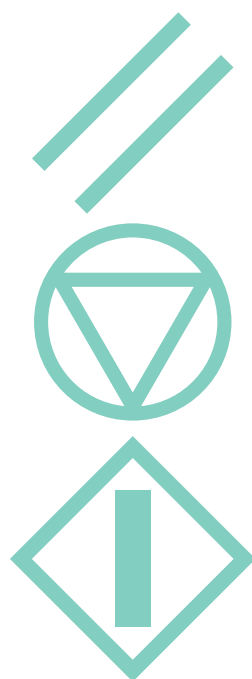


TOSHIBA

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS

User Functions Guide

e-STUDIO2500c/3500c/3510c



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PREFACE

Thank you for purchasing the Toshiba Multifunctional Digital Color System e-STUDIO2500c/3500c/3510c. This Operator's Manual describes the following:

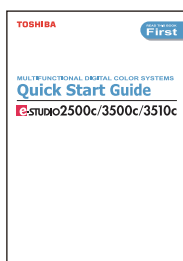
- How to set up the Multifunctional Digital Color System.
- How to operate the functions in the [USER FUNCTIONS] button.

Before using the Multifunctional Digital Color System, thoroughly read and understand this Operator's Manual. To ensure that clean copies are made at all times and to keep your Multifunctional Digital Color System in optimum working order, this Operator's Manual should be readily available for future reference.

Lineup of Our Manuals

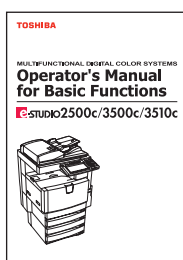
Thank you for purchasing the TOSHIBA multifunctional digital color systems e-STUDIO2500c/3500c/3510c.

We have provided you with these manuals for the operation of this equipment. Select and read the manual best suited to your needs.



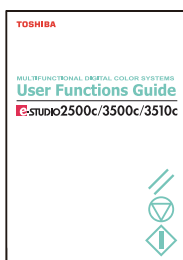
Quick Start Guide

This Quick Start Guide describes the initial setup method of this equipment and accessories of this product such as operator's manuals and CD-ROMs.



Operator's Manual Basic Functions

This Operator's Manual Basic Functions describes how to use the basic functions of this equipment mainly focusing on the copying function. Also this manual contains safety precautions for users to be observed. Be sure to read it first carefully.



User Functions Guide

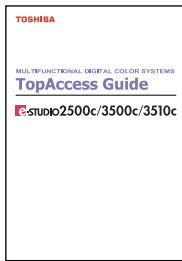
This User Functions Guide describes the functions and settings under the [USER FUNCTIONS] button on the control panel of this equipment.



Color Guide

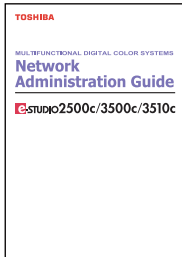
This color Guide simply explains the functions such as "copy density adjustment", "color adjustment", "copy editing", "image editing" and "image processing" in color. This guide also includes the basic knowledge of color.

Other guides are provided by the User Documentation CD-ROM in PDF files:



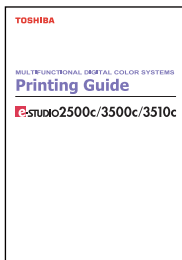
TopAccess Guide

This TopAccess Guide explains how to operate and set up the network functions such as the network scanning function and job management, using the TopAccess (Web-based utility) from client computers.



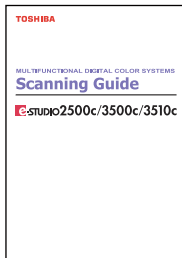
Network Administration Guide

This Network Administration Guide explains the guidelines for setting up network servers to provide various network services, and troubleshooting for network administrators.



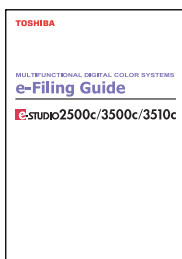
Printing Guide

This Printing Guide explains how to install the client software for printing from Microsoft Windows, Apple Mac OS, and UNIX computers, and print to the equipment.



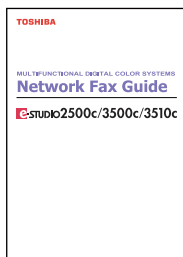
Scanning Guide

This Scanning Guide explains how to operate the scanning function of this equipment.



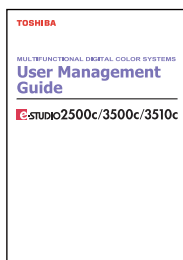
e-Filing Guide

This e-Filing Guide explains how to operate the e-Filing function using the TWAIN driver, File Downloader and e-Filing web utility.



Network Fax Guide

This Network Fax Guide explains how to use the network fax function that enable users to operate fax and internet fax sending from a client computer via network.



User Management Guide

This User Management Guide describes how to manage this equipment using the functions of “Department Management”, “User Management Setting” and “User Authentication for Scan to E-mail”.

To read manuals in PDF (Portable Document Format) files

Viewing and printing this operator's manual in PDF files require that you install Adobe Reader or Adobe Acrobat Reader on your PC. If Adobe Reader or Adobe Acrobat Reader is not installed on your PC, download and install it from the website of Adobe Systems Incorporated.

Precautions in this manual

To ensure correct and safe use of this equipment, this operator's manual describes safety precautions according to the three levels shown below.

You should fully understand the meaning and importance of these items before reading this manual.

Warning

Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding assets.

Caution

Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage of the equipment or surrounding assets, or loss of data.

Note

Indicates a procedure you should follow to ensure the optimal performance of the equipment and problem-free copying.

Other than the above, this manual also describes information that may be useful for the operation of this equipment with the following signage:

Tip

Describes handy information that is useful to know when operating the equipment.



Pages describing items related to what you are currently doing. See these pages as required.

MANAGING ADDRESS BOOK (ADDRESS MENU)

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MANAGING ADDRESS BOOK

About Managing Contacts in Address Book

The Address Book contents are entered using the [ADDRESS] button. The Address Book contents are used for Facsimile and Scan to E-mail.

In Address Book, you can register up to 1000 contacts that can contain a fax number, an E-mail address, or both in each contact. Also you can specify the option settings for the fax transmission in each contact, such as Transmission type, ECM, Quality transmission, Line select, and subaddress settings.

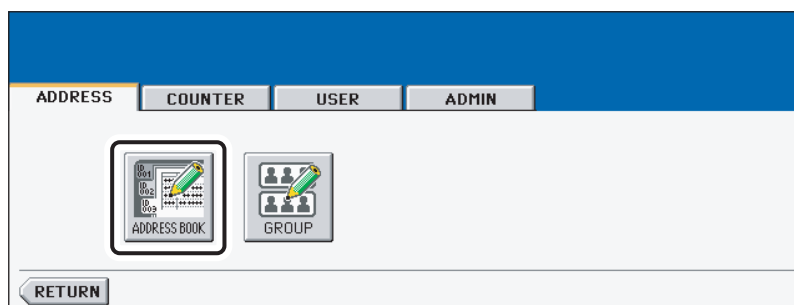
In the Address Book button menu, you can perform following operations to manage contacts.

-  P.10 "Registering Contacts"
-  P.14 "Editing Contacts"
-  P.16 "Deleting Contacts"
-  P.18 "Searching Contacts"

Registering Contacts

The following procedure describes how to register new contact in the Address Book.

- 1** Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2** Press the [ADDRESS] button, and then press the [ADDRESS BOOK] button on the touch panel.



- The ADDRESS BOOK screen is displayed.

3 Press undefined button that you want to register new contact and press the [ENTRY] button.

Select an Address

ADDRESS COUNTER USER ADMIN

ADDRESS BOOK

001User01 User	FAX	E-MAIL	005		KNOWN ID
002User02 User	FAX	E-MAIL	006		SEARCH ADDRESS
003User03 User	FAX	E-MAIL	007		
004			008		

RETURN DELETE ENTRY EDIT 1/125 Next

- The ADDRESS BOOK REGISTRATION screen is displayed.

Tip

If the touch panel does not display an undefined contact, press the [Next] button to display the next screen.

4 Press each button on the touch panel to enter following contact information.

ADDRESS		COUNTER	USER	ADMIN
ADDRESS BOOK REGISTRATION				
FIRST NAME	User04	E-MAIL	User04@ifax.com	
LAST NAME	User	CORP.	12345 COMPANY	
FAX NO.	00000000004	DEPT.	Dept01	
2ND FAX		KEYWORD		
		OPTION	CANCEL	ENTER

- **[FIRST NAME]** — Enter the first name of the contact. This name will appear in the address book list on the touch panel.
- **[LAST NAME]** — Enter the last name of the contact. This name will appear in the address book list on the touch panel.
- **[FAX NO.]** — Enter the fax number of the contact.
- **[2ND FAX]** — Enter the second fax number of the contact.
- **[E-MAIL]** — Enter the E-mail address of the contact.
- **[CORP.]** — Enter the company name of the contact.
- **[DEPT.]** — Enter the department name of the contact.
- **[KEYWORD]** — Enter the keyword of the contact. This keyword can be used to search for this contact.

Notes

- You must at least enter either the [FIRST NAME] or [LAST NAME] button, and either the [FAX NO.] or [E-MAIL] button to register the contact.
- If you enter “-” in the [FAX NO.] and [2ND FAX], three seconds pause is added for dialing the fax number.

Tip

When you press each button, the input screen is displayed. Enter the value using the keyboard and digital keys and press the [ENTER] button to set the entry.

5 Press the [OPTION] button to specify the default settings for a fax transmission.

Note

This is available only when the optional fax unit is installed.

6 Specify following items as you required.

ADDRESS				COUNTER	USER	ADMIN
TX TYPE	<input checked="" type="radio"/> MEMORY TX	<input type="radio"/> DIRECT TX			SUB	
ECM	<input checked="" type="radio"/> ON	<input type="radio"/> OFF			SID	
QUALITY TX	<input type="radio"/> ON	<input checked="" type="radio"/> OFF			SEP	
LINE SELECT	<input type="radio"/> LINE1	<input type="radio"/> LINE2			PWD	
				RESET	CANCEL	ENTER

- **TX TYPE** — This sets the type of the fax transmission mode. Press the [MEMORY TX] button to select the memory transmission mode or the [DIRECT TX] button to select the direct transmission mode.
- **ECM** — Select whether enabling or disabling the ECM (Error Correction Mode) to automatically resend any portion of the document affected by phone line noise or distortion. Press the [ON] button to enable the ECM, or the [OFF] button to disable the ECM.
- **QUALITY TX** — Select whether a document is sent in the Quality TX mode. This feature allows to send a document at a slower speed than a normal so that the transmission will be less affected by line condition. Press the [ON] button to enable the Quality TX, or [OFF] button to disable the Quality TX.
- **LINE SELECT** — Select the line to be used for the fax transmission. Press the [LINE1] button to use the Line 1, or [LINE2] button to use Line 2. The [LINE2] button can be selected only when the optional 2nd line board is installed.
- **[SUB]** — Enter the mailbox number if you want to send originals to the mailbox in the remote fax.
- **[SID]** — Enter the password to input a document into the mailbox in the remote facsimile.
- **[SEP]** — Enter the mailbox number if you want to retrieve a document from the mailbox in the remote fax.
- **[PWD]** — Enter the password to retrieve a document from the mailbox in the remote facsimile.

Tip

When you press the [SUB], [SID], [SEP], and [PWD] buttons, the input screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

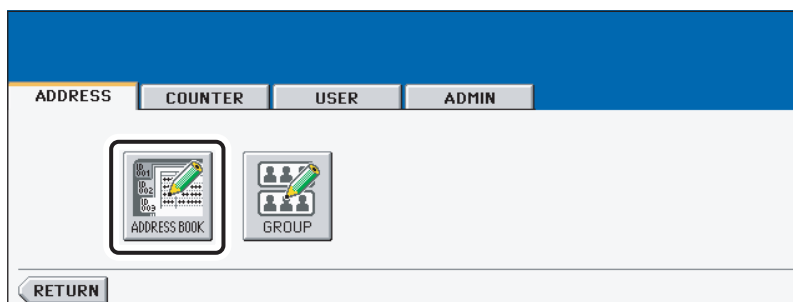
7 Press the [ENTER] button to save option settings.

8 Press the [ENTER] button to register the contact.

Editing Contacts

The following procedure describes how to edit existing contacts in the Address Book.

- 1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2 Press the [ADDRESS] button, and then press the [ADDRESS BOOK] button on the touch panel.



- The ADDRESS BOOK screen is displayed.

3 Press the contact that you want to edit and press the [EDIT] button.

ADDRESS	COUNTER	USER	ADMIN		
ADDRESS BOOK					
001User01 User	FAX	E-MAIL	005User05 User	FAX	E-MAIL
002User02 User	FAX	E-MAIL	006User06 User	FAX	E-MAIL
003User03 User	FAX	E-MAIL	007User07 User	FAX	E-MAIL
004User04 User	FAX	E-MAIL	008User08 User	FAX	E-MAIL

RETURN DELETE ENTRY EDIT 1/125 Next

- The ADDRESS BOOK EDIT screen is displayed.

Tips

- If the touch panel does not display the contact that you want to edit, press the [Next] button to display the next screen.
- You can quickly search for the contact that you want to edit. To search for the contact, see the "Searching Contacts". P.18

4 Press each button on the touch panel to edit the contact information.

ADDRESS	COUNTER	USER	ADMIN
ADDRESS BOOK EDIT			
FIRST NAME	User04	E-MAIL	user04@ifax.com
LAST NAME	User	CORP.	12345 COMPANY
FAX NO.	00000000004	DEPT.	Dept01
2ND FAX		KEYWORD	

OPTION CANCEL ENTER

- For the description of each item, see the Step 4 in the procedure of "Registering Contacts" in the previous section.

5 Press the [OPTION] button to specify the default settings for a fax transmission.

Note

This is available only when the optional fax unit is installed.

6 Specify the items as you required and press the [ENTER] button.

- For the description of each item, see the Step 6 in the procedure of "Registering Contacts" in the previous section.

7 Press the [ENTER] button to save the contact.

- The contact is edited.

Deleting Contacts

The following procedure describes how to delete existing contact in the Address Book.

- 1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2 Press the [ADDRESS] button, and then press the [ADDRESS BOOK] button on the touch panel.

- The ADDRESS BOOK screen is displayed.

3 Press the contact that you want to delete and press the [DELETE] button.

Select an Address

ADDRESS COUNTER USER ADMIN

ADDRESS BOOK

001User01 User	FAX	E-MAIL	005User05 User	FAX	E-MAIL	KNOWN ID SEARCH ADDRESS
002User02 User	FAX	E-MAIL	006User06 User	FAX	E-MAIL	
003User03 User	FAX	E-MAIL	007User07 User	FAX	E-MAIL	
004User04 User	FAX	E-MAIL	008User08 User	FAX	E-MAIL	

RETURN DELETE ENTRY EDIT 1/125 Next

- The delete confirmation screen is displayed.

Tip

If the touch panel does not display the contact that you want to delete, press the [Next] button to display the next screen.

4 Press the [YES] button to delete the contact, or the [NO] button to cancel deleting.

ADDRESS COUNTER USER ADMIN

DELETE OK ?

YES NO

- When you press the [YES] button, the selected contact is deleted.

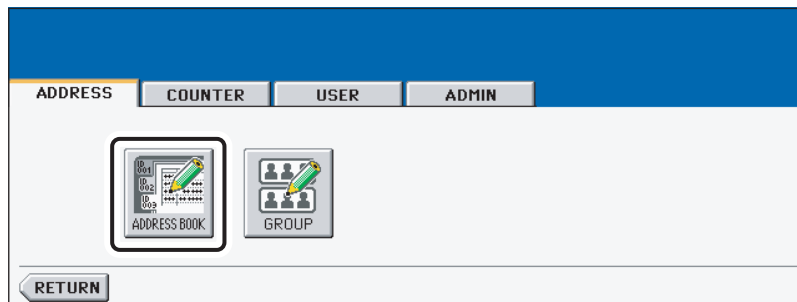
Searching Contacts

The following procedure describes how to search for contacts in the Address Book. This function is useful to find the contact that you want to edit.

You can search for the contacts by entering an ID number or the search strings.

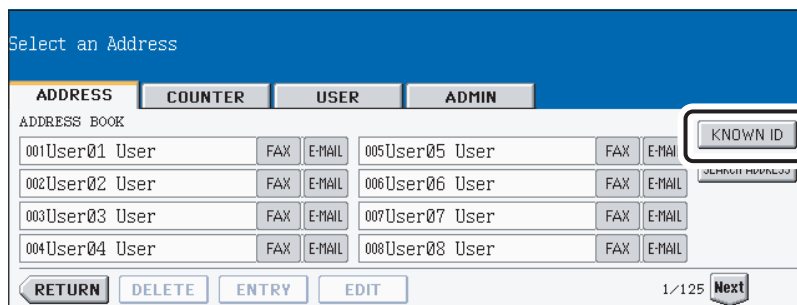
Searching a Contact by ID Number

- 1** Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2** Press the [ADDRESS] button, and then press the [ADDRESS BOOK] button on the touch panel.



- The ADDRESS BOOK screen is displayed.

- 3** Press the [KNOWN ID] button.



- The KNOWN ID screen is displayed.

- 4 Enter the ID Number using the digital keys and press the [ENTER] button.

The screenshot shows a screen with a blue header and four tabs: ADDRESS, COUNTER, USER, and ADMIN. The ADDRESS tab is selected. Below the tabs, it says 'KNOWN ID' and 'Enter ID Number'. There is a text input field labeled 'KNOWN ID' containing the number '9'. At the bottom right, there are two buttons: 'CANCEL' and 'ENTER', with the 'ENTER' button highlighted by a red rectangle.

- 5 The touch panel displays the screen that contains the searched contact. Press the contact and press the [EDIT] button to edit the contact information, or press the [DELETE] button to delete the contact.

The screenshot shows a screen titled 'Select an Address' with a blue header and four tabs: ADDRESS, COUNTER, USER, and ADMIN. The ADDRESS tab is selected. Below the tabs, it says 'ADDRESS BOOK'. There is a list of contacts with columns for ID, Name, FAX, and E-MAIL. The first contact is '009User09 User'. To the right of the list, there are buttons for 'KNOWN ID' and 'SEARCH ADDRESS'. At the bottom, there are buttons for 'RETURN', 'DELETE', 'ENTRY', and 'EDIT', with the 'EDIT' button highlighted by a red rectangle. The bottom right corner shows '2/125', 'Next', and 'Prev' buttons.

- See "Editing Contacts" for the instruction to edit the contact. P.14

Searching Contacts by Entering Search String

- 1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2 Press the [ADDRESS] button, and then press the [ADDRESS BOOK] button on the touch panel.

The screenshot shows a screen with a blue header and four tabs: ADDRESS, COUNTER, USER, and ADMIN. The ADDRESS tab is selected. Below the tabs, there are two large buttons: 'ADDRESS BOOK' and 'GROUP'. The 'ADDRESS BOOK' button is highlighted by a red rectangle. At the bottom left, there is a 'RETURN' button.

- The ADDRESS BOOK screen is displayed.

3 Press the [SEARCH ADDRESS] button.

- The SEARCH ADDRESS screen is displayed.

4 Press the button that is used for searching to specify the search string.

- When you press each button, the input screen is displayed.

5 Enter the search string using the keyboard and digital keys, and press the [ENTER] button.

Tip

It will search for the contacts that contain the search text in the specified items.

- 6** Specify the search string in the items that you require and press the [SEARCH] button.

- 7** The touch panel displays the screen that contains the searched contacts. Press the contact and press the [ENTER] button to edit the contact information.

- See "Editing Contacts" for the instruction to edit the contact. P.14

MANAGING GROUPS

About Managing Groups in Address Book

You can create groups that contain the multiple members of contacts. This enables you to specify the groups instead of specifying each recipient separately when operating Scan to E-mail, or fax or Internet Fax transmission. You can also delete groups.

In Address Book, you can register up to 200 groups and each group can contain up to 1000 members.

Notes

- One fax number or one E-mail address is counted as one destination. If you select the contact that contains both fax number and E-mail address, it results in two destinations in the group.
- You can register the fax numbers in the Groups, however, you can use them to specify the destinations for fax transmission only when the optional Fax unit is installed.

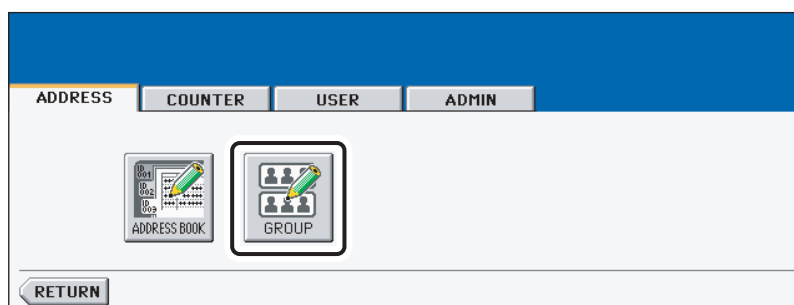
In the Group button menu, you can perform following operations to manage groups.

- P.22 “Creating New Group”
- P.25 “Editing Groups”
- P.31 “Deleting Groups”
- P.33 “Searching Groups”

Creating New Group

The following procedure describes how to create a new group in the Address Book.

- 1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.**
- 2 Press the [ADDRESS] button, and then press the [GROUP] button on the touch panel.**



- The GROUP screen is displayed.

3 Press undefined button that you want to create a new group and press the [ENTRY] button.

GROUP	CONTENTS
001Group01	005
002Group02	006
003Group03	007
004	008

- The GROUP NO. REGISTRATION screen is displayed.

Tip

If the touch panel does not display an undefined group, press the [Next] button to display the next screen.

4 Press the [GROUP NAME] button.

GROUP NAME

- The input screen is displayed.

5 Enter the group name using the keyboard and digital keys, and press the [ENTER] button.

Group04_

6 Press the [ENTER] button.

- The CHECK OF GROUP MEMBER screen is displayed.

7 Select the contacts that you want to add to the group, and then press the [ENTER] button.

- To add or remove the contacts by selecting each contacts manually, see "Adding or Removing Contacts". [P.27](#)
- To add the contacts by searching them with the ID number, see "Adding Contacts by Searching with ID Number". [P.28](#)
- To add the contacts by searching them with search string, see "Adding Contacts by Searching with Search String". [P.29](#)

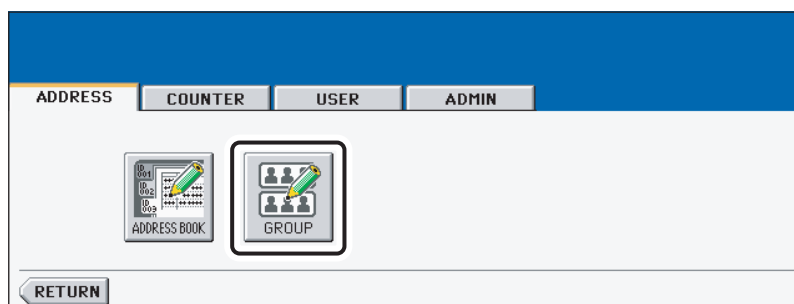
8 New Group is created and appears on the touch panel.

Editing Groups

The following procedure describes how to edit the name of groups, add or remove the members in groups.

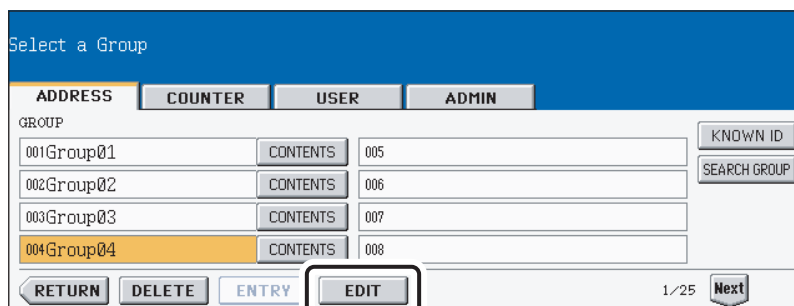
Editing Group Name

- 1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2 Press the [ADDRESS] button, and then press the [GROUP] button on the touch panel.



- The GROUP screen is displayed.

- 3 Press the group that you want to edit and press the [EDIT] button.



- The GROUP NO. EDIT screen is displayed.

Tip

If the touch panel does not display the group that you want to edit, press the [Next] button to display the next screen.

4 Press the [GROUP NAME] button to edit the group name.

The screenshot shows a menu with four tabs: ADDRESS, COUNTER, USER, and ADMIN. The ADDRESS tab is selected. Below the tabs, the text "GROUP NO. edit" is displayed. A button labeled "GROUP NAME" is highlighted with a red box. To the right of this button is a text input field containing "Group04". At the bottom right, there are two buttons: "CANCEL" and "ENTER".

- The input screen is displayed.

5 Enter the group name using the keyboard and digital keys, and press the [ENTER] button.

The screenshot shows a screen titled "Group04 Edit_". It features a full QWERTY keyboard layout with various function keys like "Back Space", "CLEAR", "Shift", "Caps Lock", "Space", "CANCEL", "ENTER", and "Next". The "ENTER" button is highlighted with a red box.

6 Press the [ENTER] button.

The screenshot shows the same menu as in step 4. The "GROUP NAME" button is no longer highlighted. The text input field now contains "Group04 Edit". The "ENTER" button at the bottom right is highlighted with a red box.

- The CHECK OF GROUP MEMBER screen is displayed.

- 7** In the screen, the contacts that have been registered in the group are highlighted.

- To add or remove the contacts by selecting each contacts manually, see "Adding or Removing Contacts". P.27
- To add the contacts by searching them with the ID number, see "Adding Contacts by Searching with ID Number". P.28
- To add the contacts by searching them with search string, see "Adding Contacts by Searching with Search String". P.29

- 8** To finish editing the group, press the [ENTER] key to save the settings.

Adding or Removing Contacts

- 1** Press the contacts that are not highlighted to add to the group, or press the highlighted contacts to remove from the group.

- To add both the fax number and E-mail address of a contact to the group, press over the contact name.
- To add only the fax number of a contact to the group, press the [FAX] button of the contact.
- To add only the E-mail address of a contact to the group, press the [E-MAIL] button of the contact.

Tips

- Press the [Prev] button or [Next] button to display the contacts in the different page.
- You can also clear the all highlighted contacts by pressing the [ALL CLEAR] button.

- 2** Press the [ENTER] button to save the group.
- The group is modified.

Adding Contacts by Searching with ID Number

1 Press the [KNOWN ID] button.

Select member in a group

ADDRESS	COUNTER	USER	ADMIN
001User01 User	FAX	E-MAIL	005User05 User
002User02 User	FAX	E-MAIL	006User06 User
003User03 User	FAX	E-MAIL	007User07 User
004User04 User	FAX	E-MAIL	008User08 User

Check of Group Member

KNOWN ID

ALL CLEAR CANCEL ENTER 1/125 Next

- The KNOWN ID screen is displayed.

2 Enter the ID Number using the digital keys and press the [ENTER] button.

KNOWN ID

Enter ID Number

KNOWN ID : 50

CANCEL ENTER

3 The touch panel displays the screen that contains the searched contact. Press the contact to be added to the group.

Select member in a group

ADDRESS COUNTER USER ADMIN

Check of Group Member

049User49 User	FAX	E-MAIL	053User53 User	FAX	E-MAIL
050User50 User	FAX	E-MAIL	054User54 User	FAX	E-MAIL
051User51 User	FAX	E-MAIL	055User55 User	FAX	E-MAIL
052User52 User	FAX	E-MAIL	056User56 User	FAX	E-MAIL

KNOWN ID SEARCH ADDRESS

ALL CLEAR CANCEL ENTER 7/125 Next Prev

- To add both the fax number and E-mail address of a contact to the group, press over the contact name.
- To add only the fax number of a contact to the group, press the [FAX] button of the contact.
- To add only the E-mail address of a contact to the group, press the [E-MAIL] button of the contact.

Tips

- Press the [Prev] button or [Next] button to display the contacts in the different page.
- You can also clear the all highlighted contacts by pressing the [ALL CLEAR] button.

4 Press the [ENTER] button to add to the group.

- The contacts in the group are modified.

Adding Contacts by Searching with Search String

1 Press the [SEARCH ADDRESS] button.

Select member in a group

ADDRESS COUNTER USER ADMIN

Check of Group Member

001User01 User	FAX	E-MAIL	005User05 User	FAX	E-MAIL
002User02 User	FAX	E-MAIL	006User06 User	FAX	E-MAIL
003User03 User	FAX	E-MAIL	007User07 User	FAX	E-MAIL
004User04 User	FAX	E-MAIL	008User08 User	FAX	E-MAIL

KNOWN ID SEARCH ADDRESS

ALL CLEAR CANCEL ENTER 1/125 Next

- The SEARCH ADDRESS screen is displayed.

2 Press the button that is used for searching to specify the search string.

- When you press each button, the input screen is displayed.

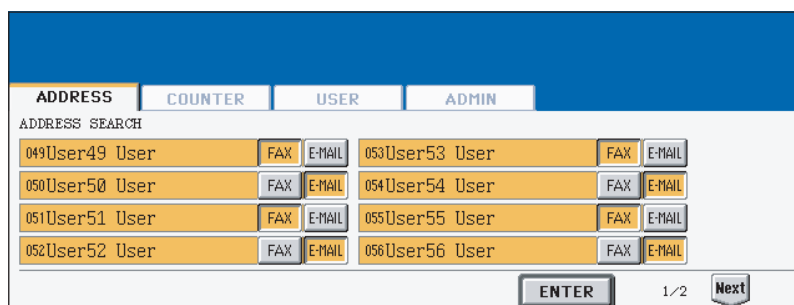
3 Enter the search string using the keyboard and digital keys, and press the [ENTER] button.

Tip

It will search for the contacts that contain the search string in the specified items.

4 Specify the search string in the items that you require and press the [SEARCH] button.

5 The touch panel displays the screen that contains the searched contacts. Press the contacts that you want to add to the group.



- To add both the fax number and E-mail address of a contact to the group, press over the contact name.
- To add only the fax number of a contact to the group, press the [FAX] button of the contact.
- To add only the E-mail address of a contact to the group, press the [E-MAIL] button of the contact.

Tip

Press the [Prev] button or [Next] button to display the contacts in the different page.

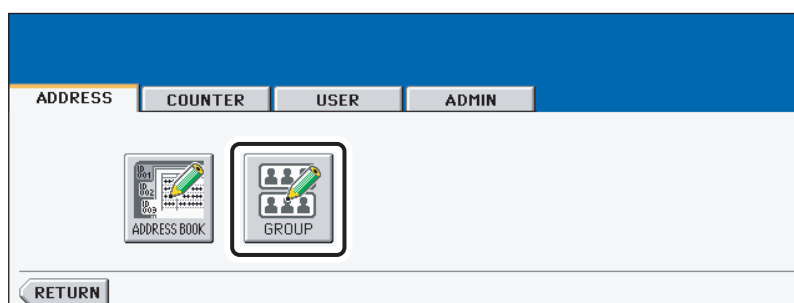
6 Press the [ENTER] button to save the group.

- The contacts in the group are modified.

Deleting Groups

The following procedure describes how to delete a group in the Address Book.

- 1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2 Press the [ADDRESS] button, and then press the [GROUP] button on the touch panel.



- The GROUP screen is displayed.

3 Press the group that you want to delete and press the [DELETE] button.

- The delete confirmation screen is displayed.

Tip

If the touch panel does not display the group that you want to delete, press the [Next] button to display the next screen.

4 Press the [YES] button to delete the contact, or [NO] button to cancel deleting.

- When you press the [YES] button, the selected group is deleted.

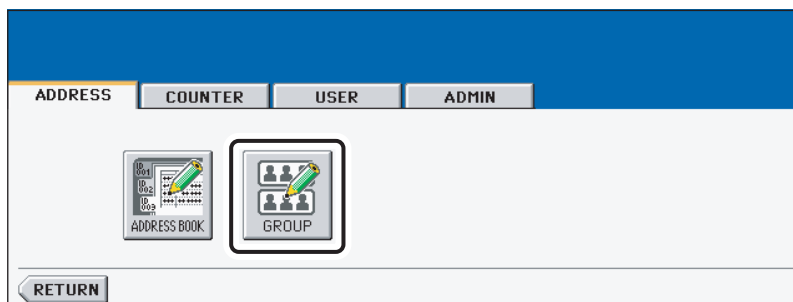
Searching Groups

The following procedure describes how to search for groups in the Address Book. This function is useful to find the contact that you want to edit.

You can search for the groups by entering the ID number or the search string.

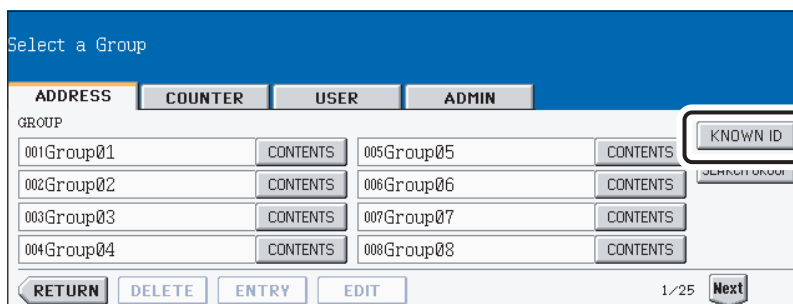
Searching a Group by ID Number

- 1** Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2** Press the [ADDRESS] button, and then press the [GROUP] button on the touch panel.



- The GROUP screen is displayed.

- 3** Press the [KNOWN ID] button.



- The KNOWN ID screen is displayed.

- 4 Enter the ID Number using the digital keys and press the [ENTER] button.

The screenshot shows the 'ADDRESS' menu with tabs for ADDRESS, COUNTER, USER, and ADMIN. Under the ADDRESS tab, there is a 'KNOWN ID' field with a prompt 'Enter ID Number'. The field contains the number '9'. At the bottom right, there are 'CANCEL' and 'ENTER' buttons, with the 'ENTER' button highlighted by a red box.

- 5 The touch panel displays the screen that contains the searched group. Press the group and press the [EDIT] button to edit the group information.

The screenshot shows the 'Select a Group' screen with tabs for ADDRESS, COUNTER, USER, and ADMIN. Under the ADDRESS tab, there is a 'GROUP' section with a list of groups: 009Group09, 010Group10, 011Group11, 012Group12, 013Group13, 014Group14, 015Group15, and 016Group16. Each group has a 'CONTENTS' button next to it. At the bottom, there are 'RETURN', 'DELETE', 'ENTRY', and 'EDIT' buttons, with the 'EDIT' button highlighted by a red box. On the right side, there are 'KNOWN ID' and 'SEARCH GROUP' buttons. The bottom right corner shows '2/25', 'Next', and 'Prev' buttons.

- See "Editing Groups" for the instruction to edit the group. P.25

Searching Groups by Group Name

- 1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2 Press the [ADDRESS] button, and then press the [GROUP] button on the touch panel.

The screenshot shows the 'ADDRESS' menu with tabs for ADDRESS, COUNTER, USER, and ADMIN. Under the ADDRESS tab, there are two icons: 'ADDRESS BOOK' and 'GROUP'. The 'GROUP' icon is highlighted by a red box. At the bottom, there is a 'RETURN' button.

- The GROUP screen is displayed.

3 Press the [SEARCH GROUP] button.

- The SEARCH GROUP screen is displayed.

4 Press the [GROUP NAME] button to specify the search string.

- The input screen is displayed.

5 Enter the search string using the keyboard and digital keys, and press the [ENTER] button.

Tip

It will search for the groups that contain the search string in the group name field.

6 Press the [SEARCH] button.

7 The touch panel displays the screen that contains the searched groups. Press the group and press the [ENTER] button to edit the group information.

- See "Editing Groups" for the instruction to edit the contact. P.25

Confirming the Members of the Groups

The following procedure describes how to confirm the contacts that are added in the group.

- 1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2 Press the [ADDRESS] button, and then press the [GROUP] button on the touch panel.

- The GROUP screen is displayed.

- 3** Press the [CONTENTS] button of the group that you want to confirm the members.

Select a Group

ADDRESS	COUNTER	USER	ADMIN
GROUP			
001Group01	CONTENTS	005Group05	CONTENTS
002Group02	CONTENTS	006Group06	CONTENTS
003Group03	CONTENTS	007Group07	CONTENTS
004Group04	CONTENTS	008Group08	CONTENTS

KNOWN ID
SEARCH GROUP

RETURN DELETE ENTRY EDIT 1/25 Next

- 4** The contacts added to the group are displayed.

ADDRESS	COUNTER	USER	ADMIN
Check of Group Member			
001User01 User	FAX	099User99 User	FAX
003User03 User	FAX	002User02 User	E-MAIL
005User05 User	FAX	004User04 User	E-MAIL
007User07 User	FAX	006User06 User	E-MAIL

RETURN 1/2 Next

MANAGING COUNTERS (COUNTER MENU)

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TOTAL COUNTER

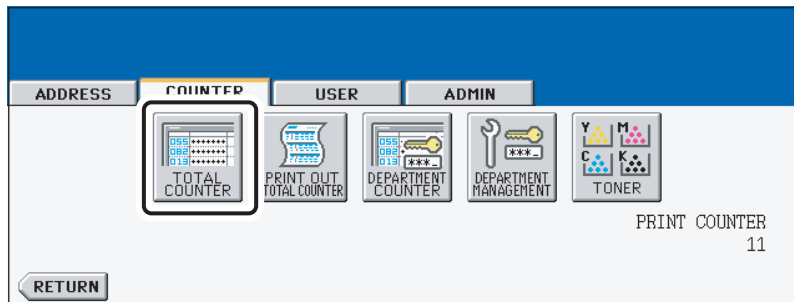
Displaying Print Counter

This feature allows you to display the Print Counter.

The print counter contains following counters:

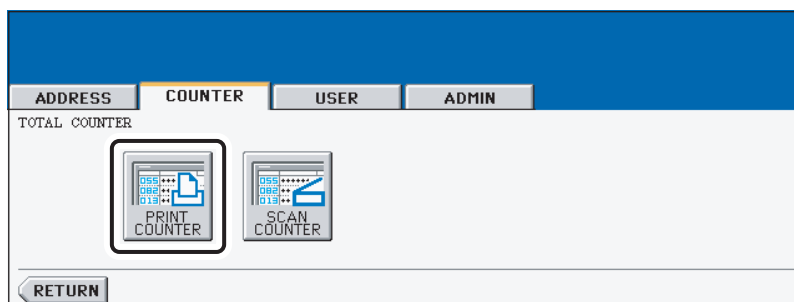
- **Copy Counter** — indicates the number of sheets that have been printed by copy operations.
- **Fax Counter** — indicates the number of sheets that have been printed by fax receptions.
- **Printer Counter** — indicates the number of sheets that have been printed by print operations and E-mail receptions (Internet Fax receptions).
- **List Counter** — indicates the number of sheets that have been printed by system page print operations.

- 1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2 Press the [COUNTER] button, and then press the [TOTAL COUNTER] button on the touch panel.



- The TOTAL COUNTER menu is displayed.

- 3 Press the [PRINT COUNTER] button.



4 The Print Counter is displayed.

ADDRESS	COUNTER	USER	ADMIN	
	Full Color	Twin/Mono Color	Black	Total
Copy	11	0	0	11
Fax	0	0	0	0
Printer	0	0	0	0
List	0	0	0	0
Total	11	0	0	11

TOTAL
COPY
FAX
PRINTER
LIST

RETURN

5 Press the [COPY] button to display the total number of copies classified by size group.

ADDRESS	COUNTER	USER	ADMIN	
COPY COUNTER				
	Full Color	Twin/Mono Color	Black	Total
Small	11	0	0	11
Large	0	0	0	0
Total	11	0	0	11

COPY
FAX
PRINTER
LIST

RETURN

6 Press the [FAX] button to display the total number of faxes classified by size group.

ADDRESS	COUNTER	USER	ADMIN	
FAX COUNTER				
	Full Color	Twin/Mono Color	Black	Total
Small	0	0	0	0
Large	0	0	0	0
Total	0	0	0	0

FAX
TOTAL
COPY
PRINTER
LIST

RETURN

- 7** Press the [PRINTER] button to display the total number of prints classified by size group.

					ADDRESS		COUNTER		USER		ADMIN	
PRINTER COUNTER												
	Full Color	Twin/Mono Color	Black	Total	TOTAL							
Small	0	0	0	0	COPY							
Large	0	0	0	0	FAX							
Total	0	0	0	0	PRINTER							
					LIST							
RETURN												

- 8** Press the [LIST] button to display the total number of printed lists classified by size group.

					ADDRESS		COUNTER		USER		ADMIN	
LIST COUNTER												
	Full Color	Twin/Mono Color	Black	Total	TOTAL							
Small	0	0	0	0	COPY							
Large	0	0	0	0	FAX							
Total	0	0	0	0	LIST							
					PRINTER							
RETURN												

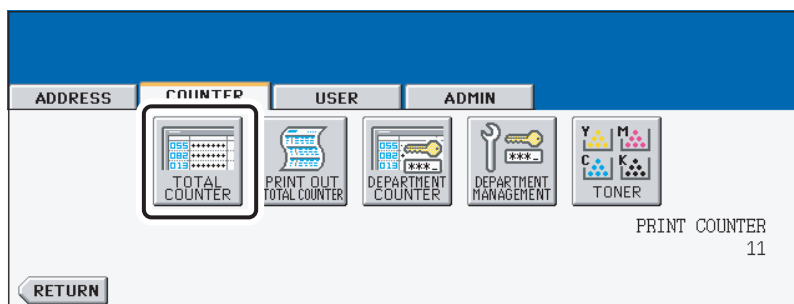
Displaying Scan Counter

This feature allows you to display the Scan Counter.

The scan counter contains following counters:

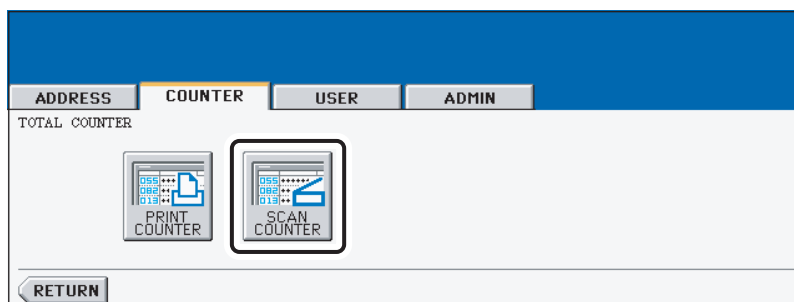
- **Copy Counter** — indicates the number of originals that have been scanned by copy operations.
- **Fax Counter** — indicates the number of originals that have been scanned by fax and Internet Fax transmissions.
- **Network Counter** — indicates the number of originals that have been scanned by scan operations.

- 1** Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2** Press the [COUNTER] button, and then press the [TOTAL COUNTER] button on the touch panel.



- The TOTAL COUNTER menu is displayed.

- 3** Press the [SCAN COUNTER] button.



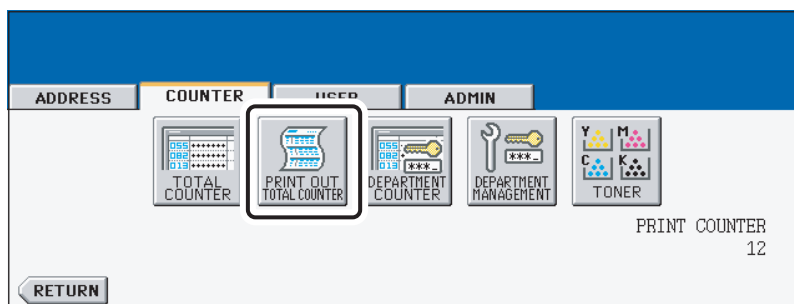
4 The Scan Counter is displayed.

ADDRESS	COUNTER	USER	ADMIN	
SCAN COUNTER				
	Full Color	Twin/Mono Color	Black	Total
Copy	9	0	0	9
Fax	0	0	0	0
Network	0	0	0	0
Total	9	0	0	9
<input type="button" value="RETURN"/>				

PRINT OUT TOTAL COUNTER

This feature allows you to print the total counter list.

- 1** Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2** Press the [COUNTER] button, and then press the [PRINT OUT TOTAL COUNTER] button on the touch panel.



- The total counter list is printed.

Tip

For an output example of the total counter list, see "Total Counter List". P.196

DEPARTMENT COUNTER

Displaying Print Counter for Department Code

This feature allows you to display the number of the print counter for each department code.

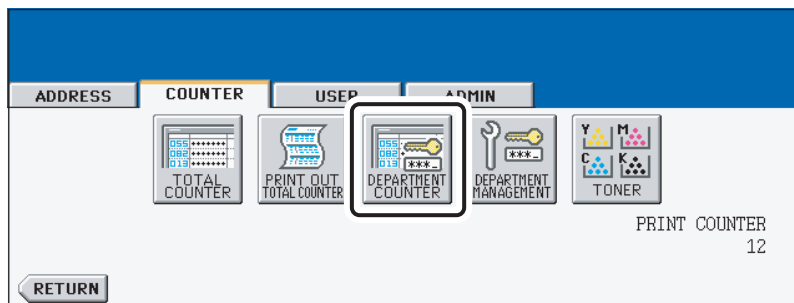
Note

The department counter is available only when this equipment has been managed with the department code. P.53 "MANAGING DEPARTMENT CODE"

The print counter contains following counters:

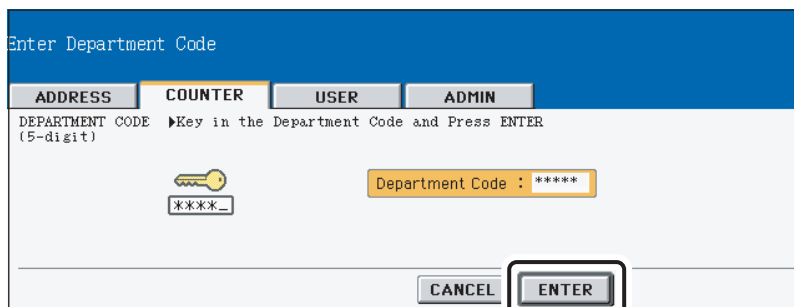
- **Copy Counter** — indicates the number of sheets that have been printed by copy operations.
- **Fax Counter** — indicates the number of sheets that have been printed by polling operations.
- **Printer Counter** — indicates the number of sheets that have been printed by print operations.
- **List Counter** — indicates the number of sheets that have been printed by system page print operations.

- 1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2 Press the [COUNTER] button, and then press the [DEPARTMENT COUNTER] button on the touch panel.

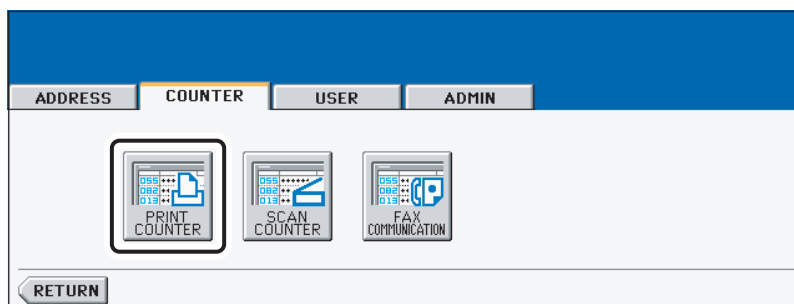


- The DEPARTMENT CODE screen is displayed.

- 3 Enter the department number using the digital keys, and then press the [ENTER] button.



4 Press the [PRINT COUNTER] button.



5 The Print Counter for the specified department code is displayed.

The screenshot shows the Print Counter screen. It has the same tabs as the previous screen. Below the tabs is a table with the following data:

	Full Color	Twin/Mono Color	Black	Total
Copy	0	0	0	0
Fax	0	0	0	0
Printer	0	0	0	0
List	0	0	0	0
Total	0	0	0	0

On the right side of the table, there are four buttons: TOTAL, COPY, FAX, and PRINTER. The TOTAL button is highlighted with a red box. A RETURN button is located at the bottom left.

6 Press the [COPY] button to display the total number of copies classified by size group.

The screenshot shows the Copy Counter screen. It has the same tabs as the previous screen. Below the tabs is a table with the following data:

	Full Color	Twin/Mono Color	Black	Total
Small	0	0	0	0
Large	0	0	0	0
Total	0	0	0	0

On the right side of the table, there are four buttons: TOTAL, COPY, FAX, and PRINTER. The COPY button is highlighted with a red box. A RETURN button is located at the bottom left.

- 7** Press the [FAX] button to display the total number of faxes classified by size group.

ADDRESS					COUNTER	USER	ADMIN
FAX COUNTER							
	Full Color	Twin/Mono Color	Black	Total			
Small	0	0	0	0			
Large	0	0	0	0			
Total	0	0	0	0			

TOTAL
 COPY
FAX
 PRINTER
 LIST
 RETURN

- 8** Press the [PRINTER] button to display the total number of prints classified by size group.

ADDRESS					COUNTER	USER	ADMIN
PRINTER COUNTER							
	Full Color	Twin/Mono Color	Black	Total			
Small	0	0	0	0			
Large	0	0	0	0			
Total	0	0	0	0			

TOTAL
 COPY
 FAX
PRINTER
 LIST
 RETURN

- 9** Press the [LIST] button to display the total number of printed lists classified by size group.


ADDRESS					COUNTER	USER	ADMIN
LIST COUNTER							
	Full Color	Twin/Mono Color	Black	Total			
Small	0	0	0	0			
Large	0	0	0	0			
Total	0	0	0	0			

TOTAL
 COPY
 FAX
 PRINTER
LIST
 RETURN

Displaying Scan Counter for Department Code

This feature allows you to display the number of the scan counter for each department code.

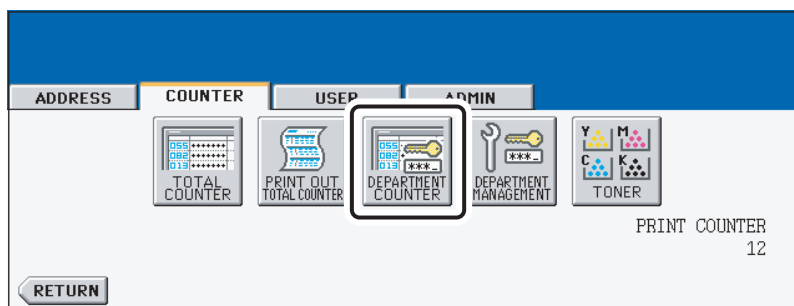
Note

The department counter is available only when this equipment has been managed with the department code.  P.53 "MANAGING DEPARTMENT CODE"

The scan counter contains following counters:

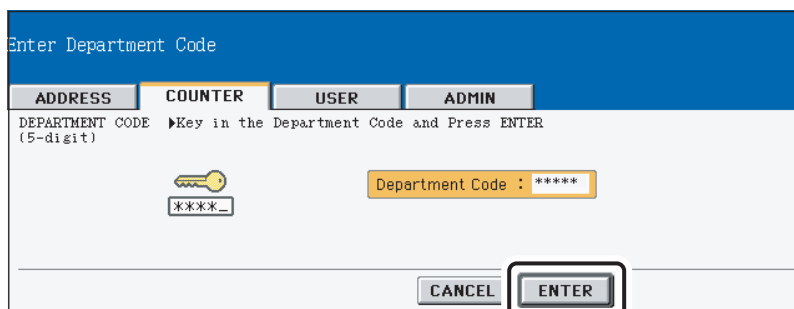
- **Copy Counter** — indicates the number of originals that have been scanned by copy operations.
- **Fax Counter** — indicates the number of originals that have been scanned by fax and Internet Fax transmissions.
- **Network Counter** — indicates the number of originals that have been scanned by scan operations.

- 1** Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2** Press the [COUNTER] button, and then press the [DEPARTMENT COUNTER] button on the touch panel.

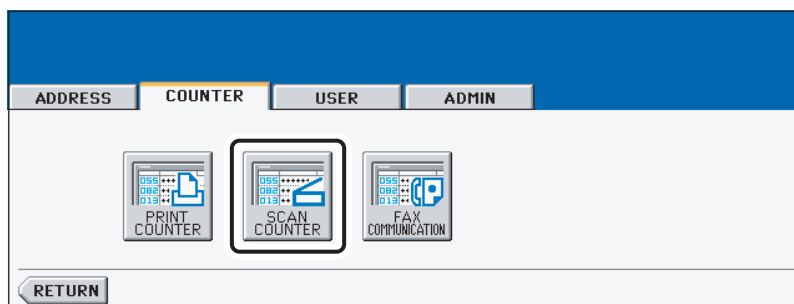


- The DEPARTMENT CODE screen is displayed.

- 3** Enter the department number using the digital keys, and then press the [ENTER] button.



4 Press the [SCAN COUNTER] button.



5 The Scan Counter for the specified department code is displayed.

ADDRESS

COUNTER

USER

ADMIN

SCAN COUNTER


	Full Color	Twin/Mono Color	Black	Total
Copy	0	0	0	0
Fax	0	0	0	0
Network	0	0	0	0
Total	0	0	0	0

RETURN

Displaying Fax Communication Counter for Department Code

This feature allows you to display the number of the Fax and Internet Fax Transmission and Reception counter for each department code.

Note

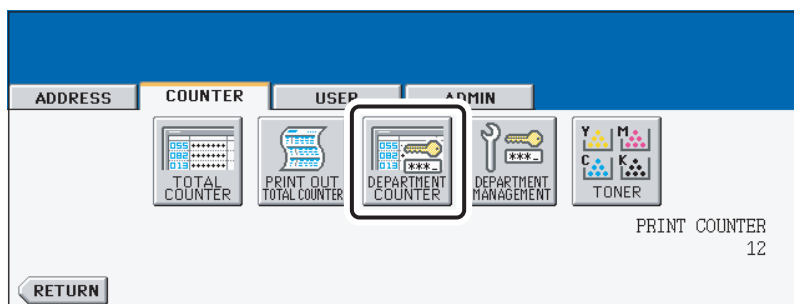
The department counter is available only when this equipment has been managed with the department code.  P.53 "MANAGING DEPARTMENT CODE"

The fax communication counter contains following counters:

- **Transmit** — indicates the number of pages that are sent by Fax transmissions.
- **Reception** — indicates the number of pages that are received by polling operations.

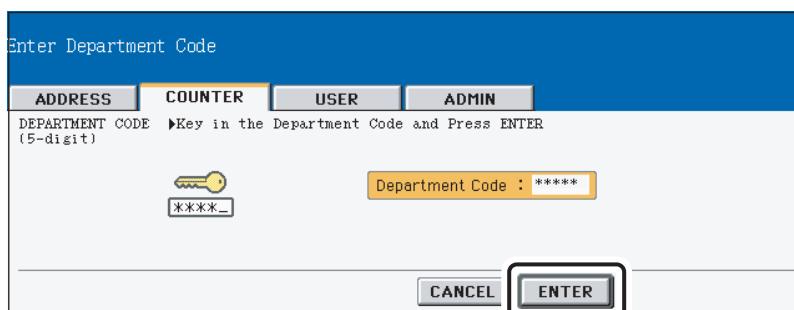
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [COUNTER] button, and then press the [DEPARTMENT COUNTER] button on the touch panel.

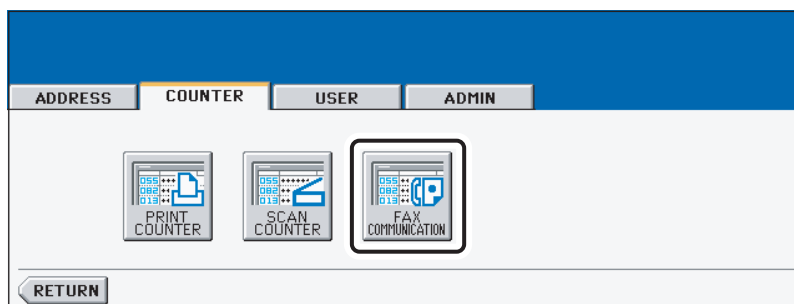


- The DEPARTMENT CODE screen is displayed.

3 Enter the department number using the digital keys, and then press the [ENTER] button.



4 Press the [FAX COMMUNICATION] button.



5 The Fax Communication Counter for the specified department code is displayed.

ADDRESS	COUNTER	USER	ADMIN
FAX COMMUNICATION			
	Transmit	Reception	Total
Small	0	0	0
Large	0	0	0
Total	0	0	0
RETURN			

MANAGING DEPARTMENT CODE

Logging On As Administrator

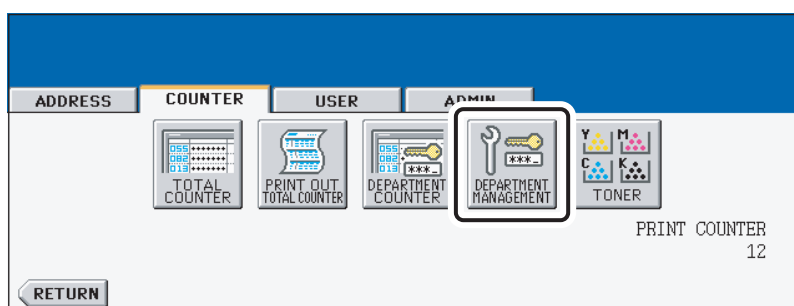
You can audit the copy quantity of copy, print, scan, and facsimile pages performed by setting a department code. Up to 1000 department codes can be registered.

To manage the department code, you must know the administrator password for this equipment. Therefore, it is recommended to be performed by an authorized administrator in your place.

Note

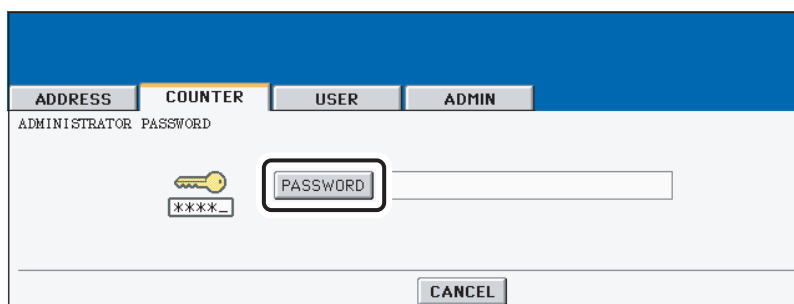
If the User Management Setting is enabled and you login with the user name that has the Account Manager privilege, you do not have to enter the administrator password to display the DEPARTMENT MANAGEMENT menu.

- 1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.**
- 2 Press the [COUNTER] button, and then press the [DEPARTMENT MANAGEMENT] button on the touch panel.**



- The ADMINISTRATOR PASSWORD screen is displayed.

- 3 Press the [PASSWORD] button.**



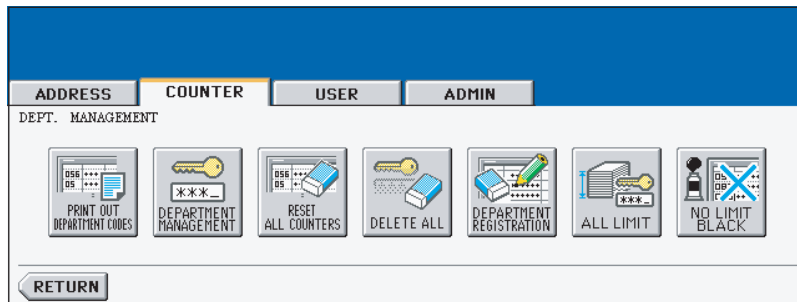
- The input screen is displayed.

4 Enter the administrator password and press the [ENTER] button.



- The DEPT. MANAGEMENT menu is displayed.

5 Continue the operation that you want.

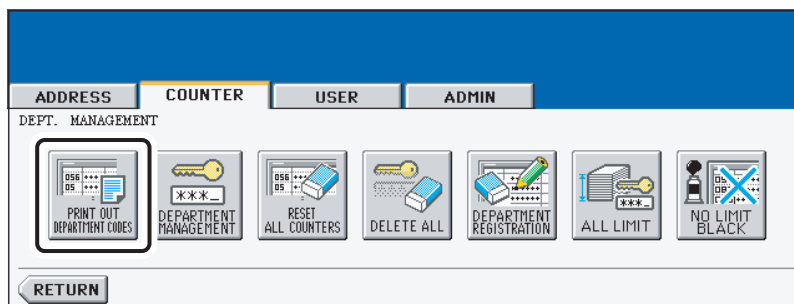


- P.55 "Printing Department Codes List"
- P.55 "Enabling Department Code"
- P.57 "Resetting All Department Counters"
- P.58 "Deleting All Department Codes"
- P.59 "Registering a New Department Code"
- P.63 "Editing the Department Code"
- P.67 "Deleting the Department Code"
- P.69 "Resetting the Counter of Each Department"
- P.71 "Setting Output Limitations for All Departments"
- P.73 "Setting No Limit Black"

Printing Department Codes List

You can print out the department codes list and counters for each department code.

- 1 In the **DEPT. MANAGEMENT** menu, press the **[PRINT OUT DEPARTMENT CODES]** button.



- Printing begins.

Tips

- For the procedure to display the screen above, see "Logging On As Administrator".
📖 P.53
- For an output example of the department code list, see "Department Code List". 📖
P.197

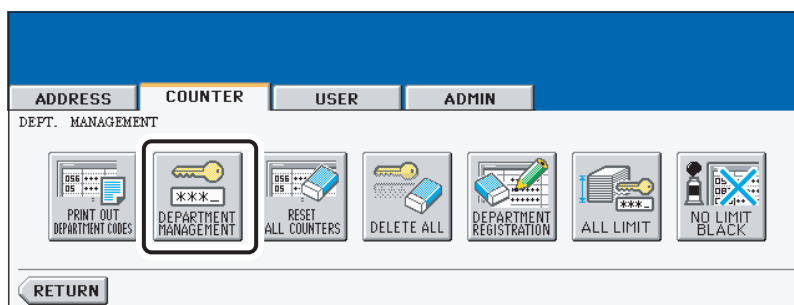
Enabling Department Code

In the initial setting, the department code feature is disabled. If you want to manage the counter separately by the department codes, you must enable the department code. When the department management is enabled, the department code input screen will be displayed before entering the copy, scan, fax, and e-Filing operation screen to manage the operations for each department code. Also the print jobs that are sent from computers can be managed for each department code.

Notes

- The **[DEPARTMENT MANAGEMENT]** button will be available after registering a department code. Before enabling the department code, register the required department code.
📖 P.59 "Registering a New Department Code"
- Using TopAccess, you can also configure the Department Code Enforcement setting that sets whether the invalid jobs, which a department code is not specified or invalid department code is specified, will be printed or stored in the invalid job list when the department management is enabled. For instructions on how to set the Department Code Enforcement, see **TopAccess Guide**.
- When the User Management Setting is enabled, the Department Code feature cannot be disabled. If you want to disable the Department Code, you must disable the User Management Setting and then disable the Department Code.
- When the Department Management is disabled, the No Limit Black function is also disabled. Therefore, the No Limit Black function is set as disabled every time you enable the Department Management. If you want to enable the No Limit Black function, you must enable it after enabling the Department Management.

- 1 In the DEPT. MANAGEMENT menu, press the [DEPARTMENT MANAGEMENT] button.

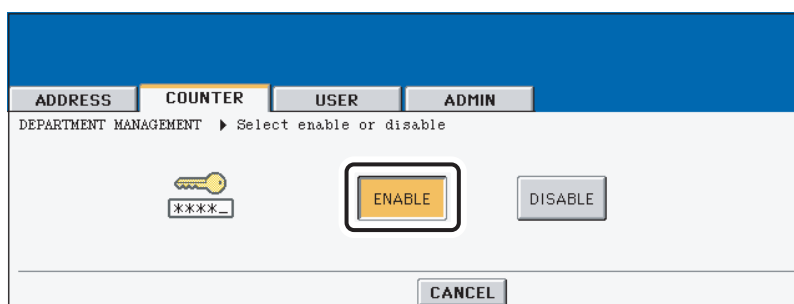


- The DEPARTMENT MANAGEMENT screen is displayed.

Tip

For the procedure to display the screen above, see "Logging On As Administrator". P.53

- 2 Press the [ENABLE] button to enable the department code, or [DISABLE] button to disable the department code.



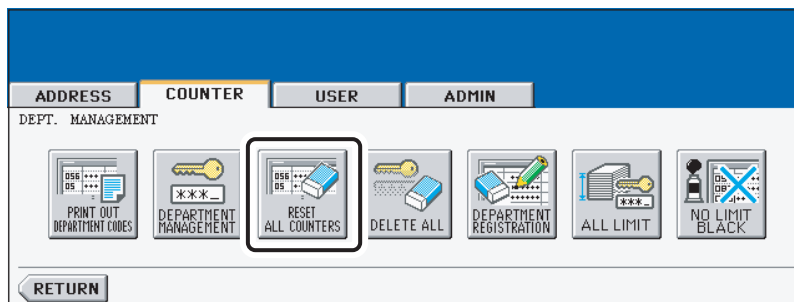
Resetting All Department Counters

This function clears all department counters to "0".

Notes


- This function is available only when the department code is enabled.
- This function clears only the department counters. You cannot clear the total counter.

1 In the DEPT. MANAGEMENT menu, press the [RESET ALL COUNTERS] button.

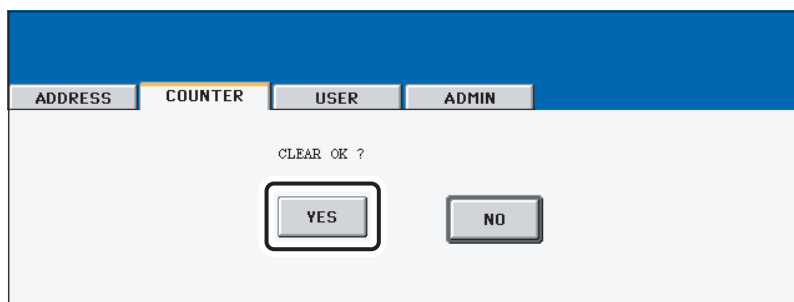


- The clear confirmation screen is displayed.

Tip

For the procedure to display the screen above, see "Logging On As Administrator".  P.53

2 Press the [YES] button to clear all department counters, or [NO] button to cancel clearing.



Deleting All Department Codes

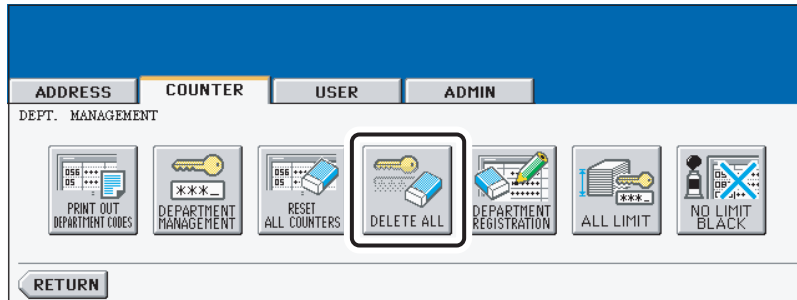
This function deletes all department codes that have been registered.

Note

The [DELETE ALL] button will be available after registering a department code.

📖 P.59 "Registering a New Department Code"

1 In the DEPT. MANAGEMENT menu, press the [DELETE ALL] button.

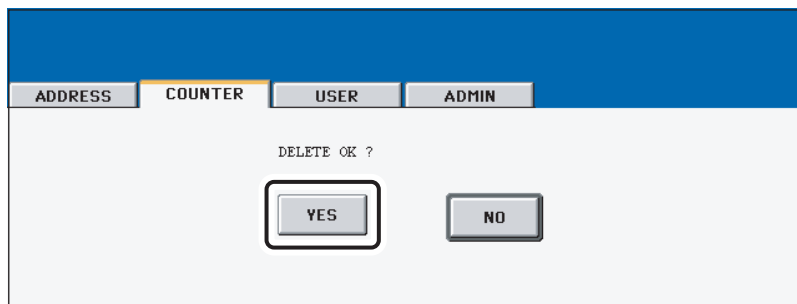


- The delete confirmation screen is displayed.

Tip

For the procedure to display the screen above, see "Logging On As Administrator". 📖 P.53

2 Press the [YES] button to delete all department codes, or [NO] button to cancel deleting.



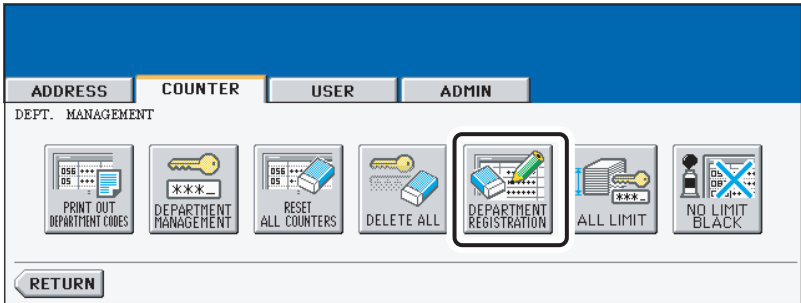
Registering a New Department Code

The function allows you to register new department code.

Note

After registering the department code(s), you must enable the Department Code function.
📖 P.55 “Enabling Department Code”

- 1** In the **DEPT. MANAGEMENT** menu, press the **[DEPARTMENT REGISTRATION]** button.

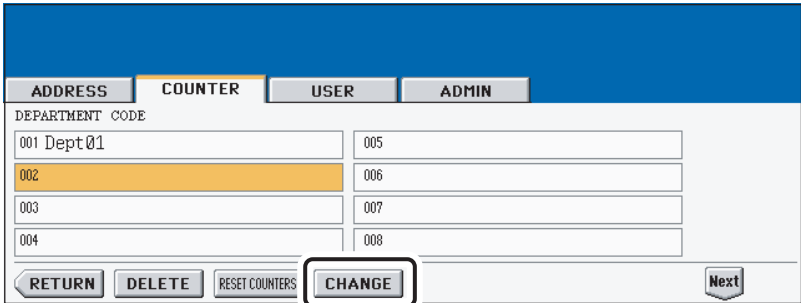


- The DEPARTMENT CODE screen is displayed.

Tip

For the procedure to display the screen above, see "Logging On As Administrator". 📖 P.53

- 2** Press the undefined department code and press the **[CHANGE]** button.



- The input screen is displayed.

Tip

If the touch panel does not display an undefined department code, press the **[Next]** button to display the next screen.

- 3** Enter the department name using the keyboard and digital keys, and press the [ENTER] button.

The screenshot shows a screen titled 'Dept02_'. Below the title is a virtual keyboard with various keys including punctuation, numbers, letters, and function keys like 'Back Space', 'CLEAR', 'Space', 'CANCEL', 'ENTER' (highlighted with a red box), 'Shift', 'Caps Lock', and 'Next'.

- The REGISTRATION DEPARTMENT CODE screen is displayed.

- 4** Enter the 5-digit code in the “New Code” field using the digital keys, and then press the [SET] button to set the entry.

The screenshot shows a screen titled 'REGISTER DEPARTMENT CODE (5-digit)'. At the top are four tabs: 'ADDRESS', 'COUNTER' (selected), 'USER', and 'ADMIN'. Below the tabs, there are two input fields: 'New Code : *****' (highlighted with a yellow box) and 'Retype New Code :'. To the right of the 'New Code' field is a 'SET' button (highlighted with a red box) and a 'RESET' button. At the bottom of the screen are 'CANCEL' and 'ENTER' buttons.

- If you enter the code, asterisks (*) appear in the “New Code” field.
- If you want to clear the code to retype it, press the [CLEAR] button on the Control Panel.
- After pressing the [SET] button, the “Retype New Code” field is highlighted.

Note

The department code must be the 5-digit code except “00000”.

5 Enter the 5-digit code again in the “Retype New Code” field using the digital keys, and then press the [SET] button to set the entry.

ADDRESS COUNTER USER ADMIN

REGISTER DEPARTMENT CODE
(5-digit)

New Code : *****

Retype New Code : *****

SET

RESET

CANCEL ENTER

- If you enter the code, asterisks (*) appear in the “Retype New Code” field.
- If you want to clear the code to retype it, press the [CLEAR] button on the Control Panel.

Tip

If you want to return to the “New Code” field to retype it, press the [RESET] button.

6 Press the [ENTER] button at the bottom of the touch panel.

- The LIMITATION screen is displayed.

7 Set the limitation of this department code as required.

The screenshot shows a menu interface with four tabs: ADDRESS, COUNTER, USER, and ADMIN. The 'COUNTER' tab is selected. Below the tabs, there are two main sections: 'COLOR' and 'BLACK'. Each section has an 'ON' button and an 'OFF' button. Below these buttons is a 'Limitation' field with a numeric keypad and a minus sign. At the bottom of each section is a 'PRINT COUNTER' field showing the value '0'. At the very bottom of the screen are 'CANCEL' and 'ENTER' buttons.

- **COLOR** — Press the [ON] button to enable the color output limitation for this department code. When you select the [ON] button, press the "Limitation" field and enter the maximum number of the color outputs for this department code using the digital keys. You can enter up to "99999999". If you do not set the output limitation for color outputs, press the [OFF] button.
- **BLACK** — Press the [ON] button to enable the black output limitation for this department code. When you select the [ON] button, press the "Limitation" field and enter the maximum number of the black outputs for this department code using the digital keys. You can enter up to "99999999". If you do not set the output limitation for black outputs, press the [OFF] button.

Notes

- If you enter "0" for the limitation, it will disable printing any copies or prints using this department code.
- When the No Limit Black function is enabled, you cannot set the limitation for black.
- When the number of outputs exceeds the limitation during the job is being printed, few copies that exceeds the limitation are printed and counted because the equipment cannot stop the job immediately.

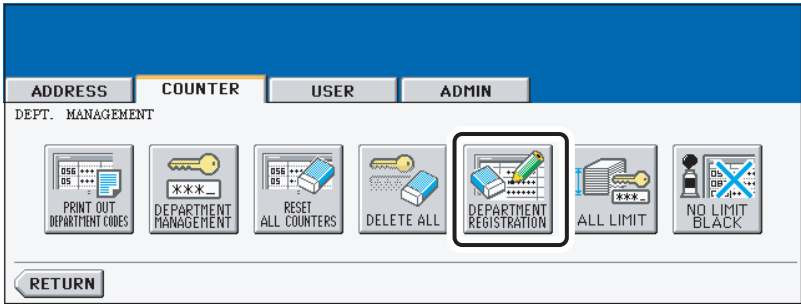
8 Press the [ENTER] button.

- New department code is registered.

Editing the Department Code


The function allows you to edit the existing department code.

- 1** In the DEPT. MANAGEMENT menu, press the [DEPARTMENT REGISTRATION] button.

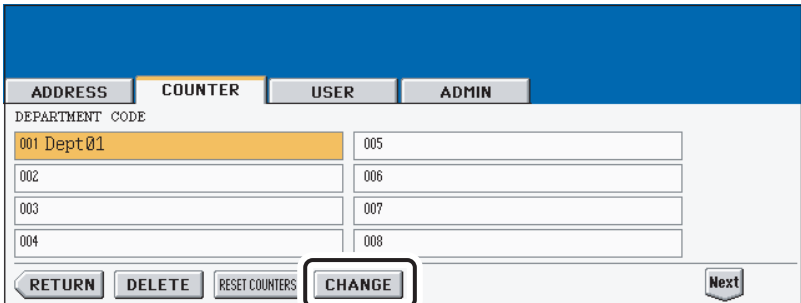


- The DEPARTMENT CODE screen is displayed.

Tip

For the procedure to display the screen above, see "Logging On As Administrator".  P.53

- 2** Press the department button that you want to edit and press the [CHANGE] button.



- The message "This department code is already registered. Do you wish to replace this code?" is displayed.

Tip

If the touch panel does not display the department code that you want to edit, press the [Next] button to display the next screen.

3 Press the [ENTER] button.

The screenshot shows a menu with four tabs: ADDRESS, COUNTER, USER, and ADMIN. The COUNTER tab is selected. Below the tabs, the text reads: "This department code is already registered. Do you wish to replace this code?". At the bottom right, there are two buttons: CANCEL and ENTER. The ENTER button is highlighted with a red rectangle.

- The input screen is displayed.

4 Enter the department name using the keyboard and digital keys, and press the [ENTER] button.

The screenshot shows a screen titled "Dept01 Edit_". It features a full QWERTY keyboard layout with various function keys like Back Space, CLEAR, Shift, Caps Lock, and Next. The ENTER key is highlighted with a red rectangle.

- The CHANGE DEPARTMENT CODE screen is displayed.

5 Enter current department code in the "Current Code" field using the digital keys, and then press the [SET] button to set the entry.

The screenshot shows a screen titled "CHANGE DEPARTMENT CODE (5-digit)". It has three input fields: "Current Code" (containing five asterisks), "New Code", and "Retype New Code". To the right of the "Current Code" field are two buttons: SET and RESET. The SET button is highlighted with a red rectangle. At the bottom, there are CANCEL and ENTER buttons.

- If you enter the code, asterisks (*) appear in the "Current Code" field.
- If you want to clear the code to retype it, press the [CLEAR] button on the Control Panel.
- After pressing the [SET] button, the "New Code" field is highlighted.

6 Enter new 5-digit code in the “New Code” field using the digital keys, and then press the [SET] button to set the entry.

ADDRESS COUNTER USER ADMIN

CHANGE DEPARTMENT CODE
(5-digit)

Current Code : *****

New Code : *****

Retype New Code :

SET

RESET

CANCEL ENTER

- If you enter the code, asterisks (*) appear in the “New Code” field.
- If you want to clear the code to retype it, press the [CLEAR] button on the Control Panel.
- After pressing the [SET] button, the “Retype New Code” field is highlighted.

Note

The department code must be the 5-digit code except “00000”.

Tip

If you want to return to the “Current Code” field to retype it, press the [RESET] button.

7 Enter new 5-digit code again in the “Retype New Code” field using the digital keys, and then press the [SET] button to set the entry.

ADDRESS COUNTER USER ADMIN

CHANGE DEPARTMENT CODE
(5-digit)

Current Code : *****

New Code : *****

Retype New Code : *****

SET

RESET

CANCEL ENTER

- If you enter the code, asterisks (*) appear in the “Retype New Code” field.
- If you want to clear the code to retype it, press the [CLEAR] button on the Control Panel.

Tip

If you want to return to the “Current Code” field or “New Code” field to retype them, press the [RESET] button.

8 Press the [ENTER] button at the bottom of the touch panel.

- The LIMITATION screen is displayed.

9 Set the limitation of this department code as required.

The screenshot shows a menu interface with four tabs: ADDRESS, COUNTER (selected), USER, and ADMIN. Below the tabs, there are two main sections: COLOR and BLACK. Each section has an ON/OFF toggle, a 'Limitation' field with a numeric keypad, and a 'PRINT COUNTER' display showing '0'. At the bottom, there are 'CANCEL' and 'ENTER' buttons.

- **COLOR** — Press the [ON] button to enable the color output limitation for this department code. When you select the [ON] button, press the "Limitation" field and enter the maximum number of the color outputs for this department code using the digital keys. You can enter up to "99999999". If you do not set the output limitation for color outputs, press the [OFF] button.
- **BLACK** — Press the [ON] button to enable the black output limitation for this department code. When you select the [ON] button, press the "Limitation" field and enter the maximum number of the black outputs for this department code using the digital keys. You can enter up to "99999999". If you do not set the output limitation for black outputs, press the [OFF] button.

Notes

- If you enter "0" for the limitation, it will disable printing any copies or prints using this department code.
- When the No Limit Black function is enabled, you cannot set the limitation for black.
- When the number of outputs exceeds the limitation during the job is being printed, few copies that exceeds the limitation are printed and counted because the equipment cannot stop the job immediately.

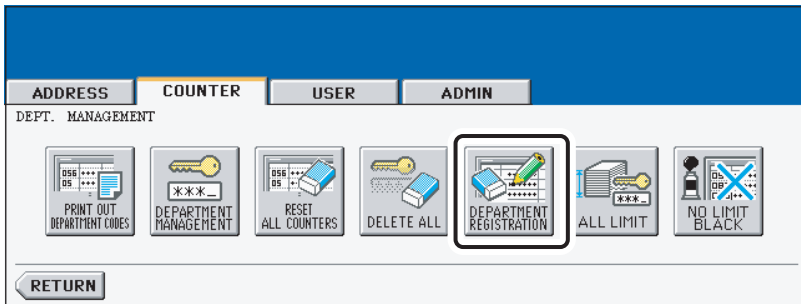
10 Press the [ENTER] button.

- The department code is edited.

Deleting the Department Code

The function allows you to delete the existing department code.

- 1** In the DEPT. MANAGEMENT menu, press the [DEPARTMENT REGISTRATION] button.

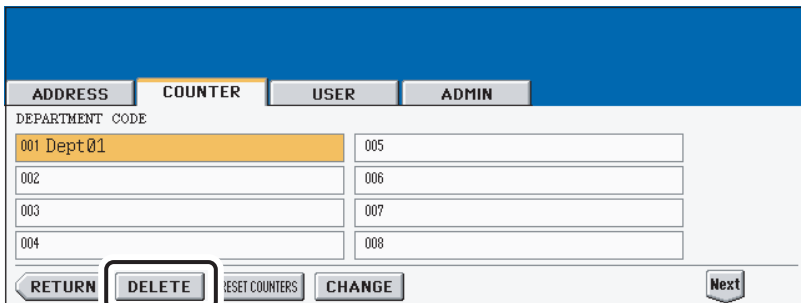


- The DEPARTMENT CODE screen is displayed.

Tip

For the procedure to display the screen above, see "Logging On As Administrator". P.53

- 2** Press the department button that you want to delete and press the [DELETE] button.

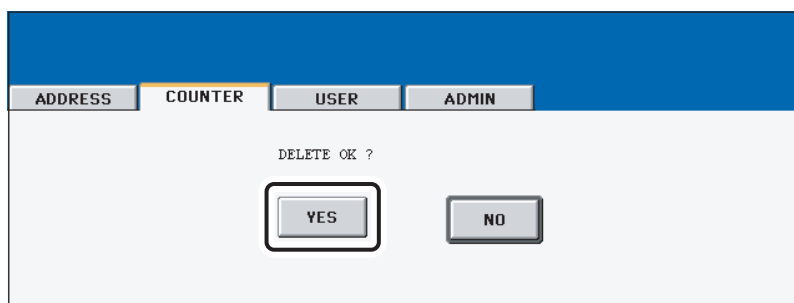


- The delete confirmation screen is displayed.

Tip

If the touch panel does not display the department code that you want to delete, press the [Next] button to display the next screen.

- 3** Press the [YES] button to delete the department code, or [NO] button to cancel deleting.

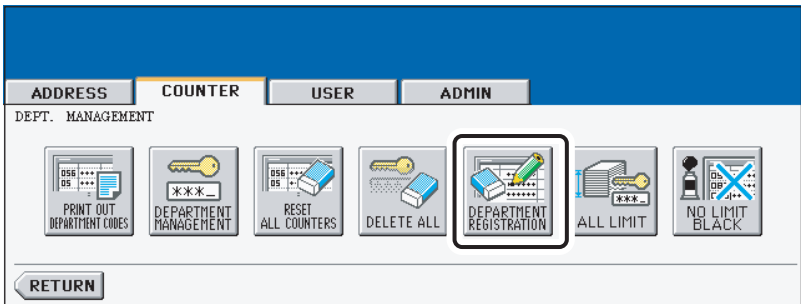


- When you press the [YES] button, the department code is deleted.

Resetting the Counter of Each Department

The function allows you to reset the counter of specific department code only.

- 1** In the DEPT. MANAGEMENT menu, press the [DEPARTMENT REGISTRATION] button.

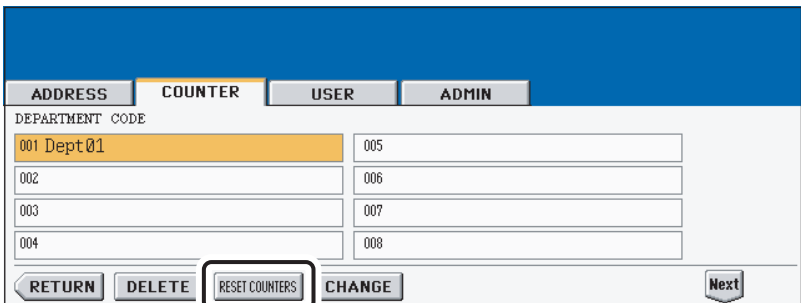


- The DEPARTMENT CODE screen is displayed.

Tip

For the procedure to display the screen above, see "Logging On As Administrator". P.53

- 2** Press the department button that you want to reset the counter and press the [RESET COUNTERS] button.

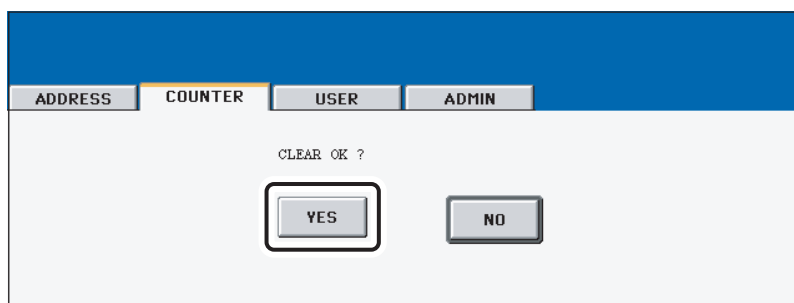


- The clear confirmation screen is displayed.

Tip

If the touch panel does not display the department code that you want to clear the counter, press the [Next] button to display the next screen.

- 3** Press the [YES] button to clear the counter of the department code, or [NO] button to cancel clearing the counter.



The screenshot shows a software interface with a blue header bar. Below the header, there are four tabs: ADDRESS, COUNTER, USER, and ADMIN. The COUNTER tab is currently selected and highlighted with a yellow underline. Below the tabs, the text "CLEAR OK ?" is displayed. Underneath this text are two buttons: "YES" and "NO". The "YES" button is highlighted with a red rectangular border, indicating it is the recommended action.

- When you press the [YES] button, the counter of the department code is cleared.

Setting Output Limitations for All Departments

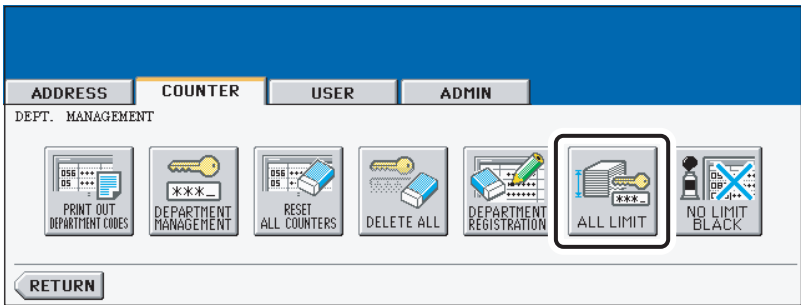
This function allows you to set the output limitation for all departments by a single operation. When you select [ON], the output will be disabled for all departments. When you select [OFF], the infinite outputs will be allowed for all departments.

Tip

When you select [ON], the limitation setting for each department code will be set to [ON] and the "Limitation" field will be set to "0". If you want to change the limitation setting for each department code, change the limitation setting by editing a department code.

P.63 "Editing the Department Code"

1 In the DEPT. MANAGEMENT menu, press the [ALL LIMIT] button.

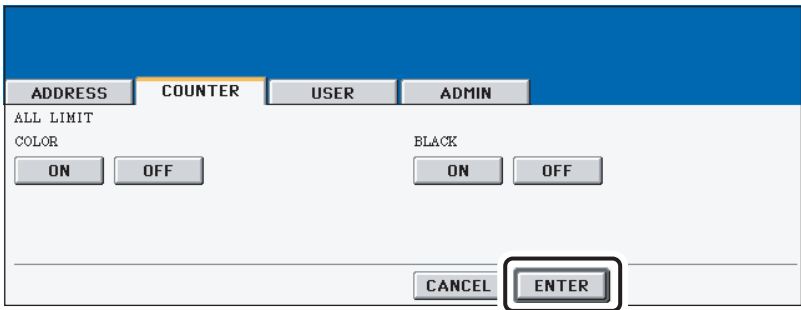


- The ALL LIMIT screen is displayed.

Tip

For the procedure to display the screen above, see "Logging On As Administrator". P.53

2 Specify following items as required.



- **COLOR** — Press the [ON] button to disable the color copies/prints for all departments, or [OFF] button to permit infinite color copies/prints for all departments.
- **BLACK** — Press the [ON] button to disable the black copies/prints for all departments, or [OFF] button to permit infinite black copies/prints for all departments.

Note

The All Limit function for black cannot be set when the No Limit Black function is enabled.

3 Press the [ENTER] button.

- The output limitation settings are saved. After pressing the [ENTER] button, the "WAIT" message is displayed until the setting is applied. This may take a time according to the amount of the registered department codes.

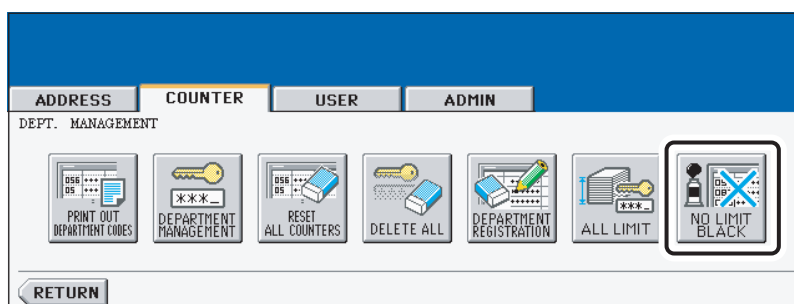
Setting No Limit Black

When No Limit Black function is enabled, users can perform any numbers of the black copies/prints on this equipment and it will not count the number of black copies/prints for each department code.

Note


When the Department Management is disabled, the No Limit Black function is also disabled. Therefore, the No Limit Black function is set as disabled every time you enable the Department Management. If you want to enable the No Limit Black function, you must enable it after enabling the Department Management.

- 1 In the **DEPT. MANAGEMENT** menu, press the **[NO LIMIT BLACK]** button.

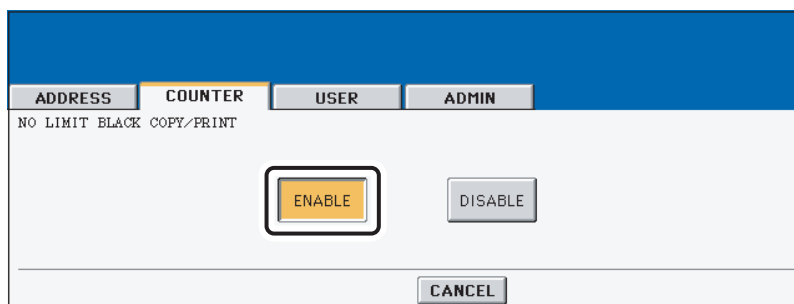


- The NO LIMIT BLACK COPY/PRINT screen is displayed.

Tip

For the procedure to display the screen above, see "Logging On As Administrator".  P.53

- 2 Press the **[ENABLE]** button to enable the No Limit Black function, or the **[DISABLE]** button to disable the No Limit Black function.

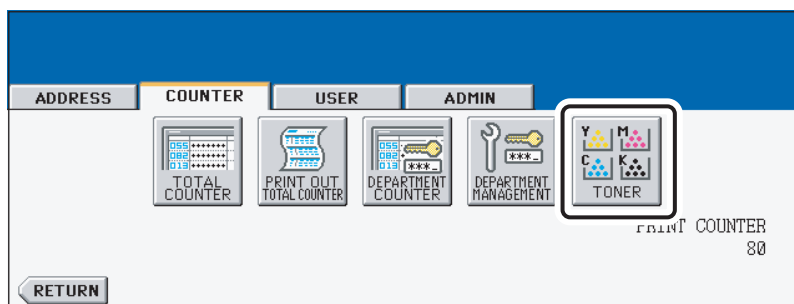


- The No Limit Black setting is saved.

CHECKING TONER AMOUNT

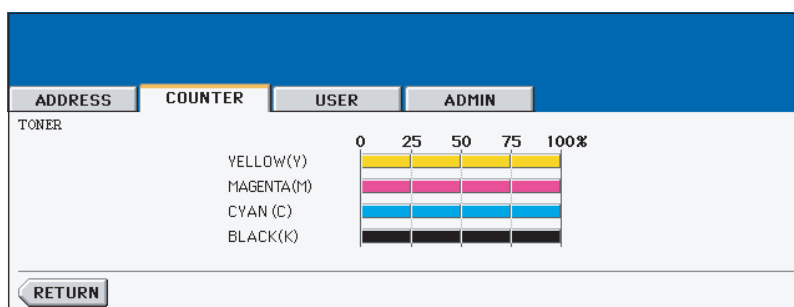
This feature allows you to check the toner amount for each color.

- 1** Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2** Press the [COUNTER] button, and then press the [TONER] button on the touch panel.



- The TONER screen is displayed.

- 3** You can check how much amount of toner is remained in each toner cartridge.



SETTING ITEMS (USER)

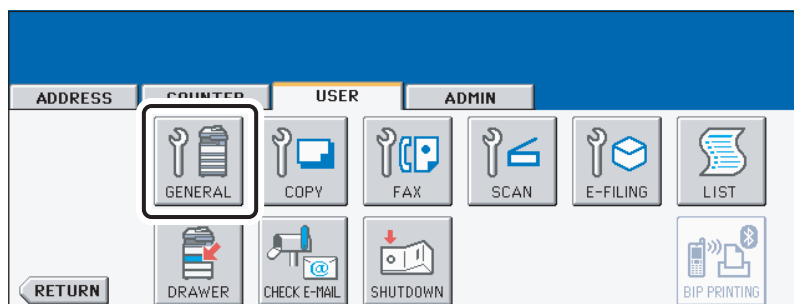
SETTING GENERAL FUNCTIONS	76
Setting the Auto Clear Mode	76
Changing the Display Language	78
Setting the Reversed Display Mode	79
Replacing the Toner Cartridge	81
Setting the Calibrations	83
Setting the Registration	85
SETTING COPY FUNCTIONS	86
SETTING FAX FUNCTIONS	88
SETTING SCAN FUNCTIONS	90
SETTING E-FILING FUNCTIONS	93
PRINTING LISTS	94
Printing the Address Book List	94
Printing the Group Numbers List	96
Printing the Function List (User)	97
SETTING DRAWER	98
CHECKING E-MAIL	100
TURN OFF THE POWER (SHUT DOWN)	101
SETTING BIP PRINTING	103

SETTING GENERAL FUNCTIONS

Setting the Auto Clear Mode

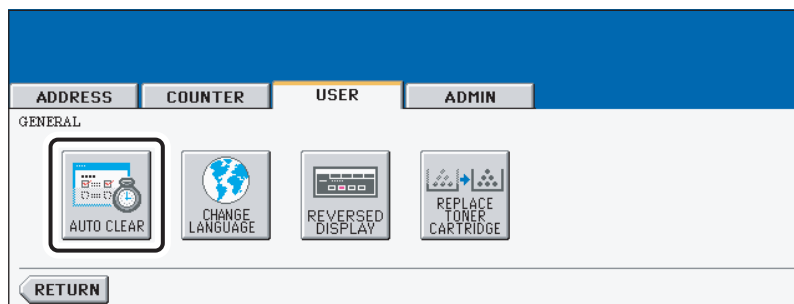
This function sets how long the machine waits before clearing the previous functions set on the control panel.

- 1** Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2** Press the [USER] button, and then press the [GENERAL] button on the touch panel.



- The GENERAL menu is displayed.

- 3** Press the [AUTO CLEAR] button.



- The AUTO CLEAR screen is displayed.

4 Press the button that indicates the desired time in seconds.

The screenshot shows a software interface with a blue header bar. Below the header are four tabs: ADDRESS, COUNTER, USER (selected), and ADMIN. The main area is titled 'AUTO CLEAR'. It contains a grid of buttons for selecting a time in seconds: 15, 30, 45 (highlighted), 60, 75, 90, 105, 120, 135, 150, and a 'NO LIMIT' button. A 'CANCEL' button is located at the bottom right of the grid.

- The Auto Clear mode has been set to selected time.

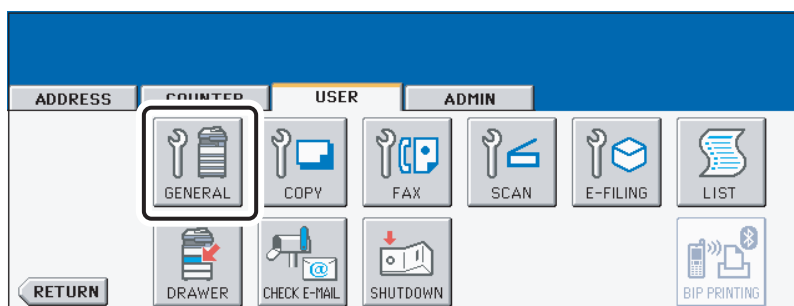
Tips

- If you want to disable the Auto Clear mode, press the [NO LIMIT] button.
- Even if the [NO LIMIT] button is selected, the screen will be cleared after 45 seconds in case that users operate in the USER FUNCTION, JOB STATUS, or TEMPLATE screen.

Changing the Display Language

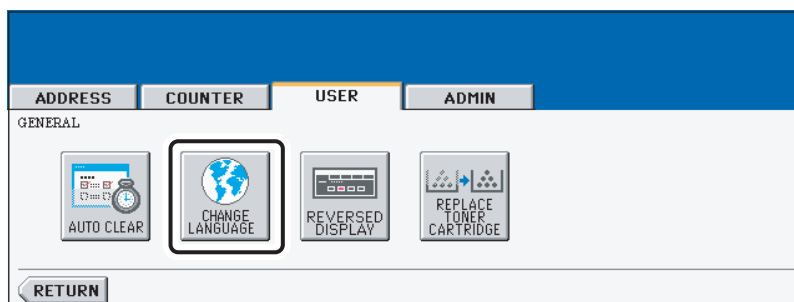
The language used on the touch panel can be changed to a different one.

- 1** Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2** Press the [USER] button, and then press the [GENERAL] button on the touch panel.



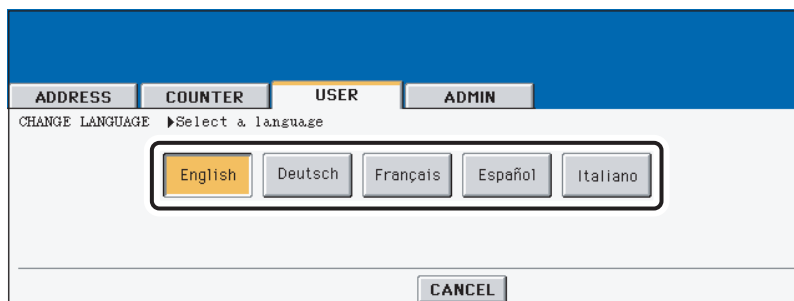
- The GENERAL menu is displayed.

- 3** Press the [CHANGE LANGUAGE] button.



- The CHANGE LANGUAGE screen is displayed.

- 4** Press the desired language button.



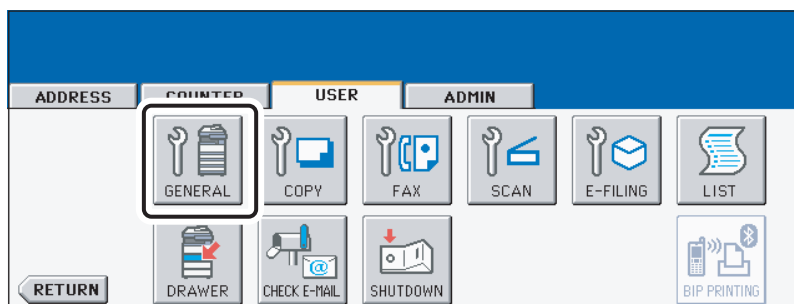
- The touch panel is displayed in the selected language.

Setting the Reversed Display Mode

You can change the touch panel to be displayed in the Reversed Display mode (which the white portion will be black and the black portion will be white).

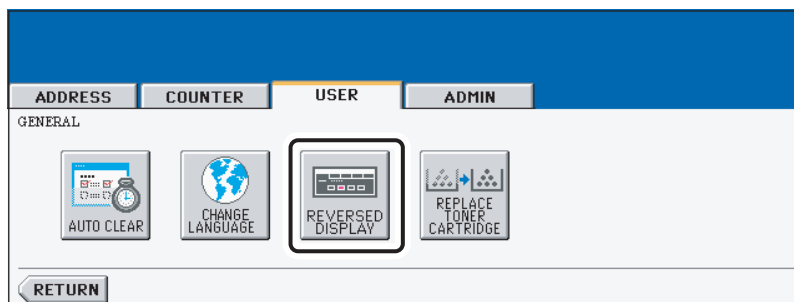
Changing to the Reversed Display mode helps you to display the touch panel more clearly where it is too bright to see the touch panel.

- 1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.**
- 2 Press the [USER] button, and then press the [GENERAL] button on the touch panel.**



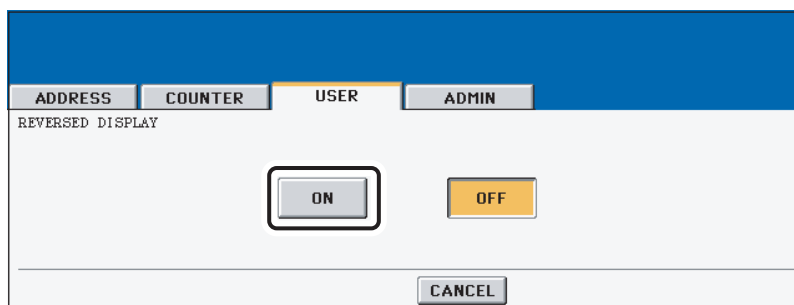
- The GENERAL menu is displayed.

- 3 Press the [REVERSED DISPLAY] button.**

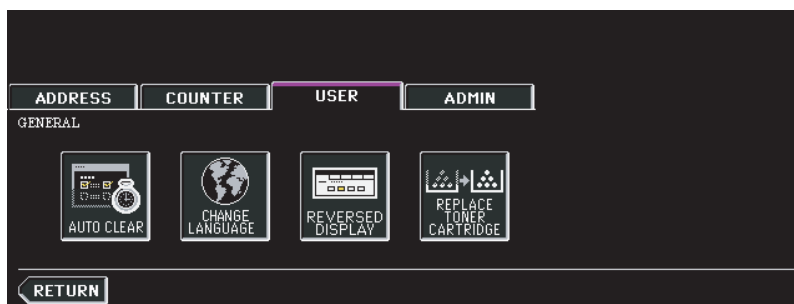


- The REVERSED DISPLAY screen is displayed.

- 4** Press the [ON] button to enable the Reversed Display, or [OFF] button to disable the Reversed Display.



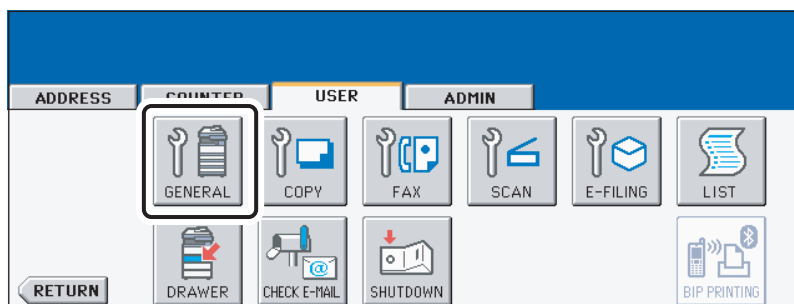
- When you select the [ON] button, the touch panel is displayed in the Reversed Display mode.



Replacing the Toner Cartridge

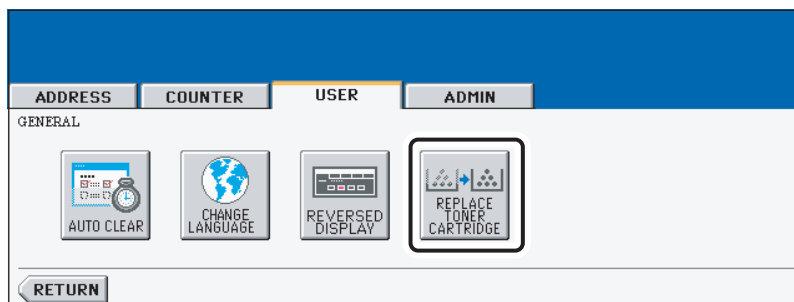
When you want to replace the toner cartridges before the Touch Panel Display indicates the toner empty message, you can replace them by the following procedure.

- 1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.**
- 2 Press the [USER] button, and then press the [GENERAL] button on the touch panel.**



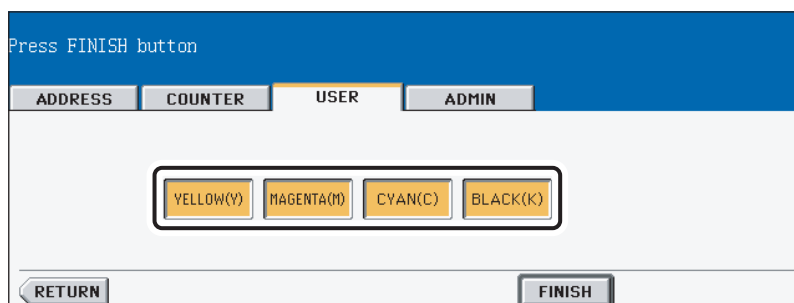
- The GENERAL menu is displayed.

- 3 Press the [REPLACE TONER CARTRIDGE] button.**



- The REPLACE TONER CARTRIDGE screen is displayed.

- 4 Press the button that indicates the toner cartridges you want to replace.**

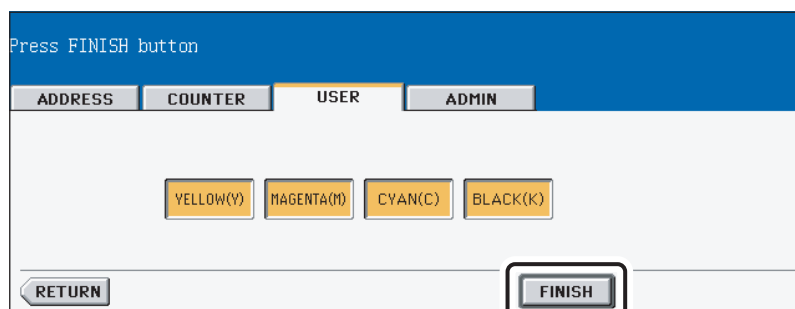


5 Replace the toner cartridges in the equipment.

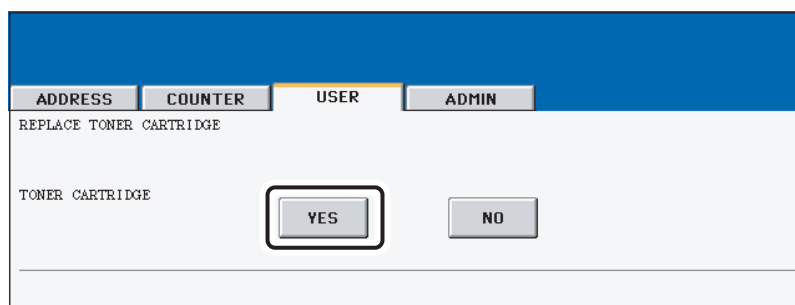
Note

For instructions on how to replace the toner cartridges, please see the *Operator's Manual for Basic Functions*.

6 After replacing the toner cartridges, press the [FINISH] button.



7 Press the [YES] button.



Setting the Calibrations

This equipment allows you to calibrate the color gradation for copy and print.

Notes

- The copy calibration setting in the [USER] menu can be configured only when an administrator has set the Calibration Display Level to [USER].
P.124 “Setting the Calibration and Registration Display Level”
- When the private print jobs, schedule print jobs, or invalid jobs are stored in the job list, the calibrations cannot be performed. In that case, delete the jobs in the job list.

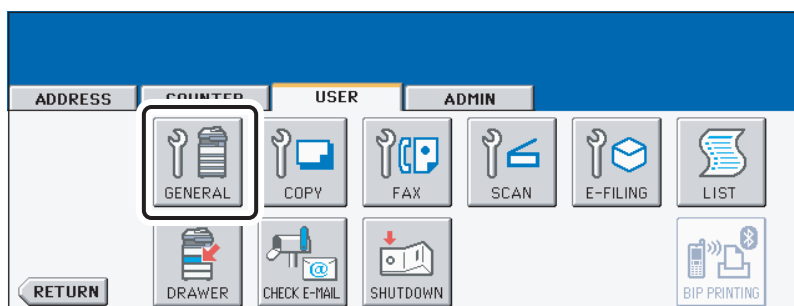
This function allows the machine automatically to calibrate the color gradation for copy and printing jobs when the color cannot be adjusted well because the shading or the hue of the image has deviated.

- Set the LT-sized or A4-sized paper (recommended paper) in the cassette before starting the calibration. If any other paper is used, calibration may not be performed properly.
- If the color often deviates, call your service technician.

Caution

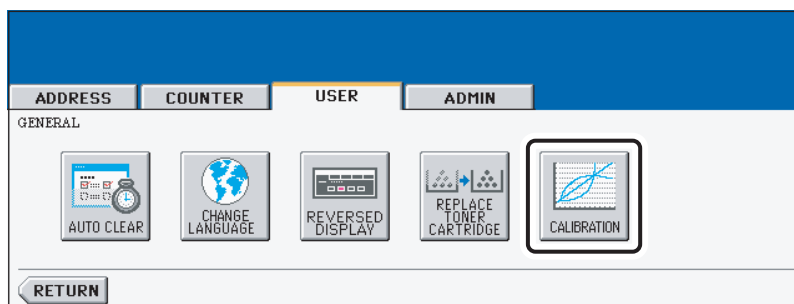
- If the glass is dirty or any foreign objects are stuck to the glass, the calibration may not be carried out properly. Keep the glass clean.
- Never raise the original cover or the optional Automatic Document Feeder, or open the front cover while the calibration is in progress. If this does happen, the calibration cannot be finished appropriately.
- Interrupt copying is not available during the calibration.

- 1 Place the LT-size or A4-size paper in the cassette.**
- 2 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.**
- 3 Press the [USER] button, and then press the [GENERAL] button on the touch panel.**



- The GENERAL menu is displayed.

4 Press the [CALIBRATION] button.



- The CALIBRATION menu is displayed.

5 Please refer to the Step 4 in the following procedures.

When you want to perform the copy calibration: P.126 “Setting the Copy Calibrations”

When you want to perform the print calibration: P.129 “Setting the Print Calibration”

Tip

The instructions on how to perform the copy and print calibration are same when they are performed in the [ADMIN] menu.

Setting the Registration

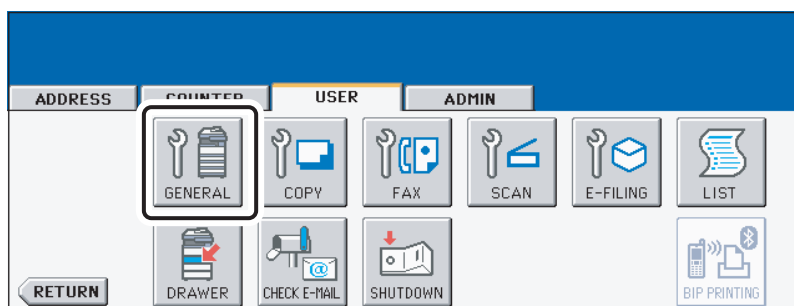
This equipment allows you to perform the registration to adjust the printing position manually.

Note

The registration setting in the [USER] menu can be configured only when an administrator has set the Registration Display Level to [USER].

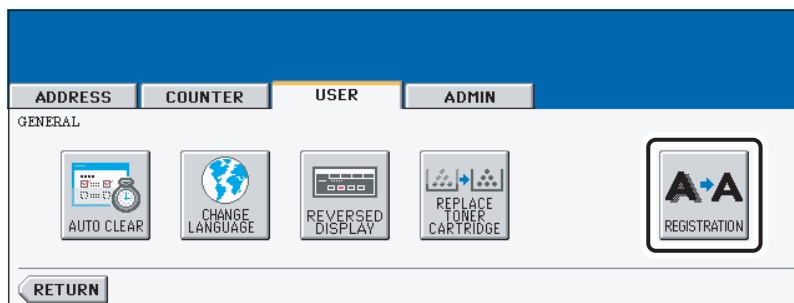
📖 P.124 "Setting the Calibration and Registration Display Level"

- 1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.**
- 2 Press the [USER] button, and then press the [GENERAL] button on the touch panel.**



- The GENERAL menu is displayed.

- 3 Press the [REGISTRATION] button.**



- The REGISTRATION menu is displayed.

- 4 Please refer to the Step 4 in the following procedures.**

📖 P.132 "Setting the Registration"

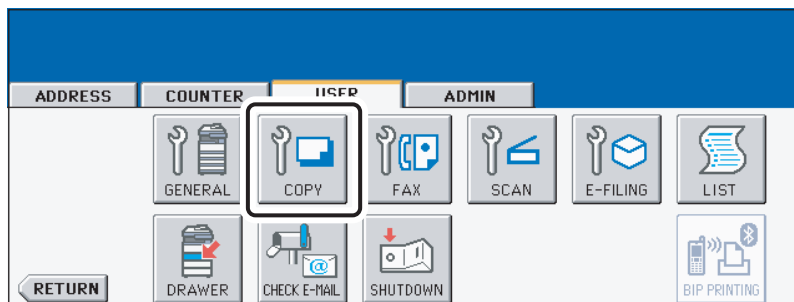
Tip

The instructions on how to perform the registration is same when it is performed in the [ADMIN] menu.

SETTING COPY FUNCTIONS

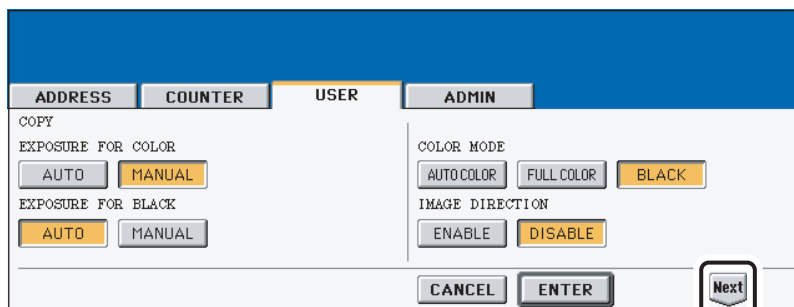
You can change the initial setting (default setting) of copy job.

- 1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2 Press the [USER] button, and then press the [COPY] button on the touch panel.



- The COPY screen is displayed.

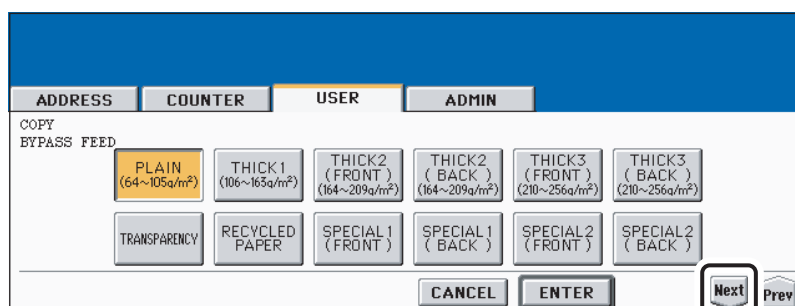
- 3 Specify the following items as you require.



- In the “EXPOSURE FOR COLOR” and “EXPOSURE FOR BLACK” options, press the desired mode button.
- In the “COLOR MODE” option, press the desired mode button. Only [BLACK] can be selected when the No Limit Black function is enabled.
- In the “IMAGE DIRECTION” option, press the desired mode button. For more descriptions for the IMAGE DIRECTION option, please refer to the **Operator's Manual For Basic Function**.

- 4 Press the [Next] button to display the next screen.

5 Press the desired media type button.

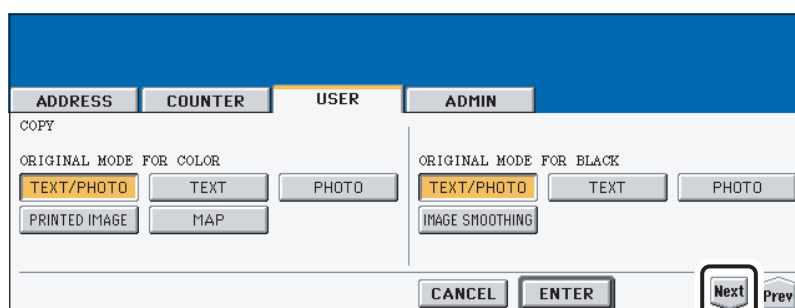


Tip

For more information about the paper type, please see the *Operator's Manual For Basic Functions*.

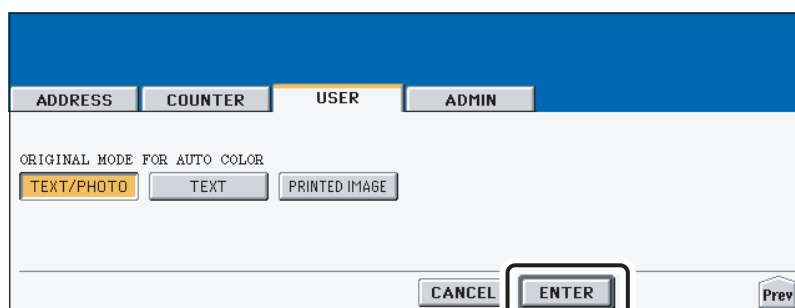
6 Press the [Next] button to display the next screen.

7 Press the desired mode button for “ORIGINAL MODE FOR COLOR” and “ORIGINAL MODE FOR BLACK” option.



8 Press the [Next] button to display the next screen.

9 Press the desired mode button for “ORIGINAL MODE FOR AUTO COLOR” option.



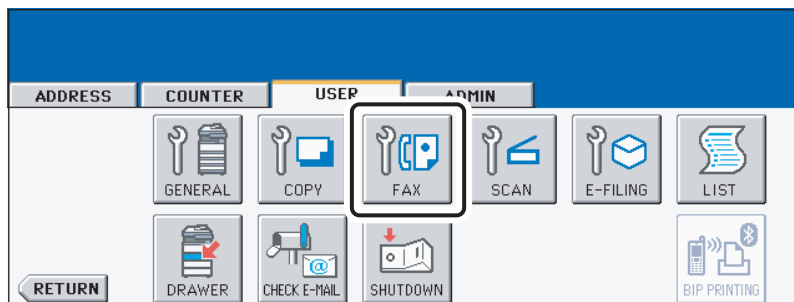
10 Press the [ENTER] button.

- The default settings for each mode are changed as you specified.

SETTING FAX FUNCTIONS

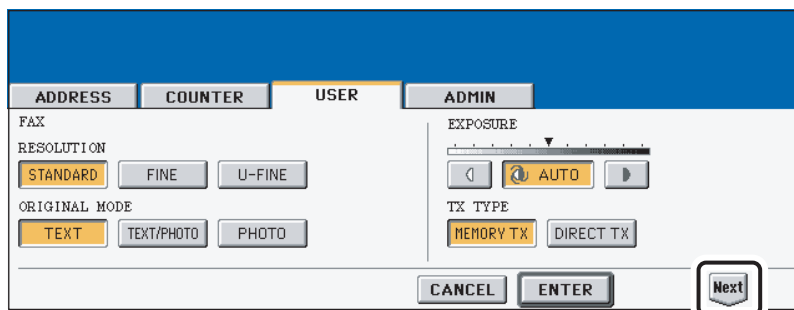
You can change the initial setting (default setting) of fax and Internet Fax features.

- 1** Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2** Press the [USER] button, and then press the [FAX] button on the touch panel.



- The FAX screen is displayed.

- 3** Specify the following items as you require.



- In the “RESOLUTION” option, press the desired mode button.
- In the “ORIGINAL MODE” option, press the desired mode button.
- In the “EXPOSURE” option, press light or dark buttons to specify the default exposure manually, or press the [AUTO] button to select auto mode for the default exposure mode.
- In the “TX TYPE” option, press the desired mode button.
 - [MEMORY TX]** — Press this to set the Memory TX mode as default transmission mode that will send after scanning and saving all originals in the memory. This mode enables multi-address transmission.
 - [DIRECT TX]** — Press this to set the Direct TX mode as default transmission mode that will send originals page by page after every original has been scanned. This mode disables multi-address transmission.

Note

The “TX TYPE” option is available only when the optional Fax unit is installed.

- 4** Press the [Next] button to display the next screen.

5 Specify the following items as you require.

The screenshot shows a menu interface with a blue header bar. Below the header are four tabs: ADDRESS, COUNTER, USER, and ADMIN. The USER tab is currently selected. Under the USER tab, there are two sections: FAX and ECM. The FAX section has an RTI option with ON and OFF buttons. The ECM section has an ECM option with ON and OFF buttons. At the bottom of the menu, there are three buttons: CANCEL, ENTER (which is highlighted with a red rectangle), and Prev.

- In the “RTI” option, specify whether the RTI is enabled or disabled as default setting.
[ON] — Press this to print a reception header (RTI) on received faxes to clearly identify the time, date, and page count of received faxes.
[OFF] — Press this not to print a reception header (RTI) on received faxes.
- In the “ECM” option, specify whether the ECM is enabled or disabled as default setting.
[ON] — Press this to enable the ECM (Error Correction Mode) to automatically re-send any portion of the document affected by phone line noise or distortion.
[OFF] — Press this to disable the ECM.

Note

The “RTI” and “ECM” options are available only when the optional Fax unit is installed.

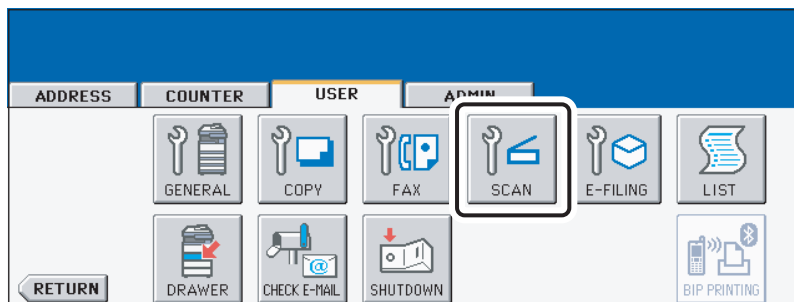
6 Press the **[ENTER]** button.

- The default settings for each mode are changed as you specified.

SETTING SCAN FUNCTIONS

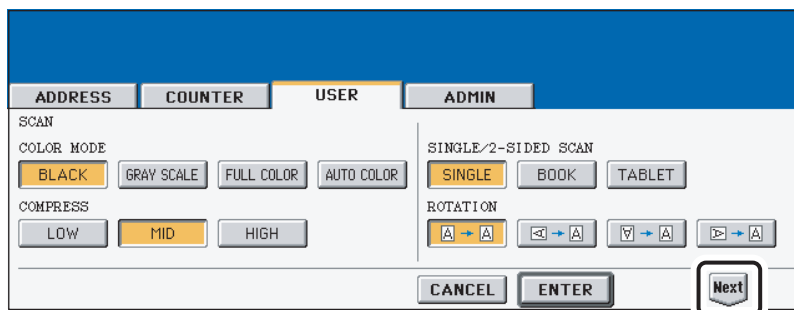
You can change the initial setting (default setting) of scan job.

- 1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2 Press the [USER] button, and then press the [SCAN] button on the touch panel.



- The SCAN screen is displayed.

- 3 Specify the following items as you require.



- In the "COLOR MODE" option, press the desired mode button.
- In the "COMPRESS" option, press the desired mode button that applies when scanning in gray scale, full color, or auto color mode.
- In the "SINGLE/2-SIDE SCAN" option, press the desired mode button.
 - [SINGLE]** — Press this to set single page scan as default scan mode.
 - [BOOK]** — Press this to set book scan mode as default scan mode. This enables to scan both side of originals in the same direction.
 - [TABLET]** — Press this to set tablet scan mode as default scan mode. This enables to scan front page in the general direction, and scan back page rotated 180 degree.
- In the "ROTATION" option, press the desired mode button.

- 4 Press the [Next] button to display the next screen.

5 Specify the following items as you require.

ADDRESS COUNTER **USER** ADMIN

SCAN

THRESHOLD

IMAGE QUALITY FOR BLACK

STANDARD HIGH QUALITY

CANCEL ENTER Next rev

- In the “THRESHOLD” option, press the light button or dark button to specify the exposure that applies when scanning a black original in the auto color mode. If you move to the left, the black and white in an original will be scanned lightly. If you move to the right, the black and white in an original will be scanned deeply.
- In the “IMAGE QUALITY FOR BLACK” option, press the desired mode button that applies when scanning a black original in the auto color mode.

6 Press the [Next] button to display the next screen.

7 Specify the following items as you require.

ADDRESS COUNTER **USER** ADMIN

SCAN ▶Set Full Color and Auto Color Mode Initial Value

RESOLUTION

600 400 300 200 150 100

ORIGINAL MODE

TEXT PHOTO PRTO IMAGE

EXPOSURE

BACKGROUND ADJUSTMENT

CANCEL ENTER Next rev

- In the “RESOLUTION” option, press the desired mode button applied for color scans. [600] can be selected only when the optional expansion memory is installed.
- In the “ORIGINAL MODE” option, press the desired mode button applied for color scans.
- In the “BACKGROUND ADJUSTMENT” option, press the light button or dark button to specify the contrast for color scans. If you move to the left, the background color will be lighter. If you move to the right, the background color will be darker.
- In the “EXPOSURE” option, press light or dark buttons to specify the default exposure for color scans manually.

8 Press the [Next] button to display the next screen.

9 Specify the following items as you require.

- In the “RESOLUTION” option, press the desired mode button applied for gray scale scans. [600] can be selected only when the optional expansion memory is installed.
- In the “EXPOSURE” option, press light or dark buttons to specify the default exposure for gray scale scans manually.
- In the “BACKGROUND ADJUSTMENT” option, press the light button or dark button to specify the contrast for gray scale scans. If you move to the left, the background color will be lighter. If you move to the right, the background color will be darker.

10 Press the [Next] button to display the next screen.

11 Specify the following items as you require.

- In the “RESOLUTION” option, press the desired mode button applied for black scans.
- In the “ORIGINAL MODE” option, press the desired mode button applied for black scans.
- In the “EXPOSURE” option, press light or dark buttons to specify the default exposure for black scans manually, or press the [AUTO] button to select auto mode for the default exposure mode for black scans.
- In the “BACKGROUND ADJUSTMENT” option, press the light button or dark button to specify the contrast for black scans. If you move to the left, the background color will be lighter. If you move to the right, the background color will be darker.

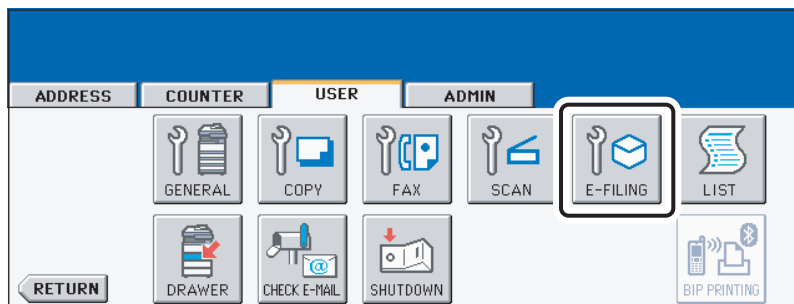
12 Press the [ENTER] button.

- The default settings for each mode are changed as you specified.

SETTING E-FILING FUNCTIONS

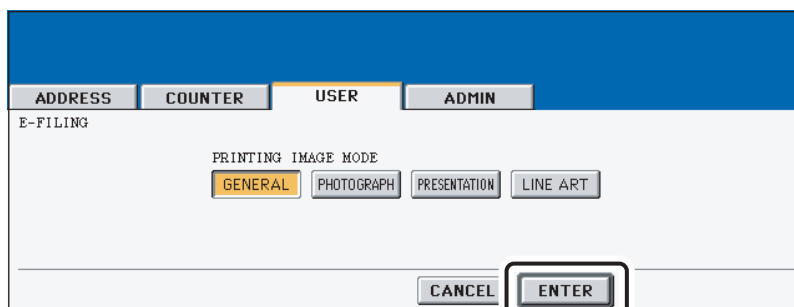
You can set the image quality type for printing color documents from e-Filing that are stored by Scan to e-Filing.

- 1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2 Press the [USER] button, and then press the [E-FILING] button on the touch panel.



- The E-FILING screen is displayed.

- 3 In the “PRINTING IMAGE MODE” option, press the desired mode button.



- [GENERAL] — Press this to apply proper color quality for printing a general color document.
- [PHOTOGRAPH] — Press this to apply proper color quality for printing photos.
- [PRESENTATION] — Press this to apply proper image quality for printing a vivid document.
- [LINE ART] — Press this to apply proper image quality for printing a document contains a lot of characters or line arts.

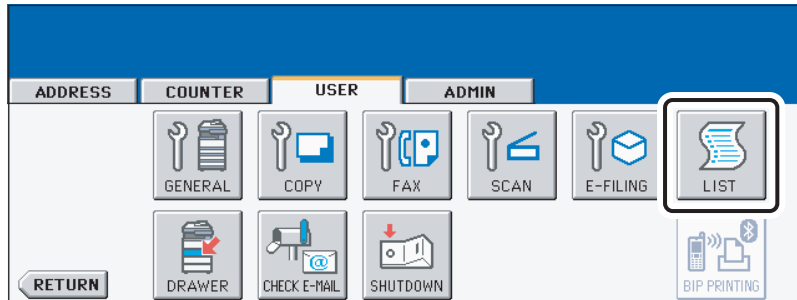
- 4 Press the [ENTER] button.

PRINTING LISTS

Printing the Address Book List

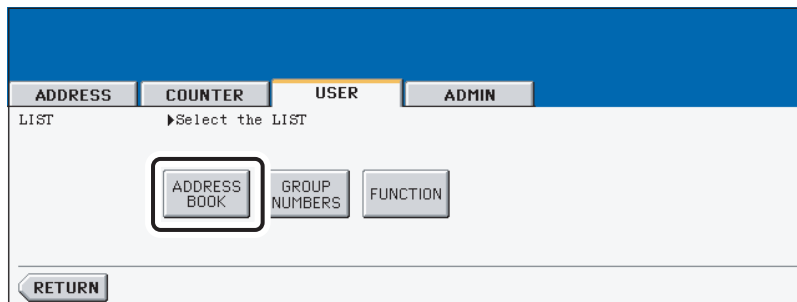
You can print the address book list that shows all registered contacts and groups in this equipment.

- 1** Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2** Press the [USER] button, and then press the [LIST] button on the touch panel.



- The LIST menu is displayed.

- 3** Press the [ADDRESS BOOK] button.



- The ADDRESS BOOK menu is displayed.

-
- 4** Press the [ID SORT] button to print it as sorted by the ID number, or [NAME SORT] button to print it as sorted by the last name.

The screenshot shows a software interface with a blue header bar. Below the header are four tabs: ADDRESS, COUNTER, USER, and ADMIN. The USER tab is currently selected and highlighted with a yellow underline. Below the tabs, the text 'ADDRESS BOOK' is displayed. In the center of the screen are two buttons: 'ID SORT' and 'NAME SORT'. At the bottom left, there is a 'RETURN' button.

- When the department management is disabled, the address book list is printed.
- When the department management is enabled, the screen to input the department code is displayed. Enter the department code using the digital keys and press the [ENTER] button to print the address book list.

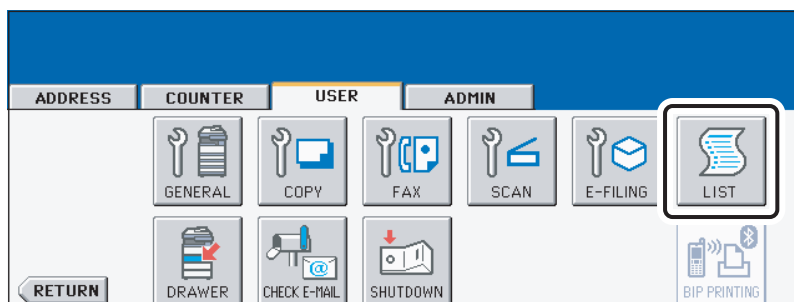
Tips

- The list is printed on the paper that is fed from the drawer LT-R or A4-R paper is set and exit to the inner tray.
- For an output example of the address book list, see "Address Book List". P.198

Printing the Group Numbers List

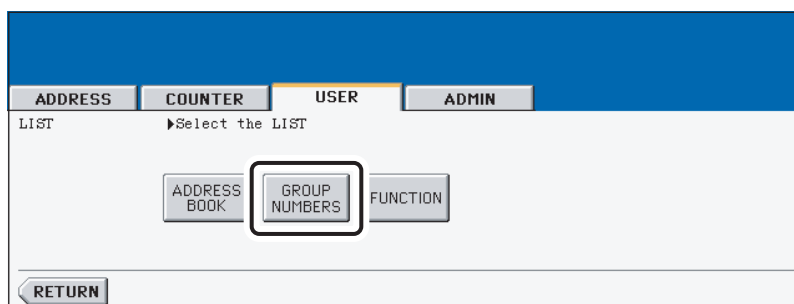
You can print the group numbers list that shows all registered groups and members in this equipment.

- 1** Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2** Press the [USER] button, and then press the [LIST] button on the touch panel.




- The LIST menu is displayed.

- 3** Press the [GROUP NUMBERS] button.



- When the department management is disabled, the group numbers list is printed.
- When the department management is enabled, the screen to input the department code is displayed. Enter the department code using the digital keys and press the [ENTER] button to print the group numbers list.

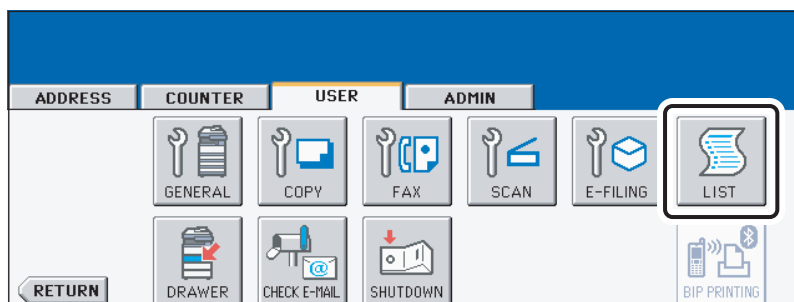
Tips

- The list is printed on the paper that is fed from the drawer LT-R or A4-R paper is set and exit to the inner tray.
- For an output example of the group numbers list, see "Group Numbers List".  P.199

Printing the Function List (User)

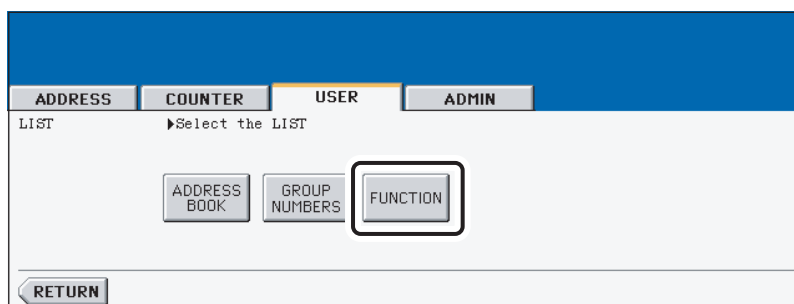
You can print the function list that shows the function flow under the [USER] button of the User Functions.

- 1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2 Press the [USER] button, and then press the [LIST] button on the touch panel.



- The LIST menu is displayed.

- 3 Press the [FUNCTION] button.



- When the department management is disabled, the function list is printed.
- When the department management is enabled, the screen to input the department code is displayed. Enter the department code using the digital keys and press the [ENTER] button to print the function list.

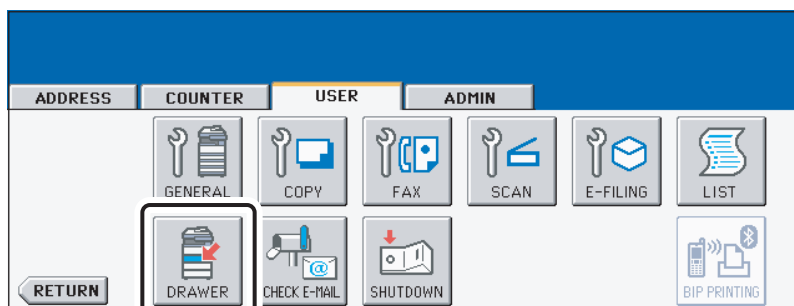
Tips

- The list is printed on the paper that is fed from the drawer LT-R or A4-R paper is set and exit to the inner tray.
- For an output example of the function list, see "Function List (User)". P.200

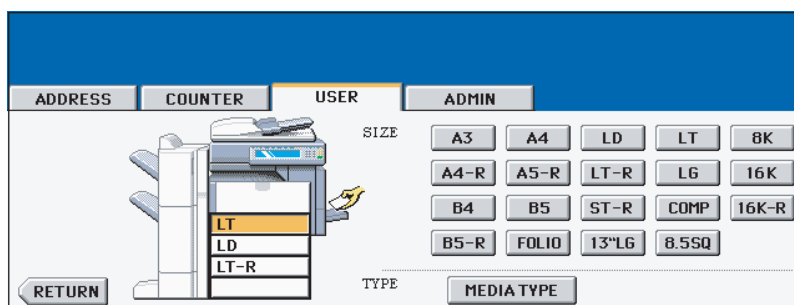
SETTING DRAWER

This function allows you to set the paper size and paper type of each drawer.

- 1** Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2** Press the [USER] button, and then press the [DRAWER] button on the touch panel.



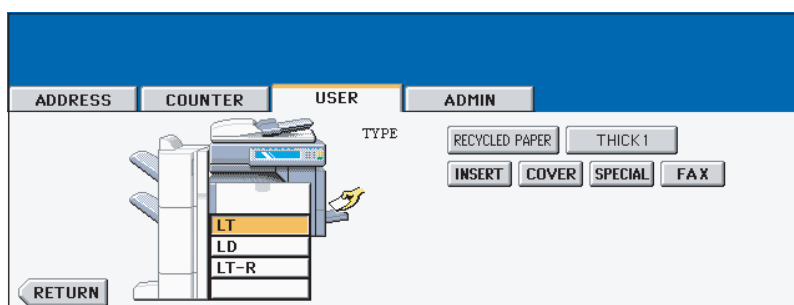
- 3** Press the drawer portion in the illustration to highlight the drawer where you want to change the paper size, then press the desired paper size button.



- When you press the paper size button, the selected paper size will be displayed in the drawer in the illustration.

- 4** Press the [MEDIA TYPE] button.

-
- 5** Press the drawer portion in the illustration to highlight the drawer where you want to change the media type, then press the desired media type button.



- You can select either [RECYCLES PAPER] or [THICK1] for the media type.
- You can select either [INSERT], [COVER], [SPECIAL], or [FAX] to restrict the uses for a specific job. For example, if you select the [INSERT] button for a drawer, the paper in the drawer is always used for copy insertion.

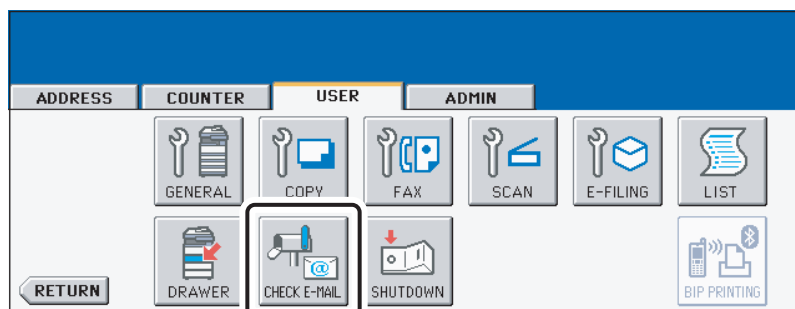
CHECKING E-MAIL

This function allows you to check for new E-mails (Internet Faxes) on the POP3 server.

Tip

This equipment also automatically checks for new E-mails on the POP3 server.

- 1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.**
- 2 Press the [USER] button, and then press the [CHECK E-MAIL] button on the touch panel.**



- This equipment starts communicating to the POP3 server.
- If new E-mail to this machine is on the POP3 server, it will be automatically printed after retrieving the E-mail data from the POP3 server.

TURN OFF THE POWER (SHUT DOWN)

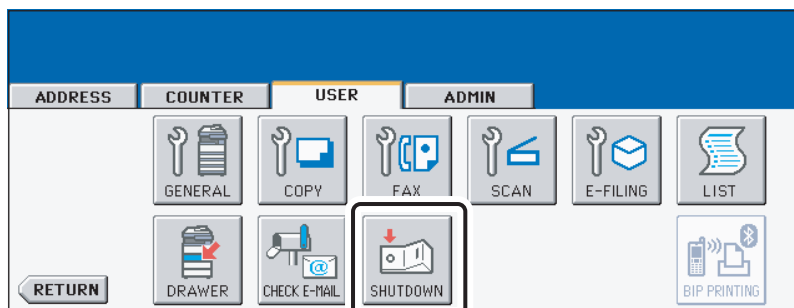
When turning off the power of the equipment, perform the following shutdown procedure.
DO NOT turn off the power by switching off the power switch of the equipment as it can cause the failure of the hard disk.

Before turning off the power, be sure that the following 3 conditions are satisfied.

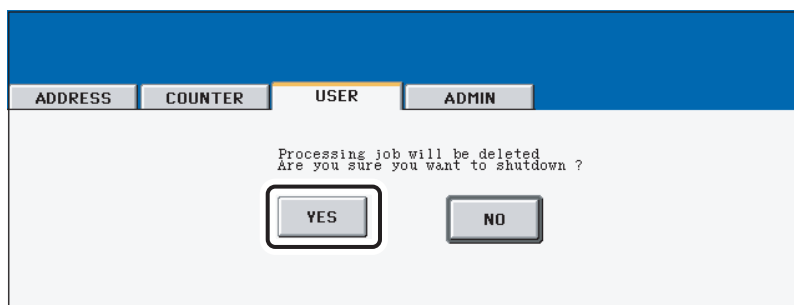
- No jobs are left in the printing job list.
- The ERROR lamp is not blinking.
- No PCs access the equipment via network.

1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [USER] button, and then press the [SHUTDOWN] button on the touch panel.

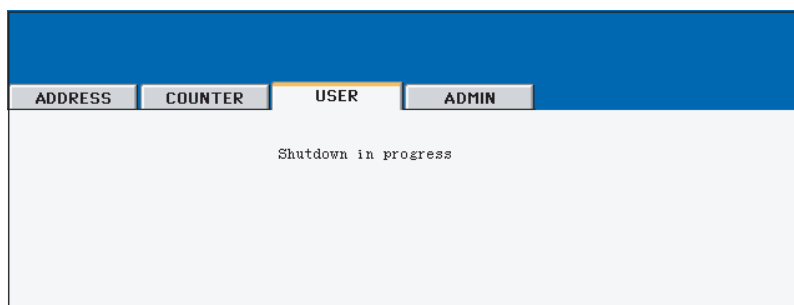


3 “Processing job will be deleted. Are you sure you want to shutdown?” appears on the screen. Press the [YES] button.



- To cancel the shutdown operation, press the [NO] button.

- 4** “Shutdown in progress” appears on the screen, and then the equipment is shut down.



- The power switch automatically returns to the OFF position.

SETTING BIP PRINTING

The [BIP PRINTING] button will be available only when the optional Bluetooth Module is installed. For the instructions on how to set the BIP printing, please refer to the ***GN-2010 Operator's Manual for Bluetooth***.

SETTING ITEMS (ADMIN)

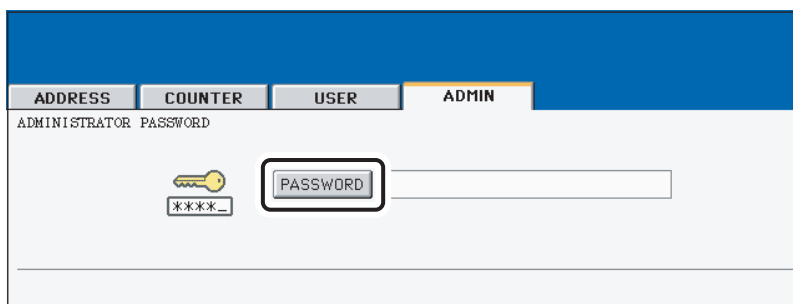
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ENTERING TO ADMIN MENU

When the administrator password has been set, you must enter the administrator password to enter the [ADMIN] menu in the User Functions screen.

- 1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.**
- 2 Press the [ADMIN] button.**
 - The ADMINISTRATOR PASSWORD screen is displayed.
- 3 Press the [PASSWORD] button.**



- The input screen is displayed.

- 4 Enter the administrator password and press the [ENTER] button.**



- The ADMIN menu is displayed.

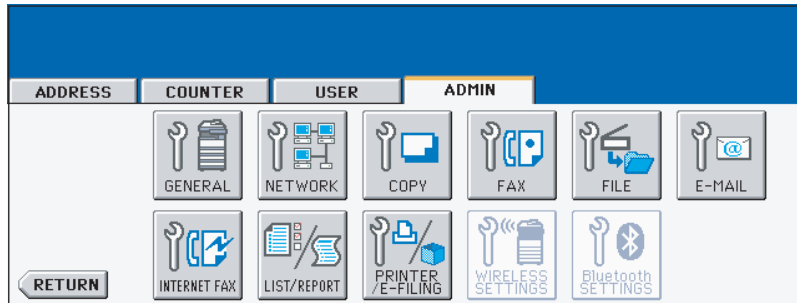
Tip

If the administrator password has not been changed before, enter the default administrator password "123456".

Note

If you enter the incorrect password continuously, the equipment cannot be operated for a constant time.

5 The ADMIN menu is displayed. Continue the administrative operation that you require.



- P.109 "SETTING GENERAL FUNCTIONS"
- P.136 "SETTING NETWORK FUNCTIONS"
- P.161 "SETTING COPY FUNCTIONS"
- P.163 "SETTING FAX FUNCTIONS"
- P.179 "SETTING FILE FUNCTIONS"
- P.180 "SETTING E-MAIL FUNCTIONS"
- P.182 "SETTING INTERNET FAX FUNCTIONS"
- P.185 "SETTING LIST/REPORT"
- P.192 "PRINTING LISTS"
- P.193 "SETTING PRINTER/E-FILING FUNCTIONS"
- P.194 "WIRELESS SETTINGS AND Bluetooth SETTINGS"

Notes

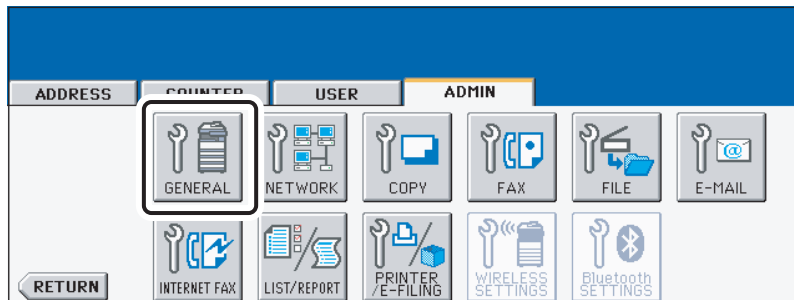
- There is also the [WIRELESS SETTINGS] button in the ADMIN menu. This button will be available only when the optional Wireless LAN is installed. For the instructions on how to operate the WIRELESS SETTINGS, please refer to the **GN-1041 Operator's Manual for Wireless LAN**.
- There is also the [Bluetooth SETTINGS] button in the ADMIN menu. This button will be available only when the optional Bluetooth is installed. For the instructions on how to operate the Bluetooth SETTINGS, please refer to the **GN-2010 Operator's Manual for Bluetooth**.

SETTING GENERAL FUNCTIONS

Setting the Device Information

You can set the device information of this equipment. These items appear in the Device page of TopAccess, that is the web-based device management utility.

1 Press the [GENERAL] button in the ADMIN menu.

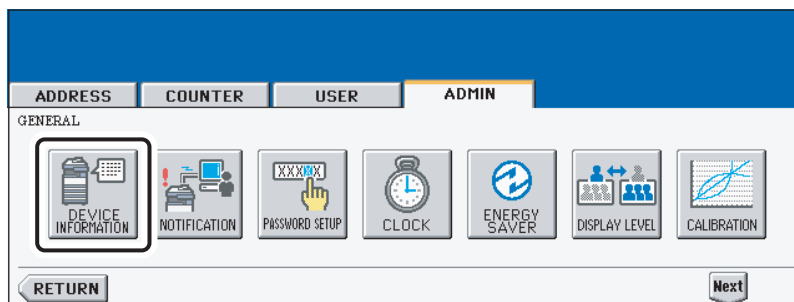


- The GENERAL menu is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [DEVICE INFORMATION] button.



- The DEVICE INFORMATION screen is displayed.

3 Press each button on the touch panel to enter following items.

The screenshot shows a software interface with a blue header bar. Below it is a navigation bar with four tabs: ADDRESS, COUNTER, USER, and ADMIN. The ADMIN tab is selected and highlighted with a yellow border. Below the tabs is a section titled 'DEVICE INFORMATION'. This section contains four rows, each with a button on the left and a text input field on the right. The buttons are labeled 'LOCATION', 'SERVICE PHONE NUMBER', 'CONTACT INFORMATION', and 'ADMIN. MESSAGE'. At the bottom of the form, there are two buttons: 'CANCEL' and 'ENTER'. The 'ENTER' button is highlighted with a red rectangular border.

- **[LOCATION]** — Press this button to enter the location where this device is located.
- **[SERVICE PHONE NUMBER]** — Press this button to enter the service call number.
- **[CONTACT INFORMATION]** — Press this button to enter the name of the service technician.
- **[ADMIN. MESSAGE]** — Press this button to enter the administration message for users.

Tip

When you press each button, the input screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry. To enter the [SERVICE PHONE NUMBER], enter the number using only the digital keys.

4 Press the [ENTER] button.

Setting the Notification

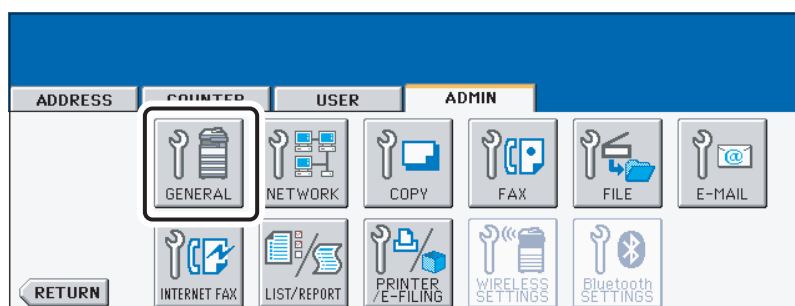
You can set the notification mail to send a notification message when specified events occur on this equipment such as toner empty, paper empty, serviceman call, and so on.

You can specify up to 3 E-mail addresses for the destination of the notification message.

Notes

- You can specify the events that you want to be notified using the TopAccess web utility. For instructions on how to specify the events for the notification, please refer to **TopAccess Guide**.
- To enable this function, there must be a SMTP server in your network. In addition, the settings to enable the Internet Fax transmission on this equipment must be configured correctly.

1 Press the [GENERAL] button in the ADMIN menu.

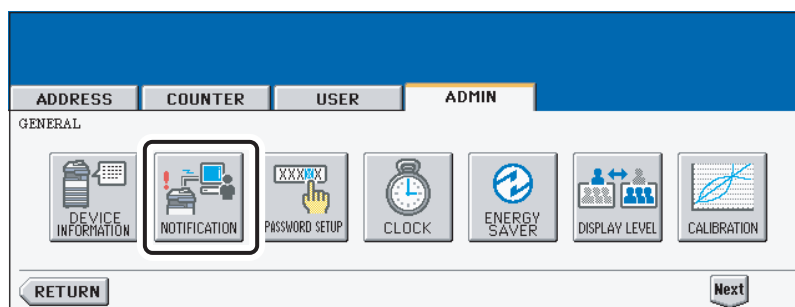


- The GENERAL menu is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU".  P.107

2 Press the [NOTIFICATION] button.



- The NOTIFICATION screen is displayed.

3 Press the [E-MAIL] buttons.

The screenshot shows the ADMIN menu with tabs for ADDRESS, COUNTER, USER, and ADMIN. Under the ADMIN tab, the NOTIFICATION section is visible. It contains three rows, each with an ON/OFF toggle and an E-MAIL button. The E-MAIL buttons are highlighted with a red box. Below the toggles are CANCEL and ENTER buttons.

- The input screen is displayed.

4 Enter the E-mail address using the keyboard and digital keys, and press the [ENTER] key to set the entry.

The screenshot shows the E-mail address input screen. The text 'administrator@ifax.com' is entered. Below the text is a keyboard interface with various keys. The ENTER button is highlighted with a red box.

- You can specify up to three E-mail addresses to which the notification message will be sent, as required. When you enable the notification, you must enter at least one E-mail address.

5 After entering the E-mail addresses that you require, press the [ON] button of the E-mail address that you want to enable the notification.

The screenshot shows the ADMIN menu with tabs for ADDRESS, COUNTER, USER, and ADMIN. Under the ADMIN tab, the NOTIFICATION section is visible. It contains three rows, each with an ON/OFF toggle and an E-MAIL button. The first row's ON button is highlighted with a red box. The first E-MAIL button contains the text 'administrator@ifax.com'. Below the toggles are CANCEL and ENTER buttons.

- To disable the notification for an E-mail address, press the [OFF] button.

Note

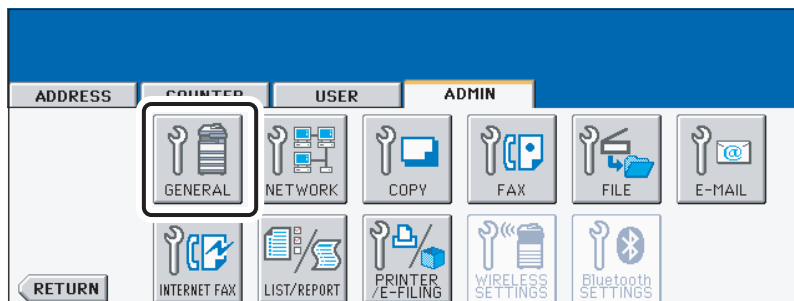
You can select only the [ON] button of which an E-mail address is entered.

6 Press the [ENTER] button.

Changing the Administrator Password

You can change the administrator password. The administrator password must be alphanumeric characters of 6 or more and 10 or less.

1 Press the [GENERAL] button in the ADMIN menu.

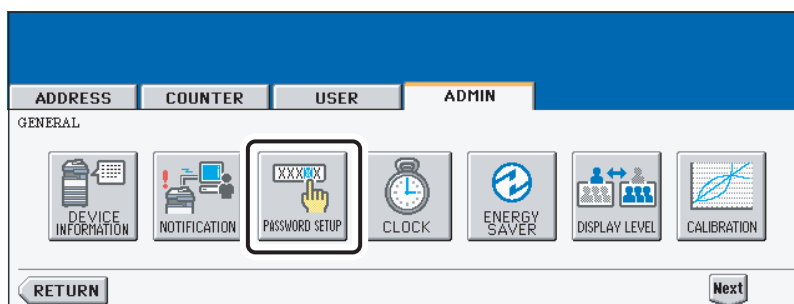


- The GENERAL menu is displayed.

Tip

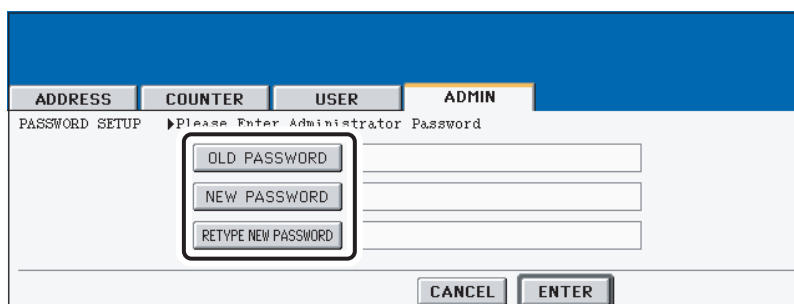
To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [PASSWORD SETUP] button.



- The PASSWORD SETUP screen is displayed.

3 Press the [OLD PASSWORD] button.



- The input screen is displayed.

4 Enter the current administrator password and press the [ENTER] button.

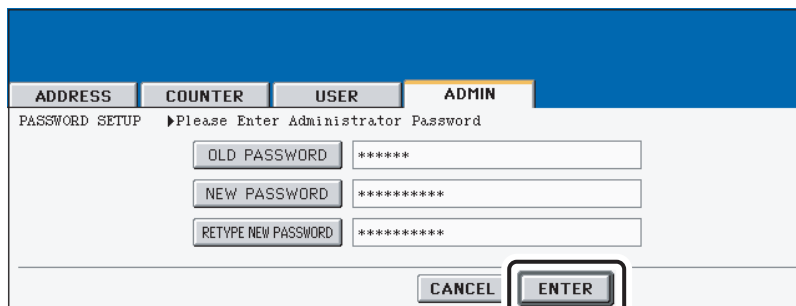


- The input password appears as asterisks (*).

Tip

If the administrator password will be changed at the first time, enter “123456” in the “Old Password” field.

5 Same as “OLD PASSWORD”, press the [NEW PASSWORD] and [RETYPE NEW PASSWORD] buttons and enter the new password.



- You can enter alphanumeric characters of 6 or more and 10 or less for the administrator's password. You cannot enter any symbol characters.

Tip

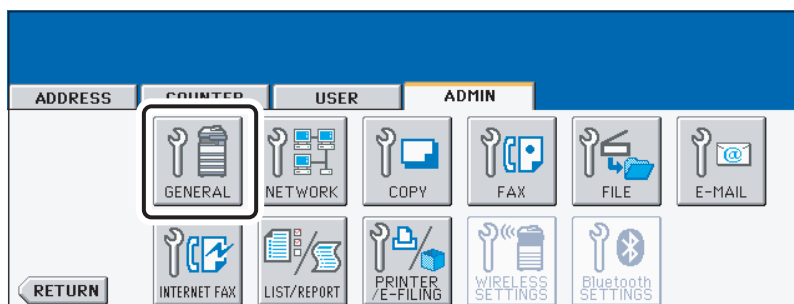
You cannot leave these fields blank to set no administrator password. You must set the administrator password.

6 Press the [ENTER] button at the bottom of the touch panel.

Setting the Date and Time

The clock built in to this equipment can be set by entering the date and time using the digital keys. Also, you can easily change the clock to and from the daylight saving system at the touch of a button.

1 Press the [GENERAL] button in the ADMIN menu.

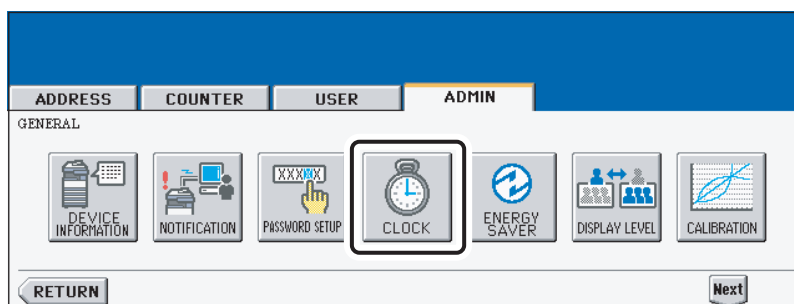


- The GENERAL menu is displayed.

Tip

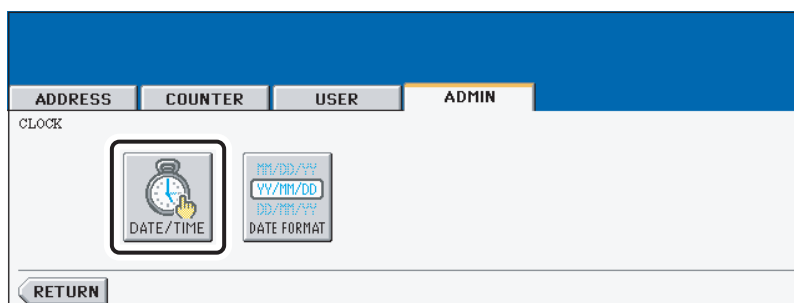
To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [CLOCK] button.



- The CLOCK menu is displayed.

3 Press the [DATE/TIME] button.



- If you want to change the date format only, skip to step 10.
- When you press the [DATE/TIME] button, the DATE/TIME screen is displayed.

- 4** Highlight the section that you want to edit using the arrow buttons, and enter the number using the digital keys.

- The “DAY” section describes the day of week with a number. The numbers corresponding to the days of week as following:
1: Sun, 2: Mon, 3: Tue, 4: Wed, 5: Thu, 6: Fri, 7: Sat

- 5** To enable the daylight saving system, press the  button.

- The daylight saving button is highlighted.

- 6** Press the [ENTER] button.

- Returns you to the CLOCK menu.

- 7** Press the [DATE FORMAT] button.

- The DATE FORMAT screen is displayed.

- 8** Press the desired date format button.

Setting the Weekly Timer

Using the built-in weekly timer, you can have this equipment automatically turned ON and OFF at specified times. For instance, you can set the timer for the starting time and closing time of your office so that the copier will automatically turn itself ON and OFF at those specified times.

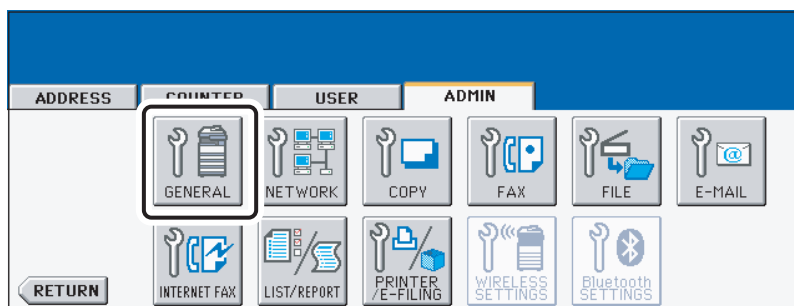
Tip

You can turn on the power simply pressing the [START] button on the control panel when the device is OFF-mode by the weekly timer. If you leave the device for a while after the latest operation, it will automatically return to OFF-mode again by the weekly timer.

Note

When the power switch is turned off, the weekly timer does not work.

1 Press the [GENERAL] button in the ADMIN menu.

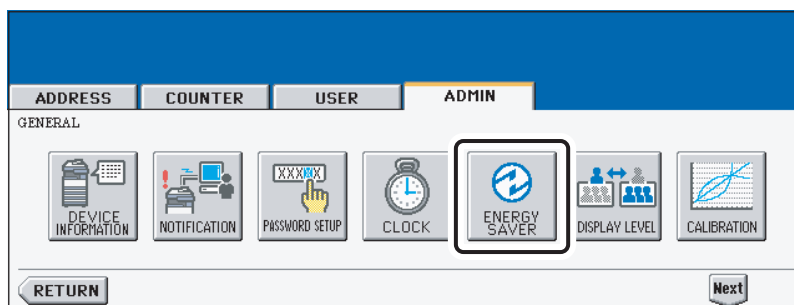


- The GENERAL menu is displayed.

Tip

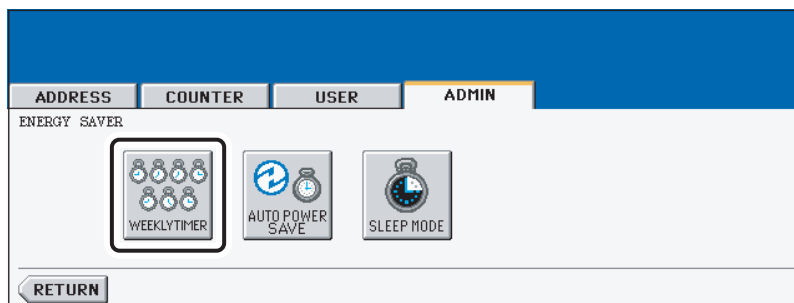
To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [ENERGY SAVER] button.



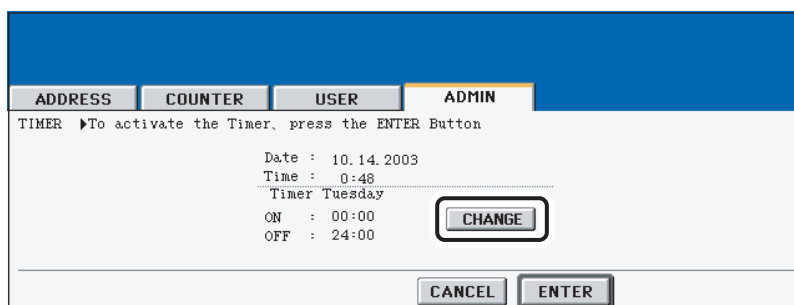
- The ENERGY SAVER menu is displayed.

3 Press the [WEEKLY TIMER] button.



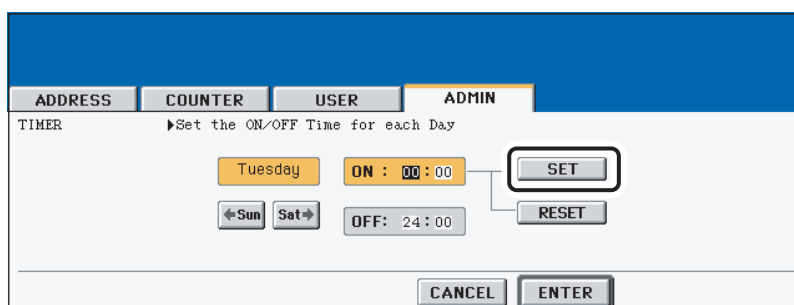
- The TIMER screen is displayed.

4 Check the settings on the display, and if corrections are necessary, press the [CHANGE] button.



- If no correction is needed, press the [ENTER] button and complete the operation.

5 Press the [<-Sun] or [Sat->] buttons to switch the days of the week. Then in the "ON" field, enter the hour and minute that the device will automatically turn on the power using the digital keys and press the [SET] button to set each entry.



- If you want to clear entered time to retype it, press the [CLEAR] button on the Control Panel.
- After pressing the [SET] button, the "OFF" field will be highlighted.

- 6** In the “OFF” field, enter the hour and time that the device will automatically turn off the power using the digital keys and press the [SET] button to set each entry.

The screenshot shows a touch panel interface for setting a timer. At the top, there are four tabs: ADDRESS, COUNTER, USER, and ADMIN. The ADMIN tab is selected. Below the tabs, the text 'TIMER' and 'Set the ON/OFF Time for each Day' is displayed. The interface shows two rows of settings. The first row is for 'Tuesday' with an 'ON : 00 : 00' field and a 'SET' button. The second row is for 'Sun' and 'Sat' with an 'OFF : 22 : 00' field and a 'RESET' button. At the bottom, there are 'CANCEL' and 'ENTER' buttons.

- If you want to clear entered time to retype it, press the [CLEAR] button on the Control Panel.

Tips

- If you want to return to the “OFF” field to retype it, press the [RESET] button.
- If you want this equipment not to be turned ON, enter the same time in both “ON” and “OFF” field.
- If you want to disable the Weekly Timer, enter “00:00” for the ON time and “24:00” for the OFF time.

- 7** Press the [ENTER] button at the bottom of the touch panel.

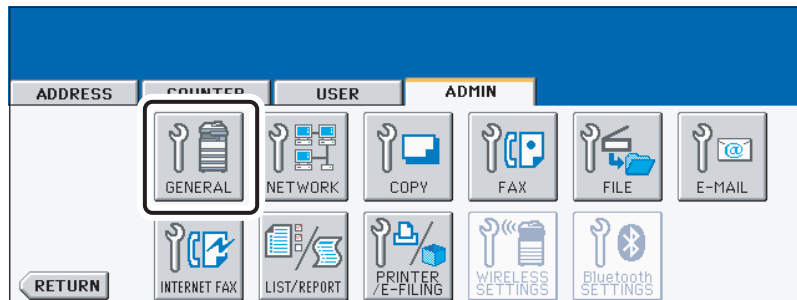
Setting the Auto Power Save Mode

This function allows this equipment automatically to go into the energy saving mode (unnecessary electricity is cut off at standby) if it is left inactive for a certain period of time.

Note

This is not available for the European version.

1 Press the [GENERAL] button in the ADMIN menu.

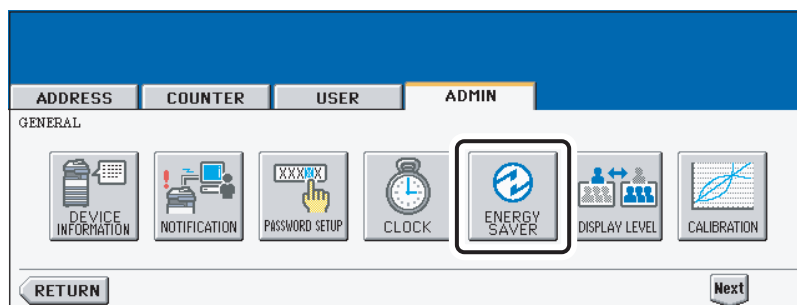


- The GENERAL menu is displayed.

Tip

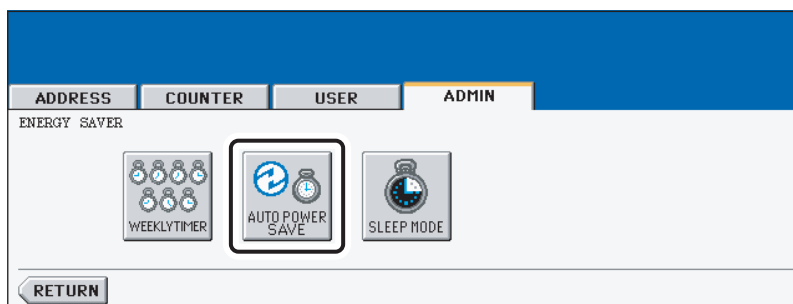
To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [ENERGY SAVER] button.



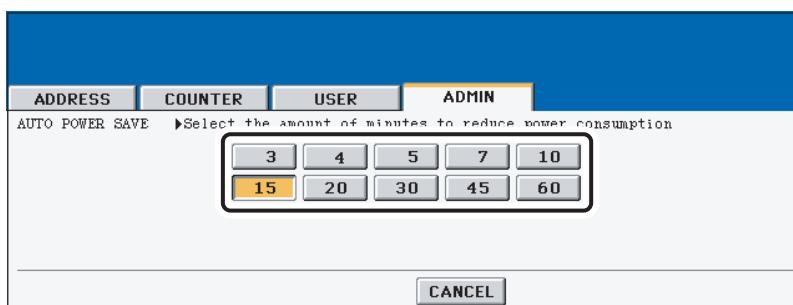
- The ENERGY SAVER menu is displayed.

3 Press the [AUTO POWER SAVE] button.



- The AUTO POWER SAVE screen is displayed.

4 Press the desired period of time (in minutes) that this equipment waits before the Automatic Power Save mode is activated.



- The Auto Power Save mode setting is completed.

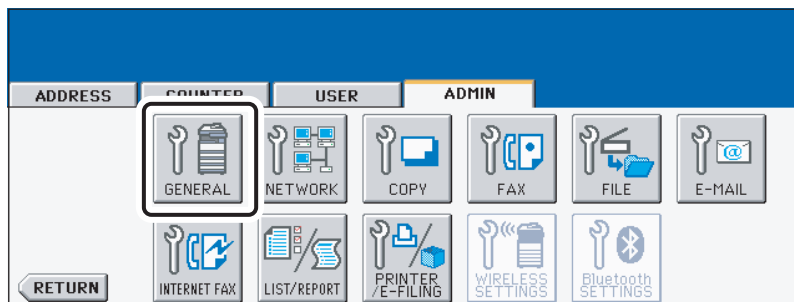
Setting the Sleep Mode

This function allows this equipment goes into the sleep mode that stands by with the minimum power consumption.

Note

This is not available for the European version.

1 Press the [GENERAL] button in the ADMIN menu.

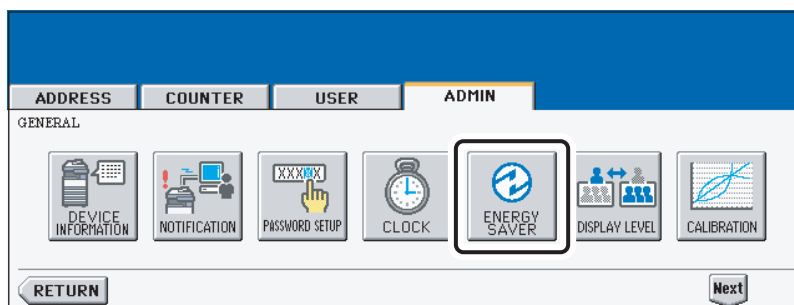


- The GENERAL menu is displayed.

Tip

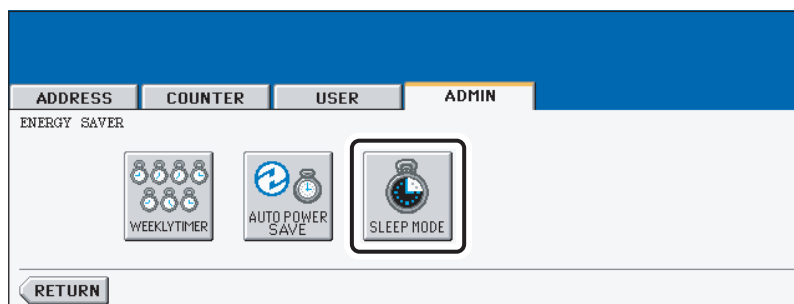
To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [ENERGY SAVER] button.



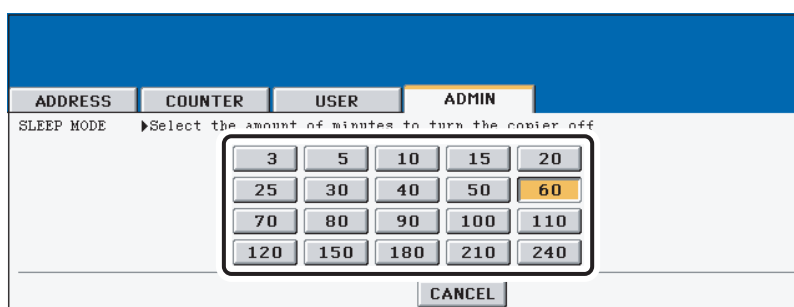
- The ENERGY SAVER menu is displayed.

3 Press the [SLEEP MODE] button.



- The SLEEP MODE screen is displayed.

4 Press the desired period of time (in minutes) that this equipment waits before the Automatic Shut Off mode is activated.



- The Sleep mode setting is completed.

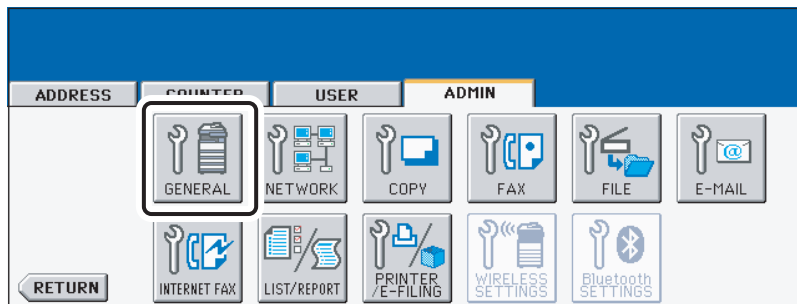
Setting the Calibration and Registration Display Level

You can set whether this equipment uses the calibration and registration settings that are operated by a user or administrator.

When you select the Admin mode for the Calibration Display Level, the [CALIBRATION] button under the [USER] menu disappears. When you select the User mode for the Calibration Display Level, the [CALIBRATION] button under the [ADMIN] menu disappears.

When you select the Admin mode for the Registration Display Level, the [REGISTRATION] button under the [USER] menu disappears. When you select the User mode for the Registration Display Level, the [REGISTRATION] button under the [ADMIN] menu disappears.

1 Press the [GENERAL] button.

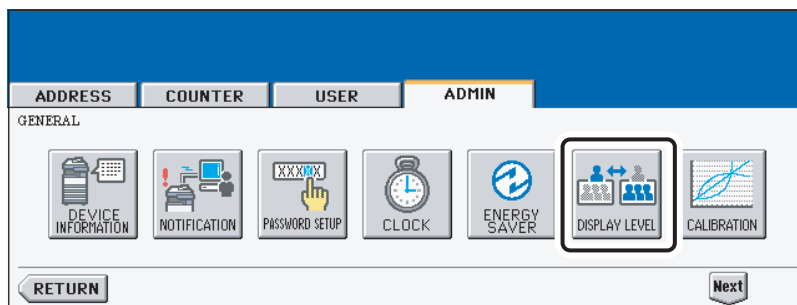


- The GENERAL menu is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [DISPLAY LEVEL] button.



- The DISPLAY LEVEL screen is displayed.

-
- 3** Press the [USER] or [ADMIN] button in the “CALIBRATION” option to set the calibration display level, and press the [USER] or [ADMIN] button in the “REGISTRATION” option to set the registration display level.

The screenshot shows a menu interface with a blue header bar. Below the header, there are four tabs: ADDRESS, COUNTER, USER, and ADMIN. The ADMIN tab is currently selected. The main area of the screen is divided into two sections: CALIBRATION and REGISTRATION. Each section contains two buttons: USER and ADMIN. The ADMIN button in the CALIBRATION section is highlighted with a yellow border. At the bottom of the screen, there are two buttons: CANCEL and ENTER. The ENTER button is highlighted with a yellow border.

- The Calibration Display Level setting is completed.

Setting the Copy Calibrations

Notes

- The copy calibration setting in the [ADMIN] menu can be configured only when an administrator has set the Calibration Display Level to [ADMIN].
 P.124 "Setting the Calibration and Registration Display Level"
- When the private print jobs, schedule print jobs, or invalid jobs are stored in the job list, the calibrations cannot be performed. In that case, delete the jobs in the job list.

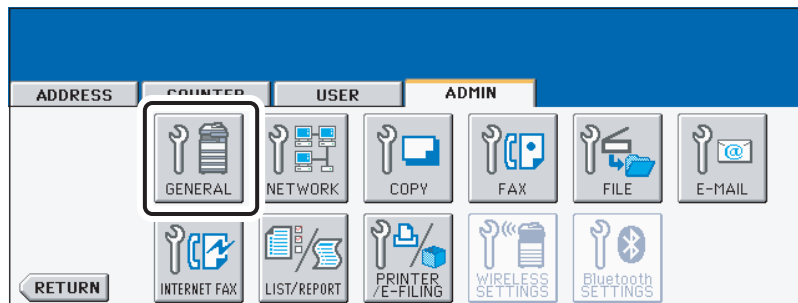
This function allows the machine automatically to calibrate the color gradation for copy jobs when the color cannot be adjusted well because the shading or the hue of the image has deviated.

- Set the LT-sized or A4-sized paper (recommended paper) in the cassette before starting the calibration. If any other paper is used, calibration may not be performed properly.
- If the color often deviates, call your service technician.

Caution

- If the glass is dirty or any foreign objects are stuck to the glass, the calibration may not be carried out properly. Keep the glass clean.
- Never raise the original cover or the optional Automatic Document Feeder, or open the front cover while the calibration is in progress. If this does happen, the calibration cannot be finished appropriately.
- Interrupt copying is not available during the calibration.

- 1 Place the LT-size or A4-size paper in the cassette.**
- 2 Press the [GENERAL] button.**

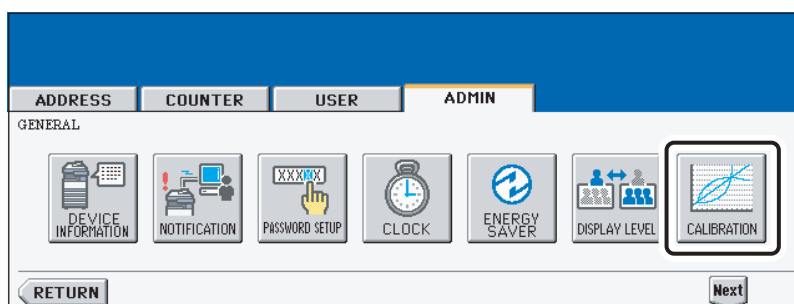


- The GENERAL menu is displayed.

Tip

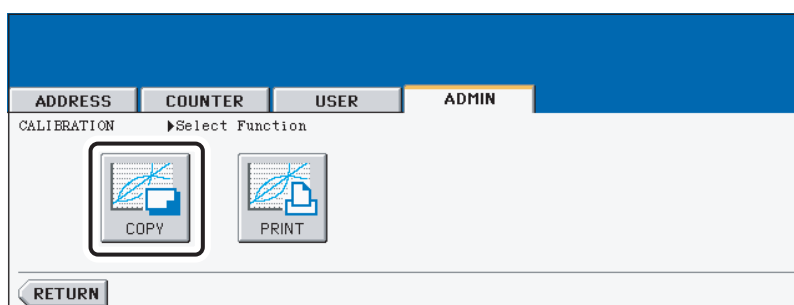
To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

3 Press the [CALIBRATION] button.

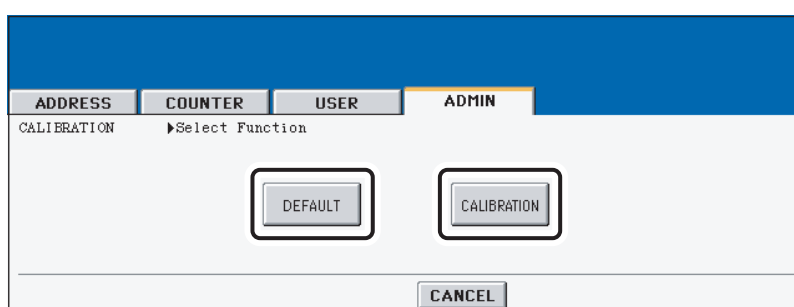


- The CALIBRATION menu is displayed.

4 Press the [COPY] button.

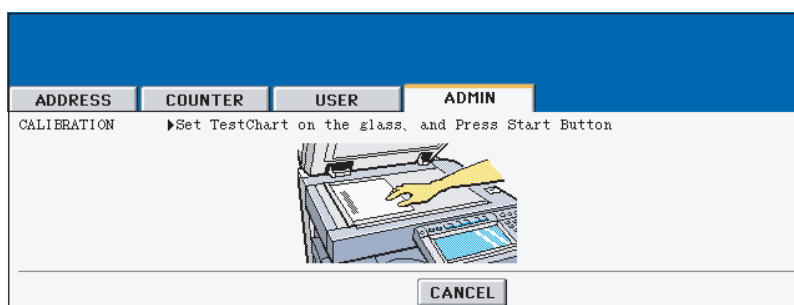


5 Press the [DEFAULT] button to set the default calibration setting, or [CALIBRATION] button to adjust the calibration setting.



- When you press the [DEFAULT] button, the system maintains the default calibration setting and returns to the previous screen.
- When you press the [CALIBRATION] button, the chart is printed out and calibration guide illustration is displayed on the touch panel.

- 6** Place the printed chart face down on the glass with its bottom toward you and its top left aligned against the original scale on the left side, in order that the black line be placed at the left side.



- 7** Press the [START] button.

- When the calibration setting is completed, the GENERAL menu will be displayed.

Tip

If the chart is not properly placed, the message "Set chart correctly" is displayed on the touch panel. In this case, go back to step 6 and place the chart again.

Setting the Print Calibration

Notes

- The print calibration setting in the [ADMIN] menu can be configured only when an administrator has set the Calibration Display Level to [ADMIN].
📖 P.124 "Setting the Calibration and Registration Display Level"
- When the private print jobs, schedule print jobs, or invalid jobs are stored in the job list, the calibrations cannot be performed. In that case, delete the jobs in the job list.

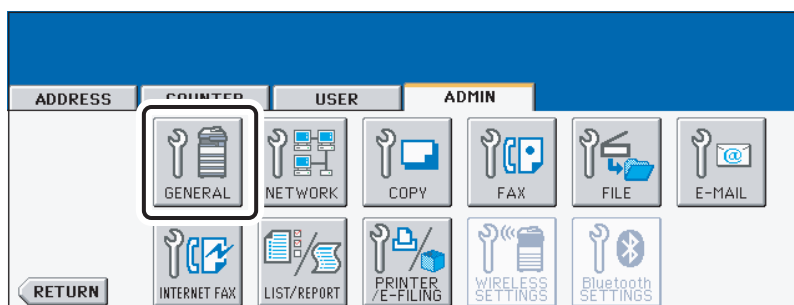
This function allows the machine automatically to calibrate the color gradation for print jobs when the color cannot be adjusted well because the shading or the hue of the image has deviated.

- Set the LT-sized or A4-sized paper (recommended paper) in the cassette before starting the calibration. If any other paper is used, calibration may not be performed properly.
- If the color often deviates, call your service technician.

Caution

- If the glass is dirty or any foreign objects are stuck to the glass, the calibration may not be carried out properly. Keep the glass clean.
- Never raise the original cover or the optional Automatic Document Feeder, or open the front cover while the calibration is in progress. If this does happen, the calibration cannot be finished appropriately.
- Interrupt copying is not available during the calibration.

- 1 Place the LT-size or A4-size paper in the cassette.**
- 2 Press the [GENERAL] button.**

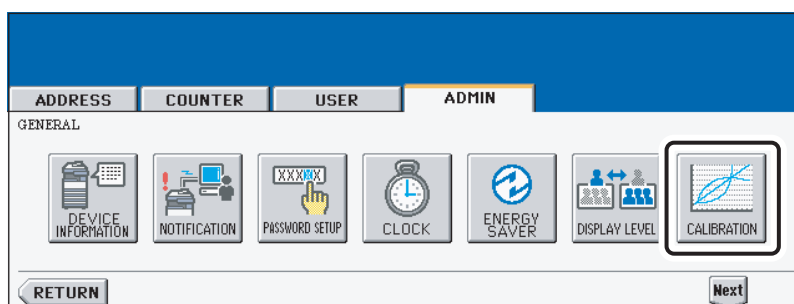


- The GENERAL menu is displayed.

Tip

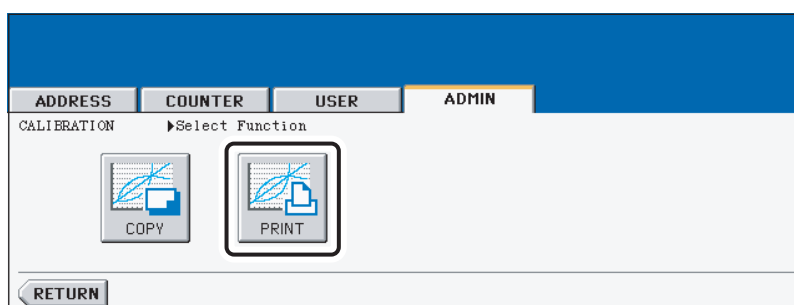
To display the ADMIN menu, see "ENTERING TO ADMIN MENU". 📖 P.107

3 Press the [CALIBRATION] button.

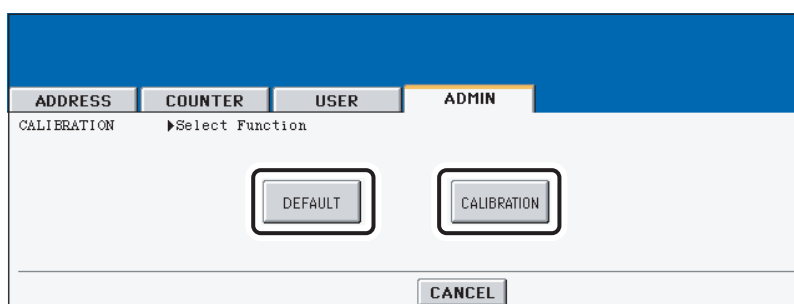


- The CALIBRATION menu is displayed.

4 Press the [PRINT] button.

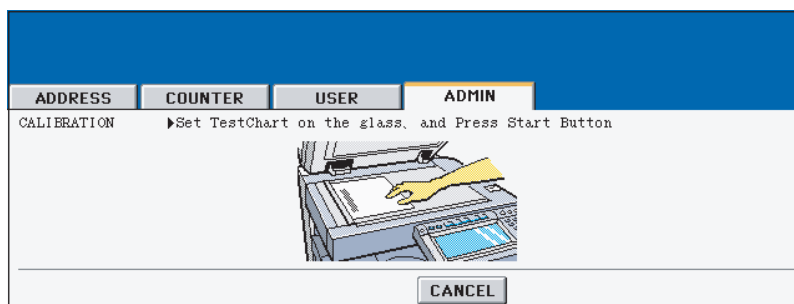


5 Press the [DEFAULT] button to set the default calibration setting for selected job type, or [CALIBRATION] button to adjust the calibration setting for selected job type.



- When you press the [DEFAULT] button, the system maintains the default calibration setting for selected job type and returns to the CALIBRATION menu.
- When you press the [CALIBRATION] button, the chart is printed out and calibration guide illustration is displayed on the touch panel.

- 6** Place the printed chart face down on the glass with its bottom toward you and its top left aligned against the original scale on the left side, in order that the black line be placed at the left side.



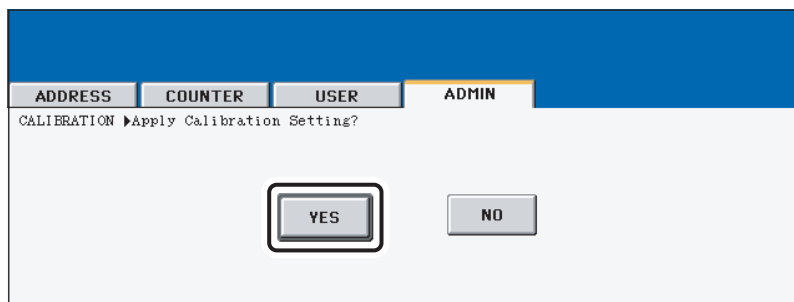
- 7** Press the [START] button.

- After scanning the printed chart, following message is displayed:
[Apply Calibration Setting?]

Tip

If the chart is not properly placed, the message "Set chart correctly" is displayed on the touch panel. In this case, go back to step 6 and place the chart again.

- 8** Press the [YES] button to apply the calibration setting, or press the [NO] button to cancel the calibration setting.



Setting the Registration

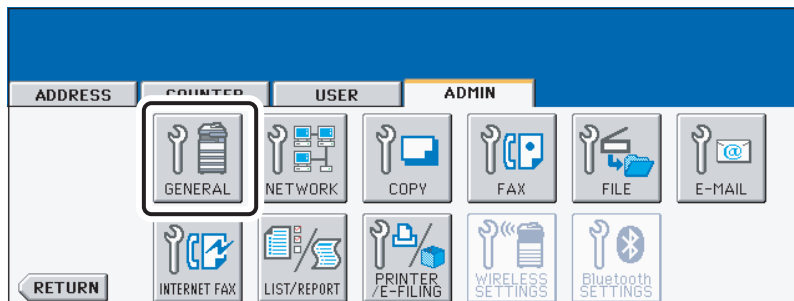
This equipment allows you to perform the registration to adjust the printing position manually.

Note

The registration setting in the [ADMIN] menu can be configured only when an administrator has set the Registration Display Level to [ADMIN].

📖 P.124 "Setting the Calibration and Registration Display Level"

1 Press the [GENERAL] button.

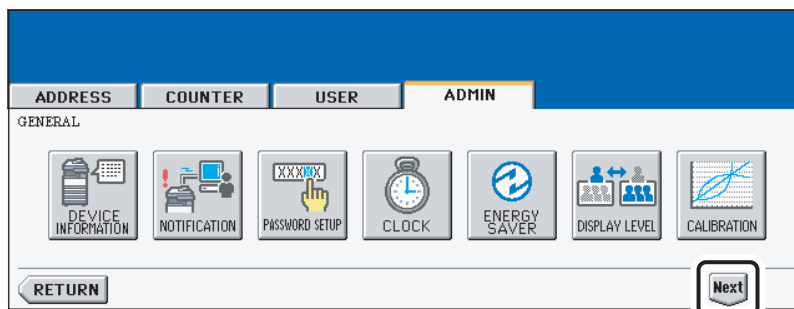


- The GENERAL menu is displayed.

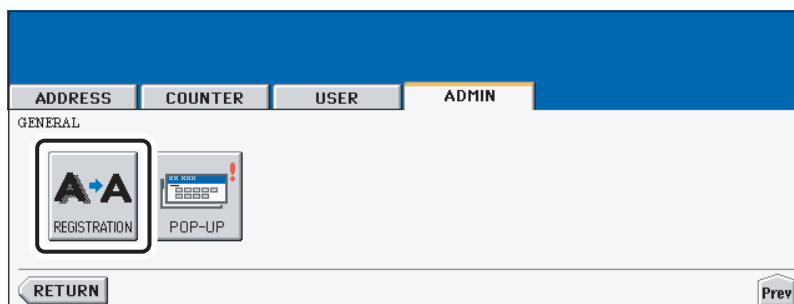
Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". 📖 P.107

2 Press the [Next] button.

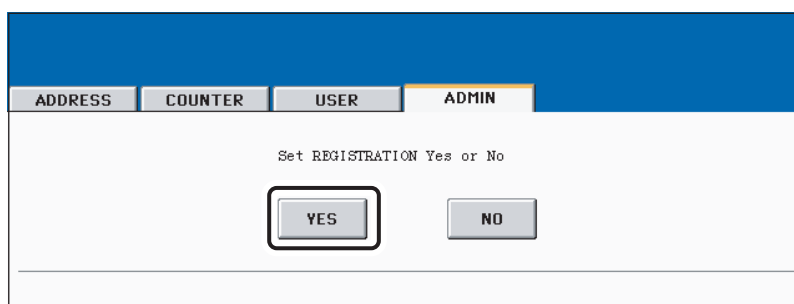


3 Press the [REGISTRATION] button.



- The REGISTRATION menu is displayed.

4 Press the [YES] button to start the registration.



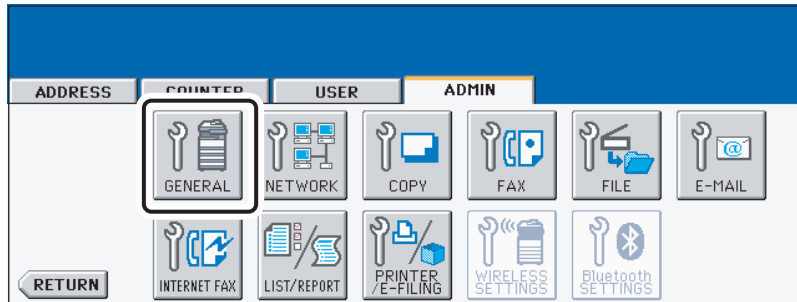
- The registration process begins.

Setting the Drawer Set Pop-Up and Paper Jam Recovery Pop-Up

You can set whether or not displaying the message to ask users to change the paper size setting every time you open the drawer.

You can also set whether or not displaying the message to ask users to continue the copying or printing after recovering the paper jam.

1 Press the [GENERAL] button.

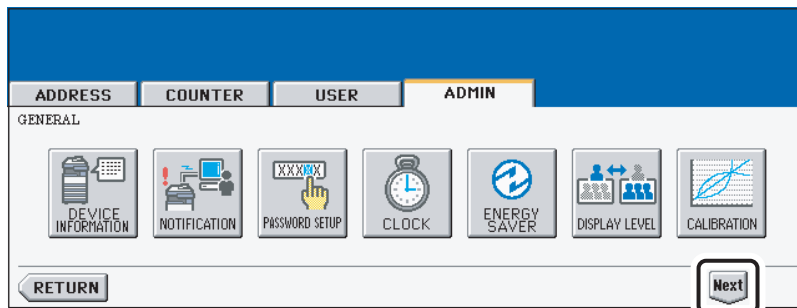


- The GENERAL menu is displayed.

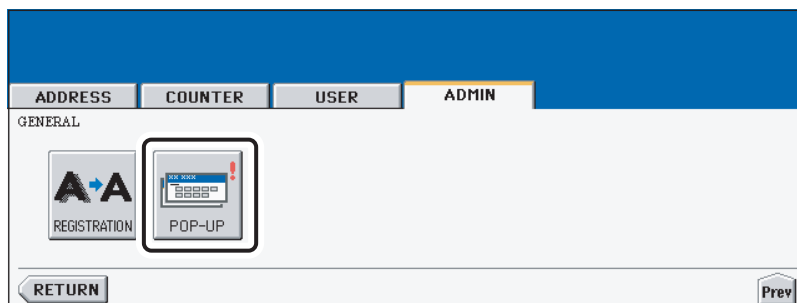
Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [Next] button.



3 Press the [POP-UP] button.



- The POP-UP screen is displayed.

4 Press the [ENABLE] or [DISABLE] for each option and press the [ENTER] button.

The screenshot shows a web interface with a blue header bar. Below the header is a navigation menu with four tabs: ADDRESS, COUNTER, USER, and ADMIN. The ADMIN tab is selected and highlighted in yellow. Below the tabs, the text 'POP-UP' is visible. The main content area contains two settings sections. The first section is 'DRAWER SET' with two buttons: 'ENABLE' (highlighted in yellow) and 'DISABLE'. The second section is 'PAPER JAM RECOVERY' with two buttons: 'ENABLE' and 'DISABLE' (highlighted in yellow). At the bottom right of the main content area, there are two buttons: 'CANCEL' and 'ENTER' (highlighted with a black border).

- **DRAWER SET** — When this is enabled, this equipment displays the message to ask users to change the paper size setting every time you open the drawer.
- **PAPER JAM RECOVERY** — When this is enabled, this equipment displays the message to ask users to continue copying or printing when the paper jam is recovered. When this is disabled, copying or printing will be continued automatically when the paper jam is recovered.

SETTING NETWORK FUNCTIONS

Setting the TCP/IP Protocol


You can set the TCP/IP protocol that is commonly used for most of network system. It is recommended to configure the TCP/IP protocol because TopAccess, the device management web-based utility, and e-Filing web-based utility, that allows you to manage files in the e-Filing, will be available with the TCP/IP protocol. Also other network features of this equipment use the TCP/IP protocol.

In the TCP/IP menu, you can select the addressing mode, assign the IP address, subnet mask, and default gateway (if manually assigned).

How the TCP/IP protocol is configured is depending on the network configuration of your network.


- **When you assign the TCP/IP using the Auto-IP addressing or DHCP server:**

If you do not know how the TCP/IP settings should be assigned, you can select Dynamic addressing mode. When the Dynamic addressing mode is selected, this equipment will obtain the IP address, subnet mask, default gateway, primary WINS server address, secondary WINS server address, POP3 server address, and SMTP server address from the DHCP server if the network supports the DHCP. If the network does not support the DHCP, this equipment will assign the appropriate IP address using the Auto-IP addressing. However, the Auto-IP addressing may not work properly when the router is placed in the network.

 P.137 "Setting the TCP/IP for Auto-IP and DHCP Server"


- **When you assign the TCP/IP using the DHCP server only:**

If your local area network has been configured with the DHCP server and you do not want to enable the Auto-IP addressing, you can select No Auto-IP addressing mode. When the No Auto-IP addressing mode is selected, the IP address, subnet mask, default gateway, primary WINS server address, secondary WINS server address, POP3 server address, and SMTP server address will be automatically obtained from the DHCP server, and the Auto-IP addressing will be disabled. To enable the DHCP addressing only, please configure the TCP/IP settings as described in following procedure.

 P.138 "Setting the TCP/IP for DHCP Server Only"

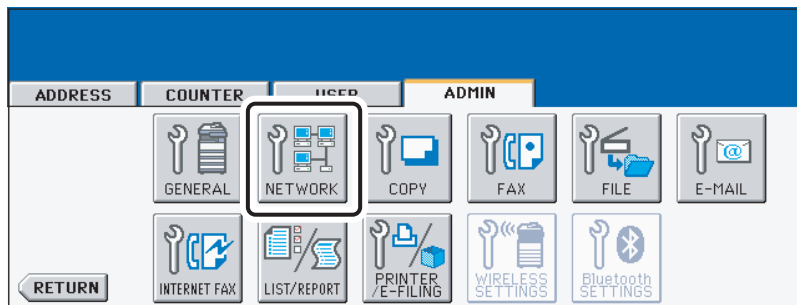
- **When you connect to local area network where the static IP addresses are used:**

If your local area network has been configured with the static IP address, you must assign the specific IP address, subnet mask, and default gateway as required.

 P.139 "Setting the TCP/IP for Static IP Address"

Setting the TCP/IP for Auto-IP and DHCP Server

1 Press the [NETWORK] button in the ADMIN menu.

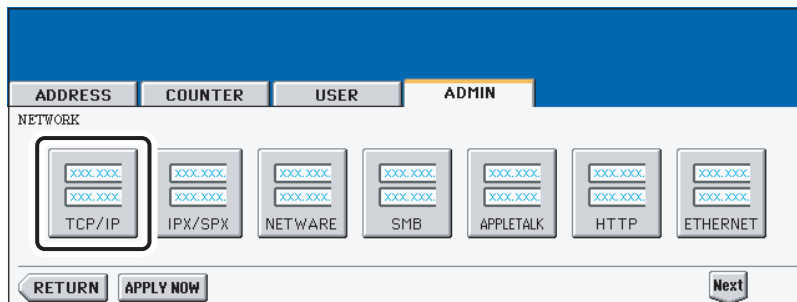


- The NETWORK menu is displayed.

Tip

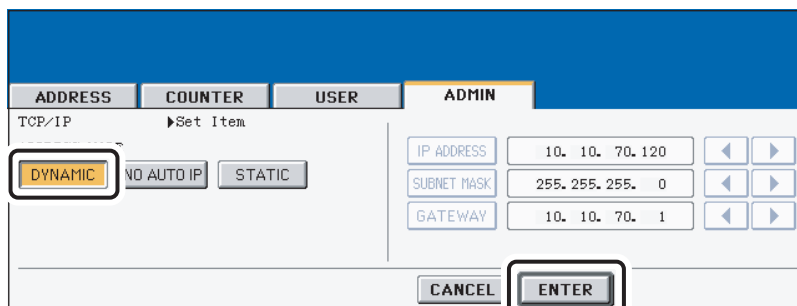
To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [TCP/IP] button.



- The TCP/IP screen is displayed.

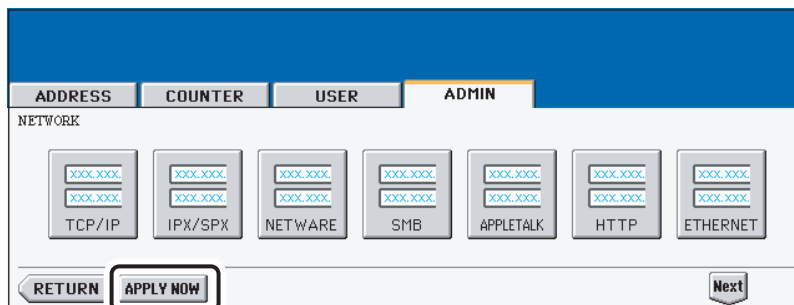
3 Press the [DYNAMIC] button in the "ADDRESS MODE" option.



4 Press the [ENTER] button.

- Returns you to the NETWORK menu.

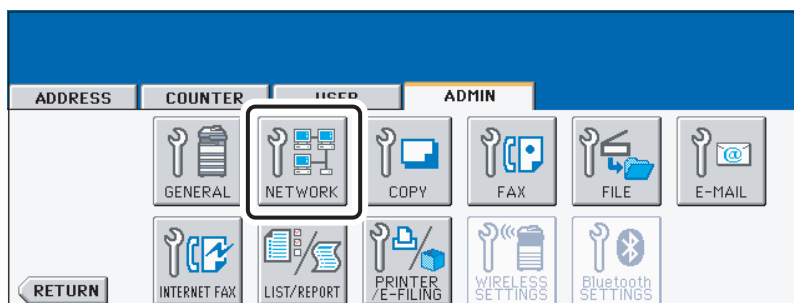
5 Continue to another network setting if required, then press the [APPLY NOW] button.



- The "NETWORK INITIALIZING" message is displayed and this equipment starts initializing the network interface card to apply the changes.

Setting the TCP/IP for DHCP Server Only

1 Press the [NETWORK] button in the ADMIN menu.

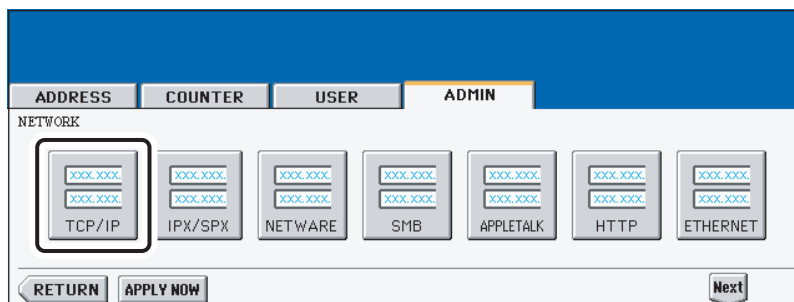


- The NETWORK menu is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [TCP/IP] button.



- The TCP/IP screen is displayed.

3 Press the [NO AUTO IP] button in the “ADDRESS MODE” option.

The screenshot shows the 'ADMIN' tab selected. Under the 'ADDRESS' sub-tab, the 'ADDRESS MODE' section has three buttons: 'DYNAMIC', 'NO AUTO IP' (highlighted with a red box), and 'STATIC'. To the right, there are input fields for 'IP ADDRESS' (10. 10. 70. 120), 'SUBNET MASK' (255. 255. 255. 0), and 'GATEWAY' (10. 10. 70. 1), each with left and right arrow buttons. At the bottom right, there are 'CANCEL' and 'ENTER' buttons, with 'ENTER' highlighted by a red box.

4 Press the [ENTER] button.

- Returns you to the NETWORK menu.

5 Continue to another network setting if required, then press the [APPLY NOW] button.

The screenshot shows the 'ADMIN' tab selected. Under the 'NETWORK' sub-tab, there are seven buttons: 'TCP/IP', 'IPX/SPX', 'NETWARE', 'SMB', 'APPLETALK', 'HTTP', and 'ETHERNET'. Each button has a small icon and placeholder text 'xxx.xxx'. At the bottom left, there are 'RETURN' and 'APPLY NOW' buttons, with 'APPLY NOW' highlighted by a red box. At the bottom right, there is a 'Next' button.

- The "NETWORK INITIALIZING" message is displayed and this equipment starts initializing the network interface card to apply the changes.

Setting the TCP/IP for Static IP Address

1 Press the [NETWORK] button in the ADMIN menu.

The screenshot shows the 'ADMIN' tab selected. There are two rows of buttons. The first row contains 'GENERAL', 'NETWORK' (highlighted with a red box), 'COPY', 'FAX', 'FILE', and 'E-MAIL'. The second row contains 'INTERNET FAX', 'LIST/REPORT', 'PRINTER/E-FILE', 'WIRELESS SETTINGS', and 'Bluetooth SETTINGS'. At the bottom left, there is a 'RETURN' button.

- The NETWORK menu is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [TCP/IP] button.

The screenshot shows the 'NETWORK' menu with the 'ADMIN' tab selected. Under the 'NETWORK' heading, there are seven buttons: TCP/IP, IPX/SPX, NETWARE, SMB, APPLE TALK, HTTP, and ETHERNET. The 'TCP/IP' button is highlighted with a red rectangle. Below the buttons are 'RETURN' and 'APPLY NOW' buttons, and a 'Next' button in the bottom right corner.

- The TCP/IP screen is displayed.

3 Press the [STATIC] button in the “ADDRESS MODE” option.

The screenshot shows the 'TCP/IP' screen with the 'ADMIN' tab selected. Under the 'TCP/IP' heading, there is a 'Set Item' button. Below it, the 'ADDRESS MODE' section has three buttons: DYNAMIC, NO AUTO IP, and STATIC. The 'STATIC' button is highlighted with a red rectangle. To the right, there are three input fields: IP ADDRESS (192.168.1.10), SUBNET MASK (255.255.0.0), and GATEWAY (0.0.0.0). At the bottom are 'CANCEL' and 'ENTER' buttons.

4 Press the [IP ADDRESS] button and enter the IP address of this device using the digital keys. Enter also the subnet mask and default gateway as required.

The screenshot shows the 'TCP/IP' screen with the 'ADMIN' tab selected. Under the 'TCP/IP' heading, there is a 'Set Item' button. Below it, the 'ADDRESS MODE' section has three buttons: DYNAMIC, NO AUTO IP, and STATIC. The 'STATIC' button is highlighted with a red rectangle. To the right, there are three input fields: IP ADDRESS (10.10.70.120), SUBNET MASK (255.255.255.0), and GATEWAY (10.10.70.1). The 'ENTER' button at the bottom is highlighted with a red rectangle.

5 Press the [ENTER] button.

- Returns you to the NETWORK menu.

6 Continue to another network setting if required, then press the [APPLY NOW] button.

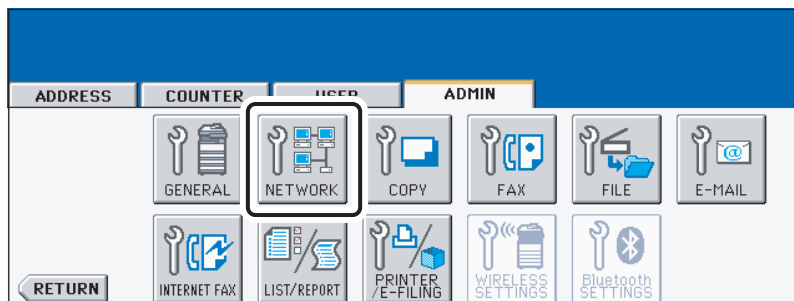
The screenshot shows a network configuration interface with a blue header bar. Below the header, there are four tabs: ADDRESS, COUNTER, USER, and ADMIN. The ADMIN tab is currently selected and highlighted with a yellow underline. Below the tabs, the word "NETWORK" is displayed. Underneath "NETWORK", there are seven icons representing different network protocols: TCP/IP, IPX/SPX, NETWARE, SMB, APPLE TALK, HTTP, and ETHERNET. Each icon consists of a square box with two lines of "xxx.xxx" text. At the bottom of the screen, there are three buttons: "RETURN", "APPLY NOW" (which is highlighted with a red border), and "Next".

- The "NETWORK INITIALIZING" message is displayed and this equipment starts initializing the network interface card to apply the changes.

Setting the IPX/SPX Protocol

You can set the IPX/SPX protocol on this equipment. The IPX/SPX protocol is usually used to communicate with the NetWare file server through the network.

1 Press the [NETWORK] button in the ADMIN menu.

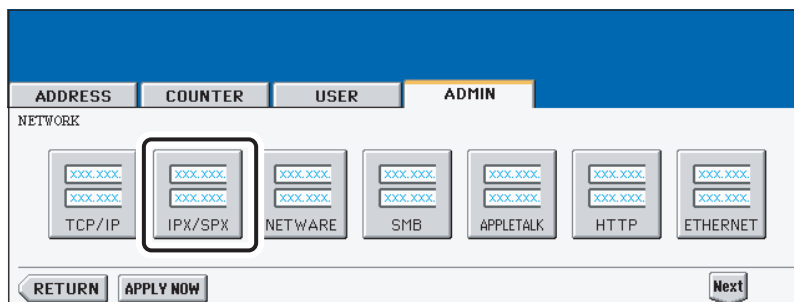


- The NETWORK menu is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [IPX/SPX] button.



- The IPX/SPX screen is displayed.

3 Specify the following items as required.

The screenshot shows a menu with four tabs: ADDRESS, COUNTER, USER, and ADMIN. The ADMIN tab is selected. Below the tabs, there is a section for IPX/SPX settings. It includes a label 'IPX/SPX' and a 'Set Item' button. Below this, there is a section for 'ENABLE IPX/SPX' with two buttons: 'ENABLE' and 'DISABLE'. To the right, there is a section for 'FRAME TYPE' with four buttons: 'AUTO', 'EN_802.3', 'EN_802.2', and 'EN_I'. At the bottom of the menu, there are two buttons: 'CANCEL' and 'ENTER'. The 'ENTER' button is highlighted with a red rectangle.

- **ENABLE IPX/SPX** — Press the [ENABLE] button to enable the IPX/SPX protocol, or [DISABLE] button to disable the IPX/SPX protocol.
- **FRAME TYPE** — Press the [AUTO] button to automatically detect the appropriate frame type, or press other specific frame type button. If you do not know the frame type that must be used, select the [AUTO] button.

4 Press the [ENTER] button.

- Returns you to the NETWORK menu.

5 Continue to another network setting if required, then press the [APPLY NOW] button.

The screenshot shows a menu with four tabs: ADDRESS, COUNTER, USER, and ADMIN. The ADMIN tab is selected. Below the tabs, there is a section labeled 'NETWORK'. It contains seven buttons: 'TCP/IP', 'IPX/SPX', 'NETWARE', 'SMB', 'APPLETALK', 'HTTP', and 'ETHERNET'. Each button has a small icon above it. At the bottom of the menu, there are three buttons: 'RETURN', 'APPLY NOW', and 'Next'. The 'APPLY NOW' button is highlighted with a red rectangle.

- The "NETWORK INITIALIZING" message is displayed and this equipment starts initializing the network interface card to apply the changes.

Setting the NetWare Settings

You can set the NetWare network mode and the NetWare configuration to be connected. This must be set when you use the NetWare file server for Novell printing.

1 Press the [NETWORK] button in the ADMIN menu.

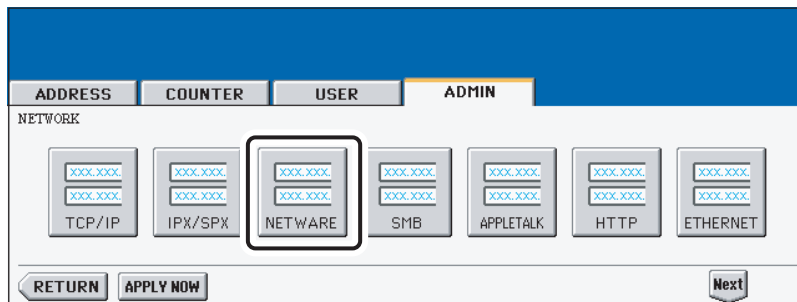


- The NETWORK menu is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [NETWARE] button.



- The NETWARE screen is displayed.

3 Specify following items as required.

The screenshot shows the 'ADMIN' tab selected in the 'NETWORK' menu. Below the tabs, there are two sections: 'ENABLE BINDERY' and 'ENABLE NDS'. Each section has an 'ENABLE' button (highlighted in orange) and a 'DISABLE' button. To the right, there are three input fields: 'CONTEXT' with the value 'dept1', 'TREE' with the value 'org', and 'SEARCH ROOT' with the value 'NWSTV'. At the bottom, there are 'CANCEL' and 'ENTER' buttons, with the 'ENTER' button highlighted by a red rectangle.

- **ENABLE BINDERY** — Press the [ENABLE] button to enable communicating with the NetWare file server in bindery mode, or [DISABLE] button to disable the bindery mode.
- **ENABLE NDS** — Press the [ENABLE] button to enable communicating with the NetWare file server in NDS mode, or [DISABLE] button to disable the NDS mode.
- **[CONTEXT]** — Press this to enter the NDS context that the NetWare print server for this equipment is located. This must be entered when you connect the NetWare file server in NDS mode.
- **[TREE]** — Press this to enter the NDS tree. This must be entered when you connect the NetWare file server in NDS mode.
- **[SEARCH ROOT]** — Press this to enter the NetWare file server name. It is recommended to enter this when you connect the NetWare file server in bindery mode.

Tips

- When you press each button, the input screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.
- You can enable both the bindery and NDS mode at the same time.

4 Press the [ENTER] button.

- Returns you to the NETWORK menu.

5 Continue to another network setting if required, then press the [APPLY NOW] button.

The screenshot shows the 'NETWORK' menu with the 'ADMIN' tab selected. Below the tabs, there are seven protocol icons: TCP/IP, IPX/SPX, NETWARE, SMB, APPLETALK, HTTP, and ETHERNET. Each icon has a 'xxx.xxx' label. At the bottom, there are 'RETURN' and 'APPLY NOW' buttons, with the 'APPLY NOW' button highlighted by a red rectangle. A 'Next' button is also visible at the bottom right.

- The "NETWORK INITIALIZING" message is displayed and this equipment starts initializing the network interface card to apply the changes.

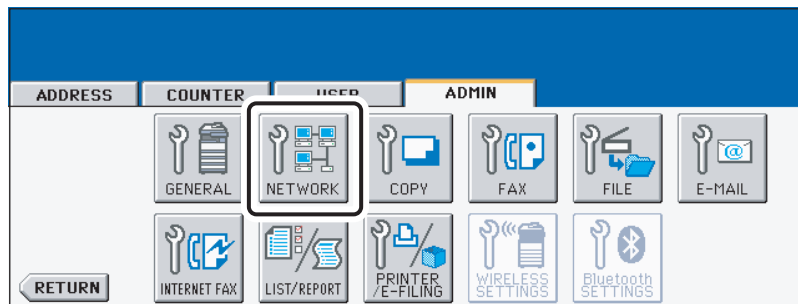
Setting the SMB Protocol

When you want to enable this equipment visible in the Windows network, you must enable the SMB protocol and enter the NetBIOS name and workgroup to specify the device name of this equipment and workgroup where this equipment will be visible.

Also if your network uses the WINS server to allow the SMB communication across the segments, you must specify the WINS server address, so that this equipment will be visible from the different segment.

This must be enabled for SMB printing, Save as file to the network folder using SMB, and sharing the "FILE_SHARE" folder (that is the local folder of this equipment) in the network.

1 Press the [NETWORK] button in the ADMIN menu.

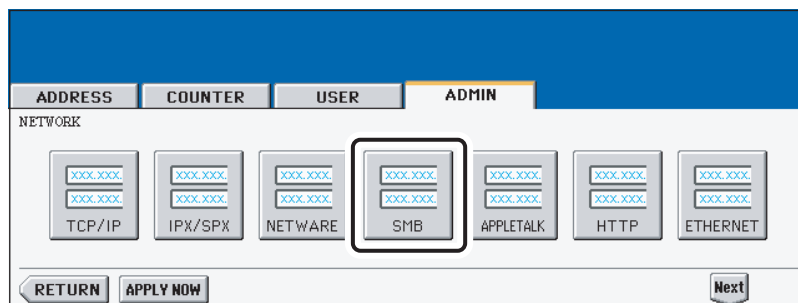


- The NETWORK menu is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [SMB] button.



- The SMB screen is displayed.

3 Specify following items as required and press the [ENTER] button.

- **SMB PROTOCOL** — Select whether the SMB protocol is enabled or disabled. When you want to enable the SMB protocol to enable the Save as file to network folder using SMB and sharing the “FILE_SHARE” folder of this equipment, but not to enable the SMB printing, press the [DISABLE PRINT SHARE] button. When you want to enable the SMB protocol to enable the SMB printing, but not to enable the Save as file to network folder using SMB and sharing the “FILE_SHARE” folder of this equipment, press the [DISABLE FILE SHARE] button.
- **[NetBIOS NAME]** — Press this button to enter the Windows computer name of this device if this device is connected to the Windows network. This must be specified when you want to enable SMB printing.
- **LOGON** — This displays the Windows network logon environment. “workgroup” will be displayed if this equipment logon the workgroup network and “domain” will be displayed if this equipment logon the domain network. This can be specified only from TopAccess. For instructions on how to set the workgroup or domain, please see “Setting up the SMB Session” in “Chapter 7 TopAccess Administrator Mode” of *TopAccess Guide*.
- **[WINS PRIMARY]** — Press this button and enter the IP address of the primary WINS server using the digital keys if required.
- **[WINS SECONDARY]** — Press this button and enter the IP address of the secondary WINS server using the digital keys if required.

Tip

When you press the [NetBIOS NAME] button, the input screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

Notes

- When you select [DISABLE] or [DISABLE FILE SHARE], the Save as File to MFP Local function will be disabled.
- If this equipment is configured to logon the domain in the SMB Session of TopAccess administrator mode but “workgroup” is displayed, login on the domain network is failed. In that case, confirm that the Windows Server and the SMB Session settings are correctly set.
- When you set “Domain” for the Logon setting in the SMB Session of TopAccess administrator mode, this equipment will logon to the domain network after turning ON the power of equipment or changing the network settings and pressing the [APPLY NOW] button.
- You can enter only alphanumeric characters and “-” (hyphenation) for NetBIOS name. If you use any other characters, a warning message will be displayed.
- Do not enter an IP address that starts with “0” (i.e. “0.10.10.10”), “127” (i.e. “127.10.10.10”), and “224” (i.e. “224.10.10.10”). If you enter such an address, the equipment cannot communicate with the WINS server.

- If you enter "0.0.0.0" for [WINS PRIMARY] and [WINS SECONDARY], this equipment will not use the WINS server.
- When [DYNAMIC] or [NO AUTO IP] is selected for the Address Mode in the TCP/IP setting, this equipment can obtain the IP address for [WINS PRIMARY] and [WINS SECONDARY] from the DHCP server.

4 Continue to another network setting if required, then press the [APPLY NOW] button.

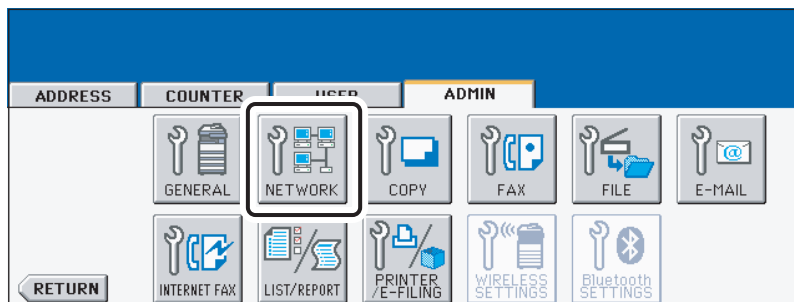
The screenshot shows a web-based configuration interface. At the top, there is a blue header bar. Below it, a navigation menu contains four tabs: ADDRESS, COUNTER, USER, and ADMIN. The ADMIN tab is currently selected and highlighted. Under the ADMIN tab, the word "NETWORK" is displayed. Below "NETWORK", there are seven icons representing different network protocols: TCP/IP, IPX/SPX, NETWARE, SMB, APPLETALK, HTTP, and ETHERNET. Each icon contains two lines of placeholder text "xxx.xxx". At the bottom of the screen, there are three buttons: "RETURN" on the left, "APPLY NOW" in the center (which is highlighted with a black border), and "Next" on the right.

- The "NETWORK INITIALIZING" message is displayed and this equipment starts initializing the network interface card to apply the changes.

Setting the AppleTalk Protocol

The AppleTalk protocol must be enabled and properly configured to enable AppleTalk printing with the Macintosh computer.

1 Press the [NETWORK] button in the ADMIN menu.

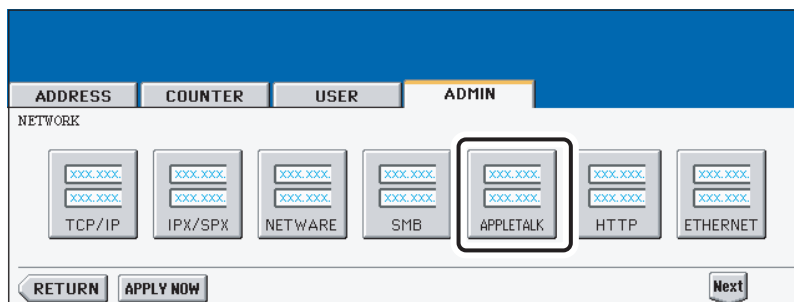


- The NETWORK menu is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [APPLETALK] button.



- The APPLETTALK screen is displayed.

3 Specify following items as required.

ADMIN

APPLETALK ▶Set Item

ENABLE APPLETALK

ENABLE DISABLE

DEVICE NAME MFP_04998820

DESIRED ZONE *

CANCEL ENTER

- **ENABLE APPLETALK** — Press the [ENABLE] button to enable the AppleTalk, or [DISABLE] button to disable the AppleTalk.
- **[DEVICE NAME]** — Press this to enter the AppleTalk name of this equipment.
- **[DESIRED ZONE]** — Press this to enter the AppleTalk zone name this equipment joins. If your AppleTalk network has not been configured with a zone, you do not have to enter the zone name.

Tip

When you press the [APPLETALK NAME] and [DESIRED ZONE] buttons, the input screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

4 Press the [ENTER] button.

- Returns you to the NETWORK menu.

5 Continue to another network setting if required, then press the [APPLY NOW] button.

ADMIN

NETWORK

TCP/IP IPX/SPX NETWARE SMB APPLETALK HTTP ETHERNET

RETURN APPLY NOW Next

- The "NETWORK INITIALIZING" message is displayed and this equipment starts initializing the network interface card to apply the changes.

Setting the HTTP Network Service

This function allows you to enable or disable the HTTP network server service that provides the web-based utility on this equipment, such as TopAccess and e-Filing web utility.

1 Press the [NETWORK] button in the ADMIN menu.

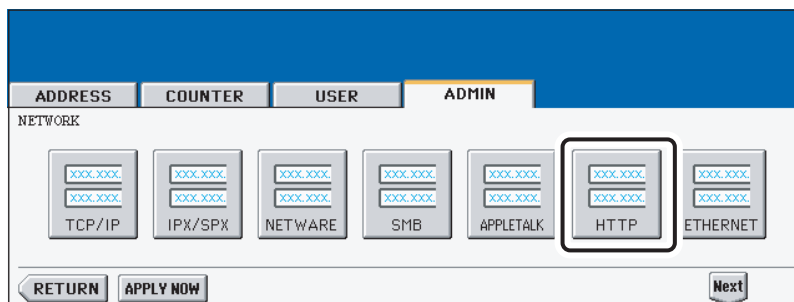


- The NETWORK menu is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [HTTP] button.



- The HTTP screen is displayed.

3 Specify following items as required.

- **ENABLE HTTP SERVER** — Press the [ENABLE] button to enable the HTTP network server service, or [DISABLE] button to disable the HTTP network server service. This must be enabled for TopAccess and e-Filing web utility.
- **[PRIMARY PORT NUMBER]** — Press this to enter the primary port number to be used for the HTTP access from the other client. It is recommended to use the default port number "80" if you are not sure changing this port number.
- **[SECONDARY PORT NUMBER]** — Press this to enter the secondary port number to be used to access the TopAccess and e-Filing web utility. It is recommended to use the default port number "8080" if you are not sure changing this port number.
- **ENABLE SSL** — Press the [ENABLE] button to enable the SSL for accessing TopAccess and e-Filing web utility, or [DISABLE] button to disable the SSL for accessing TopAccess and e-Filing web utility. When this is enabled, the data transferred between the equipment and client computers will be encrypted using a private key when operating TopAccess and e-Filing web utility.

Note

To enable SSL, you must create a self-signed certificate in the equipment or import the server certificate using TopAccess. If the self-signed certificate is not created or the server certificate is not imported, the SSL cannot be enabled.

4 Press the [ENTER] button.

- Returns you to the NETWORK menu.

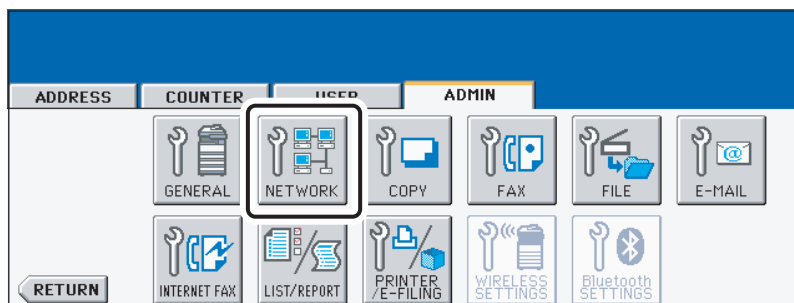
5 Continue to another network setting if required, then press the [APPLY NOW] button.

- The "NETWORK INITIALIZING" message is displayed and this equipment starts initializing the network interface card to apply the changes.

Setting the Ethernet Speed

This function allows you to specify the ethernet speed.

1 Press the [NETWORK] button in the ADMIN menu.

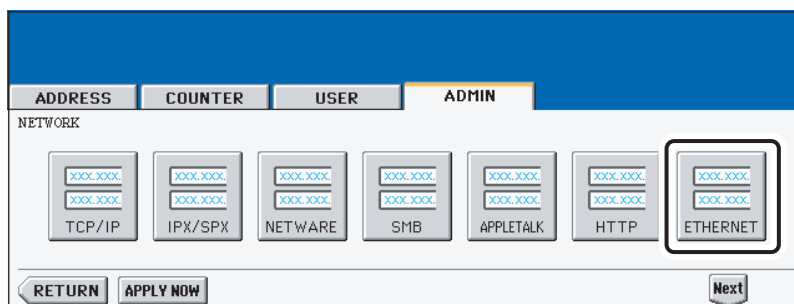


- The NETWORK menu is displayed.

Tip

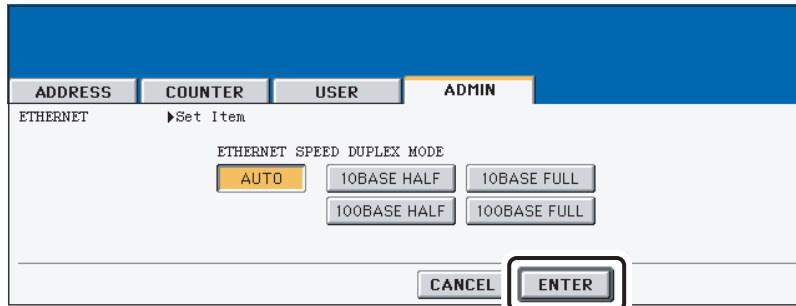
To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [ETHERNET] button.



- The ETHERNET screen is displayed.

3 Press the [AUTO] button to automatically detect the appropriate ethernet speed, or press other specific ethernet speed button.



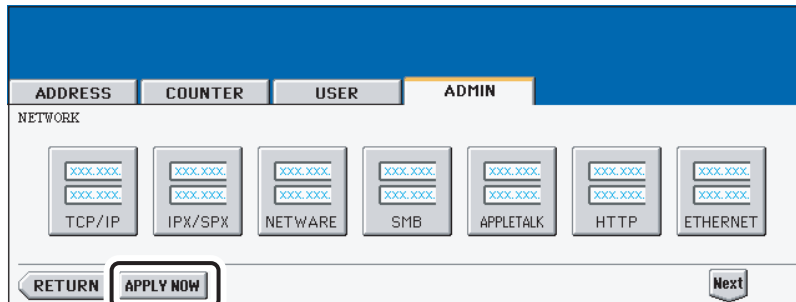
Tips

- When you select a specific ethernet speed, you must select the same ethernet speed as set in the connected network. If you do not know the ethernet speed that must be used, select the [AUTO] button.
- If the network is not stable, power OFF the equipment then ON.

4 Press the [ENTER] button.

- Returns you to the NETWORK menu.

5 Continue to another network setting if required, then press the [APPLY NOW] button.



- The "NETWORK INITIALIZING" message is displayed and this equipment starts initializing the network interface card to apply the changes.

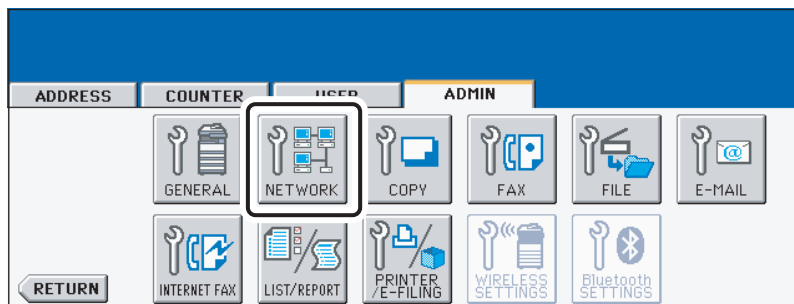
Setting the LDAP and SNMP Network Service

This function allows this equipment to access the LDAP directory service. This equipment can search for the contacts in the LDAP server to specify the recipients of the Internet Fax, fax transmission, and Scan to E-mail job.

Tips

- If the LDAP network service is enabled, you can register the LDAP directory service, and then this equipment can search for the contacts in the LDAP server. To add the LDAP directory service, you must operate using TopAccess. For more information about registering the directory service, please see the **TopAccess Guide**.
- When the LDAP network service is disabled, it is not possible to obtain the user's e-mail address as "From Address" from the LDAP server during the User Authentication for Scan to Email.

1 Press the [NETWORK] button in the ADMIN menu.

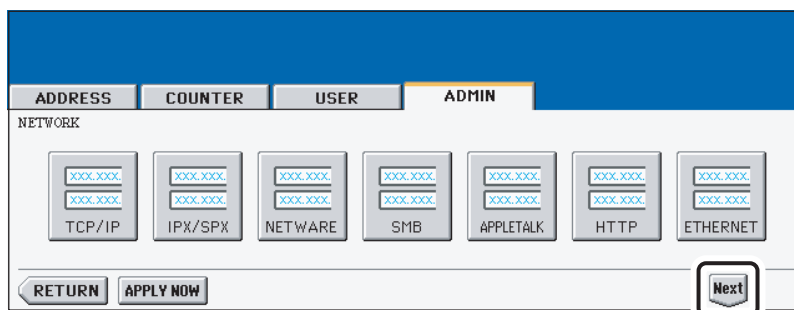


- The NETWORK menu is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [Next] button.



3 Press the [OTHER] button.

- The OTHER screen is displayed.

4 Press the [ENABLE] button to enable the LDAP network service, or [DISABLE] button to disable it.

- Optionally you can enter the SNMP read community name for the SNMP access by pressing the [SNMP READ COMMUNITY] button. When you press this button, the input screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

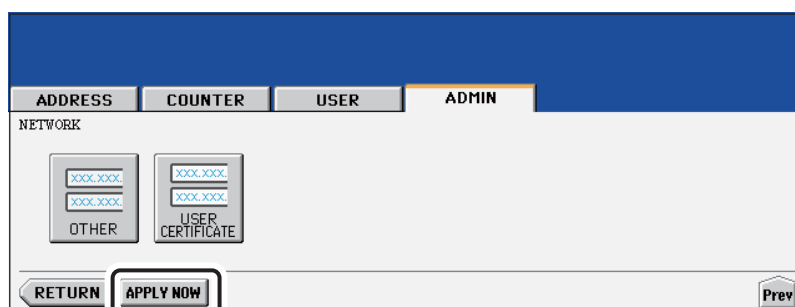
Notes

- If you specify a community name other than “public” for the Read Community, the applications that use MIB (TopAccessDocMon, TWAIN driver, File Downloader, and Address Book Viewer) will be unavailable. The SNMP communication of the printer driver also will be unavailable, so that the obtaining the configurations, confirming the department code, and obtaining the available boxes in e-Filing will be disabled.
- When you set the “Read Community” option blank, the SNMP communication between the SNMP Browser of Client PC and this equipment will be disabled.

5 Press the [ENTER] button.

- Returns you to the NETWORK menu.

6 Continue to another network setting if required, then press the [APPLY NOW] button.



- The "NETWORK INITIALIZING" message is displayed and this equipment starts initializing the network interface card to apply the changes.

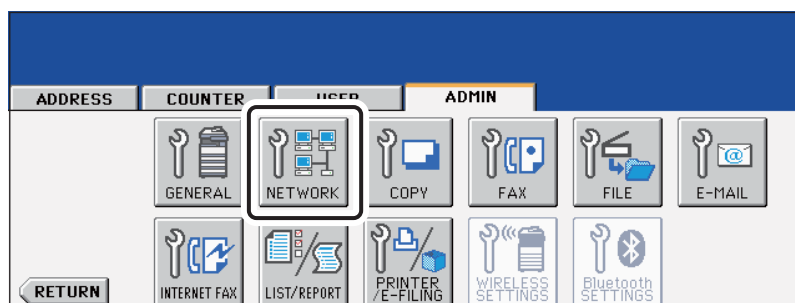
Setting the User Certificate

When you import the server certificate using TopAccess to enable SSL for the HTTP Network Service, FTP Server, and IPP Print Service, you must enter the password for the server certificate using this function.

Tip

This function must be performed after importing the server certificate using TopAccess. For more information about importing the server certificate, please see the **TopAccess Guide**.

1 Press the [NETWORK] button in the ADMIN menu.



- The NETWORK menu is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [Next] button.

ADDRESS COUNTER USER ADMIN

NETWORK

TCP/IP IPX/SPX NETWARE SMB APPLE TALK HTTP ETHERNET

RETURN APPLY NOW Next

3 Press the [USER CERTIFICATE] button.

ADDRESS COUNTER USER ADMIN

NETWORK

OTHER USER CERTIFICATE

RETURN APPLY NOW Prev

- The USER CERTIFICATE screen is displayed.

4 Press the [USER CERTIFICATE] button.

ADDRESS COUNTER USER ADMIN

USER CERTIFICATE

Input the user certificate file name and password

USER CERTIFICATE

A password is required for decryption of the private key contained in the user certificate.

PASSWORD

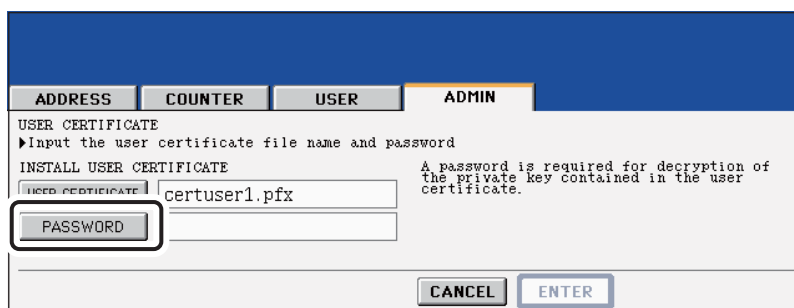
CANCEL ENTER

- The input screen is displayed.

- 5** Enter the server certificate file name using the keyboard and digital keys, and press the [ENTER] key to set the entry.



- 6** Press the [PASSWORD] button.



- The input screen is displayed.

- 7** Enter the password for the server certificate using the keyboard and digital keys, and press the [ENTER] key to set the entry.



- The input password appears as asterisks (*).

8 Press the [ENTER] button.

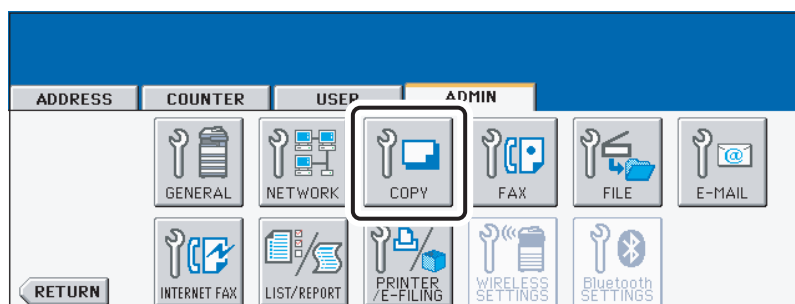
The screenshot shows a web-based configuration interface with a blue header bar. Below the header is a navigation menu with four tabs: ADDRESS, COUNTER, USER, and ADMIN. The ADMIN tab is currently selected and highlighted with a yellow border. The main content area is titled 'USER CERTIFICATE' and contains the following text: '►Input the user certificate file name and password' and 'INSTALL USER CERTIFICATE'. To the right of this text, a note states: 'A password is required for decryption of the private key contained in the user certificate.' There are two input fields: 'USER CERTIFICATE' with the value 'certuser1.pfx' and 'PASSWORD' with the value '*****'. At the bottom right of the form, there are two buttons: 'CANCEL' and 'ENTER'. The 'ENTER' button is highlighted with a red rectangular border.

- Returns you to the ADMIN menu and the "NETWORK INITIALIZING" message is displayed. This equipment starts initializing the network interface card to apply the changes.

SETTING COPY FUNCTIONS

You can change the system behaviors for the copy operation, such as maximum number of copies, auto 2-sided mode, and the sort mode priority.

1 Press the [COPY] button in the ADMIN menu.

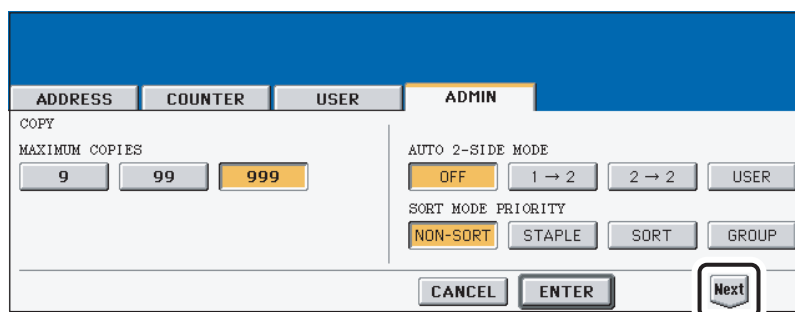


- The COPY screen is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Specify following items as required.



- **MAXIMUM COPIES** — Press the number button that indicates the maximum number of copies to be allowed.
- **AUTO 2-SIDE MODE** — Press the button of the 2-Sided mode that initially applies to copy settings when originals are set in the Automatic Document Feeder. When the [OFF] button is selected, the initial setting of the 2-Sided mode will be [1 -> 1 SIMPLEX] when originals are set in the Automatic Document Feeder. When the [1->2] button is selected, the initial setting of the 2-Sided mode will be [1 -> 2 DUPLEX] when originals are set in the Automatic Document Feeder. When the [2->2] button is selected, the initial setting of the 2-Sided mode will be [2 -> 2 DUPLEX] when originals are set in the Automatic Document Feeder. When the [USER] button is selected, the screen to select the 2-Sided mode will be displayed when originals are set in the Automatic Document Feeder.
- **SORT MODE PRIORITY** — Press the sort mode that applies prior for copy jobs. If the [STAPLE] button is selected, the output is stapled on the upper left corner as the default. To select the [STAPLE] button, the optional finisher must be installed.

3 Press the [Next] button to display the next screen.

4 Specify following items as required.

The screenshot shows the ADMIN menu with the following settings:

SETTING	VALUE
AUTOMATIC CHANGE OF PAPER SOURCE	ON
PAPER OF DIFFERENT DIRECTION	OFF
SUSPEND PRINTING IF STAPLER EMPTY	ON
DEFAULT MODE OF AUTO COLOR	FULL COLOR

Buttons: CANCEL, ENTER (highlighted), Prev

- **AUTOMATIC CHANGE OF PAPER SOURCE** — When this is set to [ON], this equipment will print on the different size of paper when the specified paper size is not set. When this is set to [OFF], this equipment will display a message to set the correct paper.
- **PAPER OF DIFFERENT DIRECTION** — When this is set to [ON], this equipment will rotate the image and print on the different direction of paper if the correct direction of paper is not set. When this is set to [OFF], this equipment will display a message to set the correct paper.
- **SUSPEND PRINTING IF STAPLER EMPTY** — When this is set to [ON], this equipment quit the job with stapling when the stapler empty occurs. When this is set to [OFF], this equipment will continue the job without stapling.
- **DEFAULT MODE OF AUTO COLOR** — Press the default color mode for Auto Color.

5 Press the [ENTER] button.

- Returns you to the ADMIN menu.

SETTING FAX FUNCTIONS

Setting the Terminal ID

Note

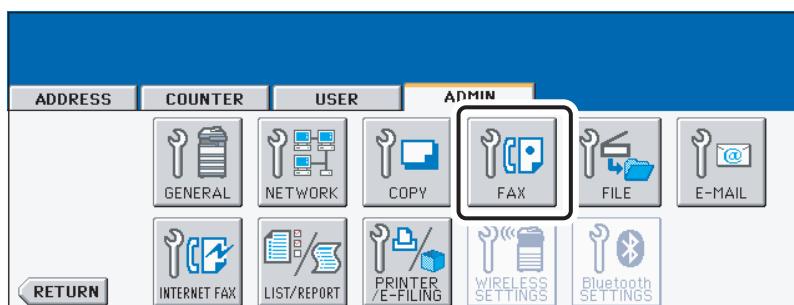
The Terminal ID settings are available only when the optional Fax unit is installed.

Once programmed, Terminal ID information will be printed on the leading edge of transmitted or received documents if the TTI and RIT are enabled.

Tips

- ID information is sent and printed about 5 mm from the top edge of the original.
- In compliance with FCC regulations, your company's name, facsimile telephone number and date & time are added at the top of all transmitted documents. This feature enables remote parties to easily identify your documents and the time of transmission.

1 Press the [FAX] button in the ADMIN menu.

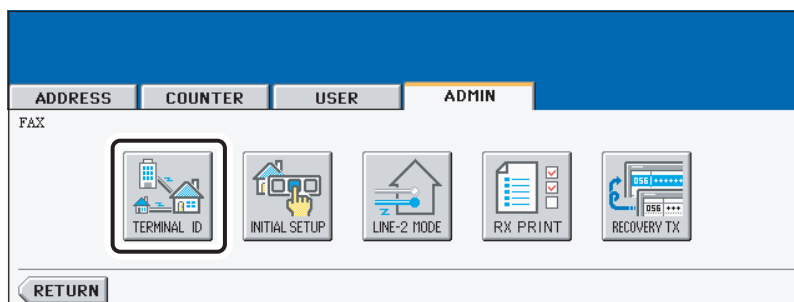


- The FAX menu is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [TERMINAL ID] button.



- The TERMINAL ID screen is displayed.

3 Specify following items as required.

- **[ID NAME]** — Press this to enter the terminal ID of this equipment.
- **[FAX NUMBER]** — Press this to enter the fax number of this equipment.
- **[LINE2 NUMBER]** — Press this to enter the 2 line fax number of this equipment if the Line2 board is installed. This is not displayed when the Line2 board is not installed.
- When you press the [ID NAME] button, the input screen is displayed. Enter the name using the keyboard and digital keys, and press the [ENTER] button to set the entry.

- When you press the [FAX NUMBER] or [LINE2 NUMBER] button, the message to ask you whether adding the international code is displayed. Press the [YES] button if you want to add the international code, or the [NO] button if you do not want to add the international code.

When you press the [YES] button, the input screen that “+” is entered is displayed.
When you press the [NO] button, the input screen without any entry is displayed.

Enter the phone number using the digital keys, and press the [ENTER] button to set the entry.

+0000000001_

Enter the fax/tel number

Back Space

← →

CANCEL ENTER

4 Press the [ENTER] button.

ADDRESS COUNTER USER ADMIN

TERMINAL ID ▶ TERMINAL ID will be Recorded at TTI Add the International Code

ID NAME MFP-00C67861

FAX NUMBER +0000000001

LINE2 NUMBER 0000000002

CANCEL ENTER

- Returns you to the FAX menu.

Setting the Fax Initial Setup

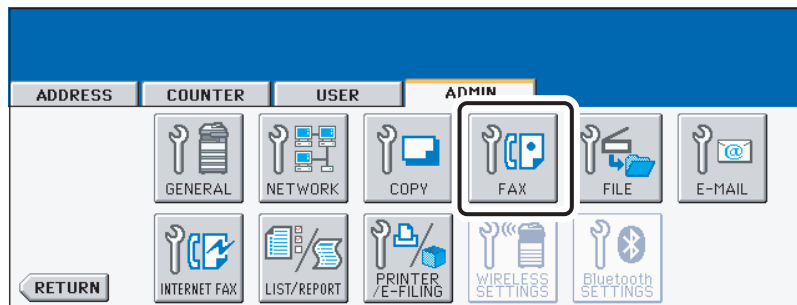
Note

The [INITIAL SETUP] button in the [ADMIN] menu will be available only when the optional Fax unit is installed.

Set the initial settings for the fax functions such as the volume settings and reception mode.

- Reception mode: AUTO, MANUAL
- Monitor tone volume: Adjustable 0-7 steps (0: tone OFF)
The "monitor tone" is the line monitor tone which is heard when the [MONITOR/PAUSE] button is pressed.
- Completion tone volume: Adjustable 0-7 stages (0: tone OFF)
The "completion tone" is the ringer tone which is heard when original printing has been completed. It can be heard when all originals have been printed out.
- Dial type (Line 1 /Line 2): DP, MF (not available for the European version)
There are two types of telephone lines: Dial pulse lines (DP) and multi frequency lines (MF). Change the telephone line setting to match the type of the line you are using, for example, when you first install the system or when you change the connected telephone line.

1 Press the [FAX] button in the ADMIN menu.

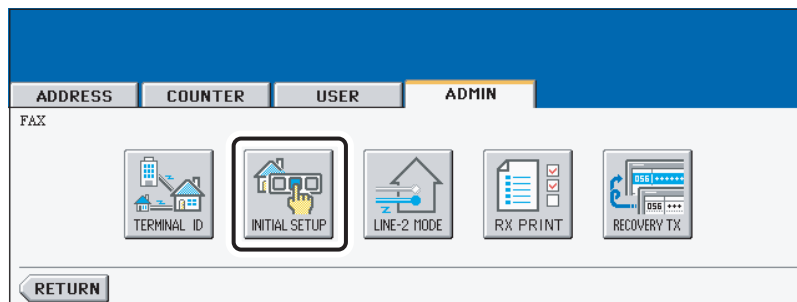


- The FAX menu is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [INITIAL SETUP] button.



- The INITIAL SETUP screen is displayed.

3 Specify following items as required.

The screenshot shows the 'ADMIN' tab selected in the 'INITIAL SETUP' menu. Under 'RX MODE', the 'AUTO' button is highlighted. To the right, there are two volume sliders: 'MONITOR VOLUME' and 'COMPLETION TONE VOLUME', both set to 0. At the bottom, there are 'CANCEL', 'ENTER', and 'Next' buttons. The 'Next' button is highlighted with a red box.

- **RX MODE** — Press the [AUTO] button to receive faxes automatically, or [MANUAL] button to receive faxes manually. When you select the manual mode, you can receive the faxes by pressing the [START] button when it rings.
- **MONITOR VOLUME** — Press the arrow buttons to change the monitor volume.
- **COMPLETION TONE VOLUME** — Press the arrow buttons to change the complete volume.

Note

When the User Management Setting is enabled, only the [AUTO] button can be selected for the RX MODE option.

4 Press the [Next] button to display the next screen.

5 Specify following items as required.

The screenshot shows the 'ADMIN' tab selected in the 'INITIAL SETUP' menu. Under 'DIAL TYPE', the 'DP' button is highlighted. Below it, 'DIAL TYPE(LINE2)' also has the 'DP' button highlighted. At the bottom, there are 'CANCEL', 'ENTER', and 'Prev' buttons. The 'ENTER' button is highlighted with a red box.

- **DIAL TYPE** — Press the [MF] button to select the Multi-frequency mode, or [DP] button to select the Dial Pulse mode for the line 1.
- **DIAL TYPE (LINE2)** — Press the [MF] button to select the Multi-frequency mode, or [DP] button to select the Dial Pulse mode for the line 2. This is available only when the optional 2nd line board is installed.

Note

The "DIAL TYPE" and "DIAL TYPE (LINE2)" is not available for the European version.

6 Press the [ENTER] button.

- Returns you to the FAX menu.

Setting the Line-2 Mode

Note

The Line-2 Mode settings are available only when the optional Fax unit and optional Line-2 board are installed.

Installing the 2nd line board (option) allows transmission during reception, reception during transmission, and simultaneous two communications of transmission/reception.

When the 2nd line is used, the following function setting and registration are required.

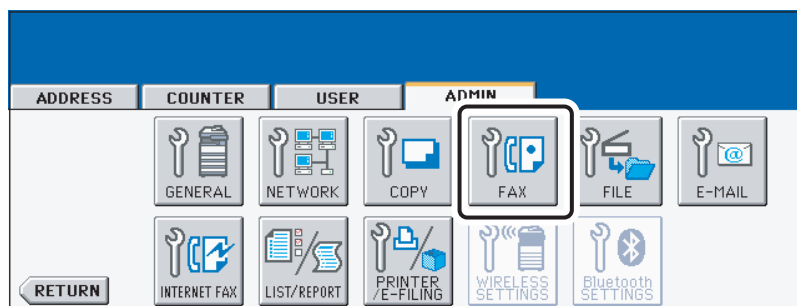
- Entering terminal ID P.163
- Dial type setting P.166
- Line-2 setting (following instruction)
- The 1st line takes precedence in the initial setting (not including the case that LINE 2 is selected in the LINE SELECT when you register remote fax numbers into the address). If you want the 2nd line to have priority in the initial setting, ask your service technician.

When the optional 2nd line board is installed, its operation can be selected from the following:

- Transmission/Reception
Both transmission and reception are available all the time.
- Reception only (24 hours)
The 2nd line is always standing by for reception.
- Reception only (timer)
Only reception is available during the specified period of time.
- * Even during reception only, the specified line performs transmission if any line has been specified by the options or address menu.

Entering Line-2 Mode Setting

1 Press the [FAX] button in the ADMIN menu.

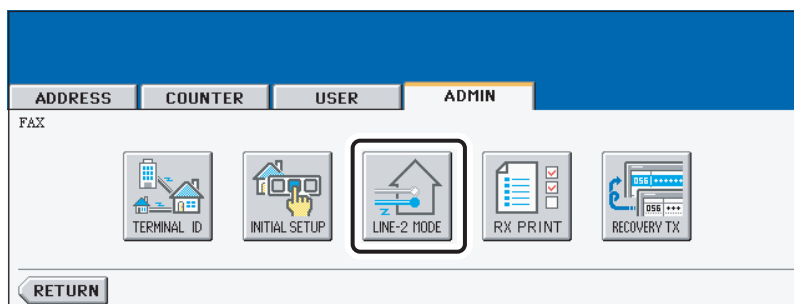


- The FAX menu is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [LINE-2 MODE] button.



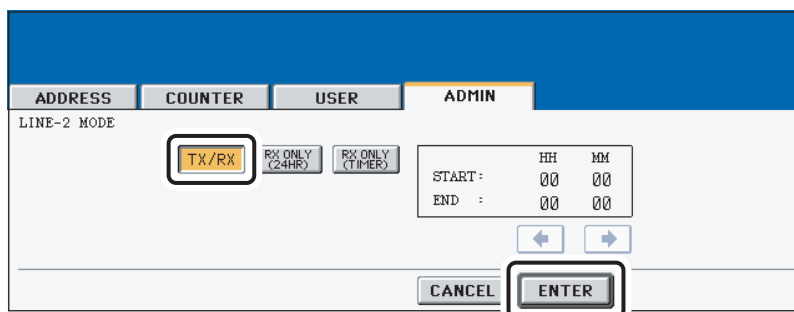
- The LINE-2 MODE screen is displayed.

3 Continue the procedure depending on how you set the Line-2 mode.

- P.169 "Transmission and Reception (TX /RX)"
- P.170 "Reception Only (24HR)"
- P.170 "Reception Only (TIMER)"

Transmission and Reception (TX /RX)

1 Press the [TX/RX] button.



2 Press the [ENTER] button.

Reception Only (24HR)

1 Press the [RX ONLY (24HR)] button.

ADMIN

LINE-2 MODE

TX/RX **RX ONLY (24HR)** RX ONLY (TIMER)

START : HH MM
00 00

END : HH MM
00 00

← →

CANCEL **ENTER**

- Making the 2nd line standby for the reception all the time.

2 Press the [ENTER] button.

Reception Only (TIMER)

1 Press the [RX ONLY (TIMER)] button.

ADMIN

LINE-2 MODE

TX/RX RX ONLY (24HR) **RX ONLY (TIMER)**

START : HH MM
00 00

END : HH MM
23 00

← →

CANCEL **ENTER**

- Using the 2nd line for reception only during the specified period.
- Enter the START time and END time using the digital keys.
- Pressing the arrow buttons moves the cursor.
- Time is displayed in the 24-hour system.

2 Press the [ENTER] button.

Setting the RX Printing

Setting Discard and Reduction Printing

Set print settings for received fax and Internet Fax originals that are to be printed. Two print settings are available: discard printing and reduction printing.

Discard Printing: ON, OFF

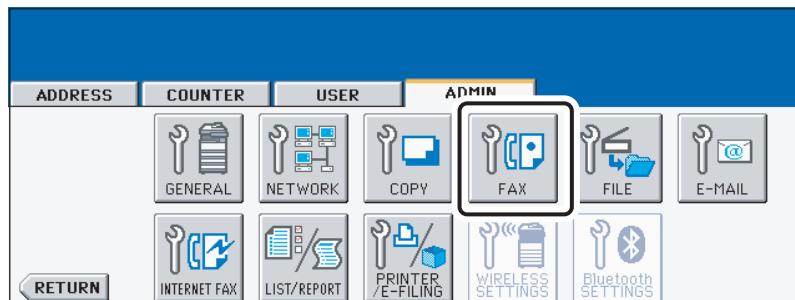
- ON (default setting):
When originals are up to 10mm larger than the printing area; the part of the originals that exceeds the paper printing area is discarded.
 - OFF: The received original is printed on two sheets of paper if its length exceeds the paper printing area.
- * For detail of DISCARD setting, contact your service technician.

RX Reduction Printing: ON, OFF

- ON (default setting):
If the received original is longer than the recording paper, it will be vertically reduced to 90% to fit on the recording paper.
- OFF: The received original is printed on two sheets of paper if its length exceeds the paper printing area.

* Only drawers can be set for received FAX printing. Please see the *Operator's Manual for Basic Functions*. Be sure to use LD, LG, LT, LT-R, A3, A4, A4-R or B4.

1 Press the [FAX] button in the ADMIN menu.

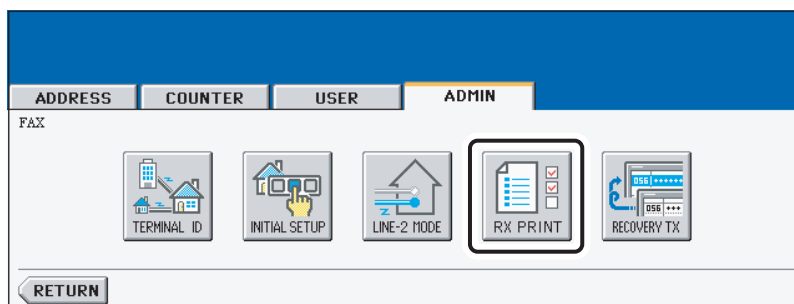


- The FAX menu is displayed.

Tip

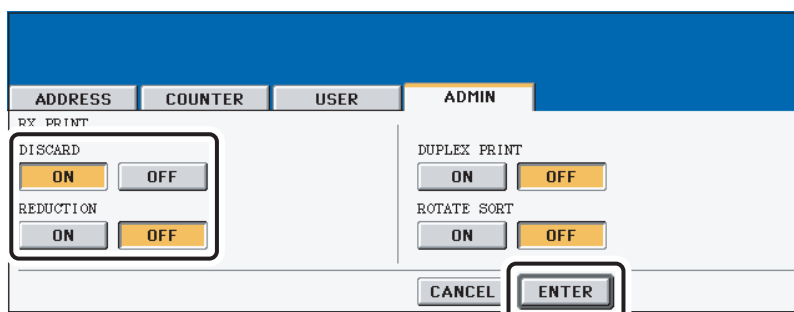
To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [RX PRINT] button.



- The RX PRINT screen is displayed.

3 Press the [ON] (or [OFF]) button of the “DISCARD” and/or “REDUC-TION”.



4 Press the [ENTER] button.

- The registered items can be confirmed in the function list. P.192

Setting Duplex Printing

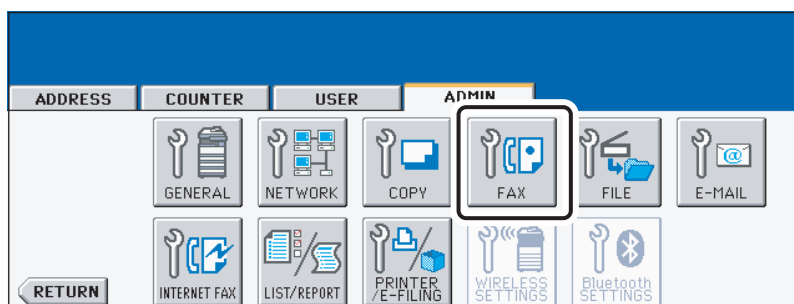
Note

The “Duplex Print” function is available only when the optional Fax unit is installed.

This printer setting determines whether or not to print received originals on both sides of sheet.

- * Duplex printing is available only if the received originals are the same size.
- * When the system runs out of paper during duplex printing, the rest of the documents is printed on both sides of another size of paper.

1 Press the [FAX] button in the ADMIN menu.

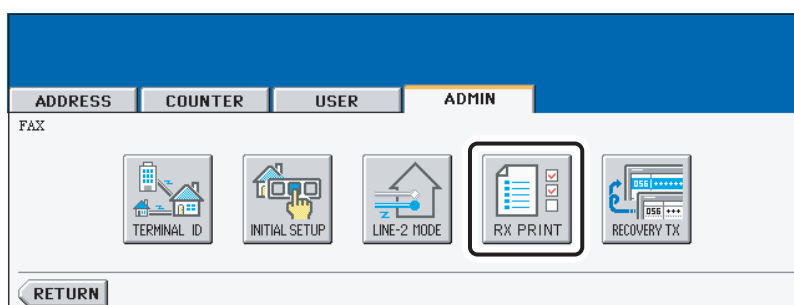


- The FAX menu is displayed.

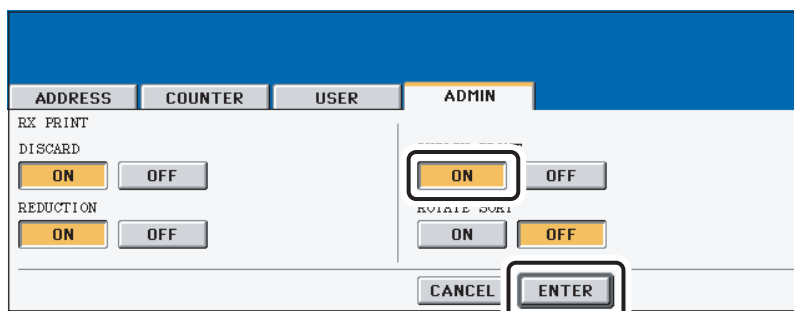
Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [RX PRINT] button.



3 Press the [ON] button of the “DUPLEX PRINT”, and then press the [ENTER] button.

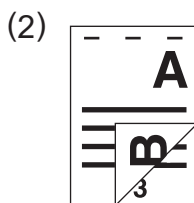
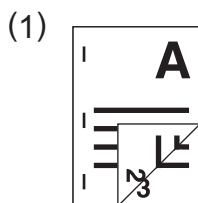


- The registered items can be confirmed in the function list. P.192

Tip

Duplex printing direction differs depending on the received original size.

- Received LD, LG, LT, A3, A4, or B4-sized originals are printed so that they can be bound along the long edge of direction.
- Received ST, A5 or B5-sized originals are printed so that they can be bound along the short edge of direction.



Setting the Rotate Sort

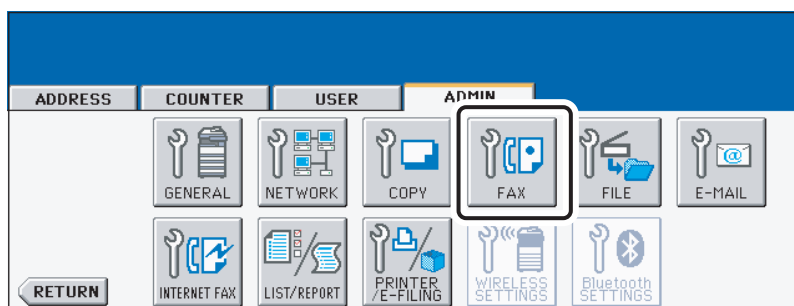
Note

The "Rotate Sort" function is available only when the optional Fax unit is installed.

The printer setting determines whether or not to output each separate job of received originals in the different orientation.

- * Rotate Sort printing is available only for LT/A4-sized paper. Set the LT and LT-R, or A4 and A4-R drawers.
- * When the system runs out of paper during Rotate Sort printing, the rest of the documents is printed on the remaining paper.

1 Press the [FAX] button in the ADMIN menu.

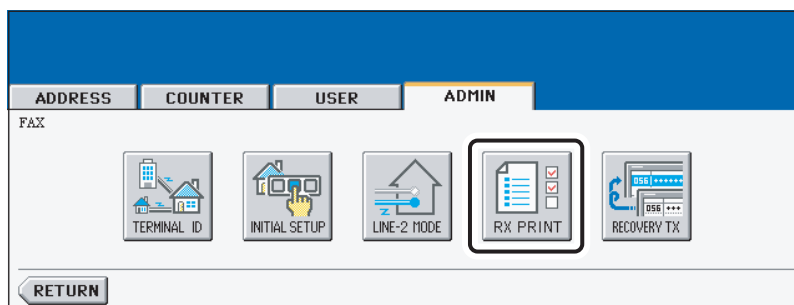


- The FAX menu is displayed.

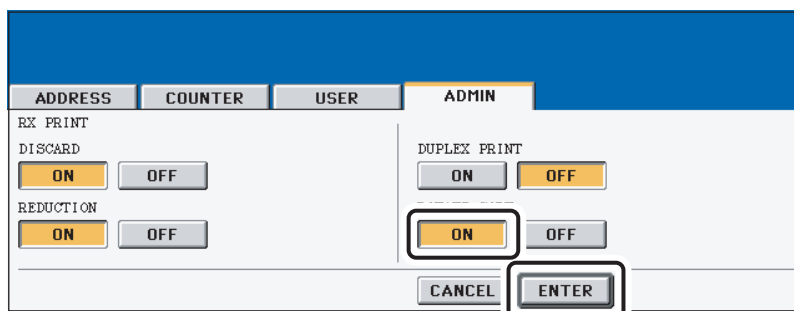
Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [RX PRINT] button.



3 Press the [ON] button of the “ROTATE SORT”, and then press the [ENTER] button.



- The registered items can be confirmed in the function list. P.192

Setting the Recovery Transmission

Note

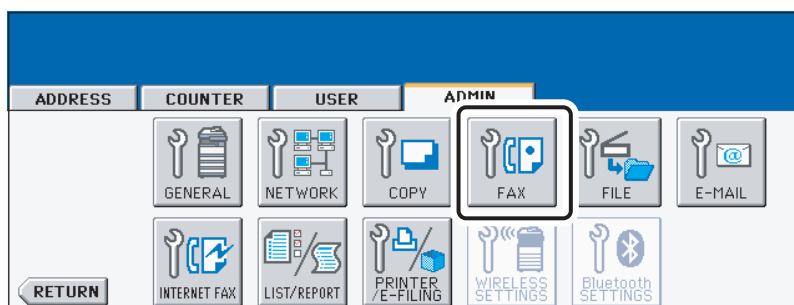
The Recovery transmission is available only when the optional Fax unit is installed.

This function allows you to specify how long a document will be remained in the memory after failing the redial attempts.

Note

You can retransmit the document held in the memory. For instructions on how to send the recovery transmission, see the *Operator's Manual For Facsimile Function*.

1 Press the [FAX] button in the ADMIN menu.

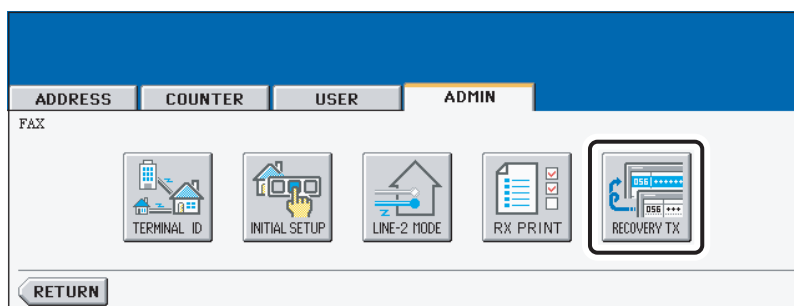


- The FAX menu is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [RECOVERY TX] button.



3 Change the document-stored time with the [< 1H] or [24H >] button, and press the [ENTER] button.

The screenshot shows a menu interface with four tabs: ADDRESS, COUNTER, USER, and ADMIN. The ADMIN tab is selected. Below the tabs, there is a 'RECOVERY TX' button and a prompt 'Set the STORED TIME'. A text field displays 'Stored Time: 6 H'. Below this field are two buttons: '< 1 H' and '24 H >'. At the bottom right, there are 'CANCEL' and 'ENTER' buttons. The 'ENTER' button is highlighted with a red rectangular box.

- The document-holding time can be changed by the 1 hour.

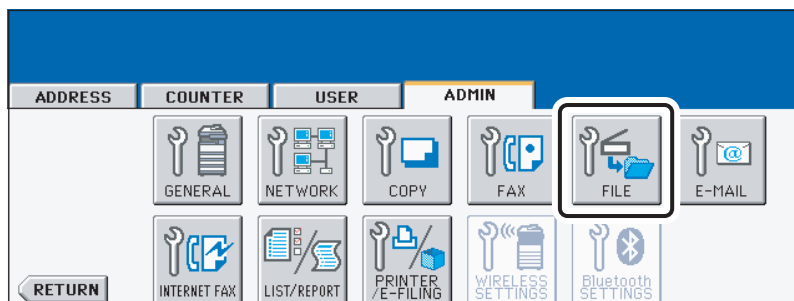
Note

When the Recovery transmission is enabled, the [RECOVERY TX] button will be grayed icon. You can disable the Recovery transmission by pressing the [RECOVERY TX] button again, and the button turns to the normal icon.

SETTING FILE FUNCTIONS

This function allows you to automatically delete the files stored by the Scan to File operations. This function is used to periodically delete stored files in the local storage to maintain the available hard disk space.

1 Press the [FILE] button in the ADMIN menu.

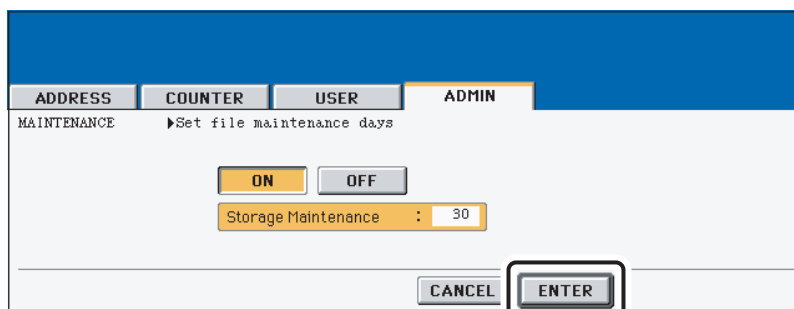


- The FILE menu is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [ON] button to enable the storage maintenance, or [OFF] button to disable the storage maintenance.



- When you press the [ON] button, the "Storage Maintenance" field will be highlighted. Continue to next step to enter the number of days.
- When you press the [OFF] button, skip to step 4.

3 Enter the number of days the system preserve the files before deleting them automatically using the digital keys.

- You can enter 1 to 99 days. To correct the value, press the [CLEAR] button to delete the input value and enter the number of days.

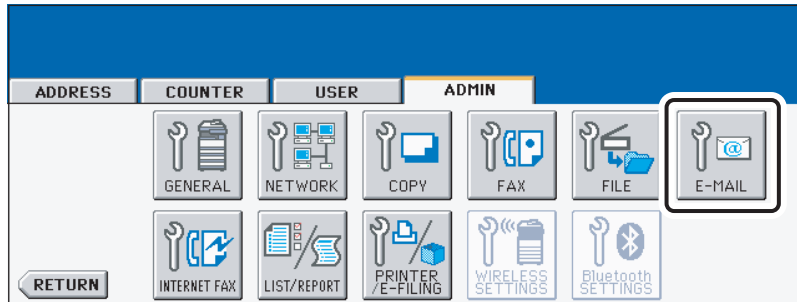
4 Press the [ENTER] button.

SETTING E-MAIL FUNCTIONS

Setting the Scan to E-mail Message Properties

You can configure the message properties of E-mail documents that will be sent by Scan to E-mail operation.

1 Press the [E-MAIL] button.

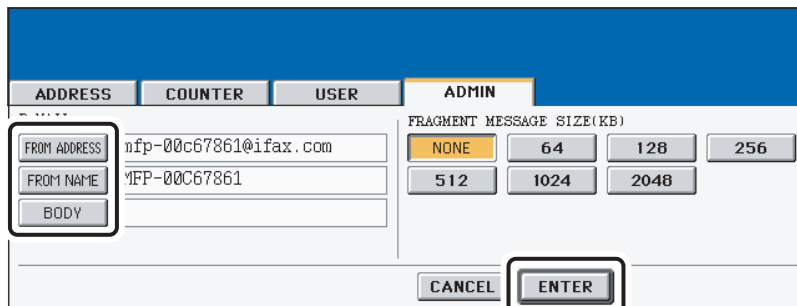


- The E-MAIL screen is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press each button to enter the E-mail properties.



- **[FROM ADDRESS]** — Press this to enter the E-mail address of this equipment.
- **[FROM NAME]** — Press this to enter the identification name of this equipment.
- **[BODY]** — Press this to enter the body message.

Note

You must enter the [FROM ADDRESS] button to enable Scan to E-mail.

Tip

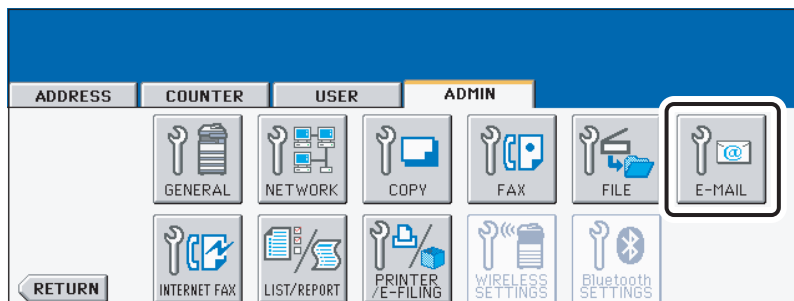
When you press each button, the input screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

3 Press the [ENTER] button.

Setting the Scan to E-mail Fragmentation

This function allows you to send the Scan to E-mail job split by the fragment size you specified. This can reduce the transmission errors caused by the network traffic problems.

1 Press the [E-MAIL] button in the ADMIN menu.

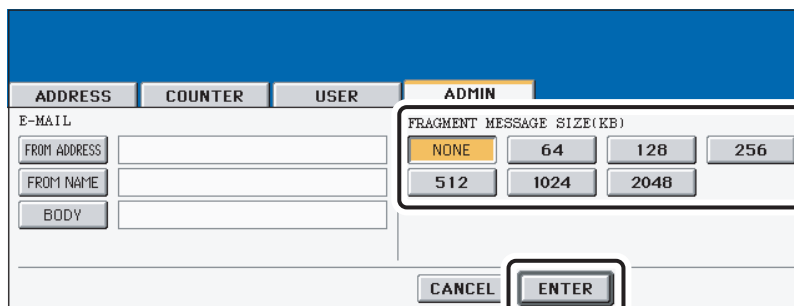


- The E-MAIL screen is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press desired fragment size button and press the [ENTER] button.



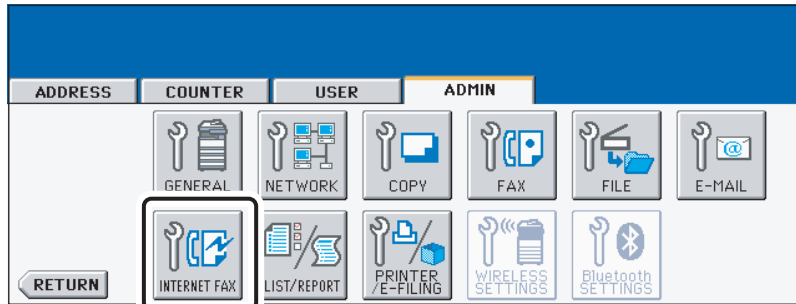
- Press the [NONE] button to disable the fragmentation.

SETTING INTERNET FAX FUNCTIONS

Setting the Internet Fax Message Properties

You can configure the message properties of Internet Faxes that will be sent by Internet Fax transmission.

- 1 Press the [INTERNET FAX] button in the ADMIN menu.



- The INTERNET FAX screen is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

- 2 Press each button to enter the Internet Fax properties.

- **[FROM ADDRESS]** — Press this to enter the E-mail address of this equipment.
- **[FROM NAME]** — Press this to enter the identification name of this equipment.
- **[BODY]** — Press this to enter the body message.

Note

You must enter the [FROM ADDRESS] button to enable Internet Fax.

Tip

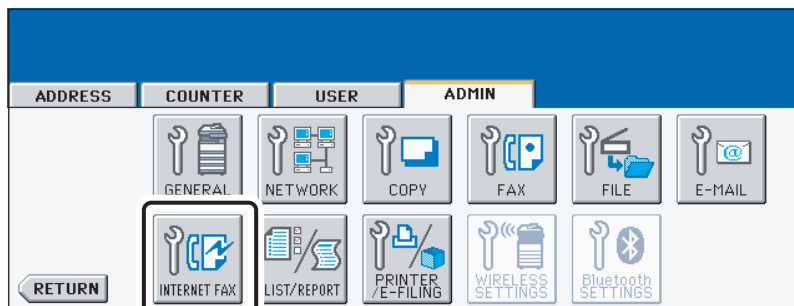
When you press each button, the input screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

- 3 Press the [ENTER] button.

Setting the Internet Fax Fragmentation

This function allows you to send the Internet Faxes split by the fragment size you specified. This can reduce the transmission errors caused by the network traffic problems.

1 Press the [INTERNET FAX] button in the ADMIN menu.

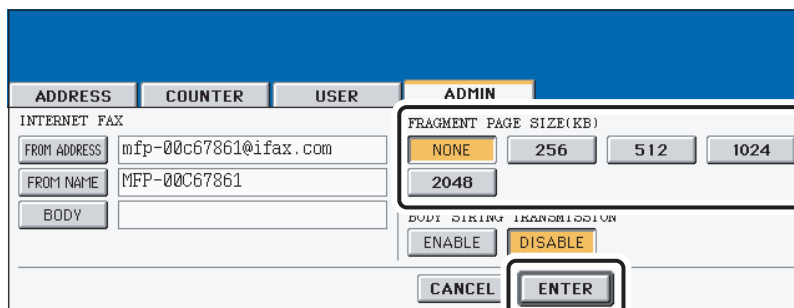


- The INTERNET FAX screen is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press desired fragment size button and press the [ENTER] button.

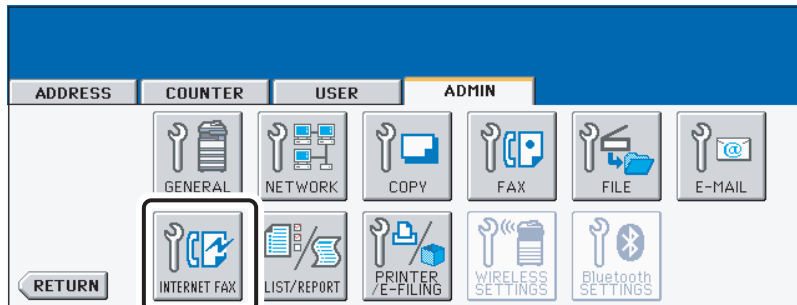


- Press the [NONE] button to disable the fragmentation.

Setting the Internet Fax Body String Transmission

This function allows you to set whether the body string will be transmitted or not.

- 1 Press the [INTERNET FAX] button in the ADMIN menu.

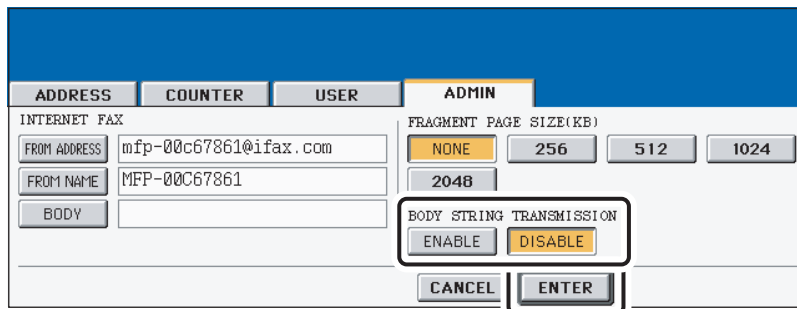


- The INTERNET FAX screen is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

- 2 Press the [ENABLE] button to enable the body string transmission, or [DISABLE] button to disable the body string transmission.



- 3 Press the [ENTER] button.

SETTING LIST/REPORT

Setting the Transmission / Reception Journal

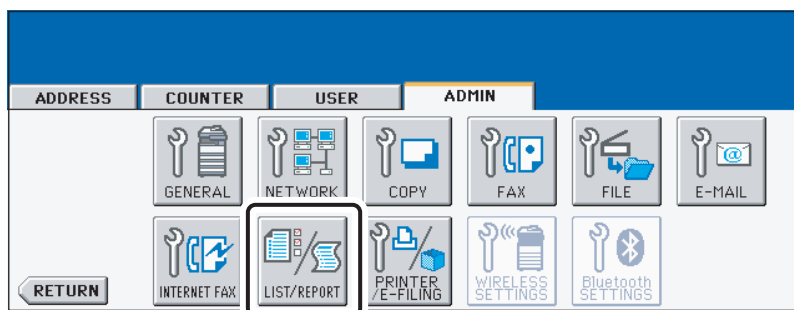
There are two types of journals available on this equipment. Journals can be printed either automatically or manually.

This function allows you to set the auto-print for the journals, and the number of transactions appears in the journal list.

Tip

The old journals will be deleted and only the specified number of journals from newest one will be printed. The newer 100 journals can be exported as a file from the TopAccess administrator's mode.

1 Press the [LIST/REPORT] button in the ADMIN menu.

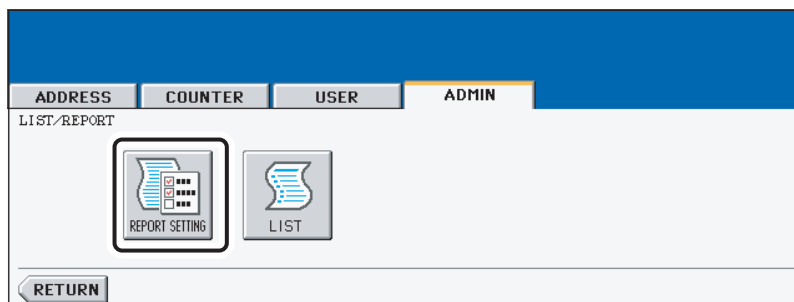


- The LIST/REPORT screen is displayed.

Tip

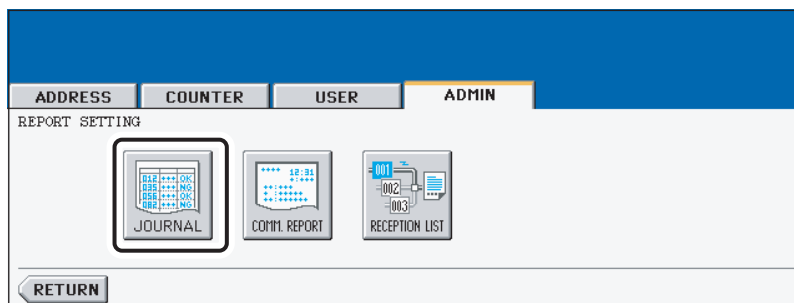
To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [REPORT SETTING] button.



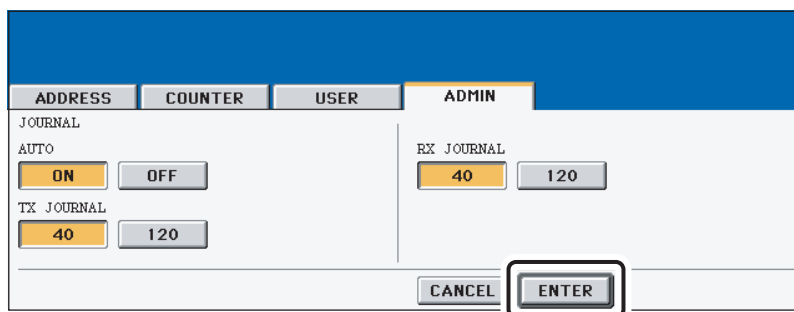
- The REPORT SETTING menu is displayed.

3 Press the [JOURNAL] button.



- The JOURNAL screen is displayed.

4 Specify the following items as required.



- **AUTO** — Press the [ON] button to enable printing the transmission and reception journals automatically. When you enable this, the transmission and reception journals will be printed when specified numbers of transmissions are completed.
- **TX JOURNAL** — Press the number button to specify the number of transmissions will be printed on a transmission journal.
- **RX JOURNAL** — Press the number button to specify the number of receptions will be printed on a reception journal.

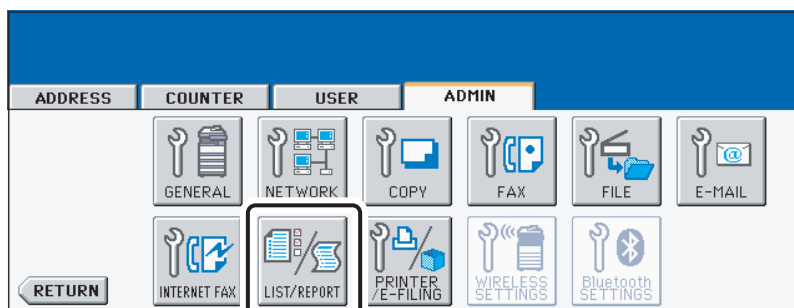
5 Press the [ENTER] button.

Setting the Communication Report

Communication Report allows you to print a report after every transmission. Reports can be printed automatically only.

This function allows you to select the condition to print the communication report for each transmission type separately.

1 Press the [LIST/REPORT] button in the ADMIN menu.

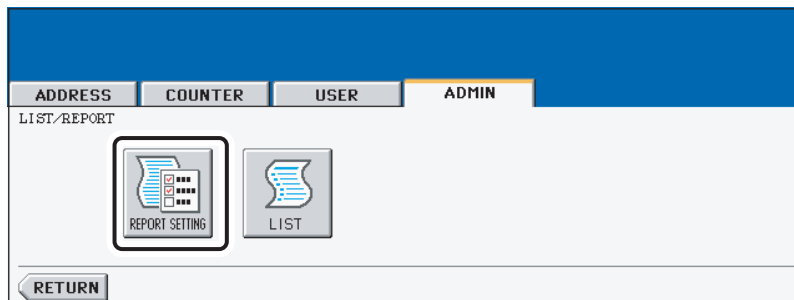


- The LIST/REPORT screen is displayed.

Tip

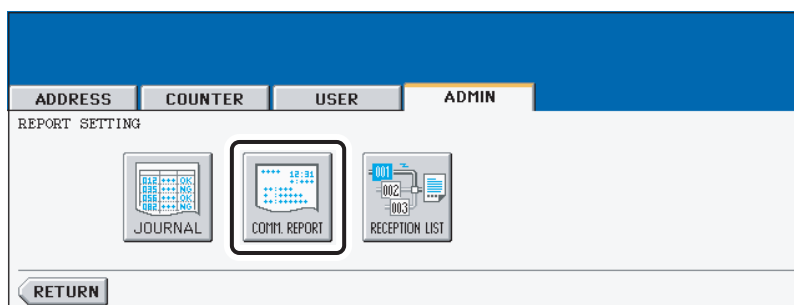
To display the ADMIN menu, see "ENTERING TO ADMIN MENU".  P.107

2 Press the [REPORT SETTING] button.



- The REPORT SETTING screen is displayed.

3 Press the [COMM. REPORT] button.



- The COMM. REPORT screen is displayed.

4 Specify the condition for each transmission type.

The screenshot shows the 'ADMIN' tab selected in a menu with 'ADDRESS', 'COUNTER', 'USER', and 'ADMIN'. The 'COMM. REPORT' section is active, showing settings for 'MEMORY TX' and 'DIRECT TX'. Each has three buttons: 'OFF', 'ALWAYS', and 'ON ERROR'. The 'ON ERROR' button for 'MEMORY TX' and the 'ALWAYS' button for 'DIRECT TX' are highlighted in orange. On the right, there are settings for 'MULTI TX' and 'POLLING', each with 'OFF', 'ALWAYS', and 'ON ERROR' buttons. At the bottom right, there are 'CANCEL', 'ENTER', and 'Next' buttons.

- **[OFF]** — Press this to disable printing the communication report.
- **[ALWAYS]** — Press this to print the communication report every transmission.
- **[ON ERROR]** — Press this to print the communication report only when an error occurs.

Note

“DIRECT TX” and “POLLING” are available only when the optional Fax unit is installed.

5 When you press the [ALWAYS] or [ON ERROR] button for “MEMORY TX” or “MULTI TX”, the “PRINT 1st PAGE IMAGE?” message is displayed. Press the [YES] button to print the communication report with the first page image, or press the [NO] button to print the communication report without the page image.

The screenshot shows a confirmation screen with the text 'PRINT 1ST PAGE IMAGE?' in the center. Below the text are two buttons: 'YES' and 'NO'. At the bottom center, there is a 'CANCEL' button. The background is light gray with a blue header bar.

- Returns you to the COMM. REPORT screen.

6 Press the [Next] button to display the next screen and specify the condition for each transmission type.

ADMIN

COMM. REPORT

RELAY ORIGINATOR

OFF ALWAYS ON ERROR

RELAY STATION

OFF ALWAYS ON ERROR

RELAY DESTINATION

OFF ALWAYS ON ERROR

CANCEL ENTER Prev

Note

“RELAY ORIGINATOR”, “RELAY STATION”, and “RELAY DESTINATION” are available only when the optional Fax unit is installed.

7 When you press the [ALWAYS] or [ON ERROR] button for each transmission type, the “PRINT 1st PAGE IMAGE?” message is displayed. Press the [YES] button to print the communication report with the first page image, or press the [NO] button to print the communication report without the page image.

ADMIN

PRINT 1ST PAGE IMAGE?

YES NO

CANCEL

- Returns you to the COMM. REPORT screen.

8 Press the [ENTER] button.

Setting the Reception List

The Reception List allows you to print a reception list after receiving a document to a mailbox on this equipment.

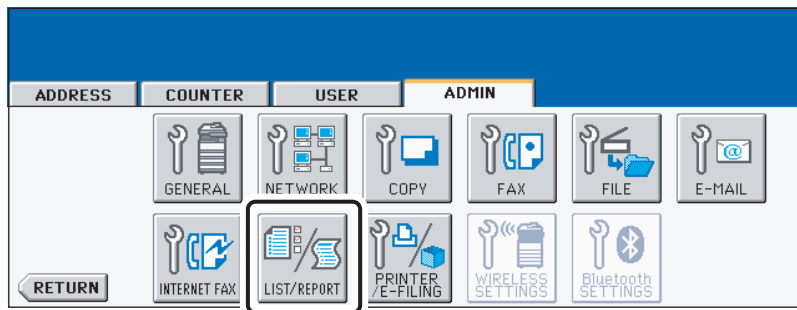
This function allows you to enable or disable printing a reception list for the following mailbox transmissions:

Relay Station — Receiving a relay transmission from an originator as a relay hub.

Local — Reserving a document to a mailbox within this equipment locally.

Remote — Reserving a document to a mailbox within this equipment remotely from another facsimile.

1 Press the [LIST/REPORT] button in the ADMIN menu.

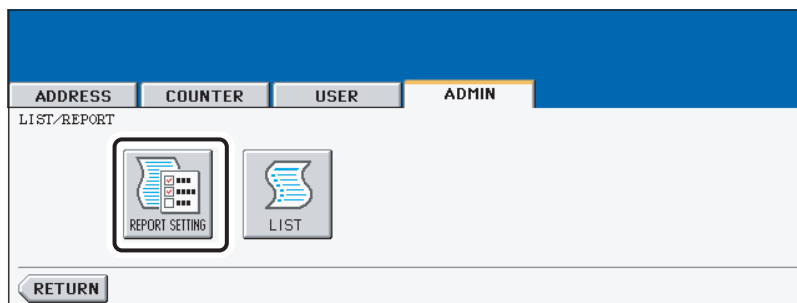


- The LIST/REPORT screen is displayed.

Tip

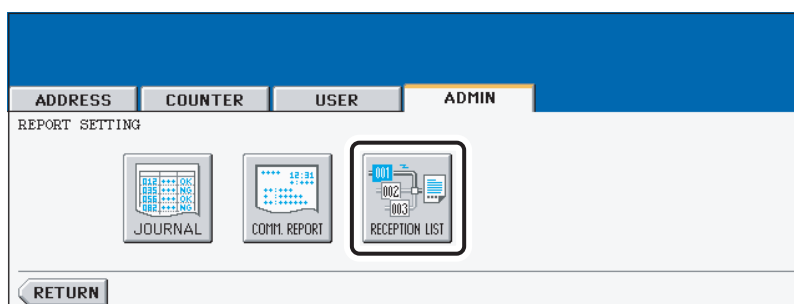
To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [REPORT SETTING] button.



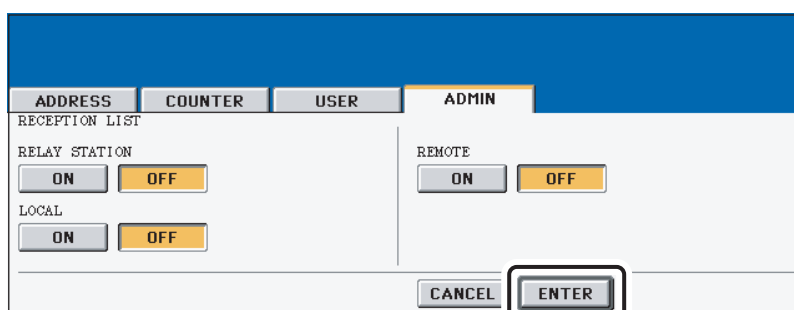
- The REPORT SETTING screen is displayed.

3 Press the [RECEPTION LIST] button.



- The RECEPTION LIST screen is displayed.

4 Specify whether the reception list will be printed for each transmission.



- **RELAY STATION** — Select the [ON] button to print the reception list when receiving a relay transmission from an originator.
- **LOCAL** — Select the [ON] button to print the reception list when reserving a document to a mailbox within the machine locally.
- **REMOTE** — Select the [ON] button to print the reception list when receiving a document to a mailbox within the machine remotely from another facsimile.

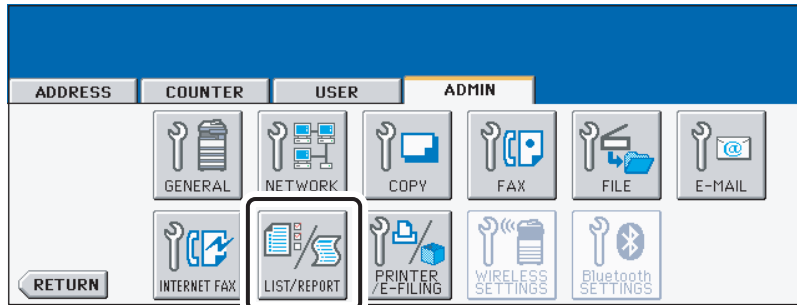
5 Press the [ENTER] button.

PRINTING LISTS

This function allow you to print the NIC configuration page, function list, PS3 font list, and PCL font list.

* For the examples of each list format are described in Appendix. P.195

1 Press the [LIST/REPORT] button in the ADMIN menu.

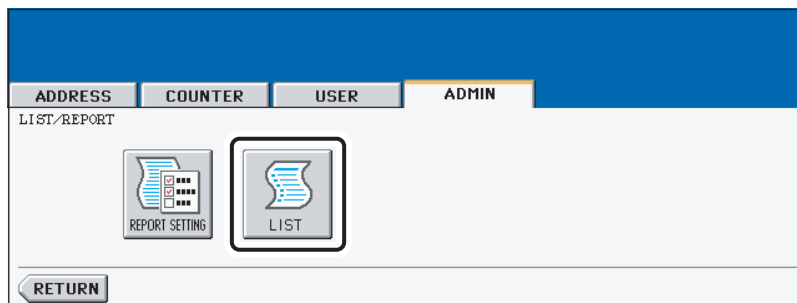


- The LIST screen is displayed.

Tip

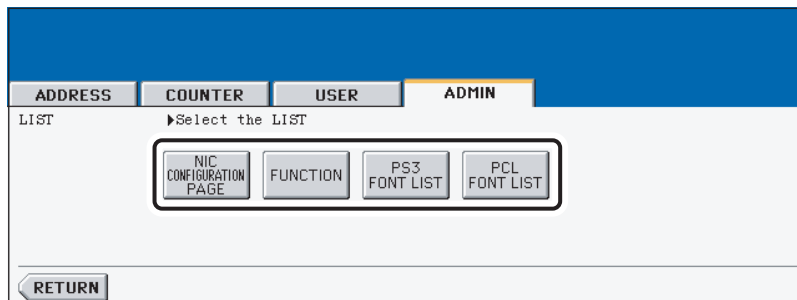
To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Press the [LIST] button.



- The LIST screen is displayed.

3 Press the button that you want to print.

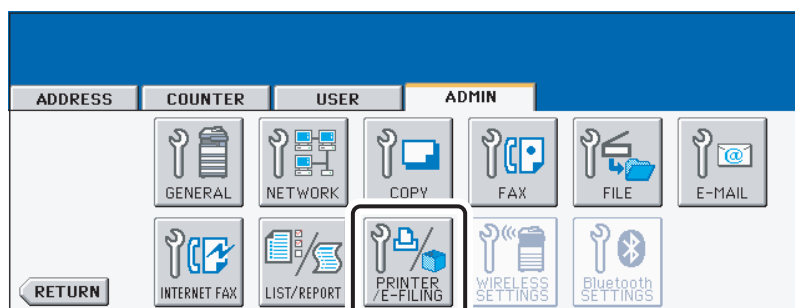


- Selected list is printed.

SETTING PRINTER/E-FILING FUNCTIONS

You can configure the printer and e-Filing functions that will apply to the print jobs or e-Filing jobs.

1 Press the [PRINTER/E-FILING] button in the ADMIN menu.

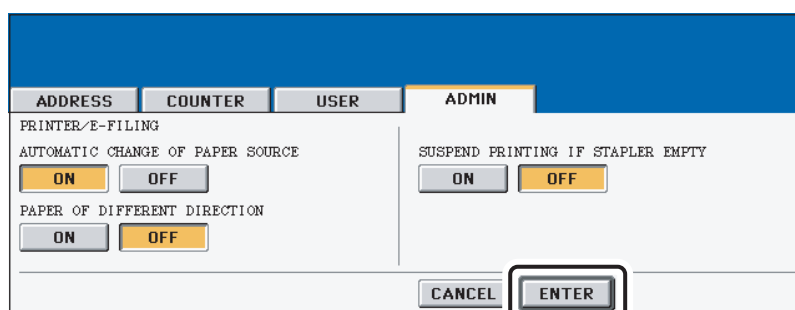


- The PRINTER/E-FILING screen is displayed.

Tip

To display the ADMIN menu, see "ENTERING TO ADMIN MENU". P.107

2 Specify the following items as you require.



- **AUTOMATIC CHANGE OF PAPER SOURCE** — When the [ON] button is selected, this equipment will feed the same size of paper from the different drawer if the specified drawer becomes empty.
- **PAPER OF DIFFERENT DIRECTION** — When the [ON] button is selected, this equipment will feed the same size of paper that is set in a different direction if the specified drawer becomes empty.
- **SUSPEND PRINTING IF STAPLER EMPTY** — Select the [ON] button to enable suspending printing if stapler empty occurs. When this is enabled, this equipment quit printing that stapling is specified if stapler empty occurs. When this is disabled, this equipment will print a document without stapling even if stapler empty occurs.

3 Press the [ENTER] button.

WIRELESS SETTINGS AND Bluetooth SETTINGS

- There is also the [WIRELESS SETTINGS] button in the ADMIN menu. This button will be available only when the optional Wireless LAN Module is installed. For the instructions on how to operate the WIRELESS SETTINGS, please refer to the ***GN-1041 Operator's Manual for Wireless LAN***.
- There is also the [Bluetooth SETTINGS] button in the ADMIN menu. This button will be available only when the optional Bluetooth Module is installed. For the instructions on how to operate the Bluetooth SETTINGS, please refer to the ***GN-2010 Operator's Manual for Bluetooth***.

APPENDIX

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LIST PRINT FORMAT

Total Counter List

An output example of the Total Counter List

TOTAL COUNTER LIST				
		TIME	: 10-09-'06 20:47	
		S/N	: 0987654321	
PRINT COUNTER				
TOTAL	FULL COLOR	TWIN/MONO COLOR	BLACK	TOTAL
COPY	99999	99999	99999	299996
FAX	99999	99999	99999	299996
PRINTER	99999	99999	99999	299996
LIST	99999	99999	99999	299996
TOTAL	399996	399996	399996	1199988
COPY				
	FULL COLOR	TWIN/MONO COLOR	BLACK	TOTAL
SMALL	16667	16666	16667	399996
LARGE	16667	16665	16667	399996
TOTAL	33334	33331	33334	99999
FAX				
	FULL COLOR	TWIN/MONO COLOR	BLACK	TOTAL
SMALL	16667	16666	16667	399996
LARGE	16667	16665	16667	399996
TOTAL	33334	33331	33334	99999
PRINTER				
	FULL COLOR	TWIN/MONO COLOR	BLACK	TOTAL
SMALL	16667	16666	16667	399996
LARGE	16667	16665	16667	399996
TOTAL	33334	33331	33334	99999
LIST				
	FULL COLOR	TWIN/MONO COLOR	BLACK	TOTAL
SMALL	16667	16666	16667	399996
LARGE	16667	16665	16667	399996
TOTAL	33334	33331	33334	
SCAN COUNTER				
	FULL COLOR	TWIN/MONO COLOR	BLACK	TOTAL

Department Code List

An output example of the Department Code List

DEPARTMENT CODE LIST				TIME : 10-09-'06 20:47						
<u>DEPT NO.</u>		<u>DEPARTMENT</u>								
D 1		00001								
PRINT COUNTER										
<u>FULL COLOR</u>				<u>TWIN/MONO COLOR</u>						
	<u>COPY</u>	<u>PRINT</u>	<u>TOTAL</u>	<u>LIMIT</u>		<u>COPY</u>	<u>PRINT</u>	<u>TOTAL</u>		
SMALL	99999	99999	199998		SMALL	99999	99999	199998		
LARGE	99999	99999	199998		LARGE	99999	99999	199998		
	199998	199998	399996	-		199998	199998	399996		
BLACK										
	<u>COPY</u>	<u>FAX</u>	<u>PRINT</u>	<u>LIST</u>	<u>TOTAL</u>	<u>LIMIT</u>				
SMALL	99999	99999	99999	99999	399996					
LARGE	99999	99999	99999	99999	399996					
	199998	199998	199998	199998	799992	-				
FAX COMMUNICATION				SCAN COUNTER						
	<u>TRANSMIT</u>		<u>RECEPTION</u>	<u>FULL COLOR</u>		<u>TWIN</u>		<u>BLACK</u>		
				<u>COPY</u>	<u>NETWORK</u>	<u>COPY</u>	<u>NETWORK</u>	<u>COPY</u>	<u>FAX</u>	<u>NETWORK</u>
SMALL	99999	99999		SMALL	99999	99999	99999	99999	99999	99999
LARGE	99999	99999		LARGE	99999	99999	99999	99999	99999	99999
	199998	199998			199998	199998	199998	199998	199998	199998
<u>DEPT NO.</u>		<u>DEPARTMENT</u>								
D 2		00002								
PRINT COUNTER										
<u>FULL COLOR</u>										
	<u>COPY</u>	<u>PRINT</u>	<u>TOTAL</u>							
	99999	99999	199998							

Address Book List

An output example of the Address Book List

ADDRESS BOOK INFORMATION						
			TIME	: 10-09-'06 20:47		
			FAX NO.1	: 99999999999		
			FAX NO.2	: 99999999990		
			NAME	: MFP_00000183		
NO.	NAME	FAX NUMBER/E-MAIL ADDRESS	QUALITY TX	TX TYPE	LINE	ECM ATT
001	USER01	00000000001 ✉user01@ifax.com	OFF	MEMORY		OFF 0
002	USER01	00000000002 ✉user02@ifax.com	OFF	MEMORY		OFF 0
003	USER01	00000000003 ✉user03@ifax.com	OFF	MEMORY		OFF 0
004	USER01	00000000004 ✉user04@ifax.com	OFF	MEMORY		OFF 0
005	USER01	00000000005 ✉user05@ifax.com	OFF	MEMORY		OFF 0
006	USER01	00000000006 ✉user06@ifax.com	OFF	MEMORY		OFF 0
007	USER01	00000000007 ✉user07@ifax.com	OFF	MEMORY		OFF 0
008	USER01	00000000008 ✉user08@ifax.com	OFF	MEMORY		OFF 0
009	USER01	00000000009 ✉user09@ifax.com	OFF	MEMORY		OFF 0
010	USER01	00000000010 ✉user10@ifax.com	OFF	MEMORY		OFF 0
011	USER01	00000000011 ✉user11@ifax.com	OFF	MEMORY		OFF 0

Group Numbers List

An output example of the Group Numbers List

GROUP NUMBER INFORMATION

TIME : 10-09-'06 20:47

FAX NO.1 : 9999999999

FAX NO.2 : 9999999990

NAME : MFP_00000183

NO.	NAME	ADDRESS BOOK										
001	GROUP01	<input checked="" type="checkbox"/> 001	001	<input checked="" type="checkbox"/> 002	<input checked="" type="checkbox"/> 003	<input checked="" type="checkbox"/> 004	<input checked="" type="checkbox"/> 005	005	<input checked="" type="checkbox"/> 006	006	<input checked="" type="checkbox"/> 007	
			007	<input checked="" type="checkbox"/> 008	008	<input checked="" type="checkbox"/> 009	009	<input checked="" type="checkbox"/> 010	010	<input checked="" type="checkbox"/> 011	<input checked="" type="checkbox"/> 012	<input checked="" type="checkbox"/> 013
		<input checked="" type="checkbox"/> 014	014	<input checked="" type="checkbox"/> 015	015	<input checked="" type="checkbox"/> 016	016	<input checked="" type="checkbox"/> 017	017	<input checked="" type="checkbox"/> 018	018	
		<input checked="" type="checkbox"/> 019	019	<input checked="" type="checkbox"/> 020	020							
002	GROUP02		005	007	009	<input checked="" type="checkbox"/> 015	<input checked="" type="checkbox"/> 060	<input checked="" type="checkbox"/> 065				
003	GROUP03	<input checked="" type="checkbox"/> 005	005	<input checked="" type="checkbox"/> 006	<input checked="" type="checkbox"/> 006	<input checked="" type="checkbox"/> 007	<input checked="" type="checkbox"/> 009					

Function List (User)

An output example of the Function List (User)

FUNCTION LIST			
S/N	: 0987654321	TIME	: 10-09-'06 20:47
F/W Ver.	: T380SY0U010	FAX NO.1	: 9999999999
M-ROM Ver.	: 380M-014	FAX NO.2	: 9999999990
S-ROM Ver.	: 380S-01	NAME	: MFP_00000183
GENERAL			
TOTAL COUNTER	: 9999		
DRAWER			
DRAWER 1	: LT		
DRAWER 2	: A3		
DRAWER 3	: A4-R		
DRAWER 4	: B5		
AUTO CLEAR	: 45		
COPY			
EXPOSURE FOR COLOR	: MANUAL		
EXPOSURE FOR BLACK	: AUTO		
COLOR MODE	: BLACK		
IMAGE DIRECTION	: DISABLE		
BYPASS FEED	: PLAIN		
ORIGINAL MODE FOR COLOR	: TEXT/PHOTO		
ORIGINAL MODE FOR BLACK	: TEXT/PHOTO		
ORIGINAL MODE FOR AUTO COLOR	: TEXT/PHOTO		
2IN1/4IN1	: WRITE Laterally		
MAGAZINE SORT	: OPEN FROM LEFT		
BOOK -> 2	: OPEN FROM LEFT		
SCAN			
COLOR MODE	: BLACK		
COMPRESS	: MID		
THRESHOLD	: 3		
ROTATION	: 0		
SINGLE/2-SIDE SCAN	: SINGLE		
IMAGE QUALITY FOR BLACK	: STANDARD		
COLOR			
RESOLUTION	: 200dpi		
ORIGINAL MODE	: TEXT		
EXPOSURE	: AUTO		
BACKGROUND ADJUSTMENT	: 0		
GRAY SCALE			
RESOLUTION			

Tip

For further information about the items printed on the function list, please refer to the "Function List (Administrator)". (P.202)

NIC Configuration Page

An output example of the NIC Configuration Page

```
=====
Unit Serial No      : 04998820                Version : T000SY00000
Network Address     : 00:40:af:7e:28:55
Network Topology    : Ethernet                Connector: RJ45
Network Mode        : Auto

Novell Network Information                                enabled
  Print Server Name      : MFP_04998820
  Password Defined       :
  Search Root not defined
  Directory Services Tree : ORG
  Directory Services Context : dept1.org
  Scan Rate              : 5
  Frame Type             : Auto Sense

TCP/IP Network Information                                enabled
  Address Mode           : Static IP
  IP Address             : 10.10.70.120
  Subnet Mask            : 255.255.255.0
  Default Gateway        : 10.10.70.1
  Primary DNS Server     : 0.0.0.0
  DNS Name               :
  Host Name              : MFP-04998820
  Primary WINS Server    : 0.0.0.0
  NetBios Name           : MFP-04998820

IPP Network Information                                enabled
  IPP without SSL        : http://10.10.70.120:631/Print
  IPP with SSL           : https://10.10.70.120:443/Print

AppleTalk Network Information                            enabled
  AppleTalk Printer Name: MFP_00C67861
  AppleTalk Zone         : *
  AppleTalk Type         : LaserWriter
  AppleTalk Frame Type   : 802.2 SNAP On 802.3

=====

Novell Connection Information
  File Server Name: NWSRV
  Queue Name: MFP_QUEUE

AppleTalk Connection Information
```

Function List (Administrator)

An output example of the Function List (Administrator)

FUNCTION LIST			
S/N	: 0987654321	TIME	: 10-09-'06 20:47
F/W Ver.	: T380SYOU010	FAX NO.1	: 9999999999
M-ROM Ver.	: 380M-014	FAX NO.2	: 9999999990
S-ROM Ver.	: 380S-01	NAME	: MFP_00000183
GENERAL			
TOTAL COUNTER	: 9999		
MAIN / PAGE MEMORY SIZE	: 512 MB / 256 MB		
DRAWER			
DRAWER 1	: LT		
DRAWER 2	: LD		
DRAWER 3	: LT-R		
DRAWER 4	: A4		
AUTO CLEAR	: 45		
ENERGY SAVER			
WEEKLY TIMER	ON	OFF	
TIMER SUNDAY	: 00:00	24:00	
TIMER MONDAY	: 00:00	24:00	
TIMER TUESDAY	: 00:00	24:00	
TIMER WEDNESDAY	: 00:00	24:00	
TIMER THURSDAY	: 00:00	24:00	
TIMER FRIDAY	: 00:00	24:00	
TIMER SATURDAY	: 00:00	24:00	
AUTO POWER SAVE	: 15		
SLEEP MODE	: 60		
POP-UP			
DRAWER	: ENABLE		
PAPER JAM RECOVERY	: DISABLE		
COPY			
EXPOSURE FOR COLOR	: MANUAL		
EXPOSURE FOR BLACK	: AUTO		
COLOR MODE	: BLACK		
IMAGE DIRECTION	: DISABLE		
BYPASS FEED	: PLAIN		
ORIGINAL MODE FOR COLOR	: TEXT/PHOTO		
ORIGINAL MODE FOR BLACK	: TEXT/PHOTO		
ORIGINAL MODE FOR AUTO COLOR	: TEXT/PHOTO		
MAXIMUM COPIES			
AUTO 2 SIDED MODE			

The Function List for an administrator shows the setting list for all functions. The following table shows all functions that are printed for an administrator's function list, and the "User" column indicates which functions are printed in a user's function list. This table also describes about each function.

GENERAL

Function	Description	User
TOTAL COUNTER	Shows the total counter.	YES
MAIN / PAGE MEMORY SIZE	Shows the main memory size and page memory size.	NO
DRAWER - DRAWER 1	Shows the paper size of the drawer 1.	YES

GENERAL

Function	Description	User
DRAWER - DRAWER 2	Shows the paper size of the drawer 2.	YES
DRAWER - DRAWER 3 ^{*1}	Shows the paper size of the drawer 3.	YES
DRAWER - DRAWER 4 ^{*2}	Shows the paper size of the drawer 4.	YES
DRAWER - LARGE CAPACITY FEEDER ^{*3}	Shows the paper size of the large capacity feeder	YES
AUTO CLEAR	Shows the time (in second) that the Touch Panel Display clears the previous settings that had been set and turns to the initial screen.	YES
ENERGY SAVER - WEEKLY TIMER	Shows the time to enter the energy saver mode (ON time), and the time to exit the energy saver mode (OFF time) for each day (Sunday to Saturday).	NO
ENERGY SAVER - AUTO POWER SAVE	Shows the time to enter the power save mode (in minutes).	NO
ENERGY SAVER - SLEEP MODE	Shows the time to enter the sleep mode (in minutes).	NO

*1 "DRAWER 3" is printed only when the Drawer 3 & 4 is installed.

*2 "DRAWER 4" is printed only when the Drawer 3 & 4 is installed.

*3 "LARGE CAPACITY FEEDER" is printed only when the LCF is installed.

POP-UP

Function	Description	User
DRAWER	Shows whether the Drawer Set Pop-up is enabled or disabled.	NO
PAPER JAM RECOVERY	Shows whether the Paper Jam Recovery Pop-up is enabled or disabled.	NO

COPY

Function	Description	User
EXPOSURE FOR COLOR	Shows the default exposure setting for color copy.	YES
EXPOSURE FOR BLACK	Shows the default exposure setting for black copy.	YES
COLOR MODE	Shows the default color mode for copy.	YES
IMAGE DIRECTION	Shows whether the image direction is enabled or disabled.	YES
BYPASS FEED	Shows the default paper type of the bypass feed.	YES
ORIGINAL MODE FOR COLOR	Shows the default original mode for color copy.	YES

COPY

Function	Description	User
ORIGINAL MODE FOR BLACK	Shows the default original mode for black copy.	YES
ORIGINAL MODE FOR AUTO COLOR	Shows the default original mode for auto color copy.	YES
MAXIMUM COPIES	Shows the maximum copies that are allowed to be set.	NO
AUTO 2-SIDE MODE	Shows the default auto 2-sided mode.	NO
SORT MODE PRIORITY	Shows the default sort mode.	NO
AUTOMATIC CHANGE OF PAPER SOURCE	Shows whether the Automatic Change of Paper Source function is enabled or disabled.	NO
PAPER OF DIFFERENT DIRECTION	Shows whether the Paper of Different Direction function is enabled or disabled.	NO
SUSPEND PRINTING IF STAPLER EMPTY	Shows whether this equipment suspends printing when stapler empty occurs.	NO
DEFAULT MODE OF AUTO COLOR	Shows the default color mode for auto color mode.	NO

SCAN

Function	Description	User
COLOR MODE	Shows the default color mode for scan.	YES
COMPRESS	Shows the default compression setting.	YES
THRESHOLD	Shows the default threshold setting.	YES
ROTATION	Shows the default rotation mode.	YES
SINGLE/2-SIDED SCAN	Shows the default 2-sided scan mode.	YES
IMAGE QUALITY FOR BLACK	Shows the default image quality setting that applies for scanning a black original in auto color mode.	YES
COLOR - RESOLUTION	Shows the resolution for color scans.	YES
COLOR - ORIGINAL MODE	Shows the default original mode for color scans.	YES
COLOR - EXPOSURE	Shows the default exposure setting for color scans.	YES
COLOR - BACKGROUND ADJUSTMENT	Shows the default background adjustment setting for color scans.	YES
GRAY SCALE - RESOLUTION	Shows the resolution for grayscale scans.	YES
GRAY SCALE - EXPOSURE	Shows the default exposure setting for grayscale scans.	YES

SCAN

Function	Description	User
GRAY SCALE - BACKGROUND ADJUSTMENT	Shows the default background adjustment setting for grayscale scans.	YES
BLACK - RESOLUTION	Shows the resolution for black scans.	YES
BLACK - ORIGINAL MODE	Shows the default original mode for black scans.	YES
BLACK - EXPOSURE	Shows the default exposure setting for black scans.	YES
BLACK - BACKGROUND ADJUSTMENT	Shows the default background adjustment setting for black scans.	YES

FAX

Function	Description	User
FAX ROM VERSION	Shows the ROM version of the Fax unit.	YES
RESOLUTION	Shows the default resolution setting for a fax/ Internet Fax transmission.	YES
ORIGINAL MODE	Shows the default original mode for a fax/ Internet Fax transmission.	YES
EXPOSURE	Shows the default exposure setting for a fax/ Internet Fax transmission.	YES
TX TYPE *1	Shows the default transmission type.	YES
TTI	Shows whether the TTI is enabled or disabled.	NO
RTI	Shows whether the RTI is enabled or disabled.	YES
ECM *1	Shows whether the ECM is enabled or disabled.	YES
INITIAL SETUP - MONITOR VOLUME *1	Shows the monitor volume setting.	NO
INITIAL SETUP - COMPLETION TONE VOLUME *1	Shows the complete volume setting.	NO
INITIAL SETUP - RX MODE *1	Shows the default RX mode.	NO
INITIAL SETUP - DIAL TYPE *1	Shows the dial type of the line 1.	NO
INITIAL SETUP - DIAL TYPE (LINE2) *2	Shows the dial type of the line2.	NO
LINE-2 MODE *2	Shows the line2 mode.	NO
LINE-2 MODE - START *2	Shows the start time to use the Line2 for receptions only. This applies only when "RX ONLY (TIMER)" is set to the LINE-2 MODE.	NO

FAX

Function	Description	User
LINE-2 MODE - END *2	Shows the end time to finish using the Line2 for receptions only. This applies only when "RX ONLY (TIMER)" is set to the LINE-2 MODE.	NO
RX PRINT - DISCARD	Shows whether the discard function is enabled or disabled.	NO
RX PRINT - REDUCTION	Shows whether the reduction is enabled or disabled.	NO
RX PRINT - DUPLEX PRINT *1	Shows whether the duplex print is enabled or disabled.	NO
RX PRINT - ROTATE SORT *1	Shows whether the rotate sort is enabled or disabled.	NO
RECOVERY TX *1	Shows whether the recovery transmission is enabled or disabled.	NO
RECOVERY TX - STORED TIME *1	Shows how many hours that a recovery transmission job is to be stored.	NO
FAX RECEIVED FORWARD - AGENT1 *1	Shows the agent type if the Fax Received Forward is registered.	NO
FAX RECEIVED FORWARD - AGENT2 *1	Shows the agent type if the Fax Received Forward is registered.	NO

*1 These are printed only when the optional Fax unit is installed.

*2 These are printed only when the optional Fax unit and optional Line2 board are installed.

E-FILING

Function	Description	User
PRINTING IMAGE MODE	Shows the default printing image mode.	YES

FILE

Function	Description	User
MAINTENANCE	Shows whether the storage maintenance is enabled or disabled.	NO
STORAGE MAINTENANCE	Shows how many days the data in the local folder is remained. This applies only when the maintenance function is enabled.	NO

E-MAIL

Function	Description	User
FRAGMENT MESSAGE SIZE (KB)	Shows the fragment message size that applies to an E-mail transmission.	NO
FROM ADDRESS	Shows the sender's E-mail address that applies to an E-mail transmission.	NO

E-MAIL

Function	Description	User
FROM NAME	Shows the sender's name that applies to an E-mail transmission.	NO
NUMBER OF RETRY	Shows how many times this equipment tries to send an E-mail when it previously failed.	NO
RETRY INTERVAL	Shows the interval of the E-mail transmission.	NO

INTERNET FAX

Function	Description	User
FRAGMENT PAGE SIZE (KB)	Shows the fragment message size that applies to an Internet Fax transmission.	NO
BODY STRING TRANSMISSION	Shows whether the body string transmission is enabled or disabled.	NO
FROM ADDRESS	Shows the sender's E-mail address that applies to an Internet Fax transmission.	NO
FROM NAME	Shows the sender's name that applies to an Internet Fax transmission.	NO
INTERNET FAX RECEIVED FORWARD - AGENT1	Shows the agent type if the Internet Fax Received Forward is registered.	NO
INTERNET FAX RECEIVED FORWARD - AGENT2	Shows the agent type if the Internet Fax Received Forward is registered.	NO
NUMBER OF RETRY	Shows how many times this equipment tries to send an Internet Fax when it previously failed.	NO
RETRY INTERVAL	Shows the interval of the Internet Fax transmission.	NO

REPORT SETTING

Function	Description	User
JOURNAL - AUTO	Shows whether the auto journal print is enabled or disabled.	NO
JOURNAL - TX JOURNAL	Shows how many transmissions will be printed on a transmission journal.	NO
JOURNAL - RX JOURNAL	Shows how many receptions will be printed on a reception journal.	NO
COMM. REPORT - MEMORY TX	Shows the condition to print a memory transmission report.	NO
COMM. REPORT - DIRECT TX	Shows the condition to print a direct transmission report.	NO
COMM. REPORT - MULTI TX	Shows the condition to print a multi transmission report.	NO

REPORT SETTING

Function	Description	User
COMM. REPORT - POLLING *1	Shows the condition to print a polling report.	NO
COMM. REPORT - RELAY ORIGINATOR*1	Shows the condition to print a relay originator report.	NO
COMM. REPORT - RELAY STATION*1	Shows the condition to print a relay station report.	NO
COMM. REPORT - RELAY DESTINATION*1	Shows the condition to print a relay destination report.	NO
RECEPTION LIST - LOCAL	Shows whether a reception list will be printed or not after reserving a document to a mailbox within the equipment.	NO
RECEPTION LIST - REMOTE	Shows whether a reception list will be printed or not after reserving a document to a mailbox within the equipment remotely from another facsimile.	NO
RECEPTION LIST - RELAY STATION	Shows whether a reception list will be printed or not after receiving a relay transmission from an originator as a relay hub.	NO

*1 These are printed only when the optional Fax unit is installed.

PRINTER/E-FILING

Function	Description	User
AUTOMATIC CHANGE OF PAPER SOURCE	Shows whether the Automatic Change of Paper Source function is enabled or disabled.	NO
PAPER OF DIFFERENT DIRECTION	Shows whether the Paper of Different Direction function is enabled or disabled.	NO
SUSPEND PRINTING IF STAPLER EMPTY	Shows whether this equipment suspends printing when stapler empty occurs.	NO

WIRELESS SETTINGS

Function	Description	User
WIRELESS LAN	Shows whether the Wireless LAN function is enabled or disabled.	NO

Note

WIRELESS SETTINGS are printed only when the optional Wireless LAN Module is installed.

BLUETOOTH SETTINGS

Function	Description	User
BLUETOOTH	Shows whether the Bluetooth function is enabled or disabled.	NO
BLUETOOTH NAME	Shows the Bluetooth name of this equipment.	NO

BLUETOOTH SETTINGS

Function	Description	User
DEVICE ADDRESS	Shows the device address of this equipment.	NO
ALLOW DISCOVERY	Shows whether the Allow Discovery function is enabled or disabled.	NO
SECURITY	Shows whether the security function is enabled or disabled.	NO
REQUIRED PIN	Shows the PIN number.	NO
DATA ENCRYPTION	Shows whether the data encryption is enabled or disabled.	NO

Note

BLUETOOTH SETTINGS are printed only when the optional Bluetooth Module is installed.

NETWORK SETTING - GENERAL PRODUCT - GENERAL

Function	Description	User
ETHERNET SPEED DUPLEX MODE	Shows the Ethernet speed setting.	NO

NETWORK SETTING - NETWORK - TCP/IP

Function	Description	User
ADDRESS MODE	Shows the TCP/IP address mode.	NO
IP ADDRESS	Shows the IP address of this equipment.	NO
SUBNET MASK	Shows the subnet mask of this equipment.	NO
DEFAULT GATEWAY	Shows the default gateway address of this equipment.	NO

NETWORK SETTING - NETWORK - IPX/SPX

Function	Description	User
ENABLE IPX/SPX	Shows whether the IPX/SPX protocol is enabled or disabled.	NO
FRAME TYPE	Shows the frame type to be selected.	NO

NETWORK SETTING - NETWORK - APPLE TALK

Function	Description	User
ENABLE APPLE TALK	Shows whether the AppleTalk protocol is enabled or disabled.	NO
DEVICE NAME	Shows the AppleTalk device name.	NO
DESIRED ZONE	Shows the AppleTalk zone.	NO

NETWORK SETTING - SESSION - LDAP SESSION

Function	Description	User
ENABLE LDAP	Shows whether the LDAP is enabled or disabled.	NO
ENABLE SSL	Shows whether the LDAP SSL is enabled or disabled.	NO

NETWORK SETTING - SESSION - DNS SESSION

Function	Description	User
ENABLE DNS	Shows whether the DNS is enabled or disabled.	NO
PRIMARY DNS SERVER ADDRESS	Shows the primary DNS server address if it has been set.	NO
SECONDARY DNS SERVER ADDRESS	Shows the secondary DNS server address if it has been set.	NO

NETWORK SETTING - SESSION - DDNS SESSION

Function	Description	User
ENABLE DDNS	Shows whether the DDNS is enabled or disabled.	NO
HOST NAME	Shows the host name of this equipment.	NO
DOMAIN NAME	Shows the domain name of this equipment.	NO

NETWORK SETTING - SESSION - SMB SESSION

Function	Description	User
SMB SERVER PROTOCOL	Shows whether the SMB protocol is enabled or disabled.	NO
NETBIOS NAME	Shows the NetBIOS name of this equipment.	NO
LOGON	Shows the logon setting.	NO
WORKGROUP	Shows the workgroup of this equipment.	NO
DOMAIN	Shows the domain name of this equipment.	NO
PRIMARY DOMAIN CONTROLLER	Shows the primary domain controller address if it has been set.	NO
BACKUP DOMAIN CONTROLLER	Shows the backup domain controller address if it has been set.	NO
LOGON USER NAME	Shows the logon user name of this equipment for the domain if it has been set.	NO
PRIMARY WINS SERVER	Shows the primary WINS server address if it has been set.	NO
SECONDARY WINS SERVER	Shows the secondary WINS server address if it has been set.	NO

NETWORK SETTING - SESSION - SMB SESSION

Function	Description	User
SMB SIGNING OF SMB SERVER	Shows the setting of the SMB Signing of SMB Server.	NO
SMB SIGNING OF SMB CLIENT	Shows the setting of the SMB Signing of SMB Client.	NO

NETWORK SETTING - SESSION - NETWARE SESSION

Function	Description	User
ENABLE BINDERY	Shows whether the bindery mode is enabled or disabled.	NO
ENABLE NDS	Shows whether the NDS mode is enabled or disabled.	NO
CONTEXT	Shows the NDS context.	NO
TREE	Shows the NDS tree.	NO
SEARCH ROOT	Shows the NDS Search Root.	NO

NETWORK SETTING - SESSION - BONJOUR SESSION

Function	Description	User
ENABLE BONJOUR	Shows whether the Bonjour is enabled or disabled.	NO
LINK-LOCAL HOST NAME	Shows the link-local host name of this equipment for Bonjour.	NO
SERVICE NAME	Shows the service name of this equipment for Bonjour.	NO

NETWORK SETTING - NETWORK SERVICE - HTTP NETWORK SERVICE

Function	Description	User
ENABLE HTTP SERVER	Shows whether the HTTP network service is enabled or disabled.	NO
PRIMARY PORT NUMBER	Shows the primary port number for the HTTP network service.	NO
SECONDARY PORT NUMBER	Shows the secondary port number for the HTTP network service.	NO
ENABLE SSL	Shows whether the SSL for the HTTP network service is enabled or disabled.	NO
SSL PORT NUMBER	Shows the SSL port number for the HTTP network service.	NO

NETWORK SETTING - NETWORK SERVICE - SMTP CLIENT NETWORK SERVICE

Function	Description	User
ENABLE SMTP CLIENT	Shows whether the SMTP client is enabled or disabled.	NO
AUTHENTICATION	Shows whether SMTP authentication is enabled or disabled.	NO
POP BEFORE SMTP	Shows whether POP Before SMTP is enabled or disabled.	NO
SMTP SERVER ADDRESS	Shows the IP address of SMTP server that has been assigned.	NO
LOGIN NAME	Shows the login name used for SMTP authentication.	NO
PORT NUMBER	Shows the port number to be used for sending an E-mail or Internet Fax to the SMTP server.	NO
ENABLE SSL	Shows whether the SSL for the SMTP client is enabled or disabled.	NO

NETWORK SETTING - NETWORK SERVICE - SMTP SERVER NETWORK SERVICE

Function	Description	User
ENABLE SMTP SERVER	Shows whether the SMTP server is enabled or disabled.	NO
PORT NUMBER	Shows the port number to be used for receiving the Internet Fax using the SMTP protocol.	NO
ENABLE OFFRAMP GATEWAY	Shows whether the offramp gateway is enabled or disabled.	NO
ENABLE OFFRAMP SECURITY	Shows whether the offramp security is enabled or disabled.	NO
ENABLE OFFRAMP PRINT	Shows whether the offramp print is enabled or disabled.	NO
E-MAIL ADDRESS	Shows the E-mail address of this equipment if the SMTP server is enabled and it has been set.	NO

NETWORK SETTING - NETWORK SERVICE - POP3 NETWORK SERVICE

Function	Description	User
ENABLE POP3 CLIENT	Shows whether the POP3 client is enabled or disabled.	NO
POP3 SERVER ADDRESS	Shows the IP address of the POP3 server if it has been assigned.	NO
AUTHENTICATION	Shows whether POP3 authentication is enabled or disabled.	NO
TYPE POP3 LOGIN	Shows the POP3 login type.	NO

NETWORK SETTING - NETWORK SERVICE - POP3 NETWORK SERVICE

Function	Description	User
ACCOUNT NAME	Shows the POP3 account name if it has been set.	NO
SCAN RATE	Shows the scan rate to check the POP3 server for new message (in minutes).	NO
PORT NUMBER	Shows the port number to be used for accessing the POP3 server.	NO
ENABLE SSL	Shows whether the SSL for the POP3 network service is enabled or disabled.	NO
SSL PORT NUMBER	Shows the SSL port number to be used for accessing the POP3 server.	NO

NETWORK SETTING - NETWORK SERVICE - FTP CLIENT NETWORK SERVICE

Function	Description	User
DEFAULT PORT NUMBER	Shows the default port number to be used for saving a document to the network folder using the FTP.	NO

NETWORK SETTING - NETWORK SERVICE - FTP SERVER NETWORK SERVICE

Function	Description	User
ENABLE FTP SERVER	Shows whether the FTP server service is enabled or disabled.	NO
DEFAULT PORT NUMBER	Shows the default port number to be used for receiving data using FTP.	NO
ENABLE SSL	Shows whether the SSL for the FTP network service is enabled or disabled.	NO
SSL PORT NUMBER	Shows the SSL port number to be used for accessing the FTP server.	NO

NETWORK SETTING - NETWORK SERVICE - SNMP NETWORK SERVICE

Function	Description	User
ENABLE SNMP	Shows whether the SNMP is enabled or disabled.	NO
READ COMMUNITY	Shows the read community name.	NO
ENABLE AUTHENTICATION TRAP	Shows whether the authentication trap is enabled or disabled.	NO
ENABLE ALERTS TRAP	Shows whether the alerts trap is enabled or disabled.	NO
IP TRAP ADDRESS1	Shows the IP address that have been set for IP trap address 1.	NO
IP TRAP COMMUNITY	Shows the IP Trap community name.	NO

NETWORK SETTING - NETWORK SERVICE - SNMP NETWORK SERVICE

Function	Description	User
IPX TRAP ADDRESS	Shows the IPX trap address.	NO

NETWORK SETTING - NETWORK SERVICE - SNTP NETWORK SERVICE

Function	Description	User
ENABLE SNTP	Shows whether the SNTP is enabled or disabled.	NO
PRIMARY SNTP ADDRESS	Shows the primary SNTP server address if it has been set.	NO
SECONDARY SNTP ADDRESS	Shows the secondary SNTP server address if it has been set.	NO
PORT NUMBER	Shows the port number to be used for accessing the SNTP server.	NO
SCAN RATE	Shows the scan rate to check the SNTP server for adjusting the time setting.	NO

NETWORK SETTING - PRINT SERVICE SETTING - RAW TCP PRINT

Function	Description	User
ENABLE RAW TCP	Shows whether Raw TCP printing is enabled or disabled.	NO
PORT NUMBER	Shows the port number to be used for Raw TCP printing.	NO

NETWORK SETTING - PRINT SERVICE SETTING - LPD PRINT

Function	Description	User
ENABLE LPD	Shows whether LPR printing is enabled or disabled.	NO
PORT NUMBER	Shows the port number to be used for LPR printing.	NO
BANNERS	Shows whether the banner will be printed for each LPR print job.	NO

NETWORK SETTING - PRINT SERVICE SETTING - IPP PRINT

Function	Description	User
ENABLE IPP	Shows whether IPP printing is enabled or disabled.	NO
ENABLE PORT80	Shows whether the Port80 is used for IPP printing.	NO
PORT NUMBER	Shows the port number to be used for IPP printing.	NO
URL	Shows the URL for IPP printing.	NO

NETWORK SETTING - PRINT SERVICE SETTING - IPP PRINT

Function	Description	User
ADMINISTRATOR'S NAME	Shows the administrator's user name to be allowed to perform the [Cancel All Documents] function.	NO
AUTHENTICATION	Shows whether the authentication for IPP printing is enabled or disabled.	NO
USER NAME	Shows the user name for authentication.	NO
ENABLE SSL	Shows whether the SSL for IPP printing is enabled or disabled.	NO
SSL PORT NUMBER	Shows the SSL port number to be used for IPP printing.	NO
SSL URL	Shows the SSL URL for IPP printing.	NO

NETWORK SETTING - PRINT SERVICE SETTING - FTP PRINT

Function	Description	User
ENABLE FTP PRINT	Shows whether FTP printing is enabled or disabled.	NO
PRINT USER NAME	Shows the user name for FTP printing.	NO
PRINT PASSWORD	Shows the password for FTP printing.	NO
PORT NUMBER	Shows the port number to be used for FTP printing.	NO

NETWORK SETTING - PRINT SERVICE SETTING - NETWARE PRINT

Function	Description	User
LOGIN NAME	Shows the login name for NetWare file server.	NO
PASSWORD	Shows the password for NetWare file server.	NO
PRINT QUEUE SCAN RATE	Shows how often the equipment scans the queue on NetWare file server (in second).	NO

NETWORK SETTINGS - PRINT AND NOTIFICATION SERVICE - E-MAIL PRINT

Function	Description	User
ENABLE PRINT HEADER	Shows whether the header will be printed or not for E-mail printing.	NO
ENABLE PRINT MESSAGE BODY	Shows whether the message body will be printed or not for E-mail printing.	NO
MAXIMUM E-MAIL BODY PRINT	Shows the maximum number of pages to print the body strings of the received Email print job.	NO
ENABLE PRINT E-MAIL ERROR	Shows whether an E-mail error report will be printed or not.	NO

NETWORK SETTINGS - PRINT AND NOTIFICATION SERVICE - E-MAIL PRINT

Function	Description	User
ENABLE E-MAIL ERROR FORWARD	Shows whether an E-mail error message will be sent or not.	NO
E-MAIL ERROR TRANSFER ADDRESS	Shows the E-mail address where an E-mail error message will be sent, if it has been set.	NO
ENABLE PARTIAL E-MAIL	Shows whether the equipment allows printing an E-mail job that partially received.	NO
PARTIAL WAIT TIME	Shows how long the equipment will wait for receiving data of a partial E-mail job before printing (in second).	NO
MDN REPLY	Shows whether MDN Reply is enabled or disabled.	NO

PS3 Font List

An output example of the PS3 Font List

TOSHIBA

e-STUDIO3510c

Internal PS Font List

Page:1

AlbertusMT-Light
AlbertusMT
AlbertusMT-Italic
AntiqueOlive-Roman
AntiqueOlive-Italic
AntiqueOlive-Bold
AntiqueOlive-Compact
Apple-Chancery
ArialMT
Arial-ItalicMT
Arial-BoldMT
Arial-BoldItalicMT
AvantGarde-Book
AvantGarde-BookOblique
AvantGarde-Demi
AvantGarde-DemiOblique
Bodoni
Bodoni-Italic
Bodoni-Bold
Bodoni-BoldItalic
Bodoni-Poster
Bodoni-PosterCompressed
Bookman-Light
Bookman-LightItalic
Bookman-Demi
Bookman-DemiItalic
Candid
Chicago
Clarendon-Light
Clarendon
Clarendon-Bold
CooperBlack
CooperBlack-Italic
Copperplate-ThirtyTwoBC
Copperplate-ThirtyThreeBC
Coronet-Regular
Courier
Courier-Oblique
Courier-Bold
Courier-BoldOblique
Eurostile
Eurostile-Bold
Eurostile-ExtendedTwo
Eurostile-BoldExtendedTwo
Geneva
GillsSans-Light
GillsSans-LightItalic
GillsSans
GillsSans-Italic
GillsSans-Bold

[illegible]

PCL Font List

An output example of the PCL Font List

TOSHIBA		e-STUDIO3510c	Page:1
		Internal PCL Font List	
0	Courier	The quick brown fox jumps over the lazy dog	
1	CG-Times	The quick brown fox jumps over the lazy dog	
2	CG-Times Bold	The quick brown fox jumps over the lazy dog	
3	CG-Times Italic	<i>The quick brown fox jumps over the lazy dog</i>	
4	CG-Times Bold Italic	<i>The quick brown fox jumps over the lazy dog</i>	
5	CG Omega	The quick brown fox jumps over the lazy dog	
6	CG Omega Bold	The quick brown fox jumps over the lazy dog	
7	CG Omega Italic	<i>The quick brown fox jumps over the lazy dog</i>	
8	CG Omega Bold Italic	<i>The quick brown fox jumps over the lazy dog</i>	
9	Coronet	<i>The quick brown fox jumps over the lazy dog</i>	
10	Clarendon Condensed	The quick brown fox jumps over the lazy dog	
11	Univers Medium	The quick brown fox jumps over the lazy dog	
12	Univers Bold	The quick brown fox jumps over the lazy dog	
13	Univers Italic	<i>The quick brown fox jumps over the lazy dog</i>	
14	Univers Bold Italic	<i>The quick brown fox jumps over the lazy dog</i>	
15	Univers Medium Condensed	The quick brown fox jumps over the lazy dog	
16	Univers Condensed Bold	The quick brown fox jumps over the lazy dog	
17	Univers Medium Condensed Italic	<i>The quick brown fox jumps over the lazy dog</i>	
18	Univers Condensed Bold Italic	<i>The quick brown fox jumps over the lazy dog</i>	
19	Antique Olive	The quick brown fox jumps over the lazy dog	
20	Antique Olive Bold	The quick brown fox jumps over the lazy dog	
21	Antique Olive Italic	<i>The quick brown fox jumps over the lazy dog</i>	
22	Garamond Antiqua	The quick brown fox jumps over the lazy dog	
23	Garamond Halbfett	The quick brown fox jumps over the lazy dog	
24	Garamond Kursiv	<i>The quick brown fox jumps over the lazy dog</i>	
25	Garamond Kursiv Halbfett	<i>The quick brown fox jumps over the lazy dog</i>	
26	MariGold	<i>The quick brown fox jumps over the lazy dog</i>	
27	Albertus Medium	The quick brown fox jumps over the lazy dog	
28	Albertus Extra Bold	The quick brown fox jumps over the lazy dog	
29	Arial	The quick brown fox jumps over the lazy dog	
30	Arial Bold	The quick brown fox jumps over the lazy dog	
31	Arial Italic	<i>The quick brown fox jumps over the lazy dog</i>	
32	Arial Bold Italic	<i>The quick brown fox jumps over the lazy dog</i>	
33	Times New Roman	The quick brown fox jumps over the lazy dog	
34	Times New Roman Bold	The quick brown fox jumps over the lazy dog	
35	Times New Roman Italic	<i>The quick brown fox jumps over the lazy dog</i>	
36	Times New Roman Bold Italic	<i>The quick brown fox jumps over the lazy dog</i>	
37	Helvetica	The quick brown fox jumps over the lazy dog	
38	Helvetica-Bold	The quick brown fox jumps over the lazy dog	
39	Helvetica-Oblique	<i>The quick brown fox jumps over the lazy dog</i>	
40	Helvetica-BoldOblique	<i>The quick brown fox jumps over the lazy dog</i>	
41	Helvetica-Narrow	The quick brown fox jumps over the lazy dog	
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48	Palatino-BoldItalic	<i>The quick brown fox jumps over the lazy dog</i>	
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MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS
User Functions Guide

e-STUDIO2500c/3500c/3510c

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