this setting specifies whether or not the page counts of a user appear when the user logs in.

User Information Print

The following lists can be printed.

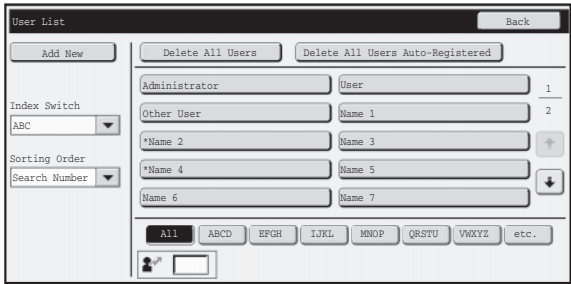
- User List
- List of Number of Pages Used
- Page Limit Group List*
- Authority Group List
- Favourite Operation Group List*
- All User Information Print

Touch the key of the desired list to begin printing.

* Cannot be printed when no groups are stored.

User List

This is used to store, edit, and delete users when user authentication is enabled. When the [User List] key is touched, the following screen appears.




- **[Add New] key**
Use this to add a new user.
 - **[Delete All Users] key**
Use this to delete all stored users. (Excluding factory stored users.) This operation can only be performed by an administrator.
- **Delete All Users Auto-Registered**
Delete all auto-registered users.
 🔗 [Users auto-registered](#) (page 5-33)
 - **User List**
This shows the factory-stored users and the currently stored users. An asterisk [*] appears in front of the user name of auto-registered users.
A user can be selected to open an edit/delete screen for the user.

Storing a user

Touch the [Add New] key in the above screen to open a registration screen. Up to 1000 users can be stored. For more information, see "[Settings](#)" (page 5-36).

Editing/deleting a user

A user can be selected from the list in the above screen to open an edit/delete screen for the user. For more information, see "[Settings](#)" (page 5-36). Delete a user with the [Delete] key.



- When auto login is enabled, "Delete All Users" cannot be used.
- The factory-stored users cannot be deleted.

Factory-stored users

The following users are stored in the machine at the factory.

- **Administrator:** Factory-stored account for the administrator of the machine.
- **User:** This is used when network authentication is used and a login name not stored in the machine is directly entered. (This cannot be selected in the login user screen.)
- **Other User:** This is used when a print job is executed using invalid user information. (This cannot be selected in the login user screen.)

For settings related to each of the users, see the following table.

User Name	Administrator	User	Other User
Login Name	admin	users	Other
Password	(See the Quick Start Guide.)* 1	users*1	—
Authentication Settings	Login Locally		—

Pages Limit Group	Unlimited* ¹		
Authority Group*²	Admin	User* ¹	Guest* ¹
Favourite Operation Group	Following the System Settings* ¹		

*¹ Items that can be changed.

*² For detailed information of each of the settings, see "[List of settings and factory default settings of template groups](#)" (page 5-39).

Settings

Item	Description
User Name (Required)	Store the name of the user (max. 32 characters). This user name is used as the key name in the login screen. (The user name must be unique.)
Apply User Name to Log-in Name* ¹	Touch this key to enter the entered user name in the login name.
Initial (Optional)	This determines where the user name will appear in the user list. Up to 10 characters can be entered.
Index	Select the desired custom index.
User Number* ²	Enter a user number (5 to 8 digits).
Login Name* ¹	Enter the login name used when authentication by login name/password is enabled (maximum of 255 characters). (The login name must be unique.)
Password* ^{1, 3}	Enter the password used when authentication by login name/password is enabled (1 to 32 characters). (The password can be omitted.)
E-mail Address	Enter the e-mail address used in the sender list and for LDAP authentication (maximum of 64 characters).
Authentication Settings* ¹	Select [Login Locally] or [Network Authentication] (when LDAP is enabled) for "Authenticate to:".
Authentication Server	When [Network Authentication] is selected, select the server to be used for user authentication from the list of LDAP servers stored in the Web pages.
Pages Limit Group	Specify page limits for the user by selecting one of the stored page limit groups. The factory default setting is [Unlimited]. For more information, see " Page Limit Group List " (page 5-37).
Authority Group	Specify the authority of the user by selecting one of the stored authority groups. The factory default setting is [User]. For more information, see " Authority Group List " (page 5-38).
Favourite Operation Group	The favourite operation group that will be applied at login appears. The factory default setting is [Following the System Settings]. The setting can be changed in the [User Control] menu in the Web pages.

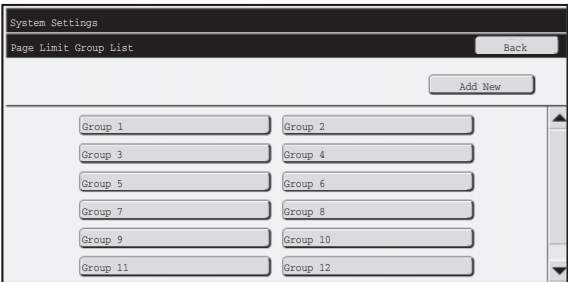
*¹ Does not appear when "User Number" is selected for the authentication method.

*² Only appears when "User Number" is selected for the authentication method.

*³ Not required when network authentication is used, as the password stored in the LDAP server is used.

Page Limit Group List

This is used to store groups of Account Limit Settings. The page limits for each user are specified by selecting one of these stored groups when the user is stored.
When the [Page Limit Group List] key is touched, the following screen appears.



- **[Add New] key**
Use this to add a new group.
- **List display**
This shows the currently stored groups. A group name can be selected to open an edit/delete screen for that group.

Storing a page limit group

Touch the [Add New] key in the above screen to open a registration screen. Up to 20 groups can be stored.
For more information, see "[Settings](#)".

Editing a page limit group

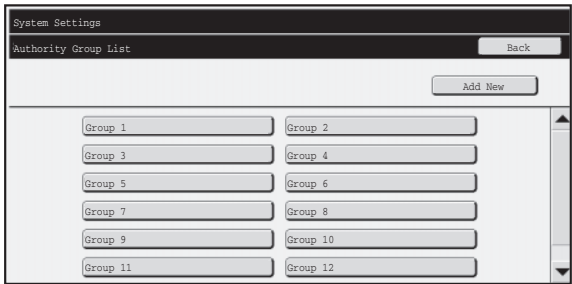
A group can be selected from the list in the above screen to open an edit/delete screen for the group.
For information on the settings, see "[Settings](#)".
To return a group to the factory default state, set "Select the Group Name to be the Registration Model" to "Unlimited" in the editing screen.

Settings

Item	Description
Group Name	Store the name of the group (max. 32 characters).
Select the Group Name to be the Registration Model	Select one of the previously stored groups for use as a template for the new group. When selected, the group's settings are applied.
Function names	The names of the functions that can be configured are displayed. Set a limit for each function.
Page Limit	When [Prohibited] is selected for a mode, input and output from the mode are prohibited. When [Unlimited] is selected for a mode, there is no limit to the number of pages that can be input/output in that mode. When [Limited] is selected, enter a limit (1 to 999999999 pages).

Authority Group List

Use this to store groups of user authority settings. The authority of each user is specified by selecting one of these stored groups when the user is stored.
When the [Authority Group List] key is touched, the following screen appears.



- **[Add New] key**
Use this to add a new group.
- **List display**
This shows the currently stored groups. A group name can be selected to open an edit/delete screen for that group.

Storing an authority group

Touch the [Add New] key in the above screen to open a registration screen. Up to 20 groups can be stored.
For information on the settings, see "[List of settings and factory default settings of template groups](#)" (page 5-39).

Editing an authority group

A group can be selected from the list in the above screen to open an edit screen for the group. For information on the settings, see "[List of settings and factory default settings of template groups](#)" (page 5-39).
To return a group to the factory default state, select [Return to Administrator Authority], [Return to User Authority], or [Return to Guest Authority]. (It needs to be configured in the Web page.)

List of settings and factory default settings of template groups

Item	Description		
Group Name	Store the name of the group (max. 32 characters).		
Select the Group Name to be the Registration Model	Select one of the previously stored groups for use as a template for the new group. When selected, the group's settings are applied. The factory default groups and their settings are shown below.		
	Admin	User	Guest
Copy			
Copy Approval Setting	Allowed	Allowed	Prohibited
Special Modes Usage	Allowed	Allowed	Prohibited
Printer			
Printer Approval Setting	Allowed	Allowed	Allowed
Image Send			
Approval Settings for Each Mode			
USB Memory	Allowed	Allowed	Allowed
Colour Scan	Allowed	Allowed	Prohibited
Special Modes Usage	Allowed	Allowed	Prohibited
Common Functions			
Approval Settings for 2-Sided Print	[1-Sided/2-Sided Approved]	[1-Sided/2-Sided Approved]	[1-Sided/2-Sided Approved]
MFP Settings			
System Settings Operational Authority			
System Settings* ¹	Allowed* ²	Only user authority settings are allowed	All settings prohibited
Web Settings Operational Authority			
Display of Device /Network Status	Allowed	Allowed	Prohibited
Power Reset		Prohibited	
Machine Identification		Prohibited	
Application Settings Excluding Registration of Pre-set Text/Forward Table		Prohibited	
Registration of Pre-set/Forward Table		Allowed	
E-mail Alert and Status		Prohibited	
Port Control/ Filter Settings		Prohibited	
Custom Link Setting		Prohibited	

*1 For information on each setting, see the system settings (general/administrator) lists.

*2 All allowed except "Change Administrator Password".



Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

Favourite Operation Group List

This is used to store favourite operation groups and My Menu.

Some settings may not be configured depending on the connecting state of peripheral devices.



This setting can only be configured in the Web pages. It cannot be configured in the touch panel of the machine.

Favourite Operation Group Registration

Sets of preferred settings can be as groups. For example, a user who speaks a different language would normally have to change the display language each time he or she uses the machine; however, by storing the language in a favourite operation group, the language is automatically selected when the user logs in.

Settings

Item	Description
Group Name	Store the name of the group (max. 32 characters).
Select the Group Name to be the Registration Model	Select one of the previously stored groups for use as a template for the new group. When selected, the group's settings are applied.
Copy	
Initial Status Settings	Select settings for Paper Tray, Exposure Type, Copy Ratio, Duplex, Output and offset.
Image Send	
Initial Status Settings	Select settings for Resolution, Exposure, Default Colour Mode, File Format, and Original Image Type.
System Settings	
Original Size Detector Setting	Select whether AB sizes or inch sizes are detected, or disable detection on the document glass.
Display Language Setting	Select the display language.
Key Operation Setting	Set the key input time and Auto Key Repeat setting.
Keys Touch Sound	Set the sound made when keys are touched.
Keyboard Select	Set the language that appears on the keyboard.
MFP Display Pattern Setting	Select the colour pattern used in the touch panel.
My Menu Settings	Select the My Menu.
Customize Key Setting	Set customized keys for each mode.

My Menu List

Home screen settings must be previously stored. Select a My Menu when storing a favourite operation group.

Settings

Item	Description
My Menu Name	Enter a maximum of 32 characters for the My Menu name.
Select the My Menu to be the Registration Model	Select one of the previously stored My Menus as a template for the new My Menu. When selected, the My Menu's settings are applied.
Display Title	Show a title on the My Menu.
Title	Enter a maximum of 70 characters for the title name.
Display User Name	Show the currently logged-in user name on the My Menu.
Display Date	Show the date and time on the My Menu.
Background Image	Select the image that appears in the background of the My Menu.
Select Template	A template for the design of the My Menu can be selected from the list. A sample of the selected template can be viewed.
Key Layout of the Screen	The layout of the keys in the My Menu is displayed.
Key Number	Select the number of the key that you want to set, referring to "Key Layout of the Screen".
Key Name	The name of the key selected in "Key Number" can be changed (maximum of 48 characters).
Link Item	Specify the function that you want to use in the key selected in "Key Number".

User Count

This displays the total number of pages printed by each user.

When the [User Count] key is touched, the following screen appears.

- **[Select All Users] key**

This selects all users.

- **[Show] key**

This shows the counts of the selected user.

- **[Delete] key**

Use this to reset the counts of the selected user.

- **User List**

This shows the factory-stored users and the currently stored users. To select a user, select the user name.

Showing user count

Select a user in the above screen and touch the [Show] key. The counts of that user will appear.

Item	Settings
Next	This shows the next user (in the order of the registration numbers).
Previous	This shows the previous user (in the order of the registration numbers).
Show Counts	The counts and the number of pages remaining of the selected user are shown by function.
Page Limit	The page limit set for the user appears in parentheses below the count.

- Counts of devices that are not installed do not appear.
- A user count can be saved in the screen that appears when [User Control] - [User Count] - [Save User Count] is selected in the Web page menu.

Resetting user counts

Select a user in the setting screen and touch the [Delete] key. A count reset screen for that user will appear.

The reset screen will vary depending on whether a single user or multiple users were selected. The items displayed in each case are described in the table below.

When a single user is selected

Item	Description
Next	This shows the next user (in the order of the registration numbers).
Previous	This shows the previous user (in the order of the registration numbers).
Show Counts	The counts and the number of pages remaining of the selected user are shown by function.
Clear Count	Reset the count of the selected item to "0".
Clear All Counts	Reset all items of the selected user to "0".

When multiple users are selected

Item	Description
Show Counts	The counts and the number of pages remaining of the selected users are shown by function.
Clear Count	Reset the count of the selected item to "0".
Clear All Count	Reset all items of the selected users to "0".

Card Area Setting

The data check during card reading can be set.

Other Settings

Check Facility Code in HID Mode

Checks the facility code of the HID card.

Facility Code

Enter the facility code of a HID card. When you tap the [Submit] key, the facility code is stored.

Card scan test

When you tap the [Execute] key, the card reader test starts and the test result is displayed.

Importing from the Setup file

Enter the configuration file name and tap the [Execute] key, and the card area settings will be read from the configuration file.

Card Type / Card Reader Settings

The authentication of Felica, HID and other 1C cards can be set.

Card Type / Card Reader

Enter the card type and card reader information.

Use 1C Card for Authentication

The authentication of 1C cards can be set.

Card Setting

(when the HID card reader is available.)

Configure this setting if user authentication will be performed using an HID card.

Auto Login Setting

Automatic Login with a Card

Set whether login takes place automatically using an 1C card.

Card Authentication Setting

Set the user authentication method used when an 1C card is used.

Only Card Authentication Approved

Set to use only user authentication by 1C card.

Card / Front Panel Operation Authentication Approved

Set when you want to use both user authentication by 1C card and user authentication on the touch panel of the machine.

Card Reader Device Registration

In this setting, the product ID and vender ID of the connected HID card reader are displayed. To store the HID card reader, touch the [Read] key.

* For settings that enable an HID card to be used, consult your service technician.

Energy Save

The Energy Save settings help reduce power costs. From an environmental perspective, these settings also help reduce pollution and conserve natural resources. Touch the [Energy Save] key to configure the settings.

Eco Scan Setting

Non-print functions such as image sending function can be executed while the fusing unit is kept Off.

Whether to enable the Eco Scan setting can be specified for each mode or screen.

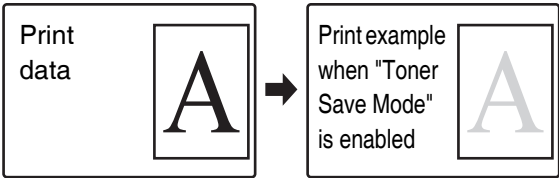
- Home Screen
- Copy
- System Settings

Power Management Setting

Auto Power Shut-Off can be enabled or disabled, and Toner Save Mode can be set as well as Preheat Mode. This function reduces your power costs, and at the same time helps conserve natural resources and reduce pollution.

Toner Save Mode

You can reduce the amount of toner used for printing.



[Print] in Toner Save Mode is only effective when the machine's printer driver is not used. When the printer driver is used, the printer driver setting takes precedence.
This function may not operate in some applications and operating systems.

Preheat Mode Setting

The time until Preheat Mode activates can be set to any number of minutes from 1 to 120.


Preheat Mode will activate when the set duration of time elapses after printing ends and no further operations are performed. This function reduces your power costs, and at the same time helps conserve natural resources and reduce pollution.

Select the time that best suits the needs of your workplace.

The following settings can be changed if necessary.

Turn off Panel Display during pre-heat mode

Setting this checkbox to ☒ turns off the panel display in Preheat Mode.

 Preheat mode cannot be disabled.

Auto Power Shut-Off

This setting enables or disables Auto Power Shut-Off. Remove the checkmark if you prefer that Auto Power Shut-Off does not operate.

When the set duration of time elapses after printing ends, Auto Power Shut-Off activates and causes the machine to go on standby at a minimal level of power consumption.

This function reduces your power costs, and at the same time helps conserve natural resources and reduce pollution.

It is recommended that you understand the objective behind the energy save functions and instead of using the machine in the state where the Auto Power Shut-Off function is disabled, adjust the settings such that the time till Auto Power Shut-Off is enabled is a little longer or set a time zone for Auto Power Shut-Off. (Settings that depend on the usage conditions, such as the time till Auto Power Shut-Off is enabled can be configured in the following "[Auto Power Shut-Off Timer](#)".)

Auto Power Shut-Off Timer

Settings that depend on the usage conditions, such as the time till Auto Power Shut-Off is enabled or the time zone for Auto Power Shut-Off can be configured. In case of "Fix transition time", it can be set to "Earliest" or within a range of 1 to 120 minutes.

When "As soon as the remote job is finished, enter Auto power shut off mode" is enabled, Auto Power Shut-Off happens in a short while after the print job is complete.

In case of settings that depend on the usage conditions, select "Change transition time by time of day".

As per the default settings, the time zone is set automatically depending on the application conditions of the machine. When it is to be selected manually, you can select from the following.

- All Day "Energy Save Priority2" : To be set when you want Auto Power Shut-Off to be enabled in minimum time in any time zone.
- 8:00-18:00 "Energy Save Priority1": To be set when this machine is to be used more frequently in this time zone than other time zones.
- 8:00-18:00 "Job Start Priority1": To be set when the frequency of use of this machine in this time zone is significantly more.
- Settings edited to match the usage conditions, combining the three patterns given above can also be selected.

Display Message When Extending Transition Time to Preheat/Auto Power Shut-Off Mode

If this checkbox is set to ☒, a message appears asking you whether to delay transition to Preheat Mode or Auto Power Shut Off Mode, 15 seconds before the transition.

Sleep Mode Power Level

The "Low Power" setting is a highly effective way to save power, however, it takes some time to wake up. The "Fast Wake Up" setting consumes more power than the "Low Power" setting, however, it shortens the wake up time.

Power ON/OFF Schedule Setting

The machine operator panel can be turned On or Off at a preset time. Up to three patterns can be set. The "Setting 1", "Setting 2" and "Setting 3" are executed in this sequence if set at the same day of week or at the same clock time.



- The scheduling function does not support the power management settings in the Preheat Mode and Auto Power Shut-Off Mode.
- The preset power-off time is subject to the following restrictions:
 - If the machine is running due to the current job execution or other reasons, the machine is turned off only after the job has finished.
 - The machine cannot receive printer jobs.
 - If the Time Specified Output of Received Data setting is enabled, they are output next time the machine is turned on.
- If the power management setting is also enabled, the Power On/Off Scheduling settings precede.
- If the same time is specified, settings are applied in the order of "Setting 1", "Setting 2", and "Setting 3".
- The power is not turned off in the following cases:
 - "Automatic deletion when power is turned on" is in progress
 - The preset power on/off time is within one minute from when the setting is accepted.

Operation Settings

Settings related to machine operation can be configured. Touch the [Operation Settings] key to configure the settings.

Other Settings

Keys Touch Sound

This setting is used to adjust (or turn off) the volume of the beep that sounds when you touch a key. You can also have three beeps sound at initial values when setting the ratio in copy mode or when adjusting the exposure in any mode.

Screen in which setting is effective	Initial value
Ratio setting screen in base screen of copy mode	Ratio 100%
Exposure adjustment screen in base screen of copy mode	Exposure level: 3 (medium)
Exposure adjustment screen in base screen of scanner mode	

Auto Clear Setting

The time until Auto Clear activates can be set to any number of minutes from 10 to 240.

If the machine is not used for the duration of time set here, the auto clear function will clear any settings that have been selected and return the screen to the base screen of copy mode or the job status screen.

Cancel Timer

This is used to disable the auto clear function.

Message Time Setting

The duration of time that messages appear in the touch panel (the time until a message is automatically cleared) can be set to any number of seconds from 1 to 12.

Display Language Setting

The language that appears in the touch panel can be changed.



When user authentication is enabled and a display language is specified in the favourite operation group, that setting is given priority.

Default Display Settings

Set the screen that appears after auto clear and login. You can select the base screen of copy, image send mode, or the home screen.

Disabling of Job Priority Operation

This disables the job priority function and hides the [Priority] key in the job status screen.

Disabling of Bypass Printing

This is used to disable bypass printing (printing other jobs ahead of a job that has been stopped* because the paper required for the job is not in any of the trays).

* This does not include cases where the paper ran out during the job.

Key Operation Setting

This setting determines how long a key in the touch panel must be touched until the key input is registered. The time can be set from 0 to 2 seconds in increments of 0.5 seconds.

By lengthening the time setting, key input can be prevented when a key is touched accidentally. Keep in mind, however, that when a longer setting is selected more care is required when touching keys to ensure that key input is registered.

Disable Auto Key Repeat

This is used to disable key repeat.

Key repeat causes a setting to change continuously while a key is touched, not only each time the key is touched.

Disabling of Clock Adjustment

This setting is used to prohibit changing of the date and time.

Disabling of Covers/Inserts Mode

This setting is used to prohibit the use of the covers and inserts function.

Initial Original Count Setting

This specifies whether or not "Original Count" in the special functions is enabled for each function.

Copy

- Copy

MFP Display Pattern Setting

One of six colour patterns can be selected for the colour pattern in the touch panel.
A sample of the selected pattern can be viewed.

Customize Key Setting


Short-cuts to functions that are frequently used can be displayed in the base screen of each mode.
For information on customize keys, see the chapters for each function.
The settings are shown below.

Item	Description
Customized Keys 1 - 3	Enter a name for the customized key (maximum of 14 characters).
Item	Select the function that you want to assign to the key. The functions that can be selected vary by mode.
Return to the Defaults	This returns all customized keys to their factory default state.



This setting can only be configured in the Web pages. It cannot be configured in the touch panel of the machine.

Home Screen Settings

Use this to configure the home screen that appears when the [HOME] key () is touched.
The settings are shown below.

Item		Description
Mode Keys	Key Name	When [Custom] is selected, any key name (maximum of 16 characters) can be entered.
	Image	When [Use Custom Image] is selected, the Mode Key image can be changed using a gif file of up to 10 KB in size.
Application Keys		A shortcut to the keys that appear in "My Menu" can be stored (a total of eight keys can be stored).
Background Image		When [Use Custom Image] is selected, the background of the home screen can be changed using a 392 x 800 dot gif, png, jpg, or bmp file of up to 310 KB in size.



This setting can only be configured in the Web pages. It cannot be configured in the touch panel of the machine.

My Menu Settings

Use this to configure the My Menu screen that appears when the [My Menu] key is pressed.
The settings are shown below.

Item	Description
Display Title	Show a title on the My Menu.
Title	Enter a maximum of 70 characters for the title name.
Display User Name*	Show the currently logged-in user name on the My Menu.
Display Date	Show the date and time on the My Menu.
Background Image	Select the image that appears in the background of the My Menu.
Select Template	A template for the design of the My Menu can be selected from the list. A sample of the selected template can be viewed.
Key Layout of the Screen	The layout of the keys in the My Menu is displayed.
Key Number	Select the number of the key that you want to configure, referring to "Key Layout of the Screen".
Key Name	The name of the key selected in "Key Number" can be changed (maximum of 48 characters).
Link Item	Specify the function that you want to use in the key selected in "Key Number".

* Does not appear when user authentication is not enabled.



This setting can only be configured in the Web pages. It cannot be configured in the touch panel of the machine.

Remote Operation Settings

Configure settings required for remote operation of the machine from a computer connected to the same network.

Remote Software Operation

Operational Authority

This is used when remote software is used to operate the machine remotely.

View Password Entry Screen

When remote software is used to operate the machine remotely, you can have a password entry screen appear on the machine, on the computer, or both.

Operation from Specified PC

Operational Authority

This is used to allow remote operation of the machine using a specified computer.

Hostname or IP Address of PC

Enter the host name or IP address of the computer that will connect to the machine.

A maximum of 127 characters can be entered.

View Password Entry Screen

When a specified computer is used to operate the machine remotely, you can have a password entry screen appear on the machine, on the computer, or both.

Operation by User who Has Password

Operational Authority

This is used to allow a user who has a password to operate the machine. For information on the password, consult your service technician.

View Password Entry Screen

When a user who has a password operates the machine remotely, you can have a password entry screen appear on the machine, on the computer, or both.

Soft Keyboard Template Setting

Store text that you frequently use when entering an address or domain. Up to 16 characters can be entered.

Device Control

These settings control devices installed on the machine. Touch the [Device Control] key to configure the settings.

Other Settings

Original Feeding Mode

The following original feeding modes can be set to operate by default in copy and image send modes. When a mode is frequently used, this saves you from having to select the mode in the special modes each time you need to use it.

- Mixed Size Original (Same Width (Copy mode only)/Different Width)
- Slow Scan Mode
- Blank Page Skip (image send)

Auto Paper Selection Setting

The paper types* that the Auto Paper Selection function will select can be specified. Select one of the following settings:

- Plain Paper
- Plain and Recycle Paper
- Recycle Paper

The Auto Paper Selection function will not select any paper types other than the paper types specified with this setting.

* The paper type set for each paper tray using "[Paper Tray Settings](#)" (page 5-12) in the system settings (general).

Detect Standard in Auto Colour Mode

When the colour mode is set to auto in copy mode, the discrimination point for detecting whether originals are colour or black and white can be set to one of 5 levels. To make it easier to detect a black and white original, adjust the setting toward [1 (Closer B/W)]. To make it easier to detect a colour original, adjust the setting toward [5 (Closer color)].

Auto Switching of Finisher Trays

(When a finisher (large stacker) or saddle stitch finisher (large stacker) is installed.)

If the number of sheets on the upper finisher (large stacker) tray reaches the sheet limit, output will automatically switch to the lower tray.

Fusing Cleaning Mode

Use this function to clean the machine's fusing unit when dots or other dirt appear on the printed side of the paper. When this function is executed, "V" printed paper is output and the fusing unit is cleaned.



If improvement is not noticed after the first time you use the function, try executing the function again.

Original Size Detector Setting

One of the 8 groups of standard original sizes shown below can be selected for detection by the original size detection function.

Selections	Detectable original sizes	
	Document glass	Document feeder tray (automatic document feeder)
AB-1	A3, A4, A4R, A5, B4, B5, B5R	A3, A4, A4R, A5, B4, B5, B5R, 11 x 17, 8-1/2 x 14, 8-1/2 x 11
AB-2	A3, A4, A4R, A5, B5, B5R, 216 x 330 (8-1/2 x 13)	A3, A4, A4R, A5, B4, B5, B5R, 11 x 17, 8-1/2 x 11, 216 x 330 (8-1/2 x 13)
AB-3	A4, A4R, A5, B4, 8K, 16K, 16KR	A3, A4, A4R, A5, B4, 11 x 17, 8-1/2 x 11, 216 x 330 (8-1/2 x 13), 8K, 16K, 16KR,
AB-4	A3, A4, A4R, A5, B5, B5R, 216 x 340 (8-1/2 x 13-2/5)	A3, A4, A4R, A5, B4, B5, B5R, 11 x 17, 8-1/2 x 11, 216 x 340 (8-1/2 x 13-2/5)
AB-5	A3, A4, A4R, A5, B5, B5R, 216 x 343 (8-1/2 x 13-1/2)	A3, A4, A4R, A5, B4, B5, B5R, 11 x 17, 8-1/2 x 11, 216 x 343 (8-1/2 x 13-1/2)
Inch-1	11 x 17, 8-1/2 x 14, 8-1/2 x 11, 8-1/2 x 11R, 5-1/2 x 8-1/2	11 x 17, 8-1/2 x 14, 8-1/2 x 11, 8-1/2 x 11R, 5-1/2 x 8-1/2, A3, A4
Inch-2	11 x 17, 216 x 330 (8-1/2 x 13), 8-1/2 x 11, 8-1/2 x 11R, 5-1/2 x 8-1/2	11 x 17, 216 x 330 (8-1/2 x 13), 8-1/2 x 11, 8-1/2 x 11R, 5-1/2 x 8-1/2, A3, A4
Inch-3	11 x 17, 216 x 340 (8-1/2 x 13-2/5), 8-1/2 x 11, 8-1/2 x 11R, 5-1/2 x 8-1/2	11 x 17, 216 x 340 (8-1/2 x 13-2/5), 8-1/2 x 11, 8-1/2 x 11R, 5-1/2 x 8-1/2, A3, A4

Cancel Detection at Document Glass

Original size detection on the document glass can be disabled. When this is done, all originals placed on the document glass are treated as special size originals.

Disabling of Devices

Use these settings when a peripheral device on the machine has failed or when you wish to temporarily disable a device.

Disabling of Document Feeder

Use this setting to prohibit the use of the automatic document feeder, such as when the feeder malfunctions. (When the setting is enabled, scanning is still possible using the document glass.)

Disabling of Duplex

This is used to disable two-sided printing, such as when the duplex module malfunctions.

Disabling of Optional Paper Drawer

(When an optional paper drawer is installed.)

This setting is used to disable the optional paper drawer, such as when it malfunctions.

Disabling of Tray Settings

This setting is used to prohibit tray settings (except for the bypass tray).

Disabling of Finisher

(When a finisher is installed.)

This setting is used to disable the finisher, such as when the unit malfunctions.

Disabling of Offset

This setting is used to disable the offset function.

Disabling of Stapler

(When a finisher is installed.)

This setting is used to prohibit stapling, such as when the stapler unit of the finisher malfunctions.

Disabling of Punch

(When a punch module is installed.)

This setting is used to prohibit punching, such as when the punch module of the finisher malfunctions.

Fusing Control Settings

These are used to control the toner fusing temperature according to the weight of the paper.

These settings apply to plain paper, recycled paper, pre-punched paper, pre-printed paper, letterhead paper, coloured paper, and user type paper.

You can select "60g/m² to 89g/m²" or "90g/m² to 105g/m²".



- Be sure to use only paper that is in the same weight range as the weight range set here. Do not mix plain or other paper that is outside the range with the paper in the tray.
- When settings are changed, the changes will take effect after the machine is restarted. To restart the machine see "[TURNING THE POWER ON AND OFF](#)" (page 1-14) in "1. BEFORE USING THE MACHINE".

Copy Function Settings

The following settings are related to copying. Touch the [Copy Function Settings] key to configure the settings. Default settings selected with these settings apply to all functions of the machine (not just the copy function).

Initial Status Settings

The copier settings are reset when the [POWER] key (⏻) is turned on, when the [CLEAR ALL] key (⌫) is pressed, or when the auto clear interval has elapsed. These settings are used to change the default settings for copy mode. The following settings can be changed:

Item	Description
Paper Tray	Specify the paper tray that is selected by default.
Exposure Type	Configure exposure mode settings.
Copy Ratio	Specify the copy ratio that is selected by default.
2-Sided Copy	Configure the 2-sided mode settings that are selected by default. If this setting is used to change the default setting for the duplex function to other than "1-Side to 1-Side" and the duplex function or automatic document feeder fails or is disabled, the setting will revert to "1-Side to 1-Side".
Output	Set the print output method and output tray that are selected by default.
Return to the Defaults	This returns all items to the factory default settings.

Other Settings

Copy Exposure Adjustment

This is used to adjust the exposure level when [Auto] is used for the copy exposure.
Use this to set the copy exposure level for the document glass and for the automatic document feeder.

Rotation Copy Setting

When the original and paper are placed in different orientations, this function automatically rotates the image 90 degrees to enable correct copying on the paper.



- Image rotation can only take place when automatic paper selection or automatic ratio selection is enabled.
- The Rotation Copy setting must be enabled when copying an A5 size original on A5R paper.

Add or Change Extra Preset Ratios

Two enlargement preset ratios (101% to 400%) and two reduction preset ratios (25% to 99%) can be added. An added preset ratio can also be changed.



Preset ratios other than added preset ratios cannot be changed.

Setting a Maximum Number of Copies

This is used to set the maximum number that can be entered for the number of copies (number of continuous copies). Any number from 1 to 999 can be specified.

Initial Margin Shift Setting

This is used to set the default margin shift amount. Specify a value from 0 mm to 20 mm in increments of 1 mm for both the front and reverse sides.

Erase Width Adjustment

This is used to set the default erase width for erase copy. Specify a value from 0 mm to 20 mm in increments of 1 mm for both edge erase and centre erase.

Card Shot Settings

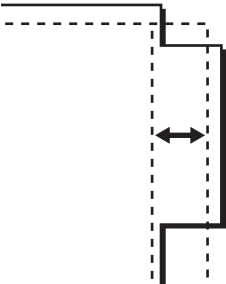
This is used to set the default original size for the card shot function.
Both the X (horizontal) and Y (vertical) dimensions of the original can be set from 25 mm to 210 mm in increments of 1 mm.

Fit to Page

Enable this setting to have the [Fit to Page] key always appear in the card shot screen.

Initial Tab Copy Setting

This is used to set the default image shift width (tab width) for tab copying.
The default width can be set from 0 mm to 20 mm in increments of 1 mm.



Disabling Deletion of Job Programs

This is used to prohibit the deletion and changing of copy settings stored in job programs.

Disabling of Bypass-Tray in Duplex Copy

This is used to prohibit the use of the bypass tray when making two-sided copies.

The bypass tray is often used to feed label sheets, transparency film, and other special media for which two-sided copying is prohibited. If a sheet of one of these special media enters the reversing unit, a misfeed or damage to the unit may result. If special media for which two-sided copying is prohibited is often used, it is recommended that you enable this setting.

Disabling of Auto Paper Selection

This setting is used to disable the Auto Paper Selection function.

When this setting is enabled, automatic selection of paper that is the same size as the original on the document glass or in the automatic document feeder does not take place.

Auto Selection Setting of Tray that is Supplied the Paper

When this setting is enabled and paper is loaded in a tray while the machine is on standby in copy mode, that tray is automatically selected.

600dpiX600dpi Scanning Mode for Document Feeder

The resolution for copying using the automatic document feeder can be changed from 600 x 300 dpi to 600 x 600 dpi (high quality mode).

When high quality mode is used, fine print and thin lines are reproduced with greater clarity, however, the scanning speed is slower.



When high quality mode is not selected, the following conditions must be satisfied in order to scan at 600 x 300 dpi and attain the fastest speed.

- The copy ratio must be set to 100%.
- Do not select a special mode that will change the ratio.

Quick Scan from Document Glass

The resolution for copying using the document glass can be changed from 600 x 600 dpi to 600 x 300 dpi (high speed mode).

When high speed mode is selected, the first copy time is quicker, however, the copy image is not as clear.



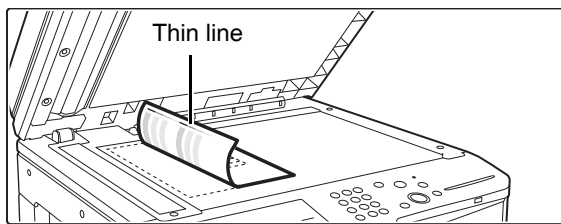
When high speed mode is selected, the following conditions must be satisfied in order to scan at 600 x 300 dpi and attain the fastest speed.

- The copy ratio must be set to 100%.
- Do not select a special mode that will change the ratio.

Auto Calibration

Auto Calibration

Performs automatic correction when the black copies is off. The machine prints a test patch, the test patch is scanned, and the black is automatically corrected. After the [Execute] key is tapped and a test patch is printed, a message appears prompting you to begin automatic calibration. Place the test patch on the document glass as shown below (so that the thin line at the edge of the page is to the left).



Lay copy paper (about five sheets) that is the same size as the test patch on top of the placed test patch, gently close the automatic document feeder, and touch the [Execute] key.



If the black is still off after performing Auto Calibration, repeating Auto Calibration once again may improve the black.

Network Settings

Network settings are described below. Touch the [Network Settings] key to configure the settings.



- * Depending on your machine specifications, only the items under "General Setting" will be displayed.
- When settings are changed, the changes will take effect after the machine is restarted. To restart the machine see ["TURNING THE POWER ON AND OFF"](#) (page 1-14) in "1. BEFORE USING THE MACHINE".

IPv4 Settings

When using the machine on a TCP/IP (IPv4) network, use this setting to configure the IP address of the machine. The settings are shown below.

IP Address

Enter the IP address of the machine.

IP Subnet Mask

Entry the IP Subnet Mask.

IP Gateway

Enter the IP Gateway address.

DHCP

Use this setting to have the IP address obtained automatically using DHCP (Dynamic Host Configuration Protocol). When this setting is enabled, it is not necessary to manually enter an IP address.



- If the machine will be used on a TCP/IP network, be sure to enable ["Enable TCP/IP"](#) below.
- If DHCP is used, the IP address assigned to the machine may change automatically. If the IP address changes, printing will not be possible.



- If the machine will be used on a TCP/IP network, be sure to enable ["Enable TCP/IP"](#) below.
- If DHCP is used, the IP address assigned to the machine may change automatically. If the IP address changes, printing will not be possible.
- In an IPv6 environment, the machine can use LPD or IPP protocol.

Enable TCP/IP

To use the machine on a TCP/IP network, this setting must be enabled.

Enable NetWare

To use the machine on a NetWare network, this setting must be enabled.

Enable EtherTalk

To use the machine on an EtherTalk network, this setting must be enabled.

Enable NetBIOS

To use the machine on a NetBIOS network, this setting must be enabled.

Reset the NIC

This returns all "Network Settings" to the factory default settings.

Ping Command

Use this function to check if the machine can communicate with a computer on the network. Specify the IP address of the desired computer and touch the [Execute] key. A message will appear indicating whether or not the computer responded.

IPv6 Settings

When using the machine on a TCP/IP (IPv6) network, use this setting to configure the IP address of the machine. The settings are shown below.

Enable IPv6 Protocol

Enable this setting.

DHCPv6

Use this setting to have the IP address obtained automatically using DHCP (Dynamic Host Configuration Protocol). When this setting is enabled, it is not necessary to manually enter an IP address.

Manual Address

Enter the IP address of the machine.

Prefix Length

Enter the prefix length (0 to 128).

Default Gateway

Enter the IP Gateway address.

Printer Settings

Settings related to the printer function can be configured. Touch the [Printer Settings] key to configure the settings.

Default Settings

Printer condition settings are described below.

Prohibit Notice Page Printing

This setting is used to disable printing of notice pages.

Prohibit Test Page Printing

This setting is used to disable printing of test pages.
When this setting is enabled, "Printer Test Page" in the system settings cannot be used to print test pages.

A4/Letter Size Auto Change

When printing an Letter size image, this setting allows A4 size paper to be used if Letter size paper is not loaded.

Print Density Level

This lightens or darkens the print density. The print density can be adjusted to five levels.

Bypass Tray Settings

Enable Detected Paper Size in Bypass Tray

This is used to prohibit printing when the paper size specified for a print job is different from the paper size inserted in the bypass tray.

Enable Selected Paper Type in Bypass Tray

This is used to prohibit printing when the paper type specified for a print job is different from the paper type inserted in the bypass tray.

Exclude Bypass-Tray from Auto Paper Select

When [auto] is selected for paper type selection, the bypass tray can be excluded from the trays that can be selected. This is recommended when special media is often placed in the bypass tray.

Interface Settings

These settings are used to control and monitor data transmitted to the USB port or network port of the machine.

Hexadecimal Dump Mode

This function is used to print the print data from a computer in hexadecimal format together with the corresponding ASCII text. This allows you to check whether or not print data from the computer is being transmitted to the machine correctly.

Example of a hexadecimal dump

[illegible]

I/O Timeout

The I/O timeout can be set to any number of seconds from 1 to 999.

The I/O timeout function temporarily breaks the connection if the set duration of time elapses without any data being received by the port. After the connection is broken, the port is set to auto selection or the next print job is begun.

Enable USB Port

This is used to enable printing from the USB port.

USB Port Emulation Switching

If the machine is connected using the USB port, select the emulated printer language.

The settings are shown below.

- PCL

- The settings are the same as those of "Network Port Emulation Switching".
- Unless printer errors occur frequently, it is recommended that you use the factory default setting "PCL".

Enable Network Port

This is used to enable printing from the network port.

Network Port Emulation Switching

This setting is used to select the emulated printer language when the machine is connected by a network port.

The settings are shown below.

- PCL

- The settings are the same as those of "USB Port Emulation Switching".
- Unless printer errors occur frequently, it is recommended that you use the factory default setting "PCL".

Port Switching Method


This setting is used to select when port switching takes place.

Switch at End of Job

The port changes to auto selection when printing ends.

Switch after I/O Timeout

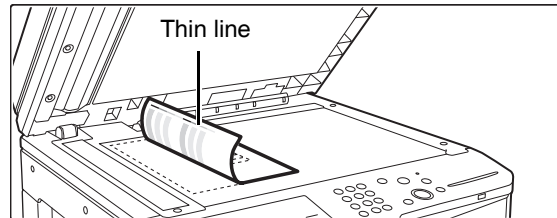
When the time set in "I/O Timeout" elapses, the port changes to auto selection.

-  The following two print ports are available on the machine:
- USB port
 - Network port

Auto Calibration

Settings related to the printer function can be configured. Performs automatic correction when the black copies is off. The machine prints a test patch, the test patch is scanned, and the black is automatically corrected.

After the [Execute] key is tapped and a test patch is printed, a message appears prompting you to begin automatic calibration. Place the test patch on the document glass as shown below (so that the thin line at the edge of the page is to the left).



Lay copy paper (about five sheets) that is the same size as the test patch on top of the placed test patch, gently close the automatic document feeder, and touch the [Execute] key.



If the black is still off after performing Auto Calibration, repeating Auto Calibration once again may improve the black.

Image Send Settings

Settings related to the image send function can be configured. Touch the [Image Send Settings] key to configure the settings.

Operation Settings

The operation settings below apply to all image send functions.

Other Settings

Image Orientation

Sets the default image orientation.

Initial Resolution Setting

The following settings are available for the default resolutions.

100X100 dpi, 200X200 dpi, 300X300 dpi, 400X400 dpi, 600X600 dpi

Default Exposure Settings

This is used to set the default exposure settings for scanning a document in image send mode. Select [Auto] or [Manual]. When [Manual] is selected, the exposure can be set to one of 5 levels.

Default Original Image Type

Select the original type beforehand to enable transmission at a resolution suitable for the original.

The settings are shown below.

- Text/Printed Photo
- Text/Photo
- Text
- Photo
- Printed Photo
- Map



When the exposure is set to [Auto], a default original type cannot be selected.

Scan Complete Sound Setting

The scan complete sound can be selected.

Erase Width Adjustment

This is used to set the default erase width for erase function. Specify a value from 0 mm to 20 mm in increments of 1 mm for both edge erase and centre erase.

Moiré Reduction

This reduces the moiré effect (line pattern) that occurs when printed matter is scanned.

Scan Settings

Settings related to scanning can be configured.

Other Settings

Default Colour Mode Settings

Select a default color mode setting in scan mode. The settings are shown below.

- Auto
- Full Colour
- Greyscale
- Mono 2

Disable Change of B/W setting in Auto Mode

Disable black & white settings from the base screen when the colour mode is set to Auto.

Initial File Format Setting

This is used to set the default file format for USB memory mode.

File Format

PDF, TIFF, JPEG*, PDF/A, XPS

* When [Black & White] is selected, the format is [TIFF].

Black & White

Compression Mode: None, MH(G3), MMR(G4)

Colour/Greyscale

Compression Ratio: Low, Medium, High

Specified Pages per File

When multiple pages are scanned, this is used to generate a separate file for each scanned page (or specified number of pages).

When this setting is enabled, the number of pages per file can be specified.

Number of Pages

Any number of pages can be specified as the number of pages per file. This setting can be specified when [Specified Pages per File] is enabled.



When [JPEG] is selected for the file type, [Specified Pages per File] cannot be selected.

Disable Scan Function

This is used to disable USB memory scan.

When this mode is disabled, the image send mode (USB memory scan mode) will be not display in the base screen.

To enable USB memory scan, clear the checkmark.

List Print (Administrator)

This is used to print lists and reports that are only for use by the administrator of the machine. Touch the [List Print (Administrator)] key to configure the settings.

Administrator Settings List

Lists of the administrator settings for the following modes can be printed.

- Copy
- Print
- Image Send
- Security
- Common
- All Administrator Settings List

Web Settings List

(When network connection is enabled.)

This prints a list of the settings that are configured in the Web pages.

Security Settings

The following settings are related to security. Touch the [Security Settings] key to configure the settings.

SSL Settings

SSL can be used for data transmission over a network. SSL is a protocol that enables the encryption of information communicated over a network. Encrypting data makes it possible to transmit and receive sensitive information safely.

SSL can be enabled for the following protocols:

Server Port

- **HTTPS:** Apply SSL encryption to HTTP communication.
- **IPP-SSL:** Apply SSL encryption to IPP communication.
- **Redirect HTTP to HTTPS in Device Web Page Access:**
When this setting is enabled, all communication that attempts to access the machine by HTTP is redirected to HTTPS.

Client Port

- **HTTPS:** Apply SSL encryption to HTTP communication.
- **FTPS:** Apply SSL encryption to FTP communication.
- **SMTP-SSL:** Apply SSL encryption to SMTP communication.
- **POP3-SSL:** Apply SSL encryption to POP3 communication.
- **LDAP-SSL:** Apply SSL encryption to LDAP communication.

Level of Encryption

The encryption strength can be set to one of three levels.

IPsec Settings

IPsec can be used for data transmission/reception on a network. When IPsec is used, data can be sent and received safely without the need to configure settings for IP packet encryption in a Web browser or other higher-level application.

This setting is only used to enable or disable IPsec; detailed IPsec settings are configured in the Web pages.

Note the following points when enabling IPsec:

- A certain amount of time may be needed for the setting to be updated. During this time, it will not be possible to connect to the machine.
- If the settings in the Web page are not configured correctly, it will not be possible to connect to the machine, and printing, scanning, and Web page display may not be possible. In this event, disable the setting at the machine and then correct the settings in the Web page.

IEEE802.1X Setting

IEEE802.1X can be used to authenticate a user to allow use of the machine.

IEEE802.1X protocol defines port-based authentication for both wired and wireless networks.

Use IEEE802.1X authentication to allow only authenticated devices to use network, and protect against network abuse by third parties.

This setting is only used to enable or disable IEEE802.1X; detailed IEEE802.1X settings are configured in the Web pages.

Some Web page settings may not allow connection to the machine, or the settings may not allow printing, scanning, or Web page display. In this case, deselect this setting and change the Web page settings.

Initialize Private Data/Data in Machine

The system-set values can be restored to the factory default state after eliminating the data stored in the machine.

Enable/Disable Settings

The following settings are used to prohibit the use of certain functions. Touch the [Enable/Disable Settings] key to configure the settings.



The Enable/Disable Settings control the same parameters as the enable/disable settings in other settings. The settings are linked together (changing one setting changes the other).

Printer Condition Settings

Disable Blank Page Print

This setting is used to disable blank page printing.

User Control

Disabling of Printing by Invalid User

Printing by users whose information is not stored in the machine, such as printing without entering valid user information in the printer driver or printing of a file on an FTP server from the Web pages, can be prohibited.

Operation Settings

Cancel Auto Clear Timer

This setting is used to disable Auto Clear.

Disabling of Job Priority Operation

The job priority function can be disabled. When this is done, the [Priority] key will not appear in the job status screen.

Disabling of Bypass Printing

This setting is used to disable bypass printing (printing other jobs ahead of a job that has been stopped* because the paper required for the job is not in any of the trays).

* This does not include cases where the paper ran out during the job.

Disable Auto Key Repeat

This setting is used to disable the auto key repeat function.

Disabling of Clock Adjustment

This setting is used to prohibit changing of the date and time.

Disabling of Covers/Inserts Mode

This setting is used to prohibit the use of the covers and inserts function.

Device Control

Disabling of Document Feeder

Use this setting to prohibit the use of the automatic document feeder, such as when the feeder malfunctions. (When the setting is enabled, scanning is still possible using the document glass.)

Disabling of Duplex

This is used to disable two-sided printing, such as when the duplex module malfunctions.

Disabling of Optional Paper Drawer

(When an optional paper drawer is installed.)

This setting is used to disable the optional paper drawer, such as when it malfunctions.

Disabling of Tray Setting

This setting is used to prohibit tray settings.

Disabling of Finisher

(When a finisher is installed.)

This setting is used to disable the finisher, such as when the unit malfunctions.

Disabling of Offset

This setting is used to disable the offset function.

Disabling of Stapler

(When a finisher is installed.)

This setting is used to prohibit stapling, such as when the stapler unit of the finisher malfunctions.

Disabling of Punch

(When a punch module is installed.)

This setting is used to prohibit punching, such as when the punch module of the finisher malfunctions.

Copy Function Settings

Disabling Deletion of Job Programs

This is used to prohibit the deletion and changing of copy settings stored in job programs.

Disabling of Bypass-Tray in Duplex Copy

This is used to prohibit the use of the bypass tray when making two-sided copies.

The bypass tray is often used to feed label sheets, transparency film, and other special media for which two-sided copying is prohibited. If a sheet of one of these special media enters the reversing unit, a misfeed or damage to the unit may result. If special media for which two-sided copying is prohibited is often used, it is recommended that you enable this setting.

Disabling of Auto Paper Selection

This setting is used to disable the Auto Paper Selection function.

When this setting is enabled, automatic selection of paper that is the same size as the original on the document glass or in the automatic document feeder does not take place.

Printer Settings

Prohibit Notice Page Printing

This setting is used to disable printing of notice pages.

Prohibit Test Page Printing

This setting is used to disable printing of test pages. When this setting is enabled, "Printer Test Page" in the system settings cannot be used to print test pages.

Exclude Bypass-Tray from Auto Paper Select

When [Auto] is selected for paper type selection, the bypass tray can be excluded from the trays that can be selected. This is recommended when special paper is often placed in the bypass tray.

Image Send Settings

Other Disabling

Disable Scan Function

This is used to disable USB memory scan.

When this mode is disabled, the image send mode (USB memory scan mode) will be not display in the base screen.

To enable USB memory scan, clear the checkmark.

Change Administrator Password

This is used to change the administrator password. Touch the [Change Administrator Password] key to change the password.

When changing the password, be sure to remember the new password.
It is recommended that you periodically change the administrator password.

Password

Enter the new administrator password (5 to 32 characters).

Password (confirmation)

Enter the new password once again for confirmation purposes.



For the factory default administrator password, see "TO THE ADMINISTRATOR OF THE MACHINE" in the Quick Start Guide.

Data Backup

Settings and information stored in the machine can be saved to USB memory.



- This function can be enabled when a USB memory device is installed.
- This function cannot be used while the system settings are in use, while a job is being executed, or when there is a reserved job.
- For machines for which data can be imported, contact your SHARP dealer or nearest authorised service representative.

Storage Backup

User information stored in the machine can be saved to and retrieved from USB memory.

Export

This exports data to USB memory.

Import

Use "Export" to import data written to USB memory back into the machine.

Device Cloning

Device cloning is used to save the machine's setting information in XML format and copy the information to another machine.

This function saves you the trouble of repeatedly configuring the same settings in multiple machines.

Export

This exports data to USB memory.

Import

Use "Export" to import data written to USB memory back into the machine.



The following data is not copied when device cloning is performed:

- Count and device status display items.
- IP address of the machine, device name, administrator password, and other information that is specific to the machine.
- Screen contrast and other adjusted values particular to each hardware device.

Storing/Calling of System Settings

The current system settings can be stored, previously stored system settings can be retrieved, and the factory default system settings can be restored. Touch the [Storing/Calling of System Settings] key to configure the settings.

Restore Factory Defaults

This is used to return the system settings to the factory default settings. If you wish to create a record of the current settings before restoring the factory default settings, print the current settings using "[List Print \(Administrator\)](#)" (page 5-64) in the system settings (administrator).



When settings are changed, the changes will take effect after the machine is restarted. To restart the machine see "[TURNING THE POWER ON AND OFF](#)" (page 1-14) in "1. BEFORE USING THE MACHINE".

Store Current Configuration

This is used to store the currently configured system settings. The stored settings will be retained even if the [POWER] key (⏻) is turned off. To retrieve the stored settings, use "[Restore Configuration](#)" below.

Items not stored

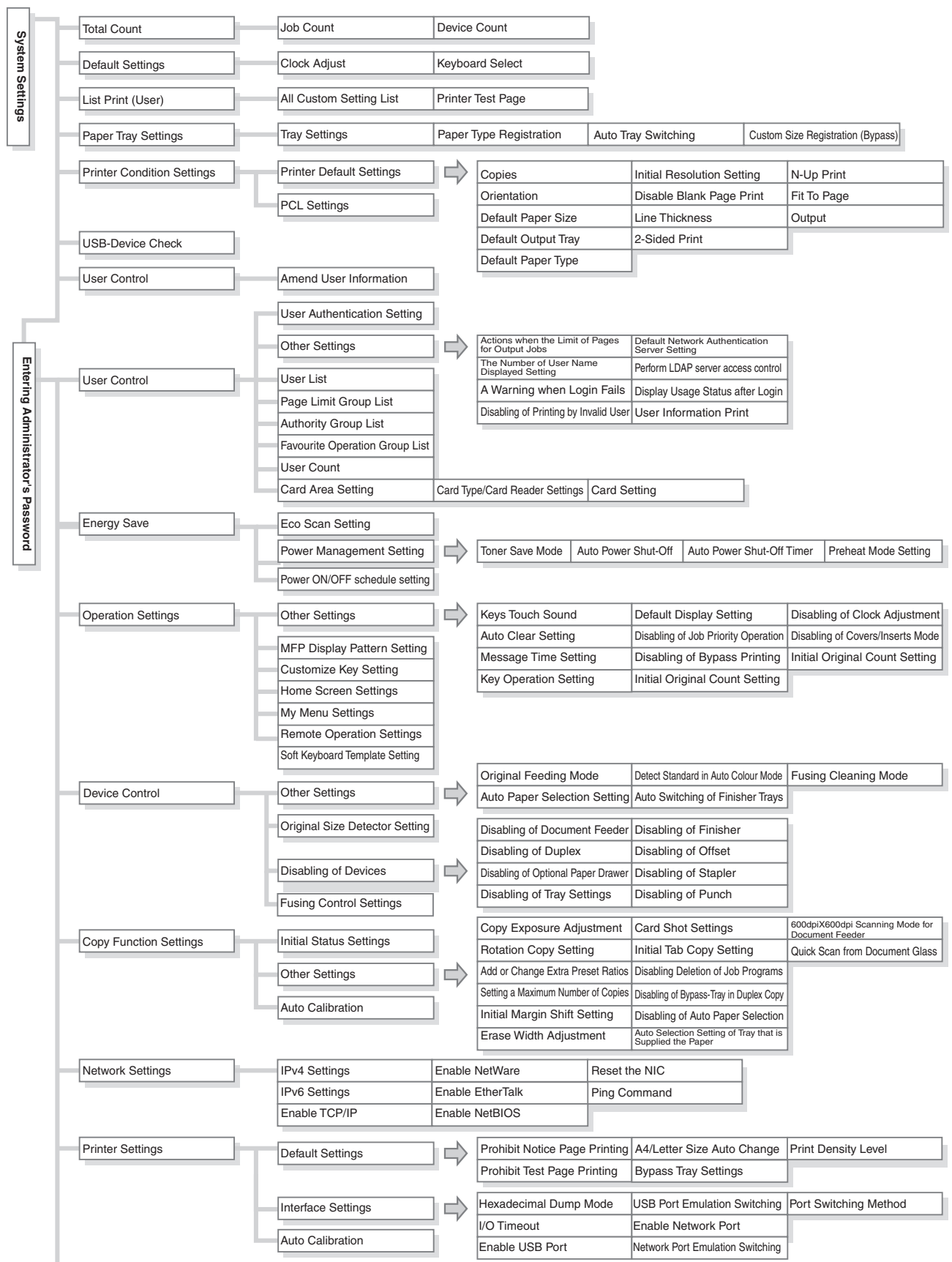
- Network Settings: These are not stored as unexpected settings may cause damage to the network.

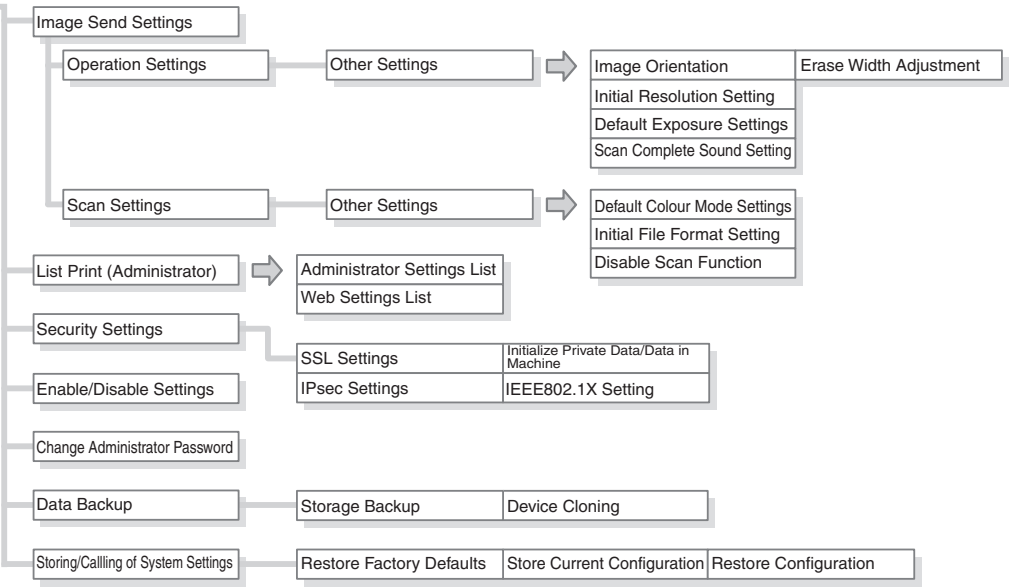
Restore Configuration

Use this to restore settings stored with "[Store Current Configuration](#)".

The current settings will change to the retrieved settings.

SYSTEM SETTINGS MENU





CHAPTER 6

TROUBLESHOOTING

This chapter provides solutions to possible problems in a question and answer format. Locate the question that relates to your problem and use the answer to help correct the situation. If you are unable to solve a problem using this manual, please contact your dealer or nearest authorised service representative.

System settings

Descriptions of system settings similar to the following example appear in this manual.

Example:

→ System Settings (Administrator) > "Copy Function Settings" > "Other Settings" > "Rotation Copy Setting" > ☒
This is an abbreviated description of the procedure for selecting the setting. ">" indicates the setting sequence and ☒ indicates the state of the setting after it has been enabled. Use these descriptions as a quick manual to help you configure the settings.

TROUBLESHOOTING PROBLEMS

FREQUENTLY ASKED QUESTIONS

- Making a copy of a non-standard size original . . . 6-3
- I can't print from a computer... . . . 6-4
- Printing on an envelope 6-5
- Changing the paper size used for a print job . . . 6-6

REMOVING MISFEEDS

- REMOVING MISFEEDS. 6-7

REMOVING STAPLE JAMS

- FINISHER 6-8
- FINISHER (LARGE STACKER) 6-10
- SADDLE STITCH FINISHER 6-12

COPYING

- PROBLEMS RELATED TO COPYING
OPERATION 6-16
- PROBLEMS RELATED TO COPY
RESULTS 6-18

PRINTING

- PROBLEMS RELATED TO PRINTING
OPERATION 6-19
- PROBLEMS RELATED TO PRINT
RESULTS 6-22

SCANNING

- PROBLEMS RELATED TO SCANNING
OPERATION 6-24
- PROBLEMS RELATED TO SCAN
RESULTS 6-25

GENERAL PROBLEMS

- PROBLEMS RELATED TO MACHINE
OPERATION 6-29
- PROBLEMS RELATED TO PAPER
FEEDING AND OUTPUT 6-31
- PROBLEMS RELATED TO QUALITY /
PRINT RESULTS 6-33
- PROBLEMS RELATED TO PERIPHERAL
DEVICES 6-35
- OTHER PROBLEMS 6-37

TROUBLESHOOTING PROBLEMS

The chart below shows the procedure to follow in the event a problem occurs. Use it as a troubleshooting guide.



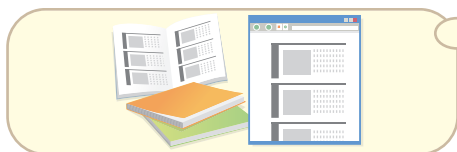
Check this chapter first

You may find a solution to your problem here.



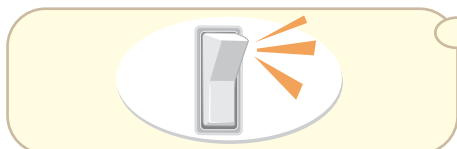
Ask the administrator for help

Inform the machine's administrator of the nature of the problem and ask for help.



Refer to other instruction manuals

You can sometimes find the solution to your problem in other chapters in this manual or in the other instruction manuals included with the machine.



Turn the power off and then on again

Turning the power off and on may solve the problem in some cases, so try doing so before attributing the problem to a malfunction.

Press the [POWER] key (⏻) to turn off the power and switch the main power switch to the "off" position. Wait at least 10 seconds and then switch the main power switch and the [POWER] key (⏻) back on in that order.

- When turning off the main power switch, ensure that each of the lamps on the operation panel has been turned off.

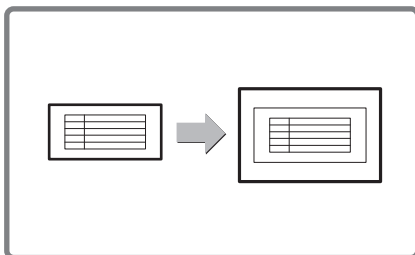


Contact your dealer or nearest authorised service representative.

If, having tried the above steps, your problem remains unsolved, contact the dealer from whom you purchased the machine or your nearest authorised service representative.

FREQUENTLY ASKED QUESTIONS

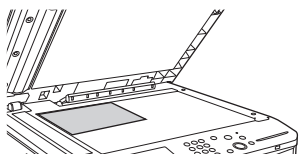
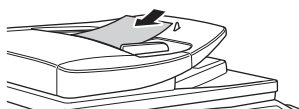
Making a copy of a non-standard size original



The procedure for making a copy of a payment slip or other non-standard size original is explained below.

The "Centring" special mode of copy mode can be selected to position the copied image in the centre of the paper.

1 Place the originals.

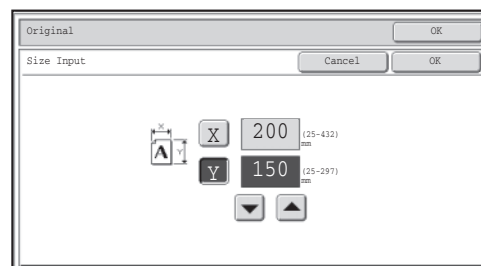


If the X dimension (width) of the document is less than 140 mm or the Y dimension (height) is less than 131 mm, place the original on the document glass. For a thin original, use "Slow Scan Mode".



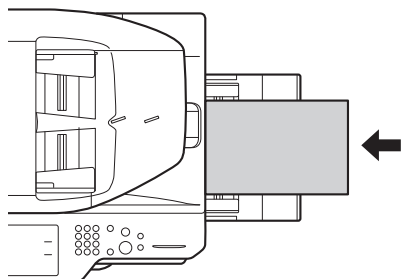
2 Enter the original size.

From the base screen of copy mode, touch [Original] then [Size Input].



3 Place paper in the bypass tray.

The bypass tray is used here to copy onto paper that is not loaded in any of the paper trays of the machine.

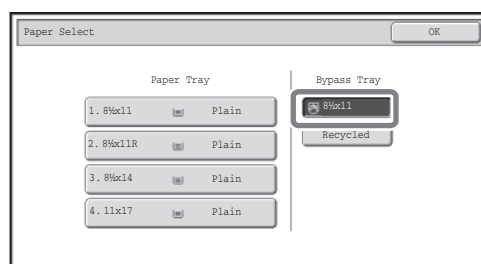
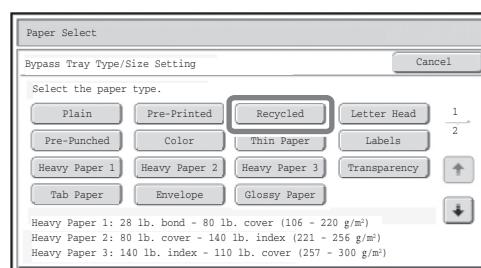


Type : Recycled
Size : A4



4 Select the bypass tray.

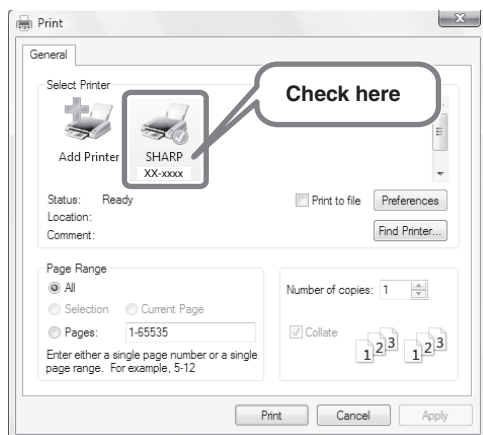
From the base screen of copy mode, touch [Paper Select] and then "Bypass tray paper type".



I can't print from a computer...

First check that the printer driver for the machine is selected when printing.
Also check that the printer driver port is set correctly.

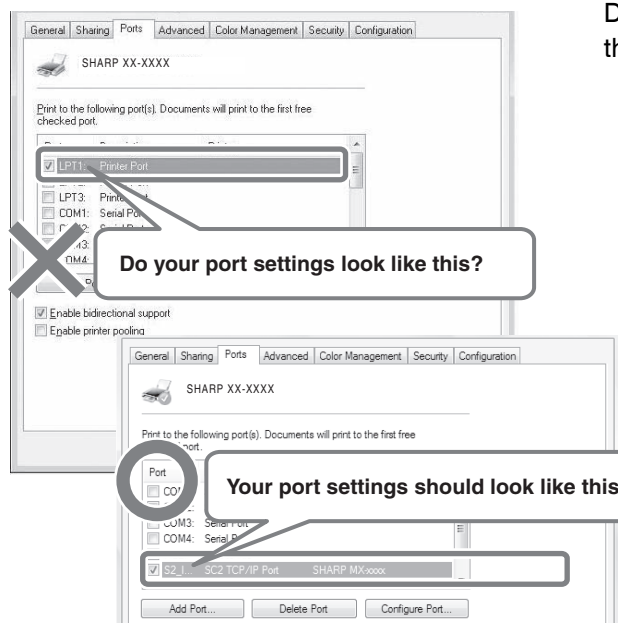
Checking the printer name



Check that the machine is selected in the Print dialog box, and select the machine if it is not.

If your machine is not listed, the printer driver is not installed. Install the printer driver and try again.

Checking port settings in the printer driver

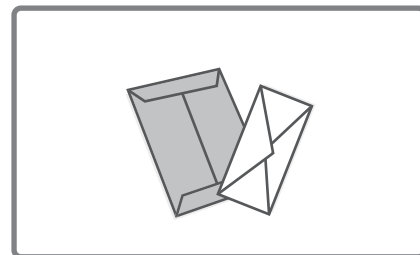


Display the printer driver's Properties dialog box and click the [Port] tab.

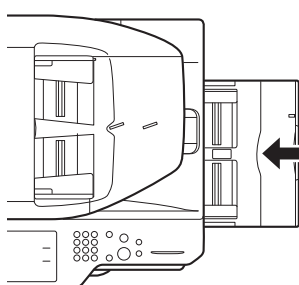
Printing on an envelope

The procedure for printing on an envelope is explained below. Only the name and address side of an envelope can be printed on.

It is recommended that you do a test print to check the print result before using an envelope.



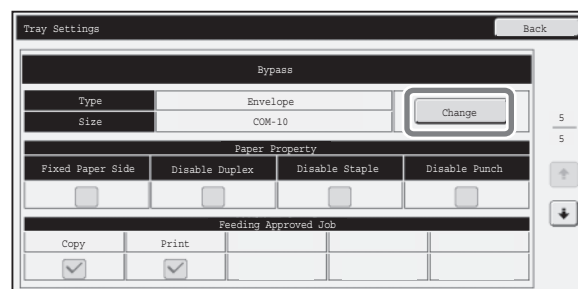
1 Place paper in the bypass tray.



Print on the name
and address side



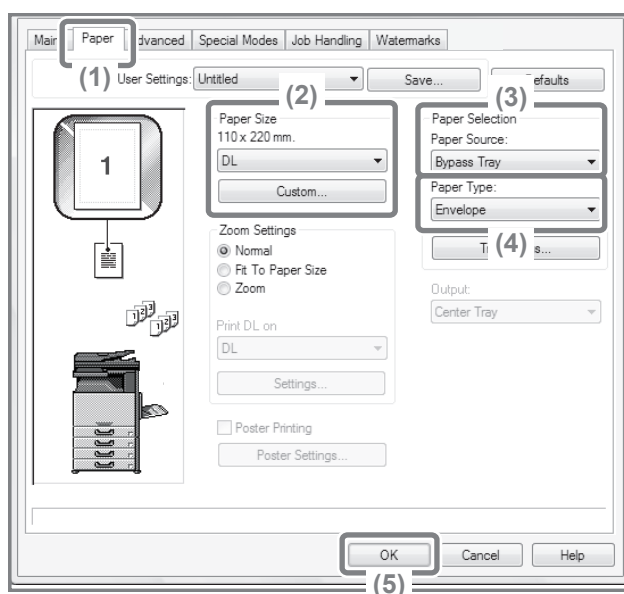
2 Tray Settings.



Type : Envelope

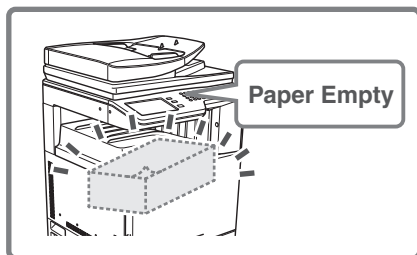
Size : Select the envelope size

3 Select settings in the printer driver.



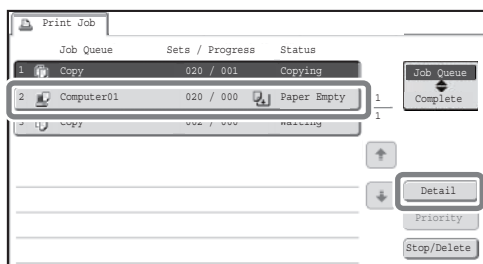
- (1) Click the [Paper] tab.
- (2) Select the size of the envelope in "Paper Size".
- (3) Select "Bypass Tray" from "Paper Source" in "Paper Selection".
- (4) Select [Envelope] in "Paper Type".
If needed, select the "Rotate 180 degrees" checkbox (☒) in "Image Orientation" on the [Main] tab.
- (5) Click the [OK] button.


Changing the paper size used for a print job



When the size of paper specified for a print job is not loaded in any of the machine's paper trays, follow the steps below to change the paper size.

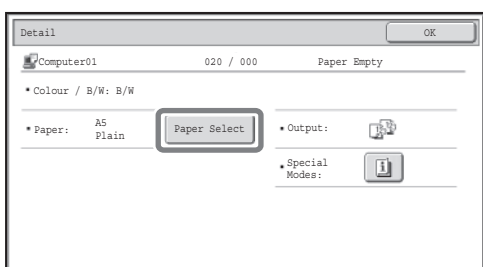
1 Check details on the job.



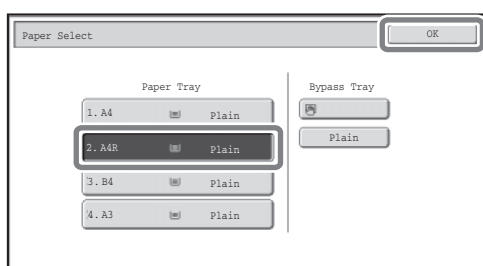
Touch the [JOB STATUS] key () on the touch panel to display the job status screen.

Select the job whose status is [Paper Empty] and touch the [Detail] key.

To delete the job, you can press the [Stop/Delete] key.



2 Change the paper size used for the job.



Select the paper size on which you wish to print the job from the set paper sizes.

To avoid cutting off part of the image, select a paper size that is larger than the paper size specified for the job.

REMOVING MISFEEDS

This section explains what to do when a paper misfeed occurs in the machine.



Caution

The fusing unit is hot. Take care not to burn yourself when removing a misfeed.



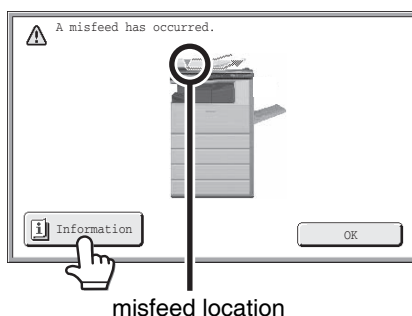
- When removing misfed paper, do not touch or damage the photoconductive drum.
- Carefully pull the paper out without tearing it.
- A misfeed may have occurred inside the machine. Check carefully and remove the misfeed.
- If the paper tears, be sure to remove all pieces from the machine.



REMOVING MISFEEDS

When a paper misfeed occurs, the message "A misfeed has occurred." will appear in the touch panel and printing and scanning will stop. In this event, touch the [Information] key in the touch panel. When the key is touched, instructions for removing the misfeed will appear. Follow the instructions. When the misfeed is cleared, the message will automatically clear.

The approximate locations of possible misfeeds are indicated by blinking ▼ marks as shown below.



- While the message appears, printing and scanning cannot be resumed.
- If the message does not clear even after the misfeed has been removed, the causes below are possible. Check once again.
 - The misfeed was not correctly removed.
 - A torn piece of paper remains in the machine.
 - A cover or unit that was opened or moved to remove the misfeed was not returned to its original position.

REMOVING STAPLE JAMS

Follow the steps below to remove a staple jam.

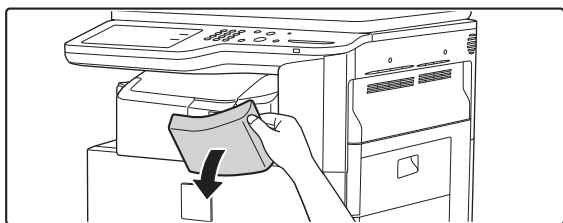
 **FINISHER**

 **FINISHER (LARGE STACKER)**

 **SADDLE STITCH FINISHER**

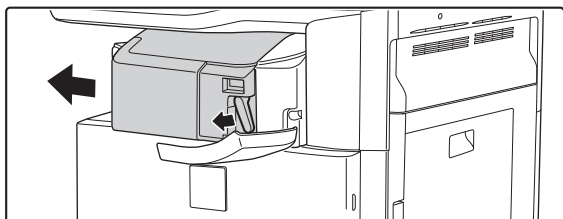
FINISHER

1



Open the cover.

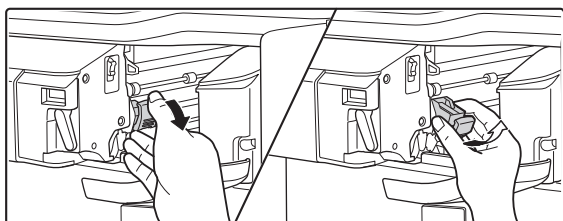
2



While pressing the lever over to the left, slide the finisher to the left until it stops.

Gently slide the finisher until it stops.

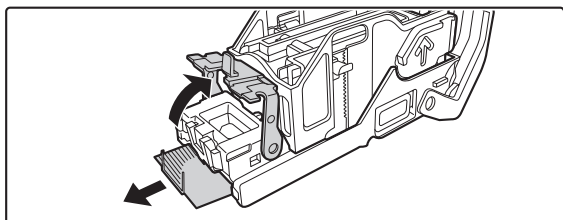
3



Lower the staple case release lever and remove the staple case.

Pull the staple case out to the right.

4



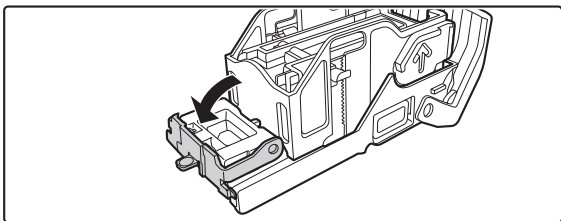
Raise the lever at the front end of the staple case and remove the jammed staple.

Remove the leading staple if it is bent. If bent staples remain, a staple jam will occur again.



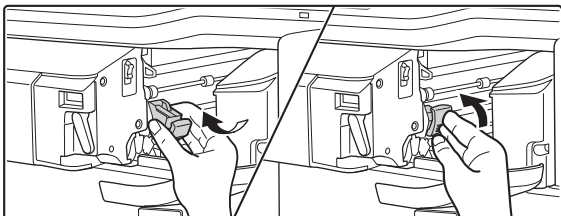
Take care that a bent staple does not hurt you.

5



Lower the lever at the front end of the staple case.

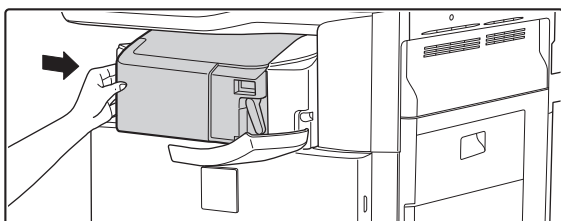
6



Replace the staple case.

Push the staple case in until it clicks into place.

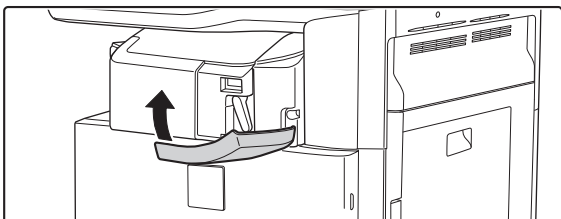
7



Slide the finisher back to the right.

Gently slide the finisher back to the right until it locks into its original position.

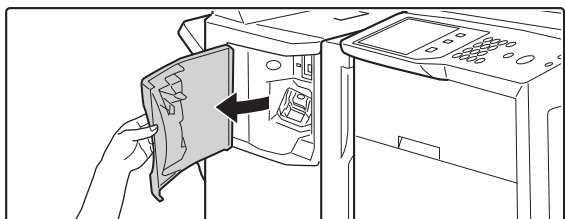
8



Close the cover.

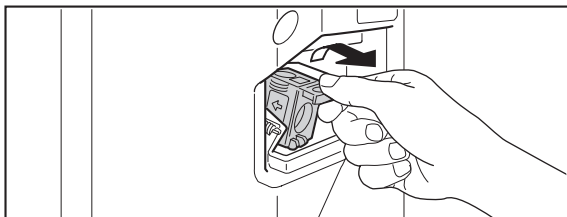
FINISHER (LARGE STACKER)

1



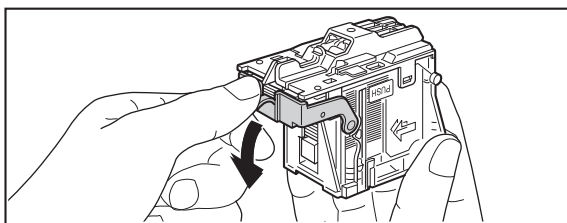
Open the front cover.

2



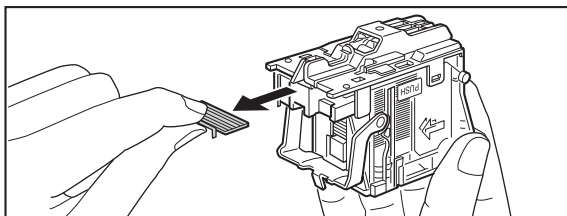
Squeeze the green parts of the staple case and pull the case up and then out.

3



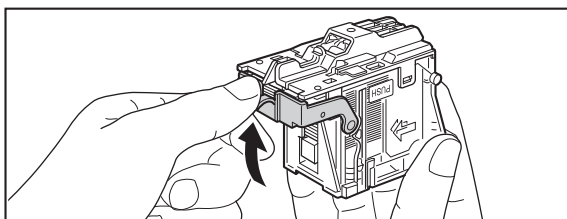
Lower the lever at the front end of the staple case and remove the jammed staple.

Remove the leading staple if it is bent. If bent staples remain, a staple jam will occur again.



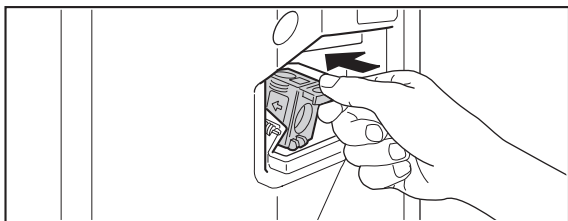
Take care that a bent staple does not hurt you.

4



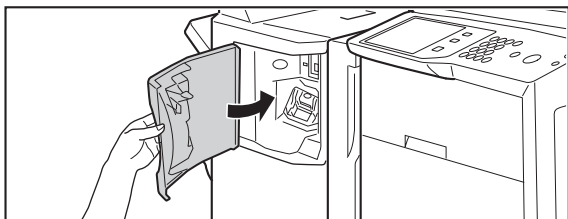
Return the lever to its original position.

5

**Push the staple case firmly back in.**

Push the staple case in until it clicks into place.

6

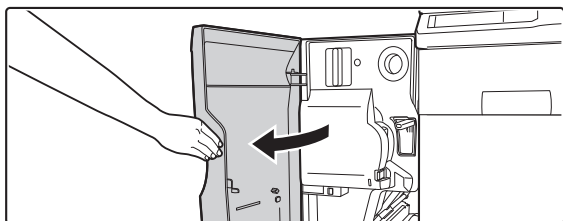
**Close the front cover.**

Make a test print or copy using the staple function to verify that stapling takes place correctly.

SADDLE STITCH FINISHER

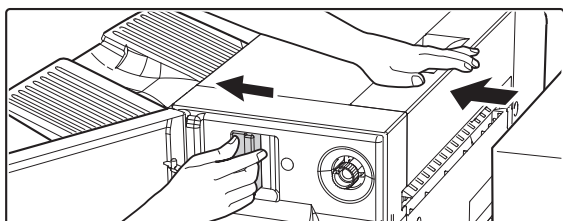
Finisher unit

1



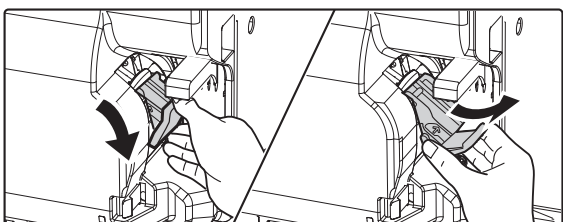
Open the front cover.

2



While pulling the lever, slide the saddle stitch finisher to the left until it stops.

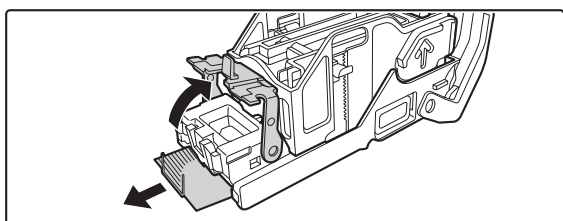
3



Lower the staple case release lever and remove the staple case.

Pull the staple case out to the right.

4



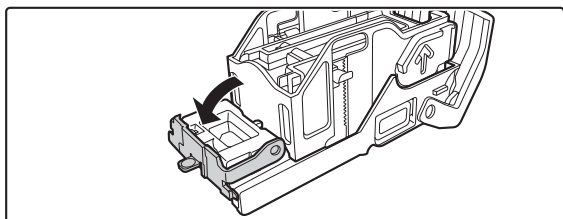
Raise the lever at the front end of the staple case and remove the jammed staple.

Remove the leading staple if it is bent. If bent staples remain, a staple jam will occur again.



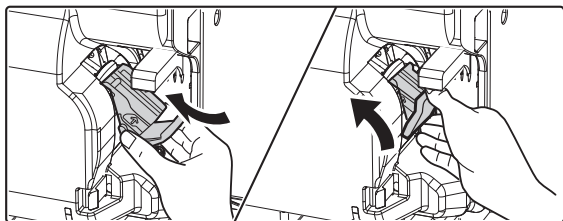
Take care that a bent staple does not hurt you.

5



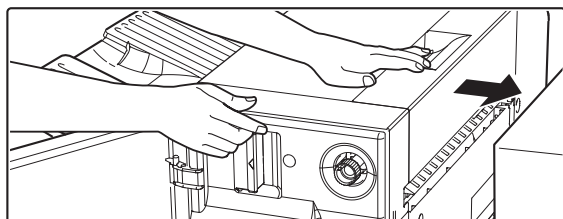
Lower the lever at the front end of the staple case.

6

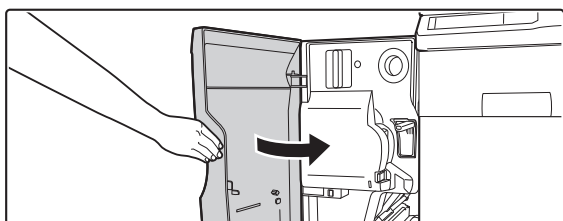
**Replace the staple case.**

Push the staple case in until it clicks into place.

7

**Push the saddle stitch finisher back and latch it to the machine.**

8

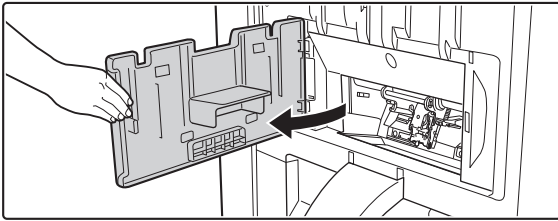
**Close the front cover.**

Make a test print or copy in staple sort mode to verify that stapling takes place correctly.

Saddle stitch unit

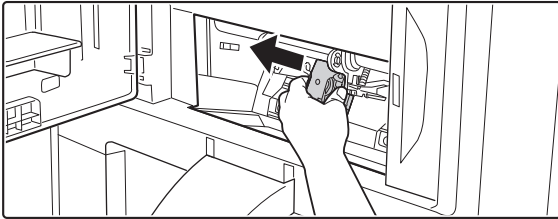
Before starting this procedure, remove all output from the output tray of the saddle stitch finisher. Do not replace removed output in the output tray.

1



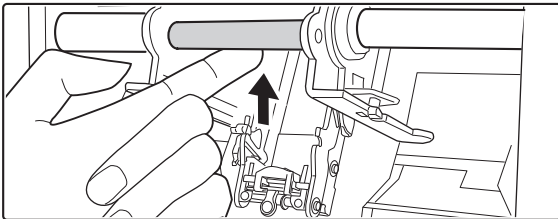
Open the side cover.

2



Remove the staple cartridge from the staple unit.

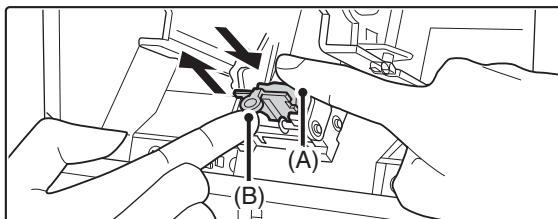
3



Lock the staple unit.

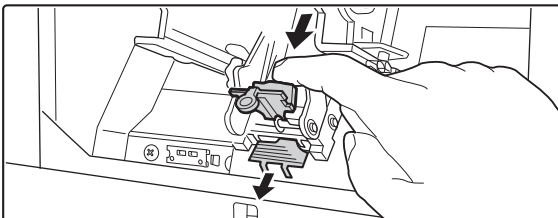
Push the staple unit up until you hear a click.

4



Press (A) down and pull up knob (B).

5

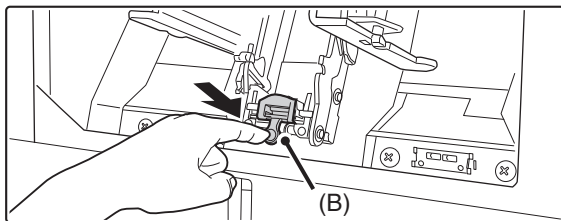


Remove the jammed staples.

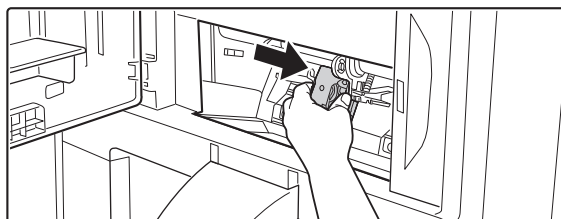


Take care that a bent staple does not hurt you.

6

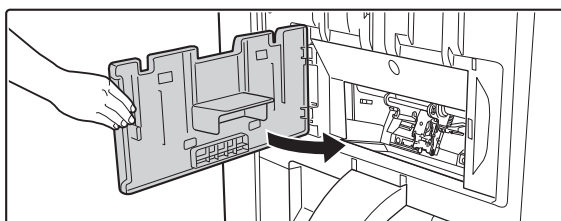
**Push down knob (B).**

7

**Load new staple cartridges.**

Remove the cover from each staple cartridge and then install the cartridge.

8

**Close the side cover.**

Make a test print or copy using the saddle stitch function to verify that stapling takes place correctly.

COPYING

PROBLEMS RELATED TO COPYING OPERATION

- Copying does not take place.6-16
- Image rotation does not take place.6-16
- Two-sided copying does not take place.6-17
- The paper size of a tray cannot be set.6-17

PROBLEMS RELATED TO COPY RESULTS

- The image is too light or too dark.6-18
- The image is off.6-18
- Part of the image is cut off.6-18
- Copies come out blank.6-18

- If you cannot find the item that you are looking for in the above table of contents, see "[GENERAL PROBLEMS](#)" (page 6-27).
- If you are unable to solve a problem using the solutions in this manual, switch off the [POWER] key (⏻) and the main power switch. Wait at least 10 seconds, and then switch on the main power switch and the [POWER] key (⏻) in that order.

When the LINE indicator is lit or the DATA indicator is lit or blinking, do not switch off the main power switch or unplug the power plug. This may cause the data being stored or received to be lost.

PROBLEMS RELATED TO COPYING OPERATION

Problem	Point to check	Solution
Copying does not take place.	Have functions been disabled by the administrator?	When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.
Image rotation does not take place.	Did you select the paper size or copy ratio manually?	Copy using automatic paper selection and automatic ratio selection.
	Are you copying using settings that do not allow rotate copying?	Rotate copying can generally be combined with other special modes, however, some combinations are not possible. If a prohibited combination is selected, a message will appear in the touch panel.
	Is "Rotation Copy Setting" disabled in the system settings (administrator)?	Check with your administrator. If you are the administrator, enable "Rotation Copy Setting". → System Settings (Administrator) > "Copy Function Settings" > "Other Settings" > "Rotation Copy Setting" > <input checked="" type="checkbox"/>

Problem	Point to check	Solution
Two-sided copying does not take place.	Does the paper type setting of the selected tray specify a type of paper that cannot be used for two-sided copying?	Check "Tray Settings" in the system settings. If the [Disable Duplex] checkbox is selected <input checked="" type="checkbox"/> , two-sided copying using that tray will not be possible. Change the paper type setting to a type that can be used for two-sided printing. → System Settings > "Paper Tray Settings" > "Tray Settings" > "Change"
	Are you using a special size or type of paper?	For the paper types and sizes that can be used for two-sided copying, see "SPECIFICATIONS" in the Quick Start Guide.
	Are you copying using settings that do not allow two-sided copying?	Two-sided copying can generally be combined with other special modes, however, some combinations are not possible. If a prohibited combination is selected, a message will appear in the touch panel.
	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator. When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.
The paper size of a tray cannot be set.	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator.

PROBLEMS RELATED TO COPY RESULTS

Problem	Point to check	Solution
The image is too light or too dark.	Is the image too light or too dark?	Select an appropriate exposure mode for the original being copied and adjust the exposure level manually.
	Has an appropriate exposure mode for the original type been selected?	<p>Select one of the following modes depending on the original type.</p> <ul style="list-style-type: none"> • Text Use this mode for regular text documents. • Text/Prt'd.Photo This mode provides the best balance for copying an original which contains both text and printed photographs, such as a magazine or catalogue. • Text/Photo This mode provides the best balance for copying an original which contains both text and photographs, such as a text document with a photo pasted on. • Printed Photo This mode is best for copying printed photographs, such as photos in a magazine or catalogue. • Photo Use this mode to copy photos. • Map This mode is best for copying the light colour shading and fine text found on most maps. • Light original Use this mode for originals with light pencil writing.
The image is off.	Did you perform "Auto Calibration"?	<p>Ask your administrator to perform "Auto Calibration".</p> <p>→ System Settings (Administrator) > "Copy Function Settings" > "Auto Calibration"</p> <p>If the image is still off after calibration, repeating calibration may improve the results.</p>
Part of the image is cut off.	Has an appropriate ratio been selected for the original size and paper size?	Select an appropriate ratio setting.
	Are you using an inch size original?	When copying an inch size original, specify the original size manually.
Copies come out blank.	Is the original placed face up or face down correctly?	When using the document glass, the original must be placed face down. When using the automatic document feeder, the original must be placed face up.

PRINTING

PROBLEMS RELATED TO PRINTING OPERATION

- Printing does not take place. 6-19
- Two-sided printing does not take place. 6-21
- Direct printing of a file in a shared folder on a computer is not possible. 6-21
- A tray, finisher, or other peripheral device installed on the machine cannot be used. 6-21

PROBLEMS RELATED TO PRINT RESULTS




- The image is grainy. 6-22
- The image is too light or too dark. 6-22
- The image is off. 6-22
- Text and lines are faint and difficult to see. 6-22
- Part of the image is cut off. 6-22
- The image is upside down. 6-23
- Many nonsense characters are printed. 6-23

- If you cannot find the item that you are looking for in the above table of contents, see "[GENERAL PROBLEMS](#)" (page 6-27).
- If you are unable to solve a problem using the solutions in this manual, switch off the [POWER] key (⏻) and the main power switch. Wait at least 10 seconds, and then switch on the main power switch and the [POWER] key (⏻) in that order.

When the LINE indicator is lit or the DATA indicator is lit or blinking, do not switch off the main power switch or unplug the power plug. This may cause the data being stored or received to be lost.

PROBLEMS RELATED TO PRINTING OPERATION


Problem	Point to check	Solution
Printing does not take place.	Is your computer connected correctly to the machine?	<p>Make sure that the cable is connected securely to the LAN connector or the USB connector on your computer and the machine.</p> <p>If you are on a network, check the connections at the hub as well.</p> <p>🔧 1. BEFORE USING THE MACHINE "SIDE AND BACK" (page 1-7)</p>
	Is the machine connected to the same network (LAN, etc.) as your computer?	<p>The machine must be connected to the same network as your computer.</p> <p>If you do not know which network the machine is connected to, ask the network administrator.</p>

Problem	Point to check	Solution
Printing does not take place.	Is the IP address selected correctly? (Windows)	Check the IP address setting. If the machine does not have a permanent IP address (the machine receives an IP address from a DHCP server), printing will not be possible if the IP address changes. Print the "All Custom Setting List" in the system settings and check the IP address of the machine. If the IP address has changed, change the port setting in the printer driver. → System Settings > "List Print (User)" > "All Custom Setting List"  Software Setup Guide If the IP address changes frequently, it is recommended that a permanent IP address be assigned to the machine. → System Settings (Administrator) > "Network Settings"
	Are you using a printer port created using Standard TCP/IP Port? (Windows Server 2003/Vista/Server 2008/7/8/10/Server 2012)	Check the settings of your computer. When a port created with Standard TCP/IP Port in Windows is used and the [SNMP Status Enabled] checkbox is <input checked="" type="checkbox"/> , it may not be possible to print correctly. Change the [SNMP Status Enabled] checkbox to <input type="checkbox"/> .  Software Setup Guide
	Is your computer in an unstable state?	Restart your computer. Printing is sometimes not possible when you run multiple applications at once or there is insufficient memory space.
	Is the machine specified correctly in the software application that you are using for printing?	Make sure that the printer driver of the machine is selected in the Print window of the application. If the printer driver does not appear in the list of available printer drivers, it may not be installed correctly. Remove the printer driver and then install it once again.  Software Setup Guide
	Are the network connection devices operating normally?	Make sure that the routers and other network connection devices are operating correctly. If a device is not powered on or is in an error state, see the manual of the device to correct the problem.
	Is the I/O timeout setting too short?	Check with your administrator. If the I/O timeout setting is too short, errors may occur while writing to the printer. Ask the administrator of the machine to configure an appropriate time in "I/O Timeout". → System Settings (Administrator) > "Printer Settings" > "Interface Settings" > "I/O Timeout"

Problem	Point to check	Solution
Printing does not take place.	Was a Notice Page printed?	Check the printed Notice Page. A Notice Page will be printed to indicate the cause of the problem if a print job cannot be performed as specified and the cause is not shown in the display. Read the printed page and take appropriate action. For example, a notice page will be printed in the following situations. <ul style="list-style-type: none"> • The print job is too large to fit in memory. • A function that has been prohibited by the administrator is specified. By factory default, Notice Pages are not printed.
	Have functions been disabled by the administrator?	Check with your administrator. When user authentication is enabled, the functions that you can use may be restricted in your user settings.
Two-sided printing does not take place.	Does the paper type setting of the selected tray specify a type of paper that cannot be used for two-sided printing?	Check "Tray Settings" in the system settings. If the [Disable Duplex] checkbox is selected <input checked="" type="checkbox"/> , two-sided printing using that tray will not be possible. Change the paper type setting to a type that can be used for two-sided printing. → System Settings > "Paper Tray Settings" > "Tray Settings" > "Change"
	Are you using a special size or type of paper?	For the paper types and sizes that can be used for two-sided printing, see "SPECIFICATIONS" in the Quick Start Guide.
	Have functions been disabled by the administrator?	Check with your administrator. Some functions may have been disabled in the system settings (administrator). When user authentication is enabled, the functions that you can use may be restricted in your user settings.
Direct printing of a file in a shared folder on a computer is not possible.	Is "IPsec Settings" enabled on the machine?	Check with your administrator. When "IPsec Settings" is enabled in the system settings (administrator), direct printing of a file in a shared folder may not be possible in some computer environments. → System Settings (Administrator) > "Security Settings" > "IPsec Settings"
A tray, finisher, or other peripheral device installed on the machine cannot be used.	Have the peripheral devices that are installed on the machine been configured in the printer driver?	Open the printer properties and click the [Auto Configuration] button on the [Configuration] tab. (Windows) If auto configuration cannot be executed, see the Software Setup Guide.

PROBLEMS RELATED TO PRINT RESULTS

Problem	Point to check	Solution
The image is grainy.	Are the printer driver settings appropriate for the print job?	Check the settings of the printer driver. When selecting print settings, you can set the print mode to [Normal], [High Quality]. When you need a very clear image, select [High Quality]. The resolution setting is selected in the [Advanced] tab of the printer driver properties window.
The image is too light or too dark.	Does the image (particularly a photo) need correction? (Windows)	Check the settings of the printer driver. Brightness and contrast can be corrected by performing [Image Adjustment] on the [Advanced] tab of the printer driver. These settings can be used for simple corrections when you do not have image editing software installed on your computer.
The image is off.	Did you perform "Auto Calibration"?	Ask your administrator to perform "Auto Calibration". → System Settings (Administrator) > "Printer Settings" > "Auto Colour Calibration" If the image is still off after calibration, repeating calibration may improve the results.
Text and lines are faint and difficult to see.	Was colour data printed in black and white? (Windows)	Check the settings of the printer driver. When colour text and lines are printed in black and white, they may become faint and difficult to see. To have colour text or lines (areas) that are faint converted to black, select [Text To Black] or [Vector To Black] on the [Advanced] tab of the printer driver. (Raster data such as bitmap images cannot be adjusted.)
Part of the image is cut off.	Does the paper size specified by the job match the size of paper loaded in the tray?	Make sure that the paper size setting matches the size of paper loaded in the tray. The paper size setting is selected as follows: On the [Paper] tab of the printer driver. If [Fit to Paper Size] is selected, check the loaded paper and the paper size setting.
	Is the print orientation setting (portrait or landscape) correct?	Set the print orientation to match the image. The print orientation is selected as follows: On the [Main] tab of the printer driver.
	Are the margins set correctly in the layout settings of the application?	Select an appropriate paper size and margins in the layout settings of the application. If the edge of the image extends outside the printable area of the machine, the edge will be cut off.

Problem	Point to check	Solution
The image is upside down.	Are you using a type of paper (tab paper, punch paper, etc.) that can only be loaded in a fixed orientation?	<p>Rotate the image 180 degrees before printing. When the image size and paper size are the same but the orientations are different, the orientation of the image is automatically rotated to match the paper. However, when the paper can only be loaded in a fixed orientation, this may result in the image being printed upside down. The 180 degree rotation setting is selected as follows: On the [Main] tab of the printer driver.</p>
	Is the correct binding position selected for two-sided printing?	<p>Be sure to set the appropriate binding position. When two-sided printing is performed, every other page is printed upside down when tablet binding is selected for the binding position. The binding position is selected as follows: On the [Main] tab of the printer driver.</p>
Many nonsense characters are printed.	Is your computer or the machine in an unstable state?	<p>Cancel printing, restart your computer and the machine, and try printing again. If little free space remains in the memory or hard drive of your computer, or many jobs have been spooled on the machine and it has little free memory remaining, printed text may turn into nonsense characters. To cancel printing Double-click the printer icon that appears at the lower right of the task bar and click "Cancel All Documents" (or "Purge Print Documents") in the [Printer] menu. At the machine: Touch the [JOB STATUS] key () on the touch panel, touch the [Print Job] tab to change the screen, touch the key of the print job that you wish to delete, and touch the [Stop/Delete] key. A message appears to confirm the cancellation. Touch the [Yes] key. If nonsense characters are still printed after restarting, ask your administrator to lengthen the timeout setting of "I/O Timeout" in the system settings (administrator). → System Settings (Administrator) > "Printer Settings" > "Interface Settings" > "I/O Timeout" If nonsense characters are still printed after taking the above measures, remove and then reinstall the printer driver.</p>

SCANNING

PROBLEMS RELATED TO SCANNING OPERATION

- Transmission does not take place. 6-24
- Mode cannot be selected. 6-24
- The received image file cannot be opened. 6-25
- Transmission takes a long time. 6-25
- Cannot write to USB memory. 6-25

PROBLEMS RELATED TO SCAN RESULTS

- The scanned image is clipped. 6-25
- The quality of the scanned image is poor. 6-26
- The scanned image is blank. 6-26
- JPEG was selected for the file type but the file was created as a TIFF file. 6-26

- If you cannot find the item that you are looking for in the above table of contents, see "[GENERAL PROBLEMS](#)" (page 6-27).
- If you are unable to solve a problem using the solutions in this manual, switch off the [POWER] key (⏻) and the main power switch. Wait at least 10 seconds, and then switch on the main power switch and the [POWER] key (⏻) in that order.


When the LINE indicator is lit or the DATA indicator is lit or blinking, do not switch off the main power switch or unplug the power plug. This may cause the data being stored or received to be lost.

PROBLEMS RELATED TO SCANNING OPERATION

Problem	Point to check	Solution
Transmission does not take place.	Did you place an original that is folded?	<p>Following the instructions in the display, unfold the original, place it in the automatic document feeder again, and rescan.</p> <p>If a folded original is placed in the automatic document feeder, an error will occur and scanning will be cancelled when the actual original size is detected during scanning.</p>
Mode cannot be selected.	Have functions been disabled by the administrator?	<p>Check with your administrator.</p> <p>Some functions may have been disabled in the system settings (administrator).</p> <p>When user authentication is enabled, the functions that you can use may be restricted in your user settings.</p>

Problem	Point to check	Solution
The received image file cannot be opened.	Does the viewer program used by the recipient support the format of the received image data?	Use a software program that is capable of opening the selected file type and compression mode. The recipient may be able to open the file if you change the file type and compression mode selected at the time of transmission.
Transmission takes a long time.	Is the resolution setting appropriate at the time of scanning?	Select resolution and data compression settings that are suited to the purpose of transmission. To create image data that is balanced in terms of resolution and file size, pay attention to the following points: Resolution settings The default resolution setting is [200X200dpi]. If the original does not contain a halftone image such as a photo or illustration, scanning at the default resolution will create a practical and useful image. A higher resolution setting should only be selected if the original contains a photo and you wish to give priority to the quality of the photo image. Exercise caution in this case as a larger file will be created than when the default setting is used.
Cannot write to USB memory.	Is the connected USB device recognized correctly?	Use "USB-Device Check" in the system settings to check whether or not the device can be recognized. → System Settings > "USB-Device Check" If it is not recognized, connect it once again.

PROBLEMS RELATED TO SCAN RESULTS

Problem	Point to check	Solution
The scanned image is clipped.	Is the original scan size setting smaller than the actual original size?	Set the scan size to the actual original size. If you have intentionally set a smaller size than the actual original size, note carefully the placement position of the selected scan size when placing the original. For example, when scanning an A4 original using a B5 setting on the document glass, align the original using the document glass scale at the left edge to fit the area you wish to scan into the B5 scanning area.  1. BEFORE USING THE MACHINE "PLACING THE ORIGINAL ON THE DOCUMENT GLASS" (page 1-39)

Problem	Point to check	Solution
The quality of the scanned image is poor.	Is the original printed matter such as a book or magazine?	To reduce the moire effect, take the following procedure: When the original is printed matter, vertical patterns (moire) may occur. Touch the [Exposure] key in the base screen to open the exposure setting screen. The [Moiré Reduction] checkbox appears in this screen. This checkbox can be selected <input checked="" type="checkbox"/> to reduce the moiré effect. It may also be possible to reduce the moire effect by changing the resolution setting or shifting the original (or changing its angle) slightly on the document glass.
	When scanning a colour or greyscale original, is the colour mode set to "Mono2"?	Setting the colour mode to "Mono2" replaces the colours in the original with either black or white. This is suitable for text-only documents. To scan a document that includes illustrations or other images, set the color mode to [Grayscale] or [Full Colour].
The scanned image is blank.	Is the original placed face up or face down correctly?	Reload the original correctly. When using the document glass, the original must be placed face down. When using the automatic document feeder, the original must be placed face up.
JPEG was selected for the file type but the file was created as a TIFF file.	Is the colour mode set to [Mono2]?	Change the color mode to [Full Colour] and then press the [START] key. When [JPEG] is selected for the file type and the image is scanned in Mono 2, the file will be created as a TIFF file. To create the file as a JPEG file, change the color mode to [Full Color] and then press the [START] key.

GENERAL PROBLEMS

PROBLEMS RELATED TO MACHINE OPERATION

- Specified machine functions cannot be used. 6-29
- The operation panel cannot be used. 6-29
- Printing is not possible or stops during a job. 6-30
- The original size is not automatically selected or the wrong size is selected. 6-30
- The displayed bypass tray paper size is not correct. 6-30

PROBLEMS RELATED TO PAPER FEEDING AND OUTPUT

- The original misfeeds (automatic document feeder). 6-31
- The paper misfeeds. 6-31
- Paper does not feed from the paper tray. 6-32
- The image on paper is skewed. 6-32
- The automatic document feeder does not operate. 6-32

PROBLEMS RELATED TO QUALITY / PRINT RESULTS

- Lines appear in the scanned image. 6-33
- Smudges appear on printed output. 6-33
- Toner does not adhere well or creases appear in the paper. 6-33
- Print quality is poor. 6-33
- Part of the image is cut off. 6-34
- Printing takes place on the wrong side of the paper. 6-34
- A cover or insert is not printed on the specified paper. 6-34

PROBLEMS RELATED TO PERIPHERAL DEVICES

- The connected USB device cannot be used. 6-35
- The connected USB memory cannot be used. 6-35
- The finisher/saddle stitch finisher does not operate. 6-35
- Stapling does not take place. 6-35
- Punching does not take place. 6-36
- The stapling position or punch position is not correct. 6-36
- Sheets output to the delivery tray of the finisher are scattered. 6-36
- The stapled sheets are scattered. 6-36

OTHER PROBLEMS

- The touch panel screen is difficult to view.6-37
- You were logged out without having performed logout yourself.6-37
- You forgot the administrator password.6-37

If you are unable to solve a problem using the solutions in this manual, switch off the [POWER] key (⏻) and the main power switch. Wait at least 10 seconds, and then switch on the main power switch and the [POWER] key (⏻) in that order.

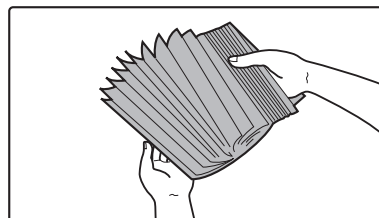
When the LINE indicator is lit or the DATA indicator is lit or blinking, do not switch off the main power switch or unplug the power plug. This may cause the data being stored or received to be lost.

PROBLEMS RELATED TO MACHINE OPERATION

Problem	Point to check	Solution
Specified machine functions cannot be used.	Have functions been disabled by the administrator?	Check with your administrator. Some functions may have been disabled in the system settings (administrator). Check with your administrator. When user authentication is enabled, the functions that you can use and page counts may be restricted in your user settings.
The operation panel cannot be used.	Is the main power indicator lit?	If the main power indicator is not lit, turn on the power. Make sure that the power plug is firmly inserted in the power outlet, switch the main power switch to the "on" position, and press the [POWER] key (⏻) to turn on the power.
	Did you just power on the machine?	Wait until a message appears indicating that the machine is ready. After the [POWER] key (⏻) is turned on, the machine requires some time to complete warmup operation. During this time functions can be selected, however, a job cannot be run.
	Is the [POWER SAVE] key (⏻) blinking?	Press the [POWER SAVE] key (⏻) to turn off Auto Power Shut off mode. 1. BEFORE USING THE MACHINE "[POWER SAVE] KEY" (page 1-15)
	Is a cover open or a device separated from the machine?	Read the message and take appropriate action. A warning message will appear when a cover is open or a device is separated from the machine.
	Did login fail three times in a row?	Log in using the correct user information. When "A Warning when Login Fails" is enabled in the system settings (administrator) and login fails 3 times in a row, a warning will be displayed and operation will lock for 5 minutes. After operation unlocks, log in using the correct user information. (If you do not know your user information, contact your administrator.)
	Does a message appear indicating that Auto Login failed?	Contact your administrator. Auto Login failed due to a problem on the network. If you are the administrator, touch the [Admin Password] key, log in as an administrator, and temporarily change the auto login settings in the system settings (administrator). (Restore the changed settings to their original state after the network problem has been solved.)
	Does the message "Call for service. Code:xx-xx*." appear in the touch panel? *Letters and numbers appear in xx-xx.	Switch the power off and then restart the machine. Make sure that the LINE indicator is not lit and that the DATA indicator is not blinking or lit and then switch off the [POWER] key (⏻) and the main power switch. Wait at least 10 seconds and then switch the main power switch and the [POWER] key (⏻) back on in that order. If the message still appears after switching the [POWER] key (⏻) and main power switch off and on several times, it is likely that a failure has occurred that requires service. In this event, stop using the machine, unplug the power plug, and contact your dealer or nearest authorised service representative. (When contacting your dealer or nearest authorised service representative, inform them of the displayed error code.)

Problem	Point to check	Solution
Printing is not possible or stops during a job.	Is a tray out of paper?	Add paper as instructed by the message in the touch panel.
	Is the machine out of toner?	Replace the toner cartridge. When toner runs low, a message will appear to inform you that the toner cartridge must be replaced. To replace the toner cartridge, see "MAINTENANCE" (page 1-62) in "1. BEFORE USING THE MACHINE".
	Has a paper misfeed occurred?	Remove the misfeed as instructed by the message in the touch panel. 👉 REMOVING MISFEEDS (page 6-7)
	Is the output tray full?	Remove the output from the tray and resume printing. When the output tray becomes full, a detector activates and stops printing.
	Is the toner collection container full?	Replace the toner collection container as instructed by the message in the touch panel. 👉 1. BEFORE USING THE MACHINE "MAINTENANCE" (page 1-62)
	In the Paper Tray Settings of the system settings, are restrictions placed on the trays that can be used in each mode?	Check the Paper Tray Settings and see if checkmarks appear in the checkboxes of each mode (Feeding Approved Job). Functions without a checkmark cannot be used for printing using that tray. → System Settings > "Paper Tray Settings" > "Tray Settings" > "Change" > <input checked="" type="checkbox"/> (Each mode)
The original size is not automatically selected or the wrong size is selected.	Is the original curled or folded?	Straighten the original. The correct original size cannot be detected if the original is curled or folded.
	Did you place an original smaller than A5 size?	Enter the original size manually. Original sizes smaller than A5 cannot be detected. When scanning a small original on the document glass, it is convenient to place a blank sheet of paper on top of the original which is the same size (A4, B5, etc.) as the paper that you wish to use for printing.
The displayed bypass tray paper size is not correct.	Is the bypass tray extension pulled out?	Pull out the bypass tray extension. When loading paper in the bypass tray, be sure to pull out the extension to enable the paper size to be detected correctly.

PROBLEMS RELATED TO PAPER FEEDING AND OUTPUT

Problem	Point to check	Solution
The original misfeeds (automatic document feeder).	Is too much paper loaded in document feeder tray?	Make sure that the stack of paper in the tray is not higher than the indicator line.
	Is the original on thin paper?	Use the document glass to scan the original. If you need to use the automatic document feeder, use slow scan mode in the special modes to scan the original.
	Is the feed roller dirty?	Clean the surface of the original feed roller. 🔧 1. BEFORE USING THE MACHINE "MAINTENANCE" (page 1-62)
The paper misfeeds.	Is a torn piece of paper remaining in the machine?	Make sure all paper is removed. 🔧 REMOVING MISFEEDS (page 6-7)
	Is too much paper loaded in the tray?	Make sure that the stack of paper in the tray is not higher than the indicator line.
	Are multiple sheets feeding at once?	Fan the paper well before loading it. 
	Are you using paper that is not within the specifications?	Use SHARP-recommended paper. Using paper that is not supported may result in misfeeds, creases, or smudges. 🔧 "SUPPLIES" in the Quick Start Guide For paper that is prohibited or not recommended, see "USEABLE PAPER" (page 1-24) in "1. BEFORE USING THE MACHINE".
	Has the paper in the tray absorbed moisture?	If you will not be using paper in a tray for a long time, remove the paper from the tray and store it in a bag in a dark and dry location.
	Are the bypass tray guides adjusted to the width of the paper?	Adjust the bypass tray guides to the width of the paper.
	Is the bypass tray extension pulled out?	When loading a large size of paper, pull out the extension.
	Is the bypass feed roller dirty?	Clean the surface of the bypass feed roller. 🔧 1. BEFORE USING THE MACHINE "MAINTENANCE" (page 1-62)

Problem	Point to check	Solution
The paper misfeeds.	Is A5 size paper loaded?	When loading A5 size paper, place the paper in the horizontal (A5R) orientation.
	Has the correct paper size been set?	If you are using a special size, be sure to specify the paper size. If the size of paper loaded in a tray was changed, be sure to check the paper size setting. → System Settings > "Paper Tray Settings" > "Tray Settings"
	Did you add paper to the bypass tray?	When adding paper, remove any paper remaining in the bypass tray, combine it with the paper to be added, and reload as a single stack. If paper is added without removing the remaining paper, a misfeed may result.
Paper does not feed from the paper tray.	Is the paper loaded correctly in the paper tray?	Set the guides to the size of the paper. Make sure the height of the paper does not exceed the indicator line.
	In the Paper Tray Settings of the system settings, are restrictions placed on the trays that can be used in each mode?	Check the Paper Tray Settings and see if checkmarks appear in the checkboxes of each mode (Feeding Approved Job). Functions without a checkmark cannot be used for printing using that tray. → System Settings > "Paper Tray Settings" > "Tray Settings" > "Change" > <input checked="" type="checkbox"/> (Each mode)
The image on paper is skewed.	Is too much paper loaded in the bypass tray?	Do not load more than the maximum number of sheets. The maximum number of sheets varies depending on the paper type setting. For more information, see "SPECIFICATIONS" in the Quick Start Guide.
	Are the bypass tray guides adjusted to the width of the paper?	Adjust the bypass tray guides to the width of the paper.
	Are the original guides adjusted to the width of the paper?	Adjust the original guides to the width of the paper.
The automatic document feeder does not operate.	Have functions been disabled by the administrator?	Check with your administrator. Some functions may have been disabled in the system settings (administrator).

PROBLEMS RELATED TO QUALITY / PRINT RESULTS

Problem	Point to check	Solution
Lines appear in the scanned image.	Are the scanning areas of the document glass or automatic document feeder dirty?	Clean the scanning areas of the document glass or automatic document feeder. 🔧 1. BEFORE USING THE MACHINE "MAINTENANCE" (page 1-62)
	Is the bypass feed roller dirty?	Clean the surface of the bypass feed roller. 🔧 1. BEFORE USING THE MACHINE "MAINTENANCE" (page 1-62)
Smudges appear on printed output.	Are you using paper that is not within the specifications?	Use SHARP-recommended paper. Using paper that is for other models or special paper that is not supported may result in misfeeds, creases, or smudges. 🔧 "SUPPLIES" in the Quick Start Guide
	Are you printing on pre-punched paper?	Take care that the image does not overlap the punch holes. If the printed image overlaps the punch holes, smudges may appear on the reverse side of the paper following one-sided printing, or on both sides following two-sided printing.
	Does a message appear indicating the need for maintenance?	Contact your dealer or nearest authorised service representative as soon as possible.
Toner does not adhere well or creases appear in the paper.	Are you using paper that is not within the specifications?	Use SHARP-recommended paper. Using paper that is for other models or special paper that is not supported may result in misfeeds, creases, or smudges. 🔧 "SUPPLIES" in the Quick Start Guide
	Did you set the correct paper type?	Set the correct paper type in the tray settings. Make sure that the following has not occurred: <ul style="list-style-type: none"> • Heavy paper is being used, but a paper type other than heavy paper is selected in the tray settings. (The image may disappear if rubbed.) • Paper other than heavy paper is being used, but heavy paper is selected in the tray settings. (This may cause creases and misfeeds.) → System Settings > "Paper Tray Settings" > "Tray Settings"
	Is the paper loaded so that printing takes place on the reverse side?	Check that the paper is loaded so that printing takes place on the correct side. If printing takes place on the wrong side of label sheets or transparency film, the toner may not adhere well and a clear image may not be obtained.
Print quality is poor.	Is "Toner Save Mode" enabled?	Check with your administrator. When "Toner Save Mode" is enabled, printing takes place using less toner and thus the print result is lighter.



Problem	Point to check	Solution
Part of the image is cut off.	Has the correct paper size been set?	<p>If you are using a special size, be sure to specify the paper size.</p> <p>If the size of paper loaded in a tray was changed, be sure to check the paper size setting.</p> <p>→ System Settings > "Paper Tray Settings" > "Tray Settings"</p>
	Was the original placed in the correct position?	<p>If you are using the document glass, be sure to place the original in the far left corner of the document glass.</p> <p>🖨️ 1. BEFORE USING THE MACHINE "PLACING THE ORIGINAL ON THE DOCUMENT GLASS" (page 1-39)</p>
Printing takes place on the wrong side of the paper.	Is the paper loaded with the print side facing in the correct direction?	<p>Check that the paper is loaded so that printing takes place on the correct side.</p> <ul style="list-style-type: none"> • Trays 1 to 4: Load the paper with the front side facing up*. • Bypass tray and tray 5: Load the paper with the front side facing up*. <p>* When the paper type is "Pre-Printed" or "Letter Head", load the paper in the opposite way. (Except when "Disabling of Duplex" is enabled in the system settings (administrator). For the current setting, check with your administrator.)</p>
A cover or insert is not printed on the specified paper.	Has the paper type been set correctly?	<p>Set the correct paper type for the tray that contains the paper specified for the cover or insert.</p> <p>If the paper type set for the cover or insert is not the same as the paper type set for the tray, paper will be fed from a different tray.</p> <p>→ System Settings > "Paper Tray Settings" > "Tray Settings"</p>

PROBLEMS RELATED TO PERIPHERAL DEVICES

Problem	Point to check	Solution
The connected USB device cannot be used.	Is the USB device compatible with the machine?	Ask your dealer if the device is compatible with the machine.
	Is the connected USB device recognized correctly?	Use "USB-Device Check" in the system settings to check whether or not the device can be recognized. → System Settings > "USB-Device Check" If it is not recognized, connect it once again.
The connected USB memory cannot be used.	Is the format of the USB memory FAT32?	Check the USB memory device format. If the format of the USB memory is other than FAT32, use your computer to change the format to FAT32.
	Are you using a USB memory with a capacity of more than 32 GB?	Use a 32 GB or less USB memory.
The finisher/saddle stitch finisher does not operate.	Does a message appear indicating that you need to remove paper from the stapler compiler?	Remove all remaining paper from the stapler compiler/saddle stitch finisher.
	Does the following message appear in the touch panel? "Call for service. Code:xx-xx* Finisher trouble." *Letters and numbers appear in xx-xx.	Check the plug of the connecting cable of the finisher. Plug and unplug the cable and after ensuring that it has been properly plugged, restart the power supply to the machine.
	Have functions been disabled by the administrator?	Check with your administrator. Some functions may have been disabled in the system settings (administrator).
Stapling does not take place.	Does a message appear instructing you to check the staple unit?	Remove jammed staples. 🔧 "REMOVING STAPLE JAMS" (page 6-8)
	Does a message appear instructing you to add staples?	Replace the staple cartridge. Do not forget to replace the staple case. 🔧 "REMOVING STAPLE JAMS" (page 6-8)
	Is a different width of paper mixed in?	To perform mixed size stapling, use paper of the same width and select the [Same Width] setting. Stapling is not possible when paper of different widths are mixed together. When copying, select [Same Width] from [Mixed Size Original] in the special modes.
	Are there more sheets than can be stapled at once?	For the maximum number of sheets that can be stapled, see "SPECIFICATIONS" in the Quick Start Guide.
	Is a paper size that cannot be stapled included in the print job?	For the paper sizes that can be stapled, see "SPECIFICATIONS" in the Quick Start Guide.

Problem	Point to check	Solution
Stapling does not take place.	Is the paper type setting of the tray selected in the printer driver set to a paper type that cannot be stapled?	Check the paper type settings in the machine and select a tray that has paper that can be used for stapling*. Click the [Tray Status] button in "Paper Selection" on the [Paper] tab of the printer properties window and check the paper type setting of each tray. * Stapling is not possible on labels, tab paper, transparency film, glossy paper or envelopes. In addition, if "Disable Staple" is selected in the user type, stapling will not be possible.
	Have functions been disabled by the administrator?	Check with your administrator. Some functions may have been disabled in the system settings (administrator).
Punching does not take place.	Does a message appear instructing you to check the punch module?	Dispose of punch scraps. ☞ 1. BEFORE USING THE MACHINE "PUNCH MODULE" (page 1-57)
	Is a different size of paper mixed in?	Punching is not possible when different widths of paper are mixed together. To perform mixed size punching, use paper of the same width and select the [Same Width] setting. When copying, select [Same Width] for [Mixed Size Original] in the special modes.
	Is a paper size that cannot be punched included in the print job?	For the paper sizes that can be punched, see "SPECIFICATIONS" in the Quick Start Guide.
	Is the tray selected in the printer driver set to a paper type that cannot be punched?	Check the paper type settings in the machine and select a tray that has paper that can be used for punching*. Click the [Tray Status] button in "Paper Selection" on the [Paper] tab of the printer properties window and check the paper type setting of each tray. * Punching is not possible on labels, tab paper, transparency film, glossy paper and envelopes. In addition, if "Disable Punch" is selected in the user type, punching will not be possible.
	Have functions been disabled by the administrator?	Check with your administrator. Some functions may have been disabled in the system settings (administrator).
The stapling position or punch position is not correct.	Is the stapling position set correctly?	Check the stapling position setting. ☞ 2. COPIER "OUTPUT" (page 2-31)
	Are the punching positions set correctly?	Check the punch position settings. ☞ 2. COPIER "OUTPUT" (page 2-31)
Sheets output to the delivery tray of the finisher are scattered.	Have the output sheets got folded?	If the front and back side of the sheets in the paper feed tray have been reversed, in some cases it can be improved.
The stapled sheets are scattered.	Have the output sheets got folded?	If the front and back side of the sheets in the paper feed tray have been reversed, in some cases it can be improved.

OTHER PROBLEMS

Problem	Point to check	Solution
The touch panel screen is difficult to view.	Is the display contrast properly adjusted?	<p>Touch the brightness adjustment key () on the system bar in the touch panel to adjust the brightness.</p> <p> 1. BEFORE USING THE MACHINE "SYSTEM BAR" (page 1-13)</p>
You were logged out without having performed logout yourself.	Did Auto Clear activate?	<p>Log in again.</p> <p>When user authentication is used, the currently logged in user will be automatically logged out if Auto Clear activates.</p> <p>If you are the administrator, you can change the time setting of Auto Clear or disable Auto Clear in "Auto Clear Setting".</p> <p>→ System Settings (Administrator) > "Operation Settings" > "Other Settings" > "Auto Clear Setting"</p>
You forgot the administrator password.	Was the administrator password changed from the factory default setting?	<p>Contact your dealer or nearest authorised service representative.</p> <p>For the factory default administrator password, see "TO THE ADMINISTRATOR OF THE MACHINE" in the Quick Start Guide. After changing the password, take special care to remember it.</p>

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