



KONICA MINOLTA

The essentials of imaging

bizhub

C203/C253/C353

Box operations



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Introduction

1 Introduction

Thank you for purchasing this machine.

This User manual describes the operating instructions, precautions for proper operation, and simple troubleshooting of the User Box functions of bizhub C353/C253/C203. In order to allow functionality of this product fully and to use it effectively, please read this user manual as necessary.

Also, by installing the softwares such as HDDTWIN, and PageScope Box Operator, you can access the data in the user box from another computer over the network. Available functions vary depending on the software. Refer to each software manual.

In order to operate the product safely and properly, be sure to read the accompanying User manuals – Copy/Print/Network Scan/Fax/Network Fax/Box Operations and Network Administrator.

For detailed safety information and operation precautions, refer to the User Manual.

For descriptions on trademarks and copyrights, refer to the User Manual.

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

1.1 About this manual

This document is a user manual on the User Box functions of bizhub C353/C253/C203.

The following describes the contents of this manual and representation of the product name.

This manual is intended for persons with basic knowledge of computers and this machine. For details on the Windows or Macintosh operating systems, or software applications, refer to the respective manuals.

Also, the software related to the User Box functions, such as HDDTWIN and PageScope Box Operator, is provided with this machine. For details on using these softwares, refer to the manual on the DVD.

1.1.1 Contents

This manual consists of the following chapters:

No.	Chapter name	Description
1	Introduction	This chapter describes the manual conventions and gives an overview of the available user manuals.
2	Overview of the User Box functions	This chapter describes the type, function and restrictions of available user boxes before using the user box function of this machine.
3	Control panel/touch panel	This chapter describes the function of keys on the control panel and usage of the touch panel.
4	Operation flow of user boxes	This chapter describes the main operation of the user box function in flow charts. Refer to the flow chart for flow of each operation. It also introduces the menu tree of items that can be specified to use the user box function. Clicking the link of the menu tree displays the page that describes the setting screen.
5	Entering User Box mode	This chapter describes the procedure to display the User Box mode screen after turning the machine on.
6	Save Document	This chapter describes items you can specify to save a document in the user box.
7	Use Document	This chapter describes items you can specify to print and send the document saved in the user box.
8	File Document	This chapter describes how to check, copy and move the document saved in the user box.
9	User box setting	This chapter describes items of the Utility mode related to the user box function. The Utility mode allows you to register a user box and specify automatic deletion time of the document. Clicking the link described at the beginning of the chapter displays the page that describes the Utility mode.
10	PageScope Web Connection	This chapter describes the overview of the utility software that allows you to configure the machine using a Web browser from a computer on a network.
11	Appendix	This chapter includes handling error messages, entering text and a glossary.
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1.1.2 Product notation

Product name	Notation
bizhub C353/C253/C203	This machine, C353/C253/C203
Microsoft Windows NT 4.0	Windows NT 4.0
Microsoft Windows 2000	Windows 2000
Microsoft Windows XP	Windows XP
Microsoft Windows Vista	Windows Vista
To combined OS	Windows NT 4.0/2000/XP/Vista

1.2 Explanation of manual conventions

The marks and text formats used in this manual are described below.

Safety advices

DANGER

Failure to observe instructions highlighted in this manner may result in fatal or critical injuries in fact of electrical power.

→ Observe all dangers in order to prevent injuries.

WARNING

Failure to observe instructions highlighted in this manner may result in serious injuries or property damage.

→ Observe all warnings in order to prevent injuries and to ensure safe use of the machine.

CAUTION

Failure to observe instructions highlighted in this manner may result in slight injuries or property damage.

→ Observe all cautions in order to prevent injuries and to ensure safe use of the machine.

Sequence of action

- 1** The number 1 as formatted here indicates the first step of a sequence of actions.
- 2** Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions.
- ?** Text formatted in this style provides additional assistance.
 - Text formatted in this style describes the action that will ensure the desired results are achieved.

An illustration inserted here shows what operations must be performed.

Tips



Note

Text highlighted in this manner contains useful information and tips to ensure safe use of the machine.



Reminder

Text highlighted in this manner contains information that should be reminded.



Detail

Text highlighted in this manner contains references for more detailed information.

Special text markings

[Stop] key

The names of keys on the control panel are written as shown above.

MACHINE SETTING

Display texts are written as shown above.

**Note**

The machine illustrations shown in this manual can vary and depend on the machine configuration.

1.3 User manuals

This machine is provided with printed manuals and PDF manuals on the user manual DVD.

1.3.1 Printed manual

User manual

This manual contains operating procedures and descriptions of the most frequently used functions.

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

Be sure to read this manual before using the machine.

1.3.2 User manual DVD manuals

Copy Operations

This manual contains descriptions of the Copy mode operations and machine maintenance.

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

Print Operations

This manual contains details of the printing functions that can be specified with the standard built-in printer controller.

Refer to this manual for operating procedures on using the printing functions.

Box Operations (this manual)

This manual contains operating procedures for using the user boxes on the hard disk.

Refer to this manual for details on saving data in user boxes, retrieving data from user boxes and transferring data.

Network Scan/Fax/Network Fax Operations

This manual contains details on the network scan, G3 fax, network fax operations, and fax driver functions.

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

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

Network Administrator

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

Refer to this manual for details on using network functions.

Advanced Function Operations

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

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

The following models support the advanced function: bizhub C650/C550/C451/C353/C253/C203



Overview of the User Box functions



Overview of the User Box functions



Overview of the User Box functions

2 Overview of the User Box functions

2.1 User Box functions

The User Box functions allow document data to be saved on the internal hard disk of the machine and later printed. Documents that can be saved are data scanned for copying and saved scan data. To save data to a box, create the box, and then save the data to the specified box.

The saved data can be printed, sent by e-mail, forwarded to an FTP site, or sent to a computer. By using the User Box functions, documents can easily be scanned repeatedly and the separate data can be saved on a computer.

2.1.1 Available User Box functions

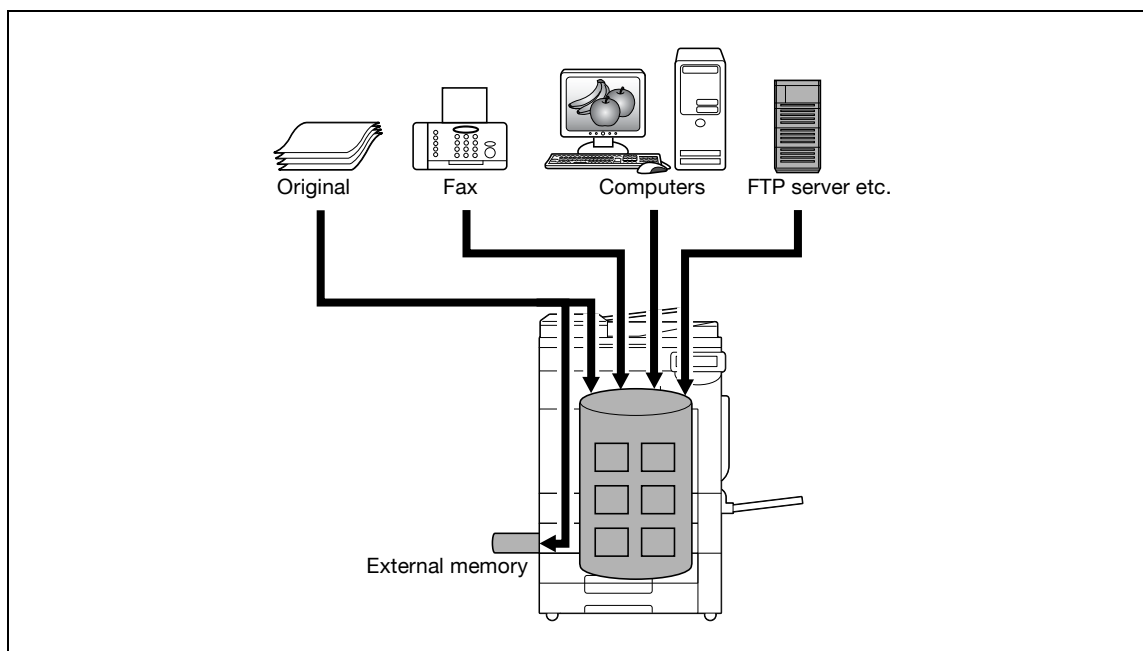
Saving documents

Data can be saved to the following box:

User box	Description	Reference
Public/personal/group user boxes ^{*1}	Document data that has been copied or scanned on this machine can be saved in the user boxes. Document data, which is printed from a computer on the network, can be saved. Based on user authentication or account track settings, access to some boxes, such as personal and group user boxes, can be limited to particular users.	p. 6-3
Annotation user box	Document data saved in Scan mode and to be printed or transmitted with an image of the date/time or an annotation number can be saved.	p. 6-3
External memory ^{*2}	Appears if an external memory is installed. Scanned data can be directly saved in the external memory connected to the machine.	p. 6-3

^{*1} For details on saving document data sent for print jobs from a computer, refer to the user manual – Print Operations.

^{*2} To connect an external memory, an optional local interface kit is required.



Using document data

The document saved in boxes can be used as follows:

User box	Description	Reference
Public/personal/group user boxes ^{*1}	Saved documents can be printed or sent. Multiple documents can be selected for printing/transmission. Depending on user authentication and account track settings, use of some boxes, such as personal and group user boxes, can be limited to a particular user.	p. 7-3
Bulletin Board User Box	This box appears when the optional fax kit is installed. Saved documents in the bulletin board user box can be printed.	p. 7-65
Polling TX User Box ^{*2}	This box appears when the optional fax kit is installed. Documents sent using polling can be printed.	p. 7-66
Secure Print User Box ^{*3}	Saved documents can be printed. To print the data, enter an ID and password.	p. 7-67
Memory RX user box ^{*2}	This box appears when the optional fax kit is installed. The fax document received through the memory RX setting can be confirmed and printed.	p. 7-69
Annotation User Box	Document data saved can be printed or transmitted with an image of the date/time or an annotation number.	p. 7-70
Fax Retransmit User Box ^{*2}	This box appears when the optional fax kit is installed. Saved documents can be retransmitted or printed for confirmation.	p. 7-73
Encrypted PDF User Box ^{*4}	Saved documents can be printed. Encrypted PDF files saved in an external memory and sent for print jobs are also saved in this box. To print documents, the preset password is necessary.	p. 7-74
ID & Print User Box	This user box appears if user authentication is applied. Documents being sent for print jobs by the printer driver after logging on as a user can be printed.	p. 7-75
External Memory ^{*5}	Appears if an external memory is installed. Document data in the external memory connected to the machine can be printed.	p. 7-77

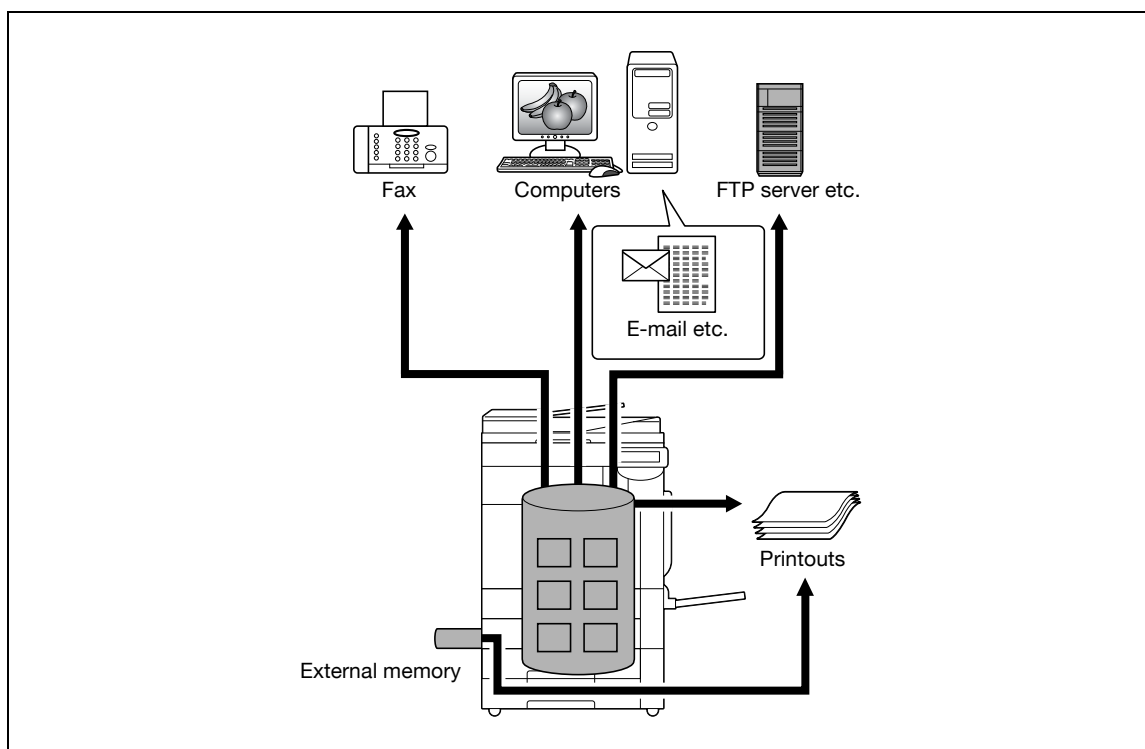
^{*1} For details on saving document data sent for print jobs from a computer, refer to the User manual – Print Operations.

^{*2} For details on sending and receiving documents through polling, refer to the User manual – Network Scan/Fax/Network Fax Operations.

^{*3} For details on saving document data to the secure print user box, refer to the User manual – Print Operations.

^{*4} For print instruction of an encrypted PDF, see PageScope Direct Print manual or the help on direct print of PageScope Web Connection.

^{*5} To connect an external memory, an optional local interface kit is required.



Organizing document data

Documents can be organized by renaming the saved document name, changing the box where they are saved, or duplicating or deleting them.

User box	Delete	Change name	Move	Copy	Details
Public/personal/group user boxes	○	○	○	○	○
Bulletin Board UserBox	○	×	×	×	×
Polling TX User Box	○	×	×	×	×
Secure Print User Box	○	○	×	×	○
Memory RX User Box	○	○	×	×	○
Annotation User Box	○	○	×	×	○
Fax Retransmit User Box	○	×	×	×	×
Encrypted PDF User Box	×	×	×	×	×
ID & Print User Box	×	×	×	×	×
External Memory	×	×	×	×	×

2.1.2 Set-up for User Box functions

Before using the User Box functions, the following settings should be specified.

User box registration

Create and save the user boxes where documents will be saved. Boxes can be registered by using the machine's touch panel or by using PageScope Web Connection from a computer on the network. The following boxes can be created:

- Public/personal/group user boxes (p. 9-7)
- Bulletin board user box (if needed) (p. 9-9)
- Annotation user box (p. 9-13)

To use the machine for relay device

If the optional fax kit is installed, and you want to use this machine for relaying fax transmission, create a relay user box for saving documents temporarily. (p. 9-10)



Detail

To create a relay user box, specify the group which contains fax number to be forwarded in advance.

To use Memory RX user box

If the optional fax kit is installed, and you do not want the documents printed upon reception, use the Memory RX setting.



Note

For details on Memory RX setting, refer to the User manual – Network Scan/Fax/Network Fax Operations.

2.2 Information before saving documents

The following describes information to be kept in mind before using the user box functions.

2.2.1 User authentication

This machine can be set so that an account or user name and a password must be entered in order to use the machine. Contact the administrator for authorized account or user name.

Machine authentication

→ Type in the user name and password, and then touch [Login] or press the [Access] key.

External server authentication

→ Specify the user name, password and authenticating server, and then touch [Login] or press the [Access] key.

Account track

→ Type in the account name and password, and then touch [Login] or press the [Access] key.

**Detail**

With user authentication, the only boxes that are displayed are those accessible by the user that is logged on. For details, refer to "Authentication and accessible user boxes" on page 2-10.

If "Prohibit Functions When Auth. Error" in Administrator mode is set to "Mode 2" and a user enters an incorrect password the specified number of times, that user is locked out and can no longer use the machine. Contact the administrator to cancel operation restrictions.

If authentication is performed with PageScope Authentication Manager, contact your server administrator for log on.

For details on the login method, when the authentication is performed with optional authentication unit (biometric type) AU-101, refer to the User manual – Copy Operations.

2.2.2 Limitation on user box registration

Public/personal/group user boxes

There are "public" user boxes, which can be used by more than one person, "personal" user boxes, which can be used only by a single person, and group user boxes, which can be used only by authorized users in the account track settings.

The followings are limitations for each box.

- Before document data can be saved, a user box must be created for saving the data.
- Up to 1,000 user boxes can be created.
- Up to 200 documents can be saved in a single user box.
- A total of 10,000 pages can be saved in all user boxes.
- A total of 3,000 documents can be saved in all user boxes.

Bulletin board user box

Up to 10 user boxes can be created for bulletin board user box.

One document can be saved in a single bulletin board user box.

Polling TX user box

One document can be saved in a polling TX user box.

2.2.3 Limitation on document name

Document data that is saved can be given a name.

The names can contain a maximum of 30 characters.

The names can also be changed after they are saved.

The names can be specified when the data is saved; however, if the data is saved without a name specified, a preset name is applied.

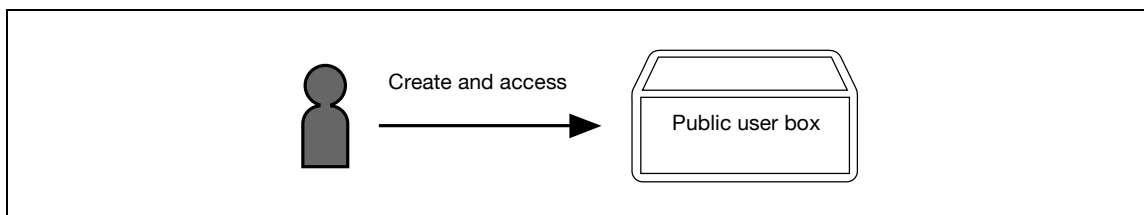
Preset names are created by combining the following elements. (Example of the name "CKMBT_C35308102315230")

Item	Description
C	This letter indicates the mode when the document is saved. "S" appears for documents saved in the Fax/Scan mode screen or the User Box screen. C: Copy S: Fax/Scan P: Print
KMBT_C353	This represents the name of the device that scanned the data. The factory default is "KMBT_(product name)". This name can be changed with the "Device Name" parameter on the "Administrator/Machine Setting" in "Administrator Setting". A name of up to 10 characters can be specified.
08102315230	This indicates the year (last two digits), month, day, hour and minutes when the data is scanned. The last digit is a serial number if the document is part of a series of scans.
_0001	This indicates the page when multi-page data is scanned. This numeral does not appear beside "File Name"; however, it is added automatically as part of the name when the file is transmitted. Consider this when creating a file name so that it meets the naming requirements of the server receiving the files, for example, when data is sent by FTP.
.TIF	This is the extension for the specified data format. This text does not appear beside "File Name"; however, it is added automatically as part of the name when the file is transmitted.

2.3 Authentication and accessible user boxes

When user authentication and account track settings have been applied, the accessible user boxes and the access permissions change as shown below. Specify the user authentication and account track settings according to the desired functions.

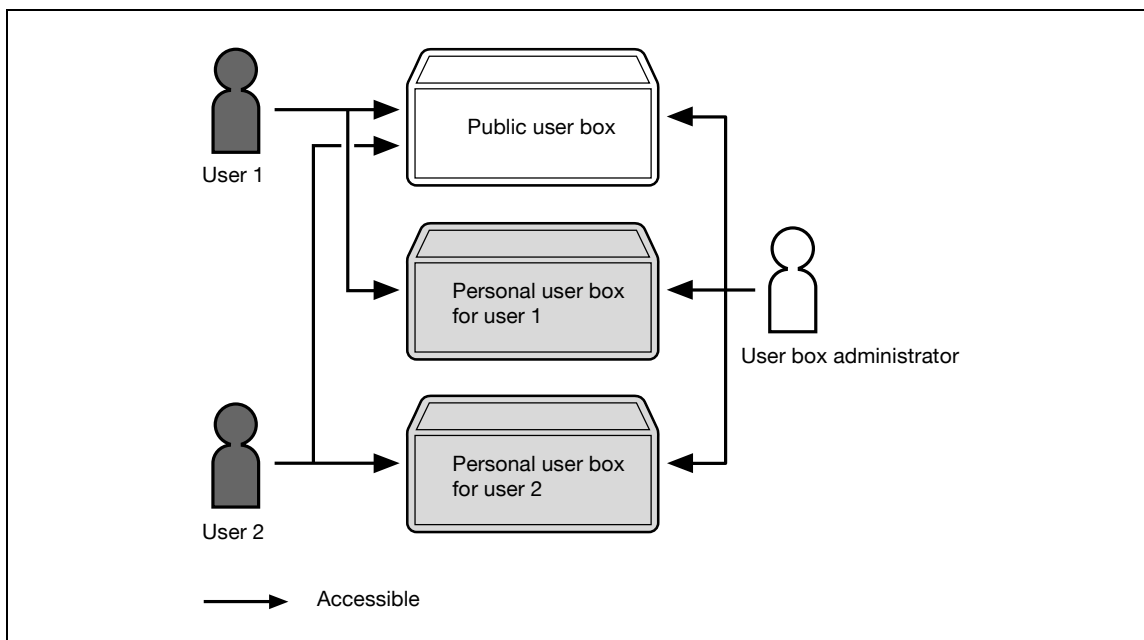
2.3.1 When user authentication and account track settings are not specified



Description

- Users can access all public user boxes.
- User boxes created by users and the administrator are "public" user boxes.

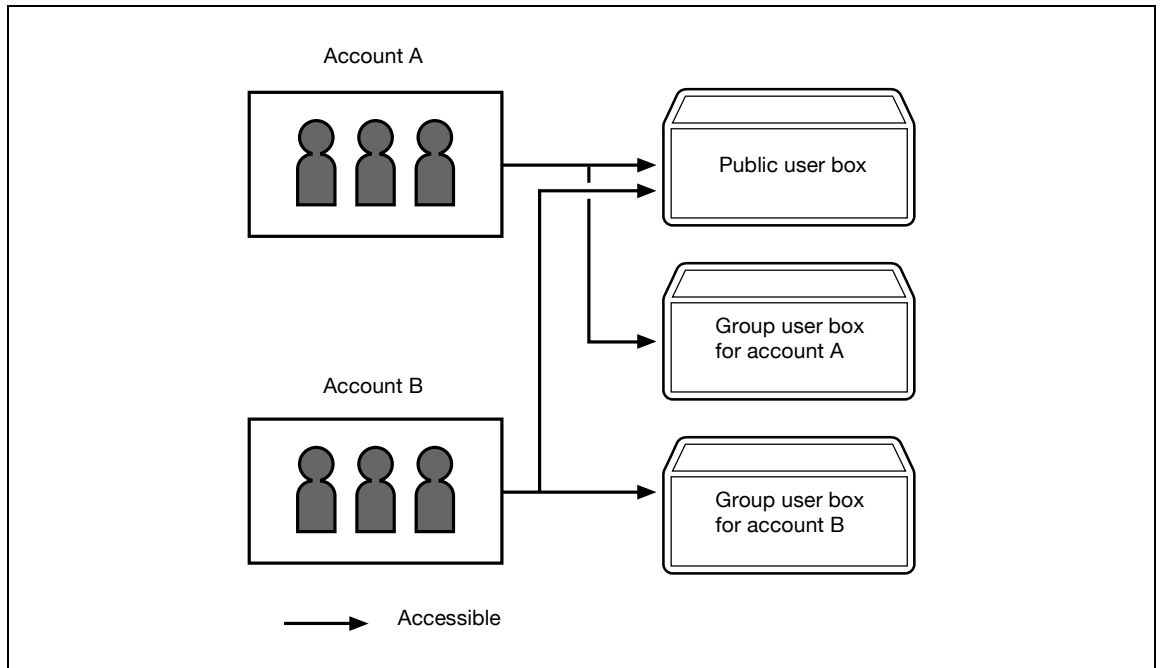
2.3.2 When only user authentication settings are specified



Description

- Users can access all public user boxes and only personal user boxes that the user has created.
- Personal user boxes cannot be accessed by other users.
- A user box administrator can be specified.
- A user box administrator can access all public user boxes and all personal user boxes.
- If user authentication settings are canceled or if authentication method is changed, all personal user boxes become public user boxes.

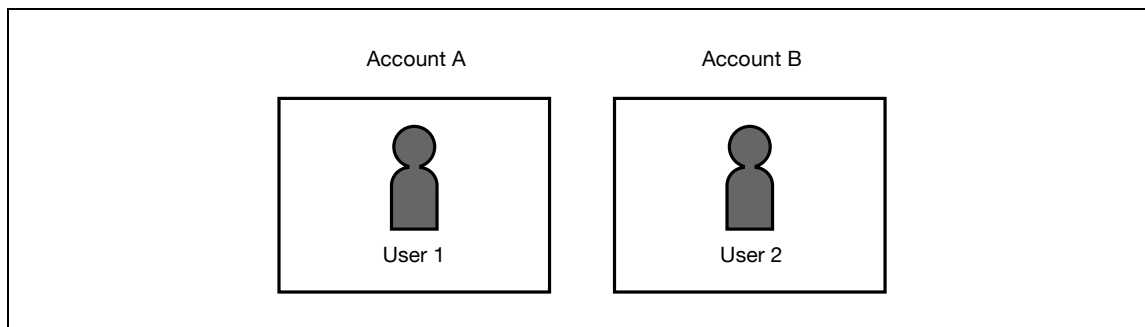
2.3.3 When only account track settings are specified



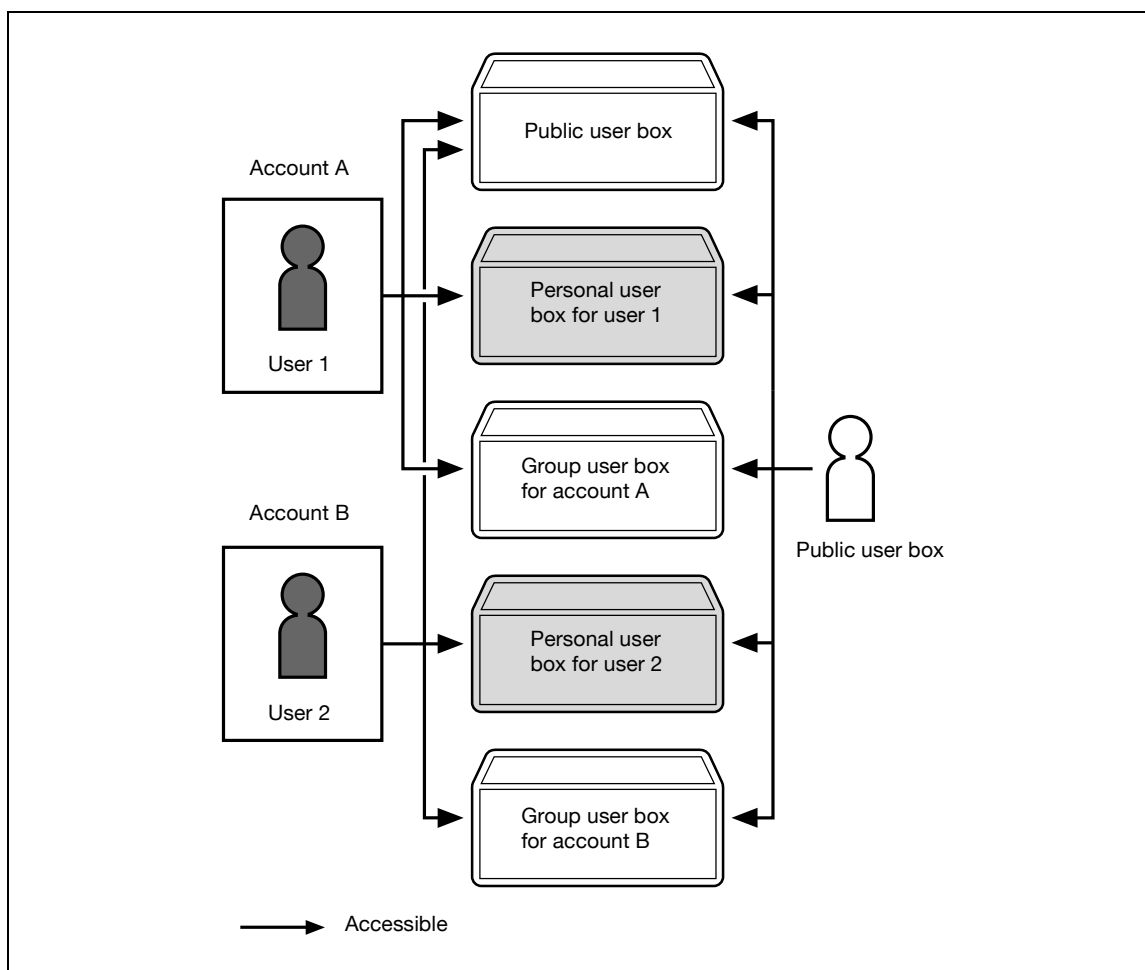
Description

- Users can access all public user boxes and only group user boxes for the account that the user belongs to.
- If account track settings are canceled or if authentication method is changed, all group user boxes become public user boxes.

2.3.4 When user authentication and account track settings are specified and synchronized



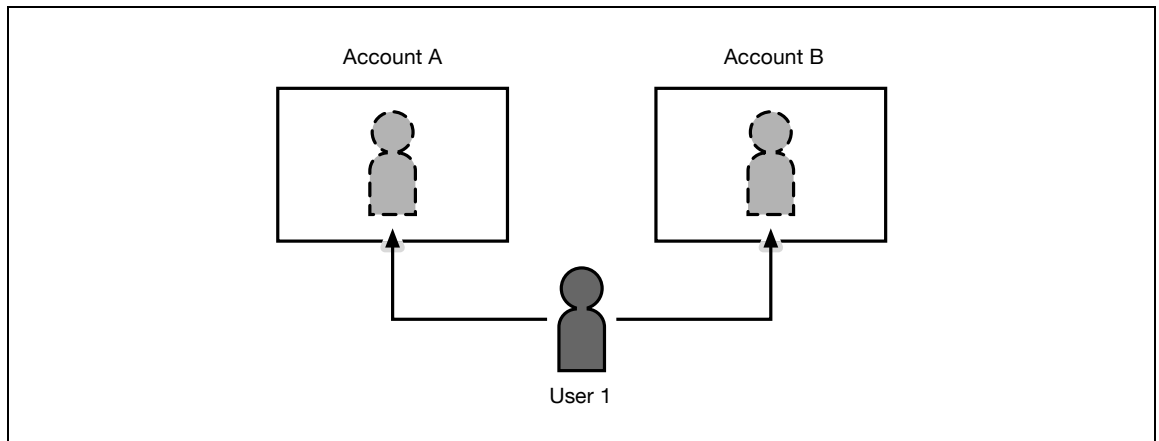
Since account name is synchronized with user names, group user boxes for accounts that the user does not belong to cannot be accessed.



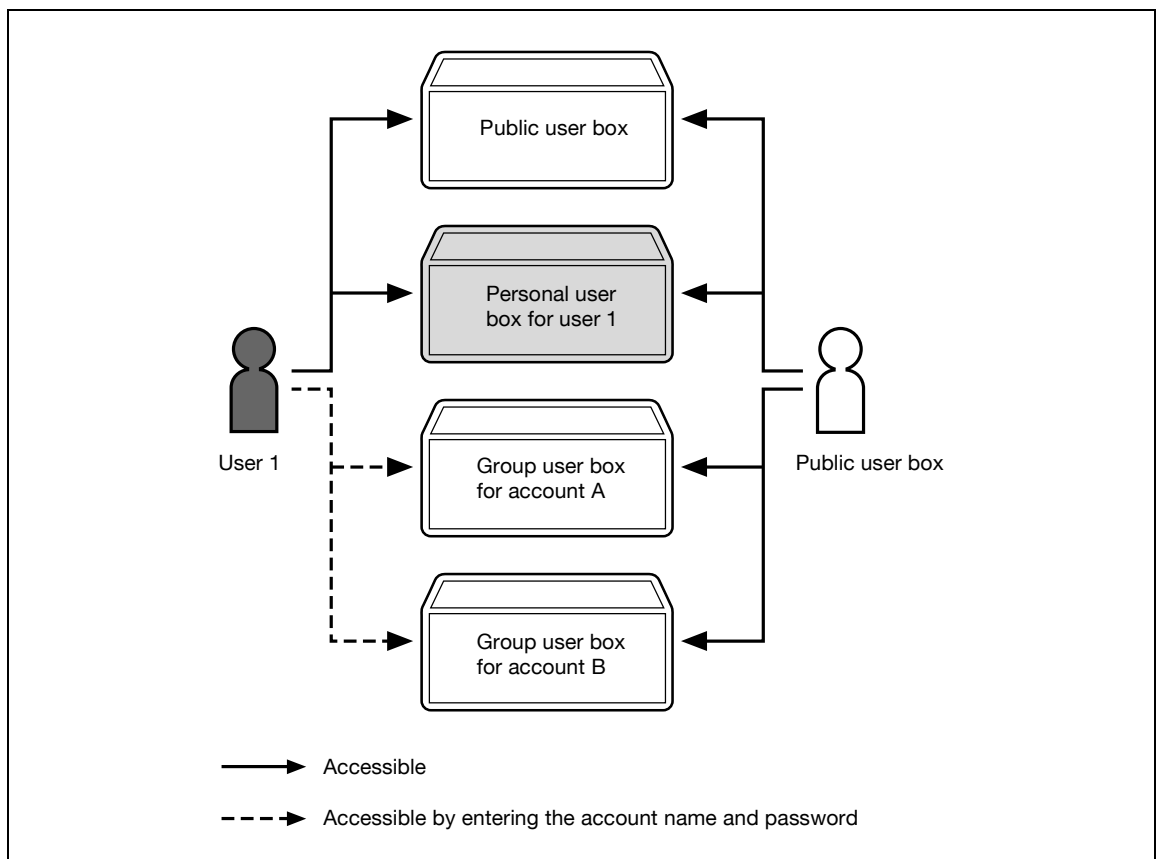
Description

- Users can access all public user boxes, only group user boxes for the account that the user belongs to, and only personal user boxes that the user has created.
- Personal user boxes cannot be accessed by other users.
- A user box administrator can be specified.
- A user box administrator can access all public user boxes, all personal user boxes and all group user boxes.
- If user authentication settings are canceled or if authentication method is changed, personal user boxes and all group user boxes become public user boxes.

2.3.5 When user authentication and account track settings are specified but not synchronized



Since account name is not synchronized with user names, the account name and password must be entered when logging on. A user can use different account name at each login, and therefore can access to each group user box for the account.



Description

- Users can access all public user boxes and only personal user boxes that the user has created.
- Personal user boxes cannot be accessed by other users.
- A user can access to a particular group user box by entering the relevant account name and password when logging on.
- A user box administrator can be specified.
- A user box administrator can access all public user boxes, all personal user boxes and all group user boxes.
- If user authentication settings are canceled or if authentication method is changed, personal user boxes and all group user boxes become public user boxes.

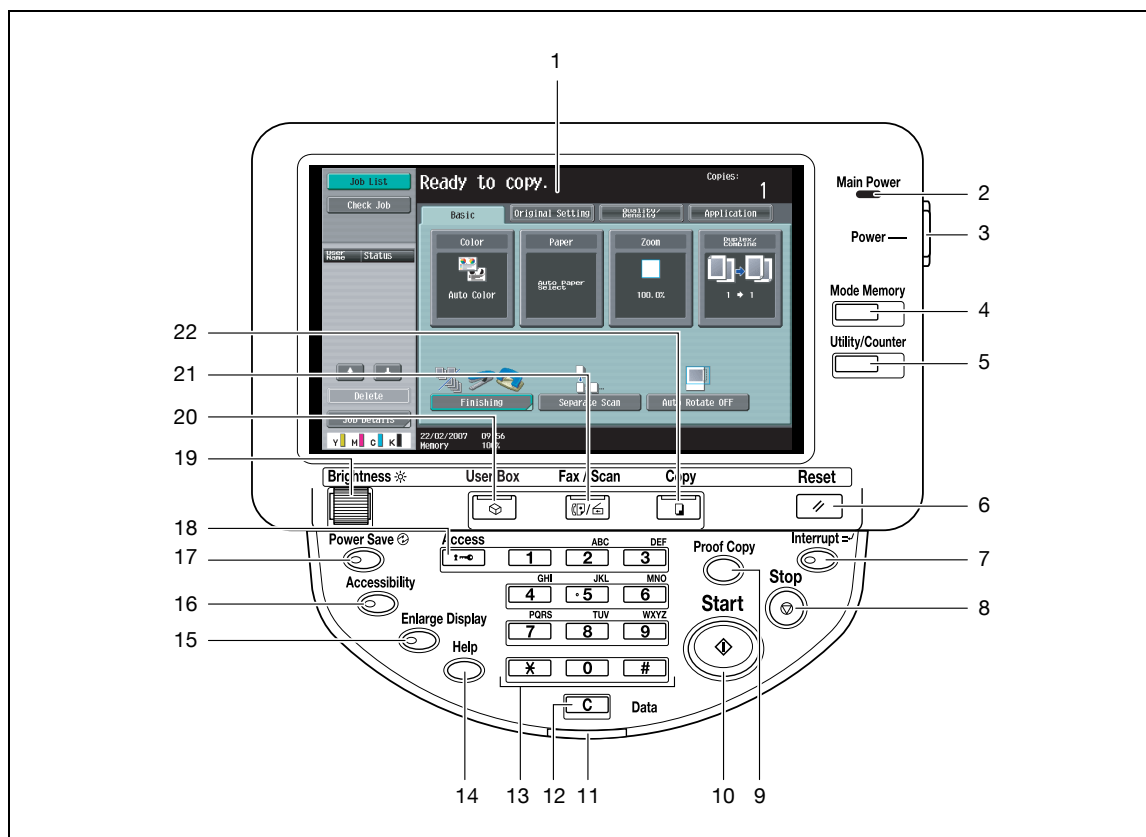


Control panel/touch panel

3 Control panel/touch panel

3.1 Control panel

Use the control panel for User Box mode operation. The following keys and switches are provided on the control panel.



No.	Part name	Description
1	Touch panel	Displays various screens and messages. Specify the various settings by directly touching the panel.
2	Main Power indicator	Lights up in green when the machine is turned on with the main power switch.
3	Sub power switch	Press to turn on/off machine operations, for example, for copying, printing or scanning. When turned off, the machine enters a state where it conserves energy.
4	[Mode Memory] key	Press to register (store) the desired copy/scan settings as a program or to recall a registered copy/scan program.
5	[Utility/Counter] key	Press to display the Utility screen and the Meter Count screen.
6	[Reset] key	Press to clear all settings (except programmed settings) entered in the control panel and touch panel.
7	[Interrupt] key	Press to enter Interrupt mode. While the machine is in Interrupt mode, the indicator on the [Interrupt] key lights up in green and the message "Now in Interrupt mode." appears on the touch panel. To cancel Interrupt mode, press the [Interrupt] key again.
8	[Stop] key	Pressing the [Stop] key during scanning temporarily stops the scan operation.

No.	Part name	Description
9	[Proof Copy] key	Press to print a single proof copy to be checked before printing a large number of copies. Press the [Proof Copy] key before scanning or copying, the result can be viewed on the touch panel. This key cannot be used when saving documents by pressing the [User Box] key. To check the preview image when saving to a user box, press the [Fax/Scan] key. For the procedure for checking preview images, refer to the User manual – Network Scan/Fax/Network Fax Operations.
10	[Start] key	Press to start scanning. When this machine is ready to begin to scan, the indicator on the [Start] key lights up in blue. If the indicator on the [Start] key lights up in orange, the operation cannot be started. Press to restart a stopped job.
11	Data indicator	Flashes in blue while a print job is being received. Lights up in blue when data is being printed.
12	[C] (clear) key	Press to erase a value (such as the number of copies, a zoom ratio, or a size) entered using the keypad.
13	Keypad	Use to type in the number of sets to be copied. Use to type in the zoom ratio. Use to type in the various settings.
14	[Help] key	Press to display the Help screen. From this screen, descriptions of the various functions and details of operations can be displayed.
15	[Enlarge Display] key	Press to enter Enlarge Display mode. If authentication is performed with PageScope Authentication Manager, it does not enter Enlarge Display mode.
16	[Accessibility] key	Press to display the screen for specifying settings for user accessibility functions.
17	[Power Save] key	Press to enter Power Save mode. While the machine is in Power Save mode, the indicator on the [Power Save] key lights up in green and the touch panel goes off. To cancel Power Save mode, press the [Power Save] key again.
18	[Access] key	In order to use this machine when user authentication or account track settings have been applied, enter the user name and password (for user authentication) or the account name and password (for account track), and then press this key. Also press this key to log off.
19	[Brightness] dial	Use to adjust the brightness of the touch panel.
20	[User Box] key	Press to enter User Box mode. While the machine is in User Box mode, the indicator on the [User Box] key lights up in green.
21	[Fax/Scan] key	Press to enter Fax/Scan mode. While the machine is in Fax/Scan mode, the indicator on the [Fax/Scan] key lights up in green. For details on the fax operation or the operation, refer to the User manual – Network Scan/Fax/Network Fax Operations.
22	[Copy] key	Press to enter Copy mode. (As a default, the machine is in Copy mode.) While the machine is in Copy mode, the indicator on the [Copy] key lights up in green. For details, refer to the User manual – Copy Operations.



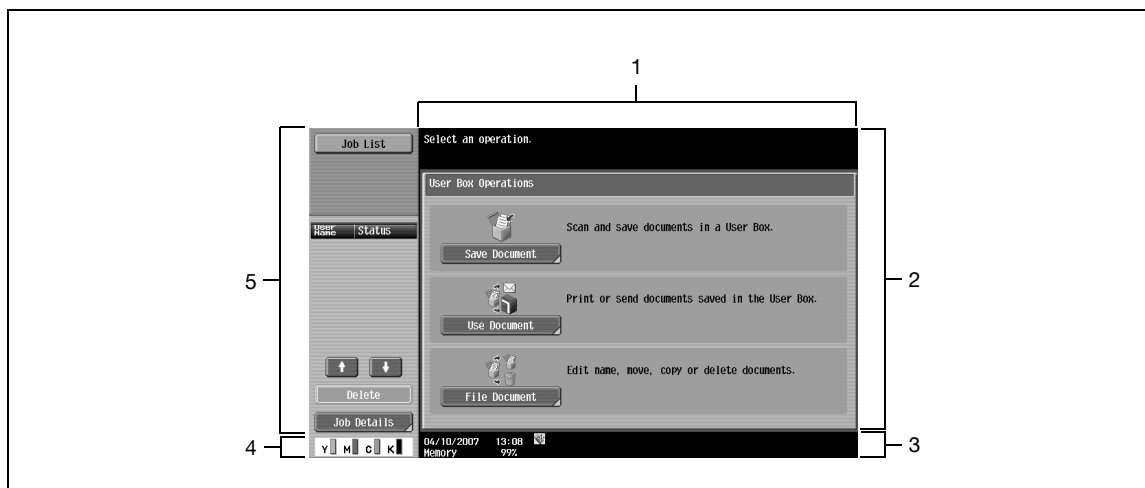
CAUTION

Do not apply extreme pressure to the touch panel, otherwise it may be scratched or damaged.

→ Never push down on the touch panel with force, and never use a hard or pointed object to make a selection in the touch panel.

3.2 Touch panel

3.2.1 Screen layout



No.	Part Name	Description
1	Message display area	The status of the machine and details on operations are displayed.
2	Functions/settings display area	Softkeys to select functions are displayed. This area is for specifying the settings of various functions. Touch softkeys to display the corresponding screen for specifying the settings.
3	Icon display area	Icons indicating the status of jobs and the machine are displayed.
4	Toner supply indicators	These indicators show the amount of toner remaining for yellow (Y), magenta (M), cyan (C), and black (K).
5	Left panel	The softkeys, such as [Job List] showing the jobs being processed or to be processed, and [Mode Check] showing the result of the specified settings, appear in this area. For details on the left panel, refer to "Display and operation of the left panel" on page 3-7.

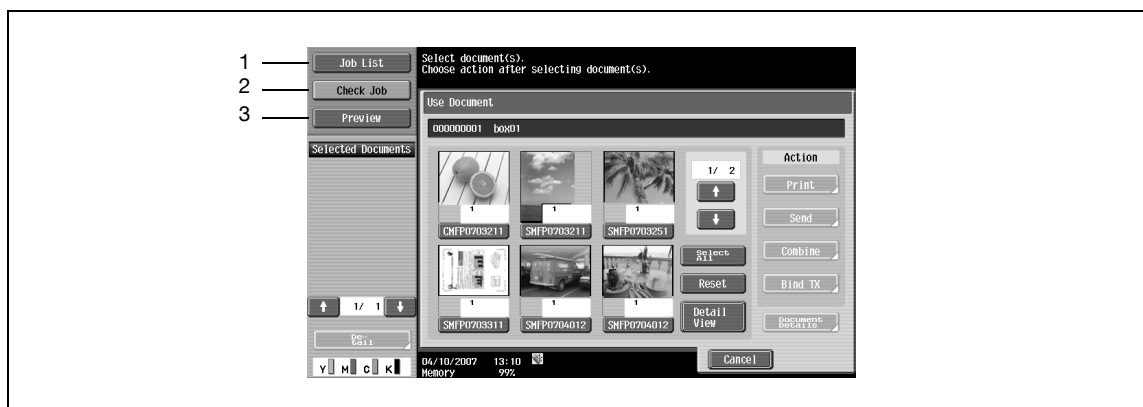
Icons on the touch panel

The status of the machine may appear in the icon display area. The followings are the icons appear on the touch panel.

Icon	Description
	Indicates that data is being sent from the machine, regardless of the current mode.
	Indicates that data is being received by the machine, regardless of the current mode.
	Indicates that an error occurred during an image stabilization operation, a print operation or a scan operation. Touch this icon to view a screen containing a warning code.
	If the warning screen was closed when a warning occurred, touch this button to display the warning screen again.
	Appears when there is a message indicating that consumables must be replaced or the machine requires maintenance. Touch this icon to display the message, and then perform the replacement or maintenance procedure.
	Appears when an error occurs with the connection to the POP server.
	Indicates that paper is not loaded in the paper tray.
	Indicates that very little paper remains in the paper tray.
	If the optional image controller is installed, touch this icon to display the setting screen for the image controller.
	Indicates that Enhanced Security mode is set to ON.
	Indicates that an external memory is installed.

3.2.2 Display and operation of the left panel

In the left panel of the touch panel, job status and settings can be displayed using the keys. The followings are the keys appear in the left panel in User Box mode.

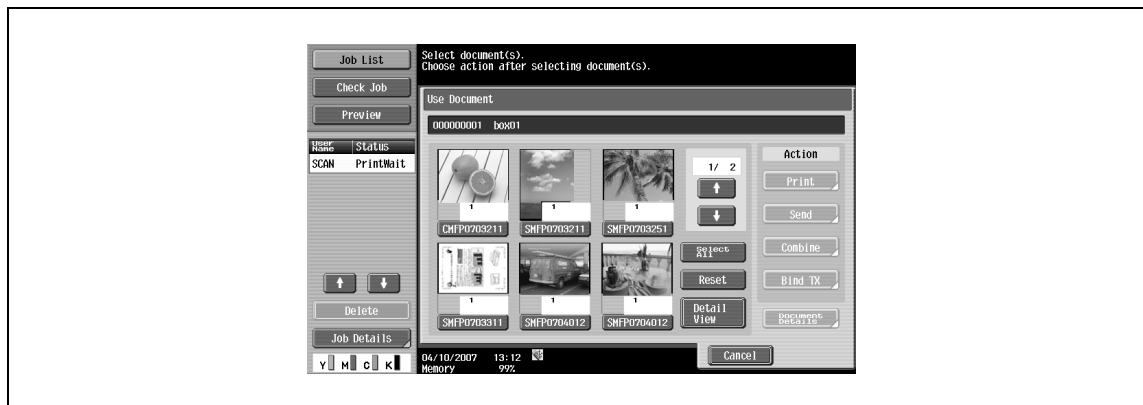


No.	Part Name	Description
1	[Job List]	Jobs that are being processed and the job history can be checked.
2	[Check Job]	Information on the selected user box, scan, printing and transmission settings of documents can be checked.
3	[Preview]	Saved document image can be previewed.

Job List

Queued operation, such as saving document data to a user box and printing/sending documents, is called a job.

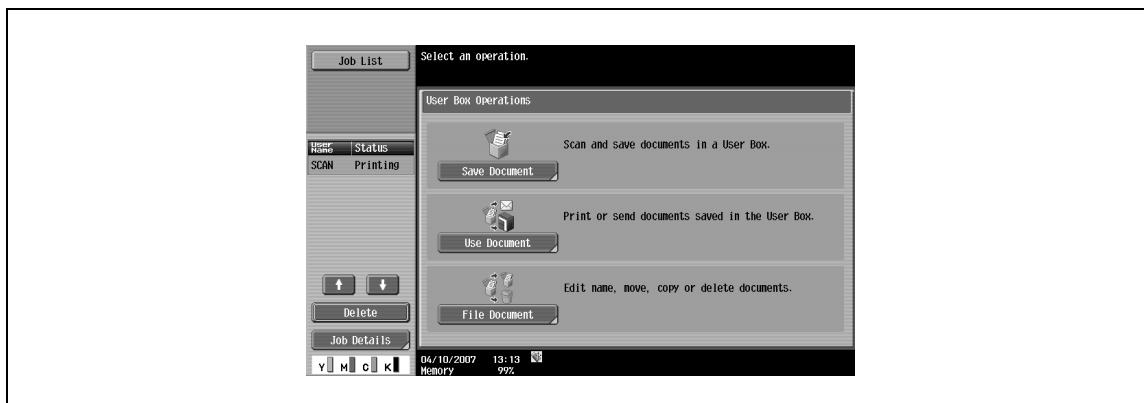
→ Touch [Job List] to display the jobs being processed.



Job List - Delete

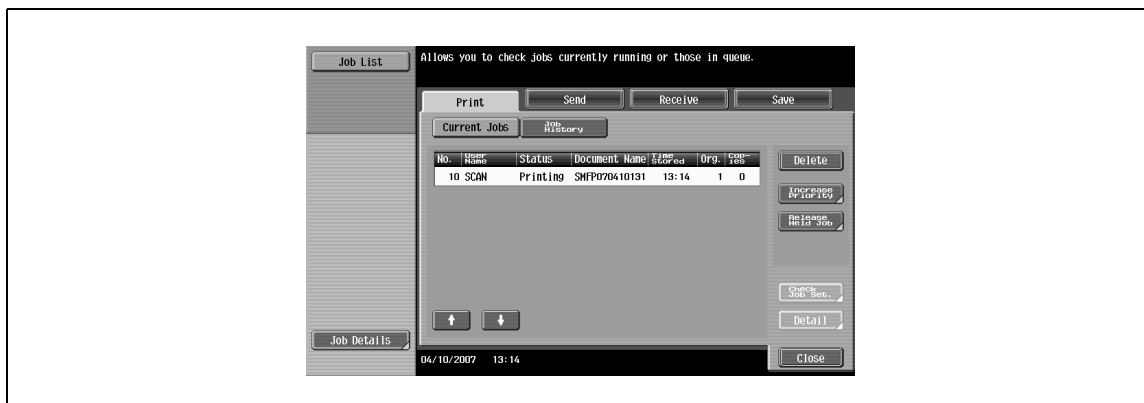
Jobs being processed can be deleted from the list to cancel the job. Select the job from the job list, and then touch [Delete].

- Check the message that appears, and then delete the job.



Job List - Job Details

Jobs that are being processed and the job history can be viewed from the Job List screens. Jobs are classified into the following four categories:



Name	Description
[Print]	Lists print jobs for copying, computer printing, and received faxes.
[Send]	Lists fax and scanner transmission jobs.
[Receive]	Lists fax reception jobs.
[Save]	Lists jobs for saving documents in user boxes.

Current Jobs in Print page

Item	Description
List items	No.: Job identification number assigned when the job is queued. User Name: User or account name who queued the job. Status: Job status (Receiving, PrintWait, Printing, StopPrint, Print Err, Job Stored) Document Name: File name to be printed. Time Stored: Time when the job is queued. Org.: The number of original pages. Copies: The number of copies to be printed.
 	Touch them when there are more jobs than seven that can be displayed at one time, to switch the pages.
[Delete]	Deletes the selected job.
[Increase Priority]	Allows to change printing job priority.
[Release Held Jobs]	Allows to change settings of a stored job, or print or delete the job.
[Check Job Set.]	Allows to view the settings of the selected job. To check, touch either [ Back] or [Forward ].
[Detail]	Displays the job status, user name, document name, output tray, queued time, the number of original pages, and the number of copies to be printed. Touch [Delete] to delete the job.

**Detail**

If user authentication settings have been applied, the document name is not accessible from other users.

Document names do not appear on the screen for secured documents.

If Change Job Priority in Administrator mode is set to "Restrict", the print job priority control is not available.

If Change Job Priority is set to ON, touching this softkey interrupts the printing job for the given priority. The interrupted job is automatically printed once the given priority job is finished.

Job History in Print page

Item	Description
List items	No.: Job identification number assigned when the job is queued. User Name: User or account name who queued the job. Document Name: File name to be printed. Time Stored: Time when the job is queued. Org.: The number of originals. Copies: The number of copies to be printed. Result: Result of a job (Job Complete, Deleted Due To Error, Deleted by User, Reset Modes).
 	Touch them when there are more jobs than seven that can be displayed at one time, to switch the pages.
[Deleted Jobs]/ [Finished Jobs]/ [All Jobs]	Touch the softkey to display each category of job.
[Detail]	Displays the results of the job, error details, user name, document name, output tray, queued time, completed time, the number of original pages, and the number of copies to be printed.

**Detail**

If user authentication settings have been applied, the document name is not accessible from other users.

Document names do not appear on the screen for secured documents.

Current Jobs in Send page

Item	Description
List items	No.: Job identification number assigned when the job is queued. Address Type: Type of the terminal receiving data (Fax, E-Mail, FTP, PC (SMB), WebDAV, TWAIN, others). Status: Job status (Transferring, Waiting, Dialing, Waiting To Redial) Address: Fax number, E-mail address and user box name of the recipient. Time Stored: Time when the job is queued. Org.: The number of original pages.
	Touch them when there are more jobs than seven that can be displayed at one time, to switch the pages.
[Timer TX Job]	Displays the status of the reserved transmission in the memory. Touch [Delete] to delete the job.
[L1][L2]	These softkeys appear if the optional fax multi line has been installed. Displays the list of the selected line.
[Delete]	Deletes the selected job.
[Redial]	Select the job marked "Waiting To Redial" status for redialing.
[Check Job Set.]	Allows to view the settings of the selected job. To check, touch either [ Back] or [Forward ].
[Detail]	Displays the job status, user name, document name, destination type, destination, queued time, transmission time, the number of original pages, and external server information. Touch [Delete] to delete the job.



Detail

If user authentication settings have been applied, the document name is not accessible from other users.

Document names do not appear on the screen for secured documents.

"TWAIN" is indicated for jobs sent by the Web service.

The external server information in [Detail] is available only if the external server authentication is applied.

Job History in Send page

Item	Description
List items	No.: Job identification number assigned when the job is queued. Address Type: Type of the terminal receiving data (Fax, E-Mail, FTP, PC (SMB), WebDAV, TWAIN, others). Address: Fax number, E-mail address and user box name of the recipient. Time Stored: Time when the job is queued. Org.: The number of original pages. Result: Result of a job (Job Complete/Deleted Due To Error/Deleted by User).
	Touch them when there are more jobs than seven that can be displayed at one time, to switch the pages.
[Deleted Jobs]/ [Finished Jobs]/ [All Jobs]	Touch the softkey to display each category of job.
[Comm. List]	Displays the Scan list, Fax TX list, and Fax RX list. At each list screen, the activity report, TX report, and RX report can be printed.
[Detail]	Displays the job results, error details, user name, document name, destination type, queued time, transmission time, the number of original pages, and external server information.



Detail

If user authentication settings have been applied, the document name is not accessible from other users.

Document names do not appear on the screen for secured documents.

"TWAIN" is indicated for jobs sent by the Web service.

The external server information in [Detail] is available only if the external server authentication is applied.

Current Jobs in Receive page

Item	Description
List items	No.: Job identification number assigned when the job is queued. User Name: User or account name who queued the job. Status: Job status (Receiving, Dialing (only with polling reception), Print Wait, Printing, Stop Print, Print Err, Saving to Memory) Document Name: Displays the name of the received or saved document. Time Stored: Time when the job is queued. Org.: The number of received original pages.
	Touch them when there are more jobs than seven that can be displayed at one time, to switch the pages.
[Delete]	The selected job is deleted.
[Redial]	Select the job marked "Waiting To Redial" status for redialing.
[Forward]	Forwards the fax which has been received and stored in the memory. Specify the recipient either by selecting from the address book or by typing them in directly.
[Detail]	Displays the job status, user name, document name, output tray, queued time, transmission time, and the number of original pages. Touch [Delete] to delete the job.



Detail

If user authentication settings have been applied, the document name is not accessible from other users.

Document names do not appear on the screen for secured documents.

Job History in Receive page

Item	Description
Items	No.: Job identification number assigned when the job is queued. User Name: User or account name who queued the job. Document Name: Displays the name of the received or saved document. Time Stored: Time when the job is queued. Org.: The number of original pages. Result: Result of a job (Job Complete/Deleted Due To Error/Deleted by User/Reset Modes).
	Touch them when there are more jobs than seven that can be displayed at one time, to switch the pages.
[Deleted Jobs]/ [Finished Jobs]/ [All Jobs]	Touch the softkey to display each category of job.
[Comm. List]	Displays the Scan list, Fax TX list, and Fax RX list. At each list screen, the activity report, TX report, and RX report can be printed.
[Detail]	Displays the results of the job, error details, user name, document name, output tray, queued time, transmission time, and the number of original pages.



Detail

If user authentication settings have been applied, the document name is not accessible from other users.

Document names do not appear on the screen for secured documents.

Current Jobs in Save page

Item	Description
List items	No.: Job identification number assigned when the job is queued. User Name: User or account name who queued the job. Status: Job status (Receiving, Saving to Memory). Document Name: Displays the name of the saved document. Time Stored: Time when the job is queued. Org.: The number of original pages.
	Touch them when there are more jobs than seven that can be displayed at one time, to switch the pages.
[Delete]	Deletes the selected job.
[Detail]	Displays the job status, user name, document name, user box, queued time, and the number of original pages. Touch [Delete] to delete the job.



Detail

If user authentication settings have been applied, the document name is not accessible from other users.

Document names do not appear on the screen for secured documents.

Job History in Save page

Item	Description
List items	No.: Job identification number assigned when the job is queued. User Name: User or account name who queued the job. Document Name: Displays the name of the saved document. Time Stored: Time when the job is queued. Org.: The number of originals. Result: Result of a job (Job Complete/Deleted Due To Error/Deleted by User/Reset Modes).
	Touch them when there are more jobs than seven that can be displayed at one time, to switch the pages.
[Deleted Jobs]/ [Finished Jobs]/ [All Jobs]	Touch the softkey to display each category of job.
[Comm. List]	Displays the Scan list, Fax TX list, and Fax RX list. At each list screen, the activity report, TX report, and RX report can be printed.
[Detail]	Displays the job result, error details, user name, document name, user box, queued time, and the number of original pages.



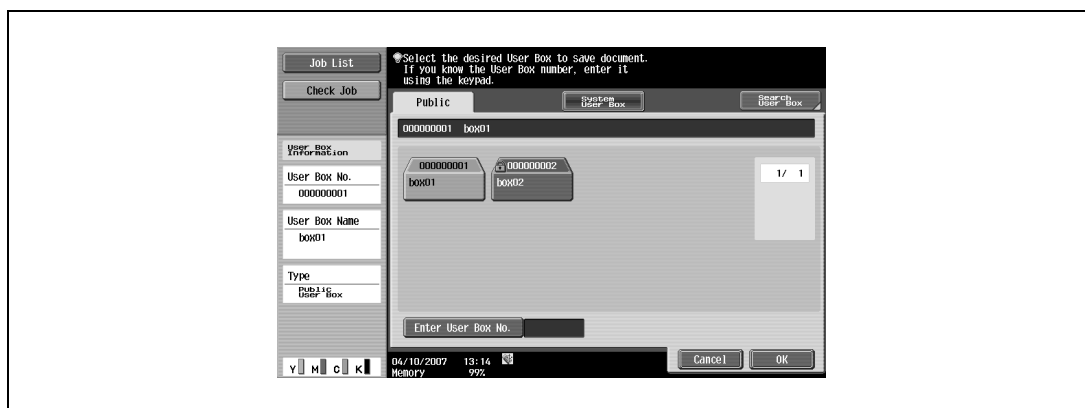
Detail

If user authentication settings have been applied, the document name is not accessible from other users.

Document names do not appear on the screen for secured documents.

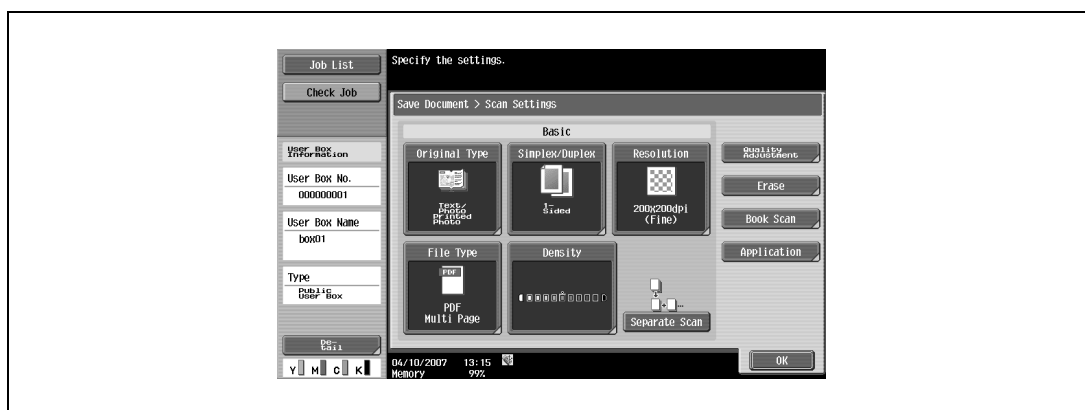
Settings when saving documents

- 1 Select [Save Document] to display the information of the user box where the document is to be saved.



- When saving a document, select "Scan Settings" or "Original Settings". [Detail] appears.

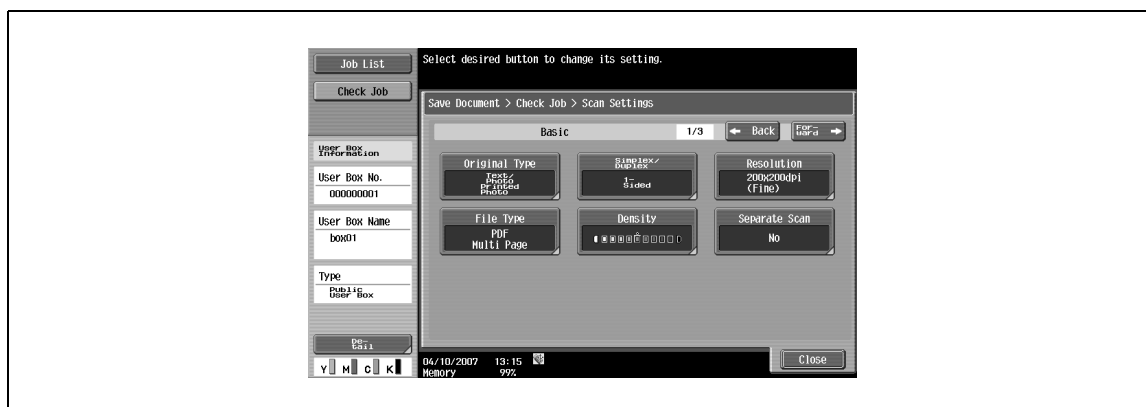
- 2 Touch [Detail] to view scan settings and original settings.



Detail - Check Scan Settings

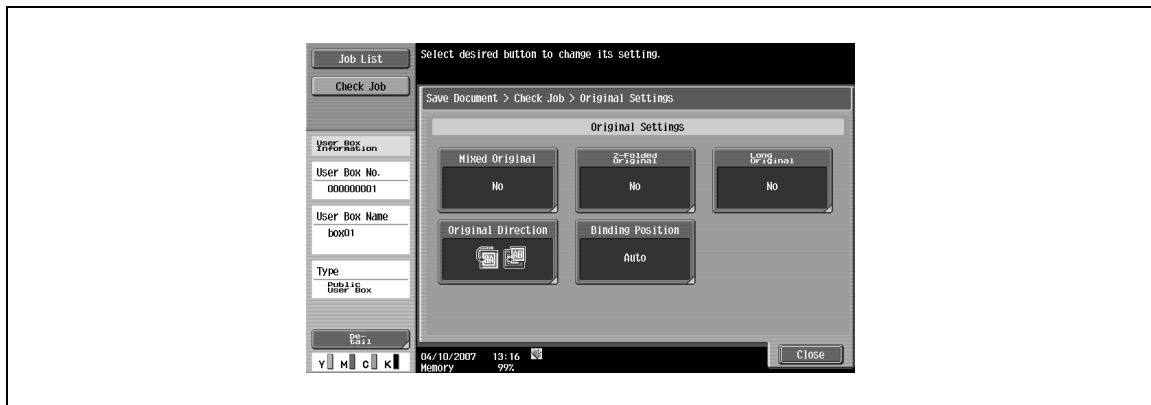
The basic scan setting, scan settings, and application settings can be checked.

- To check, touch either [← Back] or [Forward →].



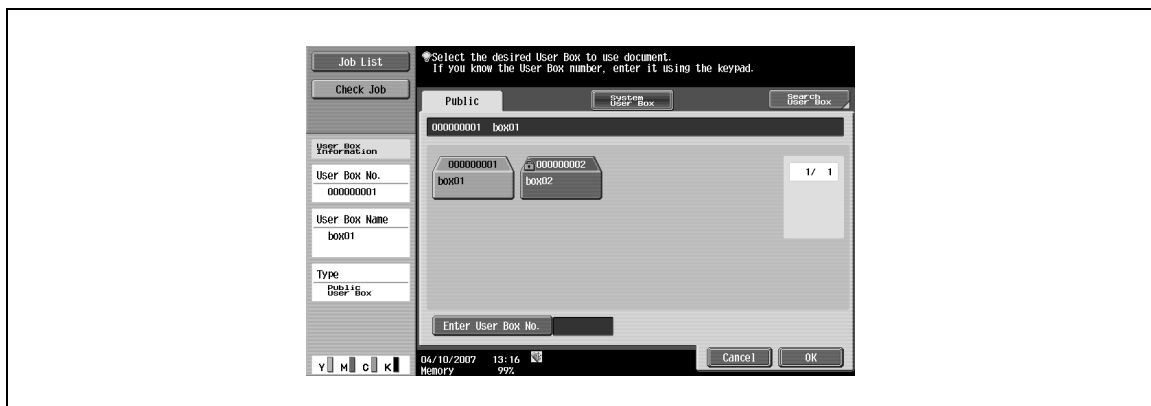
Detail - Check Original Settings

The original settings can be checked.



Settings when using documents

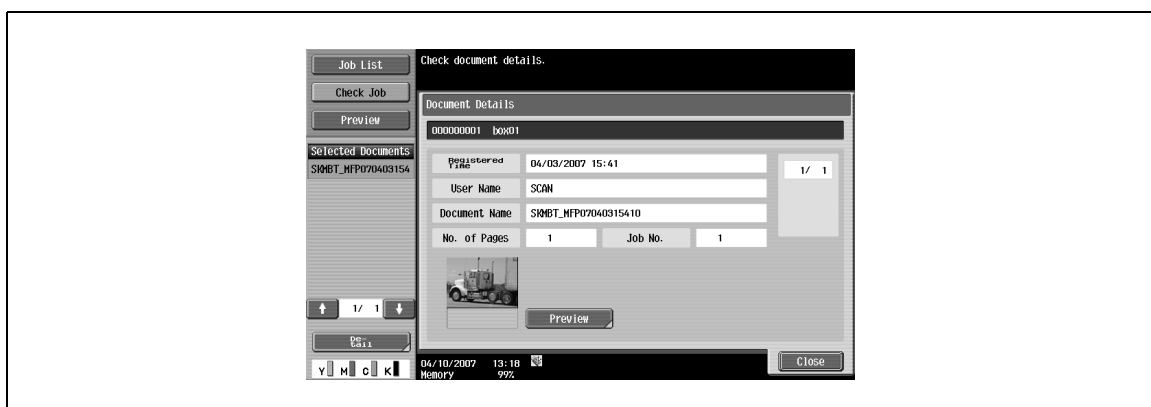
→ Select [Use Document] to display the information of the selected user box.



Detail

→ Touch [Document Details] in the Use Document screen to view the Registered Time/User Name/Document Name/the No. of Pages/Job No. Touch [Preview] to view the preview image of the saved document.

- When multiple documents are selected, switch the preview page by touching [↑] [↓].



Note

For the procedure on viewing preview image, refer to "Preview" on page 3-16.

Check Job Settings

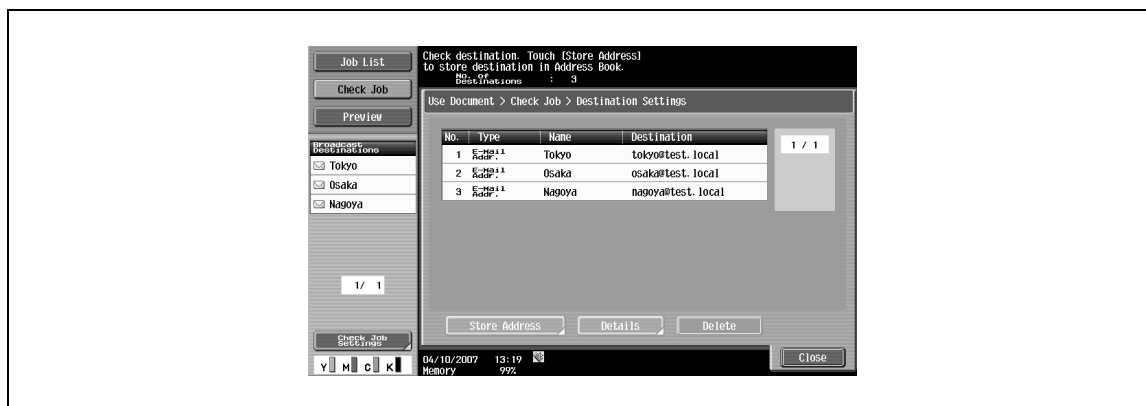
When [Send] or [Bind TX] is selected on the Use Document screen, [Check Job Settings] appears.

- Touch [Check Job Settings] to check the following settings:
 - Destination Settings
 - Communication Settings
 - E-Mail Settings

Check Job Settings - Destination Settings

This screen displays the list of registered destinations.

- To add a destination to the address book by directly entering it, select the destination and touch [Store Address].
 - To view the details of the destination on the screen, select the destination and touch [Details].
 - To delete a destination, select the destination and touch [Delete].



Detail

For details on address book registration, refer to the User manual – Network Scan/Fax/Network Fax Operations.

Check Job Settings - Communication Settings

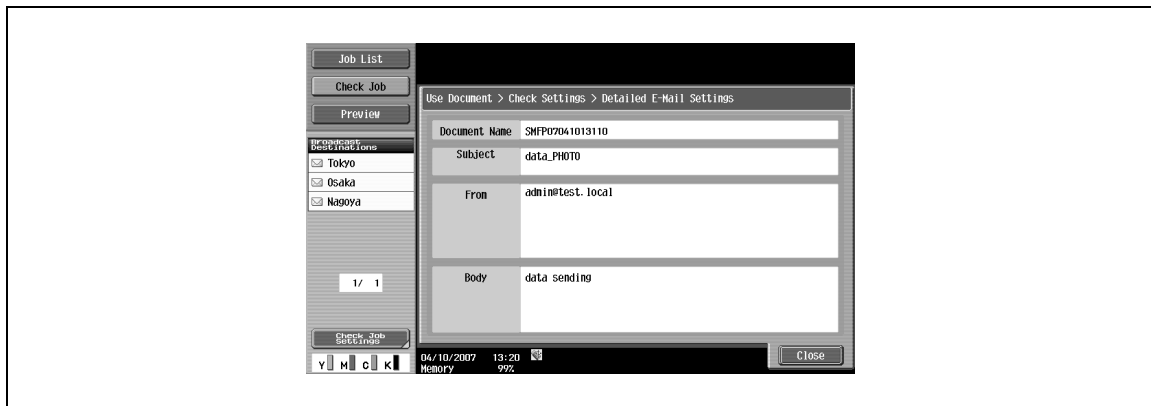
The line setting and transmission method settings can be checked.

- To check, touch either [← Back] or [Forward →].



Check Job Settings - E-Mail Settings

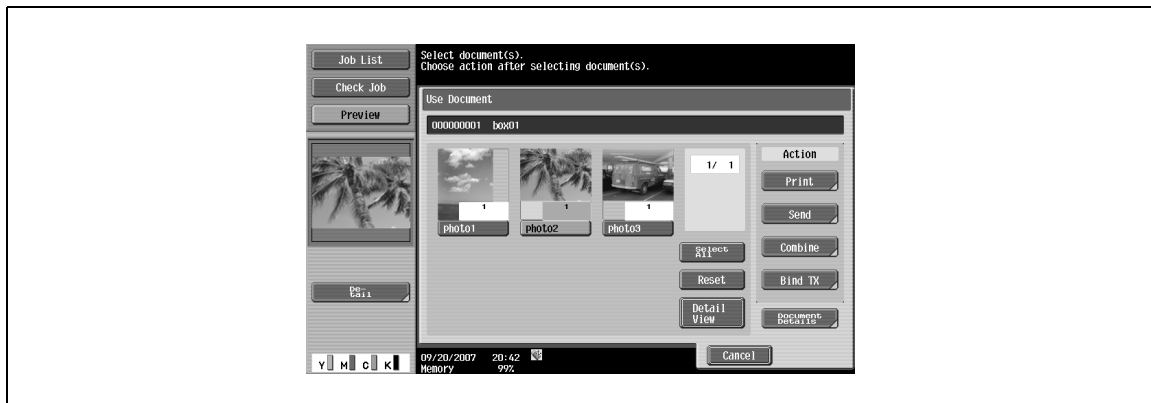
The document name, subject, From address and message body for sending e-mail messages can be checked.



Preview

When Use Document or File Document is selected, the image of the saved document can be previewed. The document can be viewed at full size or at a size of 2, 4 or 8 times the normal size.

→ Touch [Preview] to display the thumbnail image of the top page in the left panel.



Detail

With documents containing multiple pages, only the image of the first page can be checked.

The contents of a document saved with encryption cannot be previewed.

Preview - Detail

→ To enlarge the preview image, touch [Detail].



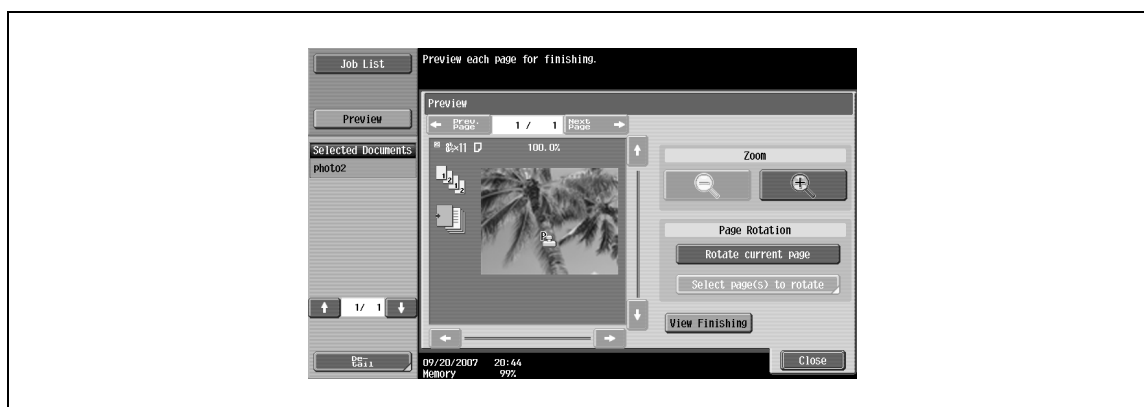
- The document can be viewed at full size or at a size of 2, 4 or 8 times the normal size.
- Select the display size, and use the scroll bars in the right end and bottom end of the image to view the desired section of the image.

Preview - Detail (Print/Combine)

→ When [Print] or [Combine] is selected while using documents, by touching [Detail], the page image of printing result can be previewed.

**Detail**

If a document contains multiple pages, images for all the pages can be previewed.



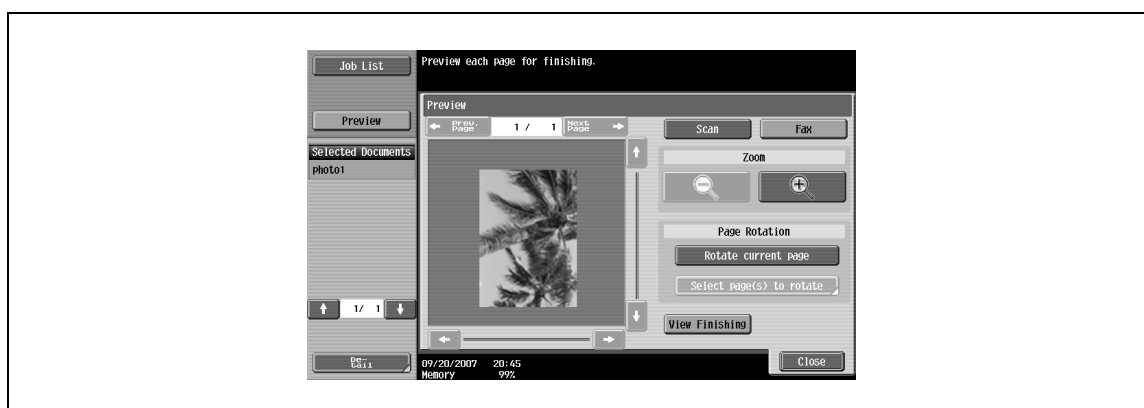
Item	Description
[Prev. Page]/ [Next Page]	If stored document contains multiple pages, touch [Prev. Page]/[Next Page] to move to the previous/next page on the preview image.
Zoom	The document can be viewed at full size or at a size of 2, 4 or 8 times the normal size. Select the display size, and use the scroll bars in the right end and bottom end of the image to view the desired section of the image.
Page Rotation	• [Rotate current page]: Touch this key to rotate the page currently displayed by 180 degrees. • [Select page(s) to rotate]: This key appears when the stored document contains multiple pages. List of scanned pages appears. Select the desired page to rotate by 180 degrees. The rotation options in the list of scanned page are as follows: • [Select Odd]: Rotates the images for odd number of pages by 180 degrees. • [Select Even]: Rotates the images for even number of pages by 180 degrees. • [Select All]: Rotates the images for all of pages by 180 degrees.
[View Finishing]	Touch this key to display the specified settings in the preview image by icons and text. When [View Finishing] is cancelled, the only image is displayed without icons or text.

**Note**

When selecting on the page directly, the image of the selected page is rotated by 180 degrees.

Preview - Detail (Send/Bind TX)

- If [Send] or [Bind TX] is selected when using documents, by touching [Detail], the result of the page image to be sent can be previewed.



Item	Description
[Scan]	Touch this key to display the preview for [E-mail TX], [PC (FTP)], [SMB], and [WebDAV].
[Fax]	Touch this key to display the preview for sending G3 fax/IP address fax/Internet fax.
[Prev. Page]/ [Next Page]	If stored document contains multiple pages, touch [Prev. Page]/[Next Page] to move to the previous/next page on the preview image.
Zoom	The document can be viewed at full size or at a size of 2, 4 or 8 times the normal size. Select the display size, and use the scroll bars in the right end and bottom end of the image to view the desired section of the image.
Page Rotation	[Rotate current page]: Touch this key to rotate the page currently displayed by 180 degrees. [Select page(s) to rotate]: This key appears when the stored document contains multiple pages. List of scanned pages appears. Select the desired page to rotate by 180 degrees. The rotation options in the list of scanned page are as follows: [Select Odd]: Rotates the images for odd number of pages by 180 degrees. [Select Even]: Rotates the images for even number of pages by 180 degrees. [Select All]: Rotates the images for all of pages by 180 degrees.
[View Finishing]	Touch this key to display the specified settings in the preview image by icons and text. When [View Finishing] is cancelled, the image only is displayed without icons or text.



Note

When selecting on the page directly, the image of the selected page is rotated by 180 degrees.



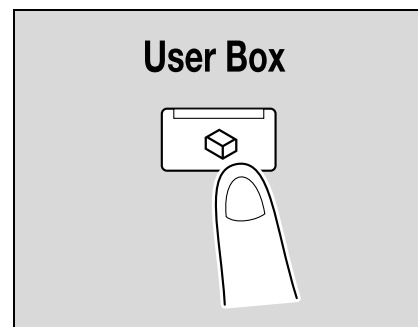
Operation flow of user boxes



4 Operation flow of user boxes

4.1 Saving documents in user boxes

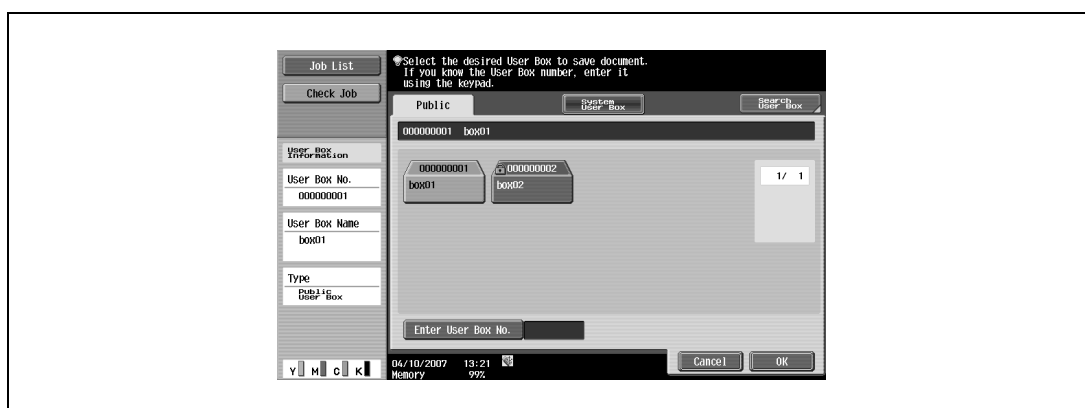
- 1 Press the [User Box] key.



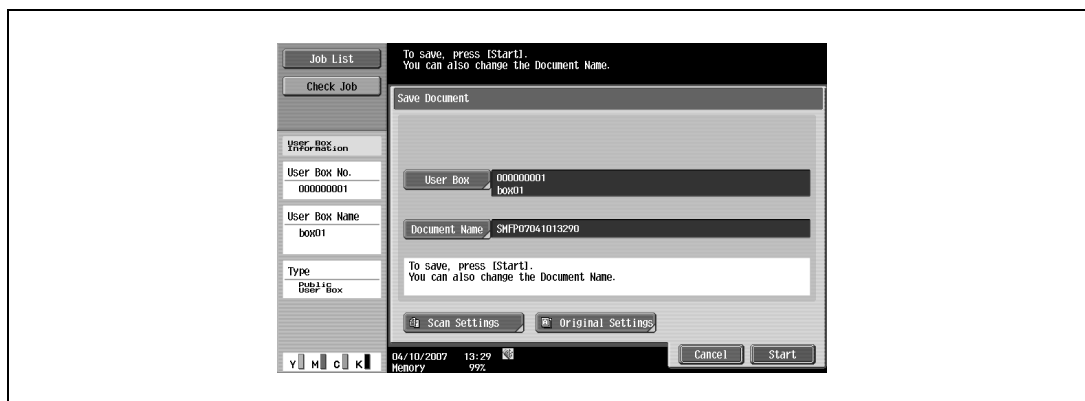
- 2 Touch [Save Document].



- 3 Select the user box where the documents are to be saved, and then touch [OK].

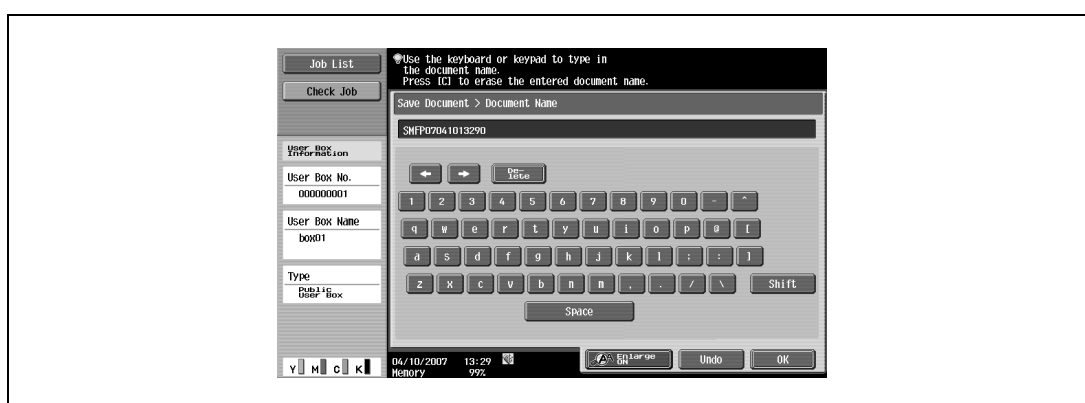


The following screen appears.

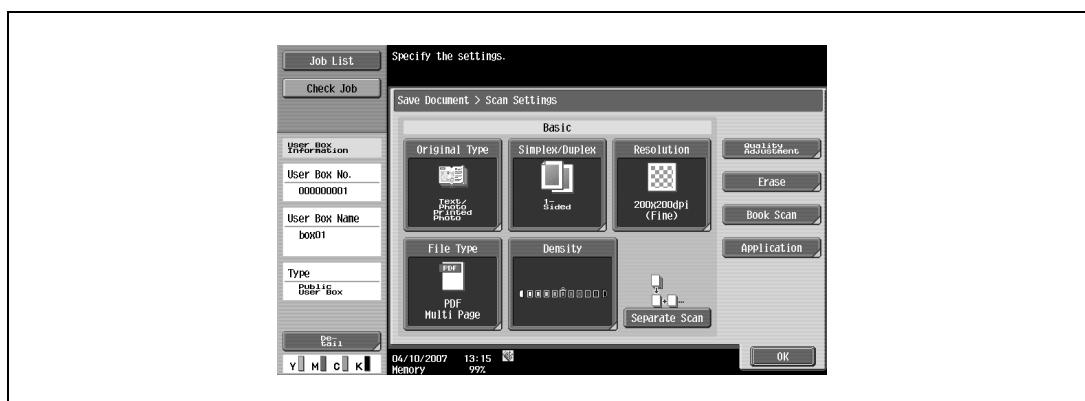


4 Specify the document name (p. 6-4), scan settings (p. 6-5), and original settings (p. 6-17).

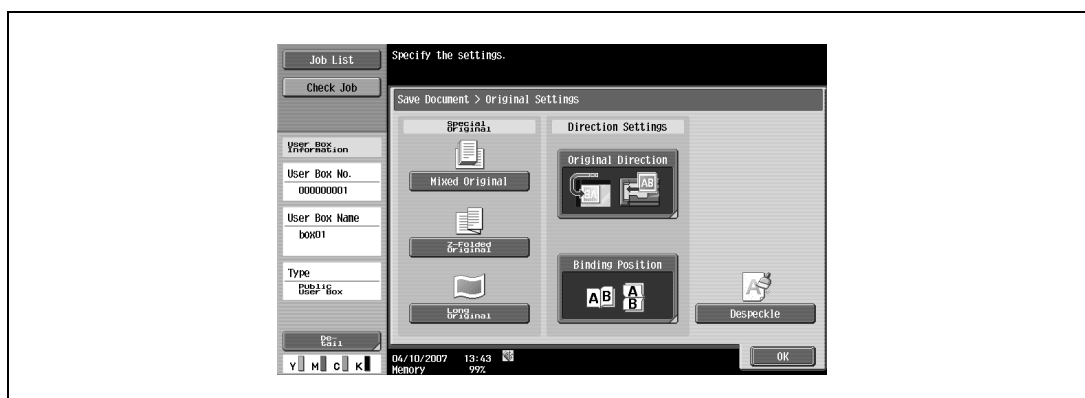
- Touch [Document Name] to change the name of the document.

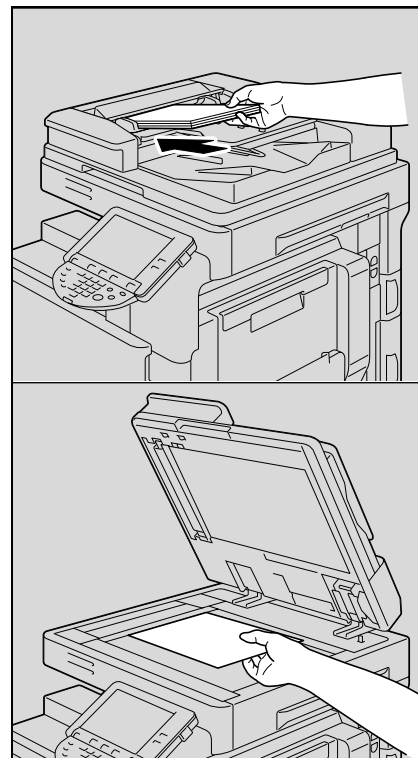
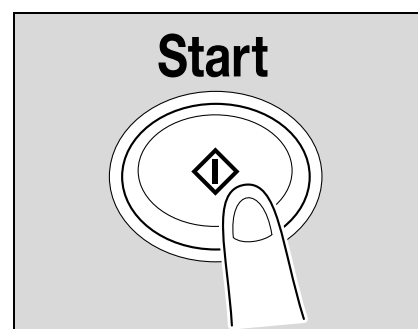


- Touch [Scan Settings] to specify the scan settings.



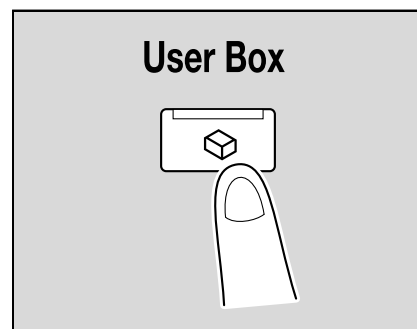
- Touch [Original Settings] to specify the original settings.



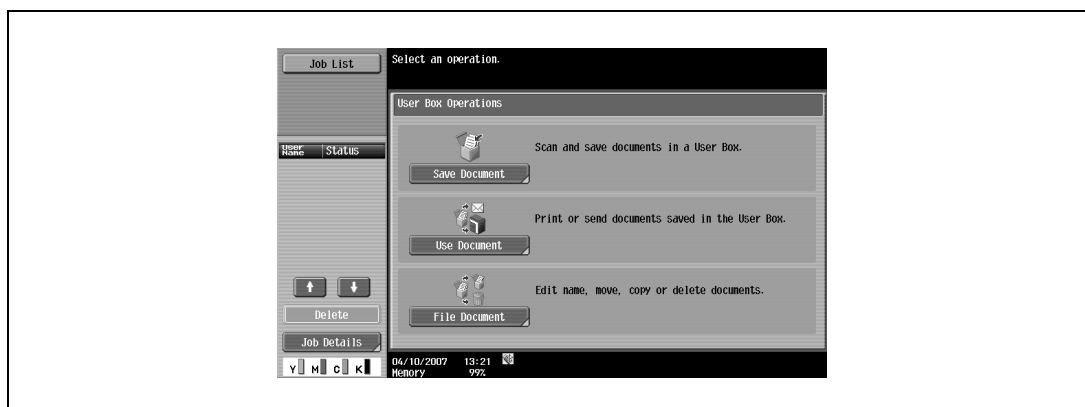
5 Position the original.**6** Press the [Start] key or touch [Start].

4.2 Printing documents in user boxes

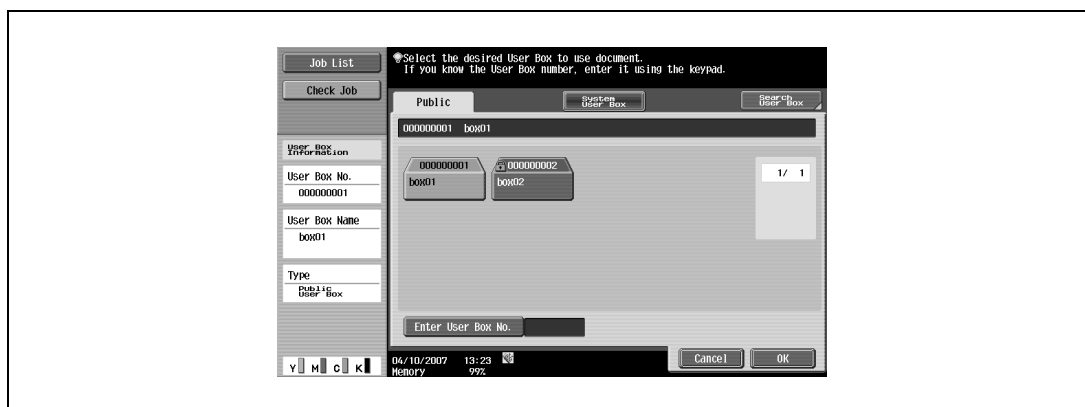
- 1 Press the [User Box] key.



- 2 Touch [Use Document].

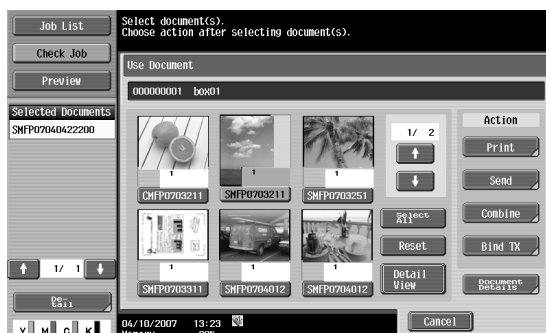


- 3 Select the desired user box, and then touch [OK].

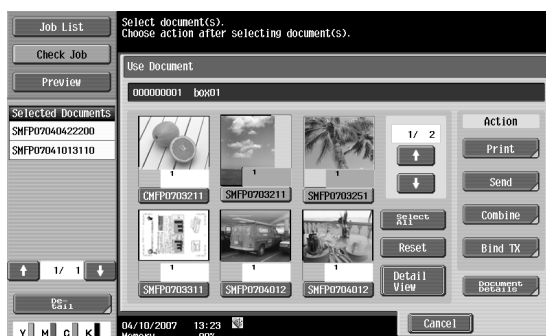


4 Select one or multiple documents.

One document selected



Multiple documents selected

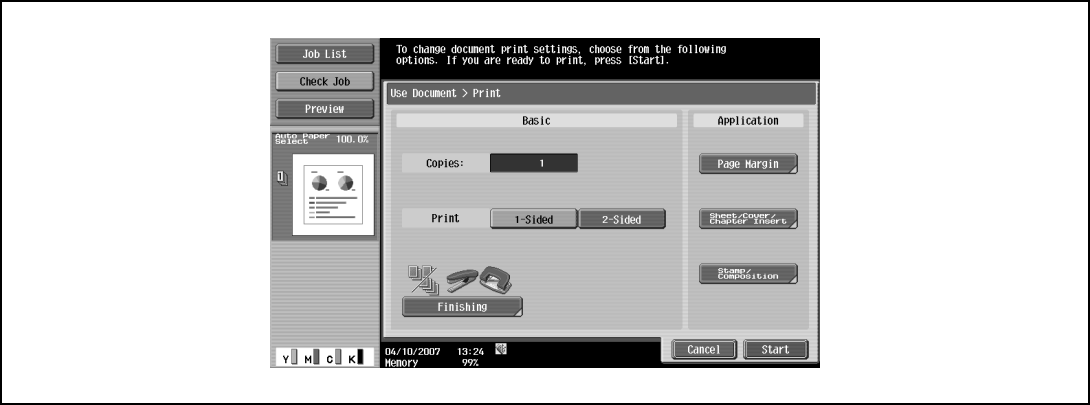


- If one document is selected, touch [Print]. (p. 7-6)
- If multiple documents are selected, touch [Combine]. (p. 7-62)

Specify an order for printing (combination order).



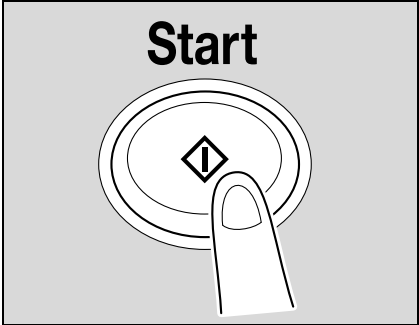
5 Specify basic and application settings. (p. 7-6)



6 Check the result in preview images. (p. 3-16)



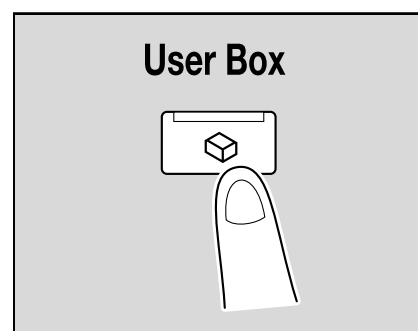
7 Press the [Start] key or touch [Start].



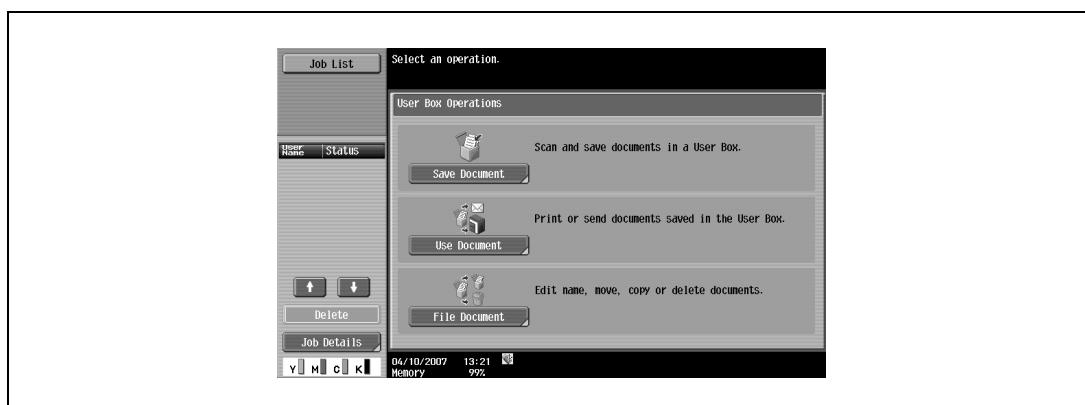
4.3 Sending documents in user boxes

The following outlines are the steps for sending documents saved in public user boxes.

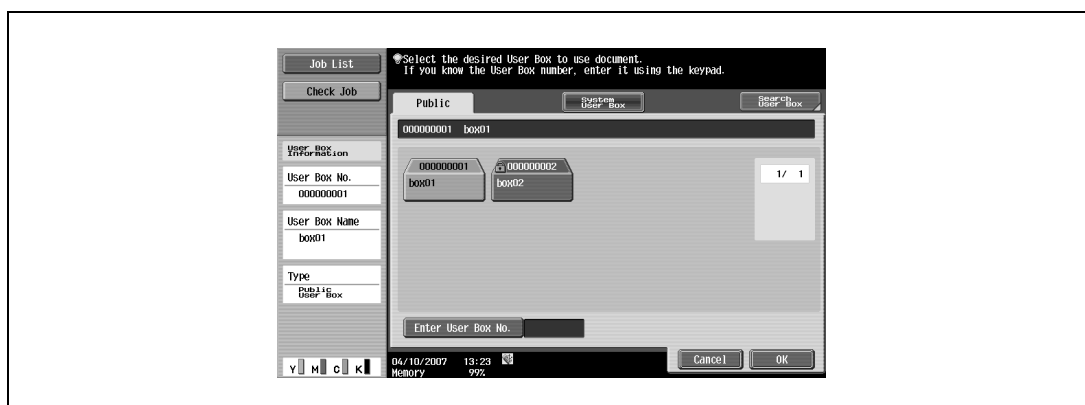
- 1 Press the [User Box] key.



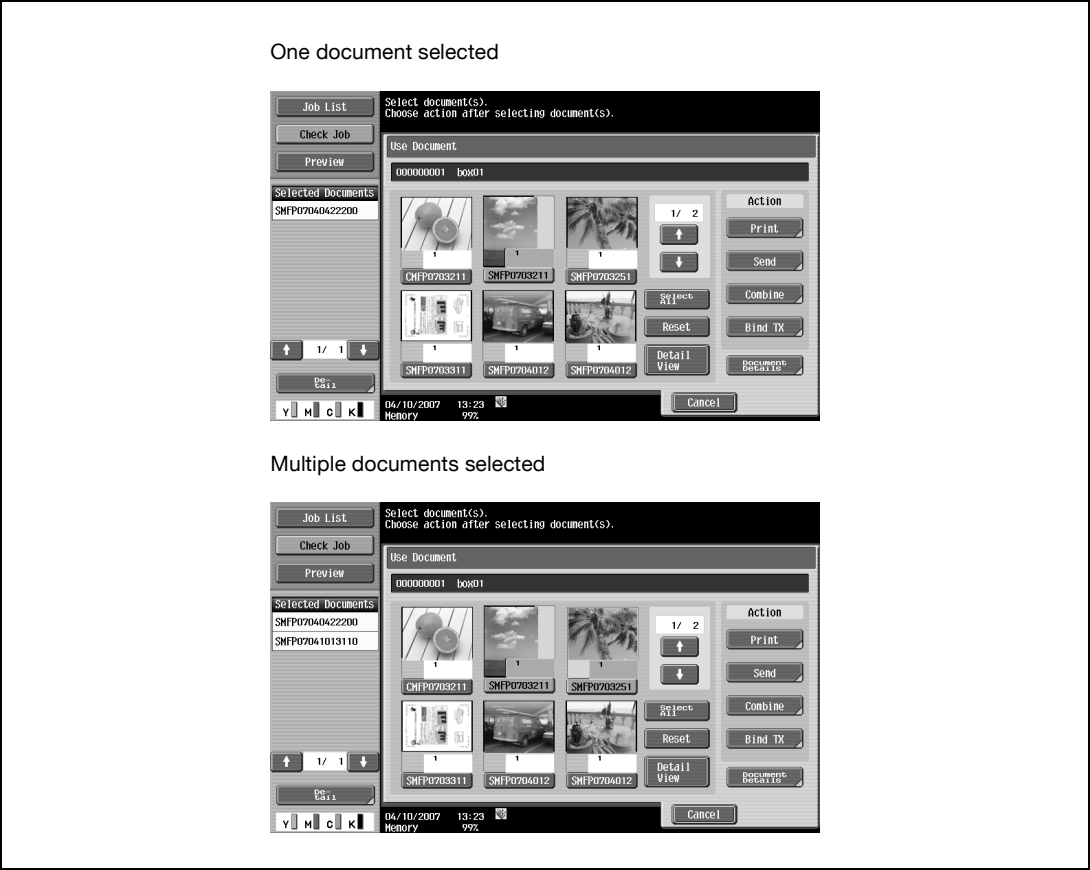
- 2 Touch [Use Document].



- 3 Select the desired user box, and then touch [OK].

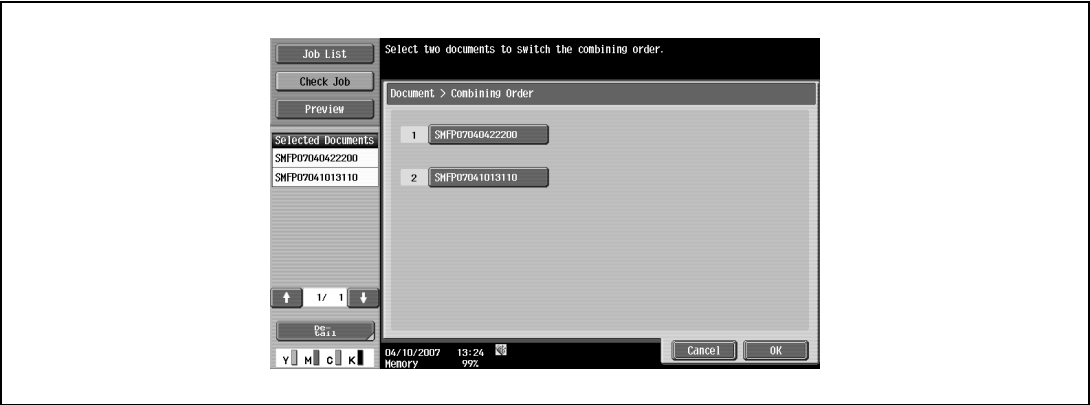


4 Select one or multiple documents.



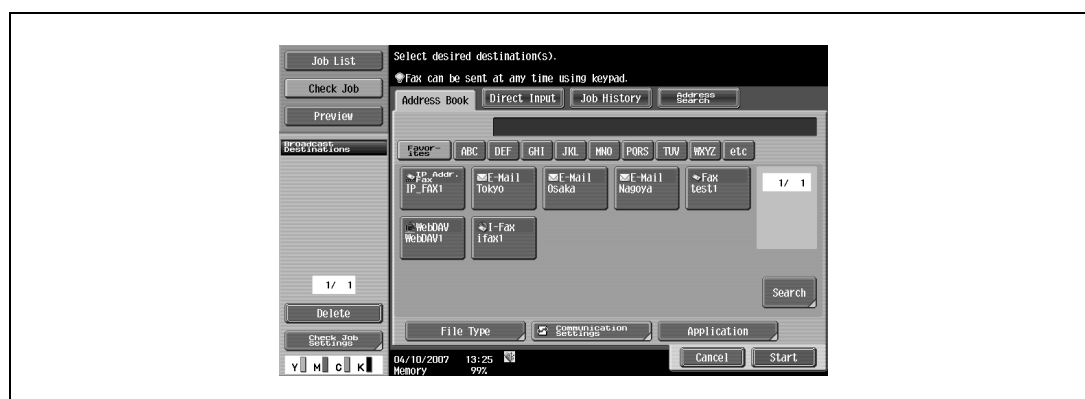
- If one document is selected, touch [Send]. (p. 7-36)
- If multiple documents are selected, touch [Bind TX]. (p. 7-64)

Specify an order for sending (combination order).

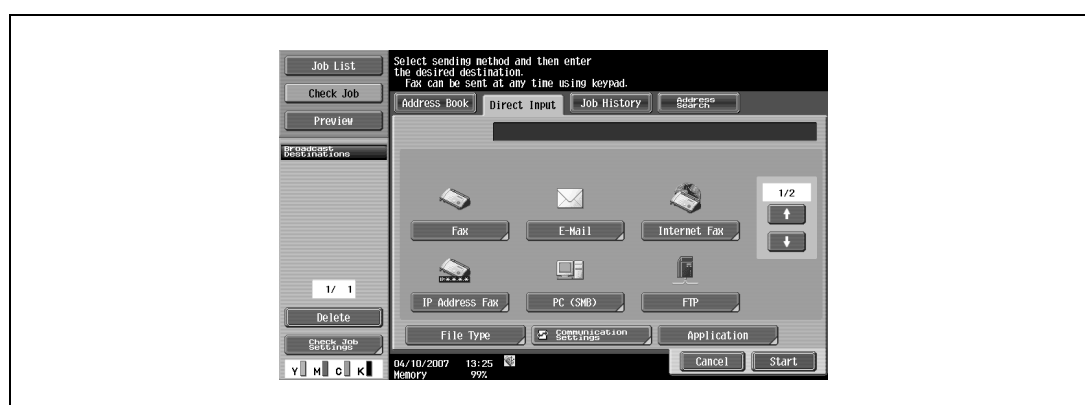


5 Specify a recipient.

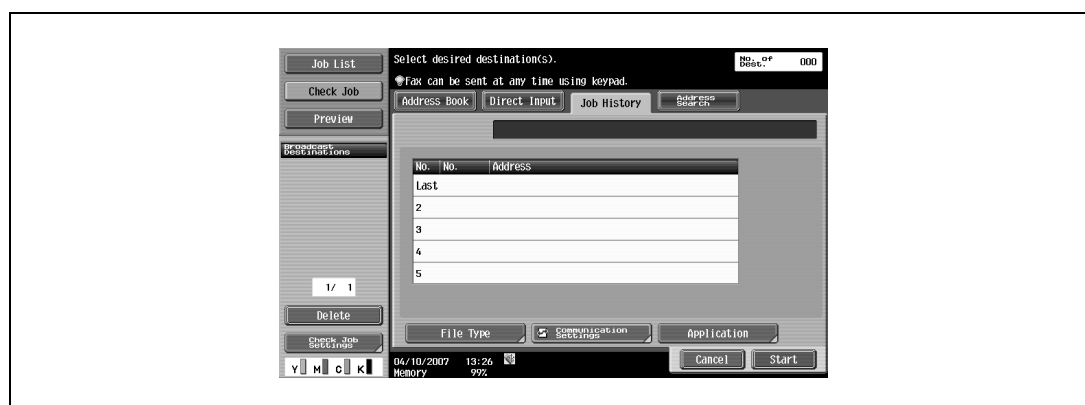
- Selecting from Address Book



- Selecting from Direct Input



- Selecting from Job History



- Selecting via Address Search



6 Specify file types, communication settings, and application settings. (p. 7-36)

- From Address Book or Direct Input

File Type



Communication Settings



Application



– From Job History and Address Search

File Type



Communication Settings



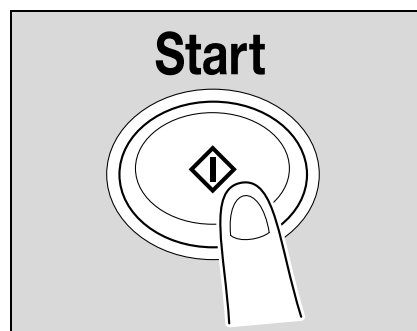
Application



7 Check the result in preview images. (p. 3-16)



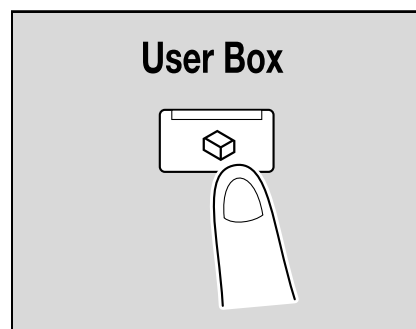
- 8 Press the [Start] key or touch [Start].



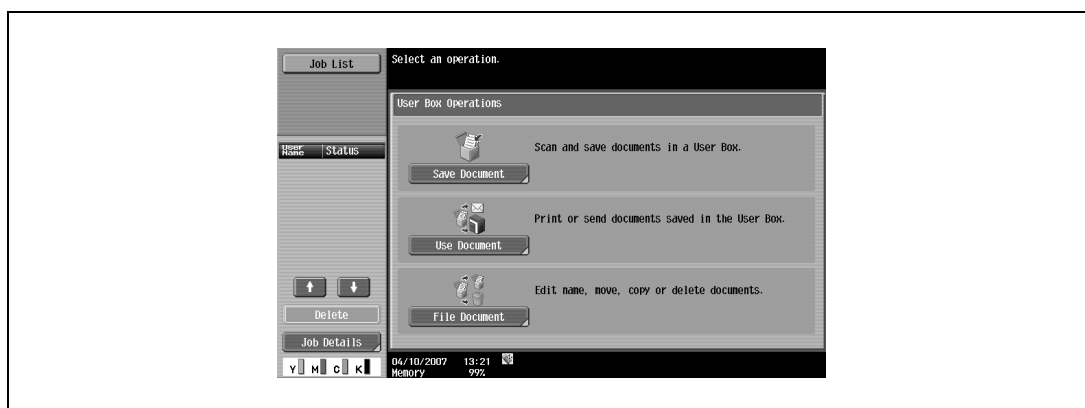
4.4 Saving documents in external memory

The following outlines are steps for saving documents in external memory.

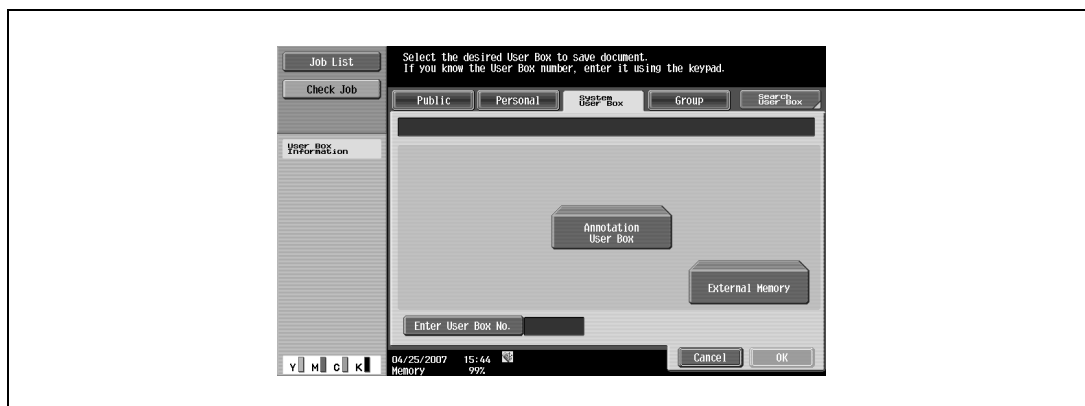
- 1 Connect an external memory to the machine, and then press the [User Box] key.



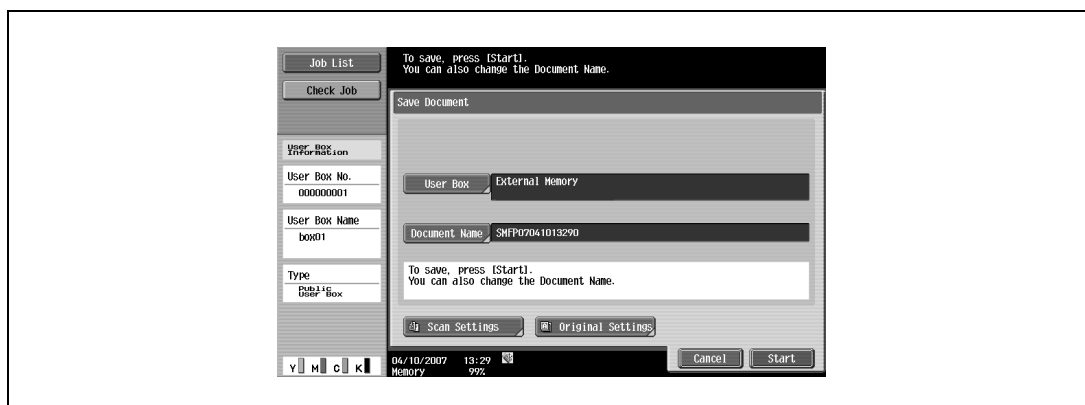
- 2 Touch [Save Document].



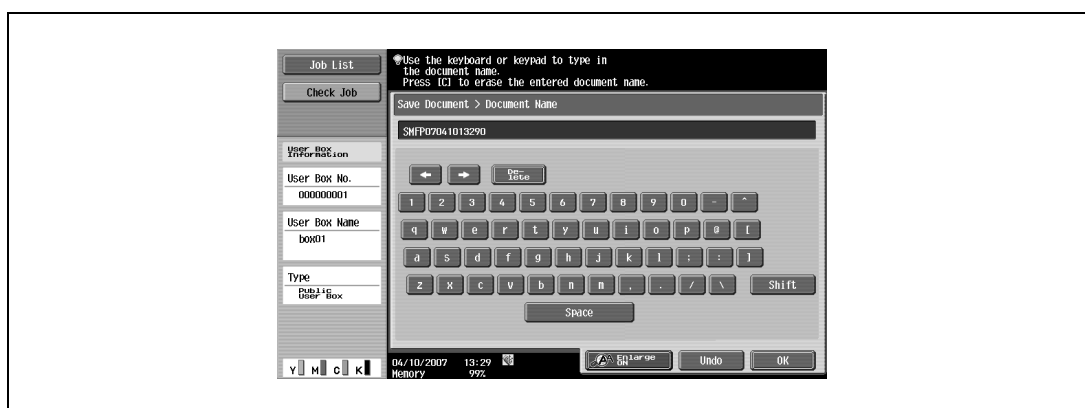
- 3 Touch the System User Box tab, select [External Memory], and then touch [OK].



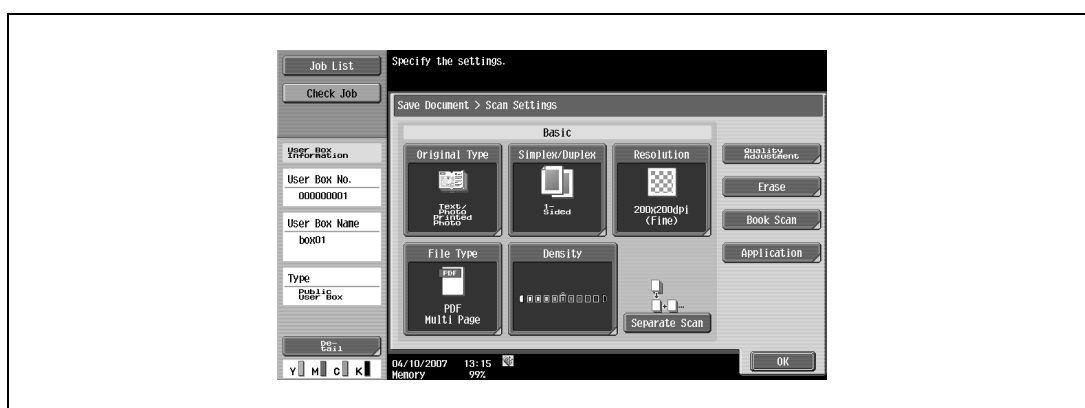
The following screen appears.



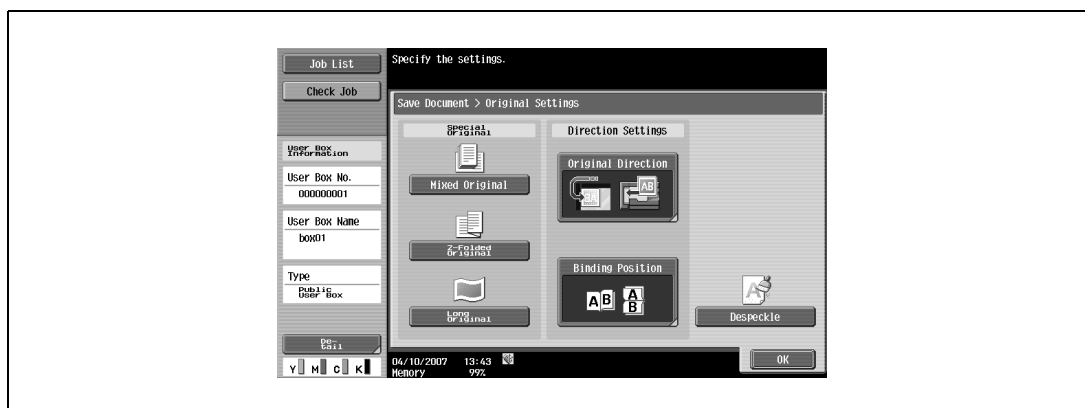
- 4 Specify the document name, scan settings, and original settings.
- Touch [Document Name] to change the name of the document.

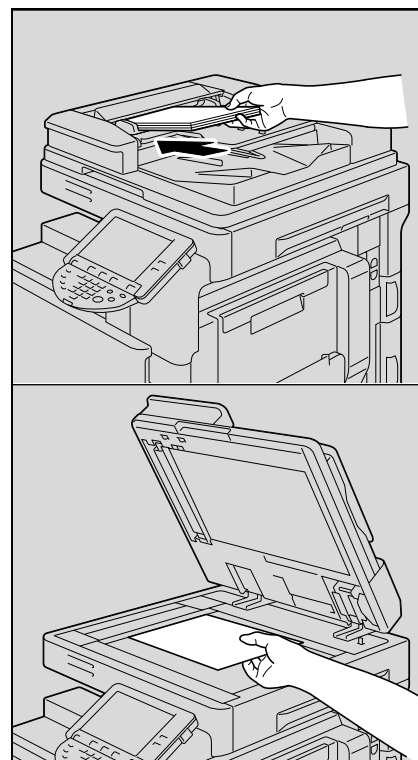
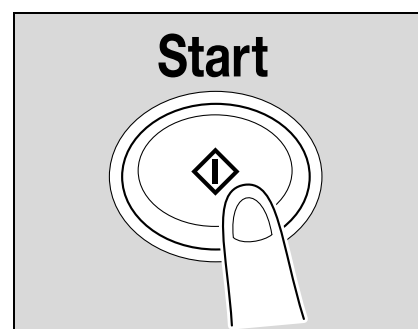


- Touch [Scan Settings] to specify the scan settings.



- Touch [Original Settings] to specify the original settings.

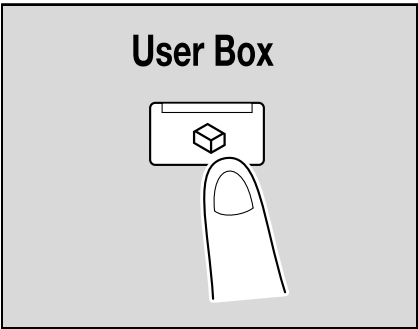


5 Position the original.**6** Press the [Start] key or touch [Start].

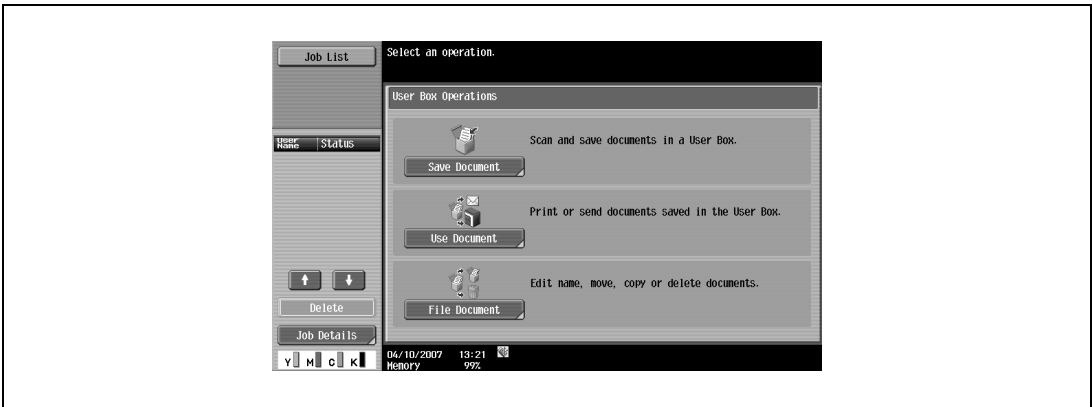
4.5 Printing documents in external memory

The following outlines are the steps for printing documents saved in external memory.

- 1
- Connect an external memory to the machine, and then press the [User Box] key.



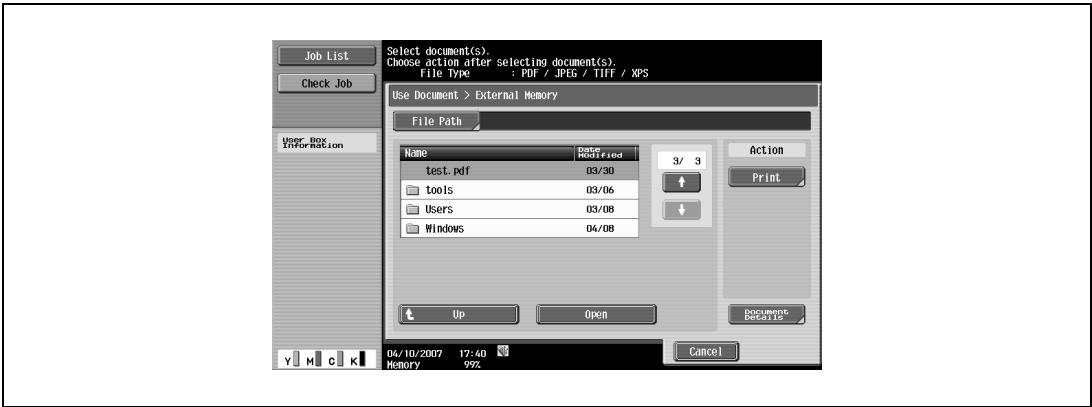
- 2
- Touch [Use Document].



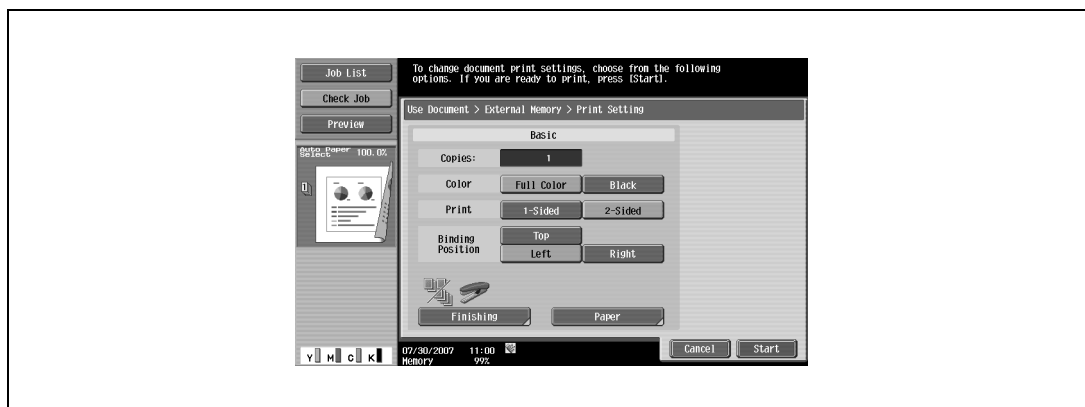
- 3
- Touch the System User Box tab, select [External Memory], and then touch [OK].



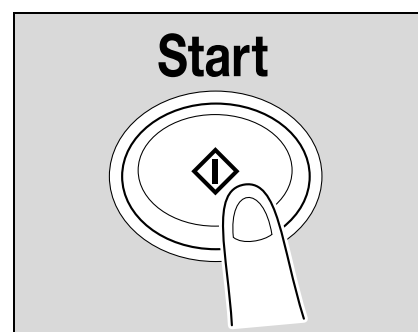
- 4
- Select files (p. 7-79).



5 Specify basic settings. (p. 7-81)



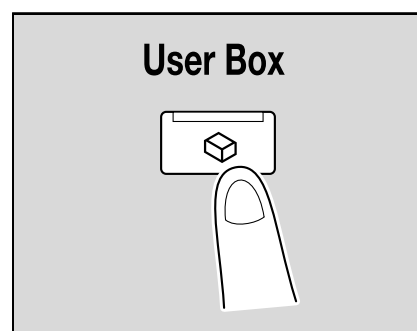
6 Press the [Start] key or touch [Start].



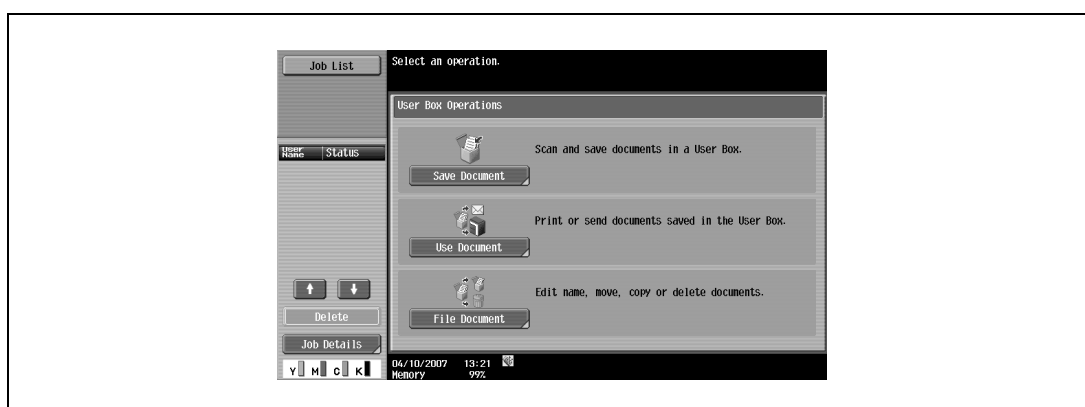
4.6 Organizing user box documents

The following outlines are the steps for organizing documents saved in public user boxes.

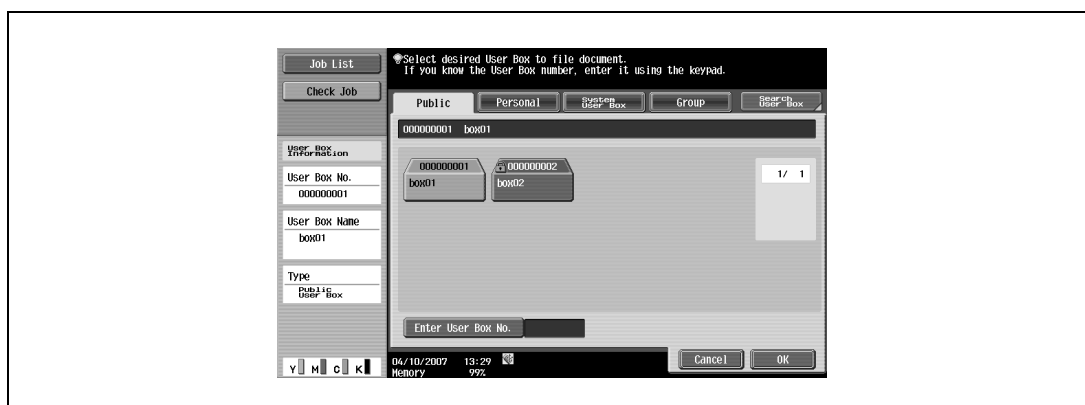
- 1 Connect an external memory to the machine, and then press the [User Box] key.



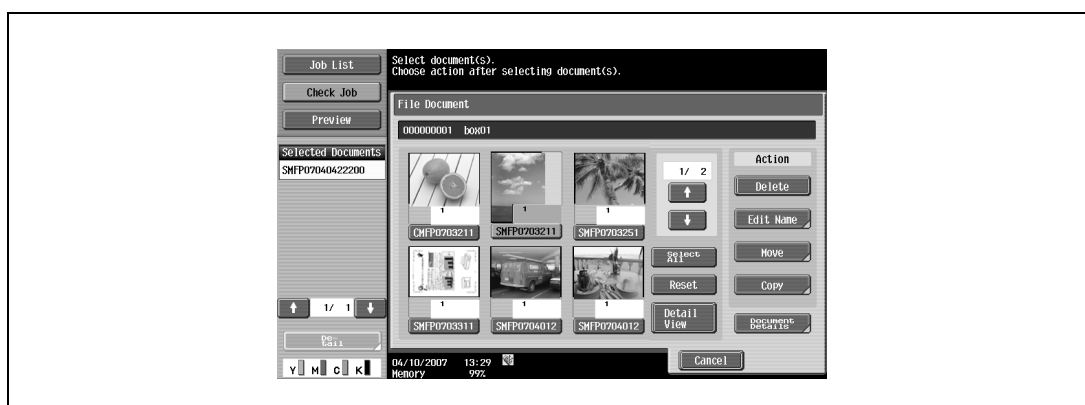
- 2 Touch [File Document].



- 3 Select the desired user box, and then touch [OK].



- 4 Select documents and choose action. (p. 8-3)



**Note**

For the procedure for deleting the documents, refer to "Deleting a document" on page 8-6.

For the procedure for changing the name of saved document, refer to "Edit Name" on page 8-6

For the procedure for moving documents to a different user box, refer to "Move" on page 8-6.

For the procedure for copying a document to a different user box, refer to "Copy" on page 8-7

For the procedure for checking or previewing document information, refer to "Document Details" on page 8-7.

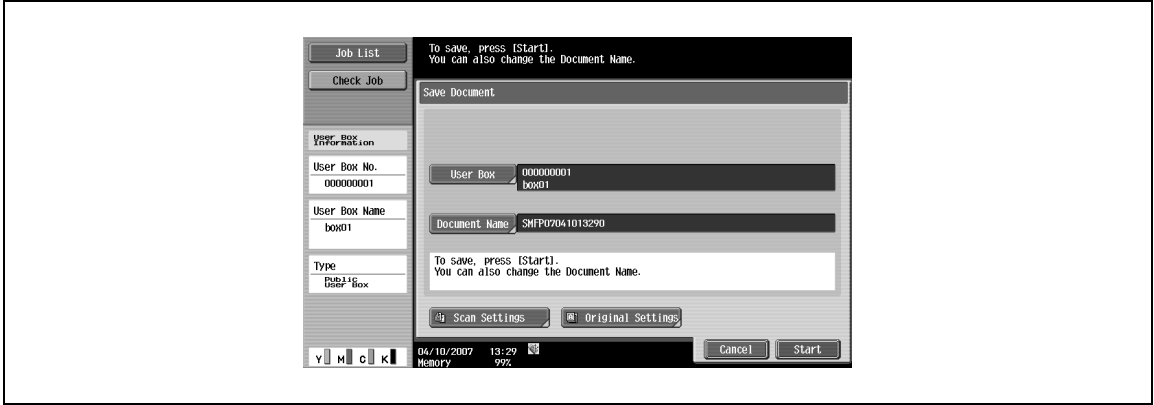
4.7 Menu trees in User Box mode

The functions and settings that can be operated in User Box mode are structured as shown below.

4.7.1 Save Document

Public/Personal/Group User Boxes

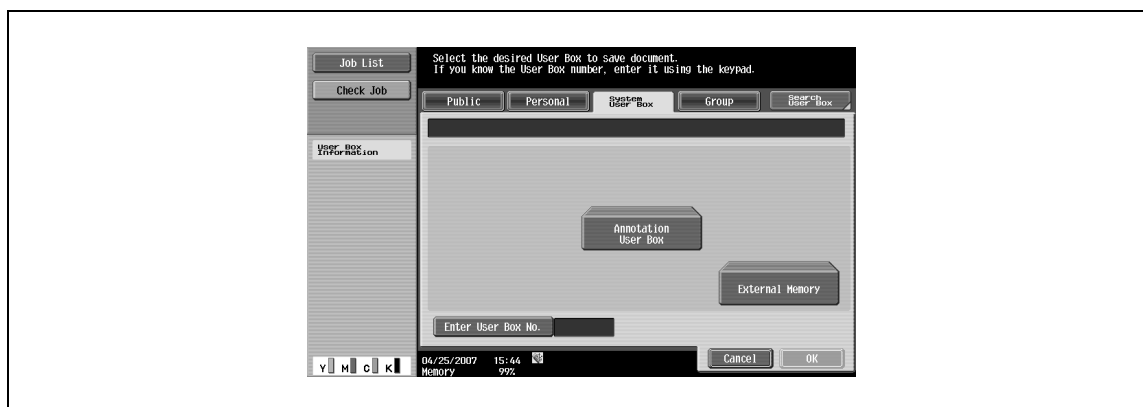
The following are menu trees that are associated with saving documents in public, personal, and group user boxes.



First-level menu	Second-level menu	Third-level menu	Fourth-level menu
User Box (p. 6-4)			
Document Name (p. 6-4)			
Scan Settings	Original Type (p. 6-5)		
	Simplex/Duplex (p. 6-6)		
	Resolution (p. 6-6)		
	File Type	File Type (p. 6-7)	
		Scan Setting (p. 6-8)	
		Encryption (p. 6-8)	
	Density (p. 6-11)		
	Separate Scan (p. 6-11)		
	Quality Adjustment	Color (p. 6-12)	
		Background Removal (p. 6-12)	
Original Settings		Sharpness (p. 6-12)	
	Erase	Frame Erase (p. 6-13)	
	Book Scan	Book Copy (p. 6-14)	
	Application	Scan Size (p. 6-16)	
	Special Original (p. 6-17)	Mixed Original	
		Z-Folded Original	
		Long Original	
	Direction Settings	Original Direction (p. 6-17)	
		Binding Position (p. 6-18)	Auto
			Top
			Left
		Despeckle (p. 6-18)	

System User Box

The following are menu trees that are associated with saving documents in system user box.

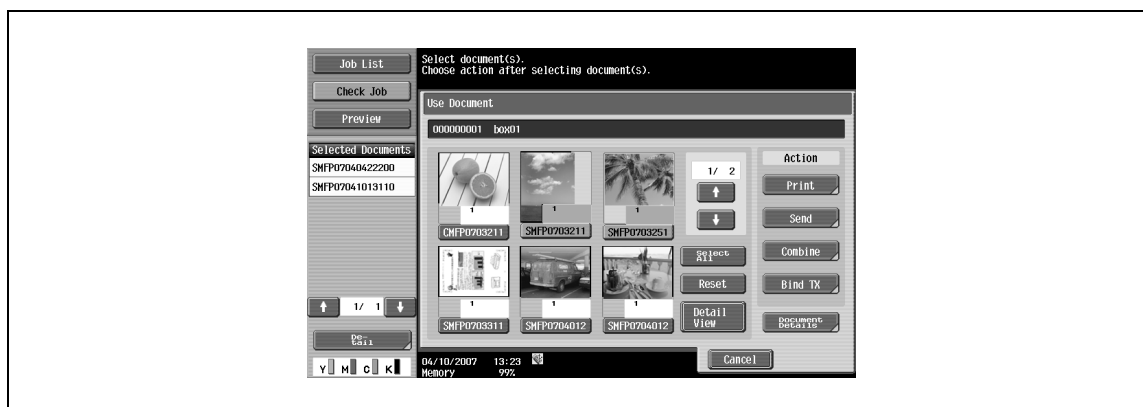


First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Annotation User Box	User Box (p. 6-4)		
	Document Name (p. 6-4)		
	Scan Settings	Original Type (p. 6-5)	
		Simplex/Duplex (p. 6-6)	
		Resolution (p. 6-6)	
		File Type	File Type (p. 6-7)
			Scan Setting (p. 6-8)
			Encryption (p. 6-8)
		Density (p. 6-11)	
		Separate Scan (p. 6-11)	
		Quality Adjustment	Color (p. 6-12)
			Background Removal (p. 6-12)
			Sharpness (p. 6-12)
		Erase	Frame Erase (p. 6-13)
		Book Scan	Book Copy (p. 6-14)
		Application	Scan Size (p. 6-16)
	Original Settings	Special Original (p. 6-17)	Mixed Original
			Z-Folded Original
			Long Original
		Direction Settings	Original Direction (p. 6-17)
			Binding Position (p. 6-18)
			Despeckle (p. 6-18)

First-level menu	Second-level menu	Third-level menu	Fourth-level menu
External Memory	User Box (p. 6-4)		
	Document Name (p. 6-4)		
	Scan Settings	Original Type (p. 6-5)	
		Simplex/Duplex (p. 6-6)	
		Resolution (p. 6-6)	
		File Type	File Type (p. 6-7)
			Scan Setting (p. 6-8)
			Encryption (p. 6-8)
		Density (p. 6-11)	
		Separate Scan (p. 6-11)	
		Quality Adjustment	Color (p. 6-12)
			Background Removal (p. 6-12)
			Sharpness (p. 6-12)
		Erase	Frame Erase (p. 6-13)
		Book Scan	Book Copy (p. 6-14)
		Application	Scan Size (p. 6-16)
	Original Settings	Special Original (p. 6-17)	Mixed Original
			Z-Folded Original
			Long Original
		Direction Settings	Original Direction (p. 6-17)
			Binding Position (p. 6-18)
			Despeckle (p. 6-18)

4.7.2 Use Document

Public/Personal/Group User Boxes



First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Print	Copies (p. 7-7)		
	Print	1-Sided (p. 7-7)	
		2-Sided (p. 7-7)	
	Finishing	Sort (p. 7-8)	
		Group (p. 7-8)	
		Offset (p. 7-8)	
		Staple (p. 7-8)	
		Punch (p. 7-9)	
		Center Staple/Fold (p. 7-9)	
		Center Staple & Fold (p. 7-10)	
	Page Margin	Margin Position (p. 7-11)	
		Adjust Value (p. 7-11)	
		Image Shift (p. 7-11)	Horizontal Shift
	Sheet/Cover/Chapter Insert	Cover Sheet (p. 7-13)	Front Cover
			Back Cover
		Insert Sheet (p. 7-15)	Insert Paper
			Insert Type
		Chapters (p. 7-16)	Chapter Paper
	Stamp/Composition	Date/Time (p. 7-18)	Date Format (p. 7-18)
			Time Format (p. 7-18)
			Pages (p. 7-18)
			Text Color (p. 7-18)
			Text Size (p. 7-18)
			Print Position (p. 7-19)

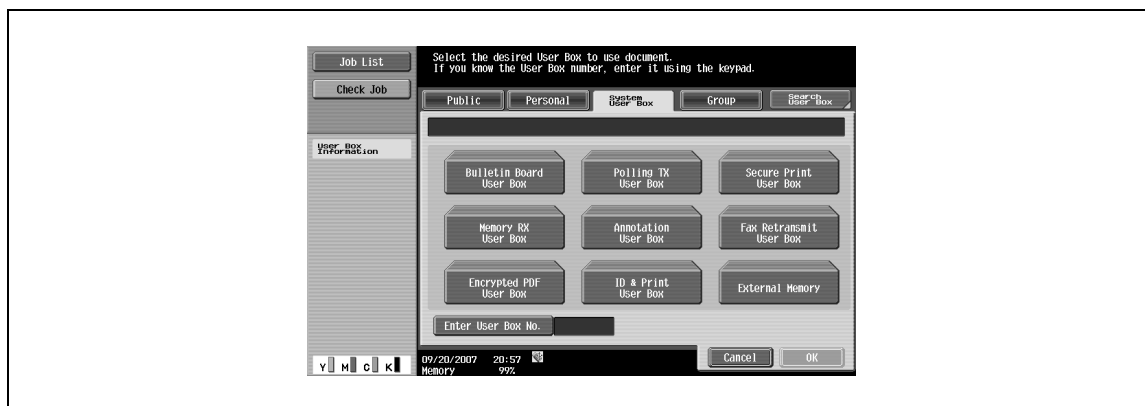
First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Print	Stamp/Composition	Page Number (p. 7-20)	Starting Page Number (p. 7-20)
			Page Number Type (p. 7-20)
			Starting Chapter Number (p. 7-20)
			Insert Sheet Setting (p. 7-20)
			Text Color (p. 7-21)
			Text Size (p. 7-21)
			Print Position (p. 7-21)
		Stamp (p. 7-22)	Stamp Type/Presets (p. 7-22)
			Pages (p. 7-22)
			Text Size (p. 7-22)
			Text Color (p. 7-23)
			Print Position (p. 7-23)
		Copy Protect (p. 7-24)	Copy Protect Type (p. 7-24)
			Detail Settings (p. 7-26)
			Position (p. 7-28)
		Stamp Repeat (p. 7-29)	Stamp Repeat Type (p. 7-29)
			Detail Settings (p. 7-31)
			Position (p. 7-32)
		Header/Footer (p. 7-33)	Recall Header/Footer (p. 7-33)
			Check/Change Temporarily (p. 7-33)
Send	Address Book	Search (p. 7-37)	
	Direct Input	Fax (p. 7-40)	Fax Number
		E-Mail (p. 7-41)	
		Internet Fax (p. 7-41)	RX Ability (Destination) (p. 7-41)
		IP Address Fax (p. 7-42)	
		PC (SMB) (p. 7-42)	Host Name (p. 7-42)
			File Path (p. 7-42)
			User Name (p. 7-42)
			Password (p. 7-42)
			Reference (p. 7-42)
		FTP (p. 7-43)	Host Name (p. 7-43)
			File Path (p. 7-43)
			User Name (p. 7-43)
			Password (p. 7-43)
			Detailed Settings (p. 7-43)
		WebDAV (p. 7-44)	Host Name (p. 7-44)
			File Path (p. 7-44)
			User Name (p. 7-44)
			Password (p. 7-44)
			Detailed Settings (p. 7-44)

First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Send	Job History (p. 7-45)		
	Address Search (p. 7-45)	Search (p. 7-45)	
		Advanced Search (p. 7-46)	
	File Type (p. 7-48)	File Type (p. 7-48)	
		Scan Setting (p. 7-48)	
		Encryption (p. 7-49)	Encryption Level
			Password
			Document Permissions
			Detail Settings (p. 7-49)
		Stamp Composition (p. 7-51)	
	Communication Settings	Line Settings (p. 7-52)	Overseas TX (p. 7-52)
			ECM OFF (p. 7-52)
			V.34 OFF (p. 7-53)
			Check Dest. & Send (p. 7-53)
			Select Line (p. 7-53)
		E-Mail Settings (p. 7-54)	Document Name (p. 7-54)
			Subject (p. 7-54)
			From (p. 7-55)
			Body (p. 7-55)
		URL Notification Setting (p. 7-57)	Address Book (p. 7-56)
			Detail Search (p. 7-56)
			Direct Input (p. 7-56)
		Communication Method Settings (p. 7-57)	Timer TX (p. 7-57)
			Password TX (p. 7-58)
			F-Code TX (p. 7-58)
		E-Mail Encryption (p. 7-59)	
		Digital Signature (p. 7-59)	
		Fax Header Settings (p. 7-60)	
	Application	Stamp/Composition (p. 7-60)	Date/Time (p. 7-17)
			Page Number (p. 7-17)
			Stamp (p. 7-17)
			Header/Footer (p. 7-17)
		Send & Print (p. 7-61)	Copies (p. 7-61)
			Simplex/Duplex (p. 7-61)
			Staple (p. 7-61)

First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Combine	Copies (p. 7-7)	1-Sided	
	Print (p. 7-7)	2-Sided	
	Finishing	Offset (p. 7-8)	Yes/No
		Staple (p. 7-8)	
		Punch (p. 7-9)	
		Center Staple/Fold (p. 7-9)	
		Center Staple & Fold (p. 7-10)	
	Page Margin	Margin Position (p. 7-11)	
		Adjust Value (p. 7-11)	
		Image Shift (p. 7-11)	Horizontal Shift
			Vertical Shift
			Change Back Shift
	Stamp/Composition	Date/Time (p. 7-18)	Date Format
			Time Format
			Pages
			Text Color
			Text Size
			Print Position
		Page Number (p. 7-20)	Starting Page Number
			Page Number Type
			Starting Chapter Number
			Insert Sheet Setting
			Text Color
			Text Size
			Print Position
		Stamp (p. 7-22)	Stamp Type/Preset Stamps
			Pages
			Text Size
			Text Color
			Print Position
		Copy Protect (p. 7-24)	Copy Protect Type
			Detail Settings
			Position
		Stamp Repeat (p. 7-29)	Stamp Repeat Type
			Detail Settings
			Position
		Header/Footer (p. 7-33)	Recall Header/Footer
			Mode Check

First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Bind TX	Address Book	Search (p. 7-37)	
	Direct Input	E-Mail (p. 7-41)	
		PC (SMB) (p. 7-42)	Host Name
			File Path
			User Name
			Password
			Reference
		FTP (p. 7-43)	Host Name
			File Path
			User Name
			Password
			Detailed Settings
		WebDAV (p. 7-44)	Host Name
			File Path
			User Name
			Password
			Detailed Settings
	Address Search	Search (p. 7-46)	
		Advanced Search (p. 7-46)	
	File Type (p. 7-48)	File Type	
		Scan Setting	
		Encryption	Encryption Level
			Password
			Document Permissions
			Detail Settings
		Stamp Composition	
	Communication Settings	E-Mail Settings (p. 7-54)	Document Name
			Subject
			From
			Body
		URL Notification Setting (p. 7-56)	Address Book
			Detail Search
		E-Mail Encryption (p. 7-59)	Direct Input
		Digital Signature (p. 7-59)	
	Application	Stamp/Composition	Date/Time (p. 7-18)
			Page Number (p. 7-20)
			Stamp (p. 7-22)
			Header/Footer (p. 7-33)
Document details	Preview (p. 8-8)		

System User Box

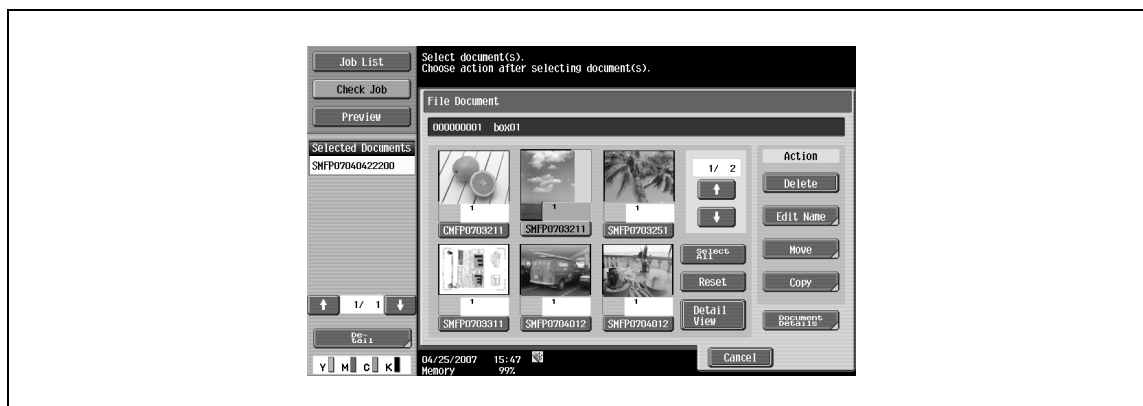


First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Bulletin Board User Box (p. 7-65)			
Polling TX User Box (p. 7-66)			
Secure Print User Box (p. 7-67)	Print	Copies (p. 7-68)	
		Print (p. 7-68)	1-Sided
			2-Sided
		Finishing (p. 7-8)	Sort
			Group
			Offset
			Staple
			Punch
			Center Staple/Fold (p. 7-9)
			Center Staple & Fold (p. 7-10)
		Sheet/Cover/Chapter In- sert (p. 7-12)	Cover Sheet
			Insert Sheet
			Chapters
		Stamp/Composition (p. 7-17)	Date/Time
			Page Number
			Stamp
			Copy Protect
			Stamp Repeat
			Header/Footer
Document Details	Preview (p. 8-8)		
Memory RX User Box (p. 7-69)	Print (p. 7-69)		
Delete (p. 7-69)			
Document Details	Preview (p. 8-8)		

First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Annotation User Box (p. 7-70)	Print	Copies (p. 7-7)	
		Print (p. 7-7)	1-Sided
			2-Sided
		Finishing (p. 7-8)	Sort
			Group
			Offset
			Staple
			Punch
			Center Staple/Fold (p. 7-9)
			Center Staple & Fold (p. 7-10)
		Application (p. 7-11)	Margin Position
			Adjust Value
			Image Shift
		Sheet/Cover/Chapter Insert	Cover Sheet (p. 7-13)
			Insert Sheet (p. 7-15)
			Chapters (p. 7-16)
		Stamp/Composition	Date/Time (p. 7-18)
			Page Number (p. 7-20)
			Stamp (p. 7-22)
			Copy Protect (p. 7-24)
			Stamp Repeat (p. 7-29)
			Header/Footer (p. 7-33)
	Send	Address Book (p. 7-37)	
		Direct Input	E-Mail (p. 7-41)
			PC (SMB) (p. 7-42)
			FTP (p. 7-43)
			WebDAV (p. 7-44)
		Address Search	Search (p. 7-46)
			Advanced Search (p. 7-46)
		File Type (p. 7-48)	File Type
			Page Setting
			Encryption
			Stamp Composition
		Communication Settings	E-Mail Settings (p. 7-54)
			URL Notification Setting (p. 7-56)
			E-Mail Encryption (p. 7-59)
			Digital Signature (p. 7-59)
		Application	Stamp/Composition (p. 7-17)
			Send & Print (p. 7-61)
			Stamp Element (p. 7-71)
	Document Details	Preview (p. 8-8)	

First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Fax Retransmit User Box (p. 7-73)	Fax	Preview (p. 8-8)	
	Proof Print		
	Document Details		
Encrypted PDF User Box (p. 7-74)	Delete		
	Print		
	Document Details		
ID & Print User Box (p. 7-75)	Delete		
	Print		
	Document Details		
External Memory (p. 7-77)	Print	Copies (p. 7-81)	Sort/Group
		Color (p. 7-81)	
		Print (p. 7-81)	
		Finishing (p. 7-8)	
	Document Details	Paper (p. 7-81)	
		Preview (p. 8-8)	

4.7.3 File Document



First-level menu	Second-level menu	Third-level menu	Fourth-level menu	
Public/Personal/Group	Delete (p. 8-6)			
	Edit Name (p. 8-6)			
	Move (p. 8-6)			
	Copy (p. 8-7)			
	Document Details	Preview (p. 8-8)		
System User Box	Bulletin Board User Box (p. 8-9)	Delete		
	Polling TX User Box (p. 8-9)	Delete		
	Secure Print User Box (p. 8-10)	Delete		
		Edit Name		
		Document Details	Preview	
	Memory RX User Box (p. 8-10)	Delete		
		Edit Name		
		Document Details		Preview
	Annotation User Box (p. 8-11)	Delete		
		Edit Name		
		Document Details		Preview
	Fax Retransmit User Box (p. 8-11)	Delete		
		Document Details		Preview



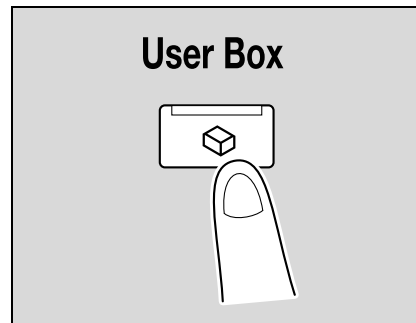
Entering User Box mode

5 Entering User Box mode

5.1 Entering User Box mode

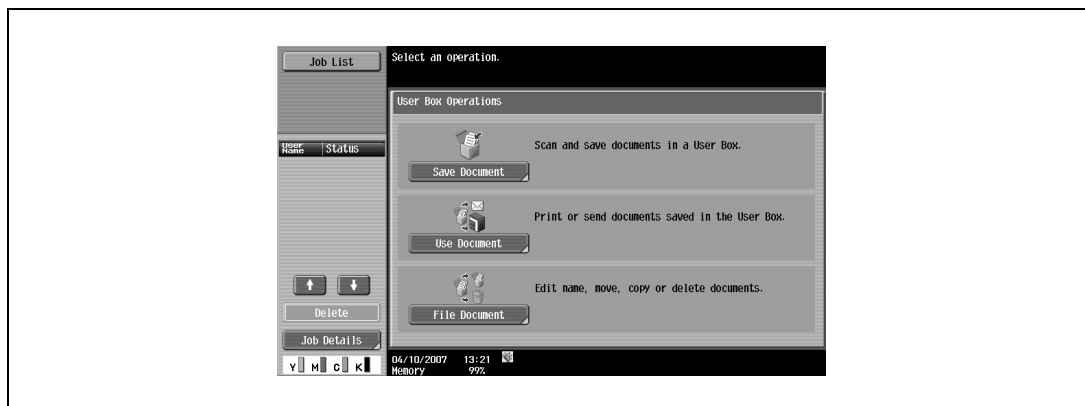
When the machine is ready to begin making copies after being turned on, the Basic screen appears.

- 1 To enter User Box mode, press the [User Box] key in the control panel.



The User Box mode screen appears.

- 2 Lightly touch the desired button in the touch panel to activate a menu or function that appears on the screen.



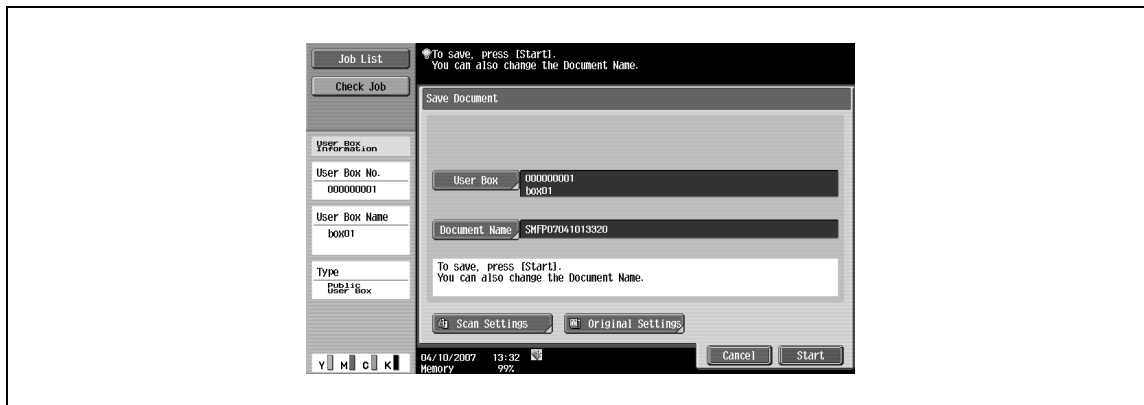
5.2 User box operation menus

In User Box mode, one of the following three menus can be chosen.

5.2.1 Save Document

Originals placed on the original glass can be scanned and saved in a user box.

→ Specify document names, original type, or the like when saving documents if necessary.



Note

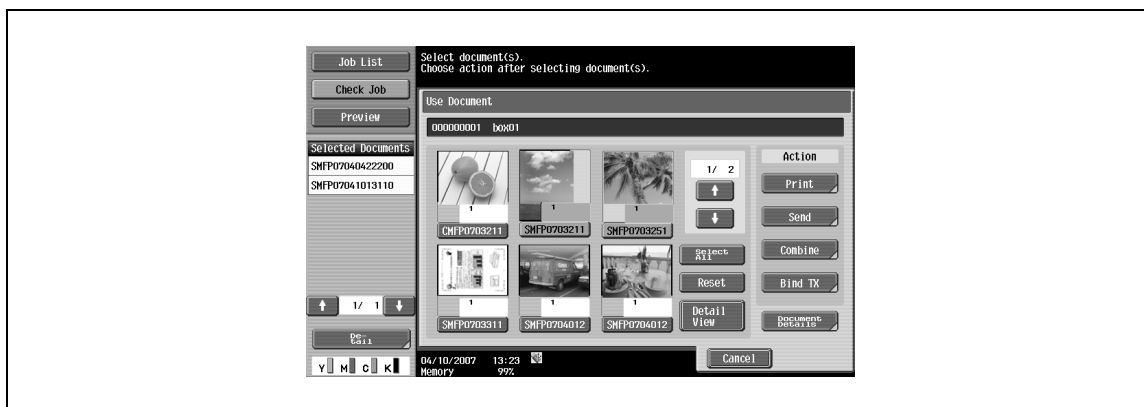
For details on saving documents, refer to "Save Document" on page 6-3.

For the menu structure of Save Document, refer to "Menu trees in User Box mode" on page 4-22.

5.2.2 Use Document

Documents saved in the user box can be printed or sent.

→ Specify the number of copies, page margin, and other settings when printing documents.
 – Specify a file type when sending documents



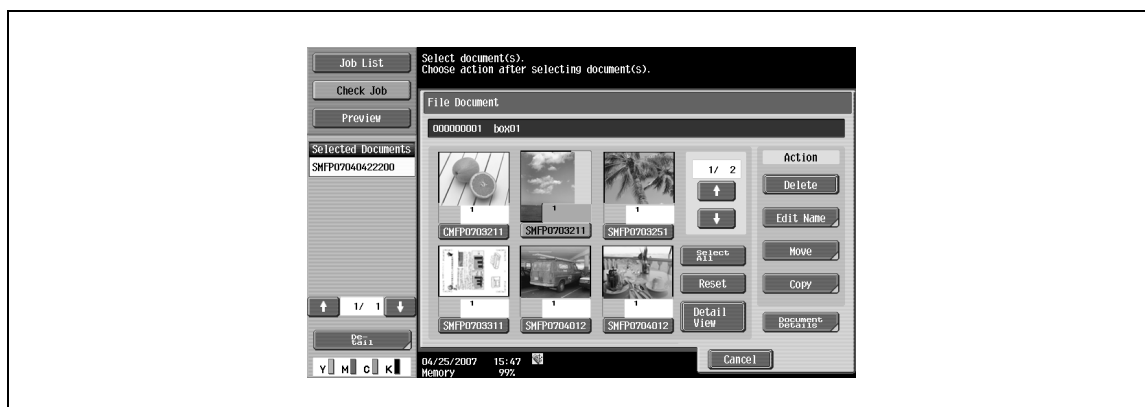
Note

For details on using documents, refer to "Use Document" on page 7-3.

For the menu structure of Use Document, refer to "Menu trees in User Box mode" on page 4-22.

5.2.3 File Document

Documents saved in user boxes can be renamed, user boxes containing documents can be moved or documents can be copied to other user boxes.



Note

For details on filing documents, refer to "File Document" on page 8-3.

For the menu structure of File Document, refer to "Menu trees in User Box mode" on page 4-22.



Save Document

6 Save Document

6.1 Overview of Save Document

6.1.1 Available operations in the Save Document screen

- To save documents in User Box mode, directly specify the user box where the document is to be saved.
 - Documents to be saved can be used in the same way as saved scan data.

Public/personal/group user boxes

Document data (copies and scans) created using this machine can all be saved in boxes.

Document data sent for print jobs from a computer over the network can be saved.

Depending on user authentication and account track settings, access to some boxes, such as personal and group user boxes, can be limited to a particular user.

Annotation User Box

To print or send document data saved with an image of the date/time or an annotation number, save the document data in this Annotation User Box.

- Touch the System User Box tab, and then touch [Annotation Number] to select your desired box.

External Memory

Scanned data can be directly saved in the external memory connected to the machine.

- Check that an external memory is plugged into the USB slot, and then touch [External Memory] on System User Box tab.
 - For details on available external memories, refer to "External Memory (System User Box)" on page 7-77.



Detail

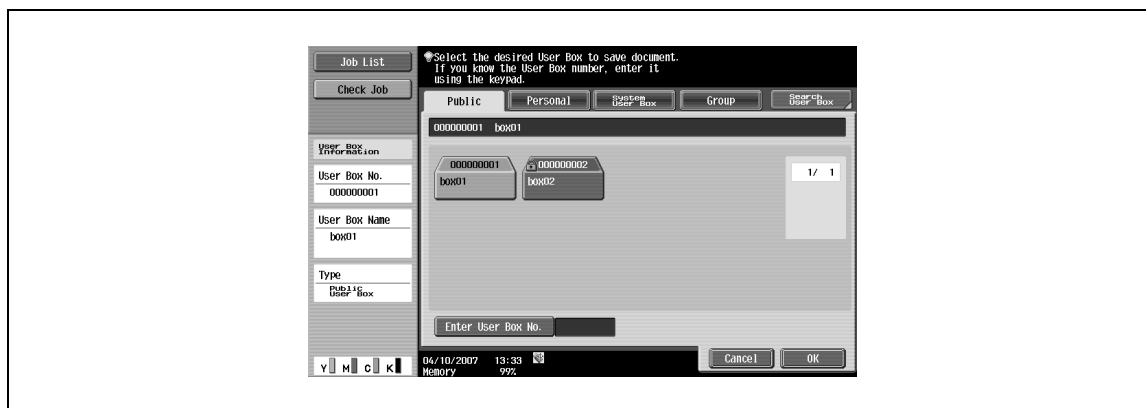
Saving document to an external memory is disabled (cannot be saved) at factory default. It is also disabled (cannot be saved) in the user function setting when the user authentication is specified. To save a document to an external memory, change the Administrator Settings to allow documents to be saved in an external memory.

6.1.2 Initial screen of Save Document

Public/Personal/Group user box

Selecting the Public/Personal/Group User Box tab lists the boxes where documents can be saved.

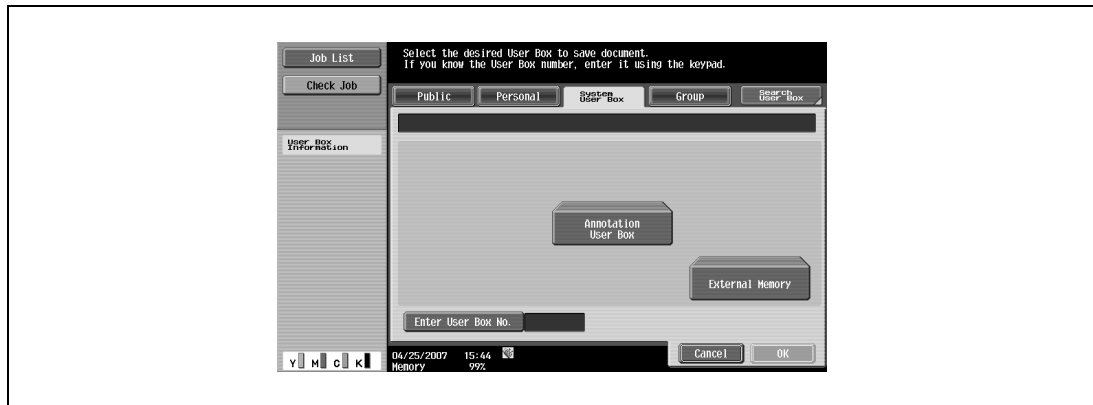
- Select a box you want to save documents in.



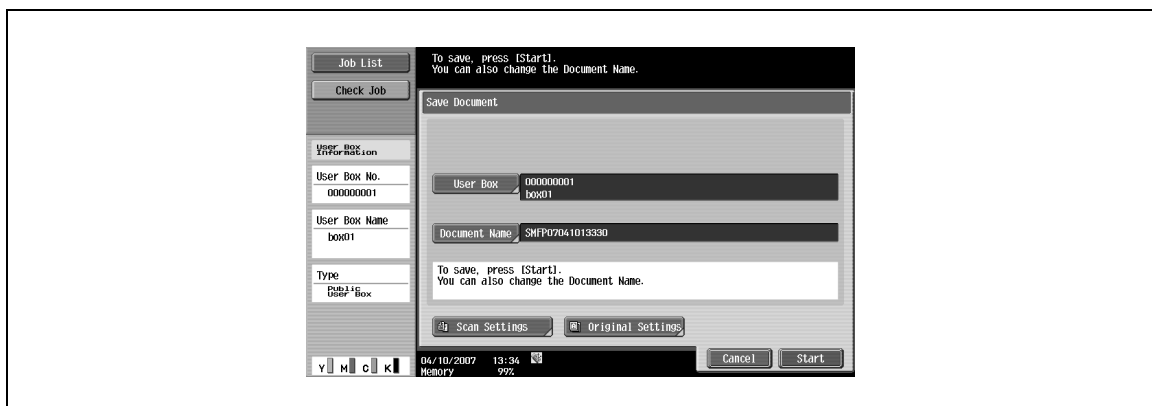
System User Box

Selecting the System User Box tab lists the boxes where documents can be saved. Select a box you want to save documents in.

- 1 Select "Annotation User Box".
- 2 Select a box you want to save documents in.



6.1.3 Description of the Save Document screen



On the Save Document screen, settings can be specified for the following.

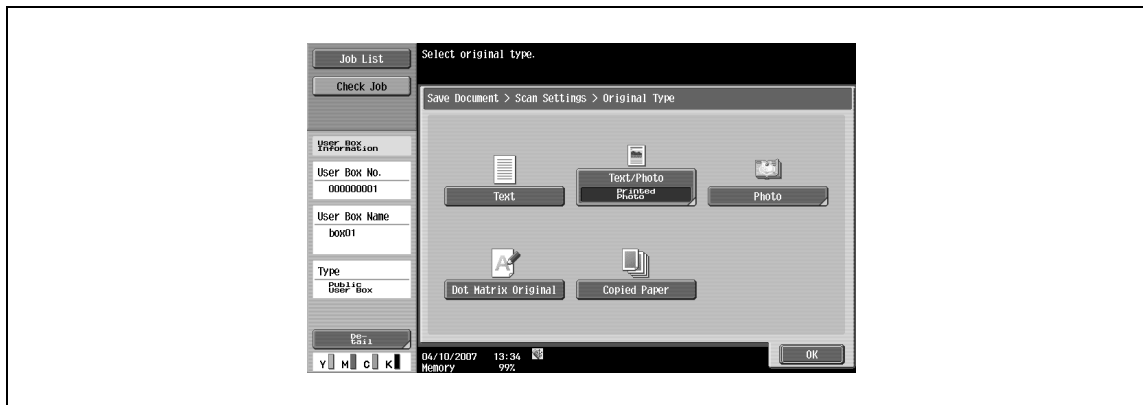
Item	Description
[User Box]	For Public, Personal, Group, and Annotation User Boxes, you can change the user box where documents are saved. To change it, touch [User Box] to select the desired user box. It is not possible to select a user box to save documents contained in an external memory.
[Document Name]	The on-screen keyboard appears in the touch panel. Enter a document name from the touch panel.
[Scan Settings]	Specify details for scanning documents. For details, refer to "Scan Settings" on page 6-5.
[Original Settings]	Specify a type of original and orientation of loaded original. For details, refer to "Original Settings" on page 6-17.

6.2 Scan Settings

In the Save Document screen, touch [Scan Settings] to specify detailed settings for saving documents.

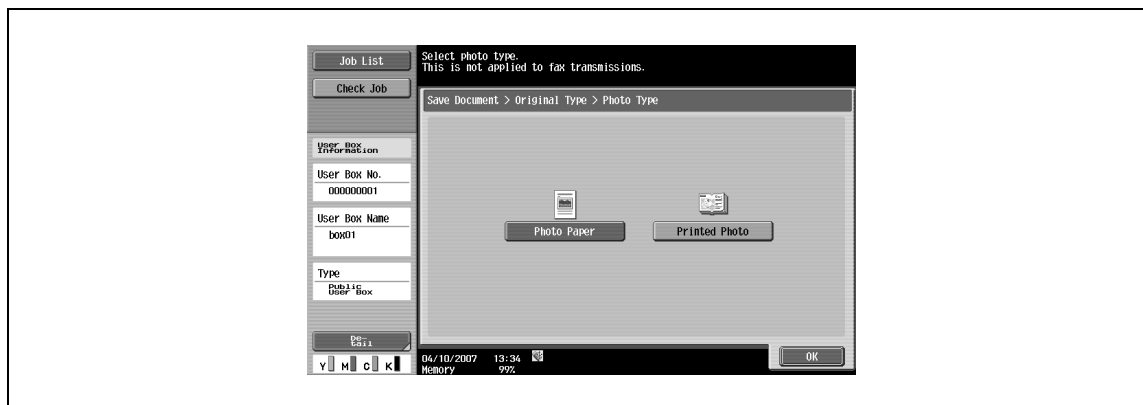
6.2.1 Basic - Original Type

- From the following image quality settings, select the appropriate setting according to the type of document being scanned.



Item	Description
Text	Select this setting for documents consisting only of text.
Text/Photo	Select this setting for documents consisting of both text and photos (halftones).
Photo	Select this setting for documents consisting of only photos (halftones).
Dot Matrix Original	Select this setting for documents consisting of text that generally appears faint.
Copied Paper	Select this setting for documents with an even density produced using a copier or printer.

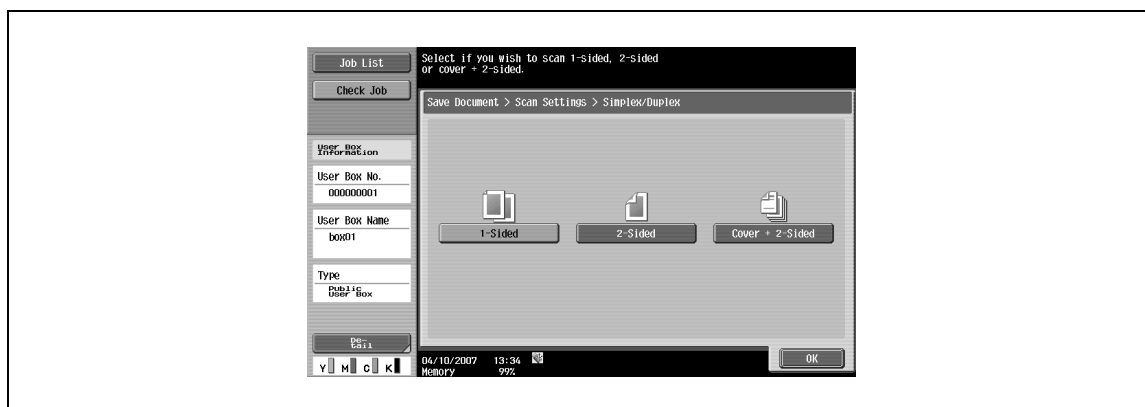
If "Text/Photo" or "Photo" is selected, the photo type can also be selected.



Item	Description
Photo Paper	Select this setting for photos printed on photo paper.
Printed Photo	Select this setting for printed photos, such as in books or magazines.

6.2.2 Basic - Simplex/Duplex

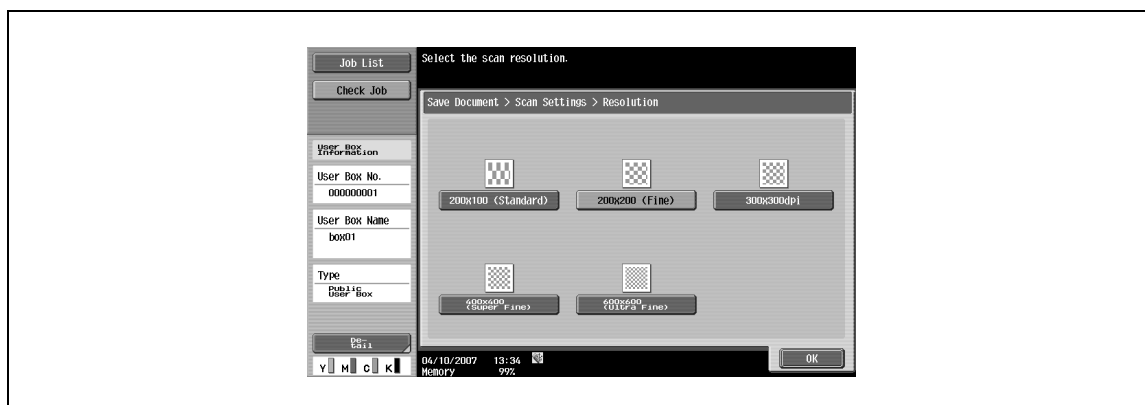
→ Select whether a single-sided or double-sided document is to be scanned.



Item	Description
1-Sided	Select this setting to scan a single-sided document.
2-Sided	Select this setting to scan a double-sided document.
Cover + 2-Sided	Select this setting to scan the first page of the document as a single sided cover page, then scan the remaining pages as double-sided.

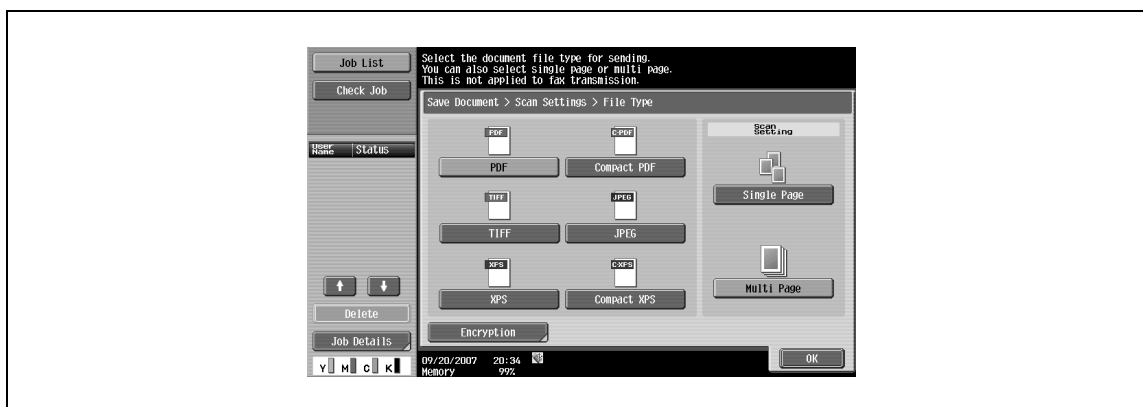
6.2.3 Basic - Resolution

→ Select the resolution for scanning.



6.2.4 Basic - File Type

→ Select the file format for saving the scan data.



File Type

The following file types are available.

Item	Description
PDF	Select this setting to save the data in the PDF format.
Compact PDF	Select this setting to compress the data more than with the PDF format. This is used with full-color scan data.
TIFF	Select this setting to save data in the TIFF format.
JPEG	Select this setting to save the data in the JPEG format.
XPS	Select this setting to save data in the XPS format.
Compact XPS	Select this setting to compress the data more than the XPS format and save.



Note

The compression format can be specified when saving a TIFF file in color. For details, refer to the User manual – Network Scan/Fax/Network Fax Operations.



Detail

If a file type is selected when saving a document in a user box, the file type must be specified when downloading data.

If "JPEG" is selected, "Single Page" is selected automatically for page setting.

Some file type settings may not be available, depending on the setting for "Color". The possible combinations of the "File Type" and "Color" settings are shown below.

	Auto Color	Full Color	Gray Scale	Black
PDF	☐	☐	☐	☐
Compact PDF	☐	☐	☐	×
TIFF	☐	☐	☐	☐
JPEG	☐	☐	☐	×
XPS	☐	☐	☐	☐
Compact XPS	☐	☐	☐	×

Scan Setting

In addition, the grouping of the saved data can be specified.

Item	Description
Single Page	Select the setting to create a file in a format that allows data to be saved for each page when downloading data.
Multi Page	Select this setting to create a single file from the entire scanned document. This setting cannot be selected if the "JPEG" File Type setting is selected.

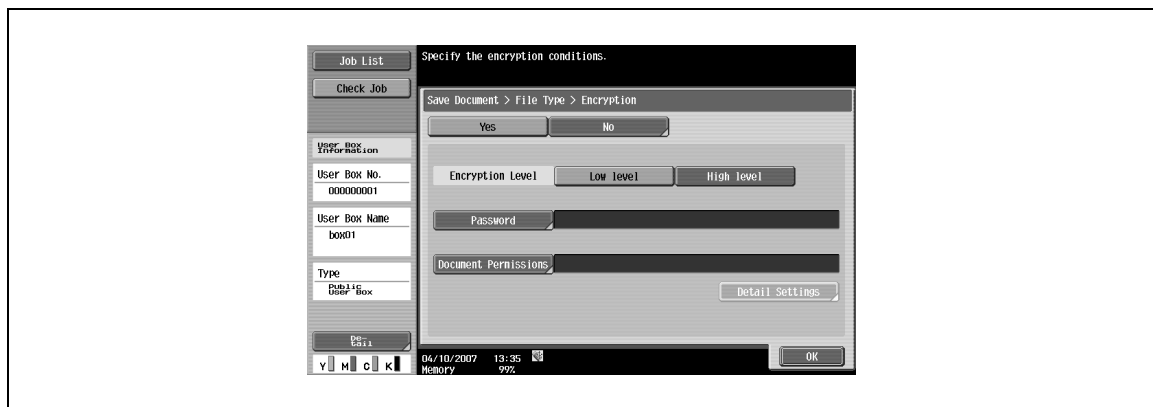


Detail

Even if "Single Page" is selected when saving a document in a user box, the document is saved in "Multi Page". Pages can be specified when downloading data to a computer.

Encryption

→ Specify the encryption level if "PDF" or "Compact PDF" is selected with the File Type.



Item	Description
Encryption Level	Select the encryption level.
Password	Specify this when [Password] is selected for "Encryption Type". Enter the password necessary to open encrypted data (up to 32 characters). For confirmation, type in the password again.
Document Permissions	Specify this when [Password] is selected for "Encryption Type". Enter the password necessary to change document permissions (up to 32 characters). For confirmation, type in the password again.



Detail

The contents of a document saved with encryption cannot be previewed.

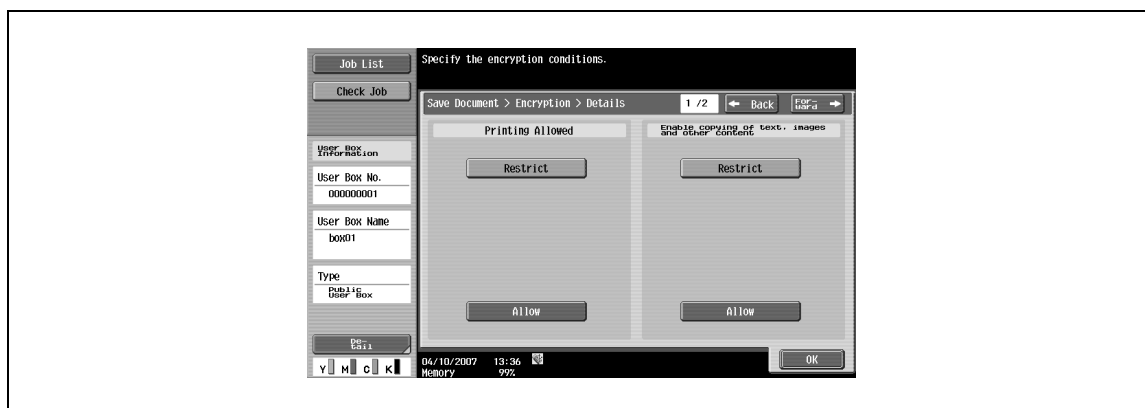
Up to 100 digital certificates can be selected.

The digital signature settings are available when the digital ID (digital certificate) of the administrator is registered to this machine.

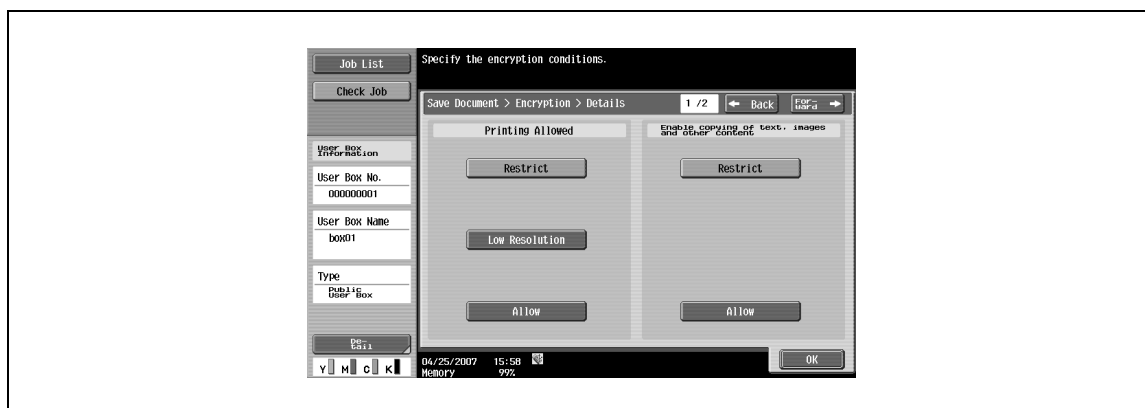
Encryption - Detail Settings

When document permissions is selected with "Encryption", detailed permissions can be specified.

If [Low Level] is selected



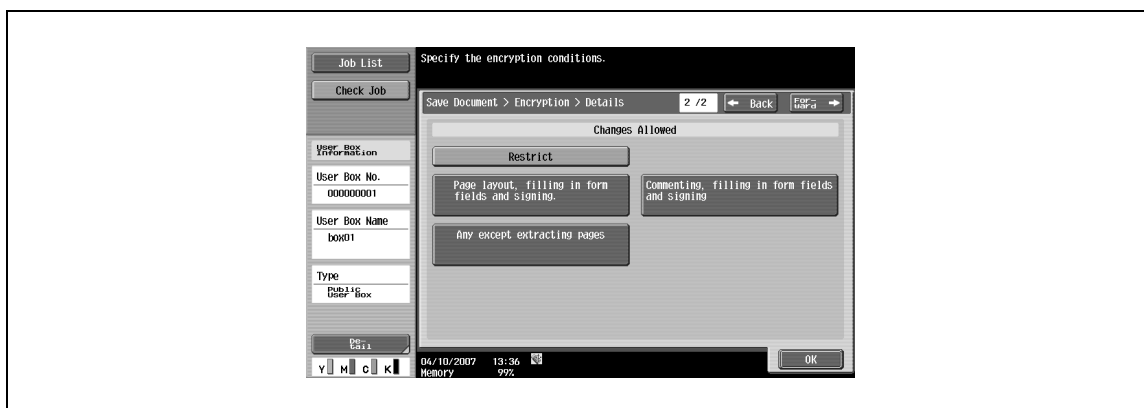
If [High Level] is selected



Item	Description
Printing Allowed	Select whether or not to allow data printing. When you specify [High Level] for the encryption level, [Low Resolution] appears.
Enable copying of text, images and other content	Select whether or not to allow copying of text, images and other content.

→ Touch [Forward 

If [Low Level] is selected



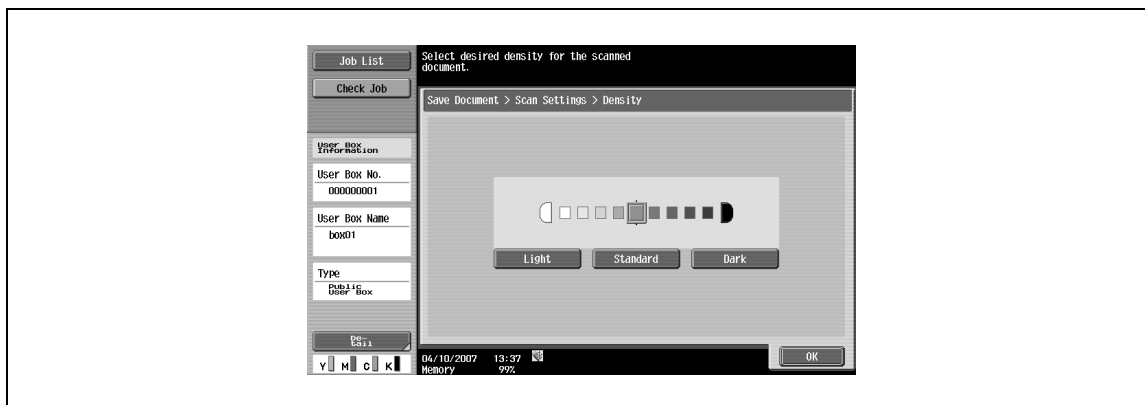
If [High Level] is selected



Item	Description
Changes Allowed	Select the appropriate permission level for document changes including data signature, inputs and remarks.

6.2.5 Basic - Density

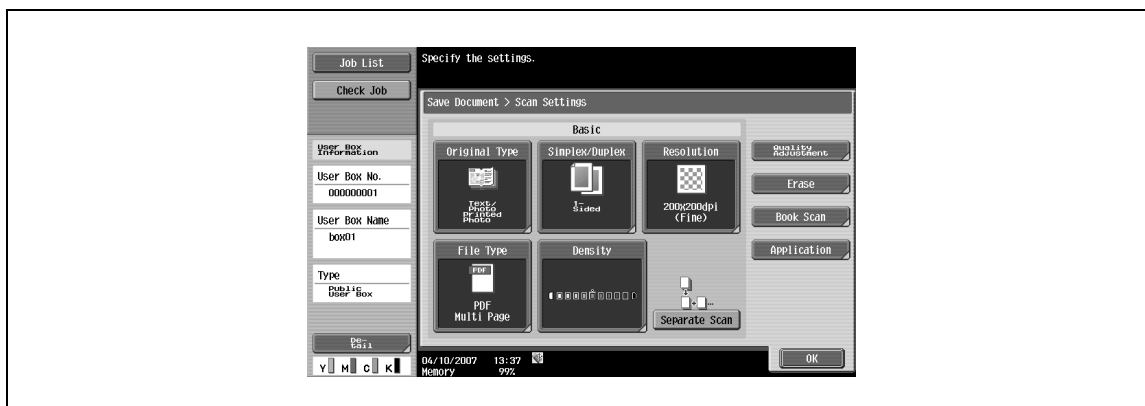
→ Adjust the density for scanning.



6.2.6 Basic - Separate Scan

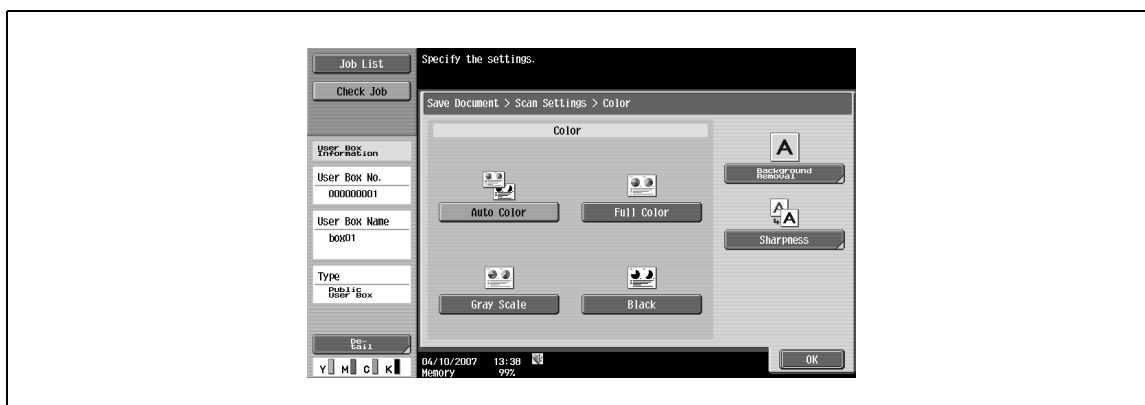
The scan operation can be divided into several sessions for various types of documents, for example, when all pages of a document cannot be loaded into the ADF, when placing the document on the original glass, or when single-sided documents are combined with double-sided documents.

→ Touch [Separate Scan] to highlight it and enable the desired setting.



6.2.7 Quality Adjustment

→ Adjust the quality, such as color and background, for scanning.



Color

Select whether the document will be scanned in color or black and white.

Item	Description
Auto Color	Select this setting to automatically detect the color of the document and scan it with the corresponding setting.
Full Color	Select this setting to scan in full color.
Gray Scale	Select this setting for documents with many halftones, such as in black-and-white photos.
Black	Select this setting for documents with distinct black and white areas, such as in line drawings.

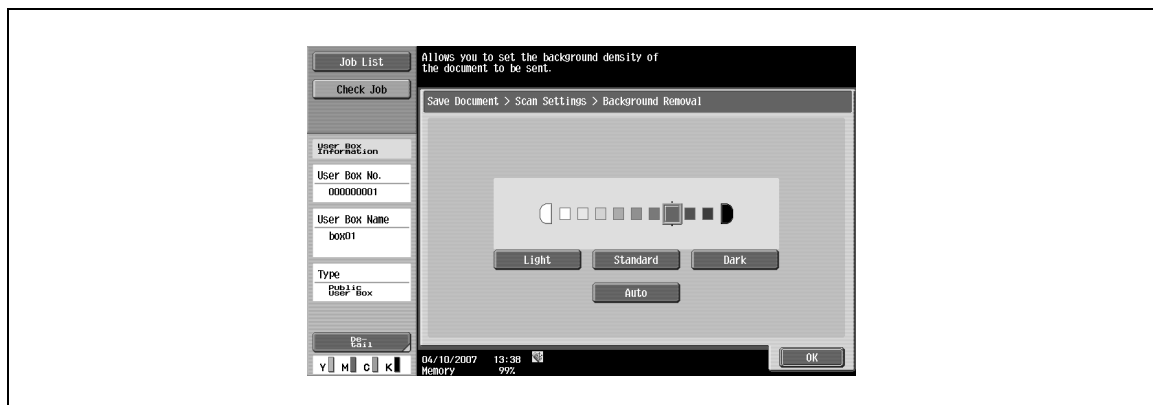
Some color settings may not be available, depending on the setting for "File Type". The possible combinations of the "File Type" and "Color" settings are shown below.

	Auto Color	Full Color	Gray Scale	Black
PDF	☐	☐	☐	☐
Compact PDF	☐	☐	☐	×
TIFF	☐	☐	☐	☐
JPEG	☐	☐	☐	×
XPS	☐	☐	☐	☐
Compact XPS	☐	☐	☐	×

Background Removal

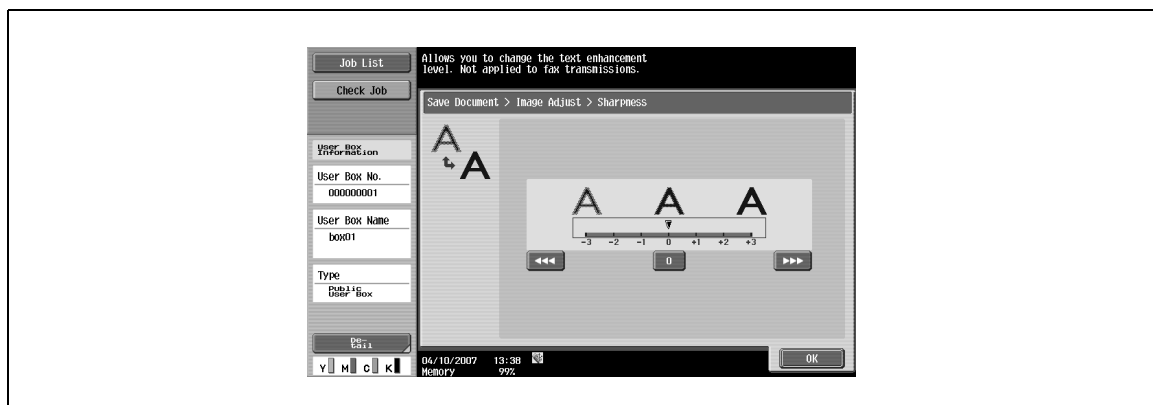
The scanning density of the document background can be adjusted. If a scanned colored paper is too dark, the density of the background can be adjusted.

→ To adjust the density automatically, touch [Auto].



Sharpness

Contours, for example, the edges of text can be emphasized when scanning.

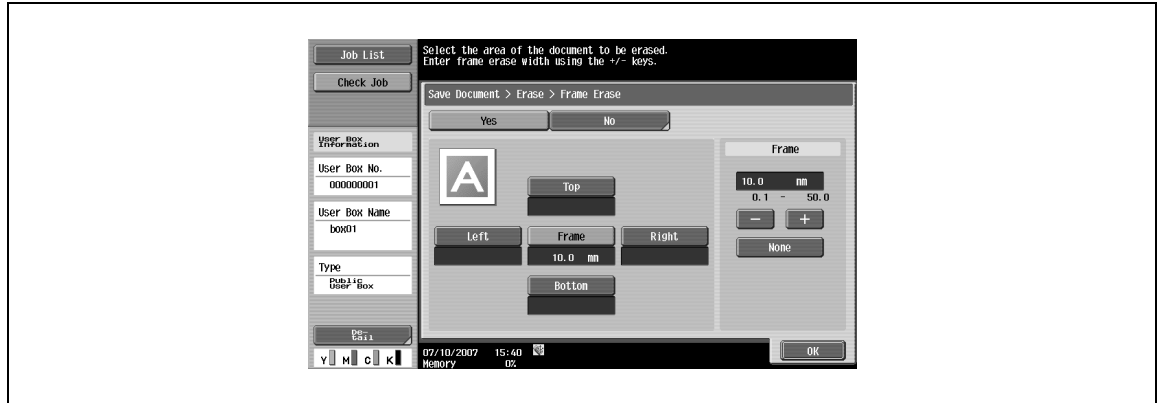


6.2.8 Erase

An area around the edge of the document can be erased.

Frame Erase

- Select this setting to specify frame erasing.
 - To erase the same width on all sides, touch [Frame], and then specify a value (range: 0.1 mm to 50.0 mm).
 - To specify different widths for the top, left, right and bottom, touch the button for the desired location, and then specify a value.
 - To cancel frame erasing, touch [None].



Detail

If a width to be erased around the document is specified with "Frame Erase" with the "Book Copy" function, the same settings are also applied on the "Frame Erase" screen (displayed from the "Erase" screen).

6.2.9 Book Scan - Book Copy

- Select the method for scanning page spreads.
 - In addition, the binding position and erasure of unnecessary parts can be specified.

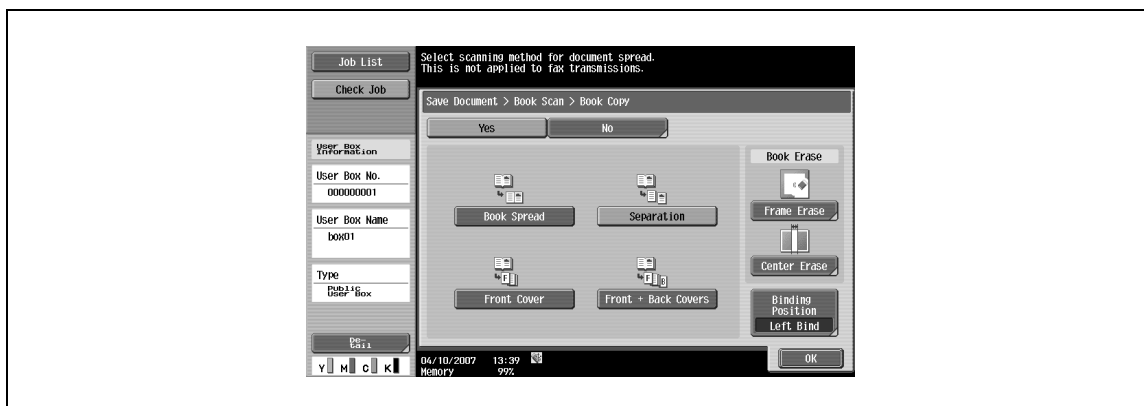


Detail

Specify the size of the page spread as the scan size.

Book Copy

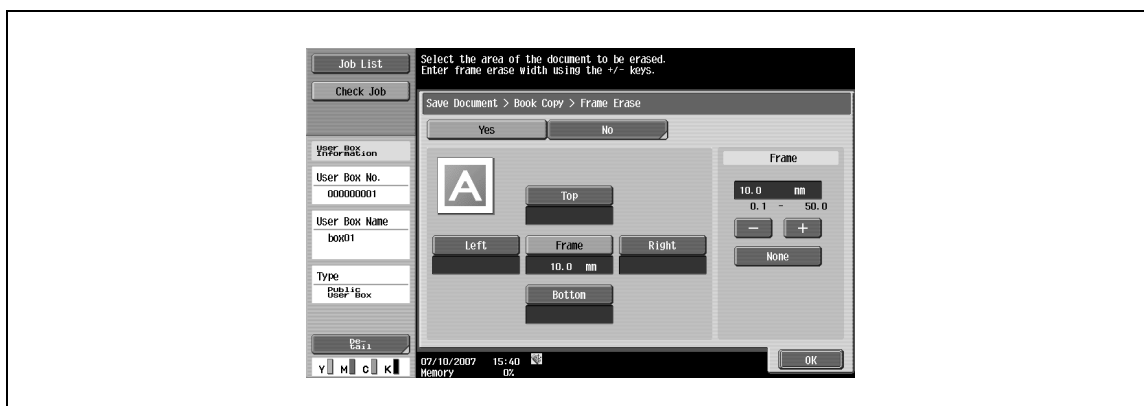
- Select a desired scanning method.



Item	Description
Book Spread	Select this setting to scan a page spread as a single page.
Separation	Select this setting to scan a page spread as two separate pages (left and right).
Front Cover	Select this setting to scan the first page as the front cover.
Front + Back Covers	Select this setting to scan the first page as the front cover, the second page as the back cover, and the remaining pages as the body.

Book Erase - Frame Erase

- Select this setting to specify frame erasing for page spreads.
 - To erase the same width on all sides, touch [Frame], and then specify a value (range: 0.1 mm to 50.0 mm).
 - To specify different widths for the top, left, right and bottom, touch the button for the desired location, and then specify a value.
 - To cancel frame erasing, touch [None].



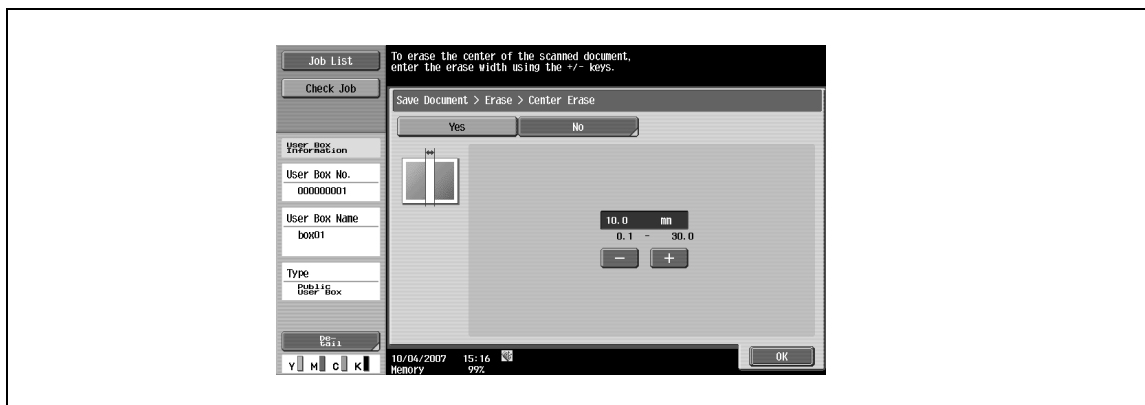
Detail

If a width to be erased around the document is specified with "Frame Erase" with the "Book Copy" function, the same settings are also applied on the "Frame Erase" screen (displayed from the "Erase" screen).

Book Erase - Center Erase

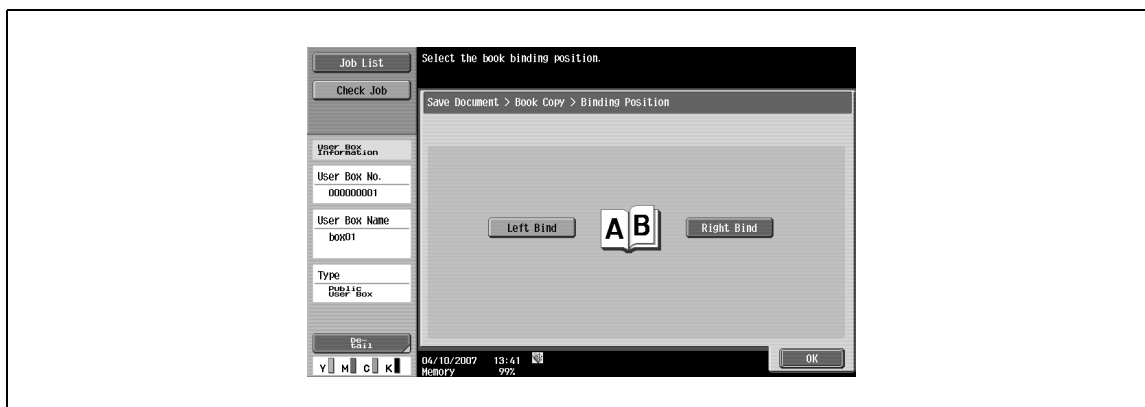
An area along the center of the document can be erased.

- Enter frame erase width using the keypad or [-] and [+] keys (range: 0.1 mm to 30.0 mm).



Binding Position

- If "Separation", "Front Cover" or "Front + Back Covers" was selected, touch [Binding Position] to select the binding position.

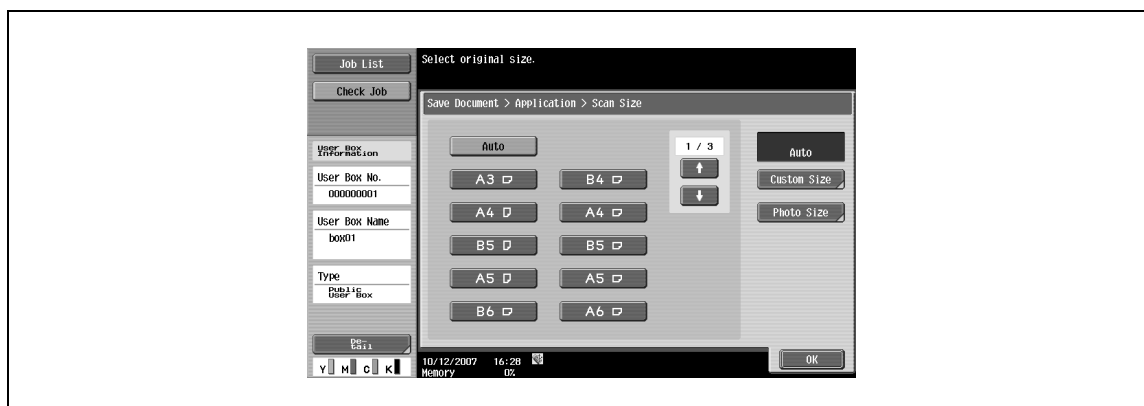


6.2.10 Application - Scan Size

Specifies the size of paper for scanning.

Standard

- To automatically detect the size of first paper when scanned, touch [Auto].
 - To scan a preset paper size (such as A4, B5), select appropriate paper size.



Custom Size

- Type in the dimensions of a custom size that is not available as a preset size.
 - The size in the X direction can be set between 30 mm and 432 mm.
 - The size in the Y direction can be set between 30 mm and 297 mm.

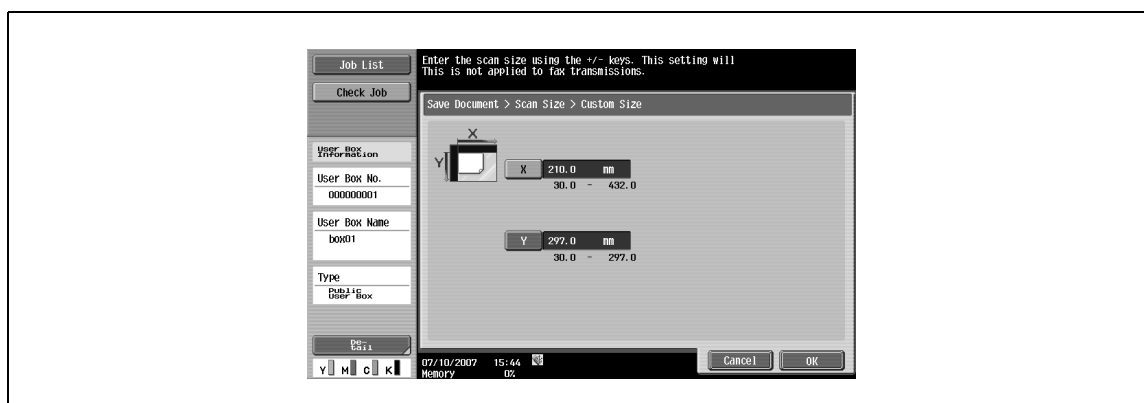
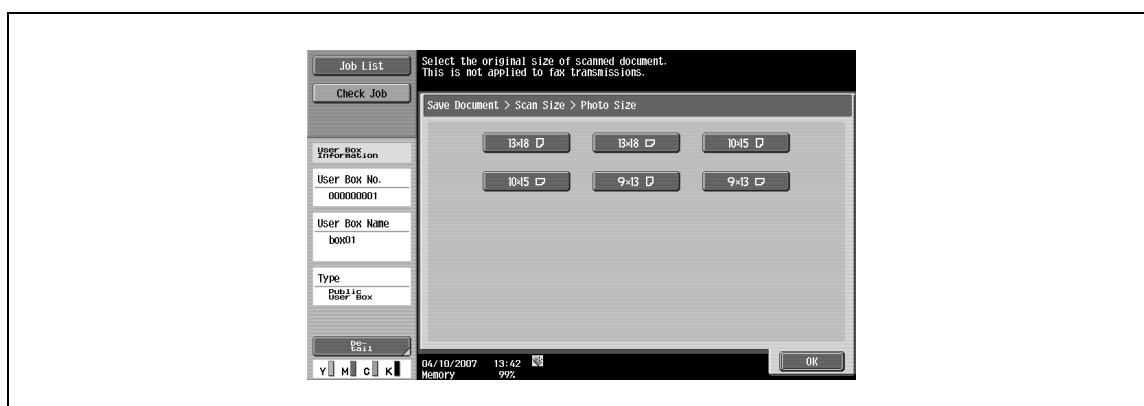


Photo Size

- Select size 9 × 13, 10 × 15 or 13 × 18 cm.



6.3 Original Settings

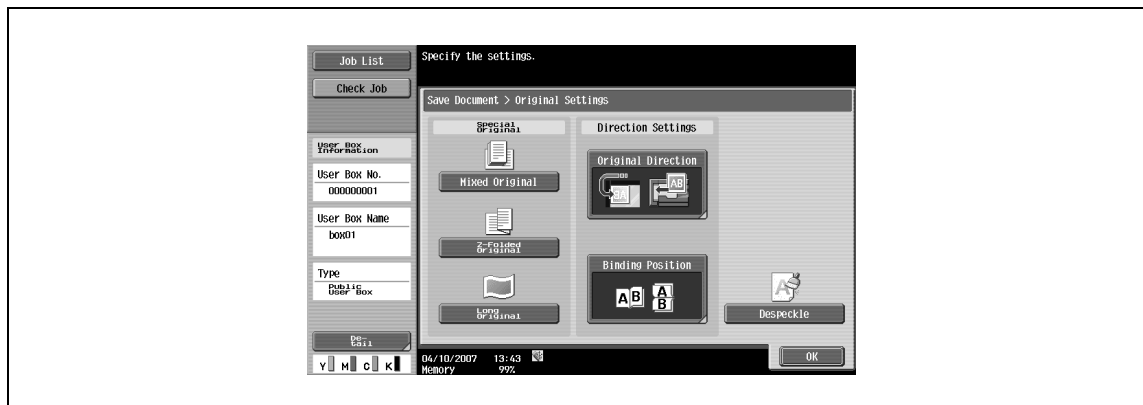
- Specify the type of document that is loaded, for example, if it contains mixed page sizes or is folded in a zigzag.



Detail

[Original Settings] can be used together.

Special Original

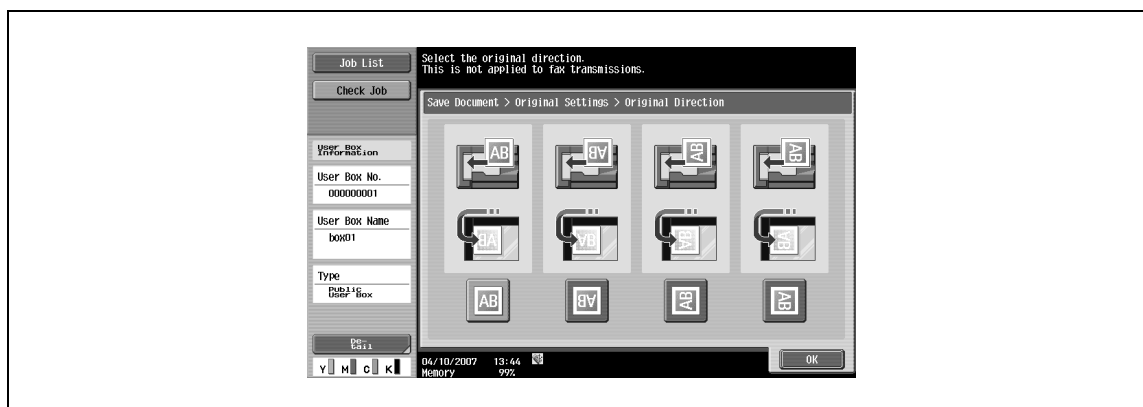


Settings can be specified for the following.

Item	Description
Mixed Original	Select this setting when documents of different sizes are loaded into the ADF at the same time. The scan speed is decreased since the size of each page is detected before it is scanned.
Z-Folded Original	Select this setting to detect the size of a zigzag-folded document by the length fed through the ADF.
Long Original	Select this setting for documents that are longer than the standard size.

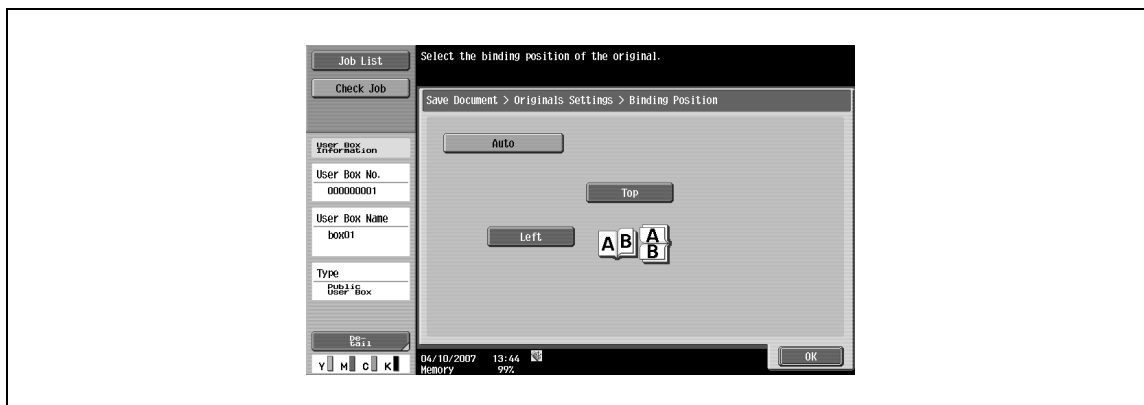
Direction Settings - Original Direction

- Select the orientation of the document.
 - After the document is scanned, the data is processed so that it is correctly oriented.



Direction Settings - Binding Position

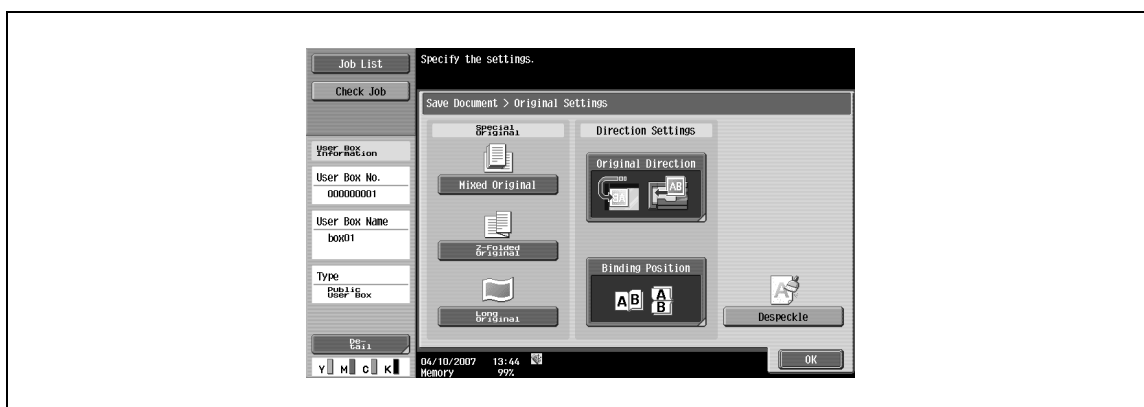
- Select the binding position, such as when holes are punched in the document or the document is stapled.
 - This adjusts the scan of double-sided documents so that the binding position is not reversed.



Item	Description
Auto	The binding is on the long side if the page is 297 mm or less, or it is on the short side if the page is more than 297 mm.
Top	Select this setting if the original that is loaded has a binding margin at the top.
Left	Select this setting if the original that is loaded has a binding margin at the left.

Despeckle

- Select this setting to reduce the effect that dust on the left partition glass has on images when the document is loaded into the ADF.



Detail

The scanning speed will be reduced if the "Despeckle" setting is selected.

Clean the left partition glass when it becomes extremely dirty. For details, refer to the User manual – Copy Operations.



Use Document

7 Use Document

7.1 Overview of Use Document screen

7.1.1 Available operations in the Use Document screen

Printing

Documents saved in user boxes by Copy, Fax/Scan, Print mode or Fax RX can be printed. Finishing settings, such as the number of copies and double-sided printing, can be added when the document is printed. "Bind" can also be specified to select and print multiple documents at the same time.

Transmitting

Documents saved in user boxes in Fax/Scan mode, or Print mode can be sent by E-Mail and Fax. Settings related to finishing and sending can be added when the document is transmitted. "Bind TX" can also be specified to select and print multiple documents at the same time.

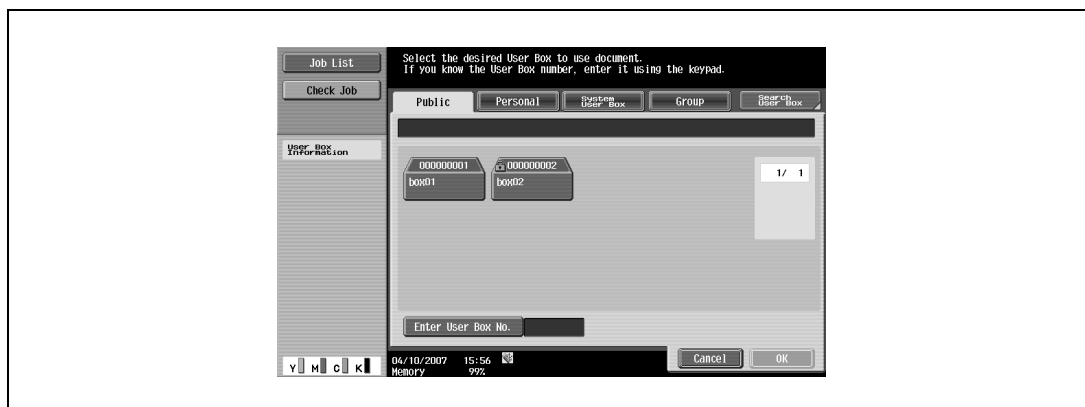
Document Details

Enables checking of the saving date and time and a preview image of a document.

7.1.2 Initial screen of Use Document

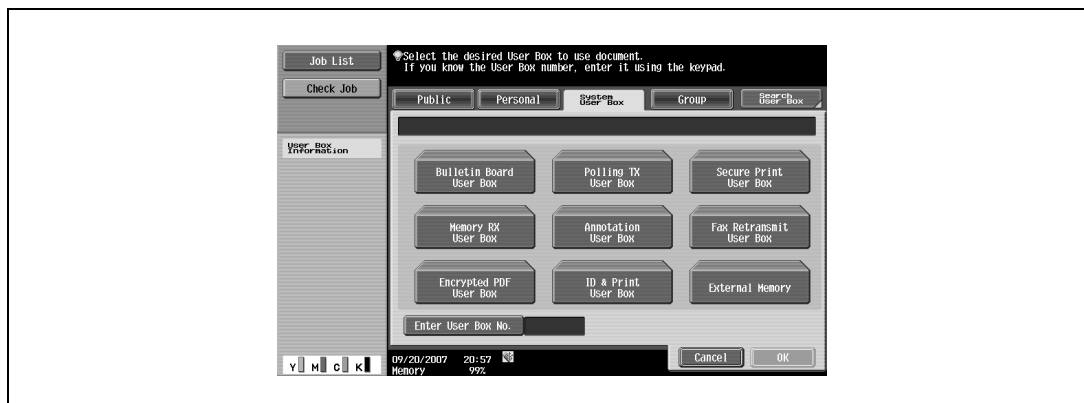
Public/Personal/Group user box

- 1 Select the Public/Personal/Group tab lists to display available boxes.
- 2 Select a box you want to use.



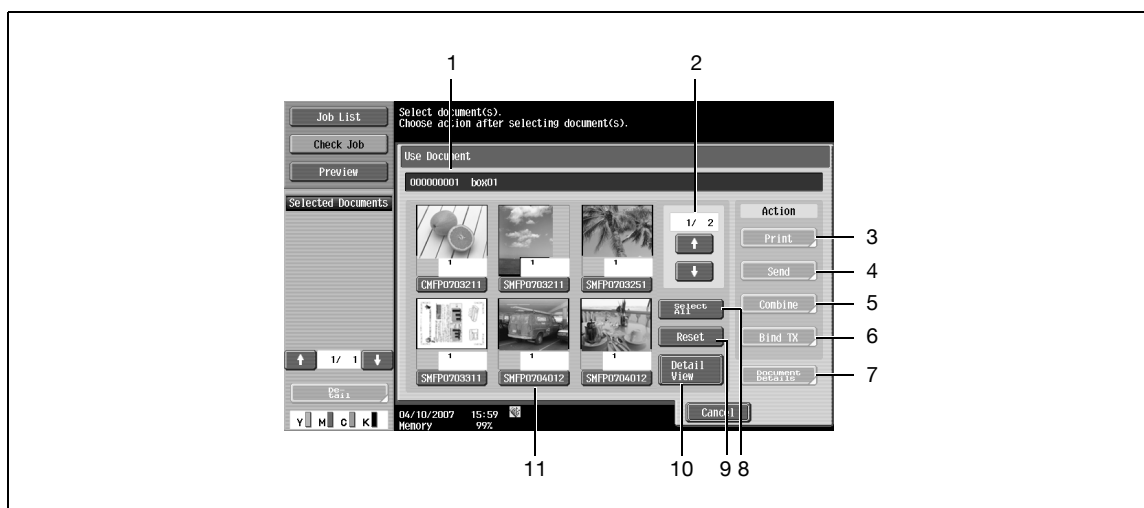
System User Box

- 1 Select the System User Box tab lists to display available system boxes.
- 2 Select a box you want to use.
 - When you select [Bulletin Board User Box], select another box to use.
 - When you select [Secure Print User Box], enter the ID and password for a secure print document.
 - When you select [Annotation User Box], select another box to use.



7.1.3 Description of Use Document screen

Selecting a box you want to print and transmit displays the following screen. As an example, the following procedure describes the public user box.



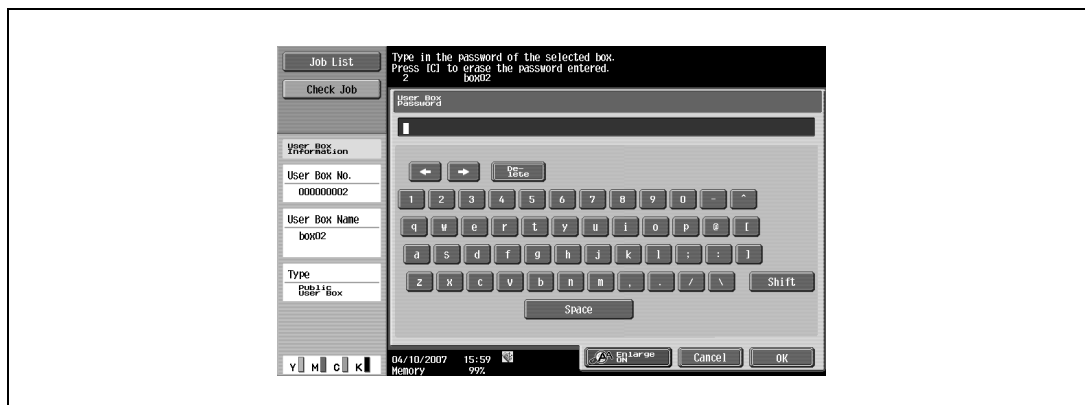
No.	Part Name	Description
1	-	Displays the user box number and name.
2	[↑] [↓]	When seven or more documents are saved, use the [↑] and [↓] keys to switch the displayed lists.
3	[Print]	Specifies the print information of the selected document. (p. 7-7)
4	[Send]	Specifies the recipient and sending information of the selected document. (p. 7-36)
5	[Combine]	Specifies the binding order and print information of the selected document. (p. 7-62)
6	[Bind TX]	Specifies the binding order and sending information of the selected document. (p. 7-64)
7	[Document Details]	Enables checking of detailed information and a preview image of a document.
8	[Select All]	Selects all documents in the user box.
9	[Reset]	Resets all documents in the user box.

No.	Part Name	Description
10	[Detail View]/ [Thumbnail View]	Switches the display format of the saved document. [Thumbnail View]: Displays a thumbnail of the first page, page number and the document name. [Detail View]: Displays the time stored, user name, and document name. Pressing the title of the [Time Stored] sorts the list in ascending/descending order of the time stored.
11	-	Displays the list of documents saved in the user box.

7.1.4 When a password is specified for the user box

When a password is specified in the user box, a screen to enter a password appears.

- 1 Enter the password.
- 2 Press the [OK] button.



7.2 Print

7.2.1 Overview of Print

The following functions can be added in Print.

Item	Description
Copies	Specifies the number of copies to be printed.
Print	Specifies whether 1-sided or 2-sided copies are to be printed.
Finishing	Specifies sort/group, stapling and hole punching.
Page Margin	Adds a binding margin to the left or right side or to the top of the printed pages.
Sheet/ Cover/ Chapter Insert	Specifies cover mode, insert sheet and chapters to insert covers and papers.
Stamp/ Composition	Prints the specified information including the date/time and the stamp.



Detail

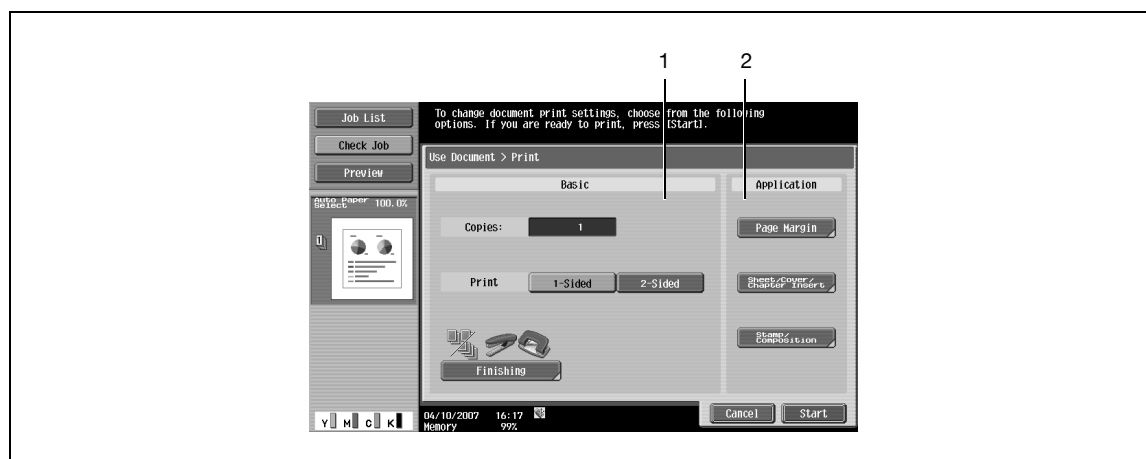
The Center Staple/Fold settings are available only if optional Finisher FS-519 is installed.

The Center Staple & Fold setting is available only if the optional Finisher FS-609 is installed.

The Punch setting is available only if the punch kit is installed on the optional finisher.

7.2.2 Description of the Print screen

→ Touch [Print] to display the following screen.

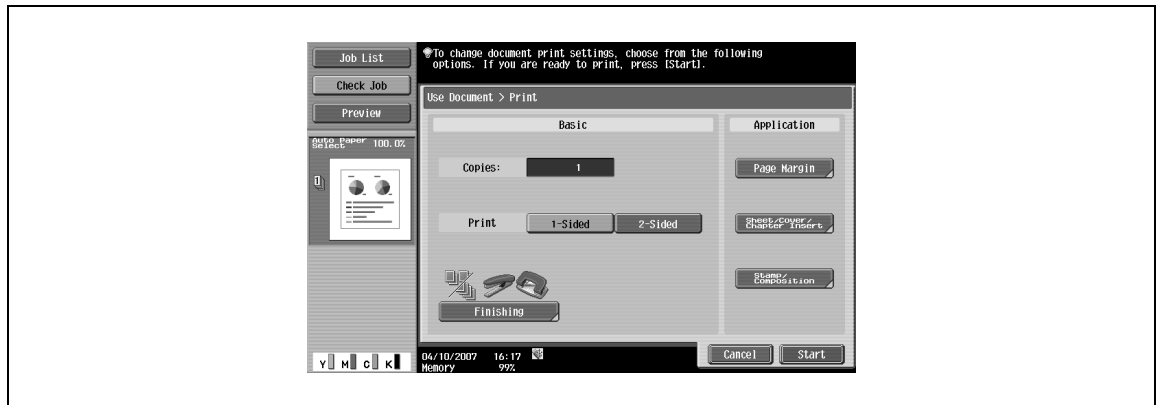


No.	Part Name	Description
1	[Basic]	Specifies the basic settings such as number of copies and 1-sided/2-sided.
2	[Application]	Specifies more difficult settings such as page margin, sheet insertion and stamp.

7.3 Print - Basic (Public/Personal/Group user box)

7.3.1 Copies

- Using the keypad, type in the desired number of copies.
 - The number of copies can be specified between 1 and 999.

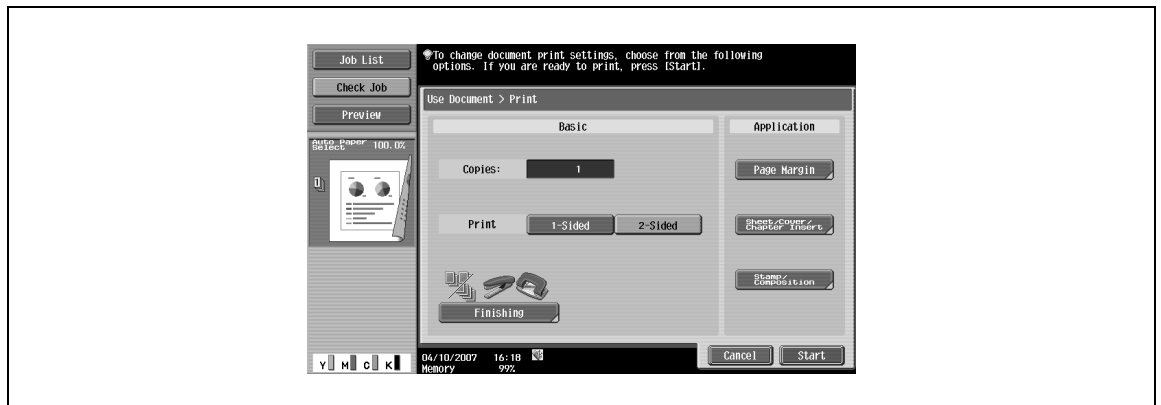


Detail

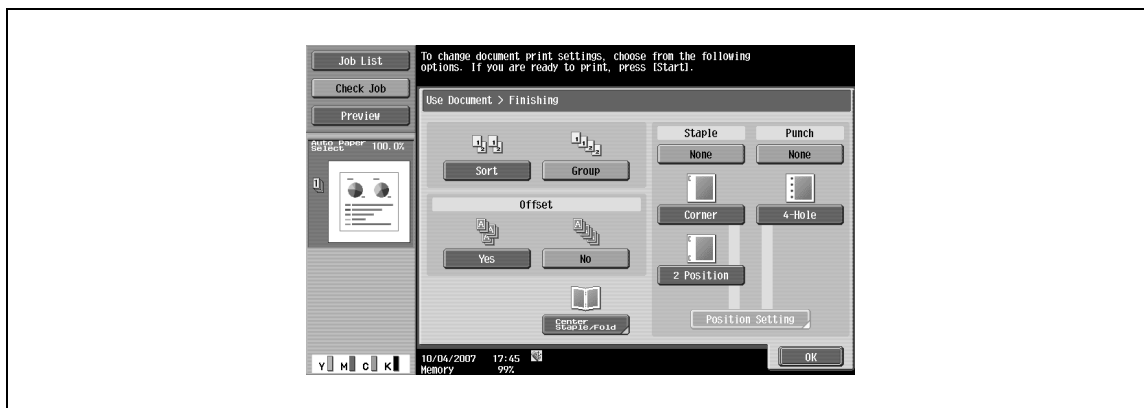
To reset the number of copies to "1", press the [C] button.

7.3.2 1-Sided/2-Sided

- Select whether 1-sided or 2-sided copies of the document are to be printed.



7.3.3 Finishing



Detail

The feeding method when a finisher is installed can be changed from Administrator Setting. For details on the offset function, refer to the User manual – Copy Operations.

Sort/Group

- Select "Sort" to feed out the document by copies.
 - Select "Group" to feed out the document by pages.

Offset

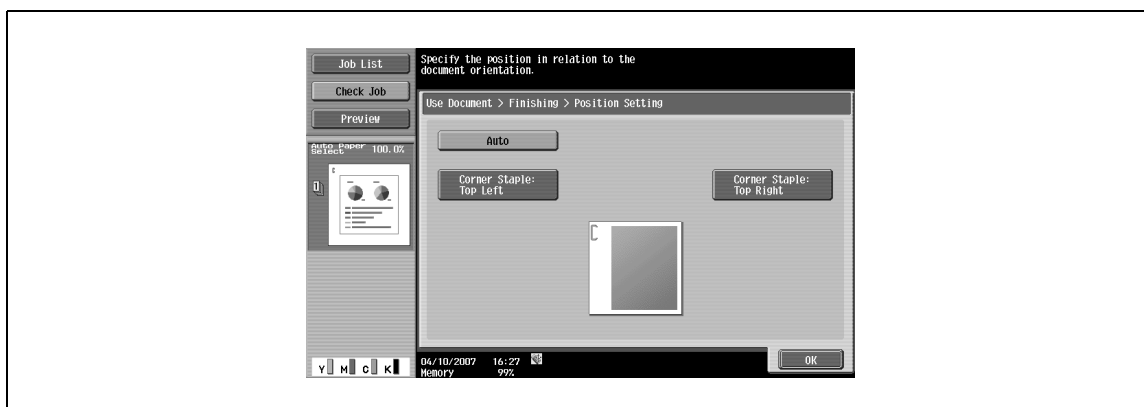
- Specifies offset to separate the copies or pages of the document.
 - If a finisher is installed, the printed pages are fed out with each copy shifted to separate it.
 - If no finisher is installed, the printed pages are fed out sorted in an alternating crisscross pattern.

Staple

- Select one of these settings to bind copies with a staple in the corner or with two staples.

Staple - Position Setting

When you select a staple type, you can specify the position.

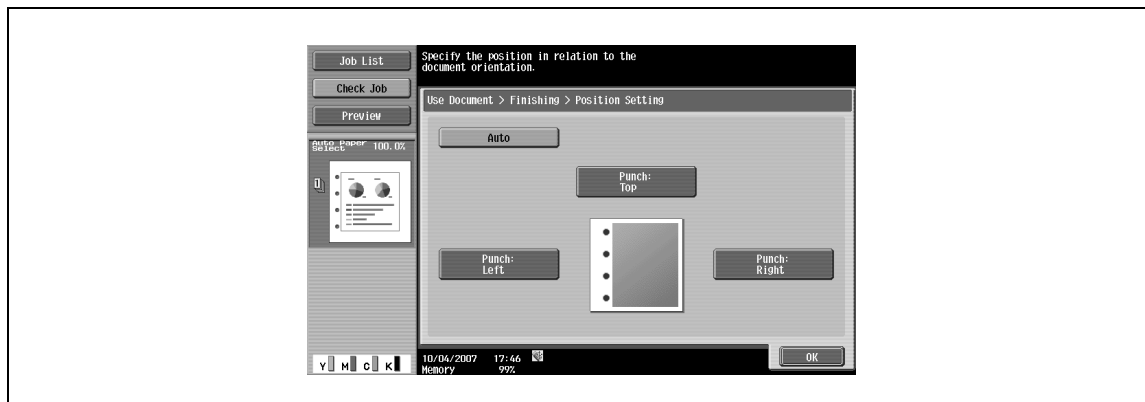


Punch

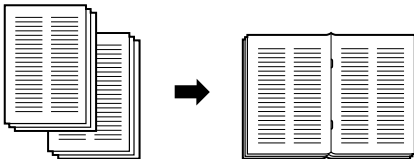
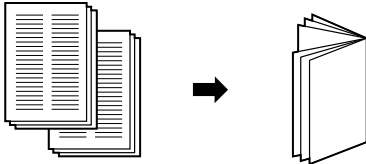
- Select the setting to punch holes for filing.

Punch - Position Setting

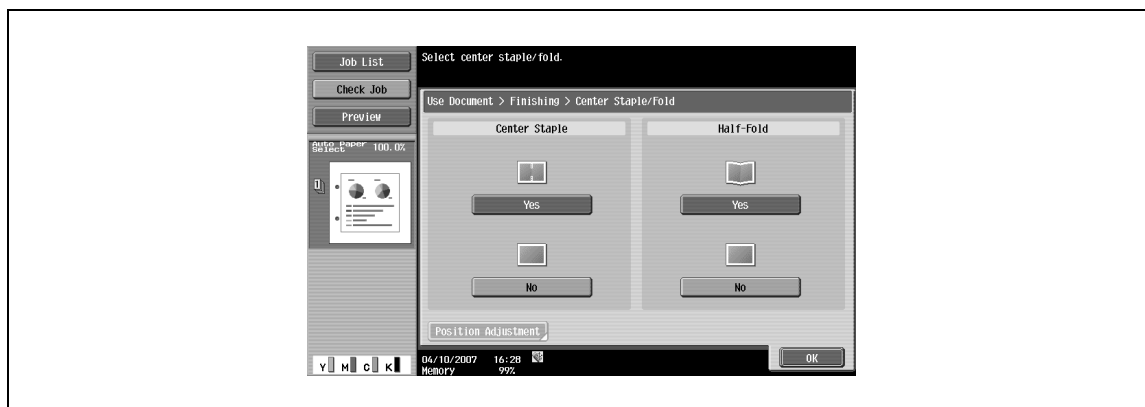
- Specify the punch position.

**Center Staple/Fold**

When [Center Staple/Fold] is displayed by the installed finisher, the following items can be specified.

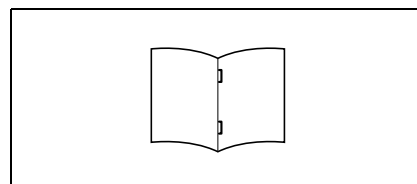
Item	Description
Center Staple	Select this option to staple copies at two places along the center, then fold the copies in half before feeding them out. 
Half-Fold	Select this option to fold copies in half before feeding them out. 

You can adjust the center staple and half-fold position by pressing [Position Adjustment]. Press [-] and [+] to adjust the position.



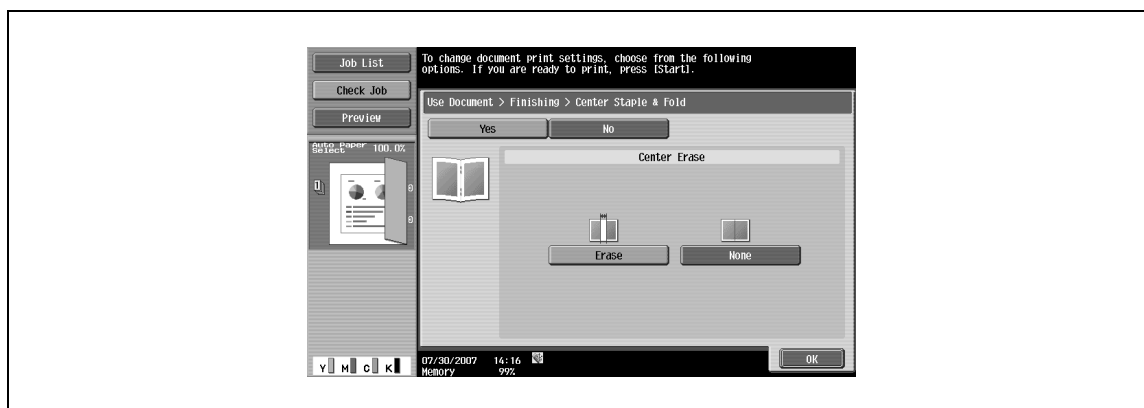
Center Staple & Fold

When [Center Staple & Fold] is displayed by the installed finisher, copies are bound with staples at two places along the center and folded in half before feeding out.



The following can be specified.

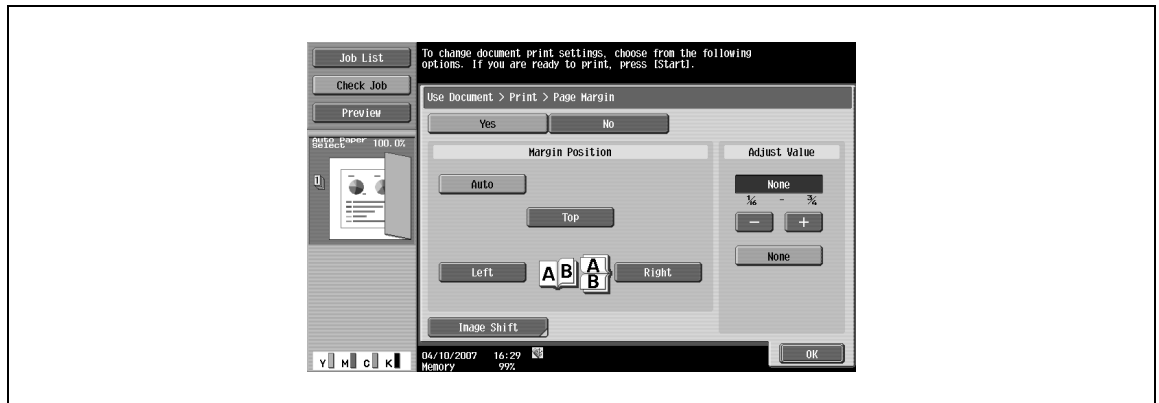
Item	Description
Center Erase	Image on the center fold line with Center Staple & Fold can be automatically erased. Erase: Erases the image in the 10mm-wide area, with the fold line as the center. None: Does not erase the image on the center fold line.



7.4 Print - Application (Public/Personal/Group user box)

7.4.1 Page Margin

A binding margin can be added to the left or right side or to the top of the printed pages.



Margin Position

- Specify the location where the binding margin is to be added.
 - When [Auto] is selected, a binding margin along the long side of the paper is selected if the document length is 297 mm or less.
 - If the paper length is more than 297 mm, a binding margin along the short side of the paper is selected.

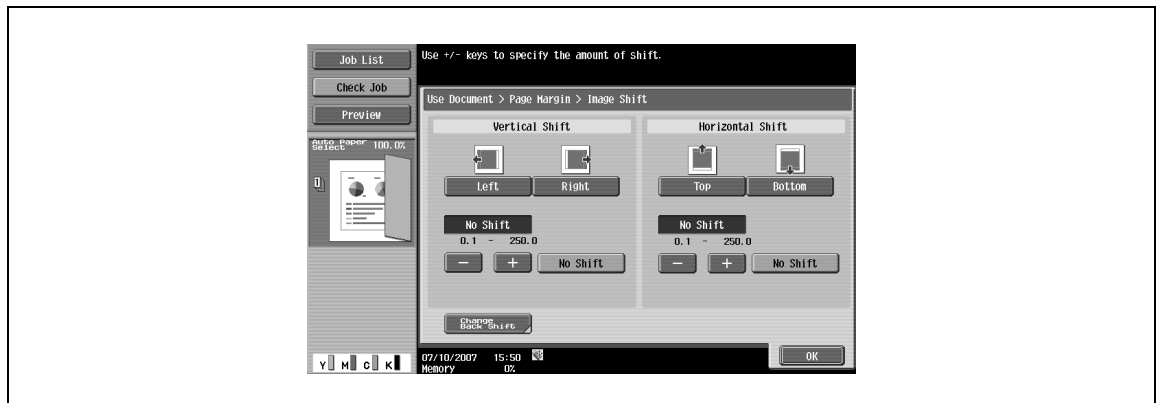
Adjust Value

An area with a width between 0.1 mm and 20.0 mm can be specified.

- To set the binding margin to 0 mm, touch [None].

Image Shift

When a binding margin is created, the image can be shifted according to the position of the created binding margin. The image can be shifted between 0.1 and 250.0 mm left, right, up or down, depending on the position of the binding margin.



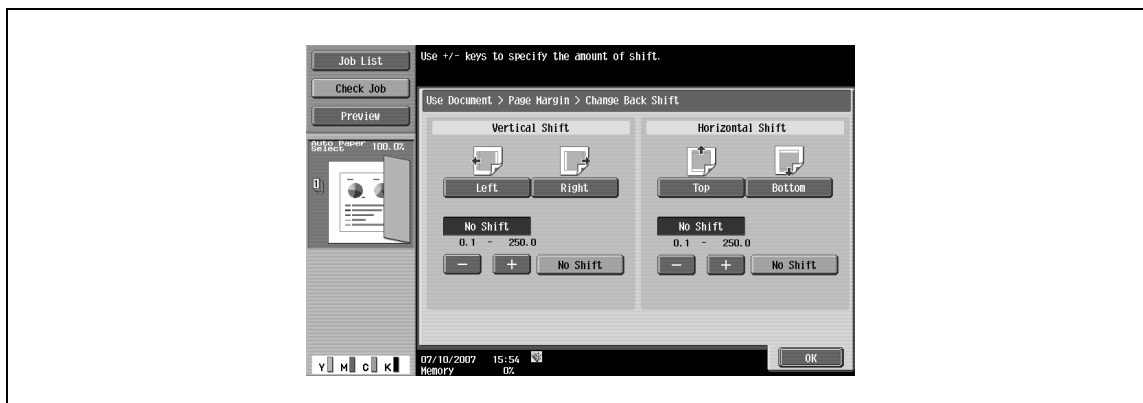
Detail

The width of the binding margin can be specified in 0.1 mm increments.

To set the binding margin to 0 mm, touch [No Shift].

Image Shift - Change Back Shift

- To print the document double-sided with page margin, press [Change Back Shift] to specify the shift on the back side of the pages.
 - The image can be shifted between 0.1 mm and 250.0 mm left, right, up or down, depending on the position of the binding margin.



Detail

The width of the binding margin can be specified in 0.1 mm increments.

To set the binding margin to 0 mm, touch [No Shift].

7.4.2 Sheet/Cover/Chapter Insert

Sheet/Cover/Chapter Insert allows you to specify a cover sheet, insert sheet and chapter functions.

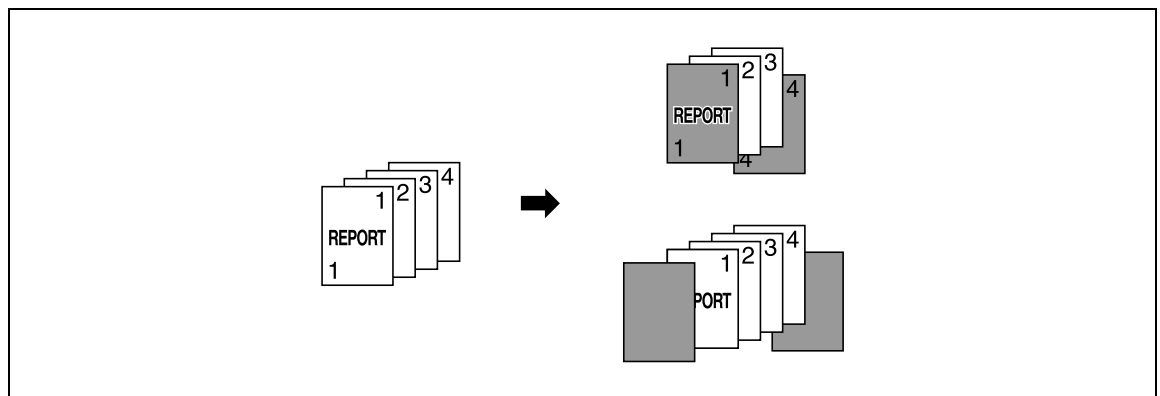
Item	Description
Cover Sheet	Select this option to print with cover pages added to the front and back.
Insert Sheet	Select this option to print with other paper, such as colored paper, inserted for the specified pages.
Chapters	Settings can be specified for the function when printing double-sided pages. Pages, such as chapter title pages, that must be printed on the front side of the paper, can be specified.

7.4.3 Sheet/Cover/Chapter Insert - Cover Sheet

What is a cover sheet?

Documents can be printed with cover pages added to the front and back. Settings can be specified for the following.

Item		Description
Front Cover	None	Select this option to add no front cover.
	Front (Copy)	Select this option to print the first page of the document onto the front cover page. If [2-Sided] is selected, the second page of the document is printed on the back of the front cover page.
	Front (Blank)	Select this option to add the blank page in front of the first page of the document.
Back Cover	None	Select this option to add no back cover.
	Back (Copy)	Select this option to print the last page of the document onto the back cover page. If [2-Sided] is selected, the last two pages of the document are printed on the back cover page.
	Back (Blank)	Select this option to add the blank page after the last page of the document.



Reminder

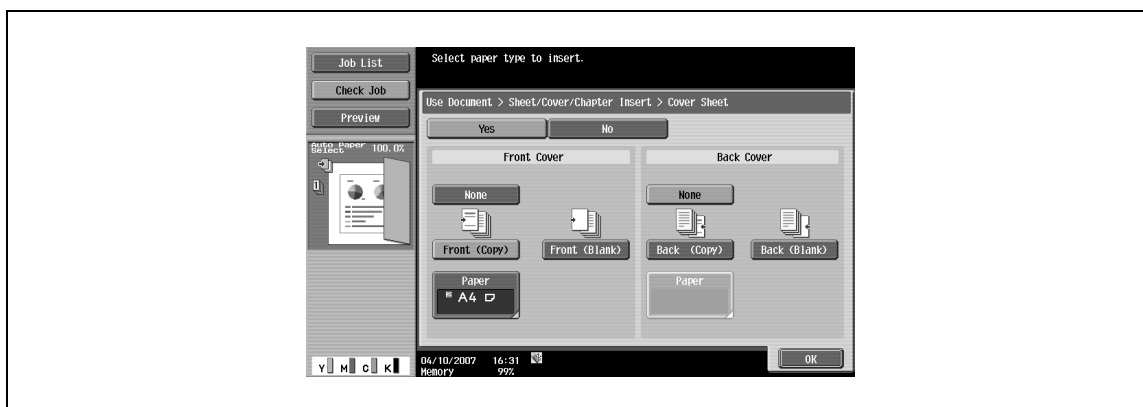
Load the paper trays with the paper for the front cover page and the back cover page in advance.

To add the cover sheet setting to print the document saved for copying, either of the following conditions must be met when saving the document in a user box.

- Paper tray is specified.
- The cover sheet is set.

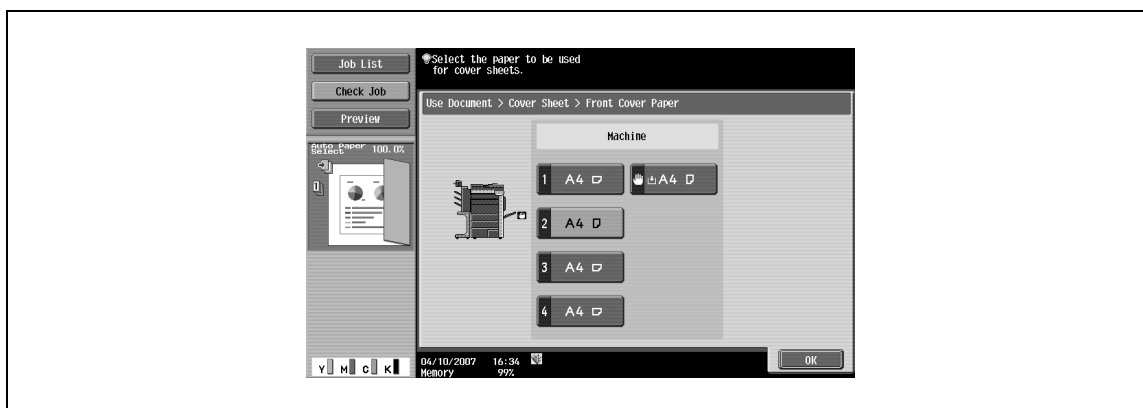
Cover setting

Details for the front and back cover page can be specified.



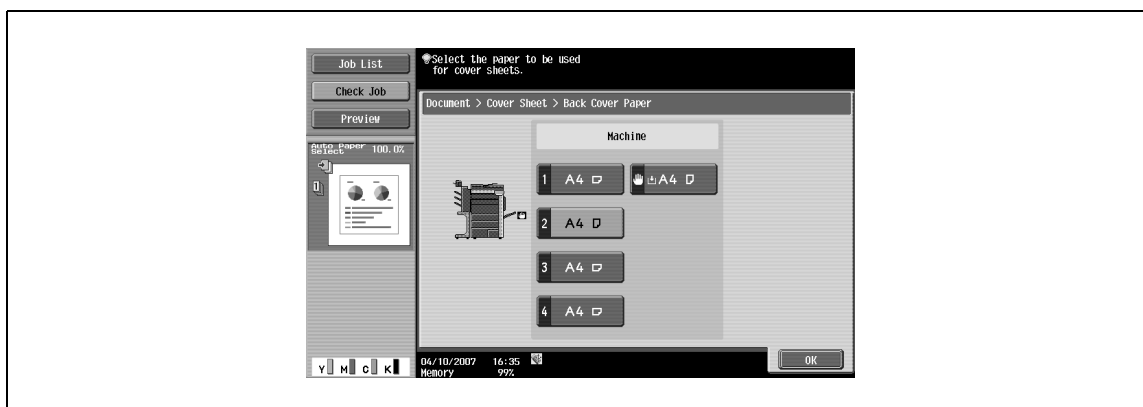
Front Cover - Paper

→ When you select [Front Cover], and then select [Front (Copy)] or [Front (Blank)], select a paper tray.



Back Cover-Paper

→ When you select [Back Cover], and then select [Back (Copy)] or [Back (Blank)], select a paper tray.



7.4.4 Sheet/Cover/Chapter Insert - Insert Sheet

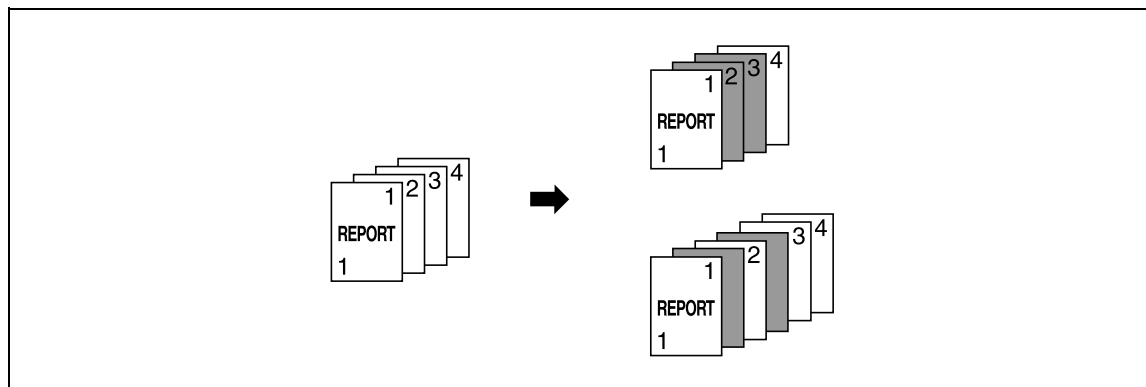
What is Insert Sheet?

Documents can be printed with other paper, such as colored paper, inserted for the specified pages.

There are two settings, [Copy] and [Blank], for selecting whether or not the inserted pages are printed. When the settings are combined with single-sided printing or double-sided printing, the document is printed as described in the following.

Example: When page six is specified

Item	Description
Copy (When single-sided is selected)	The specified paper is inserted for the sixth page, and the sixth page of the document is printed onto it.
Copy (When double-sided is selected)	The back side of the third page is fed in blank. The specified paper is inserted for the fourth page, and the sixth and seventh pages of the document are printed onto it.
Blank (When single-sided is selected)	A specified paper is inserted after the sixth page.
Blank (When double-sided is selected)	The specified paper is inserted for the fourth page of the printed document. If an odd-numbered page is specified, the back side is left blank.



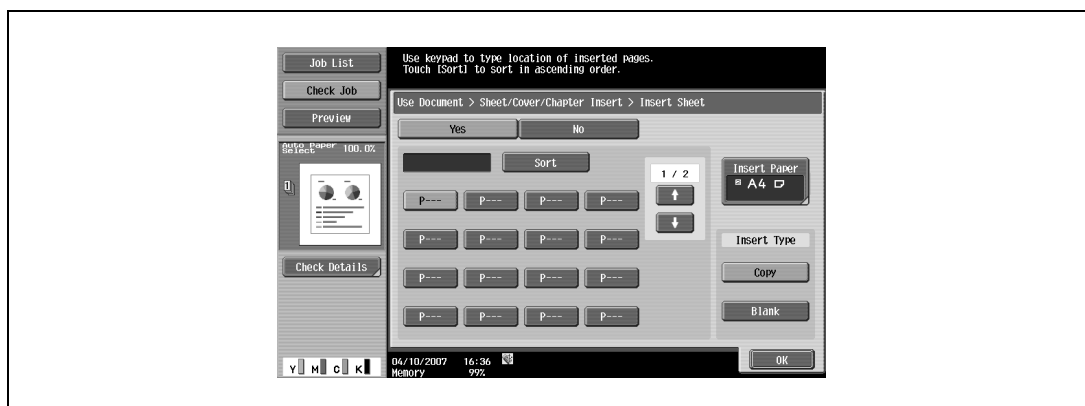
Detail

The paper can be inserted at a maximum of 30 locations within a document of up to 999 pages.

Specified page/Sort

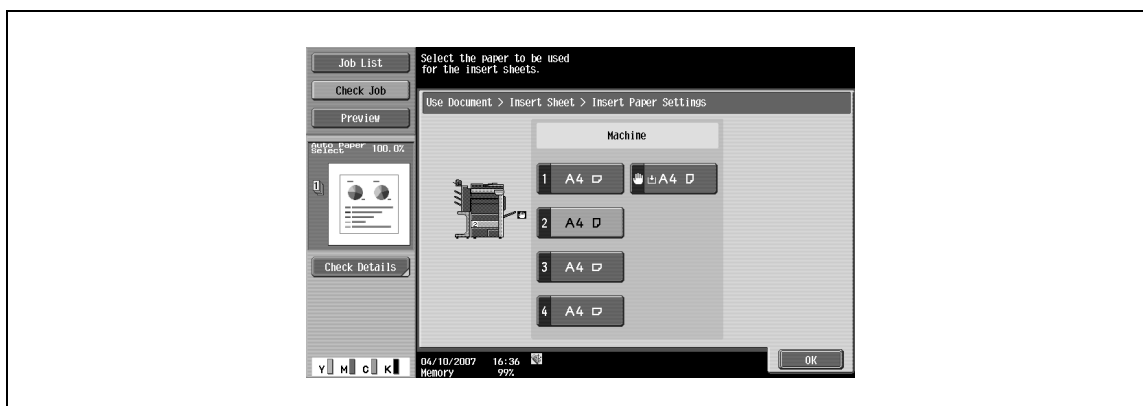
The page to insert paper can be specified.

- 1 Touch a page button, and then use the keypad to type in the desired page number.
- 2 To sort the entered page numbers, touch [Sort].



Insert Paper

→ Select the tray to insert paper.



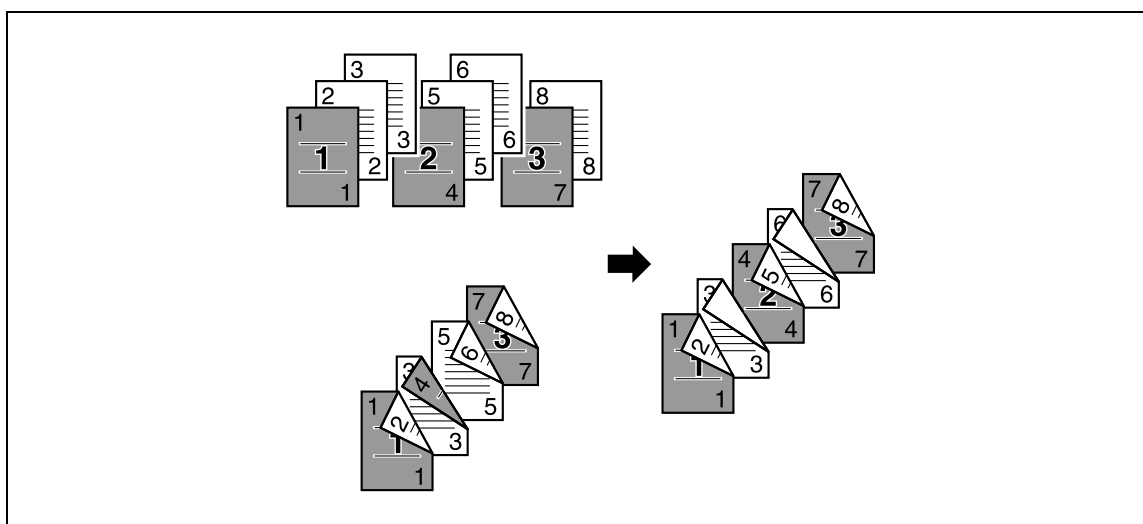
Insert Type

→ Specify Copy/Blank for the paper to be inserted.

7.4.5 Sheet/Cover/Chapter Insert - Chapters

What is Chapters?

Settings can be specified for the function when printing double-sided pages. Pages, such as chapter title pages, that must be printed on the front side of the paper, can be specified.

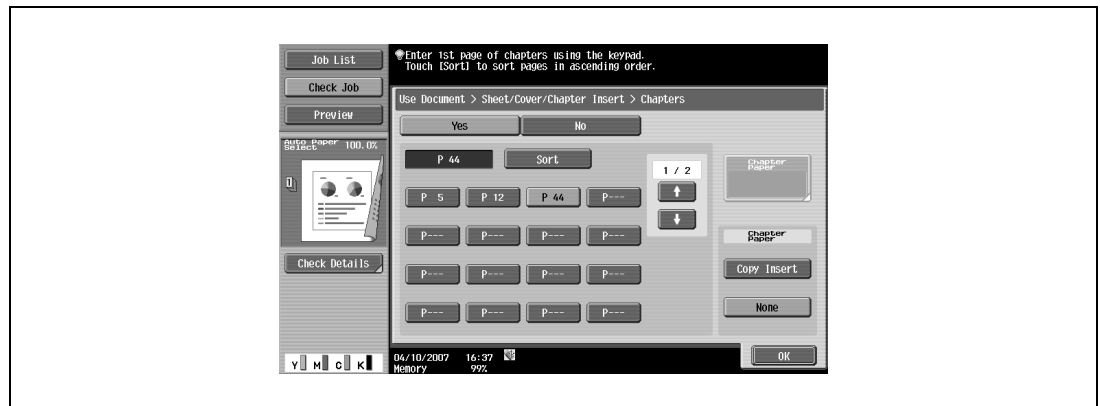


Detail

The paper can be inserted at a maximum of 30 locations within a document of up to 999 pages.

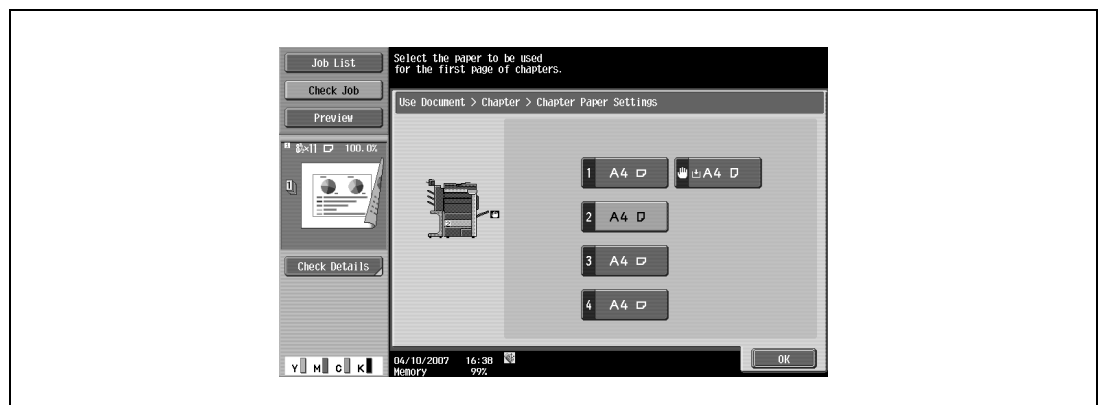
Specified page/Sort

- 1 To specify the page to be printed on the front side, touch a page button.
- 2 Use the keypad to type in the desired page number.
- 3 To sort the entered page numbers, touch [Sort].



Chapter Paper

- 1 To copy a page on a chapter paper, select [Copy Insert].
- 2 Select a tray for the chapter paper.



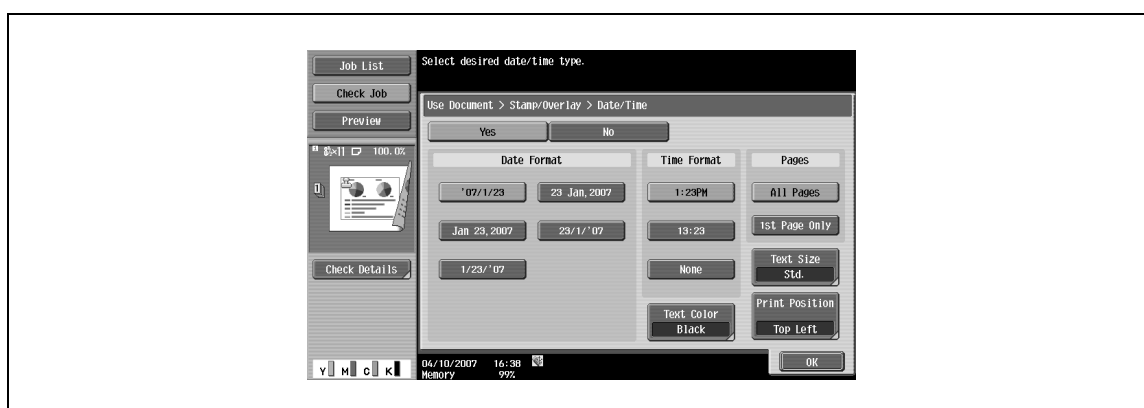
7.4.6 Stamp/Composition

The following functions can be specified.

Item	Description
Date/Time	Prints the date and time of printing on the pages.
Page Number	Prints the page numbers on all pages of the document.
Stamp	Adds preset text, such as "URGENT" to the pages.
Copy Protect	Prints hidden text on all pages of a document in order to prevent unauthorized copying.
Stamp Repeat	Prints text or images repeatedly throughout the pages.
Header/Footer	Prints headers or footers on the pages.

7.4.7 Stamp/Composition - Date/Time

- Select [Yes] to print the date and time of printing on the pages.



Date Format

- Select the format for the date.

Time Format

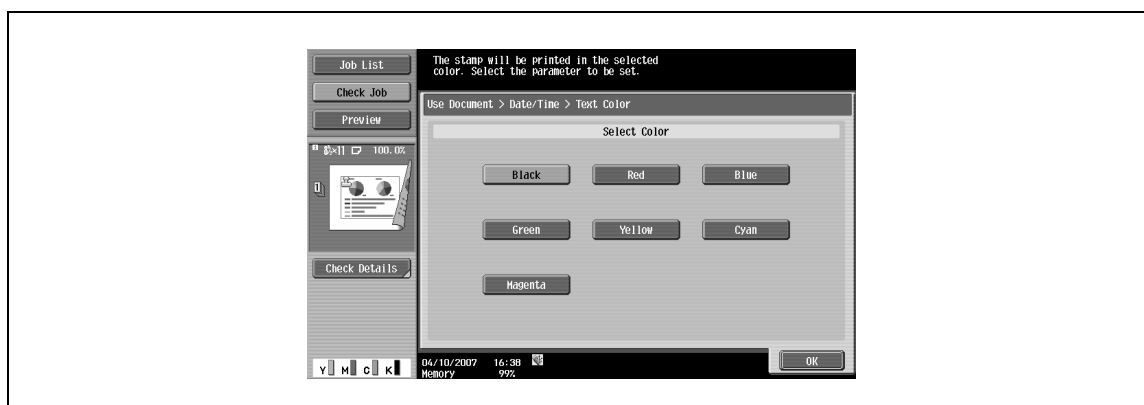
- Select whether or not the time is added and selects its format.

Pages

- Select the pages to be printed on (either all pages or 1st page only).

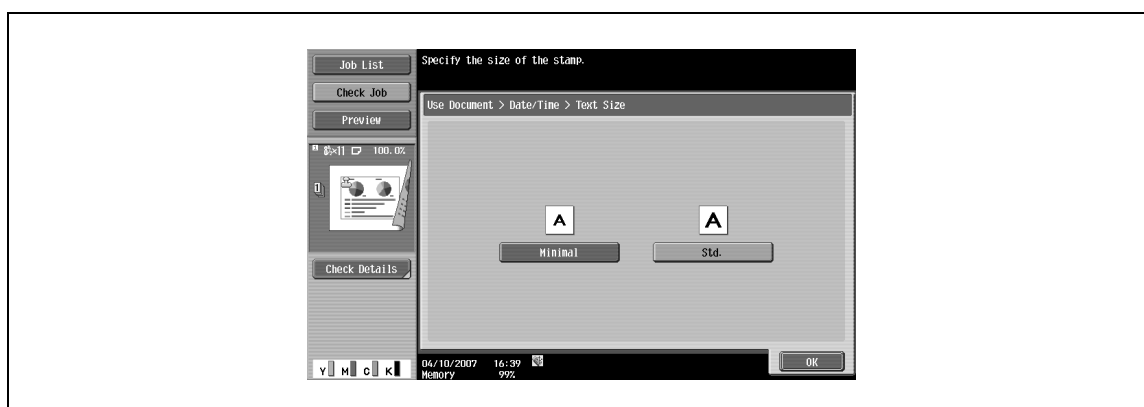
Text Color

- Select the printing color (black, red, blue, green, yellow, cyan and magenta).



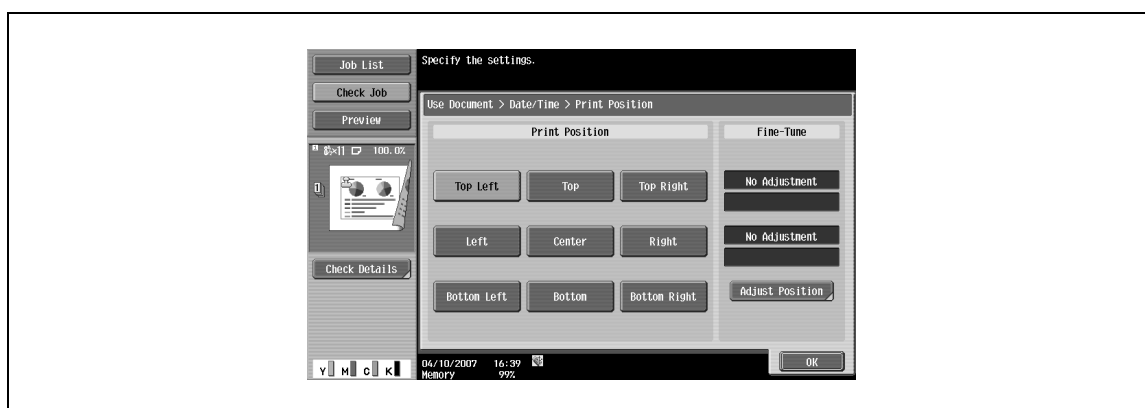
Text Size

- Select the size (minimal or std.) in which text is printed.



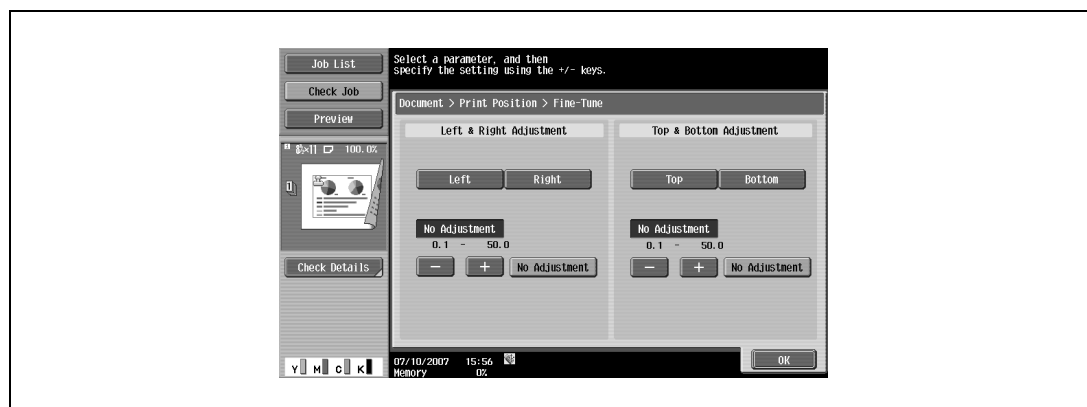
Print Position - Print Position

→ Select the desired position to be printed.



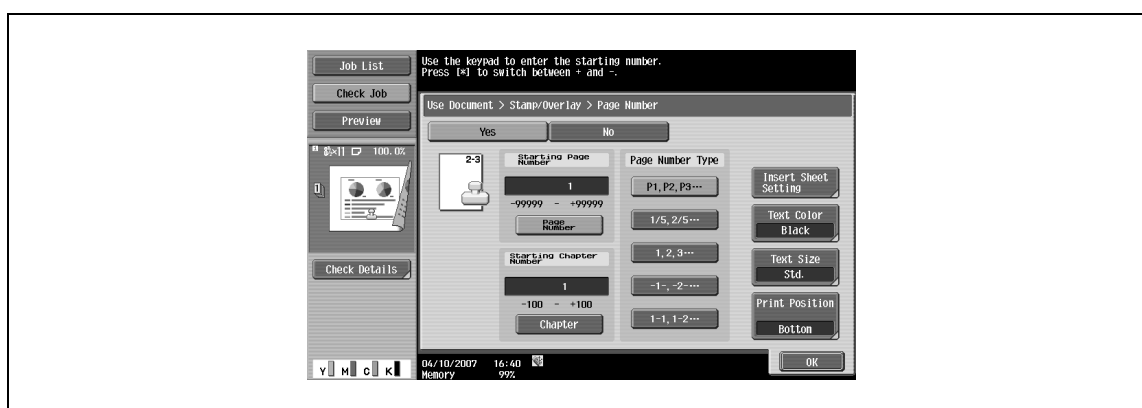
Print Position - Fine-Tune

- 1 To make fine adjustments, touch [Adjust Position].
- 2 Adjust the position between 0.1 mm and 50.0 mm in the left/right direction and the up/down direction.



7.4.8 Stamp/Composition - Page Number

→ Add page numbers to all pages of the document.



Starting Page Number

→ Specify the starting page number.

Starting Chapter Number

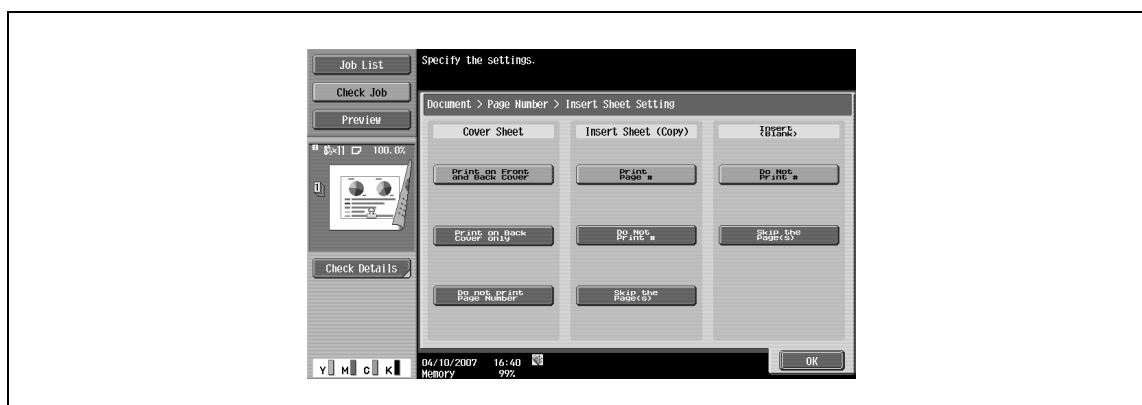
→ Specify the starting chapter number.

Page Number Type

→ Select the format for the page number.

Insert Sheet Setting

→ Specify whether or not page numbers are printed on inserted paper.

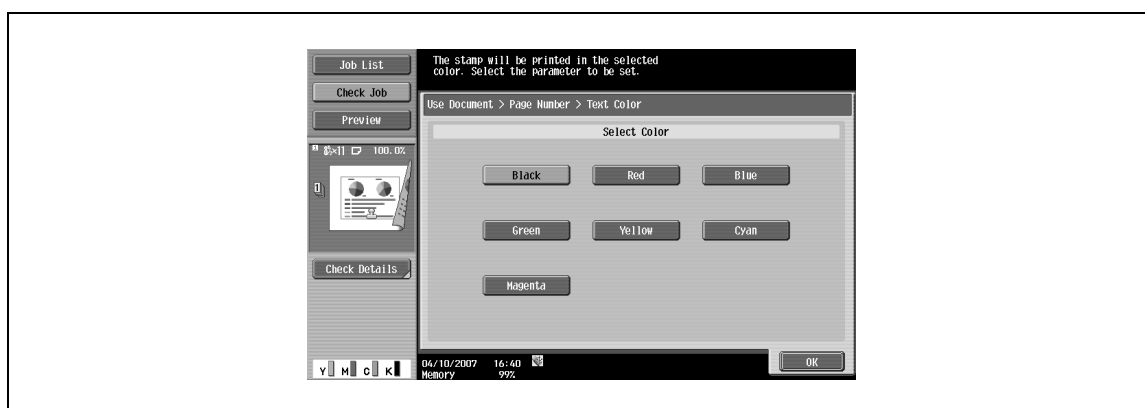


Settings can be specified for the following.

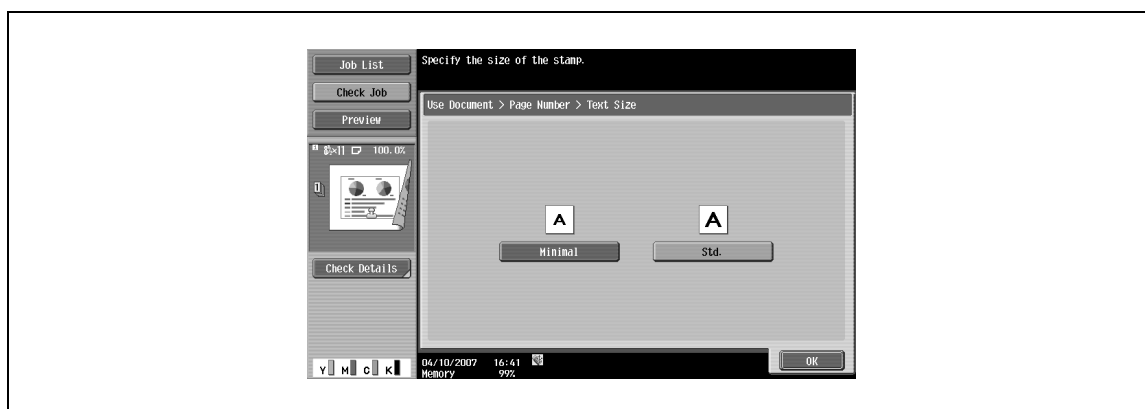
Item		Description
Cover Sheet	Print on Front and Back Cover	Select this option to print the page numbers on the front and back cover pages.
	Print on Back Cover Only	Select this option not to print the page number on the front cover page.
	Do Not Print Page Number	Select this option not to print the page numbers on the front and back cover pages.
Insert Sheet (Copy)	Print Page #	Select this option to print the page number on printed insertions.
	Do Not Print #	Select this option not to print the page number on printed insertions.
	Skip the Page(s)	Select this option to count printed insertions as pages, but not print the page numbers on them.
Insert (Blank)	Do Not Print #	Select this option not to print the page number on blank insertions.
	Skip the Page(s)	Select this option to count blank insertions as pages, but not print the page numbers on them.

Text Color

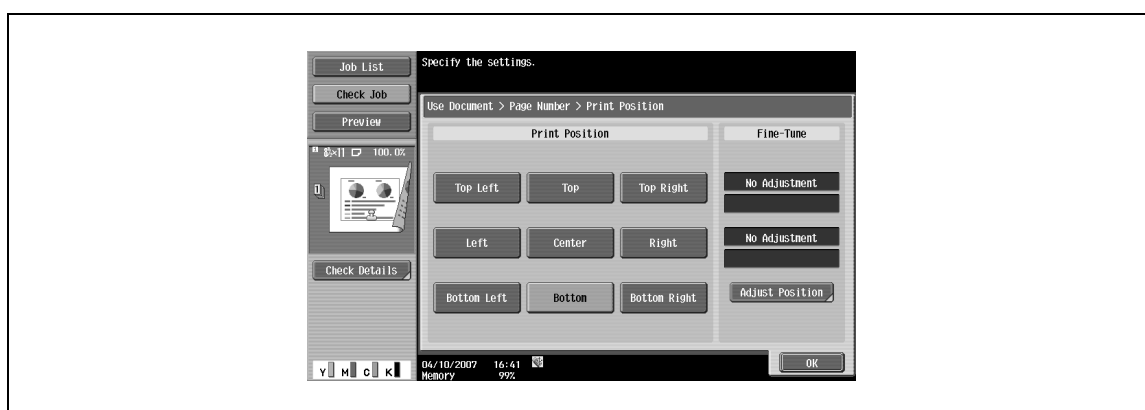
→ Select the printing color (black, red, blue, green, yellow, cyan and magenta).

**Text Size**

→ Select the size (minimal or std.) in which text is printed.

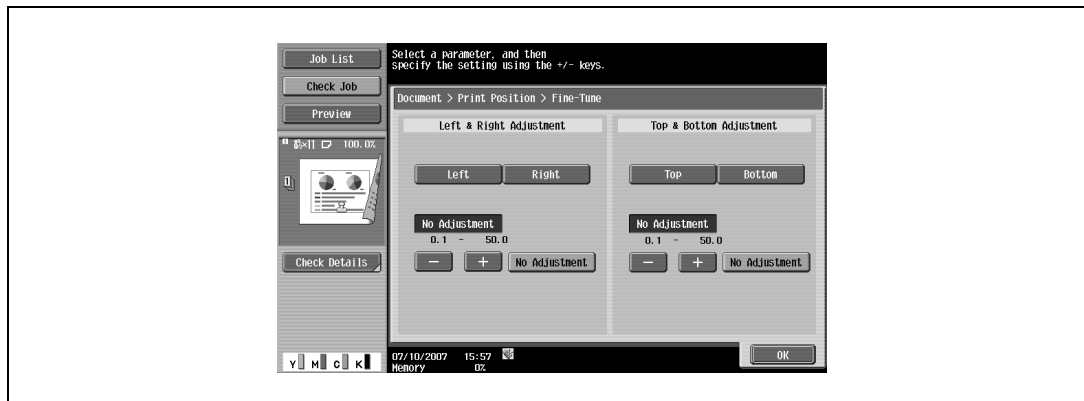
**Print Position - Print Position**

→ Select the desired position to be printed.



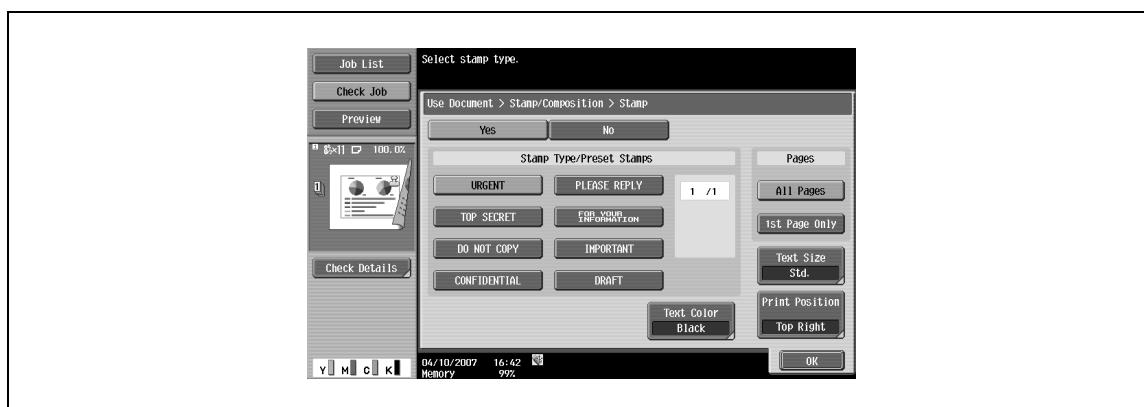
Print Position - Fine-Tune

- 1 To make fine adjustments, touch [Adjust Position].
- 2 Adjust the position between 0.1 mm and 50.0 mm in the left/right direction and the up/down direction.



7.4.9 Stamp/Composition - Stamp

- Print preset text, such as "URGENT".



Stamp Type/Preset Stamps

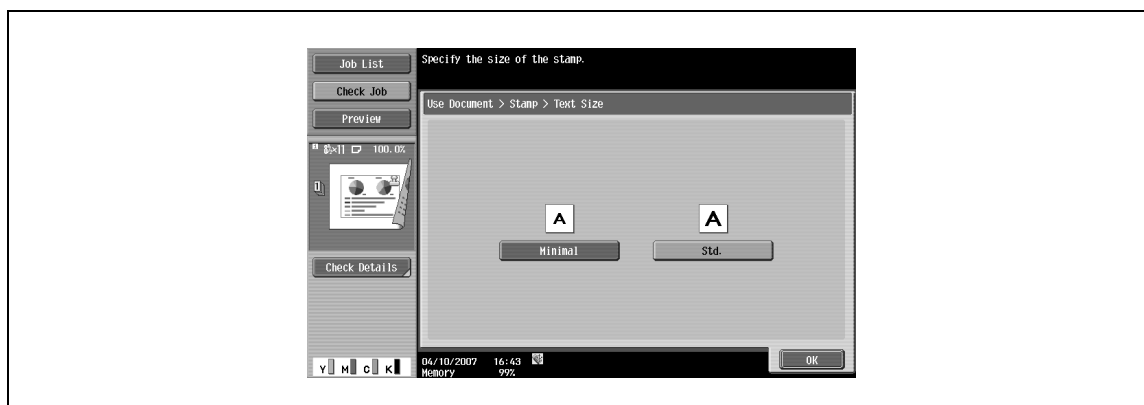
- Select a stamp, such as "URGENT", "PLEASE REPLY", or "DO NOT COPY".

Pages

- Select the pages to be printed on (either all pages or 1st page only).

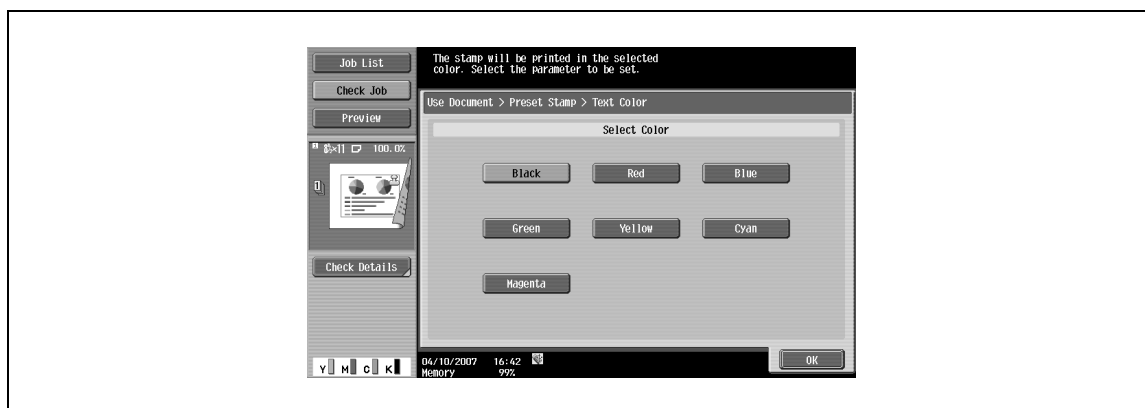
Text Size

- Select the size (minimal or std.) in which text is printed.



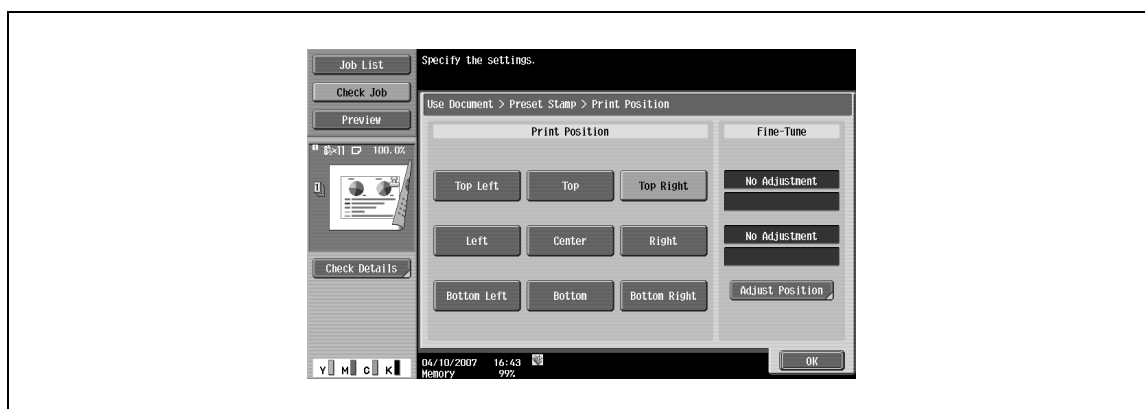
Text Color

- Select the printing color (black, red, blue, green, yellow, cyan and magenta).



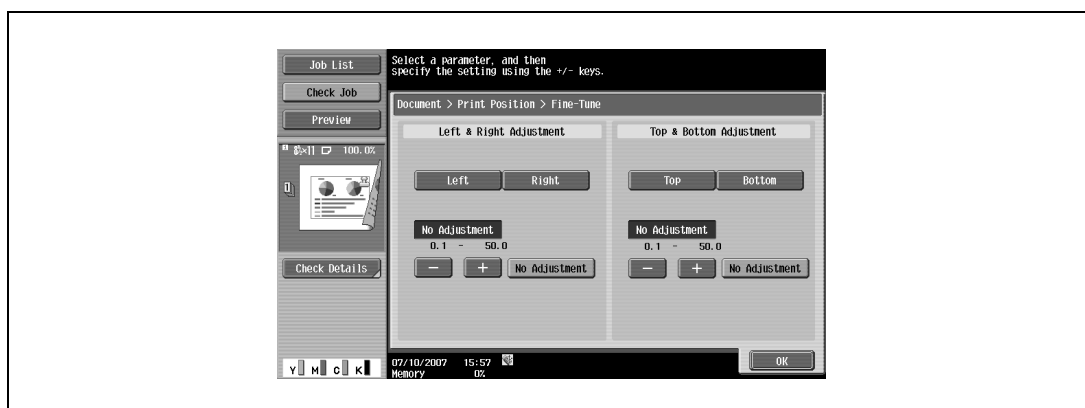
Print Position - Print Position

- Select the desired position to be printed.



Print Position - Fine-Tune

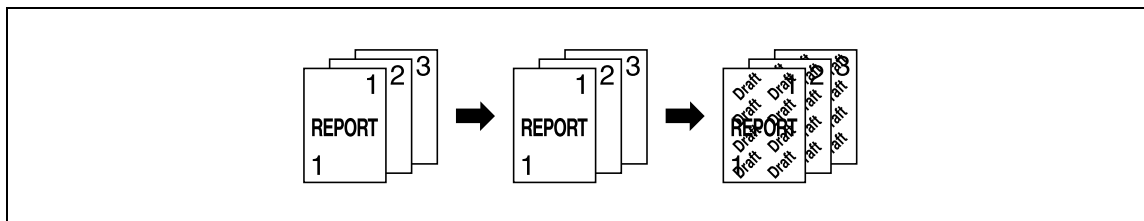
- 1 To make fine adjustments, touch [Adjust Position].
- 2 Adjust the position between 0.1 mm and 50.0 mm in the left/right direction and the up/down direction.



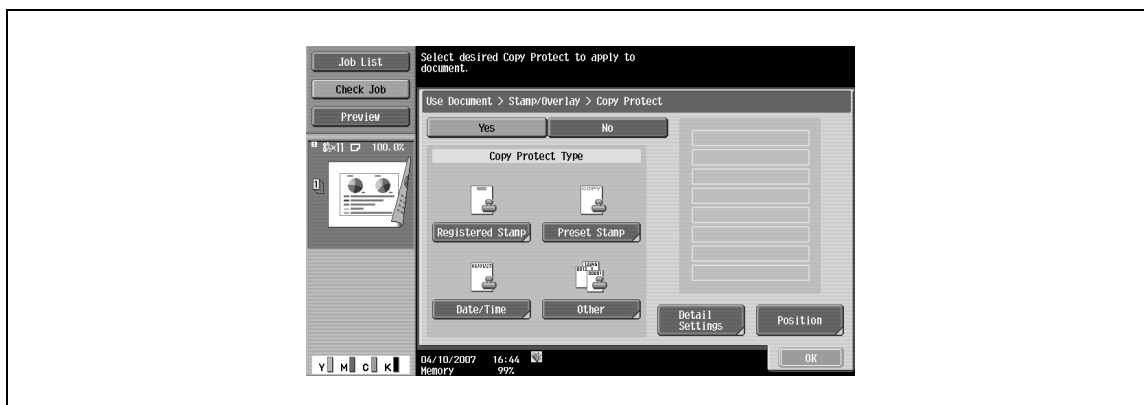
7.4.10 Stamp/Composition - Copy Protect

What is Copy Protect?

Prints hidden text on all pages of a document in order to prevent unauthorized copying. When a document printed with copy protection text is copied, the hidden text appears clearly repeated throughout the pages of the copies so that the reader knows that it is a copy.



Up to eight characters and stamps can be placed. When text and stamps to be inserted are set at 45 (-45) degrees, up to four areas are needed.



Copy Protect Type - Registered Stamp

- ➔ Insert stamp images registered with the utility software.
 - One stamp requires one area.



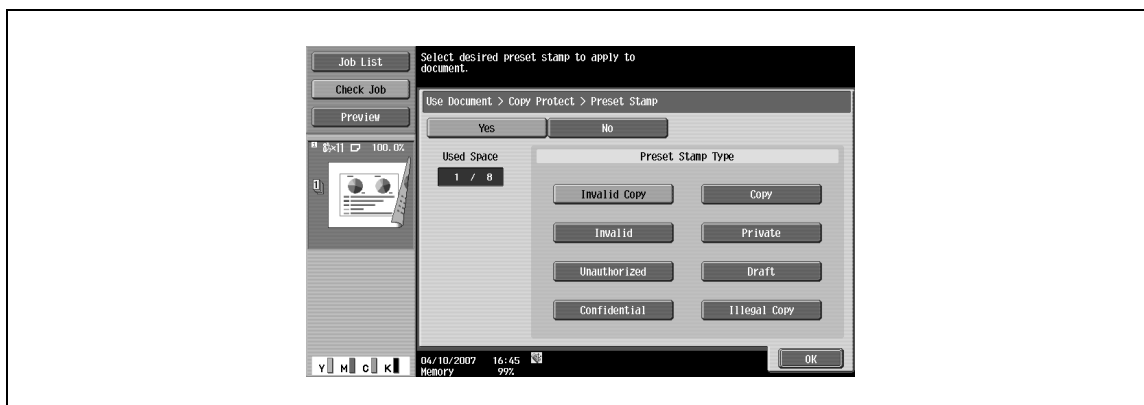
Detail

Use the "Copy Protection Utility" to register a stamp. For details, refer to the manual for the utility software.

A registered stamp may require multiple areas depending on the contents.

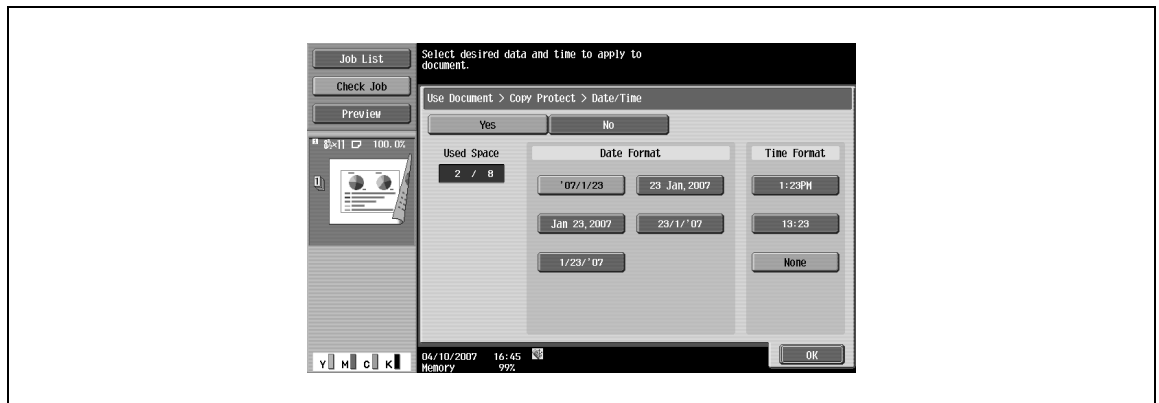
Copy Protect Type - Preset Stamp

- ➔ Insert preset text, such as "Invalid Copy", "Copy", or "Private", as preset stamps.
 - One stamp requires one area.



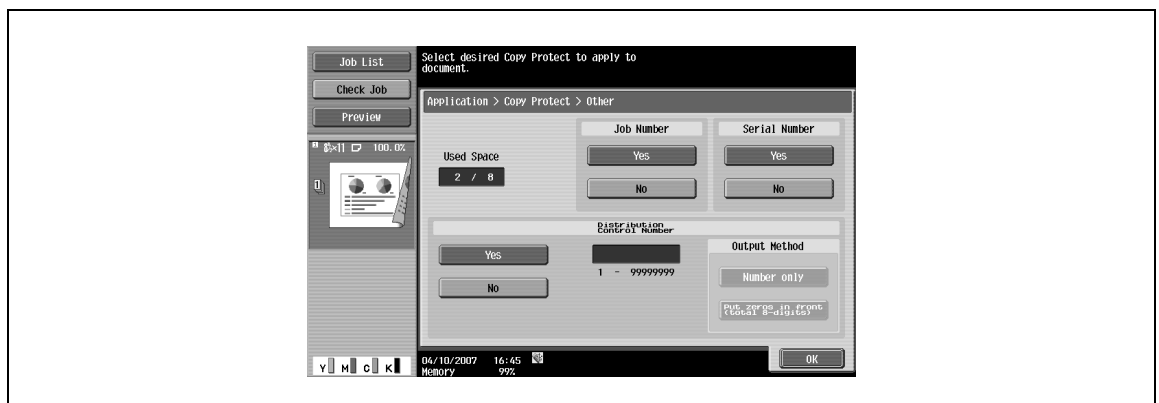
Copy Protect Type - Date/Time

- Insert the date and time that the document was registered.
 - [Date Format] requires one area.
 - [Time Format] requires one area.



Copy Protect Type - Other

- Insert the job number assigned to the document, the serial number or a distribution control number.
 - Selecting [Job Number] prints the job number of the printed job. [Job Number] requires one area.
 - Selecting [Serial Number] prints the serial number of this machine. [Serial Number] requires one area.
 - If [Distribution Control Number] is specified, copies of the entered number are printed. [Distribution Control Number] requires one area.

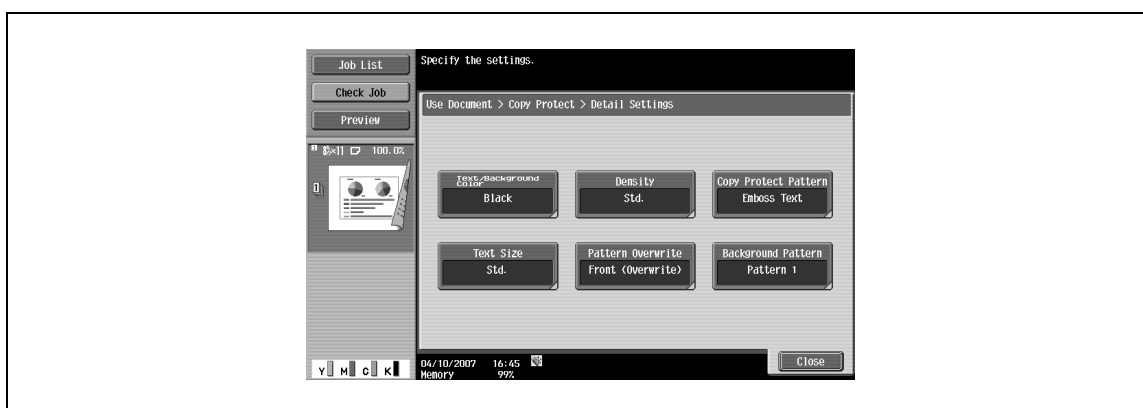


Detail

The printed serial number indicates the serial number of the machine. For details on specifying the serial number, contact your service representative.

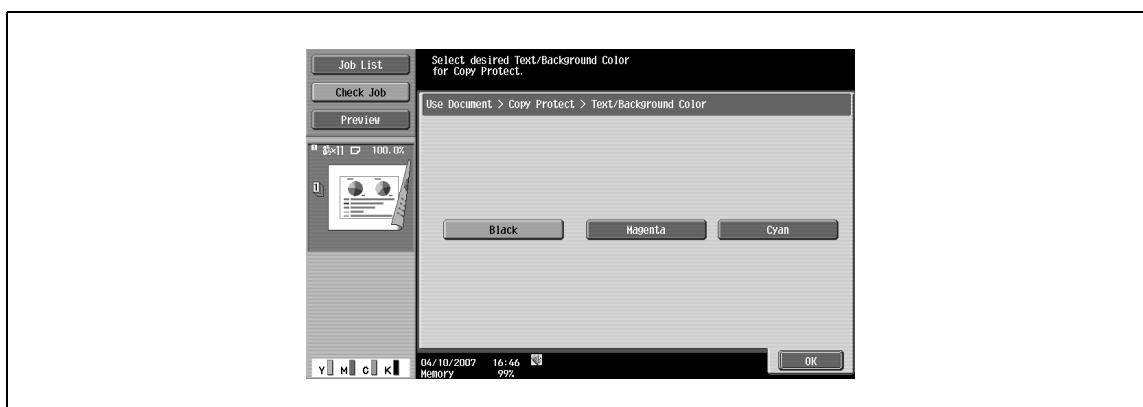
Detail Settings

→ Press [Detail Settings] to set the color and density of texts and background patterns.



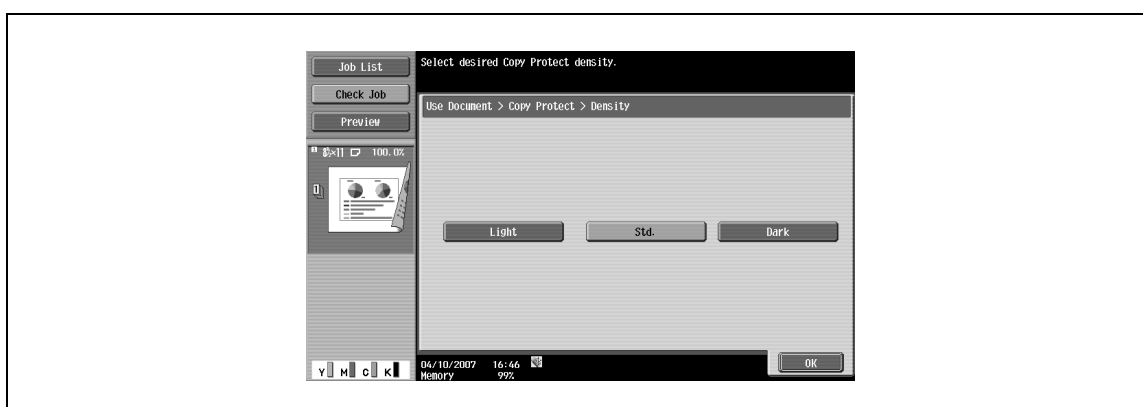
Detail Settings - Text/background color

→ Select the color (black, magenta or cyan) used to print the text and background.



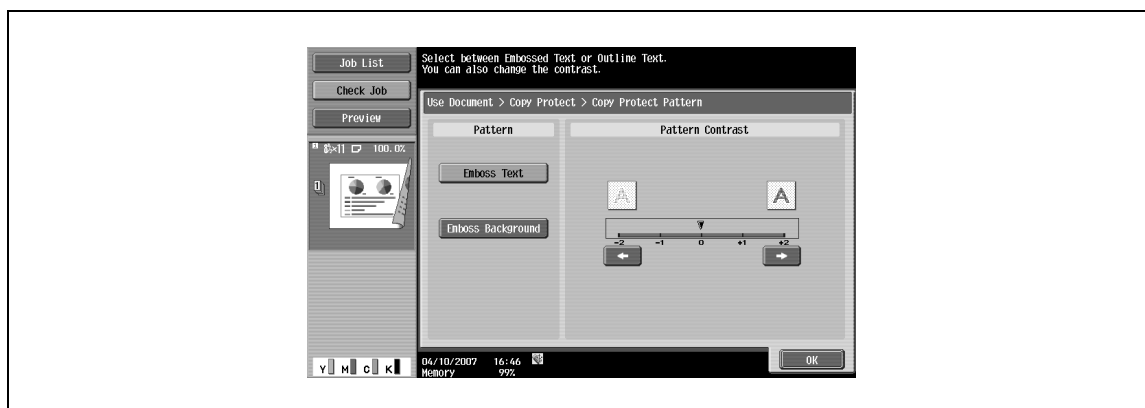
Detail Settings - Density

→ Select the printing density (light, std. or dark).



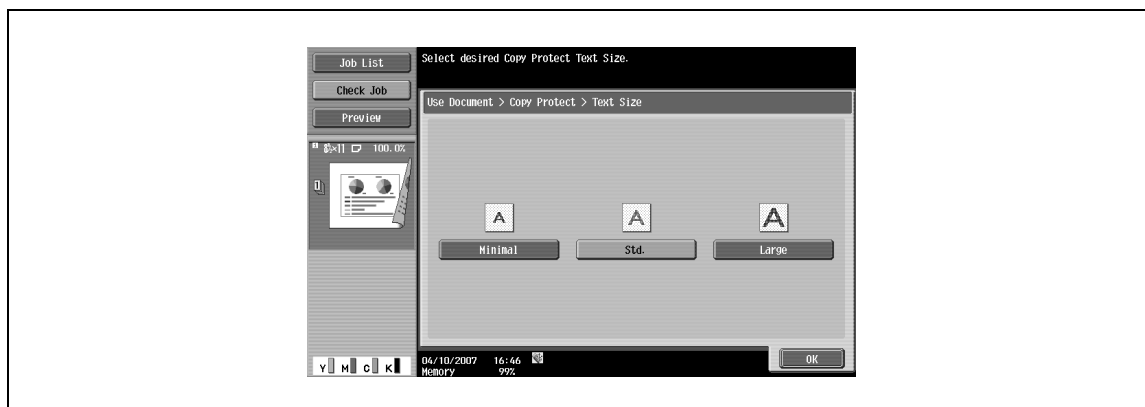
Detail Settings - Copy Protect Pattern

→ Select the pattern type and contrast when the document is copied.



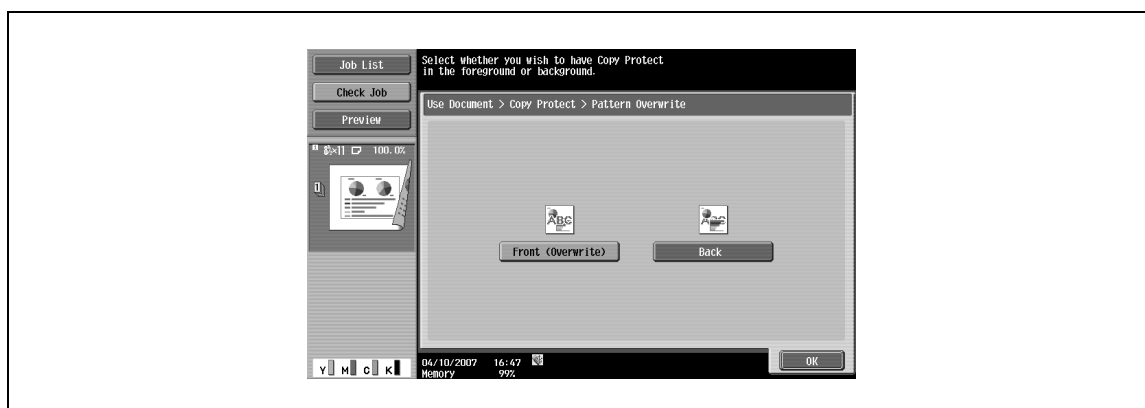
Detail Settings - Text Size

→ Select the size (minimal, std. or large) in which text is printed.



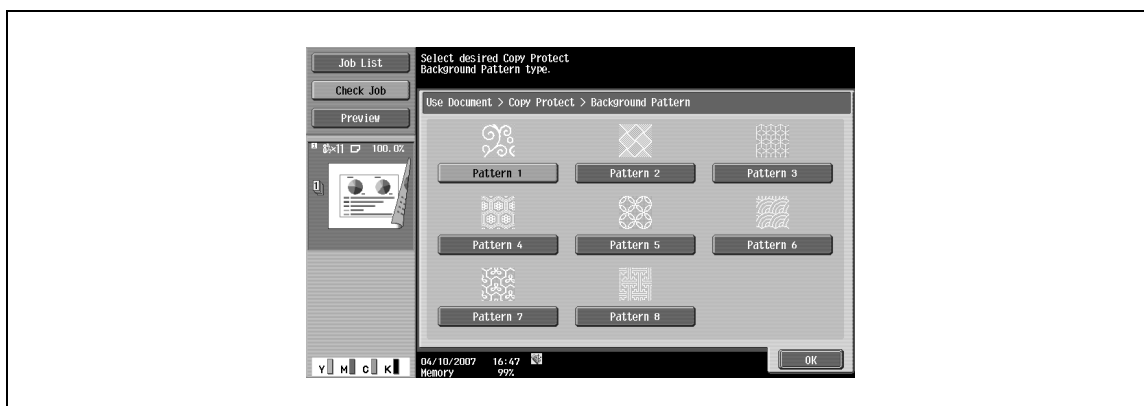
Detail Settings - Pattern Overwrite

→ Select the pattern overwrite from [Front (Overwrite)] or [Back].



Detail Settings - Background Pattern

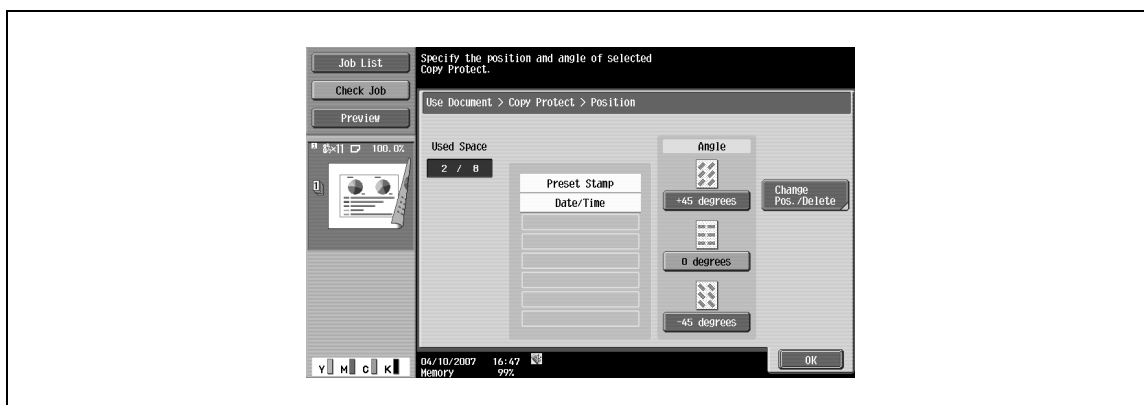
→ Select the pattern to be printed in the background.



Position

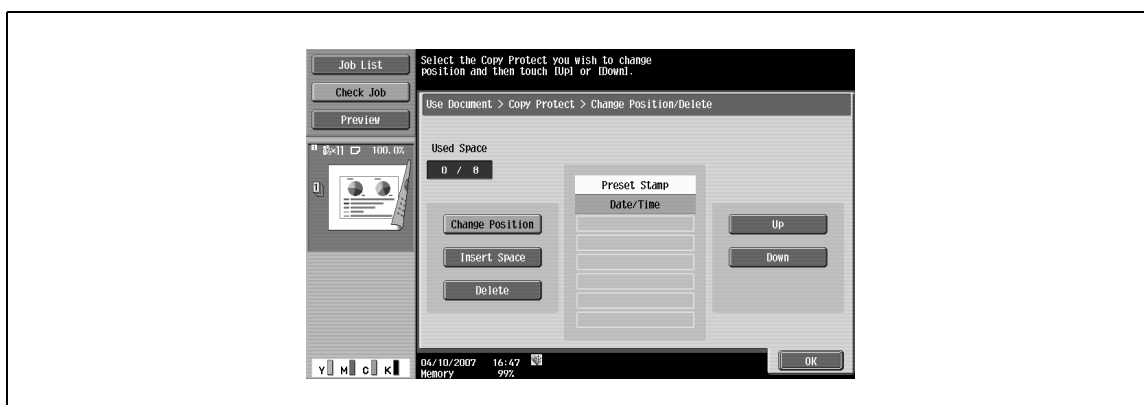
The following settings are enabled.

- Changing the angle of text within the area (+45 degrees, 0 degrees (none) or -45 degrees)
- Inserting spaces between copy protection
- Changing the printing order of copy protection
- Deleting copy protection or spaces



Position - Change Pos./Delete

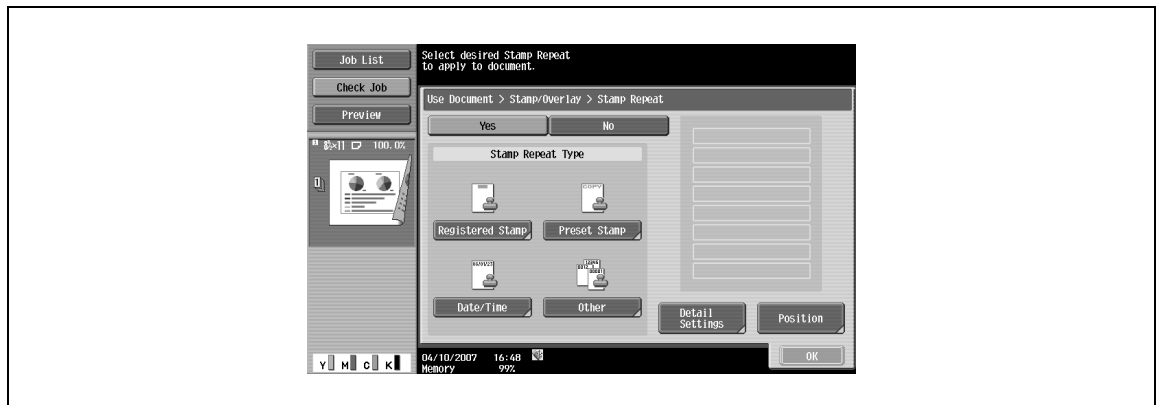
Specifies by selecting a stamp to be changed, and then pressing [Change Pos./Delete] to make the setting in effect.



7.4.11 Stamp/Composition - Stamp Repeat

What is Stamp Repeat?

Text or images can be repeatedly printed throughout all pages. Copy Protect is used to prevent copying while Stamp Repeat allows copying.



Stamp Repeat Type - Registered Stamp

- Inserts stamp images registered with the utility software.
 - One stamp requires one area.



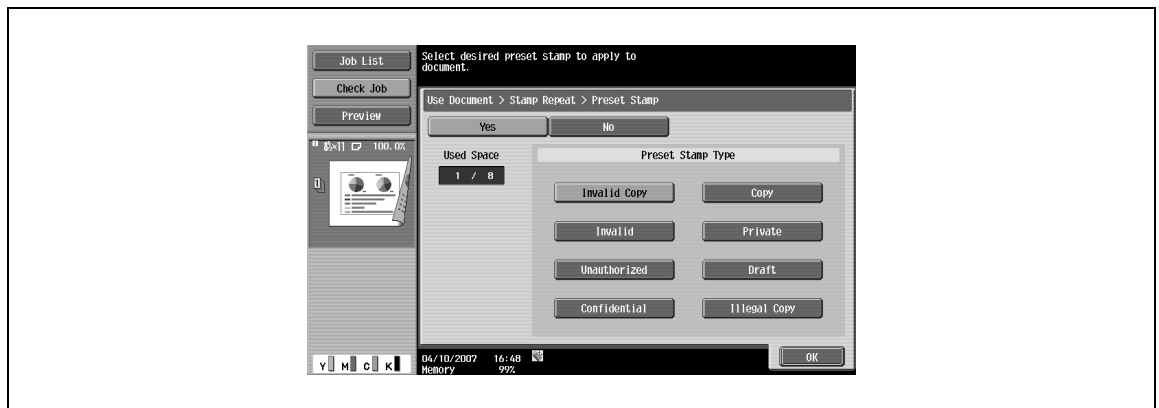
Detail

Use the "Copy Protection Utility" to register a stamp. For details, refer to the manual for the utility software.

A registered stamp may require multiple areas depending on the contents.

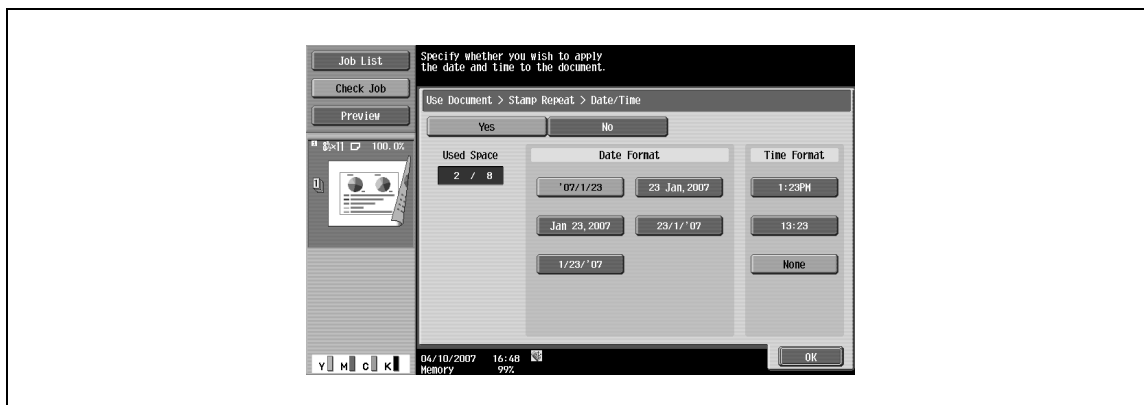
Stamp Repeat Type - Preset Stamp

- Insert preset text, such as "Invalid Copy", "Copy", or "Private", as preset stamps.
 - One stamp requires one area.



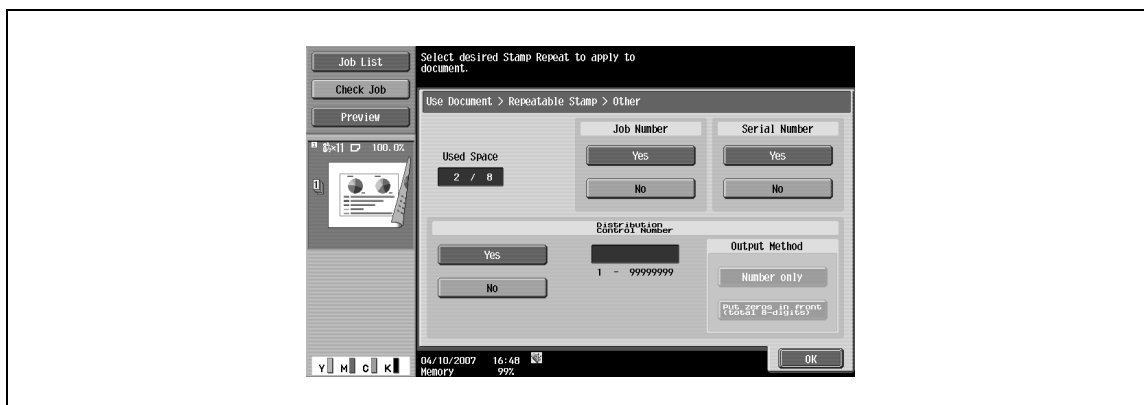
Stamp Repeat Type - Date/Time

- Insert the date and time that the document was registered.
 - [Date Format] requires one area.
 - [Time Format] requires one area.



Stamp Repeat Type - Other

- Insert the job number assigned to the document, the serial number or a distribution control number.
 - Selecting [Job Number] prints the job number of the printed job. [Job Number] requires one area.
 - Selecting [Serial Number] prints the serial number of this machine. [Serial Number] requires one area.
 - If [Distribution Control Number] is specified, copies of the entered number are printed. [Distribution Control Number] requires one area.

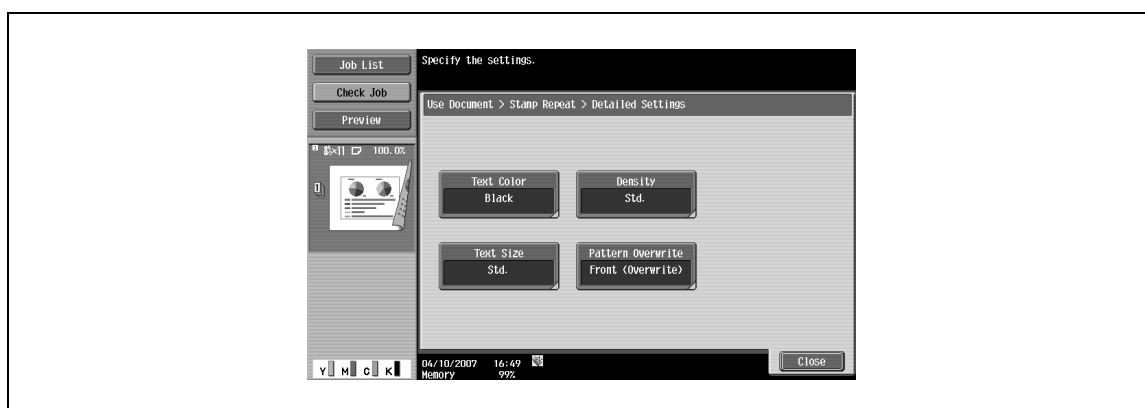


Detail

The printed serial number indicates the serial number of the machine. For details on specifying the serial number, contact your service representative.

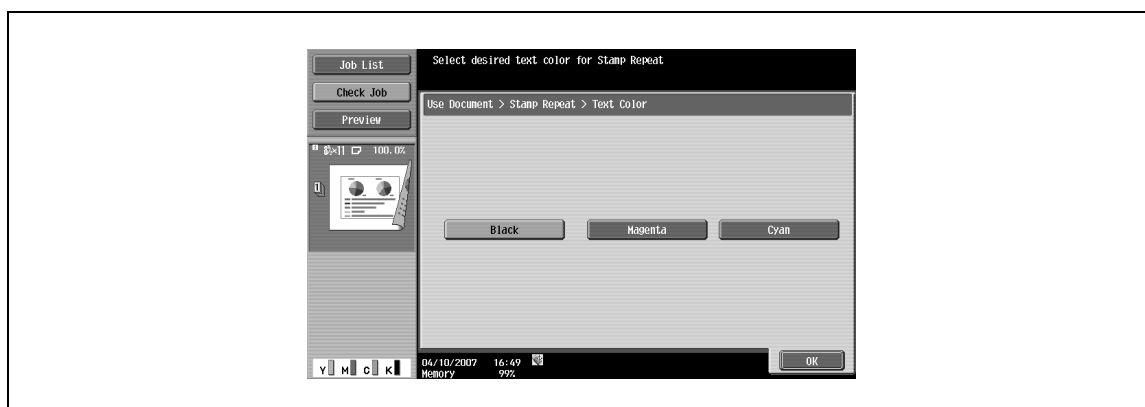
Detail Settings

- Touch [Detailed Settings] to set the color and density of texts and patterns.



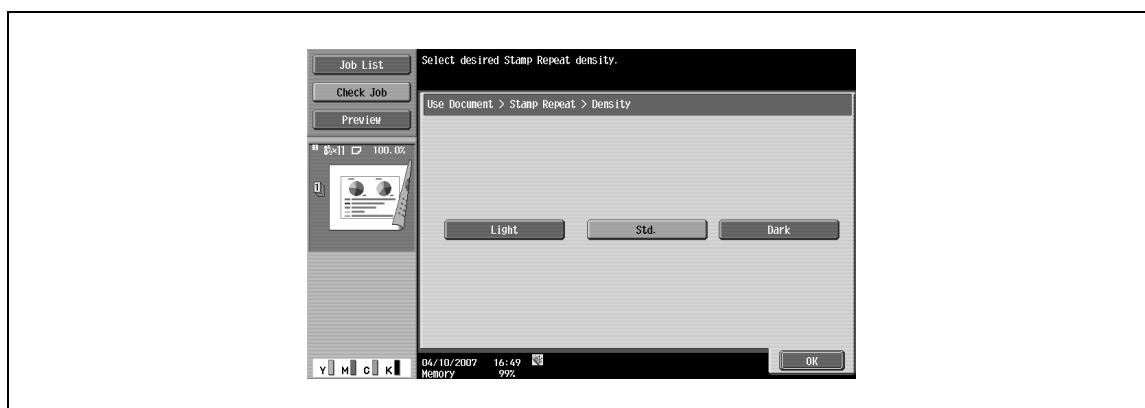
Detailed Settings - Text Color

- Select the color (black, magenta. or cyan) used to print the text.



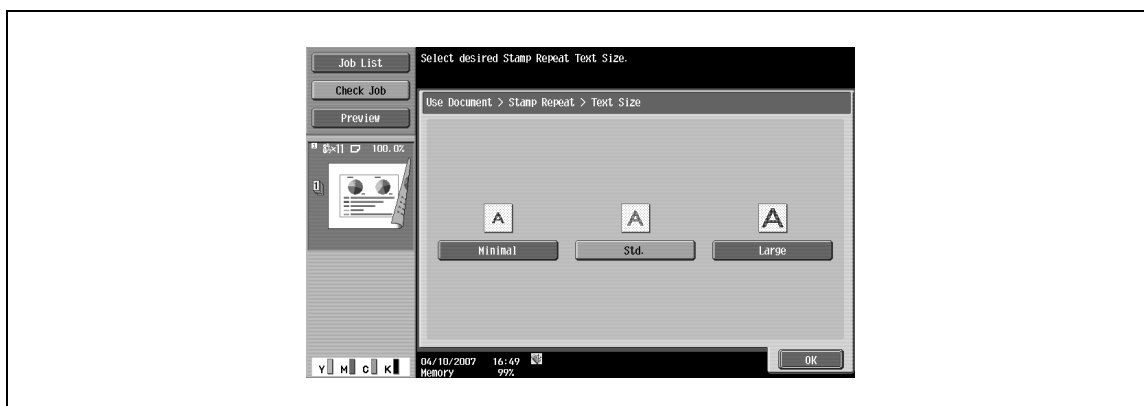
Detailed Settings - Density

- Select the printing density (light, std. or dark).



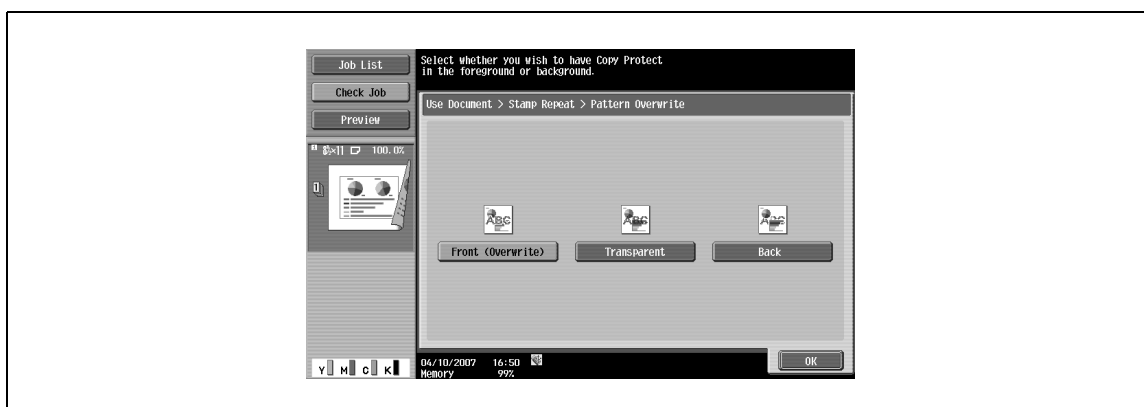
Detailed Settings - Text Size

→ Select the size (minimal, std. or large) in which text is printed.



Detailed Settings - Pattern Overwrite

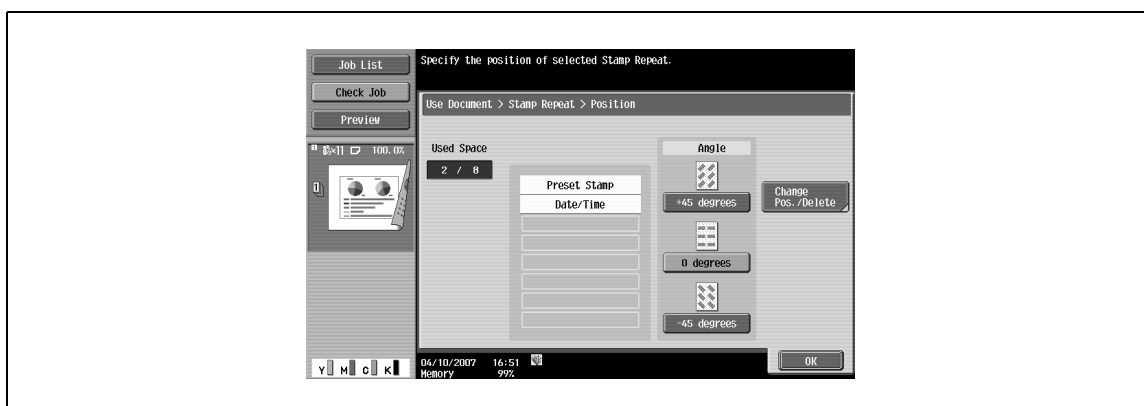
→ Select the pattern overwrite from "Front (Overwrite)", "Transparent", or "Back".



Position

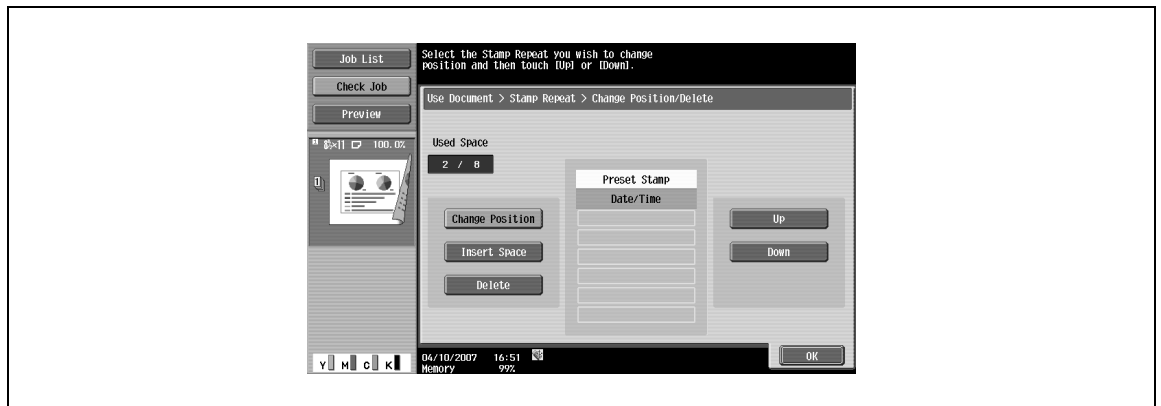
The following settings are enabled.

- Changing the angle of text within the area (+45 degrees, 0 degrees or -45 degrees)
- Inserting spaces between stamps
- Changing the printing order of stamps
- Deleting stamps or spaces



Position - Change Pos./Delete

Specifies by selecting a stamp to be changed, and then pressing [Change Pos./Delete] to make the setting in effect.



7.4.12 Stamp/Composition - Header/Footer

Inserts headers or footers on all pages. The contents of the header/footer must be registered in Administrator Settings.

- Touch "Check/Change Temporarily" to change what is registered and print it.

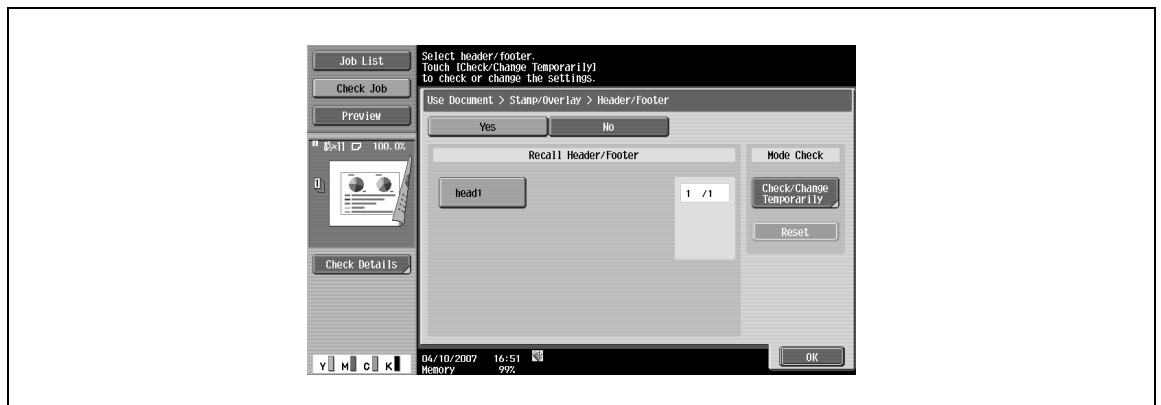


Note

For details on header/footer registration, refer to the User manual – Network Scan/Fax/Network Fax Operations.

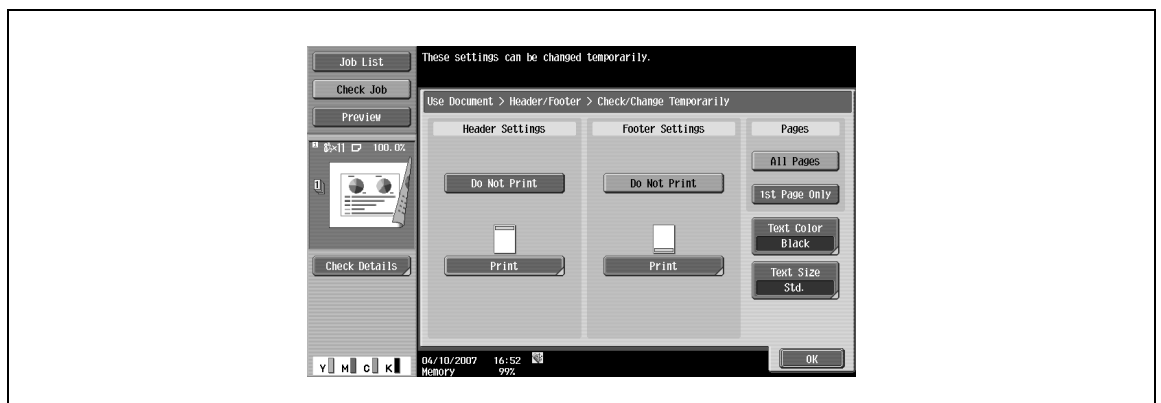
Recall Header/Footer

- Select a header/footer to be printed from the registered list.



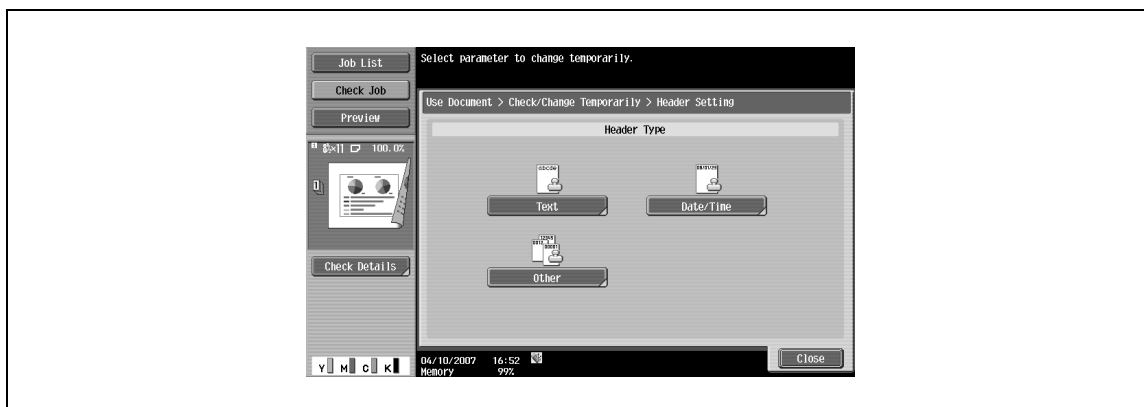
Check/Change Temporarily

- Display the Check/Change Temporarily screen.



Check/Change Temporarily - Header Settings/Footer Settings

- Select whether or not to print a header/footer. Press [Print] to specify a text, the date/time or other information (distribution control number, job number or serial number).

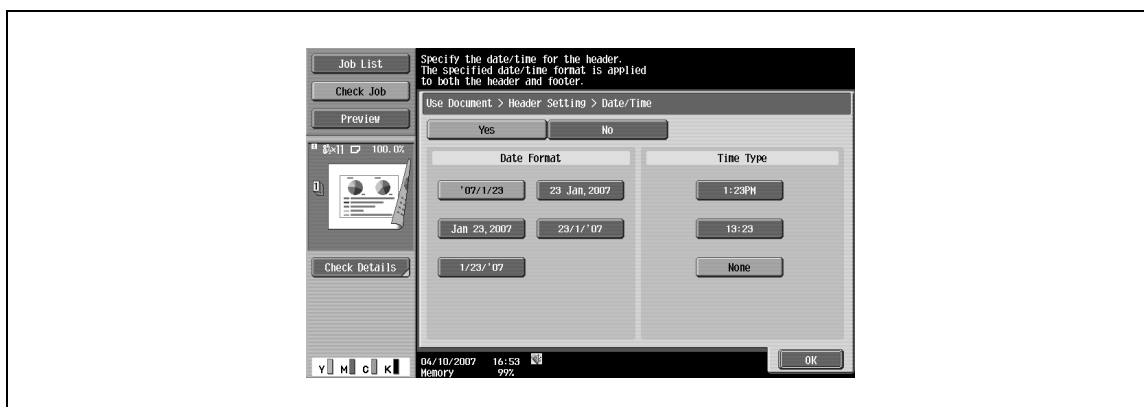


Check/Change Temporarily - Header Settings/Footer Settings - Text

- Specify the header/footer text from the touch panel.

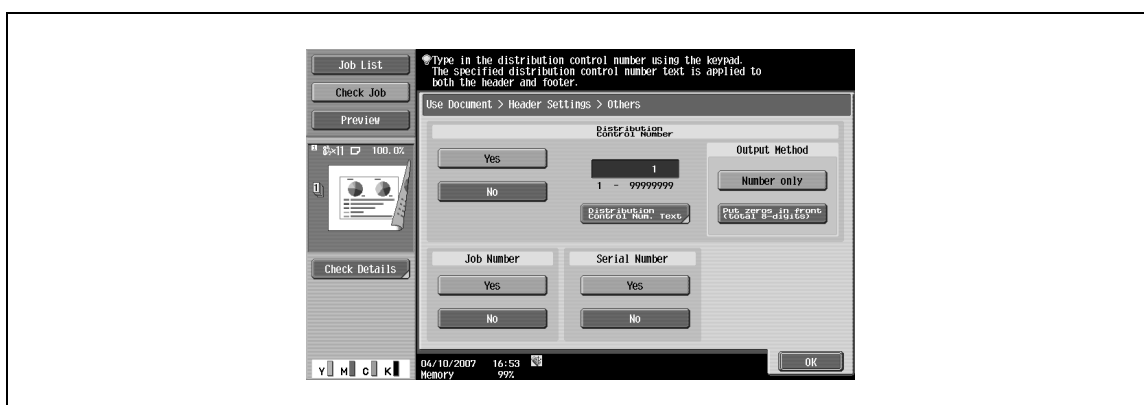
Check/Change Temporarily - Header Settings/Footer Settings - Date/Time

- Specify the date/time for the header/footer.



Check/Change Temporarily - Header Settings/Footer Settings - Other

- Specify the distribution control number, job number and serial number for the header/footer.



Detail

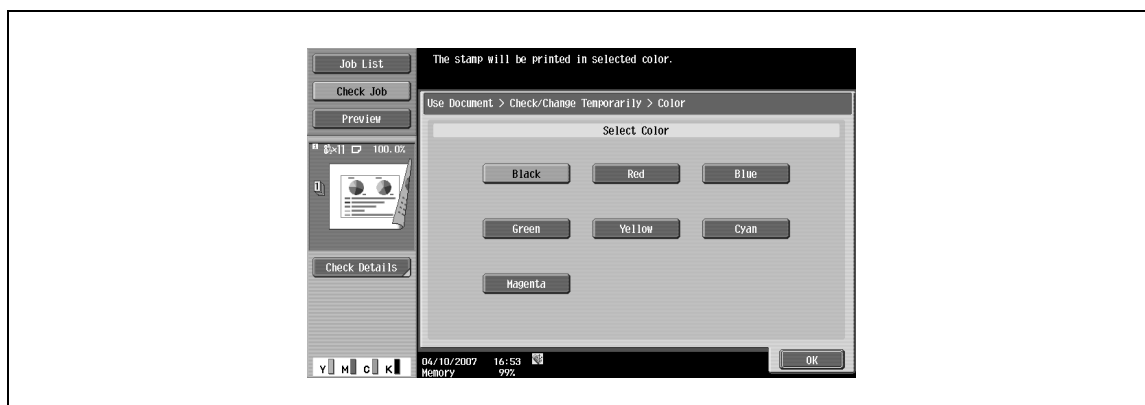
The printed serial number indicates the serial number of the machine. For details on specifying the serial number, contact your service representative.

Check/Change Temporarily - Pages

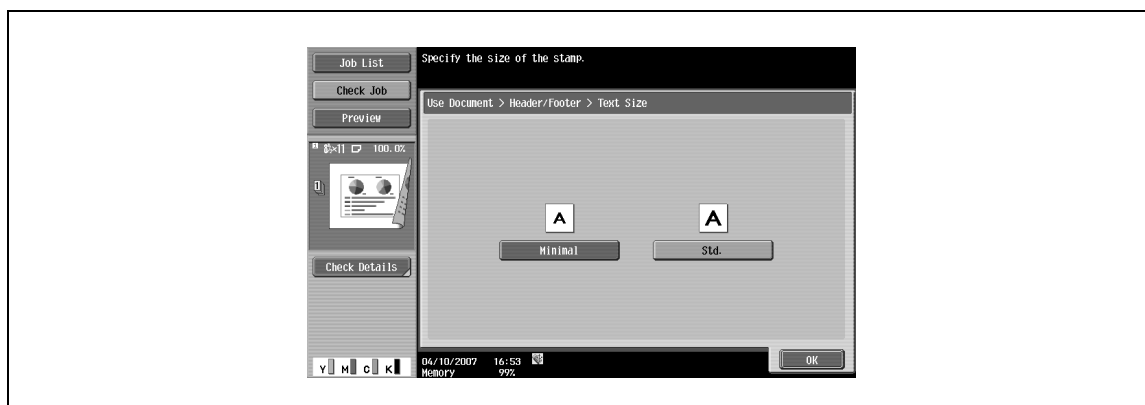
- Select the pages to be printed on (either all pages or first page only).

Check/Change Temporarily - Text Color

- Select the printing color (black, red, blue, green, yellow, cyan and magenta).

**Check/Change Temporarily - Text Size**

- Select the size (minimal or std.) in which text is printed.



7.5 Send (Public/Personal/Group user box)

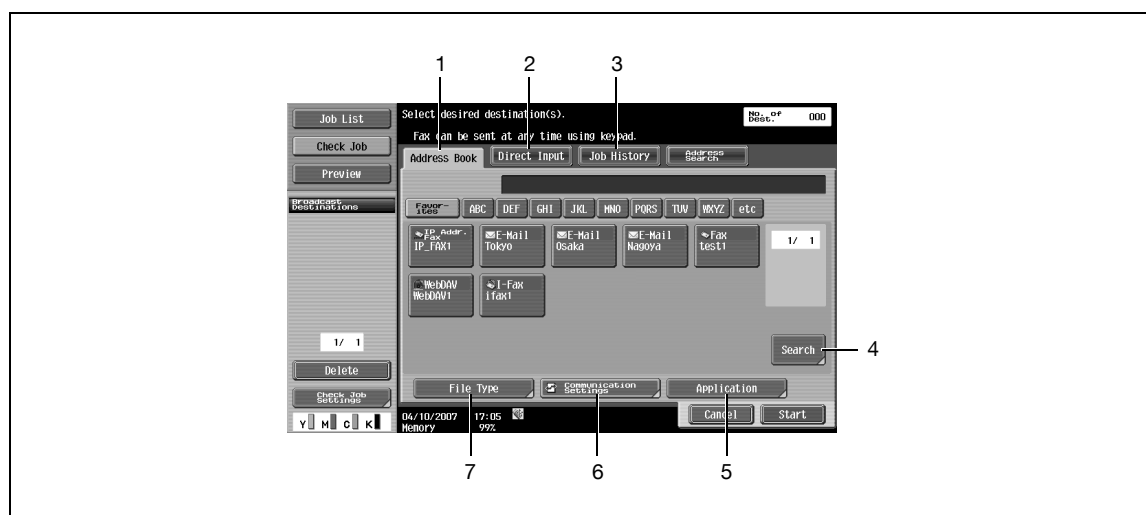
7.5.1 Overview of Send

Document data saved in user boxes can be sent using the following methods. The data can easily be routed simply by registering a destination with this machine instead of sending the data through different computers.

Item	Description
Fax	Sends data in the document as Fax.
E-Mail Addr.	Document data can be sent as an E-Mail attachment.
Internet Fax	Document data can be sent as an E-Mail attachment via the Intranet and Internet.
IP Address Fax	Specifies the host name or IP address for the destination to send a Fax.
Scan to SMB	Document data is sent to a shared folder on the specified computer.
Scan to FTP	Document data is sent to the specified FTP server.
Scan to Web-DAV	Document data is sent to the specified server on the network.

7.5.2 Description of the Send screen

→ Touch [Send] to display the following screen.



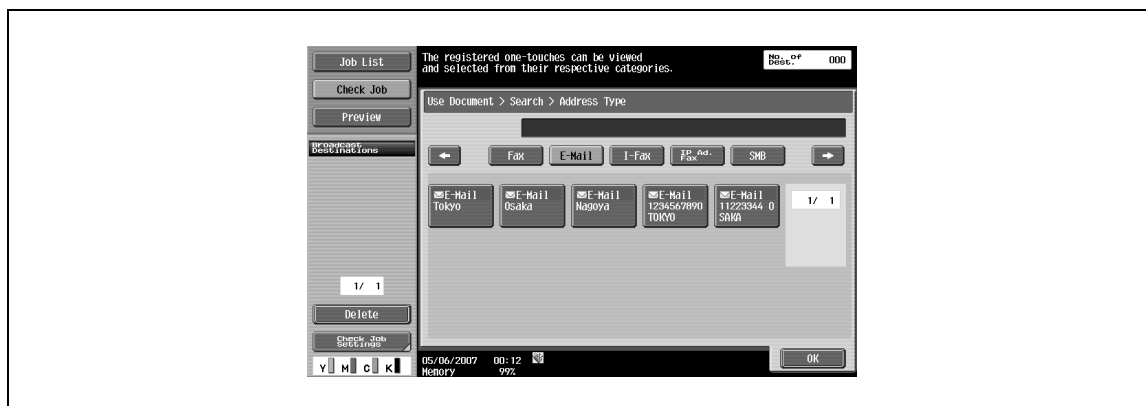
No.	Part Name	Description
1	[Address Book]	Select a recipient from the registered destinations.
2	[Direct Input]	Enter and specify an unregistered destination directly. If manual destination input is restricted by "Security Settings" in the Administrator mode, [Direct Input] and [Address search] does not appear.
3	[Job History]	Select one from the fax destination history.
4	[Address Search]	Search the address from the address book.
5	[Application]	Specifies optional functions such as stamp and page print.
6	[Communication Settings]	Specifies settings for communication.
7	[File Type]	Specifies the file format and the encryption detail to be sent.

7.5.3 Address Book - Search

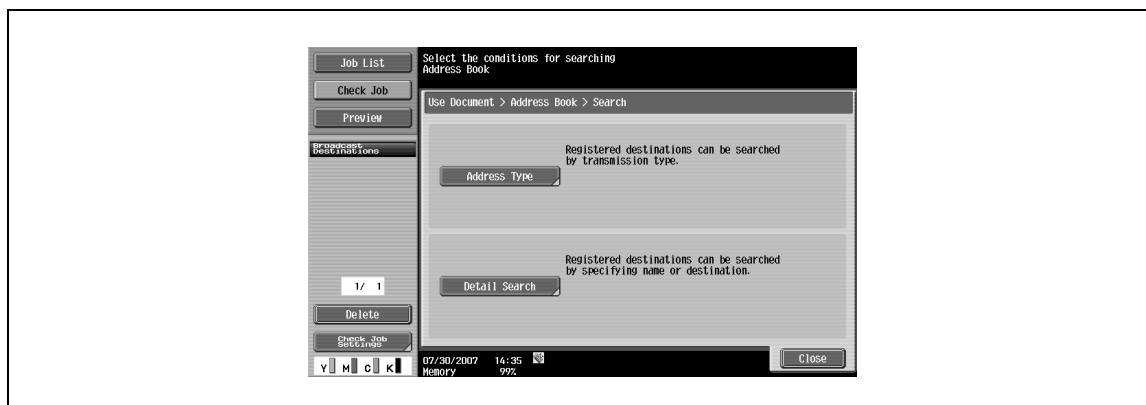
The destination address can be searched. Search the registered destination according to the following method.

Address Type

You can search the destination by destination type specified when the destination was registered.



[Address Type] appears by touching [Search] if [Default Address Book] (displayed by touching [Custom Display Settings] - [Scan/Fax Settings] on the [User Settings]) is set to "Index".

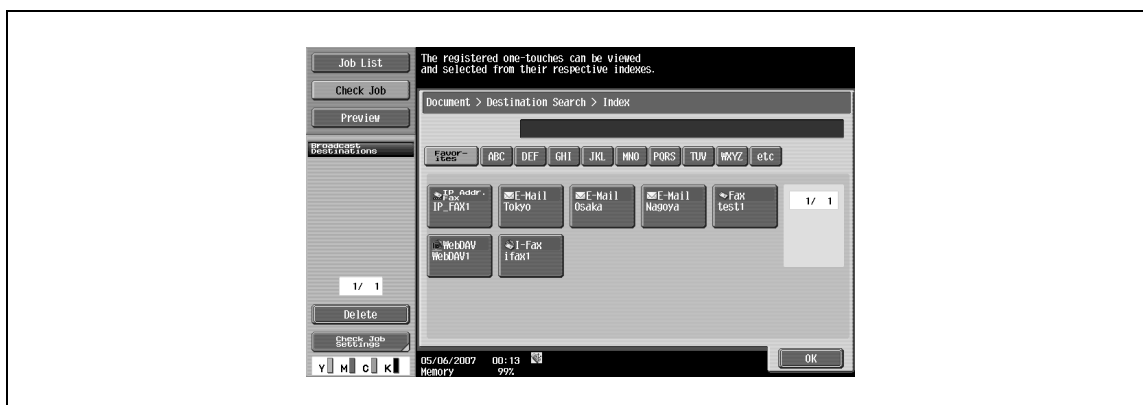


Detail

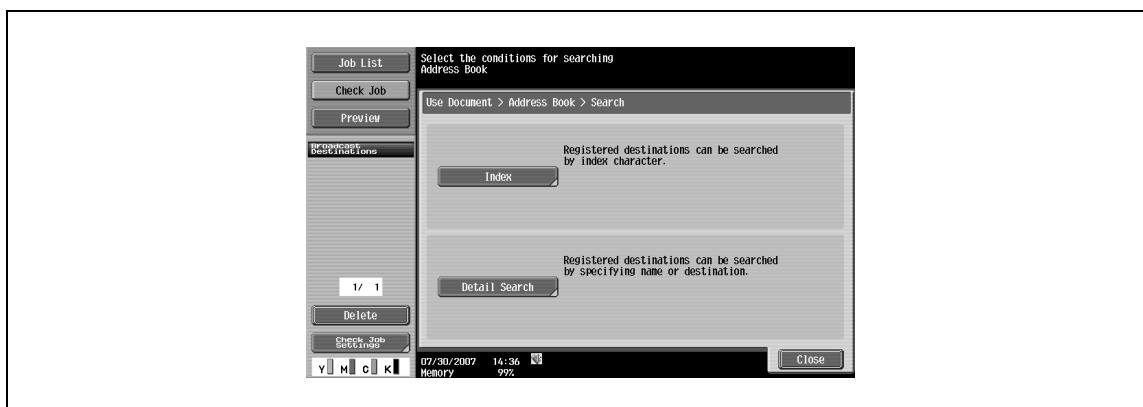
For details on the "Default Address Book" setting, refer to the User manual – Network Scan/Fax/Network Fax Operations.

Index

The index is displayed based on the index that was specified when the destination was registered.

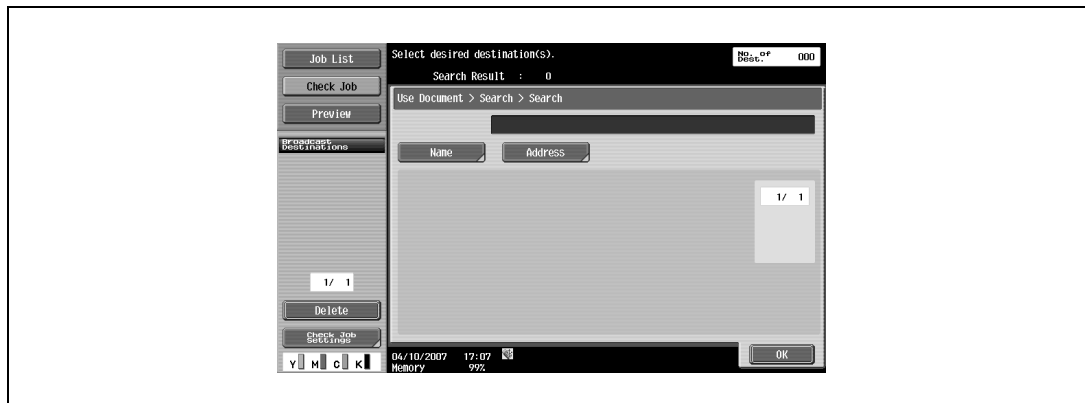


[Index] appears by touching [Search] if [Default Address Book] (displayed by touching [Custom Display Settings] - [Scan/Fax Settings] on the [User Settings]) is set to "Address Type".



Detail Search

- 1 Type in the destination name or part of the address to search for the corresponding address.
- 2 Select [Name] or [Destination] and enter the search text.



Detail Search - Search Options

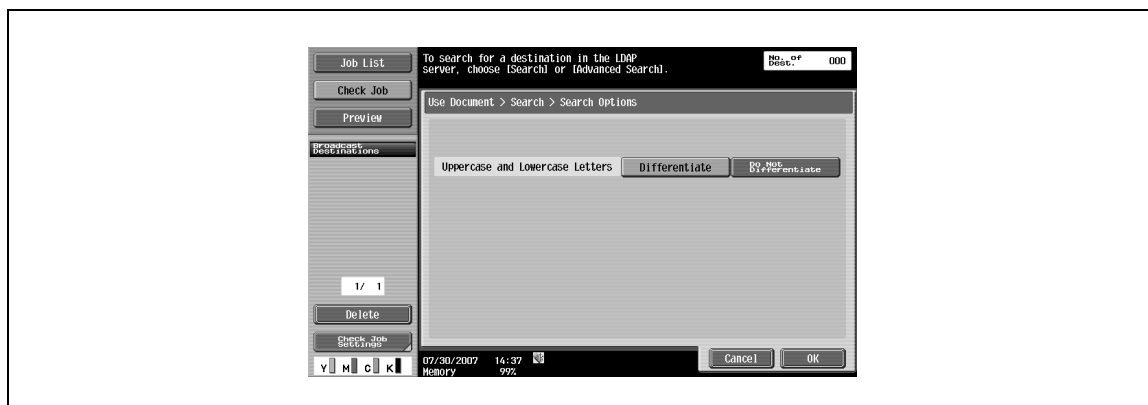
When a condition is selected in the Detail Search screen, search options appear.

- Select options to be added for the search, and then touch [OK].



Detail

Display of the Search Options screen and contents of the items to be displayed can be specified in "Search Option Settings" in the Utility mode. For details, refer to the User manual – Network Scan/Fax/Network Fax Operations.



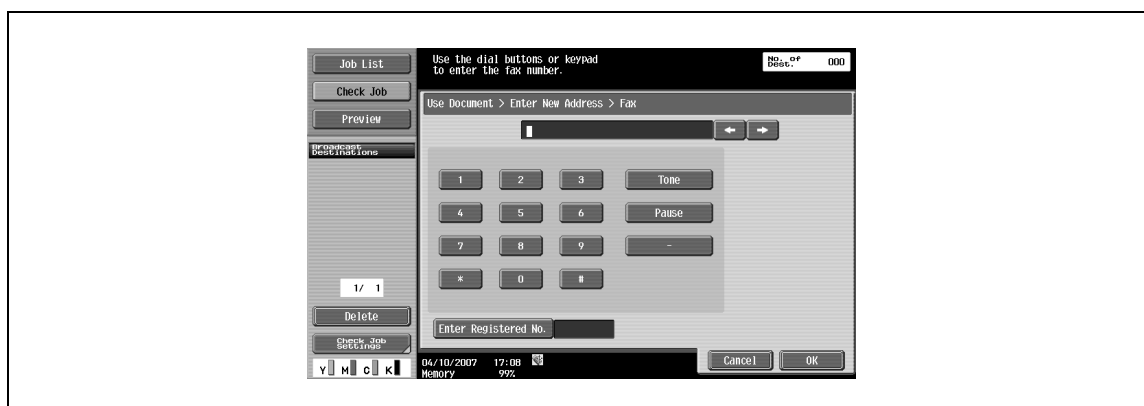
7.5.4 Direct Input

An unregistered destination can be specified by directly entering it.

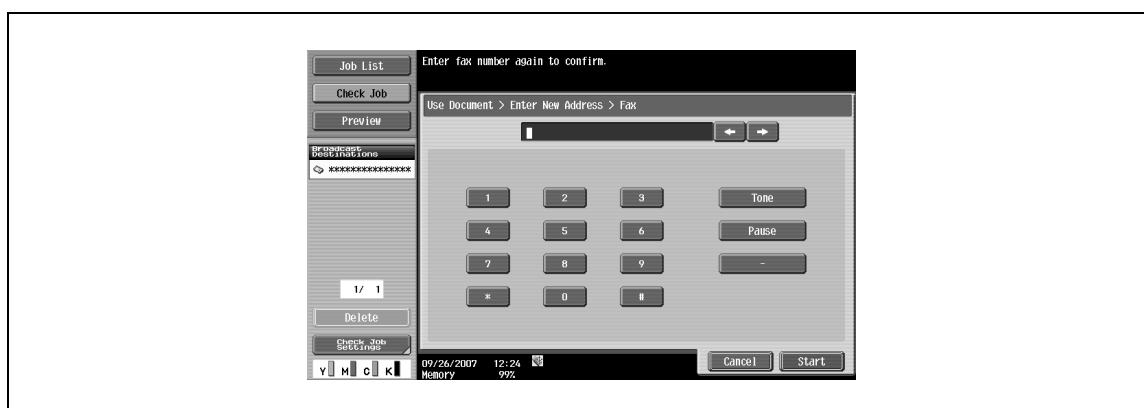


7.5.5 Direct Input - Fax

→ Enter the fax number from the touch panel.



- If the "Confirm Address (TX)" is specified, after touching [OK], a screen appears prompting you to enter the fax number again. Enter the fax number, and then touch [Send].



Detail

For details on Confirm Address (TX), refer to the User manual – Network Scan/Fax/Network Fax Operations.

7.5.6 Direct Input - E-Mail

- Enter an E-Mail address from the touch panel.



Detail

Frequently entered user names and domain names can be registered to be recalled and used again. Prefixes and suffixes must be registered in advance in Administrator Settings.

For details on Prefix/Suffix, refer to the User manual – Network Administrator.

7.5.7 Direct Input - Internet Fax

- Enter an E-Mail address from the touch panel.



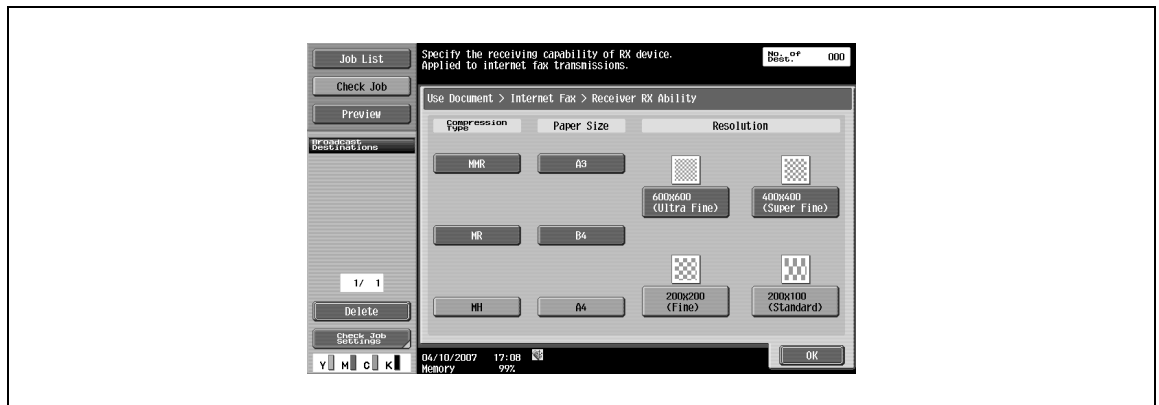
Detail

Frequently entered user names and domain names can be registered to be recalled and used again. Prefixes and suffixes must be registered in advance in Administrator Settings.

For details on Prefix/Suffix, refer to the User manual – Network Administrator.

RX Ability (Destination)

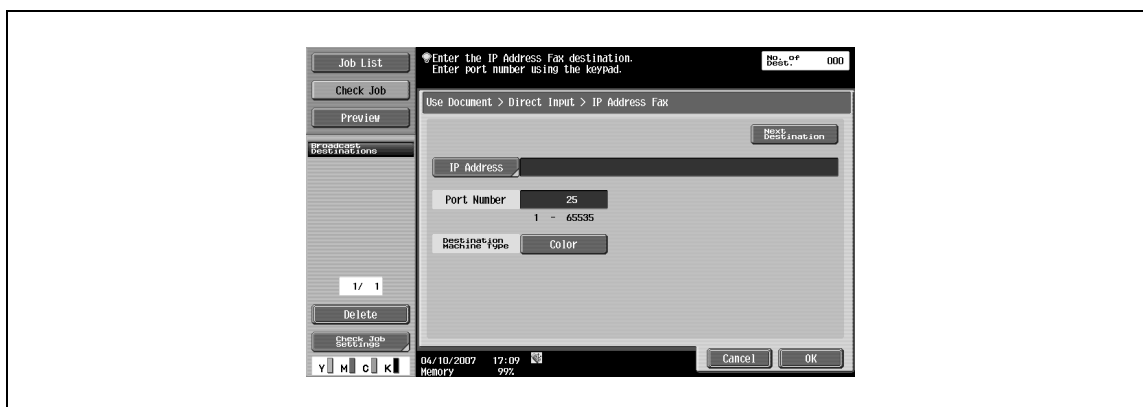
- Select a receivable setting at the Internet Fax destination.
- You can select multiple receivable settings.



Item	Description
Compression Type	MMR, MR, and MH can be selected.
Paper size	A3, B4, and A4 can be selected.
Resolution	600 × 600 dpi (ultra high-definition), 400 × 400 dpi (high-definition), 200 × 200 dpi (fine) and 200 × 100 dpi (normal) can be selected.

7.5.8 Direct Input - IP Address Fax

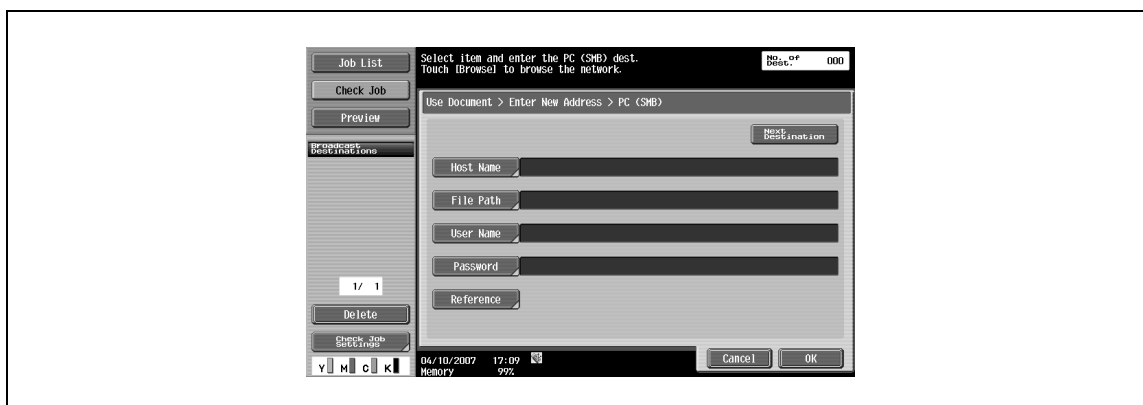
→ Specify the IP address Fax destination.



Item	Description
IP Address	Specifies the host name or IP address for the destination.
Port Number	Type in the port number to be used for transmission with the numeric keypad (range: 1 to 65535).
Destination Machine Type	Select [Color] if the machine type of the destination is a color machine.
Next Destination	Continues to specify other destinations.

7.5.9 Direct Input - PC (SMB)

→ Specify the PC (SMB) address directly.



Host Name

→ Specify the host name or IP address of the destination from the touch panel.

File Path

→ Enter the path to the destination folder from the touch panel.

User Name

→ Enter the user name to log in from the touch panel.

Password

→ Enter the login password from the touch panel.

Reference

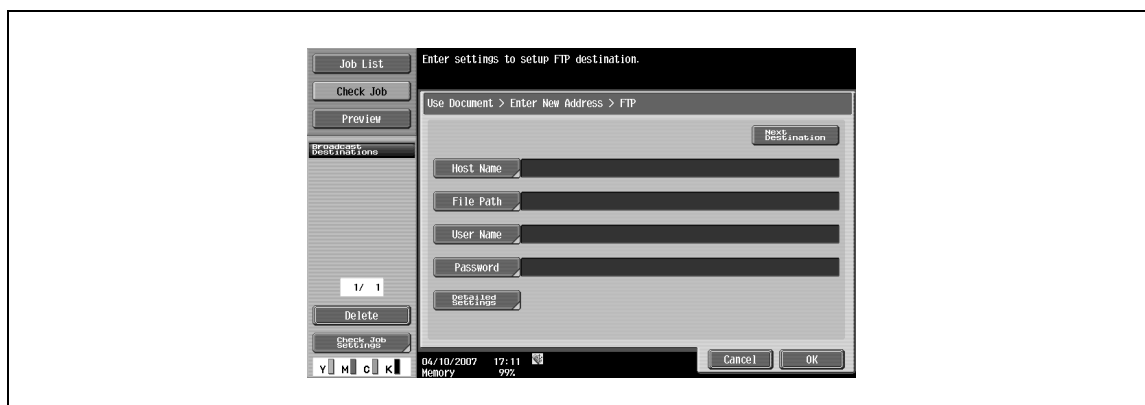
The structure of the folders on the destination computer can be checked. This can be used to directly specify the destination folder.

Next Destination

- Continue to specify other destinations.

7.5.10 Direct Input - FTP

- Specify the FTP address directly.

**Host Name**

- Specify the host name or IP address for the destination from the touch panel.

File Path

- Enter the path to the destination folder from the touch panel.

User Name

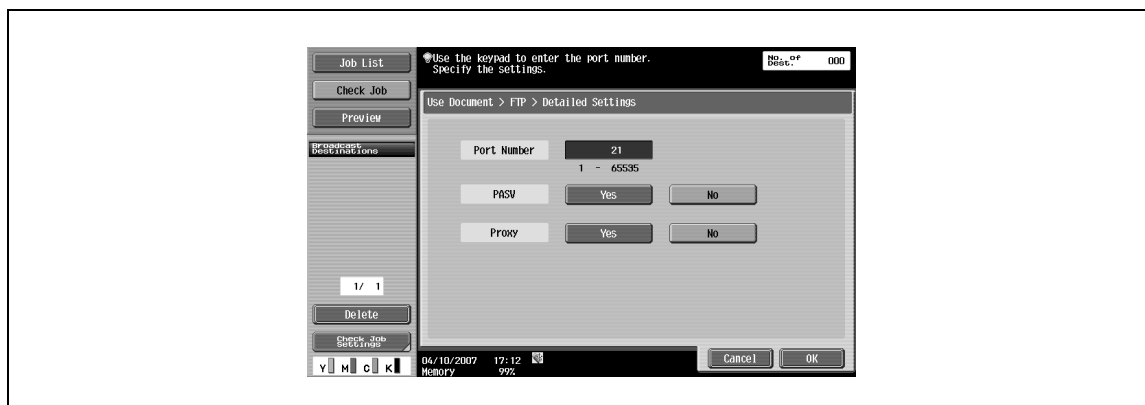
- Enter the user name to log in from the touch panel. Touching [Anonymous] displays "anonymous".

Password

- Enter the login password from the touch panel.

Detailed Settings

- Make further detail settings.



Item	Description
Port Number	Type in the port number.
PASV	Specifies whether or not the PASV mode is used.
Proxy	Specifies whether or not a proxy server is used.

Next Destination

- Continue to specify other destinations.

7.5.11 Direct Input - WebDAV

→ Specify the WebDAV address directly.



Host Name

→ Specify the host name or IP address for the destination from the touch panel.

File Path

→ Enter the path to the destination folder from the touch panel.

User Name

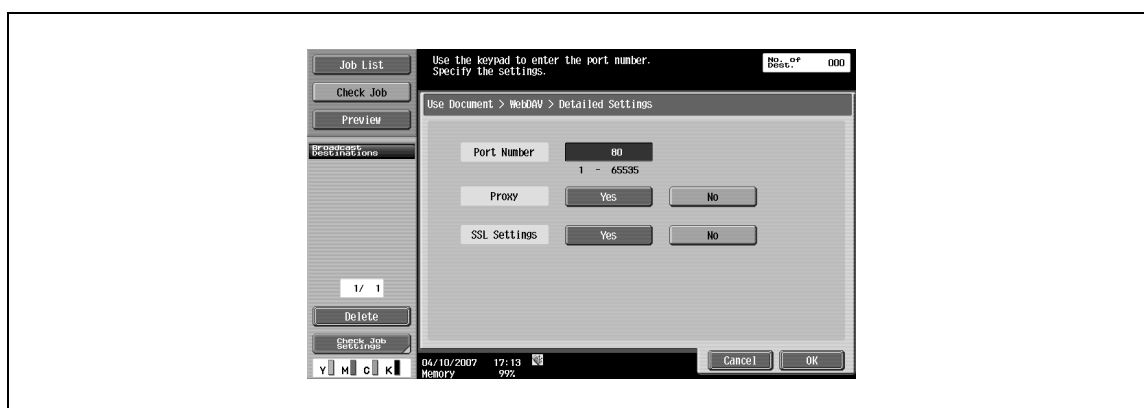
→ Enter the user name to log in from the touch panel.

Password

→ Enter the login password from the touch panel.

Detailed Settings

→ Make further detail settings.



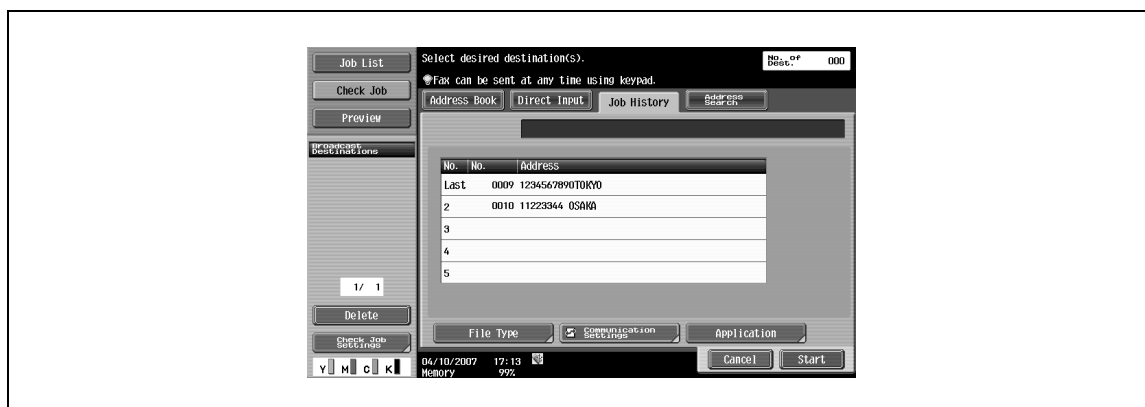
Item	Description
Port Number	Type in the port number.
Proxy	Specifies whether or not a proxy server is used.
SSL Settings	Specifies whether or not SSL is used for transmission.

Next Destination

→ Continue to specify other destinations.

7.5.12 Job History

The latest five destinations are displayed from the Fax destinations sent in the past. You can select a destination from this history.



7.5.13 Address Search

If LDAP server settings are specified in Administrator Settings, "Address Search" appears on the screen.



Detail

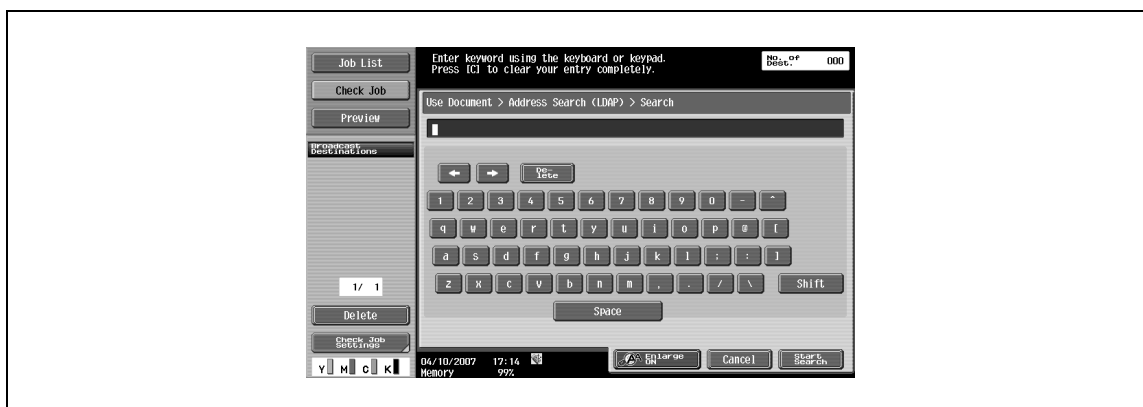
For details on the LDAP server settings, refer to "Enabling LDAP" in the User manual – Network Administrator.

If the manual destination input is restricted by Security Settings in the Administrator mode, "Address Search" does not appear.

The display position of "Address Search" varies depending on the user settings. For details, refer to in the User manual – Network Scan/Fax/Network Fax Operations.

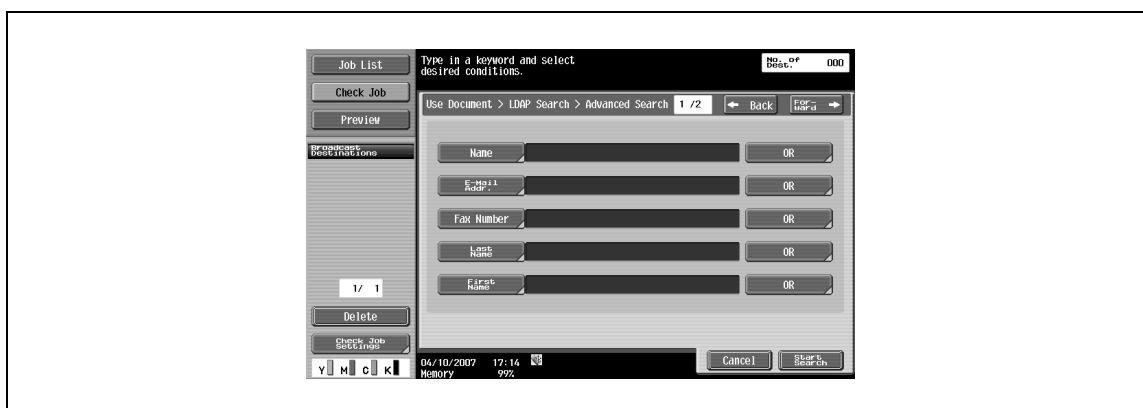
7.5.14 Address Search - Search

- Enter a search keyword, press "Start Search" to search the corresponding address in the specified LDAP server.



7.5.15 Address Search - Advanced Search

- Specifies multiple search conditions to search the destination address.



Name

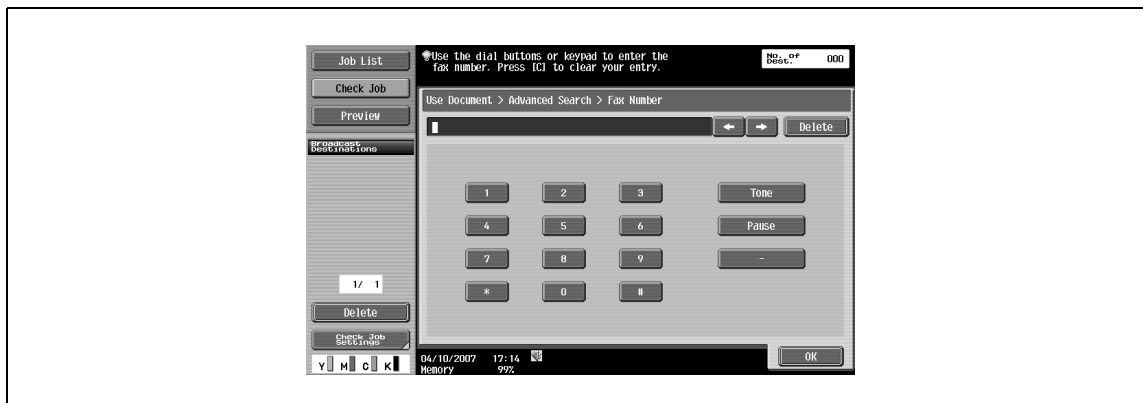
- Enter the name from the touch panel.

E-Mail Addr.

- Enter the E-Mail address from the touch panel.

Fax Number

- Enter the fax number from the touch panel.



Last Name

- Enter the family name from the touch panel.

First Name

→ Enter the first name from the touch panel.

City

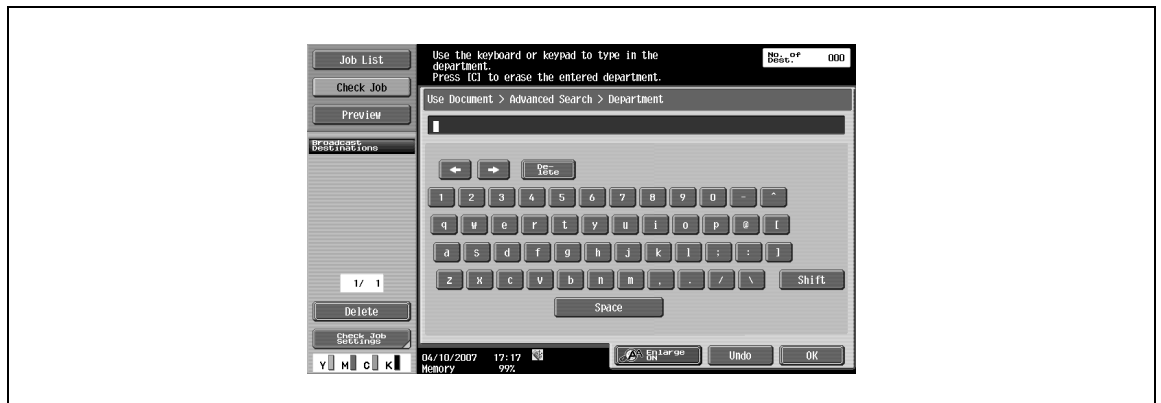
→ Enter the city name from the touch panel.

Company Name

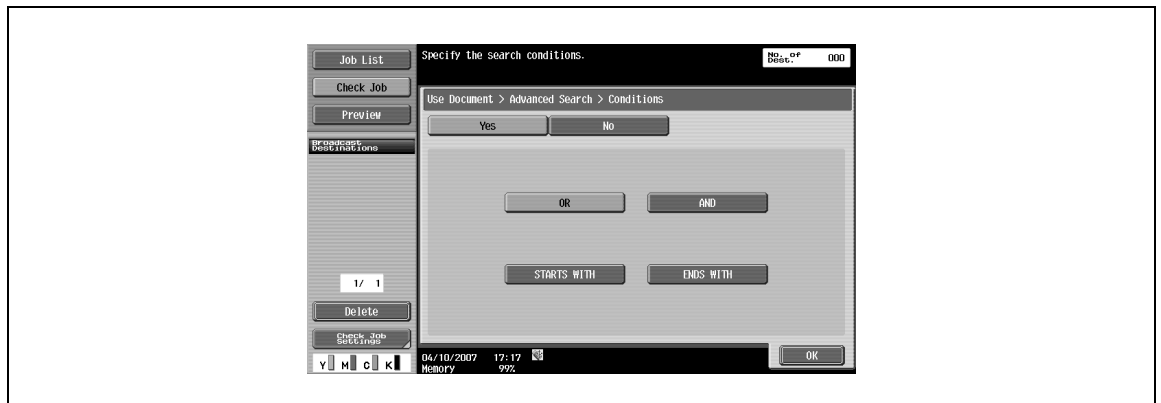
→ Enter the company name from the touch panel.

**Department**

→ Enter the department name from the touch panel.

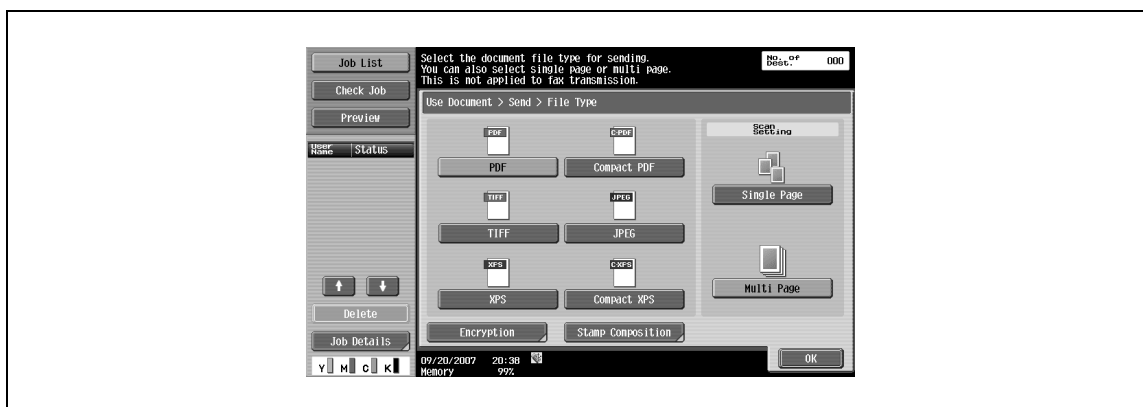
**OR/AND/STARTS WITH/ENDS WITH**

You can select search conditions from "OR"/"AND"/"STARTS WITH"/"ENDS WITH".



7.5.16 File Type

→ Specify a file format of the sending data.



File Type

The following file types are available.

Item	Description
PDF	Saves the data in the PDF format.
Compact PDF	Select this option to compress the data more than the PDF format. This is used for full-color scan data.
TIFF	Saves the data in the TIFF format.
JPEG	Saves the data in the JPEG format.
XPS	Saves the data in the XPS format.
Compact XPS	Select this setting to compress the data more than the XPS format and save.



Detail

"JPEG" cannot be selected for Bind TX.

If "JPEG" is selected, "Single Page" is selected automatically for page setting.



...

Note

The compression format can be specified when saving a TIFF file in color. For details, refer to the User manual – Network Scan/Fax/Network Fax Operations.

Scan Setting

Specifies a group of data.

Item	Description
Single Page	Creates a file in a format that allows data to be saved for each page when downloading data.
Multi Page	Creates a single file from the entire scanned document. This setting cannot be selected if the "JPEG" is selected with [File Type].

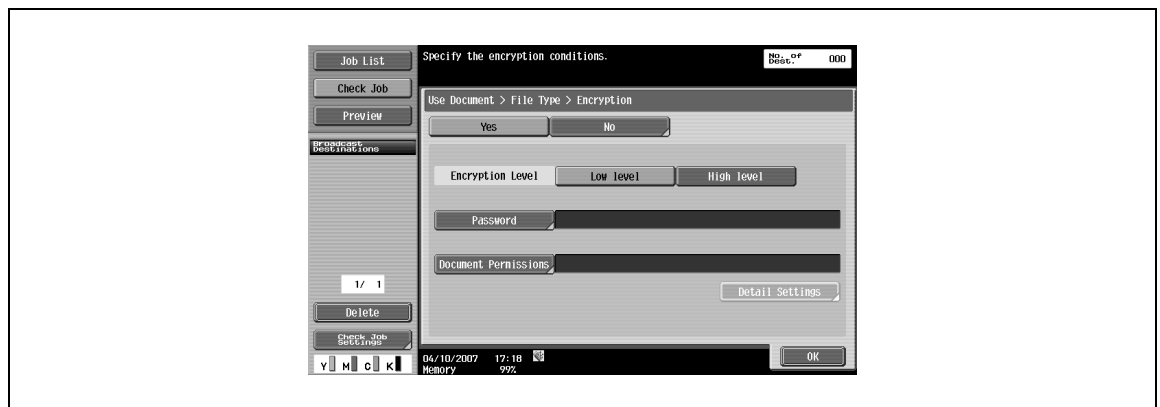


Detail

"Single Page" cannot be selected for Bind TX.

Encryption

If you select PDF or Compact PDF File Type, you can specify the encryption level.

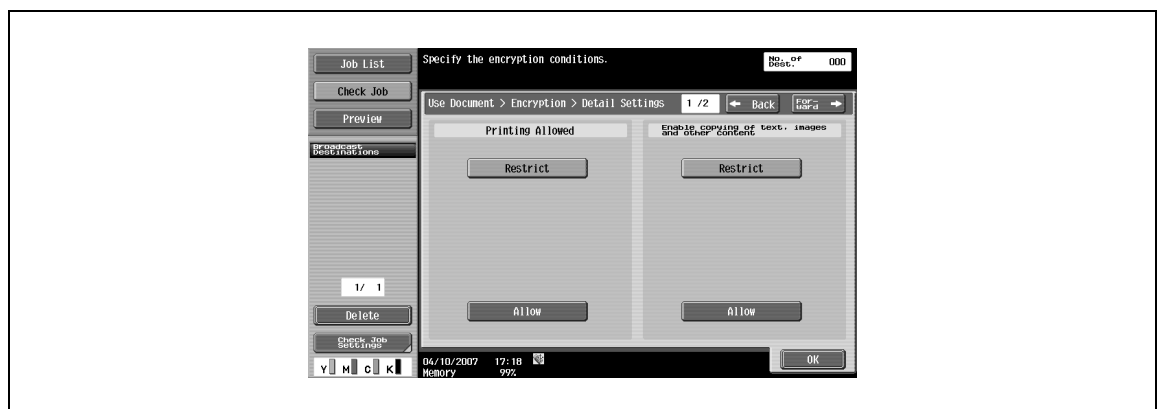


Item	Description
Encryption Level	Specifies the encryption level.
Password	Specify this when [Password] is selected for "Encryption Type". Type in the password necessary to open encrypted data (up to 32 characters). For confirmation, type in the password twice.
Document Permissions	Specify this when [Password] is selected for "Encryption Type". Type in the password necessary to change document permissions (up to 32 characters). For confirmation, type in the password twice.

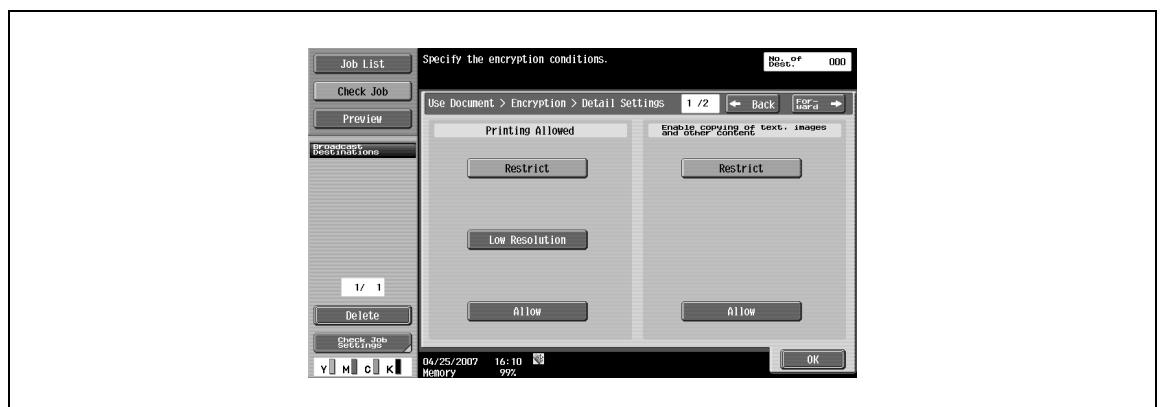
Encryption - Detail Settings

When you specify document permissions with "Encryption", you can specify detailed permissions.

If [Low Level] is selected



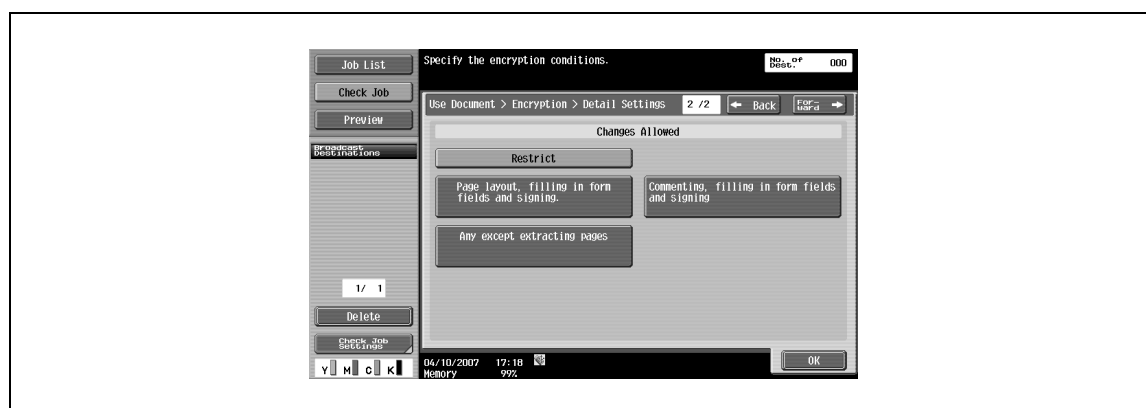
If [High Level] is selected



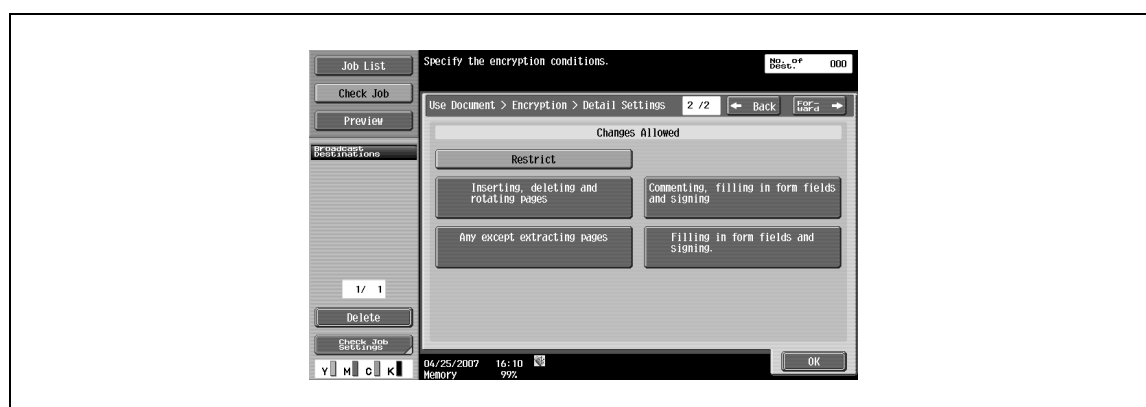
Item	Description
Printing Allowed	Specifies whether or not to allow data printing. When you specify [High Level] for the encryption level, [Low Resolution] appears.
Enable copying of text, images and other content	Specifies whether or not to allow copying of text, images and other content.

→ Touch [Forward 

If [Low Level] is selected



If [High Level] is selected



Item	Description
Changes Allowed	Specifies the appropriate permission level for document changes including data signature, inputs and remarks.

Stamp Composition

You can select a stamp composition for what is added by stamp/page print.



Item	Description
Image	Insert the text as an image.
Text	Insert the text as text.



Detail

The date/time, page number and header/footer can be combined as text.

Stamps are combined as images.

7.5.17 Overview of Communication Settings

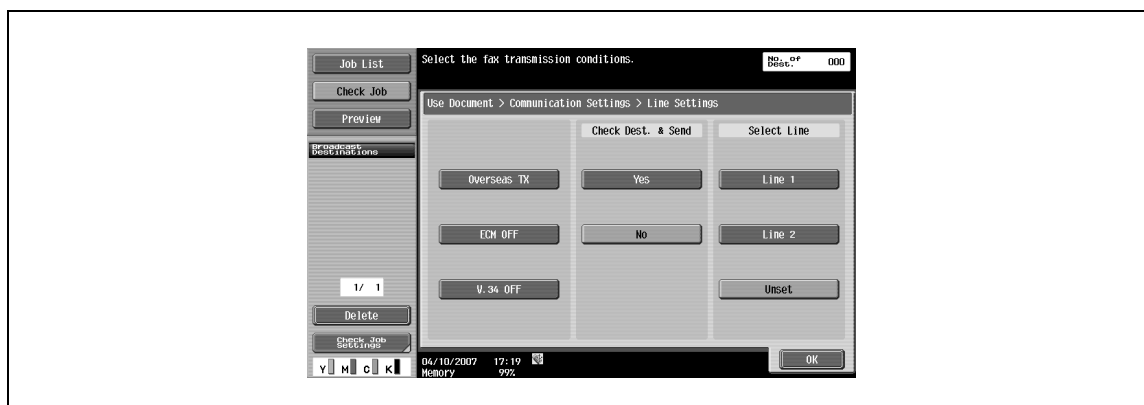
Settings related to communication such as communication line for transmission and digital signature can be specified.



7.5.18 Communication Settings - Line Settings

About Line Settings

→ Specify settings for a fax sending line.



Overseas TX

→ Specify a slow transmission speed to send a fax to an area in bad communication.



Detail

This is not used with the following functions.

Polling TX

Polling RX

Bulletin Board

ECM OFF

→ Cancel ECM mode to send data.

- The ECM mode is an error request repeat method communication defined by ITU-T (International Telecommunication Union). As Faxes equipped with the ECM mode communicate by checking if the sent data has an error, they can prevent image blurring by the noise on the phone line. When there are a lot of noises, communication time may be slightly longer than it is when ECM OFF is selected. This machine automatically returns to the ECM ON status when it completes transmission.



Detail

Data is sent in the ECM mode unless ECM OFF is selected for this machine.

This is not used with the following functions.

Polling RX

Polling TX

V34 OFF

Bulletin Board Registration

Bulletin Board Polling RX

V.34 OFF

V.34 is a communication mode used for Fax communication of super G3. There are cases when the communication is not possible in super G3 mode depending on the telephone line conditions when the recipient's machine or this machine is connected to the line via a private branch exchange.

It is recommended that you set V.34 to off before sending a Fax. This machine automatically returns to V.34 mode when it completes transmission.

**Detail**

This is not used with the following functions.

Polling RX

Polling TX

Bulletin Board Registration

Bulletin Board Polling RX

Check Dest. & Send

A Fax is sent only after a comparison of the specified Fax number with the Fax number information (CSI) for the recipient's machine indicates a match. This prevents misdirected transmissions since a transmission error occurs if the numbers do not match.

**Detail**

[Check Dest. & Send] requires that the destination has its fax number registered.

Select Line

→ Select "Line 1" or "Line 2" to send a fax if a fax multi line is installed. Specify a line for transmission.

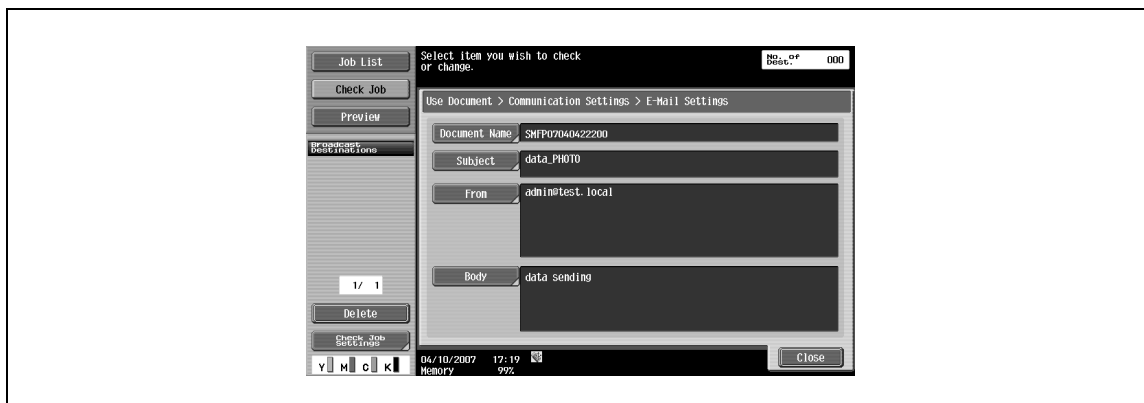
**Detail**

You cannot specify a line when "Line 2 Setting" of "Multi Line Setting" is set to "RX Only".

7.5.19 Communication Settings - E-Mail Settings

About E-Mail Settings

→ Specify the document name, subject, From address and message body for sending E-Mails.



Document Name

Displays the name of the file to be saved. The document name specified later appears as the document name, even if the document name was specified in the File Document screen. You can enter up to 30 characters.

Subject

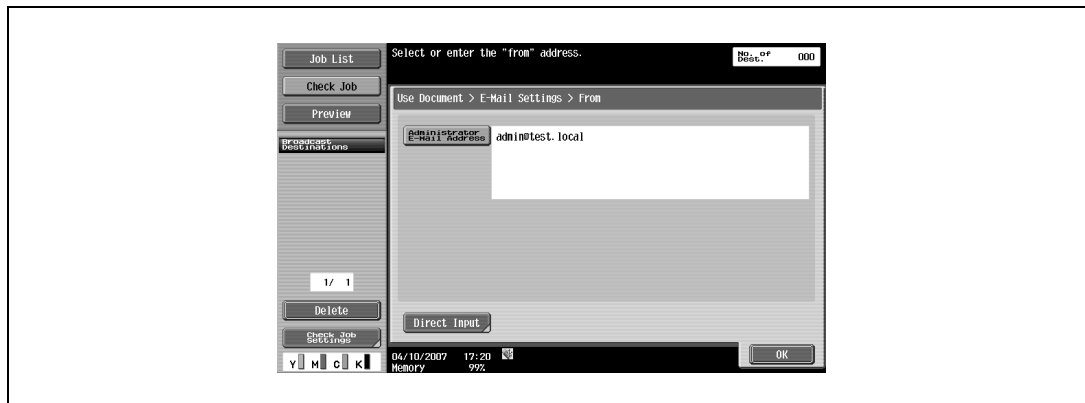
The text specified in Utility mode is automatically displayed.

- Press [Direct Input] to change the text.
 - You can enter up to 64 characters.



From

- 1 Display the E-Mail address specified in the Utility mode.
- 2 Touch [Direct Input] to change the text.

**Detail**

For Internet fax, the E-Mail address of the machine is used.

If you set "Change the From Address" (displayed by touching [System Settings] on the Administrator Settings screen, then [Restrict User Access], then [Restrict Operation]) to "Restrict", you cannot directly enter the From address.

Body

Displays the text specified in the Utility mode.

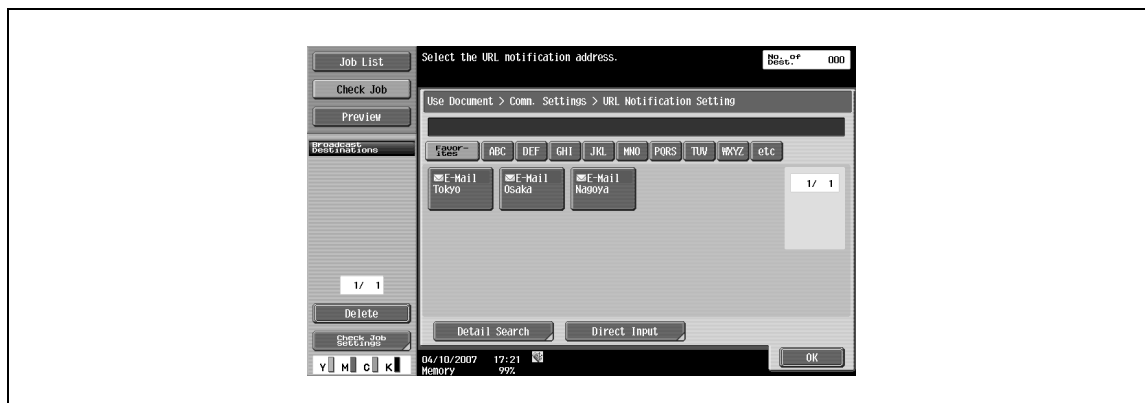
- Touch [Direct Input] to change the text.
 - You can enter up to 256 characters.



7.5.20 Communication Settings - URL Notification Setting

What is URL notification?

→ Specify the E-Mail address to notify completion of the job.



Detail

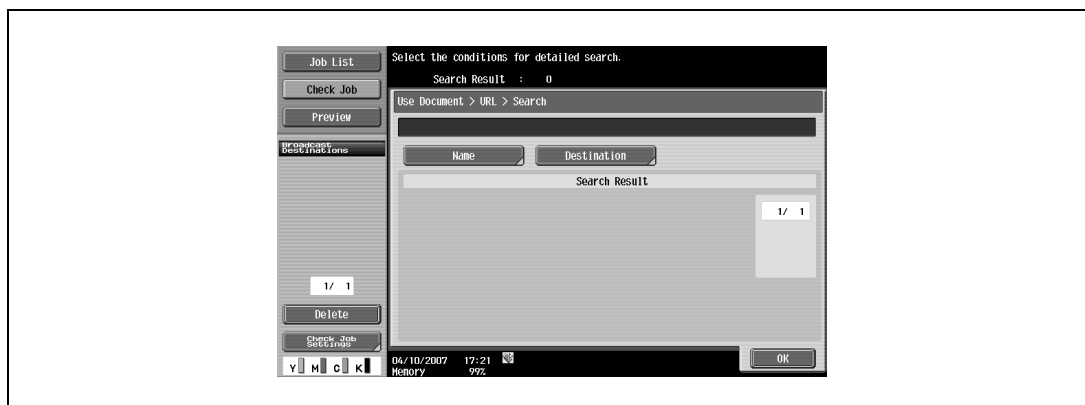
The destinations that can be specified for URL notification setting include FTP, SMB and WebDAV.

This feature is not available for E-Mail and fax transmission.

Detail Search

You can search the notification E-Mail address from where the address is registered.

- 1 Type in the destination name or part of the address to search for the corresponding address.
- 2 Select [Name] or [Destination] and enter the search text.



Direct Input

→ Enter the E-Mail address from the touch panel.



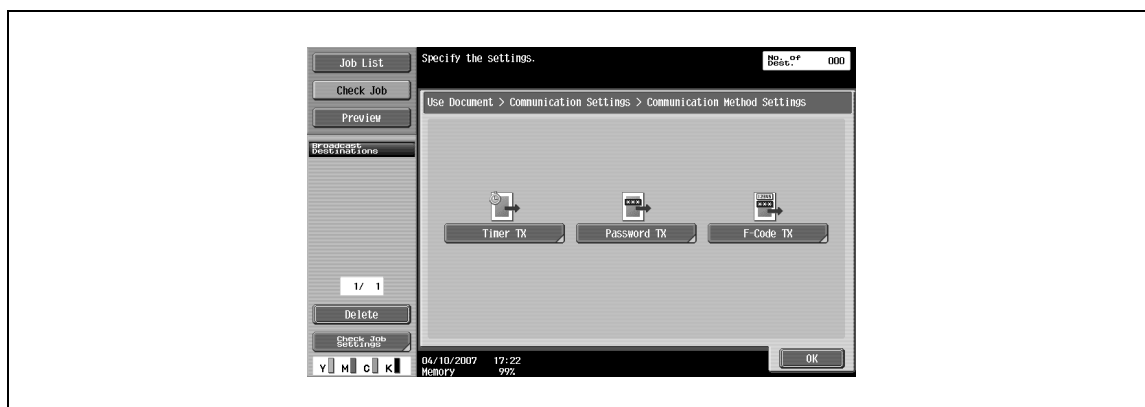
Detail

Frequently entered user names and domain names can be registered to be recalled and used again. Prefixes and suffixes must be registered in advance in Administrator Settings.

For details on Prefix/Suffix, refer to the User manual – Network Administrator.

7.5.21 Communication Settings - Communication Method Settings

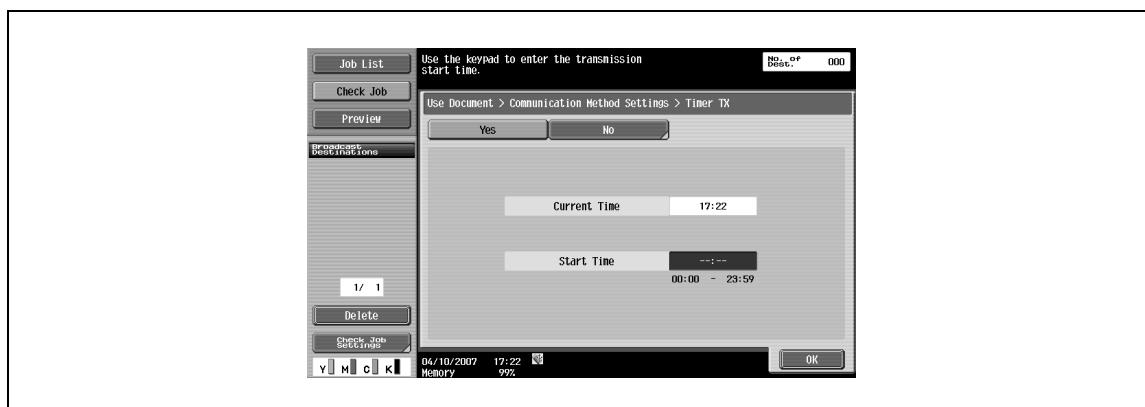
You can specify a communication method.



Timer TX

Specifies the transmission time. It is economical to communicate using telephone discount rate hours in early morning and late at night.

→ Specify the communication start time with the numeric keypad.



Detail

You can specify the time only. Specify the time in hours and minutes.

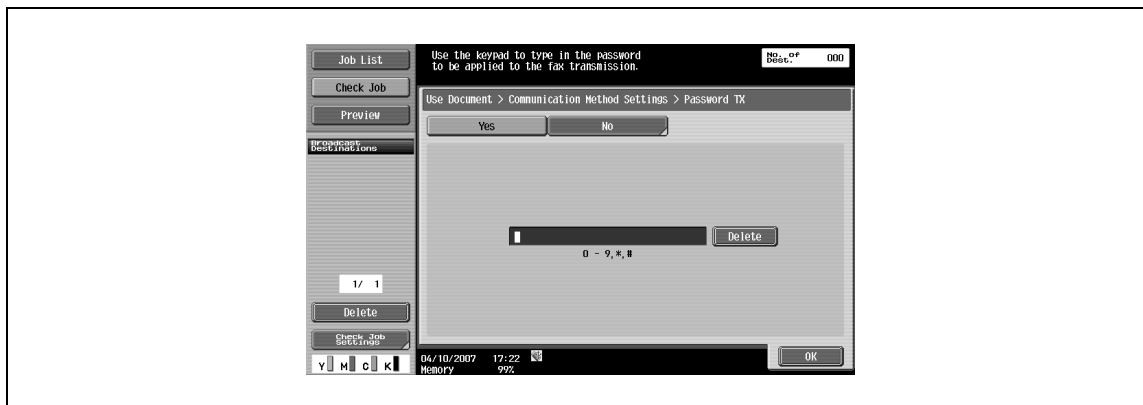
You may not specify the date.

Password TX

Sends data with a password. If the recipient's Fax machine is set for closed network receptions, the sender's Fax machine should transmit a Fax with the same password as the closed network reception password.

This function is available only when the recipient's machine has the closed network reception (password) function.

→ Enter the password from the numeric keypad.



F-Code TX

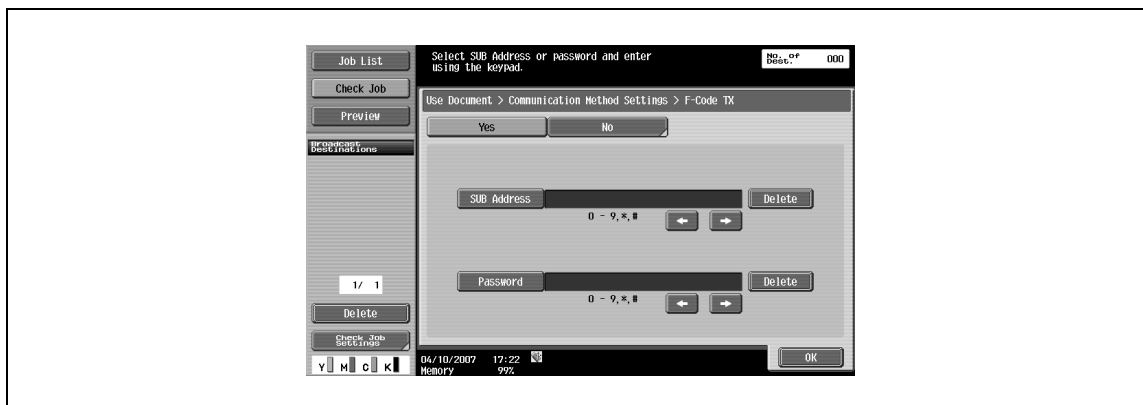
Sends data to the specified box of the recipient by entering the SUB address and Sender ID. There are the following two types of special boxes.

Confidential transmission

- Sends data to the confidential transmission box of the recipient. Enter the box number as SUB address, and the confidential transmission password as Sender ID.

Relay transmission

- Sends data to the relay transmission box when the recipient has the relay distribution function. Enter the relay box number as SUB address, and the relay transmission password as Sender ID.



Detail

The recipient needs to have the F-code function to use an F-code.

7.5.22 Communication Settings - E-Mail Encryption

This parameter appears when "S/MIME Communication Settings" (under "E-Mail Settings" under "Network Setting" under "Administrator Setting") is set to "ON". Specifies whether or not to encrypt E-Mail messages for transmission.



...

Note

For details on the S/MIME communication settings, refer to the User manual – Network Administrator.

7.5.23 Communication Settings - Digital Signature

This parameter appears when "S/MIME Communication Settings" (under "E-Mail Settings" under "Network Setting" under "Administrator Setting") is set to "ON". Specifies whether or not to add a digital signature to E-Mail messages for transmission.

**Detail**

This parameter may not be available or may be set to normally sign, depending on the specified S/MIME communication settings.



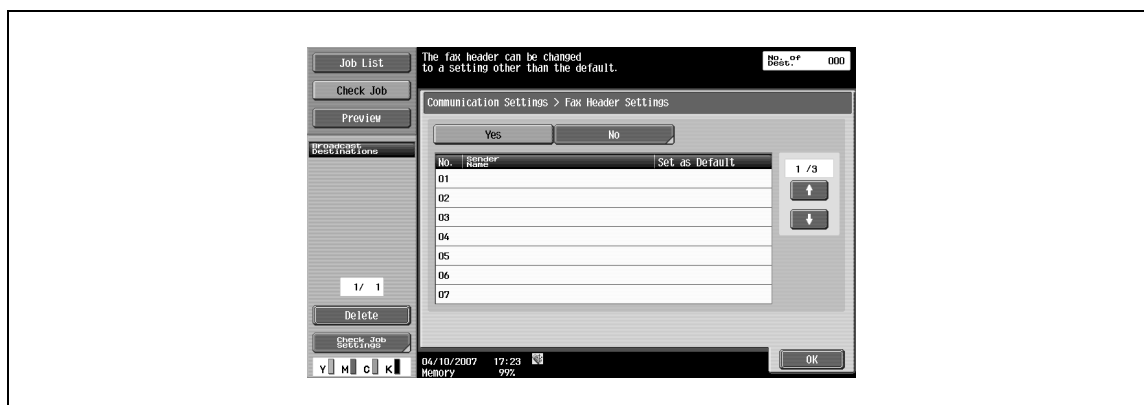
...

Note

For details on the S/MIME communication settings, refer to the User manual – Network Administrator.

7.5.24 Communication Settings - Fax Header Settings

- Specify whether or not to add sender information for transmission. Select one from the list of sender names.



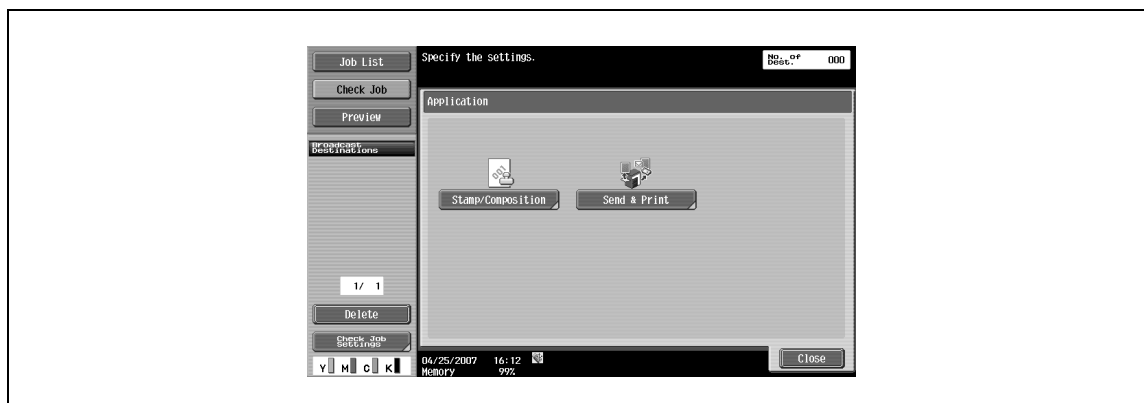
Detail

Use "TTI Setting" in the Utility to register the detail added to the original as sender information. For details, refer to the User manual – Network Scan/Fax/Network Fax Operations.

Use "TTI/RTI" in the Utility to register how to add sender information. For details, refer to the User manual – Network Scan/Fax/Network Fax Operations.

7.5.25 Overview of Application

Other settings (Stamp/Composition, Send & Print) specifiable at transmission can be specified here.



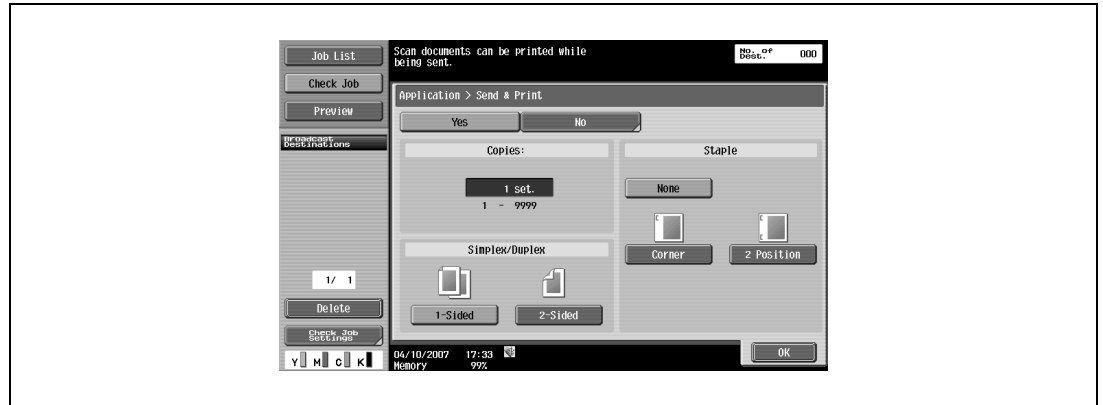
Detail

For details on Stamp/Composition, refer to p. 7-18

7.5.26 Application - Send & Print

What is Send & Print?

- 1 Specify whether or not to print a document concurrently with transmission.
- 2 Make various settings for printing.



Copies

- Type in the desired number of print copies using the keypad. The input range is 1 to 999.

Simplex/Duplex

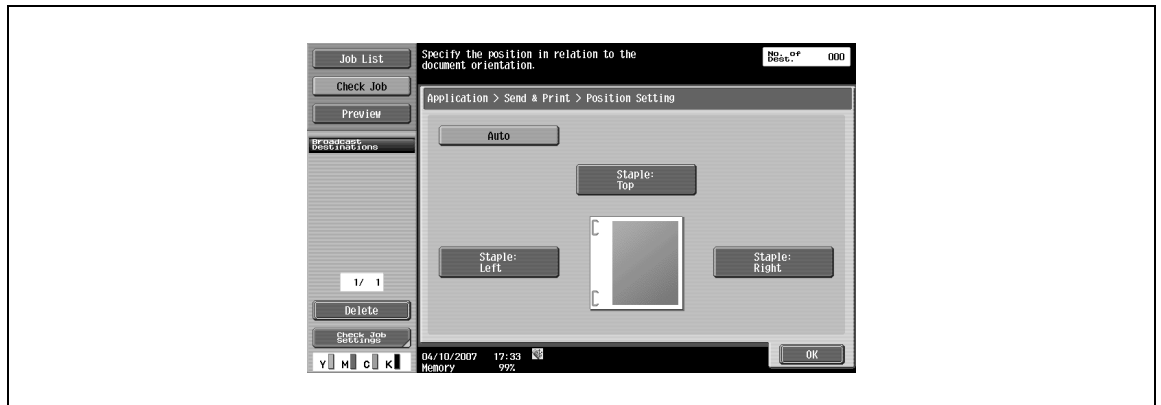
- Select either 1-sided or 2-sided.

Staple

- Specify whether or not the prints will be stapled.

Staple-Position Setting

When you select a staple type, you can specify the position.



7.6 Combine (Public/Personal/Group user box)

7.6.1 What is Combine?

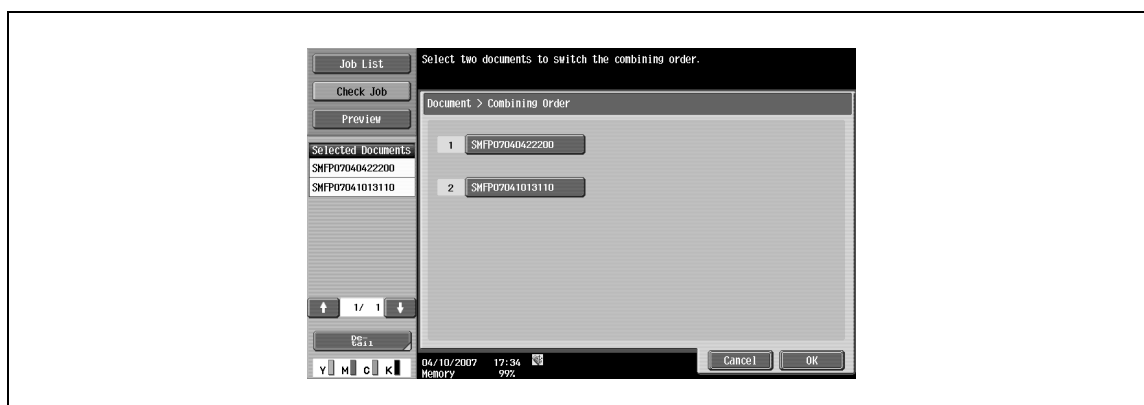
Multiple documents can be selected and printed together. Up to 10 documents can be selected to print together. Additional settings can be made on finishing such as the number of copies for the selected document. Settings can be specified for the following.

Item	Description
Copies	Specifies the number of copies to be printed.
1-Sided/2-Sided	Specifies whether 1-sided or 2-sided copies are to be printed.
Finishing	Specifies offset, stapling and hole punching.
Page Margin	Prints the document with a binding margin.
Stamp/Composition	Prints the document with the date/time, page number or a stamp.

7.6.2 Combining Order

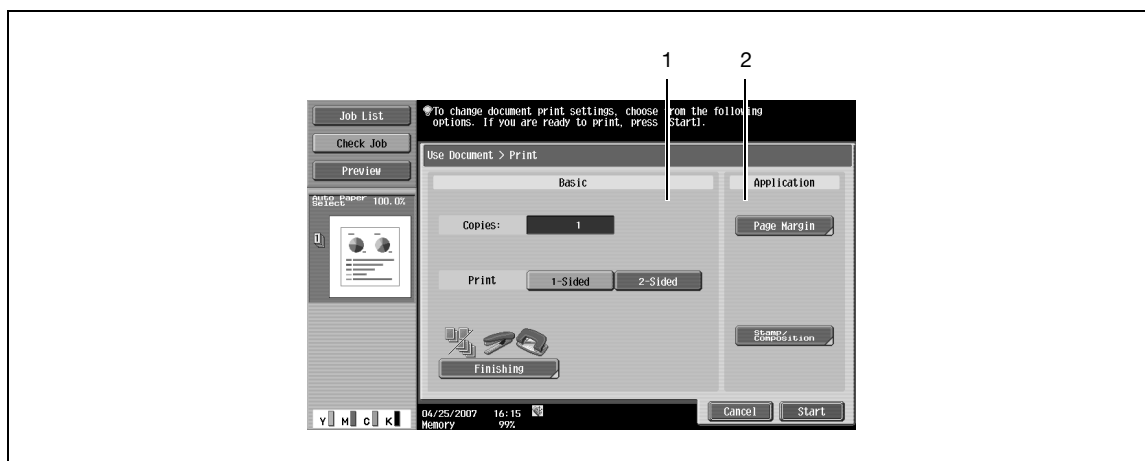
Selecting multiple documents and touching [Combine] displays a screen to specify the combining order. The document is printed in the displayed order here.

Selecting two documents switches their order.



7.6.3 Description of the Print screen

When the combining order is determined, the Print screen appears.



No.	Part Name	Description
1	Basic	Specifies the basic settings such as number of copies and 1-sided/2-sided.
2	Application	Specifies more difficult settings such as page margin and stamp.



Detail

For details on Basic settings, refer to p. 7-7

For details on Finishing, refer to p. 7-8

For details on Page Margin settings, refer to p. 7-11

For details on Stamp/Composition, p. 7-18

7.7 Bind TX (Public/Personal/Group user box)

7.7.1 What is Bind TX?

Multiple documents can be selected and sent together. Up to 10 documents can be selected to print together. File format specifications can be added to the selected document. Settings can be specified for the following.

Item	Description
File Type	Specifies the file format to save data.
E-Mail Setting	Specifies the document name, subject, From address and message body for sending E-Mails.
URL Notification Setting	Specifies the E-Mail address where notifications of completion of the job are to be sent.
Stamp/Composition	Prints the document with the date/time, page number or a stamp.



Detail

For details on the Combining Order, refer to p. 7-64

For details on Address Book, refer to p. 7-37

For details on Direct Input, refer to p. 7-41

For details on Address Search, refer to p. 7-46

For details on File Type, refer to p. 7-48

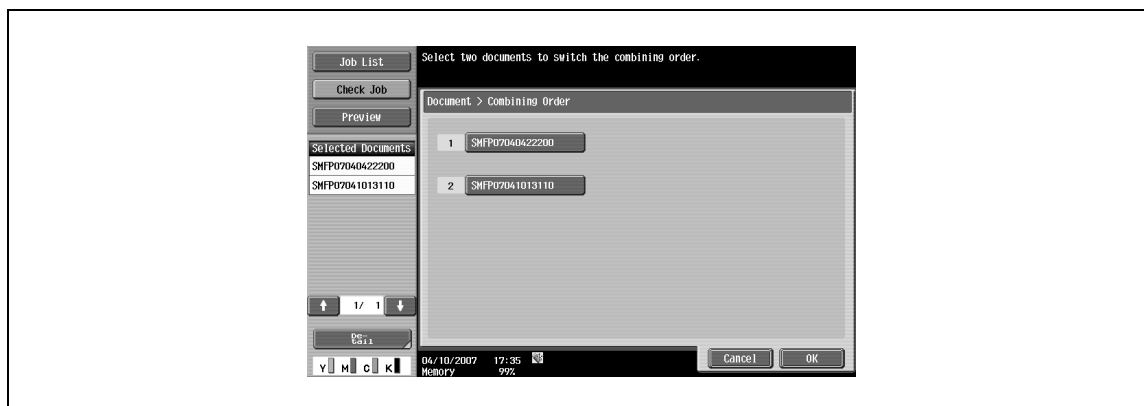
For details on Communication Settings, refer to p. 7-54

For details on Stamp/Composition, refer to p. 7-18

7.7.2 Combining Order screen

Selecting multiple documents and touching [Bind TX] displays a screen to specify the combining order. The document is sent in the displayed order here.

Selecting two documents switches their order.



7.8 Bulletin Board User Box (System User Box)

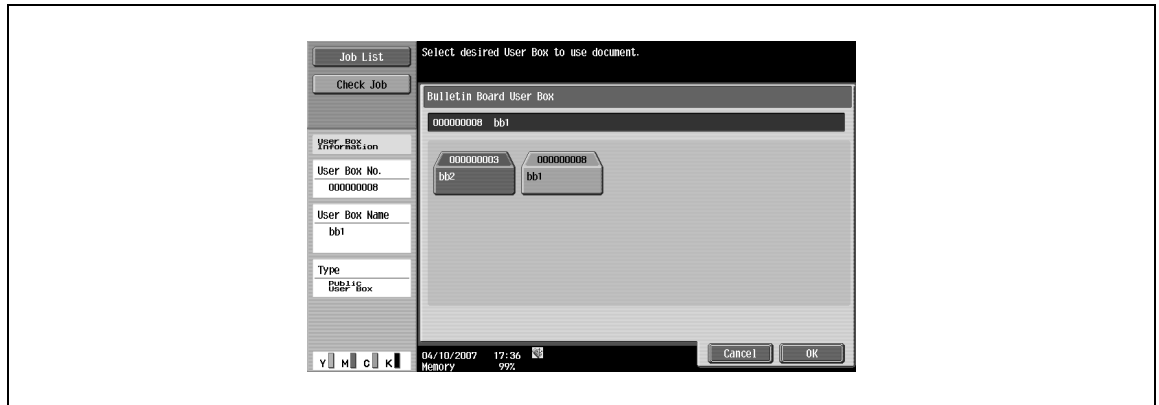
7.8.1 What is Bulletin Board User Box?

The box to register a document for reference. Documents registered in the Bulletin Board User Box is transmitted by polling instruction from the destination.

7.8.2 Bulletin Board User Box screen

Selecting [Bulletin Board User Box] from the System tab displays the registered bulletin board user boxes.

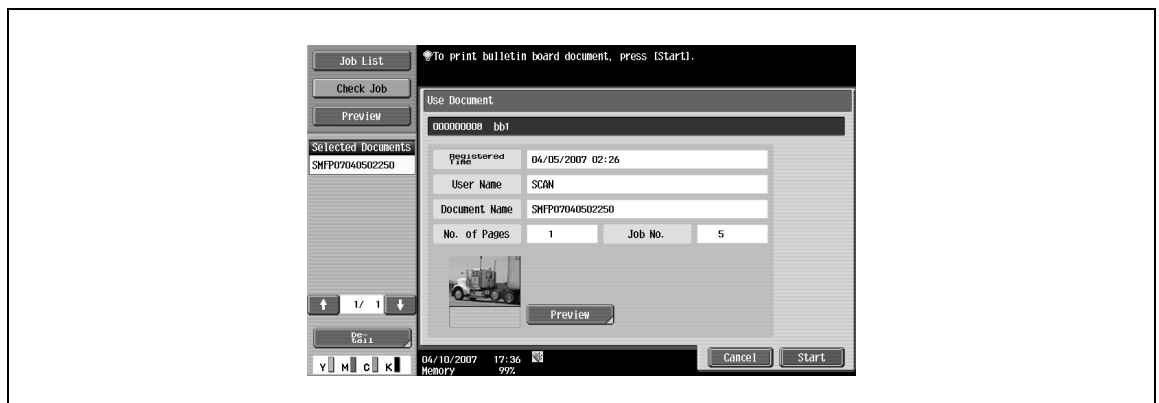
→ Select a box in which documents registered in the machine are saved.



7.8.3 Printing document in the bulletin board user box

Saved documents in the bulletin board user box can be printed

→ Check the preview and document information and touch [Start].



7.8.4 Deleting document from the bulletin board user box

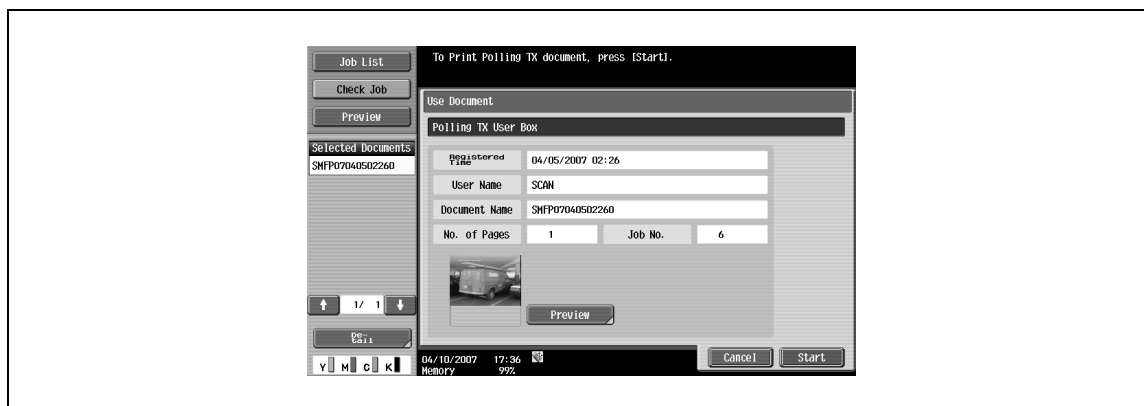
The document registered in the bulletin board can be deleted in the File Document screen. For details, refer to "Bulletin Board User Box" on page 8-9.

7.9 Polling TX User Box (System User Box)

The polling TX user box is used to save documents to be sent by an instruction from the recipient. The operation to send a document to the polling TX user box and save it is called Polling TX.

You can print documents saved in the polling transmission user box.

→ Check the preview and document information and touch [Start].



Detail

You can save only one document in the polling transmission user box. To register a new document, delete the document in the File Document screen, and then register a new document.

For the procedure to delete documents in the polling transmission user box, refer to "Polling TX User Box" on page 8-9.

7.10 Secure Print User Box (System User Box)

7.10.1 What is Secure Print User Box?

Documents being sent for print jobs by protecting with an ID and password are saved in this box. The ID and password must be entered in order to print a document.

The authentication procedure may vary depending on how [Prohibited Functions When Authentication Error] (displayed by touching [Security Settings], and then [Security Details] in Administrator Settings) is set. For details, consult the administrator of this machine.



Note

For procedure of saving secure prints, refer to the User manual – Print Operations.

7.10.2 Authentication procedure 1

Take an appropriate operation according to the following procedure when [Prohibited Functions When Authentication Error] (displayed by touching [Security Settings], and then [Security Details] in Administrator Settings) is set to "Mode 1".

- 1 Touch [Secure Print User Box].
- 2 Type in the secure print ID.
- 3 Type in the password for secure print.
A list of documents appears.
- 4 Select the document to be printed and make print settings.

7.10.3 Authentication procedure 2

Take an appropriate operation according to the following procedure when [Prohibited Functions When Authentication Error] (displayed by touching [Security Settings], and then [Security Details] in Administrator Settings) is set to "Mode 2".

- 1 Touch [Secure Print User Box].
- 2 Type in the secure print ID.
A list of documents appears.
- 3 Select the document to be printed and type in the password for secure print.

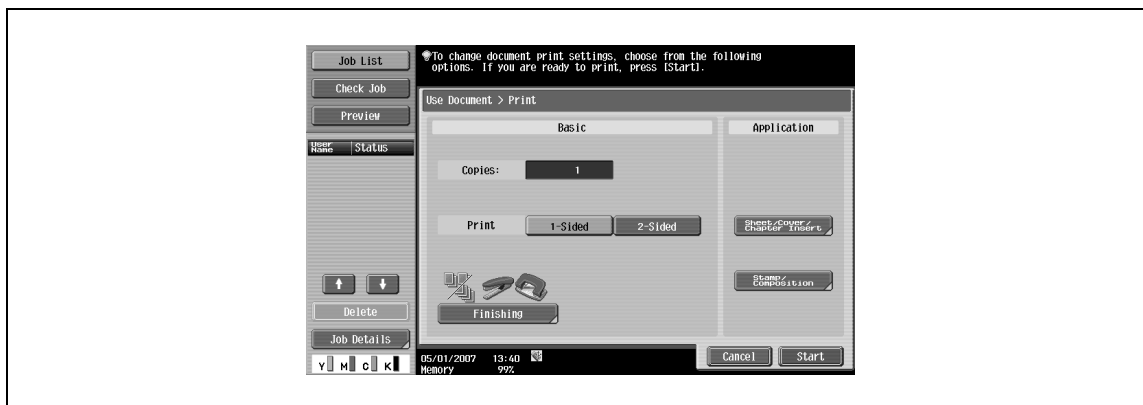


Detail

When you select "Mode 2", the security level is higher than that in "Mode 1".

7.10.4 Printing

You can add several functions to documents stored in secure print user box when you print them.



Copies

- Type in the desired number of print copies using the keypad.
 - The input range is 1 to 999.

1-Sided/2-Sided

- Select either 1-sided or 2-sided.

Finishing

For the setting procedure, refer to "Finishing" on page 7-8.

Sheet/Cover/Chapter Insert

For the setting procedure, refer to "Sheet/Cover/Chapter Insert" on page 7-12.

Stamp/Composition

For the setting procedure, refer to "Stamp/Composition" on page 7-17.

7.10.5 Deleting

The document saved in the secure print user box can be deleted in the File Document screen. For details, refer to "Secure Print User Box" on page 8-10.

7.11 Memory RX User Box (System User Box)

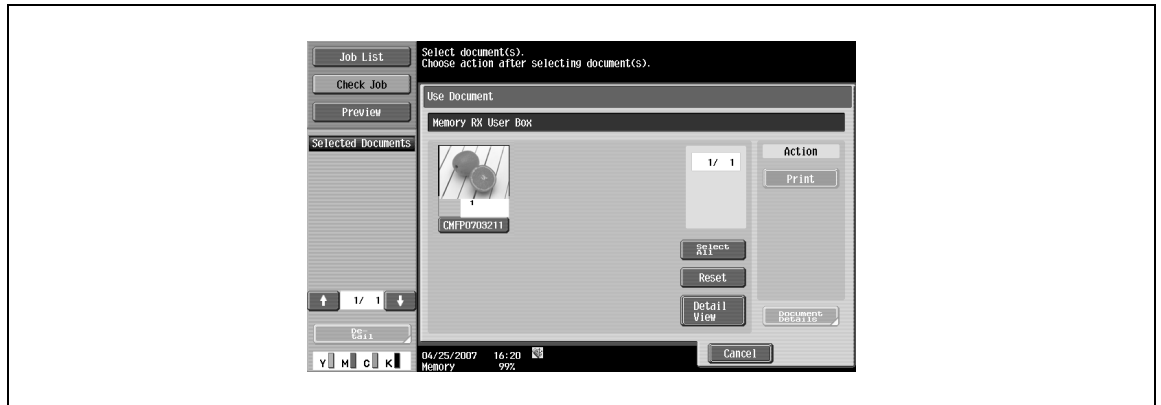
7.11.1 What is Memory RX User Box?

This is the box to store the received document in memory and to print as necessary. When Memory RX is set to on, the received document is automatically saved.

7.11.2 Memory RX User Box screen

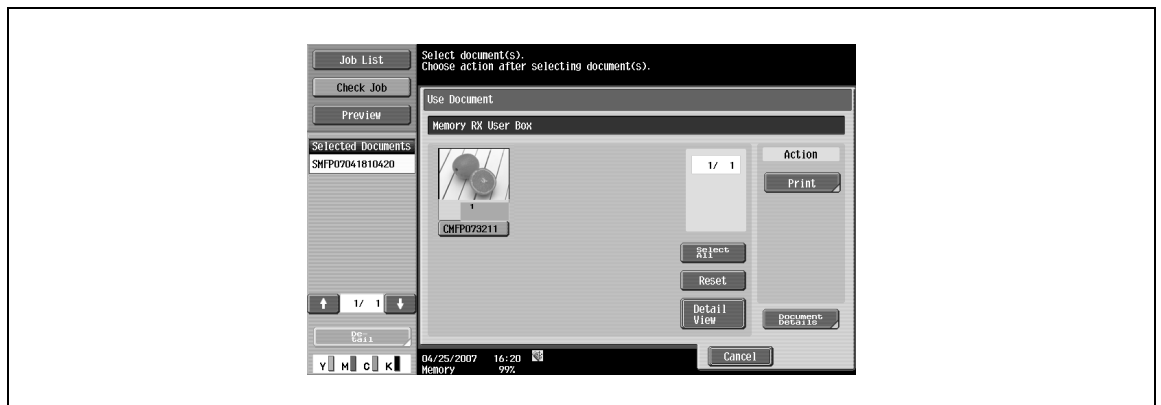
Selecting [Memory RX User Box] from the System tab displays the list of saved documents

→ Select the document to be checked.



7.11.3 Printing

→ Check the document, and then touch [Print].
The received document you specified is printed.



7.11.4 Deleting

The document saved in the Memory RX User Box can be deleted in the File Document screen. For details, refer to "Memory RX User Box" on page 8-10.

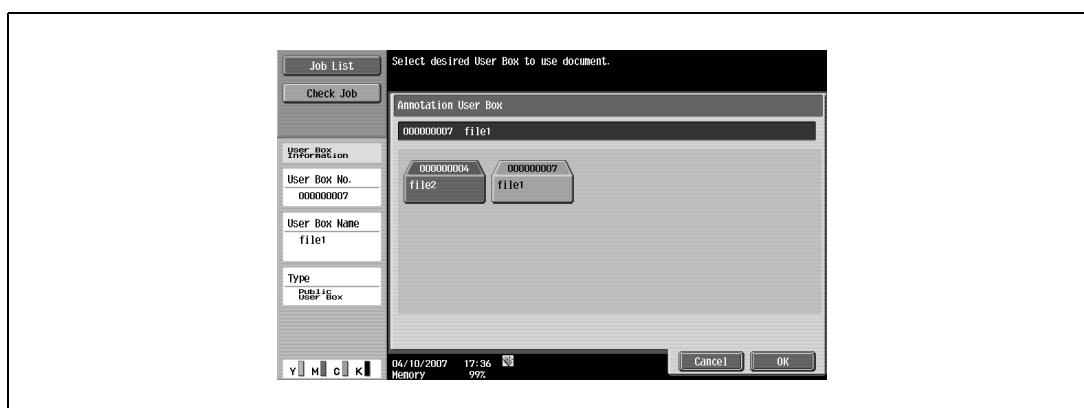
7.12 Annotation User Box (System User Box)

7.12.1 What is Annotation User Box?

This is the box to print and transmit the saved document data with an image of the date/time and an annotation number. You can set the character string added to the saved box and change it when you print and send a document.

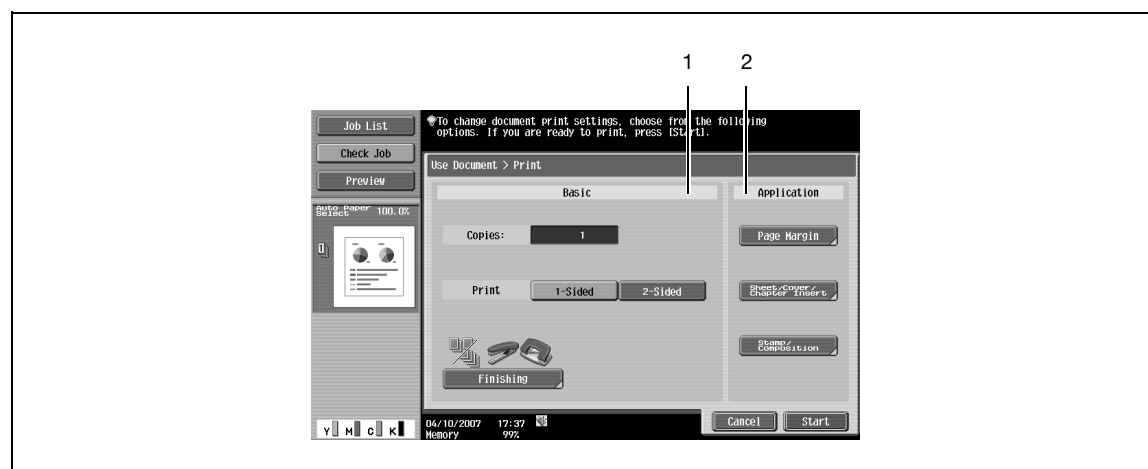
7.12.2 Annotation User Box screen

- 1 Select [Annotation User Box] to display the registered annotation user boxes from the System tab.
- 2 Select a box to check the document.



7.12.3 Description of the Print screen

- Touch [Print] to display the following screen.



No.	Part Name	Description
1	Basic	Specifies the basic settings such as number of copies and 1-sided/2-sided.
2	Application	Specifies more difficult settings such as page margin, sheet insertion and stamp.



Detail

For details on Basic settings, refer to p. 7-7

For details on Finishing, refer to p. 7-8

For details on Page Margin, refer to p. 7-12

For details on Sheet/Cover/Chapter Insert, refer to p. 7-13

For details on Stamp/Composition, refer to p. 7-18

7.12.4 Description of the Send screen

For the setting procedure, refer to "Description of the Send screen" on page 7-36.



Detail

For details on Address Book, refer to p. 7-37

For details on Direct Input, refer to p. 7-41

For details on Job History, refer to p. 7-45

For details on Address Search, refer to p. 7-46

For details on File Type, refer to p. 7-48

For details on Communication Settings, refer to p. 7-52

For details on Stamp/Composition, refer to p. 7-18

For details on Send & Print, refer to p. 7-61

For details on Stamp Element, refer to p. 7-71

7.12.5 Application - Stamp Element

The formats for texts and distribution numbers are set in the Annotation User Box in advance. You can change these details when you send the document.

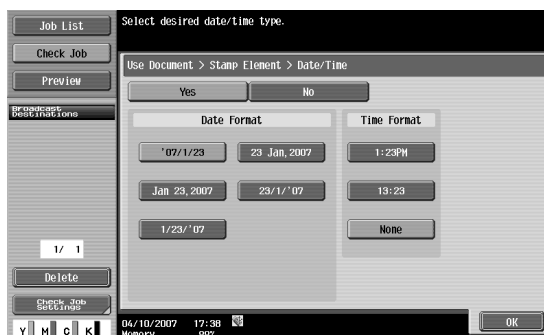


Secondary Field

Texts can be added to the number to be printed. You can enter up to 20 characters.

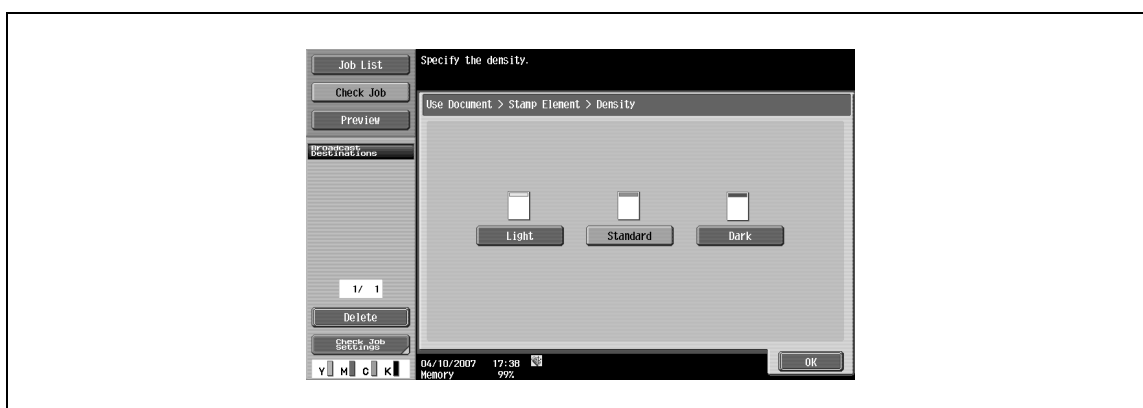
Date/Time

→ Specify the display type for the date and time to be printed.



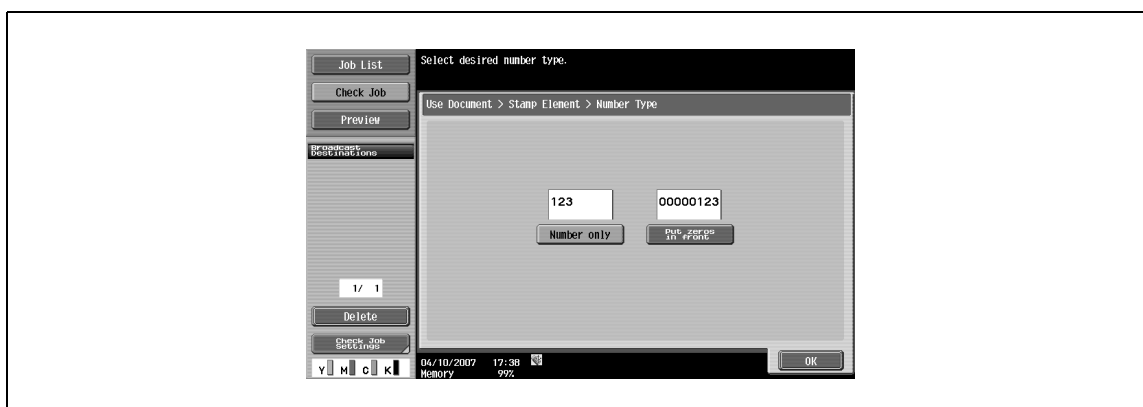
Density

→ Specify the density for the annotation numbers to be printed.



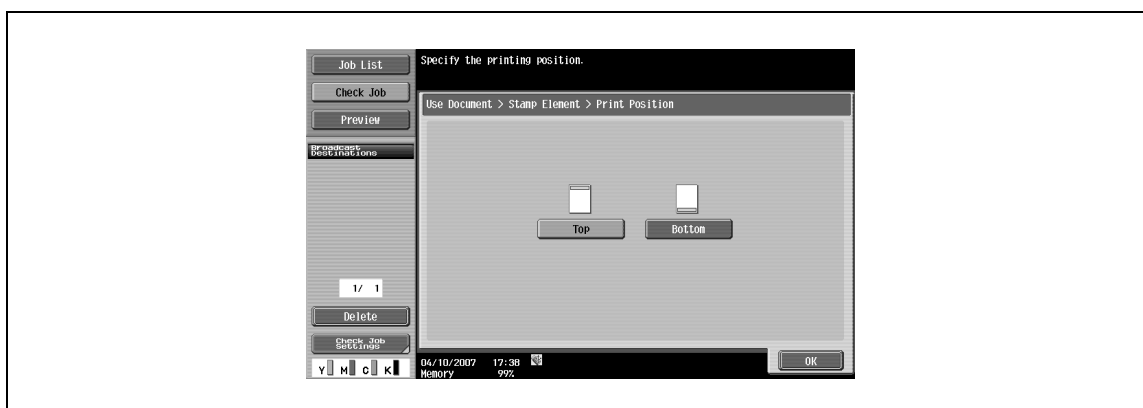
Number Type

→ Specify the output format (number of digits) for the annotation numbers to be printed.



Print Position

→ Specify the printing position.



7.13 Fax Retransmit User Box (System User Box)

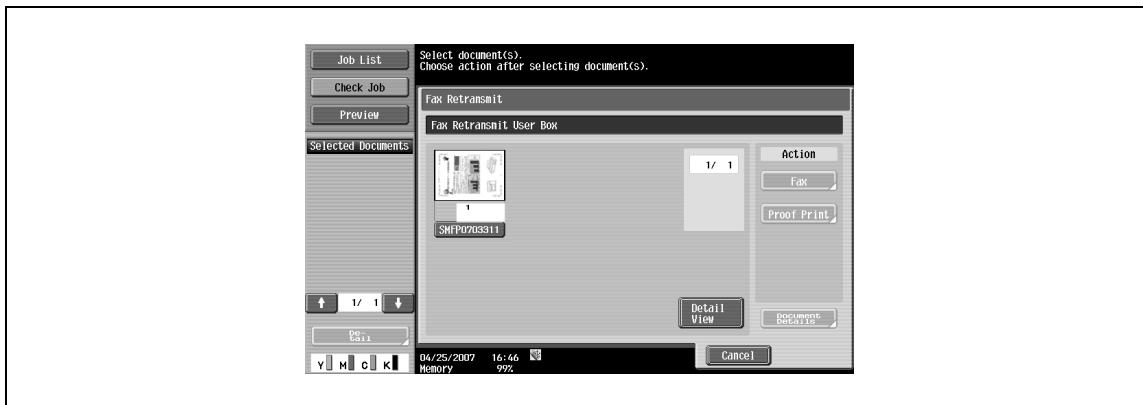
7.13.1 What is Fax Retransmit User Box?

A box to save documents that could not be sent even by dialing exceeding the automatic redial count specified in the line parameter setting for a certain period because the recipient's line is busy during fax transmission. Saved documents can be retransmitted or printed later for confirmation.

7.13.2 Fax Retransmit User Box screen

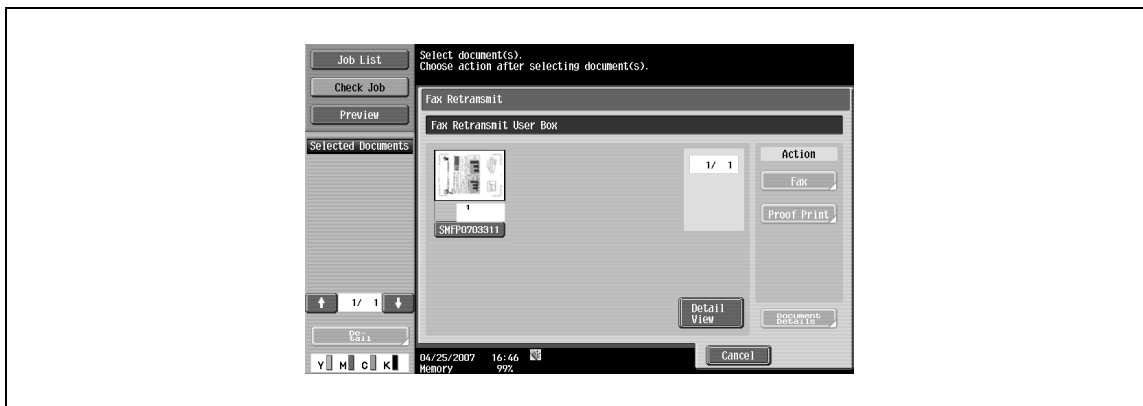
Selecting [Fax Retransmit User Box] from the System tab displays the list of saved documents.

→ Select the document to be checked.



7.13.3 Retransmitting a fax

→ Select the document to be retransmitted, and then touch [Fax].



7.13.4 Printing

→ Select the document to be printed, and then touch [Proof Print].

7.14 Encrypted PDF User Box (System User Box)

7.14.1 What is Encrypted PDF User Box?

If the password-protected PDF file data is saved using PageScope Web Connection or PageScope Direct Print, documents are automatically saved in the encrypted PDF user box.

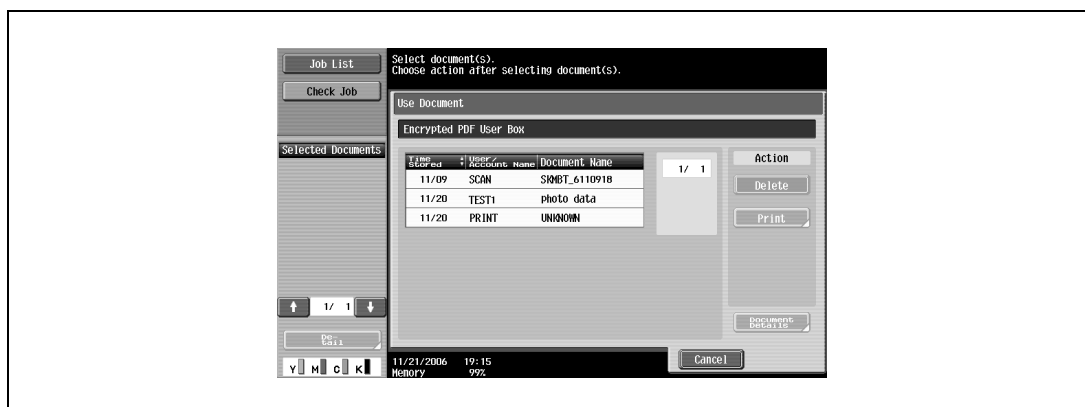


Detail

Printing is instructed from the encrypted PDF box to print an encrypted PDF file with an external memory.

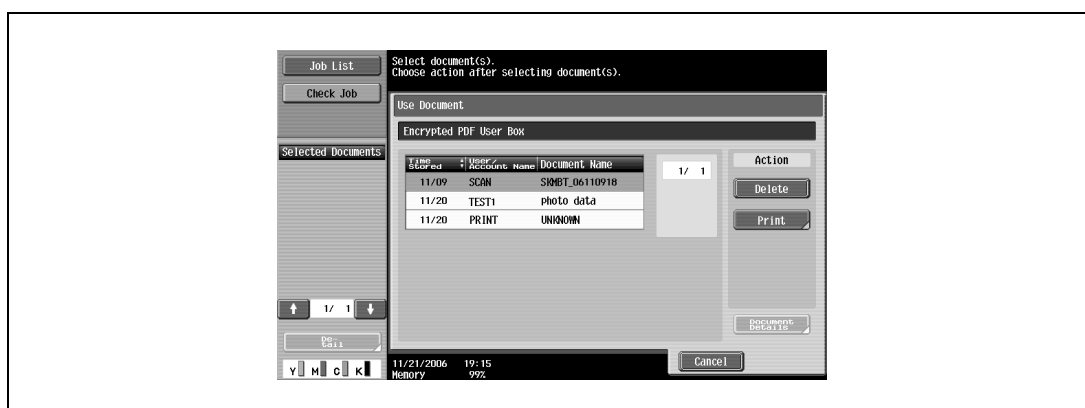
7.14.2 Encrypted PDF User Box screen

- 1 Select [Encrypted PDF user box] to display the list of saved documents from the System tab.
- 2 Select the document to be checked.



7.14.3 Printing

- 1 Select the document to be printed and then touch [Print].
- 2 Enter the password specified in the PDF file when printing.



7.14.4 Deleting

- Select the document to be deleted and then touch [Delete].

7.15 ID & Print User Box (System User Box)

7.15.1 ID & Print User Box

This user box appears if user authentication is applied. If an appropriate user is logged on this machine, documents can be printed. Document data, which is printed from a computer on the network by entering the user name and password, is temporarily saved in the ID & Print User Box.

When documents are saved in ID & Print User Box, the following keys appear on the login screen. Enter the user name and password, and then touch the desired key.

Item	Description
[Begin Printing]	A document that is saved in ID & Print User Box can be printed without logging in.
[Print & Login]	A document that is saved in ID & Print User Box can be printed when a user is logged in.
[Login]	Login only. After logging on, a document that is saved in ID & Print User Box can be printed or deleted.



Note

For details on saving document data sent for print jobs from a computer to ID & Print User Box, refer to the User manual – Print Operations.



Detail

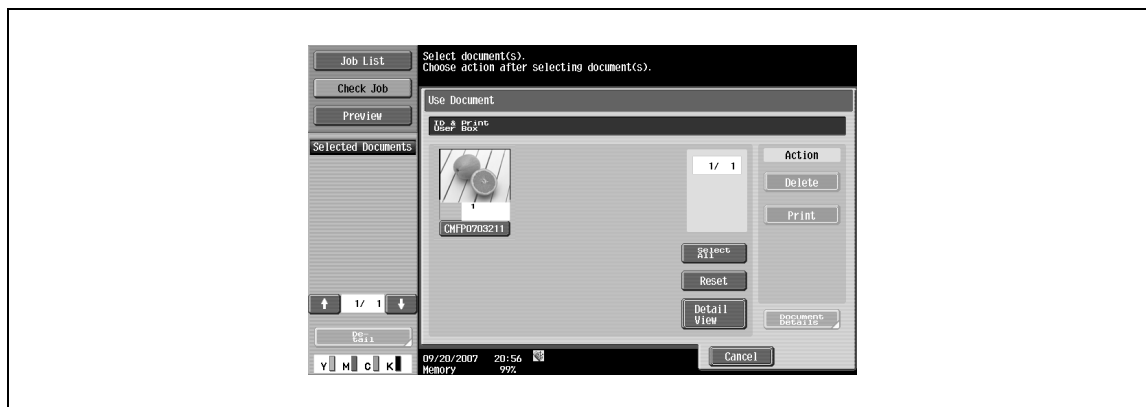
Even if user authentication is not applied or for print jobs saved by a public user, print jobs can also be saved in ID & Print User Box. For details, refer to "ID & Print Settings" on page 8-16.

When printing is completed, the data in ID & Print User Box is deleted.

7.15.2 ID & Print User Box screen

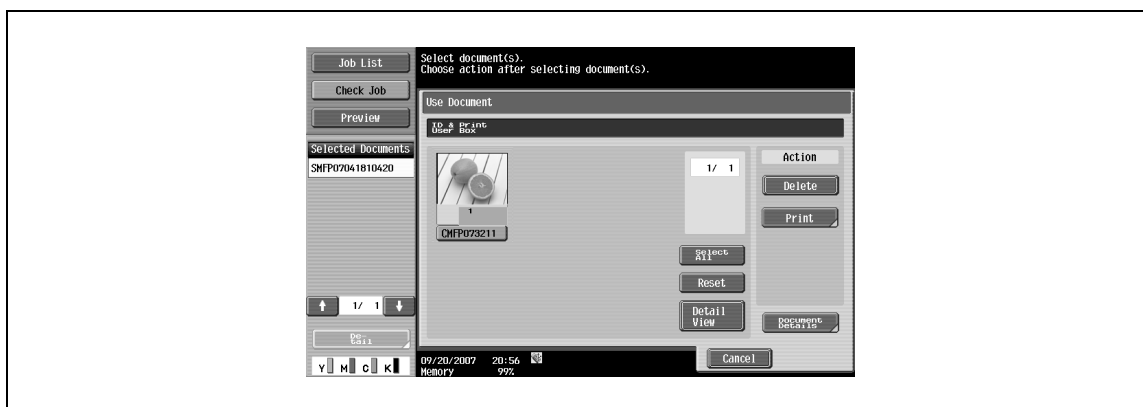
Selecting [ID & Print User Box] from the System User Box tab displays the list of saved documents.

→ Select the document to be checked.



7.15.3 Printing

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



7.15.4 Deleting

→ Select the document to be deleted and then touch [Delete].

7.16 External Memory (System User Box)

7.16.1 About External Memory

Available External Memory

The conditions of external memories available on this machine are as follows.

- USB flash memory supporting the USB (1.1/2.0) Interface
- FAT32 formatted.

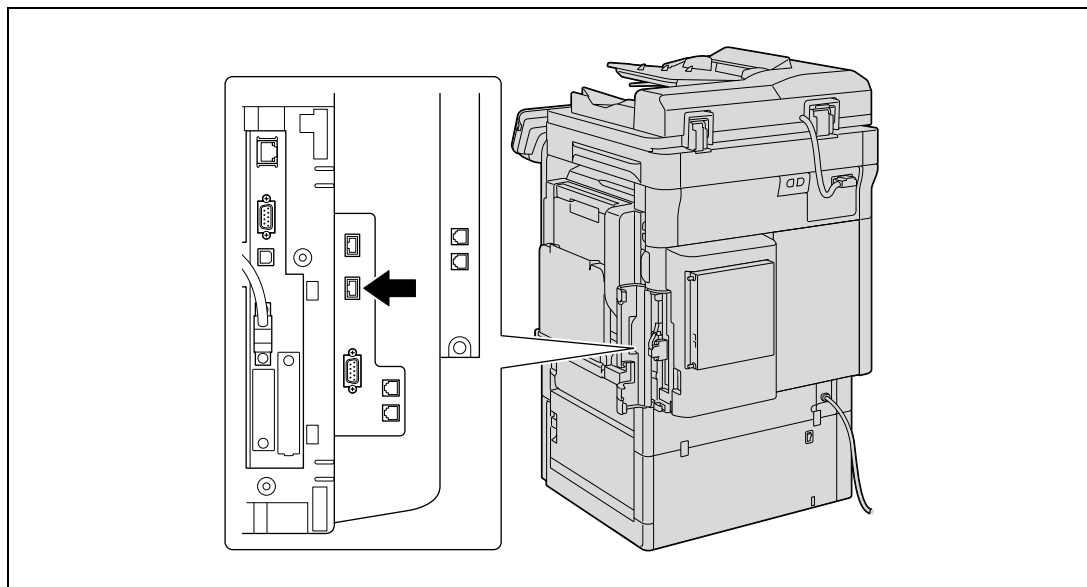


Detail

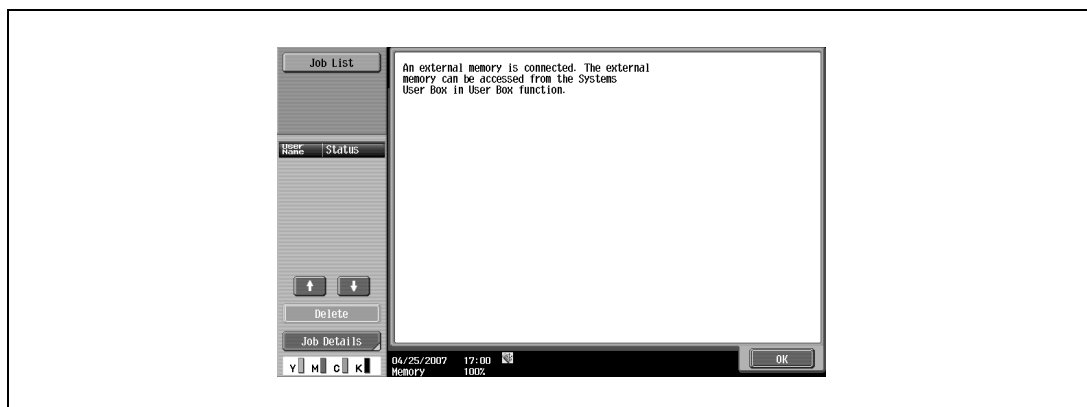
To connect an external memory, an optional local interface kit is required.

Connecting an external memory

- 1 Connect an external memory to the USB connector on the side of this machine.



- 2 When the external memory is connected, an icon appears on the bottom of the screen and the following screen appears. Check it, and then touch [OK].



**Reminder**

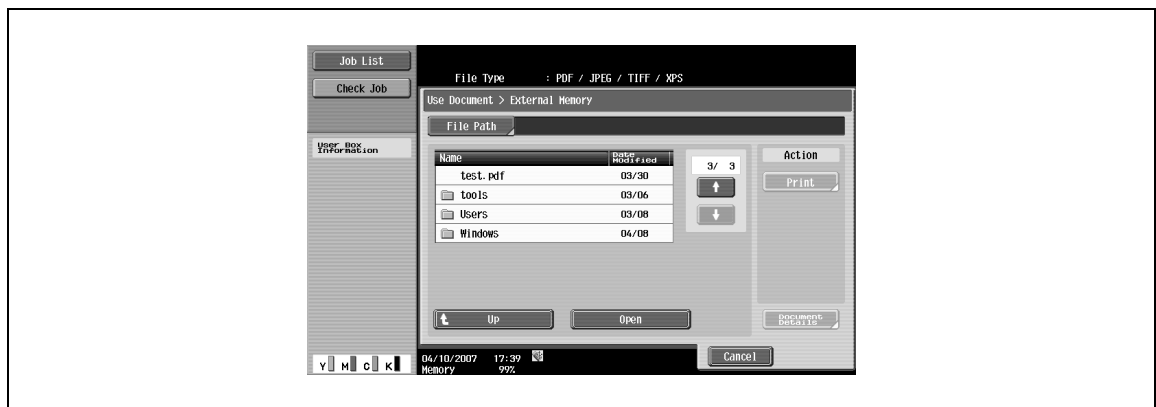
This machine is equipped with two USB connectors on the side. As one is for optional connection, two sets of external memories cannot be connected at a time.

Do not pull out the external memory while a document is being saved to the external memory or being printed.

Do not use any USB device other than the USB flash memory (such as hard disk or USB hub). However, the optional products connectable to the USB connector of this machine are exceptions.

7.16.2 External Memory screen

The folder structure of the installed external memory is displayed.



File Path

From the touch panel, you can specify the file path of the folder in which documents to be printed are saved.

→ Touch [File Path] to type in a path.



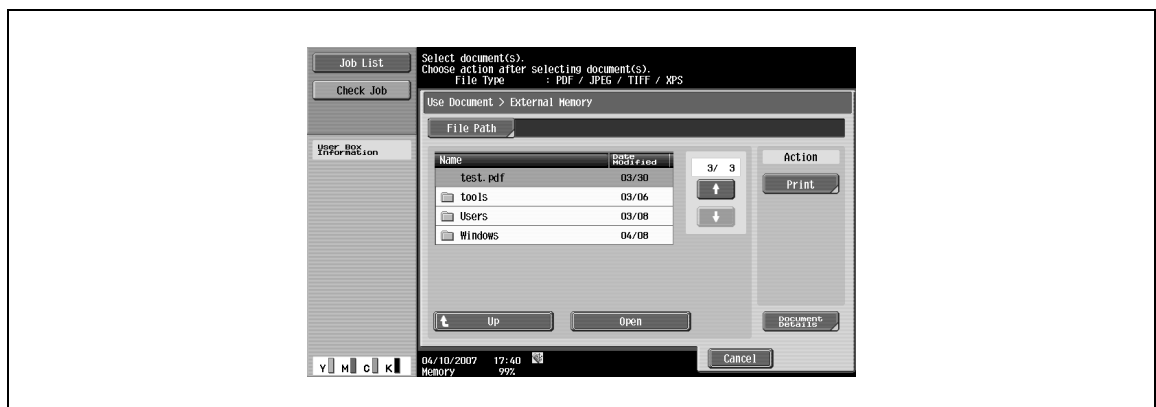
Detail

Enter the file path and file name of up to 250 characters. If 250 characters are exceeded, file list cannot be displayed.

File selection

File formats used for printing are PDF, JPEG, TIFF and XPS. Select appropriate files from the list.

- 2-sided printing, punching, or stapling is not available for files in the JPEG or XPS format.
- Versions of PDF files which can be printed by this machine are the PDF Version 1.6 and before.



Note

Only file names of printable file formats are displayed among saved files.

If the file path and file name exceeds 250 characters, the file becomes inaccessible.

In the folder of the specified file path, up to 255 files that can be printed are displayed. If a folder contains more than 255 files, it may take time to display the file list screen.

To print encrypted PDF data

- To print encrypted PDF data saved in an external memory, select data on the external memory screen and instruct printing.

When printing is instructed, the encrypted PDF data in the external memory is saved in the encrypted PDF box of this machine. Access the encrypted PDF box of this machine and perform printing operation.



...

Note

For details on the encrypted PDF user box, refer to "Encrypted PDF User Box screen" on page 7-74.

Move to the upper folder

- Touch [Up] to move to the upper folder.

Open a folder

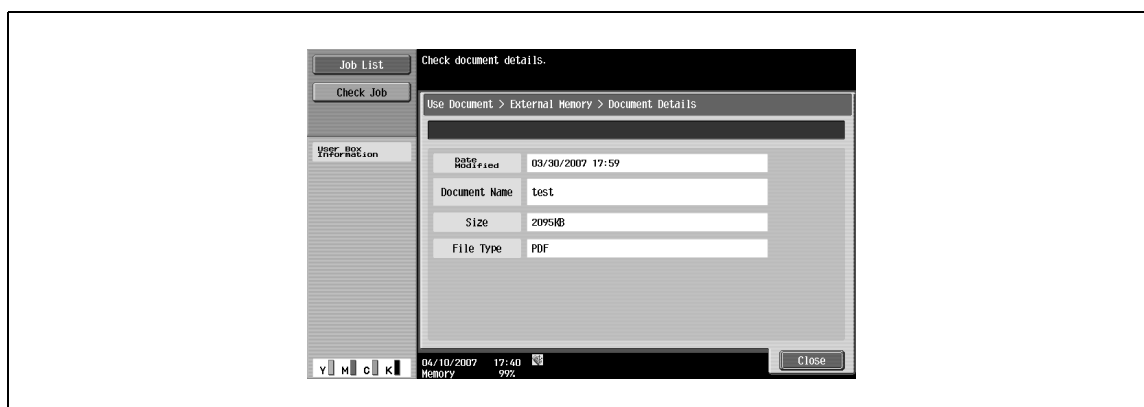
- To view the content of the folder, touch [Open].

Print

- Select the document to be print, and then touch [Print] to display the Print screen.

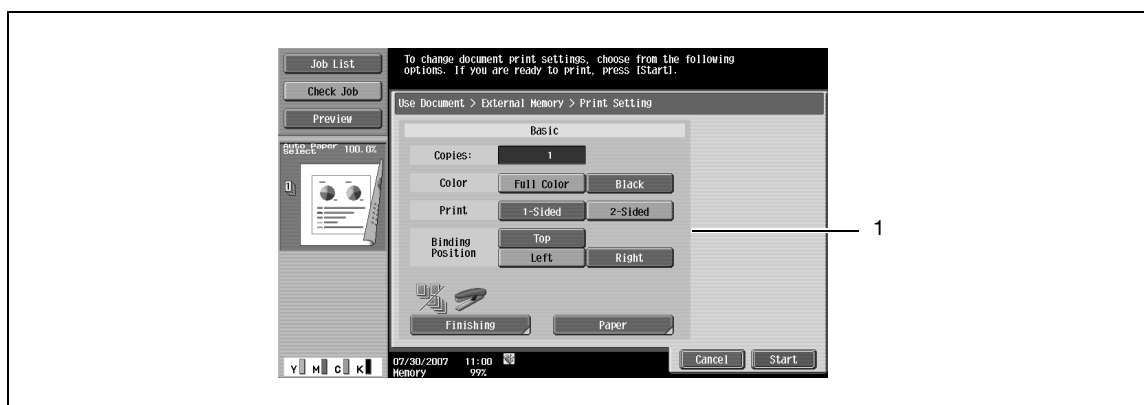
Document Details

You can check the update date and document name of the selected document.



7.16.3 External Memory - Print

- Touch [Print] to display the following screen.



No.	Part Name	Description
1	Basic	Specifies the basic settings such as number of copies and 1-sided/2-sided.

7.16.4 Basic

Copies

→ Type in the desired number of print copies using the keypad. The input range is 1 to 999.

Color

→ Specify whether the document is printed in color or black and white.

Print

→ Select either 1-sided or 2-sided.

Binding Position

→ When 2-sided is selected in "Print", select a binding position.

Finishing

For the setting procedure, refer to "Finishing" on page 7-8.

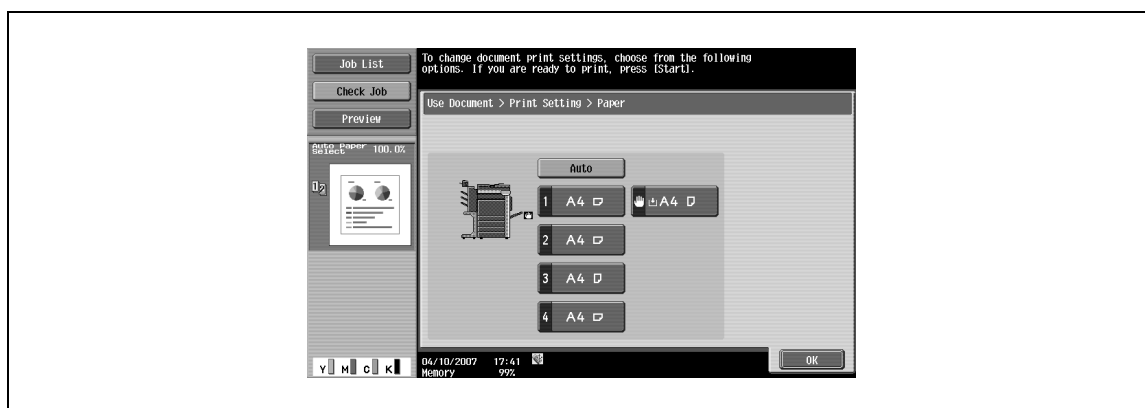


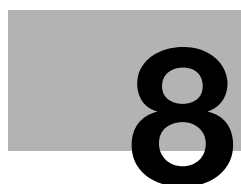
Detail

2-sided printing, punching, or stapling is not available for files in the JPEG or XPS format.

Paper

→ Select the paper tray to print.





File Document

8 File Document

8.1 Available operations in the File Document screen

The following operations can be performed from the File Document screen.

8.1.1 Public/Personal/Group

Documents stored in public, personal, or group user box are subject to the following operations:

Item	Description
Delete	Deletes documents that are no longer needed after being printed or transmitted.
Edit Name	Changes the name of a saved document.
Move	Moves data of documents stored in the user box to another public, personal, or group user box.
Copy	Copies data of documents stored in the user box to another public, personal, or group user box.
Document Details	Enables checking of the saving date and time and a preview image of a document.

System

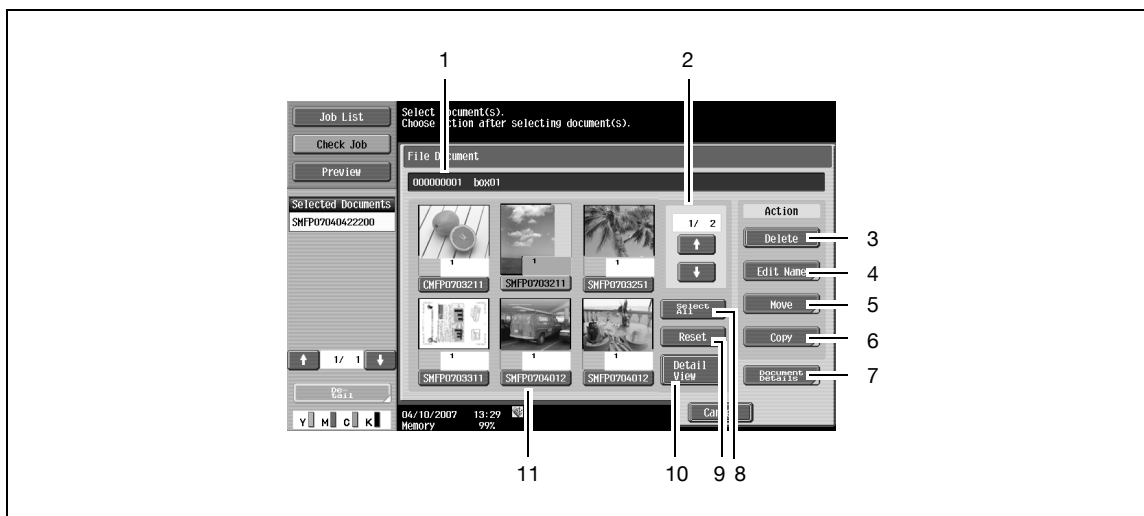
Documents stored in a system user box are subject to different operations, depending on the hosting box.

	Bulletin Board User Box	Polling TX User Box	Secure Print User Box	Memory RX User Box	Annotation User Box	Fax Re-transmit User Box
Delete	○	○	○	○	○	○
Edit Name	×	×	○	○	○	×
Move	×	×	×	×	×	×
Copy	×	×	×	×	×	×
Document Details	×	×	○	○	○	○

8.1.2 Description of the File Document screen

Public/Personal/Group

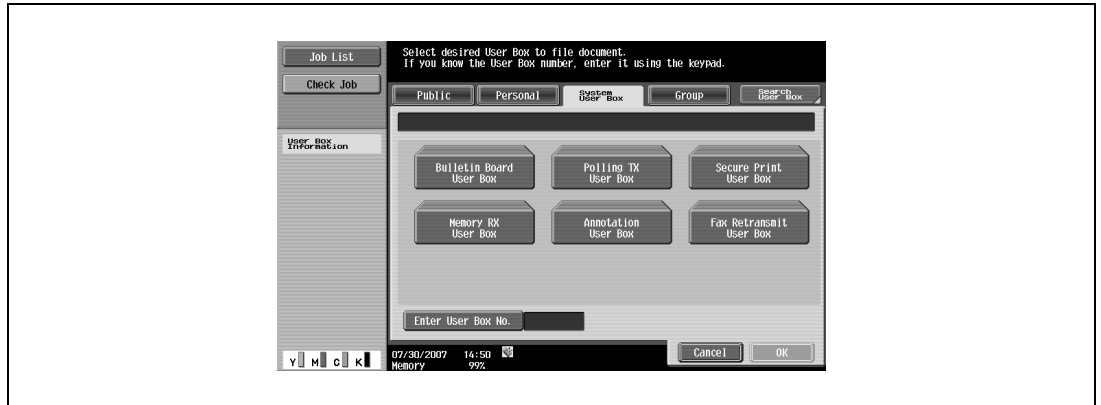
Select the Public, Personal, or Group tab, and then a user box. A screen like the following appears.



No.	Item	Description
1	-	Displays the user box number and name.
2	[↑] [↓]	When seven or more documents are saved, use the [↑] and [↓] keys to switch list displays.
3	[Delete]	Deletes selected documents.
4	[Edit Name]	Changes the name of the selected document.
5	[Move]	Specifies moving of the selected document.
6	[Copy]	Specifies copying of the selected document.
7	[Document Details]	Enables checking of detailed information and a preview image of a document.
8	[Select All]	Selects all documents in the user box.
9	[Reset]	Resets all documents in the user box.
10	[Detail View]/[Thumbnail View]	Switches the display format of the saved document. [Thumbnail View]: Displays a thumbnail of the first page, page number and the document name. [Detail View]: Displays the time stored, user name, and document name. Touch the title of [Time Stored] to sort entries on the list in ascending/descending order of the time stored
11	-	Displays the list of documents saved in the user box.

System User Box

- 1 Select the System User Box tab, and a list of available system boxes appears.
- 2 Select a box for document filing.
 - When you select the [Bulletin Board User Box], further select a box inside that box for document filing.
 - When you select [Secure Print User Box], enter the ID and password for a secure print document.
 - When you select the [Annotation User Box], further select a box inside that box for document filing.



Detail

Depending on the settings for the Prohibit Functions When Auth. Error functions available from "Security Setting" - "Security Details" under [Administrator Settings], the procedure to input the ID and password for the secure print user box may vary.

8.2 Public/Personal/Group user box

8.2.1 Deleting a document

Deletes documents that are no longer needed after printing, etc. Multiple documents can be selected and deleted at once. After checking the details of the document, touch [Yes], and then [OK].



8.2.2 Edit Name

Changes the name of a saved document. Enter a new name from the touch panel.



Detail

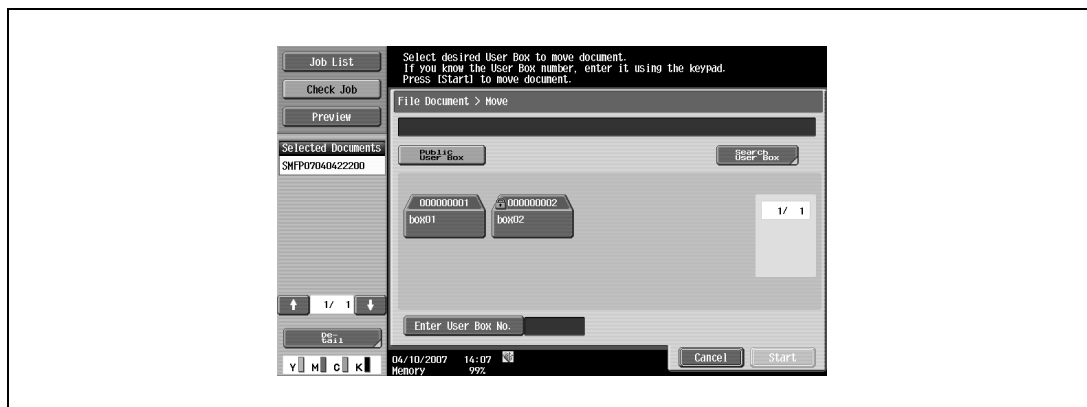
The document name specified here is the default file name for transmission. Change the name of a document to be transmitted according to the conditions of the destination server.

The document name can also be changed later upon transmission.

8.2.3 Move

Moves data of documents stored in the user box to another user box. You can select a destination box from public, personal or group user box.

- 1 Select the destination user box, and check the contents of the document.
- 2 Touch [OK].



Detail

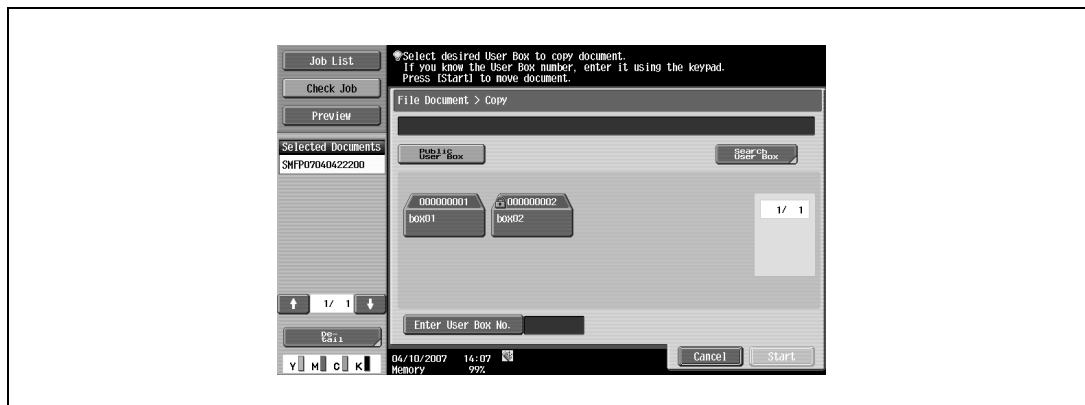
Display contents vary for personal and group user boxes according to the user who is logged on.

Password entry is not necessary even if a password has been specified for the destination box.

8.2.4 Copy

Copies data of documents stored in the user box to another user box. You can select the destination from public, personal and group user boxes.

- 1 Select the destination user box, and check the contents of the document.
- 2 Touch [OK]



Detail

Display contents vary for personal and group user boxes according to the user who is logged on.

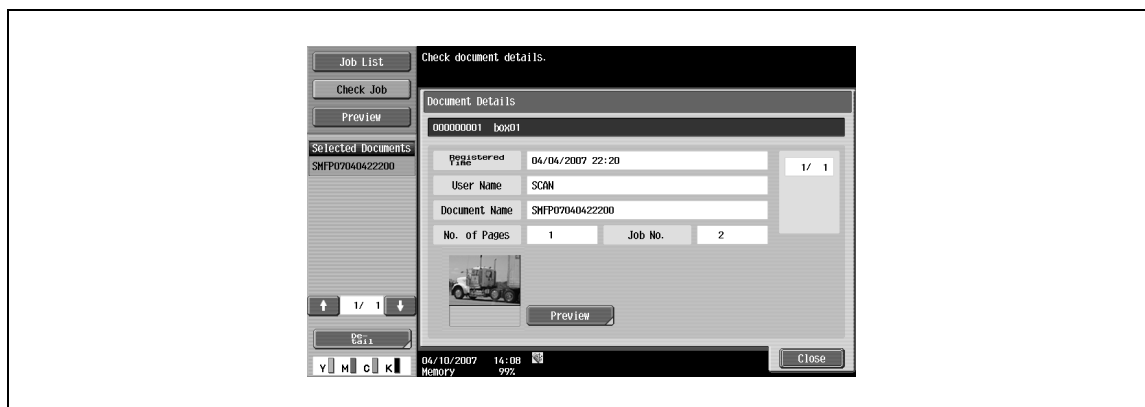
Password entry is not necessary even if a password has been specified for the destination user box.

8.2.5 Document Details

Enables the details of a stored document to be checked from the touch panel.

Display of detailed information

- Select a document and touch [Document Details] to check the following items:



Item	Description
Registered Time	Displays the date and time when the document was stored.
User Name	Displays the mode (Scan, Copy or Print) and name of the user who stored the document.
Document Name	Displays the name of the document.
No. of Pages	Displays the number of pages in the document.
Job No.	Displays the job number used for storing (registering) the document.
	If two or more documents are stored in the user box, use and to switch documents.
[Preview]	Touch this button to switch to the Preview screen. For details, refer to "Preview" on page 8-8.

Preview

- 1 On the Document Details screen, touch [Preview] to display the preview image of the saved document.
 - The document can be viewed at full size or at a size of 2, 4 or 8 times the normal size.
- 2 Select the display size.
- 3 Use the scroll bars in the right end and bottom end of the image to view the desired section of the image.



Detail

With documents containing multiple pages, only the image of the first page can be checked.

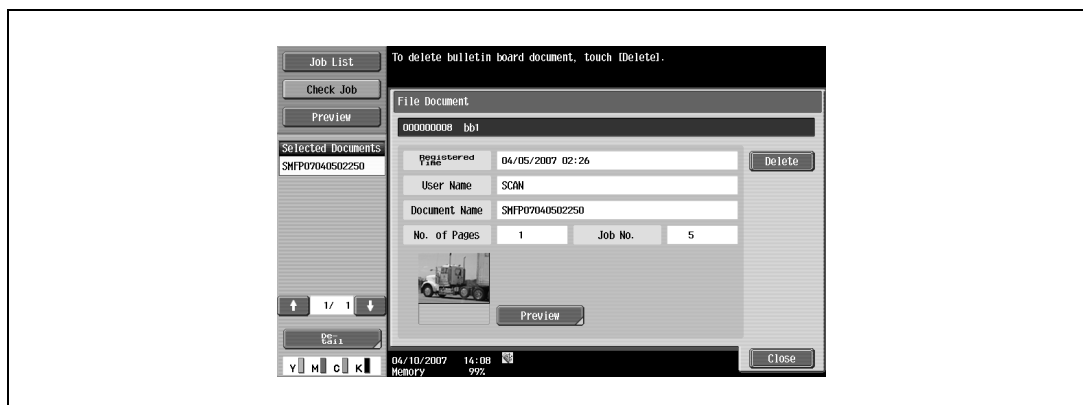
The contents of a document saved with encryption cannot be previewed.

8.3 System User Box

8.3.1 Bulletin Board User Box

Enables documents for viewing stored in a bulletin board user box to be checked and deleted.

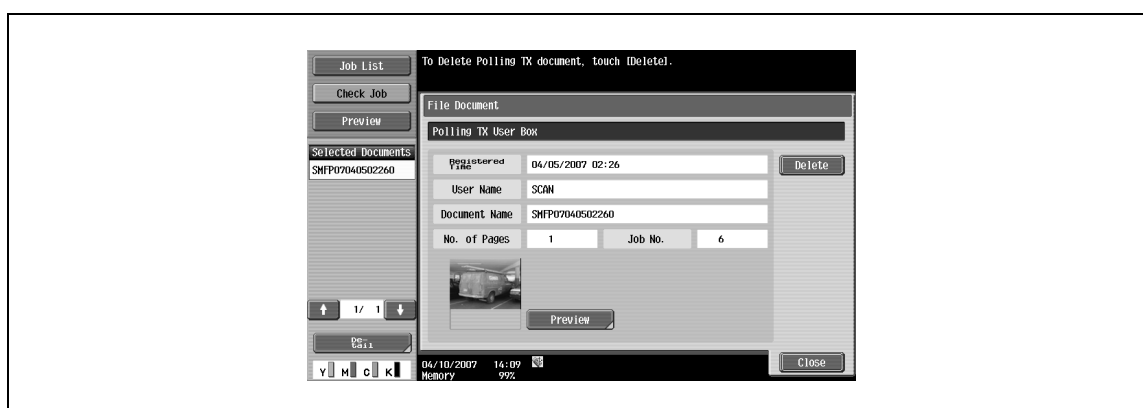
- 1 Select a bulletin board user box and check the contents of the box.
- 2 Touch [Delete].



8.3.2 Polling TX User Box

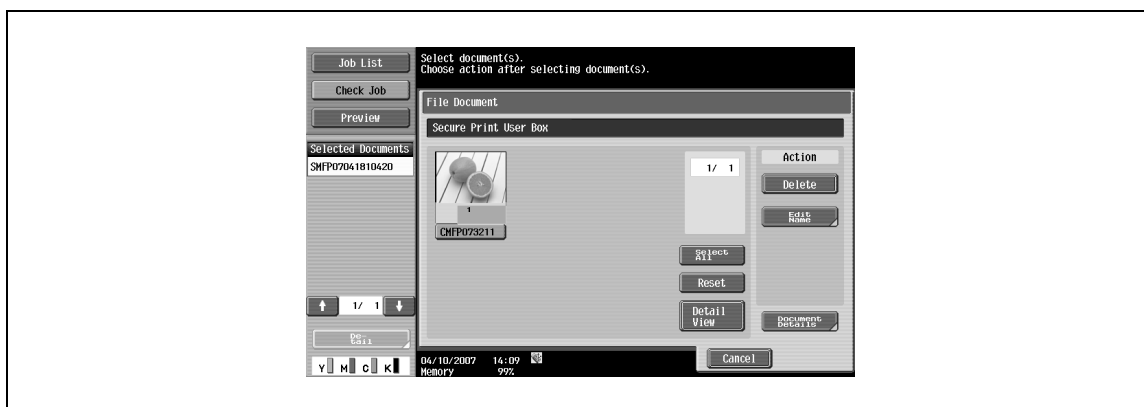
Enables documents stored in a polling TX user box to be checked and deleted.

- Check the contents and touch [Delete].



8.3.3 Secure Print User Box

Enables operation on documents stored in a secure print user box.



Available operations are as follows:

Item	Description
Delete	Deletes documents that are no longer needed after printing, etc.
Edit Name	Changes the name of a saved document.
Document Details	Enables checking of the saving date and time and a preview image of a document.

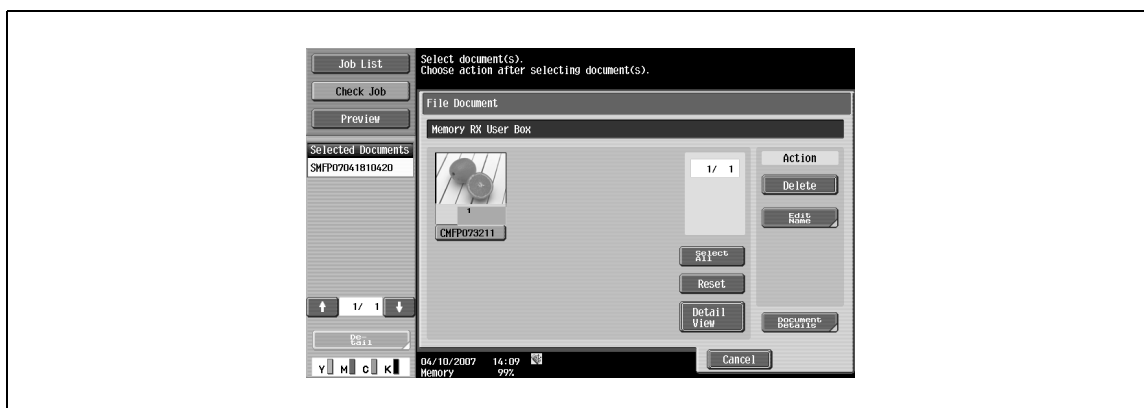


Detail

To delete all documents stored in secure print user boxes, touch [Administrator Settings], and select "User Box Settings" - "Delete Secure Print Documents" "Delete Secure Print Documents" on page 9-16.

8.3.4 Memory RX User Box

Enables operation on documents stored under "Memory RX User Box".

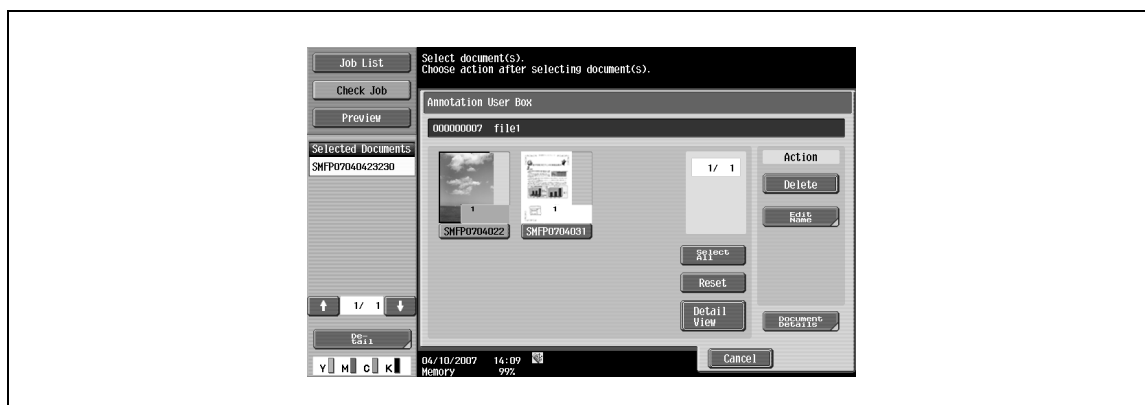


Available operations are as follows:

Item	Description
Delete	Deletes documents that are no longer needed after printing, etc.
Edit Name	Changes the name of a saved document.
Document Details	Enables checking of the saving date and time and a preview image of a document.

8.3.5 Annotation User Box

Enables operation on documents stored under Annotation User Box.

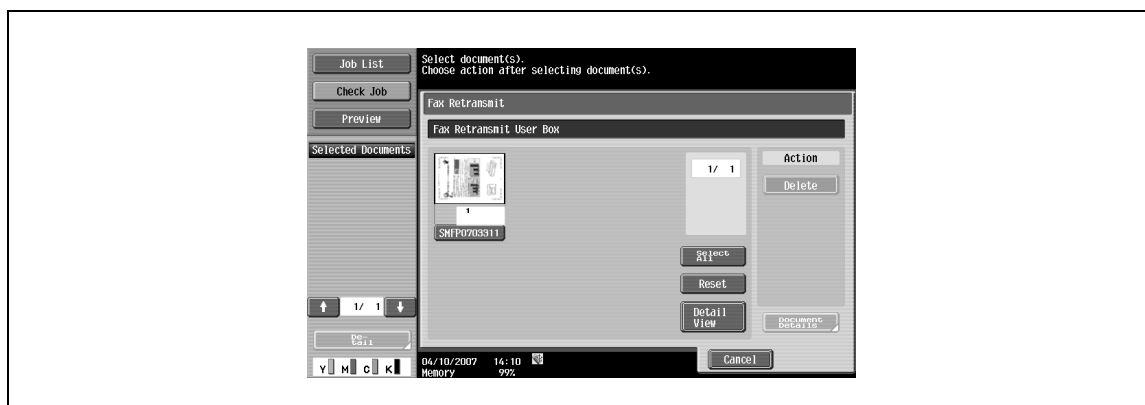


Available operations are as follows:

Item	Description
Delete	Deletes documents that are no longer needed after printing, transmitting, etc.
Edit Name	Changes the name of a saved document.
Document Details	Enables checking of the saving date and time and a preview image of a document.

8.3.6 Fax Retransmit User Box

Enables operation on documents stored under Fax Retransmit User Box.



Available operations are as follows:

Item	Description
Delete	Deletes documents that are no longer needed after printing, etc.
Document Details	Enables checking of the saving date and time and a preview image of a document.



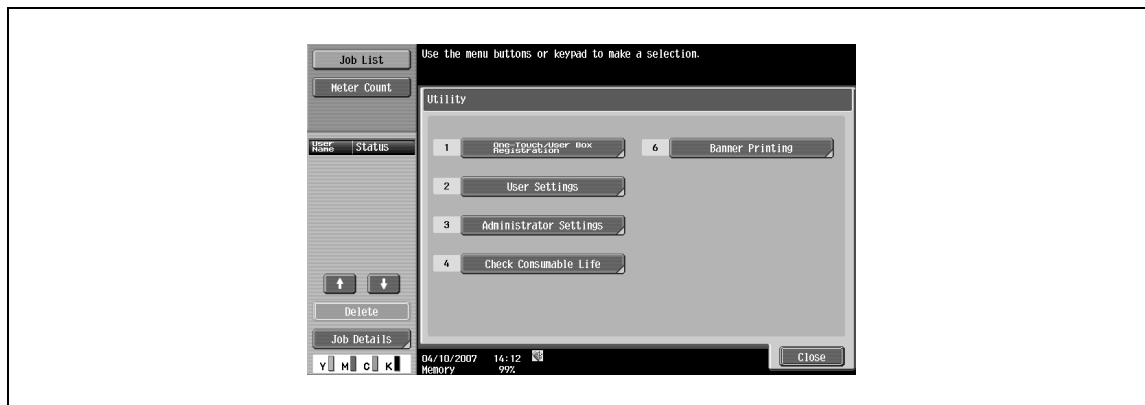
User box setting

9 User box setting

9.1 Menu tree for user box setting

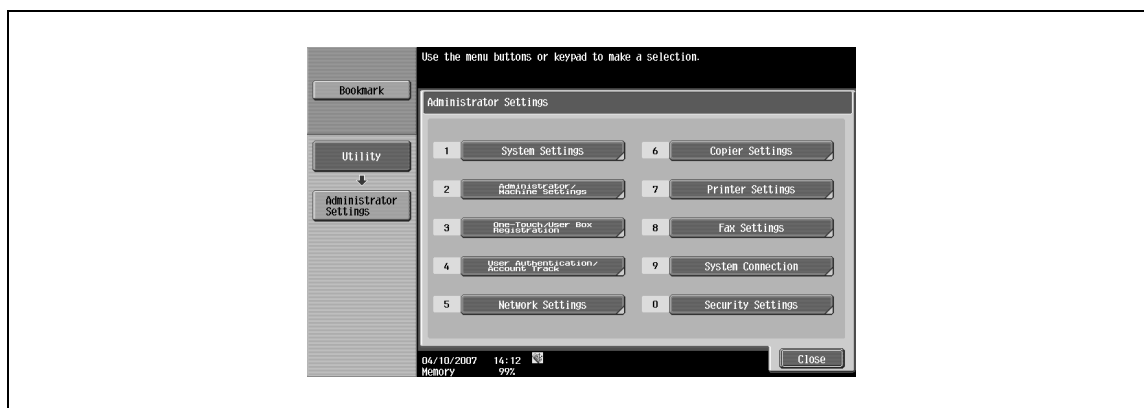
The following describes the menus and items related to the user box setting in the Utility mode.

9.1.1 Utility



First-level menu	Second-level menu	Third-level menu	Fourth-level menu
[1] One-Touch/User Box Registration	[2] Create User Box (p. 9-6)	[1] Public/Personal User Box (p. 9-7)	New
			Edit
			Delete
		[2] Bulletin Board User Box (p. 9-9)	New
			Edit
			Delete
		[3] Relay User Box (p. 9-10)	New
			Edit
			Delete

9.1.2 Administrator Settings



First-level menu	Second-level menu	Third-level menu	Fourth-level menu
[1] System Settings	[0] User Box Settings (p. 9-16)	[1] Delete Unused User Box (p. 9-16)	
		[2] Delete Secure Print Documents (p. 9-16)	
		[3] Auto Delete Secure Document (p. 9-16)	
		[4] Encrypted PDF Delete Time (p. 9-17)	
		[5] ID & Print Delete Time (p. 9-17)	
		[6] Document Hold Setting (p. 9-18)	
		[7] External Memory Function Settings (p. 9-18)	Save Document Print Document
[3] One-Touch/User Box Registration	[2] Create User Box (p. 9-6)	[1] Public/Personal User Box (p. 9-7)	New Edit Delete Delete Empty User Box(es) (p. 9-8)
			New Edit Delete
			New Edit Delete
			New Edit Delete
		[2] Bulletin Board User Box (p. 9-9)	New Edit Delete
			New Edit Delete
		[3] Relay User Box (p. 9-10)	New Edit Delete
			New Edit Delete
	[4] Maximum Number of User Boxes (p. 9-15)	[4] Annotation User Box (p. 9-13)	New Edit Delete
	[4] Maximum Number of User Boxes (p. 9-15)	Max. No. of Use Boxes	
		Maximum Number of User Boxes	
[4] User Authentication/Account Track	[2] User Authentication Settings	[1] Administrative Settings	ID & Print Settings (p. 9-19)

First-level menu	Second-level menu	Third-level menu	Fourth-level menu
[0] Security Settings	[2] User Box Administrator setting (p. 9-19)		
	[6] HDD Settings	[1] Check HDD Capacity (p. 9-21)	
		[2] Overwrite Temporary Data (p. 9-21)	Overwrite Method
			Encryption Priority
			Overwrite Priority
		[3] Overwrite All Data (p. 9-22)	
		[4] HDD Lock Password (p. 9-23)	
		[5] Format HDD (p. 9-24)	
		[6] HDD Encryption Setting (p. 9-24)	

9.2 User box registration

9.2.1 User box registration

New user boxes can be registered. Available user box types are as follows:

Item	Description
Public user box	Shared box that any user can access.
Personal user box	Personal-use user box that only the user who is logged on can access when the machine is subject to management with user authentication.
Group user box	User box that can only be accessed by users who belong to the account that is logged on when the Account Track function is operating on the machine.
Bulletin board user box	Used for F-coded polling transmission/reception via a bulletin board. This type can be specified if the optional fax kit is installed.
Relay user box	Used for storing relay data when this machine operates as the relay distribution station for F-coded relay distribution. This type can be specified if the optional fax kit is installed.
Annotation user box	Used for adding an image of the date/time or an annotation number to a document when printing or transmitting it. The type of text added can be specified when the document is used. Annotation user boxes are registered in Administrator mode.



Detail

If user authentication is canceled, personal and group user boxes become public user boxes.

If user authentication or account tracking is in place, be sure to complete authentication by touching [Login] or press the [ID] key after entering the ID and password. If user authentication has failed, personal or group user boxes cannot be created.

If the optional fax kit is installed, confidential reception (F-code transmission) is available as a functional expansion for public/personal/group user boxes.

If "Password Rules" is enabled, no password containing less than eight characters can be registered.

If you have already registered a password containing less than eight characters, change it to one using eight characters containing eight characters before enabling "Password Rules". For the password rules, refer to the User manual – Copy Operations.

Public/Personal/Group user boxes

→ When registering or editing, specify the following items.

**Detail**

To change settings for a registered user box, select the user box and touch [Edit].

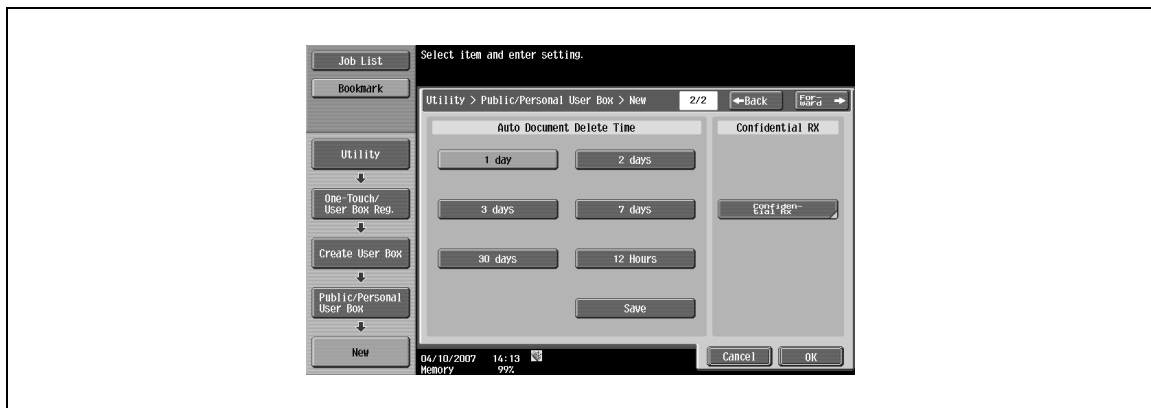
After touching [Edit], the user box number cannot be changed.

To delete a registered user box, select the user box and touch [Delete].

Screen (1/2)

The screenshot shows a handheld device screen with a sidebar menu on the left containing options like Job List, Bookmark, Utility, One-Touch/User Box Reg., Create User Box, Public/Personal User Box, and New. The main screen is titled 'Specify the settings. Enter User Box number using the keypad.' and displays a form for creating a new user box. The form includes fields for User Box No. (set to 5), User Box Name, Password, Index (set to etc), Type (set to Public), and Time stored (04/10/2007 14:13). Navigation buttons like Back, Forward, Cancel, and OK are visible at the bottom.

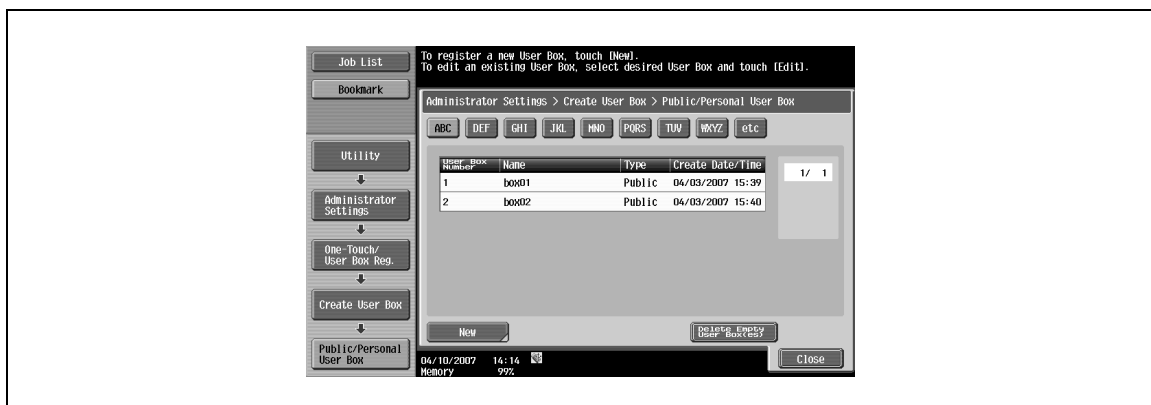
Item	Description
User Box No.	The next available user box number appears automatically. To specify a user box number, touch [User Box No.], and then use the keypad to type in the user box number (between 1 and 999999999).
User Box Name	Touch [User Box Name], and then enter the user box name from the touch panel (20 characters or less). Multiple user boxes can be registered under the same user box name if different user box numbers are specified respectively.
Password	Specify a password to limit access to the user box. Touch [Password], and then enter the password from the touch panel (8 characters or less).
Index	Select the index characters.
Type	Depending on the state of user authentication and account track operations, either [Public], [Personal], or [Group] can be selected. When selecting [Personal], specify the owner name. To change the owner, touch [Change Owner], and then select a different owner. When selecting [Group], specify the owner account. In the Change Owner page, select a different owner account.

Screen (2/2)

Item	Description
Auto Document Delete Time	Specify the length of time for documents to remain before they are deleted, counting from the registration.
Confidential RX	This key appears when the optional fax kit is installed. Select the option to add or not to add the confidential reception function to the user box. To add the confidential reception function, type in the confidential reception password. For confirmation, type in the password for confidential reception twice.

Delete Empty User Box(es)

If a public, personal, or group user box are registered in the Administrator Settings mode, it is possible to set up so that the program can search for empty user boxes and automatically delete them if any. Touch [Delete Empty User Box(es)] on the User Box Registration page.



Bulletin Board User Box

- Up to 10 bulletin board user boxes can be registered. When registering or editing, specify the following items.



Detail

To change settings for a registered user box, select the user box and touch [Edit].

After touching [Edit], the user box number cannot be changed.

To delete a registered user box, select the user box and touch [Delete].

Screen (1/2)

Item	Description
User Box No.	The next available user box number is displayed. To specify a user box number, touch [User Box No.], and then use the keypad to type in the user box number (between 1 and 999999999).
User Box Name	Touch [User Box Name], and then enter the user box name from the touch panel (20 characters or less). Multiple user boxes can be registered under the same user box name if different user box numbers are specified respectively.
Password	Specify a password to limit access to the user box. Touch [Password], and then enter the password from the touch panel (8 characters or less).
Type	Depending on the state of user authentication and account track operations, either [Public], [Personal], or [Group] can be selected. When selecting [Personal], specify the owner name. To change the owner, touch [Change Owner], and then select a different owner. When selecting [Group], specify the owner account. In the Change Owner page, select a different owner account.

Screen (2/2)

Item	Description
Auto Document Delete Time	Specify the length of time for documents to remain before they are deleted, counting from the registration.

Relay User Box

→ Up to five relay user boxes can be registered. When registering or editing, specify the following items.

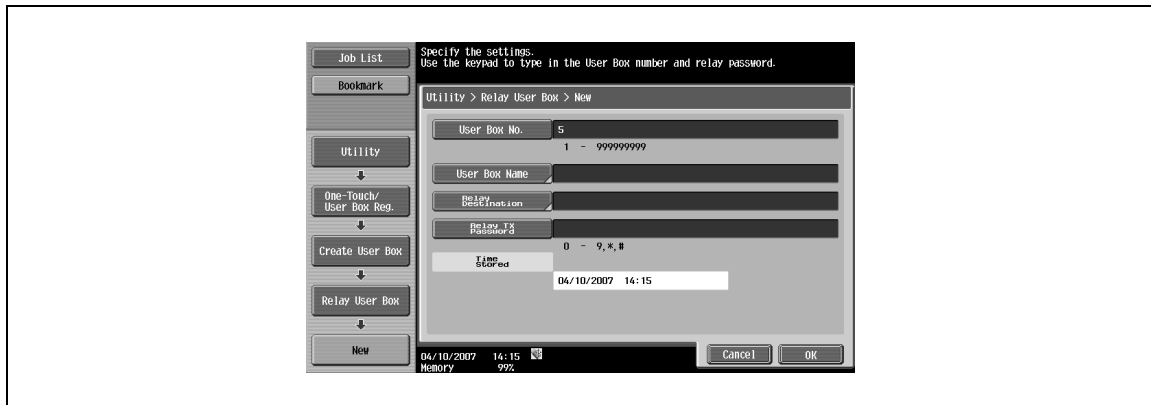


Detail

To change settings for a registered user box, select the user box and touch [Edit].

After touching [Edit], the user box number cannot be changed.

To delete a registered user box, select the user box and touch [Delete].



Item	Description
User Box No.	The next available user box number appears automatically. To specify a user box number, touch [User Box No.], and then use the keypad to type in the user box number (between 1 and 999999999).
User Box Name	Touch [User Box Name], and then enter the user box name from the touch panel (20 characters or less). Multiple user boxes can be registered under the same user box name if different user box numbers are specified respectively.
Relay Destination	Select a relay destination of transmission from a relay user box. Relay destinations are preregistered as group destinations.
Relay TX Password	Specify a password to limit access to the user box. Touch [Relay TX Password], and then enter the password from the touch panel (8 characters or less).



Detail

For details on group destination registration, refer to the User manual – Network Scan/Fax/Network Fax Operations.

9.3 Administrator Settings

9.3.1 User box permissions

Types of users

Users of various levels can use this machine. The User Box functions are managed by the user box administrator, apart from the administrator of the machine. Each type of users can access certain types of user boxes as shown in the following table.

Item	Description
Public user	When user authentication is not performed, users can access user boxes as a public user.
Registered user	Users registered by the administrator when user authentication is performed.
User box administrator	This user logs on as the user box administrator when user authentication is performed. The user box administrator can access all user boxes, regardless of the password status.
Administrator	Performs device management. This user can create, change, or delete any user box, regardless of the password status.



Detail

To log on as the user box administrator, type "boxadmin" as the user name for user authentication and type the password specified in "User Box Administrator Setting" on page 9-19.

Public user boxes and personal/group user boxes

The following table shows operations that can or cannot be performed on public user boxes, which can be accessed by all users, and those that can or cannot be performed on personal/group user boxes, which can only be accessed by specific users.

Operation	Create boxes		View/download/delete documents		Change box settings		Delete boxes	
	Public	Personal/group	Public	Personal/group	Public	Personal/group	Public	Personal/group
User box type								
Public user	○	×	○	×	○	×	○	×
Registered user	○	○	○	○ ^{*1}	○	○ ^{*1}	○	○
User box administrator	○ ^{*2}	○ ^{*2}	○ ^{*2}	○ ^{*2}	○ ^{*2}	○ ^{*2}	○ ^{*2}	○ ^{*2}
Administrator	○ ^{*2}	×	×	×	○ ^{*2}	○ ^{*2}	○ ^{*2}	○ ^{*2}

*1 The operations can be performed only on user boxes created by the registered user.

*2 The user box administrator and the administrator can perform operations without entering the password, even if a password has been set for the user box.

9.3.2 User box registration

New user boxes can be registered. Available user box types are as follows:

Item	Description
Public user box	Shared box that any user can access.
Personal user box	Personal-use user box that only the user who is logged on can access when the machine is subject to management with user authentication.
Group user box	User box that can only be accessed by users who belong to the account that is logged on when the Account Track function is operating on the machine.
Bulletin board user box	Used for F-coded polling transmission/reception via a bulletin board. This type can be specified if the optional fax kit is installed.
Relay user box	Used for storing relay data when this machine operates as the relay distribution station for F-coded relay distribution. This type can be specified if the optional fax kit is installed.
Annotation user box	Used for adding an image of the date/time or an annotation number to a document when printing or transmitting it. The type of text added can be specified when the document is used. Annotation user boxes are registered in Administrator mode.



Detail

If user authentication is canceled, personal and group user boxes become public user boxes.

If user authentication or account tracking is in place, be sure to complete authentication by touching [Login] or press the [ID] key after entering the ID and password. If user authentication has failed, personal or group user boxes cannot be created.

If the optional fax kit is installed, confidential reception (F-code transmission) is available as a functional expansion for public/personal/group user boxes.

If "Password Rules" is enabled, no password containing less than eight characters can be registered.

If you have already registered a password containing less than eight characters, change it to one using eight characters containing eight characters before enabling "Password Rules". For the password rules, refer to the User manual – Copy Operations.



...

Note

For details on registering public, personal and group user boxes, refer to p. 9-7

For details on registering bulletin board user boxes, refer to p. 9-9

For details on registering relay user boxes, refer to p. 9-10

For details on registering annotation user boxes, refer to p. 9-13

9.3.3 Registering annotation user boxes

→ When registering or editing, specify the following items.



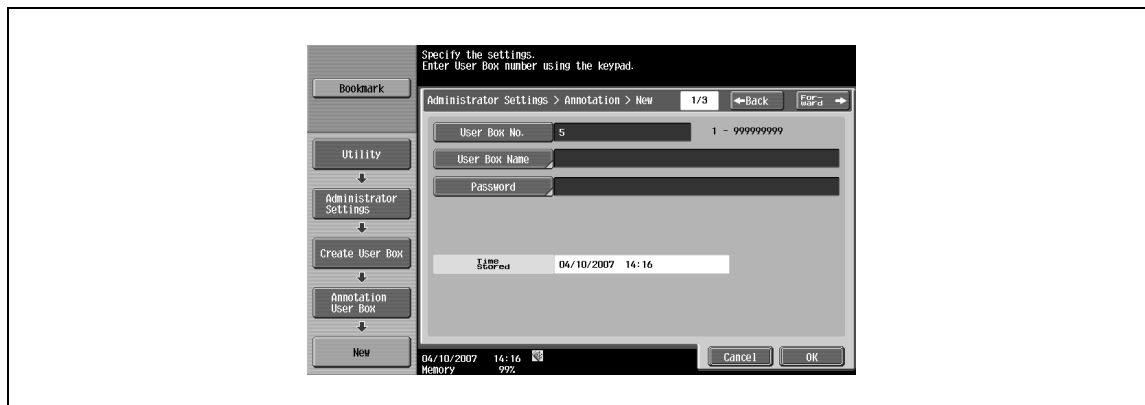
Detail

To change settings for a registered user box, select the user box and touch [Edit].

After touching [Edit], the user box number cannot be changed.

To delete a registered user box, select the user box and touch [Delete].

Screen (1/3)



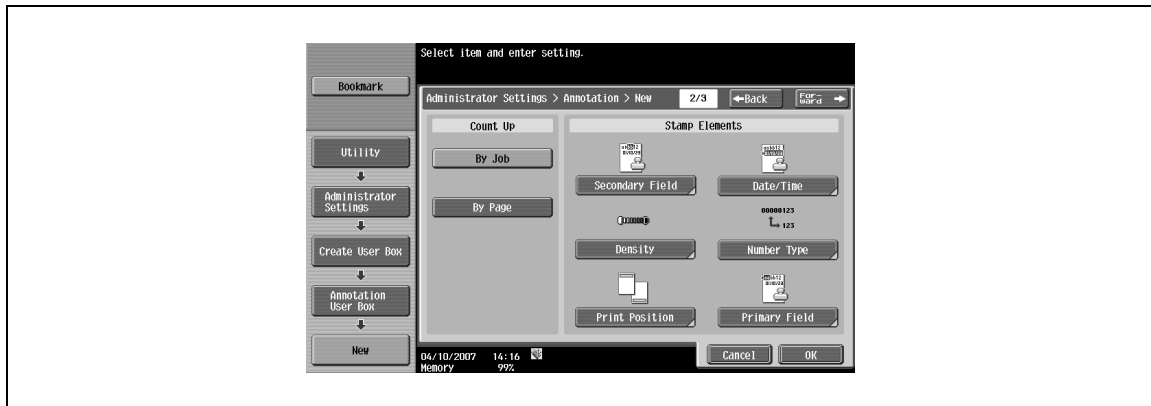
Item	Description
User Box No.	The next available user box number appears automatically. To specify a user box number, touch [User Box No.], and then use the keypad to type in the user box number (between 1 and 999999999).
User Box Name	Touch [User Box Name], and then enter the user box name from the touch panel (20 characters or less). Multiple user boxes can be registered under the same user box name if different user box numbers are specified respectively.
Password	Specify a password to limit access to the user box. Touch [Password], and then enter the password from the touch panel (8 characters or less).



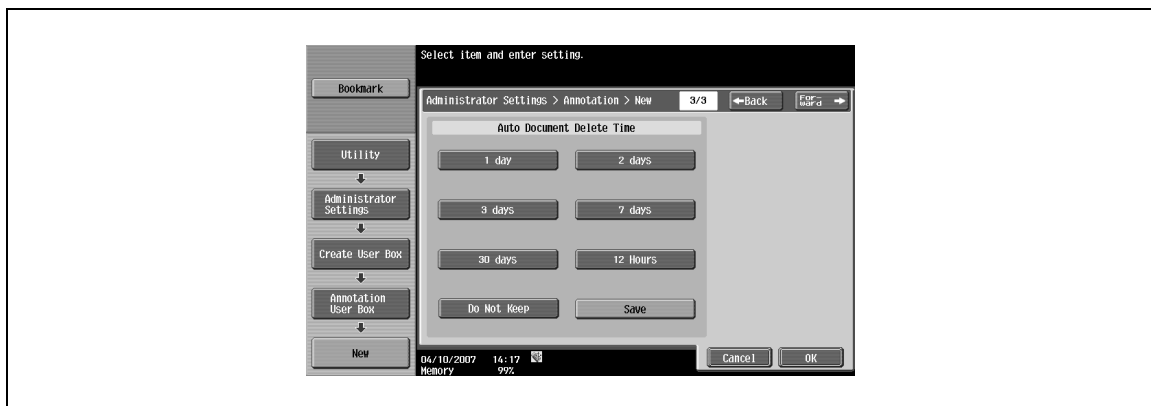
Detail

If "Password Rules" is enabled, a password containing less than eight characters cannot be registered.

If you have already registered a password containing less than eight characters, change it to one using eight characters containing eight characters before enabling "Password Rules". For the password rules, refer to the User manual – Copy Operations.

Screen (2/3)

Item	Description
Count Up	Select either [By Job] or [By Page] for the annotation number counting method.
Secondary Field	Text can be added to the number to be printed (within 20 characters).
Date/Time	Select the format for the date and time to be printed.
Density	Select the density for the annotation numbers to be printed.
Number Type	Select the output format (number of digits) for the annotation numbers to be printed.
Print Position	Select the printing position.
Primary Field	Text can be added (within 40 characters).

Screen (3/3)

Item	Description
Auto Document Delete Time	Specify the length of time for documents to remain before they are deleted, counting from the registration.

9.3.4 Maximum Number of User Boxes

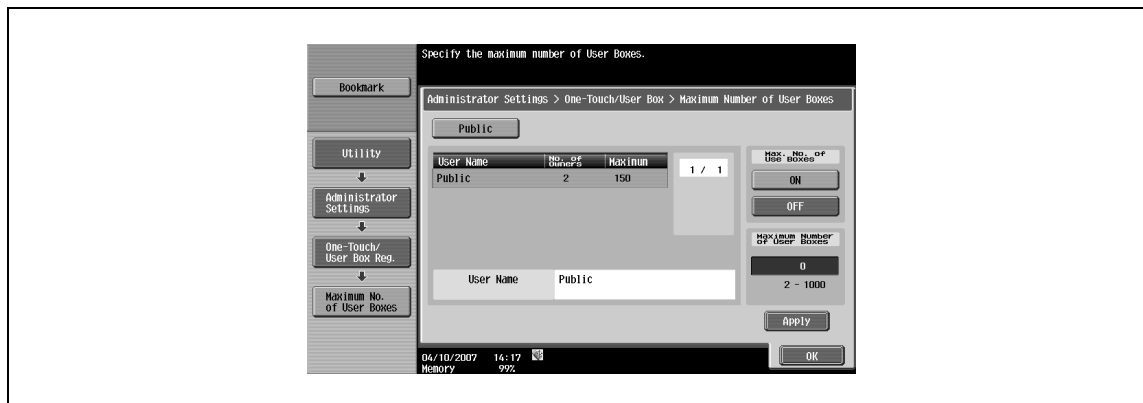
→ Specify the upper limit of the number of user boxes that can be registered for each user.

Public/Personal/Group

Depending on the state of user authentication and account track operations, either [Public], [Personal], or [Group] can be selected.

Max No. of Use Boxes - ON/OFF

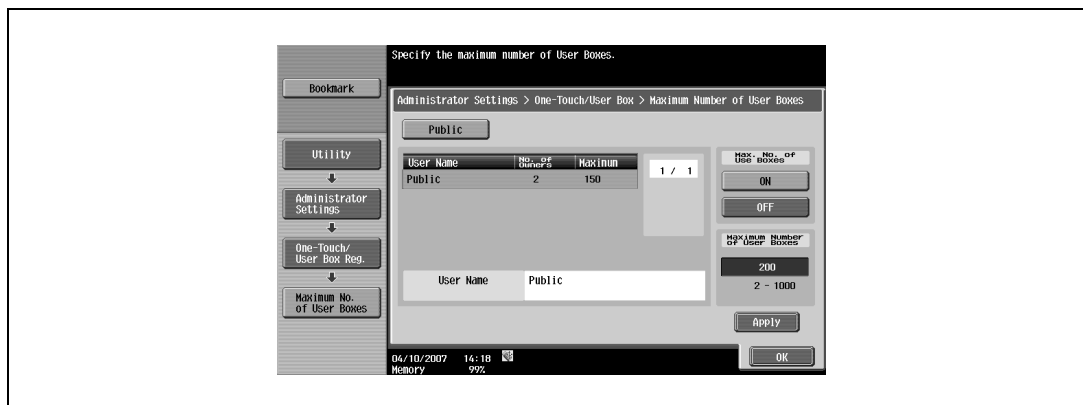
- Select [ON] to specify the upper limit.
 - Select [OFF] not to specify the upper limit, allowing an infinite number of boxes to be registered.



Maximum Number of User Boxes

The upper limit of registered user boxes can be specified between zero and 1,000.

- 1 Use the keypad to enter the maximum number.
- 2 Touch [Apply] to specify the upper limit.



Detail

Specify "0" for the upper limit of the number of user boxes, and new registration is blocked.

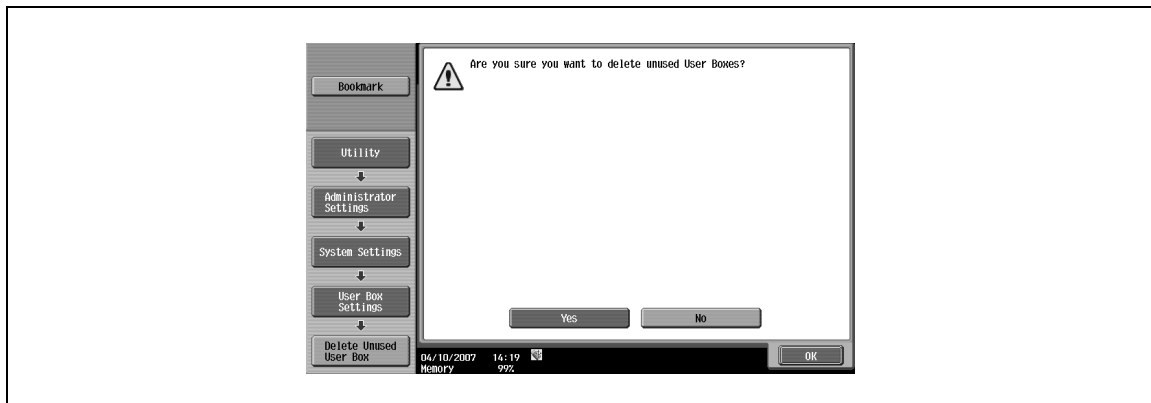
If the user has selected specified three user boxes already, the range of the upper limit for the number for user boxes that can be specified is indicated as "3 - 1000".

9.3.5 User Box Settings

Delete Unused User Box

Boxes containing no documents can be deleted as unused boxes.

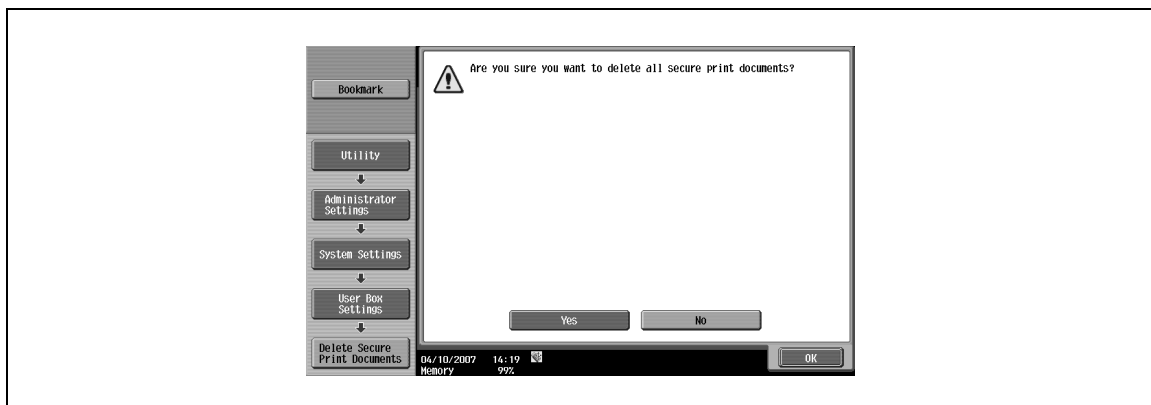
→ To delete unused user boxes, confirm the message and select [Yes].



Delete Secure Print Documents

All documents stored in secure print user boxes can be deleted.

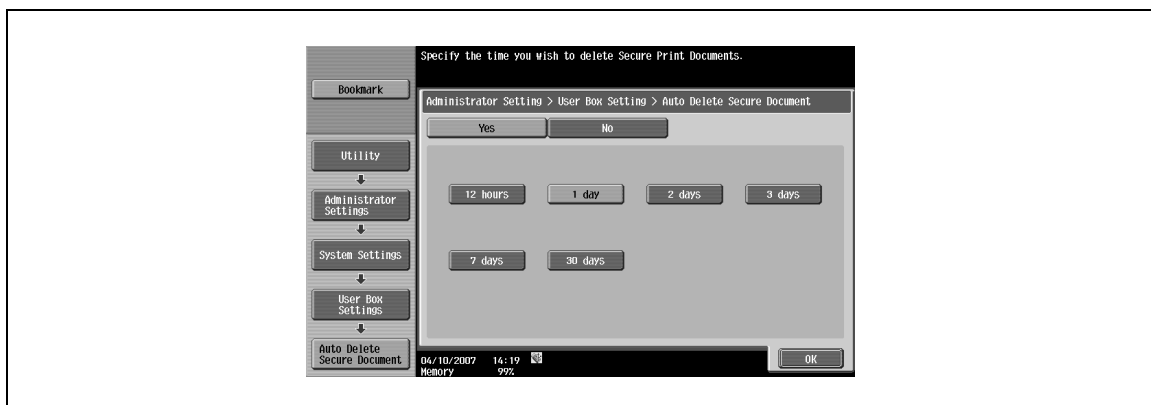
→ To delete secure print documents, confirm the message and select [Yes].



Auto Delete Secure Document

Specify the length of time for secure print documents to remain in before they are automatically deleted, counting from the moment they are stored.

→ To delete them automatically, select [Yes], and then select the delete time.

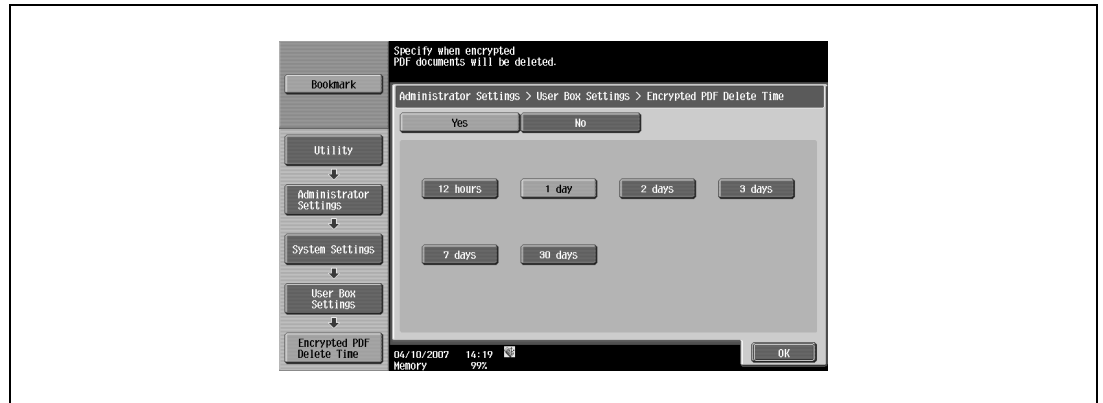


Detail

Select the delete time from "12 hours", "1 day", "2 days", "3 days", "7 days" and "30 days".

Encrypted PDF Delete Time

- 1 Select the length of time for encrypted PDF files to remain before they are automatically deleted, counting from the moment they are stored.
- 2 To delete them automatically, select [Yes].
- 3 Then select the delete time.

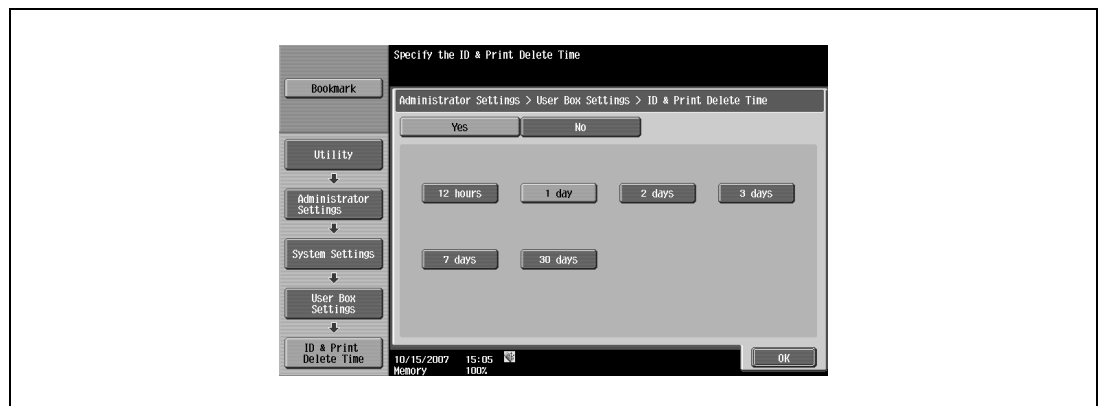


Detail

Select the delete time from "12 hours", "1 day", "2 days", "3 days", "7 days" and "30 days".

ID & Print Delete Time

- Specify the length of time until documents are automatically deleted after they are stored in ID & Print User Box.
 - To automatically delete these documents, select [Yes], and then select the delete time.

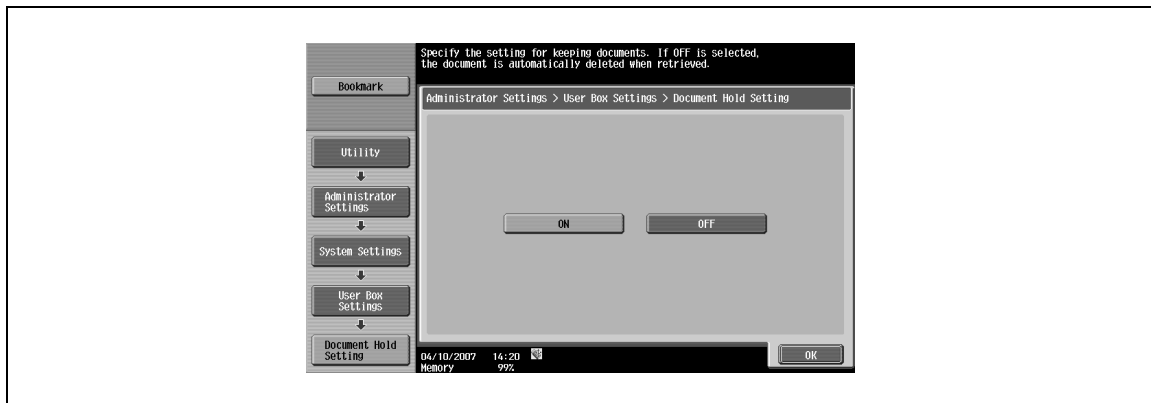


Detail

Select the delete time from "12 hours", "1 day", "2 days", "3 days", "7 days" and "30 days".

Document Hold Setting

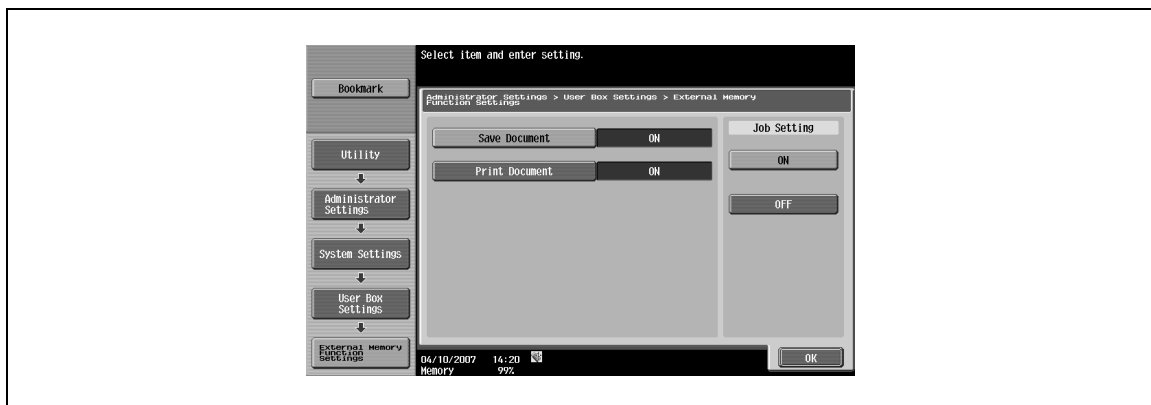
- Specify to retain or to delete documents automatically when they are transmitted or printed.
 - To retain (not to delete) documents after they are printed or transmitted, touch [ON].
 - To delete documents when they are printed or transmitted, touch [OFF].



External Memory Functions Settings

This operation enables or disables functions using an external memory connected to this machine.

- Select a function, and then [ON] or [OFF].



Item	Description
Save Document	With [Save Document] in User Box mode, enable or disable the function to save documents scanned into the external memory.
Print Document	With [Print Document] in User Box mode, enable or disable the function to print/transmit documents saved in the external memory.

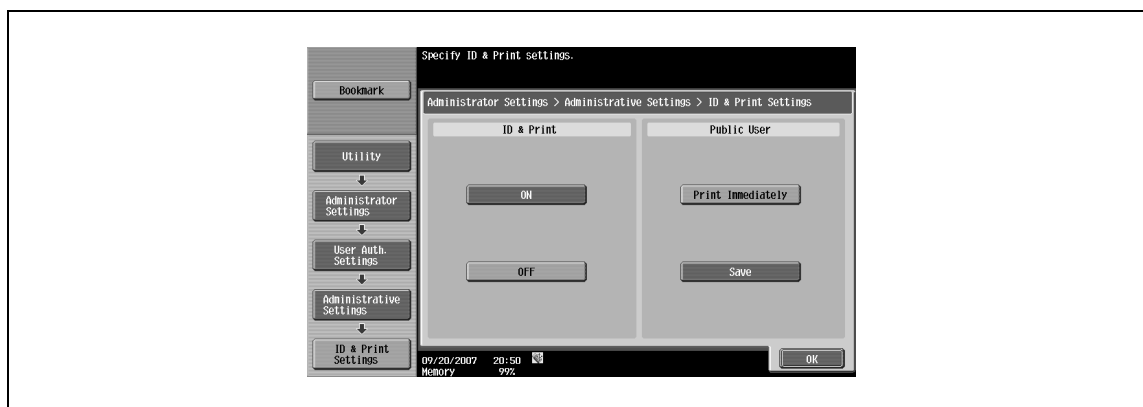


Detail

Saving document to an external memory is disabled (cannot be saved) at factory default. It is also disabled (cannot be saved) in the user function setting when the user authentication is specified. To save a document to an external memory, change the Administrator Settings to allow documents to be saved in an external memory.

9.3.6 ID & Print Settings

Specify settings for ID & Print User Box.



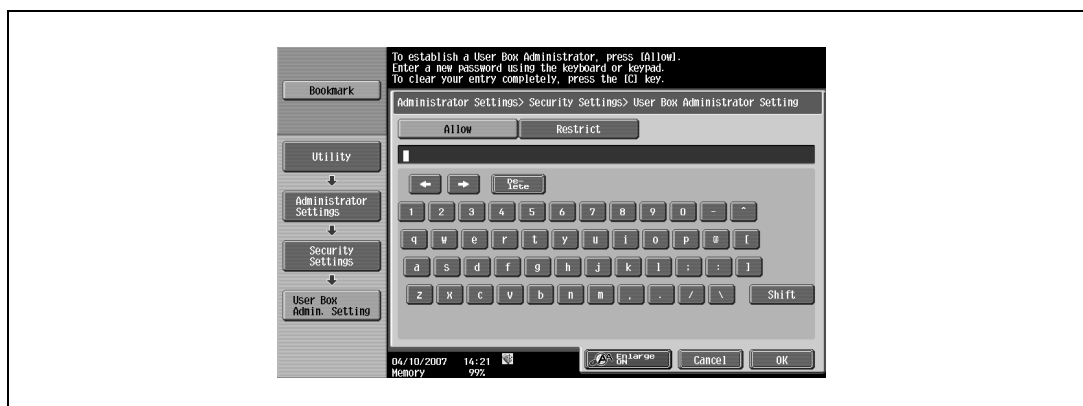
Item	Description
ID & Print	[ON]: Select this key to apply ID & Print User Box function. [OFF]: Select this key not to apply ID & Print User Box function.
Public User	Select the operation when a print job without authentication information is sent from the printer driver to save in ID & Print User Box. [Print Immediately]: Print without saving in ID & Print User Box. [Save]: Save in ID & Print User Box.

9.3.7 User Box Administrator Setting

The box administrator can be specified when user authentication is performed. If a user has logged on as the box administrator, it is permitted to access documents in any user box created, regardless of the password status.

Specifying the box administrator

- 1 To specify the box administrator, select [Allow].
- 2 Enter the password for the box administrator.
- 3 For confirmation, type in the password again.



Detail

If "Password Rules" is enabled, a password containing less than eight characters cannot be registered.

If you have already registered a password containing less than eight characters, change it to one using eight characters containing eight characters before enabling "Password Rules". For the password rules, refer to the User manual – Copy Operations.

When logging on as the box administrator:

- In the logon page, enter the following items:
- User name: boxadmin
 - Password: The password specified in the User Box Administrator Setting page

Actions permitted for the box user administrator

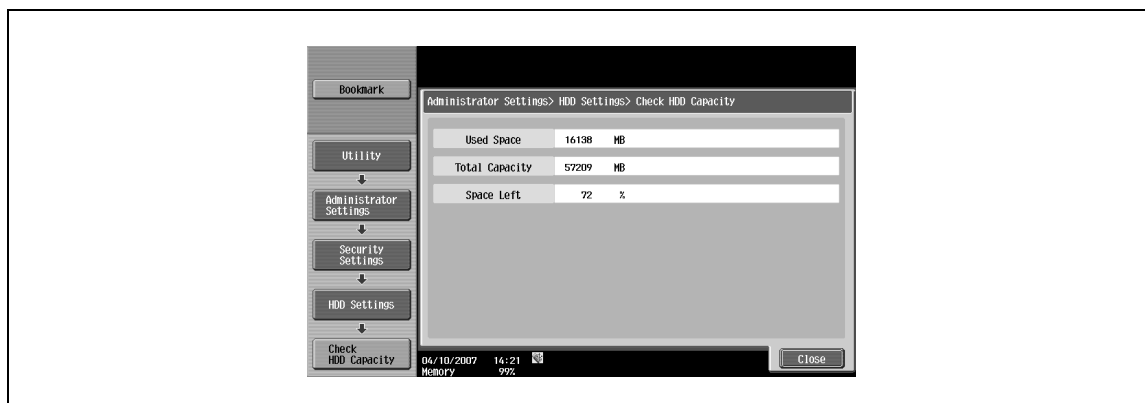
A user who is logged on as the box administrator is permitted to perform the following actions:

- To create public, personal and group user boxes
- To check, download and delete documents stored in any user box
- To change settings for any user box
- To delete all use box

9.3.8 HDD Settings

Check HDD Capacity

This function enables checking of the used and remaining amounts of hard disk space.

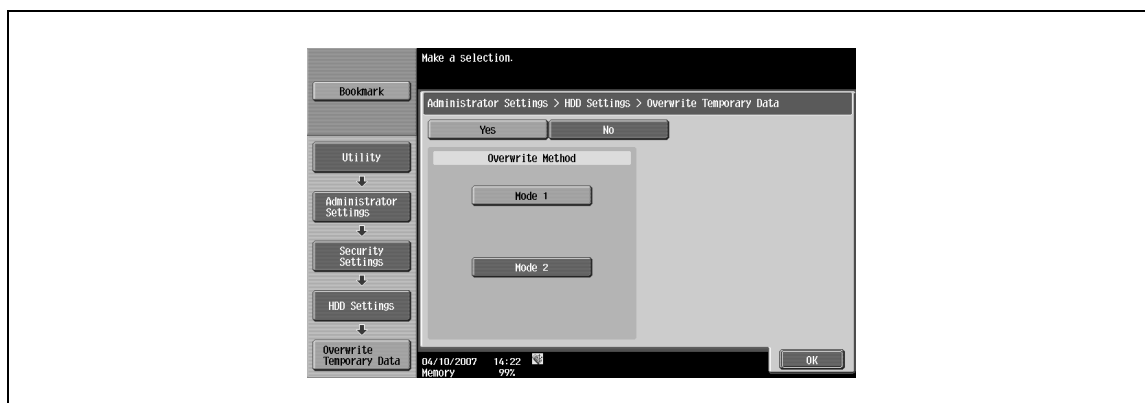


Overwrite Temporary Data

This function enables specification of the overwrite method for deleting the existing data on the hard disk.

This machine destroys data by overwriting all data in the entire area where an image was stored when that image data on the hard disk is considered unnecessary. In addition, destroying the structure of data other than image data prevents the disclosure of the data in case the hard disk installed is stolen.

When the security kit is not installed:



The following items can be specified. (Default setting: Mode 1)

Item	Description
Mode 1	Overwritten with 0x00
Mode 2	Overwritten with 0x00 → Overwritten with 0xff → Overwritten with the letter [A] (0x61) → Verified

When the security kit is installed:

When the security kit is installed, [Encryption Priority] and [Overwrite Priority] appear.

The following items can be specified. (Default setting: Mode 1)

Item	Description
Mode 1	Overwritten with 0x00.
Mode 2	Overwritten with 0x00. → Overwritten with 0xff. → Overwritten with the letter [A] (0x61). → Verifies.
Encryption Priority	Selected for performing high-level security encryption processing. Note that data overwriting with encryption specified on the hard disk differs from overwriting with [Mode 1] or [Mode 2] specifications. Normally, select [Encryption Priority].
Overwrite Priority	Overwriting with encryption specified on the hard disk follows specifications with [Mode 1] or [Mode 2]. Select this setting when the format of the data written to the hard disk is considered important.

**Reminder**

When the setting for giving priority to encryption or overwriting is changed, the hard disk must be formatted after restarting this machine. When you change settings, be aware that data will be deleted.

**Detail**

For more information on data deleted during hard disk formatting, refer to "Format HDD" on page 9-24.

Overwrite All Data

This operation deletes all data on the hard disk by overwriting.

1 To overwrite the data, select the delete method

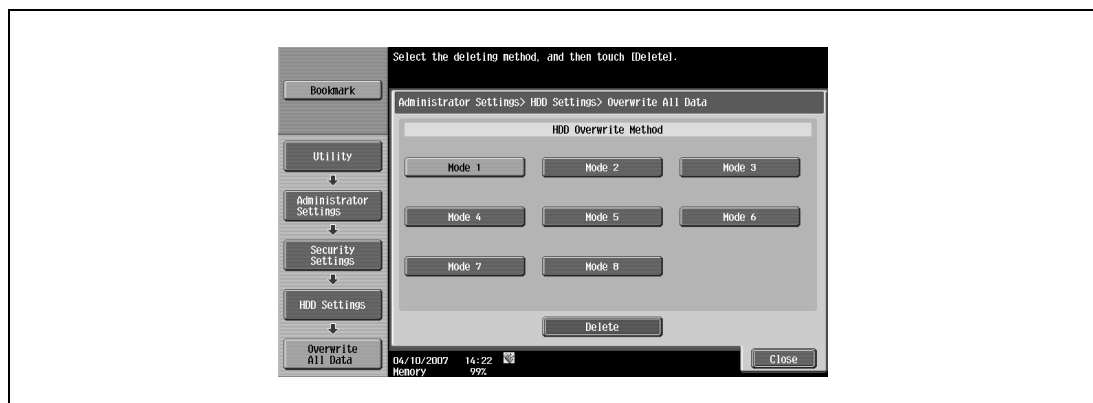
2 Touch [Delete].

Overwriting is performed after the machine is restarted.

**Reminder**

Perform this operation before disposing of the machine. Before performing this operation, be sure to consult with your service representative.

While the data is being overwritten, do not use the main power switch to turn the machine off and on.



The overwrite method operates as follows:

Item	Description
Mode 1	Overwritten with 0x00. Mode 1 operation takes about 40 minutes.
Mode 2	Overwritten with random 1-byte numbers. → Overwritten with random 1-byte numbers. → Overwritten with 0x00.
Mode 3	Overwritten with 0x00. → Overwritten with 0xff. → Overwritten with random 1-byte numbers. → Verifies.
Mode 4	Overwritten with random 1-byte numbers. → Overwritten with 0x00. → Overwritten with 0xff.
Mode 5	Overwritten with 0x00. → Overwritten with 0xff. → Overwritten with 0x00. → Overwritten with 0xff.
Mode 6	Overwritten with 0x00. → Overwritten with 0xff. → Overwritten with 0x00. → Overwritten with 0xff. → Overwritten with 0x00. → Overwritten with 0xff. → Overwritten with random numbers.
Mode 7	Overwritten with 0x00. → Overwritten with 0xff. → Overwritten with 0x00. → Overwritten with 0xff. → Overwritten with 0x00. → Overwritten with 0xff. → Overwritten with 0xaa.
Mode 8	Overwritten with 0x00. → Overwritten with 0xff. → Overwritten with 0x00. → Overwritten with 0xff. → Overwritten with 0x00. → Overwritten with 0xff. → Overwritten with 0xaa. → Verifies.

HDD Lock Password

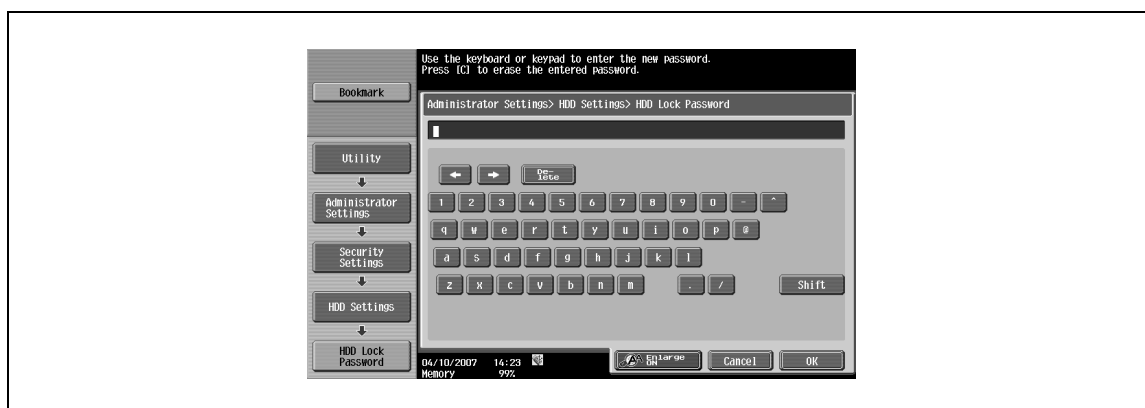
The password for locking the hard disk can be specified. The hard disk locking password is critical for protecting the data on the hard disk. Keep the password in a safe place so that it will not be lost.

All the 20 characters in the HDD locking password must be different from each other. Specify the password to restart the machine, and then the HDD locking password takes effect on the machine.



Reminder

Take extra care to protect the established password so that the password will not be lost. If the password is lost, significant restoration of operations will be required for recovery.



Format HDD

This function formats the hard disk. To execute formatting, select [Yes], and then follow the instructions on the display. After formatting is completed, restart the machine.

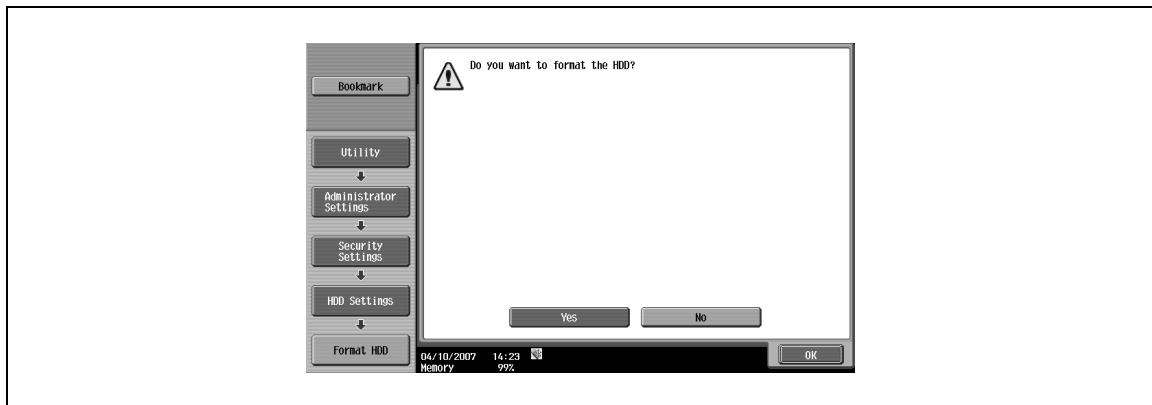


Reminder

When turning off the main power switch and turning it on again, wait for 10 seconds or longer after power-off, and then turn on the power again. The machine may not operate correctly if it is turned on immediately after being turned off.

The following data are deleted when the hard disk is formatted.

- Program address
- Address Book
- Authentication method settings
- User authentication settings
- Account track settings
- User boxes
- User box settings
- Documents in user boxes
- Secure print user box settings
- Bulletin board user box settings



Detail

User registration information and address data can be backed up using the export function of PageScope Web Connection. For details, refer to the PageScope Web Connection Help.

HDD Encryption Setting

Installation of an optional security kit is required to enable HDD encryption setting. With an encryption passphrase of 20 characters set up, data saved on the hard disk cannot be accessed easily.

All the 20 characters in the HDD locking password must be different from each other. Specify the encryption to restart the machine, and then the encryption passphrase takes effect on the machine.



Reminder

Take extra care to protect the established encryption passphrase so that the passphrase will not be lost.

The encryption passphrase should be managed by the administrator of the machine.

When turning off the main power switch and turning it on again, wait for 10 seconds or longer after power-off, and then turn on the power again. The machine may not operate correctly if it is turned on immediately after being turned off.

10

PageScope Web Connection

10 PageScope Web Connection

10.1 Using PageScope Web Connection

PageScope Web Connection is a device management utility supported by the HTTP server integrated into the printer controller. Using a Web browser on a computer connected to the network, machine settings can be specified and the status of the machine can be checked.

In addition to the convenience of specifying some settings easily from your computer instead of typing a text with the machine's control panel.

10.1.1 Operating environment

Network	Ethernet (TCP/IP)
Computer applications	Compatible Web browsers: Microsoft Internet Explorer Ver. 6 or later (JavaScript and Cookies enabled) Netscape Navigator Ver. 7.02 or later (JavaScript and Cookies enabled) Mozilla Firefox Ver. 1.0 or later (JavaScript and Cookies enabled) Adobe® Flash® Player (plug-in version 7.0 or later required if "Flash" is selected as the display format)

10.1.2 Accessing PageScope Web Connection

PageScope Web Connection can be used from a Web browser.

- 1 Start the Web browser.
- 2 In the "Address" bar, enter the IP address of this machine, and then press the [Enter] key.
 - `http:// (IP_address_of_machine) /`
 Example: If the IP address of this machine is 192.168.1.20
`http://192.168.1.20/`
 - If the machine is set to use IPv6, enter an IPv6 address with [] when using a browser other than Internet Explorer.
`http:// (IPv6_address_of_machine) /`
 Example: If the IPv6 address of this machine is fe80::220:6bff:fe10:2f16
`http://[fe80::220:6bff:fe10:2f16]/`
 - If the machine is set to use IPv6 and Internet Explorer is being used, first edit the hosts file to include "fe80::220:6bff:fe10:2f16IPv6 IPv6_MFP_1", and then specify the URL with the domain name.

The User mode page that appears is for a user who has logged on.



Detail

If user authentication settings have been specified, the user name and password must be entered. For details, refer to "Logging on as a registered user" on page 10-10.

For details on specifying the IP address of this machine, refer to the User manual – Network Administrator.

PageScope Web Connection has Flash and HTML display formats. For details, refer to "Logging on and logging off" on page 10-7.

10.1.3 Web browser cache

The most recent information may not appear in the PageScope Web Connection pages because older versions of pages are saved in the cache for the Web browser. In addition, problems may occur when the cache is used.

When using PageScope Web Connection, disable the cache for the Web browser.



Reminder

The menus and commands may vary depending on the Web browser version. For details, refer to the Help for the Web browser.

If the utility is used with the cache enabled and Administrator mode was timed out, the time out page may appear even when PageScope Web Connection is accessed again. In addition, since the machine's control panel remains locked and cannot be used, the machine must be restarted with the main power switch. In order to avoid this problem, disable the cache.

With Internet Explorer

- 1 On the "Tools" menu, click "Internet Options".
- 2 On the General tab, click the [Settings] button under "Temporary Internet files".
- 3 Select "Every visit to the page", and then click the [OK] button.

With Netscape Navigator

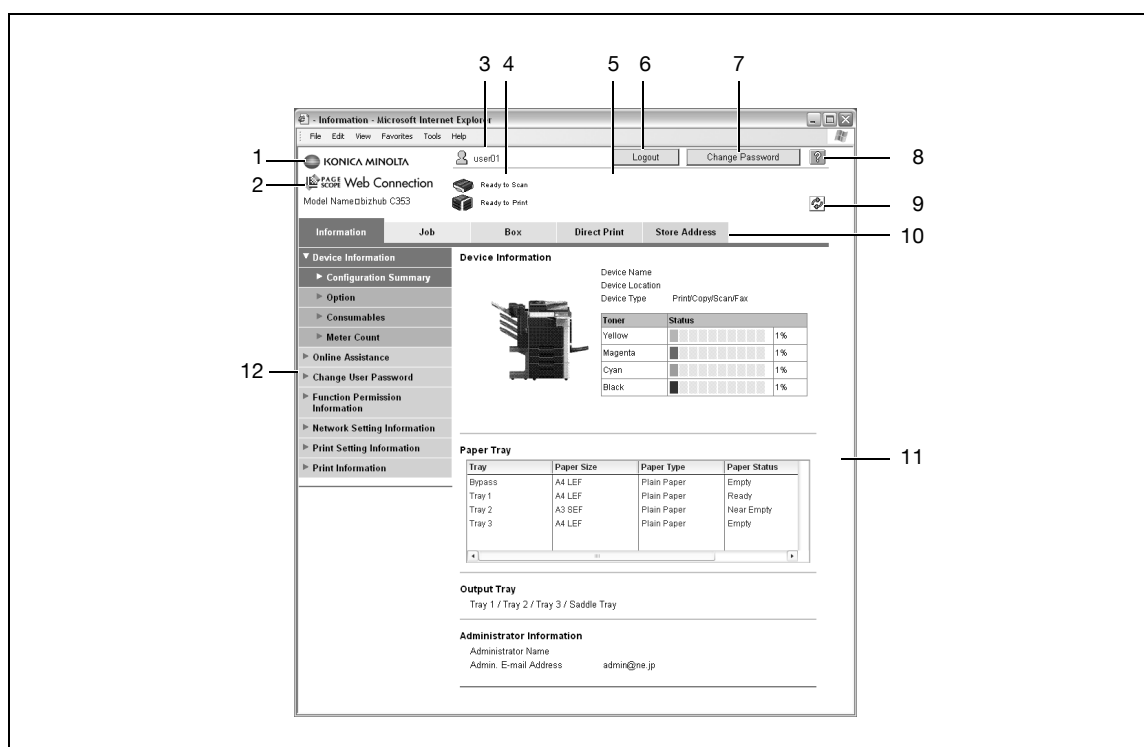
- 1 On the "Edit" menu, click "Preferences".
- 2 Under "Category" on the left, click "Advanced", then click "Cache".
- 3 Under "Document in cache is compared to document on network:", then click "Every time".

With Mozilla Firefox

- 1 On the "Tools" menu, click "Options".
- 2 Click "Privacy", and then click the [Settings] button at the bottom of the dialog box.
- 3 Select the "Cache" check box under "Private data", select the "Clear private data when closing Firefox" check box under "Settings", and then click the [OK] button.

10.1.4 Structure of pages

The pages of PageScope Web Connection are constructed as shown below.



No.	Part Name	Description
1	Konica Minolta logo	Click the logo to visit the Konica Minolta Web site at the following URL. http://konicaminolta.com
2	PageScope Web Connection logo	Click the logo to display the version information for PageScope Web Connection.
3	Logon user name	Displays the icon of the current mode and the name of the user who is logged on (public, administrator, user box administrator, registered user or account). Click the user name to display the name of the user who is logged on.
4	Status display	Displays icons and messages indicating the status of the printer and scanner sections of the machine. If an error occurred, click the icon to display the error information (consumables, paper trays and registered user information) so that the status can be checked.
5	Message display	Displays the operating status of the machine.
6	[Logout] button	Click to log off from the current mode.
7	[Change Password] button	Click to go to the Change User Password page. (Refer to "Information" on page 10-13.) This button appears only in User mode when a registered user is logged on.
8	Help	Click to display the page specified as the online manual Web page. For details on specifying the Web page, refer to "Information" on page 10-13.
9	[Refresh] button	Click to update the displayed page.
10	Tabs	Select the category of the page to be displayed. The following tabs are displayed in User mode. Information Check Job User Box Direct Print Store Address

No.	Part Name	Description
11	Information and settings	Displays details of the item selected in the menu.
12	Menu	Information and settings for the selected tabs are listed. The menu that appears differs depending on the tab that is selected.

**Detail**

The page that appears immediately after accessing the machine with PageScope Web Connection is called the User mode page. This page appears when a user has logged on.

If user authentication settings have been specified, the user name and password must be entered. For details, refer to "Logging on as a registered user" on page 10-10.

The PageScope Web Connection pages appear differently depending on the options installed on the machine and the specified machine settings. For details on logging on as a different user or as the administrator, refer to "Logging on and logging off" on page 10-7.

10.2 Logging on and logging off

10.2.1 Login and logout operations

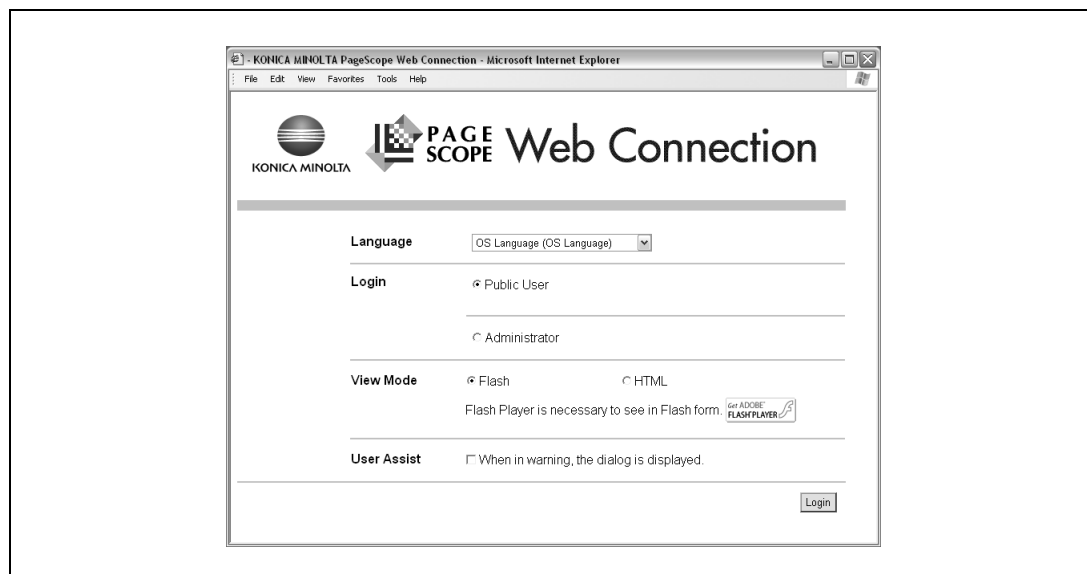
When the machine is accessed with PageScope Web Connection, the logon page appears if user authentication and account track settings have been specified on the machine. If user authentication and account track settings have not been specified, the page for a public user appears. In order to log on as a different user or as an administrator after login, it is necessary to log off first, then log on again.

When user authentication and account track settings are not specified

- 1 The user logs in automatically as a public user.



- 2 To log in as an administrator, log out.
- 3 Log in again as an administrator.



When user authentication and account track settings are specified

The User Authentication/Account Track screen appears.

- 1 Enter the required information to log in.

- 2 To log in as a different user or an administrator, log out.

- 3 Log in again.



Detail

If authentication is performed with PageScope Authentication Manager, contact your server administrator for log on.

10.2.2 Logout

When clicking [Logout] in the upper right screen, a log off confirmation message appears.

- Click [OK], and the logon page appears again.

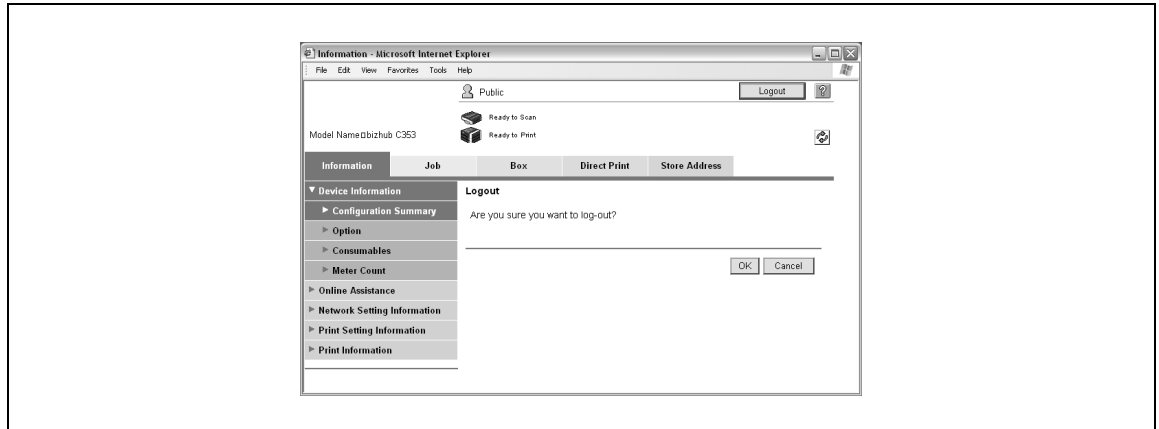


Detail

The logon page that appears differs depending on the authentication settings specified on the machine.

If a timeout occurs because no operation is performed for a set length of time while logged on or if the authentication settings are changed from the machine's control panel while logged on to User mode, you will automatically be logged off.

For details on specifying the time out periods for User mode and Administrator mode, refer to "Security" on page 10-35.



10.2.3 Login

Depending on the logon method used, PageScope Web Connection will be in User mode or Administrator mode. Depending on user authentication or user box administrator setting, it is possible to log on to PageScope Web Connection as a an administrator or user box administrator in User mode.

Options that can be selected when logged on to PageScope Web Connection

- Select the display language and format, if necessary.
 - If "When in warning, the dialog is displayed." check box is selected, warning messages appear during operation after log on.
 - If "Flash" is selected as the display format, the following items are displayed using Flash.
 - Status icons and messages
 - Status of "Paper Tray" in the page displayed when "Device Information" is selected on the Information tab
 - Page display of the Check Job tab

Flash Player is required in order to use the Flash features.

If screen reader software is used, we recommend selecting "HTML" as the display format. In an IPv6 environment, select "HTML".



Detail

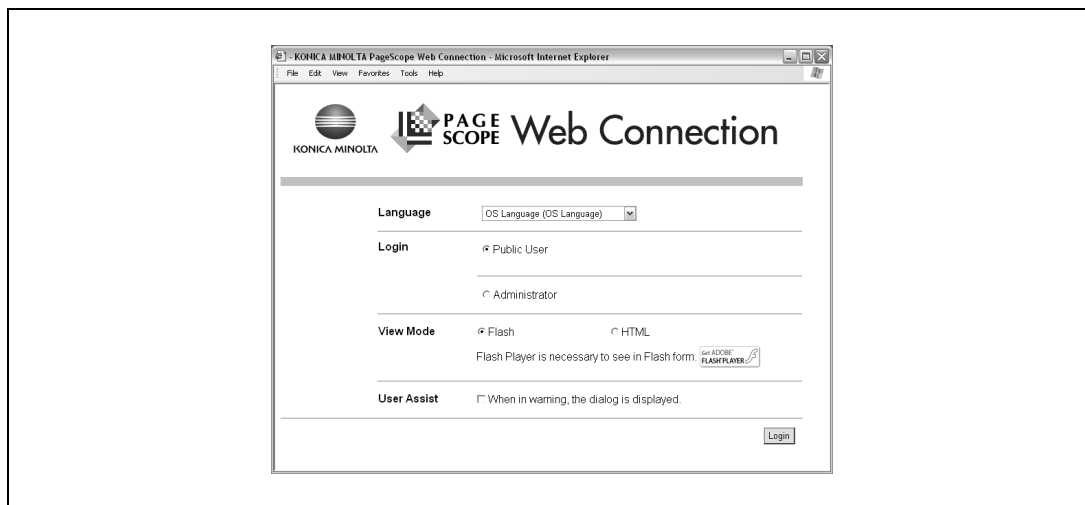
If control panel settings have been specified to allow user box administrators, it is possible to log on to PageScope Web Connection as a user box administrator. For details on the user box administrator settings, permissions and password, refer to "User Box Administrator Setting" on page 9-19.

If you log in to PageScope Web Connection as an administrator in User mode, it is possible to delete jobs that cannot be done in Administrator mode.

Logging on as a public user

If user authentication settings have not been specified on the machine, logon will be as a public user.

- 1 In the logon page, select "Public User".
- 2 Click the [Login] button.



Logging on as a registered user

If user authentication settings have been specified on the machine, the name and password for a registered user is required to log on

- 1 In the logon page, enter the user name and the password, and then click the [Login] button.
 - If account track settings have been specified, type in the account name and password.
- 2 To select a user name from a list, click the [User List] button.
 - If an external server authentication was selected, select server.
- 3 To log on to PageScope Web Connection as the administrator in User mode, select "Administrator" "Administrator (User mode)", and then enter the administrator password.



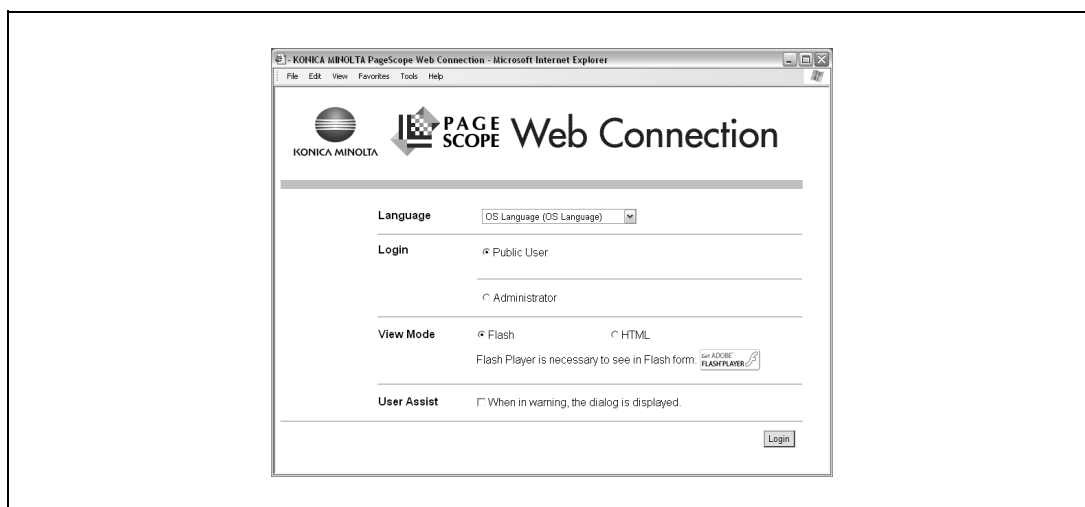
**Detail**

If "Prohibited Functions When Authentication Error" in Administrator mode is set to "Mode 2" and a user enters an incorrect password the specified number of times, that user is locked out and can no longer use the machine. Contact the administrator to cancel operation restrictions.

The [User List] button can be used when "User Name List" is specified as "ON".

Logging on to Administrator mode

- 1 In order to specify system and network settings, log on to Administrator mode.
- 2 In the logon page, select "Administrator", to enter the administrator password.
- 3 Click the [Login] button.

**Detail**

When logged on to Administrator mode, the control panel of the machine is locked and cannot be used.

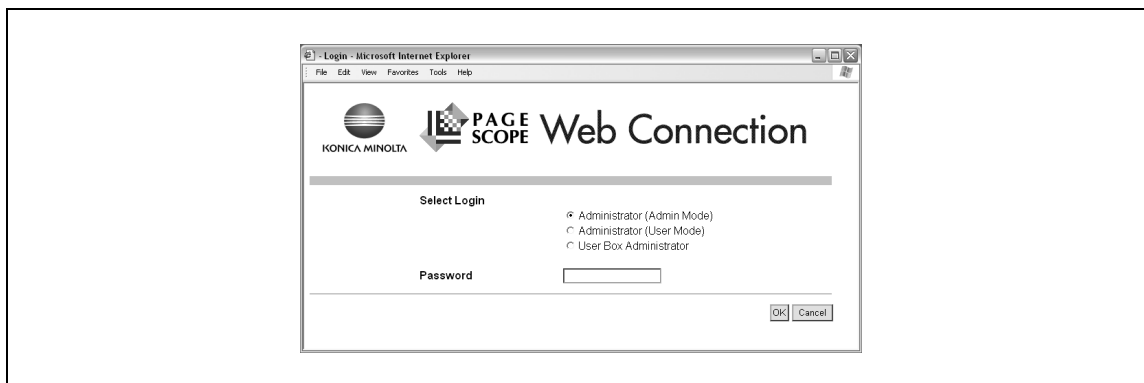
Depending on the status of the machine, you may not be able to log on to Administrator mode.

If "Prohibited Functions When Authentication Error" in Administrator mode is set to "Mode 2" and an incorrect password is entered the specified number of times, it is no longer possible to log on to Administrator mode. For details on the "Prohibited Functions When Authentication Failed" parameter, refer to the User manual – Copy Operations.

The password input dialog box differs depending on the specified machine settings.

Logging on as a user box administrator

If user authentication settings have been specified on the machine, you can log on as an administrator in User mode to delete jobs. If user box administrators have been allowed in the control panel, it is possible to log on to PageScope Web Connection as a user box administrator in User mode.



- In the logon page, select "Administrator", and then click the [Login] button.
 - To log on to PageScope Web Connection as the user box administrator in User mode, select "User Box Administrator", and then enter the password for the user box administrator.



Detail

If "Prohibited Functions When Authentication Error" in Administrator mode is set to "Mode 2" and an incorrect password is entered the specified number of times, it is no longer possible to log on to Administrator mode. For details on the "Prohibited Functions When Authentication Failed" parameter, refer to the User manual – Copy Operations.

The password input dialog box differs depending on the specified machine settings.

10.3 Overview of User mode

By logging on to PageScope Web Connection in User mode, the following functions can be specified.



Detail

For other details on the User mode, refer to the PageScope Web Connection help on the DVD.

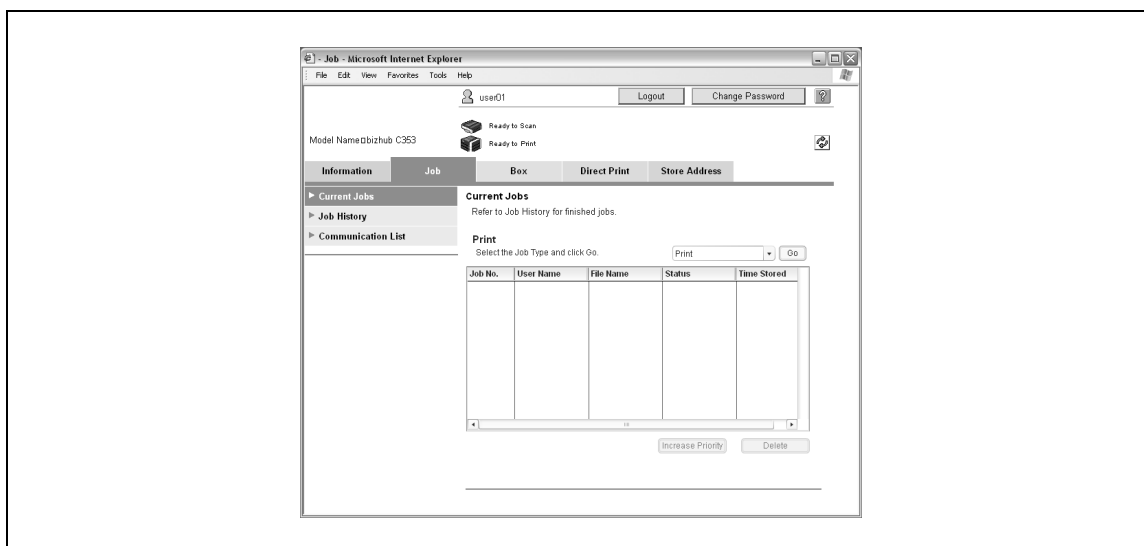
10.3.1 Information

This is the first page that appears when you access to PageScope Web Connection.



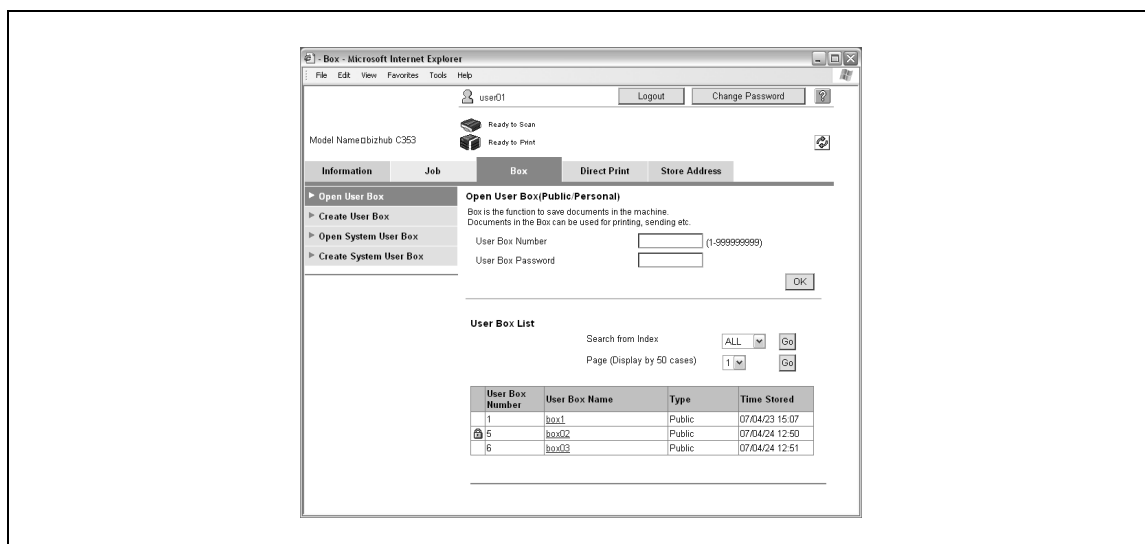
Item	Description
Device Information	The current system configuration, options, consumables and counter values can be displayed.
Online Assistance	Support information for the machine can be displayed.
Change User Password	The password for the user who is logged on can be changed.
Function Permission Information	Information on operations permitted by users and accounts can be displayed.
Network Setting Information	Network settings for the machine can be displayed.
Print Setting Information	Settings for the printer controller of the machine can be displayed.
Print Information	Font and settings information can be printed.

10.3.2 Job



Item	Description
Current Jobs	On this list, you can check curenly running jobs and those in a queue.
Job History	On this list, you can check completed jobs.
Communica- tion List	On this list, you can check received or transmitted jobs.

10.3.3 Box



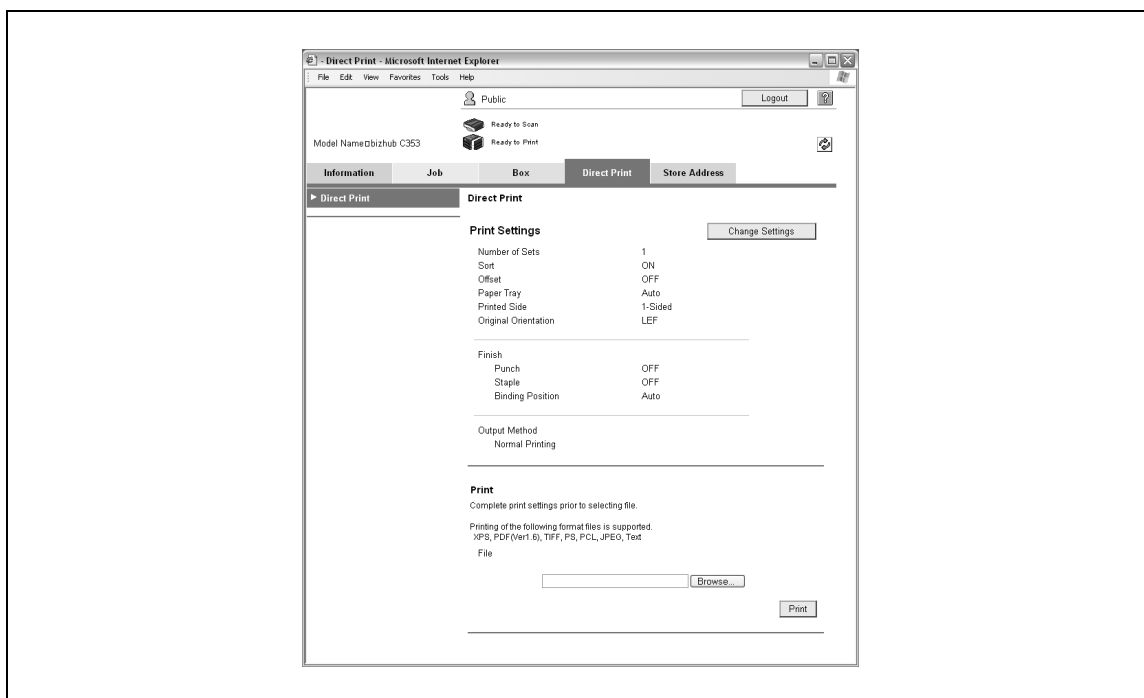
Item	Description
Open User Box	A public, personal or group user box that is currently created can be opened to print, send or download a saved document, or to change user box settings.
Create User Box	New user boxes can be created.
Open System User Box	Displays if the optional fax kit has been installed. System user boxes (Bulletin Board User Box, Polling TX User Box, Memory RX User Box, Relay User Box) can be opened to work on a saved document or to change user box settings.
Create System User Box	Displays if the optional fax kit has been installed. New bulletin board user boxes and relay user boxes can be created.



Detail

For the procedure on user box operation, refer to "Operation of documents in user boxes" on page 10-18.

10.3.4 Direct Print



Item	Description
Direct Print	Files that are saved in a computer can be specified and printed with this machine.

10.3.5 Store Address



Item	Description
Address Book	The list of address book registered to the machine can be displayed, and destinations can be registered or their settings can be changed.
Group	The list of group destinations registered to the machine can be displayed, and destinations can be registered or their settings can be changed.
Program	The list of program destinations registered to the machine can be displayed, and destinations can be registered or their settings can be changed.
Temporary One-Touch	The list of temporary program destinations registered to the machine can be displayed, and destinations can be registered or their settings can be changed.
Subject	A maximum of 10 subjects for sending E-Mail messages can be registered.
Text	A maximum of 10 texts for sending E-Mail messages can be registered.



Detail

This may not appear depending on the Administrator mode settings.

10.4 Operation of documents in user boxes

In the [Open User Box] menu, the following operations can be performed.

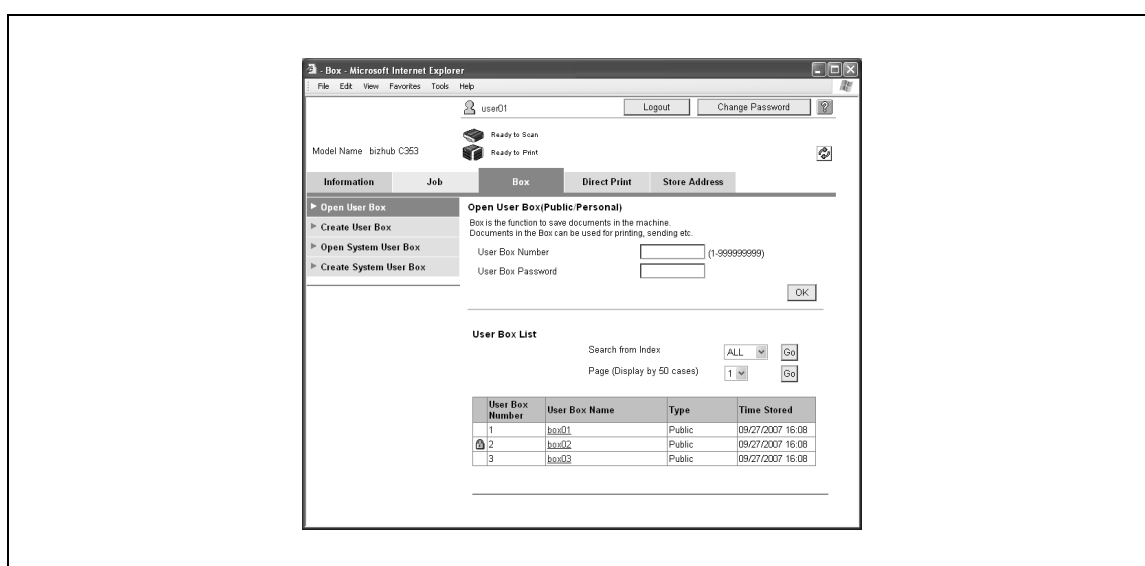
- Displaying the list of documents saved in a user box
- Printing document
- Sending document to another device
- Downloading and saving document data to the local computer
- Moving/copying document to another user box
- Deleting document

10.4.1 Displaying the list of documents saved in a user box

When logged on, the list of the user boxes (public/personal/group user boxes) created in the MFP being accessed is displayed.

Opening user box

From the user box list, select the name of the desired user box. Or, enter the user box No. and user box password, and then click the [OK] button.



Detail

If the selected user box is password-protected, the password input screen appears.

Open User box (public/personal)

Item	Description
User Box Number	Type in the number of the user box to be opened.
User Box Password	Type in the password if one has been specified for the user box.



Note

If user authentication is applied, "Open User Box (Public/Personal)" appears for "Open User Box". If user authentication is not applied, "Open User Box (Public)" appears.

User Box List

Item	Description
Search from Index	Displays the list of user boxes according to the index selected when the user box was created.
Page (Display by 50 cases)	If there are more than 50 user boxes, specify the page to be displayed.
User Box List	Displays the user box number, user box name, user box type and date/time that the box was created. A key-shaped icon appears next to a password-protected user box.

File List

When a user box is selected, basic information of the user box and the list of documents saved in the user box are displayed.



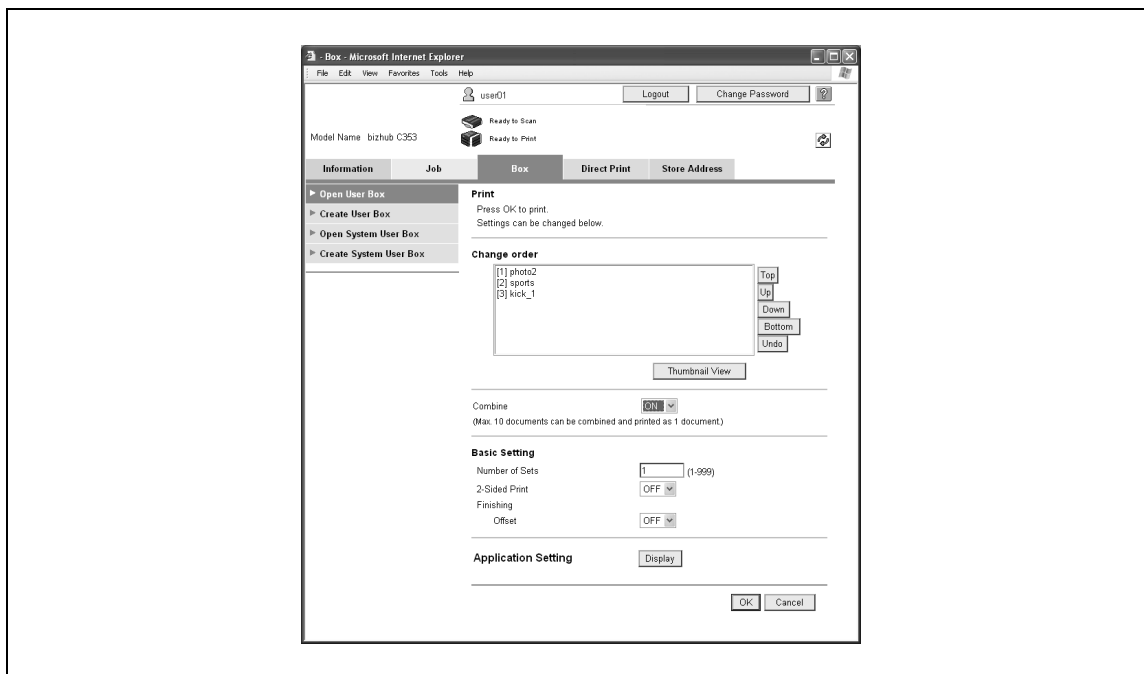
Item	Description
[User Box Setting] button	User box name, index, expansion function, and password settings can be changed.
[Delete User Box] button	Click this button to delete the user box currently displayed.
Thumbnail View	Click the [ON] button to display the documents in thumbnail images. Click the [OFF] button to hide thumbnail images.
Specify operation	Operations such as print, send to another device, download to a PC, move/copy and delete can be selected. For details, refer to the descriptions on page 10-20 and subsequent pages.
[Changes the display] button	Click this button after selecting the operation. A check box appears in the "Select" field of the document that is available for the selected operation.
Select	A check box appears beside the documents with which the selected operation can be performed.
Thumbnail	If thumbnail image is specified for display, displays the top page image.
Document Name	Displays the name of the document.
Number of Originals	Displays the number of originals.
[Edit Name] button	Click this button to change the document name.

**Detail**

If a user box is deleted, all the saved documents in the user box are deleted.

10.4.2 Printing document

Documents saved in a user box can be printed by specifying the following settings.



Function	Description
Change order	This box appears when multiple documents are selected. The printing order of the documents can be changed. Click a document, and then click the [Top], [Up], [Down], [Bottom] or [Undo] button. Click the [Thumbnail View] button to check the documents in thumbnail images.
Combine	This box appears when multiple documents are selected. Multiple documents can be combined and printed as a single document.
Basic Setting	Specify the number of copies, 2-sided print and finishing.
Application Setting	Detailed settings such as page margin and stamp can be specified. To specify, click the [Display] button.
Save Print Settings	Select whether or not to save the print settings.

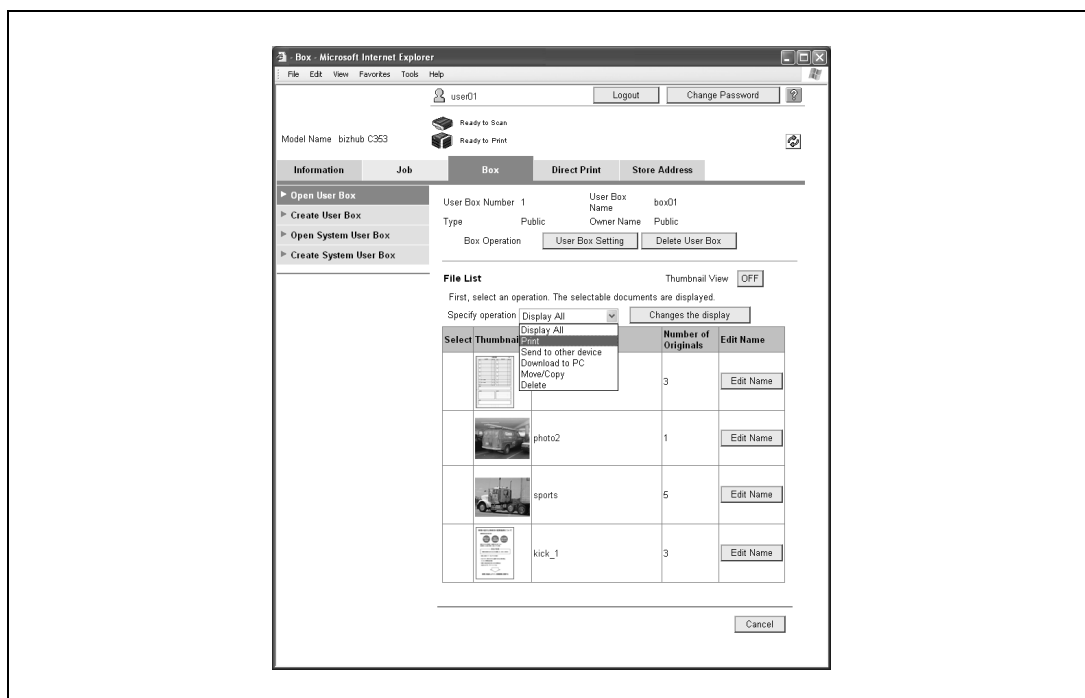
**Detail**

If multiple documents are selected but "Combine" is set to "OFF" "Basic Setting" and "Application Setting" cannot be specified.

"Save Print Settings" does not appear if multiple documents are selected.

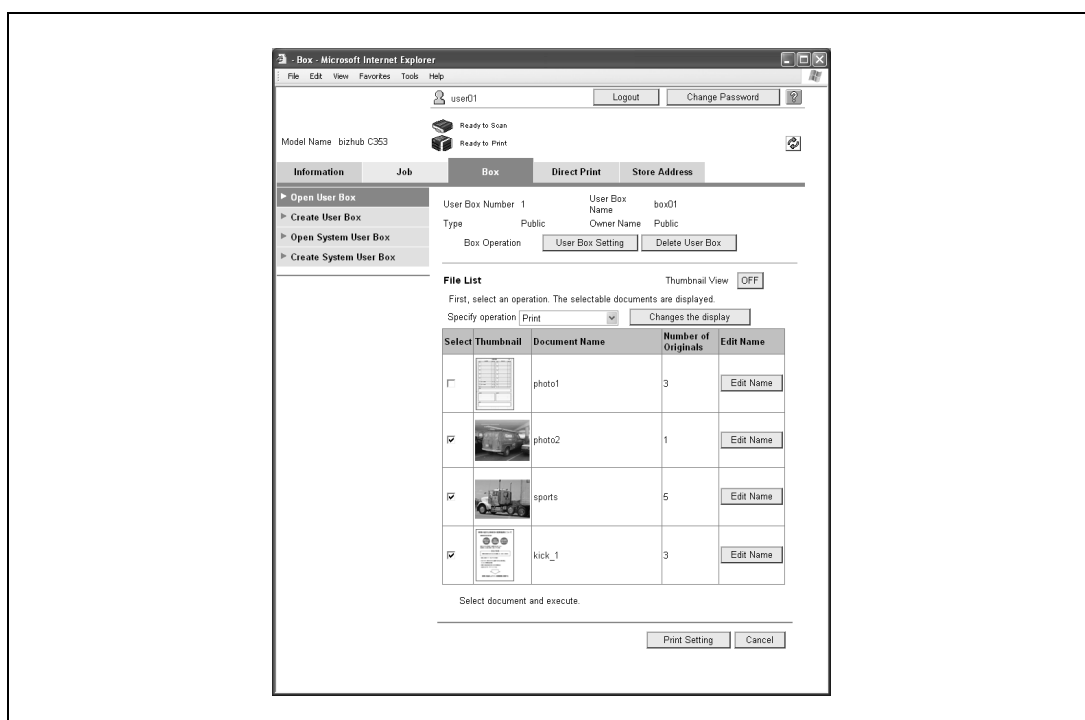
Printing procedure

- 1 In "Specify operation", select "Print", and then click the [Change the display] button.

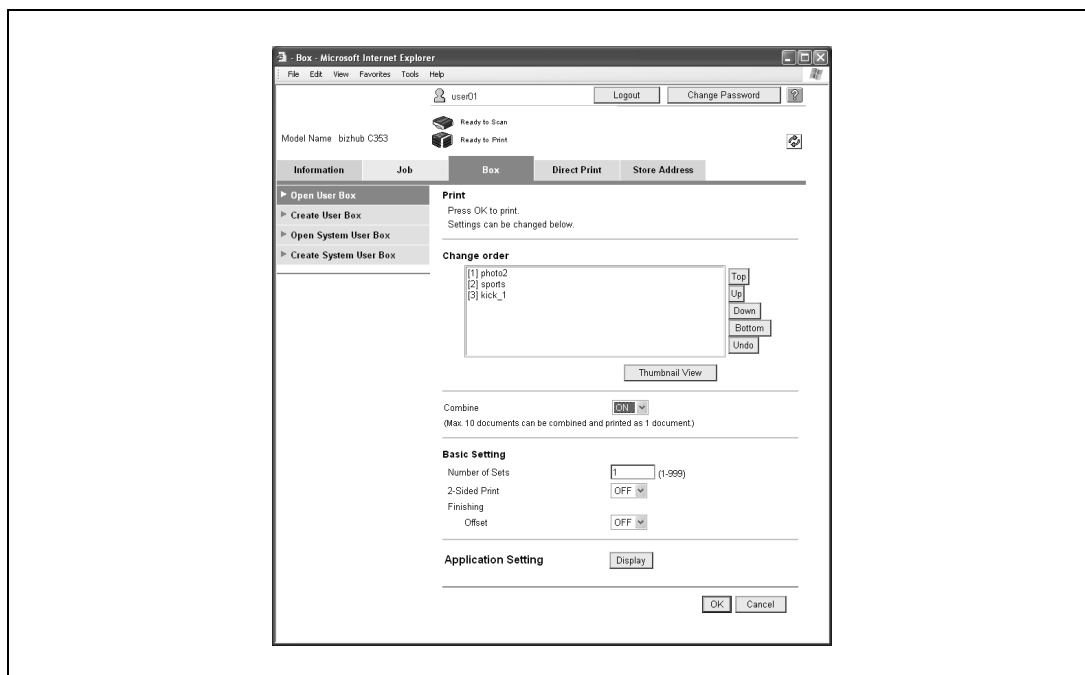


The "Select" check box appears beside the documents available for printing.

- 2 Select the check box for the documents to be printed, and then click the [Print Setting] button.



3 Specify the print settings.



4 Click the [OK] button.

Printing starts

5 Click the [OK] button.

The file list page appears again.

10.4.3 Sending document to another device

Documents saved in a user box can be sent to another device by specifying the following settings.

Item	Description
Specify destination	Click the [Search from List] button, and then select the destination from the registered destinations. Click the [Check Destination] button to check the destinations.
Change order	This box appears when multiple documents are selected. The sending order of the documents can be changed. Click a document, and then click the [Top], [Up], [Down], [Bottom] or [Undo] button. Click the [Thumbnail View] button to check the documents in thumbnail images.
Bind TX	This box appears when multiple documents are selected. Multiple documents can be combined and sent as a single document.
File Type	Specify the file type to be sent and details of encryption. Communication Setting Specify the E-mail setting, URL notification destination, etc. To specify, click the [Display] button.
Application Setting	Detailed settings such as stamp and whether to send and print at the same time can be specified. To specify, click the [Display] button.
Save Print Settings	Select whether to save/not save the print settings.

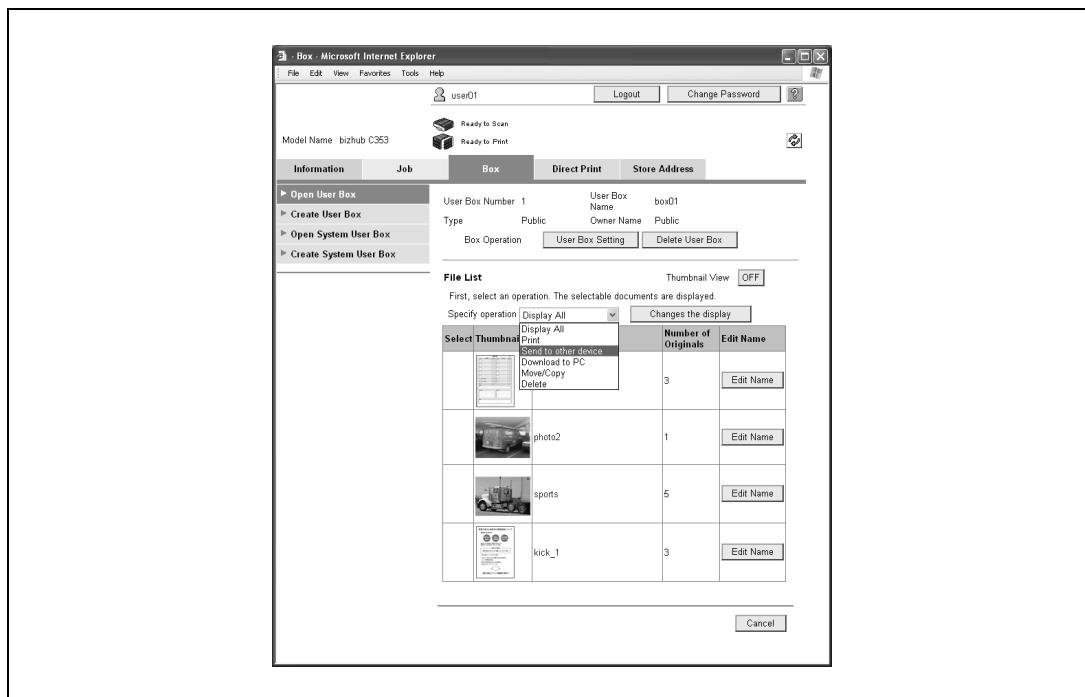


Detail

If multiple documents are selected but "Bind TX" is set to "OFF", "File Type", "Communication Setting" and "Application Setting" cannot be specified.

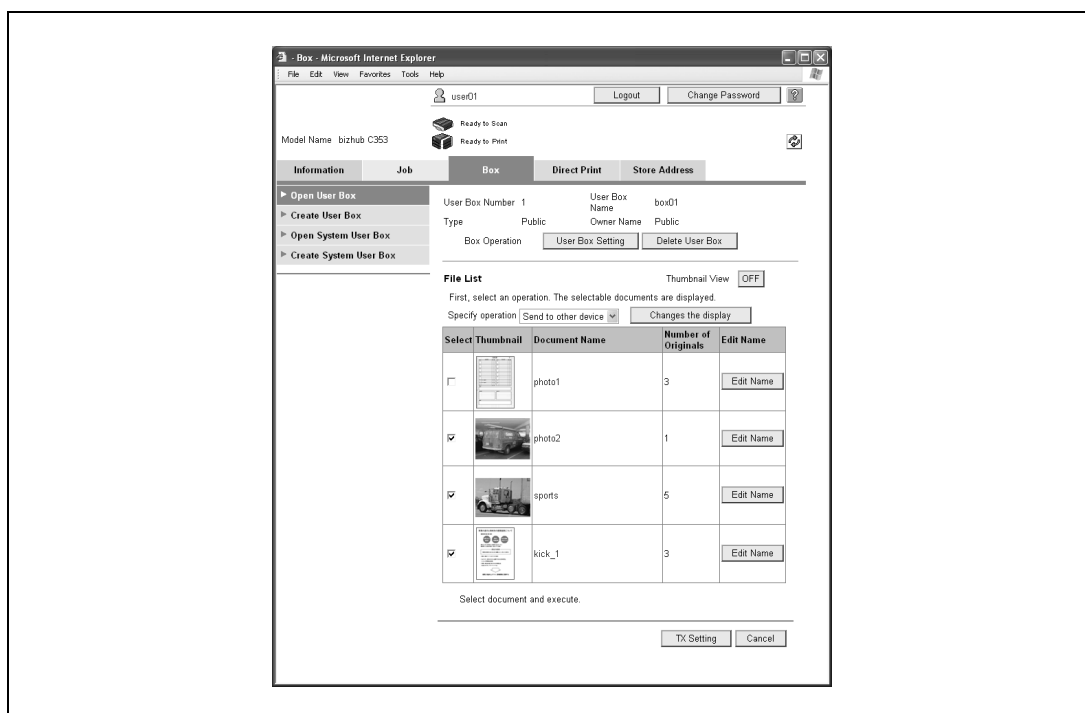
Sending procedure

- 1 In "Specify operation", select "Send to other device", and then click the [Changes the display] button.

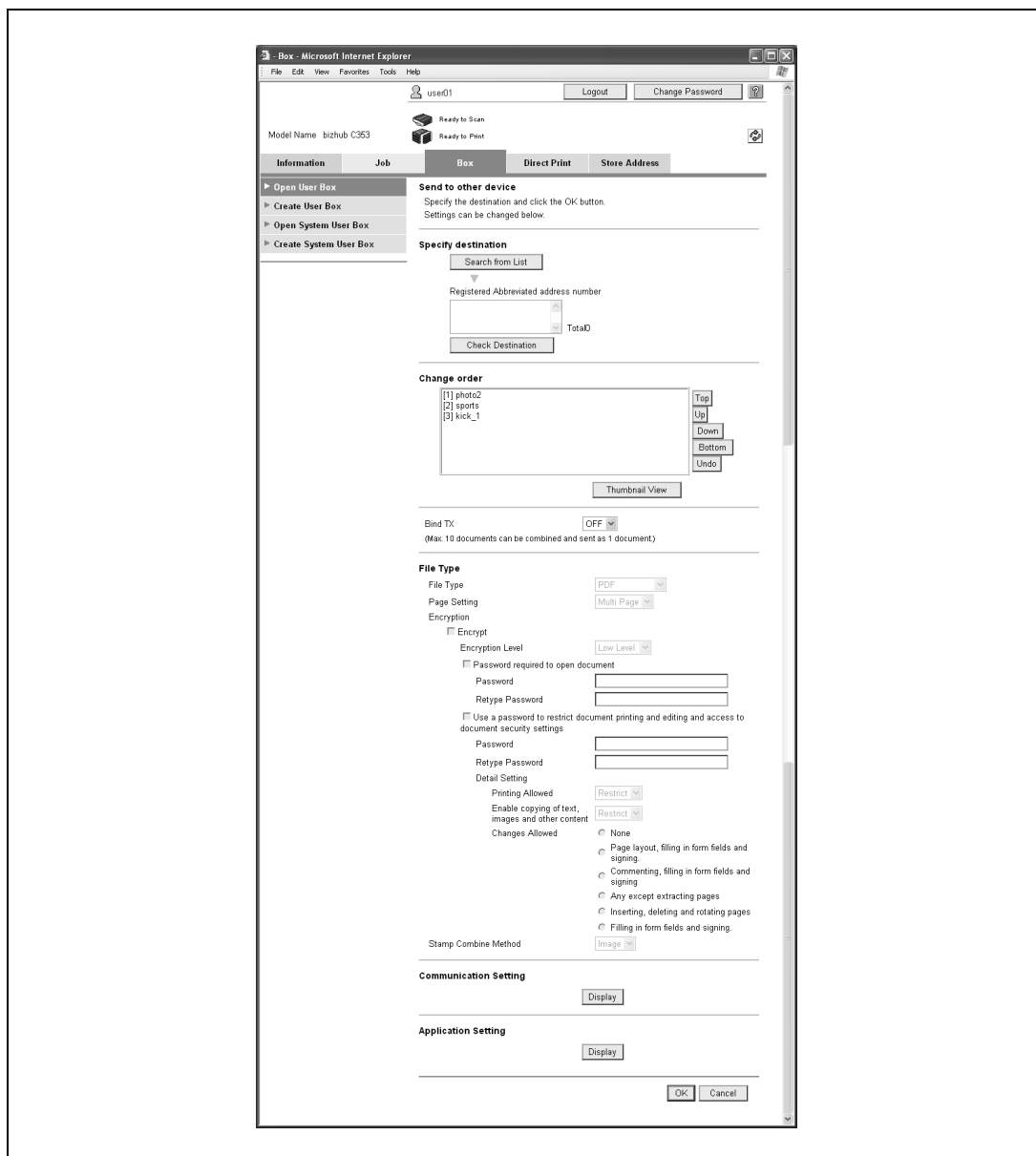


The "Select" check box appears beside the documents available for sending.

- 2 Select the check box for the documents to be sent, and then click the [TX Setting] button.



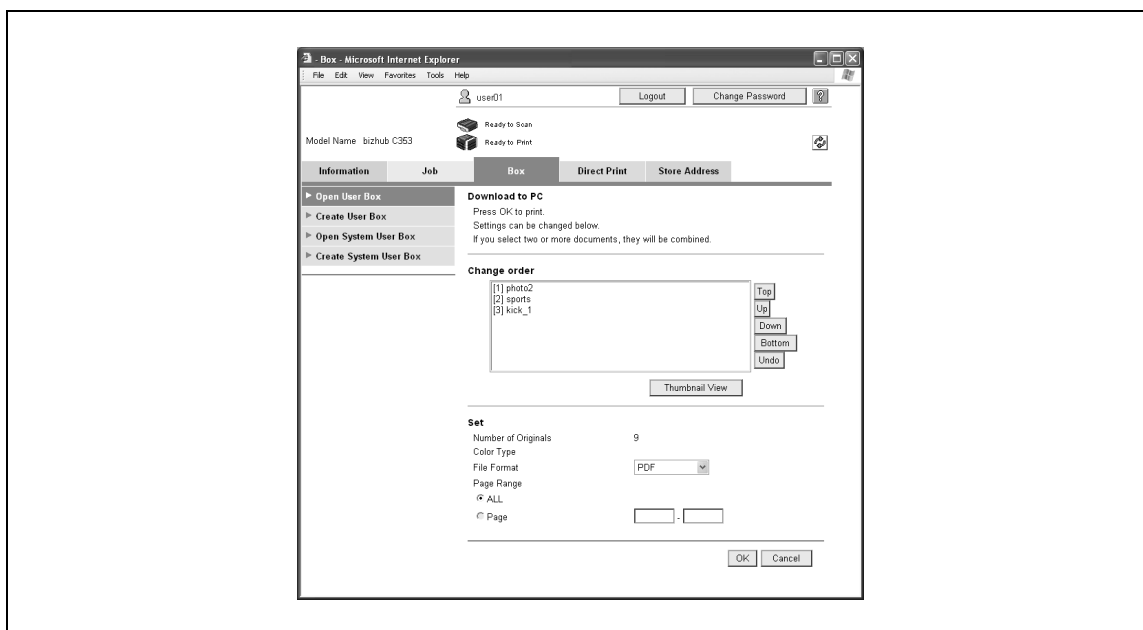
3 Specify the contents for sending,



- 4 Click the [OK] button.
Sending starts.
- 5 Click the [OK] button.
The File List page appears again

10.4.4 Downloading document data to computer

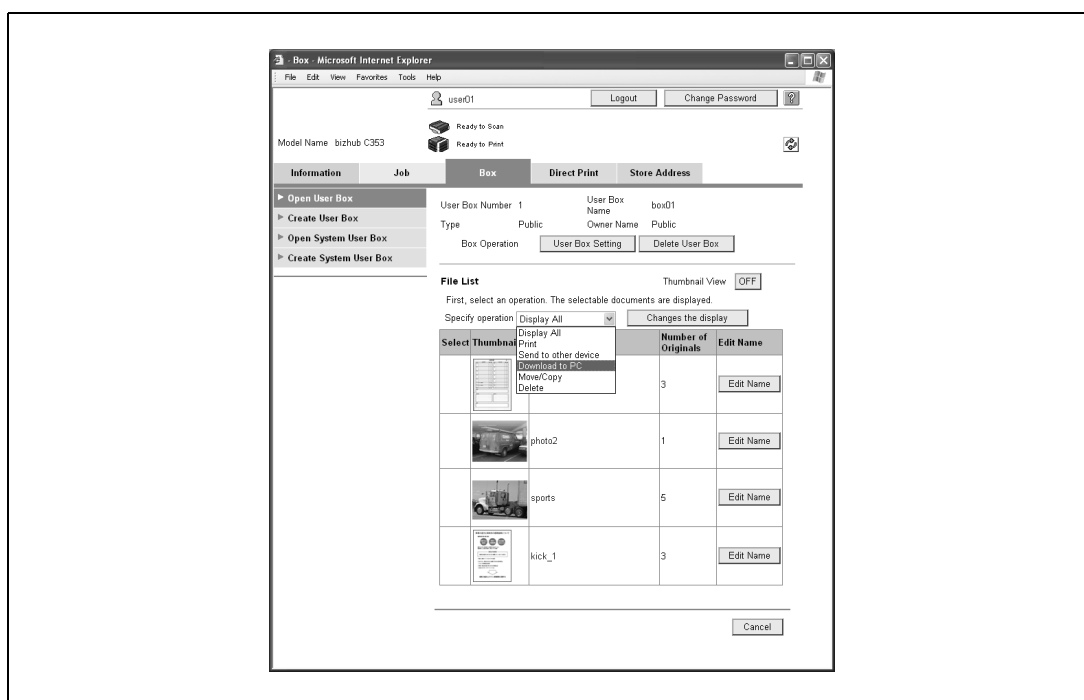
Documents saved in a user box can be downloaded by specifying the following settings.



Item	Description
Change order	This box appears when multiple documents are selected. The documents are bound in the order shown here and can be saved as a single document. The order of the documents can be changed. Click a document, and then click the [Top], [Up], [Down], [Bottom] or [Undo] button. Click the [Thumbnail View] button to check the documents in thumbnail images.
File Format	Select the file format for saving the data.
Page Range	Select to download all pages or specify a successive page range.

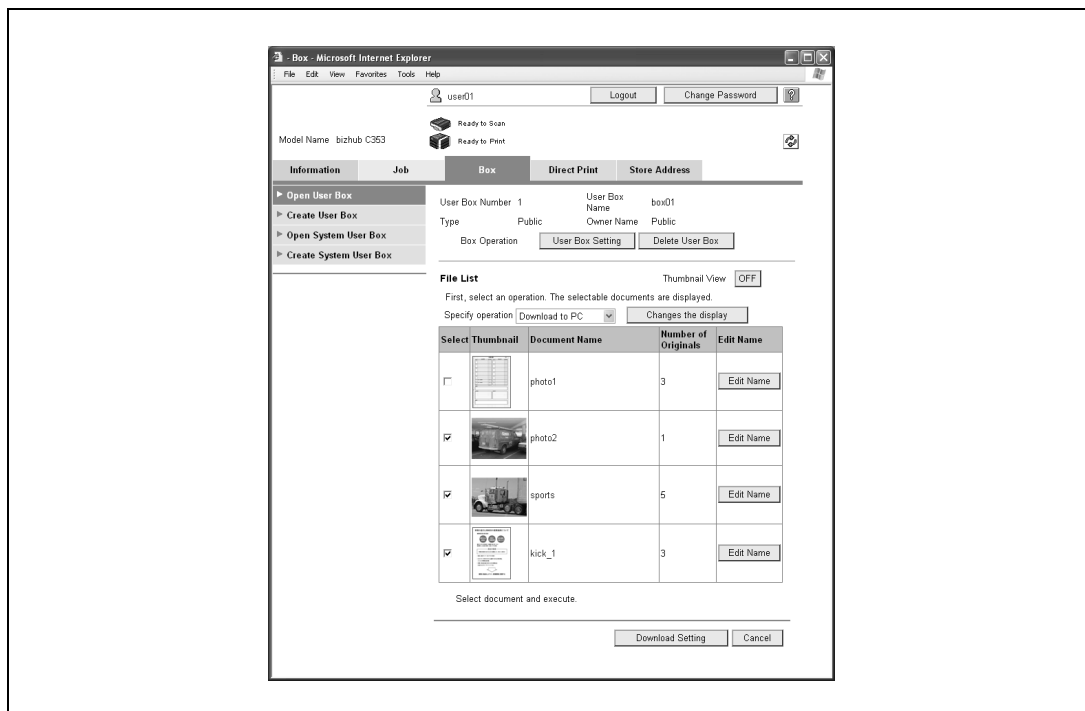
Downloading procedure

- 1 In "Specify operation", select "Download to PC", and then click the [Change the display] button.

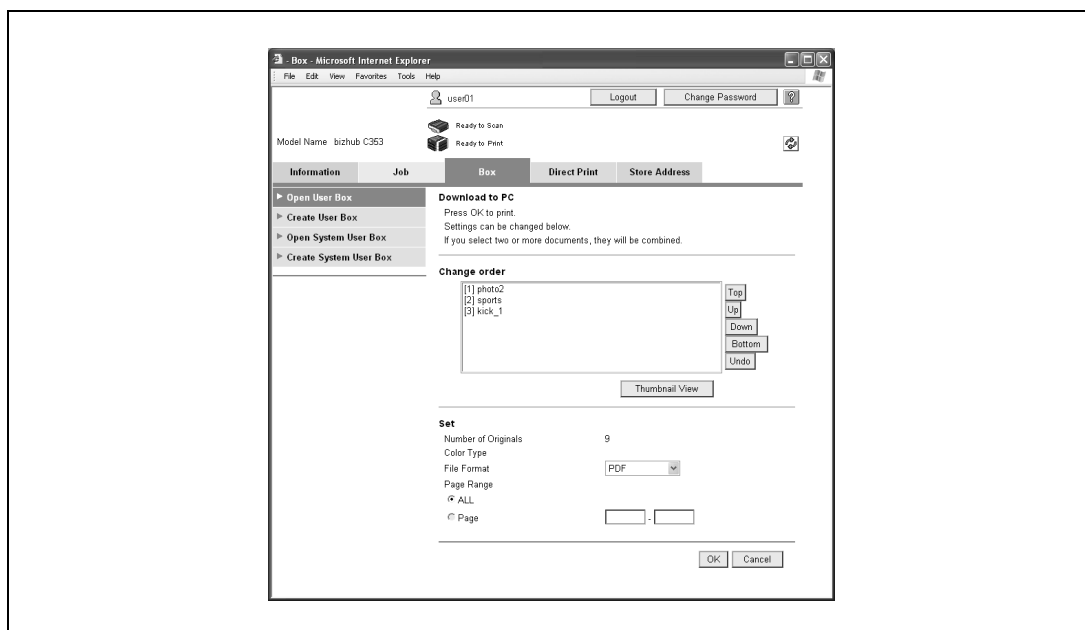


The "Select" check box appears beside the documents available for operation.

- 2 Select the check box for the documents to be downloaded, and then click the [Download Setting] button.

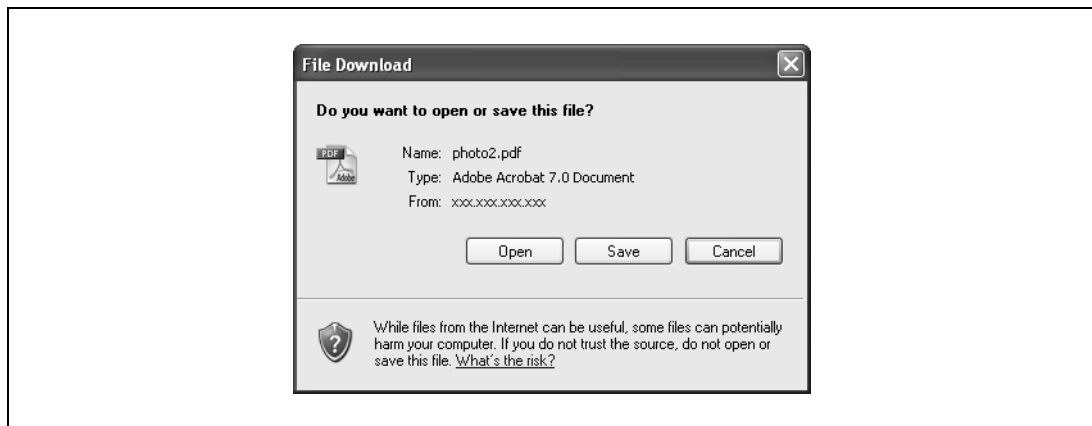


- 3 Specify the desired settings.

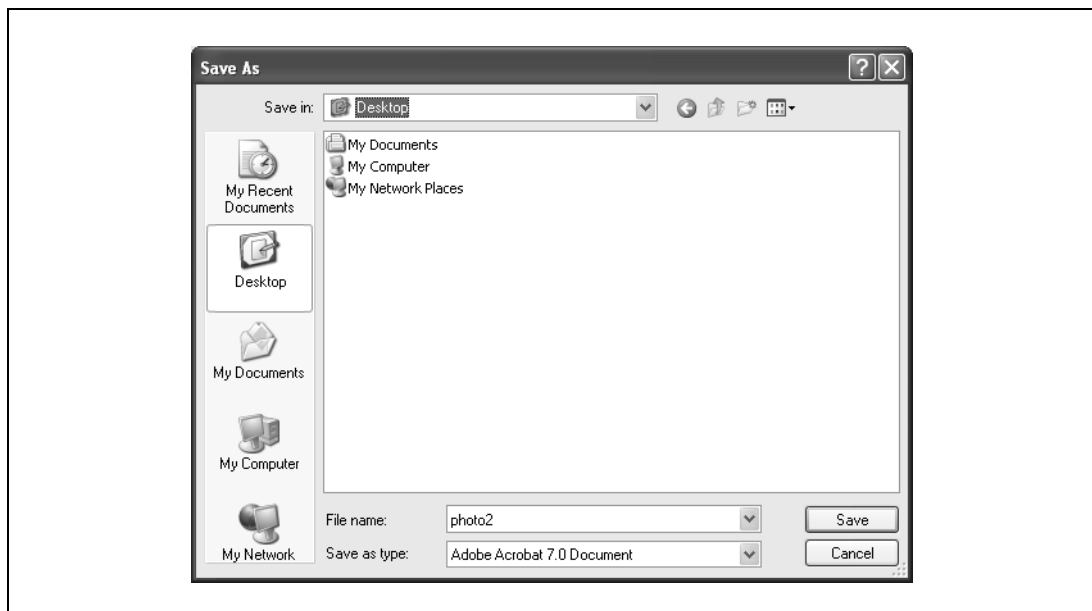


- 4 Click the [OK] button.
 - 5 When the "Preparation for download has been completed." message appears, click the [Download] button.
- The File Download dialog box appears.

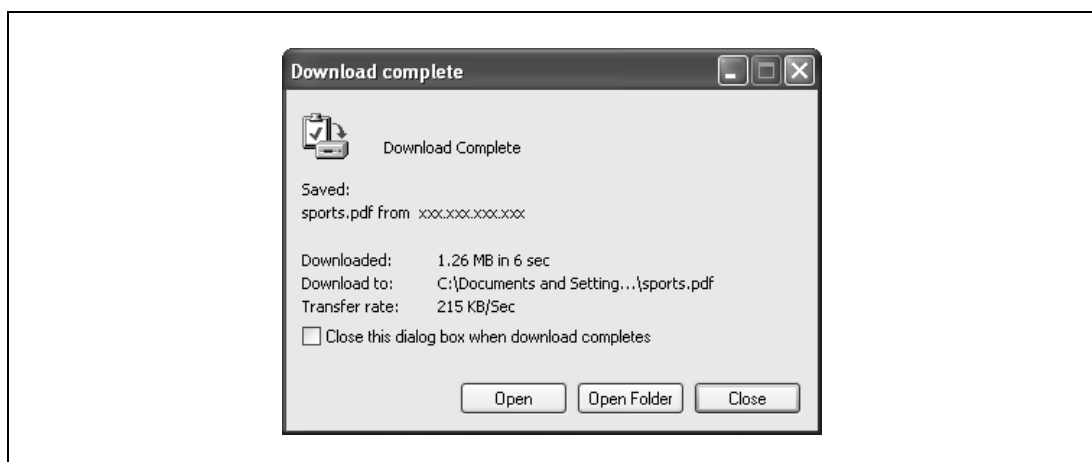
- 6 Click the [Save] button.



- 7 Specify the location to save the file, and then click the [Save] button.
- When multiple documents are selected, the name of the document selected first is displayed. The Download complete dialog box appears.



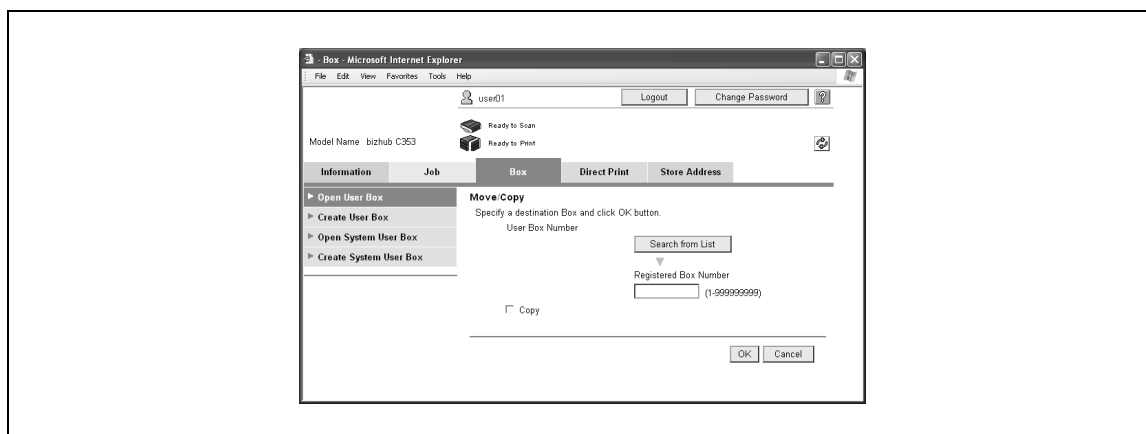
- 8 Click the [Close] button.



- 9 Click the [Back] button.
The File List page appears again.

10.4.5 Moving/copying document to another user box

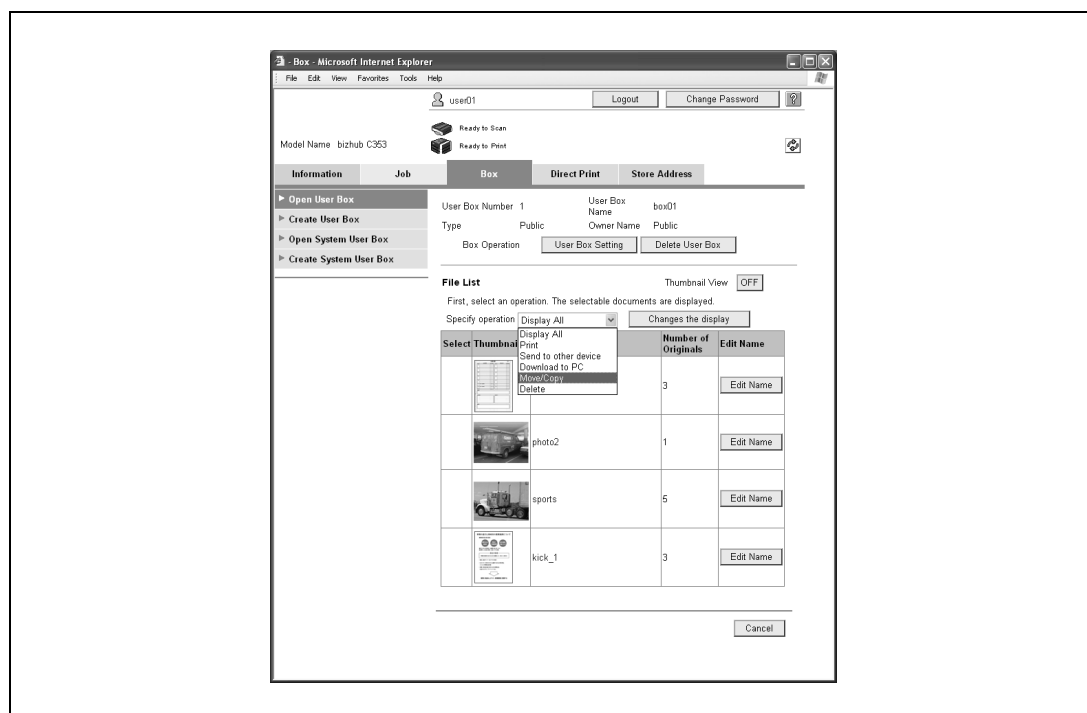
Documents saved in a user box can be moved or copied to another user box by specifying the following settings.



Item	Description
User Box Number	Select the destination user box for moving/copying from the user box list.
Copy	Select this check box to copy the document to the selected user box.

Moving/copying procedure

- 1 In "Specify operation", select "Move/Copy", and then click the [Change the display] button.

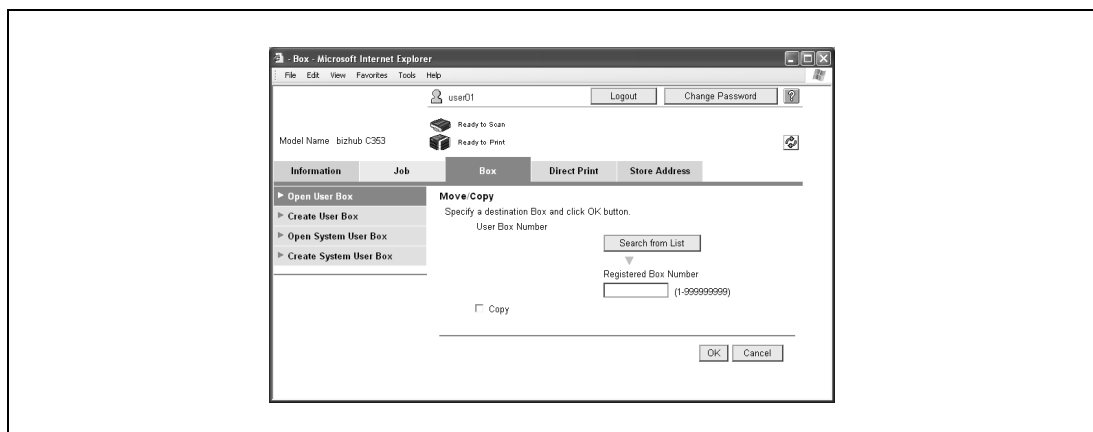


The "Select" check box appears beside the documents available for operation

- 2 Select the check box for the documents to be moved or copied, and then click the [Move/Copy Setting] button.
 - Only one document can be selected.



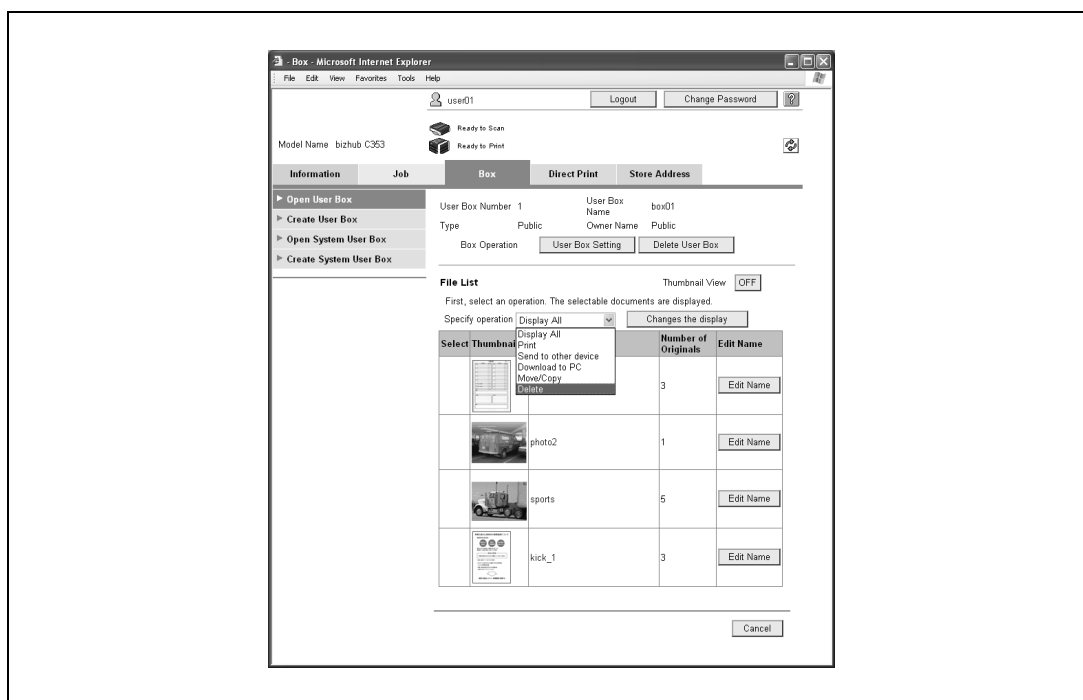
- 3 Specify the desired settings.



- 4 Click the [OK] button.
The document is moved or copied, and the File List page appears again.

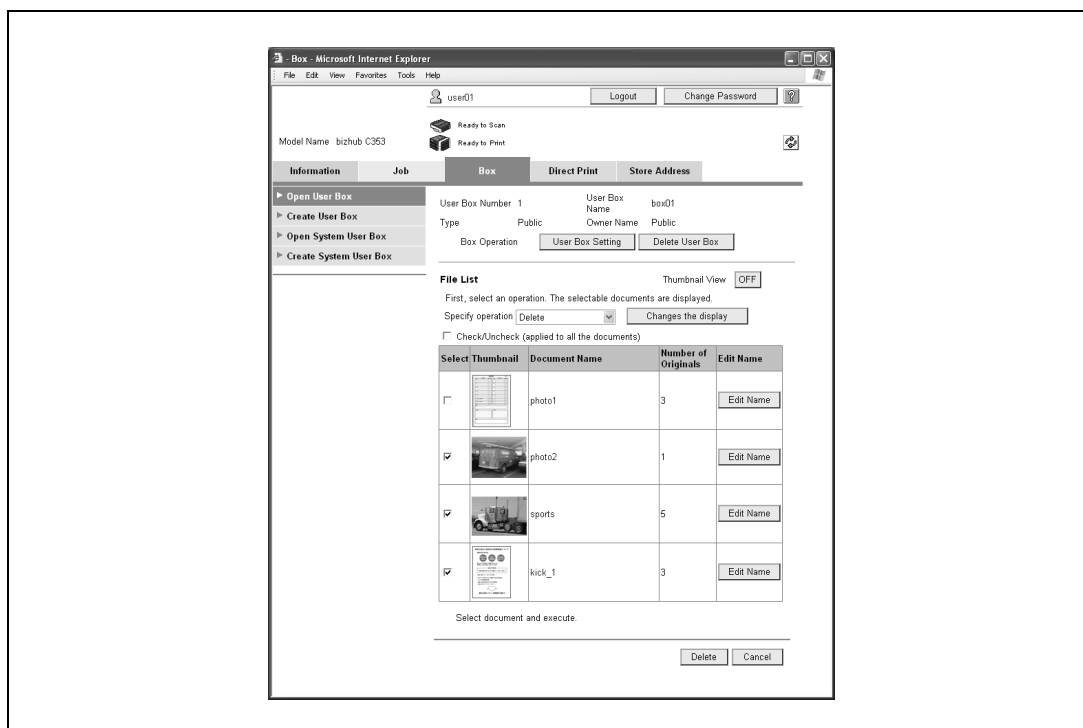
10.4.6 Deleting document

- 1 In "Specify operation", select "Delete", and then click the [Change the display] button.

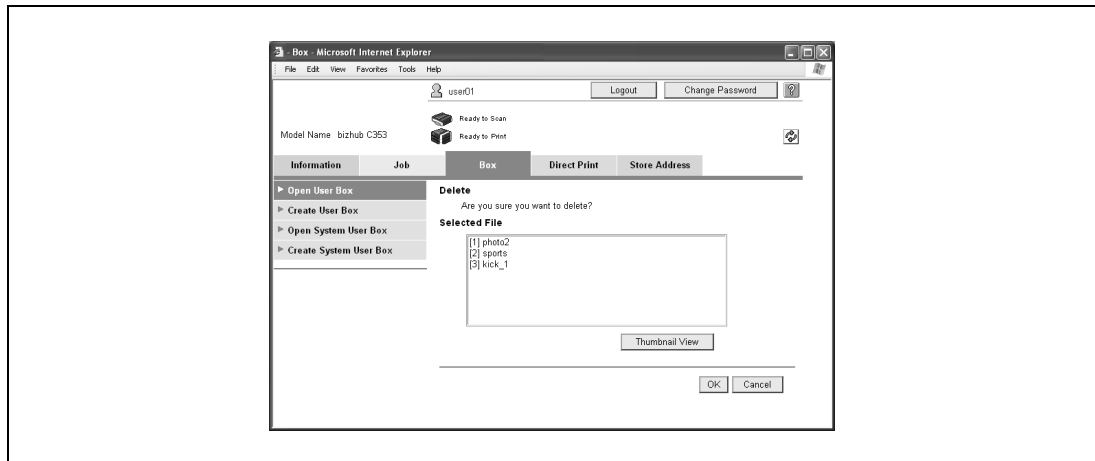


The "Select" check box appears beside the documents available for operation.

- 2 Select the check box for the documents to be deleted, and then click the [Delete] button.
 - To select or clear the check boxes for all the documents, select the "Check/Uncheck" check box



- 3 Confirm the name of the document to be deleted, and then click the [OK] button.
- Click the [Thumbnail View] button to check the documents in thumbnail images.



- 4 Click the [OK] button.
- The document is deleted, and the File List page appears again.

10.5 Overview of Administrator mode

By logging on to PageScope Web Connection in Administrator mode, the following functions can be specified.



Detail

For details on the Administrator mode, refer to the User manual – Network Administrator.

10.5.1 Maintenance

Maintenance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Logout

Model Name: bizhub C353

Ready to Scan
Ready to Print

Maintenance Security Box Print Setting Store Address Network

► Meter Count
► ROM Version
► Import/Export
► Status Notification Setting
► Total Counter Notification Setting
► Machine Setting
► Online Assistance
► Date/Time Setting
► Timer Setting
► Network TWAIN
► Reset
► External Memory Function Settings
► Header/Footer Registration
► License Settings

Total Counter

Total	64
Total Duplex	2
# of Originals	23
# of Used Paper	20

Copy Counter

	Full Color	Black	Single Color	2 Color	Total
Total	5	13	0	0	18
Large Size	0	0	0	0	0

Print Counter

	Full Color	Black	2 Color	Total
Total	0	2	0	2
Large Size	0	0	0	0

Scan / Fax Counter

	Print (Full Color)	Print (Black)	Scans
Total	1	43	44
Large Size	0	0	0

Fax TX: 15
Fax RX: 7

Total (Copy + Print)

	Full Color	Black	2 Color
Total	5	15	0

Paper Size / Type Counter

Paper Size	Paper Type	Count
A3	Not Specified	0
B4	Not Specified	0
A4	Not Specified	42
B5	Not Specified	0
A5	Not Specified	0
B6	Not Specified	0
8 1/2" x 14"	Not Specified	0
8 1/2" x 11"	Not Specified	0
Japanese Postcard	Not Specified	0
Others	Not Specified	0

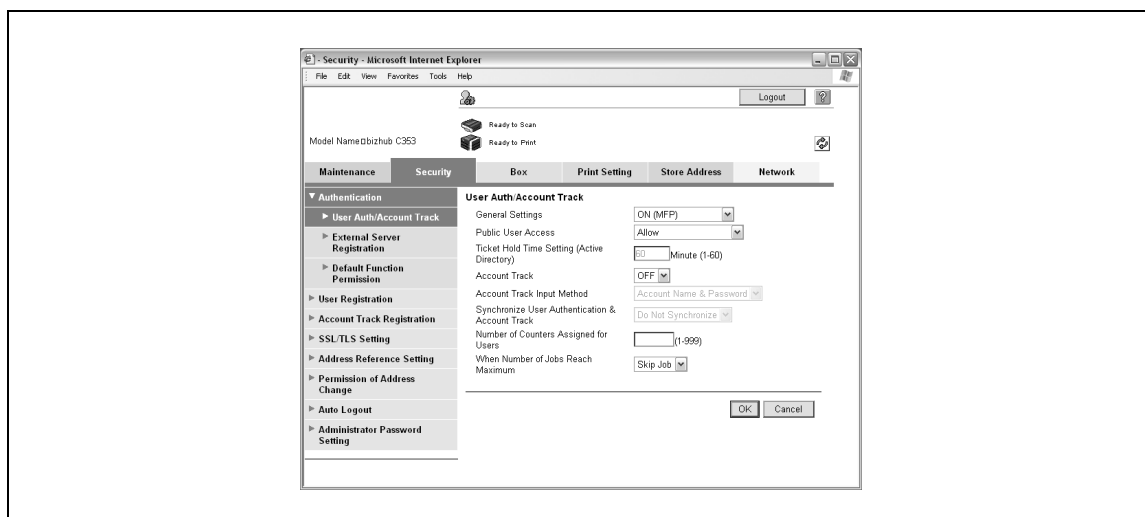
Item	Description
Meter Count	Counters managed by the machine can be displayed.
ROM Version	The ROM version can be displayed.
Import/Export	Machine settings can be saved as a file (exported), or settings can be written to the machine (imported).
Status Notification Setting	Specify settings for sending a notification if a machine error occurred. Settings can be specified for the destination of error notifications and the occasions when notifications are sent.
Total Counter Notification Setting	Specify the settings for sending notifications of the total counter by E-Mail and the E-Mail address where notifications are sent.
Machine Setting	The registered machine information can be changed.
Online Assistance	Specify the support information for the machine. To display this information, click the Information tab in User mode, and then click "Online Assistance" in the menu.
Date/Time Settings	Specify the date and time that are displayed on the machine.
Timer Settings	Specify the power save and weekly timer functions.
Network TWAIN	Specify the length of time until the operations are automatically unlocked during scanning (except with PUSH scanning).
Reset	Resets the network settings or controller settings or erases all destinations.

Item	Description
External Memory Function Settings	Specify the external memory settings for saving or printing documents.
Header/Footer Registration	The list of headers/footers can be displayed, and they can be registered or edited.
License Settings	A license can be issued and functions can be enabled. Also, a request code can be issued.

**Detail**

To use the machine as a scanner from application software using TWAIN, install the KONICA MINOLTA TWAIN driver software designed for that purpose. For details, refer to the User manual – Network Scan/Fax/Network Fax Operations on the bizhub C353 Series DVD.

10.5.2 Security



Item	Description
Authentication	Specify user authentication and account track settings for the machine. To perform authentication, an external server and default function permission can also be specified.
User Registration	If user authentication settings are specified, users can be registered and their settings can be changed.
Account Track Registration	If account track is specified, accounts can be registered and their settings can be changed.
SSL/TLS Setting	Specify the settings for SSL/TLS. With SSL/TLS enabled, communication between this machine and a client computer is encrypted to prevent passwords and messages being leaked.
Address Reference Setting	When permitting address reference, specify apply group setting and public user reference setting.
Permission of Address Change	Select whether or not to allow users to register destinations.
Auto Logout	Specify the length of time until Administrator mode or User mode is automatically logged off.
Administrator Password Setting	Specify the password for logging on to PageScope Web Connection in Administrator mode.



Detail

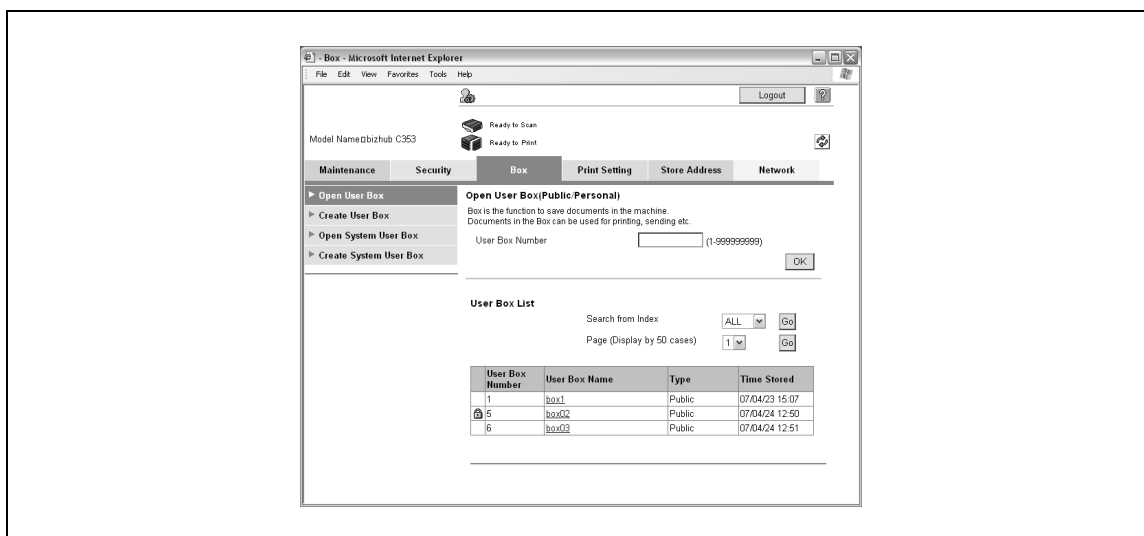
"Administrator Password Settings" does not appear in the following cases:

No SSL certificate is installed.

The Enhanced Security Mode is enabled.

10.5.3 Box

When logged on in Administrator mode, user boxes can be used without entering the password.



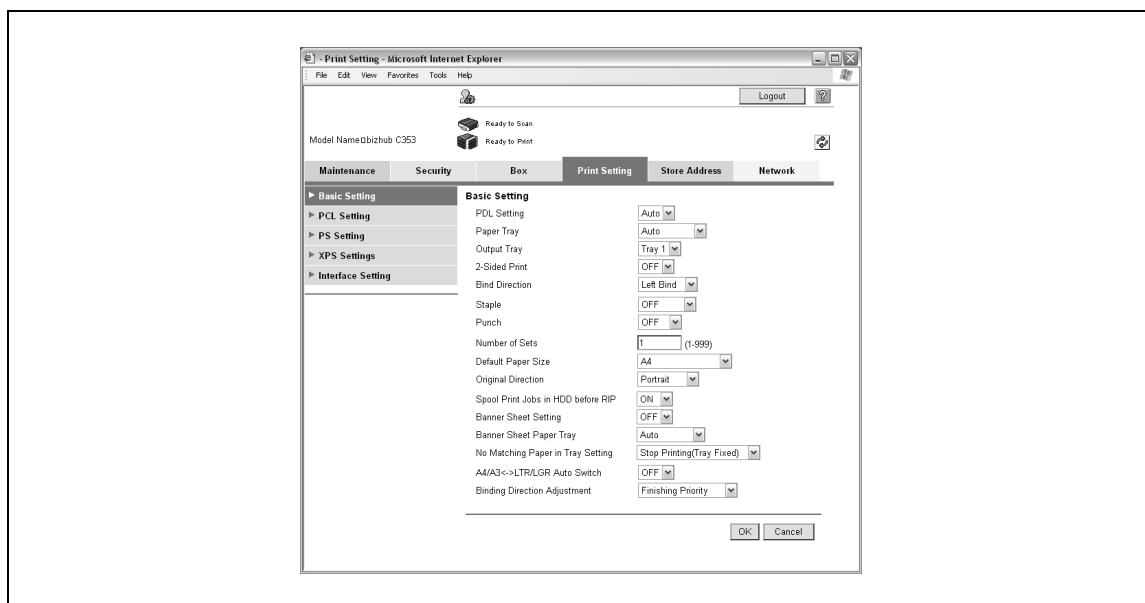
Item	Description
Open User Box	A currently created public, personal or group user box can be opened to change user box settings.
Create User Box	New user boxes can be created.
Open System User Box	System user boxes (Annotation User Box Bulletin, Board User Box, Polling TX User Box, Memory RX User Box, Relay User Box,) can be opened to work on a saved document or to change user box settings.
Create System User Box	New annotation user boxes, bulletin board user boxes and, relay user boxes can be created.



Detail

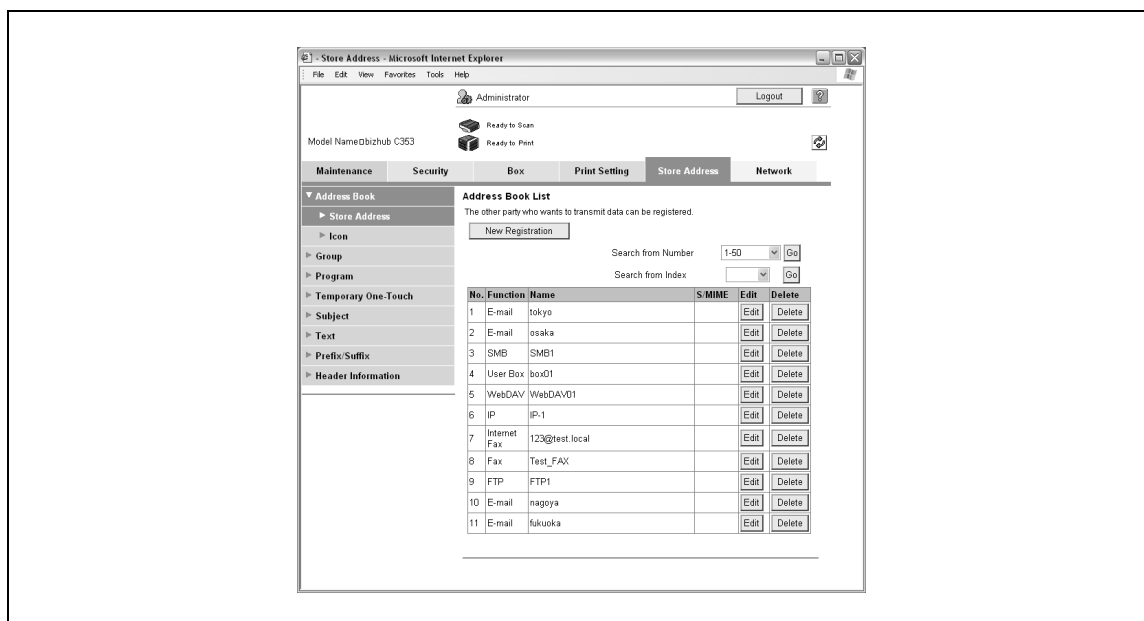
The Bulletin Board User Box, Polling TX User Box, Memory RX User Box, Relay User Box can be operated when the optional fax kit is installed.

10.5.4 Print Settings



Item	Description
Basic	The default printer settings can be specified.
PCL Setting	The default settings for PCL mode can be specified.
PS Setting	The default settings for PS mode can be specified.
XPS Settings	The XPS print settings can be specified.
Interface Setting	The interface time out can be specified.

10.5.5 Store Address



Item	Description
Address Book	The list of address book registered to the machine can be displayed, and destinations can be registered or their settings can be changed.
Group	The list of group destinations registered to the machine can be displayed, and destinations can be registered or their settings can be changed.
Program	The list of program destinations registered to the machine can be displayed, and destinations can be registered or their settings can be changed.
Temporary One-Touch	The list of temporary program destinations registered to the machine can be displayed, and destinations can be registered or their settings can be changed.
Subject	Up to 10 subjects for E-Mail messages can be registered.
Text	A maximum of 10 texts for sending E-Mail messages can be registered.
Application Registration	When using an application, such as RightFax Server, registered with an external server, register the application information and server address. By registering the application and server, a connection to the server of the selected application can automatically be established for use.
Prefix/Suffix	Prefixes and suffixes can be registered to be added as destination information when sending E-Mail messages.
Header Information	Register sender information for transmissions.



Detail

"Application Registration" does not appear when the fax kit is installed.

10.5.6 Network

The screenshot shows the 'Network' configuration page in a web browser. The page has a sidebar with a tree view of settings: TCP/IP Setting, IP Filtering, IPsec, E-mail Setting, LDAP Setting, IPP Setting, FTP Setting, SNMP Setting, SMB Setting, Web Service Settings, Bonjour Setting, NetWare Setting, AppleTalk Setting, Network Fax Setting, WebDAV Settings, OpenAPI Setting, and TCP Socket Setting. The main content area is titled 'TCP/IP Setting' and includes a note: '* is reflected after reset.' The settings are as follows:

- TCP/IP***: ON
- Network Speed**: Auto
- IP Address Setting Method***: Auto Setting
 - ☒ DHCP*
 - ☒ Static*
 - ☒ ARP/PING*
 - ☒ AutoIP*
- IP Address**: 192.168.1.20
- Subnet Mask**: 255.255.255.0
- Default Gateway**: 192.168.1.1
- IPv6**: ON
 - Auto IPv6 Setting***: ON
 - Link-Local Address**: fe80::220:6bff:fe5c:a477
 - Global Address**:
 - Prefix Length**:
- Gateway Address**:
- RAW Port Number**:
 - ☒ Port 1: 8100 (1-65535)
 - ☒ Port 2: 8112 (1-65535)
 - ☒ Port 3: 8113 (1-65535)
 - ☒ Port 4: 8114 (1-65535)
 - ☒ Port 5: 8115 (1-65535)
 - ☒ Port 6: 8116 (1-65535)
- Dynamic DNS Setting**: Enable
 - Host Name**: KMBTSCA477
 - DNS Domain Name Setting**:
 - DNS Domain Auto Obtain**: Enable
 - DNS Default Domain Name**: hest.local.jp
 - DNS Search Domain Name1**:
 - DNS Search Domain Name2**:
 - DNS Search Domain Name3**:
 - DNS Server Setting**:
 - DNS Server Auto Obtain**: Enable
 - Primary DNS Server**: 192.168.1.2
 - Secondary DNS Server1**: 192.168.1.3
 - Secondary DNS Server2**: 0.0.0.0
- SLP Setting**: SLP Enable
- LPD Setting**: LPD Enable

At the bottom right are 'OK' and 'Cancel' buttons.

Item	Description
TCP/IP Setting	Specify the TCP/IP settings to connect the machine to the network.
E-mail Setting	Specify the E-Mail TX/RX setting and I-Fax extended functions.
LDAP Setting	Register an LDAP server when using it.
IPP Setting	Specify the settings for IPP printing.
FTP Setting	Specify the settings to use this machine as an FTP client or server.
SNMP Setting	Specify the SNMP settings.
SMB Setting	Specify the settings for the SMB client, WINS, and SMB print.
Web Service Setting	Specify the settings for scan and print via the Web service.
Bonjour Setting	Specify the Bonjour settings.
NetWare Setting	Specify the NetWare settings.
AppleTalk Setting	Specifying the AppleTalk settings.

Item	Description
Network Fax Setting	Specify the settings for direct SMTP transmission and direct SMTP reception.
WebDAV Settings	Specify the WebDAV client settings.
Open API Setting	Specify OpenAPI settings.
TCP Socket Setting	Specify TCP Socket settings used for data transmissions between the computer application and this machine.



Appendix

11 Appendix

11.1 Error message list

→ If an error message appears, perform the corresponding operation described below.

Message	Cause and solution
Unable to connect to the network.	A connection to the network could not be established. Check if the network cable is correctly connected. In addition, check that the "Network Settings" parameters in Administrator mode have been correctly specified. For details on the network settings, refer to the User manual – Network Administrator.
The address for the communication method cannot be selected since the number of addresses has exceeded the maximum allowed for broadcasting.	The number of destinations specified exceeds the number possible for a broadcast transmission. Reduce the number of broadcast destinations, or send the transmission in multiple batches.
Document could not be saved in user box due to insufficient HDD capacity. Check log.	The hard disk is full. Delete unnecessary data, and then try saving the data again.
The number of registered user boxes has reached the max. allowance.	The number of user boxes that can be registered has reached the maximum number possible. Delete unnecessary user boxes, and then try registering new boxes again.
The number of documents saved in the User Box has reached its maximum.	The number of documents that can be saved in a user box has reached the maximum number possible. Delete unnecessary documents, and then try saving the document again.
The number of programmed jobs has reached the max. allowance. Wait until a programmed job is completed.	The number of jobs that can be programmed has reached the maximum number possible. Wait until a job has been completed, or delete a current job.

11.2 Entering text

The following procedure describes how to use the keyboard that appears in the touch panel for typing in the names of registered users and custom paper sizes. The keypad can also be used to type in numbers.

Any of the following keyboards may appear.

Example

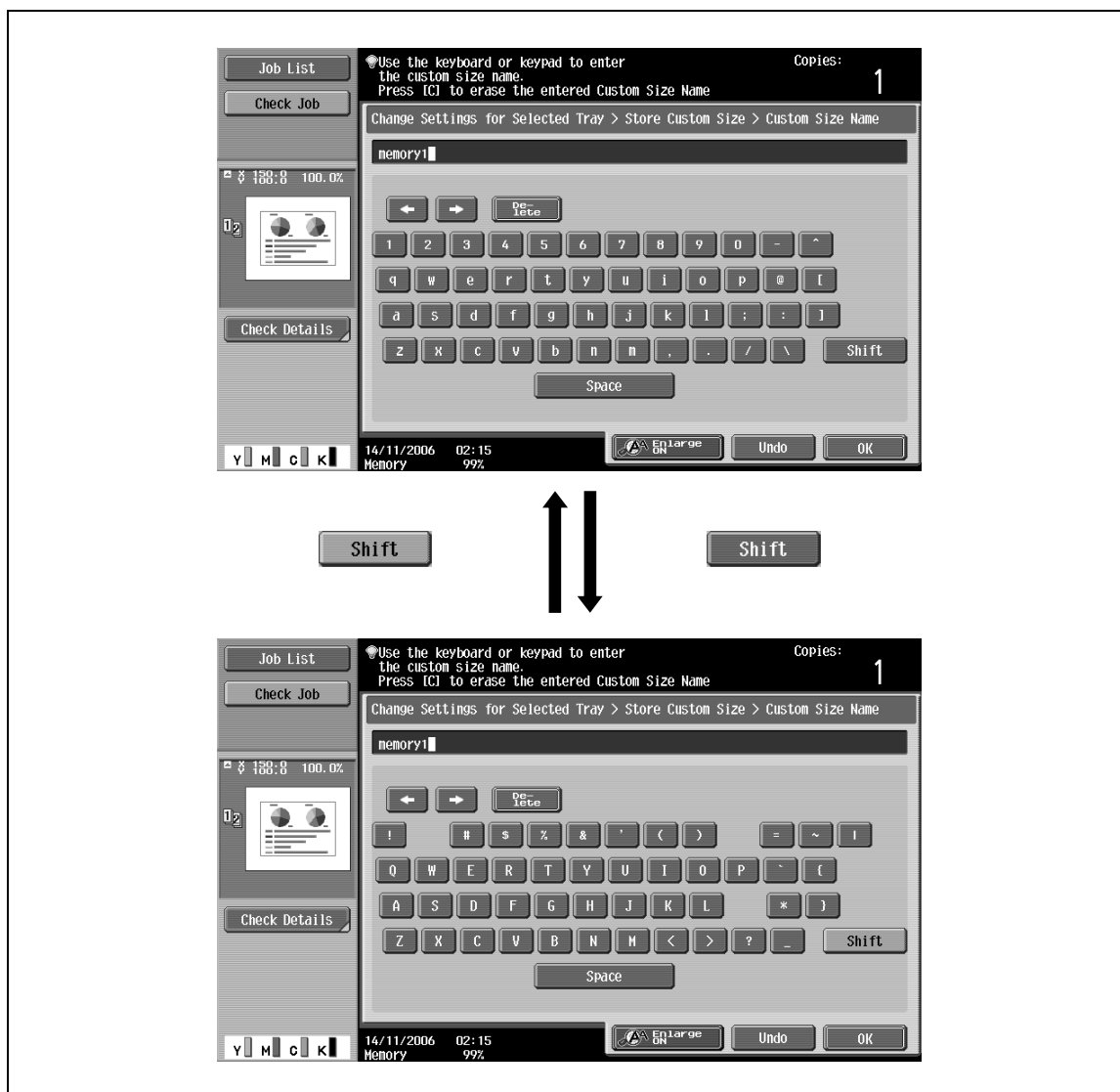
Password input screen



Screen for entering the name of a custom paper size



- Touch [Shift] to switch the keyboard display between lowercase letters (numbers) and uppercase letters (symbols).



11.2.1 Enlarging the keyboard

The keyboard can be displayed larger so that it is easier to read.

- 1 While the keyboard is displayed, touch [Enlarge ON].

The keyboard display is enlarged.



- 2 To cancel the enlarged display and return the keyboard to its normal size, touch [Enlarge OFF] while the keyboard display is enlarged.



Note

The keyboard is used in the same way, even when it is enlarged display.

11.2.2 To type text

- Touch the button for the desired character from the keyboard that appeared.
- To type in uppercase letters or symbols, touch [Shift].

– Numbers can also be typed in with the keypad.
- The entered characters appear in the text box.



Note

- To revert to the setting when the keyboard was displayed, touch [Cancel].
- To clear all entered text, press the [C] (clear) key.
- Some buttons may not appear, depending on the characters being entered.



Detail

- To change a character in the entered text, touch [←] and [→] to move the cursor to the character to be changed, touch [Delete], and then type in the desired letter or number.

11.2.3 List of available characters

Type	Characters
Alphanumeric characters/symbols	ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz [space]!"#\$%&'()*+,-./\:;<=>?@[]^_`{ }~*0123456789

11.3 Glossary

Term	Description
10Base-T/100Base-TX/1000Base-T	A set specifications under the Ethernet standards. Uses cables consisting of pairs of twisted copper wires. The transmission speed of 10Base-T is 10Mbps, of 100Base-TX is 100Mbps, and of 1000Base-T is 1,000 Mbps.
Adobe® Flash®	Software developed by Adobe Systems Inc. (formerly developed by Macromedia, Inc.), and used to create data combining vector-graphic animation and sound, and the format of this data file. The bidirectional content can be manipulated using a keyboard and a mouse. The files can be kept relatively compact, and they can be accessed with the Web browser plug-in.
anonymous FTP	While normal FTP sites are protected by an account name and password, this type of FTP site can be used by anyone without a password by simply entering "anonymous" as the account name.
Auto IP	A function for automatically acquiring the IP address. If acquisition of the IP address failed with DHCP, an IP address is acquired from the address space of 169.254.0.0.
bit	Abbreviation for Binary Digit. The smallest unit of information (data quantity) on a computer or printer. Displays data using 0 or 1. Dithering may occur if the character size is increased.
Bitmap Font	A font that is displayed using a collection of dots. These look increasingly jagged with larger font sizes.
BMP	Abbreviation for Bitmap. A file format for saving image data which uses the .bmp extension. Commonly used on Windows platforms. You can specify the color depth from monochrome (2 values) to full color (16,777,216 colors). Images are not usually compressed when saved.
Byte	Unit of information (data quantity) on a computer or printer. Configured as 1 byte equals 8 bits.
Compact PDF	Compression method for reducing the data amount using the PDF format when converting color documents to data. The highest compression efficiency is achieved by identifying the text and image regions and using the resolution and compression method most appropriate for each region. The compact PDF format can be selected when converting documents to data using the scanning functions of this machine.
Contrast	The difference in intensity between the light and dark parts of the image (light/dark variation). An image with little light/dark variation is said to have a low contrast, and an image with large light/dark variation is said to have a high contrast.
Default	The initial settings. The settings first selected when the machine is turned on, or the settings first specified when the function is selected.
Default gateway	A device, such as a computer or router, used as a gateway to access computers not on the same LAN.
Density	An indication of the amount of darkness in the image.
Density Compensation	Color correction function used in output devices such as printers and displays.
DHCP	Abbreviation for Dynamic Host Configuration Protocol. A protocol in which a client computer on a TCP/IP network automatically specifies the network settings from the server. With collective management of the IP address for DHCP clients on the DHCP server, you can avoid duplication of an address and you can build a network easily.
Dither	One method of combining two colors to create an approximate representation of shades of gray. Processing is easier than with error diffusion, but this can lead to irregularities.
DNS	Abbreviation for Domain Name System. A system that acquires the supported IP addresses from host names in a network environment. DNS allows the user to access other computers over a network by specifying host names, instead of difficult to memorize and understand IP addresses.
DPI (dpi)	Abbreviation for Dots Per Inch. A resolution unit used by printers and scanners. Indicates how many dots per inch are represented in an image. The higher the value, the higher the resolution.
Driver	Software that works as a bridge between a computer and a peripheral device.
Ethernet	LAN transmission line standard
File extension	The characters added to the file name in order to differentiate file formats. The file extension is added after a period, for example, ".bmp" or ".jpg".

Term	Description
FTP	Abbreviation for File Transfer Protocol. A protocol for transferring files over the Internet or an intranet on the TCP/IP network.
Gradation	The light and dark levels of an image. As the number increases, smoother brightness variations can be reproduced
Gray Scale	Monochrome image expressive form using the gradation information from black to white
Halftone	The method of producing the light and dark parts of an image through varying sizes of black and white dots
Hard disk	Large capacity storage device for storing data. The data can be stored even if the power is turned off.
HTTP	Abbreviation for Hyper Text Transfer Protocol. A protocol used to send and receive data between a Web server and a client (Web browser). Documents containing images, recordings, and video clips can be exchanged with the expressive form information.
ID & Print	Function that allows you to print the job sent from the printer driver when performing user authentication.
Install	To install hardware, operating systems, applications, printer drivers on to a computer
IP address	A code (address) that is used to identify individual network devices over the Internet. IPv4 (Internet Protocol version 4), widely spread today, is expressed such as 192.168.1.10 using 32-bit numbers divided into four. In the next generation IPv6 (Internet Protocol version 6), 128-bit IP addresses are used. IP addresses are assigned to devices, including computers, which are connected to the Internet.
JPEG	Abbreviation for Joint Photographic Experts Group. One of the file formats for saving image data. (The file extension is ".jpg".) The compression ratio is roughly 1/10 to 1/100. This format uses an effective method in the compression of continuous-tone images, such as photographs.
Kerberos	A type of network authentication system used by Windows 2000 or later. Used in Active Directory authentication. Users can be safely and efficiently authenticated with a two-phase authentication (user logon and network resource usage) on a dependable site set up on the network.
LAN	Abbreviation for Local Area Network. A network which connects computers on the same floor, in the same building, or in neighboring buildings.
LDAP	Abbreviation for Lightweight Directory Access Protocol. On a TCP/ IP network, such as the Internet or an intranet, this protocol is used to access a database for managing environment information and the e-mail addresses of network users.
Memory	Storage device for storing data temporally. When the power is turned off, the data may or may not be erased.
Multi Page TIFF	A TIFF file that has multiple pages.
OS	Abbreviation for Operating System. Basic software for controlling the system of a computer. Windows, MacOS, and Unix are Operating Systems.
PASV	Abbreviation for PASSive. A mode for connecting to an FTP server from within a firewall. If this mode is not specified, the firewall will be considered inaccessible and the connection will be terminated, preventing the file from being sent.
PDF	Abbreviation for Portable Document Format. An electronically formatted document which uses the .pdf extension. Based on the Post-Script format, you can use the free Adobe Reader software to view documents.
Pixel	The smallest unit of an image.
Plug-and-play	Ability to automatically find and use the appropriate driver when a peripheral device is connected to a computer.
Port number	The number that identifies the transmission port for each process running on a computer on the network. The same port cannot be used by multiple processes.
PPI	Abbreviation for Pixels Per Inch. Measuring unit for resolution, particularly for monitors and scanners. Indicates how many pixels per inch.
Preview	A function that allows you to view an image before processing a print or scan job
Print Job	Print request transmitted from a computer to a printing device.
Printer driver	Software that works as a bridge between a computer and a printer.
Property	Attribute information when using a printer driver, various functions can be specified in the file properties. In the file properties, you can check the attribute information of the file.

Term	Description
Protocol	The rules that allow computers to communicate with other computers or peripheral devices
Proxy server	A server that is installed to act as an intermediary connection between each client and different servers to effectively ensure security over the entire system for Internet connections
Resolution	Displays the ability to reproduce the details of images and print matter correctly.
Scanning	With the scanning operation of the scanner, an image is read while the row of image sensors is gradually moved. The direction that the image sensors are moved is called the main scanning direction, and the direction in which the image sensors are arranged is called the sub-scanning direction.
Screen frequency	Indicates the density of dots used to create the image.
Single-page TIFF	A single TIFF file that contains only a single page.
SMB	Abbreviation for Server Message Block. A protocol that shares files and printers over a network and which is mainly used by Microsoft Windows.
SSL/TLS	Abbreviation for Secure Socket Layer/Transport Layer Security. The encoding method for safely transmitting data between the Web server and browser.
Subnet mask	The unit used to divide a TCP/IP network into small networks (subnetworks). It is used to identify the bits in a network address that are higher than the IP address.
TCP/IP	Abbreviation for Transmission Control Protocol/Internet Protocol. This is virtually the standard Internet protocol. IP addresses are used to identify respective network devices.
Thumbnail	A small image that shows the contents of the image or document file (the image displayed when the file was opened)
TIFF	Abbreviation for Tagged Image File Format. One of the file formats for saving image data. (The file extension is ".tif".) Depending on the tag indicating the data type, information for various image formats can be saved in a single image data.
TWAIN	The interface standard for imaging devices, such as scanners and digital cameras, and for applications, such as graphics software. In order to use a TWAIN-compliant device, the TWAIN driver is required.
Uninstall	To delete software installed on a computer
USB	Abbreviation for Universal Serial Bus. A general interface standard for connecting a mouse, printer, and other devices to a computer.
Web browser	Software for viewing Web pages. Internet Explorer and Netscape Navigator are this type of software.

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